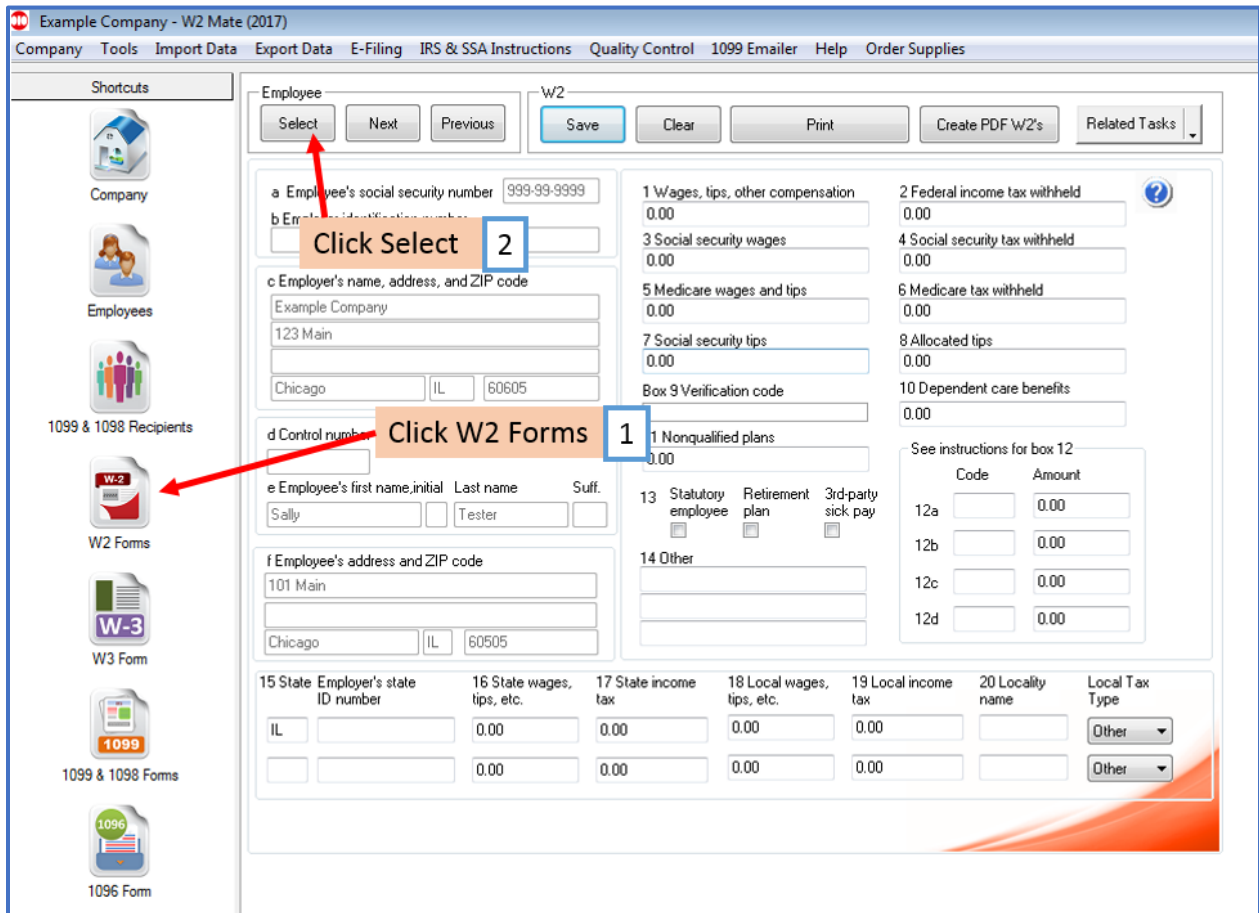


How to Select an Employee

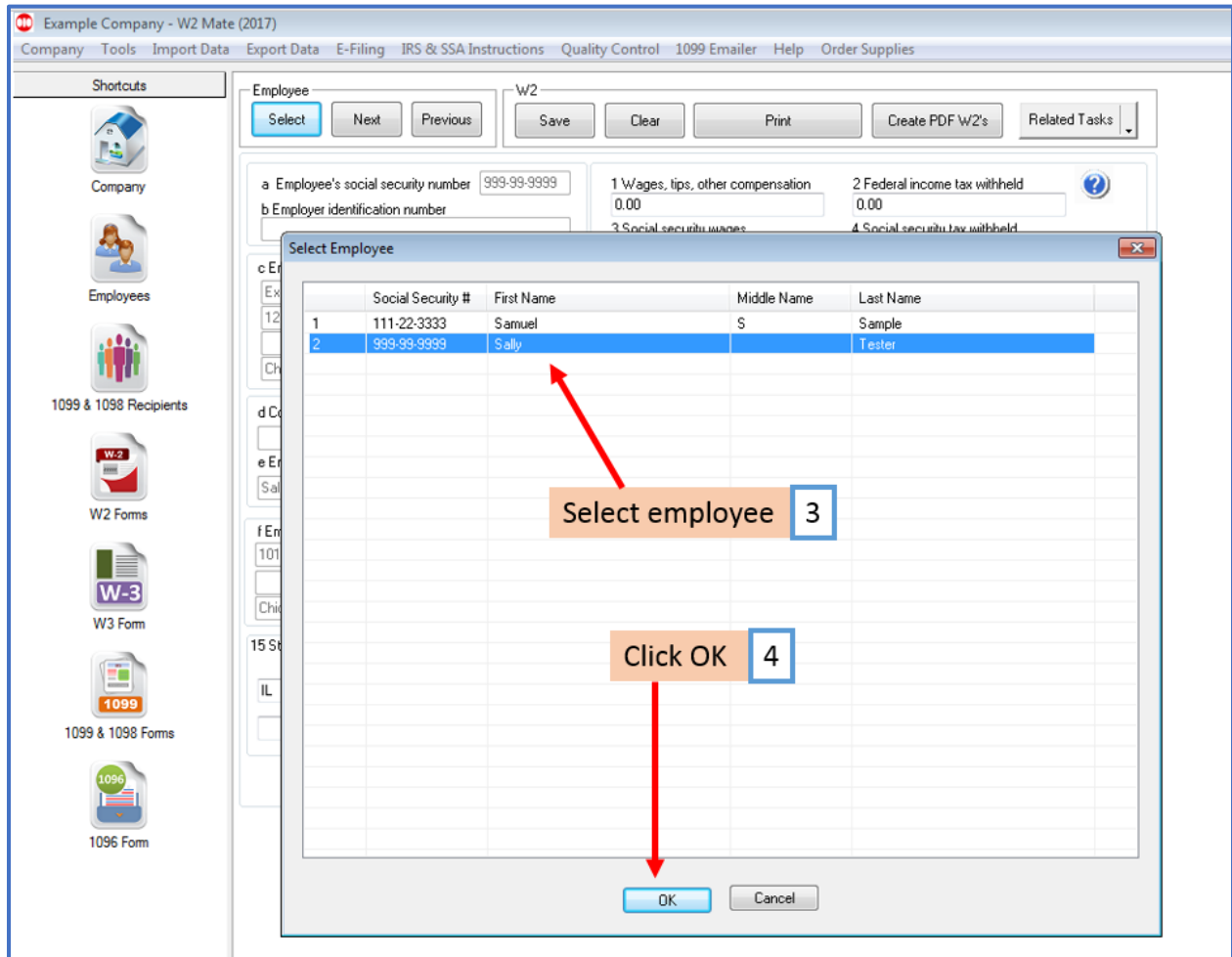
Make sure you have the correct Company open inside W2 Mate

1. Click W2 Forms in Shortcuts
2. Click Select under Employee



3. Select Employee to review

4. Click OK



The information for the employee you selected will appear on screen