- 1. Login to
- 2. Click on in the upper left corner and choose from the list.
- 3. Click on in the Actions box.
- 4. You will then see your current tax elections for Federal, State, Local, etc.
- 5. Choose the tab for whichever elections you wish to update (Federal, State, Local)
- 6. Click at the bottom of that section to make changes.
- 7. If you are updating your Federal Elections, the next screen will be . If you are updating either State or Local Elections, the next screen will be
- 8. Read the instructions before making any selections, and then click to proceed to the next step.
- 9. You can now make any necessary changes to your W-4 Data. You also have the option to view a blank W-4 form for additional instructions and guidance.