

# HOW TO CHANGE YOUR W-4 Federal Withholding Elections

## Changing Withholdings

1. Log in to CDWA's [DirectMyCare web portal](#)
2. From the My Dashboard screen, click the **Workday** button to go to your Workday homepage.  
*\*If you reach a log in page, enter the same username and password as used to log into the [DirectMyCare web portal](#).*
3. Select **View All Apps**. (Fig. 01)
4. Select the **Pay** app. (Fig. 02)
5. Select the **Withholding Elections** option in the View/Update Elections Section. (Fig. 03)

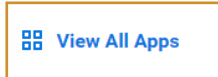


Fig. 01



Fig. 02

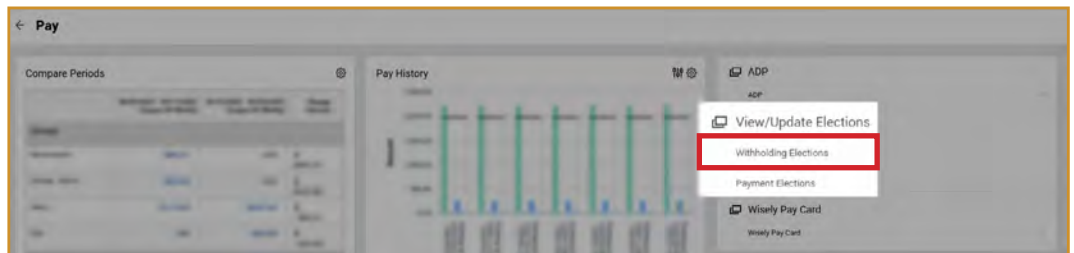


Fig. 03

6. Verify the information on the pop up is correct, then click **OK**.
7. Select the **Update** button under the Federal Elections tab to edit your elections. (Fig. 04)
8. Complete the information on the Withholdings form, then read and agree to the Legal Notice. Select the **I Agree** box to place a check mark. (Fig. 05)
9. Select the **Submit** button.

**Withholding Elections** Apple Pie (WE1001327) ⋮

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Home Address 1000 S Way  
Seattle, WA 98001  
United States of America

Social Security Number XXX-XX-XXXX

**Federal Elections** State Elections Local Elections Tax Allocations

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Company Consumer Direct Care Network Washington

Effective Date 09/21/2021

Lock In Letter

Payroll Withholding Status Head of Household

Multiple Jobs or Spouse Works

Total Dependent Amount 0.00

Other Income 0.00

Deductions 0.00

Extra Withholding 0.00

Exempt

Nonresident Alien

Last Updated 09/21/2021 11:49:25.382 AM

Last Updated By Apple Pie (WE1001327)

**Update**

Fig. 04

**Step 5:**

**Legal Notice** Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.  
The form is not valid without a signature.

I Agree \*

Fig. 05