

HOW TO DELETE FILES UPLOADED TO W2COPY.COM

1. From the Home Screen select Upload Files.



 To get a list of current file uploads select <u>View Them Here</u> from the Upload Files Screen.

Need to delete and replace previously submitted files? view them here

3. A list of Customer Codes with completed file uploads will be displayed.

	Customer Codes	
ode	Name	View Available Files
1.00	Test W2 Employe: #2	IT2003 Files

4. To get a list of all files uploaded for each Customer Code select the button under View Available files.

		Customer Codes		
Cude	Barne Test Vi2 Engloyee #2		View Roallable Files (7200) Files	
vitabele				
		Files		
Deated	Sie	File	Deleter	
2020-01-07 09:05	0.00 MB	010630110601_test_2ctv	6	
make of the state of	(and see	Internet where the		

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 You will now be given the option to delete the necessary file(s). Select the TRASH icon next to the file to be deleted.

COMPLETED FILE UPLOADS

Code	Ň	ame	View Available Files	
12005	Test. W2 Employer #2		172003 Files	
and the second		Files		
Created	Size	File	Deleter	
7020-01-07 09:05	0.00 MB	010020110001 5441 2/100	Ű	
	O.CI MR.	010770085901 w2vers17.bt	14	

6. You will receive a confirmation message identifying the file that was deleted.

			Customer Codes	_	
Code	24	Name Tast W2 Employer 42		View Available Files IT2003 Files	
17200.8	D				
	_	Files 01072	DOB5901_w2viscs17.txt' De	leted	_
Cn	atted	Size	File		Delete
2020-01-07 09:05		0.00 MB	010620110601_test_2.ksv		10

- 7. Repeat Step 4 and 5 to delete additional files.
- 8. To upload additional files select Go Back Here.

