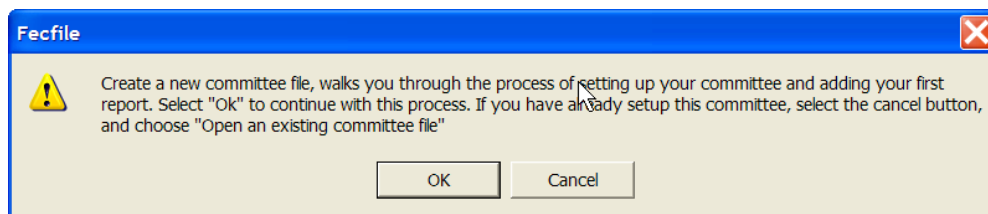
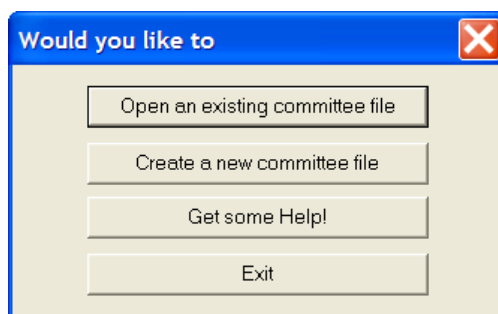


C. Filing Types and Creating a New Committee File

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

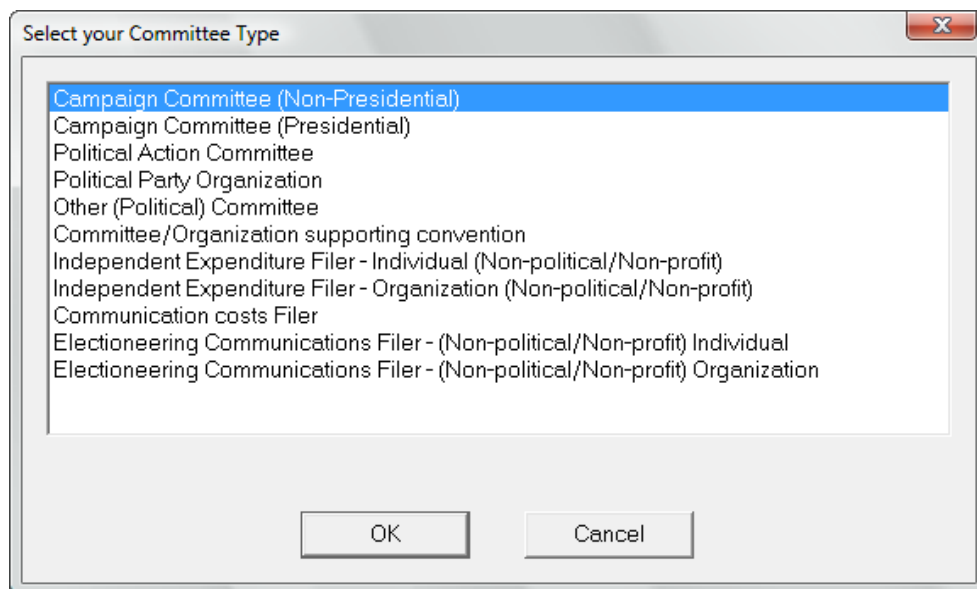
When beginning the process of entering information into FECFile, the question of committee type is critical because the answer provided will determine the FEC form that will be used by the FECFile application, and the associated reports. These committee options include:

| ✓ 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.

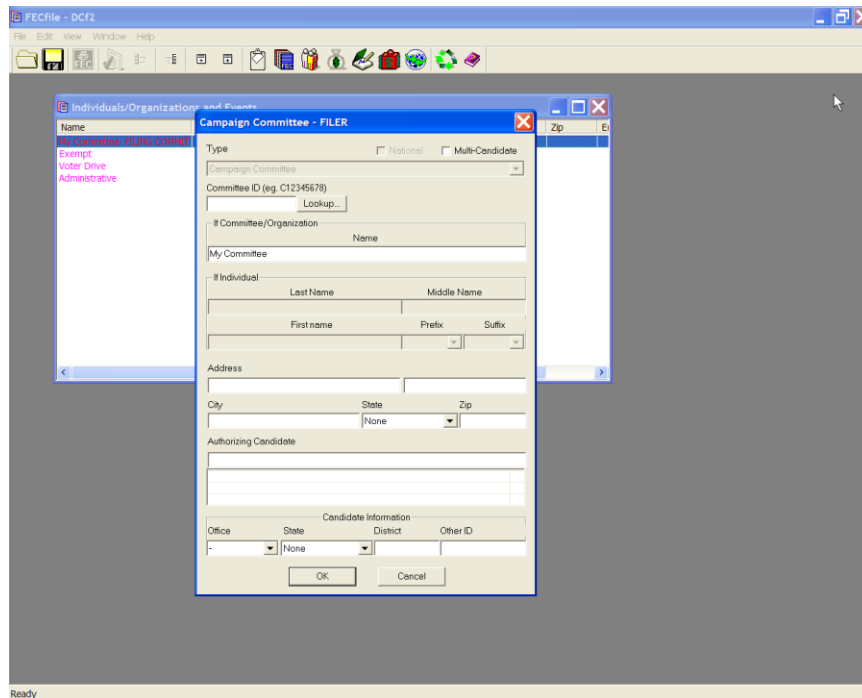
At the FECFile application requests, select the committee type by clicking on it with the mouse; then select OK



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.

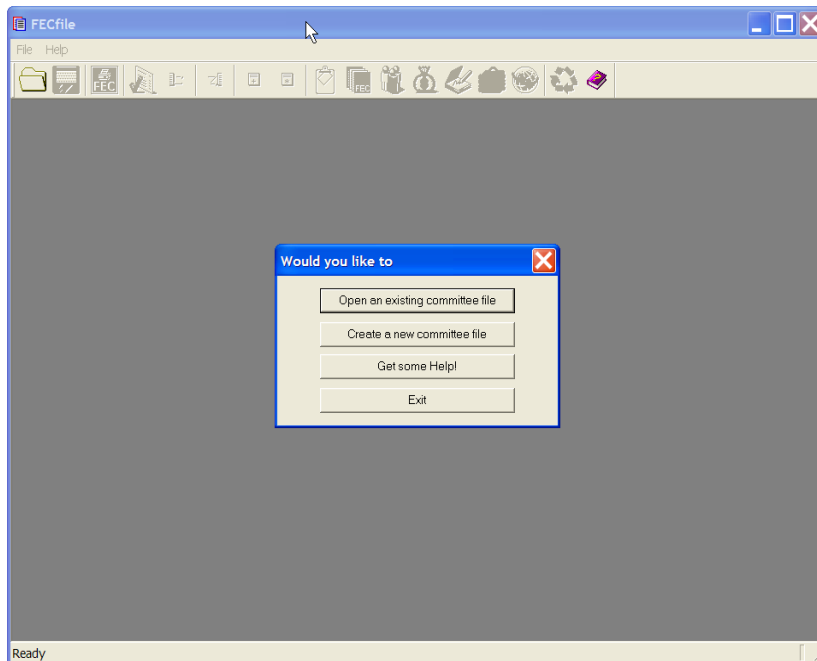


Note: Authorized committees have an additional step.

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.

- ✓ 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

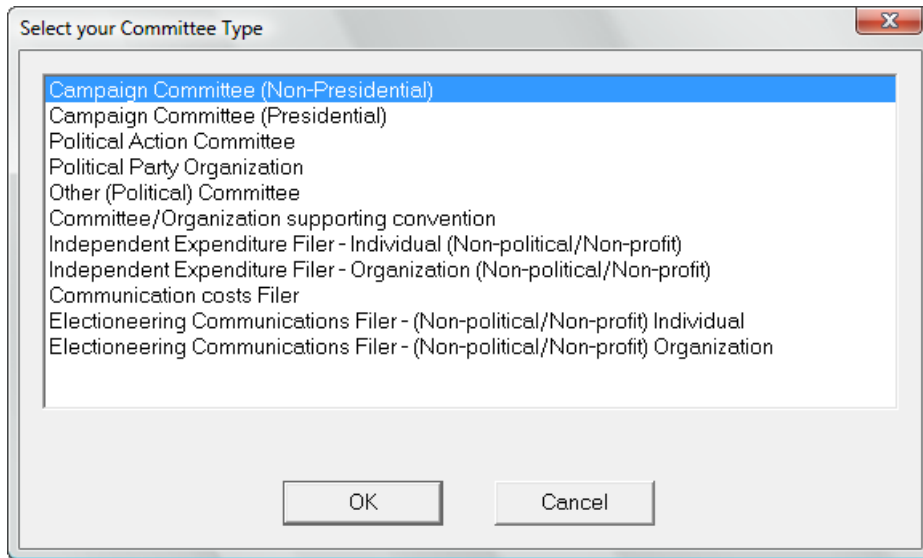
All initial users of the **FECFile** application must select the **Create a New Committee File** option upon the first use of the software. Typically this option is only selected one time, the initial time the committee information is entered into the FECFile application. After entering the information 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.

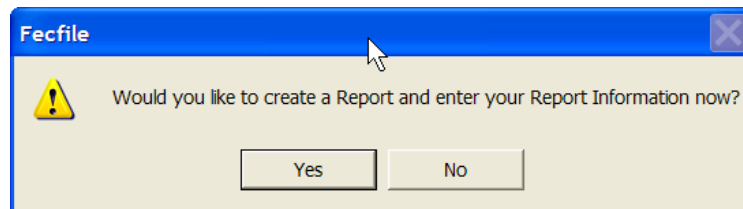
The application will ask if you wish to create a new committee file, or cancel to open an existing committee file.

- ✓ 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....

