

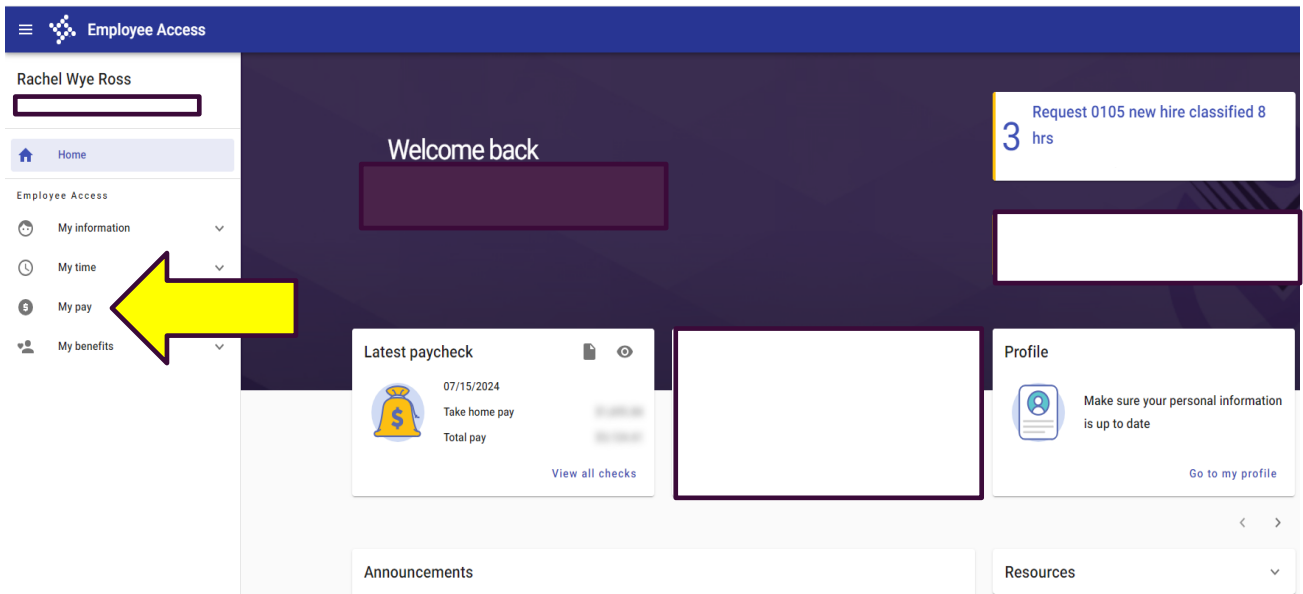
**How to Access
&
Change your
W-4**

How to Access your W4 Info

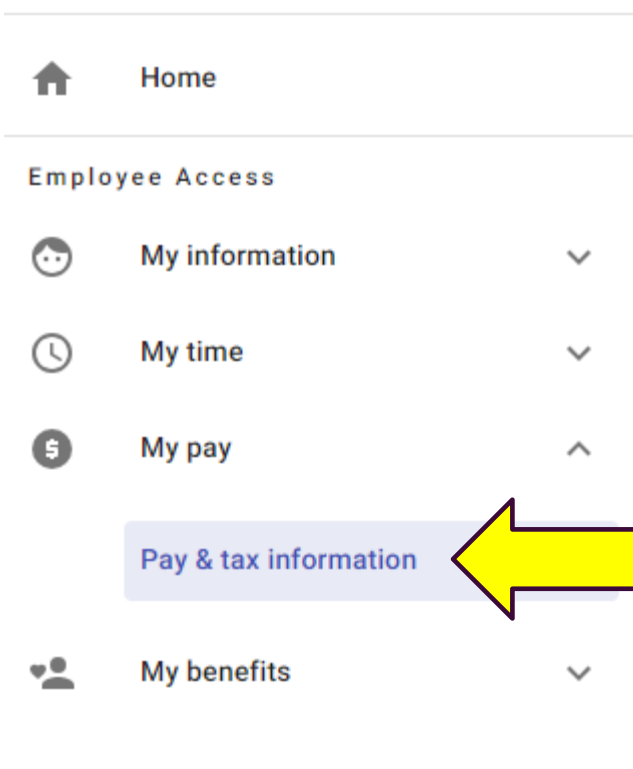
1. Go to www.mapleton.us – and sign in to your Employee Access

The screenshot shows the Mapleton Public Schools website. The header includes the logo and the text "Mapleton Public Schools Achieve Your Dreams". The navigation menu includes "Our Schools", "Careers", "Staff", and "ENROLL". A yellow arrow points to the "ENROLL" button. A dropdown menu is open, listing various services such as "Absence Management", "Benefits Information", "Blackboard Messenger", "BrightSign", "Canvas", "Clever", "Destiny Library", "Enrich", "Frontline Central", "Human Resources", "Infinite Campus for Employees", "IT Help Desk", "IVisions Portal (School ERP Pro)", "Maintenance School Dude", "Office 365", "Professional Development Calendar", "RMMI - Digital Document Solutions", "Secretary/Director IVisions Portal Page", "Severe Weather Plans", and "Westerra Credit Union". A yellow arrow points to the "IVisions Portal (School ERP Pro)" option. The background features a large crowd of people at a school event.

2. Your Profile will open, look to the left of the screen to find the My Pay link, Click to open drop down



3. Click the Pay & Tax Information link



4. Your Pay & Tax information overview will appear, your W-4 information will appear at the bottom left of your screen

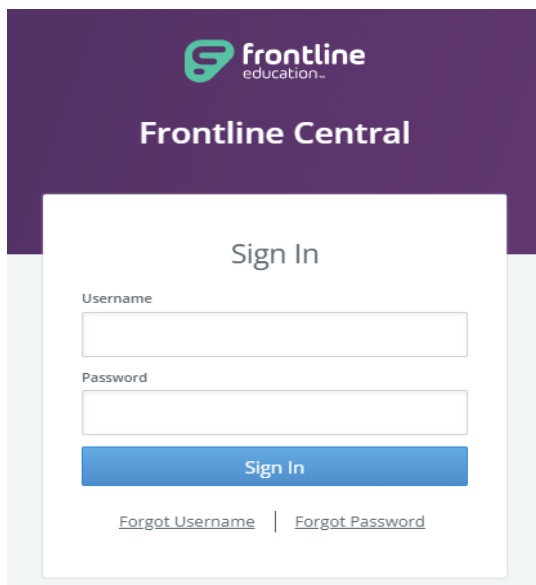
W4

FED TAX W/H Tax Status: Single or Married filing separately Additional Withholding: \$0.00	STATE TAX W/H - COLORADO Tax Status: Single or Married filing separately Additional Withholding: \$0.00
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How to Change your W-4:

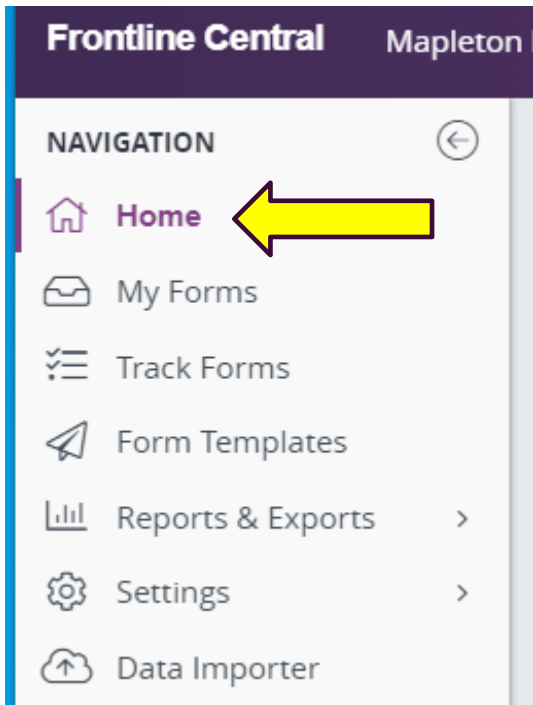
1. Go to www.mapleton.us –
Hover over Staff, a drop-down box will appear, Click on
Frontline Central

2. Login to Frontline Central

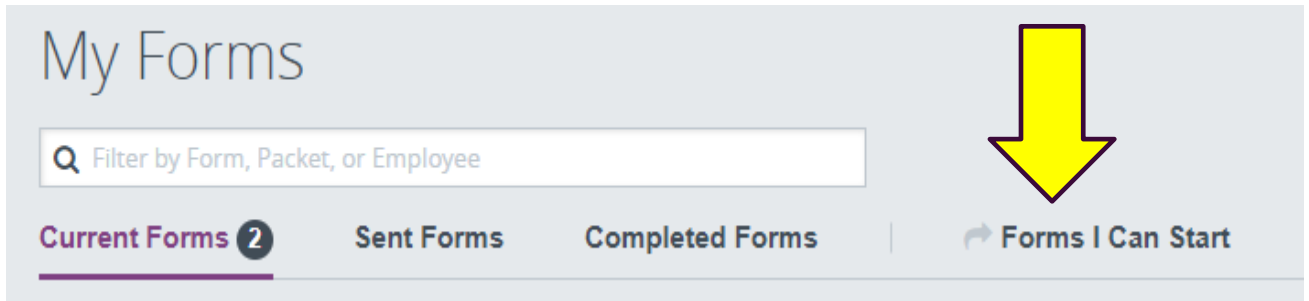


The image shows a screenshot of the Frontline Central login interface. At the top, there is a purple header with the 'frontline education' logo and the text 'Frontline Central'. Below the header is a white sign-in box. Inside the box, the text 'Sign In' is centered. There are two input fields: 'Username' and 'Password'. Below the password field is a blue 'Sign In' button. At the bottom of the sign-in box, there are two links: 'Forgot Username' and 'Forgot Password'.

3. Click on My Forms (Left Side of screen under Navigation Bar)

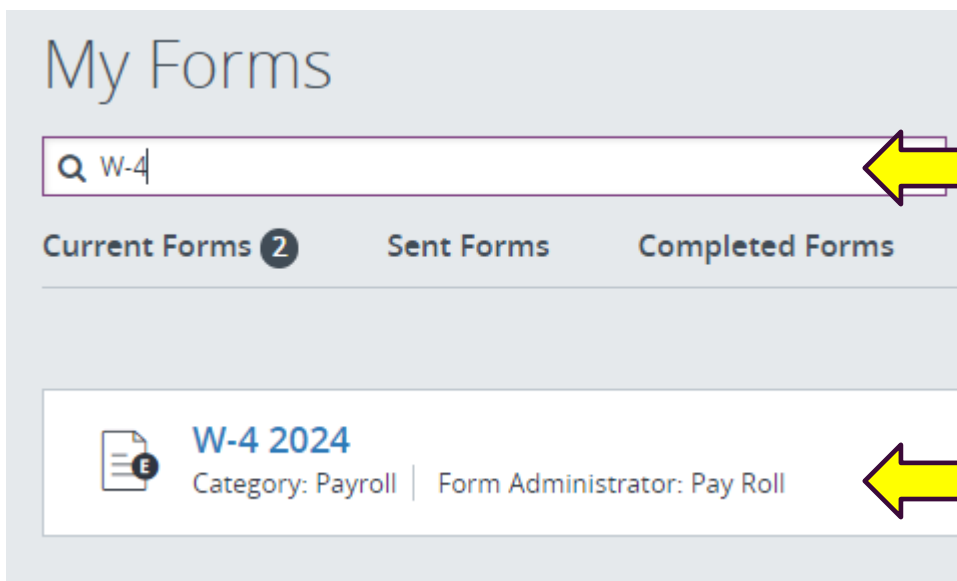


4. Click on Forms I Can Start



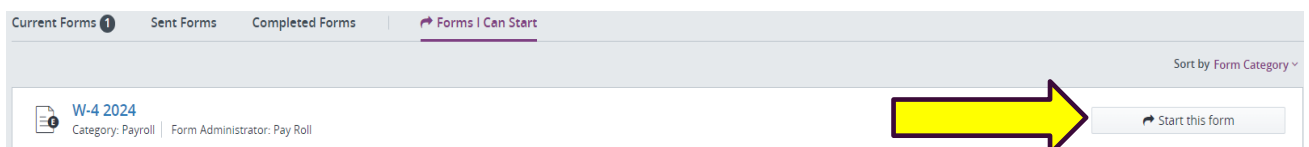
The screenshot shows the 'My Forms' header with a search bar containing the text 'Filter by Form, Packet, or Employee'. Below the search bar are four tabs: 'Current Forms' (with a '2' badge), 'Sent Forms', 'Completed Forms', and 'Forms I Can Start' (which is selected and has a right-pointing arrow). A large yellow arrow points down to the 'Forms I Can Start' tab.

5. Search W-4 in search bar




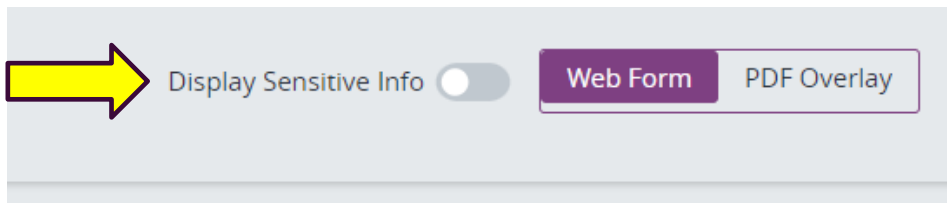
The screenshot shows the 'My Forms' header with the search bar containing 'W-4'. A yellow arrow points to the search bar. Below the search bar are three tabs: 'Current Forms' (with a '2' badge), 'Sent Forms', and 'Completed Forms'. Below the tabs, a card for 'W-4 2024' is visible, with 'Category: Payroll' and 'Form Administrator: Pay Roll'. A yellow arrow points to the card.

5. Click on Start this Form to the right of W-4 2024 Form:



This is a close-up of the 'W-4 2024' form card. The card displays 'W-4 2024', 'Category: Payroll', and 'Form Administrator: Pay Roll'. To the right of the card is a button labeled 'Start this form'. A yellow arrow points to this button.

6.  **Before you complete this form be sure to enable “Display Sensitive Info” - Located on the top right corner of your screen.**



- **The “Display Sensitive Info” button should be green before you continue. Once you have enabled the “Display Sensitive Info” button, you may fill out the form & submit.**

