## **Quick Reference – FEC Miscellaneous Text**

CrimsonFiler allows clients to submit multiple FEC Miscellaneous Text pages within a single report either by manually adding them one-by-one, importing an Excel file, or importing them from a previously filed report. The FEC Miscellaneous Texts will be listed after the Summary pages (two text records per page).

Steps to manually add FEC Miscellaneous Text to a FEC report in Crimson Filer, you want to:

- Open the report in Step 1: Prepare, select the **Text** tab, and press the + Add button.

FORM3 - REPORT OF R	ECEIPTS AND DISBURSI	MENTS (Q2: 04/01/2016 - 06/30/	2016)
Main Sched A Sch	ed B Sched C Sched	C1 Sched C2 Sched D Text	
TEXT			
			+ Add Import Import from Prev Rpt Action
	Tran Id 🗸 🗸	Text	~
	10 • items per page		No items to display 🖞

You'll then be taken to the Add Text window where you'll want to assign each FEC
Miscellaneous Text a unique Tran ID, enter your text into the Text box, and then press the

button.
button.

**crimson**filer

ext - Add Text	Save changes	Cancel
Tran Id	Text.1	
Text	This <u>FEC</u> Miscellaneous Text details legal language that is required for our committee.	

- You'll want to continue this process until all of your FEC Miscellaneous Texts have been added to your FEC report.

If you've already previously filed a report with the FEC Miscellaneous Texts you need, you also have the option to import those texts from the most recently filed prior report in Crimson Filer by clicking the

Import from Prev Rpt

button.