
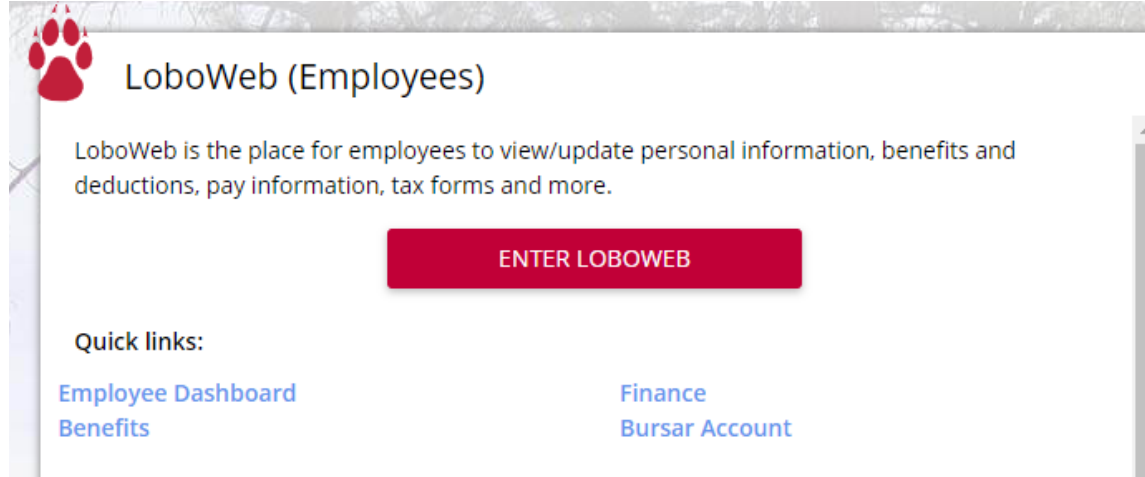

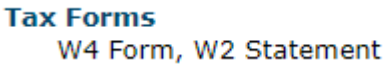





Student Employment: How to Check or Update your W-4 Tax Form

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"

<h2 style="text-align: center;">Form W-4 Employee's Withholding Certificate</h2>	
8	<p>You will be directed to the Duo 2 factor authentication page. Click on Continue</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Welcome to Duo 2 factor authentication</p> <p>You will see this screen when you access secure information in LoboWeb.</p> <p>The first time you sign in, you will need to enroll a phone. This can be a mobile (cell) phone or a landline (desk) phone. After you enroll a phone, you will use it (along with your netid and password) to login going forward. Learn more</p> <p>Click Continue below to proceed.</p> <p style="color: blue; text-decoration: underline;">Continue</p> </div> <div style="width: 45%;"> <p>What is 2 factor authentication?</p> <p>Two-factor authentication adds a second layer of security to sensitive EMP information in LoboWeb. Verifying your identity using a second factor (desk or mobile device) helps prevent anyone but you from logging in, even if they know your password. Learn more</p> <p>Important notes</p> <ul style="list-style-type: none"> The first time you access sensitive information, you must enroll one or more devices. After enrolling, you will use the device for authentication to secure LoboWeb. If you are going forward. Avoid using the Safari browser on OS X and iOS - there are known issues that may cause you to encounter issues (like Banner ID/PIN login screen) on other browsers/desktop devices. Try using "Incognito" or "Private" OR a laptop/desktop instead of a mobile device. If you are a new hire, it may take 2 or more days for your Duo account to be initialized. If you see an "Account Disabled" message until initialization completes. This interface IS NOT used for Student bursar account direct deposit. <p style="text-align: right;"> Review FAQs Contact UNM IT </p> </div> </div>
9	<p>Login</p>
10	<p>Click "call me" it is faster than the "enter a passcode" selection and follow the voice instructions on the line.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p>Choose an authentication method</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="text-align: center;">  <p>Call Me</p> </div> <div style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 5px;">Call Me</div> </div> <div style="text-align: center;">  <p>Passcode</p> </div> <div style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 5px;">Enter a Passcode</div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Remember me for 7 days </div> </div> <p style="font-size: small; margin-top: 10px;"> What is this? Add a new device My Settings & Devices Need help? </p> <p style="font-size: x-small; margin-top: 10px;">Powered by Duo Security</p> </div>
11	<p>You do not to make any changes here. Please just verify that everything is correct and accurate.</p>

12	<p>If changes need to be made select update at the bottom of the screen and proceed to make the corrections and then click save.</p> <p>History Update Contributions or Deductions Vendor Web Site</p> <hr/>
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Please call 505-277-3511 or email stuemp@unm.edu for any questions.