**Switching Tax Regime:**

1. Login to SuccessFactors and the landing page will be Workzone.

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1. Navigate to the Compensation – IN tab under the section HR Zone

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1. In the Compensation – IN tax refer to the tile “**Pay & Tax Documents”** document and click on the “Tax Declaration/Tax Benefits”.

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AI-generated content may be incorrect.

1. ESS – Employee Self Service Portal will be opened in a new window.

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1. In the ESS portal click on “Create” and follow the below steps:
   1. Select “Declaration of Tax Method” under IT – Declaration Type dropdown
   2. Select the suitable tax regime option under “Taxation Option”
   3. Check the box “I acknowledge and accept”
   4. Click on “Next” in the bottom right corner of the window
   5. A small pop-up window “Request validation is successful” will be displayed again click on “Next” in the bottom right corner of the window
   6. The below successful popup will be displayed

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1. You have successfully selected the suitable tax regime