

Instructions for Successful Completion of the Electronic Filing Program for Candidate and Ballot Question Committees (NADC Form B-1)

First you must submit an application for electronic filing to the NADC office and then you will be provided with an ID Number.

The application may be accessed from our website <http://www.nadc.state.ne.us>

Hover your cursor over “Electronic Filing” then “Campaign Activity” then click “Application to File Campaign Statement Electronically”.

OR from our website <http://www.nadc.state.ne.us>

click on “Forms” and then click on the link

“Electronic Filing Application for Forms B-1, B-4, and B-7”.

OR The application may be directly downloaded at

<http://www.nadc.state.ne.us/docs/e-filing-all-purpose-application-form.doc>

The B-1 electronic filing program may be accessed directly at

https://www.nebraska.gov/nadc_filing/index.cgi

OR from our website <http://www.nadc.state.ne.us> Hover your cursor over “Electronic Filing” then “Campaign Activity” then click on “Candidates & Ballot Question”.

Logging In:

Choose your login - (First Time Filer or Returning Filer)

Enter your ID Number – This number is provided by NADC

Enter your password – Alpha-Numeric (submitted to NADC on your application)

History Page:

Click “Add New Form”

NOTE: Some of the text may appear small to some users. There are ways to make the text on a web page larger. One method is to hold down the buttons “Ctrl +” at the same time and this will perform a zoom in function.

Nature of Filing - Candidate Committee, General Information, Nature of Committee:

-Select the date of the next election you will be involved (could be 3-5 years away for some candidates). If you are not running again, select “None-Final/Term Limited/Not Seeking Election”

-Select the type of statement you are filing.

Be sure to check the reporting period to make sure the dates are correct. (e.g., If you’re filing a 2013 Annual Statement and your next potential election is 2014 or later, the default dates for an annual statement may not be 2013, so you would need to change those to 01/01/2013 to 12/31/2013).

NOTE: If you need to change any committee information such as the Treasurer name and address, be sure to check the box “Check here if any information on this page has changed” and enter the new information.

Financial Summary Page:

Fill in all applicable boxes with the correct amounts for the period selected.

Schedule A –contributions from individuals and candidate

Search for individual by last name. If you cannot find an individual or their correct address, there is a box to add them titled “Need to add a contributor? Click here to add them...”

Schedule B –contributions from other than individuals

Search for contributor by business or committee name.

- If a contributor has “(Do Not Use)” in the name, do not select that contributor.
- If the contributor is a Political Action Committee or a PAC, look for one with “PAC” in the name.
- If you cannot find a business or committee or cannot find their correct address, please contact our office (call or e-mail) and we will assist you.

Schedule C - Section 1 – Loans: no notes at this time

Schedule C - Section 2 – Miscellaneous Transactions: no notes at this time

Schedule D Section 1 – Expenditures

Note about Adding 3rd party payees > Program should tell you to put them in the description box. However, if not enough room, you can submit a separate attachment to our office.

Alternatively, you can enter a 3rd party payee by putting them in as a direct expenditure but leaving the Amount of Direct Expenditures blank or zero and putting the name of the direct payee and amount in the description box.

Schedule D Section 2 - unpaid bills

Remember that if a candidate personally pays some bills and wishes to be reimbursed, they should be listed here.

Review Page

Please review all pages to verify that everything looks correct.

The system will cross check some schedules and if errors are detected, they will show up in red print with a note advising the user what needs corrected.

Be sure to click on **Submit this Form** to electronically send it to our office.

If you instead click on Save & Exit, it will save your changes but will not submit it to our office.

Amendments:

Amendments should not be submitted via the e-filing program.

Amendments can be submitted via e-mail or cover letter or paper Form B-1 marked “Amended” under Item 3.

Final Note

This program has been tested. However, computer programs function in different ways in different environments. If you have any problems or need assistance please contact:

Serena Dunn at (402) 471-2522 serena.dunn@nebraska.gov

or **David Hunter** at (402) 471-2522 dave.hunter@nebraska.gov