

# How to Update Your Information in MyBenefits Channel

Use the steps below to update the following personal and payroll details:

- Direct Deposit
  - W-4 Tax Withholding
  - Name Change
  - Address/Phone Number
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## Step 1: Log in to MyBenefits Channel

1. Go to <https://mybenefitschannel.com>
  2. Log in using your username and password.
    - If you've never logged in before, click "**Register Now**" and follow the prompts to create your account.
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## To Update Direct Deposit, W-4 Withholding, Address/Phone/Name Change:

1. After logging in, click "**Employee Self Service**" from the dashboard menu.
2. Select "**New Task**" and then choose the appropriate form from the menu.
3. Complete all required fields with your updated banking information.
4. Click "**Submit**" to send your request for processing.

 *All changes must be submitted at least **10 days before payday** to ensure they take effect on the next payroll cycle.*

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## Need Help?

If you experience issues or have questions, please contact:

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