

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 E-File Group will reply to the email to acknowledge receipt of the form and inform the SWD if they can proceed in the review process.
 - If the form is not completed in its entirety, the E-File employee will communicate with the SWD until all required information is populated.
4. The SWD will then access the Test Scenarios on the website that are required for the product review process.
5. Create the required text (.txt) files based on the Test Scenario Package
6. Submit the .txt files thru the eNC3 application by clicking the “Test 2018 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 10/15/18
 - Include the file format type (i.e. W-2, 1099, NC-3) in the filename.
 - Example: W210172018.txt
8. Within 1-2 business days of the date indicated in the Subject Line, the E-File group will review the file and provide a final signoff via email to the SWD that indicates that the file format passed NCDOR validation checks.
 - If errors exist based on NCDOR’s review, the E-File employee will contact the SWD/PSP to inform them of the error received. The SWD will be required to submit a corrected file to ensure the file passes NCDOR validation checks.
9. After the file(s) passes the validation checks and the E-File Group receives confirmation of the successful submission, the product will be listed as an authorized SWD product on the Department’s website.