

[NADC FIRST TUESDAY](#)

FirstTuesday General Introductory Outline

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 and then select your Committee type and then click on **Register**. Then complete the registration page and click submit. After we approve your registration, you will receive credentials via email (address may include NECF).
- 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 (contributions, expenditures, pledges, and loans)

- All activity must be entered as a transaction or it will not appear on the statement or report.
- 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.
- For entering contributions, only businesses 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](#) from here <https://nadc-e.nebraska.gov/PublicSite/SearchPages/>. Also you may contact our office to have an entity added into the system, please email a list to nadc@nebraska.gov or ask to speak with David Hunter or Serena Dunn for help with the FirstTuesday filing system.

Enter Transactions (continued)

- Special Note: the FirstTuesday Campaign Finance System is transaction-based. Only the exact transactions entered will appear on the required statement or report in the form of a financial amount. Ideally, it works best if you enter all contributors and payees, regardless of amount. The PDF statements and reports will only display amounts that are required (e.g., Form B-1 Schedules A and B will only display contributors who have given more than \$250 within a calendar year, even if those giving less have been entered).
- Further note: for Candidate, Ballot Question, and Political Action Committees who must disclose all amounts on the Financial Summary- If you wish to keep the “\$250 or less” contributors and payees entirely out of the system, you can instead use the **already existing** names “..250 or less..” to plug in lump sum amounts at the end of each reporting period (**type 250 into the Name box and click Find**). If using this method, keep in mind those lump sum transaction amounts will later need to be reduced and the filing amended if you have a contributor go over the 250 threshold later during the calendar year.

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. You will then land on the **File Report** page. First time filers must enter a beginning Cash Balance into the box **Enter a Beginning Balance*** directly under **Report Summary**. You can click on **Refresh Schedule Summary** to update the cash balance as viewed within the Report Summary. To submit the filing, scroll to the bottom of the page, check the signature verification box and click on **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.

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 be found on the FAQ page titled:

COMMITTEES FirstTuesday Intro BEGIN HERE!

click on **Help with this page** 