

How to Upload Documents to the Nebraska Department of Revenue

NEBRASKA

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DEPARTMENT OF REVENUE

revenue.nebraska.gov

INTRODUCTION

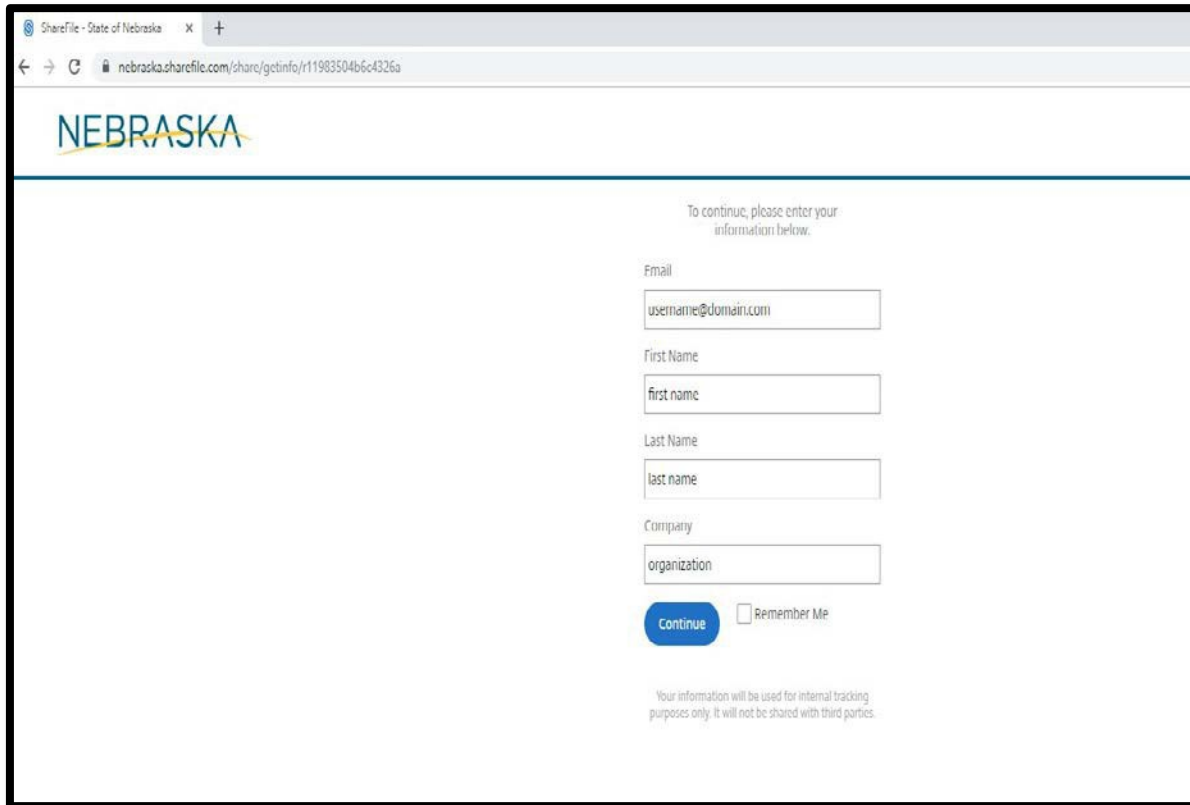
The Nebraska Department of Revenue (DOR) is providing a secure electronic method for taxpayers to upload documents using the State of Nebraska File Sharing system (ShareFile).

These instructions are provided for use by taxpayers to assist in uploading documents to the DOR.

Uploading the Forms and Any Required Documents

Upload links are specific to the form being upload. Use the upload link found on the informational web page to submit the forms for the specific tax credit.

Once you click on the "Upload" button, you will be linked to a personal information page similar to the one below. Enter your identifying information in the designated fields.

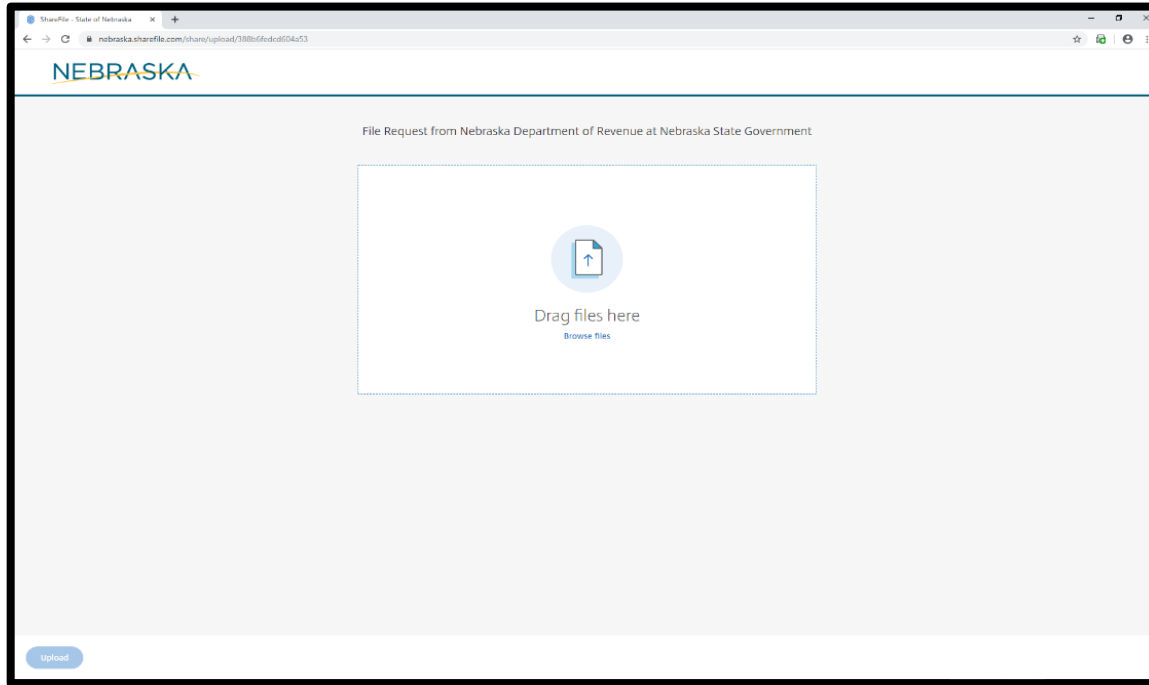


The screenshot shows a web browser window with the URL `ncbraska.sharefile.com/share/getinfo/r11983504b6c4326a`. The page features the "NEBRASKA" logo at the top left. The main content area contains the following elements:

- Instructional text: "To continue, please enter your information below."
- Form fields:
 - Email: `username@domain.com`
 - First Name: `first name`
 - Last Name: `last name`
 - Company: `organization`
- Buttons: A blue "Continue" button and a "Remember Me" checkbox.
- Disclaimer: "Your information will be used for internal tracking purposes only. It will not be shared with third parties."

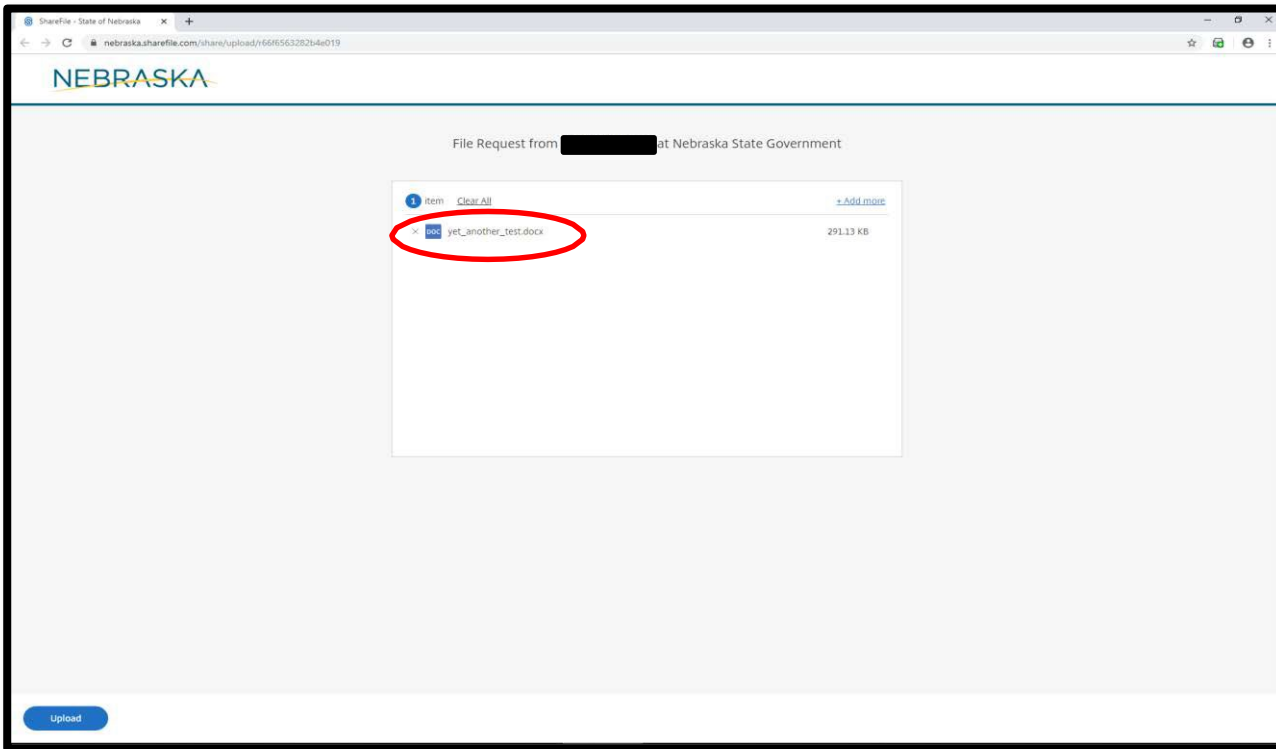
Once all the information is entered, click the blue "Continue" button to continue to the upload page.

Upload Page 1



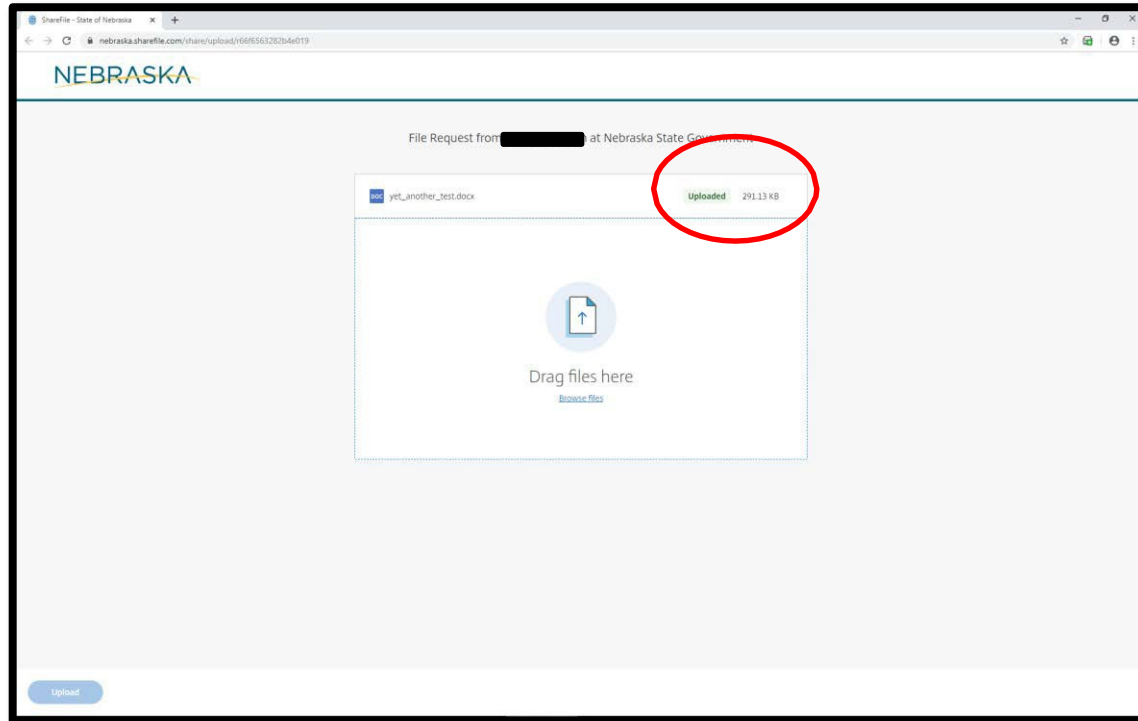
- You may “drag and drop” the document - OR - click “browse files” to select your document from your computer files. Once you have located the saved document, select the filename and click enter.
- The file sharing system allows multiple files to be uploaded at the same time.

Upload Page 2



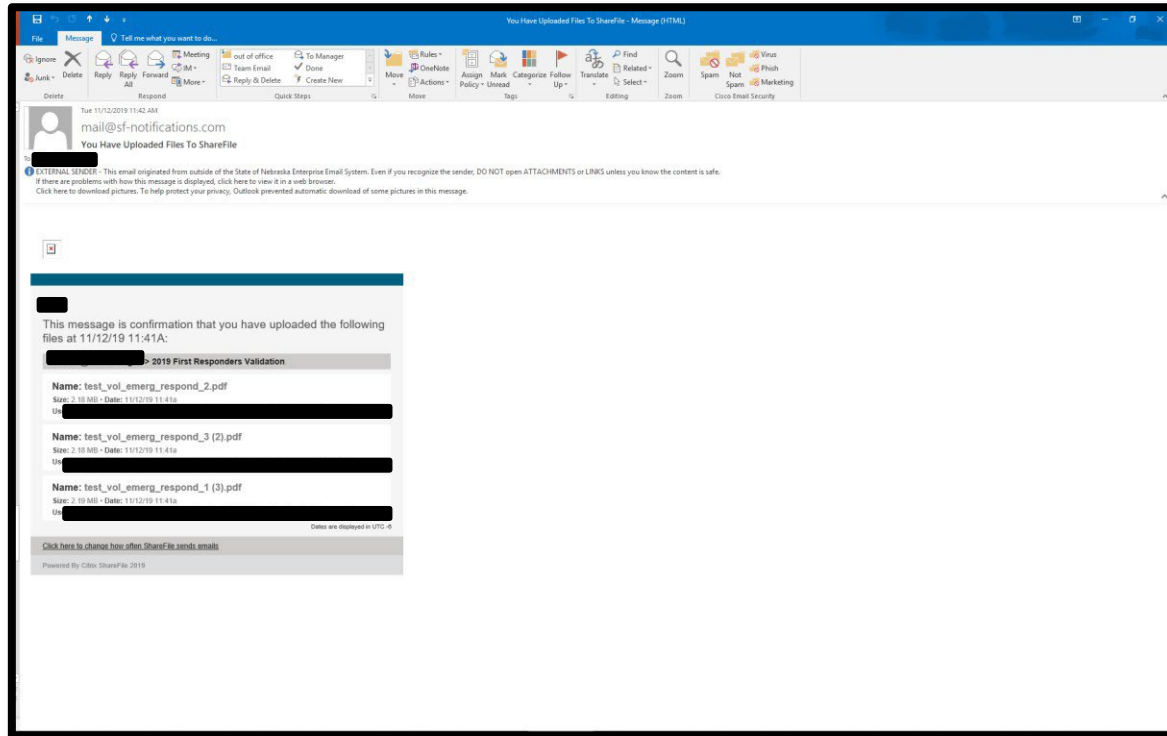
- Once your file is attached and ready to be uploaded, you should see a page similar to the one above that will show the name of the file(s) selected for upload.
- Click the blue “Upload” button in the lower left hand corner to send the documentation.

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.

Email Confirmation



You will receive an e-mail confirmation from noreply@sf-notifications.com at the email address entered that shows the upload was successful. You will receive an e-mail confirmation from noreply@sf-notifications.com at the email address entered that shows the upload was successful. If you do not see the e-mail in your inbox, check your spam or junk folder.

- The email confirmation will display the name of the uploaded files. Please verify that the correct files are included in the list.
- The DOR will also receive notification that the files were uploaded.