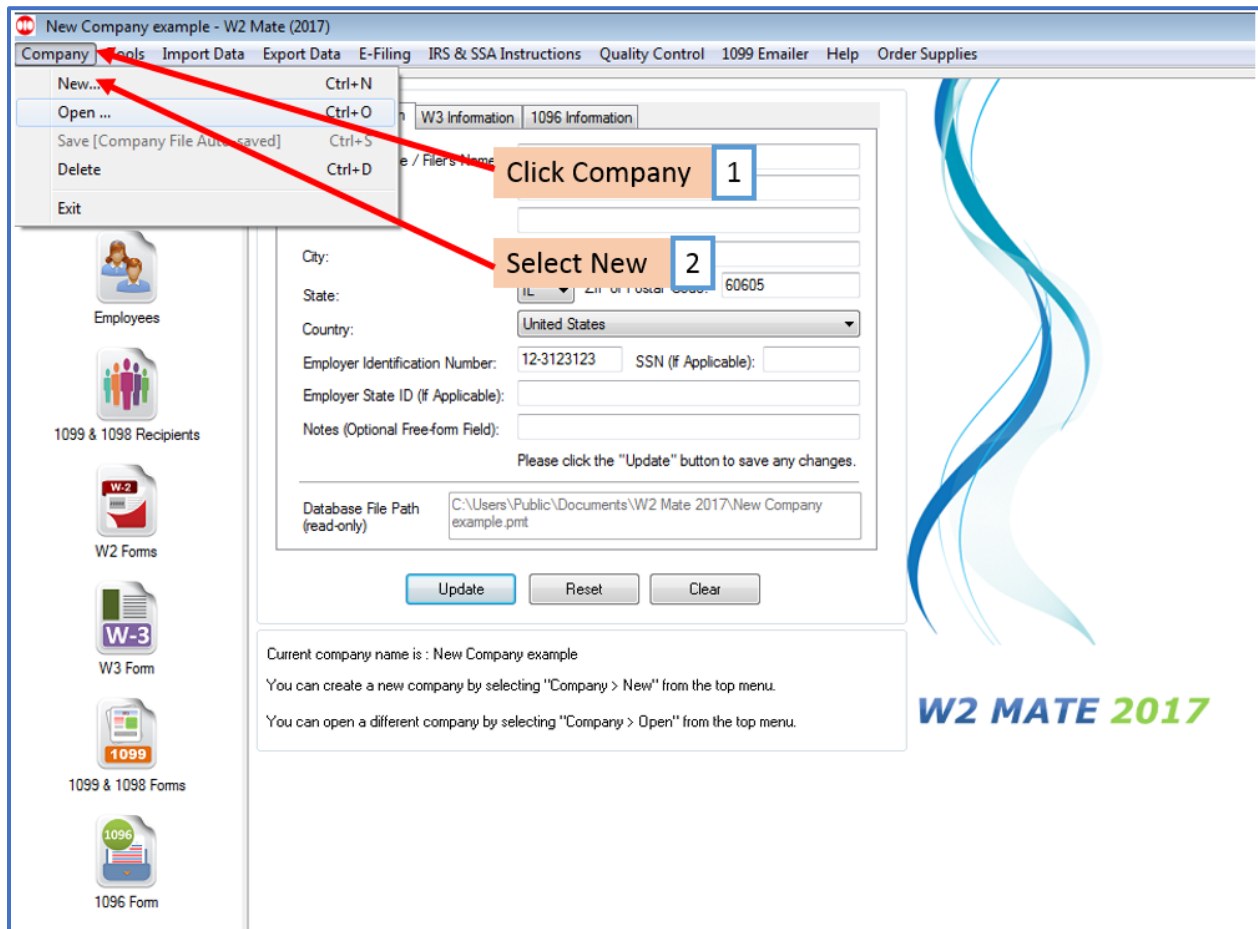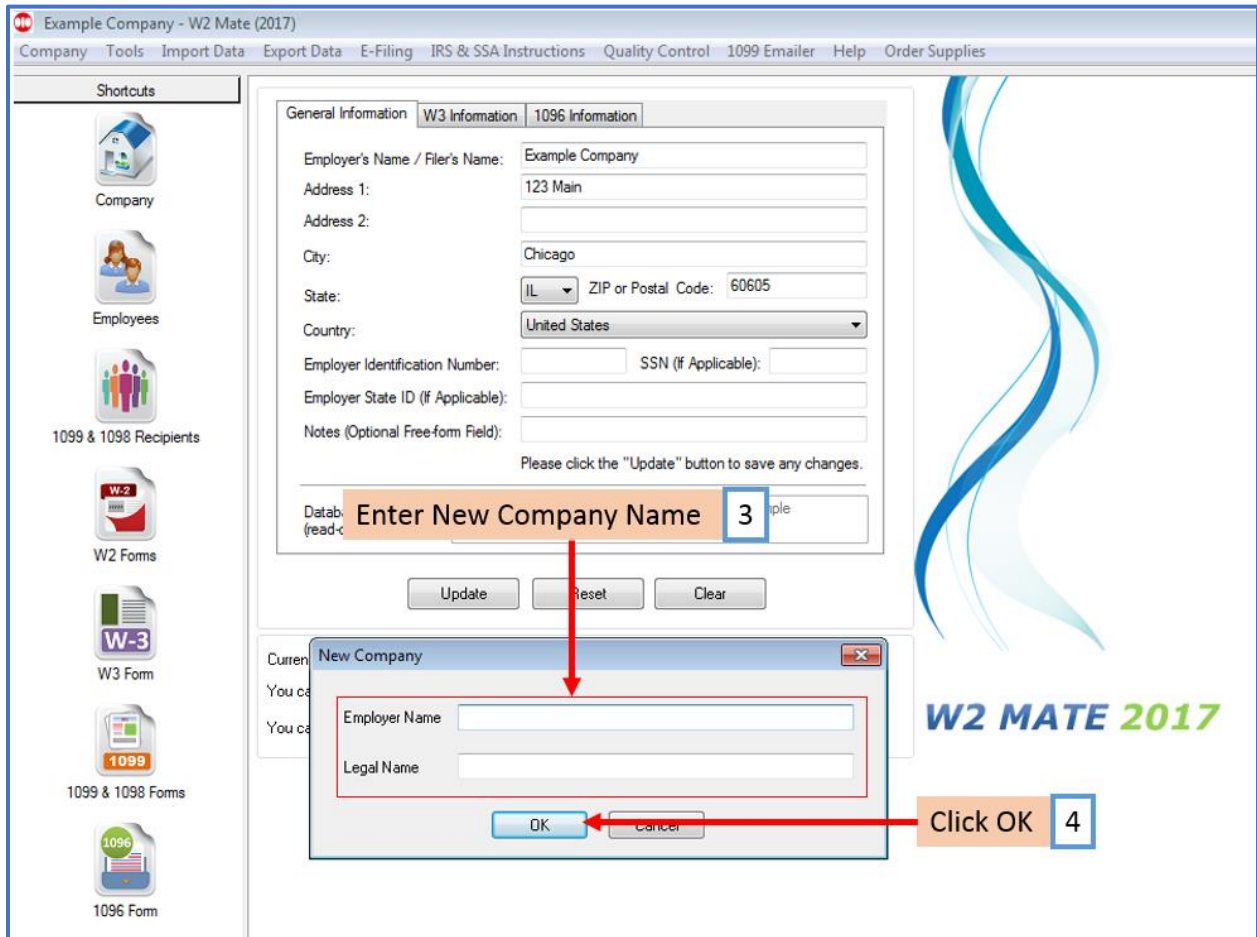# How to Create a New Company in W2 Mate

1. Click Company

2. Select New

3. Enter the New Company Name

4. Click OK to begin new company set up
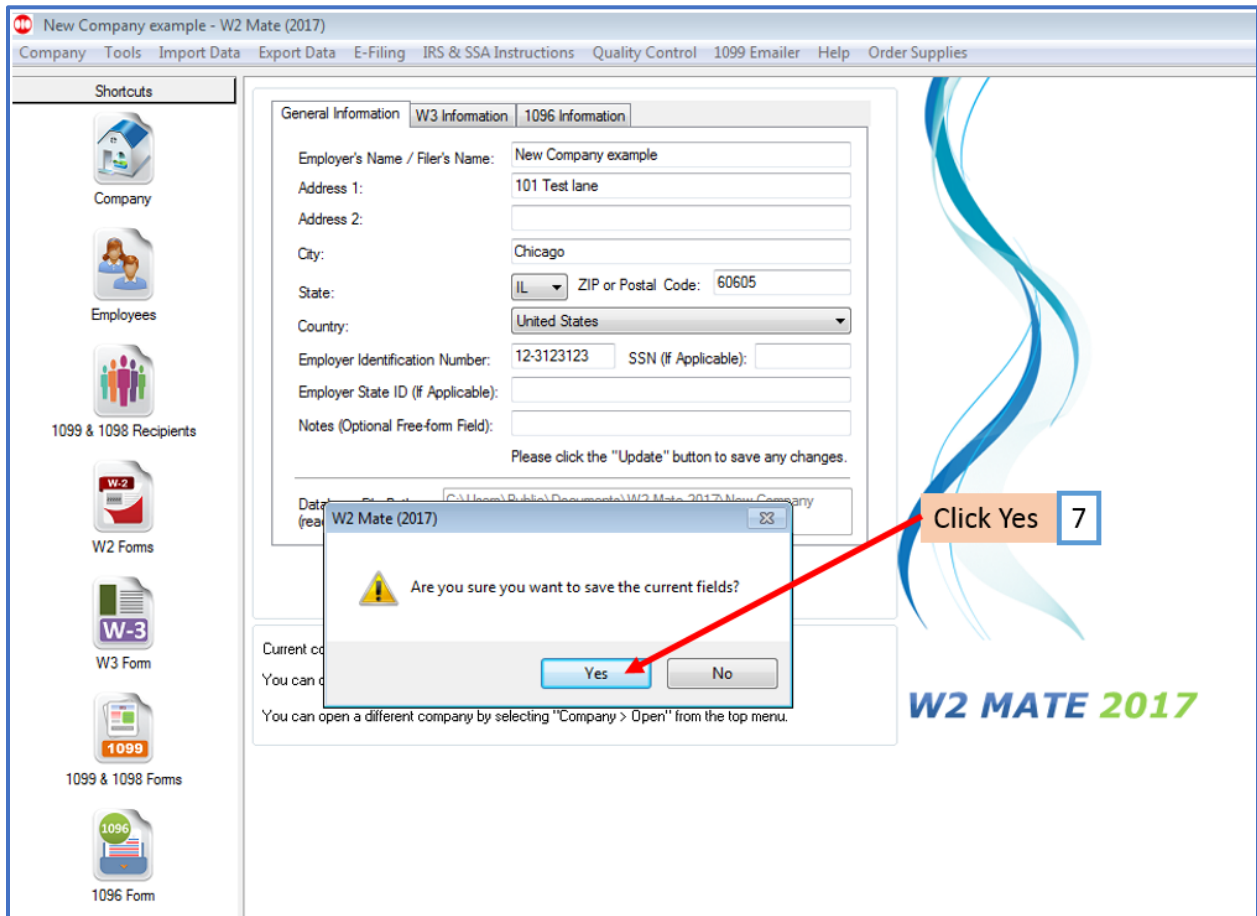
5. Click General Information tab and complete information
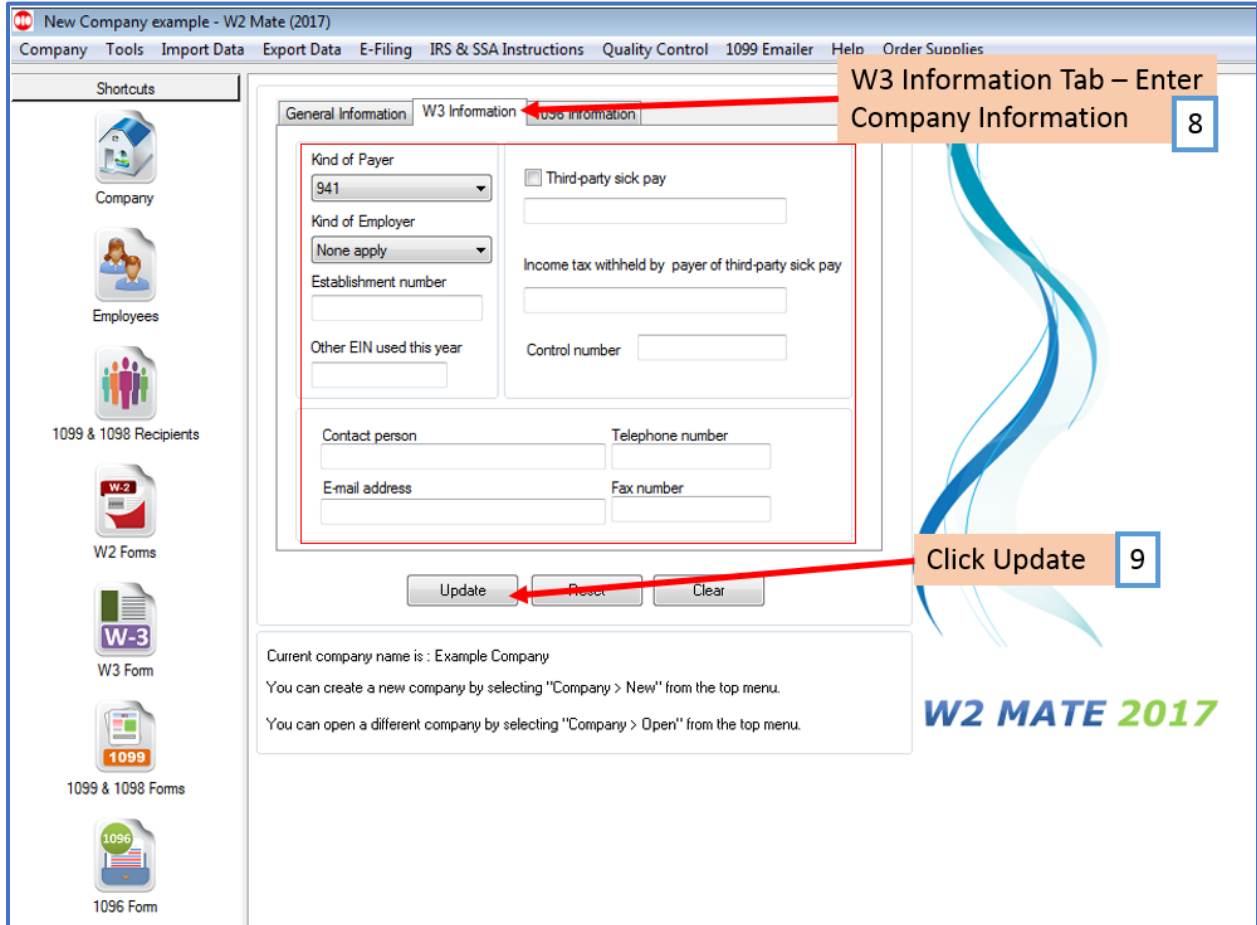
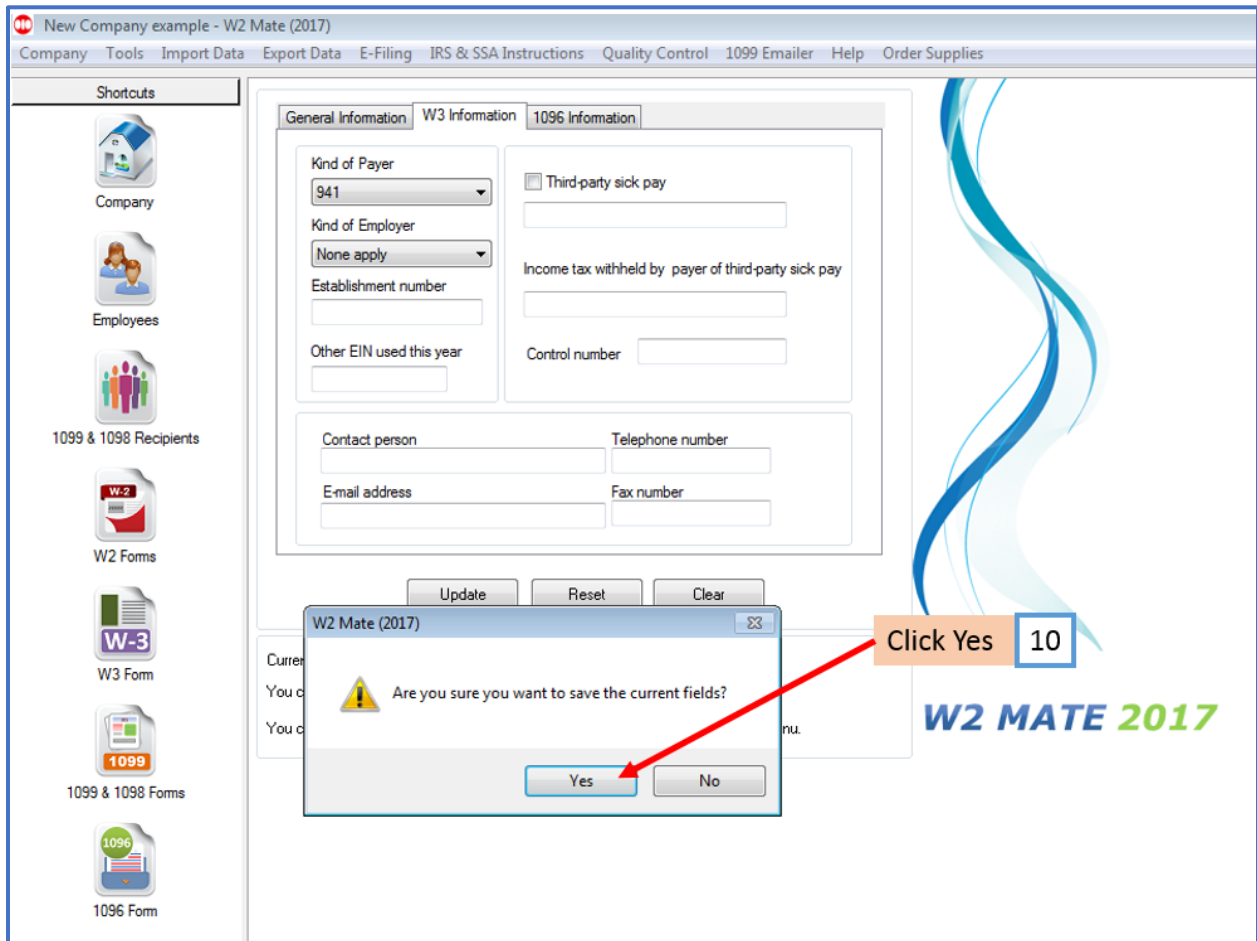6. Click Update

7. Click Yes to save
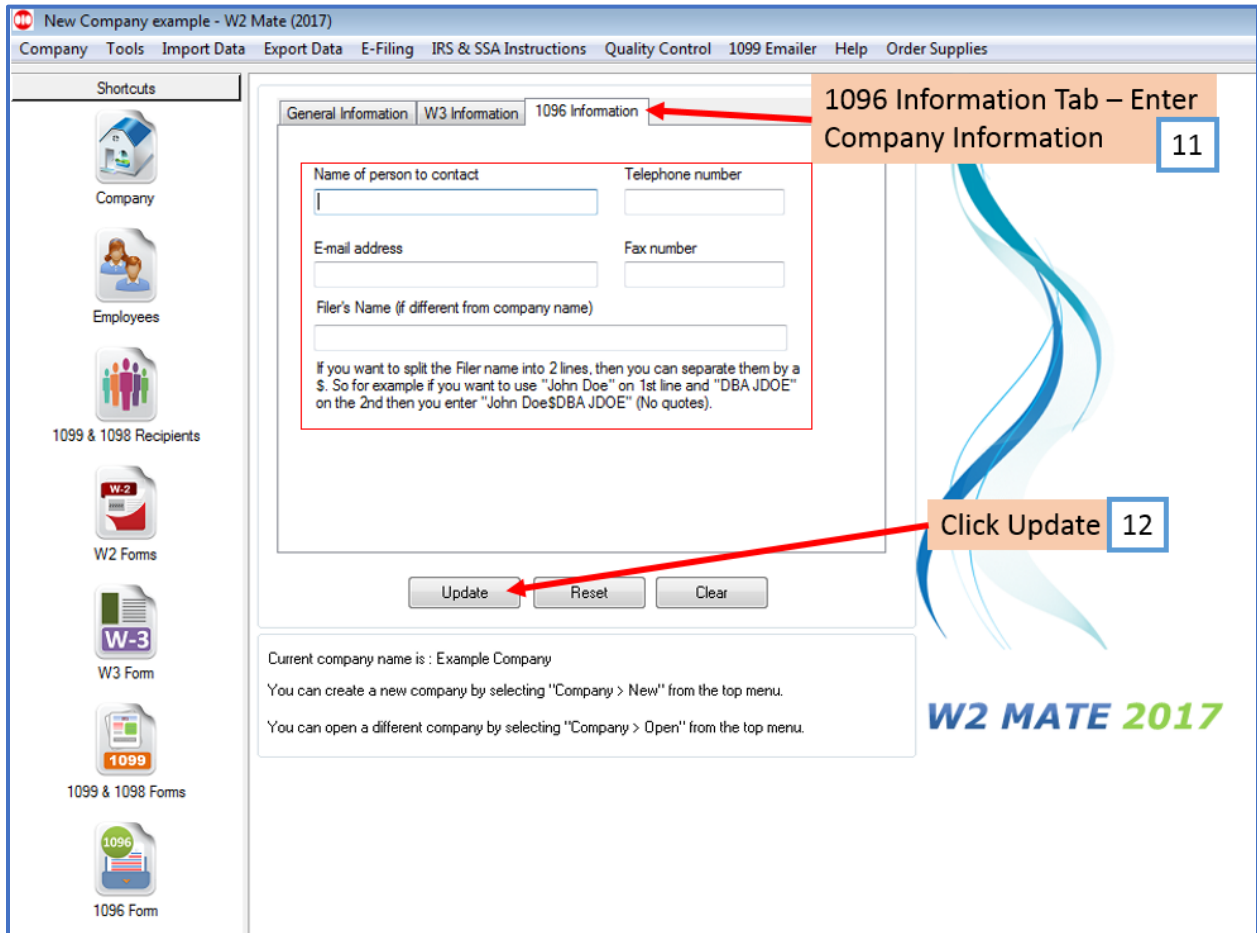
8. Click W3 Information tab and complete information

9. Click Update

10. Click Yes to save

11. Click 1096 information tab and complete information

12. Click Update

13. Click Yes to save