

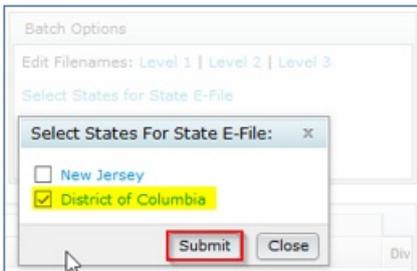
Q2f: How does a user select State E-File for a second state for an existing batch?

12/03/2024 4:50 pm CST

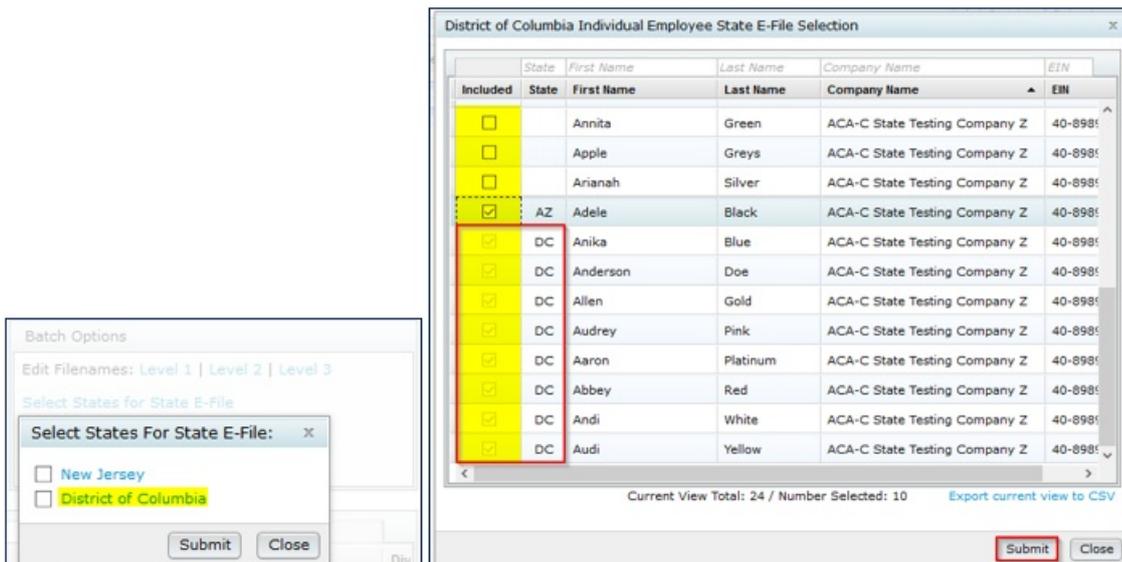
To select States for an existing batch that was already completed for E-File and Fulfillment, the user would navigate into a batch to click on "Select States for E-File" in the **Batch Options** box.



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".

Count: 2 1095 Cnt: 24
 Error: Lock:
 E-File: 06/04/2020 Fulfillment: 06/04/2020
 State: Complete:

Batch Options
 Edit Filenames: Level 1 | Level 2 | Level 3
 Select States for State E-File
 Check E-File Errors

E-File & Fulfillment: StateTest500

E-File: **In process** on 06/04/2020 at 13:06:44
 Fulfillment: **In process** on 06/04/2020 at 13:06:45
 State E-File: **Submit for State E-File**

Prices will be shown on a subsequent confirmation screen.

1095 Cnt	Error	E-File	Div
12		<input checked="" type="checkbox"/> 06/04/2020	
12		<input checked="" type="checkbox"/> 06/04/2020	

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.

E-File, Fulfillment, & State E-File: StateTest500

Selected: State E-File Only

StateTest500 State: \$12.65 **(11 DC)**

Total Cost: \$12.65

Once you click on the submit button below your account will be charged \$12.65 (plus applicable sales & use tax) and we will immediately begin fulfilling your request. As a result, ftwilliam.com/CCH INCORPORATED will incur substantial costs for postage and handling.

THEREFORE, THE CHARGES TO YOUR ACCOUNT ARE FINAL AND NO CREDITS OR REFUNDS CAN BE GIVEN.

FAILURE TO PAY THE ABOVE CHARGES MAY RESULT IN INACTIVATION OF YOUR ACCOUNT. BY CLICKING ON THE LINK BELOW YOU HEREBY AGREE TO THE FOLLOWING:

Please be aware that by clicking the link you authorize ftwilliam.com/CCH INCORPORATED to the Form(s) on behalf of the