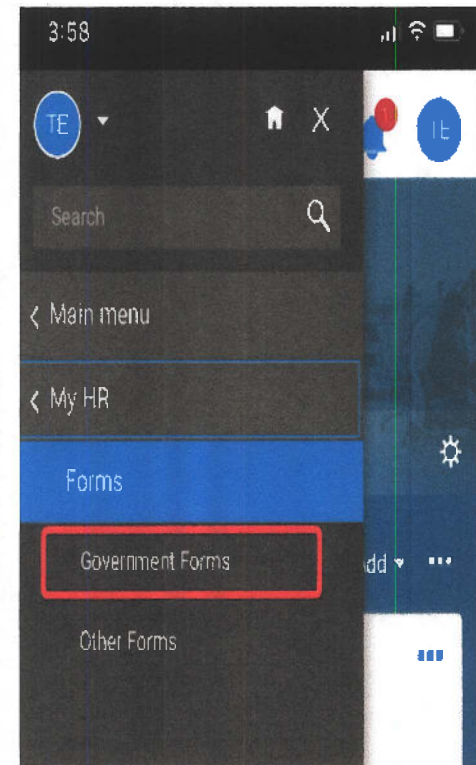
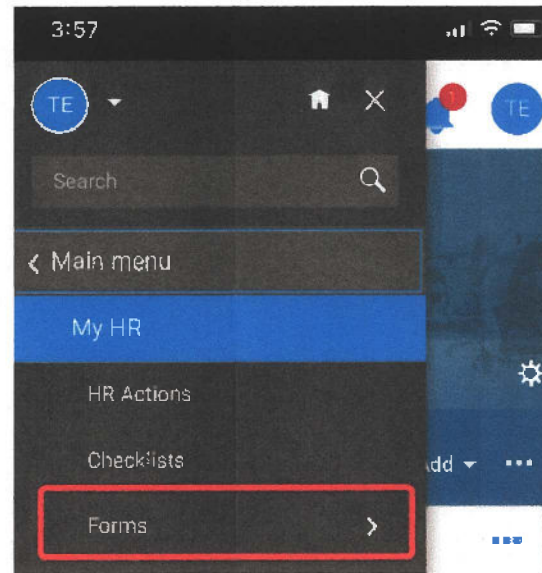
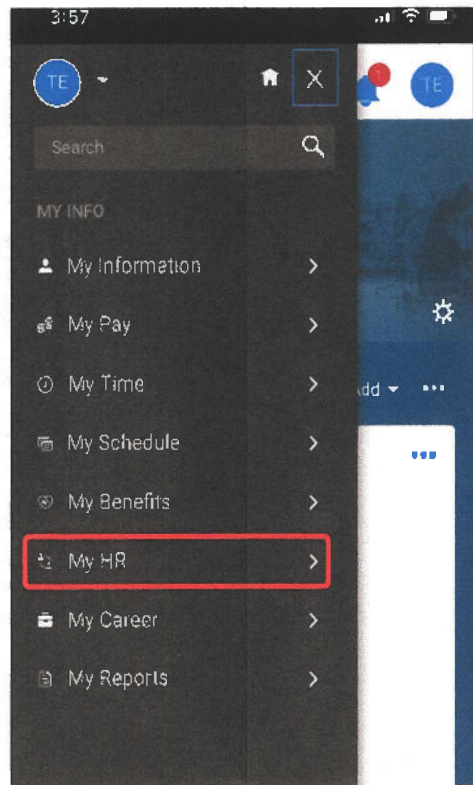
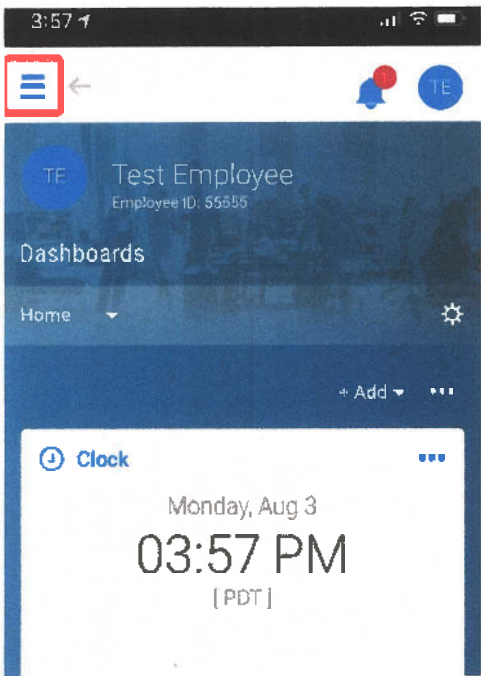
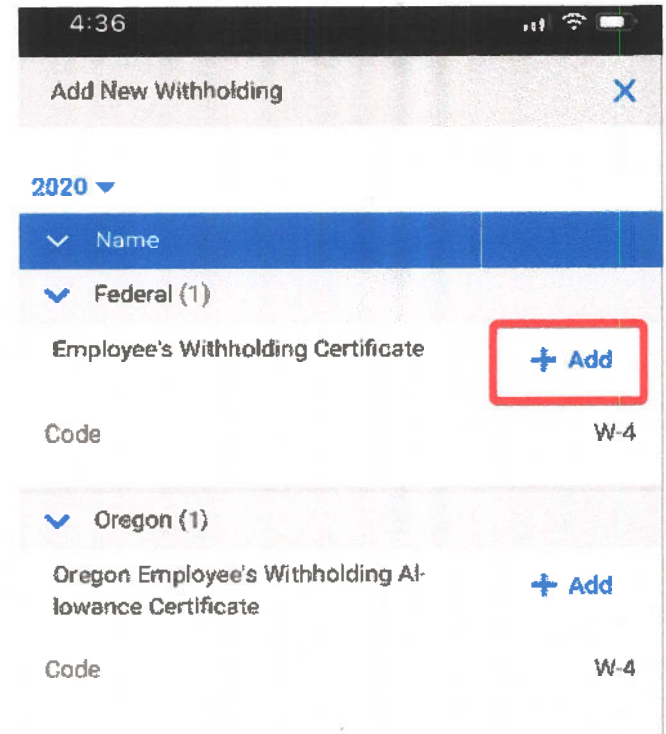
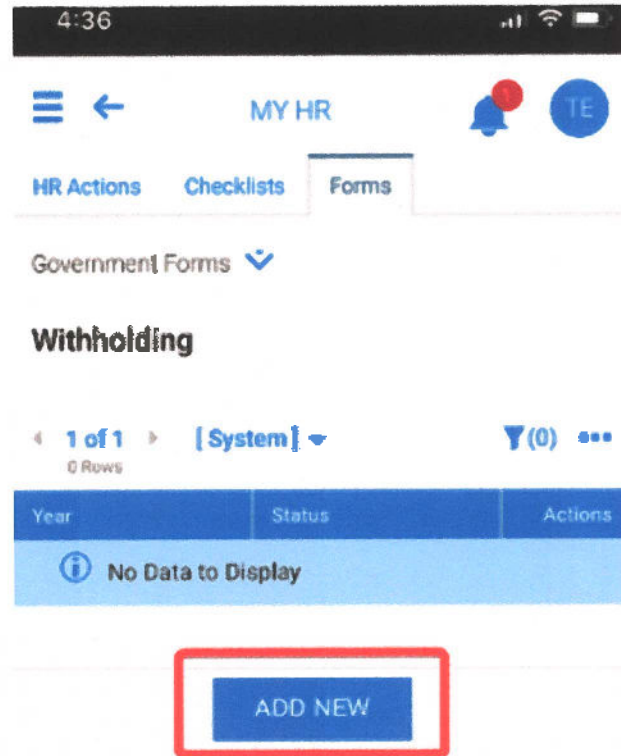
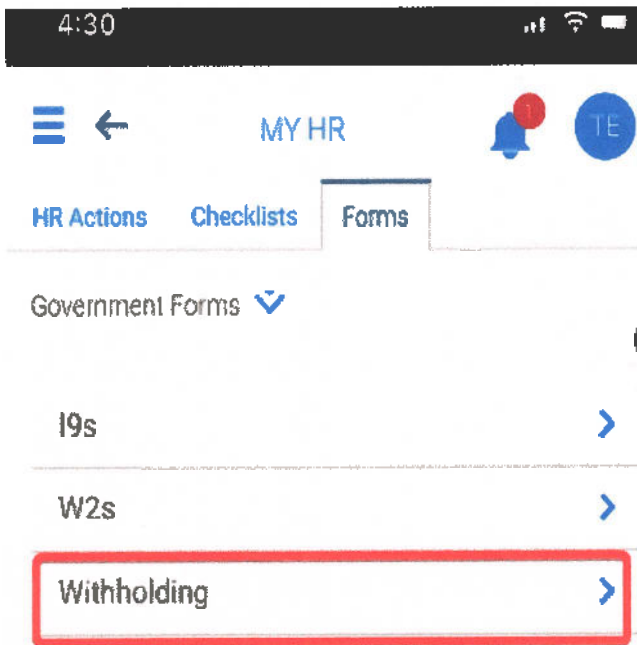


Update W4 in HCM To Go app

Start by logging into your HCM To Go app.
Select the blue hamburger menu in the top right corner
Select 'My HR' to expand the HR menu
Select 'Forms' to expand the menu
Select 'Government Forms' to expand the menu



Select 'Withholding' to expand the menu
Hit the 'ADD NEW' blue button
Select the '+ Add' blue hyperlink next to Employee Withholding Certificate



Fill out the W4 and hit the blue 'Save' button at the bottom

After Saving the new filled out W4 form, select the blue ellipsis **...** on the right side of the Save button

Hit 'Submit Withholding Form'




Federal: W-4



Federal: W-4

Enter you HCM To Go app password and hit the blue 'I Agree' button
Now you have completed and submitted your new W4

Submit Withholding Form ✕

 Please type your (Test Employee) password to confirm.

Password *

Please read all information below. Populating required fields and clicking 'I Agree' button will submit this withholding form to HR department for further verification.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.