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FecFileManual

User guide
2018

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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.

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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: http://www.fec.gov
- Help with Electronic Filing: http://www.fec.gov/support/index.shtml
- Help with Reporting and Compliance: http://www.fec.gov/info/compliance.shtml
- Download FECFile Software: http://www.fec.gov/elecfil/FECFileIntroPage.shtml
- Sample Password Request: 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.

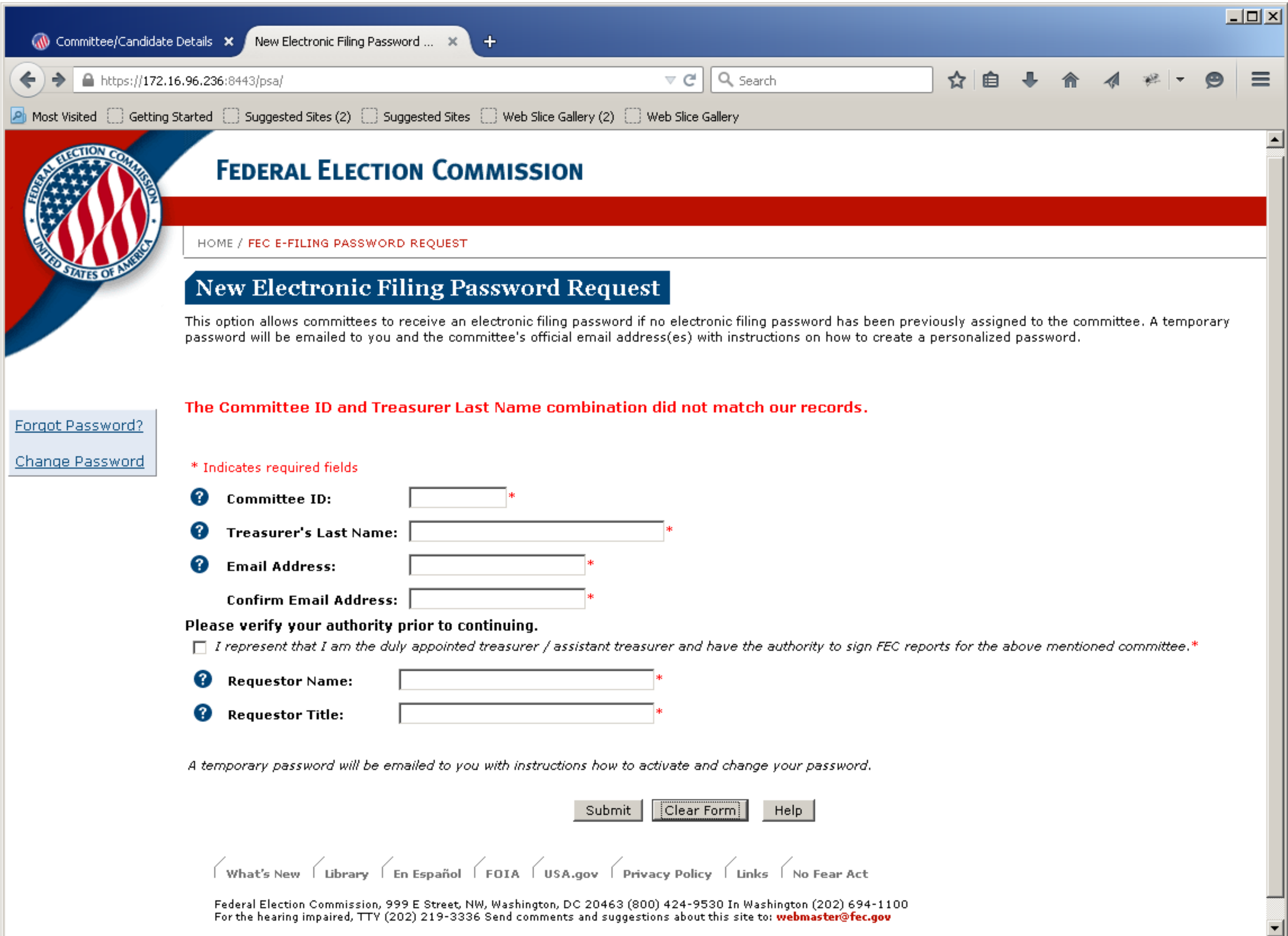
Does FECFile Require Registration?

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.



- 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:

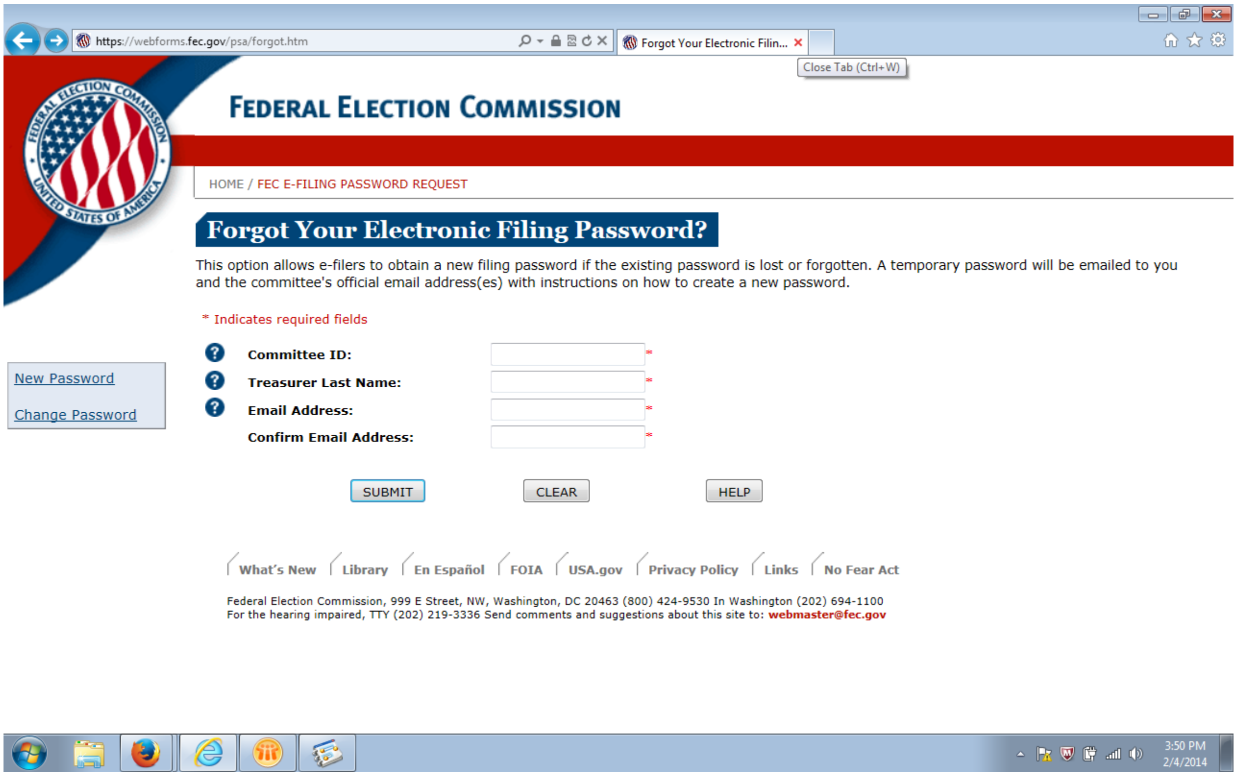
"I represent that I am the duly appointed treasurer and have authority as such to sign FEC reports for the above committee"

- 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".



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

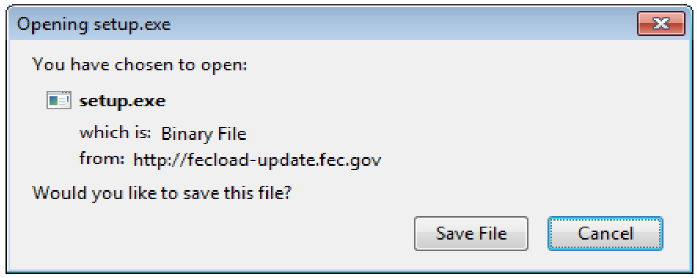
Installation

From the FEC web site:

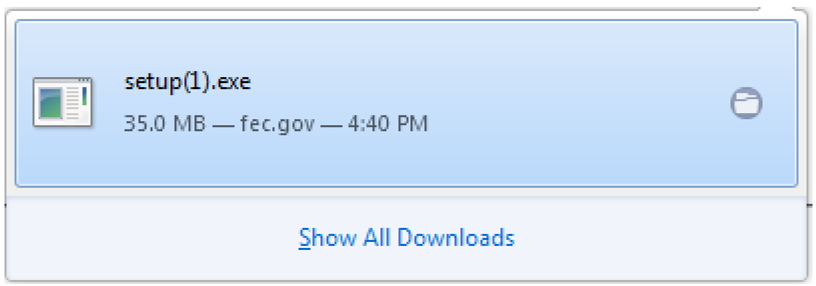
1. Go to http://www.fec.gov/elecfil/FECFileIntroPage.shtml and click on the Download FECFile Now link
2. Read the FECFile Update List for new features and click on Download Now link
3. Fill out the required information and click the Submit
4. Select the latest version of FECFile and click on the link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

Download Using Firefox

1. Click the **Save** File Button.

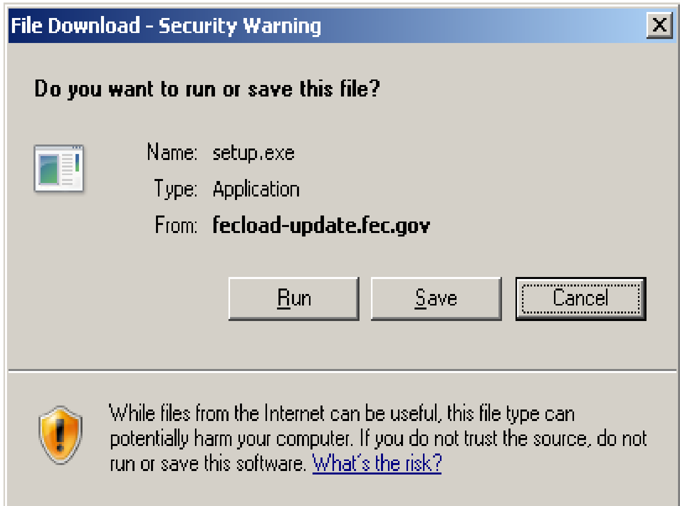


2. Then double-click **setup.exe**

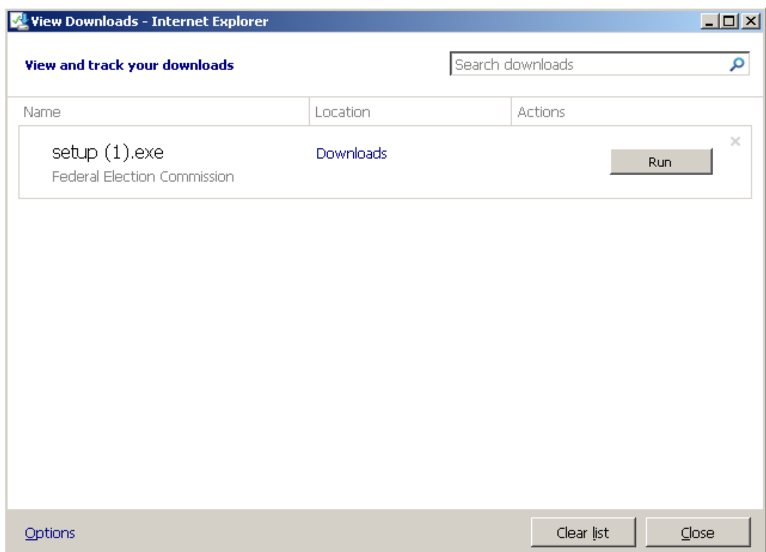


Download Using Internet Explorer

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



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



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***.

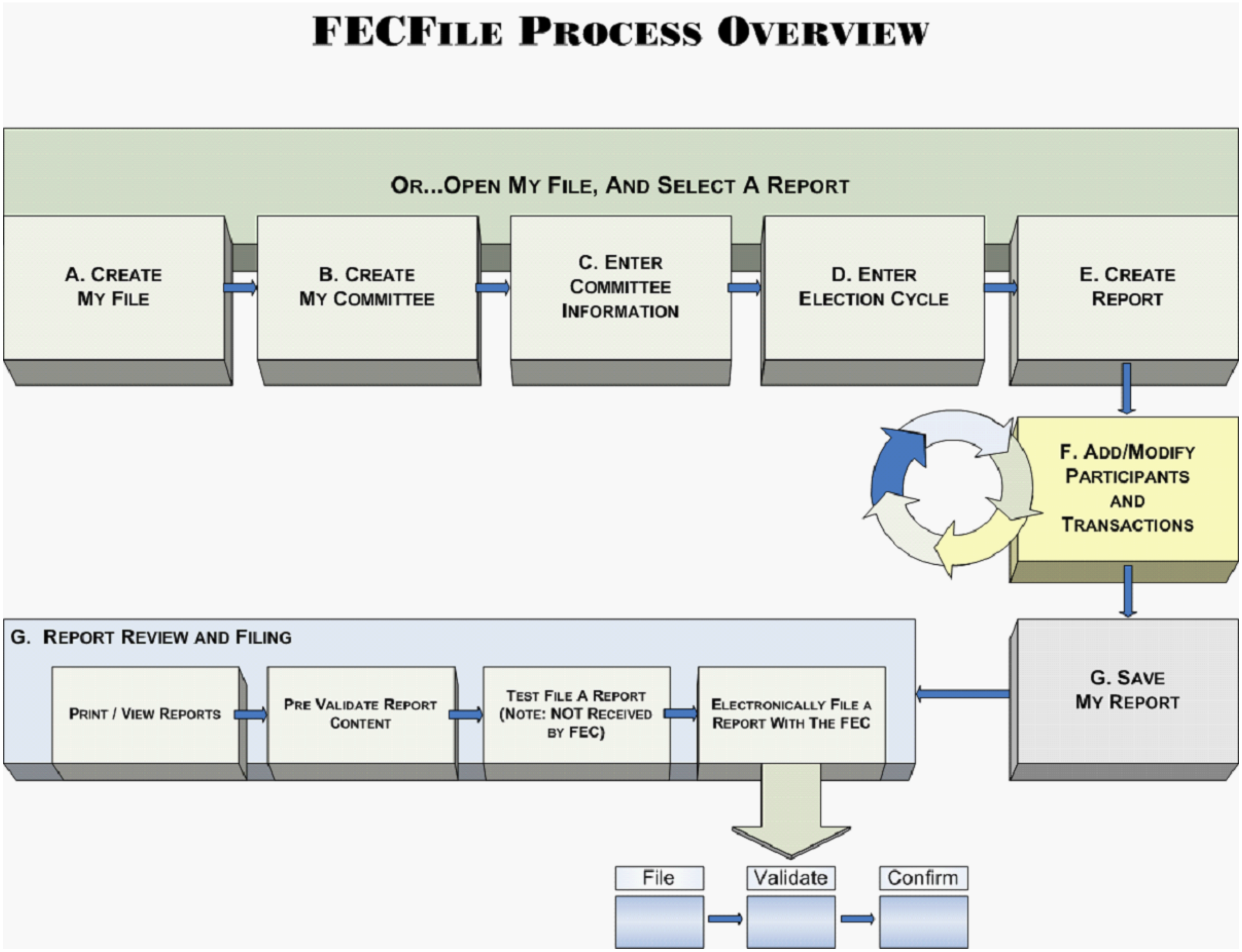
Finalize Installation

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.

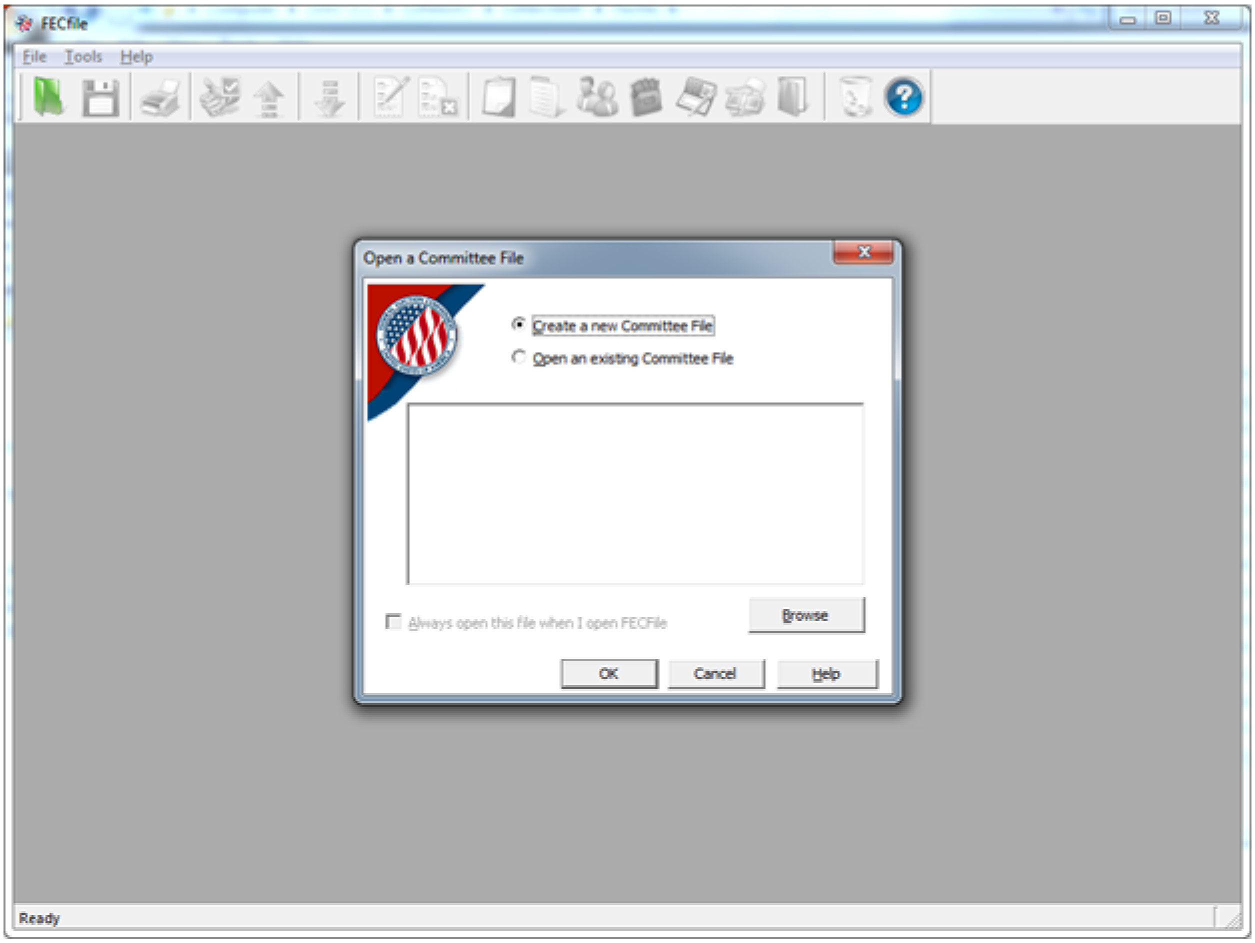
You can:

• 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.

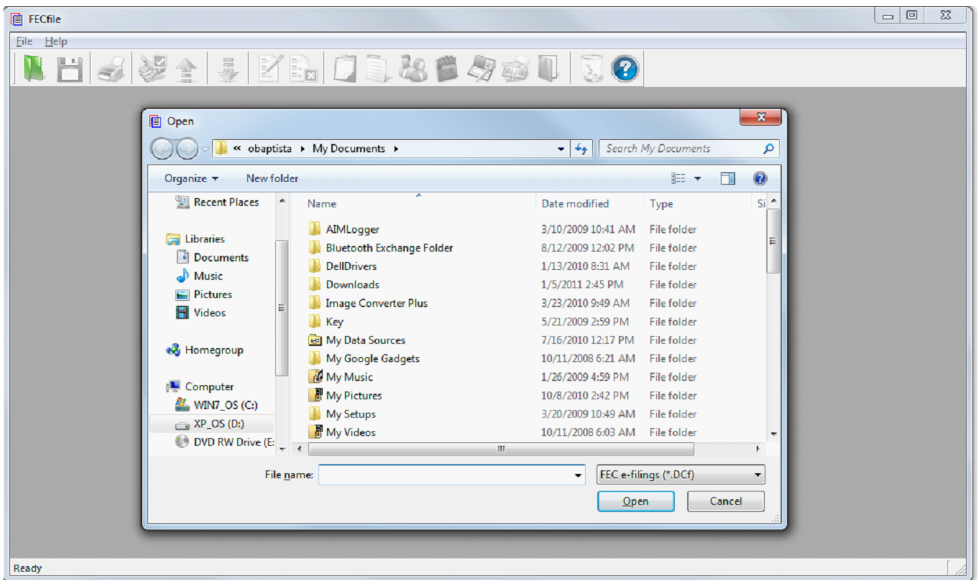
Open an existing committee file – allows the user to access committee information and reports already created and saved. It also permits the creation of subsequent reports for submission.

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 Open an existing committee file 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 Open an existing committee file.

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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 Com
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)	

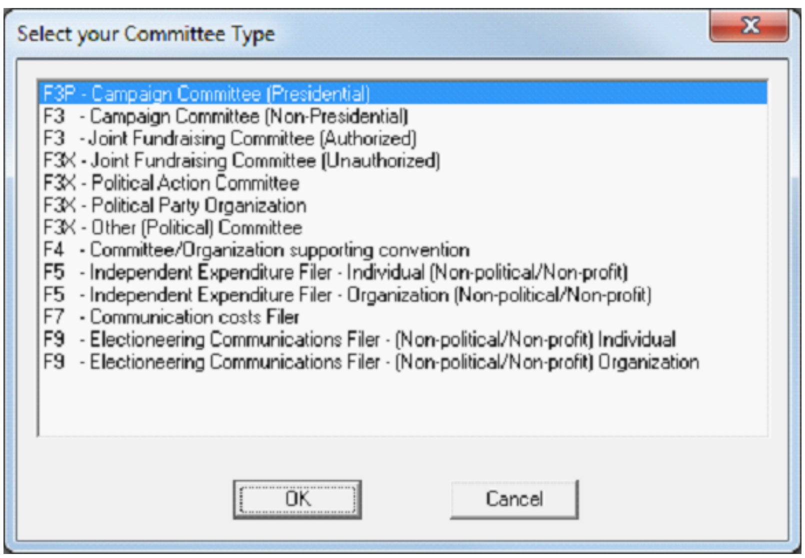
Select Committee

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 Reports Analysis Division.

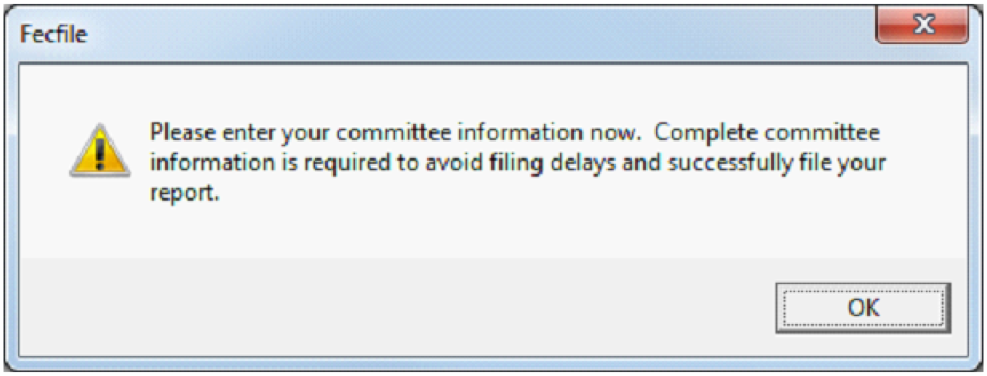
The Committee Types you can Select are:

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**

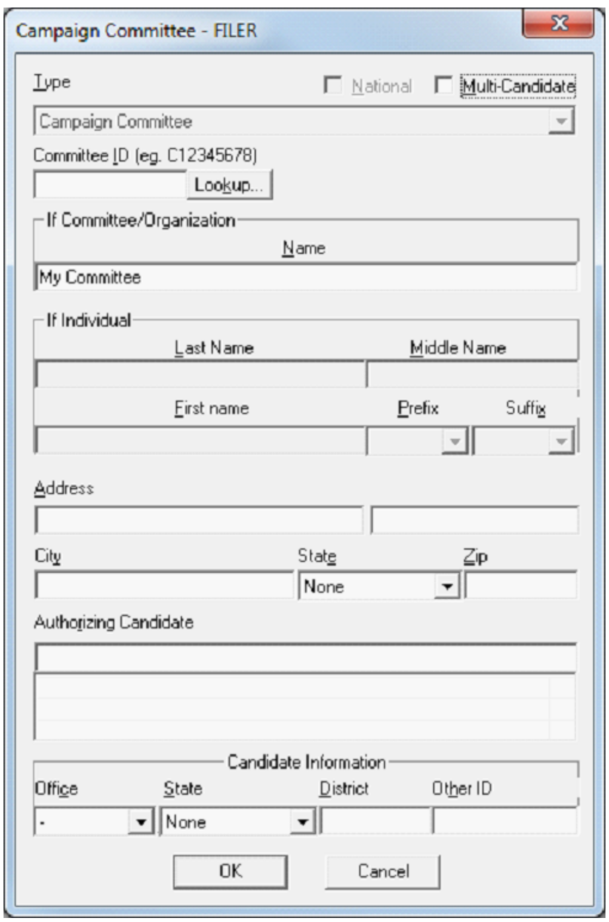
Select your committee's filing type and click the ***OK*** button.



#	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.



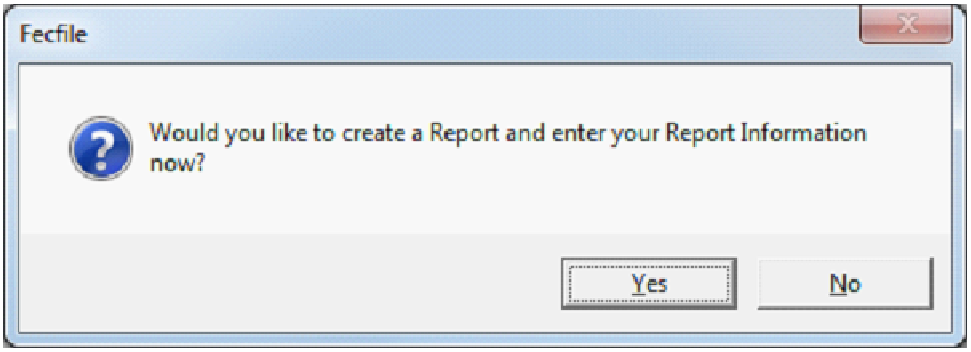
The Individual/Organization information may then be entered, by tabbing from field to field. All information should be entered as complete as possible to avoid validation errors, which could lead to failure during the upload process.

Additional candidate information may now also be entered.

The lookup feature may also be used at this point.

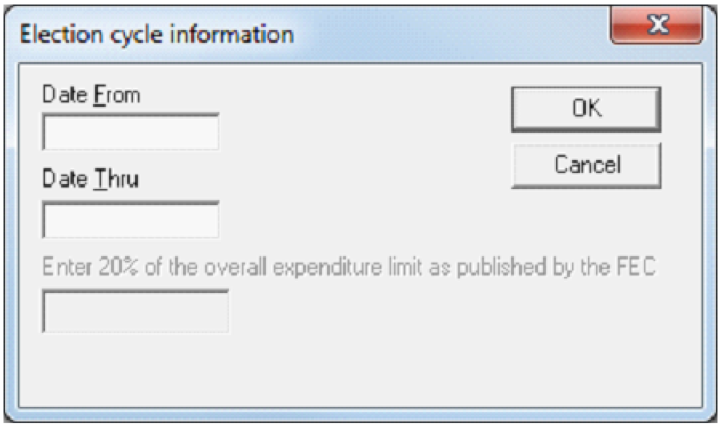
Authorized committees must also enter in the Candidate’s name in the Authorizing Candidate field, last name first and press the tab key, which then allows for the separate Individual/Organization screen to enter the candidate address information.

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



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.



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.

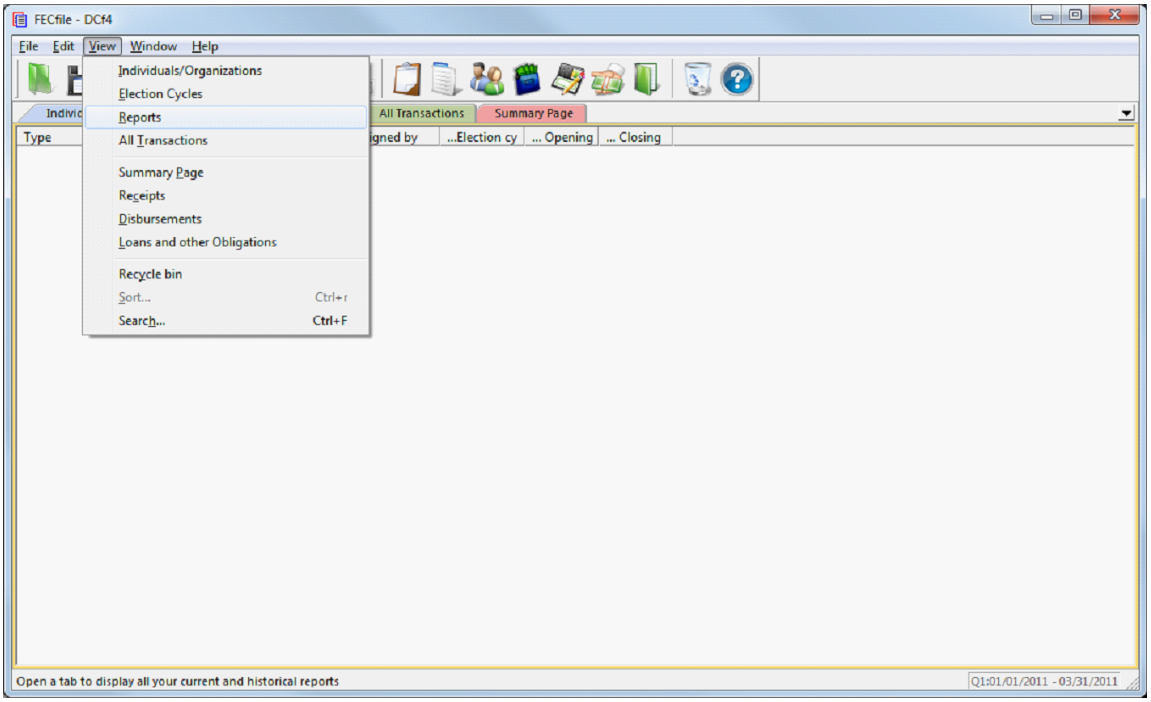
There are four general categories of reports. These are:

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.

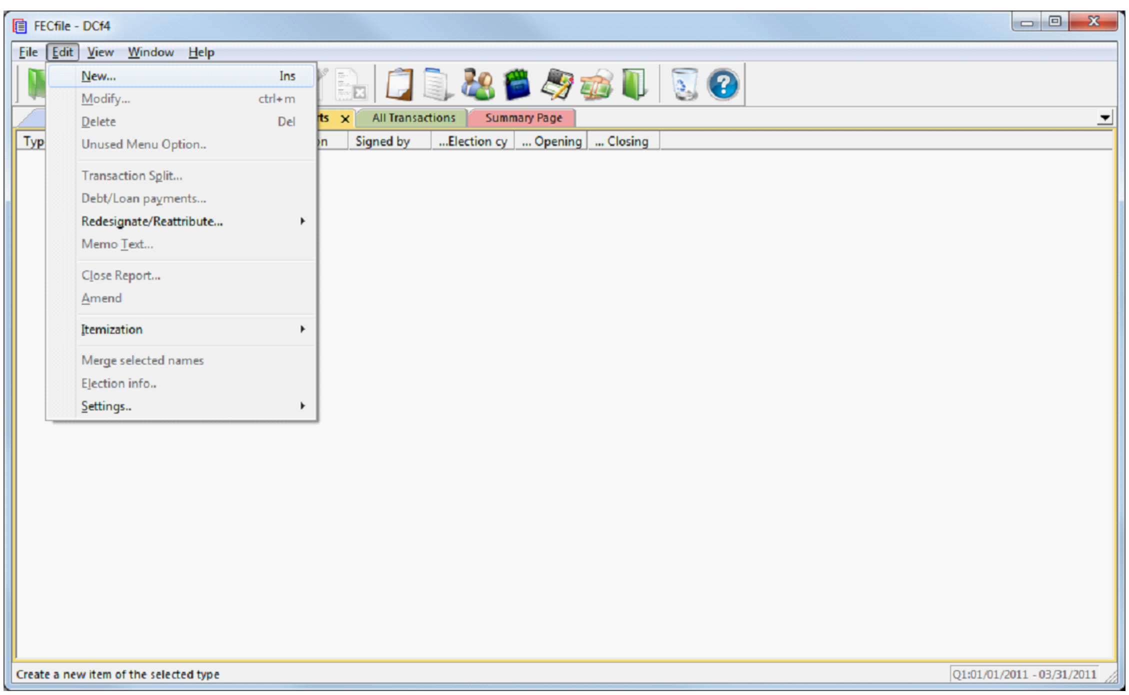
The following sections provide guidance on Normal Reports, and the approach for creating the other report types.

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.

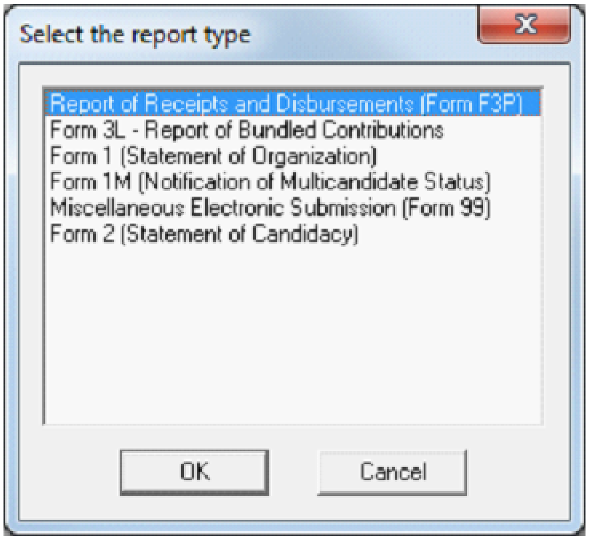


With the ***Reports*** tab highlighted, click Edit > New on the menu bar.

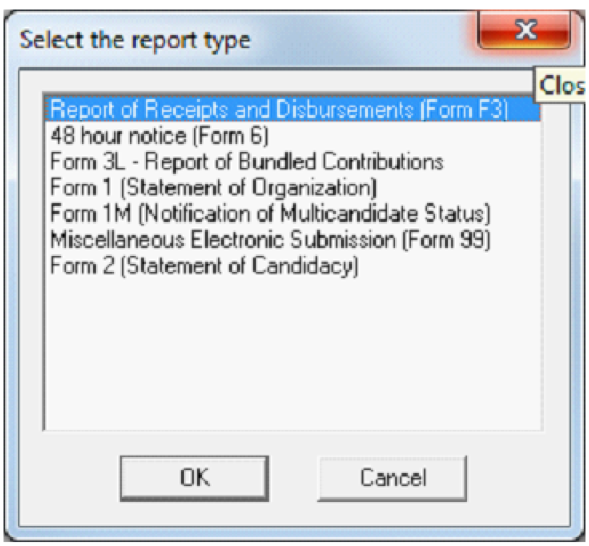


You will be presented with dialog with selections that depend on your committee type. Select the desired report type and enter the required information. Examples of these dialogs include:

Presidential

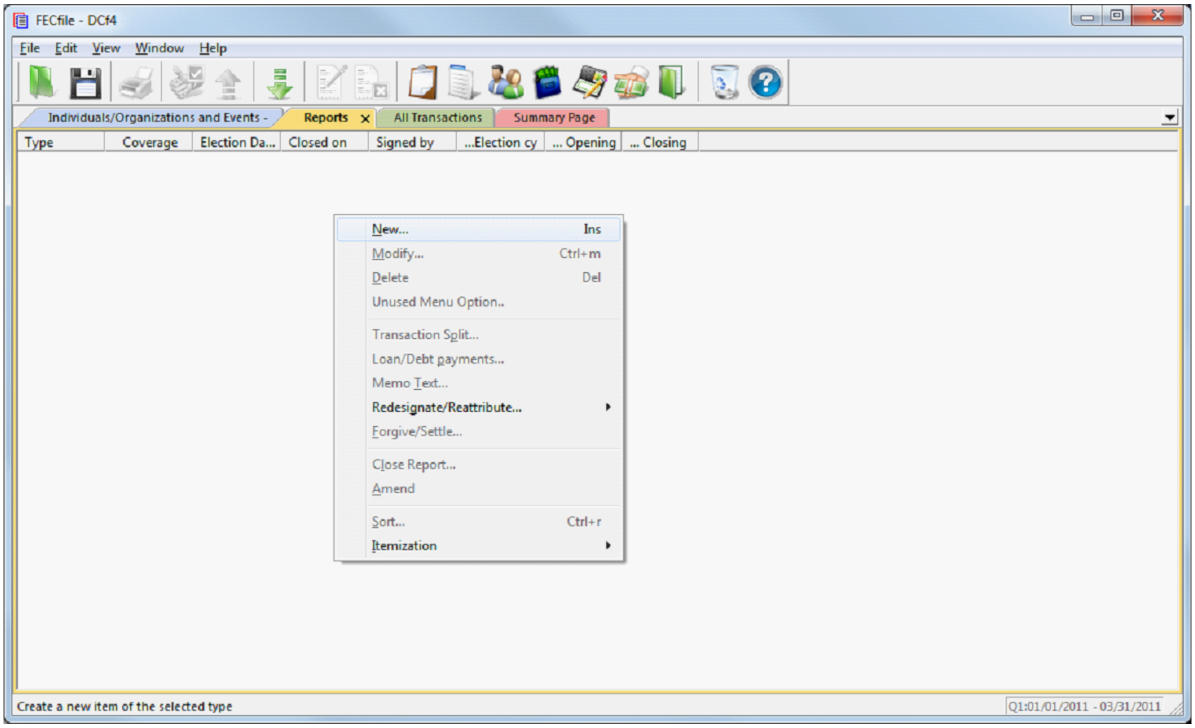


Non-Presidential



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.



Operations that are available include:

Create a new report

Modifying an existing report

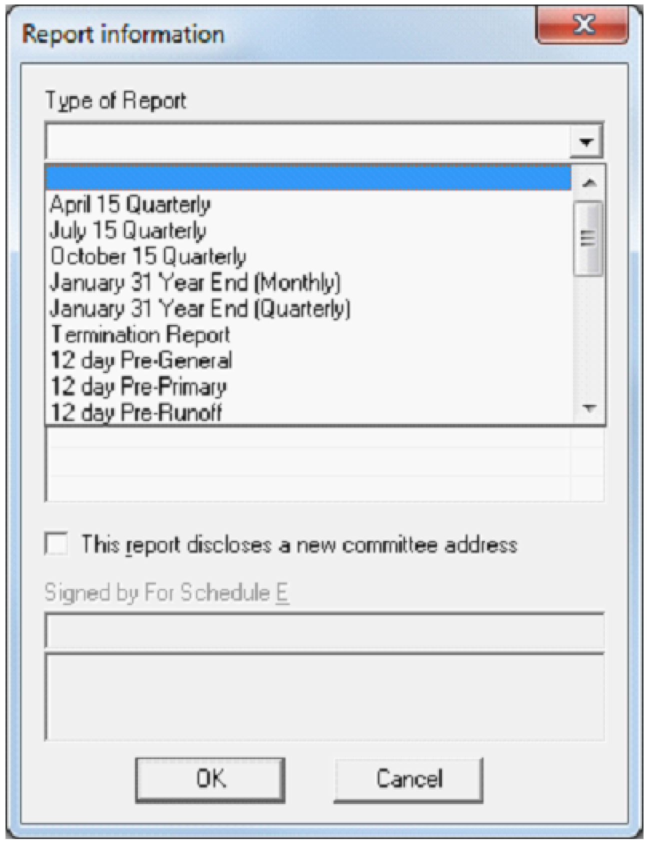
Deleting a report

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.



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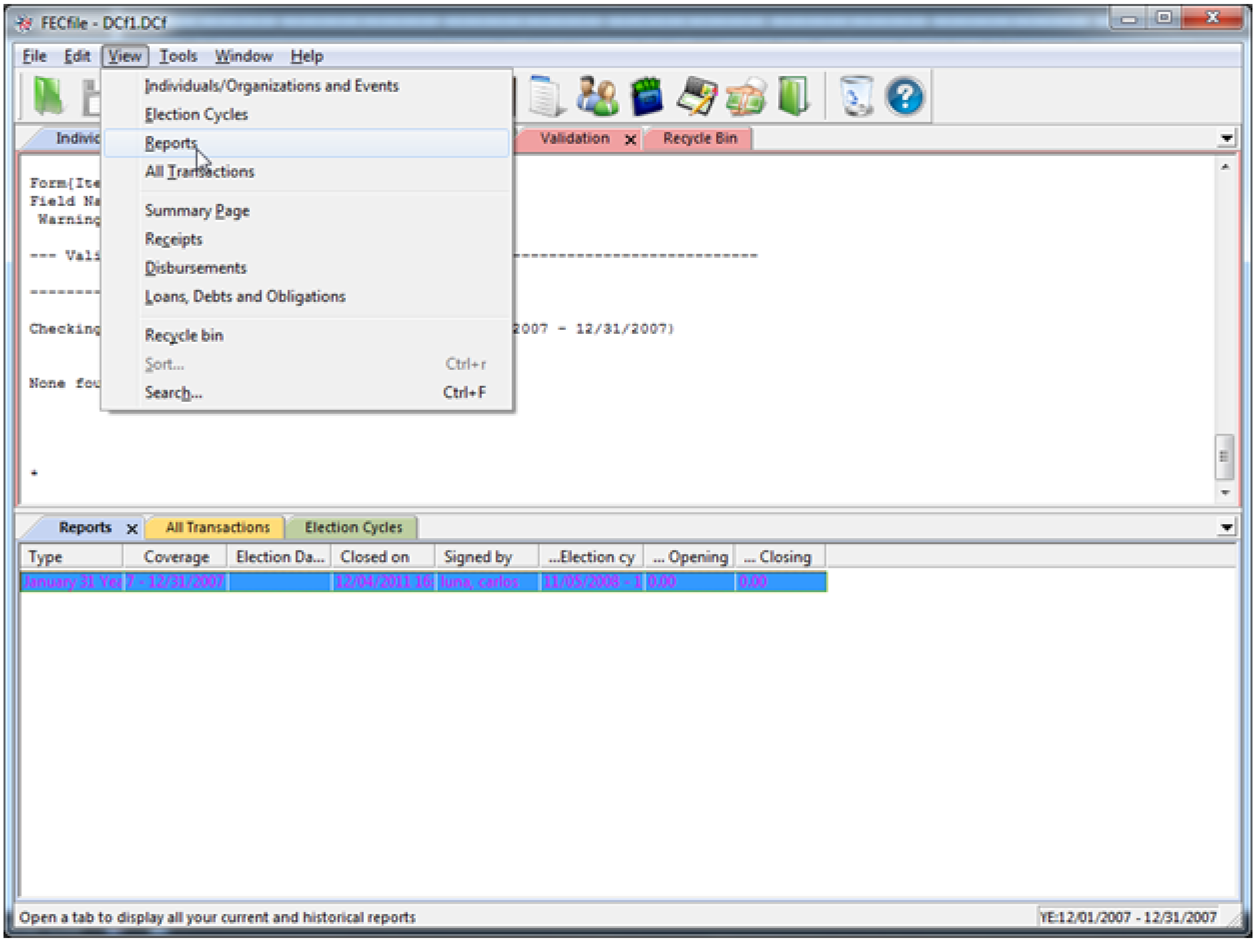
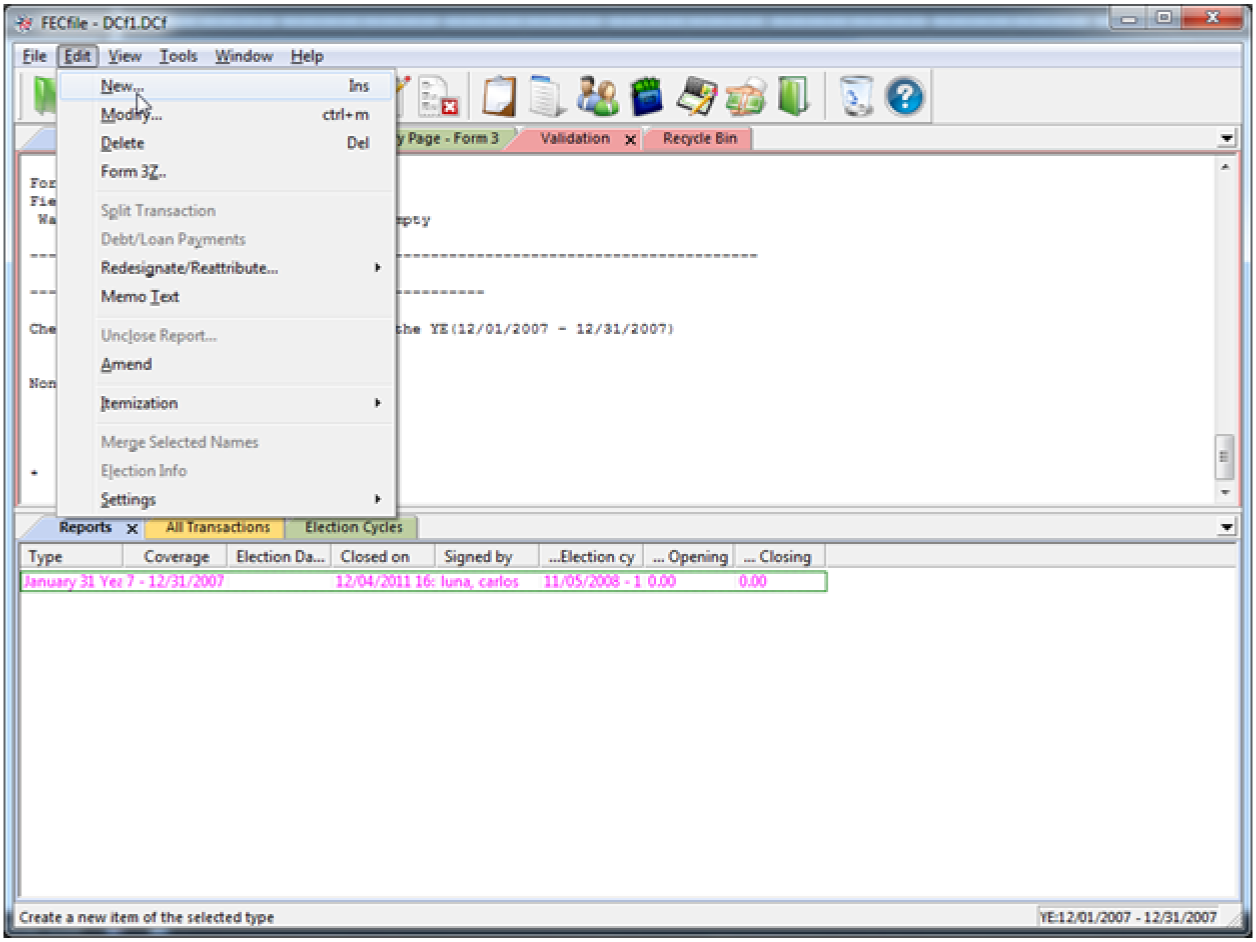
Creating 24/48 Hour Notices/Bundled Contributions 3L, or Other Reports

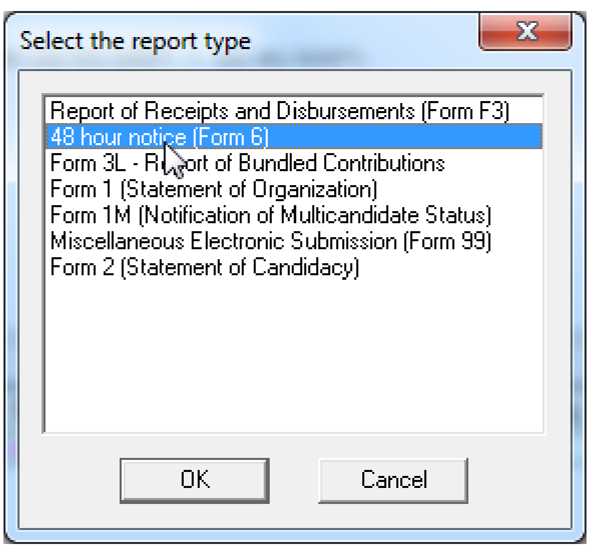
48 Hour Notice Pattern follows. It provides a general pattern for the other reports listed above.



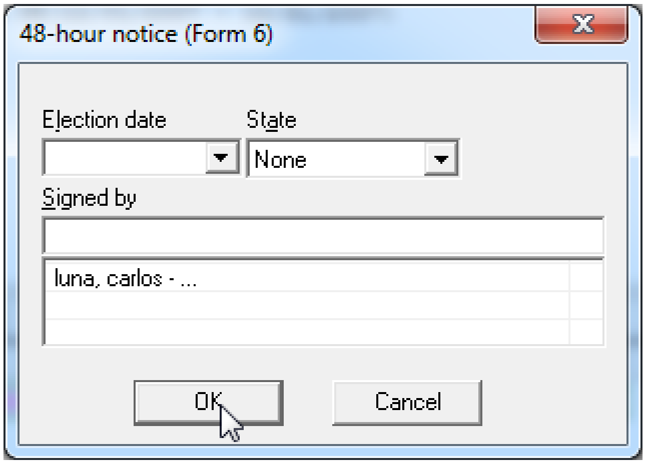
• Create the next report (i.e. Q1) and the transaction(s) that will be reported on that report and the 48 Hour Notice. This report and subsequent transaction will be reported to the FEC at some point following the submission of the 48-Hour Notice.
• Select View from the menu bar and click on Reports



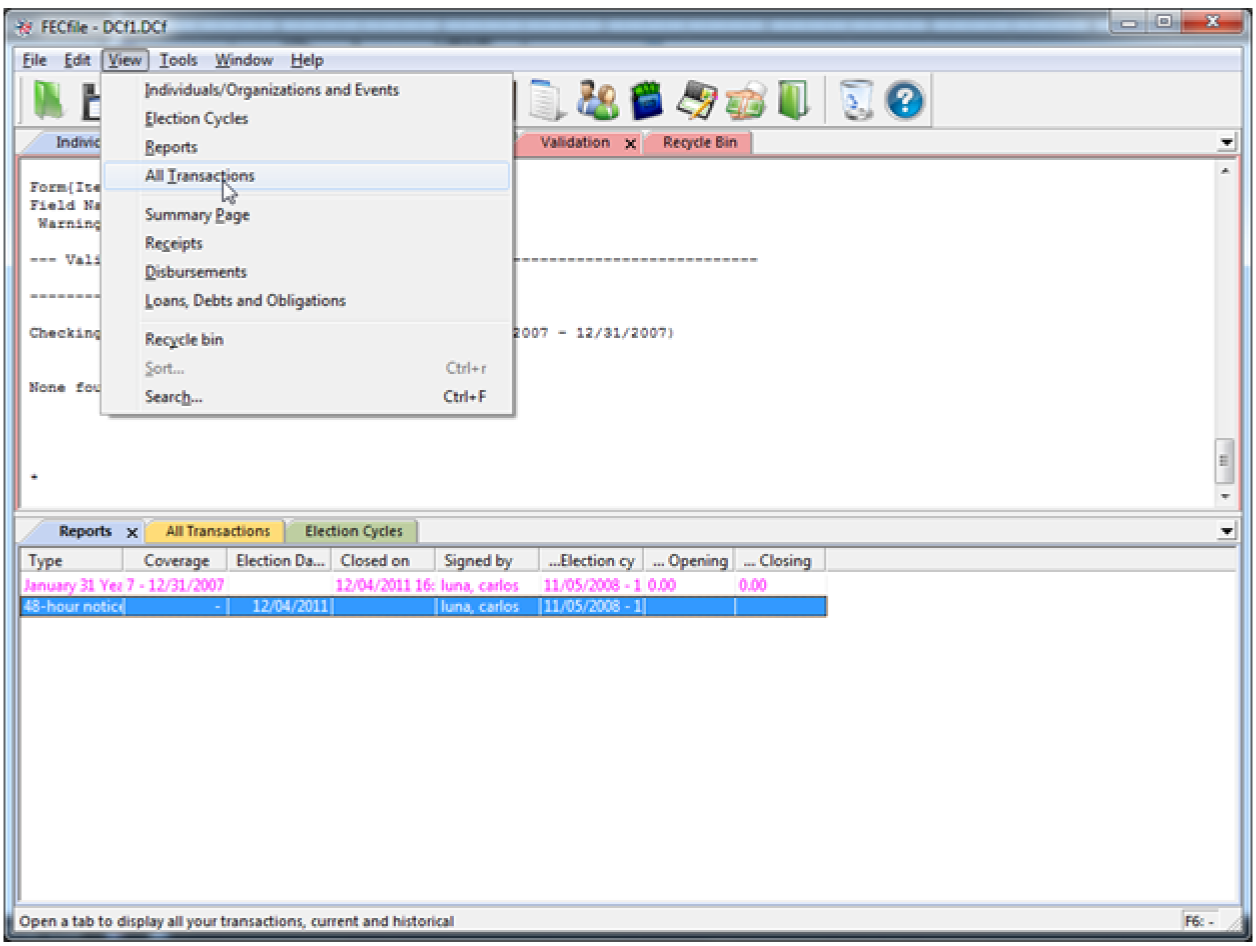
• Select Edit from the menu bar and click on New. A dialog box will appear. As shown, you may select from multiple report types. The appropriate screens will be presented to complete the selected form. The ones in this example are for the 48 hour notice (Form 6).



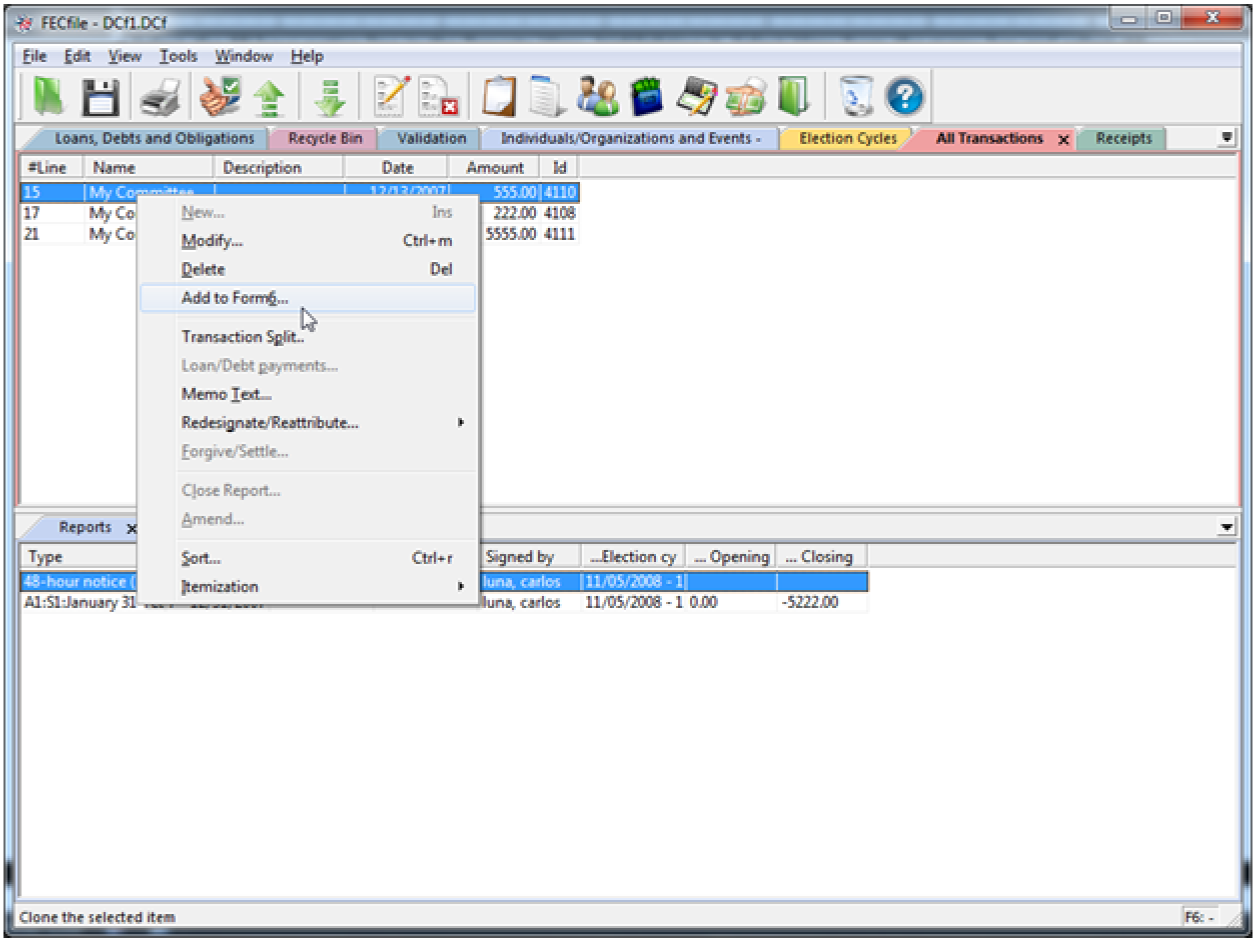
• Select 48 Hour Notice in the dialog box and click on OK.



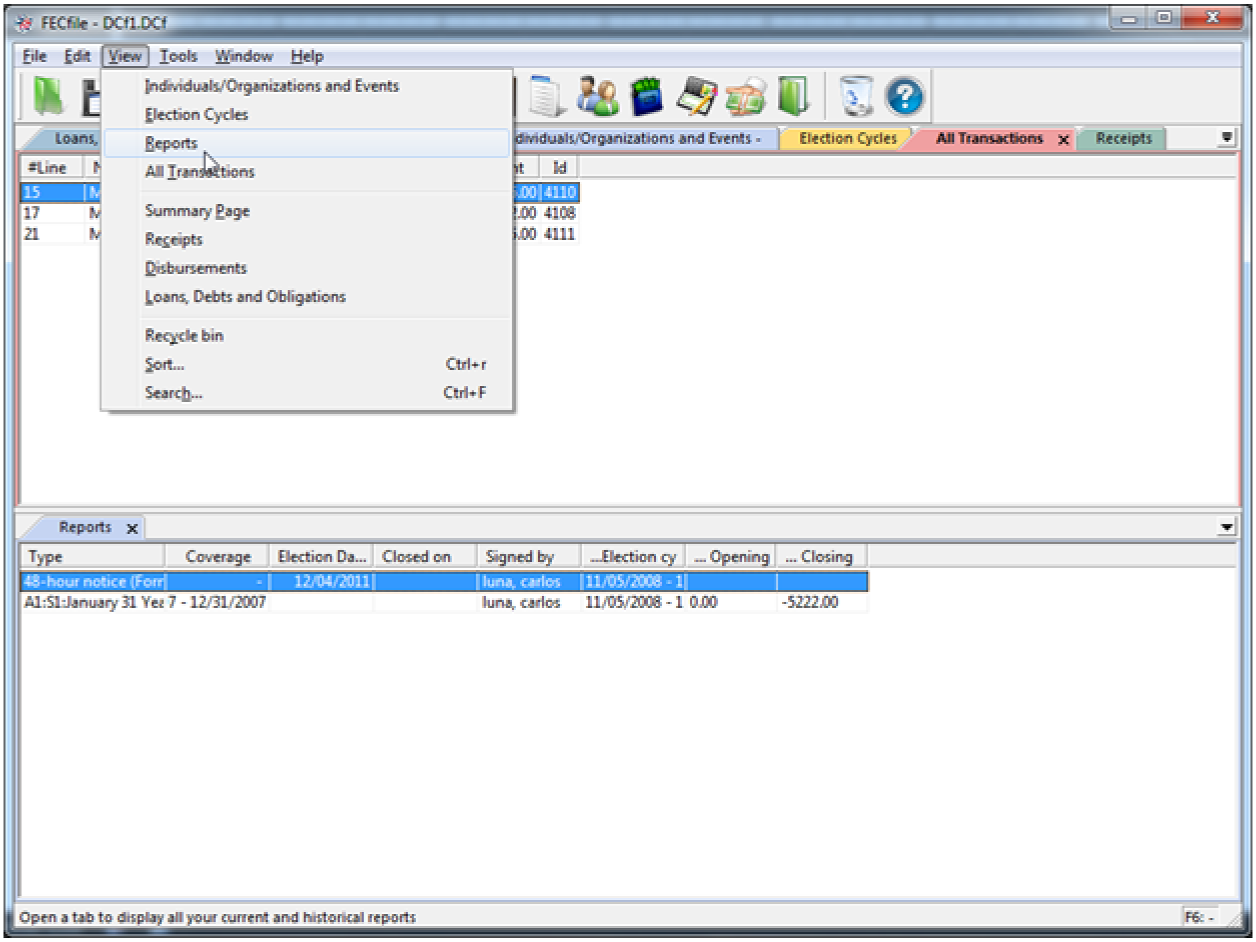
• Enter the date of the election in the Election date field.
• Click on the drop down menu and select the state in which the candidate is running for election.
• Select the Treasurer or Assistant Treasurer from below the Signed by field. Their name will now appear in the Signed by field. Click on OK.



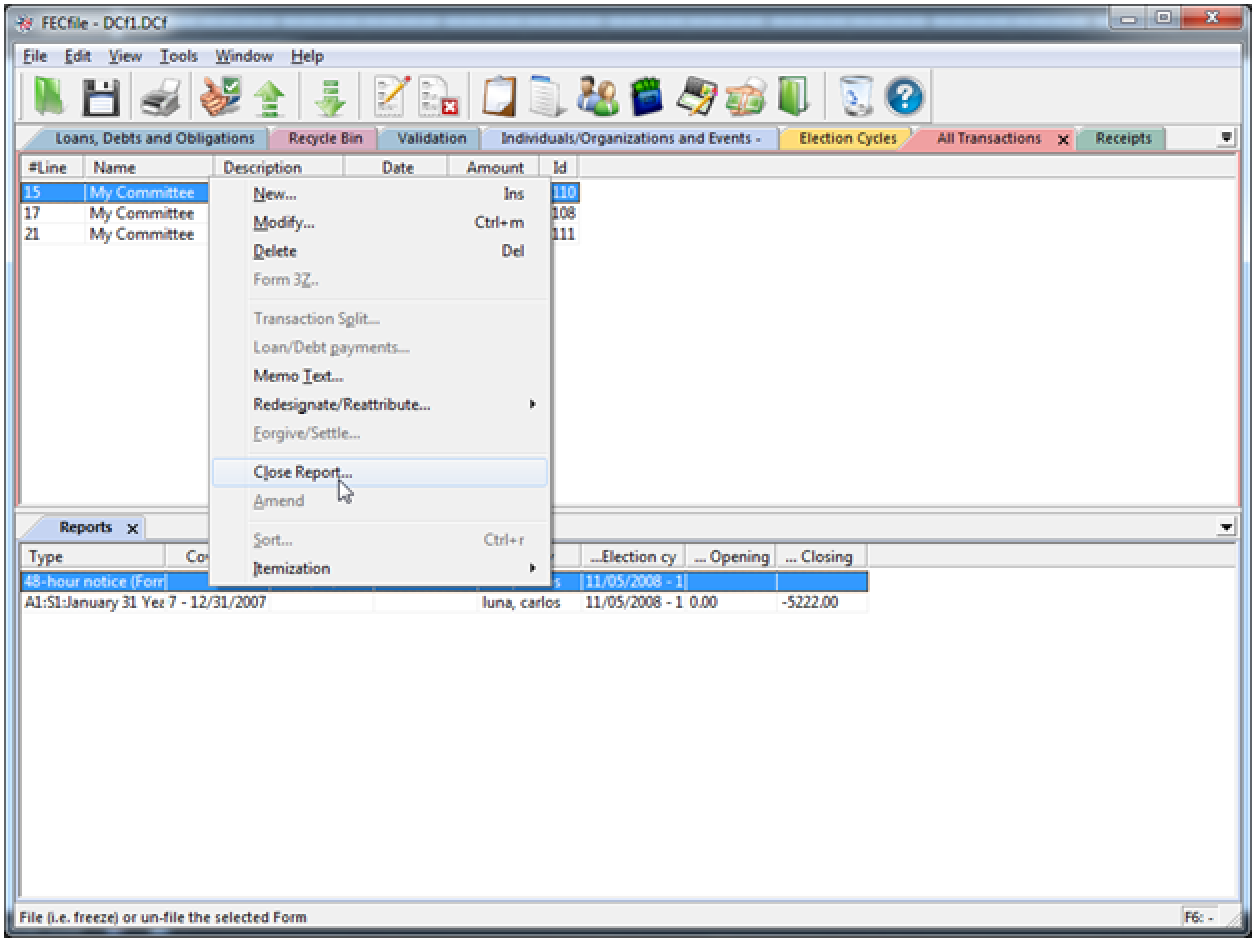
• Select the 48 hour notice line in the Reports View, highlighting it. Select View from the menu bar and select All Transactions.



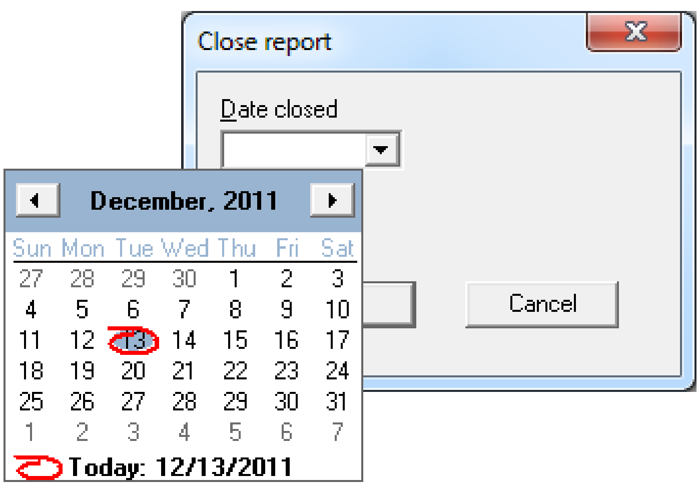
• Right click on the appropriate transaction, from step 1, that you would like to add the 48 Hour Notice. Select Add to Form 6 from the drop down menu. The transaction has now been successfully added to the 48 Hour Notice highlighted on the Reports screen from previous step.
• If additional transactions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



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



• 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 

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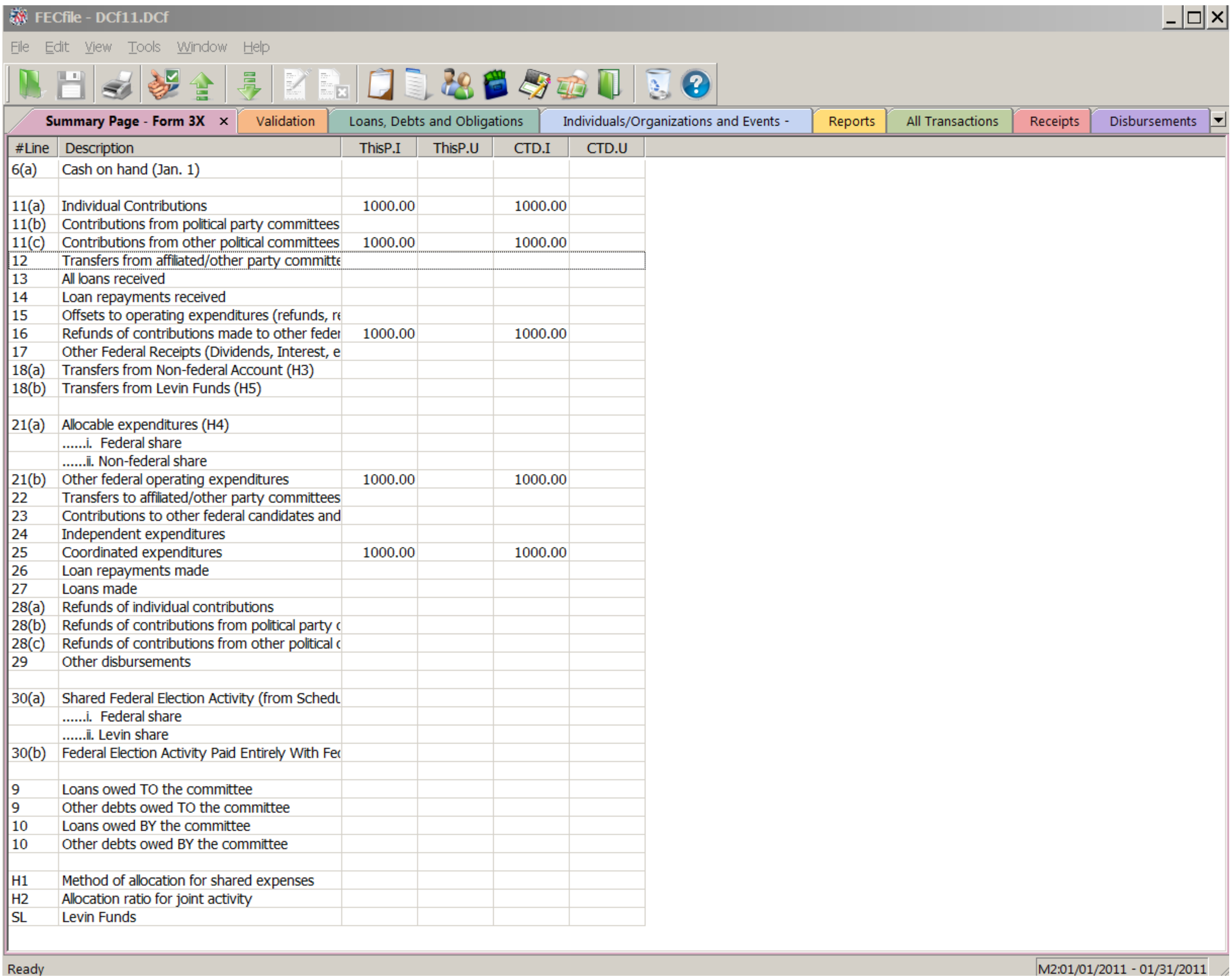
Adding Transactions

To add a transaction:

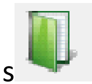
- From the Menu Bar select View > Summary Page.
- Double-Click the desired transaction type
- The appropriate entry form pops up



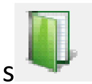
#Line	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	1000.00		1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees	1000.00		1000.00	
12	Transfers from affiliated/other party committe				
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)				
	......i. Federal share				
	......ii. Non-federal share				
21(b)	Other federal operating expenditures	1000.00		1000.00	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and				
24	Independent expenditures				
25	Coordinated expenditures	1000.00		1000.00	
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party c				
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 Fe				
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				

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

Modifying a Transaction

To change a transaction select the transaction in the Receipts , Disbursements , Loans  or All Transactions  view and then select ***Edit > Modify*** from the toolbar. Then modify the transaction in the dialog and select **OK.**

Deleting a Transaction

To delete a transaction select the transaction in the Receipts , Disbursements , Loans  or All Transactions  view and then select ***Edit > Delete*** from the toolbar.

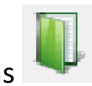
Restoring a Transaction

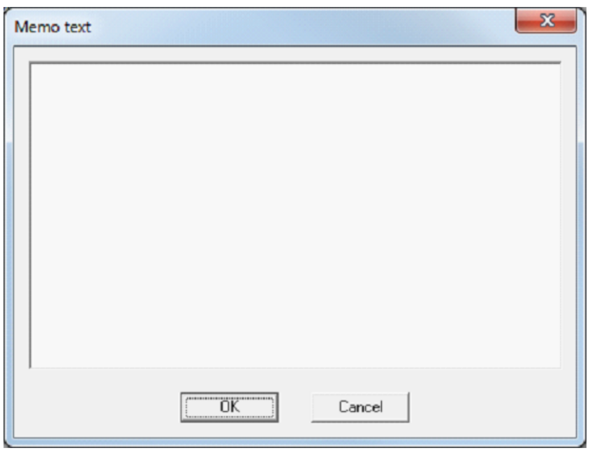
To restore a transaction that was recently deleted, select the Recycling Bin  view from the toolbar. Select the transaction and select ***Edit > Restore*** from the toolbar.

Memo Text Items

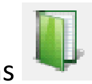
Adding Memo Text - (Information About a Specific Transaction)

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:

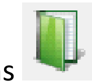
- Select the Report view or a transaction view from the Tool Bar such as All Transactions 
- Select a transaction
- Select ***Edit > Memo Text*** from the Menu Bar
- Enter the desired text and select **OK**



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**

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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.

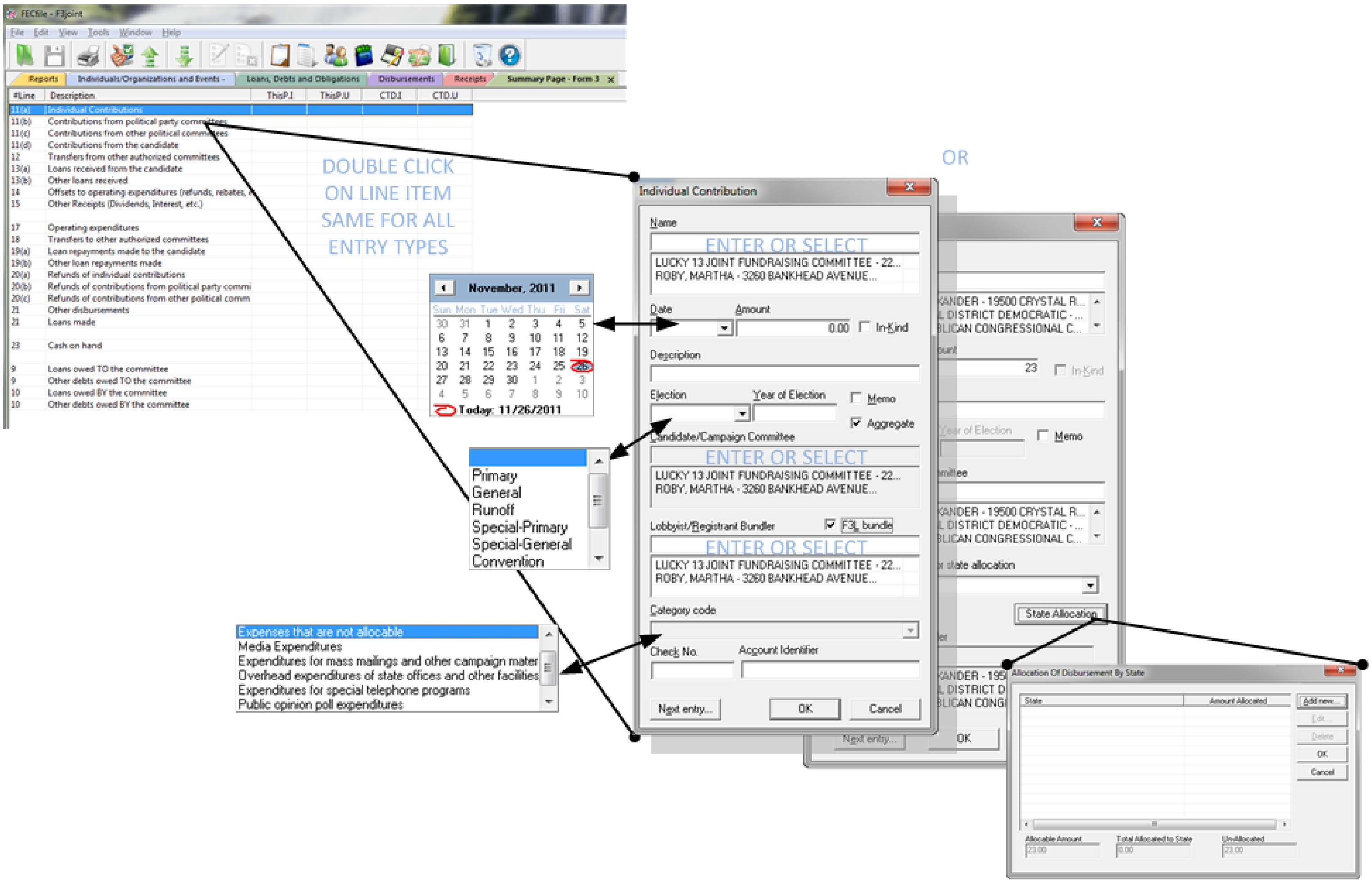
FORM SUMMARY SHEET LINE ITEM NAME	LINE NUMBERS BY FORM	TRANSACTION ENTRY SCREEN				
	Form3	**Form 3X**	**Form 3P**	**Form 4**	**Form 5**	**Form 7**
Receipts from persons		**1(a)**				
Other Receipts		**2**				
Transfers to Federal or Allocation Account		**4**				
….Voter Registration		**4(a)**				
….Voter 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**		

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, rebates, etc.)			**20(c)**			
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**

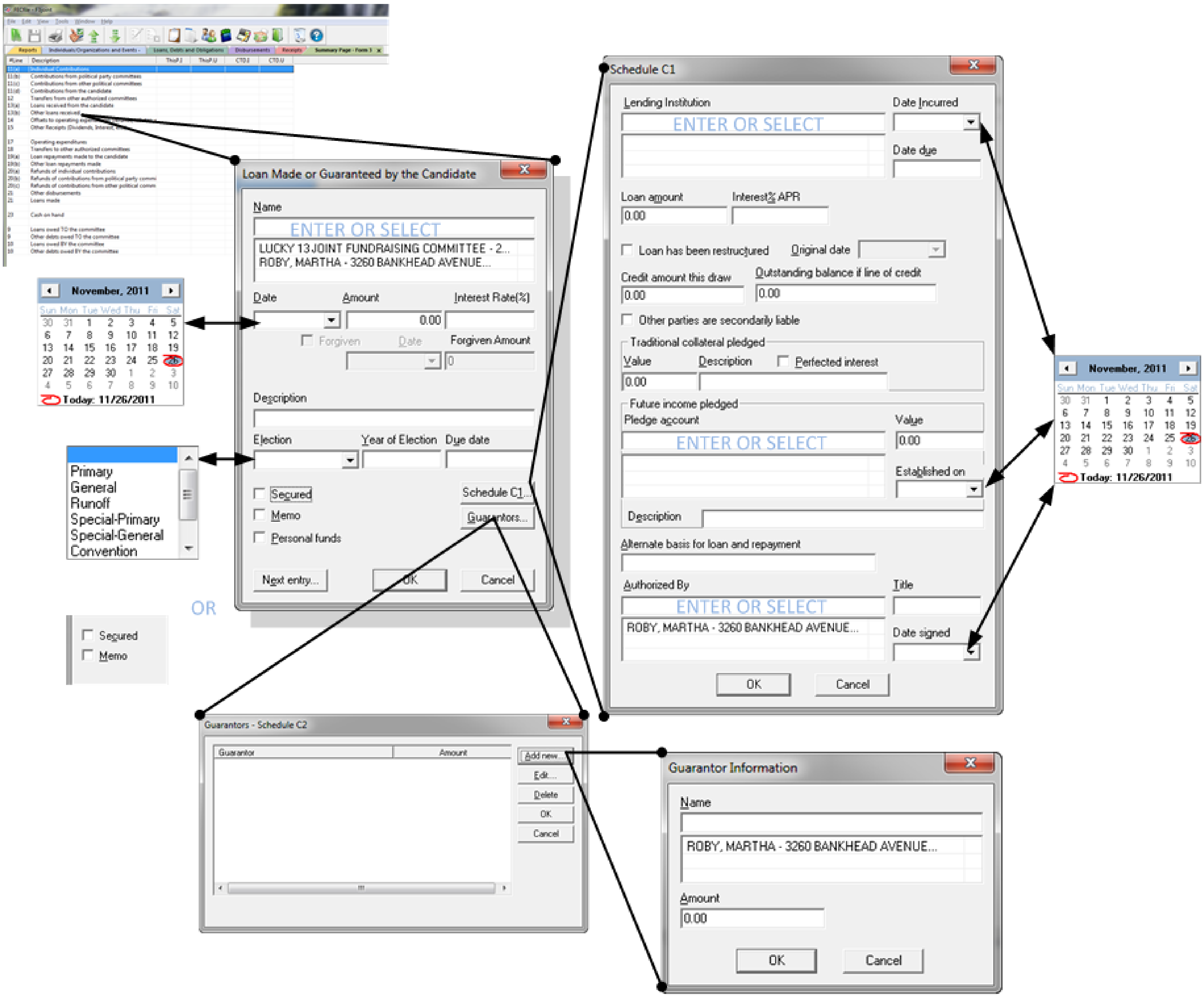
Transaction Entry Screen Set A- General Entry

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:



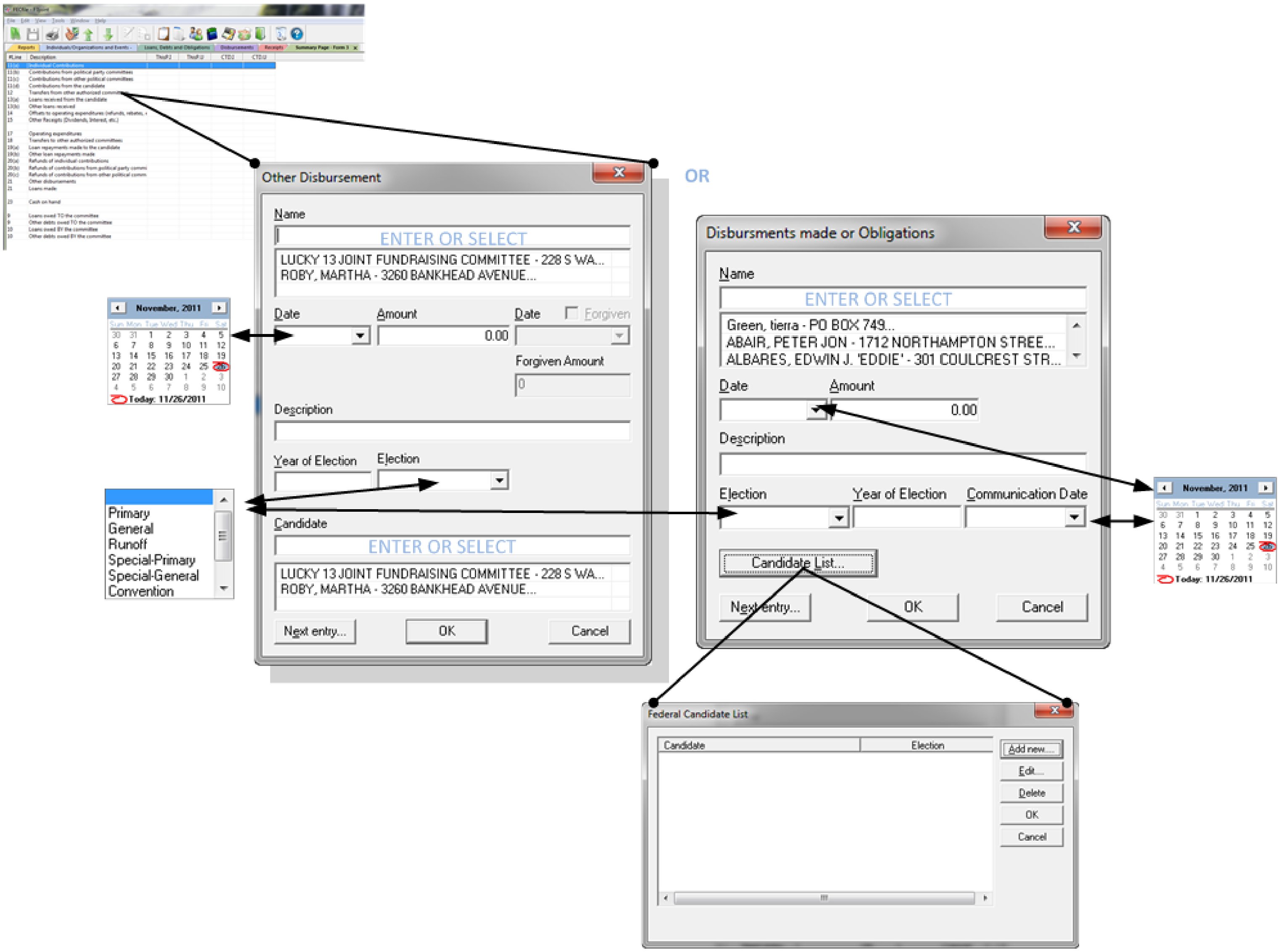
Transaction Entry Screen Set B - Loans

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:



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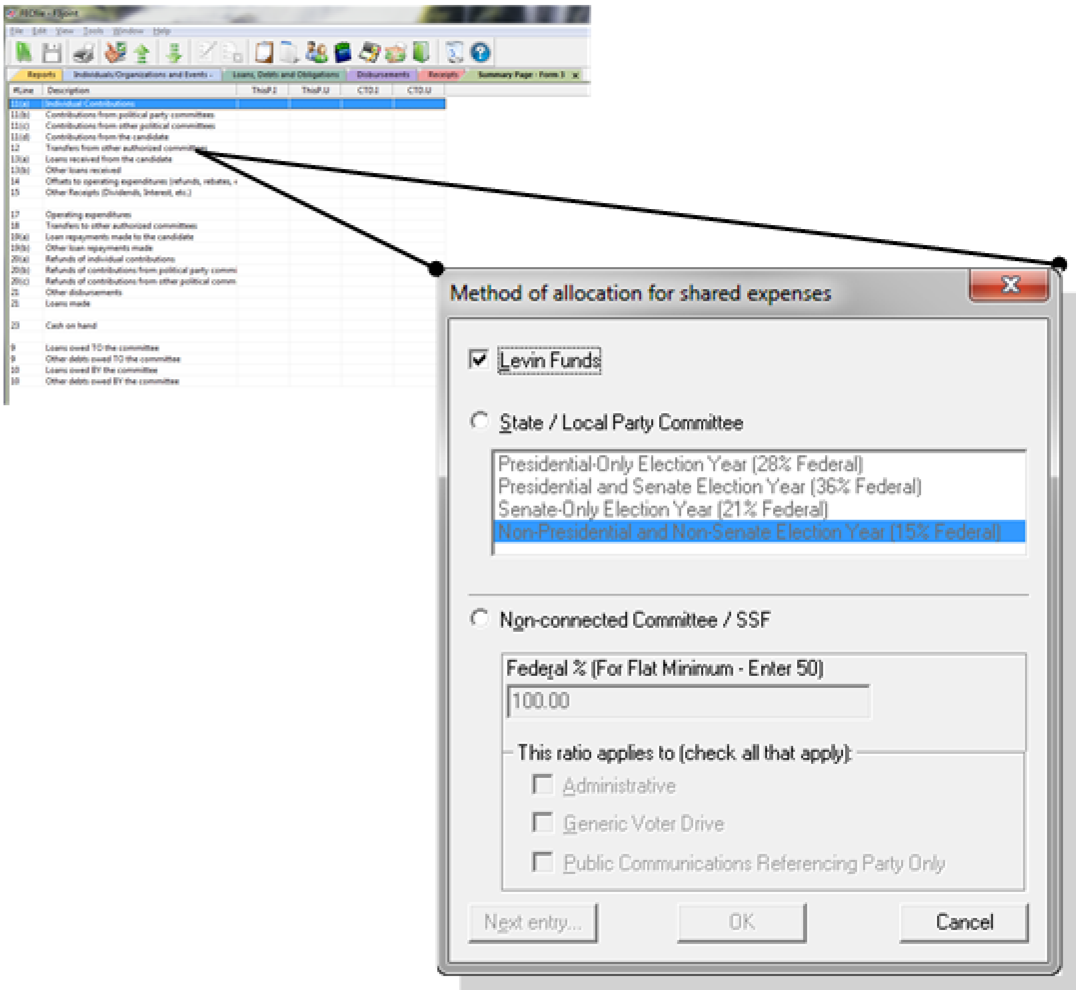
Transaction Entry Screen D - Allocate Shared Expenses

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:



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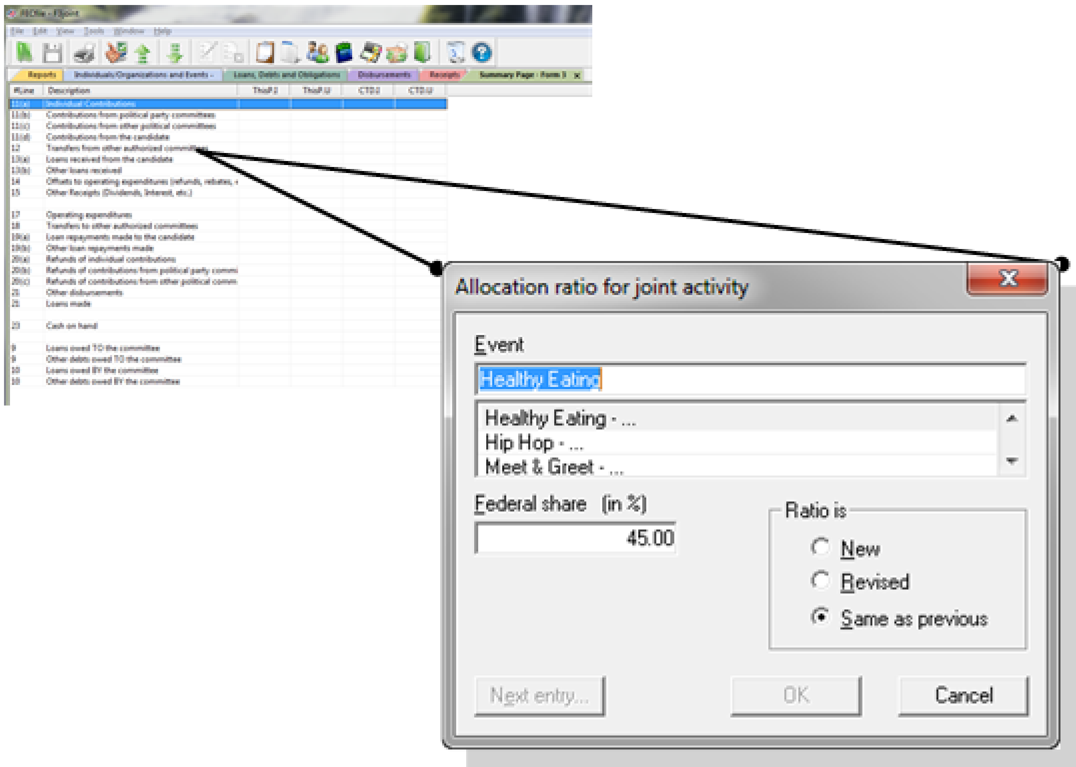
Transaction Entry Screen E - Allocate Joint Activity

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:



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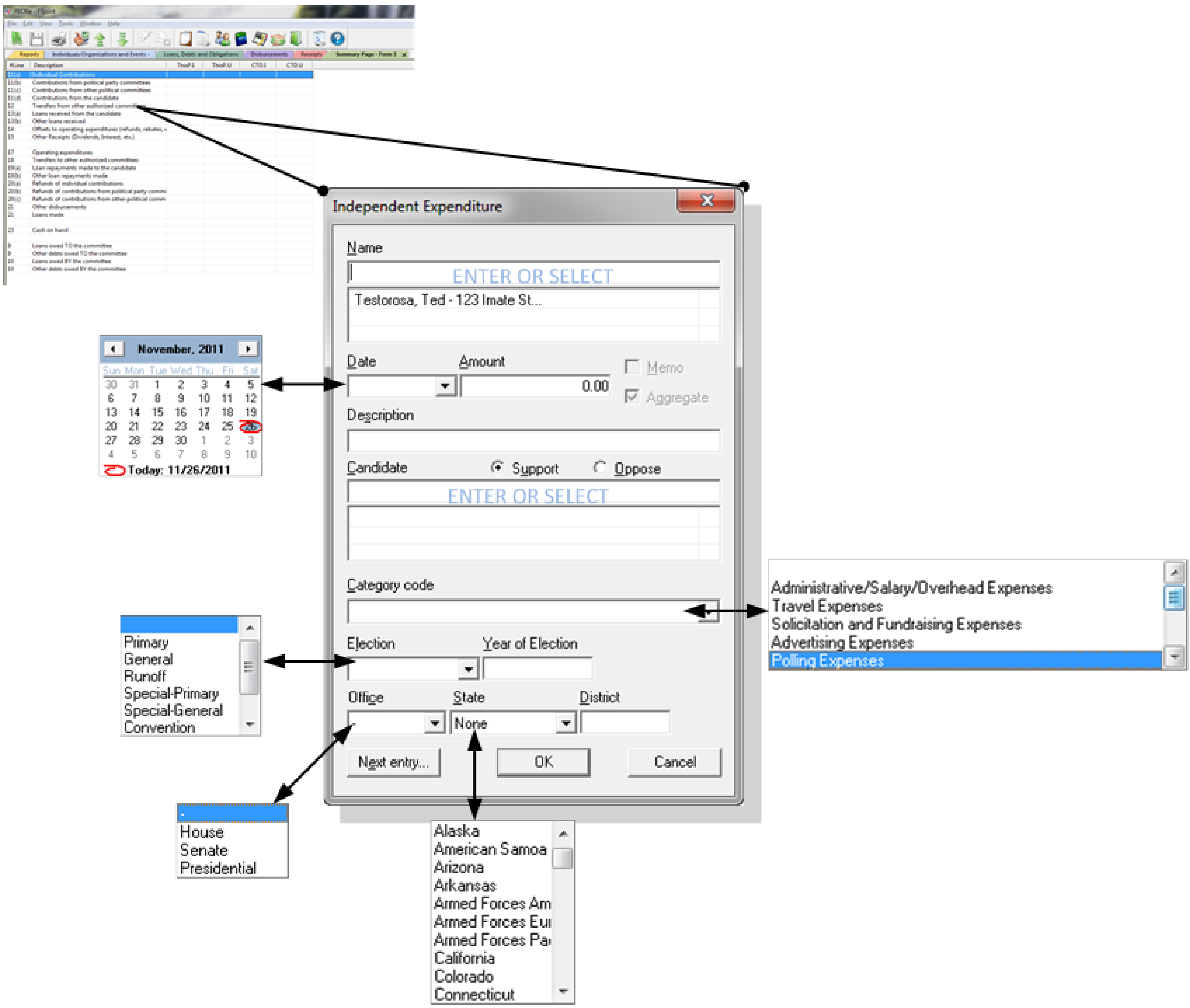
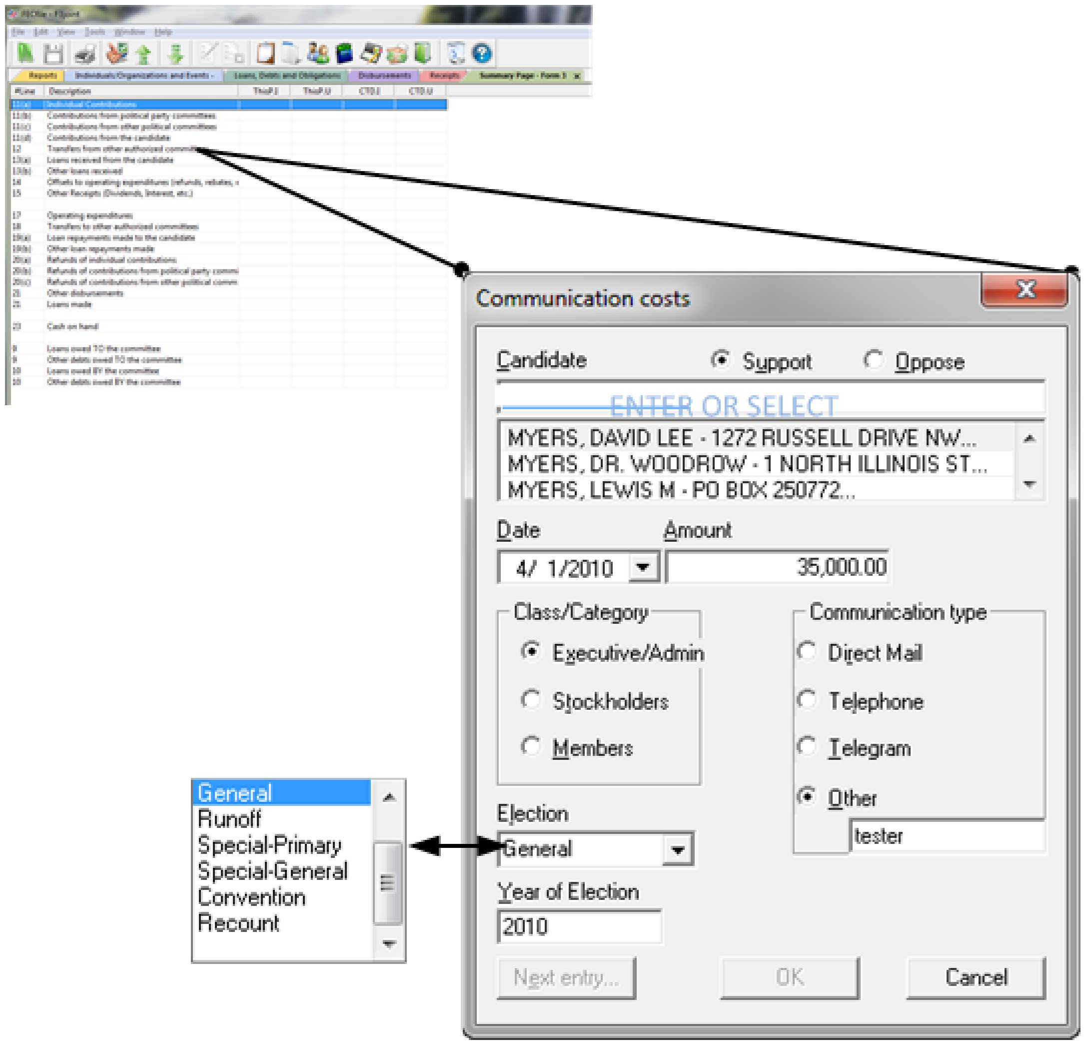
Transaction Entry Screen F - Independent Expenditures

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:



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Individuals, Organizations and Events

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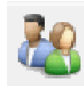
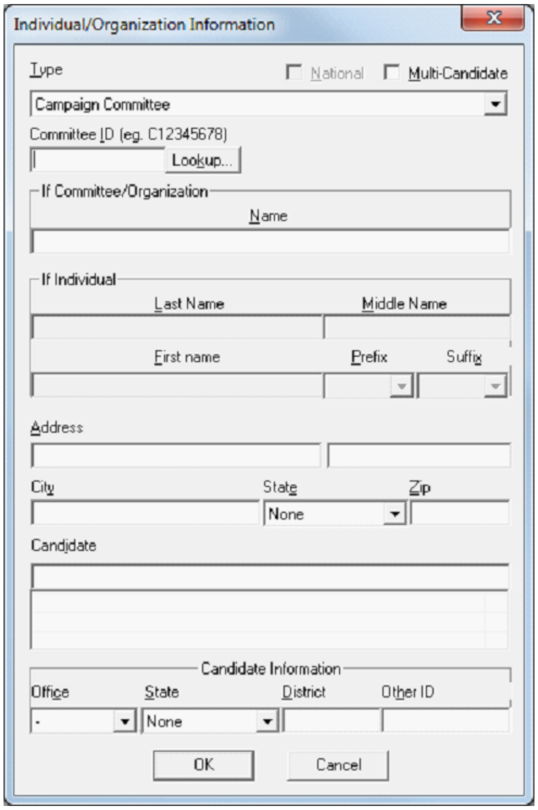
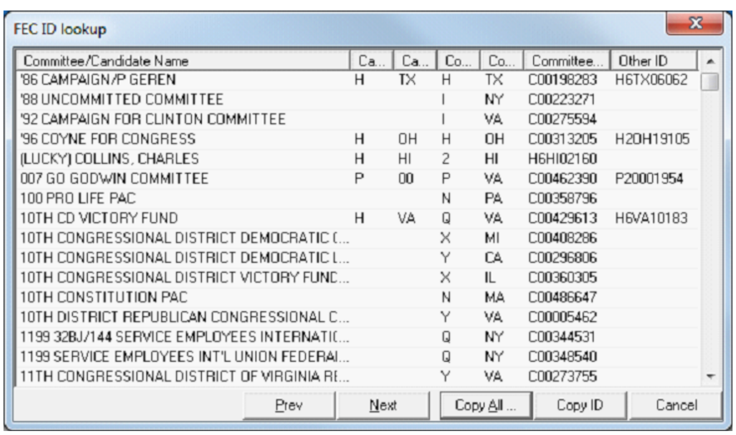
Adding Individuals/Organizations and Events

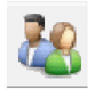
• Select the Individuals/Organizations and Events  view from the menu bar. Then select ***Edit > New*** from the menu bar and fill in the dialog box. Or select the ***Lookup*** button to populate the information from the Committee Database.



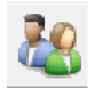


Committee/Candidate Name	Ca...	Ca...	Co...	Co...	Committee...	Other ID
'86 CAMPAIGN/P GEREN	H	TX	H	TX	C00198283	H6TX06062
'88 UNCOMMITTED COMMITTEE			I	NY	C00223271	
'92 CAMPAIGN FOR CLINTON COMMITTEE			I	VA	C00275594	
'96 COYNE FOR CONGRESS	H	OH	H	OH	C00313205	H2OH19105
(LUCKY) COLLINS, CHARLES	H	HI	2	HI	H6HI02160	
007 GO GODWIN COMMITTEE	P	00	P	VA	C00462390	P20001954
100 PRO LIFE PAC			N	PA	C00358796	
10TH CD VICTORY FUND	H	VA	Q	VA	C00429613	H6VA10183
10TH CONGRESSIONAL DISTRICT DEMOCRATIC (...			X	MI	C00408286	
10TH CONGRESSIONAL DISTRICT DEMOCRATIC ...			Y	CA	C00296806	
10TH CONGRESSIONAL DISTRICT VICTORY FUND...			X	IL	C00360305	
10TH CONSTITUTION PAC			N	MA	C00486647	
10TH DISTRICT REPUBLICAN CONGRESSIONAL C...			Y	VA	C00005462	
1199 32BJ/144 SERVICE EMPLOYEES INTERNATI(...			Q	NY	C00344531	
1199 SERVICE EMPLOYEES INT'L UNION FEDERAL...			Q	NY	C00348540	
11TH CONGRESSIONAL DISTRICT OF VIRGINIA RE...			Y	VA	C00273755	

Modifying Individals/Organizations and Events

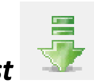
• Select the Individuals/Organizations and Events  view from the menu bar. Then select ***Edit > Modify*** from the menu bar and change the information in dialog box.

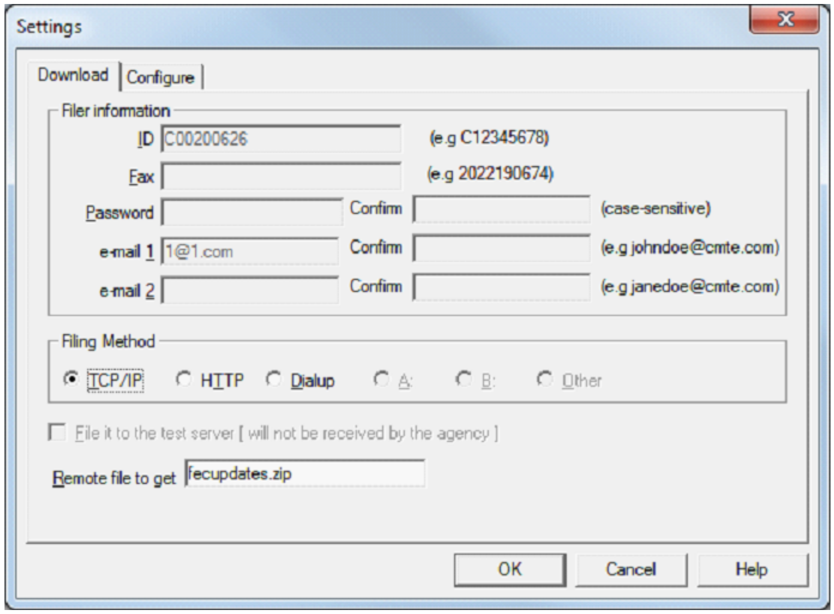
Deleting Individuals/Organizations and Events

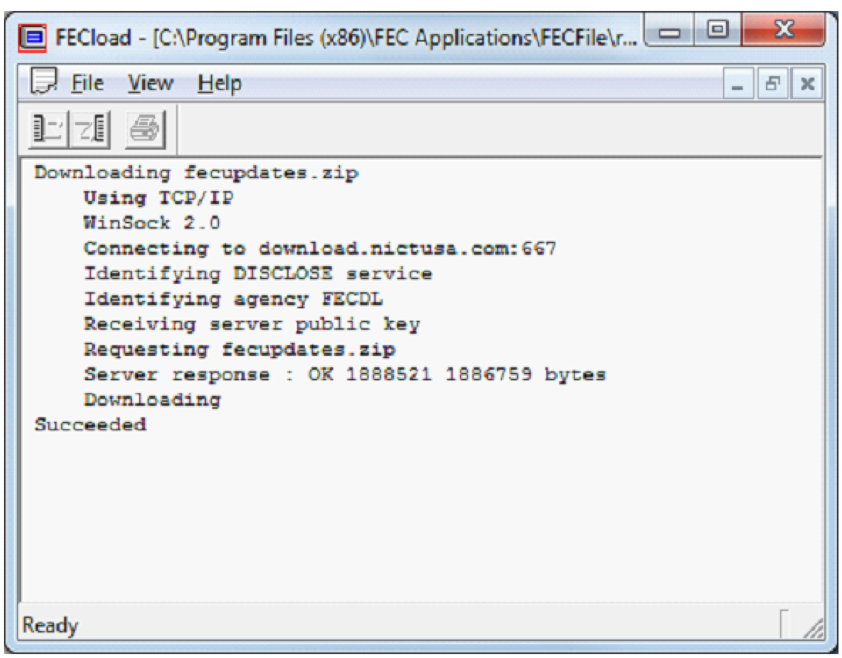
• Select the Individuals/Organizations and Events  view from the menu bar. Then select ***Edit > Delete*** from the menu bar..

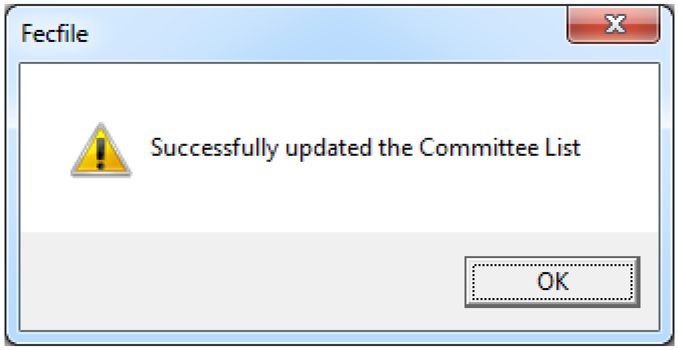
NOTE: You cannot delete entities if associated to transactions

Updating Your Committee Database

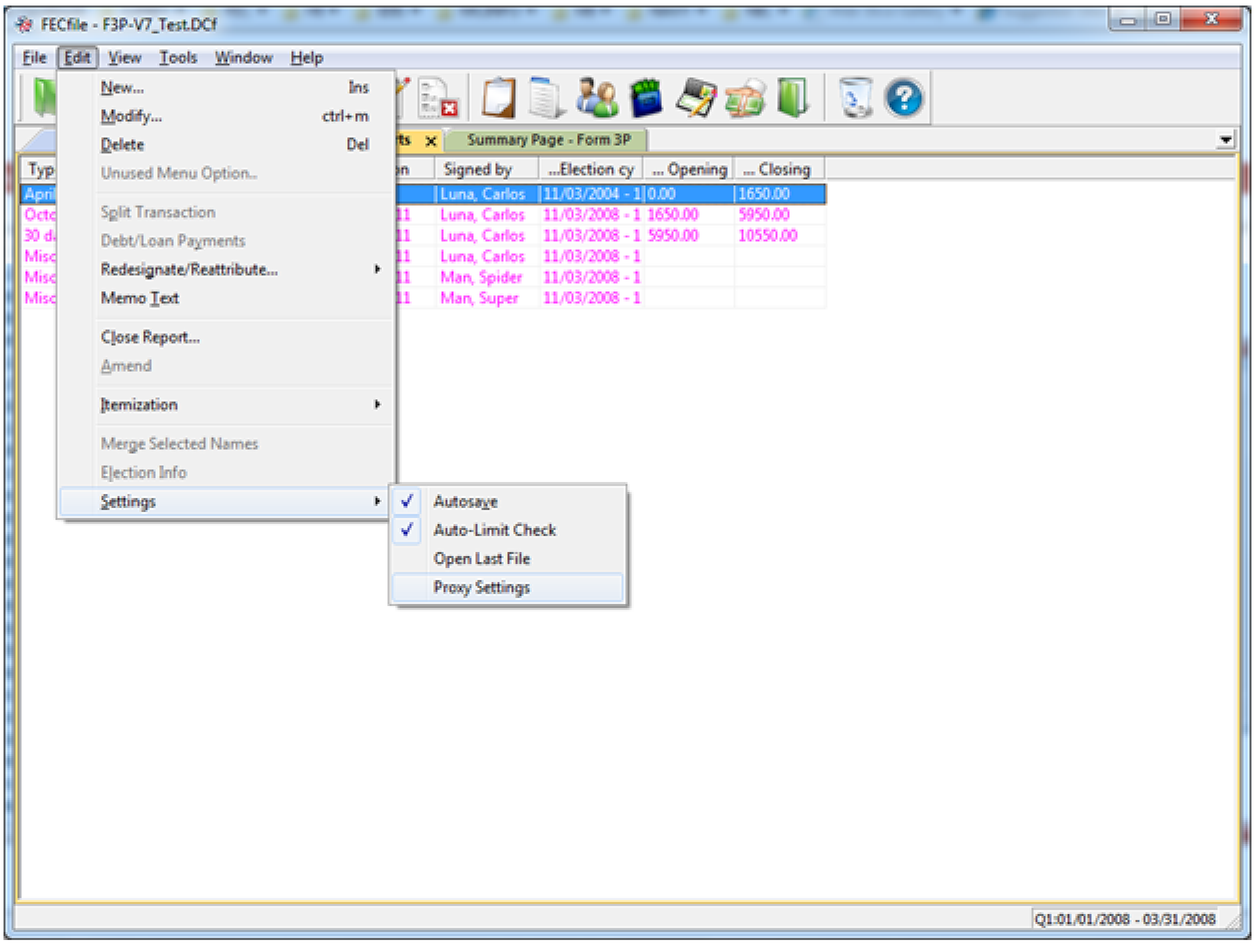
If you find that you are unable to find an individual or committee, it is possible that your local Committee List is no longer current. To download the most current version choose ***Update your Committee List***  from the toolbar and then select **OK**.

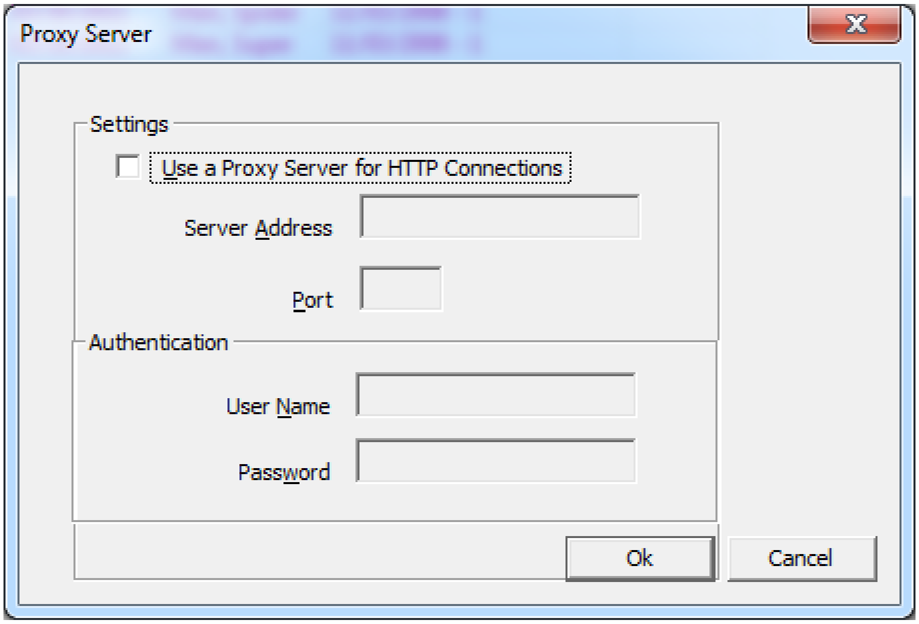






Should your network require proxy server setting to be set, this may be configured from the menu bar by selecting **Edit > Settings > Proxy Settings**.




Proxy Server
Settings
Use a Proxy Server for HTTP Connections
Server Address
Port
Authentication
User Name
Password
Ok
Cancel

AMENDING REPORTS AND NOTICES

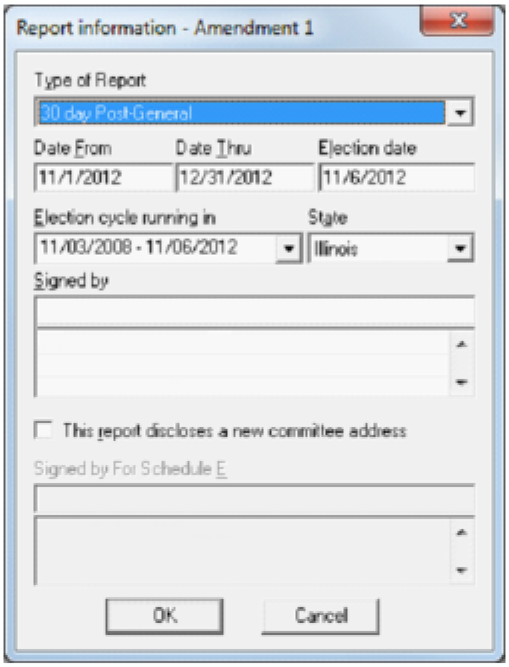
An amended report is based on a previously filed report. Only electronically filed reports can be amended electronically and the previous report must exist in the committee file.

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)

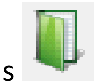
Creating An Amendment

- 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.



- 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.

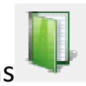
Modifying Transactions for The Amendment

- 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

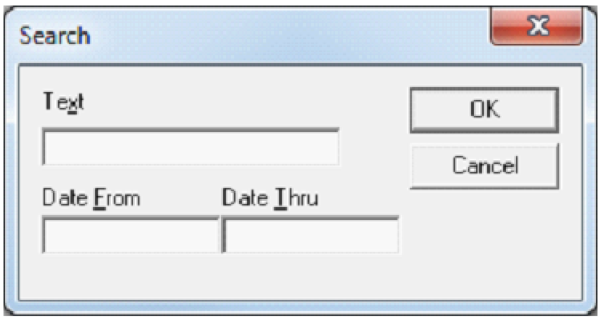
- To delete a transaction from an amended report:
- Select the amended report from the Reports View
- Select the transaction from a transaction view such as All Transactions 
- Click Delete  from the toolbar

Addional Features

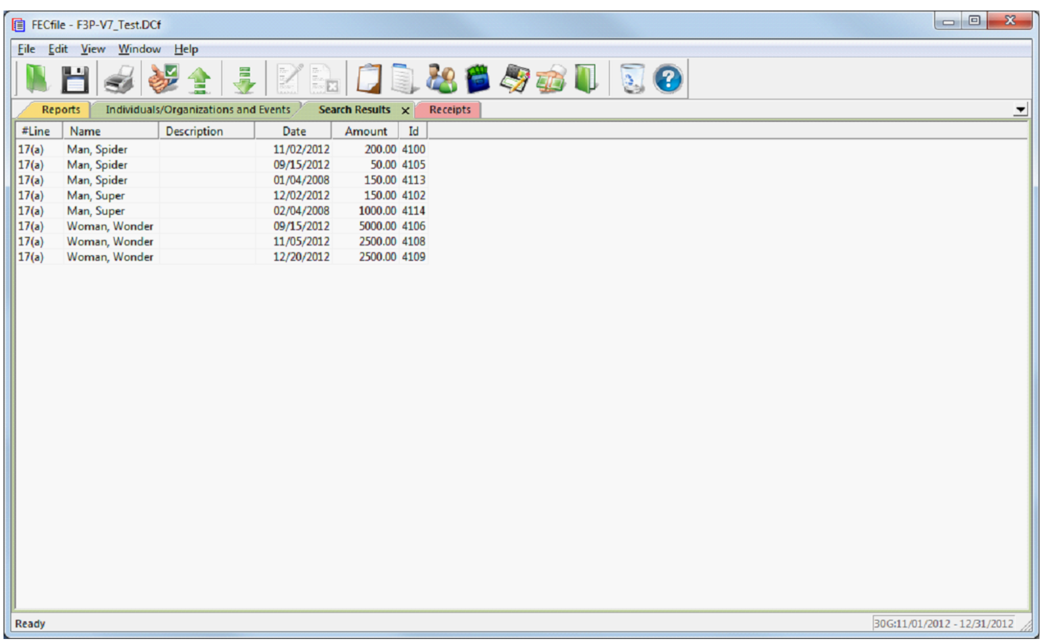
Search

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:

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

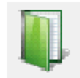


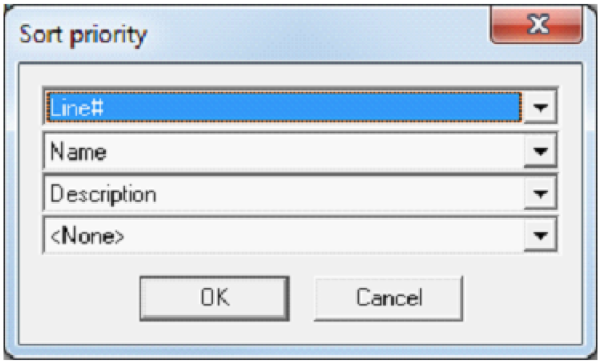
FECFile will display the results in the Search Results view.



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:

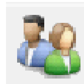
- Select a transaction view from the Tool Bar such as All Transactions 
- Select ***View > Sort*** from the Menu Bar
- Choose the sorting priority
- Select **OK**

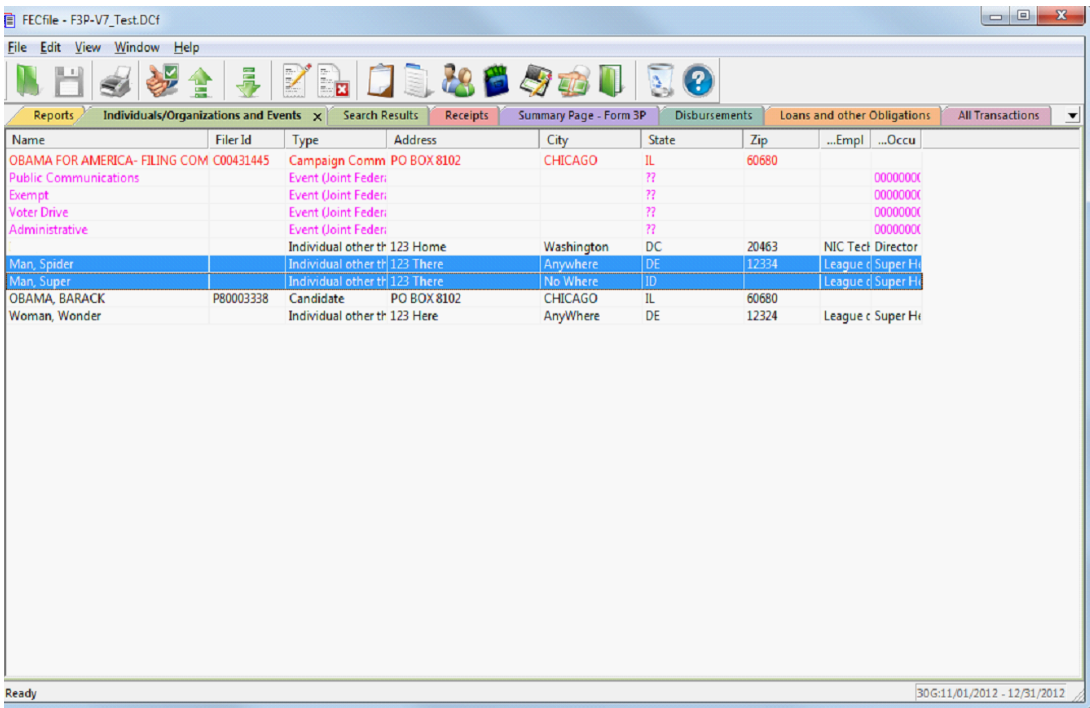


Four levels of sorting are available. The transactions in the view are sorted by the selection in the top box, then the second box, etc.

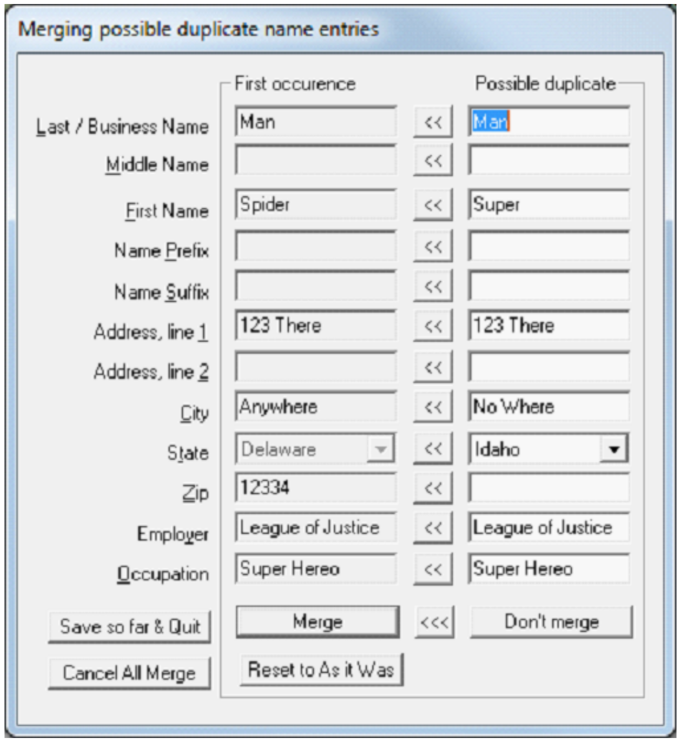
Merge Feature

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  view 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



• 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



• 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.

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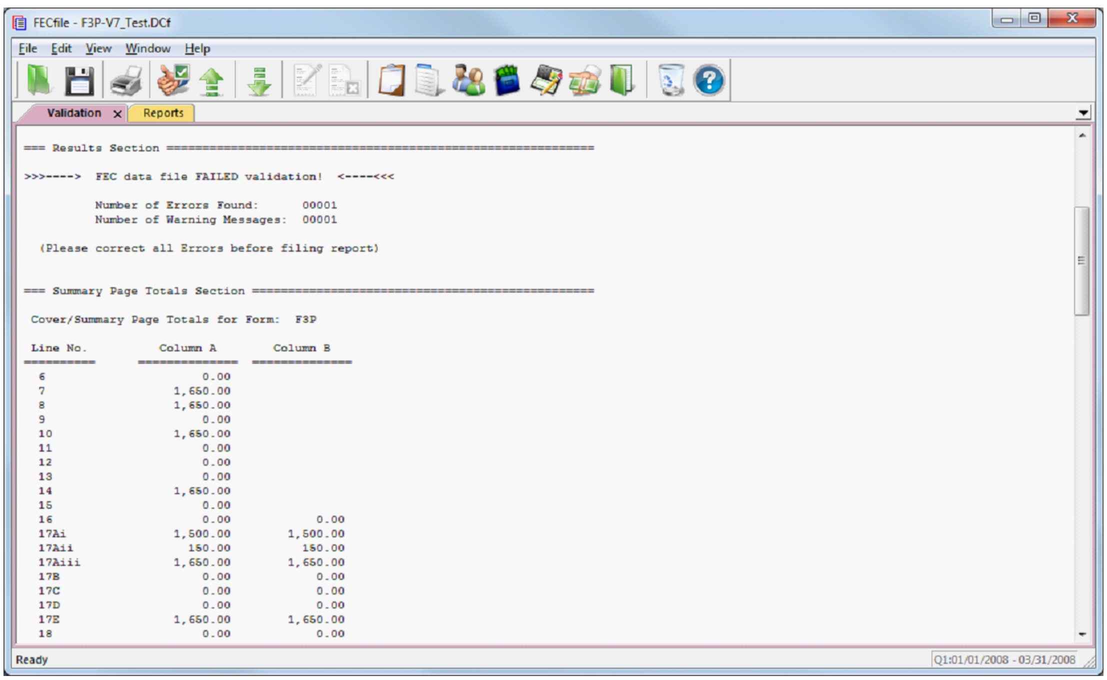
Validating a report

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  view from the tool bar.
2. Select the Report you would like to validate
3. Select ***Validate your Report***  from the tool bar
4. The Validation View will appear containing the results.



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

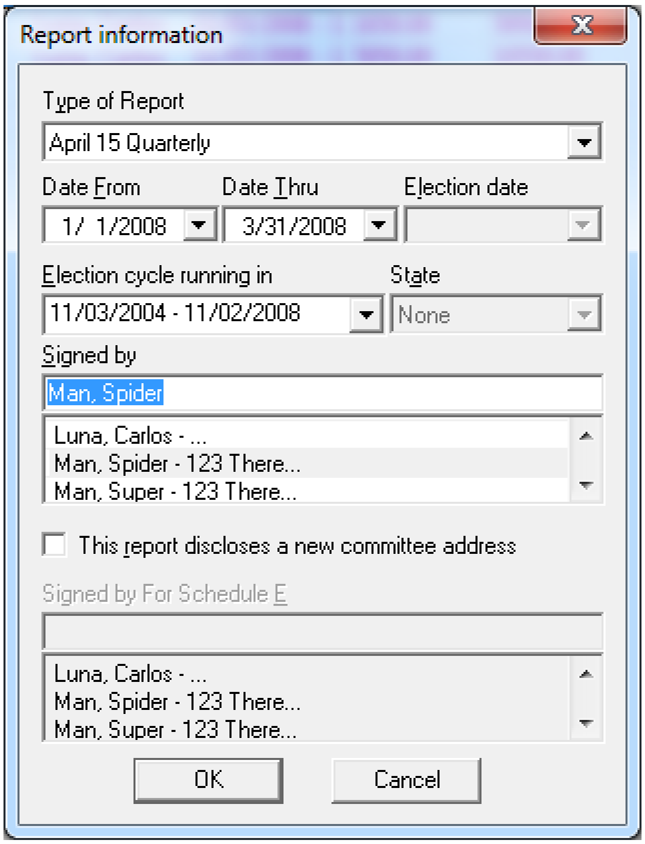
Document Version 8.3

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:

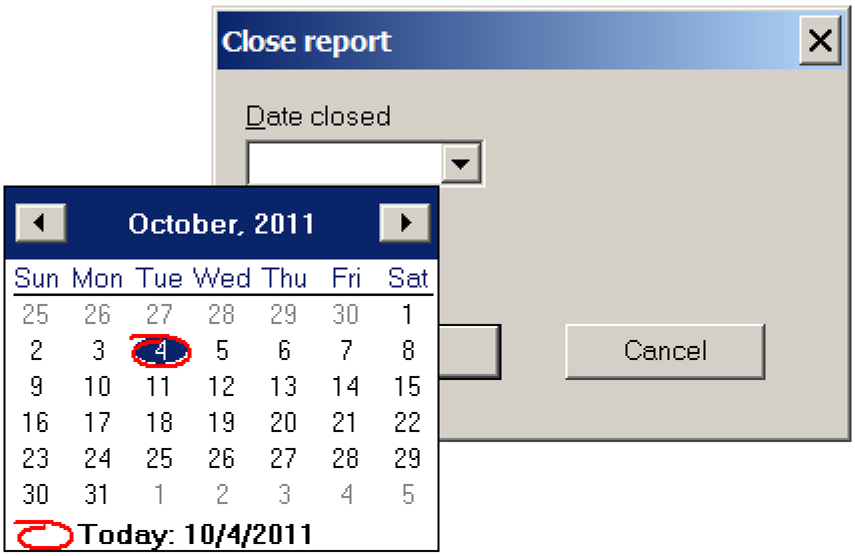
- Select the report in the Reports view
- Select the Treasurer in the ‘Signed by” field.



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:

- Select the Reports  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**

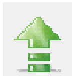


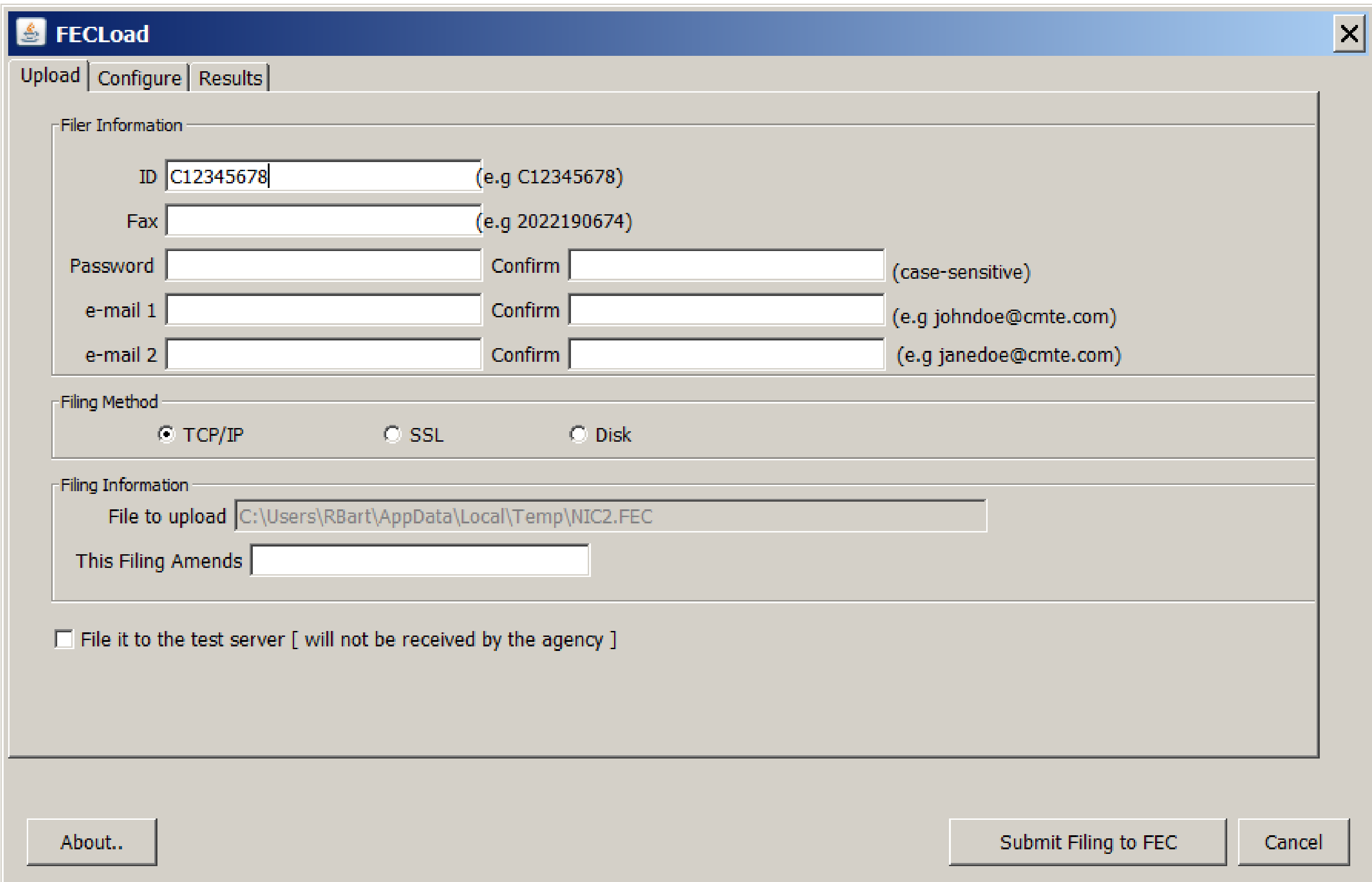
Unclose a Report

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  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

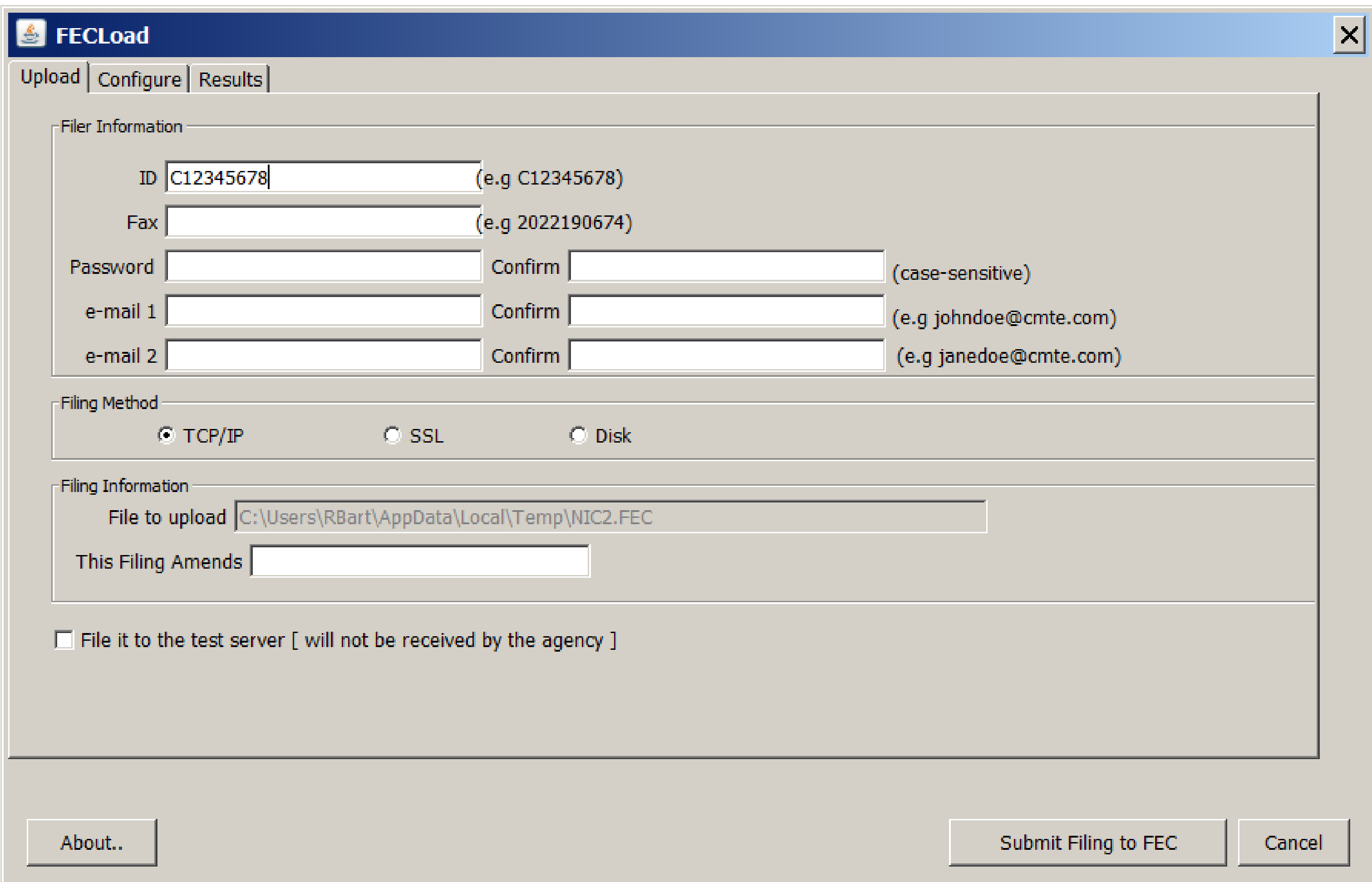
- Select the Upload  button on the tool bar.
- The Validation process will start and will display all errors
- If the report does not pass Validation, resolve the errors and begin again
- The FECLoad file transmission utility will start and portions of the dialog box will be pre-populated. Enter any missing information. Minimally, the ID, Fax or e-mail and the password fields must be entered.



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.



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:

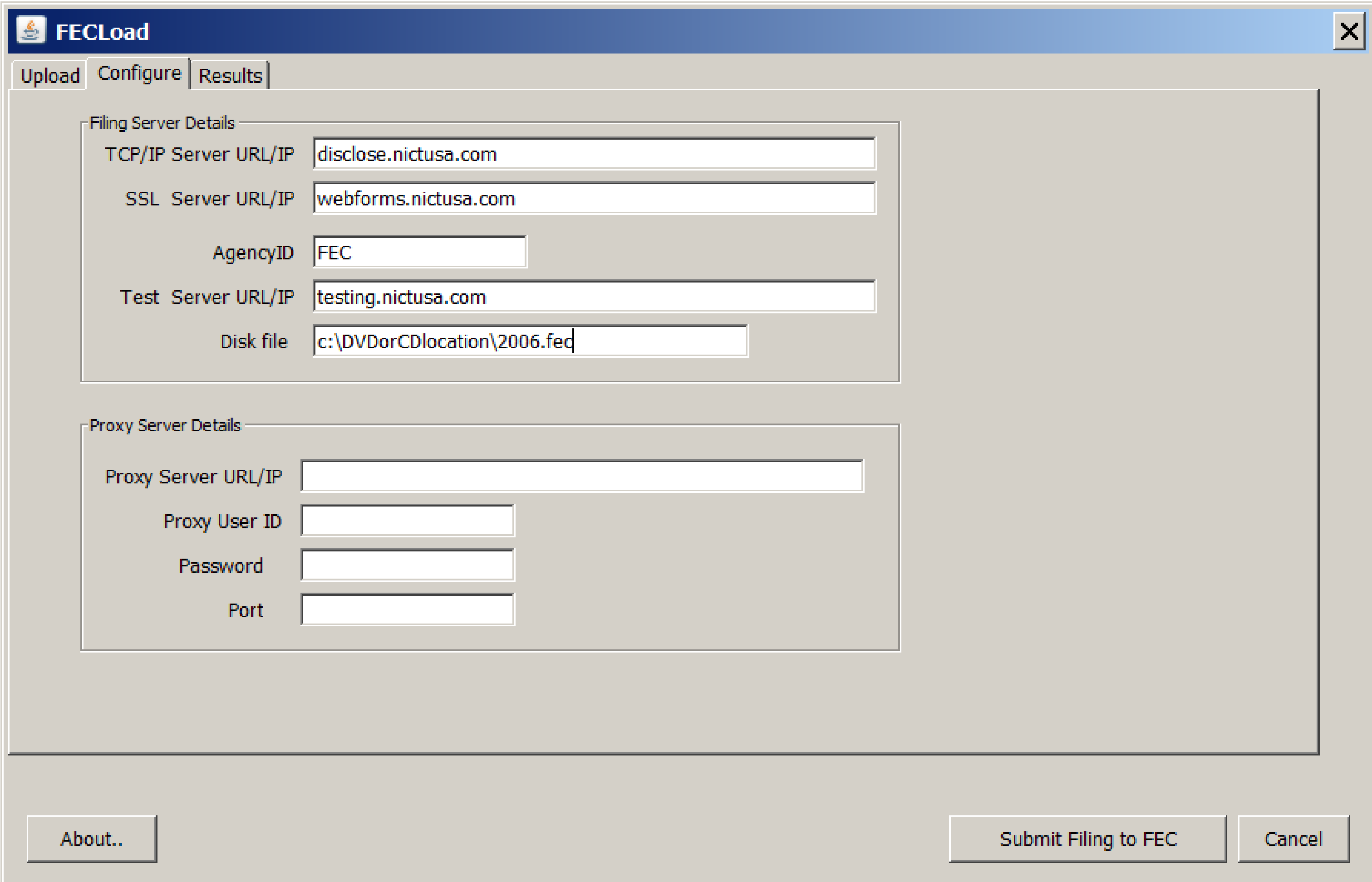
• Disk/Diskette filings are subject to the same deadlines as paper filings.
• Disk/Diskette filings mailed to the FEC without a signed report cover page will be rejected. The printed Report Cover Page must be exactly the same as the one included in the filing.
• A Disk may contain only **one** report 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)



• 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 one report 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

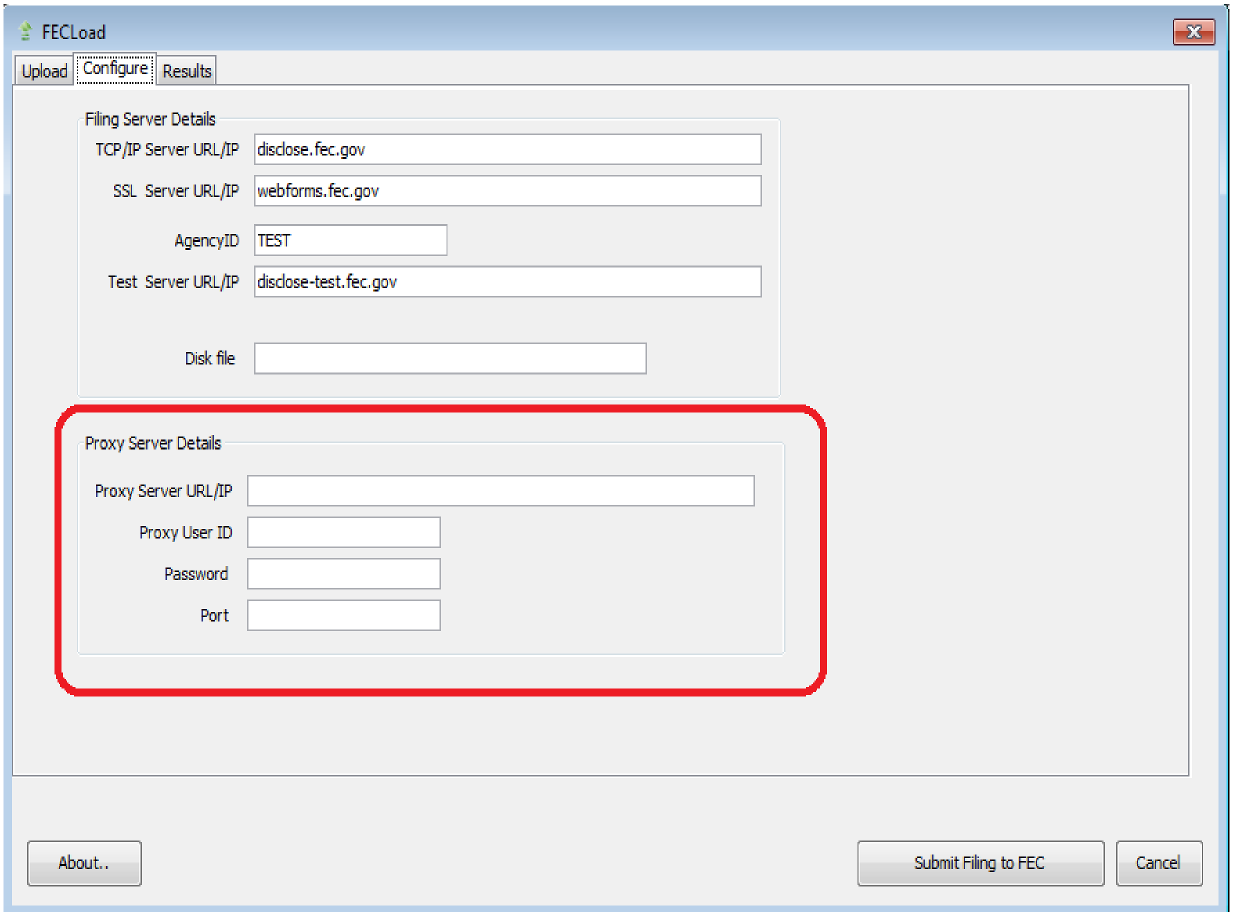
Additional Upload Instructions, Settings and Features

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.*



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 *IS* 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.

<u>This does not mean that the file has been accepted!</u>

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: http://www.fec.gov/finance/disclosure/efile_search.shtml (See Figure A)

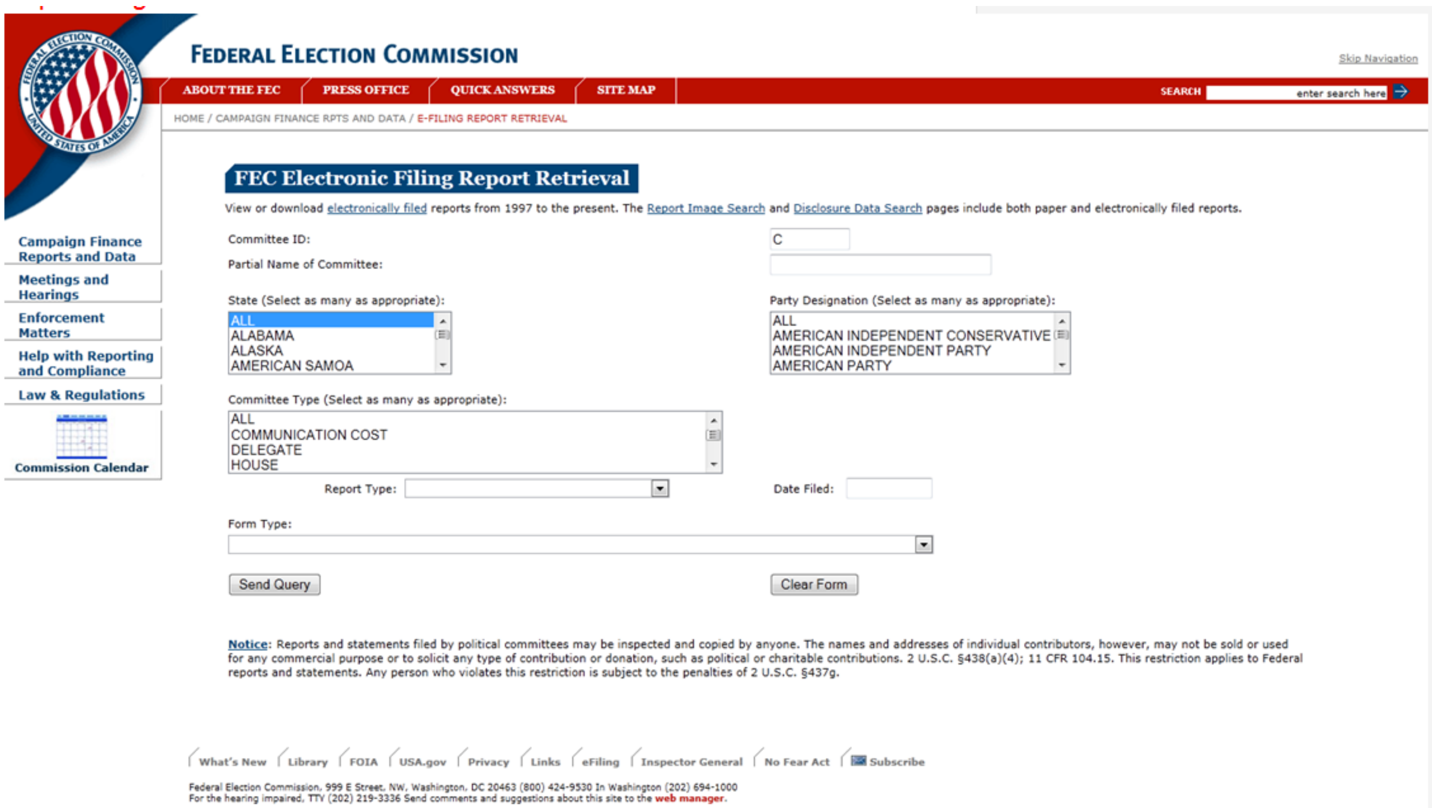
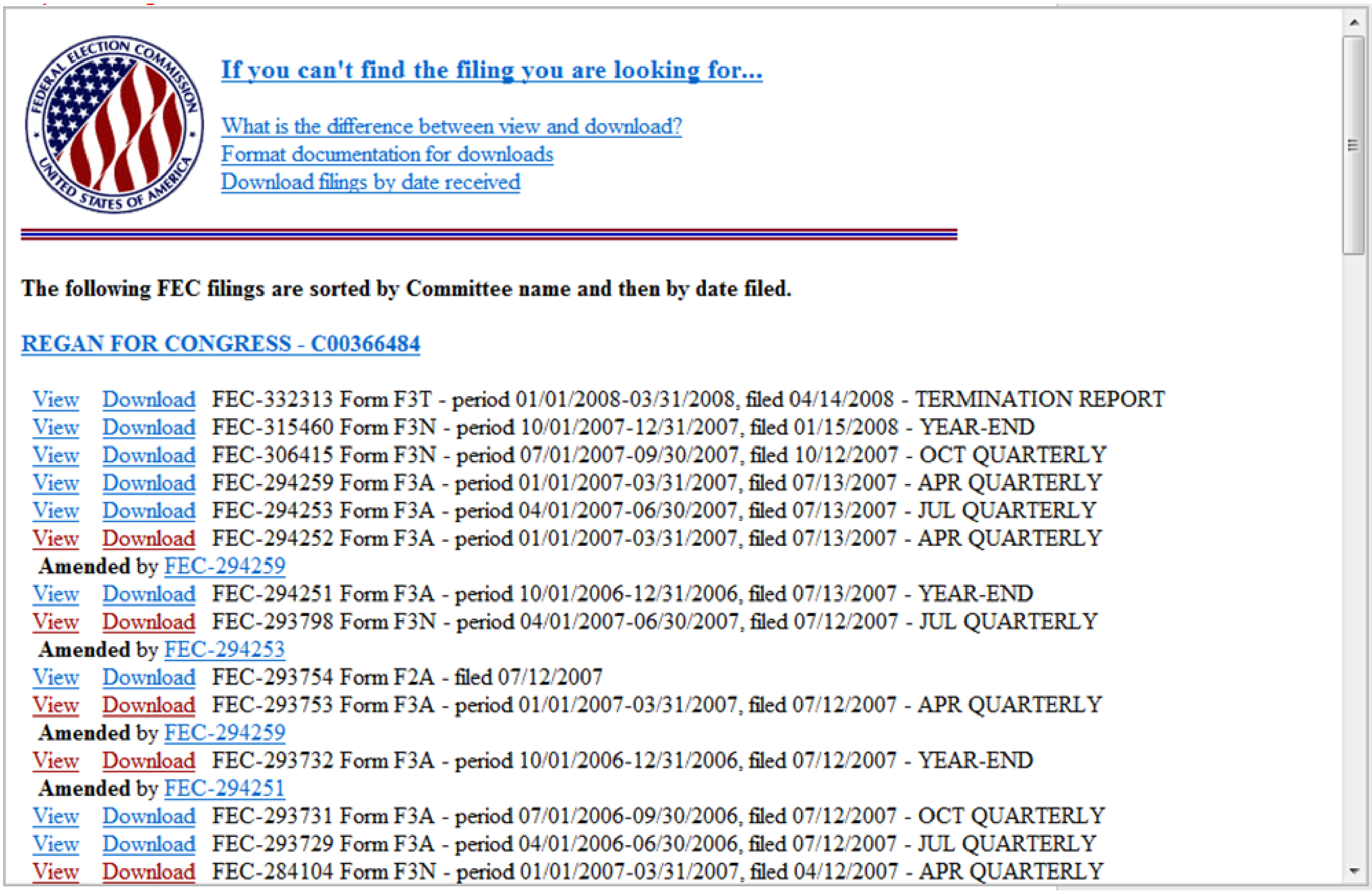


Figure A

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
Amended by FEC-294259
View Download FEC-294251 Form F3A - period 10/01/2006-12/31/2006, filed 07/13/2007 - YEAR-END
View Download FEC-293798 Form F3N - period 04/01/2007-06/30/2007, filed 07/12/2007 - JUL QUARTERLY
Amended by FEC-294253
View Download FEC-293754 Form F2A - filed 07/12/2007
View Download FEC-293753 Form F3A - period 01/01/2007-03/31/2007, filed 07/12/2007 - APR QUARTERLY
Amended by FEC-294259
View Download FEC-293732 Form F3A - period 10/01/2006-12/31/2006, filed 07/12/2007 - YEAR-END
Amended by FEC-294251
View Download FEC-293731 Form F3A - period 07/01/2006-09/30/2006, filed 07/12/2007 - OCT QUARTERLY
View Download 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.

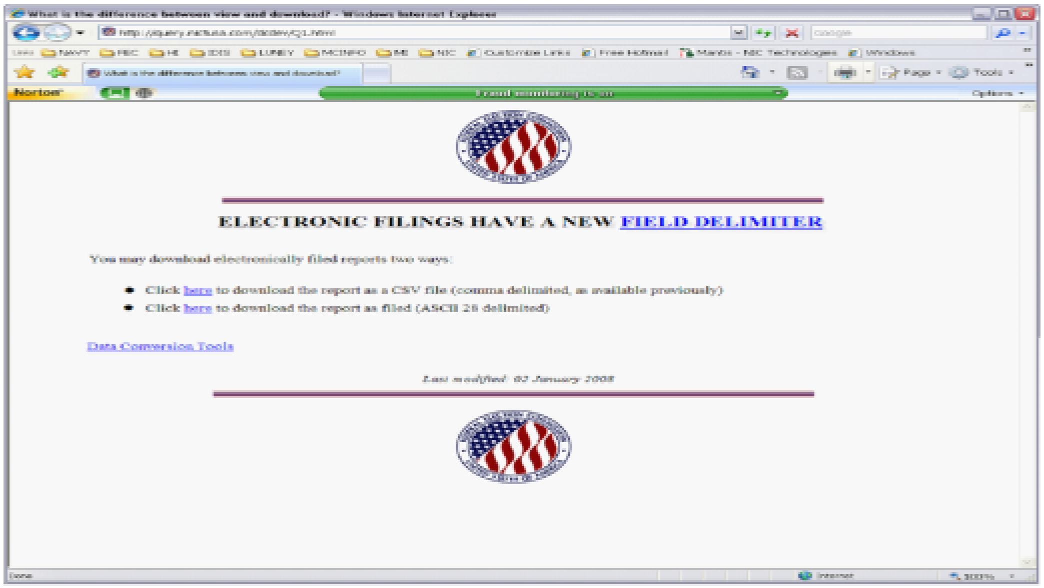


Figure A2

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)

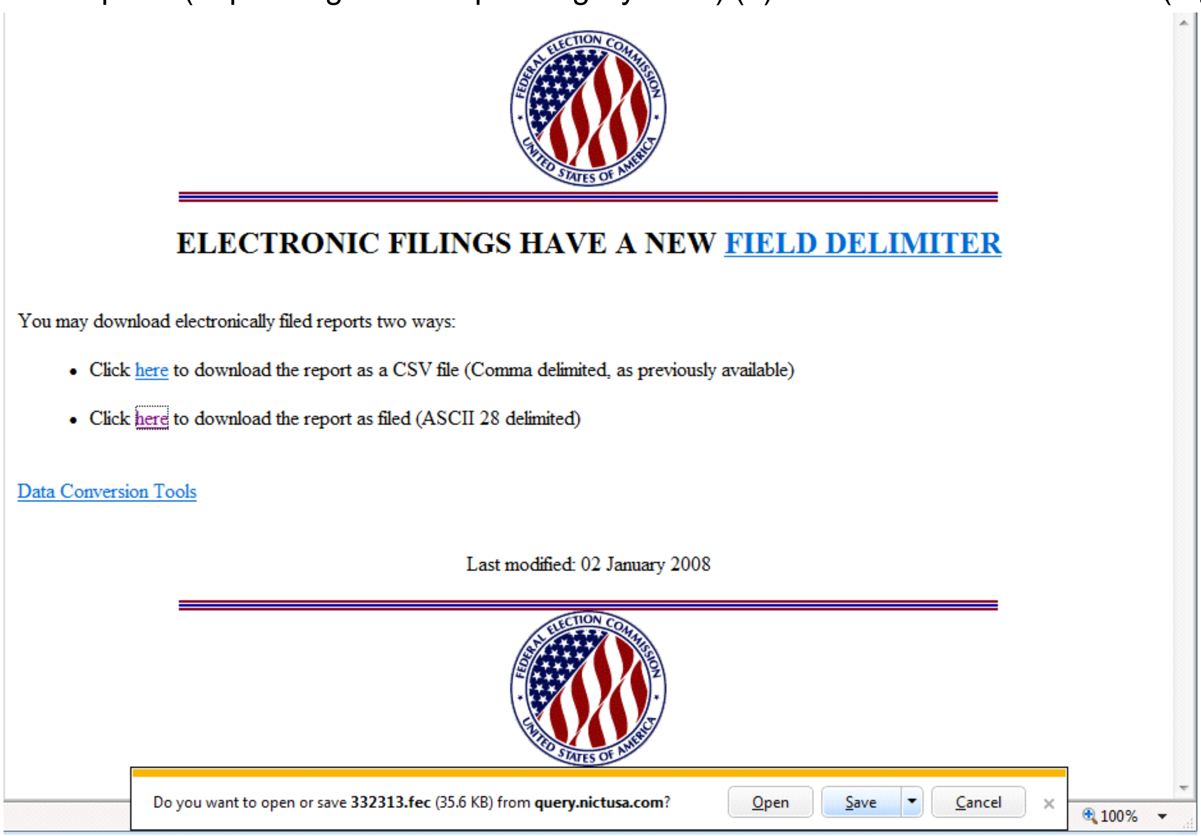


Figure B

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)

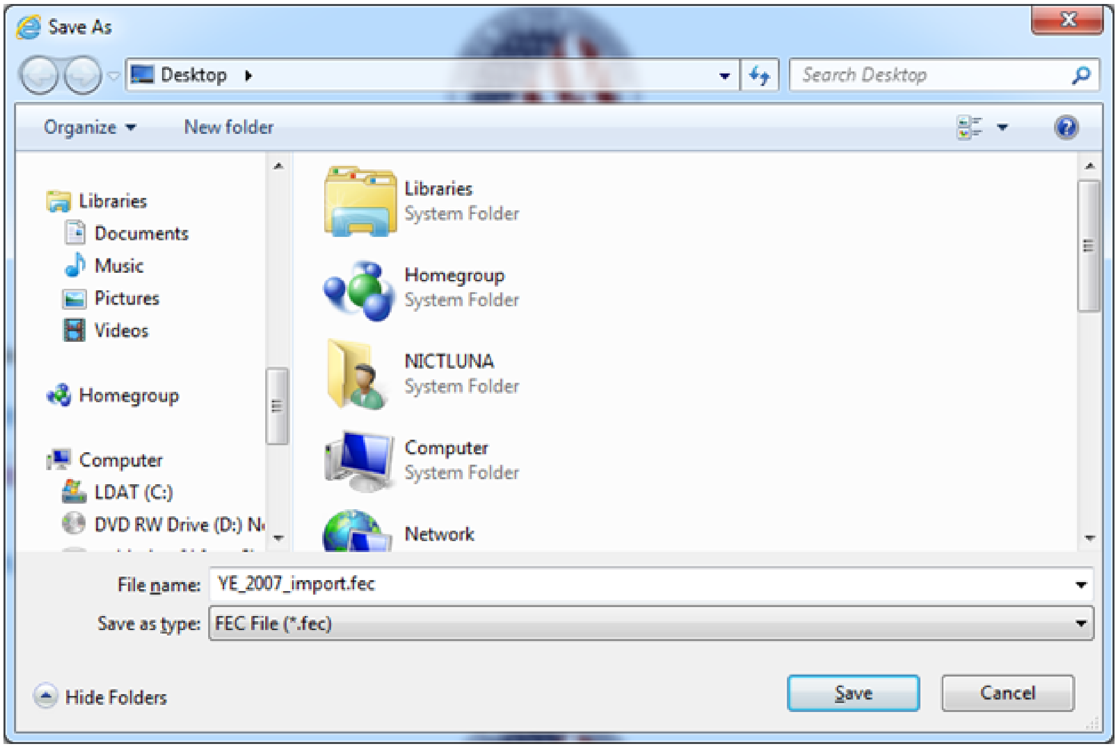


Figure C

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)

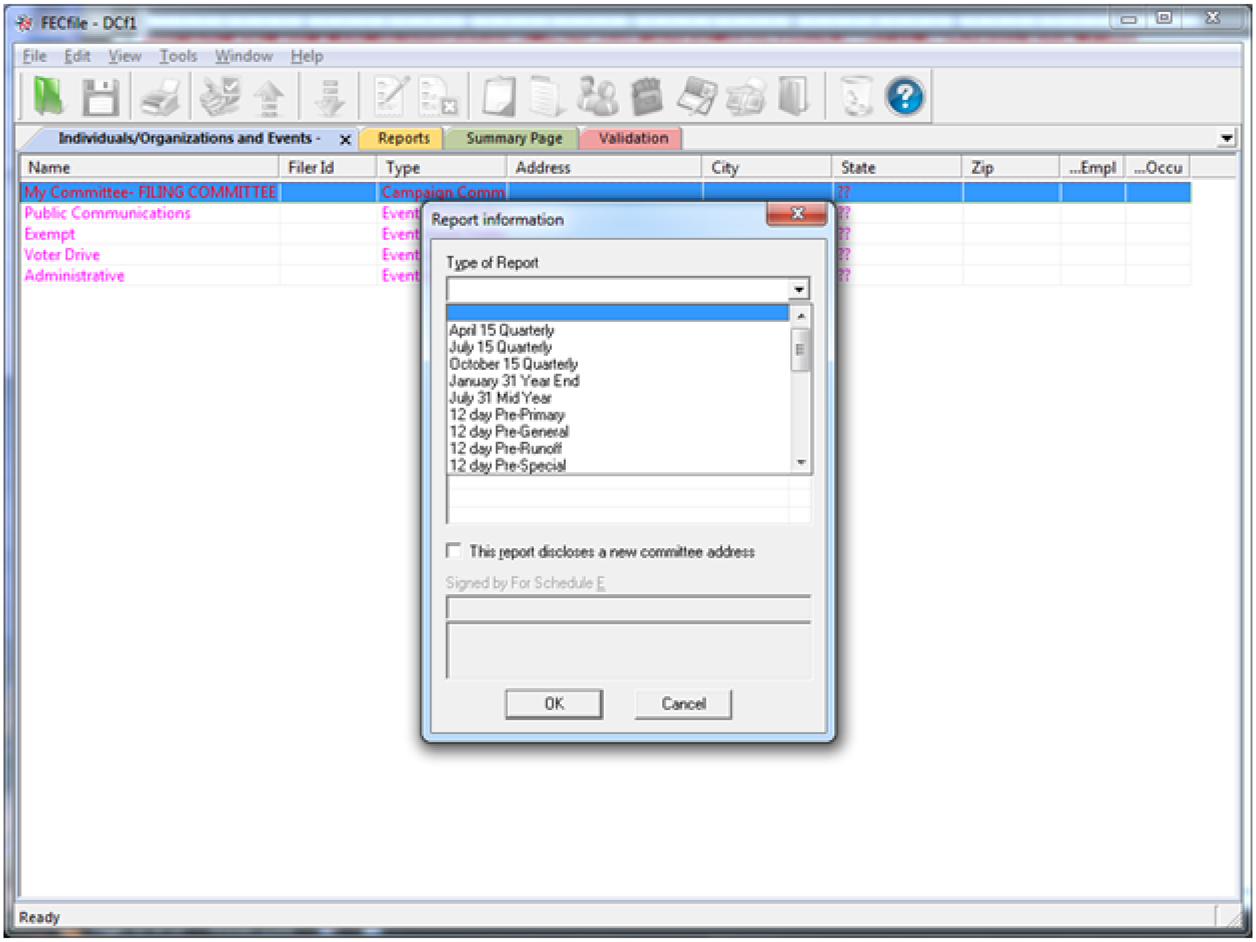


Figure D

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

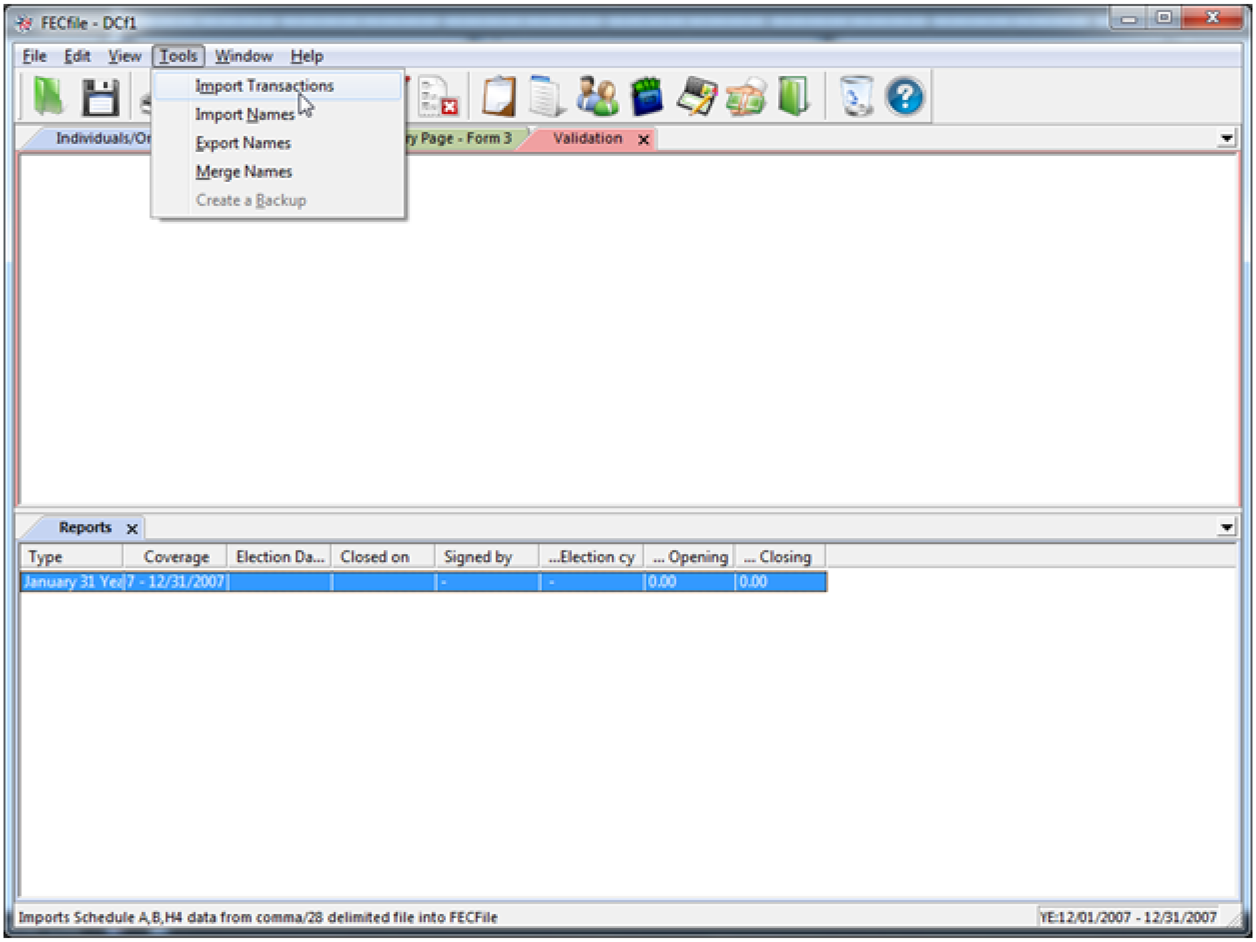


Figure E

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

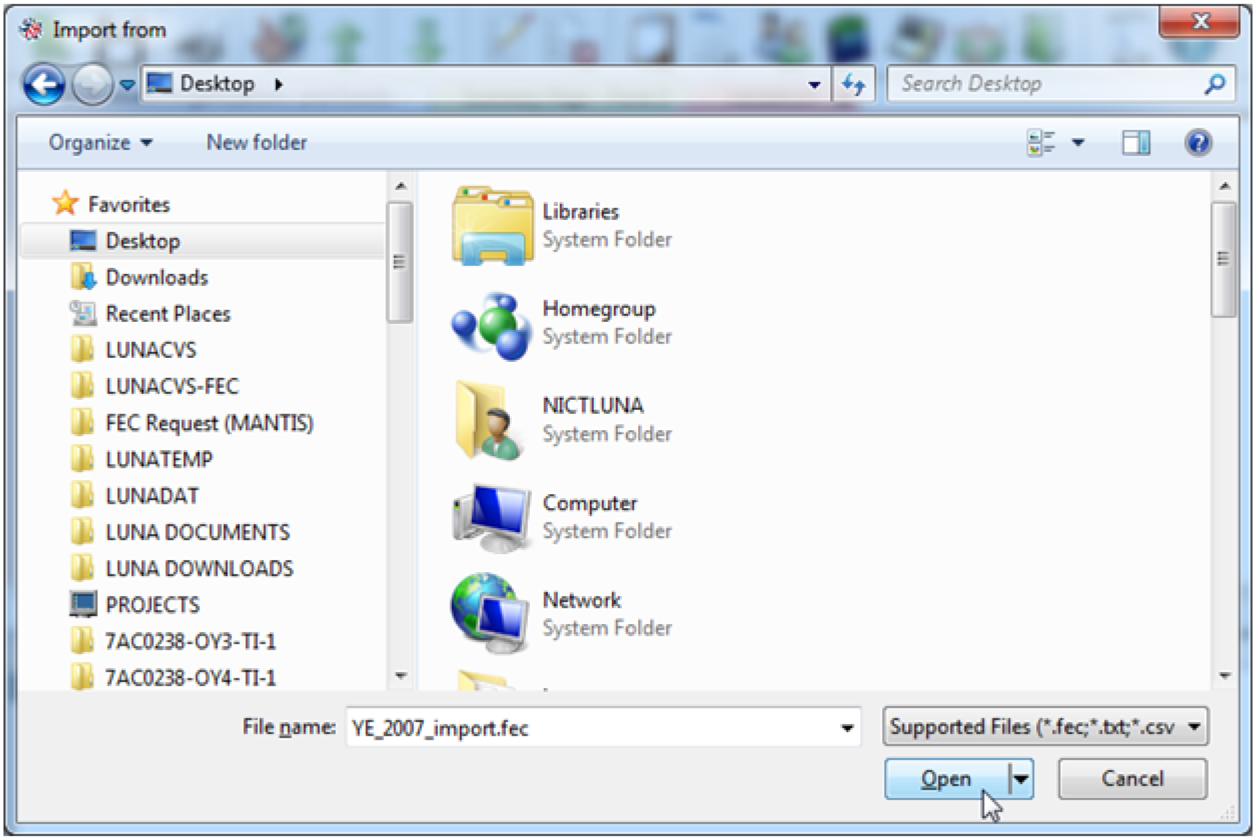


Figure F

11. START: (L) Click on the ‘Start' button on the next dialog screen. (Figure G)

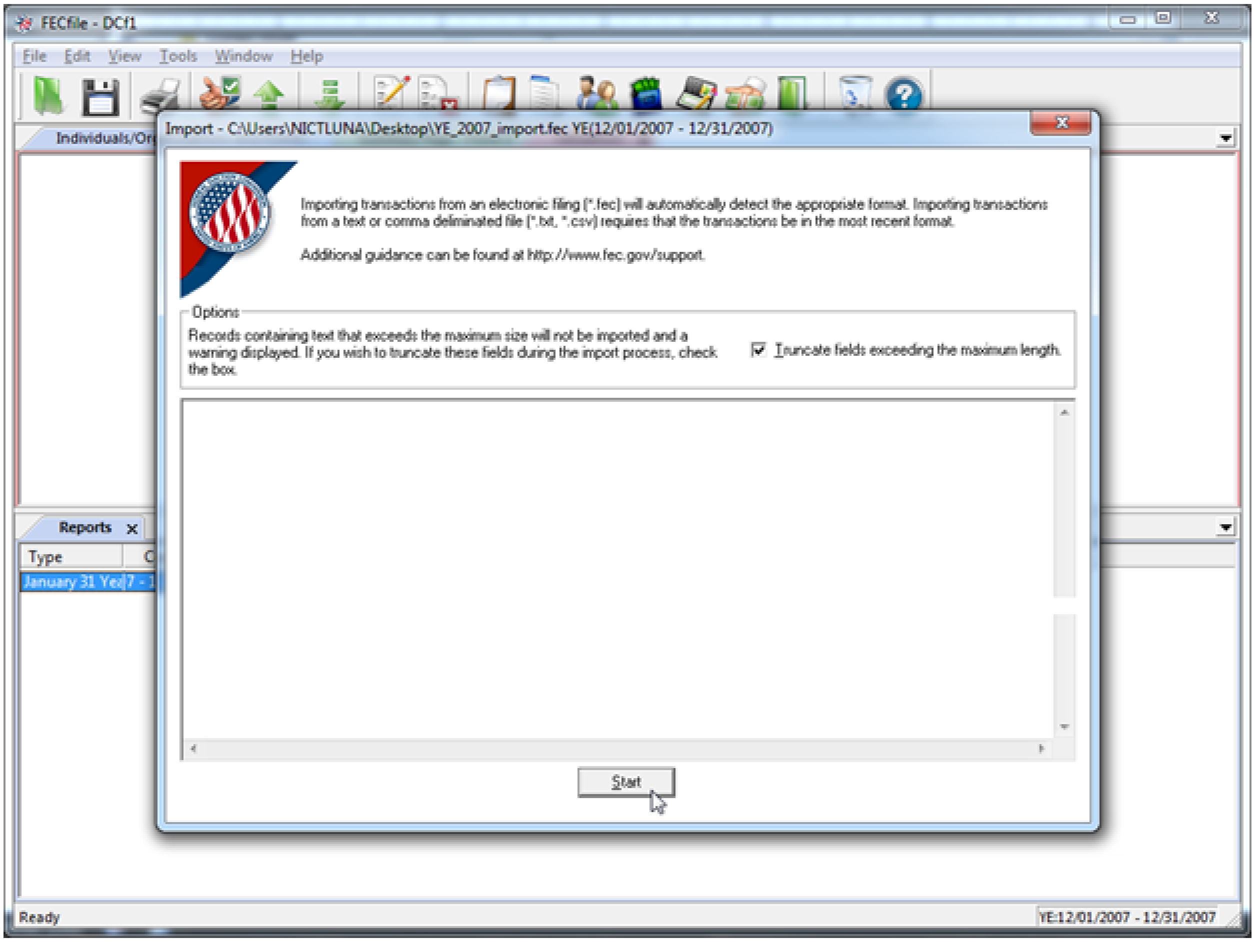


Figure G

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)

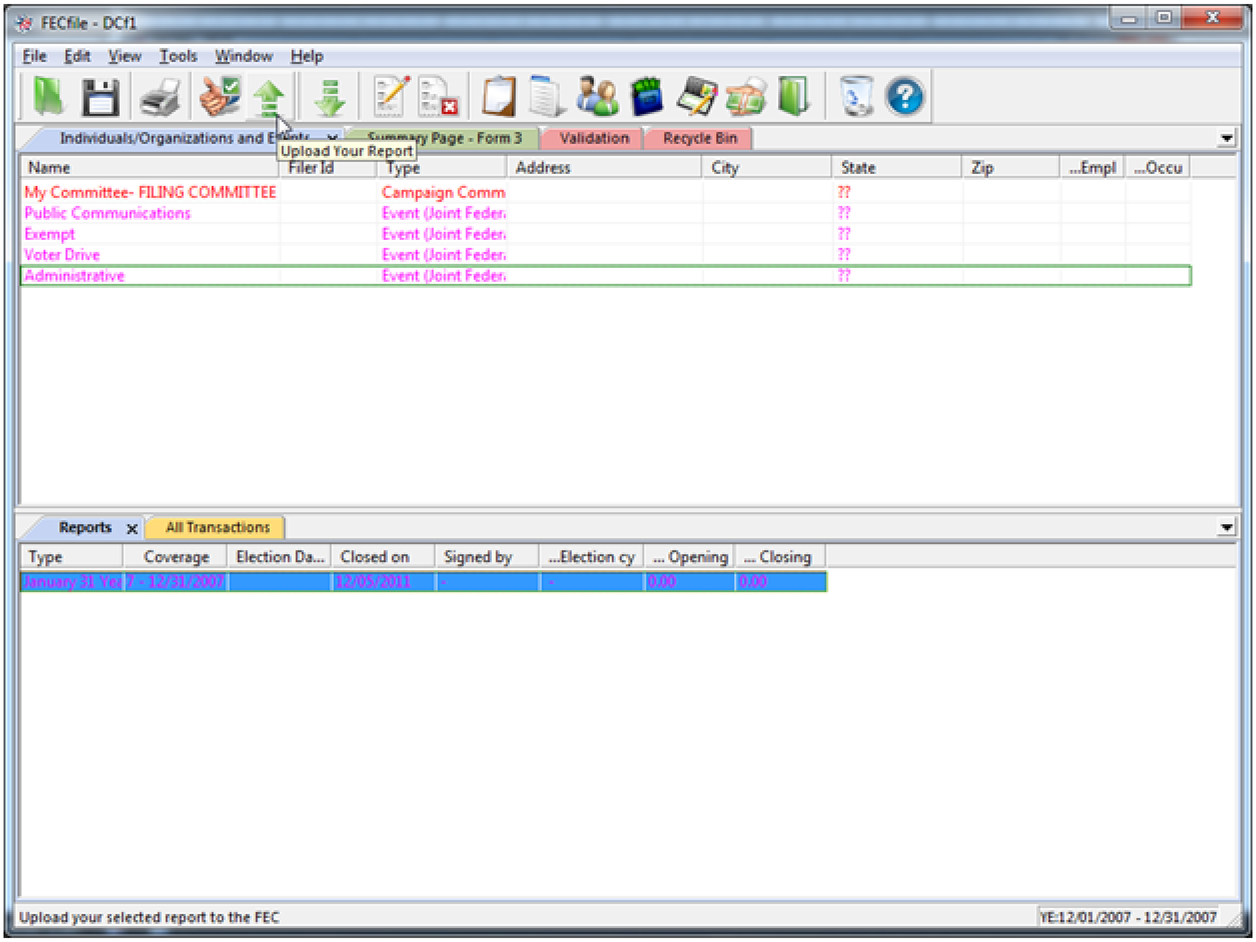


Figure H

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

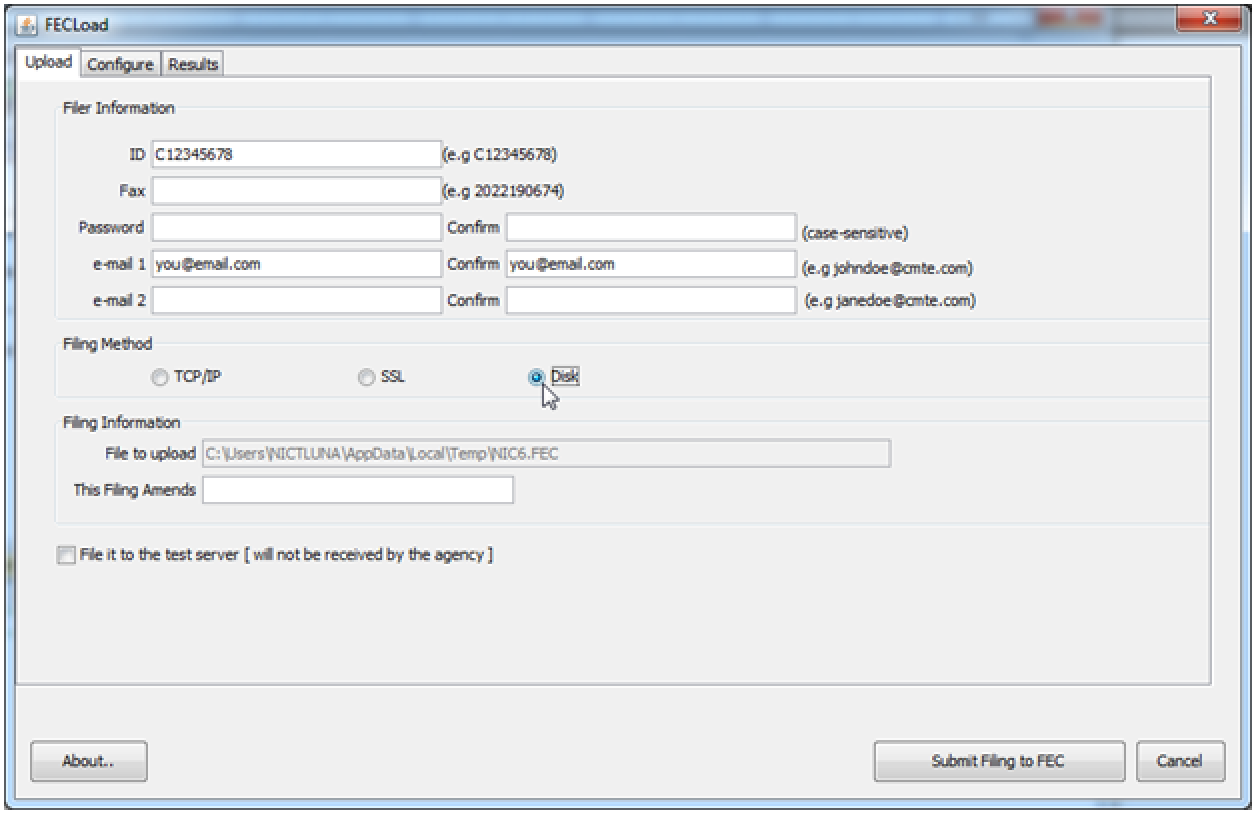


Figure I

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)

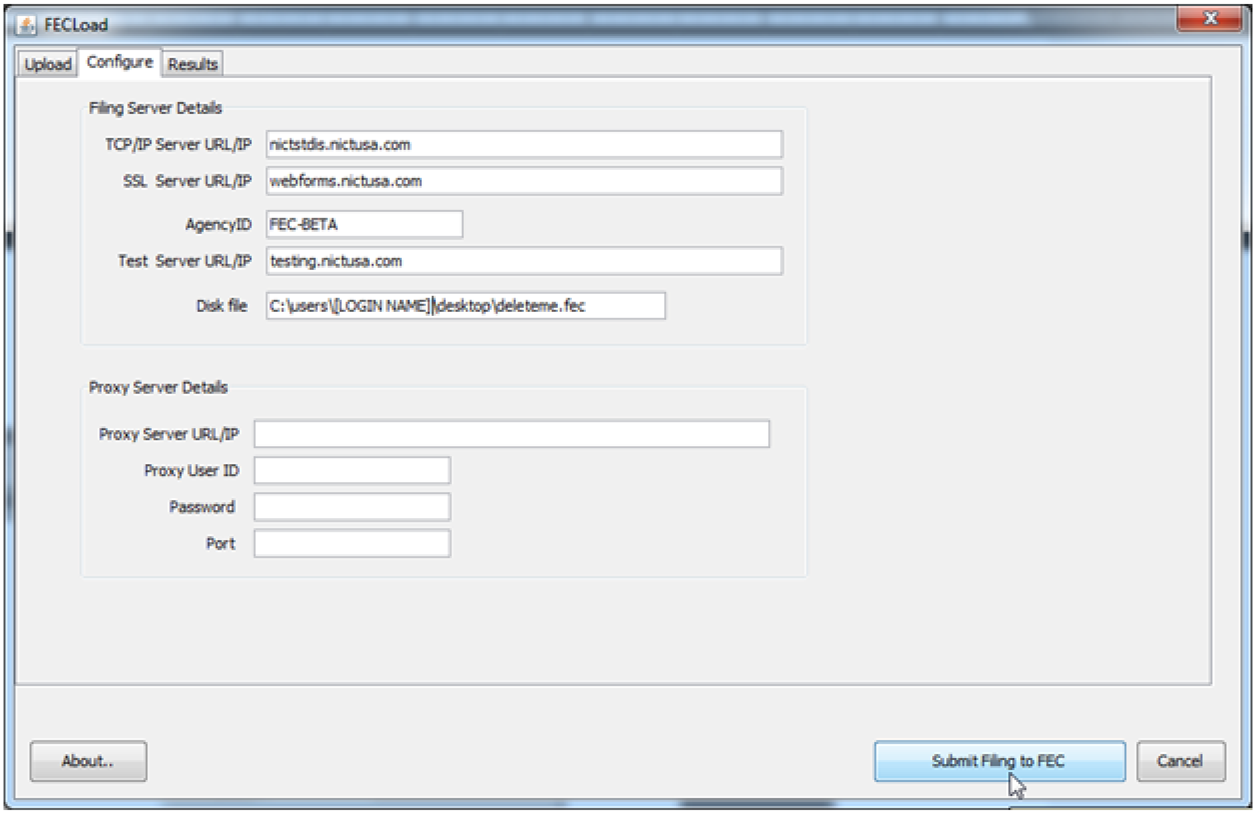


Figure J

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

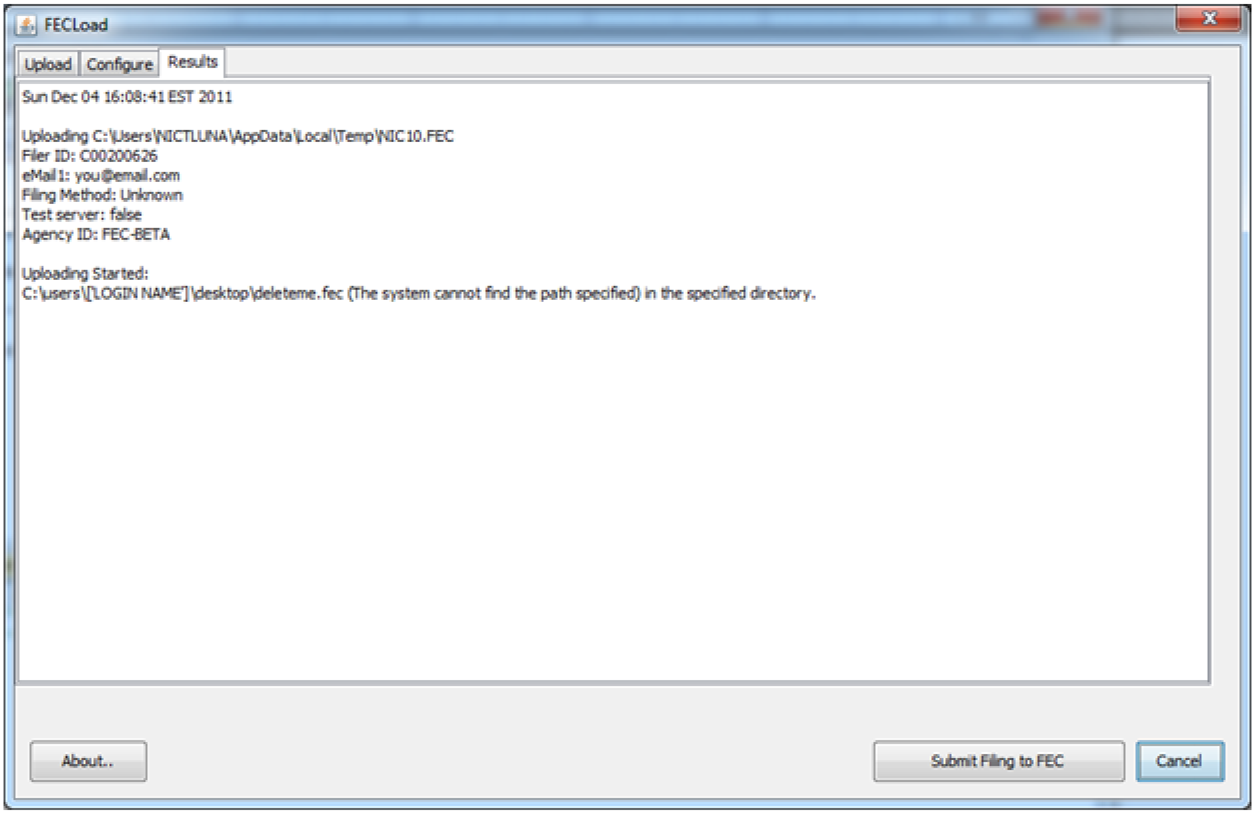


Figure K

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)

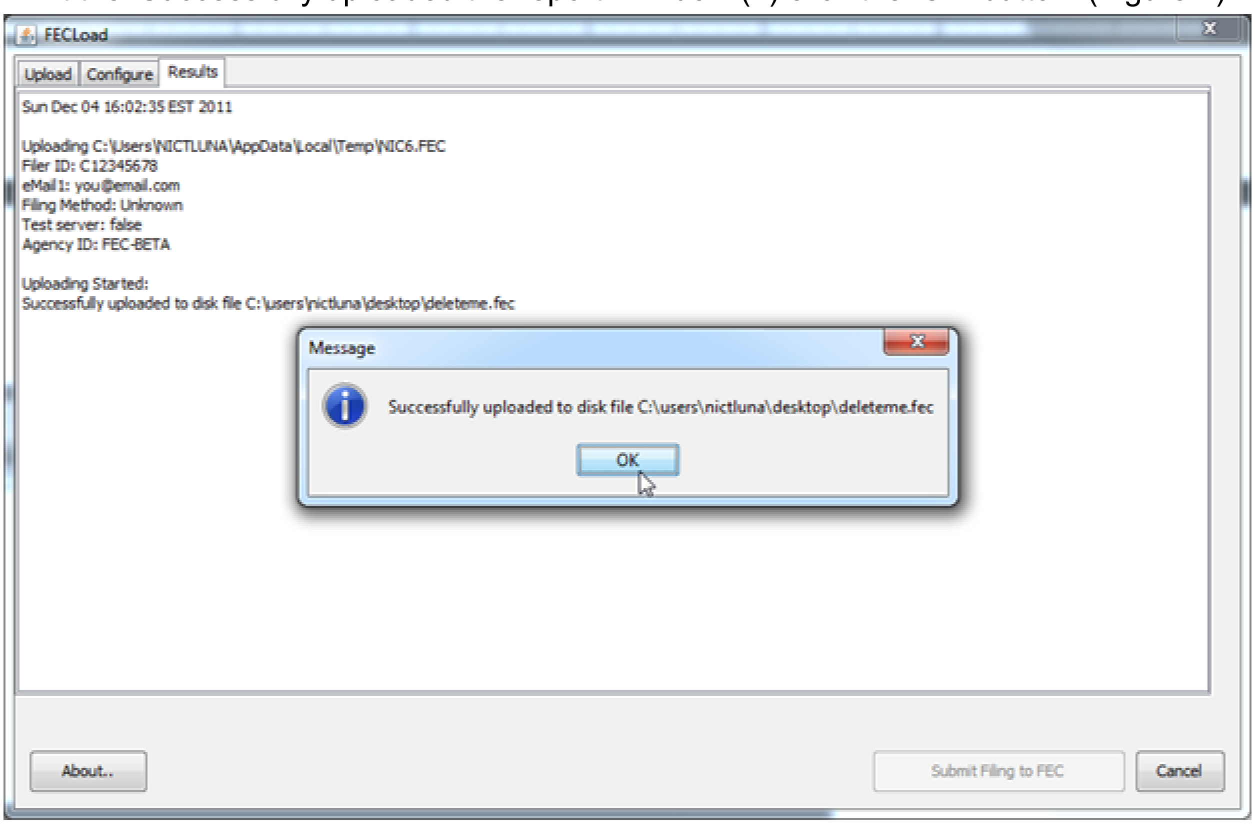


Figure L

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)

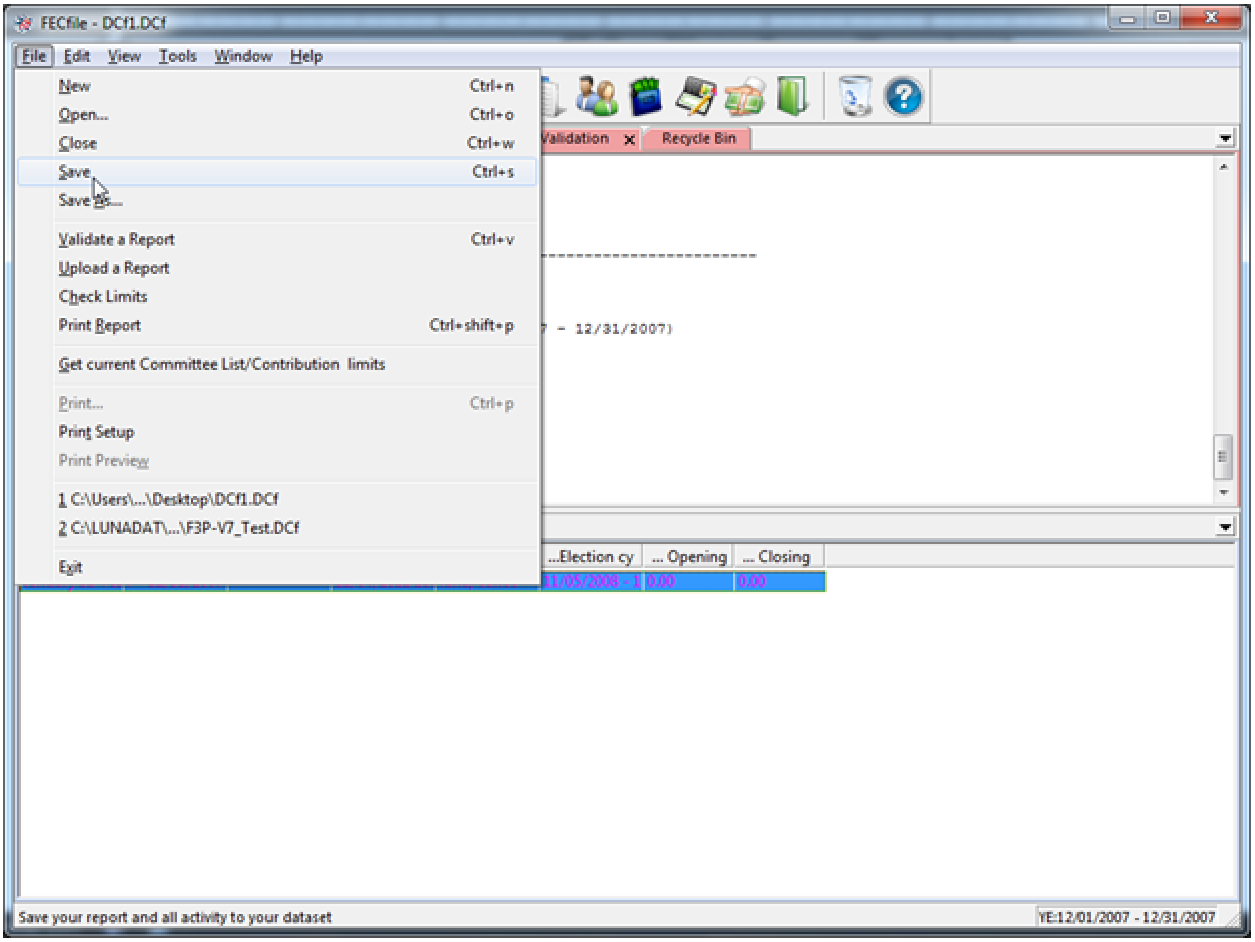


Figure M

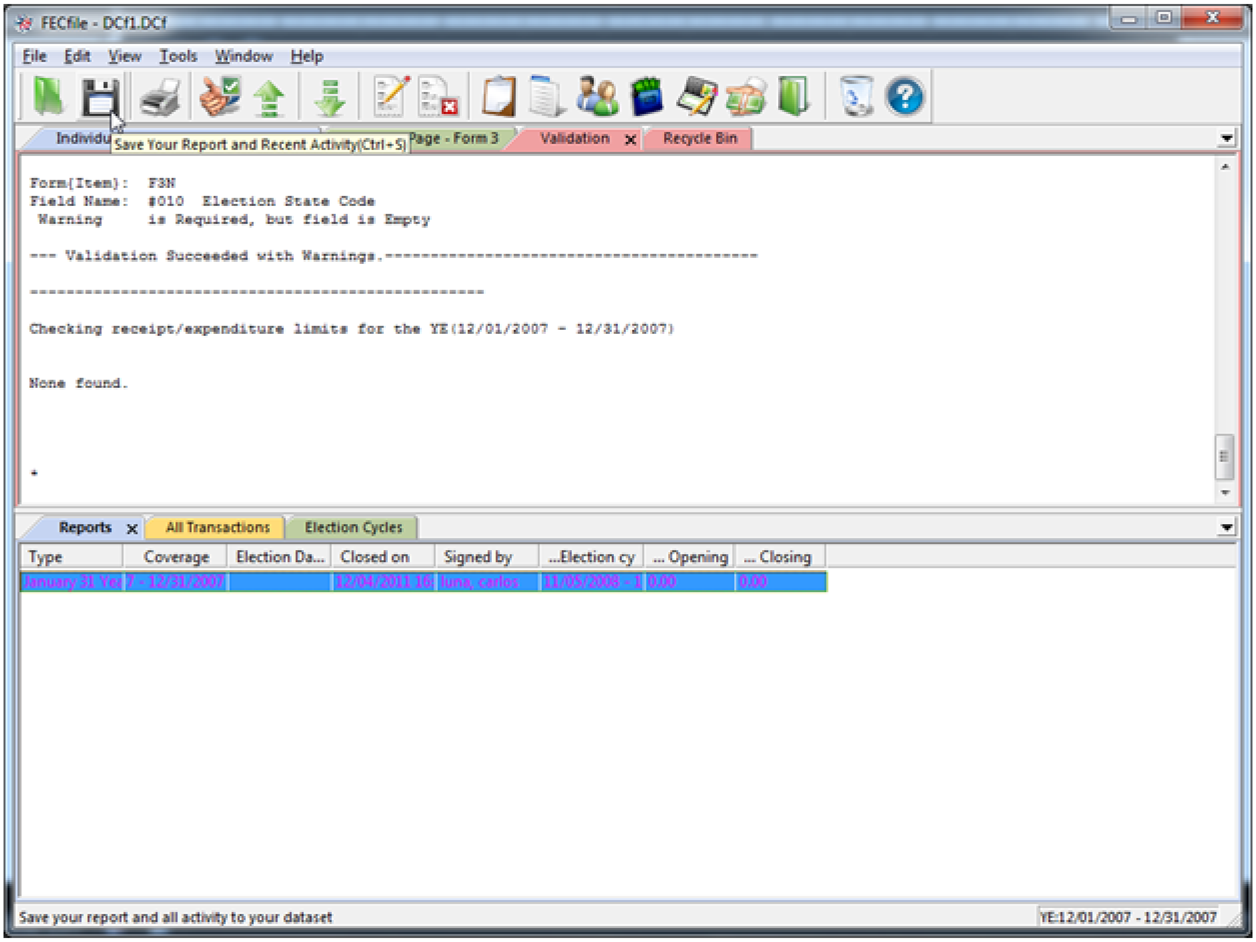

FECfile - DCf1.DCf
File Edit View Tools Window Help
Save Your Report and Recent Activity(Ctrl+S)
Page - Form 3
Validation
Recycle Bin
Form(Item): F3N
Field Name: #010 Election State Code
Warning is Required, but field is Empty
--- Validation Succeeded with Warnings.--
Checking receipt/expenditure limits for the YE(12/01/2007 - 12/31/2007)
None found.
Reports
All Transactions
Election Cycles
Type
Coverage
Election Da...
Closed on
Signed by
...Election cy
... Opening
... Closing
Save your report and all activity to your dataset
YE:12/01/2007 - 12/31/2007

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.

> ***N*OTE:** 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. **___ 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}.
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 (http://www.fec.gov/elecfil/electron.html).
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 ((http://www.fec.gov/finance/disclosure/efile_search.shtml) 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 (C00XXXXX).
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.
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 <u>two</u> 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 "C9xxxxxxx" ID must be used to file Form 5 -- {see 42c below}
42b. An FEC "C7xxxxxxx" ID must be used to file Form 7 -- (see 42c below}
42c. An FEC "C3xxxxxxx" 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] 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]

Document Version 8.3

“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.