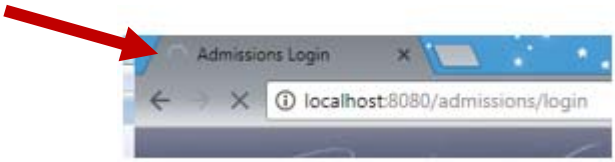
Nebraska Admissions Application

User Guide

Note: The application will work on multiple different types of browsers, but it has been optimized to work in Google Chrome. To download Google Chrome use this link: https://www.google.com/chrome/browser/desktop/index.html

Note: Because of the large volume of data associated with an application, a few screens may take longer than normal to load. The screens loading the most data are the Application Overview screen and the Edit Prior Applications screen. Please pay attention to your progress indicator in your browser. In Chrome when a page is loading you will see a circle spinner icon. When the page is done loading the circle will stop spinning and disappear. Please be patient and wait for the page to finish loading before you attempt to click on anything else.



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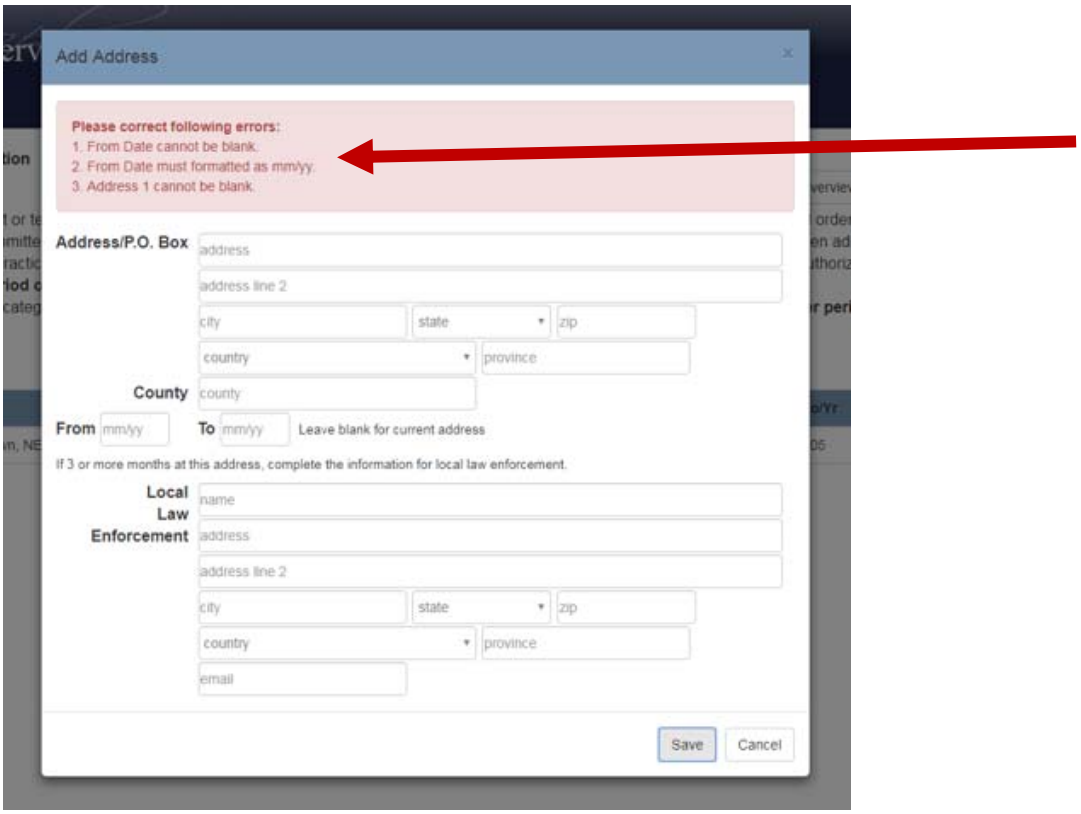
1. Recurring Themes

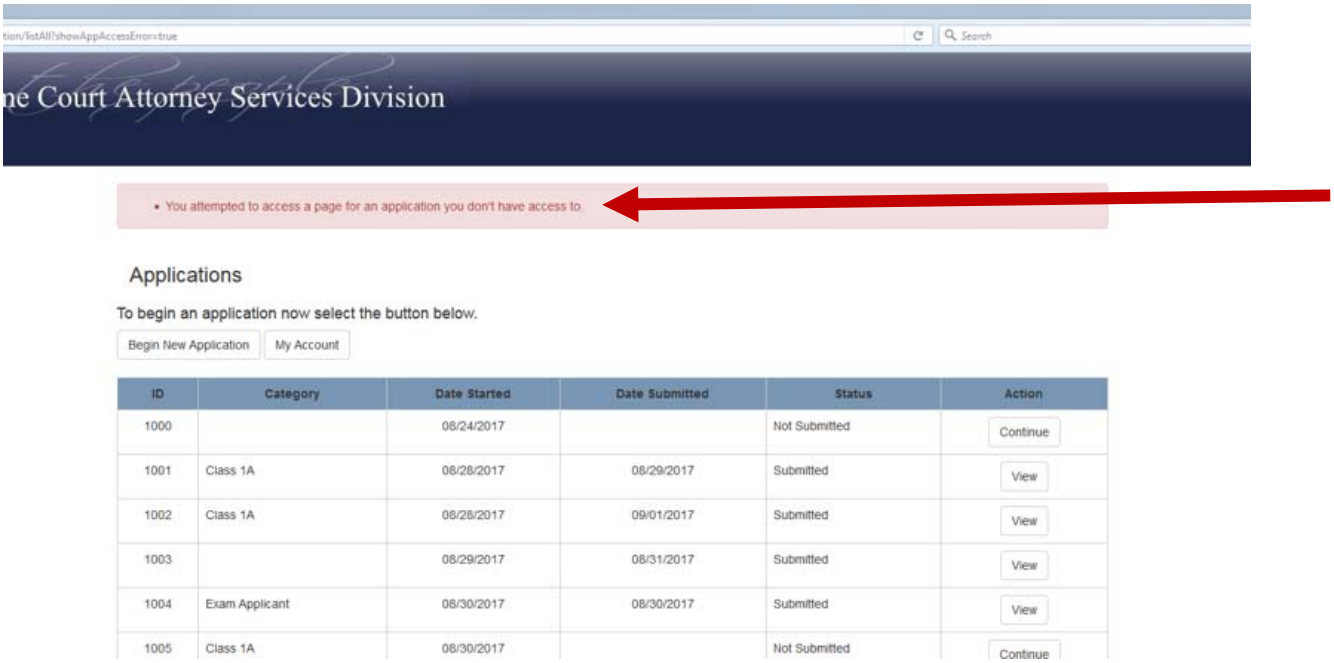
There are a few recurring themes throughout the application that appear on multiple pages.

1.1. Error Handling

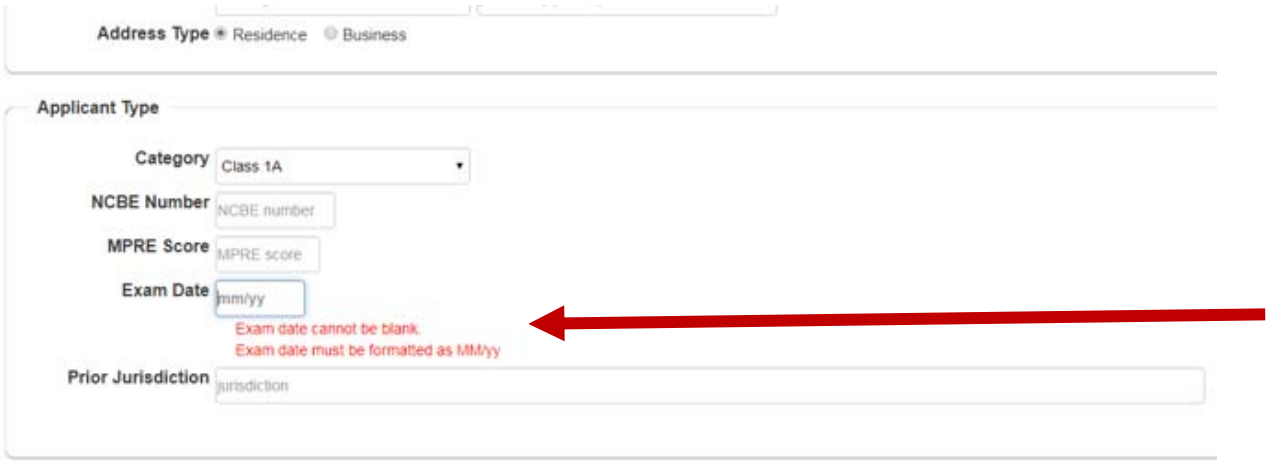
Errors within a popup will be display in red at the top of a popup in a numbered list as displayed below.



Errors on a main page will either display at the top of the screen as show below,



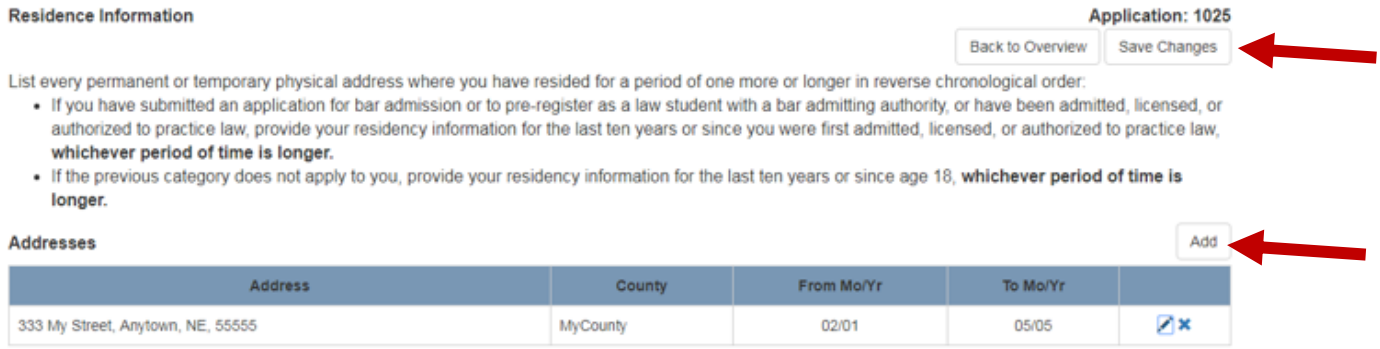
Or be shown directly under the field that contains the error with detail about the error.



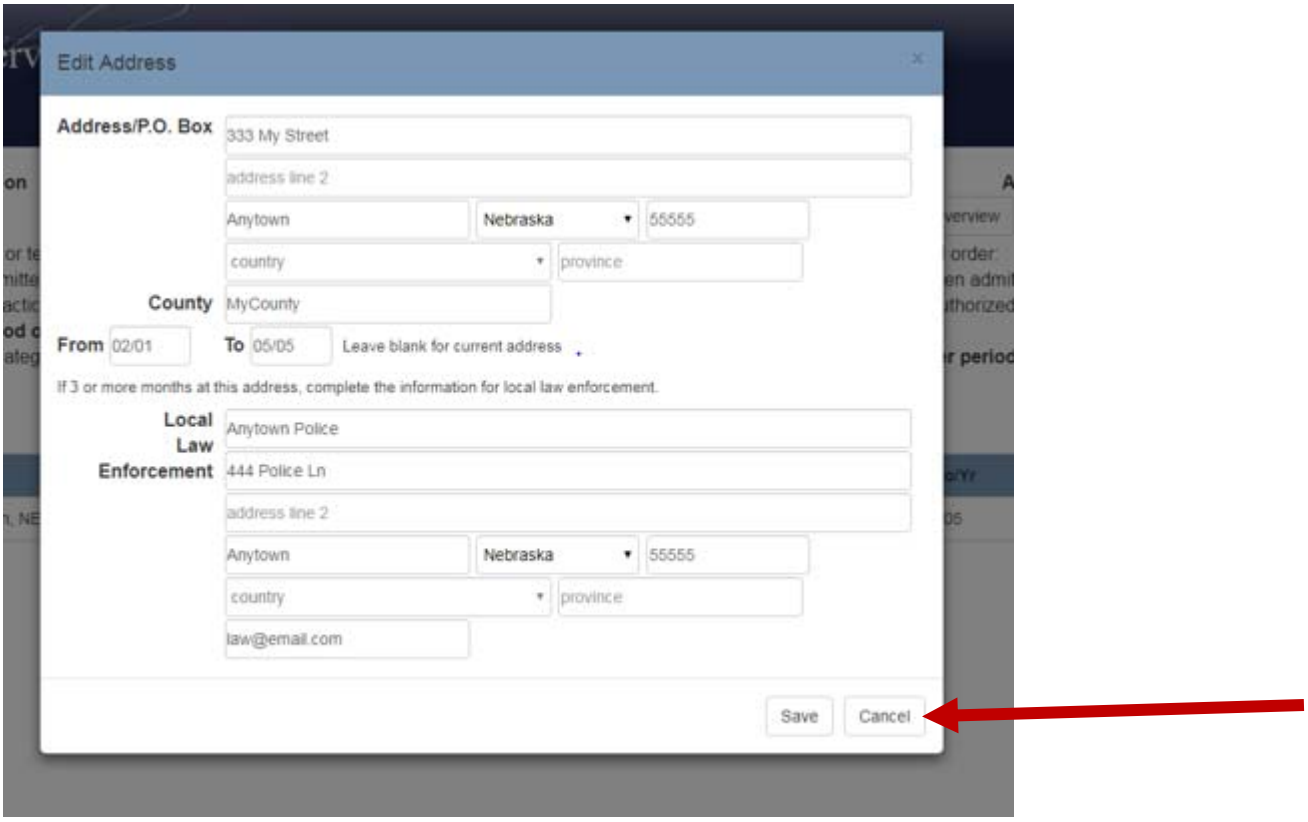
1.2. Button Placement

When you get into the detail screens for specific sections, both the Back to Overview button and Save Changes button will be located on the top right as shown below. Make sure after making changes you scroll back up to the top if necessary to hit Save Changes or else your changes will not be saved.

Add buttons will be at the top right of a table.

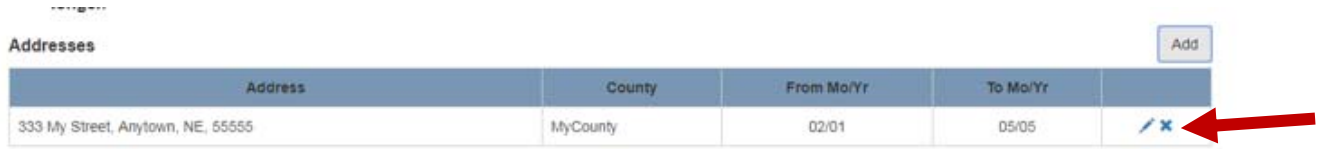


On a popup, the Save button and Cancel button will be on the bottom right. Make sure you select Save once you are done entering your data. If you wish to cancel and not make any changes, select the Cancel button.

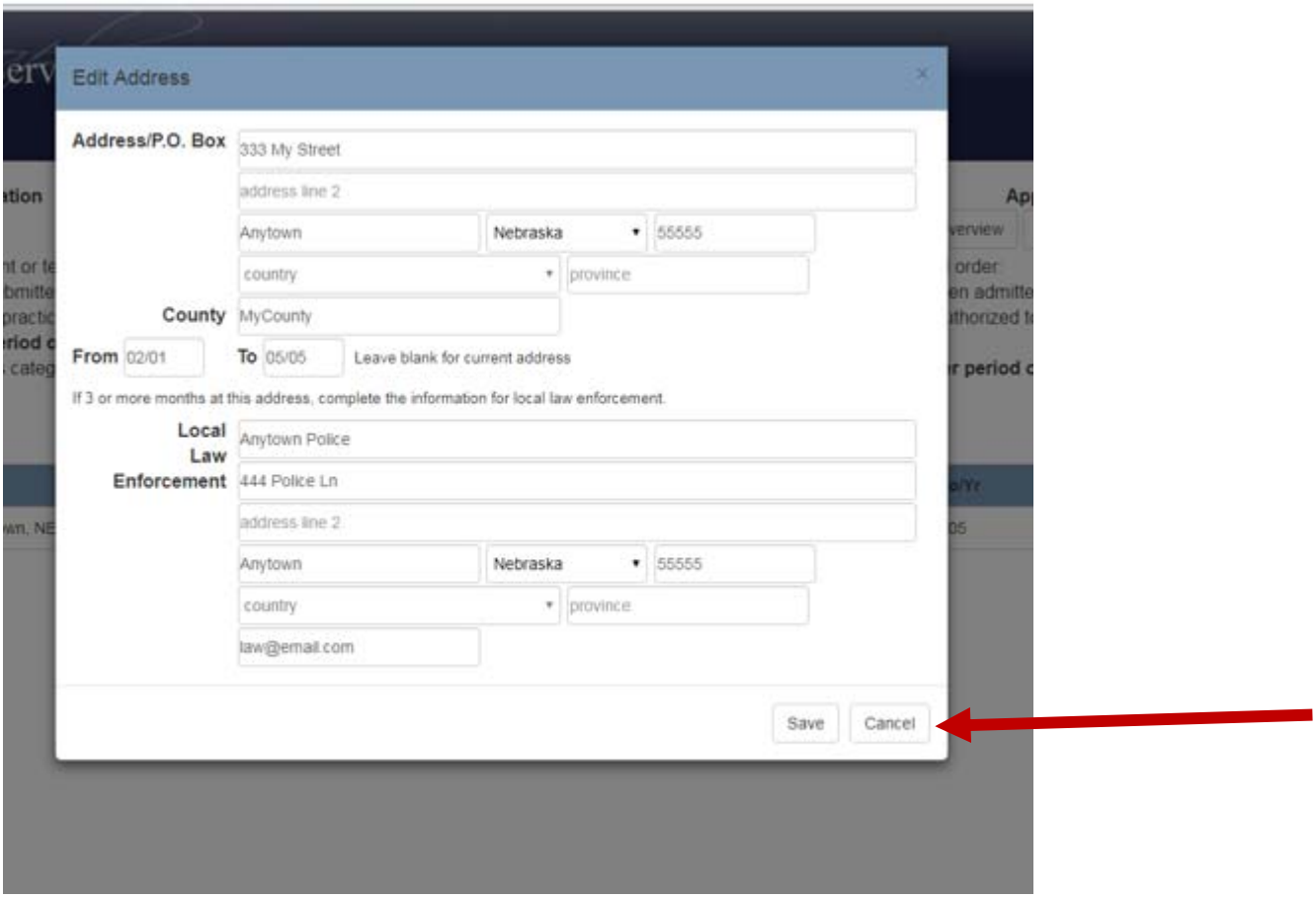


1.3. Edit and Delete Icons Inside a Table

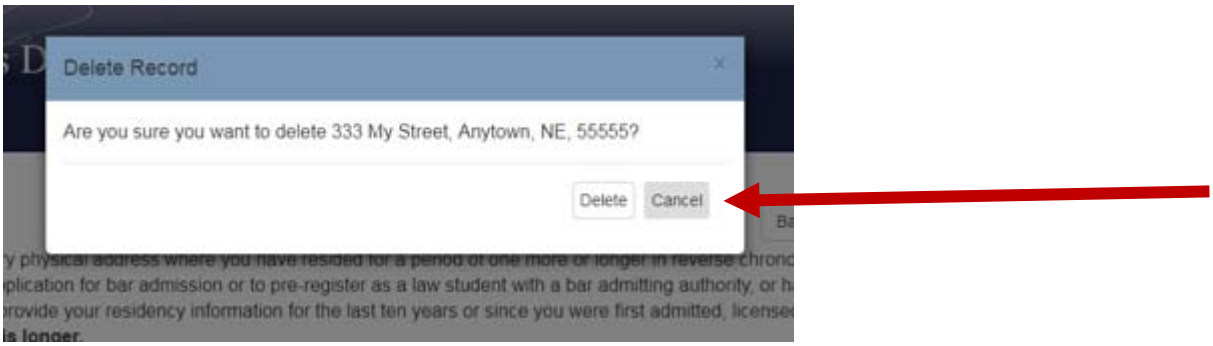
When you have the ability to edit and delete specific information, you will see the Edit and Delete icons on the far right of each table row.



Once you hit the Edit icon, a popup will appear with the information for the selected row pre-filled. Make any changes necessary and hit Save, or hit Cancel if you don't wish to make any changes.



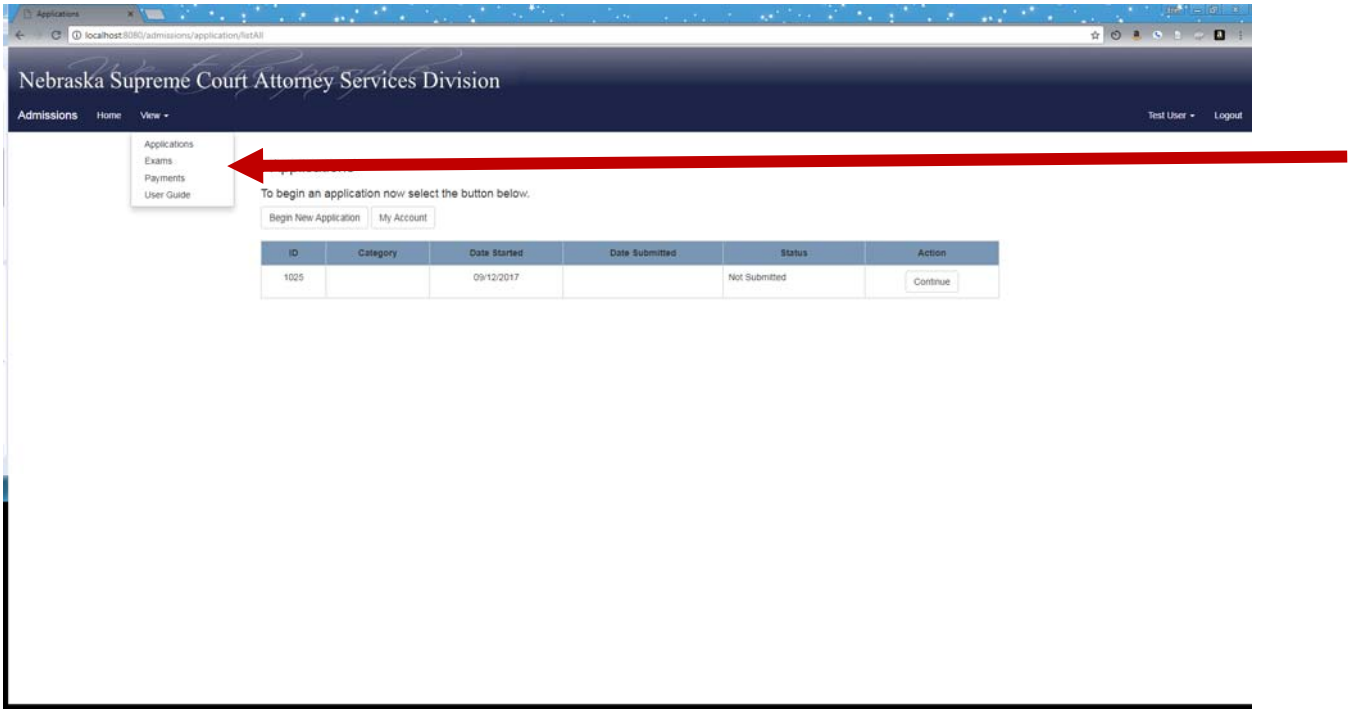
If you hit the Delete icon, you will see a popup appear asking if you are sure you want to delete the record. Hit Delete to delete the row, and Cancel if you wish to keep it.

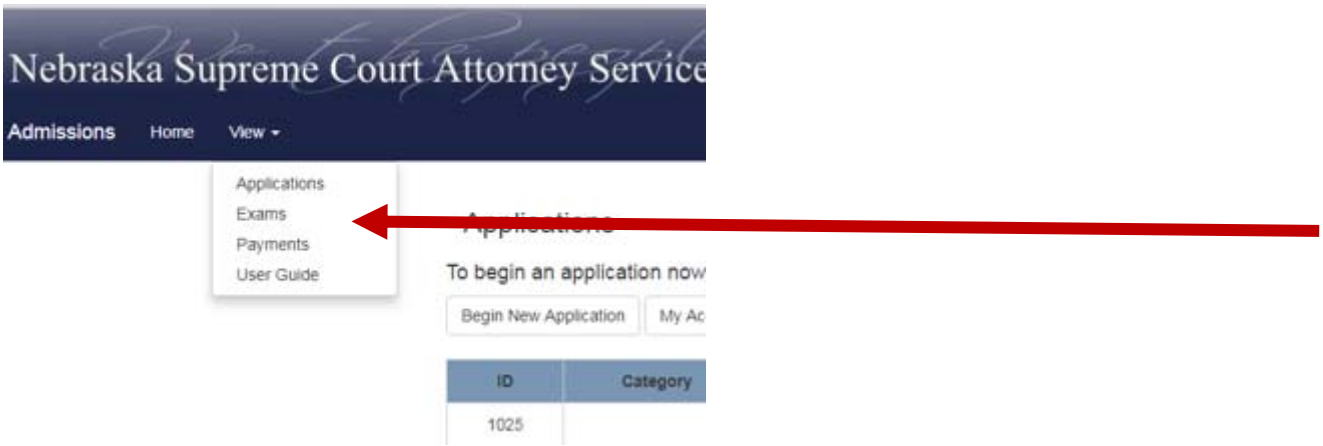


1.4. Navigation Menu

Navigation related to the Admissions application will be on the top left of the screen. You can select Home, or under the View menu you will have the following options

- Applications – see a list of your existing applications and have the ability to create a new application
- Exams – view any available exam scores
- Payments – view any payments that have been made – if you have just made a payment, it may take a few minutes for a payment to show up on this list
- User Guide – view this guide

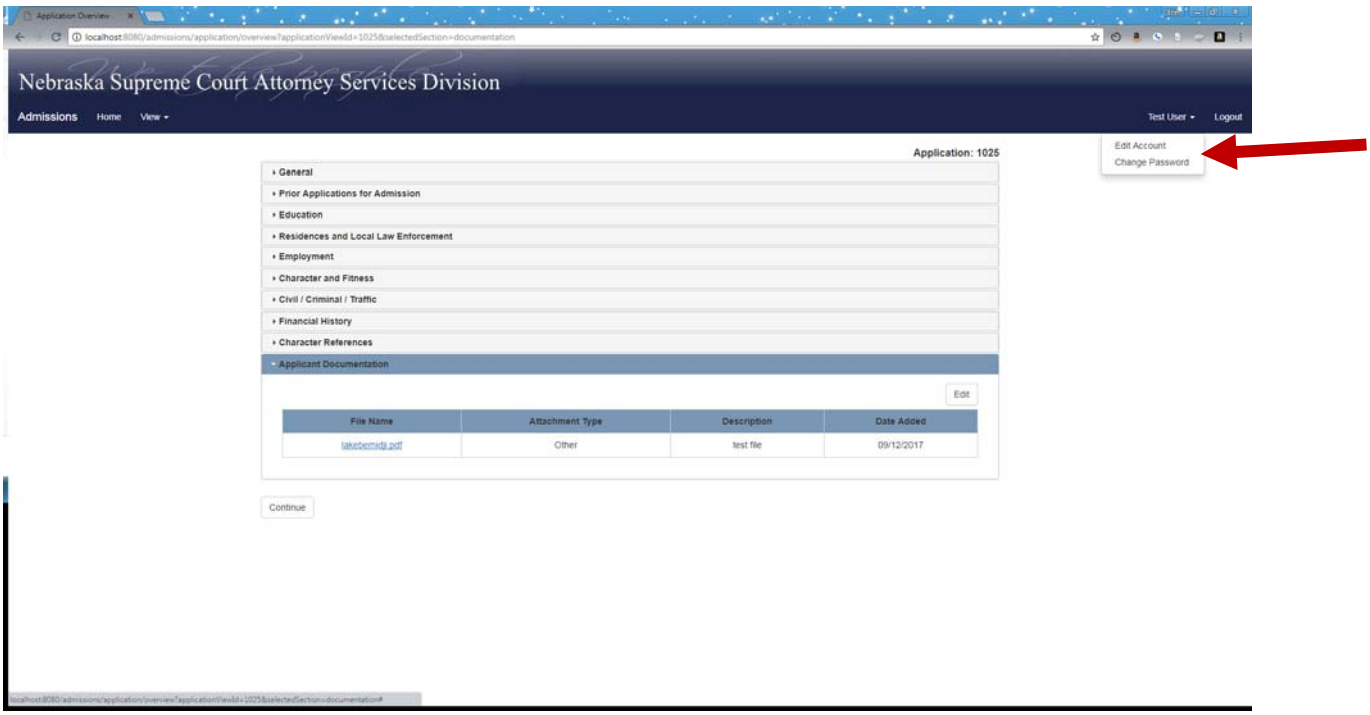


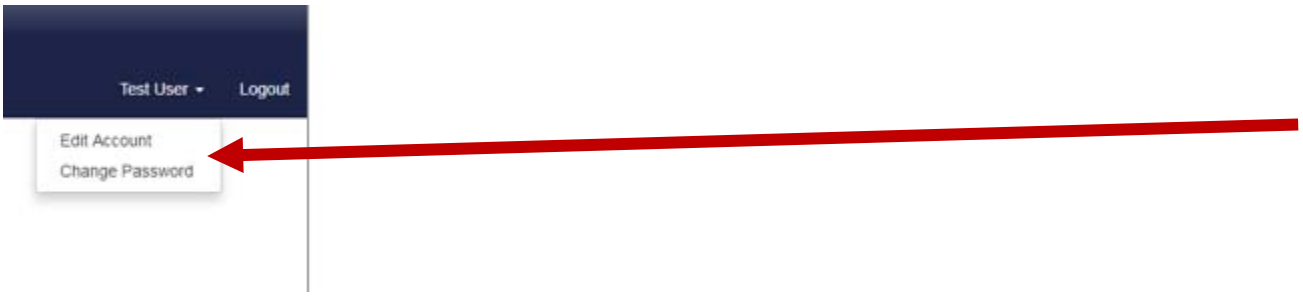


On the top right you will see menu options relating to your user account. Your name will display with a menu option, if you hover over you will see the options for the following:

- Edit Account – these changes will be relating to your login account, such as username, email, etc. This will NOT update any of your information already saved to any application(s).
- Change Password – update your existing password

Also on the top right you will see an option to Logout.

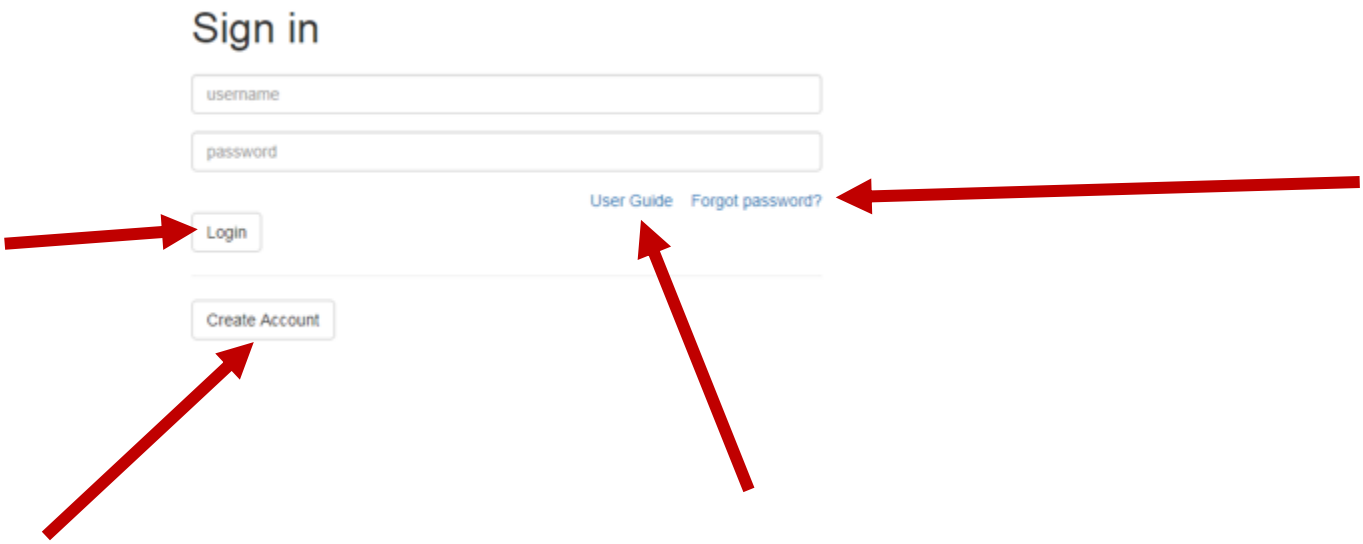




2. Getting Started

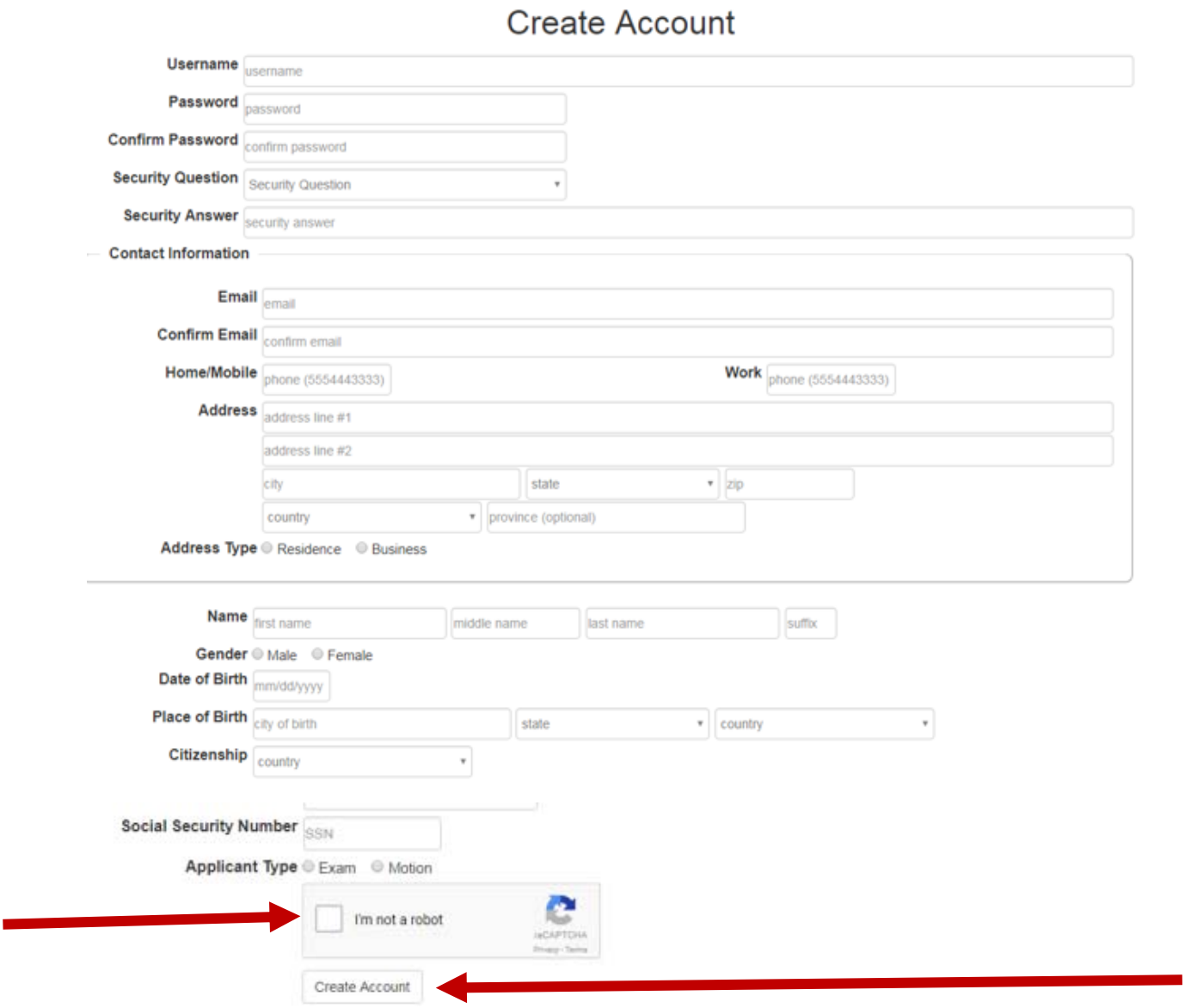
2.1. Login Page

When you first come to the Admissions application, you will be sent to the login page. From here enter your username and password and select the Login button. If you have forgot your password, select the Forgot Password link. If you need to view the User Guide, select the User Guide link. If this is the first time visiting the application, you will need to select the Create Account button to create a new account to be able to navigate the system.



2.2. Create Account

Once you have selected the Create Account button from the Login page, you will come to the Create Account screen. Enter the information on the screen. At the bottom of the screen you will need to click the captcha to make sure you are not a robot. Occasionally you will just need to select the checkbox, sometimes you will also need to follow the instructions and click on some pictures before you proceed. Once you have entered all your information select Create Account. If you remain on the same screen, that indicates there are some errors with your entry, either the wrong format of an entry or you have not filled out a required field. Correct these errors and try again.



3. Creating an Application or Editing an Existing Application

3.1 Application List Page

Once you have logged on, successfully created an account, or select View -> Applications from the menu, you will be sent to the application list page. This page contains a list of any existing applications you have created. It will provide basic information about the application as well as an action button for each application. The possible actions are the following:

- If you have started work on an application but not completed it, you will see a Continue button
- If you have finished work on an application and an administrator has indicated that payment information is needed, you will still see a Continue button but it will take you to the Calculate Payment page
- If an application has been marked as complete by an administrator, you will see a Print button.

3.2 Directions and Preamble

Before starting to work on an application, you will see a page with directions where you will need to hit a Continue button to move to the next screen. After that you will be taken to the preamble page where you will need to indicate that you have read the above and select the Continue button.

Directions

Read the Nebraska Admission Requirements for the practice of law online here.

Answer all questions in full. Complete all forms as applicable. Your application will be processed only after you have submitted payment, the application, fingerprints, notarized releases and affidavits, and any other supplemental documents required by responses to specific questions (e.g. if you are admitted in another jurisdiction, you must submit a Certificate in Good Standing).

- Applications will not be processed until all required documentation has been received.
- Inaccurate, incomplete, or unclear responses to questions will delay your application.
- Provide your full legal name and all previously used names. Your name(s) will be used for identification for references.
- Provide the current number, street name, city, state, zip code, and email address where requested.
- It is the applicant's responsibility to provide accurate contact information for all former employers, personal and academic references, and for law enforcement agencies.
- Inform references, current and former employers, that they will be contacted.
- Keep a copy of your application and all supplemental documents for your records.
- Subsequent or concurrent applications – Report all subsequent/concurrent applications to state, foreign, and tribal jurisdictions (as described in question 6) that are submitted while this application is pending.
- It is your responsibility to update your application until you have been notified that your application is approved or denied. Amendment and revision forms may be found here.
- You will be notified if additional information is needed for your application. Status updates are not provided on applications.

Any questions regarding this application or the bar exam, must be made in writing to: nsc.attyadmissions@nebraska.gov.

Continue

Preamble

The Nebraska Supreme Court (Court) exercises jurisdiction over admission to the practice of law in the State of Nebraska. The Court established the Nebraska State Bar Commission (Commission) to review all applicants and make recommendations to the Court for admission. See Neb. Ct. R. §3-100.

The Commission is charged with conducting an investigation into each applicant's moral character and fitness to practice law. The objective of character and fitness screening is to protect the public and safeguard the legal system. The purpose of inquiries into the applicant's background is to produce information necessary to evaluate the applicant's character and fitness. See Neb. Ct. R. §3-116.

It is the applicant's responsibility to provide information as requested by the Commission to demonstrate the applicant meets the requirements for the practice of law as set forth by the Nebraska Supreme Court. See Neb. Ct. R. §3-125.

The Commission conducts a thorough and extensive background investigation. Failure to disclose relevant information will have serious consequences. Information gathered in the course of the investigation is for the limited purpose of determining an applicant's eligibility to practice law and is subject to rules of confidentiality set forth by the Nebraska Supreme Court. See Neb. Ct. R. §3-127.

☑ **I have read the above.**

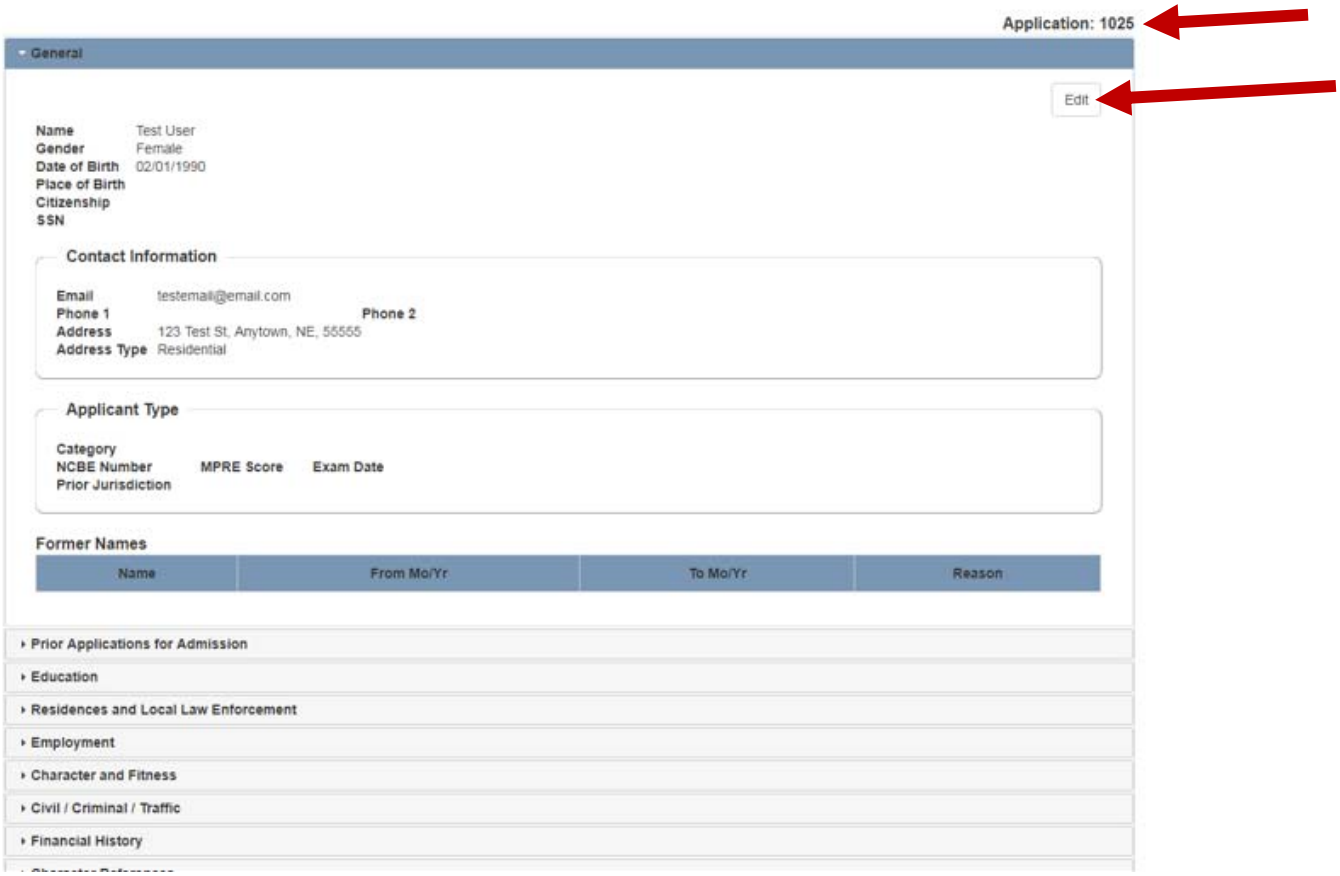
Continue

3.3 Application Overview Screen

The application overview screen will allow you view all the information you have saved for the current application. The application ID will be indicated on the top right. You can only view one section at a time, and you can expand a different section by clicking on the section header. The selected section will have the header color change to blue.

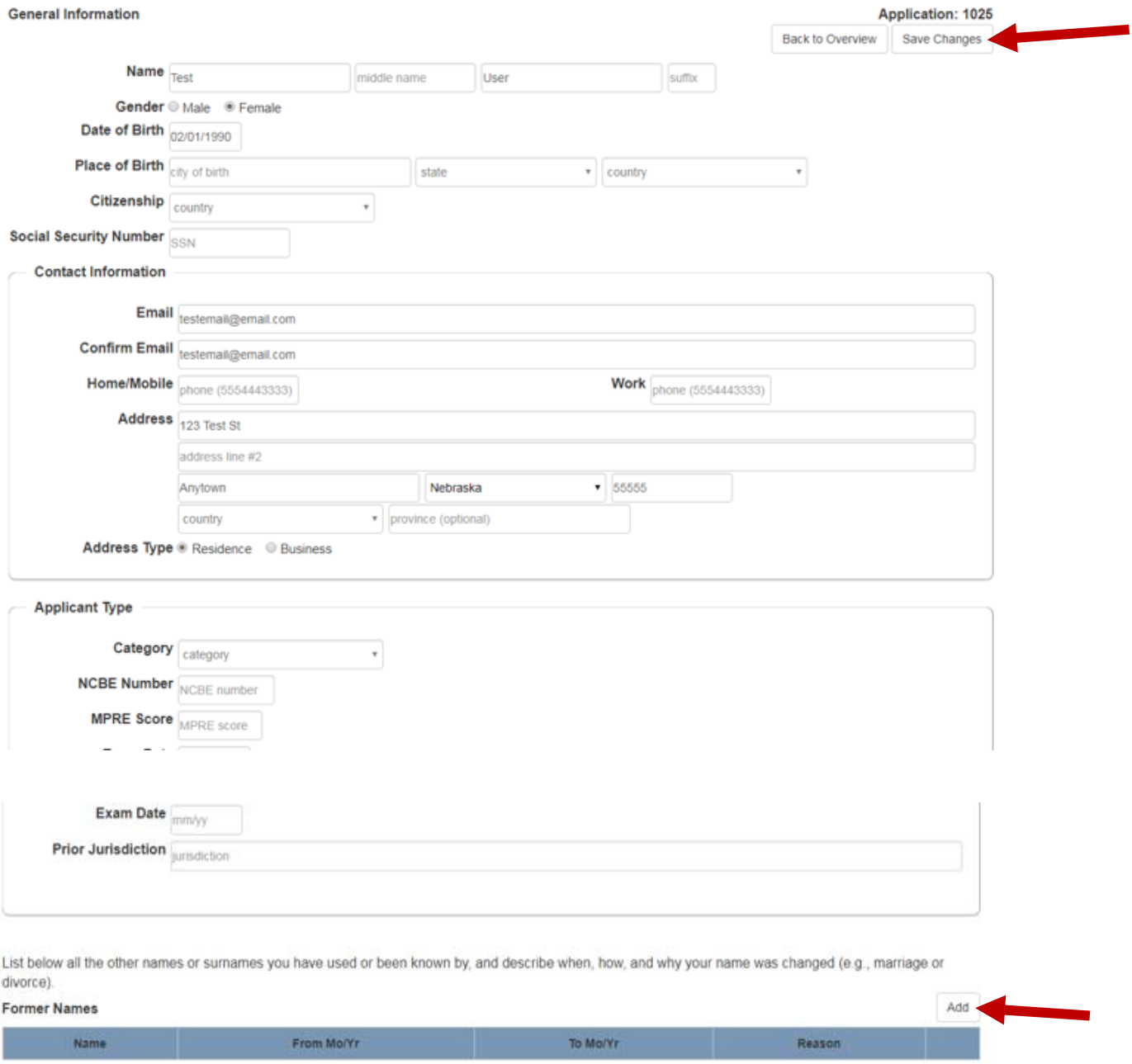
3.3.1 General Section

To edit the current section click on the Edit button on the top right.



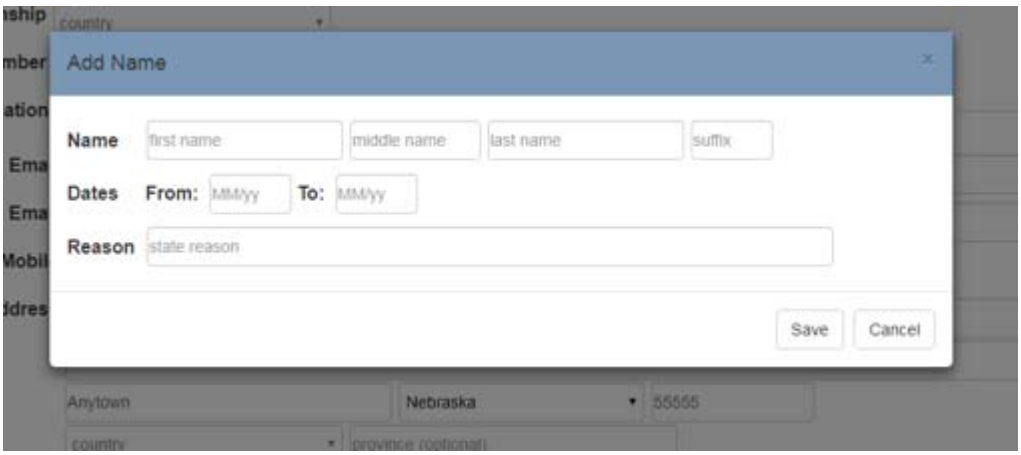
3.3.1.1. Edit General Information Screen

You can edit information on this screen. The list of Former Names will display at the bottom. If you need to add to this list, click on the Add button on the top right of the table. If row(s) exist, and you want to edit or delete the row, use the edit and delete icons. Make sure if you need to edit information on this screen you select the Save Changes button on the top right. To go back to the overview select the Back to Overview button.

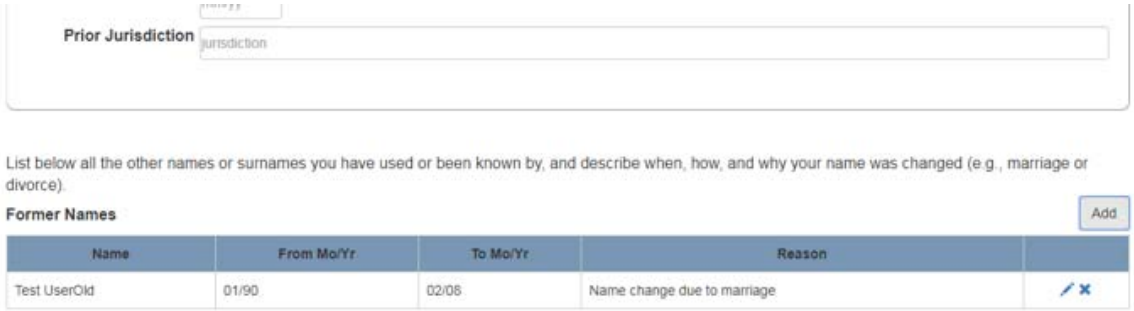


3.3.1.1.1. Former Name Popup

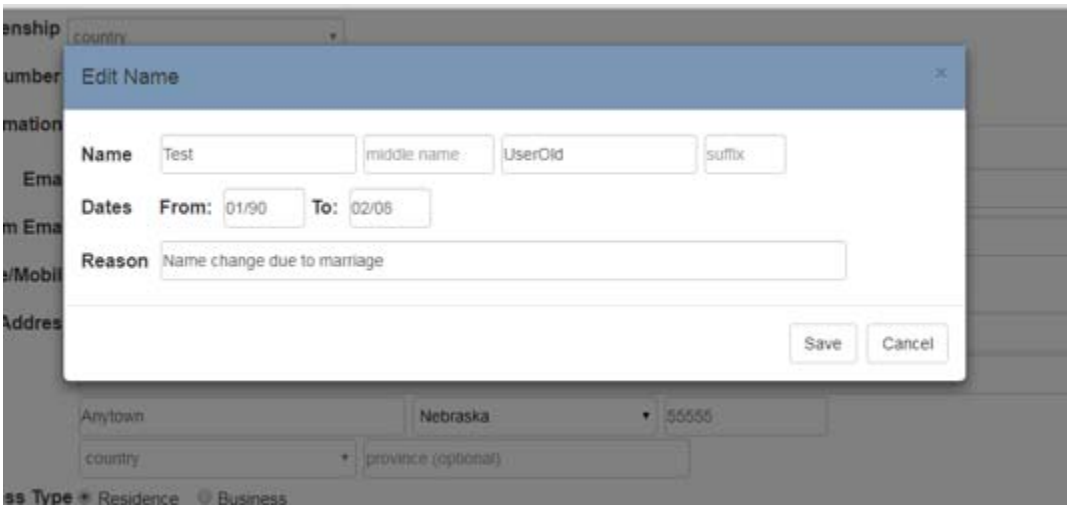
If you have selected the Add button on the Former Names table or chosen to edit an existing row, you will see the Add Former Name Popup. Enter any necessary information and hit the Save button. Hit the Cancel button to close the popup without saving. You can also click anywhere outside the popup to close the popup without saving.



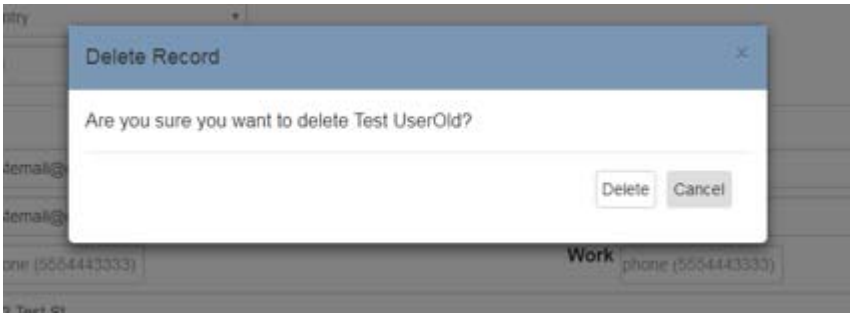
Once you hit the Save button the popup will close and the new row will show up in the table.



If you hit the Edit icon for an existing row, you will see the Edit Former Name popup with the row data prefilled. Change any information you need to and hit Save or hit Cancel to close the popup without saving.



If you hit the Delete icon for an existing row, you will get the Delete Record popup. You will need to confirm that you want to delete the row. Hit Delete to delete the row and Cancel to close the popup and keep the record.



3.3.1.2. General Section – Completed

Application: 1005

General

Edit

Name Test User4
Gender Female
Date of Birth 08/24/2017
Place of Birth 323 Main St., Raliegh, NC, USA 36104
Citizenship United States
SSN 123456789

Contact Information

Email a@a.com
Phone 1 (503) 123-4567 **Phone 2** (212) 123-4567
Address 423 Main St. test, Rapid City, SD, USA 36104
Address Type Residential

Applicant Type

Category Class 1A
NCBE Number **MPRE Score** **Exam Date** 11/15
Prior Jurisdiction ddddddddddddddddddddddddddddddddddddddddd

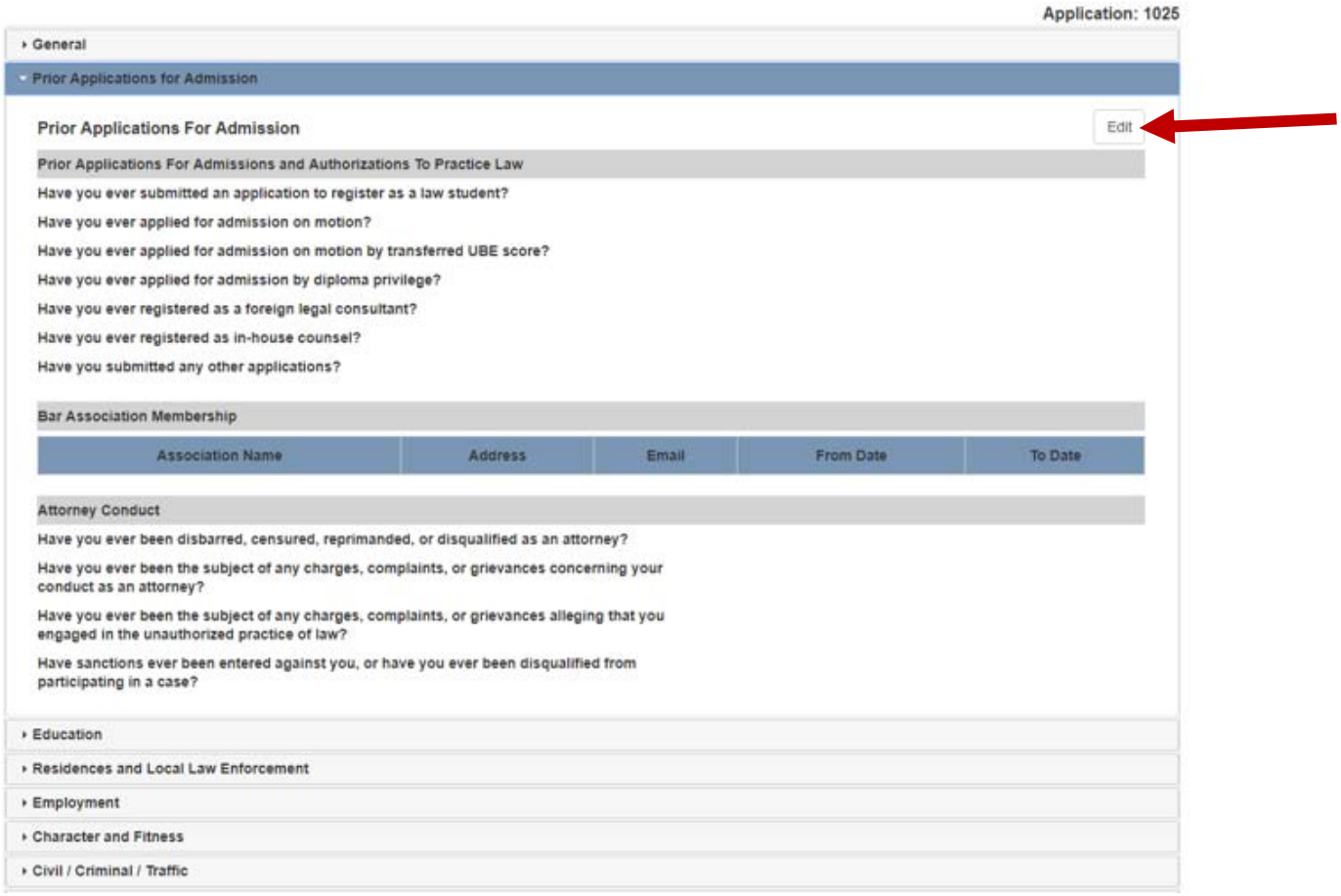
Former Names

Name	From Mo/Yr	To Mo/Yr	Reason

- Prior Applications for Admission
- Education
- Residences and Local Law Enforcement
- Employment
- Character and Fitness
- Civil / Criminal / Traffic
- Financial History

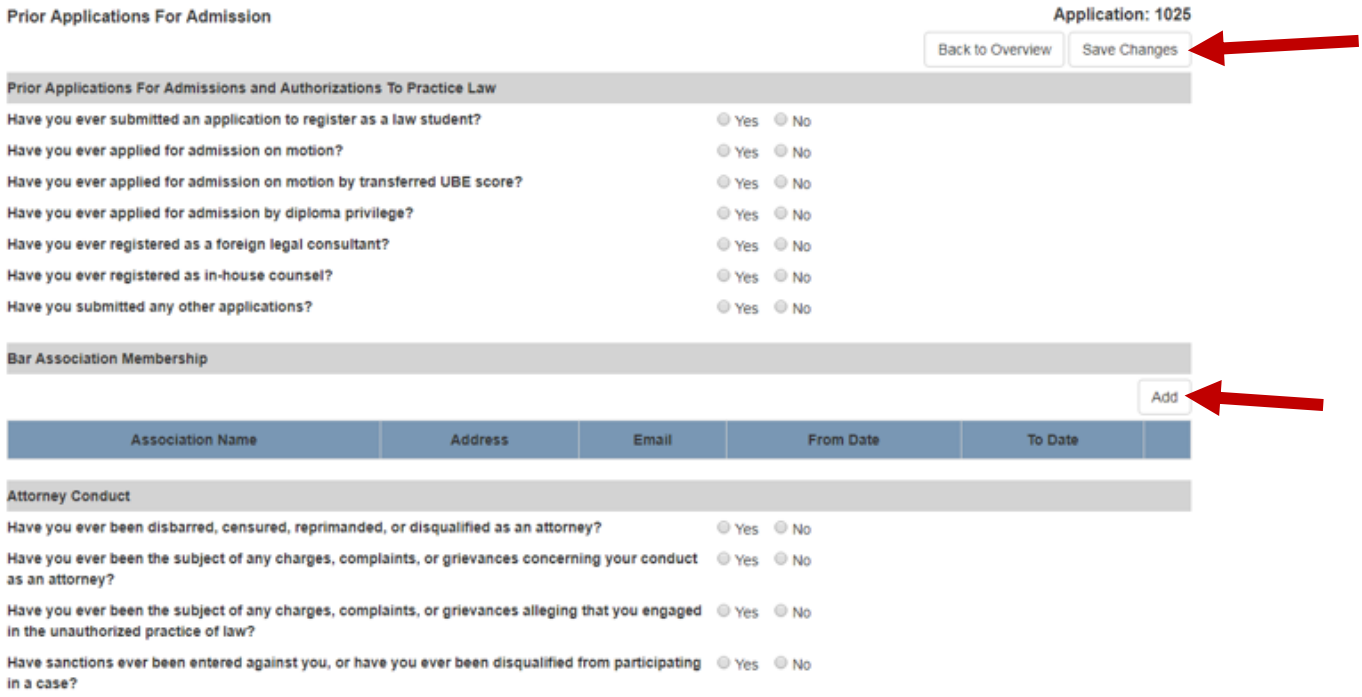
3.3.2. Prior Applications for Admission Section

To edit the section click on the Edit button on the top right.



3.3.2.1. Edit Prior Applications for Admission Screen

On this screen, you will need to answer Yes or No on the radio buttons on the screen. Once you are done, hit the Save Changes button.



Once your changes are saved, if you have answered Yes on a question and there are additional details needed, a table will appear below the row and you will be able to click the Add button on the top right of each table to have a popup appear to enter details.

Prior Applications For Admission — **Application: 1025**

Back to Overview | Save Changes

Prior Applications For Admissions and Authorizations To Practice Law

Have you ever submitted an application to register as a law student? (•) Yes ( ) No

Have you ever applied for admission on motion? (•) Yes ( ) No — Add

Jurisdiction	Apply Date	Exam Date	Admission Date	Admitted As	

Have you ever applied for admission on motion by transferred UBE score? ( ) Yes (•) No

Have you ever applied for admission by diploma privilege? ( ) Yes ( ) No

Have you ever registered as a foreign legal consultant? ( ) Yes ( ) No

Have you ever registered as in-house counsel? ( ) Yes ( ) No

Have you submitted any other applications? ( ) Yes ( ) No

Bar Association Membership

Add

Association Name	Address	Email	From Date	To Date	

Attorney Conduct

Have you ever been disbarred, censured, reprimanded, or disqualified as an attorney? (•) Yes ( ) No — Add

Agency	Address	Case Number	Action	Date	

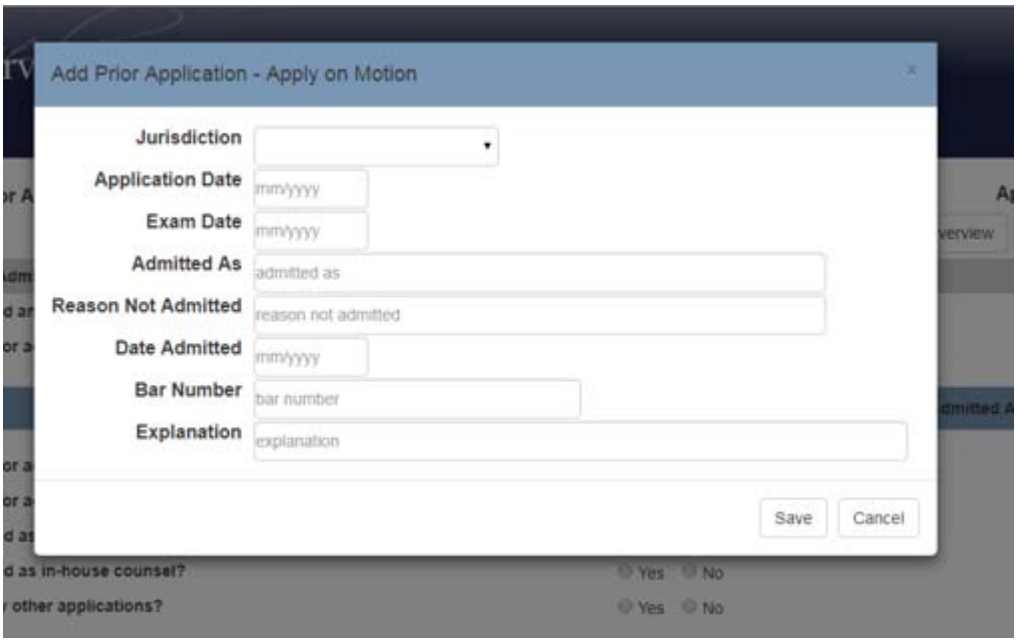
Have you ever been the subject of any charges, complaints, or grievances concerning your conduct as an attorney? ( ) Yes (•) No

Have you ever been the subject of any charges, complaints, or grievances alleging that you engaged in the unauthorized practice of law? ( ) Yes ( ) No

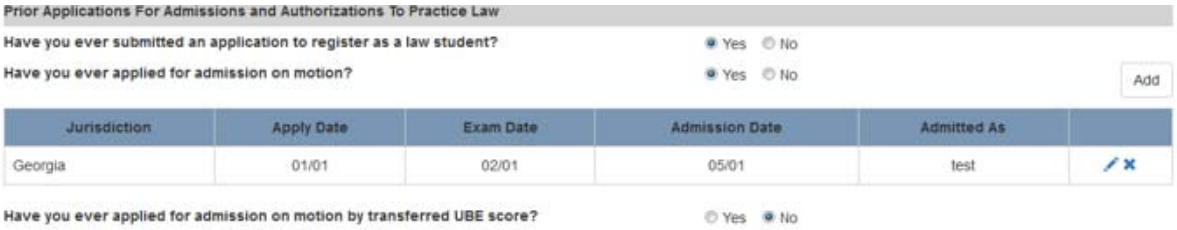
Have sanctions ever been entered against you, or have you ever been disqualified from participating in a case? ( ) Yes ( ) No

3.3.2.1.1. Prior Application Popup

If you have selected Add or Edit for one of the tables under the Prior Applications for Admission section you will see this popup. Enter information needed and Save.

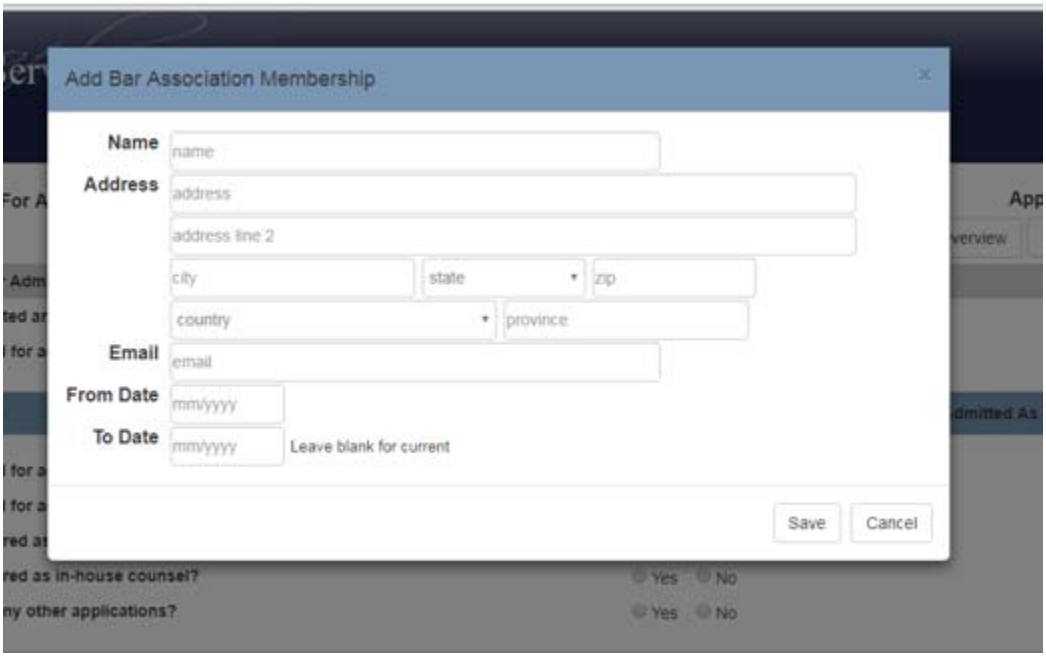


Once you hit the Save button the popup will close and the row will appear under the appropriate table.



3.3.2.1.2. Bar Association Membership Popup

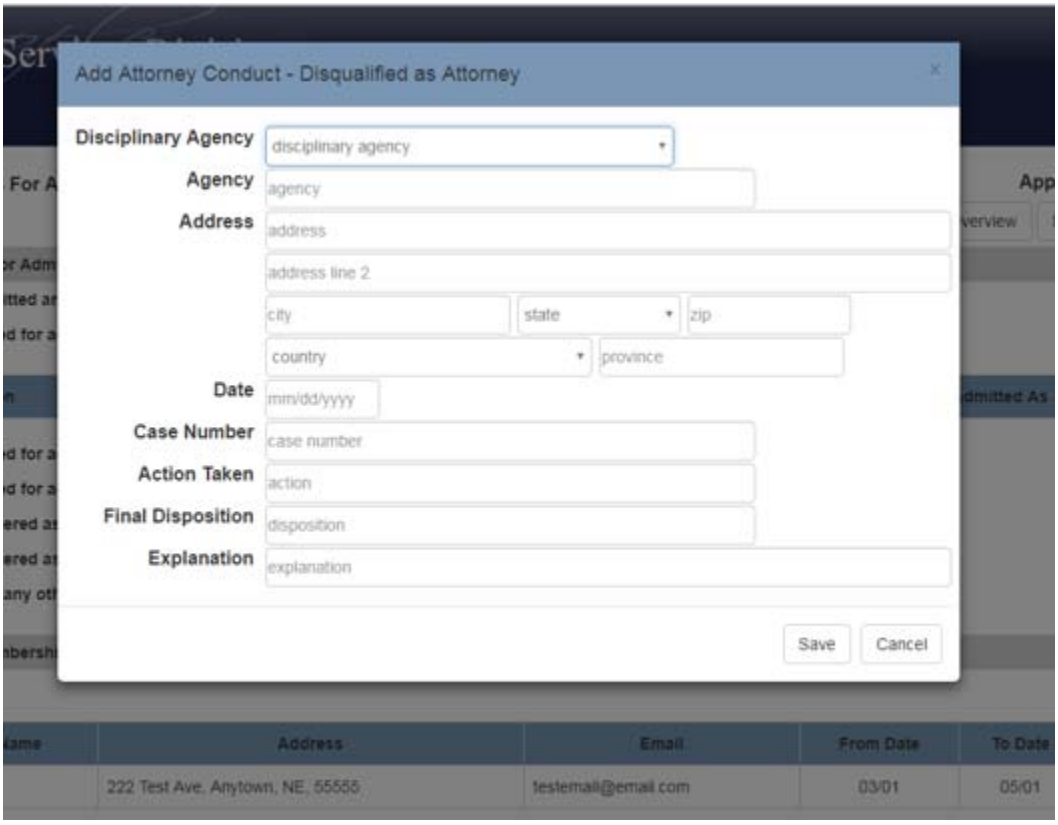
If you select the Add button or Edit icon for the table under the Bar Association Membership section, the Bar Association Membership popup will appear. Enter information needed and Save.



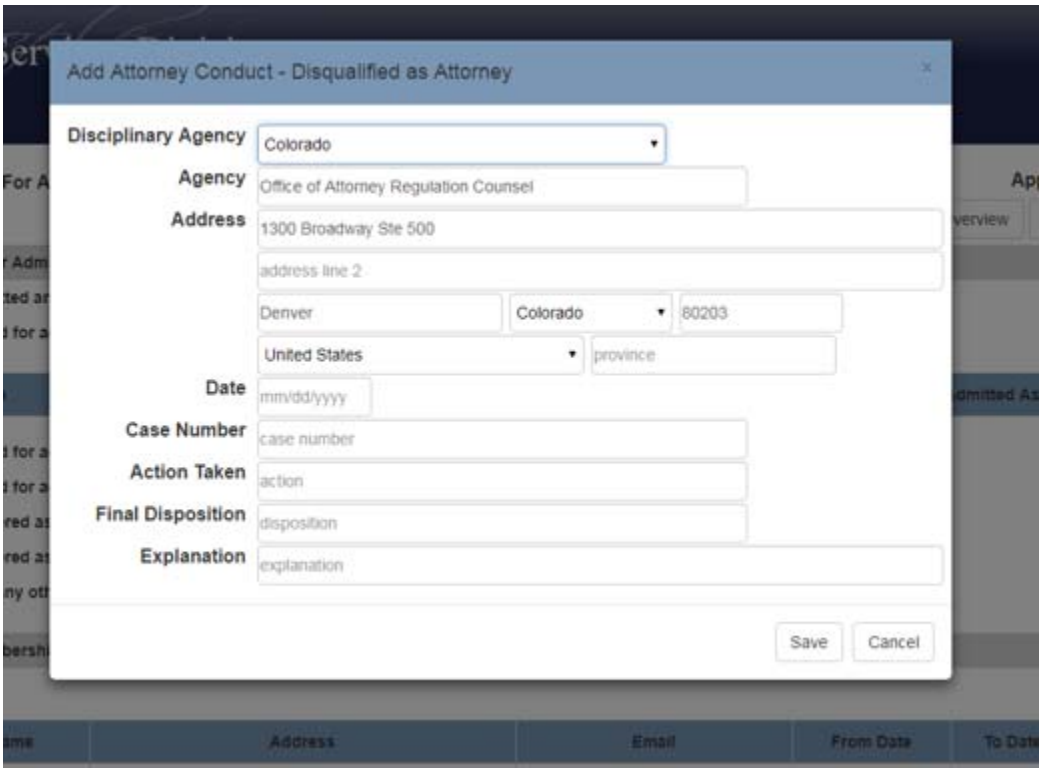
Once you hit the Save button the popup will close and the row will be added to the table with the information you just entered.

3.3.2.1.3. Attorney Conduct Popup

If you select the Add button or Edit icon for any of the tables under the Attorney Conduct section, the Attorney Conduct popup will appear. Enter information needed and Save.



On this popup, when you select the Disciplinary Agency, the Agency and Address will be automatically filled out for you.



Once the Save button has been selected in the popup, the popup will close and a row will be added to the associated table with the new information.

3.3.2.2. Prior Applications for Admission Section – Completed

When the information is filled out and you go back to the overview, all the information will be displayed. The Prior Applications for Admission section and Attorney Conduct section have too much information to display all of it in once row so each record will be displayed within a grouping.

Prior Applications for Admission

Prior Applications For Admission

Edit

Prior Applications For Admissions and Authorizations To Practice Law

Have you ever submitted an application to register as a law student?	Yes
Have you ever applied for admission on motion?	Yes

Jurisdiction	Georgia		
Apply Date	01/01	Exam Date	02/01
Admission Date	05/01	Bar Number	test
Admitted As	test		
Reason Not Admitted	test		
Explanation	test		

Have you ever applied for admission on motion by transferred UBE score?	No
Have you ever applied for admission by diploma privilege?	No
Have you ever registered as a foreign legal consultant?	Yes
Have you ever registered as in-house counsel?	No
Have you submitted any other applications?	Yes

Bar Association Membership

Association Name	Address	Email	From Date	To Date
The Bar	123 Bar Rd, Anytown, NE, 55555	email@test.com	05/01	

Attorney Conduct

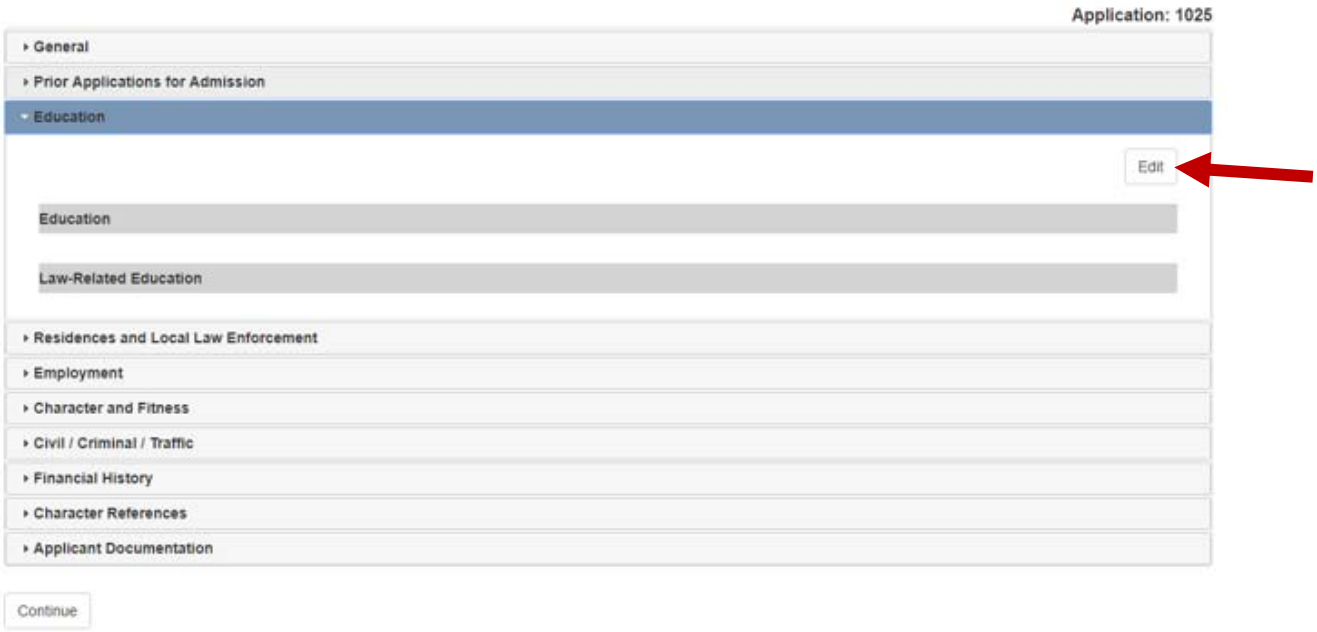
Have you ever been disbarred, censured, reprimanded, or disqualified as an attorney?	Yes

Agency	Office of Attorney Regulation Counsel
Address	1300 Broadway Ste 500, Denver, CO, 80203
Case Number	test
Action	test
Action Date	01/02/2001
Final Disposition	test
Explanation	test

Have you ever been the subject of any charges, complaints, or grievances concerning your conduct as an attorney?	Yes
Have you ever been the subject of any charges, complaints, or grievances alleging that you engaged in the unauthorized practice of law?	No

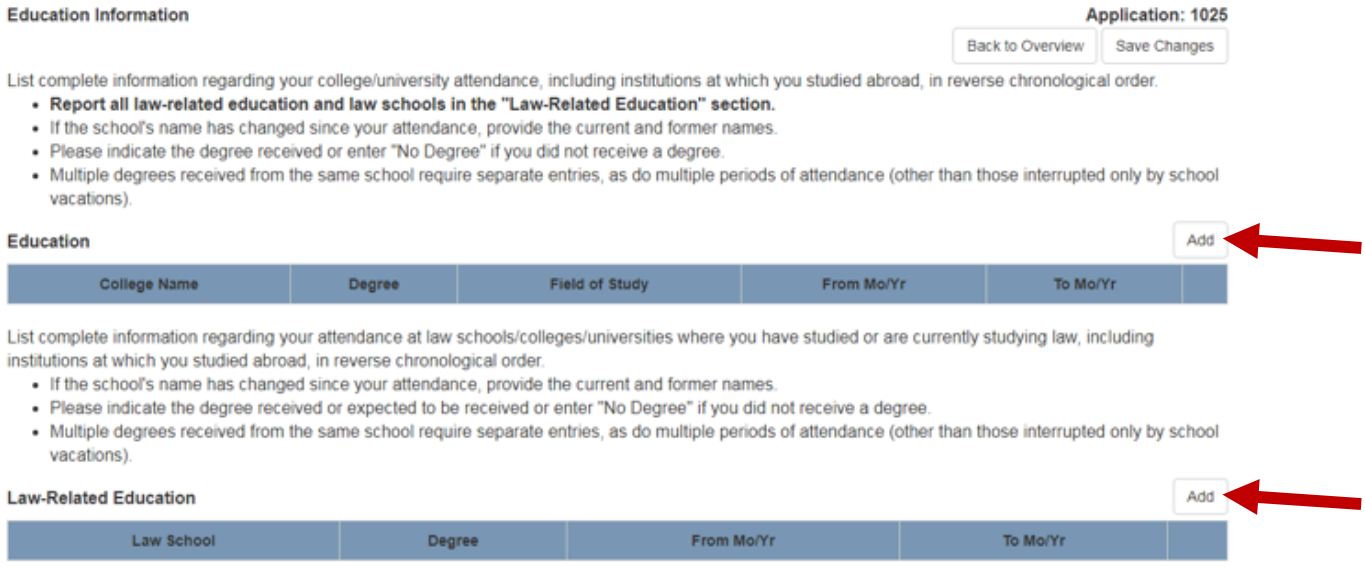
3.3.3. Education Section

To edit the section click on the Edit button on the top right.



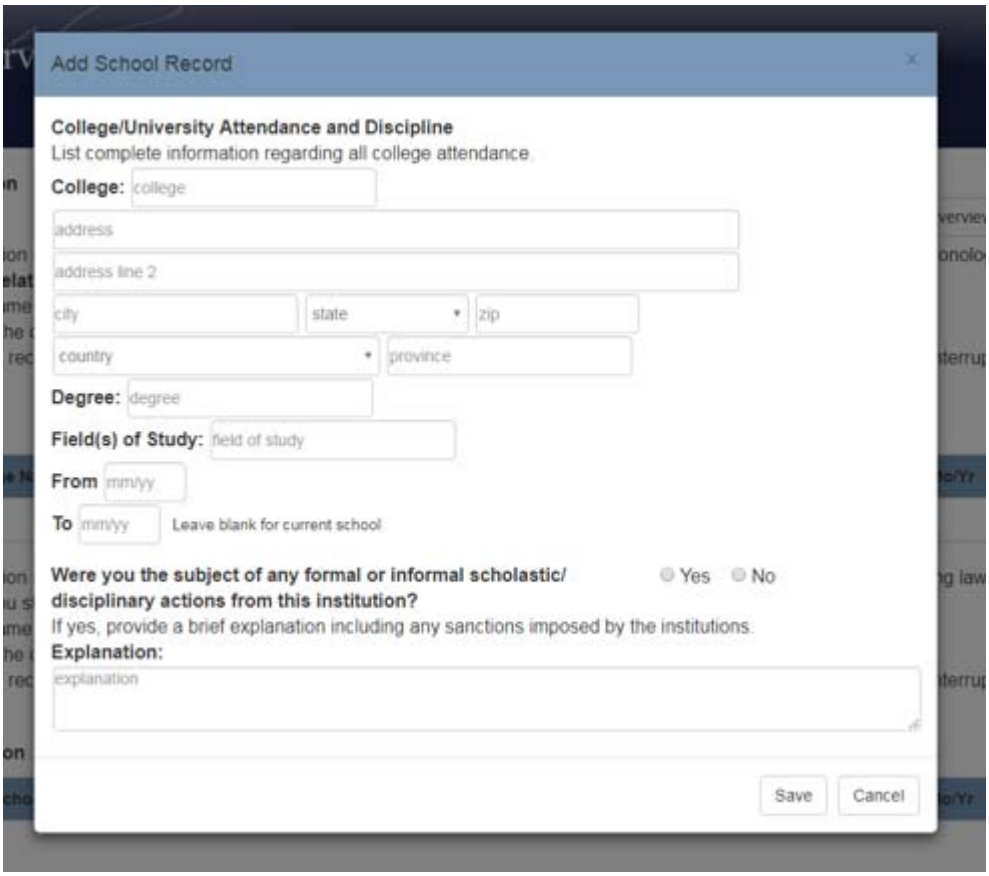
3.3.3.1. Edit Education Screen

To add to the Education table or the Law-Related Education table, click on the Add button on the top right of the table.



3.3.3.1.1. School Record Popup

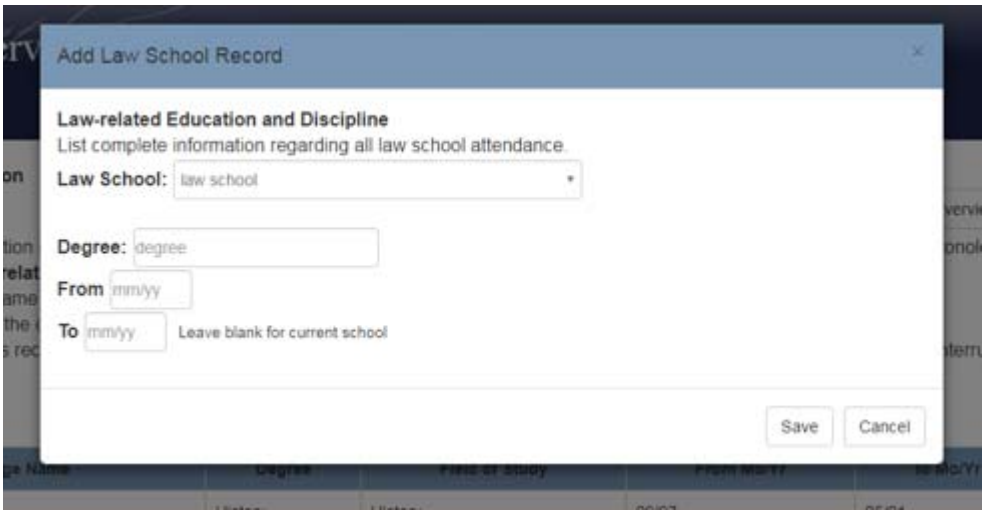
If you select the Add button or Edit icon for the Education table, the School Record popup will appear. Enter information needed and Save.



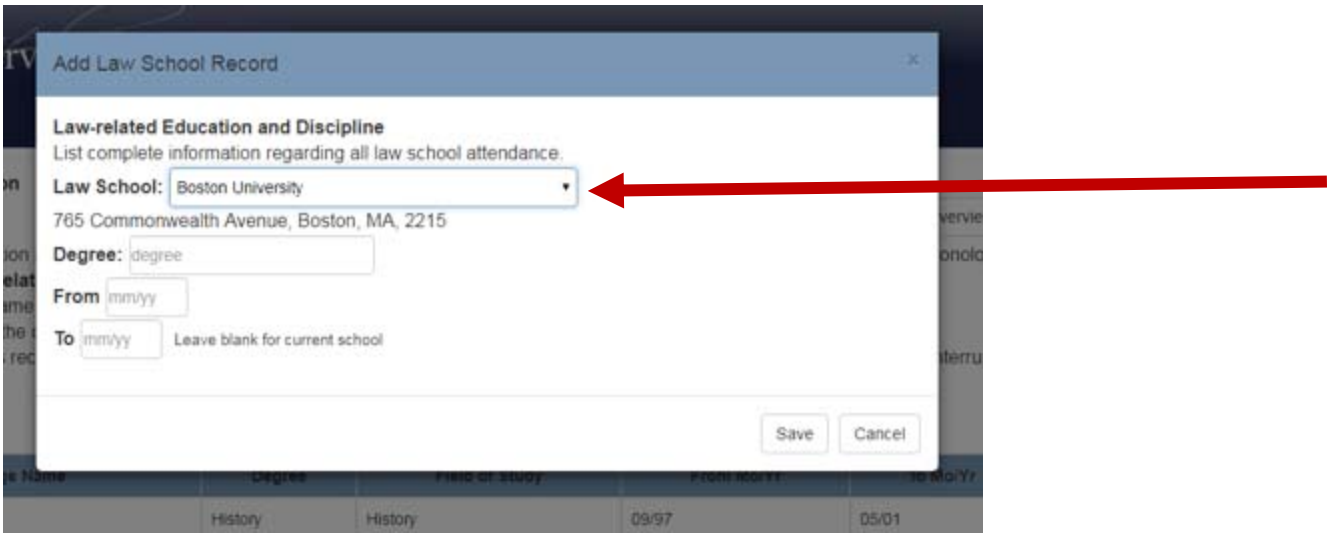
Once the Save button is hit the popup will close and the row will be added on the main page.

3.3.3.1.2. Law School Record Popup

If you select the Add button or Edit icon for the Law Related Education table, the Law School Record popup will appear. Enter information needed and Save.



You must select a law school from the dropdown. Once a law school is selected, the address information will pre-populate below it. Verify the information is correct and enter the rest of the information.



Once Save has been hit, the popup will close and the new record will show in the table on the main page.

Law-Related Education Add

Law School	Degree	From Mo/Yr	To Mo/Yr	
Boston College	test	01/04	12/08	

3.3.3.2. Education Section – Completed

The Education and Law-Related Education records contain too much information to display on one row so each record will show in a different grouping.

Application: 1009

- General
- Prior Applications for Admission
- Education

Edit

Education

College Name	University of Nebraska
Address	111 College Ave, Anytown, NE, 55555
Degree	History
Field of Study	History
From	09/97 To
Disciplinary Action	No
Explanation	

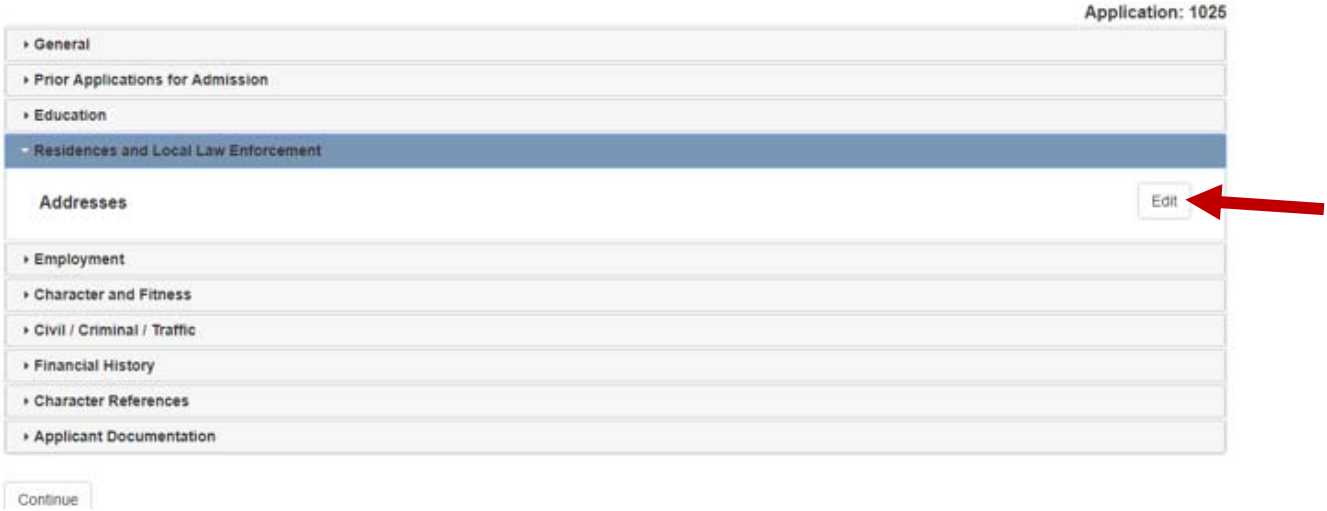
Law-Related Education

Law School	Boston College
Address	885 Centre Street, Newton, MA, 2459
Degree	test
From	01/04 To 12/08

- Residences and Local Law Enforcement
- Employment
- Character and Fitness
- Civil / Criminal / Traffic
- Financial History
- Character References
- Applicant Documentation

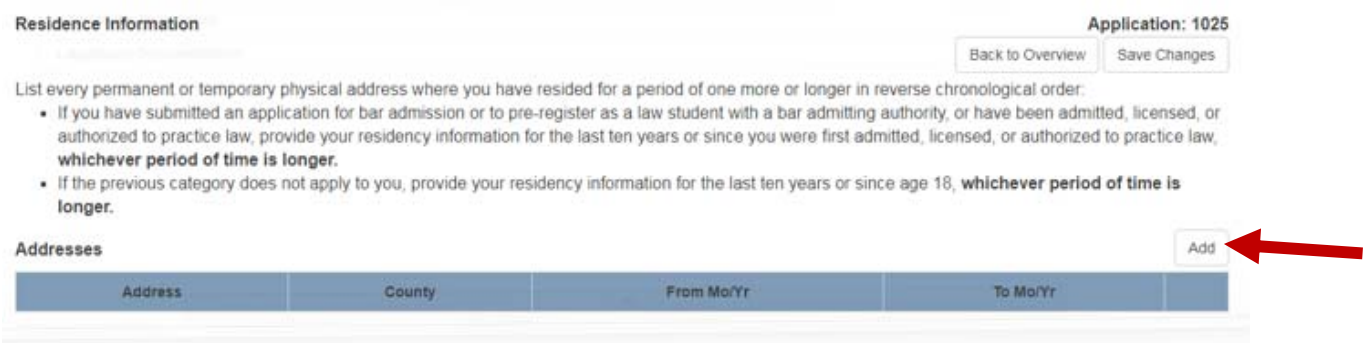
3.3.4. Residences and Local Law Enforcement Overview

To edit information in this section, select the Edit button on the top right.



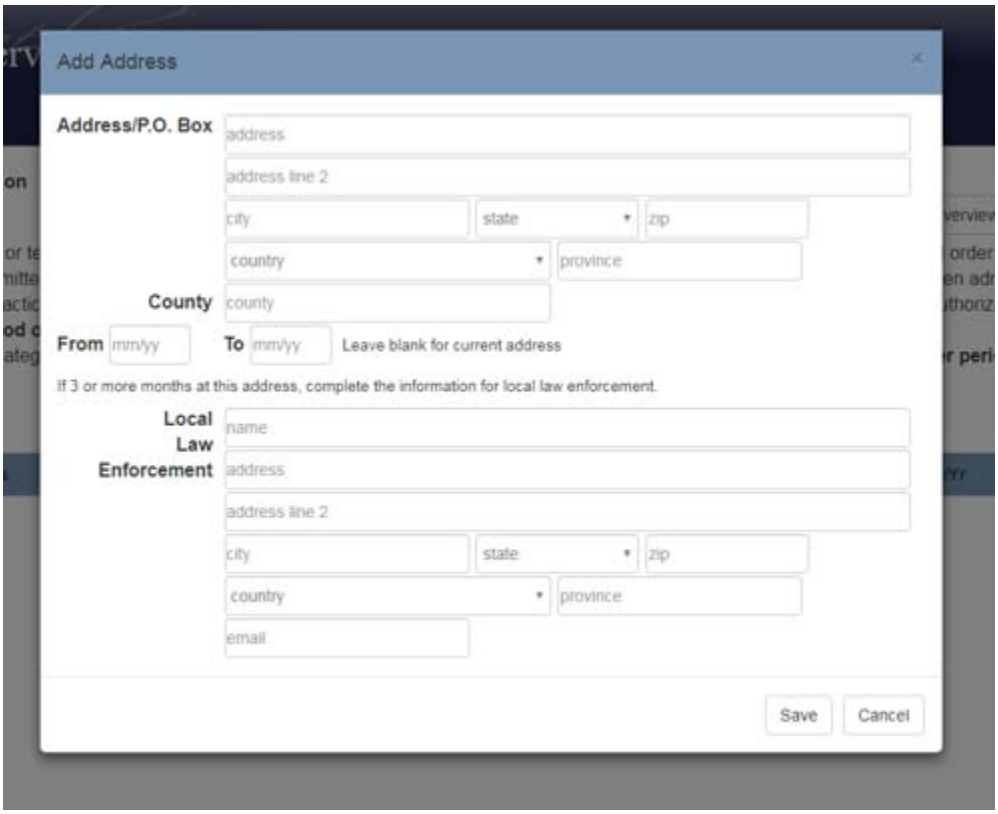
3.3.4.1. Edit Residence Information Screen

To add to the Addresses table, click the Add button on the top right of the table.

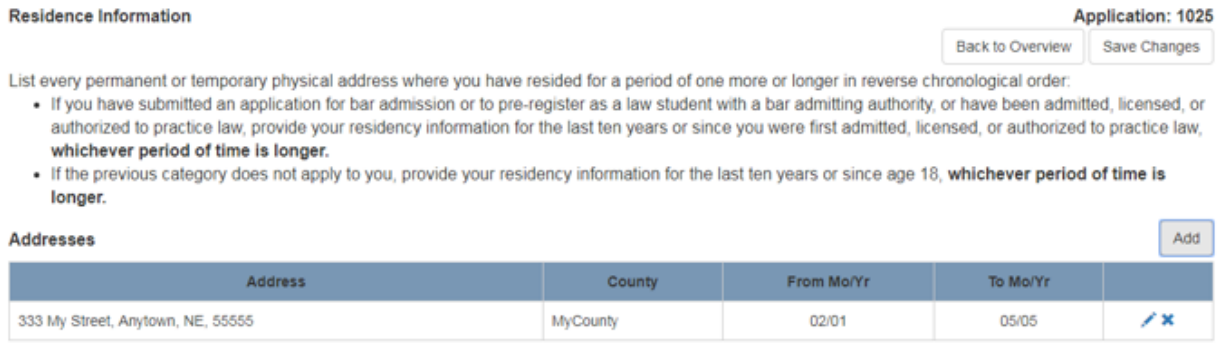


3.3.4.1.1. Address Popup

If you select the Add button or Edit icon for the Address table, the Address popup will appear. Enter information needed and Save.



Once you hit the Save button, the new record will appear as a row in the table on the main screen.



3.3.4.2. Residences and Local Law Enforcement Section – Completed

The address records contain too much information to fit it on one row so on the overview each record will display in a separate section.

Application: 1025

- General
- Prior Applications for Admission
- Education
- Residences and Local Law Enforcement

Addresses

Edit

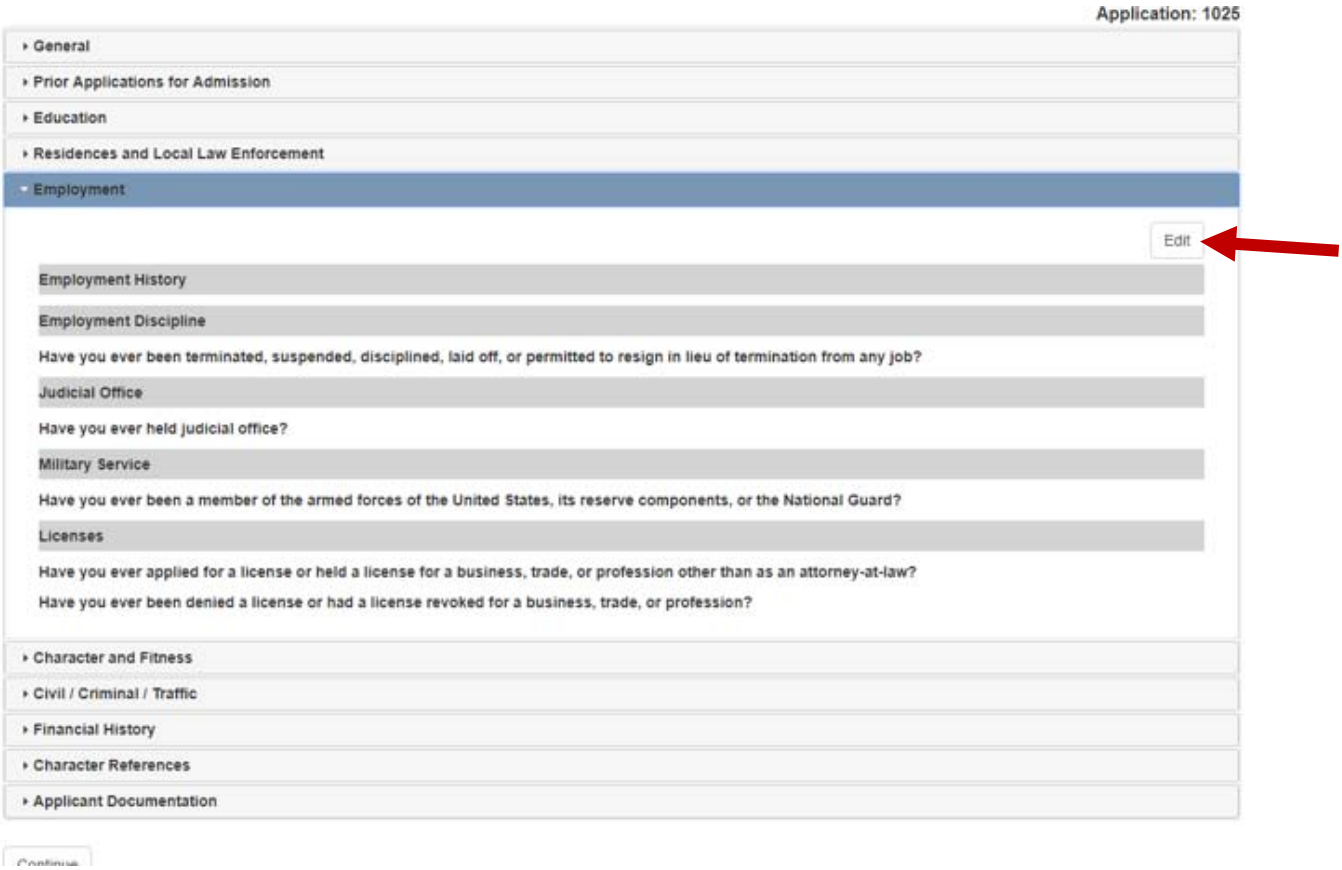
Address	333 My Street, Anytown, NE, 55555		
From	02/01	To	05/05
County	MyCounty		
Law Enforcement Name	Anytown Police		
Law Enforcement Address	444 Police Ln, Anytown, NE, 55555		
Law Enforcement Email	law@email.com		

- Employment
- Character and Fitness
- Civil / Criminal / Traffic
- Financial History
- Character References
- Applicant Documentation

Continue

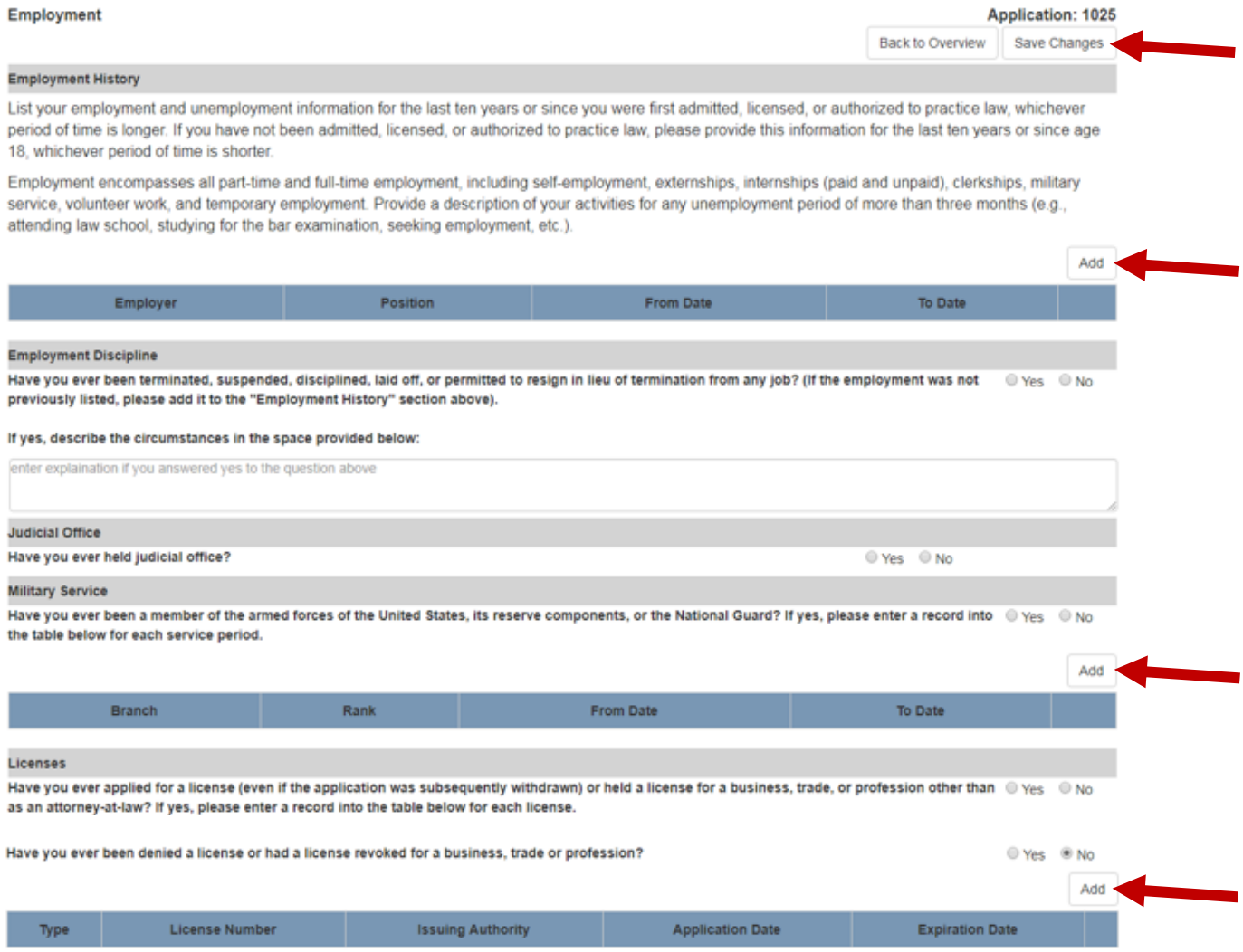
3.3.5. Employment Section

To edit the Employment Section select the Edit button on the top right.



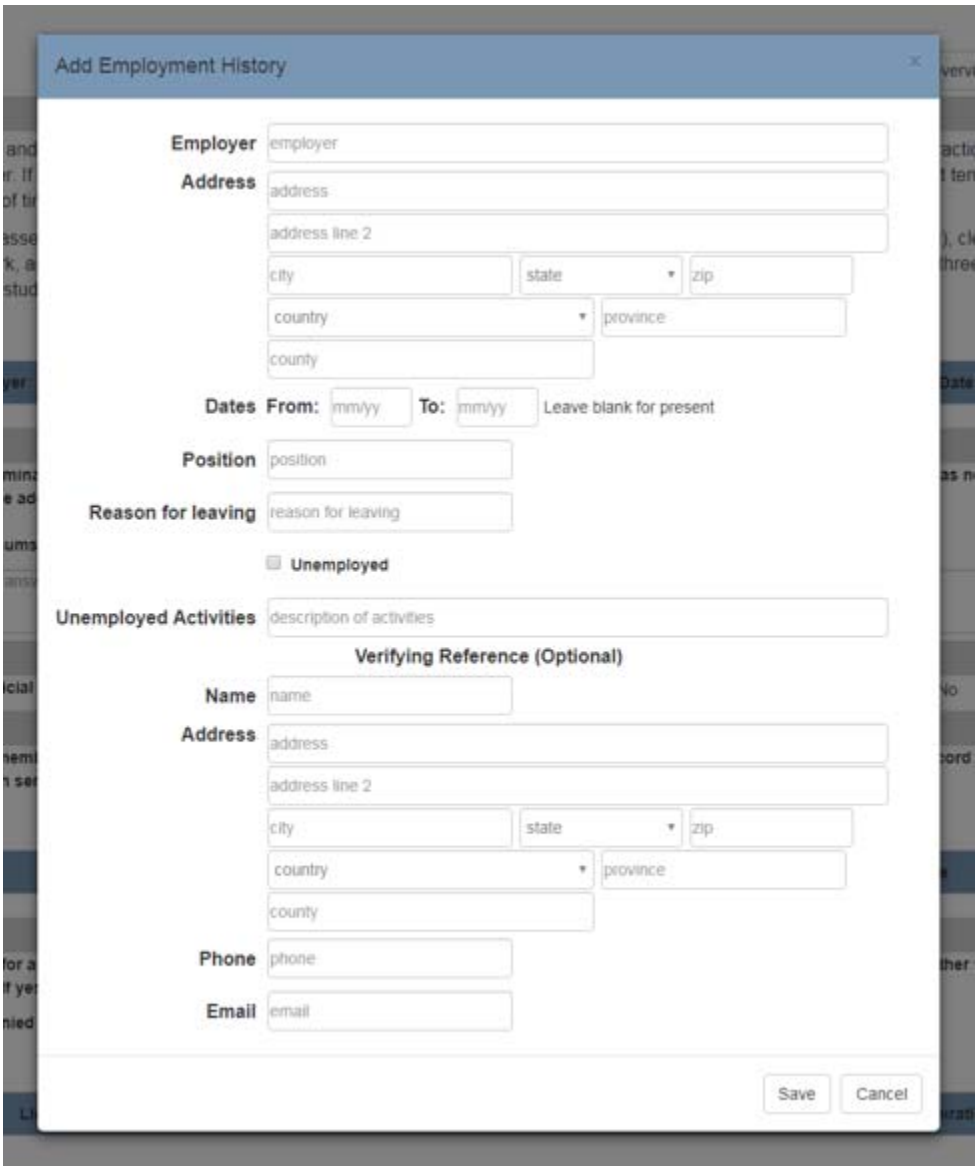
3.3.5.1. Edit Employment Screen

Answer Yes or No to the question on this screen, and then make sure you select the Save Changes button. To add to any of the tables displayed, click the Add button on the top right of the associated table.



3.3.5.1.1. Employment History Popup

If you select Add or Edit on the table in the Employment History section, the Employment History popup will appear. Enter information needed and Save.



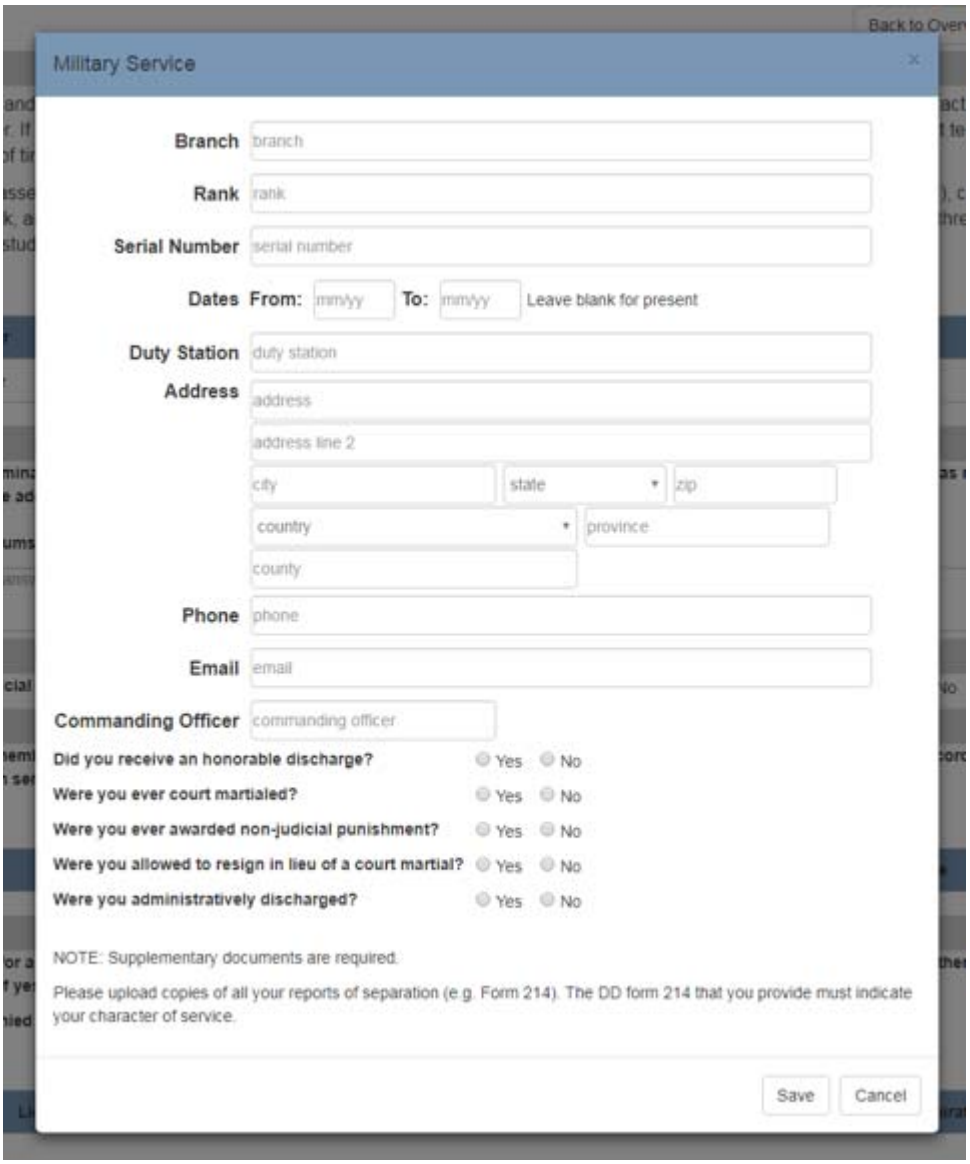
Once you hit the Save button, the popup will close and the new record will appear in the table in the Employment History section.

Add

Employer	Position	From Date	To Date	
Big Store	Cashier	05/95	08/96	

3.3.5.1.2. Military Service Popup

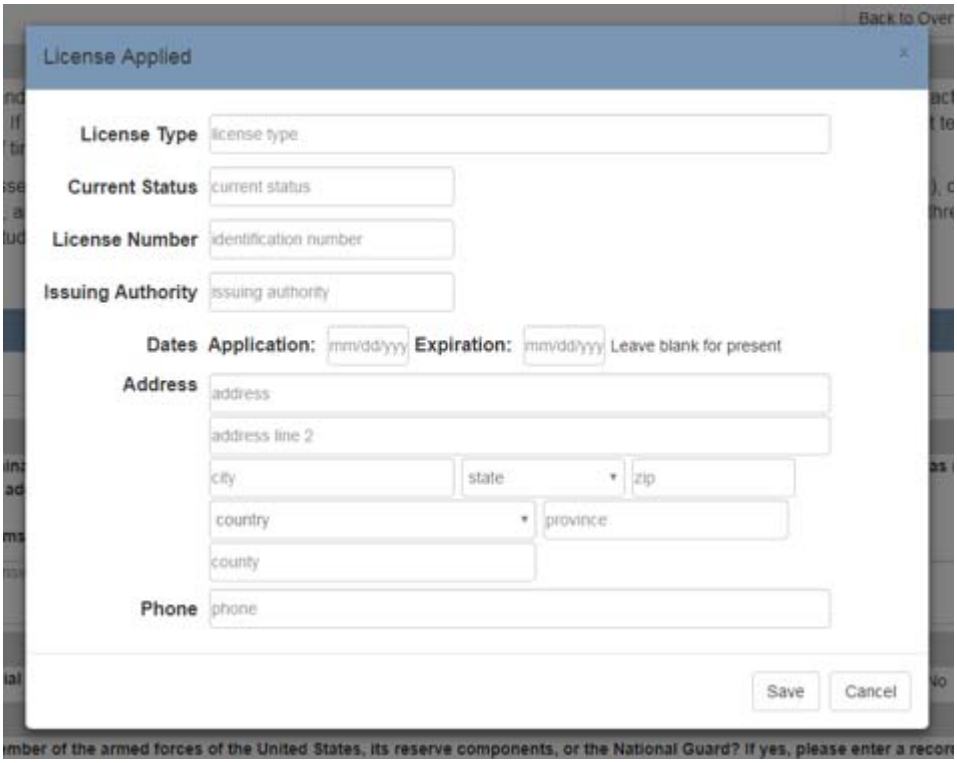
If you hit the Add button or Edit icon on the table in the Military Service section, the Military Service popup will appear. Enter any necessary information and Save. Remember to upload necessary information to the Application Documentation tab of the overview.



Once the Save button is hit, the popup will close and new record will appear under the table in the Military Service section.

3.3.5.1.3. License Applied Popup

If you select the Add button or Edit on the table under the Licenses section, the License Applied Popup will appear. Enter necessary information and Save.



Once the Save button is hit, the popup will close and the new record will appear under the table in the Licenses section.

Add

Type	License Number	Issuing Authority	Application Date	Expiration Date	
Accounting	23111	Important Accountants	01/01/2003	01/01/2009	

3.3.5.2. Employment Section – Completed

The records added in the popups for the Employment screen include too much information to fit on one line so each records that was created will appear in its own section.

Residences and Local Law Enforcement

Employment

Edit

Employment History

Employer	Big Store		
Address	test		
From	05/95	To	08/96
Position	Cashier		
Reason for Leaving			

Employment Discipline

Have you ever been terminated, suspended, disciplined, laid off, or permitted to resign in lieu of termination from any job?	No

Judicial Office

Have you ever held judicial office?	No

Military Service

Have you ever been a member of the armed forces of the United States, its reserve components, or the National Guard?

Branch	Army		
Rank	Private		
Serial Number	23123		
From	03/02	To	
Duty Station	Super Army Base		
Address	123 Army Rd, Anytown, VA, 55555		
Phone			
Email			
Commanding Officer			

Did you receive an honorable discharge?	Yes
Were you ever court martialed?	No
Were you ever awarded non-judicial punishment?	No
Were you allowed to resign in lieu of a court martial?	No
Were you administratively discharged?	No

Licenses

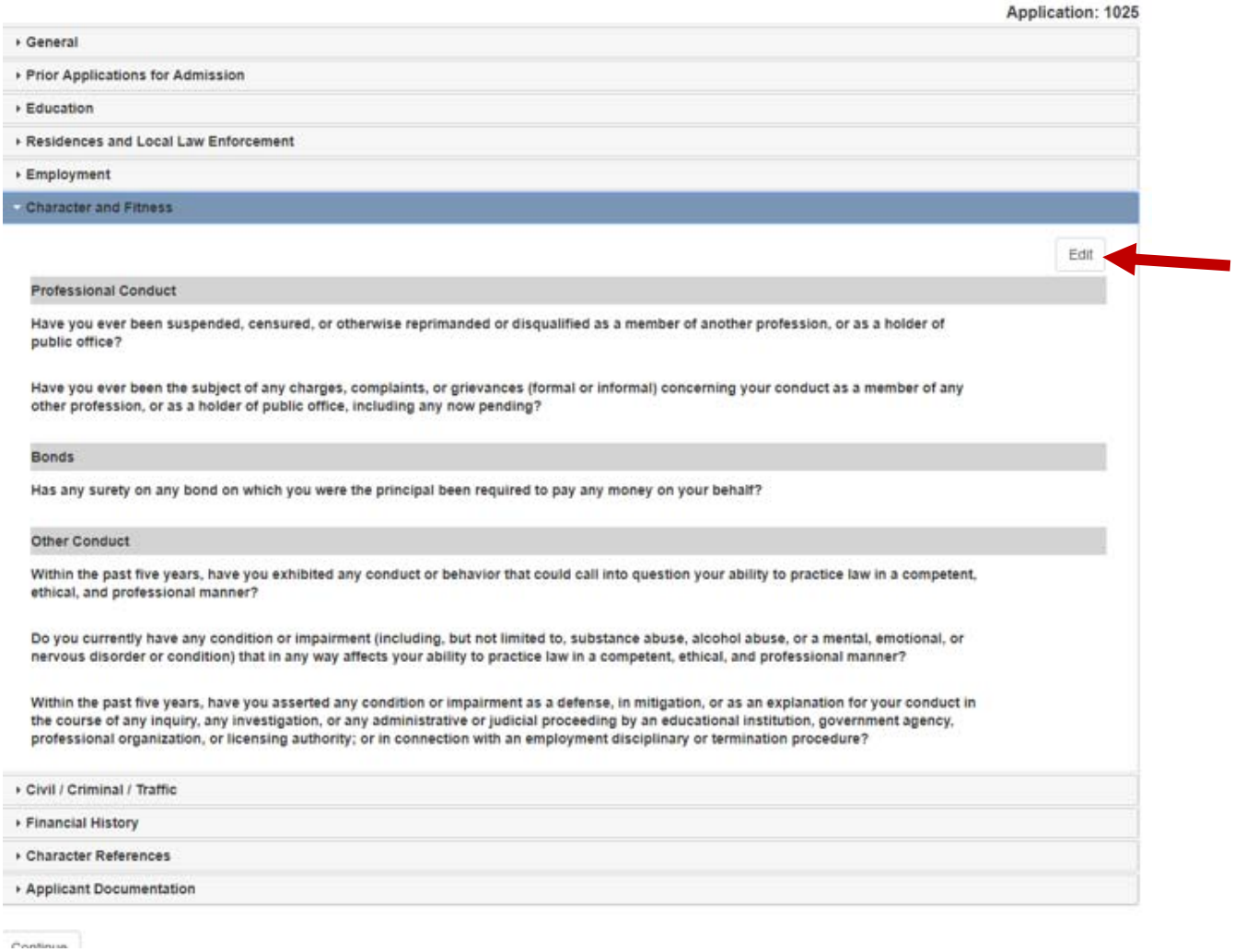
Have you ever applied for a license or held a license for a business, trade, or profession other than as an attorney-at-law?

Have you ever been denied a license or had a license revoked for a business, trade, or profession?	No

License Type	Accounting		
Current Status	Active		
License Number	23111		
Application Date	01/01/2003	Expiration/Inactive Date	01/01/2009
Issuing Authority	Important Accountants		
Address	test		
Phone			

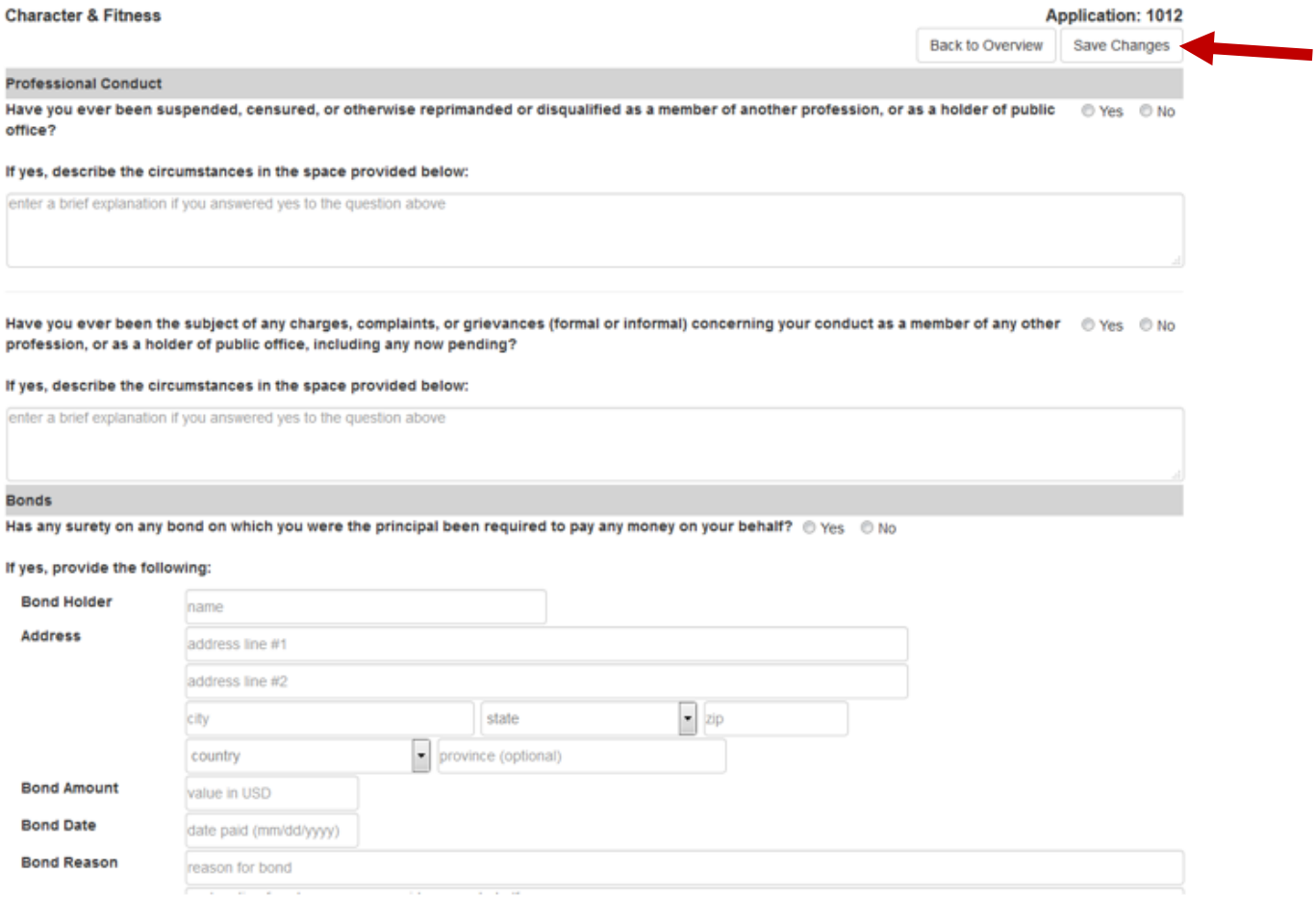
3.3.6. Character and Fitness Overview

To edit this section, select the Edit button on the top right.



3.3.6.1. Edit Character and Fitness Screen

Make sure you select Yes or No for the radio button questions. For some questions, if the answer is Yes, you will need to enter some additional information, such as an explanation, bond information, or medical information. If you answer Yes to one of the questions in the Other Conduct section, you will also need to use the link to download Form 7 and will need to go to the Applicant Documentation tab of the overview. After you answer all the questions, make sure you hit the Save Changes button.



Detailed Explanation explanation for why money was paid on your behalf

Other Conduct

Within the past five years, have you exhibited any conduct or behavior that could call into question your ability to practice law in a competent, ethical, and professional manner? Yes No

If yes, describe the circumstances in the space provided below:

enter a detailed explanation if you answered yes to the question above

Do you currently have any condition or impairment (including, but not limited to, substance abuse, alcohol abuse, or a mental, emotional, or nervous disorder or condition) that in any way affects your ability to practice law in a competent, ethical, and professional manner? Yes No

If yes, provide the following:

Medical Name name

Address address line #1

address line #2 city

state zip

country province (optional)

If your answer is yes, are the limitations caused by your condition or impairment reduced or ameliorated because you receive ongoing treatment or because you participate in a monitoring or support program? Yes No

If yes, please provide a description in the space provided and complete a Form 7 Medical Reference. Use the Applicant Documentation tab to upload your file.

enter a detailed explanation if you answered yes to any of the two questions above

Within the past five years, have you asserted any condition or impairment as a defense, in mitigation, or as an explanation for your conduct in the course of any inquiry, any investigation, or any administrative or judicial proceeding by an educational institution, government agency, professional organization, or licensing authority; or in connection with an employment disciplinary or termination procedure? Yes No

If yes, describe the circumstances in the space provided below:

enter a brief explanation if you answered yes to the question above

3.3.6.2. Character and Fitness Overview – Completed

Application: 1025

- General
- Prior Applications for Admission
- Education
- Residences and Local Law Enforcement
- Employment
- Character and Fitness

Edit

Professional Conduct

Have you ever been suspended, censured, or otherwise reprimanded or disqualified as a member of another profession, or as a holder of public office?	No
Have you ever been the subject of any charges, complaints, or grievances (formal or informal) concerning your conduct as a member of any other profession, or as a holder of public office, including any now pending?	No

Bonds

Has any surety on any bond on which you were the principal been required to pay any money on your behalf?

Other Conduct

Within the past five years, have you exhibited any conduct or behavior that could call into question your ability to practice law in a competent, ethical, and professional manner?	Yes

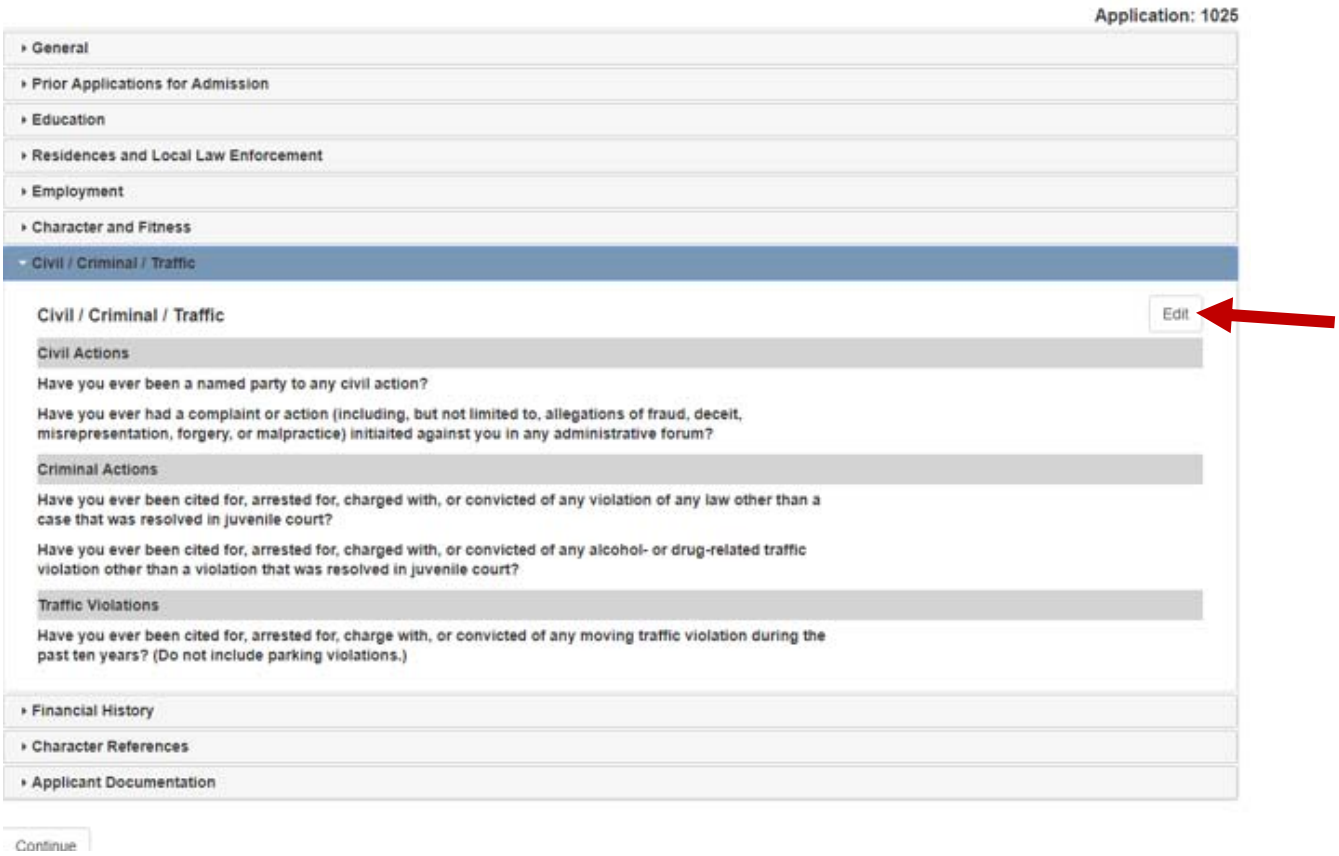
Explanation: made a poor choice

Do you currently have any condition or impairment (including, but not limited to, substance abuse, alcohol abuse, or a mental, emotional, or nervous disorder or condition) that in any way affects your ability to practice law in a competent, ethical, and professional manner?	No
Within the past five years, have you asserted any condition or impairment as a defense, in mitigation, or as an explanation for your conduct in the course of any inquiry, any investigation, or any administrative or judicial proceeding by an educational institution, government agency, professional organization, or licensing authority; or in connection with an employment disciplinary or termination procedure?	No

- Civil / Criminal / Traffic

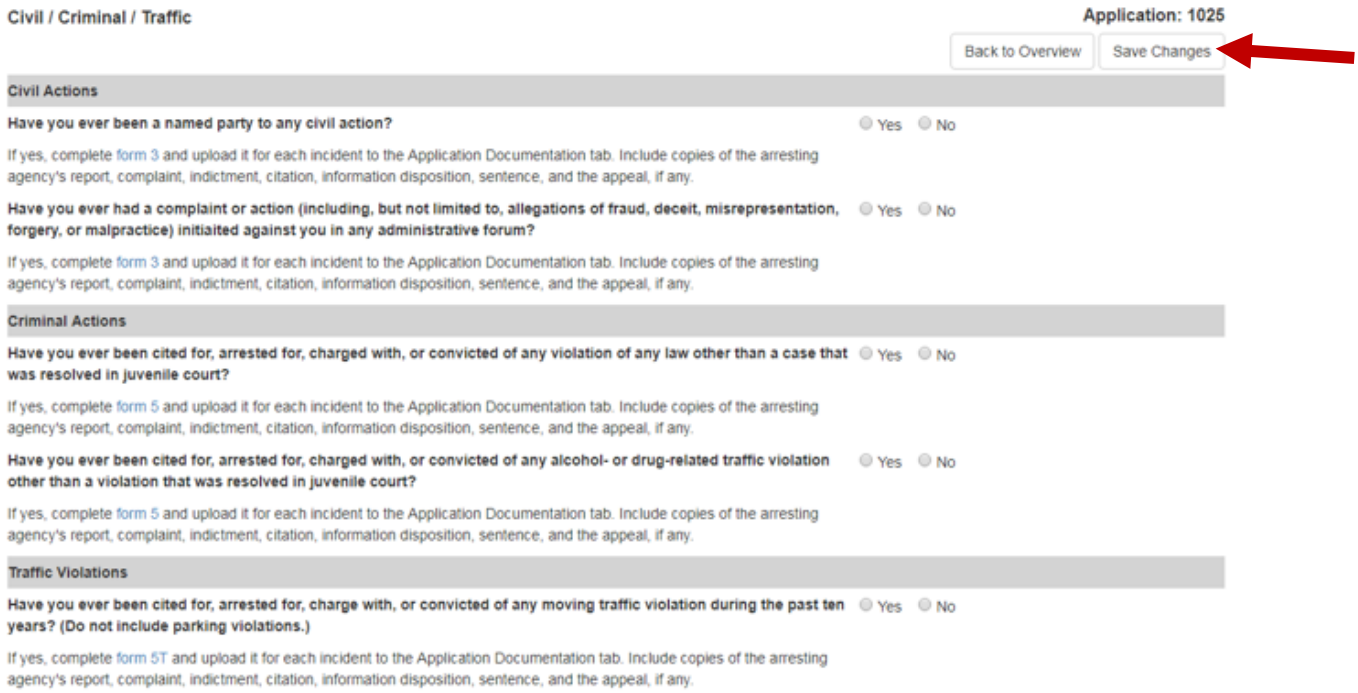
3.3.7. Civil / Criminal / Traffic Overview

To edit this section, hit the Edit button on the top right.



3.3.7.1. Edit Civil / Criminal / Traffic Screen

Select Yes or No to answer all the questions on the screen. If you enter Yes for any of the questions, you will also need to use the link to download and fill out a form (form 3, form 5, or form 5T depending on the question), and then upload that document to the Application Documentation tab. Once you have answered all the questions, make sure you hit the Save Changes button.



3.3.7.2. Civil / Criminal / Traffic Overview – Completed

Application: 1025

- General
- Prior Applications for Admission
- Education
- Residences and Local Law Enforcement
- Employment
- Character and Fitness
- Civil / Criminal / Traffic

Civil / Criminal / Traffic

Edit

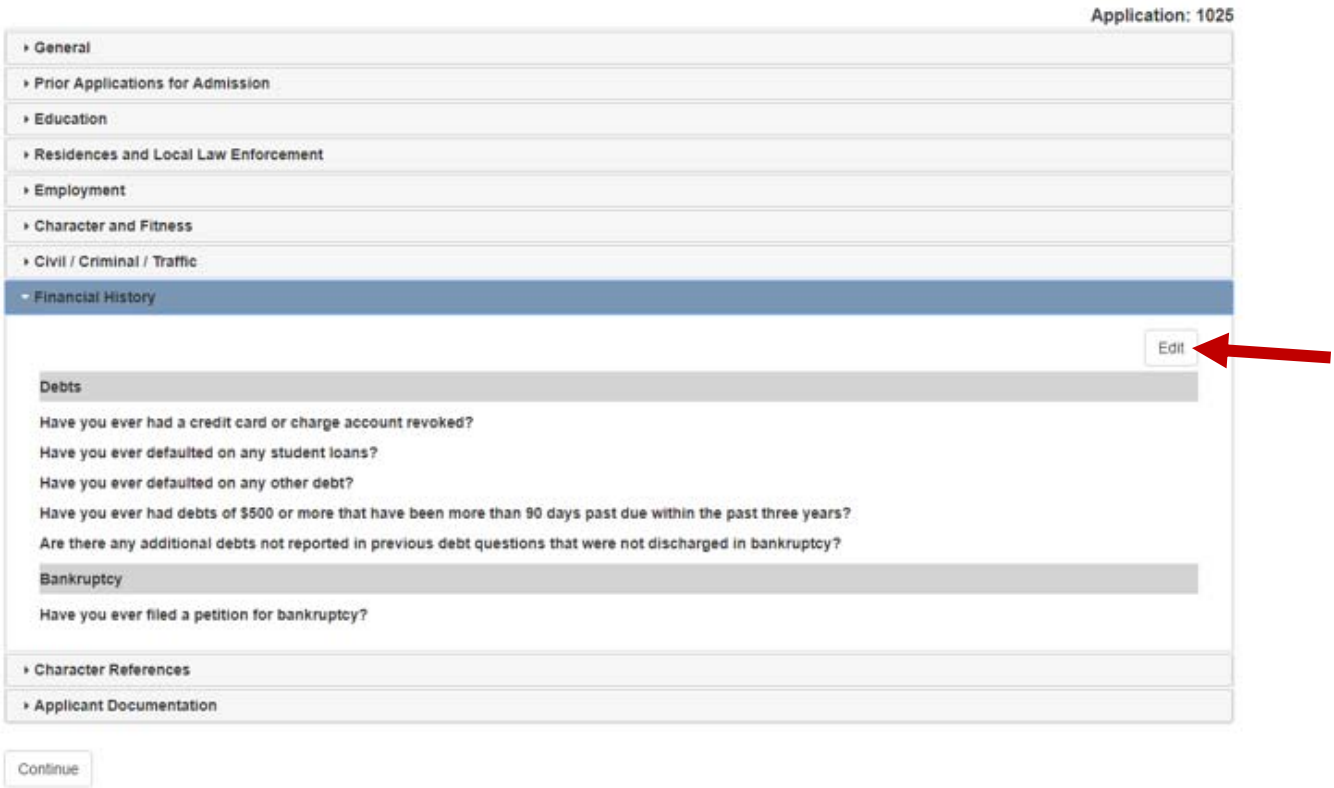
Civil Actions	
Have you ever been a named party to any civil action?	No
Have you ever had a complaint or action (including, but not limited to, allegations of fraud, deceit, misrepresentation, forgery, or malpractice) initiated against you in any administrative forum?	No
Criminal Actions	
Have you ever been cited for, arrested for, charged with, or convicted of any violation of any law other than a case that was resolved in juvenile court?	No
Have you ever been cited for, arrested for, charged with, or convicted of any alcohol- or drug-related traffic violation other than a violation that was resolved in juvenile court?	No
Traffic Violations	
Have you ever been cited for, arrested for, charge with, or convicted of any moving traffic violation during the past ten years? (Do not include parking violations.)	No

- Financial History
- Character References
- Applicant Documentation

Continue

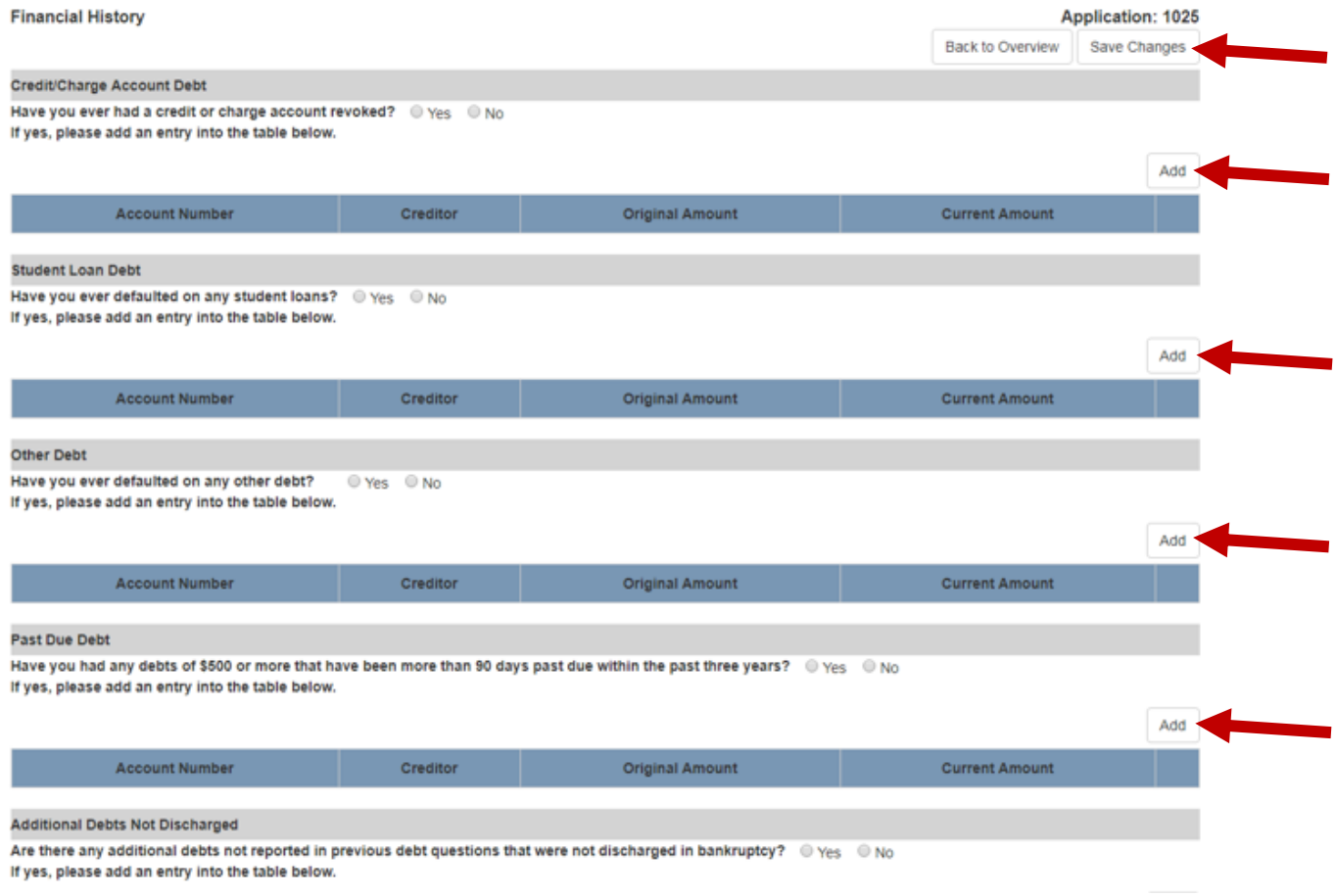
3.3.8. Financial History Overview

To edit this section, select the Edit button on the top right.



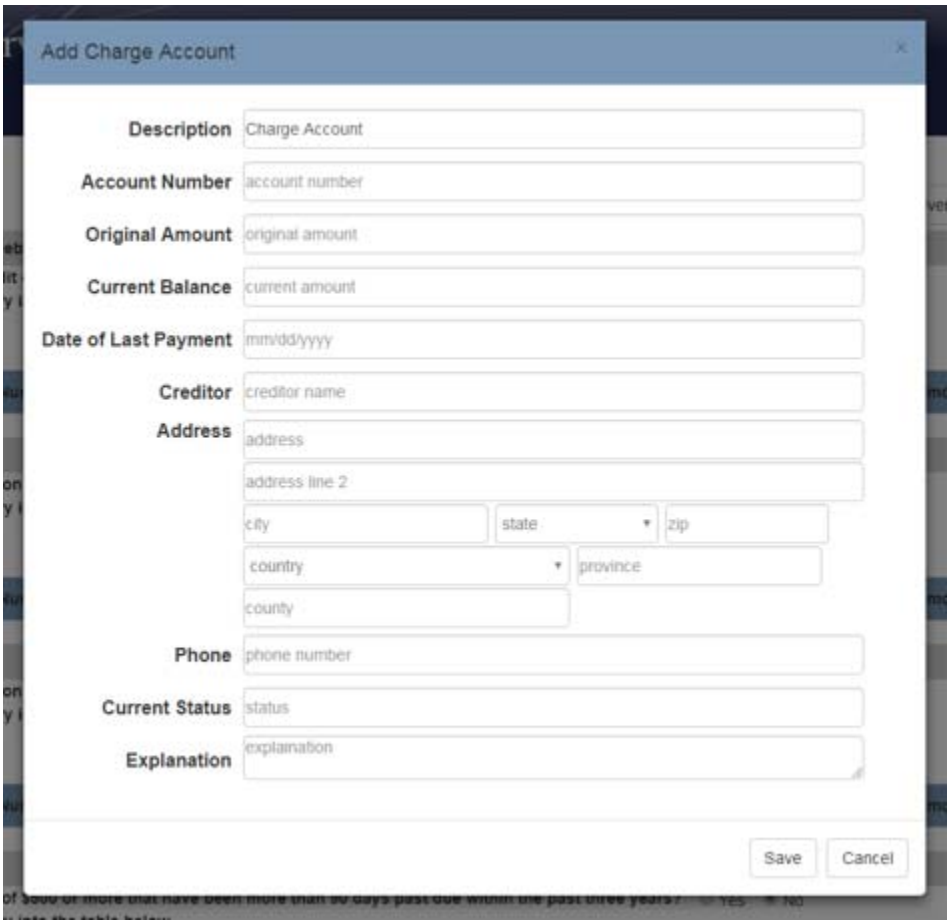
3.3.8.1. Edit Financial History Screen

Answer Yes or No to all the necessary question. Once all the questions are answered, make sure you hit the Save Changes button. If you answer Yes to the Credit/Charge Account Debt question, the Student Loan Debt question, the Other Debt question, or the Past Due Debt question, select the Add button for the associated table to enter the necessary information.



3.3.8.1.1. Debt Popup

If Add or Edit is hit under any of the sections on the previous screen, the Debt Account popup will appear. The popup title and description will be pre-populated based on which section's table you select Add or Edit from. Enter necessary information and Save.



Once Save is hit, the popup will close and the new record will display under the associated table.

3.3.8.2. Financial History Overview – Completed

The information entered on the popups on the edit financial history screen contain too much information to display on one line, so each record will display in its own section.

Application: 1025

- General
- Prior Applications for Admission
- Education
- Residences and Local Law Enforcement
- Employment
- Character and Fitness
- Civil / Criminal / Traffic
- Financial History

Edit

Debts

Have you ever had a credit card or charge account revoked?	Yes

Description	Charge Account
Account Number	2343233333333
Original Amount of Debt	500.0
Current Balance	200.0
Date of Last Payment	01/01/2001
Creditor	Discover
Address	333 Discover St, Anytown, CA, 55555
Phone	5555555555
Current Status	
Explanation	

Have you ever defaulted on any student loans?	No
Have you ever defaulted on any other debt?	No
Have you ever had debts of $500 or more that have been more than 90 days past due within the past three years?	No
Are there any additional debts not reported in previous debt questions that were not discharged in bankruptcy?	No

Bankruptcy

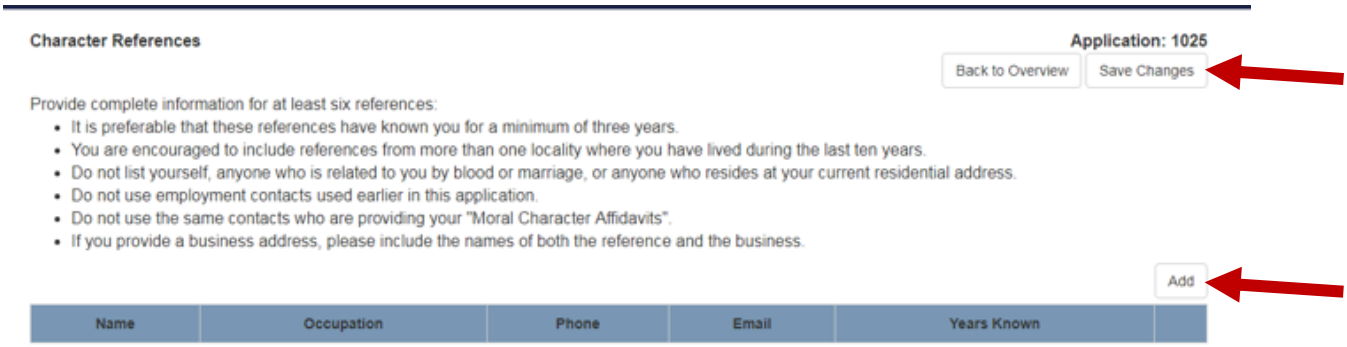
Have you ever filed a petition for bankruptcy?	No

3.3.9. Character References Overview

To edit this section, select the Edit button on the top right.

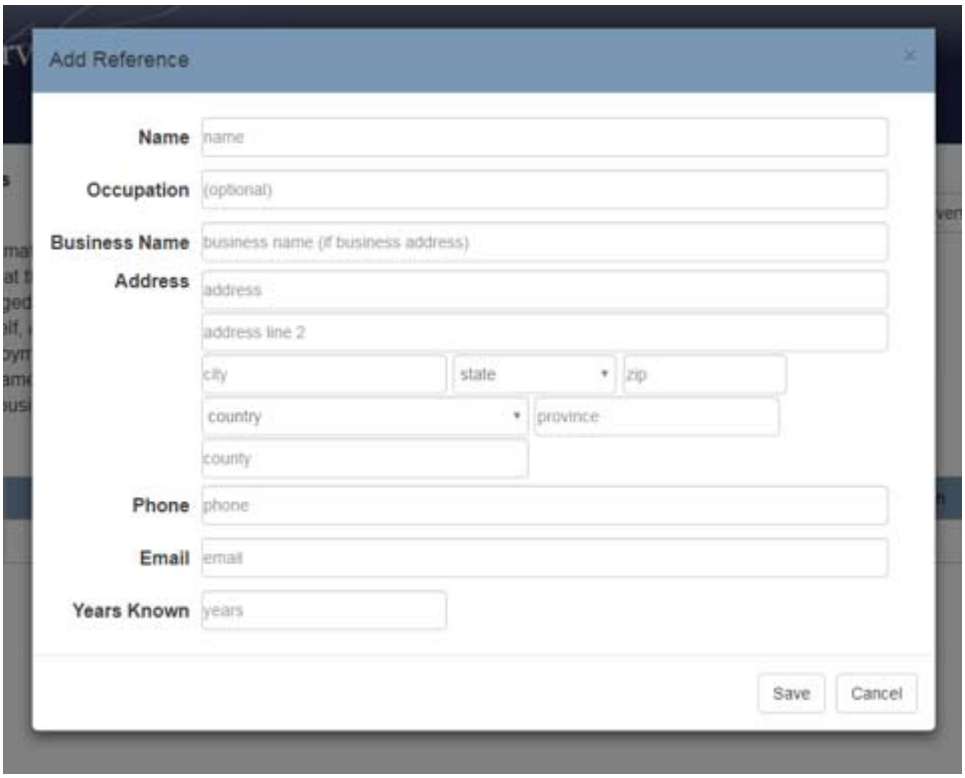
3.3.9.1. Edit Character References Screen

To add character references, select the Add button on the top right of the table.

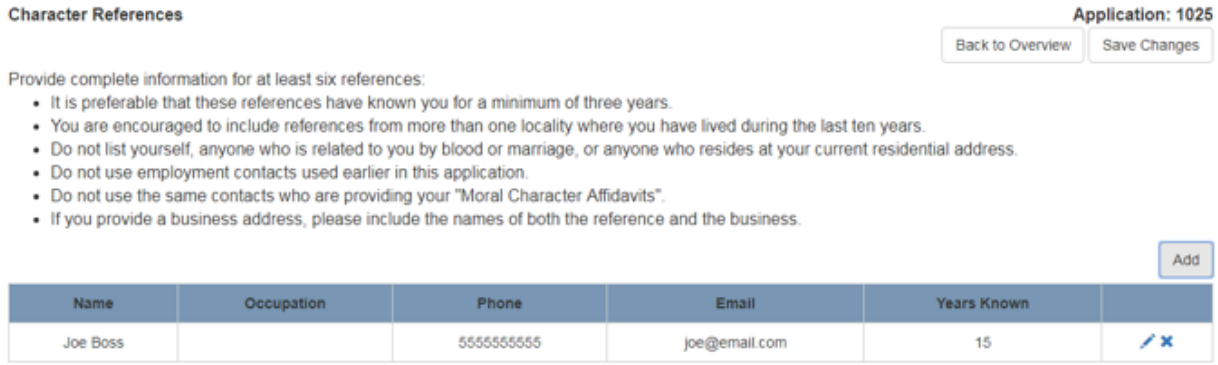


3.3.9.1.1. Reference Popup

When Add or Edit is hit for the reference table, the Reference popup will appear. Enter necessary information and Save.

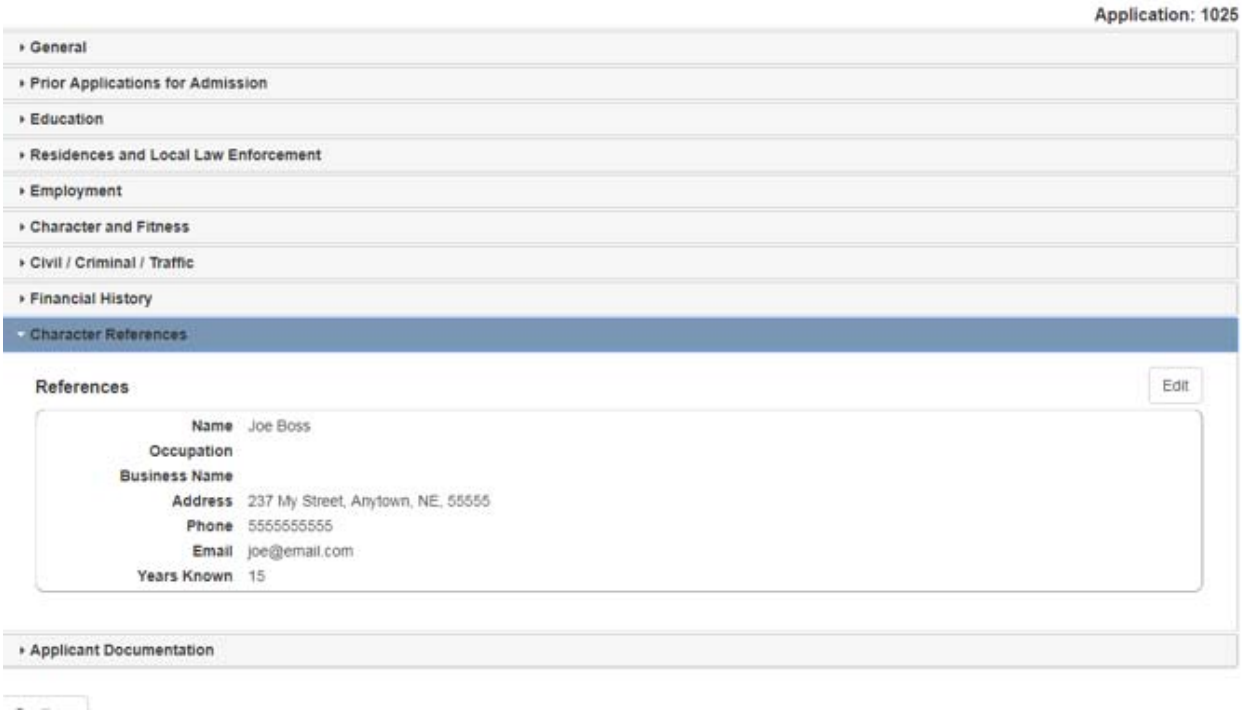


Once Save is hit, the popup will close and new record will appear under the table.



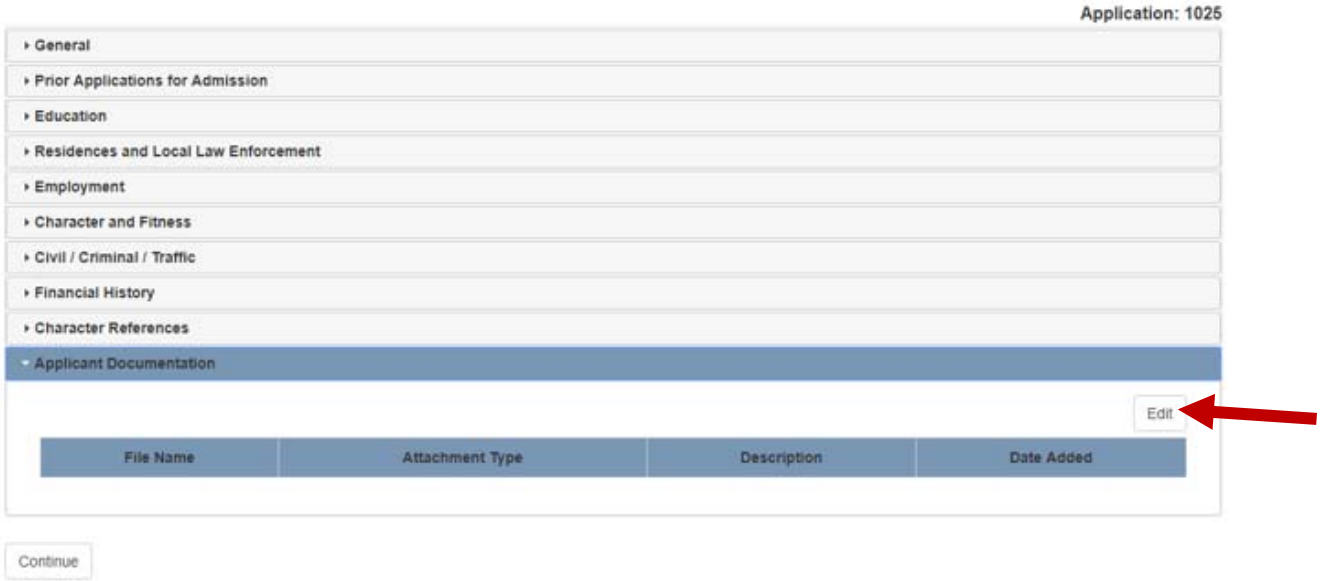
3.3.9.2. Character References Overview – Completed

The references information contain too much information to display on one line so each record will display in their own section.



3.3.10. Applicant Documentation Overview

To edit this section, select the Edit button on the top right.

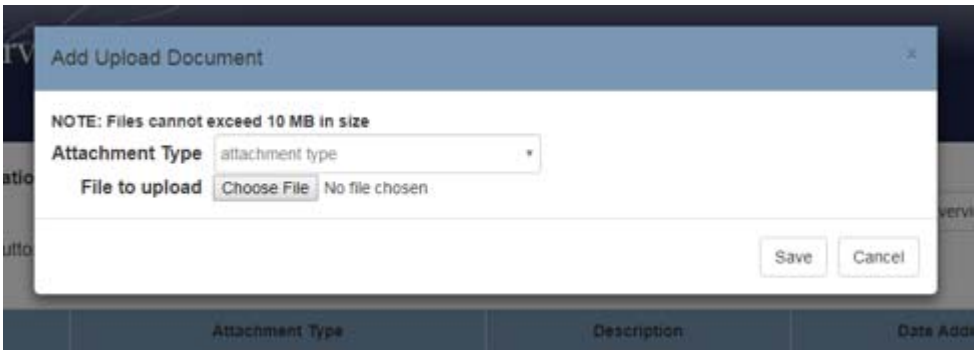


3.3.10.1. Edit Applicant Documentation Screen

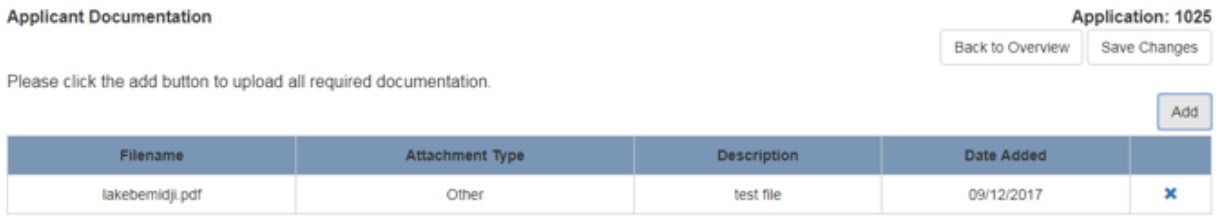
On some of the previous applications, if you enter Yes to specific questions, you will also need to download a form, fill it out, and add it in this section. To add a document, select the Add button on the right of the table.

3.3.10.1.1. Upload Document Popup

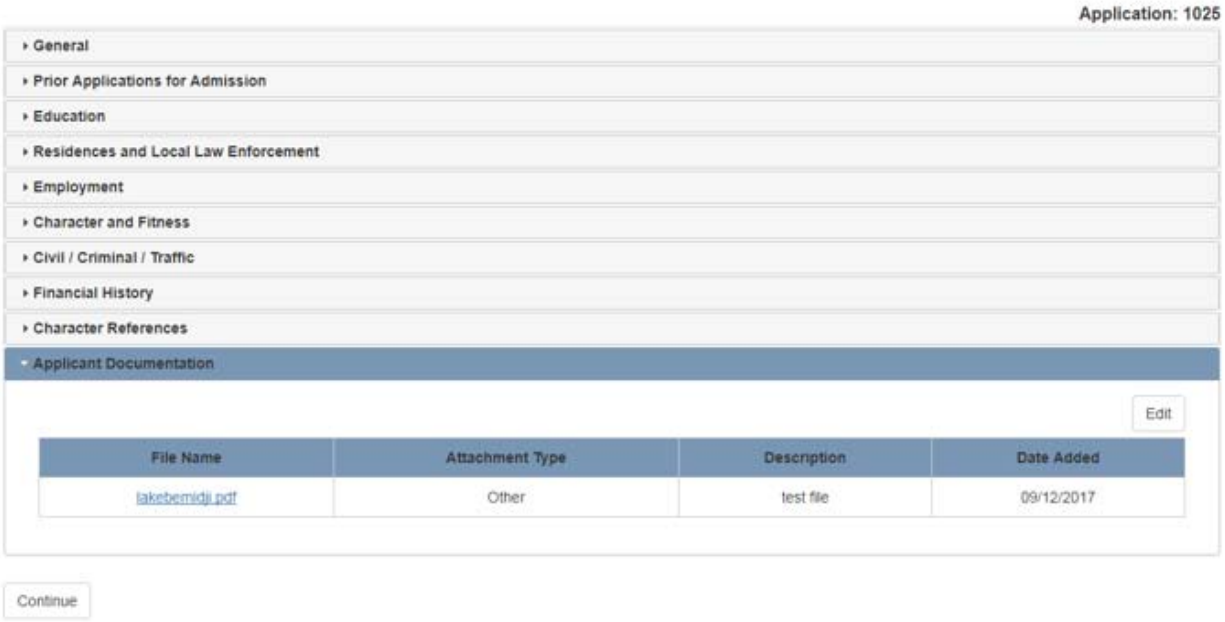
If you hit the Add button the Upload Document popup will appear. Select the attachment type and select the Choose File button to go select the file from the local machine. Make sure the file does not exceed 10 MB. Once this is complete hit Save.



Once the Save button is hit, the popup will close and the document will appear in the table. This screen does not provide an edit option for added documents, if you need to make a change you will need to delete the document and add it again.

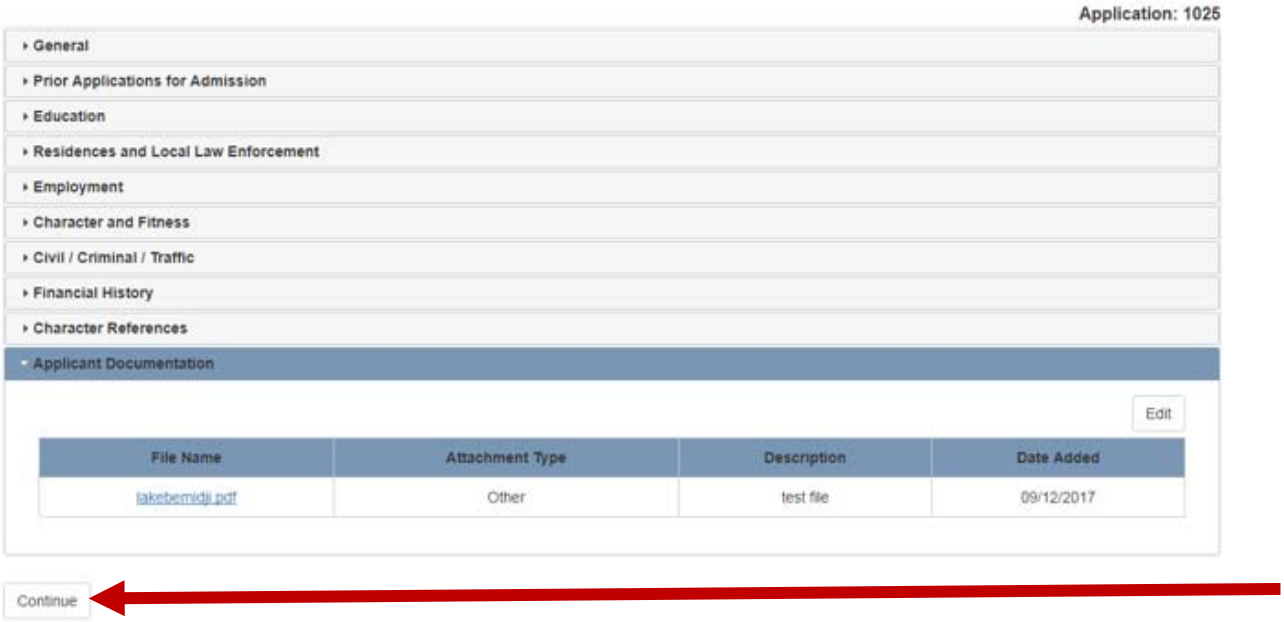


3.3.10.2. Applicant Documentation Overview – Complete

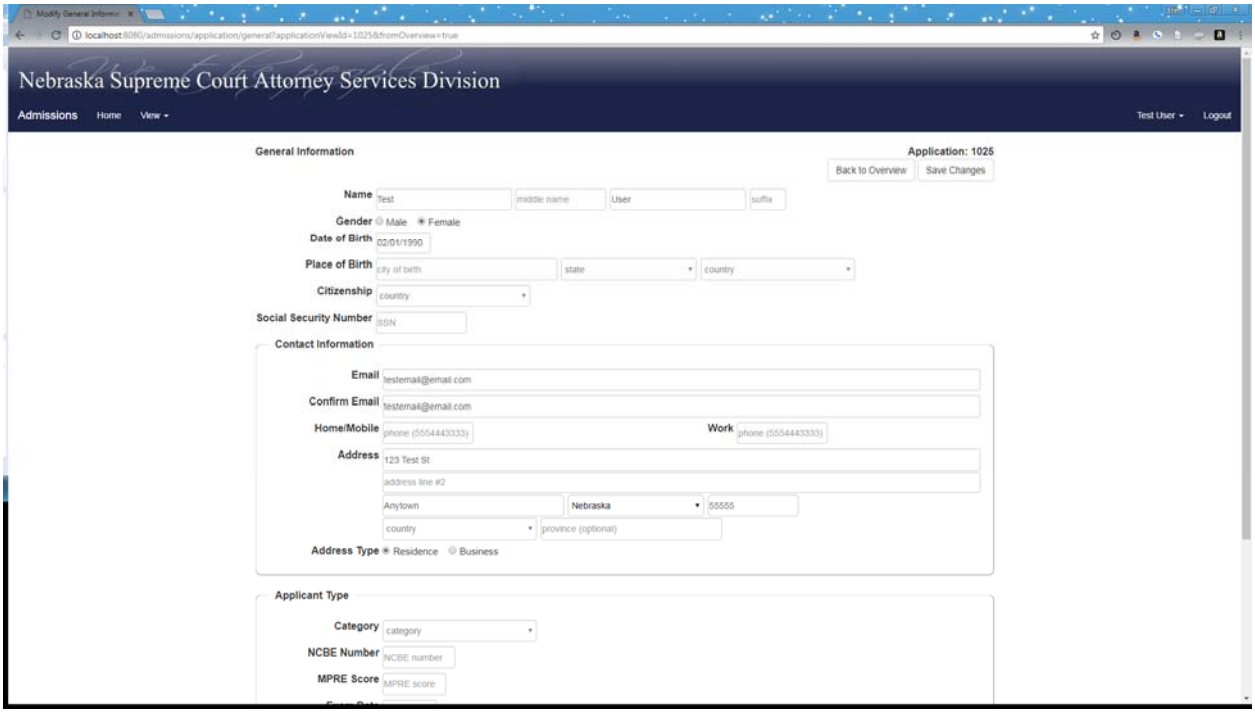


3.4. Application Payment

Once you have entered all the information necessary for your application, click the continue button at the bottom of the Application Overview page.

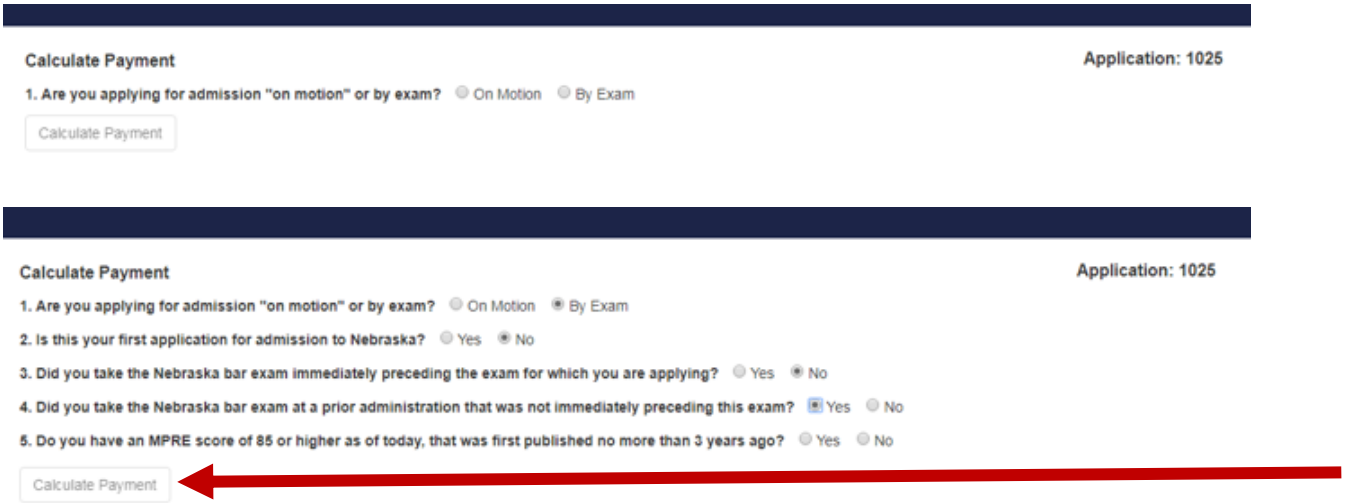


If you click the Continue button on the Application Overview screen and you are redirected to the General Information screen that means you have not filled out the Applicant Type Category. Set this value, select Save Changes, select Back to Overview, and try selecting Continue again.



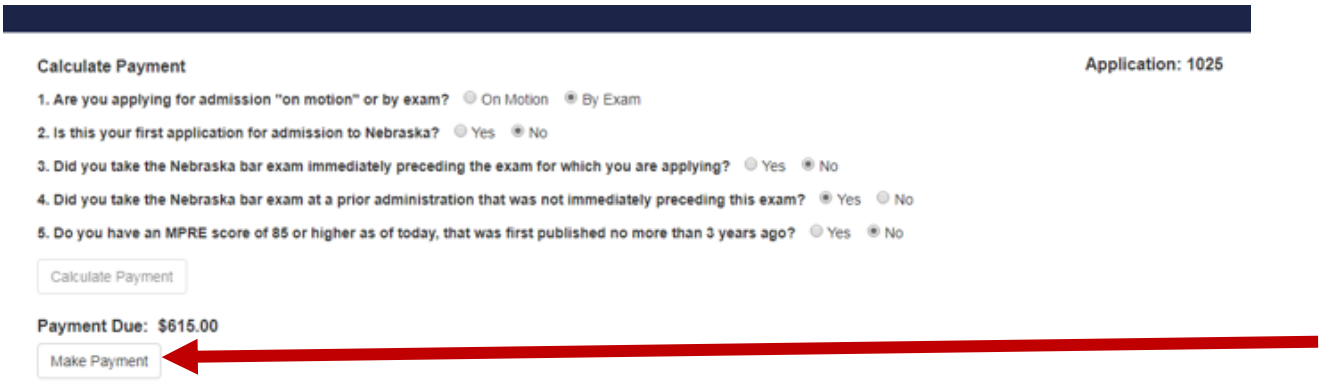
3.4.1. Calculate Payment

The next screen will consist of 1-5 question you will need to answer to be able to calculate the payment. Based on your answer(s) to the question, other questions will appear if necessary. Once you have answered all the questions you need to, the Calculate Payment button will become enabled.



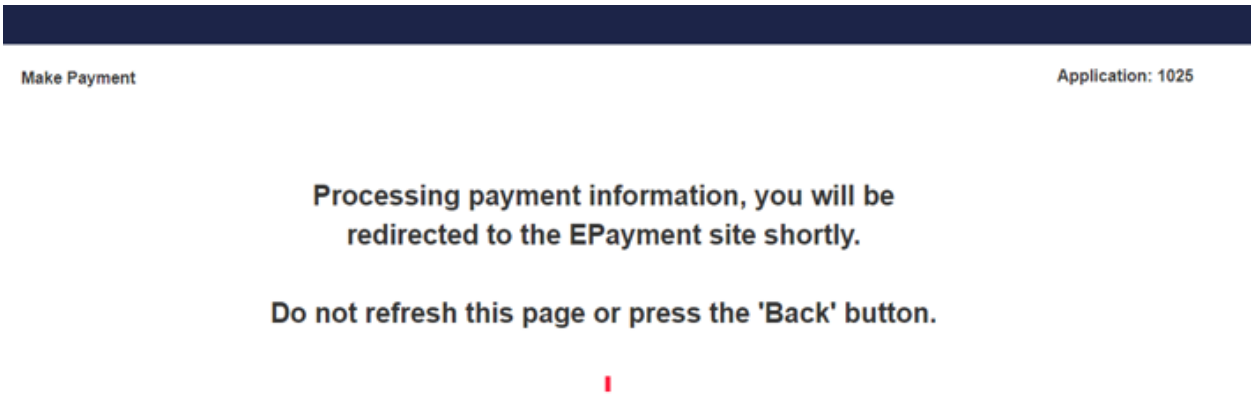
3.4.2. Make Payment

Once you hit the Calculate Payment button, your Payment Due will appear at the bottom of the page. Select the Make Payment button.



3.4.3. Calling US Bank Portal

The Nebraska Admissions Application uses USBank to process credit card payments. You will very quickly see this screen while we make the call to USBank to continue with the payment. Once it is ready, the USBank Payment Portal will appear.



USBANK SCREENSHOTS HERE

Once a payment has been processed successfully, it will appear in the Payment History screen which can be accessed via the navigation bar along the top by going to View -> Payments. Please allow several minutes for this to process successfully once you have stepped through the USBank payment screen and made your payment.

4. Payment History

Once a payment has been made, you can select Payment History from the menu navigation under View -> Payments. Please allow a few minutes for your payment to appear once you have entered you credit card information and submitted it via US Bank.

Payment History

ID	App ID	Description	Type	Date	Amount	Transaction ID
1011	1025	By Exam	Application Fee	09/12/2017 02:56 PM	$615.00	FAKEPAYMENT

5. Exam Scores

Once the exam scores are available, you will receive an email letting you know that your exam score is ready. Log into the application again and go to the Exam Scores screen via the navigation bar by going to View -> Exams.

Exam Scores

App ID	Exam Period	Seat Number	UBE Score	Written Score	MBE Score	NCBE Number