

*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.

## **Edition date**

2/11/2003

## **Author**

Data Systems Training and User Support

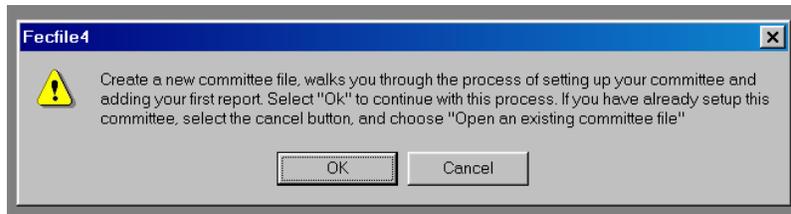
## **Contact information**

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

Reports Analysis Division—Reporting Questions

NIC—Technical Questions

## Filing Types and Creating a New Committee File



### 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 FECFile application.

These committee options include:

- ✓ Campaign Committee
- ✓ Political Action Committee
- ✓ Political Party Organization
- ✓ Other (Political) Committee

1. As the FECFile application requests, select the committee type by clicking on it with the mouse; then select OK.

If this is the first time the committee has entered the program (or the first time they have created a file for a new committee), OK is selected. If, however, they have created a file for their committee previously, Cancel is selected, Open an Existing Committee File is selected.

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 of the FEC at (202) 694-1130.

The screenshot shows a software window titled "Campaign Committee - FILER" with the following fields and options:

- Type:** Campaign Committee (dropdown menu)
- Multi-Candidate committee
- Last / Business name:** My Committee
- FEC ID:** (empty)
- Lookup...** button
- First name:** (empty)
- Prefix:** (dropdown menu)
- Suffix:** (dropdown menu)
- Address:** (empty)
- City:** (empty)
- State:** None (dropdown menu)
- Zip:** (empty)
- Authorizing Candidate:** (empty)
- Candidate Information:**
  - Office:** - (dropdown menu)
  - State:** None (dropdown menu)
  - District:** (empty)
  - Other ID:** (empty)
- OK** and **Cancel** buttons

**Note:** Authorized committees have an additional step.

2. Once completing the zip code, the Authorized Committees must enter in the Candidate's name in the Authorizing Candidate field, last name first.

3. Once entered, press the tab key, which then allows for the separate Individual/Organization screen to enter the candidate address information.

The screenshot shows a software dialog box titled "Individual/Organization Information". It features a blue title bar with a close button. The main area is divided into several sections for data entry. At the top, there is a "Type" dropdown menu currently set to "Candidate" and a checkbox labeled "Multi-Candidate committee". Below this are two text input fields: "Last / Business name" and "FEC ID", with a "Lookup..." button to the right of the second field. The next section contains three dropdown menus for "First name", "Prefix", and "Suffix". This is followed by an "Address" text input field. Below that are three dropdown menus for "City", "State" (currently showing "None"), and "Zip". The "Employer" and "Occupation" fields are represented by empty text input boxes. At the bottom of the dialog is a section titled "Candidate Information" containing four dropdown menus: "Office", "State" (showing "None"), "District", and "Other ID". Finally, there are two buttons at the very bottom: "OK" and "Cancel".

4. 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.
5. Additional candidate information may now also be entered.
6. The lookup feature may also be used at this point.
7. Select OK, upon completing entry of all required information.



### **Create a new committee file**

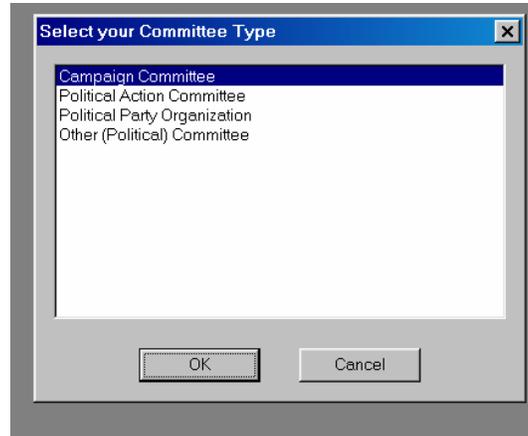
All initial users of the **FECFile** application must select the **Create a New Committee File** option upon the first use of the software. Typically this option is only selected one time, the initial time the committee information is entered into the FECFile application. After entering the information initially, the committee file is created. All following entries, when the committee will add new reports, or open files for use, the **Open an Existing Committee File** option will be the option selected.

**For your first session, after selecting the *Create a New Committee File* option, the program will ask you, in a dialogue box, if you are sure you wish to create a new file.**

1. Select create a new committee file to perform the new committee execution.

The application will ask if you wish to create a new committee file, or cancel to open an existing committee file.

2. Click OK, to create a new committee file.
3. Click on the appropriate committee type and click OK.



4. The application will ask "Would you like to enter your Committee Information now?"



5. Select yes, then tab from field to field to fill in the following information:
  - the committee name
  - the FEC ID (as it was issued to the committee)
  - address
  - city
  - state
  - zip code

**Campaign Committee - FILER**

Type  Multi-Candidate committee  
 Campaign Committee

Last / Business name My Committee FEC ID

First name  Prefix  Suffix

Address

City  State  Zip

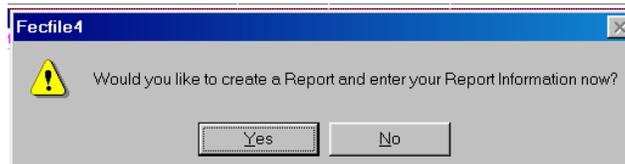
Authorizing Candidate

Candidate Information

Office  State  District  Other ID

- After completing the entry of the committee information, the application will ask "Would you like to create a Report and enter your Report Information now?"

This will also occur if the user selected no, when asked if information entry was required.



- Select yes, and reference the "Creating a Report" text now....