

FecFileManual

User guide 2018

Table of Contents

FecFileManual	4
WELCOME	5
Introduction	6
Agency Contact Information	7
FECFile Software Contact InFormation	8
Websites	9
FECFile Electronic Filing Software	10
Frequently Asked Questions	11
Who Can Use FECFile?	12
Does FECFile Require Registration?	13
How Do I get a New Password for a New Treasurer?	14
Who Can Request a Password?	15
How do I get a Password?	16
What Happens If A Password Is Forgotten?	17
Where can I get FECFile?	18
Minimum System Requirements	19
Installation	20
Download Using Firefox	21
Download Using Internet Explorer	22
INSTALLING FROM CD	23
Finalize Installation	24
Process Flow for FECFile	25
Getting Started With FECFile	27
Open an Existing Committee File	28
Create a New Committee File	29
Filing Types	30
Select Committee	31
Election Cycle	34
Creating Reports	35
Creating a New Report	36
Creating a Report During the Committee Setup	39
Creating 24/48 Hour Notices/Bundled Contributions 3L, or Other Reports	40
Transactions	46
Adding Transactions	47
Modifying a Transaction	49
Deleting a Transaction	50
Restoring a Transaction	51
Memo Text Items	
Adding Memo Text - (Information About a Specific Transaction)	
Modifying Memo Text	
Deleting Memo Text	55
Iransaction Entry Patterns	
Iransaction Entry Screen Set A- General Entry	
Iransaction Entry Screen Set B - Loans	60
Iransaction Entry Screen Set C - Disbursements / Obligations	61
Iransaction Entry Screen D - Allocate Shared Expenses	
Iransaction Entry Screen E - Allocate Joint Activity	63

Transaction Entry Screen F - Independent Expenditures	64
Transaction Entry Screen G - Communication Costs	65
Individuals, Organizations and Events	66
Adding Individals/Organizations and Events	67
Modifying Individals/Organizations and Events	68
Deleting Individuals/Organizations and Events	69
Updating Your Committee Database	70
AMENDING REPORTS AND NOTICES	73
Creating An Amendment	74
Modifying Transactions for The Amendment	75
Adding New Transactions for the Amendment	76
Deleting Transactions from an Amended Report	77
Addional Features	78
Search	79
Sorting	80
Merge Feature	81
File Submission	83
Validating a report	84
Requirements	85
Submission Process	86
Signing the Report	87
Closing a Report	88
Unclose a Report	
Transmitting a Report Electronically	90
Trouble Shooting a Connection	91
Submitting a Filing over Dial-up Connection Not Available	92
By CD, or DVD or Diskette	93
Disk (Other Writeable Media)	94
Filing	96
Filing to a Test Server	97
Proxy Server information	98
Agency ID	
During The Filing Process	100
Advanced Procedures	101
Recovering Committee Data	102
Uploading to the Hard Drive	110
Interpreting Validation Error Codes/Description Of The Validator Program	116
Importing Data Into FECFile	117
Other Items	120
Other Error Items	121
Validator Errors and Warning Messages	122
Warning Messages	123
Error Codes	126
Validator Errors	127
"FEC Committee ID Number Is Required, But Field Is Empty" Error	130

FECFile Electronic Filing Software Version 8.3 -- Application Manual (Document Version: 8.3)



FECFile Electronic Filing Software

(User Manual for the FECFile Application)

Introduction

This manual instructs political committees in the use of FECFile, the Federal Election Commission's (FEC) Easy to use electronic filing software. This software is supplied for the purpose of facilitating the filing of disclosure reports. The software organizes the committee's transactions and prepares filings based on those transactions and additional input. Finally, the software transmits the filing electronically to the FEC.

This manual contains instructions for entering committee information, transaction information and other data necessary to file electronically. An additional focus of the manual is to provide instructions for using the validating and error checking utilities, previewing filings in PDF format and transmitting the filing.

Agency Contact Information

Federal Election Commission 1050 First Street, NE Washington, DC 20463 Toll Free (800) 424-9530 In Washington (202) 694-1100 For the hearing impaired, TTY (202) 219-3336

FECFile Software Contact InFormation

Questions, Unofficial Electronic Filings, Web Questions and Passwords:

• FEC Electronic Filing Office (202) 694-1307

Reporting Questions:

• FEC, Reports Analysis Division (202) 694-1130

Reporting Requirements:

• FEC, Information Division at (800) 424-9530 or the appropriate campaign guide

Websites

- Federal Election Commission Website:
- Help with Electronic Filing:
- Help with Reporting and Compliance:
- Download FECFile Software:
- Sample Password Request:

http://www.fec.gov

http://www.fec.gov/support/index.shtml http://www.fec.gov/info/compliance.shtml

http://www.fec.gov/elecfil/FECFileIntroPage.shtml

http://www.fec.gov/elecfil/sample_letter.htm

FECFile Electronic Filing Software

• The Federal Election Commission provides FECFile for political committee computer users who intend to file electronically, but do not have other software applications that support authorized electronic filing. With several commercial electronic filing computer applications available, the outside user community has several different options available. However, FECFile is provided, free of charge, to the electronic filing community, and is intended as an automated tool for reporting FEC financial activity.

• The term "electronic filing" as discussed here, is defined as sending information, as per FEC guidelines, from the user, to the FEC, via computer. FECFile supports a variety of Internet connections including port 667, or SSL, connection for filing. Once a report and necessary information has been entered in, FECFile encrypts the data, based upon a proper password, and transfers the report to the FEC. While discouraged as a practice since it is less efficient, users may also use FECFile to submit filing data on a compact disk (CD), which shall be discussed later.

Frequently Asked Questions

Answers to many common general questions about FECFile are provided in the following pages.

Who Can Use FECFile?

• Any committee required to create federal campaign finance reports may use FECFile.

Does FECFile Require Registration?

No. However, the FECFile user must have an electronic filing password. This password is provided by the FEC Electronic Filing Office and acts as an electronic signature similar to a wet signature on a paper report. It is used to verify that the electronic filing originated with the committee's authorized filer.

The user must obtain a password from the Electronic Filing Office. For details go to How Do I Get a Password?

How Do I get a New Password for a New Treasurer?

• If the committee is new, official Treasurer/Assistance Treasurer can request for new password through online system "https://webforms.fec.gov/psa/" to get a new password.

🔞 Committee/Candidate	e Details × New Electronic Filing Password × +
A https://172.1	16.96.236:8443/psa/
Most Visited Getting	Started 🗍 Suggested Sites (2) 🗍 Suggested Sites 🗍 Web Slice Gallery (2) 🗍 Web Slice Gallery
	FEDERAL ELECTION COMMISSION
	HOME / FEC E-FILING PASSWORD REQUEST
Aresort	New Electronic Filing Password Request
	This option allows committees to receive an electronic filing password if no electronic filing password has been previously assigned to the committee. A temporary password will be emailed to you and the committee's official email address(es) with instructions on how to create a personalized password.
Forgot Password?	The Committee ID and Treasurer Last Name combination did not match our records.
Change Password	* Indicates required fields
	Committee ID: *
	7 Treasurer's Last Name: *
	Email Address: *
	Confirm Email Address: *
	Please verify your authority prior to continuing. I represent that I am the duly appointed treasurer / assistant treasurer and have the authority to sign FEC reports for the above mentioned committee.*
	? Requestor Name: *
	? Requestor Title: *
	A temporary password will be emailed to you with instructions how to activate and change your password.
	Submit Clear Form Help
	What's New Library En Español FOIA USA.gov Privacy Policy Links No Fear Act
	Federal Election Commission, 999 E Street, NW, Washington, DC 20463 (800) 424-9530 In Washington (202) 694-1100 For the hearing impaired, TTY (202) 219-3336 Send comments and suggestions about this site to: webmaster@fec.gov

• If the treasurer has changed and the FEC has not been officially notified, the filer must file an amended Statement of Organization prior to receiving a new password for the new treasurer.

Who Can Request a Password?

The committee's official Treasurer/Assistance Treasurer must request the electronic filing password.

How do I get a Password?

If the committee is new, the official Treasurer/Assistance Treasurer can request a new password through the online system at "https://webforms.fec.gov/psa/".

Upon submitting the Treasurer/Assistance Treasurer's information the system will send a temporary password via email. This temporary password may be changed after answering certain security questions.

If there has been a change of treasurer and the new treasurer does not know the password, the following procedure should be followed.

The Treasurer/Assistance Treasurer must make the request by mail or email. Mail: Electronic Filing Office, Federal Election Commission 1050 First Street, NE Washington, DC 20463 Email address: efiletechsupport@fec.gov

Send the request on committee letterhead and include:

• The exact phrase:

"I represent that I am the duly appointed treasurer and have authority as such to sign FEC reports for the above committee"

- Committee Name
- The nine-digit FEC ID number
- Treasurer's/Assistance Treasurer's name
- Phone number
- Treasurer's/Assistance Treasurer's signature

A sample password letter may be found at http://www.fec.gov/elecfil/sample_letter.htm Upon verification by the Electronic Filing office, typically within a few hours, the temporary password will be provided via Email.

What Happens If A Password Is Forgotten?

If a password is forgotten, the committee can change the password from page "https://webforms.fec.gov/psa/ forgot.htm".

+ Https://webform	s. fec.gov /psa/forgot.htm	×ט⊠ ≙ ד פ	🔞 Forgot Your Electronic Filin 🗙		🔒 🛠 🔅
TETION CO			C	lose Tab (Ctrl+W)	
Sector Contraction	FEDERAL ELECTION	Commission	N		
	HOME / FEC E-FILING PASSWORD REQU	EST			
STATES OF N	Forgot Your Electro	onic Filing Pas	ssword?		
	This option allows e-filers to obtain a and the committee's official email ad	new filing password if the dress(es) with instruction	e existing password is lost or f s on how to create a new pass	orgotten. A temporary passwor word.	d will be emailed to you
	* Indicates required fields				
	Committee ID:		*		
New Password	Treasurer Last Name:		*		
Change Password	Confirm Email Address:				
	SUBMIT	CLEAR	HELP		
	What's New Library En E	spañol FOIA USA.go	v Privacy Policy Links	No Fear Act	
	Federal Election Commission, 999 E Str For the bearing impaired, TTY (202) 21	eet, NW, Washington, DC 2046 3-3336 Send comments and su	3 (800) 424-9530 In Washington (20 ggestions about this site to: webma)2) 694-1100 ster@fec.gov	
					- 📑 🦁 🛱 ail 🔹 3:50 PM

This page allows e-filers to obtain a new filing password, if they remember security answers which they answered while creating a password for the first time. A temporary password will be emailed to the committee's official email addresses with instructions on how to create a new password.

Where can I get FECFile?

• FECFile is provided free of charge, and can be downloaded from https://www.fec.gov/help-candidates-and-committees/filing-reports/fecfile-software

Minimum System Requirements

As with all applications, there is a minimum set of system resources that are required for proper operation. The minimum system requirements for FECFile are:

- PC type Computer System
- 85 MB Available Hard Disk Space
- 1 GB of RAM
- Network Access Connection to the Internet with port 667 or SSL available for uploading filings and downloading updates
- Optional CD/DVD ROM drive if installing from disk
- Microsoft Windows 7 and higher [No other operating systems are supported]
- Java 7; Adobe Reader DC

Installation

From the FEC web site:

- 1. Go to http://www.fec.gov/elecfil/FECFileIntroPage.shtml and click on the Download FECFile Now link
- 2. Read the FECFile Update List for new features and click on Download Now link
- 3. Fill out the required information and click the Submit
- 4. Select the latest version of FECFile and click on the link
- 5. Your browser will prompt you to approve the download.

Download Using Firefox 1. Click the **Save** File Button.

Opening setup.exe	×
You have chosen to open:	
📧 setup.exe	
which is: Binary File	
from: http://fecload-update.fec.gov	
Would you like to save this file?	
	Save File Cancel

2. Then double-click **setup.exe**

setup(1).exe 35.0 MB — fec.gov — 4:40 PM	Θ	
Show All Downloads		

Download Using Internet Explorer

1. Click the Save button and select a download location.



2. Then click the **Run** button.

view and track your downloads		Search downloads	
lame	Location	Actions	
setup (1).exe Federal Election Commission	Downloads	-	Run

INSTALLING FROM CD

- 1. Close all applications on the computer.
- 2. Insert the Installation CD into the CD drive.

3. From the Start menu, select Run and then type **[Drive]:\setup**, where **[Drive]** is the drive letter assigned to the CD drive on the system. Then click the **OK** button.

Or

- 1. Alternatively, double click the *My Computer* Icon on the Windows Desktop. A window will open.
- 2. Double click on the CD Drive icon. Then find and double click on *setup.exe*.

Finalize Installation

At this point you should see this screen:



- Follow the instructions until the installation is complete and FECFile is running.
- Installing FECFile on a network drive is **not supported.**

Process Flow for FECFile

To submit a filing to the FEC using FECFile, simply follow the process shown in this diagram:



The top line shows the steps taken if you are just starting FECFile, or starting files for a new committee type. Create a file, specify a committee, add committee detailed information, Specify the applicable election cycle for the report, then select a report.

After that is done the first time, and you are in the same election cycle, you can open or create reports as needed. When a report is open you add transactions, and entities (participants) involved in those transactions. When a report is ready to be filed the bottom line of boxes in the chart show the options.

You can:

- View or print a report. This prints or presents the data entered as if it were being submitted on FEC forms.
- Use the FECCheck Validator to validate the information in the report.
- Do a test filing...this helps test connectivity with test filing servers... it DOES NOT provide a report to the FEC.
- Actually File your report. You go through a validation process then file, and receive notice of acceptance or rejection of the filing.

Each of the steps in this overview chart is covered in this FECFile documentation.

Getting Started With FECFile

When FECFile starts, you will be presented with this screen:

Create a new committee file – allows the user to create a new committee file where all information and reports for the committee will be stored.

Open an existing committee file – allows the user to access committee information and reports already created and saved. It also permits the creation of subsequent reports for submission.

Help – re-directs the user to the support website of the electronic filing process.

Cancel - returns back to previous window.

Open an Existing Committee File

This option launches the Windows chooser pane. Navigate to the location of the existing file and click the **Open** button.



Create a New Committee File

You will choose this option if you are creating a committee file for the first time. If you or someone else has already created a committee file, are sharing a committee file or you have upgraded your FECFile software, select <u>Open an</u> <u>existing committee file</u> and navigate to the file.

Choosing *Create a New Committee File* presents you with a Committee Type selection dialog box. Please select *OK* after selecting the appropriate Committee Type. Press *Cancel* if you already have a committee file and follow the directions for <u>Open an existing committee file</u>.

Filing Types

When beginning the process of entering information into FECFile, the question of committee type is critical because the answer provided will determine the FEC form that will be used by the filer:

COMMITTEE CATEGORY	SUMMARY
Campaign Committee (Presidential)	For Use By Authorized Cor
Campaign Committee (Non-Presidential)	
Joint Fundraising Committee (Authorized)	
Joint Fundraising Committee (Unauthorized)	For Use By Unauthorized Co
Political Action Committee	
Political Party Organization	
Other(Political) Committee	
Committee/Organization Supporting Convention	
Independent Expenditure Filer-Individual (Non-political/Non-profit)	
Independent Expenditure Filer-Organization (Non-political/Non-profit)	
Communication Cost Filer	
Electioneering Communications Filer- Individual (Non-political/Non-profit)	
Electioneering Communications Filer- Organization (Non-political/Non-profit)	

Select Committee

If the committee is unclear or uncertain about the committee type, refer to the most recent Statement of Organization (FEC Form 1). If the committee type cannot be determined, the committee must contact the <u>Reports</u> <u>Analysis Division</u>.

The Committee Types you can Select are:

- 1. F3P Campaign Committee (Presidential)
- 2. F3 Campaign Committee (Non-Presidential)
- 3. F3 Joint Fundraising Committee (Authorized)
- 4. F3X Joint Fundraising Committee (Unauthorized)
- 5. F3X Political Action Committee
- 6. F3X Political Party Organization
- 7. F3X Other (Political) Committee
- 8. F4 Committee/Organization supporting convention
- 9. F5 Independent Expenditure Filer Individual (Non-political/Non-profit)
- 10. F5 Independent Expenditure Filer Organization (Non-political/Non-profit)
- 11. F7 Communication costs Filer
- 12. F9 Electioneering Communications Filer (Non-political/Non-profit) Individual
- 13. F9 Electioneering Communications Filer (Non-political/Non-profit) Organization

Select your committee's filing type and click the **OK** button.



This will bring up a dialog screen that asks you to enter your Committee information. Click **OK** and begin entering your committee's information.



Enter your committee information in this pane. The tab key will allow you to move to the next field. Fill out this pane completely. The information entered here will be saved and used for every filing. If you need to return to this screen, open the *Individuals/Organizations and Events* tab from the *View* menu and select *My Committee*. Select *OK* to save your committee information.

Campaign Committee - FILER	×
	ational 🔲 Multi-Candidate
Campaign Committee	_
Committee ID (eg. C12345678)	
Lookup	
- If Committee/Organization	
<u>N</u> ame	
My Committee	
If Individual	
Last Name	<u>M</u> iddle Name
First name	Prefix Suffix
	· _ · _ ·
J. City State	Ze
None	p
Authorizing Candidate	
Candidate Informa	tion
Offi <u>c</u> e <u>S</u> tate <u>D</u> istric	ct Other ID
- Vone V	
OK	Canad
	Cancer

The Individual/Organization information may then be entered, by tabbing from field to field. All information should be entered as complete as possible to avoid validation errors, which could lead to failure during the upload process.

- # Additional candidate information may now also be entered.
- # The lookup feature may also be used at this point.

Authorized committees must also enter in the Candidate's name in the Authorizing Candidate field, last name first and press the tab key, which then allows for the separate Individual/Organization screen to enter the candidate address information.

Now you can create your first report. Click the **YES** button.

Fecfile		X
?	Would you like to create a Report and enter your Report Informa now?	ation
	<u>Y</u> es	No

Election Cycle

The election cycle is entered before a committee creates the first report. When the committee begins to enter in report information, it prompts the user to first enter an election cycle. The election cycle is the day after the previous General Election through the day of the upcoming General Election.

lection cycle information	×
Date <u>F</u> rom	OK
l Date <u>T</u> hru	Cancel
Enter 20% of the overall expenditure limit as publis	hed by the FEC

If the cycle is entered in correctly, the Post Election Detailed Summary page will not appear until it's necessary. Each software package uses a different method to remedy the problem. The Post Election Detailed Summary Page for Primary losers will appear on their Year End Report.

Creating Reports

After you have selected the committee type, you create a report. The purpose of FECFile is to allow you to create and

submit reports to the FEC. FECFile allows you to submit all report types for your selected committee. It allows you to specify the

period for the report. Once a report is set up, you can enter transactions, validate, review and submit the report.

There are four general categories of reports. These are:

1. Normal reports for disclosing receipts and disbursements. This is the large majority of reports submitted using FECFile. This type of report varies according to committee type.

2. 24/48 Hour Notices. These are used for timely disclosure of certain receipts and disbursements as required by the FEC, and are in addition to normal reports.

3. Report of Bundled Contributions. This Report is for disclosing lobbyist/registrant bundler contributions.

4. Special Reports. These are administrative reports for special purposes. Examples include: Form 1, Statement of Organization, and Form 1M Notifiction of Multicandidate Status.

The following sections provide guidance on Normal Reports, and the approach for creating the other report types.

Creating a New Report

To add a new report, select and click View > Reports from the menu bar. You will be presented with the *Reports* tab view.

🔋 FECfile - DCf4								
Eile Edit View Window Help								
N E	Individuals/Organizations Election Cycles		🛄 🗐 🍇 🃁 🦃 🍻 💵 🗓 📀					
Individ	Reports		All Transactions Summary Page	•				
Туре	All <u>T</u> ransactions		gned byElection cy Opening Closing					
	Summary Page							
	Receipts							
	Disbursements							
	Loans and other Obligations							
	Recycle bin							
	<u>S</u> ort	Ctrl+r						
	Search	Ctrl+F						
) Open a tab to d	Open a tab to display all your current and historical reports							

With the *Reports* tab highlighted, click Edit > New on the menu bar.

FECfile	- DCf4						
Eile Edi	t <u>V</u> iew <u>W</u> indow <u>H</u> elp						
	<u>N</u> ew	INS					
	<u>M</u> odify	ctrl+m					
	<u>D</u> elete	Del ts x All Iransactions Summary Page	<u> </u>				
Тур	Unused Menu Option	n Signed byElection cy Opening Closing					
	Transaction Split						
	Debt/Loan payments						
	Redesignate/Reattribute	*					
	Memo <u>T</u> ext						
	Close Report						
	Amend						
	Itemization	•					
	Merge selected names						
	Election info						
	Settings	• •					
Create a n	Create a new item of the selected type Q1:01/01/2011 - 03/31/2011						
You will be presented with dialog with selections that depend on your committee type. Select the desired report type and enter the required information. Examples of these dialogs include:

Presidential

Select the report type
Report of Receipts and Disbursements (Form F3P) Form 3L - Report of Bundled Contributions Form 1 (Statement of Organization) Form 1M (Notification of Multicandidate Status) Miscellaneous Electronic Submission (Form 99) Form 2 (Statement of Candidacy)
OK Cancel

Non-Presidential



The *Reports* tab displays a history of all reports contained in the committee file. This history is automatically sorted by coverage dates and the Filed on date.

Right –Clicking on a report or in the view presents a context menu which allows further manipulation of reports.

E FECfile - DCf4		
Eile Edit View Window Help	Y Ba 🔲 🔍 🍇 🗯 🦃 🐲 💵 🕄 📀	
Type Coverage Election Da Closed	ns x All Iransactions Summary Page	<u> </u>
	New Ins Modify Ctrl+m Delete Del Unused Menu Option Transaction Split Loan/Debt payments Memo Split Loan/Debt payments P Forgive/Settle P Close Report Amend Sort Ctrl+r Itemization >	
Create a new item of the selected type		Q1:01/01/2011 - 03/31/2011 /

Operations that are available include:

- # Create a new report
- # Modifying an existing report
- # Deleting a report
- # Closing a report
- # Amending an existing report

Creating a Report During the Committee Setup

If you elected to create a report as part of the initial setup, you will be presented with the screen below. Use this screen to select the type of report and enter the required information.

Report information
Type of Report
_
April 15 Quarterly July 15 Quarterly October 15 Quarterly January 31 Year End (Monthly) January 31 Year End (Quarterly) Termination Report 12 day Pre-General 12 day Pre-Primary 12 day Pre-Runoff
This report discloses a new committee address Signed by For Schedule E
OK Cancel

Creating 24/48 Hour Notices/Bundled Contributions 3L, or Other Reports

48 Hour Notice Pattern follows. It provides a general pattern for the other reports listed above.

🔅 FECfile - DCf	1.DCf	_	
Eile Edit Vie	w <u>I</u> ools <u>W</u> indow <u>H</u> elp		
	Individuals/Organizations and Eve	ints	🗎 🤽 🖀 🔊 🐋 🔳 🖏 🐼
	Election Cycles		
Individ	Beports		Validation X Recycle Bin
Form(Ite	All <u>Transactions</u>		^
Field Na Warning	Summary Page		
	Regeipts		
Vals	Disbursements		
	Loans, Debts and Obligations		
Checking	Recycle bin		2007 - 12/31/2007)
	Sort	Ctrl+r	
None fou	Search	Ctrl+F	
Reports :	All Transactions Election Cy	cles	
Туре	Coverage Election Da Close	d on Signed b	byElection cy Opening Closing
convery of Let	r = 12/31/2007	2011 10; Iuna, Cam	100 KRUNNSOND - Y INAN INAN
Open a tab to di	splay all your current and historical r	ports	YE-12/01/2007 - 12/31/2007

Create the next report (i.e. Q1) and the transaction(s) that will be reported on that report and the 48 Hour Notice. This report and subsequent transaction will be reported to the FEC at some point following the submission of the 48-Hour Notice.
Select View from the menu bar and click on Reports

😻 FECfile	- DCf1.DCf		
Eile Edit	<u>View</u> <u>I</u> ools <u>W</u> indow	Help	
	<u>N</u> ew	Ins	Y 🔍 📋 🖹 🎎 🖀 🍋 🏫 🔳 🕤 🙆
	Modirý	ctrl+m	
4	Delete	Del	y Page - Form 3 Validation × Recycle Bin
For	Form 3 <u>Z</u>		^ ^
Fie Wa	Sglit Transaction		pty .
	Debt/Loan Payments		
	Redesignate/Reattribute	,	
	Memo <u>T</u> ext		
Che	Unclose Report		the YE(12/01/2007 - 12/31/2007)
	Amend		
Non	Itemization	,	
	Marco Calendard Marcon		
	Merge Selected Names		1
•	Settings		
Rep	orts x All Transactions	Election Cyc	8
Туре	Coverage Electio	n Da Closed	on Signed byElection cy Opening Closing
January 3	1 Yez 7 - 12/31/2007	12/04/2	011 16: Iuna, carlos 11/05/2008 - 1 0.00 0.00
<u> </u>			

• Select Edit from the menu bar and click on New. A dialog box will appear. As shown, you may select from multiple report types. The appropriate screens will be presented to complete the selected form. The ones in this example are for the 48 hour notice (Form 6).

Select the report type	
Report of Receipts and Disbursements (Form F3) 48 hour notice (Form 6) Form 3L - Right of Bundled Contributions Form 1 (Statement of Organization) Form 1M (Notification of Multicandidate Status) Miscellaneous Electronic Submission (Form 99) Form 2 (Statement of Candidacy)	
OK Cancel	

• Select 48 Hour Notice in the dialog box and click on OK.

48-hour notice (Form 6)	×
Election date State	
Signed by	
luna, carlos	
OK Cancel	

- Enter the date of the election in the Election date field.
- Click on the drop down menu and select the state in which the candidate is running for election.
- Select the Treasurer or Assistant Treasurer from below the Signed by field. Their name will now appear in the Signed by field. Click on OK.



• Select the 48 hour notice line in the Reports View, highlighting it. Select View from the menu bar and select All Transactions.



Right click on the appropriate transaction, from step 1, that you would like to add the 48 Hour Notice. Select Add to Form 6 from the drop down menu. The transaction has now been successfully added to the 48 Hour Notice highlighted on the Reports screen from previous step.
If additional transactions are required to add to the same 48 Hour Notice, repeat the previous step for each transaction.

- Note: The transaction must be previously created in the next report in order to be attached to the Form 6.
- Select View from the menu bar and click on Reports.

🔅 FECfile - DCfi	LDCf	_	_	_	_	_		_	- 0	x
Eile Edit View	w Tools Window	v <u>H</u> elp			_	_				
	Individuals/Organ	izations and Eve	ents		20 🕮			2		
] 🛤 🗜	Election Cycles				🧠 🍋 i		U 🕹 🖉	9		
Loans,	Reports			dividual	s/Organizations	and Events -	Election Cycles	All Transactions	× Receipts	
#Line N	All Transactions			nt Id						
15 N	Summary Page			00 411	0					
21 M	Receipts			.00 411	1					- 1
	Disbursements									
	Loans, Debts and	Obligations								
	Recurle hin									
	Sort		CH	+1						
	Search		Ctrl	•F						
Reports >	<			<i>e</i>						
Туре	Coverage	Election Da	Closed on	Signed by	Election cy	Opening	Closing			
A1:S1:January 31	1 Yez 7 - 12/31/2007	12/04/2011		luna, carlos	11/05/2008 - 1	0.00	-5222.00			- 1
-										
Open a tab to dis	splay all your current	and historical r	eports							F6: - //

• Right click on the 48 Hour Notice and select Close Report.

W FECfile - DCfLDCf	- • • • × •
Eile Edit View Tools Window Help	
N 💾 🥪 🛬 🛓 📝 🛼 门 🖫 🍪 🇯 🦃 🐲 🔍 😒 🞱	
Loans, Debts and Obligations Recycle Bin Validation Individuals/Organizations and Events - Election Cycles All Transactions 🗙 R	eceipts 🔍
#Line Name Description Date Amount Id	
15 My Committee New Ins 110	
21 My Committee Modify Ctrl+m 111	
Delete Del	
Form 3Z	
Transaction Sglit	
Loan/Debt gayments	
Memo Iest	
Redesignate/Reattribute >	
Eorgive/Settle	
Close Report	
Amend R	
Reports X South Circles	-
Type Co Bernization	
48-hour notice (Forr 5 11/05/2008 - 1	
ALSESBIDIARY SET Y = 12/31/2007 IURA; CARIOS 11/03/2008 - 1 0.00 - 3222.00	
File (i.e. freeze) or un-file the selected Form	F6: -

• Enter in the current date in the Date Closed field, and click on OK.



• Upload the report as per submission instructions.

Transactions

• Once an FEC report has been created, users may enter financial activity by selecting the Summary Page view of

the report from the toolbar. The transactions are individual entries of financial event of the committee. The transaction type is selected from the summery page and the details entered in the dialog box.

• The user may also enter transitions by context. For example, if the user wishes to enter receipts first, the user will

select the Receipts View, then right click within the active window, and select from a list of Receipt types. • Additional transaction categories include:

- Receipts
- Disbursements
- Loans, Debts & other Obligations

Adding Transactions

To add a transaction:

- From the Menu Bar select View > Summary Page.
- Double-Click the desired transaction type
- The appropriate entry form pops up

Eile Edit View Tools Window Help									
N 🗄 🥪 🐓 🛊 🦸 👔 🛄 🗍 🖓 🎓 🕼 🗊 📀									
Summary Page - Form 3X × Validation Loans, Debts and Obligations Individuals/Organizations and Events - Reports All Transactions Receipts	Disbursements								
#Line Description ThisP.I ThisP.U CTD.I CTD.U									
6(a) Cash on hand (Jan. 1)									
11(a) Individual Contributions 1000.00 1000.00									
11(b) Contributions from political party committees									
11(c) Contributions from other political committees 1000.00 1000.00									
12 Transfers from affiliated/other party committe									
13 All loans received									
14 Loan repayments received									
15 Offsets to operating expenditures (refunds, re									
16 Refunds of contributions made to other feder 1000.00 1000.00									
17 Other Federal Receipts (Dividends, Interest, e									
18(a) Transfers from Non-federal Account (H3)									
18(b) Transfers from Levin Funds (H5)									
21(a) Allocable expenditures (H4)									
21(a) Allocable experiations (14)									
Jihb Other faderal share 1000 00 1000 00 1000 00									
21(0) Other reduct applications 100,00 100,00 100,00									
22 Indiscos to animetazione faderal candidates and									
24 Independent expenditures									
25 Coordinated expenditures 1000.00 1000.00									
26 Loan renarments made									
27 Loans made									
28(a) Refunds of individual contributions									
28(b) Refunds of contributions from political party (
28(c) Refunds of contributions from other political c									
29 Other disbursements									
30(a) Shared Federal Election Activity (from Schedu									
i. Federal share									
ii. Levin share									
30(b) Federal Election Activity Paid Entirely With Fed									
9 Loans owed TO the committee									
9 Other debts owed To the committee									
10 Loans owed BY the committee									
10 Other debts owed BY the committee									
H1 Method of allocation for shared expenses									
H2 Allocation ratio for joint activity									
SL Levin Funds									
Pande La Calendaria de Calend	01/01/0014								

- Fill out the information
- Click Next entry to add another transaction or
- Click OK when you are finished entering transactions

Modifying a Transaction



Transactions view and then select *Edit > Modify* from the toolbar. Then modify the transaction in the dialog and select **OK**.

Deleting a Transaction



Transactions

view and then select *Edit > Delete* from the toolbar.

Restoring a Transaction



To restore a transaction that was recently deleted, select the Recycling Bin view from the toolbar. Select the

transaction and select *Edit > Restore* from the toolbar.

Memo Text Items

Adding Memo Text - (Information About a Specific Transaction)

It is possible to add additional information about a transaction or to a report by adding a Memo. When a Memo is associated with a report, it is appended after the report summary pages. In the case of a Memo it is inserted in the report and will appear near the associated transaction. A Report or a transaction must be selected for the *Memo Text* option to be available in the *Edit* menu in the Menu Bar.

There are cases when Memos are generated automatically as part of entering a transaction. In these cases the user will be prompted with an instructional message.

To enter a Memo:

- Select the Report view or a transaction view from the Tool Bar such as All Transactions
- Select a transaction
- Select *Edit > Memo Text* from the Menu Bar
- Enter the desired text and select **OK**

Memo text	x
1	
Cancel	

Modifying Memo Text

- Select the Report view or a transaction view from the Tool Bar such as All Transactions
- Select a transaction that contains a memo
- Select *Edit > Memo Text* from the Menu Bar
- Change the desired text and select **OK**



Deleting Memo Text

- Select the Report view or a transaction view from the Tool Bar such as All Transactions
- Select a transaction that contains a memo
- Select *Edit > Memo Text* from the Menu Bar
- Delete text and select **OK**



Transaction Entry Patterns

Each Form Type Has its own set of associated transactions. Transactions for each is shown on the Summary Page Tab of the form.

The Summary Page also displays summary amounts for the transactions for that line item, as applicable.

The following chart shows the list of transactions line items and numbers, by form type. When you double-click on a line item in the Summary Page, FECFile presents an appropriate Transaction Entry Screen for you to enter the needed information for each transaction. Most transactions use three main entry screens, but there are four other screen types for special transactions.

For convenience, the chart lists one of the seven (A-G) types of Transaction Entry Screens used for each transaction.

If you want an overview of how to use any one of these screens, look at the following pages. Each is presented to show how information is to be entered in the next pages.

FORM SUMMARY SHEET LINE ITEM NAME	LINE NUMBERS BY FORM	ENTRY S	CREEN			
	Form3	Form 3X	Form 3P	Form 4	Form 5	Form 7
Receipts from persons		1(a)				
Other Receipts		2				
Transfers to Federal or Allocation Account		4				
Voter Registration		4(a)				
Voter ID		4(b)				
GOTV		4(c)				
Generic Campaign		4(d)				
Other Disbursements		5				
Cash on hand	23	6(a)/7	6	6(a)		
Contributions					6	
Independent Expenditures					7	
Donations Received						
Disbursements Made or Obligations						
Individual Contributions	11(a)	11(a)	17(a)			
Contributions from political party committees	11(b)	11(b)	17(b)			
Contributions from other political committees	11(c)	11(c)	17(c)			
Contributions from the candidate	11(d)		17(d)			
Transfers from affiliated/other party committees	12	12		15		
Contributions to Defray Convention Expenses				14		
All loans received		13		16(a)		
Loan repayments received		14		16(b)		
Offsets to operating expenditures (refunds, rebates, etc.)	14	15	20(a)			
Federal Funds		16		13		

Document Version 8.3

Operating Expenditures	17				
Other Federal Receipts (Dividends, Interest, etc.)		17			
Transfers from authorized committees			18		
Transfers from Non-federal Account (H3)		18(a)			
Transfers from Levin Funds (H5)		18(b)			
Transfers to other authorized committees	18		24		
Loan repayments made to the candidate	19(a)				
Other loan repayments made	19(b)				
Refunds of individual contributions	20(a)				
Refunds of contributions from political party committees	20(b)				
Refunds of contributions from other political committees	20(c)				
Refunds, Rebates, Returns of Deposits Relating to Co				17	
Other Refunds, Rebates, Returns of Deposits				18	
Loans received from the candidate	13(a)				
Other loans received	13(b)				
Offsets to fundraising expenditures (refunds, rebates, etc.)			20(b)		
Offsets to legal and accounting expenditures (refunds,			20(c)		
rebates, etc.)					
Other Receipts (Dividends, Interest, etc.)	15		21		
Other Income				19	
Other Disbursements	21	29	29	24	
Loans Made	21	27			
Allocable expenditures (H4)		21(a)			
i. Federal share					
ii. Non-federal share					
Other federal operating expenditures		21(b)			
Convention Expenditures				21	
Transfers to affiliated/other party committees		22		22	
Contributions to other federal candidates and political com		23			
Operating expenditures			23		
Independent expenditures		24		23(b)	
Coordinated expenditures		25			
Fundraising disbursements			25	23(a)	
Loan repayments made		26			
Exempt legal and accounting disbursements			26		
Loan repayments made by the candidate			27(a)		
Other loan repayments made			27(b)		
Refunds of contributions from individuals		28(a)	28(a)		
Refunds of contributions from political party committees		28(b)	28(b)		
Refunds of contributions from other political committees		28(c)	28(c)		
Shared Federal Election Activity (from Schedule H6)		30(a)			
i. Federal share					
ii. Levin share					

Federal Election Activity Paid Entirely With Federal Funds.		30(b)			
Item on hand to be liquidated			31		
Loans owed TO the committee	9	9		9	
Other debts owed TO the committee	9	9		9	
Loans owed BY the committee	10	10		10	
Other debts owed BY the committee	10	10		10	
Loans owed TO the committee			11		
Other debts owed TO the committee			11		
Loans owed BY the committee			12		
Other debts owed BY the committee			12		
Expenditure Subject to Limitation			13		
Method of allocation for shared expenses		H1			
Allocation ratio for joint activity		H2			
Levin Funds		SL			
Communication Cost					F76

Transaction Entry Screen Set A- General Entry

This is the transaction entery pattern used for most of the transaction line items. The transaction type appears at the top left of entry form. Many Contributions, Disbursements and Reimbursements are entered using this pattern. Various entry items or buttons may appear to support specific transaction information:



Transaction Entry Screen Set B - Loans

The transaction type appears at the top left of entry form. Many Contributions, Disbursements and Reimbursements are entered using this pattern. Various entry items or buttons may appear to support specific transaction information:



Transaction Entry Screen Set C - Disbursements / Obligations

The transaction type appears at the top left of entry form. Other disbursements or Obligations are entered using this pattern. Various entry items or buttons may appear to support specific transaction information:



Transaction Entry Screen D - Allocate Shared Expenses

The transaction type appears at the top left of entry form. Shared Expenses are entered using this pattern. Various entry items or buttons may appear to support specific transaction information:



Transaction Entry Screen E - Allocate Joint Activity

The transaction type appears at the top left of entry form. Join activitivity allocations are entered using this pattern. Various entry items or buttons may appear to support specific transaction information:

	Description	Thirt	Thid!U	C104	C10.U		
000010000	antibutions from political party committees contributions from after political committees contributions from the conditions readies from other authorized committees analysis from other authorized committees are necessive from the conditions other second motions others to operating expenditures (induced, volume others to operating expenditures) (induced, volume others forcegols (Shudend), Interest, etc.)		_	_	_		
	geneting expenditures randles to other authorised committees on regargments made to the candidate Xher ison regargments made aduats of individual contributions relateds of individual contributions	_			~		~
0	atunds of contributions from other political con Wher disbursements cars made	~				Allocation ratio for joint activity	^
	ach on hand						
1010	sam sever 10 the converte the order of the order of the converte sam over IP the converte black data area IP the converte black data area IP the converte					Event Healthy Eating Healthy Eating Hip Hop Meet & Greet	* +
						Eederal share (in %) 45.00 Ratio is C New C Bevised © Same as previous	
						Next entry OK Cancel	

Transaction Entry Screen F - Independent Expenditures

The transaction type appears at the top left of entry form. Independent Expenditures are entered using this pattern. Various entry items or buttons may appear to support specific transaction information:



Transaction Entry Screen G - Communication Costs

The transaction type appears at the top left of entry form. Communication Cost transactions are entered using this pattern. Various entry items or buttons may appear to support specific transaction information:



Individuals, Organizations and Events

Adding Individals/Organizations and Events

• Select the Individuals/Organizations and Events view from the menu bar. Then select *Edit > New* from the menu bar and fill in the dialog box. Or select the *Lookup* button to populate the information from the Committee Database.

ndividual/Organization Informat	ion			X
<u>I</u> ype		ational 🔳	<u>M</u> ulti	Candidate
Campaign Committee				•
Committee [D (eg. C12345678)				
Lookup				
- If Committee/Organization				
	<u>N</u> ame			
I				
If Individual				
Last Name		<u>M</u> idd	le Nam	e
<u> </u>		 <u>P</u> refix		Suffi <u>x</u>
			v	~
åddress				
, City	Stat <u>e</u>	,	Zip	
	None		-	
Candidate				
, Candida	te Informat	ion —		
Office State	<u>D</u> istric	t D	ther ID	
- None	•			
OK	(Cancel		

FEC ID lookup						-2	3
Committee/Candidate Name	Ca	Ca	Co	Co	Committee	Other ID	~
'86 CAMPAIGN/P GEREN	Н	īΧ	H	ΤX	C00198283	H6TX06062	
'88 UNCOMMITTED COMMITTEE			1	NY	C00223271		
'92 CAMPAIGN FOR CLINTON COMMITTEE			1	VA –	C00275594		
'96 COYNE FOR CONGRESS	Н	OH	Н	OH	C00313205	H20H19105	
(LUCKY) COLLINS, CHARLES	н	HI	2	HI	H6HI02160		
007 GO GODWIN COMMITTEE	Р	00	Ρ	VA	C00462390	P20001954	
100 PRO LIFE PAC			N	PA	C00358796		
10TH CD VICTORY FUND	Н	VA	Q	VA –	C00429613	H6VA10183	
10TH CONGRESSIONAL DISTRICT DEMOCRATIC (Х	MI	C00408286		
10TH CONGRESSIONAL DISTRICT DEMOCRATIC L.			Υ	CA	C00296806		
10TH CONGRESSIONAL DISTRICT VICTORY FUNC.			×	IL	C00360305		
10TH CONSTITUTION PAC			N	MA	C00486647		
10TH DISTRICT REPUBLICAN CONGRESSIONAL C.			Y	VA –	C00005462		
1199 32BJ/144 SERVICE EMPLOYEES INTERNATIC.			Q	NY	C00344531		
1199 SERVICE EMPLOYEES INT'L UNION FEDERAL			Q	NY	C00348540		
11TH CONGRESSIONAL DISTRICT OF VIRGINIA RE.			Y	VA	C00273755		-
Prev	<u>N</u> e>	et	Сор	y <u>A</u> ll	Copy ID	Cancel	

Modifying Individals/Organizations and Events

• Select the Individuals/Organizations and Events view from the menu bar. Then select *Edit > Modify* from the menu bar and change the information in dialog box.

Deleting Individuals/Organizations and Events

• Select the Individuals/Organizations and Events view from the menu bar. Then select *Edit > Delete* from the menu bar.

NOTE: You cannot delete entities if associated to transactions

Updating Your Committee Database

If you find that you are unable to find an individual or committee, it is possible that your local Committee List is no

longer current. To download the most current version choose *Update your Committee List* from the toolbar and then select **OK**.

Settings			×
Download Configure			
Filer information		(e.e. C12345679)	
Fax		(e.g 2022190674)	
Password	Confirm		(case-sensitive)
e-mail 1 1@1.com	Confirm		(e.g.johndoe@cmte.com)
e-mail 2	Confirm		(e.g.janedoe@cmte.com)
Filing Method			
	O A	С <u>В</u> : С <u>О</u> М	er
Eile it to the test server [will not be re	ceived by I	the agency]	
Remote file to get fecupdates.zip			
		ОК	Cancel Help

FECload - [C:\Program Files (x86)\FEC Applications\FECFile\r
Eile View Help
Downloading fecupdates.zip Using TCP/IP
Connecting to download.nictusa.com:667
Identifying bisclose service Identifying agency FECDL
Receiving server public key Requesting fecupdates.zip
Server response : OK 1888521 1886759 bytes Downloading
Succeeded
Ready



Should your network require proxy server setting to be set, this may be configured from the menu bar by selecting **Edit > Settings > Proxy Settings**.

FECFIN	e - F3P-V7_Test.DCf		a fame a far far far far far a	
Eile Ed	it View Tools Window	Help		
	<u>N</u> ew	Ins	ľ 🗈 👘 🥻 🦀 🧶 🐋 💵 🗟 🙆	
	Modify	ctrl+m		
	Delete	Del	S X Summary Page - Form SP	
Typ	Unused Menu Option		In Signed by Inclection cy Incorporating Inc Closing	
Octo	Sglit Transaction		11 Luna, Carlos 11/03/2008 - 1 1650.00 5950.00	
30 d.	Debt/Loan Payments		11 Luna, Carlos 11/03/2008 - 1 5950.00 10550.00	
Misc	Redesignate/Reattribute	•	11 Man, Spider 11/03/2008 - 1	
Misc	Memo <u>T</u> ext		11 Man, Super 11/03/2008 - 1	
	Close Report			
	Amend			
	Itemization	,		
	Merce Selected Names			
	Election Info			
	Settings	•	✓ Autosave	
			✓ Auto-Limit Check	
			Open Last File	
			Proxy Settings	
			Q1-01/	01/2008 - 03/31/20

Proxy Server	×
Settings	
Use a Proxy Server for HTTP Connections	
Server <u>A</u> ddress	
Port	
- Authentication	
User Name	
Password	
Ok	Cancel
AMENDING REPORTS AND NOTICES

An amended report is based on a previously filed report. Only electronically filed reports can be amended electronically and the previous report must exist in the committee file.

You may **NOT** use FECFile to file an amended report if:

- If the report being amended was originally filed on paper
- If the original filing is not in the committee file (.dcf)

Creating An Amendment

• Select the Reports

view from the tool bar

- Select the report to be amending
- Select *Edit > Amend* from the File Menu
- If the treasurer's name is to be modified, make the change here.

Report informat	tion - Amendmen	t1	x
Type of Report			
30 day Post-G	eneral		-
Date From	Date <u>T</u> hru	Election date	
11/1/2012	12/31/2012	11/6/2012	
Election cycle r	unning in	State	
11/03/2008 -	11/06/2012	Illinois	•
Signed by			
			*
			-
□ This report	discloses a new cor	nmittee address	
Circuit in East	alesta a f		
Signed by Fors	chedule <u>E</u>		
			<u>_</u>
			٠
	OK.	Cancel	

• Choose OK to create the amended report. Select Yes to modify the selected report.

• The report will now have an A1, A2... in front of it; A1 is for the first amendment A2 is for the second amendment. Any subsequent amendments will have "A" and the appropriate corresponding number of the amendment. If the user has any reports that were already closed and filed, FECFile will automatically generate amendments for those reports.

• Transactions may now be changed to reflect corrections from the previous report.

Modifying Transactions for The Amendment

- Select a transaction view from the Tool Bar such as All Transactions
- Select the transaction by Double-clicking
- Make the desired changes
- Select OK



Adding New Transactions for the Amendment

Adding new transactions to an amended report is completed in the same way as adding new transactions to an original report

Deleting Transactions from an Amended Report

- To delete a transaction from an amended report:
- Select the amended report from the Reports View
- Select the transaction from a transaction view such as All Transactions

• Click Delete from the toolbar

Addional Features

Search

FECFile contains a Search feature for locating transactions. This simple text search looks in the Name, Description, Address, and Memo fields only. The results can be bound by a date range. To search for a transaction:



- view from the tool bar Select the All Transactions
- Select View > Search from the Menu Bar
- Enter the search text and optionally, a date range

Search		×
Te <u>x</u> t		OK
Date <u>F</u> rom	Date <u>I</u> hru	Cancel

FECFile will display the results in the Search Results view.

FECfil	e - F3P-V7_Test.DC	f						
	it <u>V</u> iew <u>W</u> indov	/ Help			8 🛱 4	9 🧀 🚺	S 🕐	
Rep	orts Individuals	/Organizations and	Events Sear	ch Results 🗙 🦳 F	Receipts			
#Line	Name	Description	Date	Amount Id				
17(a)	Man, Spider		11/02/2012	200.00 4100				
17(a)	Man, Spider		09/15/2012	50.00 4105				
17(a)	Man, Spider		01/04/2008	150.00 4113				
17(a)	Man, Super		12/02/2012	150.00 4102				
1/(a)	Man, Super		02/04/2008	1000.00 4114				
1/(a)	Woman, Wonder		09/15/2012	5000.00 4106				
17(a)	Woman, Wonder		11/05/2012	2500.00 4108				
Ready								30G:11/01/2012 - 12/31/2012

Sorting

In a window, the user can sort the transactions in a useful order by using the Sort Function. Each transaction window can have its sort preferences set independently. To Sort any transaction view:



- Select a transaction view from the Tool Bar such as All Transactions
- Select View > Sort from the Menu Bar
- Choose the sorting priority
- Select OK

Line#	 •
Name	-
Description	-
<none></none>	 •

Four levels of sorting are available. The transactions in the view are sorted by the selection in the top box, then the second box, etc.

Merge Feature

When there are multiple entries for a single unique contributor, you can use the Merge Function to merge multiple entries into one entry. This helps improve tracking and reporting of aggregate totals for contributors. To Merge entries:



- Select the Individuals/Organizations and Events wiew from the Toolbar
- Select two Names to merge by selecting one name then holding down the Ctrl key and selecting the second name. Two names should be highlighted. Select **Edit>Merged** Selected Names

FECfile - F3P-V7_Test.DCf								
ile <u>E</u> dit <u>V</u> iew <u>W</u> indow <u>H</u> elp								
队 💾 🥪 🧩 🕯		2 🖬 🕻	🗎 🤽 🃁	🦉 🎲 🕕	0			
Reports Individuals/Organi	izations and Eve	ents 🗙 🛛 Search R	esults Receipts	Summary Page - Form 3	P Disbursement	ts Loans and other	Obligations All	Transactions
Name	Filer Id	Туре	Address	City	State	ZipEmpl	Occu	
BAMA FOR AMERICA- FILING COM	M C00431445	Campaign Comm	PO BOX 8102	CHICAGO	IL	60680		
ublic Communications		Event (Joint Federa			??		00000000	
kempt		Event (Joint Federa			??		0000000	
ater Drive		Event (Joint Federa			??		0000000	
dministrative		Event (Joint Federa			??		0000000	
		Individual other th	123 Home	Washington	DC	20463 NIC Tec	Director	
lan, Spider		Individual other th	123 There	Anywhere		12334 League	Super He	
lan, Super	0000000000	Individual other th	123 There	No Where	ID III	League	(Super He	
BAMA, BARACK	P80003338	Candidate	PO BOX 8102	CHICAGO	IL	60680	C	
oman, wonder		Individual other th	123 Here	Anywhere	DE	12324 League	t Super He	
eady							305:11/01/	2012 - 12/31/2012

• The system shows the first occurrence of a possible duplicate name in the left column. In the right column it shows the next occurrence of a possible duplicate.

• If the right column information is correct you can update the left column by clicking on the arrowed buttons. The << buttons will update individual data items. The <<< button replaces all left column data with all the right column field values.

• When the left column data is correct, selecting the Merge Button will use the left column information for the Merge of both.

• If the records are not duplicate, select the Don't Merge button

		Possible duplicate	
Last / Business Name	Man	<<	Man
<u>M</u> iddle Name		<<	
<u>F</u> irst Name	Spider	<<	Super
Name <u>P</u> refix		<<	
Name <u>S</u> uffix		<<	
Address, line <u>1</u>	123 There	<<	123 There
Address, line <u>2</u>		<<	
<u>C</u> ity	Anywhere	<<	No Where
Sjate	Delaware 💌	<<	Idaho 💌
Zip	12334	<<	
Employer	League of Justice	<<	League of Justice
<u>O</u> ccupation	Super Hereo	<<	Super Hereo
Save so far & Quit	Merge	<<<	Don't merge
Cancel All Merge	Reset to As it Was	1	

• To return a transaction to its previous state press the reset button.

• To stop the merge process, select the Cancel All Merge button. This function will undo any changes and you must restart the process

• To save the work so far, press the Save so far and Quit button. You will keep the merged items. Merge can be completed at a later time.

File Submission

When all information and transitions have been entered, it will be time to submit the filing. To file electronically, some adding information must be collected through a series of steps finalizing the report and readying it for transmission.

Validating a report

The validation process identifies errors and omissions in the report. It does not evaluate the filing for correct reporting practices, but sends an alert for missing information, such as employers and occupations, or failure to designate a signatory for the report. It also scans the report for missing required information and checks that the report is closed and signed.

To validate a report:



- 1. Select the Report is view from the tool bar.
- 2. Select the Report you would like to validate



from the tool bar

4. The Validation View will appear containing the results.

FECfile - F3P	-V7 Test.DCf		
File Edit Vie	Window Help		
		- 1040	
	2 🍪 🥩		🔽 🔍 🖑 🎾 🥨 🗰 🔱 🛛 🕄 🕐
Validation	× Reports		▼
			*
=== Results	Section ========		
>>>> F	EC data file FAILED	validation! <	***
N	umber of Errors Foun	d: 00001	
N	umber of Warning Mes	sages: 00001	
(Please c	orrect all Errors be	fore filing report)
			E
=== Summary	Page Totals Section		
Cover/summ	ary page lotals for	FORM: FSP	
Line No.	Column A	Column B	
6	0.00		
7	1,650.00		
8	1,650.00		
9	0.00		
10	1,650.00		
11	0.00		
12	0.00		
13	0.00		
14	1,650.00		
15	0.00		
16	0.00	0.00	
17/41	1,500.00	1,500.00	
17411	1 650.00	1 650.00	
178111	1,650.00	1,650.00	
176	0.00	0.00	
170	0.00	0.00	
175	1 650 00	1 650 00	
18	0.00	0.00	-
Ready			Q1:01/01/2008 - 03/31/2008 /

Requirements

The requirements for submission are:

• The Report must have passed Validation. See the Validation section of this manual.

• The user must have an FEC electronic filing password. This is REQUIRED. They must contact the FEC electronic filing office if they do not have a password, or if it has been forgotten.

• The user must have a connection to the Internet or must file on CD/DVD

Submission Process

Signing the Report

If the report is not properly signed and dated, the Validation function will display an error, and block the submission. To sign a report:

- Select the report in the Reports view
- Select the Treasurer in the 'Signed by" field.

F	Report information
	Type of Report
	April 15 Quarterly
	Date From Date Ihru Election date 1/ 1/2008 ▼ 3/31/2008 ▼
	Election cycle running in State
	11/03/2004 - 11/02/2008 ▼ None ▼ Signed by
	Man, Spider
	Luna, Carlos Man, Spider - 123 There
	Man, Super - 123 There
	Signed by For Schedule <u>E</u>
	Luna, Carlos A Man, Spider - 123 There Man, Super - 123 There
	OK Cancel

Closing a Report

When a report is completed and user is finished entering information, it must be closed in order to prevent additional changes. A report that is not closed cannot be uploaded and filed. To close a report:



view from the tool bar

- Select a report from the list
- Select *Edit > Close Report* from the menu bar

• Enter the actual date the report will be filed in the **Date closed** field, or select the date using the Date Picker Calendar (click the down arrow to the right of the date field). The **Date field** will be automatically populated.

- The Filing ID is only used for amendments.
- Select OK

	Close report									×
			[<u>D</u> ate o	lose	d	_			
_		_				_	-			
		Octo	ber,	2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
25	26	27	28	29	30	1				
2	3		5	6	7	8			Cancel	
9	10	11	12	13	14	15		1	 	
16	17	18	19	20	21	22				
23	24	25	26	27	28	29				
30	31	1	2	3	4	5				
0	Tod	lay: 1	10/4/	2011						

Unclose a Report

If it becomes necessary to modify a report after it has been closed, it must be unclosed. A report that has been uploaded cannot be unclosed. It must be amended. See the AMENDING A REPORT section of this document for more information. To Unclose a report:

• Select the Reports

l view from the tool bar

- Select a report from the list
- Select *Edit > Unclose Report* from the menu bar
- Select OK

Transmitting a Report Electronically

• Select the Upload 💷 button on the tool bar.

- The Validation process will start and will display all errors
- If the report does not pass Validation, resolve the errors and begin again

• The FECLoad file transmission utility will start and portions of the dialog box will be pre-populated. Enter any

missing information. Minimally, the ID, Fax or e-mail and the password fields must be entered.

🛓 FECLoad		×
Upload Configure Results		
Filer Information		
ID C12345678	(e.g C12345678)	
Fax	(e.g 2022190674)	
Password	Confirm	(case-sensitive)
e-mail 1	Confirm	(e.g johndoe@cmte.com)
e-mail 2	Confirm	(e.g janedoe@cmte.com)
Filing Method		
• TCP/IP	O SSL O Disk	
This Filing Amenda	aart(AppData\Local\Temp\NIC2.FEC	
This Filing Amenas j		
File it to the test server [will	not be received by the agency]	
	, , , , ,	
About		Submit Filing to FEC Cancel

A fax number or an email address is required for the user to receive confirmation that the report has been received by the FEC. Entering both will result in confirmation by fax and by up to two emails.

Trouble Shooting a Connection

The default connection method is over TCP/IP protocol on port 667. If repeated attempts to connect fail, you:

• May not be connected to the Internet. Confirm your internet connection by connecting to the World Wide Web using a browser

• May be behind a proxy server. If you typically connect to the internet through a proxy, select SSL in the settings dialog, select the Configure tab and enter the proxy settings. Then select OK.

• May be behind a firewall or your network may disallow connections through port 667. Confirm this with your network administrator. Choose SSL in the dialog and connect.

🛓 FECLoad		×
Upload Configure Resu	lts	
Filer Information		
ID C123456	578 (e.g C12345678)	
Fax	(e.g 2022190674)	
Password	Confirm	(case-sensitive)
e-mail 1	Confirm	(e.g johndoe@cmte.com)
e-mail 2	Confirm	(e.g janedoe@cmte.com)
Filing Method		
• TCP/IP	O SSL O Disk	
Filing Information	Culleare/PBart/AppData/Local/Temp/NIC2 EEC	
This Filing Amends		
This Filling America	J]	
File it to the test se	erver [will not be received by the agency]	
1		
About		Submit Filing to EEC
About		

Submitting a Filing over Dial-up Connection Not Available

Due to security and speed consideratons access via dial-up modem is no longer available. Please connect using an Internet Service Provider or submit a CD/DVD or Diskette

By CD, or DVD or Diskette

Requirements:

• Disk/Diskette filings are subject to the same deadlines as paper filings.

• Disk/Diskette filings mailed to the FEC without a signed report cover page will be rejected. The printed Report

Cover Page must be exactly the same as the one included in the filing.

• A Disk may contain only **one** report and may contain no other files. The only exception is a second file containing a digitized copy of the signed summary page.

• The filing must be submitted on a single CD or DVD.

Instructions:

• Insert a blank disk in the disk drive and from the "Settings" screen select Disk from the "Filing Method" section of the settings dialog. If the disk is not blank, the process will fail.

• Select "OK".

• The report will now be copied to the disk. Check your disk to verify that the file on the disk has a ".fec" file extension. Any other format will be rejected (including .dcf)

• Label your disk with:

- Your email address (so a filing receipt can be sent to you)
- Your committee ID number (C00123456)
- Your report type (Year-End 2004)

• Diskette filings require a paper Report Cover Page and wet signature. Mail the disk, a signed paper hard copy of the report signature page (Report Cover Page which is page 1 of the report), and an <u>email address</u> or <u>fax number</u> to:

Electronic Filing Office Federal Election Commission 999 E Street, NW Washington, DC 20463

Disk (Other Writeable Media)

🛓 FEO	CLoad			×
Upload	Configure Results			
٢	Filing Server Details			
	TCP/IP Server URL/IP	disclose.nictusa.com		
	SSL Server URL/IP	webforms.nictusa.com		
	AgencyID	FEC		
	Test Server URL/IP	testing.nictusa.com		
	Disk file	c:\DVDorCDlocation\2006.fed		
	Proxy Server Details Proxy Server URL/IP Proxy User ID Password Port			
Abo	out		Submit Filing to FEC Cance	

Use the "Disk" option to facilitate submission on a CD as well. Note that you may have to create the .fec file on your hard drive, or other writeable media, and use a CD creation utility to "burn" the file onto the CD.
Use the "Other filing method" to facilitate submission on a CD. Note that you will have to create the .fec file on your hard drive, or other writeable media, and use a CD creation utility to "burn" the file onto the CD.
If, for whatever reason, the Internet or a phone line is not available, the report may be submitted on a compact disk (CD). The filing must be submitted on a single CD and may contain only one report and no other files; the only exception to this is, (on the same CD), a second file containing a digitized copy of the signed summary page.

PLEASE READ the following instructions and NOTES completely before you begin:

- 1. Insert a blank CD. In the "Upload Settings" screen select "Disk" from the Filing Method.
- 2. Click on the Configuration Screen, and select a writeable media to send your report to (Such as a hard drive).
- 3. Select "OK".

4. The report will now be uploaded to the writeable media/location you selected. Check the file to verify that the file created has a "**.fec**" file extension. Any other format will be rejected (**including .dcf**)

5. Then, use whatever CD creation utilities you prefer, to "burn" the file onto your blank CD. Re-verify that the file on the CD has a "**.fec**" file extension. Any other format will be rejected (**including .dcf**)

- 6. Be sure to clearly and legibly label your CD with:
 - Your email address (so a filing receipt can be sent to you)
 - Your committee ID number (C00123456)
 - Your report type (Year-End 2004)

7. The CD must be mailed along with a **signed** paper hard copy of the report signature page (report cover page), (page 1 of the report, not the complete report), to the FEC. As with Diskette filings, CD filings require an actual Report Cover page and signature, as there is no way to transmit the password via CD. The mailing address is:

Electronic Filing Office Federal Election Commission 999 E Street, NW Washington, DC 20463

• NOTE: CD filings are subject to the same deadlines as paper filings! CD filings mailed to the FEC without a signed report cover page will be rejected! The printed Report Cover Page MUST be exactly the same as the one in the filing (i.e., printed from the submitted filing and signed) Each CD may contain only <u>one report</u> and may contain no other files. The only exception to this rule, is a second file containing a digitized copy of the signed summary page. Outside of that scenario, each CD should contain only one file, to be successfully accepted.

•

• Please include with your CD your email address or fax number so that you will receive a filing confirmation receipt.

Filing

Additional Upload Instructions, Settings and Features

Filing to a Test Server

• Test reports can be filed using **Disk, TCP/IP or SSL.** The test-filing server is a duplicate of the actual server. The purpose of test filing is to verify that the user can use the chosen method to file the actual report.

• TEST FILING WILL SIMULATE THE LIVE FILING ENVIRONMENT. FILING A TEST REPORT IS FOR DIAGNOSTIC PURPOSES ONLY. TEST FILING OF REPORTS WILL NOT FULFILL THE FILING REQUIREMENTS IN ANY CASE. THE FEDERAL ELECTION COMMISSION WILL NOT SEE

- REPORTS FILED TO THE TEST SERVER. THE TEST REPORT WILL EVENTUALLY BE DELETED FROM THE TEST SERVER.
- Additional information about filing test reports is available from technical support.

Proxy Server information

Allows the user to configure FECLoad to file reports through a proxy server. The user's network administrator can supply the *server id, proxy user id, and password*.

🖹 FECLoad		
Upload Configure Results		
Filing Server Details		
TCP/IP Server URL/IP	disclose.fec.gov	
SSL Server URL/IP	webforms.fec.gov	
AgencyID	TEST	
Test Server URL/IP	disclose-test, fec.gov	
Disk file		
Proxy Server Details		
Proxy Server URL/IP		
Proxy User ID		
Password		
Port		
About		Submit Filing to FEC Cancel

Agency ID

This information is used to direct the filing to the proper part of the electronic filing system. The default entry is FEC. There is no need to edit this entry.

During The Filing Process

When Submit Button is selected, the file is uploaded to the FEC electronic filing server. On the screen a series of messages appears detailing what is occurring. If at any point during the process, something is found to be incorrect, the process will be terminated and the word *FAILED* will appear at the bottom of the screen.

The most common failures are 1. Incorrect passwords (The password /S case sensitive) and, 2. Uploading without first connecting to the Internet (TCP/IP only). If the Upload process generates a *FAILED* message at any point, call Tech Support.

If the password is correct, and there are no other reasons to reject the file (the Validator usually eliminates most other problems), the last line of the message is Succeeded. At this point the user is notified that the file has been received by the FEC.

This does not mean that the file has been accepted!

If the file is accepted, the user receives a fax or email within a few minutes notifying them that the filing was accepted. If they do not receive this notification, they should call the electronic filing office immediately.

When the user receives notification they will recognize it as the same printout that the validator provided. It should in fact be nearly identical. The MD5 Checksum number should match exactly.

Example:

The only difference between this notification and the one printed from the validator is the addition of a block of information about filing date and time and a Filing ID number. This number is assigned when the report is received and it is important. If it is found that the report must be amended, the user must provide the Filing ID of the original report. The Filing Id is automatically saved inside the user's file, after they upload. They may look up the Filing Id by activating the Reports View, Selecting Edit, and clicking Unclose Report. There is a field that will hold the Filing Id of the report.

NOTE: The Faxed or emailed receipt is the official receipt and should be kept just as the user would keep a certified mail receipt. This is proof that they filed the report.

Advanced Procedures

Recovering Committee Data

The following steps provide instructions for rebuilding DCF files or lost data/reports using the importing function of the software:

1. Access the FEC Electronic Filing Report Retrieval web page: <u>http://www.fec.gov/finance/disclosure/</u> <u>efile_search.shtml</u> (See Figure A)

A STATE OF COMPANY	FEDERAL ELECTION COMMISSION	Skip Navigati	ion
	ABOUT THE FEC PRESS OFFICE OUICK ANSWERS SITE MAP	SEARCH anter sauch hars	
	IOME / CAMPAIGN FINANCE RPTS AND DATA / E-FILING REPORT RETRIEVAL	enter Search Here	
STATES OF AME			_
	FEC Electronic Filing Report Retrieval		
	View or download electronically filed reports from 1997 to the present. The Report Image Si	search and Disclosure Data Search pages include both paper and electronically filed reports.	
Campaign Einanco	Committee ID:		
Reports and Data	Partial Name of Committee:		
Meetings and Hearings			
Enforcement	ALL	ALL	
Matters	ALABAMA (E) ALASKA	AMERICAN INDEPENDENT CONSERVATIVE	
and Compliance	AMERICAN SAMOA -	AMERICAN PARTY -	
Law & Regulations	Committee Type (Select as many as appropriate):		
	ALL COMMUNICATION COST		
Commission Calendar	DELEGATE HOUSE		
	Report Type:	Date Filed:	
	Form Type:		
		×	
	Send Query	Clear Form	
	Notice: Reports and statements filed by political committees may be inspected and copied	J by anyone. The names and addresses of individual contributors, however, may not be sold or used	
	for any commercial purpose or to solicit any type of contribution or donation, such as politic reports and statements. Any person who violates this restriction is subject to the penalties	cal or charitable contributions. 2 U.S.C. §438(a)(4); 11 CFR 104.15. This restriction applies to Federal of 2 U.S.C. §437g.	
	What's New Library FOIA USA.gov Privacy Links Filing Inspector Genera	al 🖉 No Fear Act 🛙 🖼 Subscribe	
	Federal Election Commission, 999 E Street, NW, Washington, DC 20463 (800) 424-9530 In Washington (202) 694-1000	0	
	For the nearing imperies, in (202) 212-330 Send comments and auggestions about this site to the web manager.		

Figure A

2. Enter the Committee ID in the corresponding field and (L) click on the 'Send Query' button. This should retrieve a web page listing all of the electronic filings the committee has successfully uploaded to the FEC. Figure A1 provides an example of options shown:



If you can't find the filing you are looking for...

What is the difference between view and download? Format documentation for downloads Download filings by date received

The following FEC filings are sorted by Committee name and then by date filed.

REGAN FOR CONGRESS - C00366484

View	Download	FEC-332313 Form F3T - period 01/01/2008-03/31/2008, filed 04/14/2008 - TERMINATION REPORT
View	Download	FEC-315460 Form F3N - period 10/01/2007-12/31/2007, filed 01/15/2008 - YEAR-END
View	Download	FEC-306415 Form F3N - period 07/01/2007-09/30/2007, filed 10/12/2007 - OCT QUARTERLY
View	Download	FEC-294259 Form F3A - period 01/01/2007-03/31/2007, filed 07/13/2007 - APR QUARTERLY
View	Download	FEC-294253 Form F3A - period 04/01/2007-06/30/2007, filed 07/13/2007 - JUL QUARTERLY
View	Download	FEC-294252 Form F3A - period 01/01/2007-03/31/2007, filed 07/13/2007 - APR QUARTERLY
Amer	ded by <u>FEC</u>	294259
View	Download	FEC-294251 Form F3A - period 10/01/2006-12/31/2006, filed 07/13/2007 - YEAR-END
View	<u>Download</u>	FEC-293798 Form F3N - period 04/01/2007-06/30/2007, filed 07/12/2007 - JUL QUARTERLY
Amer	ded by FEC	294253
View	<u>Download</u>	FEC-293754 Form F2A - filed 07/12/2007
View	<u>Download</u>	FEC-293753 Form F3A - period 01/01/2007-03/31/2007, filed 07/12/2007 - APR QUARTERLY
Amer	ded by <u>FEC</u>	2-294259
View	Download	FEC-293732 Form F3A - period 10/01/2006-12/31/2006, filed 07/12/2007 - YEAR-END
Amer	ded by FEC	294251
View	Download	FEC-293731 Form F3A - period 07/01/2006-09/30/2006, filed 07/12/2007 - OCT QUARTERLY
View	<u>Download</u>	FEC-293729 Form F3A - period 04/01/2006-06/30/2006, filed 07/12/2007 - JUL QUARTERLY
View	Download	FEC-284104 Form F3N - period 01/01/2007-03/31/2007, filed 04/12/2007 - APR QUARTERLY

Figure A1

3. Locate the reports necessary. Then (L) click on the Download' link for each of the corresponding report(s). For Unauthorized Filers necessary reports are those in the current year to date, to provide proper aggregation totals. For Authorized Filers necessary reports are those in the current election cycle to date for proper aggregation totals.

NOTE 1: If the report being downloaded has amendments, then the latest amendment must be downloaded only. This will prevent importing duplicate transactions.

NOTE 2: If the report being downloaded is version 5.3 then simply save the report to your hard drive. If the report being downloaded is version 6.0 or greater, then you will be presented with an option screen. See Figure A2 below. The screen provides the ability to download the file in the new ASCII 28 delimited format, or the same filing delimited with commas. Version 6.0+ must be downloaded in ASCII 28 format only. This will assure proper handling of the newer filings.



Figure A2

4. Once the report is selected for download, a pop-up window should appear prompting to save to a disk or computer (depending on the Operating System.) (L) Click on the Save' button. (Figure B)

	ELECTRONIC FILINGS HAVE A NEW FIELD DELIMITER				
You may down	aload electronically filed reports two ways:				
Click	here to download the report as a CSV file (Comma delimited, as previously available)				
• Click here to download the report as filed (ASCII 28 delimited)					
Data Conversi	on Tools				
Last modified: 02 January 2008					
	E CONTRACTOR OF				
	Do you want to open or save 332313.fec (35.6 KB) from query.nictusa.com?) ×	€ 1 00% ▼		



5. The next pop-up window should be a 'Save As' window. In the 'Save in:' field, make sure the desktop is selected. In the File Name:' enter the type of report downloading (e.g.YE_2007_import.fec') and (L) click the 'Save' button. (Figure C)

🦉 Save As	100 C		×
🔾 🗢 📃 Desktop 🕨		✓ Search Desktop	م
Organize 🔻 New folder			St 🔹 🔞
Libraries	Libraries System Folder		_
Music Fictures Videos	System Folder		
Nideos	NICTLUNA System Folder		
P Computer	Computer System Folder		
DVD RW Drive (D:) Ni	Retwork		-
File name: YE_2007_im	port.fec		•
Save as type: FEC File (*.f	ec)		•
Hide Folders		Save	Cancel

Figure C

6. Once complete, (L) click on the 'Close' button and go to the desktop by minimizing all active windows.

7. OPEN UP FECFILE: You can now use FECFile to import the downloaded reports that have had their first two lines deleted and saved as .txt files.

NOTE 3: It is a good practice to process each report individually, from oldest to newest.

8. CREATE THE REPORT: Create a report to be imported (MY, YE, Q2, etc.) (Figure D)

* FECfile - DCf1	_		_		-		×
<u>File Edit View Tools Window H</u> elp							
	21			1 30			
Individuals/Organizations and Events - 🗙	Reports	Summary Page Validat	tion				-
Name Filer Id	Type	Address	City	State	Zip	EmplOcc	1
Public Communications Exempt Voter Drive Administrative	Event Event Event	April 15 Quarterly July 15 Quarterly July 15 Quarterly Dictober 15 Quarterly July 31 Year End July 31 Wid Year 12 day Pie-Primary					
		12 day Pre-General 12 day Pre-Runoff 12 day Pre-Special This report discloses a new of Signed by For Schedule E	committee address	-			
Rady	l	OK	Cancel				

Figure D

9. IMPORT TRANSACTIONS FROM THE DOWNLOADED FILE: With the REPORT highlighted, select "Import Transactions" from the FILE->TOOLS menu. (Figure E)



Figure E

10. SELECT THE DOWNLOADED FEC FILE: Select the .FEC file (from step 6) in the dialog box, which should be located on the desktop.



Figure F

11. START: (L) Click on the 'Start' button on the next dialog screen. (Figure G)
| W FECfile - DC/1 | | × |
|--|-------------------|----|
| Eile Edit View Tools Window Help | | |
| Import - C:\Users\NICTLUNA\Desktop\YE_2007_import.fec YE(12/01/2007 - 12/31/2007) | 1 | • |
| Importing transactions from an electronic filing (*,fec) will automatically detect the appropriate format. Importing transactions from a text or comma deliminated file (*,bit, *,csv) requires that the transactions be in the most recent format.
Additional guidance can be found at http://www.fec.gov/support. | | |
| Poptions
Records containing text that exceeds the maximum size will not be imported and a
warning displayed. If you wish to truncate these fields during the import process, check.
the box. | | |
| · | | |
| Reports X | - | • |
| Type C
January 31 Yeal7 - 1 | | |
| | | |
| | | |
| Start | | |
| | | |
| Ready YE12/0 | 1/2007 - 12/31/20 | 07 |

Figure G

NOTE 4: FECFile now detects the version of the .fec import file and use the appropriate import format for versions 6.0 and above. If the import file is comma delimited, FECFile assumes the version 5.0 filing format. However, the only importable transactions are Schedule A, B and H4s. All other transactions will need to be entered into FECFile manually. Also, since un-itemized transactions are not sent to the FEC, these will also have to be entered in manually.

NOTE 5: After recovery is complete and the reports are reflecting the correct totals, the original reports should be uploaded to a blank diskette or hard drive (which can be erased) to simulate that they have been uploaded to the FEC. In the case of amendments: Once the original is uploaded to a blank diskette or hard drive, the report needs to be amended and uploaded again to a blank diskette or hard drive. Repeat this step until the amendment status of the report reflects the same number of amendments posted on the FEC web site. This will prevent future errors when uploading amendments.

Uploading to the Hard Drive

1. With the CLOSED report highlighted in the Reports Window, (L) click on "Upload" option from the menu bar of the FECFile. (Figure H)

File Edd Yew Tools Y	W FECfile - DCf1		_	_	_		_		
Reports x All Transactions Reports x All Transactions Veter Drive Event (bint Feder. Veter Drive	Eile Edit View Tools Window	Help							
Individuals/Organizations and E Upioal Your Report Validation Recycle Bin	📜 💾 🥪 🌺 🗎	. 🐺 💈	1 🖬 🚺	🗋 🍇 芦	la 🖉 🥵 🔍	3			
Name File T Type Address City State Zip Empl Occu My Committee-FILING COMMUTTE Campaign Comm ?? Empl Occu Empl Occu My Committee-FILING COMMUTEE Campaign Comm ?? Empl Occu Public Communications Event Joint Feder ??	Individuals/Organizations and E	Unload Your Per	amary Page - Form	3 Validation	Recycle Bin				•
My Communications Event (Joint Feder: 17 Public Communications Event (Joint Feder: 17 Event (Joint Feder: 17 Veter Drive Event (Joint Feder: Administrative Event (Joint Feder: Type Coverage Election Da Closed on Signed by Election cy	Name	Filer Id T	ype	Address	City	State	Zip	Empl	Occu
Public Communications Event (Joint Feder. ?? Event / Event (Joint Feder. ?? Type Event (Joint Feder. Type Coverage Election Da Closed on Signed byElection cyOpeningClosing	My Committee- FILING COMMITTEE	c	ampaign Comm			??			
Event beint Feder. ?? Administrative Event Qoint Feder. Administrative Event Qoint Feder. ?? ??	Public Communications	E	vent (Joint Feder			??			
Veter Unive Event Qoint Feder. Administrative Event Qoint Feder. Reports x All Transactions Type Coverage Election Da Closed on Signed by Election cy	Exempt	E	vent (Joint Feder			77			
Reports x All Transactions Type Coverage Election Da Closed on Signed by Dening Mathematical and the second s	Voter Drive	E.	vent (Joint Federi			22		-	
Reports All Transactions Type Coverage Election Da Closed on Signed by Election cy Opening Closing	Administrative	E/	vent (Joint Federi			11			
Tamung 71 Ym 7 - 12/21/200 12/00/2011	Reports X All Transactions Type Coverage Electic	on Da Closed	on Signed by	·Election cy	Opening Closing				<u> </u>
	January 31 Yes 7 - 12/31/2007	12/05/20		- 0.0	0.00				
Velocity related sense to the EEC VELOCIT 12/01/0007						-	La construction de la construcción de la construcci	12.01 (2007	1201-0007

Figure H

2. When the FECLoad Utility dialog box appears, select 'Disk' as the Filing Method and (L) click on the 'Configure' tab. (Figure I)

Document Version 8.3

Sector FECLoad				
Upload Configure	Results			
Filer Informat	tion			
ID	C12345678	(e.g C12	345678)	
Fax		(e.g 202	2190674)	
Password		Confirm		(case-sensitive)
e-mail 1	you@email.com	Confirm	you@email.com	(e.g.johndoe@cmte.com)
e-mail 2		Confirm		(e.g janedoe@cmte.com)
Filing Method Filing Informa File to	d TCP/IP SSL ation upload C:\Users\VICTLUNA\AppData\Lo	cal\Temp\N		
This Filing A	mends	e agency]		
About				Submit Filing to FEC Cancel



3. The path and file name need to be enter into the 'Disk File' field. For easy removal, the recommend path is the desktop (Figure I). Based on the Operating System (OS), the complete path name will vary. Depending on the OS, the paths should be as follows:

a. Windows 95,98 & ME:

C:\windows\desktop\deleteme.fec

b. Windows NT:

C:\wnnt\profiles\[LOGIN NAME]\desktop\deleteme.fec

c: Windows 2000 & XP:

C:\documents and settings\[LOGIN NAME]\desktop\deleteme.fec.

d. Windows Vista and Windows 7:

C:\users\[LOGIN NAME]\desktop\deleteme.fec.

NOTE 7: The [LOGIN NAME] is the username used to login to computer and or network.

4. Once the path and file name have been entered, (L) click on the 'Submit Filing to FEC' button to begin the upload. (Figure J)

FECLoad		x
Upload Configure Results		
Filing Server Details		
TCP/IP Server URL/IP	nictstdis.nictusa.com	
SSL Server URL/IP	webforms.nictusa.com	
AgencyID	FEC-BETA	
Test Server URL/IP	testing.nictusa.com	
Disk file	C: \users\[LOGIN NAME] desktop\deleteme.fec	
Proxy Server Details		
Proxy Server URL/IP		
Proxy User ID		
Password		
Port		
ADOUT.	Submit Pling to FEC Cancel	

Figure J

5. If the path is invalid, the upload will fail. (Figure K)

Document Version 8.3

FECLoad		×
Upload Configure Results		
Sun Dec 04 16:08:41 EST 2011		
Uploading C:\Users\NICTLUNA\AppData\Local\Temp\NIC10.FEC		
eMail: you@email.com		
Test server: false		
al Agency ID: PEC-BETA		
C:\users\[LOGIN NAME]\desktop\deleteme.fec (The system cannot find the path specified) in the specified directory.		
1		
About	Submit Eiling to EEC	Cancel
	Submit Hang to rec	Carto

Figure K

- 6. If the path is valid, the upload will succeed.7. At the 'Successfully uploaded the report' Window (L) click the 'OK' button. (Figure L)

	4 FECLoad	×	J
	Upload Configure Results	_	1
	Sun Dec 04 16:02:35 EST 2011		
	Uploading C:\Users\VICTLUNA\AppData\Local\Temp\VIC6.FEC Filer ID: C12345678 eMail 1: you@email.com Filing Method: Unknown Test server: false Agency ID: FEC-BETA		
	Uploading Started: Successfully uploaded to disk file C:\users\nictluna\desktop\deleteme.fec		
	Message		
1	Successfully uploaded to disk file C:\users\nictluna\desktop\deleterme.fec		
		_	
	About Submit Filing to FEC Cana	cel	



8. If in the FILE menu the 'Save' option is available and not grayed out, (L) click on it to save your uploaded changes. (Figure M)

W FECfile - DCf1.DCf	-	
Eile Edit View Iools Window Help		
New	Ctrl+n	h 🎭 🖀 🔎 🏫 📗 , 🔿 🔗
Open	Ctrl+o	
Close	Ctrl+w	Validation 🗙 Recycle Bin
Save	Ctrl+s	^
Save 🖉		
<u>V</u> alidate a Report	Ctrl+v	
Upload a Report		
Check Limits		
Print Report	Ctrl+shift+p	7 - 12/31/2007)
Get current Committee List/Contribution limits		
Print	Ctrl+p	
Print Setup		
Print Previe <u>w</u>		E
1 C:\Users\\Desktop\DCf1.DCf		· · · · · · · · · · · · · · · · · · ·
2 C:\LUNADAT\\F3P-V7_Test.DCf		
Exit		Election cy Opening Closing
-		11/05/2008 - 1 0.00 0.00
<u> </u>		
Save your report and all activity to your dataset		YE:12/01/2007 - 12/31/2007

Figure M



Figure N

Interpreting Validation Error Codes/Description Of The Validator Program

A committee will receive two types of validation error codes when mistakes are made or omissions are present in the report, Error and Warning.

The Error message will not allow the committee to file the report, automatically until the errors are corrected.

The Warning message will only cause a report to fail if the committee has 32,000 errors, or more.

The Error indicators will be provided in the Validator printout.

Importing Data Into FECFile

Importing Data into FECFile

(Individuals and Organizations, Schedules A, B, and H4, only)

The FECFile import feature allows users to import the following data sets into the software:

-Individuals and organizations (IND/ORG)
-Schedule A transactions (SA)
-Schedule B transactions (SB)
-Schedule H4 transactions (H4)

To successfully import a data set, the data set must be formatted properly into an "import format"-- an ASCII character (28) delimited text file.

Contained on this page you will find a link to download the FECFile Import Format and the ASCII 28 data converter tool, followed by step-by-step instructions on how to import your data sets.

Download FECFile Import Format and Data Converter:

1) Click the following link: download.fec.gov/dl/ImportFormatFEC.zip.

2) This will open a download session window. Left click once on the "Save" button, select the desired location for saving the file, your Desktop for instance, and start the download.

3) Once the zipped file has downloaded and the files extracted, open MSExcel and click "File" from the Menu; click "Open", and browse to find the import format spreadsheet in the location where you saved it, and open it. The workbook contains a format for the IND/ORG, SchA, SchB, SchH4 and worksheets for each. The workbook also contains a Legend (title tabs are on the bottom).

NOTE: One of the files extracted from the zipped download is the Data Converter. Usage of this tool will be explained in the next section.

4) Enter your data into the worksheet. Take note of what fields are importable and what fields are required.

5) Once your data entry is complete, delete the header line in the worksheet. Click on "File"; "Save As", and save the worksheet as a comma separated variable (*.csv) file. Example (myfile.csv.).

Converting data from your Import Format into the ASCII 28 delimited text file.

NOTE: FECFile requires a special delimiter to separate data fields in your Import Format. The following steps will convert your csv text file into an ASCII 28 delimited file.

1) Left click, drop and drag your csv file onto the Data Converter, release the mouse button.

2) A new file will appear with the same name, only the extension now has changed to *.fs (myfile.fs). This is your ASCII 28 converted file. The file is now ready to be imported by FECFile.

Importing your ASCII 28 delimited text file into FECFile.

NOTE: The procedures for importing individuals and organizations differ a bit from importing Schedules. Both instructions follow below.

Importing Schedules (A, B, and H4):

- 1) Open the software as normal, load your DCF File, and click on the "Reports" icon.
- 2) Click the left mouse button to highlight the report in which you intend to import your transaction data.

NOTE: All transactions dates must fall within the selected report's coverage date range.

3) At the top left of your screen, select "Tools" then "Import Transactions". An "Import From" window will appear.

4) Locate your import file; highlight it by clicking the left mouse button and select "Open". The "Import Window" will appear.

NOTE: Remember your import file will have the extension (*.fs).

5) Left mouse click on the "Start" button and your data will import into the software.

NOTE: If your file has duplicate individual or organization entries the "Merge" window will appear. The Merge feature is discussed in more detail in the FECFile User Manual. In short, this tool allows you to merge two like records into one. You can merge the entire record or individual fields. Left mouse click the Merge button and the Left record will be added.

6) Click "Ok" and take note of the status logging that appears now in your "Import Window".

NOTES: Status logging shows you the following:

-Import results -Number of transactions imported -Any errors that occurred during the import process

Any transaction that failed the import process must be fixed in the MSExcel .csv file, re-converted to the ASCII .fs file, and re-imported. You must also delete any transactions that were previously imported, as they will create duplicates when re-imported.

7) Click the "Close" button and click on the FECFile "Save" icon to save your imported data and your database.

Note/Tip: If you find that you have imported large data sets that contain many errors, you may find that it is easier to close down FECFile without saving your import and starting over the import process (once you have corrected the data in the csv file).

Importing Individuals and Organizations:

1) Open the software as normal, load your database.

2) At the top left of your screen, select "Tools" then "Import Names". An "Import Names From" window will appear.

3) Locate your import file; highlight it by clicking the left mouse button and select "Open".

NOTE: Remember your import file will have the extension (*.fs).

4) If your file has duplicate entries the "Merge" window will appear. The Merge feature is discussed in more detail in the FECFile User Manual. In short, this tool allows you to merge two like records into one. You can merge the entire record or individual fields.

5) Left mouse click the Merge button and the Left record will be added. Upon the last entry, the import process is finished and the "Merge" window disappears.

NOTE: The "Continue" button in the Merge window allows you to skip a particular record and move to the next without the merge occurring.

6) The "Individuals/Organizations" window should now be open in your software. Confirm that your new entities have been imported. The "Individuals/Organizations" window contains all of the profiles you have created in alphabetical order.

7) Click on the FECFile "Save" icon to save your imported data and your database.

Note/Tip: If you find that you have imported large data sets that contain many errors, you may find that it is easier to close down FECFile without saving your import and starting over the import process (once you have corrected the data in the csv file).

If you have questions regarding importing, please call the FEC Electronic Filing Office at (202) 694-1642 opt# 2.

Other Items

Other Error Items

Form{Item}: SB23 Field Name: #002 FEC Committee ID Number *Error* is Required, but the field is Empty

Form{Item}: identifies the schedule and line on which the Error entry occurs. In this case the error occurs on Schedule B supporting Line 23 of the Summary Page.

Field Name: identifies the aspect of the transaction that is in error.

Note: *Error*highlights/identifies the failure. In this example the committee's identification number was not supplied.

The Warning indicator will look like the following in the Validator printout:

Form{Item}: SA11A1 {Smith,John} Field Name: Field Name: #17 Contributor ZIP Code Warning Zip Code is Invalid or Missing / Zip = {Missing}

Form{Item}: identifies the schedule and line on which the Warning entry occurs. In this case the Warning occurs on Schedule A supporting Line 11(a) of the Summary Page. Field Name: identifies the aspect of the transaction that is in error. "Warning" identifies the warning. In this example, the zip code is missing.

Validator Errors and Warning Messages

Warning Messages

1. Entity Type [___] is not an acceptable value -- Entitiy codes used by the FEC to identify types of committee are: IND, CAN {an individual or candidate}; CCM, COM {a Candidate Committee or a [non-Candidate] Committee}; ORG, PAC {an Organization or PAC}; or a PTY {Political Party}. Not all entity type codes are valid with an Entity in every Form or Schedule.

2. Conditionally Required field is empty -- Indicates the user has failed to enter data in a particular field when circumstances (because of values of related data) require it.

3. __{date}__ is outside of range of 1960 – 2099 -- Although the date may be coded correctly and represents a valid date in the calendar, FEC filings must use "current" dates after 1960 through 2099.

4a. Subtotal {_____} not supported by other lines -- Summary amount should be the total of other lines on the summary, but is not (total contributions do not match all the contribution lines added together).

4b. Subtotal {_____} not support by Schedule _____ -- Summary Page amount does not match the aggregate total from all non-memo transactions in the supporting schedule.

4c. FYI {_____} accumulated on Schedule ___ -- If warning number 4b appears, this error is provided for the user's information.

5a. Election Code invalid: ____ {description} -- Indicates that the user has failed to adequately indicate an election (primary, general, special or runoff) towards which a contribution was made.

5b. Election Code missing: ____ {description} -- Indicates that the user has failed to indicate an election (primary, general, special or runoff) towards which a contribution was made.

6. Street Address is Missing -- Indicates the street address for a particular entry is missing.

7. Single-line Address NOT in 1st delimited field -- Indicates that the user has entered a one-line address in the second address field.

8. ____ not a valid 2-character USPS State Code -- Indicates that the user has failed to enter the two digit state code.

9. Zip Code is invalid or Missing / Zip = _____ -- Indicates the user has failed to supply the zip code or has supplied too few or too many digits.

10. Invalid Area Code/Phone Number ______ -- Indicates the user has entered a phone number containing too few or too many numbers.

11. Office Code "_" Invalid (Valid Codes: H, S, P) -- Indicates that the user has entered an office code that does not fit the format of H (House), S (Senate), or P (President).

12. Committee Type "_" is Invalid for this Form -- Indicates that the user has entered an invalid committee type on Form 1, 1M or 4.

13. Organization Type "_" is Invalid for this Form -- Indicates that the user has entered an invalid organization type on Form 1 or 7.

14. ____ not a valid 3-character Party Code -- Indicates that the user has entered a code on Form 1 that does not correspond to a recognized political party.

15. ____ **not a valid Party Type (NAT, STA, SUB)** -- Indicates that the user has entered a code on Form 1 that does not fit the party type and format of NAT (National), STA (State), or SUB (Local).

16. _____ not a Valid Itemized Transaction -- A Schedule B Expenditure Transaction Code is not one recognized by the FEC {refer to list of allowable Expenditure Transaction codes in the format documentation}.

17. <u>**not a Valid 3-digit itemized Category Code** -- A Schedule B Expenditure Category Code is not one recognized by the FEC {refer to list of allowable Expenditure Category codes in the format documentation}.</u>

18. Value "___" is Invalid for this Yes/No field -- Indicates that the user has entered something other than "yes" or "no" in a field that requires one of those responses.

19. Value "____" is Invalid for "Checkbox=X" field -- Indicates that the user has entered something other than a check in the checkbox.

20. Superfluous Data in field not used with this Filing -- Sometimes, use of certain data fields in a given schedule are inappropriate, either because of the type of filing, or because of the values of other fields in the schedule deem the field unnecessary. For example: Schedule A's "Increased Limit" check-box (field #25) only pertains to Form 3 filings; if used, the field is superfluous on Form 3X and 3P filings.

21. Invalid reference to Summary Page Receipts Line# -- Schedules such as A, B and C have Record Types that include the summary page line# the schedule supports. For example Form 3 can have Schedules: SA11AI;

SA11B; SA11C; SA11D; SA12; SA13A; SA13B; SA14 and SA15. (Form 3X has a different set of summary page line numbers.) This message occurs when a Schedule has the wrong line# for the type of filing in the Record Type field (field #1).

The next set of messages pertain to specific filings and schedules.

22. Choose one or more "Ratios Apply..." checkboxes – If committee uses Section B on Schedule H1, one or more or the three checkboxes under the "This ratio applies to" heading must contain an "X".

23. Choose either flat or specified allocation ratios – If committee uses Section B on Schedule H1, either the checkbox indicating "a flat minimum of 50% federal funds" must have an "X", OR the percentage rates for federal and nonfederal funds must be specified.

24. Federal/Nonfederal Percents not = 100% -- If the percentage rates for federal and nonfederal funds are specified (on Schedule H1 or H2), their sum must = 1.000 (100%).

25. Ratio Code "____" Invalid (Valid Codes: N, R, S) -- indicates that the user has entered a ratio code that does not fit the format to indicate if it is: N (New); R (Revised); or S (Same).

26. Some H3 Transfer \$ Aggregates not equal Dollar Total – Sum of all Schedule H3 Breakdowns of Transfer Amounts must equal the sum of all H3 Total Transferred Amounts.

27. H5 Transfer Total not equal sum of Dollar Breakdowns – The sums of each Schedule H5 itemization of the "Breakdowns of this Transfer" must equal the "Total Amount Transferred".

28. Select only one checkbox among this group – On Schedules H4 and H6, one (and only one), Type of Activity/Event checkbox should be marked with an "X". (More than one found.)

29. Choose one (1) Activity/Event allocation code -- On Schedules H4 and H6, one (and only one), Type of Activity/Event checkbox should be marked with an "X". (None found.)

30. Total Amt not equal sum of Federal & NonFed Shares – Schedule H4's aggregate sum of Federal and Nonfederal amounts is not equal to the Total Amount for the itemization.

31. Total Amount not equal sum of Federal & Levin Shares -- Schedule H6's aggregate sum of Federal and Levin amounts is not equal to the Total Amount for the itemization.

32. Sup/Opp Code "____" Invalid (Valid Codes: S, O) -- Indicates that the user has entered a code that does not fit the format of S (Support) or O (Oppose) on Schedule E.

33. Communication Code "___" Invalid. (Valid: DM, TP, TM, O) -- Indicates that a Form 7 (Report of Communication Costs) does not disclose the code for the type of communication in the category of DM (Direct Mail), TP (Telephone), TM (Telegram), or O (Other).

34. Communication Target "_" Invalid. (Valid: E, S, M) -- Indicates that a Form 7 (Report of Communication Costs) does not disclose the correct code for the class of recipient, in the category of E (Executive/Administrative Personnel), S (Stockholders), or M (Members).

35. ____ **Invalid Creditor (ICV,UCV,CAN,EMP,OTH)** – The type of creditor code that identifies the creditor on a Form 8; Part II (F82) or a Part III (F83) is not one of the values recognized by the FEC.

36. Cycle Total not = {Prev Aggregate + Report Total} – On a Form 10 filing, the sum of the "Previous Aggregate Expenditures" and the "Total Expenditure this Notice" must equal the amount specified for the "Total Expenditures Election Cycle to Date" aggregate.

37. Net Donations not equal sum of Receipts – Refunds – On a Form 13 filing, the sum of the amount specfied for "Net Donations" is not equal to "Receipts" minus "Refunds".

38. F99 filing categorization code {___} is not valid – An F99 filing must be identified as being a "MSI" (Disavowal Response), a "MSM" (Filing Frequency Change Notice), or a "MST" (Miscellaneous Report).

39. Duplicate Accounts on two or more Schedule L {or I} found – Schedules I and L are identified by an Account Name and a 9-character Account ID (the ID is not on the paper form, but is part of the layout formats for SI and SL records). The Account ID coded on each Schedule I (SI) record and each Schedule L (SL) record must be unique.

40. F3Z Primary Committee Name Not Equal F3 Filer Name – Form F3Z's (consolidation report) filer name must be the same as the committee name given on the Form 3.

41. F3Z Coverage Date Not Equal F3 Coverage Date – Form F3Z's (consolidation report) coverage date must be the same as the coverage date given on the Form 3.

42. **Valid F3Z filing has 1 PCC, 1+ Auth & 1 Totals Form** – When a consolidation report accompanies an F3 filing, there must be one F3Z record for the Principal Candidate Committee (PCC), one or more records for each Authorized Candidate Committee, and one F3ZT (Totals) record.

Error Codes

Error Codes

• There is a long list of possible error codes that can be displayed in the validator (see above Errors and Warnings). Most of these do not apply to FECFile, but are necessary to provide information to other programmers who support electronic filing. To correct an error, go to the transaction indicated by the error message, and make the necessary changes.

• The Validator screen indicates if an error is a "Warning" or if it is a "Fail" error. A typical Validation error will appear like this:

Example 1:

- Form (Item): SE24 (Johnson, Dave)
- Field Name: #015 Payee City
- Warning Conditionally Required Field is Empty

• To understand what information this error is providing us, we begin by looking at the *Form (Item)*. This information helps you identify where the problematic transaction is located. In our example, the *Form (Item)* is SE24, which stands for Schedule E Line 24. The name on this particular line item will read Dave Johnson. We need to look for a Schedule E transaction with the name Dave Johnson.

• The second step is to look at the *Field Name*. The *Field Name* tells us what part of the transaction is in error. In this case the *Field Name* reads, "Payee City" which tells us that there is an error in the field where the city is entered in for Dave Johnson's address.

• The third step is to look at what the Warning description. In our example, the Warning reads, "Conditionally Required field is empty." This means we did not fill in the name of the city that Dave Johnson lives in, and we should go back and enter it now.

Example 2:

- Form (Item): F3XN
- Field Name: #22 Treasurer's Signature Date
- *Error* is required but field is empty

• First, we look at the Form (Item), which reads Form 3X (The N=New Filing). Form 3X refers to the cover page of the 3X filing. Note: This would read 'F3N (Form 3) if we were a Candidate Committee. We know the error is not related to a particular transaction, but to field #22 in the cover page of the report itself.

• Secondly, we look at the Field Name, which reads "Treasurer's Signature Date." This refers to the date we "Closed" the report as we prepared to upload it. We reach the "Closed Date" screen, by right clicking on the Reports View and selecting Close.

• Thirdly, we see that we received an "*Error*" message and that our description reads, "Is required but field is empty" which tells us we need to go back and enter in the date we closed the report.

• The difference between a *Warning* and an **Error** message is that reports containing only warnings may still be uploaded, while a report with an **Error** message cannot be uploaded.

Validator Errors

Error Messages

1. HDR record must be First in File -- Usually means that the file is not in the proper format. Often it is a version 2 file being validated with a version 3 Validator. It is usually a private vendor's software, not an FECFile problem.

2. "Cover" (e.g. F3A, F3XN, ...) must be 2nd in File -- Usually means that the file is not in the proper format. Often it is a version 2 file being validated with a version 3 Validator. It is usually a private vendor's software, not a FECFile problem.

3. Filing must be an "FEC" Type of filing -- Indicates the user is submitting a report that is not in the ".fec" format.

4. Filing FORMAT must be FEC Version 8.1 -- Indicates the user is using an old version of FECFile. The Committee will need to download a copy of the latest version of the software from the FEC's web page (<u>http://www.fec.gov/elecfil/electron.html</u>).

5. Amended filing must have an ID of the "Original" -- An amended report is given a code once filed at the FEC. In order to amend the report the Committee must use this number. It can be found on the Raw Data Page ((<u>http://www.fec.gov/finance/disclosure/efile_search.shtml</u>) and should be entered in the following format: FEC-12345.

6. Amended filing must have an "Amended Number" -- Each amendment is numbered beginning with 1. If the same report is amended a second time, the amended number is 2. etc.

7. Header (HDR) inconsistent with Orig/Amend status -- The Header indicates that the file has been amended but the form name of the report (F3N, F3A, F3XN, F3XA etc) does not.

8. Unrecognized form Type / Record Ignored -- The first field in a transaction indicates form type (F3X, SA11AI, SB17, etc.). This message indicates the use of an improper form type.

9. Schedule does not belong with Form ______ -- Indicates the user is attempting to file an invalid schedule with a particular form.

10. Validation Terminated! – over 32,000 Problems Found! -- If 32,000 messages for problems are found in a single filing, the validation routine will stop checking any further. This situation should never come close to happening, but the stop processing step is taken to prevent run-away error messaging on huge filings.

11. ID #_____ NOT Correct FEC ID# Format -- Indicates that the Committee is using a number that is not in the FEC ID format (C00XXXX).

12. ID #_____ NOT SAME AS Cover Page ID#______ -- Each transaction carries the committee ID and it must match the committee ID on the Cover Page of the report.

13. Report Type is Missing or Invalid -- Indicates the user has either failed to enter the report type or is using a report type inconsistent with FEC report types.

14. {field} exceeds maximum length of ______ -- Indicates the user has exceeded the maximum number of characters in a particular field.

15. {field} is Required, but field is Empty -- Indicates the user has failed to enter information in a particular field.

16. Multi-Form Filings are NOT Allowed -- Each filing must consist of a single form (Form 3X, Form 1, Form 6, etc.) The files cannot be bundled into one filing

etc...). The files cannot be bundled into one filing.

17. Extraneous data follows last field -- Indicates a technical problem where software is adding extra delimited fields following the last one defined for the format of that record.

18. Invalid double-quote surround text field – This message is given if a text field begins with a double-quote (") but does not end with a double-quote character.

19. Embedded double-quotes (") are not allowed -- Double quotes are typically used by standardized export routines in many kinds of software. In previous "comma-delimited" versions of the FEC filing format, it was necessary to surround text that contained a comma with double-quotes so the comma would not be confused with a true comma delimiter. In the interest of keeping processing simple, double-quotes were only to be used to surround text in a field – never to occur within the text. For example an address coded as "123 "K" Street" is not acceptable – however, "123 'K' Street" is OK.

20. Illegal character(s) found in text field -- All characters found on a computer keyboard are acceptable in text fields. Additionally, foreign language characters defined in the ASCII character set are also acceptable.

21. Illegal character(s) found in text line #_____ -- As with delimited text fields, only keyboard and foreign language characters are allowed in the text of an F99 filing. This message helps the user locate the line of text with the problem character by indicating the line of text the offending character appears on. {This message pertains only to F99 filings.}

22. Body of text exceeds maximum of 20,000 characters -- The body of text included in an F99 filing is limited to 20,000 characters (including spaces).

23. Leading Blanks {e.g. "Text"} not allowed -- Data cannot begin with blanks. As an example, ["123 White Street "] is OK, but [" 123 White Street"] is not.

24. Bad Date ______not YYYYMMDD format -- Indicates the user has enter the date in an improper format.
25. Not a Real Date or Outside 1960-2099 -- Indicates that the user has entered an invalid date or a date that does not fall between 1 60 and 20 .

26. Invalid Amount format: ______ -- Indicates the amount is something other than numbers and decimals. Dollar signs and commas are not allowed.

27. Non-numeric data in Numeric Field -- Indicates characters that are other than numbers entered into a field that should contain only numbers.

28. _____ is an Invalid Year (CCYY) Format -- Indicates the user has entered the year in an incorrect format. Year should be coded Century+Year as in 2008 for example.

29. Wrong Report Type with this Form -- Many filings have a "Report Type" on their cover page, but different filings have different sets of valid report type codes. If a Report Type (that may be perfectly OK to use on one kind of filing) is used with a filing that does not include the value in its set of valid choices, this error message will occur.
30. District "____" is not 2-digit Numeric format -- Indicates the user has failed to enter the Congressional District as two digits. Note that districts 1 – 9 must be coded 01 – 09.

31. Tran ID is **NOT UNIQUE - This one is same as other(s)** -- Each transaction in an electronic filing (and all of its amendments) must have a unique transaction id.

32. No Match Found for Back-Reference to Schedule/Tran ID – A transaction's cross or back reference to a related transaction (e.g. a Schedule B transaction that's related to a Schedule A transaction) is erroneous. The transaction and/or its Transaction ID is not actually included in this filing, so the cross reference is incomplete.

33. No Schedules have been provided with Filing _____ -- If any F24, F5 – F10, or F13 filing has no accompanying schedule, the filing will be rejected by the FEC.

The next set of messages pertain to specific filings and schedules.

34. Schedule H1 contains Redundant Sections -- Schedule H1 has Section A and Section B. Only one of them is to be used.

35. Invalid Rate format: _____ -- Percentage rates below 100% are coded to 4 decimal places. For example: 25% is coded .2500 and 12-1/2% is coded .1250. 100% is coded 1.000

36. Admin H3 Reference TranID should match the TranID -- The Back Reference Tran ID (field #4) of any H3 record should reference the Tran ID (field #3) of the Administrative (AD) H3 record. Note that the Back Reference Tran ID of an AD record should refer to itself (i.e. the field #3 Tran ID).

37. Activity {__} Invalid – OK Vals: [AD|GV|DF|DC|EA|PC] -- There are 6 valid codes that can be used to identify a type of activity described on an H3 record.

38. Database Account # does not link to any Schedule L {or I} -- Schedules A and B are used to itemize details in Schedules I and L. When so used, they must indicate to which Schedule I or Schedule L they are supplying supporting detail.

39. F3Z-1 Report Type [__] **is invalid (use J30 or D31)** -- F3Z-1 filings are for either June 30th (J30) or December 31st (D31).

40. 24/48-hour code must be "24" or "48" not "___" – F5 filings are designated as either 24-hour reports or 48-hour reports.

41. C7 committees only file F7 reports – C7 type committees file no reports with the FEC other than their own special F7 reports. Should a C7 committee attempt to file any other report, it will be rejected by the FEC.

42a. An FEC "C9xxxxxx" ID must be used to file Form 5 -- {see 42c below}

42b. An FEC "C7xxxxxx" ID must be used to file Form 7 -- (see 42c below)

42c. An FEC "C3xxxxxx" ID must be used to file Form 9 -- Form 5's are filed by "C9" committees; Form 7's are filed by "C7" committees; and Form 9's are filed by "C3" committees. When a type of committee files a report that does not pertain to that committee, any attempt to electronically file the wrong report will be rejected by the FEC.

43. Filing must have [BEGINTEXT] followed by text -- F99 filings differ from the formats of all other "delimited" electronic files. The free-form text is bracketed by special [BEGINTEXT] and [ENDTEXT] records.
44. Text is NOT bracketed by [BEGINTEXT] & [ENDTEXT] -- F99 filings differ from the formats of all other "delimited" electronic files. The free-form text is bracketed by special [BEGINTEXT] and [ENDTEXT] and [ENDTEXT] records.
45. Email [_] invalid. Please check email format and the delimiter used) - F1 filings permit a maximum of two committee emails, but they must be in the correct format [Both emails must use standard email format; No spaces are permitted within the field; Only semicolon and comma delimiters are acceptable; If delimiter is supplied, second email must also exist; The combined character length must not exceed data field length]

"FEC Committee ID Number Is Required, But Field Is Empty" Error

When a committee finishes their report, they must run the Validator program. Committees may then receive the following error message: **"FEC Committee ID Number is required, but field is empty."** This will prevent the committee from uploading its report. The problem can be fixed by the following steps:

Instruct the committee to open FECFile (but not any particular report), click View and highlight Individuals/ Organizations.

Double-click on the entry that displays its own committee (this entry will appear in red).

Instruct the committee to input their FEC identification number directly under FEC ID and click OK. This will correct the error message listed above and allow the committee to file their report, assuming no other serious problems exist in the report.