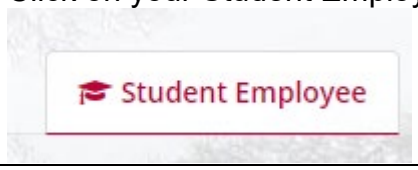
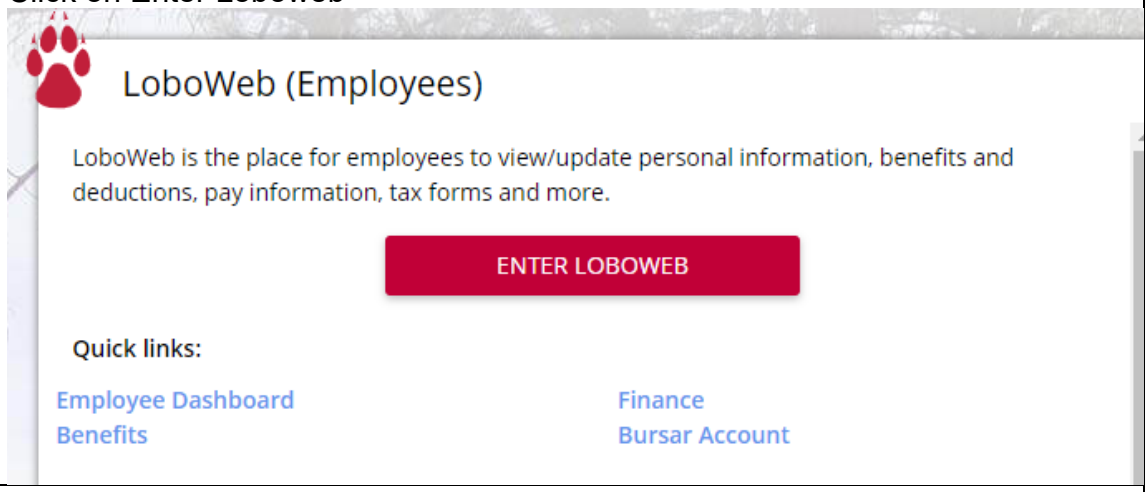
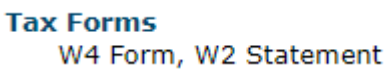
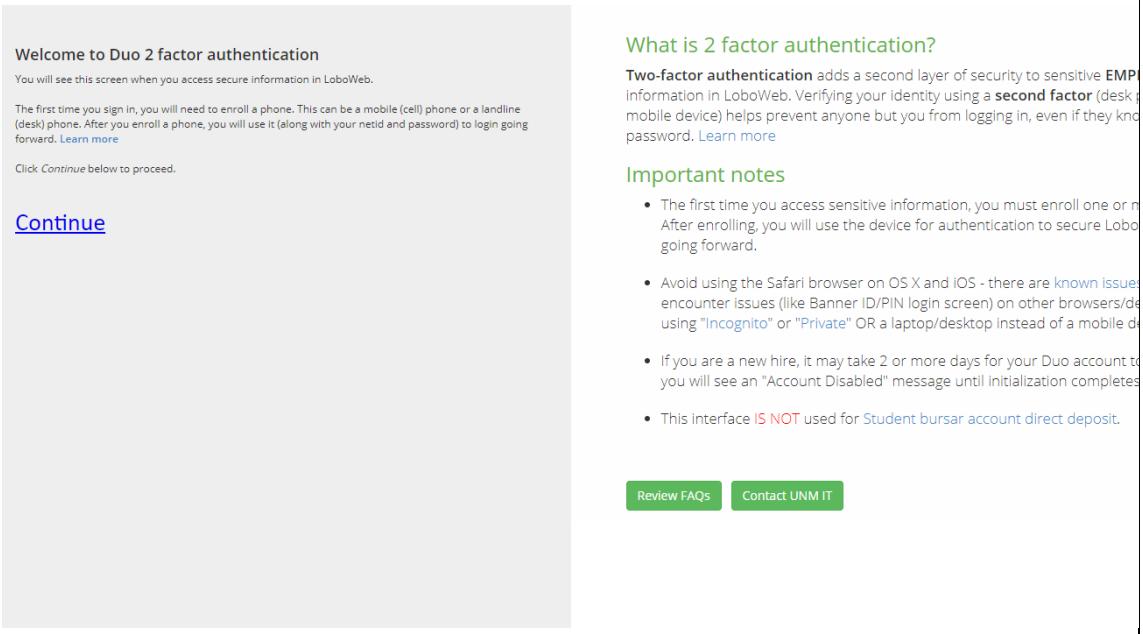
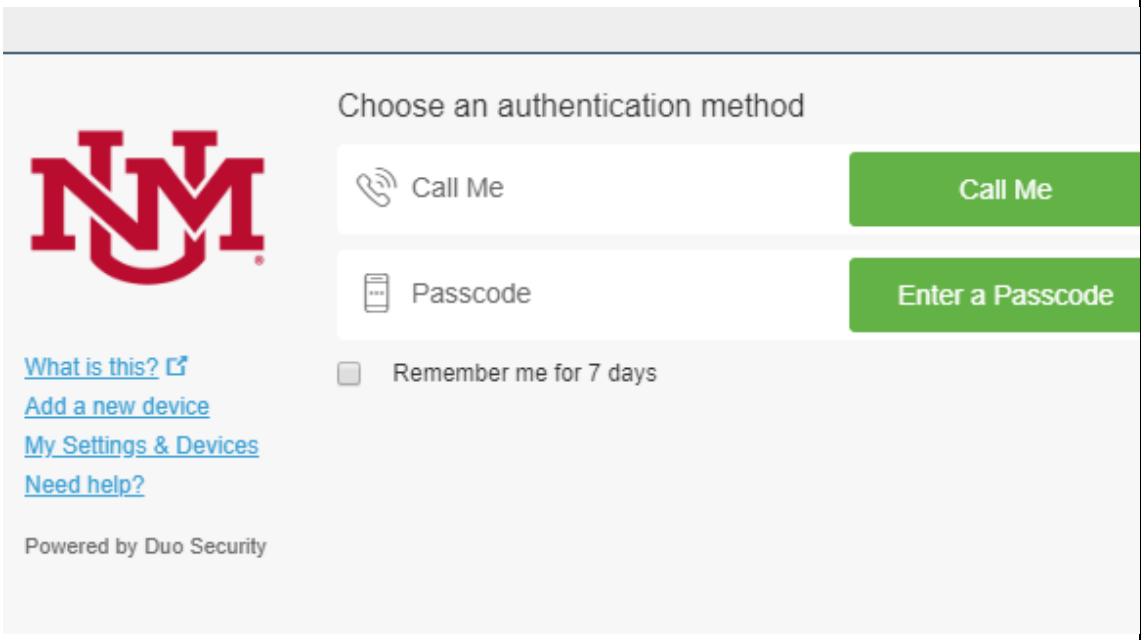
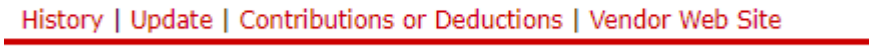
Student Employment: How to Check or Update your W-4 Tax Form

Revision Date: 03/2020
Responsible Department: Student Employment Office

Step #	Action/Field Name
1	Log into: my.unm.edu
2	Click on your Student Employment tab 
3	If you do not have this tab please click on the **+** sign and add the Student Employment tab (more in-depth instructions in your Authorization Letter that was sent to you via email)
4	Click on Enter Loboweb 
5	Be sure you are in the Employee tab
6	Click on Tax Forms 
7	Click on “Form W-4 Employee’s Withholding Certificate

	Form W-4 Employee's Withholding Certificate
8	You will be directed to the Duo 2 factor authentication page. Click on Continue 
9	Login
10	Click “call me” it is faster than the “enter a passcode” selection and follow the voice instructions on the line. 
11	You do not to make any changes here. Please just verify that everything is correct and accurate.

12	If changes need to be made select update at the bottom of the screen and proceed to make the corrections and then click save. 

Please call 505-277-3511 or email stuemp@unm.edu for any questions.