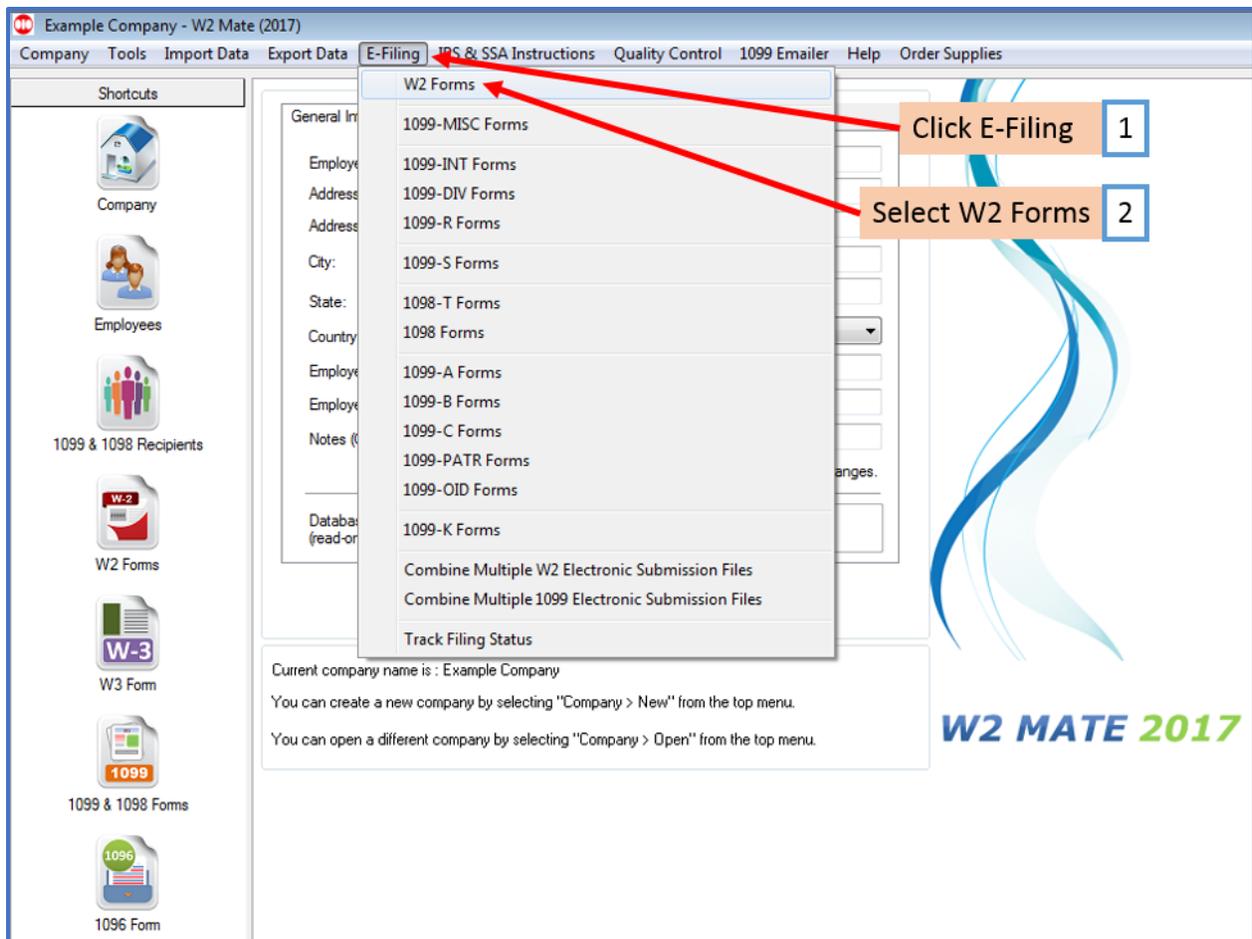


How to E-File W2 Forms to SSA

Make sure you have the correct Company open inside W2 Mate

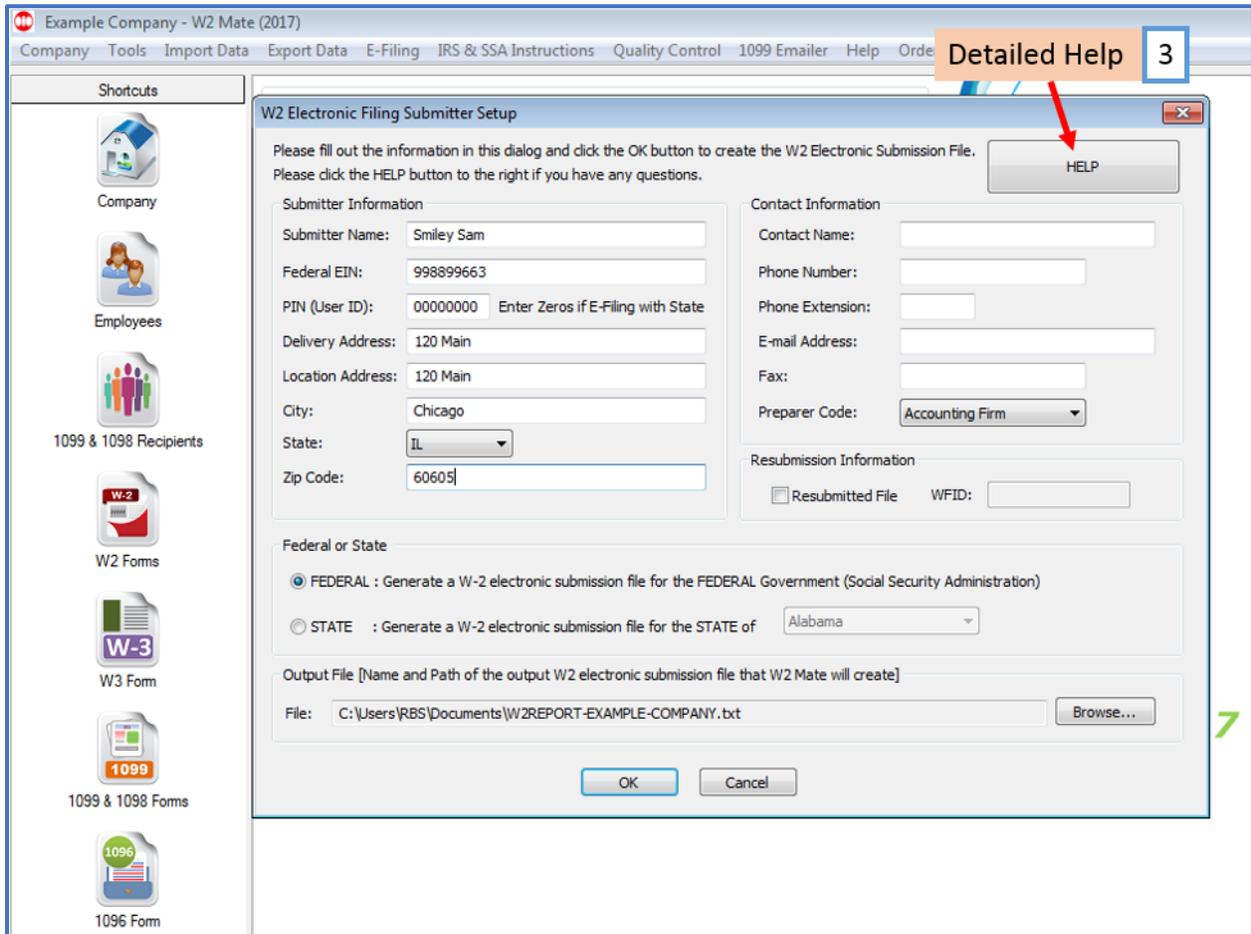
Note: In order to use this feature you must purchase and enable W2 Mate Option #4 to electronically file

1. Click E-Filing
2. Select W2 Forms

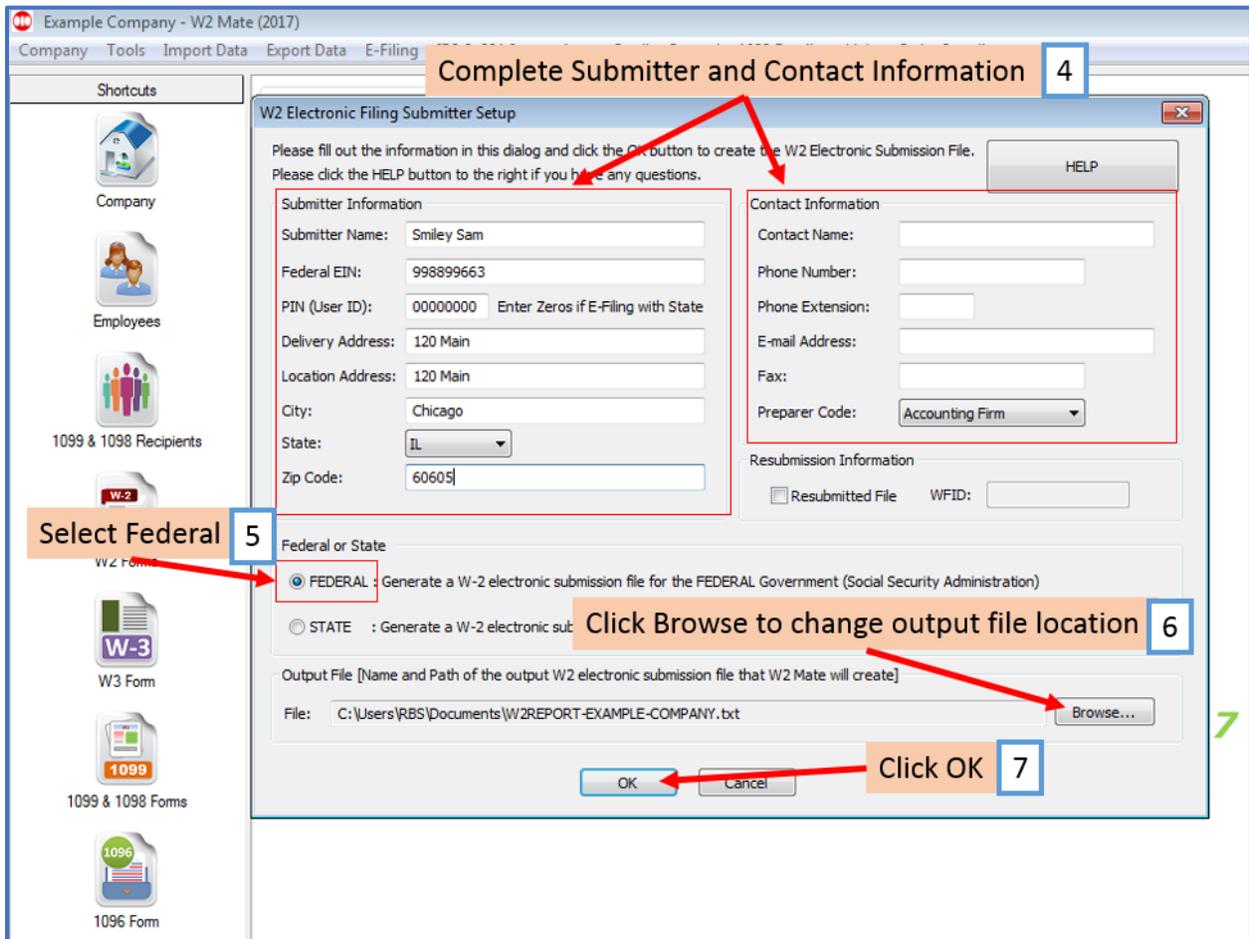


This will open the Electronic Filing Submitter Setup

3. To see detailed help with the e-file process, click on the HELP button



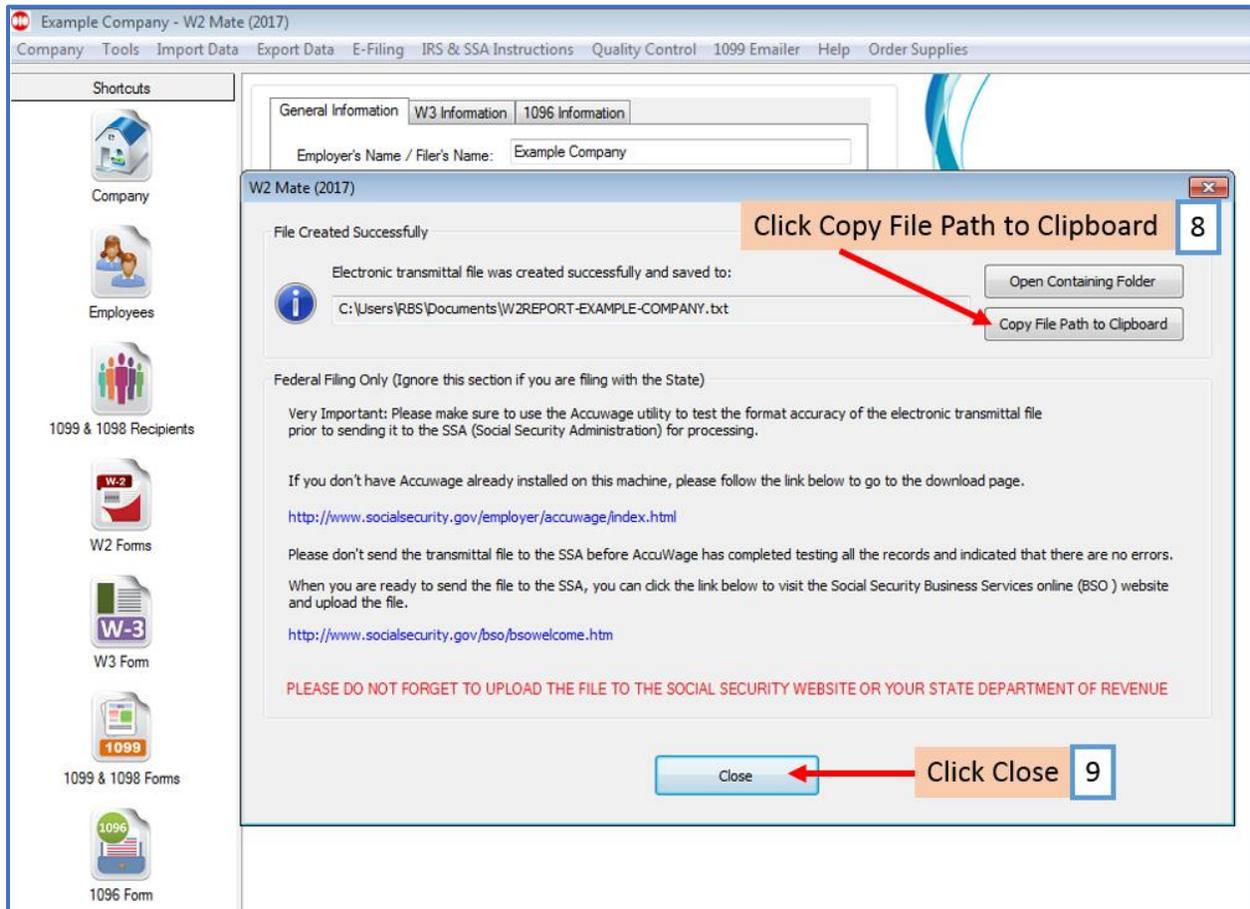
4. Complete Submitter and Contact Information fields
5. Select Federal to generate the W2 electronic submission file
6. Click Browse to change Output file location (where file is saved)
7. Click OK



Note: Please read this important information. If your submission file has errors you can view and correct them

8. If file creation is successful, you can copy the File Path to Clipboard so that you have the location of the file

9. Click Close

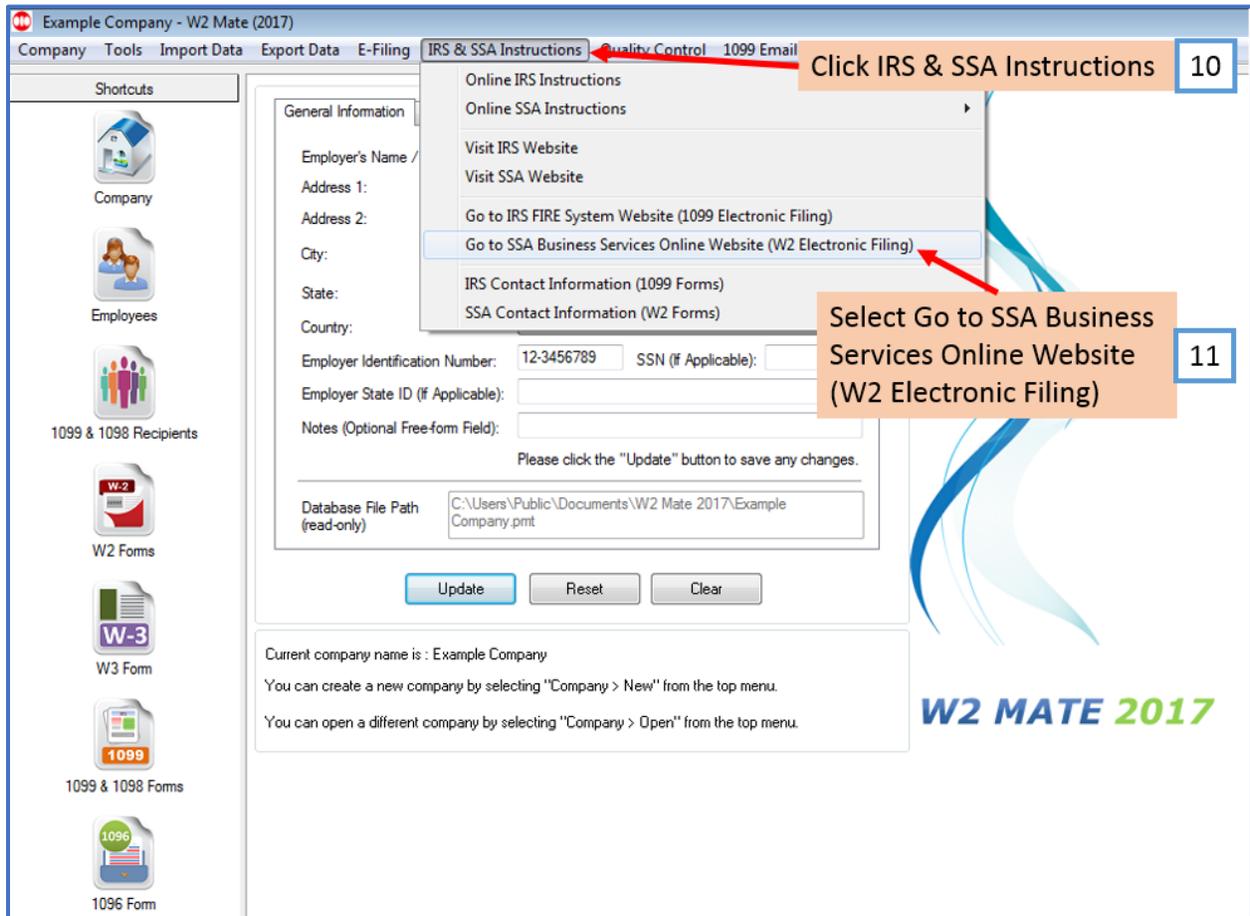


Now go to the SSA website to upload your W2 electronic submission file

To access the SSA website from inside W2 Mate:

10. Click IRS & SSA Instructions

11. Click Go to SSA Business Services Online Website (W2 Electronic Filing)



You will be rerouted to the SSA Website (<https://www.ssa.gov/>), where you must log in to submit the file you have created.

Note: Log into the SSA Business Services Online Website. If you do not have a user name and password click the "SIGN IN/UP" link and follow the instructions. If you have any questions regarding the SSA BSO website call 888-772-2970.