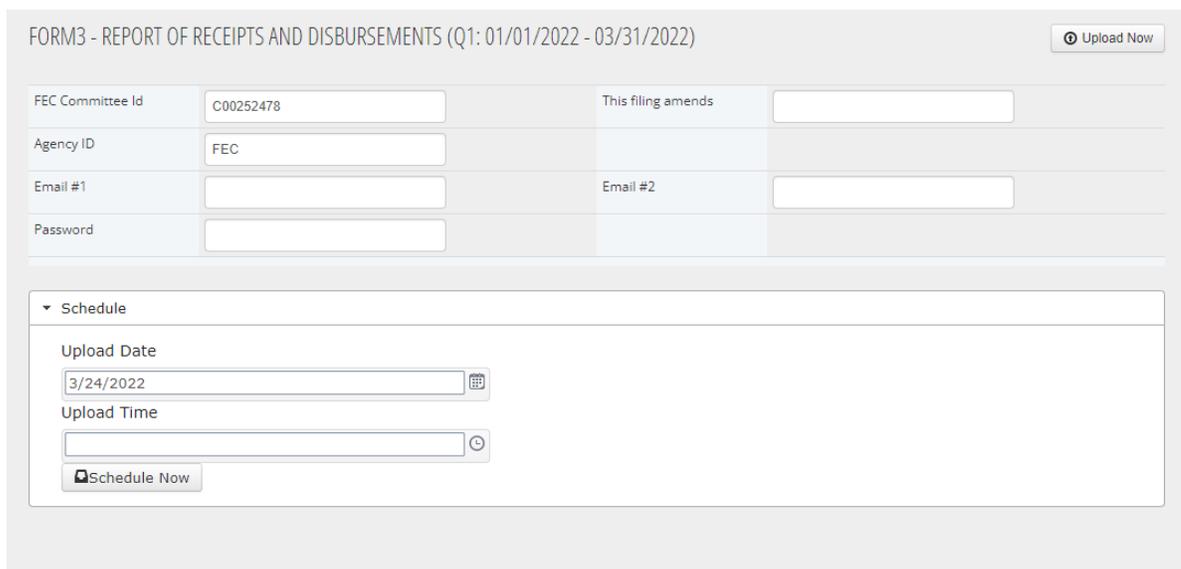


FAQ - FEC Report Scheduler

The **FEC Report Scheduler** allows you to specify when you want your FEC report to start uploading. You can finalize your report on Thursday and schedule it to file on Saturday morning. This tool can be used for any report filed out of **CrimsonFiler**, including **Form24**.

FEC Report Scheduler

1. To get started, please open **CrimsonFiler**.
2. Next, generate the report you would like to file.
3. Please complete your report. If you need further instructions on how to create an FEC report, please view our [Creating an FEC Report](#) guide.
4. Once you have completed your report and generated it, please click on **Step 3: File** on the left.
5. On that page, you will see the option **Schedule**. Please click on that to bring the drop-down.



FORM3 - REPORT OF RECEIPTS AND DISBURSEMENTS (Q1: 01/01/2022 - 03/31/2022) Upload Now

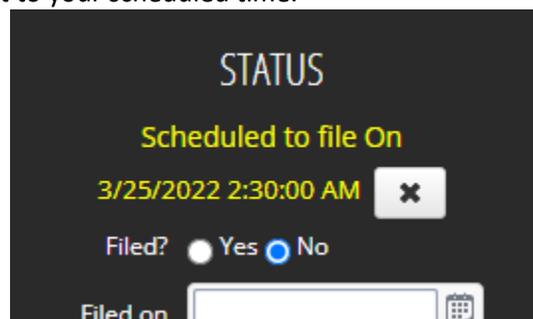
FEC Committee Id	C00252478	This filing amends	
Agency ID	FEC		
Email #1		Email #2	
Password			

▼ Schedule

Upload Date

Upload Time

6. Please select an upload date and time for your report and click **Schedule Now**. **Be aware the time is Eastern Standard Time.*
7. If you need to cancel your scheduled load, you can do so by viewing the **Status** of your report and clicking on the **X** next to your scheduled time.



Note: It is recommended to avoid filing close to midnight on the filing date in case of any unforeseen circumstances.