

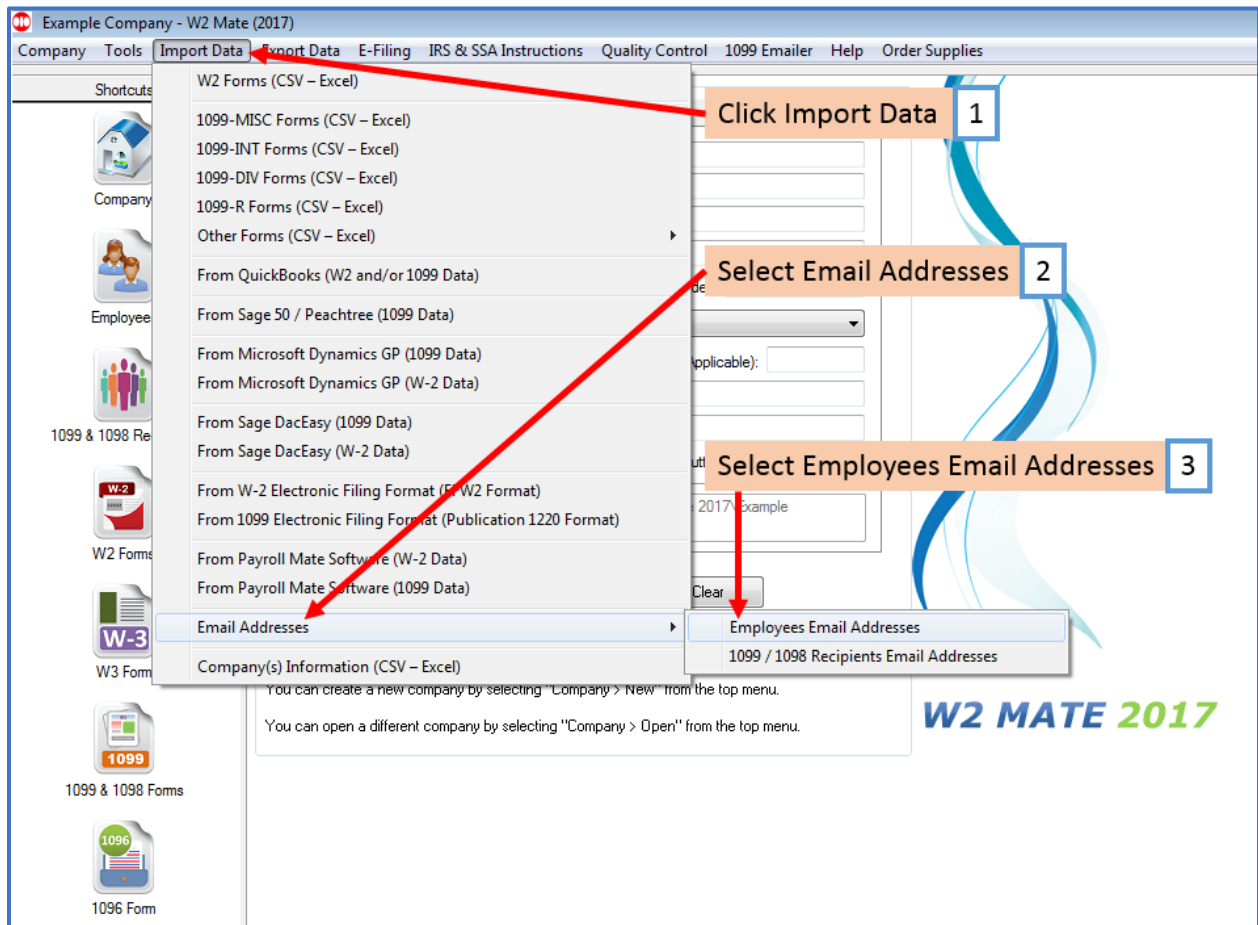
# How to Import Email Addresses in W2 Mate

Make sure you have the correct company open in W2 Mate

Note: In order to use this feature you must purchase and enable W2 Mate Option #3 to import

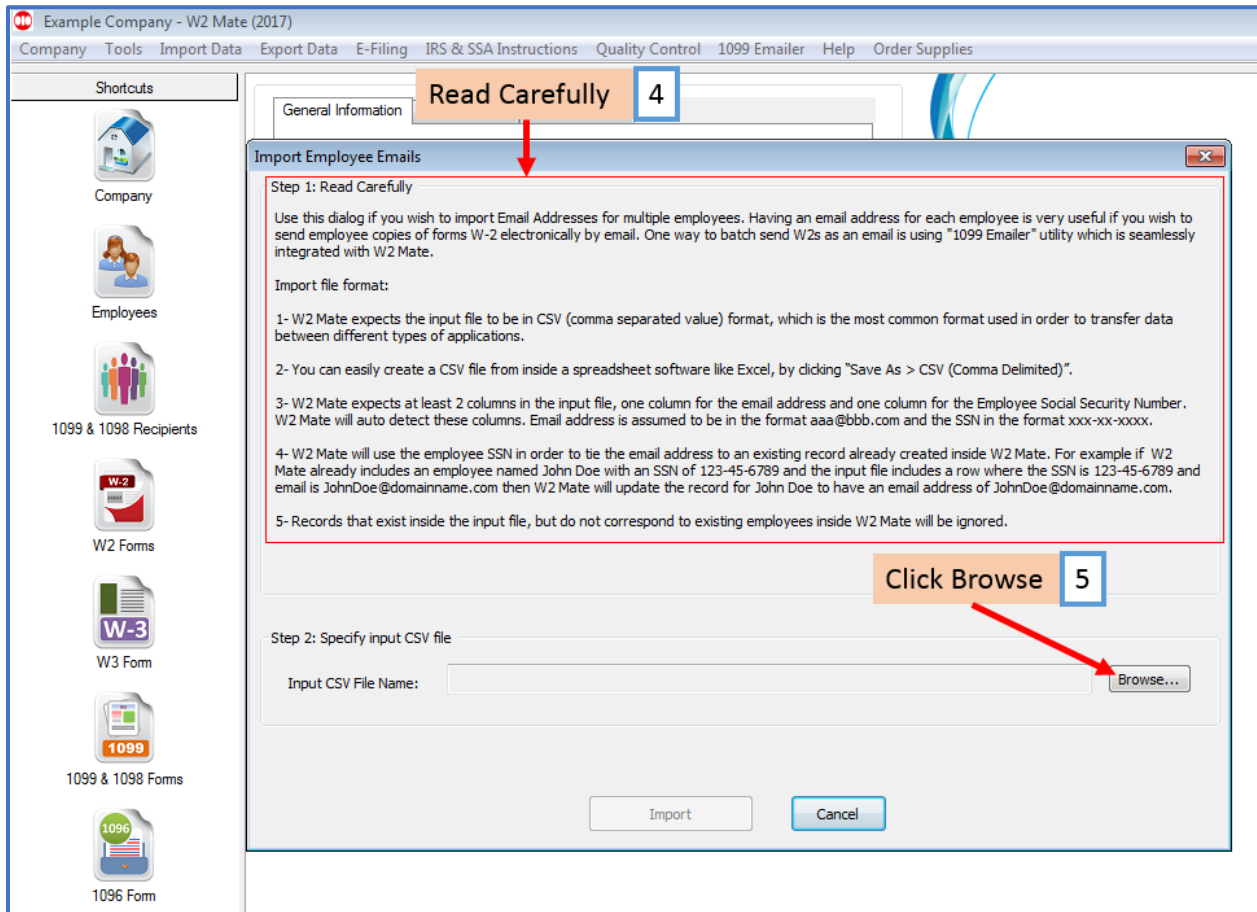
## W2 Employee

1. Click Import Data
2. Select Email Addresses
3. Select Employees Email Addresses

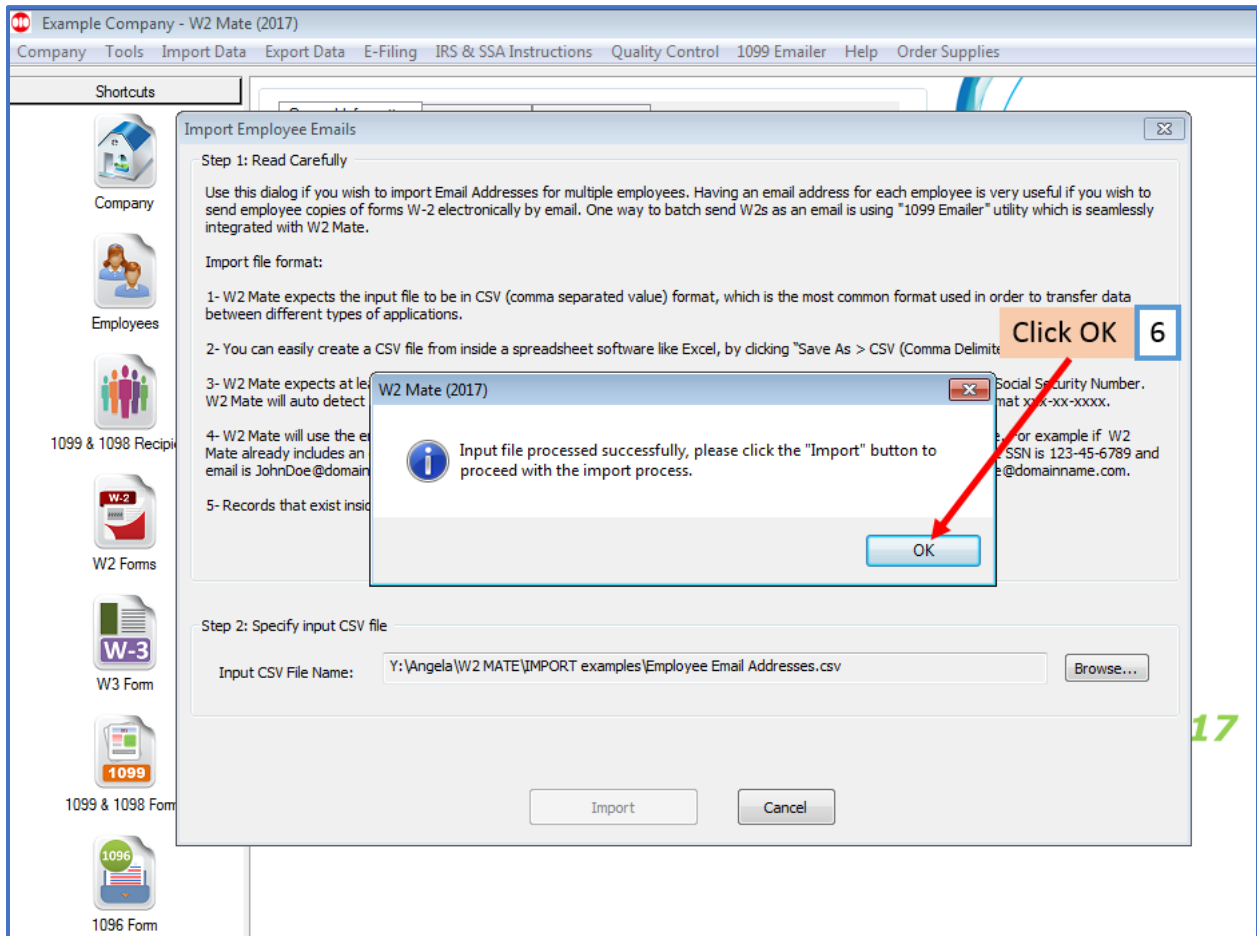


4. Read the information regarding the import process carefully

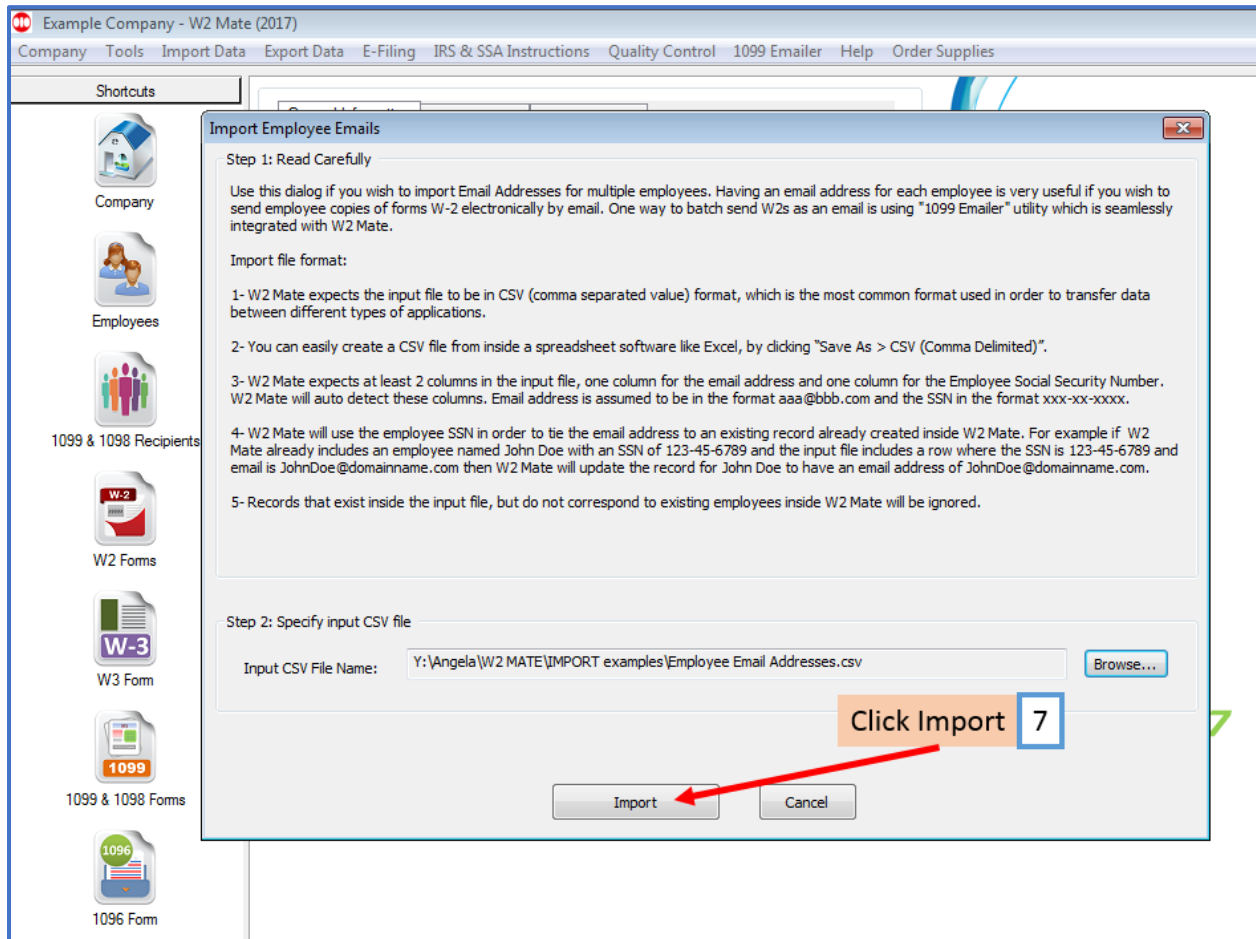
5. Click Browse to select the CSV file



6. Click OK



## 7. Click Import

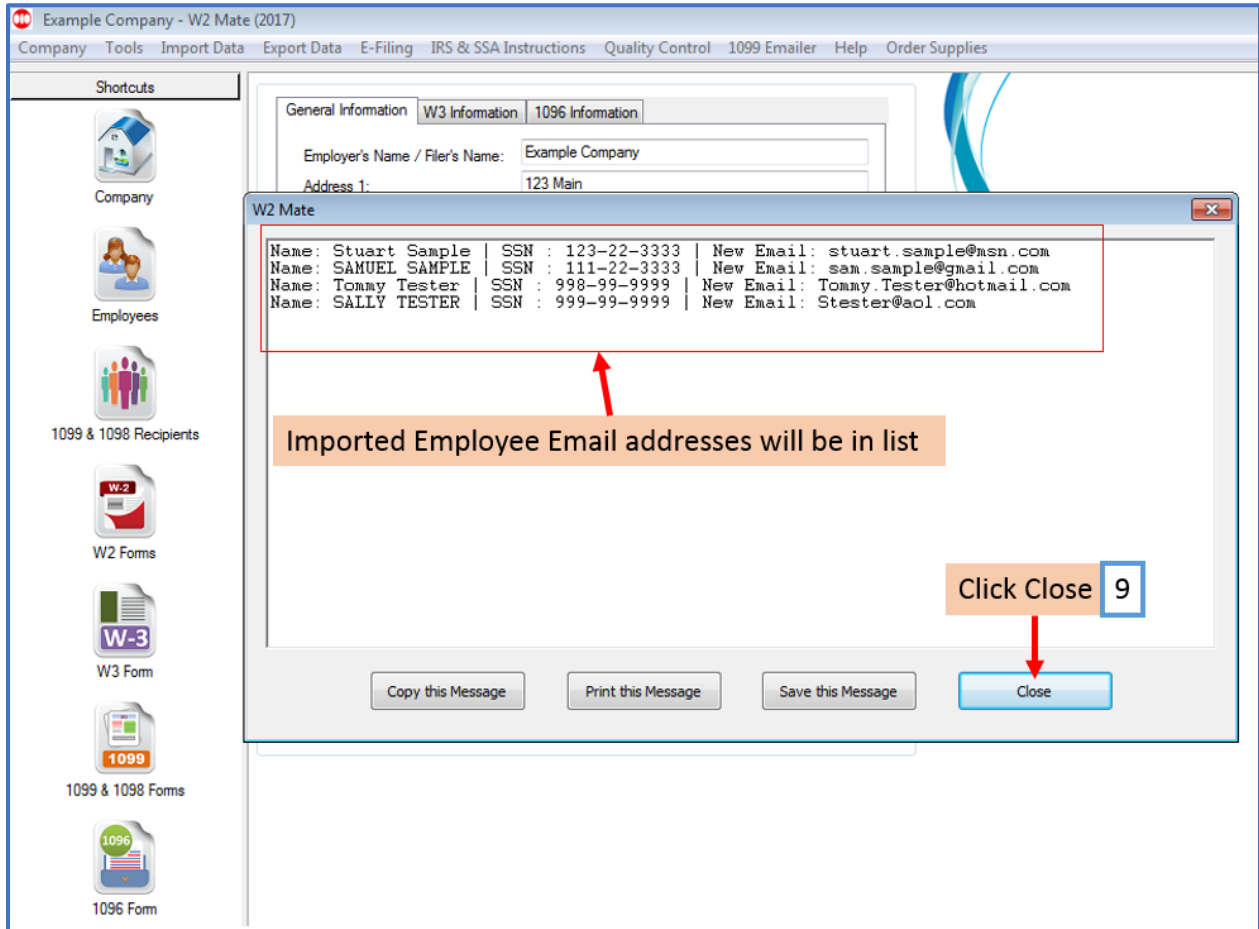


## 8. Click Yes

The screenshot displays the W2 MATE 2017 software interface. The main window is titled "Example Company - 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. A left sidebar contains "Shortcuts" for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main content area has tabs for "General Information", "W3 Information", and "1096 Information". The "General Information" tab is active, showing fields for Employer's Name / Filer's Name (Example Company), Address 1 (123 Main), Address 2, City (Chicago), State (IL), and ZIP or Postal Code (60605). Below these fields are "Update", "Reset", and "Clear" buttons. A dialog box titled "W2 Mate (2017)" is overlaid on the main window, displaying an information icon and the text: "New email addresses have been imported for : 4 employees. Would you like to see the list of employees that have been updated?". The dialog box has "Yes" and "No" buttons. A red arrow points from a callout box labeled "Click Yes 8" to the "Yes" button. The callout box is orange with a white border and contains the text "Click Yes" and the number "8" in a blue box. The "W2 MATE 2017" logo is visible in the bottom right corner of the software window.

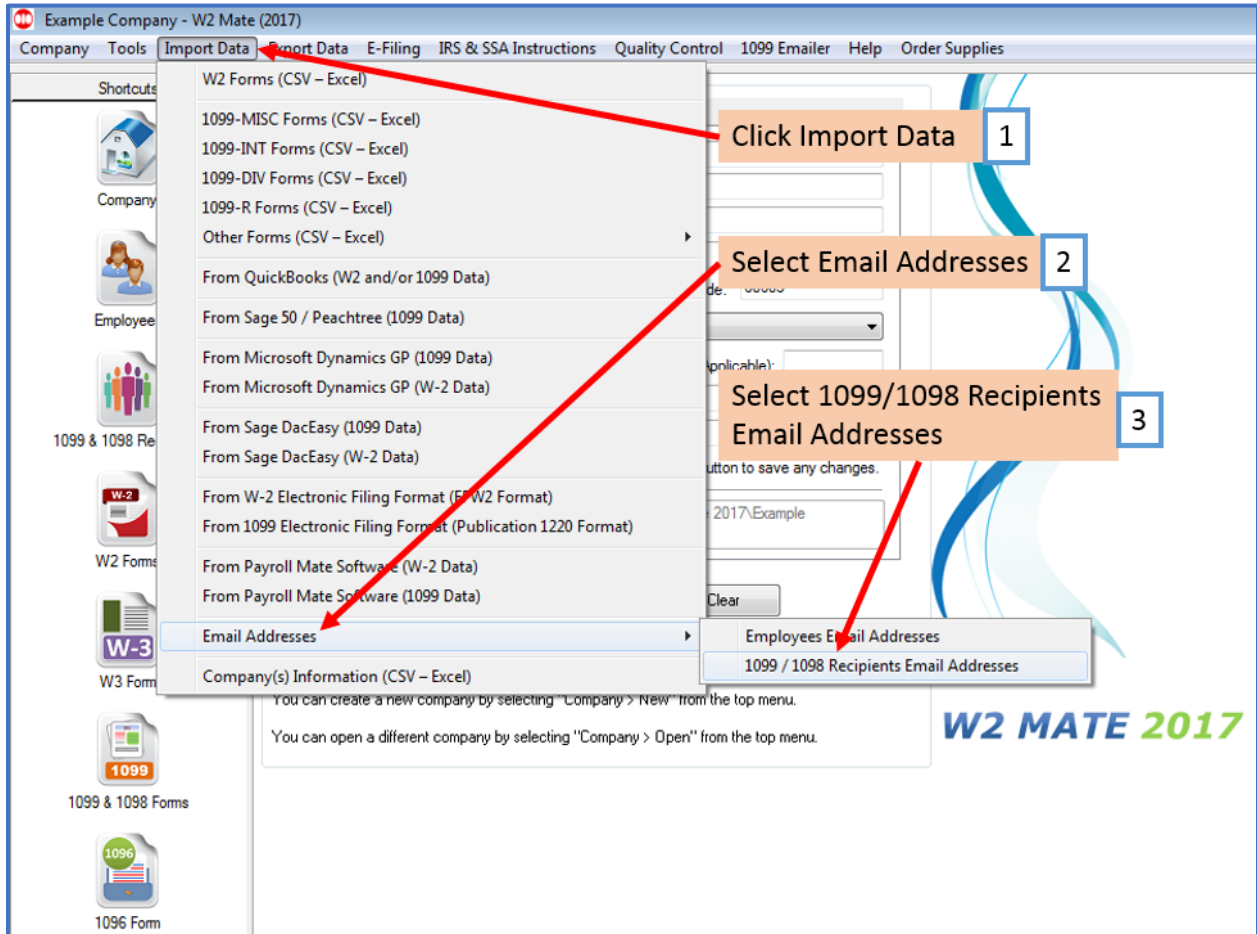
The employee email addresses that were imported into W2 Mate will be listed

9. Click Close



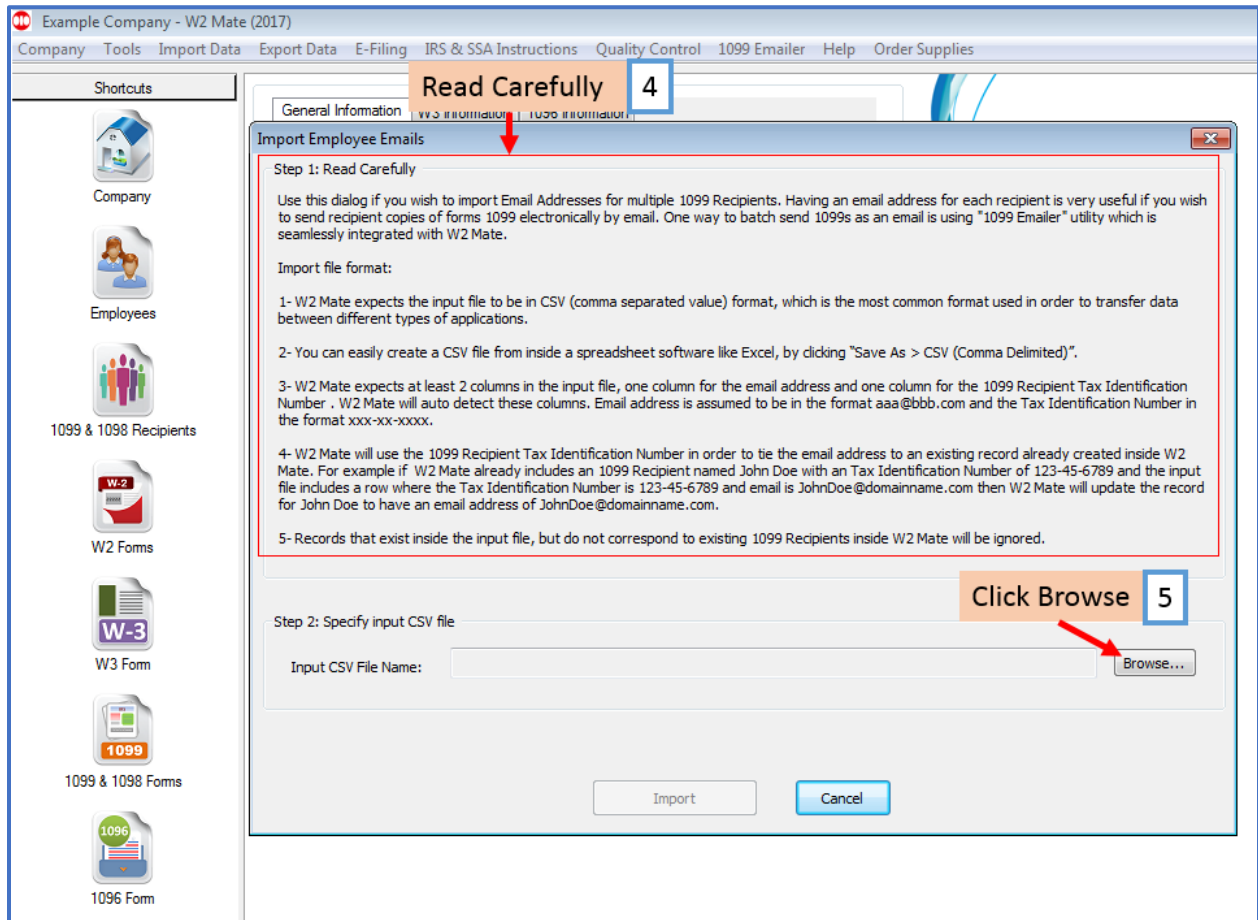
## 1099/1098 Recipient

1. Click Import Data
2. Select Email Addresses
3. Select 1099/1098 Recipients Email Addresses



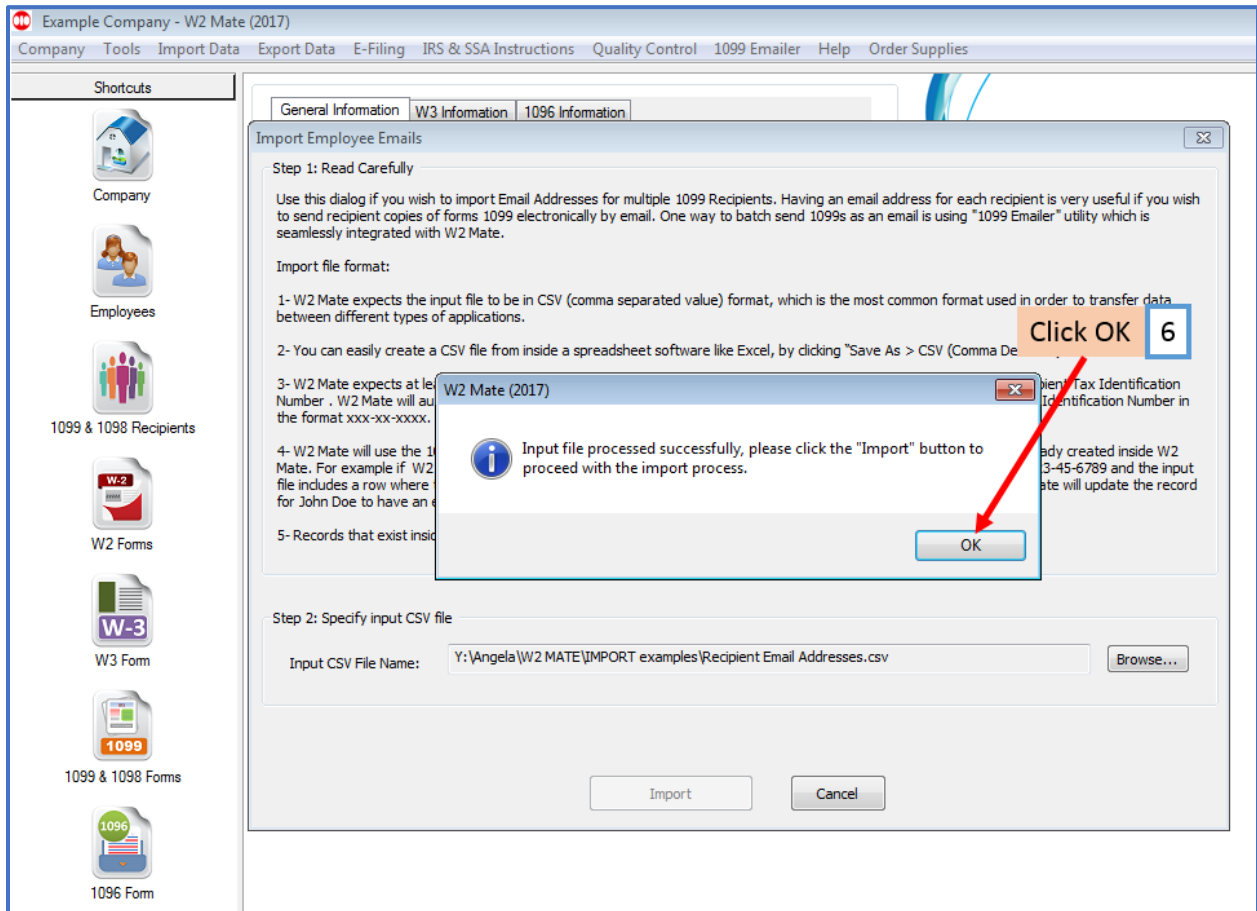
4. Read the information regarding the import process carefully

5. Click Browse to select the CSV file

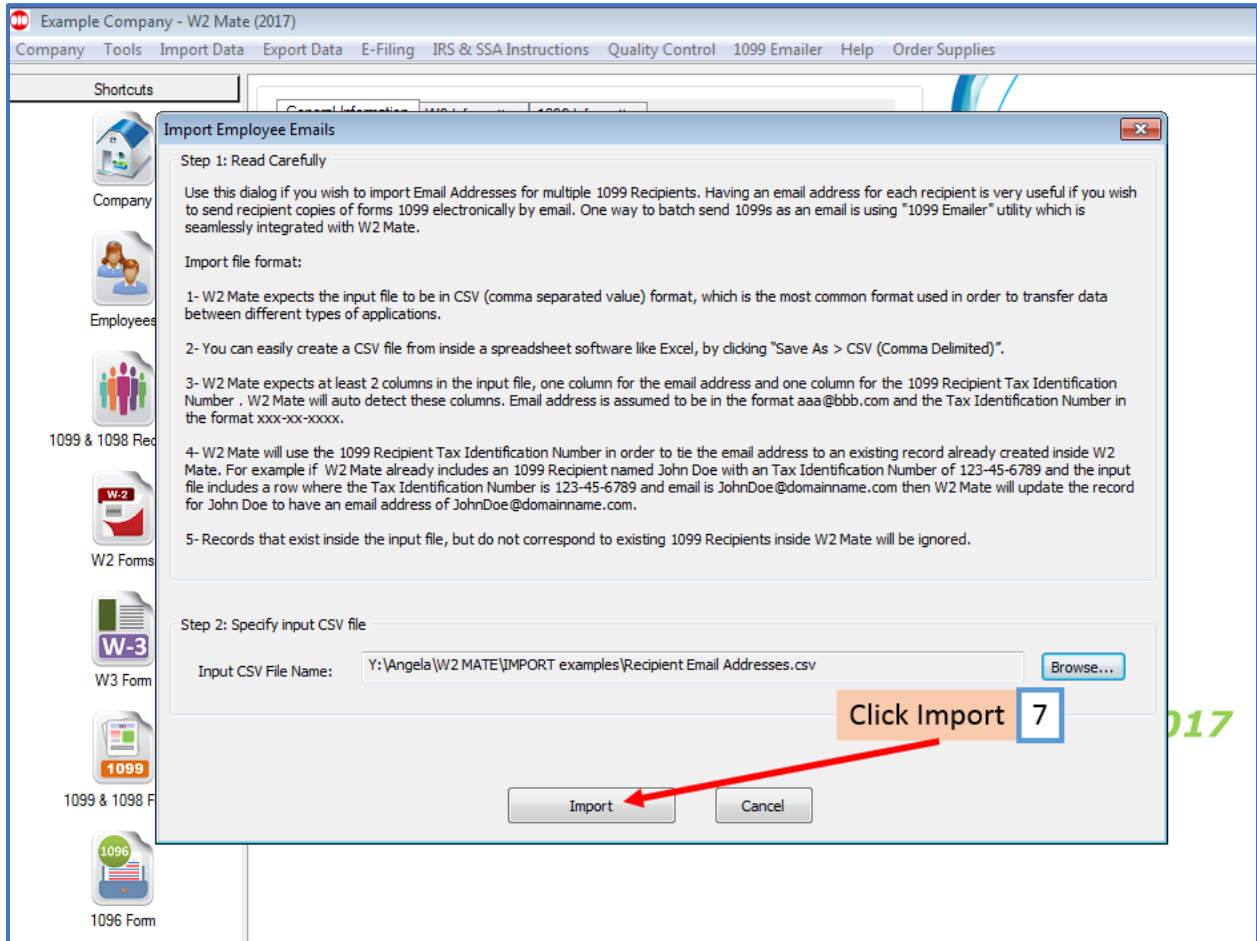




## 6. Click OK



## 7. Click Import



## 8. Click Yes

The screenshot displays the W2 Mate 2017 software interface. The main window is titled "Example Company - 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. A left sidebar contains shortcuts for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main content area has tabs for General Information, W3 Information, and 1096 Information. The General Information tab is active, showing fields for Employer's Name / Filer's Name (Example Company), Address 1 (123 Main), Address 2, City (Chicago), State (IL), ZIP or Postal Code (60605), and Country (United States). Below these fields is a confirmation dialog box titled "W2 Mate (2017)" with an information icon. The dialog box contains the text: "New email addresses have been imported for : 4 recipients. Would you like to see the list of recipients that have been updated?". There are "Yes" and "No" buttons at the bottom of the dialog box. A red arrow points from a callout box labeled "Click Yes 8" to the "Yes" button. Below the dialog box are "Update", "Reset", and "Clear" buttons. At the bottom of the main window, there is a text box stating: "Current company name is : Example Company. You can create a new company by selecting 'Company > New' from the top menu. 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 of the interface.

The recipient email addresses that were imported into W2 Mate will be listed

9. Click Close

