

## FED FILING DASHBOARD

## ELECTRONIC W2, 1099, AND/OR 1095 FEDERAL FILING SUBMISSION VERIFICATION

**1.** Login to <u>www.W2copy.com</u> with your company code and secure password.

- ▼ Navigate to W2 Tools > Electronic Submittal for W2s or 1099s
- Navigate to W2 Tools > 1095 Submission for 1095s

|                |    |                  | W2  | TOOL         | S                  |           |                             |
|----------------|----|------------------|---|--------------|--------------------|-----------|-----------------------------|
|                |    | Clic             | k buttons below                               | to so to the | pares desired      |           |                             |
|                |    |                  | (WINGOTTON)                                   |              | Tax Documents      |           |                             |
|                |    | Bildmand I       | CORRECT NAME                                  |              | Electronic S       | ubmittal. |                             |
|                |    | Em 19942         | Contract I                                    |              | EIN 10945 Every    |           |                             |
|                |    | <b>ENGLISH</b>   | 100   |              | EW2 Report         |           |                             |
|                | C  | OMPL             |   |              |                    | DADS      |                             |
| Code:          | C  | OMPL             | Custo   | FILE         |                    |           |                             |
| Code<br>172008 | C  | _                | Custo   | omer Code    |                    | View Au   | ailable Filos.              |
| 2000           |    | Test             | Custo<br>Name<br>W2 Employer 42               | omer Code    | 5                  | View Av.  |                             |
| 172003         | ţ, | Test<br>Files 10 | Custo<br>Name<br>W2 Employer 42<br>1072008590 | omer Code    | s<br>cs17.txt' Del | View Av.  | ailable Filos.<br>103 Filos |
| 172003         |    | Test<br>Files 10 | Custo<br>Name<br>W2 Employer 42               | omer Code    | 5                  | View Av.  | ailable Filos.              |

**2.** Each code with uploaded files will show on the list along with corresponding EIN and the status of the submission.

## IF THERE ARE ANY FEINS MISSING FROM THE LIST, PLEASE CONTACT US IMMEDIATELY.

You can also download a copy of the submission of a W3 for your records by clicking on the download links. These are found on the right hand side of the screen for each EIN.

**3.** Once you have reviewed and verified that all EINS have been submitted, please respond to *W2PROCESSING@THESOLVGROUP.COM* that all EINS are complete.