

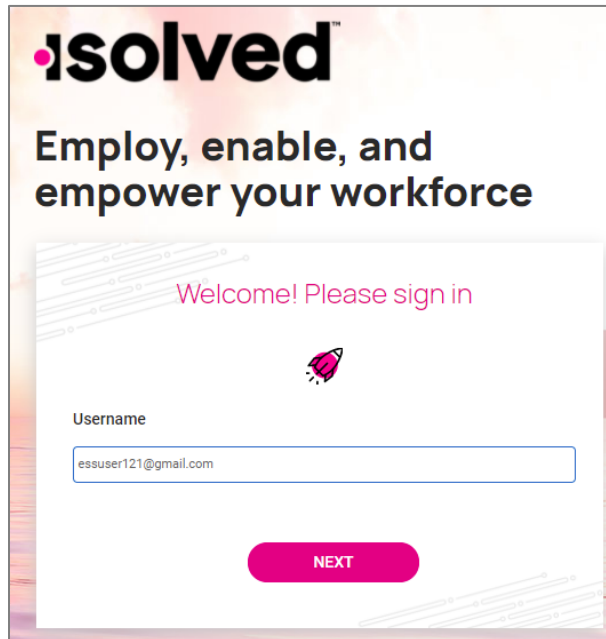
Introduction

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.

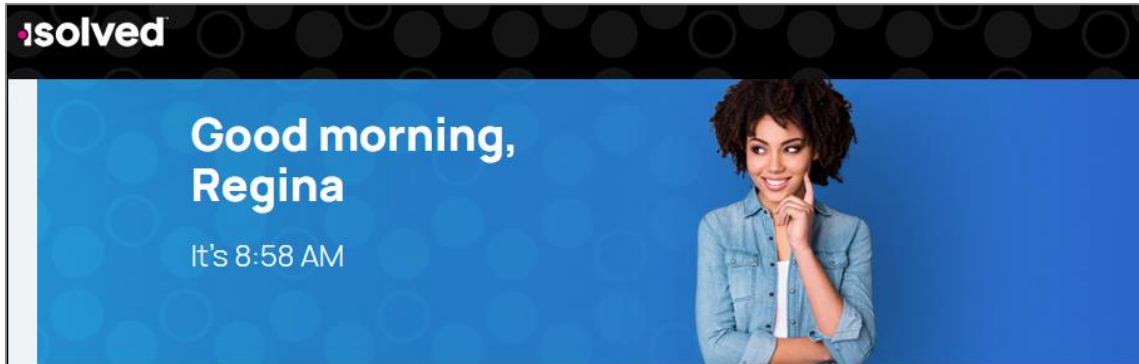
Your first step will be to key in your Username:



- 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

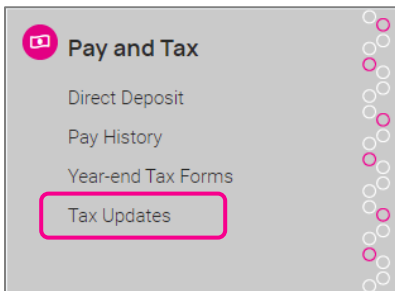
Once logged in, you will be created by the system. Your name and time will display based on your time zone. See the example below.



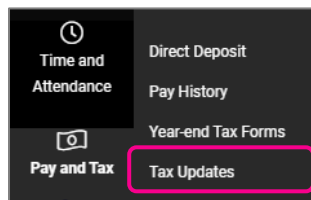
Tax Updates

You will have several options to navigate to **Tax Updates**

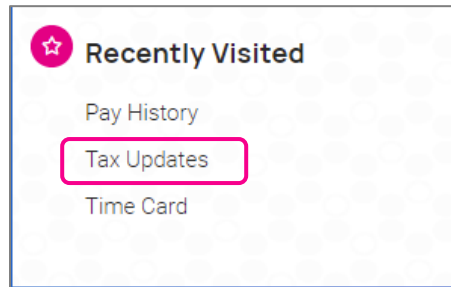
- In the center of the page under **Pay**, click **Tax Updates**



- On the left side menu, click **Pay and Tax** and **Tax Updates**

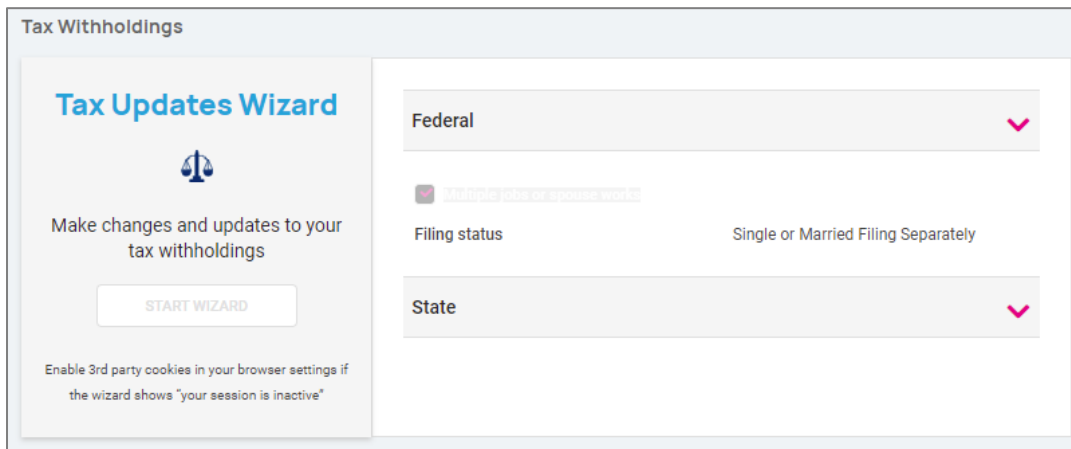


- If you recently viewed your Tax Updates, click on Tax Updates under Recently Visited in the right corner

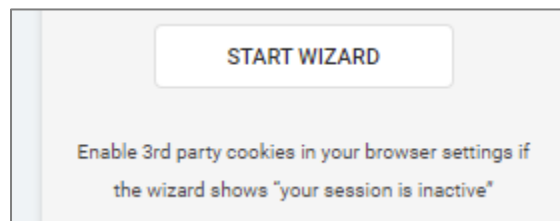


Tax Updates

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

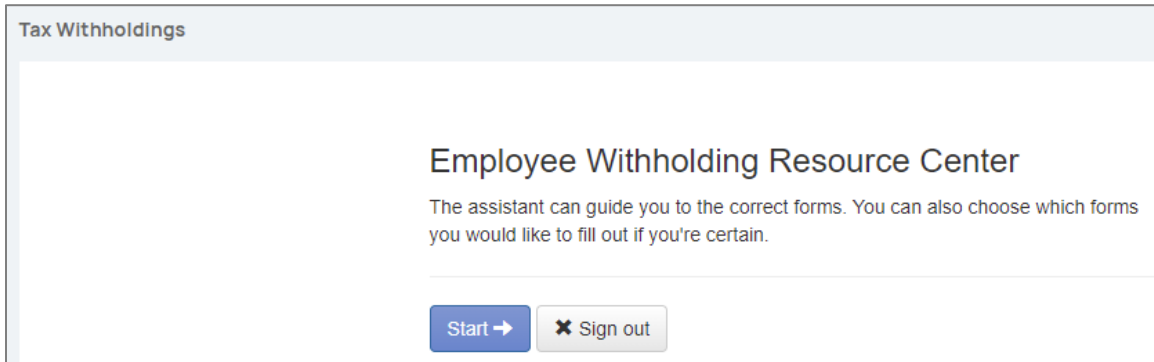


If you want to change your Tax Withholdings and complete a new tax form, click on **Start Wizard** under **Tax Updates Wizard**. Note: not all employers allow employees to update their taxes through this section. If the button is grayed out as shown above, please contact your employer to find out how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



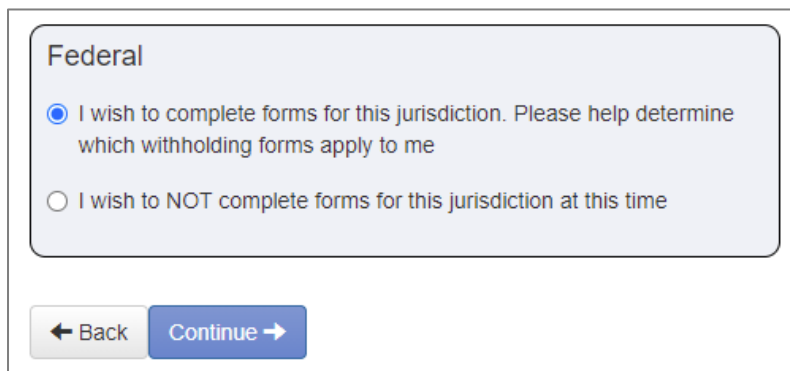
If the button is clickable, click **Start Wizard** to begin. (Please read message below Start Wizard to ensure you have the correct settings)

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**.



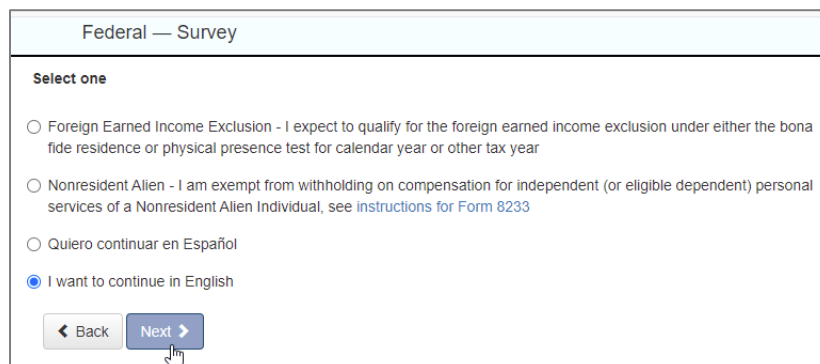
The system will default to the Federal W-4 form first. You will have two options:

- 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..

Tax Withholdings

Home Main Menu

Federal — Summary

Check my progress

Summary

Based on answers you provided, we have determined the following **Federal** withholding form(s) may apply to you.

	Locality	Name	Title	Status
Start	FEDERAL	W-4	Employee's Withholding Certificate	Not completed

Back

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**.

Wizard Form and Instructions

Check my progress

Nonresident Alien

Exemption

Filing Status

Back Next

Select a filing status

Single or Married filing separately

Married filing jointly or Qualifying widow(er)

Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

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 for jobs with similar pay; otherwise more taxes than necessary may be withheld
- None of the above

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Choose one

I want to use the worksheet to calculate roughly accurate withholding

There are only two jobs total. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

None of the above

Back Next

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**

The screenshot shows a web interface for 'Tax Withholdings'. At the top right is an 'EXIT WIZARD' button. Below it are two tabs: 'Wizard' (selected) and 'Form and Instructions'. The main content area contains the following text:

Please review the document below
If you would like to make any changes, you may [return to the previous page](#).
If you would like to submit this form, please agree to the terms below.


Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Please verify the accuracy of your tax forms and electronically sign the documents by entering a PIN. Your PIN is the last four digits of your SSN.

5560

At the bottom, there is a preview of the 'W-4 Employee's Withholding Certificate' form, showing fields for name, address, and personal information.

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.