

Electronic Document & Application Submission Hub (eDASH) Instructions

The Nebraska Department of Revenue (DOR) recommends using a computer, laptop, or tablet for this process. Entry on a mobile phone is possible but is not ideal.

Go to <https://ndr-edash.ne.gov/eDash/index.xhtml>

The screenshot shows the Centurion user interface. At the top left is the Centurion logo, and at the top right is the Nebraska Department of Revenue logo. The main content area is titled "Accept Invitation" and contains two sections: "Log In" and "Create User Account". The "Log In" section has fields for "Username" and "Password", a "Log In" button, and a "Forgot Password" link. The "Create User Account" section has an "Email" field with a placeholder "Enter an email address to register..." and a "Register New Account" button. Below the form is a disclaimer: "THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION." At the bottom of the page are links for "Home", "Contact Us", and "FAQ".

Note: FAQs about your Centurion account can be found here

If you do not already have a User Account for Centurion, go to the lower section “Create User Account”, and enter your email address. Click the “Register New Account” button.

The image shows a user interface for Centurion with two main sections. The top section, titled "Accept Invitation", contains a "Log In" form with fields for "Username *" and "Password *", a "Log In" button, and a "Forgot Password" link. The bottom section, titled "Create User Account", is highlighted with a red border and contains an "Email *" field with the placeholder text "Enter an email address to register..." and a "Register New Account" button. Both sections include a note: "* indicates required fields".

If you already have a User Account for Centurion, log in on the top section of the screen with your current Centurion Username and Password. Once you are logged in, proceed to page 5 in these instructions.

Create User Account

User Information

First Name *

Last Name *

Email *

Note: this email can be different than the email that received your invitation

Login Information

Username *

Password *

Confirm Password *

Security Questions

Question 1 *

Question 2 *

Question 3 *

Rules

Username

- Must be at least 5 characters long.
- Maximum length is 20 characters.
- Must not contain any spaces.
- Must not end with a period.
- Must not contain @ / \ () [] ; | = + * ? < > " ,

Password

- New Password and Confirm Password are required.
- New Password and Confirm Password must match.
- Must be at least 12 characters long but not exceeding 128 characters.
- Is case sensitive.
- Must contain at least three of the following four complexity requirements: at least one uppercase letter; at least one lowercase letter; at least one numeric value; or, at least one special character.
- Must not repeat any character sequentially more than two times.
- Must not contain the username
- Must not contain parts of the user's full name that exceed two consecutive characters.
- Must not include any of the following values: password, huskers, or admin.
- Must not have been previously used.

Security Questions

- Select 3 different security questions.
- Must answer all questions.
- Answers must be at least 5 characters long.
- Must have unique answers.
- Answer can only contain letters, numbers, spaces, and the following special characters: - _ . / :

* indicates required fields

Complete the required fields and click the “Register” button.

Once registration is complete, you will see the Accept Invitation menu again. Go to the top section and log in with the username and password for the account you just created.

Accept Invitation

Log In

Username *

Password *

 Log In

* indicates required fields

[Forgot Password](#)

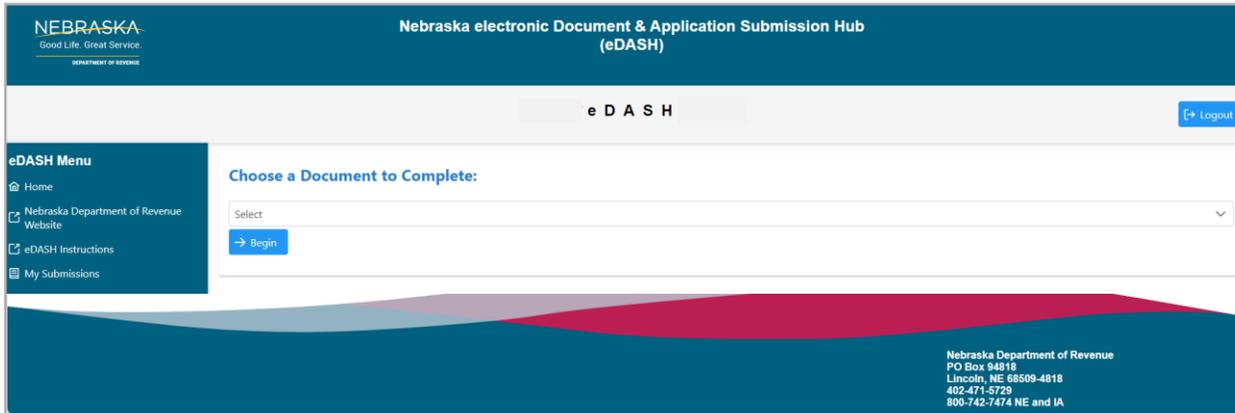
Create User Account

Email *

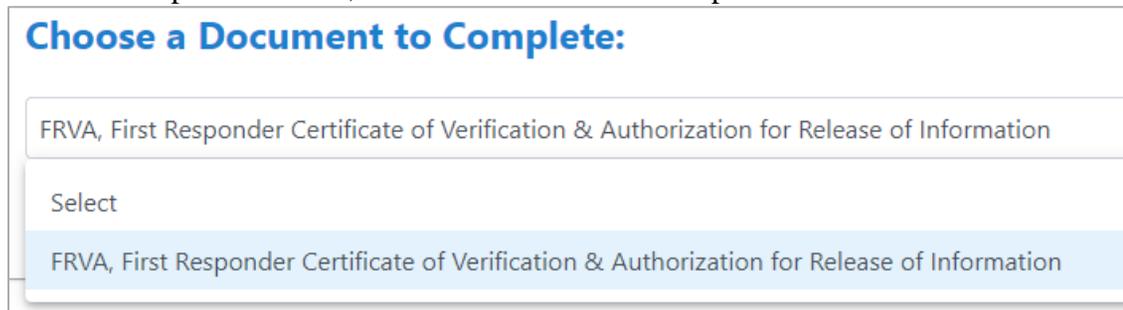
 Register New Account

* indicates required fields

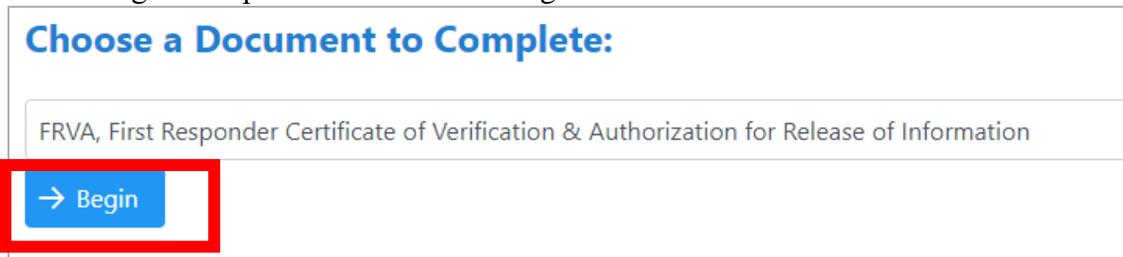
Once logged in, you will see this page.



From the drop-down menu, select the document to complete.



Click “Begin” to open the document dialog.



Note: Some documents in eDASH have restricted access. If you attempt to access a restricted document, you may be prompted to request access. In this case, additional registration information will be required, and access will only be granted once the requestor’s registration information has been authenticated.

The name of the document you selected will be displayed at the top of the screen along with instructions related to completing the document in eDASH. Read the instructions and click the “Start New Form” button.

NOTE: Some documents may have the option to “Resume Form” if you started entry on a document and exited eDASH prior to submitting the completed document (see next page).

Example:

First Responder Certificate of Verification & Authorization for Release of Information

Instructions

Complete the Certificate of Verification & Authorization for Release of Information, Form FRVA, and submit the form with the required supplemental documentation directly to the Department of Revenue (DOR) through this electronic Document & Application Submission Hub (eDASH). When using this secure method of submission, you will receive an email confirmation containing a reference number that should be kept with your records as proof your form was received by DOR. Check your spam or junk folder if you do not see the confirmation in your inbox.

If your pay stub does not contain any information regarding your position, please also attach documentation regarding your job title and position description from your HR representative/office.

When DOR completes its review indicating the form has been verified or not verified, you will receive another email directing you to log back in to eDASH to view the form. You may print a copy of the completed Form FRVA for your records and to include with the application for the tuition waiver submitted to the public postsecondary educational institution.

By entering an email address, the First Responder acknowledges that DOR may contact the First Responder by email. The First Responder accepts any risk to confidentiality associated with this method of communication.

The Form FRVA must be completed and submitted each year to DOR with the required documentation for verification of residency and employment of the officer or firefighter when filing an application for a tuition waiver with a public postsecondary educational institution.

Please note the legal dependent tuition waiver recipient may need to complete a Form FRVA-N.

← Back Start New Form +

Child Care Refundable Tax Credit Application

Instructions

When using this electronic Documentation & Application Submission Hub (eDASH), you will receive an email confirmation containing a reference number that should be kept with your records as proof your form was received by the Nebraska Department of Revenue (DOR). Check your spam or junk folder if you do not see the confirmation in your inbox.

Before you begin, you will need the following information to complete the Form 7203 in eDASH:

- Your Social Security Number.
- Your spouse's Social Security Number (If Married, Filing Joint Return).
- Name, date of birth, and Social Security Number of all dependent children who will be age 5 years or younger as of December 31 of the calendar year for which the tax credit is being claimed **and** that will be claimed as a dependent on your federal income tax return (Dependent Child). If you do not have any children that meet this qualification, **STOP**. You do not qualify for this tax credit.
- Total Household Income for the tax year for which the credit is being claimed. If your total household income is over \$150,000, **STOP**. You do not qualify for this tax credit.
- Number of personal exemptions being claimed on the Nebraska individual income tax return for the tax year for which the credit is being claimed (Line 4, Form 1040N).
- For each dependent child enrolled in a Child Care Program Licensed under the Child Care Licensing Act, provide the Child Care Program/Provider Name **and** the Nebraska Department of Health and Human Services (DHHS) Child Care License Number. A roster of DHHS Licensed Child Care Programs/Providers may be found [here](#).
- If any dependent child received care from a DHHS approved license-exempt provider enrolled in the Child Care Subsidy Program pursuant to [Neb. Rev. Stat. §§ 68-1202](#) and [68-1206](#), you will be required to upload a copy of the DHHS authorization with your application. The DHHS authorization is available in the parent's or legal guardian's ACCESSNebraska or iServe Nebraska account.

DOR will process the completed Form 7203 and certify the reserved credit amount approved based on the information provided. After your Form 7203 has been certified, you may claim the reserved credit amount on the applicable line of your Nebraska individual income tax return. You will be required to provide the certification number from the Form 7203 on the individual income tax return.

A new Form 7203 must be completed and submitted for each tax year that you may be eligible to claim the credit. Application submission for each tax year will open on the second business day in January following the applicable tax year.



Selecting “Resume Form” takes you to the last saved entry screen of the document that was previously started. This resume form option is not available on all documents in eDASH. Some documents may not retain entered data if you exit prior to submitting the completed document.

Selecting “Start New Form” in eDASH will direct you to the selected document’s data collection screen(s). Complete the information on each screen. An asterisk (*) indicates a required field.

Example of open field data entry screens:

Law Enforcement Officer's (Officer) or Firefighter's Name and Address			
First name *	Middle initial	Last name *	Suffix
<input type="text" value="Public"/>	<input type="text"/>	<input type="text" value="User"/>	<input type="text"/>
Street or Other Mailing Address *			
<input type="text"/>			
City *	State *	ZIP Code *	
<input type="text"/>	<input type="text" value="NE - Nebraska"/>	<input type="text"/>	
Social Security Number *			
<input type="text" value="-- -- --"/>			

Example of a drop-down selection question:

Please indicate the calendar year: *
<input type="text" value="2024"/>

Example of a radio dial selection question:

Employment

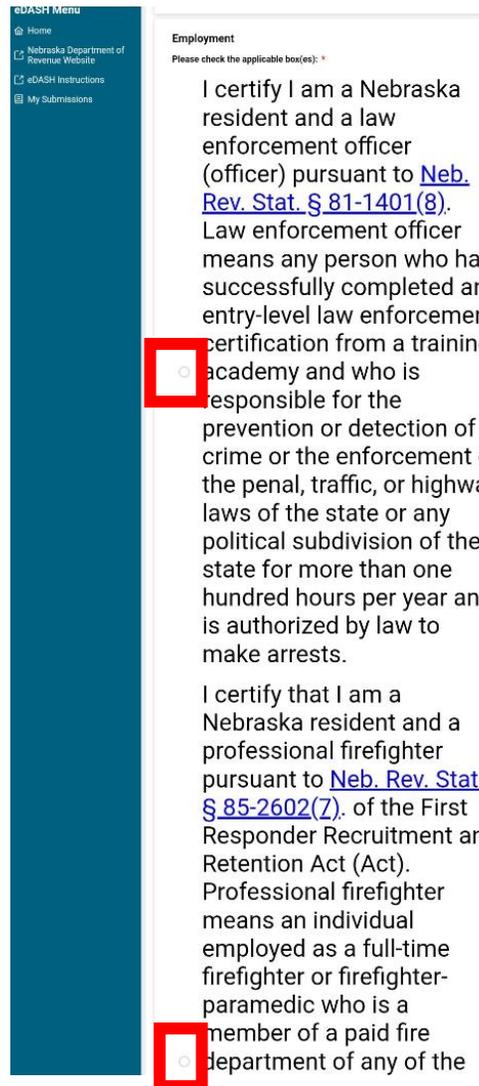
Please check the applicable box(es): *

- I certify I am a Nebraska resident and a law enforcement officer (officer) pursuant to [Neb. Rev. Stat. § 81-1401\(8\)](#). Law enforcement officer means any person who has successfully completed an entry-level law enforcement certification from a training academy and who is responsible for the prevention or detection of crime or the enforcement of the penal, traffic, or highway laws of the state or any political subdivision of the state for more than one hundred hours per year and is authorized by law to make arrests.

- I certify that I am a Nebraska resident and a professional firefighter pursuant to [Neb. Rev. Stat. § 85-2602\(7\)](#), of the First Responder Recruitment and Retention Act (Act). Professional firefighter means an individual employed as a full-time firefighter or firefighter-paramedic who is a member of a paid fire department of any of the following entities within Nebraska: (a) A municipality, including a municipality having a home rule charter or a municipal authority created pursuant to a home rule charter that has its own paid fire department; (b) A rural or suburban fire protection district; or (c) A fire service providing fire protection to state military installations.

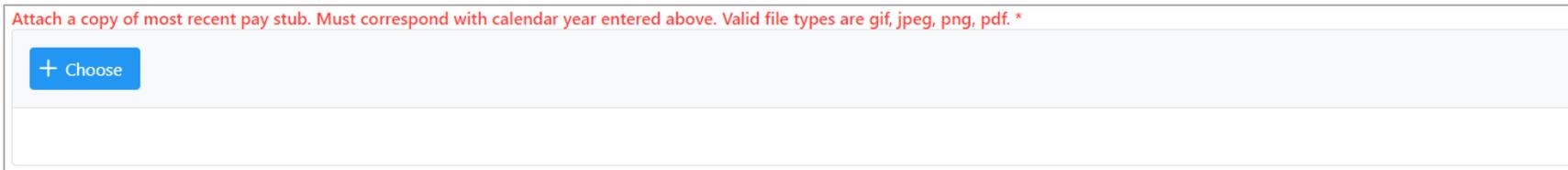
NOTE: If you are using a mobile phone, the selection buttons may be difficult to see, but they are there and can be selected. See example below.

Mobile view of radio dial selection buttons.

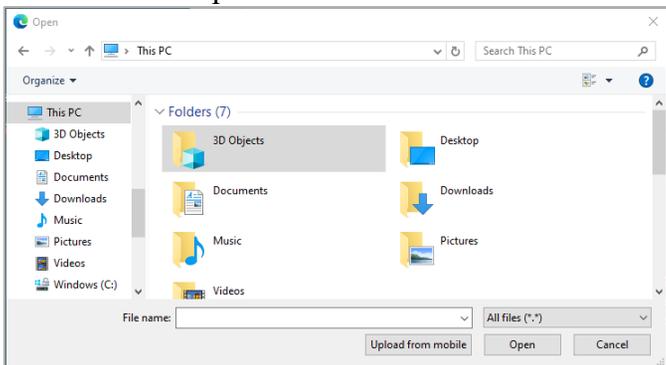


Some documents in eDASH, may also require you to upload supplemental documentation. In that case, you may see an option like the screen below where you can upload a document that will be linked to your eDASH document submission. The acceptable file types will generally be listed on the document within eDASH.

Click the “Choose” button.



After you select “Choose”, you will see a screen like the one below. **Error! Reference source not found.** **Error! Reference source not found.** Locate the document as saved on your device. After you have located the document on your device, either double-click on the file or select the file and click “Open”.



Once the file is attached, the details will appear in eDASH. Multiple documents can be uploaded following the same process. You can remove an uploaded file by clicking the icon under “Remove”.

Uploaded Documents		
Document Name	Upload Date	Remove
Pay Stub 8 08_27_2024 12_50_54.15	08/27/2024 12:50:54	

Some eDASH documents may allow a file upload that will auto-populate data into the document fields once uploaded. Generally, these eDASH documents will require a certain file type and specific data formatting within the file. This information will be provided in eDASH either on the initial instructions screen or on the specific entry screen of the document.

After you select the upload button (“Upload CSV File” in the example below), you will see a Windows file selection screen like the one above on page 10. **Error! Reference source not found.** Locate the document as saved on your device. After you have located the document on your device, either double-click on the file or select the file and click “Open”.

Tobacco Licensee Report, Form 1204T Identification

Identification Entry Options

No records to report.

+ Add Entry Manually

OR

+ Upload CSV File

*Licensee Name	*DBA (Doing Business As)	*Location Address	*Location City	*Location State	*Location Zip	Mailing Name	Mailing Address	Mailing City	Mailing State	Mailing Zip	Phone	Email	*Date Issued	*License Type
No records found.														

← Back

↻ Reset/Clear

✓ Submit

For the eDASH documents that have this auto-populate feature, the data in the file will automatically populate into the fields on the entry screen. Users will then need to select the “Submit” button to save the uploaded data.

Example:

Tobacco Licensee Report, Form 1204T Identification

Identification

Entry Options

No records to report.

*Licensee Name	*DBA (Doing Business As)	*Location Address	*Location City	*Location State	*Location Zip	Mailing Name	Mailing Address	Mailing City	Mailing State	Mailing Zip	Phone	Email	*Date Issued	*License Type
Hastings Palace Inc	Beyond Vape	4103 Osborne Dr	Hastings	Nebraska	68111-1111	Peter Parker	3314 Web Way	New York	New York	19111	(212) 555-0000	spidy@webmasterinc.com	2024-04-25	Retailer
Cliff's Inc	Cliff's	140 12th St	Lincoln	Nebraska	15001	Cliff Smith	123 Maple St	Kansas City	Missouri	78912	(716) 454-0000	cliffs@gmail.com	2024-01-31	Retailer



Back



Reset/Clear



Submit

If the data file was not in the correct format, you will see an error message indicating the errors in the data file that was uploaded.

Example:

Tobacco Licensee Report, Form 1204T Identification

Identification Entry Options

No records to report.

CSV validation errors: Row 2 [Roberts Tobacco, Bob's Tobacco Shop, 5474 10th St, Taylor, NE, 68879, , , Iowa, , , morton.shelly@nebraska.gov, wholesaler, Not sure, Yes]: Invalid date format. Expected format is MM/dd/yyyy.

 OR

*Licensee Name	*DBA (Doing Business As)	*Location Address	*Location City	*Location State	*Location Zip	Mailing Name	Mailing Address	Mailing City	Mailing State	Mailing Zip	Phone	Email	*Date Issued	*License Type
No records found.														

Some documents in eDASH may provide a Summary screen to review entered data before submitting. If you need to change any entered data from this screen, select the “Edit” button. This will return you to the beginning of the document to make changes.

Summary for Child Care Refundable Tax Credit Application
Form Child Care Credit

Parent's or Legal Guardian's Name and Address

For Taxable Year
2024

Parent's or Legal Guardian's First Name: Public Middle initial: Parent's or Legal Guardian's Last Name: User Suffix:

Parent's or Legal Guardian's Social Security Number (SSN)
999-99-9999

Street or Other Mailing Address
300 Centennial Mall South, 2nd Fir

City: Lincoln State: Nebraska ZIP Code: 68508

Part A - Total Household Income

Total Household Income:
50,000.00

Family Size:
2

Part B - Dependent and Child Care Program Information

First name	Middle initial	Last name	SSN	Date of Birth
Public		User	999-99-9999	11-04-2024

Dependent Child 1 *
Public User

Child Care Program or Provider Name *
Public Childcare Not Applicable

License-exempt Provider in the Child Care Subsidy Program *
 Yes No

Child Care License Number from DHHS *
XX1234

Navigation: ← Edit Save/Next →

Documents submitted through eDASH may require an electronic signature. To electronically sign the document, read the statement and check the box to the left of the statement.

Law Enforcement Officer or Professional Firefighter Signature

Under penalty of perjury, I have examined this form including the information submitted with the form, and to the best of my knowledge and belief, it is correct and complete.

I hereby certify that I authorize DOR to release information to any public postsecondary educational institution(s) under the Act, including but not limited to whether I met or did not meet the requirements for Nebraska residency and employment for the purpose of applying for a tuition waiver.

Additional fields will appear to enter your information as an electronic signature.

Law Enforcement Officer or Professional Firefighter Signature

Under penalty of perjury, I have examined this form including the information submitted with the form, and to the best of my knowledge and belief, it is correct and complete.

I hereby certify that I authorize DOR to release information to any public postsecondary educational institution(s) under the Act, including but not limited to whether I met or did not meet the requirements for Nebraska residency and employment for the purpose of applying for a tuition waiver.

First name *

Middle initial

Last name *

Suffix

Date *

Email *

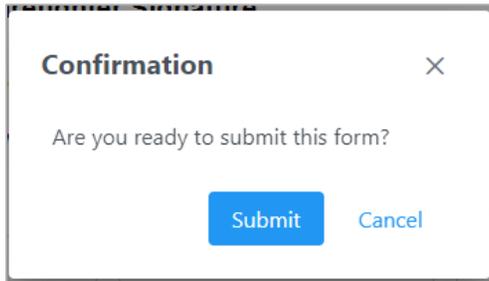
Phone *

After confirming that all information has been accurately entered, click the “Submit” button. Selecting the “Back” button will take you back to the “Choose a Document to Complete” screen and the document will not be submitted in eDASH. This may erase any previously entered information, and the document will not be submitted. Some eDASH documents may allow you to “Save” your progress, allowing you to retain previously entered data that can be accessed again when you return to that document in eDASH.



← Back Submit ✓

After you select “Submit”, a confirmation dialog box will appear.

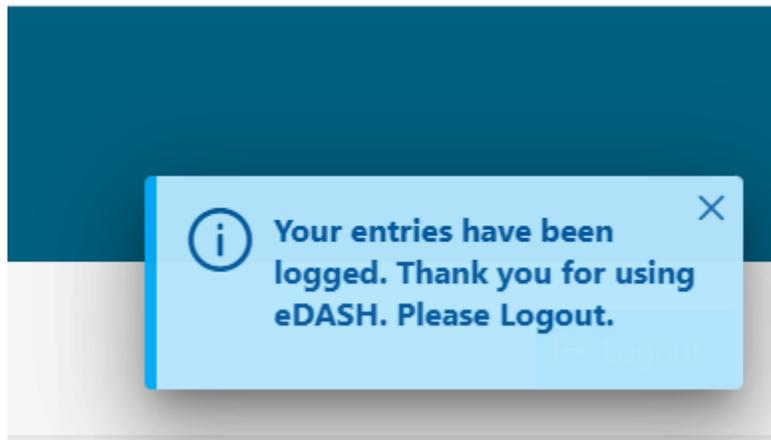


Click “Submit”.

For most eDASH documents, you will receive an email notification that includes the reference number for your submission. This does **not** mean that your document has been approved by DOR, only that it has been received in the eDASH system. The email will come from rev.noreply@nebraska.gov. If you do not see the notification in your inbox, check your spam or junk folder. Retain this notification with your records as confirmation your submission was received by DOR.

For eDASH documents that do not send an email notification, you will see a pop-up box confirmation that the submission was successful.

Example:



To view your submission(s) in eDASH, go to “My Submissions” in the left-hand menu. Select the button for the document that you want to access. Users will only see buttons for documents that they have submitted through eDASH.

The screenshot shows the eDASH interface. On the left is a dark teal sidebar with the title "eDASH Menu". It contains four items: "Home", "Nebraska Department of Revenue Website", "eDASH Instructions", and "My Submissions". The "My Submissions" item is highlighted with a red rectangular box. The main content area is white and features the heading "My Submissions" in blue. Below this heading are two columns. The left column is titled "7203 Submissions" and contains a blue button with a document icon and the text "7203, Child Care Refundable Tax Credit Application". The right column is titled "FRVA Submissions" and contains a blue button with a document icon and the text "FRVA, First Responder Certificate of Verification & Authorization for Release of Information".

After you select the document, click “Show All Submissions” to display a list of your submissions for that specific document type.

The screenshot shows the eDASH interface after selecting a document. The main heading is "My Submissions" in blue. Below it are two columns: "7203 Submissions" and "FRVA Submissions". Each column has a blue button with a document icon and text: "7203, Child Care Refundable Tax Credit Application" and "FRVA, First Responder Certificate of Verification & Authorization for Release of Information". Below these is a search section titled "Search 7203 Submissions" with a dropdown arrow. It contains a "Reference Number" input field, a "Submission Date Range:" section with "From" and "To" date pickers, and three buttons: "Search 7203", "Reset", and "Show All 7203 Submissions". The "Show All 7203 Submissions" button is highlighted with a red rectangular box.

The information displayed under “My Submissions” will vary based on the document type. The status of your submission will depend on the document(s) submitted and whether DOR has reviewed the document(s). In general, after DOR has reviewed and approved a document, the status will be updated to show “Approved”, “Verified”, “Certified”, etc. depending on the document.

To view a pdf of the document(s) and attachment(s) you submitted, click the “Download Form” button. Save a copy of the approved document for your records.

Example:

	Reference Number ↑↓	Revision Number ↑↓	Original Submission Date ↓↕	Revision Date ↑↓	Document Name ↑↓	Status ↑↓
	FRVA00001899	4	08-23-2024	08-26-2024	FRVA, First Responder Certificate of Verification & Authorization for Release of Information	Pending DOR Review

1-1 of 1 records << < 1 > >> 10 ▾