


# FirstTuesday General Introductory Outline for Business Entities (B-7 filers) and Others

For further detailed step-by-step instructions and information, please click on your specific filer type from the FAQ page <http://nadc-e.nebraska.gov/PublicSite/FAQ.aspx> or click **Help with this page** 

## Registration/Create an Account

- Go to <https://nadc-e.nebraska.gov>. Click on the **Registration** tab towards the top of the page. Under **Create a Filer Account for all other Reports**, Click on **Create Account**. Then complete the registration page.  
NOTE to B-7 filers: select the type **Nebraska Business!** When finished, click Submit. After we approve your registration, you will receive credentials via email (address should be from nadc@nebraska.gov and email subject may include NECF).
- Then go to <https://nadc-e.nebraska.gov>. Click on the **Filer Login** tab and then enter your credentials that were received via email. The system will prompt you to create a new password along with a security question and answer for future password recovery. After you complete that process, you will land on your Entity Overview Page.

## 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

- 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. A B-7 filer would select Expenditure to enter disbursements made to support or oppose candidates and ballot questions.
- For entering Expenditures (contributions made, etc.), only entities 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](https://nadc-e.nebraska.gov/PublicSite/SearchPages/) from here <https://nadc-e.nebraska.gov/PublicSite/SearchPages/>. Also you may contact our office to have an entity added into the system, please ask to speak with David Hunter or Serena Dunn for help with the FirstTuesday filing system.

## 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. 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.
- It is recommended to Click on the **Filings** tab and check the Filing Administration page to note when a filing will be due (as displayed under the Due Date column) however the FirstTuesday system is designed to send email reminders when filings are due.

## General campaign finance Info. (other than FirstTuesday)

- Please visit our [Publications](#) page for other campaign finance related information, filing requirements, instructions etc. <https://nadc-e.nebraska.gov/PublicSite/Publications.aspx>

*This document may be periodically updated and can accessed from the FAQ page titled:*

**BUSINESS Entities and Others FirstTuesday intro BEGIN HERE !!**

Also see: File Form B-7 – Business Entities

click on [Help with this page](#)  <http://nadc-e.nebraska.gov/PublicSite/FAQ.aspx>