

## **FECFile Webinars**

March 25 – PACs and Parties  
April 1 – Candidates



## **April Quarterly FECFile for PACs & Party Committees Webinar**

March 25, 2026

1:00 – 3:00 pm Eastern Time

During today's presentation, staff members from the Reports Analysis Division will assist you with filing your April Quarterly Reports (due April 15) 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.



## WORKSHOP OUTLINE

### Part I: FECFile Basics (Getting Started Manual, pp. 5-8)

- A. Getting started with FECFile
  - Database layout
  - Tab names and purposes
  - Data location, importance of backups
  - Avoiding duplicate committee files
- B. Setting up your database
- C. Creating individual reports
  - Types of reports

### Part II: FEC Form 1 – Statement of Organization (pp. 9-11)

- A. Treasurer designation
  - Assistant Treasurer
- B. Affiliated committees
  - Joint fundraisers

The screenshot shows the 'Statement of Organization' form in the FECFile software. The form includes sections for 'Type of Committee', 'Custodian of Records', 'Treasurer', 'Website Address', 'Primary e-mail', 'Secondary e-mail', 'Signed by', and 'Submission Date'. The 'Treasurer' field is populated with 'Timmie, Jamie/Treasurer'. A pop-up window titled 'Affiliations, Agents & Banks Related to the Committee' is open, displaying a table with the following data:

Name	Type	Title/Position
Pet Lovers Association	Connected Organiza...	
Dog PAC	Affiliated Committee	
Ray, Terez	Designated Agent	Assistant Treasurer
Bank of America	Bank	

An arrow points to the 'Agents...' button in the 'Treasurer' field, with the text: 'Click on the agents button to add a connected organization, affiliated committee, bank, and designated agent'. The pop-up window also includes an 'Add new' section with buttons for 'Affiliation...', 'Designated...', 'Bank...', 'Edit...', 'Delete', 'OK', and 'Cancel'.

- C. Bank depositories
- D. Multiple email addresses
  - Amend Form 1 to update email address
- E. Changing committee address
- F. Report changes to registration information within 10 days

**Part III: Reporting Receipts (pp. 14-17)**

- 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)

The screenshot shows a software interface with a menu bar at the top containing: Individuals/Organizations and Events - Reports All Transactions Summary Page - Form 3X Receipts Disbursements Loans, Debts and Obligations. Below the menu bar is a table with the following data:

#Line	Name	Date	Amount	Aggregate	I...	P.
11(a)	Water Bowl LLC	12/06/2020	5000.00	5000.00	399	
[S]11(a)	Leone, Ian	12/06/2020	2500.00	2500.00	102	399
[S]11(a)	Lynx, Alice	12/06/2020	2500.00	2500.00	104	399

Overlaid on the bottom right of the table is a 'Transaction splits' dialog box. It contains a table with the following data:

Name	Amount	Date
Leone, Ian	2500.00	12/06/2020
Lynx, Alice	2500.00	12/06/2020

Below the table in the dialog box are buttons for 'Add new...', 'Edit...', 'Delete', and 'Close'. There is also a scroll bar at the bottom of the dialog box.

- C. In-kind contributions
  - Automatically creates corresponding entry on Schedule B
- D. PAC and political committee contributions
  - Using the PAC look-up function

**Part IV: Reporting Disbursements (pp. 18-21)**

- A. Types of disbursements reported on Schedule B
  - Itemization thresholds
- B. Operating expenditures
- C. Staff reimbursements/credit card payments
  - Transaction splits (itemization)
- D. Contributions to other federal candidate committees

The screenshot displays the 'Disbursements' section of the FEC software. The main window shows a table with columns for line number, description, and four monetary columns: This P.I., This P.U., CTD.I, and CTD.U. Line 21 is highlighted in blue, representing 'Campaign committee operating expenses (voluntary and political)'. A pop-up window titled 'Individual/Organization Information' is open, showing a 'Type' dropdown menu set to 'Campaign Committee'. A blue arrow points to this dropdown menu. The pop-up form also includes fields for name, address, and candidate information.

**Be sure to choose Campaign Committee under type of report when disclosing a contribution to a federal candidate.**

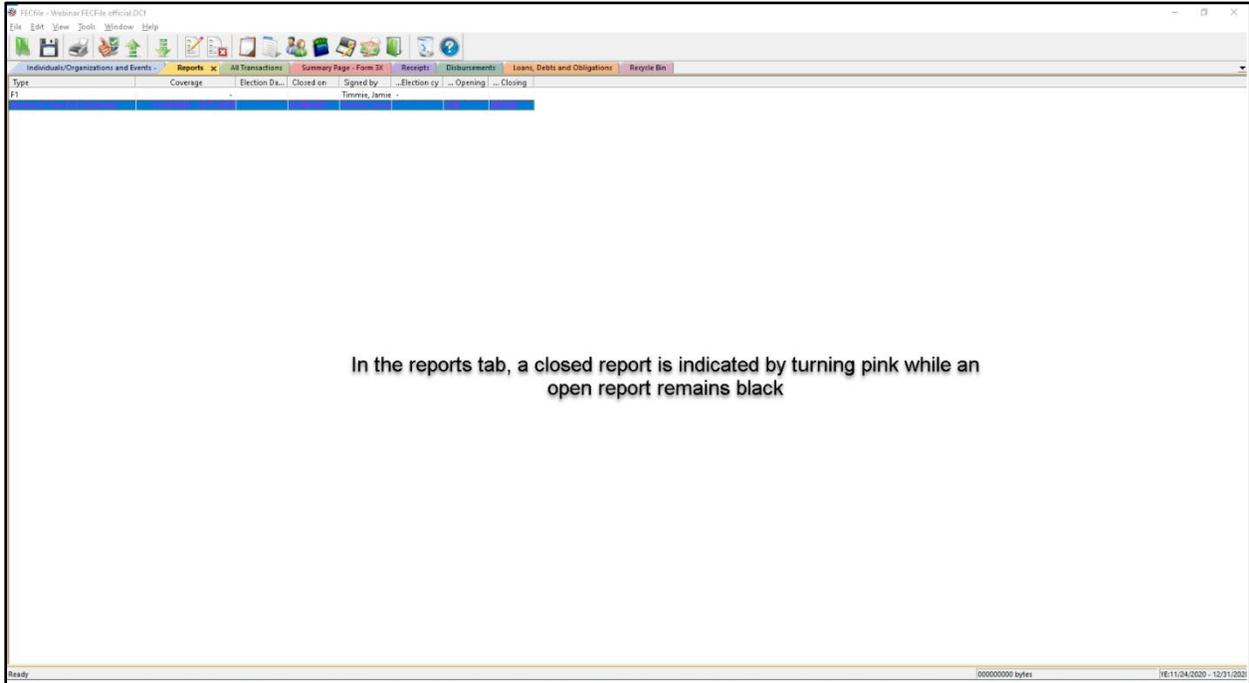
- E. Refund of individual contribution
- F. Nonfederal contributions

**Part V: Providing Additional Information**

- A. Miscellaneous electronic submission (Form 99)
- B. Memo text on report, transactions
- C. Memo text vs. memo item

**Part VI: Filing Reports (pp. 37-40)**

**A. Close**



- B. Validate
- C. Preview, Print
- D. Upload
  - Electronic filing password
- E. Amend

## HELPFUL LINKS

### Electronic Filing Resources:

- Help for Electronic Filers: manuals, tutorial videos, and links. <https://www.fec.gov/help-candidates-and-committees/filing-reports/electronic-filing/>
- Getting Started Guide: [Getting Started With FECFile \(For PAC and Party Committees\)](#)
- Full FECFile User Manual: <http://efilingapps.fec.gov/fecfiledoc/fecfiledoc.pdf>
- Electronic Filing Password: <https://webforms.fec.gov/psa/getstarted.htm>
- Electronic Filing Password Help: <https://webforms.fec.gov/psa/help.htm>
- Validation Errors Explained: <https://www.fec.gov/help-candidates-and-committees/filing-reports/validation-errors-explained/>
- Upload Errors Explained: <https://www.fec.gov/help-candidates-and-committees/filing-reports/upload-errors/>
- Common E-filing Mistakes: <https://transition.fec.gov/elecfil/mistakes.shtml>

### FECFile Video Tutorials:

- [FECFile video tutorial: "Setting Up a FECFile Database for a Political Action Committee or Political Party Committee"](#)
- [FECFile video tutorial: "Entering Contributions from Individuals and PACs"](#)
- [FECFile video tutorial: "Entering Operating Expenditures and Contributions to Candidates"](#)

Online Webforms: <https://webforms.fec.gov/>

### Reporting Resources:

- Campaign Guidebooks: <https://www.fec.gov/help-candidates-and-committees/guides/>
- Reporting Dates: <https://www.fec.gov/help-candidates-and-committees/dates-and-deadlines/>
- FAQs Page: <http://www.fec.gov/ans/answers.shtml>
  - FAQs for PACs: <http://www.fec.gov/rad/pacs/FederalElectionCommission-RAD-PACs.shtml>
  - FAQs for Party Committees: <http://www.fec.gov/rad/parties/FederalElectionCommission-RAD-Parties.shtml>