

**NOTE:** 1099 Pro software can restore your data either from a data backup, or if disaster strikes and you lose all of your data, from a previous Service Bureau print/mail/eFile submission (requires an additional fee).

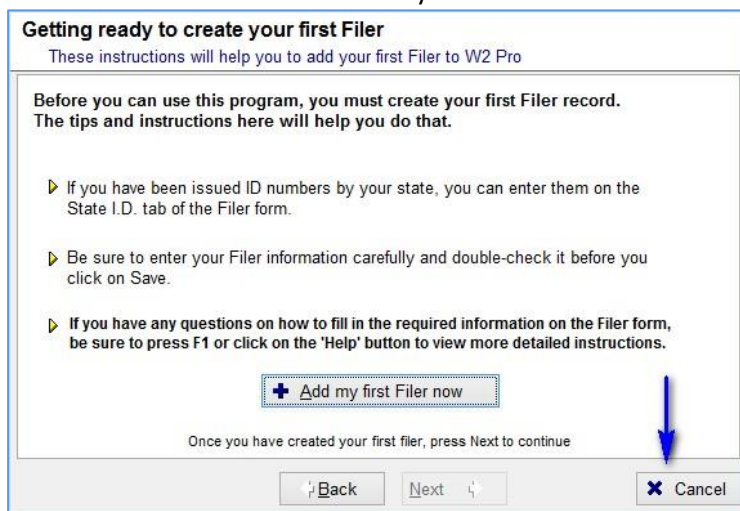
Please see the Guidebook “Creating Data Backups” if you would like to create your own data backups.

## Step 1: Download & Install the Software

- Reinstall the 1099 Pro software on your workstation. You will need a clean install of your software.
- Go to the 1099 Pro software download support site - <https://wiki.1099pro.com>
- Select your edition of 1099 Pro software to download from the “Full Install” section.
  - Make sure it is the Full Install and correct software product!



- Complete the software installation.
  - You may request your Authorization Code from 1099 Pro if you do not still have it.
  - Do not “Roll Forward Your Data” from a previous installation.
- Open the software and select “Next” until you reach the “Add a New Filer” window.

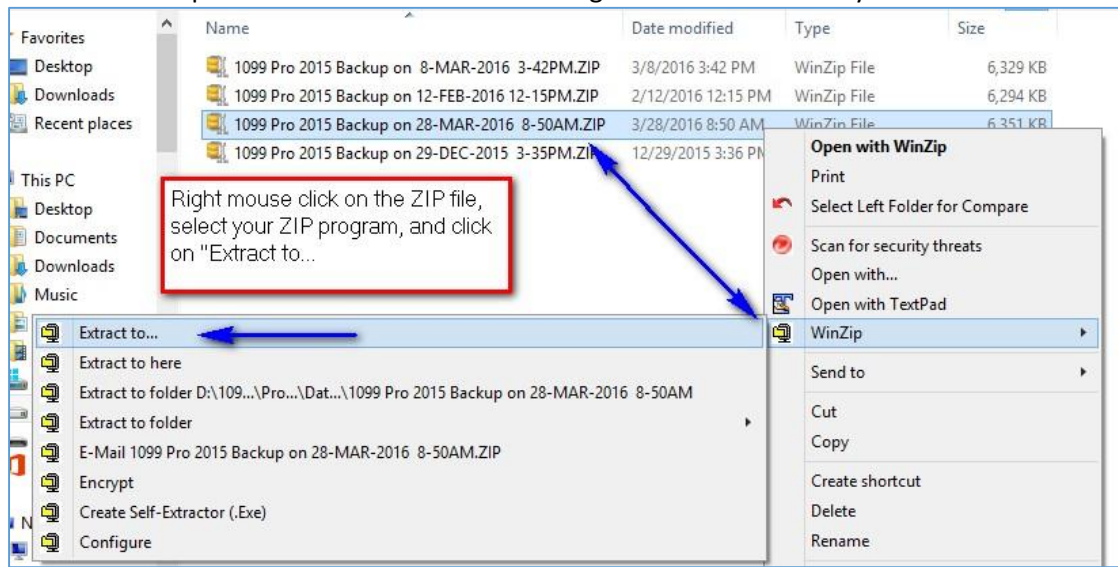


- You may now click “Cancel” or close the software.

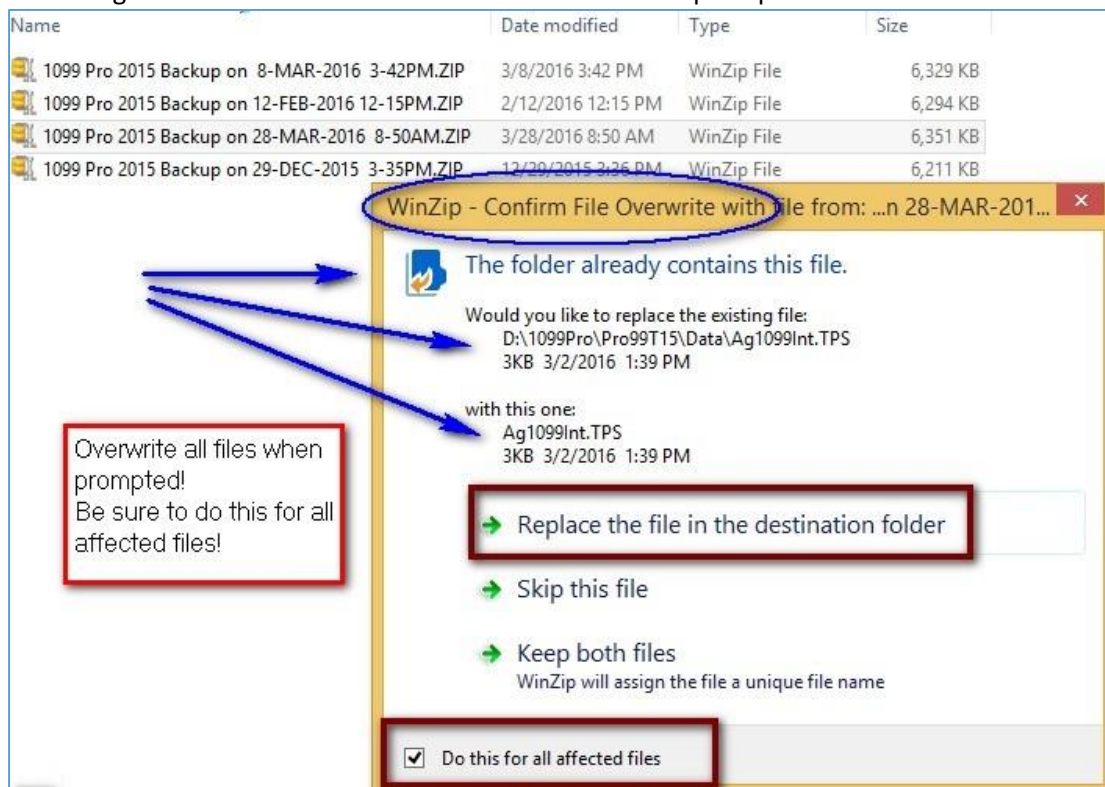
## Step 2: Retrieve & Restore Your Data Backup

- Locate the data backup file that you wish to restore.
  - This will either be a data backup that you have created or a zipped file sent by the 1099 Pro Service Bureau.

- Use the “Extract To” option to extract the files to the 1099 Pro “Data” folder of the new 1099 Pro install directory.
  - The default location for the 1099 Pro “Data” folder is *C:\1099 Pro\Pro99TX\Data*
    - XX – Replace the ‘XX’ with the last two digits of the desired tax year



- Overwrite the existing files in the new installation’s Data folder when prompted.



### **Step 3: Download the Latest Software Update**

- Once your files have been added back to the Data folder, you will need to update your software to the latest version. Download & install the update from the 1099 Pro Wiki support site.
  - Software download support site - <https://wiki.1099pro.com>
- Select the option, for your version of the 1099 Pro software, from the “Update” section.

2015 Software 2014 Software 2013 Software 2012 Software 2011 Software 2010 Software 2009 Software 20

1099 PRO		W2 PRO		1042-S PRO		8966 PRO			
Professional	Enterprise	Professional	Professional	Professional	Professional	Professional	Professional		
<b>Full Install</b> ↓ v2015.13.13 Release Notes		<b>Full Install</b> ↓ v2015.13.13 Release Notes		<b>Full Install</b> ↓ v2015.13.13 Release Notes		<b>Full Install</b> ↓ v2015.13.13 Release Notes		<b>Full Install</b> ↓ v2015.13.21 Release Notes	
<b>Update</b> ↓ v2015.16.05 Release Notes		<b>Update</b> ↓ v2015.16.05 Release Notes		<b>Update</b> ↓ v2015.13.22 Release Notes		<b>Update</b> ↓ v2015.15.10 Release Notes		<b>Update</b> ↓ v2015.15.31 Release Notes	

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- Run the update. You will be prompted to Run 1099 Pro, check "Yes".
- Start your program and double check to see if all your data is restored!