Check & Web Instructions

1. **Make your browser favorites or bookmarks to use the new website link.**
   childsupport.nebraska.gov/employers
2. **Click on Login** - Enter your Login ID and Password. Your login ID and password have not changed.
   - If you forgot your password, please click on Login and then Forgot Password.
   - If you want to change your password, please click on Login and then Change Password.

3. **Click on Employer Info** - Check for accuracy and update if needed.

4. **Click on Employee List** – Add and Delete employees from the list. This list should contain all employees that you are remitting Nebraska child support payments for. If an employee has more than one case you need to enter only one case plus the total amount withheld. **YOU SHOULD ADD NEW EMPLOYEES BEFORE MAKING YOUR PAYMENT!** ***

5. **Click on Make a Payment** - You may now start making online child support payments.

6. **Make a Payment – Selection Criteria (Step 1 of 3)**
   - Select the Employee Group that you will be paying at this time.
   - Select the Pay Date – this will be the date that your employee(s) will be credited for this payment **(Next)**

7. **Make a Payment – Select Employees (Step 2 of 3)**
   - To add a new employee Click here. ***
   - Edit or Remove an existing employee(s).
   - "Select Employee" box – to add an additional entry for an employee on the list. **(Next)**

8. **Make a Payment – Verify Payment (Step 3of 3)**
   - Verify the payment – check the disclaimer box – Submit Payment

9. **Make a Payment – Payment Confirmation**
   - Please print this page and keep for your confirmation of payment
   - **Put the Reference Number on your check**
   - To view your payments click on View Payments

10. **View Payments**
    - This list shows all of your payments since you started using our website
    - You may Delete any Pending payments

11. **Check Mailing Instructions**
    - Make your check payable to **NCSPC – Web**
    - Include the Reference Number on the check.
    - Mail check to:

NCSPC
P.O. Box 83307
Lincoln, NE 68501

*** **Employee Add:**
1. Complete the information in the boxes.
2. Click on **Add Case**.
3. Enter **Case Identifier** (CA2…) and **Withholding Amount**.
4. Click on **Update**.
5. When finished entering case identifiers and withholding amounts, click on **Submit**.