

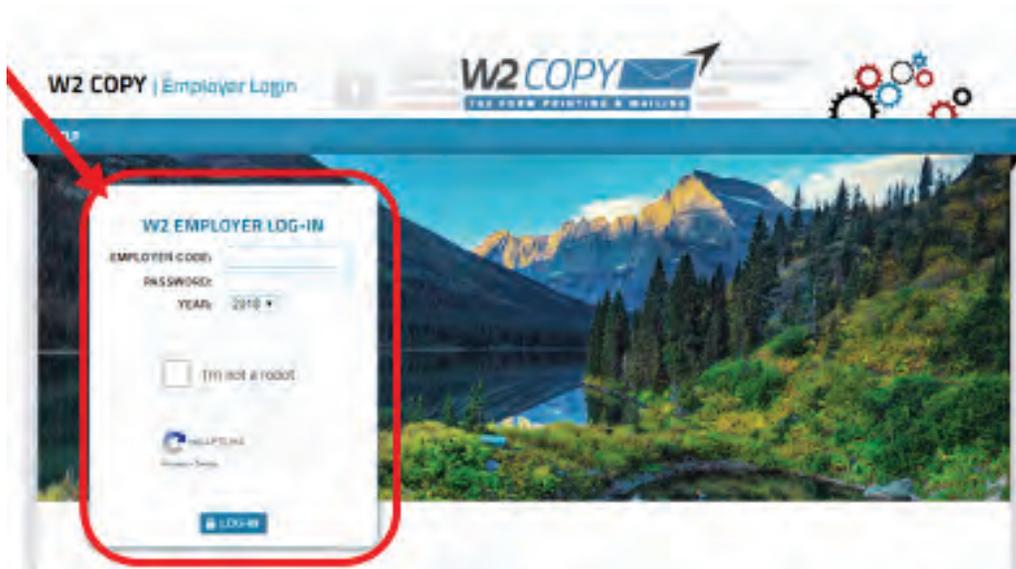
## HOW TO UPLOAD FILES TO W2COPY.COM

1. Go to <http://www.w2copy.com/>
2. Select the [Employer Login](#)

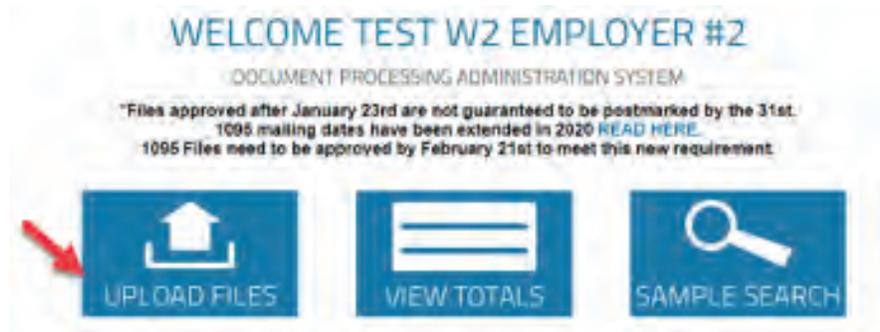


### 3. To Login

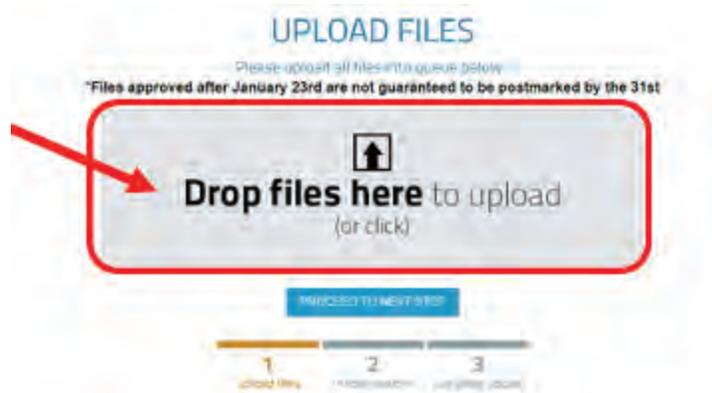
- ▼ Enter the Employer Code
- ▼ Enter the Password
- ▼ Select the Year you are uploading files for. Defaults to the current tax year.
- ▼ Click the box I'm Not A Robot



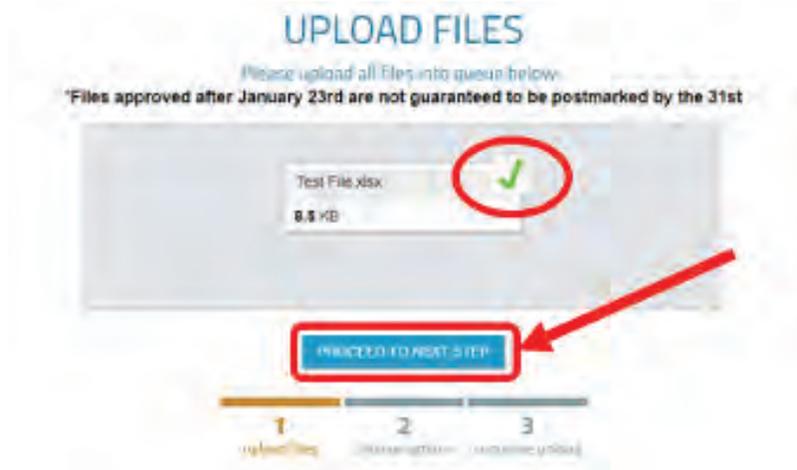
4. From the Home Screen select [Upload Files](#).



5. Open the file location, then drag and drop the selected file(s) into [Drop File Here](#) box.



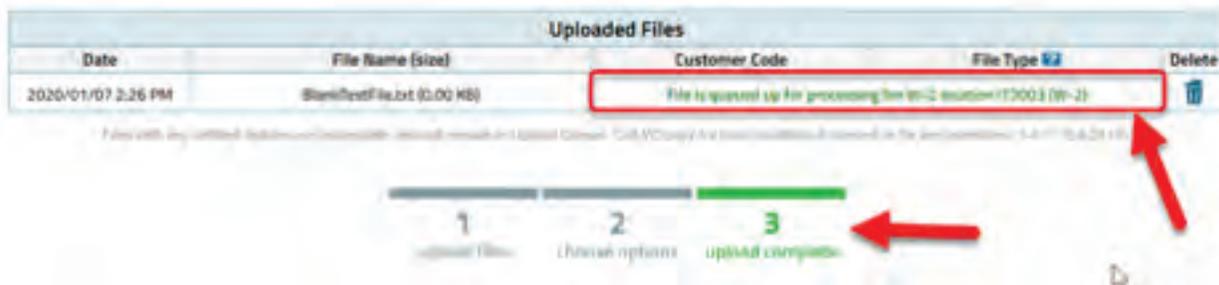
6. Once your file is uploaded you will get a **GREEN CHECK MARK** to confirm the file has been uploaded. Select [Proceed to Next Step](#) to select the Customer Code and File Type.



7. The Upload Option screen will display a list of files that were uploaded.
- ▼ From the dropdown select a *Customer Code* and *File Type*
  - ▼ You can also enter any comments you have regarding the file(s)
  - ▼ Select Complete Upload



8. *File is queued up for processing for each W2 Location* and *Upload Complete* will display in green confirming the file(s) have been uploaded.



9. To upload additional files select [Go Back Here](#).

