

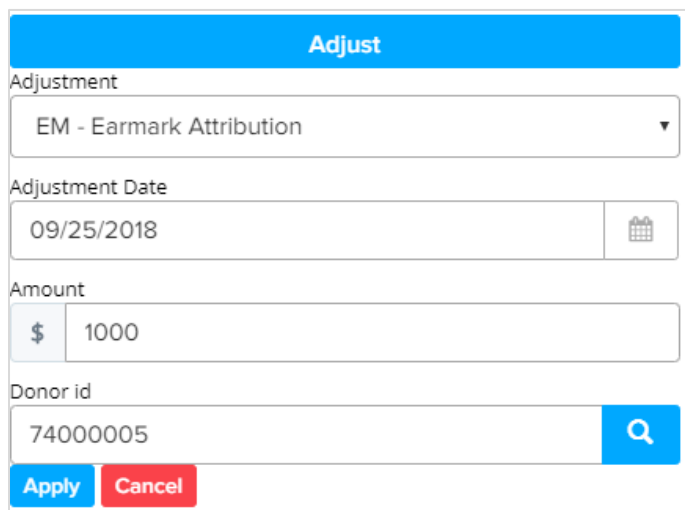
### Step 1 – Enter the Conduit’s Contribution:

- Know the aggregate amount for the conduit based on the total of your earmarked contributions and the date they were transferred.
- Enter it like a regular receipt EXCEPT select the **Payment Type** of **EM – Earmark**
  - By selecting this payment type, this payment will automatically be marked as a memo with **FEC Memo Text** of “See Attributions below for All Donors above Itemized Threshold”.

### Step 2 – Enter the Earmarked Contributions:

#### Option 1 – Manually Applying Each Earmarked Contribution

1. Under the conduit’s money record, click the **Adjust** button and select **EM - Earmark Attribution** under the Adjustment drop-down menu.



Adjust

Adjustment  
EM - Earmark Attribution

Adjustment Date  
09/25/2018

Amount  
\$ 1000

Donor id  
74000005

Apply Cancel

2. Then enter the **Adjustment Date**, the **Adjustment Amount**, and search for the donor who should be attributed with this amount by PID or name.

*\*\*Please note: Donor records should already be created in Crimson.*

3. Click **Apply**.
4. Continue to apply all of the individual earmarked contributions until done.

*\*\*Please note: For the earmarked attribution records, the FEC Memo Text will read “Earmark from \_\_\_\_\_” with the name of the conduit’s record.*

#### Option 2 – Import the Earmarked Contributions

1. Under the conduit’s money record, click the **Earmark Attribution Import** tab.

2. Follow the normal importing steps 1 – 4

- Step 1: Upload File
- Step 2: Import Type
- Step 3: Mapping
- Step 4: Validate and Import

