

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**. Within 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.