

FirstTuesday Campaign Finance System

File Form C-1 for First-Time Filers only!

(if you are a previous C-1 filer please see the document for Previous C-1 filers)

REGISTER to file

You may register from the FirstTuesday site <https://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 for the first Time

From the home page <https://nadc-e.nebraska.gov/> click on the tab Filer Login and enter your credentials.

1. You must change your password on first login

Under Previous Password, enter the password which was emailed to you

Enter New Password

Verify (Enter) your new password again

2. From the dropdown list choose a security question

Enter your answer

Verify (Enter) your answer again

3. Click Submit

You will be returned to the log in page. Enter your user name and the new password you created. Click Login. 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 Since 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.

When finished, click **Submit** to complete the filing. Then you should see:

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.

Please see our **Statement of Financial Interests Guide** which can be found on our Publications page at <https://nadc.nebraska.gov/publications> under Handbook Guides for information including What must be disclosed, Who should file, and more.

If you have questions, please email nadc@nebraska.gov.

For immediate assistance please call 402-471-2522 and mention you would like help filing a Form C-1 in the FirstTuesday system or that you need help logging into the FirstTuesday system, etc.