Settings

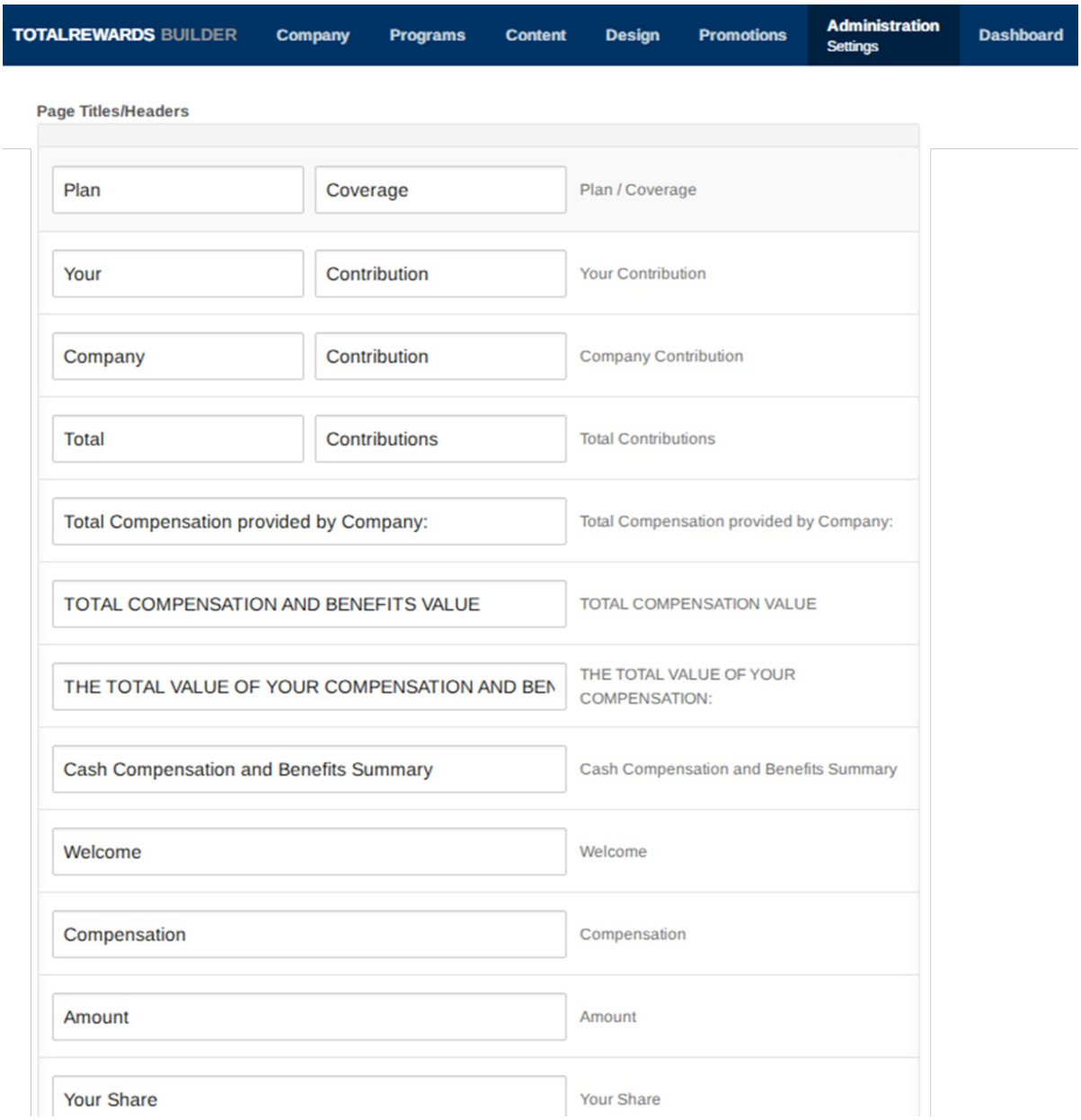
Last Modified on 10/24/2025 1:23 pm PDT

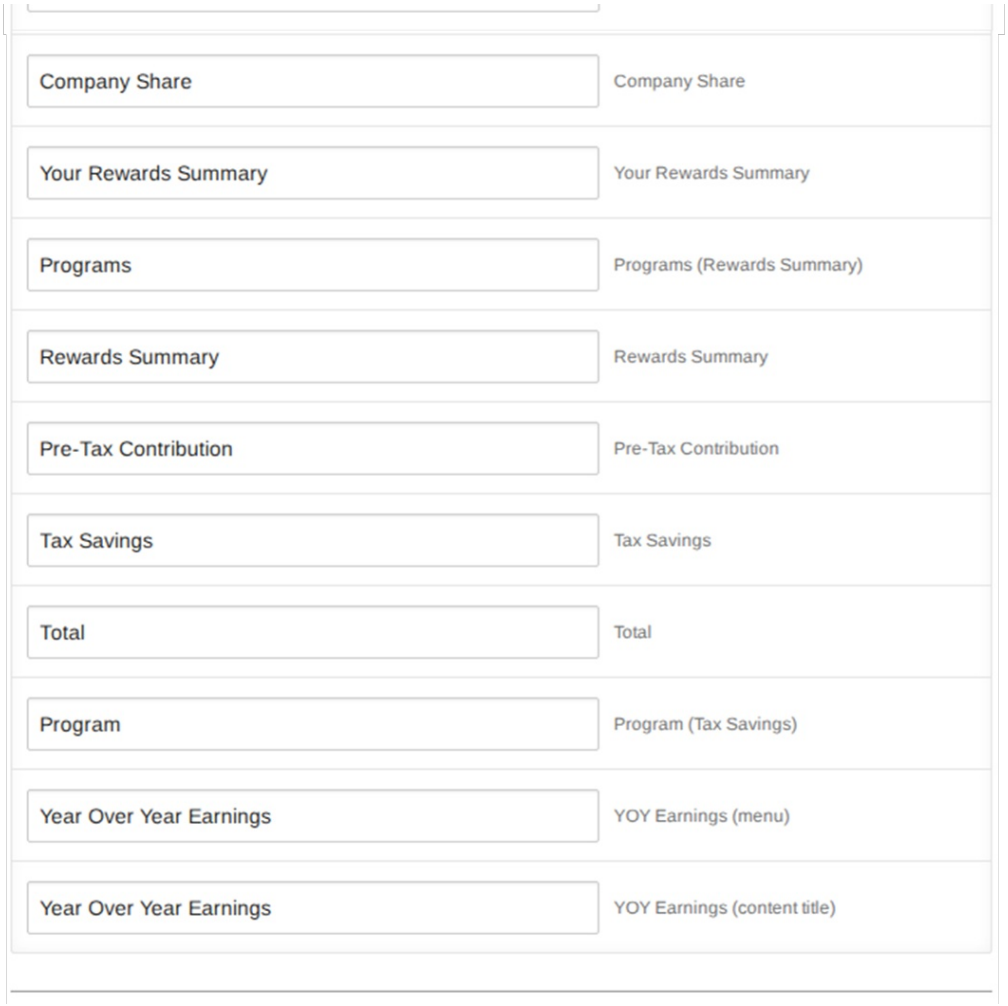
In the Settings section, you can update your statement preferences:

- Edit Page Titles or Headers
- Set the Number of Decimal Places
- Adjust the Tax Savings Rate (default is 35%)

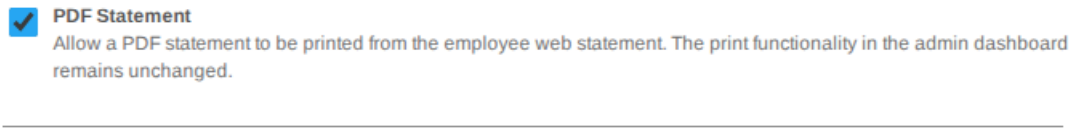
Update Statement Settings:

1. Go to **Administration.**
2. Select **Settings** from the dropdown.
3. Click on the field(s) you want to update.

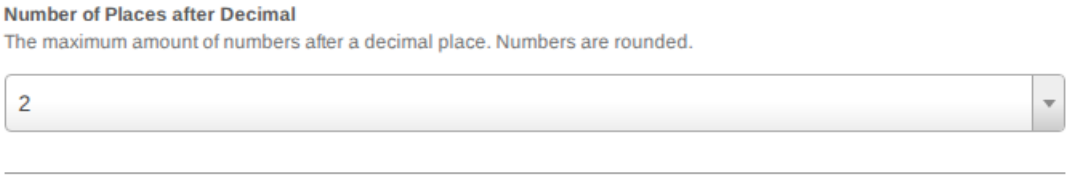




4. Enable or disable the downloadable **PDF statement** option.



5. Set **Decimal Places** to display in monetary values.



6. Change the **Estimated Tax Savings Rate** (default is 35%).

7. Click the **Save** button.

> **Note:** Updating statement settings ensures consistency across all employee statements. Changes apply globally and should be reviewed carefully before saving.

Quick Steps: Administration → Settings → Update fields → PDF on/off → Set Decimal Places → Adjust Tax Rate → Save