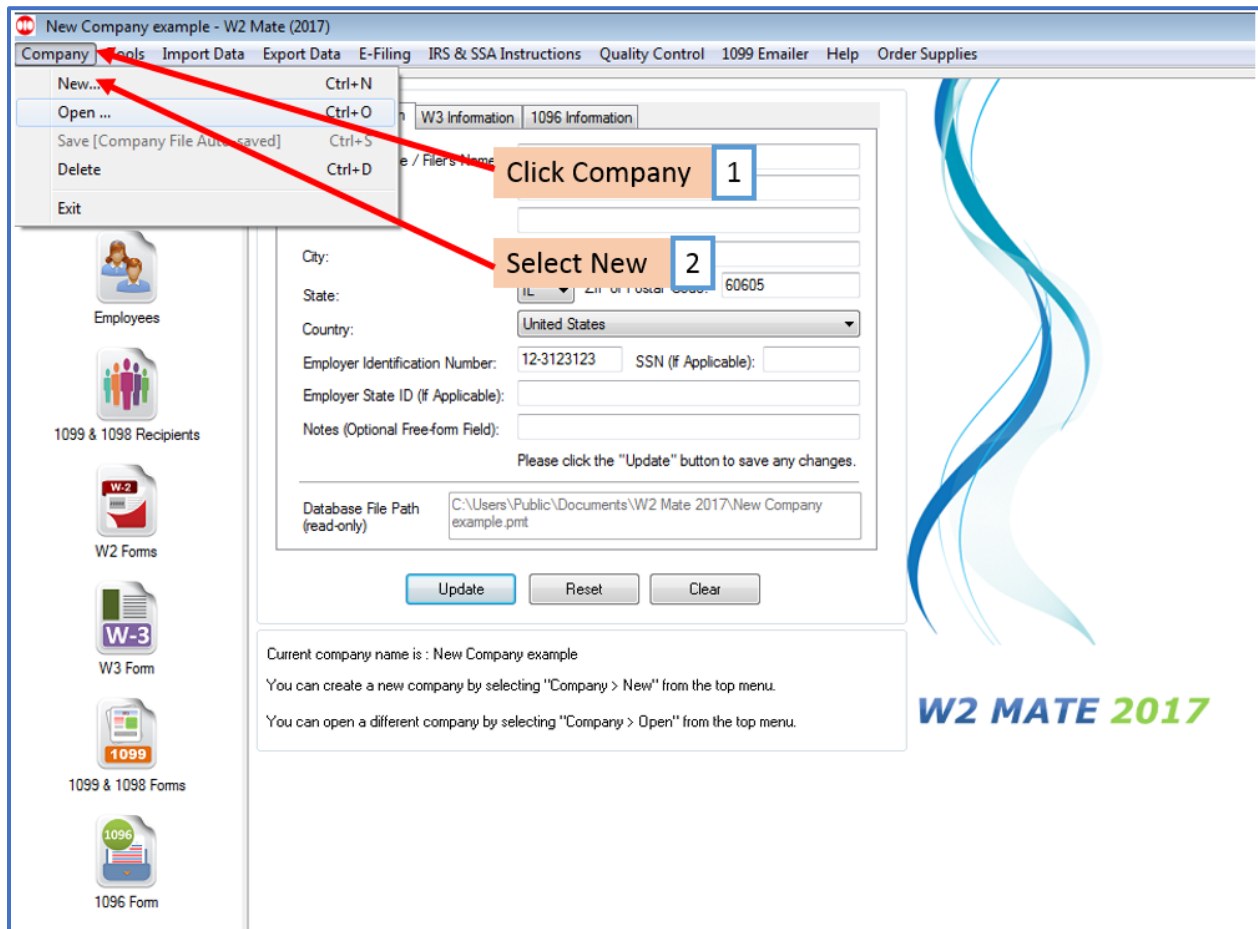


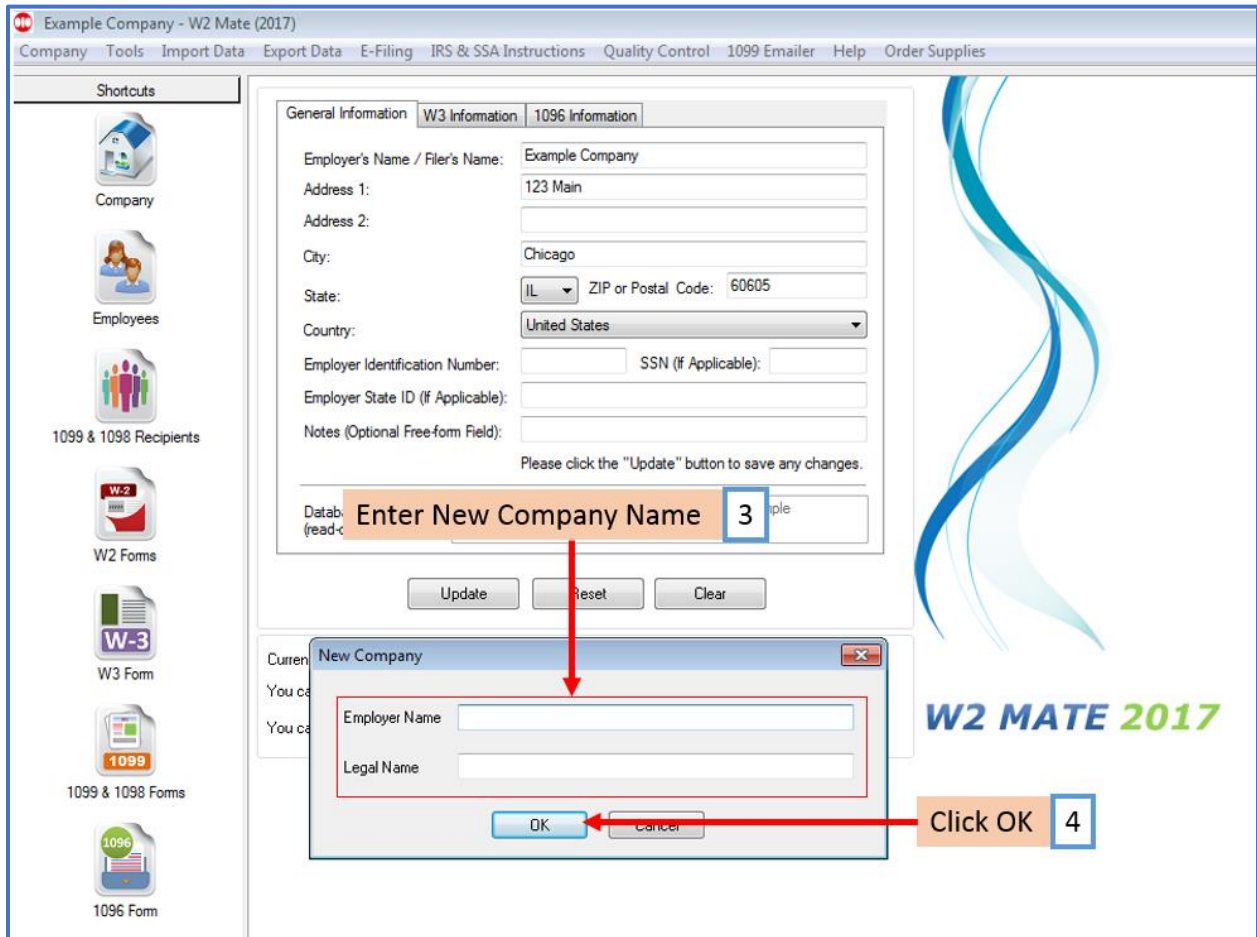
# How to Create a New Company in W2 Mate

1. Click Company
2. Select New



3. Enter the New Company Name

4. Click OK to begin new company set up

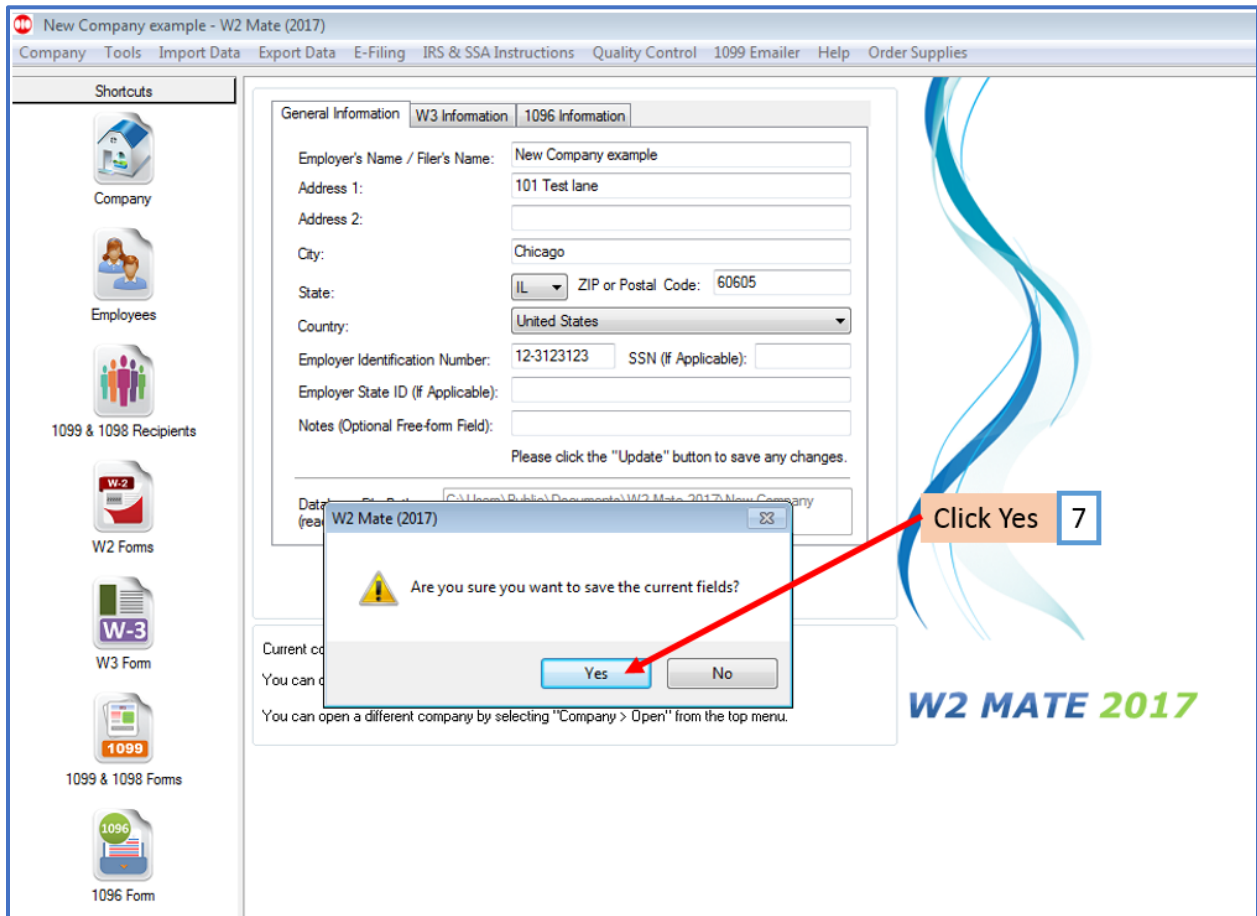


5. Click General Information tab and complete information

6. Click Update

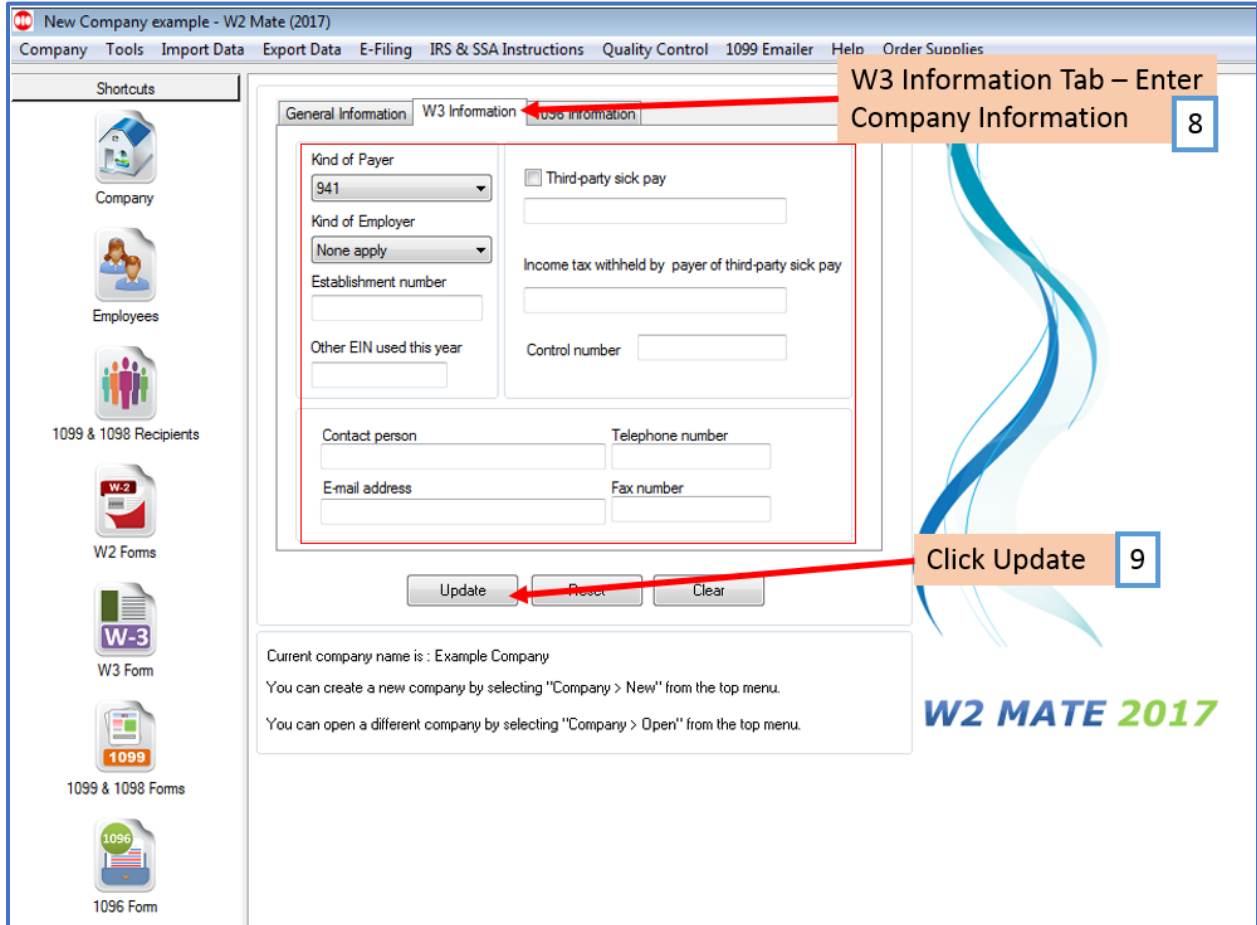
The screenshot displays the W2 MATE 2017 software interface. The main window title is "New Company example - W2 Mate (2017)". The menu bar includes "Company", "Tools", "Import Data", "Export Data", "E-Filing", "IRS & SSA Instructions", "Quality Control", "1099 Emailer", "Help", and "Order Supplies". On the left, a "Shortcuts" sidebar lists 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 selected, with a red arrow pointing to it from a callout box labeled "General Tab - Enter Company Information 5". The form fields are: "Employer's Name / Filer's Name" (New Company example), "Address 1:", "Address 2:", "City:", "State:" (IL), "ZIP or Postal Code:", "Country:" (United States), "Employer Identification Number:", "SSN (If Applicable):", "Employer State ID (If Applicable):", and "Notes (Optional Free-form Field)". Below the form is a "Database File Path (read-only)" field containing "C:\Users\Public\Documents\W2 Mate 2017\New Company example.pmt". At the bottom of the form are "Update", "Reset", and "Clear" buttons. A red arrow points to the "Update" button from a callout box labeled "Click Update 6". Below the form, a text box states: "Current company name is : Example Company", "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 Yes to save

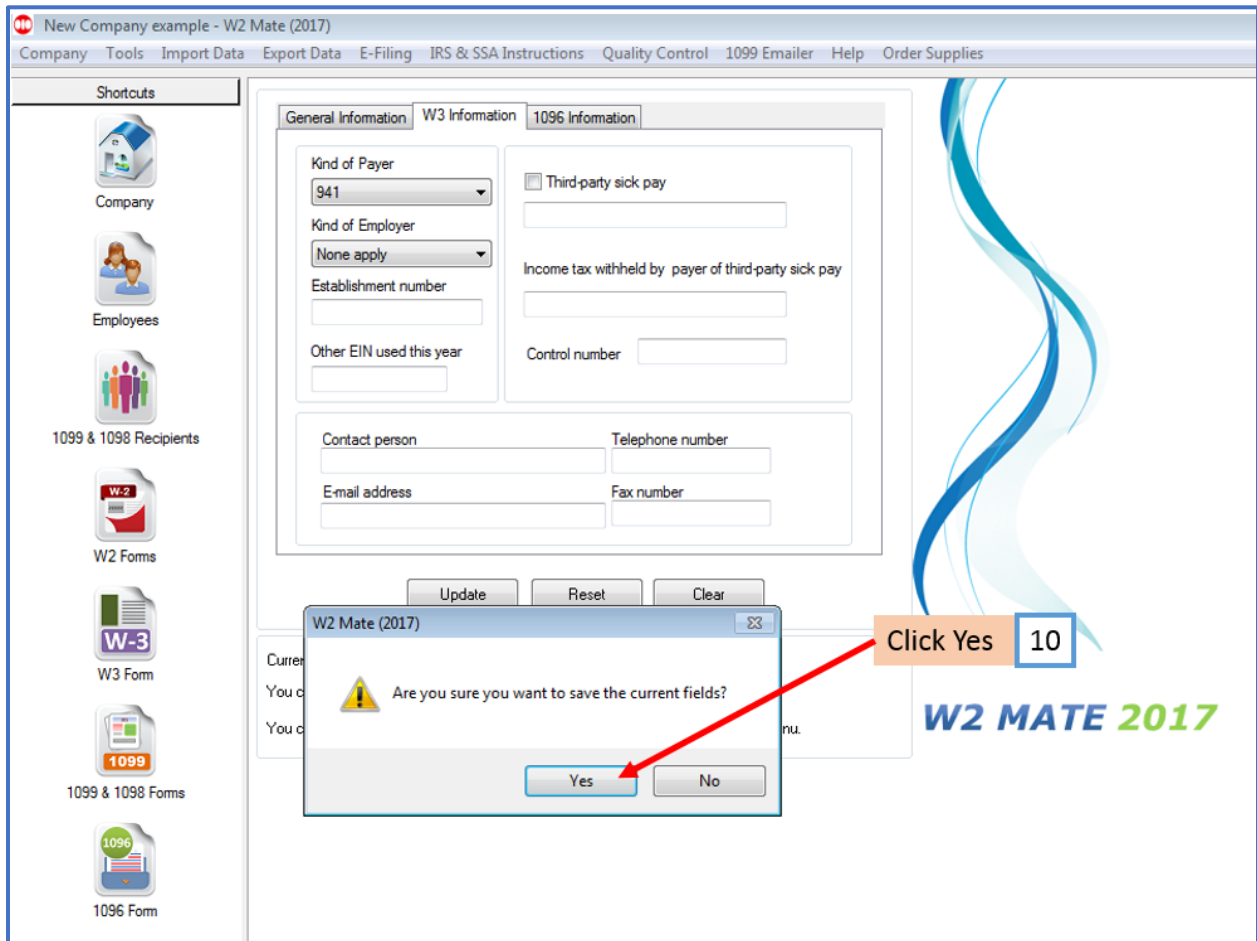


8. Click W3 Information tab and complete information

9. Click Update

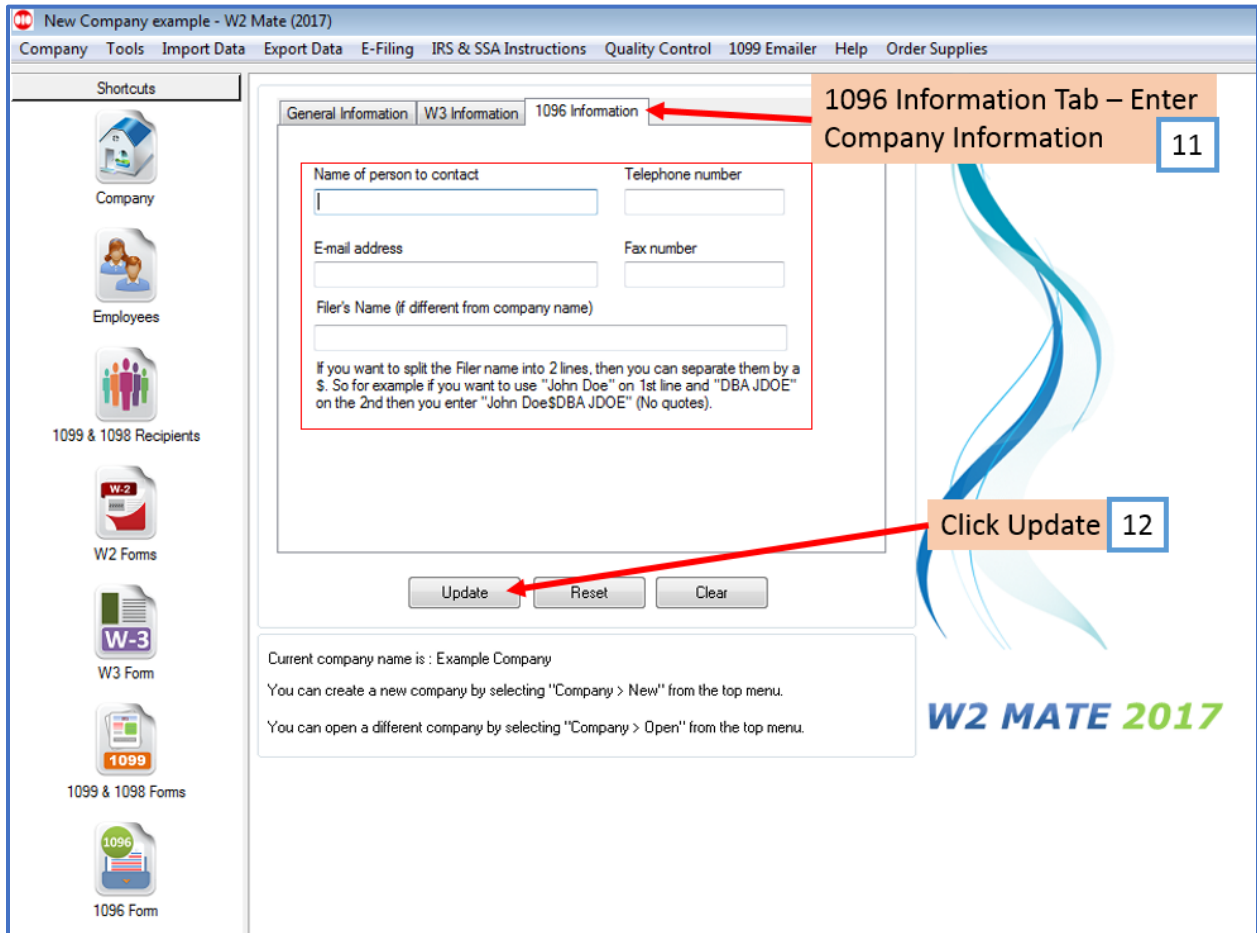


10. Click Yes to save



11. Click 1096 information tab and complete information

12. Click Update



### 13. Click Yes to save

The screenshot displays the W2 Mate 2017 software interface. The main window is titled "New Company example - W2 Mate (2017)" and features a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 E-mailer, Help, and Order Supplies. On the left, a "Shortcuts" sidebar lists various forms: Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main content area is divided into tabs for "General Information", "W3 Information", and "1096 Information". The "General Information" tab is active, showing fields for "Name of person to contact", "Telephone number", "Email address", "Fax number", and "Filer's Name (if different from company name)". Below these fields are "Update", "Reset", and "Clear" buttons. A confirmation dialog box is overlaid on the main window, titled "W2 Mate (2017)", with a warning icon and the text "Are you sure you want to save the current fields?". The dialog has "Yes" and "No" buttons. A red arrow points from the "Click Yes" text to the "Yes" button. A blue box with the number "13" is also present near the dialog. The "W2 MATE 2017" logo is visible in the bottom right corner of the software window.