

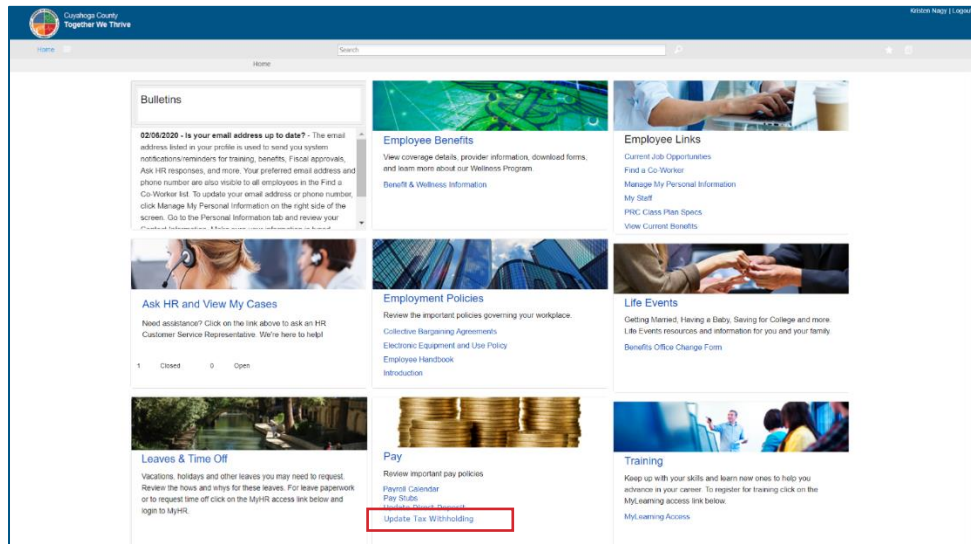


All employees are required to input W-4 / Tax withholdings into your personal INFOR County portal. To do this, please use a county computer (either the computer assigned to you, or the employee one on site) at some point during your first week. You will be provided with a username and password by your supervisor. If you have not done so already, you will be prompted to change your password. Once you're logged on to the computer, please click the red *infor* button, select " adfs.cuyahoga.cc " to get into *infor*. You will use the same credentials, AD-Cuyahoga\USERNAME and (new) password to access *infor*. Once you are to *infor*, you must update your tax information using the directions on this page.

Updating Tax Withholding (W-4) Elections

You can update your Federal or State of Ohio tax withholdings for your W-4.

1. From the Infor Landing Page, in the **Pay** section, click **Update Tax Withholding**.



You will be directed to the **Tax Withholding** form.

2. On the **Tax Withholding** form, view your current tax withholding elections.

Options	Description	Resident Status	Marital Status	Exemptions	Exempt	Additional Exemptions	Additional Amount	Options	Other Income	Collection
→	FEDERAL	Resident	Married	0	No	0				
→	Ohio State Tax	Resident	Single	0	No	0				
	CLEVELAND	Non-Resident	Single	0	No	0				
	NORTH CINCINNATI	Resident	Single	0	No	0				

3. To change your tax withholdings, click the arrow icon → to the left of the tax description you want to change.
4. For **Federal** updates, you will see the Federal W-4 form.
 - a) Update the electronic form as appropriate.
 - b) Click the **Continue** button to save your changes.
 - c) In the authorization box, click the **Update** button to update your W-4 changes.
 - d) You will be directed to the **Tax Withholding** form and can see your updated W-4 changes.

Note: if you are not directed to the **Tax Withholding** form, there was an error on your W-4 submission. Review the form and ensure all appropriate fields are populated.

5. For **State of Ohio** updates, you will see the fields that you can update.
 - a) Update the fields as appropriate.
 - b) Click the **Continue** button to save your changes.
 - c) In the authorization box, click the **Update** button to update your Ohio changes.
 - d) You will be directed to the **Tax Withholding** form and can see your updated Ohio changes.