

How Employees View, Print, and Update W4

1. Login to RiverGuide.
2. Click the **Employee Dashboard** tile.



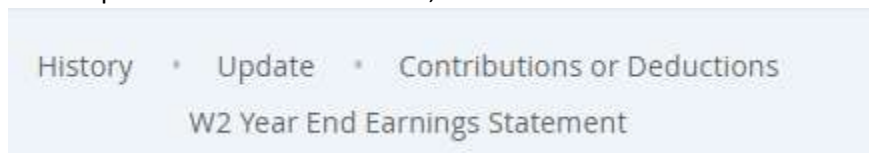
3. Click "Taxes."



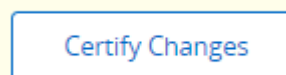
4. Review the information in the **Federal Withholding Tax** section.
 - a. If the information seen there needs to be changed, proceed to Step 5.
 - b. If the information seen is accurate and you'd like to print your W4, proceed to Step 9.
 - c. If the information seen there is accurate, no change is needed. Stop here.
5. Click "*W-4 Employee's Withholding Allowance Certificate.*"

[W-4 Employee's Withholding Allowance Certificate](#)

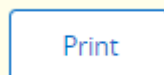
6. Click "Update" towards the bottom, center of the screen.



7. Fill in the appropriate fields.
 - a. Remember to set the "Effective Date of Change" to a date after your last pay period.



8. Click "Certify Changes" and then "OK" in the pop-up.
9. If you would like a printed copy, click "*W-4 Employee's Withholding Allowance Certificate.*"



10. Click "Print."