

# Nebraska Child Support Website Visual Instructions


## Adding An Employee

1. Log into your employer account.

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



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A Division of the Nebraska State Treasurer's Office



Bugeaters LLC - Tuesday, February 03, 2026

Nebraska Child Support Payment Center



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## 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

<b>Company Name:</b>	Bugeaters LLC
<b>Address:</b>	1 Grasshopper Lane Lincoln, NE 68599-1234
<b>Phone:</b>	402-802-8742
<b>Fax:</b>	000-000-1111

#### Primary Contact

<b>Name:</b>	AAAAAAAAAAAAAAAAAAAA Kid
<b>Address:</b>	1 Grasshopper Lane Lincoln, NE 68599
<b>Phone:</b>	000-000-0000
<b>Fax:</b>	000-000-1111
<b>Email:</b>	bug@eaters.com

#### Secondary Contact

<b>Name:</b>	Test Second Contact
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#### Payroll Processor

<b>Company Name:</b>	Test Processor
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**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”

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## Employee List

**Important**

Please list all employees for whom you are currently remitting Nebraska child support payments. When finished, continue to make a payment.

 [+ Add Employee](#)

### Employees

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

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.

<b>First Name *</b> <input type="text" value="Test"/>	<b>Last Name *</b> <input type="text" value="Test"/>
<b>Suffix</b> <input type="text" value=""/> (Jr., Sr., etc.)	<b>Payroll Group *</b> <div>Semi-Monthly</div>

**Identification \***

Provide either SSN or Remittance Identifier (not both).

**SSN**

OR

**Remittance Identifier**  
  
(begins with 'AR')

### Case Information

Please list all cases you will be remitting payments for.

+ Add Case

- 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 \*

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



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	<a href="#">Update</a> <a href="#">Cancel</a>	<a href="#">Delete</a>

[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 \*

Test

Last Name \*

Test

Suffix

(Jr., Sr., etc.)

Payroll Group \*

Semi-Monthly

Identification \*

Provide either SSN or Remittance Identifier (not both).

SSN

OR

Remittance Identifier

AR000000000000

(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	<a href="#">Edit</a>	<a href="#">Delete</a>


Submit

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.



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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”



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## 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

<b>Company Name:</b>	Bugeaters LLC
<b>Address:</b>	1 Grasshopper Lane Lincoln, NE 68599-1234
<b>Phone:</b>	402-802-8742
<b>Fax:</b>	000-000-1111

#### Primary Contact

<b>Name:</b>	AAAAAAAAAAAAAAAAAAAA Kid
<b>Address:</b>	1 Grasshopper Lane Lincoln, NE 68599
<b>Phone:</b>	000-000-0000
<b>Fax:</b>	000-000-1111
<b>Email:</b>	bug@eaters.com

#### Secondary Contact

<b>Name:</b>	Test Second Contact
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#### Payroll Processor

<b>Company Name:</b>	Test Processor
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**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

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

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### Employee List

**Important**

Please list all employees for whom you are currently remitting Nebraska child support payments. When finished, continue to make a payment.

+ Add Employee

#### Employees


Name	SSN (Last 4)	Remittance ID	Payroll Group	Amount	Action
<a href="#">Dudd, Elmer</a>	1111		Weekly	\$100.00	Delete
<a href="#">McFarlane, Toodles</a>	6666		Bi-Weekly	\$1.00	Delete
<a href="#">Rabbit Jr., Roger</a>	9999		Monthly	\$100.00	Delete
<a href="#">Test, Test</a>		AR00000000001	Semi-Monthly	\$100.00	Delete
<a href="#">Test, Thomas</a>		AR00000000000	Weekly	\$111.00	Delete

- 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.

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### Employee Deletion

**Are you sure you want to delete this employee?**

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#### Employee Information

First Name:	Test
Last Name:	Test
Suffix:	
SSN:	
Remittance Identifier:	AR000000000001
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.

<b>Termination Date *</b>	<b>Phone</b>
<div>02 / 12 / 2026</div>	<div><div></div><div><input checked="" type="checkbox"/> Phone Number Unknown</div></div>
<div><div><input checked="" type="checkbox"/></div><div>Address Unknown</div></div>	
<b>Home Address</b>	<b>City</b>
<div></div>	<div></div>
<b>State</b>	<b>Zip</b>
<div>-- Select State --</div>	<div></div>
<b>Date Final Payment was made to the State Disbursement Unit or Tribal CSE agency</b>	<b>Final Payment Amount</b>
<div>02 / 12 / 2026</div>	<div>120</div>

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

**New Employer Information**

☒ New Employer is Unknown

Company Name

Phone

Address

City

State

-- Select State --

Zip

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”



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### Account Details

#### Employer Information

<b>Company Name:</b>	Bugeaters LLC
<b>Address:</b>	1 Grasshopper Lane Lincoln, NE 68599-1234
<b>Phone:</b>	402-802-8742
<b>Fax:</b>	000-000-1111

#### Primary Contact

<b>Name:</b>	AAAAAAAAAAAAAAAAAAAA Kid
<b>Address:</b>	1 Grasshopper Lane Lincoln, NE 68599
<b>Phone:</b>	000-000-0000
<b>Fax:</b>	000-000-1111
<b>Email:</b>	bug@eaters.com

#### Secondary Contact

<b>Name:</b>	Test Second Contact
--------------	---------------------

#### Payroll Processor

<b>Company Name:</b>	Test Processor
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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:** thomasdominod@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

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
<input type="button" value="Select"/>	104014138	0001	Savings	Zero	
<input type="button" value="Select"/>	073922429	6666	Savings	Six	
<input type="button" value="Select"/>	111111111	1111	Savings	Least Favorite Account	
<input type="button" value="Select"/>	104902172	5555	Checking		
<input type="button" value="Select"/>	222222222	2222	Checking	Test Nick	
<input type="button" value="Select"/>	333333333	3333	Checking	Testing audit	
<input type="button" value="Select"/>	121000248	-398	Checking	Dashes In account # test	
<input type="button" value="Select"/>	121000248	2344	Checking	TEST	Yes

- 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	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

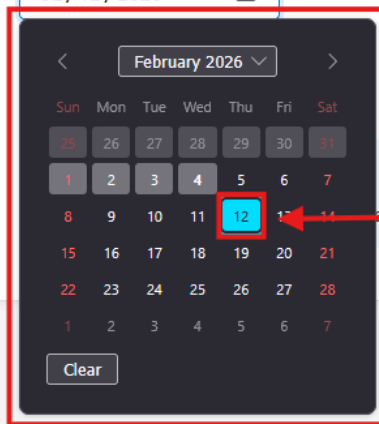
Add an Account

### Debit Date

Date you wish to have funds debited from your account

Debit Date \*

02/12/2026



Next

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	Yes

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.

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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	<div>Edit</div> <div>Remove</div>
McFarlane, Toodles	6666		Bi-Weekly	2/5/2026	\$1.00	<div>Edit</div> <div>Remove</div>
				<b>Total:</b>	<b>\$101.00</b>	

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	mm / c 	100.00	<div>Update</div> <div>Cancel</div>
McFarlane, Toodles	6666		Bi-Weekly	2/5/2026	\$1.00	<div>Edit</div> <div>Remove</div>
				<b>Total:</b>	<b>\$101.00</b>	

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	<div>Edit</div> <div>Remove</div>
McFarlane, Toodles	6666		Bi-Weekly	2/5/2026	\$1.00	<div>Edit</div> <div>Remove</div>
				<b>Total:</b>	<b>\$101.00</b>	

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
				<b>Total:</b>	<b>\$101.00</b>

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
				<b>Total:</b>	<b>\$101.00</b>

Print Confirmation

View Payments