

How to Update Your W-4 Employee Withholding Certificate in MyPortal/SSB9 (Self-Service)



This How-To document will show you how to view/update your W-4 Employee Withholding Certificate in MyPortal/SSB9 (Self Service).

The purpose of the W-4 Form is to provide CLPCCD with employee personal and financial information to determine your correct federal income tax withholding from pay.

You can change your W-4 certificate any time by simply completing and submitting another electronic W-4 form in MyPortal.

The W-4 form only updates Federal taxes

If you need to update CA state taxes you must download and fill out the California State Employee's Withholding Allowance Certificate DE- 4 form from the link below. [Employee's Withholding Allowance Certificate \(DE 4\) Rev. 54 \(12-24\)](#)

Please send the completed form to the CLPCCD Payroll office.

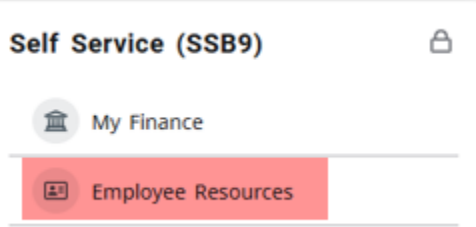
Step-by-Step Instructions to Update your W-4 in MyPortal:

1. Go to the District/College website and click on MyPortal to log in.
2. Enter your W number and password

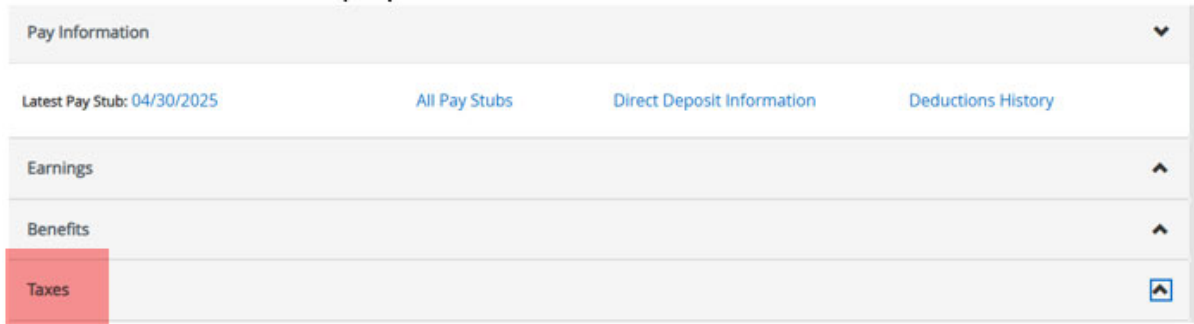
A screenshot of the MyPortal sign-in page. At the top is the Chabot Las Positas Community College District logo. Below the logo is the text "Sign In". There are two input fields: the first is labeled "W#(Example W12345678)" and the second is labeled "Password (Not your PIN or DOB)". Below the password field is a black "Sign in" button. At the bottom of the form are four links: "Forgot Password?", "Need Help?", "Chabot Website", and "LPC Website".

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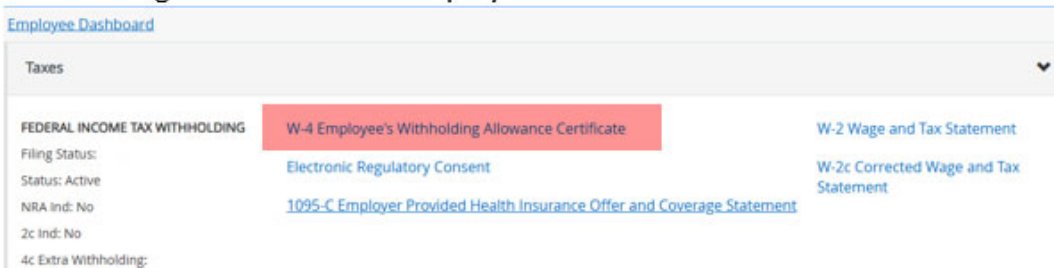
3. Click Employee Resources under Self Service (SSB9)



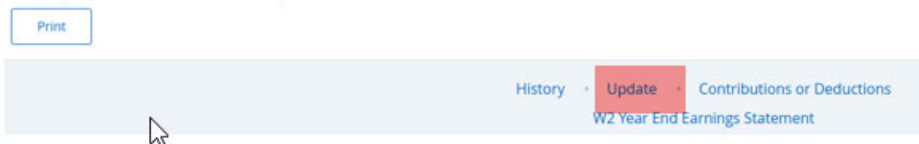
4. Click on Taxes on the Employee Dashboard



5. Click on the blue [W-4 Employee's Withholding Allowance Certificate](#). Your current withholding information will display.



6. Click the Print option on the bottom if you want a copy of your current withholding information.
7. To update: click the Update link in blue on the bottom.



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- 8. By default, the system will put in the **today's date** as the Effective Date of the Change. You can leave this date, or if you would like to future-date the change to a subsequent month, change the date. Always use the first day of the month and use the mm/dd/yyyy format.

Effective Date of Change MM/DD/YYYY: *

Note: Effective Date must be after 04/30/2025 the date you were last paid.

- 9. If you believe you should be **Exempt** from paying all Federal Tax, select Exempt from the Deduction Status dropdown. **Please review the conditions for tax exemption carefully.**

Deduction Status: *

- 10. If you did not select Exempt, under the **Filing Status** dropdown, select your filing status

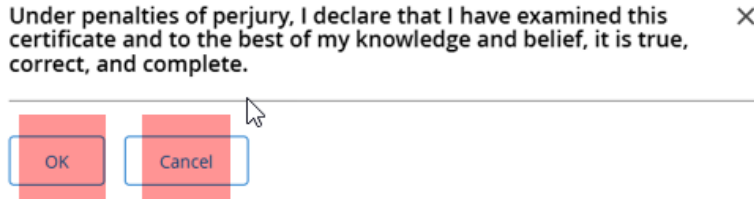
Filing Status: *

Filing Statuses are Single, Married Filing Separately, Married Filing Jointly, or Head of Household (Married Filing Jointly requires you to file with yourself and a qualifying individual.)

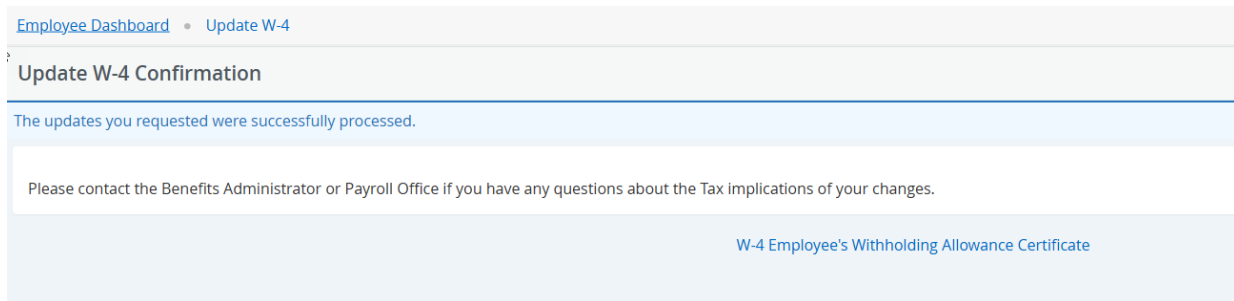
- 11. Step 2C Indicator – check the box if section 2C on the W-4 form (Multiple Jobs or Spouse Works) applies to you and you want to have this affect your withholding.
- 12. Follow the other steps listed on the webpage for other optional fields in Steps 3-4 on the W-4 Employee Withholding Certificate.
- 13. Click on **Certify Changes**

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14. Review the certification statement in the popup box and click **OK** if you agree. Click **Cancel** if you do not agree to the statement and your changes will be canceled.



The W-4 Confirmation looks like this:



Note: Your new W4 Employee Withholding Certificate **will be effective the next pay period** unless you elected to future-date the change to another month in Step 8.

Note: You can repeat the steps above at any time in the future to modify your withholding information.

You can find more information about the Form W-4 on the IRS website, or contact your tax advisor: <https://www.irs.gov/forms-pubs/about-form-w4>