

## How to Enter a Payee After Checkout

- If you have already paid for the file, you cannot add to or alter it. You will need to create a new file for the payee that was overlooked.
- The easiest way is to begin at the *Main Menu* and scroll down to the *File Manager*.

The screenshot shows the WAGE FILING.COM website interface. At the top, there is a teal header with the logo and a calendar icon indicating a deadline for W2 & 1099-NEC is 1/31 and for 1099-MISC is 3/31. Below the header is a navigation bar with links: HOME, MAIN MENU (highlighted), CREATE ACCOUNT, LOGOUT, FILE A CORRECTION, FILE 1099-NEC, FAQ, and CONTACT US. The main content area shows the user is logged in as 1099Express Destinie Pearson. Below this is a table of filing records:

FILE NUMBER	TAX YEAR	FILING COMPANY	FORM TYPE	MOVE FILES TO CHECKOUT	E-FILED	STATUS
169641	2020	Joans Company 458678942	1099-NEC	<input type="checkbox"/>	<input type="checkbox"/>	Waiting-UnPaid

Below the table, there are instructions: "Click the GREEN LINK ABOVE to Add/Edit that Company's forms." and "If you have completed a filing company and are ready to checkout, please check the box associated with that company and click Checkout." A list of four options is shown with arrows pointing to the right:

- NEW COMPANY: Start here to setup a NEW company for any Tax Year (more info)
- CHECKOUT: Select files above to pay and print for your forms (more info)
- FILE MANAGER: Click here to View 1096/W-3's, Bring Files Forward and View e-File Confirmations (more info)
- EDIT ACCOUNT: Edit or change your login credentials

The FILE MANAGER option is highlighted with a red box and a red arrow pointing to it.

- Once at the File Manager page, locate the file you previously created and select it by clicking the circle to the right of the name.

**File Manager**  
 Logged in as: 1099Express, Destinie Pearson, destinie@1099express.com

FILE	TAX YEAR	FILING COMPANY	FORM TYPE	SELECT	E-FILED	STATUS
169641	2020	Joans Company 458678942	nec	<input checked="" type="radio"/>	<input type="checkbox"/>	UnPaid

**MAIN MENU** Go back to the main menu

**VIEW/PRINT TOTALS** Select your file above to view and print 1096/W3 totals and e-filing confirmations.

**BRING FILES FORWARD** Select a file above to move your company data and payees forward for the 2021 tax year. Warning - Please Read

**BRING COMPANY FORWARD** Select your file above to copy your company data without Payees. Use this feature when adding a missing Payee from an original file or filing corrections. Warning - Please Read

**DELETE FILES** This should only be used to delete unpaid files. If you select a file that has been paid you will lose this data permanently and you will have to redo.

- Next, scroll down and click on *Bring Company Forward*. Return to the *Main Menu*, where you will find a new file for your company.
- Click the green letters and you will be taken to the *Add Payee* page.

FILE NUMBER	TAX YEAR	FILING COMPANY	FORM TYPE	MOVE FILES TO CHECKOUT	E-FILED	STATUS
169641	2020	Joans Company 458678942	1099-NEC	<input type="checkbox"/>	<input type="checkbox"/>	Waiting-UnPaid
169747	2021	Joans Company 458678942	1099-NEC	<input type="checkbox"/>	<input type="checkbox"/>	Waiting-UnPaid

Click the GREEN LINK ABOVE to Add/Edit that Company's forms.

If you have completed a filing company and are ready to checkout, please check the box associated with that company and click Checkout.

- The File should be for the company you want without any payees listed.

- Add the payee you overlooked and return to the main menu to check out.