

*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

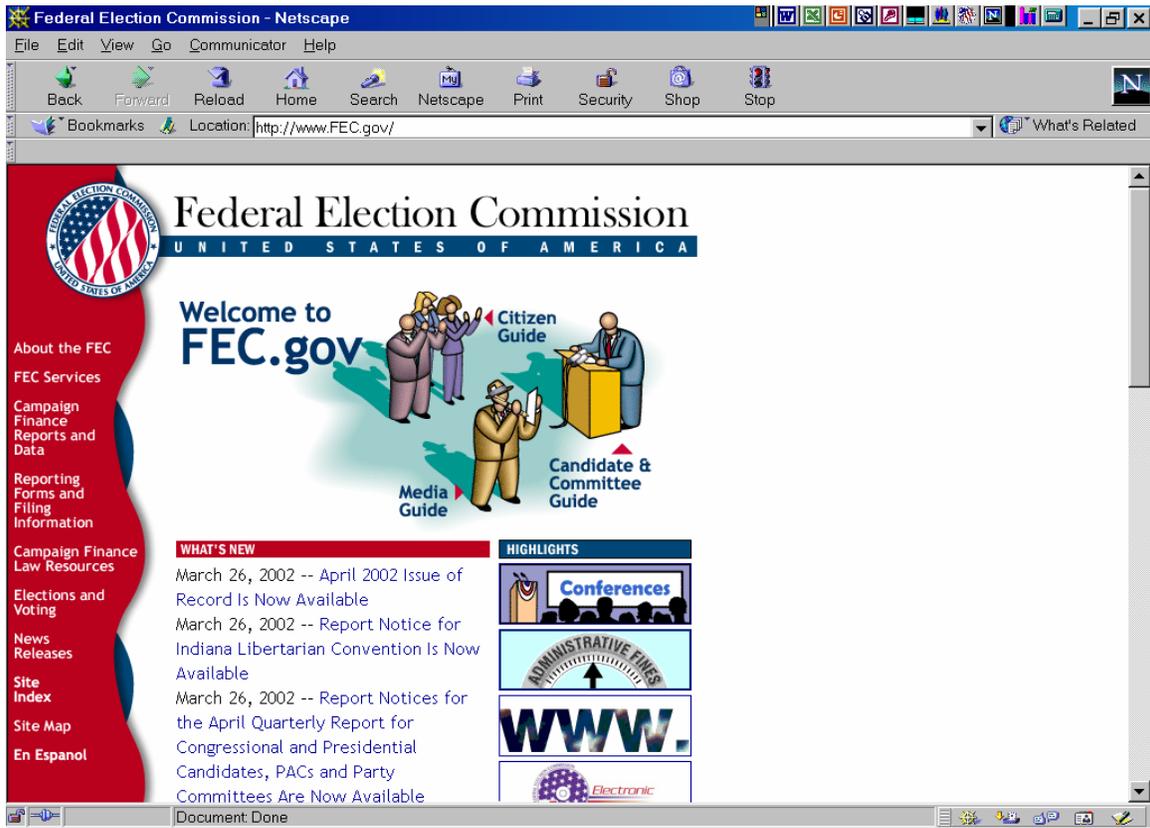
## **Contact information**

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

Reports Analysis Division—Reporting Questions

NIC—Technical Questions

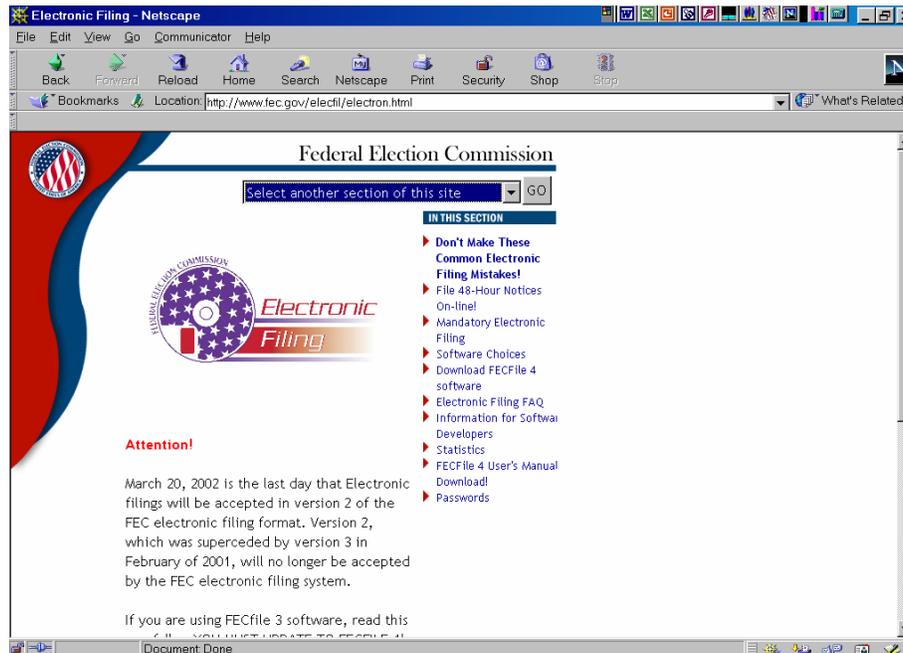
## Navigating the FEC Website



The Federal Election Commission has its own website available to all who have Internet access. The site has a wealth of information on Campaign Finance information, Reports, Forms to name a few.

1. Using any Internet browser, type <http://www.fec.gov> in the address bar and launch the FEC website.
2. The Federal Election Commission homepage will appear, and permit the user to navigate to various areas on the site.
3. On the main page, move the mouse to the Electronic Filing icon, under the Highlights heading on the main page, and click once to move to the page.

4. The FEC Electronic Filing page is loaded.



5. Using the mouse, select the drop down menu under Select another section of this site.
6. Select an option from the drop down menu and click on GO.

*Options here include:*  
*Mandatory Electronic Filing*  
*Electronic Filing Software*  
*Software Download*  
*Information for Software Companies*  
*Electronic Filing FAQ's*  
*Electronic Filing facts and figures*

7. Select an option from the drop down menu and click on GO.
8. Upon selecting any of these options, the page will load, and additional information becomes available.
9. Moving the mouse to move over terms and text, the pointer becomes a hand, indicating that additional information is available on the subject matter. Pointing and clicking on the subject matter will launch the additional information, or JUMP to the particular section.

10. On selecting a page, the user may scroll up and down the section, or use the browser navigation buttons to move back to the previous section.