

This file is the document FECFile User Manual for PACs & Party Committees. To learn more about the Federal Election Commission, Electronic Filing Program, or find this document by Section, follow the following links:

WWW.FEC.GOV >. EFILING >. FECFILE FILING SOFTWARE



FECFile User Manual for PACs & Party Committees

This manual is designed to help political committees use FECFile software and to assist with the filing of disclosure reports. The format for this manual is user-friendly and contains step-by-step instructions, along with screen shots, in an effort to help users maneuver through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission and How to make sense of some common error codes.

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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.

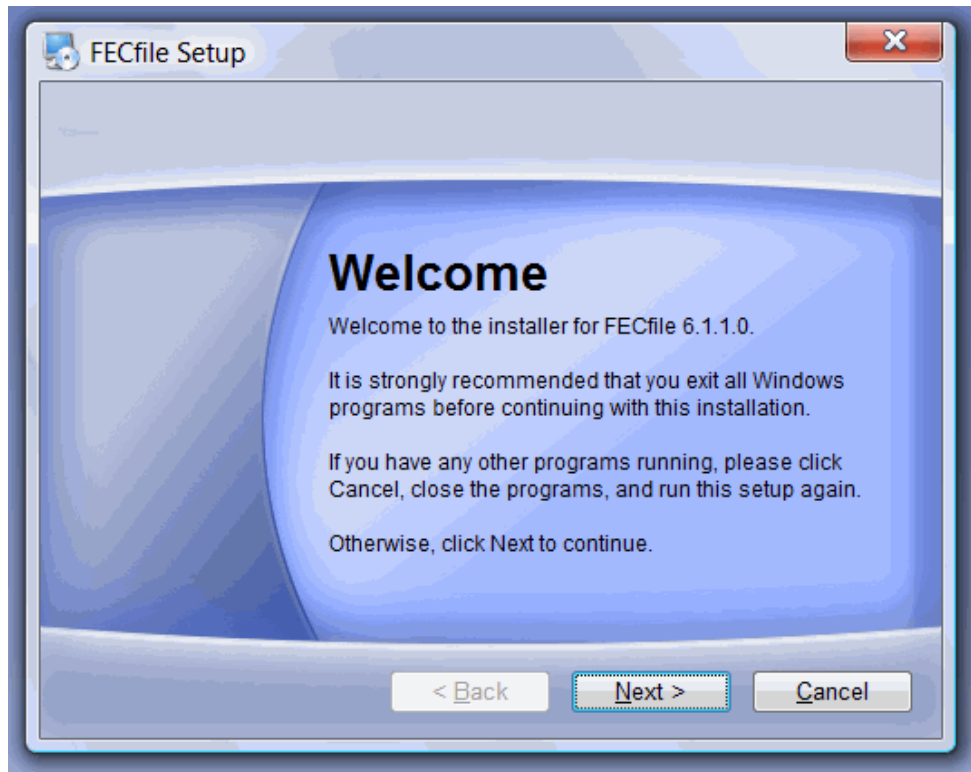
Installation Procedures

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..

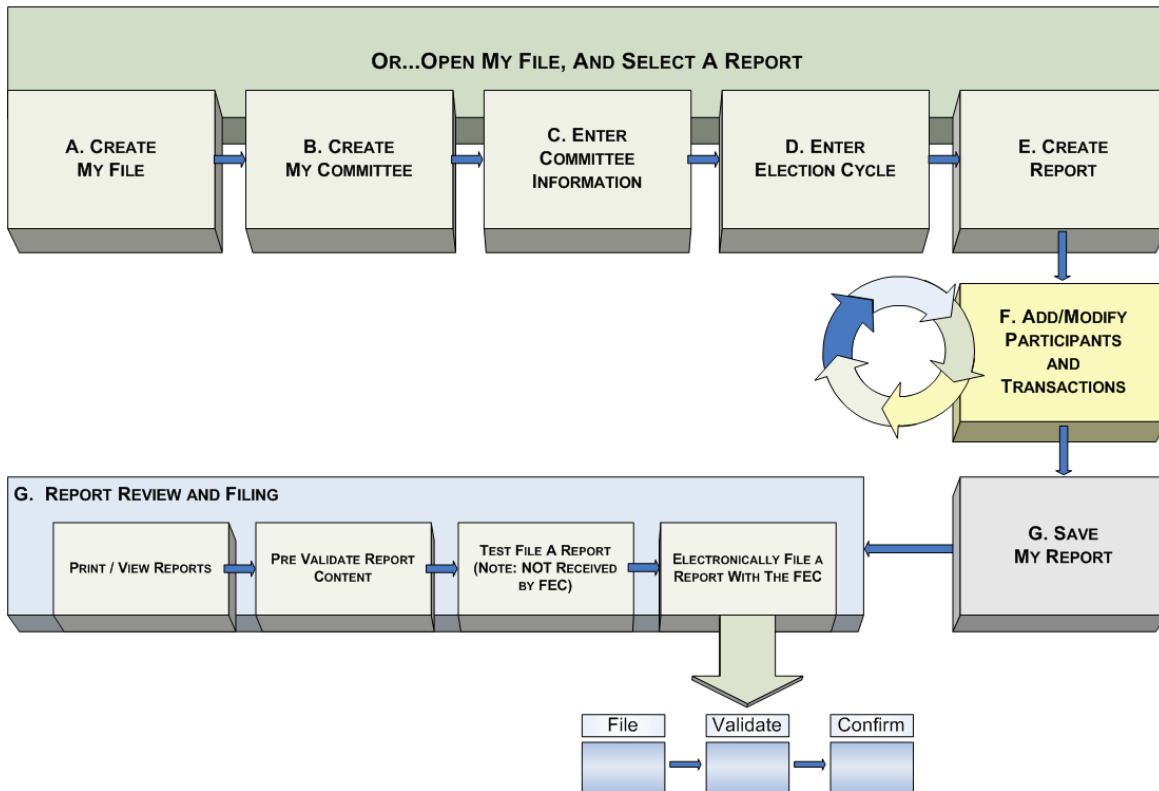
Process flow for FECFile

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:

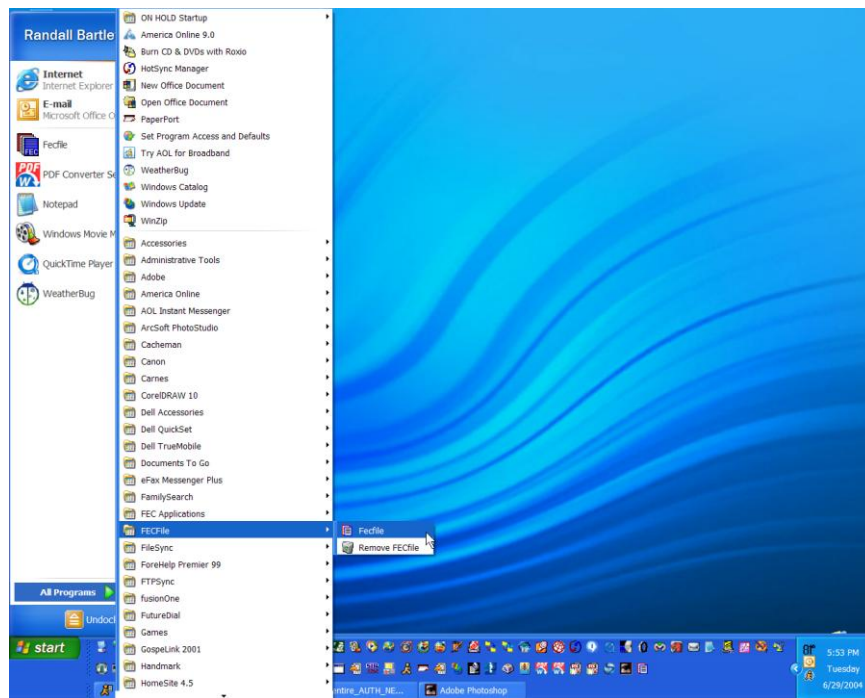
FECFILE PROCESS OVERVIEW



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

B. STARTING FECFILE AND RETRIEVING THE CANDIDATE DATABASE



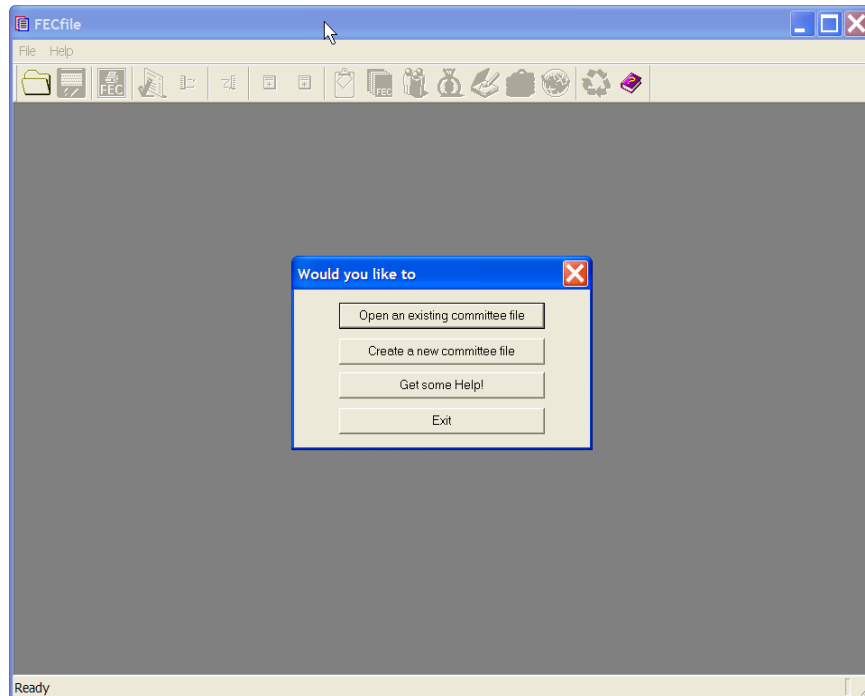
Opening Fecfile

To open the FECFILE application, you must launch the software application.

- ✓ Click the Start button on the Taskbar and move up to select Programs.
- ✓ Select Programs and then move across, highlighting FECFile.
- ✓ Select FECFile, from the menu selection.
- ✓ The application will launch, and FECFile will open.
- ✓ The application will prompt the user for the operation needed to perform, or select File Open, choosing the candidate database.

Getting Started With Fecfile

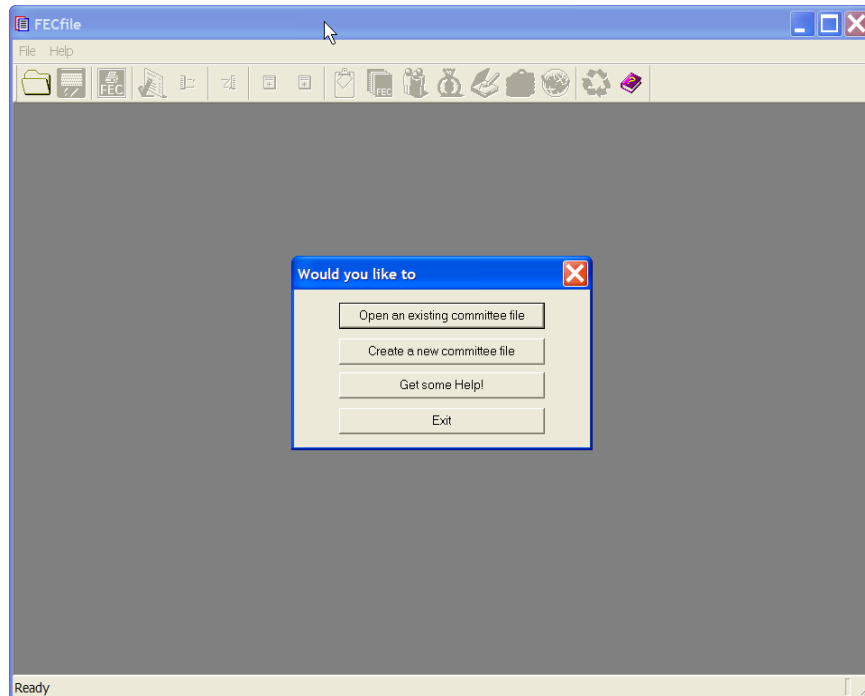
Once launching FECFile, there are several options from which to choose:



- ✓ Open and existing committee file – allows the user to access committee information and reports already created and saved
- ✓ Create a new committee file – allows the user to create a new committee file where all information and reports for the committee will be stored
- ✓ Getting Some Help – shows the user a step-by-step diagram of the electronic filing process
- ✓ Exiting – closes the application

All of these options will be explained in the following text.

Retrieving the Candidate Database



Updating and Downloading the Lookup File

FECFile uses a standard file called a Lookup file to identify, or “lookup” candidate and committee ID information. As part of the ongoing process of assigning these ID’s, the FEC updates the master list and changes it everyday. The FECFile application will notify the user when it is more than 30 days old.

The FEC’s master list is part of the FECFile installation (in a file called [export2.cm](#)). The FECFile software is designed to notify the user every 30 days. However, the user may download a recent copy of the file at any time. This is done by selecting the menu item “Get Committee List/Contribution Limits” under the File Menu. As the application is initially installed, it is recommended to download a new copy at that time.

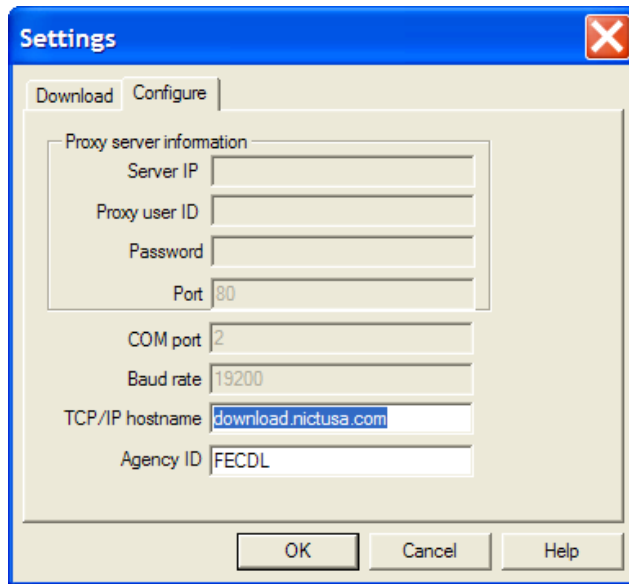
Notification

Upon opening the FECFile application and the user's file, the application will notify asking to download a copy of today's database if the Lookup table is older than 30 days. There are two options here. By selecting *No*, the file will not be updated but transactions may be entered into FECFile. However, by selecting *Yes*, the FECLoad Settings window will appear asking to select the filing method (i.e., the communication method used to download the latest file).

The screenshot shows a 'Settings' dialog box with a 'Configure' tab selected. The dialog is divided into two main sections: 'Filer information' and 'Filing Method'. The 'Filer information' section contains several input fields: 'ID' (with the value 'C000000000' and a hint '(e.g C12345678)'), 'Fax' (with a hint '(e.g 2022190674)'), 'Password' and 'Confirm' (with a hint '(case-sensitive)'), 'e-mail 1' and 'Confirm' (with a hint '(e.g johndoe@cmte.com)'), and 'e-mail 2' and 'Confirm' (with a hint '(e.g janedoe@cmte.com)'). The 'Filing Method' section has radio buttons for 'TCP/IP' (selected), 'HTTP', 'Dialup', 'A:', 'B:', and 'Other'. Below this is a checkbox labeled 'File it to the test server [will not be received by the agency]' which is unchecked. At the bottom of this section is a text box labeled 'Remote file to get' containing the value 'fecupdates.zip'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

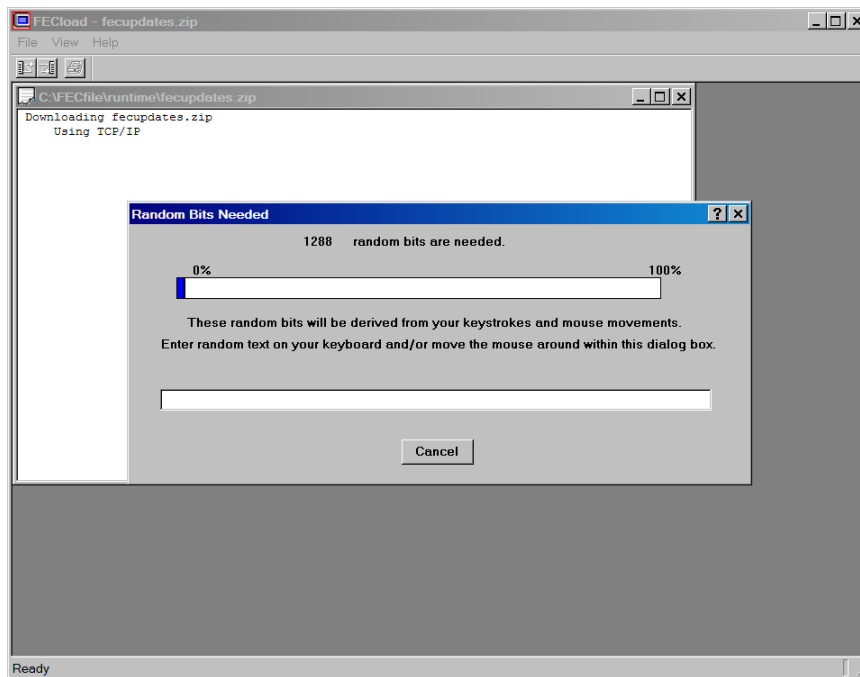
The options from the Download screen are: TCP/IP (an Internet connection); HTTP; or, Dialup (a modem connection). All other fields on this screen will be inactive (shaded gray). The HTTP connection is an option for those behind a proxy server. The proxy IP address must be entered in the configuration along with the username and password, if applicable.

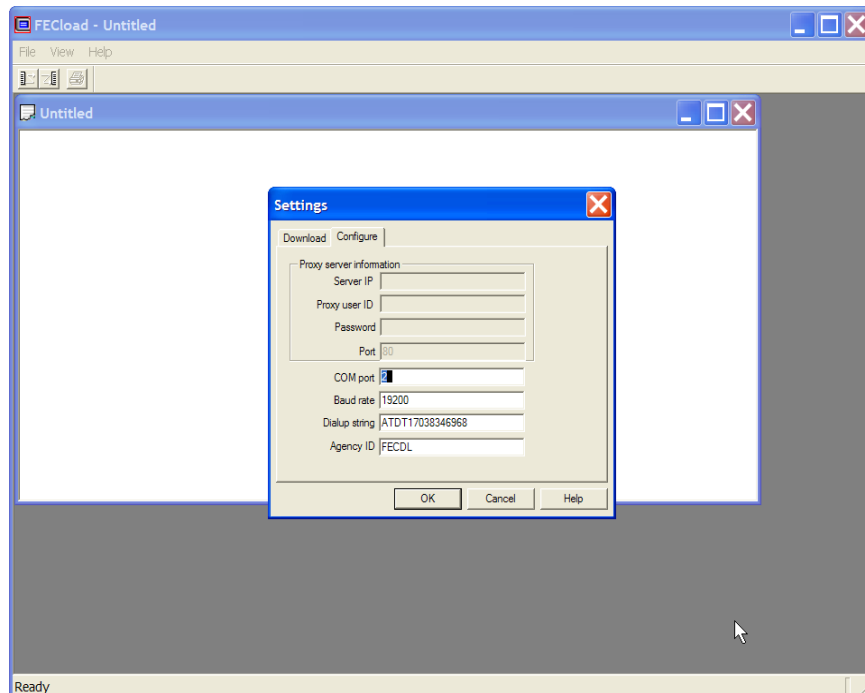
The configuration screen will vary according to the filing method selected.



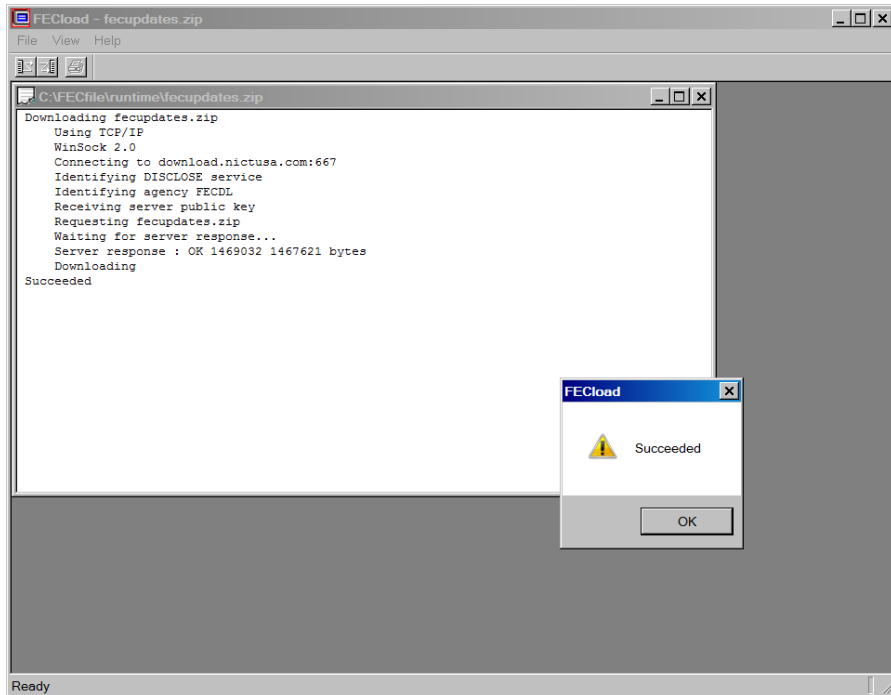
If TCP/IP is selected on the Download screen, the screen will have `download.nictusa.com` as the hostname (the name of the server that has the `export2.cm` file available for download) and the Agency ID will be `FECDL`. Internet connection must be made, prior to the download.

If *Dialup* is selected from the Download screen, the Configure screen will have the COM port set as 2; the Baud rate set as 1 200; the Dialup string as `ATDT17038346 68` and Agency ID as **FECDL**.



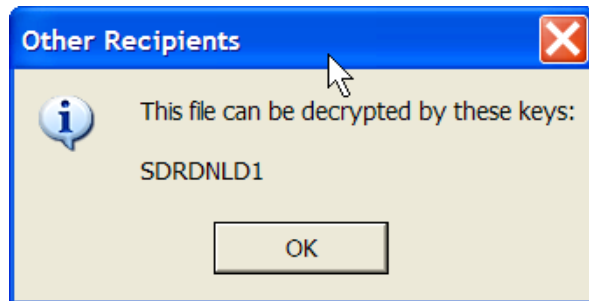


The COM port is the communication port that runs the computer's modem (i.e., your computer's modem). If connection cannot be made with this setting, check the comport # attached to your modem in your computers control panel. If a different COM port is used, change the COM port number in this field (possibilities COM port 1, COM port 2, COM port 3 or COM port 4). The same holds true when using a different Baud rate, the settings must change as well. The program defaults to the two settings noted, as they are the most frequently utilized. The Dialup string and Agency ID should not be modified unless instructed by the software's technical support staff, at the number noted in the beginning of this guide.



During the download, the screen will display FECloud in the upper left corner. Inside FECloud, a window displays the download results. The program will display several messages, informing you it is about to download. The program will pause, state “Requesting export2.cm”; then the process continues. The following message appears, “Server response”, and in the bottom right corner, a number displaying the file as it is downloading (the number represents the bytes being transferred). The process speed is dependent upon connectivity. As it is near completion, a window displays it is “Working”.

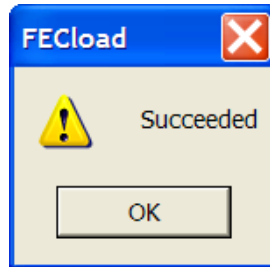
The next dialog screen reads, “The file can be decrypted by these keys:



SDRDNLD1.” – At this point click OK.

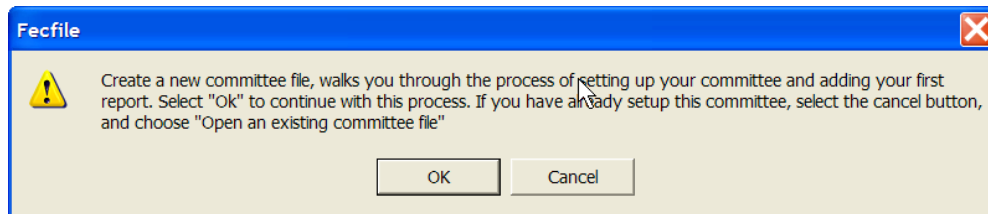
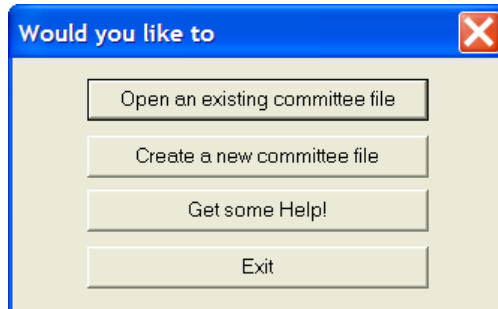
Processing will occur and a final screen should show that the import has succeeded – At this point click OK.

:



C.Filing Types and Creating a New Committee File

When you start the system, it gives you the option to open an existing committee, create a new committee, open help, or simply exit from the action box. The following Pop-up screens help you through those options:



The following provides assistance in selecting the committee/filing types and setting up for creating reports for that filing type.

Filing Types

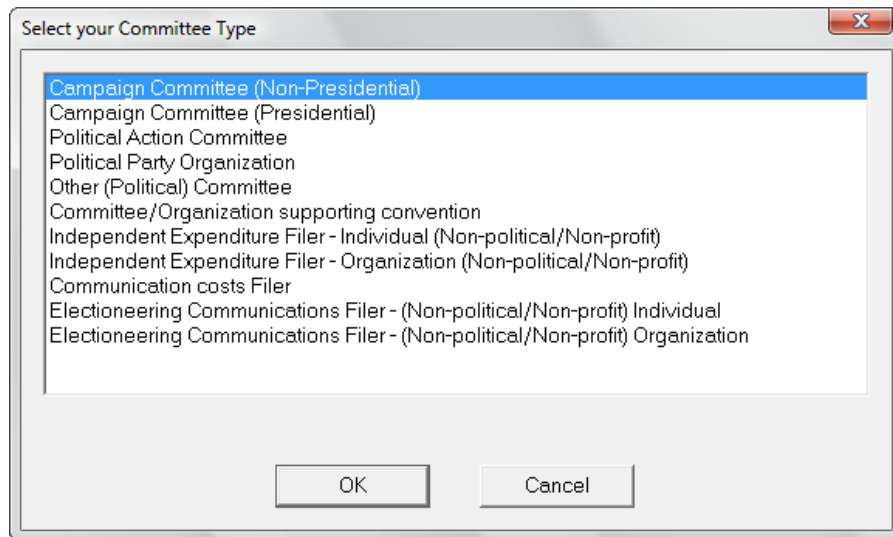
When beginning the process of entering information into FECFile, the question of committee type is critical because the answer provided will determine the FEC form that will be used by the FECFile application, and the associated reports. These committee options include:

✓ FILING TYPE	COMMITTEE CATEGORY
✓ Campaign Committee (Non-Presidential)	For Use By Authorized Committees
✓ Campaign Committee (Presidential)	
✓ Political Action Committee	✓ ✓ ✓ ✓ ✓ For Use By Unauthorized Committees
✓ Political Party Organization	
✓ Other(Political) Committee	
✓ Committee/Organization Supporting Convention	
✓ Independent Expenditure Filer-Individual (Non-political/Non-profit)	
✓ Independent Expenditure Filer-Organization (Non-political/Non-profit)	
✓ Communication Costs Filer	
✓ Electioneering Communications Filer-Individual (Non-political/Non-profit)	
✓ Electioneering Communications Filer-Organization (Non-political/Non-profit)	

- ✓ If the committee is unclear or uncertain about the committee type, refer to the most recent Statement of Organization (FEC Form 1). If the committee type cannot be determined, the committee must contact the Reports Analysis Division of the FEC at (202) 694-1130.

If this is the first time the committee has entered the program (or the first time they have created a file for a new committee), OK is selected. If, however, they have created a file for their committee previously, Cancel is selected; and, “Open an Existing Committee File” is selected.

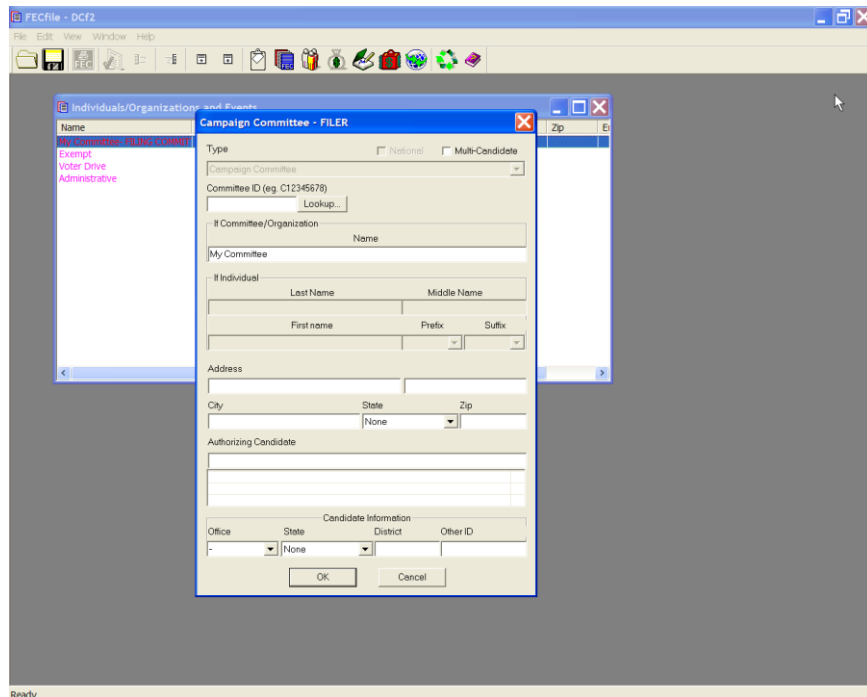
At the FECFile application requests, select the committee type by clicking on it with the mouse; then select OK



This will bring up a dialog screen that asks you to enter your Committee information. It is very important for the committee to enter their information. Reports submitted without this information will experience problems/delays in having the report processed. OK is selected.



This opens the Committee Information screen. Complete the requested information as follows.



Note: Authorized committees have an additional step.

Once completing the zip code, the Authorized Committees must enter in the Candidate's name in the Authorizing Candidate field, last name first.

- ✓ Once entered, press the tab key, which then allows for the separate Individual/Organization screen to enter the candidate address information.

Campaign Committee - FILER

Type National Multi-Candidate

Campaign Committee

Committee ID (eg. C12345678)

If Committee/Organization

Name

My Committee

If Individual

Last Name Middle Name

First name Prefix Suffix

Address

City State Zip

None

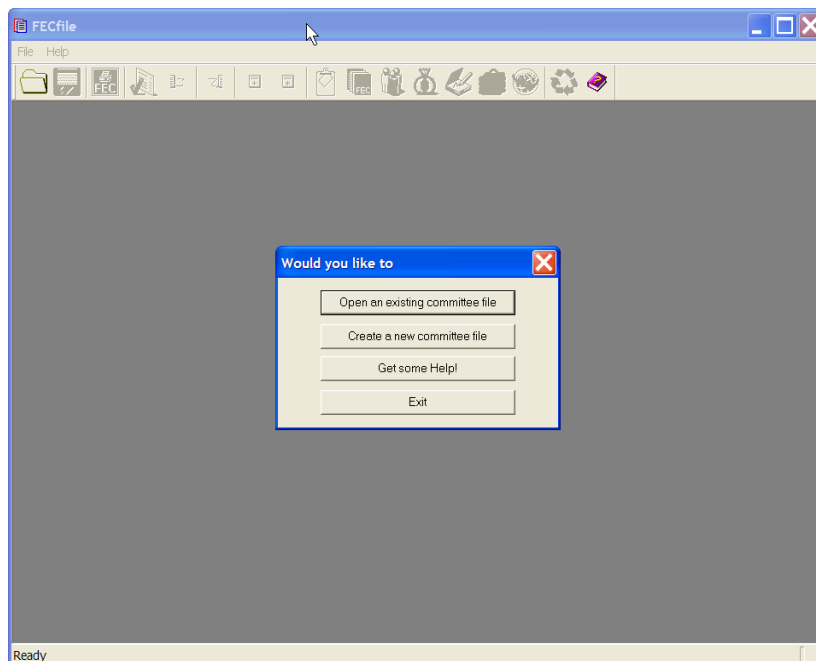
Authorizing Candidate

Candidate Information

Office State District Other ID

- None

- ✓ The Individual/Organization information may then be entered, by tabbing from field to field. All information should be entered as complete as possible to avoid validation errors, which could lead to failure during the upload process.
- ✓ Additional candidate information may now also be entered.
- ✓ The lookup feature may also be used at this point.
- ✓ Select OK, upon completing entry of all required information.



If the committee is unclear or uncertain about the committee type, refer to the most recent Statement of Organization (FEC Form 1). If the committee type cannot be determined, the committee must contact the Reports Analysis Division of the FEC at (202) 694-1130.

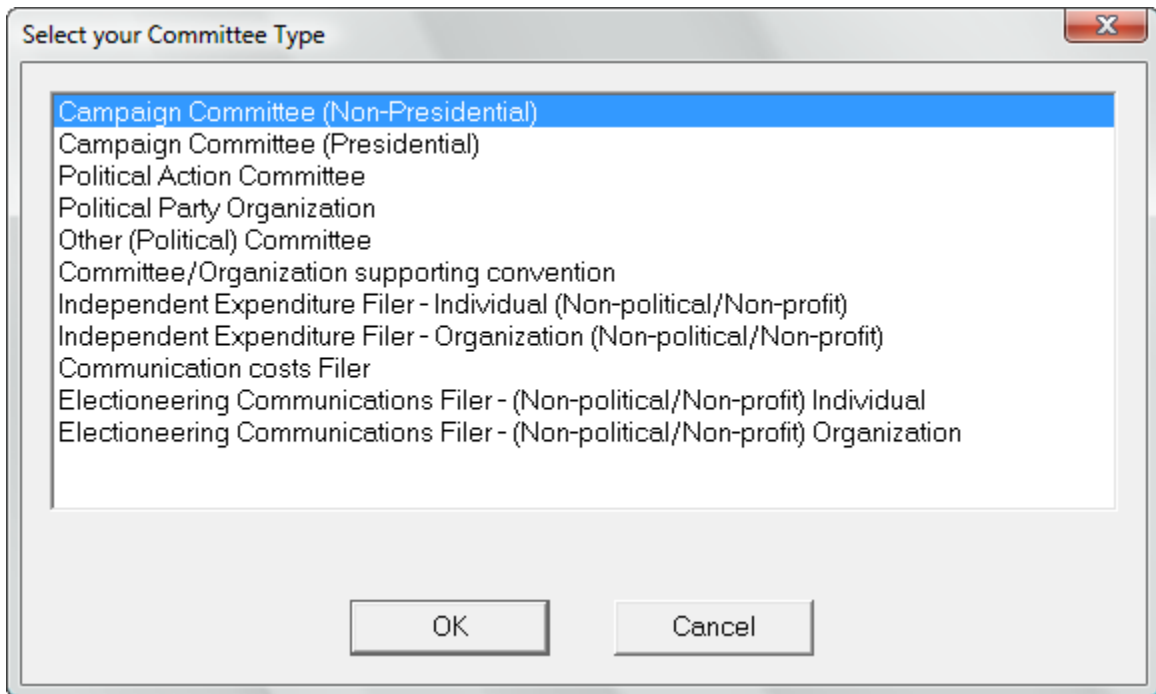
Create a New Committee File

All initial users of the **FECFile** application must select the **Create a New Committee File** option upon the first use of the software. Typically this option is only selected one time, the initial time the committee information is entered into the FECFile application. After entering the information initially, the committee file is created. All following entries, when the committee will add new reports, or open files for use, the **Open an Existing Committee File** option will be the option selected.

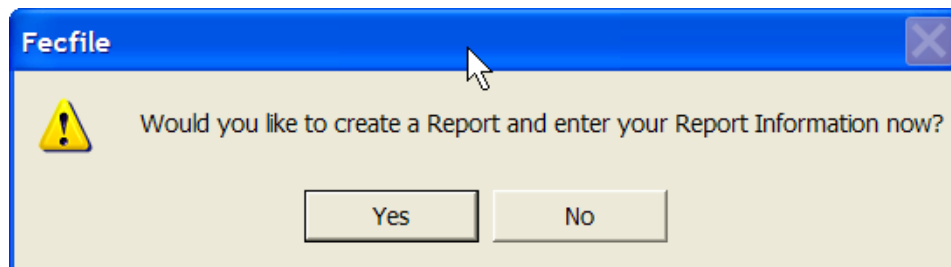
For your first session, after selecting the Create a New Committee File option, the program will ask you, in a dialogue box, if you are sure you wish to

create a new file.

- ✓ Select “create a new committee file” to perform the new committee execution.
The application will ask if you wish to create a new committee file, or cancel to open an existing committee file.
- ✓ Click OK, to create a new committee file.
- ✓ Click on the appropriate committee type and click OK.



- ✓ The application will ask “Would you like to enter your Committee Information now?”



- ✓ Select yes, then tab from field to field to fill in the following information:
 - The committee name
 - The committee id (as it was issued to the committee)
 - Address
 - City
 - State
 - Zip code

Campaign Committee - FILER

Type National Multi-Candidate

Campaign Committee

Committee ID (eg. C12345678)

Lookup...

If Committee/Organization

Name

My Committee

If Individual

Last Name Middle Name

First name Prefix Suffix

Address

City State Zip

None

Authorizing Candidate

Candidate Information

Office State District Other ID

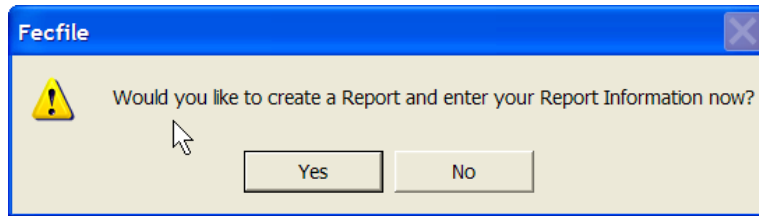
- None

OK Cancel

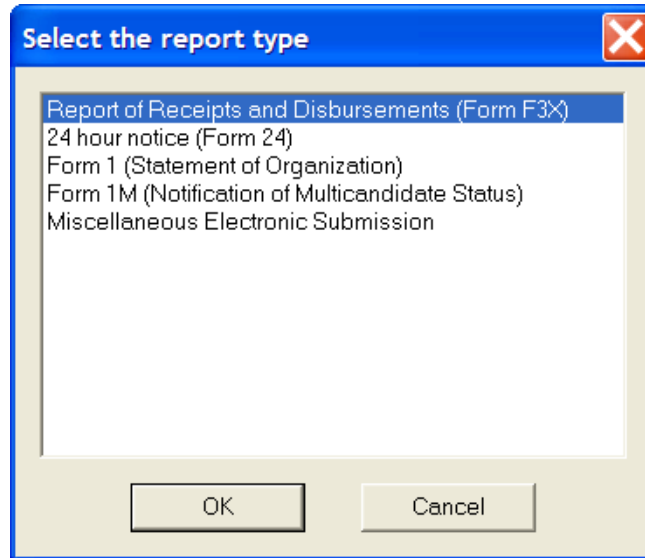
- ✓ After completing the entry of the committee information, the application will ask “Would you like to create a Report and enter your Report Information now?”

This will also occur if the user selected no, when asked if information entry was required.

- ✓ Select yes, and reference the “Creating a Report” text now....



D. REPORTS



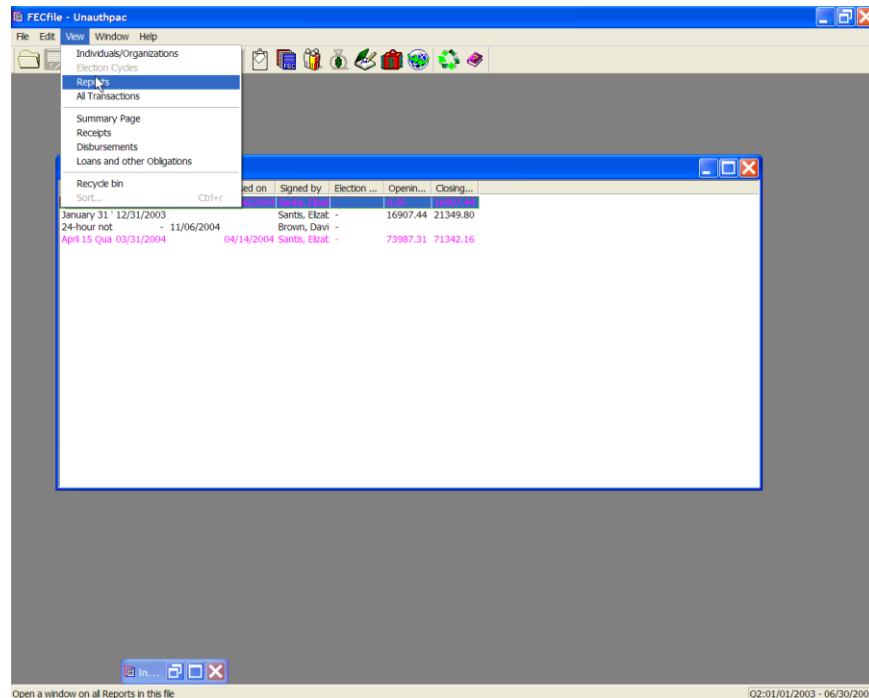
Reports

The FECFile generates several different kinds of reports. These reports can include:

- Report of Receipts and Disbursements (Form 3P) **This is for Presidential Candidate Committees**
- Report of Receipts and Disbursements (Form 3) **This is for Non-Presidential Candidate Committees**
- Report of Receipts and Disbursements (Form 3X) **This is for PACS, Parties, State and Local Parties**
- 48 Hour Notice (Form 6)
- Statement of Organization (Form 1)
- Notification of Multicandidate Status (Form 1 M)
- Miscellaneous Electronic Submission

Creating A Report Of Receipts And Disbursements (Form 3X) (This Is For PACS and Party Committees)

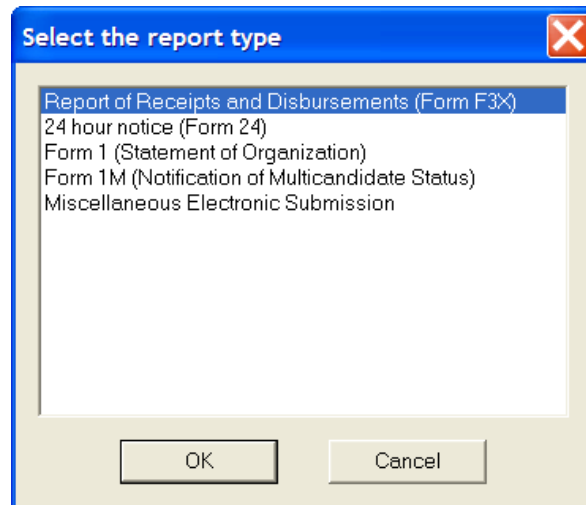
- ✓ Upon launching FECFile, select your existing committee file, (*.dcf).
- ✓ Select View, from the menu bar and select Reports.



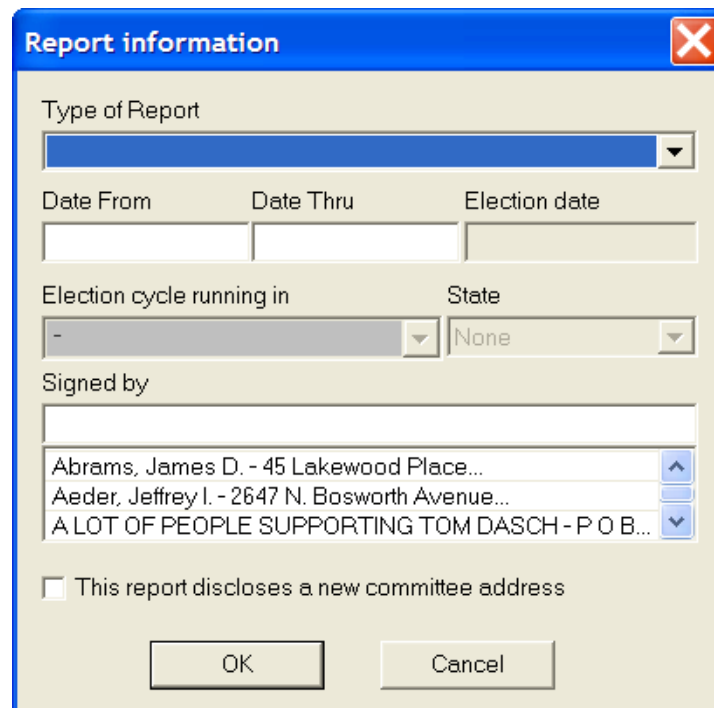
- ✓ Select Edit from the menu bar and then select New.

Shortcut! (Right-click and select New, or use the Ins key on your keyboard with the Report window highlighted!)

NOTE: The first time you create a report, and your cash on hand is not zero (\$ 0.00)—The first transaction you enter in the report should be the “Cash on Hand” Transaction to enter the initial balance. Subsequent transactions will modify the balance. See the transactions section for instructions.



- ✓ Select Report of Receipts and Disbursements (Form 3X) and click on OK.



- ✓ The Receipts and Disbursements Report has several options. Select the report required from the “Type of Report” drop-down menu.
- ✓ Point and click inside the “Date From” field and enter in the date required.

Note: Due to the nature of the report selected, some date fields will be automatically populated by the FECFile application.

Point and click inside the “Date Thru” field, and enter in the date required. Again, this is necessary if the date field was not automatically generated.

Note: You may accept the default dates, or change them if necessary. Caution is required when changing the default dates. Pre-Primary reports, Pre-General reports and Post-General reports can alter the coverage dates of adjacent reports. If there is uncertainty about report coverage dates, users must check with an FEC representative prior to changing the default dates.

Date formats should be entered as follows:

- m/d (1/1)
- mm/dd (01/01)
- mm/dd/yy (01/01/00)
- mm/dd/yyyy (01/01/2000).

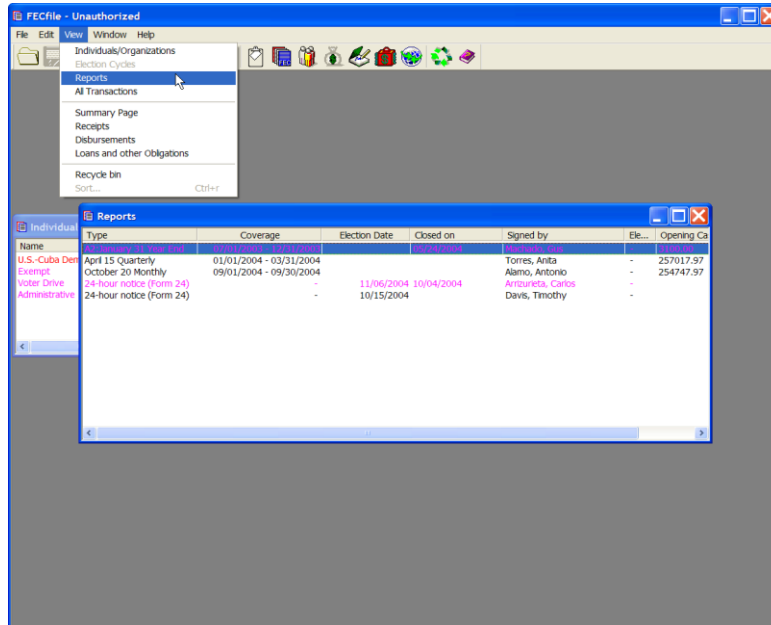
PLEASE NOTE THAT IF THE YEAR IS NOT PROVIDED, THE SOFTWARE DEFAULTS TO THE CURRENT YEAR.

- ✓ The treasurer’s name may be selected from the Individuals/Organizations list.
Note: If the treasurer’s name is not listed, it must be entered in the same manner as a standard individual.
- ✓ If the committee’s address has been changed on the Individuals/Organizations list, check the box reading, “This report discloses a new committee address”.
- ✓ Click on OK.
- ✓ The Reports table will appear.

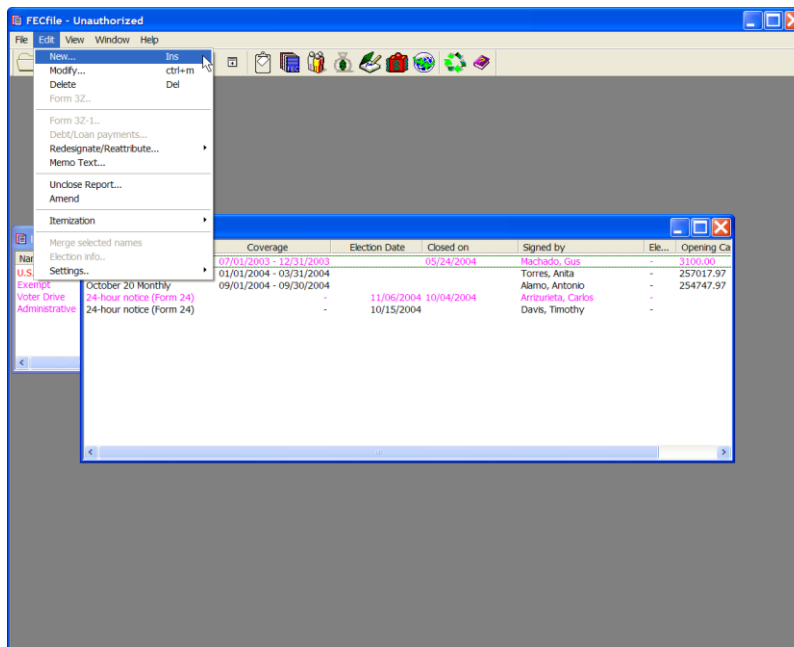
Creating a 24 of 48 Hour Notice Form (Form 24)

Only PAC's and Party Committees report a 24 Hour Notice to the FEC. If Filing the Form 3X electronically, the option to select 24 Hour Notice appears in the Report View.

- ✓ Upon launching FECFile, select your existing committee file, (*.dcf)

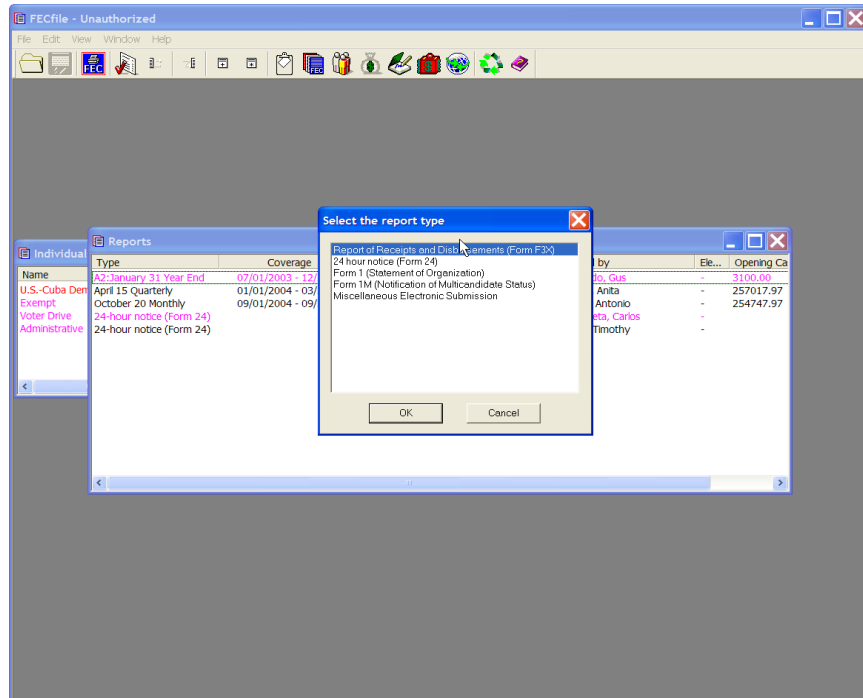


- ✓ Select View, from the menu bar and select Reports

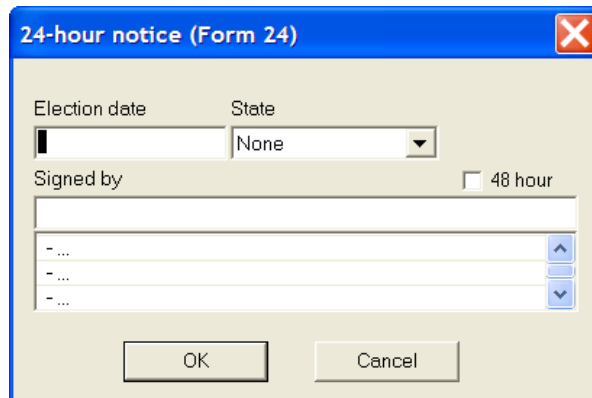


- ✓ Select Edit from the menu bar and then select New.

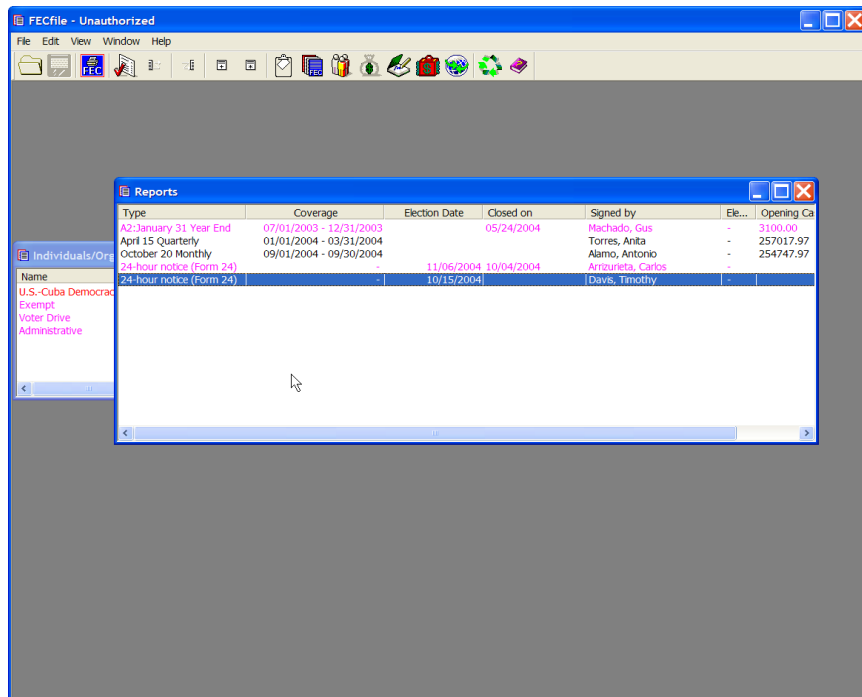
Shortcut = Right Click and select New, or use the Ins key on your keyboard



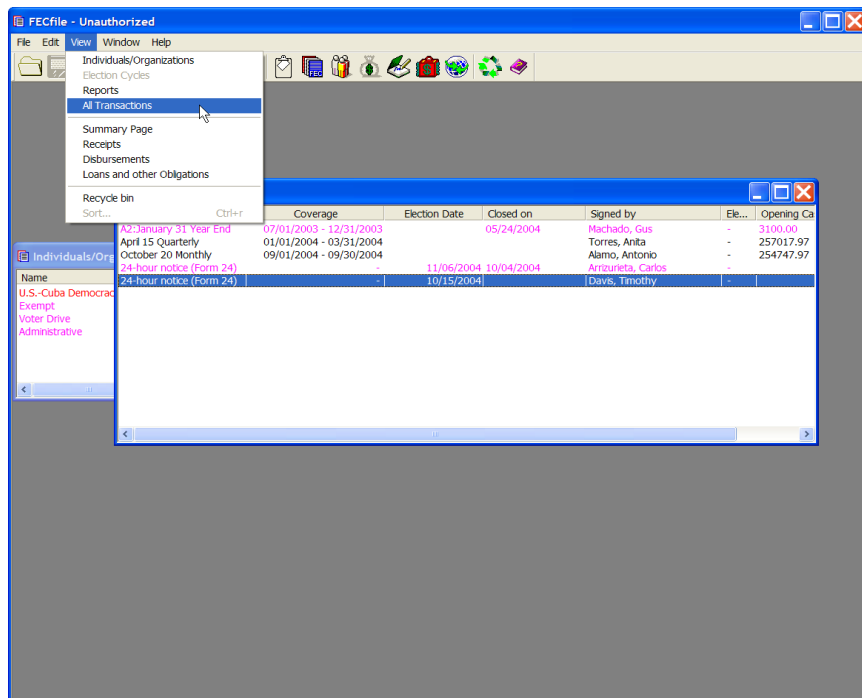
- ✓ Select the 24 Hour Notice Form, (Form 24), and click on OK.
- ✓ If this is a 48 Hour Notice, Click the box labeled “48 Hour”



- ✓ Type in the Election date, state (where the committee is registered), and select the drop down area to populate the signed by field and select OK.



- ✓ The FECFile application returns to the Report Screen.

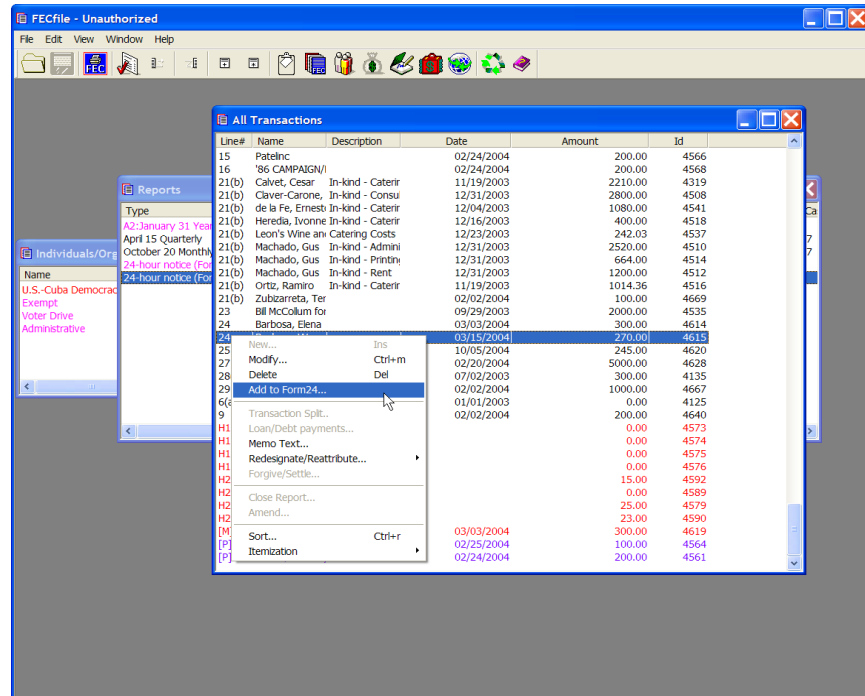


- ✓ Select the report identified as the 24 Hour Notice in the type column, and select View, All Transactions from the menu bar.

Shortcut = A shortcut to select All Transactions may be used

by selecting the Globe on the icon bar.

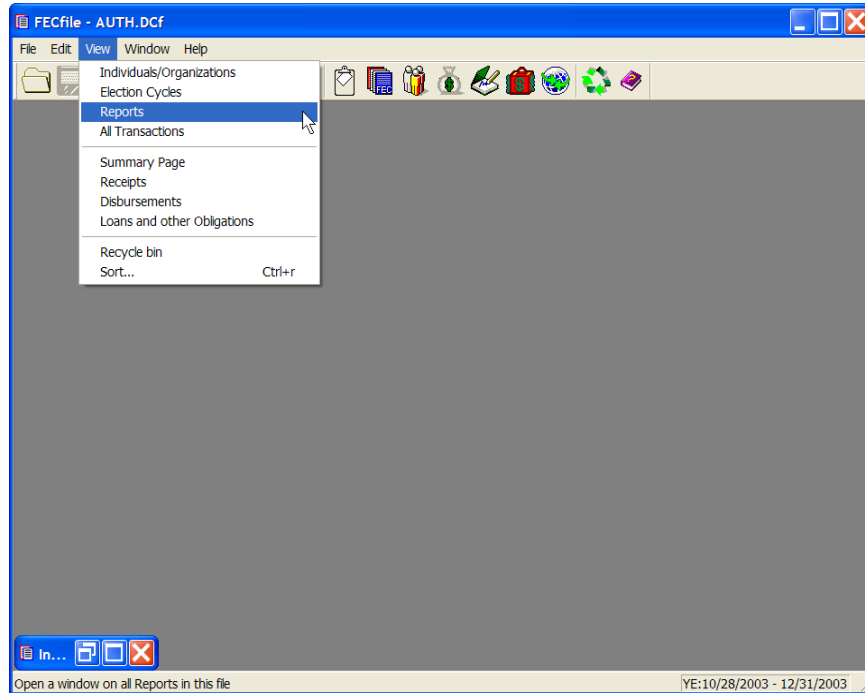
- ✓ Select the independent expenditure that should appear on the 24 hour notice.

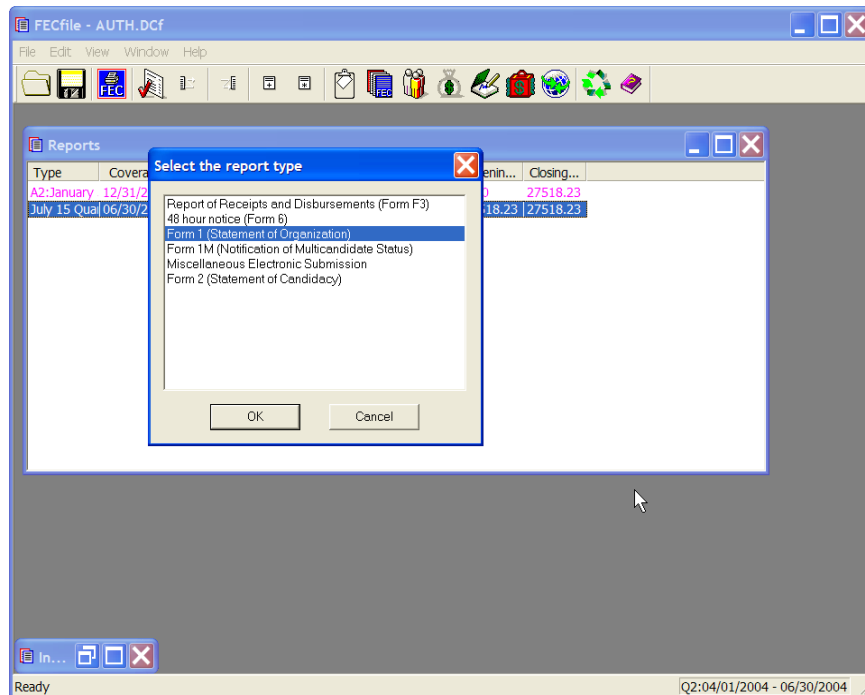


- ✓ Right click on the entry to be changed, and select add to Form 24. This permits the changing of the information on the transaction; however the information should be the same. Note that the Memo box has a check mark, as the transaction is recorded as a memo. The reason for this being that the total expenditures will not appear inflated. These steps are repeated for each transaction to be reported on this 24 Hour Notice.
- ✓ Additional 24 Hour Notices for future periods must be created and uploaded separately. Use the above steps to create additional 24 Hour Notices.

Creating a Statement of Organization, (Form 1)

- ✓ Upon launching FECFile, select the appropriate candidate or committee information option.
- ✓ As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.
- ✓ Select View, from the menu bar and select Reports.



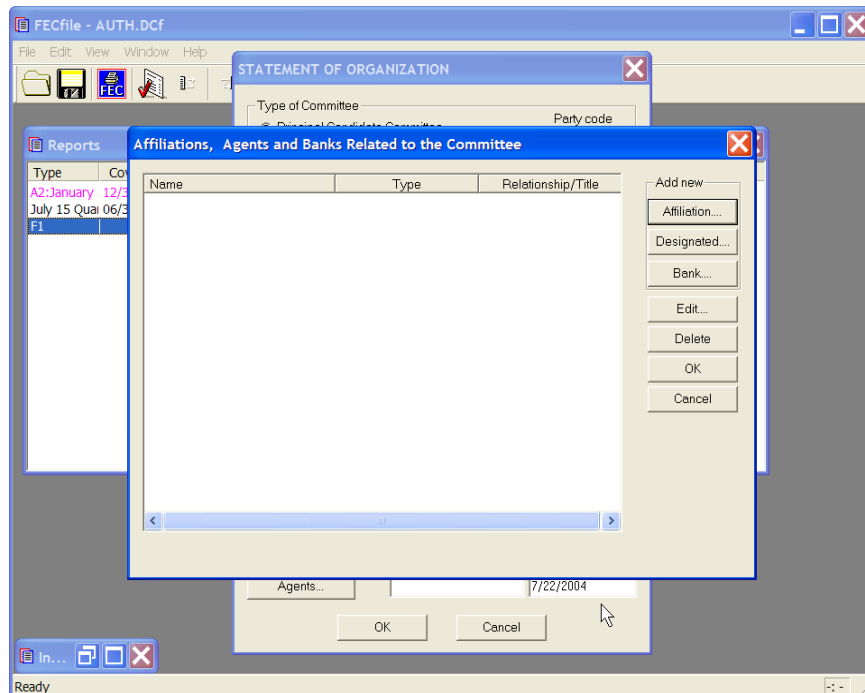


- ✓ Select Form 1, Statement of Organization, and select OK.

The 'STATEMENT OF ORGANIZATION' dialog box is shown. It contains the following fields and options:

- Type of Committee:**
 - Principal Candidate Committee
 - Authorized Committee (Not Principal)
 - Supports/Opposes only one Candidate (unauthorized)
 - Separate Segregated Fund
 - Not SSF or Party, supports/opposes more than one candidate
 - Party Committee
 - National
 - State
 - Subordinate
- Party code:** [Text field]
- Custodian of Records:** [Text field] [Edit]
- Treasurer:** [Text field] [Edit]
- Committee name has changed
- Address has changed
- URL:** [Text field]
- e-mail:** [Text field]
- Fax:** [Text field]
- Date:** [Text field]
- Agents...:** [Text field]
- Buttons:** OK, Cancel

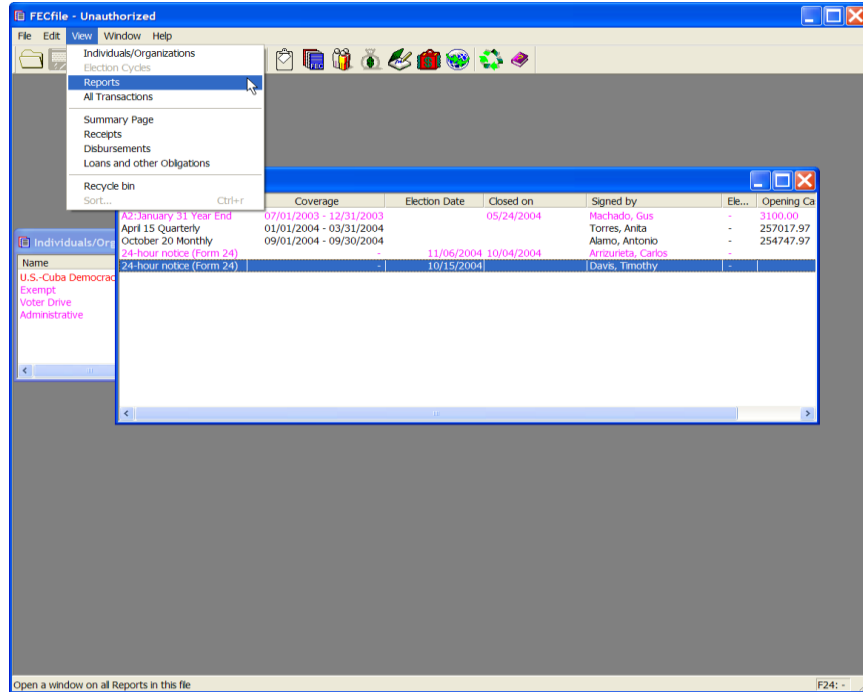
- ✓ The Statement of Organization dialog box appears. Enter in: the type of Candidate Committee; the URL, and the e-mail address; and, the date.



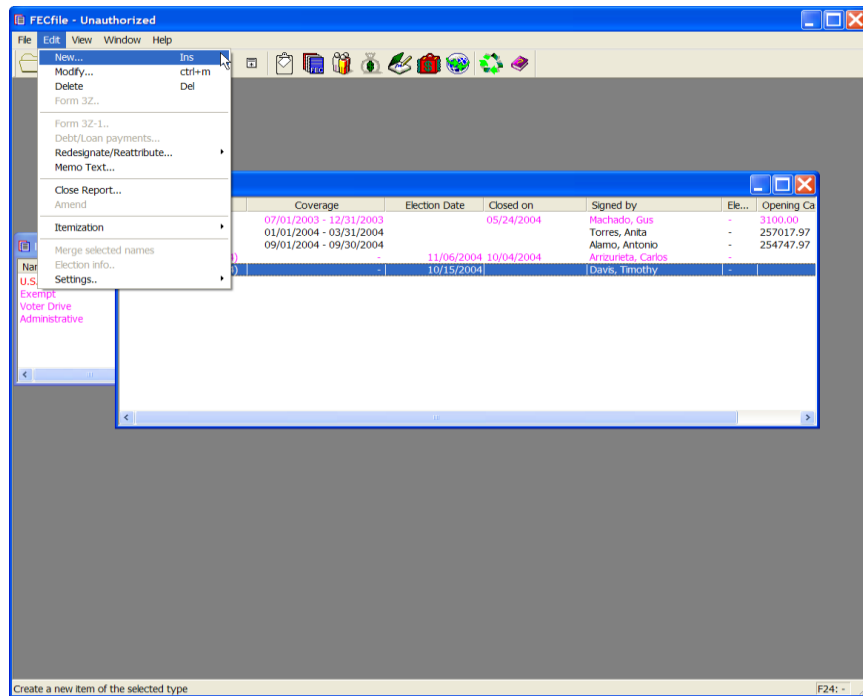
- ✓ Click on the Agents button, and the Affiliations, Agents and Banks Related to the Committee dialog box appears. Enter in the pertinent data and click on OK.
- ✓ When FECFile asks to save changes, click on OK.
- ✓ The application returns to the Statement of Organization dialog box. Click on OK.

Notice of Multicandidate Status (Form 1M)

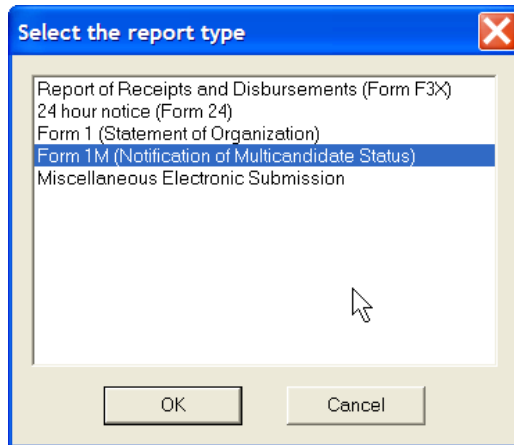
- ✓ 1. Upon launching FECFile, select your existing committee file, (*.dcf).



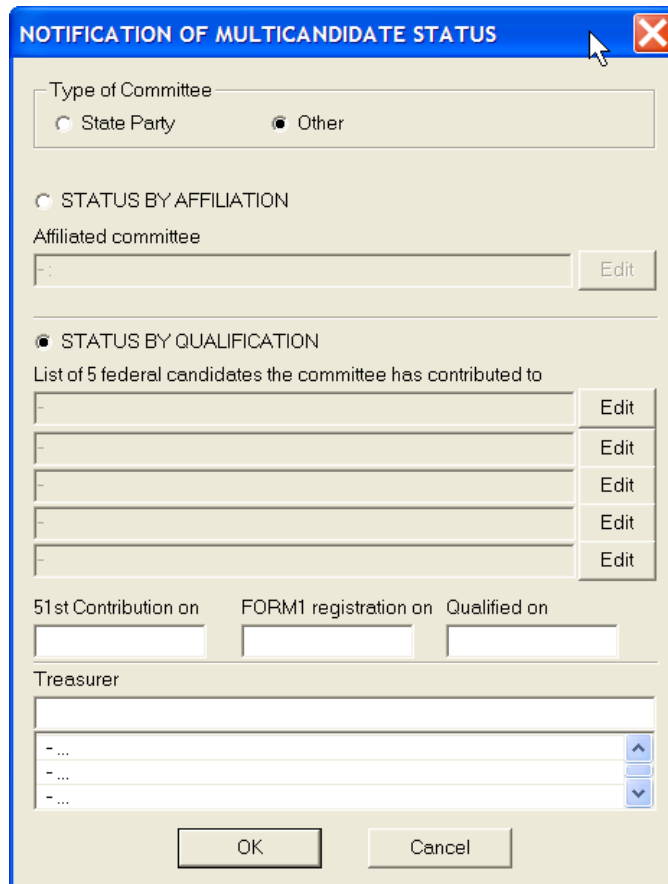
- ✓ 2. Select View, from the menu bar and select Reports.



- ✓ 3. Select Edit from the menu bar and then select New.



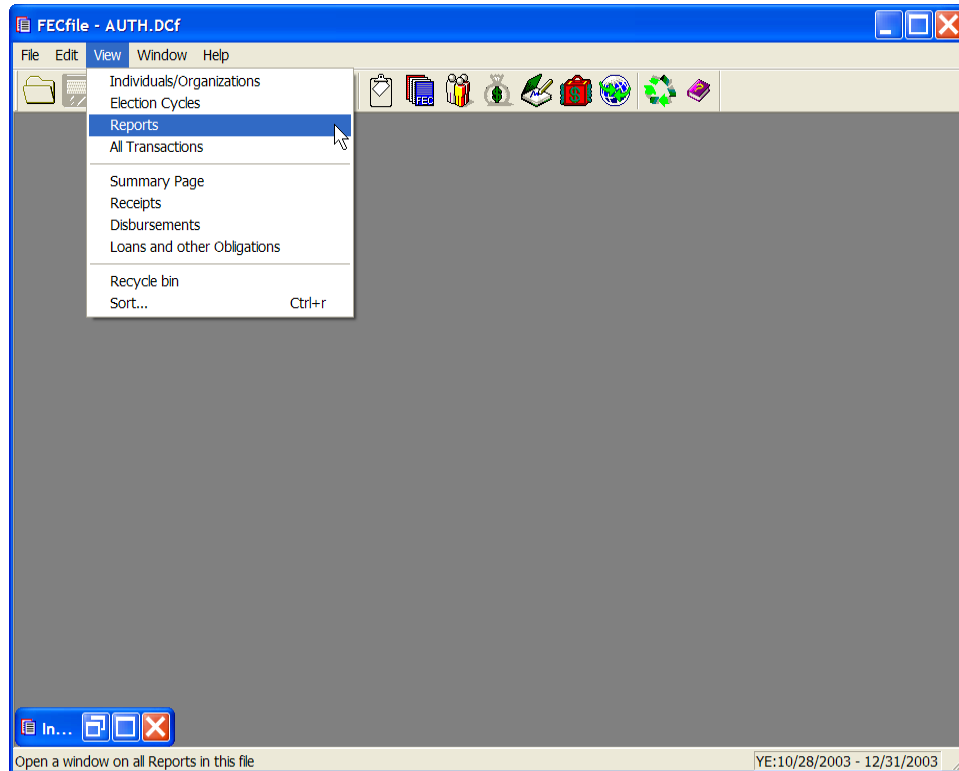
- ✓ 4. Select the Form 1M, Notice of Multicandidate Status, and select OK.



- ✓ 5. The Notification of Multicandidate Status dialog box appears. Select the Type of Committee, status by affiliation or status by qualification, entering in the corresponding data. Enter in the Treasurers name, and select OK.

Miscellaneous Electronic Submission (Form 99)

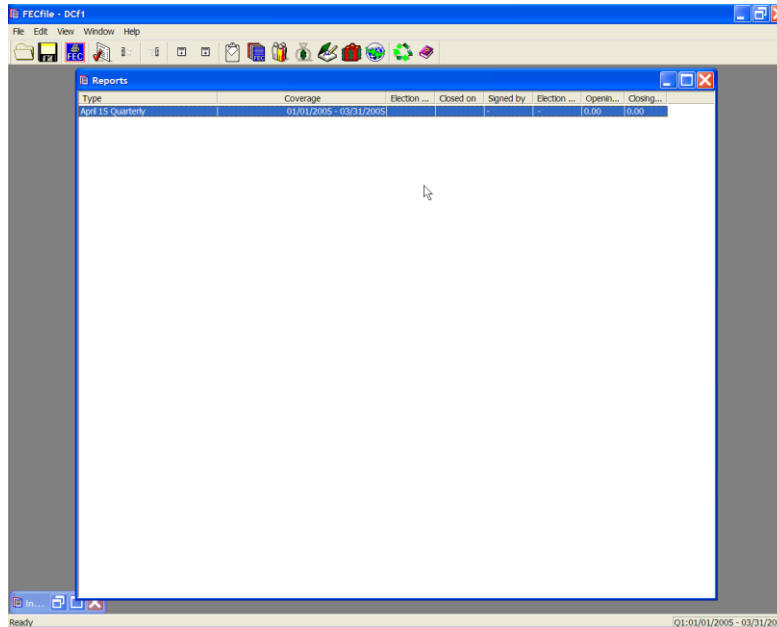
- ✓ Upon launching FECFile, select the appropriate candidate or committee information option.
- ✓ As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.
- ✓ Select View, from the menu bar and select Reports.



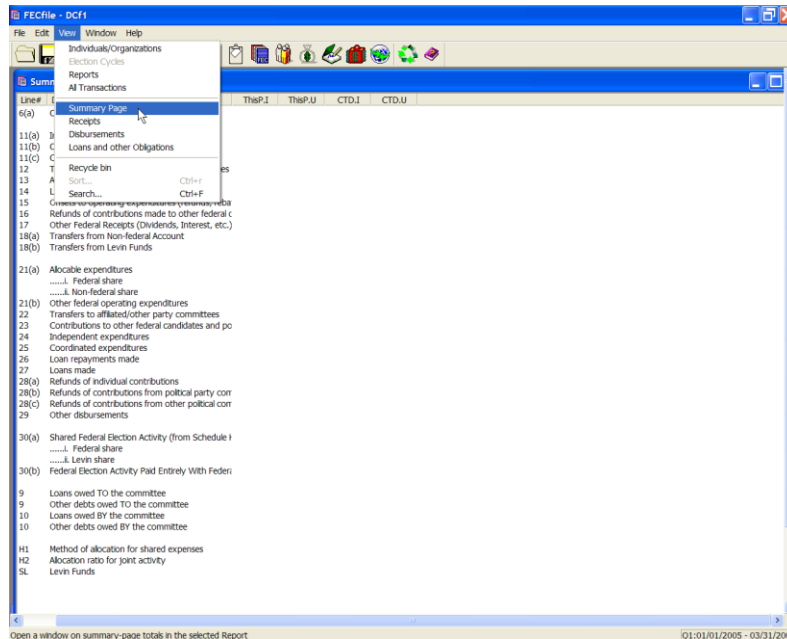
- ✓ Select Edit from the menu bar and then select New.

Levin Funds Report (Schedule L) – Party Committees Only

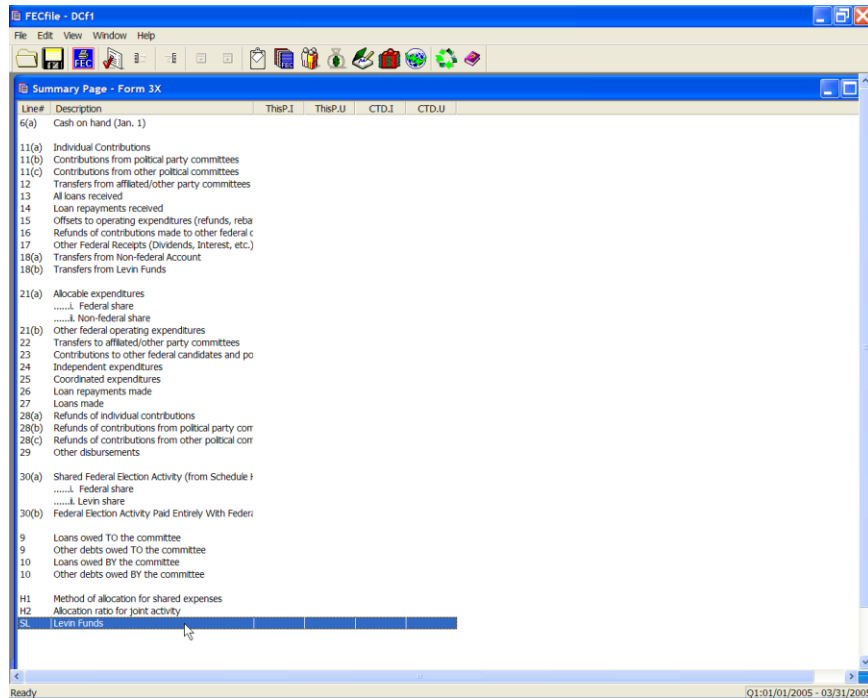
Within a form 3X, you can create a separate Levin Fund Report.. To do this execute the following steps:



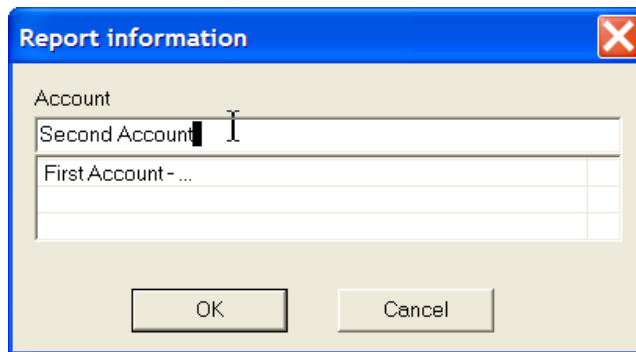
- ✓ Create or Select the report of receipts and disbursements that requires a Schedule L.



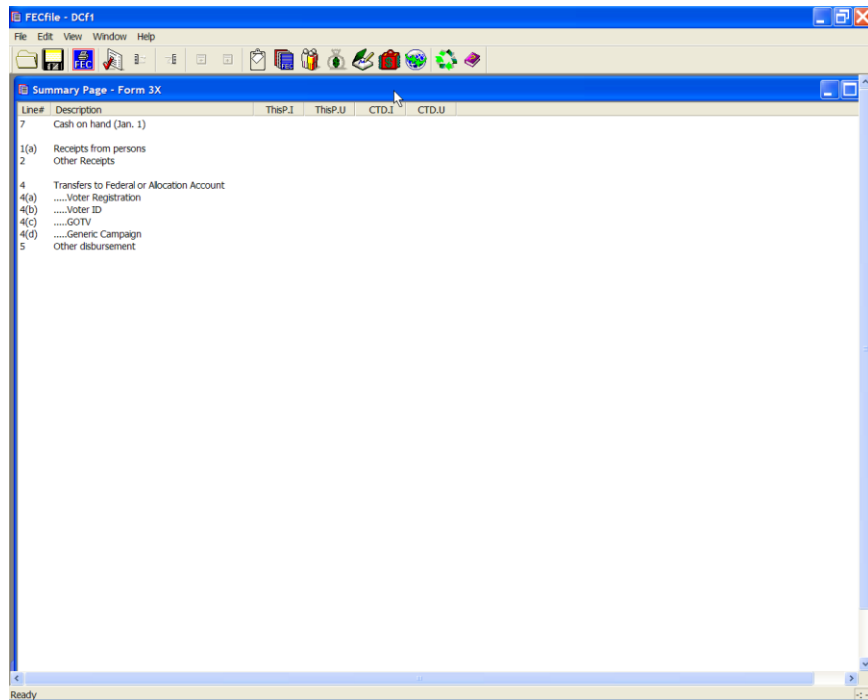
- ✓ Select View, from the menu bar and select Summary Page.



- ✓ Select line SL Levin Funds from the Summary page and double click on that line.



- ✓ The Levin report information screen pops up. Enter the account name, or select an existing account. Note: You must press the “Tab” key to enter the account name.
- ✓ Click the OK button.



- ✓ FECFile creates a Levin Funds Report (Schedule L) for the same period as the 3X in which it was created...and displays a Levin-specific Summary Page. This page is the controlling Summary Page (Is displayed when you select View/Reports) whenever a Levin Schedule report is selected in the Reports page. This provides access to the Levin-specific transactions. Please refer to the Transactions section for details.

E. TRANSACTIONS

Normal

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, r				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand		27518.23		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Levin

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
7	Cash on hand (Jan. 1)				
1(a)	Receipts from persons				
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a)Voter Registration				
4(b)Voter ID				
4(c)GOTV				
4(d)Generic Campaign				
5	Other disbursement				

Transactions

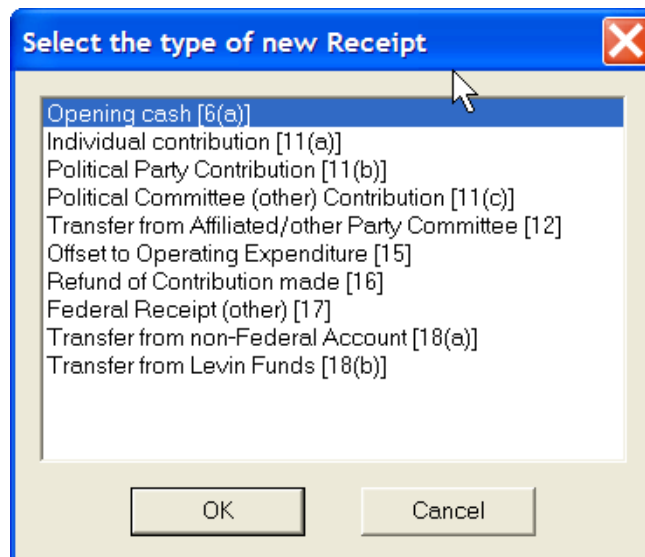
Once an FEC report has been created, users may enter financial activity by going to the Summary page of the report. The transactions, as they are defined, are individual entries of financial activities of the committee. Transactions may be created by launching the Summary view in FECFile. Once selected, the Summary page view permits the user to select the line number of the transaction type to create (by double clicking on the appropriate line), or to enter a transaction by category.

As an alternative, if the committee wishes to enter receipts first, they may select the Receipts View, right click within the active window, and select from a list of Receipt types.³

The Summary page is launched by selecting view from the FECFile menu bar, and selecting Summary page.

NOTES:

FEC ID#'s are not required for Party Committees or PAC Contributions, But ARE encouraged.



This system option functionality is also seen in the following views:

- Disbursements view
- Loans and Debts
- Individuals/Organizations
- All Transactions View

A discussion of specific transactions will follow in the text below. However, after entering a number of transactions, the filer will see a very similar pattern for most transactions. This pattern is as follows:

- Click on the VIEW menu and select SUMMARY PAGE
- Note the list of transactions in the SUMMARY PAGE and double click on the one desired
- IF the Entity is NEW the proper Transaction Entry Screen pops up – Use the selection list to select a name/committee or enter a new name/committee and PRESS TAB KEY.
- The proper Entity Entry Screen pops up to allow you to enter the specific information for a new Entity – Complete it and CLICK OK – you return to the Transaction Entry Screen
- Fill out any further information needed in the Transaction Entry Screen (Date, Dollar Amount, Description, etc.) And CLICK OK.

Receipts from Individuals Line 11(A)

- ✓ Double-click on Line 11(a) of the Summary Page.

Individual contribution [X]

Name
[Empty text box]
BALLENGER, BEN - 9166 ROME BOULEVARD...
BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Date [Empty text box] Amount 0.00 In-Kind

Description Memo Aggregate
[Empty text box]

Election [Empty dropdown] Year of Election [Empty text box] Memo Aggregate

Candidate/Campaign Committee
[Empty text box]
BALLENGER, BEN - 9166 ROME BOULEVARD...
BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Category code Increased Limits
[Empty dropdown]

Check No. [Empty text box] Account Identifier [Empty text box]

[Next entry...] [OK] [Cancel]

- ✓ The individual contribution dialog box appears.
 - Enter the individual's last name in the text area within the dialog box, under Name.
 - Press the Tab key, to launch the Individual/Organization Information dialog box.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below them is a "Type" dropdown menu currently set to "Individual other than a Candidate". A "Lookup..." button is positioned to the right of the dropdown. The form is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; "Address" with fields for "City", "State" (with a "None" dropdown), and "Zip"; "Employer"; and "Occupation". At the bottom, there is a "Candidate Information" section with fields for "Office", "State" (with a "None" dropdown), "District", and "Other ID". "OK" and "Cancel" buttons are at the very bottom.

- ✓ In the text area, Type, select Individual Other than a Candidate, from the drop down menu.
- ✓ Type the individual's First Name, any Prefix, any Suffix, Address, City, State, Zip, Employer, and Occupation in the text areas, using the tab key to navigate from field to field.
- ✓ Click OK.

- ✓ The Individual contribution dialog box will appear. Insert the date and the dollar amount in the dialog box text area.

- ✓ If necessary, add a description in the description text area in the dialog box. By selecting next entry, you may quickly add additional individual contributions, without having to return to the Summary page.

- ✓ Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

Payroll Deductions 11(A)

Individual contribution [X]

Name
[Text Box]
BALLENGER, BEN - 9166 ROME BOULEVARD...
BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Date [Text Box] Amount [Text Box] 0.00 In-Kind

Description
[Text Box]

Election [Dropdown] Year of Election [Text Box] Memo
 Aggregate

Candidate/Campaign Committee
[Text Box]
BALLENGER, BEN - 9166 ROME BOULEVARD...
BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Category code Increased Limits
[Text Box]

Check No. [Text Box] Account Identifier [Text Box]

[Next entry...] [OK] [Cancel]

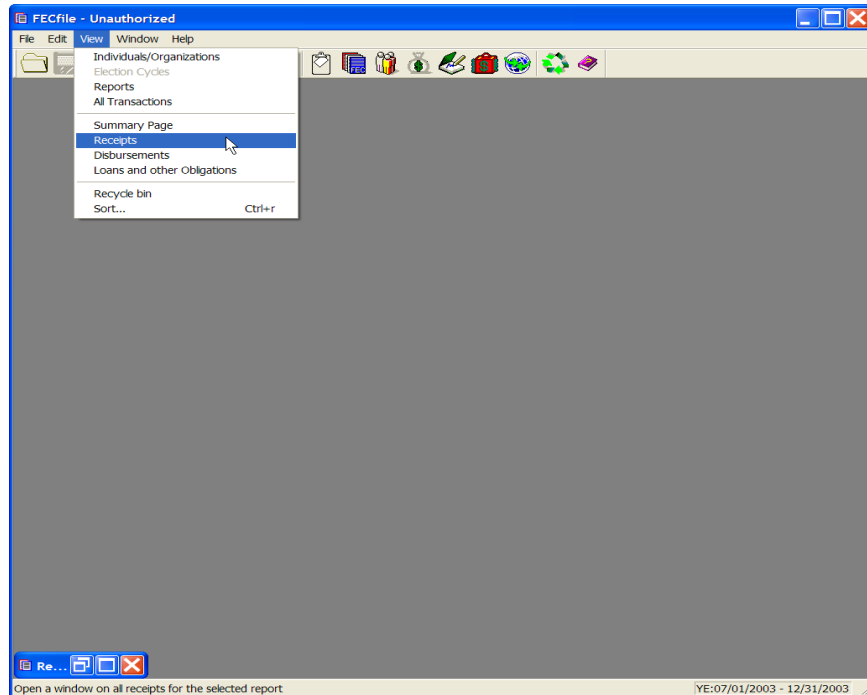
- ✓ Double-click on Line 11(a) of the Summary Page to launch the dialog box.
- ✓ Enter the individual's last name in the text area within the dialog box.
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below them is a "Type" dropdown menu currently set to "Individual other than a Candidate". A "Lookup..." button is positioned to the right of the dropdown. The form is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; "Address" with a text field; "City", "State" (set to "None"), and "Zip" fields; "Employer" with a text field; and "Occupation" with a text field. At the bottom, there is a "Candidate Information" section with fields for "Office", "State" (set to "None"), "District", and "Other ID". "OK" and "Cancel" buttons are located at the very bottom of the dialog.

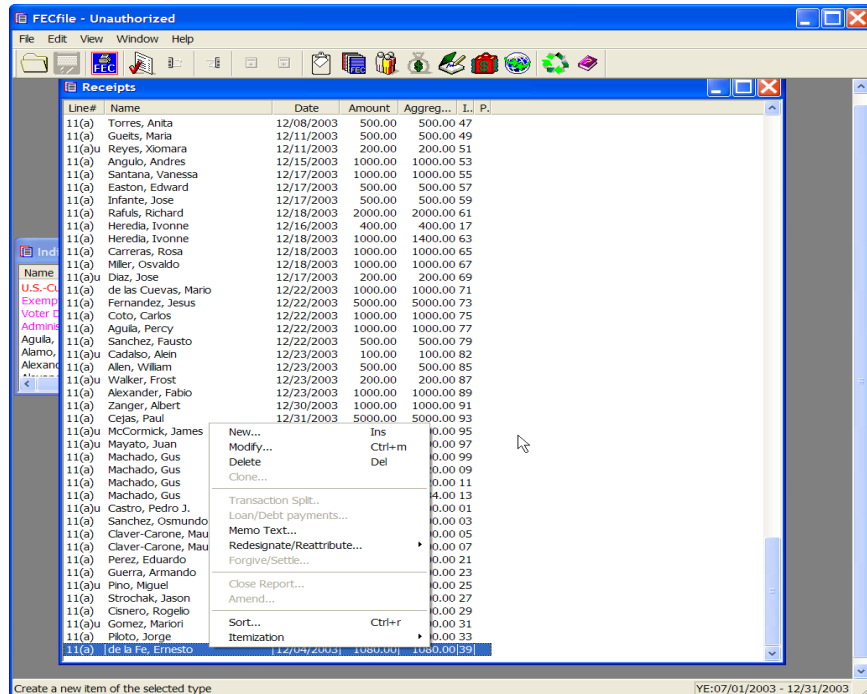
- ✓ In the text area named Type, click on the drop down menu and select Individuals other than a Candidate.
- ✓ Tab to type in the individual's First Name, Prefix, Suffix, Address, City, State, Zip, Employer, and Occupation.
- ✓ Click on OK.

- ✓ Enter the date and the amount of the contribution.
- ✓ Tab to the Description field, and type “Payroll Deduction” as well as the amount deducted per pay period and the frequency of the deduction. This area is a general text area, and can serve as the location for the pay period information, or it may be added in another dialog box.
- ✓ Click on OK.

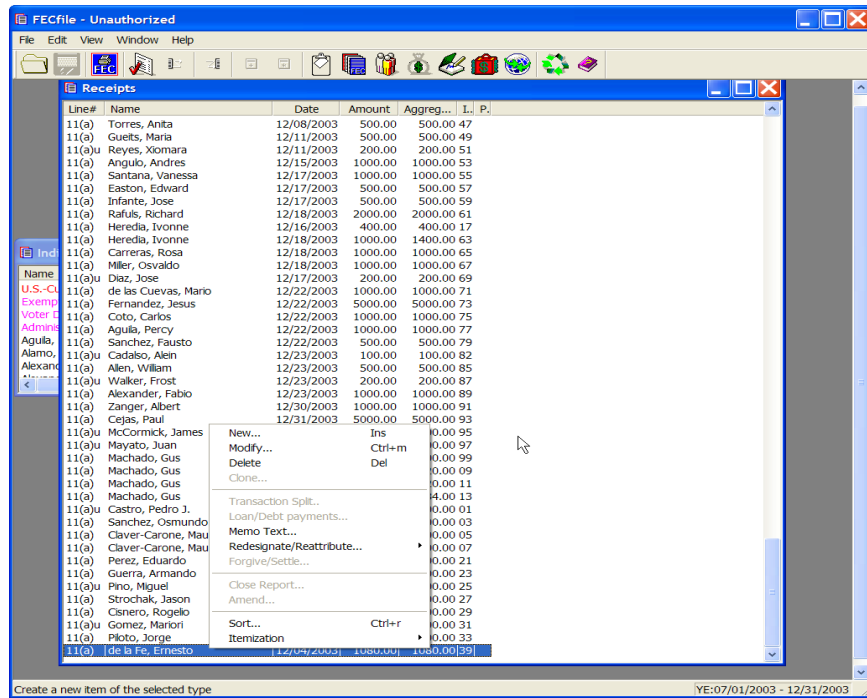
To add additional information for the transaction, please note:



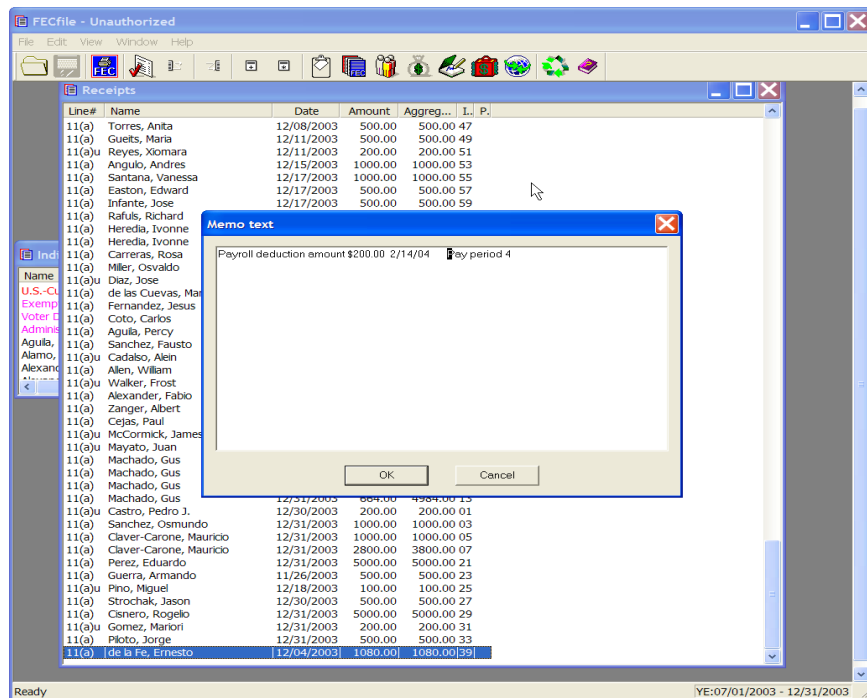
✓ Go to View and select Receipts from the drop down menu.



- ✓ Right-click on the contribution that was last added to the list.



- ✓ Select Memo Text from the drop down menu.



- ✓ The information related to the Payroll Deduction, amount deducted per pay period and the frequency of the deduction may be entered here if not previously entered in the Description field.
- ✓ Click on OK, and the memo text will appear at the end of the report when viewing using the FECFile Print function.

Receipts From Political Parties Line 11(B)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions	263488.36	4860.00	266588.36	4860.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All basis received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				
16	Refunds of contributions made to other federal c				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures	12130.39		12130.39	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po	2000.00		2000.00	
24	Independent expenditures	20369.29			
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions	300.00		300.00	
28(b)	Refunds of contributions from political party corr				
28(c)	Refunds of contributions from other political corr				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder:				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ To add contributions from Political Parties, double-click on Line 11(b) of the Summary Page

Political Party Contribution

Name

Date Amount In-Kind

Description

Election Year of Election Memo
 Aggregate

Candidate/Campaign Committee

Category code Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

✓ Enter the political party's name in the dialog box text area.

Individual/Organization Information

Type National Multi-Candidate

Committee ID (eg. C12345678)

If Committee/Organization

If Individual

Address

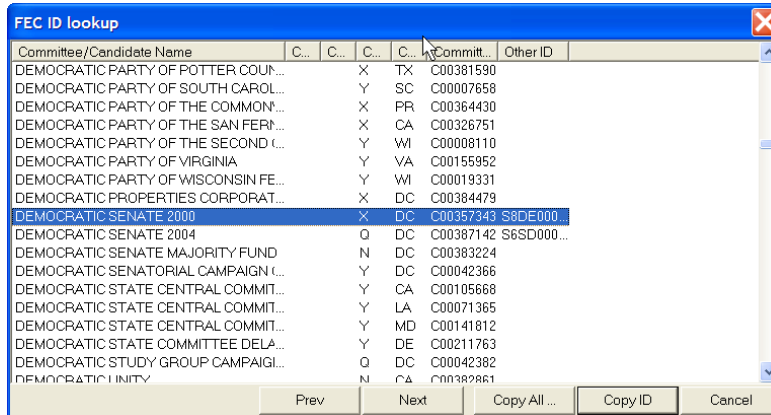
City State Zip

Employer

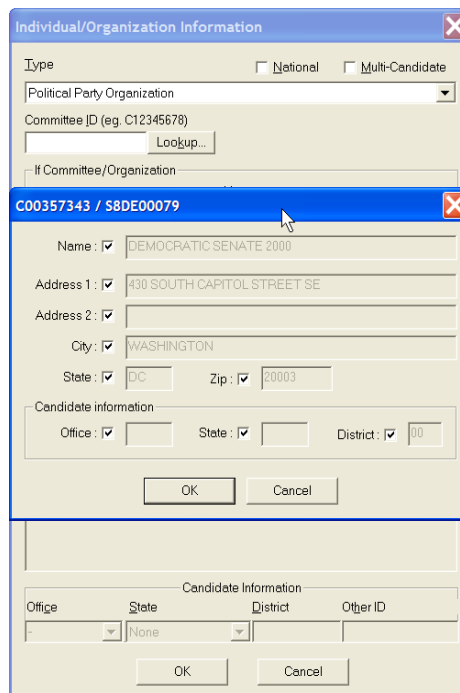
Candidate Information

OK Cancel

- ✓ If the Political Party has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the political party has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.
- ✓ Within the dialog box, select the drop down menu under Type, and select Political Party Organization.



- ✓ Click on the Lookup button in the dialog box.
- ✓ Select the proper committee by highlighting it with the mouse, and select the Copy All button.



- ✓ A dialog box will appear with information about the committee, select OK.

- ✓ An additional dialog box will appear, automatically inserting the correct FEC ID number.

Individual/Organization Information

Type National Multi-Candidate

Political Party Organization

Committee ID (eg. C12345678)

C00357348

If Committee/Organization

Name

DEMOCRATIC SENATE 2000

If Individual

Last Name Middle Name

First name Prefix Suffix

Address

430 SOUTH CAPITOL STREET SE

City State Zip

WASHINGTON District of Columbia 20003

Employer

Candidate Information

Office State District Other ID

- None 00 S8DE00079

- ✓ . Select OK.

Political Party Contribution [X]

Name

 George Washington University - 555 Newcomb Street...

Date Amount In-Kind

Description

Election Year of Election Memo
 Aggregate

Candidate/Campaign Committee

 BALLENGER, BEN - 9166 ROME BOULEVARD...
 BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
 BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Category code Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

- ✓ Insert date and amount in the dialog box.
- ✓ Click on OK, and note the added total in the Summary Page.

Receipts from Other Political Committees Line 11(C)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions	263488.36	4860.00	266588.36	4860.00
11(b)	Contributions from political party committees				
11(c)	Receipts from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures	12130.39		12130.39	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees	2000.00		2000.00	
24	Independent expenditures	20369.29			
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions	300.00		300.00	
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 11(c) of the Summary Page.

Individual/Organization Information

Type National Multi-Candidate

Other (Political) Committee
 Campaign Committee
Political Action Committee
 Other (Political) Committee

If Committee/Organization
 Name

If Individual
 Last Name Middle Name
 First name Prefix Suffix

Address
 City State Zip
 None

Employer

Candidate Information
 Office State District Other ID
 None

OK Cancel

FECfile - Unauthorized

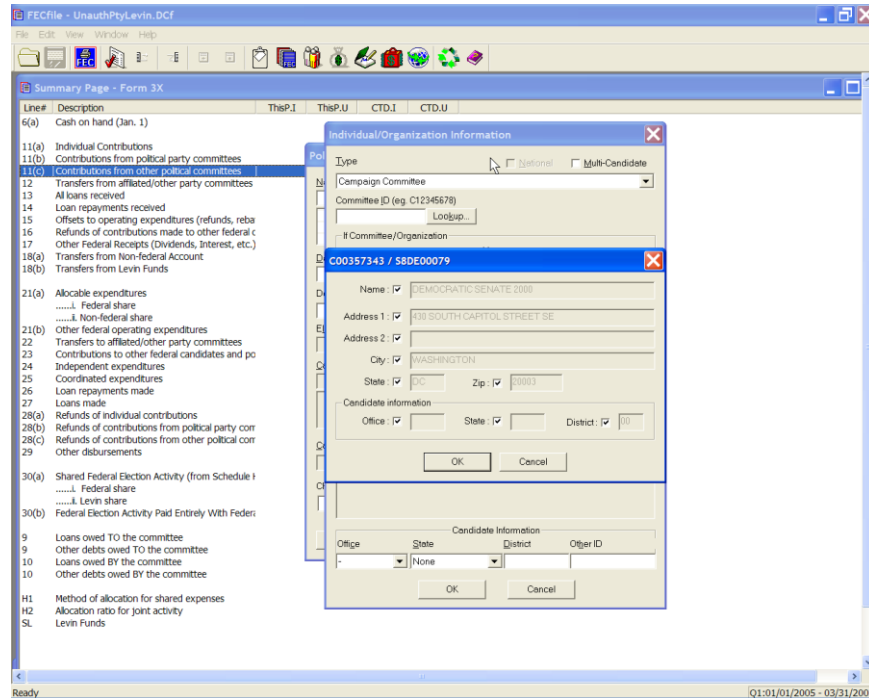
Summary Page - Form 3X

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions				
11(b)	Contributions from political parties				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other political committees				
13	Other				
14	FEC ID lookup				
15	Committee/Candidate Name	C...	C...	C...	Committ. Other ID
16	WYOMING POLITICAL ACTION COMMITTEE	O	WY		C00028415
17	WYOMING REFINING COMPANY POLITICAL ACTION COMMITTEE	O	CO		C00330837
18(a)	WYOMING REPUBLICAN PARTY INC	Y	WY		C00005785
18(b)	WYOMING RURAL ELECTRIC ASSOCIATION	N	WY		C00276485
21(a)	WYOMING STATE AFL-CIO	C	WY		C70001474
21(b)	WYOMING WINS WITH WALLACE	H	WY	H	C00294488 H4WY00...
22	WYRICK WY NOT LET FREEDOM RIP-TOLSON	S	CO	S	CO C00402305 S4C0002...
21(b)	WYRICK, PHILLIP	H	AR	8	AR H8AR020... C00335182
22	WYRICK, RANDALL EDWARD	S	CO	4	CO S4C0002... C00402305
23	XL AMERICA INC POLITICAL ACTION COMMITTEE	N	CT		C00368975
24	X-PAC	N	DC		C00323626
24	XCEL ENERGY EMPLOYEE POLITICAL ACTION COMMITTEE	O	CO		C00107771
25	XEROX CORPORATION POLITICAL ACTION COMMITTEE	O	DC		C00207258
26	XM SATELLITE RADIO INC POLITICAL ACTION COMMITTEE	N	DC		C00401992
27	XO COMMUNICATIONS INC PAC (XO PAC)	O	VA		C00342238
28(a)	XTO ENERGY INC FED PAC	O	TX		C00308718
28(b)	XUNA, JOHN (AKA JUAN)	H	FL	2	FL H2FL220... C00373522
28(c)	XVFB	N	AL		C00355196
29	Other				
30(a)	Shared Federal Election Activity				
9	Other debts owed TO the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

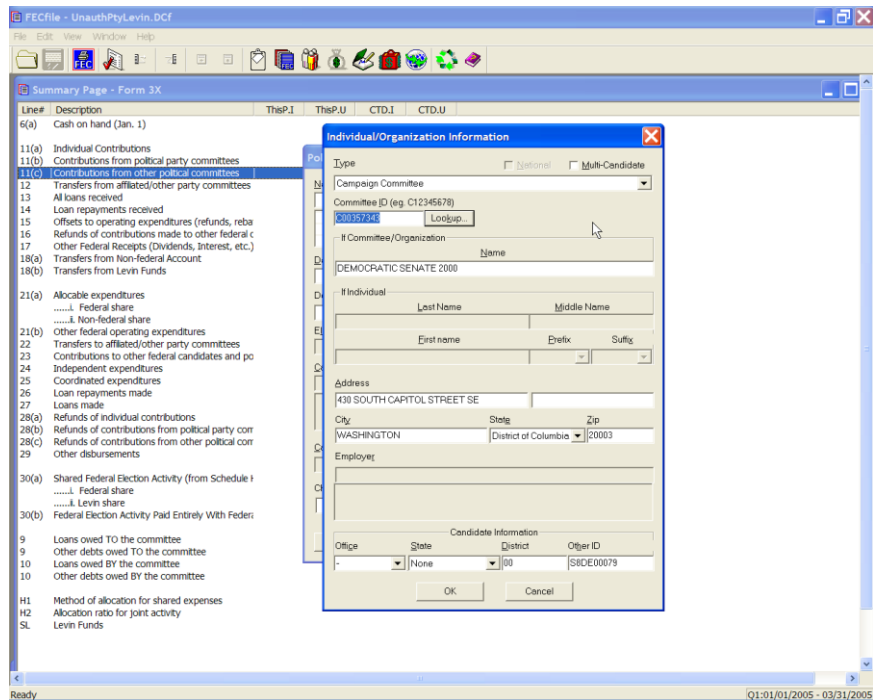
Ready YE:07/01/2003 - 12/31/2003

- ✓ In the Type text area, use the drop down menu to locate Political Action Committee, and select it.

- ✓ Click on the Lookup button in the dialog box.
- ✓ Select the specified committee by highlighting it, and click on the Copy All button in the dialog box.



- ✓ FECFile will launch a dialog box, showing the proper committee's information.
- ✓ Select OK in the dialog box.



- ✓ Note, that the FECID is now loaded in the FEC ID text area, within the dialog box.
- ✓ Click on OK, within the dialog box.

- ✓ Type in the date and amount within the text areas in the Political Committee (other) Contribution dialog box.
- ✓ Click on OK, and note the added total on the Summary Page.

Transfers from Affiliated/Other Party Committees Line 12

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions	263488.36	4860.00	266588.36	4860.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				
16	Refunds of contributions made to other federal c				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
i. Federal share				
i. Non-federal share				
21(b)	Other federal operating expenditures	12130.39		12130.39	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po	2000.00		2000.00	
24	Independent expenditures	20369.29			
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions	300.00		300.00	
28(b)	Refunds of contributions from political party corr				
28(c)	Refunds of contributions from other political corr				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I				
i. Federal share				
i. Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Double-click on Line 12 of the Summary Page.

Transfer from Affiliated/other Party Committee [X]

Name
 MY COMMITTEE CARH PAC - 1112 King Street...
 BANC ONE INDIANA CORPORATION PAC - 111 MONU...
 BAND OF BROTHERS 2006 PAC - 1710 SEDDON ROAD...

Date Amount
 _____ 0.00 In-Kind

Description

Election Year of Election Memo
 _____ _____

Aggregate

Candidate/Campaign Committee

Category code Increased Limits

Check No. Account Identifier
 _____ _____

Next entry... OK Cancel

FECfile - Unauthorized

File Edit View Window Help

Summary Page - Form 3X

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions				
11(b)	Contributions from political party				
11(c)	Contributions from other political party				
12	Transfers from affiliated/other party committee				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures				
16	Refunds of contributions made				
17	Other Federal Receipts (Dividends)				
18(a)	Transfers from Non-Federal Accounts				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I.	Federal share				
.....II.	Non-Federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committee				
23	Contributions to other federal party committee				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from other political party				
28(c)	Refunds of contributions from other political party				
29	Other disbursements				
30(a)	Shared Federal Election Activity				
.....I.	Federal share				
.....II.	Levin share				
30(b)	Federal Election Activity Paid For				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

Ready YE:07/01/2003 - 12/31/2003

Transfer from Affiliated/other Party Committee [X]

Name
 U.S.-Cuba Democracy Political Action Committee - 1200 ...
 Aguilera, Percy - 10311 North Greenway Drive...
 Alamo, Antonio - 85 Ventana Canyon Drive...

Date Amount
 _____ 0.00 In-Kind

Description

Election Year of Election Memo

Aggregate

Candidate/Campaign Committee

 Bill McCollum for U.S. Senate - P.O. Box 532015...
 XCEL ENERGY EMPLOYEE POLITICAL ACTION COMM...

Category code Increased Limits

Check No. Account Identifier
 _____ _____

Next entry... OK Cancel

- ✓ Type in the Political Action Committee's name in the dialog box text area
- ✓ If the Political Party has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the political party has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.

- ✓ Select the Type drop down, and change the selection to the appropriate Political Action Committee or Political Party Organization.
- ✓ Click on the Lookup button in the dialog box.

Committee/Candidate Name	C...	C...	C...	C...	Committ...	Other ID
DEMOCRACY DELEGATES FOR REFORM	D		NY		C00354761	
DEMOCRACY FOR AMERICA	Q		VT		C00370007	
DEMOCRACY FOR COLORADO	N		CO		C00401547	
DEMOCRACY FOR THE SENATE	X		DC		C00405449	
DEMOCRACY PREVAILS	N		VA		C00400713	
DEMOCRACY RULES INC PAC	N		CA		C00395053	
DEMOCRAT (PCC MICHAEL MILLER)	P	00	P	FL	C00342808	P00003475
DEMOCRAT GRAYSON FOR THE HOUSE	H	FL	H	FL	C00387829	H4FL090...
DEMOCRATIC ACTION CLUB OF CHICO	N		CA		C00407866	
DEMOCRATIC ACTION CLUB OF CHICO'S...	I		CA		C00345934	
DEMOCRATIC ACTION TEAM	N		CA		C00403030	
DEMOCRATIC ALLIANCE FOR ACTION	N		CA		C00407262	
DEMOCRATIC CAMPAIGN-WEST SAN GA...	N		CA		C00340422	
DEMOCRATIC CANDIDATE FUND (AKA T...	Q		DC		C00018135	
DEMOCRATIC CLUB BEAUFORT COUNT...	N		SC		C00407551	
DEMOCRATIC CLUB OF CENTRAL ORAN...	N		CA		C00399410	
DEMOCRATIC CLUB OF LEISURE WORL...	N		CA		C00406967	
DEMOCRATIC CLUB OF PARADENA FOO...	N		CA		C00401463	

- ✓ Highlight the proper committee, click on the Copy All button.

A dialog box titled "C00395053" with a close button (X) in the top right corner. The form contains the following fields:

- Name: DEMOCRACY RULES INC PAC
- Address 1: 3014 EIGHTEENTH STREET
- Address 2: [Empty]
- City: SAN FRANCISCO
- State: CA Zip: 94110
- Candidate information section:
 - Office: [Empty]
 - State: [Empty]
 - District: [Empty]

Buttons: OK, Cancel

✓ As proper committee is then loaded into the dialog box, click on OK.

A dialog box titled "Individual/Organization Information" with a close button (X) in the top right corner. The form contains the following fields:

- Type: National Multi-Candidate
- Political Action Committee: [Dropdown menu]
- Committee ID (eg. C12345678): C00395053 [Lookup...]
- If Committee/Organization:
 - Name: DEMOCRACY RULES INC PAC
- If Individual:
 - Last Name, Middle Name, First name, Prefix, Suffix
- Address:
 - 3014 EIGHTEENTH STREET
 - City: SAN FRANCISCO State: California Zip: 94110
- Employer: [Empty]
- Candidate Information:
 - Office: [Dropdown menu] State: None District: [Empty] Other ID: [Empty]

Buttons: OK, Cancel

✓ If the PAC is a multi-candidate committee, check the box at the top.

As FEC ID is automatically loaded into the Individual Organization Information dialog box, select OK.

Transfer from Affiliated/other Party Committee [X]

Name

MY COMMITTEE CARH PAC - 1112 King Street...
 BANC ONE INDIANA CORPORATION PAC - 111 MONU...
 BAND OF BROTHERS 2006 PAC - 1710 SEDDON ROAD...

Date Amount
 In-Kind

Description

Election Year of Election Memo
 Aggregate

Candidate/Campaign Committee

BALLENGER, BEN - 9166 ROME BOULEVARD...
 BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
 BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Category code Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

- ✓ Type in the correct date and amount in the dialog box and click OK. Note the information is then reflected in the Summary Page.

All Loans Received Line 13

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions	263488.36	4860.00	266588.36	4860.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
21(a).....I.	Federal share				
21(a).....II.	Non-federal share				
21(b)	Other federal operating expenditures	12130.39		12130.39	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees		2000.00		2000.00
24	Independent expenditures	20369.29			
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions	300.00		300.00	
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule H)				
30(a).....I.	Federal share				
30(a).....II.	Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 13 of the Summary Page.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions		39950.00		4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees		1000.00		
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees		5000.00		
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Loan Made or Guaranteed by the Candidate

Name: Sir Test

Address: Sir for Congress - 679 E. 2nd Avenue, Suite 5...

Address: Berger, Karen - 94 Stevens Creek Lane...

Date: [] Amount: [] Interest Rate(%): 0.00

Description: []

Election: [] Year of Election: [] Due date: []

Secured Forgiven Date: [] Schedule Cl...
 Memo [] Guarantors...
 Personal funds

Next entry... [] OK [] Cancel

- ✓ Type the name of the creditor in the text area of the dialog box, under name.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are two checkboxes: "National" and "Multi-Candidate", both of which are unchecked. Below these is a "Type" dropdown menu that is currently open, displaying a list of options: "Individual other than a Candidate", "Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity", "Campaign Committee", "Political Action Committee", "Political Party Organization", "Other (Political) Committee", and "Candidate". The first option, "Individual other than a Candidate", is highlighted. Below the dropdown menu, there is a section labeled "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix". Below that is an "Address" field, followed by "City", "State" (with a dropdown menu currently set to "None"), and "Zip". There are also fields for "Employer" and "Occupation". At the bottom of the dialog box, there is a "Candidate Information" section with fields for "Office", "State", "District", and "Other ID", each with a dropdown menu. The "State" dropdown is currently set to "None". At the very bottom of the dialog box are "OK" and "Cancel" buttons.

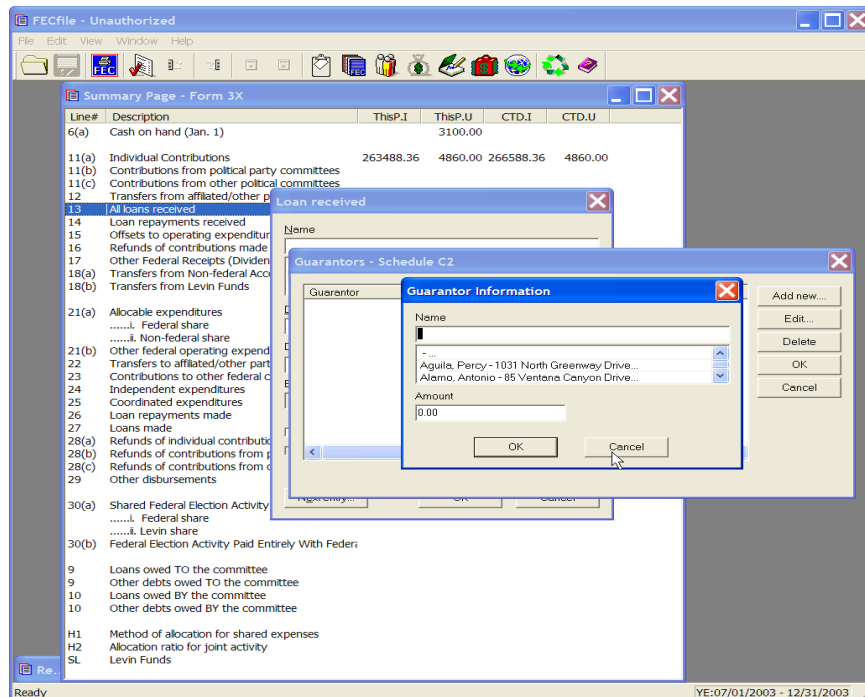
- ✓ If the creditor has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the creditor has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.
- ✓ An additional dialog box is now launched. Within the Type text area, select the drop down menu and select Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal or Candidate.
- ✓ Continue within the dialog box, and enter creditor's Address, City, State and Zip, and select OK.

- ✓ The loan received dialog box is launched. Select the date field and enter the date the loan was incurred, the amount of the loan, and the interest rate. Additionally, use the check box next to the Secured text, to indicated a secured loan or non-secured loan.

- ✓ Click on the Schedule C-1 button and tab from field to field, entering all necessary information, as applicable, and selecting OK.

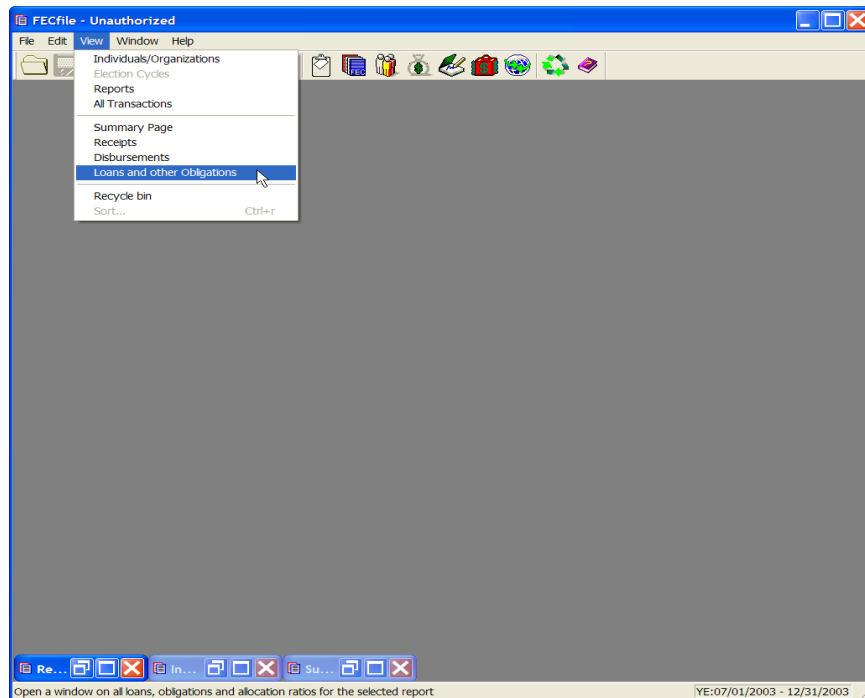
- ✓ The FECFile application returns to the Loans received dialog box. Click on Guarantors button the Guarantors dialog box will launch.

- ✓ Select the Add new button to enter guarantor information, or select Edit, if the guarantor has already been added.

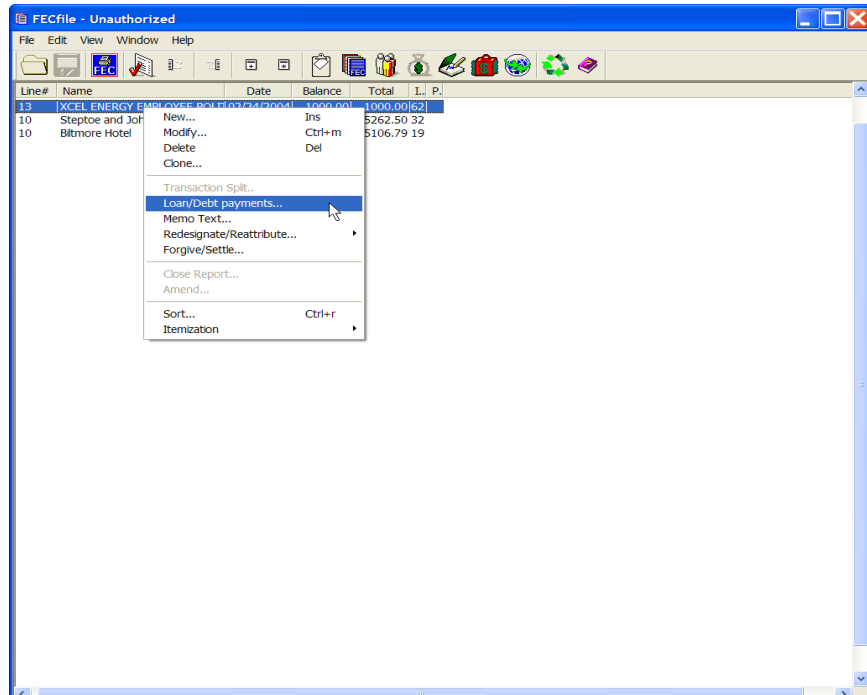


- ✓ Enter the information on the guarantor, and the amount, and click on OK.
- ✓ Click on OK, a second time, and select Yes to save any changes.
- ✓ The Loan received dialog box returns, and select OK, to return to the Summary page.
- ✓ Schedule A supporting Line 13 and Schedule C supporting Line 10 will **both** be automatically created/adjusted, and will be reflected on the Summary Page.

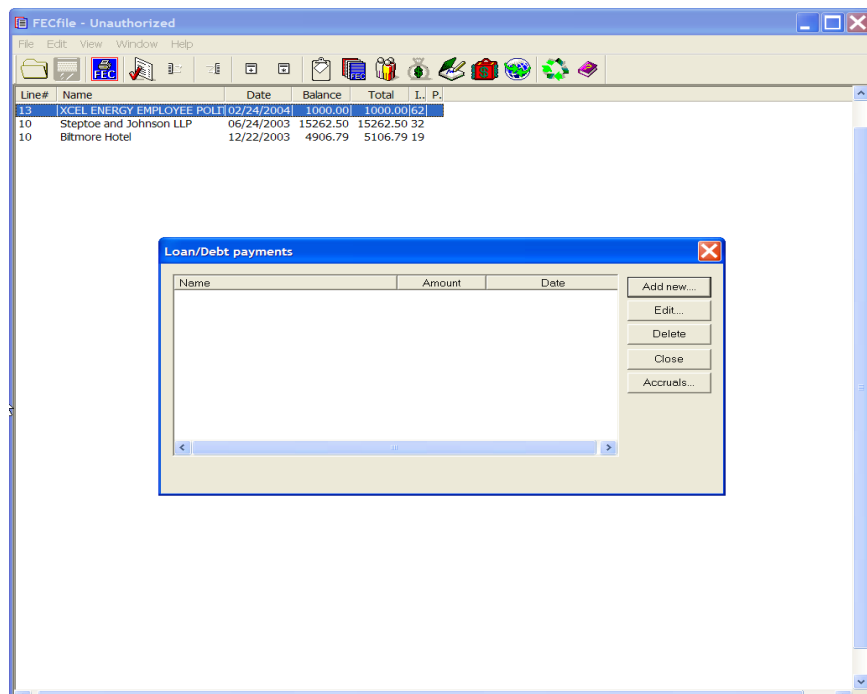
Loan Repayments Received Line 14



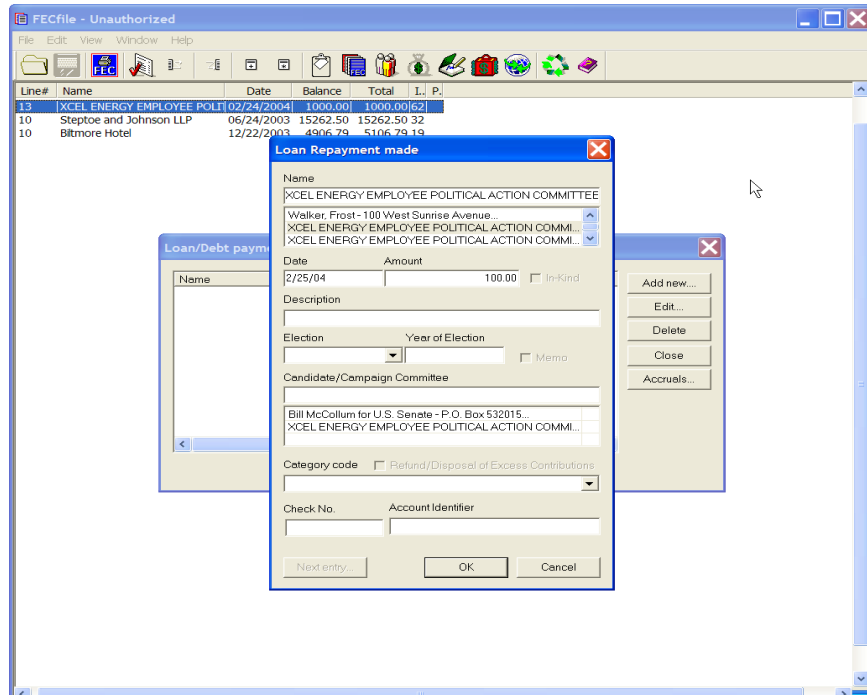
- ✓ At the Summary Page, go to the menu bar, click on View from the drop down menu, and then select Loans and other Obligations.
- ✓ Select the loan by right clicking on the appropriate loan line on which a repayment is being made. (The loan total will correspond to the entries on Line 27)



✓ Click on Loan/Debt payments

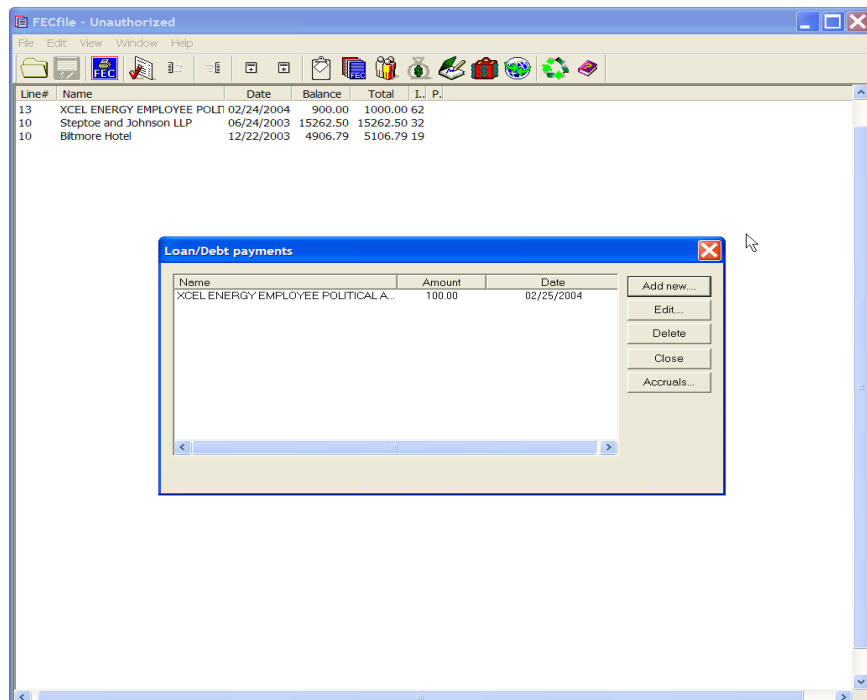


✓ The Loan/Debt payments dialog box appears.



✓ Click on the Add new button and enter date and amount in the Loan repayment made dialog box, and click on OK.

-Note: This process may also be used to edit mistakenly entered loan repayments. At the Loan/Debt payments screen, choose the Edit button rather than the Add new button.



- ✓ Click on Close at the Loan/Debt repayments dialog box.
- ✓ A Schedule A supporting Line 14 will automatically be created by FECFile, and a dollar figure will be entered onto Line 14 of the Summary Page.

If the repayment is being made on a loan originally reported on a paper report, the committee will have to create a “dummy report” for the previous reporting period in which the loan will be created, so that it may be recognized by FECFile. Refer to the later text on the subject

Offsets To Operating Expenditures Line 15

Line#	Description	THetP.I	THetP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received	300.00		300.00	
14	Loan repayments received	1000.00		1000.00	
15	Offsets to operating expenditures (refunds, rebates, etc.)				
16	Refunds of contributions made to other federal candidates and committees				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures		20169.29		
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	200.00		200.00	
30(a)	Shared Federal Election Activity (from Schedule H6)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds.				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 15 of the Summary Page.

Offset to Operating Expenditure [X]

Name
 MY COMMITTEE CARH PAC - 1112 King Street...
 BALLENGER, BEN - 9166 ROME BOULEVARD...
 BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...

Date Amount
 [] [0.00] In-Kind

Description
 []

Election Year of Election Memo
 [] [] Aggregate

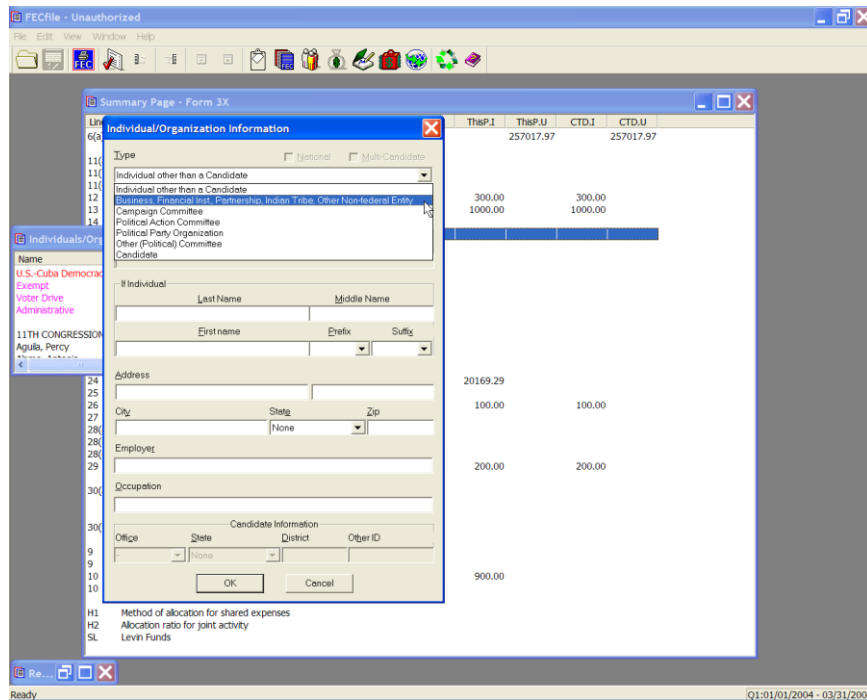
Candidate/Campaign Committee
 BALLENGER, BEN - 9166 ROME BOULEVARD...
 BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
 BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Category code Increased Limits
 []

Check No. Account Identifier
 [] []

[Next entry...] [OK] [Cancel]

- ✓ The Offset to Operating Expenditure dialog box is launched.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the vendor has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.



- ✓ Under the Type text area, click on the drop down menu and highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal.

- ✓ Enter vendor's Address, City, State, and Zip, and click on OK.

- ✓ In the Offset to Operating Expenditures dialog box, enter the Date, Amount, and Description, and click on OK.
- ✓ The totals are reflected on the Summary Page, on line 15, Offsets to Operating Expenditures, (refunds, rebates, etc.)

Refunds of Contributions Made to Other Federal Candidates and Committees Line 16

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees	300.00		300.00	
13	All loans received	1000.00		1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)		200.00		200.00
16	Refunds of contributions made to other federal candidates and committees				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I. Federal share					
.....II. Non-federal share					
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	200.00		200.00	
30(a)	Shared Federal Election Activity (from Schedule H6)				
.....I. Federal share					
.....II. Levin share					
30(b)	Federal Election Activity Paid Entirely With Federal Funds.				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Double click on Line 16 of the Summary Page.

- ✓ The Refund of Contribution dialog box is displayed.
- ✓ Enter the committee's name. If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the committee has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.

The dialog box is titled "Individual/Organization Information". It has a "Type" dropdown menu currently set to "Campaign Committee". Below this is a "Committee ID (eg. C12345678)" field with a "Lookup..." button. There are sections for "If Committee/Organization" (Name), "If Individual" (Last Name, Middle Name, First name, Prefix, Suffix), "Address" (City, State, Zip), "Employer", and "Candidate Information" (Office, State, District, Other ID). "OK" and "Cancel" buttons are at the bottom.

- ✓ In the Individual/Organization Information dialog box, select the appropriate type by using the drop down menu. This is, Campaign Committee.

The dialog box is titled "FEC ID lookup" and contains a table with the following data:

Committee/Candidate Name	C...	C...	C...	C...	Committ...	Other ID
BUCK, ERIK	H	MO	4	MO	H2MO061...	
BUCKEL, WILLIAM L	H	OH	0	OH	H0OH15C...	C00352781
BUCKELS CONGRESSIONAL COMMITTEE	H	LA	H	LA	C00319863	H6LA071!...
BUCKELS, CHARLES LEE JR	H	LA	6	LA	H6LA071!...	C00319863
BUCKEYE POLITICAL ACTION COMMITTE...		Q		OH	C00356378	
BUCKEYE STATE PAC		Q		OH	C00366781	
BUCKLEY FOR SENATE	S	GA	S	GA	C00394064	S4GA111...
BUCKLEY, ALLEN	S	GA	4	GA	S4GA111...	C00394064
BUCKLEY, PETER	H	OR	2	OR	H2OR021...	C00375410
BUCKLEY02	H	OR	H	OR	C00375410	H2OR021...
BUCQUEROUX, BONNIE	H	MI	0	MI	H0MI08059	
BUD CUMMINS CAMPAIGN	H	AR	H	AR	C00310094	H6AR021...
BUD SHUSTER FOR CONGRESS COMMIT...	H	PA	H	PA	C00014944	H6PA090...
BUDETICH, MARK JOHN JR	H	NV	4	NV	H2NV030...	C00381350
BUELL, JAMES W	H	NJ	4	NJ	H4NJ110...	C00399634
BUFFA FOR CONGRESS '92	H	CA	H	CA	C00222935	H8CA400...
BUFFA, PETER	H	CA	2	CA	H8CA400...	C00222935
BUFFALO LOCAL ??? ALUMINIUM BRICK &		Q		NY	C00276287	

- ✓ Once selected, click on the Lookup button. The FEC ID lookup dialog box appears.
- ✓ Highlight the proper committee and click on the Copy All button

C00310094 / H6AR02179

Name : BUD CUMMINS CAMPAIGN

Address 1 : PO BOX 25061

Address 2 :

City : LITTLE ROCK

State : AR Zip : 72221

Candidate information

Office : H State : AR District : 02

OK Cancel

- ✓ The committee data is then loaded into the dialog box. Click on OK.

Individual/Organization Information

Type National Multi-Candidate

Campaign Committee

Committee ID (eg. C12345678)

C00310094 Lookup...

If Committee/Organization

Name

BUD CUMMINS CAMPAIGN

If Individual

Last Name Middle Name

First name Prefix Suffix

Address

PO BOX 25061

City State Zip

LITTLE ROCK Arkansas 72221

Employer

Candidate Information

Office State District Other ID

House Arkansas 02 H6AR02179

OK Cancel

- ✓ Once the FEC ID is noted in the Individual/Organization Information dialog box, click on OK.

✓ Using the election drop down menu, select the election and enter the year of the election in the text area.

Click on OK, and the total will be reflected on the Summary page at line 16.

Other Federal Receipts (Dividends, Interest, Etc...) Line 17

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees	300.00		300.00	
13	All loans received	1000.00		1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)		200.00		200.00
16	Refunds of contributions made to other federal candidates and committees	200.00		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....i. Federal share					
.....ii. Non-federal share					
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	200.00		200.00	
30(a)	Shared Federal Election Activity (from Schedule H6)				
.....i. Federal share					
.....ii. Levin share					
30(b)	Federal Election Activity Paid Entirely With Federal Funds.				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double click on Line 17 of the Summary Page.

Federal Receipt (other) [X]

Name

 MY COMMITTEE CARH PAC - 1112 King Street... ▲
 BALLENGER, BEN - 9166 ROME BOULEVARD... ▬
 BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N... ▼

Date Amount
 In-Kind

Description

Election Year of Election Memo
 ▼ Aggregate

Candidate/Campaign Committee

 BALLENGER, BEN - 9166 ROME BOULEVARD... ▲
 BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N... ▬
 BALLENGER, JEFFREY A - 12626 GREYSTONE COUR... ▼

Category code Increased Limits
 ▼

Check No. Account Identifier

Next entry... OK Cancel

- ✓ In the Federal Receipt dialog box, enter in the name,
- ✓ If the name has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the name has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.
- ✓

- ✓ In the individual/Organization Information dialog box, select the appropriate type by using the drop down menu.
- ✓ Enter the Address, City, State and Zip and click on OK.

- ✓ In the Federal Receipt dialog box, enter in the Date, Amount, and Description, then click on OK.
- ✓ Note the total reflected on line 17 on the Summary Page.

Method of Allocation for Shared Expenses H1

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions	263488.36	4860.00	266588.36	4860.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)				
16	Refunds of contributions made to other federal candidates and committees				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I	Federal share				
.....I	Non-federal share				
21(b)	Other federal operating expenditures	12130.39		12130.39	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees	2000.00		2000.00	
24	Independent expenditures	20369.29			
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions	300.00		300.00	
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule H6)				
.....I	Federal share				
.....I	Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds.				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Scroll to the bottom of the Summary Page and double click on the H1 line number.
- ✓ Double click on the H1 line number to launch the methods of allocation for shared expenses dialog box.

Method of allocation for shared expenses

Levin Funds

State / Local Party Committee

Presidential-Only Election Year (28% Federal)
Presidential and Senate Election Year (36% Federal)
Senate-Only Election Year (21% Federal)
Non-Presidential and Non-Senate Election Year (15% Federal)

Non-connected Committee / SSF

Non-federal %
0.00

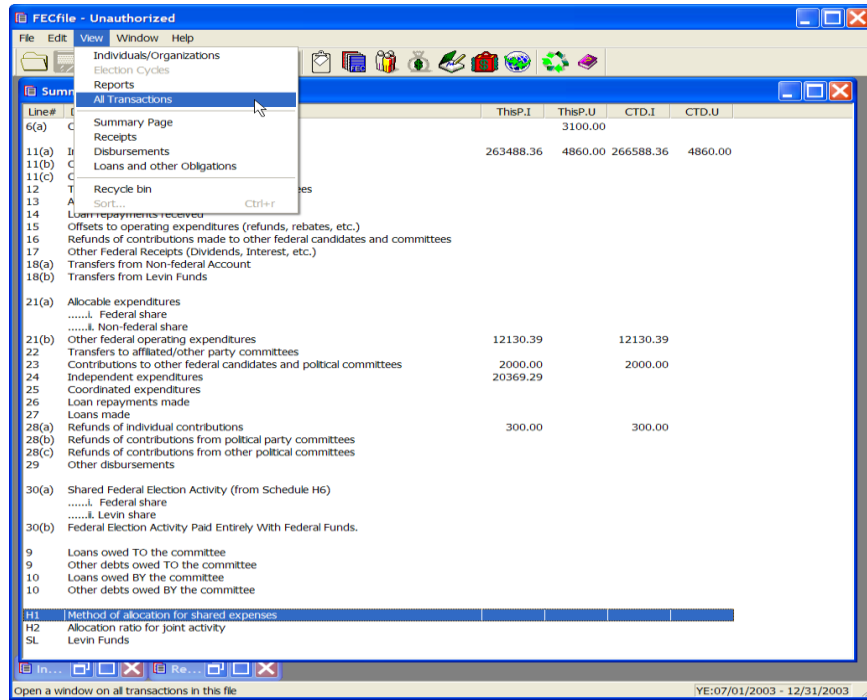
This ratio applies to (check all that apply):

Administrative
 Generic Voter Drive
 Public Communications Referencing Party Only

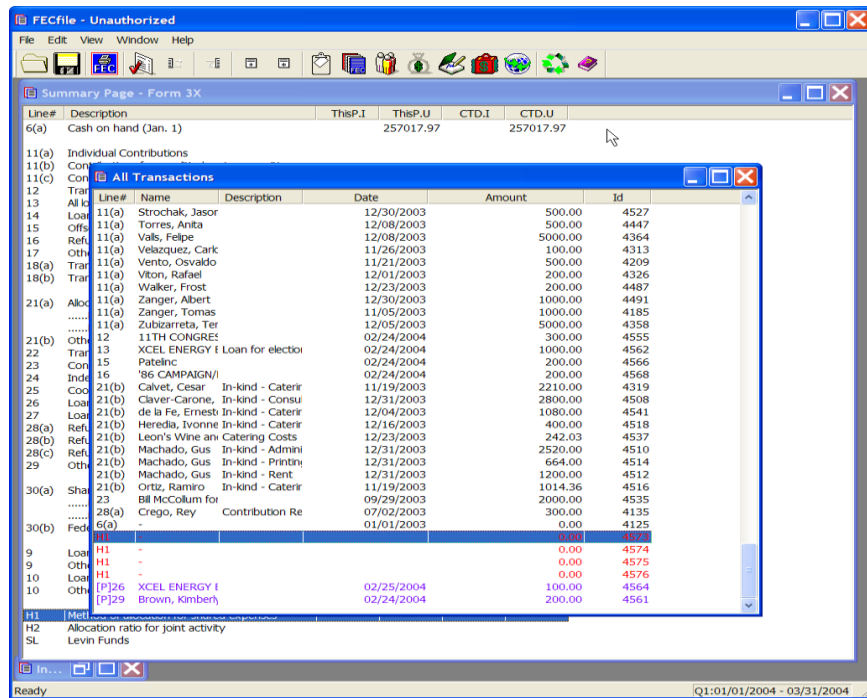
Next entry... OK Cancel

- ✓ Select the appropriate allocation option, and type in the allocation ratio. Select next entry, if necessary, to enter an additional allocation.
- ✓ Click on Ok.

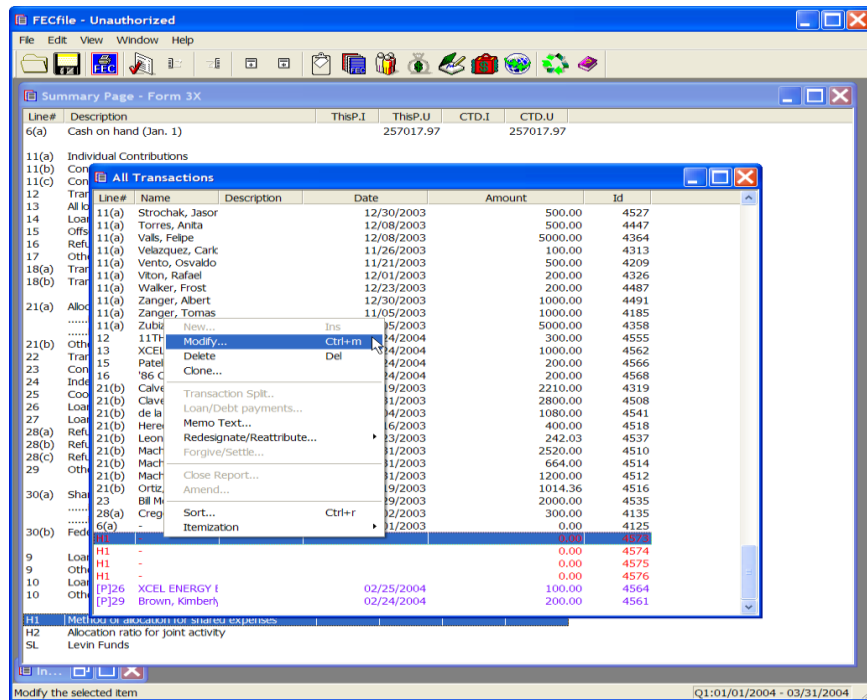
Amending the H1



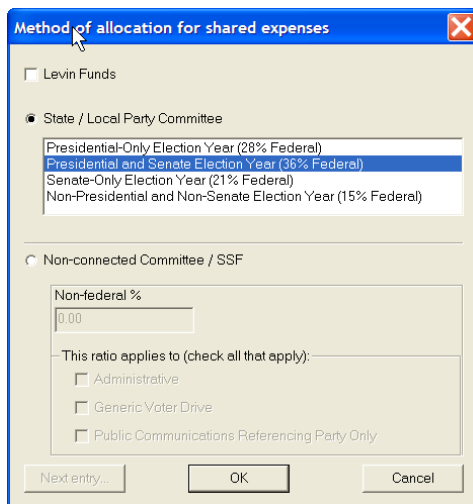
- ✓ To amend the H1, Click on the View drop down menu, and Select All transactions.



- ✓ From the list shown, select the H1 to be amended, using the right mouse button...(right-click on the H1 transaction)

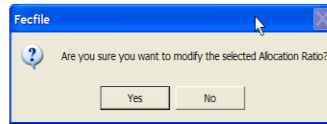


- ✓ As the drop down menu appears, select Modify.



- ✓ Review the dialog box for the transaction, and enter the appropriate changes.

Line#	Name	Description	Date	Amount	Id
11				0.00	118



- ✓ As the dialog box appears, asking if changes are required, select yes.
- ✓ Note the changes on the All transactions sheet.

Allocation Ratio for Joint Activity H2

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....i	Federal share				
.....i	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party con				
28(c)	Refunds of contributions from other political con				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule F				
.....i	Federal share				
.....i	Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Select H2 from the bottom of the Summary Page, and double click on the selection.

Allocation ratio for joint activity

Event

Exempt - ...

Voter Drive - ...

Federal share (in %)

0.00

Ratio is

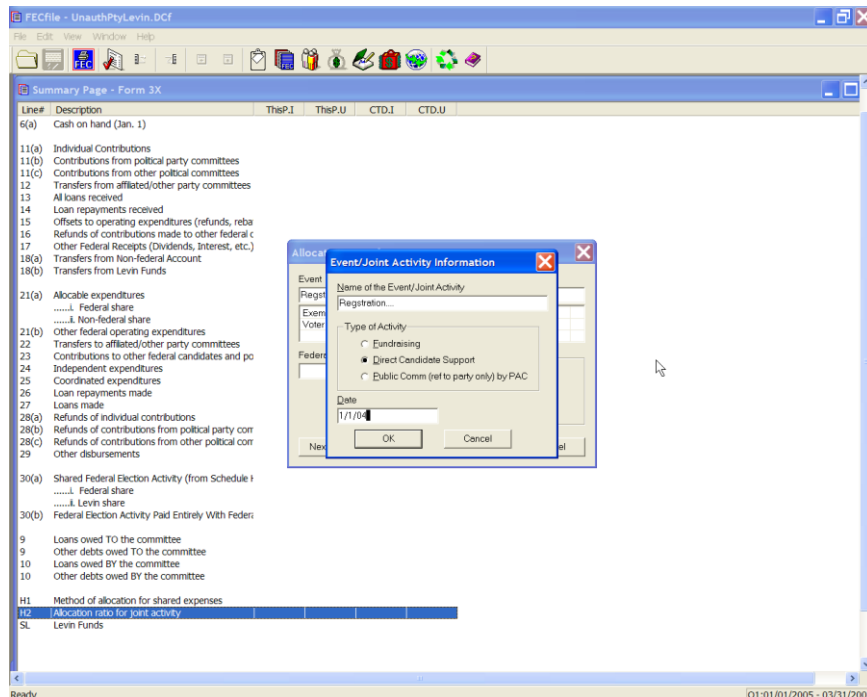
New

Revised

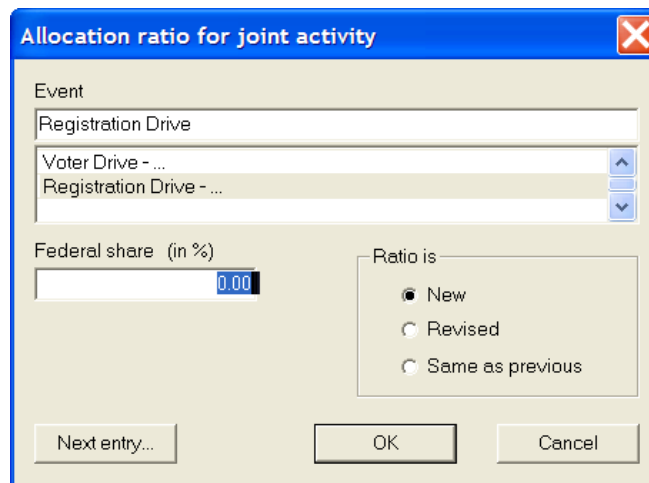
Same as previous

Next entry... OK Cancel

- ✓ The Allocation ratio for joint activity dialog box appears.
- ✓ Type in the information on the event, and press the TAB key.



- ✓ An additional dialog box will appear, addressing the event/and joint activity.
- ✓ Once the dialog box appears, select on the appropriate activity, tab to the date field and type in the date, and select OK.



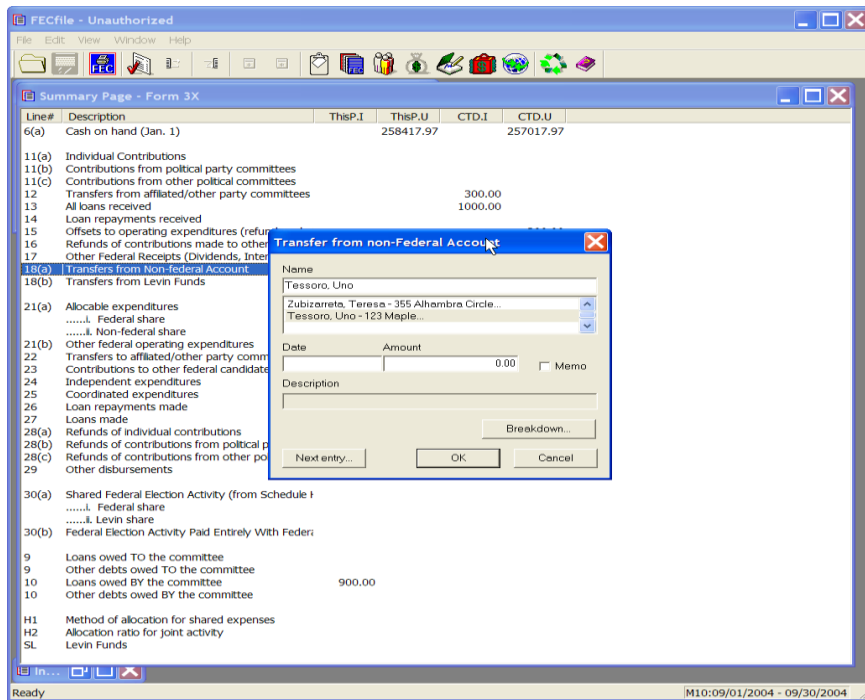
- ✓ As the date is entered, the application returns to the allocation ratio for joint activity dialog box. Enter the federal share in the appropriate area,
- ✓ Select the type of ratio and select OK.

of the non-federal account, and press the tab key.

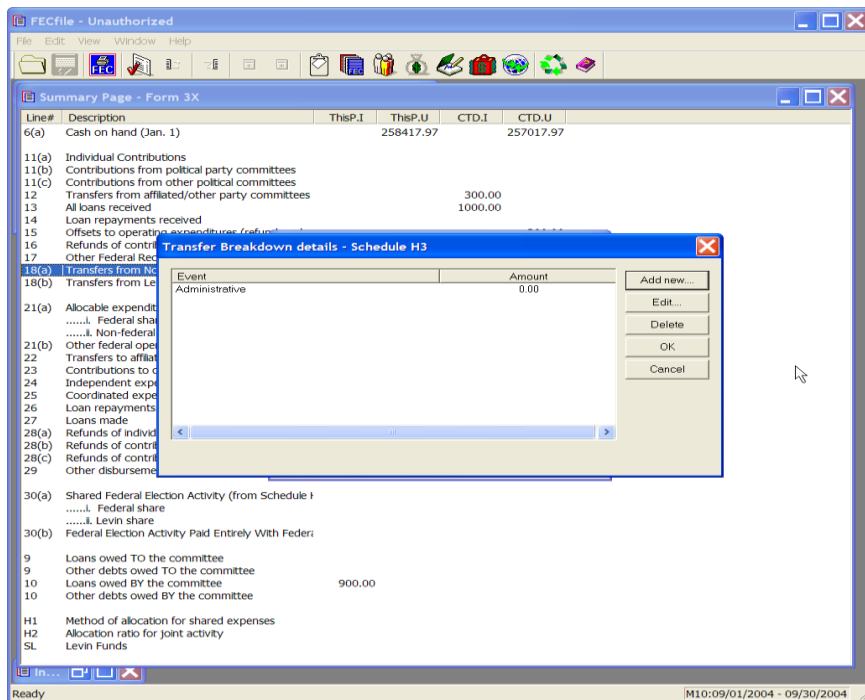
- ✓ If the non-federal account has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the non-federal account has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are two checkboxes: "National" and "Multi-Candidate". Below them is a dropdown menu currently showing "Individual other than a Candidate". A "Lookup..." button is positioned below the dropdown. The dialog is divided into two main sections: "If Committee/Organization" and "If Individual". The "If Committee/Organization" section has a "Name" field. The "If Individual" section has fields for "Last Name", "Middle Name", "First name", "Suffix", and "Suffix". Below these is an "Address" section with fields for "City", "State" (set to "None"), and "Zip". There are also fields for "Employer" and "Occupation". At the bottom, there is a "Candidate Information" section with fields for "Office", "State", "District", and "Other ID". "OK" and "Cancel" buttons are located at the very bottom of the dialog.

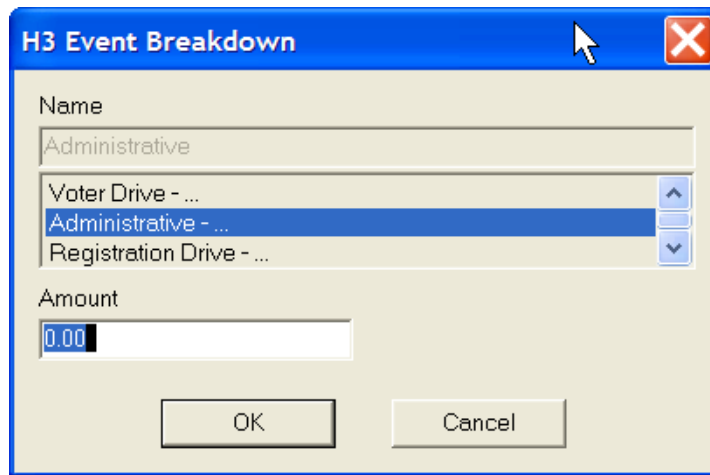
- ✓ Upon pressing the tab key, the Individual/Organization Information dialog box appears. Enter in the appropriate information, to include address information and select OK.



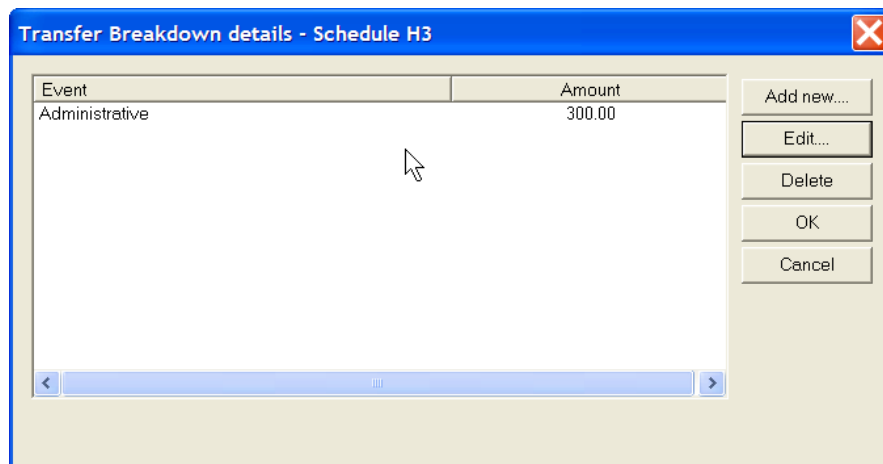
- ✓ Once OK is selected, the Transfer from non-federal account dialog box appears. Type in the date information and the amount. Select breakdown to bring up the next box.



- ✓ Select the appropriate event and click on the edit button in the dialog box.



- ✓ The H3 Event Breakdown dialog box appears. Enter in the dollar amount in the dialog box and click on OK.



- ✓ The Transfer Breakdown Details dialog box appears. Click on OK.

Transfer from non-Federal Account

Name

Tessori, Uno

Zubizarreta, Teresa - 355 Alhambra Circle...

Tessori, Uno - 123 Maple...

Date

10/1/04

Amount

200.00

Memo

Description

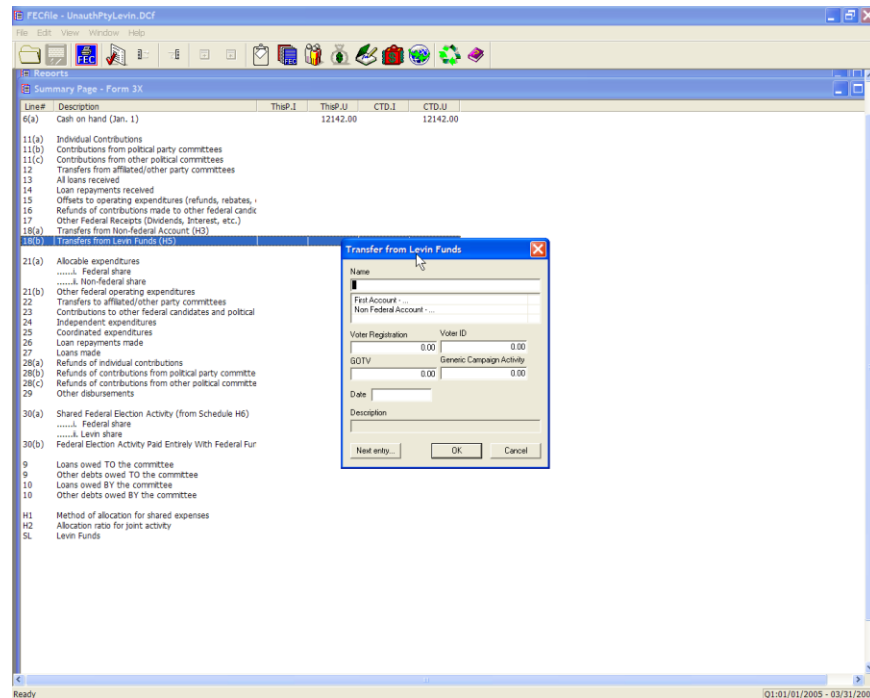
Breakdown...

Next entry... OK Cancel

- ✓ As the FECFile dialog box appears, and asks to save changes, select yes.
- ✓ Select OK in the Transfer from Non-Federal account dialog box.

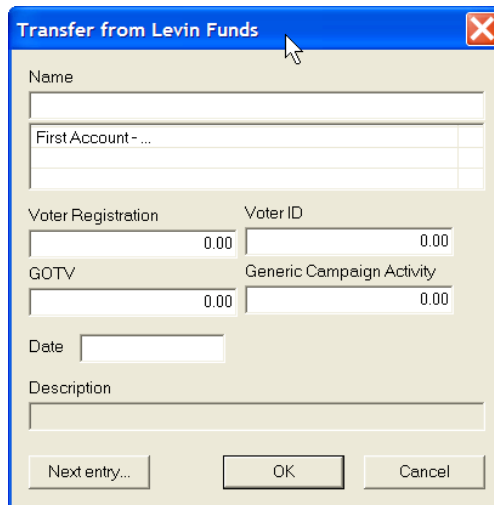
Transfers From Levin Funds, Line 18(b) [H5]

Note: Prior to entering an H5 transfer, the H1 ratio must be entered

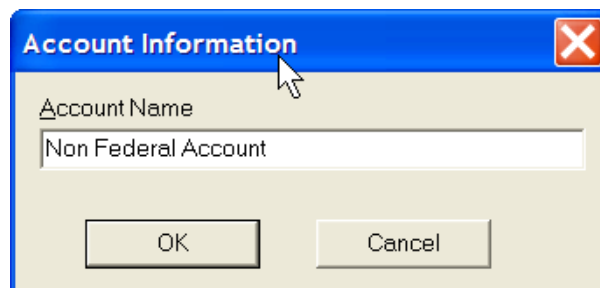


- ✓ View the Summary page, and double click on line 18b, Transfers from Nonfederal Accounts for Joint activity.

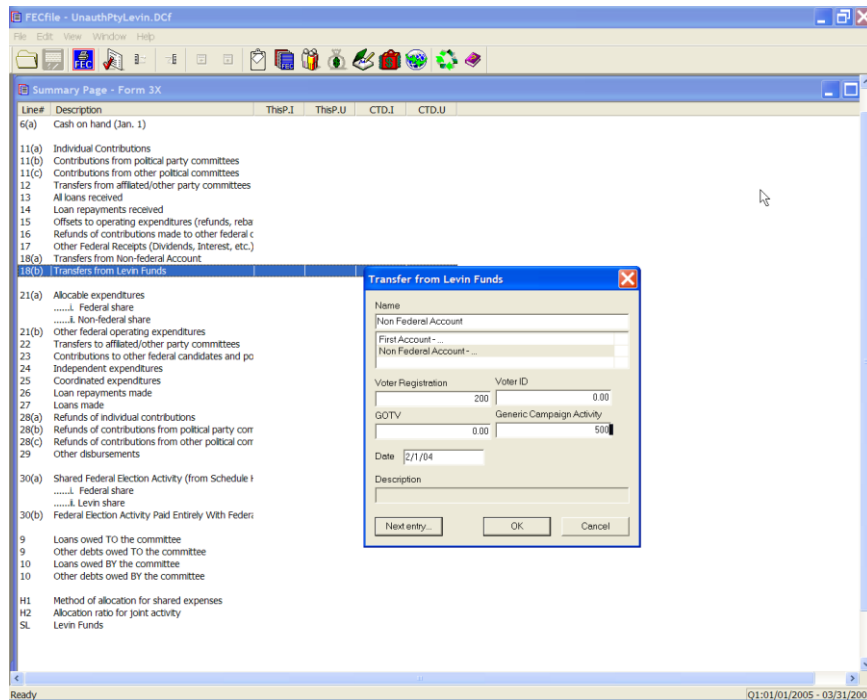
Note: Transfers reported under Line 18(b) [H5] in the form 3X, which also are required to be reported under Schedule L, must be entered separately. Those transactions must be entered in both places; Schedule L line 4, and Form 3X, H5 line 18(b).



- ✓ The Transfer from Levin Funds dialog box appears. Type in the name of the account, and press the tab key.
- ✓ If the account has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the account has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



- ✓ Upon pressing the tab key, the Account Information dialog box appears. Enter in the appropriate information, and select OK.



- ✓ Once OK is selected, the Transfer from Levin Funds dialog box appears. Type in the date information and the amount(s).
- ✓ Select OK in the Transfer from Levin Funds dialog box.

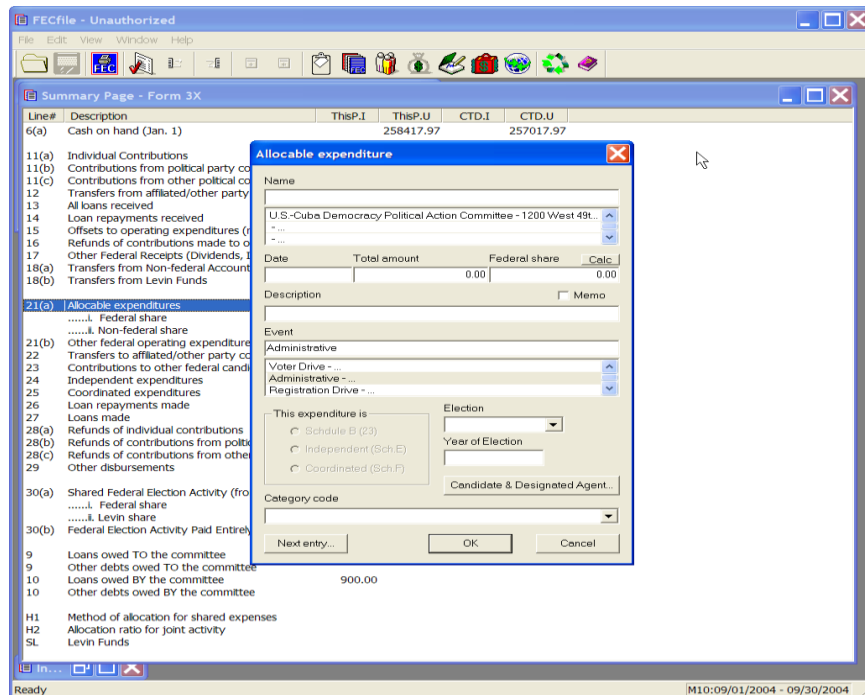
Allocable Expenditures 21 (a) [H4]

H4 Administrative/Voter Drive:

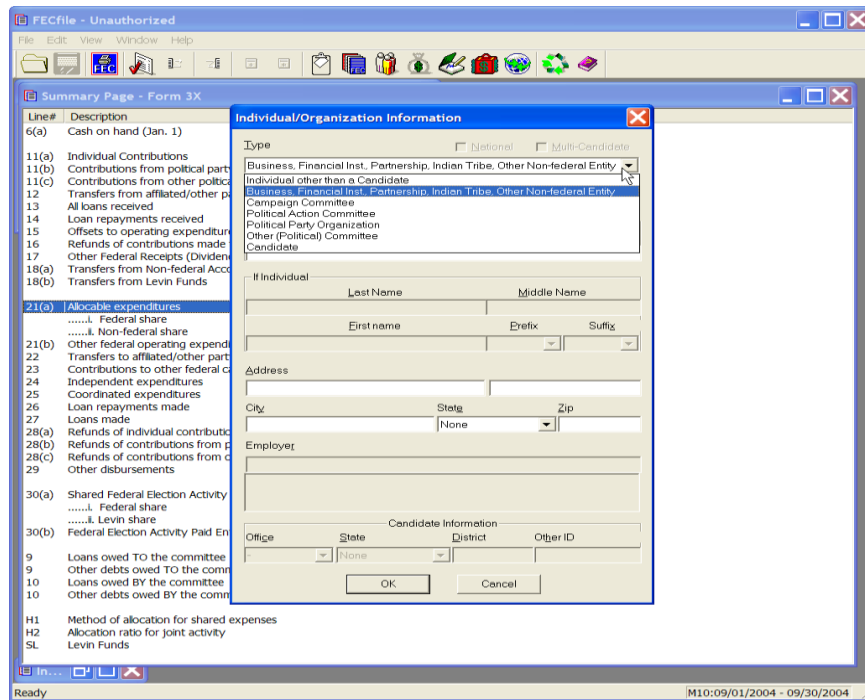
NOTE: Create H1 ratio before entering H4 disbursements

Line#	Description	TheP,I	TheP,U	CTD,I	CTD,U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebat				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....i.	Federal share				
.....i.	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party con				
28(c)	Refunds of contributions from other political con				200.00
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule t				
.....i.	Federal share				
.....i.	Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double click on 21(a) of the FECFile Summary Page.



- ✓ The allocable expenditure dialog box appears.
- ✓ Type in the name of the vendor or individual in the dialog box.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, i.e.: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Point and click inside the address field, and type in the address, and click on OK. The allocable dialog box appears.

Allocable expenditure

Name
 Tessoro, Uno
 Tessoro, Uno - 123 Maple...
 Torres, Anita - 920 Cotorro Avenue...
 Valls, Felipe - 3663 S.W. 8th Street...

Date	Total amount	Federal share
10/1/04	256.00	64.00

Calc

Description Memo

Event
 Administrative
 Voter Drive - ...
 Administrative - ...
 Registration Drive - ...

This expenditure is
 Schedule B (23)
 Independent (Sch.E)
 Coordinated (Sch.F)

Election
 Year of Election

Candidate & Designated Agent...

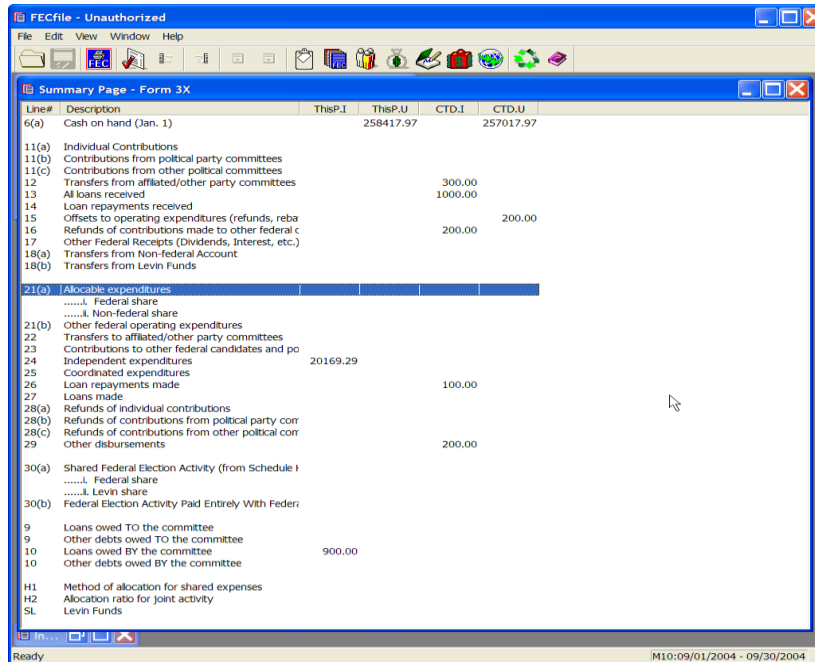
Category code

Next entry... OK Cancel

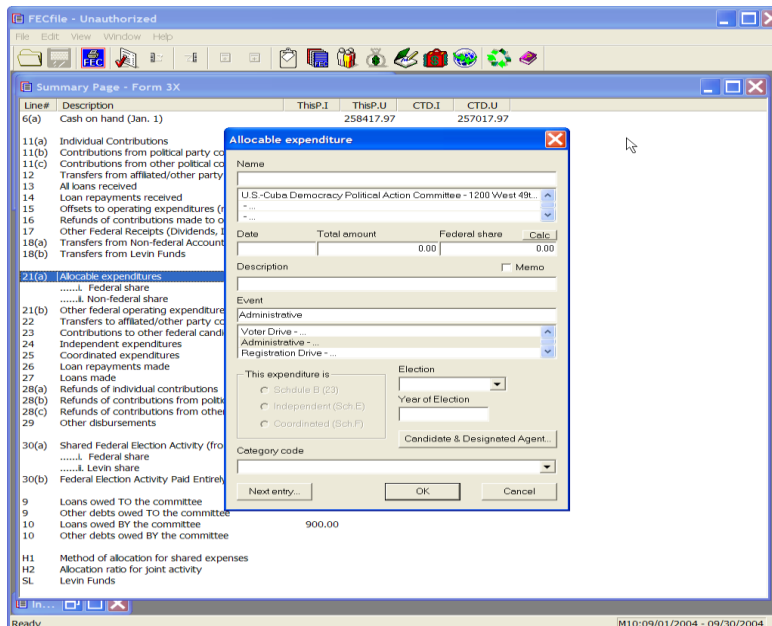
- ✓ Point and click inside the date field and enter the date, followed by entering in the Total amount of the expenditure. Click on the CALC button, in the dialog box. The CALC button automatically calculates the Federal Share.
- ✓ Once the CALC function is completed, point and click inside the description text area, and type in the description or purpose of the disbursement.
- ✓ Point and click, selecting the Event field, and selecting the event. FECFile defaults to the Administrative/Generic voter Drive field.
- ✓ Click on OK.

H4 Fundraising

NOTE: Create H2 ratio before entering H4 disbursements

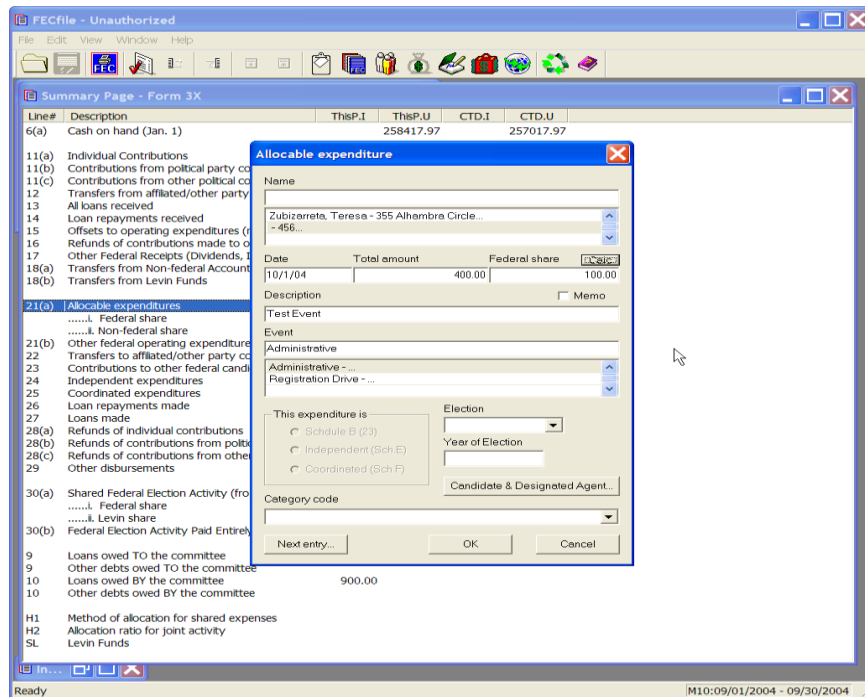


✓ Double click on 21(a) of the FECFile Summary Page.



- ✓ The allocable expenditure dialog box appears.
- ✓ Type in the name of the vendor or individual in the dialog box.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, i.e.: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Point and click inside the address field, and type in the address, and click on OK. The allocable dialog box appears.



- ✓ Point and click inside the date field and enter the date, followed by entering in the Total amount of the expenditure. Click on the appropriate event then click on the CALC button, in the dialog box.
- ✓ Once the CALC function is completed, point and click inside the description text area, and type in the description or purpose of the expenditure.
- ✓ Click on OK.

H4 Exempt Activity

NOTE: Create H1 ratio before entering “exempt” H4 disbursements.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
21(a)I. Federal share				
21(a)II. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule B)				
30(a)I. Federal share				
30(a)II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double click on 21(a) of the FECFile Summary Page.

The dialog box 'Allocable expenditure' is open, showing the following fields:

- Name: U.S.-Cuba Democracy Political Action Committee - 1200 West 49th St
- Date: [Empty]
- Total amount: [Empty]
- Federal share: 0.00
- Calc: 0.00
- Description: [Empty]
- Memo: [Empty]
- Event: Administrative
- This expenditure is: Schedule B (23) Independent (Sch.E) Coordinated (Sch.F)
- Year of Election: [Empty]
- Category code: Candidate & Designated Agent

Buttons: Next entry..., OK, Cancel

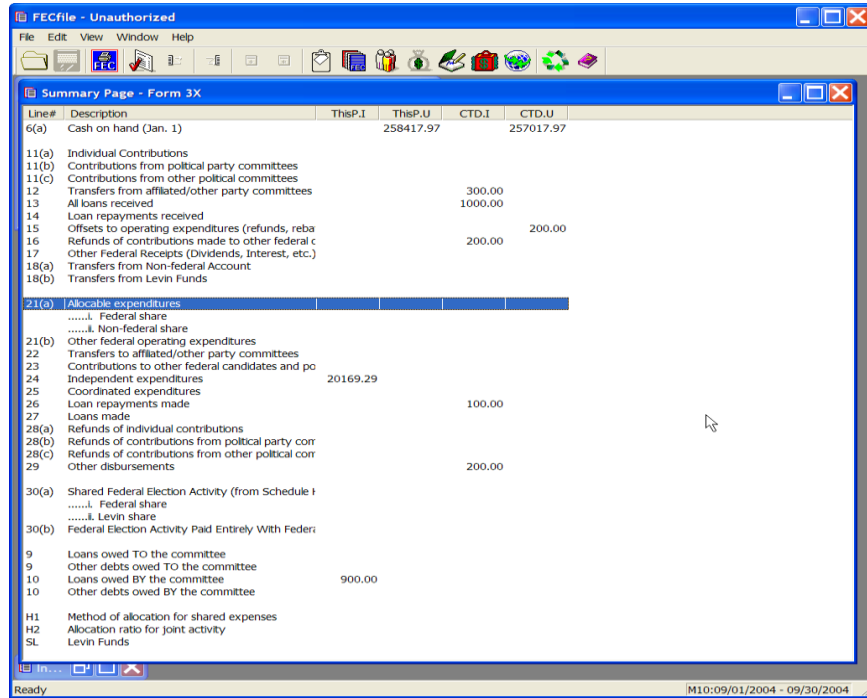
- ✓ The allocable expenditure dialog box appears.
- ✓ Type in the name of the vendor or individual in the dialog box.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, i.e.: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Point and click inside the address field, and type in the address, and click on OK. The allocable dialog box appears.
- ✓ Point and click inside the date field and enter the date, followed by entering in the Total amount of the expenditure. Click on Exempt event if the allocation ratio has been established.

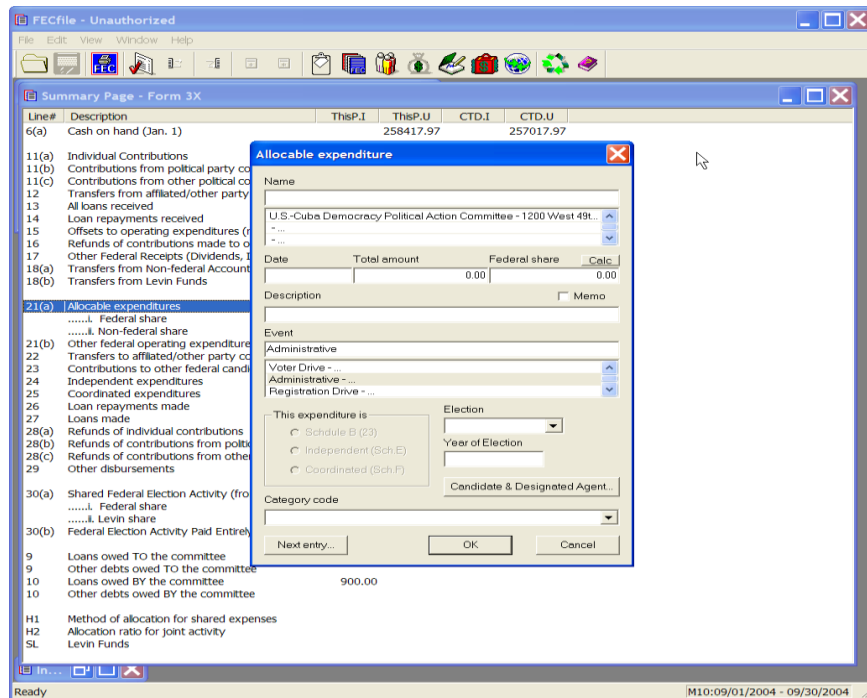
- ✓ Click on the CALC button. This will automatically calculate the federal share. Once the function has been performed, point and click in the description text area, and type in the description or purpose of the expenditure.
- ✓ Click on OK.

H4 Direct Candidate Support

NOTE: Create H2 ratios before entering H4 disbursements

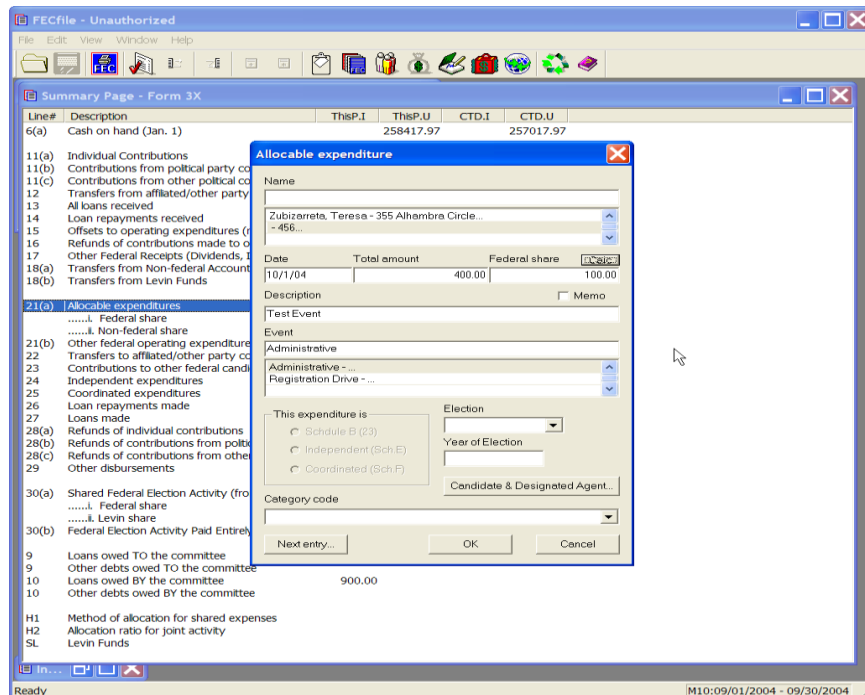


✓ Double click on 21(a) of the FECFile Summary Page.

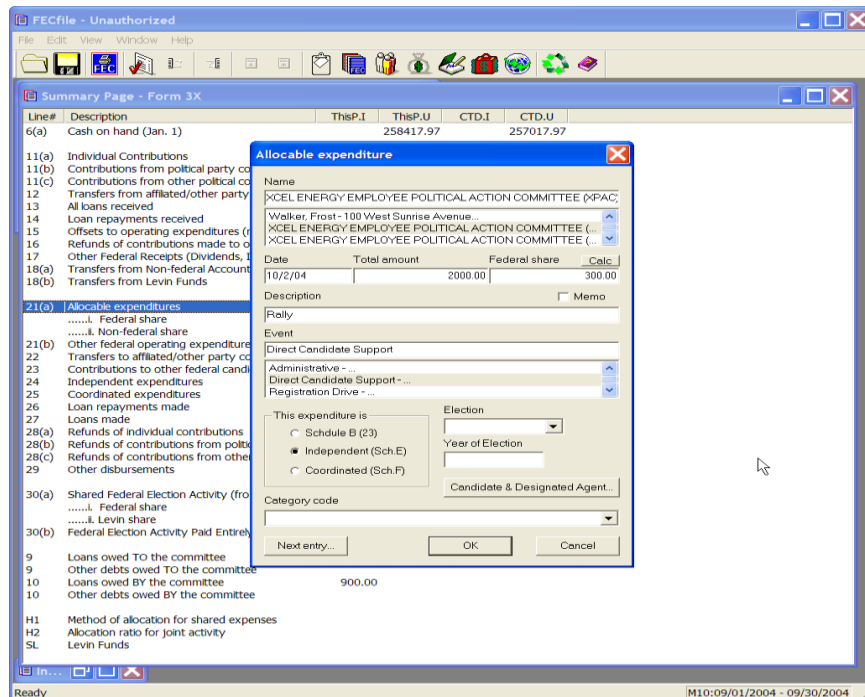


- ✓ The allocable expenditure dialog box appears.
- ✓ Type in the name of the vendor or individual in the dialog box.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, i.e.: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Point and click inside the address field, and type in the address, and click on OK. The allocable dialog box appears.



- ✓ Point and click inside the date field and enter the date, followed by entering in the Total amount of the expenditure.
- ✓ Point and click inside the event field, and select DCS event that has been established.
- ✓ Click on the CALC button. This will automatically calculate the federal share. Once the function has been performed, point and click in the description text area, and type in the description or purpose of the expenditure.
- ✓ Point and click inside the “This expenditure is” field and select the appropriate schedule, (B, E or F)



- ✓ Click on the Candidate and Designated Agent button in the dialog box. The corresponding dialog box will launch.



- ✓ Point and click inside the Federal Candidate text area, and type in the candidate's name.
- ✓ Press the tab key to move to the next dialog box.

- ✓ The Individual/Organization Information dialog box appears. Point and click on the Lookup button.

Committee/Candidate Name	C...	C...	C...	C...	Committ...	Other ID
BUCK, ERIK	H	MO	4	MO	H2MO061...	
BUCKEL, WILLIAM L	H	OH	0	OH	H0OH15C...	C00352781
BUCKELS CONGRESSIONAL COMMITTEE	H	LA	H	LA	C00319863	H6LA071!...
BUCKELS, CHARLES LEE JR	H	LA	6	LA	H6LA071!	C00319863
BUCKEYE POLITICAL ACTION COMMITTE...		Q	OH		C00356378	
BUCKEYE STATE PAC		Q	OH		C00366781	
BUCKLEY FOR SENATE	S	GA	S	GA	C00394064	S4GA111...
BUCKLEY, ALLEN	S	GA	4	GA	S4GA111...	C00394064
BUCKLEY, PETER	H	OR	2	OR	H2OR021...	C00375410
BUCKLEY02	H	OR	H	OR	C00375410	H2OR021...
BUCQUEROUX, BONNIE	H	MI	0	MI	H0MI08059	
BUD CUMMINS CAMPAIGN	H	AR	H	AR	C00310094	H6AR021...
BUD SHUSTER FOR CONGRESS COMMIF...	H	PA	H	PA	C00014944	H6PA090...
BUDETICH, MARK JOHN JR	H	NV	4	NV	H2NV030...	C00381350
BUELL, JAMES W	H	NJ	4	NJ	H4NJ110...	C00399634
BUFFA FOR CONGRESS '92	H	CA	H	CA	C00222935	H8CA400...
BUFFA, PETER	H	CA	2	CA	H8CA400...	C00222935
BUFFALO LOCAL 222 ALUMINUM BRICK &		Q	NY		C00276287	

- ✓ The FEC ID lookup dialog box appears.
- ✓ Review the list, and locate the appropriate candidate committee and select it by clicking on it. Once selected, click on the Copy All button.

- ✓ The candidate/committee dialog box appears, with the corresponding information. Select OK.

- ✓ The Individual/Organization Information dialog box reappears, populated with the appropriate candidate/committee information.
- ✓ Select OK.

Candidate and Designated Agent

Federal Candidate Support Oppose

TERRY, LEE

TERRY, LEE - 35 Spyglass Point...	

Designating Committee

U.S.-Cuba Democracy Political Action Committee - 1200 ... ▲
 '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1... ▲
 11TH CONGRESSIONAL DISTRICT REPUBLICAN PAR... ▼

Subordinate Committee

U.S.-Cuba Democracy Political Action Committee - 1200 ... ▲
 '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1... ▲
 11TH CONGRESSIONAL DISTRICT REPUBLICAN PAR... ▼

OK Cancel

- ✓ The Candidate and Designated Agent dialog box appears. If necessary, type in the Designating Committee and/or Subordinate committee information, if schedule F was chosen and select OK.

Other Federal Operating Expenditures Line 21 (b)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebat				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
 Federal share				
 Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures		20169.29		
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party con				
28(c)	Refunds of contributions from other political con				200.00
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I				
 Federal share				
 Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double click on 21(b) of the FECFile Summary Page.

Federal Operating Expenditure (other)

Name: U.S.-Cuba Democracy Political Action Committee - 1200 ...

Date: [] Amount: 0.00 [] In-Kind

Description: []

Election: [] Year of Election: []

Candidate/Campaign Committee: '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1...
Bill McCollum for U.S. Senate - P.O. Box 532015...
TERRY, LEE - 35 Spyglass Point...

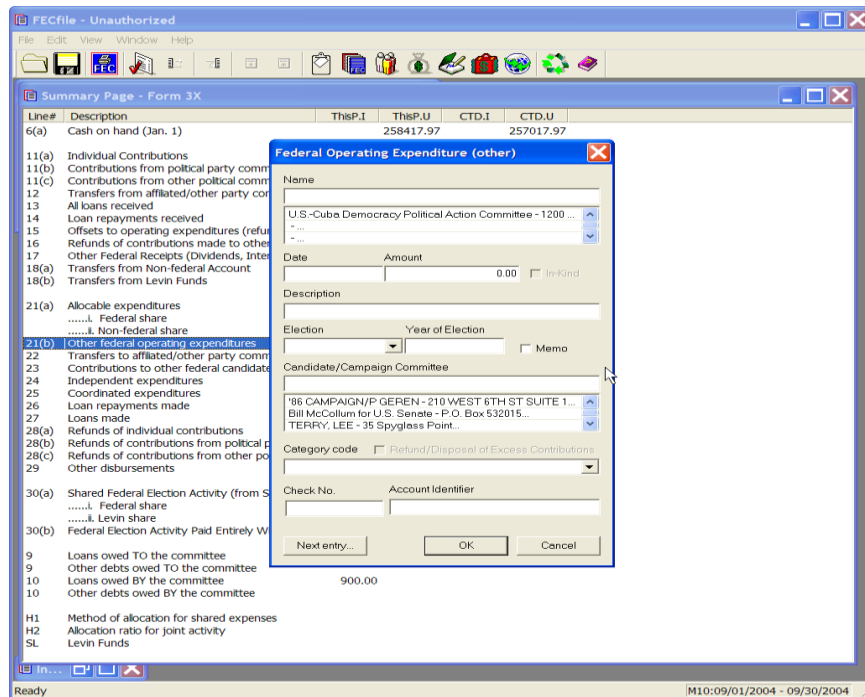
Category code: [] Refund/Disposal of Excess Contributions

Check No.: [] Account Identifier: []

Next entry... [] OK [] Cancel

- ✓ The Federal Operating Expenditure dialog box appears. Type in the name of the vendor in the dialog box.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, i.e.: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Enter the address, city, state and zip by pointing and clicking inside of each text area. Select OK once the entry is completed.



- ✓ The Operating Expenditure dialog box appears, with the appropriate text areas populated. Point and click inside the date field and enter the date, followed by entering in the dollar amount.

- ✓ Type in the description or purpose, and click on OK.

Transfers to Affiliated/Other Party Committees Line 22

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....i. Federal share					
.....i. Non-federal share					
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po	20169.29			
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party con				
28(c)	Refunds of contributions from other political con				200.00
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I				
.....i. Federal share					
.....i. Levin share					
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double click on line 22 of the FECFile Summary Page.

The dialog box 'Transfer to Affiliated/other Party Committee' is open, showing the following fields:

- Name: U.S.-Cuba Democracy Political Action Committee - 1200 ...
- Date: [] Amount: 0.00 [] In-Kind
- Description: []
- Election: [] Year of Election: [] Memo: []
- Candidate/Campaign Committee: '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1... Bill McCollum for U.S. Senate - P.O. Box 532015... TERRY, LEE - 35 Spyglass Point...
- Category code: [] Refund/Disposal of Excess Contributions
- Check No.: [] Account Identifier: []
- Buttons: Next entry..., OK, Cancel

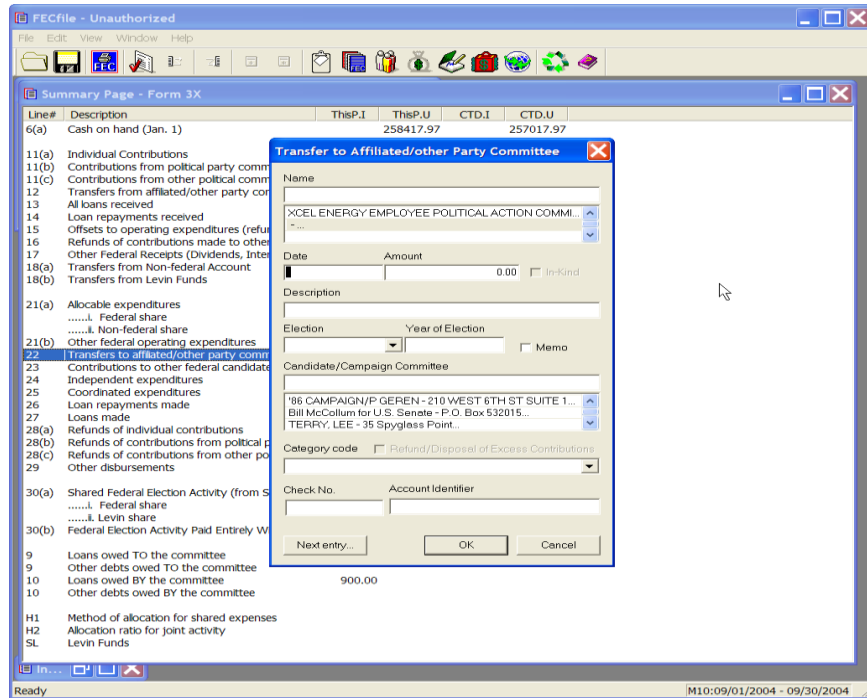
✓ The Transfer to Affiliated/other Party Committee dialog box appears.

- ✓ Enter the committee name, if it does not currently appear, and press the tab key. If the committee name does appear, tab to the address field and continue entry.

The screenshot shows a dialog box titled "Individual/Organization Information". It contains several sections for data entry:

- Type:** A dropdown menu currently showing "Campaign Committee". There are checkboxes for "National" and "Multi-Candidate".
- Committee ID (eg. C12345678):** An empty text field with a "Lookup..." button.
- If Committee/Organization:** A section with a "Name" field.
- If Individual:** A section with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix".
- Address:** Fields for "City", "State" (set to "None"), and "Zip".
- Employer:** An empty text field.
- Candidate List:** A scrollable list showing "Cadidae, Cal -", "TERRY, LEE - 35 Spyglass Point..", and "TERRY, LEE - 35 Spyglass Point..".
- Candidate Information:** Fields for "Office", "State" (set to "None"), "District", and "Other ID".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

- ✓ If the committee name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Enter in the address, city, state and zip, and select OK.

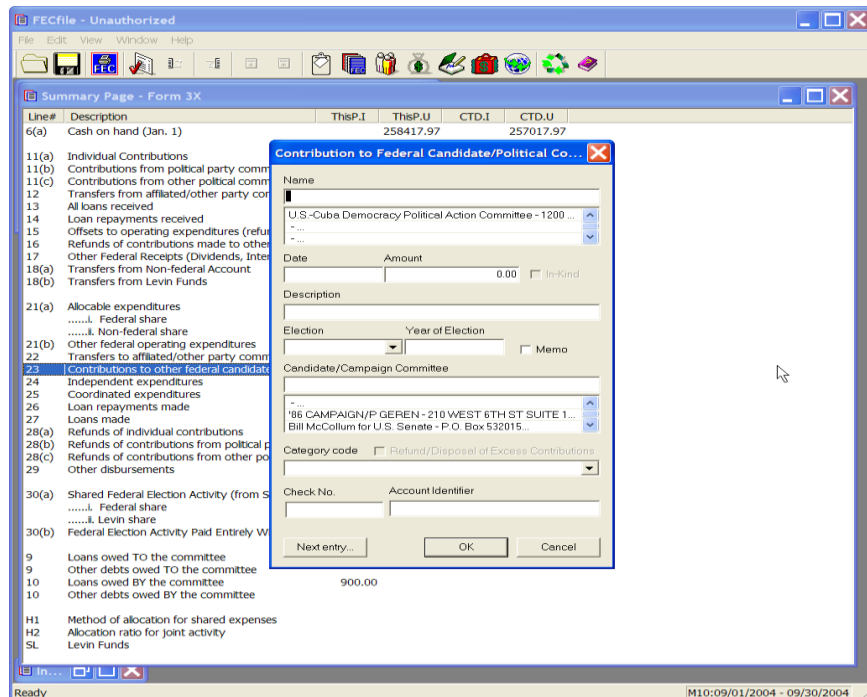


- ✓ The Transfer to Affiliated/other Party Committee dialog box appears. Point to the date field, and enter in the date, amount and description.
- ✓ Click on OK.

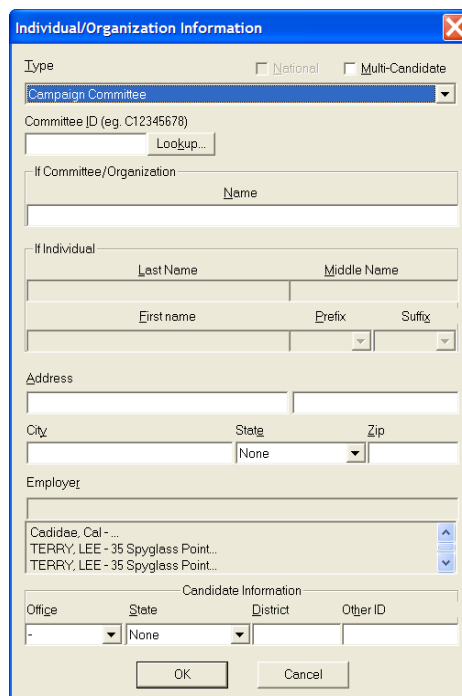
Contributions to Other Federal Candidates and Political Committees Line 23

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I	Federal share				
.....II	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees			200.00	
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I)				
.....I	Federal share				
.....II	Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

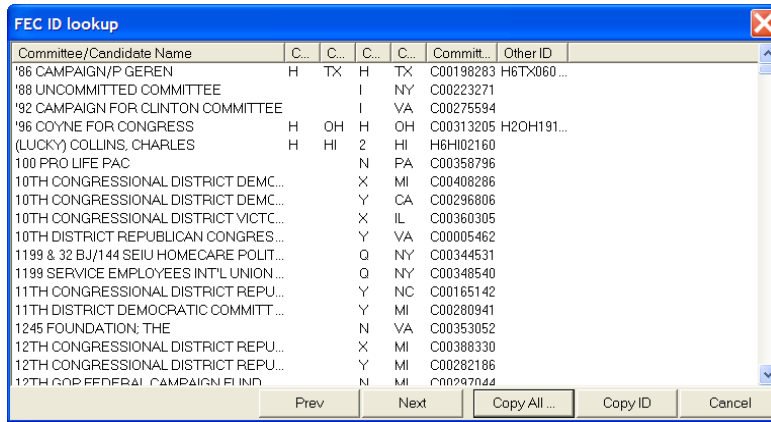
✓ Double click on line 23 of the FECFile Summary Page.



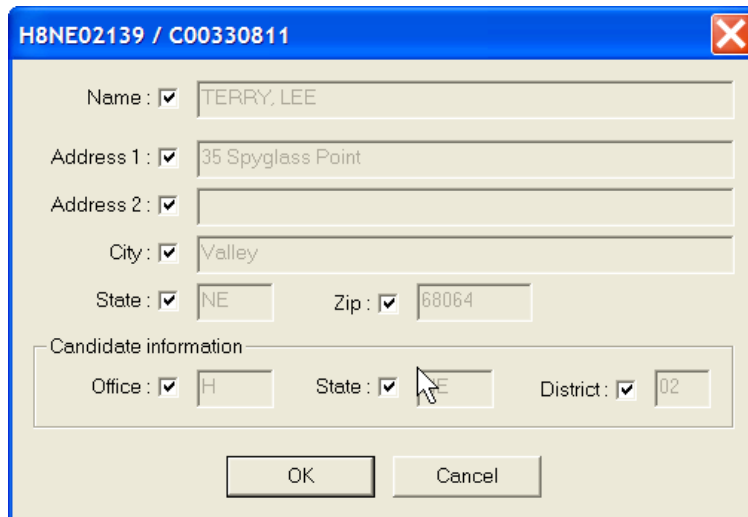
- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears.
- ✓ Enter the committee or vendor name, if it does not currently appear, and press the tab key. If the name does appear, tab to the address field and continue entry.



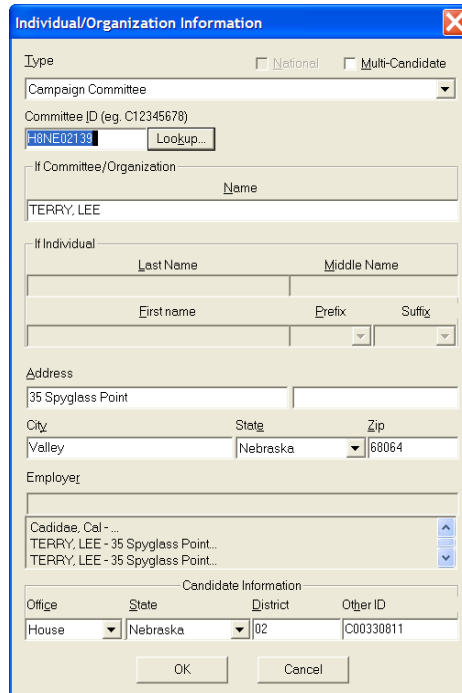
- ✓ If the name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Select the type of organization from the drop down menu, and click on the Lookup button.



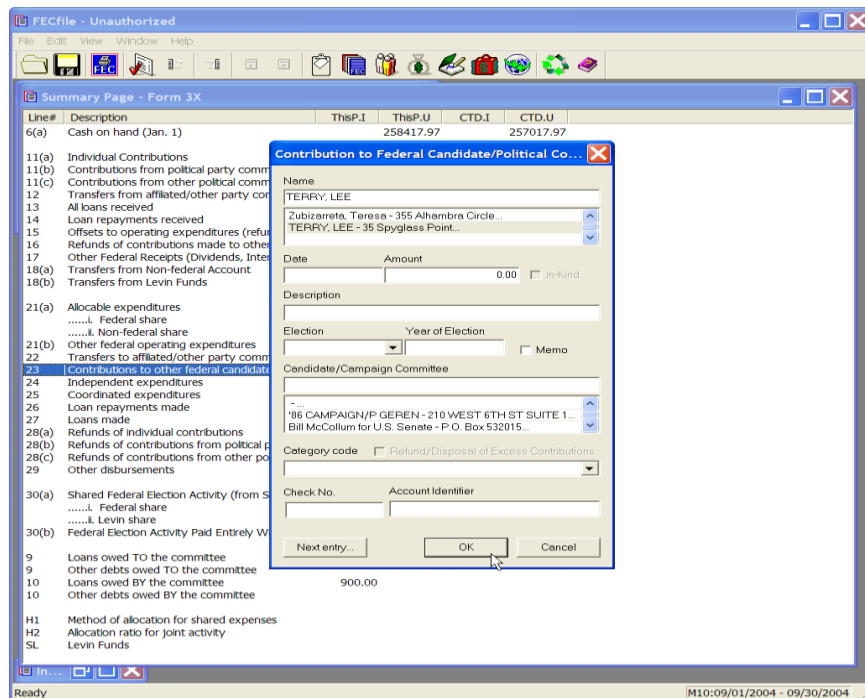
- ✓ Select the appropriate committee/candidate name and click on Copy All.



- ✓ The candidate/committee dialog box appears, with the information populated in the appropriate areas.
- ✓ Select OK.



- ✓ The Individual/Organization Information dialog box appears, with the appropriate information populated in the dialog box.
- ✓ Select OK.



- ✓ The Contribution to Federal Candidate/Political Committee dialog box

appears. Enter in the date, amount, and election designation and year of election if a candidate committee.

- ✓ Select OK.

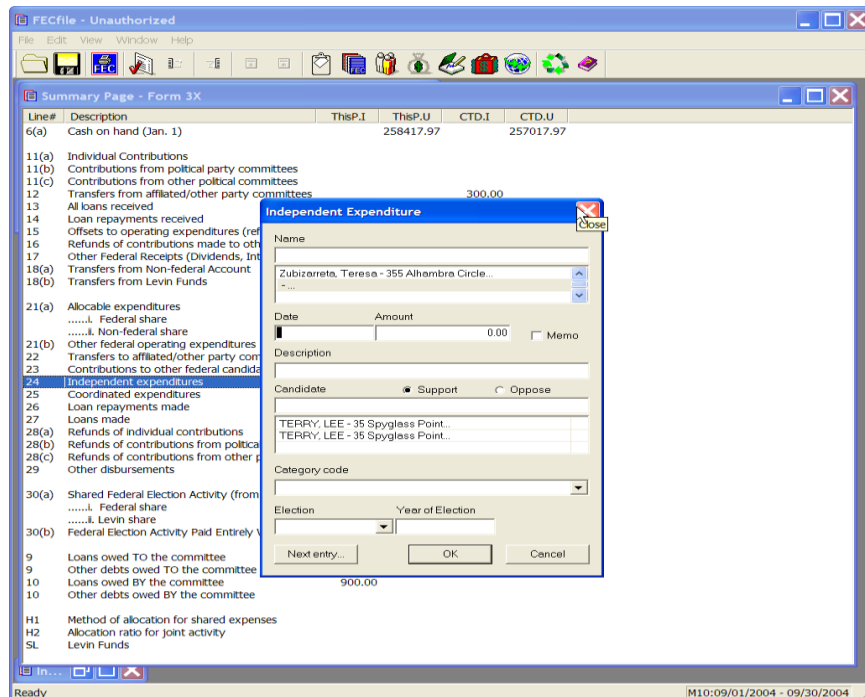
Independent Expenditures Line 24

Line#	Description	TheP.I	TheP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....i.	Federal share				
.....i.	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party con				
28(c)	Refunds of contributions from other political con				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule I				
.....i.	Federal share				
.....i.	Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Double click on line 24 of the Summary Page. Also replace the whole dialog box to show added elements. Office sought fields.

- ✓ The Independent Expenditure dialog box appears.
- ✓ Enter in the vendor name.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. In the type drop-down menu, select Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal.
- ✓ Point and click in the address field, and type in the address, city, state and zip.
- ✓ Select OK.



- ✓ The Independent Expenditure dialog box appears.
- ✓ Point and click inside the date field, entering in the date, amount and description, or purpose.
- ✓ Select the Support button option, or the Oppose button as appropriate.
- ✓ Point and click in the Candidate field, and enter in the candidate's last name, and press the tab key.
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

Individual/Organization Information

Type National Multi-Candidate

Candidate

FEC ID

If Committee/Organization

Name

If Individual

Last Name Middle Name

First name Prefix Suffix

Address

City State Zip

Employer

Occupation

Candidate Information

Office State District Other ID

- ✓ The Individual/Organization Information dialog box appears. Select the lookup button.

FECfile - Unauthorized

File Edit View Window Help

Summary Page - Form 3X

Individual/Organization Information

Type National Multi-Candidate

Candidate

FEC ID

If Committee/Organization

Name

If Individual

Last Name Middle Name

First name Prefix Suffix

Address

City State Zip

Employer

Occupation

Candidate Information

Office State District Other ID

FEC ID lookup

Committee/Candidate Name	C.	C.	C.	C.	Commit.	Other ID
TERRY LIERMAN FOR CONGRESS	H	MD	H	MD	C00350876	H0MD001...
TERRY, JOE CERJUS	H	MO	0	MO	H0MO091	
TERRY, LEE	H	NE	4	NE	H0NE021	C00330811
TERRY, LENDALL B	H	IN	4	IN	H0IN09039	
TERRY, MARK	H	HI	0	HI	H2HI01070	
TERRY, RANDALLA	H	NY	8	NY	H2NY230	C00327825
TERRY, SHAWN D	H	TX	8	TX	H8TX240	C00327544
TERWILLIGER VOLUNTEER COMMITTEE	S	MN	S	MN	C00317339	S6MN001...
TERWILLIGER, ROY W	S	MN	6	MN	S6MN001	C00317339
TESORO HAWAII CORPORATION PAC	O	HI			C00077370	
TESORO PETROLEUM CORPORATION F...	O	TX			C00358366	
TEW CARDENAS PAC	N	FL			C00393470	
TEX DEM UNITED NON-FEDERAL CORPL...	Z				C60000775	C00315820
TEX DEM UNITED NON-FEDERAL INDIVIL...	Z				C60000783	C00315820
TEX-USA FUND	N	DC			C00361816	
TEXACO INC. POLITICAL INVOLVEMENT L...	O	NY			C00041178	
TEXANS FOR ALAN KEYES FOR PRESID...	O	P	00	TX	C00309427	P60003076
TEXANS FOR CHRISTIAN LEADERSHIP	O	TX			C20001524	

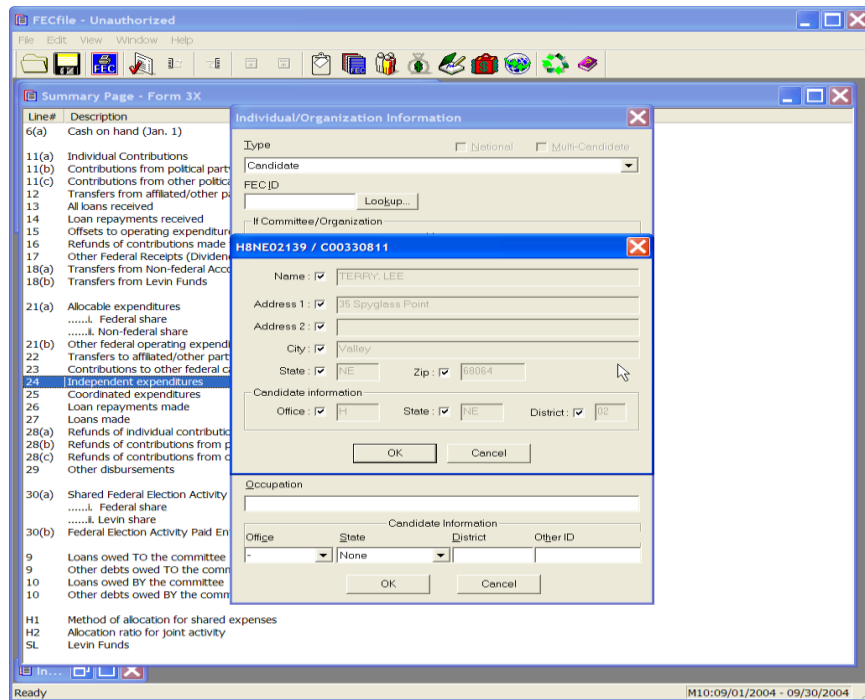
Prev Next Copy All... Copy ID Cancel

Office State District Other ID

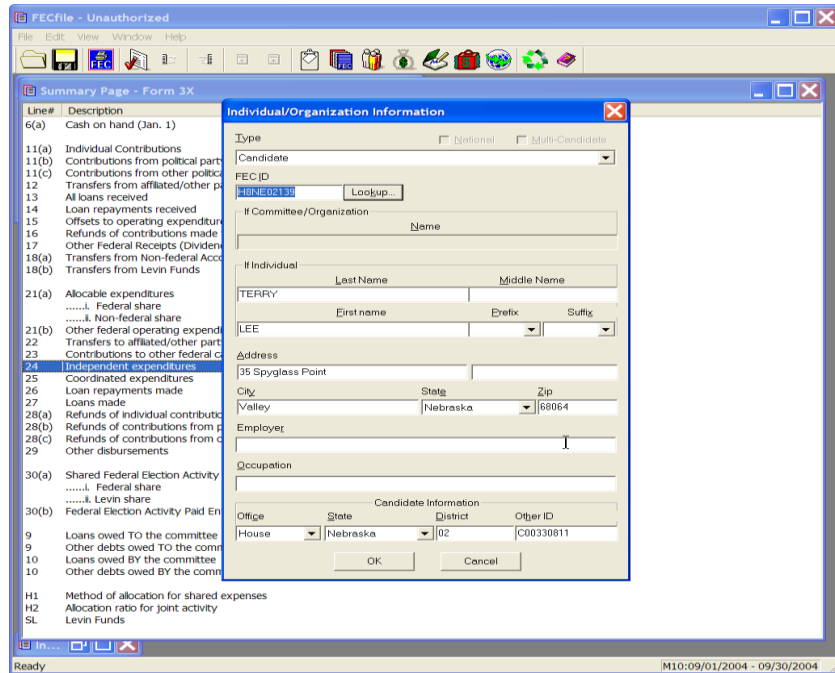
H1 Method of allocation for shared expenses
H2 Allocation ratio for joint activity
SL Levin Funds

Ready M10:09/01/2004 - 09/30/2004

- ✓ The FEC ID lookup dialog box appears. Select the appropriate candidate name and select the Copy All button. Select OK.



- ✓ The candidate id information is populated into a dialog box, with all of the corresponding candidate information. Select OK.



- ✓ The information is then populated into the Individual/Organization Information dialog box. Select OK.

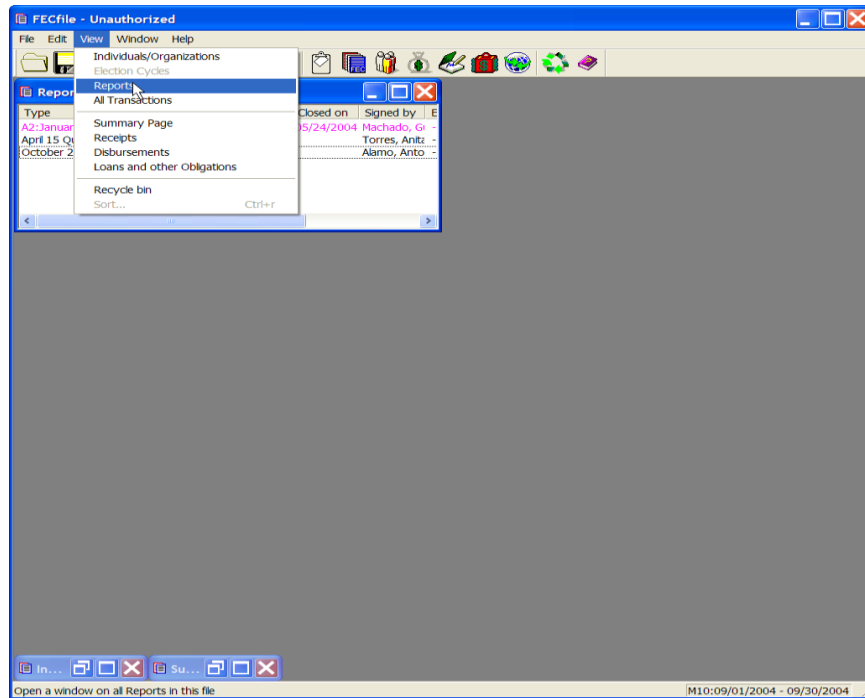
The screenshot shows a dialog box titled "Individual/Organization Information". It features a "Type" dropdown menu currently set to "Candidate", with "National" and "Multi-Candidate" checkboxes. Below this is a "Candidate ID" field with a "Lookup..." button. The "If Committee/Organization" section has a "Name" field. The "If Individual" section includes fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix". The "Address" section contains fields for "City", "State" (set to "None"), and "Zip". There are also fields for "Employer" and "Occupation". The "Candidate Information" section at the bottom has dropdowns for "Office" (set to "-") and "State" (set to "None"), and text fields for "District" and "Other ID". "OK" and "Cancel" buttons are at the bottom.

- ✓ The Independent Expenditure dialog box appears, with the populated information. Type in the date information, the amount and description or purpose information. Select OK.

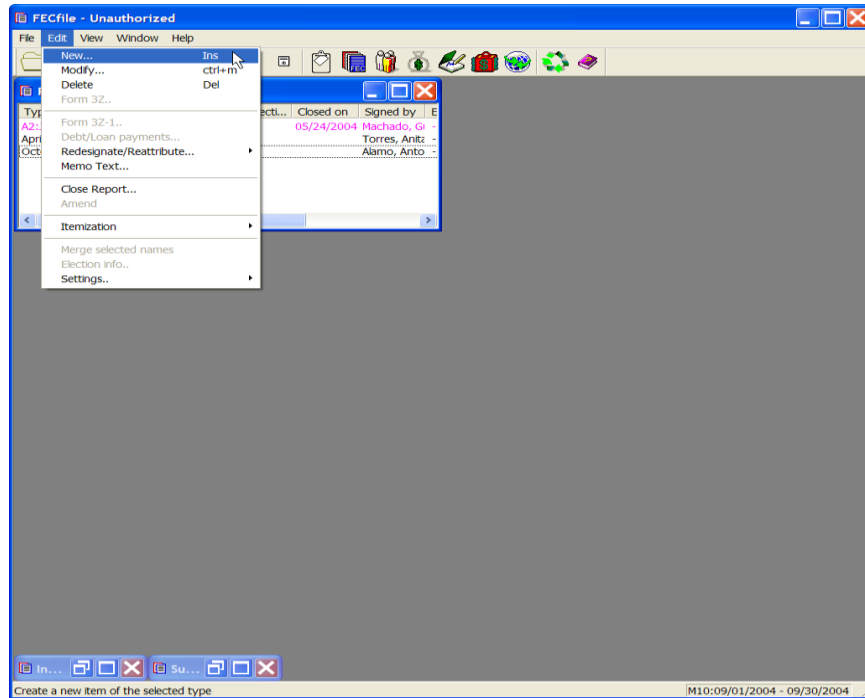
Note: Committees should be aware of the “Signed by for Schedule E” option [new for this version of FECFile] when they are creating independent expenditures.

24 Hour or 48 Hour Notice

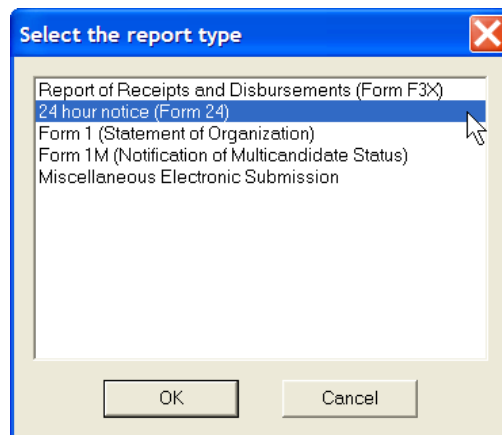
In FECFile, transactions are not created on from 24. All transactions that are reported on Form 24 are created on Form 3X. Please follow the steps noted below to create transactions for Form 24.



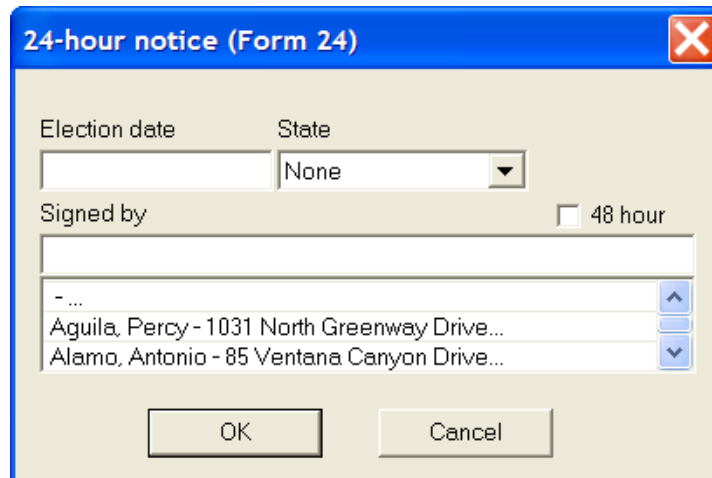
- ✓ From the FECFile main menu bar, select View, and select Reports from the drop down menu.



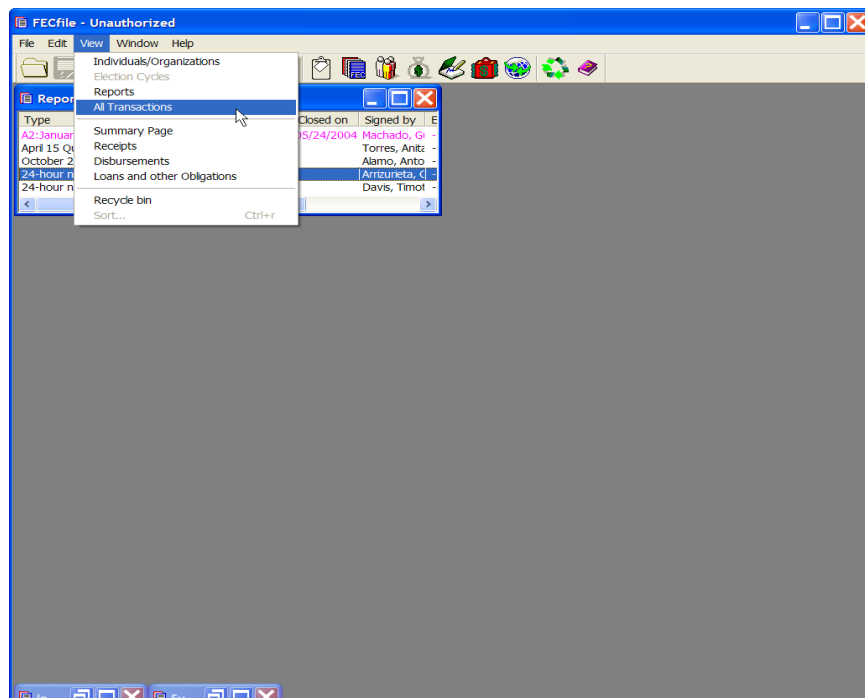
- ✓ Select Edit from the FECFile menu bar, and select New.



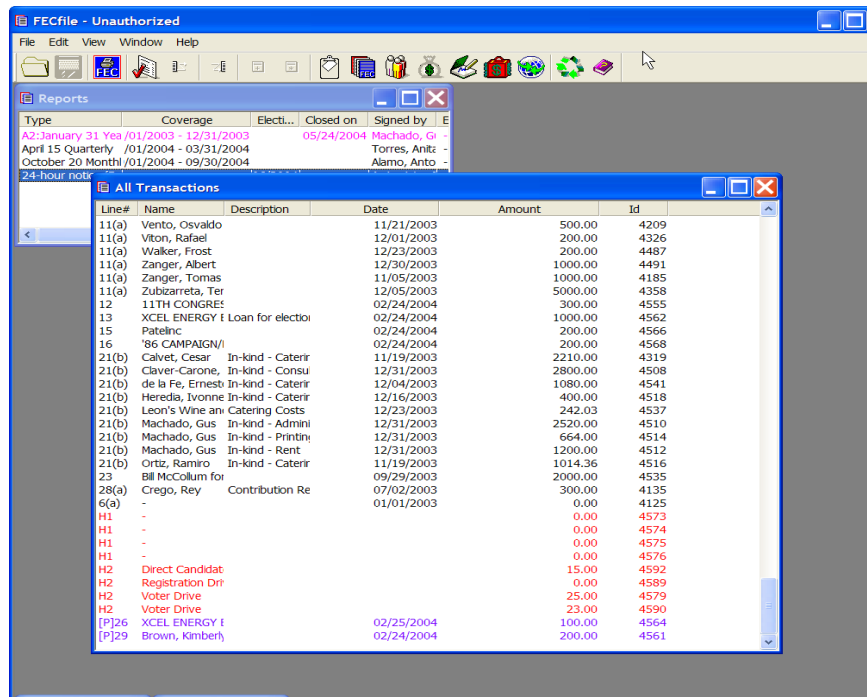
- ✓ The select report type dialog box appears. Select the 24-Hour Notice (Form 24) line, and select OK.
- ✓ If this is a 48 hour notice, check the box labeled “48 Hour”.



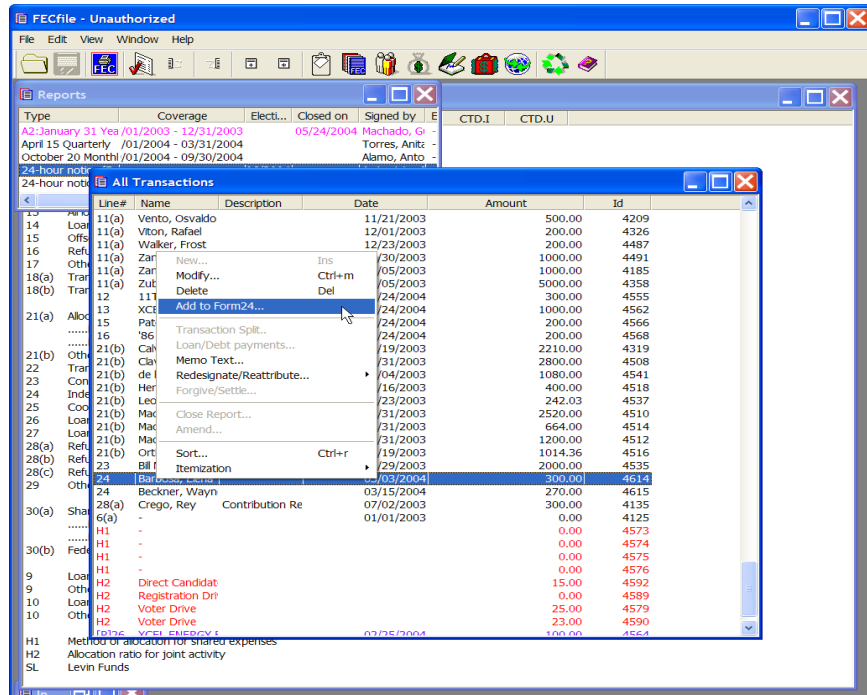
- ✓ The 24 Hour notice (Form 24) dialog box appears. Enter in the election date, the date of the election, the state, the state where the committee is registered, and the signed by information—by selecting the individual from the list responsible for signing the report. Select OK.



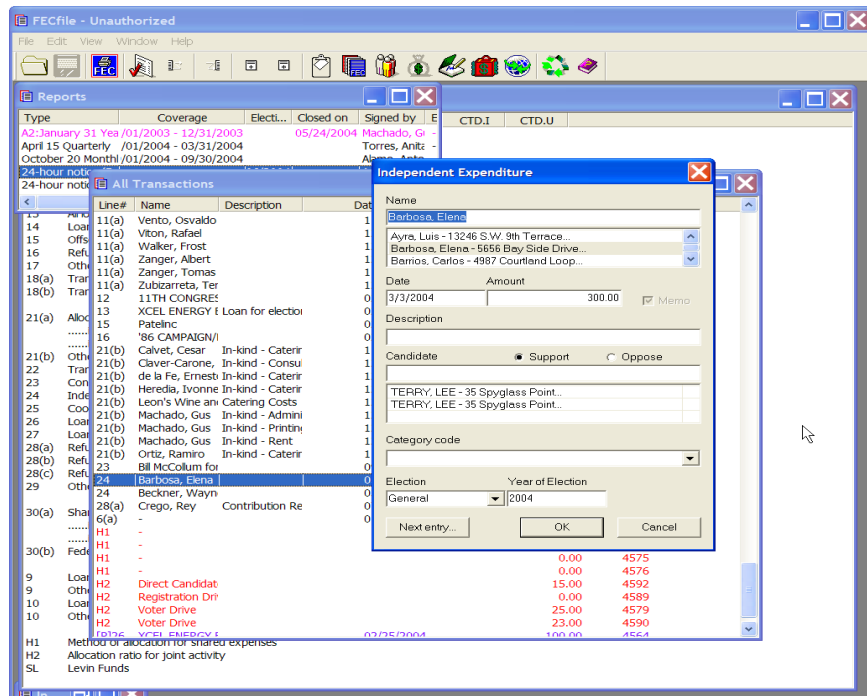
- ✓ The information appears in the FECFile text area, under 24 hour notice. Select the report, noted as the 24 hour notice report, click on View from the menu bar, and select All Transactions.



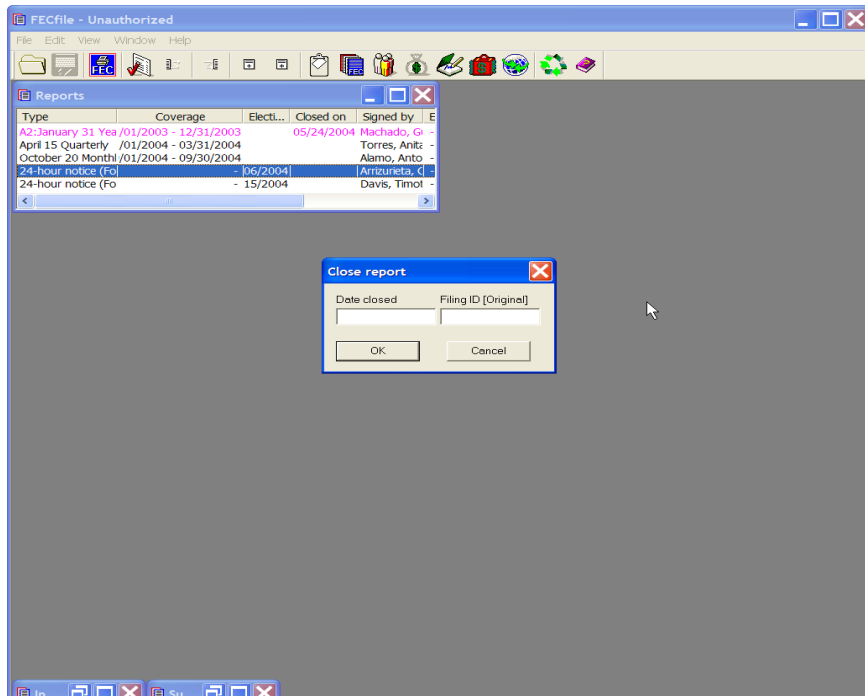
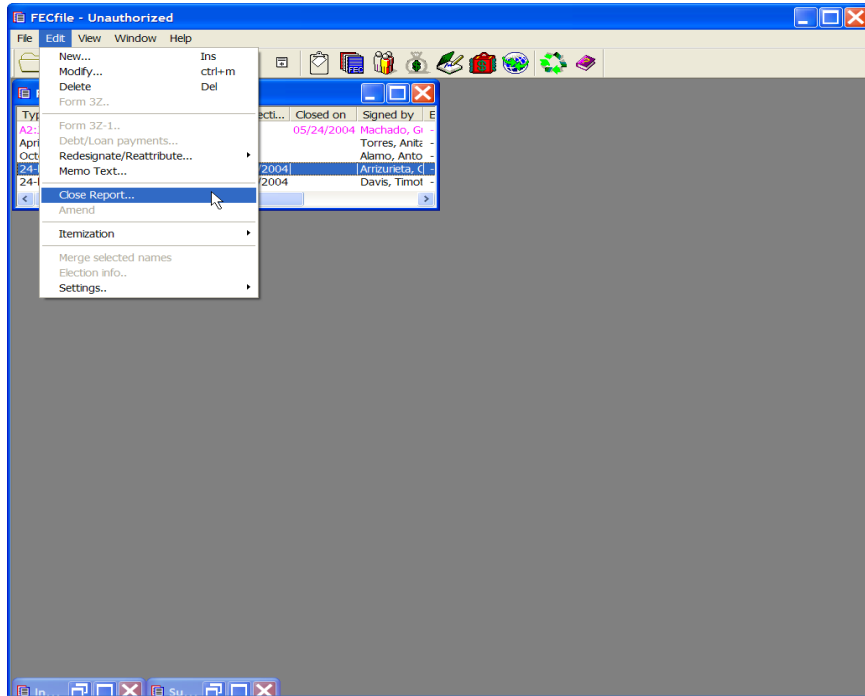
- ✓ The Transactions are now in view. Place the mouse pointer on the line 24 item, which is the Independent Expenditure, and click on the right mouse button.



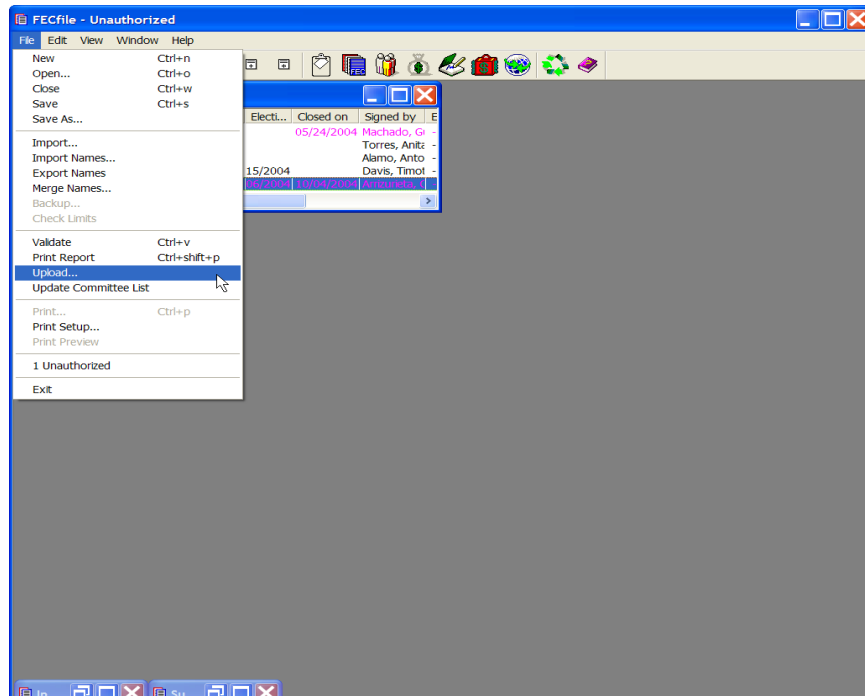
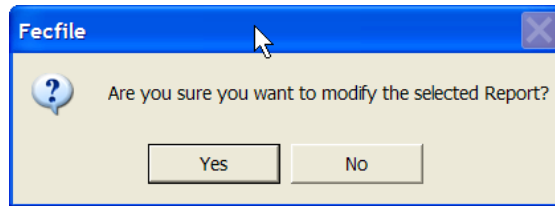
- ✓ The drop down menu appears, select Add to Form 24. The transaction has now been documented as a memo, therefore the total independent expenditures figure will not be inflated.



- ✓ The Independent Expenditure dialog box appears. Click on OK.
- ✓ Select Edit from the menu bar, close the report.



- ✓ The close report dialog box appears. Enter in the date closed, and select OK.



- ✓ Select File from the menu bar, and select Upload Report.
- ✓ The application will display a dialog box, expressing status of the upload.

Coordinated Expenditures Line 25

The screenshot shows the 'FECFile - Unauthorized' application window. The 'Summary Page - Form 3X' is displayed with a table of entries. Line 25, 'Coordinated expenditures', is highlighted in blue. The table has columns for Line#, Description, ThisP.I, ThisP.U, CTD.I, and CTD.U.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Accounts				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

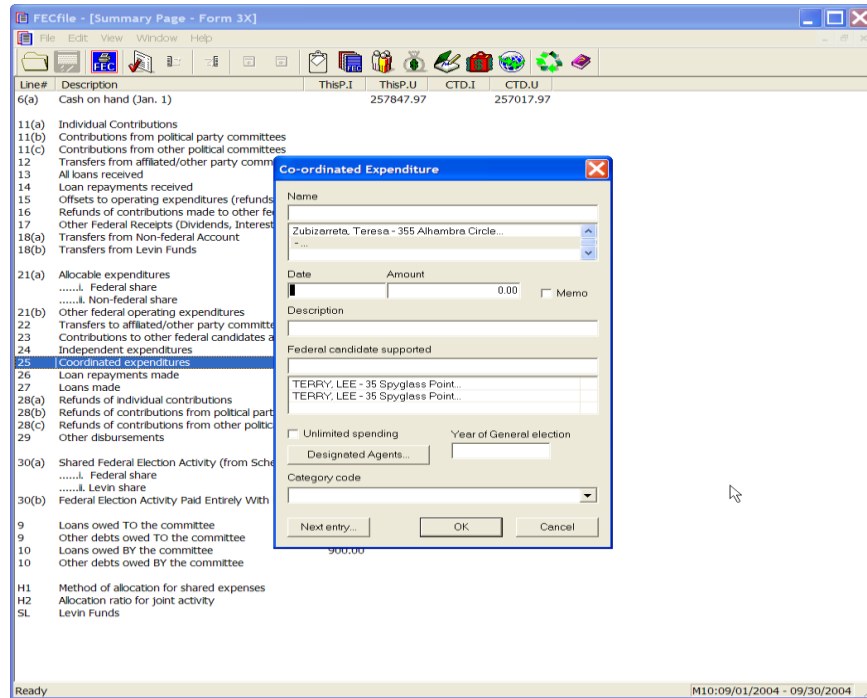
- ✓ Select View from the FECFile menu bar and select Summary Page. Double click on the Coordinated Expenditures item in line 25.

The screenshot shows the 'FECFile - Unauthorized' application window with the 'Summary Page - Form 3X' displayed. Line 25, 'Coordinated expenditures', is highlighted in blue. A dialog box titled 'Co-ordinated Expenditure' is open over line 25. The dialog box contains the following fields:

- Name: U.S.-Cuba Democracy Political Action Committee - 1200 ...
- Date: [] Amount: 0.00 [] Memo: []
- Description: []
- Federal candidate supported: []
- TERRY, LEE - 35 Spyglass Point...
- TERRY, LEE - 35 Spyglass Point...
- Unlimited spending Year of General election: []
- Designated Agents...: []
- Category code: []
- Buttons: Next entry..., OK, Cancel

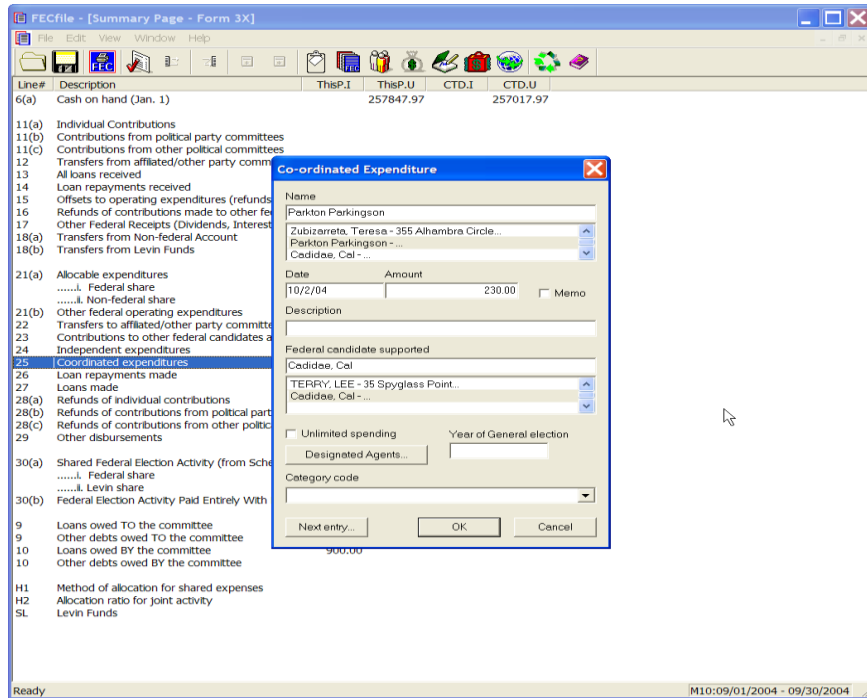
- ✓ The Coordinated Expenditure dialog box appears. Enter the vendor's name in the text box area.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Select the Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal selection. Select the address text box area, and enter in the Address, City, State, and Zip, and select OK.

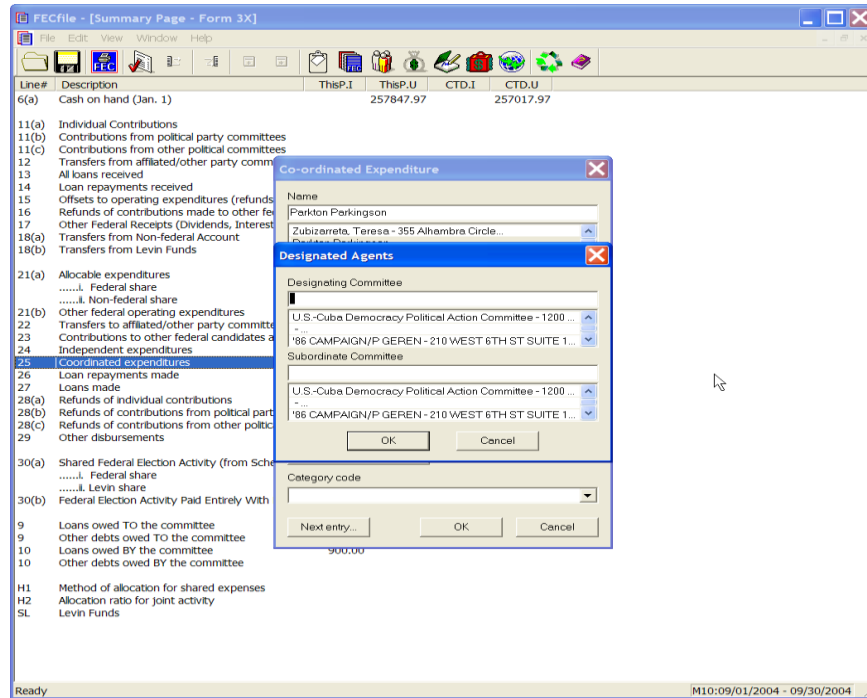


- ✓ The Coordinated Expenditures dialog box appears. Enter in the date, amount and description/purpose.
- ✓ Select the Federal Candidate supported text area, and type in the candidate's name.
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Select the Lookup button, and select the appropriate candidate and select Copy All.
- ✓ The candidate information will appear populated in a dialog box. Select OK.
- ✓ The Individual/Organization Information dialog box appears once again. Select OK.

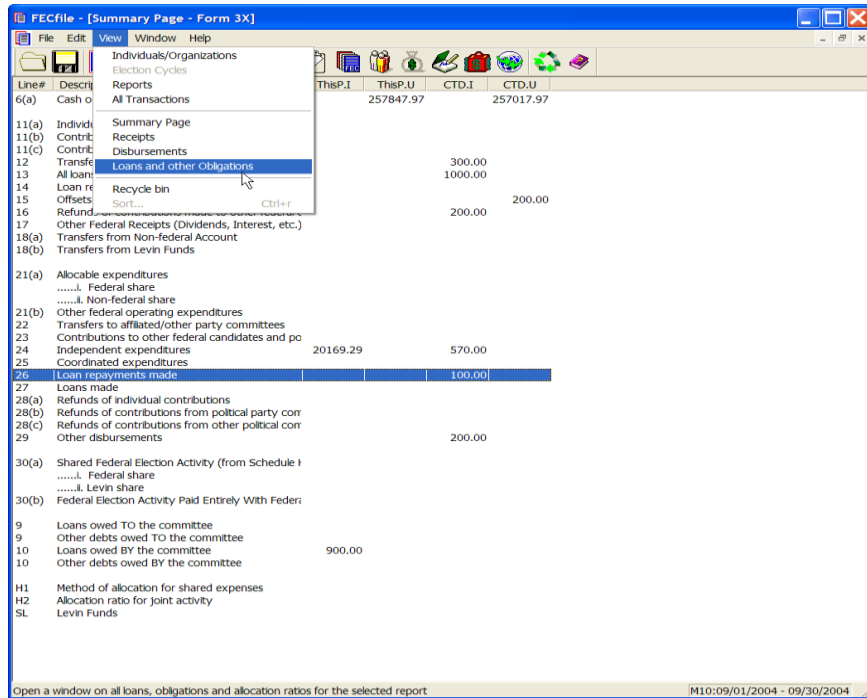


- ✓ The Coordinated Expenditure dialog box appears. Select the Year of General Election field, and enter in the Election year. Point and click on the Designated Agents button.

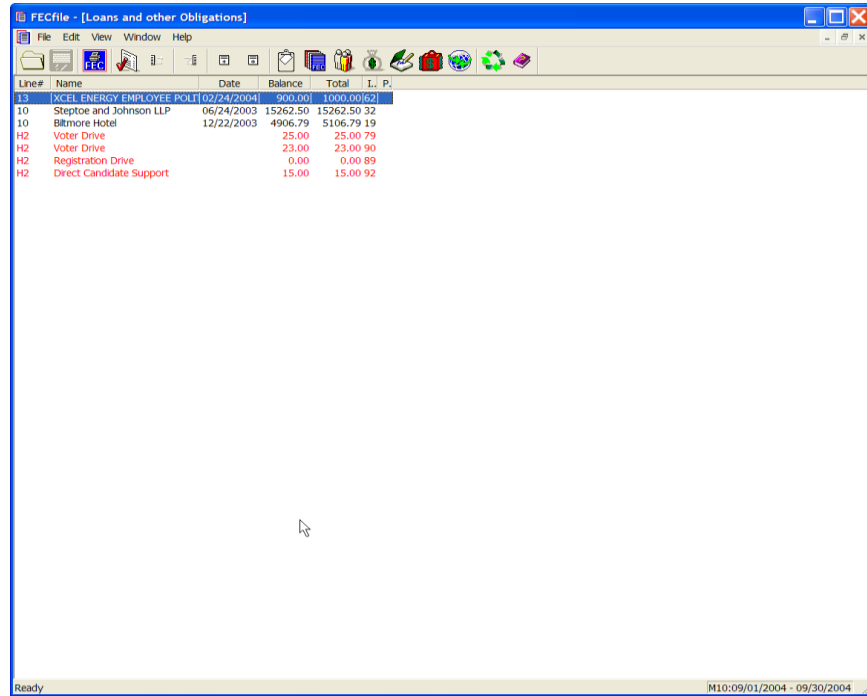


- ✓ The Designated Agents dialog box appears. Enter in the Designating Committee information, and/or the Subordinate Committee information, if appropriate.
- ✓ If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- ✓ If information is not entered in the address field areas, enter in the Address, City, State and Zip, and select OK.
- ✓ As the Designated Agents dialog box appears, select OK.
- ✓ The Coordinated Expenditure dialog box appears, enter in the appropriate information in the Date and Amount fields, then select OK.

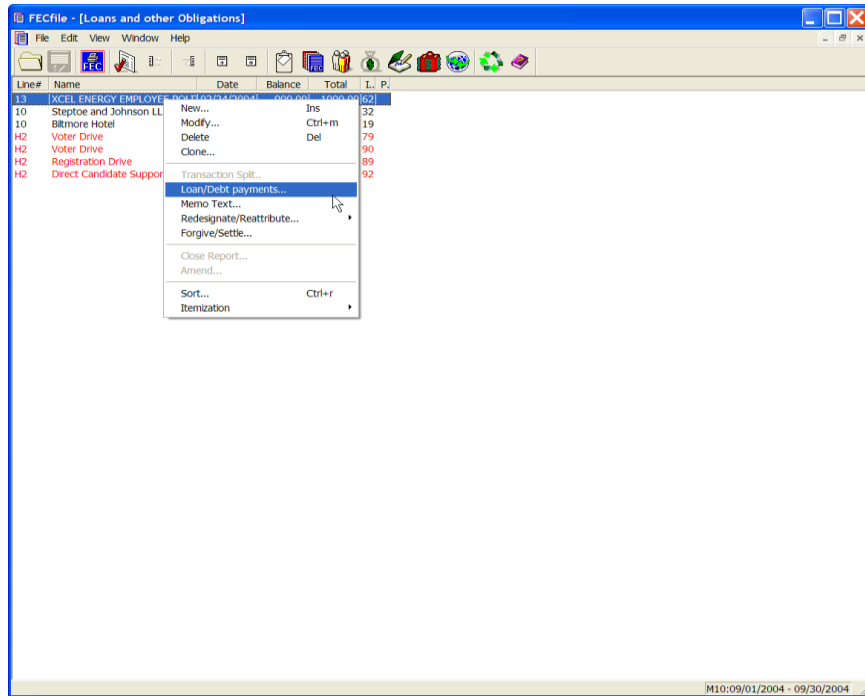
Loan Repayments Made Line 26



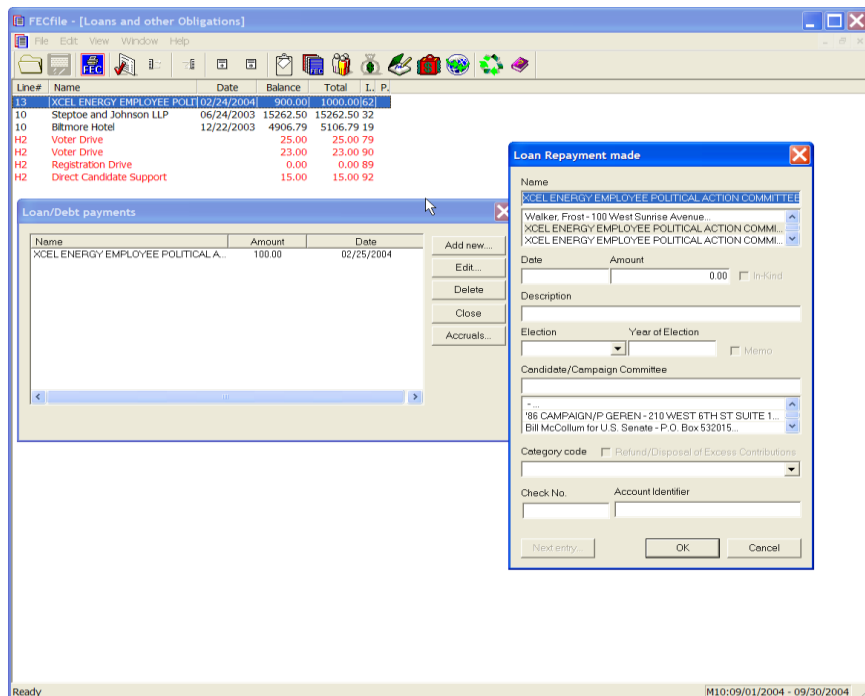
- ✓ From the FECFile menu bar, select View, and select Loans and other Obligations.



- ✓ Reviewing the listing of loans shown, select the loan for which repayment is being made, and click on the right mouse button.



- ✓ The drop down menu will appear, select Loan/Debt repayments.



- ✓ The Loan/Debt payments dialog box appears. Click on Add new. The Loan Repayment made dialog box appears.
- ✓ If the creditor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the creditor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- ✓ Type in the Name, Date, and Amount. Select OK.
- ✓ As the application returns to the Loan/Debt payments dialog box, select Close.

NOTE:

-This process may also be used to edit loan repayments entered in error. In this circumstance, as the Loan/Debt payments screen is shown, select Edit, as opposed to the Add New option.

-Schedule B supporting Line 26 and Schedule C, supporting Line 10 will both be *AUTOMATICALLY* created and adjusted.

-If the repayment is being made on a loan originally reported on a paper report, the committee will have to create a *“dummy report”* for the previous reporting period in which the loan will be created. As the numbers are all that is required from the loan, the committee will not need to enter Schedule C-1 or guarantor information.

Loans Made Line 27

Line#	Description	TherP.U	TherP.U	CTD.U	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-Federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees po				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made			5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party corr				
28(c)	Refunds of contributions from other political corr			200.00	
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule 1				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				

- ✓ Select the Summary Page in FECFile, and double click on Line 27, Loans Made.

Loan Made

Name

Date Amount Forgiven Date

Description

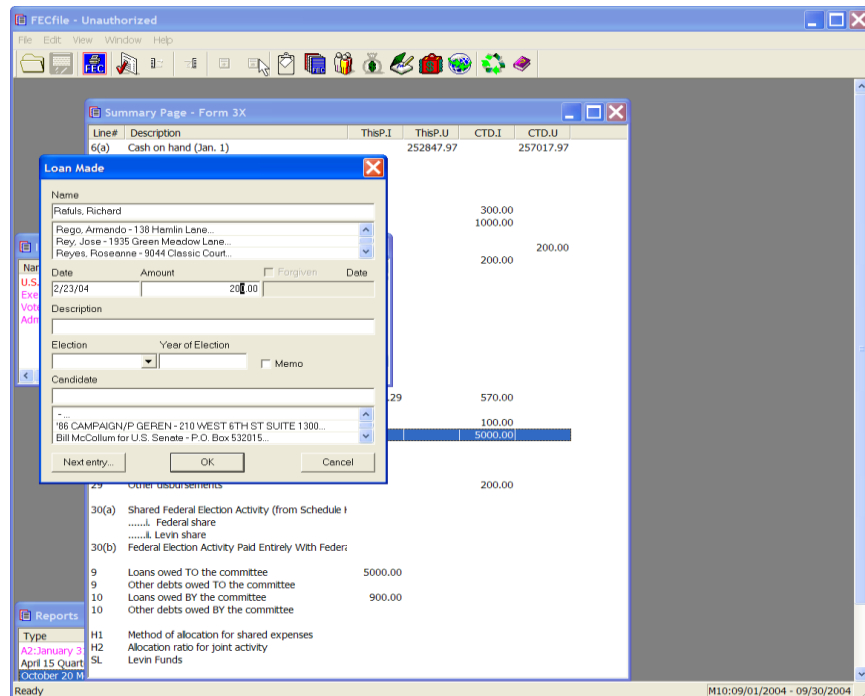
Election Year of Election
 Memo

Candidate

Next entry... OK Cancel

- ✓ The Loans Made dialog box appears.
- ✓ If the recipient has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the recipient has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- ✓ The Individual/Organization Information dialog box appears. Select the drop down arrow next to type, and select the proper category.
- ✓

Note: If Candidate Committee or other political committee is selected, select Lookup, Copy All, and OK however; If a Name is selected, enter the Name, Address, Employer and Occupation information, and OK.



- ✓ The Loan Made dialog box reappears. Enter the Date, Amount and select OK.

Refunds Lines 28 (A), 28 (B), And 20 (C)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-Federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Alocable expenditures				
 Federal share				
 Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political parties				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made			5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
 Federal share				
 Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				

- ✓ Select the Summary Page in FECFile. Double click line 28 (a), Refunds of individual contributions.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I)				
 Federal share				
 Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Refund of Individual Contribution

Name: _____

Date: _____ Amount: 0.00 In-Kind

Description: _____

Election: _____ Year of Election: _____

Candidate/Campaign Committee: _____

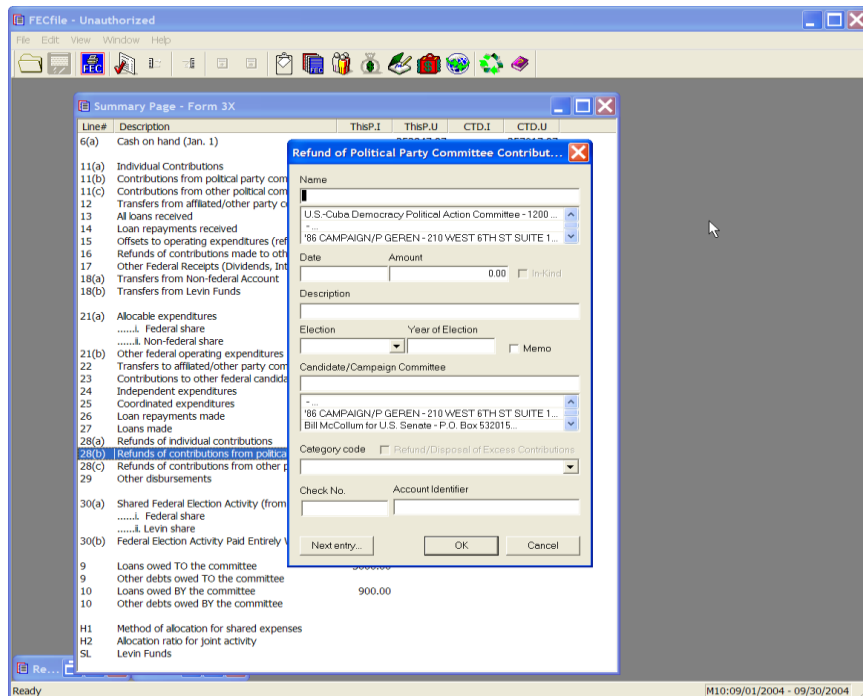
'86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1...
Bill McCollum for U.S. Senate - P.O. Box 532015

Category code: Refund/Disposal of Excess Contributions

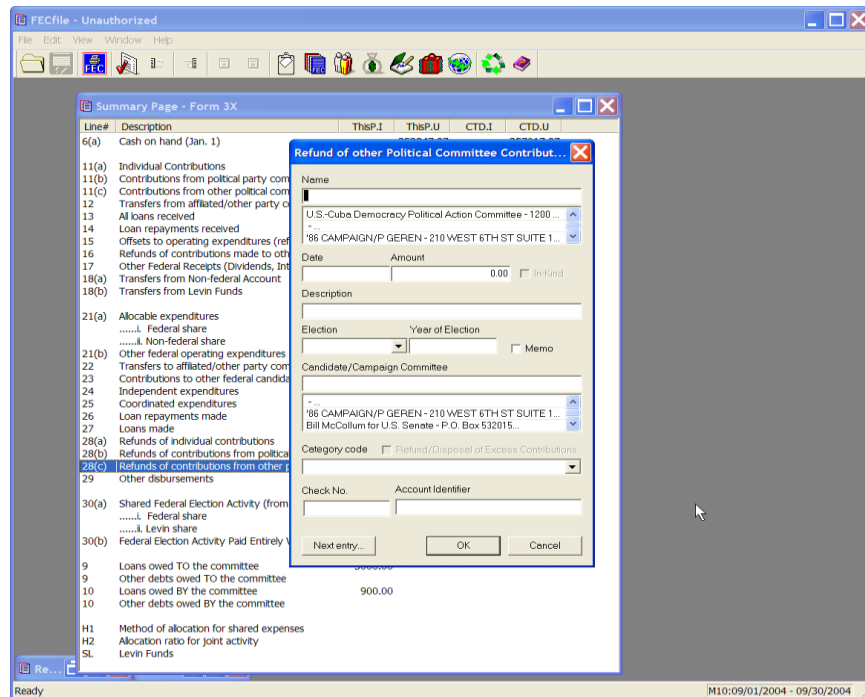
Check No. _____ Account Identifier: _____

Next entry...

- ✓ The Refund of Individual Contribution dialog box appears. Select the name of the individual to whom your committee will be sending a refund. Enter in the date and the amount, and select OK.
- ✓
- ✓ For Refunds of Contributions from Political Party Committees, select Line 20(b) from the Summary Page.



- ✓ The Refund of PAC Contribution dialog box appears. Select the Name of the Political Party Committee to whom your committee is sending a refund. Enter the Date and Amount, and select OK.



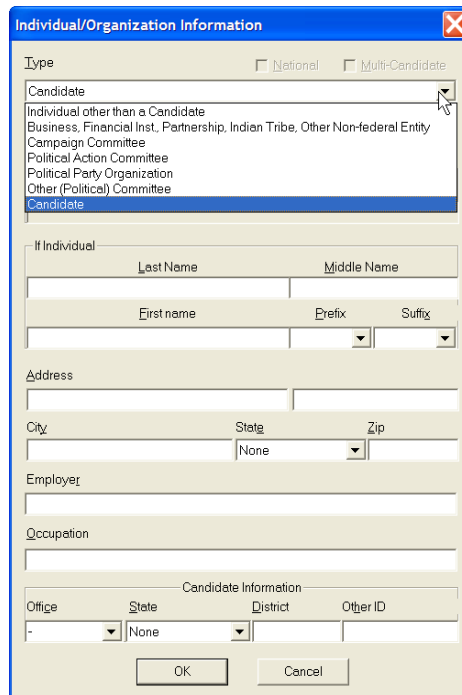
- ✓ For Refunds of Contributions from other Political Committees, select Line 20(c) from the Summary Page. The Refund of other Political Committee Contribution dialog box appears.

Other Disbursements Line 29

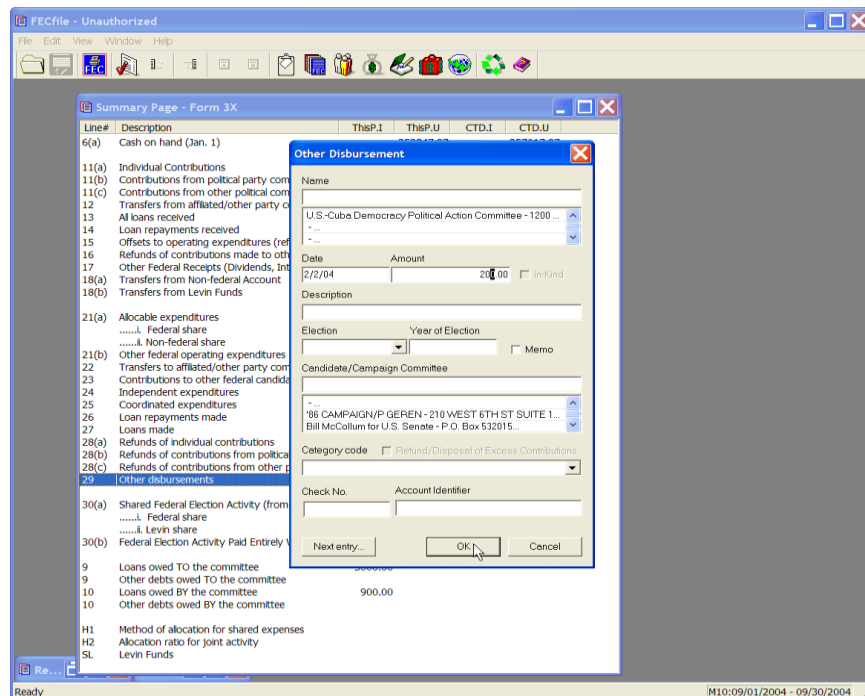
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-Federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-Federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made			5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party con				
28(c)	Refunds of contributions from other political con				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule I				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Double-click on Line 29 On the summary page in FECFile

- ✓ The Other Disbursement dialog box appears. Enter in the vendor name and press the Tab key. 2. The Other Disbursement dialog box appears. Enter the vendor or committee name.
- ✓ If the vendor or committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor or committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



- ✓ The Individual/Organization Information dialog box appears. Enter the Type from the drop down menu, the Address, City, State, Zip and click OK.



The Other Disbursement dialog box appears. Enter in the Date, Amount and Description and select OK.

Allocated Federal Election Activity Line 30(a) [H6]

Please note: Prior to entering an H6 disbursement, the H1 ratio must be entered.

Line#	Description	ThesP.I	ThesP.U	CTD.I	CTD.U
8(a)	Cash on hand (Jan. 1)		12142.00		12142.00
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, ...)				
16	Refunds of contributions made to other federal candi...				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-Federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....	Federal share				
.....	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committe				
28(c)	Refunds of contributions from other political committe				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule H6)				
.....	Federal share				
.....	Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Fur				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 30(a) On the summary page in FECFile

Shared Federal Election Activity

Name
DEMOCRATIC SENATE 2000 - 430 SOUTH CAPITOL ST...
- ...
BUD CUMMINS CAMPAIGN - PO BOX 25061...

Date	Total amount	Federal share	Calc
		0.00	0.00

Description

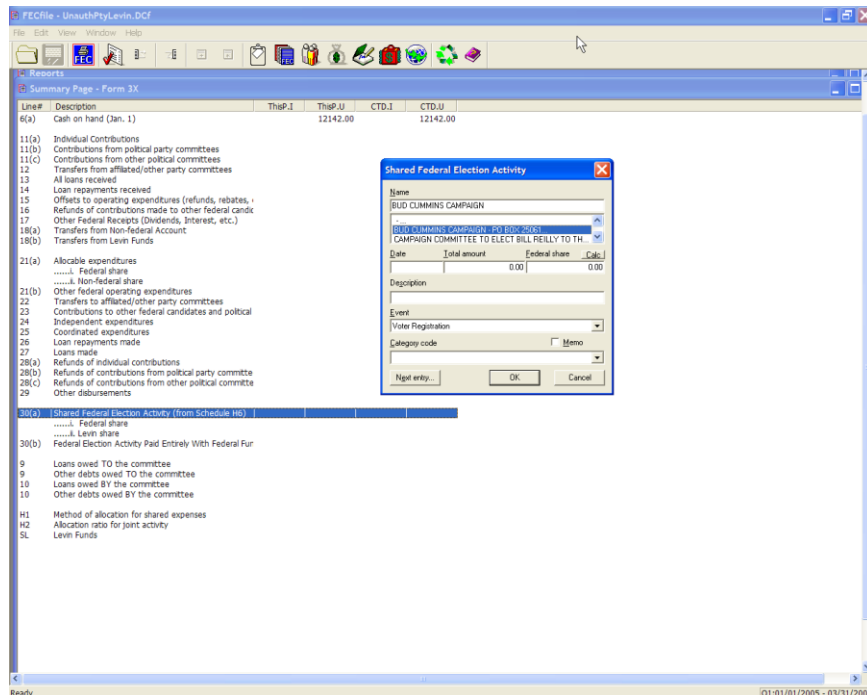
Event
Voter Registration

Category code Memo

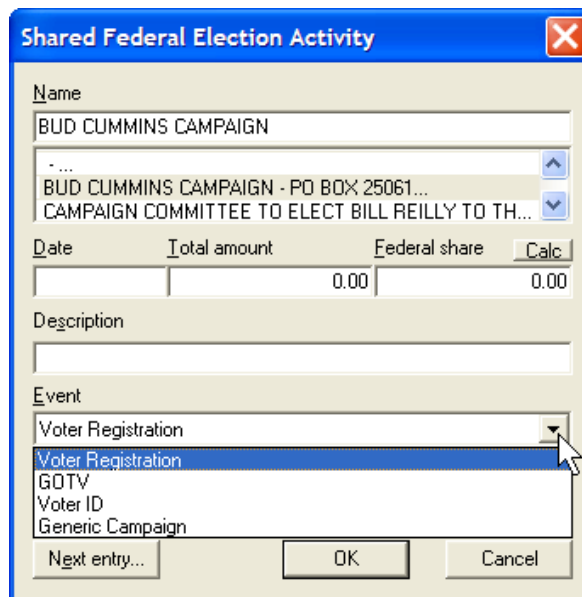
Next entry... OK Cancel

- ✓ The Shared Federal Election Activity dialog box appears. Enter in the entity name and press the Tab key.
- ✓ If the entity has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the entity has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Enter the Type from the drop down menu, the Address, City, State, Zip and click OK.



- ✓ The Shared Federal Expenditure dialog box appears. Enter in the Date, Amount and Description.



- ✓ Select the event type from the event list
- ✓ .Then click on the Calc button to calculate the Federal Share Portion.

Note: Committees need to check the “Levin Funds” box under the H1 schedule for the Calc button to calculate the federal

portion of the shared FEA on H6.

- ✓ .It is wise to check the Federal Share amount to make sure the proper H1 ratio is being applied for these events. .Then select OK>

Federal Election Activity...Paid With 100% Federal Funds Line 30(b)

Line#	Description	TherP.I	TherP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		12142.00		12142.00
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, ...)				
16	Refunds of contributions made to other federal candi...				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....	Federal share				
.....	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committe				
28(c)	Refunds of contributions from other political committe				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule H6)				
.....	Federal share				
.....	Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Fun				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 30(b) On the summary page in FECFile

Non-Allocable Federal Election Activity

Name
 DEMOCRATIC SENATE 2000 - 430 SOUTH CAPIT...
 BUD CUMMINS CAMPAIGN - PO BOX 25061...

Date Amount
 0.00 In-Kind

Description

Election Year of Election
 Memo

Candidate/Campaign Committee
 BUD CUMMINS CAMPAIGN - PO BOX 25061...
 CAMPAIGN COMMITTEE TO ELECT BILL REILLY ...

Category code Refund/Disposal of Excess Contribution

Check No. Account Identifier

Next entry... OK Cancel

- ✓ The Non-Allocable Federal Election Activity dialog box appears. Enter in the entity name and press the Tab key.
- ✓ If the entity has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the entity has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Enter the Type from the drop down menu, the Address, City, State, Zip and click OK.

Non-Allocable Federal Election Activity

Name
 Testoros, Manuel

CAMPAIGN COMMITTEE TO ELECT BILL REILLY ...
 Testoros, Manuel - 1234 Pureba Street...

Date: 2/2/05 Amount: 300.00 In-Kind

Description

Election: Year of Election: Memo

Candidate/Campaign Committee

BUD CUMMINS CAMPAIGN - PO BOX 25061...
 CAMPAIGN COMMITTEE TO ELECT BILL REILLY ...

Category code Refund/Disposal of Excess Contribution

Check No. Account Identifier

Next entry... OK Cancel

- ✓ The Shared Federal Expenditure dialog box appears. Enter in the Date, Amount and Description.
- ✓ Then select OK>

Loans Owed TO the Committee Line 9

- ✓ Within the FECFile Application, as line 9 , Loan Owed TO the Committee is selected, no action will take place. To change this amount, click on line 27, as applicable.

Other Debts Owed TO the Committee Line 9

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-Federal Accounts				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-Federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made			5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Within the FECfile application, open the Summary page and double click on Line 9, Other Debts Owed to the Committee, to add a new debt owed to the Committee.

Debts owed to Committee

Name: U.S.-Cuba Democracy Political Action Committee - 1200 West 49th...

Date: [] Amount: 0.00 [] Setted [] Date: []

Description: []

Election: [] Year of Election: []

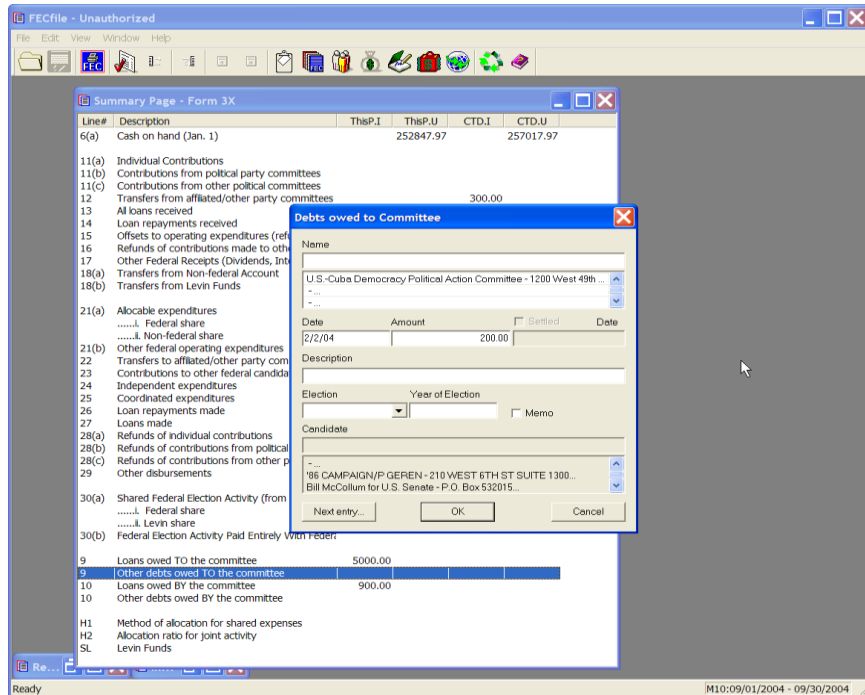
Candidate: [] Memo: []

'86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1300...
Bill McCollum for U.S. Senate - P.O. Box 532015...

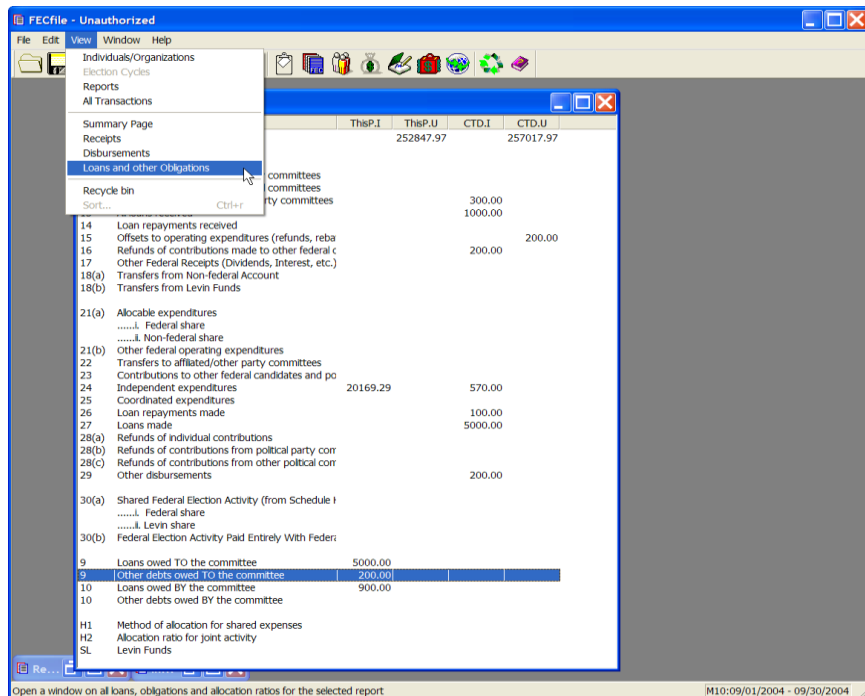
Next entry... [OK] [Cancel]

- ✓ The Debts owed to Committee dialog box appears.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- ✓ Enter the name of the vendor in the name field and press the TAB key.

- ✓ The Individual/Organization Information dialog box appears. Under the type field, highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity.
- ✓ Select the address field, and type in the address, city, state and zip, and click on OK.

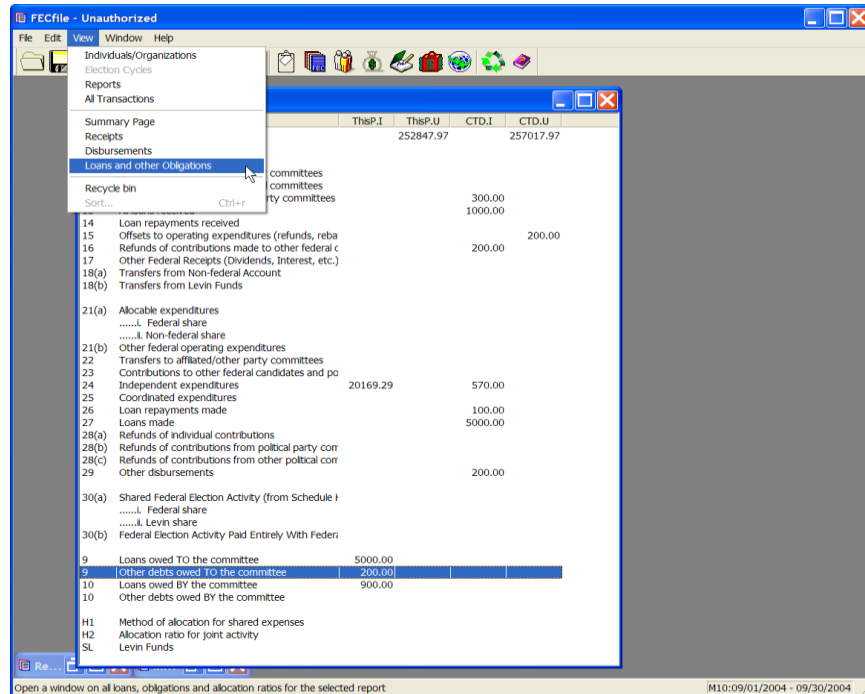


- ✓ The Debts owed to Committee dialog box appears. Enter in the date, amount, and the purpose of the debt, in the description text area, and click on OK. The data is accepted, and FECFile returns to the Summary page.



Debts Owed to the Committee – Payments Received

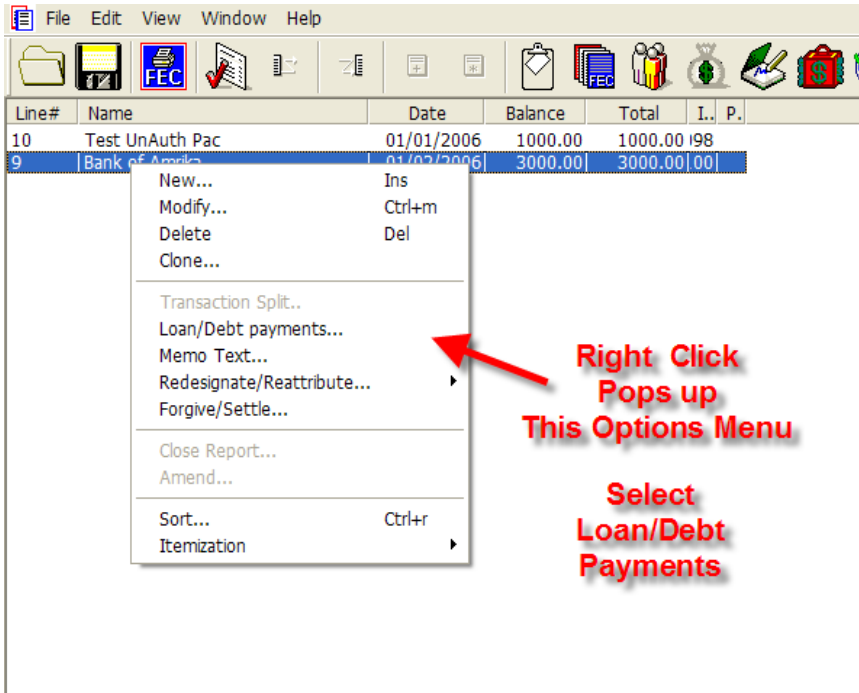
- ✓ Select View from the menu bar, and Loans and other Obligations.



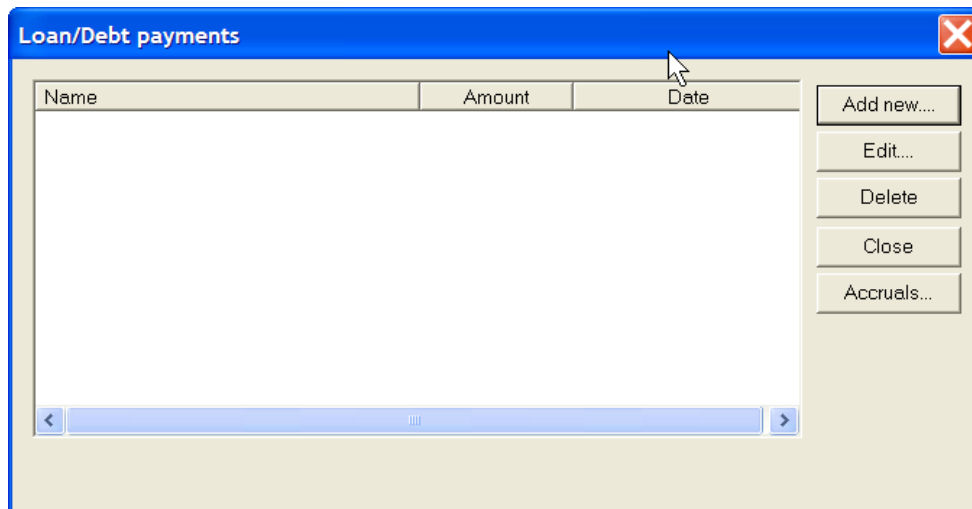
- ✓ The screen changes to include only Loans and other Obligations.

Line#	Name	Date	Balance	Total	I.	P.
10	Test UnAuth Pac	01/01/2006	1000.00	1000.00	198	
9	Bank of Amrika	01/02/2006	3000.00	3000.00	00	

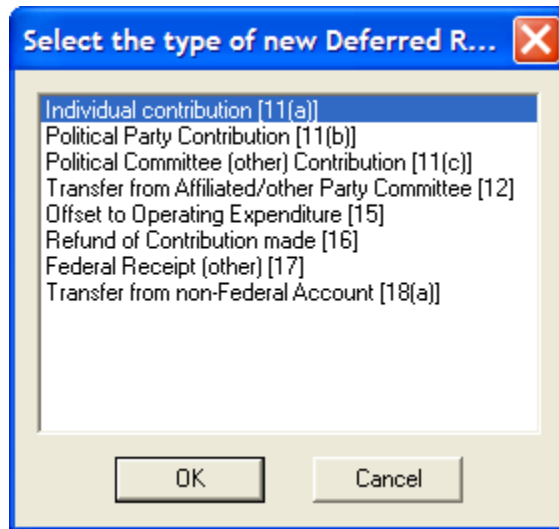
- ✓ Right click on the debt on which a repayment is being made.



- ✓ The drop down menu appears with a number of options, select Loan/Debt payments.



- ✓ The Loan/Debt repayments dialog box appears. Click on the Add new button, an additional dialog box will appear for entry.



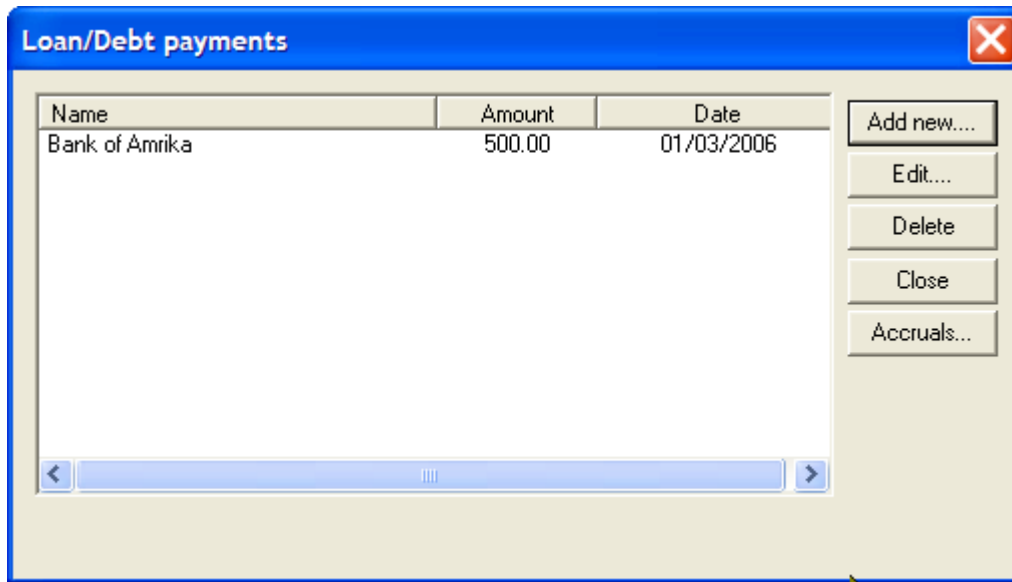
- ✓ Select the type of differed receipt and Click on the OK button. The data entry box appears, that is appropriate for the type of differed receipt you select. Enter the information and Click on OK.

The "Political Party Contribution" form contains the following fields and options:

- Name:** A text field containing "Bank of Amrika" with a dropdown arrow on the right.
- Date:** A text field.
- Amount:** A text field containing "0.00".
- In-Kind:** A checkbox.
- Description:** A text area.
- Election:** A dropdown menu.
- Year of Election:** A text field.
- Memo:** A checkbox.
- Candidate/Campaign Committee:** A text area.
- Category code:** A dropdown menu.
- Increased Limits:** A checkbox.
- Check No.:** A text field.
- Account Identifier:** A text field.

At the bottom of the form are three buttons: "Next entry...", "OK", and "Cancel".

- ✓ The transaction entered shows in the list of loan/debt payments. Click on Close.



Loans Owed BY The Committee Line 10

- ✓ Selecting line 10 on the Summary Sheet, is inactive, and will give the user no response. To change this amount, click on line 13 as applicable.

Other Debts Owed BY the Committee Line 10

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I. Federal share					
.....I. Non-federal share					
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				100.00
26	Loan repayments made			5000.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party cor				
28(c)	Refunds of contributions from other political cor				200.00
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule F				
.....I. Federal share					
.....I. Levin share					
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee		200.00		
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ To add a new debt owed by the committee, double click on Other debts owed BY the committee, on line 10. A dialog box appears, Debts owed by Committee.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditure				
.....I. Federal share					
.....I. Non-federal sha					
21(b)	Other federal operati				
22	Transfers to affiliated/				
23	Contributions to othe				
24	Independent expendi				
25	Coordinated expendi				
26	Loan repayments ma			5000.00	
27	Loans made				
28(a)	Refunds of individual				
28(b)	Refunds of contribut				
28(c)	Refunds of contribut				200.00
29	Other disbursements				
30(a)	Shared Federal Elect				
.....I. Federal share					
.....I. Levin share					
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee		200.00		
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

Debts owed by Committee

Name: U.S.-Cuba Democracy Political Action Committee - 1200 West 49th ...

Date: Amount: 0.00 Billied Date:

Description:

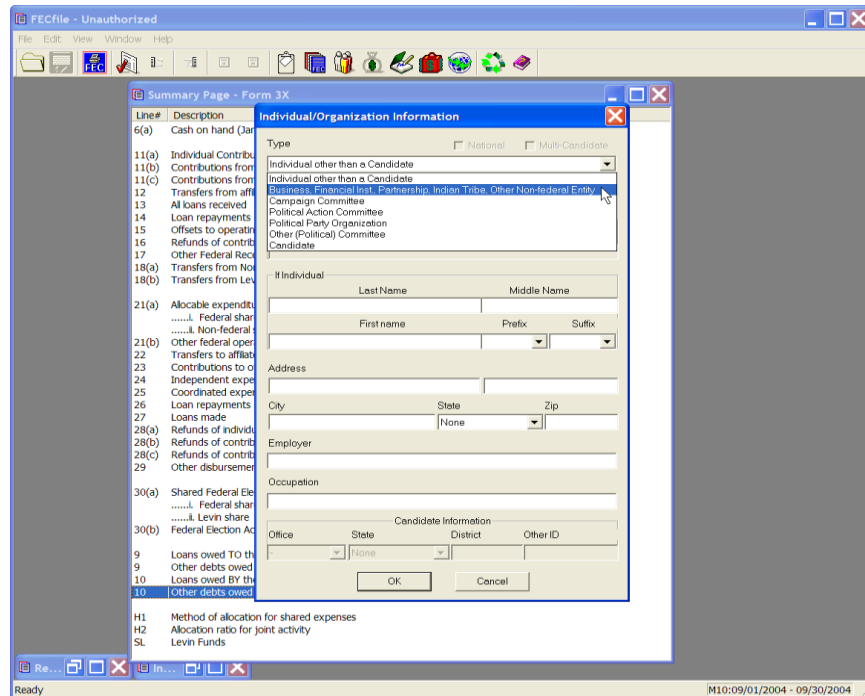
Election: Year of Election: Memo:

Candidate:

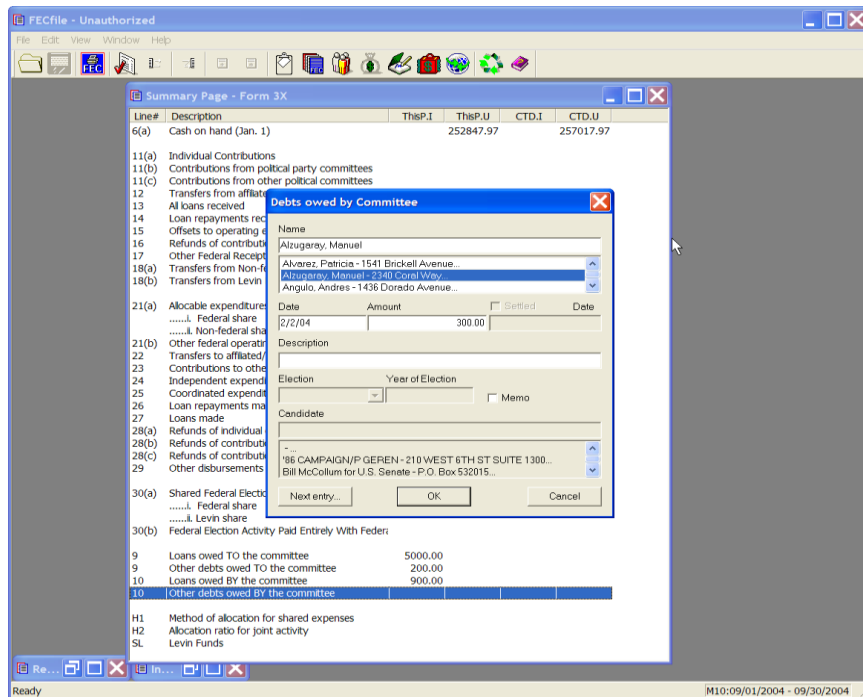
'86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1300...
Bill McCollum for U.S. Senate - P.O. Box 532015...

Next entry...

- ✓ Select the name field, and enter the name of the vendor.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

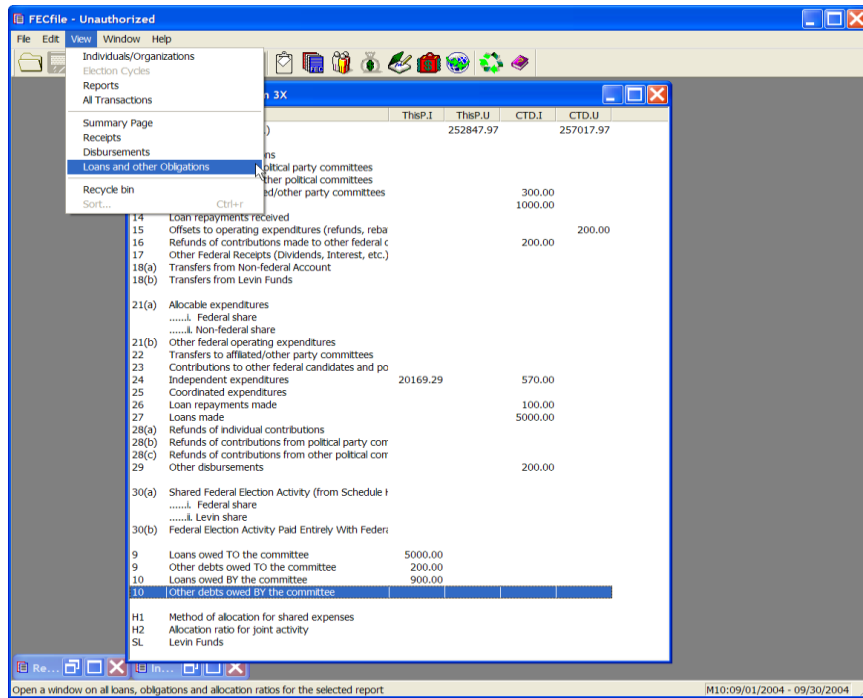


- ✓ In the type field, select Business, Financial Inst., Partnership, Indian Tribe, Other non-federal entity. Select the address field, and enter the address, city, state, and zip, and select OK.

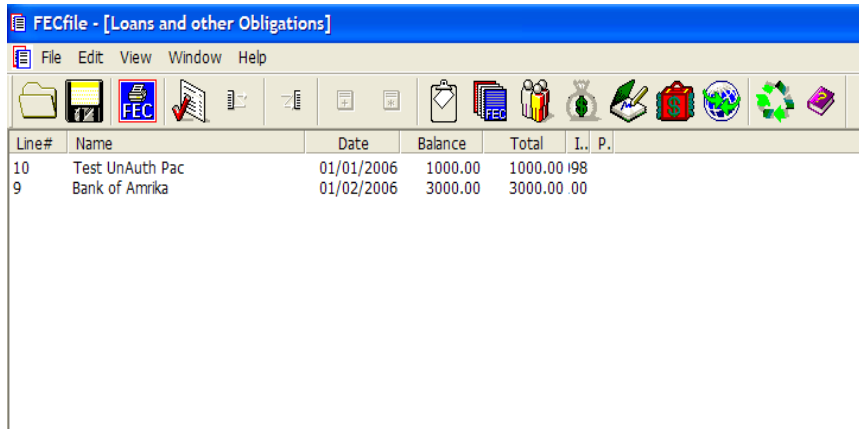


- ✓ The Debts owed by Committee dialog box appears. Enter in the date, the amount, and the purpose of the debt, in the description field. Click on OK.
- ✓ The application returns to the FECFile Summary page.

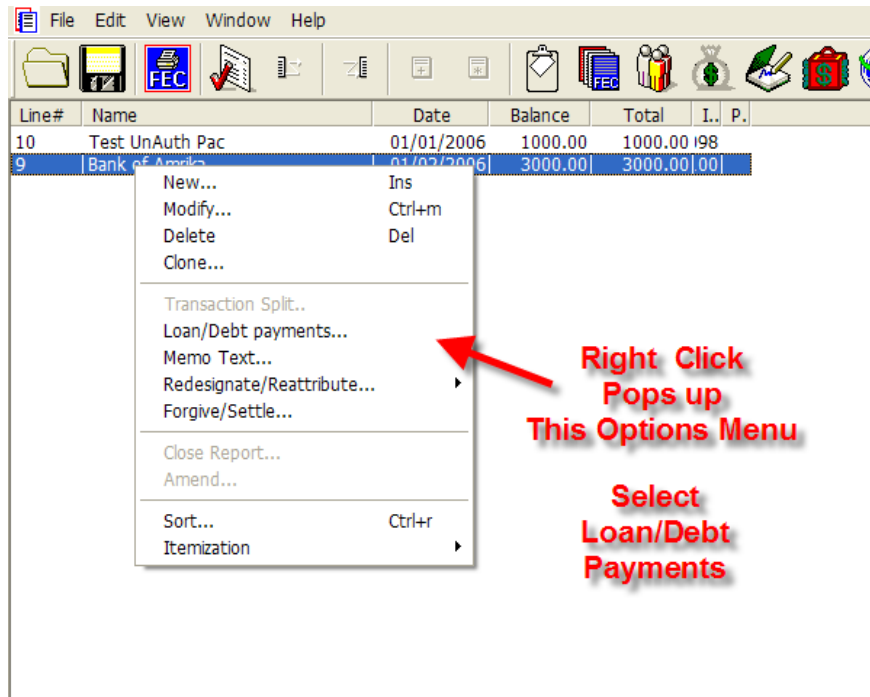
Debt Repayments – Owed By the Committee



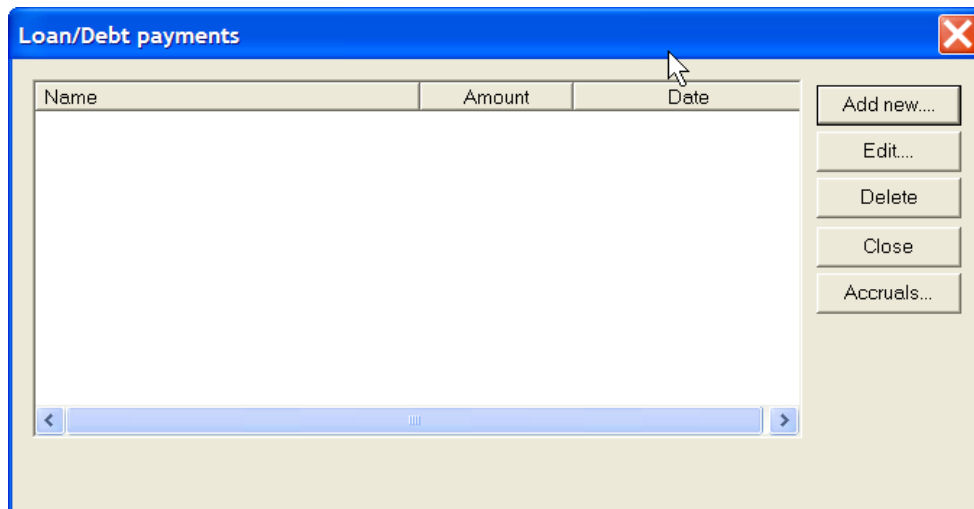
- ✓ To add debt repayments, select View from the menu bar, and select Loans and other Obligations.
- ✓ The screen changes to reflect the Loans and other Obligations screen.



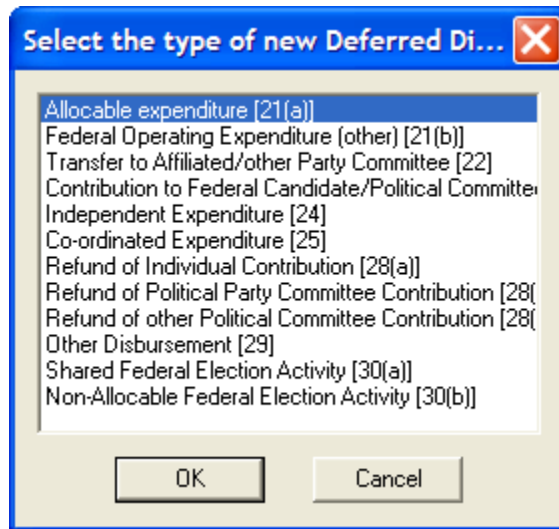
- ✓ Right click on the debt on which a repayment is being made.



- ✓ The drop down menu appears with a number of options, select Loan/Debt payments.



- ✓ The Loan/Debt repayments dialog box appears. Click on the Add new button, an additional dialog box will appear for entry.



- ✓ Select the type of differed disbursement and Click on the OK button. The data entry box appears that is appropriate for the type of differed disbursement you select. Enter the information and Click on OK.

Allocable expenditure

Name

Date	Total amount	Federal share	Calc
	0.00	0.00	

Description Memo

Event

This expenditure is
 Schedule B (23)
 Independent (Sch.E)
 Coordinated (Sch.F)

Election

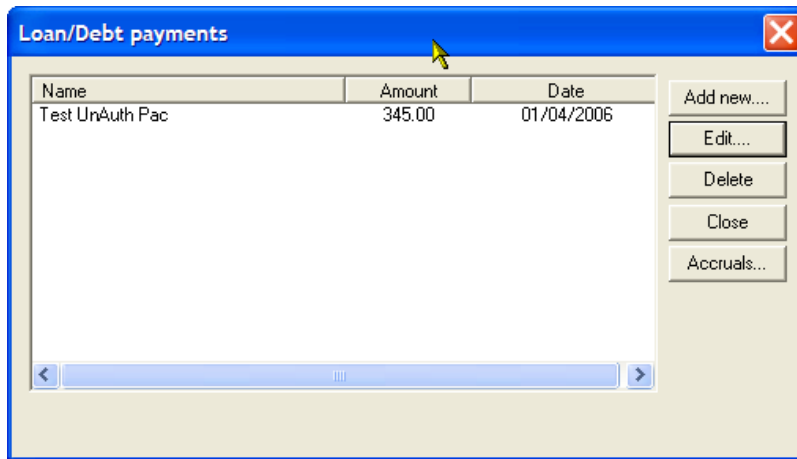
 Year of Election

Candidate & Designated Agent...

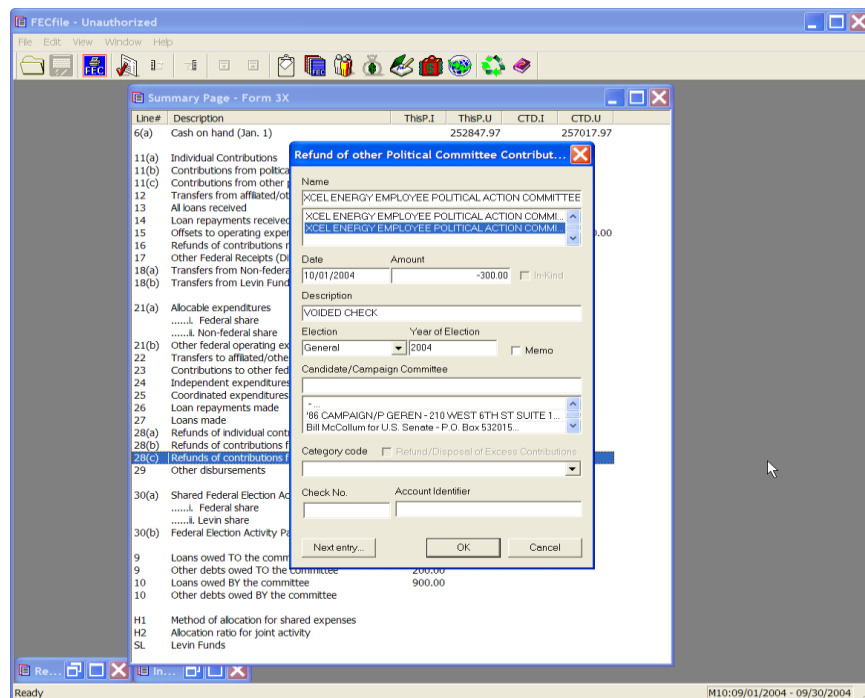
Category code

Next entry... OK Cancel

- ✓ The transaction entered shows in the list of loan/debt payments. Click on Close.



Lost and Voided Checks



- ✓ Go to the summary page
- ✓ Double click on the same line under which the check was originally issued.
- ✓ Select the name of the committee affected
- ✓ Enter the Void data.
- ✓ Input the negative amount

Note: For line 21(b) entries, voided checks appear as “unitemized” on FECFile. Check voids for this line will not show up on committee reports, unless they itemize them (Even if the negative amount is greater than \$200.)

- ✓ Enter “Voided Check” in the description field
- ✓ Enter the election, and year of election of the original contribution.

Refunded Checks

The screenshot shows the 'FECfile - Unauthorized' application window. The main window displays the 'Summary Page - Form 3X' with a table of financial entries. A dialog box titled 'Refund of Contribution made' is open over line 16. The dialog box contains the following fields and values:

Name	Date	Amount	Election	Year of Election	Candidate/Campaign Committee
XCEL ENERGY EMPLOYEE POLITICAL ACTION COMMITTEE	10/2/2004	200.00	General	2004	86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1... Bill McCollum for U.S. Senate - P.O. Box 532015...

- ✓ Double click on line 16.
- ✓ Select record of committee that you are receiving a refund from.
- ✓ Enter the date and the amount of the refund [as a POSITIVE number]
- ✓ Enter election and year of election of the original contribution

In-Kind Contribution (You provide/disburse In-kind to others)

The screenshot shows a window titled 'FECFile - Unauthorized' with a menu bar (File, Edit, View, Window, Help) and a toolbar. The main area displays a table titled 'Summary Page - Form 3X'. The table has columns for 'Line#', 'Description', 'ThisP.L.', 'ThisP.U.', and 'CTD.I.'. Line 23 is highlighted in blue.

Line#	Description	ThisP.L.	ThisP.U.	CTD.I.
6(a)	Cash on hand (Jan. 1)		252847.97	2
11(a)	Individual Contributions			
11(b)	Contributions from political party committees			
11(c)	Contributions from other political committees			
12	Transfers from affiliated/other party committees			300.00
13	All loans received			1000.00
14	Loan repayments received			
15	Offsets to operating expenditures (refunds, rebates, etc.)			
16	Refunds of contributions made to other federal candidates and com			200.00
17	Other Federal Receipts (Dividends, Interest, etc.)			
18(a)	Transfers from Non-federal Account			
18(b)	Transfers from Levin Funds			
21(a)	Allocable expenditures			
.....I. Federal share				
.....II. Non-federal share				
21(b)	Other federal operating expenditures			
22	Transfers to affiliated/other party committees			
23	Contributions to other federal candidates and political committees			
24	Independent expenditures	20169.29		570.00
25	Coordinated expenditures			
26	Loan repayments made			100.00
27	Loans made			5000.00
28(a)	Refunds of individual contributions			
28(b)	Refunds of contributions from political party committees			
28(c)	Refunds of contributions from other political committees			
29	Other disbursements			200.00
30(a)	Shared Federal Election Activity (from Schedule H6)			
.....I. Federal share				
.....II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds.			
9	Loans owed TO the committee		5000.00	
9	Other debts owed TO the committee		200.00	
10	Loans owed BY the committee		900.00	
10	Other debts owed BY the committee			
H1	Method of allocation for shared expenses			
H2	Allocation ratio for joint activity			
S1	Levin Funds			

- ✓ View the FECFile Summary Sheet, and double click on line 23.

The screenshot shows a dialog box titled "Contribution to Federal Candidate/Political Co...". It contains the following fields and controls:

- Name:** A text input field with a dropdown menu below it showing "U.S.-Cuba Democracy Political Action Committee - 1200 ...".
- Date:** A text input field.
- Amount:** A text input field containing "0.00".
- In-Kind:** A checkbox.
- Description:** A text input field.
- Election:** A dropdown menu.
- Year of Election:** A text input field.
- Memo:** A checkbox.
- Candidate/Campaign Committee:** A text input field with a dropdown menu below it showing "'86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1..." and "Bill McCollum for U.S. Senate - P.O. Box 532015...".
- Category code:** A dropdown menu.
- Refund/Disposal of Excess Contributions:** A checkbox.
- Check No.:** A text input field.
- Account Identifier:** A text input field.
- Buttons:** "Next entry...", "OK", and "Cancel".

- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the name of the vendor
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Enter in the candidate name in the last/business name field, and click on the Lookup button.

Committee/Candidate Name	C	C	C	C	Commit	Other ID
TERM LIMITS NOW PAC	Q	WA	0	MIN	C00328607	
TERM LIMITS ON CONGRESS PAC	Q	WA	0	0	C00328153	
TERMS LIMITS AMERICA PAC	Q	VA	0	0	C00286880	
TERRA INDUSTRIES INC PAC ("TERRAP	Q	IA	0	0	C00395102	
TERRANCE L FITTS FOR CONGRESS CA	H	WA	H	IL	C00225502	HBW050...
TERRELL FOR CONGRESS	H	CA	H	CA	C00364141	H2CA320...
TERRELL FOR SENATE	S	LA	S	YA	C00380212	S2LA000...
TERRELL VICTORY COMMITTEE	H	CA	Y	DC	C00383133	S2LA000...
TERRELL LEO JAMES	H	CA	1	CA	H2CA320	C00364141
TERRELL SUZANNE HAIK	S	LA	2	LA	S2LA000	C00380212
TERRY CONSIDINE	I	CO	0	0	C90006180	
TERRY EVERETT FOR CONGRESS	H	AL	H	AL	C00285298	H2AL020...
TERRY JOHNSON 4 CONGRESS	H	OK	H	OK	C00380428	H2OK040...
TERRY LERMAN FOR CONGRESS	H	MD	H	MD	C00355876	H2MD000...
TERRY JOE CEFUS	H	MO	0	MO	H8MO091	
TERRY LEE	H	NE	4	NE	H8NE021	C00336811
TERRY LENDALL B	H	IN	4	IN	H8IN09039	
TERRY MADR	H	IL	0	IL	H8IL01070	

- ✓ The FEC ID lookup dialog box appears. Select the proper ID, and then select Copy All.

The screenshot shows a dialog box titled "C00129205" with a close button in the top right corner. The dialog contains the following fields and values:

- Name: S DAK ACTION COMMITTEE FOR RURAL ELECTRIFICATI
- Address 1: P O BOX 1138
- Address 2: 222 W PLEASANT DRIVE
- City: PIERRE
- State: SD Zip: 57501
- Candidate information section:
 - Office: []
 - State: []
 - District: []

At the bottom of the dialog are two buttons: "OK" and "Cancel".

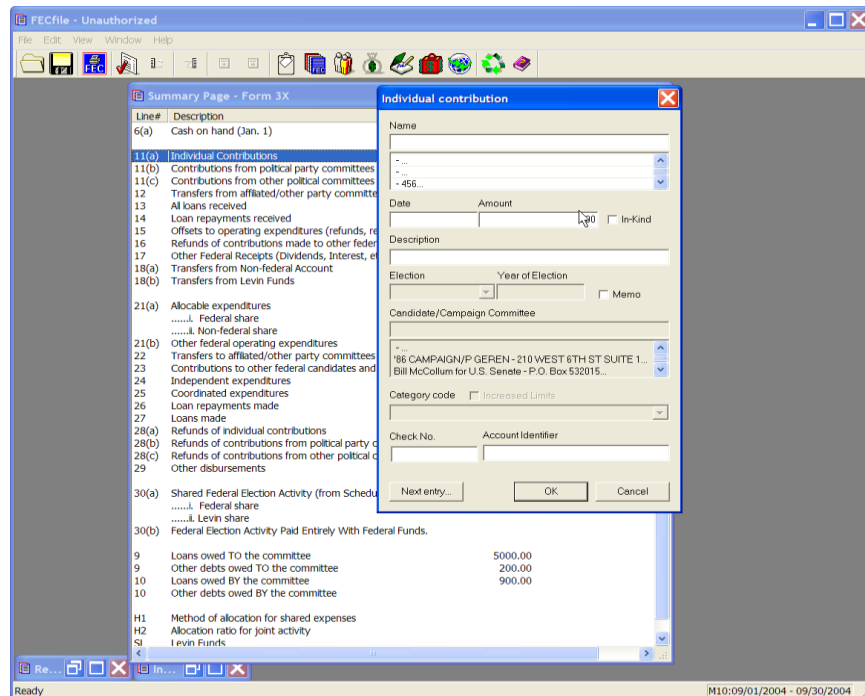
- ✓ The candidate ID information appears, select OK. Select OK, as the dialog box returns to the Individual/Organization Information dialog box, and once more on the final dialog box.

In-Kind Contributions (Receipts)

- ✓ Double click on the appropriate line.
- ✓ Enter in the contributor's name, and press the Tab key.
- ✓ If the contributor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the contributor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- ✓ Enter in the name, address, city, state and zip, and continue to add the employer occupation, and press OK.
- ✓ Enter in the date information, and the amount, and **click on the In kind check box**.
- ✓ Click on OK.

Note: The offsetting Schedule B entry will automatically be generated by FECFile on Line 21(b).

Earmarked Contributions Reported By a Conduit



- ✓ On the FECFile Summary Page, double click on line 11 (a) to launch the Individual Contribution dialog box. Enter the individual's name.
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

Individual/Organization Information

Type National Multi-Candidate
 Individual other than a Candidate

Lookup...

If Committee/Organization
 Name

If Individual
 Last Name Middle Name
 First name Prefix Suffix

Address
 City State Zip
 None

Employer
 Occupation

Candidate Information
 Office State District Other ID

OK Cancel

- ✓ The Individual/Organization Information dialog box appears. In the type field, change to Individuals other than a Candidate. Type in the individual's name, address, city, state and zip, (if over \$200.00 in the cycle), employer, occupation, and select OK.

FECfile - Unauthorized

Summary Page - Form 3X

Line#	Description	Amount
6(a)	Cash on hand (Jan. 1)	
11(a)	Individual Contributions	
11(b)	Contributions from political party committees	
11(c)	Contributions from other political committees	
12	Transfers from affiliated/other party committees	
13	All loans received	
14	Loan repayments received	
15	Offsets to operating expenditures (refunds, re...	
16	Refunds of contributions made to other feder...	
17	Other Federal Receipts (Dividends, Interest, e...	
18(a)	Transfers from Non-federal Account	
18(b)	Transfers from Levin Funds	
21(a)	Allocable expenditures	
.....i.	Federal share	
.....ii.	Non-federal share	
21(b)	Other federal operating expenditures	
22	Transfers to affiliated/other party committees	
23	Contributions to other federal candidates and	
24	Independent expenditures	
25	Coordinated expenditures	
26	Loan repayments made	
27	Loans made	
28(a)	Refunds of individual contributions	
28(b)	Refunds of contributions from political party c...	
28(c)	Refunds of contributions from other political c...	
29	Other disbursements	
30(a)	Shared Federal Election Activity (from Schedu...	
.....i.	Federal share	
.....ii.	Levin share	
30(b)	Federal Election Activity Paid Entirely With Federal Funds.	
9	Loans owed TO the committee	5000.00
9	Other debts owed TO the committee	200.00
10	Loans owed BY the committee	900.00
10	Other debts owed BY the committee	
H1	Method of allocation for shared expenses	
H2	Allocation ratio for joint activity	
S1	Levin Funds	

Individual contribution

Name
 Strochak, Jason
 Stepien and Johnson LLP - 1330 Connecticut Avenue...
 Strochak, Jason - 318 N.E. 12th Avenue...
 TERRY, LEE - 35 Spyglass Point...

Date
 2/2/2004 Amount 100.00 In-Kind

Description

Election Year of Election
 Memo

Candidate/Campaign Committee
 '06 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1...
 Bill McCollum for U.S. Senate - P.O. Box 532015...

Category code Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

Ready M10:09/01/2004 - 09/30/2004

- ✓ The Individual contribution dialog box appears. Enter in the date, amount, and enter the Campaign Committee designated by the contributor as the recipient in the Description text area. For example, "Earmarked to Joe Smith for Congress".

NOTE: The description field may once accept 38 characters. Additionally, if the contribution was not deposited in the conduit's bank account, CHECK THE MEMO CHECKBOX.

Disbursements (Forwarding of Earmarked Contributions)

Line#	Description	ThsP.I	ThsP.U	CTD.I
6(a)	Cash on hand (Jan. 1)		252847.97	2
11(a)	Individual Contributions			
11(b)	Contributions from political party committees			
11(c)	Contributions from other political committees			
12	Transfers from affiliated/other party committees		300.00	
13	All loans received		1000.00	
14	Loan repayments received			
15	Offsets to operating expenditures (refunds, rebates, etc.)			
16	Refunds of contributions made to other federal candidates and com		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)			
18(a)	Transfers from Non-federal Account			
18(b)	Transfers from Levin Funds			
21(a)	Allocable expenditures			
.....I. Federal share				
.....II. Non-federal share				
21(b)	Other federal operating expenditures			
22	Transfers to affiliated/other party committees			
23	Contributions to other federal candidates and political committees			
24	Independent expenditures	20169.29		570.00
25	Coordinated expenditures			
26	Loan repayments made			100.00
27	Loans made			5000.00
28(a)	Refunds of individual contributions			
28(b)	Refunds of contributions from political party committees			
28(c)	Refunds of contributions from other political committees			
29	Other disbursements			200.00
30(a)	Shared Federal Election Activity (from Schedule H6)			
.....I. Federal share				
.....II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds.			
9	Loans owed TO the committee		5000.00	
9	Other debts owed TO the committee		200.00	
10	Loans owed BY the committee		900.00	
10	Other debts owed BY the committee			
H1	Method of allocation for shared expenses			
H2	Allocation ratio for joint activity			
SI	Levin Funds			

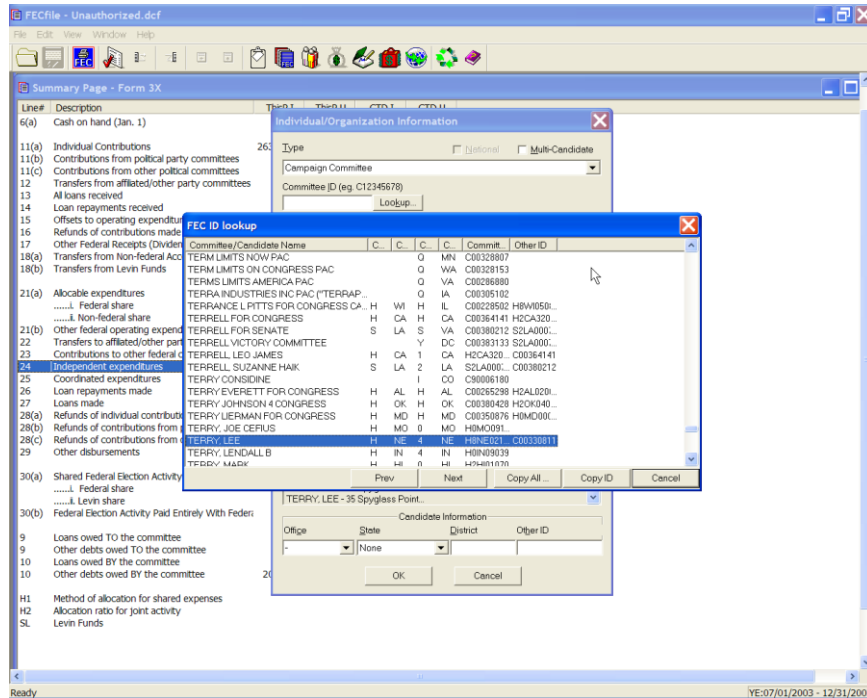
✓ Double click on line 23 on the FECFile Summary page.

Line#	Description	ThsP.I	ThsP.U	CTD.I
6(a)	Cash on hand (Jan. 1)		252847.97	2
11(a)	Individual Contributions			
11(b)	Contributions from political party committees			
11(c)	Contributions from other political committees			
12	Transfers from affiliated/other party committees		300.00	
13	All loans received		1000.00	
14	Loan repayments received			
15	Offsets to operating expenditures (refunds, rebates, etc.)			
16	Refunds of contributions made to other federal candidates and com		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)			
18(a)	Transfers from Non-federal Account			
18(b)	Transfers from Levin Funds			
21(a)	Allocable expenditures			
.....I. Federal share				
.....II. Non-federal share				
21(b)	Other federal operating expenditures			
22	Transfers to affiliated/other party committees			
23	Contributions to other federal candidates and political committees			
24	Independent expenditures	20169.29		570.00
25	Coordinated expenditures			
26	Loan repayments made			100.00
27	Loans made			5000.00
28(a)	Refunds of individual contributions			
28(b)	Refunds of contributions from political party committees			
28(c)	Refunds of contributions from other political committees			
29	Other disbursements			200.00
30(a)	Shared Federal Election Activity (from Schedule H6)			
.....I. Federal share				
.....II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds.			
9	Loans owed TO the committee		5000.00	
9	Other debts owed TO the committee		200.00	
10	Loans owed BY the committee		900.00	
10	Other debts owed BY the committee			
H1	Method of allocation for shared expenses			
H2	Allocation ratio for joint activity			
SI	Levin Funds			

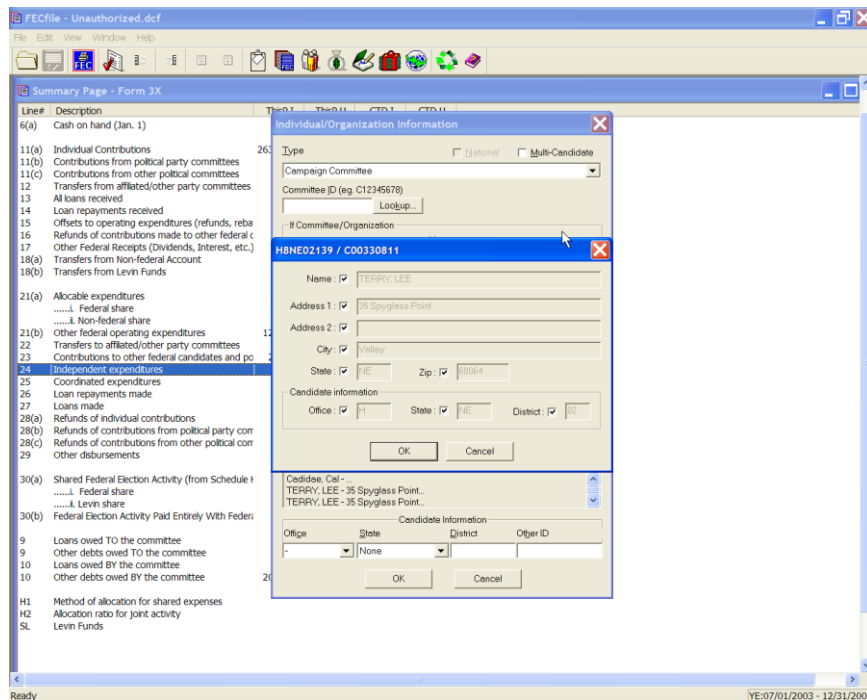
- ✓ The Contributions to Federal Candidate/Political Committee dialog box appears. Enter in the Campaign Committee name.
- ✓ If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below that is a dropdown menu for "Type" which is currently set to "Campaign Committee". Underneath is a text field for "Committee ID (eg. C12345678)" with a "Lookup..." button to its right. The dialog is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; "Address" with fields for "City", "State" (set to "None"), and "Zip"; "Employer" with an empty text field; and "Candidate Information" with fields for "Office", "State" (set to "None"), "District", and "Other ID". At the bottom are "OK" and "Cancel" buttons.

- ✓ The Individual/Organization Information dialog box appears. Change the type field to Campaign Committee. Select the lookup button.

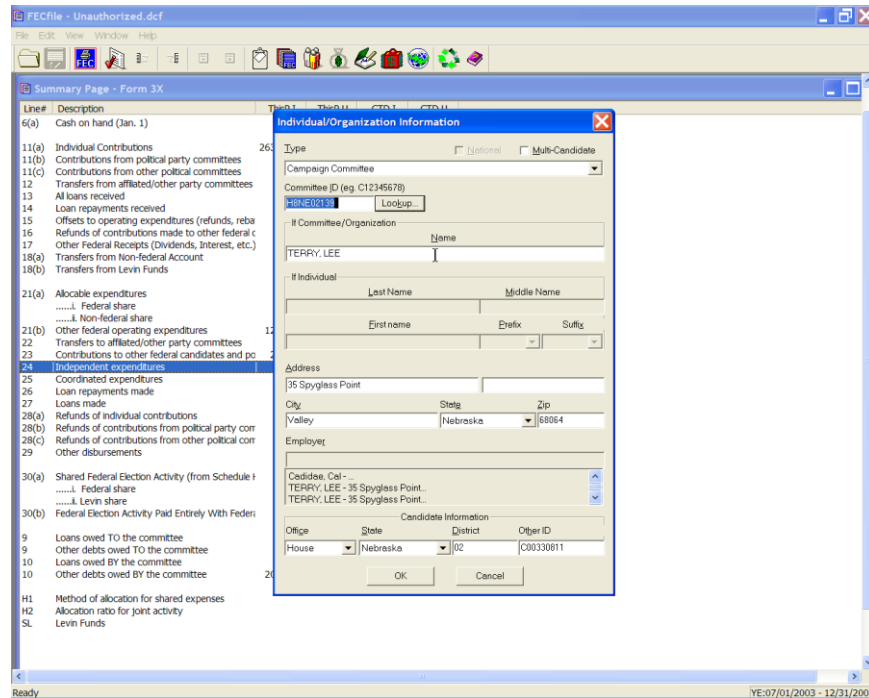


- ✓ The FECID lookup dialog box appears. Select the proper committee, and click on Copy All. The ID dialog box appears. Select OK.

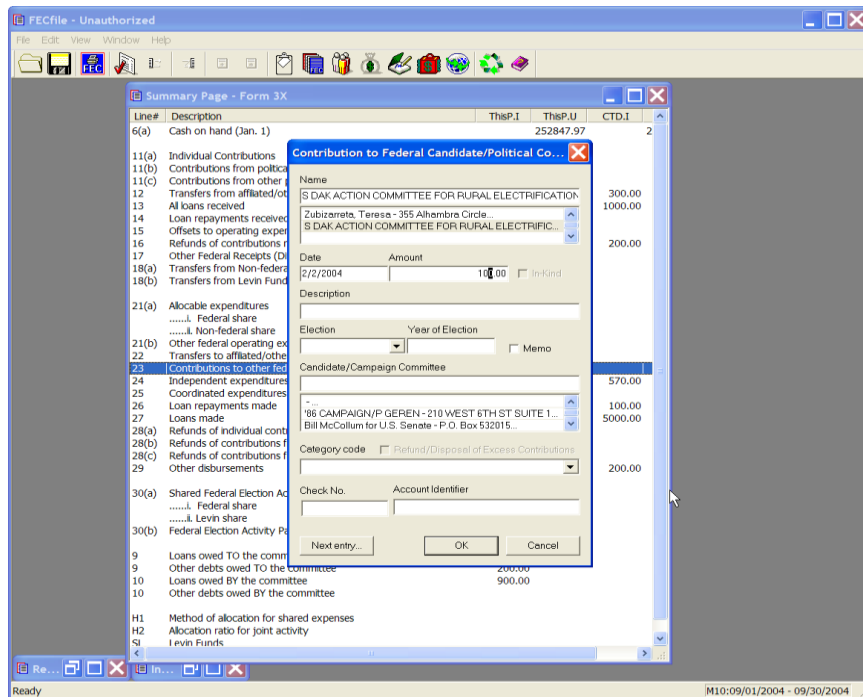


- ✓ The Individual/Organization Information dialog box appears, with the

appropriate information loaded into the corresponding fields. Select OK.



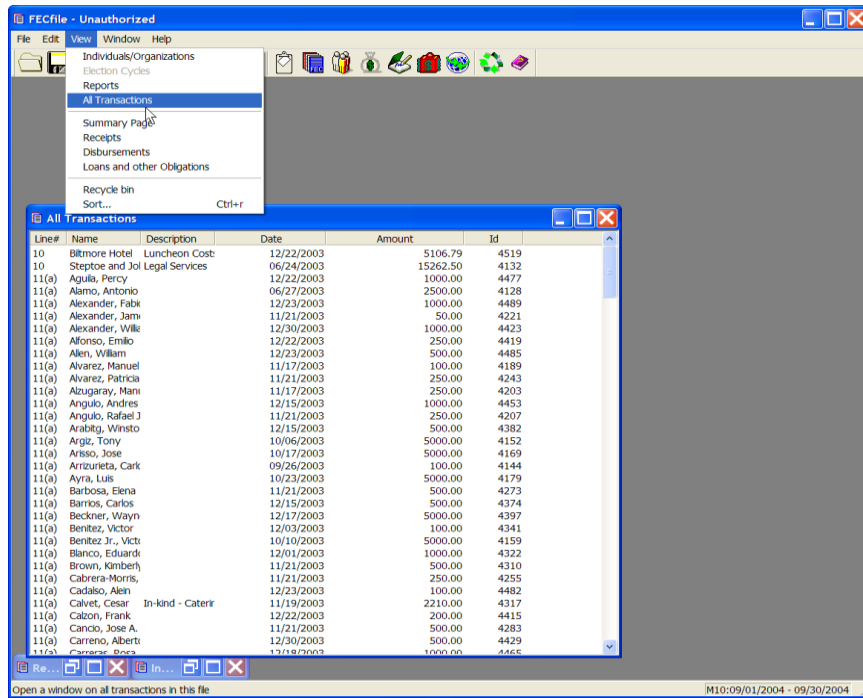
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



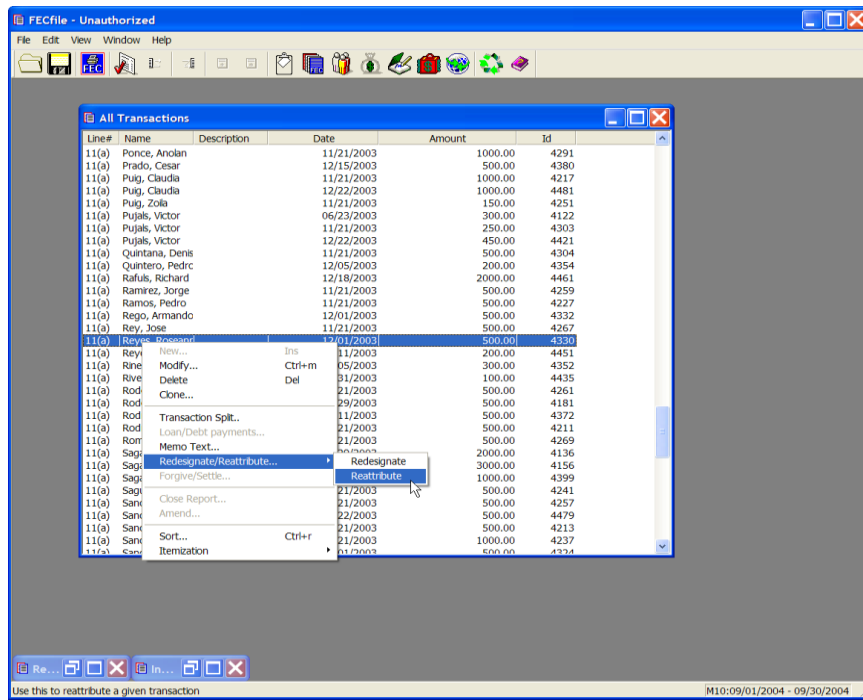
- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date the contribution was forwarded to the Campaign Committee, the amount of the contribution, and the name of the contributor in the Description field. In addition, add the election and the year of the election for which the contribution was designated.
- ✓ Click on OK.

NOTE: If the contribution was forwarded in the form of the contributor's original check, CHECK THE MEMO CHECKBOX.

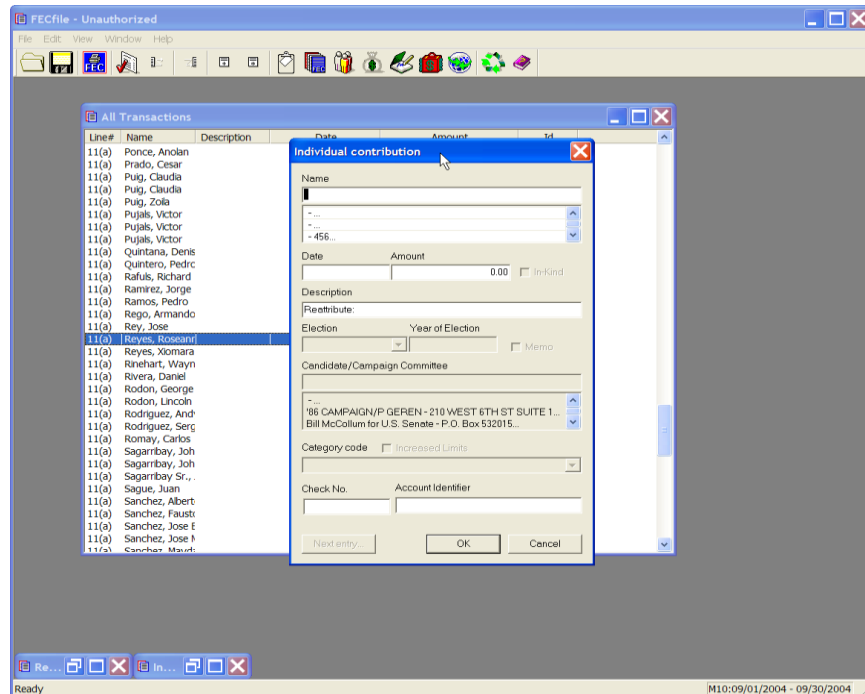
Reattribution Involving Two Reporting Periods



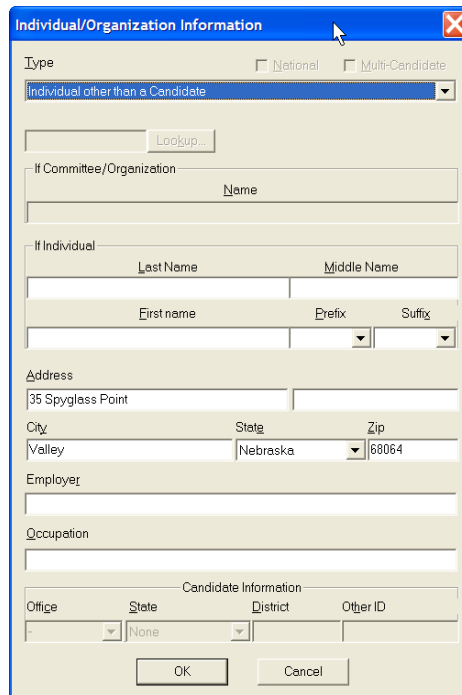
- ✓ From the FECFile main menu, select View, and then All Transactions, from the drop down menu.



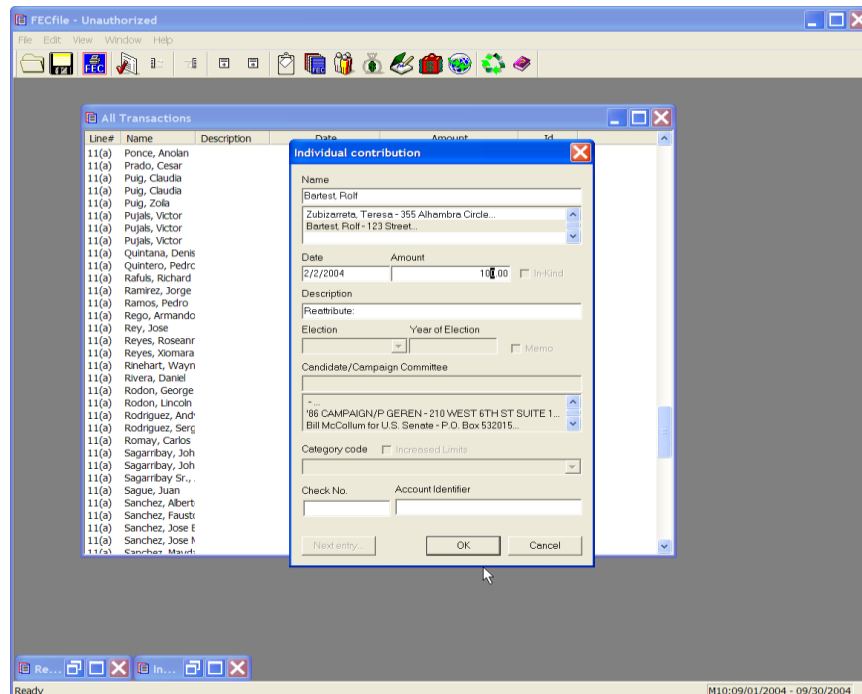
- ✓ Select the transaction to be reattributed and right click on it. A drop down menu will appear, select redesignate/reattribute, and then drag over to reattribute.



- ✓ The Individual Contribution dialog box will appear. Enter the name,
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



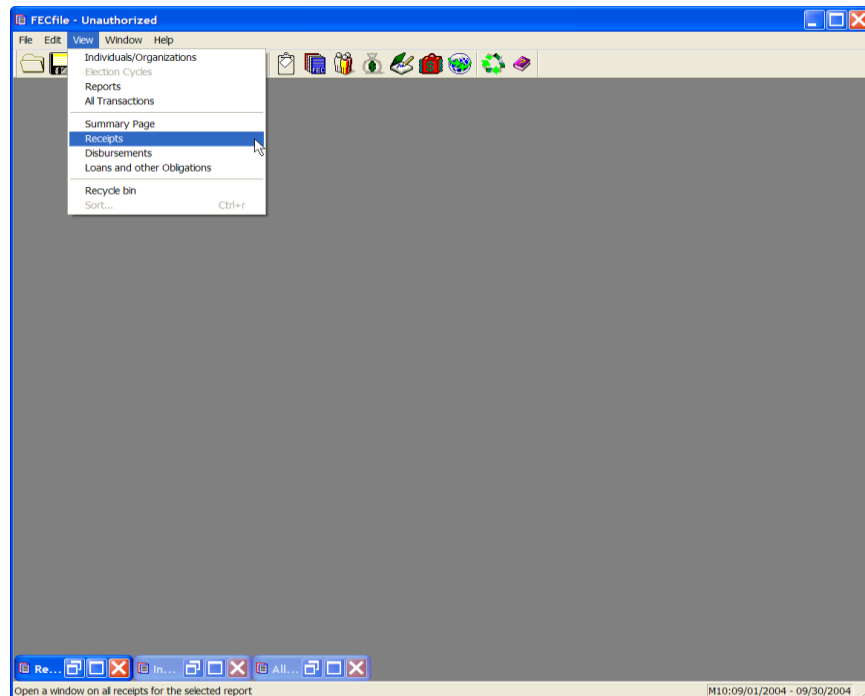
- ✓ The Individual/Organization Information dialog box appears. Type in the address, city, state and zip, in addition to the employer and occupation for the new contributor, and click on OK.



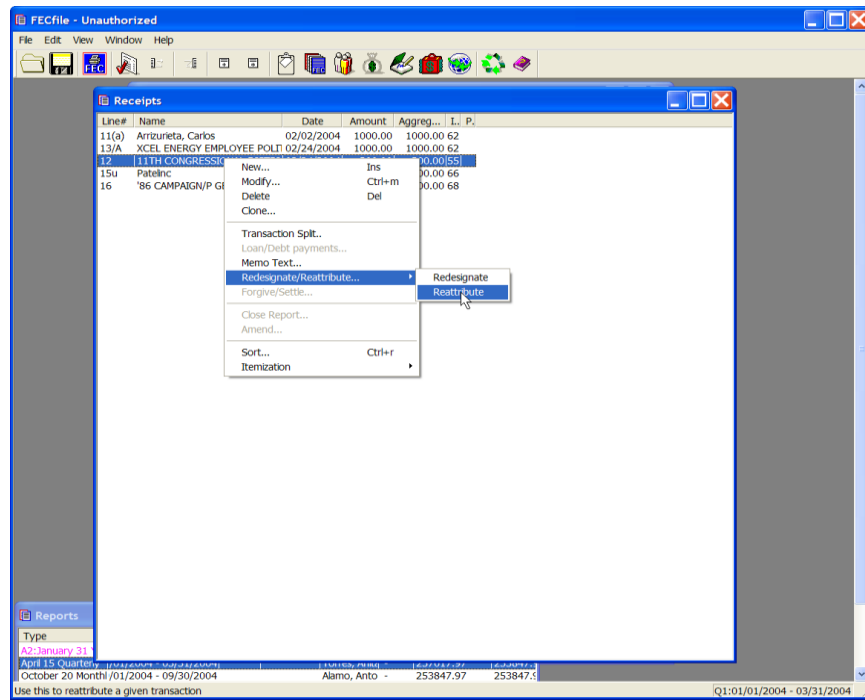
- ✓ The Individual contribution dialog box appears. Enter the date and amount, and click OK to complete the transaction.

**NOTE: FECFile will automatically create three transactions on the new report
It replicates the original transaction as a memo;
It creates a negative entry for the first contributor; and,
It creates a positive entry for the amount of the reattribution to the new contributor.**

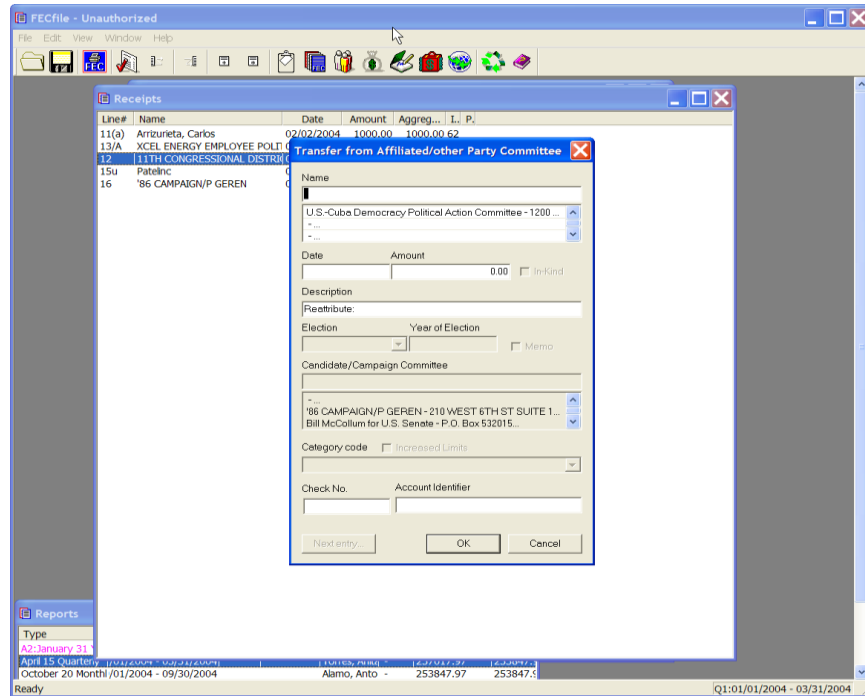
Reattribution involving one reporting period



- ✓ From the FECFile main menu, select View, and then select Receipts from the drop down menu.



- ✓ The Receipts dialog box appears. Locate the transaction to be reattributed, right click on it, and select reattribute.



- ✓ The Individual contribution dialog box appears. Enter the name of the new reattributed contributor.
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

Individual/Organization Information

Type National Multi-Candidate
 Individual other than a Candidate

Lookup...

If Committee/Organization
 Name

If Individual
 Last Name Middle Name
 First name Prefix Suffix

Address
 35 Spyglass Point
 City State Zip
 Valley Nebraska 68064

Employer
 Occupation

Candidate Information
 Office State District Other ID
 None

OK Cancel

- ✓ The Individual/Organization Information dialog box appears. Enter in the address, city, state, zip, employer and occupation for the new contributor, and select OK.

FECFile - Unauthorized

File Edit View Window Help

Receipts

Line#	Name	Date	Amount	Aggreg...	I.	P.
11(a)	Arrizurieta, Carlos	02/02/2004	1000.00	1000.00	62	
13(A)	XCEL ENERGY EMPLOYEE POLIT...					
17	111TH CONGRESSIONAL DISTRICT					
15u	Patelnc					
16	'86 CAMPAIGN/P GEREN					

Transfer from Affiliated/other Party Committee

Name
 Alvarez, Patricia - 1541 Brickell Avenue...
 Altuzeray, Manuel - 2340 Coral Way...
 Angulo, Andres - 1436 Dorado Avenue...

Date Amount
 7/2/2004 300.00 In-Kind

Description
 Reattribute:

Election Year of Election
 Memo

Candidate/Campaign Committee
 -
 '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1...
 Bill McCollum for U.S. Senate - P.O. Box 532015...

Category code Increased Limits

Check No. Account Identifier

Next entry OK Cancel

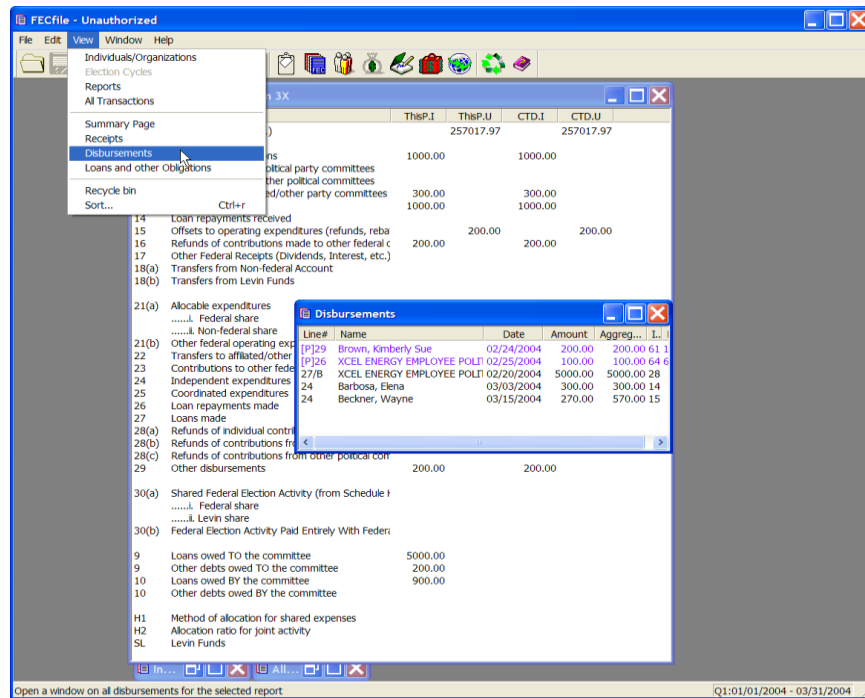
Reports
 Type
 A2: January 31
 April 15 Quarterly
 October 20 Monthly/01/2004 - 09/30/2004
 Alamo, Anto - 253847.97 253847.1
 Ready Q1:01/01/2004 - 03/31/2004

- ✓ The Individual contribution dialog box appears. Enter the date and the amount. Click on OK to complete the transaction.

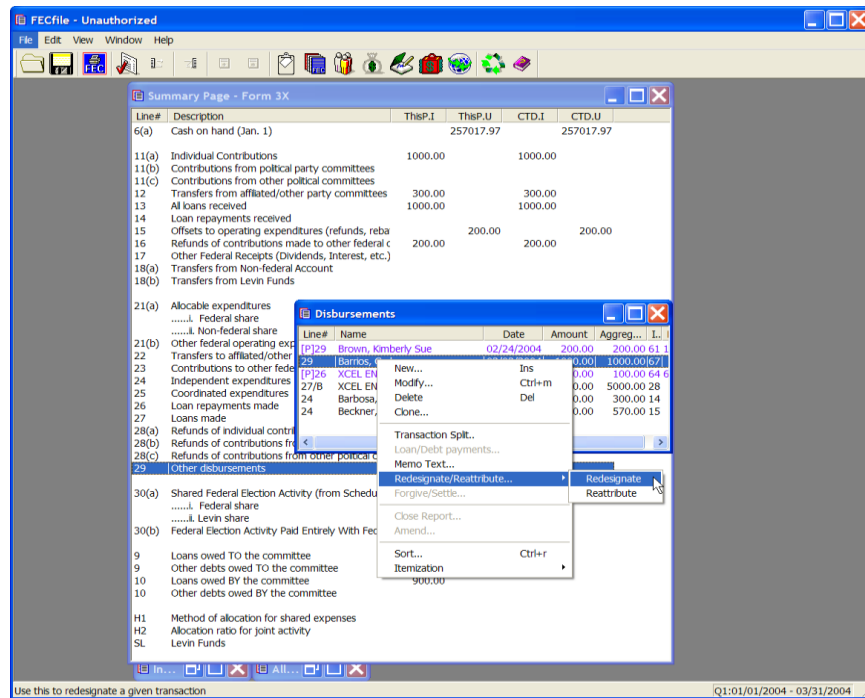
NOTE: FECFile will automatically create two transactions: It creates a negative entry for the first contributor and a positive entry for the second contributor. The original contribution is not modified.

✓ Click on the X to close the Receipts window.

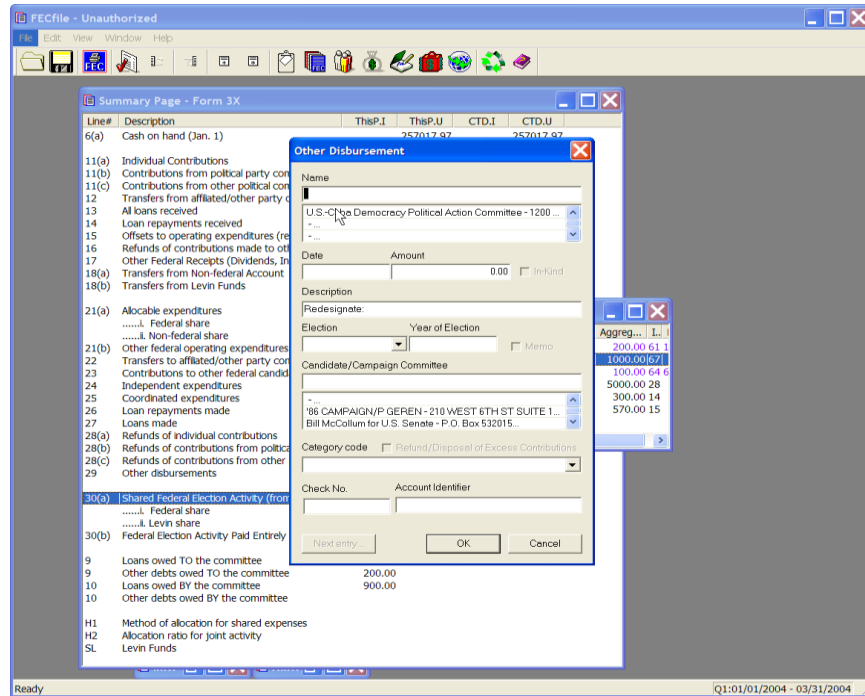
Redesignations



- ✓ From the FECFile main menu, select View from the menu bar, and select Disbursements from the drop down menu.



- ✓ The Disbursements dialog box appears.
- ✓ Select the appropriate transaction, right click on it, and select the Redesignate/Reattribute option, dragging across to select redesignate.



- ✓ A dialog box appears. Select the name, date, amount, election and year of the election, of the redesignation and select OK. The main Summary page will reflect the change.

Credit Card Payments

Line#	Description	ThisP.I.	ThisP.U.	CTD.I	CTD.U.
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions	1000.00		1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees	300.00		300.00	
13	All loans received	1000.00		1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)		200.00		200.00
16	Refunds of contributions made to other federal candidates	200.00		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20739.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made	5000.00		5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	1200.00		1200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee		200.00		
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ From the FECfile main menu, double click on Line 21 (b) of the Summary page.

Federal Operating Expenditure (other)

Name: U.S.-Cuba Democracy Political Action Committee - 1200 ...

Date: [] Amount: 0.00

Description: []

Election: [] Year of Election: [] Memo

Candidate/Campaign Committee: '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1...
Bill McCollum for U.S. Senate - P.O. Box 532015

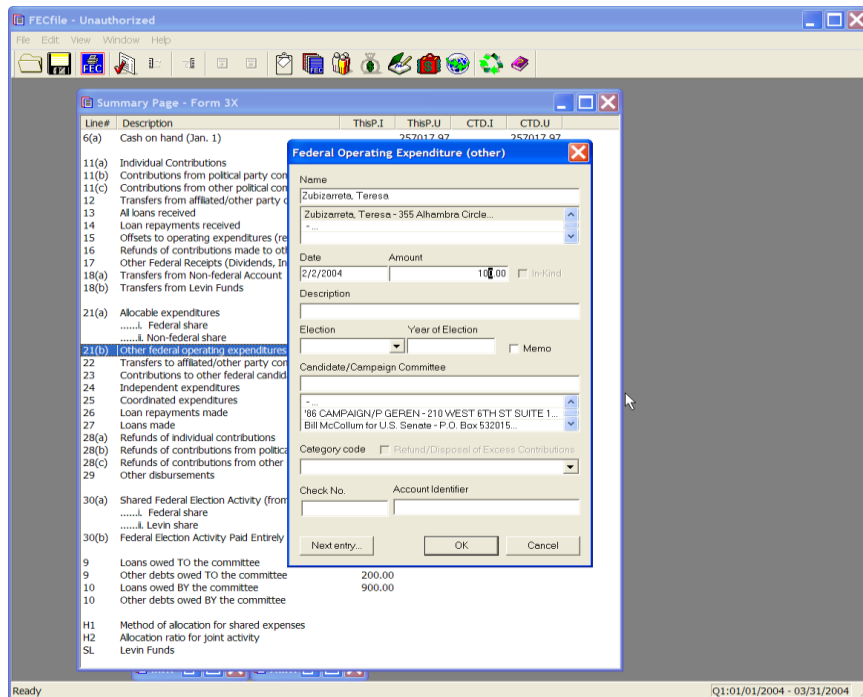
Category code: Refund/Disposal of Excess Contributions

Check No.: [] Account Identifier: []

Next entry... OK Cancel

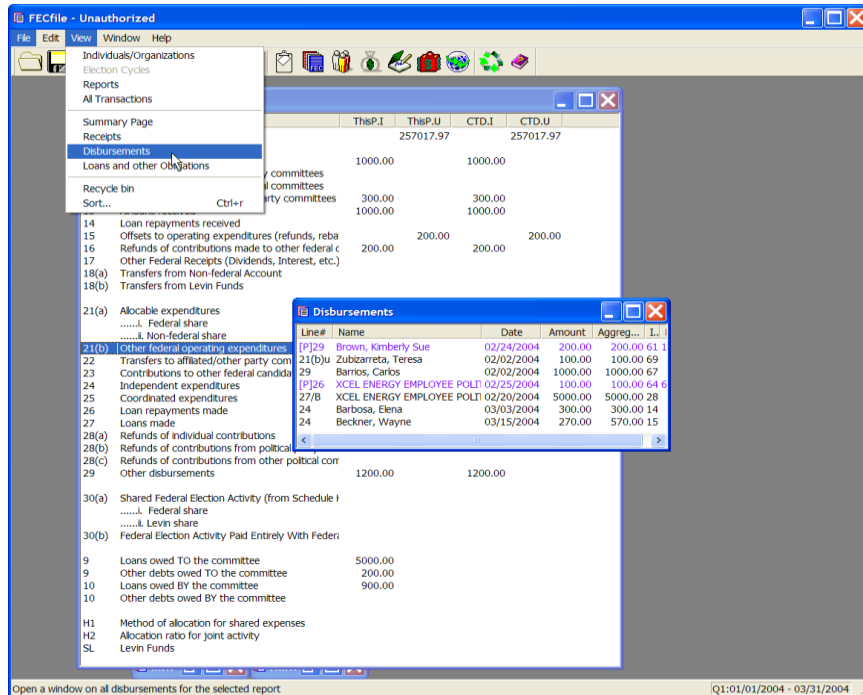
- ✓ The Federal Operating Expenditure dialog box appears. Enter the name of the credit card company.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Enter in the address and company information, and select OK.

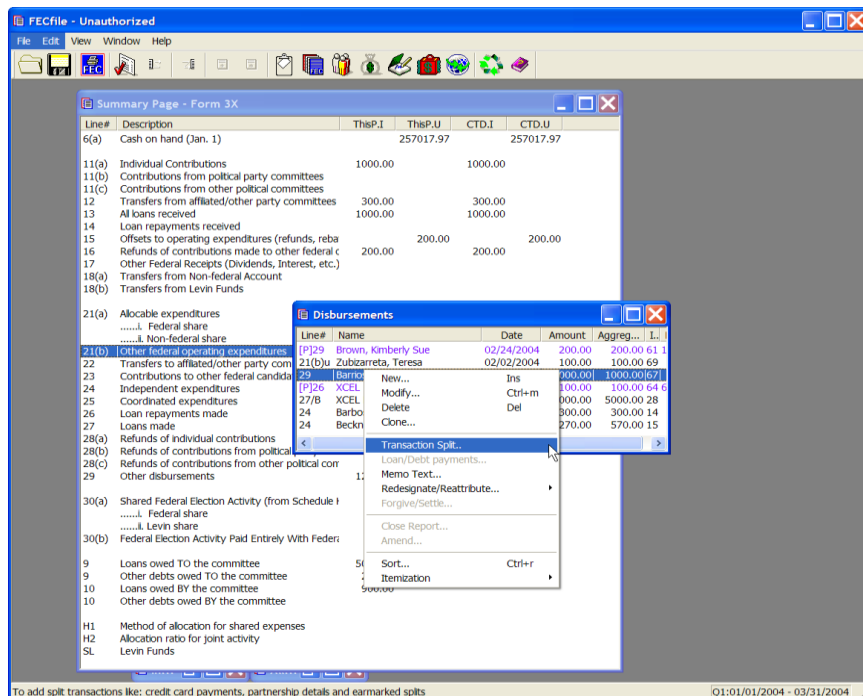


- ✓ FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.

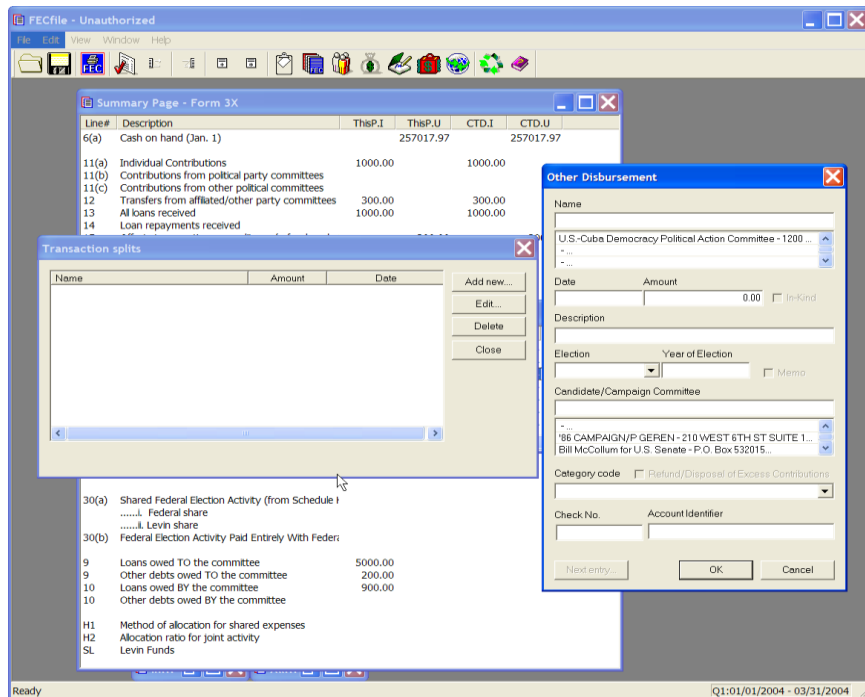
NOTE: If this is an H4 disbursement, enter the appropriate event and click “Calc”.



- ✓ Select View from the menu bar and click on Disbursements.



- ✓ As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.



- ✓ The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as appropriate.
- ✓ Click on close.

Partnership Contributions

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions	1000.00		1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees	300.00		300.00	
13	All loans received	1000.00		1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)		200.00		200.00
16	Refunds of contributions made to other federal candidates	200.00		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I. Federal share					
.....II. Non-federal share					
21(b)	Other federal operating expenditures		100.00		100.00
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20739.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made	5000.00		5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	1200.00		1200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
.....I. Federal share					
.....II. Levin share					
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee		200.00		
10	Loans owed BY the committee			900.00	
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ From the FECFile Summary page, double click on line 11(a)

Individual contribution

Name: _____

Date: _____ Amount: 0.00 In-Kind

Description: _____

Election Year of Election: _____ Memo

Candidate/Campaign Committee: _____

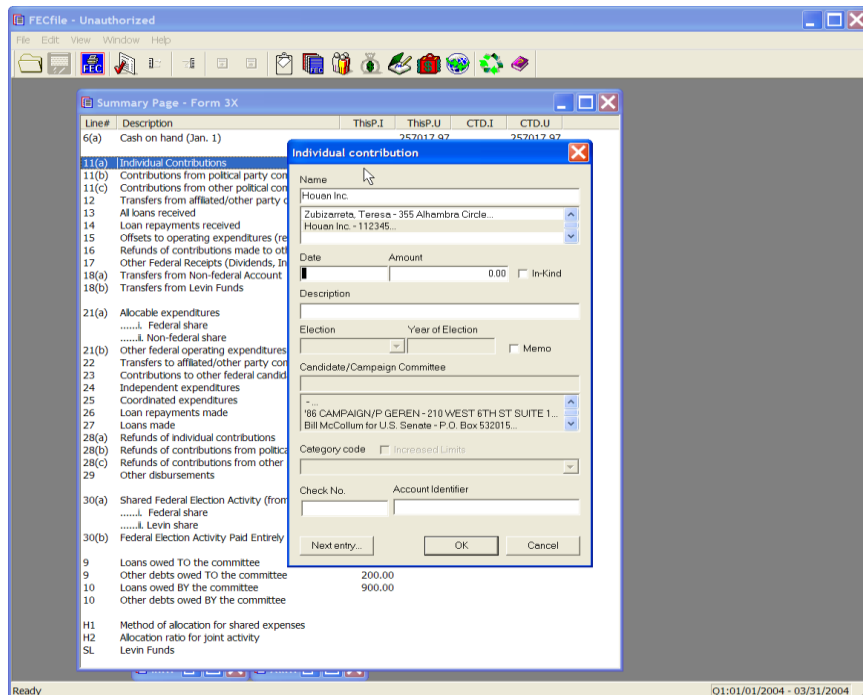
Category code: _____ Increased Limits

Check No.: _____ Account Identifier: _____

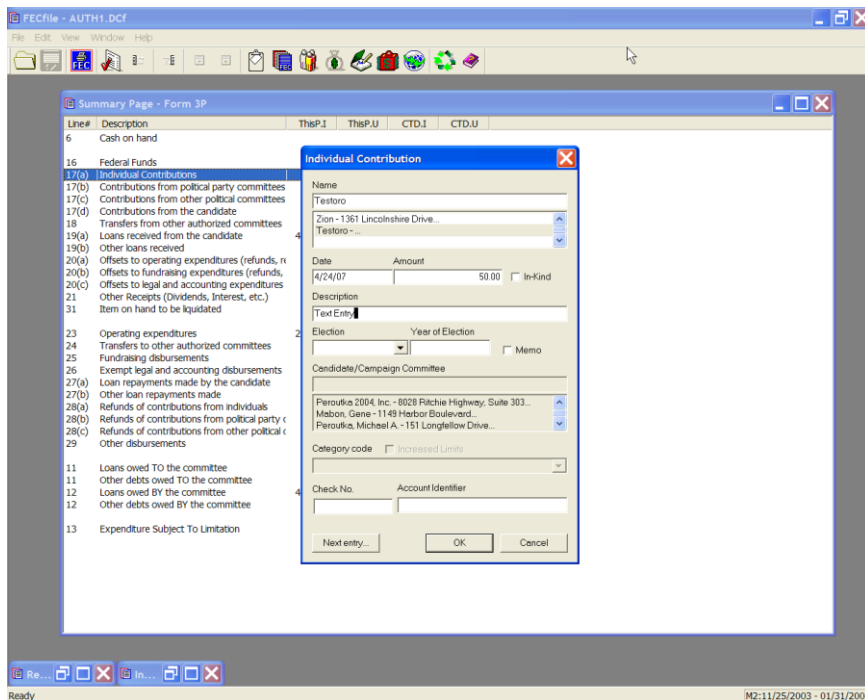
Next entry... OK Cancel

- ✓ The Individual contribution dialog box appears. Enter the partnership's name in the text field.
- ✓ If the partnership has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the partnership has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

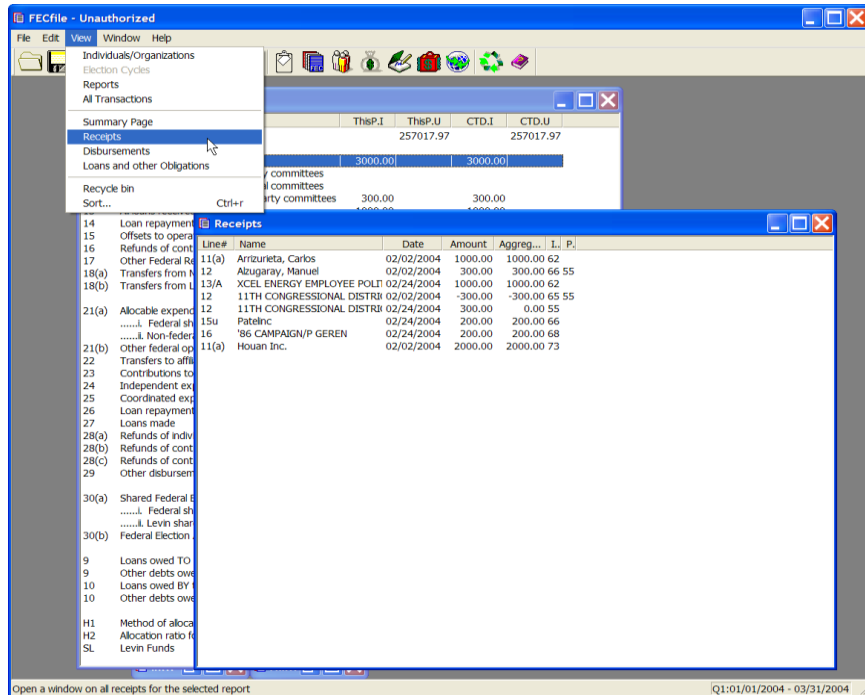
- ✓ The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Partnership, Indian Tribes, Other non-federal entities. Type in the partner's name, address, city, state and zip and click on OK.



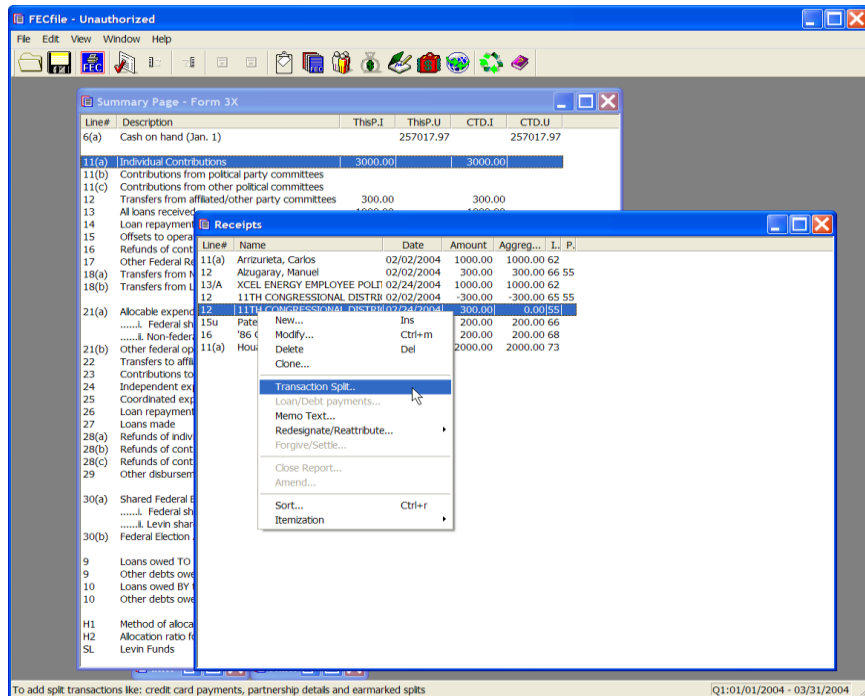
- ✓ The Individual contribution dialog box appears. Enter in the date, amount and enter “Partnership” in the text area for the description. Click on OK.



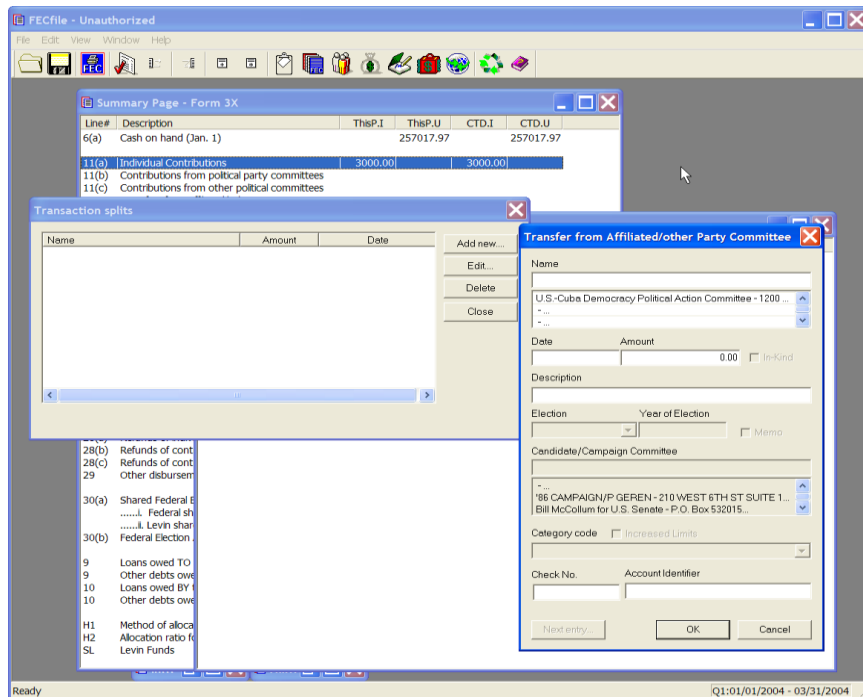
- ✓ Select View from the menu bar, and select Receipts. The Receipts window appears.



- ✓ Right click on the appropriate transaction, and select Transaction splits. The Transaction splits window appears.



- ✓ Click on Add new, and enter the individual information.



- ✓ Repeat entering additional information as required. Each entry is added to the Transaction Split Screen. When done adding, Click on close.

Debt Retirement – Line 23

Line#	Description	This P.I.	This P.U.	CTD.I	CTD.U.
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions	3000.00		3000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees	300.00		300.00	
13	All loans received	1000.00		1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)		200.00		200.00
16	Refunds of contributions made to other federal candidates and political committees	200.00		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I. Federal share					
.....II. Non-federal share					
21(b)	Other federal operating expenditures		100.00		100.00
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20739.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made	5000.00		5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	1200.00		1200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
.....I. Federal share					
.....II. Levin share					
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee		200.00		
10	Loans owed BY the committee			900.00	
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ From the FECFile Summary page, double click on line 23.

Contribution to Federal Candidate/Political Co...

Name: U.S.-Cuba Democracy Political Action Committee - 1200 ...

Date: 0.00 In-Kind

Description: % CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1...
Bill McCollum for U.S. Senate - P.O. Box 532015

Election: Year of Election

Candidate/Campaign Committee

Category code: Refund/Disposal of Excess Contributions

Check No.: Account Identifier

Next entry... OK Cancel

- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears. Enter the name of the committee.
- ✓ If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. In the Type field, select Campaign Committee, and select the Lookup button.

Committee/Candidate Name	C..	C..	C..	C..	Committee	Other ID	
TERM LIMITS NOW PAC					Q MN	C00328807	
TERM LIMITS ON CONGRESS PAC					Q WA	C00328153	
TERMS LIMITS AMERICA PAC					Q VA	C00286880	
TERRA INDUSTRIES INC PAC ("TERRAP...					Q IA	C00305102	
TERRANCE L PITTS FOR CONGRESS CA...	H	WI	H	IL	C00228502	H8W10501...	
TERRELL FOR CONGRESS	H	CA	H	CA	C00364141	H2CA320...	
TERRELL FOR SENATE	S	LA	S	VA	C00380212	S2LA000...	
TERRELL VICTORY COMMITTEE					Y DC	C00383133	S2LA000...
TERRELL LEO JAMES	H	CA	1	CA	H2CA320...	C00364141	
TERRELL SUZANNE HAIK	S	LA	2	LA	S2LA000...	C00380212	
TERRY CONSIDINE					I CO	C90006180	
TERRY EVERETT FOR CONGRESS	H	AL	H	AL	C00265298	H2AL020...	
TERRY JOHNSON 4 CONGRESS	H	OK	H	OK	C00380428	H2OK040...	
TERRY LIERMAN FOR CONGRESS	H	MD	H	MD	C00350876	H0MD000...	
TERRY, JOE CEFIUS	H	MO	0	MO	H0MO091...		
TERRY, LEE	H	NE	4	NE	H0NE021	C00330811	
TERRY, LENDALL B	H	IN	4	IN	H0IN09039		
TERRY MARK	H	HI	0	HI	H2HI01070		

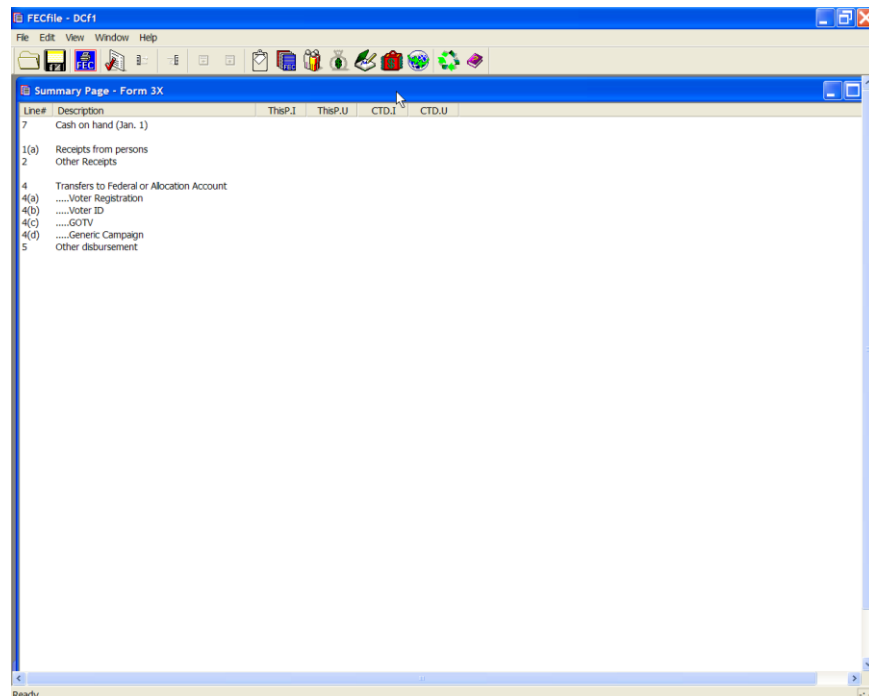
- ✓ The FEC ID dialog box appears. Select the Candidate Committee, and select Copy All. As the ID dialog box appears, select OK.
- ✓ The Individual/Organization Information dialog box appears, select OK.

Line#	Description	This P.I.	This P.U.	CTD.I	CTD.U.
6	Cash on hand				
16	Federal Funds				
17(a)	Individual Contributions	2300.00		2300.00	
17(b)	Contributions from political party committees				
17(c)	Contributions from other political committees				
17(d)	Contributions from the candidate				
18	Transfers from other authorized committees				
19(a)	Loans received from the candidate	40000.00		40000.00	
19(b)	Other loans received				
20(a)	Offsets to operating expenditures (refunds, r				
20(b)	Offsets to fundraising expenditures (refunds, r				
20(c)	Offsets to legal and accounting expenditures				
21	Other Receipts (Dividends, Interest, etc.)				
31	Item on hand to be liquidated				
23	Operating expenditures	20544.83		20544.83	
24	Transfers to other authorized committees				
25	Fundraising disbursements				
26	Exempt legal and accounting disbursements				
27(a)	Loan repayments made by the candidate				
27(b)	Other loan repayments made				
28(a)	Refunds of contributions from individuals				
28(b)	Refunds of contributions from political party c				
28(c)	Refunds of contributions from other political c				
29	Other disbursements				
11	Loans owed TO the committee				
11	Other debts owed TO the committee				
12	Loans owed BY the committee	40000.00			
12	Other debts owed BY the committee	397.00			
13	Expenditure Subject To Limitation			20544.83	

- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears, enter the date and amount, and in the description field, enter in “Debt Retirement”, year and election. (The year must be entered in the description field to be seen in the print function.)
- ✓ Click on OK.

Levin Fund –Line SL

Create the Levin Fund Schedule for Form 3X as directed in the Reports Section. From the menu, select View / Reports. Then highlight the Levin Schedule that you wish to add transactions to. Select View / Summary Page. The Levin Schedule Summary Page is shown:



Note: Transfers reported under Schedule L, which also are required to be reported under Line 18(b) [H5] in the form 3X, must be entered separately. Those transactions must be entered in both places; Schedule L line 4, and Form 3X, H5 line 18(b).

Levin Fund–Cash on hand (As of the first of the year) – SL Line 7

Line#	Description	TheP.I.	TheP.U.	CTD.I.	CTD.U.
1(a)	Receipts from persons				
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a) Voter Registration				
4(b) Voter ID				
4(c) GOTV				
4(d) Generic Campaign	2000.00		2000.00	
5	Other disbursement	3000.00		3000.00	
7	Cash on hand (Jan. 1)		2000.00		2000.00

- ✓ Click on line seven of the SL Summary page.

Opening Cash

Name
 DEMOCRATIC SENATE 2000 - 430 SOUTH CAPITOL S...
 BUD CUMMINS CAMPAIGN - PO BOX 25061...

Date Amount
 In-Kind

Description

Election Year of Election
 Memo

Candidate/Campaign Committee

Category code Increased limits

Check No. Account Identifier

Next entry... OK Cancel

- ✓ If needed, enter the opening cash balance, the date, description and select OK

Levin Fund Receipts From Persons – SL Line 1(a)

Line#	Description	ThSP.1	ThSP.U	CTD.1	CTD.U
7	Cash on hand (Jan. 1)				
1(a) Receipts from persons					
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a)Voter Registration				
4(b)Voter ID				
4(c)GOTV				
4(d)Generic Campaign				
5	Other disbursement	2000.00		2000.00	
		3000.00		3000.00	

- ✓ Double Click on line 1(a) of the SL Summary page. The receipts dialog box opens.

Receipts from persons

Name
 DEMOCRATIC SENATE 2000 - 430 SOUTH CAPITOL S...
 BUD CUMMINS CAMPAIGN - PO BOX 25061...

Date: _____ Amount: 0.00 In-Kind

Description: _____

Election: _____ Year of Election: _____ Memo

Candidate/Campaign Committee
 BUD CUMMINS CAMPAIGN - PO BOX 25061...

Category code Increased Limits

Check No.: _____ Account Identifier: _____

Next entry... OK Cancel

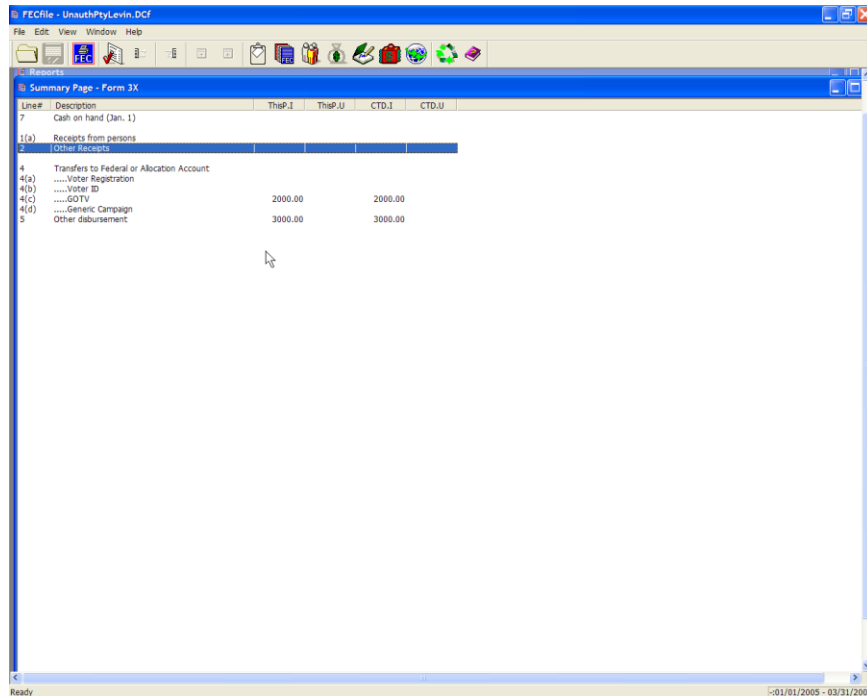
- ✓ Enter the name of the person or select them from the list box. Pres TAB

- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.

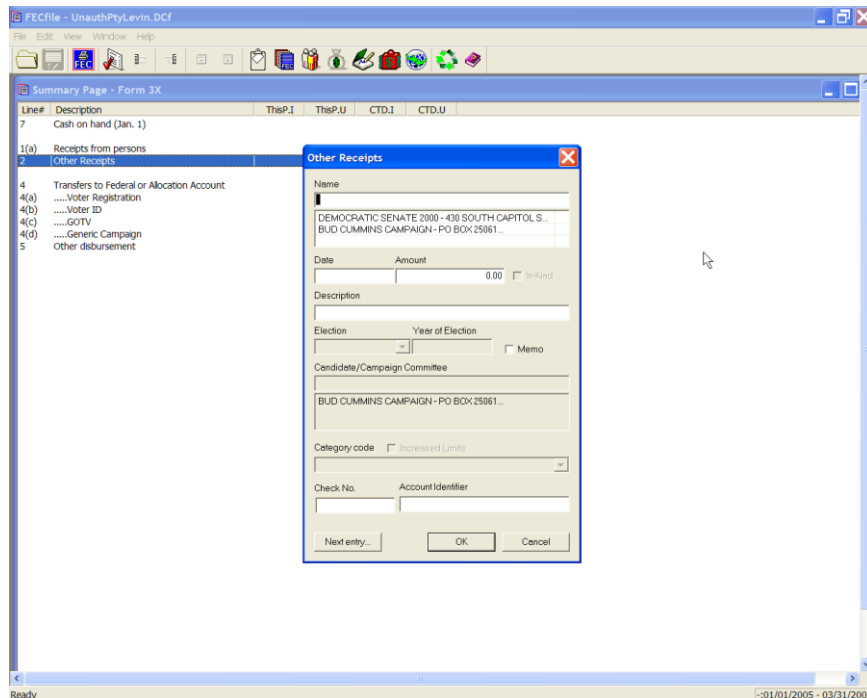
The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below them is a dropdown menu currently showing "Individual other than a Candidate". A "Lookup..." button is positioned below the dropdown. The dialog is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; "Address" with fields for "City", "State" (set to "None"), and "Zip"; "Employer" and "Occupation" text areas; and "Candidate Information" with fields for "Office", "State" (set to "None"), "District", and "Other ID". "OK" and "Cancel" buttons are at the bottom.

- ✓ Type the individual's First Name, any Prefix, any Suffix, Address, City, State, Zip, Employer, and Occupation in the text areas, using the tab key to navigate from field to field.
- ✓ The Receipt from Person dialog box will reappear. Insert the date and the dollar amount in the dialog box text area.
- ✓ If necessary, add a description in the description text area in the dialog box. By selecting next entry, you may quickly add additional individual contributions, without having to return to the Summary page.
- ✓ Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

Levin Fund Other Receipts – SL Line 2



- ✓ Double Click on line seven of the SL Summary page. The Other Receipts dialog box opens.



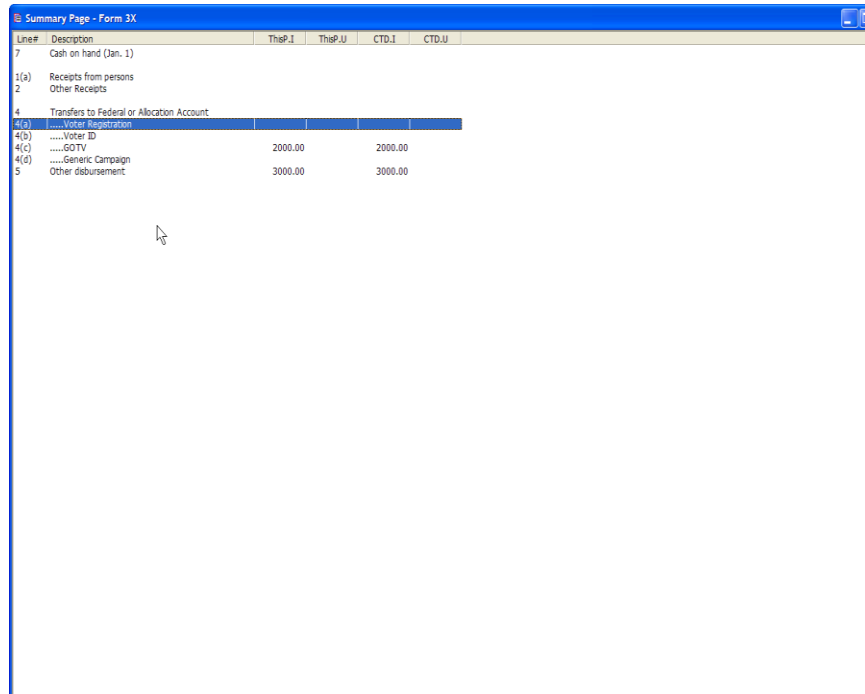
- ✓ Enter the name of the person/entity or select them from the list box. Pres TAB

- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below them is a dropdown menu with the selected option "Individual other than a Candidate". A "Lookup..." button is positioned below the dropdown. The dialog is divided into several sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; an "Address" section with fields for "City", "State" (set to "None"), and "Zip"; "Employer" and "Occupation" fields; and a "Candidate Information" section with fields for "Office", "State" (set to "None"), "District", and "Other ID". "OK" and "Cancel" buttons are at the bottom.

- ✓ Select the proper type from the pull-down list. And enter the proper information using the tab key to navigate from field to field.
- ✓ If the receipts came from either a committee or candidate you can use the lookup and copy functions, in the same way described for regular transactions.
- ✓ Then select OK.
- ✓ The Other Receipts dialog box will reappear. Insert the date and the dollar amount in the dialog box text area.
- ✓ If necessary, add a description in the description text area in the dialog box. By selecting next entry, you may quickly add additional individual contributions, without having to return to the Summary page.
- ✓ Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

Levin Fund Transfers – SL Lines 4(a), 4(b), 4(c), 4(d)



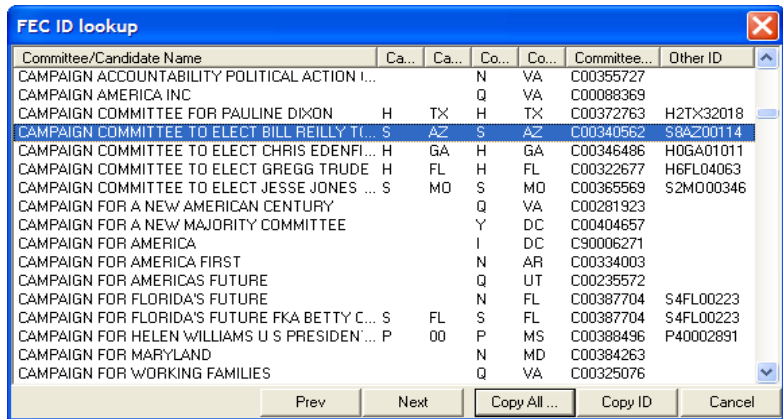
Line#	Description	TheP.I	TheP.U	CTD.I	CTD.U
7	Cash on hand (Jan. 1)				
1(a)	Receipts from persons				
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a)Voter Registration				
4(b)Voter ID				
4(c)GOTV			2000.00	2000.00
4(d)Generic Campaign				
5	Other disbursement			3000.00	3000.00

- ✓ Double Click on the selected line 4 (x) of the SL Summary page. This selection determines the type of transfer transaction being recorded.
- ✓ 4(a) – Voter Registration
- ✓ 4(b) – Voter ID
- ✓ 4(c) – GOTV
- ✓ 4(d) – Generic Campaign
- ✓ The transfer dialog box opens to record the transfer transaction.

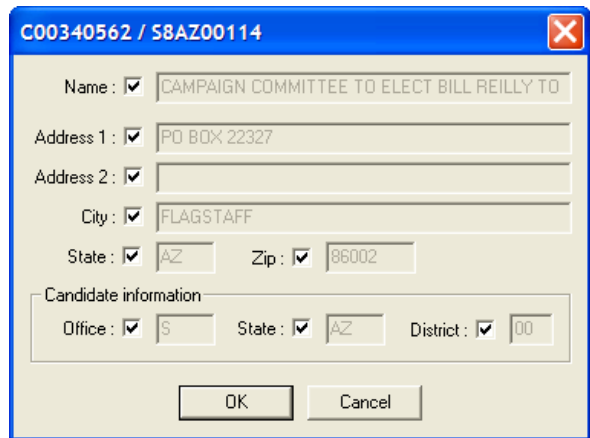
- ✓ Enter the name of the committee or select them from the list box. Pres TAB
- ✓ If you have entered a new name the Individual/Organization Information dialog box will open.

- ✓ Select the type of Committee from the drop-down list at the top.

- ✓ Use the “Look up” function to select a committee ID



- ✓ Select the committee from the list and press the “Copy All” button.



- ✓ The information to be transferred to the transaction is show in the display. Uncheck any item that you do not want copied. Then select OK.

- ✓ The information is transferred to the Individual/Organization Information screen. Update any information as required and select OK

- ✓ With the entity selected, enter the date and amount of the transaction. Additional information on the category of transfer and check/account information can be added. Then select OK. Note the change in the balance

of the line item on the SL Summary Page.

Levin Fund Other Disbursements – SL Line 5

Line#	Description	TheP.I.	TheP.U.	CTD.I.	CTD.U.
7	Cash on hand (Jan. 1)				
1(a)	Receipts from persons				
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a) Voter Registration				
4(b) Voter ID				
4(c) GOTV			2000.00	2000.00
4(d) Generic Campaign				
5	Other disbursement			3000.00	3000.00

- ✓ Double Click on the line 5 of the SL Summary page. The appropriate transfer dialog box opens.

Other Disbursement

Name
 DEMOCRATIC SENATE 2000 - 430 SOUTH CAPIT...
 BUD CUMMINS CAMPAIGN - PO BOX 25061...
 CAMPAIGN COMMITTEE TO ELECT BILL REILLY ...

Date Amount
 _____ 0.00 In-Kind

Description

Election Year of Election
 _____ _____ Memo

Candidate/Campaign Committee
 BUD CUMMINS CAMPAIGN - PO BOX 25061...
 CAMPAIGN COMMITTEE TO ELECT BILL REILLY ...

Category code Refund/Disposal of Excess Contributor

Check No. Account Identifier
 _____ _____

Next entry... OK Cancel

- ✓ Enter the name of the person/entity or select them from the list box. Pres TAB

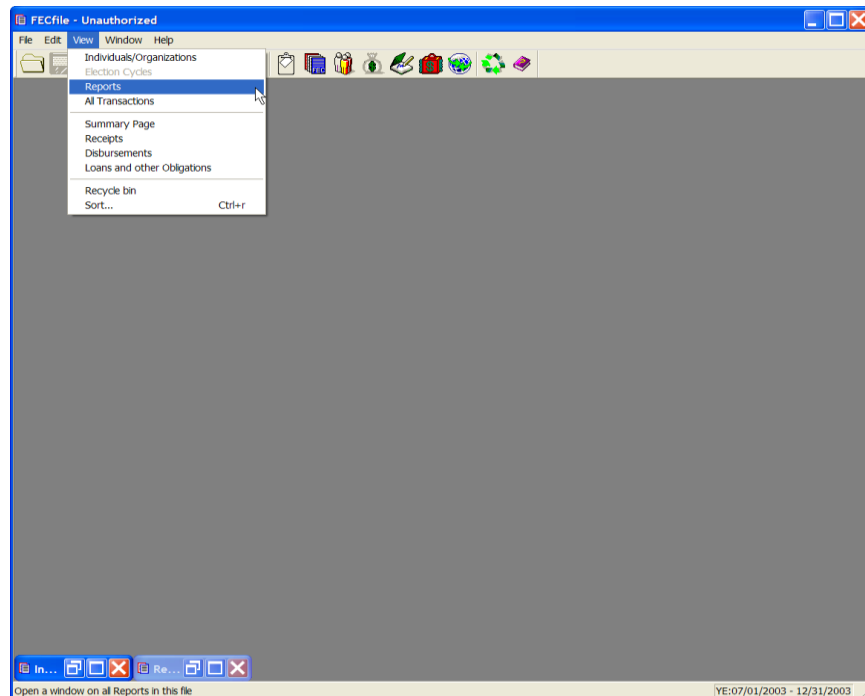
- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are two checkboxes: "National" and "Multi-Candidate". Below them is a dropdown menu for "Type" with the following options: Campaign Committee, Individual other than a Candidate, Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity, Campaign Committee (highlighted), Political Action Committee, Political Party Organization, Other (Political) Committee, and Candidate. Below the dropdown is a section for "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix". The "Address" section includes fields for "City", "State", and "Zip". The "Employer" section has a text field. The "Candidate Information" section has fields for "Office", "State", "District", and "Other ID". At the bottom are "OK" and "Cancel" buttons.

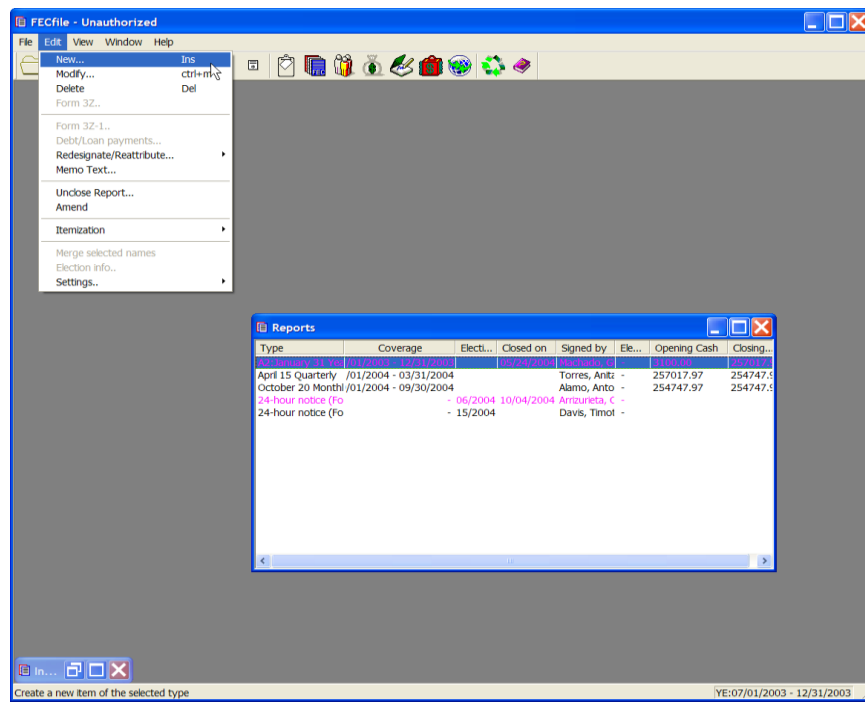
- ✓ Select the type of entity from the drop-down list at the top.
- ✓ If the entity is a person or organization, select them from the list or enter the information and select OK.

- ✓ With the entity selected, enter the date and amount of the transaction. Additional information on the category of transfer and check/account information can be added. Then select OK. Note the change in the balance of the line item on the SL Summary Page.

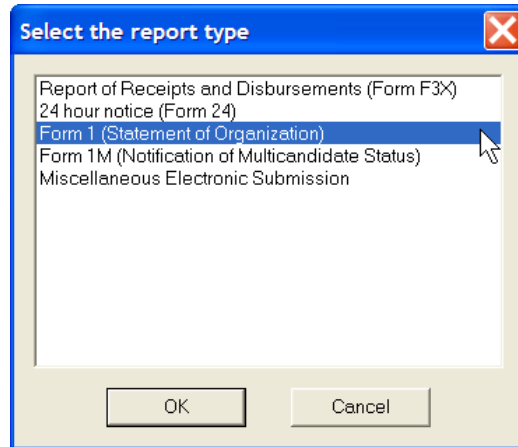
Statement of Organization



- ✓ From the FECFile main menu, select View from the menu bar, and select Reports.



- ✓ The reports screen appears. Select edit from the menu bar, and select new. The select report type dialog box appears.



- ✓ Select Form 1 (Statement of Organization), and click on OK. The Statement of Organization dialog box appears. Select the type of committee, (entering a 3 letter party code, when applicable), select the box for the Committee name changed, or Address has changed, when applicable. Enter in the URL, email, and date.

STATEMENT OF ORGANIZATION ✕

Type of Committee

Principal Candidate Committee
 Authorized Committee (Not Principal)
 Supports/Opposes only one Candidate (unauthorized)
 Separate Segregated Fund
 Not SSF or Party, supports/opposes more than one candidate
 Party Committee

Party code

National
 State
 Subordinate

Custodian of Records
 Edit

Treasurer
 Edit

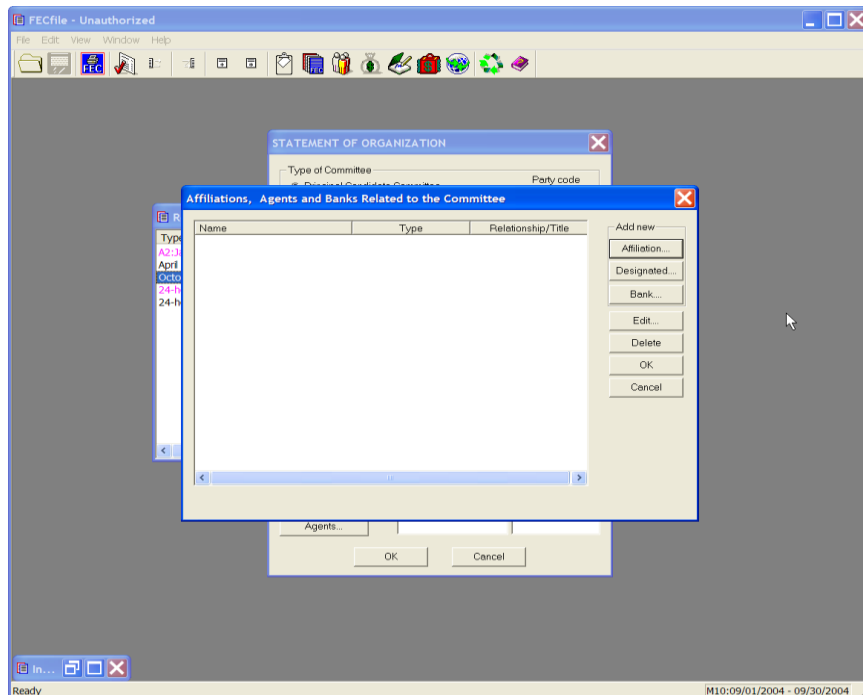
Committee name has changed Address has changed

URL

e-mail

Fax Date

- ✓ To change/or add affiliated committee information, connected organization, designated agent or depository, click on the Agents button.

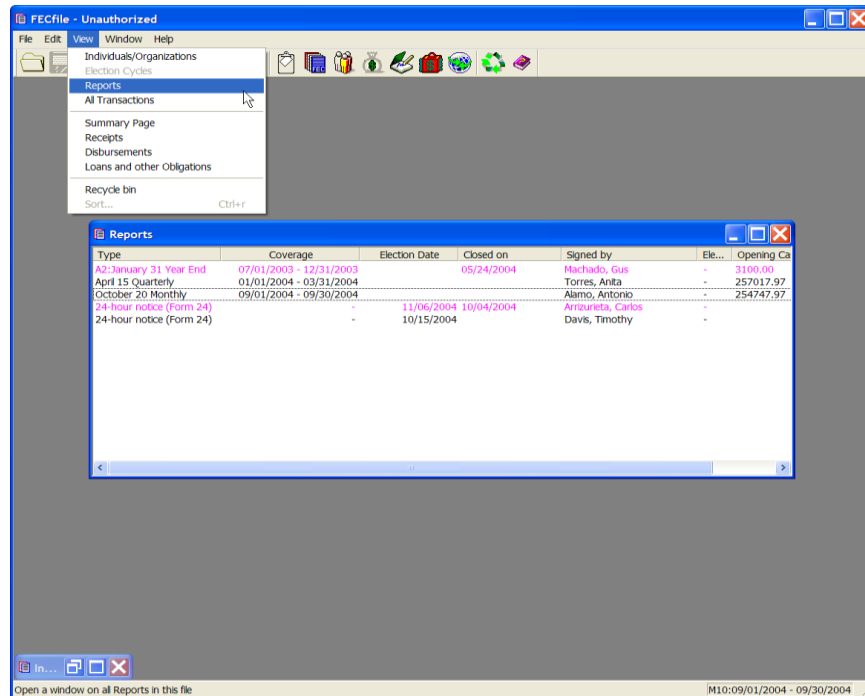


- ✓ Choose affiliated (not connected organizations), designated or bank, (affiliated applies to both affiliated committees and connected organizations). Enter the name, (if the name isn't already on the Individuals/Organizations list or Political Committee list, you must add it as a new individual, organization or party).

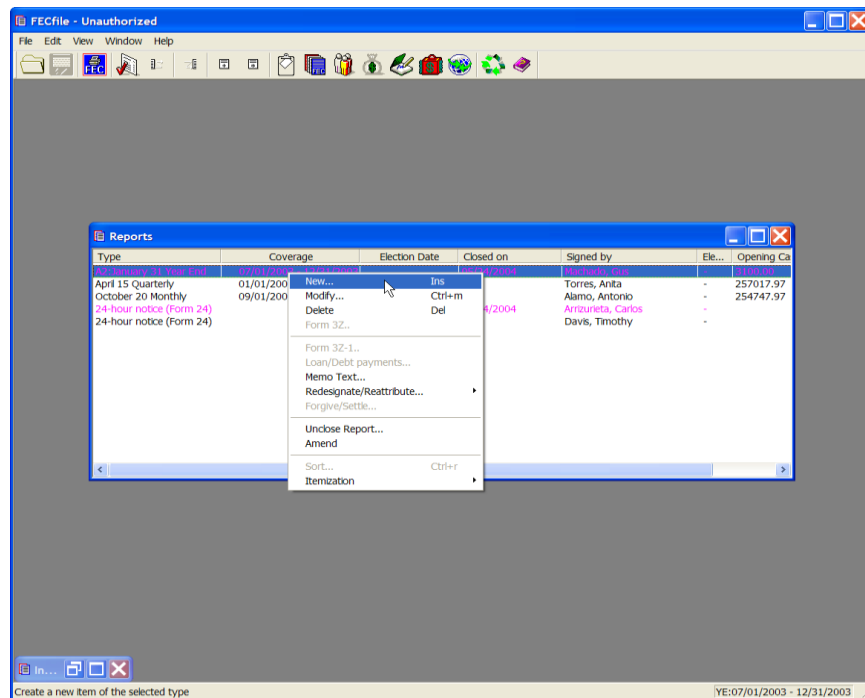
Note: Committees that discloses affiliates, cannot select "None" for "Connected Organization Type". If they do, Line 6 will read "None". For example, a local party cannot list a state party as an affiliate and then check "None" as the "Type of connected organization".

- ✓ Add the phone number and the title/relationship and select OK.
- ✓ Select OK at the Affiliations, Agents and Banks dialog box.
- ✓ To change the Treasurer, select the appropriate line and click on Edit in the Affiliations, Agents and Banks dialog box.
- ✓ Enter the name, (if the name is not already documented in the Individuals/Organizations list or the Political Committee list).
- ✓ Add the phone number, title/relationship, and click OK.

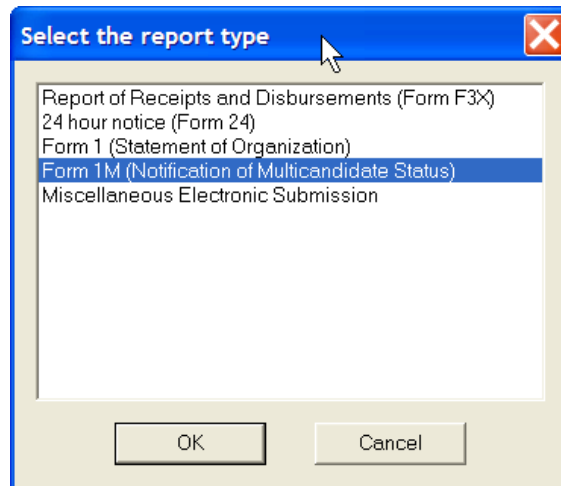
Form 1M Notification of Multicandidate Status



- ✓ Select View, Reports on the menu bar from the FECFile main menu.



- ✓ Select Edit from the menu bar, and click on New.



- ✓ The Report dialog box appears. Select Form 1M, (Notification of Multicandidate Status), and click on OK.

NOTIFICATION OF MULTICANDIDATE STATUS ✖

Type of Committee

State Party Other

STATUS BY AFFILIATION

Affiliated committee

[-] Edit

STATUS BY QUALIFICATION

List of 5 federal candidates the committee has contributed to

[-]	Edit
[-]	Edit
[-]	Edit
[-]	Edit
[-]	Edit

51st Contribution on FORM1 registration on Qualified on

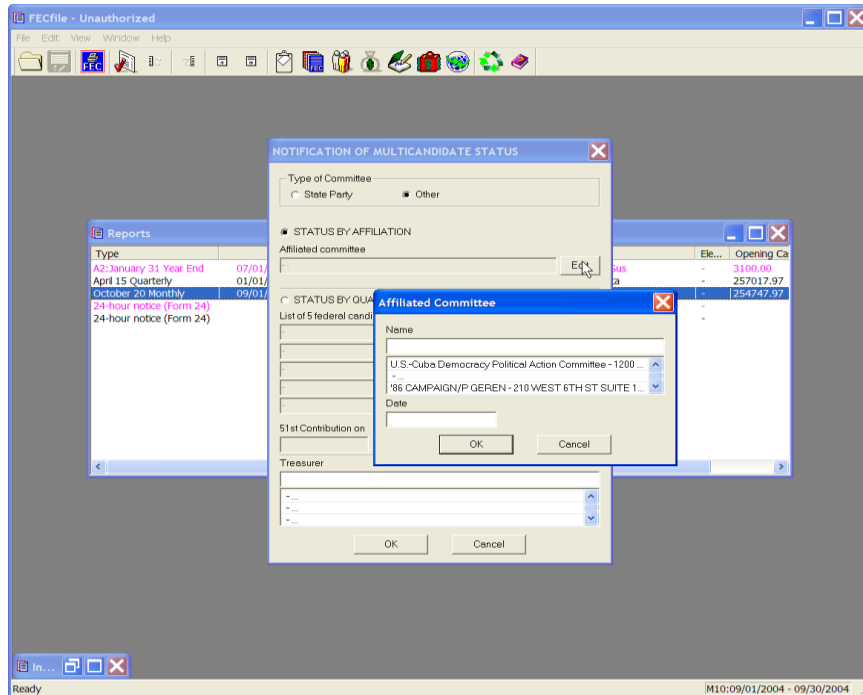
Treasurer

- ... ^

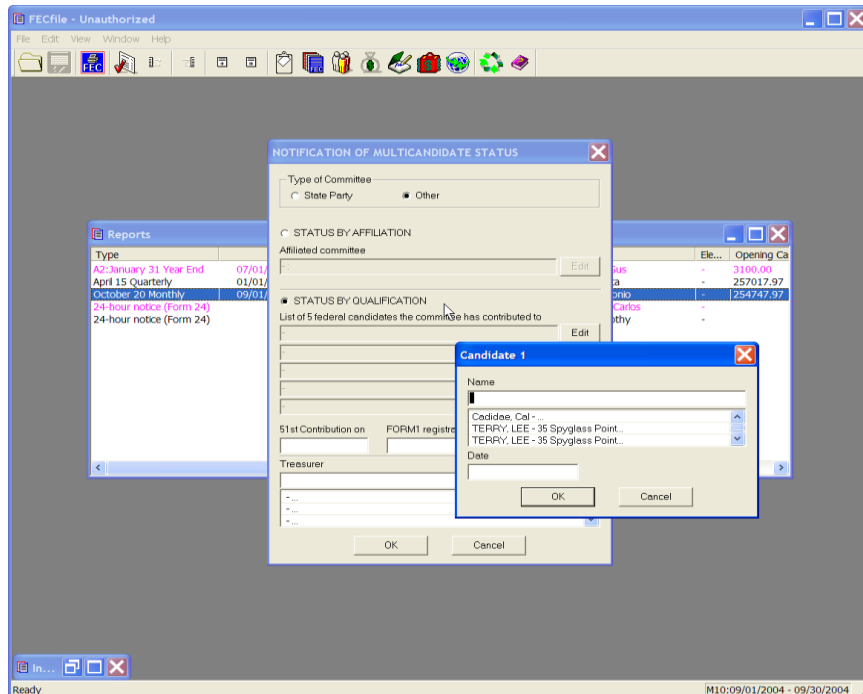
- ... v

- ... v

- ✓ The Notification of Multicandidate Status dialog box appears. Select the type of Committee, and select Status by Affiliation or Status by Qualification.



- ✓ When selecting Status by Affiliation, indicate the affiliated committee using the Edit button.

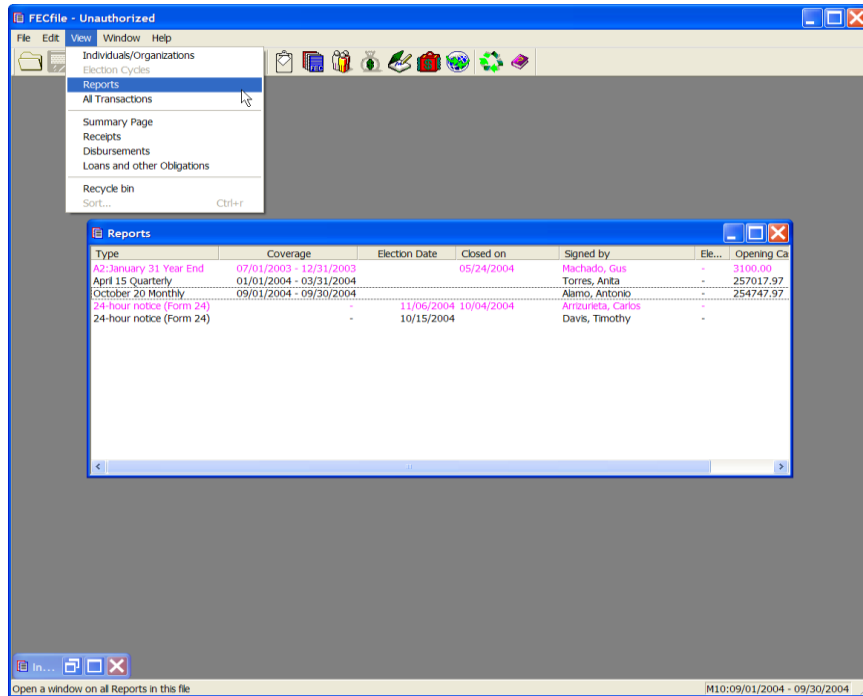


- ✓ When selecting Status by Qualification, indicate the candidates to which the committee has contributed using the Edit button, (being certain to create a record for the contributions using the Tab key), along with entering the date,

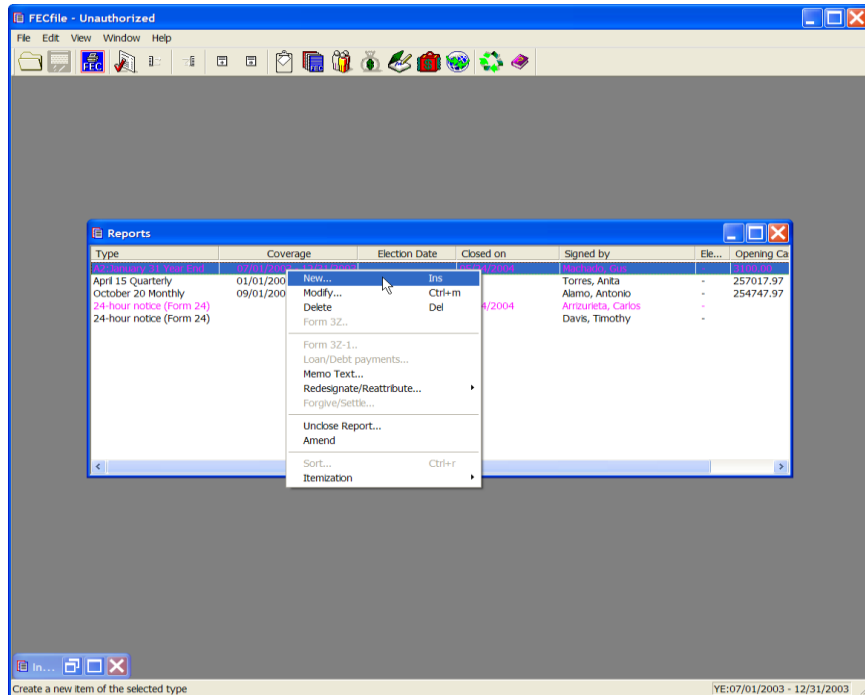
and then adding data to the remaining fields. The Treasurer field should be populated by entering in the Treasurer's last name and pressing the Tab key.

- ✓ Once the date fields have been populated, press OK, and press OK in the second dialog box, and closing and uploading the report.

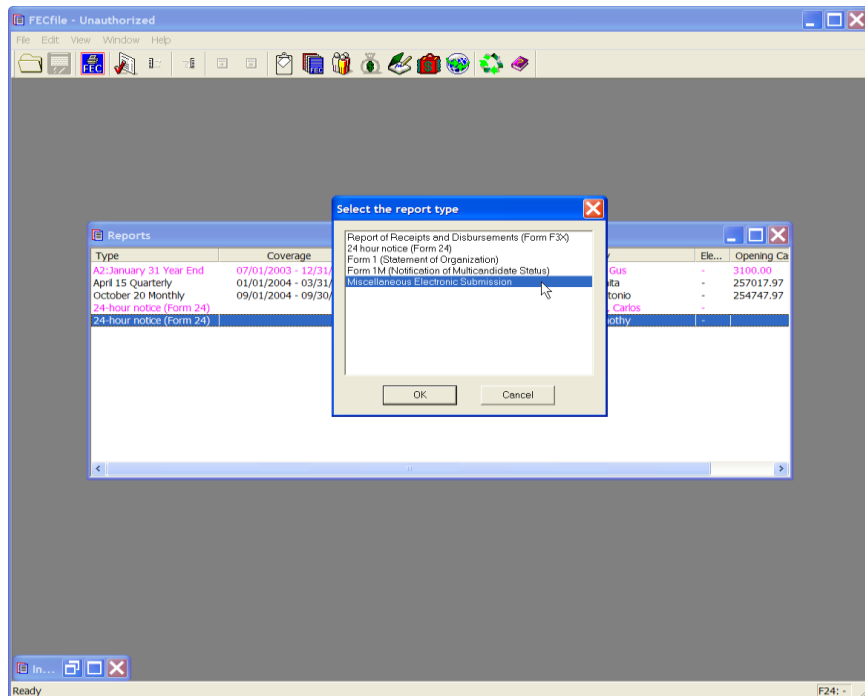
Miscellaneous Electronic Submission (a separate document, not attached to a specific report)



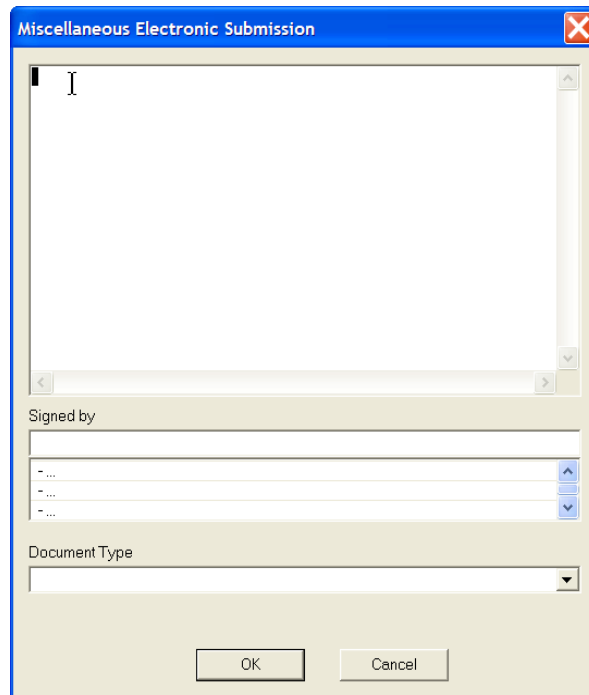
- ✓ Select View, Reports on the menu bar from the FECFile main menu.



- ✓ Select Edit from the menu bar, and click on New.

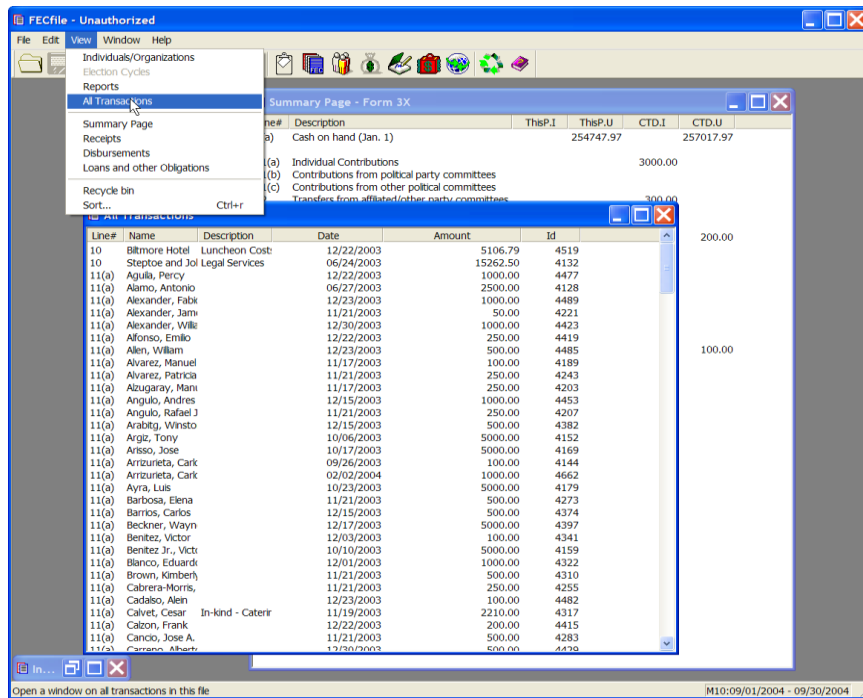


- ✓ The select report types dialog box appears. Select the Miscellaneous Electronic Submission option, and click on OK.

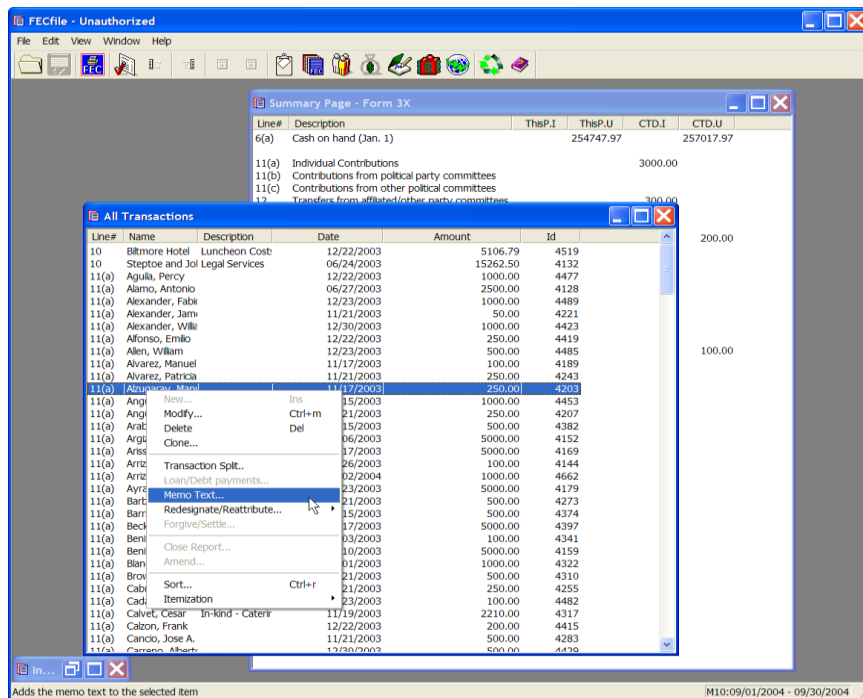


- ✓ The Miscellaneous Electronic Submission dialog box appears. Enter text into the large text field, and then select the Signed by field.
- ✓ The Signed by field should be populated by selecting the treasurer's last name, or by selecting the field and pressing the Tab key.
- ✓ Close and upload the report as all reports.

Memo Text - (Information about a specific transaction within a report)

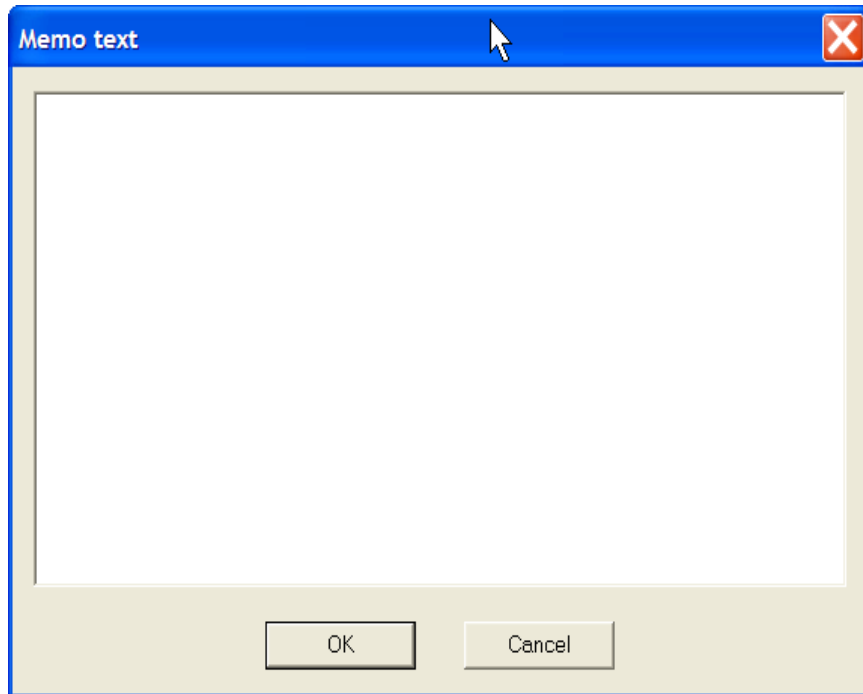


- ✓ Select View, All Transactions on the menu bar from the FECFile main menu.



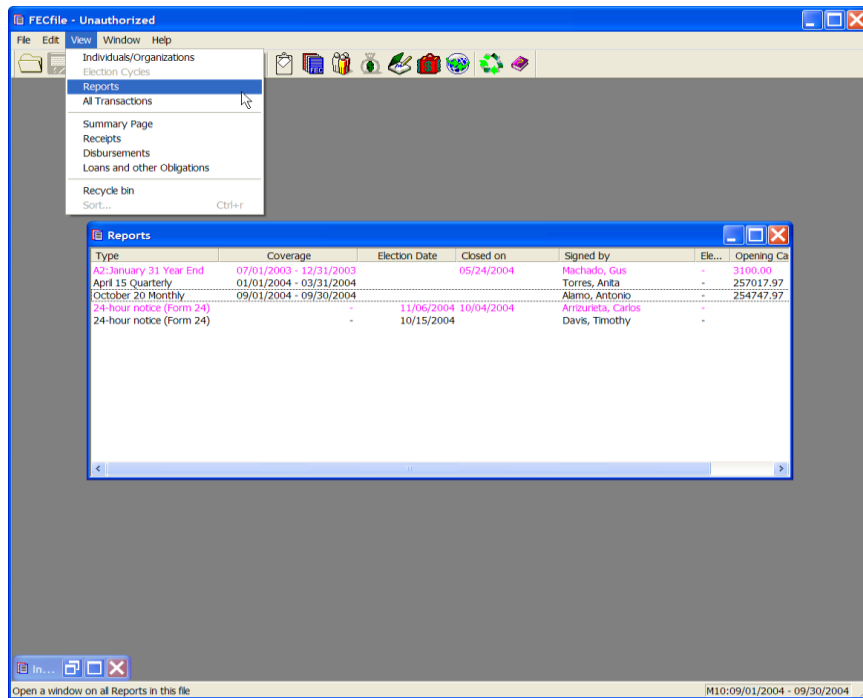
- ✓ Right click on the transaction to which the memo text will be attached. Select

memo text and left click.

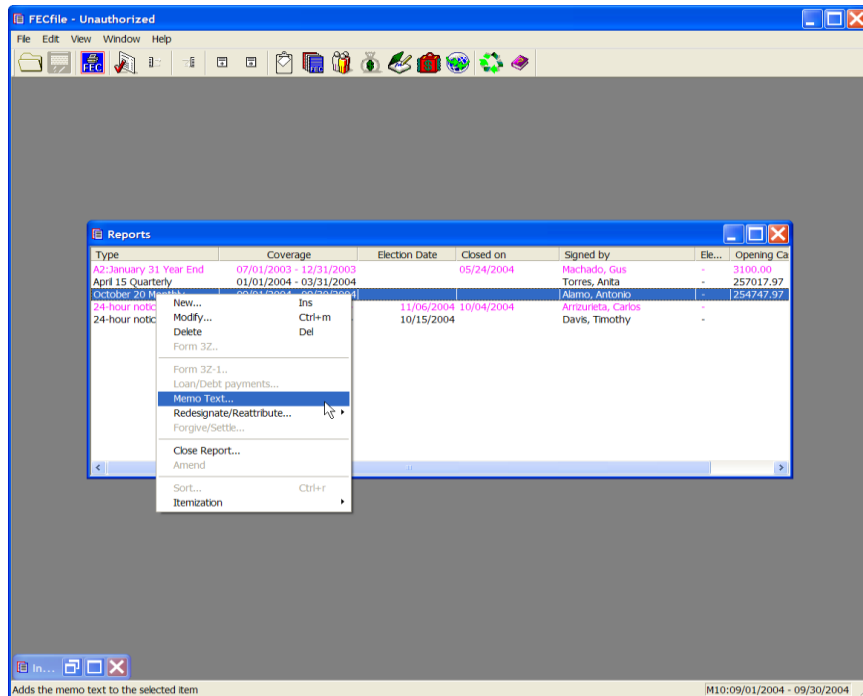


✓ Enter in the memo text and select OK.

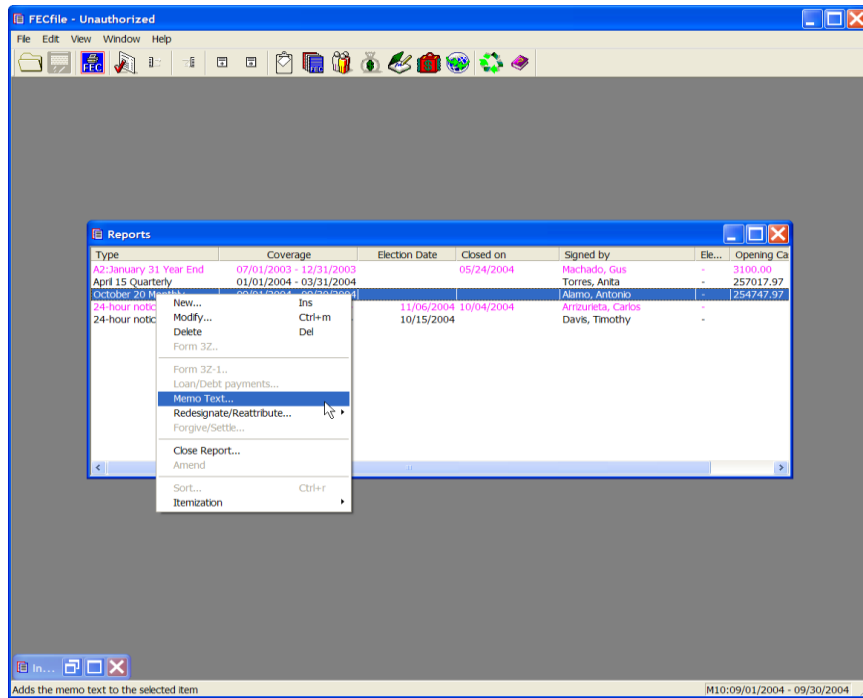
Text Record (a cover letter attached to a specific report at the end)



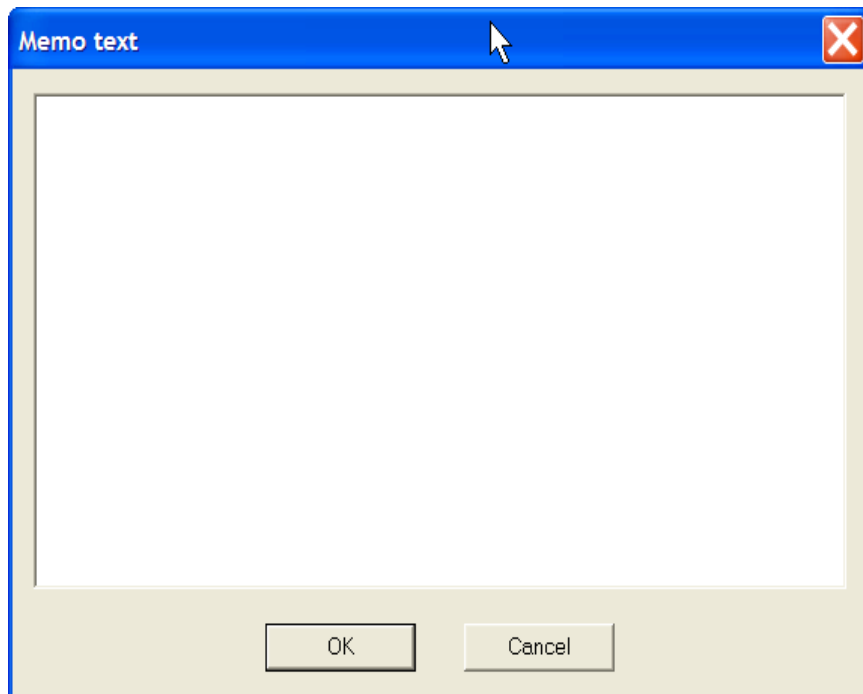
- ✓ 1. Click on View and Reports from the FECFile drop down menu.



- ✓ Right click on the appropriate report.

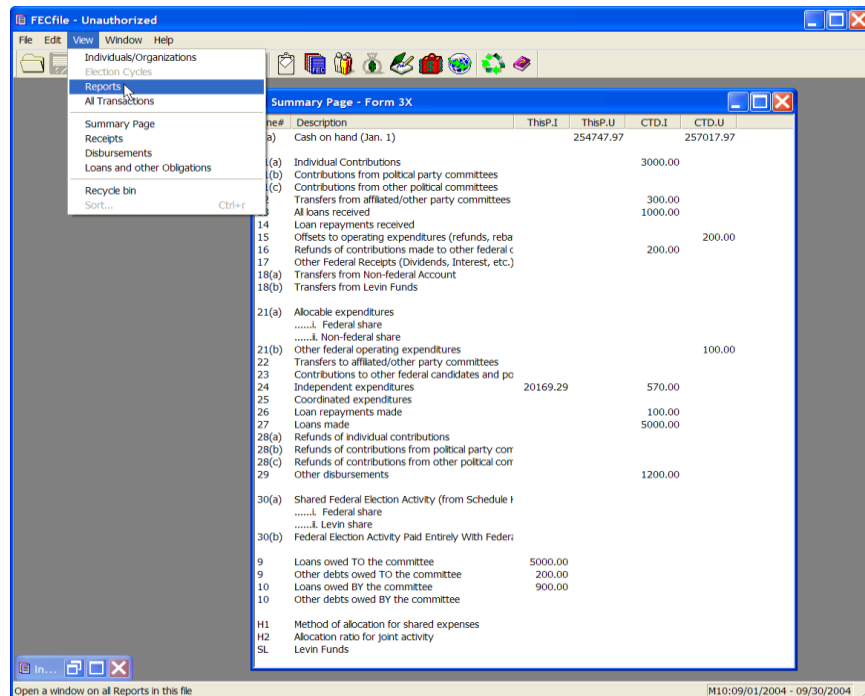


- ✓ Highlight the Memo text option, and left click.

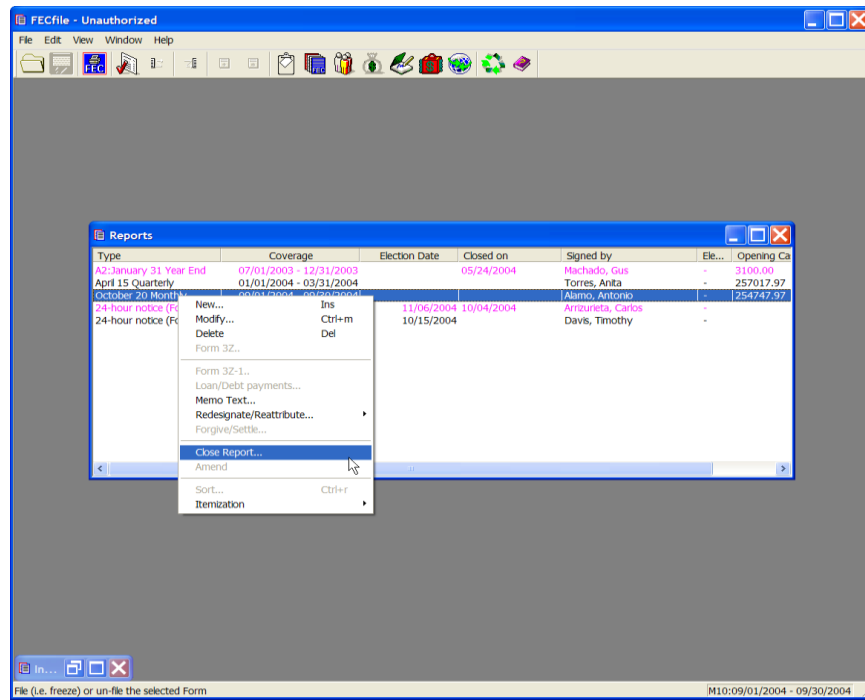


- ✓ Enter the memo in the Memo Text field and click on OK.

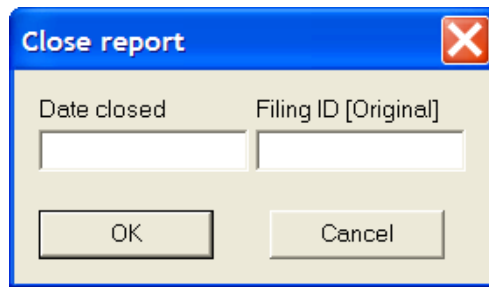
Closing a Report



- ✓ Select View, Reports on the menu bar from the FECFile main menu. Right click on the appropriate report.



- ✓ Click on the close report option.

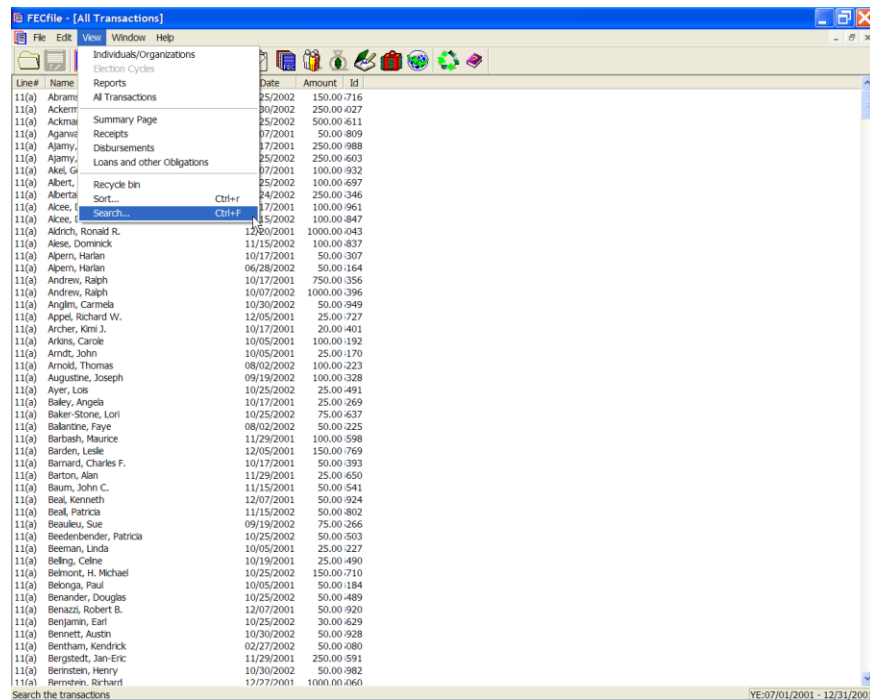


- ✓ The Close report dialog box appears. Enter in the date closed, (to be outside the coverage date) and click on OK. The Filing ID is only required when amending the report and the software will automatically fill the field.

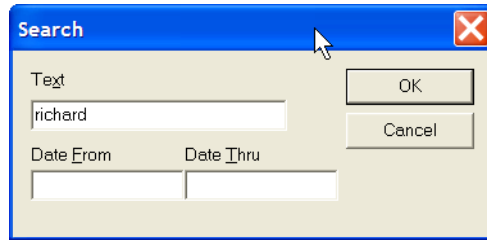
F. SPECIAL FEATURES

Search Feature

Where there are a large number of transactions in the All Transactions window, the Search feature in FECFile can be used to limit the number of transactions you need to look through. To use this feature:



- ✓ From the all transactions window click on the View Menu and select Search...or simply press the Control and F keys at the same time. This will open the Search interface.



- ✓ Enter a text word or phrase and/or a date range. Then click on OK

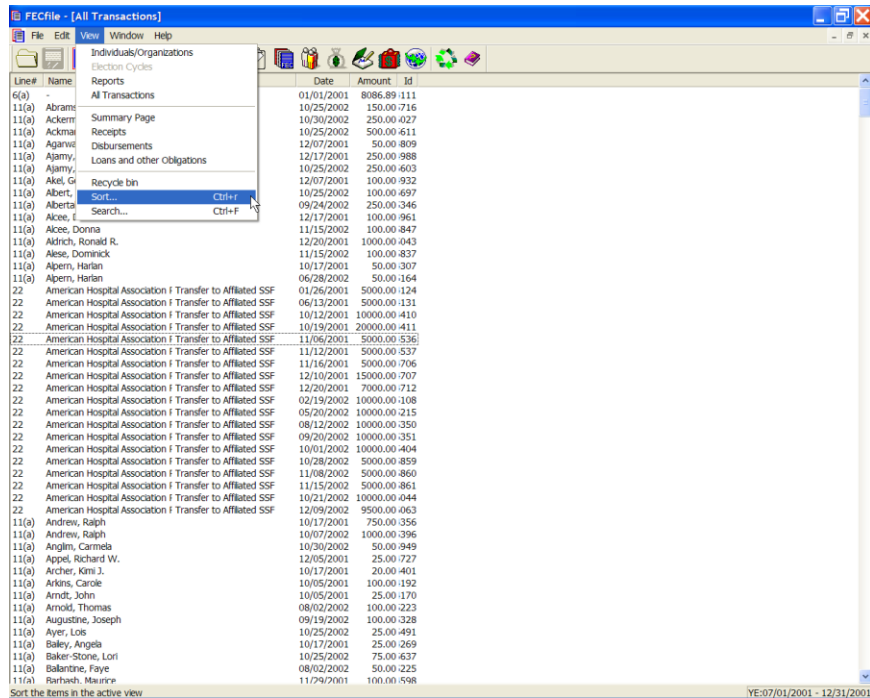
Line#	Name	Description	Date	Amount	Id
11(a)	Appel, Richard \		12/05/2001	25.00	727
11(a)	Bernstein, Rich		12/27/2001	1000.00	060
11(a)	Braun, Richard		10/30/2002	500.00	024
11(a)	Hoffman, Richa		10/25/2002	25.00	584
11(a)	Hogg, Richard		09/19/2002	100.00	274
11(a)	Ketcham, Richa		10/05/2001	500.00	162
11(a)	Lagnese, Richar		10/21/2002	50.00	419
11(a)	Laurenco, Riche		10/05/2001	25.00	217
11(a)	Lippe, Richard		09/19/2002	50.00	304
11(a)	Magnussen, C. I		11/15/2001	100.00	565
11(a)	Mathews, Richa		12/07/2001	100.00	831
11(a)	O'Kane, Richard		10/25/2002	100.00	495
11(a)	Park, Richard S.		10/19/2001	50.00	455
11(a)	Petrillo, Richard		10/25/2002	100.00	541
11(a)	Pierle, Richard		10/05/2001	100.00	207
11(c)	Richards, Ellen		10/25/2002	25.00	571
11(a)	Schultz, Gregory		10/19/2001	25.00	004
11(a)	Spezman, Rich		10/25/2002	50.00	787

- ✓ The results of the search are displayed in the Search Results window. Note, the search looks for the text you seek in the Name, description, address, and memo text. As an example: Greg Schultz, above...lives on Richards Road.

NOTE: Use the resulting transactions as if they were in the all transactions window. Also, only one search results is displayed at a time.

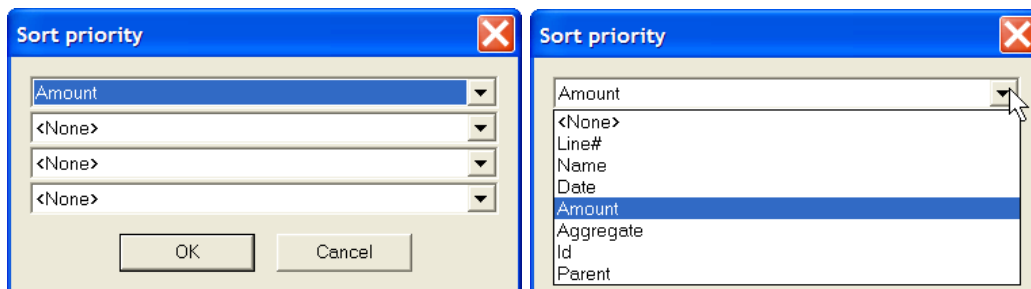
Sort Feature

In a window, the user can sort the transactions in a useful order by using the Sort Function a Follows.



- ✓ From any transactions window click on the View Menu and select Sort. ...or simply press the Control and R keys at the same time. This will open the Sort interface.

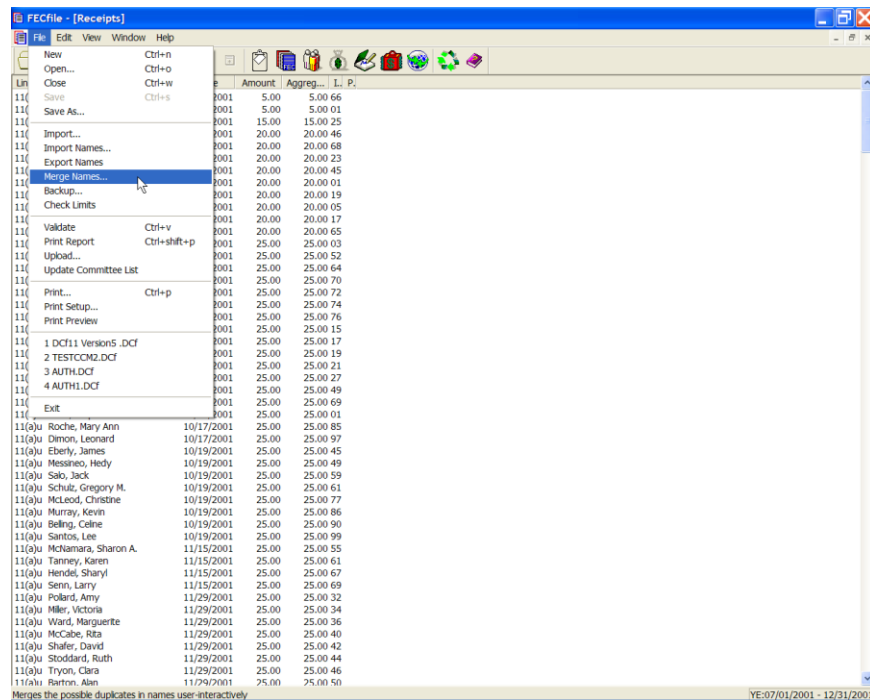
NOTE: Each transaction window can have its sort preferences set independently. Set up your sour preferences for each window.



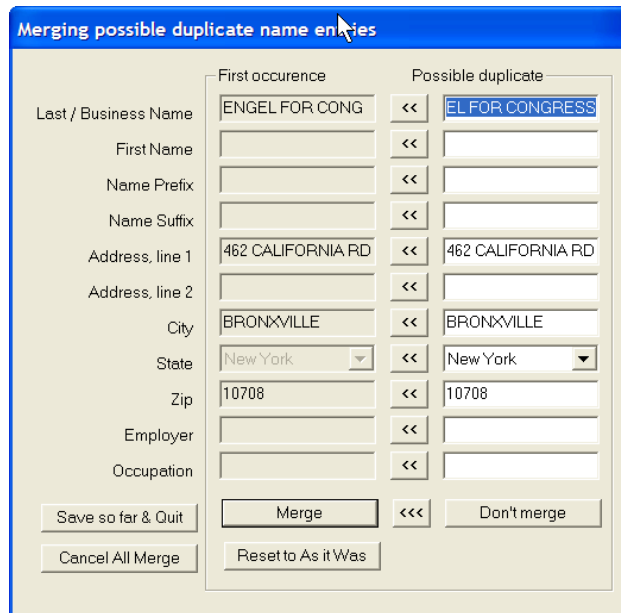
- ✓ .There are four levels of sorting available. The top box sorts first, then the second box and so forth
- ✓ The options for sorting are shown above, and are from low to high.

Merge Feature

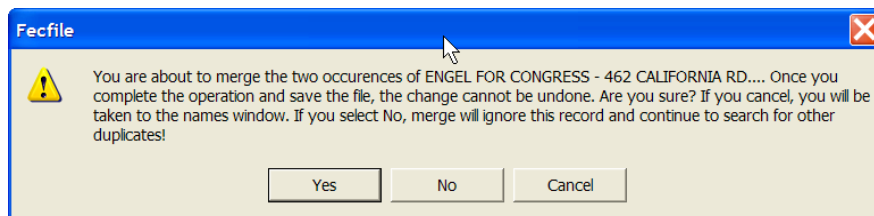
When there are multiple entries for a single unique contributor, you can use the Merge Function to merge multiple entries into one entry for a unique contributor. This helps improve tracking and reporting of aggregate totals for contributors.



- ✓ From any transactions window click on the File Menu and select Merge Names. ...This will open the Merge interface.



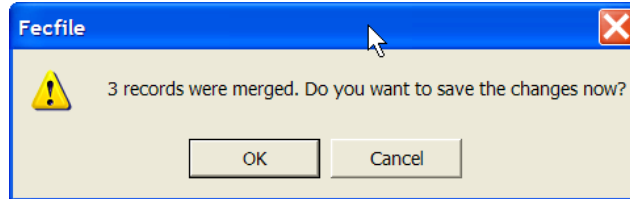
- ✓ The system shows the first occurrence of a possible duplicate name in the left column. In the right column it shows the next occurrence of a possible duplicate.
- ✓ If the right column information is correct you can update the left column by clicking on the arrowed buttons. The << buttons will update individual data items. The <<< button replaces all left column data with all the right column field values.
- ✓ When the left column data is correct, selecting the Merge Button uses the left column information for the Merge of both.
- ✓ If the records are not duplicate, select the Don't Merge button
- ✓ When you select the Merge button, the following message is shown.



- ✓ When you select the Merge Button the system provides a notice to confirm the action. Select Yes, and you are returned to Merge interface, and the next comparison is shown.
- ✓ If you become confused for a given merge transaction, press the reset button

to return to the start of that transaction. If you desire to stop the whole merge process select the Cancel All Merge button.

- ✓ When all merges have been processed, the following is shown. It shows the number of merged names and provides the option to save the changes done.



NOTE: If you select Cancel...All the merge selections are deselected, and you will have to start over again.

- ✓ If, in the middle of the work (you are not completed with the merge process) but want to save the work so far, press the Save so far and Quit button. You will keep the merged items. The function can be run again at a later time to address the additional duplicate names.

G. RECOVERING DCF'S AND DELETING TRANSACTIONS

Recovering DCFs or Lost Data

The following steps provide instructions for rebuilding DCF files or lost data/reports using the importing function of the software:

1. Access the FEC Electronic Filing Report Retrieval web page:
http://www.fec.gov/finance/disclosure/efile_search.shtml/ (See Figure A)

Figure A

2. Enter the Committee ID in the corresponding field and (L) click on the 'Send Query' button. This should retrieve a web page listing all of the electronic filings the committee has successfully uploaded to the FEC. Figure A1 provides an example of options shown:

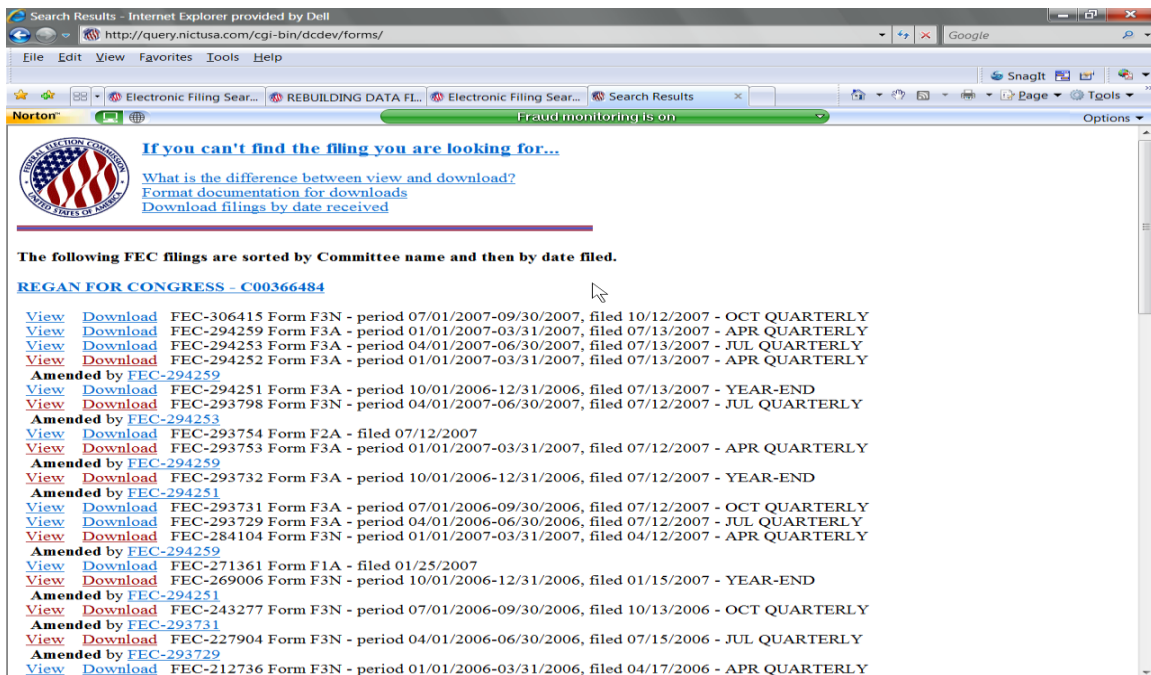


Figure A1

3. Locate the reports necessary. Then (L) click on the Download' link for each of the corresponding report(s). For Unauthorized Filers necessary reports are those in the current year to date, to provide proper aggregation totals. For Authorized Filers necessary reports are those in the current election cycle to date for proper aggregation totals.

NOTE 1: If the report being downloaded has amendments, then the latest amendment must be downloaded **only**. This will prevent importing duplicate transactions.

NOTE 2: If the report being downloaded is version 5.3 then simply save the report to your hard drive. If the report being downloaded is version 6.0 or greater, then you will be presented with an option screen. See Figure A2 below. The screen provides the ability to download the file in the new ASCII 28 delimited format, or the same filing delimited with commas. Version 6.0+ **must** be downloaded in ASCII 28 format **only**. This will assure proper handling of the newer filings.

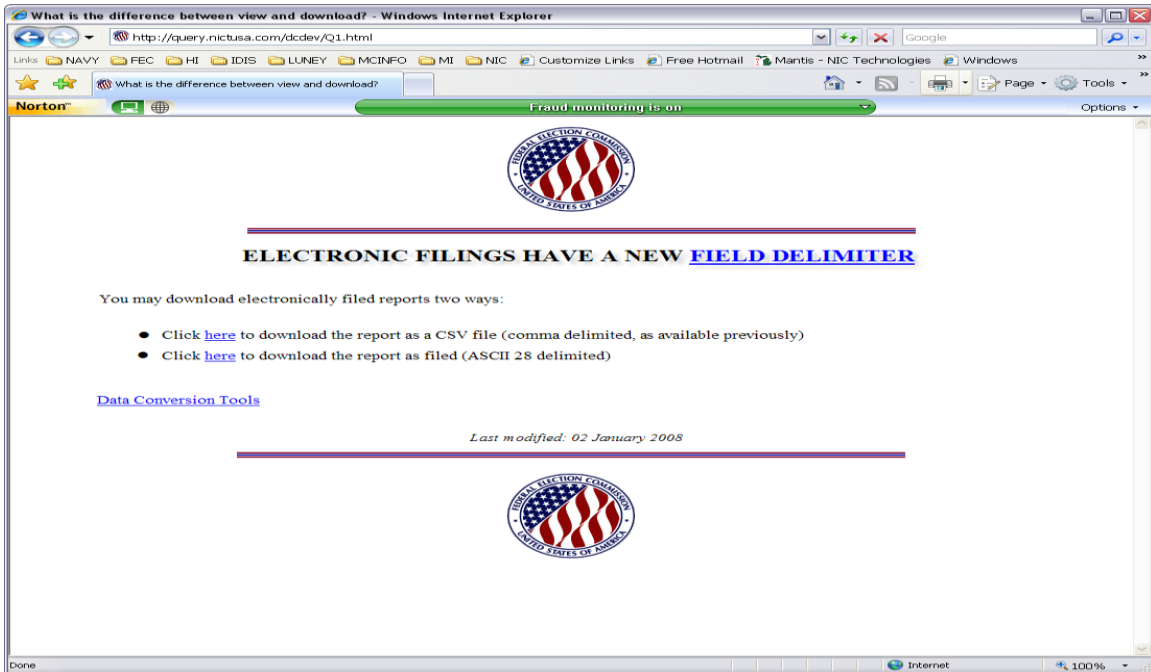


Figure A1

4. Once the report is selected for download, a pop-up window should appear prompting to save to a disk or computer (depending on the Operating System.) (L) Click on the Save' button. (Figure B)

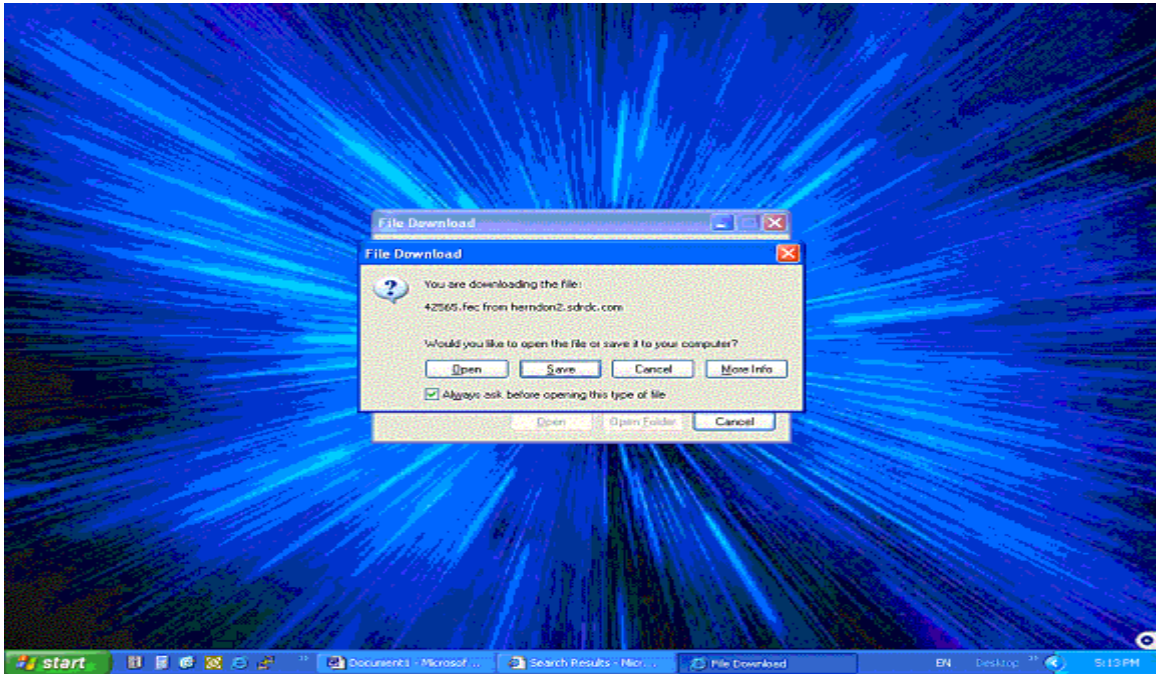


Figure B

5. The next pop-up window should be a 'Save As' window. In the 'Save in:' field, make sure the desktop is selected. In the File Name:' enter the type of report downloading (e.g.Q2_2002_import.fec') and (L) click the 'Save' button. (Figure C)

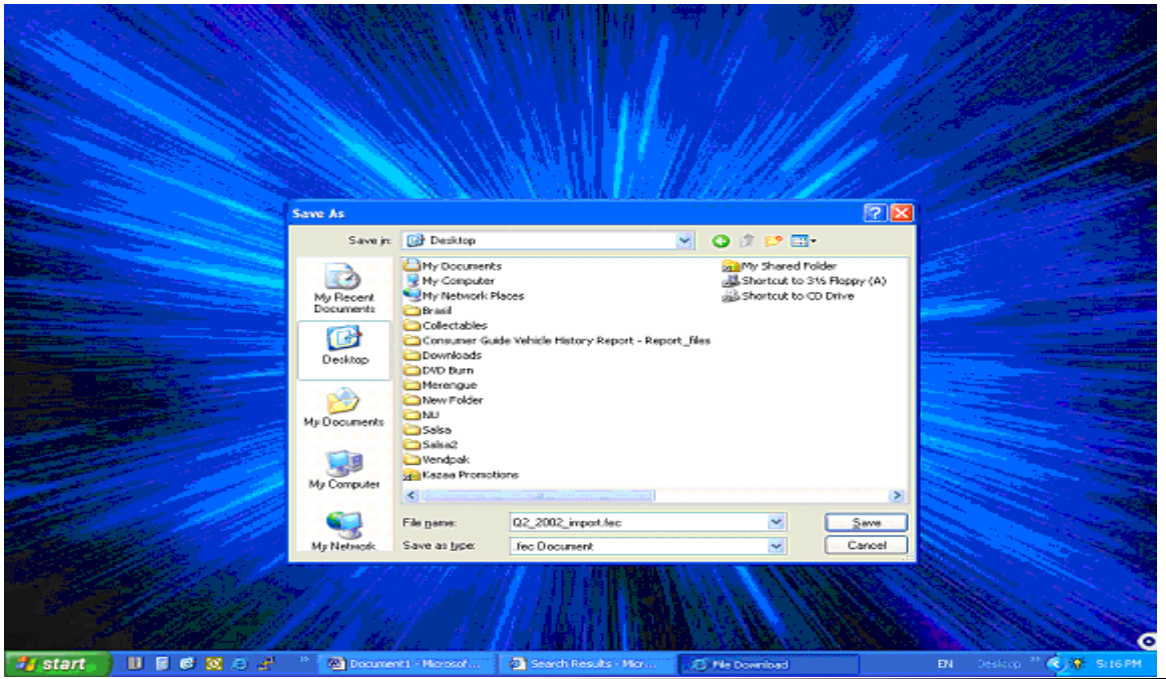


Figure C

6. Once complete, (L) click on the 'Close' button and go to the desktop by minimizing all active windows. Holding the 'Shift' key down on the keyboard, (R) click on the downloaded .FEC file located on the desktop. A list of options should appear. (L) Click on the 'Open With' option. Locate and select the WordPad application.

NOTE 3: If the checkbox 'Always use selected program to open this kind of file' is checked, then the next .fec file can be opened by just double (L) clicking on the file.

7. DELETE FIRST TWO LINES: Delete the 1st two lines of this file. They begin with "HDR" and "F3N" (PACs will have "F3XN" and amended report will have an 'A' instead of an 'N'. e.g. – "F3A" or "F3XA"). Delete these two entire lines. Do this for each report downloaded.

8. SAVE AS TEXT FILE: Select the 'Save As' option under the FILE menu and then change the file extension from **.fec** to **.txt** and then (L) click 'Save.' Do this for each report downloaded.

9. OPEN UP FECFILE: You can now use FECFile to import the downloaded reports that have had their first two lines deleted and saved as **.txt** files.

NOTE 4: It is a good practice to process each report individually, from oldest to newest.

10. CREATE THE REPORT: Create a report to be imported (MY, YE, Q2, etc.) (Figure D)

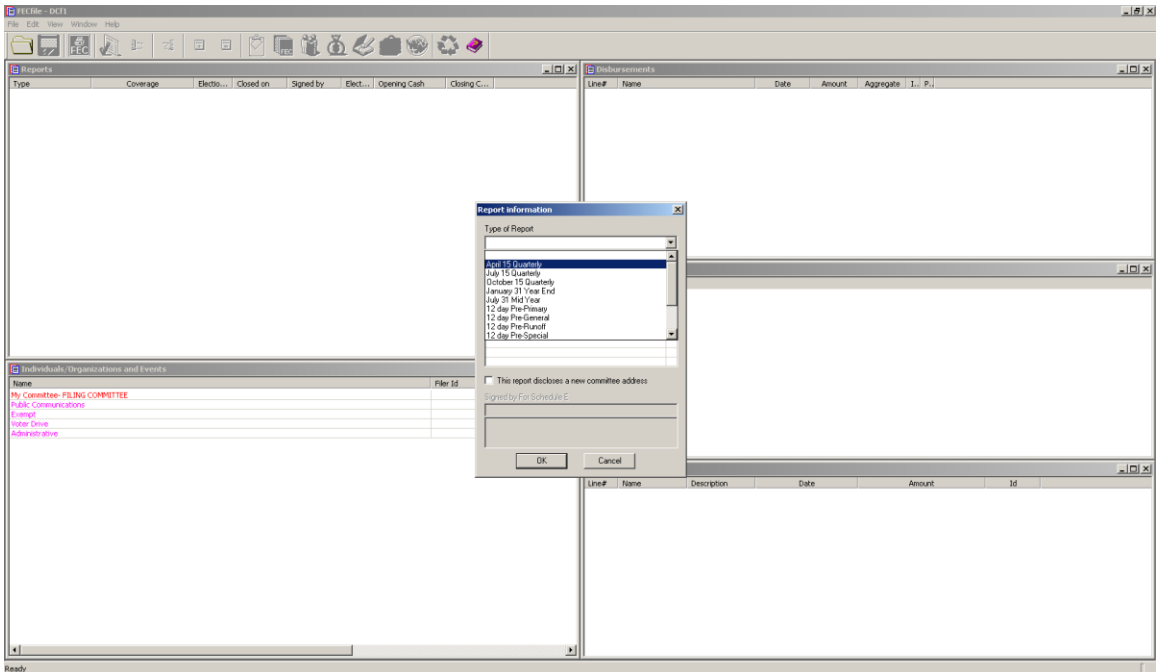


Figure D

11. IMPORT TRANSACTIONS FROM THE DOWNLOADED FILE:
 With the REPORT highlighted, select "Import" from the FILE menu. (Figure E)

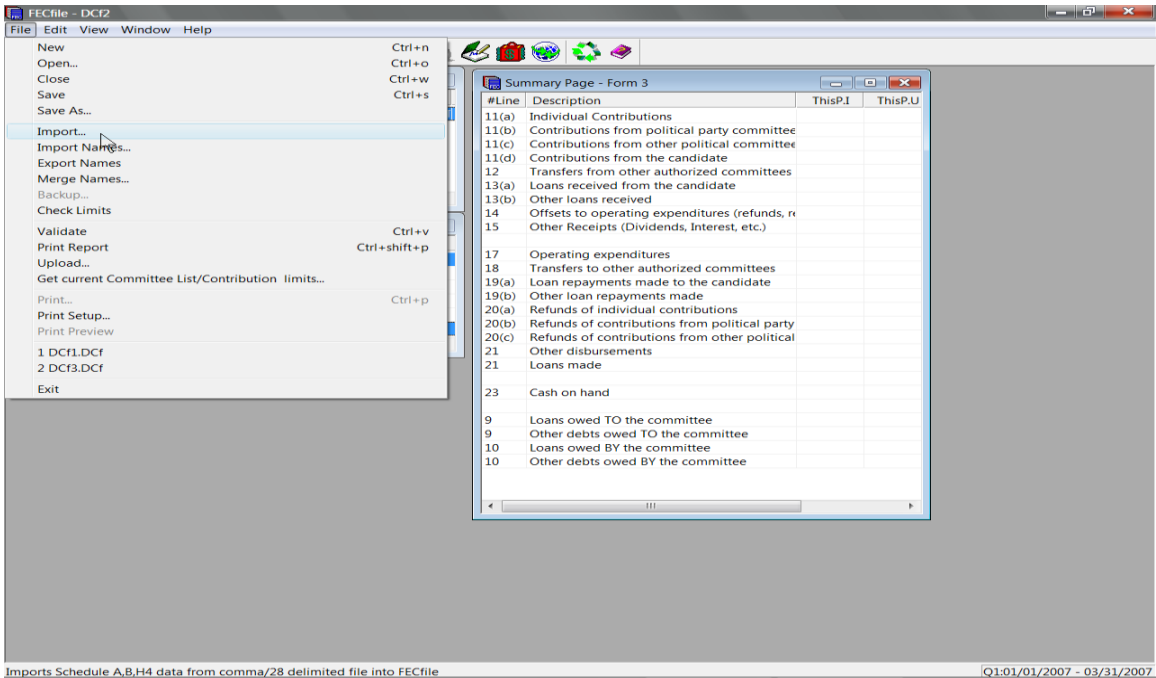


Figure E

12. SELECT THE TEXT FILE: Select the .txt file (from step 8) in the dialog box, which should be located on the desktop. (Figure F)

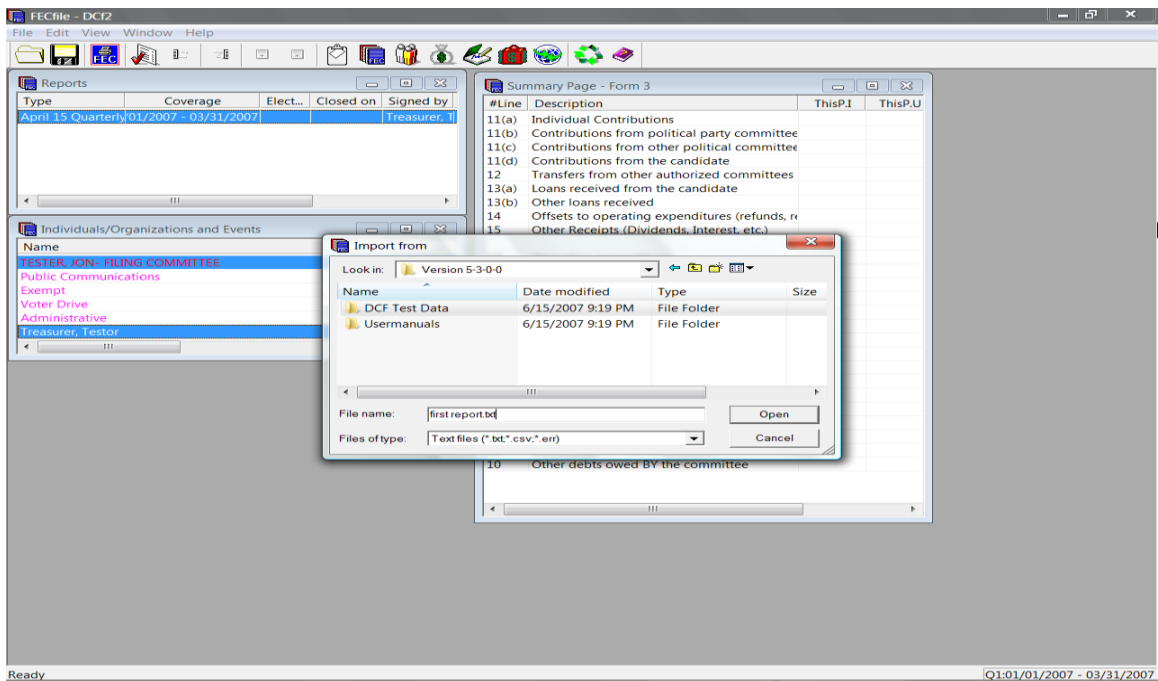
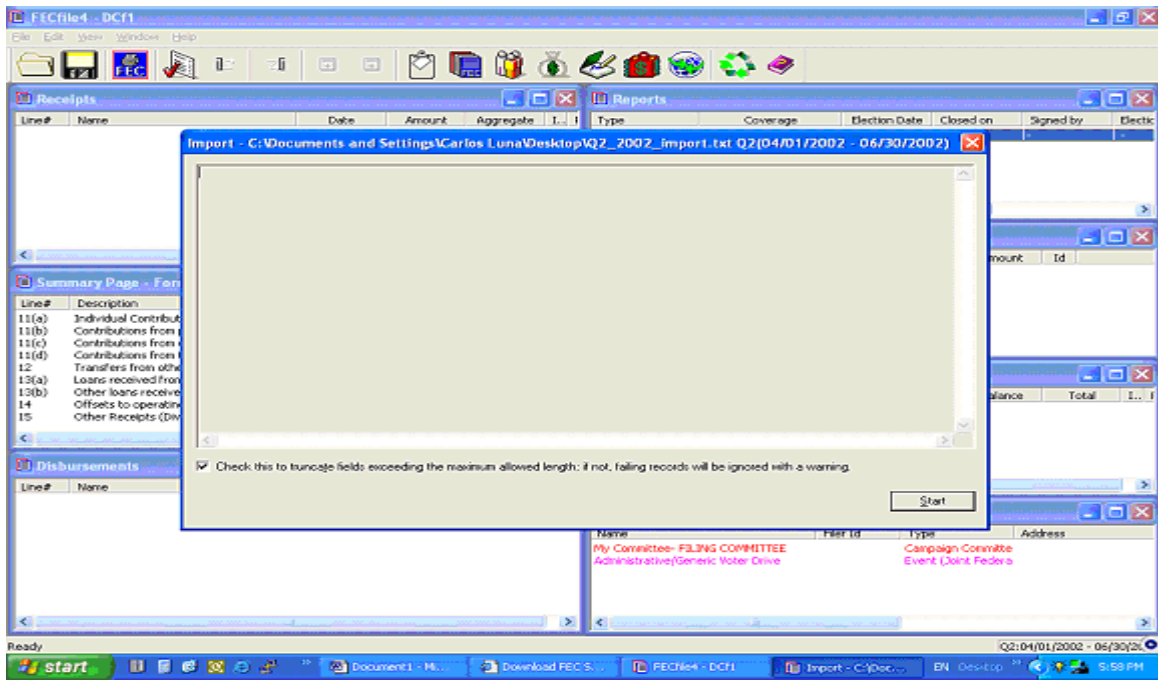


Figure F

13. START: (L) Click on the 'Start' button on the next dialog screen. (Figure G)



NOTE 5: Deleting the first two lines (the file Header and the Summary Page Totals) of the downloaded report, leaves the file with the transactions that were successfully uploaded to the FEC in an importable format. However, the **only importable transactions** are Schedule A, B and H4s. **All** other transactions will need to be entered into FECFile manually. Also, since un-itemized transactions are not sent to the FEC, these will also have to be entered in manually.

NOTE 6: After recovery is complete and the reports are reflecting the correct totals, the original reports should be uploaded to a blank diskette or hard drive (which can be erased) to **simulate** that they have been uploaded to the FEC. In the case of amendments: Once the original is uploaded to a blank diskette or hard drive, the report needs to be amended and uploaded again to a blank diskette or hard drive. Repeat this step until the amendment status of the report **reflects the same number of amendments posted on the FEC web site**. This will prevent future errors when uploading amendments.

Uploading to the Hard Drive

1. With the report highlighted in the Reports Window, (L) click on "Upload" option from the menu bar of the FECFile. (Figure H)

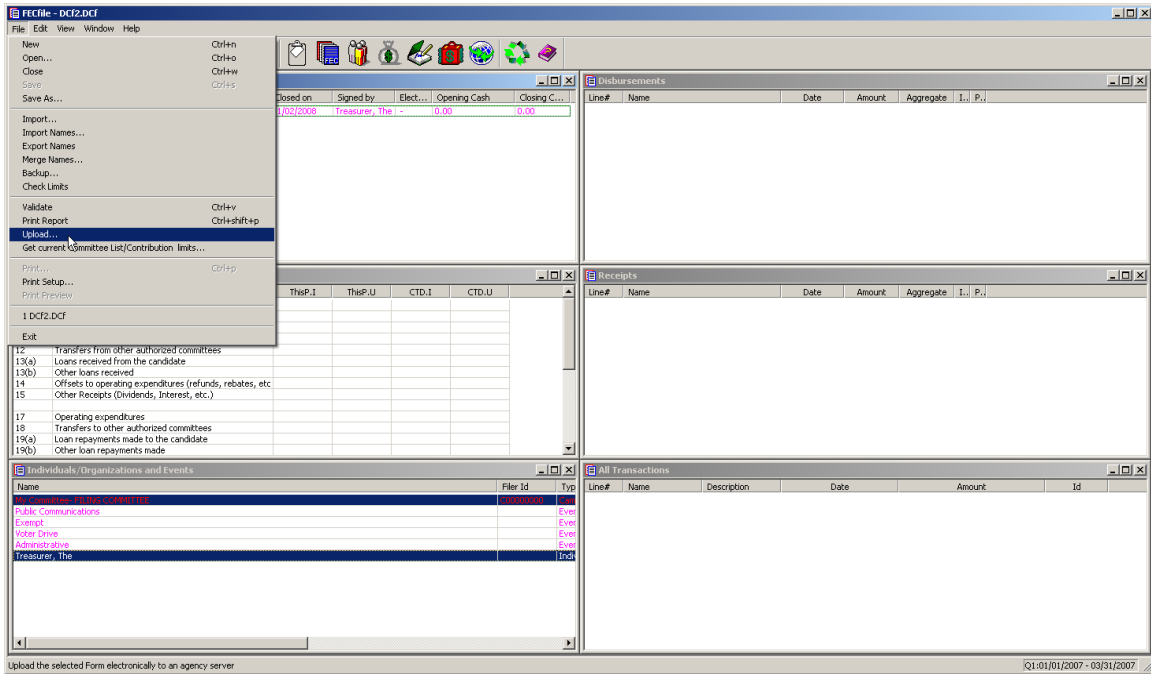


Figure H

2. When the 'Settings' dialog box appears, select 'Other' as the Filing Method and (L) click on the 'Configure' tab. (Figure I)

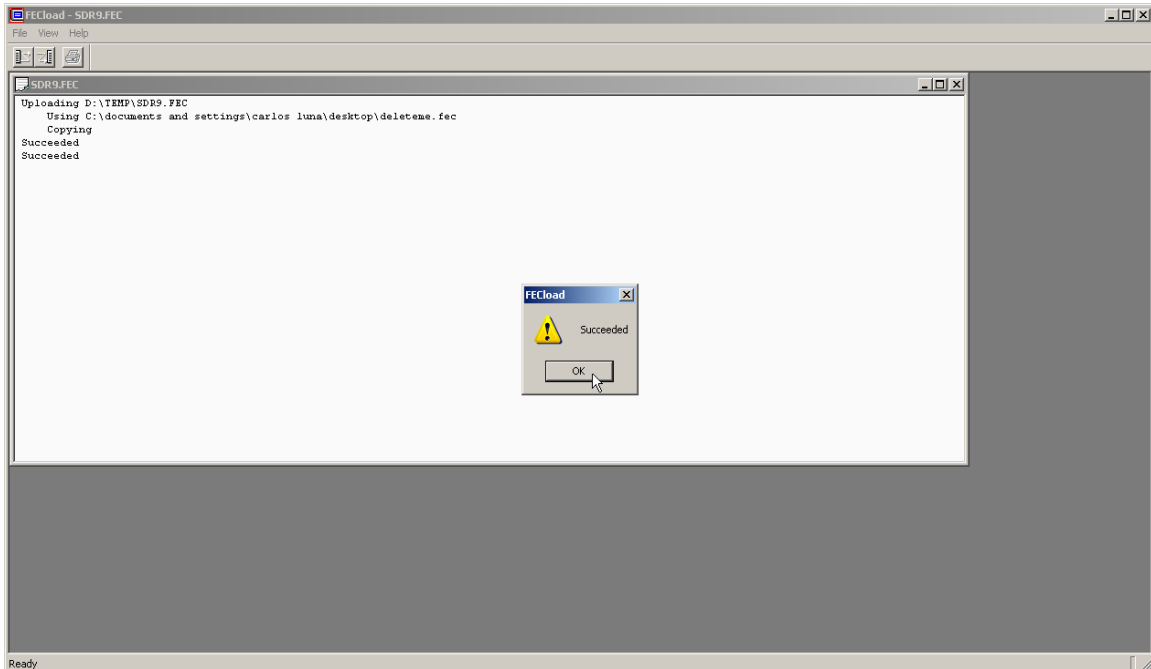


Figure I

3. The path and file name need to be enter into the 'Disk File' field. For easy removal, the recommend path is the desktop (Figure I). Based on the Operating System (OS), the complete path name will vary. Depending on the OS, the paths should be as follows:

- a. Windows 95,98 & ME:
C:\windows\desktop\deleteme.fec
- b. Windows NT:
C:\wnnt\profiles\'LOGIN NAME'\desktop\deleteme.fec
- c. Windows 2000 & XP:
C:\documents and settings\'LOGIN NAME'\desktop\deleteme.fec.
- d. Windows Vistas:
C:\users\'LOGIN NAME'\desktop\deleteme.fec.

NOTE 7: The LOGIN NAME is the username used to login to computer and or network.

4. Once the path and file name have been entered, (L) click on the 'Ok' button to begin the upload. (Figure J)

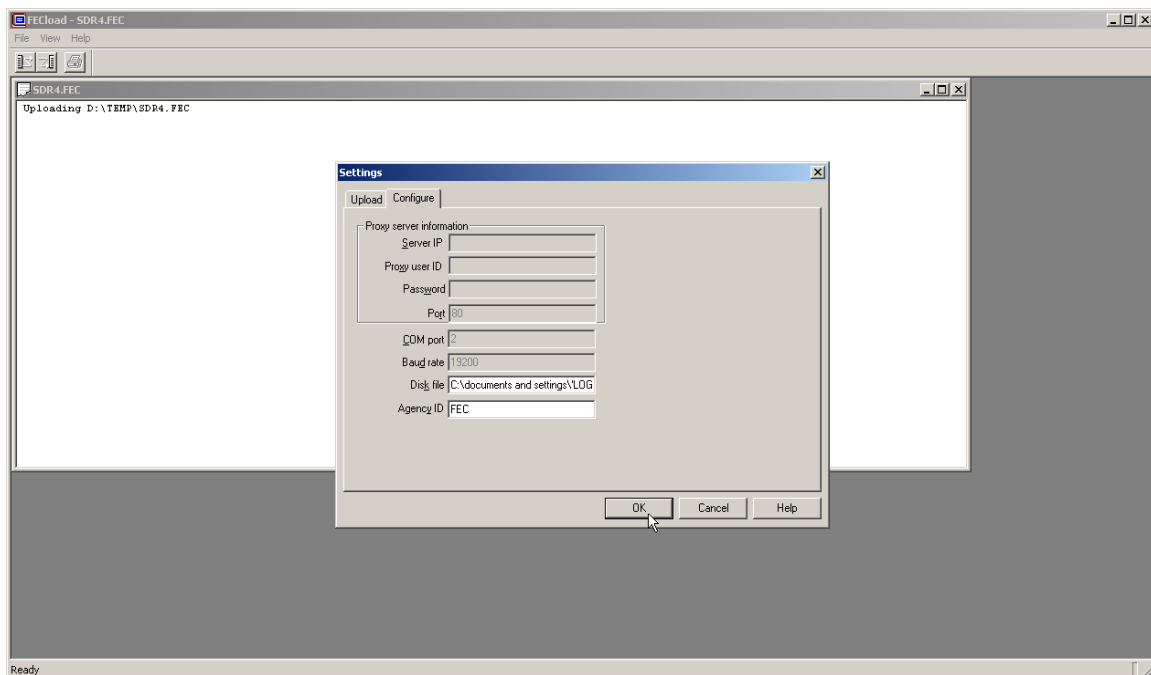


Figure J

5. If the file name already exists or the path is invalid, the upload

will fail. (Figure K)

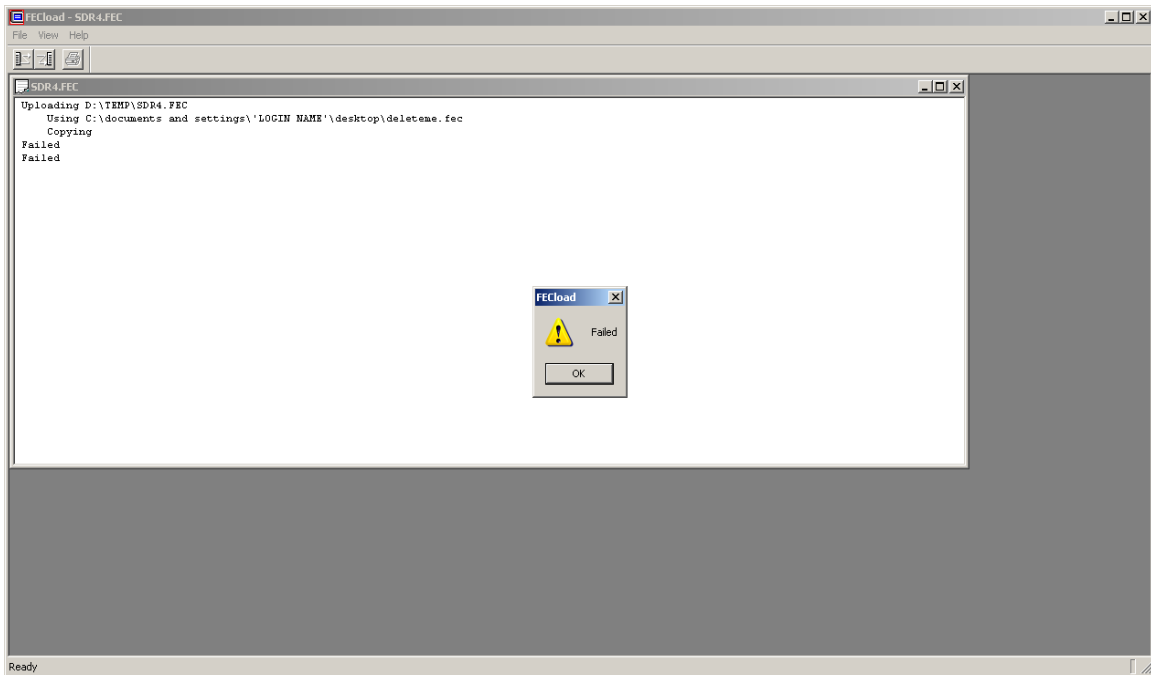


Figure K

6. If the file name is unique and the path is valid, the upload will succeed. (Figure L)

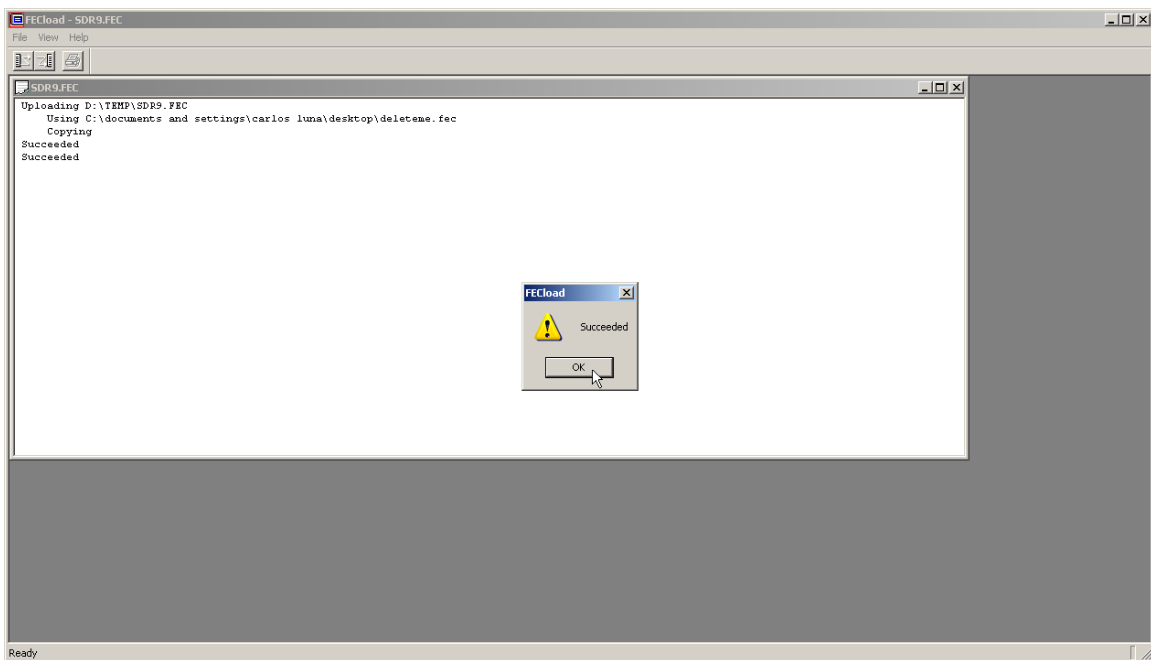


Figure L

7. At the 'Successfully uploaded the report' Window (L) click the 'OK' button. (Figure M)

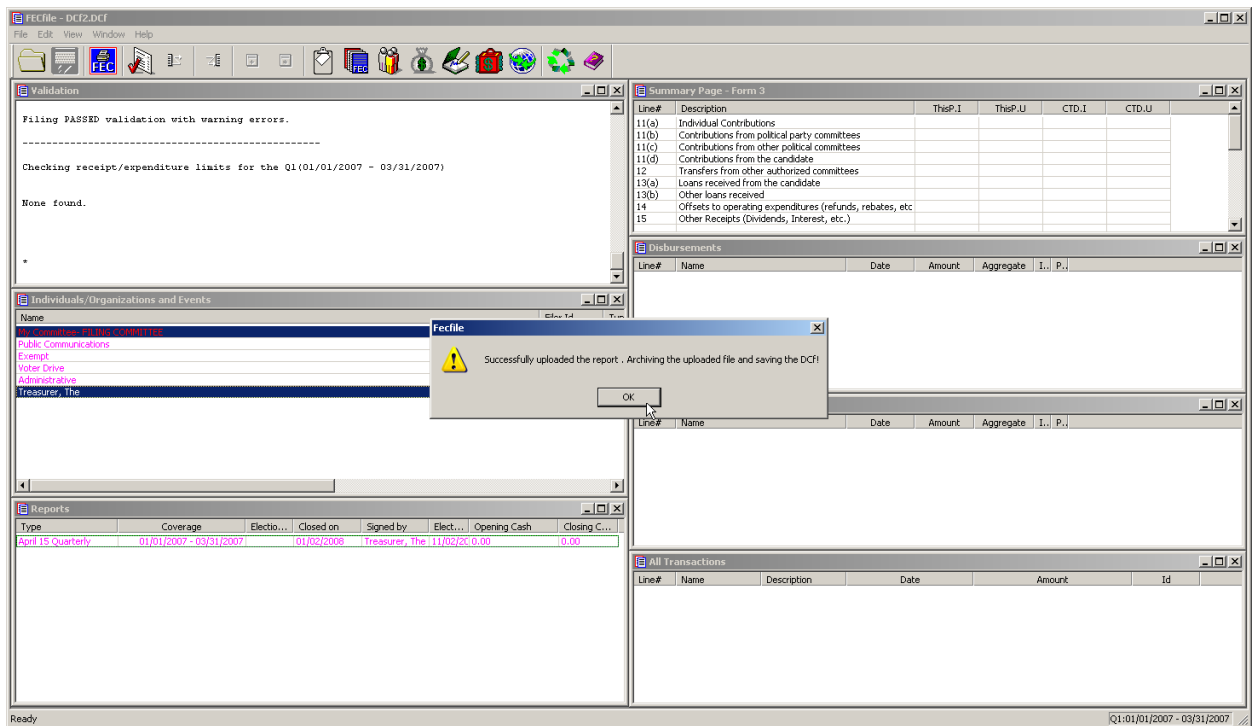


Figure M

9. If in the FILE menu the 'Save' option is available and not grayed out, (L) click on it to save your uploaded changes. (Figure N)

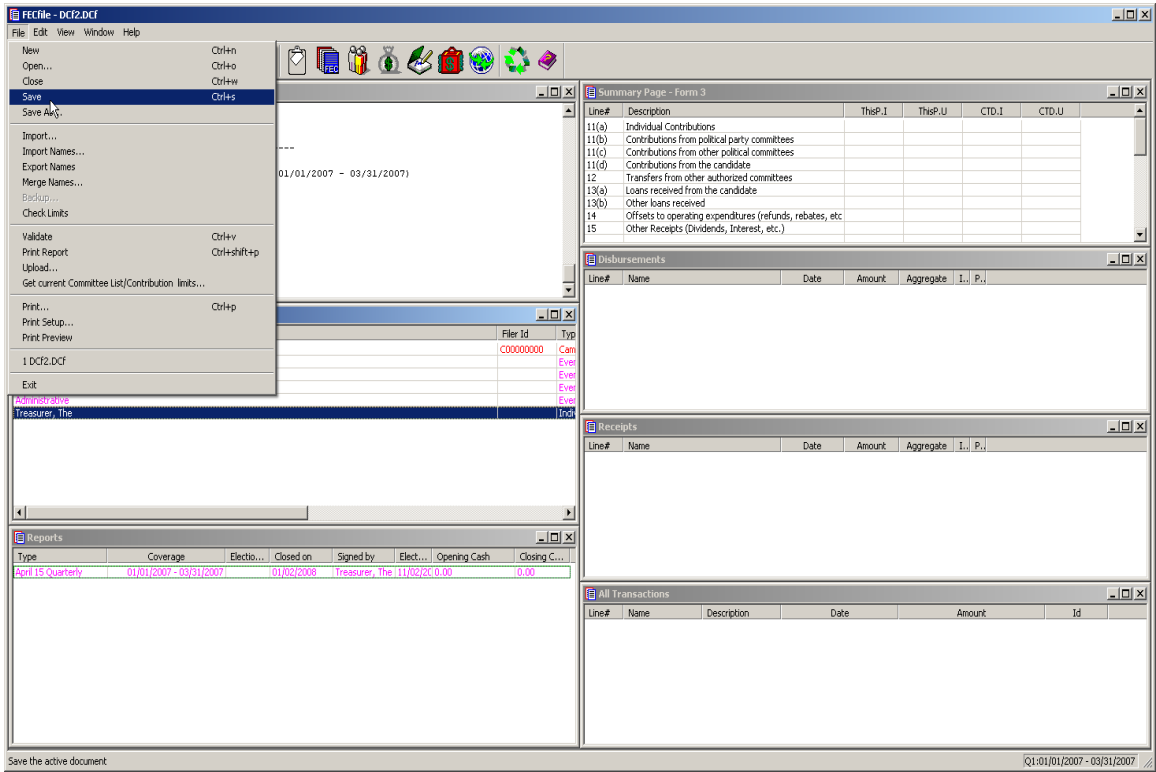


Figure N



H.File Submission, Uploading the Report and Error Messages

File Submission

When all transactions have been entered for a report, and the deadline for reporting is imminent, the final details must be collected in order to file electronically. There are several different ways a user may file, and with detailed information following.

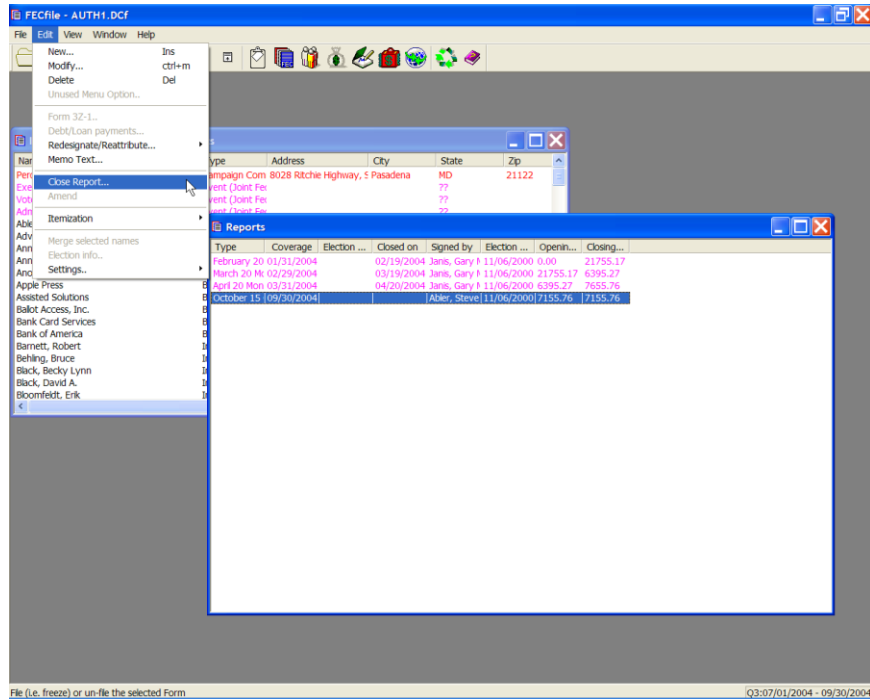
Filing Requirements

- ✓ **The user must have an FEC electronic filing password.** This is REQUIRED. They must contact the FEC electronic filing office if they do not have a password, or if it has been forgotten.

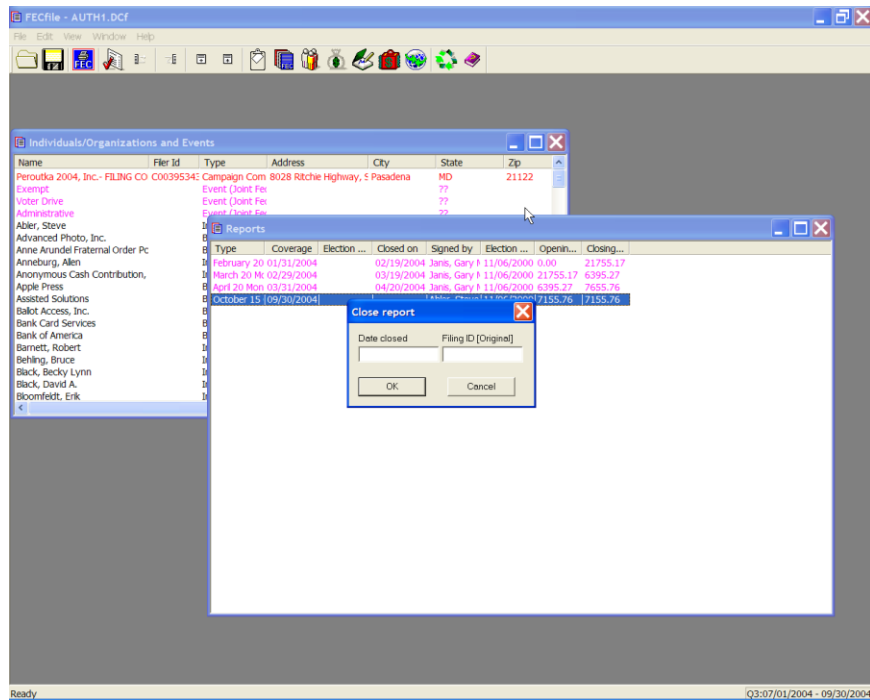
The user must have a modem and phone line connection for dial up, or a network connection to the Internet. (When no other option is available, filing on diskette or CD is an option). The report must pass validation.

Signing and Dating the Report

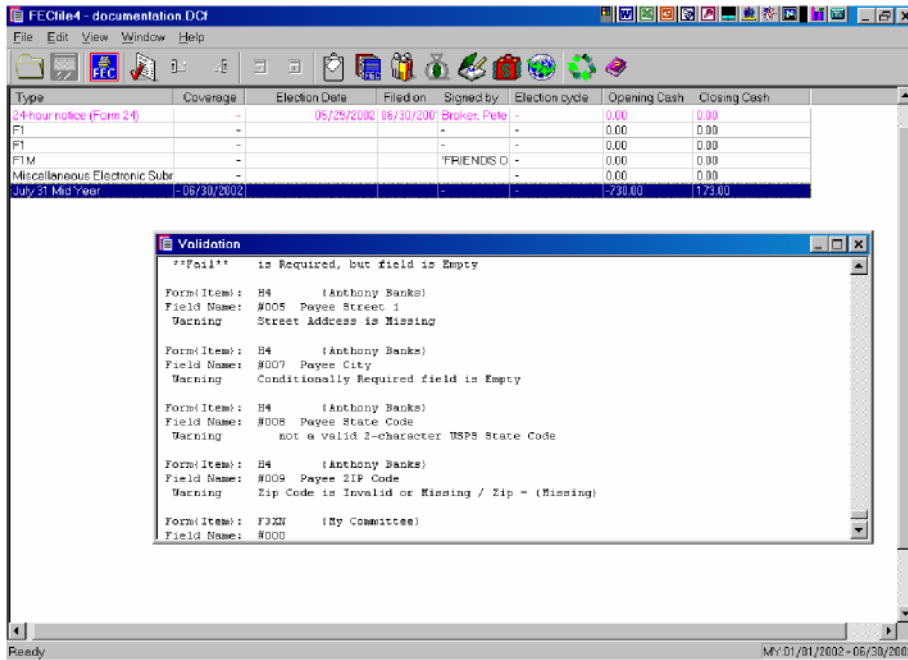
If the report is not properly signed and dated, the validator will note that the information is missing and generate Level 12 (serious level) errors, and uploading will not be possible. If the report is not ready to actually upload, but want to validate it, the user may want to leave the report date blank.



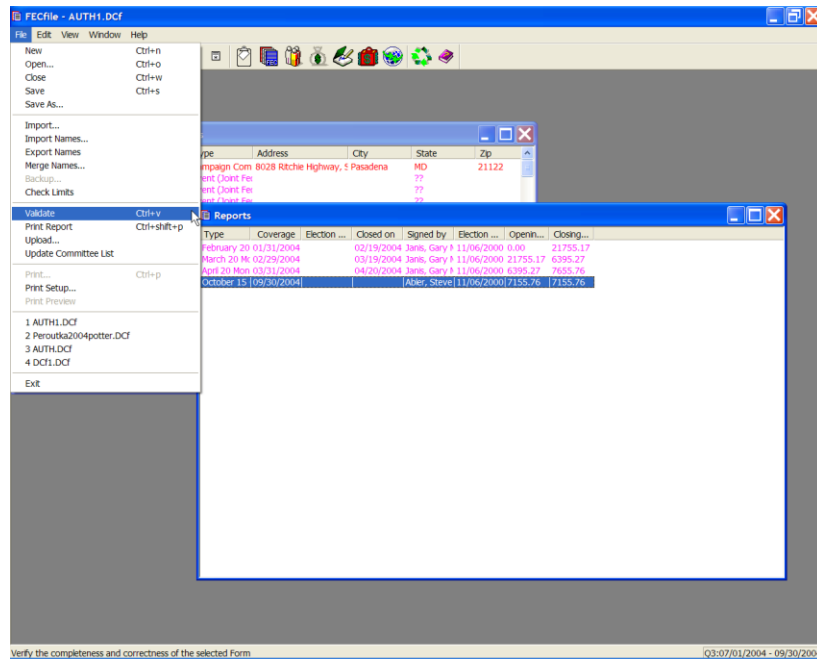
- ✓ To sign the report, double click on the report type in the Reports Window. This will open the report information window. The Treasurer must be selected in the 'Signed by' field. Date the report, select **Close Report** from the edit menu or right click on the report to close in the **Reports window**. This can only be done with the Reports View active.



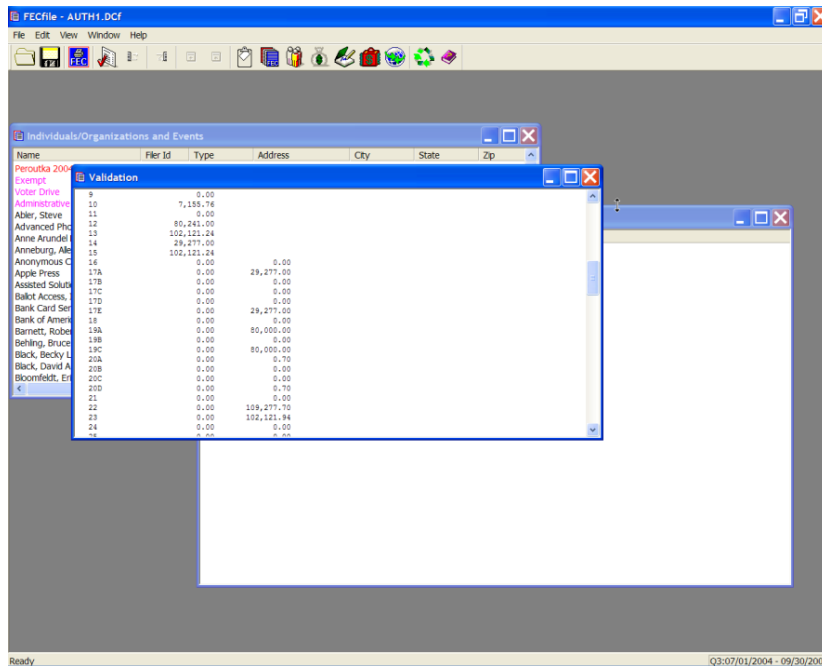
- ✓ Enter the actual date the report will be filed in the **Date closed** field. The **Time** field will be automatically populated.
- ✓ The **Filing ID** is only used for amendments, and should be blank for new reports. For amended reports, the filing number of the report being amended should already be displayed.



Validation

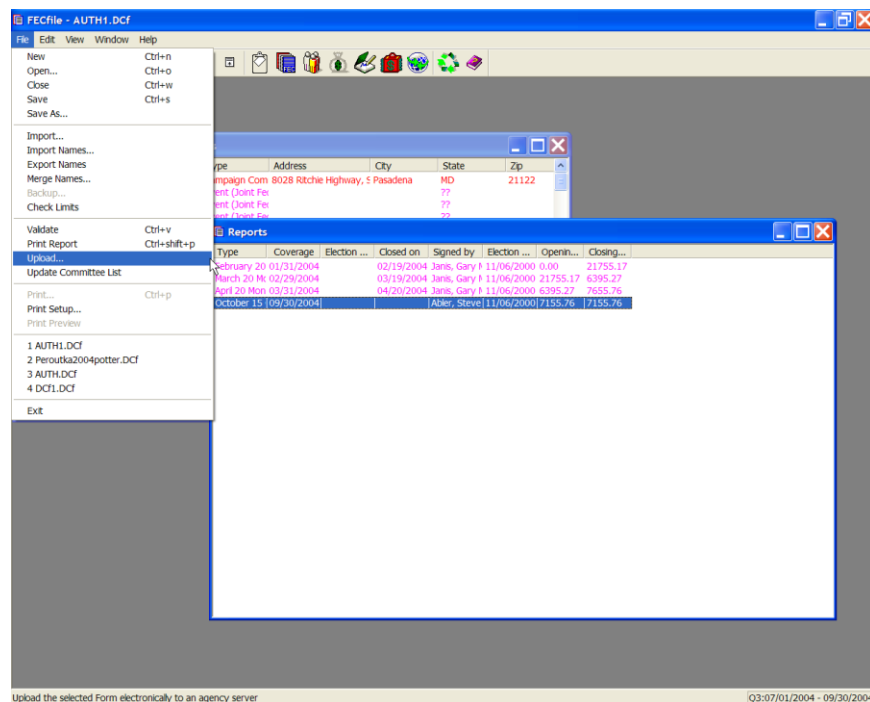


The validation process identifies errors and omissions in the report. It does not evaluate the filing for correct reporting practices, but sends an alert for missing information, such as employers and occupations, or failure to designate a signatory for the report.



- ✓ To validate the report, select **validate** from the File menu or click on the **Validator** button on the toolbar. Once the errors reported by the **Validator** have been resolved, the application is prepared to close and upload the report.

Uploading the Report Via TCP/IP/Internet



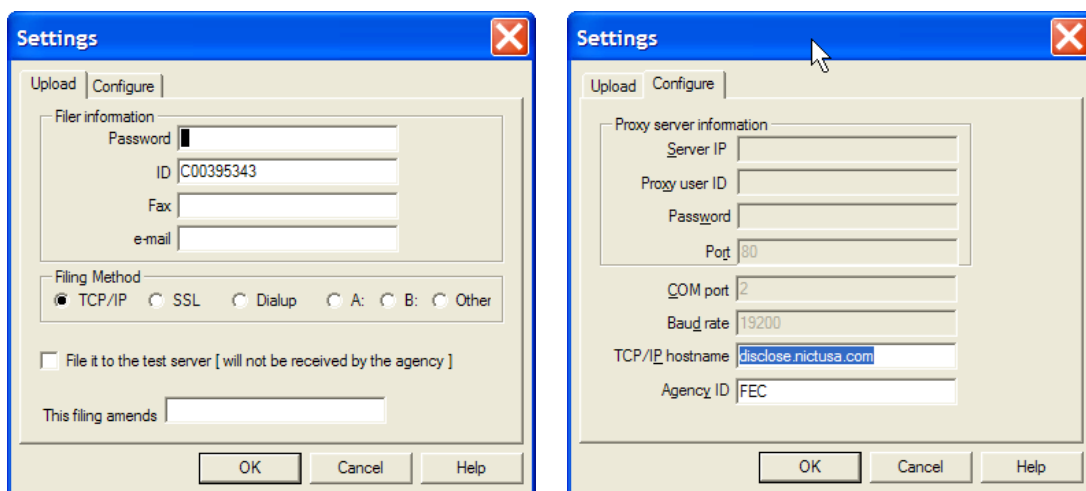
To begin the upload process:

- ✓ Choose Upload from the File menu, or click on the Upload button on the tool bar.
 - The upload process automatically runs the validator.
 - If errors are found that are level 8 or higher, the user will not be allowed to upload the report.
 - If errors are found that are below level 8, a warning message appears on the screen that notifies the user of the errors and asks if the user wishes to continue. It is advisable to correct as many of the errors as possible before filing.
 -

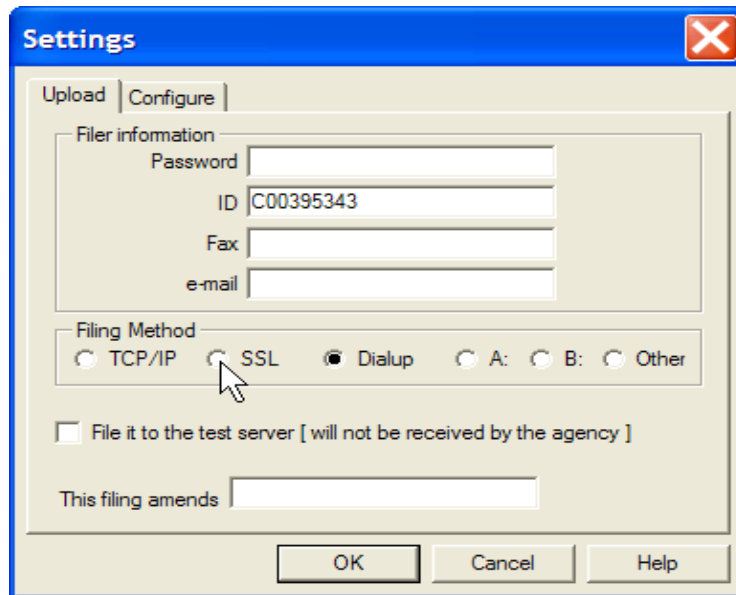
If no errors are found, or the user indicates that they wish to file the report with

errors, the Upload Settings screen appears.

- ✓ The Password is required and must be obtained from the FEC electronic filing office.
- ✓ The ID is the committee ID which should be reflected, based upon the Lookup file installed. However, if not, enter the digit committee ID (starting with “C00”).
- ✓ A Fax number and/or Email address is required. This will permit the user to receive confirmation that the report has been received by the FEC. If the user enters both, they will receive both a fax and an email. The TCP/IP option sends the report to the Commission via the Internet. This is the simplest way to send the report if connected to the Internet and no security measures are in place that would prevent the user from uploading via the Internet. The configure tab has information the software uses to communicate with the FEC electronic filing system. The **TCP/IP** host name should be disclose.nictusa.com (all lower case), and the Agency ID should be **FEC** (all upper case). The software defaults to these settings. If settings are changed, they must be reset to the defaults in order to upload the report properly. XXXX Add NEW SELECTION SHOWING DUAL EMAIL AND ADD TEXT TO EXPLAIN

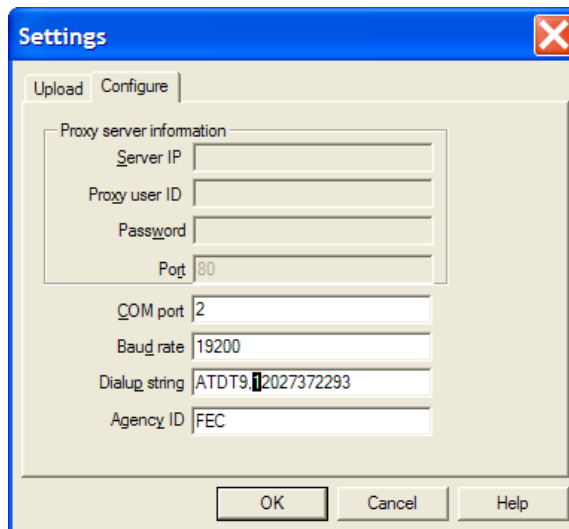


Dialup Option



The screenshot shows the 'Settings' dialog box with the 'Configure' tab selected. The 'Filer information' section contains text boxes for 'Password', 'ID' (with the value 'C00395343'), 'Fax', and 'e-mail'. The 'Filing Method' section has radio buttons for 'TCP/IP', 'SSL', 'Dialup', 'A:', 'B:', and 'Other'. The 'Dialup' option is selected. Below this is a checkbox labeled 'File it to the test server [will not be received by the agency]' which is unchecked. At the bottom is a text box labeled 'This filing amends' and three buttons: 'OK', 'Cancel', and 'Help'.

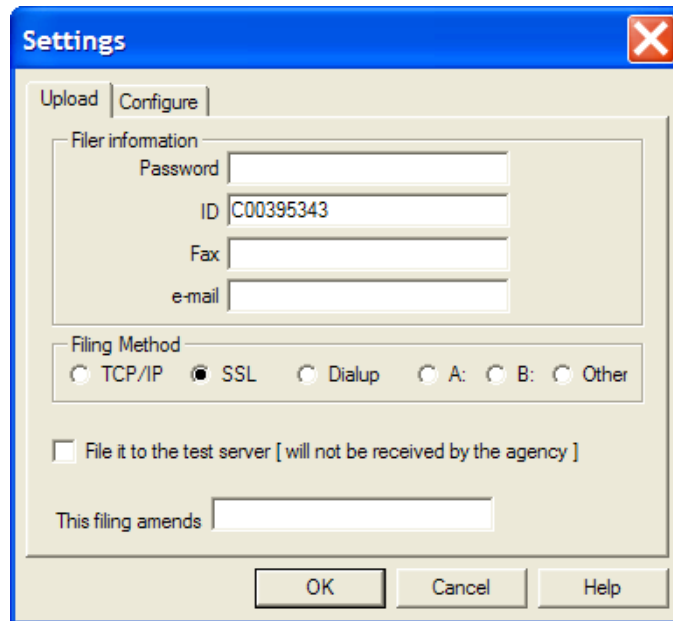
The Dialup option utilizes a direct modem-to-modem communication between the users computer and the FEC electronic filing system. It is slightly less convenient than TCP/IP because it requires some special information on the configuration tab that may not be readily available, as seen below. This option can be used for filers who have no Internet connection or those who have special firewall or proxy server restrictions against uploading files via the Internet.



The screenshot shows the 'Settings' dialog box with the 'Configure' tab selected. The 'Proxy server information' section contains text boxes for 'Server IP', 'Proxy user ID', 'Password', and 'Port' (with the value '80'). Below this are text boxes for 'COM port' (with the value '2'), 'Baud rate' (with the value '19200'), 'Dialup string' (with the value 'ATDT9,12027372293'), and 'Agency ID' (with the value 'FEC'). At the bottom are three buttons: 'OK', 'Cancel', and 'Help'.

NOTE: The Dialup string shown includes a “9,” in the setup string. If you are dialing from a location that requires a nine or other access number to obtain an outside line, you must include it at the start of the dialup string. The comma provides for a pause to allow the system to obtain dial tone. If you do not have to dial a special access code from the line you use to dial up, you can omit the “9,”

SSL



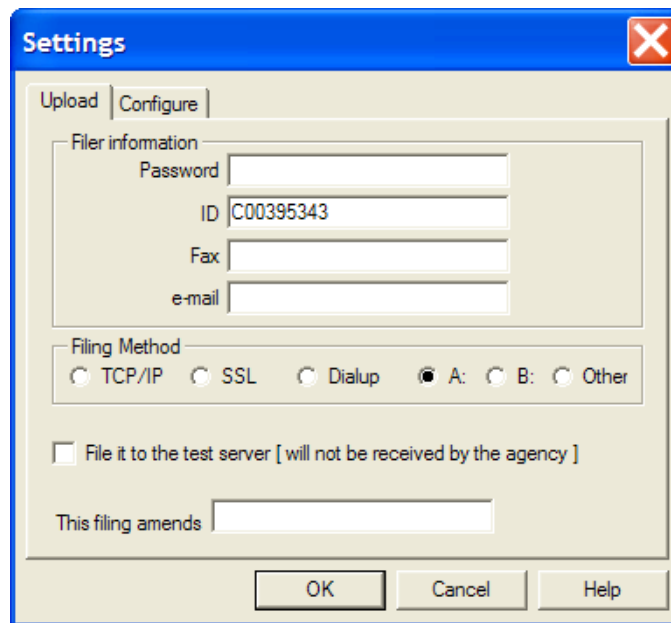
The screenshot shows a 'Settings' dialog box with two tabs: 'Upload' and 'Configure'. The 'Configure' tab is active. It contains several sections:

- Filer information:** A group box containing four text input fields: 'Password', 'ID' (with the value 'C00395343'), 'Fax', and 'e-mail'.
- Filing Method:** A group box with six radio buttons: 'TCP/IP', 'SSL' (which is selected), 'Dialup', 'A:', 'B:', and 'Other'.
- File it to the test server [will not be received by the agency]:** An unchecked checkbox.
- This filing amends:** A text input field.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

This option also sends the user's report to the Commission via the Internet. The SSL option allows users that are behind a firewall or proxy server to file their report securely. They may need assistance from their network administrator in order to use this option. The configure tab has information the software uses to communicate with the FEC electronic filing system. The https host name should be https://webforms.nictusa.com/cgi-bin/disclose_ssl/upload (all lower case), and the *Agency ID* should be FEC (all upper case). The software defaults to these settings. If they are changed, they must be reset to the defaults in order to upload the report. The user's Network administrator can supply them the proxy server information.

Diskette (A: or B:)



If, for whatever reason, the Internet or a phone line is not available, the report may be submitted on diskette. The filing must be submitted on a single 3.5" 1.44MB diskette and may contain only one report and no other files; the only exception to this is, (on the same diskette), a second file containing a digitized copy of the signed summary page. PLEASE READ the following instructions and NOTES completely before you begin:

1. Insert a blank diskette 3.5". 1.44 MB diskette in the diskette drive and from the "Settings" screen select option A: or B: from the "Filing Method", whichever corresponds to the floppy disk drive of the computer. If the diskette is not blank, the upload of the file will fail.
 2. Select "OK".
 - The report will now be uploaded to the diskette. Check your diskette to verify that the file on the diskette has a ".fec" file extension. Any other format will be rejected (**including .dcf**)
 - Be sure to label your diskette with:
 - Your email address (so a filing receipt can be sent to you)
 - Your committee ID number (C00123456)
 - Your report type (Year-End 2004)
 - The Diskette must be mailed along with a **signed**
-

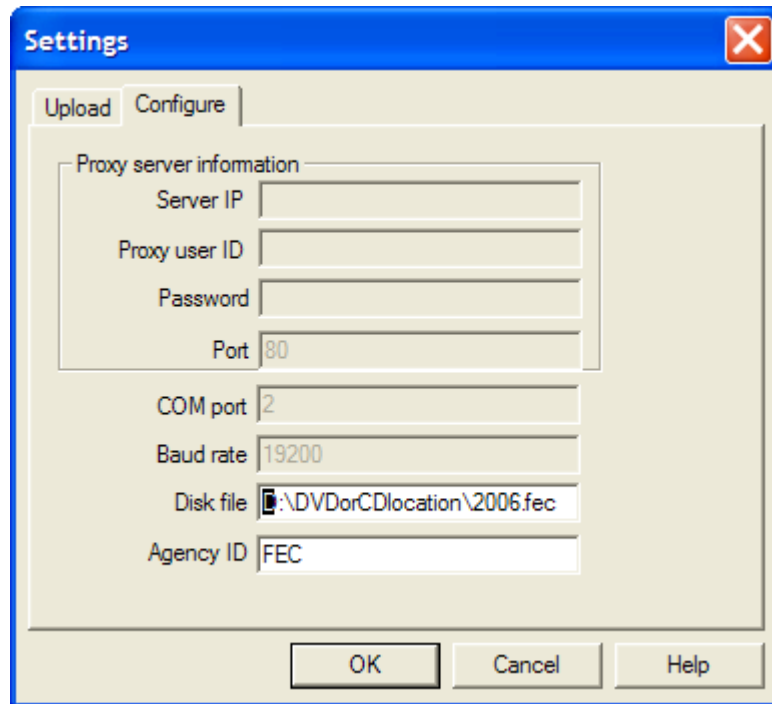
paper hard copy of the report signature page (report cover page), (page 1 of the report, not the complete report), to the FEC. Diskette filings require an actual Report Cover page and signature, as there is no way to transmit the password via diskette. The mailing address is:

**Electronic Filing Office
Federal Election Commission
999 E Street, NW
Washington, DC 20463**

NOTE: Diskette filings are subject to the same deadlines as paper filings! Diskette filings mailed to the FEC without a signed report cover page will be rejected! The printed Report Cover Page MUST be exactly the same as the one in the filing (i.e., printed from the submitted filing and signed) Each diskette may contain only one report and may contain no other files. The only exception to this rule, is a second file containing a digitized copy of the signed summary page. Outside of that scenario, each diskette should contain only one file, to be successfully accepted.

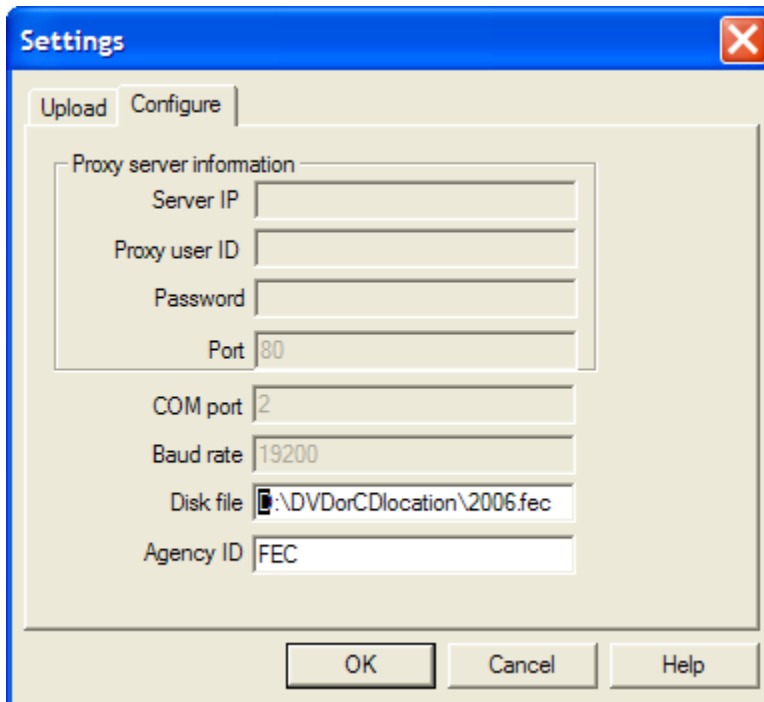
Please include with your diskette your email address or fax number so that you will receive a filing confirmation receipt.

Other (For Writeable Media)



The other option allows the user to specify a specific directory on their computer to create a copy of the report by entering in the complete path and file name with '.fec' as the extension in the 'disk file' field of configuration section of the upload utility. Notice that this will direct the file to any writeable media on your system

CD



Use the “Other filing method” to facilitate submission on a CD. Note that you will have to create the .fec file on your hard drive, or other writeable media, and use a CD creation utility to “burn” the file onto the CD.

If, for whatever reason, the Internet or a phone line is not available, the report may be submitted on a compact disk (CD). The filing must be submitted on a single CD and may contain only one report and no other files; the only exception to this is, (on the same CD), a second file containing a digitized copy of the signed summary page. PLEASE READ the following instructions and NOTES completely before you begin:

1. Insert a blank CD. In the “Upload Settings” screen select “Other” from the Filing Method.
2. Click on the Configuration Screen, and select a writeable media to send your report to (Such as a hard drive) .
3. Select “OK”.
 - The report will now be uploaded to the writeable media/location you selected. Check the file to verify that the file created has a “.fec” file extension. Any other format will be rejected (**including .dcf**)
 - Then, use whatever CD creation utilities you prefer, to “burn” the file onto your blank CD. Re-verify that the file on the CD has a “.fec” file extension. Any other format will be rejected

(including .dcf)

- Be sure to clearly and legibly label your CD with:
 - Your email address (so a filing receipt can be sent to you)
 - Your committee ID number (C00123456)
 - Your report type (Year-End 2004)
- The CD must be mailed along with a **signed** paper hard copy of the report signature page (report cover page), (page 1 of the report, not the complete report), to the FEC. As with Diskette filings, CD filings require an actual Report Cover page and signature, as there is no way to transmit the password via CD. The mailing address is:

**Electronic Filing Office
Federal Election Commission
999 E Street, NW
Washington, DC 20463**

NOTE: CD filings are subject to the same deadlines as paper filings! CD filings mailed to the FEC without a signed report cover page will be rejected! The printed Report Cover Page MUST be exactly the same as the one in the filing (i.e., printed from the submitted filing and signed) Each CD may contain only one report and may contain no other files. The only exception to this rule, is a second file containing a digitized copy of the signed summary page. Outside of that scenario, each CD should contain only one file, to be successfully accepted.

Please include with your CD your email address or fax number so that you will receive a filing confirmation receipt.

Additional Upload Instructions, Settings and Features

Filing to a Test Server

Test reports can be filed using **Dialup, TCP/IP or SSL**. The test-filing server is a duplicate of the actual server. The purpose of test filing is to verify that the user can use the chosen method to file the actual report.

TEST FILING WILL SIMULATE THE LIVE FILING ENVIRONMENT. FILING A TEST REPORT IS FOR DIAGNOSTIC PURPOSES ONLY. TEST FILING OF REPORTS WILL NOT FULFILL THE FILING REQUIREMENTS IN ANY CASE. THE FEDERAL ELECTION COMMISSION WILL NOT SEE REPORTS FILED TO THE TEST SERVER. THE TEST REPORT WILL EVENTUALLY BE DELETED FROM THE TEST SERVER.

Additional information about filing test reports is available from technical support.

Proxy Server information

Allows the user to configure FECload to file reports through a proxy server. The user's network administrator can supply the *server id, proxy user id, and password*.

COM Port

The *Com port* setting defaults to port 2. This is the most common port used by modems. If the user's modem does not use com port 2, they may change it to the correct com port.

Baud Rate

The default *Baud rate* is 1 200. This is an indication of the speed with which the modem transfers data. It can be set to match the connection speed but not set higher.

Dialup String

The *Dialup string* is a series of letters followed by a phone number. This information is passed to the user's modem to enable it to connect with the FEC modem pool.

Agency ID

This information is used to direct the filing to the proper part of the electronic filing system. The default entry is FEC. There is no need to edit this entry.

During The Filing Process

When OK is selected, the file is uploaded to the FEC electronic filing server. On the screen a series of messages appears detailing what is occurring. If at any point during the process, something is found to be incorrect, the process will be terminated and the word *FAILED* will appear at the bottom of the screen.

The most common failures are:

- incorrect passwords (The password *IS* case sensitive) and
- uploading without first connecting to the Internet (TCP/IP only). If the
- upload process generates a *FAILED* message at any point, call Tech
- Support.

If the password is correct, and there are no other reasons to reject the

file (the Validator usually eliminates most other problems), the last line of the message is Succeeded. At this point the user is notified that the file has been received by the FEC.

This does not mean that the file has been
accepted!

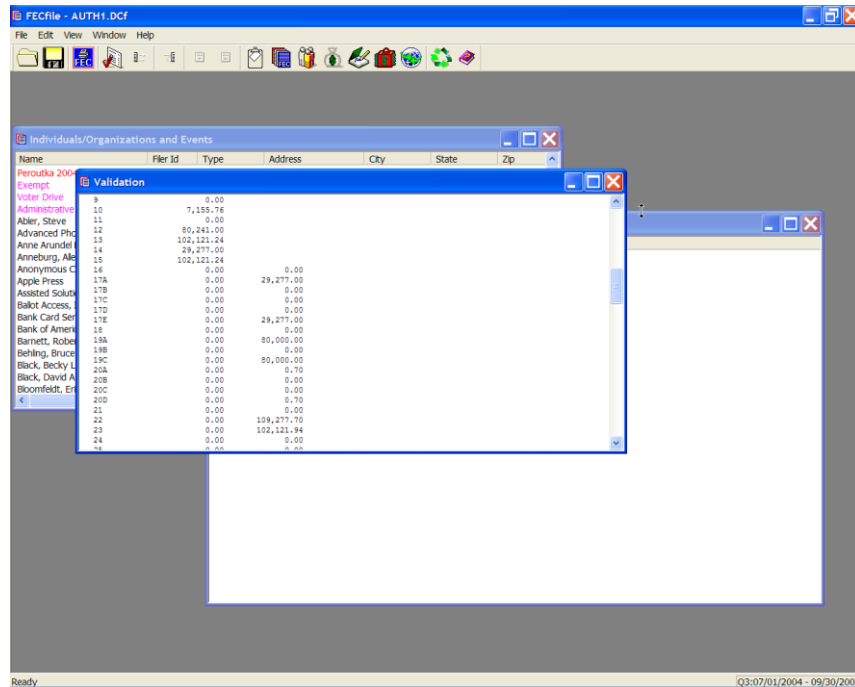
If the file is accepted, the user receives a fax or email within a few minutes notifying them that the filing was accepted. If they do not receive this notification, they should call the electronic filing office immediately.

When the user receives notification they will recognize it as the same printout that the validator provided. It should in fact be nearly identical. The MD5 Checksum number should match exactly.

Example:

The only difference between this notification and the one printed from the validator is the addition of a block of information about filing date and time and a Filing ID number. This number is assigned when the report is received and it is important. If it is found that the report must be amended, the user must provide the Filing ID of the original report. The Filing Id is automatically saved inside the user's file, after they upload. They may look up the Filing Id by activating the Reports View, Selecting Edit, and clicking Unclose Report. There is a field that will hold the Filing Id of the report.

NOTE: The Faxed or emailed receipt is the official receipt and should be kept just as the user would keep a certified mail receipt. This is proof that they filed the report.



Interpreting Validation Error Codes/Description Of The Validator Program

A committee will receive two types of validation error codes when mistakes are made or omissions are present in the report, Error and Warning.

The Error message will not allow the committee to file the report, automatically until the errors are corrected.

The Warning message will only cause a report to fail if the committee has 32,000 errors, or more.

The Error indicator will look like the following in the Validator printout:

Form{Item}: SB23

Field Name: #002 FEC Committee ID Number

Error is Required, but the field is Empty

Form{Item}: identifies the schedule and line on which the Error entry occurs. In this case the error occurs on Schedule B supporting Line 23 of the Summary Page.

Field Name: identifies the aspect of the transaction that is in error.

***Error* identifies the failure. In this example the committee's identification number was not supplied.**

The Warning indicator will look like the following in the Validator printout:

Form{Item}: SA11A1 {Smith,John} Field Name:

Field Name: #17 Contributor ZIP Code

Warning Zip Code is Invalid or Missing / Zip = {Missing}

Form{Item}: identifies the schedule and line on which the Warning entry occurs. In this case the Warning occurs on Schedule A supporting Line 11(a) of the Summary Page.

Field Name: identifies the aspect of the transaction that is in error.

“Warning” identifies the warning. In this example, the zip code is missing.

Other Errors

“FEC Committee ID Number Is Required, But Field Is Empty” Error

When a committee finishes their report, they must run the Validator program. Committees may then receive the following error message: **“FEC Committee ID Number is required, but field is empty.”** This will prevent the committee from uploading its report. The problem can be fixed by the following steps:

Instruct the committee to open FECFile (but not any particular report), click View and highlight Individuals/Organizations.

Double-click on the entry that displays its own committee (this entry will appear in red).

Instruct the committee to input their FEC identification number directly under FEC ID and click OK.

This will correct the error message listed above and allow the committee to file their report, assuming no other serious problems exist in the report.

Validator Error and Warning Messages Defined

Error Messages

- 1. HDR record must be First in File** -- Usually means that the file is not in the proper format. Often it is a version 2 file being validated with a version 3 Validator. It is usually a private vendor's software, not an FECFile problem.
 - 2. "Cover" (e.g. F3A, F3XN, ...) must be 2nd in File** -- Usually means that the file is not in the proper format. Often it is a version 2 file being validated with a version 3 Validator. It is usually a private vendor's software, not a FECFile problem.
 - 3. Filing must be an "FEC" Type of filing** -- Indicates the user is submitting a report that is not in the ".fec" format.
 - 4. Filing FORMAT must be FEC Version 6.1** -- Indicates the user is using an old version of FECFile. The Committee will need to download a copy of the latest version of the software from the FEC's web page (<http://www.fec.gov/electfil/electron.html>).
 - 5. Amended filing must have an ID of the "Original"** -- An amended report is given a code once filed at the FEC. In order to amend the report the Committee must use this number. It can be found on the Raw Data Page (<http://herndon2.sdrdc.com/cqibin/dcdev/>) and should be entered in the following format: FEC-12345.
 - 6. Amended filing must have an "Amended Number"** -- Each amendment is numbered beginning with 1. If the same report is amended a second time, the amended number is 2. etc.
 - 7. Header (HDR) inconsistent with Orig/Amend status** -- The Header indicates that the file has been amended but the form name of the report (F3N, F3A, F3XN, F3XA etc) does not.
 - 8. Unrecognized form Type / Record Ignored** -- The first field in a transaction indicates form type (F3X, SA11AI, SB17, etc.). This message indicates the use of an improper form type.
 - 9. Schedule does not belong with Form _____** -- Indicates the user is attempting to file an invalid schedule with a particular form.
 - 10. Validation Terminated! – over 32,000 Problems Found!** -- If 32,000 messages for problems are found in a single filing, the validation routine will stop checking any further. This situation should never come close to happening, but the stop processing step is taken to prevent run-away error messaging on huge filings.
 - 11. ID # _____ NOT Correct FEC ID# Format** -- Indicates that the Committee is using a number that is not in the FEC ID format (C00XXXXX).
 - 12. ID # _____ NOT SAME AS Cover Page ID# _____** -- Each transaction carries the committee ID and it must match the committee ID on the Cover Page of the
-

report.

- 13. Report Type is Missing or Invalid** -- Indicates the user has either failed to enter the report type or is using a report type inconsistent with FEC report types.
- 14. {field} exceeds maximum length of _____** -- Indicates the user has exceeded the maximum number of characters in a particular field.
- 15. {field} is Required, but field is Empty** -- Indicates the user has failed to enter information in a particular field.
- 16. Multi-Form Filings are NOT Allowed** -- Each filing must consist of a single form (Form 3X, Form 1, Form 6, etc...). The files cannot be bundled into one filing.
- 17. Extraneous data follows last field** -- Indicates a technical problem where software is adding extra delimited fields following the last one defined for the format of that record.
- 18. Invalid double-quote surround text field** – This message is given if a text field begins with a double-quote (") but does not end with a double-quote character.
- 19. Embedded double-quotes (") are not allowed** -- Double quotes are typically used by standardized export routines in many kinds of software. In previous "comma-delimited" versions of the FEC filing format, it was necessary to surround text that contained a comma with double-quotes so the comma would not be confused with a true comma delimiter. In the interest of keeping processing simple, double-quotes were only to be used to surround text in a field – never to occur within the text. For example an address coded as "123 "K" Street" is not acceptable – however, "123 'K' Street" is OK.
- 20. Illegal character(s) found in text field** -- All characters found on a computer keyboard are acceptable in text fields. Additionally, foreign language characters defined in the ASCII character set are also acceptable.
- 21. Illegal character(s) found in text line # _____** -- As with delimited text fields, only keyboard and foreign language characters are allowed in the text of an F99 filing. This message helps the user locate the line of text with the problem character by indicating the line of text the offending character appears on. {This message pertains only to F99 filings.}
- 22. Body of text exceeds maximum of 20,000 characters** -- The body of text included in an F99 filing is limited to 20,000 characters (including spaces).
- 23. Leading Blanks {e.g. " Text"} not allowed** -- Data cannot begin with blanks. As an example, ["123 White Street "] is OK, but [" 123 White Street"] is not.
- 24. Bad Date _____ not YYYYMMDD format** -- Indicates the user has enter the date in an improper format.
- 25. Not a Real Date or Outside 1960-2099** -- Indicates that the user has entered an invalid date or a date that does not fall between 1 60 and 20 .

- 26. Invalid Amount format:** _____ -- Indicates the amount is something other than numbers and decimals. Dollar signs and commas are not allowed.
- 27. Non-numeric data in Numeric Field** -- Indicates characters that are other than numbers entered into a field that should contain only numbers.
- 28. ____ is an Invalid Year (CCYY) Format** -- Indicates the user has entered the year in an incorrect format. Year should be coded Century+Year as in 2008 for example.
- 29. Wrong Report Type with this Form** -- Many filings have a “Report Type” on their cover page, but different filings have different sets of valid report type codes. If a Report Type (that may be perfectly OK to use on one kind of filing) is used with a filing that does not include the value in its set of valid choices, this error message will occur.
- 30. District “___” is not 2-digit Numeric format** -- Indicates the user has failed to enter the Congressional District as two digits. Note that districts 1 – 9 must be coded 01 – 09.
- 31. Tran ID is NOT UNIQUE - This one is same as other(s)** -- Each transaction in an electronic filing (and all of its amendments) must have a unique transaction id.
- 32. No Match Found for Back-Reference to Schedule/Tran ID** – A transaction’s cross or back reference to a related transaction (e.g. a Schedule B transaction that’s related to a Schedule A transaction) is erroneous. The transaction and/or its Transaction ID is not actually included in this filing, so the cross reference is incomplete.
- 33. No Schedules have been provided with Filing _____** -- If any F24, F5 – F10, or F13 filing has no accompanying schedule, the filing will be rejected by the FEC.

The next set of messages pertain to specific filings and schedules.

- 34. Schedule H1 contains Redundant Sections** -- Schedule H1 has Section A and Section B. Only one of them is to be used.
- 35. Invalid Rate format:** _____ -- Percentage rates below 100% are coded to 4 decimal places. For example: 25% is coded .2500 and 12-1/2% is coded .1250. 100% is coded 1.000
- 36. Admin H3 Reference TranID should match the TranID** -- The Back Reference Tran ID (field #4) of any H3 record should reference the Tran ID (field #3) of the Administrative (AD) H3 record. Note that the Back Reference Tran ID of an AD record should refer to itself (i.e. the field #3 Tran ID).
- 37. Activity {__} Invalid – OK Vals: [AD|GV|DF|DC|EA|PC]** -- There are 6 valid codes that can be used to identify a type of activity described on an H3 record.
- 38. Database Account # does not link to any Schedule L {or I}** -- Schedules A and B are used to itemize details in Schedules I and L. When so used, they must indicate to which Schedule I or Schedule L they are supplying supporting detail.
- 39. F3Z-1 Report Type [__] is invalid (use J30 or D31)** -- F3Z-1 filings are for either

June 30th (J30) or December 31st (D31).

40. 24/48-hour code must be “24” or “48” not “__” – F5 filings are designated as either 24-hour reports or 48-hour reports.

41. C7 committees only file F7 reports – C7 type committees file no reports with the FEC other than their own special F7 reports. Should a C7 committee attempt to file any other report, it will be rejected by the FEC.

42a. An FEC “C9xxxxxxx” ID must be used to file Form 5 -- (see 42c below)

42b. An FEC “C7xxxxxxx” ID must be used to file Form 7 -- (see 42c below)

42c. An FEC “C3xxxxxxx” ID must be used to file Form 9 -- Form 5's are filed by “C9” committees; Form 7's are filed by “C7” committees; and Form 9's are filed by “C3” committees. When a type of committee files a report that does not pertain to that committee, any attempt to electronically file the wrong report will be rejected by the FEC.

43. Filing must have [BEGINTEXT] followed by text -- F99 filings differ from the formats of all other “delimited” electronic files. The free-form text is bracketed by special [BEGINTEXT] and [ENDTEXT] records.

44. Text is NOT bracketed by [BEGINTEXT] & [ENDTEXT] -- F99 filings differ from the formats of all other “delimited” electronic files. The free-form text is bracketed by special [BEGINTEXT] and [ENDTEXT] records.

Warning Messages

1. Entity Type [___] is not an acceptable value -- Entity codes used by the FEC to identify types of committee are: IND, CAN {an individual or candidate}; CCM, COM {a Candidate Committee or a [non-Candidate] Committee}; ORG, PAC {an Organization or PAC}; or a PTY {Political Party}. Not all entity type codes are valid with an Entity in every Form or Schedule.

2. Conditionally Required field is empty -- Indicates the user has failed to enter data in a particular field when circumstances (because of values of related data) require it.

3. __{date}__ is outside of range of 1960 – 2099 -- Although the date may be coded correctly and represents a valid date in the calendar, FEC filings must use “current” dates after 1960 through 2099.

4a. Subtotal {_____} not supported by other lines -- Summary amount should be the total of other lines on the summary, but is not (total contributions do not match all the contribution lines added together).

4b. Subtotal {_____} not support by Schedule ____ -- Summary Page amount does not match the aggregate total from all non-memo transactions in the supporting schedule.

4c. FYI → {_____} accumulated on Schedule ____ -- If warning number 4b

appears, this error is provided for the user's information.

5a. Election Code invalid: ___ {description} -- Indicates that the user has failed to adequately indicate an election (primary, general, special or runoff) towards which a contribution was made.

5b. Election Code missing: ___ {description} -- Indicates that the user has failed to indicate an election (primary, general, special or runoff) towards which a contribution was made.

6. Street Address is Missing -- Indicates the street address for a particular entry is missing.

7. Single-line Address NOT in 1st delimited field -- Indicates that the user has entered a one-line address in the second address field.

8. ___ not a valid 2-character USPS State Code -- Indicates that the user has failed to enter the two digit state code.

9. Zip Code is invalid or Missing / Zip = _____ -- Indicates the user has failed to supply the zip code or has supplied too few or too many digits.

10. Invalid Area Code/Phone Number _____ -- Indicates the user has entered a phone number containing too few or too many numbers.

11. Office Code “_” Invalid (Valid Codes: H, S, P) -- Indicates that the user has entered an office code that does not fit the format of H (House), S (Senate), or P (President).

12. Committee Type “_” is Invalid for this Form -- Indicates that the user has entered an invalid committee type on Form 1, 1M or 4.

13. Organization Type “_” is Invalid for this Form -- Indicates that the user has entered an invalid organization type on Form 1 or 7.

14. ___ not a valid 3-character Party Code -- Indicates that the user has entered a code on Form 1 that does not correspond to a recognized political party.

15. ___ not a valid Party Type (NAT, STA, SUB) -- Indicates that the user has entered a code on Form 1 that does not fit the party type and format of NAT (National), STA (State), or SUB (Local).

16. ___ not a Valid Itemized Transaction -- A Schedule B Expenditure Transaction Code is not one recognized by the FEC {refer to list of allowable Expenditure Transaction codes in the format documentation}.

17. ___ not a Valid 3-digit itemized Category Code -- A Schedule B Expenditure Category Code is not one recognized by the FEC {refer to list of allowable Expenditure Category codes in the format documentation}.

18. Value “_” is Invalid for this Yes/No field -- Indicates that the user has entered something other than “yes” or “no” in a field that requires one of those responses.

19. Value “__” is Invalid for “Checkbox=X” field -- Indicates that the user has entered something other than a check in the checkbox.

20. Superfluous Data in field not used with this Filing -- Sometimes, use of certain data fields in a given schedule are inappropriate, either because of the type of filing, or because of the values of other fields in the schedule deem the field unnecessary. For example: Schedule A's “Increased Limit” check-box (field #25) only pertains to Form 3 filings; if used, the field is superfluous on Form 3X and 3P filings.

21. Invalid reference to Summary Page Receipts Line# -- Schedules such as A, B and C have Record Types that include the summary page line# the schedule supports. For example Form 3 can have Schedules: SA11A; SA11B; SA11C; SA11D; SA12; SA13A; SA13B; SA14 and SA15. (Form 3X has a different set of summary page line numbers.) This message occurs when a Schedule has the wrong line# for the type of filing in the Record Type field (field #1).

The next set of messages pertain to specific filings and schedules.

22. Choose one or more “Ratios Apply...” checkboxes – If committee uses Section B on Schedule H1, one or more of the three checkboxes under the “This ratio applies to” heading must contain an “X”.

23. Choose either flat or specified allocation ratios – If committee uses Section B on Schedule H1, either the checkbox indicating “a flat minimum of 50% federal funds” must have an “X”, OR the percentage rates for federal and nonfederal funds must be specified.

24. Federal/Nonfederal Percents not = 100% -- If the percentage rates for federal and nonfederal funds are specified (on Schedule H1 or H2), their sum must = 1.000 (100%).

25. Ratio Code “___” Invalid (Valid Codes: N, R, S) -- indicates that the user has entered a ratio code that does not fit the format to indicate if it is: N (New); R (Revised); or S (Same).

26. Some H3 Transfer \$ Aggregates not equal Dollar Total – Sum of all Schedule H3 Breakdowns of Transfer Amounts must equal the sum of all H3 Total Transferred Amounts.

27. H5 Transfer Total not equal sum of Dollar Breakdowns – The sums of each Schedule H5 itemization of the “Breakdowns of this Transfer” must equal the “Total Amount Transferred”.

28. Select only one checkbox among this group – On Schedules H4 and H6, one (and only one), Type of Activity/Event checkbox should be marked with an “X”. (More than one found.)

29. Choose one (1) Activity/Event allocation code -- On Schedules H4 and H6, one (and only one), Type of Activity/Event checkbox should be marked with an “X”. (None found.)

30. Total Amt not equal sum of Federal & NonFed Shares – Schedule H4's aggregate sum of Federal and Nonfederal amounts is not equal to the Total Amount for the itemization.

- 31. Total Amount not equal sum of Federal & Levin Shares** -- Schedule H6's aggregate sum of Federal and Levin amounts is not equal to the Total Amount for the itemization.
- 32. Sup/Opp Code “ ___ ” Invalid (Valid Codes: S, O)** -- Indicates that the user has entered a code that does not fit the format of S (Support) or O (Oppose) on Schedule E.
- 33. Communication Code “ ___ ” Invalid. (Valid: DM, TP, TM, O)** -- Indicates that a Form 7 (Report of Communication Costs) does not disclose the code for the type of communication in the category of DM (Direct Mail), TP (Telephone), TM (Telegram), or O (Other).
- 34. Communication Target “ _ ” Invalid. (Valid: E, S, M)** -- Indicates that a Form 7 (Report of Communication Costs) does not disclose the correct code for the class of recipient, in the category of E (Executive/Administrative Personnel), S (Stockholders), or M (Members).
- 35. ___ Invalid Creditor (ICV,UCV,CAN,EMP,OTH)** – The type of creditor code that identifies the creditor on a Form 8; Part II (F82) or a Part III (F83) is not one of the values recognized by the FEC.
- 36. Cycle Total not = {Prev Aggregate + Report Total}** – On a Form 10 filing, the sum of the “Previous Aggregate Expenditures” and the “Total Expenditure this Notice” must equal the amount specified for the “Total Expenditures Election Cycle to Date” aggregate.
- 37. Net Donations not equal sum of Receipts – Refunds** – On a Form 13 filing, the sum of the amount specified for “Net Donations” is not equal to “Receipts” minus “Refunds”.
- 38. F99 filing categorization code {___} is not valid** – An F99 filing must be identified as being a “MSI” (Disavowal Response), a “MSM” (Filing Frequency Change Notice), or a “MST” (Miscellaneous Report).
- 39. Duplicate Accounts on two or more Schedule L {or I} found** – Schedules I and L are identified by an Account Name and a 9-character Account ID (the ID is not on the paper form, but is part of the layout formats for SI and SL records). The Account ID coded on each Schedule I (SI) record and each Schedule L (SL) record must be unique.
- 40. F3Z Primary Committee Name Not Equal F3 Filer Name** – Form F3Z's (consolidation report) filer name must be the same as the committee name given on the Form 3.
- 41. F3Z Coverage Date Not Equal F3 Coverage Date** – Form F3Z's (consolidation report) coverage date must be the same as the coverage date given on the Form 3.
- 42. Valid F3Z filing has 1 PCC, 1+ Auth & 1 Totals Form** – When a consolidation report accompanies an F3 filing, there must be one F3Z record for the Principal Candidate Committee (PCC), one or more records for each Authorized Candidate Committee, and one F3ZT (Totals) record.
-

Error Codes

There is a long list of possible error codes that can be displayed in the validator (see above Errors and Warnings). Most of these do not apply to FECFile, but are necessary to provide information to other programmers who support electronic filing. To correct an error, go to the transaction indicated by the error message, and make the necessary changes.

The Validator screen indicates if an error is a “Warning” or if it is a “Fail” error. A typical Validation error will appear like this:

Example 1:

Form (Item): SE24 (Johnson, Dave)

Field Name: #015 Payee City

Warning Conditionally Required Field is Empty

To understand what information this error is providing us, we begin by looking at the *Form (Item)*. This information helps you identify where the problematic transaction is located. In our example, the *Form (Item)* is SE24, which stands for Schedule E Line 24. The name on this particular line item will read Dave Johnson. We need to look for a Schedule E transaction with the name Dave Johnson.

The second step is to look at the *Field Name*. The *Field Name* tells us what part of the transaction is in error. In this case the *Field Name* reads, “Payee City” which tells us that there is an error in the field where the city is entered in for Dave Johnson’s address.

The third step is to look at what the Warning description. In our example, the Warning reads, “Conditionally Required field is empty.” This means we did not fill in the name of the city that Dave Johnson lives in, and we should go back and enter it now.

Example 2:

Form (Item): F3XN

Field Name: #22 Treasurer’s Signature Date

Error is required but field is empty

First, we look at the *Form (Item)*, which reads Form 3X (The N=New Filing). Form 3X refers to the cover page of the 3X filing. **Note: This would read ‘F3N (Form 3) if we were a Candidate Committee.** We know the error is not related to a particular transaction, but to field #22 in the cover page of the report itself.

Secondly, we look at the Field Name, which reads “Treasurer’s Signature Date.” This refers to the date we “Closed” the report as we prepared to upload it. We reach the “Closed Date” screen, by right clicking on the *Reports View* and selecting *Close*.

Thirdly, we see that we received an “*Error*” message and that our description reads, “Is required but field is empty” which tells us we need to go back and enter in the date we closed the report.

The difference between a *Warning* and an **Error** message is that reports containing only warnings may still be uploaded, while a report with an **Error** message cannot be uploaded

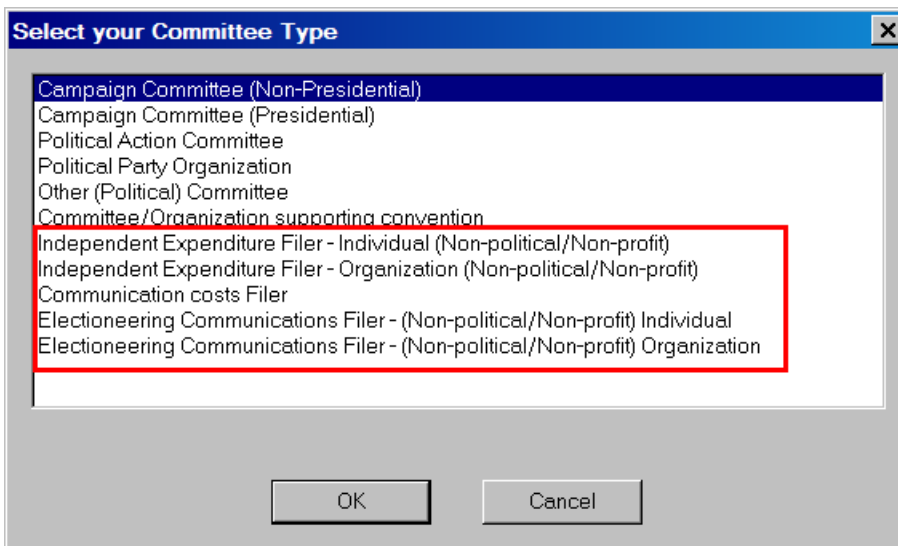
I. SPECIAL FILER and REPORT TYPES

SUPPORT FOR NEW FILER TYPES

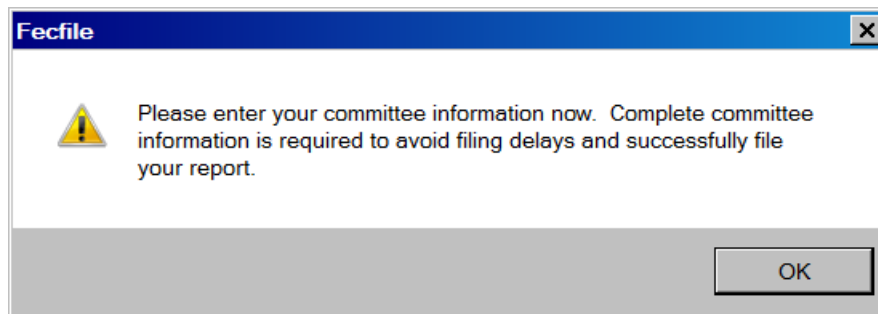
Version 6 of FECFile supports filings by five new committee types. These are :

Independent Expenditure Filer as an individual or as an organization;
Electioneering Communications Filer as an individual or as an organization; and,
Communications Cost Filer. This section provides the step by step process for setting up reports for these filer types.

For each the first step is to select the committee type by selecting “New” from the “File” Menu. The following selection screen appears. Select the appropriate committee type from the five type highlighted below.



In each case you will be asked to enter your committee information in the committee information. Click on “OK”.



This following addresses each Committee type filing

Independent Expenditure Filer – Individual (Non-political/Non Profit)

Enter the individual filer information then select “OK”

Individual other than a Candidate - FILER

Type National Multi-Candidate

Individual other than a Candidate

FEC ID (eg. C9xxxxxx) Lookup... Committee/Org type

If Committee/Organization

Name

If Individual

Last Name Middle Name

My Committee

First name Prefix Suffix

Address

City State Zip

Employer

Occupation

Candidate Information

Office State District Other ID

OK Cancel

✓ FECFile will ask if you would like to create a report, if so, Click on “Yes”.

Fecfile

Would you like to create a Report and enter your Report Information now?

Yes No

✓ Enter the Report Information and click on OK.

Report information

Type of Report
 April 15 Quarterly

Date From: 1/1/2007 Date Thru: 3/31/2007 Election date:

Election cycle running in: - State: None

Signed by

Testorosa, Ted - 123 Imate St...

This report discloses a new committee address


Signed by For Schedule E

Testorosa, Ted - 123 Imate St...

OK Cancel

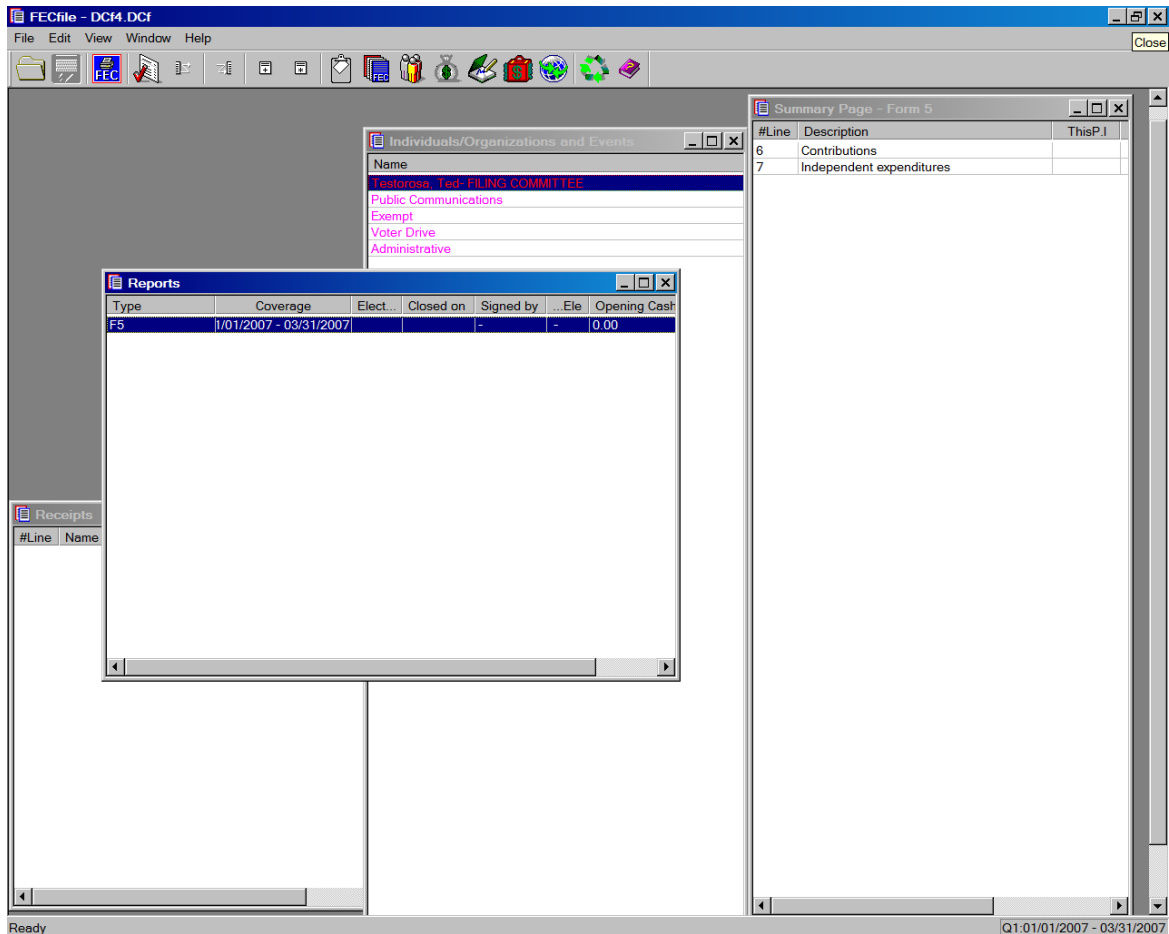
- ✓ The system give you the option of entering transactions

Fecfile

 You may proceed to add transactions to the current report OR you may choose to add Individuals/Organizations to your file. Would you like to add transactions to the current report now?

OK Cancel

- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.



- ✓ This F5 report permits recording two types of transactions
 - Contributions, and
 - Independent Expenditures
- ✓ Double click on the line to open the transaction entry form for either type of transaction. These forms are shown below.

Independent Expenditure

Name

 Testorosa, Ted - 123 Imate St..

Date Amount Memo
 Aggregate

Description

Candidate Support Oppose

Category code

Election Year of Election

Office State District
 None

Independent Expenditure

Name

 Testorosa, Ted - 123 Imate St..

Date Amount Memo
 Aggregate

Description

Candidate Support Oppose

Category code

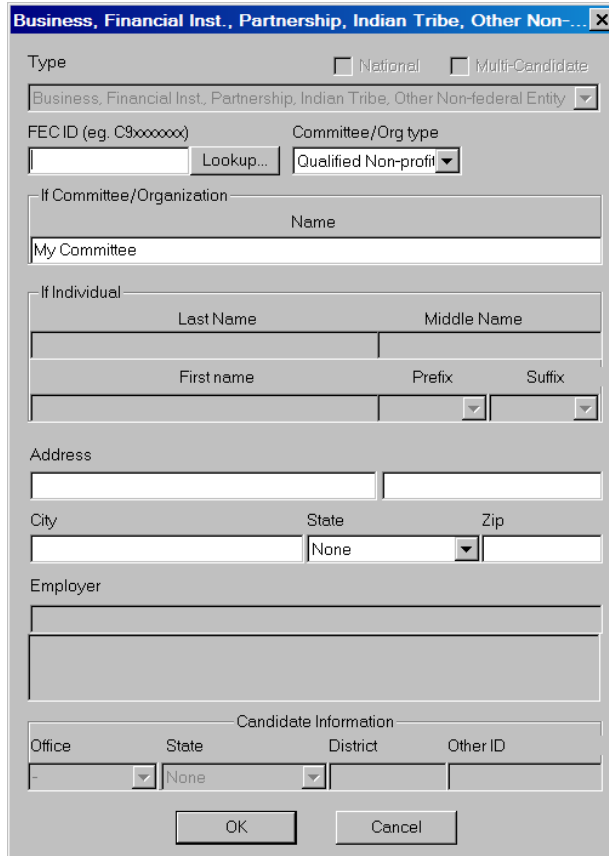
Election Year of Election

Office State District
 None

Enter the information, Click on “OK” to accept the transaction or “Next Entry” to accept the current transaction and add an additional transaction. The summary of transactions is shown on the appropriate line item.

Independent Expenditure Filer – Organization (Non-political/Non Profit)

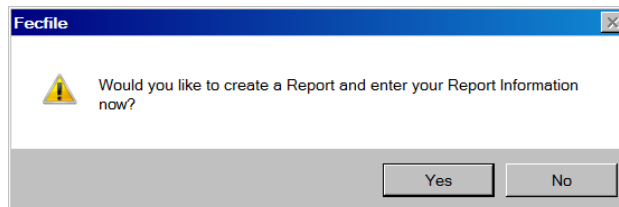
Enter the Organization information then select “OK”



The screenshot shows a dialog box titled "Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity". It contains the following fields and options:

- Type:** National Multi-Candidate
- Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity:** A dropdown menu.
- FEC ID (eg. C9xxxxxx):** A text input field with a "Lookup..." button.
- Committee/Org type:** A dropdown menu set to "Qualified Non-profit".
- If Committee/Organization:** A section with a "Name" field containing "My Committee".
- If Individual:** A section with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix".
- Address:** A text input field.
- City:** A text input field.
- State:** A dropdown menu set to "None".
- Zip:** A text input field.
- Employer:** A text input field.
- Candidate Information:** A section with fields for "Office", "State", "District", and "Other ID".
- Buttons:** "OK" and "Cancel".

✓ FECFile will ask if you would like to create a report, if so, Click on “Yes”.



The screenshot shows a dialog box titled "Fecfile" with a yellow warning icon. The text inside reads: "Would you like to create a Report and enter your Report Information now?". At the bottom, there are two buttons: "Yes" and "No".

✓ Enter the Report Information and click on OK.

Report information

Type of Report
 April 15 Quarterly

Date From: 1/1/2007 Date Thru: 3/31/2007 Election date:

Election cycle running in: - State: None

Signed by

Testorosa, Ted - 123 Imate St...

This report discloses a new committee address


Signed by For Schedule E

Testorosa, Ted - 123 Imate St...

OK Cancel

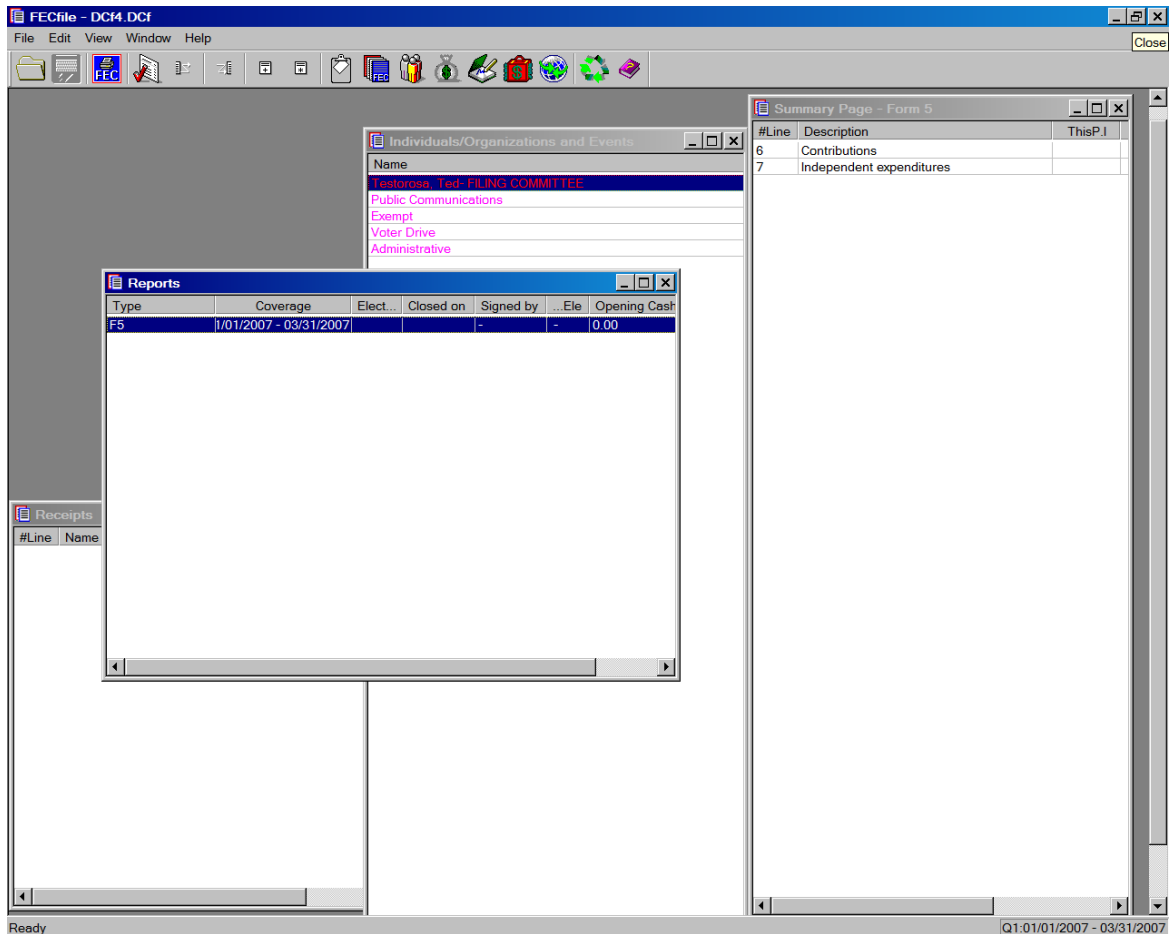
- ✓ The system give you the option of entering transactions

Fecfile

 You may proceed to add transactions to the current report OR you may choose to add Individuals/Organizations to your file. Would you like to add transactions to the current report now?

OK Cancel

- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.



- ✓ This F5 report permits recording two types of transactions
 - Contributions, and
 - Independent Expenditures
- ✓ Double click on the line to open the transaction entry form for either type of transaction. These forms are shown below.

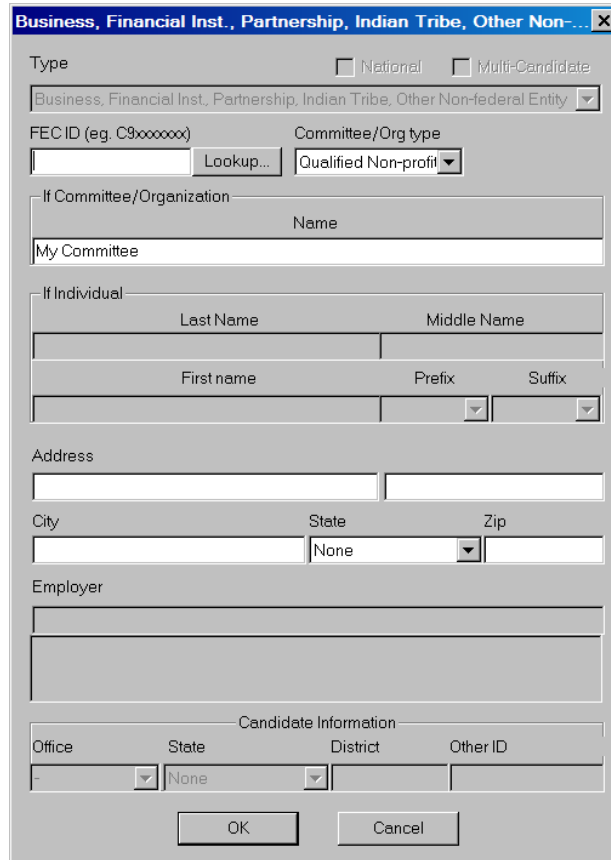
The image displays two identical screenshots of the "Independent Expenditure" dialog box, positioned side-by-side. The dialog box is titled "Independent Expenditure" and contains the following fields and controls:

- Name:** A text field containing "Testorosa, Ted - 123 Imate St..".
- Date:** A date field.
- Amount:** A numeric field containing "0.00".
- Memo:** An unchecked checkbox.
- Aggregate:** A checked checkbox in the left screenshot and unchecked in the right screenshot.
- Description:** A text field.
- Candidate:** Radio buttons for "Support" (selected) and "Oppose".
- Category code:** A dropdown menu.
- Election:** A dropdown menu.
- Year of Election:** A text field.
- Office:** A dropdown menu.
- State:** A dropdown menu containing "None".
- District:** A text field.
- Buttons:** "Next entry...", "OK", and "Cancel".

Enter the information, Click on “OK” to accept the transaction or “Next Entry” to accept the current transaction and add an additional transaction. The summary of transactions is shown on the appropriate line item.

Communication Cost Filer

Enter the Organization information then select “OK”

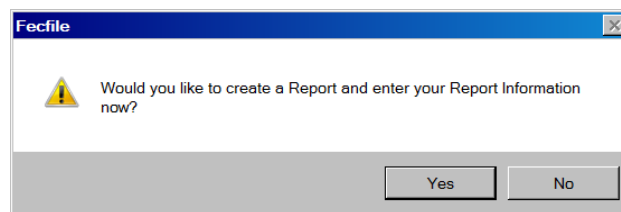


The screenshot shows a dialog box titled "Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity". It contains the following fields and options:

- Type:** National Multi-Candidate
- Entity Type:** Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity (dropdown)
- FEC ID (eg. C9xxxxxx):** [Text field]
- Committee/Org type:** Qualified Non-profit (dropdown)
- If Committee/Organization:**
 - Name:** My Committee (text field)
- If Individual:**
 - Last Name:** [Text field]
 - Middle Name:** [Text field]
 - First name:** [Text field]
 - Prefix:** [Dropdown]
 - Suffix:** [Dropdown]
- Address:** [Text field]
- City:** [Text field]
- State:** None (dropdown)
- Zip:** [Text field]
- Employer:** [Text field]
- Candidate Information:**
 - Office:** [Dropdown]
 - State:** None (dropdown)
 - District:** [Text field]
 - Other ID:** [Text field]

Buttons:

✓ FECFile will ask if you would like to create a report, if so, Click on “Yes”.



The screenshot shows a dialog box titled "Fecfile" with a yellow warning icon. The text inside reads: "Would you like to create a Report and enter your Report Information now?". At the bottom, there are two buttons: and .

✓ Enter the Report Information and click on OK.

Report information

Type of Report
 April 15 Quarterly

Date From: 1/1/2007 Date Thru: 3/31/2007 Election date:

Election cycle running in: - State: None

Signed by

Testorosa, Ted - 123 Imate St...

This report discloses a new committee address


Signed by For Schedule E

Testorosa, Ted - 123 Imate St...

OK Cancel

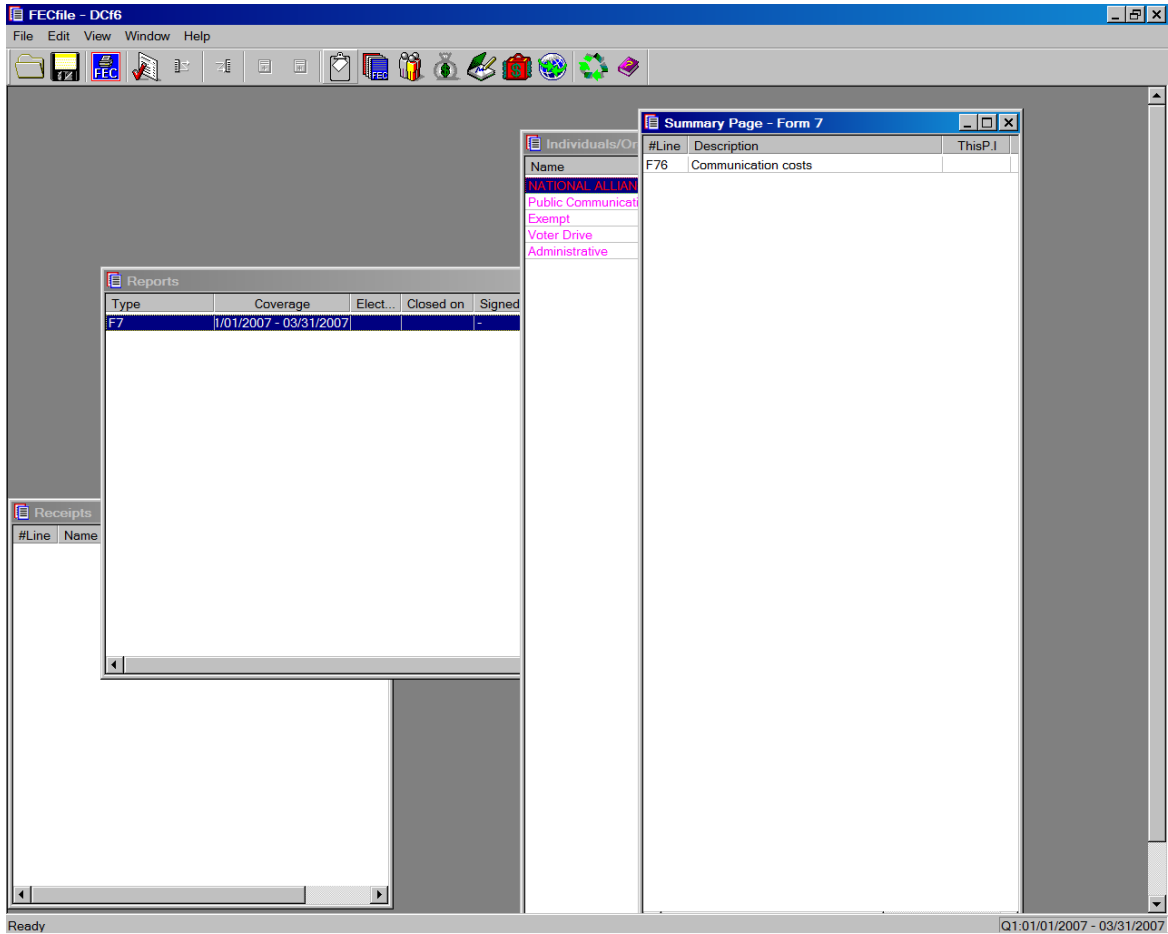
- ✓ The system give you the option of entering transactions

Fecfile

 You may proceed to add transactions to the current report OR you may choose to add Individuals/Organizations to your file. Would you like to add transactions to the current report now?

OK Cancel

- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.



- ✓ This F7 report permits recording one transaction type
- ✓ Double click on the line to open the transaction entry form. This form is shown below.

Communication costs [X]

Candidate Support Oppose

[]

Date [] Amount [0.00]

Class/Category

- Executive/Admin
- Stockholders
- Members

Communication type

- Direct Mail
- Telephone
- Telegram
- Other

Election []

Year of Election []

[Next entry...] [OK] [Cancel]

Enter the information, Click on “OK” to accept the transaction or “Next Entry” to accept the current transaction and add an additional transaction. The summary of transactions are summarized on the line item on the summary page.

Electioneering Communications Filer – Individual (Non-political/Non Profit)

Enter the individual filer information then select “OK”

The screenshot shows a dialog box titled "Individual other than a Candidate - FILER". It contains several input fields and dropdown menus. At the top, there are checkboxes for "National" and "Multi-Candidate". Below that is a dropdown menu for "Type" with "Individual other than a Candidate" selected. There are fields for "FEC ID (eg. C9xxxxxx)" with a "Lookup..." button, and "Committee/Org type" with a dropdown menu set to "Qualified Non-profit". A section for "If Committee/Organization" has a "Name" field. A section for "If Individual" has fields for "Last Name" (containing "My Committee"), "Middle Name", "First name", "Prefix", and "Suffix". There are fields for "Address", "City", "State" (set to "None"), and "Zip". There are also fields for "Employer" and "Occupation". At the bottom, a "Candidate Information" section has fields for "Office", "State" (set to "None"), "District", and "Other ID". "OK" and "Cancel" buttons are at the bottom.

✓ FECFile will ask if you would like to create a report, if so, Click on “Yes”.

The screenshot shows a dialog box titled "Fecfile" with a yellow warning icon. The text inside asks: "Would you like to create a Report and enter your Report Information now?". At the bottom, there are "Yes" and "No" buttons.

✓ Enter the Report Information and click on OK.

Report information

Date From: 1/1/2007 Date Thru: 3/1/2007 Date Public Dist: 3/1/2007

Communication Title: PR 001

Custodian: Communicator, IM

Signed by: Communicator, IM


The disbursements were made exclusively from donations to a segregated bank account

Controlling Persons...

OK Cancel

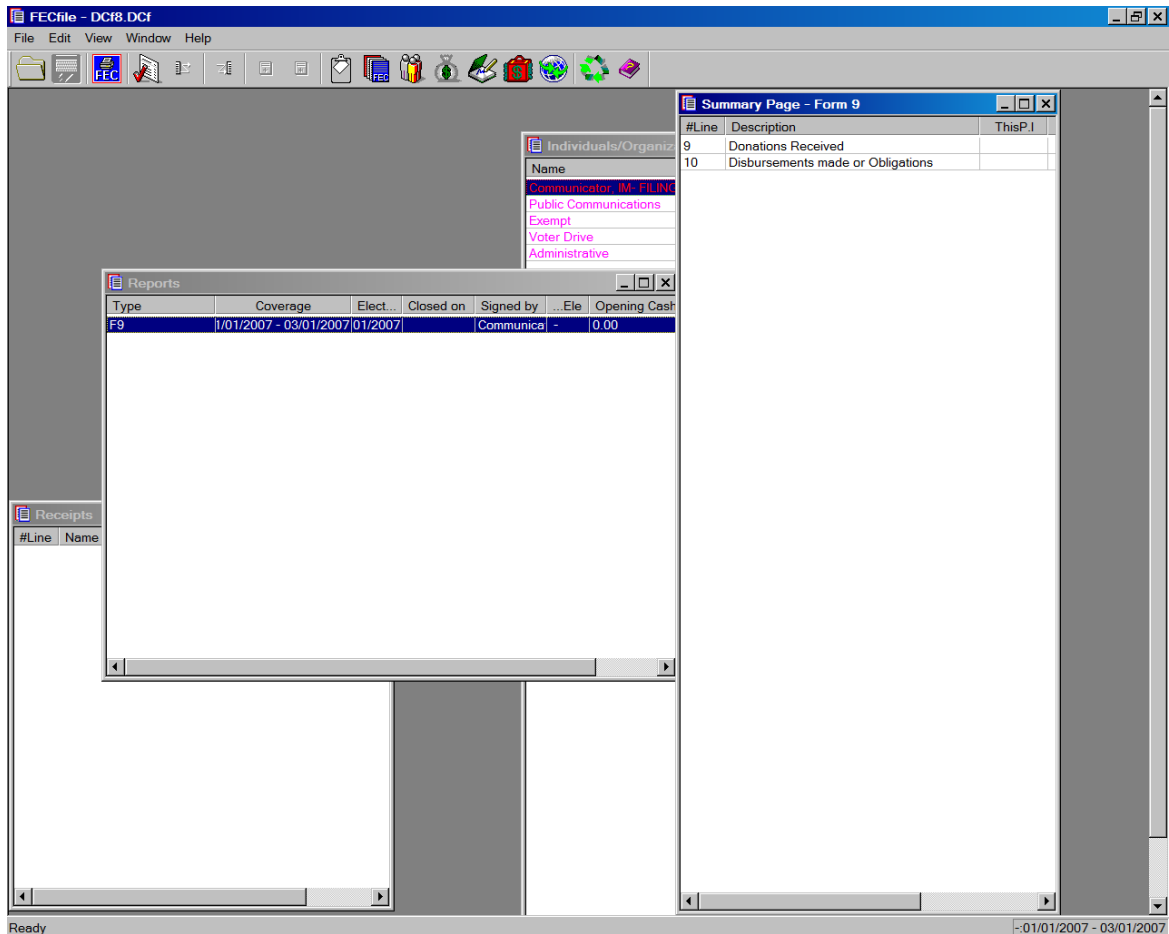
- ✓ The system give you the option of entering transactions

Fecfile

 You may proceed to add transactions to the current report OR you may choose to add Individuals/Organizations to your file. Would you like to add transactions to the current report now?

OK Cancel

- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.



- ✓ This F9 report permits recording two types of transactions
 - Donations Received, and
 - Disbursements Made or Obligations
- ✓ Double click on the line to open the transaction entry form for either type of transaction. These forms are shown below.

Donations Received

Name

 Communicator, IM - 123 Imate St...

Date Amount
 In-Kind

Description

Election Year of Election Memo
 Aggregate

Candidate/Campaign Committee

Category code Increased limits

Check No. Account Identifier

Disbursements made or Obligations

Name

 Communicator, IM - 123 Imate St...

Date Amount

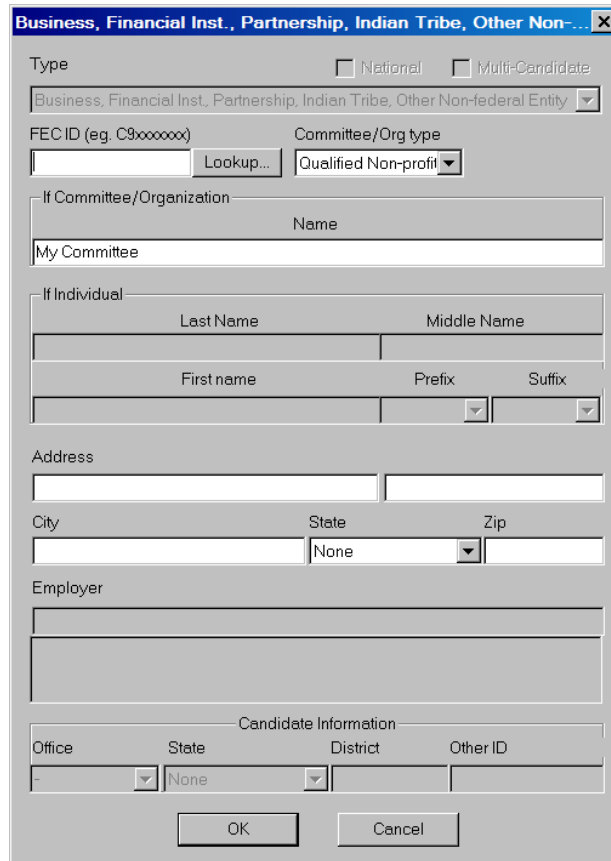
Description

Election Year of Election Communication Date

Enter the information, Click on “OK” to accept the transaction or “Next Entry” to accept the current transaction and add an additional transaction. The summary of transactions is shown on the appropriate line item.

Electioneering Communications Filer – Organization (Non-political/Non Profit)

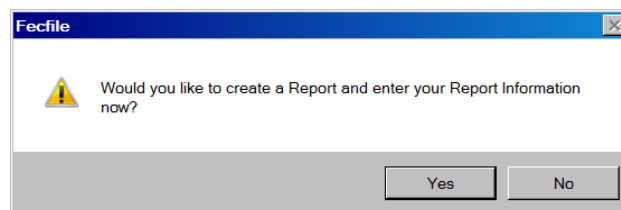
Enter the Organization information then select “OK”



The screenshot shows a dialog box titled "Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity". It contains the following fields and options:

- Type:** National Multi-Candidate
- Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity:** A dropdown menu.
- FEC ID (eg. C9xxxxxx):** A text input field with a "Lookup..." button.
- Committee/Org type:** A dropdown menu set to "Qualified Non-profit".
- If Committee/Organization:** A section with a "Name" field containing "My Committee".
- If Individual:** A section with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix".
- Address:** A text input field.
- City:** A text input field.
- State:** A dropdown menu set to "None".
- Zip:** A text input field.
- Employer:** A text input field.
- Candidate Information:** A section with fields for "Office", "State", "District", and "Other ID".
- Buttons:** "OK" and "Cancel".

✓ FECFile will ask if you would like to create a report, if so, Click on “Yes”.



The screenshot shows a dialog box titled "Fecfile" with a yellow warning icon. The text inside reads: "Would you like to create a Report and enter your Report Information now?". At the bottom, there are two buttons: "Yes" and "No".

✓ Enter the Report Information and click on OK.

Report information

Date From: 1/1/2007 Date Thru: 3/1/2007 Date Public Dist: 3/1/2007

Communication Title: PR 002

Custodian: Testorosa, Ima
 Testorosa, Ima - 123 Imte St...

Signed by: Testorosa, Ima - 123 Imte St...


The disbursements were made exclusively from donations to a segregated bank account

Controlling Persons...

OK Cancel

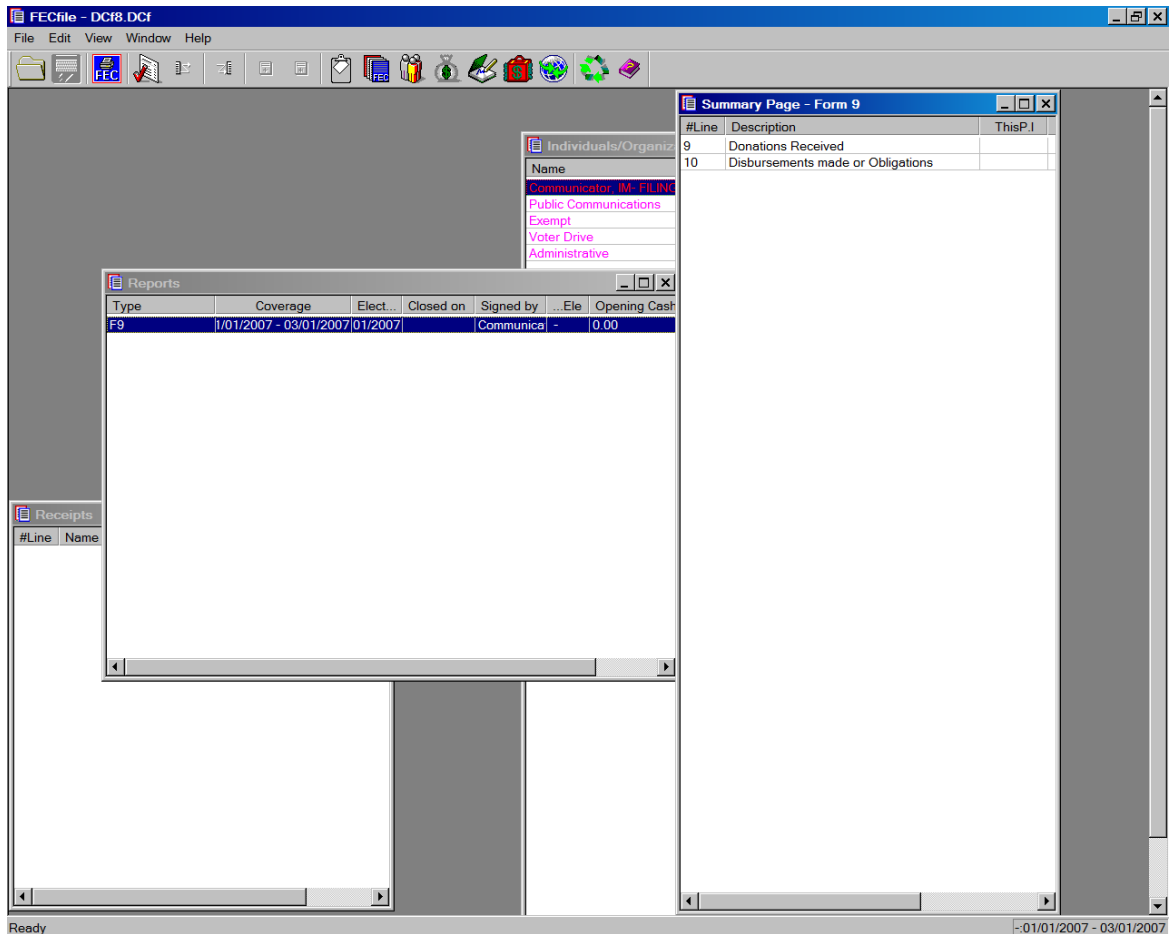
- ✓ The system give you the option of entering transactions

Fecfile

 You may proceed to add transactions to the current report OR you may choose to add Individuals/Organizations to your file. Would you like to add transactions to the current report now?

OK Cancel

- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.



- ✓ This F9 report permits recording two types of transactions
 - Donations Received, and
 - Disbursements Made or Obligations
- ✓ Double click on the line to open the transaction entry form for either type of transaction. These forms are shown below.

Donations Received

Name

 Communicator, IM - 123 Imate St...

Date Amount
 In-Kind

Description

Election Year of Election Memo
 Aggregate

Candidate/Campaign Committee

Category code Increased limits

Check No. Account Identifier

Next entry... OK Cancel

Disbursements made or Obligations

Name

 Communicator, IM - 123 Imate St...

Date Amount

Description

Election Year of Election Communication Date

Candidate List...

Next entry... OK Cancel

Enter the information, Click on “OK” to accept the transaction or “Next Entry” to accept the current transaction and add an additional transaction. The summary of transactions is shown on the appropriate line item.

J. AMENDING REPORTS AND NOTICES

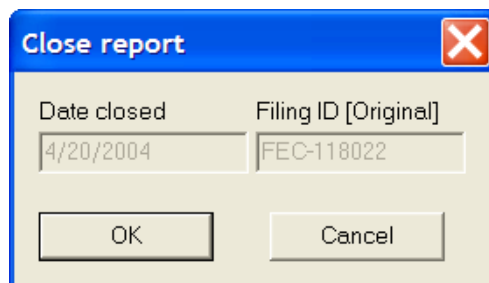
There are three types of reports produced by FECFile that are related to the Form 3 and Form 3x reports. An amended report is based on a previously filed report, a 48-hour is a special report that contains information that will be reported on the next Form 3 report filed. In FECFile, both require that a current or previous report be available on the Reports View.

Amendments

ONLY ELECTRONICALLY FILED REPORTS CAN BE AMENDED ELECTRONICALLY!

If the report being amended was originally filed on paper, it cannot be amended electronically.

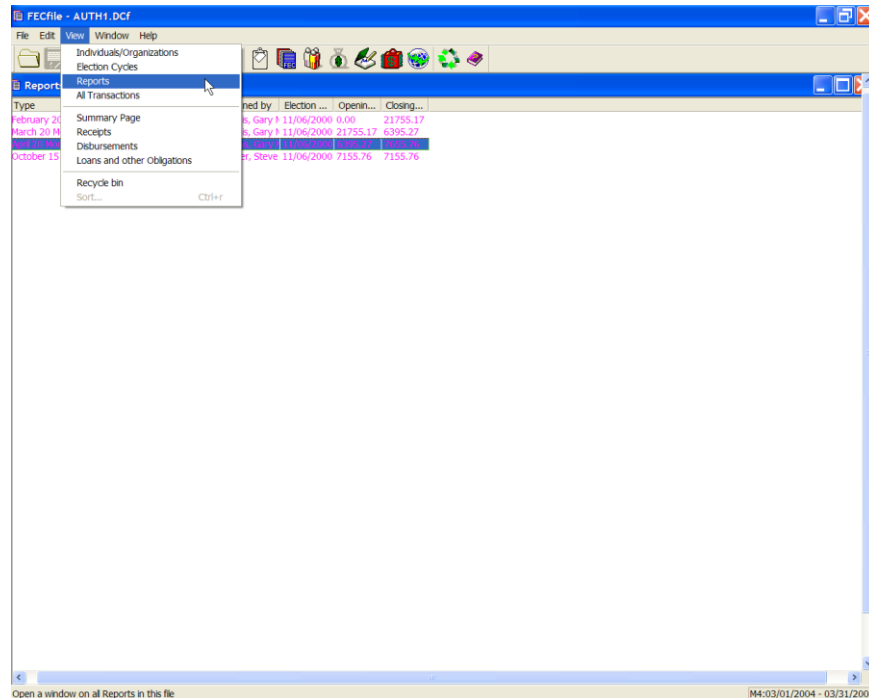
When the original report was filed electronically, a faxed or emailed confirmation from the FEC that included a Filing ID number was sent. The Filing ID is in the format “FEC-XXXX” where the Xs represent numbers. This number is automatically saved for the user upon a successful filing, making the amendment process easier. Notice that the filing id field is grayed out. This id cannot be altered.



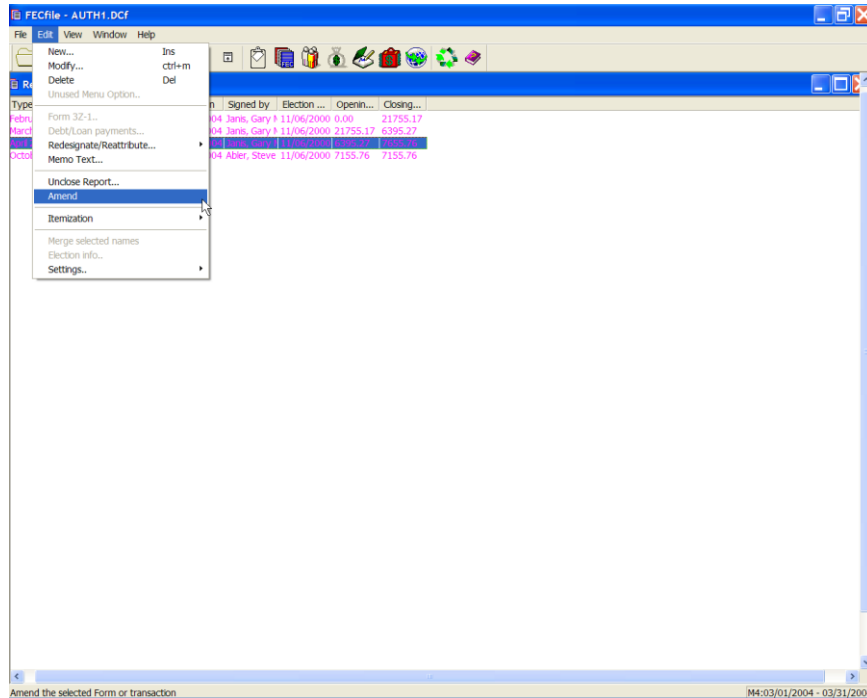
A screenshot of a Windows-style dialog box titled "Close report". The dialog box has a blue title bar with a red "X" icon in the top right corner. It contains two input fields: "Date closed" with the value "4/20/2004" and "Filing ID [Original]" with the value "FEC-118022". The "Filing ID" field is grayed out. At the bottom, there are two buttons: "OK" and "Cancel".

Creating An Amendment

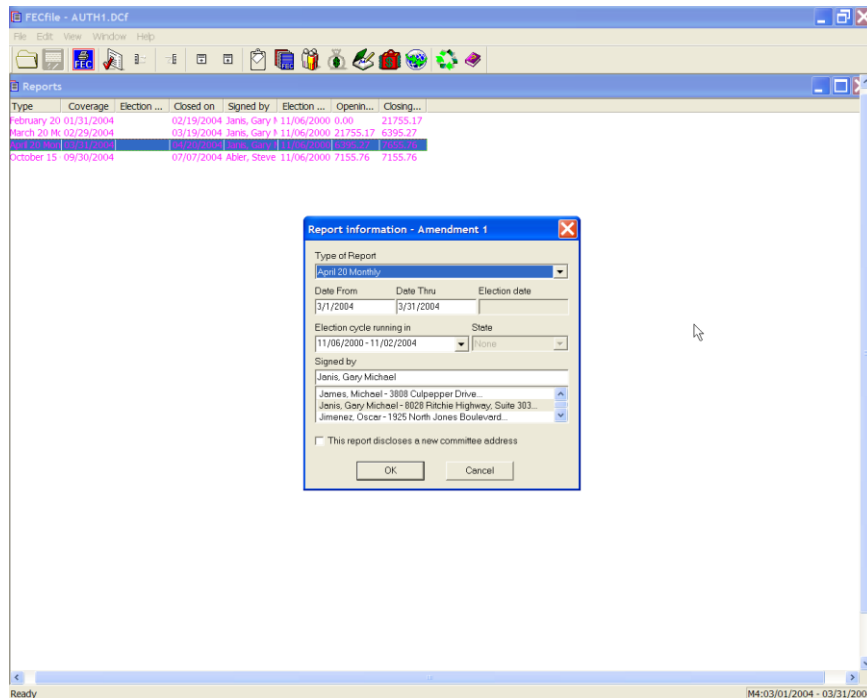
- ✓ Select View from the menu bar, and Reports.



- ✓ Right click on the report to amend and select Amend. The report screen that opens should contain most information.



- ✓ If the treasurer's name is being modified as part of the amendment, it is modified at this point.



- ✓ Choose OK to create the amended report. Select Yes to modify the selected report.

The report will now have an A1, A2... in front of it; A1 is for the first amendment A2 is for the second amendment. Any subsequent amendments will have "A" and the appropriate corresponding number of the amendment. If the user has any reports that were already closed and filed, FECFile will automatically generate amendments for those reports.

Example:

- **There are three reports filed to date. The Quarter 1 dated 1/1/01 to 3/31/01, the Quarter 2 dated 4/1 /01 6/30/01 and the Quarter 3 dated 7/1 /01 to /30/01. All three reports are closed and have been filed electronically. The user needs to amend the Quarter 1 report, after filing the amendment for this report all the subsequent filed reports will generate automatic amendments. To find out if they need to file any of these automatically generated amendments; contact the Reports and Analyst Division at the Federal Election Commission.**

Modifying Transactions For The Amendment

Transactions that were incorrectly reported in the original report can now be corrected.

- ✓ Go to the view that contains the incorrect transaction (e.g. Receipts, Disbursements), and find the transaction that requires editing.
- ✓ Double click on the transaction requiring editing.
- ✓ Make the necessary changes to the transaction and select OK. The altered transaction appears; the original transaction resides in an archived file of the original filing.

Adding new transactions for the amendment

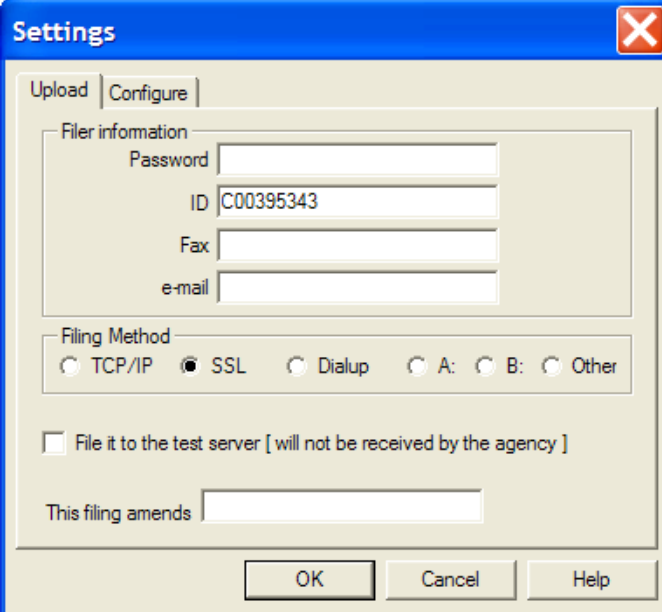
Adding new transactions to an amended report is completed as adding new transactions to an original report. Go to the Summary Page View and double click on the line that represents the new transaction.

Deleting transactions from an amended report

To delete a transaction from an amended report, go to the view that displays the transaction, single click on the transaction, and choose Delete from the Edit menu.

Filing an amended report

An amended report is filed like a new report (choose Upload from the File menu). The necessary filing id required to amend the report is already entered in the box labeled “This filing amends”



The screenshot shows a 'Settings' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog has two tabs: 'Upload' (selected) and 'Configure'. Under the 'Upload' tab, there is a 'Filer information' section with four text input fields: 'Password', 'ID' (containing 'C00395343'), 'Fax', and 'e-mail'. Below this is a 'Filing Method' section with five radio buttons: 'TCP/IP', 'SSL' (selected), 'Dialup', 'A:', and 'B:'. There is also an 'Other' radio button. A checkbox labeled 'File it to the test server [will not be received by the agency]' is unchecked. At the bottom, there is a text input field labeled 'This filing amends' and three buttons: 'OK', 'Cancel', and 'Help'.

Previewing original and amended reports

FECFile now creates an archived file of filed reports. To view a report, select the one to preview from the reports view. Select print archived report from the file menu. Choose current, original or amendment 1, 2, or 3. Choosing current previews the report that is selected in the reports view. Original previews the original report that was filed or the current report if no report has yet been filed. Any of the amendment options preview the corresponding amendment.

24-Hour Notices (Form 24)

Only PAC's and Party committees report a 24-Hour notice to the FEC. If filing Form 3X electronically, the user will have the option to select 24-Hour Notice from the Report View.

To create a 24-Hour Notice

The transactions that are reported on a 24-hour notice are also reported on the next scheduled report. For example, the committee makes an independent expenditure on October 25, 2000. This expenditure is added in the January 31 Year-End report (YE), which, covers 10/1/00 through 12/31/00 (as an example). The independent expenditure will be reported in the total independent expenditures on this report. In addition, the FEC requires submission of a 24-hour notice for this contribution since it is \$1,000 or more and it was received within 20 days of the election.

In FECFile, transactions are not created on Form 24. All transactions that are reported on Form 24 are created on Form 3X. Enter all such contributions in FECFile by selecting the correct Form 3X report from the Reports View. Select the Summary page View, and add the transactions by double clicking on the correct line.

Create the 24-Hour Notice:

- ✓ 1. Open the Reports View.
 - ✓ 2. Choose Edit and New.
 - ✓ 3. Select 24-Hour Notice (Form 24) from the report type list. Enter the information (i.e., State - this is the state where the committee is registered; Date - date of the election; Signed by - select the name of the individual from the list who will be signing this report).
 - ✓ 4. Highlight the report (defined as 24-hour Notice in the type column) from the Reports view.
 - ✓ 5. Go to the All Transactions View and select the independent expenditure that should appear on the 24-hour notice. Select the transaction once so it is highlighted.
 - ✓ 6. Right Click on the entry and select add to form 24. Any of the information
 - ✓ about the transaction may be modified, however all the information should be
 - ✓ the same. Notice the Memo box has a check mark. The transaction is
-

- recorded as a memo, so that the total independent expenditures will not be
- ✓ inflated. Remember, the independent expenditure will also be submitted in the
 - ✓ next report (January 31 Year-End report in the example given above.) The
 - ✓ transaction for the 24-hour notice will be listed in red in the receipts window.

Delete

If a transaction is selected to be sent to the 24-hour notice erroneously, the transaction can be deleted.

- ✓ 1. Find the transaction in disbursements. These transactions will be red with an “M” in front of the line number to denote this is a memo item.
- ✓ 2. Highlight the transaction.
- ✓ 3. Select Edit on the menu bar and choose Delete.
- ✓ 4. Click Yes when asked if sure to delete the transaction. (This will not delete the contribution from the Form 3x report. It will only be removed from the 24-hour notice).

Modify

A transaction that was sent to the 24-hour notice may be modified.

- ✓ 1. Find the transaction in disbursements. These transactions will have Memo in the Line# column and N/A in the YTD column. Highlight the transaction.
- ✓ 2. Go to Edit on the menu bar and select Modify. Make the necessary changes.
- ✓ 3. Click Yes when asked if sure to replace the transaction. (This will not modify the contribution from the Form 3X report. It will only be modified in the 24-hour notice.)

To modify the original transaction, select the correct Form 3x report from the Reports View.

Select the correct view for the transaction (Receipts, Disbursements, etc.), find the transaction and edit it. The original transaction will not be marked as a Memo.

K.Navigating the FEC Website

The screenshot shows the Federal Election Commission (FEC) website homepage. At the top left is the FEC logo, which includes the text "FEDERAL ELECTION COMMISSION" and "UNITED STATES OF AMERICA". To the right of the logo is the text "FEDERAL ELECTION COMMISSION". Below this is a navigation bar with links for "ABOUT THE FEC", "PRESS OFFICE", "QUICK ANSWERS", and "SITE MAP". A search bar is located on the right side of the navigation bar, with the text "SEARCH" and "enter search here".

The main content area features a large banner with the title "Administering and Enforcing Federal Campaign Finance Laws". Below this banner is a section titled "Campaign Finance Maps" with the text: "Campaign Finance Maps. Campaign finance information is now available via easy to use maps of the USA for both [Presidential](#) and [House and Senate](#) Elections through September 30, 2007." This section contains two maps: "Presidential Election" and "House and Senate Elections".

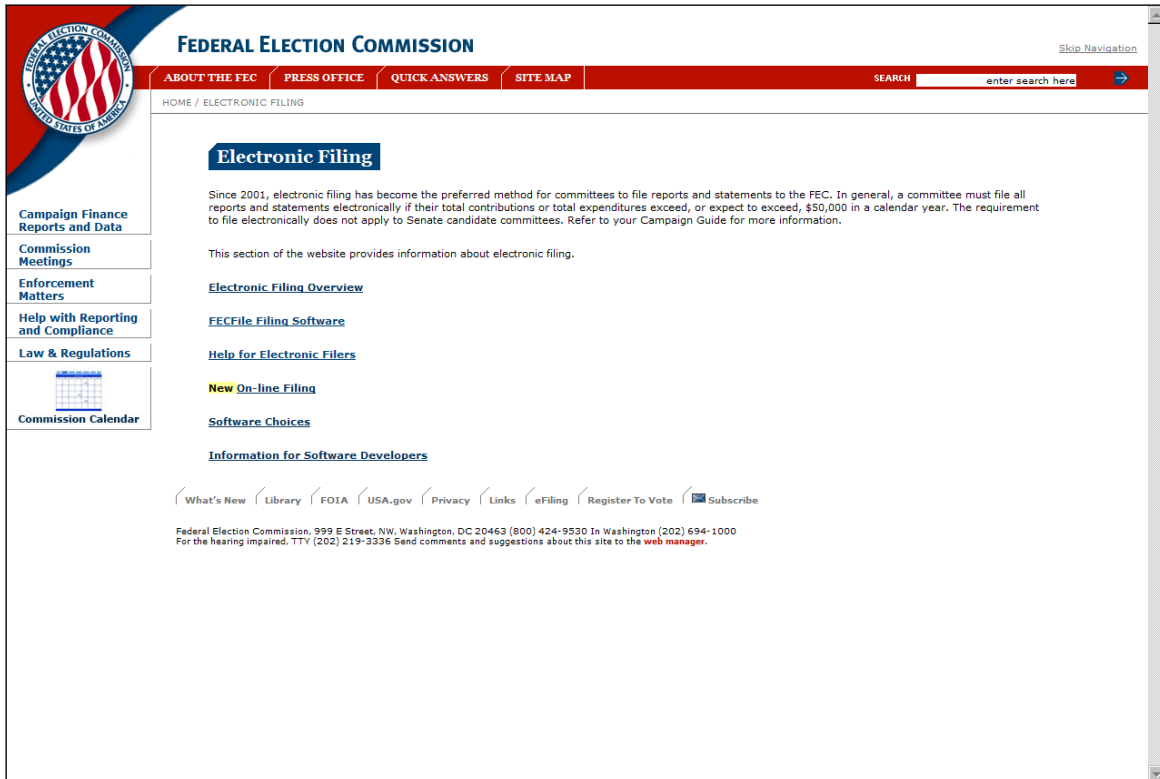
On the left side of the page, there is a vertical menu with the following items: "Campaign Finance Reports and Data", "Commission Meetings", "Enforcement Matters", "Help with Reporting and Compliance", "Law & Regulations", "Commission Calendar", and "The Best Places to Work IN THE FEDERAL GOVERNMENT 2007".

At the bottom of the page, there is a footer with the following text: "What's New | Library | FOIA | USA.gov | Privacy | Links | eFiling | Register To Vote | Subscribe". Below this is the contact information: "Federal Election Commission, 999 E Street, N.W., Washington, DC 20463 (800) 424-9530 In Washington (202) 694-1000 For the hearing impaired, TTY (202) 219-3336 Send comments and suggestions about this site to the [web manager](#)."

The Federal Election Commission has it's own website available to all who have Internet access. The site has a wealth of information on Campaign Finance information, Reports, Forms to name a few.

- ✓ Using any Internet browser, type <http://www.fec.gov> in the address bar and launch the FEC website.
- ✓ The Federal Election Commission homepage will appear, and permit the user to navigate to various areas on the site.
- ✓ On the main page, move the mouse to the Electronic Filing option tab at the base of the main page, and click once to move to the page.

- ✓ The FEC Electronic Filing page is loaded.



- ✓ Select an option from the list of options and click once to move to that option.

Options here include:

- Electronic Filing Overview
- Download FECFile Software
- Help for Electronic Filers
- File 48 and 24 Hour Notices On-line
- Software Choices
- Information for Software Developers

- ✓ Upon selecting any of these options, the page will load, and additional information becomes available.

- ✓ Moving the mouse to move over terms and text, the pointer becomes a hand, indicating that additional information is available on the subject matter. Pointing and clicking on the subject matter will launch the additional information, or JUMP to the particular section.
- ✓ On selecting a page, the user may scroll up and down the section, or use the browser navigation buttons to move back to the previous section.
- ✓ In addition, the options in the banner, and associated “fly-outs” provide direct access to key areas of the FEC Web Site.