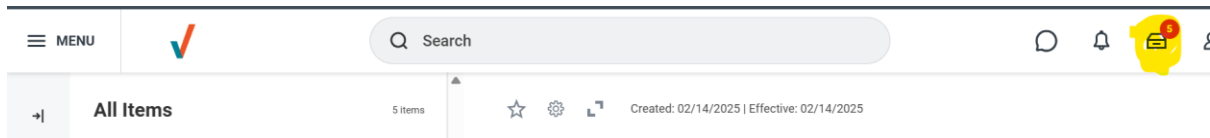


Step 1: Log in to Workday

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

◆ Step 2: Navigate to inbox > Right side corner



◆ Step 3: Access State Tax information

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

Complete State and Local Withholding Elections

Worker	Adam Johnson
Company	<div><div>✕ Everse, Inc.</div><div>⋮</div></div>
Effective Date	07/10/2025
State	<div><div>✕ Ohio</div><div>⋮</div></div>



OK

Cancel