Steps in the Test File and Product Review Process

1. Retrieve the eNC3 Registration Form and complete in its entirety.

2. Submit the completed registration form to eNC3@ncdor.gov. A registration form is required for each individual product.
    - In the subject line of the email, please include the following details:
        - Product Name
        - eNC3 Product Registration Form
        - Example: PayLync – eNC3 Product Registration Form

3. The eFile Group will reply to the email to acknowledge receipt of the form and inform the software developer if they can proceed in the review process.

    - If the form is not completed in its entirety, the eFile employee will work with the software developer until all required information is provided.

4. The software developer will access the Test Scenarios on the website that are required for the product review process.

5. Create the required text (.txt) file(s) based on the files that your software product supports.

    - If your product does not support all of the test scenario's, please indicate which scenario will not be submitted for approval.

6. Submit the .txt file(s) thru the eNC3 application by clicking the "Test 2019 File Formats" link.

7. After successfully testing your file format and receiving the "All Forms Formatted Correctly" message, send a screen print of the message and a copy of the .txt file that was used to test the file format to the eNC3@ncdor.gov email account.

    - In the subject line of the email, please include the following details:
        - Product Name
        - File Format Review
        - Date
        - Example: PayLync – File Format Review 11/15/19

    - Include the file format type (i.e. W-2, 1099, NC-3) in the filename.
        - Example: W211152019.txt

8. Within 1-2 business days of the date indicated in the Subject Line, the eFile group will review the file and provide a final sign-off via email to the software developer that indicates that the file format passed NCDOR validation checks.
    - If errors exist based on NCDOR's review, the eFile employee will contact the software developer about the errors. The software developer will be required to resubmit a corrected file to ensure the file passes NCDOR validation checks.

9. After the file(s) passes the validation checks and the eFile Group receives confirmation of a successful submission, the product will be listed as an authorized eNC3 product on the Department's website.