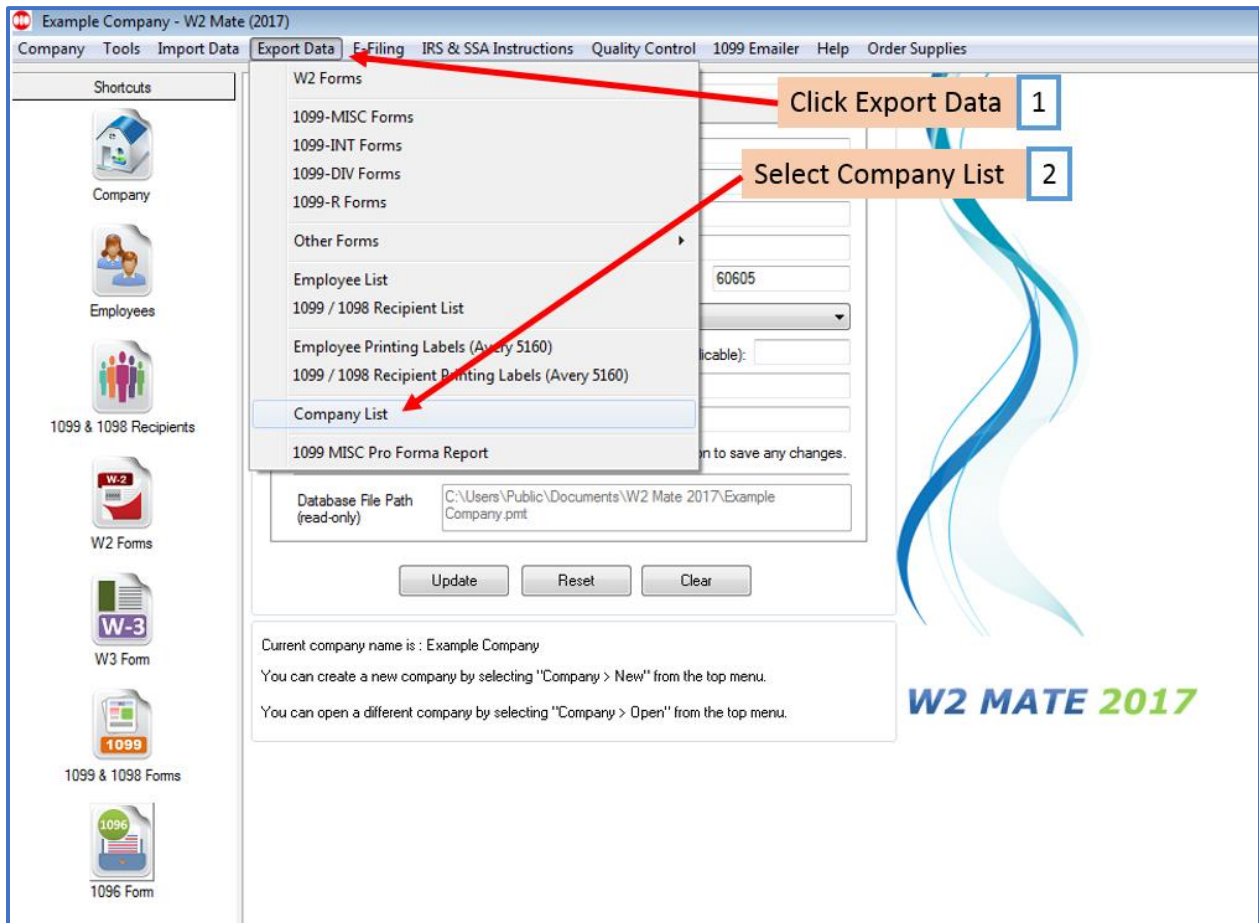# How to Export Company List

Make sure you have the correct Company open inside W2 Mate

1. Click Export Data

2. Select Company List

3. Select the location you wish to save the company list to

4. Name your Company List file

5. Click Save