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!

015 Software	2014 Software	2013 Software	2012 Software	2011 Software	2010 Software	2009 Software
	1099 PRO		W2 PRO		42-S PRO	8966 PRO
Professio	nal Er	nterprise	Profession	nal Profe	essional	Professiona
Full Install	3	Full Install v2015.13.13	Full Install	Fu	ll Install 2015.13.13	Full Install
Release No	tes 📃	Release Notes	Release Not	es 📄 🔛 Ro	elease Notes	Release Notes

• Complete the software installation.

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- 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.

Before you ca The tips and i	n use this prog nstructions her	gram, you must re will help you	create your first do that.	Filer record.	
If you have State I.D. t	been issued ID ab of the Filer fo	numbers by you orm.	ır state, you can e	enter them on the	
Be sure to click on Sa	enter your Filer ve.	information care	fully and double-c	heck it before yo	u
If you have be sure to	any questions o press F1 or clicl	on how to fill in th k on the 'Help' bu	e required informa tton to view more	ation on the Filer f detailed instruction	orm, ons.
		+ Add my firs	t Filer now		1
	Once you h	ave created your fi	st filer, press Next to	continue	4

• 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.
 - \circ $\,$ 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\Pro99TXX\Data

•	XX – Replace the '2	XX' with	the last two	o digits of	the desired	tax year
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• Overwrite the existing files in the new installation's Data folder when prompted.



Step 3: Download the Latest Software Update

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- 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 <u>https://wiki.1099pro.com</u>
- Select the option, for your version of the 1099 Pro software, from the "Update" section.

2015 Software 2	014 Software	2013 Software	2012 Software	2011 Software	2010 Software	2009 Software
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Full Install		uli Instali v2015.13.13 Release Notes	Full Install V2015.13.1 Release No	I3 Fu	ili Instali 2015.13.13 elease Notes	Full Install V2015.13.21 Release Notes
Update	5	Update v2015.16.05	Update	22	Update 2015.15.10	Update
Release Not	es 📃 I	Release Notes	Release No	otes 📄 R	elease Notes	Release Notes

• Run the update. You will be prompted to Run 1099 Pro, check "Yes".

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• Start your program and double check to see if all your data is restored!