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