Tips for Updating Your Tax Withholding Preferences

**Step #1:**
To access your Member Portal account, please visit [www.sdcers.org](http://www.sdcers.org) and log in to your Member Portal.

*If you haven’t registered for a Member Portal account, please register and then follow these steps.

**Step #2:**
Once you’ve logged into your account, see the left menu under Tools, and click on:

“Tax Withholding Update”
Step #3: Click the “Change Federal Tax” or “Change CA State Tax” button to make your changes.

Step #4: Locate the “Payment Type” box and click on the dropdown menu. Select the portion of your benefit you’d like to change.

Now you are able to make your changes by selecting “Tax Table” or “Tax Table Plus Additional Amount” from the “Withholding Type” dropdown menu. You will need to select your filing status and list the number of exemptions you will claim.

If “Tax Table Plus Additional Amount” is selected, please indicate the additional amount in the “Additional Withholding Amount” box.

You can compare tax withholding options to assist you in making your selection by clicking “Calculate.”

Step #5: Once you are satisfied with your selection, check the “Authorization” box and click “Submit” to make your changes as of the listed effective date.