



How to select your W-2 delivery method in ESS

Munis Self Service Login

To log in to Munis Self Service: go to <https://dcss.munisselfservice.com>

Click Log In on the toolbar.



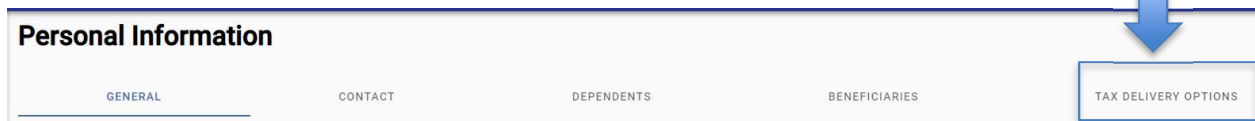
Personal Information

The ESS Home page provides a summary of your personal information including your name, address, and contact information.

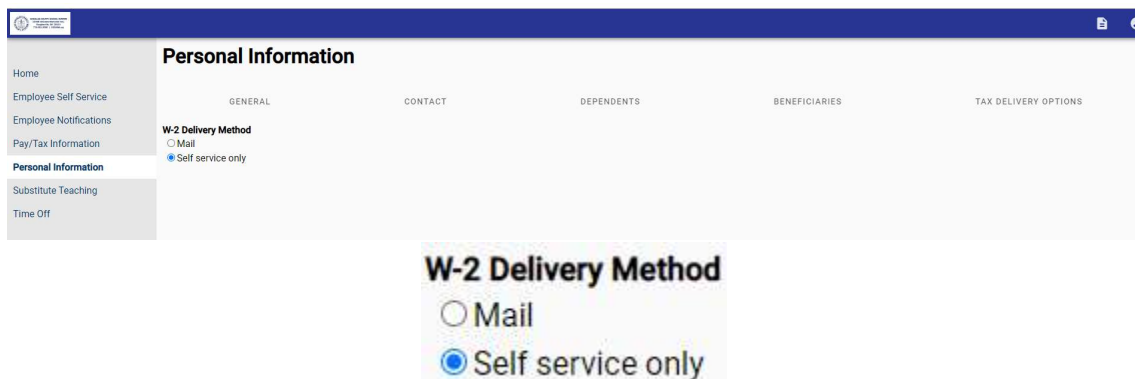
1. **Click View More to display your full profile** including your contact and hire information on the General tab, with the Demographics, Contacts, Dependents, and Tax Form Delivery tabs providing additional details.



2. **Select the TAX DELIVERY OPTIONS tab.**



3. **Select W-2 Delivery Method**



4. **Logout**