

# FirstTuesday Campaign Finance System

## File a Statement of Financial Interests (Form C-1) for Previous C-1 filers

**LOGGING IN** (if you are a previous C-1 filer but using FirstTuesday for the first time, please contact [nadc@nebraska.gov](mailto:nadc@nebraska.gov) to obtain your credentials)

From the home page <https://nadc-e.nebraska.gov/> click on the tab, **Filer Login** and enter your credentials. (You may be prompted to create a new password. Follow the prompts to create a new password and log in with the new password).

You will then arrive at your Filer Workspace page.

### **FILING your Statement of Financial Interests**

Next to Filing Year 2021 click on **Edit** to go to your **C-1 Filing Workpage** and complete your 2021 Statement of Financial Interests.

### **ITEM 1 through ITEM 5**

Verify that Items 1 through 5 are accurate or make required changes.

Note: 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**.

### **ITEMS 6 – 11 Previous FirstTuesday C-1 Filers:**

**(who previously filed a C-1 in FirstTuesday)**

Review all Items and make any changes or check the boxes **No Updates\***

If you need to make any changes to any Items, you must click on the applicable button **Add Disclosure** or **Edit** below the **ITEM** number.

Then click on **Add New** or **Add New Disclosure**.

Then enter your new information, click on **Add to List** and then click **Return**

## **ITEMs 6 – 11 New FirstTuesday C-1 Filers**

**(who are using FirstTuesday for the first time)**

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**.

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.

### **AMEND a previously filed Statement**

You may update your filing at any time. Under **Filed Disclosures**, next to the filing click on [Amend](#). Then follow the steps on the previous page ITEMs 6-11.

Please see our **Statement of Financial Interests C-1 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 other questions, please email [nadc@nebraska.gov](mailto: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.