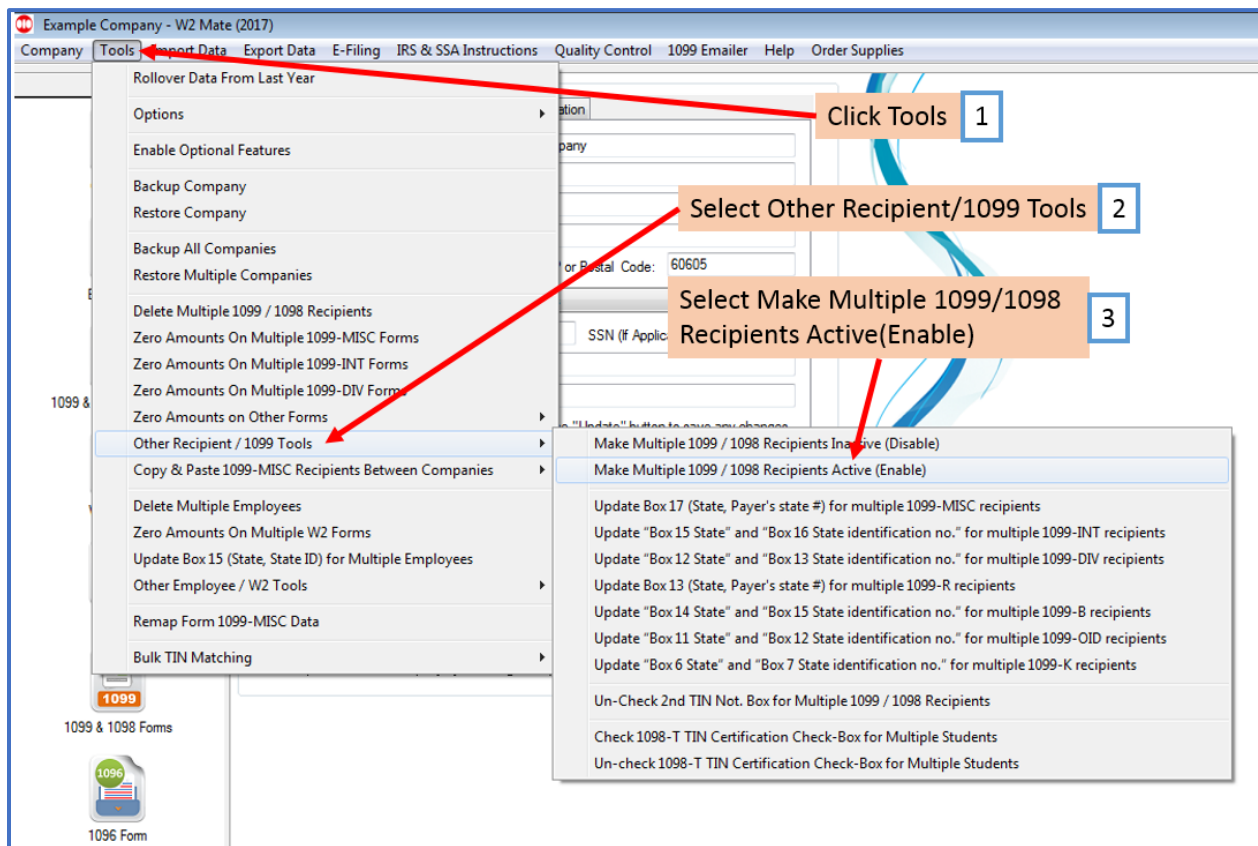


How to Make Multiple 1099/1098 Recipients Active

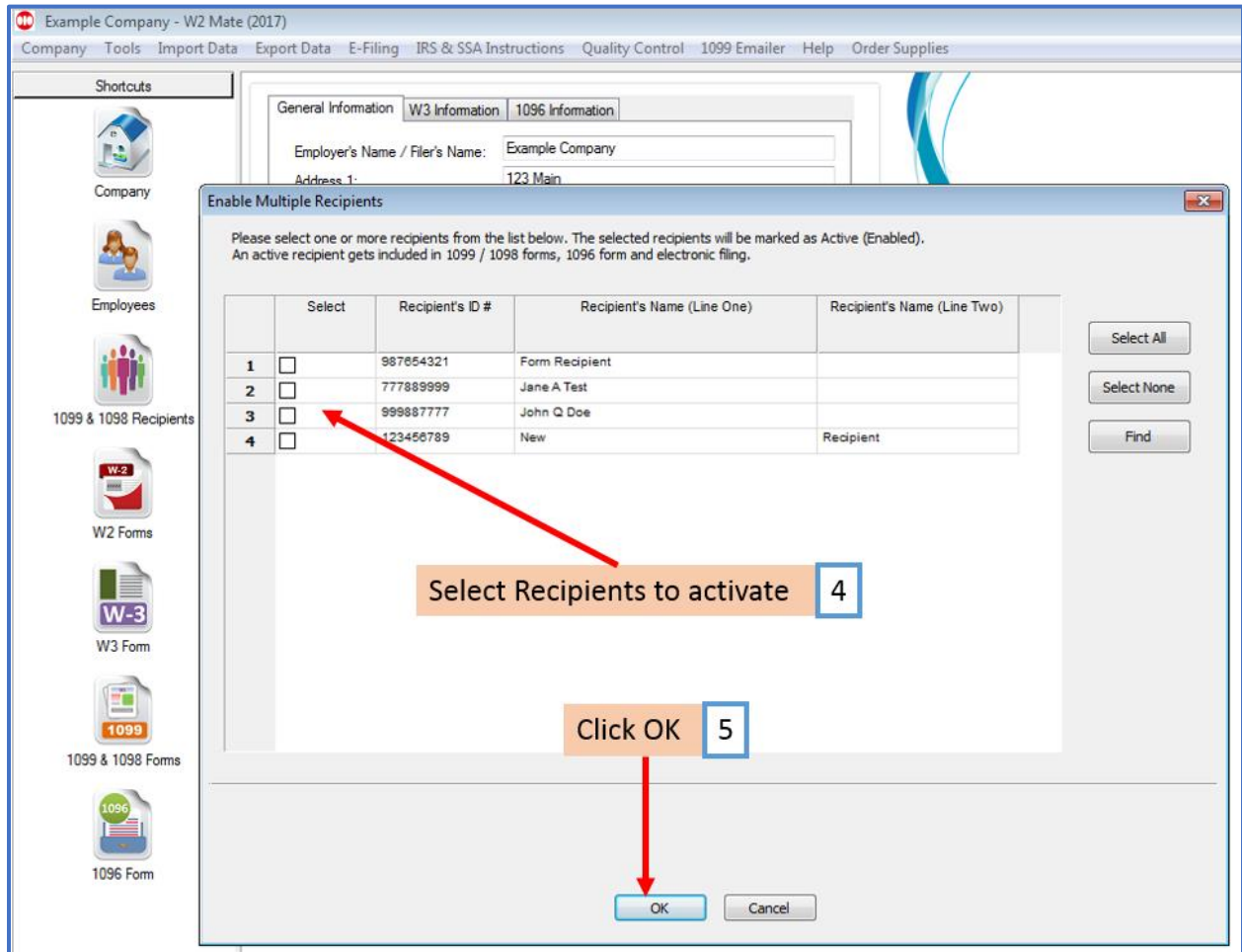
Make sure you have the correct Company open inside W2 Mate

1. Click Tools
2. Select Other Recipient/1099 Tools
3. Select Make Multiple 1099/1098 Recipients Active (Enable)



4. Select recipients you wish to make active

5. Click OK



6. Click Yes

The screenshot displays the W2 Mate (2017) software interface. The main window has a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 Emailer, 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 shows the 'General Information' tab for 'Example Company'. Fields include Employer's Name / Filer's Name, Address 1, Address 2, City, State (IL), ZIP or Postal Code (60605), Country (United States), Employer Identification Number, SSN (if Applicable), Employer State ID (if Applicable), and Notes (Optional Free-form Field). A confirmation dialog box titled 'W2 Mate (2017)' is overlaid, displaying a warning icon and the message: 'You are about to mark these recipients as Active (Enabled). Are you sure you want to continue?'. The dialog has 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button, and an orange box with the text 'Click Yes' and a blue box with the number '6' are positioned above the arrow. The bottom right of the interface features the 'W2 MATE 2017' logo.

7. Click OK

