Use this task to update your Federal withholding in the UCPATH Portal.

**Dashboard Navigation:**
Income and Taxes > Federal Withholding (W-4)

or

**Menu Navigation:**
Employee Actions > Income and Taxes > Federal Withholding (W-4)

**Note:** This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.

### Step 1
Use the Federal W-4 Tax Information page to review and update your current withholding information for Federal income tax.

In this example, update your Federal W-4 tax information to married and 2 allowances.

### Step 2
Click in the Enter total number of Allowances you are claiming field.

### Step 3
Delete the current number of allowances.

Click the Delete button.

### Step 4
Enter the desired information into the Enter total number of Allowances you are claiming field. For this example, enter 2.

### Step 5
If you want additional money withheld from each paycheck, enter the dollar amount in the Enter Additional Amount, if any, you want withheld from each paycheck field.
Step | Action
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6. | Click the scroll bar.

7. | Select your Federal tax status.
For this example, click the **Married** button.

8. | Select the first check box if you are married but are withholding at a single rate.

9. | Select the second check box if your last name differs from the name shown on your Social Security card.

10. | Enter or verify the tax year for which you are claiming an exemption.

11. | If you are claiming an exemption, select the last check box on the page.

12. | Click the scroll bar.
**Step** | **Action**
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13. | Click the *Submit* button.

14. | A confirmation message indicates that changes may not be reflected on your next paycheck due to the timing of your W-4 changes. Click the *OK* button.

15. | You have updated your Federal withholding in the UCPath Portal. **End of Procedure.**