

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 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 should then arrive at your Filer Workspace page (if you instead land on your campaign Entity Overview page, hover over the **Filings** tab and click C-1).

FILING your Statement of Financial Interests

Next to Filing Year 2022 click on **Edit** to go to your **C-1 Filing Workpage** and complete your 2022 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.

For information including What must be disclosed, Who should file, and more, 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.

If you have other 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.