Utilities – Bulk Employee Update
How to release Tax Certificates to WebSS in Bulk

After a Tax Submission has been done, a Bulk release of Tax Certificates can be done to WebSS.

Please note that once released this will appear on Employee's Web SS immediately; so, it is advisable to release only once submitted on E@syfile and all is in order.

On the Navigation Pane:

Expand	**Utilities**
Expand	**Bulk Employee Update**
Click-on	**Release Tax Certificate to ESS**

The below message will appear and select Yes.
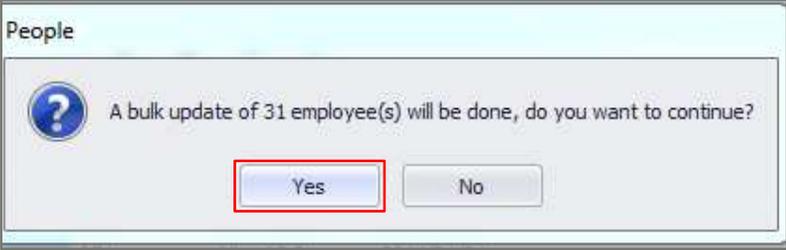
Select the Tax Year and Click-on Update Employees.
The IRP5 Certificates will then be released to WebSS.
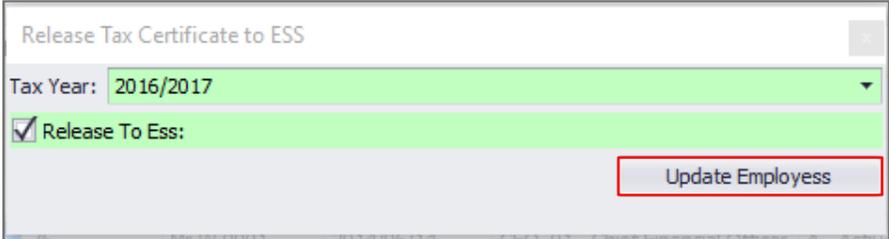
Note: To remove the Tax Certificates in ESS, you would follow the same steps as above, however you would need to Untick the Release to ESS field.