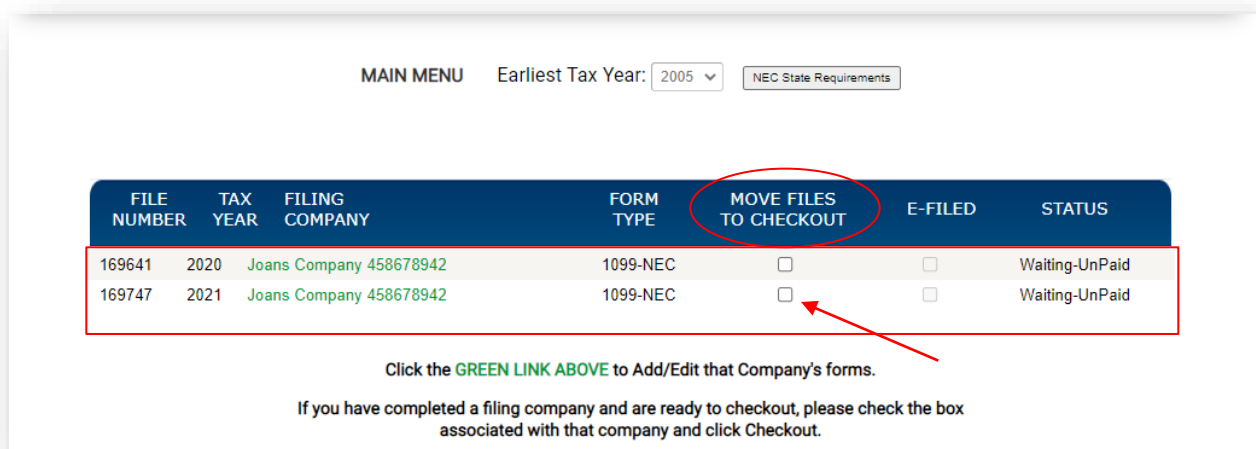


## Checking Out

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- Remember, the main menu is the hub of the program, most tasks begin and end by returning to the main menu page.
- At the main menu page, the files created are listed.



MAIN MENU    Earliest Tax Year: 2005 ▾    NEC State Requirements

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

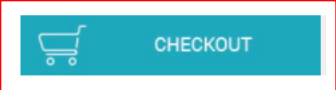
- To the right of each file name is a box that must be clicked to move the file(s) to check out.
- Select one or more files at a time. Once the box(es) is checked, they will scroll down and click the *CHECKOUT* box.


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 checked="" 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.

 NEW COMPANY

 CHECKOUT

 FILE MANAGER

 EDIT ACCOUNT

← Start here to setup a NEW company for any Tax Year ([more info](#))

← Select files above to pay and print for your forms ([more info](#))

← Click here to View 1096/W-3's, Bring Files Forward and View e-File Confirmations ([more info](#))


← Edit or change your login credentials


- A page will appear that reflects the prices and a short summary of what happens after check-out.
- On the lower portion of the screen, the file(s) selected for check-out and the total due are reflected. Click PAY if the information is correct.

FILE	TAX YEAR	FILING COMPANY	FORM TYPE	CODE	COUNT	COST PER FORM	TOTAL
169641	2020	Joans Company 458678942	nec	PrevYear	2	\$4.99	\$9.98

SubTotal: \$9.98  
Discount: \$0.00  
GrandTotal: \$9.98






Files can not be changed after checkout

 PAY

 CANCEL

Proceed to Payment Screen

Enter Coupon

Accept Credit Cards

- An *order summary page* will appear where you can enter your credit card information.

The screenshot shows an "Order Summary" form. At the top, it displays "Description 169641" and "Invoice Number B169641". To the right, it shows "Total \$ 6.98". Below this, there are three input fields: "Card Number \*", "Exp. Date \*", and "Card Code", all highlighted in yellow. At the bottom of the form, there are two buttons: a blue "Pay" button and a white "Cancel" button. A red circle highlights the "Pay" button, and a red arrow points to it from the left.

- Once the payment process is completed, you must return to the *Main Menu* to begin the process to print the forms.