

NEW FILERS – Helpful **E-filing** Tips for registering and completing your Statement of Financial Interests (Form C-1) in the FirstTuesday Campaign Finance System

REGISTERING to file (New Users)

You may register from the FirstTuesday site at nadc-e.nebraska.gov
Click on the Registration tab and then under
Create a Statement of Financial Interests(C-1) Filer Account click on
Create Account. Fill in your information and click **Submit**.

After you submit your registration to file you should see the message:

The registration information has been submitted.

Your log in credentials are then being sent to your email. You must check your email for your log in credentials and for other filing information.

LOGGING IN

From the home page nadc-e.nebraska.gov click on the tab
Filer Login and enter your credentials.
You will then arrive at your filer workspace.

FILING your Statement of Financial Interests

To begin a new form, you must select a filing year from the dropdown
and then click on **Start New Disclosure**.

On the **C-1 Filing Workpage**, the buttons corresponding with each **ITEM**
are below the item headings. For example **Update Profile** corresponds
with **ITEM 1**.

FILING your Statement of Financial Interests (continued)

ITEM 2 or ITEM 3 If your office or position does not appear in the drop down, please first double check the preceding dropdowns are correct and then contact our office at 402-471-2522 or email nadc@nebraska.gov and provide your Agency and Position that you need added. We should be able to complete that task while you are on the phone.

ITEMS 6 – 11 If this is your first electronic C-1 filing, under each ITEM you must click **Begin** and then **Add New**. Then enter your new information OR

check the box **Check here if you have no information to disclose.**

Then click on **Add to List**, and then click **Return**.

Remember, even if you have nothing to disclose, you still must click on **Add New** and then check the box **Check here if you have no information to disclose**. Then click on **Add to List**, and then click **Return**.

Note prior to completing the **C-1 Filing Workpage**, clicking on some boxes or buttons creates **red letter error messages**. On the **C-1 Filing Workpage**, please disregard these messages until you are finished with the form and click the submit button. All red letter error messages must then be corrected before you may submit the filing.

After successfully submitting the filing, you should see the message:

Your Statement of Financial Interests has been submitted.

If you do not see this message, please scroll up to the top of the page to view the **red letter error messages**. All red letter error messages must then be corrected before you may submit the filing.

If you have any questions or require any assistance, please email nadc@nebraska.gov For immediate assistance please call 402-471-2522 and mention you would like help with the FirstTuesday system.