


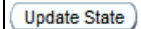



Update Federal and State Tax Forms

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| 1. | <p>Select your organization's <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > FEDERAL AND STATE TAX FORMS</p> |
| 2. | <p>Click the Federal & State Tax Forms link.</p>  |
| 3. | <p>Click the Update Federal link.</p>  |
| 4. | <p>Press the left mouse button and drag the mouse to the desired location.</p> |
| 5. | <p>Click the Radio button to the left of Married but withhold at higher rate</p>  |
| 6. | <p>Enter the desired information into the Federal Allowances field.</p> <p>Enter "0".</p> |
| 7. | <p>Press [Tab].</p> |
| 8. | <p>Read the Agreement at the bottom of this page.</p> <p>If you agree, Click in the check-box to choose the "I Agree" option.</p> |
| 9. | <p>Press the left mouse button on the Save link.</p> |
| 10. | <p>For this example, we will also show how to update the State Tax Form.</p> <p>Click on the UPDATE STATE button.</p>  |
| 11. | <p>Click in the State Allowances Field to update.</p>  |
| 12. | <p>Enter the desired information into the State Allowances field.</p> <p>Enter "0".</p> |
| 13. | <p>Press [Tab] to move to the next field.</p> |
| 14. | <p>Drag the Scroll bar to view the important information at the bottom of this page.</p> <p>Release the mouse button when you want to stop and view information.</p> |

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| 15. | <p>Read the Agreement at the bottom of this page.</p> <p>If you agree, Click in the check-box to choose the "I Agree" option.</p> <p><input type="checkbox"/> I Agree</p> |
| 16. | <p>Click the Save link.</p> <p><input type="button" value="Save"/></p> |
| 17. | <p>Click on the Home link.</p> <p><input type="button" value="Home"/></p> |
| 18. | <p>Click the Logout link.</p> <p><input type="button" value="Logout"/></p> |
| 19. | <p>Congratulations!</p> <p>You have successfully changed you Federal and State Tax forms in the STEP system using Employee Direct Access.</p> |