Instructions for Successful Completion of the Electronic Filing Program
for Political Action Committees (NADC Form B-4)

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-4 electronic filing program may be accessed from our website
http://www.nadc.state.ne.us Hover your cursor over "Electronic Filing" then "Campaign Activity" then click on "PAC".

OR access directly at https://www.nebraska.gov/nadc/index.cgi

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)
-First Time filers may be requested to Retype their password.

Click the "Click here to login" bar

"Statement(s) History & Options" page:

Click on the down arrow in the Start a New Form box

Select Campaign Statement Independent Committees (B-4)

Click Start

Nature of Filing:

Review the committee and treasurer information. If all is correct, continue to date of election.

If you need to make a change (to the committee and treasurer information), there is a link (in the grayish message box) to send the update via email. Click on the link and fill out the entire form. Click the send email button and the email will be delivered to the NADC office. The message center will then update with the message "mail successfully sent."

Proceed to enter "Date of Election"

Date of Election – Enter the date of election for which the filing is being made. For an annual period, enter the date of the next election the PAC will be involved or if undetermined enter 12/31/YYYY. The date is entered in the MM/DD/YYYY format. You **must** include the slashes between the dates.

Nature of Filing – Click the radio button next to the type of filing. Choose the type of filing from the drop down box. If you are filing a 1st Primary the type of filing is 30 days before the primary.

Statement Covers a Period From – Enter the beginning of the statement. The beginning date is the day after your previous filing (last statement filed) ending date. The date is entered in the MM/DD/YYYY format. Again you **must** enter the slashes between the dates. Enter the ending date. The current reporting dates may be found on our website at http://www.nadc.state.ne.us/important_dates.html

Click the "Click Here to Continue" bar

Financial Summary Page:

There is no need to enter dollar signs or commas. The system will automatically insert commas. The system may not allow you to enter dollar signs.

Summary of Receipts

Line 1- Previous Receipts Reported for this Election Year – For the first campaign statement filed for an election or for an Annual statement, enter zero. For subsequent statements during an election, enter the previous statement Line 9 amount if not already populated with that amount.

Line 2A – Cash Receipts this Period From Contributions – Enter the total dollar amount of contributions received by the committee for the time period covered by the report.

Line 2B – Loans – Enter the amount of funds borrowed. If there were no funds borrowed enter zero or tab to the next line.

Line 2C – Other (interest, dividends) – Enter the total amount of interest, dividends received by the committee. If there was none enter zero or tab to the next line.

Total Cash Receipts – There is no entry allowed in this field. This is an automatic calculation from lines 1 through 2C.

Line 3 – Deduct Loan Repayments – Enter the amount of loan repayments made. If there were no loan repayments enter zero or tab to the next line.

Line 4 – Deduct Refunds of Contributions Previously Reported As Receipt – Enter the amount of refunds given to contributors of the committee. If there were no refunds enter zero or tab to the next line.

Line 5 – Net Cash Received – There is no entry allowed in this field. This is an automatic calculation from lines 3 and 4.

Line 6 – In-Kind Contributions this Period – Enter the total amount of in-kind contributions the committee received. Remember an in-kind contribution is a contribution of something other than cash.

Line 7 – Unpaid Pledges this Period – Enter the total amount of unpaid pledges this period. It there were no unpaid pledges this period enter zero or tab to the next field.

Line 8 – Net Receipts this Period – There is no entry allowed in this field. This is an automatic calculation from lines 6 and 7.

Line 9 – Total Receipts for this Election Year to Date – There is no entry allowed in this field. This is an automatic calculation of lines 1 through 8.

During an election, Line 9 should automatically carry forward to Line 1 of the next campaign statement.

Summary of Disbursements

Line 10 – Previous Disbursements Report This Election – For the first campaign statement filed for an election or for an Annual statement, enter zero. For subsequent statements during an election, enter the previous statement Line 17 amount if not already populated with that amount.

Line 11a – Cash Disbursements this Period Expenditures to or for the benefit of Nebraska (non-federal) candidates and ballot questions (schedule B, section 1, line 2) – Enter the total amount of disbursements the committee made to candidates and ballot question committees in Nebraska (non-federal). If there were no funds disbursed enter zero or tab to the next field.

Line 11b – Funds Disbursed for Federal & Out-of-State Elections (schedule B, section 2, line (3), column B) – Enter the total amount of funds disbursed for federal and out of state elections. If there were no funds disbursed enter or zero or tab to the next field.

Line 11c – Administrative/Operating Expenses – Enter the total amount disbursed for administrative/operating expenses of the PAC. If there were no disbursements enter zero or tab to the next field.

Total Cash Disbursements - There is no entry allowed in this field. The program will automatically calculate this amount from lines 11a through 11c.

Line 12 – Deduct Contributions to Cand./Comm. Previously Reported Which Where Returned During this Period – Enter the amount of contributions that were returned to the PAC during the time period covered by the statement. Remember to provide an itemized list of contributions returned on "Schedule C-Miscellaneous Transactions". If there were no contributions returned enter zero or tab to the next field.

Line 13 – Net Cash Disbursements this Period – There is no entry allowed in this field. The program will automatically calculate this amount. (line 11 minus line 12)

Line 14 – In-kind and Independent Expenditures this Period – Enter the total amount of In-kind and Independent Expenditures made during the period covered by the report. Remember this type of transaction does not include a cash disbursement (cash purchases of items given "in-kind" to candidates are reported under line 11). If there were no expenditures of this type enter zero or tab to the next field.

Line 15 – Unpaid Pledges Made this Period – Enter the amount of unpaid pledges that were made during the period covered by this report. If there were no unpaid pledges made during the period enter zero or tab to the next field.

Line 16 – Total Disbursements this Period – There is no entry allowed in the field. The program will automatically calculate this amount from lines 13, 14 & 15).

Line 17 – Total Disbursement for the Election Year to Date – There is not entry allowed in the field. The program will automatically calculate this amount. (line 10 plus line 16).

During an election, Line 17 should automatically carry forward to Line 10 of the next campaign statement.

Cash Balance Summary
Line 18 – Cash On Hand at Beginning of Period – Enter the amount from line 26 of the last statement filed.

Line 19 – Cash Received in Payment of Pledges Reported in a Prior Period – Enter the amount of cash received for payment of pledges (from contributors to the PAC) from a prior period. If there were no payments received enter zero or tab to the next field.

Line 20 – Cash Receipts this Period – There is no entry allowed in this field. This will carry down from Line 5.

Line 21 – Subtotal – There is no entry allowed. The program will automatically calculate (lines 18, 19 & 20).

Line 22 – Cash Expenditures this Period – There is no entry allowed. This will carry down from line 13.

Line 23 – Subtotal – There is no entry allowed. The program will automatically calculate (line 21 – line 22).

Line 24 – Payments on Pledges Reported in a Prior Period – Enter the amount of payments made on pledges (to candidates or ballot questions) that were made in a prior period. If there were no payments made this period enter zero or tab to the next field.

Line 25 – Adjustments for Cash Receipts (or Expenditures) Not Included Elsewhere – Enter the amount of adjustments for cash receipts or expenditures that are not reported elsewhere on the summary page. Remember to include an explanation on "Schedule C-Miscellaneous Transactions".

Line 26 – Cash on Hand at Close of this Period – There is no entry allowed in the field. The program will automatically calculate this amount (which is line 23 minus line 24 plus or minus line 25).

Line 26 will automatically carry forward to line 18 of subsequent campaign statements.

Click the "Click Here to Continue" bar.

Schedule A: – Contributions Received

You must include the name, address, date and amount of each contribution. Remember that contributions are cumulative for the calendar year.

If your committee has no reportable activity, check the "No Reportable Activity" box. Then click the "Click here to continue bar".

To add a contribution, click the "Add Contribution(s)/Contributor(s)" bar.

Choose Organization or Individual

For an Individual click on the first letter of the last name. For an organization click on the first letter of the organization's name.

In the box outlined in blue begin typing the contributor's name. The program will automatically start searching for a match.

> If an Individual contributor is not in the system, you may add them by clicking "Need to add contributor(s)? click here to add them…" If an Organization is not in the system please contact our office to receive the correct name or have them added to the system. If you are on a deadline and you cannot reach our office in time to resolve not finding a contributor, you can submit the form as is and then amend it promptly after receiving a response from our office.

When the contributor you are searching for appears, proceed to (tab or click) the contributor date box.

Enter the date of the contribution. The format is MM/DD/YYYY. You **must** enter the slashes between the dates. Tab to the next field.

Cash – Enter the amount of the cash contribution. Dollar Signs and commas are not allowed.

In-Kind – Enter the amount the in-kind contribution. You must enter the in-kind description.

Pledge – Enter the amount pledged by the contributor to the PAC.

Click "Save this New Contribution"

To Add another contribution click the add contribution(s)/contributor(s).

You can also add a contribution that has not been reported from a prior period. For instance during the 1st Primary (30 days before election) period Joe Public contributed $175. During the 2nd Primary (10 days before election) Period Joe Public contributed $100. Joe Public is over the $250 threshold and both contributions should be reported on Schedule A of the 2nd Primary (10 days before election) period.

Check the box click here if this is a previous contribution not reported. The program will mark the contribution with **. This allows for entry outside the period covered by the report.

You can cancel a contribution **before saving** if you check the box "Click Here to Cancel This New Contribution".

You may edit or delete any contribution which has been entered. Simply click on the edit or delete button connected the contribution you which to change or delete.

Once you have entered all contributions to the committee click the "Click here to continue bar.'

All contributors listed on one statement during an election will automatically be re-listed on subsequent statements during an election year. You will not have to re-enter any information.

<u>Schedule B – Section 1</u>: – List all disbursements that the PAC made to candidate and ballot question committees. You must include the committee name, date, and amount of each disbursement.

If the PAC has no reportable activity, check the box "No Reportable Activity"

Click the "Click here to continue bar"

To Add an expenditure click the "Add Expenditure(s)/Committee(s)

To begin searching for the committee type in a keyword of the committee, click the search button. A list will populate in the committee name box. Click on the down arrow of the committee box to see the list of choices. Highlight the committee your PAC is giving a contribution to.
If you need help determining the correct name of a payee, you can use the keyword search or search through the committee lists (links below). If using the keyword search, it is recommended to type in the last name of a candidate or a single distinct word of the committee. Alternatively, please contact our office for assistance.
Keyword Search http://nadc.nol.org/ccdb/search.cgi

Registered Candidate Committees http://www.nadc.state.ne.us/cf/active_committees/index.html
Registered Ballot Question Committees http://www.nadc.state.ne.us/cf/ballot_question_committees.html
Registered PAC's http://www.nadc.state.ne.us/cf/active_pacs.html
Registered Political Parties http://www.nadc.state.ne.us/cf/political_party_committees.html

> If you cannot find the candidate or committee name, click the box "Committee not in the system, Click here". You **must enter all the information on the form**. Click the Send E-Mail button and your request will be mailed to NADC. If you need to add a committee right away, we suggest you call NADC at 471-2522. You can cancel this request at any time by checking the box click here to cancel this new committee help.

Support/Oppose box – Click on the down arrow and highlight the choice either support or oppose.

Nature – Click on the down arrow and highlight the nature of the expenditure. If the expenditure is an In-kind expenditure, another box will appear titled In-Kind description. You must enter the In-kind description. The description will appear as a text bubble on the screen. If you mouse over the bubble, the text you entered will appear. The text should appear on the print out when the form is completed.

Date – Enter the date of the contribution. The format of the date is MM/DD/YYYY. You **must** enter the slashes between the dates. Tab to the next field.

Expenditure Amount – Enter the amount of the expenditure made. Do not enter dollar signs or commas.

Click Save this New Expenditure.

You may edit or delete your expenditure at any time (prior to submission of the whole statement). Click the edit or delete button next to the expenditure you wish to edit or delete.

After all expenditures have been entered click the "Click here to continue.." bar.

<u>Schedule B- Section 2</u>: – Funds Disbursed to Candidates and Committees in states other than Nebraska and the total amount of candidates for federal office. Include any in-kind expenditures made in such elections.

If the PAC has no activity, check the "No Reportable Activity Box", and Click the Click Here to Continue button.

To Add a Disbursement – Click the Add disbursement(s) button. Click on the down arrow in the State box. Highlight the State the PAC disbursed money to. Tab to the next field.

Amount – Enter the total amount given to the State listed above. Dollar signs and commas are not allowed.

If you need to add multiple States you may click on the down arrow "Add additional disbursements". Highlight the number of disbursement you will enter and the screen will populate with how many disbursements you choose above.

> At any time before saving, you can cancel a contribution if you check the box "Click here to cancel this new disbursement"

Click the Save New Disbursement(s) bar. You may edit or delete these disbursement by clicking the on the edit delete button next to the disbursement you wish to change or delete.

Click the Click Here to Continue button.

Schedule B-Section 3: – Disbursements this period for Administrative Expenses.

If the PAC has no reportable activity, check the box "No Reportable Activity" and click the "Click Here to Continue.." button.

If the PAC has reportable activity, click the Add Disbursement(s) bar.

Click the Payee name box, and enter the name of the payee. Tab to the next field.

Payee Address – Enter the address of the payee listed above. Tab to the next field.

Purpose – Enter the purpose of the disbursement. Tab to the next field.

Date – Enter the date of the disbursement. The format for the date is MM/DD/YYYY. You **must** enter the slashes between the dates. Tab to the next field.

Amount – Enter the amount of the disbursement. Dollar signs and commas are not allowed.

> You can cancel a disbursement **before saving** it by checking the box "Click here to cancel this new disbursement"

Click the Save My Disbursement(s) button.

If you need to add multiple disbursements you may click on the down arrow "Add additional disbursements". Highlight the number of disbursement you will enter and the screen will populate with how many disbursements you choose above.

You may edit or delete your disbursement at any time (prior to statement submission). Click the edit or delete button next to the disbursement you wish to edit or delete.

Schedule C: – **Miscellaneous Transactions** – List all transactions not otherwise reported on Schedules A or B. Include the date, amount, nature, and a brief description of the transaction.

If the PAC has no reportable activity, check the box "No Reportable Activity" and Click Here to Continue button.

If the PAC has reportable activity, click the Add Transaction(s) button.

Date – Enter the date of the transaction. The format is MM/DD/YYYY. You **must** enter the slashes between the dates. Tab to the next field

Amount – Enter the amount of the miscellaneous transaction. Dollar signs and commas are not allowed. Tab to the next field.

Type – Click on the down arrow and highlight the type of the transaction. Tab to the next field.

Description – Enter a brief description of the miscellaneous transaction.

If you need to add multiple miscellaneous transactions you may click on the down arrow "Add additional transactions". Highlight the number of transactions you will enter and the screen will populate with how many transactions you choose above.

You can cancel a miscellaneous transaction **before saving** if you check the box "Click here to cancel this new transaction"

Click Save My Transaction(s).

You may edit or delete your miscellaneous transactions at any time (prior to statement submission). Click the edit or delete button next to the miscellaneous transaction you wish to edit or delete.

Other Schedules – This space is for information relating to line 25 of the financial summary. This is a free text box and anything can be entered here. When finished click the "Click here to continue.." bar.

Review Page:

The review page displays all information that has been entered for the entire statement. You may make changes to any section except the Nature of Filing Summary (If you find an error there, you would need to delete the entire form and start over to correct it).

Scroll through the review page and make sure everything is correct. If you find an error click on that sections "Click here to edit . …" bar and the program will take you to that section to make changes or additions. When finished making the correction, be sure to click "click here to continue.."

After a review of the form and everything is correct, type in the Treasurer's name to verify that the filing is true and correct to the best of your knowledge.

You should click "Submit form…" at this time; however you are not required to do so.

You may either submit your form or click the save and exit button without submitting your form. If you choose to submit your form click the submit form button. Once the form has been submitted you will not be allowed access to any forms until NADC has processed your form.

Click "Submit form…". There is a pop up window that asks if you are sure you want to submit this filing. Click Ok. If you successfully submitted your statement you will get the following message.

Successful Submission Confirmation

Submission Time/Date: DDD MMM DD TT:TT:TT YYYY
Your statement has been successfully submitted.

Filings submitted before 11:59pm central time on or before the due date are timely filed.
Filings received after 11:59pm are considered received on the next state business day.

It is strongly recommended that you print or save the document illustrating "Successful Submission" as your proof of filing.

If you want to print your report click the "Click here to print report…"
You must have a PDF reader to view the PDF document. You may print the document by clicking the printer icon in your browser. If you click the "X" button in the top right hand corner the program will close.

On the Statements/History screen if the processed box has "no" you cannot use the filing program for a new filing (until the processed box has a "yes" in it).

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-4 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