

How to Add an Optional Feature Code in **W2 Mate**[®]



Start by Opening
W2 Mate[®]
Program

www.W2Mate.com

Go to > Company > Open

1

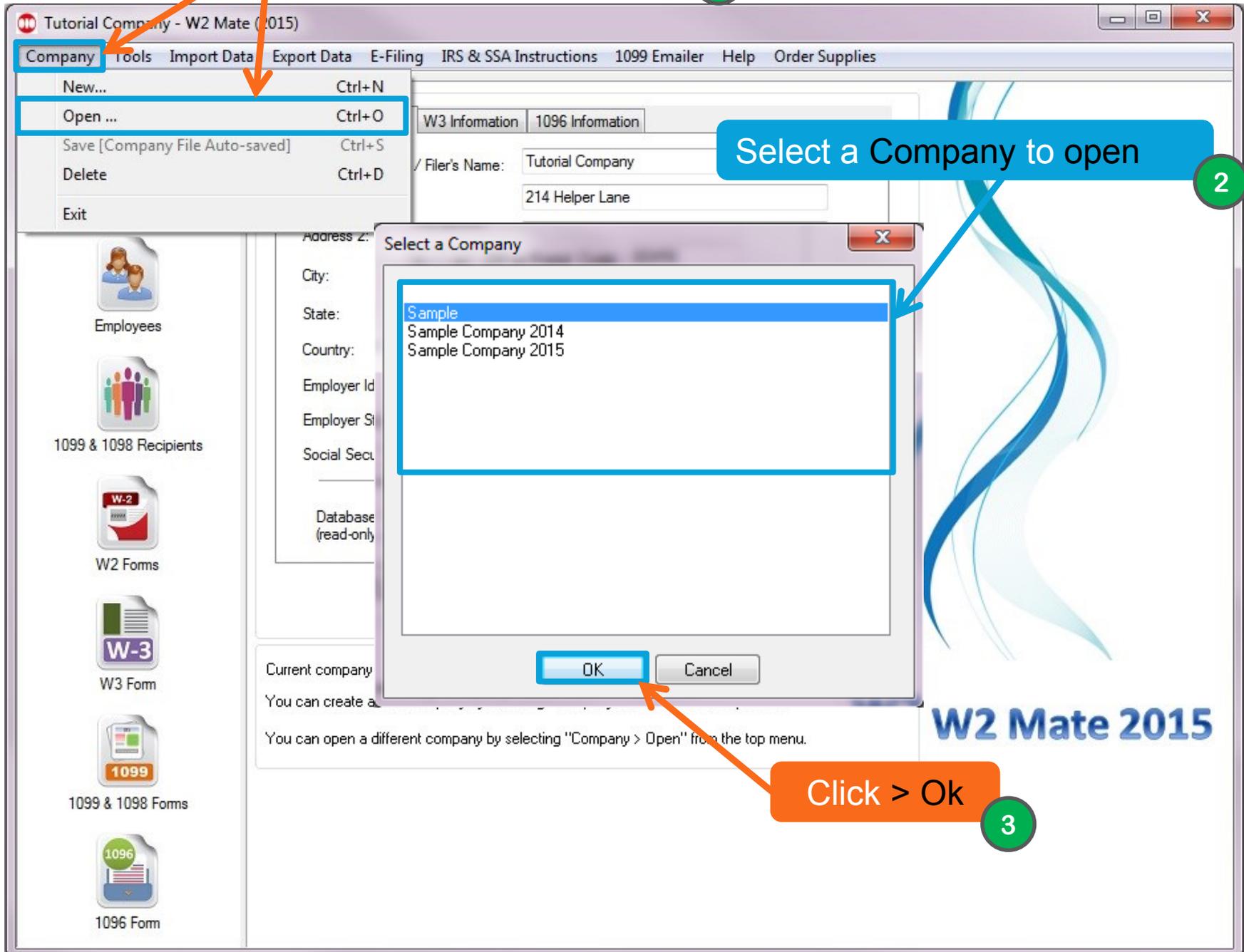
Select a Company to open

2

OK

Click > Ok

3



The screenshot shows the W2 Mate 2015 software interface. The 'Tools' menu is open, and the 'Enable Optional Features' option is highlighted with a blue box. An orange callout box with the text 'Click > Enable Optional Features' and a circular '5' points to this option. A blue callout box with the text 'Click > Tools' and a circular '4' points to the 'Tools' menu item. The interface includes a top menu bar with 'Company', 'Tools', 'Import Data', 'Export', 'Actions', '1099 Emitter', 'Help', and 'Order Supplies'. The main area contains a form with fields for 'IP or Postal Code' (60456) and a 'Clear' button. A sidebar on the left shows icons for '1099', '1099 & 1098 Forms', and '1096 Form'. A text box in the center provides instructions: 'You can create a new company by selecting "Company > New" from the top menu.' and 'You can open a different company by selecting "Company > Open" from the top menu.' The 'W2 Mate 2015' logo is visible in the bottom right corner.

Sample - W2 Mate (2015)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions 1099 Emailer Help Order Supplies

Shortcuts

- Company
- Employees
- 1099 & 1098 Recipients
- W2 Forms
- W3 Form

Enable Optional Features

Use this dialog to enable optional features inside W2 Mate. This includes:

- Option #1 (Generate Laser Forms):**
This option allows you to print a black and white Laser Substitute for Form W-2 (Copy A) and Form W-3. You should be able to file these substitute forms with the Social Security Administration (SSA) just as you file the Red-Ink forms printed by the IRS.
- Option #2 (Run over a Network):**
This option allows you to run W2 Mate on a network to share the same data between the different machines on your network.
- Option #3 (Import W2/1099 Forms Data):**
This option allows you to import W2 and 1099 forms data from CSV (comma separated value) files. CSV is the most common format used in order to transfer data between different types of databases.
This option also allows you to import W2 and 1099 data directly from QuickBooks.
- Option #4 (Electronic Filing):**
This option allows you to create SSA and IRS approved Electronic Filing (E-File) submissions for W-2 and 1099 forms.
- Option #5 (Additional 1099 Forms):**
This option adds support for 1099-DIV, 1099-INT and 1099-R forms.
- Option #6 (Create PDF W2's and 1099 MISC form in PDF format):**
This feature allows you to create PDF files of 1099 MISC form in PDF format. The resulting PDF file will be named 1099-MISC-XXXX.pdf.

In the box below, please enter the "Optional Features Code" sent to you by our sales department (no spaces and no quotations).

6

OK Cancel

Copy and paste your code
in the box below

Click > Ok

7

Congratulations. You know how to enter an optional feature code!



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1-800-507-1992