

This file is part of the document FECFile UserManual for Candidate Committees. To learn more about the Federal Election Commission, the Electronic Filing Program, or find this document by section follow the following links, respectively:

[FEC HOME](#) > [ELECTRONIC FILING](#) > [FECFile USER MANUAL](#)



FECFile User Manual for Candidate Committees

This manual is designed to help political committees use FECfile software and to assist with the filing of disclosure reports. The format is user-friendly and contains step-by-step instructions, along with screen shots, in an effort to help users maneuver through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission and How to make sense of some common error codes.

Edition date

2/11/2003

Author

Data Systems Training and User Support

Contact information

Phone: 1-800-424-9530 or local Washington, D.C. 202-694-1100

Reports Analysis Division—Reporting Questions

NIC—Technical Questions

Table of Contents

| | |
|--|------------|
| FECFile Introduction..... | 1-A |
| Important Phone Numbers..... | 2-A |
| Passwords..... | 5-A |
| FECFile Installation and Setup..... | 7-A |
| Starting FECFile and Retrieving the Candidate Database..... | 1-B |
| Updating and Downloading the Lookup File..... | 3-B |
| File Types and Creating a New Committee File..... | 1-C |
| File Types..... | 1-C |
| Creating a New Committee File..... | 4-C |
| Reports..... | 1-D |
| Report Types..... | 1-D |
| Election Cycle Definition..... | 2-D |
| Creating a Report of Receipts and Disbursements (FORM 3)..... | 4-D |
| Creating a Statement of Organization (FORM 1)..... | 8-D |
| Miscellaneous Electronic Submission..... | 12-D |
| Creating a Statement of Candidacy (FORM 2)..... | 14-D |
| For Candidate Committees | |
| 48 Hour Notice (FORM 6)..... | 15-D |
| Transactions..... | 1-E |
| Receipts from Individuals Line 11 (a)..... | 3-E |
| Receipts from Political Parties Line 11 (b)..... | 6-E |
| Receipts from other Political Committees Line 11(c)..... | 12-E |
| Transfers from Affiliated/Other Party Committees Line 12..... | 17-E |
| Other Loans Received Line 13 (b)..... | 27-E |
| Offsets to Operating Expenditures Line 14..... | 33-E |
| Other Federal Receipts (Dividends, Interest,etc...) Line 15..... | 36-E |
| Operating Expenditures Line 17..... | 39-E |
| Credit Card Payments..... | 43-E |
| Reimbursements to Individual (Non-travel)..... | 47-E |
| Transfers to Other Authorized Committees Line 18..... | 51-E |
| Loan Repayments Made Line 19 (a) and (b)..... | 54-E |
| Loans Made Line 21..... | 57-E |
| Refunds Lines 20 (a), 20 (b), and 20 (c)..... | 60-E |
| Other Disbursements Line 21..... | 63-E |
| Loans Owed TO the Committee Line 9..... | 66-E |

| | |
|---|------------|
| Other Debts Owed TO the Committee Line 9 | 67-E |
| Loans owed BY the Committee Line 10 | 72-E |
| Other Debts owed BY the Committee Line 10 | 73-E |
| Lost and Voided Checks | 77-E |
| In-Kind Contributions | 79-E |
| In-Kind Receipts | 83-E |
| Earmarked Contributions Reported by a Recipient Committee | 84-E |
| Reattribution involving two reporting periods | 87-E |
| Reattribution involving one reporting period | 91-E |
| Redesignations | 94-E |
| Partnership Contributions | 96-E |
| Debt Retirement | 100-E |
| Memo Text | 103-E |
| Closing a Report | 106-E |
| Text Record | 108-E |
| | |
| Recovering DCF's and Deleting Transactions | 1-F |
| Deleting Transactions from an Amended Report or Transaction | 3-F |
| | |
| File Submission, Uploading the Report and Error Messages | 1-G |
| Filing Requirements | 1-G |
| Signing and Dating the Report | 2-G |
| Validation | 3-G |
| Uploading the Report via TCP/IP/Internet | 4-G |
| Dialup Option | 6-G |
| SSL | 6-G |
| Diskette | 7-G |
| Filing to a Test Server | 7-G |
| Interpreting Validation Error Codes | 10-G |
| Other Errors | 12-G |
| | |
| Amending Reports and Notices | 1-H |
| Creating an amendment | 2-H |
| Modifying transactions for the amendment | 3-H |
| Adding new transactions for the amendment | 3-H |
| Deleting transactions from an amended report | 3-H |
| Filing an amended report | 4-H |
| Previewing original and amended reports | 4-H |
| 48 Hour Notices | 5-H |
| Partnership Contributions | 12-H |
| | |
| Navigating the FEC Website | 1-I |