



2012 1099-MSC CD-ROM User's Guide

For Customer Support please call:

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Please retain this manual for future use of the 1099-MSC CD ROM.

Encryption

Your 2012 1099-MSC CD-ROM has been encrypted using SecureDisc software. You will need to install SecureDisc Client software on your PC. Please download at www.ceridian.com/securedisc

System Requirements

- Microsoft Operating System
- Microsoft .NET Framework 2.0 Service Pack 2
- Microsoft Excel version 2003 or newer

Opening Your 1099-MSC CD

Insert the CD into your CD reader. You will be prompted to enter your SecureDisc passphrase for drive D: **This should be the same as your 1099-MSC password.** Once the password has been entered, select Log in... "Login OK" will appear in green if successful.

- Navigate to the CD/DVD drive on your computer
- Double click on the Application: 1099M_Browser.exe
- This will open the 1099M Browser and you will see a blank 1099-MSC form in red

Logging into Your 1099-MSC CD

Type the assigned 1099-MSC password in the top left box and click on the "Login" button. If the password entered was incorrect, the user will be informed that the **Incorrect Code** was entered.

Navigating Throughout the 1099-MSC CD ROM

- After a successful login, all available 1099-MSC PSIDs will be listed on the left hand side of the screen beneath the search criteria.
- Click on the plus (on the left of the PSID) to reveal all 1099-MSC forms within each PSID.
- To View a 1099-MSC form, click on the recipient's name and the 1099-MSC will appear on the right hand side of the screen.
- You can navigate through the different 1099-MSC Copies (Copies A, 1, B, 2, C) by clicking on the specific copy tab located at the top of the 1099-MSC form.

Searching for 1099-MSCs

You can search for a specific 1099-MSC form in three ways. Select the search criteria and then enter in the value:

Searching by Last Name

- Click on "Last Name" under the Search criteria section of the screen
- Click in the "Value:" box and type in the last name of the recipient's 1099-MSC form you wish to see. Select Search
- Click on plus sign to the left of the PSID to reveal results
- Wild Card searches are permitted (i.e. If searching for Smith you can type in Sm*)
- To return to view ALL 1099-MSC forms, click on the "ALL" button

Searching by SSN

- Click on "SS Number" under the Search criteria section of the screen
- Click on the Values box and populate box with numbers from SSN
- Enter in the entire or partial SS Number and then select Search

Searching by State

- This will search on the recipient's state.
- Click on "State" under the Search criteria section of the screen
- Using the drop down function, select the state of your choosing. Select Search



Printing 1099-MSC forms

- To print a 1099-MSC form simply select "Print 1099M" in the top right corner, this will open a PDF of the current 1099M you are viewing, select print from the PDF and it will print all copies of the W2. Standard Adobe print functions are available.

Protect Yourself with a Backup Copy

We encourage you to order an additional copy of your 1099-MSC CD for back up and disaster recovery before we purge your data!!! Additional copies are \$68.00 + S/H. To order a duplicate copy, contact D2X Customer Service.