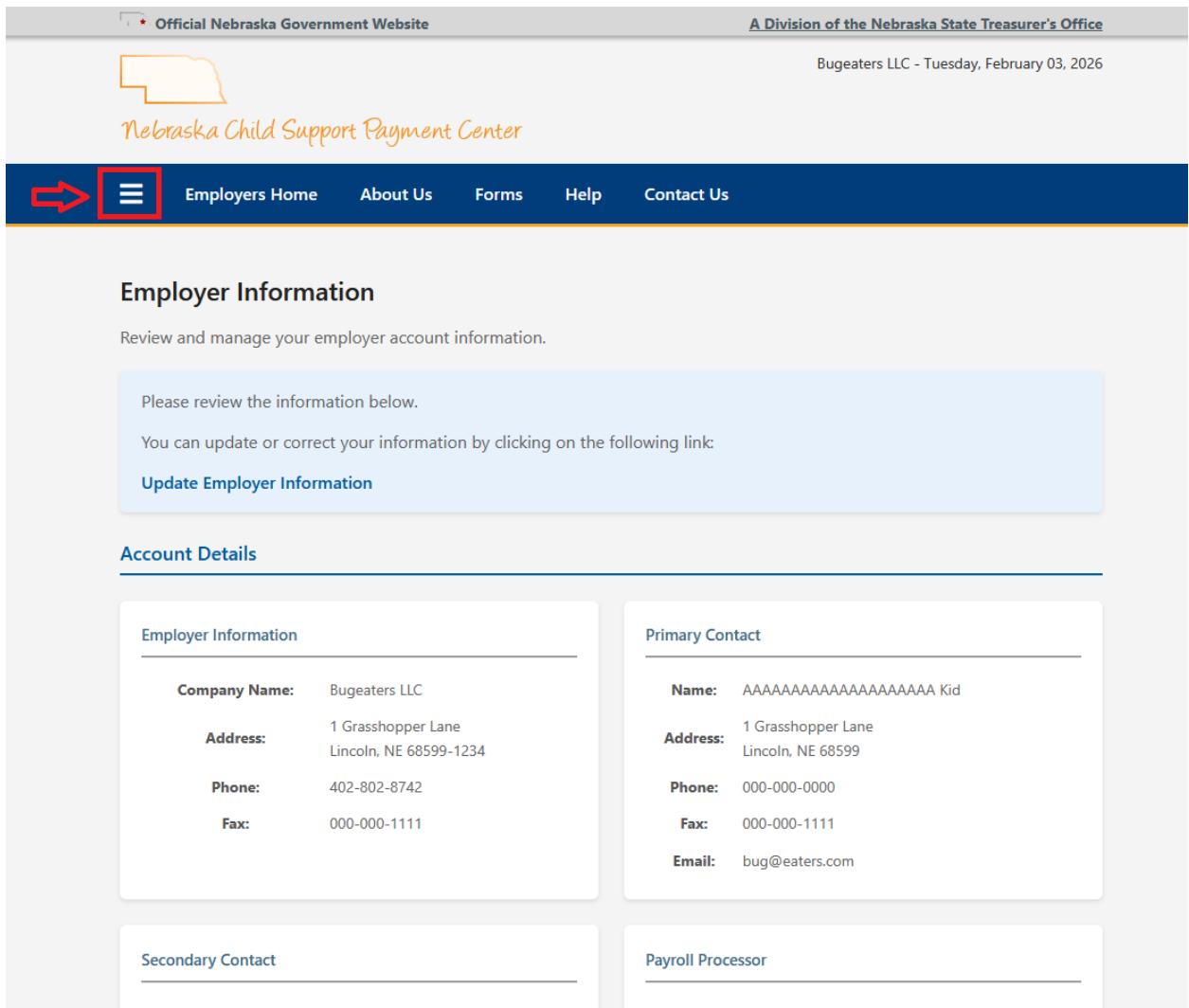


Nebraska Child Support Website Visual Instructions

Adding An Employee

1. Log into your employer account.

2. Click the hamburger menu, and select “Employee List”



Official Nebraska Government Website A Division of the Nebraska State Treasurer's Office

Bugeaters LLC - Tuesday, February 03, 2026

Nebraska Child Support Payment Center

Employers Home **About Us** **Forms** **Help** **Contact Us**

Employer Information

Review and manage your employer account information.

Please review the information below.

You can update or correct your information by clicking on the following link:

[Update Employer Information](#)

Account Details

Employer Information	Primary Contact
Company Name: Bugeaters LLC	Name: AAAAAAAAAAAAAAAAAAAAAA Kid
Address: 1 Grasshopper Lane Lincoln, NE 68599-1234	Address: 1 Grasshopper Lane Lincoln, NE 68599
Phone: 402-802-8742	Phone: 000-000-0000
Fax: 000-000-1111	Fax: 000-000-1111
Email: bug@eaters.com	

Secondary Contact	Payroll Processor
--------------------------	--------------------------

Official Nebraska Government Website

A Division of the Nebraska State Treasurer's Office

Bugeaters LLC - Tuesday, February 03, 2026



Nebraska Child Support Payment Center

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[Log Out](#)

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[Report Terminations](#)

[Report New Hires](#)

[Make a Payment](#)

[View Payments](#)

[Employee List](#)

[Employer Info](#)



Employee List

Employer Info

Bugeaters LLC

Address: 1 Grasshopper Lane Lincoln, NE 68599-1234

Phone: 402-802-8742

Fax: 000-000-1111

Primary Contact

Name: AAAAAAAAAAAAAAAAAAAAAA Kid

Address: 1 Grasshopper Lane Lincoln, NE 68599

Phone: 000-000-0000

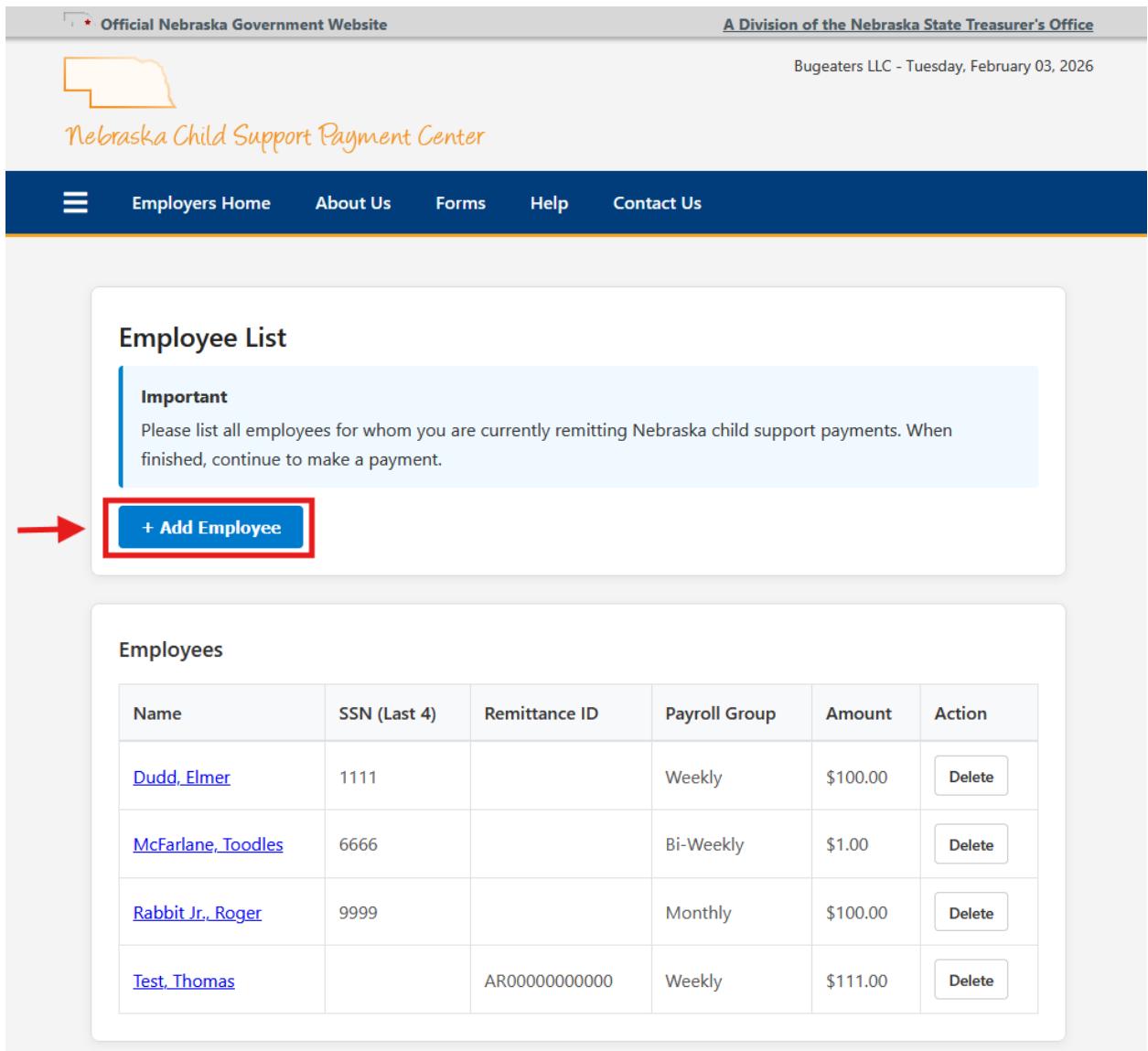
Fax: 000-000-1111

Email: bug@eaters.com

Secondary Contact

Payroll Processor

3. Click “Add Employee”



The screenshot shows the Nebraska Child Support Payment Center website. At the top, there is a banner with the text "Official Nebraska Government Website" and "A Division of the Nebraska State Treasurer's Office". Below the banner is a small orange outline of the state of Nebraska. The main header features the text "Nebraska Child Support Payment Center". A navigation bar below the header includes links for "Employers Home", "About Us", "Forms", "Help", and "Contact Us". The main content area is titled "Employee List". It contains an "Important" message: "Please list all employees for whom you are currently remitting Nebraska child support payments. When finished, continue to make a payment." Below this message is a blue button with the text "+ Add Employee", which is highlighted with a red arrow. The next section, titled "Employees", displays a table with the following data:

Name	SSN (Last 4)	Remittance ID	Payroll Group	Amount	Action
Dudd, Elmer	1111		Weekly	\$100.00	Delete
McFarlane, Toodles	6666		Bi-Weekly	\$1.00	Delete
Rabbit Jr., Roger	9999		Monthly	\$100.00	Delete
Test, Thomas		AR000000000000	Weekly	\$111.00	Delete

4. Fill out the employee information in the required fields:

Employee Add

Required fields

are marked with *

Employee Information

Enter the employee's basic information below.

First Name *

Test

Last Name *

Test

Suffix

(Jr., Sr., etc.)

Payroll Group *

Semi-Monthly

Identification *

Provide either SSN or Remittance Identifier (not both).

SSN

Remittance Identifier

AR000000000000

OR

(begins with 'AR')

Case Information

Please list all cases you will be remitting payments for.

[+ Add Case](#)

5. Next add the case information by clicking “Add Case”

Employee Add

Required fields

are marked with *

Employee Information

Enter the employee's basic information below.

First Name *

Last Name *

Suffix

(Jr., Sr., etc.)

Payroll Group *

Identification *

Provide either SSN or Remittance Identifier (not both).

SSN

Remittance Identifier

(begins with 'AR')

OR

Case Information

Please list all cases you will be remitting payments for.

[+ Add Case](#)



6. A table will appear for you to add case information. Fill it out and hit update to save it:

Case Information

Please list all cases you will be remitting payments for.

[+ Add Case](#)

Case Identifier	Withholding Amount	Update and Edit Case	Delete Case
123445	100	Update Cancel	Delete

[Submit](#)

7. Optionally add more than one case by clicking “Add Case” again as in step 5.

8. Finish the form by clicking “Submit”:

First Name *	Last Name *
<input type="text" value="Test"/>	<input type="text" value="Test"/>
Suffix	Payroll Group *
<input type="text"/>	<input type="text" value="Semi-Monthly"/>

Identification *

Provide either SSN or Remittance Identifier (not both).

SSN	Remittance Identifier
<input type="text"/>	<input type="text" value="AR000000000000"/>
OR	
(begins with 'AR')	

Case Information

Please list all cases you will be remitting payments for.

[+ Add Case](#)

Case Identifier	Withholding Amount	Update and Edit Case	Delete Case
123445	\$100.00	Edit	Delete



9. A success screen will appear confirming that you added them. You will have the option to click “Continue” and return to the employee list page or hit “Report New Hire” to go to the state website to report a new hire.

Official Nebraska Government Website

A Division of the Nebraska State Treasurer's Office

Bugeaters LLC - Tuesday, February 03, 2026



Nebraska Child Support Payment Center

☰ Employers Home About Us Forms Help Contact Us

Employee Added Successfully!

We have added **Test Test** to your Employee List!

Important Reminder

If you have not reported this employee to the Nebraska State Directory of New Hires, please take a moment to do so now.

Continue **Report New Hire**

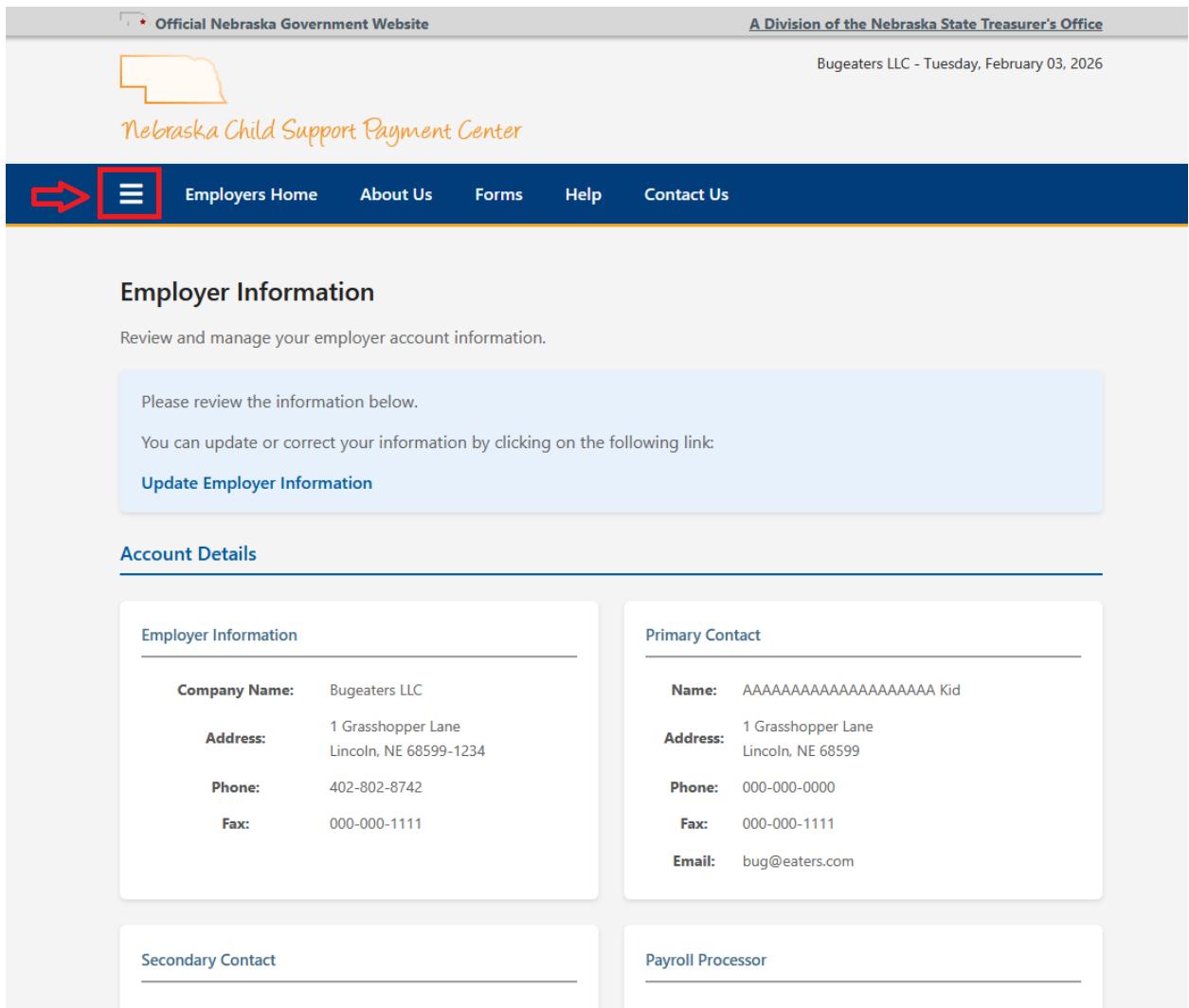
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Deleting An Employee

1. Log into your employer account.

2. Click the hamburger menu, and select “Employee List”



Official Nebraska Government Website A Division of the Nebraska State Treasurer's Office

Bugeaters LLC - Tuesday, February 03, 2026

 Nebraska Child Support Payment Center

[Employers Home](#) [About Us](#) [Forms](#) [Help](#) [Contact Us](#)

Employer Information

Review and manage your employer account information.

Please review the information below.

You can update or correct your information by clicking on the following link:

[Update Employer Information](#)

Account Details

Employer Information		Primary Contact	
Company Name:	Bugeaters LLC	Name:	AAAAAAAAAAAAAAAAAAAAAA Kid
Address:	1 Grasshopper Lane Lincoln, NE 68599-1234	Address:	1 Grasshopper Lane Lincoln, NE 68599
Phone:	402-802-8742	Phone:	000-000-0000
Fax:	000-000-1111	Fax:	000-000-1111
Email:	bug@eaters.com	Email:	bug@eaters.com

Secondary Contact		Payroll Processor	
Secondary Contact Information	Payroll Processor Information	Secondary Contact Information	Payroll Processor Information

Official Nebraska Government Website

A Division of the Nebraska State Treasurer's Office

Bugeaters LLC - Tuesday, February 03, 2026



Nebraska Child Support Payment Center

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[Log Out](#)

[Edit Banking Info](#)

[Report Terminations](#)

[Report New Hires](#)

[Make a Payment](#)

[View Payments](#)

[Employee List](#)

[Employer Info](#)



Employee List

Employer Info

Bugeaters LLC

Address: 1 Grasshopper Lane Lincoln, NE 68599-1234

Phone: 402-802-8742

Fax: 000-000-1111

Primary Contact

Name: AAAAAAAAAAAAAAAAAAAAAA Kid

Address: 1 Grasshopper Lane Lincoln, NE 68599

Phone: 000-000-0000

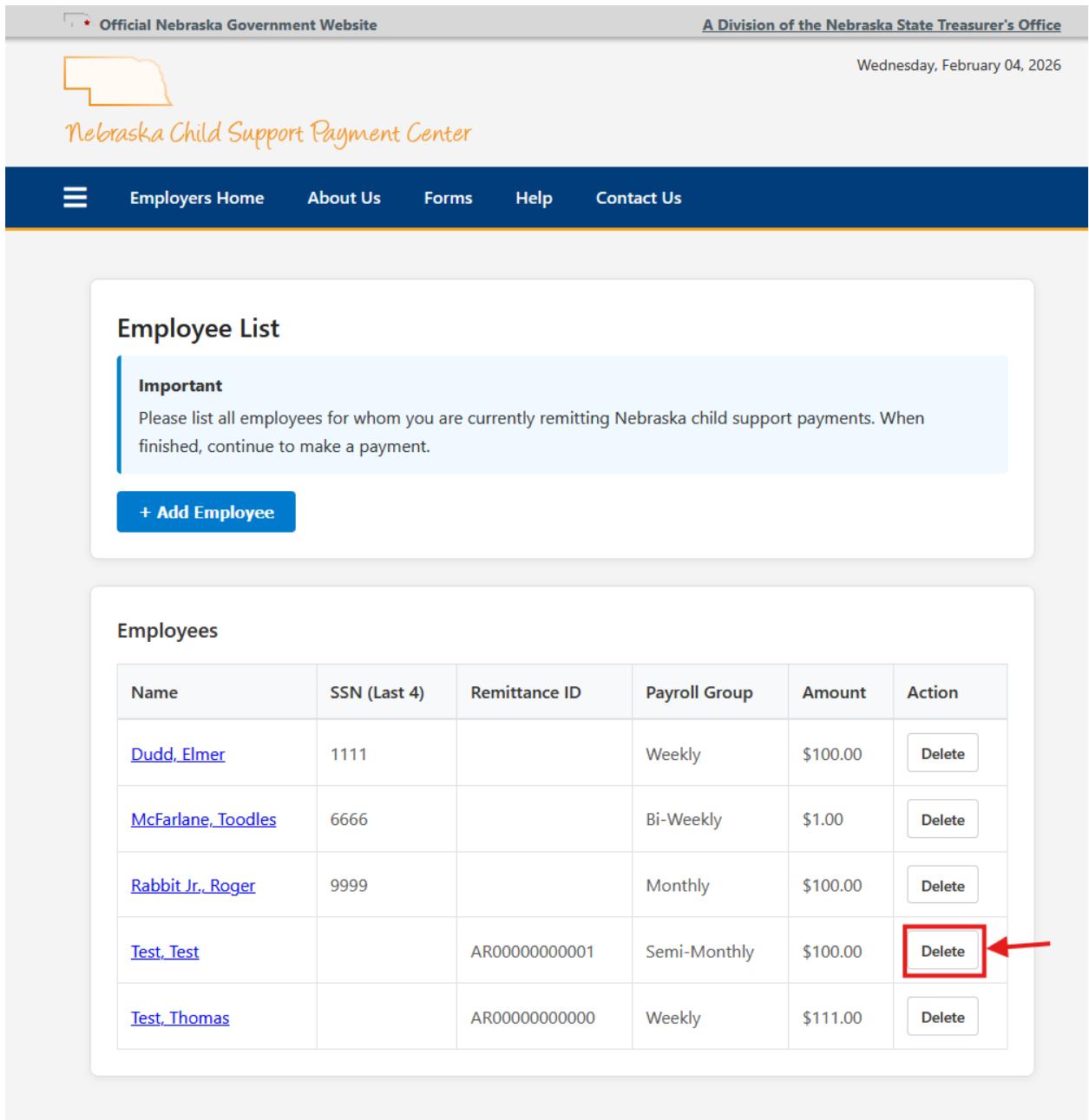
Fax: 000-000-1111

Email: bug@eaters.com

Secondary Contact

Payroll Processor

3. Find the employee you wish to remove from the list at the bottom of the page and click the corresponding delete button.

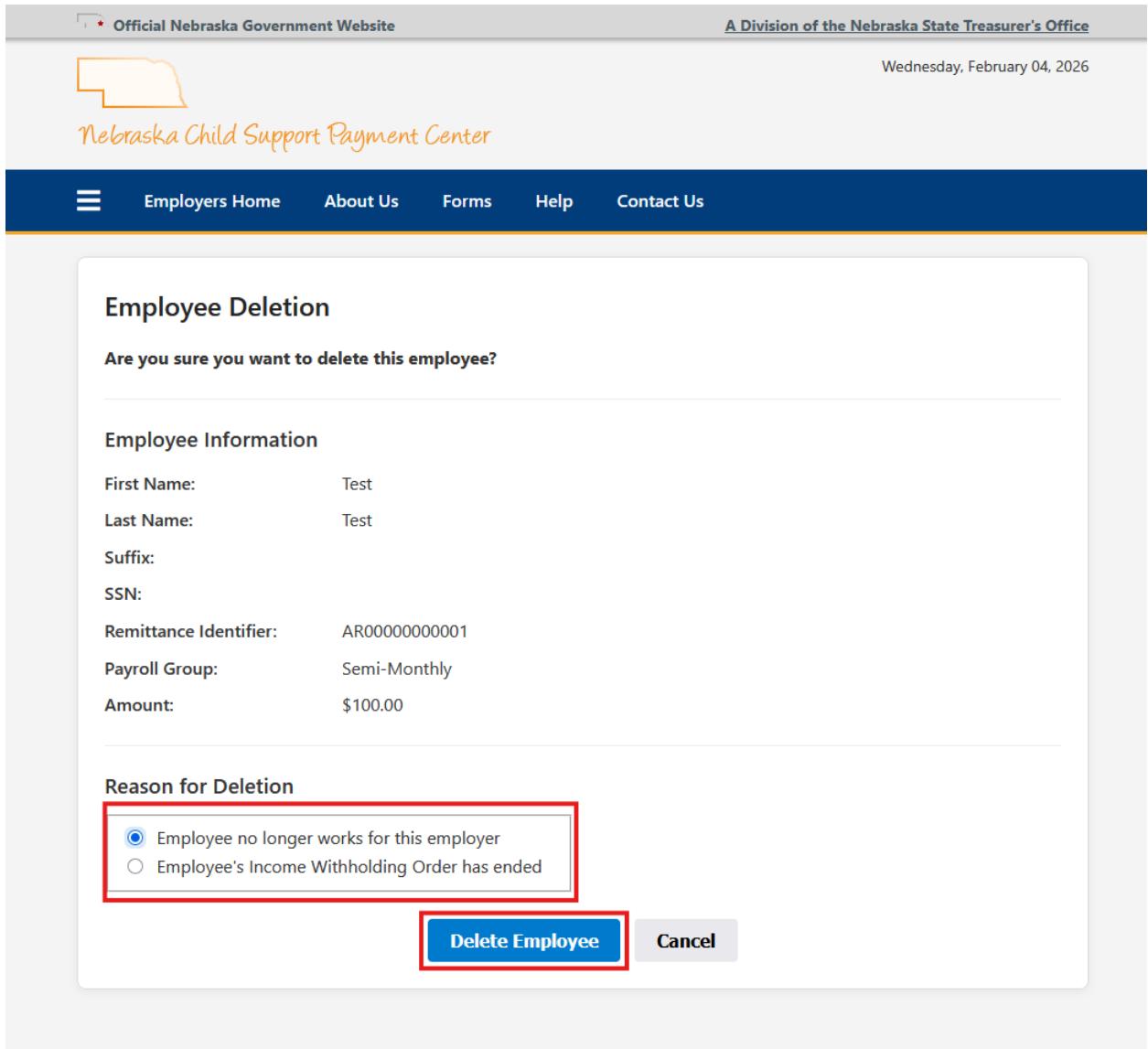


The screenshot shows the Nebraska Child Support Payment Center website. At the top, there is a banner with the text "Official Nebraska Government Website" and "A Division of the Nebraska State Treasurer's Office". Below the banner is a yellow outline of the state of Nebraska. The main title "Nebraska Child Support Payment Center" is displayed in orange. A navigation bar at the top includes links for "Employers Home", "About Us", "Forms", "Help", and "Contact Us". The main content area is titled "Employee List". It contains a blue box with the heading "Important" and the text: "Please list all employees for whom you are currently remitting Nebraska child support payments. When finished, continue to make a payment." Below this is a blue button labeled "+ Add Employee". The next section is titled "Employees" and contains a table with the following data:

Name	SSN (Last 4)	Remittance ID	Payroll Group	Amount	Action
Dudd, Elmer	1111		Weekly	\$100.00	Delete
McFarlane, Toodles	6666		Bi-Weekly	\$1.00	Delete
Rabbit Jr., Roger	9999		Monthly	\$100.00	Delete
Test, Test		AR000000000001	Semi-Monthly	\$100.00	Delete
Test, Thomas		AR000000000000	Weekly	\$111.00	Delete

4. A confirmation delete screen will appear. Confirm that you are deleting the correct employee, then provide a reason for deleting the employee by making a selection in

the box. Then “Delete Employee” to delete the employee.



The screenshot shows the Nebraska Child Support Payment Center website. At the top, there is a banner with the text "Official Nebraska Government Website" and "A Division of the Nebraska State Treasurer's Office". Below the banner is a logo of the state of Nebraska and the text "Nebraska Child Support Payment Center". The main menu includes "Employers Home", "About Us", "Forms", "Help", and "Contact Us". The page title is "Employee Deletion". A question "Are you sure you want to delete this employee?" is displayed. Below this, "Employee Information" is listed with fields: First Name: Test, Last Name: Test, Suffix: (empty), SSN: (empty), Remittance Identifier: AR00000000001, Payroll Group: Semi-Monthly, and Amount: \$100.00. A "Reason for Deletion" section contains two radio buttons: "Employee no longer works for this employer" (selected) and "Employee's Income Withholding Order has ended". At the bottom are "Delete Employee" and "Cancel" buttons. The "Delete Employee" button is highlighted with a red box.

Employee Deletion

Are you sure you want to delete this employee?

Employee Information

First Name:	Test
Last Name:	Test
Suffix:	
SSN:	
Remittance Identifier:	AR00000000001
Payroll Group:	Semi-Monthly
Amount:	\$100.00

Reason for Deletion

Employee no longer works for this employer
 Employee's Income Withholding Order has ended

Delete Employee **Cancel**

5. An official “Report Termination” page will appear, fill out the required information. Note that if you do not know some of the info about the employee after leaving your company you will have the option to click the “Unknown” checkbox and the section

will grey out.

Termination Date *

02/12/2026

Phone

Phone Number Unknown



Address Unknown

Home Address

City

Zip

State

-- Select State --

Date Final Payment was made to the State Disbursement Unit or Tribal CSE agency

02/12/2026

Final Payment Amount

120

6. After filling out all the required info click “Submit” to finish.

New Employer Information

New Employer is Unknown

Company Name	Phone
<input type="text"/>	<input type="text"/>
Address	City
<input type="text"/>	<input type="text"/>
State	Zip
-- Select State --	<input type="text"/>

Comments / Questions

Additional Comments

Leave any helpful info here.

Submit

7. A success message will appear on successful submission.

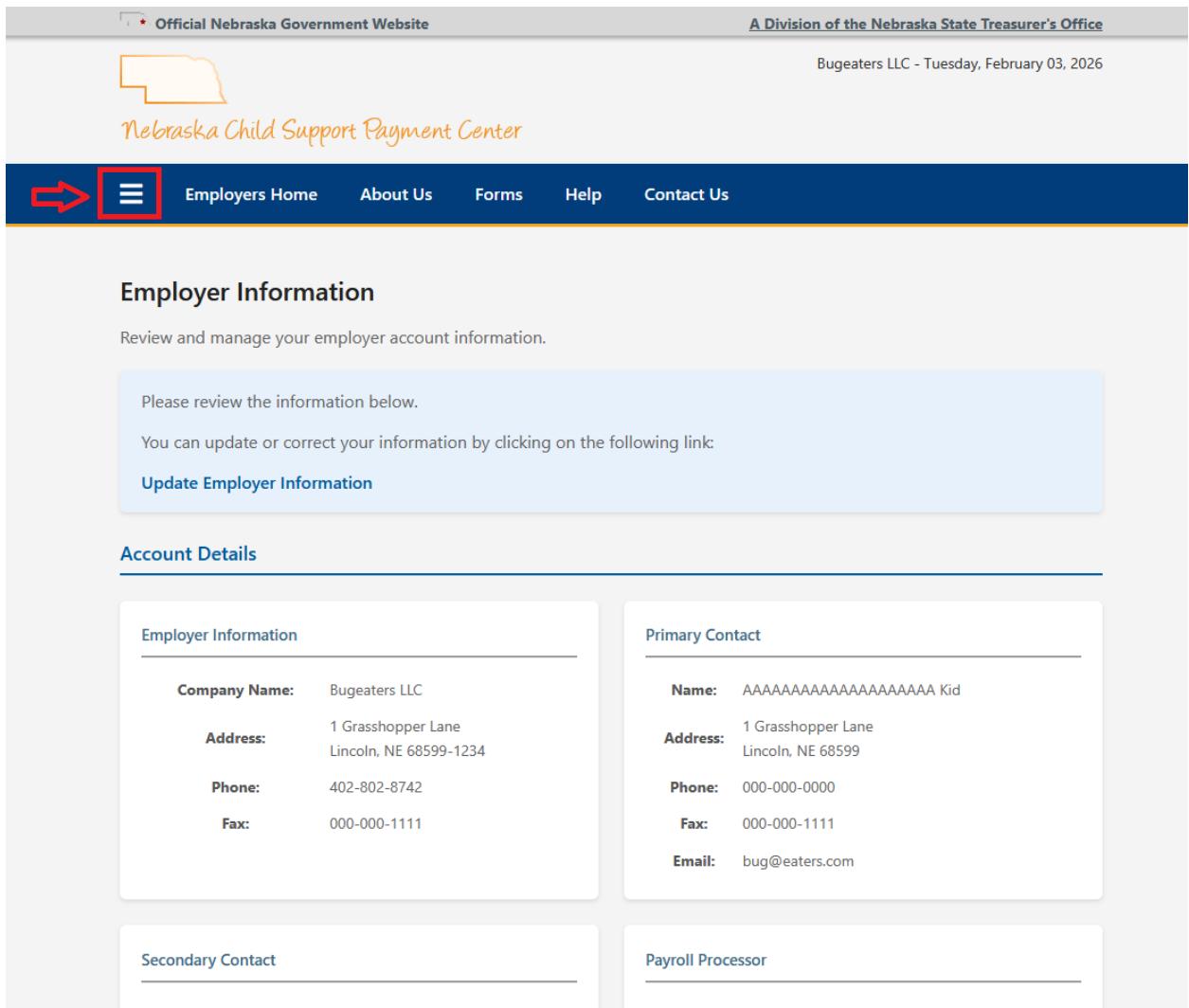
Thank You!

The Employee Termination Form has been successfully submitted. A copy of this form has been sent to test@testy.com for your records.

Make A Payment

1. Log into your Employer account.

2. Click the hamburger menu and select “Make A Payment”



Official Nebraska Government Website A Division of the Nebraska State Treasurer's Office

Bugeaters LLC - Tuesday, February 03, 2026

 Nebraska Child Support Payment Center

Employers Home **About Us** **Forms** **Help** **Contact Us**

Employer Information

Review and manage your employer account information.

Please review the information below.

You can update or correct your information by clicking on the following link:

[Update Employer Information](#)

Account Details

Employer Information		Primary Contact	
Company Name:	Bugeaters LLC	Name:	AAAAAAAAAAAAAAAAAAAAAA Kid
Address:	1 Grasshopper Lane Lincoln, NE 68599-1234	Address:	1 Grasshopper Lane Lincoln, NE 68599
Phone:	402-802-8742	Phone:	000-000-0000
Fax:	000-000-1111	Fax:	000-000-1111
Email:	bug@eaters.com	Email:	bug@eaters.com

Secondary Contact		Payroll Processor	
Secondary Contact Information	Payroll Processor Information	Secondary Contact Information	Payroll Processor Information

Official Nebraska Government Website

A Division of the Nebraska State Treasurer's Office

Bugeaters LLC - Wednesday, February 04, 2026



Nebraska Child Support Payment Center

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Log Out

Edit Banking Info

Report Terminations

Report New Hires

Make a Payment

View Payments

Employee List

Employer Info

Address: 1 Grasshopper Lane Lincoln, NE 68599-1234

Phone: 402-802-8742

Fax: 000-000-1111

Primary Contact

Name: AAAAAAAAAAAAAAAAAAAAA Kid

Address: 1 Grasshopper Lane Lincoln, NE 68599

Phone: 000-000-0000

Fax: 000-000-1111

Email: bug@eaters.com

Secondary Contact

Name: Test SecondContact

Address: 68516 Marcus Rd Lincoln, NE 68516

Phone: 402-802-8742

Fax:

Email: thomasdominicod@gmail.com

Payroll Processor

Company Name: Test Processor

Address: 1 Grasshopper Lane Lincoln, NE 68599

Phone: 000-000-0000

Fax: 000-000-1111

Email: bug@eaters.com

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3. Select an Account to make the payment from by clicking “Select”. The selected account will be highlighted a light blue.

Make a Payment - Select Bank Account (Step 1 of 4)

Select Bank Account

Action	Routing	Account (Last 4)	Account Type	Account Nickname	Last Account Used
Select	104014138	0001	Savings	Zero	
Select	073922429	6666	Savings	Six	
Select	111111111	1111	Savings	Least Favorite Account	
Select	104902172	5555	Checking		
→ Select	222222222	2222	Checking	Test Nick	
Select	333333333	3333	Checking	Testing audit	
Select	121000248	-398	Checking	Dashes In account # test	
Select	121000248	2344	Checking	TEST	Yes

Add an Account

4. Click the calendar icon in the debit date field to select the date you would like to have the funds debited from your account.

	Select	111111111	1111	Savings	Least Favorite Account	
	Select	104902172	5555	Checking		
	Select	222222222	2222	Checking	Test Nick	
	Select	333333333	3333	Checking	Testing audit	
	Select	121000248	-398	Checking	Dashes In account # test	
	Select	121000248	2344	Checking	TEST	Yes

[Add an Account](#)

Debit Date

Date you wish to have funds debited from your account

Debit Date *

mm / dd / yyyy  

[Next](#)

Note:
To change or remove an account, please go to the [edit banking info](#) page.

5. Select a date from the calendar that appears

Select	1111111111	1111	Savings	Least Favorite Account
Select	104902172	5555	Checking	
Select	222222222	2222	Checking	Test Nick
Select	3333333333	3333	Checking	Testing audit
Select	121000248	-398	Checking	Dashes In account # test
Select	121000248	2344	Checking	TEST

[Add an Account](#)

Debit Date

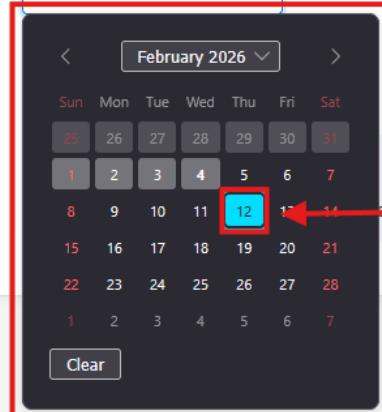
Date you wish to have funds debited from your account

Debit Date *

02/12/2026



[Next](#)



Please go to the [edit banking info](#) page.

6. Click “Next”

Select	073922429	6666	Savings	Six
Select	111111111	1111	Savings	Least Favorite Account
Select	104902172	5555	Checking	
Select	222222222	2222	Checking	Test Nick
Select	333333333	3333	Checking	Testing audit
Select	121000248	-398	Checking	Dashes In account # test
Select	121000248	2344	Checking	TEST

Add an Account

Debit Date

Date you wish to have funds debited from your account

Debit Date *

02/12/2026



Next

Note:

To change or remove an account, please go to the [edit banking info](#) page.

7. Select the employees that you would like to make the payment for by clicking one of the buttons in the list. If you select prior payment or payroll group a secondary dropdown will appear to specify which payment or payroll group, make a selection there too if applicable.

Make a Payment - Selection Criteria (Step 2 of 4)

Select Employees *

- All Employees
- Employees from Prior Payment
- Payroll Group
- Start with a Blank Form

Select a Prior Payment *

Pay Date: * mm / dd / yyyy * (Date of employee's paycheck)

[Back](#)

[Next](#)

Select a Prior Payment *

Select a Prior Payment



- 15399601 1/30/2026
- 650678477 1/30/2026
- 999616266 1/30/2026
- 662979984 1/30/2026
- 629170368 1/23/2026
- 367364688 1/16/2026
- 360300512 1/15/2026
- 100515219 1/15/2026
- 559175297 1/15/2026
- 612886534 1/16/2026

8. Select a pay date (IE the date the employee was paid) in the pay date field, as in steps 4 and 5.

9. Click next

Make a Payment - Selection Criteria (Step 2 of 4)

Select Employees *

All Employees
 Employees from Prior Payment
 Payroll Group
 Start with a Blank Form

662979984 1/30/2026 *

Pay Date: * 02 / 05 / 2026 (Date of employee's paycheck)

Back Next

10. Review the employees that you are making a payment for on the next page. To add an employee click “Select an employee” to update the employee info click edit, to remove the employee from the payment click edit.

Make a Payment - Select Employees (Step 3 of 4)

Employee Selection

The following employees were pre-selected based on the selection criteria entered from the previous screen.

Name	SSN (Last 4)	Remittance ID	Payroll Group	Pay Date	Amount	Actions
Dudd, Elmer	1111		Weekly	2/5/2026	\$100.00	Edit Remove
McFarlane, Toodles	6666		Bi-Weekly	2/5/2026	\$1.00	Edit Remove
			Total:		\$101.00	

Add an additional entry to this Payment:

Select Employee

Refresh

Back

Next

11. If you made any edits, input update the paydate and amount info and then hit

update to change, or cancel to cancel.

Make a Payment - Select Employees (Step 3 of 4)

Employee Selection

The following employees were pre-selected based on the selection criteria entered from the previous screen.

Name	SSN (Last 4)	Remittance ID	Payroll Group	Pay Date	Amount	Actions
Dudd, Elmer	1111		Weekly	<input type="text" value="mm / d"/> 	<input type="text" value="100.00"/>	 
McFarlane, Toodles	6666		Bi-Weekly	2/5/2026	\$1.00	 
					Total: <input type="text" value="\$101.00"/>	

Add an additional entry
to this Payment:

Select Employee

▼ Refresh

Back

Next

11. If everything is correct hit next

Make a Payment - Select Employees (Step 3 of 4)

Employee Selection

The following employees were pre-selected based on the selection criteria entered from the previous screen.

Name	SSN (Last 4)	Remittance ID	Payroll Group	Pay Date	Amount	Actions
Dudd, Elmer	1111		Weekly	2/12/2026	\$100.00	Edit Remove
McFarlane, Toodles	6666		Bi-Weekly	2/5/2026	\$1.00	Edit Remove
				Total:	\$101.00	

Add an additional entry
to this Payment:

Select Employee

▼

Refresh

Back

Next

12. Review the payment information on the next page, if correct click “Submit Payment”.
If it is not correct click “Back”.

Make a Payment - Verify Payment (Step 4 of 4)

Payment Verification

Name	SSN (Last 4)	Remittance ID	Payroll Group	Pay Date	Amount
Dudd, Elmer	1111		Weekly	2/12/2026	\$100.00
McFarlane, Toodles	6666		Bi-Weekly	2/5/2026	\$1.00
					Total: \$101.00

A payment of \$101.00 will be debited from account 2222222222 on 2026-02-12.

By clicking on the **Submit Payment** button, you are agreeing to the
Nebraska Child Support Payment Center's [Disclaimer Policy](#).

Back

Submit Payment

13. A confirmation screen will appear if successful. Save the reference number for your records

Make a Payment - Payment Confirmation

You have successfully completed your payment!

(Please print this confirmation for your records)

Debit Date: **2/12/2026** Reference Number: **625636516**

Name	SSN (Last 4)	Remittance ID	Payroll Group	Pay Date	Amount
McFarlane, Toodles	6666		Bi-Weekly	2/5/2026 12:00:00 AM	\$1.00
Dudd, Elmer	1111		Weekly	2/12/2026 12:00:00 AM	\$100.00
					Total: \$101.00

[Print Confirmation](#) [View Payments](#)