

How to Upload the Annual Certification to the Nebraska Department of Revenue

NEBRASKA

Good Life. Great Service.

DEPARTMENT OF REVENUE

revenue.nebraska.gov

INTRODUCTION

The Nebraska Department of Revenue (DOR) is providing a secure electronic method for Certification Administrators to upload the Annual Certification for the Volunteer Emergency Responders Incentive Act using the State of Nebraska File Sharing system (ShareFile).

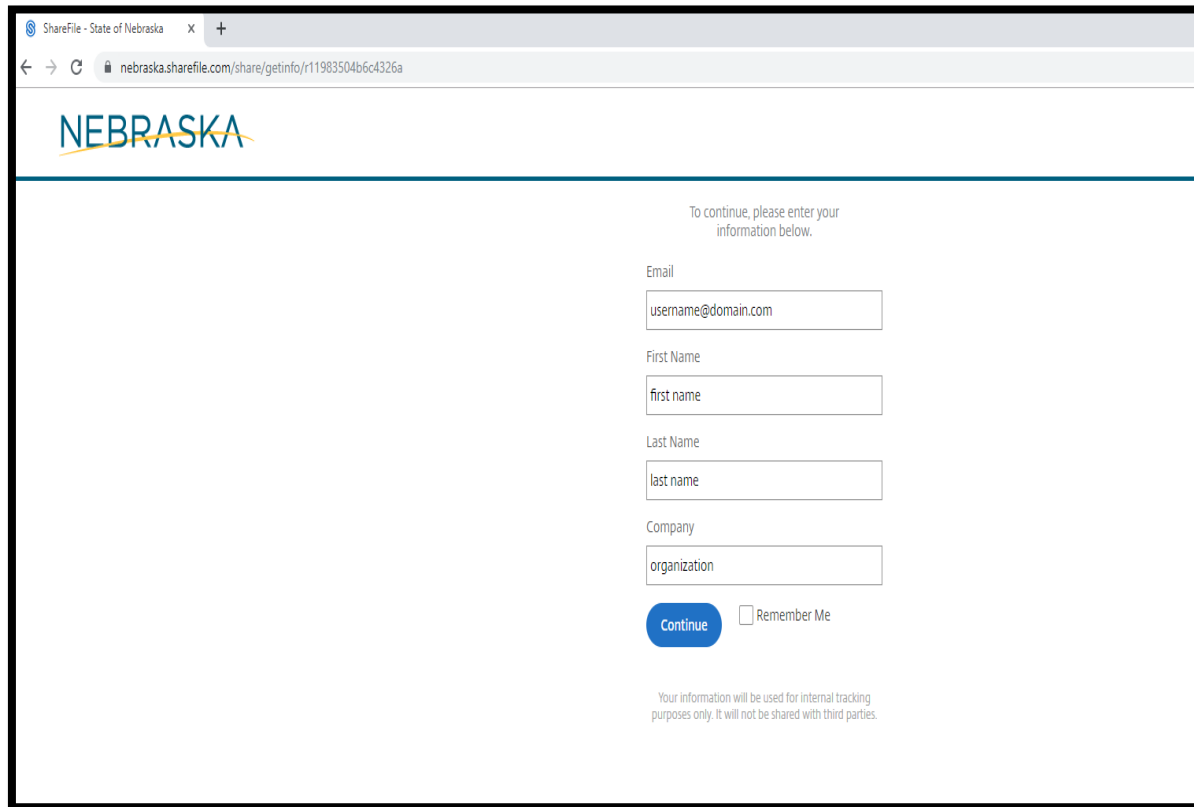
These instructions are provided for use by the Certification Administrator to assist in uploading the annual certification to DOR.

The Link

A link has been created for use by the Certification Administrator and is available on the [Volunteer Emergency Responders Incentive Act](#) web page located at revenue.nebraska.gov.

Upload Annual Certification

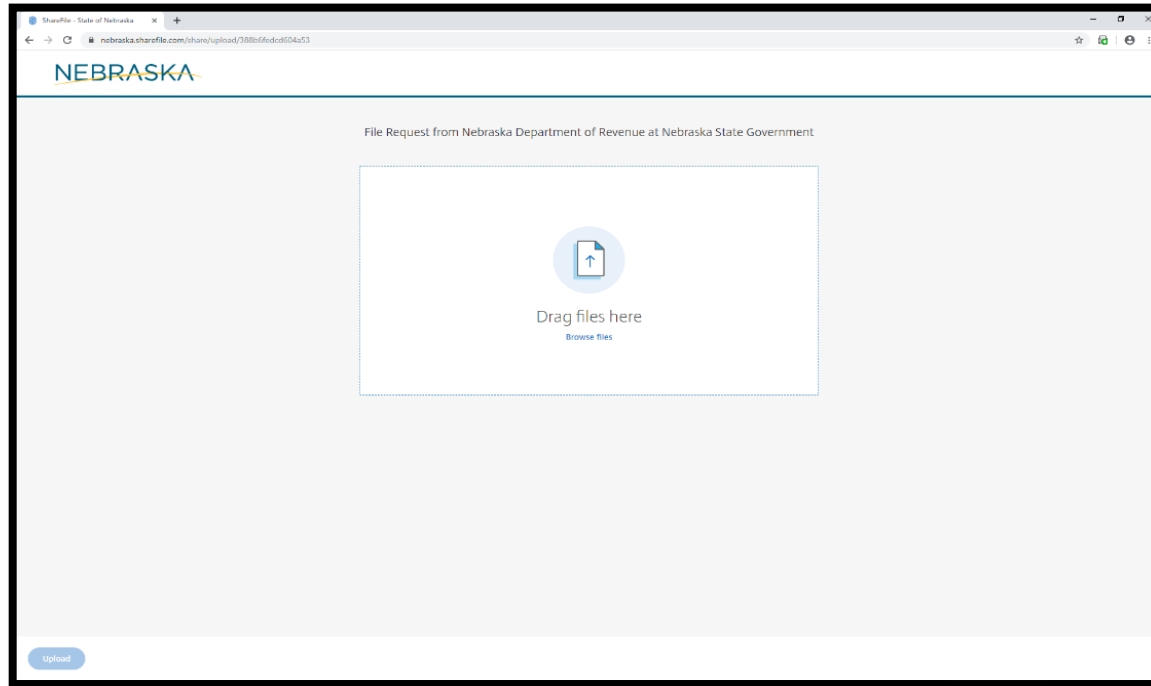
Once you click “Upload Annual Certification,” you will be linked to a personal information page similar to the one below. The certification administrator is required to enter their identifying information in the designated fields.



The screenshot shows a web browser window with the address bar displaying "nebraska.sharefile.com/share/getinfo/r11983504b6c4326a". The page features the "NEBRASKA" logo in the top left corner. The main content area contains a form titled "To continue, please enter your information below." with the following fields: "Email" (containing "username@domain.com"), "First Name" (containing "first name"), "Last Name" (containing "last name"), and "Company" (containing "organization"). Below these fields is a blue "Continue" button and a checkbox labeled "Remember Me". At the bottom of the form, a small disclaimer states: "Your information will be used for internal tracking purposes only. It will not be shared with third parties."

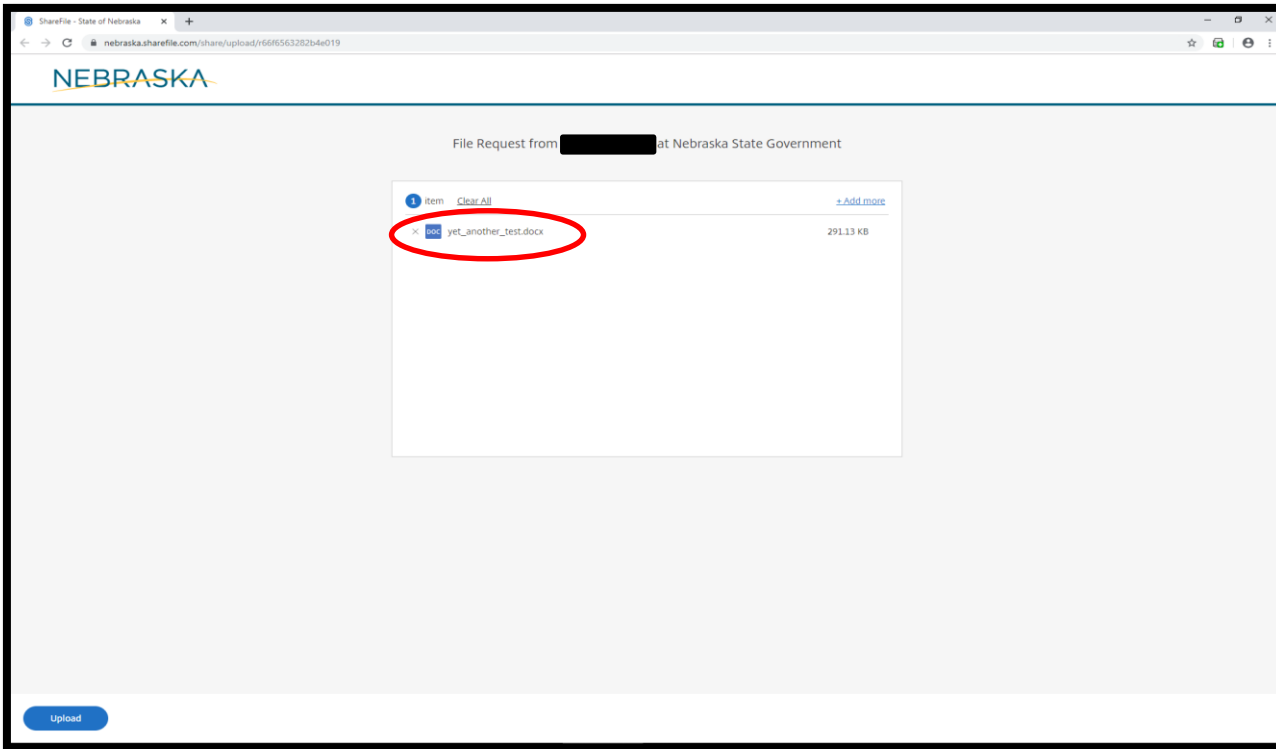
Once all the information is entered, click the blue “Continue” button to continue to the upload page.

Upload Page 1



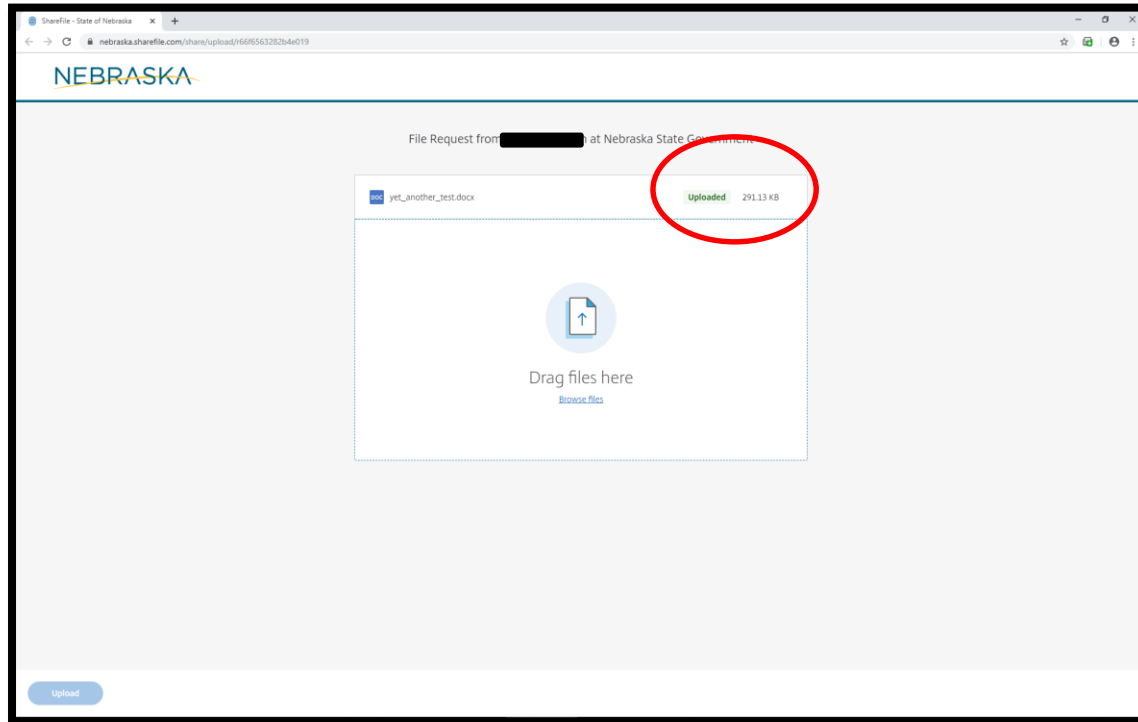
- You may “drag and drop” the annual certification document - OR - click “browse files” to select your annual certification document from your computer files. Once you have located the saved document, select the filename and click enter.
- The file sharing system will allow multiple files to be uploaded at the same time

Upload Page 2



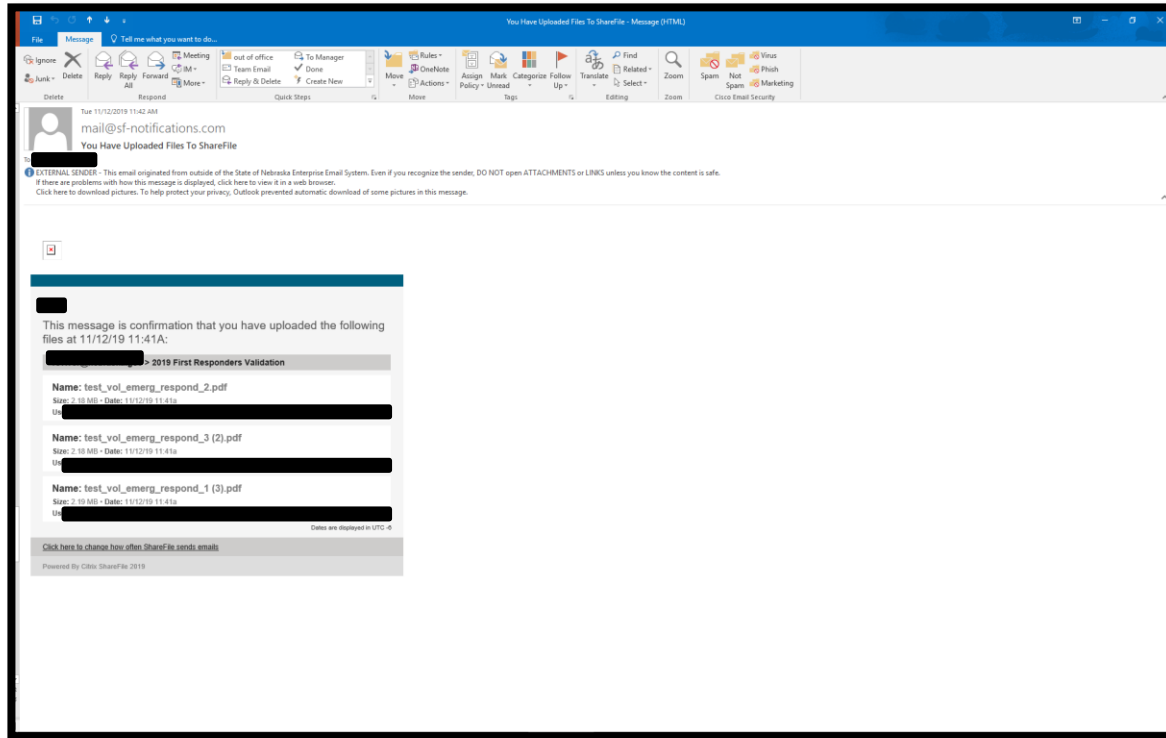
- Once your file is attached and ready to be uploaded, you should see a page similar to the one above that will show the name of the file selected for upload.
- Click the blue “**Upload**” button in the lower left hand corner to send the annual certification.

Upload Page 3



- When the upload is complete, the top right corner will say “uploaded.”
- The selected file has been uploaded, and you may close your browser.
- Note: Once uploaded, forms cannot be changed using this application. You must send amended certifications to: Nebraska Department of Revenue, PO Box 94609, Lincoln, NE 68509-4609.

Certification Administrator Email Confirmation



- You will receive an e-mail confirmation from noreply@sf-notifications.com at the email address entered to show the upload was successful.
 - You will not be able to see what you or anyone else has uploaded
- DOR will also receive notification that the files were uploaded.

Questions

- If you have any questions or issues, please contact:

Fran Krejci

Revenue Tax Specialist, Policy Section

Nebraska Department of Revenue

301 Centennial Mall South

PO Box 94818

Lincoln, NE 68509-4818

402-471-5643 Fax: 402-471-5946

fran.krejci@nebraska.gov