FECFile Webinar for Candidate Committees
January 21, 2026
2:30 - 4:30 p.m. Eastern Time

During today's presentation, staff members from the Reports Analysis Division will assist you with filing your Year-End Report (due January 31) via FECFile. Our presenters will provide you with an overview of the program's fundamentals and show you how to effectively navigate the software, create reports, enter different types of transactions, and provide all of the necessary information for your FEC filings.

This presentation is designed to be as interactive and helpful as possible, so if you have any questions at any time during the presentation, please type them into the Q&A pod.

Prepared by the Federal Election Commission

WORKSHOP OUTLINE

Fig. 1

Part I: FECFile Basics (Getting Started Manual, p.2)

A: Getting started with FECFile
- Database layout
- Tab names and purposes
- Data location, importance of backups
- Avoid duplicate committee files

B: Setting up your database

C: Creating individual reports
- Types of reports
- Creating a FEC Form 3
- Electronic filing password

Fig. 1 – Shows opening your committee's existing file if you have already created one. Only create one ".dcf" file per committee.

Fig. 2

Fig. 2 – The toolbar shown allows you to navigate across FECFile.

Part II: Reporting Receipts (p. 13)

A. Summary page, types of receipts reported on Schedule A
- Itemization thresholds
- "This P.I" (This Period Itemized) and "This P.U" (This Period Unitemized)

B. Individual and candidate contributions
- Creating a new contact vs. using existing contact
- Partnership contributions (introduction to transaction splits)

C. In-kind contributions
- Automatically creates corresponding entry on Schedule B

D. PAC and political committee contributions
- Look-up function (discussion only) (p. 12)
- Unregistered committees

E. Refunds, rebates and interest income

Fig. 3

#Line	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions	5050.00		61900.00	150.00
11(b)	Contributions from political party committees			10050.00	
11(c)	Contributions from other political committees	5000.00		16099.00	
11(d)	Contributions from the candidate			82558.32	
12	Transfers from other authorized committees			13500.00	
13(a)	Loans received from the candidate			64440.00	
13(b)	Other loans received			32214.34	
14	Offsets to operating expenditures (refunds, rebates, (			3500.00	
15	Other Receipts (Dividends, Interest, etc.)			106768.13	131.26
17	Operating expenditures			486133.23	100.00
18	Transfers to other authorized committees			502500.00	
19(a)	Loan repayments made to the candidate			21000.00	
19(b)	Other loan repayments made			33438.70	
20(a)	Refunds of individual contributions			20000.00	
20(b)	Refunds of contributions from political party commi			2500.00	
20(c)	Refunds of contributions from other political comm			300.00	
21	Other disbursements			30750.00	
21	Loans made				
23	Cash on hand		443955.58		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	43326.35			
10	Other debts owed BY the committee	15250.00			

Fig. 3 – A Summary Page showing $5,050.00 in contributions on Line 11(a) and $5,000 on Line 11(c) this period. It also details the Cycle to Date (CTD) figures for

Part III: Reporting Disbursements (p. 19)

    A. Types of disbursements reported on Schedule B
- Itemization thresholds

    B. Operating expenditures

    C. Staff reimbursements/credit card payments
- Transaction splits (itemization)

Fig. 4
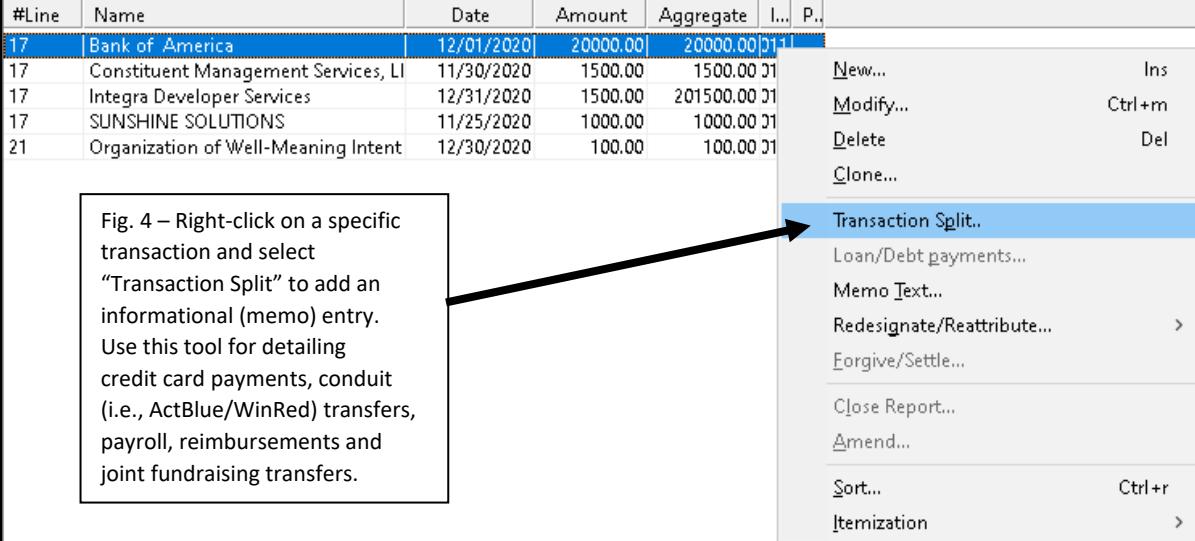
Fig. 4 – Right-click on a specific transaction and select "Transaction Split" to add an informational (memo) entry. Use this tool for detailing credit card payments, conduit (i.e., ActBlue/WinRed) transfers, payroll, reimbursements and joint fundraising transfers.

Fig. 5

Fig. 5 – Shows the window opened after choosing "Transaction Split." Select "Add new…" and a data input window will prompt you to enter the contributor/conduit/vendor

    D. Contributions to other federal candidate committees

    E. Contribution refunds

Part IV: Reporting Loans and Debts (p. 21)

A. Types of loans & debts
B. Types of loans owed by committees
- Candidate - personal funds loans
- Candidate - non-personal funds loan (Schedule C-1 needed)
C. Debts owed by committees
- Report debts greater than $500 <u>or</u> outstanding 60 days
D. Payments on loans and debts
- Payment of loan principal vs. interest
E. Loan forgiveness
- Signed statement from the candidate on paper – mail to FEC

Fig. 6

Loans	Debts
□ Money is IN the committee.	□ VALUE is IN the committee, money is NOT.
□ Lump of money given to committee that they promise to repay.	□ Individuals go out and buy something on the committee's behalf and get reimbursed in return.
	□ Individual/vendor provides a good or service and the committee owes payment in return (but hasn't yet paid).

Fig. 7

New...	Ins
Modify...	Ctrl+m
Delete	Del
Clone...	
Transaction Split..	
Loan/Debt payments...	
Memo Text...	
Redesignate/Reattribute...	>
Forgive/Settle...	
Close Report...	
Amend...	
Sort...	Ctrl+r
Itemization	>
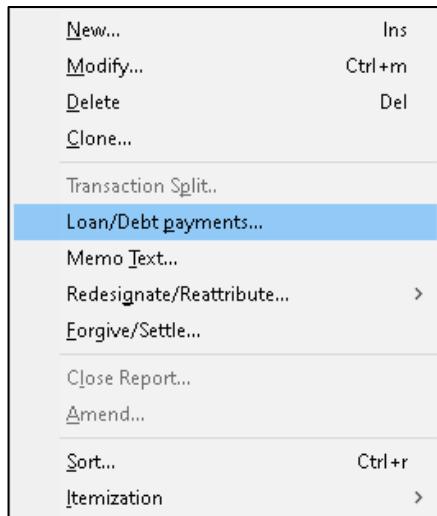
Fig. 7 – Committees <u>must</u> use the "Loan/Debt Repayment" or "Forgive/Settle" tool found on the Loans, Debts and Obligations Tab to report payments on or settle any loans or debts.

Part V: Providing Additional Information (p. 11)

A. Miscellaneous Electronic Submission (Form 99)
B. Memo text on report, transactions

Fig. 8

#Line	Name	Date	Amount	Aggregate	Id	P..
11(a)	Bean & Bean LLP	04/01/2017	1000.00	1000.00	4533	
[S]11(a)	Bean, Chris	04/01/2017	500.00	500.00	4534	533
[S]11(a)	Bean, Coral	04/01/2017	500.00	500.00	4535	533
13(a)/A	Smith, Sarah	04/01/2017	10000.00	10000.00	4540	
11(a)	Frost, Emma	04/01/2017	500.00	500.00	4536	
11(a)	Haskins, Bill	04/01/2017	1000.00	1000.00	4435	

Menu:
- New... — Ins
- Modify... — Ctrl+m
- Delete — Del
- Clone...
- Transaction Split..
- Loan/Debt payments...
- Memo Text...
- Redesignate/Reattribute... >
- Forgive/Settle...
- Close Report...
- Amend...
- Sort... — Ctrl+r
- Itemization >

Fig. 8 – Right-click on a specific transaction and select "Memo Text" to add explanatory text to the entry.

C. Memo text vs. memo item

Fig. 9 – Memo Text Field

Memo text ✕

You can type in your information in this box and the software will append (add a separate page) to the report with the text contained in this field. It will be linked to the original transaction through the Transacton ID. It is a helpful way to provide a detailed explanation beyond what you can enter into the "Additional Text"/"Transaction Description" Fields.

OK   Cancel

Part VI: Filing Reports (p. 25)

A. Close
B. Validate
- Failing messages (must be corrected before upload can proceed)
- Warning messages
C. Save
D. Upload
E. Amend

Fig. 10

Fig. 10 – Shows the icons for Saving, Print Previewing, Validating, and Uploading your report.
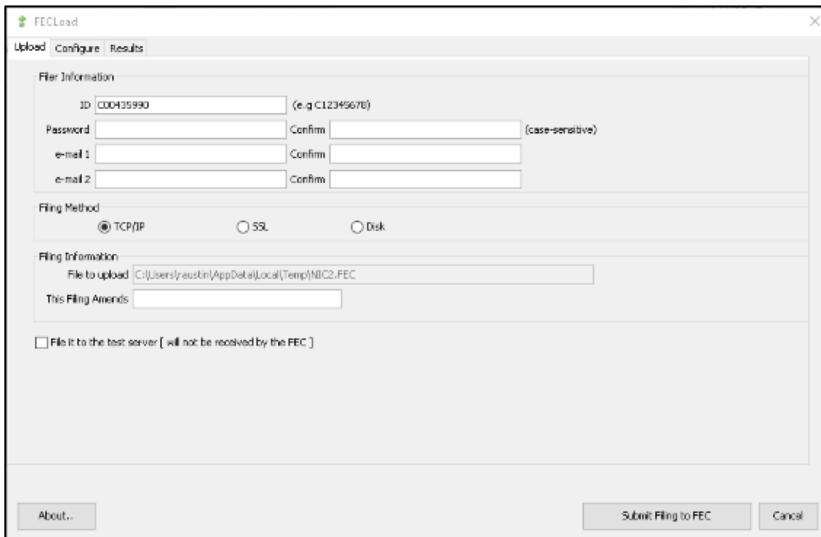
Fig. 11

Fig. 11 – Shows the FECLoad prompt required to send your filing to the FEC. Committees only need to input the following fields:
1. Committee ID (e.g. C00…)
2. Password (can be reset on FEC website)
3. Up to two e-mails for the FEC to send an email confirming we have received your filing
4. Then, click "Submit Filing to FEC"

No need to adjust or input anything else unless instructed to do so by FEC staff.

Part VII: Advanced Topics

A. Conduit/earmark reporting (p. 17)
   - Enter contributor information (i.e., Doe, John)
   - Use transaction split for conduit information.

Fig. 12

Fig. 12 – Select "Contributor," then use "Transaction Split" function to add conduit information (i.e., Name, Date of Transfer, Amount, Address).

B. Receipts from joint fundraising committees

Fig. 13
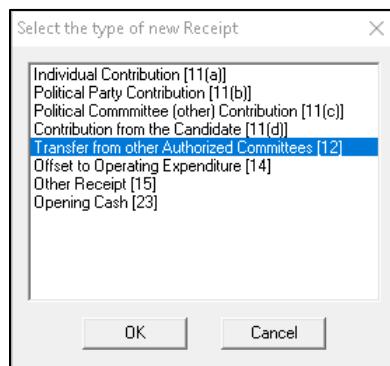
Fig. 13 – Receipts from joint fundraisers are transfers reported on Line 12.

Fig. 14

Fig. 14 – Joint fundraising transfers require using the "Transaction Split" function to show all contributors requiring itemization. Unitemized amounts can be shown as a separate memo entry.

C. Candidate in-kind contributions (p. 14)

Fig. 15   *Fig. 16*

Fig. 15 – Candidate in-kinds are a two-step process. First, enter the amount paid by the candidate under "Contributions from the Candidate." Ensure you check the "In-Kind" box. This will create an "Operating Expenditure" entry on the disbursement tab.

Fig. 16 – Then on the disbursement tab a separate memo entry will be required. The memo entry should contain the information for the ultimate payee. It should also reference the candidate in-kind as it will not be linked in the software.

D. Redesignations/reattributions (p.14)

Fig. 17
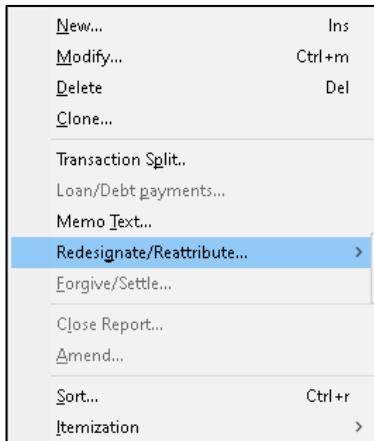
Fig. 17 – To redesignate or reattribute select the contributor in question and right-click. Select whether the contribution is being reattributed (to another person) or redesignated (to another election).
A new "Individual Contributor" window will open after selecting either option. Enter or confirm the requested information.

E. FEC Form 6 (48-Hour Notice) (p. 15)
   - Create an FEC Form 6 (48-Hour Notice) under the "Reports" tab;
   - The quarterly report covering the contribution date will also need to be created;
   - Then highlight the 48-Hour Report (FEC Form 6) so that it is blue;
   - Navigate to "All Transactions" and locate the contribution (must be a single $1,000 transaction) and highlight so that the transaction is blue;
   - Right-click and select the "Add to Form 6" function;
   - Reconfirm the contributor information is correct and click "OK."
   - The transaction should be added and can be viewed under "Receipts."

Fig. 18 – Shows Menu under All Transactions

|	
New...	Ins
Modify...	Ctrl+m
Delete	Del
Add to Form6...	
Transaction Split..	
Loan/Debt payments...	
Memo Text...	
Redesignate/Reattribute...	>
Forgive/Settle...	
Close Report...	
Amend...	
Sort...	Ctrl+r
Itemization	>
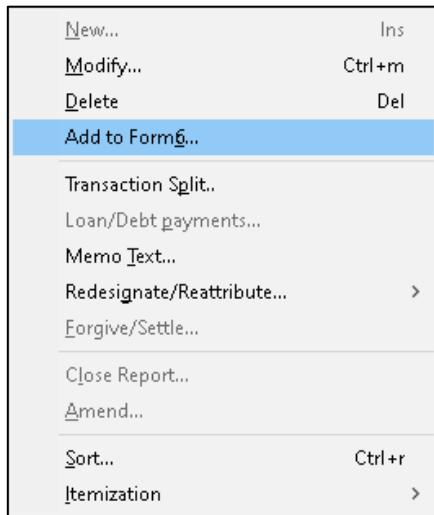
Fig. 19 – Information on When to File FEC Form 6

Campaign committees must file special notices regarding contributions of $1,000 or more received less than 20 days but more than 48 hours before 12:01 a.m. of the day of any election in which the candidate is running.

This rule applies to all types of contributions to any authorized committee of the candidate, including:
   - Contributions (including in-kind) from the candidate;
   - Loans from the candidate and other non-bank sources; and
   - Loan Endorsements/guarantees from banks.

HELPFUL LINKS

Electronic Filing Resources

- Getting Started with FECFile for Candidate Committees Manual: *https://www.fec.gov/resources/cms-content/documents/FECFile_GettingStartedManual_Candidates.pdf*

- Electronic Filing Overview: *https://www.fec.gov/help-candidates-and-committees/filing-reports/electronic-filing/*

- About FECFile: *https://www.fec.gov/help-candidates-and-committees/filing-reports/fecfile-software/*

- Download FECFile: *https://efilingapps.fec.gov/registration/fecfile.htm*

- Electronic Filing Password: https://webforms.fec.gov/psa/getstarted.htm

- Validation Errors: *https://www.fec.gov/help-candidates-and-committees/filing-reports/validation-errors-explained/*

- Upload Errors: *https://www.fec.gov/help-candidates-and-committees/filing-reports/upload-errors/*

- Online Webforms: *https://webforms.fec.gov/*

- Importing Data into FECFile: *https://www.fec.gov/help-candidates-and-committees/filing-reports/importing-data-fecfile/*

FECFile Video Tutorials

- Intro to FECFile: *https://www.youtube.com/watch?v=yI8AYiaOErA*

- Setting up the FECFile Database: *https://www.youtube.com/watch?v=9-NuHQuDqLw*

- Entering Individual and PAC Contributions in FECFile: *https://www.youtube.com/watch?v=KVLBTho2CG4*

- Entering Disbursements in FECFile: *https://www.youtube.com/watch?v=n2eHPATHv8Q*

Reporting and Additional Resources

- Campaign Guide for Candidates and Committees: *https://www.fec.gov/resources/cms-content/documents/candqui.pdf*

- Help for Candidates and Committees: *https://www.fec.gov/help-candidates-and-committees/*

- Candidate Reporting Examples: *https://www.fec.gov/candidate-reporting-examples*

- Reporting Dates and Deadlines: *https://www.fec.gov/help-candidates-and-committees/dates-and-deadlines/*

- Congressional Pre-Election Reports and 48-Hour Notices: https://www.fec.gov/help-candidates-and-committees/dates-and-deadlines/2026-reporting-dates/congressional-pre-election-reporting-dates-2026/

For Additional Help, Contact:

- Reports Analysis Division: (202) 694-1130 or 1-800-424-9530 (menu option 5)

- Electronic Filing Office: (202) 694-1307 or 1-800-424-9530 (menu option 4)

- Email questions to Reports Analysis Division: *https://www.fec.gov/help-candidates-and-committees/question-rad/*