

HOW TO UPLOAD FILES TO W2COPY.COM

- 1. Go to <u>http://www.w2copy.com/</u>
- 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 <u>*Drop File Here*</u> box.

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	Drop files here to upload
	(or click)

6. Once your file is uploaded you will get a GREEN CHECK MARK to confirm the file has been uploaded. Select <u>Proceed to Next Step</u> to select the Customer Code and File Type.

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SOLV | HOW TO UPLOAD FILES TO W2COPY.COM

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



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

		Uploaded Files					
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9. To upload additional files select Go Back Here.



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