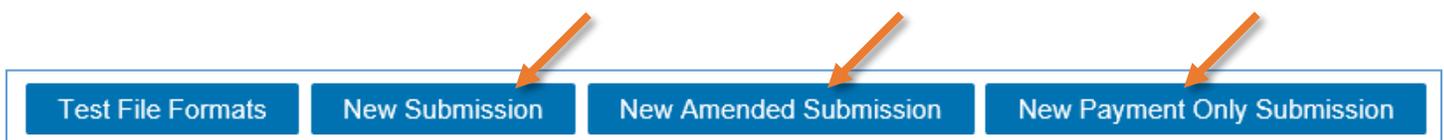


Submitter Information—Step by Step Guide

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.



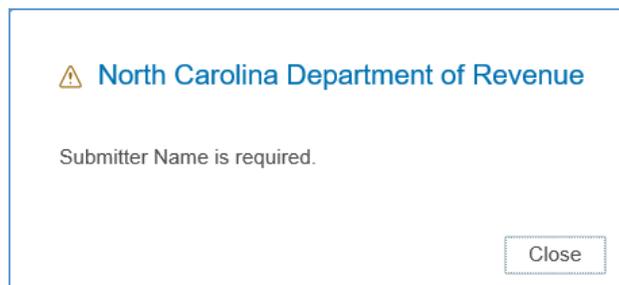
Step 1. On the submitter information screen select the tax year and enter your name, company name, company address, title, phone number, and email address. Fields with a red asterisk are required.

A screenshot of a form with two fields. The first field is labeled "Tax Year" and has a dropdown menu showing "2018" with a downward arrow. The second field is labeled "Submitter Name" with a red asterisk to its right. An orange arrow points to the red asterisk. The text "Jane Smith" is entered in the "Submitter Name" field.

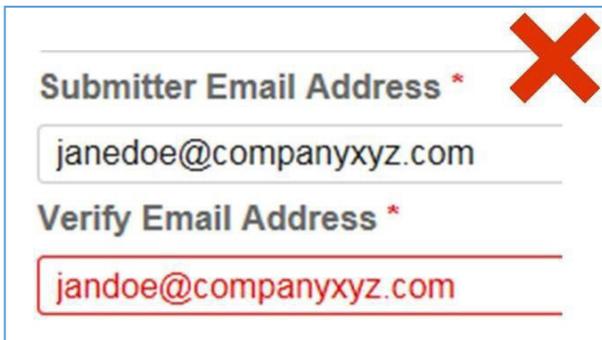
Note: The submitter is the individual entering the information in the application. This should be the person we should contact if there is an issue with your submission. If you are filing for a client, do not enter the client's information here. If you don't complete a required field, it will be highlighted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

A screenshot of a form field labeled "Submitter Title" with a red asterisk to its right. The text input area is empty and has a red border, indicating it is a required field.

- 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.



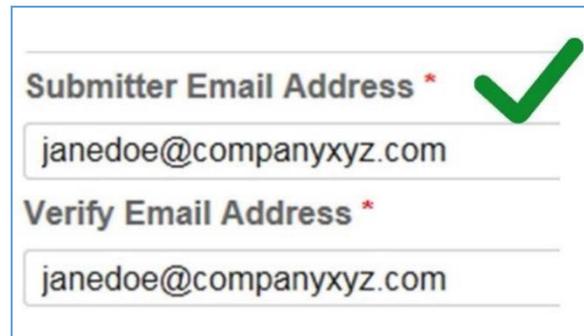
- The Submitter **Email Address** and **Verify Email Address** fields must match to continue



Submitter Email Address *

Verify Email Address *

A red 'X' icon is positioned to the right of the Submitter Email Address field, indicating an error due to the mismatch between the two email addresses.

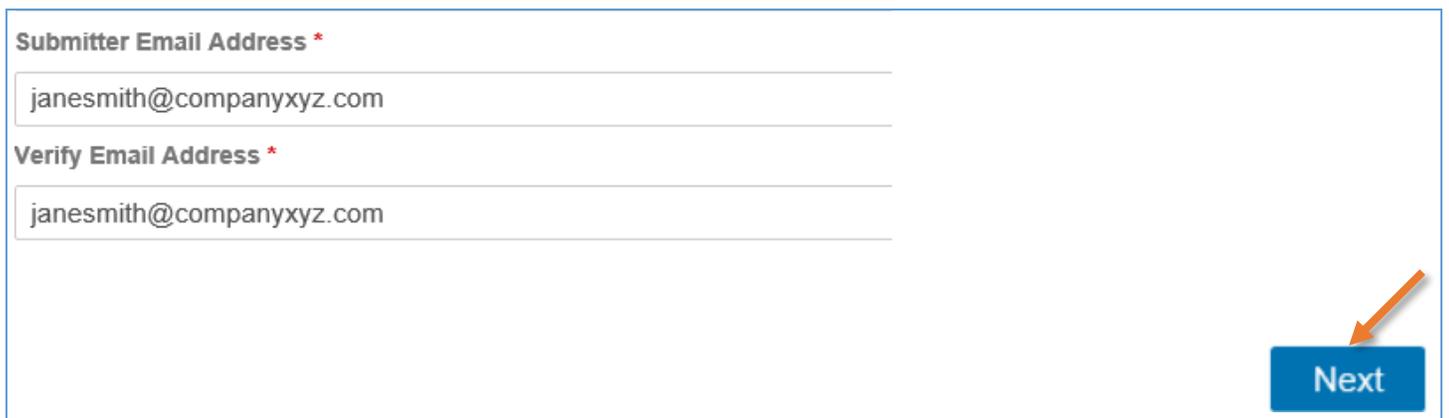


Submitter Email Address *

Verify Email Address *

A green checkmark icon is positioned to the right of the Submitter Email Address field, indicating that the email addresses match and the form is valid.

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, which is located at the bottom right of the form.

Resources:

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

Need Additional Assistance?

For **Technical Assistance** call 1-877-308-9103 or email to eNC3@ncdor.gov. Emails should include a descriptive title in the subject line, including the Submission ID if your inquiry is related to a specific submission. Allow 3 to 5 business days for a response to your email.