



relyco.efile1.com User Guide

[How It Works](#)[Forms & Fees](#)[Help](#)




Get started today with simple & secure online filing

[Create an Account](#)

Log in to My Account


[Continue](#)[Forgot Password](#)

Electronically file, print, and mail your essential tax reporting forms with these key features:




Quick Setup

Our streamlined, all-inclusive service lets you file your annual tax reporting forms in record time. Fill out the payer and recipient information with our easy-to-use interface, and we handle the rest — from e-filing to printing and mailing.




Cloud-based Convenience

Our turn-key service eliminates time-consuming manual processes, as well as burdensome software you must install or download. Instead, everything is done securely in the cloud for the ultimate convenience and efficiency.



App Integration

Lots of forms to file? Upload them all at once with our Excel template or import directly from your accounting software. Our platform integrates with apps you already use to run your business for seamless transfer of tax data.



Digital Recordkeeping

There's no need to save and print copies for bulky, offline storage. Your tax-related information is safely stored online and available for at least four years, so it's conveniently at your fingertips.

RELYCO
WILDLY RELIABLE

800.777.7359 / info@relyco.com / relyco.com

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Get Started

Enter your email address below to create your free account.
If you don't already have an account, we'll send you a link to get started. You'll be ready to file your forms in no time.

By creating an account, you agree to our [Terms](#)

Continue

[Log In](#)

 Need help?

Set up your account using your e-mail address. An email will be sent to this address with a unique link that is good for 24 hours. Upon clicking on the link, you will create a password. Please note that your password must be a minimum of 8 characters and contain at least one number (0-9), at least one letter (a-z) and at least one symbol (!@#\$%&*).

You can now use our cloud-based e-file site to prepare, print, mail and e-file your 1099s, W-2s and ACAs for your taxes.

On your first visit to the site, you will need to create an account. Click on the **CREATE AN ACCOUNT** button.

On subsequent return visits you will simply log in with your e-mail and the password you created on your first visit. Enter these in the **Login** box shown on the first screen.

You will also find tabs at the top of the page with helpful information including **How It Works**, **Forms and Fees** and where you can find **Help**.

Need help?

We're not available at this time. Need answers fast? Please visit our [E-File Support Page](#)

Check for answers to any of these common questions:

[*Can't Print?](#)

[*What Forms can I e-file here?](#)

[*Can I file Direct to States here?](#)

[*Form e-file Status](#)

Or you can submit a Help Ticket [Here](#)

You'll find a **Need Help?** button at the bottom right of every page with options for Live Chat, the E-file Support page, a short list of FAQs and a link to submit a Help Ticket.

Setting up your account

Thank you for confirming your email. Next, create a password. You'll be able to get back to your forms in the future by logging in with the email address and password you entered.

show 

Continue

[Log In](#)

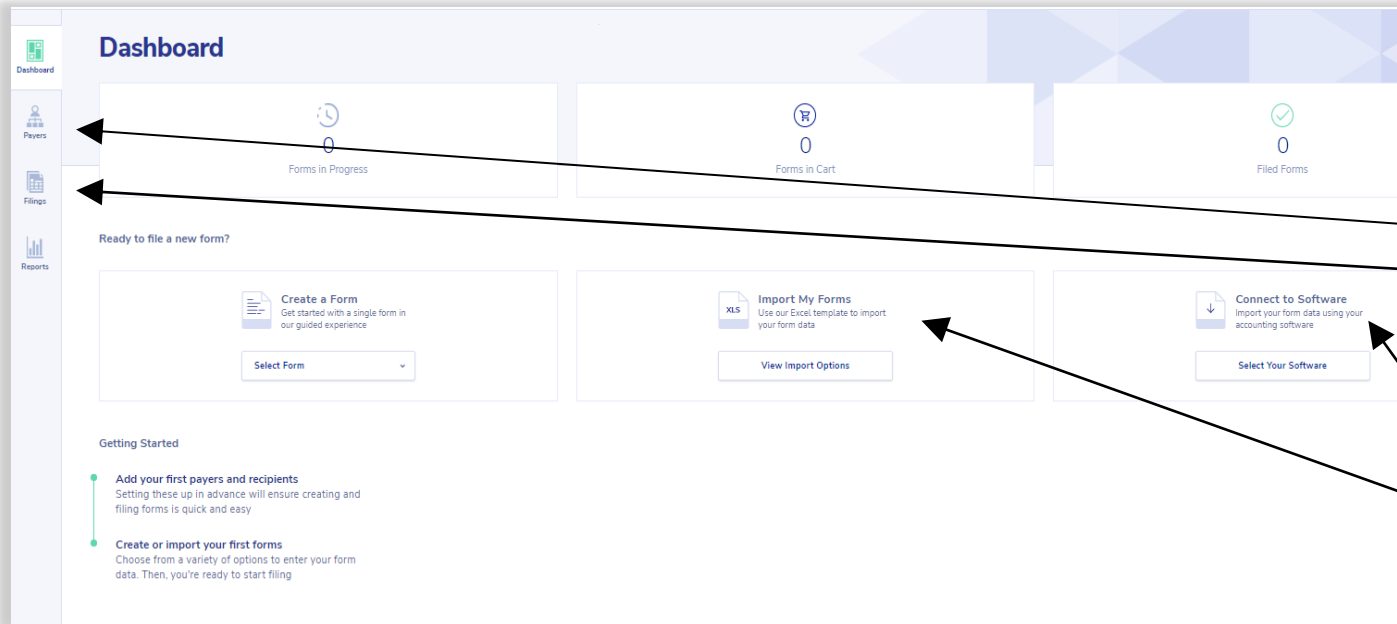
One last thing... make sure your e-mail address is correct. That's what we use to contact you.

When you click on **FINISH SETUP** in the email, you will enter a password to complete the set up and then log in.

Create Account

Your account has been successfully created!

Log In



After you create your account, you'll be taken to **My Dashboard**. You'll find a number of options:

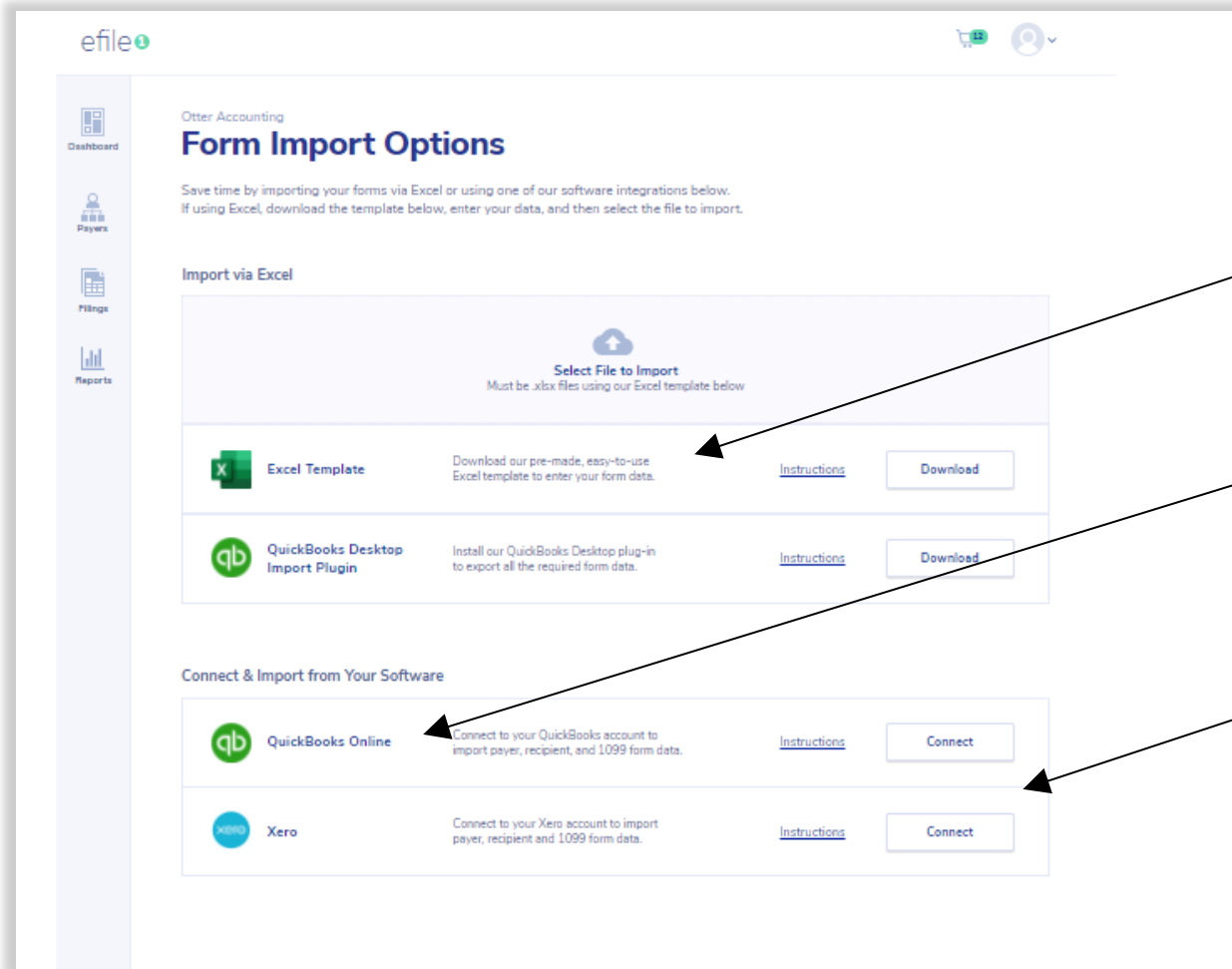
- The **summary** offers a quick snapshot of the status of your forms.
- You can view **Payers and Recipients**
- You can get started **Filing Forms**.

There are multiple ways to get to every item! Either by clicking on the tab on the left or by clicking on items displayed on your dashboard.

The **Import My Forms** and **Connect to Software** options offer a quicker way for those with data ready for a larger number of forms. Here you can upload data from software programs like QuickBooks and others. You can also download our excel template for entering data, which you can then upload to instantly populate the forms. You can also use our excel template as a guide for mapping data from your software program to the template format.

See more about import on the next page.

Throughout the e-file process, you will return to **My Dashboard** to **Manage Payers and Recipients**, add to or work on your **Forms in Progress** and check the status of forms in the **Summary**.



When you click on the **Import** section of the previous screen it will bring you to the customizable **Upload Forms Options** page.

In the **Download and Import** section you can download our **Excel Template** and watch the tutorial video. When your excel spreadsheet is ready, proceed to Step 2 to import the data and populate your forms.

If you're using the **QuickBooks Pro** desktop software to pay 1099 Contractors you can download a plug-in to enable the import of that data. There's a tutorial video as well as a link to a plug-in Installation Guide.

In the **Connect** section you'll find popular online accounting applications that are integrated with the e-file site. Each has a tutorial video that will guide you through the steps to connect and import the data to automatically populate your forms.

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Dashboard

Forms in Progress

Below are saved, but not yet filed forms for the current filing year. Edit and review them to ensure you're not filing duplicates. When ready, add forms to your cart to continue filing.

Search

Form	Recipient	Status
<input type="checkbox"/> Tyrell Corporation (4)		
<input type="checkbox"/> 1099-MISC	Roy Betty	Ready to File
<input checked="" type="checkbox"/> 1099-MISC	Leon Kowalski	Ready to File
<input type="checkbox"/> 1099-MISC	Rick Deckard	Ready to File
<input type="checkbox"/> 1099-MISC	J.F. Sebastian	Contains Errors
<input type="checkbox"/> 1099-MISC	Eldon Tyrell	Contains Errors
<input type="checkbox"/> 1099-INT	Hannibal Chew	Contains Errors
<input type="checkbox"/> W-2	Hannibal Chew	Ready to File
<input type="checkbox"/> Omni Consumer Products (61)		
<input type="checkbox"/> Cyberdyne Systems (13)		
<input type="checkbox"/> Soylent (147)		
<input type="checkbox"/> Weyland-Utani (3)		

Bulk Edit Print Preview

Select your filing options

☒ E-File, Print & Mail **RECOMMENDED**
Your forms are e-filed with the IRS and/or SSA with copies physically mailed or emailed to your recipients

☐ E-File Only
Your forms are e-filed with the IRS and/or SSA only, allowing you to print PDFs to deliver on your own

☐ Print & Mail Only
Your forms are printed and mailed to your recipients so that you may file with the IRS and/or SSA separately

☐ Unmask TIN on delivered forms

Add to Cart

Whether you manually entered the data or used an **Import** option, you will next go to our **Forms In Progress** page.

You can sort your forms by selecting different types of forms and different payers. You then select the forms you are ready to file by checking the **Select** boxes in the left-hand column. Don't forget that if you have a large number of forms, they may not all be shown here.

Once the forms are selected, you then **Select a Filing Option** in the lower right-hand corner and then click **Add to Cart**.

You can also obtain a **Print Preview** so you can see exactly what the forms will look like when they are printed.

Need to edit a form or what to review in an excel format? Simply select the forms and **Bulk Edit** button.

You can also **Generate Totals Report** and a **Summary Report** before adding the forms to your cart by selecting the **Reports Tab** on the left side of the screen.

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Dashboard

Payers

P filings

Reports

Order Accounting

My Cart

Ready to file your forms? Please review the information below carefully. Making changes after checkout will result in additional charges. When you're ready, proceed to checkout.

Form	Recipient	Filing Option	State Filing	Filing Fees
▼ Tyrell Corporation (4)				\$25.25
1099-MISC	Roy Batty	E-File	DE	\$3.25 ...
1099-NEC	Leon Kowalski	E-File, Print & Mail	NC	\$4.50 ...
1099-NEC	Rick Deckard	E-File, Print & Mail		\$4.50 ...
1099-NEC	J.F. Sebastian	E-File, Print & Mail		\$4.50 ...
> Omni Consumer Products (61)				\$25.25
> Cyberdyne Systems (13)				\$25.25
> Soylent (147)				\$25.25
> Weyland-Utani (3)				\$25.25

Other Items

Payer/Recipient	Fees
▼ TIN Matching (3)	
Bishop	\$1.00 ...
Elizabeth Shaw	\$1.00 ...
Ellen Ripley	\$1.00 ...

[Move All Forms to In Progress](#)

Summary

Federal Filing Fees	\$126.75
State Filing Fees	\$40.00
Other Fees	\$3.00
Subtotal	\$169.75
Estimated Tax <small>(calculated upon checkout)</small>	\$0.00

Enter your promo code

Apply

Total Amount \$169.75

Proceed to Checkout

You'll now be taken to your **Cart** page. Here you will see the **Filing Fee** for each and the **Total Amount** in the **Order Summary**.

Take note of the instructions at the top and if all is in order click **Proceed to Checkout**.

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Otter Accounting

About Team Members **Billing & Invoices**

Billing Contact

First Name Jason	Last Name White
Email jason@otter.com	Phone Number 154-973-0231

Billing Address

Company Name Otter Accounting	
Street Address Line 1 1650 Highway Road	
Street Address Line 2	
City Pompano Beach	Country United States
State	Zip/Postal Code

Payment Method

First Name Susan	Last Name Donovan
Credit Card Number	
Expiration Month 07	Expiration Year 2022
CVV	

Save

Before your final checkout we will want to gather a little more information from you including your name, company name, address, phone and credit card information.

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Otter Accounting

Checkout Confirmation

Please confirm your details below, then click Place Order.

Billing Information

Edit

Billing Contact

Jason White

154-937-0231

jason@otter.com

Billing Address

Otter Accounting

1650 Highway Road

Pompano Beach, FL 33069

Payment Method

VISA

**** * 6013

Susan Donovan

Expires 02/2023

[Back to My Cart](#)

Summary

Federal Filing Fees

\$126.75

State Filing Fees

\$40.00

Other Fees

\$3.00

Subtotal

\$169.75

Estimated Tax

\$0.00

(calculated upon checkout)

Discount

10 Free Filings

\$39.00

Total Amount

\$130.75

Place Order

By placing your order, you agree to our [Filing Terms](#)

One last thing... you'll be asked to confirm your checkout. This is your opportunity to look over the fees and discounts before checking out. Select the **Place Order** button and you're done!

Click Submit and we take care of it
When you click "Submit" on the Affidavit page you give us permission to e-file your forms with the government on your behalf. We calculate and file your 1096 or W-3 Summary form with the IRS.

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