1. From the Oracle Home Page, select the **LCPS Employee Self Service** link, then select the **Tax Form** link.

2. The **Tax Form** page is displayed. Make any necessary changes on the form, then click the **Update** button.

3. The **Update Tax Form** page is displayed. Make any necessary changes on the form, then click the **I Agree** check box. Then click the **Continue** button.

4. The **Tax Form: Review** page is displayed. Review the information. If changes are needed, click the **Back** button. If no changes are needed, click the **Submit** button. You may also print a copy of the page, click the **Printable Page** button.

5. After the page has been submitted, the **Confirmation** page is displayed. Click the **Home** icon to continue to the Oracle Home page.