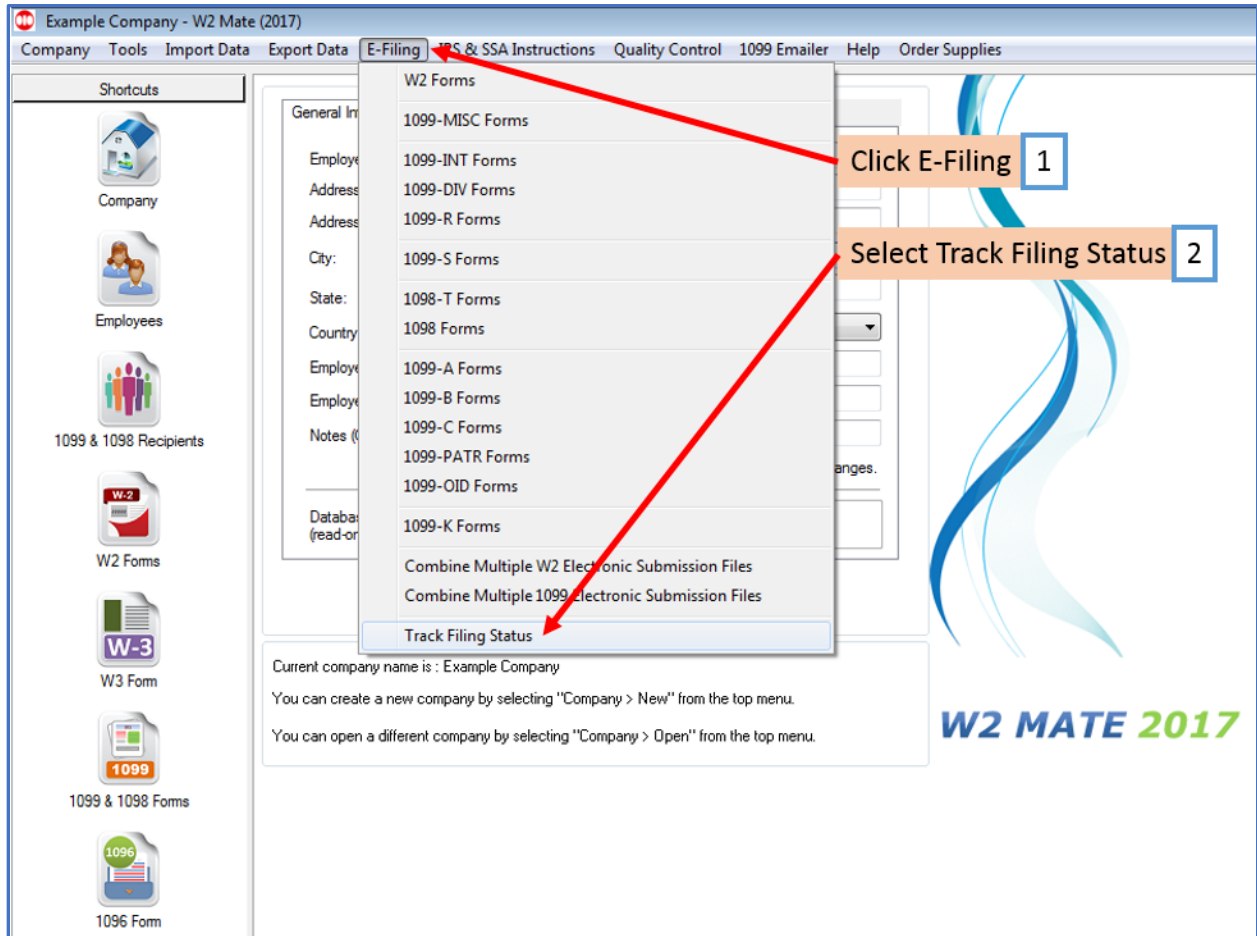
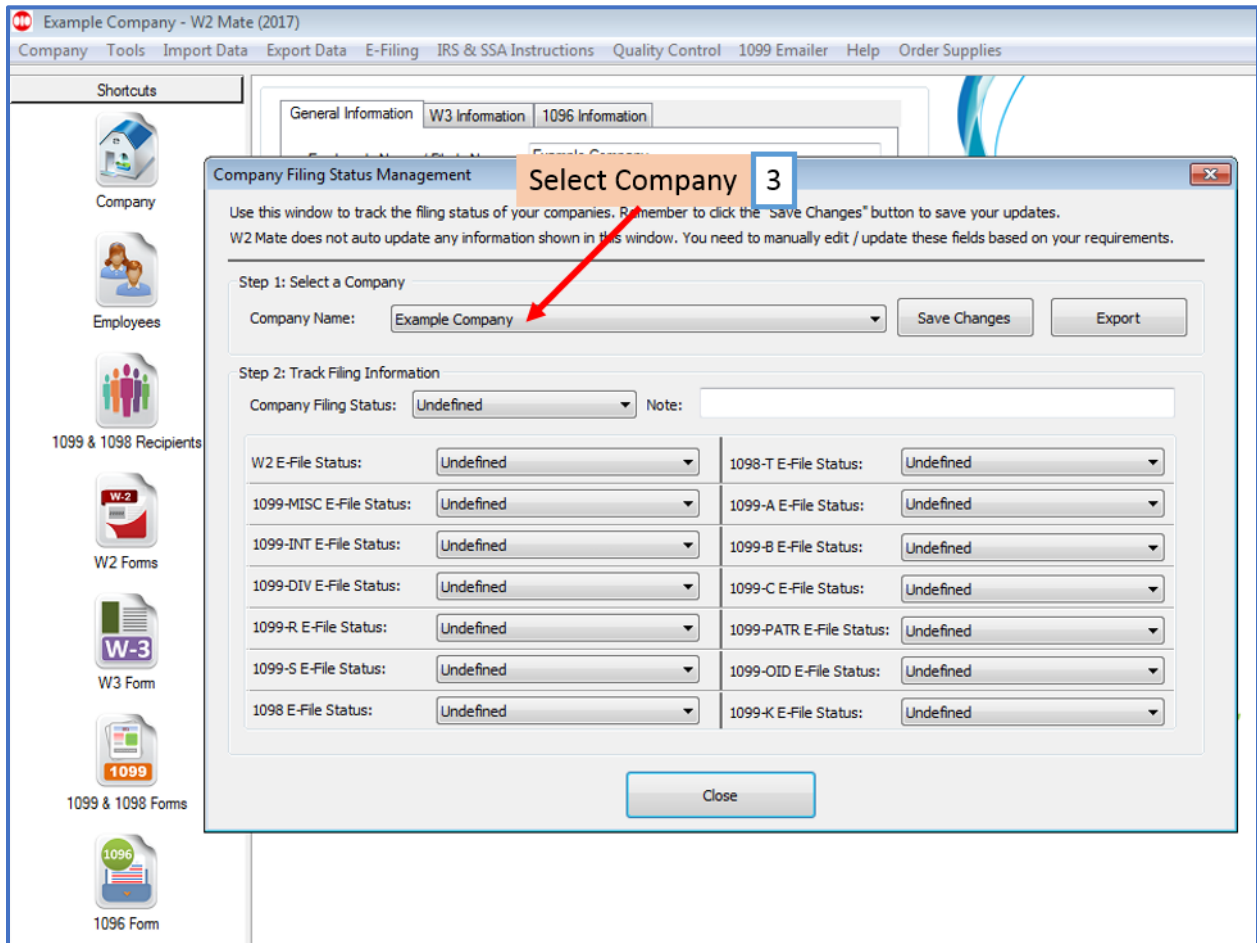


How to Track Filing Status Using W2 Mate

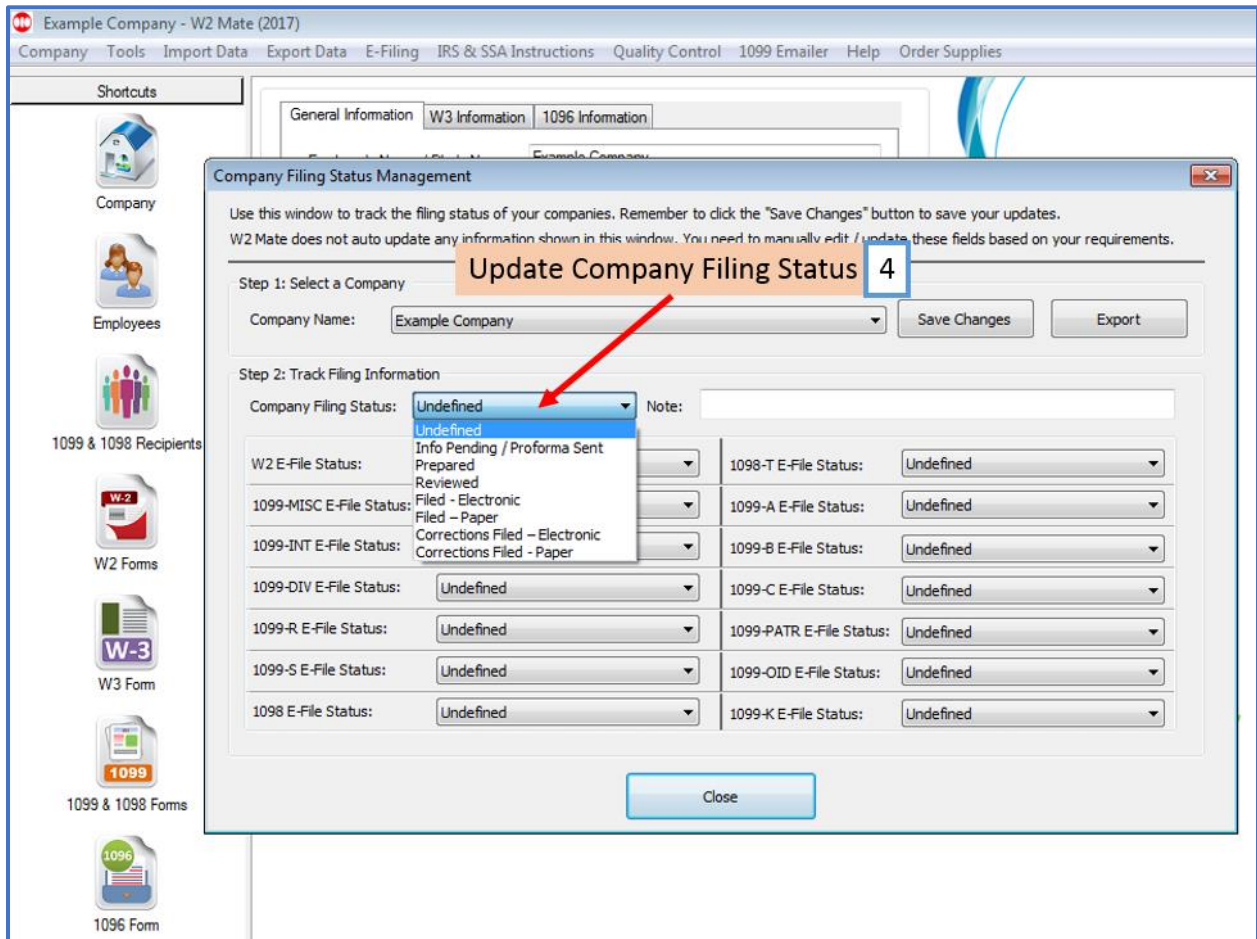
1. Click E-Filing
2. Select Track Filing Status



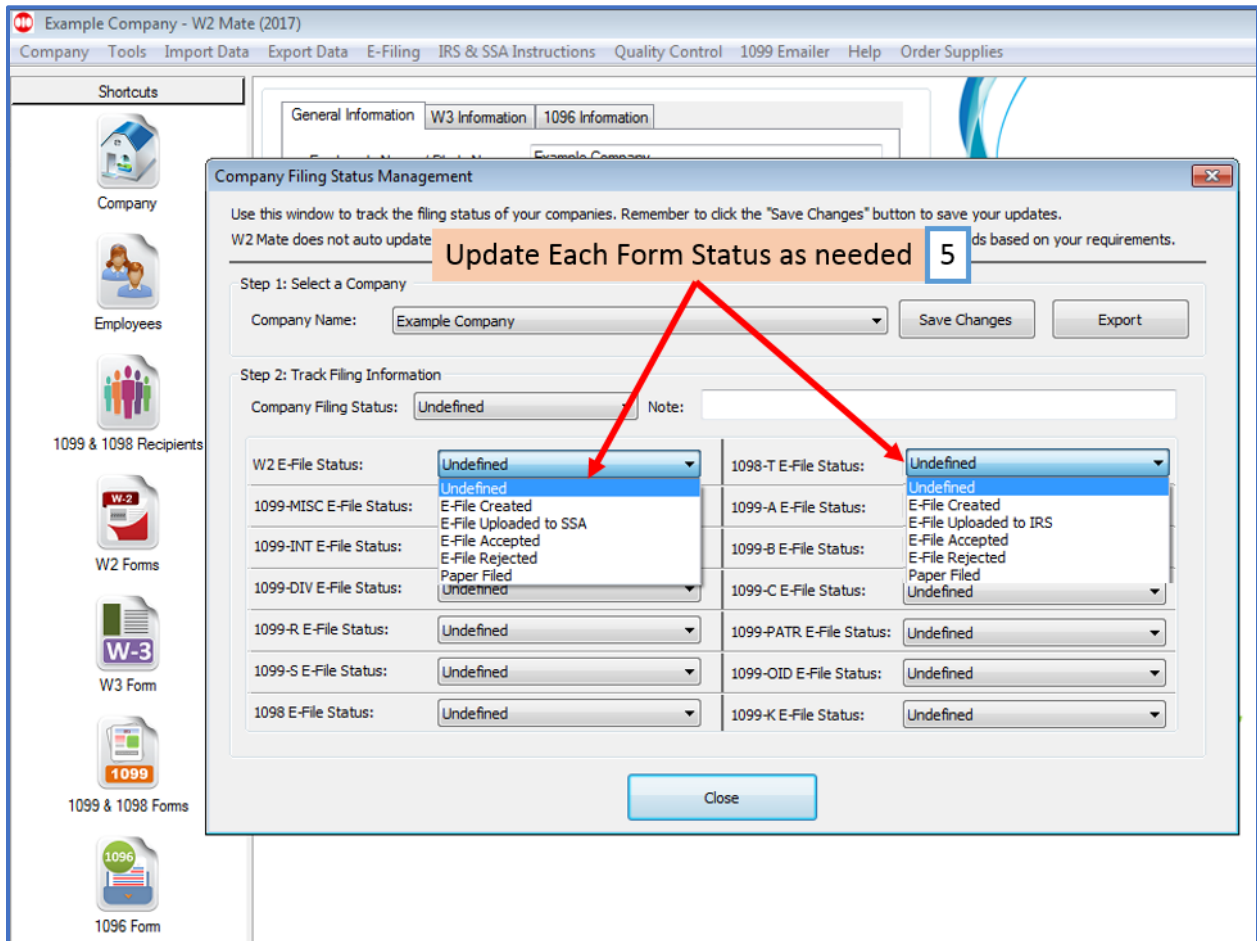
3. Select Company



4. Update Company Filing Status from drop down menu



5. Update each form type status as needed from drop down menu



6. Once all form types are updated, Click Save Changes

Note: If needed you can export the data to a spreadsheet by clicking Export and selecting a location to save the file

7. Click Close

