Quick Reference – Filing a Form 1 - Statement of Organization Amendment

Filing a Form 1 amendment using CrimsonFiler is very similar to filing a standard FEC report. If this is the first electronic Form 1 amendment, you'll need to file it as if it's a new Statement of Organization because you will not have an **Original Report #** to reference. The FEC will recognize that this first electronically filed Form 1 is an amendment to the original report that was filed by paper.

Creating an Amendment

1. In CrimsonFiler, click on [≡ Reports] on the left to access all of your reports.
2. Find the last filed FEC Form 1 that you'd like to amend and click the [+] button to the left.
3. A new window will appear asking, "Are you sure to create Amendment?" Click **OK**.
4. Once you click **OK**, CrimsonFiler will take you to the main cover page of the Form 1 amendment. The information from the original report will already be copied over. Edit as needed.
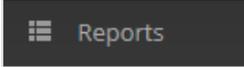
Preparing the Amendment

1. Confirm the data already pre-filled from the original report is all correct (i.e. Comm. Name, Comm. FEC ID, Address, Custodian/Treasurer, etc.).
2. Update or add any new information to the amendment.
3. In the **Status** section on the left hand side, enter or confirm the following info:
   a. The Amendment # should pre-fill (i.e. "3" if it's the third Form 1 amendment) in the **Amend#** field. Confirm that the correct amendment # is listed. If it's not correct, manually update the **Amend #** and click the [☑] button.

      Please note: You can count the number of Form 1 amendments that were previously filed on the FEC's website to determine which amendment # should be used next. As long as the **Amend#** is greater than the last amendment # used, you should be able to electronically file the report.

   b. The FEC report number of the first electronically filed Form 1 should pre-fill in the **Original Report#** field. Confirm that the correct original FEC report number is listed. If it's not correct, manually update the **Original Report#** and click the [☑] button. If you do not have the original report number on hand, you can retrieve it via the FEC's website.
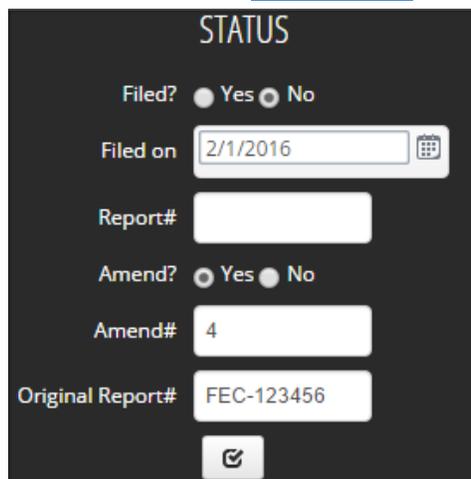
1. Do not fill in the **Report#** field (this is auto filled with the FEC confirmation report ID once the report is successfully filed).

2. Leave the **Filed?** field marked as **No**. If you file electronically, this will automatically update after you upload your report. If you are a Senate candidate and file on paper, you will need to mark this as filed after you print your report and mail it. Once a report is marked as filed, you can no longer make edits.

Generating and Filing the Amendment
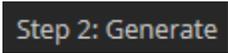
1. Click [Step 2: Generate] to see if the report has passed or failed the FEC's validation.
   - If it failed, review any errors/warnings received to see what needs to be corrected in the report.

2. Click [🖨 Preview] if you want to preview your report in the standard FEC PDF format.

3. If filing the report on paper, click the **Print** icon to print the report to send for approval and filing.

4. If you are filing the report electronically, click [Step 3: File]. Enter your email address in the **Email #1** text field and your FEC filing password into the **Password** field, then click [⊕ Upload Now] and the amendment will file directly to the FEC. You should receive a confirmation email from the FEC if your report was successfully uploaded.
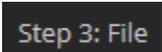
04/08/2016