

1099 Forms - Prepare and Print and/or eFile

Document #:	3043	Product:	CenterPoint® Accounting for Agriculture
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This document describes how to prepare, print and/or eFile 1099 forms. You can print and eFile forms in any combination. For example, many people choose to eFile the Federal and State copies and then print the vendor/employee copies. An increasing number of people are using the complete eFile process in which Federal and State copies are eFiled and the vendor/employee copy is printed and mailed by Aatrix. Click [here](#) to view a video that guides you through the steps needed to set up CenterPoint to prepare for processing 1099 forms. Click [here](#) to view a video that discusses the integration that CenterPoint has with Aatrix and the steps to take to print or eFile your 1099 forms.

A 1099 will be processed for each vendor that have all three of these factors:

1. The vendor has the Issue 1099 for this vendor selected (and a TIN assigned).
2. The accounts used to pay the vendor are assigned to the 1099 User Defined report.
3. The total amount paid to the vendor must exceed the minimum amount for the 1099.

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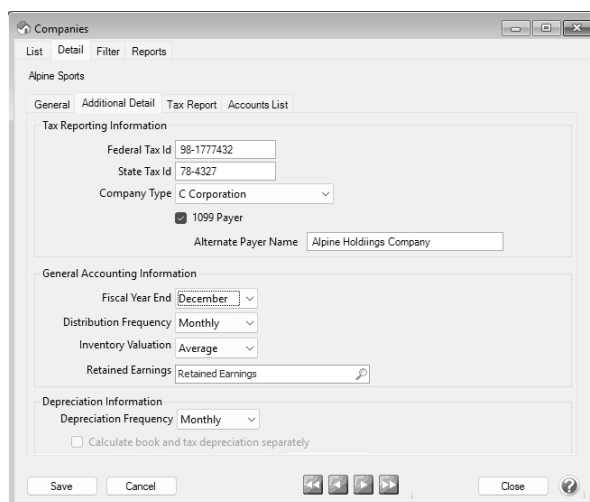
[Step E - Setup 1099 Forms](#)

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Step A - Add/Verify the Federal Tax Id and Payer Information

1. Select **Setup > Companies/Funds > Additional Detail** tab.



2. In the Federal Tax Id box, enter the federal tax identification information to print on the 1099 form.
3. Select the **1099 Preparer** check box to indicate that this company/fund should be used to pull the payer name for 1099 forms in Aatrix. This check box should be used if you run Federal/State Tax Forms for multiple companies/funds together as one entity.
4. If you selected the 1099 Preparer check box, enter the **Alternate Payer Name** to use for the payer in 1099 forms in Aatrix. This is only used if the company/fund name is not the name you want to use on the form. For example, if you have several funds (General Fund, Park Fund, Street Fund) but the forms are filed as "Village of CenterPoint" or if you have several companies (Company 1, Company 2, and Company 3) but the forms are filed as Company 4.
5. Click **Save**.

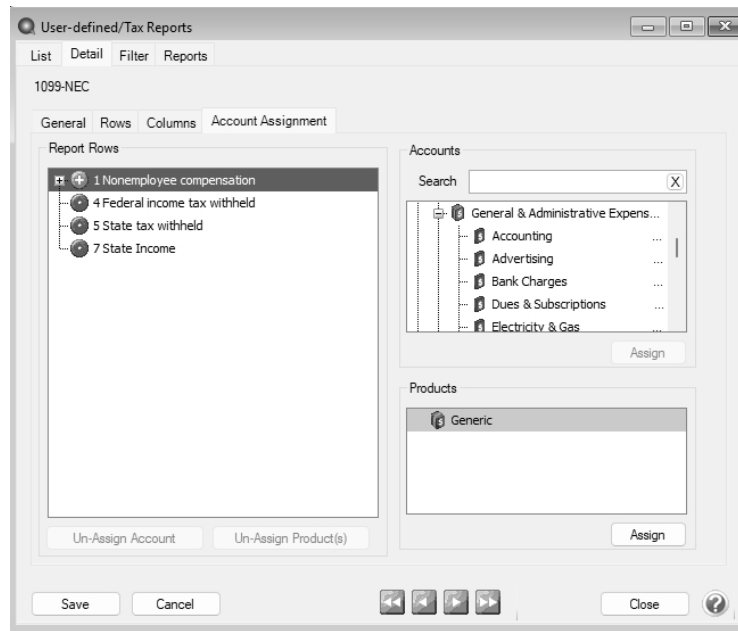
Step B - Mark Vendors to Receive 1099s

1. Select **Setup > Vendors** or **Setup > Names > Names**.
2. Edit a vendor that will need a 1099.
3. Click on the **General** tab.
4. Specify the **Federal Tax Id** for this vendor (this is a required field when printing 1099s).
5. Select the **Issue 1099 for this Vendor** check box.
6. Select the **Consent to Electronic 1099** check box if this vendor consents to receiving only a 1099 form that can be viewed through Aatrix (the vendor will not receive a paper form) and then enter an **Email** address.
7. Click **Save**.
8. Repeat for all vendors that require a 1099.
9. The Electronic 1099 Consent can be printed from **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Step C - Assign Accounts to the 1099 Forms

Accounts and/or account categories must be assigned to the appropriate boxes of the 1099s. This identifies what amounts should go in each box on the 1099 and the type of 1099. To assign accounts and account categories to the 1099 forms and boxes:

1. Select **Setup > User-defined/Tax Reports**.
2. If the 1099 form you need is not listed in the User Defined Reports list or the User Defined Reports folder is not in the Reports list, that form or forms have not yet been imported. To import the form or forms:
 - A. Select **Setup > User-defined/Tax Reports**.
 - B. Click on **Tax Reports**. Select the forms (1099-NEC, 1099-DIV, etc.) needed, and then click **OK**.
3. Select the appropriate **Form** (1099-NEC, 1099-DIV, etc.), and click on **Edit**.
4. Select the **Account Assignment** tab.



5. The **Report Rows** section (left side of the screen) displays all rows of the 1099. Rows with a red icon have no accounts assigned. Rows with a green icon indicate accounts are assigned to the row. Expand the row by clicking the icon to display the assigned accounts.
6. The **Accounts** section (right side of the screen) is grouped by Account Type (Assets, Liabilities) and Account Category. Accounts with a gray icon indicate that it is assigned to a row on the left. Accounts with a red icon are not assigned to any rows. To locate accounts or account categories:
 - » Expand the **Account Type** or **Account Category** by clicking the icon .
 - » In the **Search** box, enter a portion or all of the **Account** or **Account Category name**. Click to clear your entry.
 - » Right-click and select **Expand All** to see all Accounts/Account Categories.
 - » Right-click and select **Display** to select to only display **Account Names**, **Account Numbers**, or **Account Abbreviation**. Account categories always display the Name.
7. Assign accounts:
 - » Select the appropriate **1099 Row** in the **Report Rows** section on the left.
 - » On the right, select the **Account** or **Account Category** and click **Assign**. If the Assign button is not active, the account or account category is not selected at the appropriate level. For example, if you have an Account selected you may need to select the Account Category instead.
 - » If an Account Category is assigned, all accounts within that category are automatically assigned.



Note: To determine which row an account is assigned to, right-click on the **Account** and then select **Find Associated Account**.

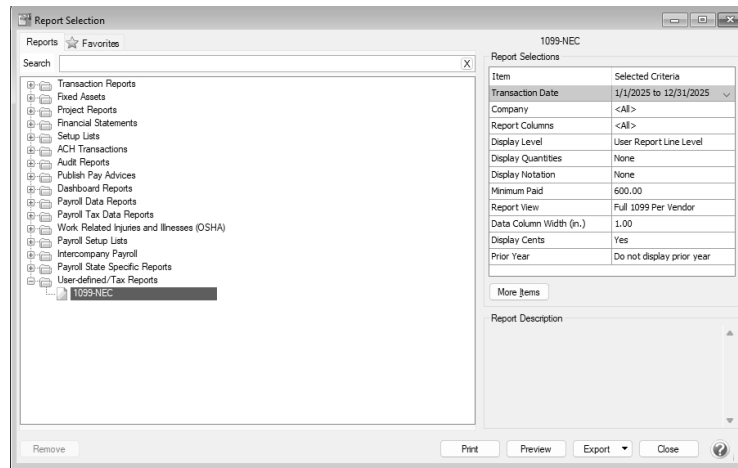


Note: To remove an Account assignment, select the **Account** to remove and click **Un-Assign**.

8. Repeat steps 5 -7 for each box you'll be using on this 1099 form. When finished, click **Save**. The same process should be repeated for each 1099 form that you will be distributing.
9. Each time a new account is added (Setup > Accounts), we recommend you immediately assign the account to the appropriate row of the 1099.

Step D - Review and Export Data from CenterPoint Accounting for Agriculture

1. Select **Reports > Reports > Reports** tab > **User-defined/Tax Reports**.
2. Select the appropriate **1099 Form**.



3. In the **Report Selections** section on the right side of the screen, select the **Transaction Date** and the **Company/Fund** you want to prepare/file 1099 forms for.
4. Select a **Display Level**. These options are only used when printing a report with your 1099 information. If you are printing the actual 1099 forms, the selection for this field will be ignored. The options are:
 - » **User Report Line Level** to view the 1099 totals for each vendor. This generates one row per vendor based on the report view selected.
 - » **Account Total** to view the 1099 totals for each vendor with subtotals for each account. For example: if multiple accounts are assigned to the Non-employee Compensation box, you will see a subtotal for each account under Non-employee Compensation.
 - » **Individual Transactions** lists all 1099 transactions for each vendor.
5. Select a **Report View**. These options are only used when printing a report with your 1099 information. If you are printing the actual 1099 forms, the selection for this field will be ignored. The options are:
 - a. **Full 1099 Per Vendor** groups by the Vendor, second by the User Defined Line, and thirdly the Account.
 - » Combined with using Display Level "User Report Line Level" generates a collapsed view by vendor and total for each user defined line reported for that vendor.
 - » Combined with using Display Level "Account Totals" groups the data first by Vendor, next User Defined Line and finally a total for each account.
 - » Combined with Using Display Level "Individual Transactions" additionally includes the transactions details under each Account.
 - b. **1099 Line Summary** groups by the User Defined Line, second by Vendor and thirdly the Account.
 - » Combined with using Display Level "User Defined Row" groups by User Defined Line with a total for each vendor under each user defined line. **Note: This report is helpful to verify totals displayed on a Form 1096.**
 - » Generates a collapsed view with one row per vendor. This report is helpful to verify totals for each 1099.
 - » Combined with using Display Level "Account Totals" additionally adds account totals under each vendor.
 - » Combined with Using Display Level "Individual Transactions" additionally includes the transactions details under each Account.
6. By default, 1099 information will only be displayed for those vendors whose payments are greater than the Minimum Paid amount specified by the government. If you would like a 1099 printed even if they have not met that minimum paid amount, select **Minimum Paid** and change the amount to zero.
7. Click **Preview** to view a report that allows you to verify the vendor name, Federal ID number, and the line on the 1099 that the transaction is assigned to. When you preview the report, you will be able to drill-down to report detail. Drilling-down from the Line Level launches a new report that displays the Account Level report for the line selected. Drilling-down from

the Account Level report launches the report at the Transaction Level for the account selected. Drilling-down from the Transaction Level attempts to display the transaction form that displays the original entry of the transaction.

1/1/2024 to 12/31/2024

12/7/2023 8:23 AM

CenterPoint Farm, CenterPoint Orchard
1099-NEC
1/1/2025 to 12/31/2025

Account	Cash	Payments and Receipts	Journal Entries	Total
All Power Equipment 385 Central Avenue Owatonna, MN 55060				
1 Nonemployee compensation				
Legal Expense	1,305.00	0.00	0.00	1,305.00
Machinery Hire Cost	0.00	420.00	0.00	420.00
Repairs / Maintenance Cost	373.00	0.00	0.00	373.00
1 Nonemployee compensation Totals	\$1,678.00	\$420.00	\$0.00	\$2,098.00
All Power Equipment Totals	\$1,678.00	\$420.00	\$0.00	\$2,098.00
Meyers, Sam 222-33-4444 38583 Lakeside Road Red Wing, MN 55066				
1 Nonemployee compensation				
Machinery Hire Cost	854.00	0.00	0.00	854.00
1 Nonemployee compensation Totals	\$854.00	\$0.00	\$0.00	\$854.00
Meyers, Sam Totals	\$854.00	\$0.00	\$0.00	\$854.00
MKGP Services 8327 West Oak Street Red Wing, MN 55066				
1 Nonemployee compensation				
Legal Expense	0.00	3,500.00	0.00	3,500.00
Trucking & Freight Expense	1,500.00	0.00	0.00	1,500.00
1 Nonemployee compensation Totals	\$1,500.00	\$3,500.00	\$0.00	\$5,000.00
MKGP Services Totals	\$1,500.00	\$3,500.00	\$0.00	\$5,000.00

Report Options
Transaction Date: 1/1/2025 to 12/31/2025
Display Level: User Report Line Level
Display Quantities: None
Display Notation: None
Minimum Paid: 600.00
Report View: Full 1099 Per Vendor
Data Column Width (in.): 1.00
Display Cents: Yes

8. To generate and print the 1099 forms from the Report Preview screen, click the **Print** or **Print To** icons and then continue with Step 9.

or

To generate and print the 1099 forms from the Report Selections screen, click the **Print** button and then continue with Step 9.

Print Options

What would you like to do?

Launch the Aatrix application to print forms.

Print the selected report.

You will be returned to the selection screen.

9. After selecting the Print To or Print icons or the Print button, the **Print Options** screen will display. Click **Print Tax Forms**. It may take several minutes for the data to be transferred to the 1099 printing process. The actual time will depend on the number of vendors in your database.



Note: A "Your Company EIN is missing in your payroll data file." warning message will display if the Federal Tax Id (EIN) is not filled in for the company/fund you selected to prepare/file 1099 forms for. If this message is received, click **OK**, follow Step A, then begin with Step C again.



Note: If you set the Prior Year report selection filter to anything other than **Do not display prior year**, a warning message will display and the 1099 report data will not be exported to Aatrix. Either use the Print the Report button to print the 1099 report or modify the report selection filter and Print Tax Forms again to transfer the 1099 report data to Aatrix.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, a **Forms Update** screen will automatically display. Click **Automatic Update**, and then follow the on screen instructions.



Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.

If a Forms Update was required, from the Report Preview screen, click the **Print** or **Print To** icons again or from the Report Selections screen, click the **Print** button again. If an update was not required, the 1099 Company/Fund Information screen will display.

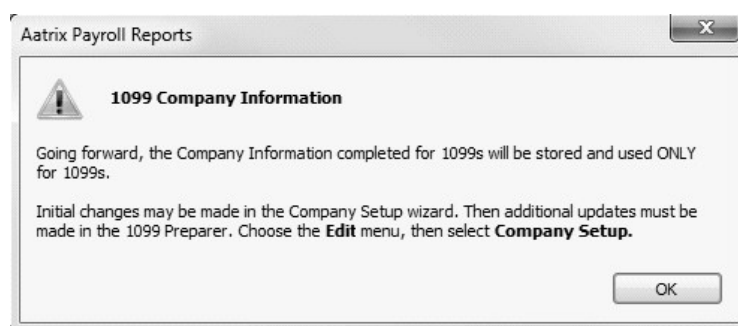
The 1099 Company Information screen displays to remind you that changes are stored only for 1099s and if needed to change information from **Edit > Company Setup** in the 1099 Preparer in Aatrix. Click **OK**.



Note: Changing information in Aatrix does not change information in CenterPoint. If a change is needed, it is suggested to change information in CenterPoint.



Note: The following screen may not appear on top of your other open windows. You may need to minimize any open windows to continue.



Step E - Setup 1099 Forms

1. If this is the first time 1099s are being processed this year, the **1099 Setup Wizard** will automatically be displayed. If you want to continue the 1099 process, select the **No thanks, start processing my 1099/1096s** option, and then click **Next**. If you wish to test the 1099 Setup Wizard without saving any of the test information, select either the 25 recipients or All recipient test drive options. (The test drive allows you to see how the process works but does not save your selections, changes, or forms.)

Company Setup [98-1777432 Alpine Sports]

1099 Setup Wizard

We noticed that you have not processed any 1099s for the current filing year.
Before you begin filing your 1099s, would you like to do any of the following?

☐ I want to test drive the 1099/1096 Wizard with only the first 25 of my Recipients.
☐ I want to test drive the 1099/1096 Wizard with all of my Recipients.
☒ No thanks, start processing my 1099/1096s.

NOTE: The 1099/1096 Wizard test drive allows you to see how the process works but does NOT save any of your information.

 **Note:** If you started processing 1099s previously, the 1099 Setup Wizard screen will not be displayed. Instead, you'll see the **1099 History File Options** screen below. Choose the appropriate **Action**, and then click **Next**.

W-2/1099 Preparer

1099 History Options

Details of completed and available actions.

Questions? See [Year-end W2/1099 Questions](#)

Last Completed Actions	
Form	Last Completed Action
Recipient 1099	Printed on 12/16/2025

[View Detailed List of Completed Actions](#)
[View Instructions on Returning Later](#)

Available Actions

☒ **Correct Completed 1099s**
 Edit completed 1099 copies, use this option to correct, add, or delete recipient(s). Also, make changes to company or state information.

☐ **eFile or Print Incomplete 1099s**
 Complete 1099 copies that have not been printed or efiled. See list of Last Completed Actions on left.

☐ **Reprint Completed 1099s**
 Reprint 1099s previously printed.

☐ **Start Over**
 Clear your past actions and start the 1099 process over again with new data.

☐ **e1099 Password Lookup**
 Lookup, Email and Print recipient online access information.

2. Verify that the **Payer TIN** is correct, select whether the Payer TIN is an **EIN** or **SSN** , and then click **Next**.

 **Note:** If you receive an Incorrect Format message on the Company Setup screen, click **Cancel**. Then within CenterPoint, select **Setup > Companies**. **Edit** your **company**. Enter the correct **Federal Tax Id** on the **Additional Detail** tab. Then begin with Step C again.

3. The **Multiple 1099 Data Files** screen will display. Select **Yes** if you have multiple payroll databases with the same EIN and see the FAQ section in this document for more information. Otherwise, select **No**, and then click **Next**.

 **Note:** Aatrix cannot accept multiple filings from the same EIN. If you have multiple payroll databases with the same EIN number, they must be merged prior to submission.

4. Review your **Payer Information**. The system will notify you if any required fields have incorrect or missing information (for example, allowable characters for Address Line 1 are -, /, space { }). Click **Next** if the screen is correct, if it's incorrect, click **Cancel**. You will need to go back into CenterPoint and select **Setup > Companies/Funds** to correct the information and then start the export process again.

Payer Information [98-1777432 Alpine Sports]

Payer Information

Company name: Alpine Sports DBA name: Alpine Sports

First name: Middle: Last name: Suffix:

Country: USA (United States)

Address line 1: 7432 W. Pine Creek Rd.

Address line 2:

City: Mountain Lake State: CO ZIP code: 80992

Contact name: John Smith Title:

Phone: (970) 652-4365 Email: smith@gmail.com

Fax:

< Back Next > Cancel Help

5. Select the appropriate filer type on the **Tax Preparer Type** screen, and then click **Next**.

Tax Preparer Type [77-9876543]

Tax Preparer Type

Which type of filer are you?

☒ I am filing for my company/employer.

☐ I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs. *

If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply).
Visit <http://aatrix.com/batchefiling> to learn more.

* If you have already signed up for the Batch eFiling Service, please select the option above "I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs." to be recognized as a Batch eFiler.

< Back Next > Cancel

- » If you are a third-party tax preparer, you will then be prompted for your information. If you have **Yes** selected in the **Use Preparer information** setting in **File > Preferences > Federal/State Tax Forms > Preparer/Designee**, the paid preparer information will automatically display. Otherwise, enter the information and then click **Next**.

Third-Party Preparer Information

Preparer EIN: 98-8544222 PTIN:

* For Batch eFilers, Preparer EIN must be the Preparer EIN that was enrolled at <https://efile.aatrix.com>

Company name: Smith Accounting

First name: Jim Middle: K Last name: Smith

Address line 1: 123 Smith Road

Address line 2:

City: Red Wing State: MN ZIP code: 55066

Contact name: Jim Smith Title: CFO

Phone: (651) 263-8052 Email: smith@accounting.com

Fax:

< Back Next > Cancel Help

6. Select the appropriate filer type on the **Transfer Agent** screen, and then click **Next**. A transfer agent is responsible for overseeing the ownership and holding of a company's stocks or bonds and is registered with the Securities and Exchange Commission or another relevant regulatory agency. If you use a Transfer Agent, you will then be prompted for your information.

Transfer Agent [98-1777432 Alpine Sports]

Which type of filer are you?

☒ I do not use a Transfer Agent

☐ I use a Transfer agent - additional information will be required on the next screen.

A Transfer Agent, whether a trust company, bank, or institution designated by another company, manages and monitors investments, financial records, account balances, and related financial data. In essence, it is responsible for overseeing the ownership and holding of a company's stocks or bonds. While typically fulfilled by banks or trust companies, a company may also serve in this capacity.

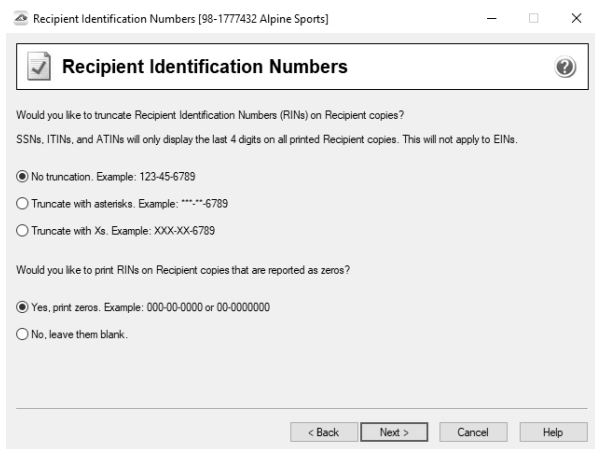
Any individual carrying out these duties must register with the Securities and Exchange Commission or another relevant Regulatory Agency.

< Back Next > Cancel Help

7. The **State Tax Items** screen will display. The Setup Wizard will automatically verify that all required information for listed states are complete and conform to the required formats (Vermont, Pennsylvania, Oregon, Louisiana, and Wisconsin all require complete state information). If it finds a blank field or data is incorrect, it will automatically prompt you to correct the data. You will not be able to continue to the next screen until all required fields are correct. Click **Next**.

 **Note:** Changing state information in Aatrix does not change state information in CenterPoint. If a change is needed, it is suggested to change state tax information in CenterPoint.

10. The **Recipient Identification Numbers** screen displays. Determine if you want to truncate recipient identification numbers and how you want to print RINs on recipient copies reported as zero and then click **Next** to continue. The data will now be transferred to the W2/1099 Preparer grid.



Recipient Identification Numbers [98-1777432 Alpine Sports]

Recipient Identification Numbers

Would you like to truncate Recipient Identification Numbers (RINs) on Recipient copies?
SSNs, ITINs, and ATINs will only display the last 4 digits on all printed Recipient copies. This will not apply to EINs.

☒ No truncation. Example: 123-45-6789

☐ Truncate with asterisks. Example: ***-**-6789

☐ Truncate with Xs. Example: XXX-XX-6789

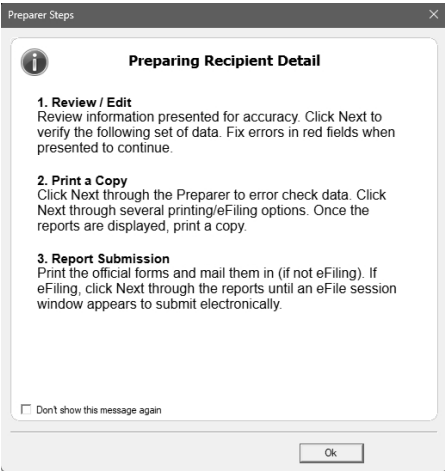
Would you like to print RINs on Recipient copies that are reported as zeros?

☒ Yes, print zeros. Example: 000-00-0000 or 00-0000000

☐ No, leave them blank.

< Back Next > Cancel Help

Step F- Prepare 1099 Forms



Preparer Steps

Preparing Recipient Detail

1. Review / Edit
Review information presented for accuracy. Click Next to verify the following set of data. Fix errors in red fields when presented to continue.

2. Print a Copy
Click Next through the Preparer to error check data. Click Next through several printing/eFiling options. Once the reports are displayed, print a copy.

3. Report Submission
Print the official forms and mail them in (if not eFiling). If eFiling, click Next through the reports until an eFile session window appears to submit electronically.

☐ Don't show this message again

Ok

Review the Preparer Steps screen, and then click OK.

The W-2/1099 Preparer will walk you through the process of eFiling and/or printing your 1099s. Once the displayed data has been reviewed, click **Next** to continue to the next screen. When you click on Next, the W-2/1099 Preparer will automatically verify that all required fields are filled in and the data is formatted correctly. Anytime the Preparer finds data that is incorrect or missing, it will automatically prompt you to correct it.

This is an example of what the W-2/1099 Preparer will display if it finds incorrect or missing data. If this screen is displayed, simply click on the **Go Back and Correct** button and the data that needs to be corrected will be displayed in red. Click on the red data and correct the information. Once all data has been corrected, click **Next** again to continue to the next screen.

Error

 Errors were found and will be highlighted in red.

Please complete or correct required RED fields. Use TAB for the next RED field.

Error / Warning Description:

Invalid Recipient Identification Number. [1 error found]

Go Back and Correct Print List... Save Detailed List... Help...

1. The first screen of the **W-2/1099 Preparer** displays the **Verify Recipient Taxpayer Identification Number (TIN)** for each recipient. The information will be highlighted in blue. Make any needed changes, and then click the **Next** button at the top of the screen. The screen can be adjusted by scrolling or moving the center line from the left to the right.

 **Note:** Changing the figures on this screen will only change the printed Federal reports, it will not change the data in your CenterPoint program. The total for the columns appears above the column in the Totals Row.

W-2/1099 Preparer (77-9876543) CenterPoint Orchard

File Edit View Help

Verify Recipient Taxpayer Identification Numbers (TIN)

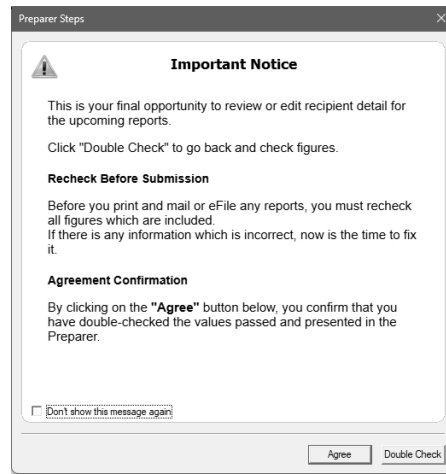
PREVIOUS NEXT COMPANY SETUP

Help Tips - Did you know? Read more...
To correct any items in the Preparer, even after filing, access the reports through the history, and

TOTALS		Recipients (3)		Recipient TIN	TIN Flag	Recipient Company Name	Optional Name	Recipients	Box 1	Box 2	Box 4	Filing State
Recipient Last Name	Recipient First Name	Recipient Middle Name	Taxpayer ID Number	Check if FEIN	Company Name	Full Name	Address	Nonemployee Compensation	Payer Made Direct Sales of \$5,000 or More	Federal Income Tax Withheld		
1				☒	All Power Equipment	385 Cent		2098.00	☐			MN
2				☒	MKG Services	8327 W		5000.00	☐			MN
3	Meyers	Sam	222-33-4444	☐		38583 La		854.00	☐			MN

Ready CAP NUM SCRL

- » To add a line to the W-2/1099 Preparer grid, right-click over one of the line numbers on the left side of the screen and select **Insert Row**, enter the number of rows you want to add to the end of the list of employees, and then manually enter the new information into the grid.
 - » To delete a line from the W-2/1099 Preparer grid, right-click over the line number you want to remove, and then select **Remove Row**.
 - » To copy a line on the W-2/1099 Preparer grid, right-click over the line number you want to copy, and then select **Copy**.
 - » To add a copied line to the W-2/1099 Preparer grid, right-click over the line number where the copied row should be inserted, and then click **Paste**.
 - » To Find information in a column in the W-2/1099 Preparer grid, right-click on the column header name, select **Find**, in the **Find What** box, enter the information you want to locate, and then click **Find Next**.
2. The next step allows you to the **TIN Flag**. The **TIN Flag Check if FEIN** should be selected for each recipient that has a TIN that is an FEIN. Make any needed changes, and then click **Next Step**.
 3. **Verify Recipients Names** and addresses are correct. The recipients names will be in the Recipient Last Name, Recipient First Name, and Recipient Middle Name columns. If the recipients names are not in the correct columns, please see the second question in the Frequently Asked Questions section of this document. Make any needed changes, and then click **Next**.
 4. Continue to **Verify All Income** boxes, Filing State, and any other amounts for the recipients, make any needed changes, and then click **Next** until all data is accurate.
 5. When all data is accurate, click **Next** to begin printing and/or eFiling 1099s.



6. Review the Important Information screen. If you want to review/edit the information in the W-2/1099 Preparer grid, click **Double Check**. After you've double-checked the information in the W-2/1099 Preparer grid, click **Agree**.
7. When a Complete eFile Service informational screen displays, click **Next**. Click Enroll and follow the on-screen instructions to enroll for eFiling.



8. The **1099 Printing and Filing Options** screen will be displayed. All printing and eFiling options are displayed with the costs associated for eFiling and Complete Filing Service (which does all the printing and eFiling for you). Choose the appropriate options for your and click **Next**.

W-2/1099 Preparer

1099 Printing and Filing Options

eFile Services allow you to pick Filing Dates. FREE Corrections before selected Filing Dates. [More info?](#)

☒ COMPLETE 1099 eFiling Service **Next Business Day Mailing!**

	# Recipients	Price/Recip.	Subtotal
The eFile Center will:			
- Print and Mail Recipient Copies	1	\$2.81	\$2.81
- e1099 Only Recipient Copies What's This?	0	\$1.39	\$0.00
- File your Federal 1099s and 1096		included	FREE
- File all applicable State 1099s and Reconciliation Forms		included	FREE
- e1099s Available for all Recipients		included	
Printable record copies will be available in next steps.	Total Cost	Minimum	\$29.99

☐ Other Options [eFilers receive Free Corrections before selected Filing Dates](#)

☐ Print Recipient 1099 Copies

☐ eFile Federal 1099s and 1096 1 \$0.59 \$ 0.00

☐ eFile State 1099s and Reconciliation Forms 1 \$0.81 \$ 0.00

☐ Print Federal 1099s and 1096

☐ Print State 1099s and Reconciliation Forms

Official Payer 1099s will display when any Federal 1099s are selected Total Cost \$ 0.00

< Back Next > Cancel

9. If you have **not** chosen the **Complete 1099 eFiling Service** option, you have another chance to select that service instead of printing the 1099s yourself. Click **Next** to continue with the original printing options selected. If you've changed your mind and would like Aatrix to print and eFile all of your 1099s, select **Yes, I would...** and then click **Next**.

W-2/1099 Preparer

Benefits of the COMPLETE 1099 eFile Service

- ☒ Have your recipient 1099s printed and mailed automatically
Next Business Day Mailing!
- ☒ Have your federal 1099s/1096 filed automatically
Select your filing dates and make any changes at no charge until that date. [learn more](#)
- ☒ Have your state 1099s & Reconciliation(s) filed automatically
Select your filing dates and make any changes at no charge until that date. [learn more](#)

☐ Yes, I would like to continue with the COMPLETE W-2 eFile Service

< Back Next > Cancel

10. If you chose the **1099 eFiling Service**, you have the option to purchase a PDF archive on a USB of your 1099s, select **Yes, include a PDF archive** to purchase an archive or select **No, thank you** to continue without purchasing an archive.

 Red Wing Software recommends purchasing a PDF Archive of your 1099s as a backup so you can easily view or reprint a filed 1099 form. If your Aatrix History file becomes corrupt, the file cannot be located, or you get a new computer and the file is not copied to your new computer the PDF Archive can be used instead.

W-2/1099 Preparer

PDF Archiving Available

Would you like to buy a PDF Archive of your 1099s?

Purchasing a PDF archive allows you instant access to your 1099s for only \$34.95 (plus \$4.95 shipping and handling).

- Don't worry about locking up paper 1099s from prying eyes.
- Reprint a Recipient 1099 at any time.*
- Easily find your Federal, State, Local 1099s or Reconciliation(s) if the State or Federal Agency calls with a question.*
- PDFs are password protected for you and your Recipients' security.

☒ Yes, include a PDF archive
☐ No, thank you

*Only if the Complete Service option is selected

< Back Next > Cancel

11. If you have elected to file state copies of the 1099 forms, the **Select the States you Wish to File** screen may display. If there are any states in which you do not want to file, unselect those states now.

W-2/1099 Preparer

Select the States you Wish to File

You have elected to file state copies of the 1099 forms. If there are any states in which you do not want to file, uncheck those states now.

☒ WI - Wisconsin

Select All Select None

< Back Next > Cancel

12. The **Review Data** screen will display. If you select the Print button, a printed version of exactly what displays on this screen will be printed. If any changes are needed, click **Back**. Otherwise, click **Next** to continue.

W-2/1099 Preparer

Review Data

Based upon your selections, we need you to review data on the following forms :

Federal
eFile Federal 1099-NEC
eFile Federal 1096

Recipient
Print Recipient 1099-NEC
Print 1099-NEC Instructions

Payer
Print Payer 1099-NEC

If you would like a copy for your records of the actions that will be taken, click 'Print.'

< Back Next > Cancel

13. The first selected 1099 form will be displayed. The form type is displayed in the yellow bar at the top of the screen. It also specifies how many different forms were selected to print. In the upper-left side of the screen, use the left and right arrows to move through all of the forms for this form type.
 - » You can change any figure on the reports that are highlighted blue. Any figure that is highlighted red must be changed before you can print the report. Any figure that is white cannot be changed, but it is a calculated number, so it may be changed by adjusting the fields around the white field. Changing the figures on this screen will only change the printed Federal reports, it will not change the data in CenterPoint.
 - » To print this first form, click **Print Final**. You will be prompted to enter either plain paper or perforated paper. Click **OK**. Once the data is printed, click **Next Step** to continue to the next selected form.

2025 1099-NEC Recipient - Aatrix Payroll Reports [77-9876543 CenterPoint Orchard]

File Edit View Tools Help

Report 1 of 5: Recipient 1099-NEC

1 page

Click Print Final, then click Next Step.

☐ CORRECTED (if checked)

1 Nonemployee compensation \$ 3500.00

4 Federal income tax withheld \$

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

CENTERPOINT FARMS
CENTERPOINT ORCHARD
491 HIGHWAY 19
RED WING MN 55066
(800) 555-1234
PAYER'S TIN 77-9876543

RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code

MRGP SERVICES
8327 WEST OAK STREET
RED WING MN 55066

RECIPIENT'S TIN 33-8987825

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale ☐

3 Excess golden parachute payments \$

5 State tax withheld \$ 6 State/Payer's state no. MN 7 State income \$

2025 Form 1099-NEC To be filed with recipient's federal income tax return, when required.

1 Nonemployee compensation \$ 3500.00

4 Federal income tax withheld \$

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

CENTERPOINT FARMS
CENTERPOINT ORCHARD
491 HIGHWAY 19
RED WING MN 55066
(800) 555-1234

PAYER'S TIN 77-9876543 RECIPIENT'S TIN 33-8987825

RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code

MRGP SERVICES
8327 WEST OAK STREET
RED WING MN 55066

Account number (see instructions)

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale ☐

3 Excess golden parachute payments \$

5 State tax withheld \$ 6 State/Payer's state no. MN 7 State income \$

2025 Form 1099-NEC To be filed with recipient's state income tax return, when required.

Aatrix Rev. 7/10/25

14. The next form will be displayed. Click **Print Copy** to print the form, then click **Next Step** to continue to the next form. The last form will be displayed. Click **Print Final** to print the form, then click **Next Step**. Continue through this process for all of the forms that display.

2025 1099-NEC - Aatrix Payroll Reports [77-9876543 CenterPoint Orchard]

File Edit View Tools Help

Report 3 of 5: Federal 1099-NEC

1 page Click Print Copy for your copy, then click Next Step. Print Draft Print Copy Prev Step Next Step

7171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.
CENTERPOINT FARMS
CENTERPOINT ORCHARD
491 HIGHWAY 19
RED WING MN 55066
(800) 555-1234

OMB No. 1545-0116
Form 1099-NEC
(Rev. April 2025)
For calendar year 2025

Aatrix Rev. 11/07/25

Nonemployee Compensation

Copy A
For Internal Revenue Service Center
For filing information
Privacy Act, and
Paperwork Reduction Act
Notice, see the General
Instructions for Certain
Information Returns.
www.irs.gov/Form1099

1 Nonemployee compensation \$ 3500.00
2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale ☐
3 Excess golden parachute payments \$
4 Federal income tax withheld \$
5 State tax withheld \$ 6 State/Payer's state no. 001
7 State income \$
Account number (see instructions) 2nd TIN not ☐

Form 1099-NEC Department of the Treasury - Internal Revenue Service

2025 1096 Federal Report - Aatrix Payroll Reports [77-9876543 CenterPoint Orchard]

File Edit View Tools Help

Report 4 of 5: Federal 1096

1 page Click Print Copy for your copy, then click Next Step. Print Draft Print Copy Prev Step Next Step

Do Not Staple 1096 Aatrix Rev. 06/05/25

Form 1096 Annual Summary and Transmittal of U.S. Information Returns 2025

Department of the Treasury Internal Revenue Service

PILER'S name
CENTERPOINT FARMS
CENTERPOINT ORCHARD
Street address (including room or suite number)
491 HIGHWAY 19
City or town, state or province, country, and ZIP or foreign postal code
RED WING MN 55066

Name of person to contact
JOE SMITH
Telephone number
800 555-1234
Email address
SUPPORT@REDWINGSOFTWARE.CO
Fax number

For Official Use Only

1 Employer identification number 77-9876543 2 Social security number 3 Total number of forms 1 4 Federal income tax withheld \$ 5 Total amount reported with this Form 1096 \$ 3500.00

6 Enter an "X" in only one box below to indicate the type of form being filed.

1099-ATC 32	1099-BTC 30	1099-C 81	1099-D 78	1099-E 64	1099-F 03	1099-G 74	1099-H 83	1099-I 75	1099-J 85	1099-K 73	1099-L 7A	1099-M 91	1099-N 86	1099-O 92	1099-P 10	
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
1099-L 16	1099-LTC 50	1099-MISC 85	1099-NEC 71	1099-OD 66	1099-PATR 87	1099-Q 31	1099-QA 1A	1099-R 75	1099-S 94	1099-SA 43	1099-SB 25	3521 25	3522 26	5498 25	5498-ESA 72	5498-QA 5A
☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5498-SA 37	☐															

Return this entire page to the Internal Revenue Service. Photocopies are not acceptable. Send this form, with the copies of the form checked in box 6, to the IRS in a flat mailer (not folded).

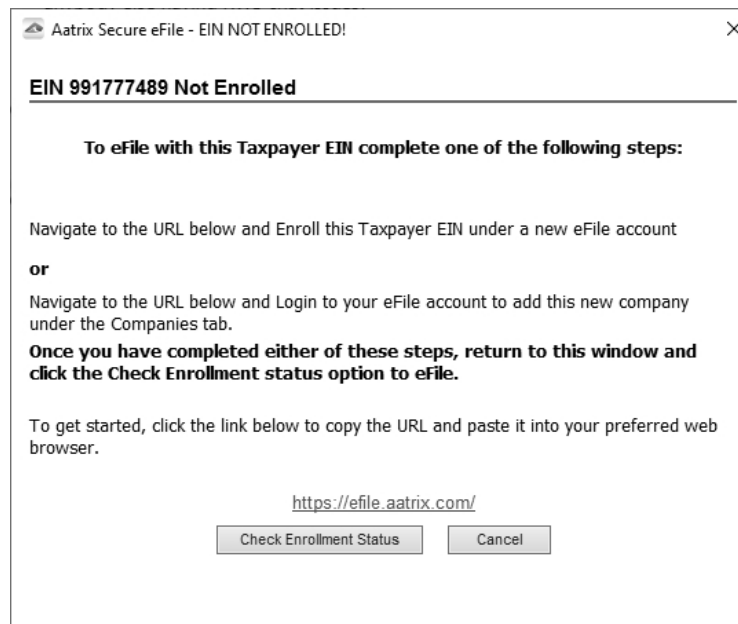
Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature SIGNATURE NOT REQUIRED WHEN E-FILED Title Date 12/16/25

eFile 1099 Forms

 This section will not display if you did not chose to eFile your 1099 forms.

1. If you have chosen to eFile any of your forms, and you have not filed previously, the Aatrix Secure eFile screen will be displayed.



Aatrix Secure eFile - EIN NOT ENROLLED!

EIN 991777489 Not Enrolled

To eFile with this Taxpayer EIN complete one of the following steps:

Navigate to the URL below and Enroll this Taxpayer EIN under a new eFile account
or
Navigate to the URL below and Login to your eFile account to add this new company under the Companies tab.
Once you have completed either of these steps, return to this window and click the Check Enrollment status option to eFile.

To get started, click the link below to copy the URL and paste it into your preferred web browser.

<https://efile.aatrix.com/>

Check Enrollment Status Cancel

2. If you are not enrolled to eFile with Aatrix:

- » From an internet browser, enter <https://efile.aatrix.com> to go to the Aatrix website
- » Click **Enroll** in the upper-right corner to complete the enrollment process.

OR

- » Log in to your eFile account to add this new company under the Companies tab.
- » Return to the Aatrix Secure eFile screen and click **Check Enrollment Status**. Enter your login information, and then follow the onscreen instructions to eFile your forms.

3. If you are enrolled to eFile with Aatrix, enter your login information. Verify your enrollment information. To edit your enrollment information, click **Edit** on the Enrollment Information screen, click **Next**, and then follow the onscreen instructions to eFile your forms.



Aatrix Secure eFile - Login

Secure eFile Login

Username

Password

Login ☐ Remember Me

Forgot your login? Click the link below to copy the URL and paste it into your preferred web browser to initiate login recovery.

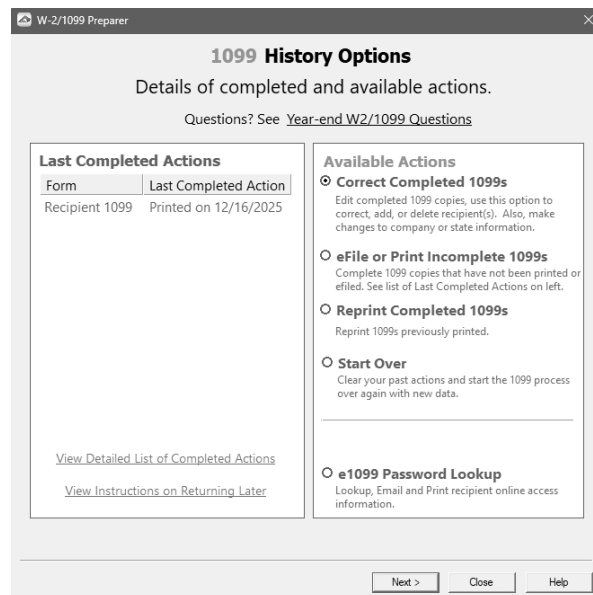
<https://efile.aatrix.com>

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- » To view answers to common questions, [click here](#) or from an internet browser, enter **<https://www.aatrix.com/support/knowledgebase/windows/>**
- » If you have questions about the calculated sales tax or need to apply for tax exemption for your filing, email **AatrixExemptCerts@sovos.com**.
- » For additional information about eFiling, [click here](#) or enter **<https://partner.aatrix.com/red-wing-software/>**
- » You will have the option to select to allow your recipients to securely import their 1099 information into certain tax software products by approving the Aatrix Tax Form Transfer Agreement displayed during the eFiling process.
- » When the eFile process is complete, the Complete screen will indicate that your filing was successfully received for processing. A confirmation email will be sent to the email address specified on this screen.
 - » If you have recipients that opted to receive their 1099 electronically or selected the Complete eFiling Service, you will need to complete the Online Access Wizard which allows you to lookup, print, or email access letters and passwords. For detailed information, [click here](#).
- » The **AFID (Aatrix Filing Identifier)** is a number assigned to your submission for tracking purposes. If you contact Aatrix Support, they will request this number.

 Note: It is important to note the AFID (Aatrix Filing Identifier). It will be required when contacting the eFile Center with questions about your submission.

- » If you eFiled your 1099 forms, and have questions regarding your filing, contact Aatrix by email at **helpme@aatrix.com**, on their website at **<https://efile.aatrix.com/>** by clicking **Login** and entering your Aatrix username and password, or on their website at **<https://efile.aatrix.com/>** by clicking the **Search our FAQs** button.
4. Upon completion of the 1099 printing process, the **1099 History File Options** screen is displayed. If you are finished printing forms for the time being, select **Close**. This screen will also be displayed if the 1099 printing process is started again.



1099 History Options
Details of completed and available actions.
Questions? See [Year-end W2/1099 Questions](#)

Last Completed Actions	
Form	Last Completed Action
Recipient 1099	Printed on 12/16/2025

[View Detailed List of Completed Actions](#)
[View Instructions on Returning Later](#)

Available Actions

- ☒ **Correct Completed 1099s**
Edit completed 1099 copies, use this option to correct, add, or delete recipient(s). Also, make changes to company or state information.
- ☐ **eFile or Print Incomplete 1099s**
Complete 1099 copies that have not been printed or efiled. See list of Last Completed Actions on left.
- ☐ **Reprint Completed 1099s**
Reprint 1099s previously printed.
- ☐ **Start Over**
Clear your past actions and start the 1099 process over again with new data.

e1099 Password Lookup
Lookup, Email and Print recipient online access information.

Next > Close Help

Frequently Asked Questions

Q: Are there any important changes to the 1099 process for 2025?

A: There are no specific changes to the 1099 filing process for 2025; however, it is important to remember that the U.S. Department of the Treasury and the IRS issued final regulations on February 21, 2023, that changed the eFile threshold from 250 to 10. The current 10-return threshold comprises an aggregate of return types (W-2, ACA, 1099 forms) covered by the regulation. Click [here](#) for more information. For specific 1099 series information, click [here](#).

Q: If I choose to eFile my 1099 forms, is there a charge per form/recipient?

A: Yes, please [click here](#) to view the eFile pricing for 1099 and minimum charge for 1099 and other tax forms (the minimum charge applies to each type of form eFiled).

Q. Where do I enter the employer identification number (EIN) that is required when running Federal tax forms?

A. Select **Setup > Companies**. Edit each company and go to the **Additional Detail** tab to verify/enter the **Federal Tax Id**.

Q. I do not see the 1099 form I need on my User-Defined Reports list. How can I display the correct 1099 form in the list?

A. All 1099 tax form types that you are required to print need to be added to the list. Select **Setup > User-defined/Tax Reports**. Click the **Tax Reports** button. Select a **1099 form** and click **OK**. The form is added to the list. Select the form and click the **Detail** tab. Click the **Account Assignment** tab to review accounts/account categories assigned to the 1099 form. After all accounts/account categories are assigned to the 1099 form, click **Save**.

Q. My 1099 statement is missing a vendor, how can I be sure the vendor receives a 1099?

A. There are three factors to check.

1. The vendor that requires a 1099 must have the **Issue 1099 for this Vendor** check box selected in **Setup > Names > Names**. Select the vendor and click **Edit**. Select the **Issue 1099 for this Vendor** check box.
2. In order for the payment to be included on the 1099, the account used to pay the vendor must be assigned to the 1099 User-Defined report. Select **Setup > User-defined/Tax Reports**. Select the **1099 form**. Select the **Account Assignment** tab. On the left side, select the appropriate **1099 row**. On the right side of the screen, right-click and select **Expand All**. Select the **account** or **account category**. Click **Assign**. Click **Save**.
3. The total amount paid to the vendor must exceed the minimum amount for the 1099.

Q: My 1099 statement is missing a payment for a vendor, how can I correct the 1099?

A: To verify what account the payment for a vendor was entered to and verify that the vendor is marked as a 1099 vendor:

1. Select **Reporting Tools > Transaction Search**.
2. In the **Transaction Name** box, select the **vendor** and in the **Date Selection** select the appropriate date range.
3. Click **Search**.
4. Right-click the **payment/purchase** in question and select **Edit** to view the transaction. Right-click on the vendor and then click **Edit**. Verify that the **Issue 1099 for this Vendor** check box is selected and then click **Save**. Take note of the Account(s) entered on the transaction and then click **Close**.
5. In order for the vendor to receive a 1099, the total amount paid to the vendor must exceed the minimum amount for the 1099 and the account used to pay the vendor in step 4 must be assigned to the 1099 User-Defined report. Select **Setup > User-defined/Tax Reports**. Select the **1099 form**. Select the **Account Assignment** tab. On the left side, select the appropriate **1099 row**. On the right side of the screen, right-click and select **Expand All**. Select the **account** or **account category**. Click **Assign**. Click **Save**.

Q: Which report can I use to verify accounts used to pay 1099 vendors?

A: Select **Reports > Reports > Transaction Reports > Purchases & Accounts Payable > Purchases by Vendor & Account**. Under Report Selections, select the appropriate **Transaction Date**. Click the down-arrow in the **Vendor** box, click the down-arrow in the **Click Here to Filter List** box, select **1099 Vendor**, and then click **OK**. Click **Preview** or **Print**.

Q: Which report can I use to verify the accounts assigned to the rows of the 1099?

A: Select **Reports > Reports > Setup Lists > General > User Defined Report Account Assignments**. Click the down-arrow in the **Report** box, move the **1099** user-defined report under Selected, and then click **OK**. Click **Preview** or **Print**.

Q. When is the 2025 filing deadline for 1099 forms?

A. The Internal Revenue Service filing deadline for 1099 forms can be located by using the Search feature on the Internal Revenue Service website at www.irs.gov. In the Search box on the IRS website, enter the specific form name, for example, 1099-MISC, 1099-NEC, etc., to locate the specific form instructions and deadlines.

Q: I've decided to eFile my 1099 forms and want more information about signing up to eFile and the eFile process, where can I get more information about eFiling?

A: You can obtain additional information about eFiling at <https://partner.aatrix.com/redwingsoftware>.

Q. What are the 2025 eFiling deadlines for 1099 Forms?

A. Efilng deadlines can be located from this link: <https://efile.aatrix.com/pages/public/FilingDeadlinesPublic.aspx?v=ATX000>

Q: I want to send my vendors' 1099 forms electronically to be viewed online with Aatrix. How do I set up my vendors to receive electronic copies?

A: Follow the steps below to set up your vendors to receive electronic copies of their 1099:

1. Select **Setup > Names > Names** or **Setup > Vendors**.
2. On the **General** tab, make sure each vendor/name has the **Issue 1099 for this Vendor** check box selected, an **Email** address on file, and that the **Consent to Electronic 1099** check box is selected. If the Consent to Electronic 1099 check box is selected, a signed consent form must be on file (create a document and have each vendor sign to give consent).
3. Select **Reports > Reports > User-defined/Tax Reports** > select the appropriate **1099 Form**.
4. Verify all **Report Selections** on the right side of the screen, for example, Transaction Date, Company, etc.
5. Click **Print**, and then click **Print Tax Forms**.
6. After the grid displays and is verified/edited, the 1099 Printing and Filing Options screen will display, select **Complete 1099 eFiling Service** and follow the on-screen instructions to eFile.

Q. Do I need to order 1099 forms, or can I print them on plain paper?

A. All of your 1099 copies will be printed on plain paper, including the Copy A (often called the "red copy") and your 1096. CenterPoint/Aatrix received IRS approval to print all copies of the 1099 on plain paper. Click [here](#) to view the 1099 Approval Letter.

Perforated paper and envelopes can be purchased from Computer Forms, Inc. at https://redwing.computerforms.biz/c/tax_forms, by calling 800-458-0158, or by selecting **Resources > Order Checks and Forms** on the Red Wing Software website on the Red Wing Software website.



Note: If you choose to use the Complete 1099 eFiling Service through Aatrix, you do not need to print any 1099 forms.

Q. Why am I getting a "forms update" or "mandatory update" message when I try to process my 1099s and what do I need to do?

A. At least once a quarter, including at year end, updates are created for the Federal/State Tax Forms (Aatrix) software. When you receive either of those messages, it means that Aatrix has an update available that you should install prior to continuing. Please refer to the Forms Update section of this document for step-by-step instructions on how to proceed.

Q. Can I change the figures on my Federal reports if they are incorrect?

A. Yes, once the data is in Aatrix Federal/State Tax Forms, you can change any figure on the reports that are highlighted blue. Any figure that is highlighted red must be changed before you can print the report. Any figure that is white cannot be changed, but it is a calculated number, so it can be changed by adjusting the fields around the white field.



Note: Changing the figures on this screen will only change the printed Federal reports, it will not change the data in CenterPoint.

Q. I'm trying to eFile my 1099s and I can't remember my Aatrix eFile username and/or password, how can I get it?

A. We recommend you contact Aatrix by calling 800-426-0854.

Q: I eFiled my 1099 forms, and I have questions regarding my filing, how do I contact Aatrix ?

A: For specific questions regarding your filing, you can contact Aatrix by email at helpme@aatrix.com, on their website at <https://efile.aatrix.com/> by clicking **Login** and entering your Aatrix username and password, or on their website at <https://efile.aatrix.com/> by clicking the **Search our FAQs** button.

Q: I have multiple databases for one EIN; how do I merge the databases so I get one set of 1099s?

A: Follow the steps below to merge multiple databases into one set of 1099s:

1. Start the 1099 process and continue until the Multiple Payroll Data Files screen displays. On the **Multiple 1099 Data Files** screen, select **Yes, I use multiple 1099 data files for the EIN** and click **Next** to continue

- The next **Multiple 1099 Data Files** screen displays, click **Save**, enter a name for the data file, and click **Close**.

1099 Data Name	Date Saved	Period	Recipients
☐ 20181210152615	12/10/2018	01/01/2017 - 12/31/2017	0

- Open the other database(s) and repeat steps 1-2 above for all databases you want to merge. When all data files are saved, continue to step 4.
- At the bottom of the **Multiple Payroll Data Files** screen, select each database to be merged and then click **Merge**.
- On the Multiple 1099 Data File Merge screen, click **Yes**.
- On the **Multiple 1099 Data Files** screen, click **Continue** to continue processing 1099s.

Q. How can I ensure I have a copy of my Federal & State Reporting tax forms to review for historical purposes or when moving to a different computer?

A: The Aatrix History File contains your historical Federal/State Tax Forms and it is necessary to back this file up on a regular basis so that if you purchase a new computer the history can easily be transferred to the new computer by restoring the backup. Red Wing Software suggests backing up your Aatrix History File on a quarterly basis.

- Select **File > Backup > Backup Aatrix History**.
- Select the employers to back up history files for.
- Click **OK**.
- Select a location to save the **AatrixHistoryBackup.zip** file to, and then click **Save**.
- At the Back Up Created message, click **OK**.



Note: The Aatrix History File folder will have one or more sub-folders, each sub-folder contains files for a specific EIN number.

If you are networked and would like to specify where the Aatrix history files are saved instead of the default location <ProgramData>\Red Wing Software\CenterPoint\Aatrix\, follow the steps below.

1. Select **File > Preferences > Federal/State Tax Forms > Aatrix File Information**.
2. Click the **Application** tab.
3. In the **Use Non-Default File Location** box, select **Yes**.
4. In the **Non-Default File Location** box, change the displayed default location to the network location you want to save the Aatrix History file to.
5. Click **Save**.



If you do not use a custom file location (the Use Non-Default File Location box is set to No, the Red Wing Software default location used is <Users>\<User>\AppData\Local\Aatrix Software\Aatrix Forms\Red Wing\.



Note: You can still perform a manual back up of the Aatrix history files by following the local computer steps above.

Q. I'm attempting to log in to the Red Wing Software website, but it does not recognize my Email and/or Password? What should I do?

A. Follow the instructions below for information about the Red Wing Software website.

To register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.
8. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
 - a. From within CenterPoint by selecting **Help > About**.
 - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
 - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
 - d. Invoices you've received from Red Wing Software contain your account number.
 - e. If others at your company have already registered, they can sign into their account and find your company's account number at www.redwingsoftware.com/home/myaccount.
9. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
10. Enter the displayed **Security Verification** code, and then click **Submit**.

To log in to the Red Wing Software website:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Log In**.

To reset a forgotten password:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.

6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.