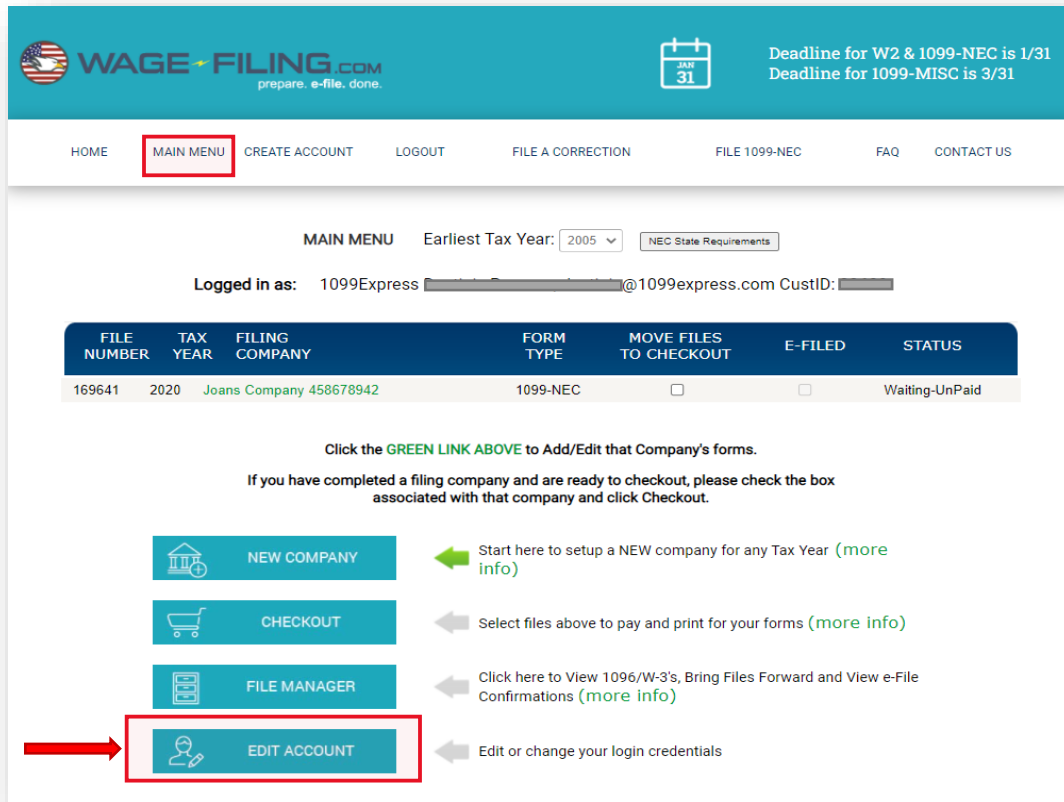


Editing Account Information

➤ From the *Main Menu* scroll down to “Edit Account”.



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 with a red box), 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 [redacted]@1099express.com with a customer ID. A table lists filing information for 2020, including a filing company named 'Joans Company' with ID 458678942, a form type of 1099-NEC, and a status of 'Waiting-UnPaid'. Below the table, there are instructions and four main menu options: NEW COMPANY, CHECKOUT, FILE MANAGER, and EDIT ACCOUNT (highlighted with a red box and a red arrow). Each option has a corresponding icon and a brief description.

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

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**: 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

➤ Click to make changes.