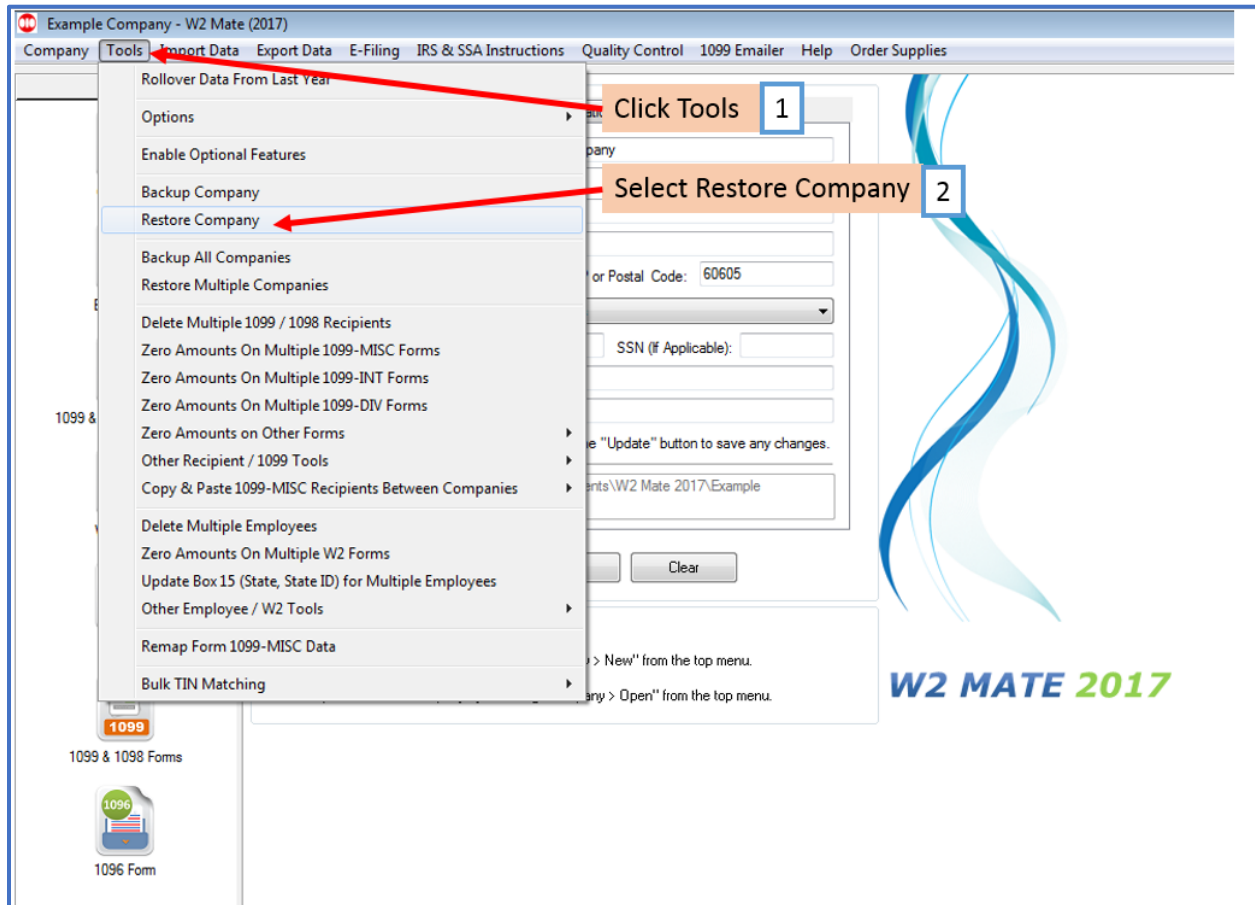


# How to Restore a Company Backup File

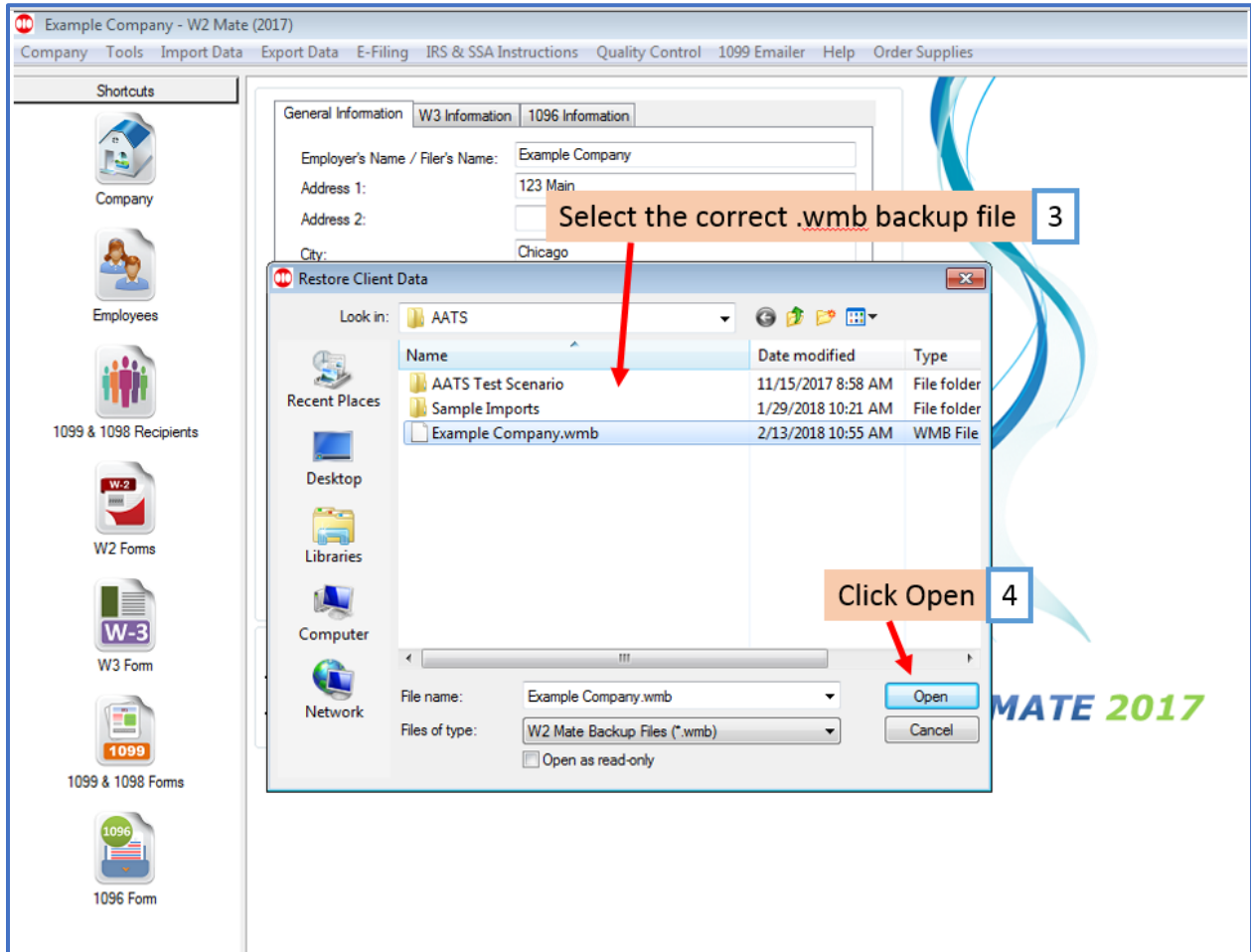
**\*Single Company\*- use with Backup Company**

1. Click Tools
2. Select Restore Company

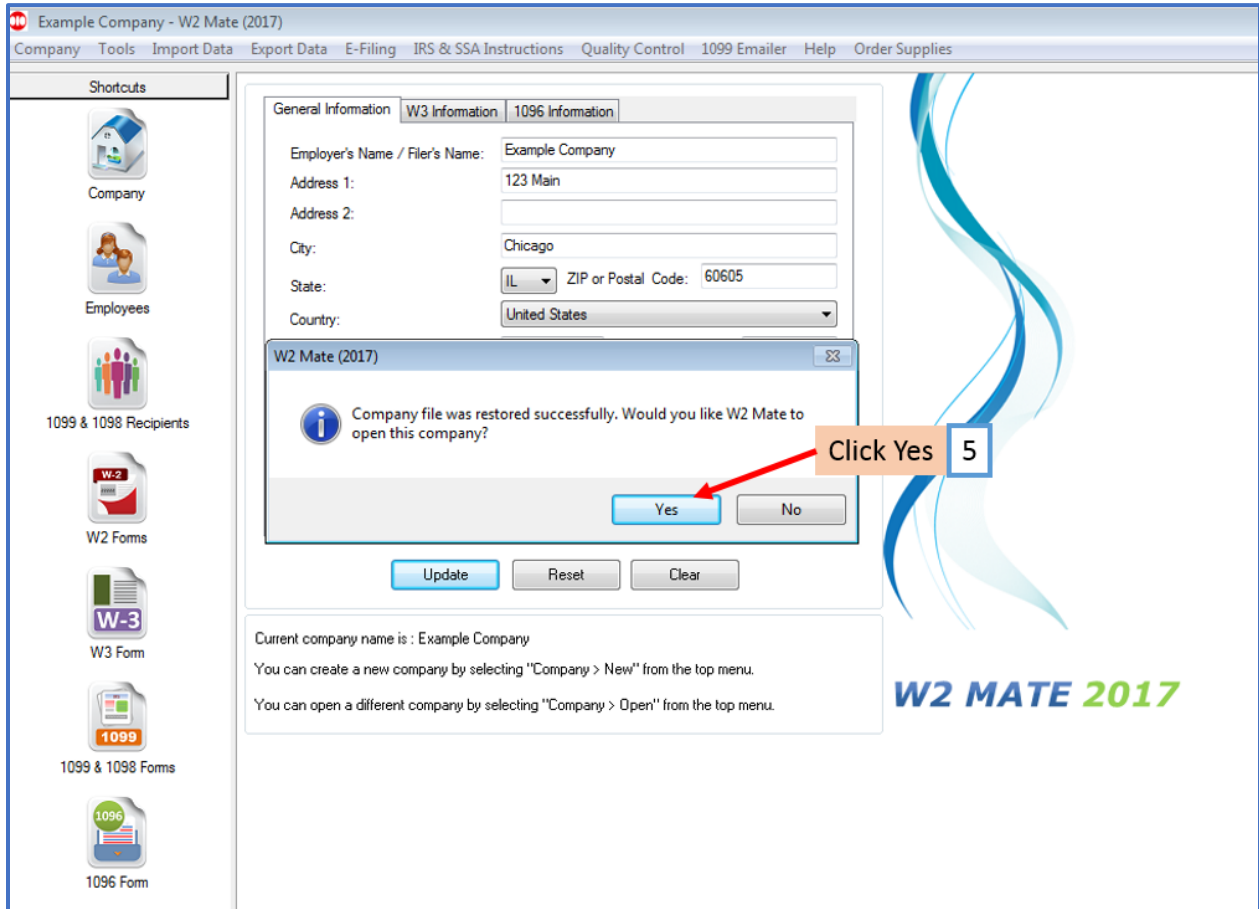


3. Select the correct backup file (single company backups are a .wmb type file)

4. Click Open



5. Click Yes

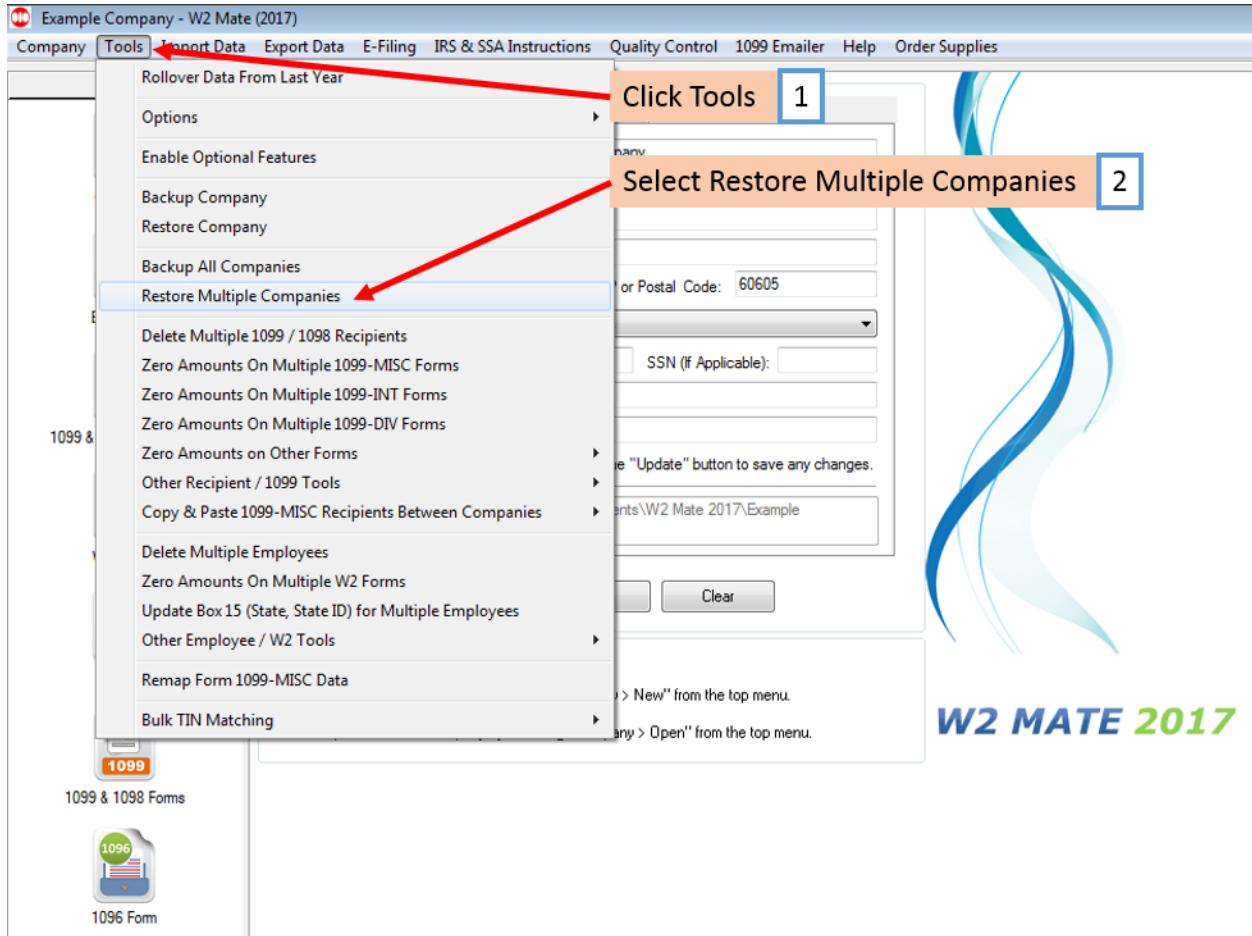


Your backup data is now restored in W2 Mate

**\*ALL (Multiple) Companies\*- use with Backup All Companies**

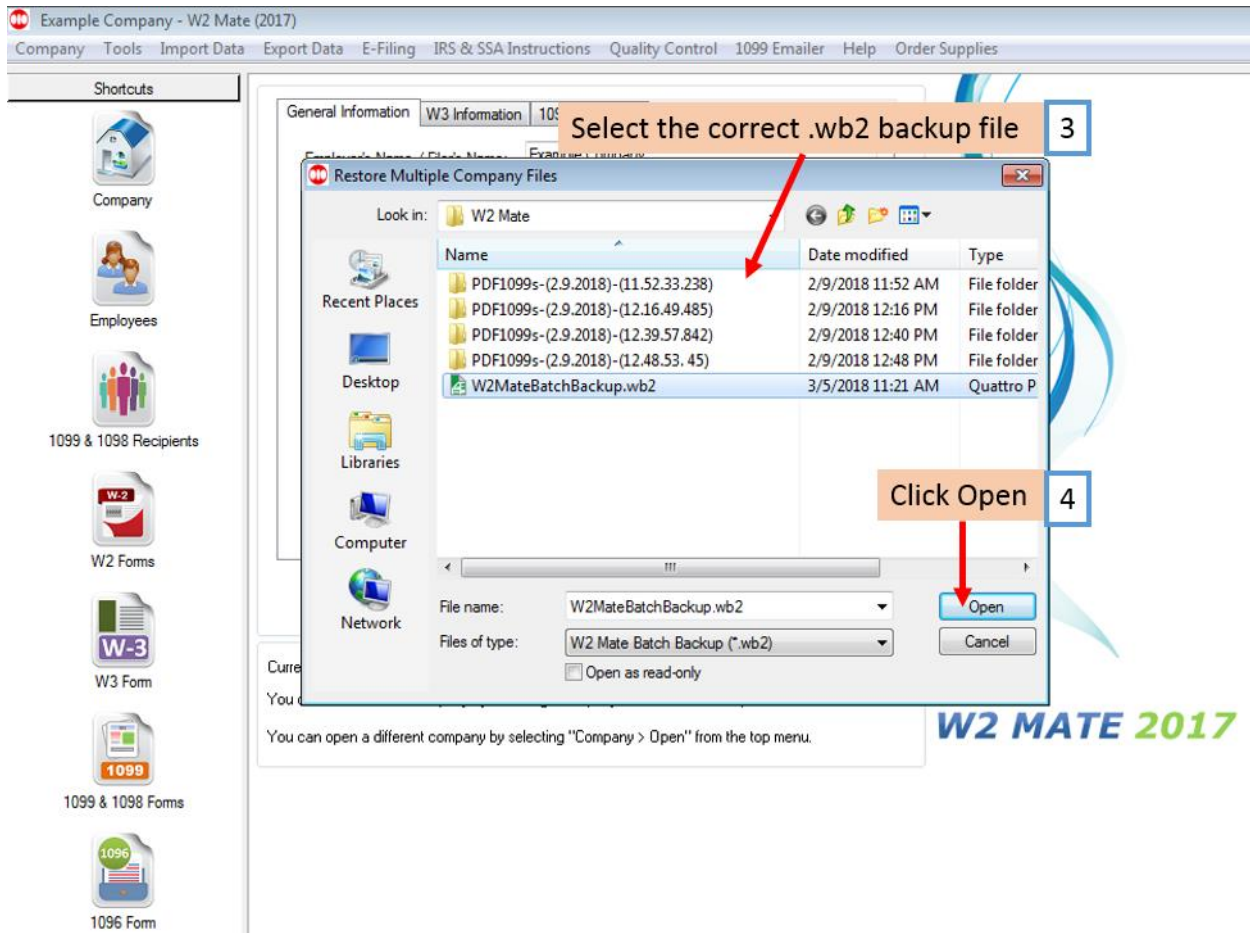
1. Click Tools

2. Select Restore Multiple Companies



3. Select the correct backup file (multiple companies' backup are a .wb2 type file)

4. Click Open



5. Click OK

Note: It is highly recommended that you restart (close and re-open) your W2 Mate software after restoring companies

The screenshot displays the W2 Mate (2017) software interface. The main window shows a 'General Information' tab with fields for 'Employer's Name / Filer's Name' (Example Company), 'Address 1' (123 Main), 'Address 2', 'City' (Chicago), and 'ZIP or Postal Code' (60605). Below this, a modal dialog box titled 'W2 Mate (2017)' is open, displaying a message: 'Backup file restore successfully. Number of companies restored is 13. It's highly recommended that you restart (close and re-open) your W2 Mate software.' An 'OK' button is visible at the bottom right of the dialog. A red arrow points from a callout box labeled 'Click OK 5' to the 'OK' button. The callout box is a blue-bordered rectangle with the text 'Click OK' in black and the number '5' in a white box on a blue background. The software interface also includes a 'Shortcuts' sidebar on the left with icons for 'Company', 'Employees', '1099 & 1098 Recipients', 'W2 Forms', 'W3 Form', '1099 & 1098 Forms', and '1096 Form'. The top menu bar includes 'Company', 'Tools', 'Import Data', 'Export Data', 'E-Filing', 'IRS & SSA Instructions', 'Quality Control', '1099 Emailer', 'Help', and 'Order Supplies'. The bottom of the main window contains instructions: 'Current company name is : Example Company', 'You can create a new company by selecting "Company > New" from the top menu.', and 'You can open a different company by selecting "Company > Open" from the top menu.'