

### **To change form W4- Employee's (FEDERAL) Withholding Allowances**

In browser type: <https://vision.oru.edu>

Click on 'Login With Znumber number & PIN' (6 digit PIN number)

Enter User ID- (**Z number**)

Enter Your pin number, Click – **login**

Once logged in click on the tab to the upper right '**Employee Services**'

Click on '**Tax Forms**'

Click on '**W4 Employee's Withholding Allowances**'

Click on '**UPDATE**' (towards the bottom middle of page)

Scroll towards bottom of page and change the '**Number of Allowances**' or enter additional amount

Click on '**Certify Changes**', then the system will ask you to re-enter your pin number (which is your 6 digit PIN) for verification purposes. To change STATE WH, you will need to email [bbeyer@oru.edu](mailto:bbeyer@oru.edu) to make State changes as this portal does not support state tax tables, since they differ state to state.