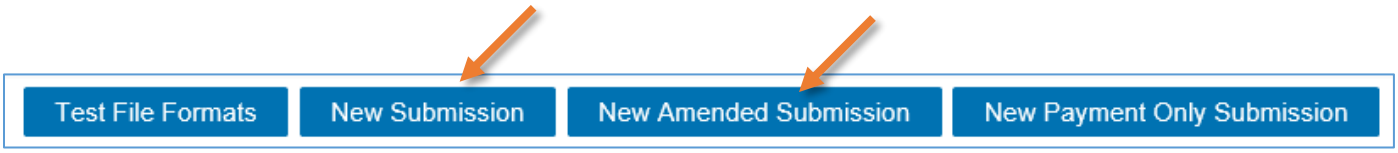
Submission – Step by Step Guide

This guide walks you through submitting forms in the eNC3 and Information Reporting application. On the Submission screen, you can upload files, manually enter form information, or a combination of both. This guide applies to new or amended submissions.

- Watch a video tutorial

Select New Submission or New Amended Submission in the eNC3 Application to begin.

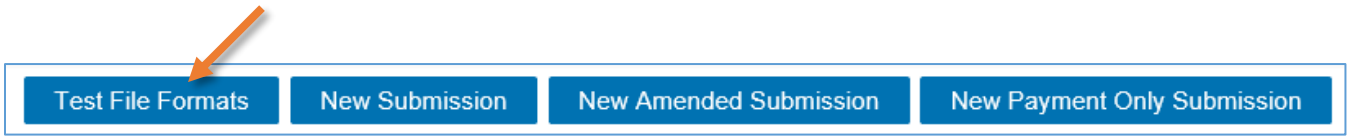


Enter the required submitter information. Review the Submitter Information Guide for help.

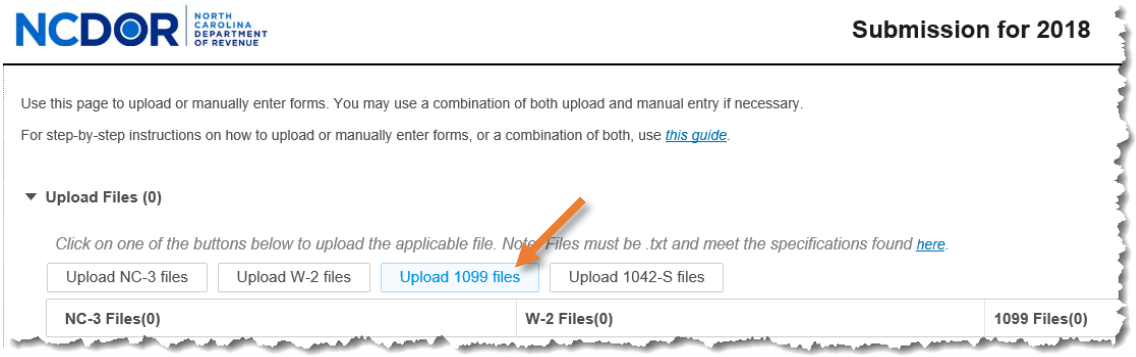
File Upload

Step 1. Create a flat file (must be .txt) using the file formats on the NCDOR website.

Make sure to test your files in the eNC3 application.

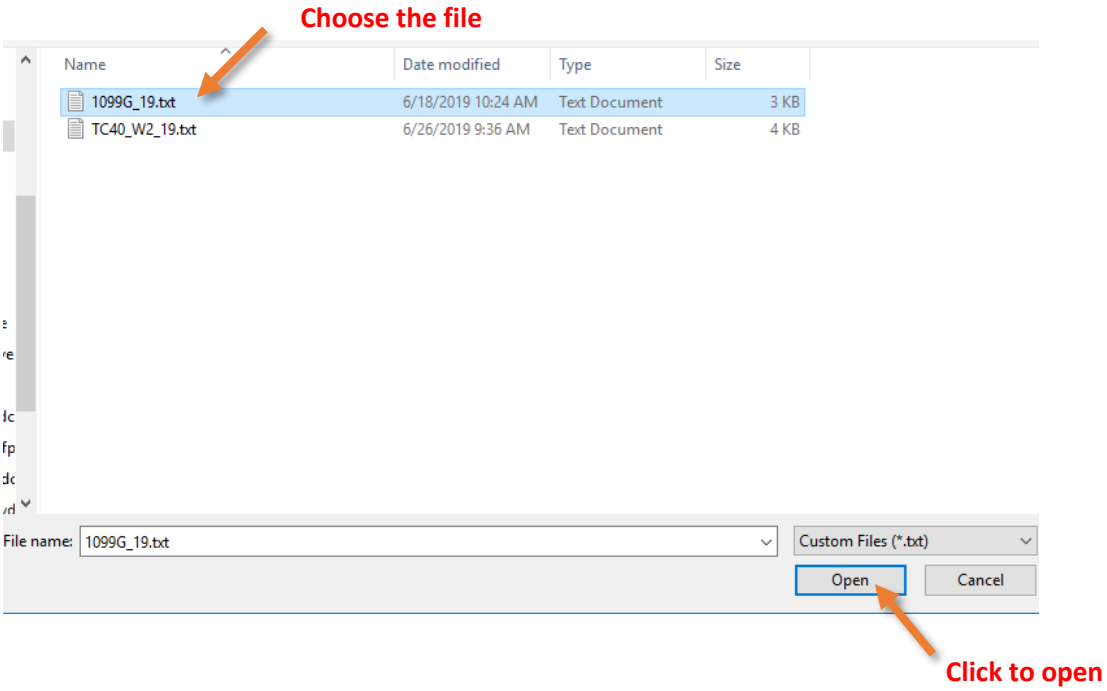


Step 2. On the Submission screen, select the button that corresponds with the file you want to upload.

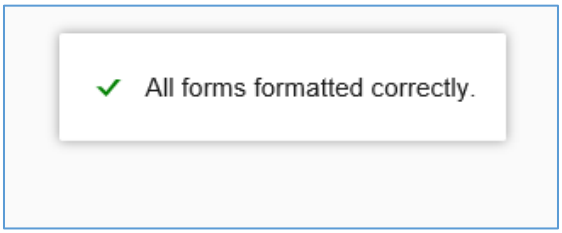


Step 3. A new window will pop up. Choose the file you want to upload. Click **Open** to add the file. Keep in mind:

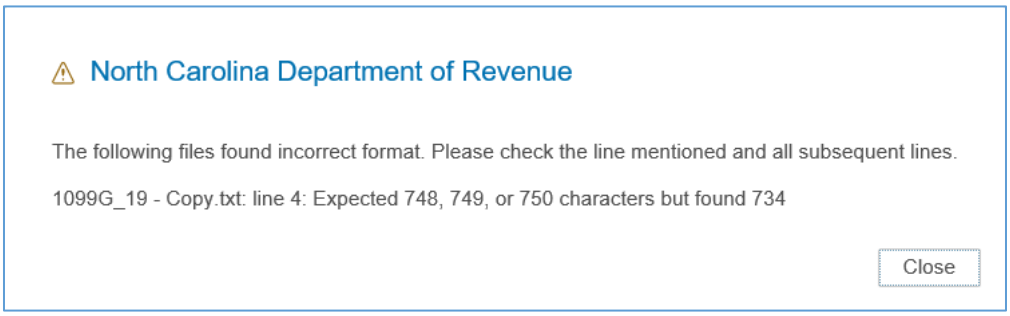
- All files must be .txt files
- There are no file size limitations for the eNC3 application, but your browser may have a 2 GB limitation



If there are no errors with your file, a popup box will confirm that all your file(s) are formatted correctly.



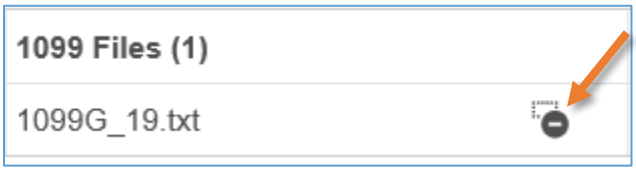
If there is an error, you will receive a message explaining the error in your files. Error messages look like this:



If there is an error with your file you can:

- Determine where the error occurred by reviewing the error message and correct your file accordingly
- If you used software to create the file, contact the software provider
- If you are unable to resolve the issue, you can manually enter form information as outlined in the next section.

- Use the minus (-) button next to the text file to delete a file.



- Use the same steps to upload NC-3, W-2, 1099, and 1042-S files.
- You can also use the Manual Entry section to manually enter NC-3, W-2, 1099, or 1042-S information (including amended forms).

Step 4: Once you've uploaded all your files, click **Next** to review your submission.

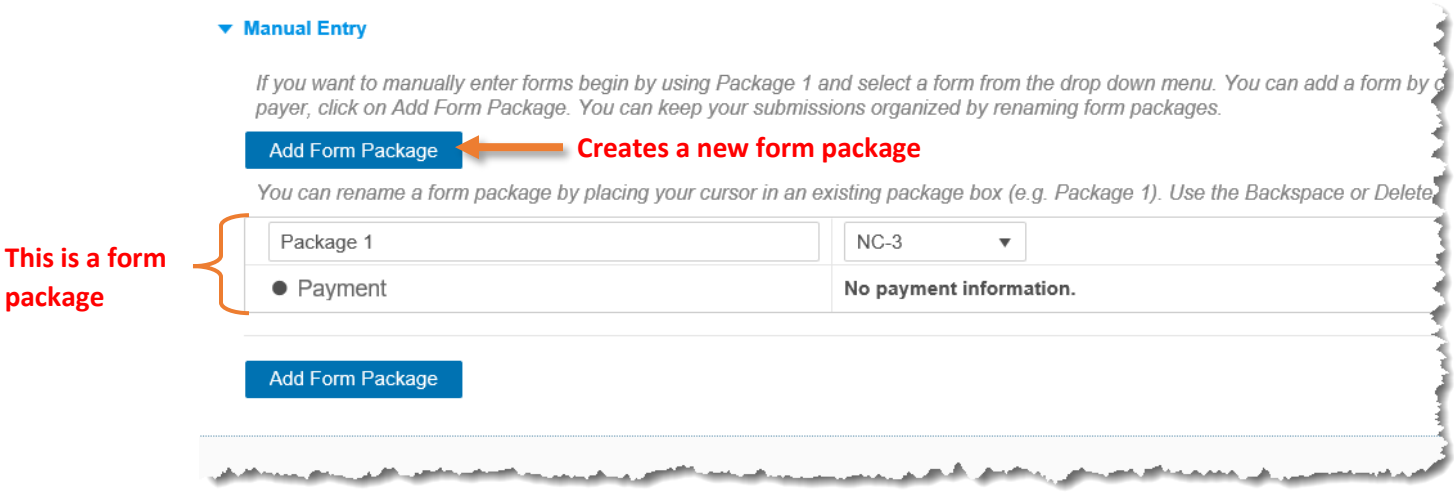
Resources:

- Watch our other eNC3 videos
- Review the eNC3 FAQs

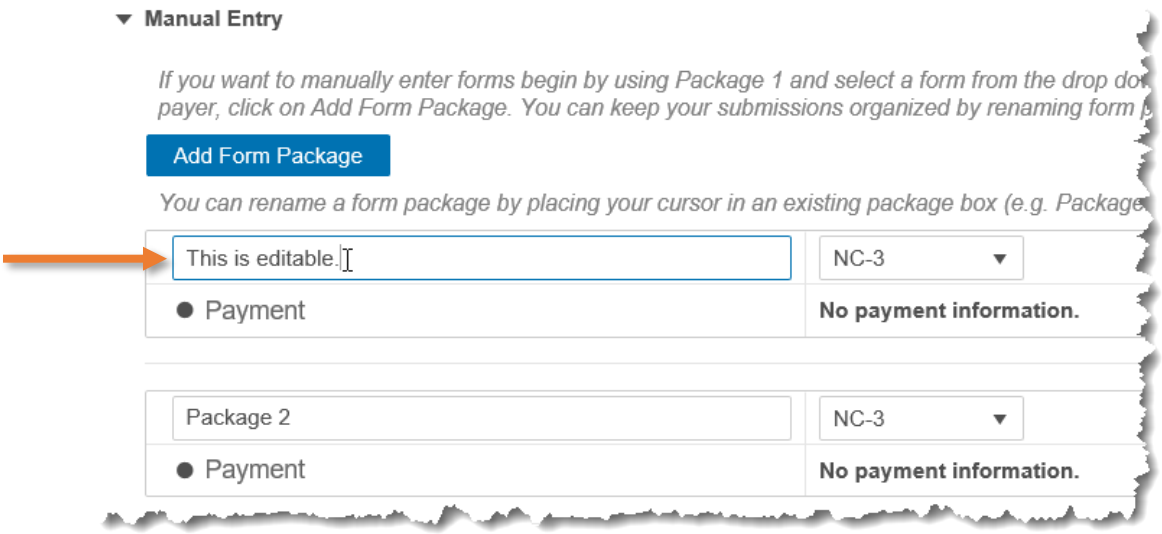
Manual Entry

This section walks you through manually entering form information in the eNC3 application. On the Submission screen, you can upload files, manually enter form information, or a combination of both.

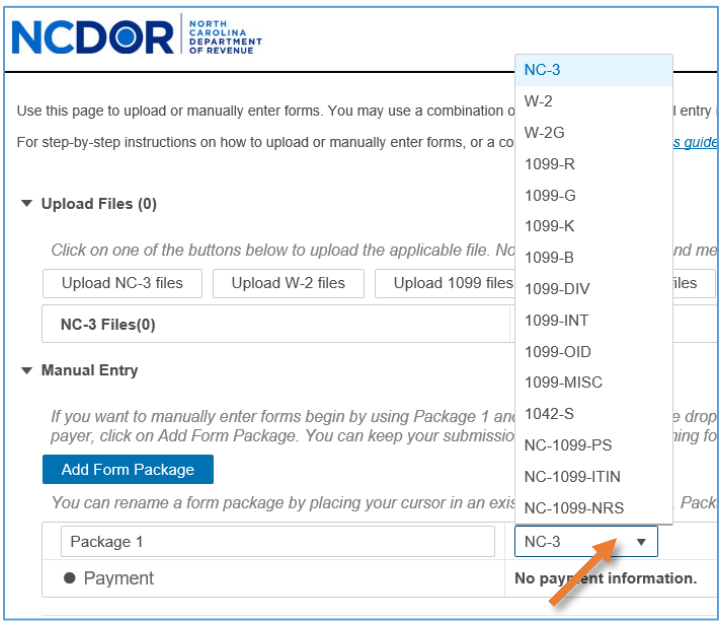
Step 1: Create a form package, or begin with Package 1. Form packages are a way for you to organize your submissions.



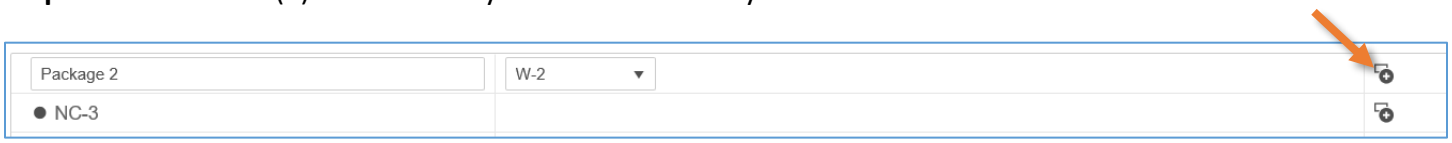
You can change the form package names. We recommend naming the form packages for each business you are filing for (for example, name Company XYZ's form package "Company XYZ"). This may help you keep track of the form packages for your records.



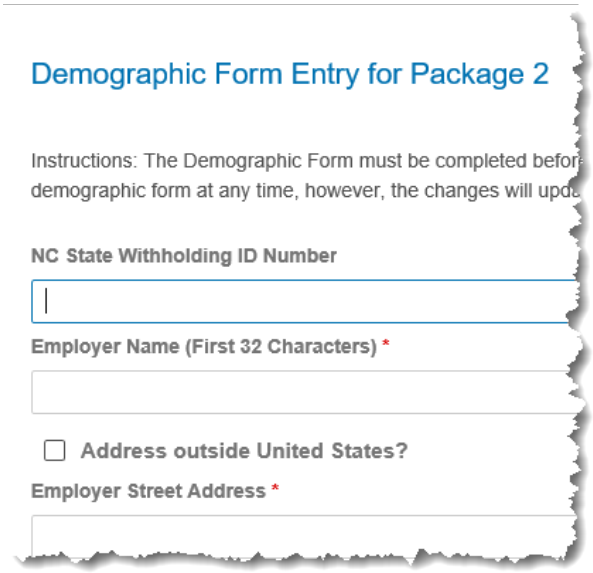
Step 2. Select the form you want using the drop down menu. You can only include **one NC-3 per package**.



Step 3. Click the add (+) button once you select the form you want to add.

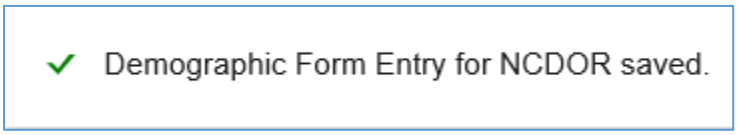


- The Demographic Form Entry screen will appear for all forms except for Form 1099-NRS and Form 1042-S.

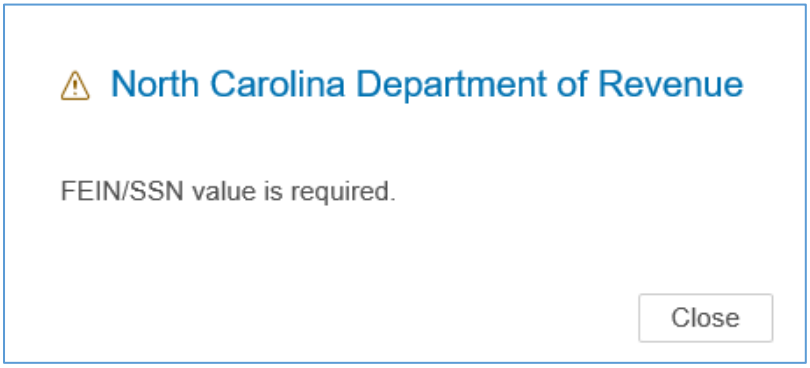


- Information added to the demographic form will carry over to all forms in the package **except Forms 1099-NRS and 1042-S**.
- Complete all required fields on the form. Fields with a red asterisk are required.
- If you don't complete a required field, it will be highlighted in red.

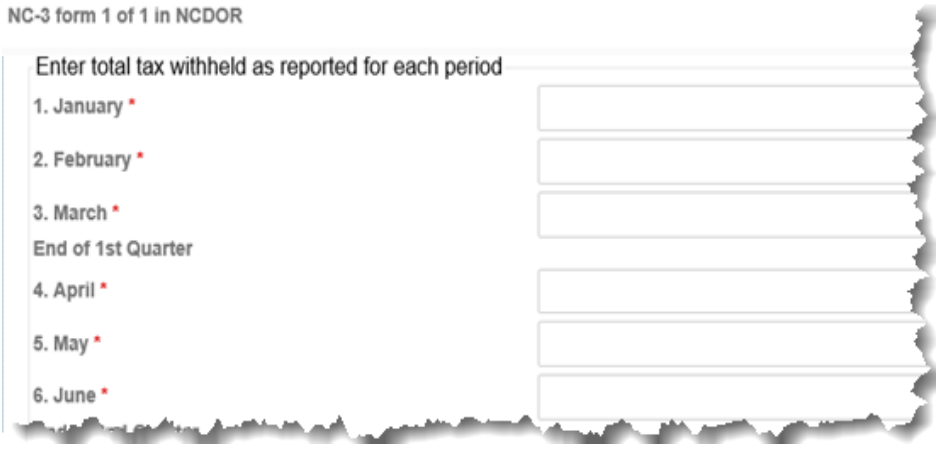
Once you've completed the demographic form click Save. If all your information is correctly entered, a confirmation box will appear:



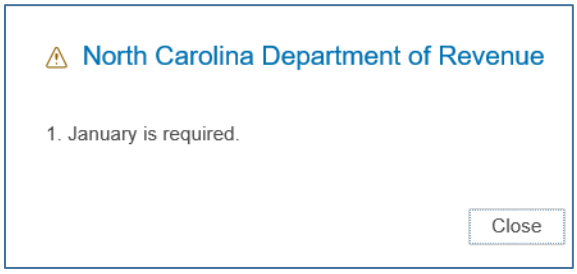
If you leave a field blank, or enter the incorrect informtion, an error box will appear:

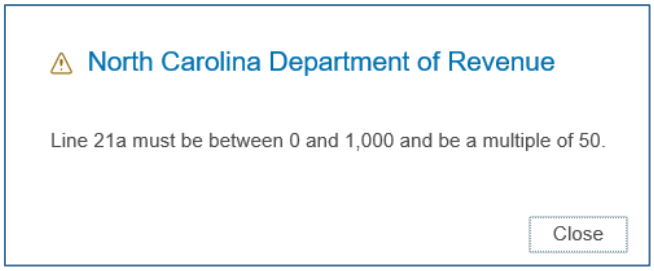


Step 4: Enter the information for the form selected. Complete all required fields on the form.

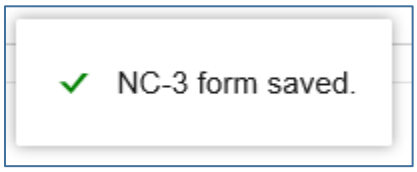


If you leave a field blank or enter incorrect information, an error box will pop up:

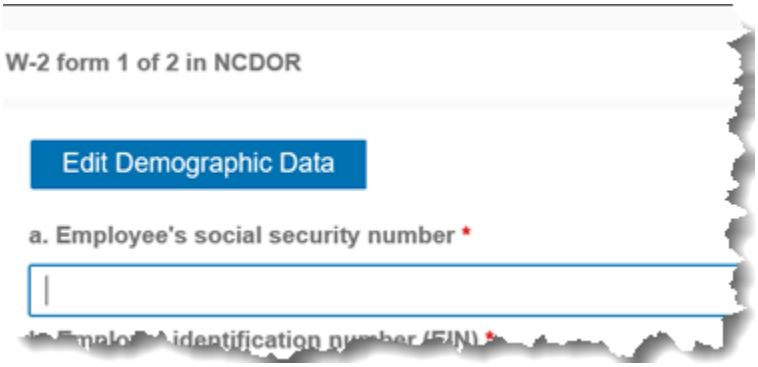


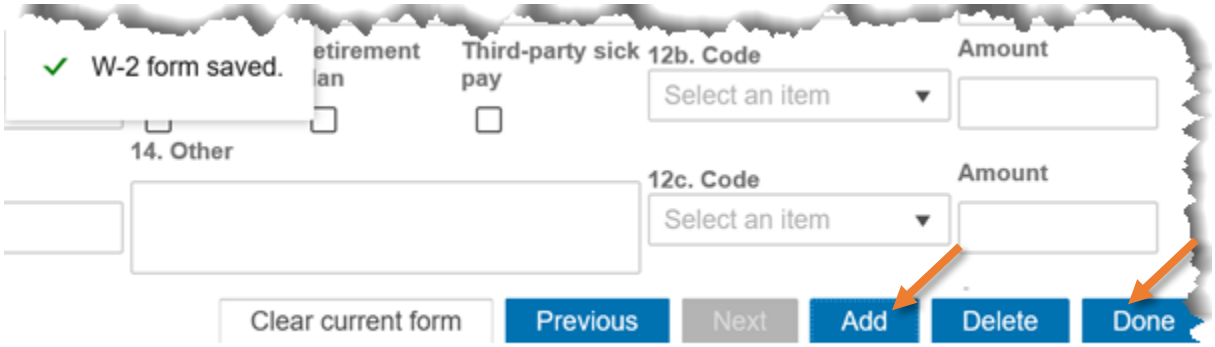


When you are done, click save. A confirmation box will appear:

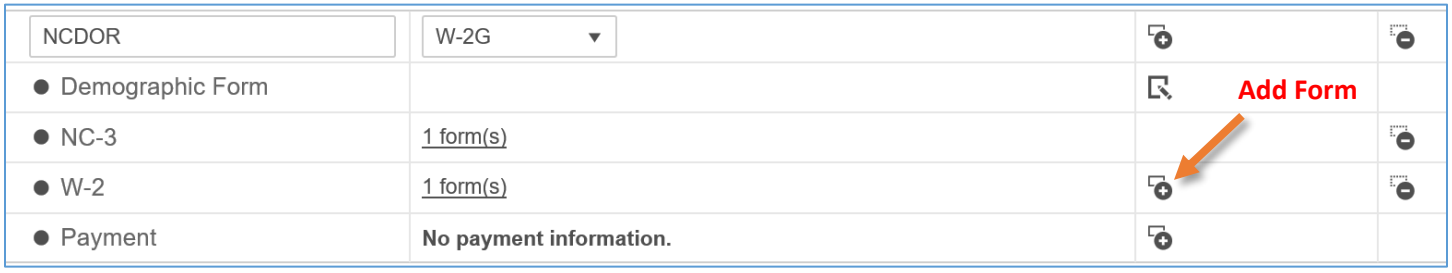


For W-2s and 1099s, complete the required fields, as indicated by a red asterisk. You can add another W-2 or 1099 by clicking **Add**. When you're done, click **Done** with (W-2, 1099, etc.) to return to the Submission screen.

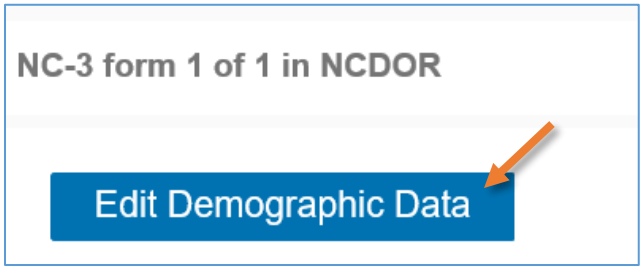




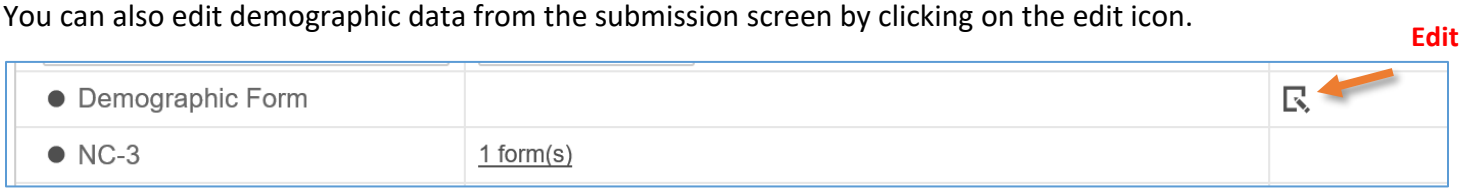
Step 5. Use the drop down menu to choose additional forms and repeat the previous steps to add and complete the forms. If you've already completed a W-2 or 1099 and want to add another, use the add (+) button to add another form of the same type.



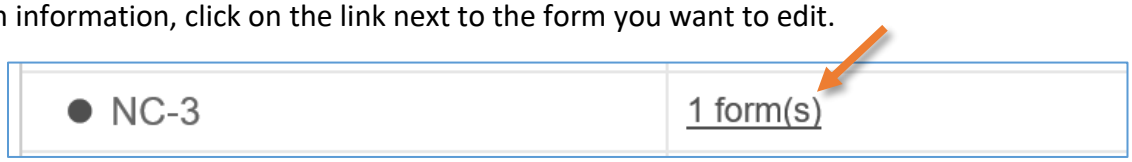
The demographic data you entered previously will be prefilled for each new form you add. If you need to edit this information click on the "Edit Demographic Data" button as shown below. **Note:** Any changes made to demographic data will carry over to all existing forms in your package.



You can also edit demographic data from the submission screen by clicking on the edit icon.

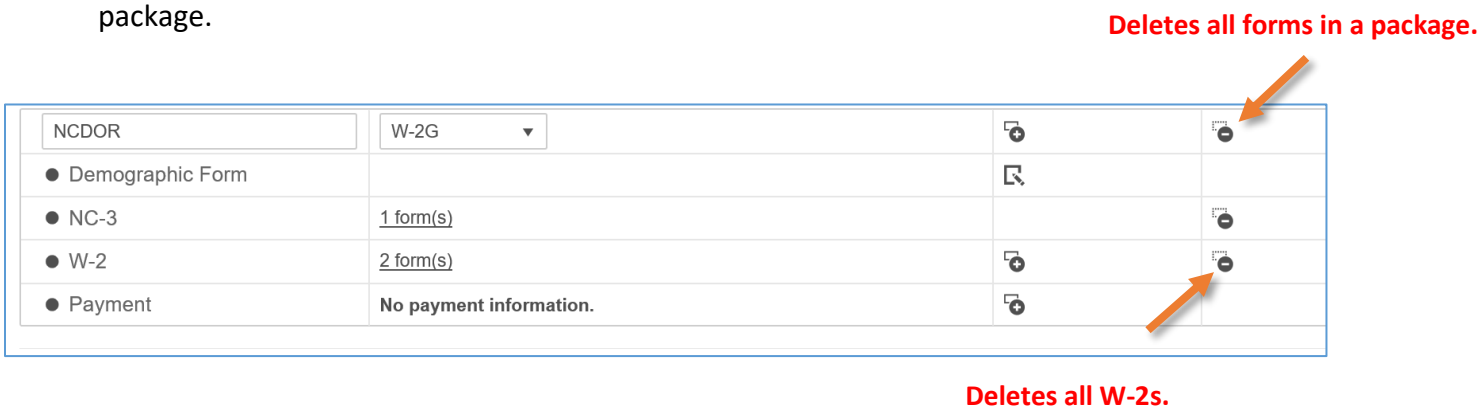


To edit form information, click on the link next to the form you want to edit.

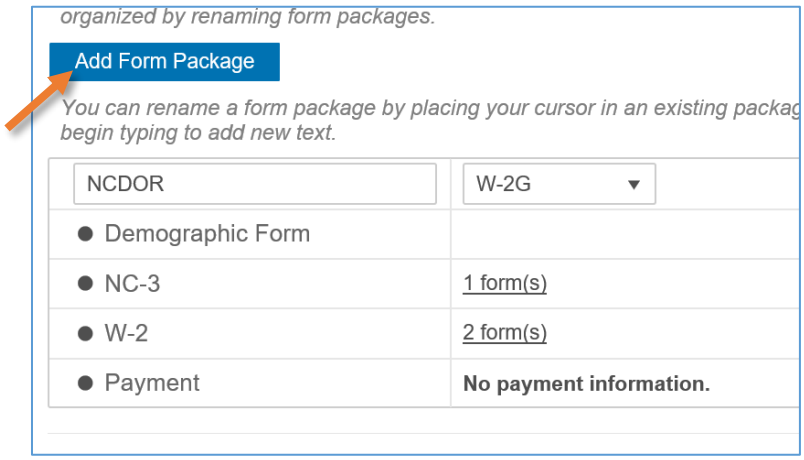


You can delete a set of form types within a package by clicking on the minus (-) button next to a form type. To delete all forms in the package, click on the minus (-) button on the package line.

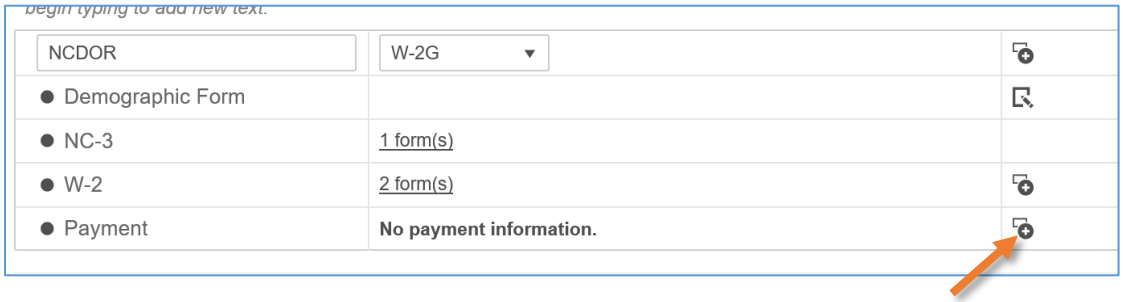
- In the example below, clicking on the minus (-) button on the W-2 line, will delete all W-2s that have been added. Clicking on the minus (-) button on the Package line, will delete all the forms in the package.



Use the “Add Form Package” button to add a new form package.



Step 6 (optional). Add payment information by clicking the add (+) button on the line that says “Payment.” However, if you uploaded an NC-3 with payment information, you don’t need to enter the payment information again.



Note: The payment option will not be available until an NC-3 is added. Only one payment can be added per package. To make a payment only without uploading any form information, use the Payment Only option.

Up next: Review and complete your submission.

Resources:

- Watch our other eNC3 videos
- Review the eNC3 FAQs