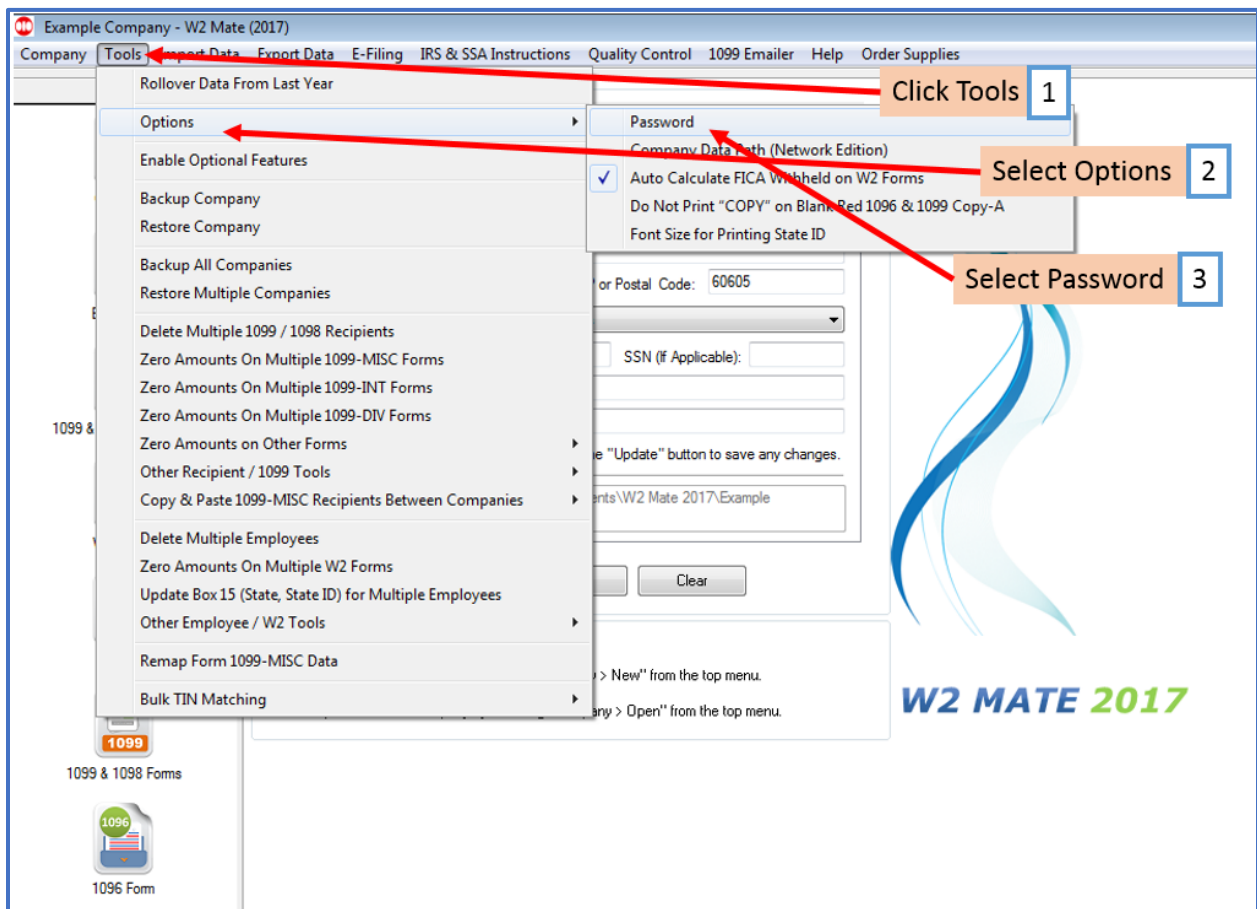


# How to Set a Password

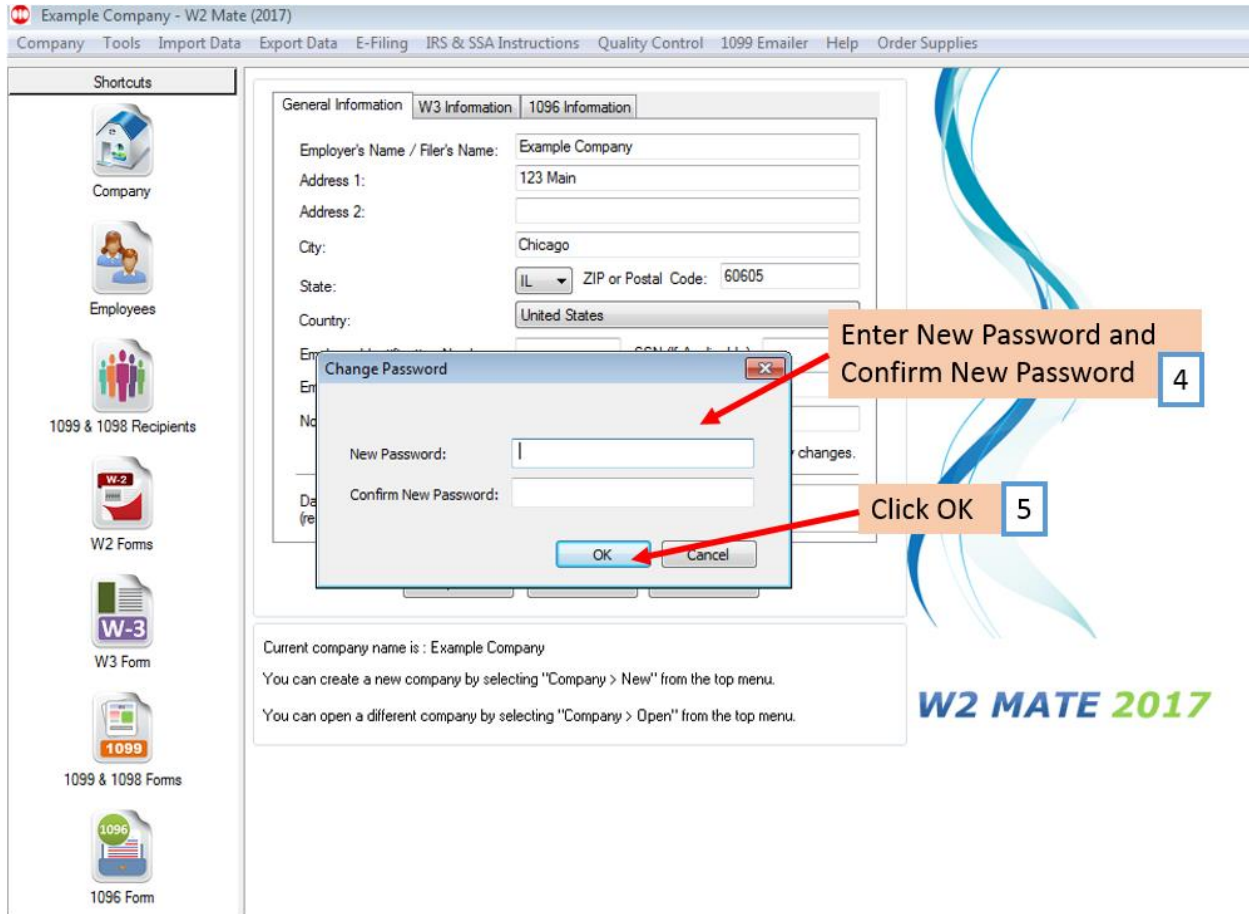
The Password is for access to the W2 Mate software, not each company

1. Go to Tools
2. Click Options
3. Click Password



4. Create and Enter New Password/Confirm New Password

5. Click OK



6. Click OK

The screenshot displays the W2 Mate 2017 software interface. At the top, the title bar reads "Example Company - W2 Mate (2017)". Below it is 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".

On the left side, there is a "Shortcuts" panel with icons for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W-3", "1099 & 1098 Forms", and "1096 Form".

The main area contains a form with three tabs: "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 are buttons for "Update", "Reset", and "Clear".

A modal dialog box titled "W2 Mate (2017)" is overlaid on the form. It contains an information icon and the text "Your password has been changed." Below this text is an "OK" button. A red arrow points from a callout box labeled "Click OK 6" to the "OK" button.

At the bottom of the main area, there is a text box containing the following information:  
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.