

E-Filing Instructions

Start the W2 program and select the E-filing Menu Option

Filing Instructions

In order to start filing, you must first do the **Account Setup**. This is only done once and you should never have to bring this option up again unless you need to change your password.

Field	Value	Requirement
Email	support@howellsoftware.com	Required
Password	dor3304971	Required
First Name	Don	Required
Last Name	Roberts	Required
Company Name	Howell Associates	Not required
Address 1	374 Morning Glory Dr	Required
Address 2		Not required
City	Lake Mary	Required
State	FL	Required
Zip	32746	Required
Phone	407-323-1983	Required
Extension		Not required
Fax	407-323-3892	Not required
New Password		Required (If Existing)

After you have set up your filing account, it's time to get started. Click on the forms you are filing.

W2, 1099, 941, 944

Be patient the first time the program runs it is verifying your payroll data and checking if there are any errors that need to be fixed and it may take a few minutes. You will either get an error report on screen telling you what is wrong. The following screen will appear when your payroll data has been verified for e-filing.

Services

Federal E-Filing ?
 State Filing ?
 Recipient Mailing ?

SUBTOTAL: \$0.00

Add To Cart

Legend

Previously Filed
 X Selected for Service
 REPRINT Selected for Reprint
 Not Available for Service

START FILING

Select type of Services (left) and affected Payer (below) to add to cart.

Greatland Payer-AL (3 records)	Federal Filing	State Filing Select/Review States	Recipient Mailing
<input checked="" type="checkbox"/> W-2 - Doug Fetrow		CT	
<input checked="" type="checkbox"/> W-2 - Kara Laforest		CT	
<input checked="" type="checkbox"/> W-2 - Mari Rupp		AL	
Unselect All	0 selected	0 selected	0 selected

Add To Cart

1. Select the services you wish to use. Choose from Federal e-filing, State e-filing and Recipient print & mail fulfillment.
2. Confirm the payer(s) and payee(s) you are filing for.
3. Evaluate and choose your state filing selections for each payer. For 1099-MISC and 1099-R, we will tell you what states are available for filing based on your data. Other forms, you will have to select your states.
4. Add your filings to your filing cart.
5. Edit reconciliation forms in your filing cart.
6. Enter your payment information (VISA, MASTERCARD, AMEX, DISCOVER)
7. Submit your filings

Pricing Information

Federal E-Filing

1-25 Forms	\$0.85 each
26-50 Forms	\$0.75 each
51-100 Forms	\$0.65 each
101-250 Forms	\$0.50 each
251-500 Forms	\$0.40 each
501-1000 Forms	\$0.35 each
1001+ Forms	\$0.30 each

State E-Filing

1-25 Forms	\$1.00 each
26-50 Forms	\$0.90 each
51-100 Forms	\$0.75 each
101-250 Forms	\$0.60 each
251-500 Forms	\$0.50 each
501-1000 Forms	\$0.48 each
1001+ Forms	\$0.45 each

Recipient Print & Mail Fulfillment

1-25 Forms	\$3.10 each
26-50 Forms	\$2.75 each
51-100 Forms	\$2.35 each
101-250 Forms	\$2.00 each
251-500 Forms	\$1.60 each
501-1000 Forms	\$1.15 each
1001+ Forms	\$1.00 each

About your data

The data in this electronic filing module comes directly from our program. Each time you enter this electronic filing module, the data available to you is representative of the most current data you have entered into your program. We do save the data from all the forms you have filed for you to review.

Checking statuses and reports

This module makes it easy for you to regularly check on the status of your filings and print reports.

How to check your filing statuses:

1. Go to "Dashboard"
2. Under "Status & Reports" click on "Check Status"
3. From there you can view the status reports of all your electronic filings

How to view submitted forms:

1. Go to the "Dashboard"
2. Under "Status & Reports" click on "Submitted Forms"
3. You will then see a list of all your submitted forms

How to print reports:

1. Go to the "Dashboard"
2. Under "Status & Reports" click on either "Summary Report" or "Reconciliation Report"
3. You will then see a report and have the option to print or save a report.