

## W-2 Electronic Media Export

1. Go to Accounting-Payroll-Payroll Reports-Print Forms W-2 & W-3
2. Verify Calendar Year is correct.
3. Select all Employee names (hold down on the Ctrl key and left click on each name) and click on the right arrow button, to send the names to the W-2's to be printed side.
4. Verify each Employee W-2 has all required information and that data is correct. The Employee Earnings Report, for the entire calendar year date range, can be printed ahead of time as a tool for verification.
5. From the Output area, select Electronic Media Export.
6. Click the Print W-2's button.
7. When the MMRef Info screen appears, enter the correct data in the Submitter Contact Info section.
8. Use the Browse button to select the desired Save Export file destination. Click Save.
9. Select the desired option for the Problem Notification.
10. There will also be an option, for Resubmit Info, if needed. Click OK.