Log in to the **GWeb Information System** and follow these steps to update your state withholding.

Under the Employee Information Menu Tab, choose Health and Welfare Benefits.
Click on Taxes and Miscellaneous
Click Add a New Benefit or Deduction to add a new state tax withholding.

Choose the correct state tax and click Select Benefit.
Choose your start date as the effective date.

Choose Active and update your filing status, number of allowances or additional withholding, if any, and click Certify Changes.
Confirm your selection
You can also use this same screen to update your Federal tax withholding W4.

Choose Miscellaneous to verify your changes and see your current elections.