Contents

Connecting to the Portal ........................................................................................................................................... 3
Possible Login Results ............................................................................................................................................... 4
Attestation Roster List page ..................................................................................................................................... 6
Attestation Roster Review Page ............................................................................................................................... 7
Connecting to the Portal

Navigate your web browser to https://ecmp.nebraska.gov/NDBF-QLA. You will be presented with the following Login screen.

User Name: The User Name will have been emailed to you when you have new rosters to evaluate.

NOTE: If your firm is IA and BD, individual User Names will be provided for each.

CRD Number: This is the CRD Number issued to your Firm.

ReCaptcha: Select this checkbox after entering your User Name and CRD Number. Follow any prompts presented until this checkbox has a green check in it.

Login: Click this Login button after the User Name, CRD Number AND ReCaptcha has been validated with a green checkmark.
Possible Login Results

There are 3 possible results you may experience after attempting to Login:

1) **You are authenticated and presented with any open Employee Rosters** needing your review (More on this in another section of this guide).
2) You are authenticated HOWEVER, there are no open Employee Rosters needing review.

3) You are NOT authenticated due to a User Name or CRD error. It might also be possible that the User Name has expired. Please check that the User Name has been entered correctly. If expired, (over 30 days old) contact your representative at NDBF to have a new User Name issued.
Attestation Roster List page

After you have been authenticated, you will be presented with the Attestation List view. Here, you will see any open rosters (rosters with employee statuses that require attestation).

For example:

![Attestation List View](image)

**To view the employees on this particular roster:** Click this Open button.

**Note:** There may be one, or many, open rosters in this list. However, only one NEW roster gets created in a given month. Employees appearing on any previous month’s roster(s) will NOT appear on any new roster for a given month. If an employee remains unattested on a roster, that roster will remain in this list until all employees have been accounted for.
Attestation Roster Review Page

The Attestation Roster Review page will list the employees requiring attestation. The next few pages will cover the options for attesting for each employee and also the requirements that need to be met in order to successfully submit a completed or partially completed roster.
A few things to note regarding the Roster Review:

1) **The maximum number of employees on any given roster will be 50.** If there are more than 50 employees needing to be reviewed in any given month, a second roster will be automatically created for you. One roster, per month, for every 50 employees.

2) **Rosters CAN BE PARTIALLY COMPLETED and submitted,** to be finished at a later time or date. When a partially completed roster is reopened for further work, the previously reviewed employees will appear at the bottom of the list with their date, status and the reviewer’s name.
   
   a. *If an employee’s status needs to be changed from a previously submitted roster, please contact NDBF to have that employee released back to you for status editing.*

3) **If it is known that all included employees on a roster are US Citizens,** a button has been provided to automatically set the status of all employees to US Citizen.

Roster Review Page requirements:

1) **If employee status “Exempt” is selected,** there will be an input box that come up to enter an exemption reason. This cannot be blank in order for the roster to be saved or submitted.

   ![Exemption Reason](image1)

2) **If employee status “QLA” is selected,** there will be an upload box that come up select and upload the appropriate supporting documents. The “Citizen Attestation Form” is REQUIRED to be uploaded first, followed by the other necessary supporting documents.

   ![Upload Box](image2)
3) The checkbox and name of Reviewer at the bottom of the roster MUST be completed.

By checking this box and entering my name, I hereby attest on behalf of the firm that these responses and the information provided are true, complete, and accurate. I further attest that the firm verified the status of each individual listed, and has appropriately remitted additional documentation on each individual identified as a Qualified Legal Alien to the Nebraska Department of Banking and Finance. I understand this remittance and the information provided may be used to verify the lawful presence of any individual by the Nebraska Department of Banking and Finance.

Typed name of Reviewer:

Submit Updated Attestation

If any of these requirements are not met, the roster will not save and the missing items will be highlighted in red. If you click “Submit Updated Attestation” and the form does not redirect you to the “Attestation List” page, please scroll through the form to confirm that these requirements have been met.