

# FECFile Webinars

March 25 – PACs and Parties  
April 1 – Candidates

Administering and Enforcing Federal Campaign Finance Law

**FECFILE**  
Electronic Filing Software

## Federal Election Commission 2026 April Quarterly FECFile Webinar for PACs & Party Committees

### PART I: FECFile Basics

- Getting started with FECFile
- Setting up your database
- Creating individual reports

### PART II: FEC Form 1 (Statement of Organization)

- Treasurer designation
- Affiliated committees
  - Joint fundraisers
- Bank depositaries
- Multiple email addresses
- Changing committee address
- Reporting changes / amendments

### PART III: Reporting Receipts

- Types of receipts reported on Schedule A
  - Itemization thresholds
- Individual and candidate contributions
  - Creating new contact v. existing contact
  - Partnership contributions (introduction to transaction splits)
- In-kind contributions
- PAC and political committee contributions
  - Using PAC look-up function

### PART IV: Reporting Disbursements

- Types of disbursements reported on Schedule B
- Operating Expenditures
- Staff reimbursements / credit card payments
- Contributions to other federal candidate committees
- Refunds of individual contributions
- Nonfederal contributions

### PART V: Providing Additional Information

- Miscellaneous Electronic Submission (Form 99)
- Memo text on report
- Memo text v. memo item

### PART VI: Filing Reports

- Close / validate / save / upload
- How to amend report

### HELPFUL LINKS

- Electronic filing resources
- FECFile video tutorials
- Reporting and additional resources

