



## iSolved: Accessing & Updating Tax Information

1. Access iSolved.
2. Log into iSolved.

A screenshot of the iSolved login interface. At the top, it displays the logos for PNI HCM and GovConPay. Below these, the email address "jodie.ross@nasda.org" is entered in the username field, with a link to "Select a different username" underneath. The password field is masked with dots and includes a toggle for visibility. A "Forgot my password" link is positioned below the password field. A prominent blue "Continue" button is centered below the login fields. At the bottom, there is a "PassKey Log In" button and the "iSolved People Cloud" branding.

**PNI HCM** **GovConPay**  
Focus Matters

jodie.ross@nasda.org  
[Select a different username](#)

Password  
[Masked Password] [Eye Icon]

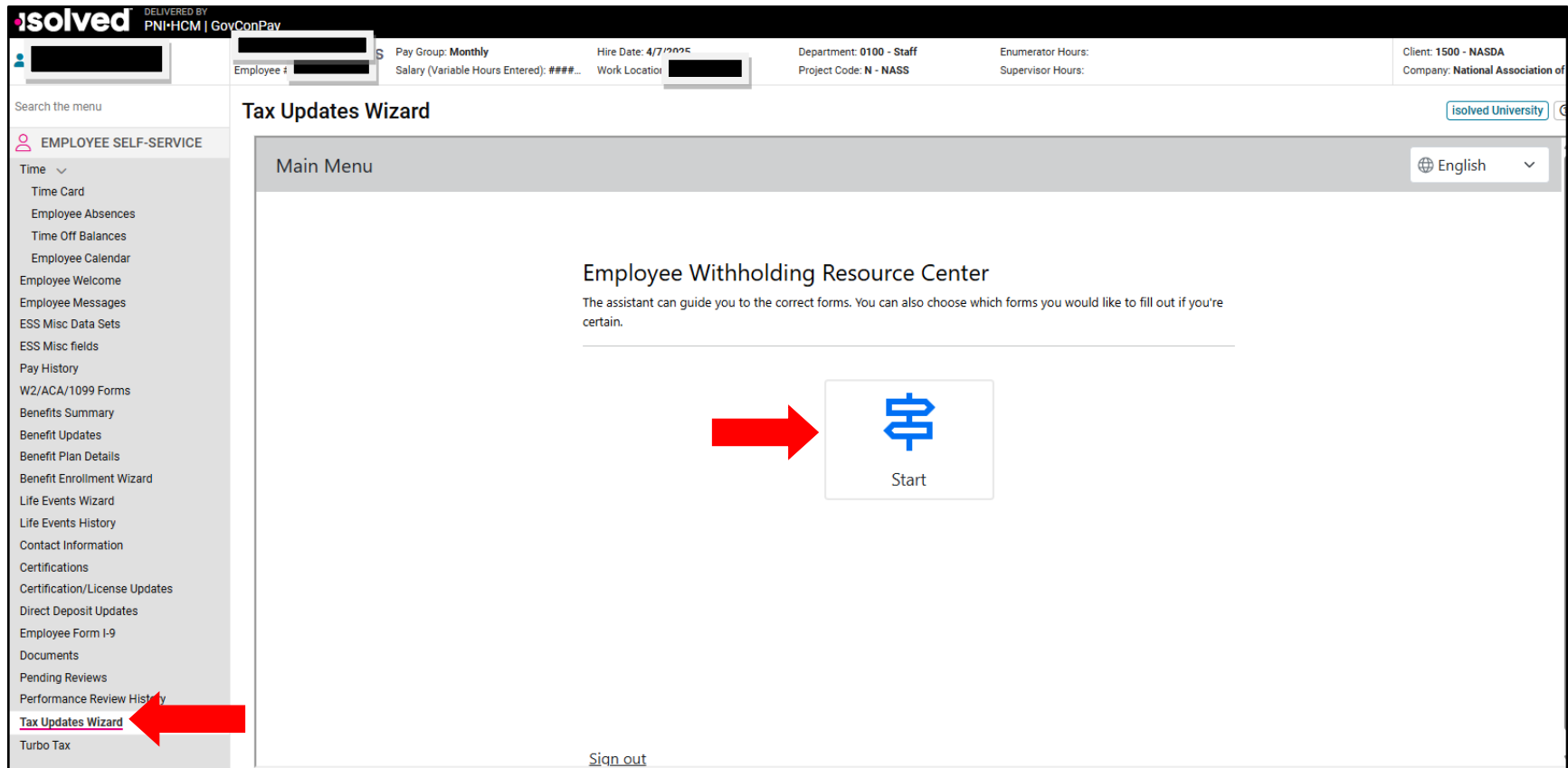
[Forgot my password](#)

**Continue**

[PassKey Log In](#)

**iSolved** People Cloud

3. Select 'Tax Update Wizard' from the drop-down list on the left side of the screen. Click on .



The screenshot displays the 'isolved' Employee Self-Service portal. The top navigation bar includes the 'isolved' logo, delivery information ('DELIVERED BY PNI-HCM | GovConPay'), and a header area with employee details: Employee #, Pay Group (Monthly), Hire Date (4/7/2025), Department (0100 - Staff), Project Code (N - NASS), Client (1500 - NASDA), and Company (National Association of...). A search bar is located on the left side of the header.

The left sidebar, titled 'EMPLOYEE SELF-SERVICE', contains a list of menu items. A red arrow points to the 'Tax Updates Wizard' item, which is highlighted. Other items include Time Card, Employee Absences, Time Off Balances, Employee Calendar, Employee Welcome, Employee Messages, ESS Misc Data Sets, ESS Misc fields, Pay History, W2/ACA/1099 Forms, Benefits Summary, Benefit Updates, Benefit Plan Details, Benefit Enrollment Wizard, Life Events Wizard, Life Events History, Contact Information, Certifications, Certification/License Updates, Direct Deposit Updates, Employee Form I-9, Documents, Pending Reviews, Performance Review History, and Turbo Tax.

The main content area is titled 'Tax Updates Wizard' and features a 'Main Menu' section. Below this, the 'Employee Withholding Resource Center' is displayed, with a sub-header stating: 'The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.' A large red arrow points to a 'Start' button, which is represented by a blue icon of a document with a dollar sign and the word 'Start' below it.

At the bottom right of the page, there is a 'Sign out' link.

4. Select if you would like to update federal, state or both. Click on Next.

**Tax Updates Wizard**

Main Menu

Please select which sections you would like to complete:

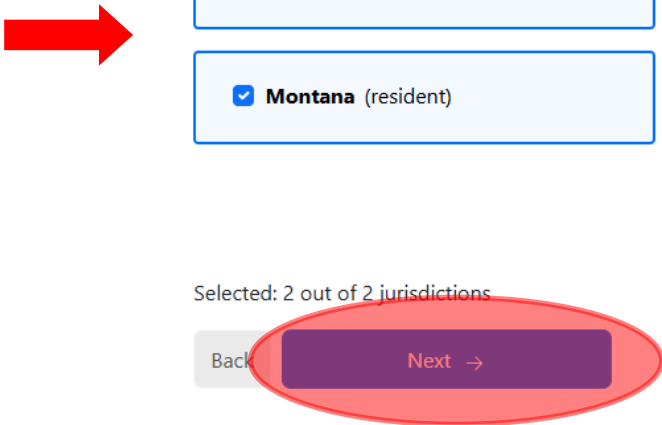
**Note: Opting out of jurisdictions, to which you may be liable, may result in not enough taxes from being withheld or your employer to withhold at a higher rate.**

☒ **Federal**

☒ **Montana** (resident)

Selected: 2 out of 2 jurisdictions

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5. A series of questions will be prompted based on your federal or state selection. Click the radio buttons that accurately reflect you. Click 'Next' after each section to keep proceeding through the wizard.