CONTENTS

General Information

This document is for Campaign Finance reporting by ANY Campaign Finance filer using the FirstTuesday system at nadc-e.nebraska.gov/. Therefore, some sections or dropdown options may not apply to your entity. FirstTuesday works best on a Desktop or Laptop computer using the browsers: Microsoft Edge; Google Chrome; or Mozilla Firefox, however it might also work on a phone or tablet using those browsers. Also, check that your browser settings are not preventing pop-up windows.

I. Organization / Registration Updates

You can update your registration information yourself (for a new Treasurer, new bank, change of committee name, new designated filing agents, etc.) at any time.

Click on the **Filings** tab and then under **Filing History** click on Amend next to your Registration (usually found towards the bottom of the Filing History list). If the registration is not appearing, you can re-order the list by clicking on the **Filed** heading and the registration should then appear towards the top of the list. To change Treasurer's, delete the old one and then enter the new one.

II. Contributions Received and Other Receipts transactions

From the Financial tab, choose Contributions and Other Receipts and you will land on the Contribution Administration page (which includes a History of the most recent entries).

A. Add a new Contribution received

1. Click on the **Add Contribution** button
2. **Contribution and Other Receipt Types**
   Type* -From the dropdown menu choose the type of contribution received:
   a. **Monetary** (all U.S. denominations including checks, digital transactions, etc.)
   b. **In-Kind Contribution** (Goods or Services given to the campaign, including those purchased by the candidate for the campaign. If another entity was paid to supply the goods or services, they also require disclosure, please see Edit Exp. Trans. – Add Third Party on page 10 below)
   c. **Other Funds Received** (Miscellaneous Receipts) choose the subtype from the dropdown
      1. Sale of assets
      2. Investment transferred back into campaign depository
      3. Interest Income from campaign checking account
      4. Currency, unknown sources, $50 each or less, from Sale of Political Merchandise
      5. Currency, unknown sources, $50 each or less, from Fundraising Event
      6. Anonymous contributions
      7. Adjustment to cash
3. **Date*** -Enter the date the contribution was received
4. **Amount*** -Enter the amount of the contribution
5. **Description of Goods or Services*** -Enter a description if In-Kind or Other Funds Received

6. **Contributor/Other Source Information** (for Monetary and In-Kind Contributions only)
   Type* -From the dropdown menu choose the type of Contributor:

   a. **Self (Candidate)** option for Candidate Committee's Only.

   b. **Individual**
      1. First Name / Last Name – Enter a part of the First or Last Name of the Contributor
      2. Click the **Find Records** button
      3. Click Select next to the individual with the correct name and address.
      4. If the individual does not appear in the search click the link at the bottom Click here to enter a new Individual (please note the red colored notifications)
         a. **First Name*** -Enter the Individual's First Name
         b. **Last Name*** -Enter the Individual's Last Name
         c. **Address 1*** -Enter their Street Address (a physical street address is required)
         d. **City*** -Enter the City
         e. **State*** -Enter the State
         f. **Zip*** -Enter the Zip Code
         g. Click **Create**

   c. **Business**
      1. **Name*** -Enter a key word or part of the name of the business contributor
      2. Click the **Find Records** button
      3. Click Select next to the business with the correct name and address
      4. If the Business does not appear in the search, e-mail the information including name & street address to our office at nadc@nebraska.gov and we will enter it into the system.

   d. **Committee:** Candidate Committee; Ballot Question Committee; Political Party; PAC-Separate Segregated Political Fund; PAC-Independent
      1. **Select Committee*** -Choose the name from the populated dropdown.
         a. For assistance finding a name, use the public website search
         b. If the committee name cannot be found, please contact our office at: (402) 471-2522 or e-mail the committee information including name & street address to nadc@nebraska.gov and we will enter it into the system.

   e. **Federal PAC**
      1. **Name*** -Enter a key word or part of the name of the Federal PAC
      2. Click the **Find Records** button
      3. Click Select next to the Federal PAC with correct name and address
      4. If the Federal PAC cannot be found click the link Click here to enter a new Federal PAC
         a. **Name*** -Enter the Federal PAC's Name (and include FEC ID Number if known)
         b. **Address 1*** -Enter their Street Address (a physical street address is required)
         c. **City*** -Enter the City
         d. **State*** -Enter the State
         e. **Zip*** -Enter the Zip Code
         f. Click **Create**

7. Click **Submit** (towards bottom right) to save the transaction.

B. Add amounts for contributors of $250 and less (if not already entered)

This section applies to Candidate Committees, Ballot Questions, and PAC's. The system is designed with the ability to enter all transactions no matter how small. However, you may omit a contributor's name from the system if they have contributed $250 or less in aggregate for the calendar year, but all the monetary amounts or values must still be entered into the system (and separated by amounts from Individuals and amounts from Others). NOTE if a contributor later goes over $250, all of their contributions must then be reported and amendment(s) would be required. See- If a contributor later goes over the $250 threshold, below.

Follow the steps beginning on page two for **Add a New Contribution** with the following exceptions:

3. **Date*** -Enter the last day of the reporting period.
4. **Amount*** -Enter the total amount of all contributions that were received during the reporting period from individuals OR others that fall under the $250 and less category.
6. **Type*** -From the dropdown menu choose either Individual or Business:
   b. **Individual** (to enter total of contributions from individuals $250 and less for the period)
      1. First Name / Last Name – Enter 250 into either the First Name OR Last Name box
      2. Click the **Find Records** button
      3. Click Select next to INDIVIDUALS WHO HAVE CONTRIBUTED DURING THE REPORTING PERIOD, BUT EACH $250 OR LESS FOR THE CALENDAR YEAR < 250.01
   c. **Business** (to enter total of contributions from Others / non-individuals for the period)
      1. **Name*** – Enter 250 into the Name box
      2. Click the **Find Records** button
      3. Click Select next to OTHERS (NON-INDIVIDUALS) WHO HAVE CONTRIBUTED DURING PERIOD, BUT EACH $250 OR LESS FOR CALENDAR YEAR

If a contributor later goes over the $250 threshold:

1. Enter each and every one of their contributions for the calendar year.
2. For each previous period, the total of those "WHO HAVE CONTRIBUTED DURING THE REPORTING PERIOD, BUT EACH $250 OR LESS FOR THE CALENDAR YEAR" must be reduced by the new contribution amount for that period.
   a. Click on Update Contribution next to that "…$250 OR LESS…" contribution.
   b. Enter the new (reduced) Amount to reflect the reduction.
   c. Click **Submit** (towards bottom right) to save the update.
   d. File the Amendment(s) – See section "**VIII. File (or Amend)**" below.

C. Edit Contributions

After a contribution is added it will appear on the Contribution Administration page under Contribution History and can also be found using the Find button. Further actions can be made to those transactions under the **Action** column:

1. Click on Update Contribution to change the amount, date, etc.
   a. Make your changes
   b. Click **Submit** (towards bottom right) to save the update.

2. Delete Contribution -Do Not use unless the contribution was mistakenly entered, the contributor demanded their contribution back, etc.

3. Note after editing a contribution, you may be required to file an amendment. (see section "**VIII. File (or Amend)**" below to file an amendment).

D. Late Contributions Received

If a contribution is entered that qualifies as a late contribution, a notification will appear at the top of the page that Form B-5 is due within 2 days and will require your acknowledgement by clicking continue (see section "**VIII. File (or Amend)**" and follow the steps to file ASAP).

E. Add Earmarked Contributions

1. Click on **Add Earmarked Contribution** (button next to Add Contribution)

2. **Contribution / Receipt Description**:
   a. **Type*** -From the dropdown menu choose the type of Contribution
      1. Earmarked Monetary (all U.S. denominations, including checks, digital transactions, etc.)
      2. Earmarked In-Kind (goods or services)
   b. **Date*** -Enter the date the contribution was received
   c. **Amount*** -Enter the amount of the contribution
   d. **Description of Goods or Services** -Enter a description of the contribution (for In-Kind only)

3. **Contributor / Source of Contribution** – Follow the instructions on page 3 (Section II., A. Add a New Contribution, 6. Contributor/Other Source Information) to complete this step.

4. **Description of Contribution as Transferred (or to be transferred) to Recipient**
   a. **Type*** -From the dropdown menu choose the type of Contribution
      1. Earmarked Monetary (all U.S. denominations including checks, digital transactions, etc.)
      2. Earmarked In-Kind (goods or services)
   b. **Date*** -Enter the date the contribution was received
   c. **Amount*** -Enter the amount of the contribution
   d. **Description of Expenditure** -Enter a description of the Transfer (for In-Kind only)

5. **Contribution Recipient**
   a. **Type*** -Select the committee type from the drop-down
   b. **Select Committee*** -Select the committee name from the second drop-down

6. Click **Submit** (towards bottom right of page) to save the transaction.

III. Loans Received transactions

From the Financial tab, select Loans Received and you will land on the Loan Administration page (which includes a History of the most recent entries).

A. Add a new Loan received

1. Click on the **Add Loan** button (towards the right side of the page)
2. **Loan Date*** -Enter the date the loan is received
3. **Principal Amount*** -Enter the amount of the loan
4. **Interest Rate*** -Enter the interest rate or enter 0 if none.
5. **Loan Terms** -Enter the loan terms if any
6. **Loan Source Information (Business includes Banks and Commercial Financial Institutions)**
   a. Follow the instructions on page 3 to complete this step.
   b. If there are any co-signors or guarantors, check that box and fill in that information.
7. Click **Submit** to save the transaction. (a new loan with a Current Balance will now exist).

B. Edit Loans Received

After a loan received is added it will appear on the Loan Administration page under Loan History with a Current Balance that you owe. Further actions can be made to a Loan under the **Action** column:

1. Click on Update Loan if you need to change the amount, date, etc.
   a. Make your changes
   b. Click **Submit** (towards bottom right) to save the update.
   c. Note after editing a loan, you may be required to file an amendment. (see section **VIII.**).
2. Delete Loan -Do Not use unless the loan was mistakenly entered, etc.
3. Click on Add Loan Payment to enter payments towards paying off the loan
   a. **Date of Payment*** -Enter the date payment was made
   b. **Amount Paid Principal*** -Enter the amount paid towards the principal balance.
   c. **Amount Paid Interest** -Enter any amount of the payment going towards interest
   d. If another person made the payment, **Please select the checkbox if payer is a third party** and follow the instructions on page 3 to complete this step.
   e. Click **Submit** (towards bottom right) to save the transaction.
   f. The Current Balance column will now be reduced and the payment will appear under the **Loan Payments** section of the Loan Administration page. Note: You may need to select the original transaction from the dropdown to view the payments.
4. Click on Add Loan Forgiveness to enter forgiveness received
   a. **Forgiveness Date*** -Enter the date Forgiveness was received
   b. **Amount Forgiven*** -Enter Amount Forgiven
   c. Click **Submit** (towards bottom right) to save the transaction.
   d. The Current Balance column will now be reduced and the forgiveness will appear under the **Loan Forgiveness** section of the Loan Administration page. Note: You may need to select the original transaction from the dropdown to view the forgiveness.

IV. Pledges received transactions

On the Financial tab choose Pledges Received and you will land on the Pledge History page (which includes a History of the most recent entries).

A. Add a new Pledge received

1. Click on **Add Pledge** (button toward the right side of the page)
2. **Date*** -Enter the date the pledge was received.
3. **Amount*** -Enter the amount of the pledge
4. **Pledge Source Information** – **Type*** -follow the instructions on page 3 to complete this step.
5. Click **Submit** to save the transaction. (a new Pledge with a Current Balance will now exist).

B. Add Pledge contributors of $250 and less (if not already entered).

See page 4, "B. Add contributors of $250 and less (if not already entered)" for adding pledges from contributors (names you wish to omit) who have contributed $250 or less in aggregate for the calendar year. Note Pledges are included in the aggregate calculations with monetary and in-kind contributions.

C. Edit Pledges Received

After a pledge is added it will appear on the Pledge History page under Pledge History with an Unpaid Amount balance. Further actions can be made to a Pledge under the **Action** column:

1. Click on Update Pledge if you need to change the amount, date, etc.
   a. Make your changes
   b. Click **Submit** (towards bottom right) to save the update.
   c. Note after editing a Pledge, you may be required to file an amendment. (see section "**VIII. File (or Amend)**" below to file an amendment).

2. Delete Pledge -Do Not use unless the Pledge was mistakenly entered, etc.

3. Click on Add Pledge Payment to enter monetary payments received against the pledge
   a. **Payment Date*** -Enter the date payment was received
   b. **Payment Amount *** -Enter the amount of the payment received.
   c. **Description of Payment** -Optional
   d. Click **Submit** (towards bottom right) to save the transaction.
   e. The Unpaid Amount column will now be decreased and the payment will appear under the **Pledge Payments** section of the Pledge History page. Note: You may need to select the original Pledge from the dropdown to view the payments.

4. Click on Add Pledge Write-off to enter forgiveness granted (no longer seeking/enforcing payment)
   a. **Write-Off Date*** -Enter the date you forgave the pledge
   b. **Write-Off Amount *** -Enter the amount of the pledge you forgave
   c. **Description of Write-Off** -Enter the reason you forgave the pledge
   d. Click **Submit** (towards bottom right) to save the transaction.
   e. The Unpaid Amount owed column will now be reduced and the forgiveness granted will appear under the **Pledge Write-Off** section of the Pledge History page. Note:You may need to select the original Pledge from the dropdown to view the write-off.

V. Expenditures made transactions

From the Financial tab, choose Expenditures and you will land on the Expenditure Administration page (which includes a History of the most recent entries).

A. Add a new Expenditure

1. Click on **Add Expenditure** (square button towards the top)

2. **Expenditure Details**

   Type* -From the dropdown menu choose the type of expenditure made:
   (note this is a list of all expenditure types for all entities. You will not see all of these options)

   a. Campaign Expense (ordinary expenses towards getting elected to office)

   b. Officeholder Expense (specific expenses allowed by an officeholder per statute)

   c. Charitable Contributions / Gifts of Acknowledgment (within limits)

   d. Administrative Expenses (Administrative and operating expenses of the committee)

   e. Direct Contribution (Money contributed to a Candidate or Committee)

   f. In-Kind Expenditure (Purchase Goods or Services for a Candidate or Committee)

   g. Independent Expenditure (opposing or supporting a candidate or ballot question)

   h. Disbursement to Federal/Out of State Candidates

   i. Non-Cash In-Kind Expenditure

   j. Miscellaneous Expenses (choose the **Transaction Sub-Type*** from the dropdown)
      1. Adjustment to Cash
      2. Anonymous Contributions (when anonymous deposited amount is paid to charity)
      3. Investment (into an account allowed under state statute)

   k. Dissolution Surplus Funds Transfer (for Candidates and Ballot Questions who are dissolving)

3. **Date*** -Enter the Date the Expense was incurred or the Contribution was sent.

4. **Amount*** -Enter the Amount of the expenditure.

5. **Description*** -Enter a Description of the expenditure (Note: a description is not required for Direct Contribution or Disbursement to Federal/Out of State Candidates).

6. **UNPAID BILL** –If the expenditure is an unpaid bill check the box UNPAID BILL (see Add Expenditure Payment under Edit Expenditure Transactions below for making payments against an unpaid bill). Note: only Candidate Committees and Ballot Questions can designate Unpaid Bill.

Add a new Expenditure --continued on next page

7. **Payee Information** – if applicable, payee information will be required to be entered

   a. **Type*** -follow the instructions on page 3 to complete this step.

   b. Independent Expenditures- **In Support/Opposition of Ballot Questions or Candidates**
      1. **Type** – Select Candidate or Ballot Question
      2. **Support/Oppose*** – Select Support or Oppose
      3. Enter part of candidate name or ballot question name and click **Find Records**
      4. Click Select next to the correct name
      5. Click on **Add to List** (button towards bottom left)

   c. **Special Note to Political Parties** making Independent Expenditures
      You may add every candidate (or all candidates) that are supported or opposed by a particular expenditure all in one transaction if the reasonably apportioned amounts would be an even split per candidate. The system will take care of the reporting from there. Note that a reportable expenditure includes the entire cost of an advertising piece (per vendor, per candidate or BQ).

8. **Recipient Information** – if applicable, recipient information will be required

   a. **Type*** -Select the committee type from the drop-down

   b. **Select Committee*** -Choose the name from the populated dropdown.
      1. For assistance finding a name, use the public website search
      2. If the committee name cannot be found, please contact our office at: (402) 471-2522 or e-mail the committee information including name & street address to nadc@nebraska.gov and we will enter it into the system.

9. Click **Submit** (towards bottom right of page) to save the transaction.

B. Add amounts for payees of $250 and less (if not already entered)

This section applies to Candidate Committees, Ballot Questions, and PAC's. The system is designed with the ability to enter all transactions no matter how small. However, you may omit a Payee name from the system if they received $250 or less in aggregate for the reporting period, but all the monetary amounts or values must still be entered into the system.

Follow the steps on pages 8-9 for **Add a new Expenditure** with the following exceptions:

3. **Date*** – Enter the last day of the reporting period.

4. **Amount*** – Enter the total amount of all expenses to Payees $250 and less that were made during the reporting period.

5. **Description*** – Enter the Description- Payees of $250 and Less.

7. Payee Information **Type*** -From the dropdown menu choose **Business**:
   a. **Name*** – Enter 250 into the Name box

   b. Click the **Find Records** button

   c. Click Select next to PAYEES WHO WERE PAID, EACH $250 OR LESS DURING THE REPORTING PERIOD

C. Edit Expenditure Transactions

After an expenditure is added it will appear on the Expenditure Administration page under Expenditure History and can also be found using the Find button. An in-kind contribution that was entered (on the Contribution page) will appear as "In-Kind Contribution (Exp)" on this page. Further actions can be made to those transactions under the **Action** column:

1. Click on Update Expenditure to change the amount, date, etc.
   a. Make your changes
   b. Click **Submit** (towards bottom right) to save the update.

2. Delete Expenditure – Do Not use unless the expenditure was mistakenly entered, the check was never cashed, etc. Note the Delete option may not appear if a payment or forgiveness has been entered. Those must first be removed (backed out) before you can delete it.

3. Note after Update, you may be required to file an amendment.(see section "**VIII. File (or Amend)**"

4. Click on Add Third Party payee to disclose who was paid for goods and services
   a. **Third Party Expenditure Date*** – Enter the Date the expense was incurred
   c. **Amount*** – Enter the Amount paid to the third party
   d. **Description*** – Enter a Description of the goods or services purchased
   e. **Type*** –Follow the instructions on page 3 (Section II., A. Add a New Contribution, 6. Contributor/Other Source Information) to complete this step.
   f. Click **Submit** (towards bottom right of page) to save the payee information.
   g. The Third-Party Payee will appear underthe **Third Party Expenditure** section of the Expenditure Administration page. Note: You may need to select the original Expenditure transaction from the dropdown to view the payments.

5. Click on Add Exp Payment to pay off a Current Balance of an Unpaid Bill:
   To find the original expenditure transaction with a balance owed, Click on the Current Balance column heading two times to make it show all unpaid bills at the top of the list. You can also use the **Find** button to search for the unpaid payee.
   a. **Date*** – Enter the Date the payment was sent
   b. **Amount*** – Enter the Amount paid
   c. **Description*** – Enter a Description of the goods or services purchased
   d. Click **Submit** (towards bottom right of page) to save the payment information.
   e. The Current Balance owed column will now be reduced and the payment will appear under the **Expenditure Payments** section of the Expenditure Administration page. Note: You may need to select the original Expenditure transaction from the dropdown to view the payments.

6. Click on Add Forgiveness to report forgiveness of an Unpaid Bill
   a. **Date*** – Enter the Date the debt forgiveness was received
   b. **Amount*** – Enter the Amount Forgiven
   c. **Description*** – Enter a Description (Optional)
   d. Click **Submit** (towards bottom right of page) to save the forgiveness information.
   e. The Current Balance owed column will now be reduced and the forgiveness will appear under the **Expenditure Forgiveness** section on the Expenditure Admin. page. Note: You may need to select the original Expenditure transaction from the dropdown to view the forgiveness.

D. Late Independent Expenditures (Applies to PAC's ONLY)

If an expenditure is entered that qualifies as a late independent expenditure, a notification will appear at the top of the page that Form B-11 is due within 2 days and will require your acknowledgement by clicking continue (see section "**VIII. File (or Amend)**" and follow the steps to file ASAP).

E. Agent Expenditures (and 3rd party payees)

When a payee or in-kind contributor pays another entity on behalf of your campaign, the other entity (or 3rd party payee) must be disclosed. In this situation, the payee or in-kind contributor is acting as an Agent of your campaign. Your campaign must report the third-party payee transactions (see Add Third Party Payee above on page 10) or you must have an agreement with the Agent that they will report the transactions on Form B-10.

VI. Loans Made (loans given) transactions

On the Financial tab choose Loans Made and you will land on the Loans Made Administration page

A. Add a new loan made (loan given) to a Committee

1. Click on the **Add Loan Made** button (towards the right side of the page)
2. **Loan Date*** -Enter the date the loan was made.
3. **Principal Amount*** -Enter the amount of the loan
4. **Interest Rate*** -Enter the interest rate or enter 0 if none.
5. **Loan Terms** -Enter the loan terms if any
6. **Loan Recipient Information**
    a. **Type*** -From the dropdown menu choose the type of Committee: (Candidate Committee; Ballot Question Committee; Political Party; PAC-Independent)
    b. **Select Committee*** -Choose the name from the populated dropdown.
        1. For assistance finding a name, use the public website search
        2. If the committee name cannot be found, please contact our office at: (402) 471-2522 or e-mail the committee information including name & street address to nadc@nebraska.gov and we will enter it into the system.
    c. If there are any co-signors or guarantors, check that box and fill in that information.
7. Click **Submit** to save the transaction. (a new loan with a Current Balance will now exist)

B. Edit Loans Made

After the loan is added, it will appear on the Loans Made Administration page under Loan Made History with a Current Balance. Further actions can be made to a Loan under the **Action** column:

1. Click on Update Loan if you need to change the amount, date, etc.
   a. Make your changes
   b. Click **Submit** (towards bottom right) to save the update.
   c. Note after editing a loan, you may be required to file an amendment. (see section "**VIII. File (or Amend)**" below to file an amendment).
2. Delete Loan -Do Not use unless the loan was mistakenly entered, etc.
   Note the Delete Loan option may not appear if a payment or forgiveness has been entered, those payments or forgiveness must first be removed (backed out) before you can delete it.
3. Click on Add Payment to enter payments received towards paying off the loan
   a. **Date of Payment*** -Enter the date payment was received
   b. **Amount Paid Principal*** -Enter the amount received towards the principal balance.
   c. **Amount Paid Interest or Fees** -Enter amount received going towards interest or fees
   d. Click **Submit** (towards bottom right of page) to save the transaction
   e. The Current Balance column will now be reduced and the payment will appear under the **Payments Received for Loan Made** section of the Loans Made Administration page. Note: You may need to select the original Loan from the dropdown to view the payments.
4. Click on Add Loan Forgiveness to enter forgiveness granted
   a. **Forgiveness Date*** -Enter the date Forgiveness was granted
   b. **Amount Forgiven*** -Enter the amount forgiven.
   c. Click **Submit** (towards bottom right of page) to save the transaction
   d. The Current Balance column will now be reduced and the forgiveness will appear under the **Loan Forgiveness Granted** section of the Loans Made Administration page. Note: You may need to select the original Loan from the dropdown to view the forgiveness.

VII. Pledges Made transactions

On the Financial tab, choose Pledges Made and you will land on the Pledges Made Admin. page

A. Add a new Pledge made (to a Committee)

1. Click on the **Add Pledge Made** button (towards the right side of the page)

2. **Date*** -Enter the date the pledge was made.

3. **Amount*** -Enter the amount of the pledge

4. **Pledge Recipient Information**
   a. **Type*** -From the dropdown menu choose the type of Committee:
   (Candidate Committee; Ballot Question Committee; Political Party; PAC-Independent)
   b. **Select Committee*** -Choose the name from the populated dropdown.
      1. For assistance finding a name, use the public website search
      2. If the committee name cannot be found, please contact our office at: (402) 471-2522 or e-mail the committee information including name & street address to nadc@nebraska.gov and we will enter it into the system.

7. Click **Submit** to save the transaction (a new Pledge with an Unpaid Amount will now exist).

B. Edit Pledges Made

Entered pledges appear on the Pledges Made Administration page under Pledge History. Further actions can be made to a Pledge under the **Action** column.

1. Click on Update Pledge if you need to change the amount, date, etc.
   a. Make your changes
   b. Click **Submit** (towards bottom right of page) to save the update.
   c. Note after editing a Pledge, you may be required to file an amendment. (see section "**VIII. File (or Amend)**" below to file an amendment).

2. Delete Pledge -Do Not use unless a Pledge was mistakenly entered, etc.

3. Click on Add Pledge Payment to enter monetary payments towards an Unpaid Amount balance
   a. **Payment Date*** -Enter the date payment was made
   b. **Payment Amount *** -Enter the amount of the payment made.
   c. **Description of Payment** -Optional
   d. Click **Submit** (towards bottom right of page) to save the transaction
   e. The Unpaid Amount owed column will now be decreased and the payment will appear under the **Pledge Made Payments** section of the Pledges Made Administration page. Note: You may need to select the original Pledge from the dropdown to view the payments.

4. Click on Add Pledge Write-off to enter forgiveness received (not required to pay)
   a. **Write-Off Date*** -Enter the date forgiveness was received
   b. **Write-Off Amount *** -Enter the amount you were forgiven
   c. **Description of Write-Off** -Enter the reason they forgave your pledge
   d. Click **Submit** (towards bottom right of page) to save the transaction
   e. The Unpaid Amount owed column will now be decreased and the forgiven amount will appear under the **Pledge Made Write-Off** section of the Pledges Made Administration page. Note: You may need to select the original Pledge from the dropdown to view the forgiveness.

VIII. FILE or Amend

For Candidates, Ballot Questions, and PAC's. Other filers skip steps 3-7

1. Click on the Filings tab and you will land on the **Filing Administration** page
2. Within the **Reports Due** section, under the **Action** column click on **View/File** and you will land on the **File Report** page. But note the following if an amendment is required.
   a. You will not be able to file any Statements or Reports listed under **Reports Due** if an amendment to a previous filing is required.
   b. Within the **Filing History** section if Amendment Needed is displayed under the **Status** column, you must first (click on) Amend that filing and follow the below steps before proceeding to the next required filing. Note: if you believe no amendment should be required, double check your transaction dates, you may have entered a previous reporting period date.
3. **No Activity** -If the committee had no activity, check the box NO ACTIVITY. Otherwise just leave this section alone.
4. **Dissolve** -If you intend this to be your Final campaign statement, click on the arrow ► and then check the box IF YOU QUALIFY to dissolve. Otherwise just leave this section alone.
5. **Report Summary**
   Double Check **Lines 2 / 7 / 8 – (a) / (b) / (c) and Lines 14 and 15 –** If any of these amounts do not appear correct, it could be because of contributors or payees of $250 or Less that have not been entered. Please see sections II. B. or V. B. above that illustrate how to enter contributors or payees of 250 or less.
   Enter a Beginning Balance* If the committee is filing in FirstTuesday for the first time but has a cash balance, enter a beginning Cash balance here. If no beginning balance enter 0.00
6. **Sum of Investments** -If the committee has any investments, they would be included here. Enter the total balance of any campaign committee investments (CD's, etc.) here. Only enter the balance as of period end.
7. **Unfiled Transactions Prior to this Reporting Period** -If you entered any transactions with a date prior to this reporting period and there is no previous filing to amend, those transactions will appear here.
8. **Submit Report**
   a. Check the verification box- **By signing my full name below, electronically or otherwise…..***
   b. Click the **File** button to submit the filing (by 11:59pm of the due date)
   (Note you may preview a filing at any time by clicking the **Preview** button)
   c. If there are any errors they will be listed at the top of the page in red.
   d. If successful, you will land on the page- **Your filing has been successfully submitted.** You can view and print your filing or click the **Exit** button.
   e. The filing will now appear under **Filing History** section of the **Filing Administration** page.

IX. Late Fees

If a filing is received late, any late fees that are required will be assessed by our office and will later appear on your Entity Overview page under **Fees and Penalties**. A reduction waiver of the late fees may be requested from that page.

1. If not already on the Entity Overview page, hover over the Financial tab, click Committee Overview and you should land on your Entity Overview page.

2. Under **Fees and Penalties** click on Request Waiver next to the late filing fee and then the **Request for Relief From Late Filing Fees** window should pop up (if not, check that your browser settings are not preventing pop-ups).

3. **Request Type*** – From the dropdown, select the applicable Request Type.

   a. Fee Reduction with Substantiation – is the most common request type.

   b. Proof of Good Cause or Unreasonable Hardship – If you are requesting relief under this type, you must send our office supporting documentation via e-mail to nadc@nebraska.gov or to the Nebraska Accountability and Disclosure Commission, P.O. Box 95086, Lincoln, NE 68509.

4 Check the box of acknowledgement.

5. **e-Signature*** – Type in your full name

6. Click **Submit** (towards bottom left) to submit your request.