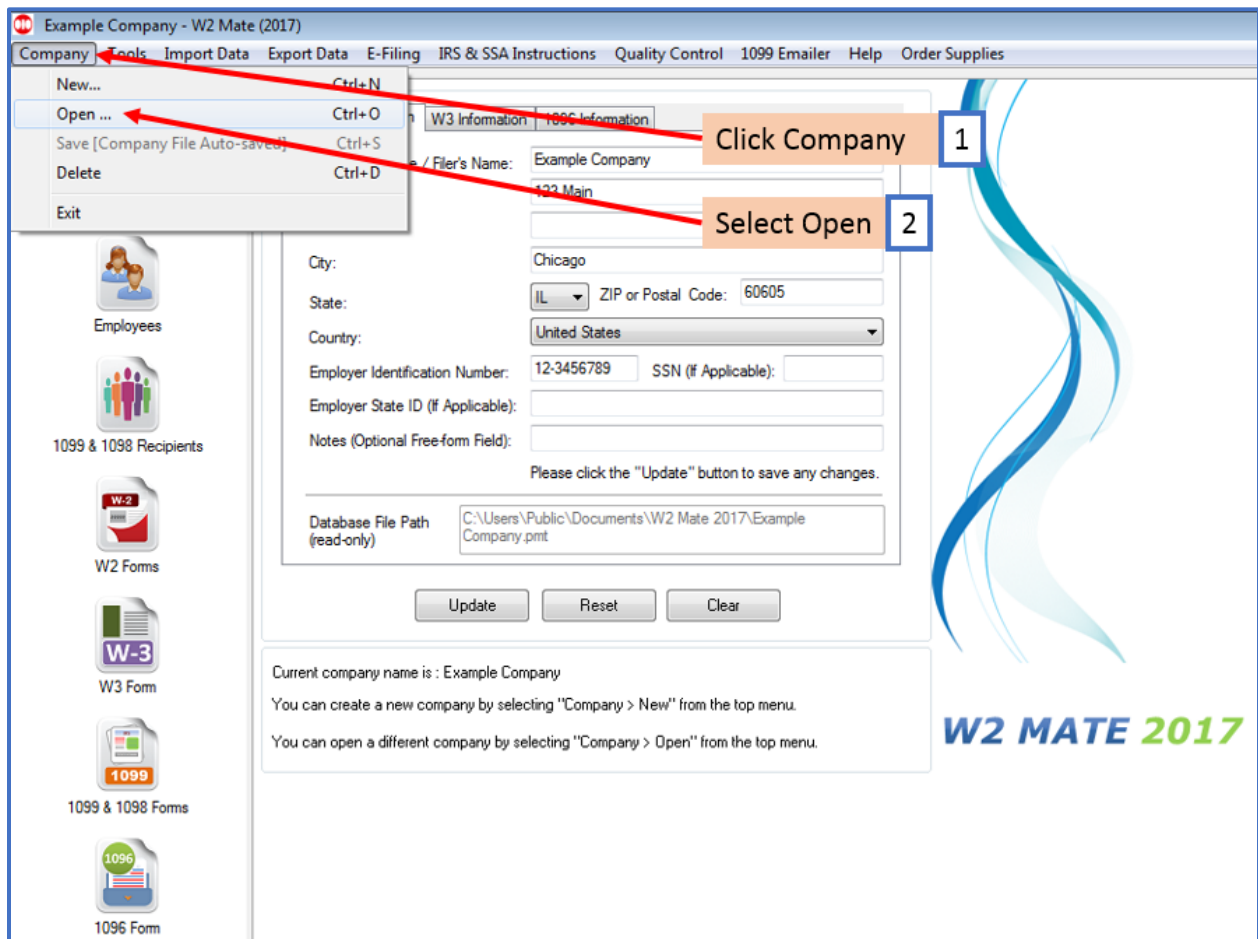


# How to Update Company Name in W2 Mate

W2 Mate comes with a Sample Company already created inside the software. If you edited the sample company file that comes with W2 Mate instead of creating your own company file the database for your company will still show as Sample Company. To fix this please follow the steps below to change the database file name to be the company name you want. You can also use these steps to Update a Company name.

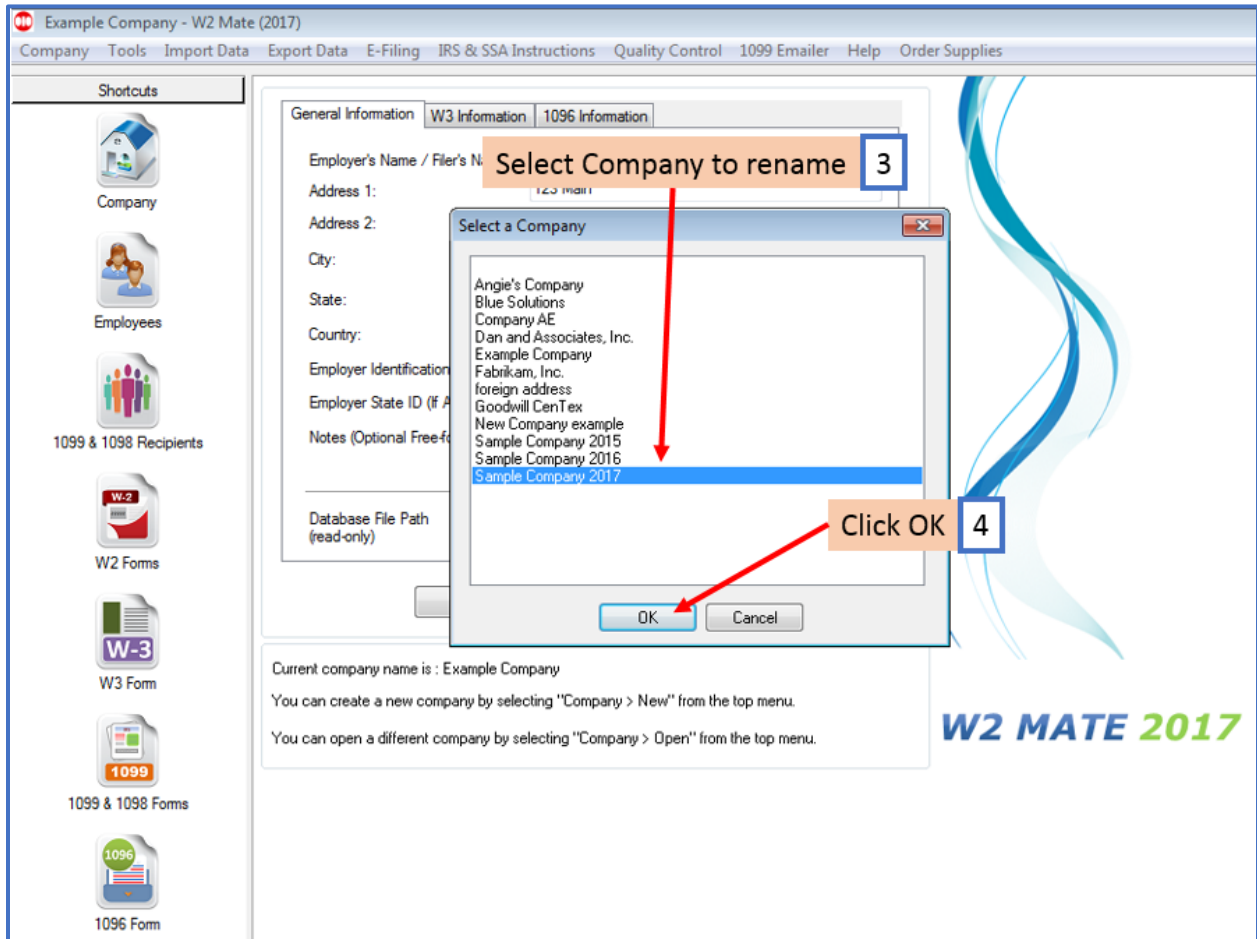
1. Inside W2 Mate software click Company
2. Select Open



### 3. Select Company to rename

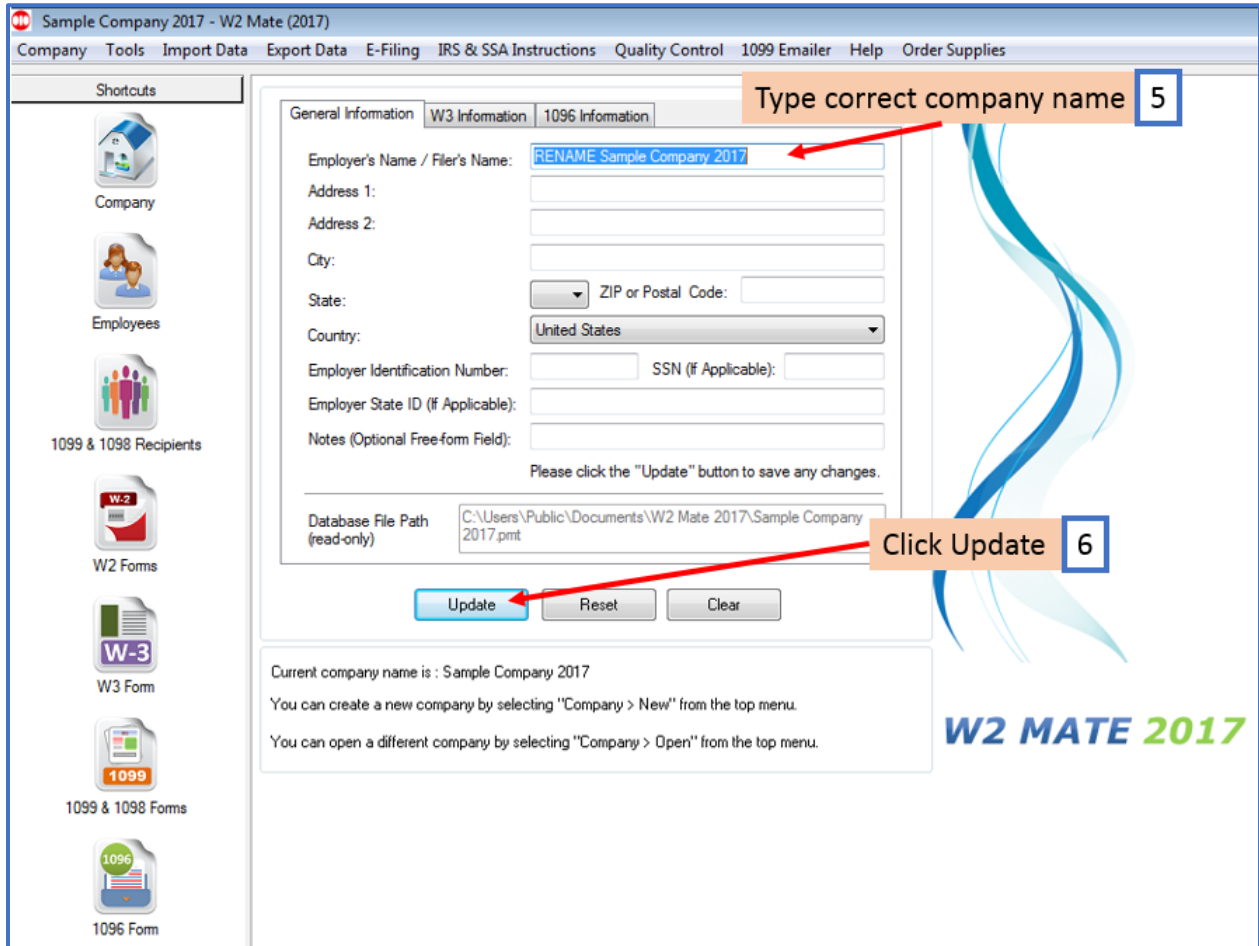
One of the companies will be "Sample Company XXXX" (where XXXX represents the year such as 2017). If you find more than one file named "Sample Company XXXX" then in this case you will need to open each to see which one you saved your company/employee data under.

### 4. Click OK

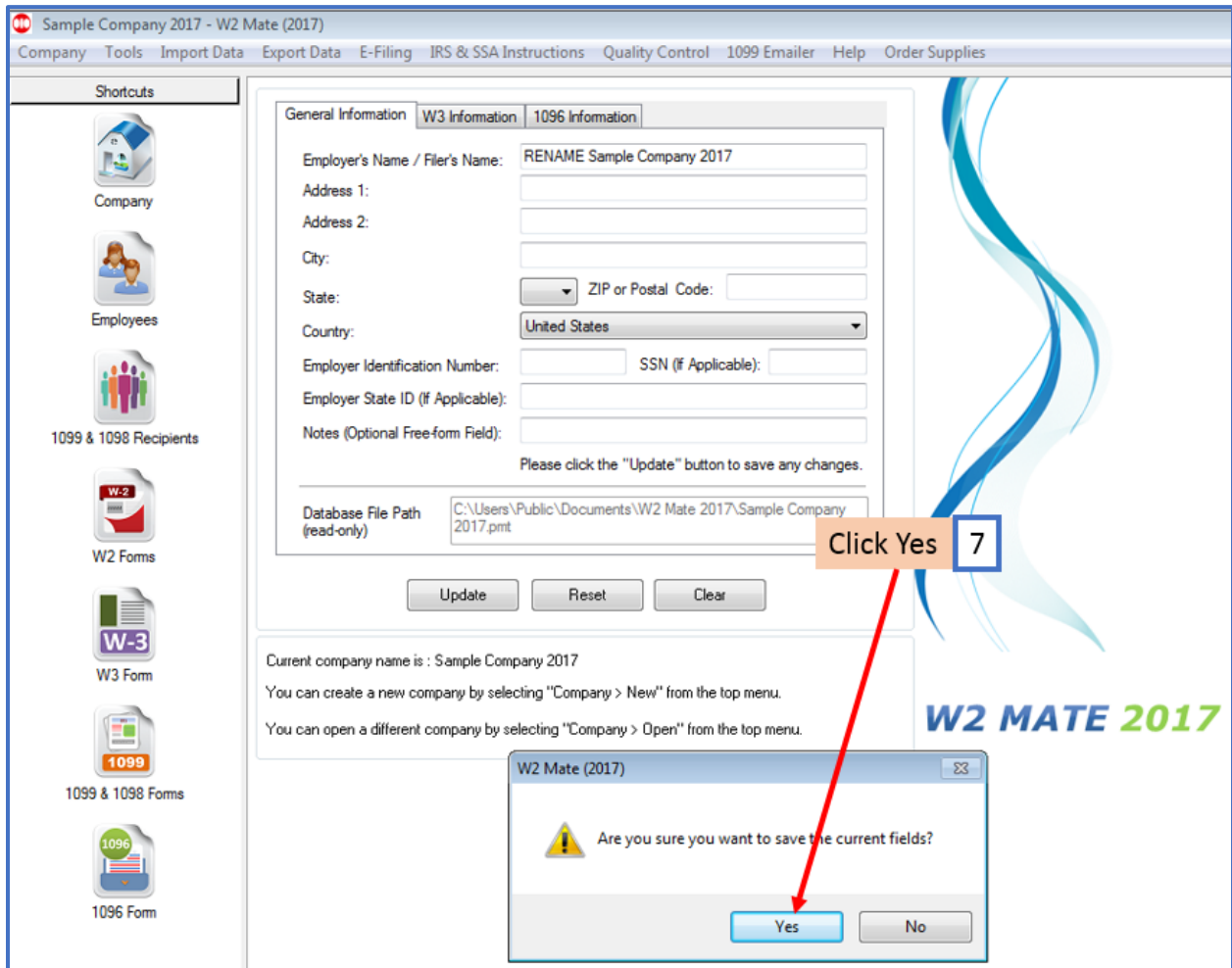


5. Type the new company name

6. Click Update

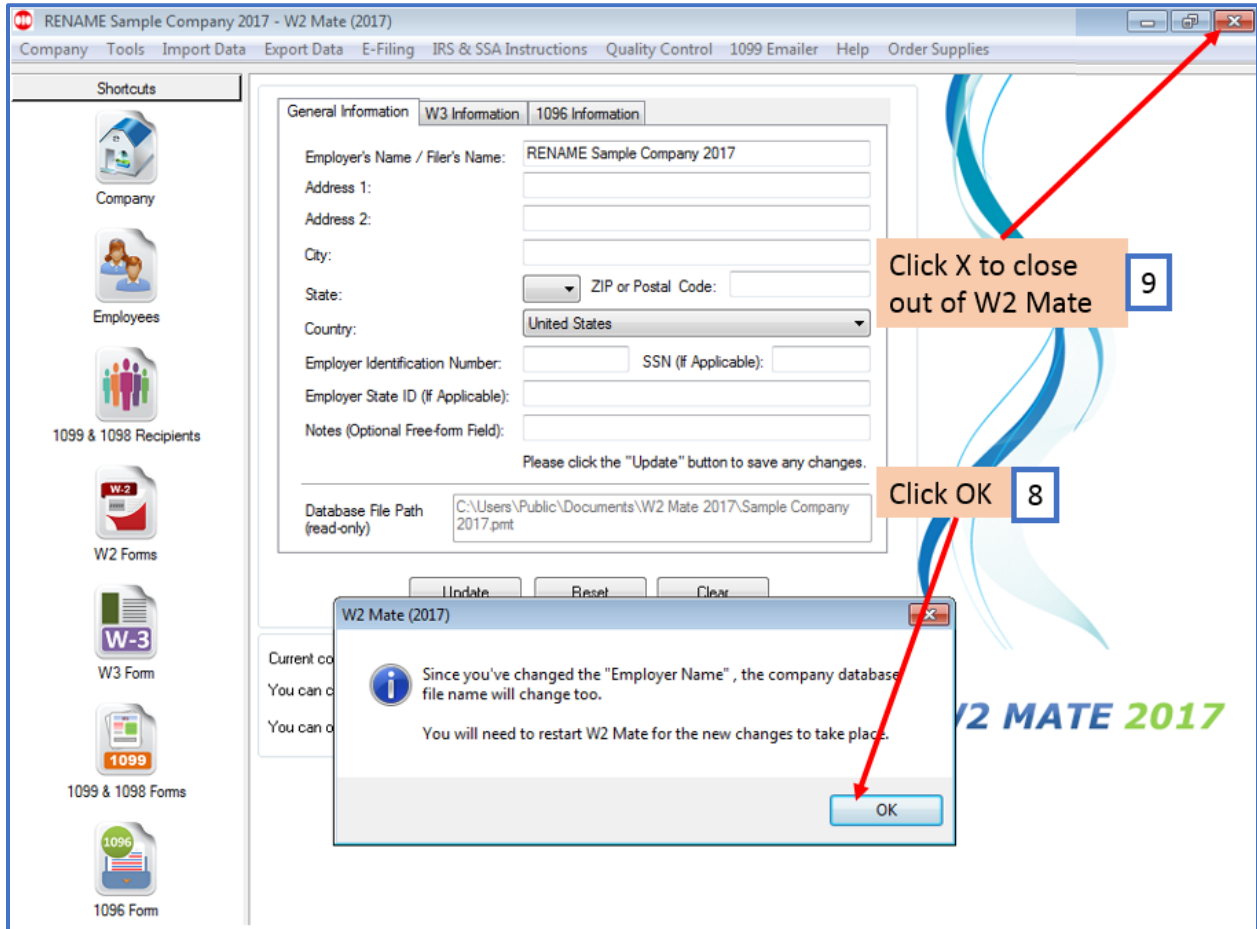


## 7. Click Yes



8. Click OK

9. Close out of W2 Mate software by clicking the X in the top right corner



Reopen the W2 Mate software

10. Now W2 Mate will open your company file with the correct name and will show the correct name in the top title bar

