UPDATING W-4 FORM (FEDERAL TAX WITHHOLDING STATUS) IN MYPACE PORTAL

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2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in

Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possession. This w

For an overview of the setup process, please read our Duo MFA: Initial Setup for Protected Pace System article. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 773-3333 or pacehelpdesk@pace.edu for further assistance. If you're not enrolled in Duo MFA, when you try to log in to the MyPace Portal to retrieve your tax information, you'll be directed to start the Duo enrollment process by clicking the setup button below the login box. This will setup your account with this added layer of security.

3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.

4. Select the blue button **Employee Dashboard**

5. Select the **Taxes**

6. Select **W-4 Employee's Withholding Allowance Certificate**

7. Select **Update** at the bottom of the page to make any changes.

8. **NOTE**:
   This below form will populate; please complete it its entirety and certify changes. Please note, the effective date will automatically default to the next possible date available to make changes. This date differs depending on payroll processing.

   To see additional options for the "Deduction Status" and "Filing Status," please select the downward arrow.