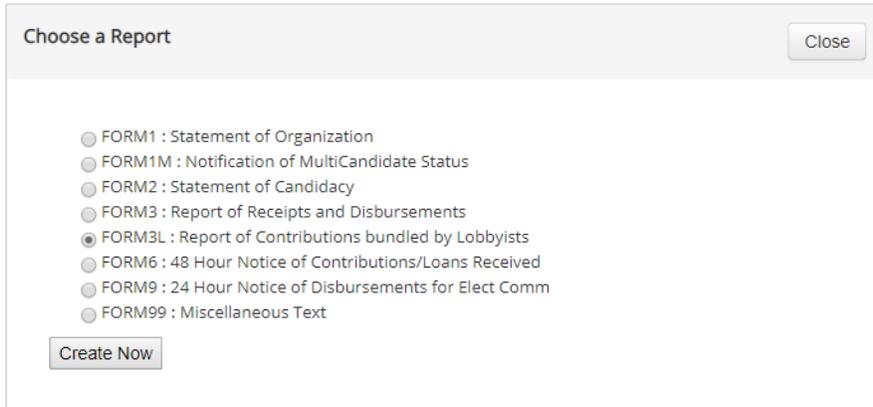# Crimson Filer – Form 3L

A committee will need to file a Form 3L if it has received bundled contributions from lobbyists/registrants and/or lobbyist/registrants PACs exceeding the FEC's threshold for reporting. For more information on what needs to be included in a Form 3L, please visit the FEC's online instructions. The instructions below explain how to file a Form 3L using CrimsonFiler.

1. Once in **CrimsonFiler,** click on **Create New** under **Reports**. Select **FORM3L: Report of Contributions bundled by Lobbyists** as your report type.
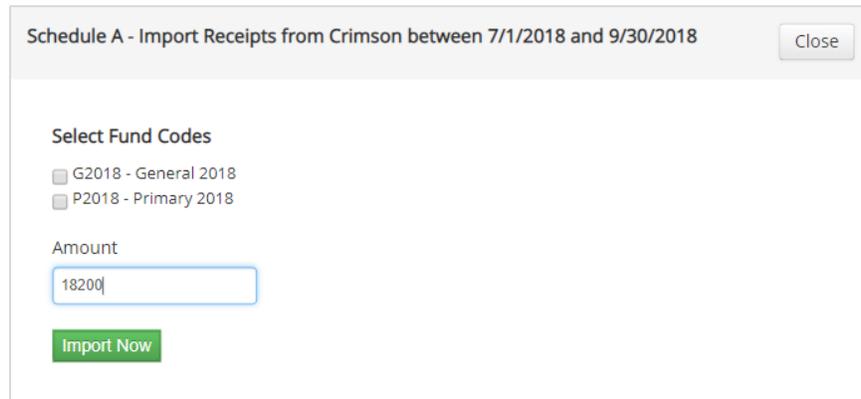
   Choose a Report   Close

   ○ FORM1 : Statement of Organization
   ○ FORM1M : Notification of MultiCandidate Status
   ○ FORM2 : Statement of Candidacy
   ○ FORM3 : Report of Receipts and Disbursements
   ● FORM3L : Report of Contributions bundled by Lobbyists
   ○ FORM6 : 48 Hour Notice of Contributions/Loans Received
   ○ FORM9 : 24 Hour Notice of Disbursements for Elect Comm
   ○ FORM99 : Miscellaneous Text

   Create Now

2. Click **Create Now** and the new Form 3L will be created for you to complete. Complete the **Status** section and **Main** tab as you would other reports in CrimsonFiler. Be sure to select the correct report **Type** and enter the **Cover Period** dates in the **Main** tab then click **Save**.
3. For **Schedule A**, select **Import from Crimson** and select the Fund Code(s) that you want to pull from. For **Amount**, put in the current FEC reporting threshold for the year.

   Schedule A - Import Receipts from Crimson between 7/1/2018 and 9/30/2018   Close

   Select Fund Codes
   ☐ G2018 - General 2018
   ☐ P2018 - Primary 2018

   Amount

   18200

   Import Now

4. Click **Import Now** and select if want to **Append** or **Replace** records.
5. Continue to manually import any **Schedule A** or **Schedule B** records as needed. Once done, go back to the **Main** tab and click the **Calculate** button.
6. Then go to **Step 2: Generate** to run your report through the FEC's validator. When ready, file using **Step 3: File**.

For more information on the how to file a report, visit **CrimsonFiler – Creating an FEC Report**.