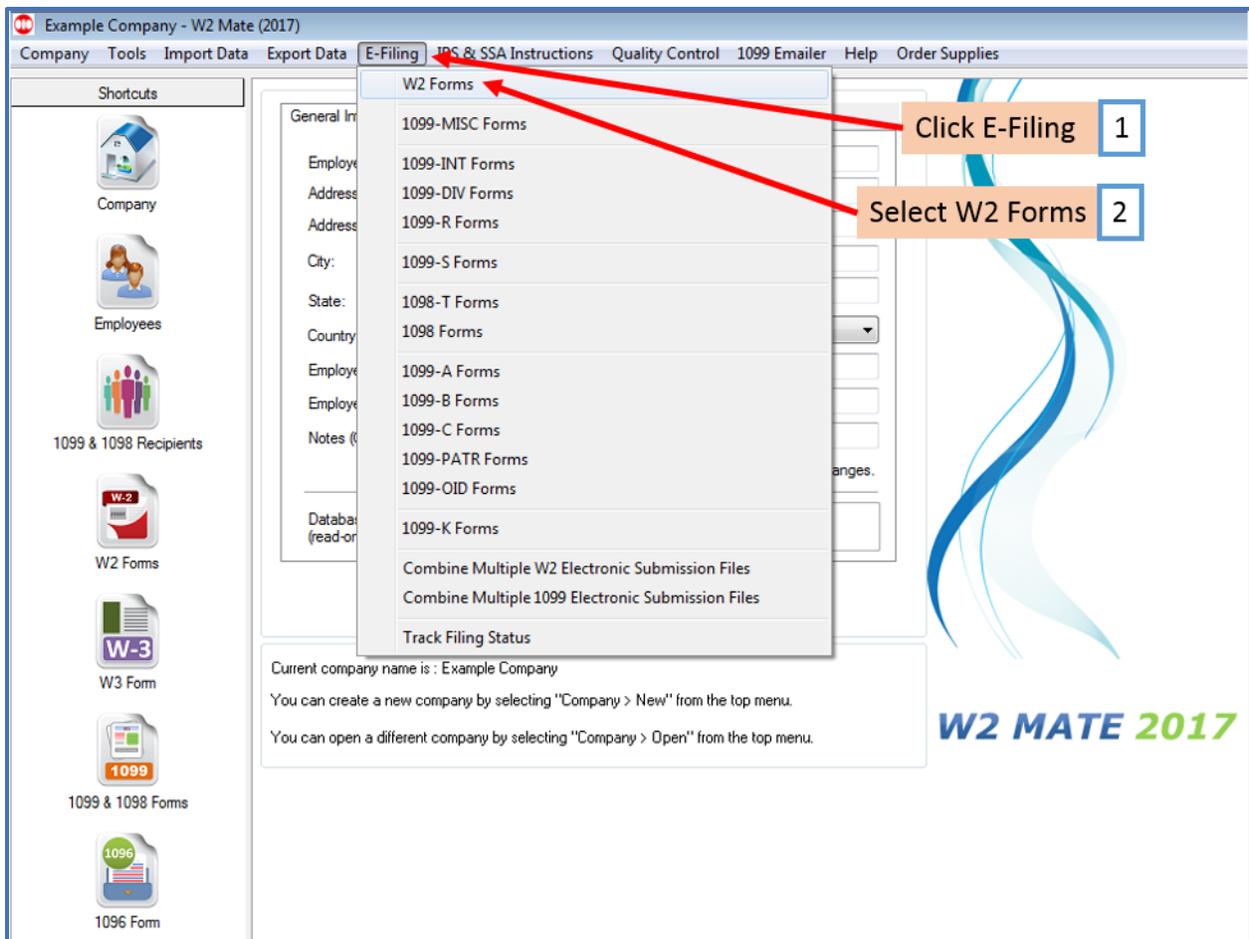


How to E-File W2 Forms to the State

Make sure you have the correct Company open inside W2 Mate

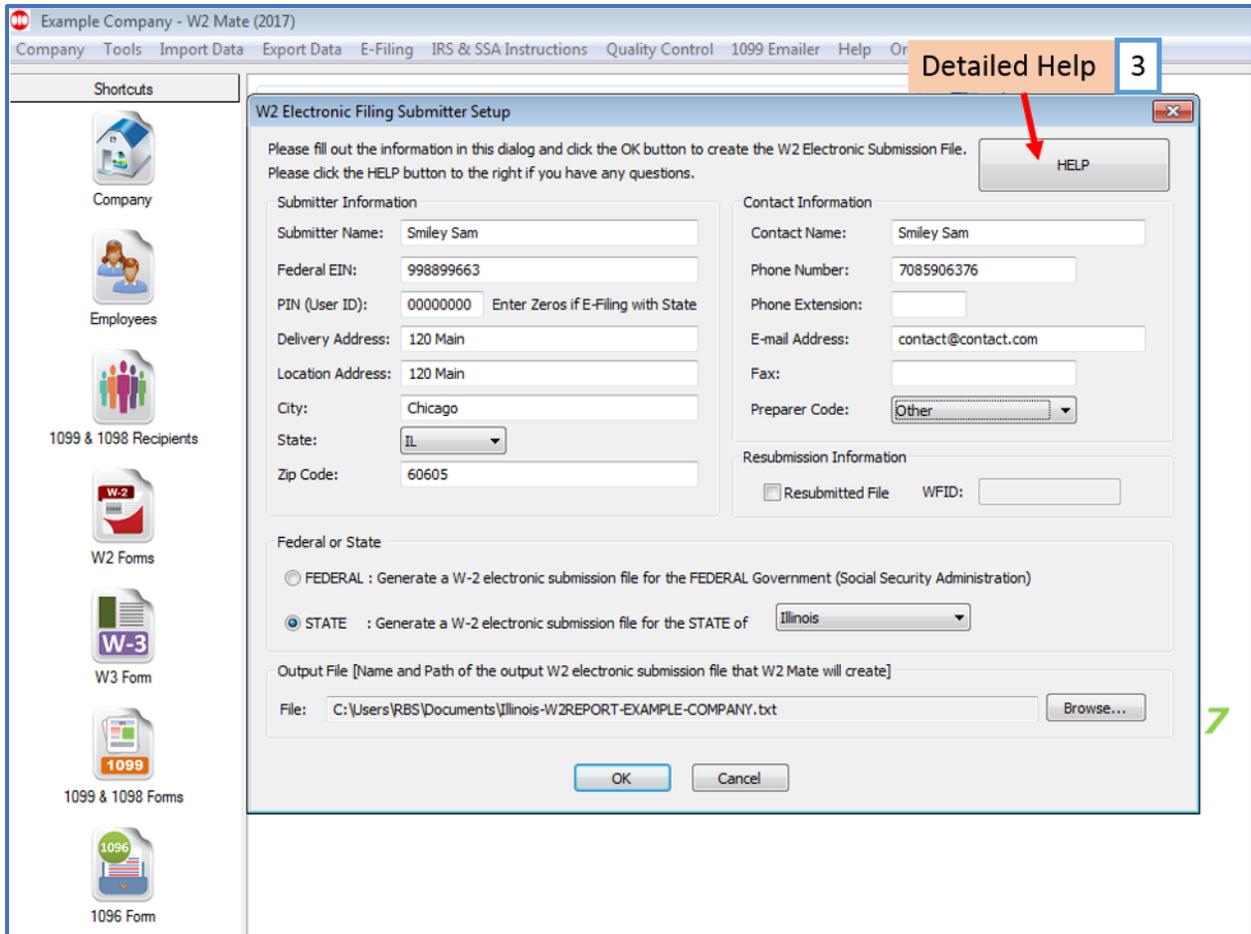
Note: In order to use this feature you must purchase and enable W2 Mate Option #4 to electronically file

1. Click E-Filing
2. Select W2 Forms



This will open the Electronic Filing Submitter Setup

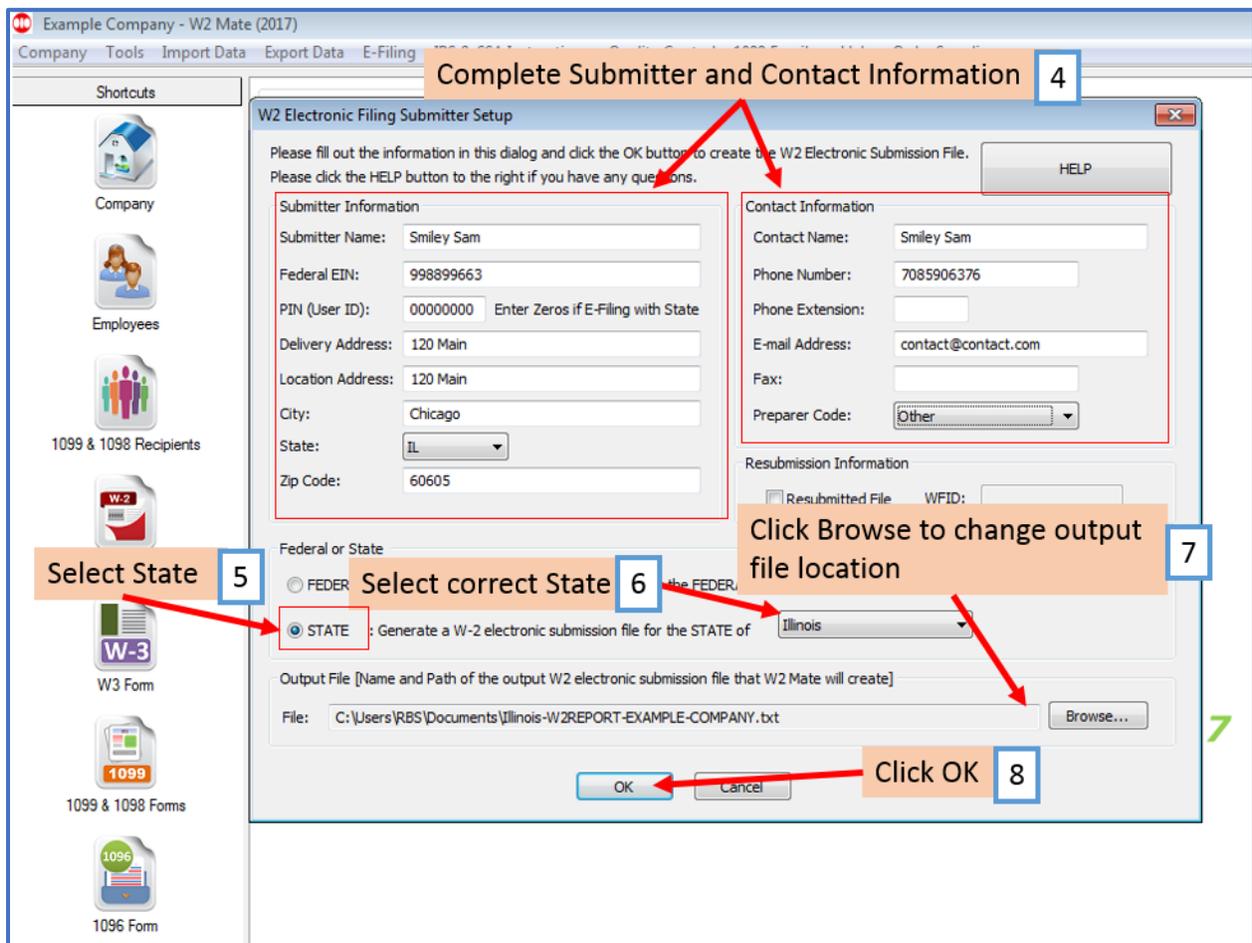
3. To see detailed help with the e-file process, click on the HELP button



4. Complete Submitter and Contact Information fields (for the PIN you may use 00000000)
5. Select State to generate the W2 electronic submission file
6. Select correct State from drop down menu

Note: If your state is not listed please contact your state Department of Revenue and see if they accept the Federal EFW2 (Electronic filing format)

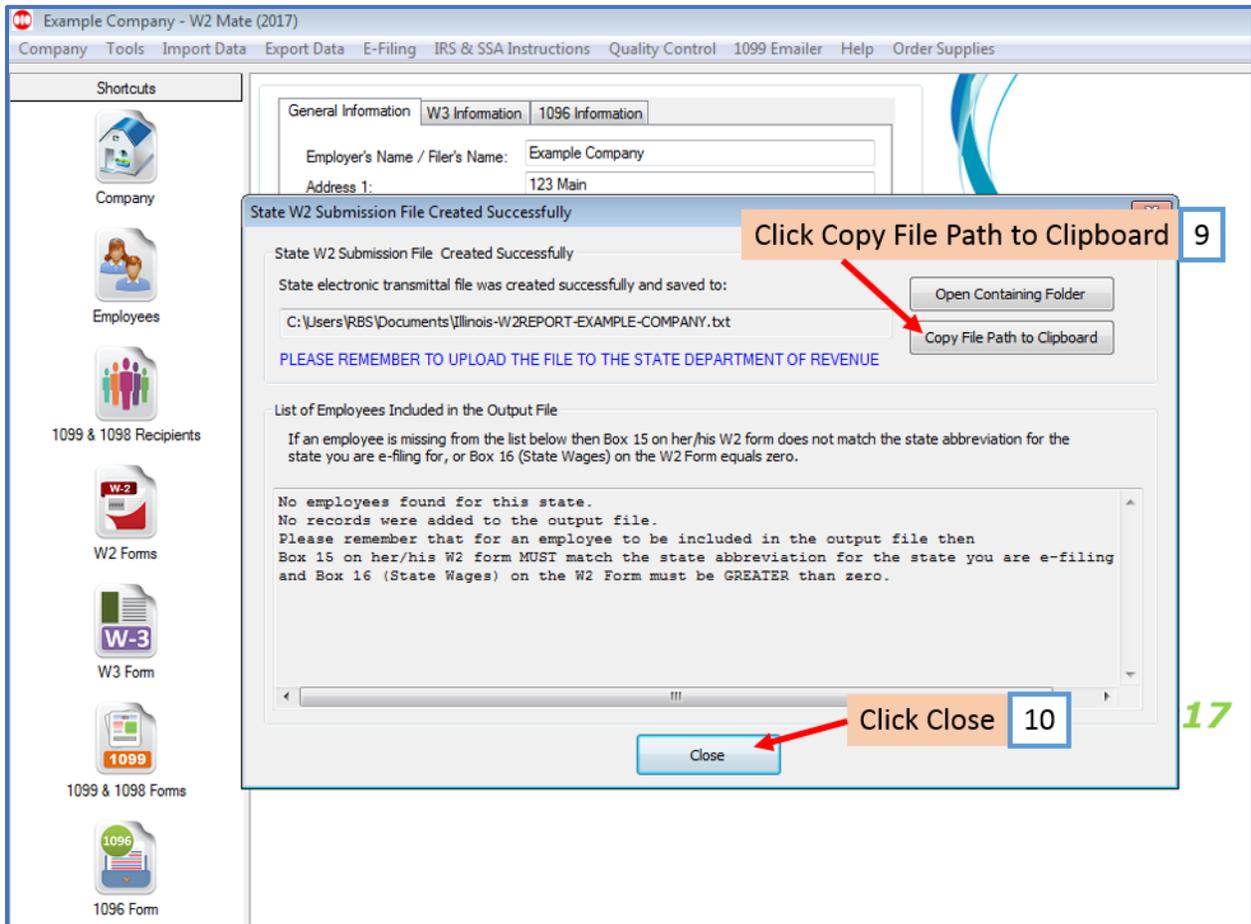
7. Click Browse to change the Output file location (where file is saved)
8. Click OK



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

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

10. Click Close



Note: Once the W2 State E-file is created, log into your state's Department of Revenue website and follow the instructions for uploading your file