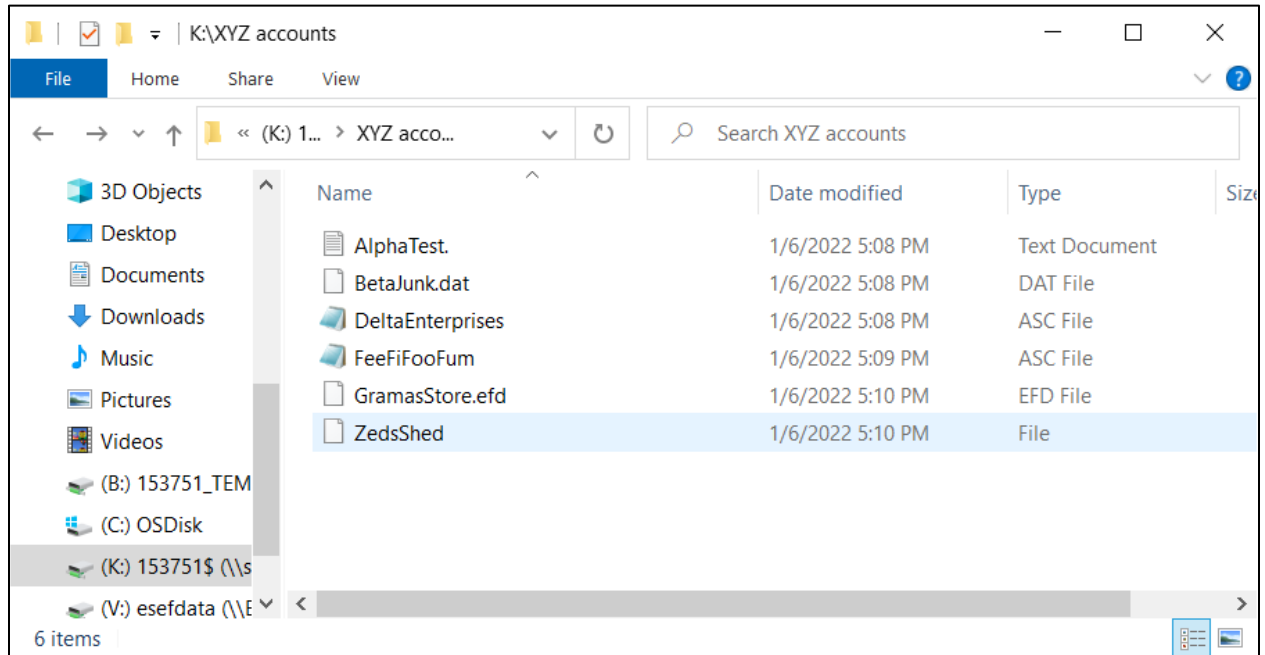


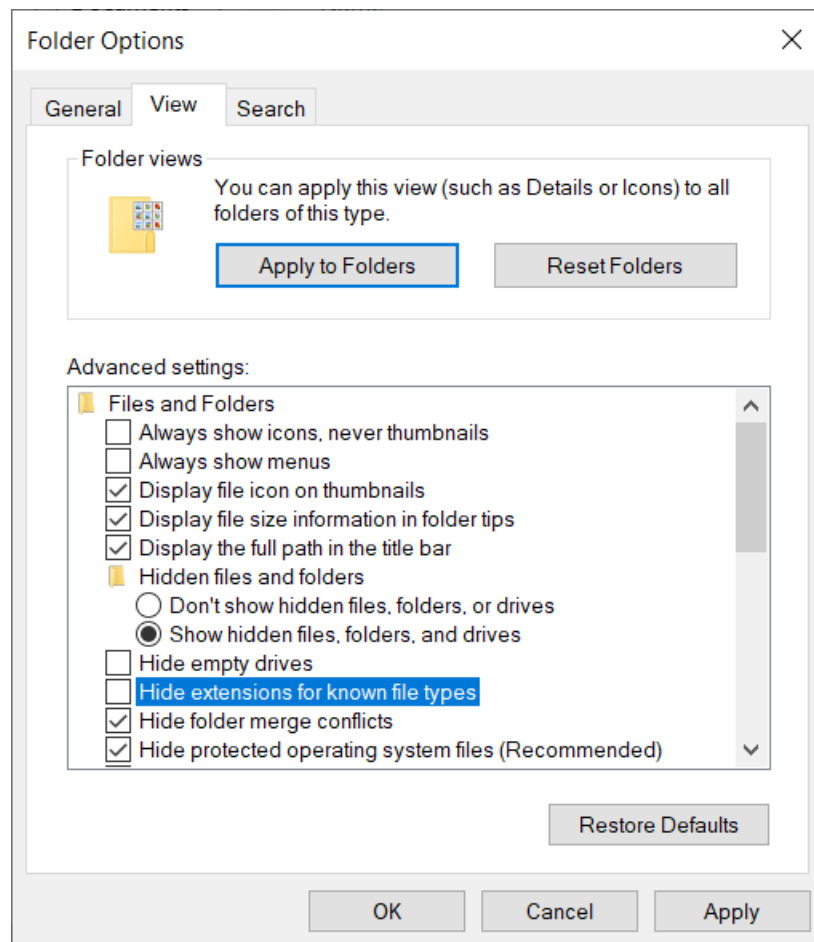
## How to change a file's extension in Microsoft Windows

By default, Windows file browsers do not show file extensions. To change a file's extension, it is easier if you can see the extension in the first place.

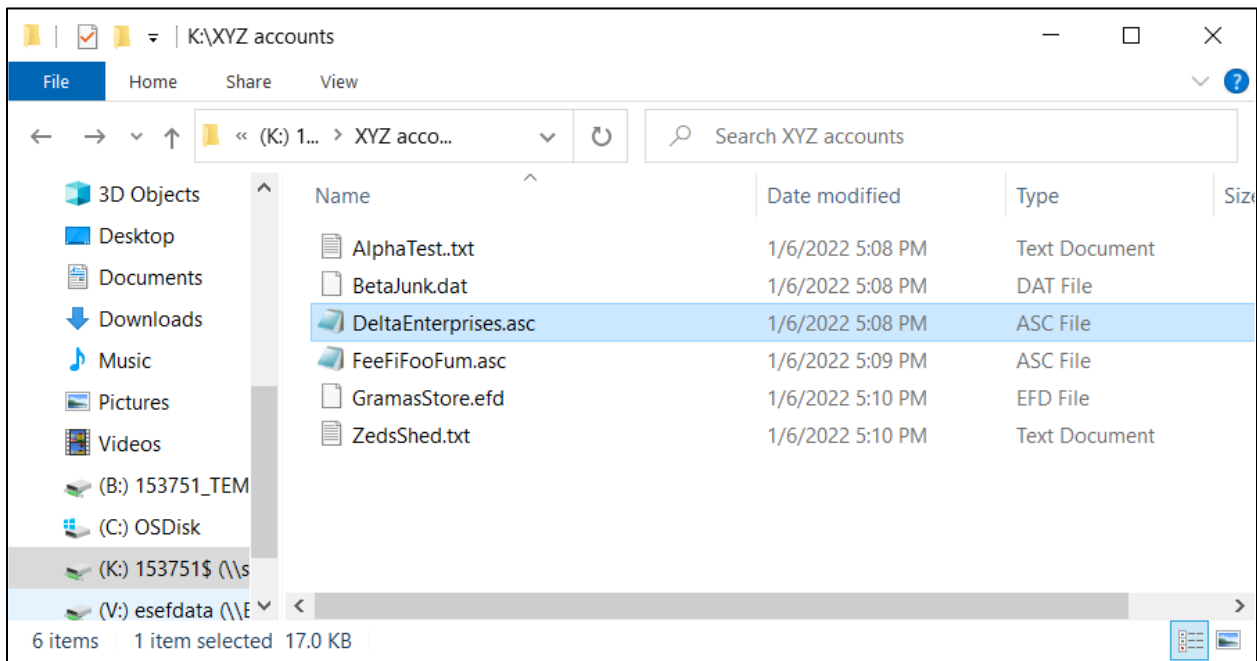
*Note: If your EFW2 file has an extension such as .ASC, .EFD or .DAT, you will need to rename your file with a .TXT to upload your file using SSA's new, faster Wage File Upload process. (Note that upper case, ".TXT", is the same as lower case, ".txt" as far as extensions go.)*



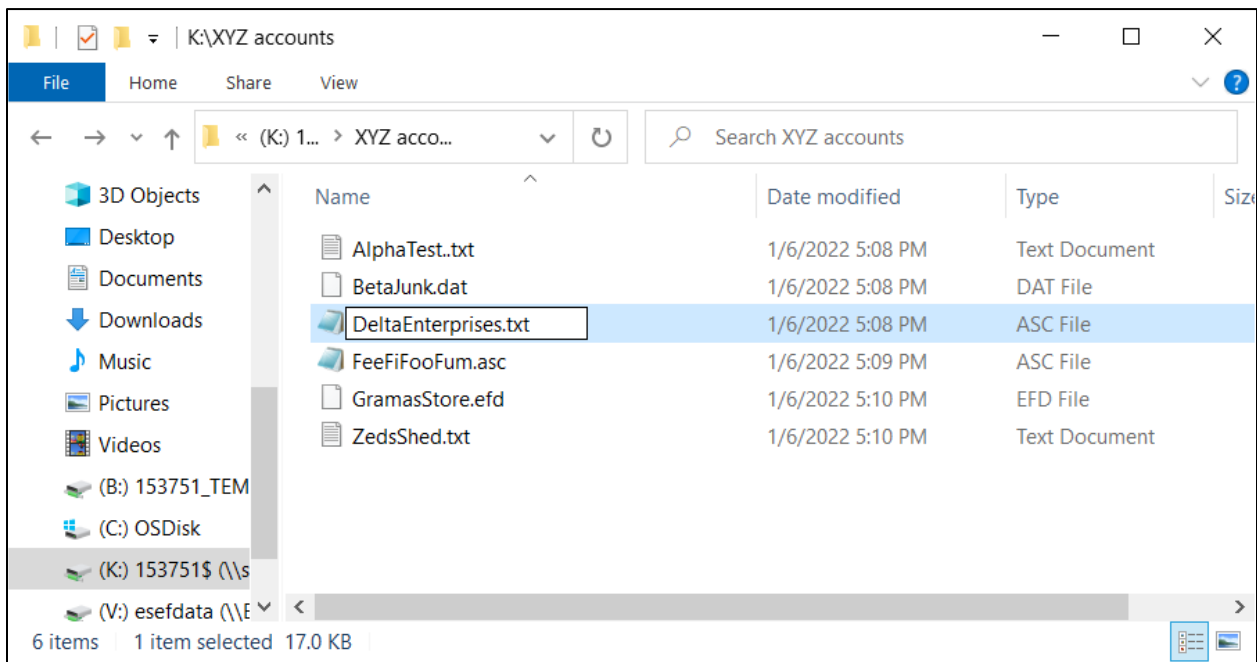
In the file browser's File menu, select "Change folder and search options" and you will see this popup. Uncheck the "Hide extensions for known file types" option. And click OK.



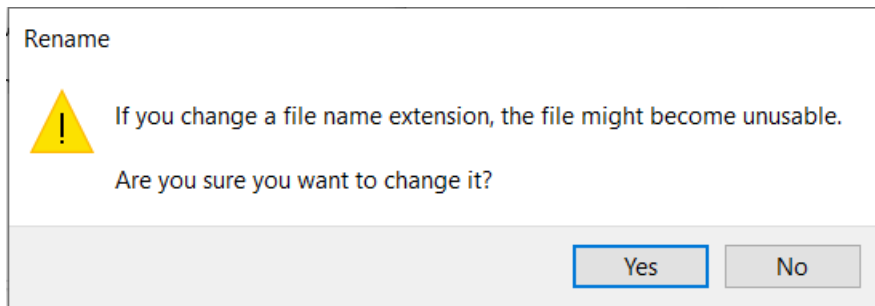
Now, you should see file extensions in your file browser.  
Notice the .asc file.



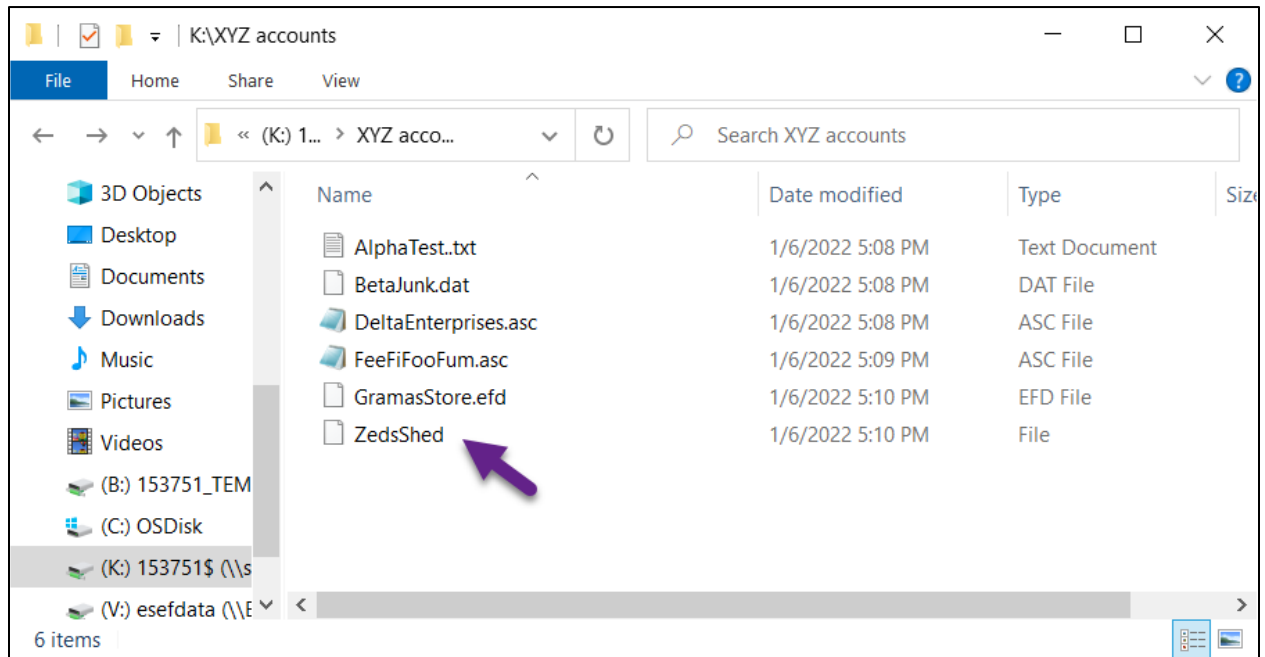
To change a file's extension, right click on the file and select "Rename". The file's name turns in to an editable field. Delete "asc" after the "." and type "txt". Hit the Enter key or click outside the filename text box to complete the rename functionality.



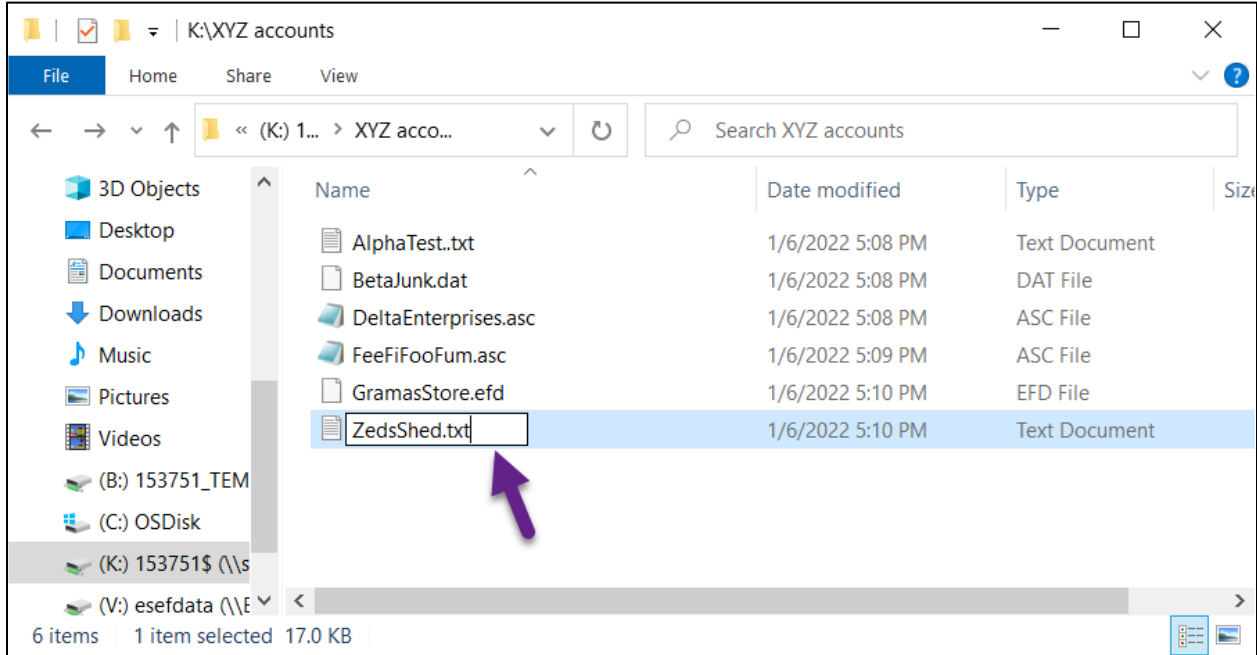
When changing a file's extension, you will be asked if this is really what you want to do. Click on Yes.



Notice the file without an extension.



To add an extension to a filename, right click on the file and select “Rename”. The file’s name turns in to an editable field and you can add the file extension there. Hit the Enter key or click outside the filename box to complete the rename functionality.



This time, you won't be asked if that's what you really want to do.

### Reference

File specifications: <https://www.ssa.gov/employer/EFW2&EFW2C.htm>

User Tutorial: <https://www.ssa.gov/employer/wagereporting/WageFileUpload-Tutorial.pdf>