Use this task to update your Federal withholding in UCPath.

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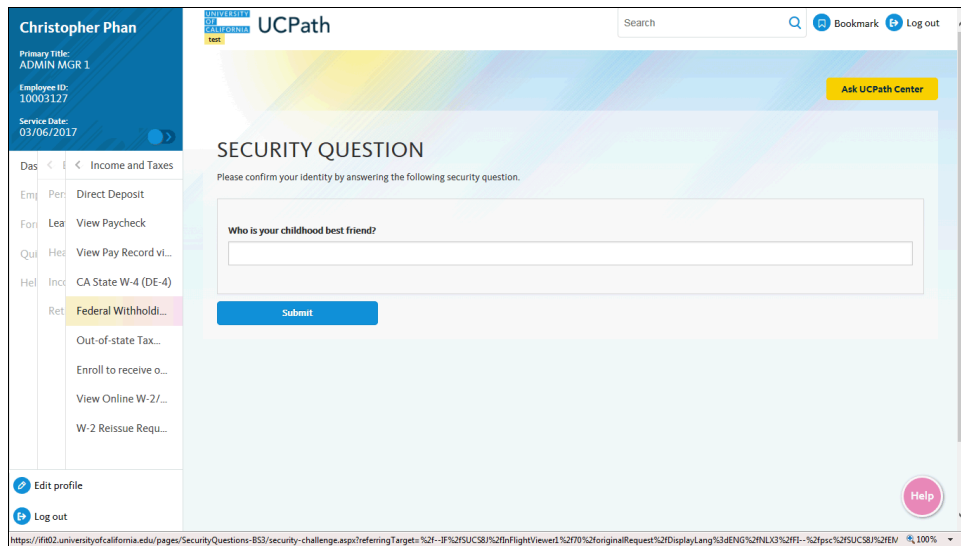Income and Taxes > **Federal Withholding (W-4)**
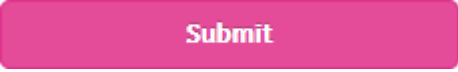*or*
Menu Navigation:
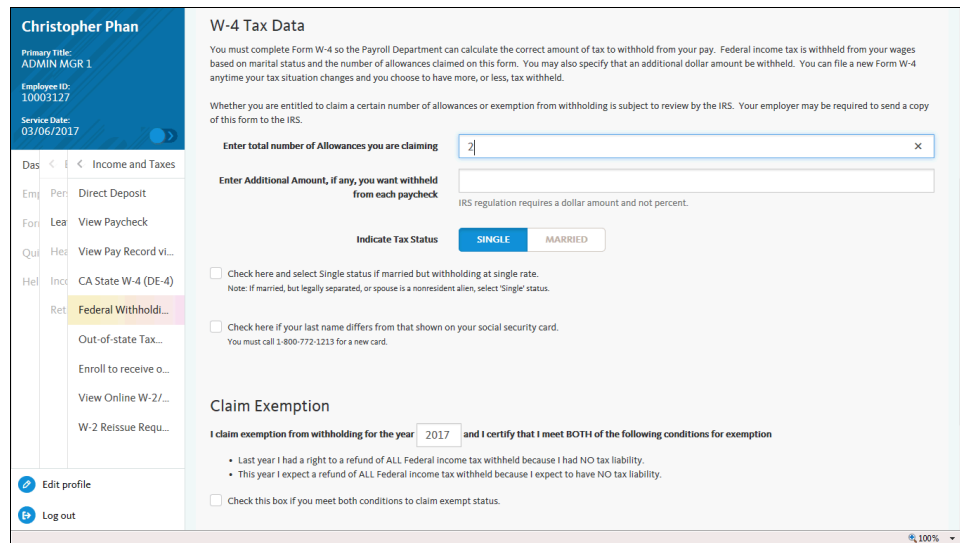Employee Actions > Income and Taxes > **Federal Withholding (W-4)**

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

Step	Action
1.	Before you update your federal withholding, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the **Security Question** field. For this example click in the **Who is your childhood best friend?** field.
2.	Enter the desired information into the **Security Question** field. For this example, enter **Molly**.
3.	Your answer appears as a series of dots. Click the **Submit** button.

Step	Action
4.	If you answer the question correctly, UCPath displays the **Federal W-4 Tax Information** page, and you can make your changes.
	If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the **Security Questions Setup** page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.

Step	Action
5.	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.
6.	Click in the **Enter total number of Allowances you are claiming** field.
7.	Delete the current number of allowances. Click the **Delete** button. ✕
8.	Enter the desired information into the **Enter total number of Allowances you are claiming** field. For this example, enter **2**.
9.	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.
10.	Click the scroll bar.

Step	Action
11.	Select your Federal tax status. For this example, click the **Married** button. MARRIED
12.	Select the first check box if you are married but are withholding at a single rate.

Step	Action
13.	Select the second check box if your last name differs from the name shown on your Social Security card.
14.	Enter or verify the tax year for which you are claiming an exemption.
15.	If you are claiming an exemption, select the last check box on the page.
16.	Click the scroll bar.

Step	Action
17.	Click the **Submit** button.

Step	Action
18.	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.
19.	You have updated your Federal withholding in UCPath online. A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > **Personal Information Summary**. **End of Procedure.**