TO CHANGE YOUR PERSONAL ALLOWANCES (W4) ON LINE

1. GO TO UCSB HOMEPAGE (http://www.ucsb.edu/)
2. CLICK ON ADMINISTRATION
3. CLICK ON HUMAN RESOURCES
4. CLICK ON AT YOUR SERVICE
   a. You are now on the Homepage for At Your Service
5. CLICK ON SIGN ON TO MY ACCOUNTS
   a. You will need your USERNAME OR SOCIAL SECURITY NUMBER and a PASSWORD
   b. If you do not have a PASSWORD or forgot your PASSWORD
      i. At the bottom of the Sign In Box click on Password then in the space provided type your Social Security Number or Username then click on email Me a Temporary Password. With in a few minutes a password will be sent to your email address.
6. CLICK ON TAX WITHHOLDING
7. CLICK ON CHANGE WITHHOLDING
   a. If you want to change your PERSONAL ALLOWANCES for FEDERAL TAX FILING then go to the box marked Federal Tax Filing. Under Personal Allowances change the number of allowances.
   b. If you want to have additional MONEY WITHHELD for Federal Taxes then go to the box under Money Withheld and type additional amount to withhold.
   c. If you want change your PERSONAL ALLOWANCES for STATE TAX FILING then go to the box marked California State Tax Filing. Under Regular Withholding Allowance change the number of allowances.
   d. If you want to have additional MONEY WITHHELD for the State then go to the box under Additional Tax Withholding and type the additional amount to withhold.
8. Once you have completed all your changes go to the bottom of the form and CLICK ON SUBMIT.

HOW TO SET UP A USER NAME

TO SET UP A USER NAME SO YOU DO NOT HAVE TO USE YOUR SSN TO LOGIN

9. Follow the above instructions 1 thru 5
a. To log in and set up a User Name you will need to use your social security number the first time signing onto **MY ACCOUNT**.

b. In the **Sign In** type your social security number and then your password then click the **Sign In** button.

c. You will now be on the **Menu Page**; In the upper left corner of the page you will see a box with your name down at the bottom of the box is **MY SECURITY PREFERENCES**. Click on **MY SECURITY PREFERENCES**.

d. A box pops up, follow the instructions for setting up a User Name then click submit.