

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:

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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.

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Contact information

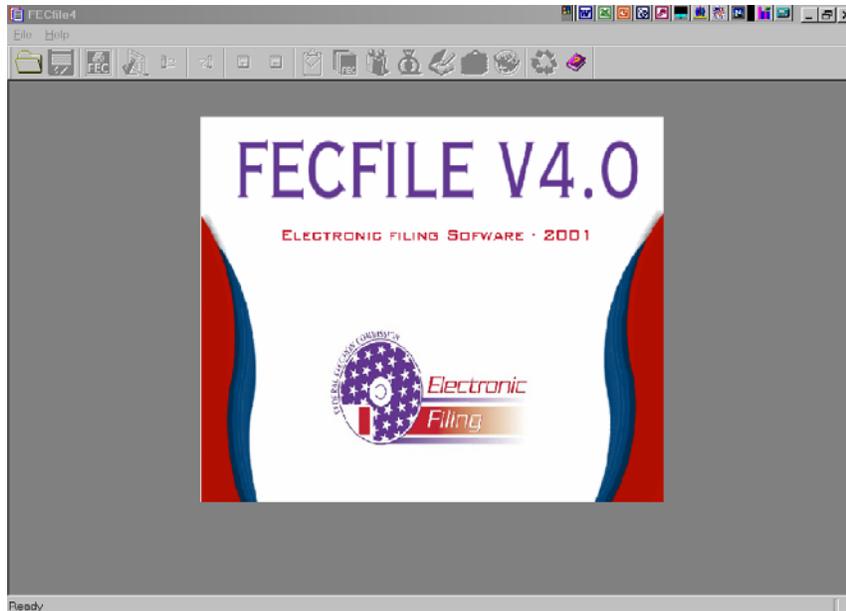
Phone: 1-800-424-9530 or local Washington, D.C. 202-694-1100

Reports Analysis Division—Reporting Questions

NIC—Technical Questions

FECFile

Introduction



With the introduction of electronic filing, the Federal Election Commission has created **FECFile** for political committee computer users who intend to file electronically, but do not have other software applications that support electronic filing. With several commercial electronic filing computer applications available, the outside user community has several different options available. **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. This computer connection may be through the Internet, or through a modem connection. Once the reports and necessary information has been entered, it is then encrypted, based upon a proper password, and transferred to the FEC. Users may also submit data on a diskette, which shall be discussed later in the text.

Important Numbers and Referral Information

Technical FECFile Questions, Unofficial Electronic Filings, Web ?'s and Passwords:

NIC Technologies, Electronic Filing Office (202) 694-1642 - *for the External community*

Reporting Questions:

Reports Analysis Division (202) 694-1130

Reporting Requirements:

Information Division at (800) 424-9530 or the appropriate Campaign guide

Passwords:

NIC Technologies, Electronic Filing Office (202) 694-1642 -*External community*

Website Referral:

Please find the Electronic Filing web page at www.fec.gov/electfil/electron.html, for the following information:

- ✓ the **FECFile** download page, (to download software)
- ✓ common errors
- ✓ mandatory electronic filing information

- ✓ electronic filing FAQs
- ✓ information for software developers
- ✓ statistics
- ✓ the **FECFile** user's manual
- ✓ password information

The specifics on FEC reporting may be found at <http://www.fec.gov/reporting.html>, for the following information:

- ✓ rules and regulations of FEC financial reporting

Who can use FECFile
and
How they can obtain it?

Who can use **FECFile**?

- Any non-presidential committee required to create federal campaign finance reports may use **FECFile**.
- Senate committees must file on paper with Secretary of the Senate and cannot use **FECFile** to create electronic reports. The FEC has an unofficial web site for Senate committees to view their info on the Internet, but must contact the Electronic Filing office for information.

How can **FECFile** be obtained?

FECFile is provided free of charge, and can be obtained by the following methods:

- Downloaded at the FEC website
<http://www.fec.gov/electfil/electron.html>
- By mail , 1-800-424-9530 to receive a copy

NOTE:

Once receiving **FECFile**, the user must obtain a password from the Electronic Filing Office. See the following page for instructions.

Passwords
(Who can obtain them and How they are obtained)

In order to file electronically, the committee user **must** have an electronic filing password. This password is provided by the FEC Electronic Filing Office and acts as the signature on a paper report, indicating that the electronic filing originated with the committee in whose name it is filed. The password is encrypted, and **FECFile** uses the password and the FEC committee ID number to identify the filing, ensuring proper origination.

Who can obtain a password?

- The committee's official treasurer or assistant treasurer must be the requestor of an electronic filing password.
- If an additional password is requested for an assistant treasurer, the treasurer and assistant must sign the request.

(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 password.)

How is a password obtained?

The treasurer or assistant treasurer must fax or mail a request letter to the Electronic Filing office, at 202-219-0674,

or

Electronic Filing, Federal Election Commission, 999 E Street, N.W., Washington, D.C. 20463.

Committee letterhead should be used, if available, and must include:

- ✓ the committee name
- ✓ 9 digit FEC ID number

- ✓ treasurer's name
- ✓ phone number
- ✓ treasurer's signature
- ✓ identical information is also required for the assistant treasurer (if requested)
(If only the assistant treasurer is to receive a password, the assistant and the treasurer must sign the request).

*The following information must be included in the request for a password:
"I represent that I am the duly appointed treasurer and have authority as such to sign FEC reports for the above committee".*

*A sample password letter may be found on the FEC Website, at
<http://www.fec.gov/electfil/passreqlet.html>*

Upon verification by the Electronic Filing office, typically within a few hours, the password will be provided via telephone.

What happens if a password is forgotten?

If a password is forgotten, the committee must request a new password, following the same steps as requesting an original password, faxing or mailing the Electronic Filing office, at 202-219-0674.

FECFile Installation and Setup

Before creating reports and filing electronically with FECFile, the software must be installed on the computer. Installation and setup of the committee using the FECFile setup program may be accomplished quickly, but prior to installation, the system must meet the minimum requirements shown below.

Minimum System Requirements

- ⇒ PC type computer system
- ⇒ 8 megabytes of RAM
- ⇒ Microsoft Windows 95, 98, XP, ME or NT 4, 2000 operating system
- ⇒ 3.5 High Density Floppy Diskette Drive and/or CD Drive
- ⇒ Modem or Network Internet Connection (to file electronically and download software)

PLEASE NOTE: It is has been found that selecting an installation directory other than the default can cause the program to operate abnormally. Therefore, it is recommended to use the default installation path when installing the software.

Installation procedures

From diskette if you received an FECFile Installation diskette series:

1. Close any open applications on the computer.
2. Insert the disk labeled Disk 1 of 3 into drive A or drive B.
3. From the Start menu, select Run and then type **A:\setup** or **B:\setup** (depending on the drive you are using) in the command-line box, and click *OK*. Go to Finalize Installation (below).

From CDROM if you received an FECFile Installation CD:

1. Close any open 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] = the drive letter assigned to the CD drive on the system. For example, if the CDROM drive used drive letter "E" on the system,

enter **E:\setup** in the command-line box, and click **OK**. As an alternative, double click the “My Computer” Icon on the Windows Desktop. The window will open. Double click on the CD Drive icon. Then find and double click on the **setup.exe** file. Go to Finalize Installation (below).

From download:

1. Download FECFile from <http://herndon1.sdrdc.com/cgi-bin/fecfile>
2. Save the file to a place selected on the hard drive.
3. When the download is complete, Double click on the **setup.exe** file. Go to Finalize Installation (below).

Finalize Installation:

1. Follow the instructions provided during the setup process. Do not install on a network drive.
2. When the installation is complete the screen will display “FECFile Setup is complete and your software is now installed”.

FECFile has now been installed!