# How to Import W2 Data Using Electronic Filing Format (EFW2 Format)

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

Make sure you have the correct Company open inside W2 Mate

Note: If you do not currently have this company created inside of W2 Mate you will need to create the company prior to importing the W2 data. See How to Create a New Company tutorial.

1. Click Import Data

2. Select From W2 Electronic Filing Format (EFW2 Format)
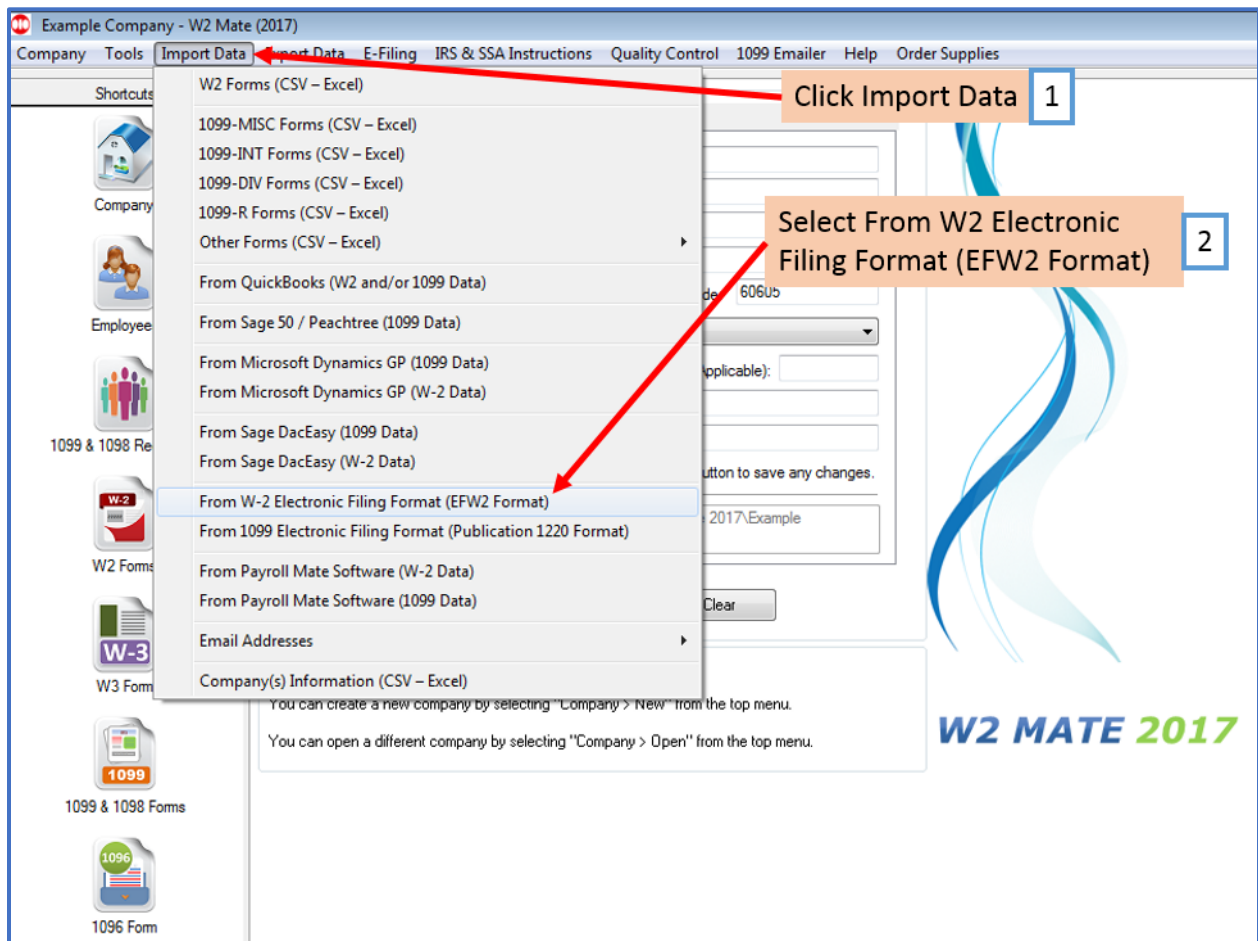
3. Click Browse to select the EFW2 file

Note: Checkmark to Allow Duplicate SSNs or Truncate Employee's Middle Initial to 1 Character long as needed
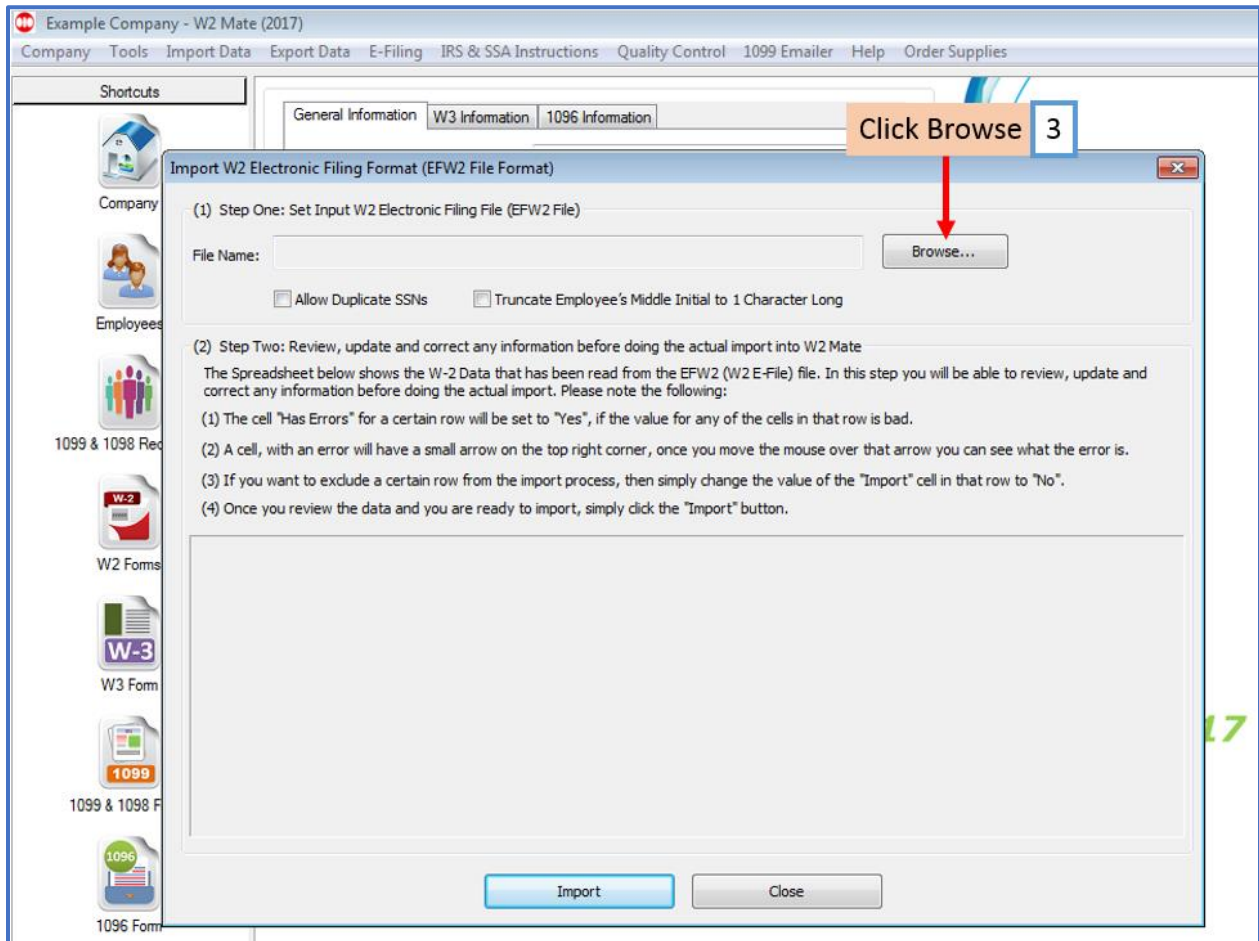
4. Review Data

5. Click Import

6. Click OK