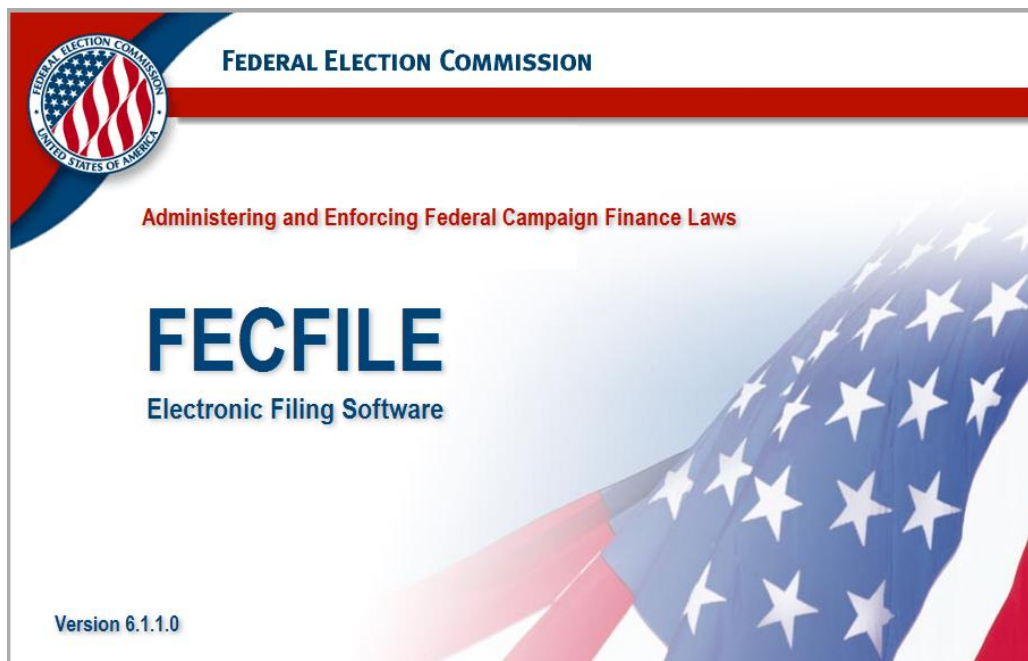


A. **FECFILE INTRODUCTION**



The Federal Election Commission provides **FECFile** for political committee computer users who intend to file electronically, but do not have other software applications that support authorized electronic filing. With several commercial electronic filing computer applications available, the outside user community has several different options available. However, **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. **FECFile** supports a variety of Internet connections including proxy, SLL, or modem connection for filing. Once a report and necessary information has been entered in, **FECFile** encrypts the data, based upon a proper password, and transfers the report to the FEC. While discouraged, users may also use **FECFile** to submit filing data on a diskette or compact disk (CD), which shall be discussed later in the text.

Important Numbers and Referral Information

Technical FECFile Questions, Unofficial Electronic Filings, Web Questions 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 <http://www.fec.gov/electfil/electron.shtml> for the following information:

- ✓ Electronic Filing Overview
- ✓ The FECFile download page, (to download software)

- ✓ Help for Electronic Filers
 - Electronic Filing Passwords
 - Frequently Asked Questions
 - Common errors
 - FECFile Tools
 - The FECFile user's manual
- ✓ 24/48-hour Notices On line
- ✓ Software Choices
- ✓ Information for Software Developers
- ✓ Password information

The specifics on FEC reporting may be found at <http://www.fec.gov/> for 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/electfil/updatelist2.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. For electronic filings, the password acts in the same way as a signature on a paper report, and indicates that the electronic filing originated with the committee in whose name it is filed. After it is issued 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 new password for the new treasurer.)

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,

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 or nine-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 (exact phrase) 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/electfil/sample_letter.htm

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 5, 8, 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: No other operating system is currently supported.

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 required that you use the default installation path when installing the software.

PLEASE NOTE: It is has been found running more than one version of FECFile at a time may cause the program to operate abnormally. Therefore, it is strongly advised that you uninstall a previous version(s) of FECFile prior to installing the current version of FECFile. Uninstalling FECFile does not remove data files that have been created. It is always best practice to back up all data files. This especially true when changing applications. Data files are saved in the default directory, unless you save them in another location upon creation.

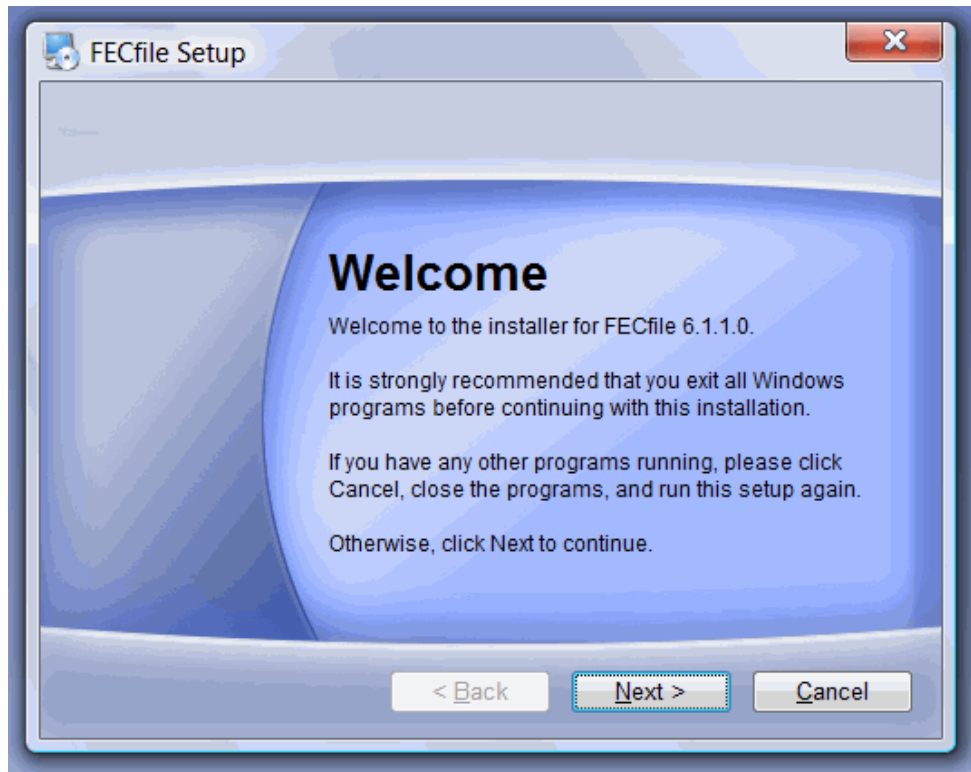
Installation Procedures

From CDROM if you received a FECFile Installation CD:

- ✓ Close any open applications on the computer.
- ✓ Insert the Installation CD into the CD drive.
- ✓ From the Start menu, select Run and then type **[Drive]:\setup**, where [Drive] = the drive letter assigned to the CD drive on the system where the CD is loaded.
- ✓ 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:

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



Finalize Installation:

- ✓ Follow the instructions provided during the setup process. Do not install on a network drive. Accept the default location to install on your system.
- ✓ When the installation is complete the screen will display "FECFile Setup is complete and your software is now installed".
- ✓ FECFile has now been installed!

FECFile – A Brief Overview

Before getting into the details of FECFile, we provide a summary view of how FECFile works and how you can use it to electronically file your reports to the FEC. While FECFile support different committee types, reporting periods, and transaction types, the pattern for using FECFile remains the same and is fairly straight forward..

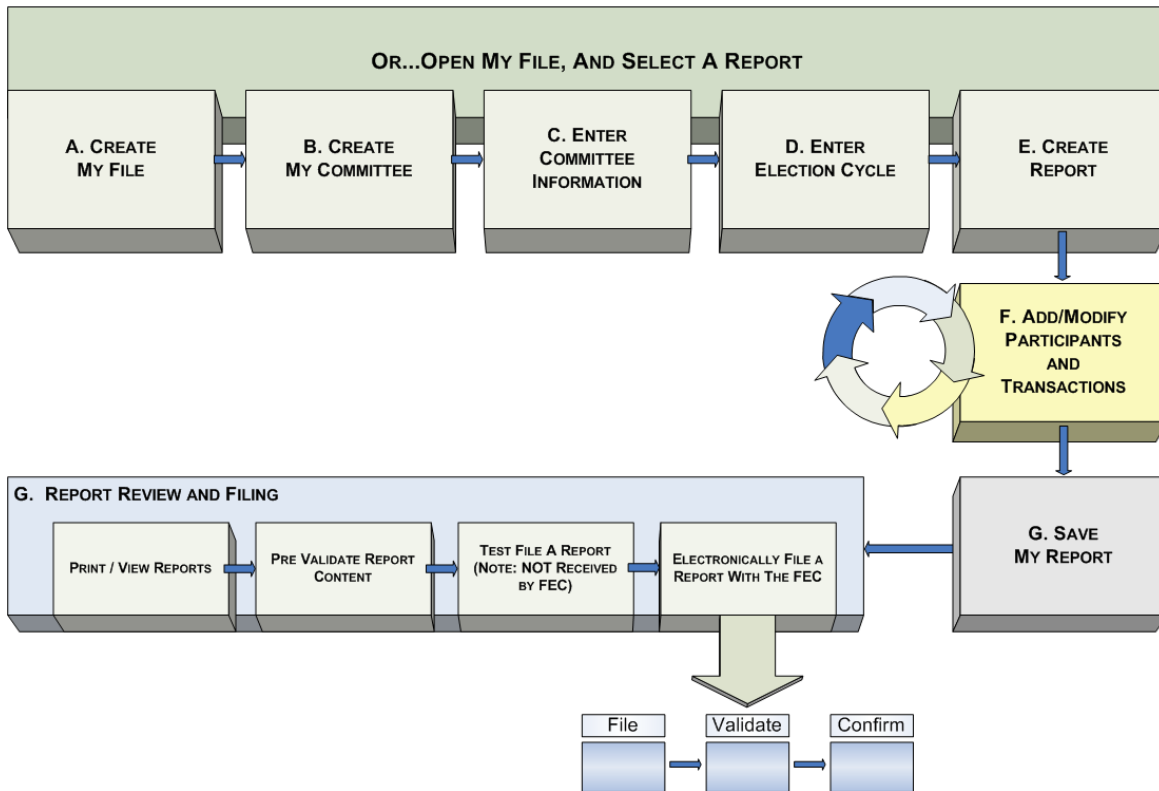
Process flow for FECFile

The flow for using FECFile follows the normal filing process for the FEC It includes:

- Set up a file
- 1. Create a committee – enter committee information
- Create a report
- Enter transaction(s) into the report period
- File the report
 1. Use Upload to send the filing
 2. The FEC Validates the filing
 3. You are notified of problems or confirmation of a successful filing

The following diagram shows the general flow for using FECFile:

FECFILE PROCESS OVERVIEW



In this manual, the above processes are addressed in detail, as follows:

- Create File – Section B
- Create Committee – Section C
- Create Report – Section D
- Transactions – Section E
- Save Report – Section F
- Report Review and Filing – Sections G & H
- Amending Reports – Section I