

I. 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.

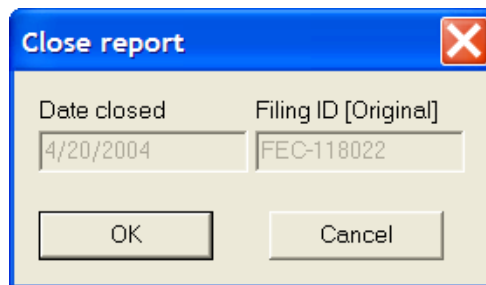
Amendments

ONLY ELECTRONICALLY FILED REPORTS CAN BE AMENDED ELECTRONICALLY!

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If the report being amended was originally filed on paper, it cannot be amended electronically.

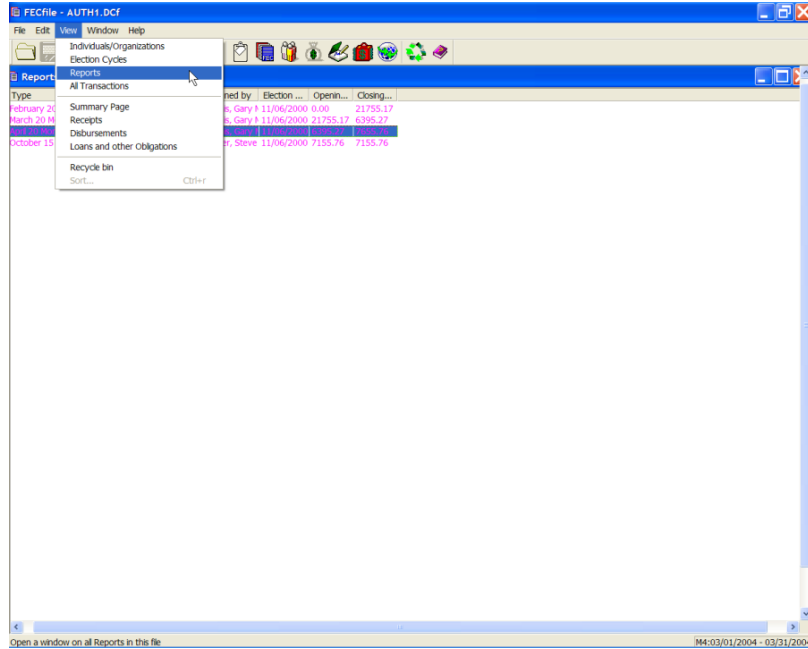
When the original report was filed electronically, a faxed or emailed confirmation from the FEC that included a Filing ID number was sent. The Filing ID is in the format “FEC-XXXX” where the Xs represent numbers. This number is automatically saved for the user upon a successful filing, making the amendment process easier. Notice that the filing id field is grayed out. This id cannot be altered.



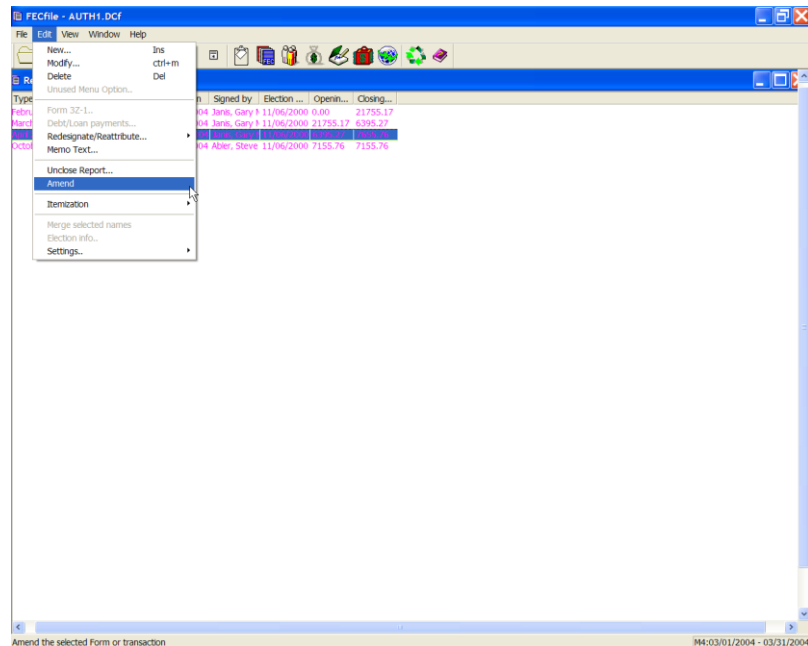
A screenshot of a Windows-style dialog box titled "Close report" with a red 'X' icon in the top right corner. The dialog box contains two input fields: "Date closed" with the value "4/20/2004" and "Filing ID [Original]" with the value "FEC-118022". Below the input fields are two buttons: "OK" and "Cancel".

Creating An Amendment

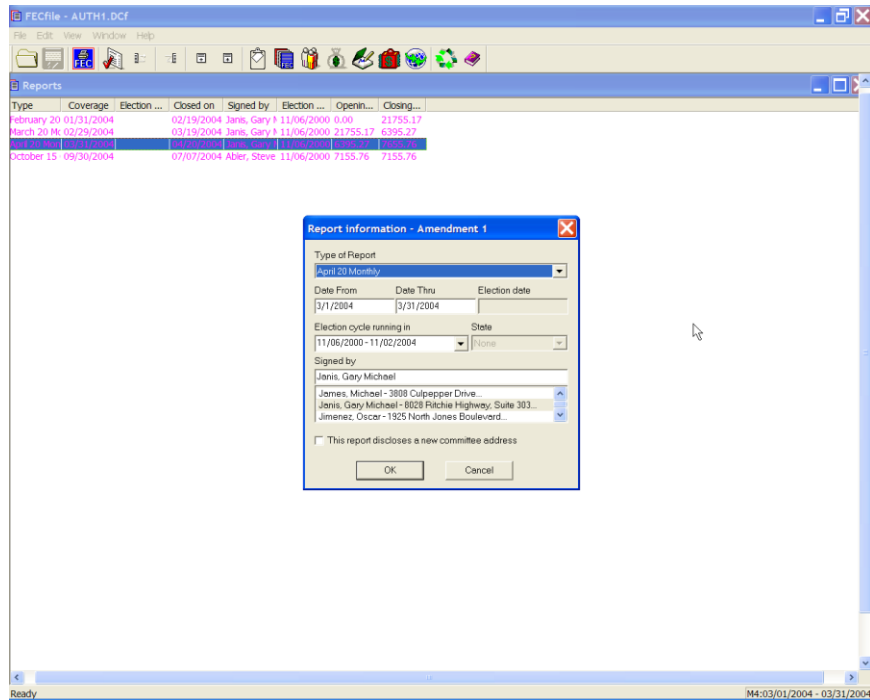
- ✓ Select View from the menu bar, and Reports.



- ✓ 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

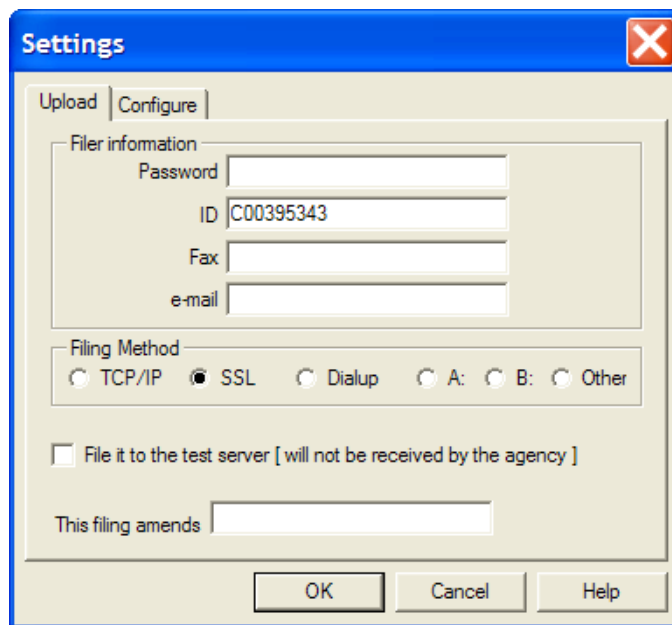
Adding new transactions to an amended report is completed as adding new transactions to an original report. Go to the Summary Page View and double click on the line that represents the new transaction.

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

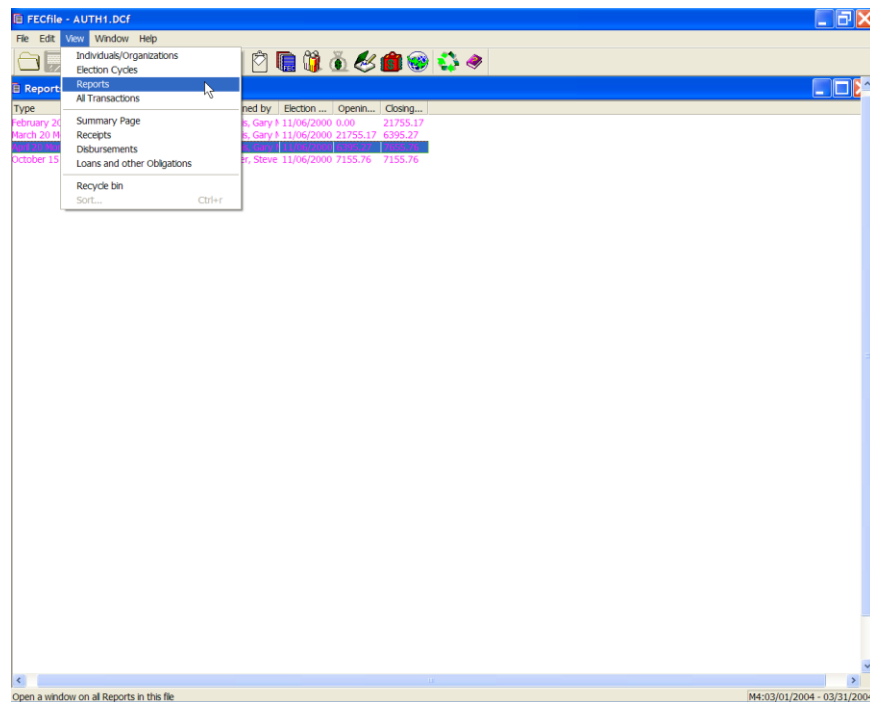
An amended report is filed like a new report (choose Upload from the File menu). The necessary filing id required to amend the report is already entered in the box labeled “This filing amends”



Previewing original and amended reports

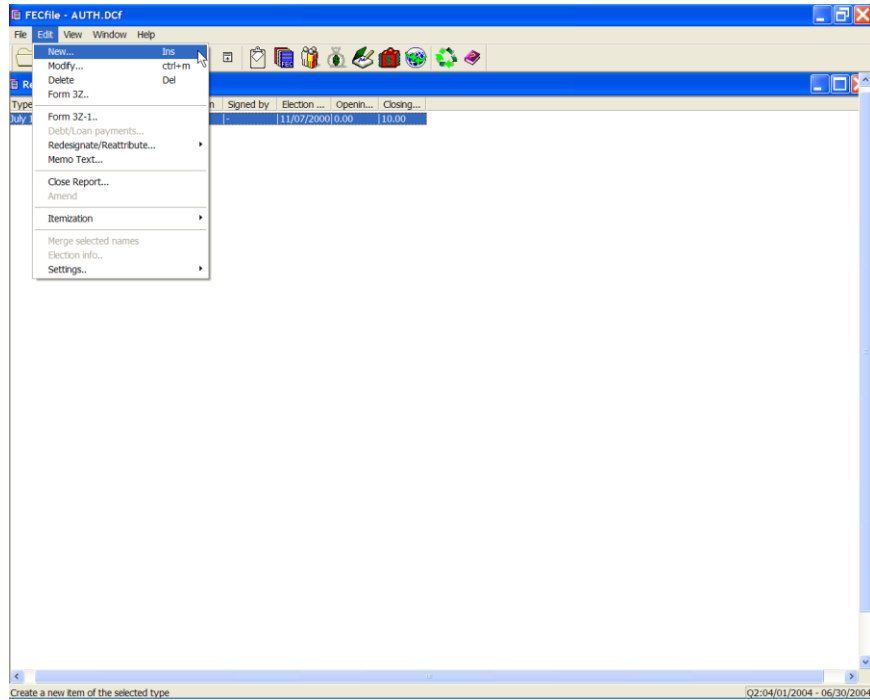
FECFile now creates an archived file of filed reports. To view a report, select the one to preview from the reports view. Select print archived report from the file menu. Choose current, original or amendment 1, 2, or 3. Choosing current previews the report that is selected in the reports view. Original 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.

48 Hour Notices

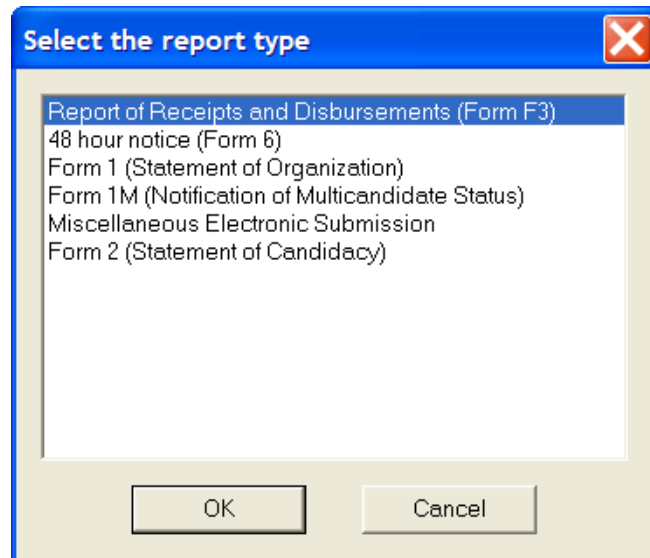


Create the next report (i.e. Q1) and the transaction(s) that will be reported on that report and the 48 Hour Notice. This report and subsequent transaction will be reported to the FEC at some point following the submission of the 48-Hour Notice.

- ✓ Select View from the menu bar and click on Reports

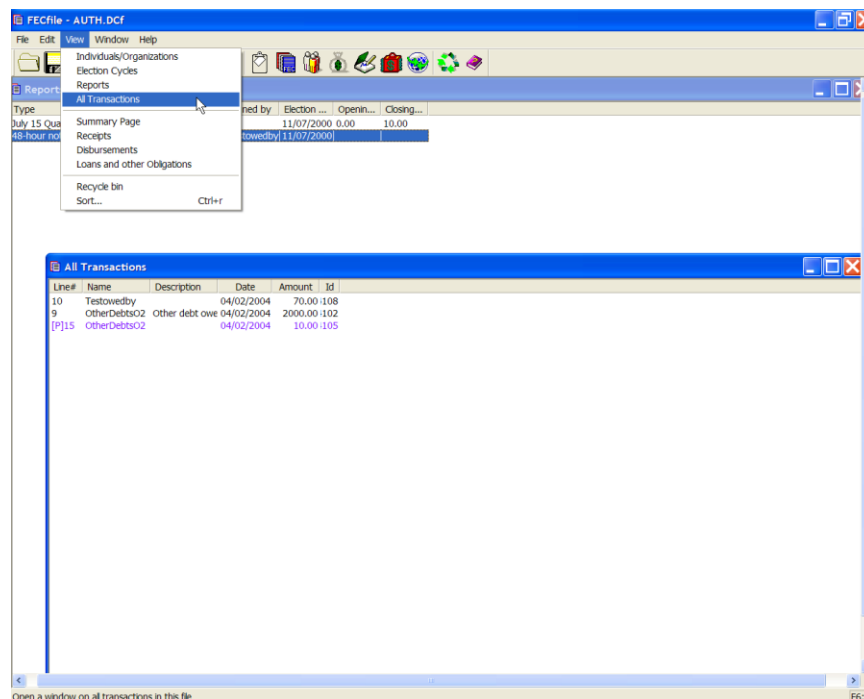


- ✓ Select Edit from the menu bar and click on New. A dialog box will appear



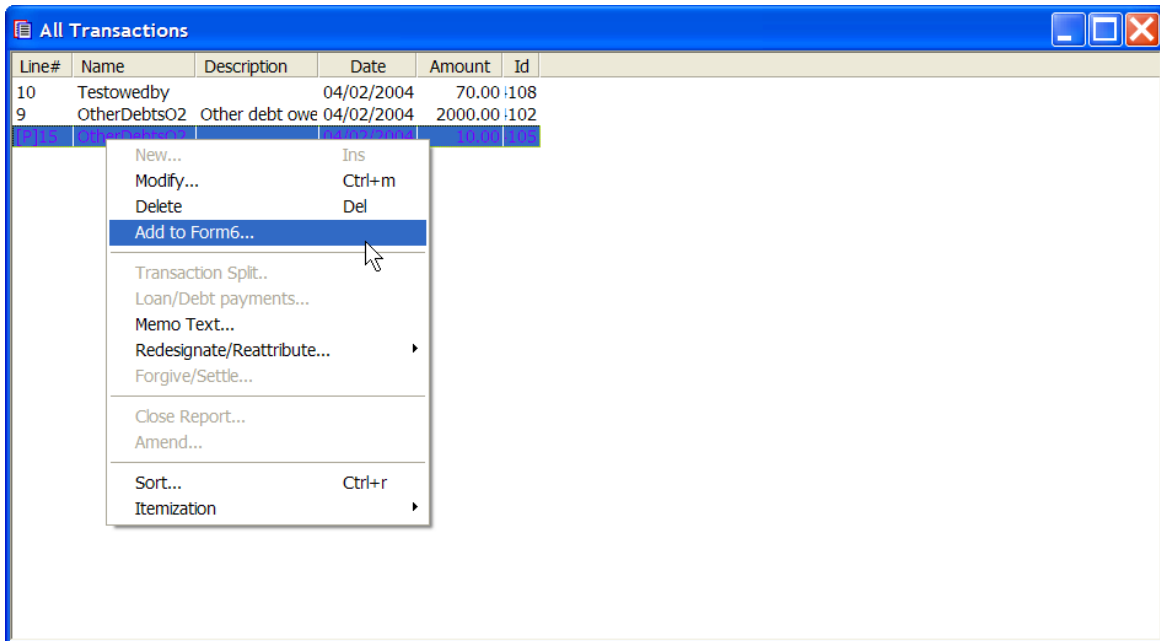
- ✓ Select 48 Hour Notice in the dialog box and click on OK.

- ✓ Enter the date of the election in the Election date field.
- ✓ Click on the drop down menu and select the state in which the candidate is running for election.
- ✓ Select the Treasurer or Assistant Treasurer from below the Signed by field. Their name will now appear in the Signed by field. Click on OK.



- ✓ Select the 48 hour notice line in the Reports View, highlighting it. Select

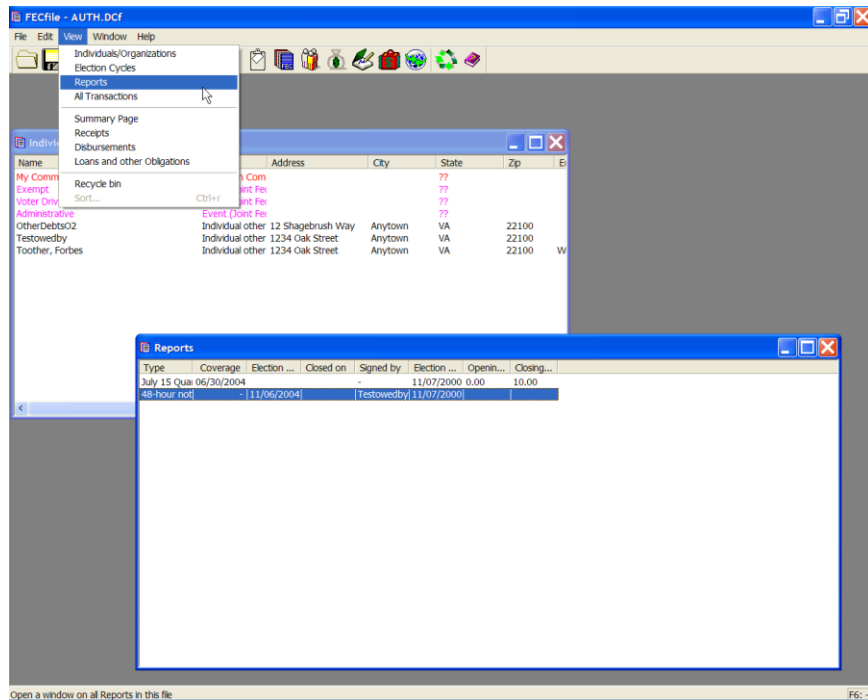
View from the menu bar and select All Transactions.



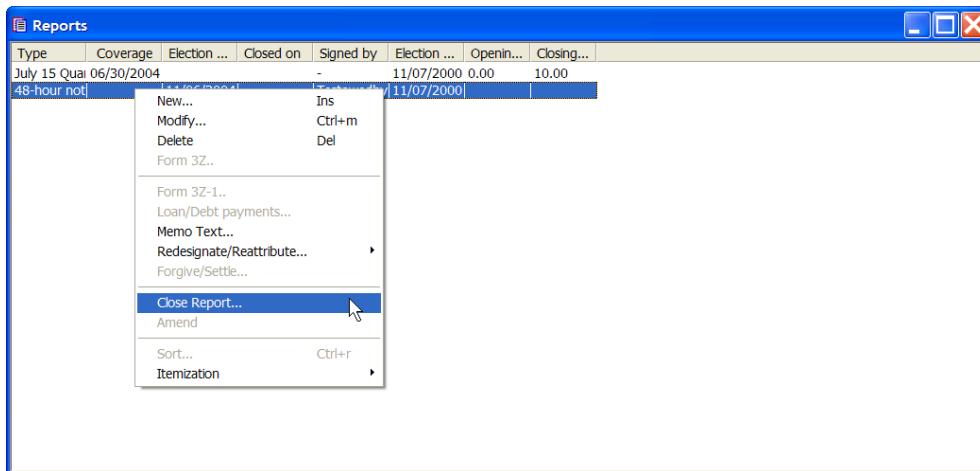
- ✓ Right click on the appropriate transaction, from step 1, that you would like to add the 48 Hour Notice. Select Add to Form 6 from the drop down menu. The transaction has now been successfully added to the 48 Hour Notice highlighted on the Reports screen from previous step.
- ✓ If additional transactions are required to add to the same 48 Hour Notice, repeat the previous step for each transaction.

Note: The transaction must be previously created in the next report in order to be attached to the Form 6.

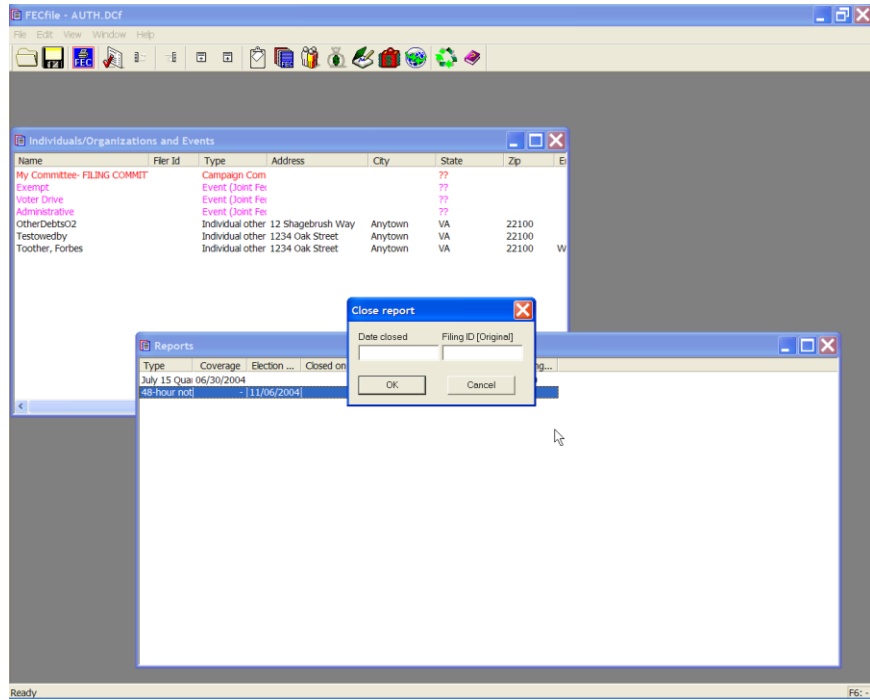
- ✓ Select View from the menu bar and click on Reports.



- ✓ Right click on the 48 Hour Notice and select Close Report.

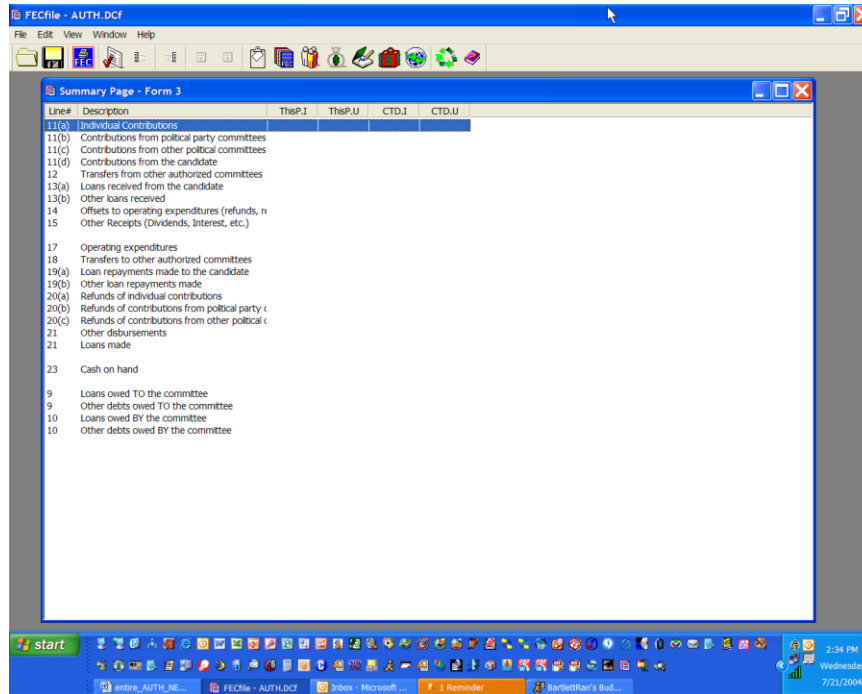


- ✓ Enter in the current date in the Date Closed field, and click on OK.

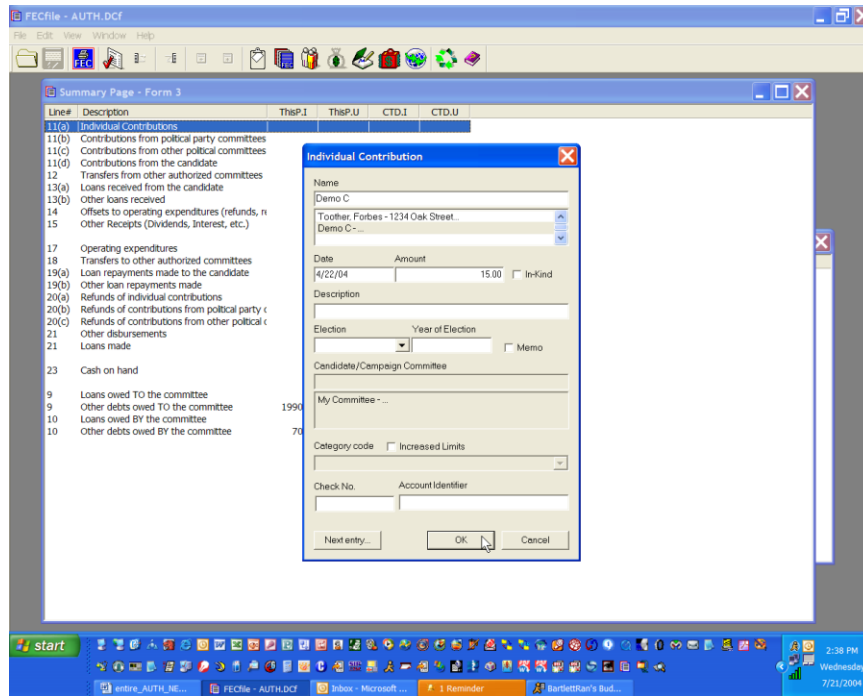
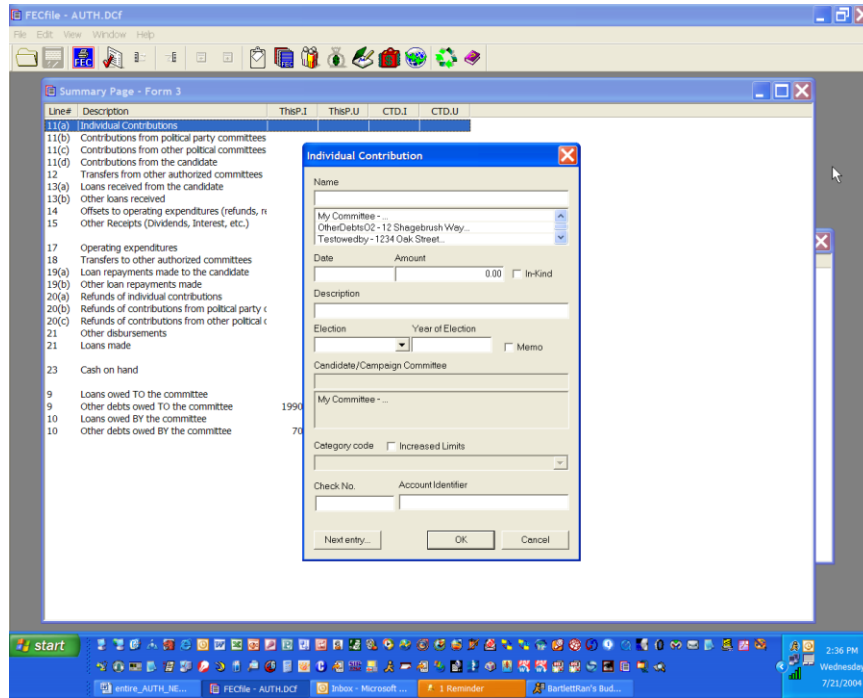


- ✓ Upload the report as per submission instructions.

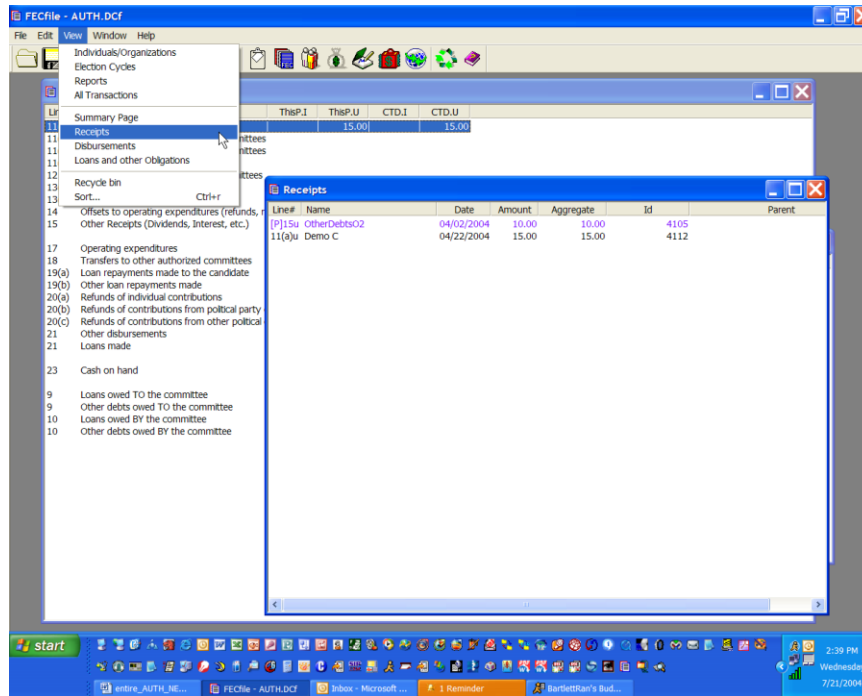
Partnership Contributions



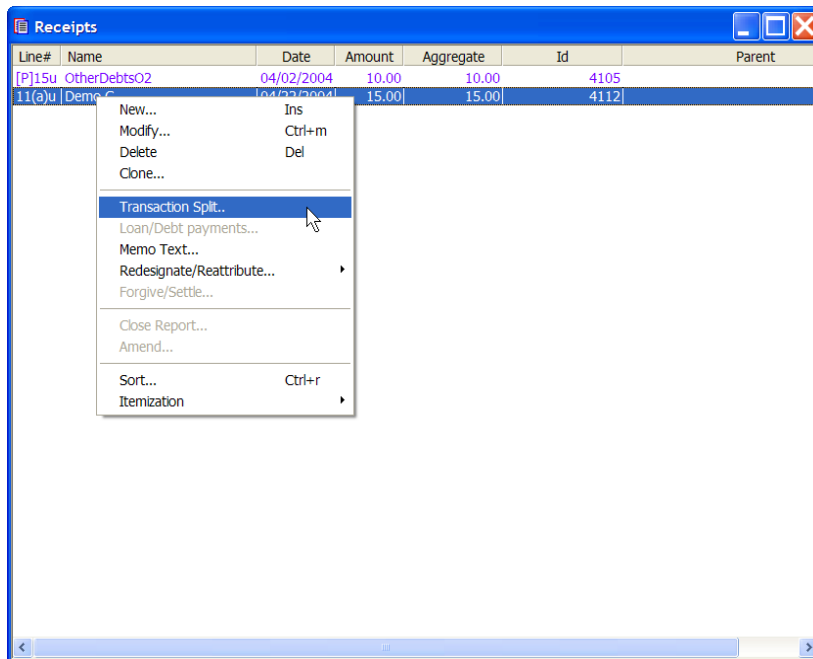
- ✓ From the FECFile Summary page, double click on line 11(a).
- ✓ The Individual contribution dialog box appears. Enter the partnership's name in the text field, and press the Tab key.



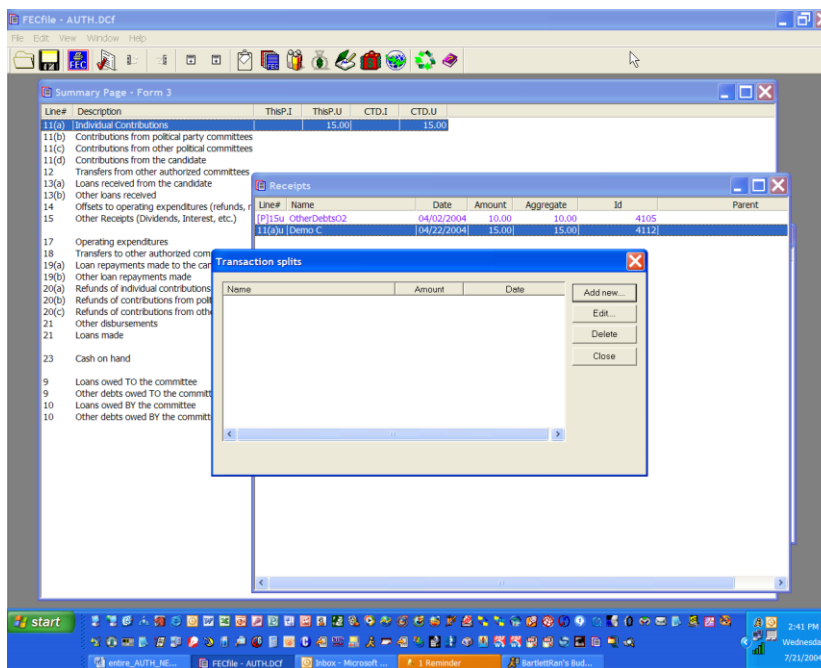
- ✓ The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Partnership, Indian Tribes, Other non-federal entities. Type in the partner's name, address, city, state and zip and click on OK.
- ✓ The Individual contribution dialog box appears. Enter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