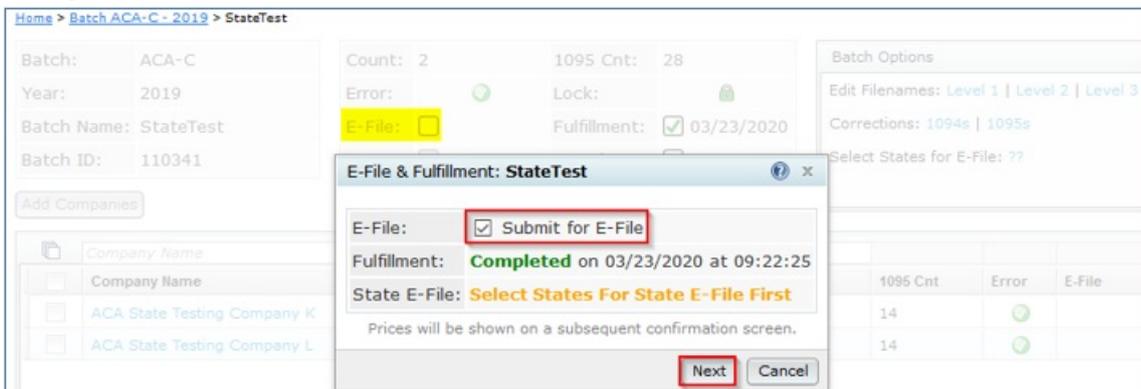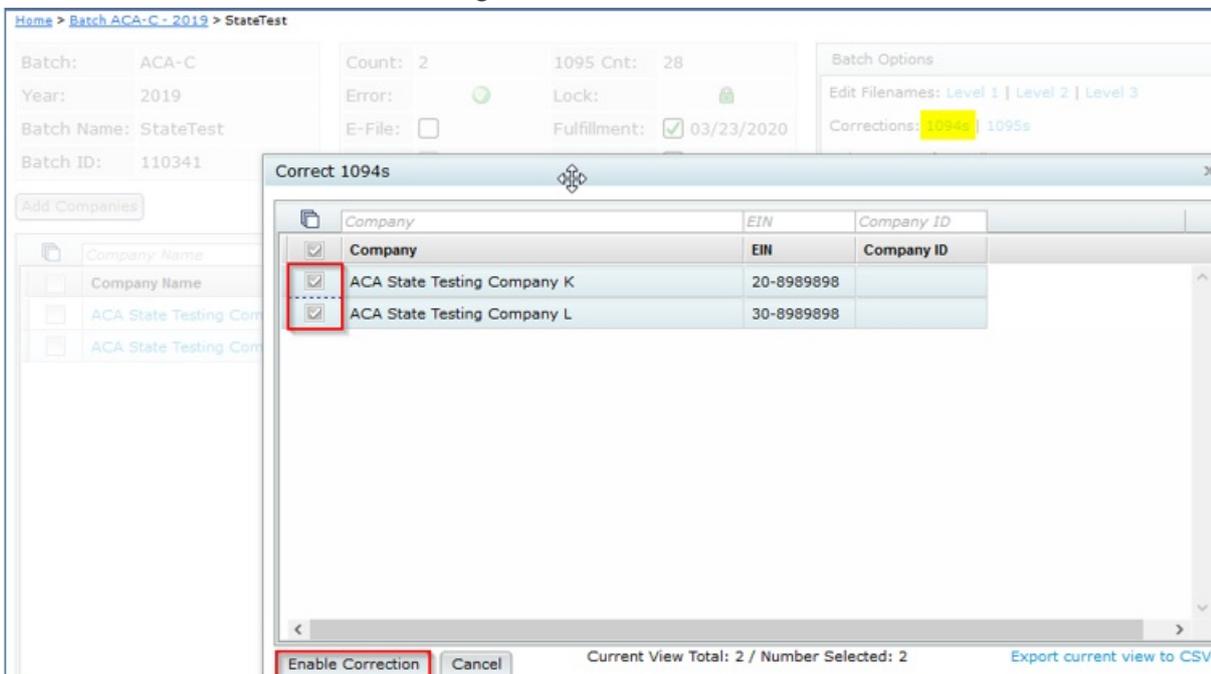# Q2d: How does a user select the options for Federal E-File after Fulfillment has already been selected?

12/03/2024 4:49 pm CST

If the user submitted the batch first for Fulfillment, then the user does have the option to click on the check box within the batch to submit for Federal E-File if no changes are necessary to the 1094, then "Next to continue through the process.

However, if the user needs to make changes to the 1094 before submitting the Federal E-File, then the user will need to click on the 1094 hyperlink that appears under the **Batch Options** box for *Corrections,* even though it may not be a correction if it's the first time being E-Filed.

Once the 1094 has been placed in correction mode, the user is then able to go to the draft 1094 to make manual updates to the form. Note: The 1094 will have the "Corrected" box checked by default.

After the user had updated the 1094 information and returned back to the batch, edit checks must be run again, and passed with the green check mark. Once the E-File box has been enabled, the user should select "Submit for E-File" and click on "Next" to proceed to the next screen where they will need to "Submit" for Federal E-File.