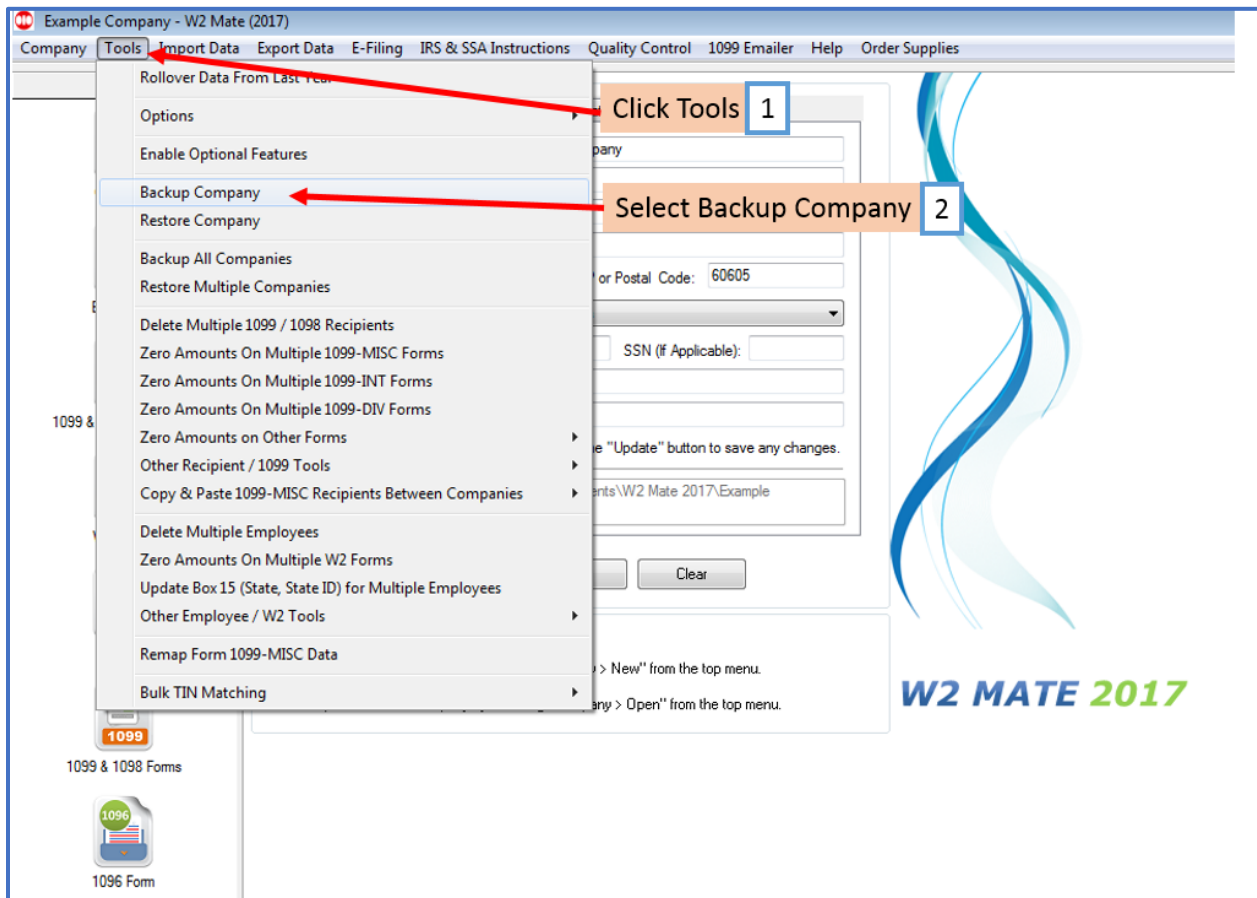


How to Create a Company Backup File

Make sure you have the correct Company open inside W2 Mate

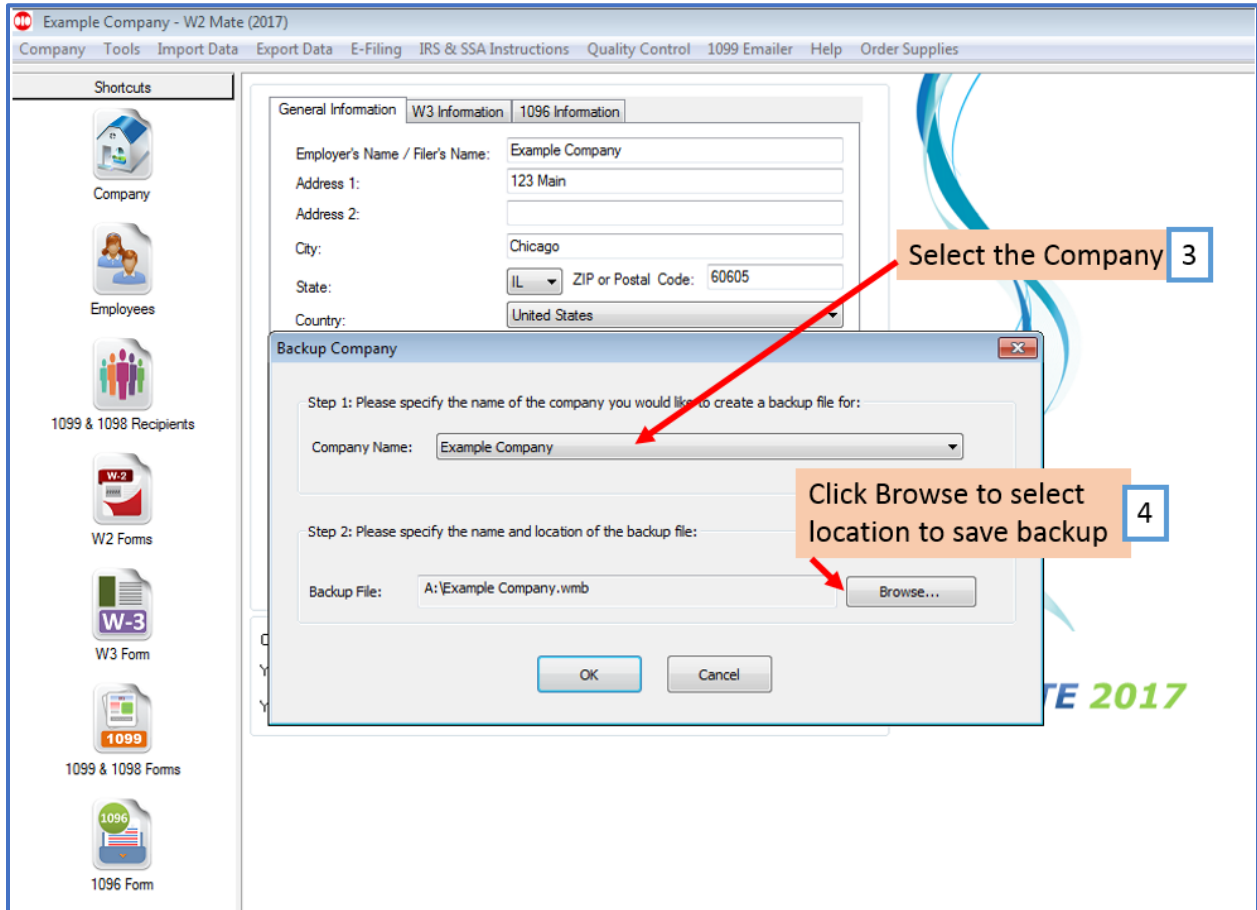
Single Company

1. Click Tools
2. Select Backup Company



3. Select the company from the drop down

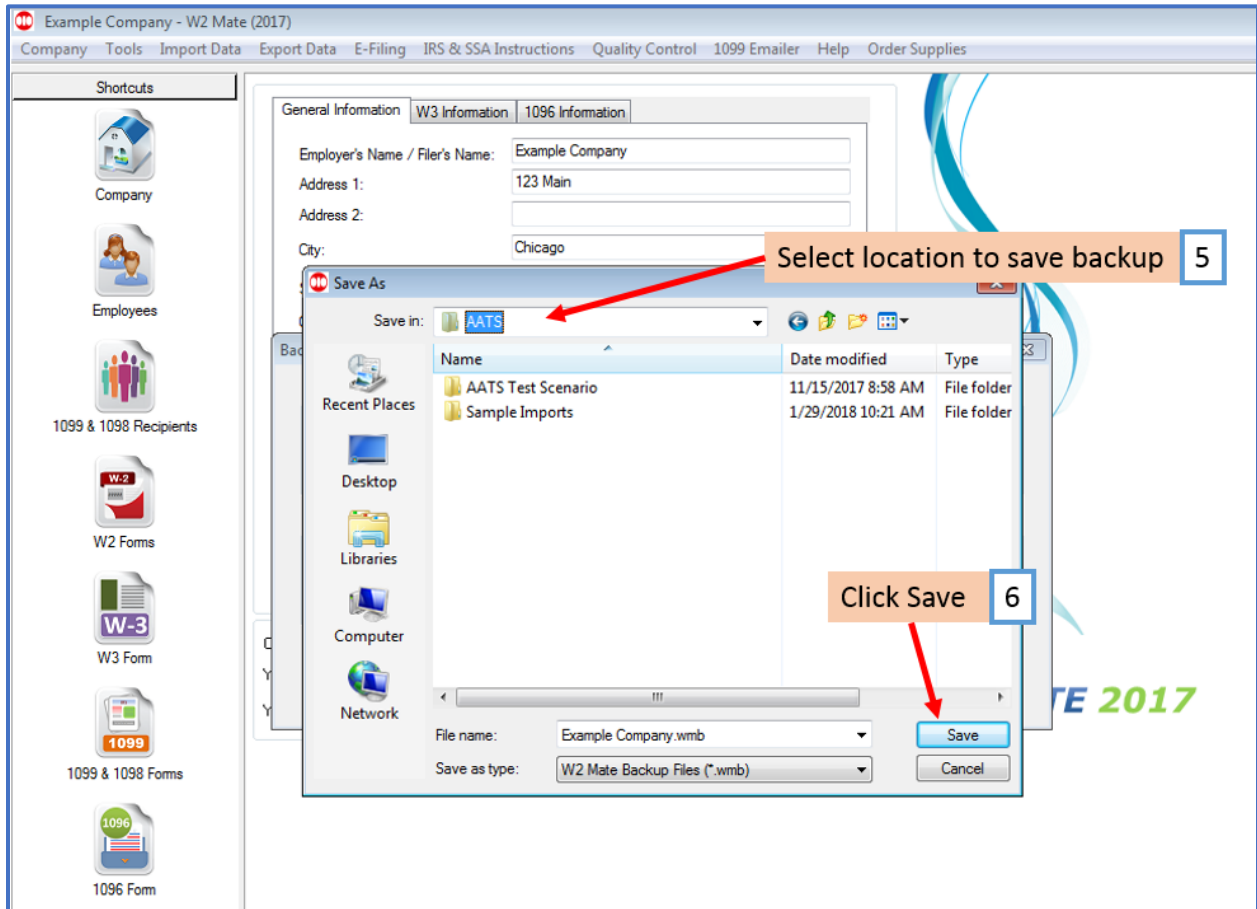
4. Click Browse to select the location to save the backup file



5. Select the location to save the backup file

Note: Save as type will be W2 Mate Backup Files (*.wmb)

6. Click Save

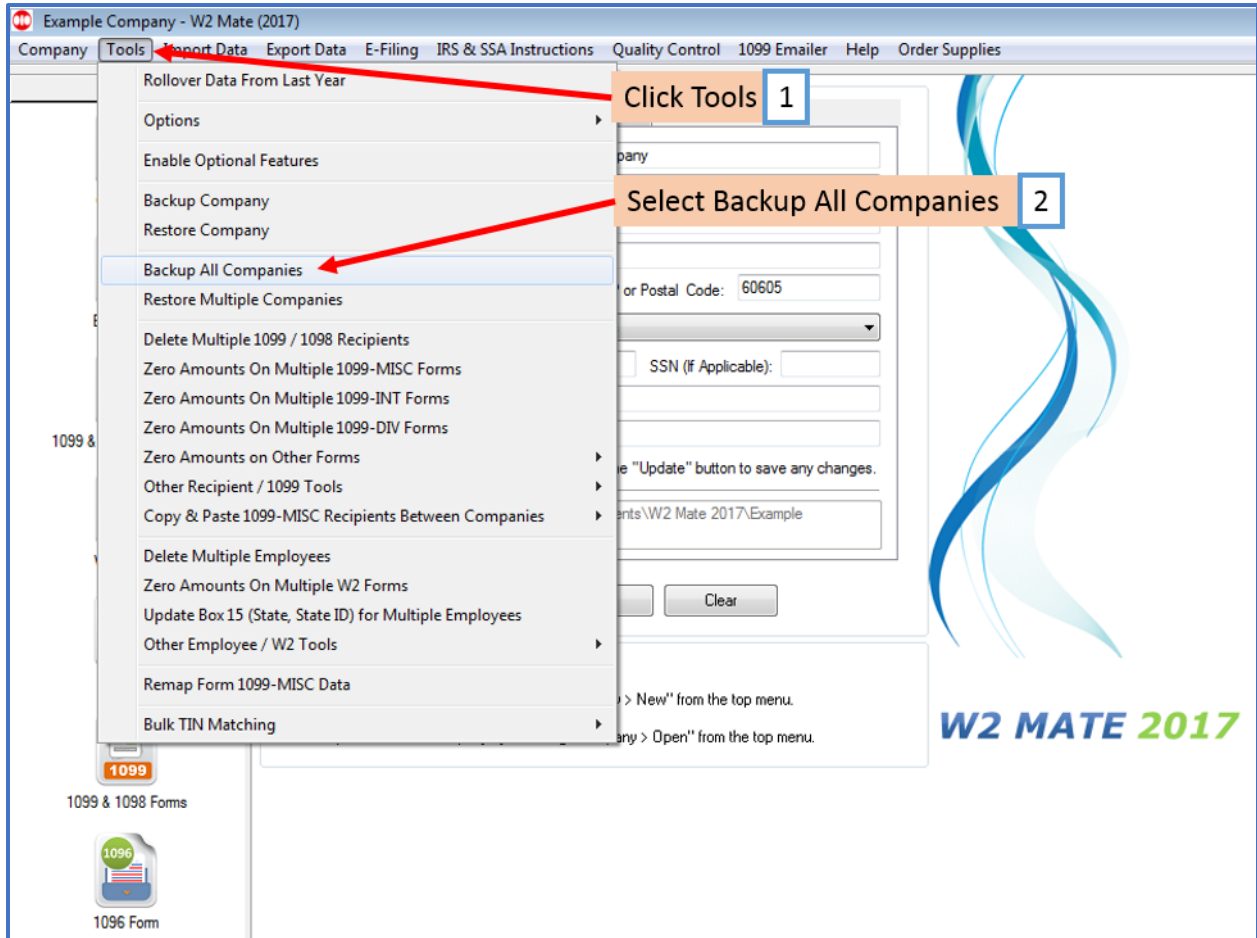


7. Click OK

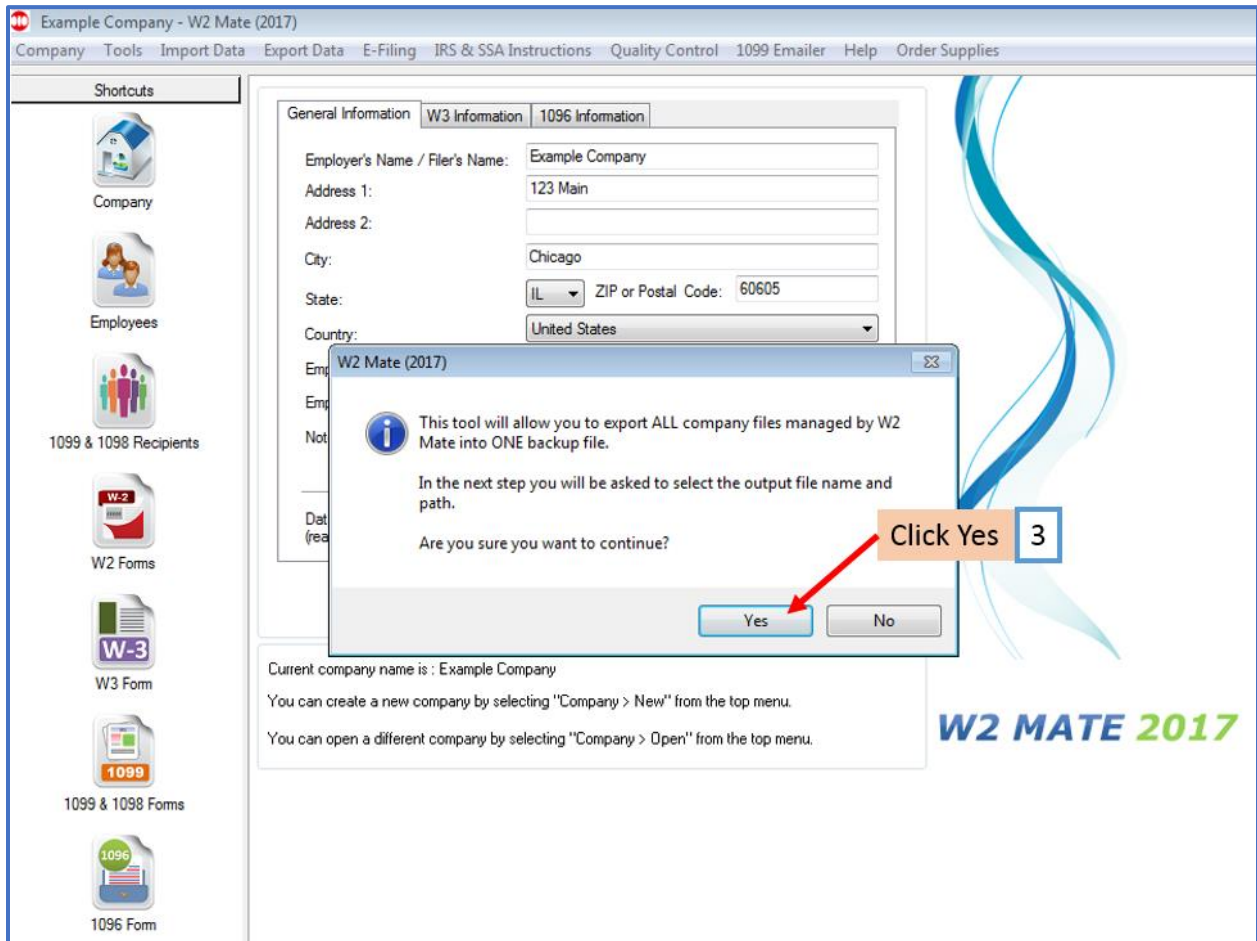
The screenshot displays the W2 Mate 2017 software interface. The main window is titled "Example Company - W2 Mate (2017)" and features a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 Emailer, Help, and Order Supplies. On the left, a "Shortcuts" sidebar contains icons for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The central area shows the "General Information" tab with fields for Employer's Name / Filer's Name (Example Company), Address 1 (123 Main), Address 2, City (Chicago), State (IL), ZIP or Postal Code (60605), and Country (United States). A modal dialog box titled "W2 Mate (2017)" is overlaid on the form, displaying an information icon and the message "Backup File Created Successfully." with an "OK" button. A red arrow points to the "OK" button, accompanied by the text "Click OK" and a circled number "7". Below the dialog, a text box states: "Current company name is : Example Company. You can create a new company by selecting 'Company > New' from the top menu. You can open a different company by selecting 'Company > Open' from the top menu." The "W2 MATE 2017" logo is visible in the bottom right corner of the interface.

ALL Companies

1. Click Tools
2. Select Backup All Companies



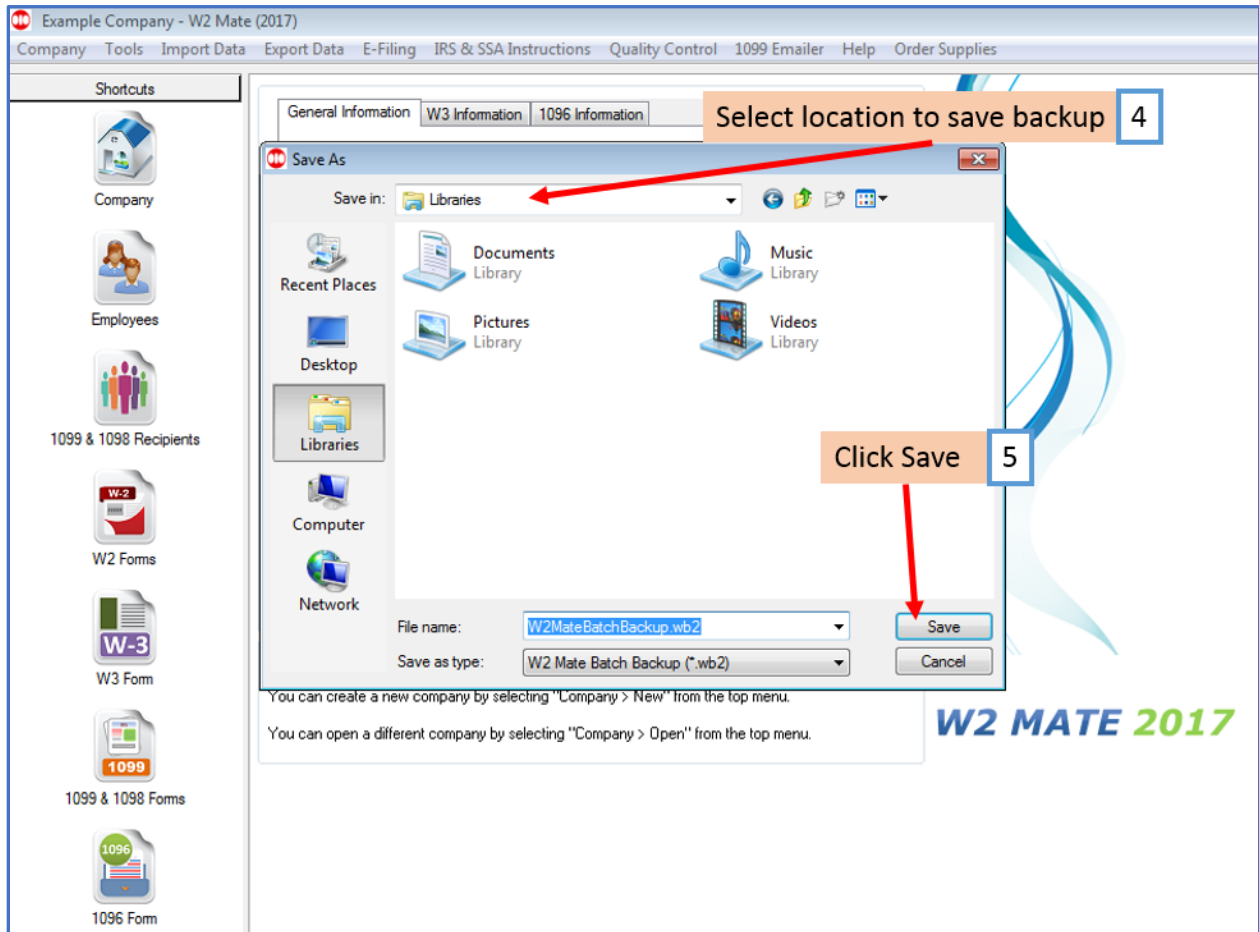
3. Click Yes to create ALL companies into one backup file



4. Select the location to save the backup file

Note: Save as type will be W2 Mate Batch Backup (*.wb2)

5. Click Save



6. Click Yes

The screenshot displays the W2 Mate 2017 software interface. The main window title is "Example Company - W2 Mate (2017)". The top menu bar includes "Company", "Tools", "Import Data", "Export Data", "E-Filing", "IRS & SSA Instructions", "Quality Control", "1099 E-mailer", "Help", and "Order Supplies". A left sidebar contains "Shortcuts" for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W3 Form", "1099 & 1098 Forms", and "1096 Form". The main content area has tabs for "General Information", "W3 Information", and "1096 Information". The "W3 Information" tab is active, showing fields for "Employer's Name / Filer's Name" (Example Company), "Address 1" (123 Main), "Address 2", "City" (Chicago), "State" (IL), and "ZIP or Postal Code" (60605). Below these fields are "Update", "Reset", and "Clear" buttons. A modal dialog box titled "W2 Mate (2017)" is open, displaying an information icon and the text: "Backup file created successfully. Would you like to see the list of companies included in the batch backup file?". The dialog has "Yes" and "No" buttons. A red arrow points to the "Yes" button, with a callout box containing the text "Click Yes 6". Below the dialog are "Update", "Reset", and "Clear" buttons. At the bottom of the main window, it says "Current company name is : Example Company" and 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 2017" logo is visible in the bottom right corner.

7. Click Close

