

This file is part of the document FECFile UserManual for PAC's & Party Committees. To learn more about the Federal Election Commission, the Electronic Filing Program, or find the other parts of this document follow the following links, respectively:

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FECFile User Manual for PAC's & Party 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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Reports Analysis Division—Reporting Questions

NIC—Technical Questions

Creating a New Committee File and Filing Types



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.

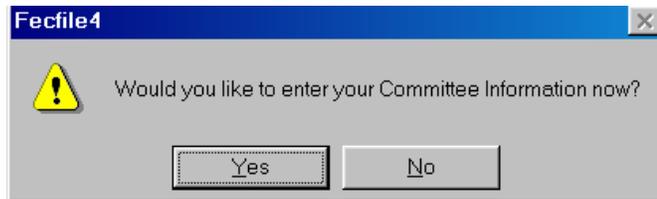
1. Select create a new committee file to perform the new committee execution.

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

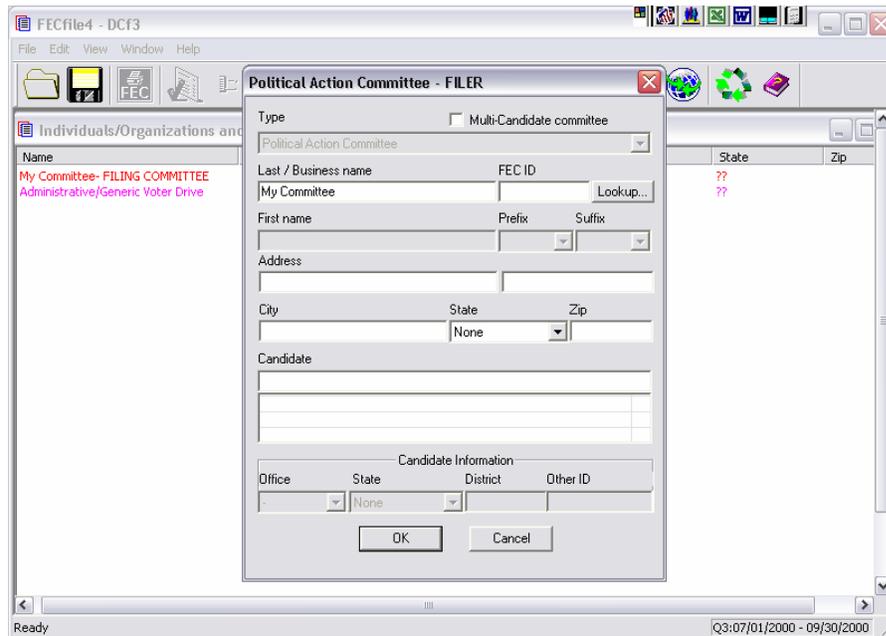
2. Click OK, to create a new committee file.



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

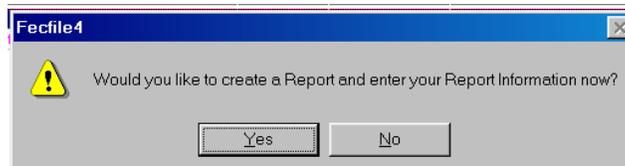


4. Select yes, then tab from field to field to fill in the following information:
the committee name
the FEC ID (as it was issued to the committee)
address
city
state
zip code

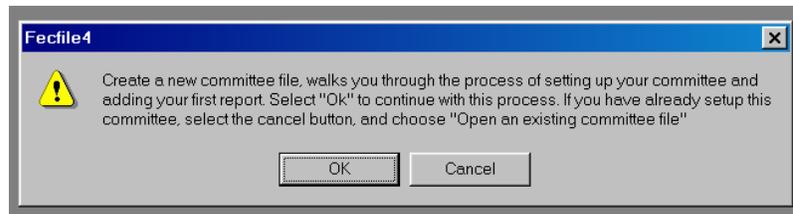


5. After completing the entry of the committee information, the application will ask "Would you like to create a Report and enter your Report Information now?"

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



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



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, as discussed previously.

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 Analyst Division of the FEC at (202) 694-1130.