Filing a Form 6 - 48 Hour Notice of Contributions/Loans Received Report

According to the FEC, Candidate Campaign Committees are required to file 48 hour reports for donations of $1000 or more that are received after the 20th day, but more than 48 hours before a candidate's election.

Filing a **Form 6 – 48 Hour Notice of Contributions/Loans Received** FEC report in CrimsonFiler is very simple:

1. Once in your CrimsonFiler account, select the **Reports** menu and then click **Create New**. Under the **Choose a Report** screen, select the **Form6: 48 Hour Notice of Contributions/Loans Received** option.

2. You will immediately be taken to the **Main** tab, where you will enter the **Cover Period** dates for this 48 Hour report and then click the **✔Save** button.
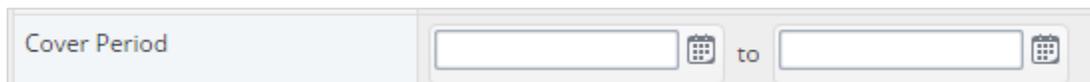
Cover Period		to	

3. Once you have saved the **Cover Period** dates for your report, go to the **Receipts** tab. There, you can choose to **Add** your receipts manually one-by-one, **Import** your receipts with an excel file, or **Import from Crimson** the receipts that you have already entered in your database.

**Please note: When using the *Import from Crimson* function in Crimson Filer, you will be asked "Do you want to mark records as reported?". If you select *Yes*, you will NOT be able to import these same receipts from Crimson into this report again using the *Import From Crimson* function since you've already marked them as being reported on a 48 hour report.

*When using the **Import from Crimson** function, we suggest that you select **No** the first time you import them, review the receipts to verify that everything is correct, then once you have confirmed that all of the information is accurate, import them from Crimson again and this time select **Yes** when asked if you would like them marked as reported. FYI, any receipts filed on a 48 hour notice will still pull like normal on Form 3 reports.*

*If you've already marked the transactions as filed, but need to import them again into your FEC report, you can use the **FEC Export** under Crimson's **Compliance** menu. Refer to the FAQ **Crimson – Compliance FEC Export** on the HelpDesk for more information on the FEC Export functionality.*

4. *Once you have entered all of the receipts and you are ready to file your report, follow the normal steps you would use when filing any FEC report via CrimsonFiler, **Step 2: Generate** and **Step 3: File**.*

**Please note: Refer to the *Crimson Filer: Creating a FEC Report* guide on the HelpDesk for more details about the three ways you can enter receipts into a report as well as generating and filing a FEC report.