

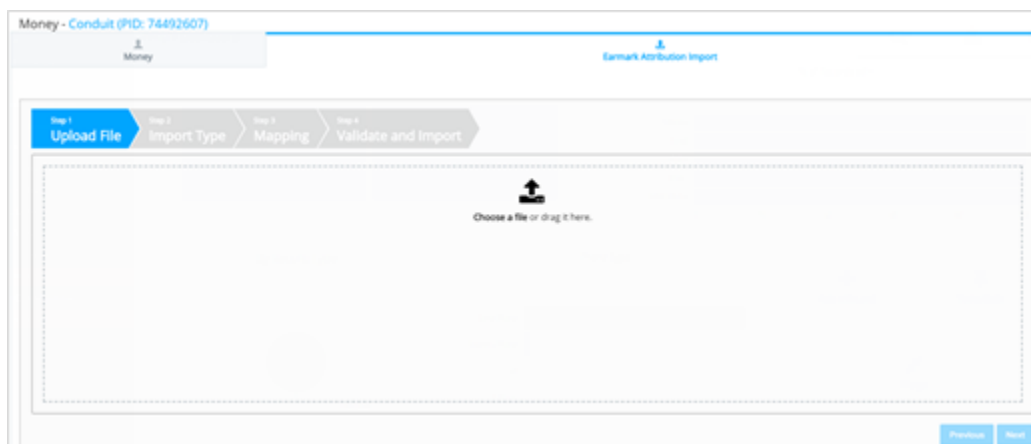
### Crimson 3: Contributions- Loading Donations Received from WinRed

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

1. Create a people record for WinRed PAC if one does not already exist.
2. After this record is created, click **Add Gift**.
3. Create a gift with the Payment type of **WR-Win Red**. The amount should be the Gross Amount of the Transfer from WinRed PAC.
  - By selecting this payment type, this payment will automatically be marked as a memo with **FEC Memo Text** of “See Attributions below”.

#### Step 2 – Enter the Earmarked Contributions

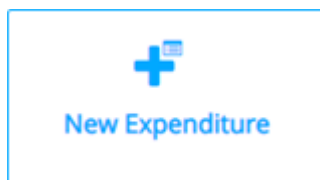
1. Under the conduit’s money record, click the **Earmark Attribution Import** tab.
2. Follow the normal importing steps 1 – 4
  - Step 1: Upload File
  - Step 2: Import Type
  - Step 3: Mapping
  - Step 4: Validate and Import



NOTE: Gifts loaded this way will link to the conduit record and automatically have the proper FEC memo text. They will also report at a 1:1 ratio, showing one WinRed memo for every Earmarked gift.

#### Step 3 – Enter the Processing Fees

1. Click the **New Expenditure** action button on the **Treasury Dashboard**.



2. Search for an existing **Payee** or click **Add New Payee** to add a new one to Crimson. The payee should be:

**WinRed Technical Services LLC**

**1776 Wilson Blvd, Suite 530**

**Arlington, VA 22209**

3. Once you have selected or created a new payee, the **New Disbursement** window will open.

### New Disbursement

Payee

Add New Payee

4. Enter the new expenditure's information.

### New Disbursement

md8 (48, 365)

Date 10/12/2018	Line Number 58218 - Other Federal Operating Expenditures	Gr. Code		
Amount \$	FEC Description			
Fund C - FISC	Memo Text	<b>General Ledger</b>		
Account N/A - N/A	Transaction Category	<table><thead><tr><th>Name</th><th>Amount</th></tr></thead><tbody></tbody></table>	Name	Amount
Name	Amount			
Check No.	Transaction Code	<b>Ultimate Vendor</b>		
Payment	Election Code	<table><thead><tr><th>Name</th><th>Amount</th></tr></thead><tbody></tbody></table>	Name	Amount
Name	Amount			
Comment (maximum)	Year Other Election	Total \$		
	Adjustment Type Adjustment Date			
	MEMO Indicator 1000			

5. Click **Save** when done.