

# *How to Add Optional Feature Codes in Payroll Mate®*

Start by Opening your  
**Payroll Mate**  
Program



Tutorial - Payroll Mate (2013)

Go to → Edit 1

File Edit Tools Help Order Checks and Supplies

Preferences

Enable Optional Features

Payroll Mate Support Team Use

Check Preview [09/03/2013] - Check # [2]

Check Summary for "Dana Doe"

Pay Period: From: 08/01/2013 To: 08/15/2013

Net Pay: \$318.80

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
				20.00	\$420.00

Click → Enable Optional Features 2

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

September

09/03/2013  
Dana Doe

March

January

Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$48.07	\$48.07
Social Security (Employee)	\$26.04	\$26.04
Medicare (Employee)	\$6.09	\$6.09
State Income Tax	\$21.00	\$21.00
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
Social Security (Employer)	\$26.04	\$26.04
Medicare (Employer)	\$6.09	\$6.09
Fed Unemployment (Employer)	\$2.52	\$2.52

Deduction Details

Once you have purchased an additional option the code will be sent to your email. **Copy the code and paste the code here**

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### Enable Optional Features

In the box below, please enter the "Optional Features Code" sent to you by our sales department.  
The format of the code should be XXXX-XXXX-XXXX-XXXX-XXXX-XXXX, no spaces and no quotations.

OK

Cancel

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

Click → OK

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Print Multiple Checks Direct Deposit

## Check Preview [09/03/2013] - Check # [2]

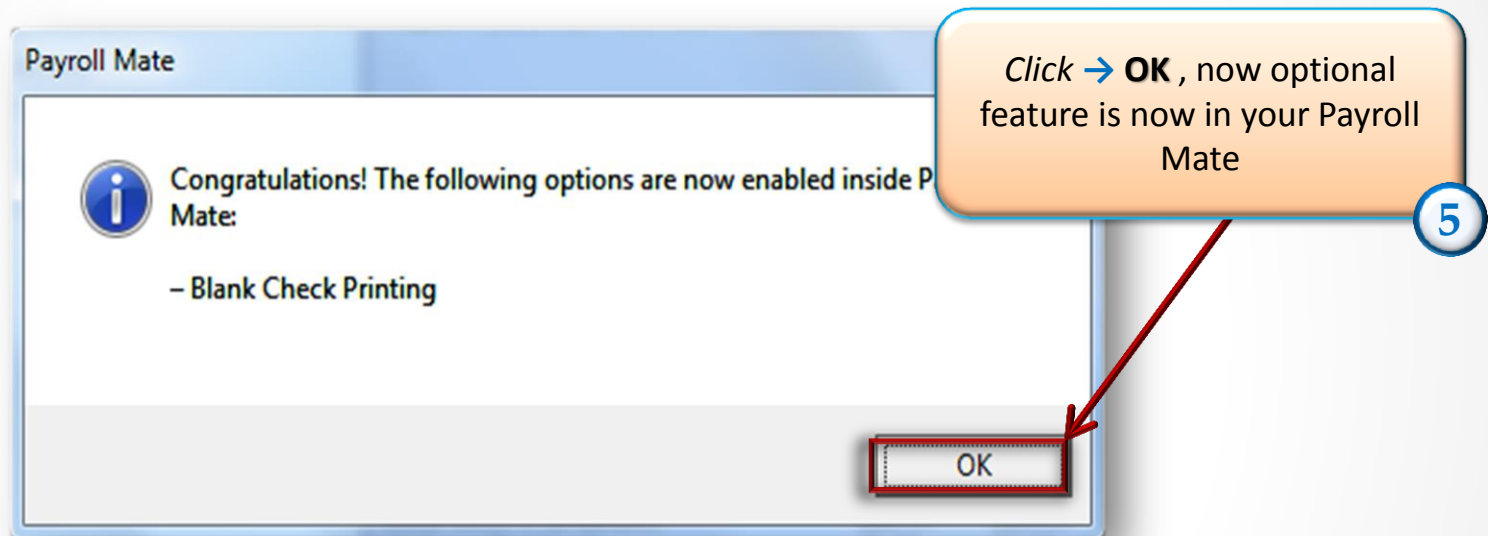
Check Summary for "Dana Doe"

Pay Period: From: 08/01/2013 To: 08/15/2013

Net Pay: \$310.00

YTD:  
\$420.00

Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
Social Security (Employer)	\$26.04	\$26.04
Medicare (Employer)	\$6.09	\$6.09
Fed Unemployment (Employer)	\$2.52	\$2.52
Deduction Details		





***Congratulations. You have added an optional feature!***

**[www.PayrollMate.com](http://www.PayrollMate.com)**

**1-800-507-1992**