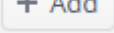
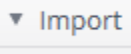
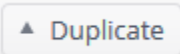


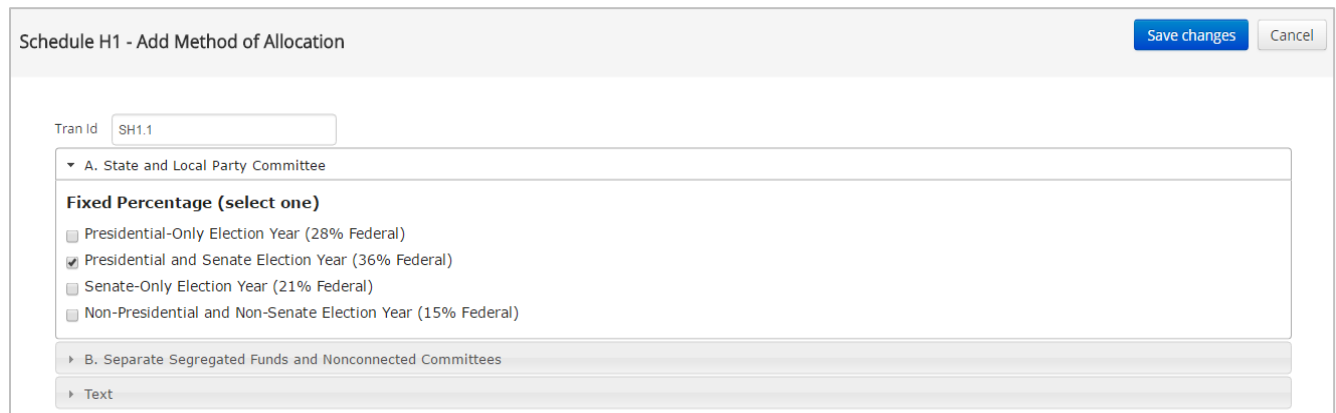
Schedule H1 – Method of Allocation

According to the FEC, State/District/Local Party Committees, Separate Segregated Funds, and Non-Connected Committees must report the allocation methods and percentages for Federal and Non-Federal expenses in Schedule H1 and/or H2 on Form 3X reports.

For **Schedule H1 – Method of Allocation**, you will need to enter this information directly into your FEC report in CrimsonFiler (NOT in your Crimson database).

1. In your FEC report (Form 3X) in CrimsonFiler, select the **Sched H1** tab.
2. You can edit this schedule using one of the following options:

- **Manually** – Click  to add a new record. Once you have entered the info (Tran ID, Fixed Percentage, Flat Minimum Federal Percentage, Ratio, and/or Text), click **Save Changes**.
- **Import** – Click  to manually import a file into the report. Follow **Step 1: Upload file, Step 2: Map Fields, Step 3: Validate**, and then click **Import Now**. Select either **Append** if you want to add this info to the report's existing data or **Replace** if you want to replace the original data in Schedule H1.
- **Duplicate** – Click  to copy an existing record.



You can use the **Export** button if you want to review the information in Schedule H1.

****Please Note: Refer to the Crimson Filer – Schedule H2, Crimson Filer – Schedule H3, Crimson Filer – Schedule H4, and Crimson – Expenditures – Schedule H4 Disbursements for Allocated Federal/Non-Federal Activity guides on the HelpDesk for more information on the other sections of Schedule H.**