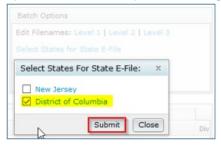
Q2e: How does a user select State E-File for an existing batch?

12/03/2024 4:50 pm CST

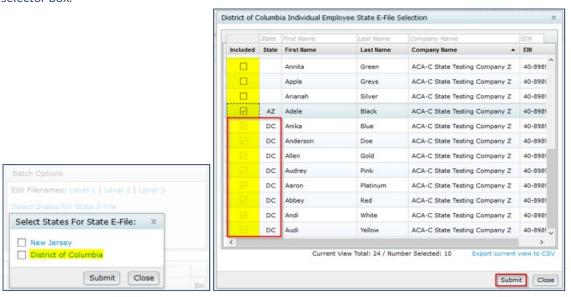
To select States for an existing batch that was already completed for E-File and Fulfillment, the user would navigate into a batch to click on "Select States for E-File" in the **Batch Options** box.



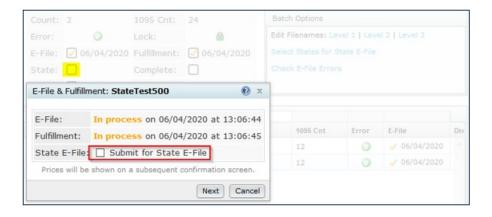
Once the user clicks on "Select States for E-File", a pop-up will appear with the available States listed. The user would check the applicable box, to auto-select any Employee living within the state, then click on "Submit" followed by "Close". **Note:** The system is looking at the Employee (1095) address to determine the selectable State.



To select other Employees outside of the selected state, the user would need to click on the state's hyperlink to add those additional Employees for the Individual Employee State E-File Selection (the *Number Selected* count should increase) and click on "Submit", then "Close". The user should see the screen refresh. Click on "Close" for the state selector box.



The user should now notice that the State check box has enabled. When the user is ready to submit State for E-File, the user would click on the State check box. The E-File & Fulfillment pop-up will display for the user to select the State E-File option and click "Next".



The next screen will provide the pricing details, along with a summary of how many State employees are being submitted for each State. After reading the verbiage and the user is ready to finalize the State E-File submission, the user would click on Submit.

