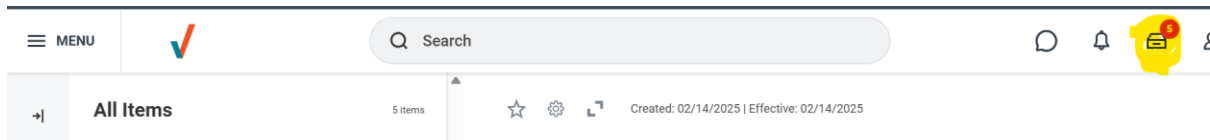


Step 1: Log in to Workday

- Go to your Workday
- Enter your credentials and log in.

◆ Step 2: Navigate to inbox > Right side corner



◆ Step 3: Access Federal Tax information

- In the left-side “**Complete Federal Withholding Elections**”.
- Verify the details and click ok.

