Use this task to update your California tax withholding in UCPath.

Dashboard Navigation:
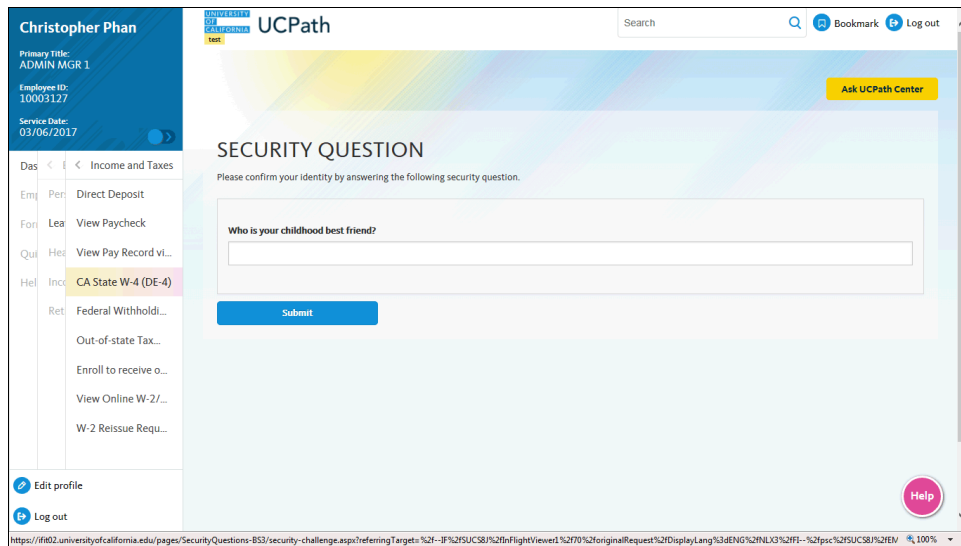Income and Taxes > **CA State Withholding (DE-4)**
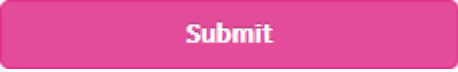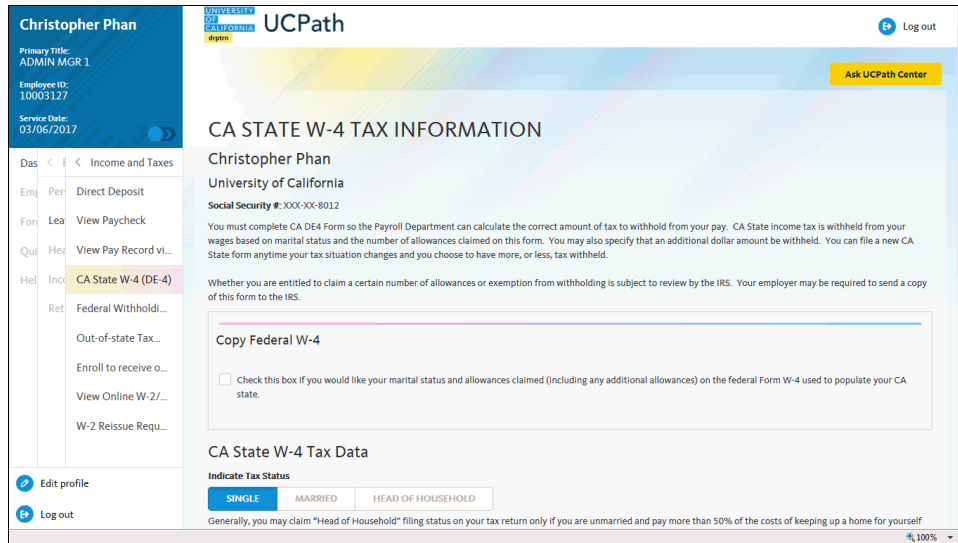*or*
Menu Navigation:
Employee Actions > Income and Taxes > **CA State Withholding (DE-4)**

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.

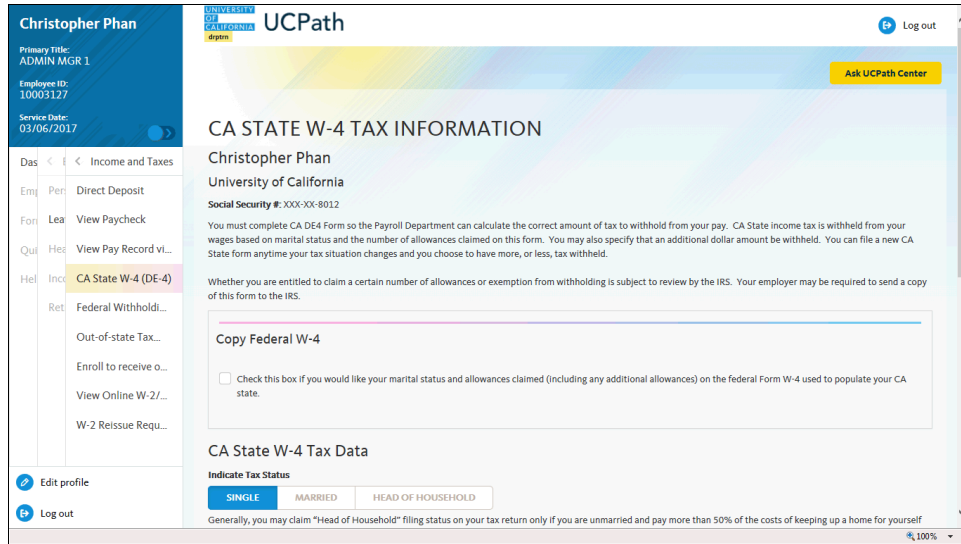| Step	Action
1.	Before you update your CA withholding, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the **Security Question** field. For this example click in the **Who is your childhood best friend?** field.
2.	Enter the desired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

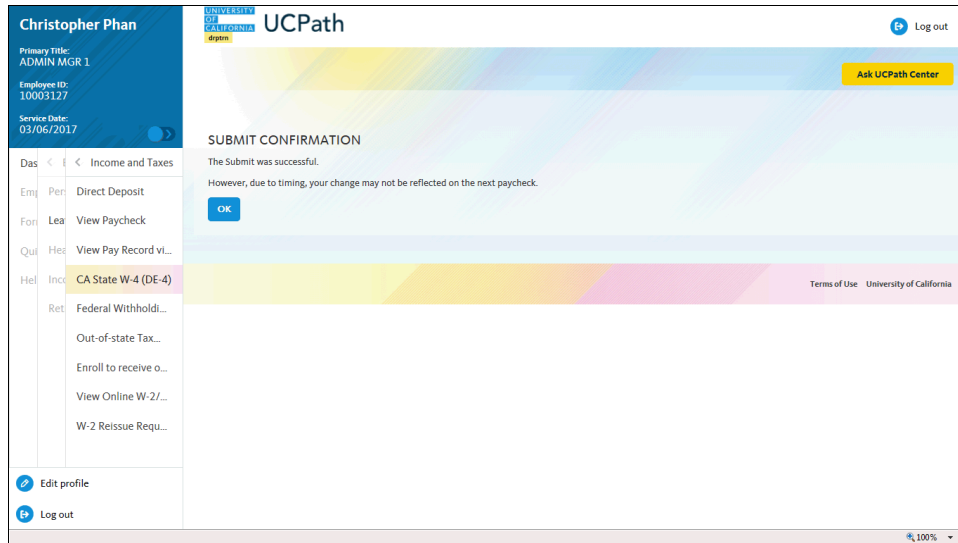| Step	Action
4.	If you answer the question correctly, UCPath displays the **CA State W-4 Tax Information** page, and you can make your changes. If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays 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.
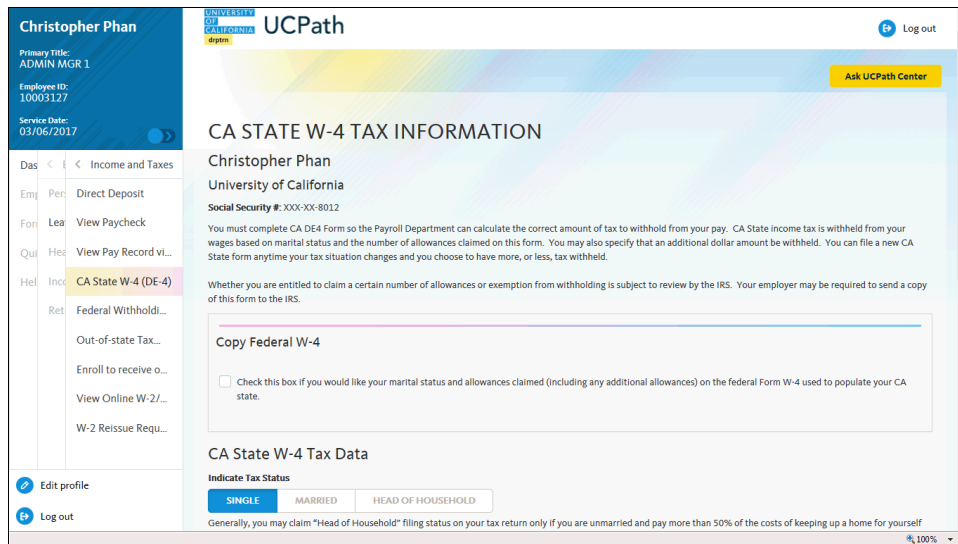
Step	Action
5.	Use the **CA State W-4 Tax Information** page to review and update your current CA State W-4 tax details.

Step	Action
6.	Use the check box in the **Copy Federal W-4** section if you want to copy your Federal withholding information into the California form. You can make changes after the information is copied. In this example you will manually enter married status with 1 allowance.

Step	Action
7.	Select your state tax status. For this example, click the **Married** button. MARRIED
8.	Click the scroll bar.

Step	Action
9.	Use the **CA State Worksheet** link to assist you in determining your CA State W-4 tax information.
10.	Click in the **Enter the total number of allowances being claimed** field.
11.	Delete the current number of allowances. Click the **Delete** button. ✕
12.	Enter the desired information into the **Enter the total number of allowances being claimed** field. For this example, enter **1**.
13.	If you want additional money withheld from each paycheck, enter the dollar amount in the **Enter additional amount** field.
14.	If necessary, enter the number of additional allowances in the **Enter additional allowances** field.
15.	Enter or verify the tax year for which you are claiming an exemption.
16.	If you are claiming an exemption, select the last check box on the page.
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 changes. Click the **OK** button.
19.	You have updated your California tax 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.**