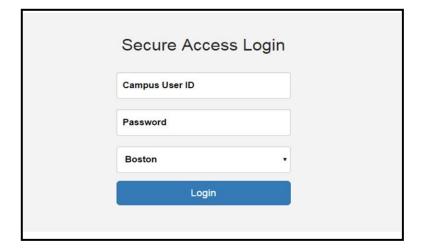
HR Direct Self Service

Login to HR Direct



| | Step | Action |
|---|------|-----------------------------|
| | 1. | Go to www.umb.edu/hr |
| ĺ | 2. | Click "Log in to HR Direct" |

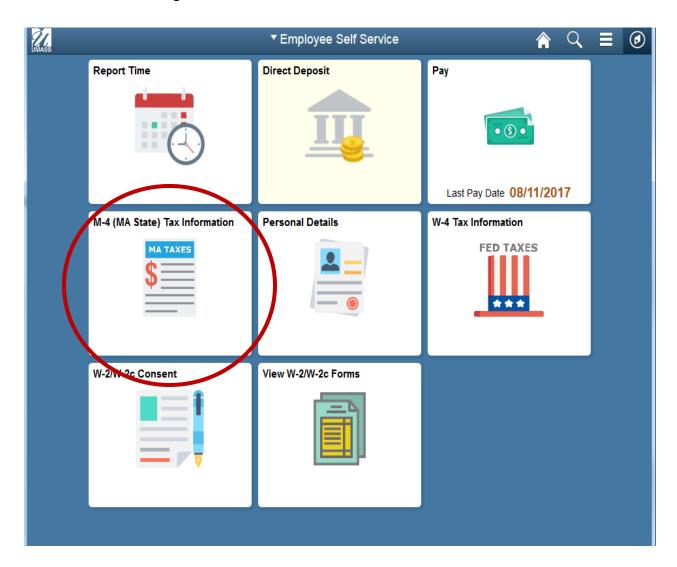


| Step | Action |
|-------|---|
| 3. | Enter your username (first name.lastname) |
| 4. | Enter your password (password is you email password) |
| | Note: if your email password is changed your HR Direct login password will change. |
| 5. | Click on the arrow and choose the campus (Boston) |
| 6. | Click login |
| Note: | Please Note if you are using a public computer please always remember to sign out of the HR Direct system and do not save any passwords |

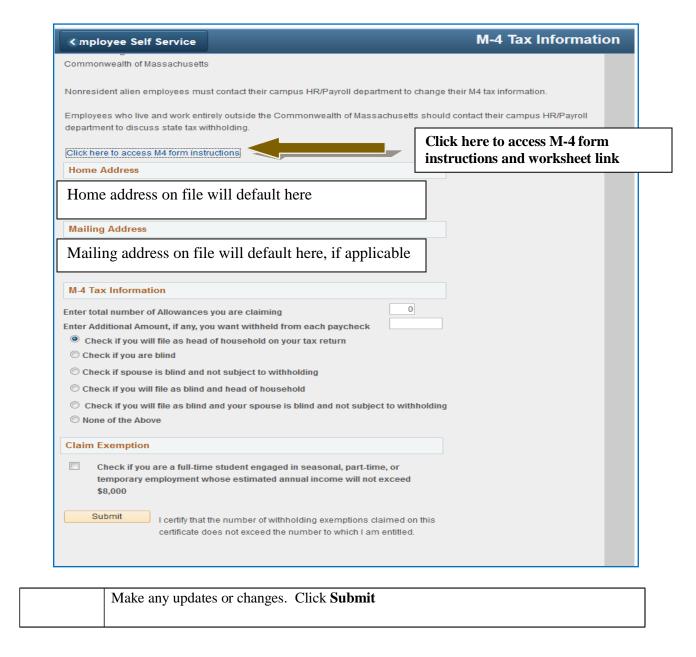
Congratulations you have successfully logged into HR Direct

View/Change M-4 (State) Tax Information

Click on the following tile below.



View/Change M-4 (MA State) Tax Information



Congratulations you have successfully updated/changed your M-4 form.