Introduction
The purpose of this article is to review how to view or edit your tax withholding information by completing the appropriate tax forms.

Navigation
In order to access your Tax information found under Pay and Tax > Tax Updates, log into isolved using your email address and password you created upon authentication. Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire. Passwords may also not duplicate any of your previous 10 passwords.

Your first step will be to key in your Username:

- Click Next
- Your Username will appear and give you the option to rekey it by clicking on “My username is incorrect”
- If username is correct, enter Password
- If you Forgot your password, click “I forgot my password” and create a new password
- If Password is correct, click Next
Welcome Page

Once logged in, you will be created by the system. Your name and time will display based on your time zone. See the example below.

Tax Updates

You will have several options to navigate to Tax Updates:

- In the center of the page under Pay, click Tax Updates

- On the left side menu, click Pay and Tax and Tax Updates
• If you recently viewed your Tax Updates, click on Tax Updates under Recently Visited in the right corner.

Tax Updates

Your current Tax Withholdings for Federal, State and Local (if applicable) will appear when you access this screen.

If you want to change your Tax Withholdings and complete a new tax form, click on Start Wizard under Tax Updates Wizard. Note: not all employers allow employees to update their taxes through this section. If the button is grayed out as shown above, please contact your employer to find out how to change your status.

If the button is clickable, click Start Wizard to begin. (Please read message below Start Wizard to ensure you have the correct settings)
You will be presented with a Tax Withholding screen and an option to Start or Sign Out. If you wish to complete a new tax form, click Start.

The system will default to the Federal W-4 form first. You will have two options:

- Help me determine which withholding forms apply to me
- I wish to NOT complete forms for this jurisdiction at this time

If you wish to change your Federal withholding, click the first option then the Continue button. If not, you can move on to your state withholding forms, if applicable.

Click the option that applies to what you want to do, then select Next. You may also click Back if needed. This will take you to the
On the Federal – Summary page, click “Start” for the federal withholding form you need to complete.

Complete each section by responding to the questions on the screen. Click Next.

Your progress will be saved on the left side and you can return to any section by clicking Back or the side menu item.

Complete the Filing Status.

The next page will give you the following options:

- I want to use the worksheet to calculate roughly accurate withholding
- There are only two jobs total. This option is accurate or jobs with similar pay, otherwise more taxes than necessary may be withheld
- None of the above
Select and click Next. Depending on your selection, different options may appear. I have selected None of the above since I have already used the Forms and Instructions to determine my withholding.

Complete each section by responding to the questions on the screen. Click Next.

Once complete, you are able to view or print your completed W-4. You must also attest to the accuracy of the W-4 by clicking on:

- Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief is true, correct and complete
- Enter your PIN in the box provided by entering the last 4 digits of your SSN
- Once complete, click Submit Form

You will receive a confirmation stating "Your form has been submitted. All sections are completed." Click the Finish button to complete the wizard or, if you have additional jurisdiction to complete, follow the same procedures.

Note: Anytime you want to navigate back to the Welcome page, click on the "Home" icon in the upper left-hand corner of your screen.