SOLV

HOW TO UPLOAD ELECTRONIC 1094 PDF
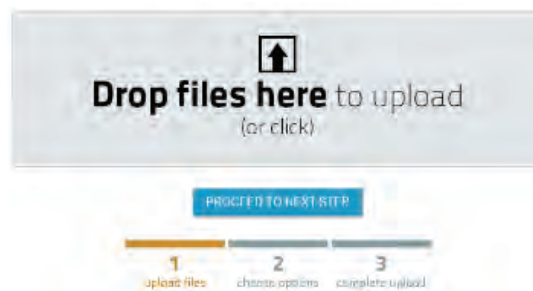
1. If your software will produce the 1094 IRS xml files (there are 2 files, a data file and a manifest file), then we strongly encourage you upload these files to us.

2. If your software will not produce the 1094 IRS xml files, then we need you to upload a 1094C.pdf file for every EIN.

HERE ARE INSTRUCTIONS ON HOW TO UPLOAD THE 1094 PDF FILES IF YOU DO NOT HAVE THE XML FILES. YOU CAN REQUEST THE 1094C.PDF BY EMAILING *W2PROCESSING@THESOLVGROUP.COM.*
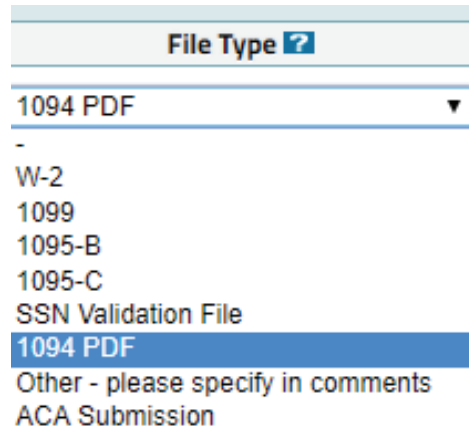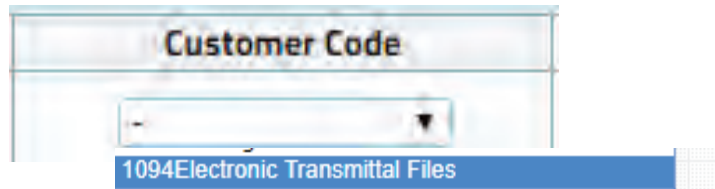
1. Log into *w2copy.com* on the next page.

2. Click *"Upload Files"*

3. Click on the *"Drop Files Here to Upload"*

4. There should be one 1094.pdf for every EIN. You can upload as many files as you want at the same time.

5. For Customer Code, select the code that says *"1094 Transmittal Files"* and the File Type should be **1094 PDF**. If you don't have a code for *"1094 Electronic Transmittal Files"*, then email *w2processing@thesolvgroup.com* and support will create a new code for you.

Customer Code

1094Electronic Transmittal Files

File Type ❓

1094 PDF

-
W-2
1099
1095-B
1095-C
SSN Validation File
1094 PDF
Other - please specify in comments
ACA Submission

6. Hit *"Complete Upload"* to finish the upload.