THIS IS ONLY A GUIDE FOR ACCESSING AND USING THE B-7 E-FILING PROGRAM (FOR CORPORATIONS, UNIONS, AND OTHER ENTITIES). IF YOU HAVE ANY QUESTIONS PLEASE CONTACT OUR OFFICE.

Hover your cursor over “Electronic Filing” then “Campaign Activity” then click on “B-7”

You must have an e-filing application on file in order to use the e-filing program. For an application go to > http://www.nadc.state.ne.us/docs/e-filing-all-purpose-application-form.doc OR click on the link "Forms" and then (on the page) click on "Electronic Filing Application for Forms B-1, B-4, and B-7". You may fax (402-471-6599) or e-mail the application (to Serena Dunn or David Hunter) however a signed copy must be filed with the Commission. For e-mail, click on "Staff/Contact Us" from our Home Page.
LOGIN page

Electronic Filing for Corporations, Unions or Other Associations

If this is your first time, click on bubble "First Time Filer" otherwise click on bubble "Returning Filer"

You must have an application on file with a password in order to use the e-filing program! To obtain an application, see our note on the previous page, NADC Home page.
Online Campaign Reporting

Application Help Guide:
- Items bordered in red are required
- Items bordered in blue are optional
- Do not use your browser’s "Back" or "Forward" buttons to navigate between pages
- Follow the web links or [Menu Options] area at the bottom of your screen to navigate
- Review your [User Message Center] (if available) for current status on your progress.
- You will have access to edit most pages at review time.

Login

User Login

Please choose your type of login below:
I am a... ● Returning Filer ● First Time Filer
ID Number: [Redacted]
Password: [Redacted] [Lost your password?]

Menu Options

Contact Information

Nebraska Accountability and Disclosure Commission
11th Floor of the State Capitol
P.O. Box 96086 Lincoln, NE 68509
(402) 471-2522

LOGIN page, Returning Filer
Login

User Login

Please choose your type of login below:
I am a...  ○ Returning Filer  ○ First Time Filer

ID Number:  
New Password:  [Need help choosing a password? ]
Retype New Password:  

Click here to login...

Contact Information

Nebraska Accountability and Disclosure Commission
11th Floor of the State Capitol
P.O. Box 95086 Lincoln, NE 68509
(402) 471-2522

LOGIN page, First Time Filer
History page

To start a new form, click on the drop down arrow and then select "Political Contributions of a Corp., Union or Assoc. (B-7)"
Then click on "Start".

You cannot start a new report if a previous report has not been processed, designated by NO under the column "Processed?"
If you have "submitted" the previous report, feel free to contact our office to determine if we have processed it.
Item 1 - Contributor Summary

Check that your information is correct and then click on "Click here to continue..."

Note: After pressing "Click here to continue" on each page you cannot make any changes to those pages until you get to the "Review" section towards the end of the program. From the Review page, you may make changes or additions to any section of the report.
Item 2 – Direct Contributions, Add Contribution(s)

You must click "Add Contribution(s)" or check "No Reportable Activity".

Note that the form is not filed with our office until you have gone through to the end and "Submitted" the report.

"Click here to save & exit.." does not submit the report!
Item 2 – Direct Contributions

Note that the form is not filed with our office until you have gone through to the end and "Submitted" the report.

"Click here to save & exit.." does not submit the report!
Item 3 – Indirect Contributions

You must click "Add Contribution(s)" or check "No Reportable Activity".

Note that the form is not filed with our office until you have gone through to the end and "Submitted" the report.
Item 3 – Indirect Contributions, Add Contribution(s)/Committee(s)

Note that the form is not filed with our office until you have gone through to the end and "Submitted" the report.
### Item 4 - Expenditures For Establishment or Administration of a Separate Segregate Political Fund (SSPF PAC)

#### PAC Administration Expenditures

- **ID Number:** [Insert ID Number]
- **Contributor Name:** [Insert Contributor Name]

- **You may:** Click this button to [Add Committee] OR check this box for [No reportable activity].

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Acronym</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

- **You may:** Click this button to [Add Personal Service(s)].

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Action(s)</th>
</tr>
</thead>
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</tbody>
</table>

- **Menu Options**
  - [Click here to continue..]
  - [Click here to save & exit..]

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**Item 4 – Expenditures for Administration of SSPF**

You must click "Add Committee" or check "No Reportable Activity".

Note that the form is not filed with our office until you have gone through to the end and "Submitted" the report.
Item 4 – Expenditures for Administration of SSPF, Add Committee

User Message Center

Message(s) from the application:

- Currency formatting, such as Dollar signs ($) and Commas (,;) are not allowed and will be automatically removed

Add Committee

Check here to cancel this committee entry

Additional search help is available at the NADP Website

Enter the candidate’s last name OR part of the committee name to start the search

Name: [Input Field]

Search...

Committee Name: [Input Field]

Committee not in the system? Click here...

Acronym: [Input Field]

Or enter "None"

Save this new Entry...

Item 4 – Expenditures for Administration of SSPF, Add Personal Service

User Message Center

Message(s) from the application:

- Currency formatting, such as Dollar signs ($) and Commas (,;) are not allowed and will be automatically removed

Personal Service

Check here to cancel this service entry

If you need to add more than one personal service, select the number here. Add [Input Field] additional services.

Date: [Input Field]

Format: (MM/DD/YYYY) or [Input Field] Use the Calendar Assistant...

Description: [Input Field]

Save this new Service Entry...
You may make changes or additions to any sections from this review page.
Note that the form is not filed with our office until you have "Verified Compliance" by typing in your name and clicked "Submit form..."
Online Campaign Reporting

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Receipt

Successful Submission Confirmation

Submission Date/Time: 12/13/2012 02:34:10 PM
Your statement has been successfully submitted.

Filings submitted before 5:00 PM central time on or before the due date are timely filed. Filings received after 5:00 PM are considered received on the next state business day.

Menu Options

- Click here to print report...
- Click here to save & exit...

Contact Information

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Please take a few moments to complete this brief survey. Your feedback is appreciated.

Receipt, Successful Submission Confirmation ...w/option to Print or Exit

Be sure to print the report or save the PDF file (an option after "Click here to print report...") for proof that you filed the report. Then "Click here to save & exit..."