

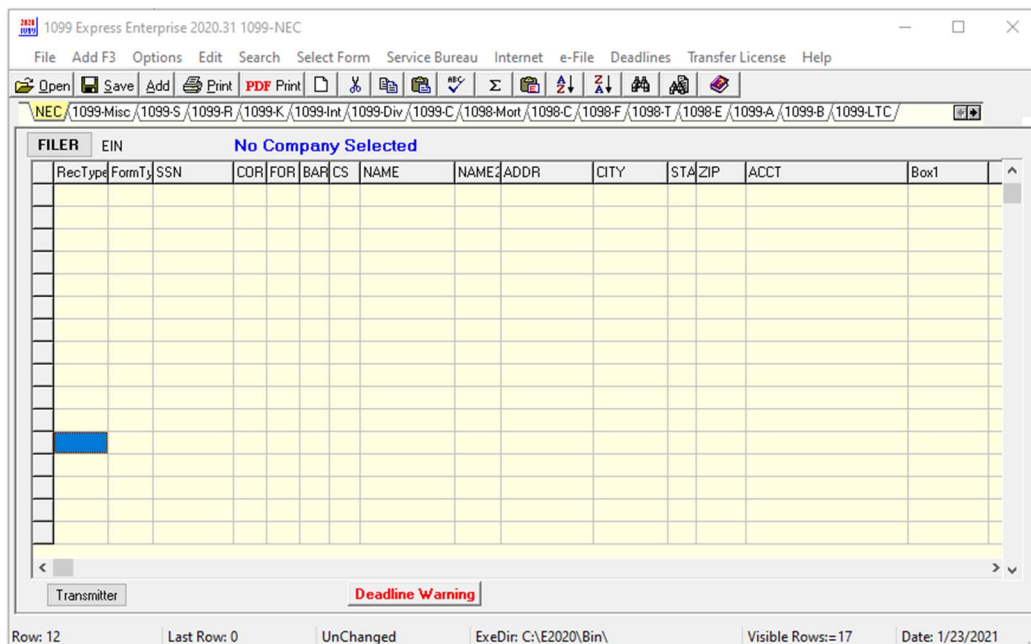
## How to Send Files to States

Verify that you have 1099express version 2020.35 or higher. Click HELP in the program then “About” to find your current version. If you have an older version, do not uninstall. Instead, got to our website and click on Downloads, then choose 1099Express for 2020, allow the program to download and install. Your program will remain activated.

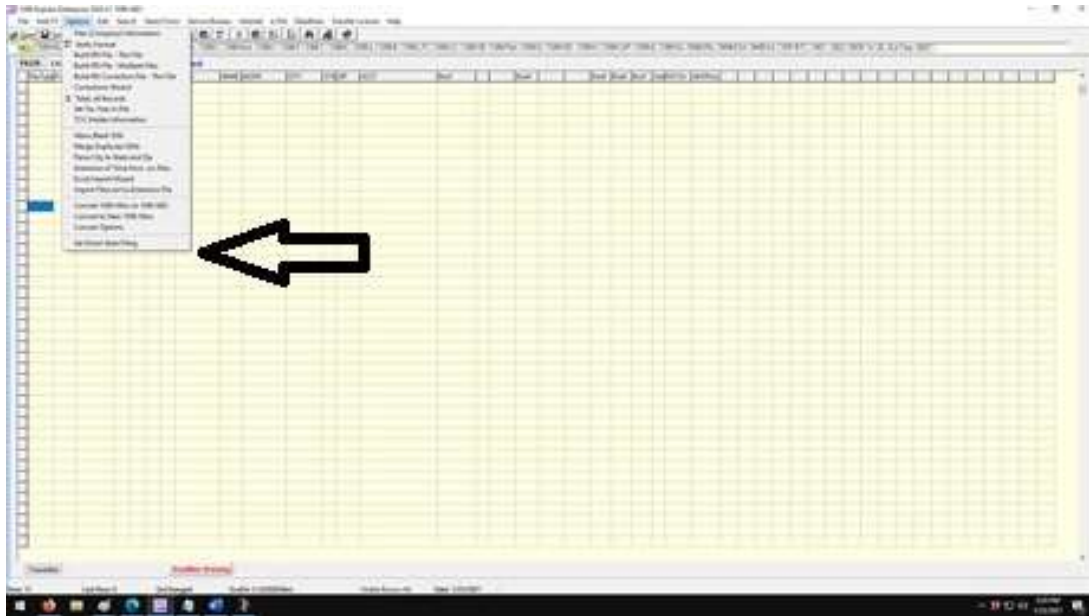
This version will automatically insert state data where necessary if you Click “Set” as shown below. If you have already entered data into any of Box 5, 6 or 7, clear them all out. (This can be with the “Clear Column” option under the Edit Menu.)

You must never change/modify your .csv file. Instead, start completely over and rebuild your .csv file and submit to our website for verification.

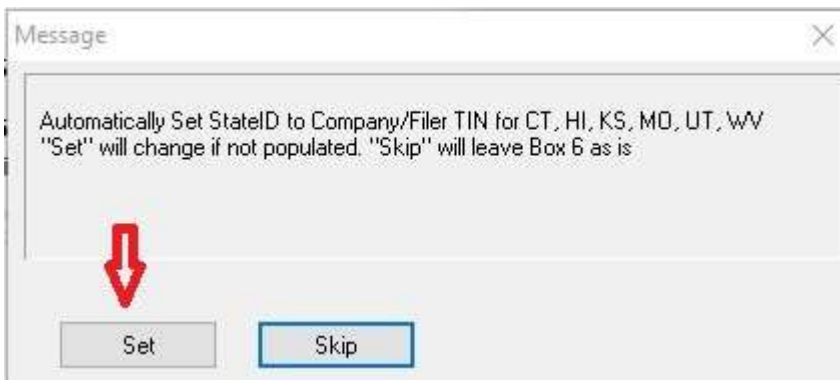
**Step 1: Close your file(s) in the 1099Express software so that you only see a blank grid.**



**Step 2: Go to the Options Menu and go the bottom to see Direct State File Filings.**



**Step 3:** After clicking on Direct State Filings see this screen, and click on Create Data File to Send 1099-NEC to All States (in yellow), then click OK to see the message box.

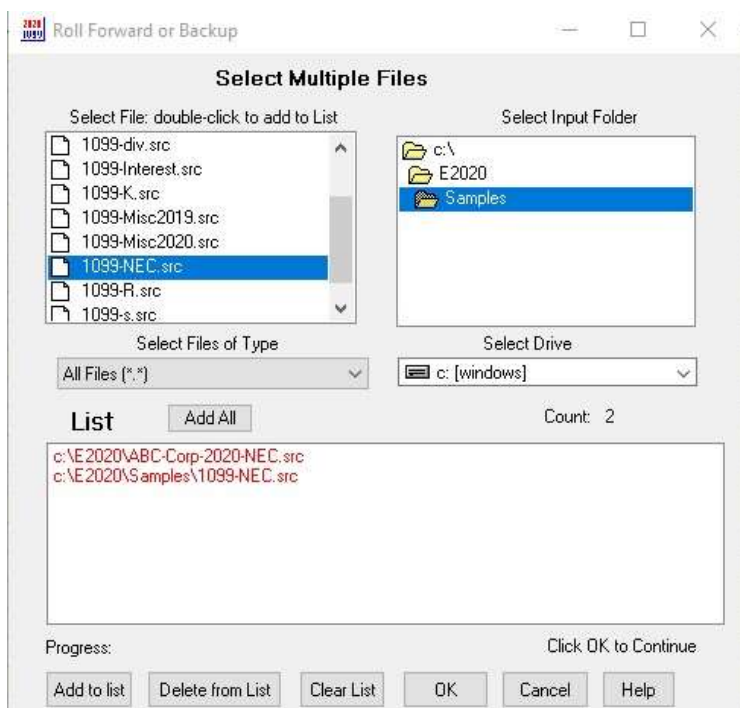


When you see the next screen, click on Set.

**Step 4.** Select your 1099Express source (.src) file(s) from wherever you saved them. The default location is C:\E2020\My files or Samples or wherever you want to save them. When you find them double-click on them and you will see them appear in red in the List . If you want to add all of them at one time and they are all in the same folder click "Add All".

Then click OK.

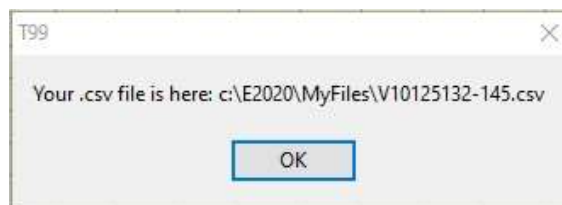
The next screen you will see is your directory where you will see all the .csv files you have made. **You will only end up with ONE .csv file.** If you have multiple files, the .csv file you created will contain all of your entries. Be sure you know where this .csv file is located.



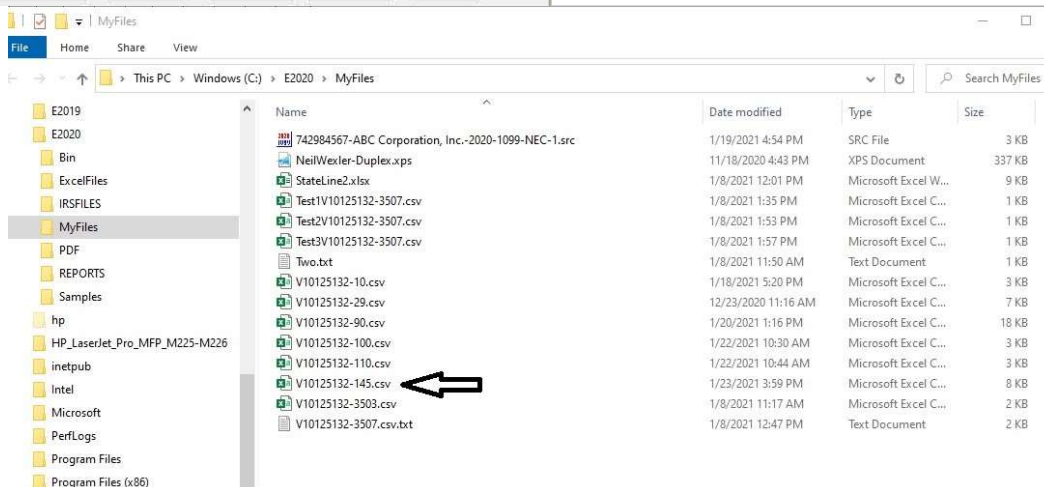
**Step 4: Click on Create CSV.**

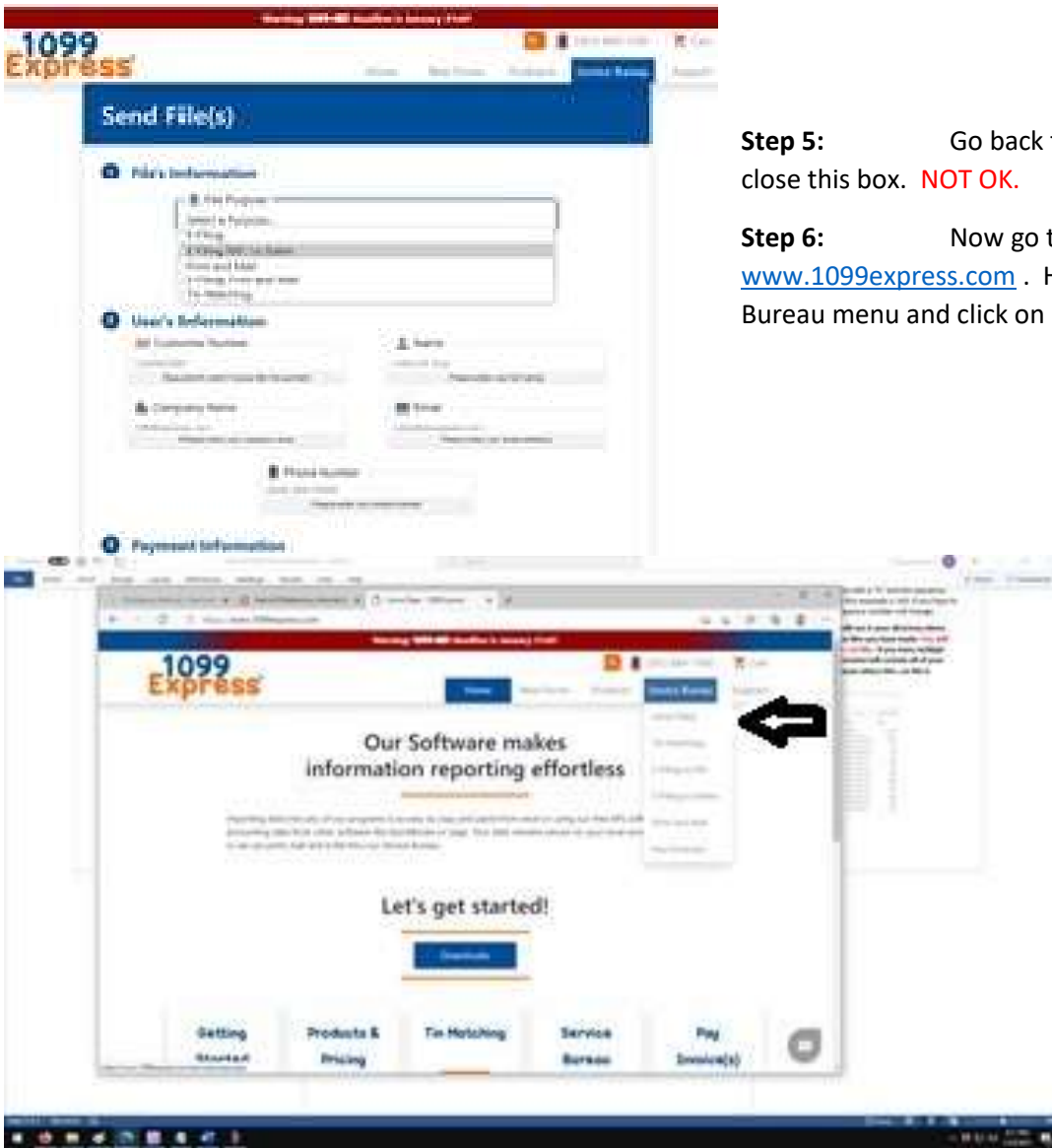
Then click OK.

Once you click on OK you will see this message box:



Before clicking OK, note the name of your csv file. Note 2 things: the file begins with a "V" and the sequence number, too, which in this example is 145. If you have to re-do your file, the sequence number will change.





**Step 5:** Go back to Step 3 and click on the X to close this box. **NOT OK.**


**Step 6:** Now go to the Internet and open [www.1099express.com](http://www.1099express.com) . Hover (not click) on the Service Bureau menu and click on “Send Files”.

**Step 7:** The next screen will ask you to fill out some information. (This is the top half of the form.)

- 1) Click on “File Purpose” and select “E-filing NEC to States”.
- 2) Now you will see an option to Select File(s). You now will find your .csv file because you wrote down where it was saved to your computer.
- 3) Once you have selected the ONE .csv file, fill in the User’s Information: Your Customer #, Your Name, Your Company’s Name, Your Email, and Your Phone Number.
- 4) Click the Box “I’m not a Robot” and the small box under the Submit Form button: I agree to the Terms of Use”
- 5) Then click the Submit Form button.

3 Payment Information

Payment Type  
Credit Card / E-Check

I'm not a robot 

I Agree to the Terms of Use

Submit Form