



# FECFile Webinars – Basic and Advanced

April 3 – PACs and Parties  
April 4 – Candidates

Administering and Enforcing Federal Election Laws

**FECFILE**  
Electronic Filing Software

## Federal Election Commission 2024 April Quarterly Advanced FECFile Webinar for Candidate Committees

April 4, 2024 (2:30 - 4:30 p.m. Eastern Time)

### **PART I: Importing Committee Data into FECFile**

- Getting started
- Formatting entries
- Importing your data into FECFile
- Key information to remember
- Troubleshooting common error messages

### **PART II: Earmarked Contributions**

- Importing conduit / earmark data
- Handling contributions received between reporting periods
- Schedule B entries / gross v. net amount
- Reattributing / redesignating earmarked contributions
- Refunds of contributions via conduits

### **PART III: Reporting Loans and Debts**

- Debts - unreimbursed out-of-pocket expenses
- Loans - payment to the committee with repayment terms
- Debts owed by committee
- Payments on loans and debts
- Loan forgiveness

### **PART IV: FEC Form 6 (48-Hour Notices of Contributions / Loans Received)**

- When to file 48-Hour Notices
- Using FEC website to submit FEC Form 6
- Using FECFile to submit FEC Form 6

### **PART V: Joint Fundraising Transfers**

- Joint fundraising transfers
- Joint fundraising memos
- Handling in-kind contributions
- Refunds through joint fundraising efforts

### **PART VI: FEC Form 3Z**

- FEC Form 3Z filing requirements
- How to add FEC Form 3Z to filing
- Preview report to re-check numbers

### **HELPFUL LINKS**

- Electronic filing resources
- FECFile video tutorials
- Reporting and additional resources
- Contact information for additional help



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