This file is 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:*

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 manuever 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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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

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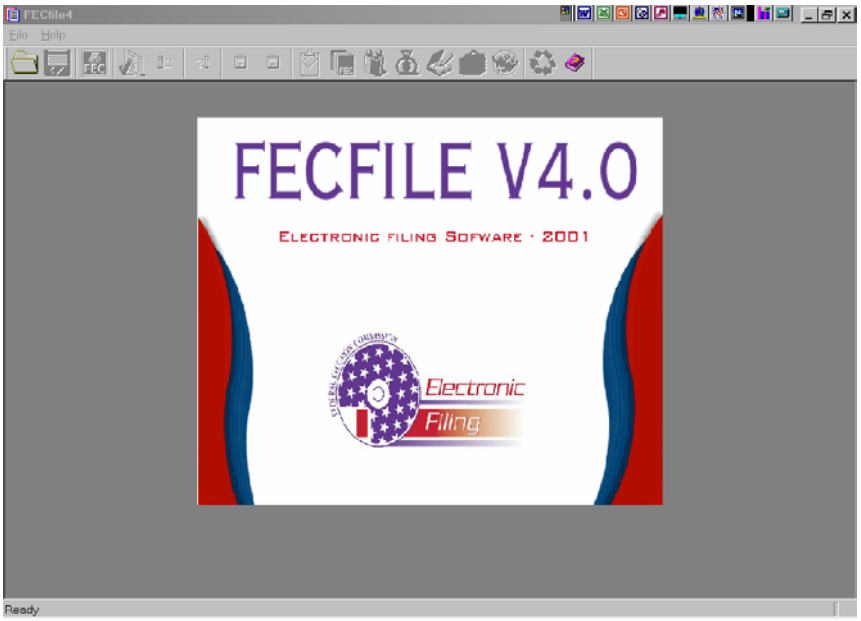
FECFile

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/elecfil/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/elecfil/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/elecfil/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 4.0 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 4.0 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:

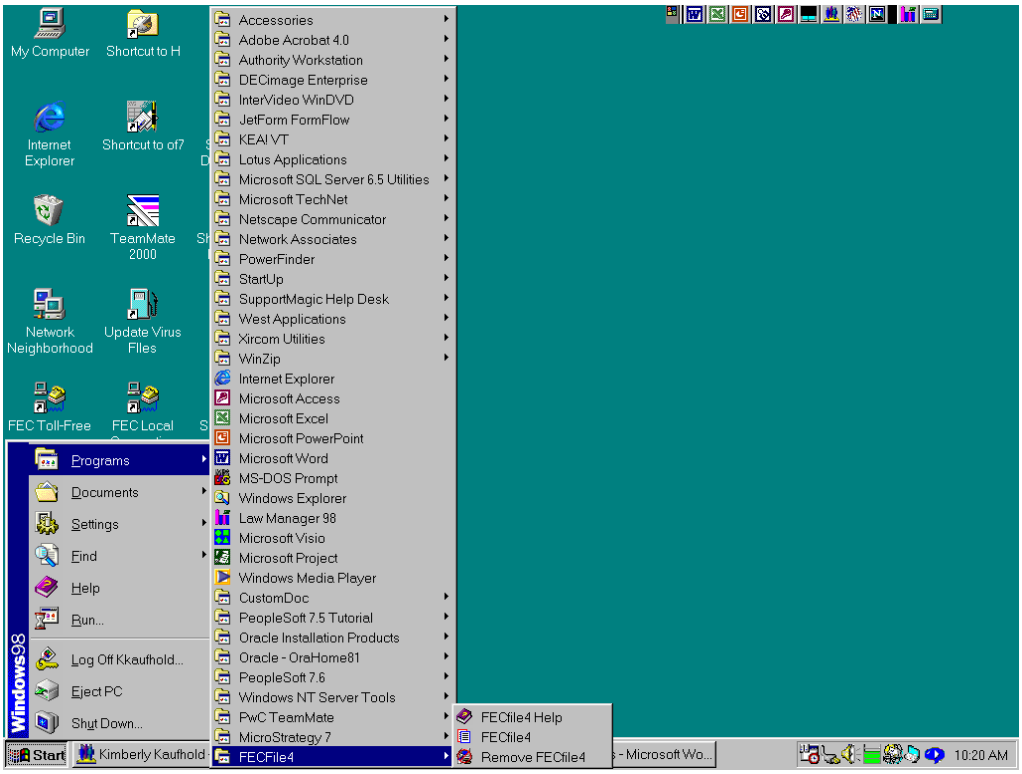
1. Download FECFile from http://herndon1.sdrdc.com/cgi-bin/fecfile
2. Save the file to a place selected on the hard drive.
3. When the download is complete, Double click on the **setup.exe** file. Go to Finalize Installation (below).

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 "FECFile4 Setup is complete and your software is now installed".

FECFile has now been installed!

Starting FECFile and Retrieving the Candidate Database



Opening FECFile

To open the FECFILE application, you must launch the software application.

1. Click the Start button on the Taskbar and move up to select Programs.

2. Select Programs and then move across, highlighting FECFile 4.

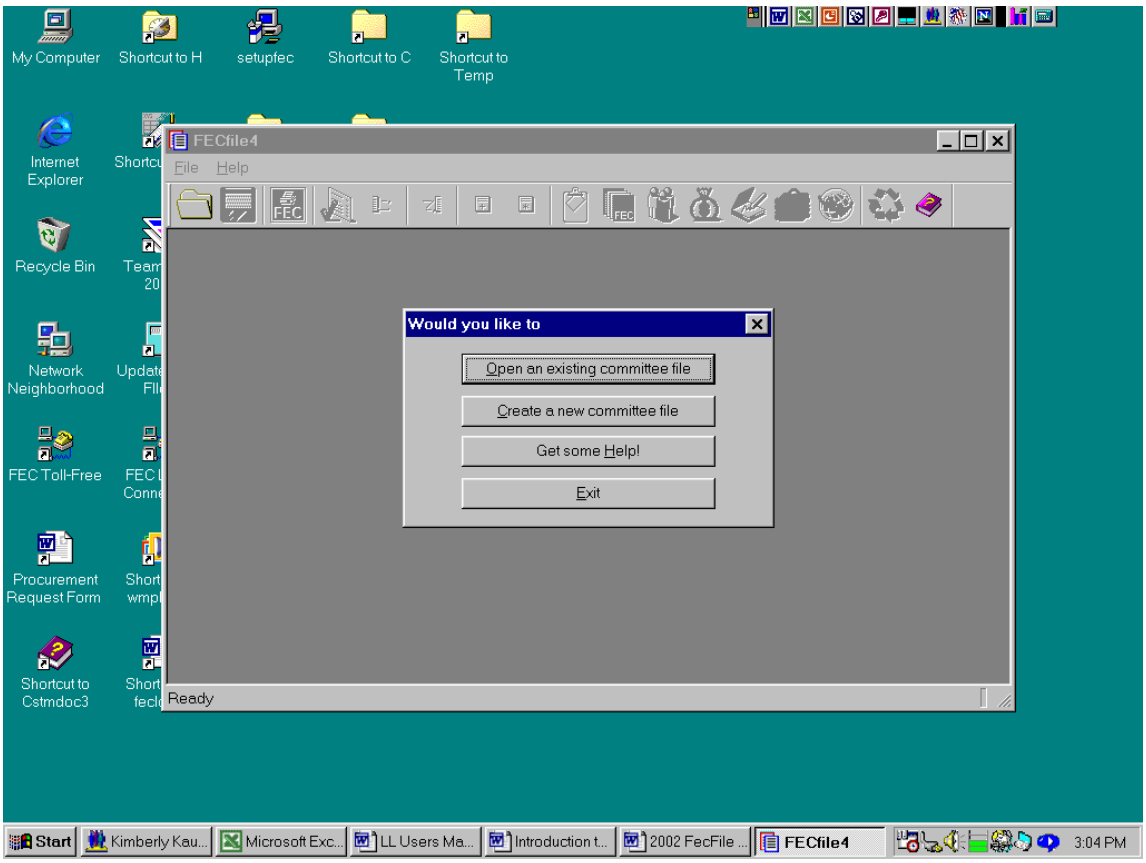
3. Select FECFile, from the menu selection.

4. The application will launch, and FECFile will open.

5. The application will prompt the user for the operation needed to perform, or select File Open, choosing the candidate database.

Getting Started with FECFile

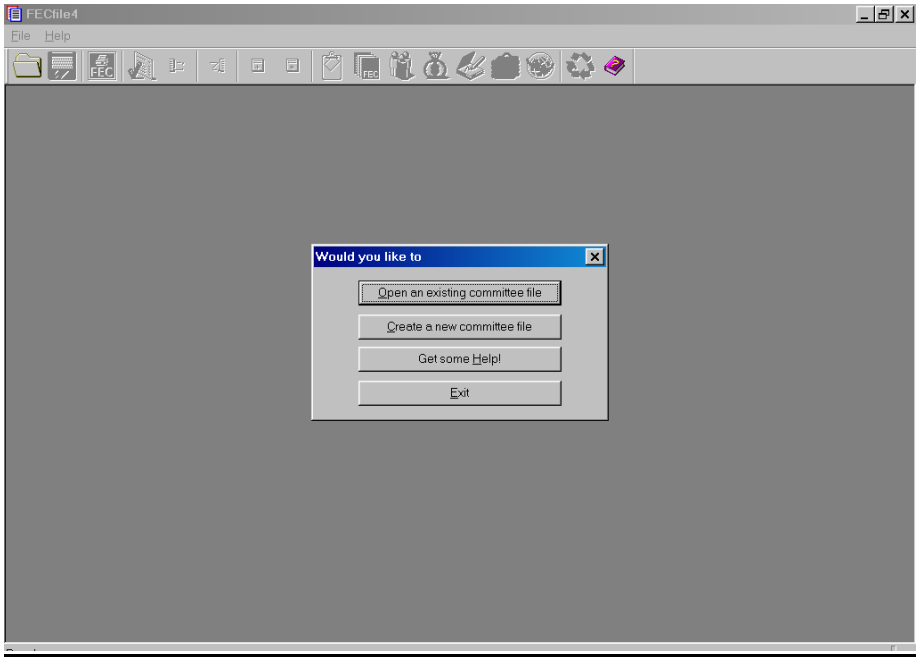
Once launching FECFile, there are several options from which to choose:



- ✓ Open and existing committee file,
  allows the user to access committee information and reports already created and saved
- ✓ Create a new committee file,
  allows the user to create a new committee file where all information and reports for the committee will be stored
- ✓ Getting Some Help
  shows the user a step-by-step diagram of the electronic filing process
- ✓ Exiting,
  closes the application

All of these options will be explained in the following text.

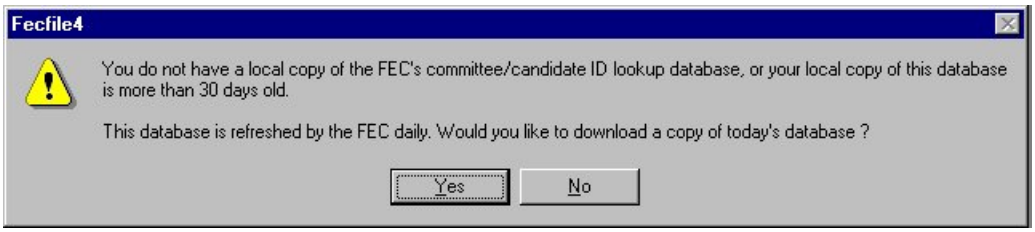
Retrieving the Candidate Database



Updating and Downloading the Lookup File

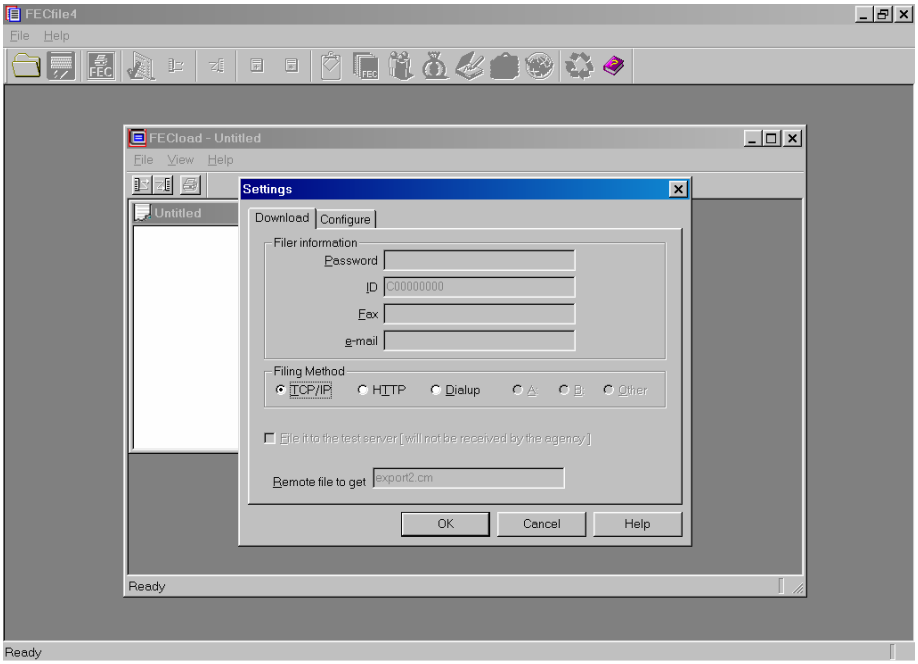
FECFile uses a standard file called a Lookup file to identify, or “lookup” candidate and committee ID information. As part of the ongoing process of assigning these ID’s, the FEC updates the master list and changes it everyday. The FECFile application will notify the user when it is more than 30 days old.

The FEC’s master list is part of the FECFile installation (in a file called export2.cm). The FECFile software is designed to notify the user every 30 days. However, the user may download a recent copy of the file at any time. As the application is initially installed, it is recommended to download a new copy at that time.



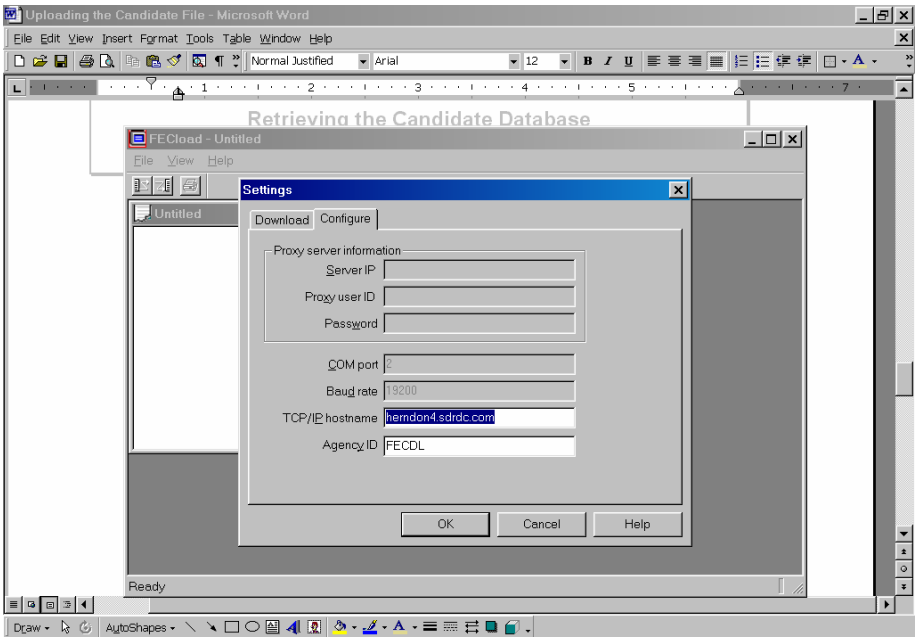
Notification

Upon opening the FECFile application and the user's file, the application will notify asking to download a copy of today's database if the Lookup table is older than 30 days. There are two options here. By selecting *No*, the file will not be updated but transactions may be entered into FECFile. However, by selecting *Yes*, the FECLoad Settings window will appear asking to select the filing method (i.e., the communication method used to download the latest file).

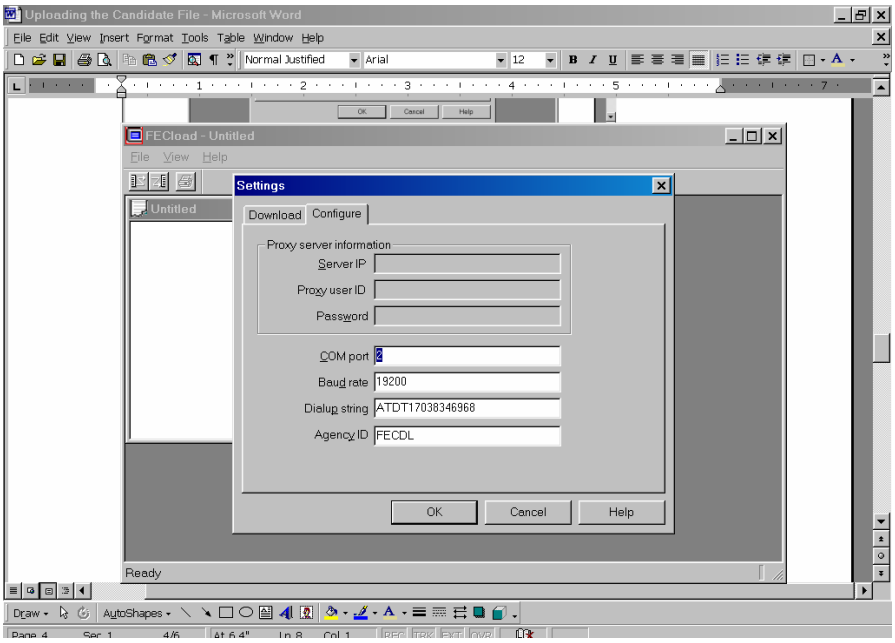


The options are TCP/IP (an Internet connection), HTTP or Dialup (a modem connection) from the Download screen. All other fields on this screen will be inactive (shaded gray). The HTTP connection is an option for those behind a proxy server. The proxy IP address must be entered in the configuration along with the username and password, if applicable.

The configuration screen will vary according to the filing method selected.

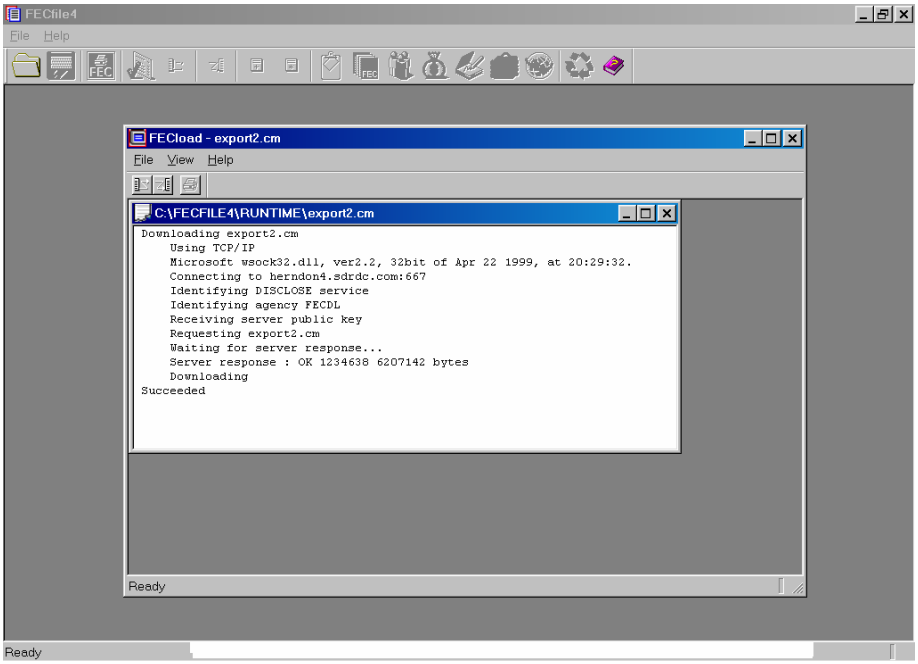


- If TCP/IP is selected on the Download screen, the screen will have **herndon4.sdrdc.com** as the hostname (the name of the server that has the export2.cm file available for download) and the Agency ID will be **FECDL**. Internet connection must be made, prior to the download.



- If *Dialup* is selected from the *Download* screen, the Configure screen will have the COM port set as **2**; the Baud rate set as **19200**; the Dialup string as **ATDT17038346968** and Agency ID as **FECDL**.

  The COM port is the communication port that runs the computer's modem. If connection cannot be made with this setting, check the comport # attached to your modem in your computers control panel. If a different COM port is used, change the COM port number in this field (possibilities COM port 1, COM port 2, COM port 3 or COM port 4). The same holds true when using a different Baud rate, the settings must change as well. The program defaults to the two settings noted, as they are the most frequently utilized. The Dialup string and Agency ID should not be modified unless instructed by the software's technical support staff, at the number noted in the beginning of this guide.

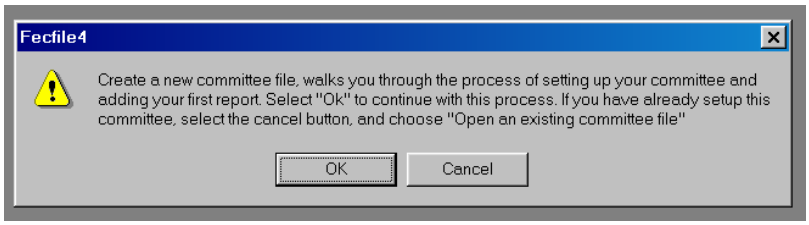


During the download, the screen will display FECload in the upper left corner. Inside FECload, a window displays the download results. The program will display several messages, informing it is about to download. The program will pause, state “Requesting export2.cm”; then the process continues. The following message appears, “Server response”, and in the bottom right corner, a number displaying the file as it is downloading (the number represents the bytes being transferred). The process speed is dependent upon connectivity. As it is near completion, a window displays it is “Working”.

The final dialog box reads, “The file can be decrypted by these keys: SDRDNLD1.”

1. Click OK.

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.

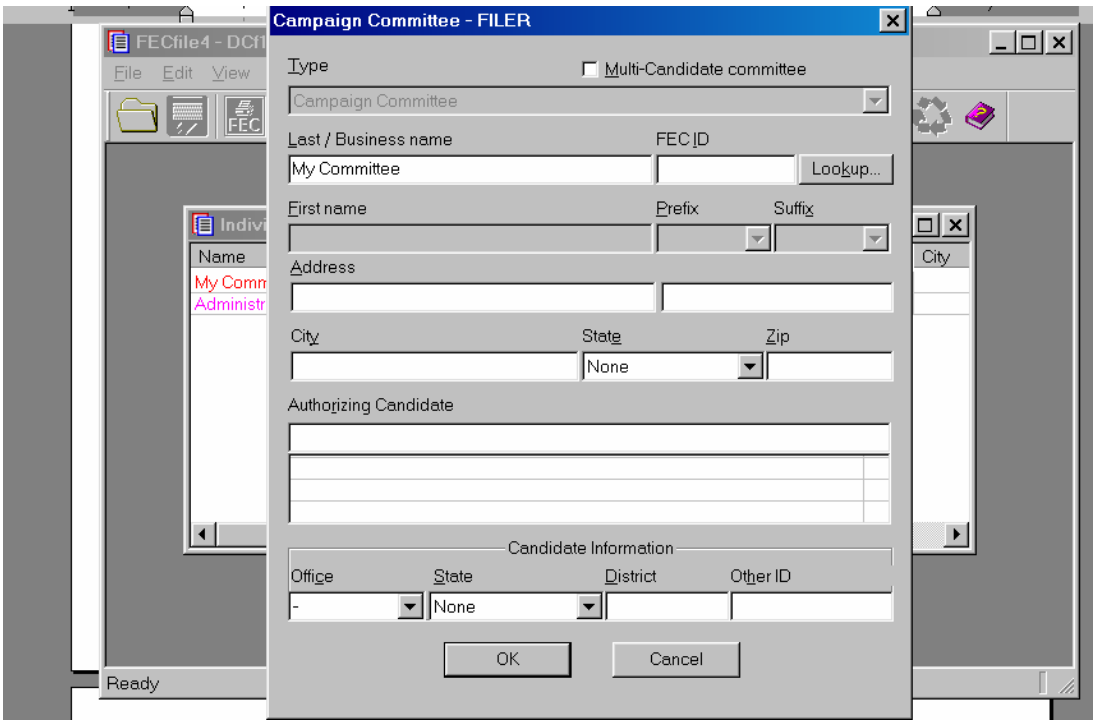
These committee options include:

- ✓ 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.

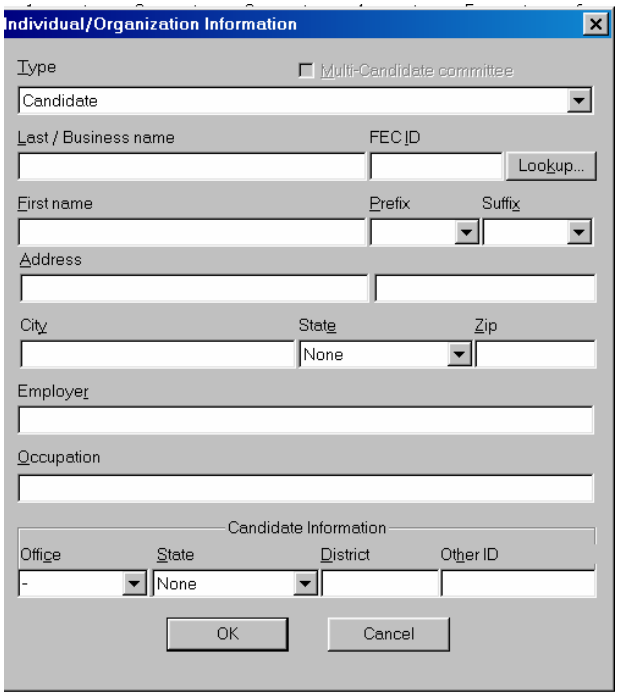
If the committee is unclear or uncertain about the committee type, refer to the most recent Statement of Organization (FEC Form 1). If the committee type cannot be determined, the committee must contact the Reports Analysis Division of the FEC at (202) 694-1130.



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.

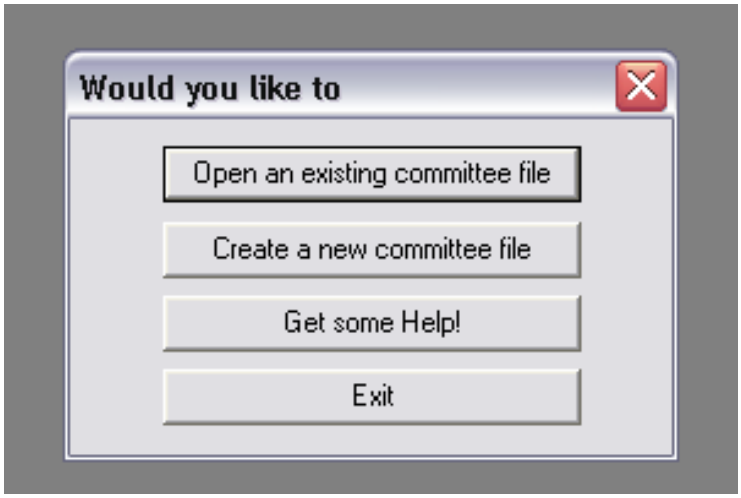


4. The Individual/Organization information may then be entered, by tabbing from field to field. All information should be entered as complete as possible to avoid validation errors, which could lead to failure during the upload process.

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.

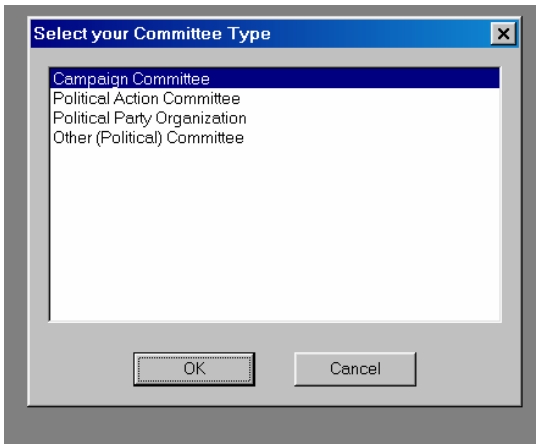
For your first session, after selecting the *Create a New Committee File* **option, the program will ask you, in a dialogue box, if you are sure you wish to create a new file.**

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

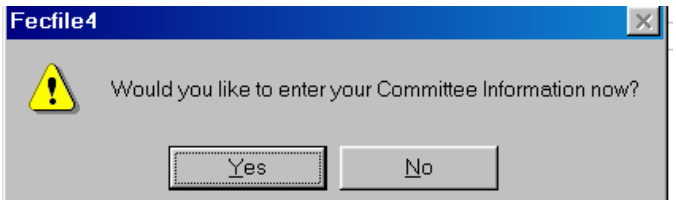
The application will ask if you wish to create a new committee file, or cancel to open an existing committee file.

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

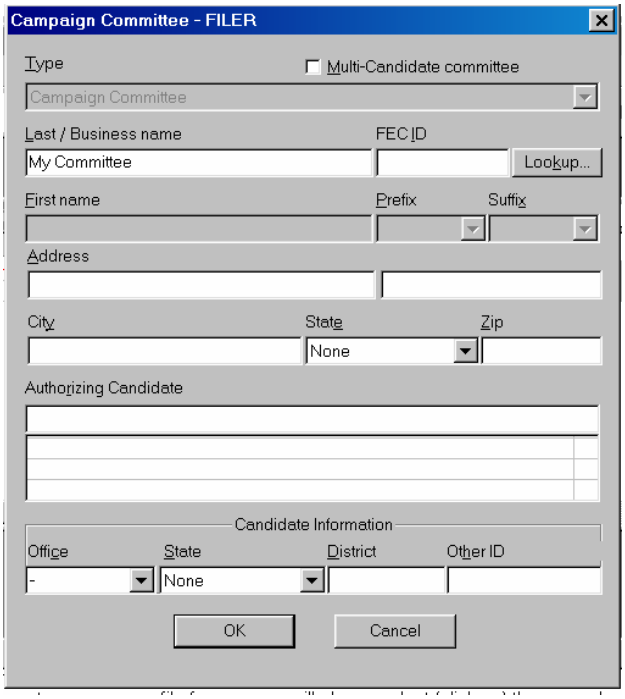
3. Click on the appropriate committee type and click OK.



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

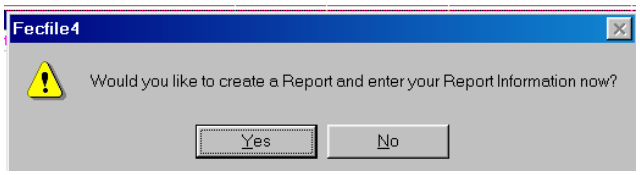


5. Select yes, then tab from field to field to fill in the following information:
   the committee name
   the FEC ID (as it was issued to the committee)
   address
   city
   state
   zip code



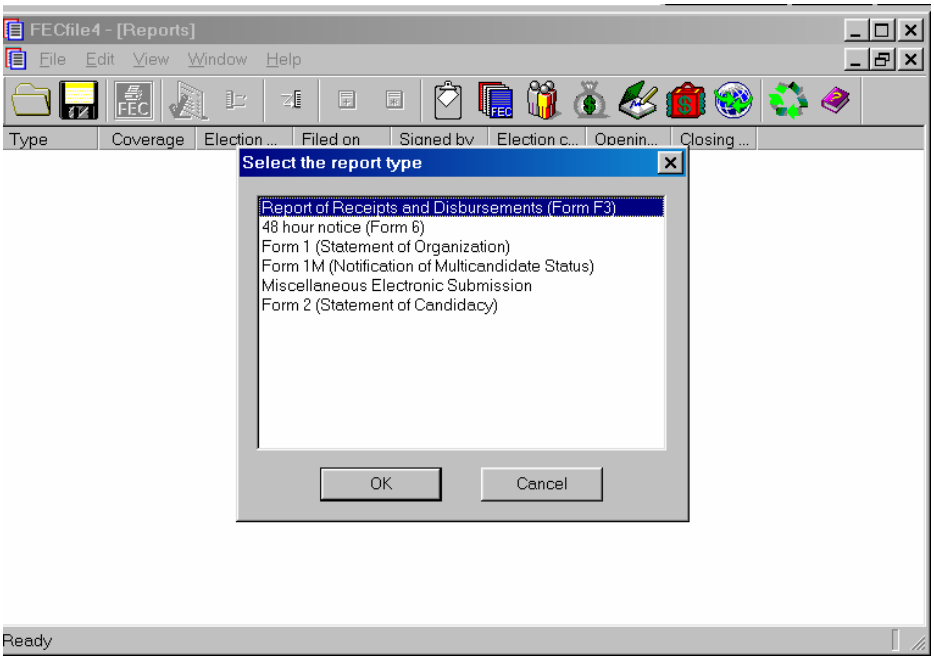
6. After completing the entry of the committee information, the application will ask “Would you like to create a Report and enter your Report Information now?”

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



7. Select yes, and reference the “Creating a Report” text now….

Reports



Reports

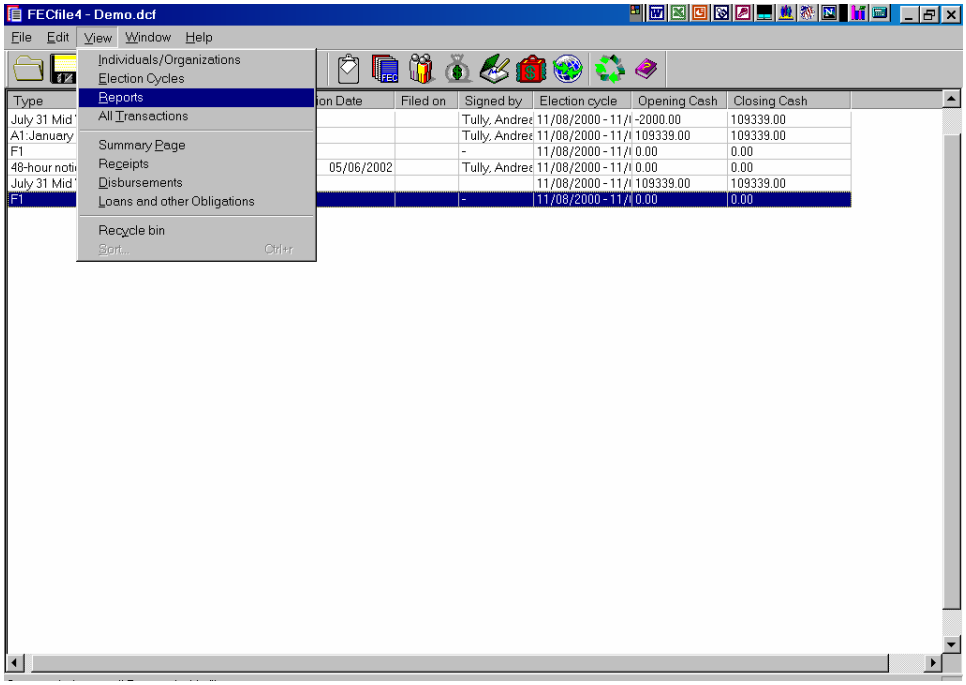
The FECFile generates several different kinds of reports. These reports can include:

- ✓ Report of Receipts and Disbursements (Form F3x)
  This is for PACS, Parties, State and Local Parties
- ✓ Report of Receipts and Disbursements (Form F3)
  This is for Candidate Committees
- ✓ 48 Hour Notice (Form 6)
- ✓ Statement of Organization (Form 1)
- ✓ Notification of Multicandidate Status (Form 1M)
- ✓ Miscellaneous Electronic Submission

Election Cycle

The election cycle is entered before a committee creates the first report. When the committee begins to enter in report information, it prompts the user to first enter an election cycle. The election cycle is the day after the previous General Election through the day of the upcoming General Election. If the cycle is entered in correctly, the Post Election Detailed Summary page will not appear until it's necessary. Each software package uses a different method to remedy the problem. The Post Election Detailed Summary Page for Primary losers will appear on their Year End Report.

-
-



1. To select the Reports window in FECFile, select view from the drop down menu bar and select Reports.

The “Reports” window displays a history of all reports contained in the committee file. By selecting “View” on the menu bar and selecting “Reports”, the automatic sort feature is visible. The sort is based on the report coverage dates (i.e., Date from and Date to) and the Filed on date. The user does not have the opportunity to change the order of reports in this view. The user can, however, modify the size of the columns by dragging, wide or narrow, permitting more information to be easily viewed.

There are several things the user can do to a report:

- Create
- Modify
- Delete
- Close
- Amend
- Validate
- Upload

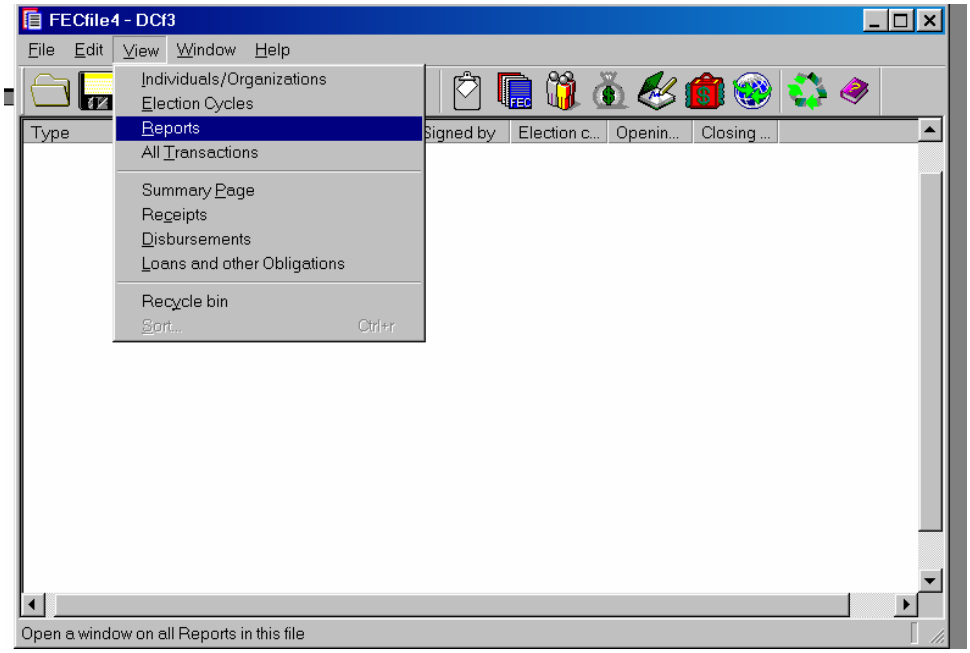
The following text will review the different reports available using FECFile.

Creating a Report of Receipts and Disbursements (Form 3)
(This is for Candidate Committees)

1. Upon launching FECFile, select the appropriate candidate or committee information option.

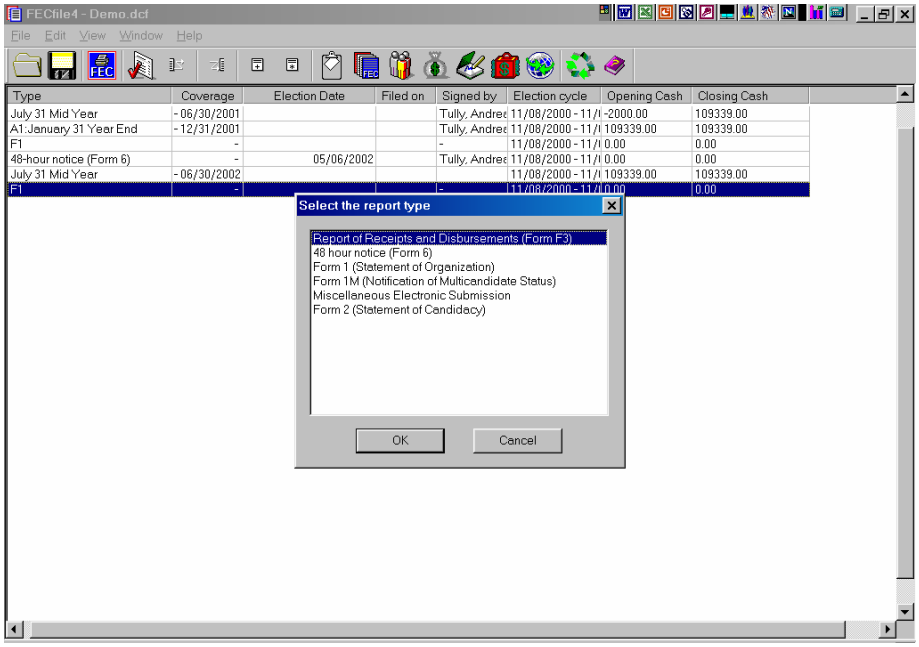
2. As the application asks "Would you like to create a Report and enter your Report Information Now", select OK.

3. Select View, from the menu bar and select Reports.

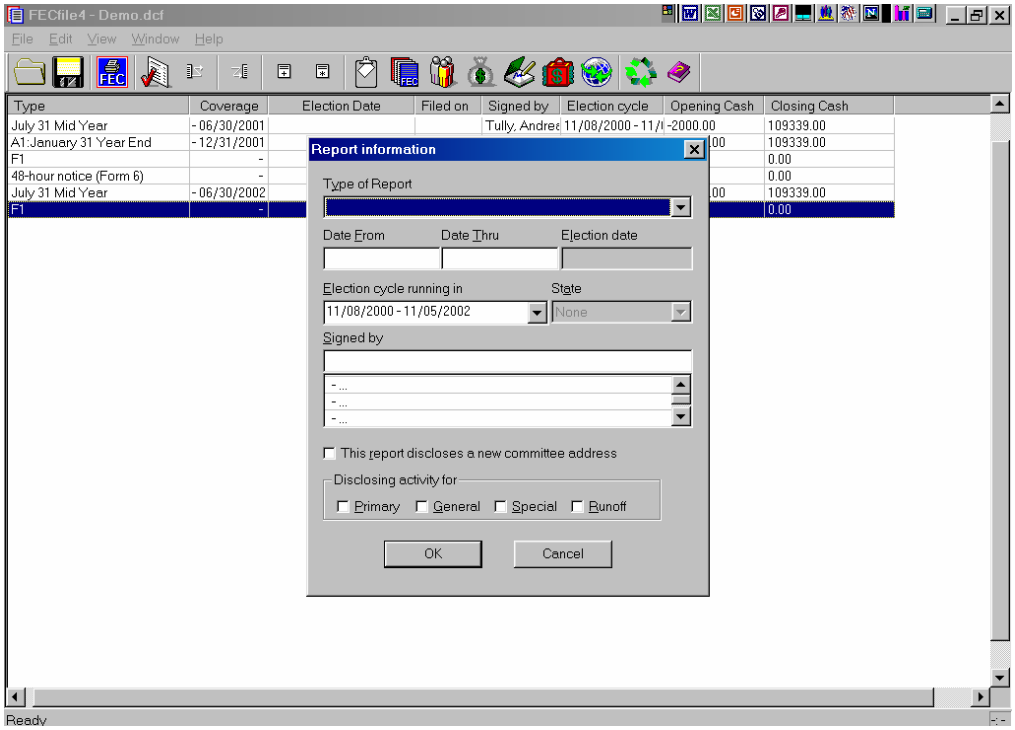


4. Select Edit from the menu bar and then select New.

☞ *shortcut* *(Right-click and select New, or use the Ins key on your keyboard with the Report window highlighted!)*



5. Select Report of Receipts and Disbursements (Form 3) and click on OK.



6. The Receipts and Disbursements Report has several options.

   Select the report required from the “Type of Report” drop-down menu.

7. Point and click inside the “Date From” field and enter in the date required.

   Note: Due to the nature of the report selected, some date fields will be automatically populated by the FECFile application.
   Point and click inside the “Date Thru” field, and enter in the date required. Again, this is necessary if the date field was not automatically generated.

   Note: You may accept the default dates, or change them if necessary. Caution is required when changing the default dates. Pre-Primary reports, Pre-General reports and Post-General reports can alter the coverage dates of adjacent reports. If there is uncertainty about report coverage dates, users must check with an FEC representative prior to changing the default dates.

Date formats should be entered as follows:

m/d (1/1)
mm/dd (01/01)
mm/dd/yy (01/01/00)
mm/dd/yyyy (01/01/2000).

PLEASE NOTE THAT IF THE YEAR IS NOT PROVIDED, THE SOFTWARE DEFAULTS TO THE CURRENT YEAR.

ADDITIONALLY, ON THE FORM 3, THE ELECTION CYCLE RUNNING IN MUST BE CORRECTLY FILLED IN.

8. The treasurer's name may be selected from the Individuals/Organizations list. **Note:** If the treasurer's name is not listed, it must be entered in the same manner as a standard individual.

9. If the committee's address has been changed on the Individuals/Organizations list, check the box reading, "This report discloses a new committee address".

10. Click on OK.

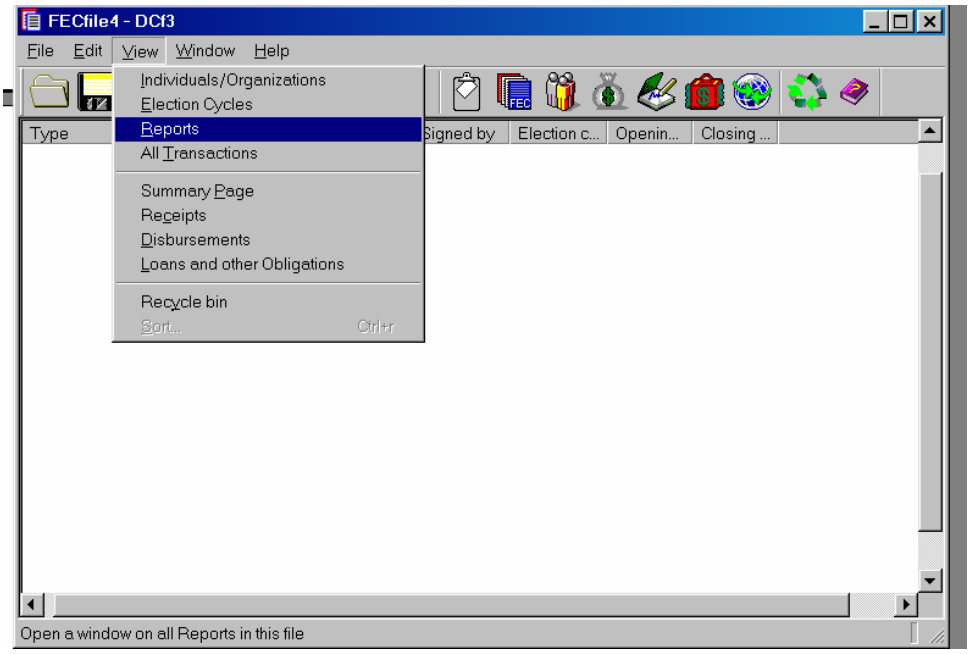
11. The Reports table will appear.

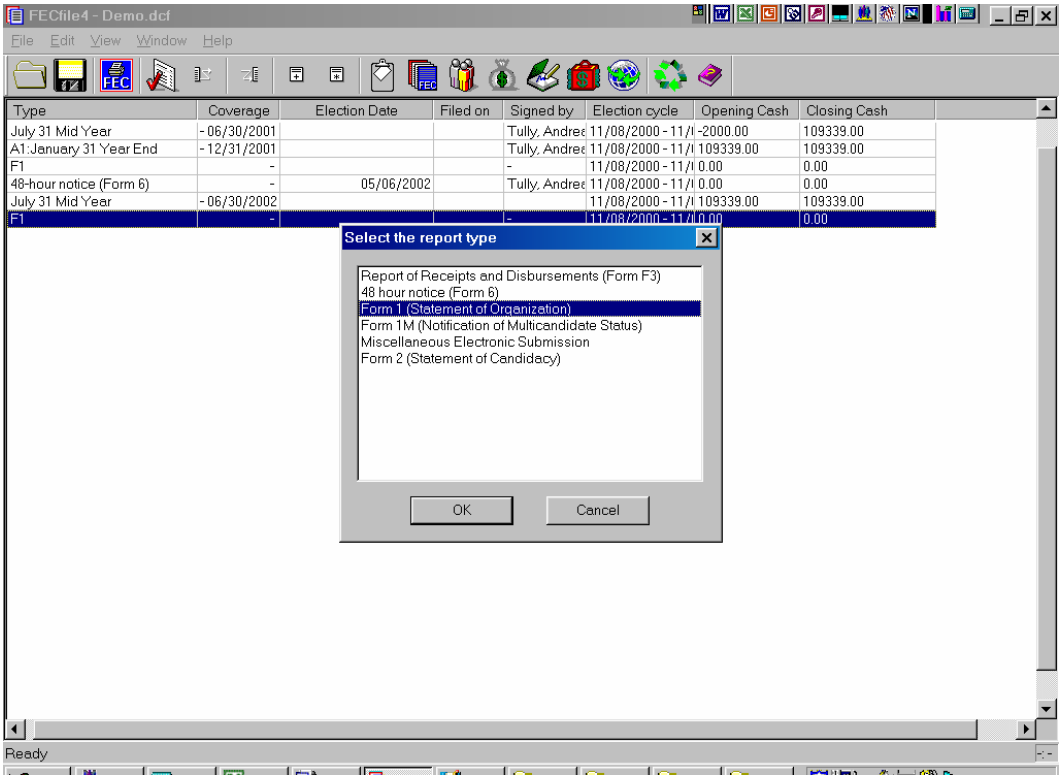
Creating a Statement of Organization, (Form 1)

1. Upon launching FECFile, select the appropriate candidate or committee information option.

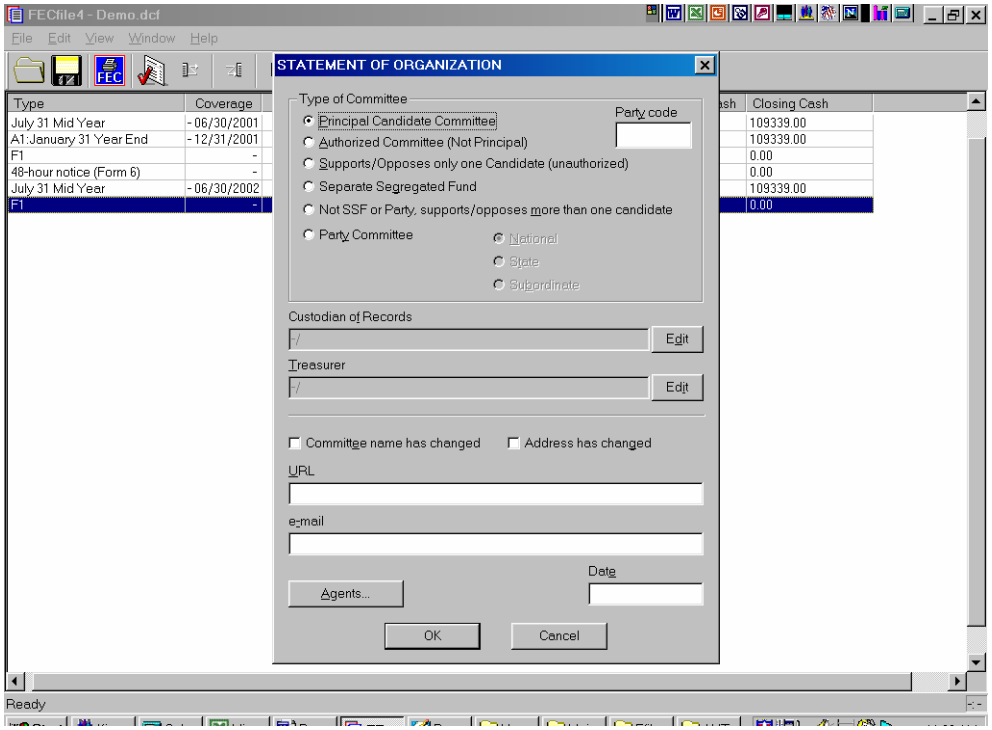
2. As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.

3. Select View, from the menu bar and select Reports.

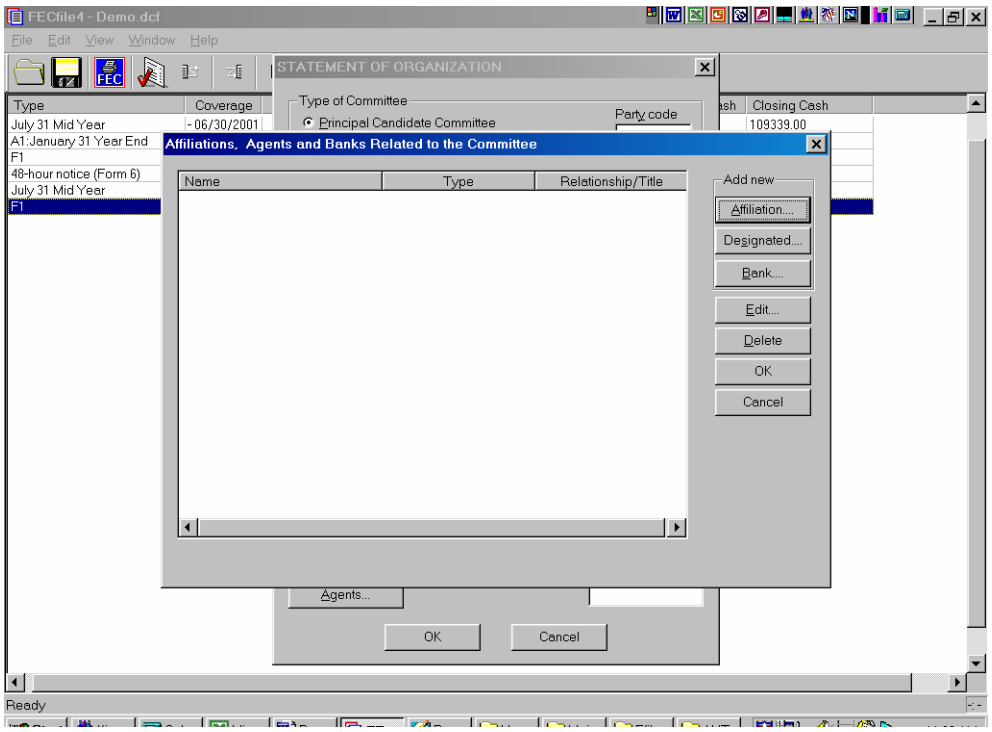




4. Select Form 1, Statement of Organization, and select OK.



5. The Statement of Organization dialog box appears. Enter in the type of Candidate Committee, the URL, and the e-mail address and the date.



6. Click on the Agents button, and the Affiliations, Agents and Banks Related to the Committee dialog box appears. Enter in the pertinent data and click on OK.

7. When FECFile asks to save changes, click on OK.

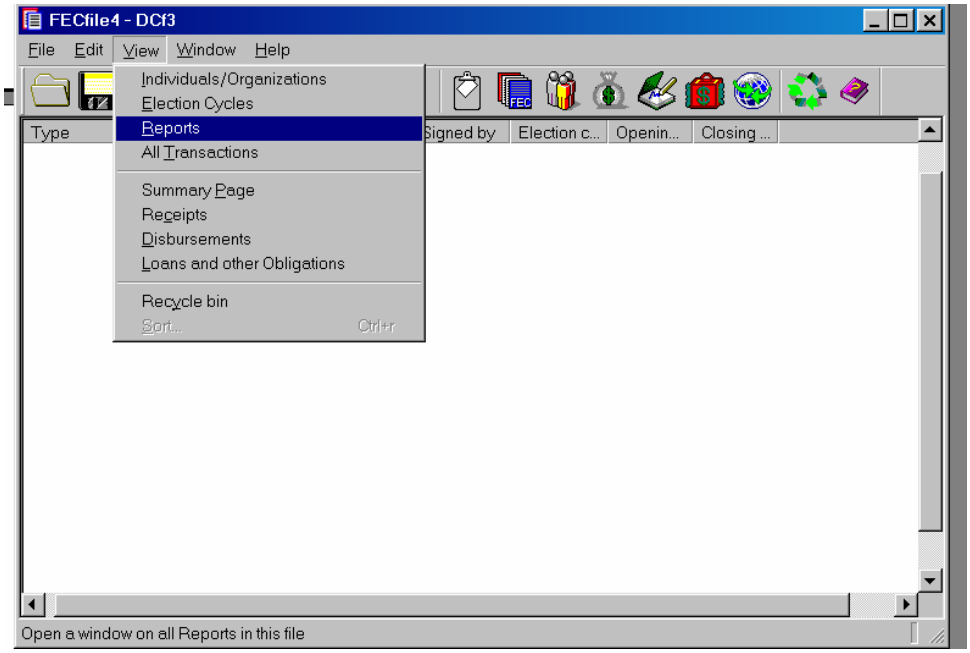
8. The application returns to the Statement of Organization dialog box. Click on OK.

Miscellaneous Electronic Submission

1. Upon launching FECFile, select the appropriate candidate or committee information option.

2. As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.

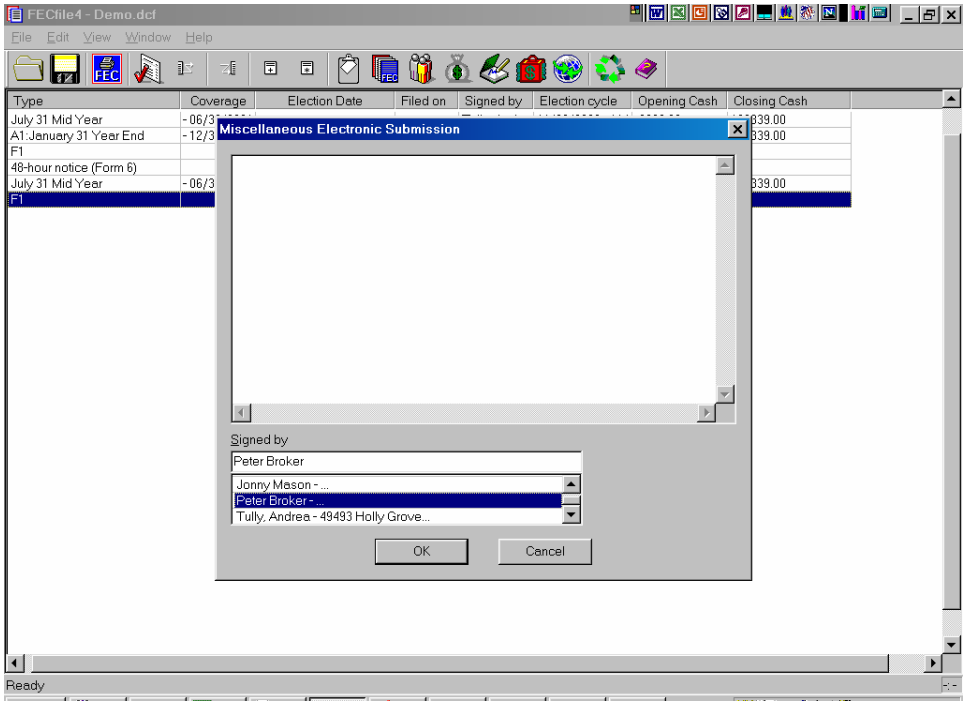
3. Select View, from the menu bar and select Reports.



4. Select Edit from the menu bar and then select New.

   Note:
   Committees filing electronically should always file a complete amendment when they are adding, deleting, or changing information from the original report that is required on the appropriate schedule, summary, or detailed summary page. These items cannot be amended using a Form 99. Examples include, but are not limited to, occupation/employer, addresses, complete names of PAC’s, & loan terms.

   Committees can use a Form 99 when filing an amendment to clarify/explain a certain situation that does not change the data submitted in the original report (i.e. a best efforts statement).



5. The Miscellaneous Electronic Submission dialog box appears. Type in the appropriate information, select the signed by option, selecting the name of the individual signing the report, and select OK.

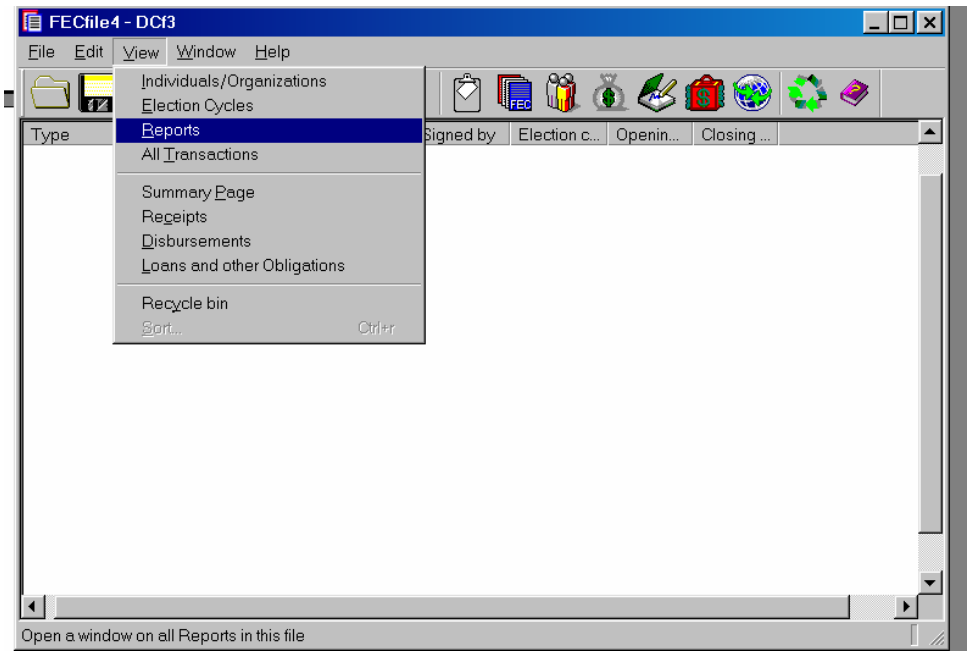
6. Once the F99 is completed, the election cycle may still need to be entered. This can be done by left clicking on the word “view” on the menu bar and then left clicking on the “election cycle” option. In the election cycle window there will be blank entries. Double left click on them and the correct dates may then be entered.

Creating a Statement of Candidacy (Form 2)
(This is for Candidate Committees)

1. Upon launching FECFile, select the appropriate candidate or committee information option.

2. As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.

3. Select View, from the menu bar and select Reports.



4. Select Edit from the menu bar and then select New.

5. Select Form 2, Statement of Candidacy, and enter in all pertinent information, then select OK.

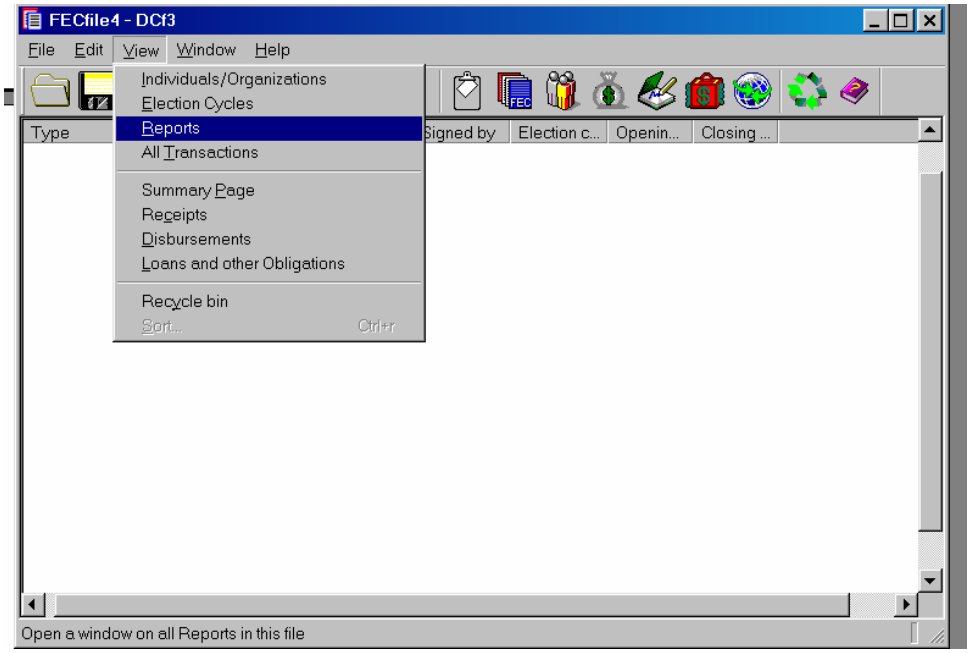
48 Hour Notice (Form 6)

Only Candidate Committees report a 48 Hour Notice to the FEC. If filing a Form 3 electronically, the option to select 48 hour Notice, (Form 6) is available from the Reports view. If using the Form 3X, this report type is not available, as it is not applicable.

1. Upon launching FECFile, select the appropriate candidate or committee information option.

2. As the application asks "Would you like to create a Report and enter your Report Information Now", select OK.

3. Select View, from the menu bar and select Reports.



4. Select Edit from the menu bar and then select New. Select 48 Hour Notice (Form 6), from the Report list. Enter the information, state, where the committee is registered, the date of the election, and the name of the individual signing the report. Select OK.

5. Select view from the menu bar, and select Reports. Highlight the Form 6 that was just created.

6. Select view from the menu bar, and select All Transactions. Highlight the contribution that should appear on the 48 hour notice.

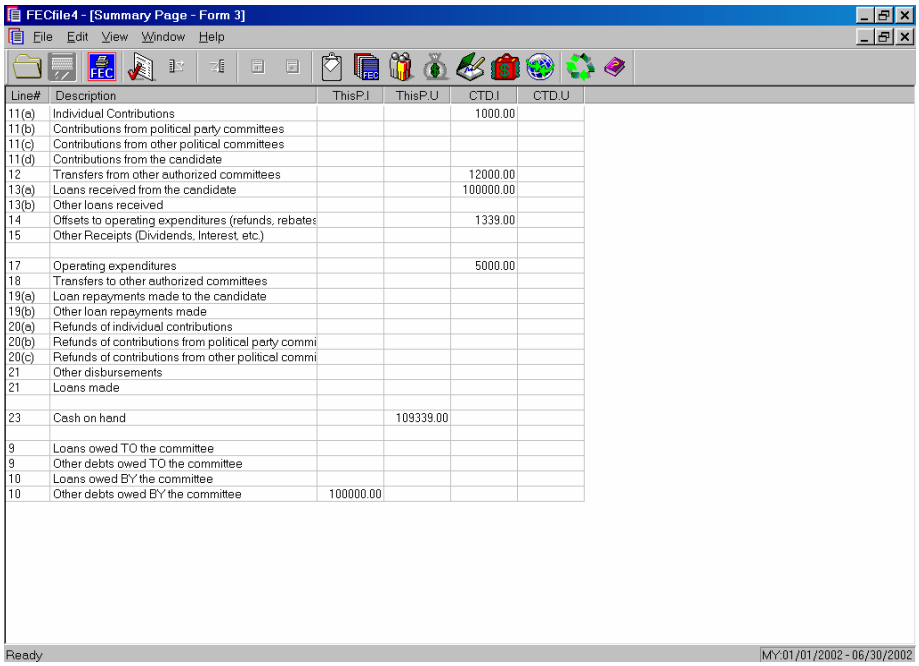
7. Right click on the desired transaction, and select add to Form 6. Any information in the transaction may now be changed, however the information should remain the same. Note the memo box has a check mark. It is important to record these

transactions as Memo items, so the committee's total contributions are not inflated. The software, however, automatically generates a memo item of that transaction. Also, remember the receipt will also be submitted in the next report. The transaction for the Form 6 will be listed in red in the receipts window.

8. These steps are repeated for each transaction to be reported.

Note: Prior to attaching transactions to a 48 hour notice, the transactions must be generated in the report to be filed.

Transactions



Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

Transactions

Once an FEC report has been created, users may enter financial activity by going t the Summary page of the report. The transactions, as they are defined, are individual entries of financial activities of the committee. Transactions may be created by launching the Summary view in FECFile. Once selected, the Summary page view permits the user to select the line number of the transaction type to create, or to enter a transaction by category.

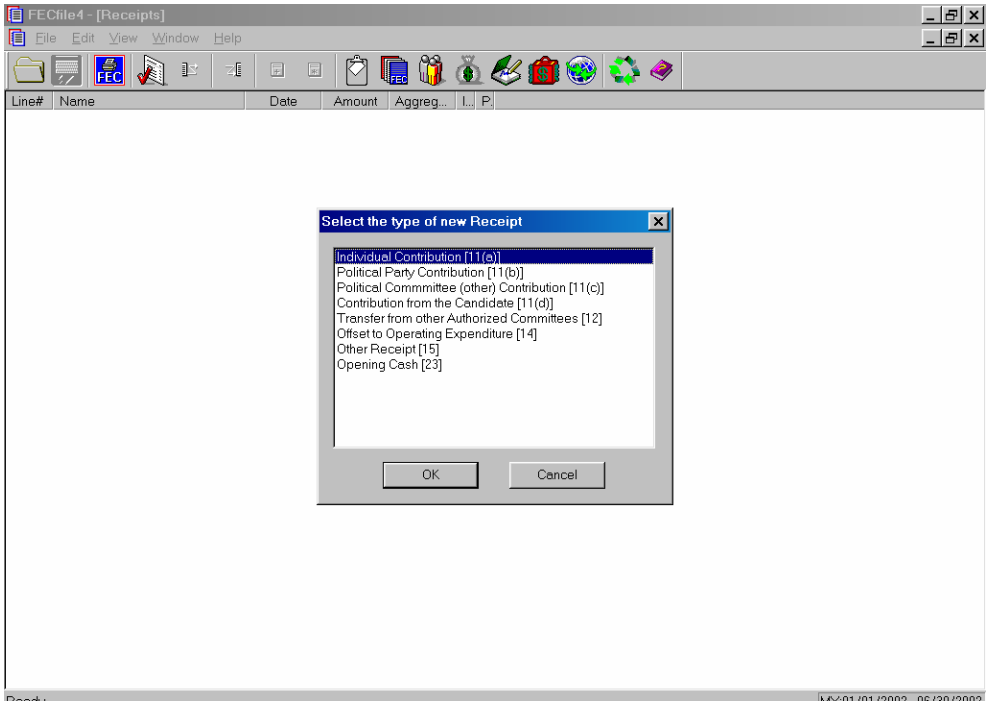
As an example, if the committee wishes to enter receipts first, they may select the Receipts View, right click within the active window, and select from a list of Receipt types.

The Summary page is launched by selecting view from the FECFile menu bar, and selecting Summary page.

NOTES:

Form 3 users note that an election designation and date must be entered to avoid errors in uploading the file.

FEC ID#'s are note required for Party Committees or PAC Contributions.



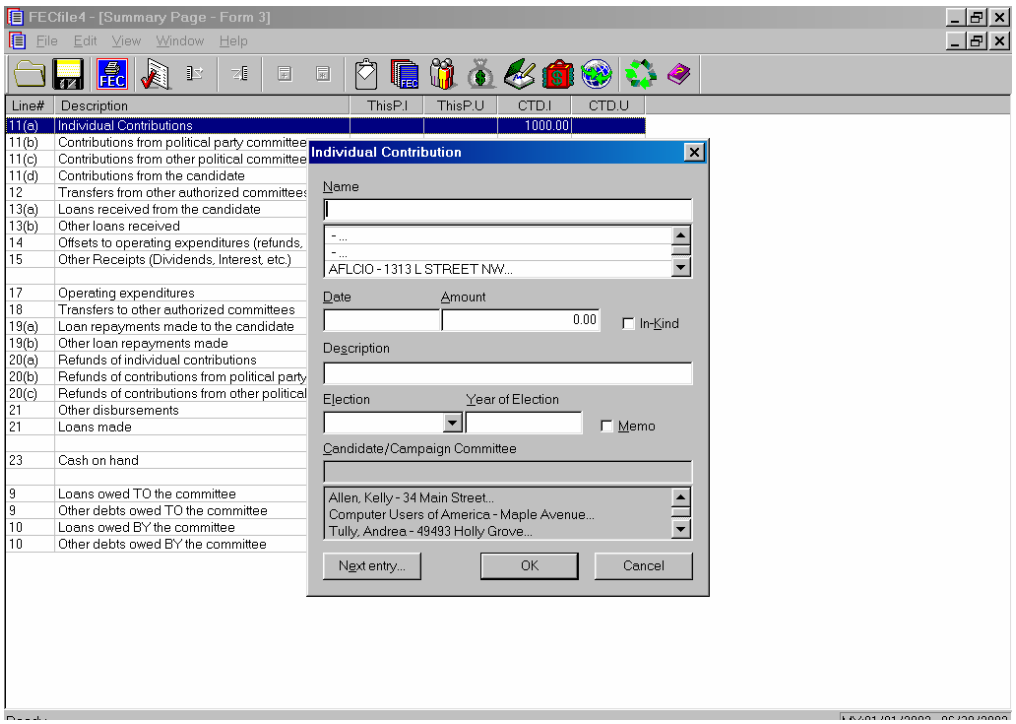
This system option functionality is also seen in the following views:

- ✓ Disbursements view
- ✓ Loans and Debts
- ✓ Individuals/Organizations
- ✓ All Transactions View

A discussion of transactions will follow in the text.

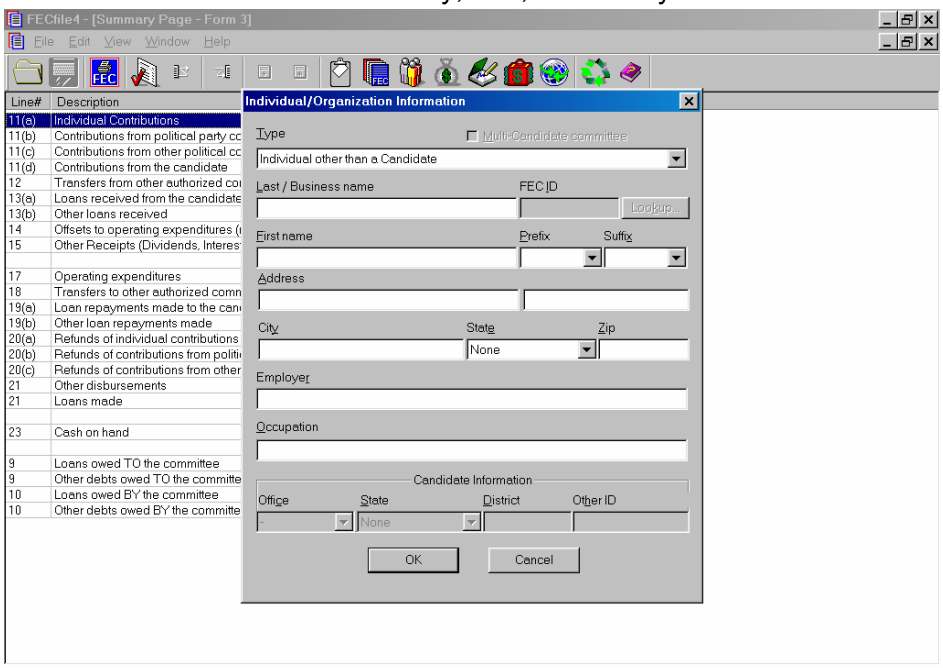
Receipts from Individuals Line 11(a)

1. Double-click on Line 11(a) of the Summary Page.



2. The individual contribution dialog box appears.
   Enter the individual's last name in the text area within the dialog box, under Name.
   Press the Tab key, to launch the Individual/Organization Information dialog box.

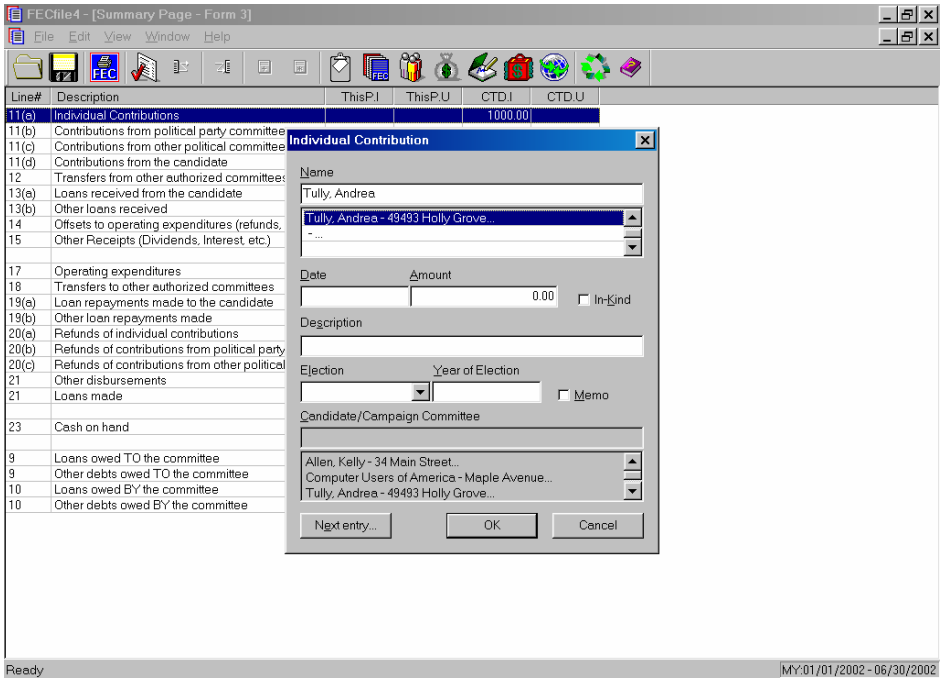
☞ **Shortcut** Press the Insert key, INS, on the keyboard.



3. In the text area, Type, select Individual Other than a Candidate, from the drop down menu.

4. Type the individual's First Name, any Prefix, any Suffix, Address, City, State, Zip, Employer, and Occupation in the text areas, using the tab key to navigate from field to field.

5. Click OK.



6. The Individual contribution dialog box will appear. Insert the date and the dollar amount in the dialog box text area.

7. If necessary, add a description in the description text area in the dialog box. By selecting next entry, you may quickly add additional individual contributions, without having to return to the Summary page.

8. Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

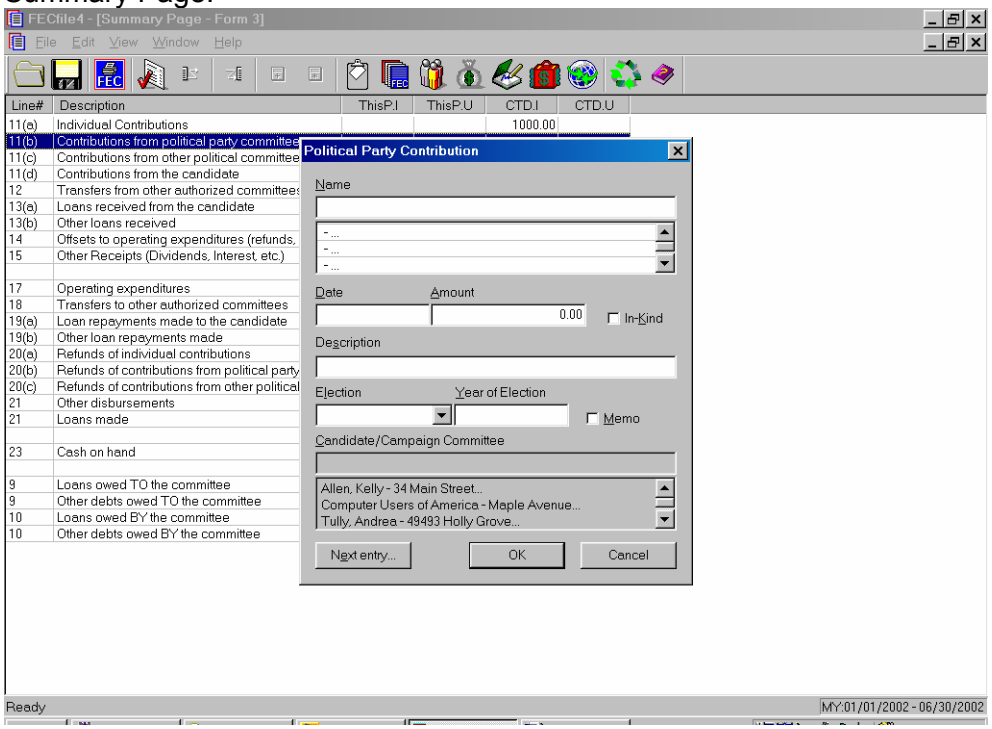
Receipts From Political Parties Line 11(b)

FECfile4 - [Summary Page - Form 3]

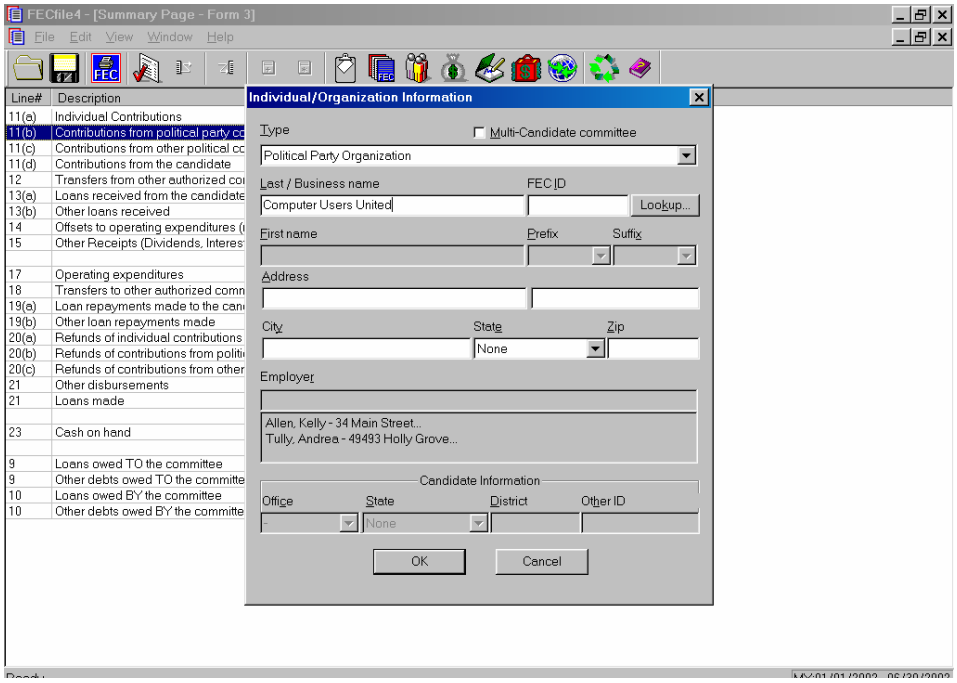
File Edit View Window Help

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

1. To add contributions form Political Parties, double-click on Line 11(b) of the Summary Page.

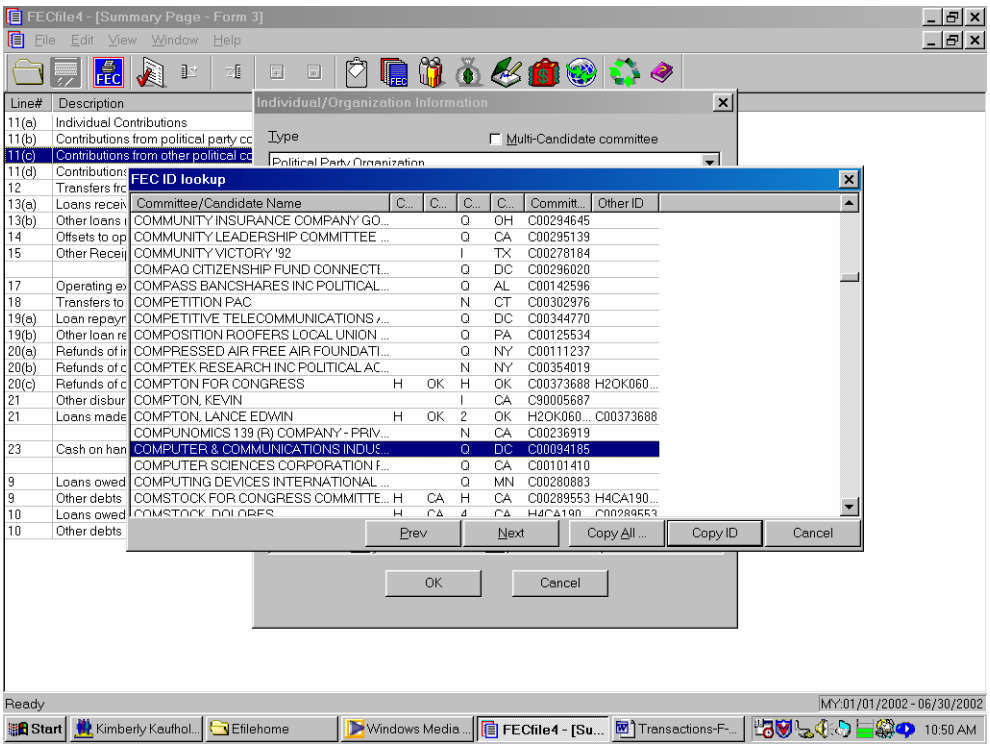


2. Enter the political party's name in the dialog box text area.



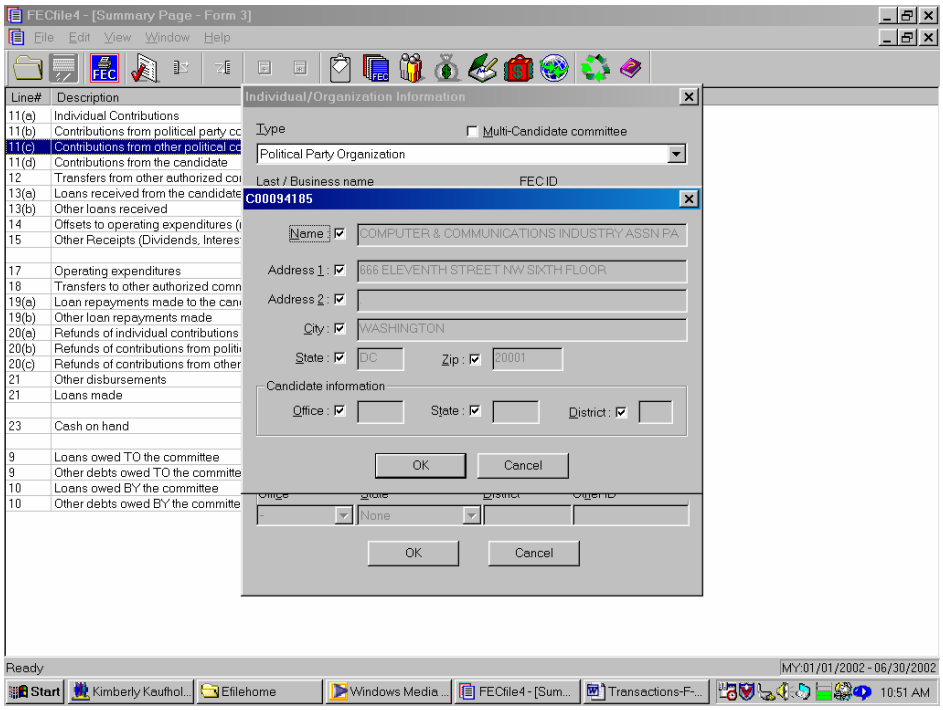
3. Press the Tab key or the Insert key.

4. Within the dialog box, select the drop down menu under Type, and select Political Party Organization.



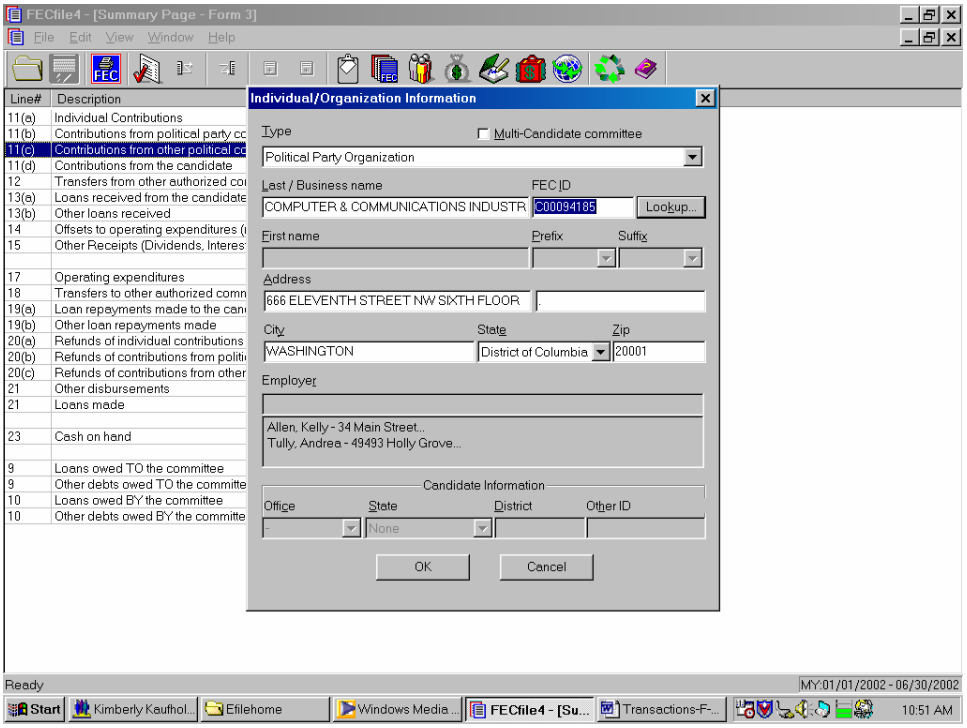
5. Click on the Lookup button in the dialog box.

6. Select the proper committee by highlighting it with the mouse, and select the Copy All button.

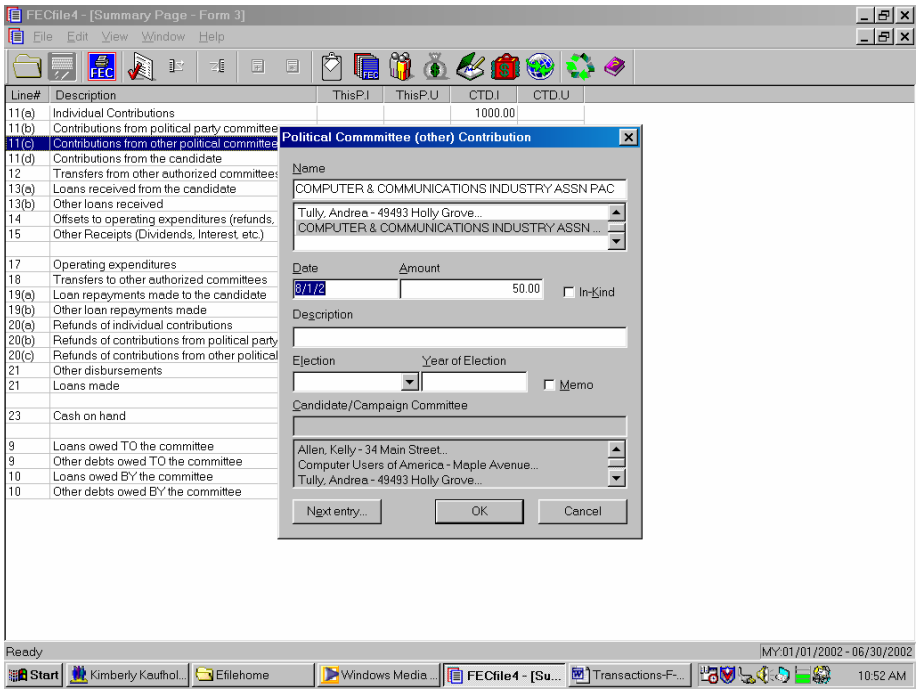


7. A dialog box will appear with information about the committee, select OK.

8. An additional dialog box will appear, automatically inserting the correct FEC ID number.


FECfile4 - [Summary Page - Form 3]
File Edit View Window Help
Line# Description
11(a) Individual Contributions
11(b) Contributions from political party cc
11(c) Contributions from other political cc
11(d) Contributions from the candidate
12 Transfers from other authorized co
13(a) Loans received from the candidate
13(b) Other loans received
14 Offsets to operating expenditures (
15 Other Receipts (Dividends, Interes
17 Operating expenditures
18 Transfers to other authorized comn
19(a) Loan repayments made to the can
19(b) Other loan repayments made
20(a) Refunds of individual contributions
20(b) Refunds of contributions from politi
20(c) Refunds of contributions from other
21 Other disbursements
21 Loans made
23 Cash on hand
9 Loans owed TO the committee
9 Other debts owed TO the committe
10 Loans owed BY the committee
10 Other debts owed BY the committe
Individual/Organization Information
Type
Multi-Candidate committee
Political Party Organization
Last / Business name
FEC ID
COMPUTER & COMMUNICATIONS INDUSTR
C00094185
Lookup...
First name
Prefix
Suffix
Address
666 ELEVENTH STREET NW SIXTH FLOOR
City
State
Zip
WASHINGTON
District of Columbia
20001
Employer
Allen, Kelly - 34 Main Street...
Tully, Andrea - 49493 Holly Grove...
Candidate Information
Office
State
District
Other ID
None
OK
Cancel
Ready
MY:01/01/2002 - 06/30/2002
Start
Kimberly Kaufhol...
Efilehome
Windows Media ...
FECfile4 - [Su...
Transactions-F-...
10:51 AM

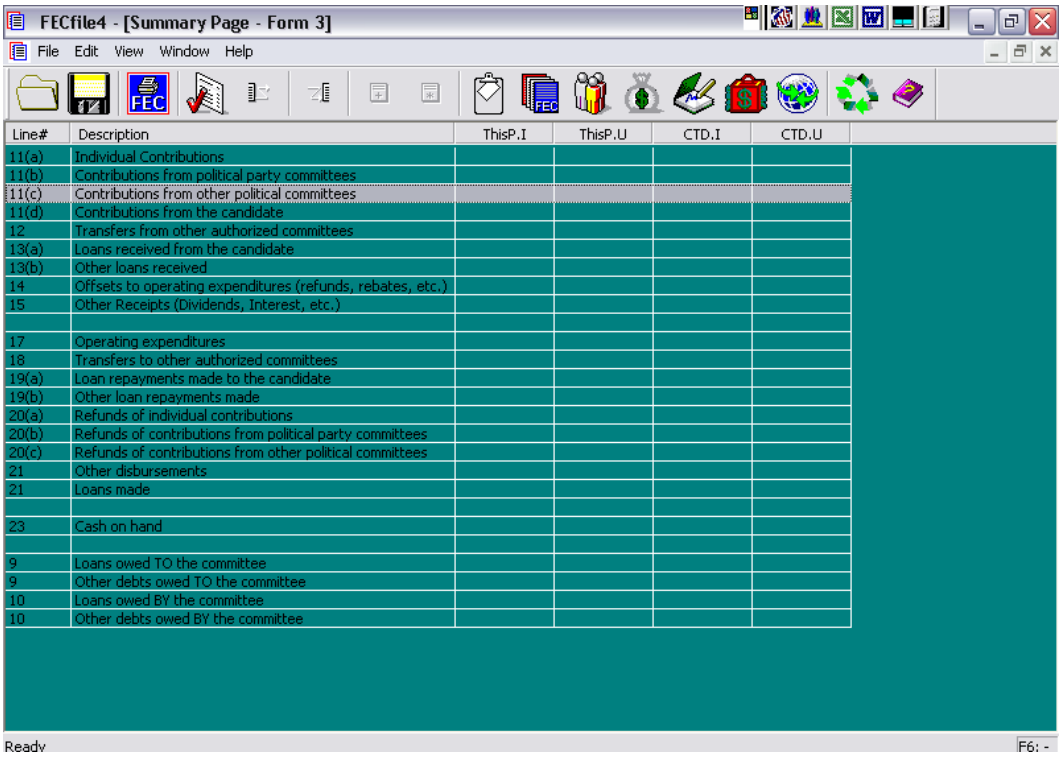
9. Select OK.



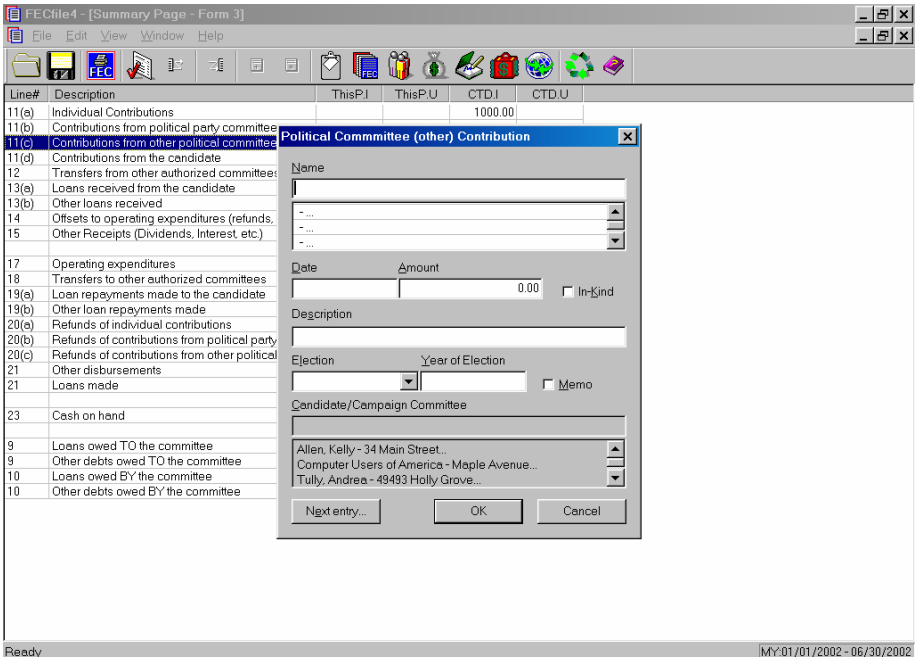
10. Insert date and amount in the dialog box.

11. Click on OK, and note the added total in the Summary Page.

Receipts From Other Political Committees Line 11(c)

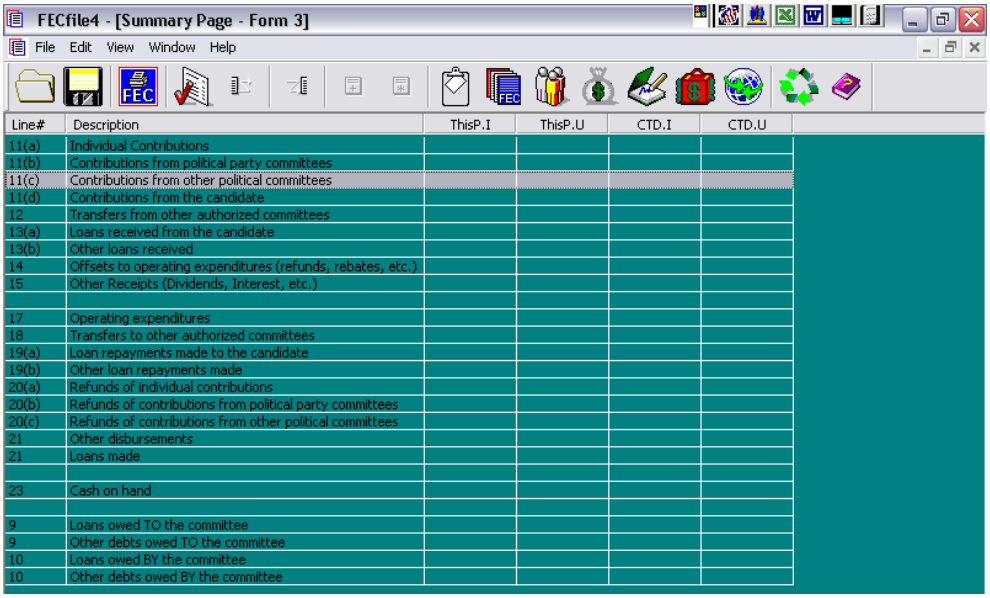


1. Double-click on Line 11(c) of the Summary Page.



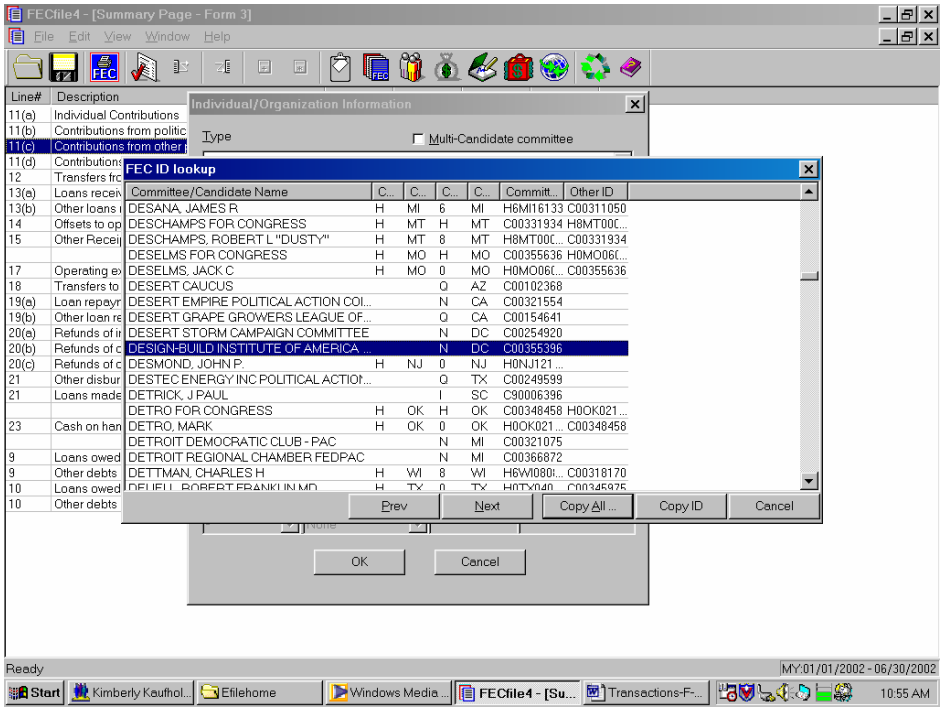
2. Enter the Political Action Committee's name in the dialog box text area.

3. Press the Tab key or the Insert key.

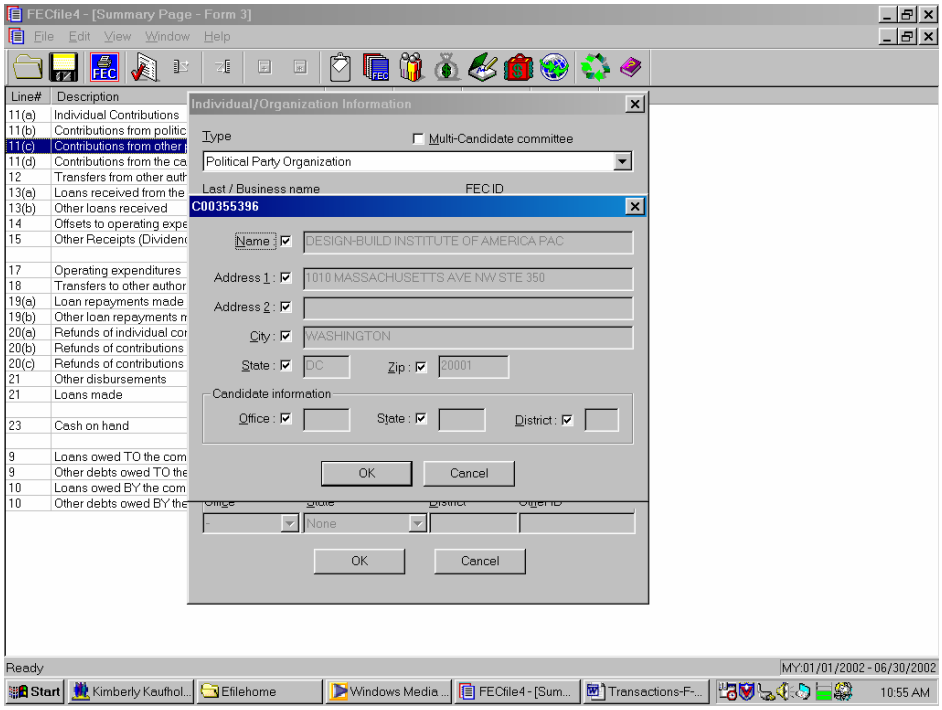


4. In the Type text area, use the drop down menu to locate Political Action Committee, and select it.

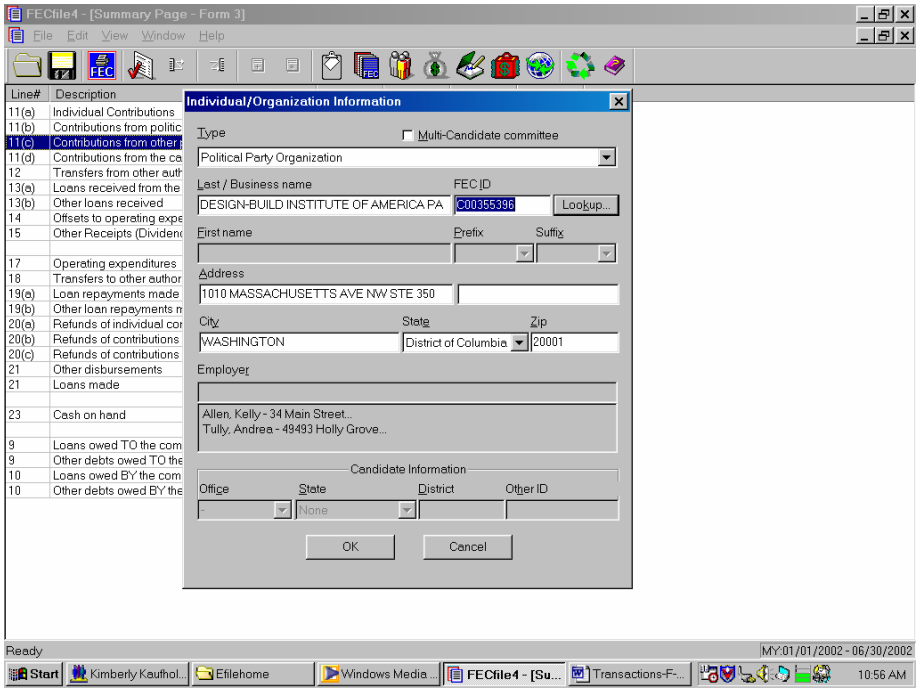
5. Click on the Lookup button in the dialog box.



6. Select the specified committee by highlighting it, and click on the Copy All button in the dialog box.



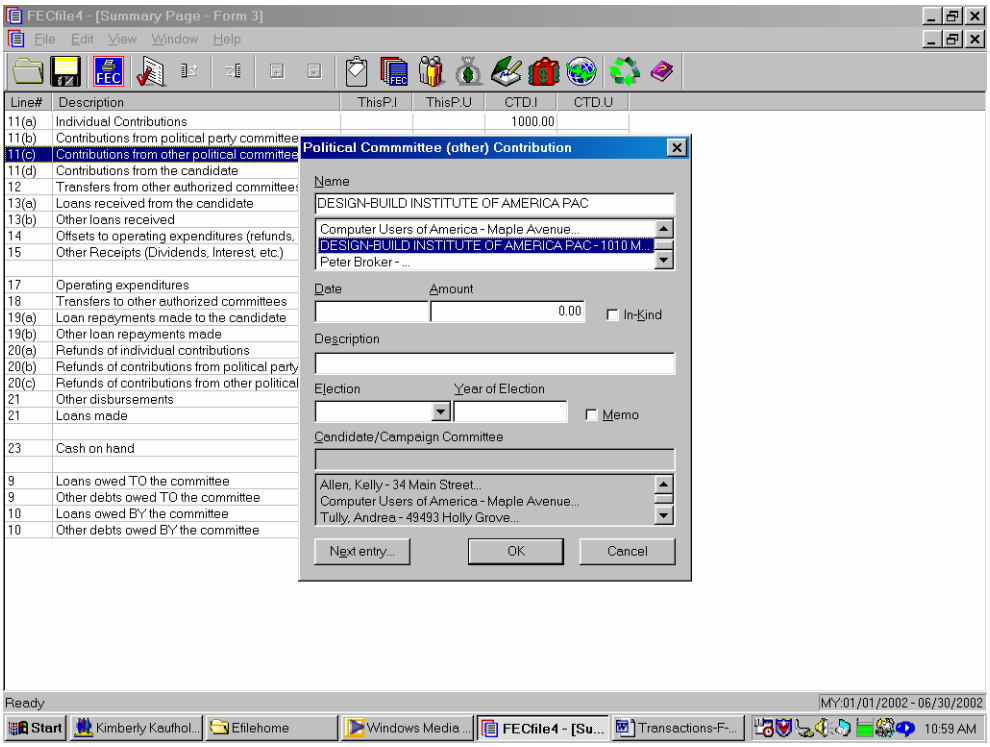
7. FECFile will launch a dialog box, showing the proper committee's information.
8. Select OK in the dialog box.



9. Note, that the FECID is now loaded in the FEC ID text area, within the dialog box.

10. If the PAC is a multi-candidate committee check the box at the top.

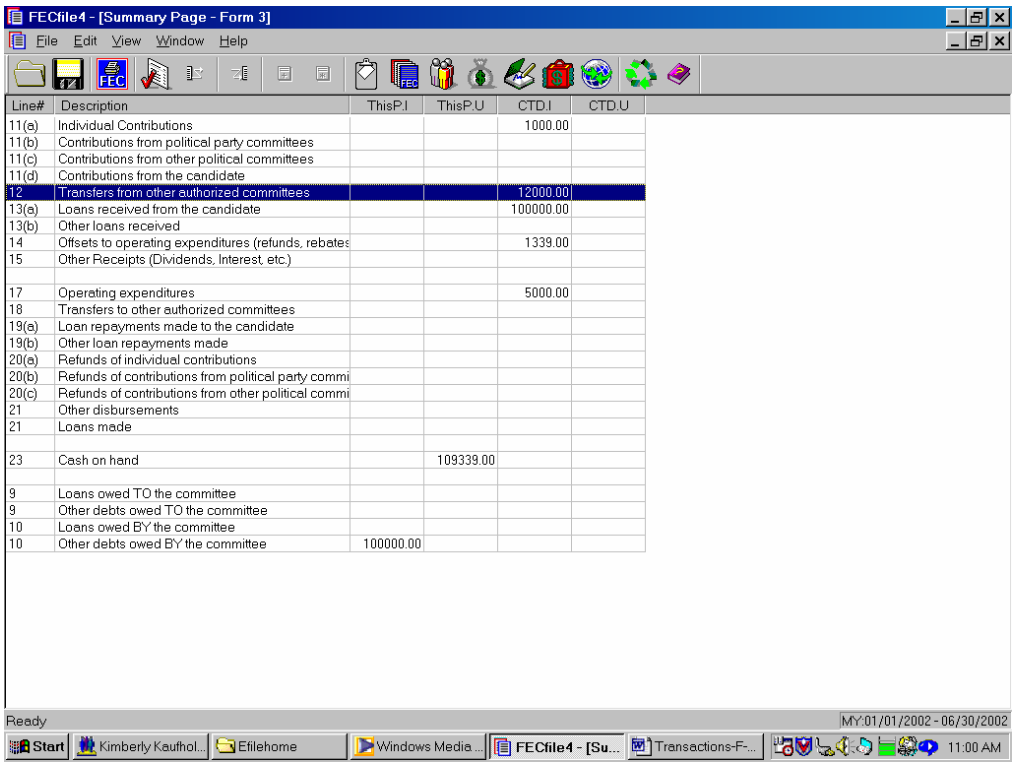
11. Click on OK, within the dialog box.



12. Type in the date and amount within the text areas in the Political Committee (other) Contribution dialog box.

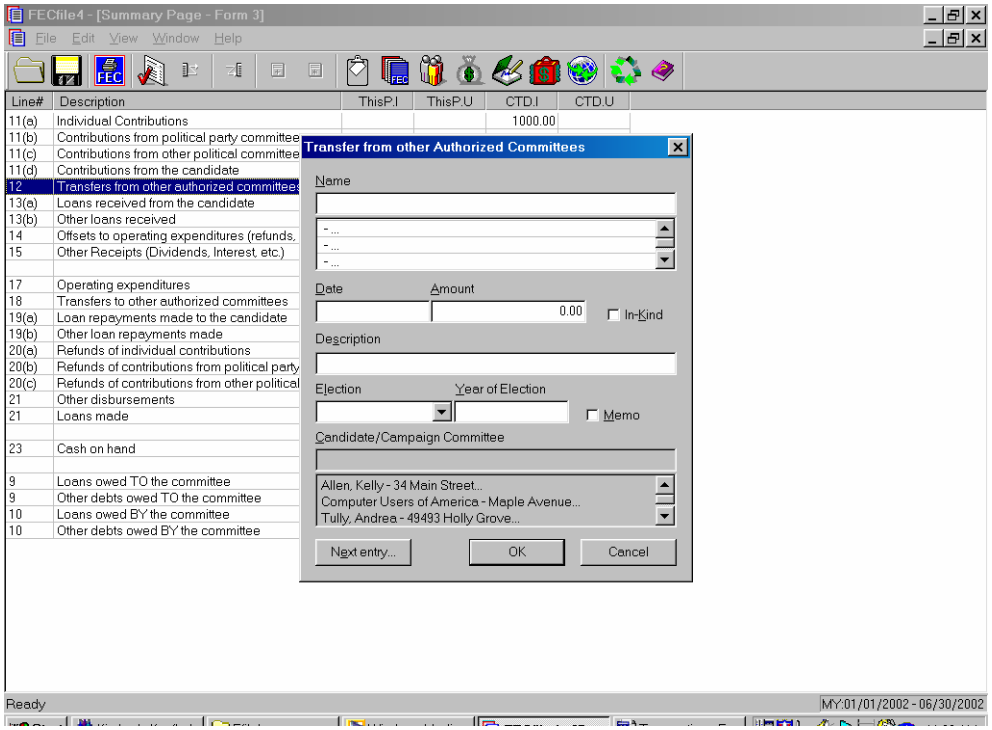
13. Click on OK, and note the added total on the Summary Page.

Transfers From Affiliated/Other Party Committees Line 12



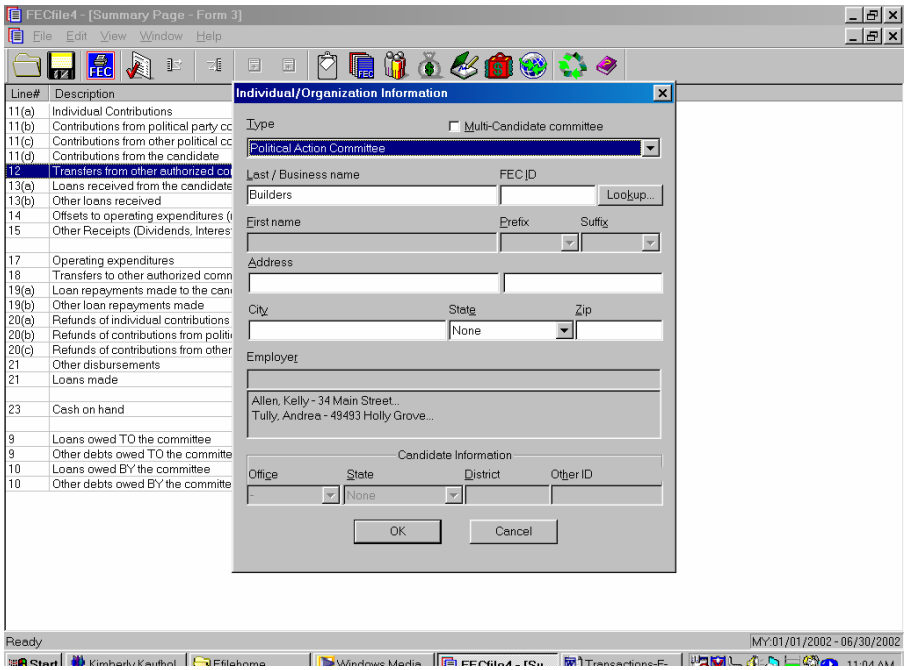
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

1. Double-click on Line 12 of the Summary Page.



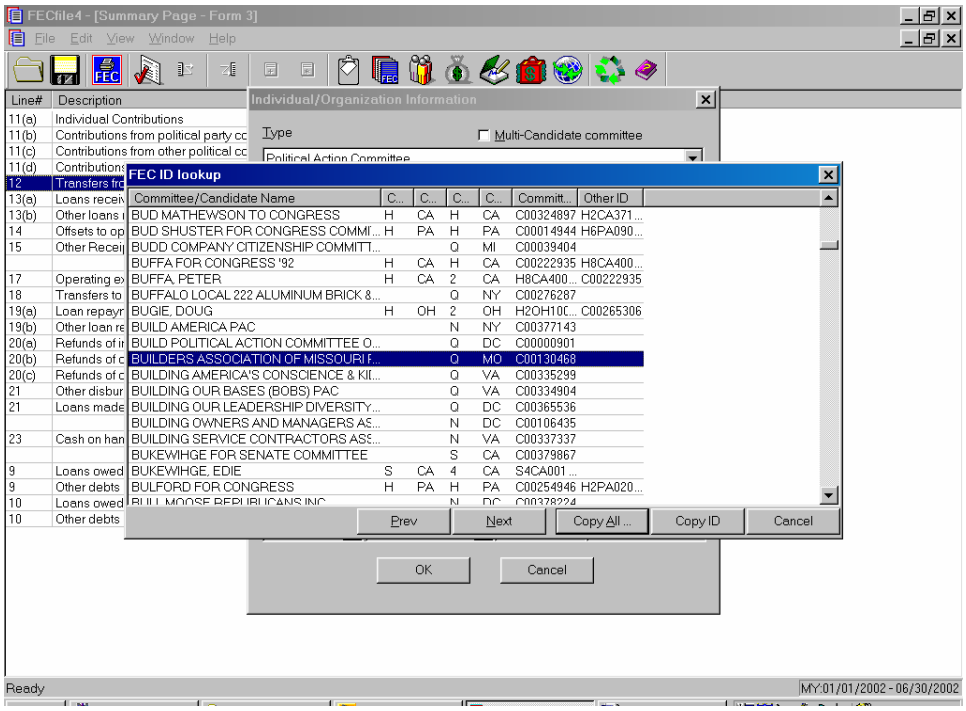
2. Type in the Political Action Committee's name in the dialog box text area.

3. Press the Tab key or Insert key.



4. Select the Type drop down, and change the selection to the appropriate Political Action Committee or Political Party Organization.

5. Click on the Lookup button in the dialog box.

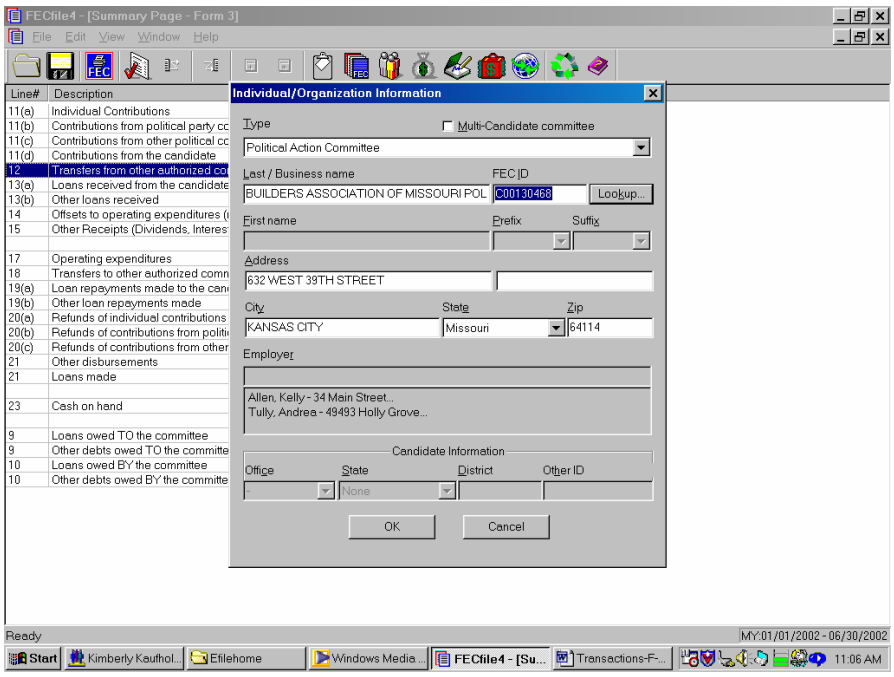


6. Highlight the proper committee, click on the Copy All button.

7. As proper committee is then loaded into the dialog box, click on OK.

8. If the PAC is a multi-candidate committee, check the box at the top.

9. As FEC ID is automatically loaded into the Individual Organization Information dialog box, select OK.



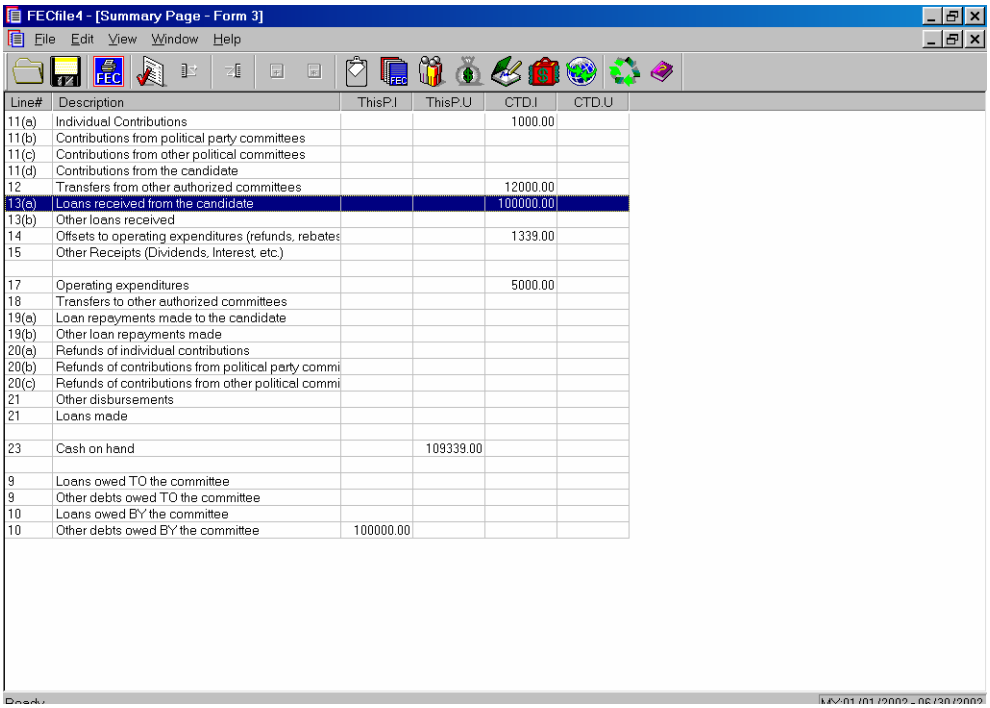
10. Type in the correct date and amount in the dialog box and click OK.
    Note the information is then reflected in the Summary Page.

11. Select View from the menu bar, and select Receipts View or All Transactions View.

12. Right click on the transfer and select transaction split, and add new.

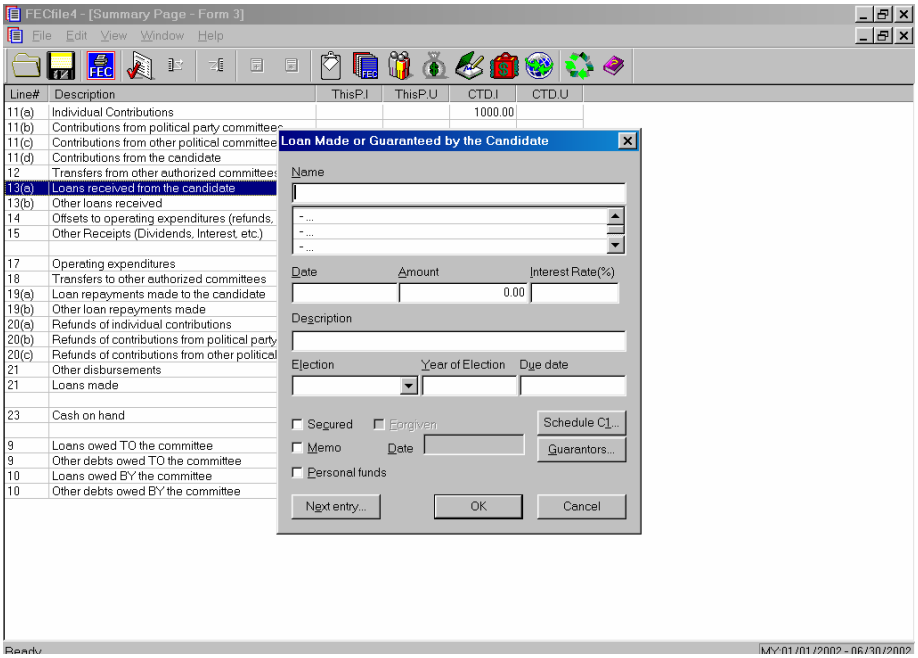
13. Enter in the information for original contributors that make up the total transfer.

Loans Received from the Candidate Line 13 (a)

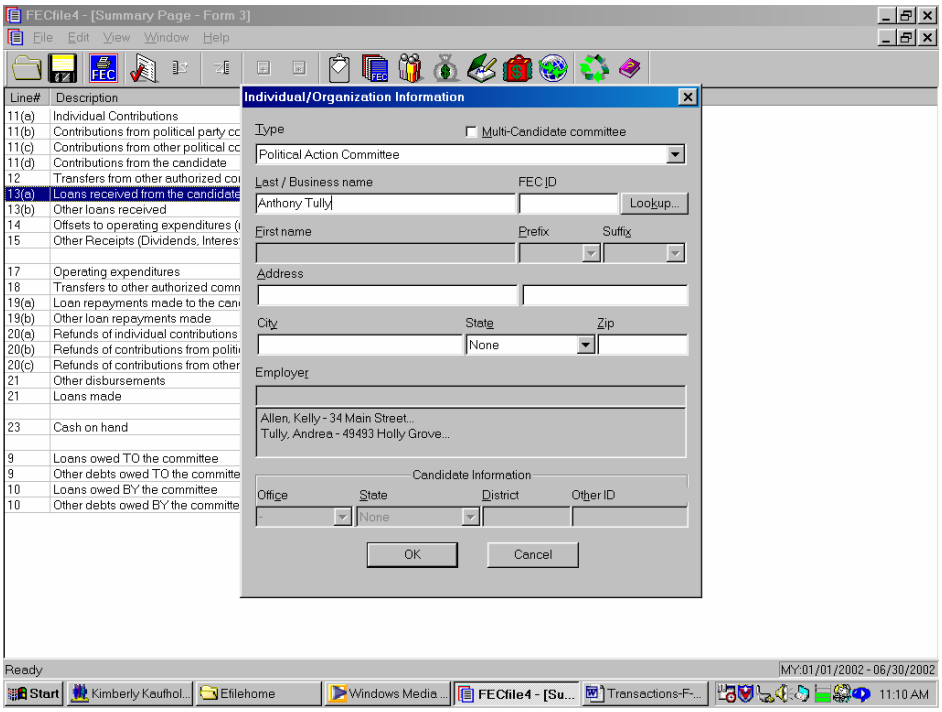


Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

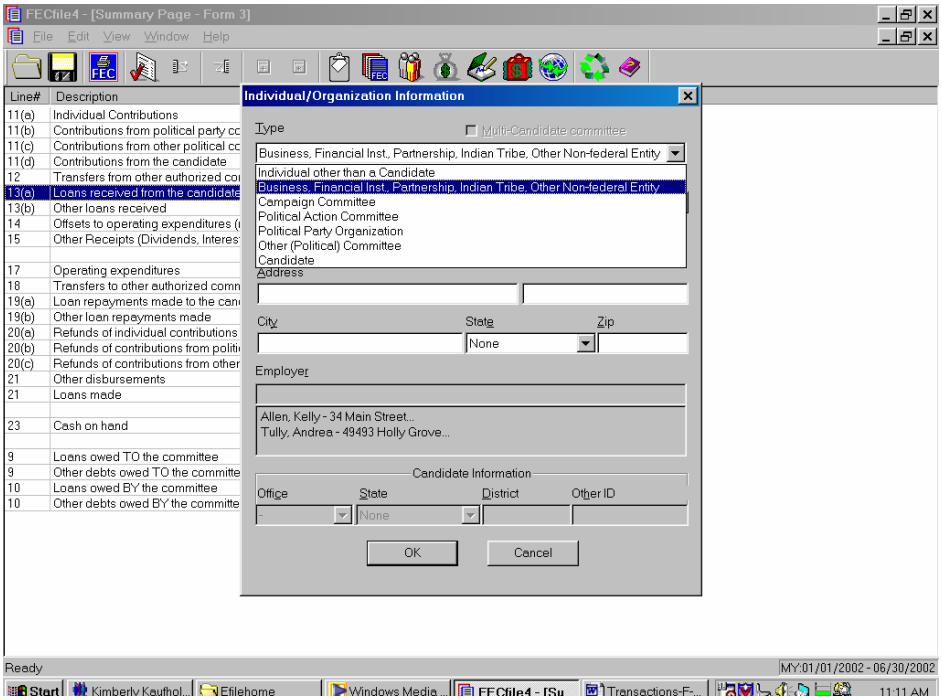
1. Double-click on Line 13 (a) of the Summary Page.



2. Type the name of the creditor in the text area of the dialog box, under name.

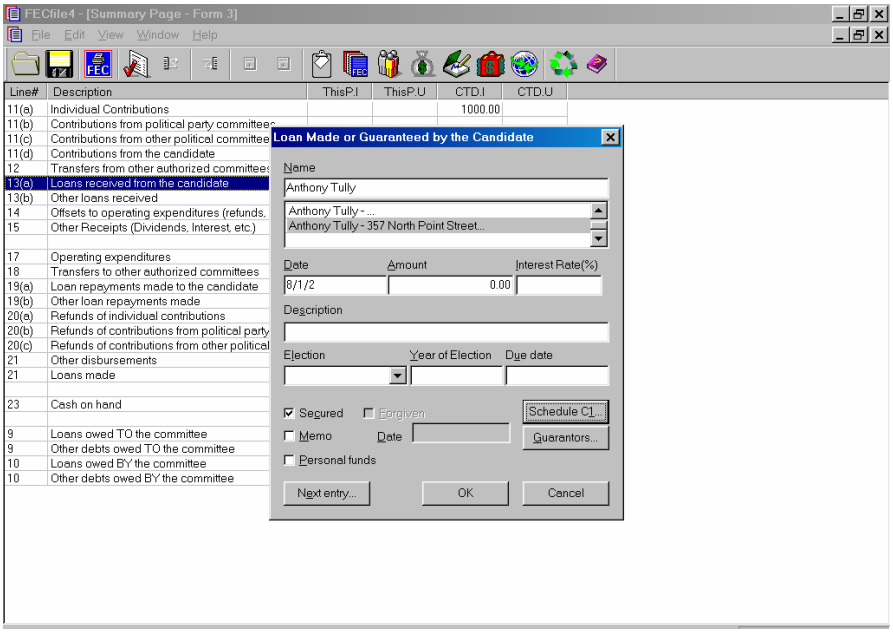


3. If a record for the creditor does not exist, press the Tab key or the Insert key.

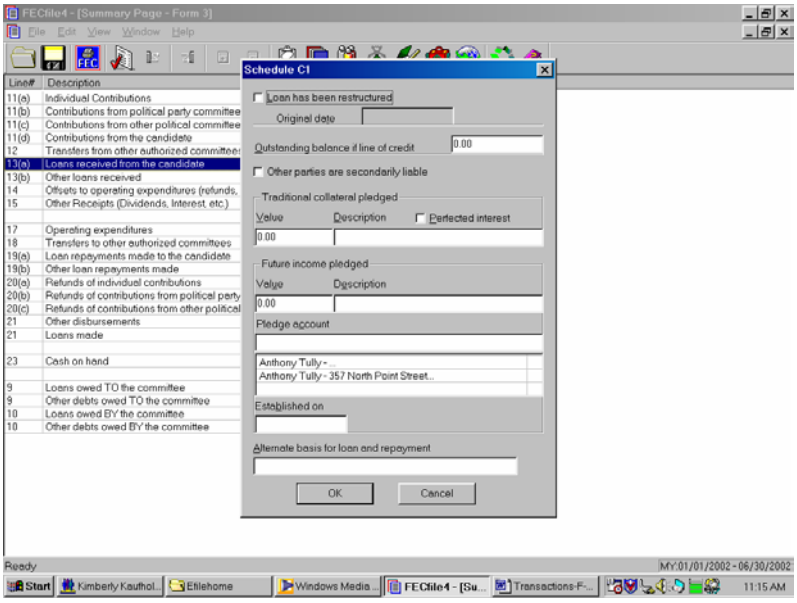


4. An additional dialog box is now launched. Within the Type text area, select the drop down menu and select Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal or Candidate.

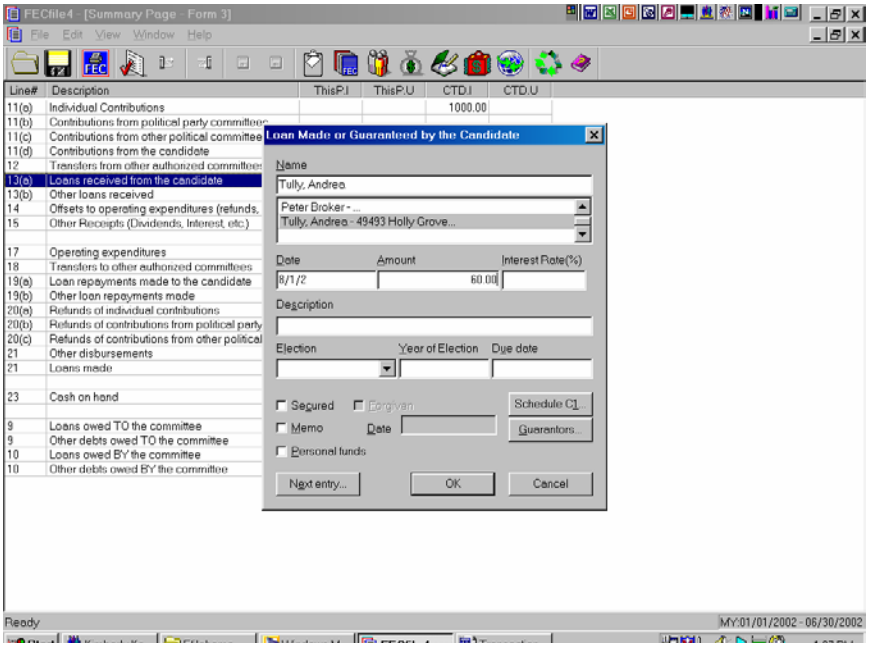
5. Continue within the dialog box, and enter creditor's Address, City, State and Zip, and select OK.



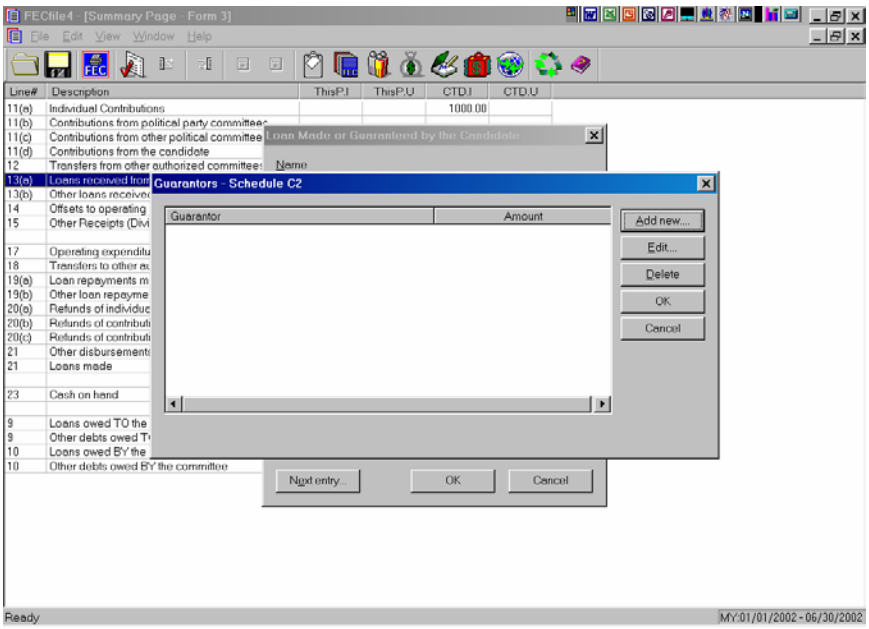
6. The loan received dialog box is launched. Select the date field and enter the date the loan was incurred, the amount of the loan, and the interest rate. Additionally, use the check box next to the Secured text, to indicated a secured loan or non-secured loan.



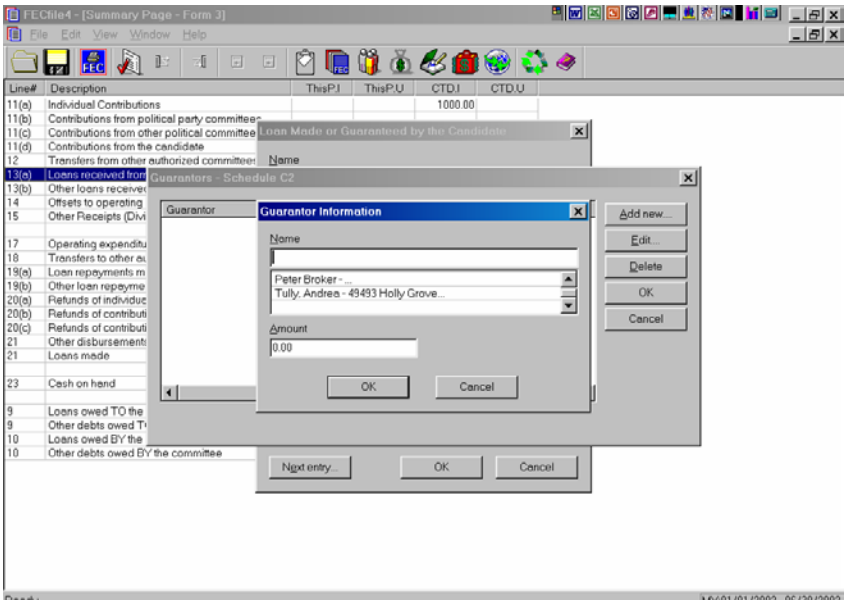
7. Click on the Schedule C-1 button and tab from field to field, entering all necessary information, as applicable, and selecting OK.



8. The FECFile application returns to the Loans received dialog box. Click on Guarantors button the Guarantors dialog box will launch.



9. Select the Add new button to enter guarantor information, or select Edit, if the guarantor has already been added.



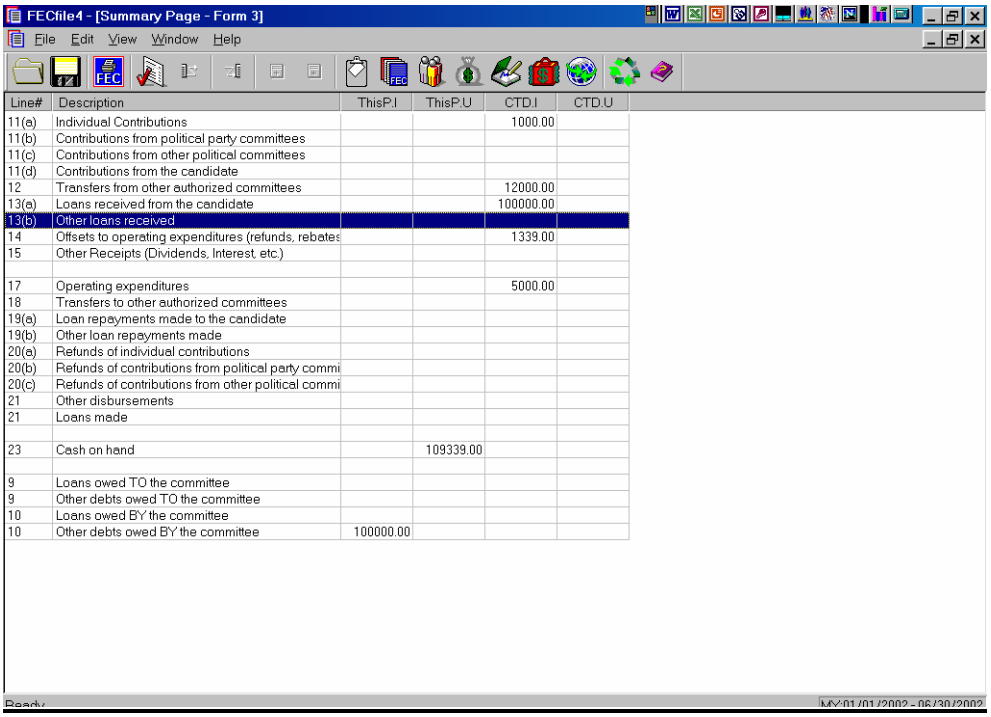
10. Enter the information on the guarantor, and the amount, and click on OK.

11. Click on OK, a second time, and select Yes to save any changes.

12. The Loan received dialog box returns, and select OK, to return to the Summary page.

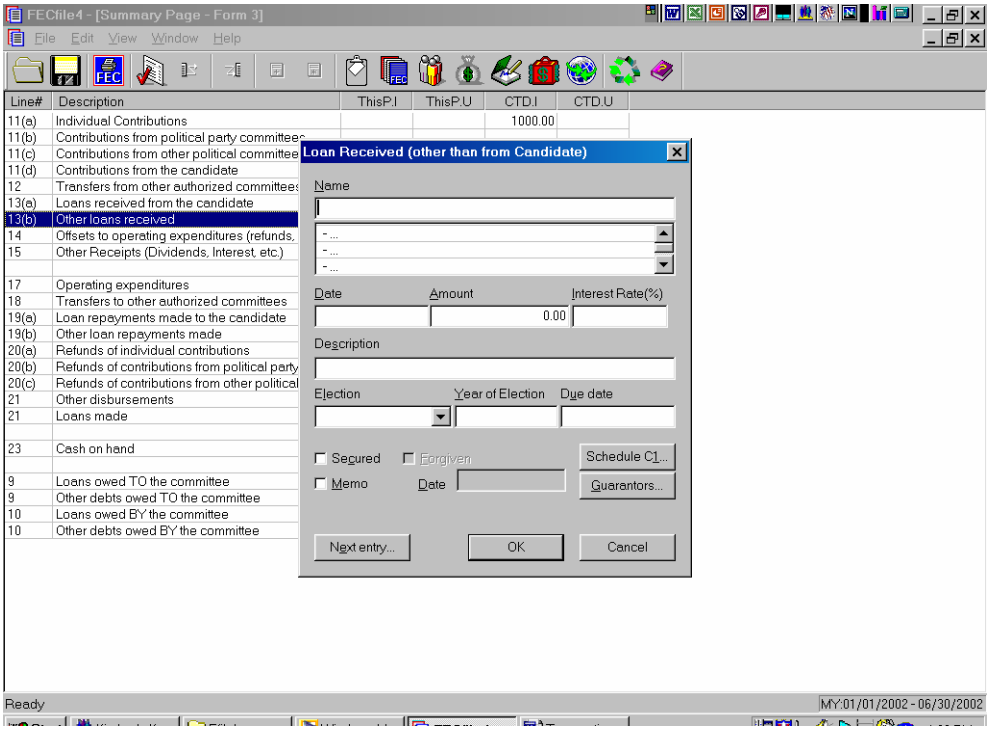
13. Schedule A supporting Line 13 (a) and Schedule C supporting Line 10 will *both* be automatically created/adjusted, and will be reflected on the Summary Page.

Other Loans Received Line 13 (b)

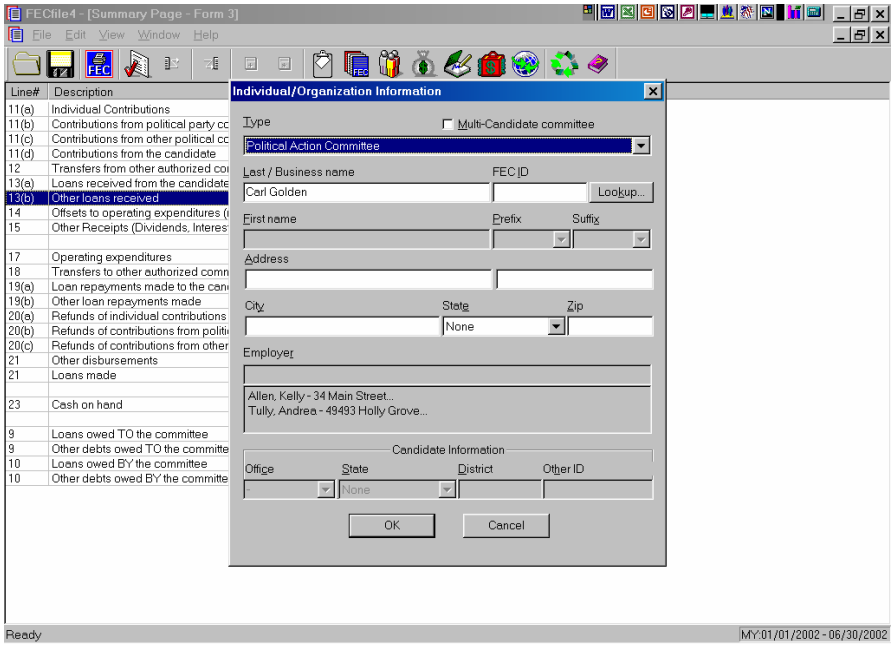


Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

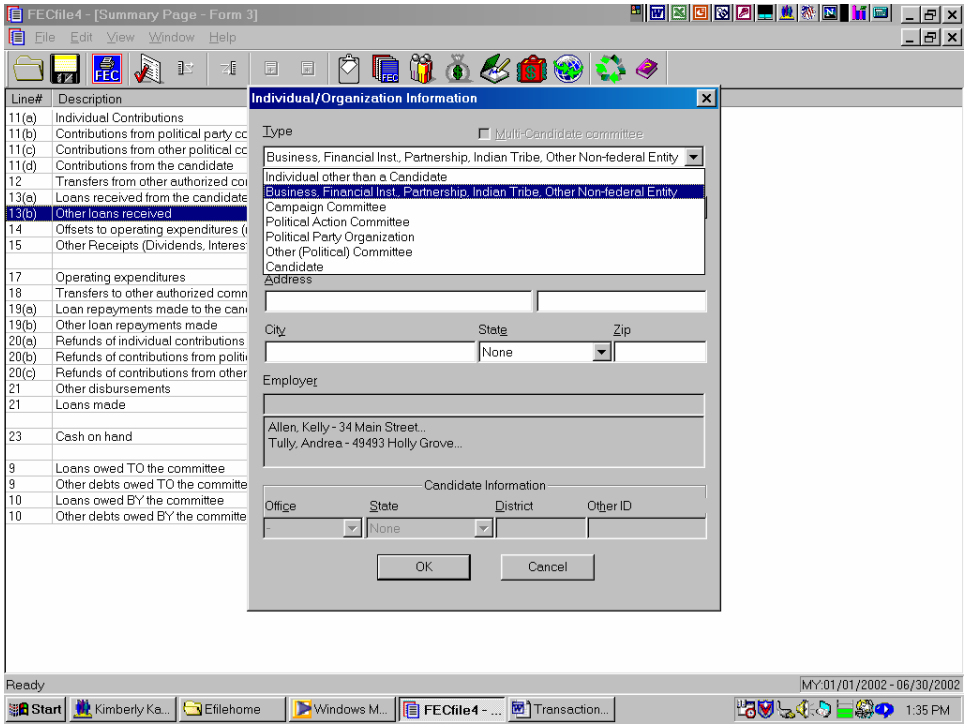
1. Double-click on Line 13 (b) of the Summary Page.



2. Type the name of the creditor in the text area of the dialog box, under name.

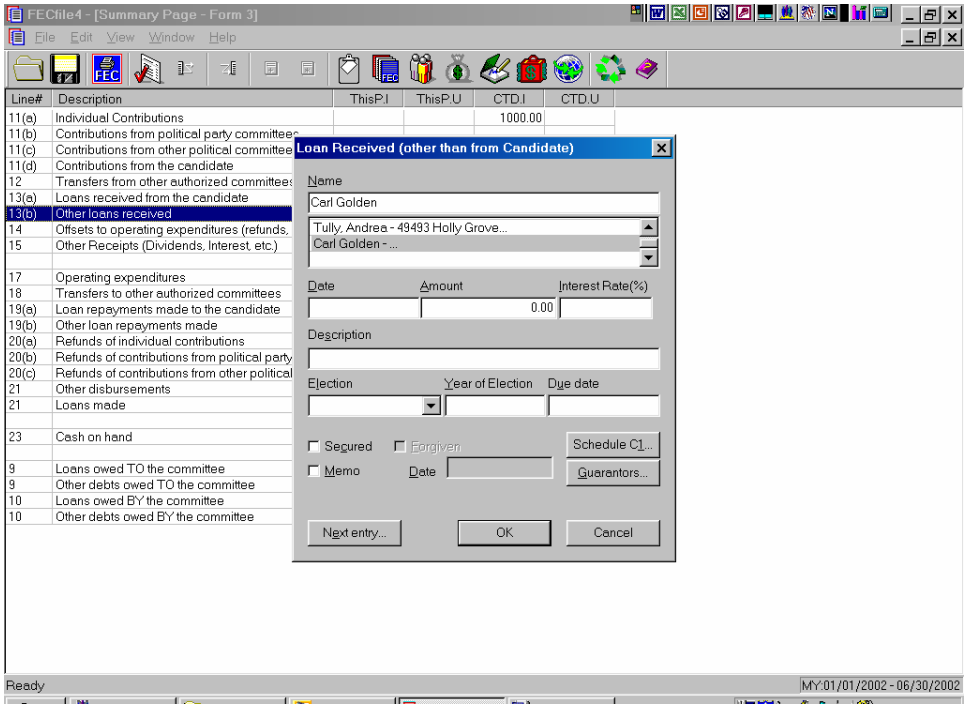


3. If a record for the creditor does not exist, press the Tab key or the Insert key.

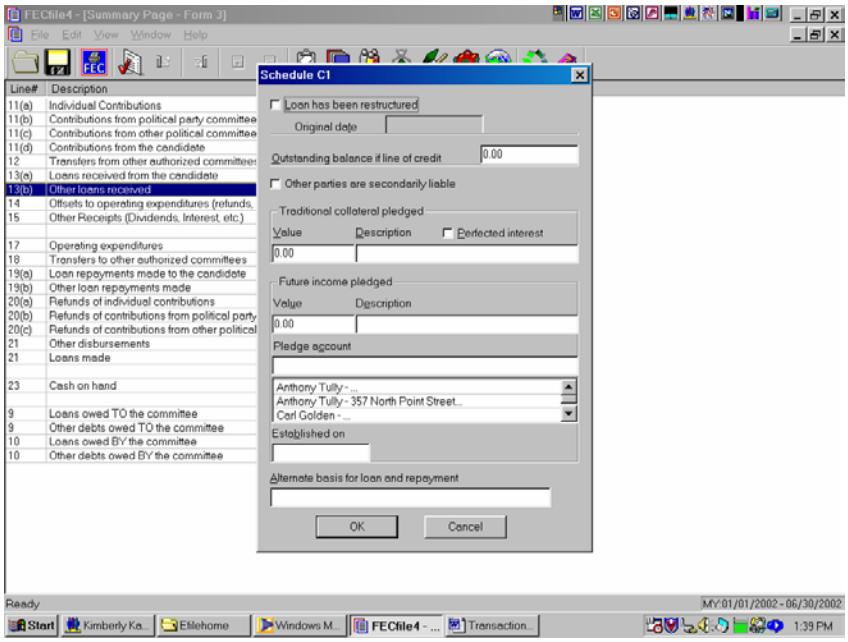


4. An additional dialog box is now launched. Within the Type text area, select the drop down menu and select Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal or Candidate.

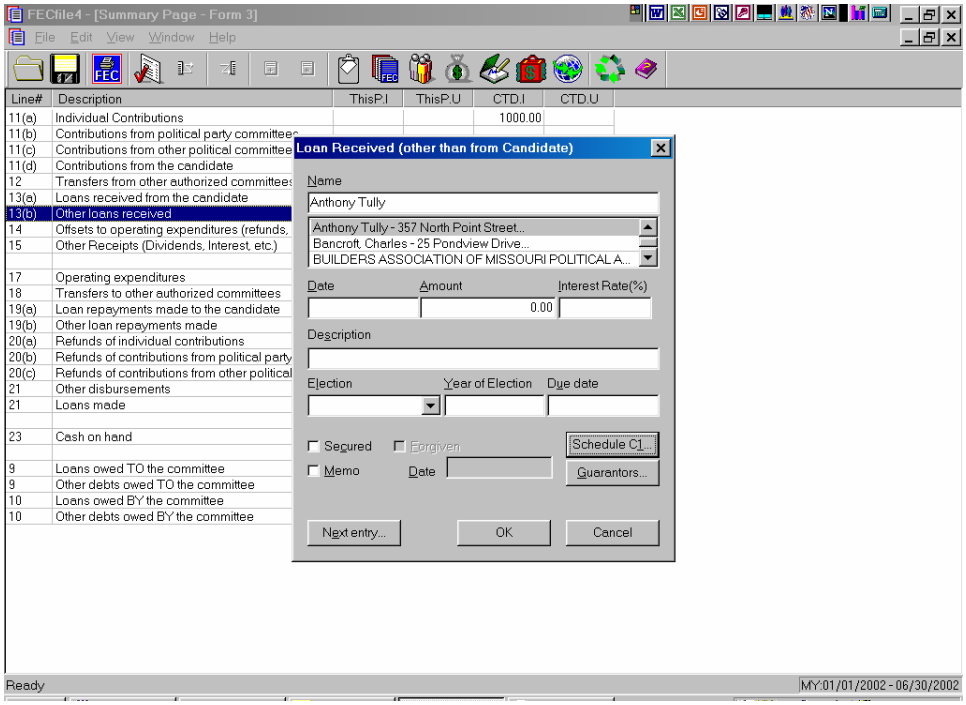
5. Continue within the dialog box, and enter creditor's Address, City, State, and Zip, and select OK.



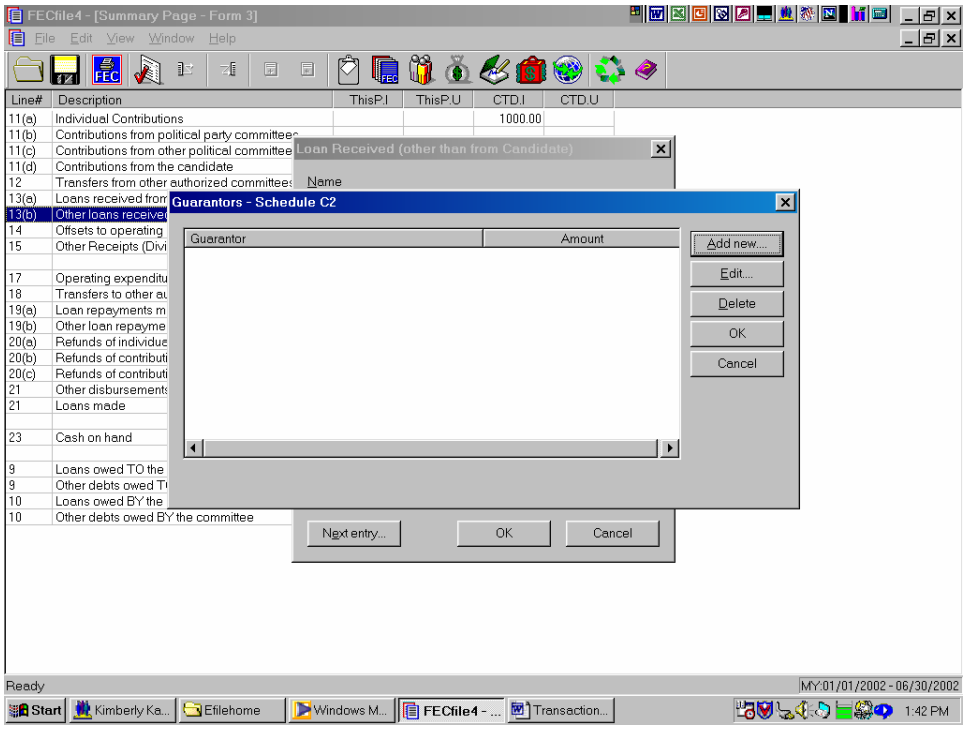
6. The loan received dialog box is launched. Select the date field and enter the date the loan was incurred, the amount of the loan, and the interest rate. Additionally, use the check box next to the Secured text, to indicated a secured loan or non-secured loan.



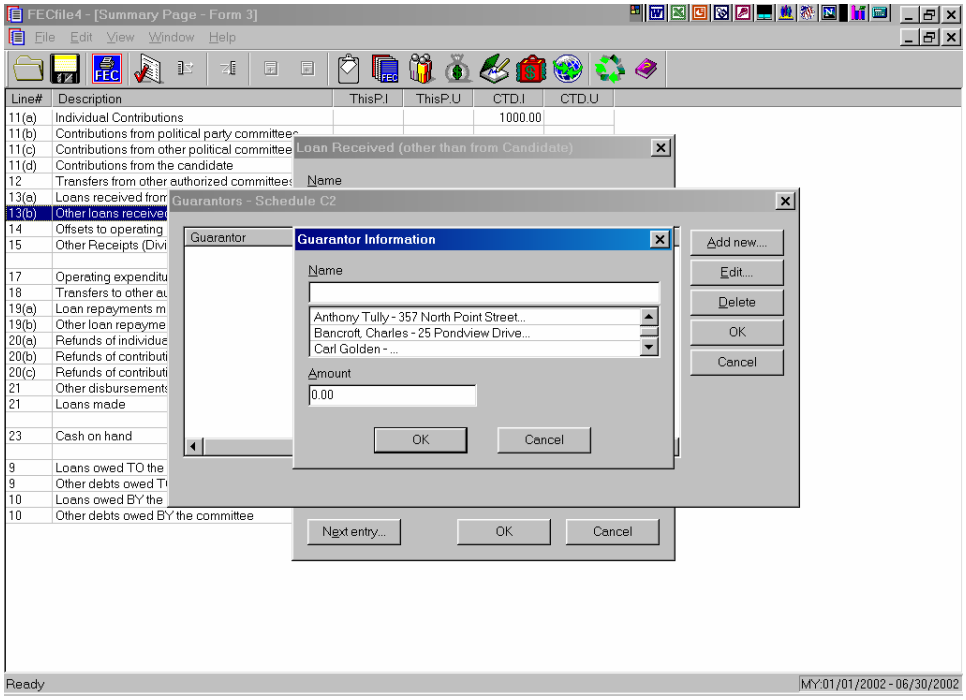
7. Click on the Schedule C-1 button and tab from field to field, entering all necessary information, as applicable, and selecting OK.



8. The FECFile application returns to the Loans received dialog box. Click on Guarantors button the Guarantors dialog box will launch.



9. Select the Add new button to enter guarantor information, or select Edit, if the guarantor has already been added.



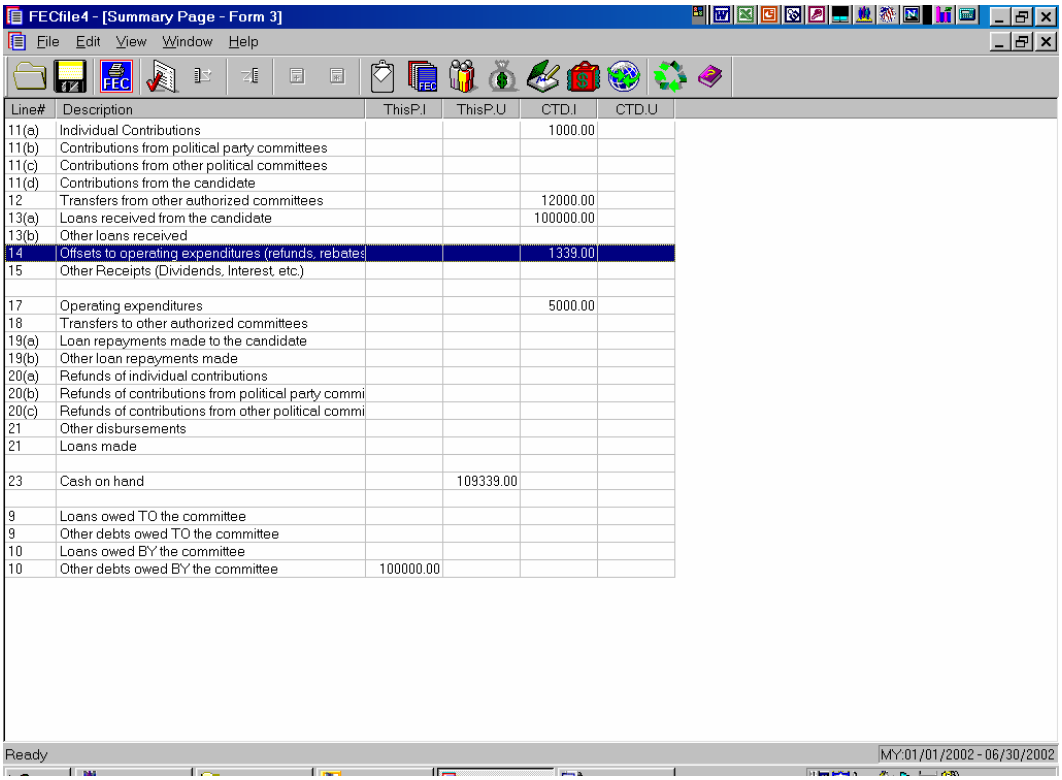
10. Enter the information on the guarantor, and the amount, and click on OK.

11. Click on OK, a second time, and select Yes to save any changes.

12. The Loan received dialog box returns, and select OK, to return to the Summary page.

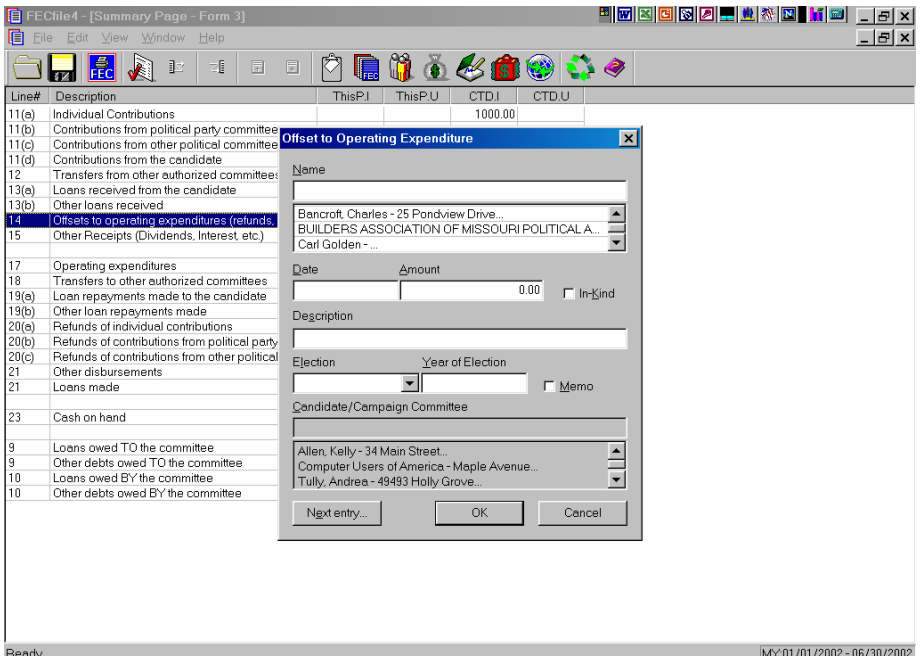
13. Schedule A supporting Line 13 (b) and Schedule C supporting Line 10 will *both* be automatically created/adjusted, and will be reflected on the Summary Page.

Offsets to Operating Expenditures Line 14

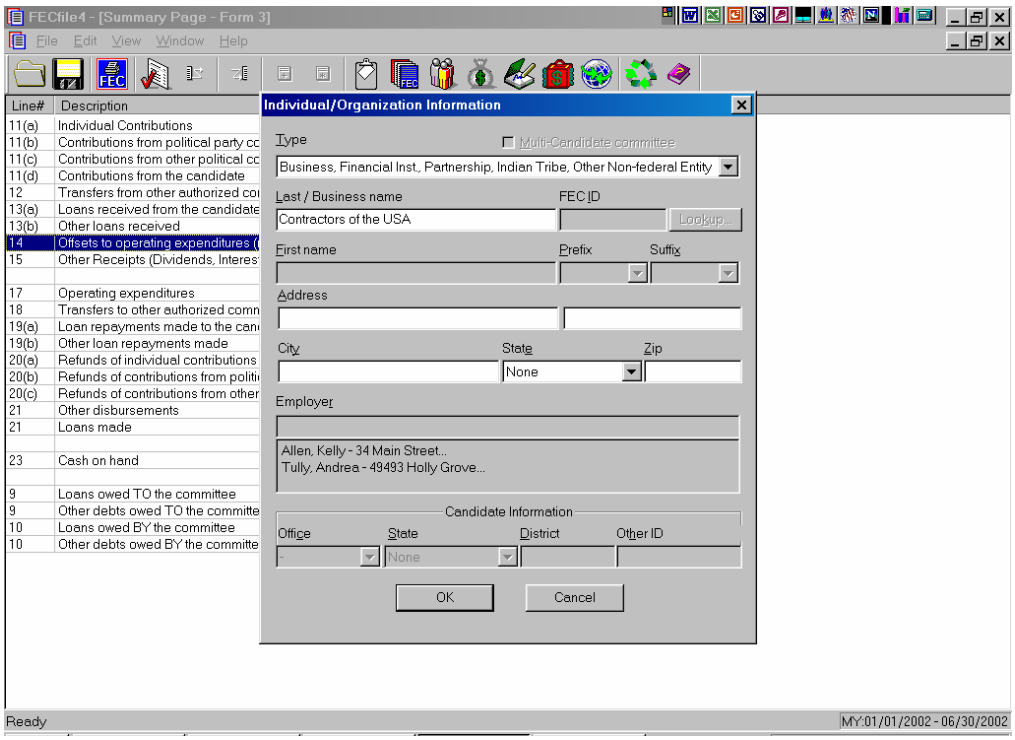


Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

1. Double-click on Line 14 of the Summary Page.

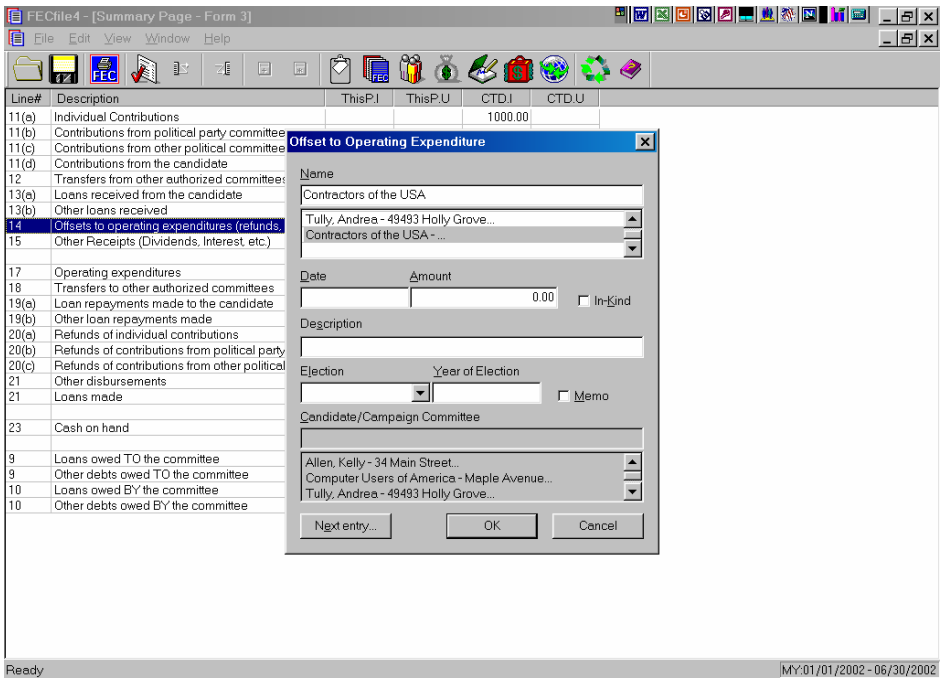


2. The Offset to Operating Expenditure dialog box is launched. Enter the vendor's name in the name text area and press the Tab key or the Insert key.



3. Under the Type text area, click on the drop down menu and highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal.

4. Enter vendor's Address, City, State, and Zip, and click on OK.



5. In the Offset to Operating Expenditures dialog box, enter the Date, Amount, and Description, and click on OK.

6. The totals are reflected on the Summary Page, on line 14, Offsets to Operating Expenditures, (refunds, rebates, etc.)

Other Federal Receipts (Dividends, Interest etc...) Line 15

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

Ready MY:01/01/2002 - 06/30/2002

1. Double click on Line 15 of the Summary Page.

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committee				
11(c)	Contributions from other political committee				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds,				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party				
20(c)	Refunds of contributions from other political				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Other Receipt

Name

Peter Broker - ...
Tully, Andrea - 49493 Holly Grove...

Date Amount

0.00 In-Kind

Description

Election Year of Election

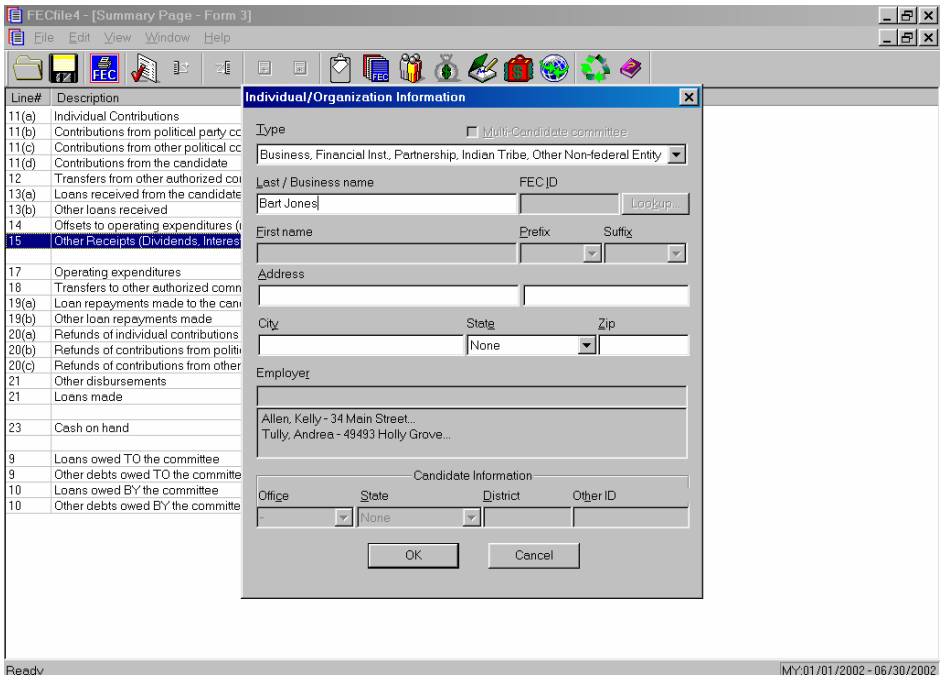
Memo

Candidate/Campaign Committee

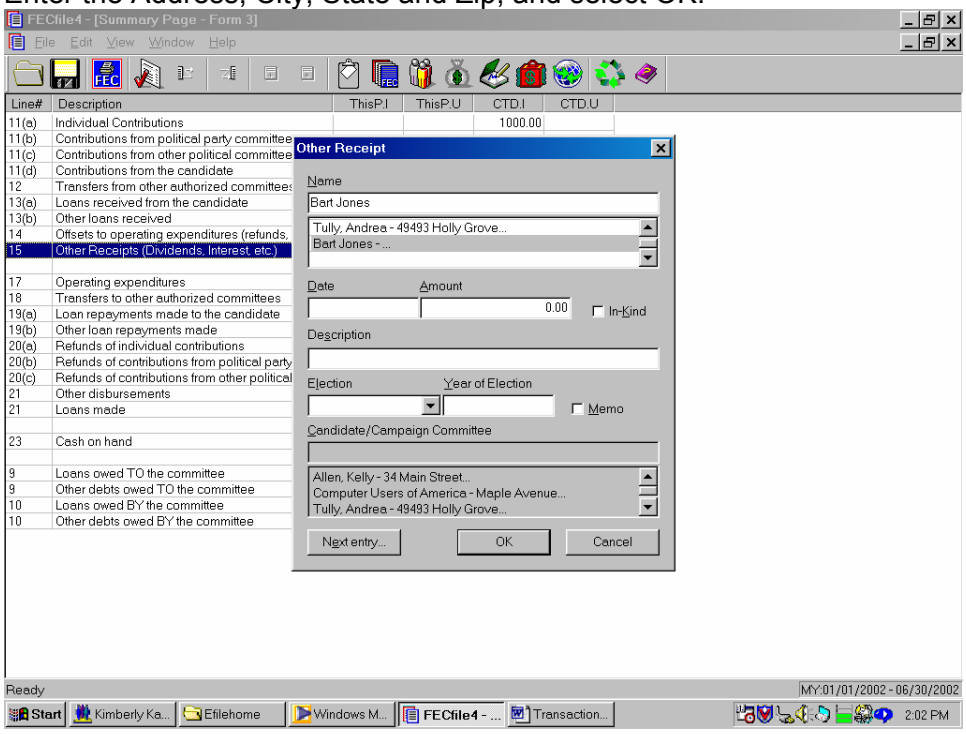
Allen, Kelly - 34 Main Street...
Computer Users of America - Maple Avenue...
Tully, Andrea - 49493 Holly Grove...

Next entry... OK Cancel

2. In the Federal Receipt dialog box, enter in the name, if not previously entered, and press the Tab key or the Insert key.



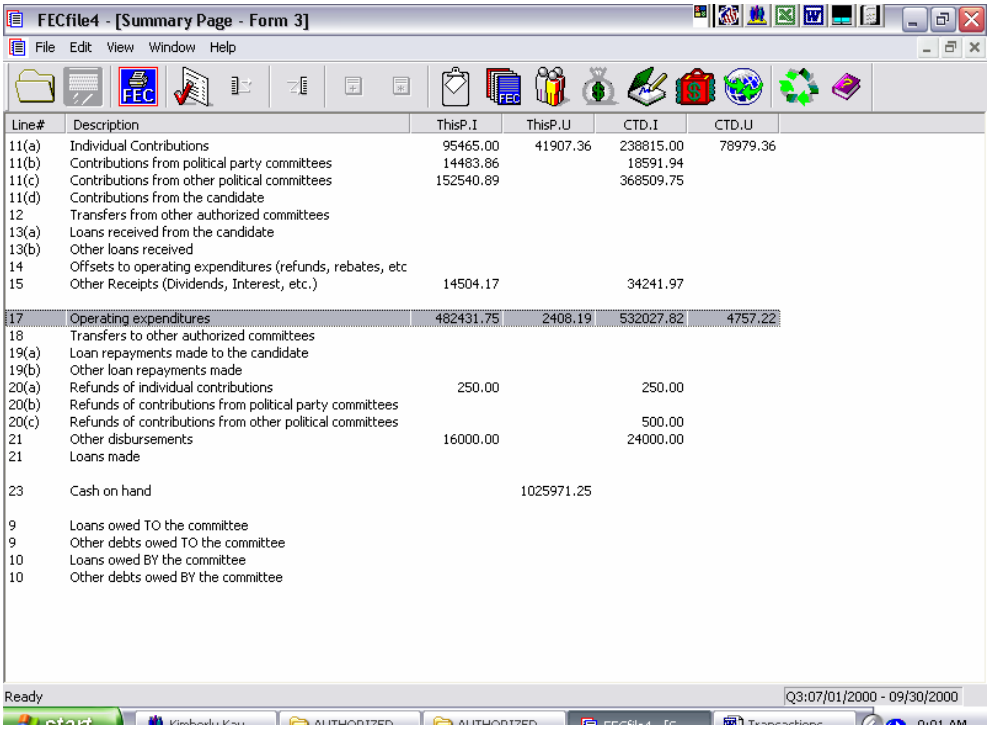
3. In the Individual/Organization Information dialog box, select the appropriate type by using the drop down menu.
4. Enter the Address, City, State and Zip, and select OK.



5. In the other Receipt dialog box, enter in the Date, Amount, and Description, then click on OK.

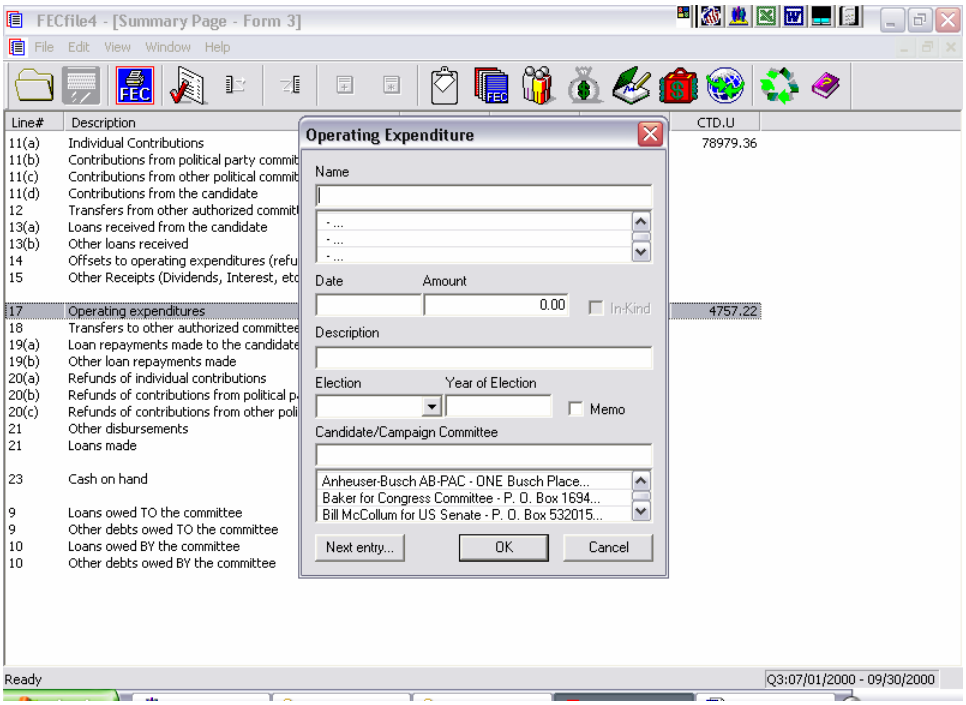
6. Note the total reflected on line 15 on the Summary Page.

Operating Expenditures Line 17

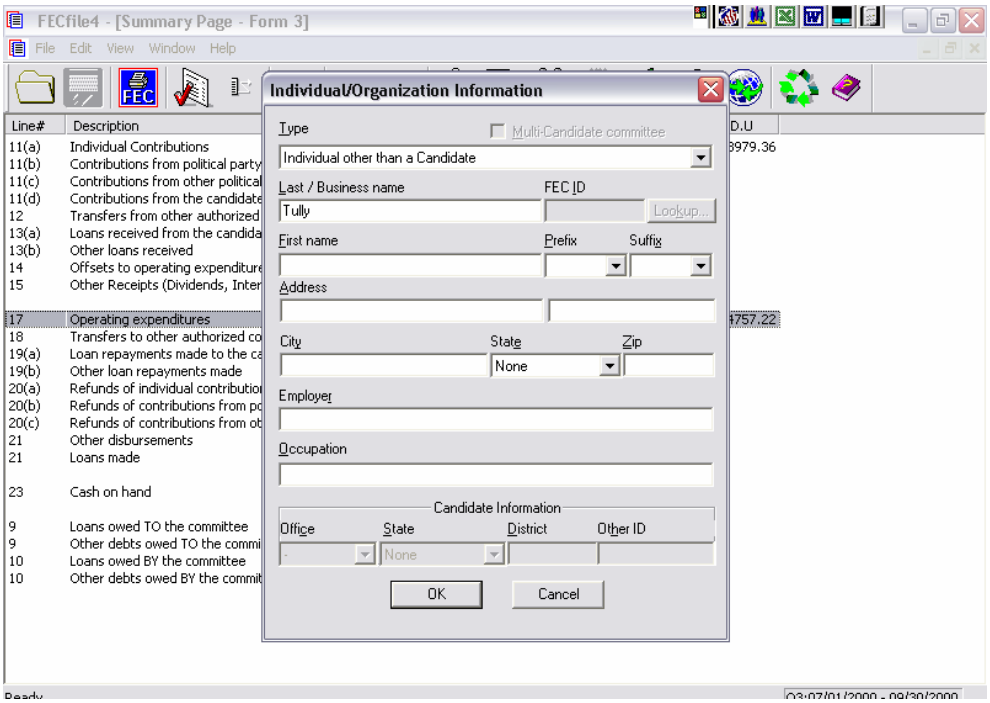


Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions	95465.00	41907.36	238815.00	78979.36
11(b)	Contributions from political party committees	14483.86		18591.94	
11(c)	Contributions from other political committees	152540.89		368509.75	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc				
15	Other Receipts (Dividends, Interest, etc.)	14504.17		34241.97	
17	Operating expenditures	482431.75	2408.19	532027.82	4757.22
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions	250.00		250.00	
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees			500.00	
21	Other disbursements	16000.00		24000.00	
21	Loans made				
23	Cash on hand		1025971.25		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

1. Double click on 17 of the FECfile Summary Page.

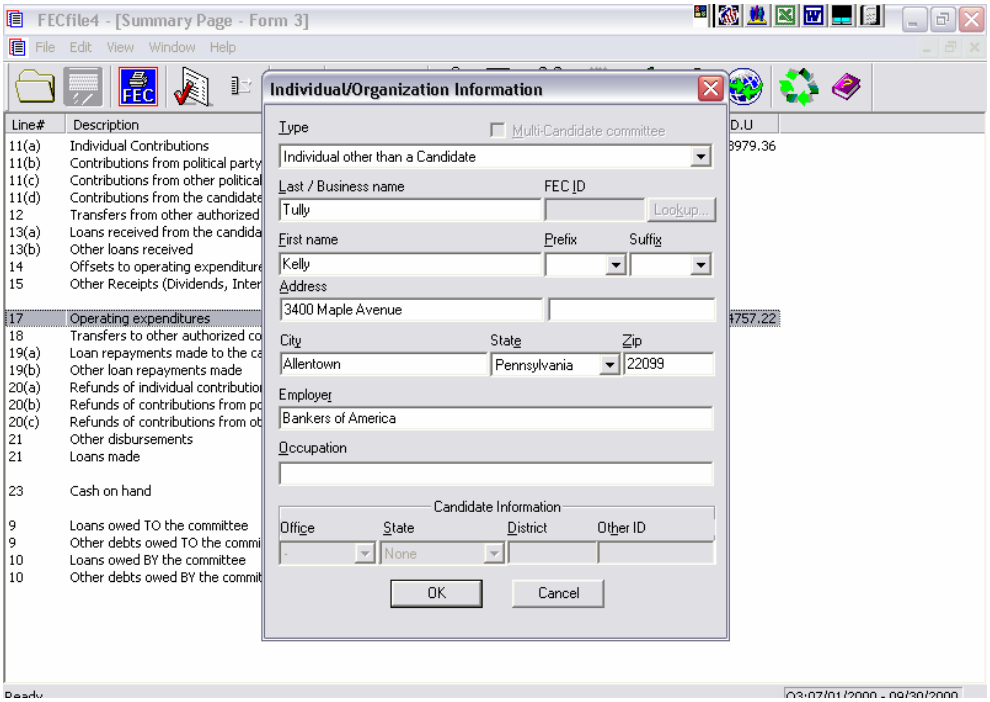


2. The Operating Expenditure dialog box appears. Type in the name of the vendor or individual in the dialog box and press the tab key.

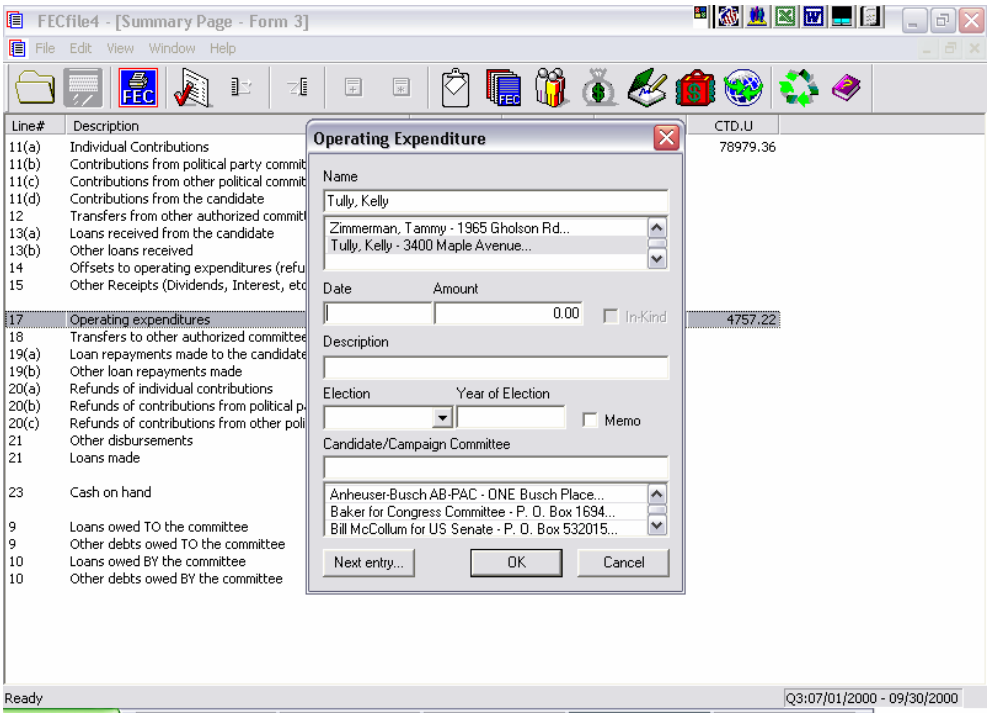


3. The Individual/Organization Information dialog box appears. Click on the

down arrow next to the type drop down menu to highlight the appropriate element, ie: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.



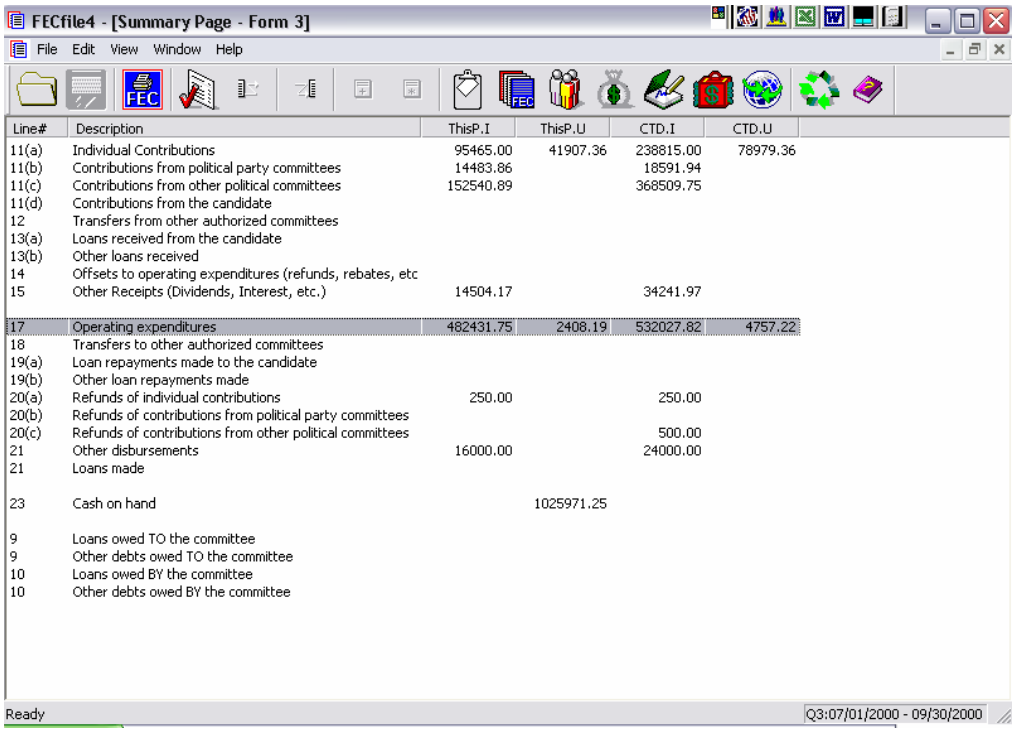
4. Enter the address, city, state and zip by pointing and clicking inside of each text area. Select OK once the entry is completed.



5. The Operating Expenditure dialog box appears, with the appropriate text areas populated. Point and click inside the date field and enter the date, followed by entering in the dollar amount.

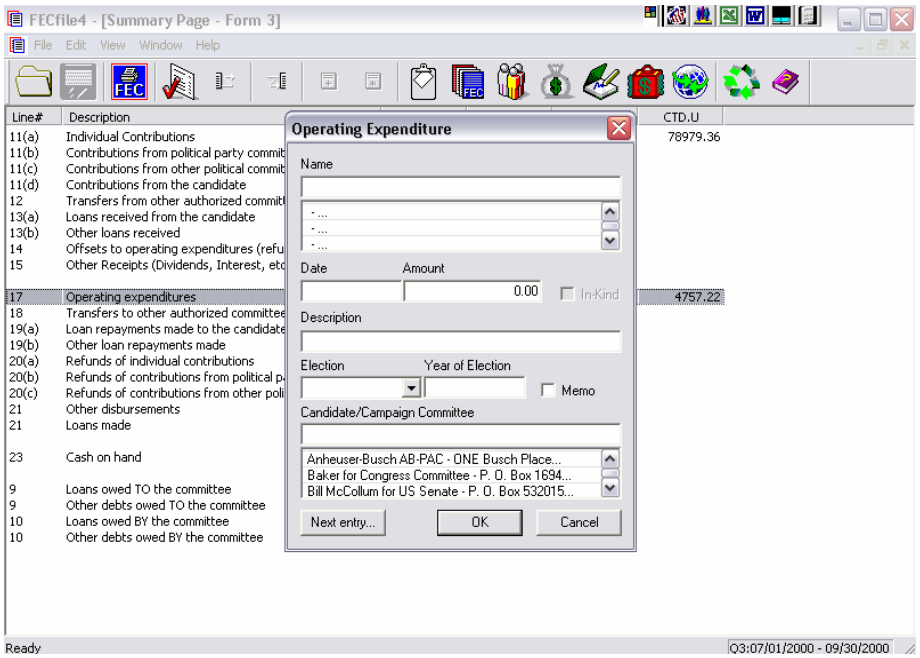
6. Type in the description or purpose, and click on OK.

Credit Card Payments

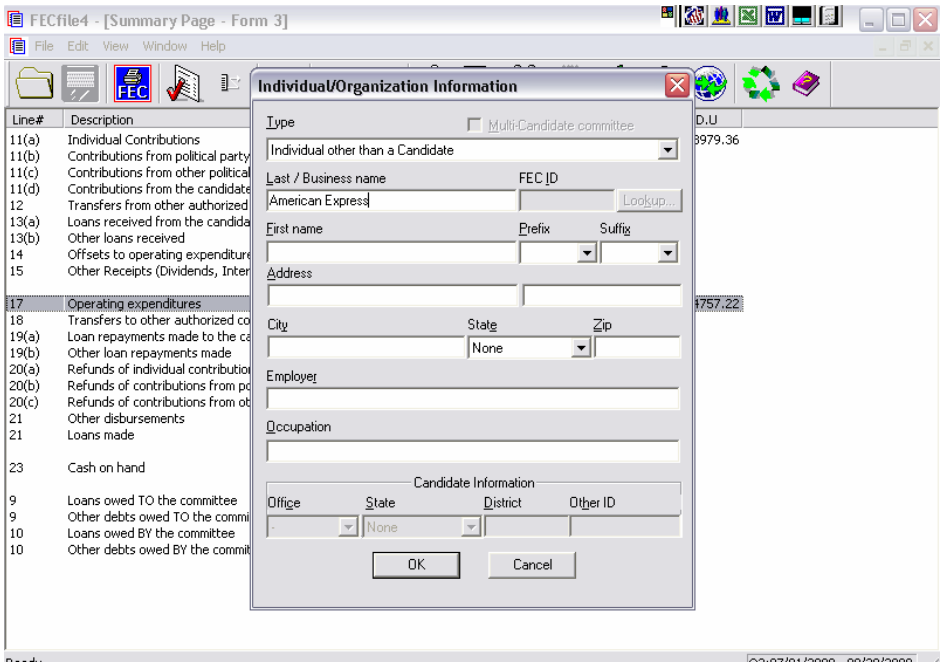


Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions	95465.00	41907.36	238815.00	78979.36
11(b)	Contributions from political party committees	14483.86		18591.94	
11(c)	Contributions from other political committees	152540.89		368509.75	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc				
15	Other Receipts (Dividends, Interest, etc.)	14504.17		34241.97	
17	Operating expenditures	482431.75	2408.19	532027.82	4757.22
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions	250.00		250.00	
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees			500.00	
21	Other disbursements	16000.00		24000.00	
21	Loans made				
23	Cash on hand		1025971.25		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

1. From the FECFile main menu, double click on Line 17 of the Summary page.



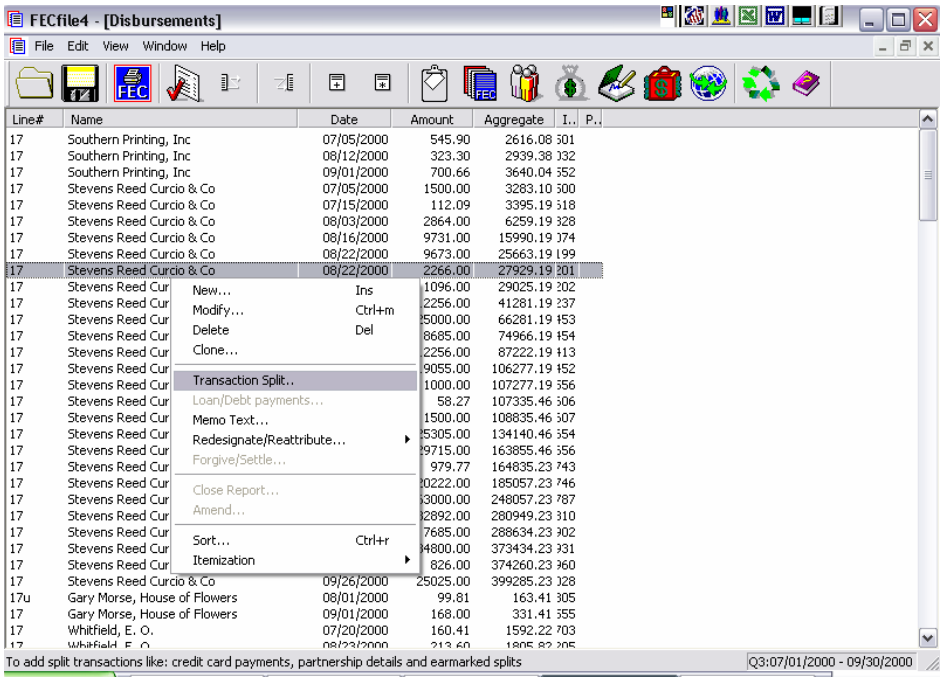
2. The Operating Expenditure dialog box appears. Enter the name of the credit card company, and press the Tab key.



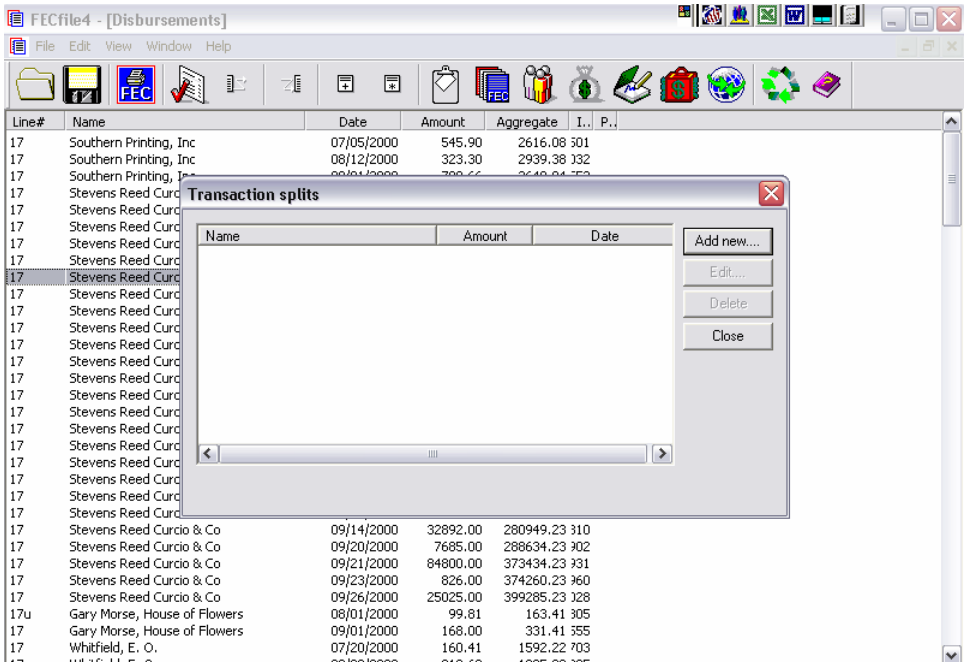
3. The Individual/Organization Information dialog box appears. Enter in the address and company information, and select OK.

4. FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.

5. Select View from the menu bar and click on Disbursements.



6. As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.

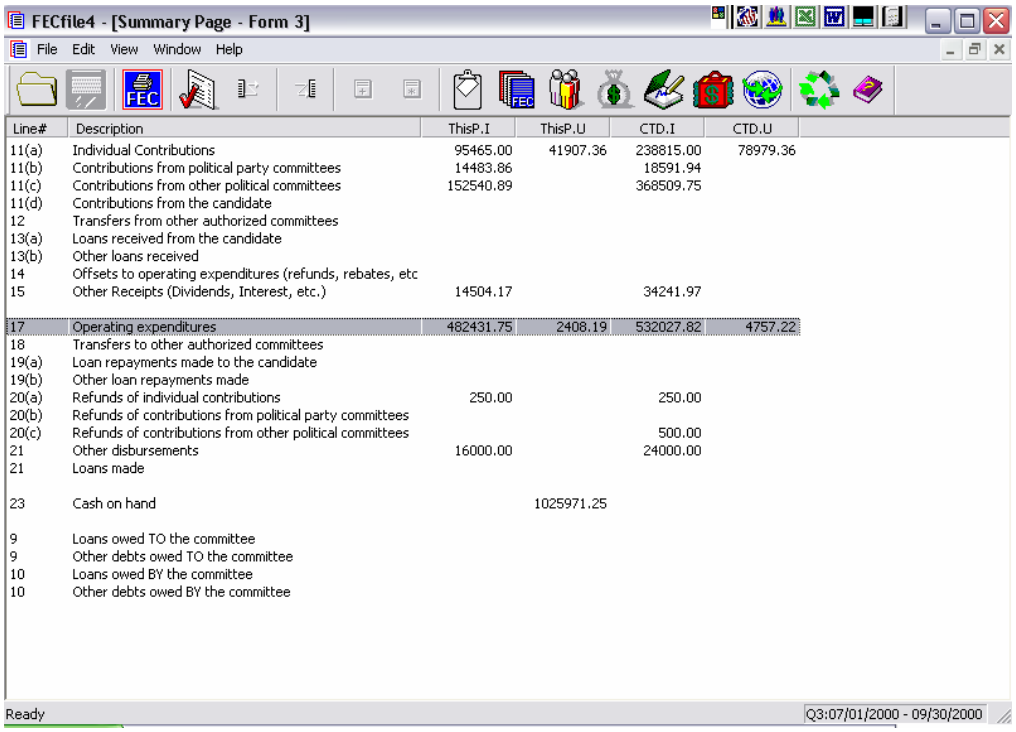


7. The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as

appropriate.

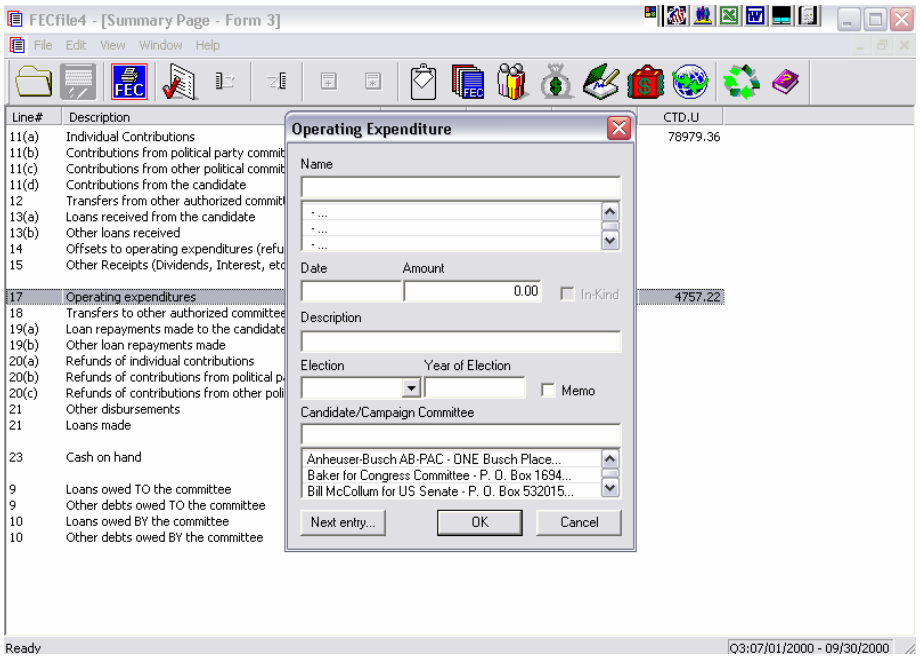
8. Click on close.

Reimbursements to Individual (Non-travel)

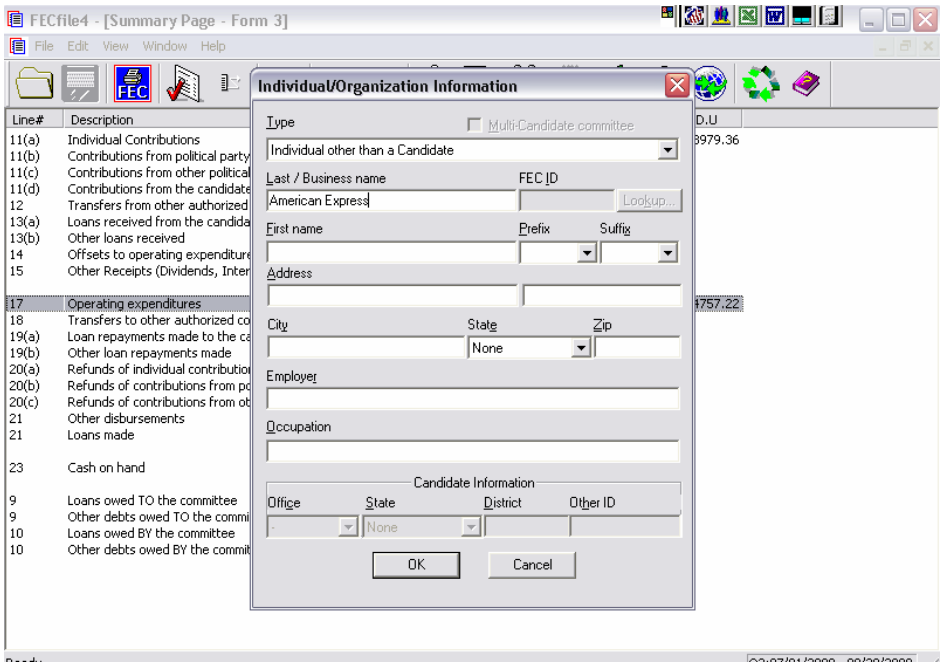


Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions	95465.00	41907.36	238815.00	78979.36
11(b)	Contributions from political party committees	14483.86		18591.94	
11(c)	Contributions from other political committees	152540.89		368509.75	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc				
15	Other Receipts (Dividends, Interest, etc.)	14504.17		34241.97	
17	Operating expenditures	482431.75	2408.19	532027.82	4757.22
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions	250.00		250.00	
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees			500.00	
21	Other disbursements	16000.00		24000.00	
21	Loans made				
23	Cash on hand		1025971.25		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

1. From the FECFile main menu, double click on Line 17 of the Summary page.



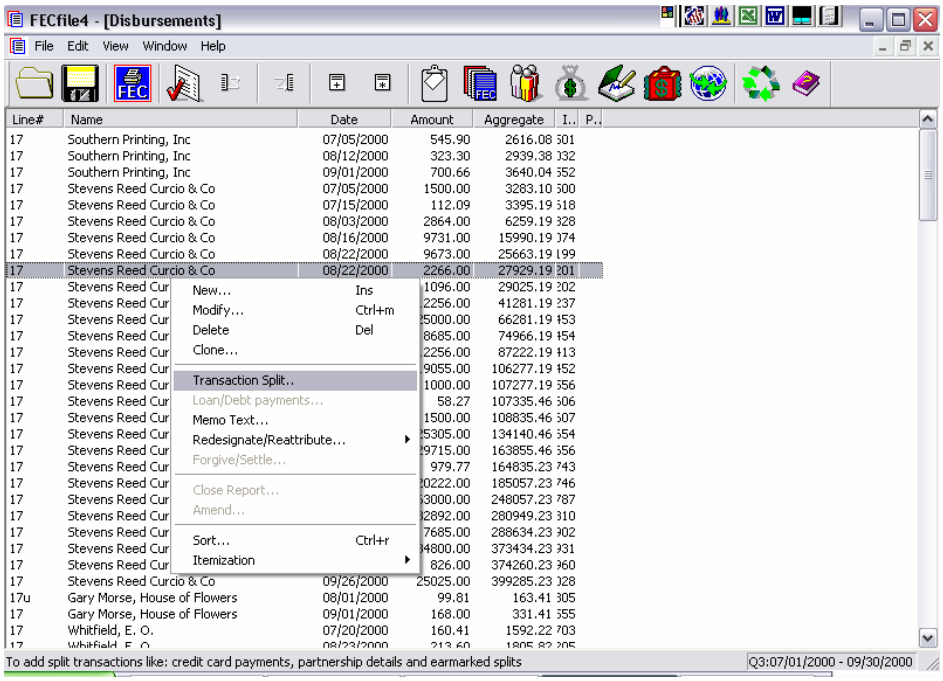
2. The Operating Expenditure dialog box appears. Enter the name of the individual being reimbursed, and press the Tab key.



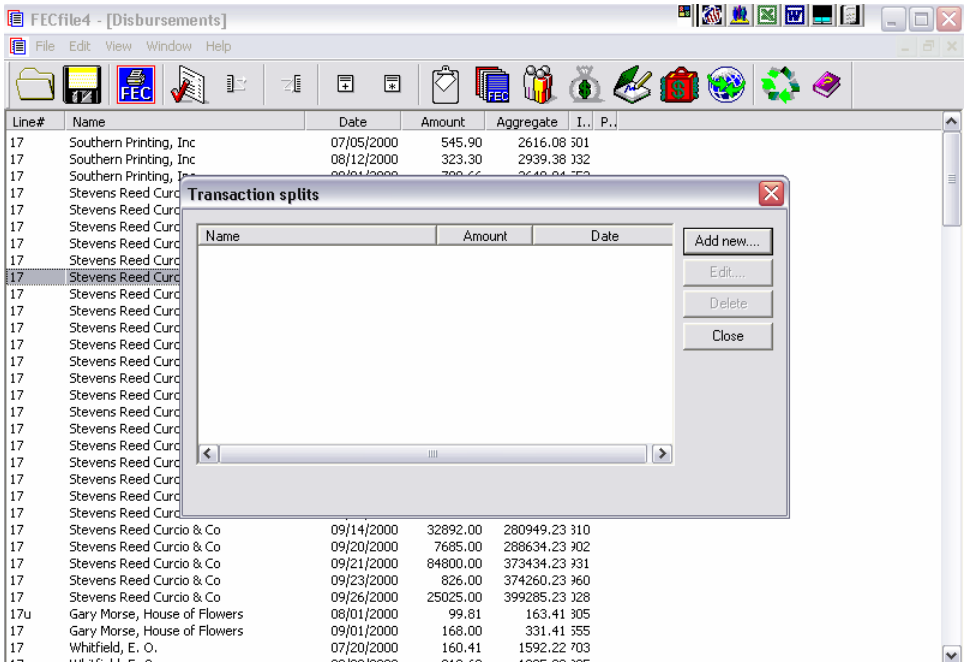
3. The Individual/Organization Information dialog box appears. Enter in the address and information, and select OK.

4. FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.

5. Select View from the menu bar and click on Disbursements.



6. As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.



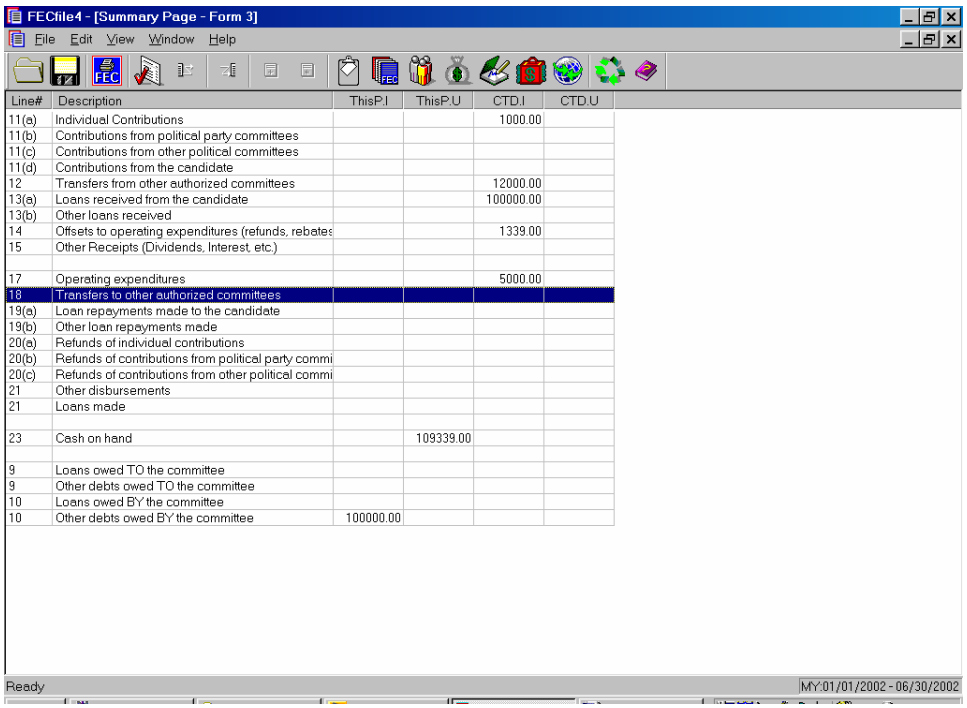
7. The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as

appropriate.

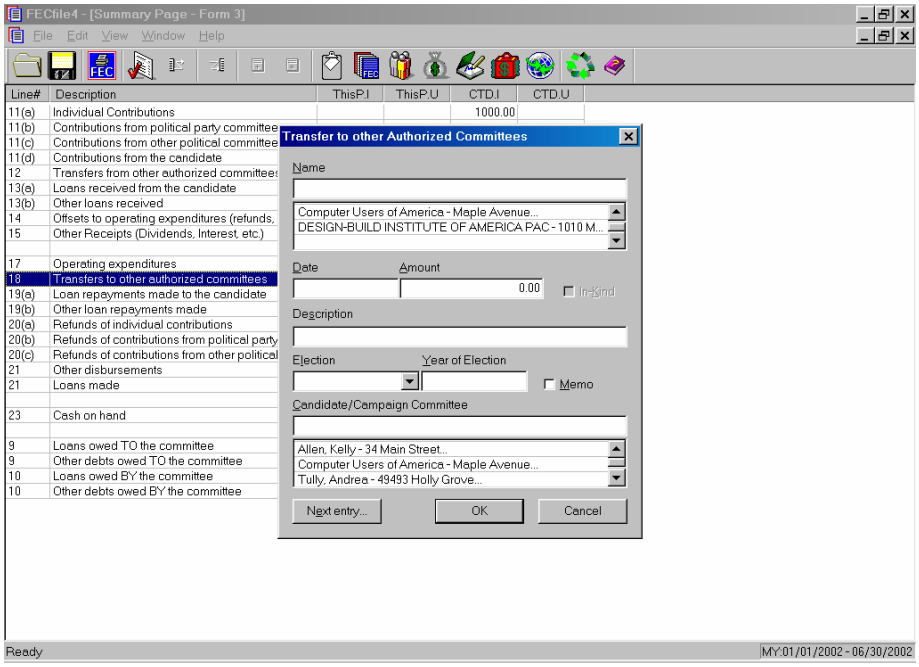
8. Click on close.

   Note: Travel related reimbursements are entered in the same as a regular operating expenditure on line 17. No memo entries are necessary.

Transfers to Other Authorized Committees Line 18

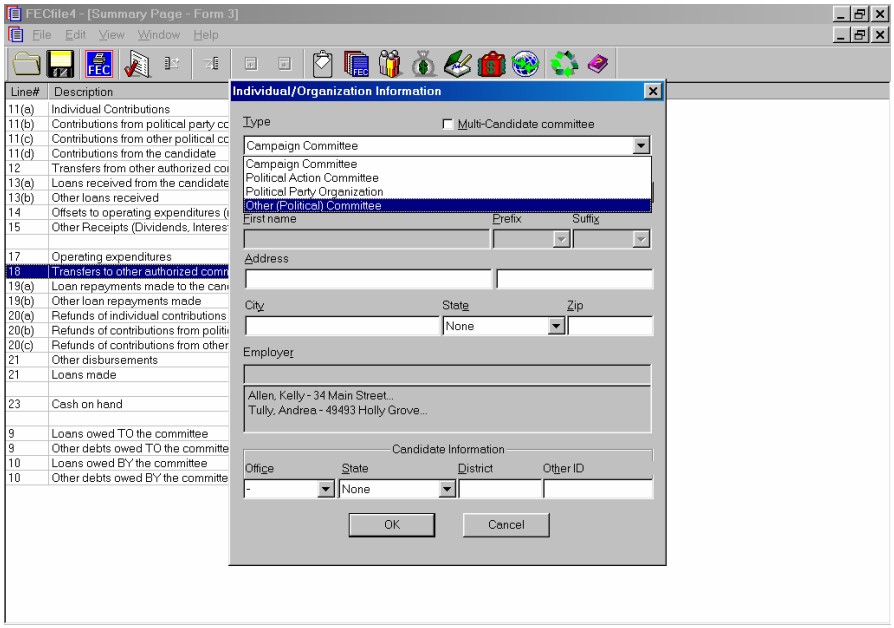


1. Double click on line 18 of the FECfile Summary Page.

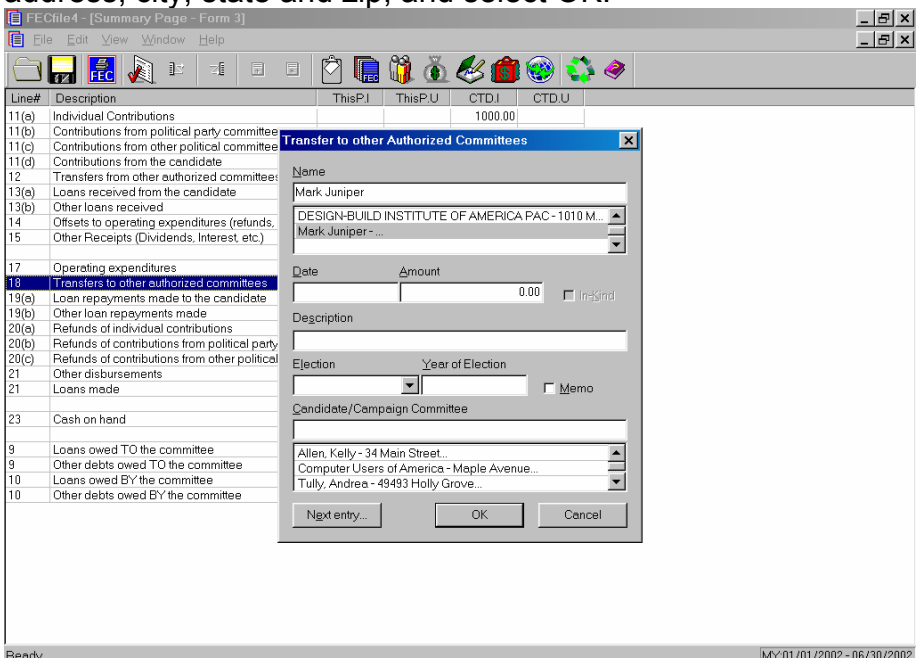


2. The Transfer to other Authorized Committees dialog box appears.

3. Enter the committee name, if it does not currently appear, and press the tab key. If the committee name does appear, tab to the address field and continue entry.



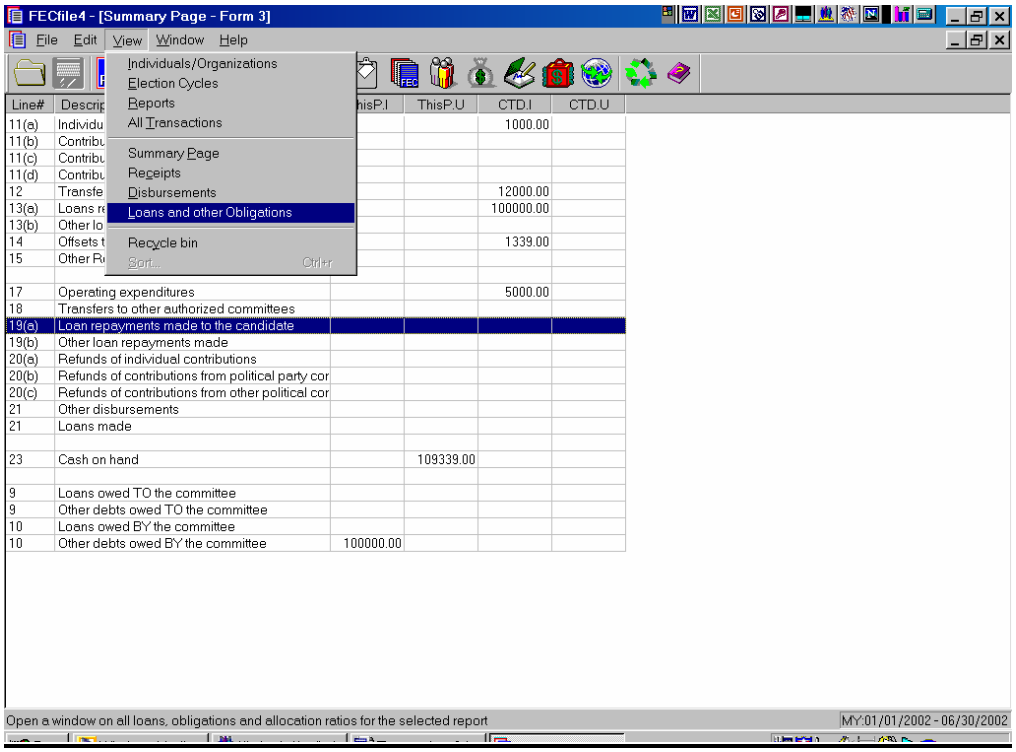
4. If the committee name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Enter in the address, city, state and zip, and select OK.



5. The Transfer to other Authorized Committees dialog box appears. Point to the date field, and enter in the date, amount and description.

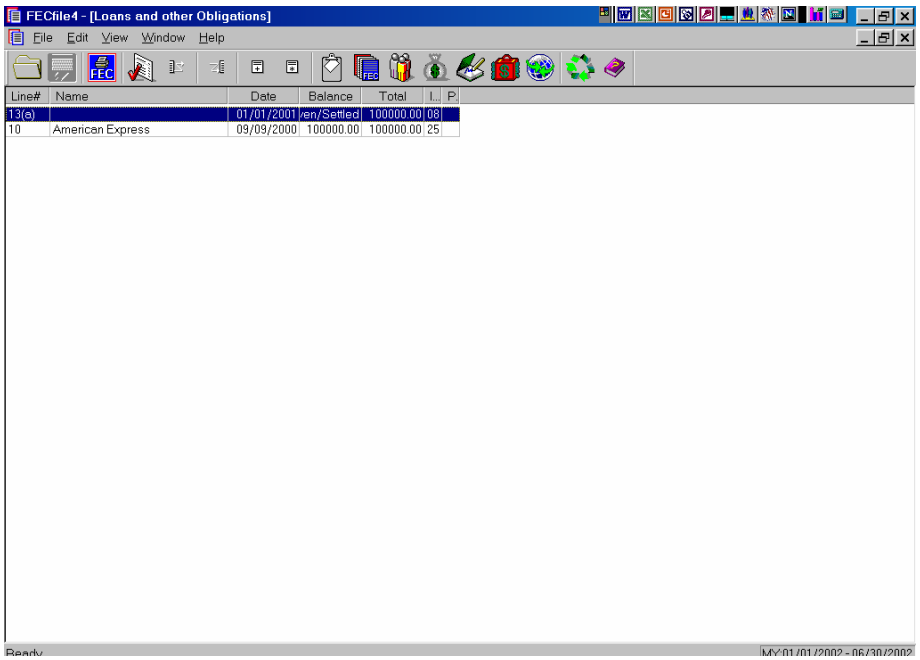
6. Click on OK.

Loan Repayments Made Line 19 (a) and 19 (b)

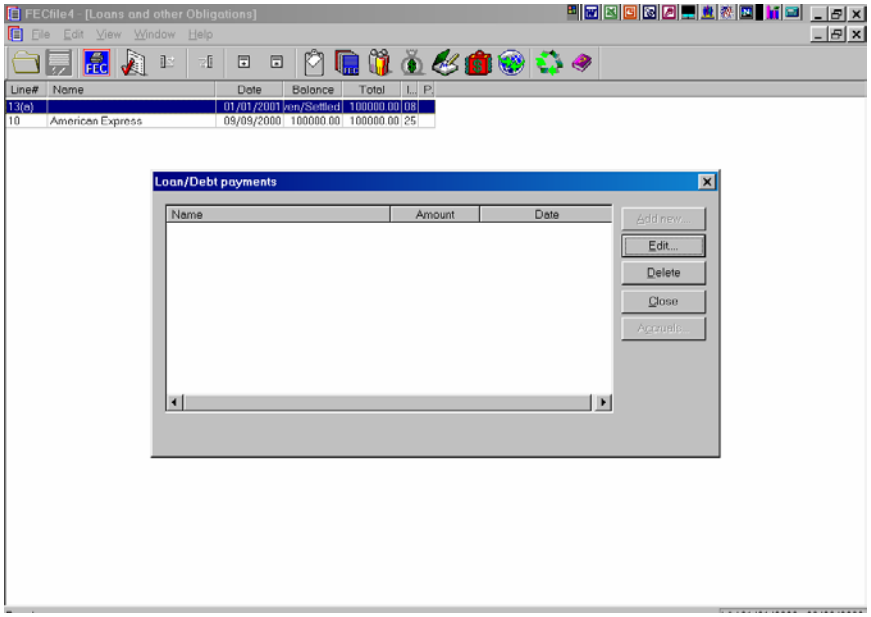


1. From the FECFile menu bar, select View, and select Loans and other Obligations.

2. Reviewing the listing of loans shown, select the loan for which repayment is being made, and click on the right mouse button.



3. The drop down menu will appear, select Loan/Debt repayments.



4. The Loan/Debt payments dialog box appears. Click on Add new.

5. The type of new Deferred Disbursement dialog box appears. Select the proper line number and click on OK.

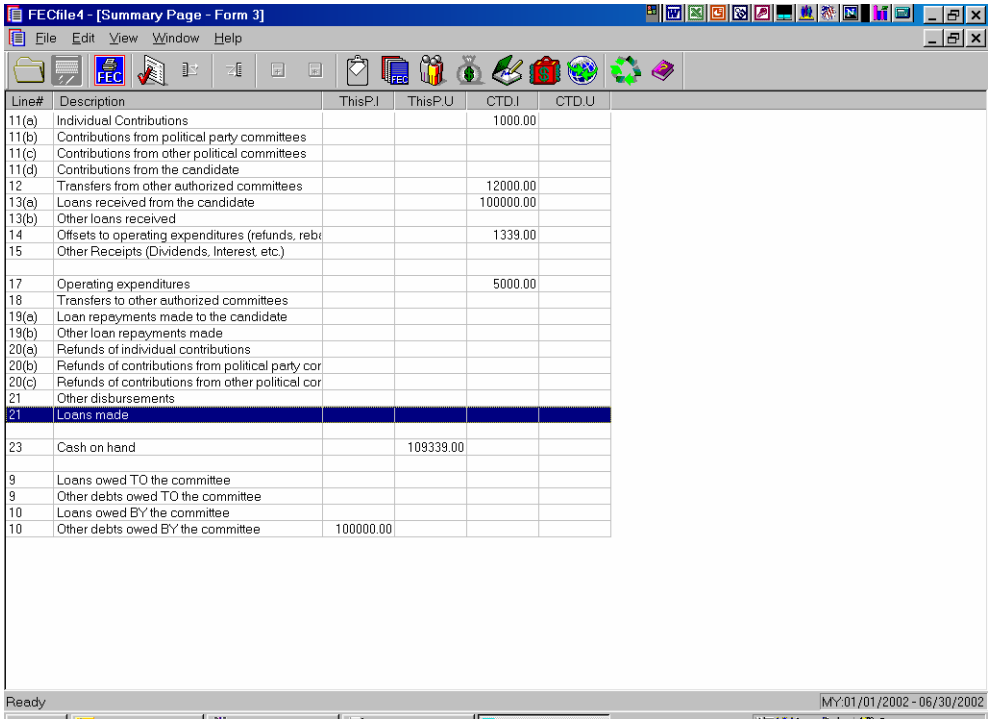
6. As the application returns to the Loan/Debt payments dialog box, select Close.

NOTE:
- This process may also be used to edit loan repayments entered in error. In this circumstance, as the Loan/Debt payments screen is shown, select Edit, as opposed to the Add New option.

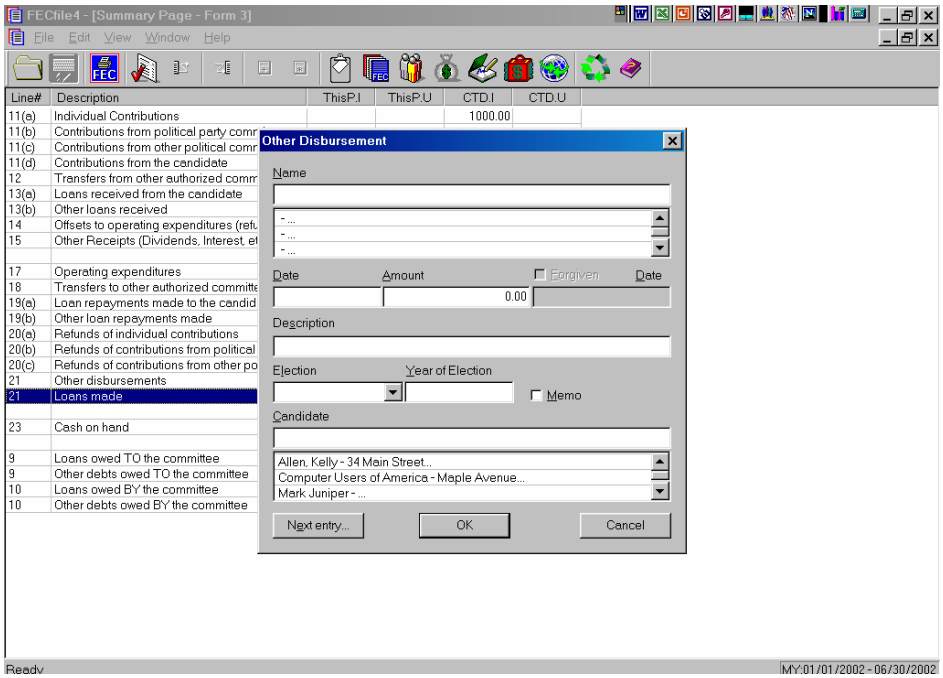
- Schedule B supporting Line 26 and Schedule C, supporting Line 10 will both be *AUTOMATICALLY* created and adjusted.

- If the repayment is being made on a loan originally reported on a paper report, the committee will have to create a "*dummy report*" for the previous reporting period in which the loan will be created. As the numbers are all that is required from the loan, the committee will not need to enter Schedule C-1 or guarantor information.

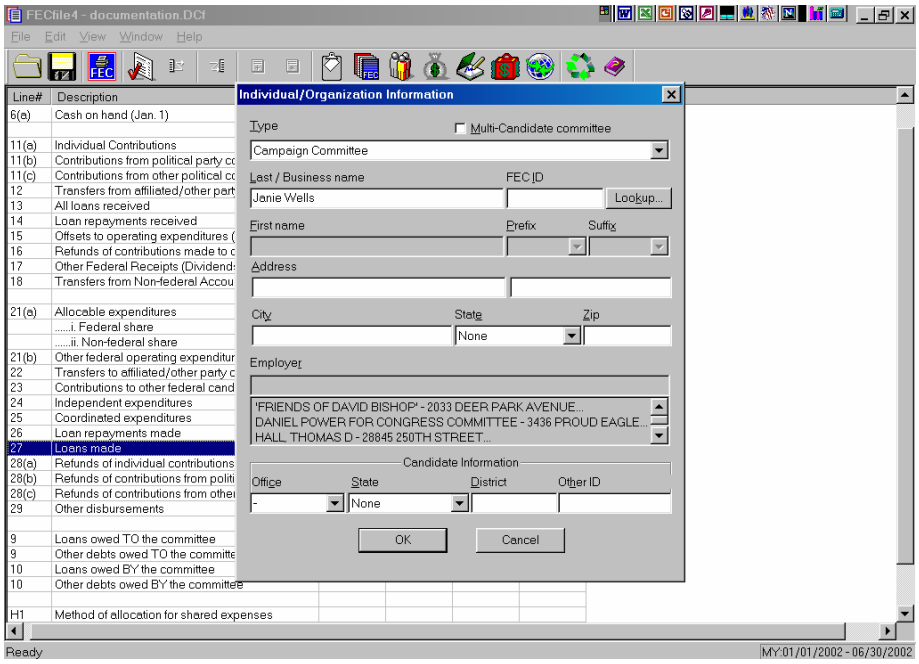
Loans Made Line 21



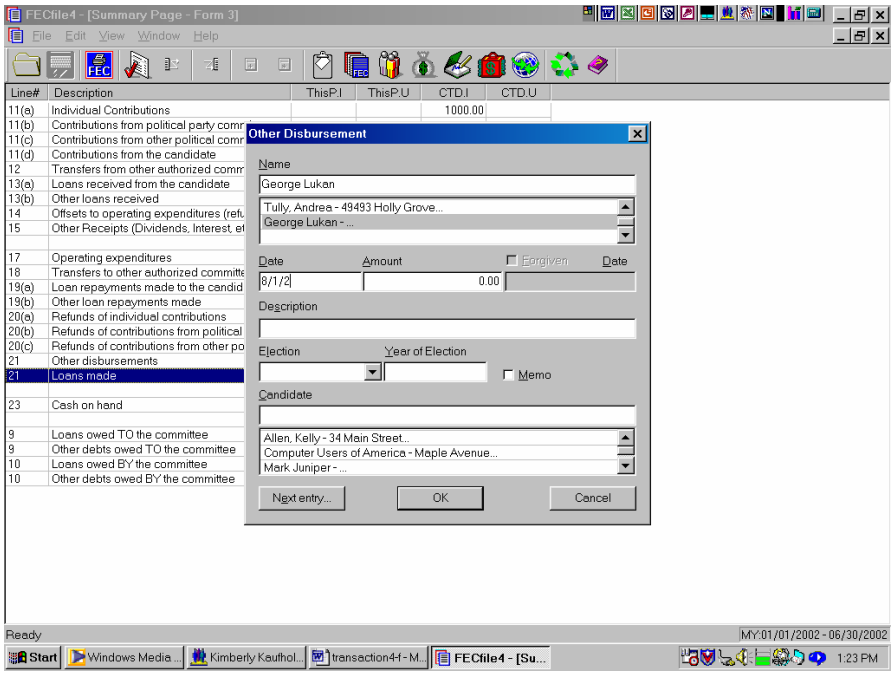
1. Selecting the Summary Page in FECFile, double click on Line 21, Loans Made.



2. The other Disbursement dialog box appears. Select the name text box, and enter the name of the recipient. Press the Tab key.

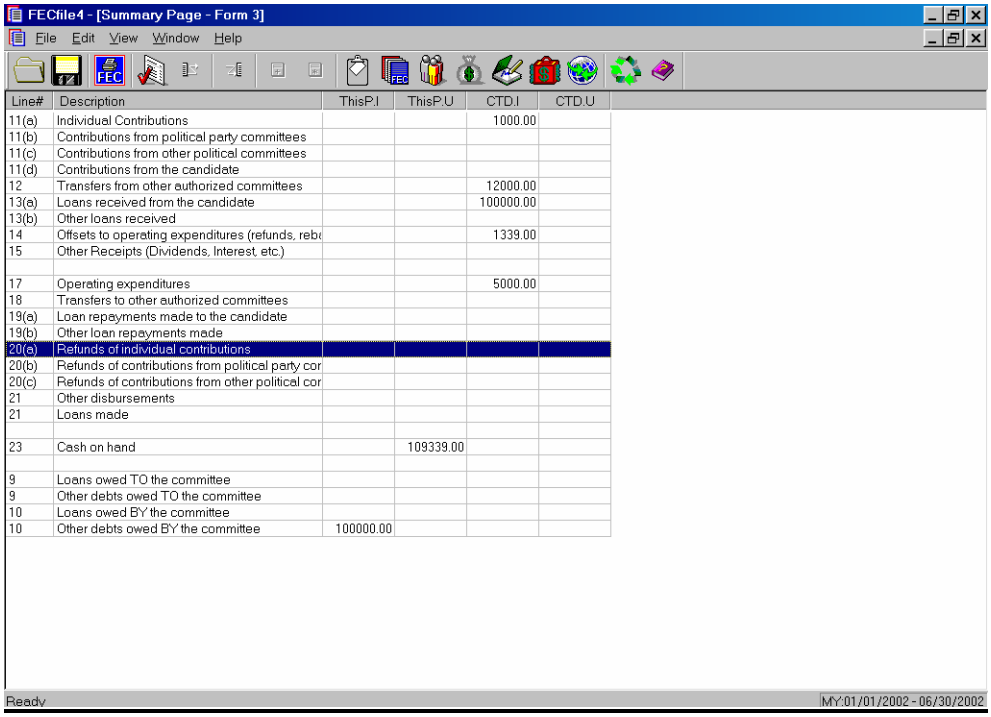


3. The Individual/Organization Information dialog box appears. Select the drop down arrow next to type, and select the proper category.
Note: If Candidate Committee or other political committee is selected, select Lookup, Copy All, and OK however;
if a Name is selected, enter the Name, Address, Employer and Occupation information, and OK.

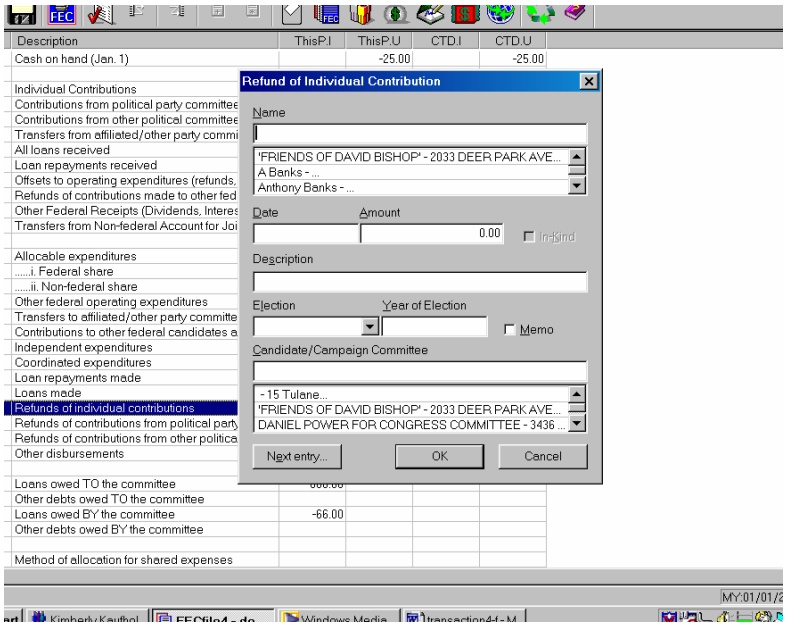


4. The other Disbursement dialog box reappears. Enter the Date, Amount and select OK.

Refunds Lines 20 (a), 20 (b), and 20 (c)

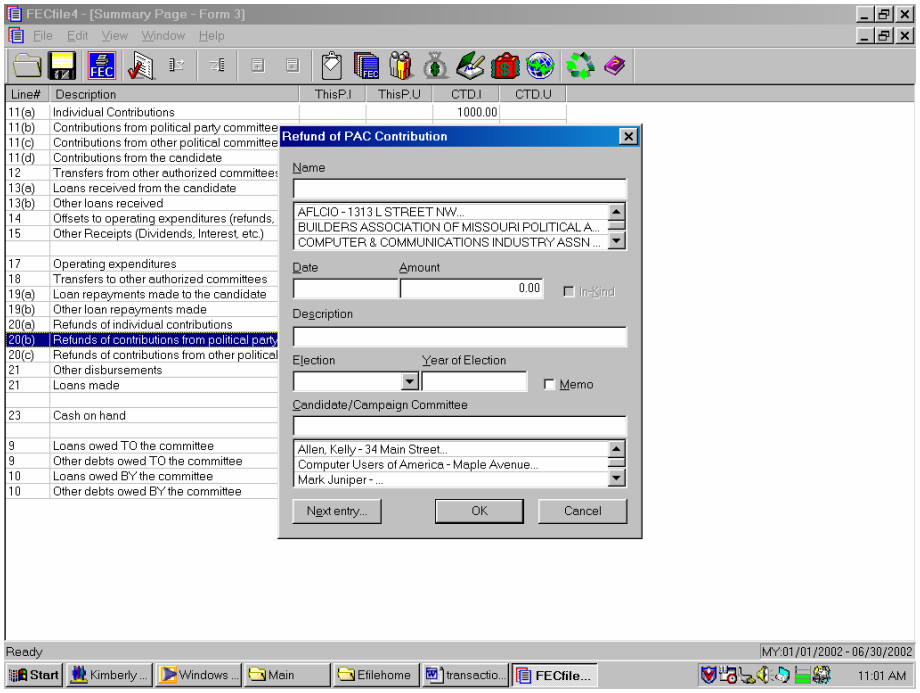


1. Select the Summary Page in FECFile. Double click line 20 (a), Refunds of individual contributions.

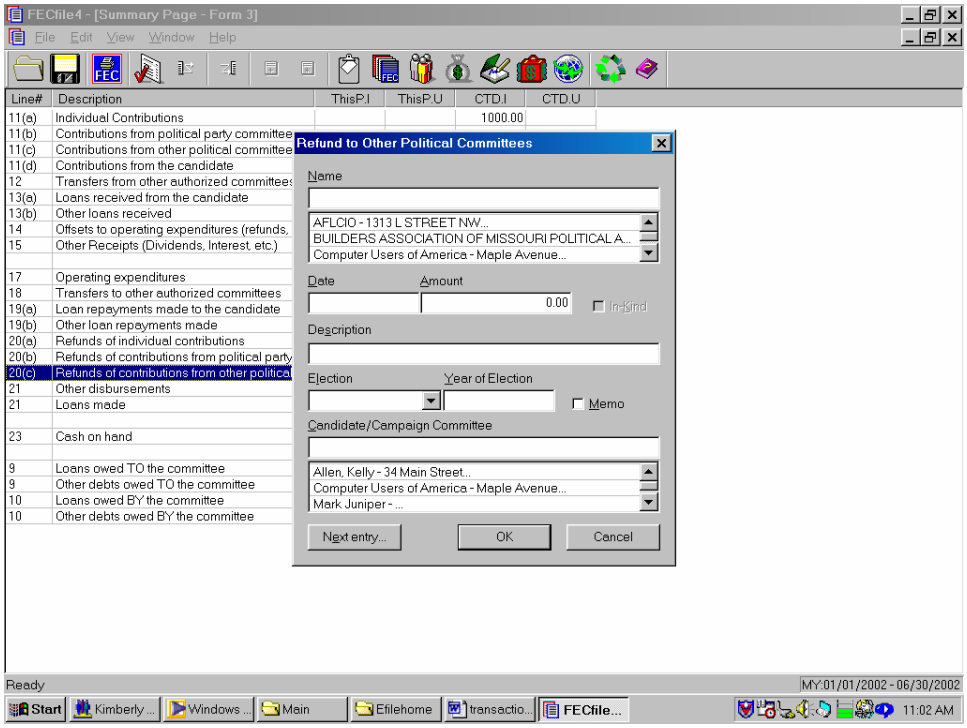


2. The Refund of Individual Contribution dialog box appears. Select the name of the individual to whom your committee will be sending a refund. Enter in the date and the amount, and select OK.

3. For Refunds of Contributions from Political Party Committees, select Line 20(b) from the Summary Page.

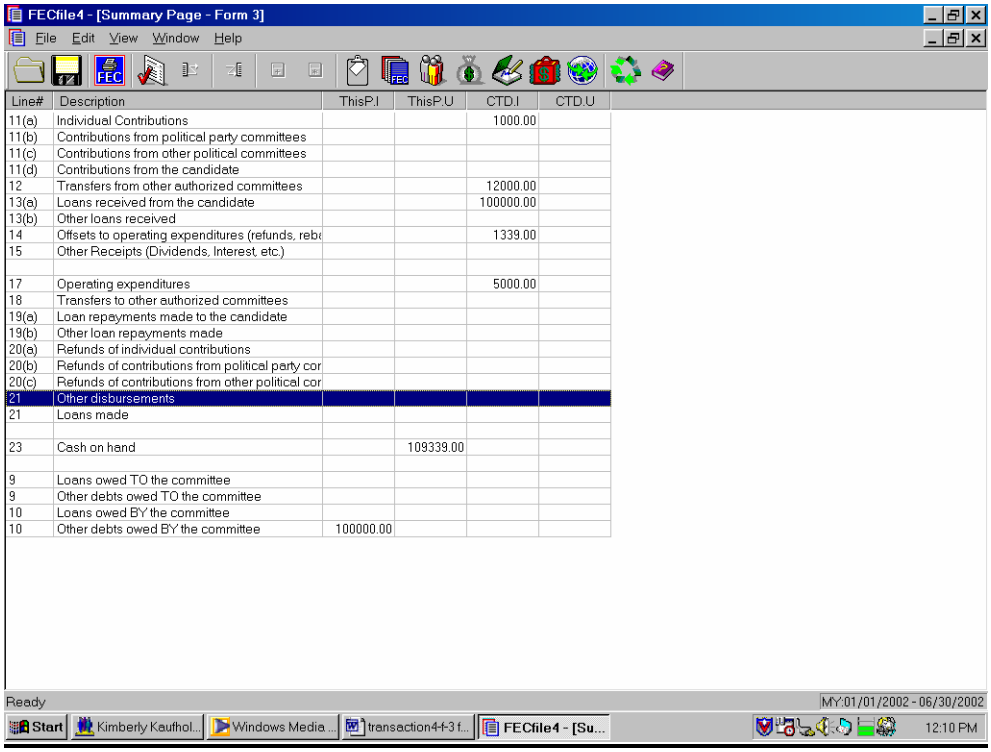


4. The Refund of PAC Contribution dialog box appears. Select the Name of the Political Party Committee to whom your committee is sending a refund. Enter the Date and Amount, and select OK.

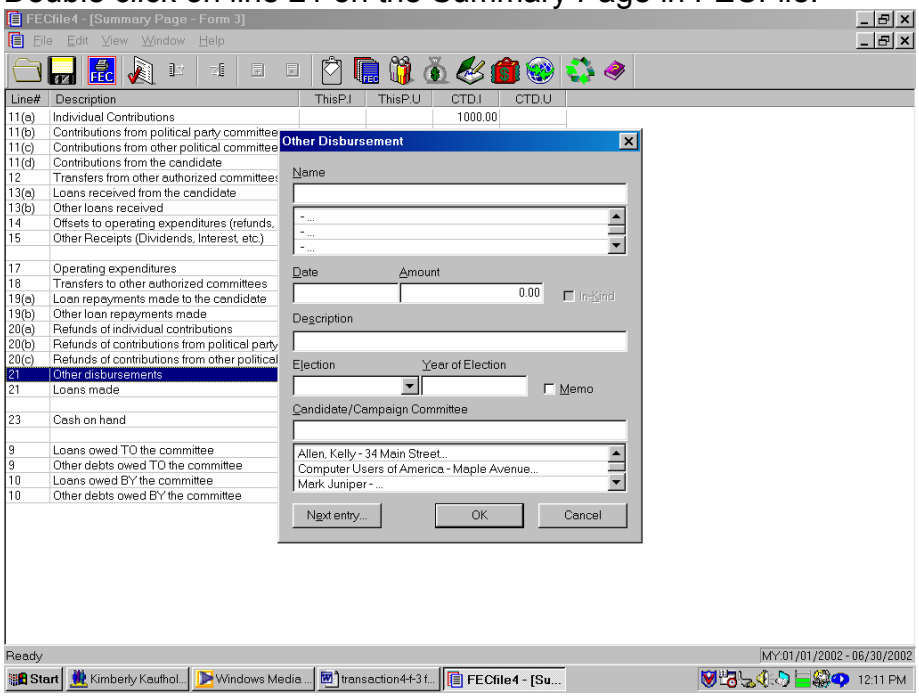


5. For Refunds of Contributions from other Political Committees, select Line 20(c) from the Summary Page. The Refund of other Political Committee Contribution dialog box appears.

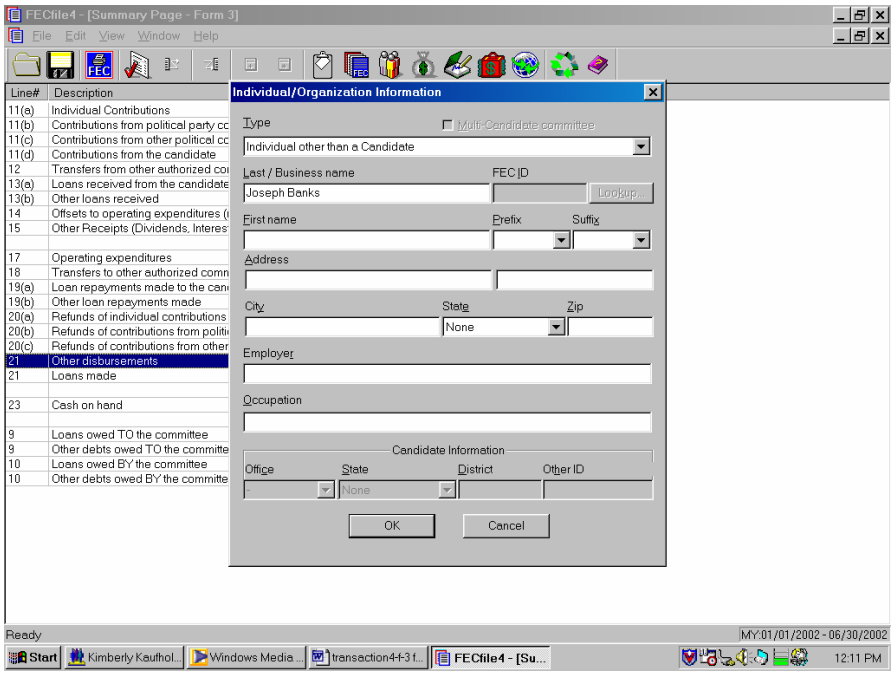
Other Disbursements Line 21



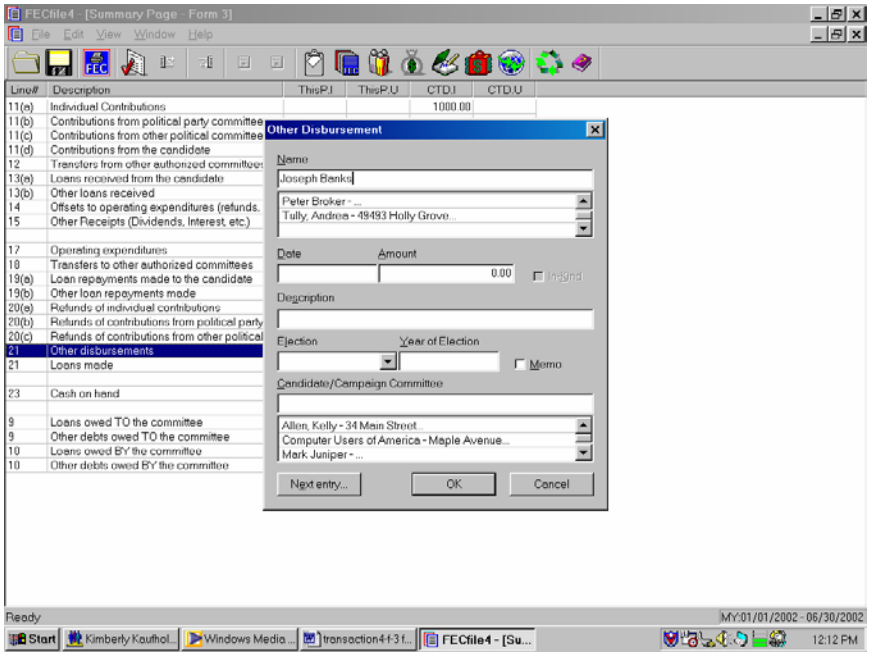
1. Double click on line 21 on the Summary Page in FECFile.



2. The Other Disbursement dialog box appears. Enter in the vendor name and press the Tab key.



3. The Individual/Organization Information dialog box appears. Enter the Type from the drop down menu, the Address, City, State, Zip and click OK.

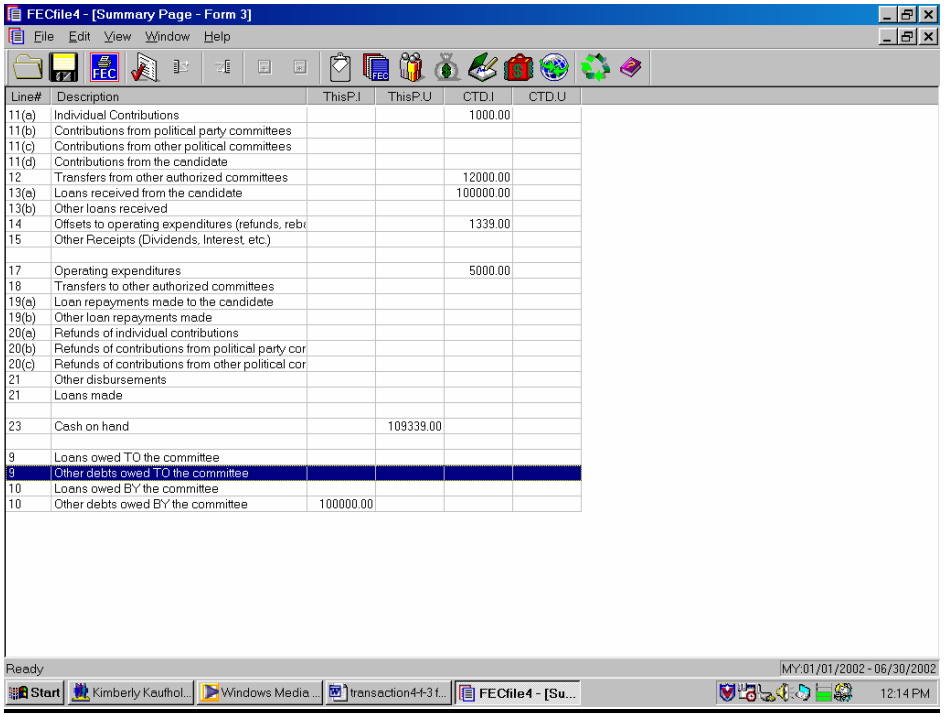


4. The Other Disbursement dialog box appears. Enter in the Date, Amount and Description and select OK.

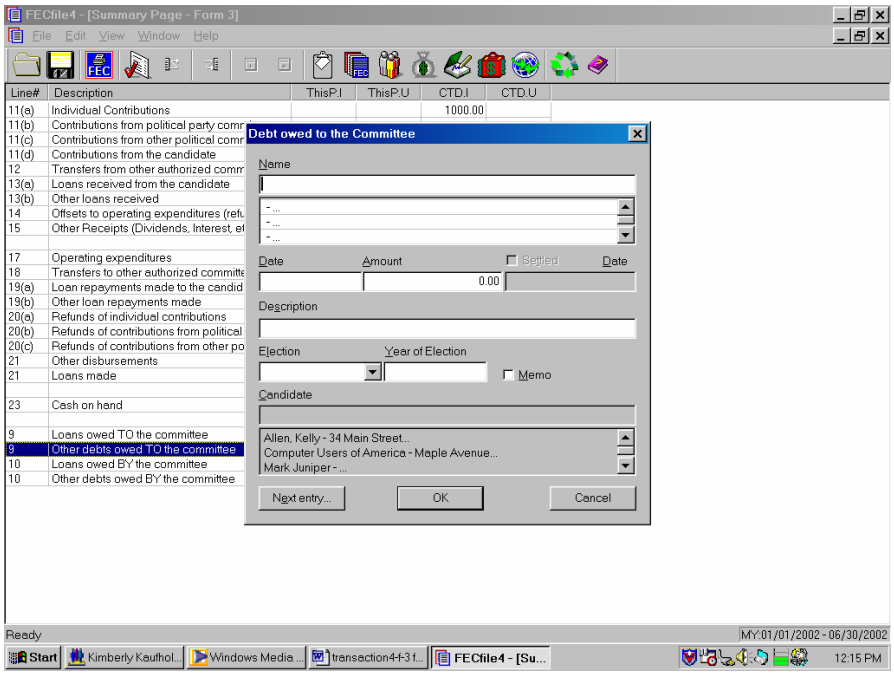
Loans Owed TO the Committee Line 9

Within the FECFile Application, as line 9, Loan Owed TO the Committee is selected, no action will take place. To change this amount, click on one of the other loan lines, as applicable.

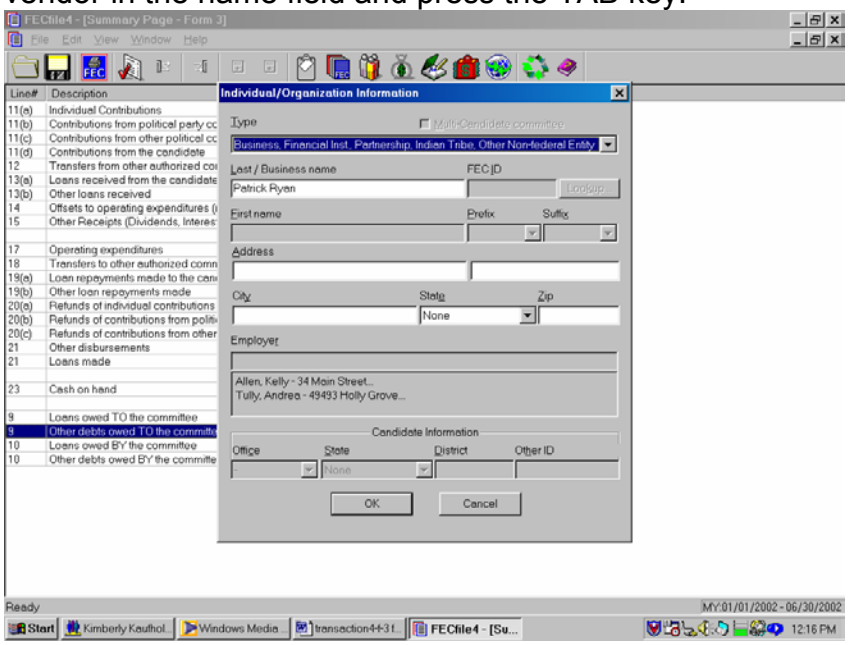
Other Debts Owed TO the Committee Line 9



1. Within the FECFile application, open the Summary page and double click on Line 9, Other Debts Owed to the Committee, to add a new debt owed to the Committee.

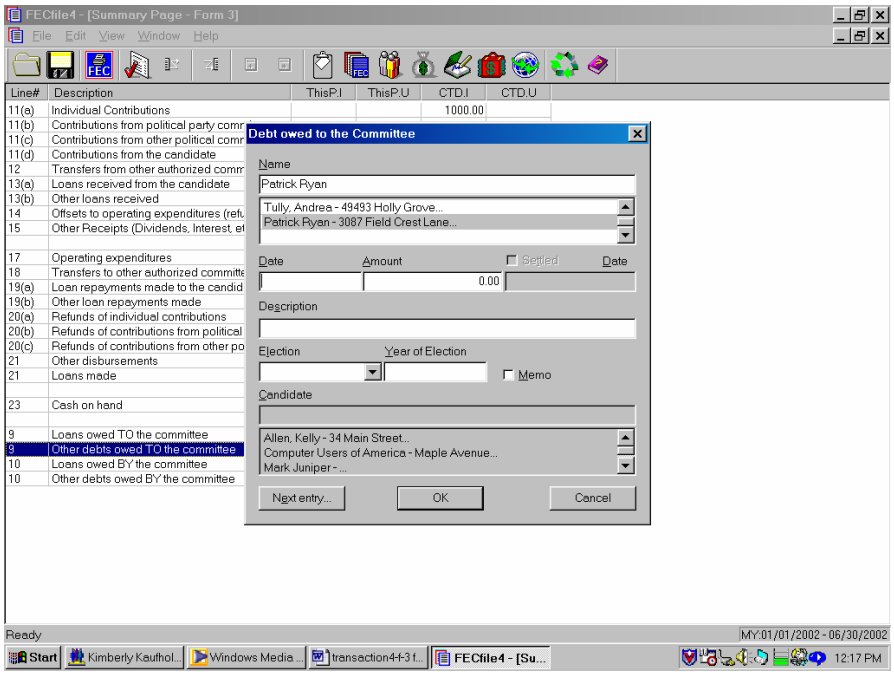


2. The Debts owed to Committee dialog box appears. Enter the name of the vendor in the name field and press the TAB key.

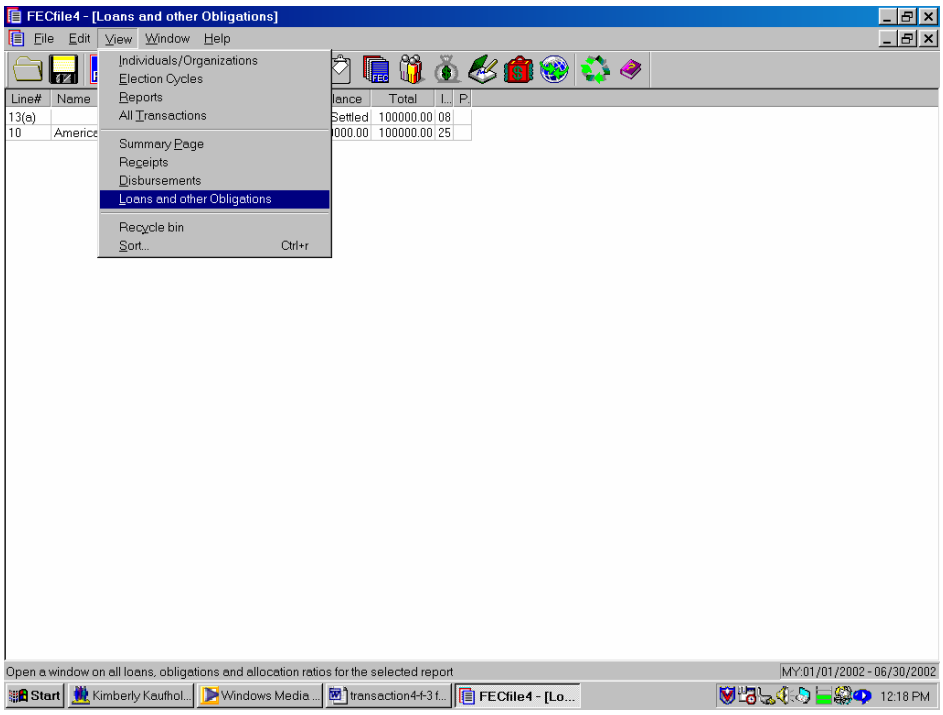


3. The Individual/Organization Information dialog box appears. Under the type field, highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity.

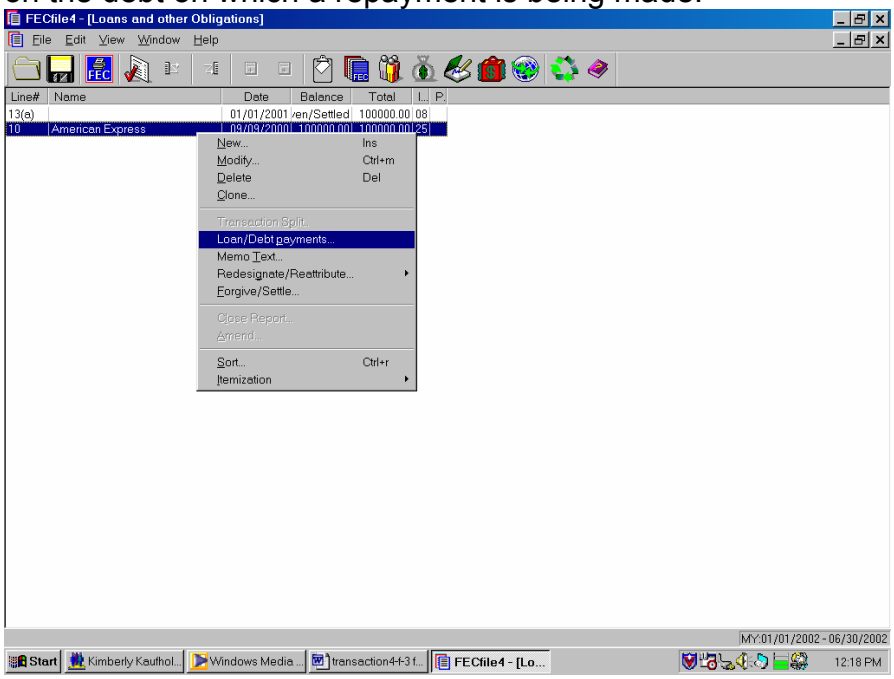
4. Select the address field, and type in the address, city, state and zip, and click on OK.



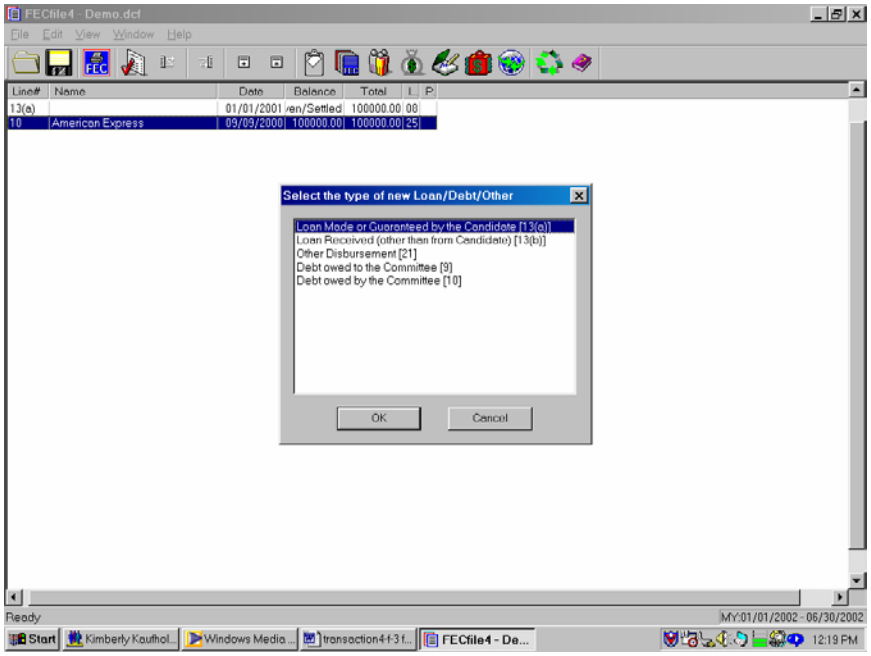
5. The Debts owed to Committee dialog box appears. Enter in the date, amount, and the purpose of the debt, in the description text area, and click on OK. The data is accepted, and FECFile returns to the Summary page.



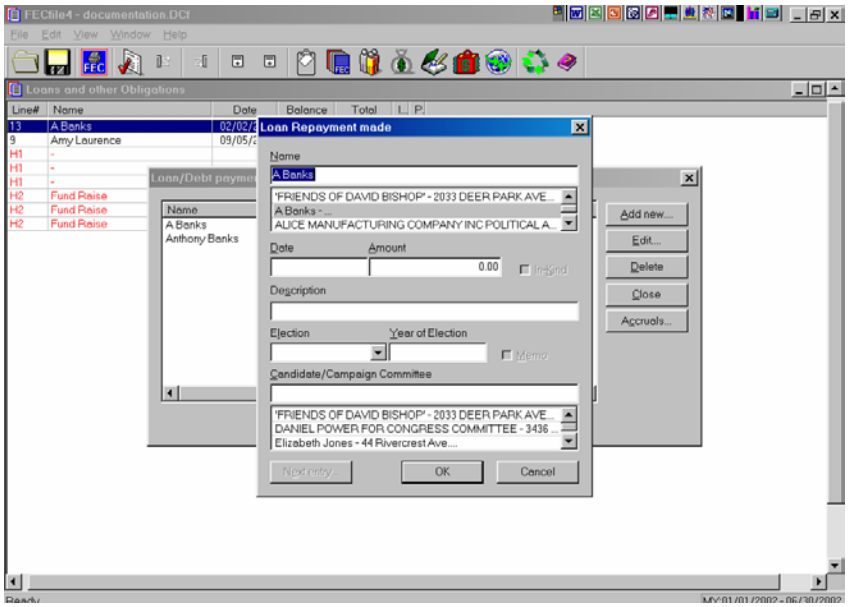
6. Select View from the menu bar, and Loans and other Obligations. The screen changes to include only Loans and other Obligations. Right click on the debt on which a repayment is being made.



7. The drop down menu appears with a number of options, select Loan/Debt Repayments.



8. The Loan/Debt repayments dialog box appears. Click on the Add new button, an additional dialog box will appear for entry.



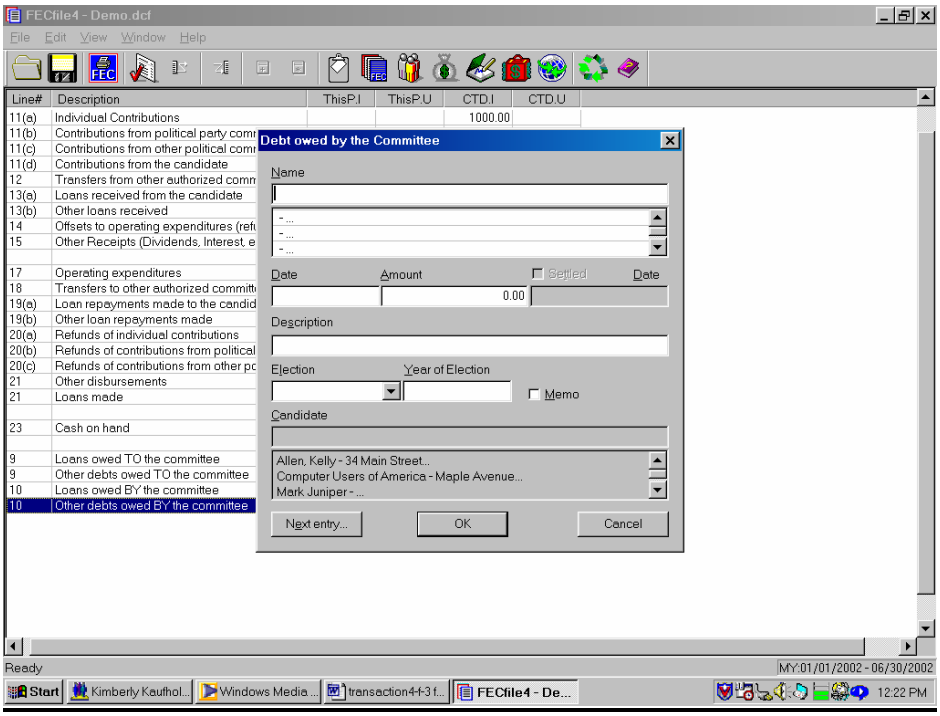
9. The Loan Repayment made dialog box appears. Enter the name of the debtor, the date, the amount, and the purpose of the receipt, in the description, and select OK.

10. The Loan/Repayment dialog box appears once again, click on close.

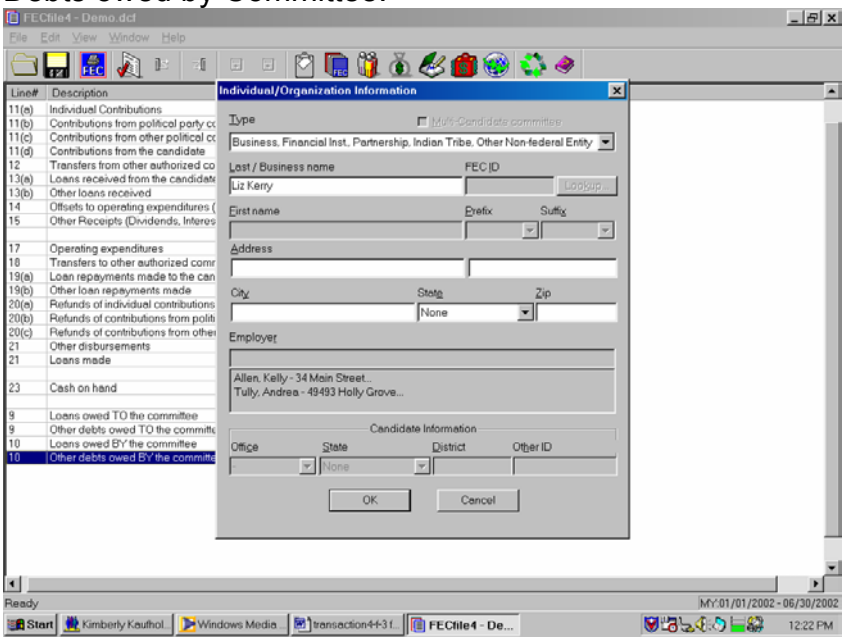
Loans owed BY the Committee Line 10

Selecting line 10 on the Summary Sheet, is inactive, and will give the user no response. To change this amount, click on another applicable line.

Other debts owed BY the Committee Line 10

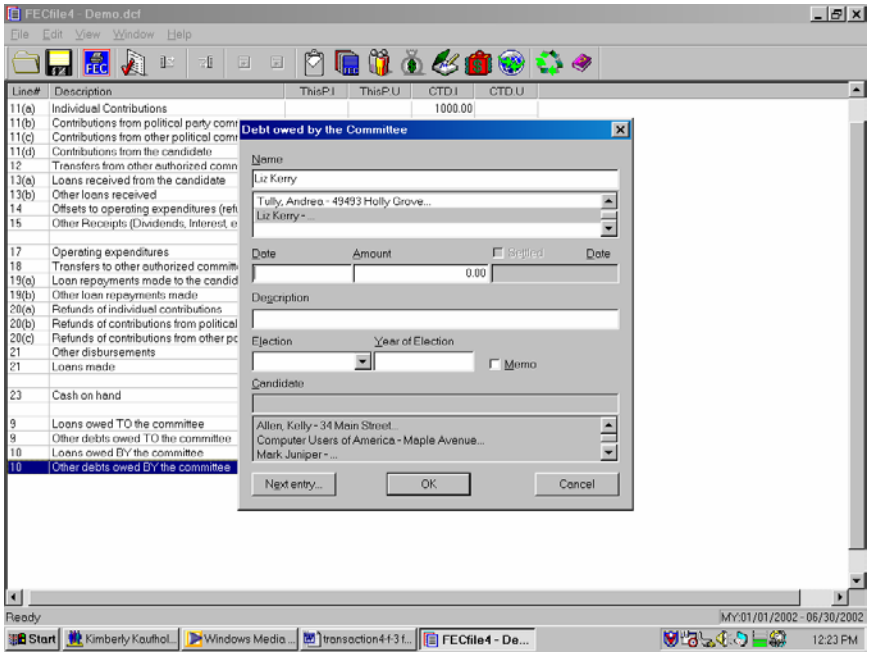


1. To add a new debt owed by the committee, double click on Other debts owed BY the committee, on line 10. A dialog box appears, Debts owed by Committee.



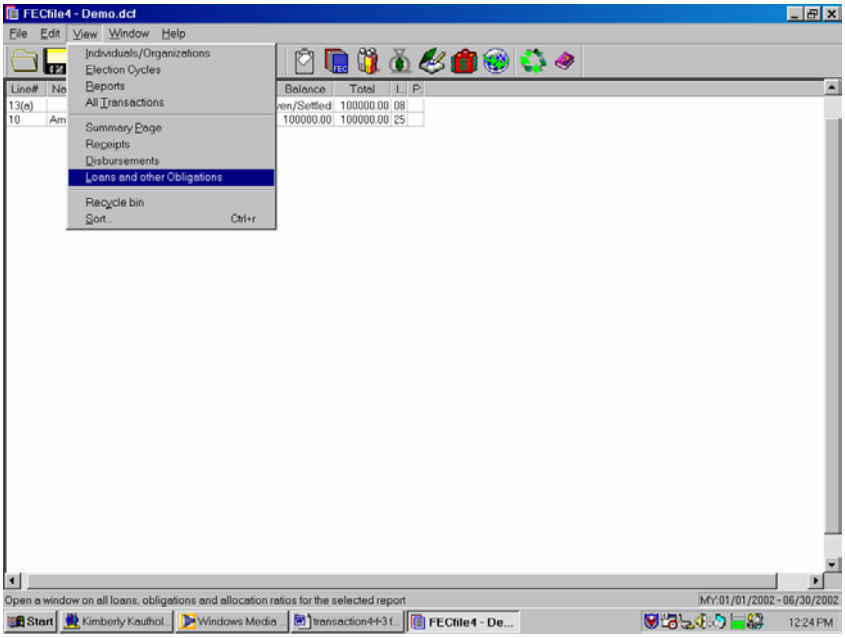
2. Select the name field, and enter the name of the vendor, and press the Tab key. The Individual/Organization dialog box appears.

3. In the type field, select Business, Financial Inst., Partnership, Indian Tribe, Other non-federal entity. Select the address field, and enter the address, city, state, and zip, and select OK.

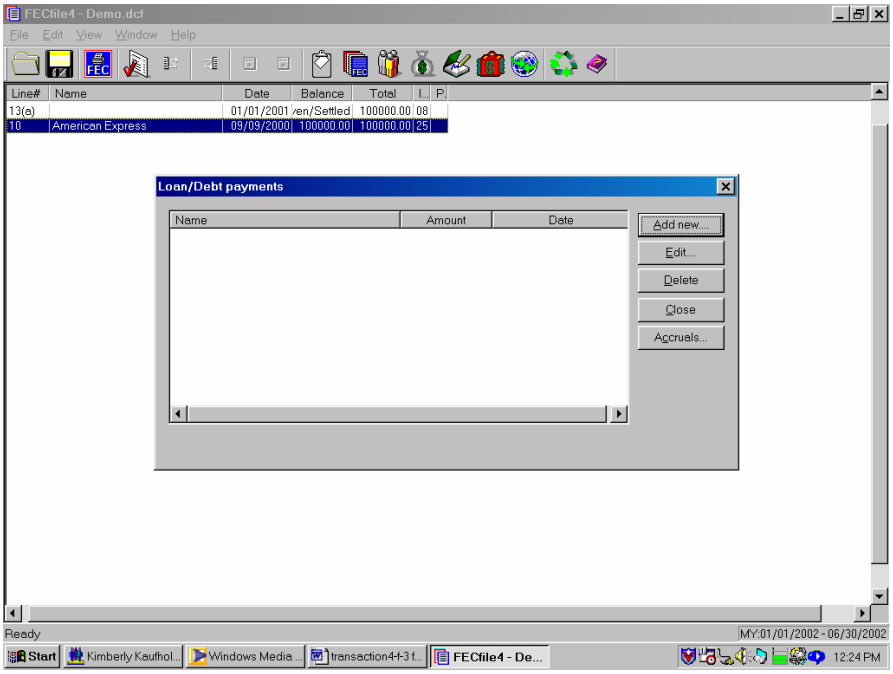


4. The Debts owed by Committee dialog box appears. Enter in the date, the amount, and the purpose of the debt, in the description field. Click on OK.

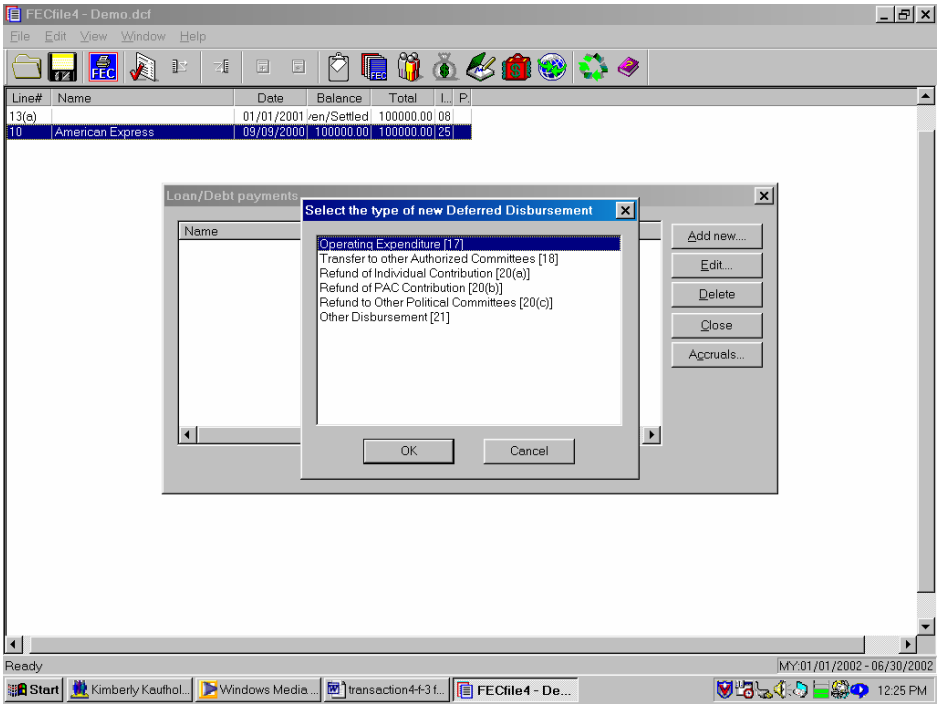
5. The application returns to the FECFile Summary page. To add debt repayments, select View from the menu bar, and select Loans and other Obligations. The screen changes to reflect the Loans and other Obligations screen.



6. Right click on the debt on which a repayment is being made, and a drop down menu will appear.



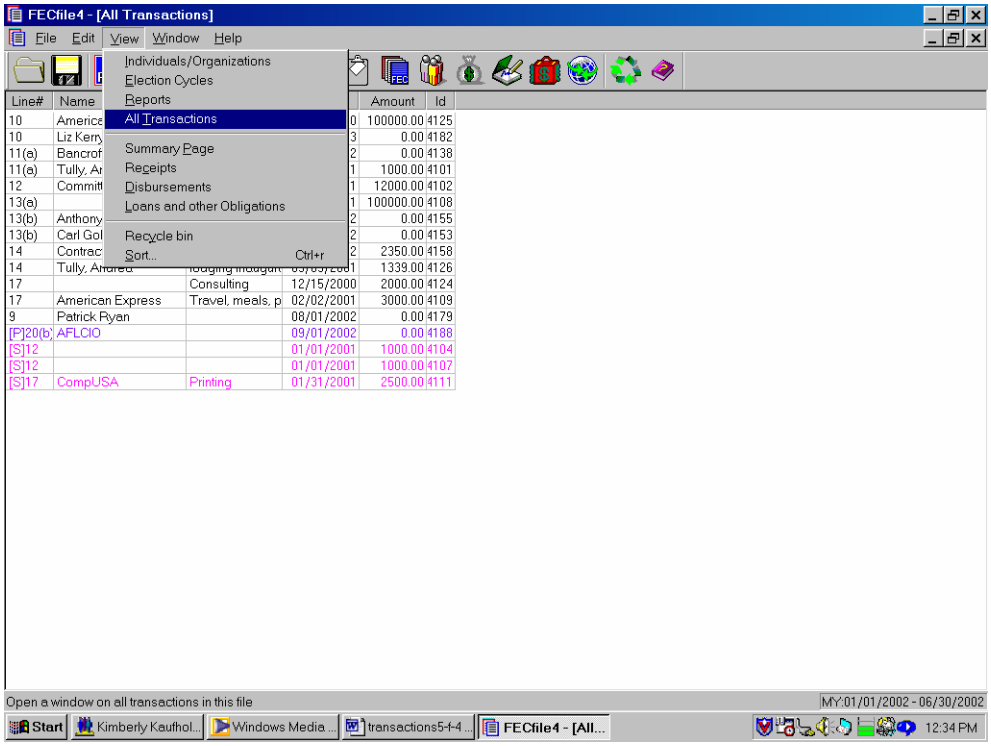
7. Select Loan/Debt payments. The Loan/Debt payments dialog box will appear.



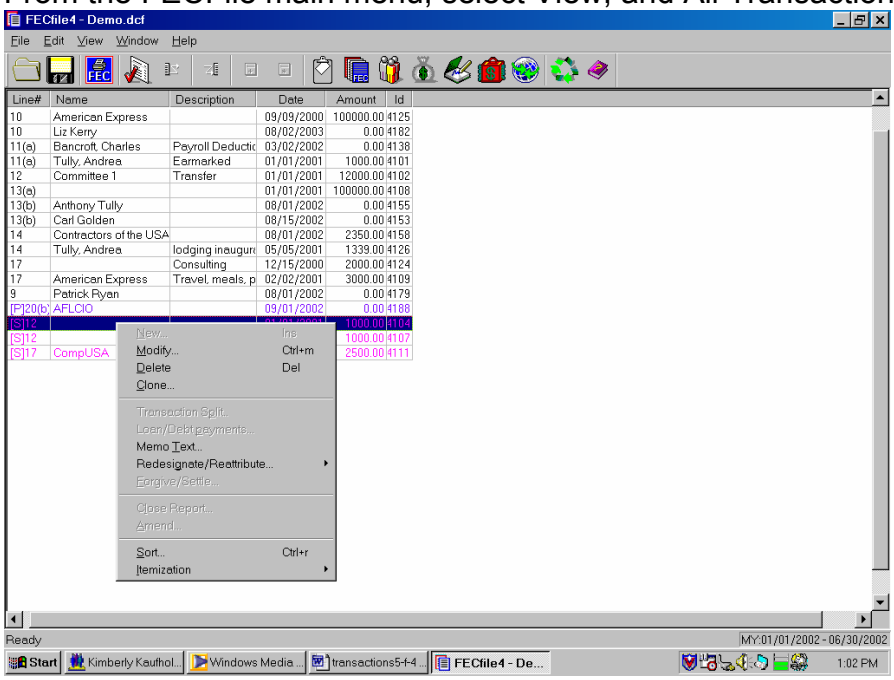
8. Click on Add new, and the New Deferred Disbursement made dialog box will appear. Select the type of new Deferred Disbursement and select OK. The corresponding dialog box will appear. Enter the name of the vendor, the date, the amount, and the purpose of the disbursement, in the description text box.

9. Click on OK. The Loan/Debt payments dialog box appears, and click on Close.

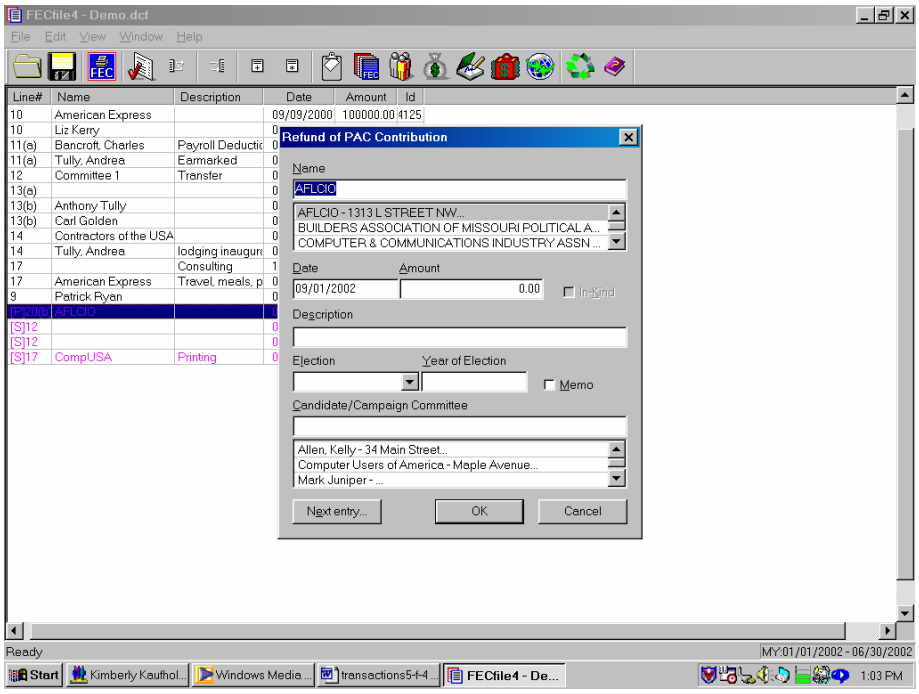
Lost and Voided Checks



1. From the FECFile main menu, select View, and All Transactions.



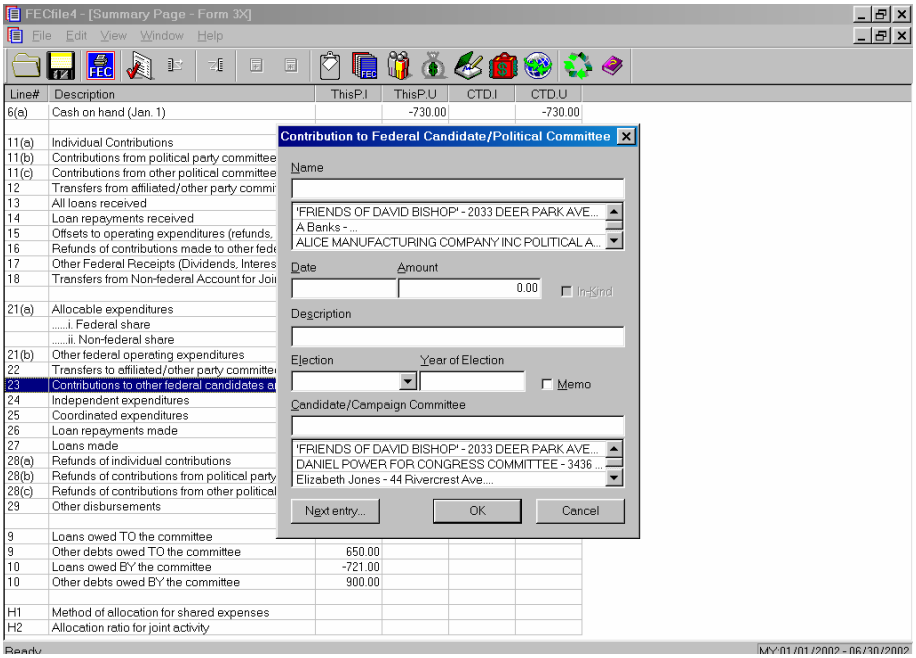
2. Right click on the appropriate transaction, and the drop down menu appears. Select Clone.



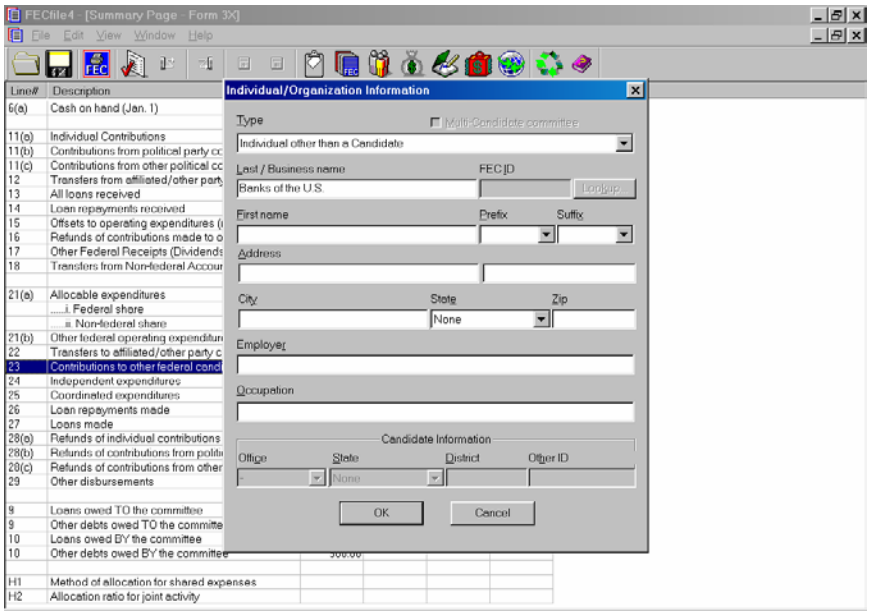
3. As the dialog box appears, insert the date of the record to the “void” or “stop payment” date, insert a negative sign in front of the amount, and in the description field, type in voided check. Click on OK.

In-Kind Contributions

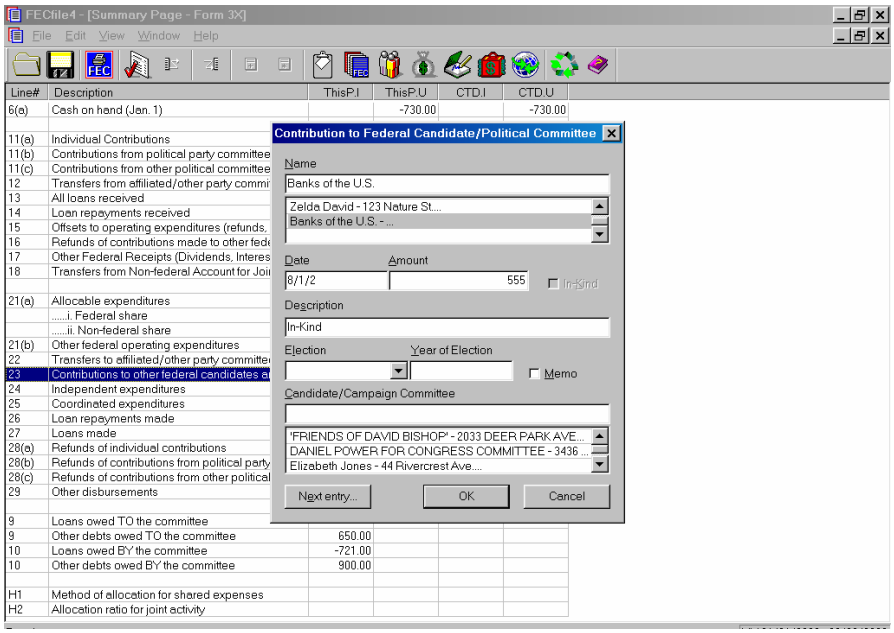
1. From the FECFile summary sheet, double click on line 21.



2. The Contribution to Federal Candidate/Political Committee dialog box appears. Type in the name of the vendor, and press the Tab key.

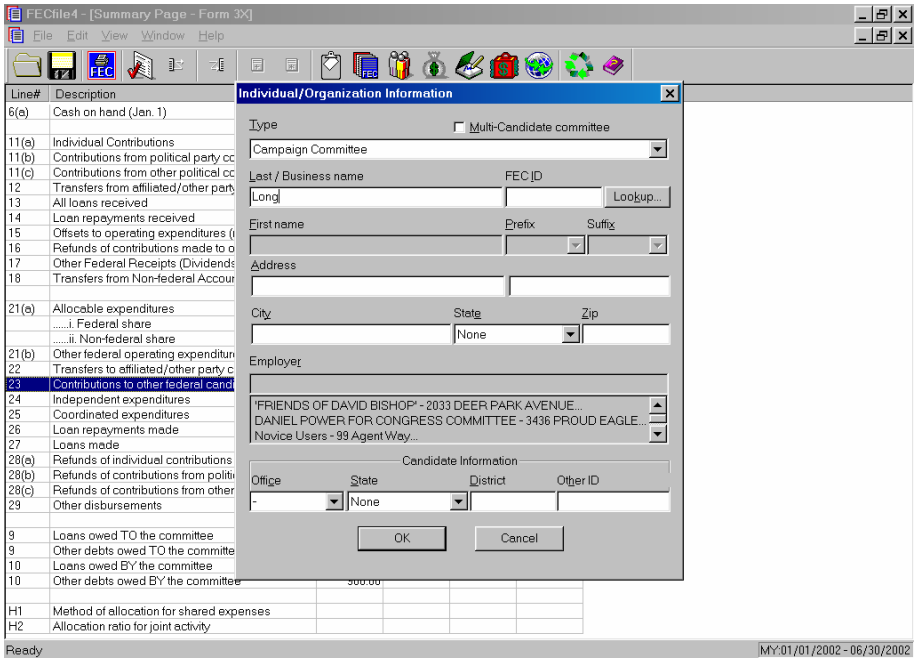


3. The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Union, Nonfederal Entity, and select OK.

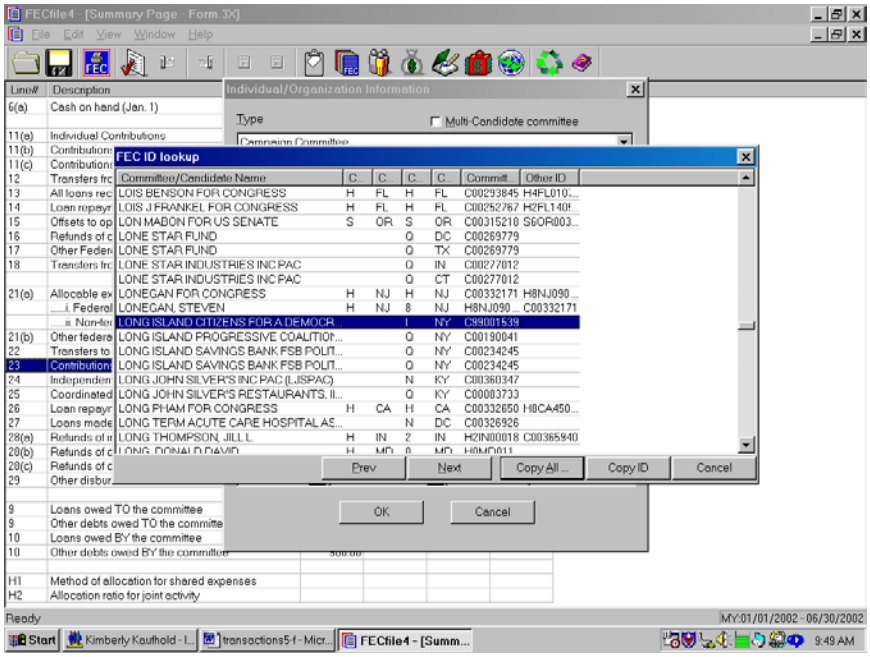


4. The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date, amount, and in the description field, enter “In-kind”, and any additional information, such as office supplies. Enter in the election and the year of the election, along with the candidate

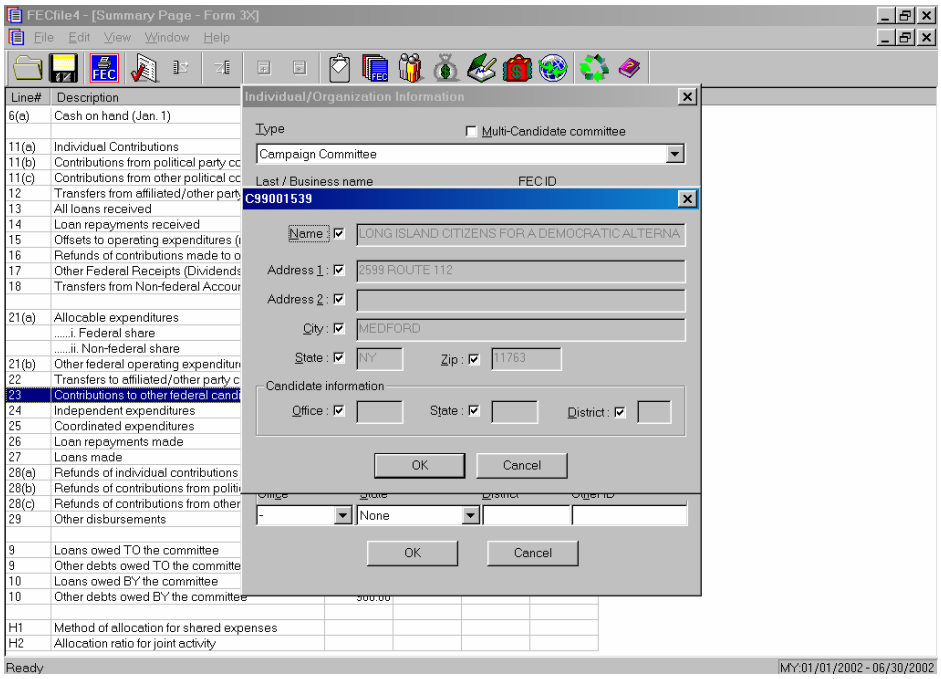
name, and press the Tab key.



5. The Individual/Organization Information dialog box appears. Enter in the candidate name in the type field, and click on the Lookup button.



6. The FEC ID lookup dialog box appears. Select the proper ID, and the select Copy All.



7. The candidate ID information appears, select OK. Select OK, as the dialog box returns to the Individual/Organization Information dialog box, and once more on the final dialog box.

In-Kind Receipts

1. Double click on the appropriate line, 11a, 11b, 11c, 11d.

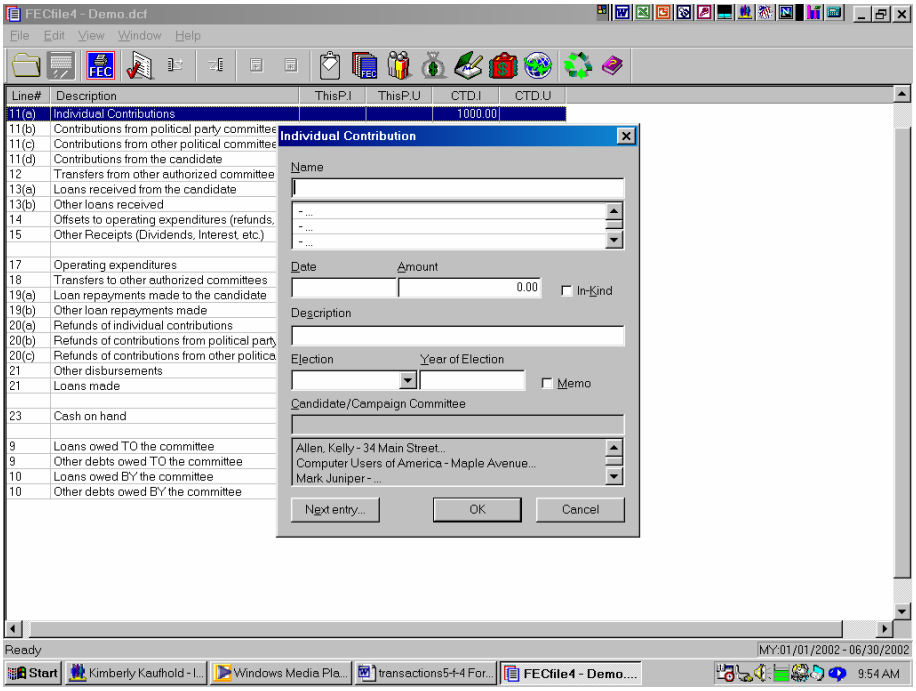
2. Enter in the contributor's name, and press the Tab key.

3. Enter in the name, address, city, state and zip, and continue to add the employer occupation, and press OK.

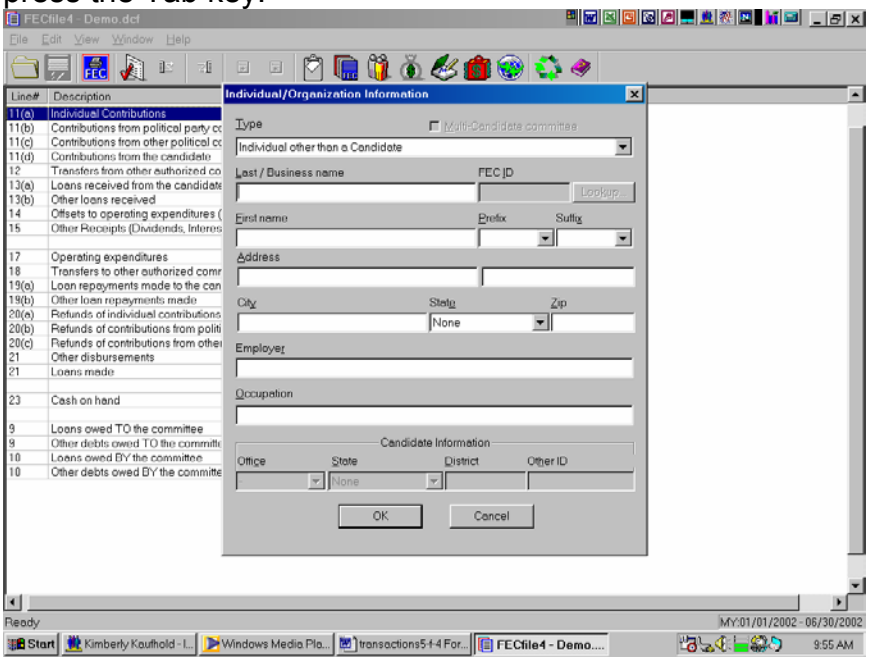
4. Enter in the date information, and the amount, and click on the In-kind check box.

Note: The In-kind amount is automatically entered on line 17 (b) to avoid inflating receipt totals.

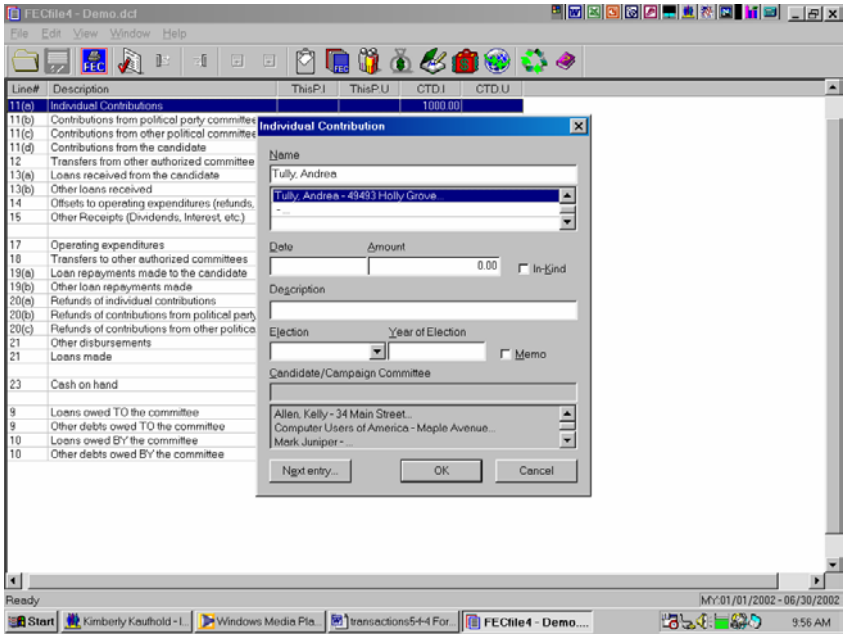
Earmarked Contributions Reported by a Recipient Committee



1. On the FECFile Summary Page, double click on line 11 (a) to launch the Individual Contribution dialog box. Enter the individual's name and press the Tab key.



2. The Individual/Organization Information dialog box appears. In the type field, change to Individuals other than a Candidate. Type in the individual's name, address, city, state and zip, (if over $200.00 in the cycle), employer, occupation, and select OK.



3. The Individual contribution dialog box appears. Enter in the date, amount, and enter the Campaign Committee designated by the contributor as the recipient in the Description text area. For example, "Earmarked to Joe Smith for Congress".
   NOTE: The description field may once accept 38 characters.

   Additionally, if the contribution was not deposited in the conduit's bank account, CHECK THE MEMO CHECKBOX.

4. Click on OK.

5. Enter a contribution (individual, PAC, etc.) as you would a standard contribution, but in the description field enter in "earmarked - (conduit name".

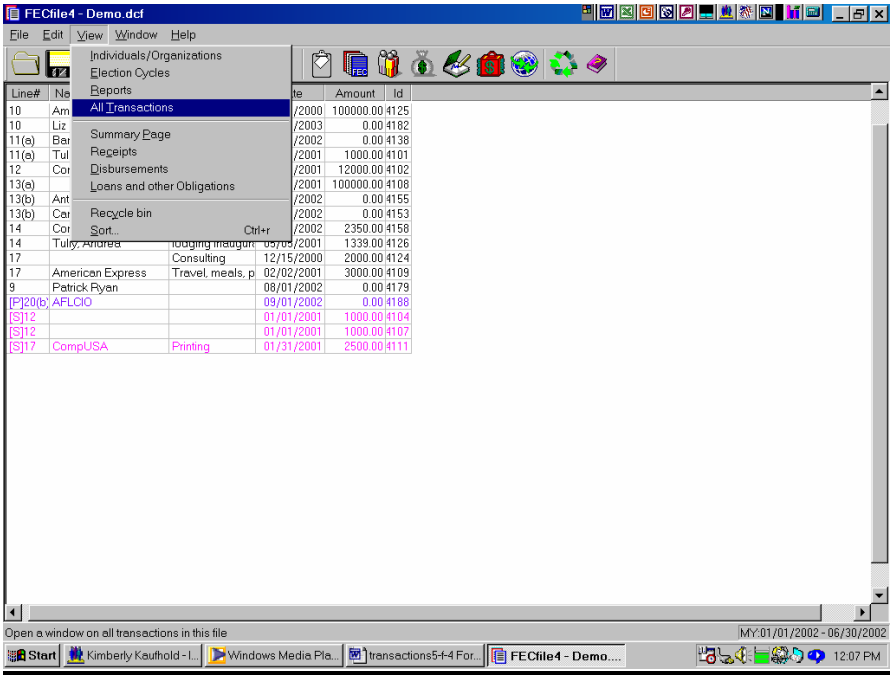
6. Right click contribution and select "transaction splits".

7. Click on "add new".

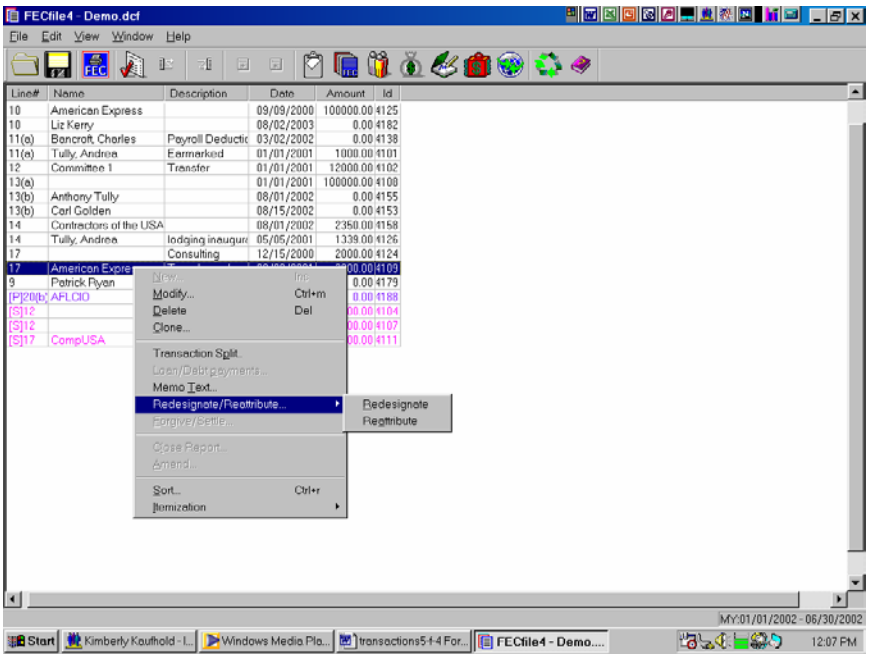
8. Enter information for conduit committee, name, date, amount, election etc., and in the description field enter “Conduit – earmarked contributions”.

9. Click OK.

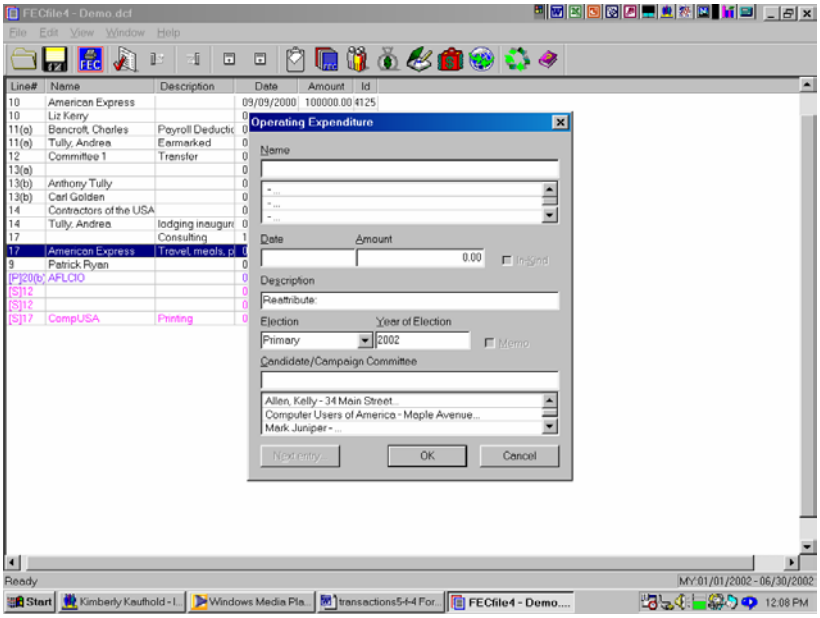
Reattribution involving two reporting periods



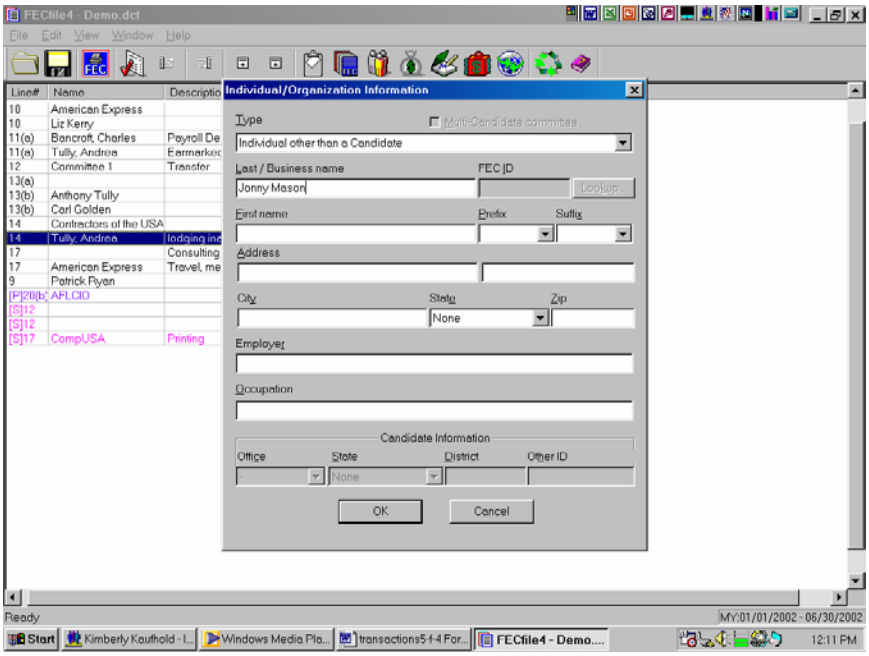
1. From the FECFile main menu, select View, and then All Transactions, from the drop down menu.



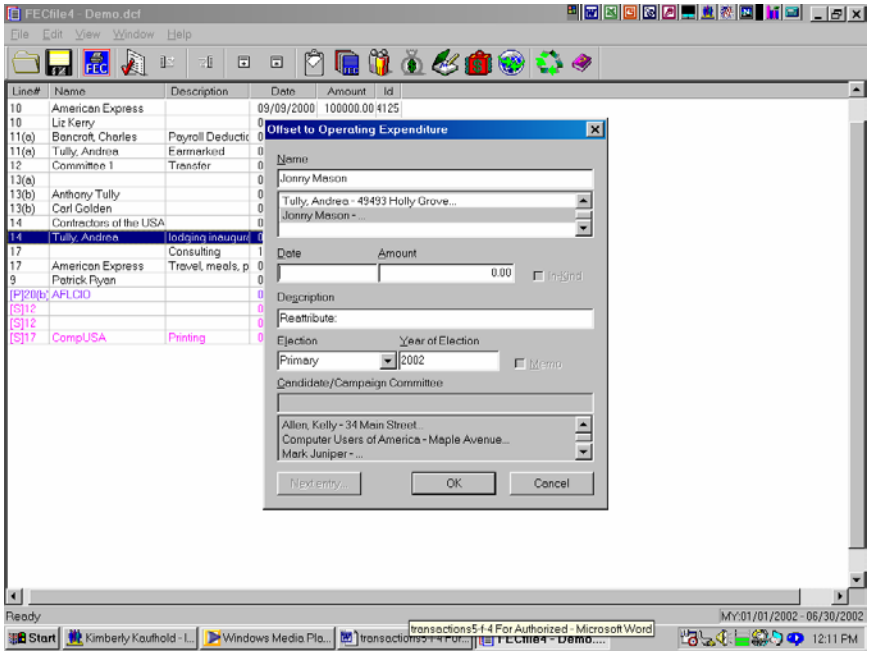
2. Select the transaction to be reattributed and right click on it. A drop down menu will appear, select redesignate/reattribute, and then drag over to reattribute.



3. The Individual Contribution dialog box will appear. Enter the name, and press the Tab key.



4. The Individual/Organization Information dialog box appears. Type in the address, city, state and zip, in addition to the employer and occupation for the new contributor, and click on OK.



5. The Individual contribution dialog box appears. Enter the date and amount, and click OK to complete the transaction.
NOTE: FECFile will automatically create two transactions, one will be a negative entry from the original contributor, and the second will be a memo entry from the new contributor.

Redesignation

1. Select contribution to be redesignated from “All Transactions” view.

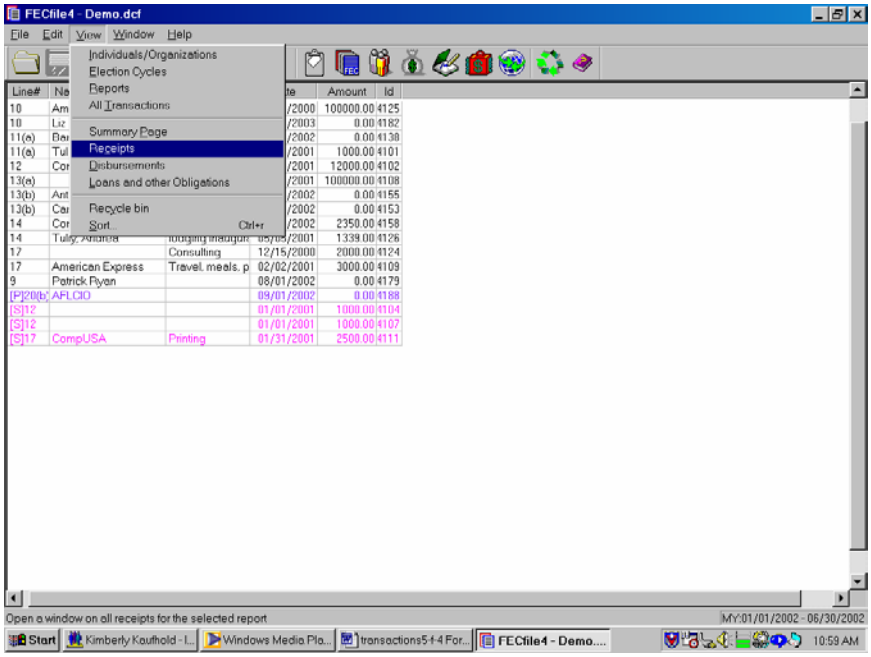
2. Right click contribution and select redesignate.

3. Enter redesignation information information including the name of the contributor, date of redesignation, amount redesignated, and election amount is being designated to.

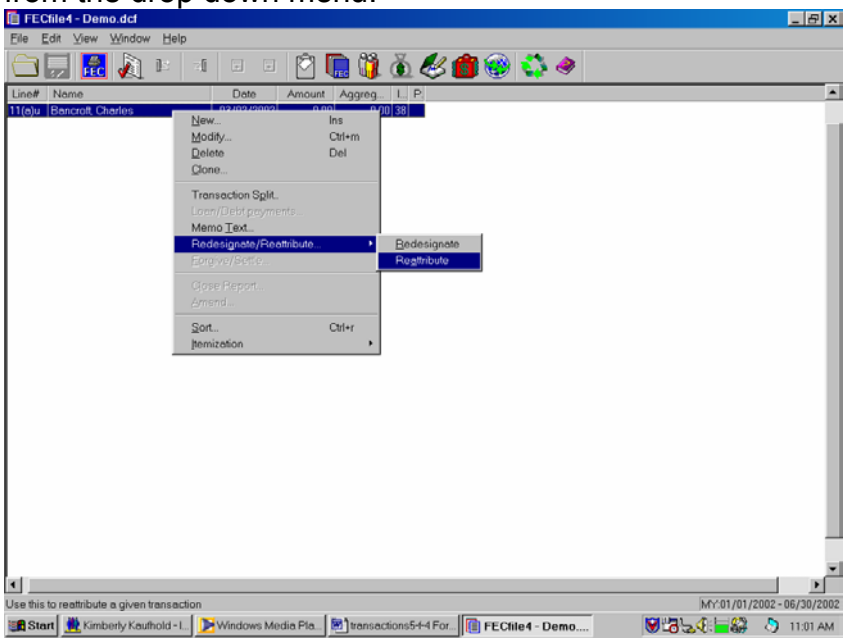
4. Click on OK.

   This process is the same for redesignations in one report and between two reports. For a redesignation between two reports, three memo entries are created with this process, one showing the original contribution information, one showing a negative entry for the amount being redesignated, and one showing a positive entry with the amount being designated for a different election. For a redesignation in one report, only the second two memo entries will appear since the original contribution is on that report.

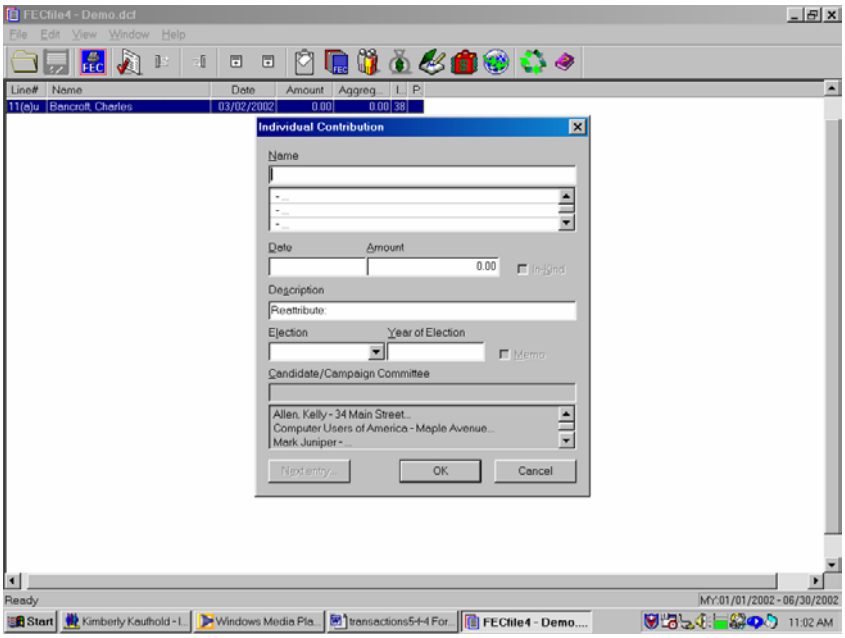
Reattribution involving one reporting period



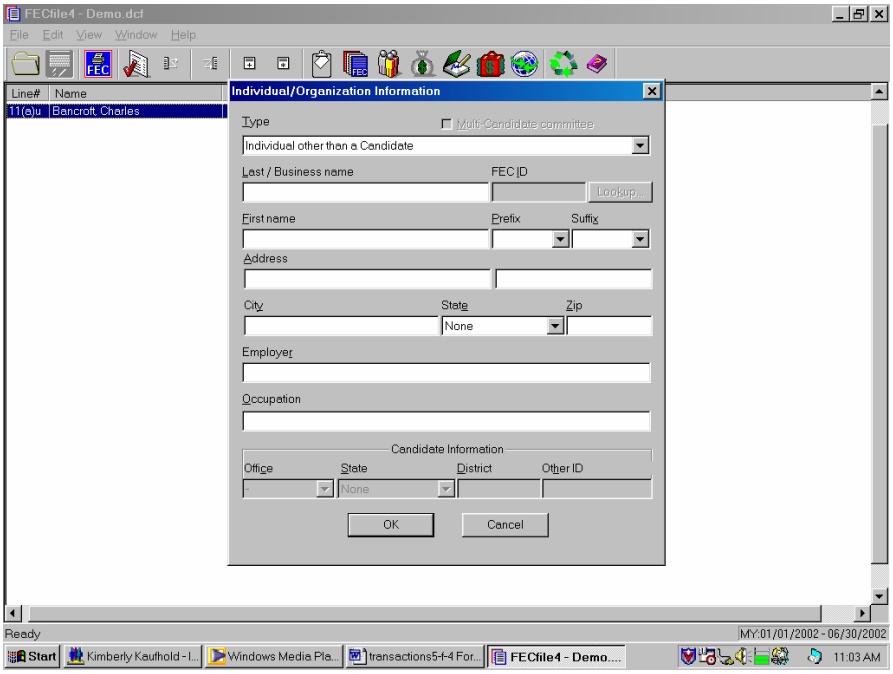
1. From the FECFile main menu, select View, and then select Receipts from the drop down menu.



2. The Receipts dialog box appears. Locate the transaction to be reattributed, right click on it, and select reattribute.

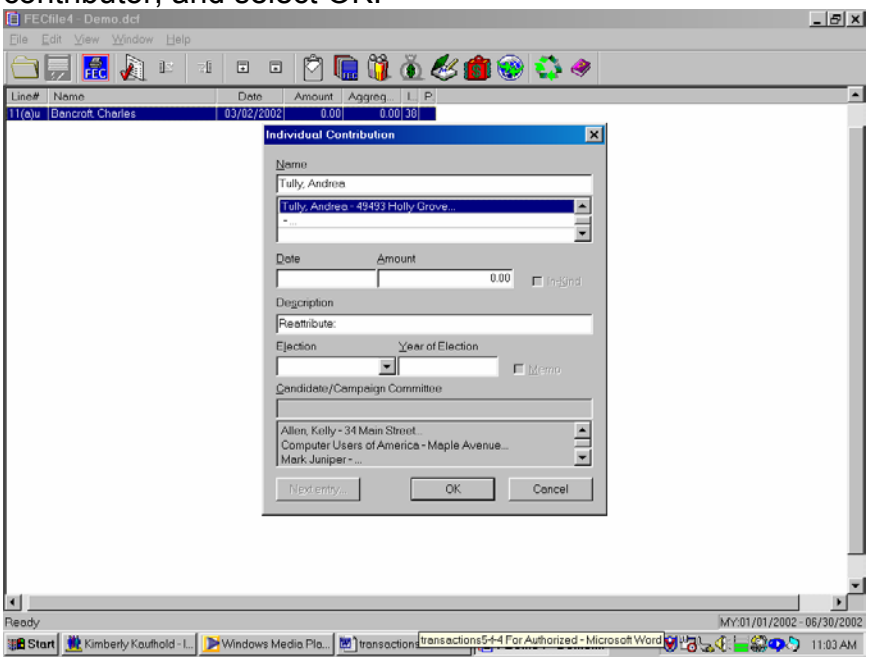


3. The Individual contribution dialog box appears. Enter the name of the new contributor, and press the Tab key.



4. The Individual/Organization Information dialog box appears. Enter in the address, city, state, zip, employer and occupation for the new

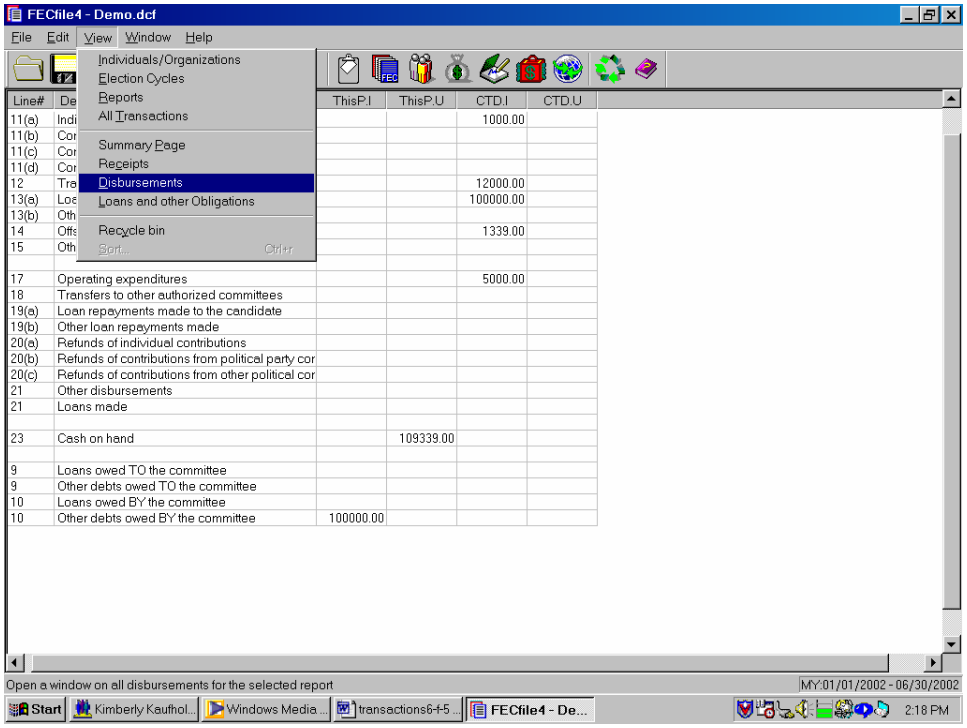
contributor, and select OK.



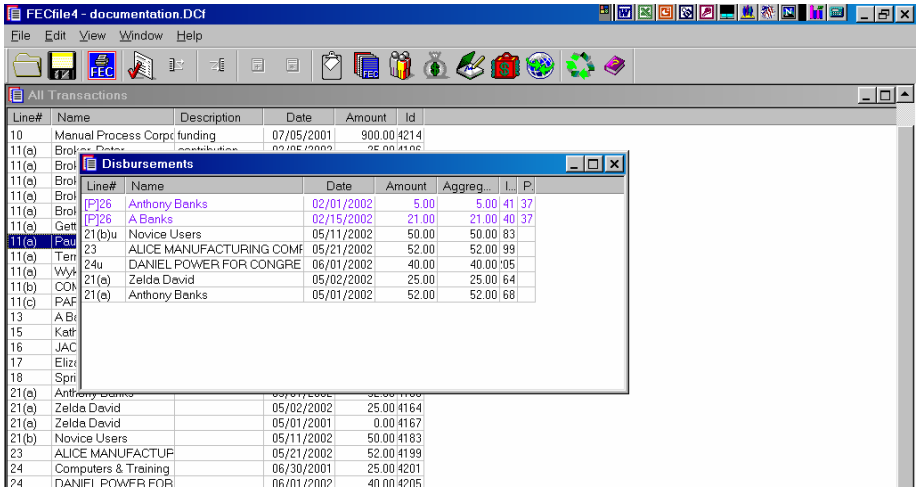
5. The Individual contribution dialog box appears. Enter the date and the amount. Click on OK to complete the transaction. FECFile will automatically create two transactions, one will be a negative entry from the original contributor, and the second will be an entry from the new contributor.

6. Click on the X to close the Receipts window.

Redesignations involving one reporting period



1. From the FECFile main menu, select View from the menu bar, and select Disbursements from the drop down menu.

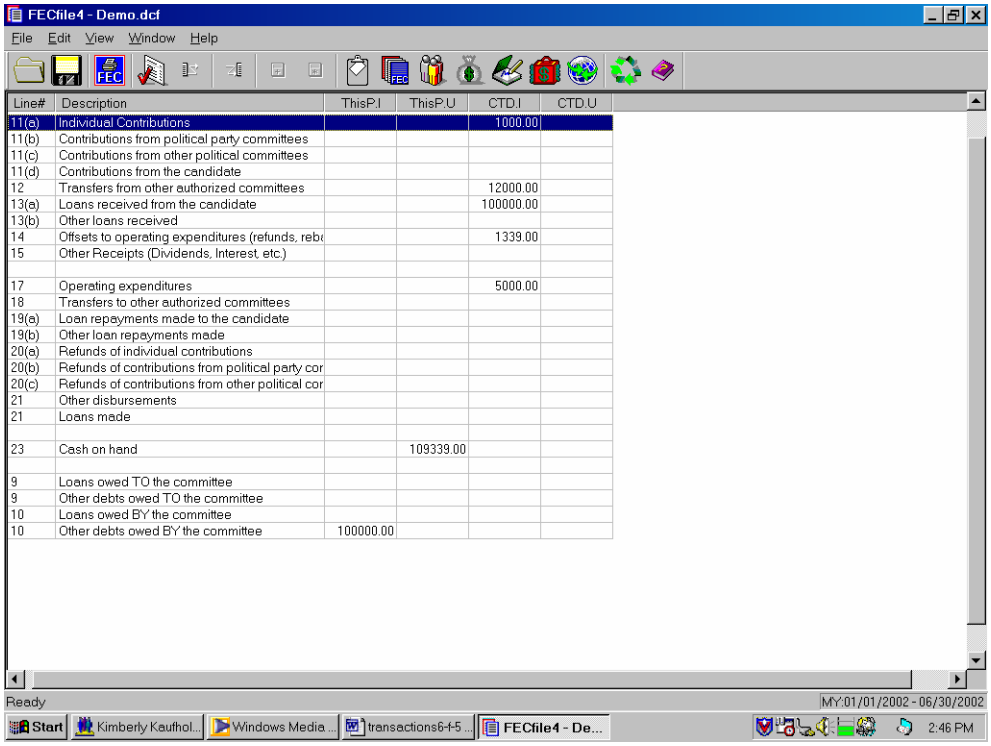


2. The Disbursements dialog box appears. Select the appropriate transaction, right click on it, and select the Redesignate/Reattribute option,

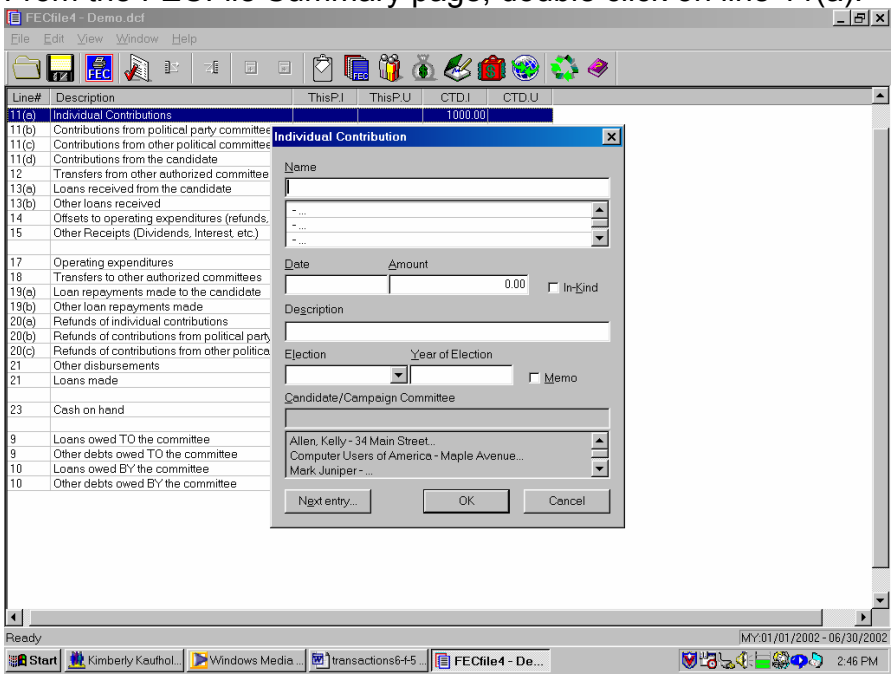
dragging across to select redesignate.

3. A dialog box appears. Enter in the name, and select OK. The main Summary page will reflect the change.

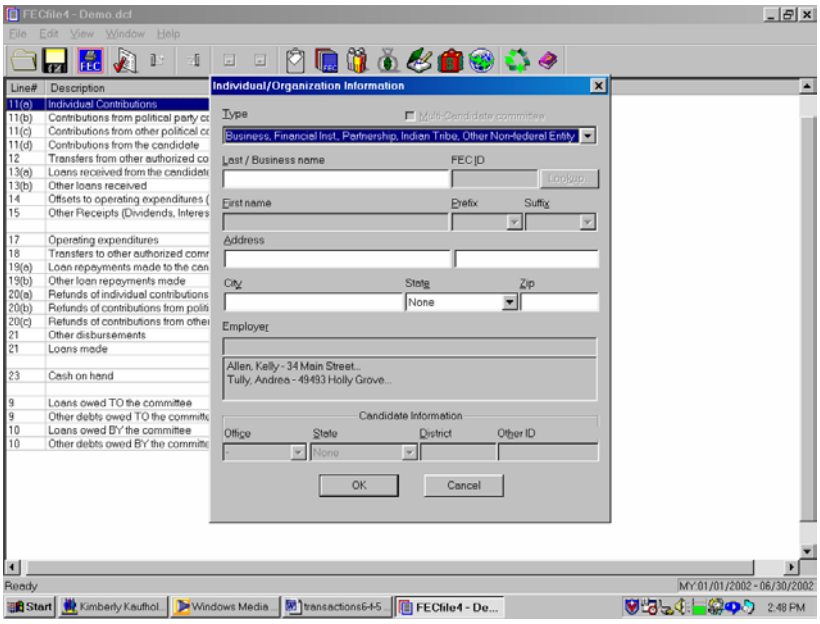
Partnership Contributions



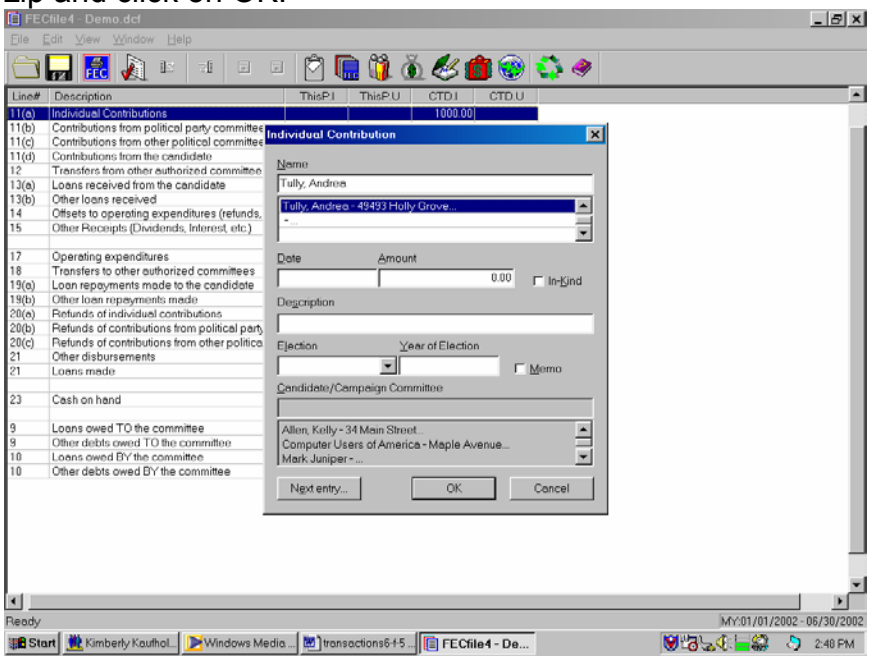
1. From the FECFile Summary page, double click on line 11(a).



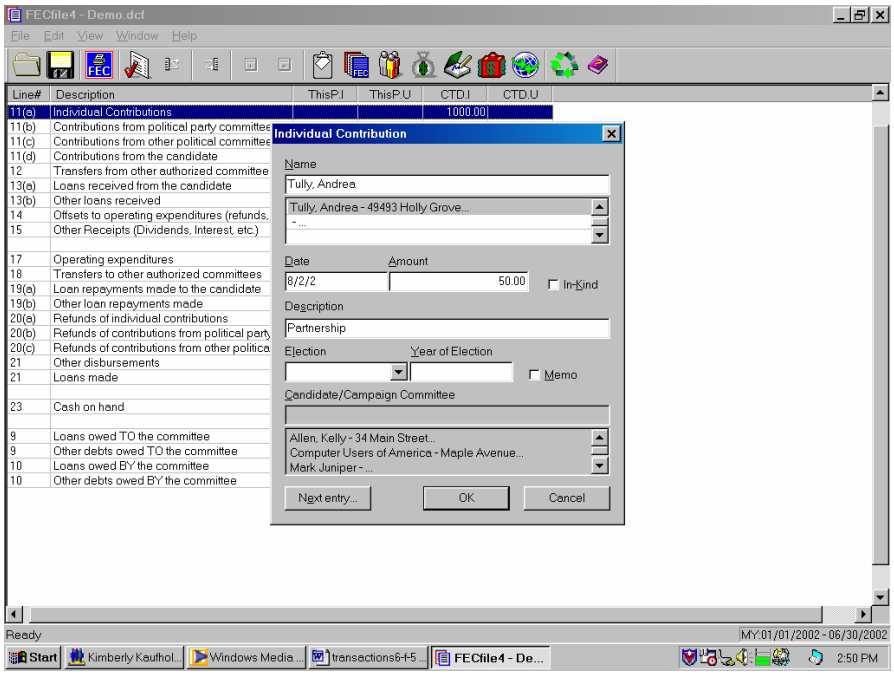
2. The Individual contribution dialog box appears. Enter the partnership's name in the text field, and press the Tab key.



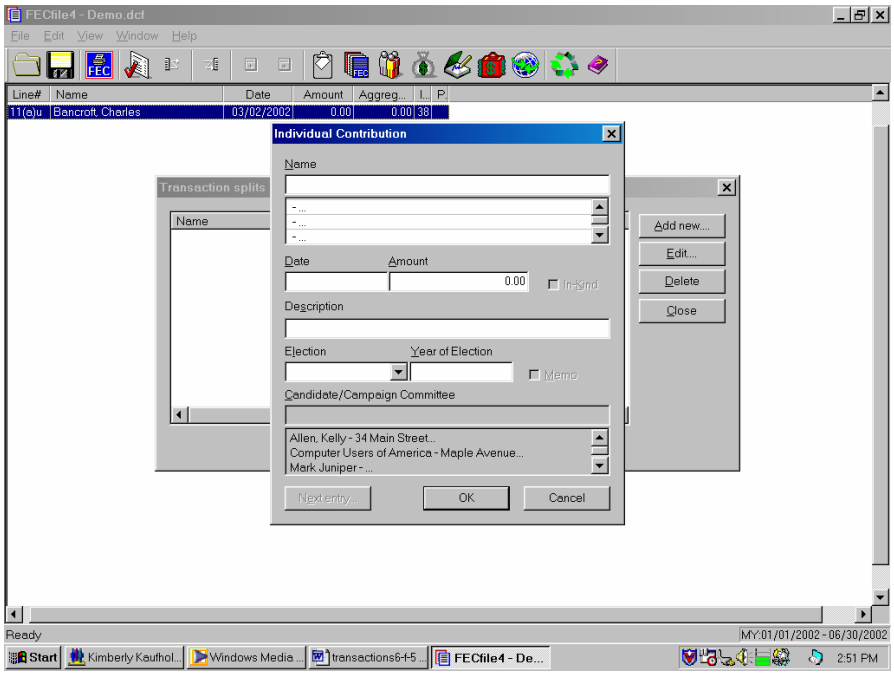
3. The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Partnership, Indian Tribes, Other non-federal entities. Type in the partner's name, address, city, state and zip and click on OK.



4. The Individual contribution dialog box appears. Enter in the date, amount and enter “Partnership” in the text area for the description. Click on OK.



5. Select View from the menu bar, and select Receipts. The Receipts window appears.

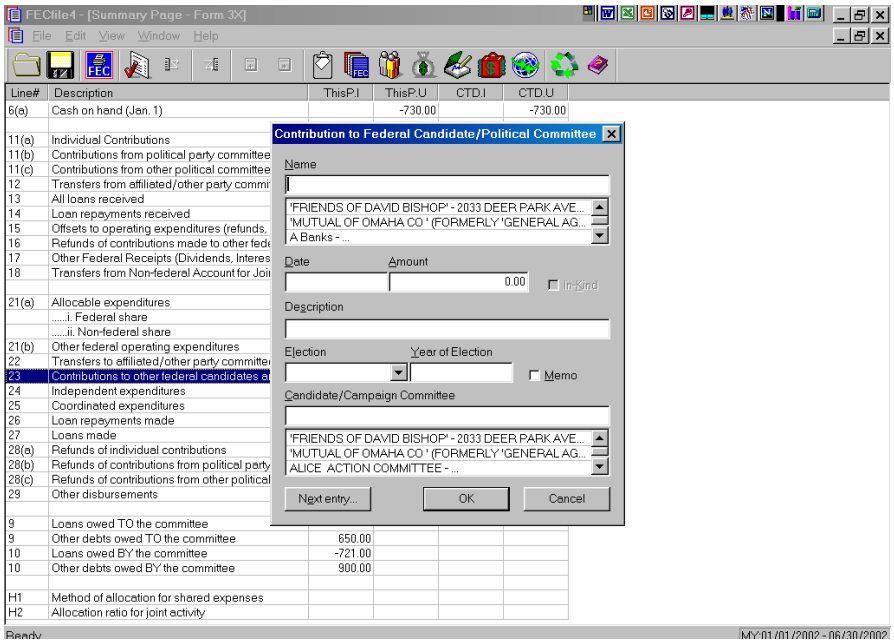


6. Right click on the appropriate transaction, and select Transaction splits. The Transaction splits window appears. Click on Add new, and enter the individual information. Repeat entering additional information as required.

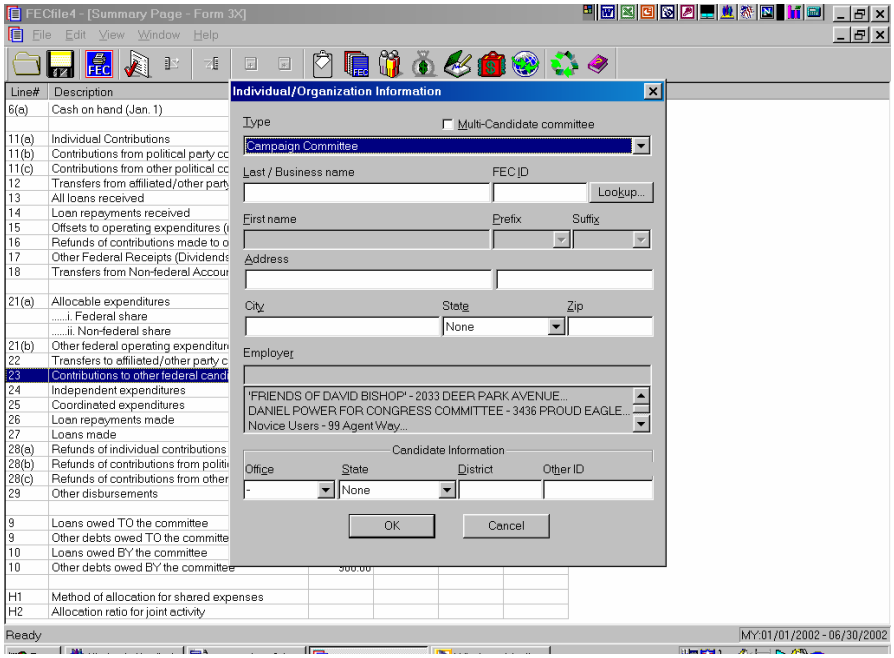
7. Click on close.

Debt Retirement

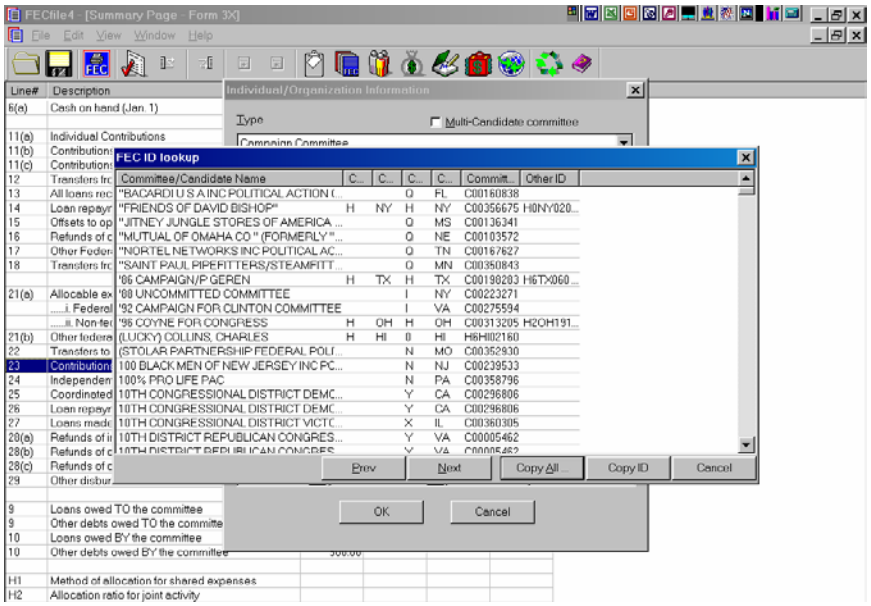
1. From the FECFile Summary page, double click on line 23.



2. The Contribution to Federal Candidate/Political Committee dialog box appears. Enter the name of the committee, and press the Tab key.

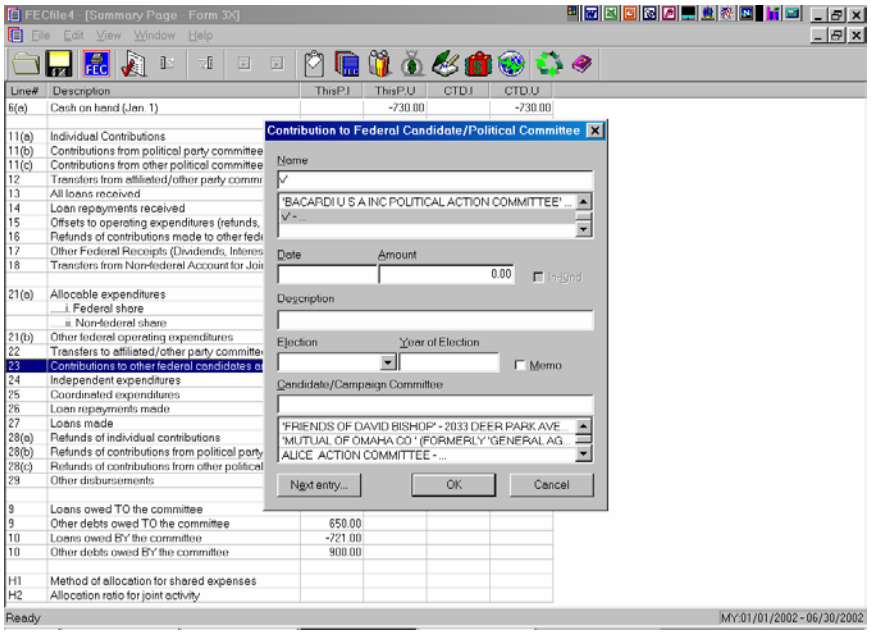


3. The Individual/Organization Information dialog box appears. In the Type field, select Campaign Committee, and select the Lookup button.



4. The FEC ID dialog box appears. Select the Candidate Committee, and select Copy All. As the ID dialog box appears, select OK.

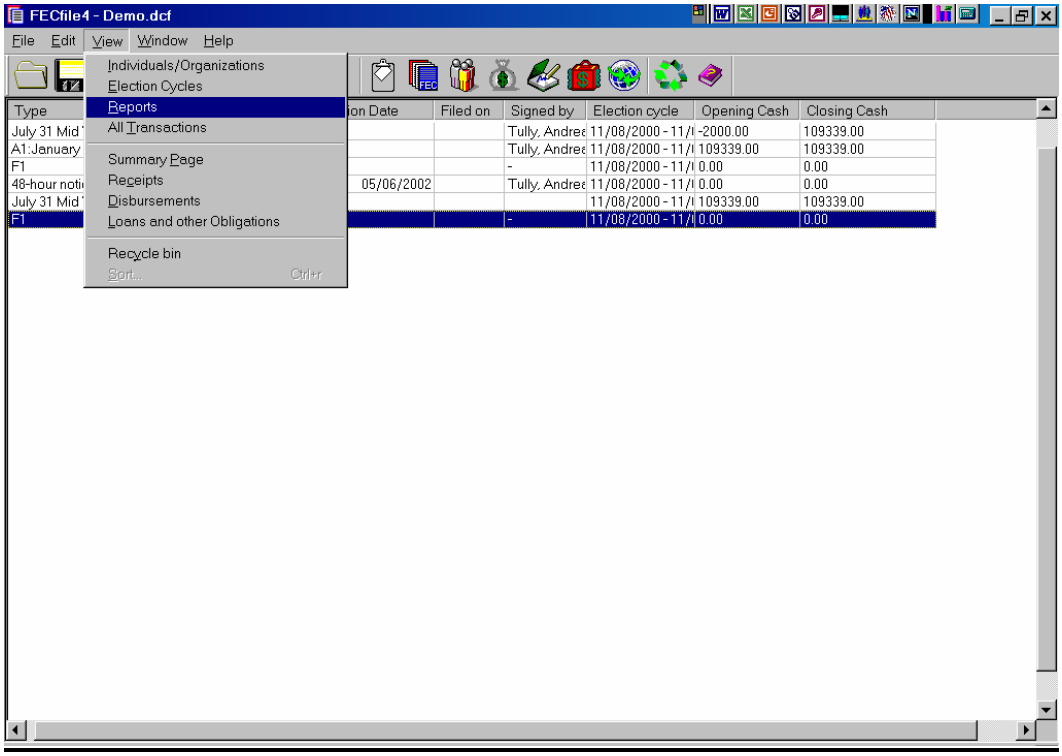
5. The Individual/Organization Information dialog box appears, select OK.



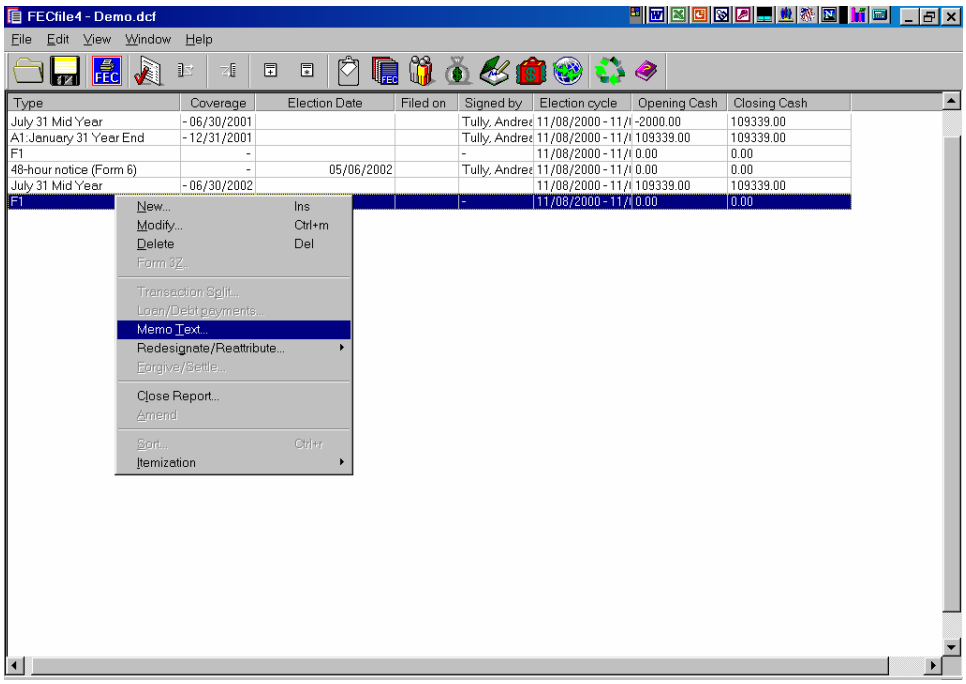
6. The Contribution to Federal Candidate/Political Committee dialog box appears, enter the date and amount, and in the description field, enter in “Debt Retirement”, year and election. (The year must be entered in the description field to be seen in the print function.)

7. Click on OK.

Memo Text
(information about a specific transaction within a report)

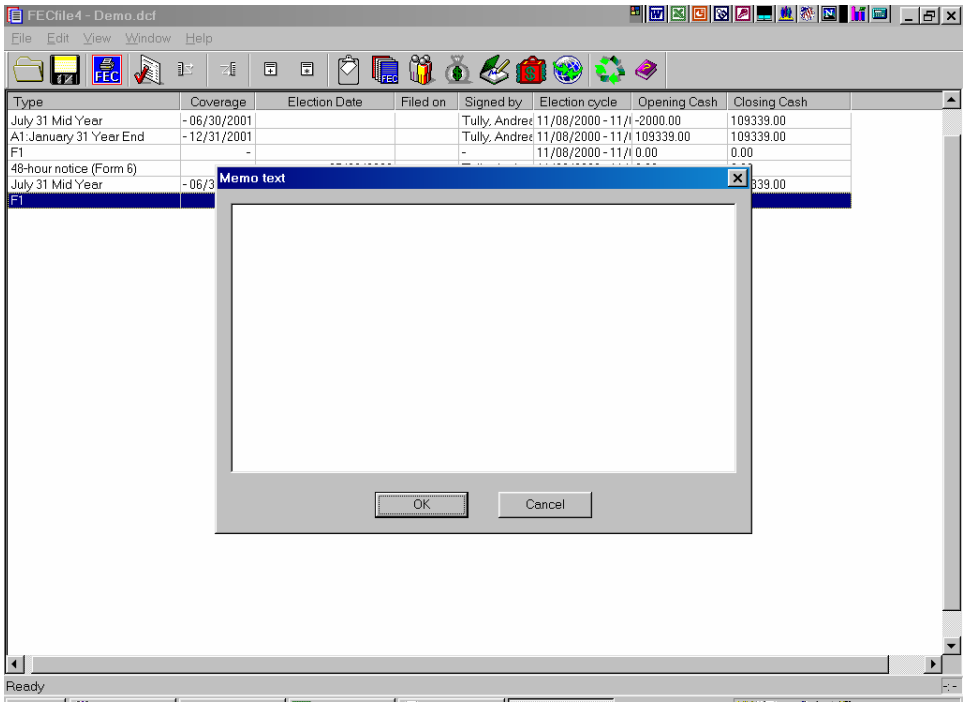


1. Select View, Summary Page on the menu bar from the FECFile main menu.



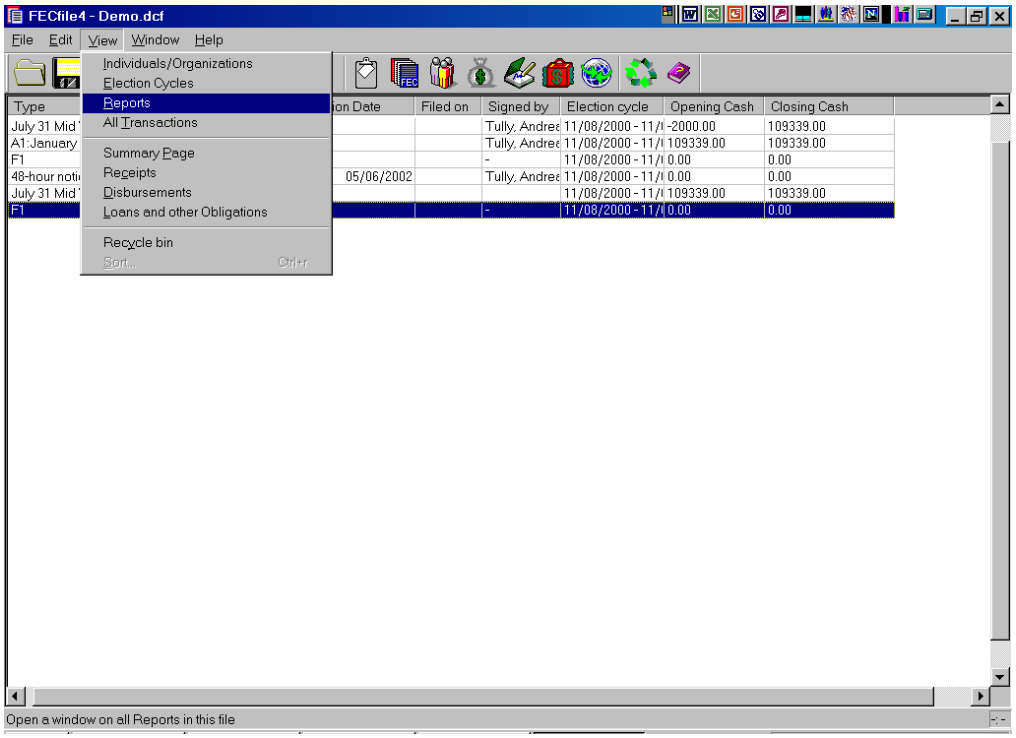
2. Right click on the transaction to which the memo text will be attached.

3. Select memo text and left click.



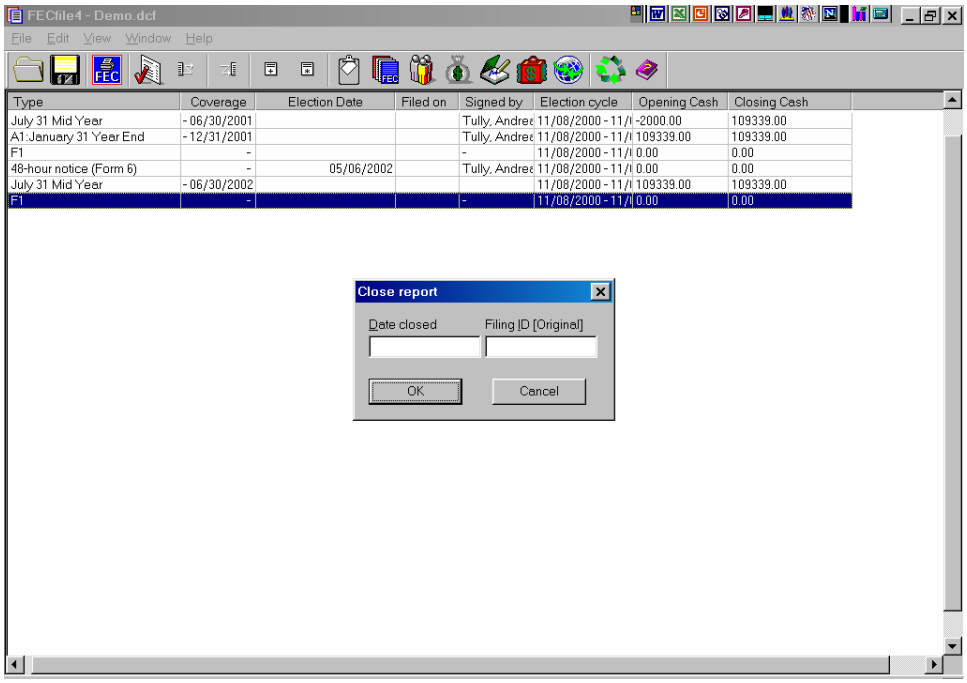
4. Enter in the memo text and select OK.

Closing a Report



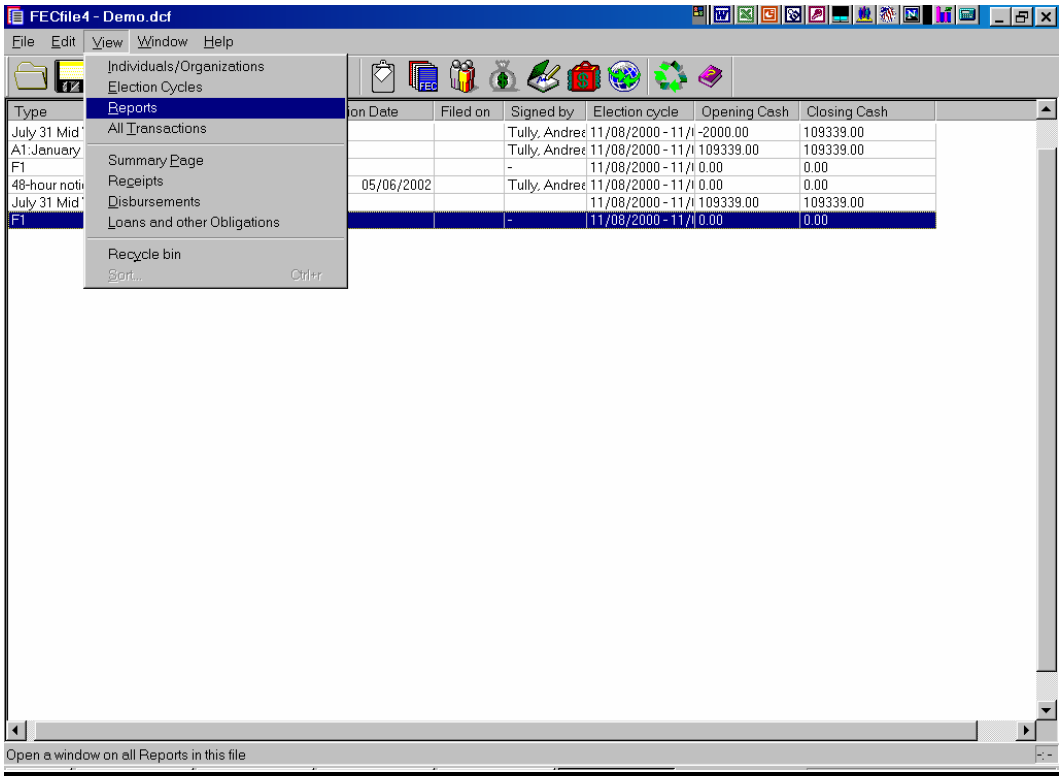
1. Select View, Reports on the menu bar from the FECFile main menu. Right click on the appropriate report.

2. Click on the close report option.



3. The Close report dialog box appears. Enter in the date closed, (to be outside the coverage date) and click on OK. The Filing ID is only required when amending the report and the software will automatically fill the field.

Text Record
(a cover letter attached to a specific report at the end)



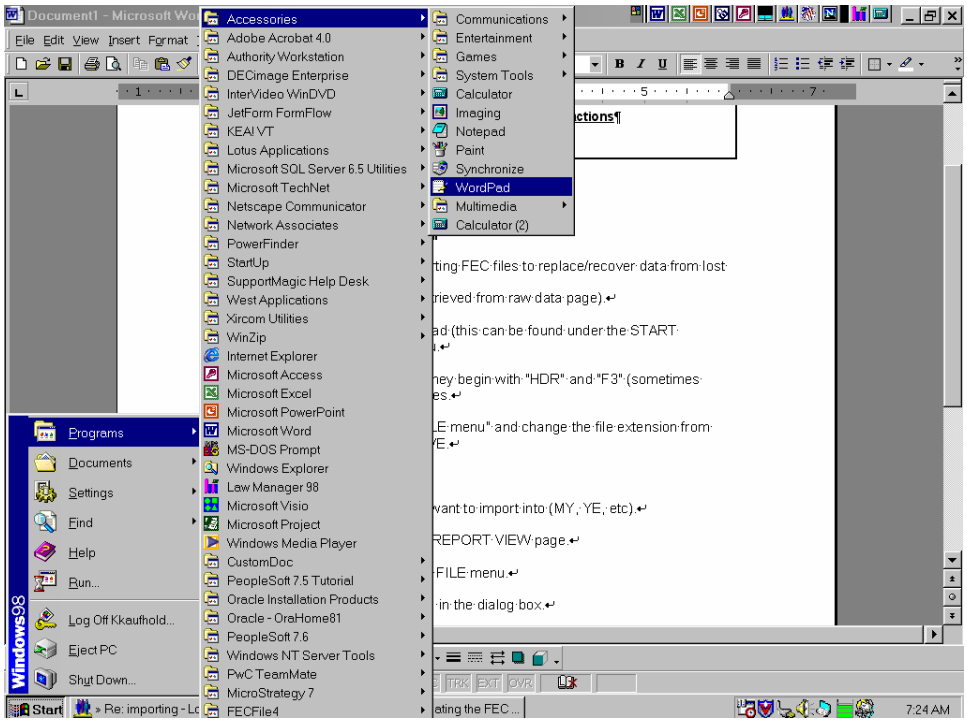
1. Click on View and Reports from the FECFile drop down menu.

2. Right click on the appropriate report.

3. Highlight the Memo text option, and left click.

4. Enter the memo in the Memo Text field and click on OK.

Recovering DCF's and Deleting Transactions



Recovering DCF's or Lost Data

Here are the instructions for importing FEC files to replace/recover data from lost DCF's

1. Access the FEC Electronic Filing Report retrieval web page:
   http://herndon2.sdrdc.com/dcdev/

2. Enter the committee id in the corresponding field and click on the "Send Query" button. This will retrieve a web page listing of all electronic filings the committee has successfully uploaded.

3. Locate the reports necessary and click on the "Download" link for a certain report.

4. A pop-up window should appear prompting to save to a disk or computer, depending on the operating system. Click on the "Save" button.

5. The following pop-up window is a “Save As” window. The “Save in” field notes the desktop selected and in the “File Name” field enter in the type of report being downloaded, and click on the “Save” button.

6. Holding the “Shift” key down on the keyboard, click on the downloaded FEC file. Locating the desktop, a list of options will appear. Click on the “Open with” option, and locate the WordPad application.
   Note: If the checkbox to “Always use selected program to open this kind of file” is checked, then the next FEC file can be opened by double clicking on the file.

7. Delete the 1st two (2) lines. They begin with “HDR” and “F3N” (sometimes “F3A”). Delete these entire lines.

8. Select “Save As” under the FILE menu and change the file extension from .fec to .txt and then select SAVE.

9. Open up FECFile 4.

10. Create the REPORT that you want to import into (MY, YE, etc).

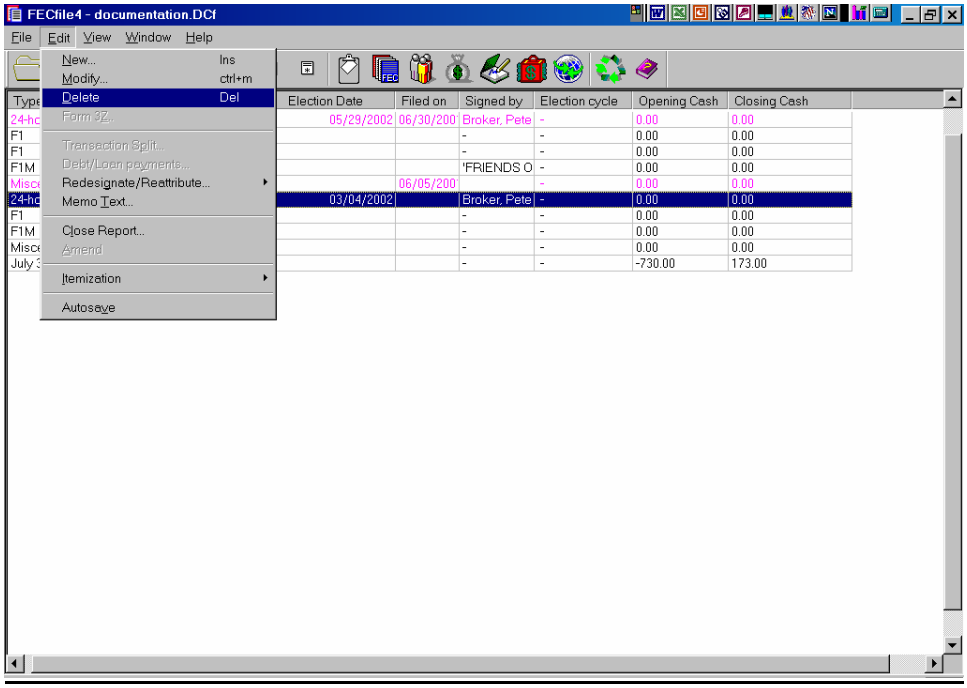
11. Highlight the REPORT on the REPORT VIEW page.

12. Select "Import" from under the FILE menu.

13. Select the .txt file (from step 4) in the dialog box.

14. Click on the "Start" button in the next dialog screen.

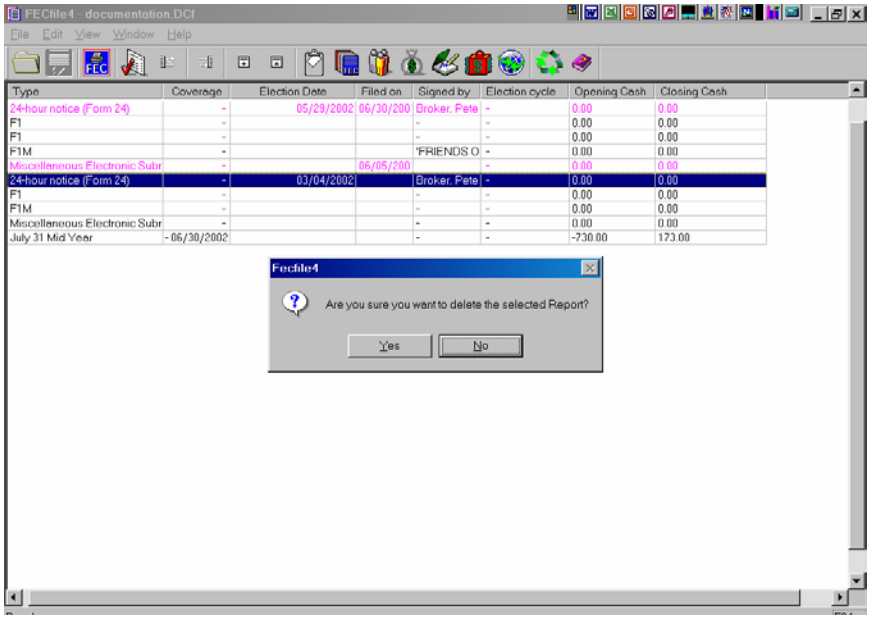
Note: Deleting the first two lines, (the file header and the Summary Page totals) of the downloaded report, leaves the file with the transactions that were successfully uploaded to the FEC in an importable format. However, the only importable transactions are schedule As, Bs, and H4s. All other transactions will need to be entered in manually. Additionally, as non-itemized transactions are not sent to the FEC, these will also have to be entered in manually. After recovery is complete and reports are reflecting correct totals, the original reports should be uploaded to a blank diskette (which can be erased) to simulate that it has been uploaded.



Deleting Transactions from an Amended Report or Transactions

1. To delete a transaction from an amended report, select the view that displays a single transaction.

2. Click on the single transaction, and select Edit from menu bar, and then select Delete.



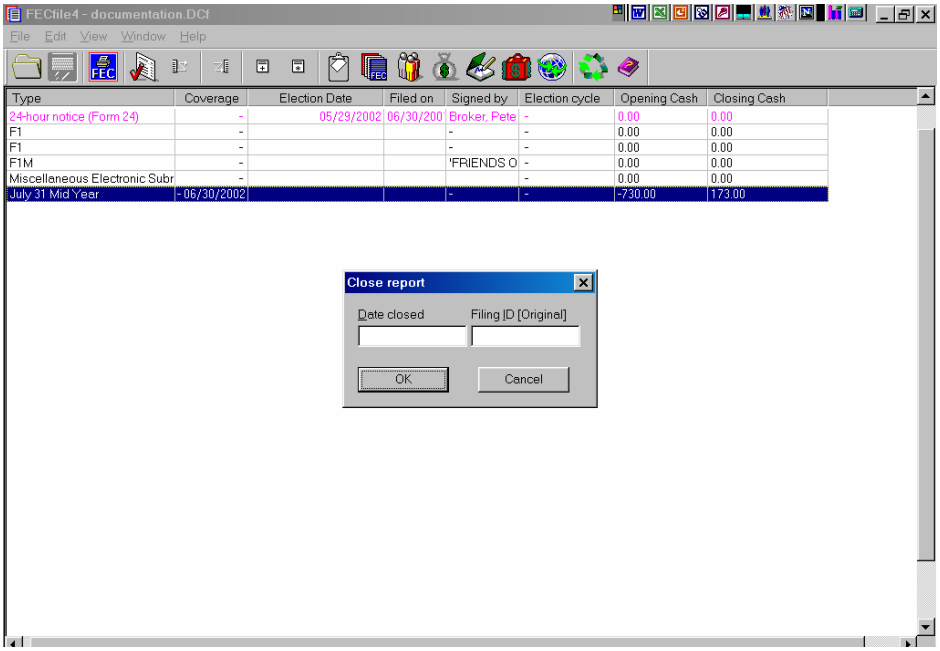
3. As the dialog box asks if you are sure you want to delete the selected report, click on OK.

4. To delete a transaction, identify the transaction in the Receipts view. It will be identified with a red “M” in front of the line number.

5. Highlight the transaction, select Edit from the menu bar, and click on Delete.

6. As FECFile asks if you are sure you want to delete the transaction, click on yes.

File Submission, Uploading the Report and Error Messages



File Submission

When all transactions have been entered for a report, and the deadline for reporting is imminent, the final details must be collected in order to file electronically. There are several different ways a user may file, and with detailed information following.

Filing Requirements

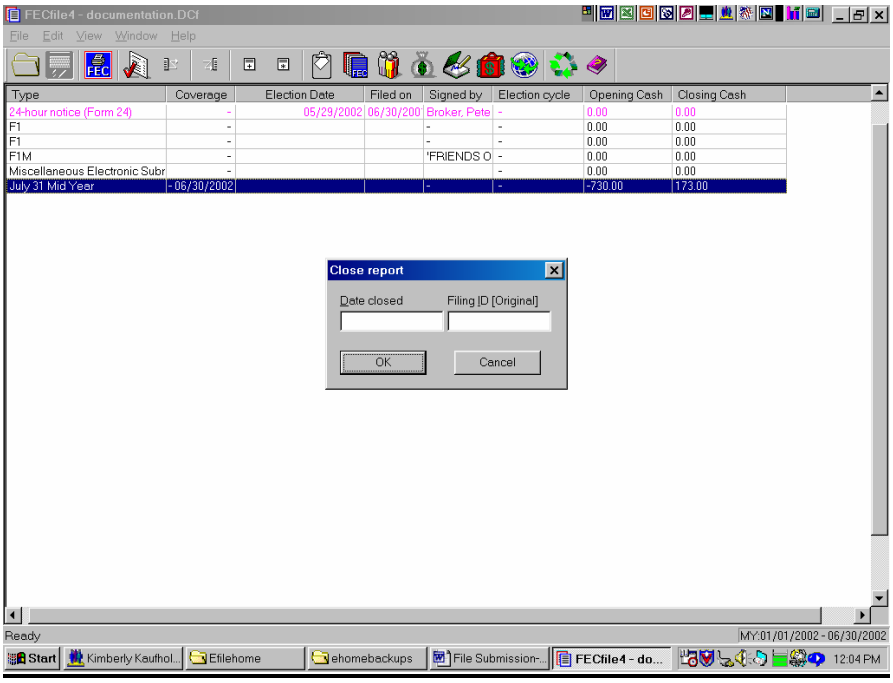
The user must have an FEC electronic filing password. This is REQUIRED. They must contact the FEC electronic filing office if they do not have a password, or if it has been forgotten.

The user must have a modem and phone line connection for dial up, or a network connection to the Internet.

(When no other option is available, filing on diskette is an option).

The report must pass validation.

File Submission, Uploading the Report and Error Messages



Signing and Dating the Report

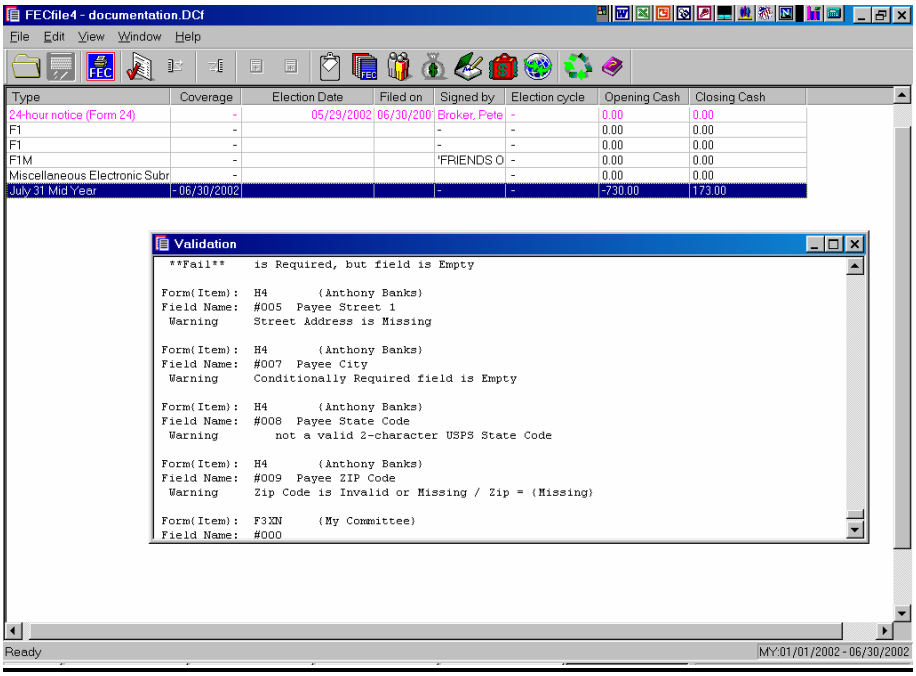
If the report is not properly signed and dated, the validator will note that the information is missing and generate Level 12 (serious level) errors, and uploading will not be possible. If the report is not ready to actually upload, but want to validate it, the user may want to leave the report date blank.

To sign the report, double click on the report type in the Reports Window. This will open the report information window. The Treasurer must be selected in the 'Signed by" field. Date the report, select **Close Report** from the edit menu or right click on the report to close in the **Reports window**. This can only be done with the Reports View active.

Enter the actual date the report will be filed in the **Date closed** field. The **Time field** will be automatically populated.

The **Filing ID** is only used for amendments, and should be blank for new reports. For amended reports, the filing number of the report being amended should already be displayed.

File Submission, Uploading the Report and Error Messages

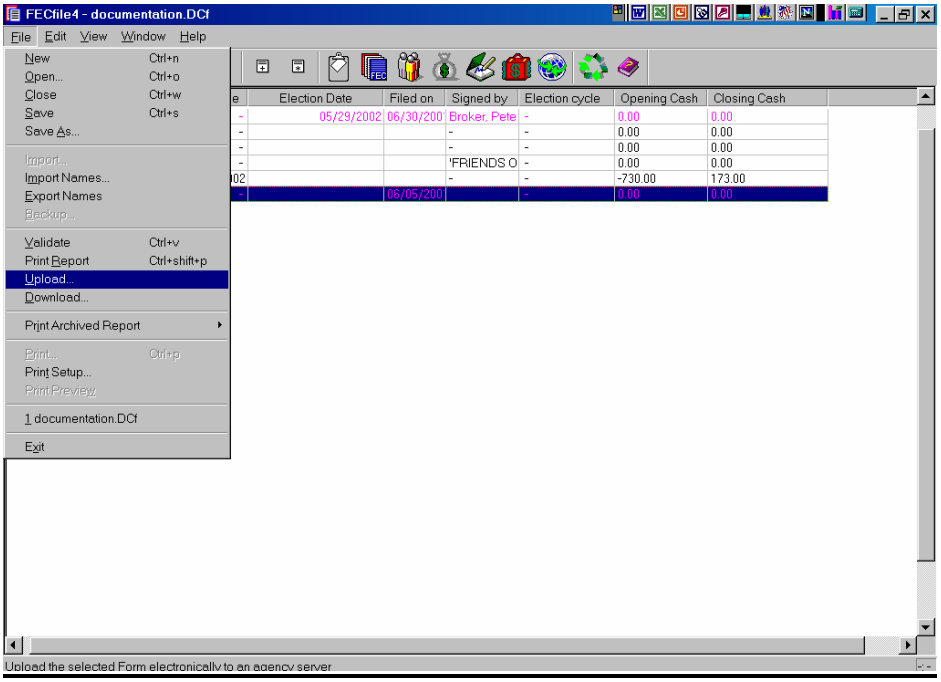


Validation

The validation process identifies errors and omissions in the report. It does not evaluate the filing for correct reporting practices, but sends an alert for missing information, such as employers and occupations, or failure to designate a signatory for the report.

1. To validate the report, select **validate** from the File menu or click on the **Validator** button on the toolbar. Once the errors reported by the **Validator** have been resolved, the application is prepared to close and upload the report.

File Submission, Uploading the Report and Error Messages



Uploading the Report Via TCP/IP/Internet

To begin the upload process:

1. Choose Upload from the File menu, or click on the Upload button on the tool bar.
   The upload process automatically runs the validator.
   If errors are found that are level 8 or higher, the user will not be allowed to upload the report.
   If errors are found that are below level 8, a warning message appears on the screen that notifies the user of the errors and asks if the user wishes to continue. It is advisable to correct as many of the errors as possible before filing.

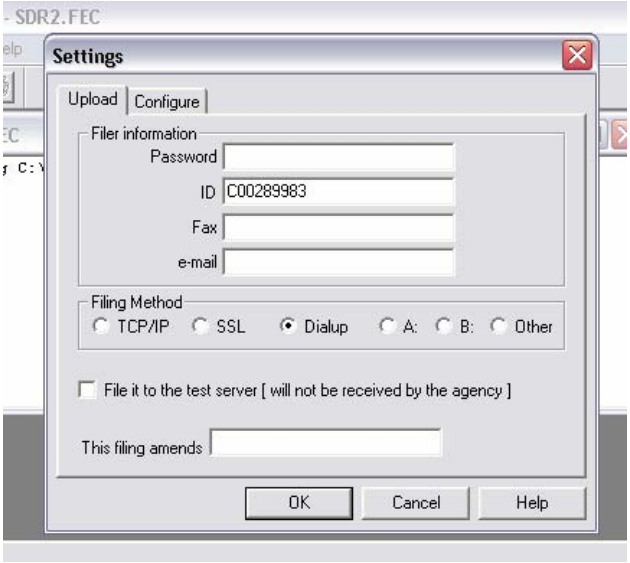
2. If no errors are found, or the user indicates that they wish to file the report with errors, the Upload Settings screen appears.

3. The Password is required and must be obtained from the FEC electronic filing office.

4. The ID is the committee ID which should be reflected, based upon the Lookup file installed.
   However, if not, enter the 9 digit committee ID (starting with “C00”).

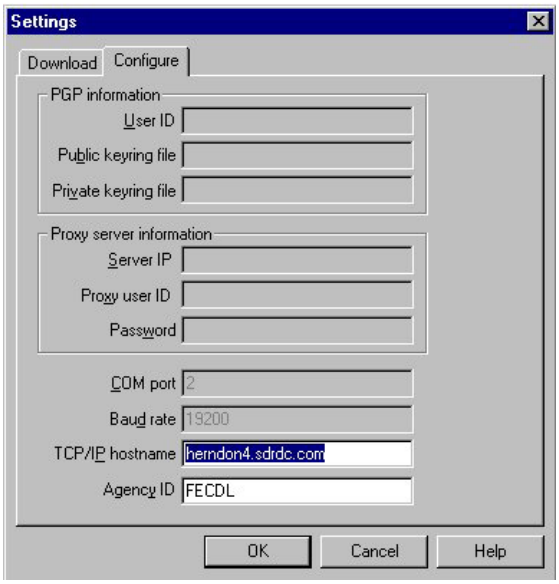
5. A Fax number and/or Email address is required. This will permit the user to receive confirmation that the report has been received by the FEC. If the user enters both, they will receive both a fax and an email.

6. The TCP/IP option sends the report to the Commission via the Internet. This is the simplest way to send the report if connected to the Internet and no security measures are in place that would prevent the user from uploading via the Internet. The configure tab has information the software uses to communicate with the FEC electronic filing system. The **TCP/IP** host name should be **fecef1.sdrdc.com** (all lower case), and the Agency ID should be **FEC** (all upper case). The software defaults to these settings. If settings are changed, they must be reset to the defaults in order to upload the report properly.



Dialup Option

The Dialup option utilizes a direct modem-to-modem communication between the users computer and the FEC electronic filing system. It is slightly less convenient than TCP/IP because it requires some special information on the configuration tab that may not be readily available, as seen below. This option can be used for filers who have no Internet connection or those who have special firewall or proxy server restrictions against uploading files via the Internet.



SSL

This option also sends the user's report to the Commission via the Internet. The SSL option allows users that are behind a firewall or proxy server to file their report securely. They may need assistance from their network administrator in order to use this option. The configure tab has information the software uses to communicate with the FEC electronic filing system. The **https host name should be https://herndon6.sdrdc.com/cgi-bin/disclose_ssl/upload** (all lower case), and the ***Agency ID*** should be **FEC** (all upper case). The software defaults to these settings. If they are changed, they must be reset to the defaults in order to upload the report. The user's Network administrator can supply them the proxy server information.

File Submission, Uploading the Report and Error Messages

Diskette (A: or B:)

If, for whatever reason, the Internet or a phone line is not available, the reports may be submitted on diskette.

1. Insert a blank diskette in the diskette drive and select A: or B:, whichever is correct for the applicable computer.

2. Select OK.
   The Diskette should be mailed **along with a signed summary page** to the FEC. Diskette filings require an actual signed summary page because there is no way to transmit the password via diskette.

NOTE: Diskette filings are subject to the same deadlines as paper filings and must be submitted on an IBM compatible formatted 3.5 inch high density floppy diskette (1.44 mb).

Other

The other option allows the user to specify a specific directory on their computer to create a copy of the report by entering in the complete path and file name with '.fec' as the extension in the 'disk file' field of configuration section of the upload utility.

Filing to a Test Server

Test reports can be filed using **Dialup, TCP/IP or SSL**. The test-filing server is a duplicate of the actual server. The purpose of test filing is to verify that the user can use the chosen method to file the actual report.
TEST FILING WILL SIMULATE THE LIVE FILING ENVIRONMENT. FILING A TEST REPORT IS FOR DIAGNOSTIC PURPOSES ONLY. TEST FILING OF REPORTS WILL NOT FULFILL THE FILING REQUIREMENTS IN ANY CASE. THE FEDERAL ELECTION COMMISSION WILL NOT SEE REPORTS FILED TO THE TEST SERVER. THE TEST REPORT WILL EVENTUALLY BE DELETED FROM THE TEST SERVER.
Additional information about filing test reports is available from technical support.

File Submission, Uploading the Report and Error Messages

Proxy Server information

Allows the user to configure FECload to file reports through a proxy server. The user's network administrator can supply the *server id, proxy user id, and password*.

COM port

The *Com port* setting defaults to port 2. This is the most common port used by modems. If the user's modem does not use com port 2, they may change it to the correct com port.

Baud rate

The default *Baud rate* is 19200. This is an indication of the speed with which the modem transfers data. It can be set to match the connection speed but not set higher.

Dialup string

The *Dialup string* is a series of letters followed by a phone number. This information is passed to the user's modem to enable it to connect with the FEC modem pool.

Agency ID

This information is used to direct the filing to the proper part of the electronic filing system. The default entry is FEC. There is no need to edit this entry.

During the Filing Process

When OK is selected, the file is uploaded to the FEC electronic filing server. On the screen a series of messages appears detailing what is occurring. If at any point during the process, something is found to be incorrect, the process will be terminated and the word *FAILED* will appear at the bottom of the screen.

File Submission, Uploading the Report and Error Messages

The most common failures are:

- incorrect passwords (The password *IS* case sensitive) and
- uploading without first connecting to the Internet (TCP/IP only). If the upload process generates a *FAILED* message at any point, call Tech Support.

If the password is correct, and there are no other reasons to reject the file (the Validator usually eliminates most other problems), the last line of the message is *Succeeded*. At this point the user is notified that the file has been received by the FEC.
This does not mean that the file has been accepted!
If the file is accepted, the user receives a fax or email within a few minutes notifying them that the filing was accepted. If they do not receive this notification, they should call the electronic filing office immediately.

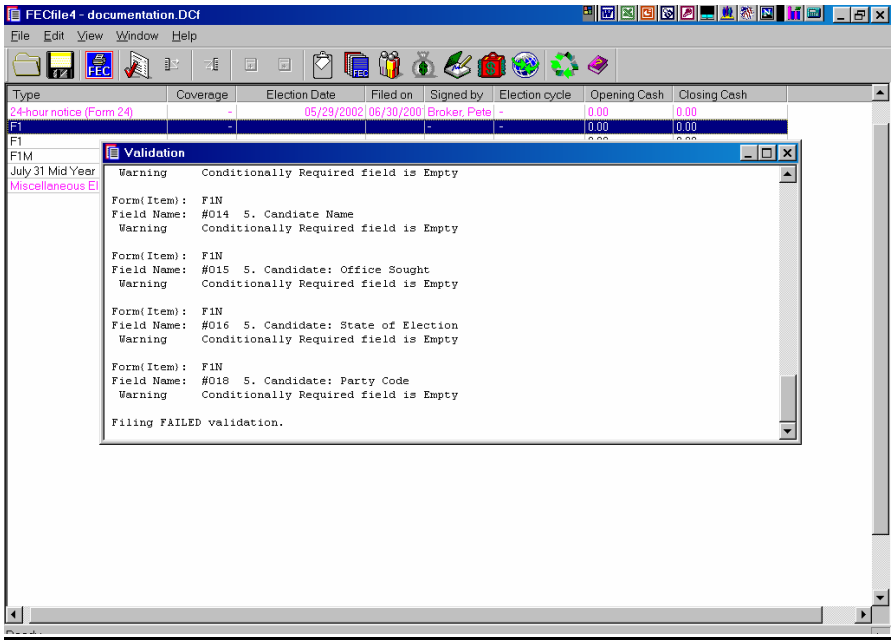
When the user receives notification they will recognize it as the same printout that the validator provided. It should in fact be nearly identical. The MD5 Checksum number should match exactly.

Example:

The only difference between this notification and the one printed from the validator is the addition of a block of information about filing date and time and a Filing ID number. This number is assigned when the report is received and it is important. If it is found that the report must be amended, the user must provide the Filing ID of the original report. The Filing Id is automatically saved inside the user's file, after they upload. They may look up the Filing Id by activating the Reports View, Selecting Edit, and clicking Unclose Report. There is a field that will hold the Filing Id of the report.

NOTE: The Faxed or emailed receipt is the official receipt and should be kept just as the user would keep a certified mail receipt. This is proof that they filed the report.

File Submission, Uploading the Report and Error Messages



Interpreting Validation Error Codes/Description of the Validator Program

A committee will receive two types of validation error codes when mistakes are made or omissions are present in the report, Warning and Fail.

- The Fail message will not allow the committee to file the report, automatically until the errors are corrected.
- The Warning message will only cause a report to fail if the committee has 10,000 errors, or more.

File Submission, Uploading the Report and Error Messages

The Fail indicator will look like the following in the Validator printout:

Form{Item}: SB23
Field Name: #002 FEC Committee ID Number
Fail is Required, but the field is Empty

Form{Item}: identifies the schedule and line on which the Fail entry occurs. In this case the error occurs on Schedule B supporting Line 23 of the Summary Page.

Field Name: identifies the aspect of the transaction that is in error.

Fail identifies the failure. In this example the committee's identification number was not supplied.

The Warning indicator will look like the following in the Validator printout:

Form{Item}: SA11A1 {Smith^John^^}
Field Name: #009 Contributor ZIP Code
Warning Zip Code is Invalid or Missing / Zip = {Missing}

Form{Item}: identifies the schedule and line on which the Warning entry occurs. In this case the error occurs on Schedule A supporting Line 11(a) of the Summary Page.

Field Name: identifies the aspect of the transaction that is in error.

Warning: identifies the warning. In this example the zip code is missing.

Other Errors

"FEC Committee ID Number is required, but field is empty" error

When a committee finishes their report, they must run the Validator program. Committees may then receive the following error message: "**FEC Committee ID Number is required, but field is empty**." This will prevent the committee from uploading its report. The problem can be fixed by the following steps:

1) Instruct the committee to open FECFile (but not any particular report), click View and highlight Individuals/Organizations.
2) Double-click on the entry that displays its own committee (this entry will appear in red).
3) Instruct the committee to input their FEC identification number directly under FEC ID and click OK.

This will correct the error message listed above and allow the committee to file their report, assuming no other serious problems exist in the report.

File Submission, Uploading the Report and Error Messages

Validator Warning and Fail Messages Defined

Fail Messages

1. HDR record must be First in File

Usually means that the file is not in the proper format. Often it is a version 2 file being validated with a version 3 Validator. It is usually a private vendor's software, not an FECFile problem.

2. "Cover" (eg. F3A, F3XN, ...) must be 2nd in File

Usually means that the file is not in the proper format. Often it is a version 2 file being validated with a version 3 Validator. It is usually a private vendor's software, not a FECFile problem.

3. Filing must be an "FEC" Type of filing

Indicates the user is submitting a report that is not in the ".fec" format.

4. Filing must be in "FEC Version 4.0" Format

Indicates the user is using an old version of FECFile. The Committee will need to download a copy of the latest version of the software from the FEC's web page (http://www.fec.gov/elecfil/electron.html).

5. Amended filing must have an ID of the "Original"

An amended report is given a code once filed at the FEC. In order to amend the report the Committee must use this number. It can be found on the Raw Data Page (http://herndon2.sdrdc.com/cgibin/dcdev/) and should be entered in the following format: FEC-12345.

6. Amended filing must have an "Amended Number"

Each amendment is numbered beginning with 1. If the same report is amended a second time, the amended number is 2. etc.

7. Header (HDR) inconsistent with Orig/Amend status

The Header indicates that the file has been amended but the form name of the report (F3N, F3A, F3XN, F3XA etc) does not.

8. Unrecognized form Type/ Record Ignored

The first field in a transaction indicates form type (F3X, SA11AI, SB17, etc.). This message indicates the use of an improper form type.

9. ID # _____ Not correct FEC Format

Indicates that the Committee is using a number that is not in the FEC ID format (C00XXXXX).

10. ID # _____ Not same as Cover Page ID # _____

Each transaction carries the committee ID and it must match the committee ID at the beginning of the report.

11. Schedule does not belong with Form _____

Indicates the user is attempting to file an invalid schedule with a particular form.

12. Report Type is Missing or Invalid

Indicates the user has either failed to enter the report type or is using a report type inconsistent with FEC report types.

13. {field} exceeds maximum length of _____

Indicates the user has exceeded the maximum number of characters in a particular field.

14. {field} is Required, but field is Empty

Indicates the user has failed to enter information in a particular field.

15. Multi-Form Filings are NOT Allowed

Each filing must consist of a single form (Form 3, Form 1, Form 6, etc...). The files cannot be bundled into one filing.

16. Extraneous data follows last field

Indicates a technical problem usually involving invalid characters. Only characters between ascii 22 and ascii 126 are acceptable.

17. Schedule H3(s) not Version 2.02 Format

Indicates the user is attempting to file an invalid schedule with a particular form.

18. Embedded double-quotes (“) not allowed

Double quotes are used as part of the delimiter system. A comma-delimited file can be delimited by commas or by quotes and commas. Therefore, if you use “Dr.”,”John Smith”,”Jr”, there is no problem. If “Dr.”,”John “Big Boy” Smith”,”Jr,” is used, the quotes around “Big Boy” will confuse the system.

19. Leading Blanks {e.g. “Text”} not allowed

Data cannot begin with blanks. For example, [,123 White Street,] is OK, [, 123 White Street,] is not.

20. Bad Date - _____ not YYYYMMDD format

Indicates the user has enter the date in an improper format.

21. _____ Not a Real Date or Outside 1960-2099

Indicates that the user has entered an invalid date or a date that does not fall between 1960 and 2099.

22. Invalid Amount format: _____

Indicates the amount is something other than numbers and decimals. Dollar signs and commas are not allowed.

23. Non-numeric data in Numeric Field

Indicates characters that are other than numbers entered into a field that should contain only numbers.

24. _____ is an Invalid Year (CCYY) Format

Indicates the user has entered the year in an incorrect format.

26. District "___" is not 2-digit Numeric format

Indicates the user has failed to enter the Congressional District as two digits.

27. Tran ID is NOT UNIQUE - This one is same as other(s)

Each transaction in an electronic filing (and all of its amendments) must have a unique transaction id.

30. Event MUST be identified as [D]irect or [E]xempt

Indicates the user has failed to specify an event as D (Direct Candidate Support) or E (Exempt).

31. Event MUST be [A]dministrative [D]irect or [E]xempt

Indicates the user has failed to specify an event as A (Administrative/Voter Drive), D (Direct Candidate Support) or E (Exempt).

32. Invalid FEC CSV Version #

Indicates the user has used an old version of the filing software.

Warning Messages

1. Conditionally Required field is empty

Indicates the user has failed to enter data in a particular field.

2. Subtotal {_____} not supported by other lines

Summary amount should be the total of other lines on the summary, but is not (total contributions do not match all the contribution lines added together).

3. Subtotal {_____} not support by Schedule ____

Summary Page amount does not match the associated schedule amount.

4. FYI → {_____} accumulated on Schedule ___

If warning number 3 appears, this error is provided for the user's information.

5. Election Code invalid: ___ {description}

Indicates that the user has failed to adequately indicate an election (primary, general, special or runoff) towards which a contribution was made.

6. Election Code missing: ___ {description}

Indicates that the user has failed to indicate an election (primary, general, special or runoff) towards which a contribution was made.

7. Street Address is Missing

Indicates the street address for a particular entry is missing.

8. Single-line Address NOT in 1st delimited field

Indicates that the user has entered a one-line address in the second address field.

9. ___ not a valid 2-character USPS State Code

Indicates that the user has failed to enter the two digit state code.

10. Zip Code is invalid or Missing / Zip = _____

Indicates the user has failed to supply the zip code or has supplied too few or too many digits.

11. Invalid Area Code/Phone Number: _____

Indicates the user has entered a phone number containing too few or too many numbers.

12. Office Code "___" Invalid (Valid Codes: H, S, P)

Indicates that the user has entered an office code that does not fit the format of H (House),
S (Senate), or P (President).

13. Comm Code "___" Invalid. (Valid: DM, TP, TM, O)

Indicates that a Form 7 (Report of Communication Costs) does not disclose the code for the type of communication in the category of DM (Direct Mail), TP (Telephone), TM (Telegram), or O (Other).

14. Comm Target "___" Invalid. (Valid: E, S, M)

Indicates that a Form 7 (Report of Communication Costs) does not disclose the correct code for the
class of recipient, in the category of E (Executive/Administrative Personnel), S (Stockholders), or M (Members).

15. Ratio Code "___" Invalid (Valid Codes: N, R, S)

Indicates that the user has entered a ratio code that does not fit the format N (New), R (Revised), or S (Same).

16. Sup/Opp Code "___" Invalid (Valid Codes: S, O)

Indicates that the user has entered a code that does not fit the format of S (Support) or O (Oppose) on Schedule E.

17. Committee Type "___" is Invalid for this Form

Indicates that the user has entered an invalid committee type on Form 1.

18. ___ not a valid 3-character Party Code

Indicates that the user has entered a code on Form 1 that does not correspond to a recognized political party.

19. ___ not a valid Party Type (NAT, STA, SUB)

Indicates that the user has entered a code on Form 1 that does not fit the party type and format of NAT (National), STA (State), or SUB (Local).

22. Value "__" is Invalid for this Yes/No field

Indicates that the user has entered something other than "yes" or "no" in a field that requires one of those responses.

23. Value "__" is Invalid for "Checkbox=X" field

Indicates that the user has entered something other than a check in the checkbox.

24. Point Value Subtotal is INCORRECT

Indicates that the subtotal on Schedule H1 is incorrect.

25. Schedule H1 contains Redundant Sections

Indicates that the user has entered values under more than one method of allocation.

26. Entity Type [___] is not an acceptable value

Indicates that the user has entered a name that is too long to completely appear on the public record.

27. Delimited Name should not exceed 38 letters & spaces

The name field is 38 characters including carat delimiters. (John^Smith^Jr)

28. Name has Too Many Parts (Over 3 Delimiters Found)

You can only use 3 carats in a name (Smith^John W^ Mr^Jr is good. Mr^John^W^Smith^Jr is bad.).

29. Schedule H3 Expenditure Item(s) don't match Total(s)

H3 transactions require one line for the admin total and as many lines as necessary for the other expenditure categories. If there are no others, it may be a single line. If the admin amount is zero, the admin line must be included anyway. This is an issue for programmers more than filers.

File Submission, Uploading the Report and Error Messages

Error Codes

There is a long list of possible error codes that can be displayed in the validator. Most of these do not apply to FECFile, but are necessary to provide information to other programmers who support electronic filing. To correct an error, go to the transaction indicated by the error message, and make the necessary changes.

The Validator screen indicates if an error is a "Warning" or if it is a "Fail" error. A typical Validation error will appear like this:

Example 1:

Form (Item): SE24 (Johnson^Dave^^)
Field Name: #007 Payee City
Warning Conditionally Required Field is Empty

To understand what information this error is providing us, we begin by looking at the *Form (Item*). This information helps you identify where the problematic transaction is located. In our example, the *Form (Item)* is SE24, which stands for Schedule E Line 24. The name on this particular line item will read Dave Johnson. We need to look for a Schedule E transaction with the name Dave Johnson.

The second step is to look at the *Field Name*. The *Field Name* tells us what part of the transaction is in error. In this case the *Field Name* reads, "Payee City" which tells us that there is an error in the field where the city is entered in for Dave Johnson's address.

The third step is to look at what the Warning description. In our example, the Warning reads, "Conditionally Required field is empty." This means we did not fill in the name of the city that Dave Johnson lives in, and we should go back and enter it now.

Example 2:

Form (Item): F3N
Field Name: #093 Treasurer's Signature Date
Fail is required but field is empty

File Submission, Uploading the Report and Error Messages

First we look at the *Form (Item)*, which reads Form 3. Form 3 refers to our report in its entirety. **Note: This would read Form 3X if we were a PAC or Party Committee.** Therefore, we know the error is not related to a particular transaction, but to the report itself.

Second, we look at the Field Name, which reads "Treasurer's Signature Date." This refers to the date we "Closed" the report as we prepared to upload it. We reach the "Closed Date" screen, by right clicking on the *Reports View* and selecting *Close.*

Third, we see that we received a "Fail" message and that our description reads, "Is required but field is empty" which tells us we need to go back and enter in the date we closed the report.

The difference between a *Warning* and a ***Fail*** message is that reports containing only warnings may still be uploaded, while a report with a ***Fail*** message cannot be uploaded.

Errors that are *Warning* and those that are ***Fail*** are listed below.

****FAIL** Error Message**

HDR record must be First in File

"Cover" (eg. F3A, F3XN, ...) must be 2nd in File

Filing must be an "FEC" Type of filing

Filing must be in "FEC Version 3.00" format

Amended filing must have an ID of the "Original"

Amended filing must have an "Amendment Number"

Header (HDR) inconsistent with Orig/Amend status

Unrecognized Form Type / Record Ignored

ID# _____ NOT Correct FEC Format

File Submission, Uploading the Report and Error Messages

ID# _____ NOT SAME AS Cover Page ID# _____

Schedule does not belong with Form ____

Report Type is Missing or Invalid

{field} exceeds maximum length of ___

{field) is Required, but field is Empty

Multi-Form Filings are NOT Allowed

Extraneous data follows last field

Schedule H3(s) not Version 2.02 format

Extraneous data coded in a Dummy field

Embedded double-quotes (") not allowed

Leading Blanks {e.g. " TEXT"} not allowed

Bad Date - _____ not YYYYMMDD format

_____ Not a Real Date or Outside 1960-2099

Invalid Amount format: _____

Non-numeric data in Numeric Field

____ is an Invalid Year (CCYY) Format

Invalid Rate format: _____

Wrong Report Type for this Form

District "__" is not 2-digit Numeric format

Tran ID is NOT UNIQUE - This one is same as other(s)

Back/Cross-Reference to Schedule/Tran ID not valid

Back-Reference TRAN-ID does not match Sched TRAN-ID

Event MUST be identified as [D]irect or [E]xempt

Event MUST be [A]dministrative [D]irect or [E]xempt

Amended Code must be A,C,D,N - not "_"

Only Amended Code "A" allowed on New filings

Warning Messages

Conditionally Required field is Empty

Subtotal {_____} not supported by other lines

Subtotal {_____} not supported by Schedule ___

FYI --> {_____} accumulated on Schedule ___

Election Code invalid: ___ {description}

Election Code missing: ___ {description}

Street Address is Missing

Single-line Address NOT in 1st delimited field

__ not a valid 2-character USPS State Code

Zip Code is Invalid or Missing / Zip = _____

Invalid Area Code/Phone Number: _____

Office Code "_" Invalid (Valid Codes: H, S, P)

Comm Code "__" Invalid. (Valid: DM,TP,TM,G)

File Submission, Uploading the Report and Error Messages

Comm Target "_" Invalid. (Valid: E, S, M)

Ratio Code "_" Invalid (Valid Codes: N, R, S)

Sup/Opp Code "___" Invalid (Valid Codes: S, O)

Committee Type "_" is Invalid for this form

___ not a valid 3-character Party Code

___ not a valid Party Type (NAT,STA,SUB)

___ Invalid Creditor (ICV,UCV,CAN,EMP,OTH)

___ not a Valid Itemized Transaction

Value "_" is Invalid for this Yes/No field

Value "_" is Invalid for "Checkbox=X" field

Point Value Subtotal is INCORRECT

Schedule H1 contains Redundant Sections

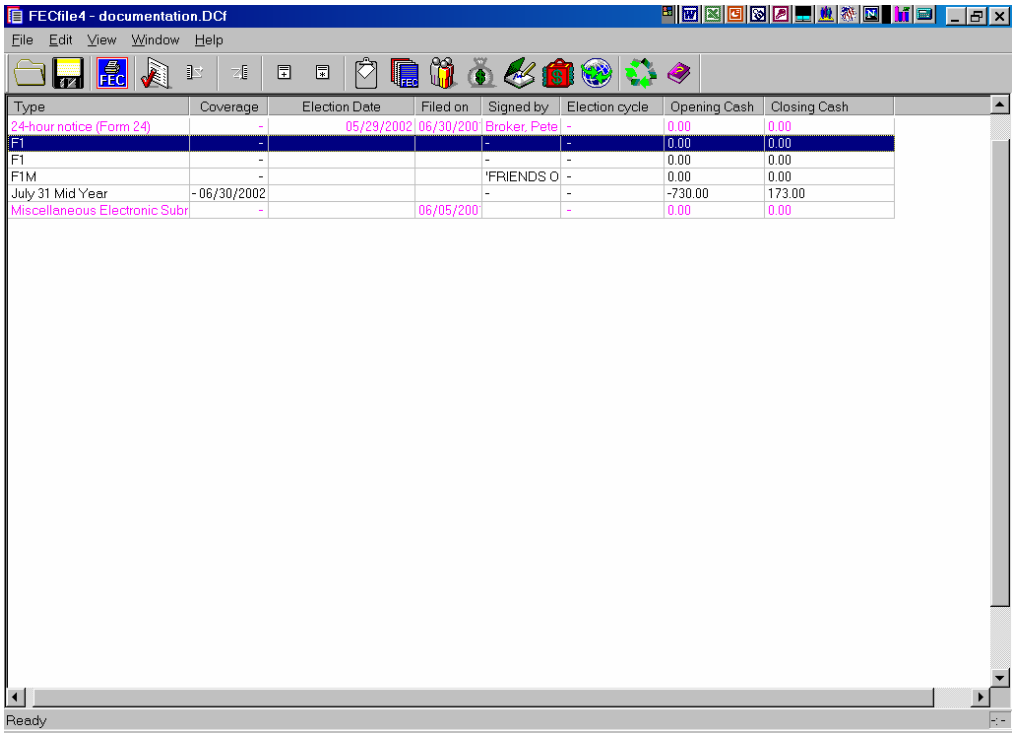
Entity Type [___] is not an acceptable value

Delimited Name should not exceed 38 letters & spaces

Name has Too Many Parts (Over 3 Delimiters Found)

Schedule H3 Expenditure Item(s) don't match Total(s)

Amending Reports and Notices



Type	Coverage	Election Date	Filed on	Signed by	Election cycle	Opening Cash	Closing Cash
24-hour notice (Form 24)	-	05/29/2002	06/30/200	Broker, Pete	-	0.00	0.00
F1	-			-	-	0.00	0.00
F1	-			-	-	0.00	0.00
F1M	-			'FRIENDS O	-	0.00	0.00
July 31 Mid Year	- 06/30/2002			-	-	-730.00	173.00
Miscellaneous Electronic Subr	-		06/05/200		-	0.00	0.00

There are three types of reports produced by FECFile that are related to the Form 3 and Form 3x reports. An amended report is based on a previously filed report, a 48-hour is a special report that contains information that will be reported on the next Form 3 report filed. In FECFile, both require that a current or previous report be available on the Reports View.

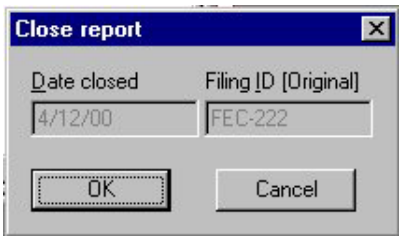
Amendments

ONLY ELECTRONICALLY FILED REPORTS CAN BE AMENDED ELECTRONICALLY!

If the report being amended was originally filed on paper, it cannot be amended electronically.

When the original report was filed electronically, a faxed or emailed confirmation from the FEC that included a Filing ID number was sent. The Filing ID is in the format “FEC-XXXX” where the Xs represent numbers. This number is automatically saved for the user upon a successful filing, making the amendment

process easier. Notice that the filing id field is grayed out. This id cannot be altered.



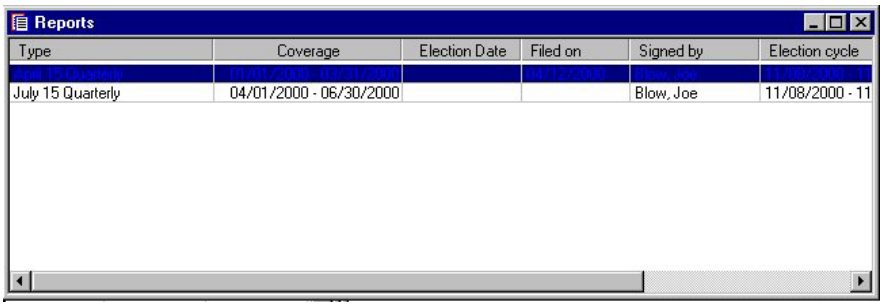
Creating an amendment

1. Select View from the menu bar, and Reports.

2. Right click on the report to amend and select Amend. The report screen that opens should contain most information.

3. If the treasurer's name is being modified as part of the amendment, it is modified at this point.

4. Choose OK to create the amended report. Select Yes to modify the selected report.
   ⇨



The report will now have an A1, A2… in front of it; A1 is for the first amendment A2 is for the second amendment. Any subsequent amendments will have "A" and the appropriate corresponding number of the amendment. If the user has any reports that were already closed and filed, FECfile will automatically generate amendments for those reports.

Amending Reports and Notices

Example:
There are three reports filed to date. The Quarter 1 dated 1/1/01 to 3/31/01, the Quarter 2 dated 4/1/01 6/30/01 and the Quarter 3 dated 7/1/01 to 9/30/01. All three reports are closed and have been filed electronically. The user needs to amend the Quarter 1 report, after filing the amendment for this report all the subsequent filed reports will generate automatic amendments. To find out if they need to file any of these automatically generated amendments; contact the Reports and Analyst Division at the Federal Election Commission.

Modifying transactions for the amendment

Transactions that were incorrectly reported in the original report can now be corrected.

1. Go to the view that contains the incorrect transaction (e.g. Receipts, Disbursements), and find the transaction that requires editing.

2. Double click on the transaction requiring editing.

3. Make the necessary changes to the transaction and select OK. The altered transaction appears; the original transaction resides in an archived file of the original filing.

Adding new transactions for the amendment

Adding new transactions to an amended report is completed as adding new transactions to an original report. Go to the Summary Page View and double click on the line that represents the new transaction.

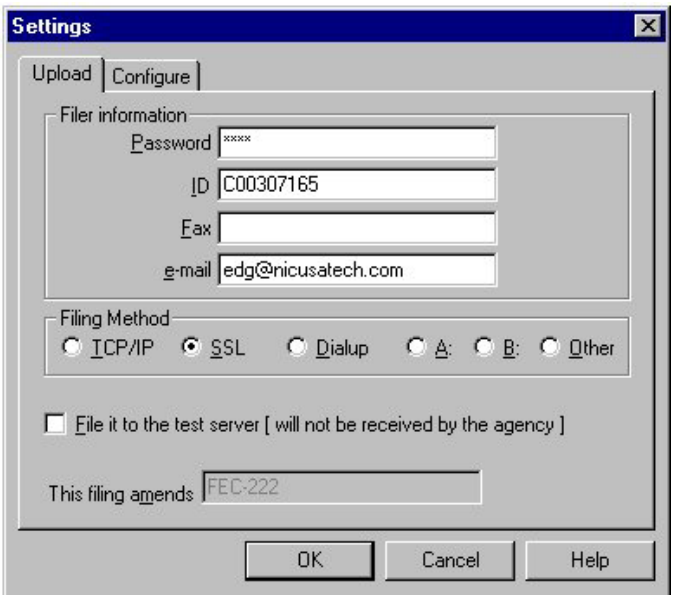
Deleting transactions from an amended report

To delete a transaction from an amended report, go to the view that displays the transaction, single click on the transaction, and choose Delete from the Edit menu.

Amending Reports and Notices

Filing an amended report

An amended report is filed like a new report (choose Upload from the File menu). The necessary filing id required to amend the report is already entered in the box labeled "This filing amends"



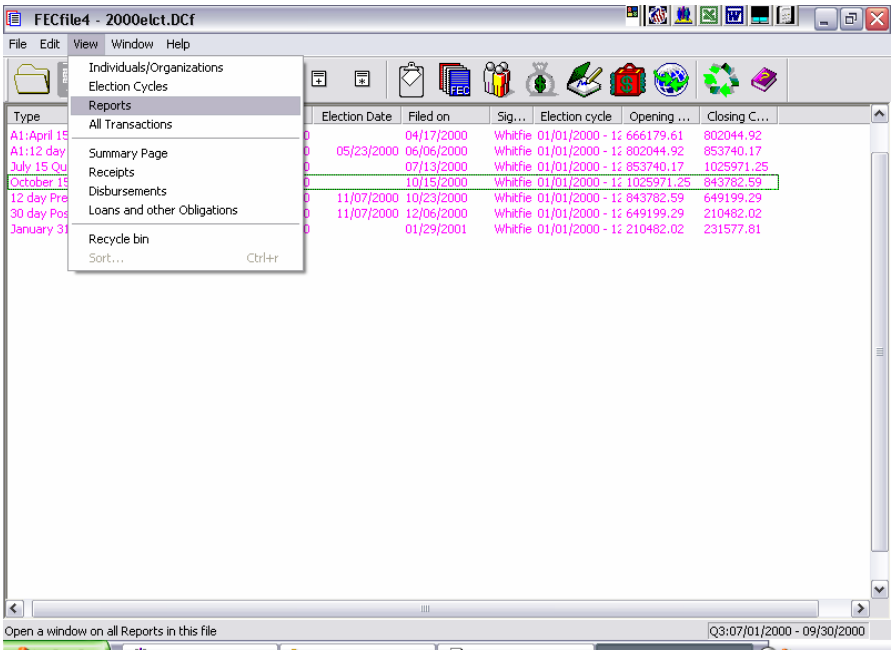
Previewing original and amended reports

FECFile4 now creates an archived file of filed reports. To view a report, select the one to preview from the reports view. Select print archived report from the file menu. Choose current, original or amendment 1, 2, or 3. Choosing current previews the report that is selected in the reports view. Original previews the original report that was filed or the current report if no report has yet been filed. Any of the amendment options preview the corresponding amendment.

Amending Reports and Notices

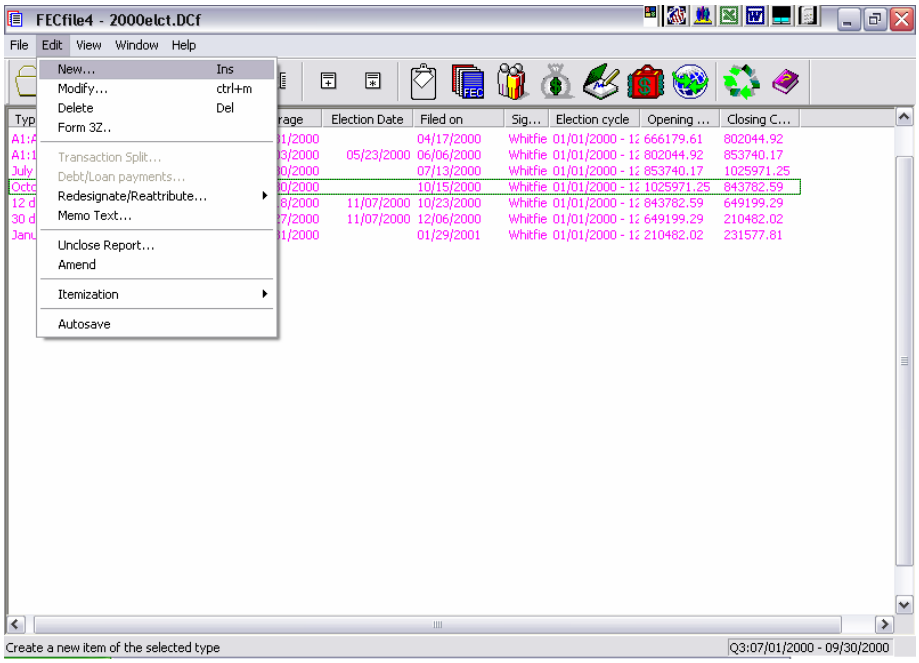
48 Hour Notices

1. Create the next report (i.e. Q1) and the transaction(s) that will be reported on that report and the 48 Hour Notice. This report and subsequent transaction will be reported to the FEC at some point following the submission of the 48-Hour Notcie.

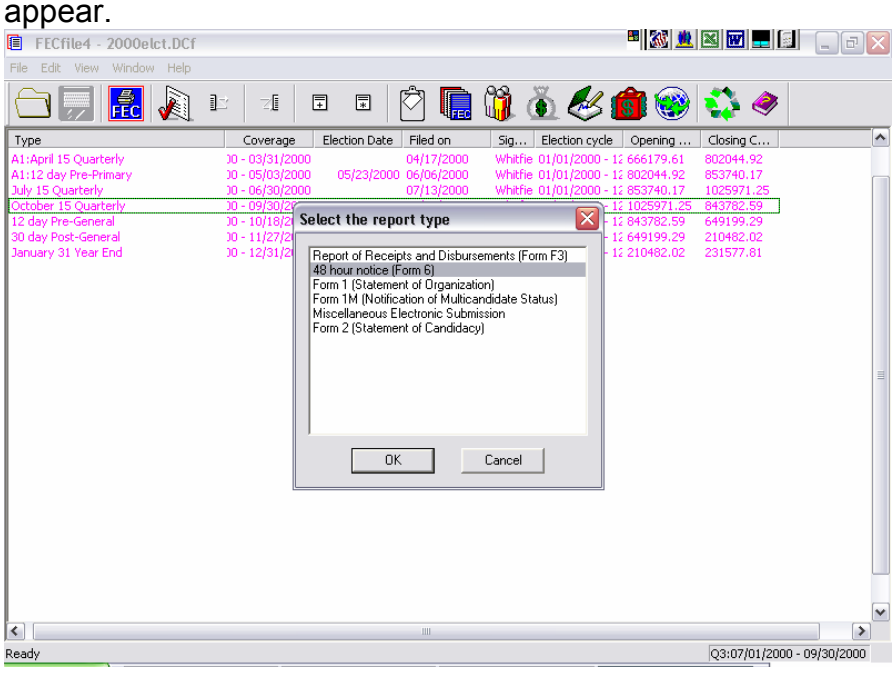


2. Select View from the menu bar and click on Reports.

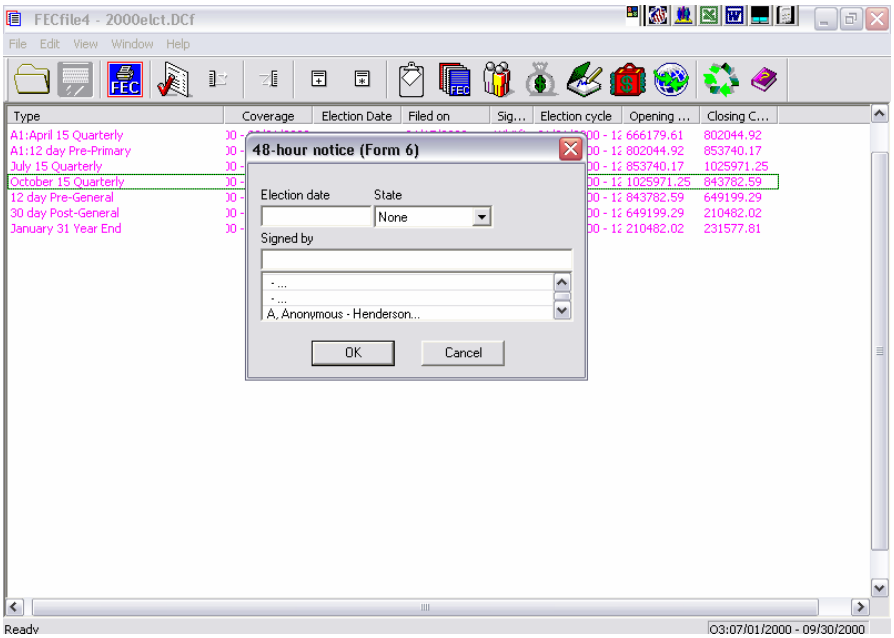
Amending Reports and Notices



3. Select Edit from the menu bar, and click on New. A dialog box will appear.



4. Select 48 Hour Notice in the dialog box and click on OK.

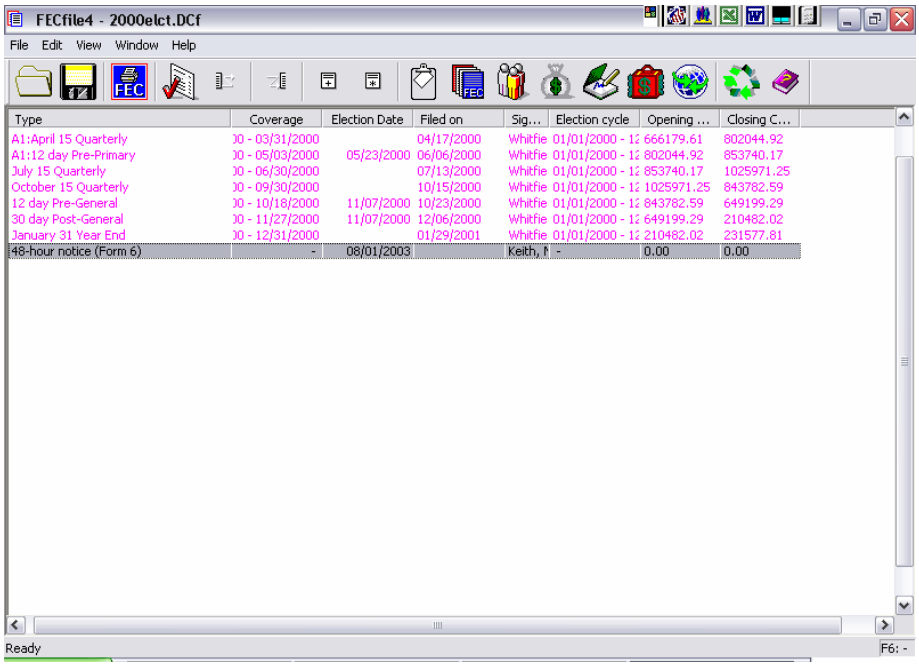


5. Enter the date of the election in the Election date field.

6. Click on the drop down menu and select the state in which the candidate is running for election.

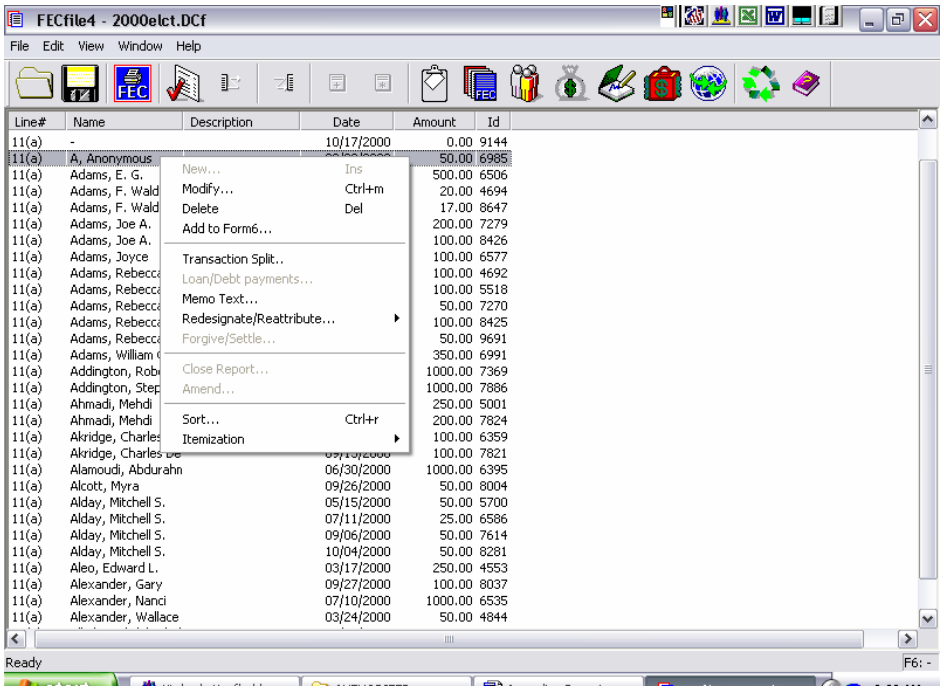
7. Select the Treasurer or Assistant Treasurer from below the Signed by field. Their name will now appear in the Signed by field. Click on OK.

Amending Reports and Notices



8. Select the 48 hour notice line in the Reports View, highlighting it. Select View from the menu bar and select All Transactions.

Amending Reports and Notices

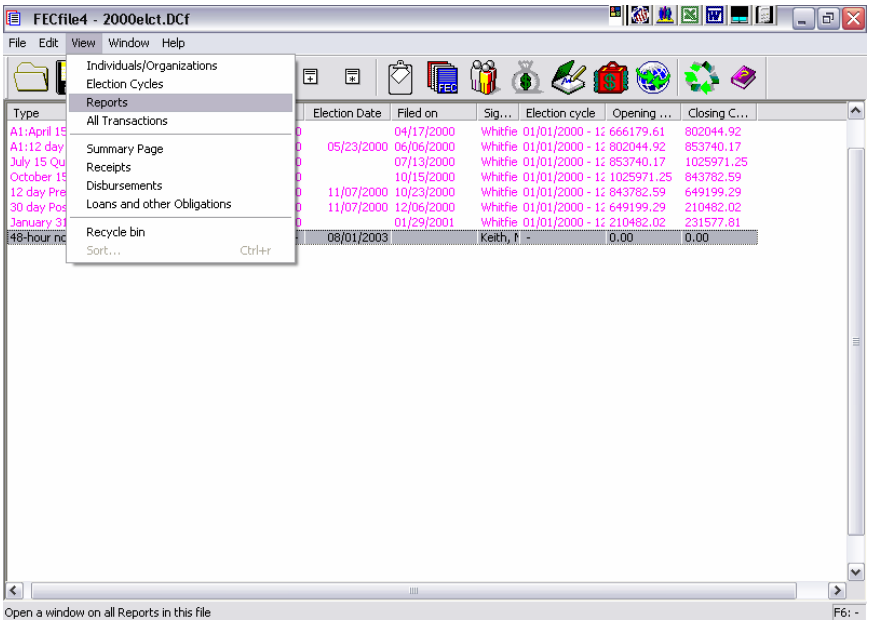


9. Right click on the appropriate transaction, from step 1, that you would like to add the 48 Hour Notice. Select Add to Form 6 from the drop down menu. The transaction has now been successfully added to the 48 Hour Notice highlighted on the Reports screen from previous step.

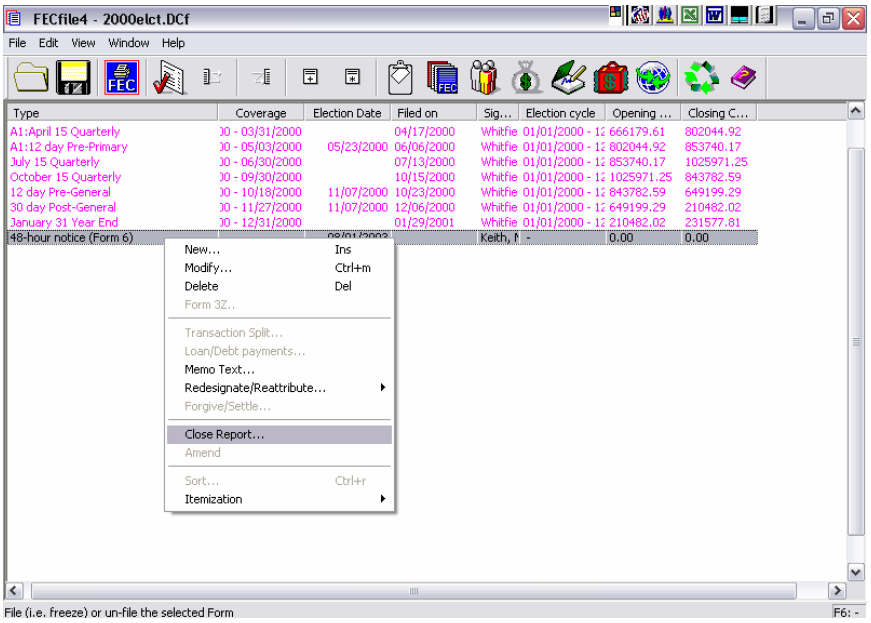
10. If additional transactions are required to add to the same 48 Hour Notice, repeat the previous step for each transaction.

Note: The transaction must be previously created in the next report in order to be attached to the Form 6.

Amending Reports and Notices

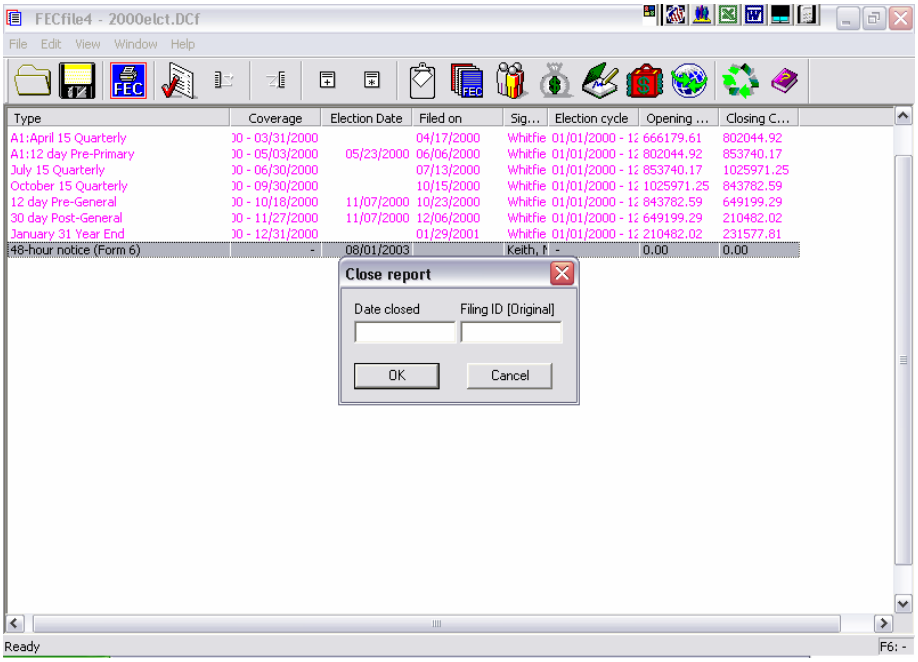


11. Select View from the menu bar and click on Reports.



Amending Reports and Notices

12. Right click on the 48 Hour Notice and select Close Report.

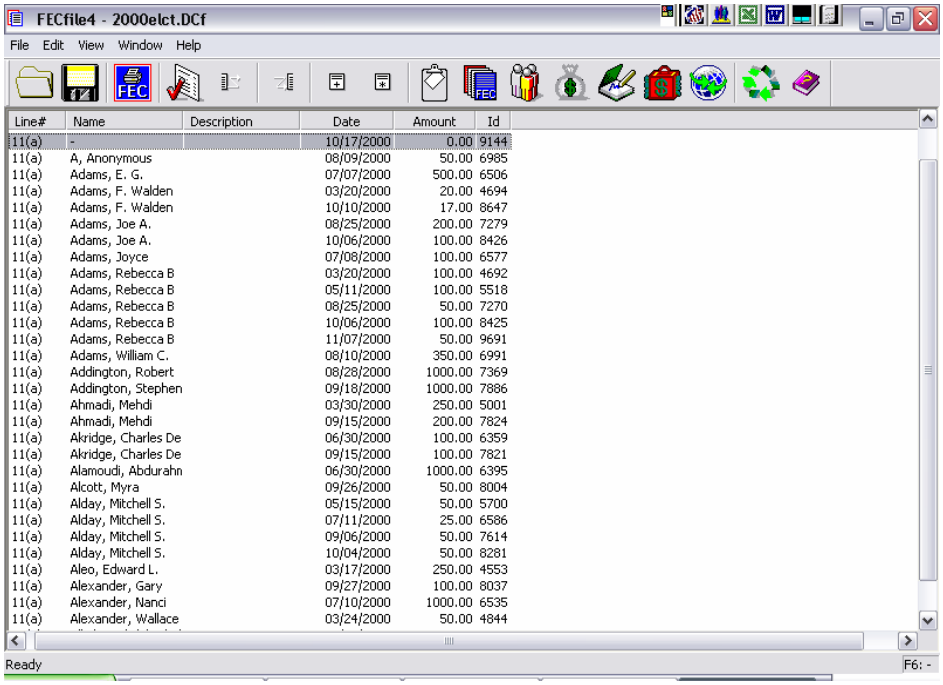


13. Enter in the current date in the Date Closed field, and click on OK.

14. Upload the report as per submission instructions.

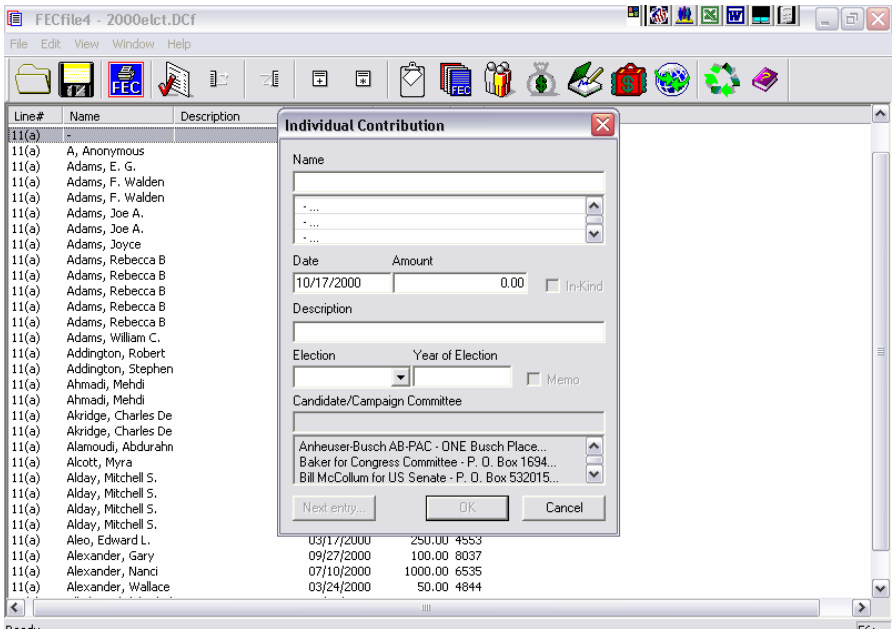
Amending Reports and Notices

Partnership Contributions

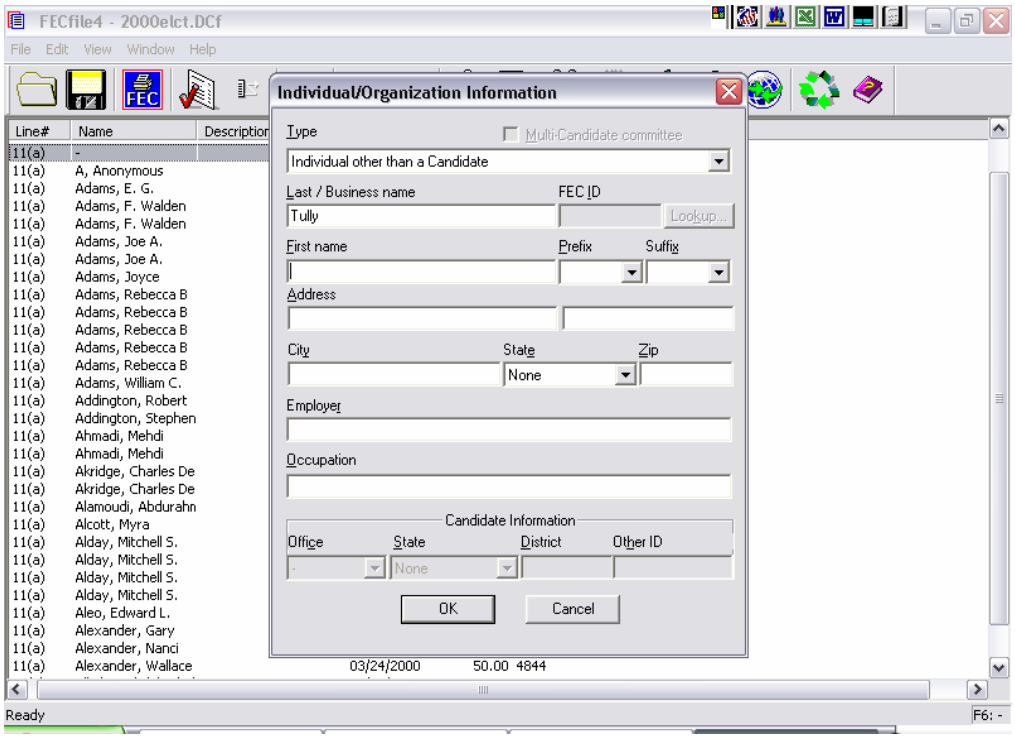


Line#	Name	Description	Date	Amount	Id
11(a)	-		10/17/2000	0.00	9144
11(a)	A, Anonymous		08/09/2000	50.00	6985
11(a)	Adams, E. G.		07/07/2000	500.00	6506
11(a)	Adams, F. Walden		03/20/2000	20.00	4694
11(a)	Adams, F. Walden		10/10/2000	17.00	8647
11(a)	Adams, Joe A.		08/25/2000	200.00	7279
11(a)	Adams, Joe A.		10/06/2000	100.00	8426
11(a)	Adams, Joyce		07/08/2000	100.00	6577
11(a)	Adams, Rebecca B		03/20/2000	100.00	4692
11(a)	Adams, Rebecca B		05/11/2000	100.00	5518
11(a)	Adams, Rebecca B		08/25/2000	50.00	7270
11(a)	Adams, Rebecca B		10/06/2000	100.00	8425
11(a)	Adams, Rebecca B		11/07/2000	50.00	9691
11(a)	Adams, William C.		08/10/2000	350.00	6991
11(a)	Addington, Robert		08/28/2000	1000.00	7369
11(a)	Addington, Stephen		09/18/2000	1000.00	7886
11(a)	Ahmadi, Mehdi		03/30/2000	250.00	5001
11(a)	Ahmadi, Mehdi		09/15/2000	200.00	7824
11(a)	Akridge, Charles De		06/30/2000	100.00	6359
11(a)	Akridge, Charles De		09/15/2000	100.00	7821
11(a)	Alamoudi, Abdurahn		06/30/2000	1000.00	6395
11(a)	Alcott, Myra		09/26/2000	50.00	8004
11(a)	Alday, Mitchell S.		05/15/2000	50.00	5700
11(a)	Alday, Mitchell S.		07/11/2000	25.00	6586
11(a)	Alday, Mitchell S.		09/06/2000	50.00	7614
11(a)	Alday, Mitchell S.		10/04/2000	50.00	8281
11(a)	Aleo, Edward L.		03/17/2000	250.00	4553
11(a)	Alexander, Gary		09/27/2000	100.00	8037
11(a)	Alexander, Nanci		07/10/2000	1000.00	6535
11(a)	Alexander, Wallace		03/24/2000	50.00	4844

1. From the FECFile Summary page, double click on line 11(a).

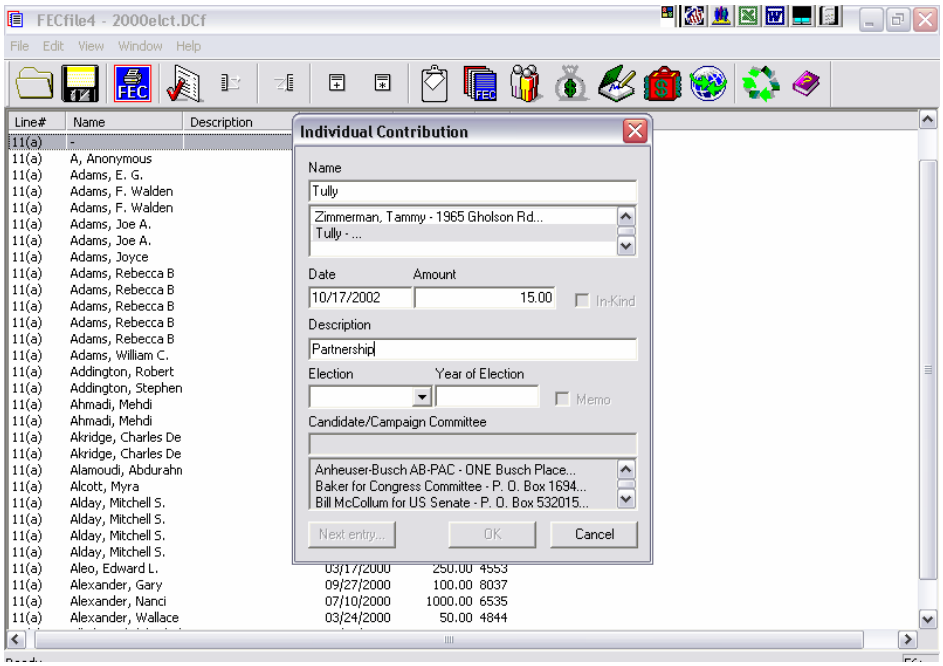


2. The Individual contribution dialog box appears. Enter the partnership's name in the text field, and press the Tab key.



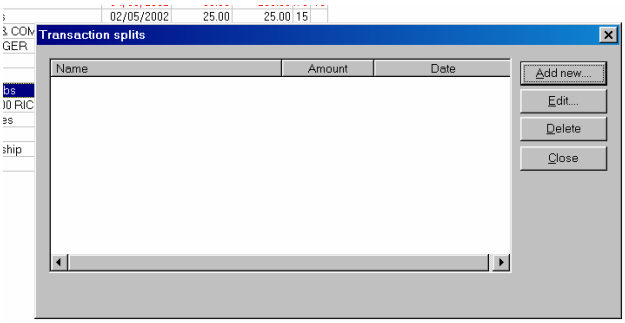
3. The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Partnership, Indian Tribes, Other non-federal entities. Type in the partner's name, address, city, state and zip and click on OK.

Amending Reports and Notices



4. The Individual contribution dialog box appears. Enter in the date, amount and enter “Partnership” in the text area for the description. Click on OK.

5. Select View from the menu bar, and select Receipts. The Receipts window appears.

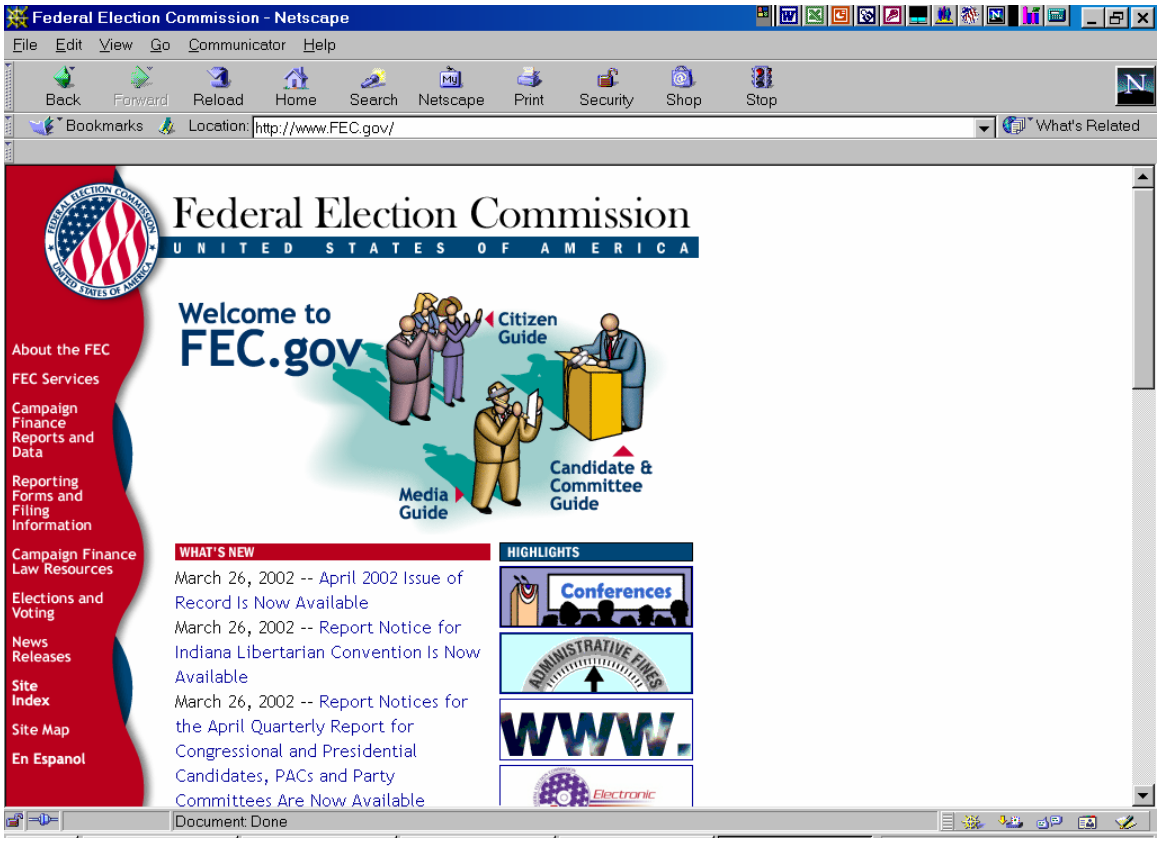


6. Right click on the appropriate transaction, and select Transaction splits. The Transaction splits window appears. Click on Add new, and enter the

individual information. Repeat entering additional information as required.

7. Click on close.

Navigating the FEC Website



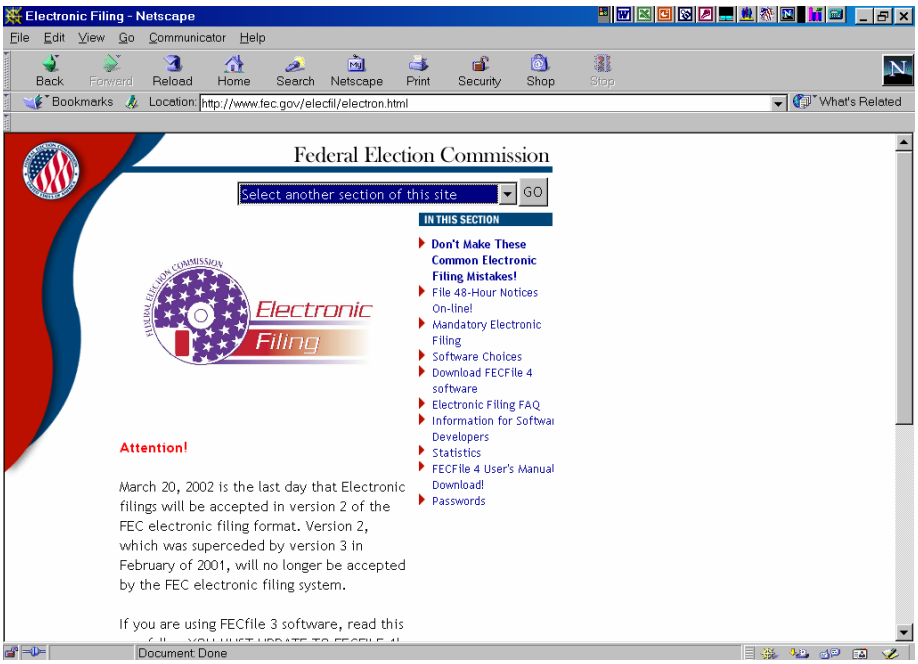
The Federal Election Commission has it's own website available to all who have Internet access. The site has a wealth of information on Campaign Finance information, Reports, Forms to name a few.

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.