



Web Browser Configuration

NOTE: You may not have access to update your County's computer settings and may need assistance from your department or from the ISD Help Desk. Please follow your department guidelines for updating your County computer.

Links to topics within this Document

[Tax Withholding updates via EMACS Employee Self Service](#)

[Browser Settings for EMACS](#)

[How to change browser download settings for PDF files](#)

[Web Browser Configuration Links](#)



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Self Service Federal and CA Tax Withholding PDF Files

EMACS Employee Self Service for Tax Withholding uses editable PDF documents for both Federal W-4 and CA DE4 for tax withholding updates.

To ensure proper functionality of these forms, you may need to change your browser settings to ensure the forms open in an Adobe Acrobat PDF format rather than a browser format (page 3).

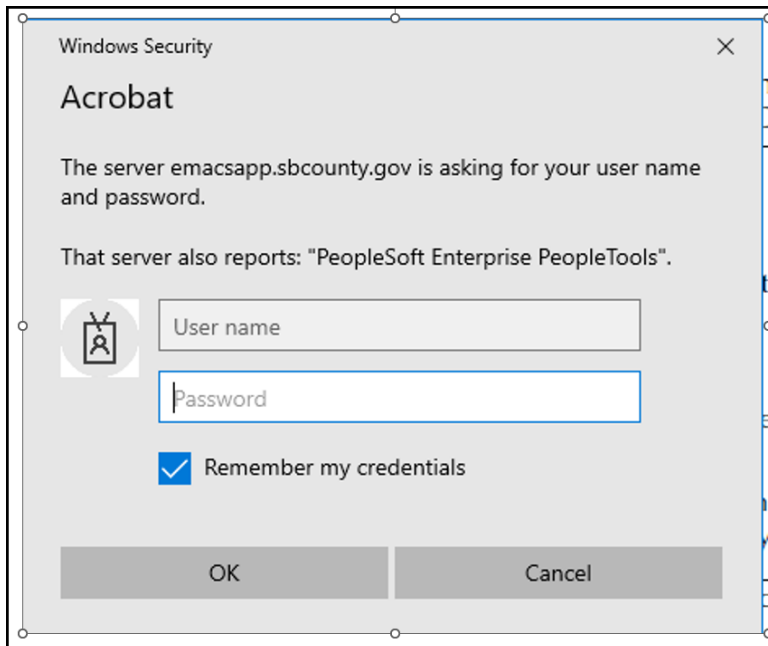
In addition to using editable PDF documents, you can update Federal withholding and CA State withholding separately using EMACS Employee Self Service.

PDF File Security Window Pop up

When the security window pops up for an additional validation step and to complete the updates from the W-4 or DE-4 form into EMACS, you are required to authenticate your update by re-entering your **EMACS username (user id) and password.**

NOTE: Remember to CAPITALIZE the first letter of your user id, if your user id contains an alpha character. (Case sensitive) and enter your EMACS password and not your County login password.

Sample popup pages or other similar window depending on web browser used



Note for Mobile Devices: Updateable PDF forms are not available for mobile devices

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Browser Settings for EMACS

How to change browser download settings for PDF files

By default, most downloads use the Internet Browser currently in use and will usually open in a new window, tab or as a document icon on the bottom of your browser screen.

This document contains steps on how to change your browser's settings to allow downloaded PDF files to open in the program in Adobe.

Select your browser and review the configurations to update your browser.

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Web Browser Configuration Links

Click the desired link below to view the web browser configurations

[Microsoft Edge Users](#)


[Google Chrome Users](#)

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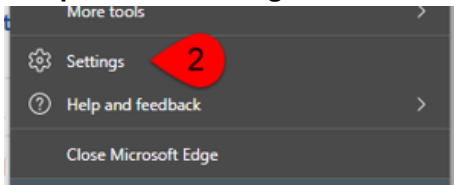
Web Browser Configuration

Microsoft Edge users

Step	Action – Microsoft Edge
1.	Open the browser and click the 3 dots on the top right. 

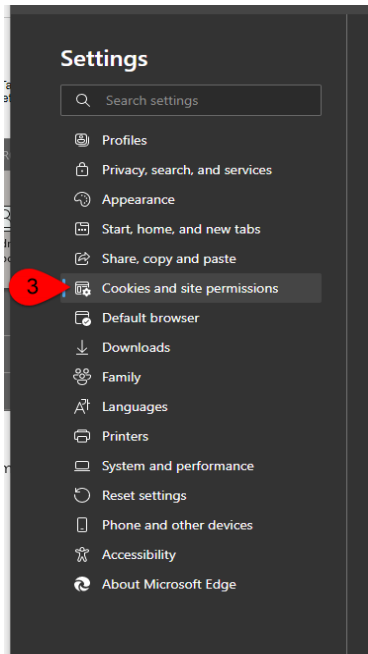
Step	Action – Microsoft Edge
2.	Select Settings option

Sample Microsoft Edge



Step	Action – Microsoft Edge
3.	Select the Cookies and site permissions option.

Sample Microsoft Edge Settings

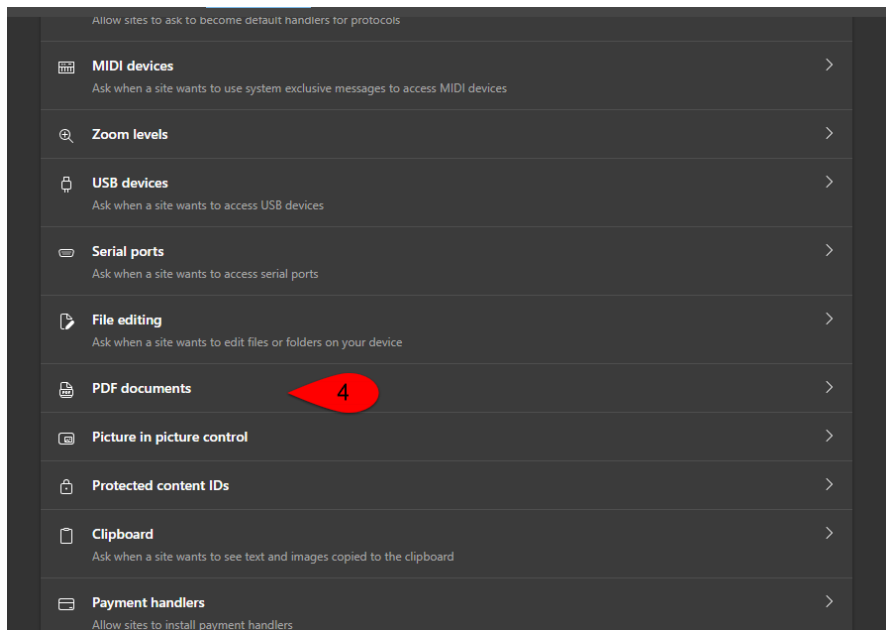




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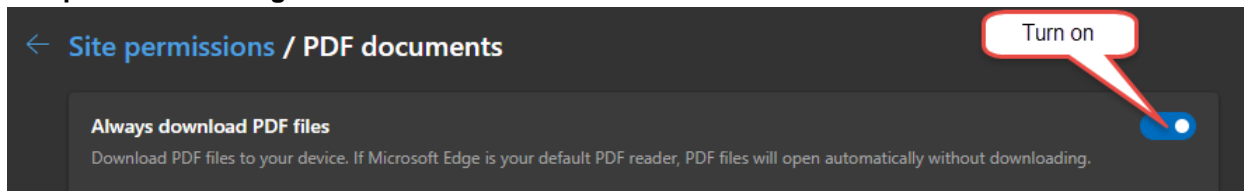
Step	Action – Microsoft Edge
4.	Scroll down and select PDF documents option.

Sample Microsoft Edge



Step	Action – Microsoft Edge
5.	Turn on the switch that says, “ Always download PDF Files ”. Close the browser.

Sample Microsoft Edge



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Web Browser Configuration



Google Chrome

Google Chrome should open a PDF document in the browser and not save the PDF in the download folder to be opened by a PDF editor such as Adobe Reader. To change how Google Chrome treats PDF files in the browser follow the steps below.

Step	Action – Google Chrome
1.	 Open Google Chrome and click on the Menu icon in the top-right corner of the Window.
2.	Click Settings and click on Privacy and security .
3.	In the <i>Privacy and security</i> section, click Site Settings
4.	Scroll down and click Additional permissions then Additional content settings option
5.	Scroll down and click on PDF documents
6.	Select the Download PDFs option.
7.	Close the Settings tab and now any PDF should be opened in Adobe reader.

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