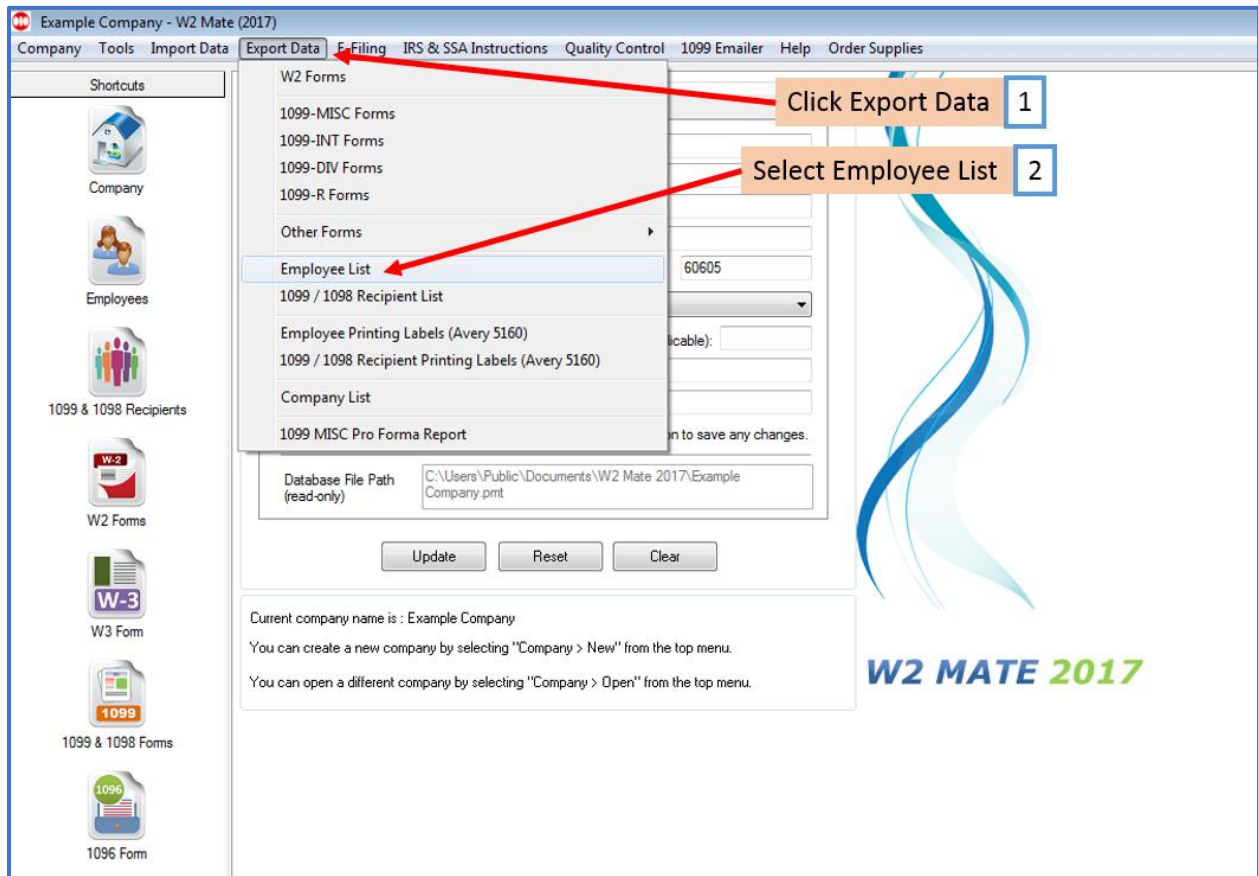


# How to Export Employee List

Make sure you have the correct Company open inside W2 Mate

1. Click Export Data
2. Select Employee List



3. Select the location you wish to save the employee list to
4. Name your Employee List File
5. Click Save

