

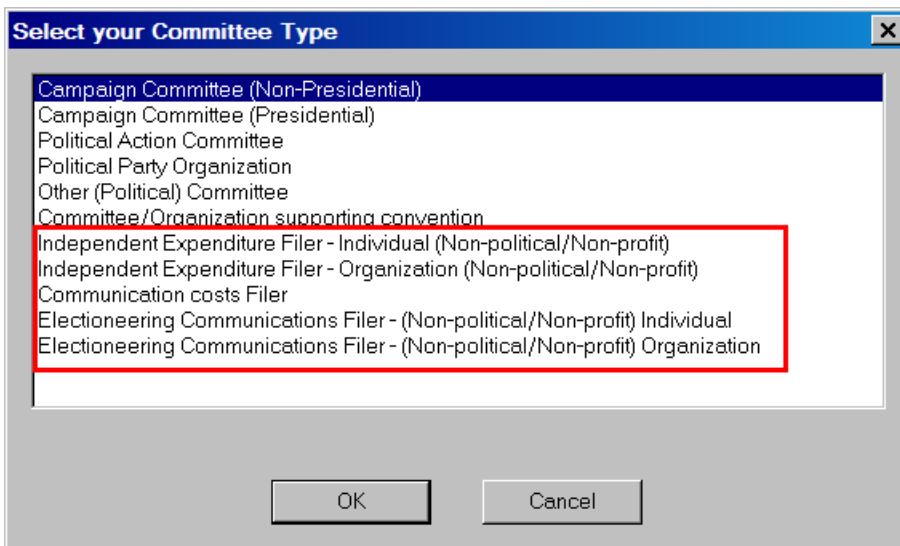
# ***I. SPECIAL FILER and REPORT TYPES***

## **SUPPORT FOR NEW FILER TYPES**

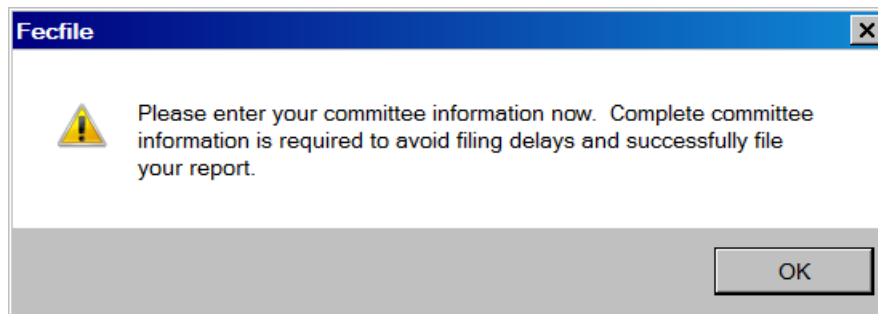
Version 6 of FECFile supports filings by five new committee types. These are :

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

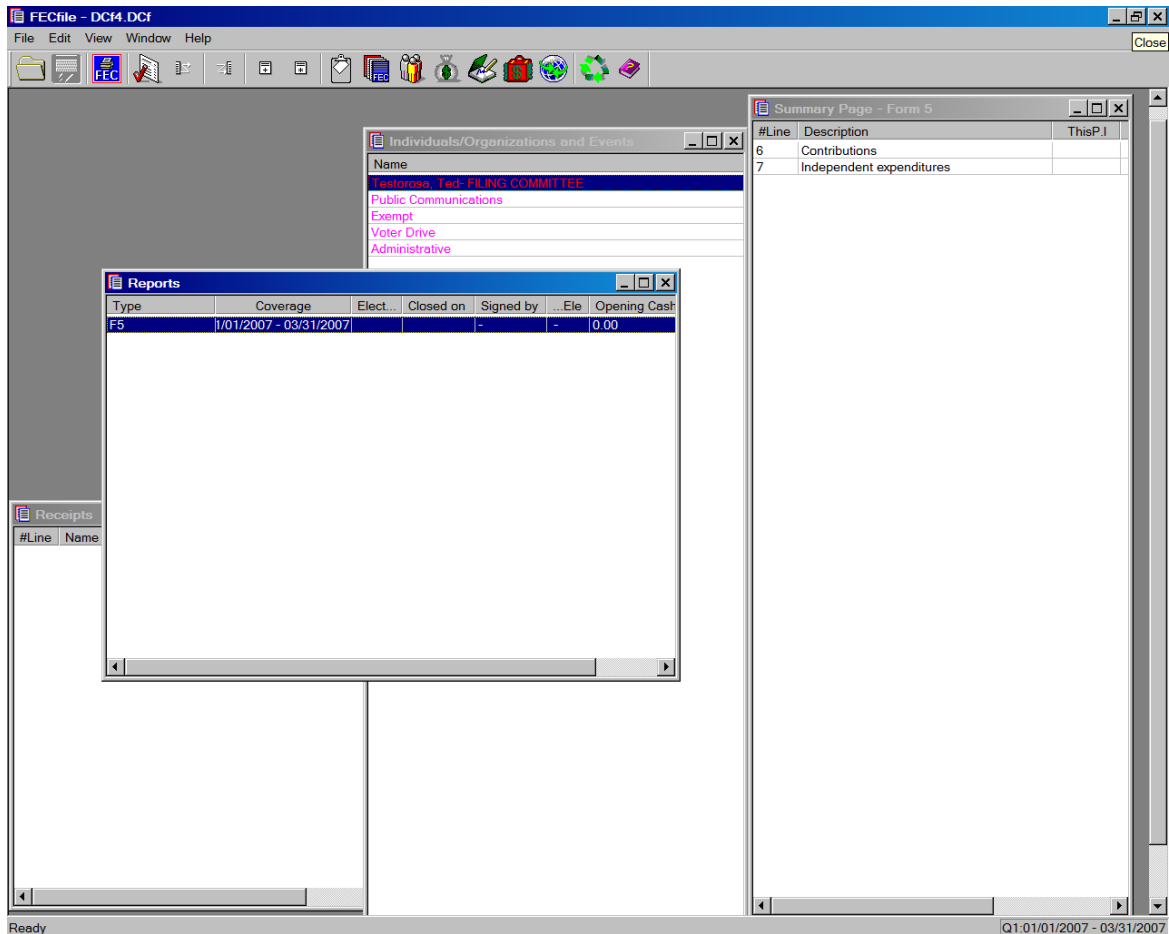
- ✓ The system give you the option of entering transactions

**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** [X]

Name  
  
 Testorosa, Ted - 123 Imate St..

Date      Amount       Memo  
             Aggregate

Description

Candidate       Support       Oppose

Category code

Election      Year of Election  
     

Office      State      District  
      None     

Next entry...      OK      Cancel

**Independent Expenditure** [X]

Name  
  
 Testorosa, Ted - 123 Imate St..

Date      Amount       Memo  
             Aggregate

Description

Candidate       Support       Oppose

Category code

Election      Year of Election  
     

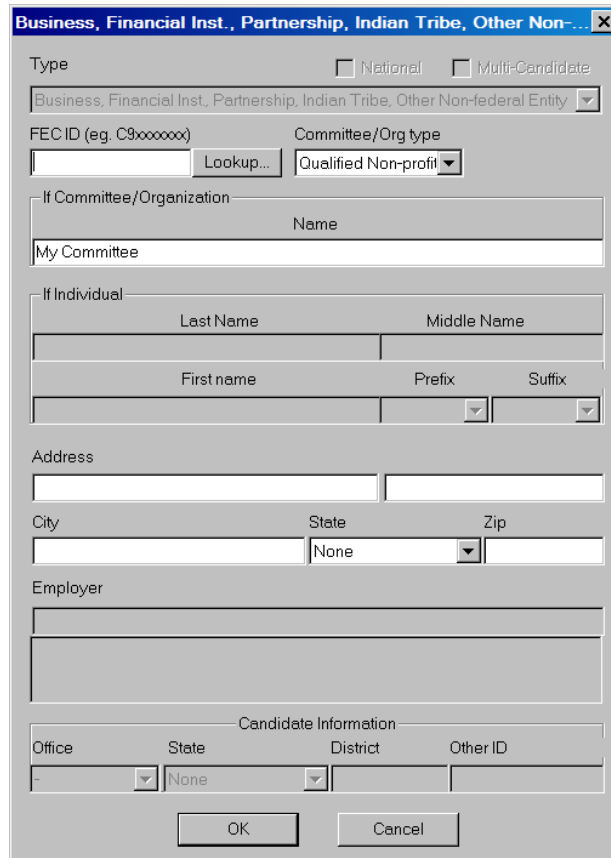
Office      State      District  
      None     

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.

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

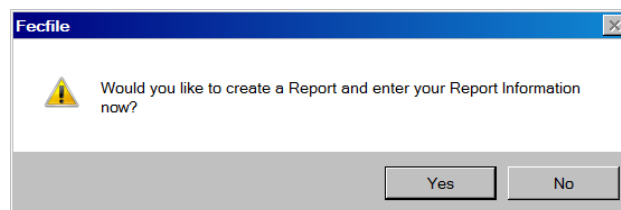
Enter the Organization information then select “OK”



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:** Checkboxes for "National" and "Multi-Candidate". A dropdown menu is set to "Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity".
- 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:** 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:** 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

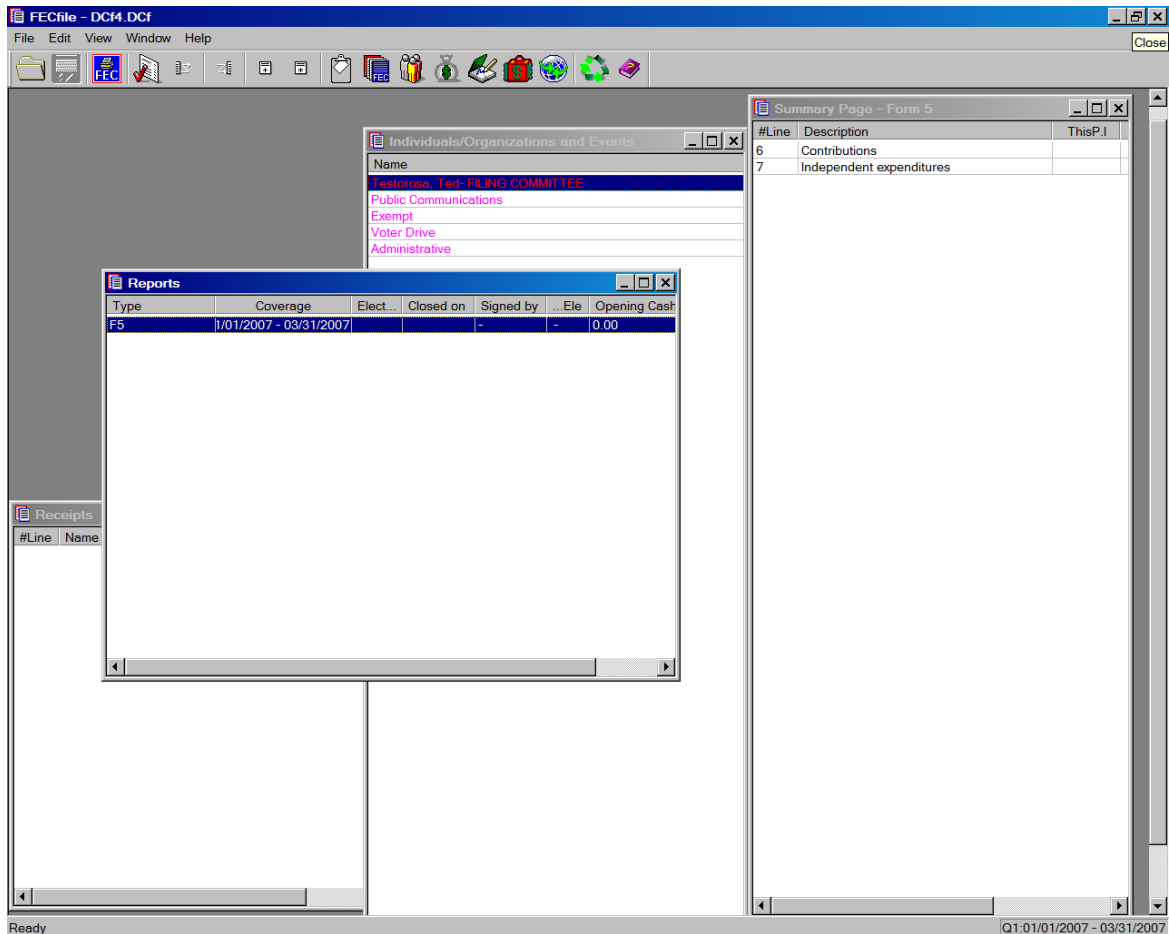
- ✓ The system give you the option of entering transactions

**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.



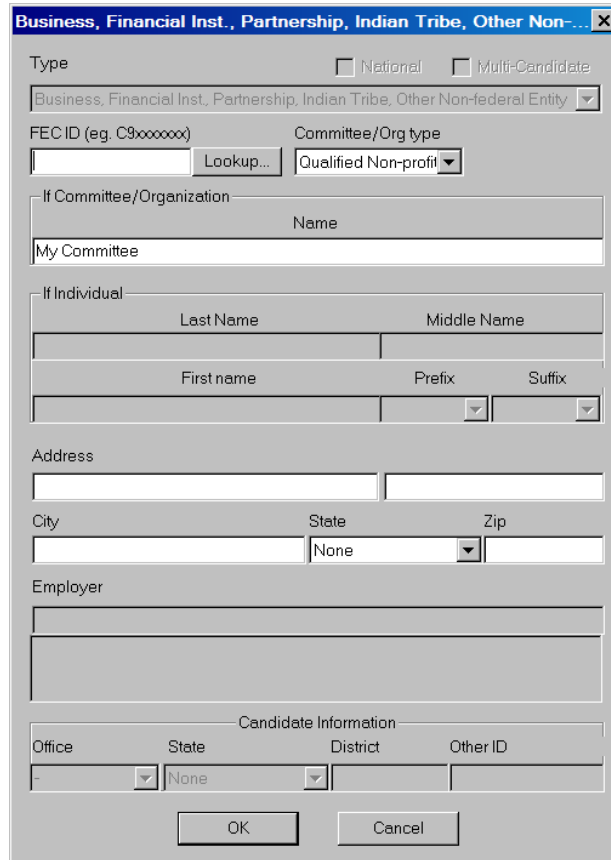
The image displays two identical screenshots of the "Independent Expenditure" dialog box, positioned side-by-side. Each dialog box contains the following fields and controls:

- Name:** A text field containing "Testorosa, Ted - 123 Imate St.." with a table-like structure below it.
- Date:** A text field.
- Amount:** A text field containing "0.00".
- Memo:** An unchecked checkbox.
- Aggregate:** A checked checkbox in the left screenshot and an unchecked checkbox 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

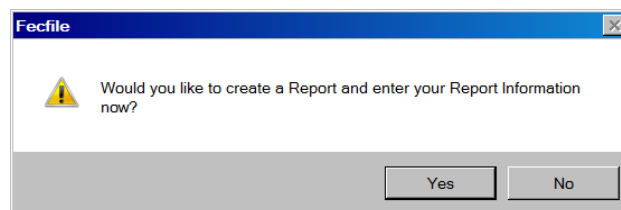
Enter the Organization information then select “OK”



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:** Checkboxes for "National" and "Multi-Candidate".
- Dropdown:** "Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity".
- 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:** 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:** Fields for "Office", "State" (dropdown set to "None"), "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

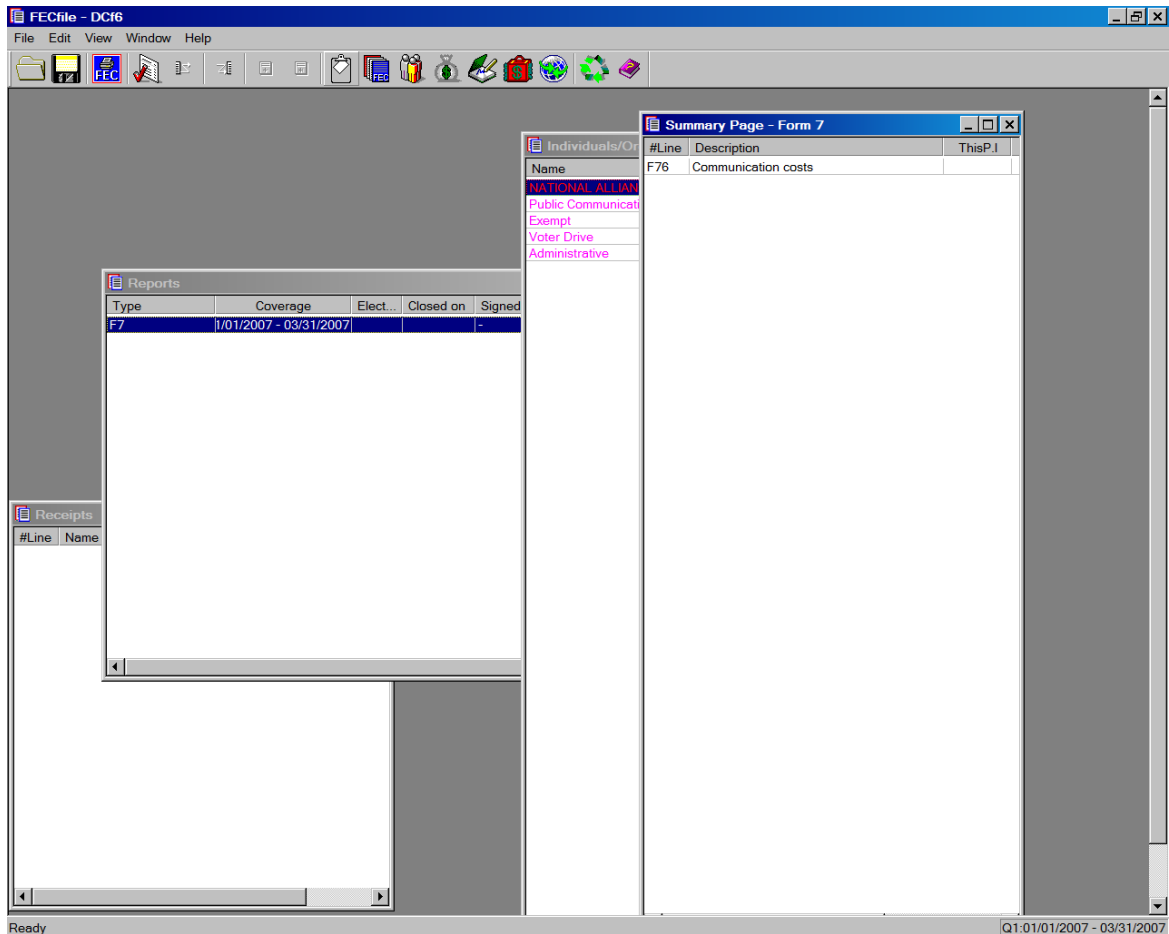
- ✓ The system give you the option of entering transactions

**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 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”

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

None

Employer

Occupation

Candidate Information

Office State District Other ID

None

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**

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

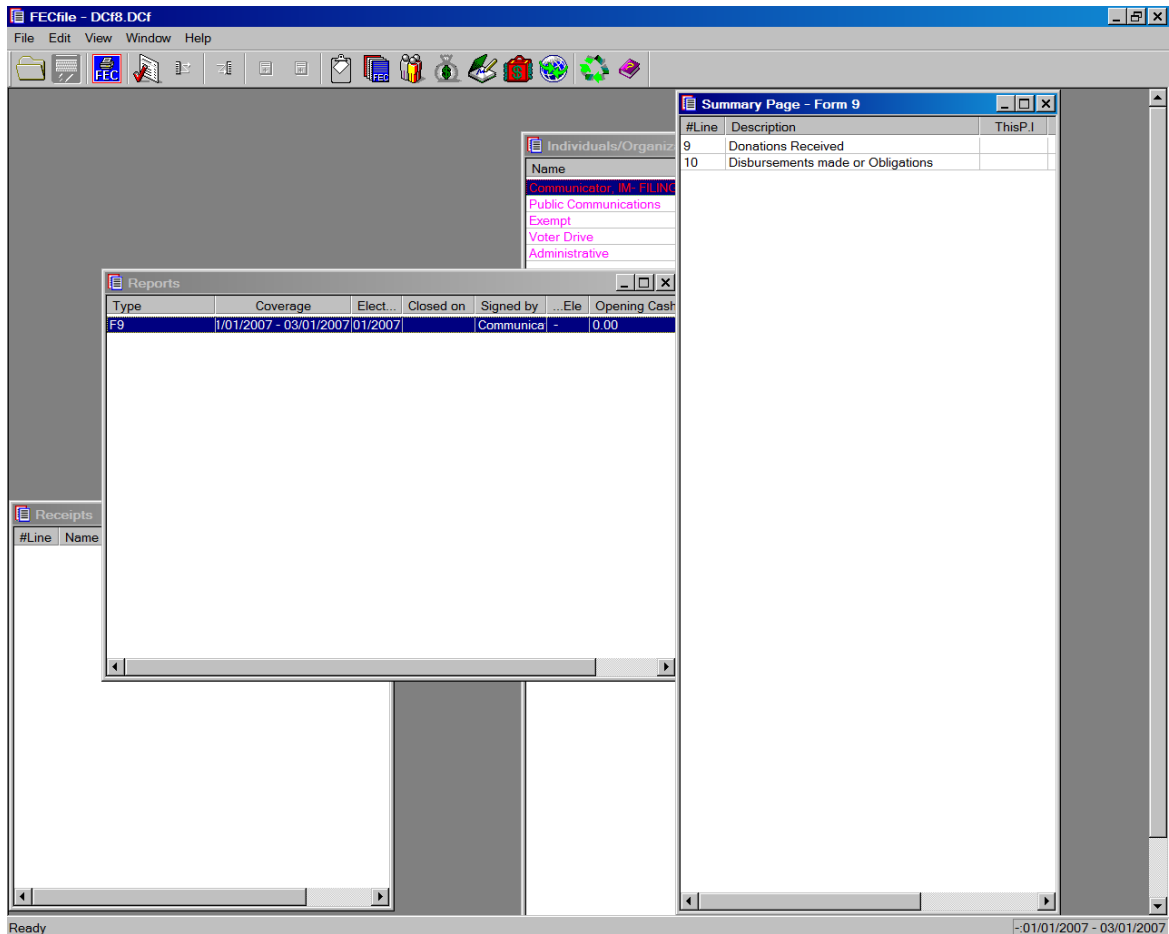
- ✓ The system give you the option of entering transactions

**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** [X]

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** [X]

Name  
  
 Communicator, IM - 123 Imate St...

Date      Amount  
     

Description

Election      Year of Election      Communication Date  
           

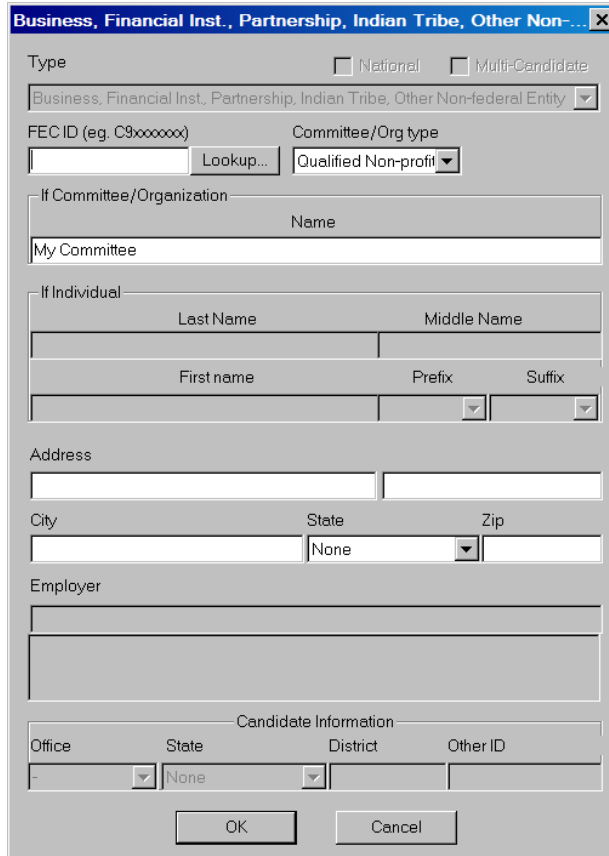
Candidate List...

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.

## Electioneering Communications Filer – Organization (Non-political/Non Profit)

Enter the Organization information then select “OK”

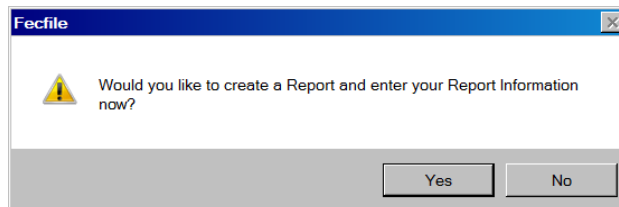


The screenshot shows a dialog box titled "Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity". It contains several sections for data entry:

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

At the bottom of the dialog box are "OK" and "Cancel" 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 right, 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 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

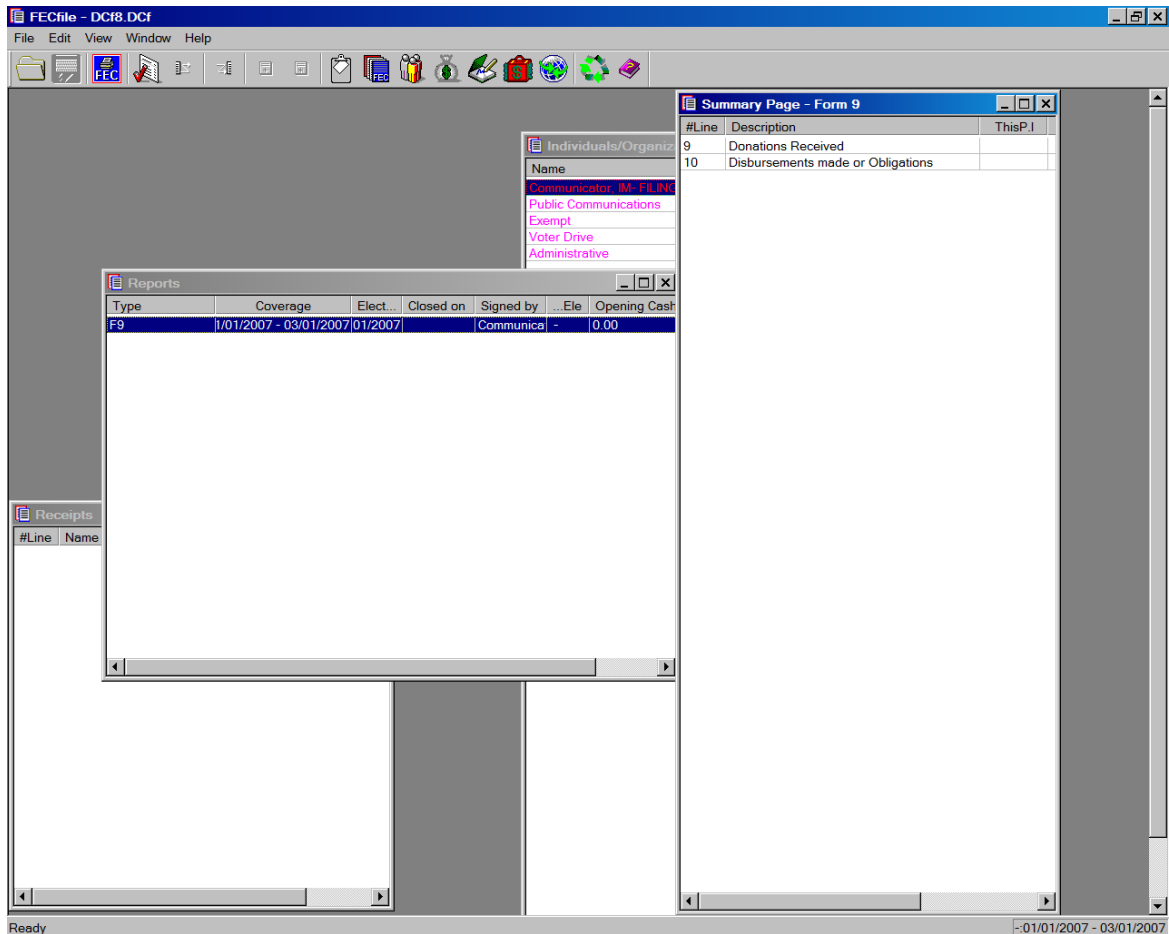
- ✓ The system give you the option of entering transactions

**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  
     

**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.