FirstTuesday Campaign Finance System
Committees – How to e-File Outline

Log In

- To log in any time, go to https://nadc-e.nebraska.gov. Click on the Filer Login tab and then enter your credentials. You will then land on your Entity Overview Page.

Enter Transactions (contributions, expenditures, pledges, and loans)

- All activity must be entered as a transaction or it will not appear on the statement or report.
- To enter transactions Hover over the Financial tab towards the top of the page and then click on the type of transaction you want to enter.
- For entering contributions, only businesses which are populated or committees which are registered in the system will be available for you to choose. If a committee is not found, you may search the public database for all committees, click on Committee Search from the public search page https://nadc-e.nebraska.gov/PublicSite/SearchPages/. Also you may contact our office to have an entity added into the system, please email a list to nadc@nebraska.gov or ask to speak with David Hunter or Serena Dunn for help with the FirstTuesday filing system.
- Special Note: the FirstTuesday Campaign Finance System is transaction-based. Only the exact transactions entered will appear on the required statement or report in the form of a financial amount. Ideally, it works best if you enter all contributors and payees, regardless of amount. The PDF statements and reports will only display amounts that are required (e.g., Form B-1 Schedules A and B will only display contributors who have given more than $250 within a calendar year, even if those giving less have been entered).
- Further note: for Candidate, Ballot Question, and Political Action Committees who must disclose all amounts on the Financial Summary- If you wish to keep the "$250 or less" contributors and payees entirely out of the system, you can instead use the **already existing** names "*..250 or less..*" to plug in lump sum amounts at the end of each reporting period (**type 250 into the Name box and click Find**). If using this method, keep in mind those lump sum transaction amounts may later need to be reduced and the filing amended if you have a contributor go over the 250 threshold later during the calendar year.

File Statements or Reports

- To file a statement or report Click on the Filings tab towards the top of the page and you will land on the Filing Administration page. Under **Reports Due** click on View/File of the Statement or Report you want to file. You will then land on the **File Report** page. First time filers must enter a beginning Cash Balance into the box **Enter a Beginning Balance*** directly under **Report Summary**. You can click on **Refresh Schedule Summary** to update the cash balance as viewed within the Report Summary. To submit the filing, scroll to the bottom of the page, check the signature verification box and click on **File**.

- Note that you will not be able to file any Statements or Reports listed under **Reports Due** if an amendment to a previous filing is required. Under **Filing History** if Amendment Needed is displayed under the **Status** column, you must first Amend that filing to proceed on to the next required filing.

FirstTuesday General Information

- FirstTuesday works best on a Desktop or Laptop computer using the following browsers: Microsoft Edge; Google Chrome; or Mozilla Firefox, however it might also work on a phone or tablet using those browsers.

- Check that your browser settings are not preventing pop-up windows as the program occasionally has a pop-up window.

More Information

- Please see our **Campaign Statements and Reports STEP-BY-STEP e-File GUIDE** on our publications page for further step by step instructions covering virtually all transaction situations.

- Additional campaign finance related information, treasurers guides and brochures can also be found on our publications page at https://nadc.nebraska.gov/publications