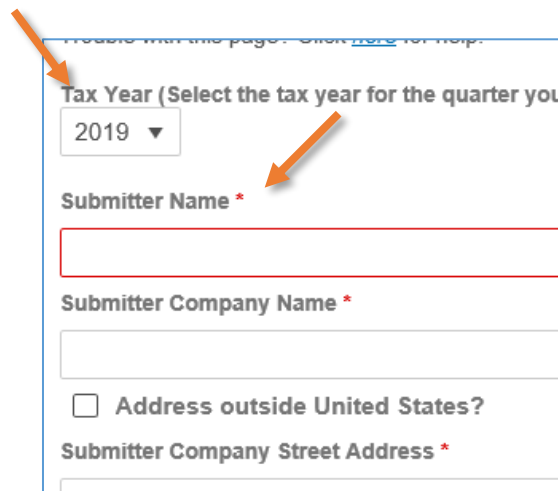# eNC5Q Submitter Information—Step by Step Guide

This section walks you through adding submitter information using the eNC5Q Application. The Submitter Information screen includes the tax year, your name, company name, and contact information.
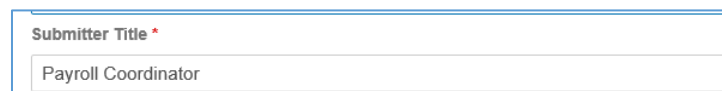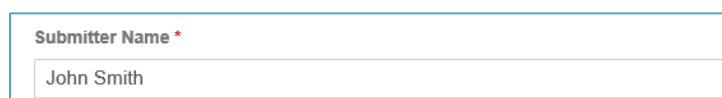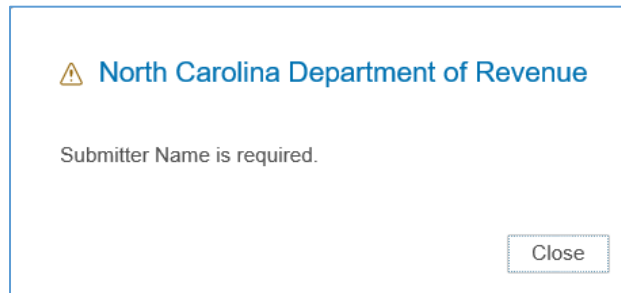
Click on **New Submission** to begin.

Step 1. On the submitter information screen select the tax year for the quarter you are filing. You can only submit quarters within the same tax year for a submission. Enter your name, company name, company address, title, phone number, and email address. Fields with a red asterisk are required.

Note: The submitter name 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. The submitter title is the job title of the submitter, such as "payroll coordinator."

- 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.

⚠ **North Carolina Department of Revenue**

Submitter Name is required.

[Close]

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

Submitter Email Address *

janedoe@companyxyz.com

Verify Email Address *

jandoe@companyxyz.com

❌

Submitter Email Address *

janedoe@companyxyz.com

Verify Email Address *

janedoe@companyxyz.com

✔

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

Submitter Email Address *

janesmith@companyxyz.com

Verify Email Address *

janesmith@companyxyz.com

[Next]

Additional Resources:
- How to test file formats
- How to review and complete your submission
- How to make a file upload or manual entry submission