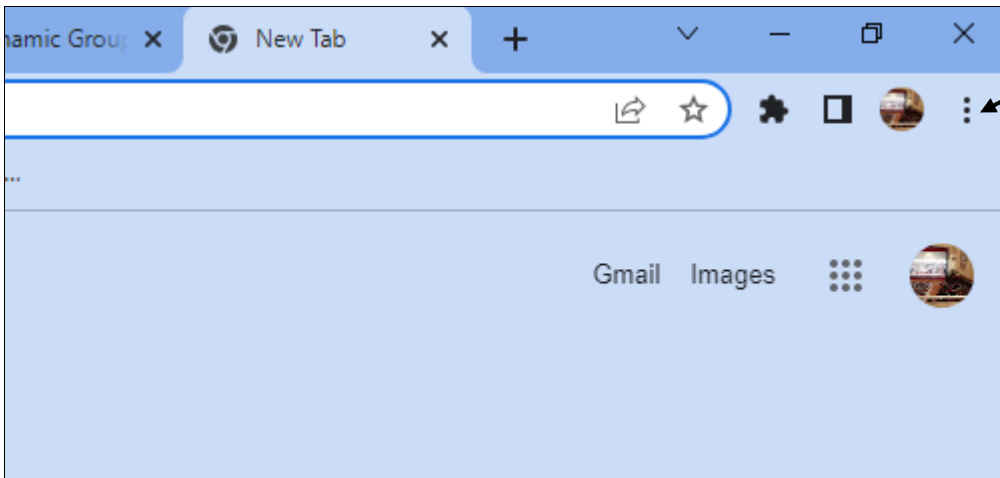


Changing Browser Settings to Make W-4 changes in Employee Self-Service.

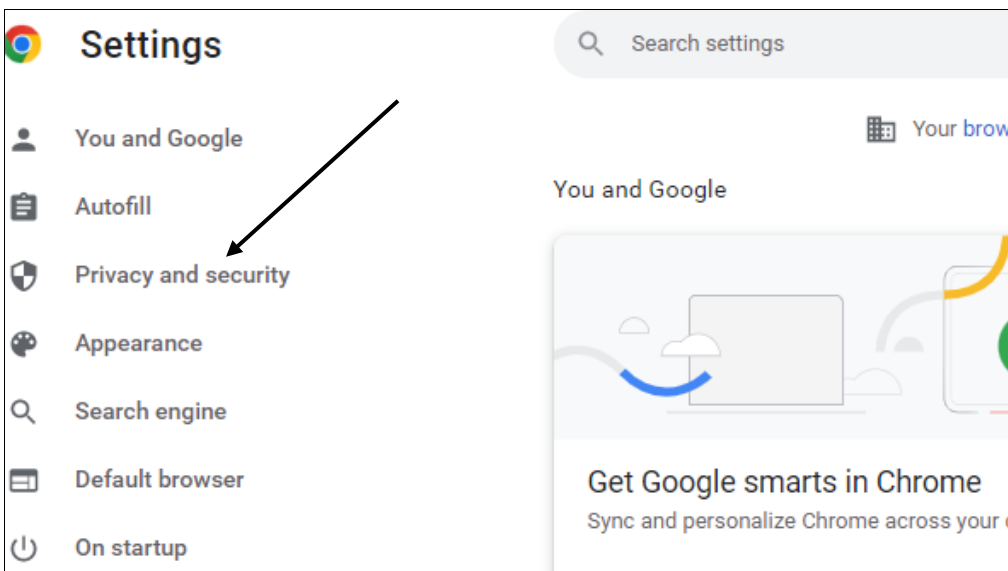
*You may have to download and install free Adobe Reader DC (or non-free Adobe Acrobat) if your computer does not have it. (Most MPS computers have the reader installed. If yours doesn't, contact Technology Support at 414-438-3400.)

Below are the steps for downloading PDF files instead of automatically opening them in Chrome:

1) Click the 3 dots in the upper right-hand corner of the Google browser.

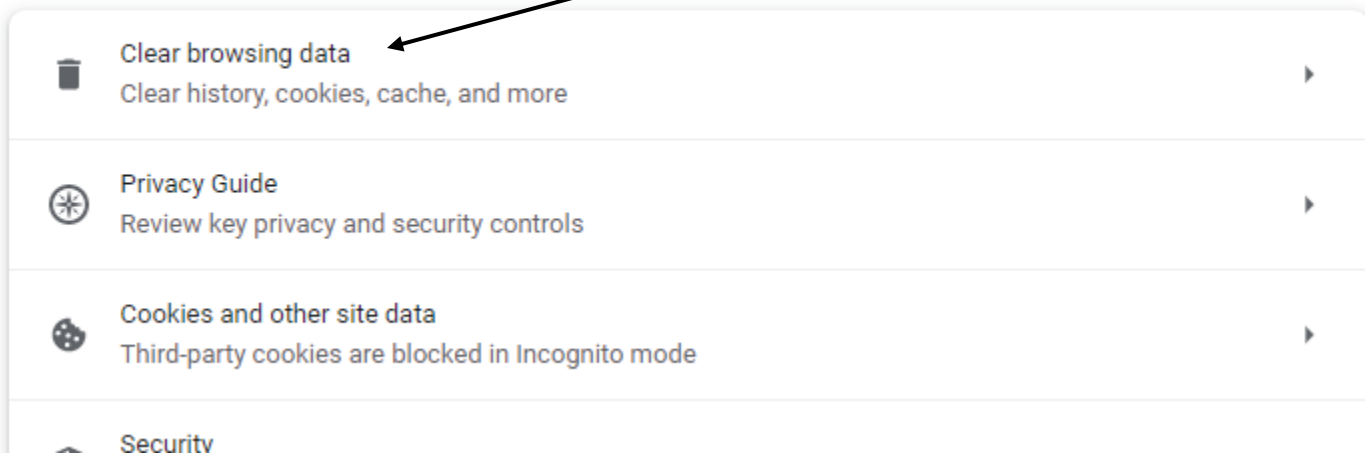


2) Select settings and you will see this screen. On the left-hand side, select Privacy and security.

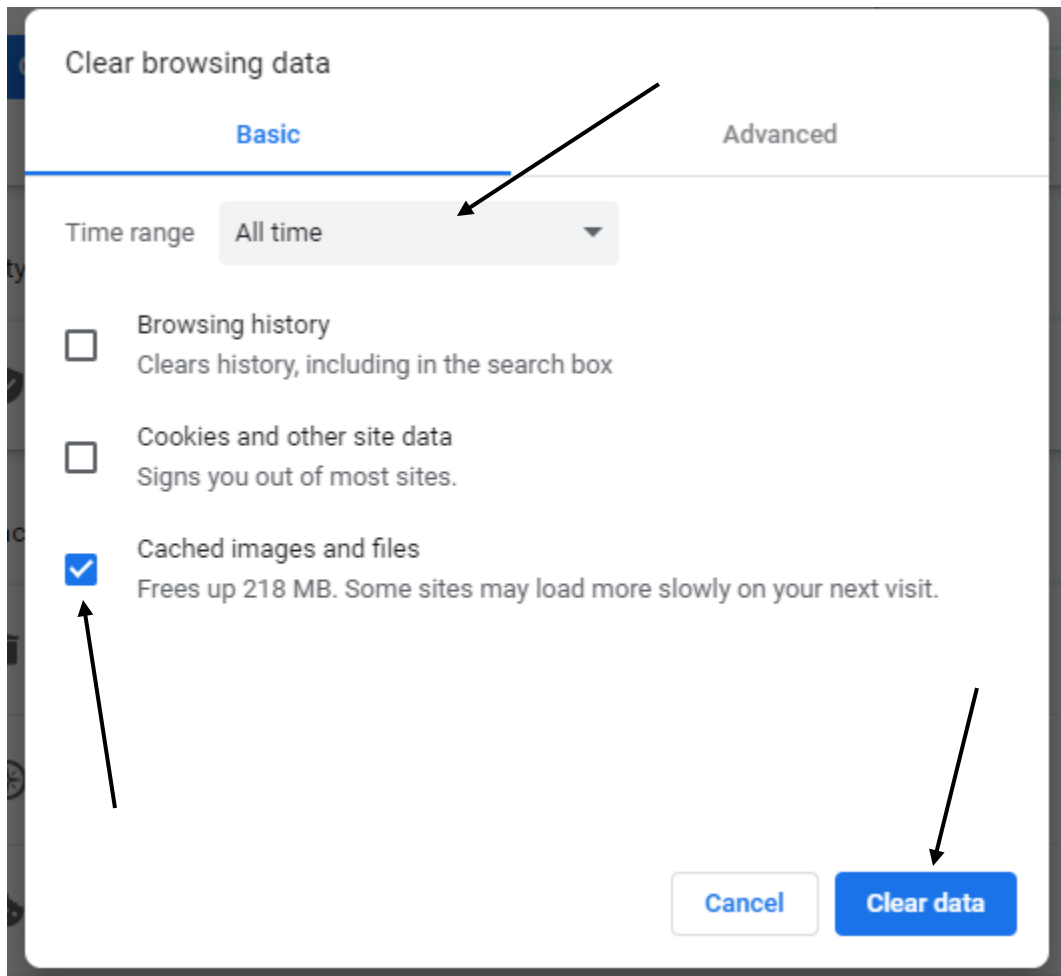


3) select "Clear browsing data" to first clear your cache.

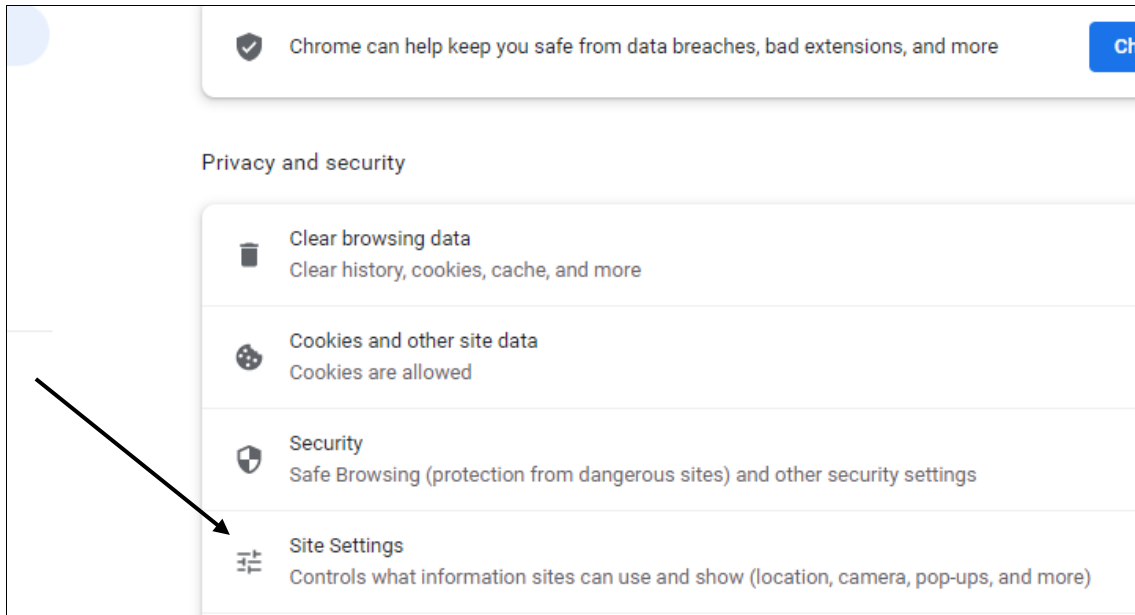
Privacy and security



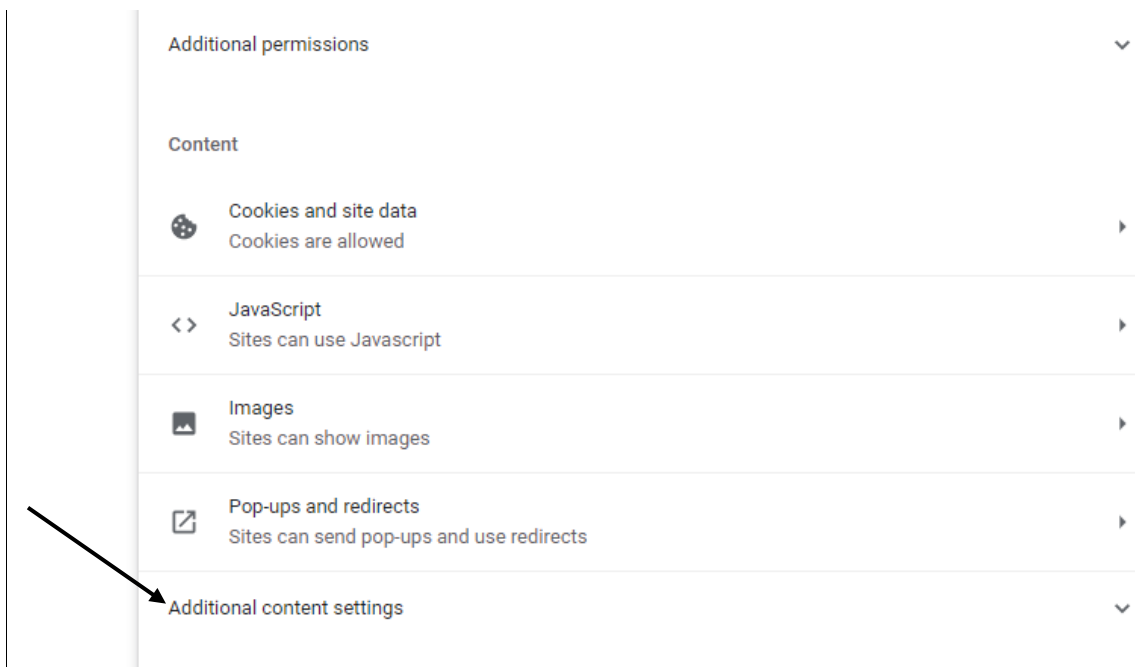
4) Change the time range to "All time", make sure the cached images and files is selected then click "clear data" on the bottom right. Once this is done, you will return to the previous screen and continue with the instructions.



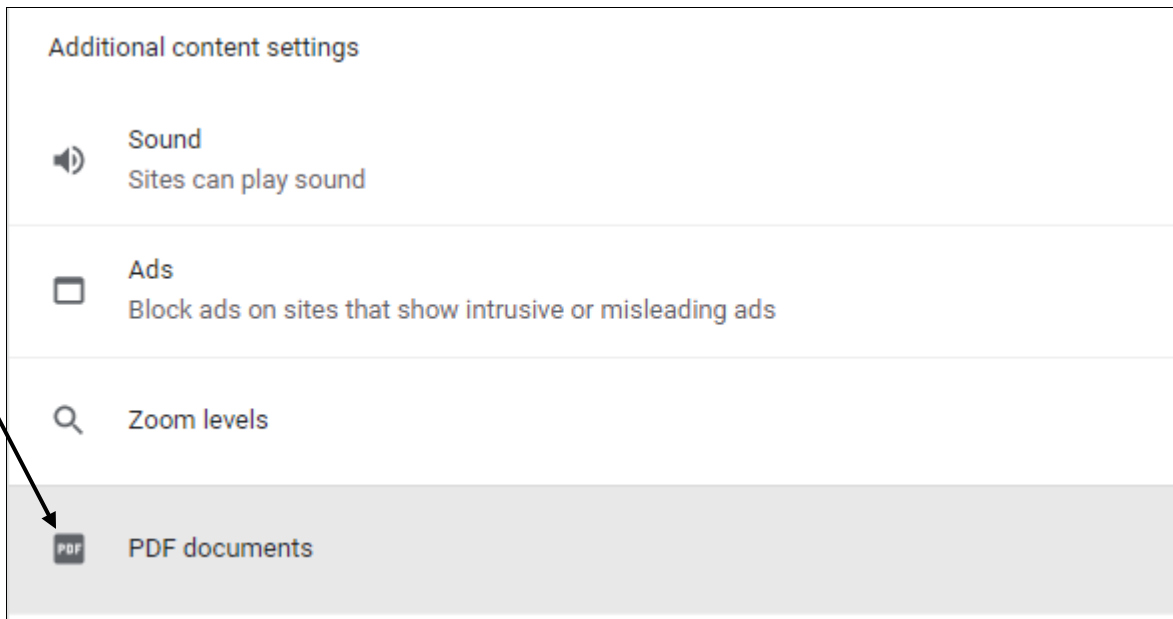
3) Select Site Settings.



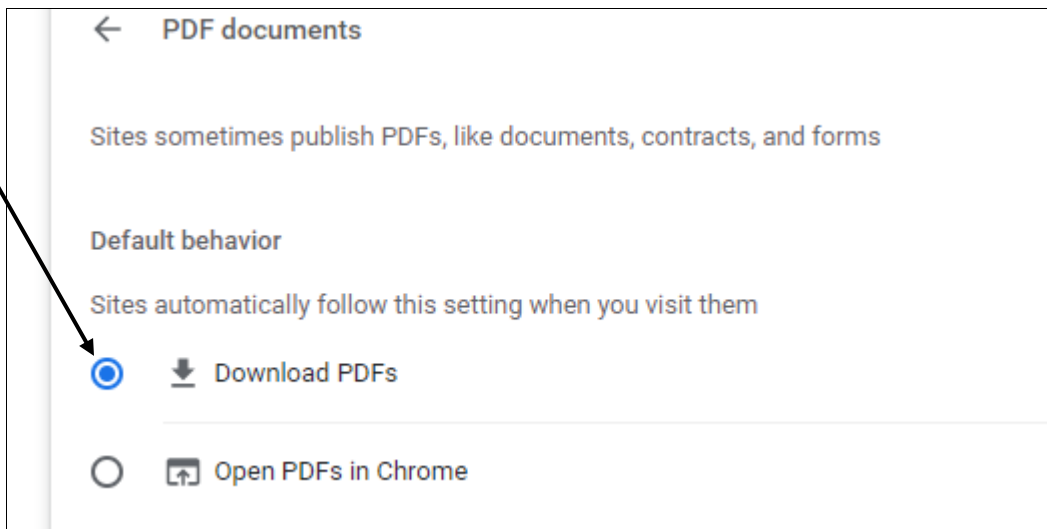
4) Scroll down and select additional content settings. You will then see more options.



5) Select PDF documents.



6) Select Download PDFs.



7) Restart your browser by closing and re-opening it so the changes can be implemented. You should now be able to make changes to your W4 information in Peoplesoft and submit it using the green submit button.