

Submitter Information—Step by Step Guide

This section walks you through adding submitter information in the eNC3 and Information Reporting application. The Submitter Information screen includes the tax year, your name, company name, and contact information.

- [Watch a video tutorial](#)

You can submit a new submission, an amended submission or a payment only submission.

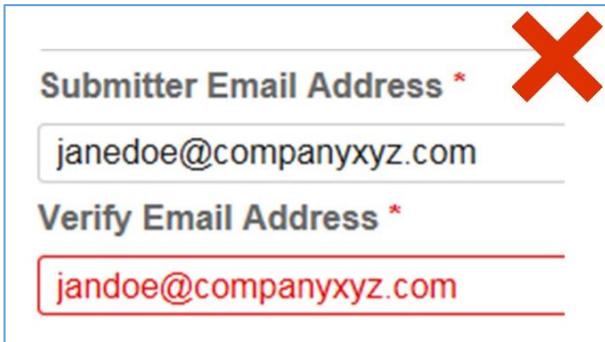


Step 1. On the submitter information screen select the tax year and enter your name, company name, company address, title, phone number, and email address. Fields with a red asterisk are required.

Note: The submitter is the individual entering the information in the application. This should be the person we should contact if there is an issue with your submission. If you are filing for a client, do not enter the client's information here. If you don't complete a required field, it will be highlighted in red.

- If you leave a field empty or enter an invalid phone number or email address, you will see an error message when you click the Next button.

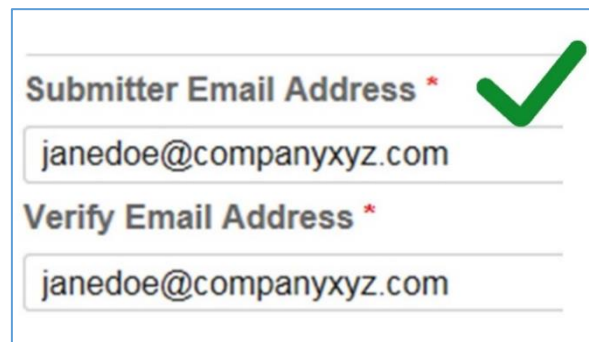
- The Submitter **Email Address** and **Verify Email Address** fields must match to continue



Submitter Email Address *

Verify Email Address *

A large red 'X' icon is positioned to the right of the Submitter Email Address field, indicating an error.

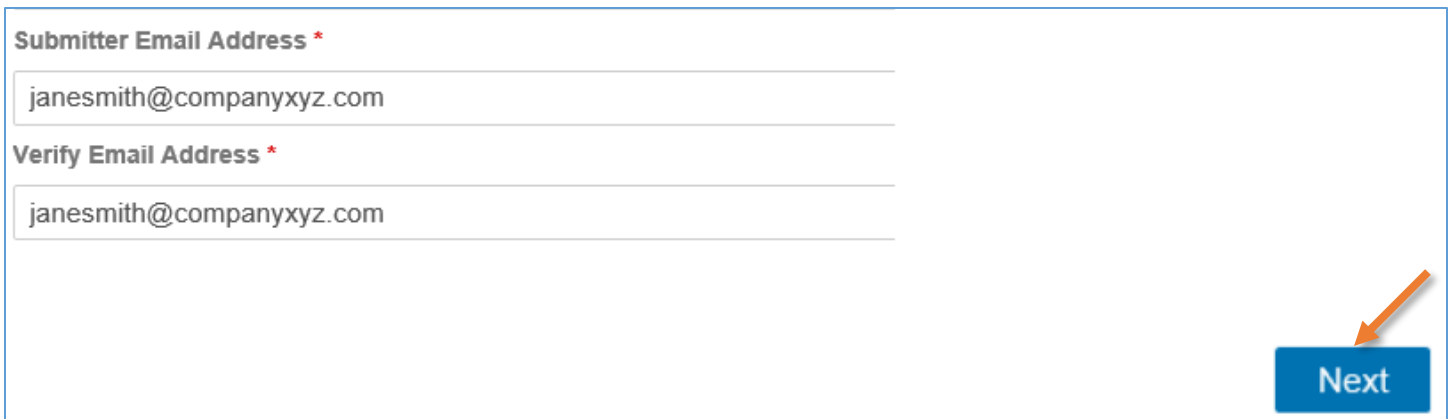


Submitter Email Address *

Verify Email Address *

A large green checkmark icon is positioned to the right of the Submitter Email Address field, indicating success.

Step 2: Once you've enter all the required information, click **Next** to continue to the [Submission](#) screen.



Submitter Email Address *

Verify Email Address *

Next

An orange arrow points to the blue 'Next' button in the bottom right corner of the form.

Resources:

- [Watch our other eNC3 videos](#)
- [Review the eNC3 FAQs](#)