**NEW TO THE UNIVERSITY OR NEED TO UPDATE YOUR TAX INFORMATION?**

You can logon to UCPath Online by following these simple steps:

1. Visit the University of California UCPath Online Website:  
   https://ucpath.universityofcalifornia.edu/
2. Log in using your UCLA Username and Password
3. On the left-hand screen of the Dashboard, navigate to:  
   Employee Action > Income and Taxes >  
   CA State W-4 (DE-4)
4. Answer the security question to verify your identity
5. CA State W-4 Tax Information:  
   - Indicate Tax Status (Single, Married, Head of Household)  
   - Enter total number of allowances being claimed or  
   - Check box if claiming exempt status
6. Click Submit
7. On the left-hand screen of the Dashboard, navigate to:  
   Employee Action > Income and Taxes >  
   Federal Withholding (W-4)  
   - Indicate tax status (Single or Married)  
   - Enter total number of allowances or  
   - Check box if claiming exempt status
8. Click Submit