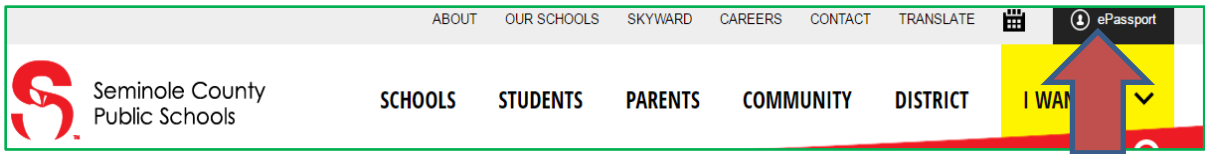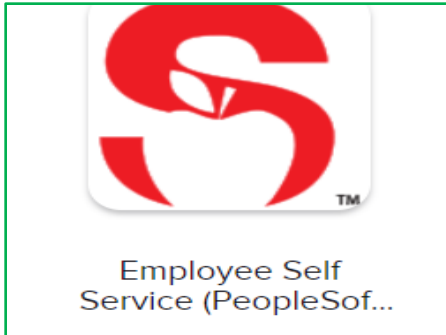**W4 EMPLOYEE ALLOWANCE CERTIFICATE**
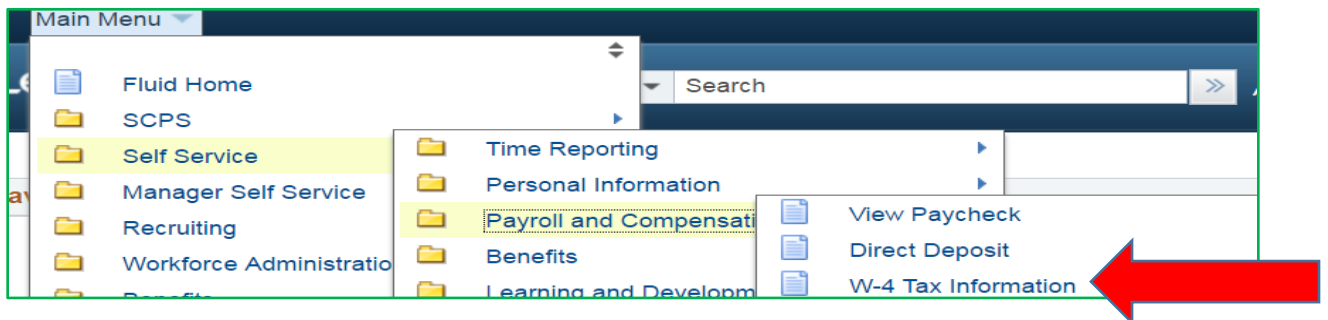**ON EMPLOYEE SELF SERVICE**

- **Log onto the Portal at** **www.scps.k12.fl.us**

- **If you are experiencing difficulty with your username or password, please contact the Help Desk for SCPS, (407) 320-0350.**

- **Select the Employee Self Service icon.**

- **Select Main Menu, Self Service, Payroll and Compensation, W4.**

- **Complete the required fields and select submit.**