

Author: Kristenson, Joel
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Overview

This article walks through the steps to file your **Form 1 FEC Report (Statement of Organization)** and **submit** it electronically through the **Trail Blazer** software to the FEC (Federal Election Commission). This **only** applies to **federal** political campaigns & PACs.

It's a good idea to contact your FEC analyst if you have any questions or concerns going through these steps; they also have a **PDF guide** for filing your Form 1 that you can [download here](#).

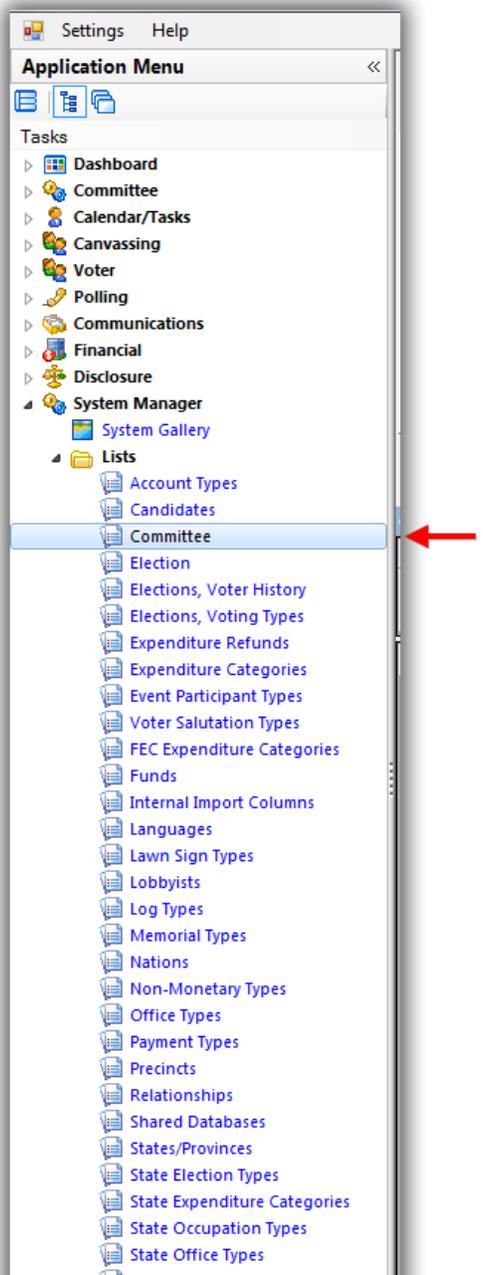
 **Tip:** New to **tracking finances** for your campaign? Setup a **financial training class** with one of our **financial trainers** for **free** (**requires you've attended our [introduction training class](#) that covers the basics*). Our **Curriculum Page** is a good place to start: <http://trailblz.com/Support/Learning/Curriculums.aspx>

Steps

You'll first want to verify all the information for your **Committee** has been recorded properly in **Trail Blazer**.

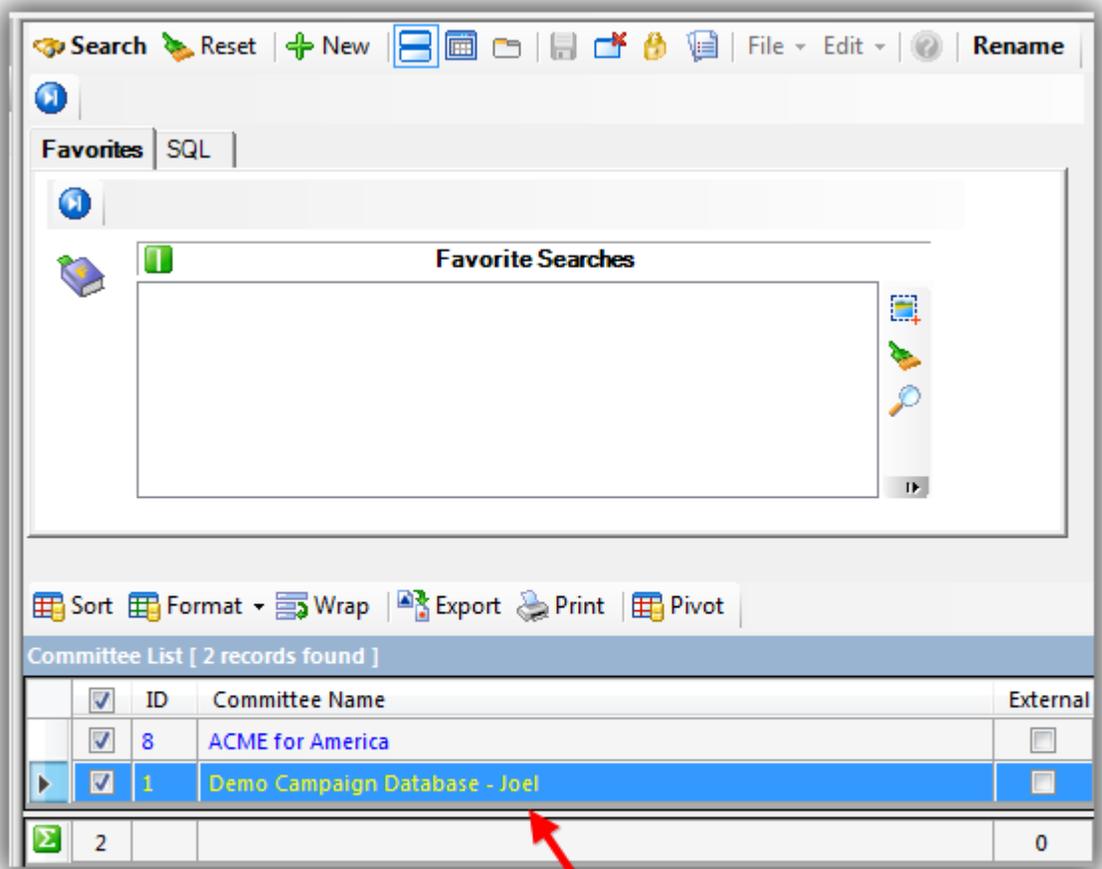
Navigate to the **Committee** list by following **Application Menu > System Manager > Lists > Committee**. **Requires appropriate [security clearance](#).*

Filing your FEC Form 1 (Statement of Organization) – Political Only (Federal Campaigns)



Filing your FEC Form 1 (Statement of Organization) – Political Only (Federal Campaigns)

Click on your **committee name** to **open** your committee record. *In my example it was called **Demo Campaign Database – Joel**.*

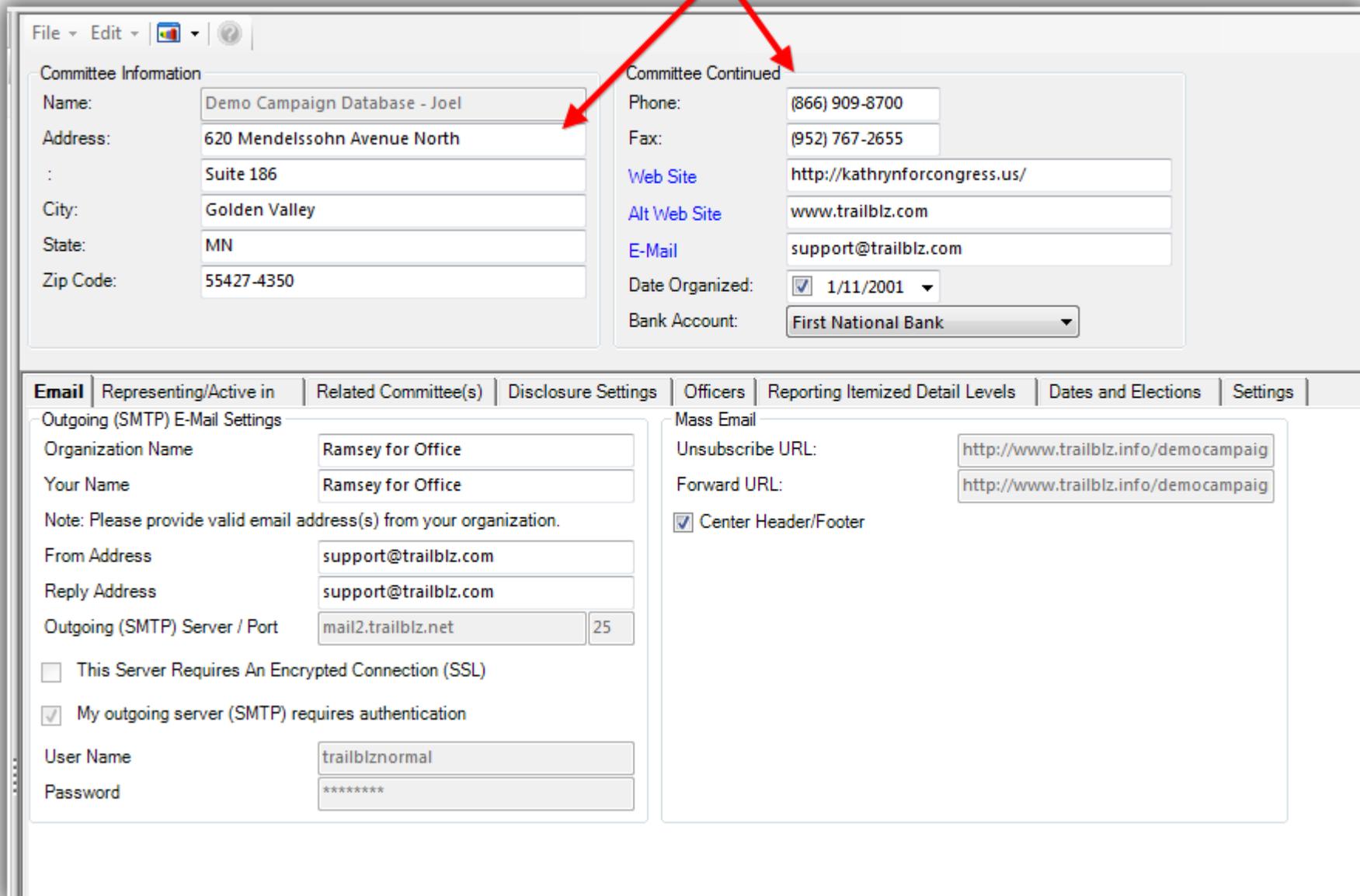


Open your Committee record.

The following 4 screenshots show the different sections of the **Committee record** you'll want to **verify your information** is **present** and **accurate**.

Img 1 of 4 – Verify the Campaign’s Physical Address

Verify all the information is correct.



The screenshot displays the TrailBlazer web application interface. At the top, there is a menu bar with 'File' and 'Edit' options. Below the menu, the 'Committee Information' section is visible, containing fields for Name, Address, City, State, and Zip Code. A red arrow points to the 'Name' field, which contains the text 'Demo Campaign Database - Joel'. To the right of the 'Committee Information' section is the 'Committee Continued' section, which includes fields for Phone, Fax, Web Site, Alt Web Site, E-Mail, Date Organized, and Bank Account. Below these sections is a navigation bar with tabs for 'Email', 'Representing/Active in', 'Related Committee(s)', 'Disclosure Settings', 'Officers', 'Reporting Itemized Detail Levels', 'Dates and Elections', and 'Settings'. The 'Email' tab is selected, showing the 'Outgoing (SMTP) E-Mail Settings' section. This section includes fields for Organization Name, Your Name, From Address, Reply Address, Outgoing (SMTP) Server / Port, and Password. The 'Mass Email' section is also visible, containing fields for Unsubscribe URL and Forward URL, and a checked checkbox for 'Center Header/Footer'.

Committee Information	
Name:	Demo Campaign Database - Joel
Address:	620 Mendelssohn Avenue North
:	Suite 186
City:	Golden Valley
State:	MN
Zip Code:	55427-4350

Committee Continued	
Phone:	(866) 909-8700
Fax:	(952) 767-2655
Web Site	http://kathrynforcongress.us/
Alt Web Site	www.trailblz.com
E-Mail	support@trailblz.com
Date Organized:	<input checked="" type="checkbox"/> 1/11/2001
Bank Account:	First National Bank

Outgoing (SMTP) E-Mail Settings	
Organization Name	Ramsey for Office
Your Name	Ramsey for Office
Note: Please provide valid email address(s) from your organization.	
From Address	support@trailblz.com
Reply Address	support@trailblz.com
Outgoing (SMTP) Server / Port	mail2.trailblz.net 25
<input type="checkbox"/>	This Server Requires An Encrypted Connection (SSL)
<input checked="" type="checkbox"/>	My outgoing server (SMTP) requires authentication
User Name	trailblznormal
Password	*****

Mass Email	
Unsubscribe URL:	http://www.trailblz.info/democampaig
Forward URL:	http://www.trailblz.info/democampaig
<input checked="" type="checkbox"/>	Center Header/Footer

Img 2 of 4 – Verify the Officer Information is Correct under the **Officers** Tab

Verify all the information is entered correctly and is up-to-date under the Officers tab.

File Edit ⌵ ⌵

Committee Information

Name: Demo Campaign Database - Joel

Address: 620 Mendelssohn Avenue North

: Suite 186

City: Golden Valley

State: MN

Zip Code: 55427-4350

Committee Continued

Phone: (866) 909-8700

Fax: (952) 767-2655

Web Site: http://kathrynforcongress.us/

Alt Web Site: www.trailblz.com

E-Mail: support@trailblz.com

Date Organized: 1/11/2001

Bank Account: First National Bank

Email | Representing/Active in | Related Committee(s) | Disclosure Settings | Officers | Reporting Itemized Detail Levels | Dates and Elections | Settings

FEC Report Information

Treasurer

Treasurer Name: Mark Panger 51491

Address: 600 5th Ave S

Address2:

City/St/Zip: Hopkins MN 55343-____

Phone:

Campaign Chair

Chair Name: Brian Hanf 15429

Address: 5631 Welcome Ave

Address2:

City/St/Zip: Crystal MN 55429-27

Phone: 952-988-0898

More FEC Information

Agent/Asst Treasurer

Agent Name: Christopher Olig 127243

Address: 6305 Chatham Wa

Address2:

City/St/Zip: Eden Prairie MN 55346

Phone:

Preparer/Custodian Of Records

Custodian Name: Patrick Hanfx 46842

Address: 2216 Pleasant Ave

Address2: Apt 202

City/St/Zip: Minneapolis MN 55404

Phone: 9525551212

Affiliated Organization

Affil. Org ID:

Name:

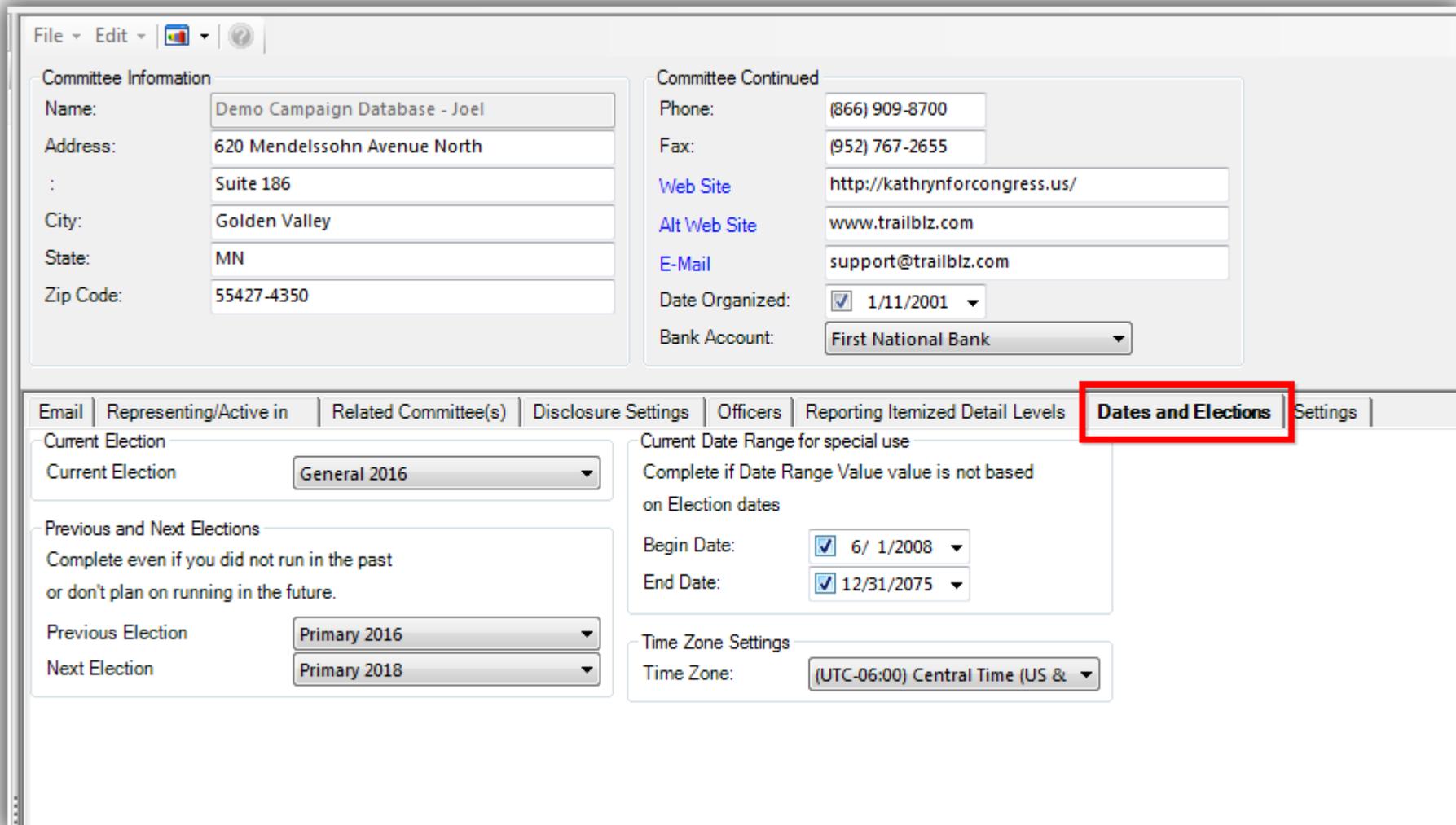
Address:

Address2:

City/St/Zip:

Img 3 of 4 – Verify the Dates and Elections are Correct under the **Dates and Elections** Tab

Verify all the information is correct under the Dates and Elections tab.



Committee Information

Name: Demo Campaign Database - Joel
Address: 620 Mendelssohn Avenue North
Suite 186
City: Golden Valley
State: MN
Zip Code: 55427-4350

Committee Continued

Phone: (866) 909-8700
Fax: (952) 767-2655
Web Site: <http://kathrynforcongress.us/>
Alt Web Site: www.trailblz.com
E-Mail: support@trailblz.com
Date Organized: 1/11/2001
Bank Account: First National Bank

Navigation: Email | Representing/Active in | Related Committee(s) | Disclosure Settings | Officers | Reporting Itemized Detail Levels | **Dates and Elections** | Settings

Current Election

Current Election: General 2016

Previous and Next Elections

Complete even if you did not run in the past or don't plan on running in the future.

Previous Election: Primary 2016
Next Election: Primary 2018

Current Date Range for special use

Complete if Date Range Value value is not based on Election dates

Begin Date: 6/ 1/2008
End Date: 12/31/2075

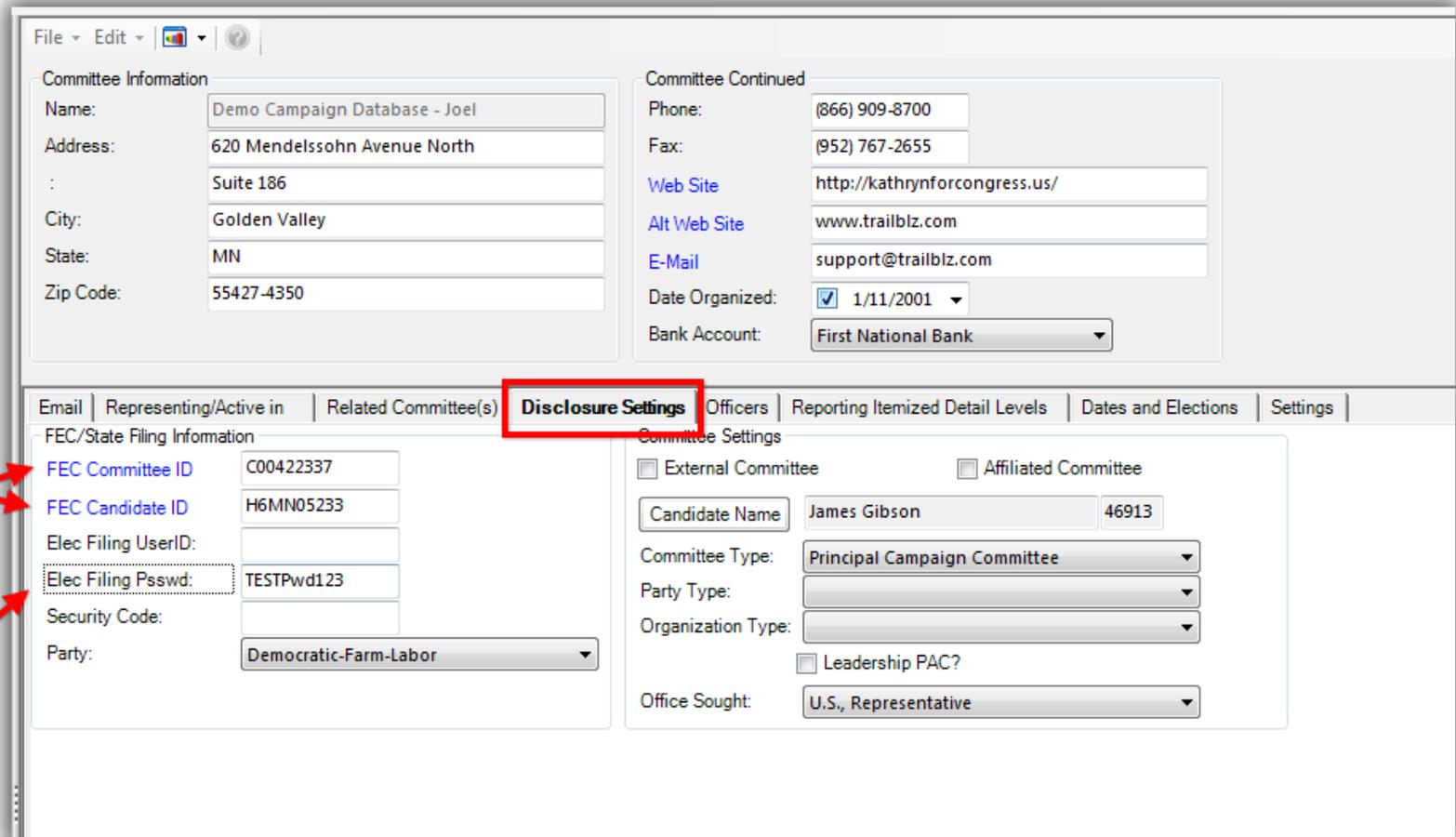
Time Zone Settings

Time Zone: (UTC-06:00) Central Time (US & ...)

Img 4 of 4 – Verify the Data under **Disclosure Settings**

NOTE: the **FEC Committee ID** & **FEC Candidate ID** are ***Required***. The **Filing User ID** is not required, and the **Password** is optional (used if we need to file your report in a pinch).

Verify all the information is correct under the Disclosure Settings tab.



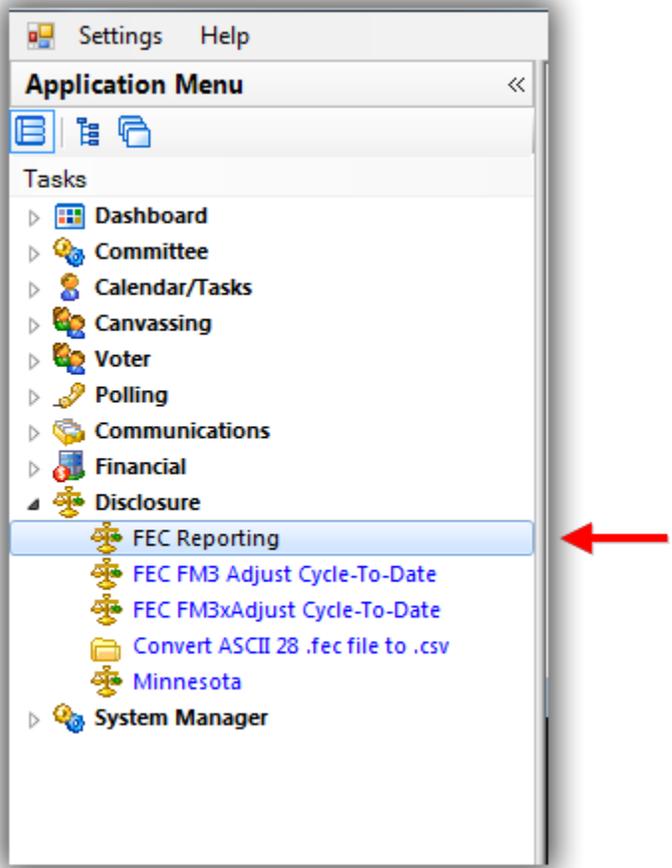
The screenshot shows the 'Disclosure Settings' tab in the TrailBlazer application. The form is divided into several sections:

- Committee Information:** Name (Demo Campaign Database - Joel), Address (620 Mendelssohn Avenue North, Suite 186, Golden Valley, MN, 55427-4350).
- Committee Continued:** Phone ((866) 909-8700), Fax ((952) 767-2655), Web Site (http://kathrynforcongress.us/), Alt Web Site (www.trailblz.com), E-Mail (support@trailblz.com), Date Organized (1/11/2001), Bank Account (First National Bank).
- FEC/State Filing Information:** FEC Committee ID (C00422337), FEC Candidate ID (H6MN05233), Elec Filing UserID, Elec Filing Psswd (TESTPw123), Security Code, Party (Democratic-Farm-Labor).
- Committee Settings:** External Committee, Affiliated Committee, Candidate Name (James Gibson), Committee Type (Principal Campaign Committee), Party Type, Organization Type, Leadership PAC?, Office Sought (U.S., Representative).

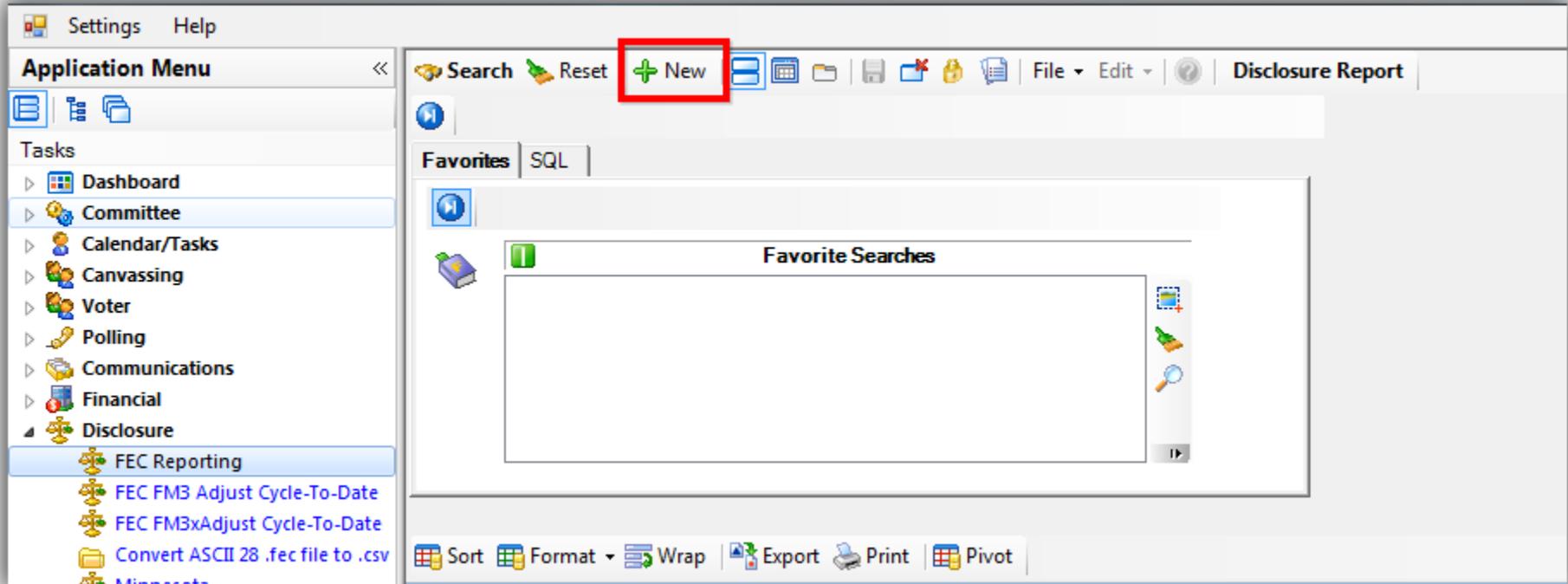
Annotations on the form:

- A red box highlights the 'Disclosure Settings' tab.
- A red arrow points to the 'FEC Committee ID' field with the text 'required'.
- A red arrow points to the 'Elec Filing Psswd' field with the text 'Optional - used if we need to submit your report in a pinch.'

Navigate to the **FEC Reporting** list by following **Application Menu > System Manager > Disclosure > FEC Reporting**.

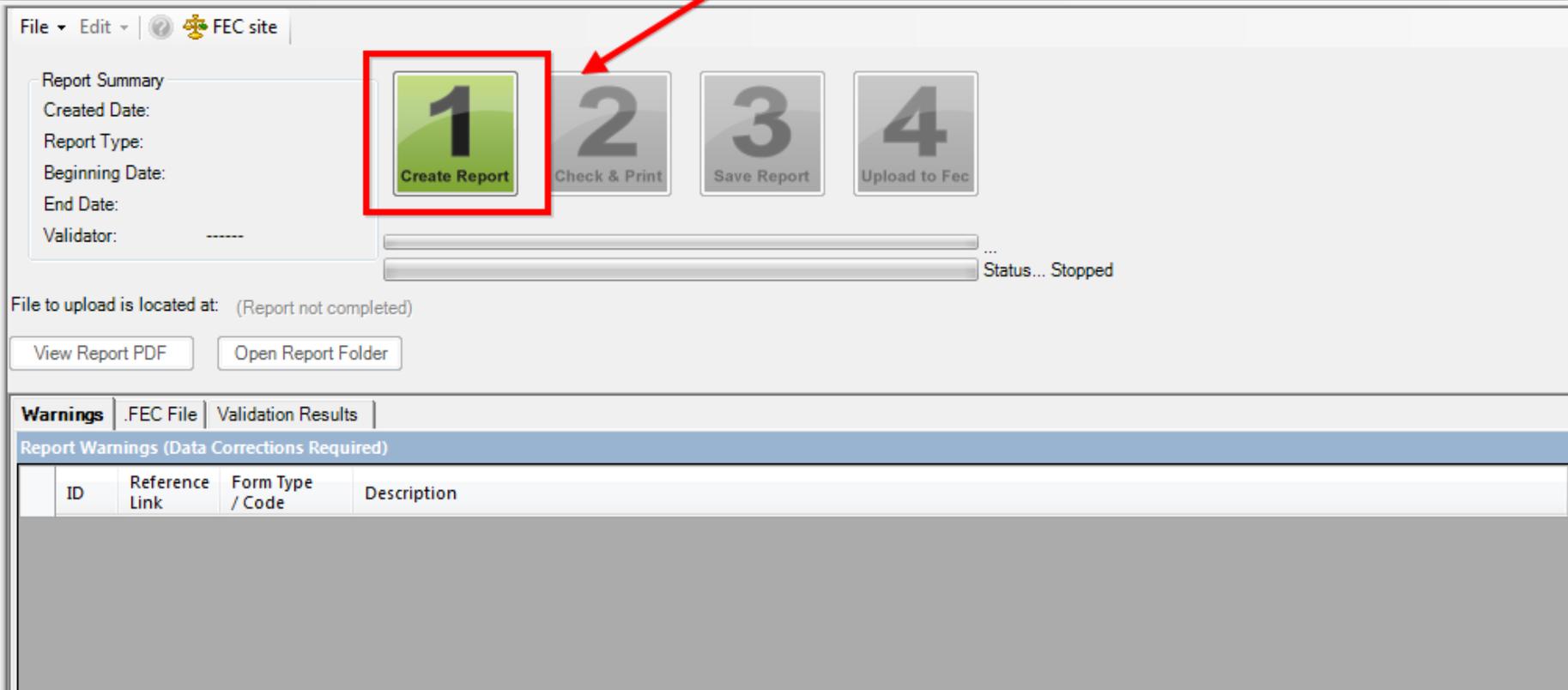


Click [+ New] on the **Search Tool Strip**.



Click the **[1 Create Report]** button at the top of the screen.

Click [1] to begin creating a new FEC report.



File Edit | ? FEC site

Report Summary
Created Date:
Report Type:
Beginning Date:
End Date:
Validator: -----

1 Create Report **2** Check & Print **3** Save Report **4** Upload to Fec

File to upload is located at: (Report not completed)

View Report PDF Open Report Folder

Warnings | .FEC File | Validation Results

Report Warnings (Data Corrections Required)

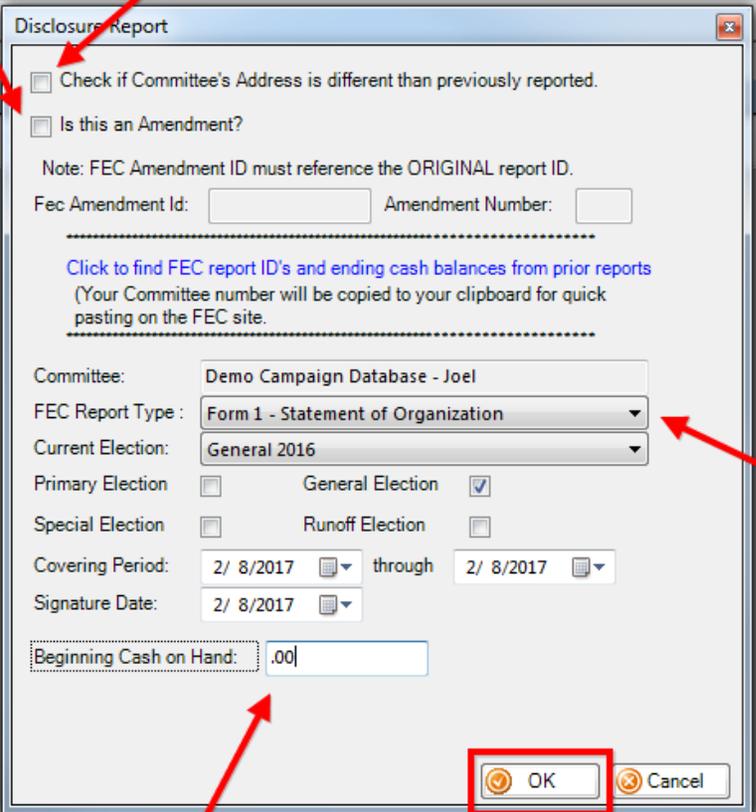
ID	Reference Link	Form Type / Code	Description
----	----------------	------------------	-------------

Select the **Form 1 – Statement of Organization** report type from the **drop-down**, fill out all the other information, and click **[OK]**.

Filing your FEC Form 1 (Statement of Organization) – Political Only (Federal Campaigns)

***IF* you're filing an amendment you'll need to check this box.**

***IF* the committee's address has changed you'll need to check this box.**



The screenshot shows a 'Disclosure Report' window with the following fields and options:

- Check if Committee's Address is different than previously reported.
- Is this an Amendment?
- Note: FEC Amendment ID must reference the ORIGINAL report ID.
- Fec Amendment Id: Amendment Number:
- [Click to find FEC report ID's and ending cash balances from prior reports](#)
(Your Committee number will be copied to your clipboard for quick pasting on the FEC site.)
- Committee: Demo Campaign Database - Joel
- FEC Report Type: Form 1 - Statement of Organization
- Current Election: General 2016
- Primary Election: General Election:
- Special Election: Runoff Election:
- Covering Period: 2/ 8/2017 through 2/ 8/2017
- Signature Date: 2/ 8/2017
- Beginning Cash on Hand: .00
- Buttons: OK, Cancel

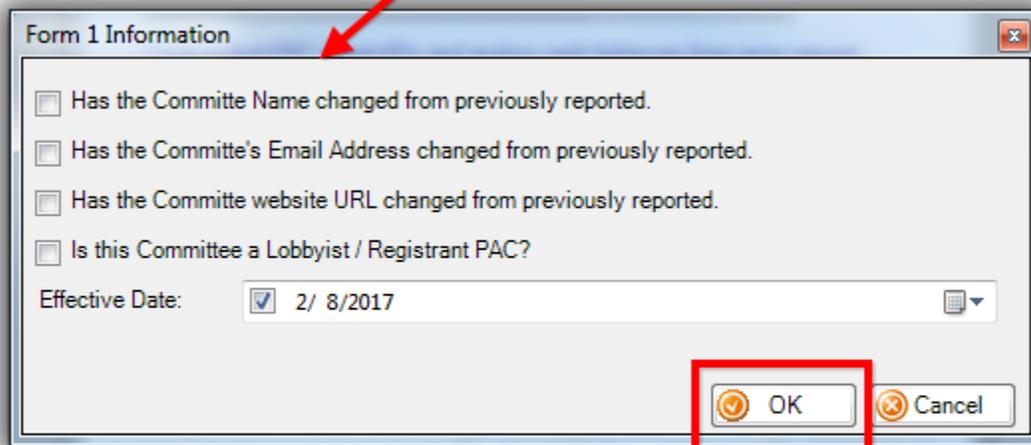
Select the Form 1 report type from the drop-down.

Click [OK] to proceed.

The starting cash on hand will be zero. [KNOWLEDGE BASE www.trailblz.com/kb](http://www.trailblz.com/kb)

On the next screen check any of the boxes that apply and click **[OK]**. The **effective date** would be the date the committee was created or the date a new treasurer came on board.

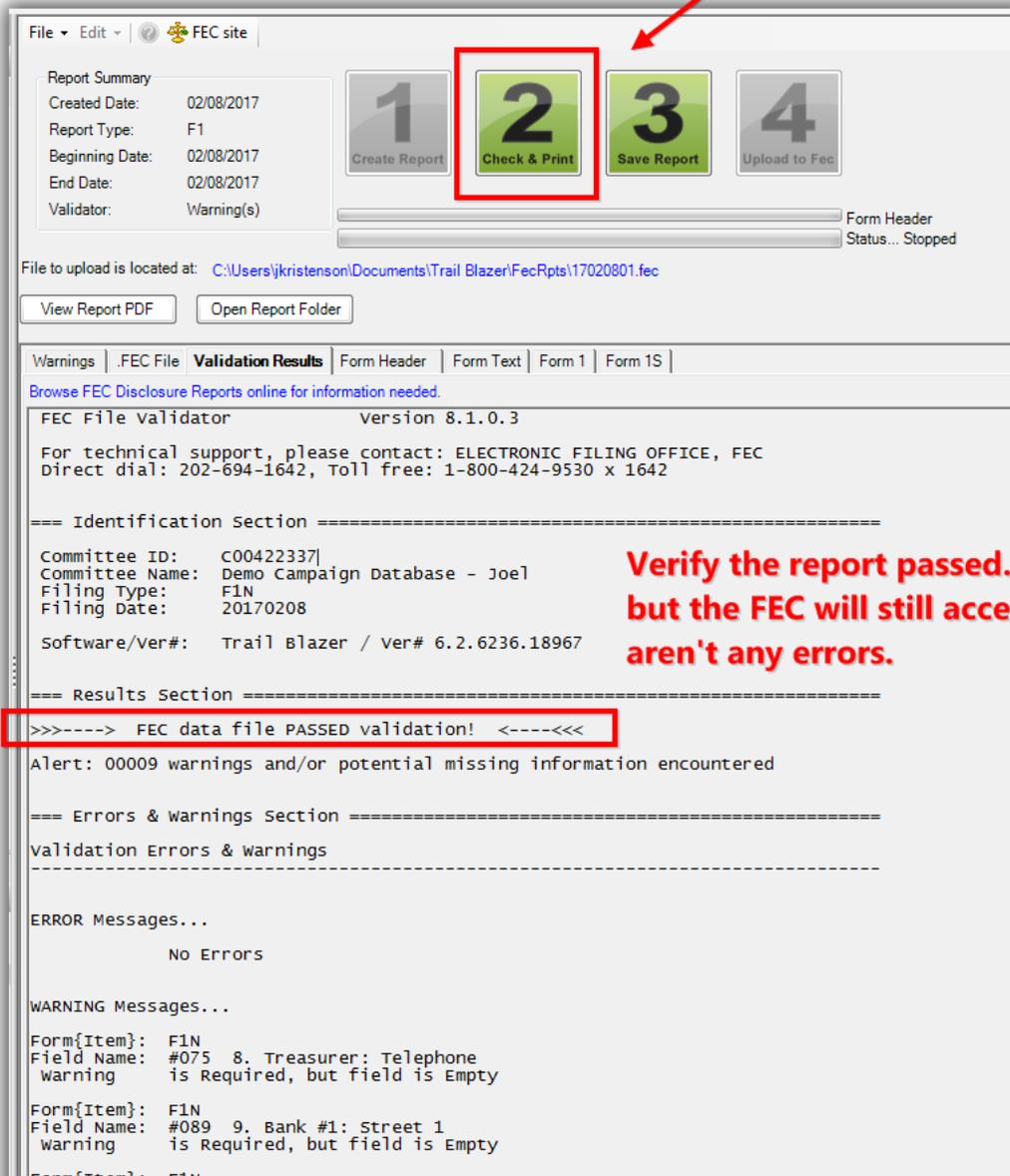
Check any of the boxes that apply.



Click [OK] to proceed.

After the report is run you'll get a notification if it passed or failed validation. *If it failed, fix the errors and run it again.* Once it passes click the **[2 Check & Print]** button.

Click [2] to generate the PDF version.



The screenshot shows the TrailBlazer software interface. At the top, there are four numbered buttons: 1. Create Report, 2. Check & Print (highlighted with a red box and an arrow from the text above), 3. Save Report, and 4. Upload to Fec. Below these buttons is a 'Report Summary' section with fields for Created Date, Report Type, Beginning Date, End Date, and Validator. A red arrow points from the text 'Click [2] to generate the PDF version.' to the 'Check & Print' button.

Below the buttons, there are fields for 'Form Header' and 'Status... Stopped'. A file path is shown: 'File to upload is located at: C:\Users\jkristenson\Documents\Trail Blazer\FecRpts\17020801.fec'. There are buttons for 'View Report PDF' and 'Open Report Folder'.

The main content area shows a 'Validation Results' tab. It displays the following text:

```
FEC File validator version 8.1.0.3
For technical support, please contact: ELECTRONIC FILING OFFICE, FEC
Direct dial: 202-694-1642, Toll free: 1-800-424-9530 x 1642

=== Identification Section ===
Committee ID: C00422337
Committee Name: Demo Campaign Database - Joe1
Filing Type: FIN
Filing Date: 20170208
Software/ver#: Trail Blazer / Ver# 6.2.6236.18967

=== Results Section ===
>>>----> FEC data file PASSED validation! <----<<<

Alert: 00009 warnings and/or potential missing information encountered

=== Errors & warnings Section ===
Validation Errors & warnings
-----
ERROR Messages...
No Errors

WARNING Messages...
Form{Item}: FIN
Field Name: #075 8. Treasurer: Telephone
Warning: is Required, but field is Empty

Form{Item}: FIN
Field Name: #089 9. Bank #1: Street 1
Warning: is Required, but field is Empty
```

A red box highlights the line: '>>>----> FEC data file PASSED validation! <----<<<'. To the right of this box, red text reads: 'Verify the report passed. Warnings should be fixed but the FEC will still accept the report as long as there aren't any errors.'

Review the PDF version that gets generated for any errors or missing/incorrect information. **Save** the PDF version for your record keeping and navigate back to **Trail Blazer**.

Example of page 1 & 2 of my PDF print preview:

Example print preview of the Form 1 - page 1

17020801_allpages.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 17020801_allpages... x Sign In

1 / 4 90%

FEC FORM 1 **STATEMENT OF ORGANIZATION** PAGE 1 / 4

Office Use Only

1. NAME OF COMMITTEE (in full) (Check if name is changed) Example: If typing, type over the lines. 12FE4M5

Demo Campaign Database - Joel

ADDRESS (number and street) 123 E Main St

(Check if address is changed)

Long View MN 00000

CITY ▲ STATE ▲ ZIP CODE ▲

COMMITTEE'S E-MAIL ADDRESS (Check if address is changed) support@trailblz.com

Optional Second E-Mail Address

COMMITTEE'S WEB PAGE ADDRESS (URL) (Check if address is changed) http://kathrynforcongress.us/

2. DATE 02 / 08 / 2017

3. FEC IDENTIFICATION NUMBER ▶ C C00422337

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Send & Track
More Tools

Example print preview - page 2

17020801_allpages.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 17020801_allpages... x

2 / 4 90%

I certify that I have examined this Statement and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Treasurer Panger, Mark, . . .

Signature of Treasurer Panger, Mark, . . . Date 02 / 08 / 2017

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Statement to the penalties of 2 U.S.C. §437g. ANY CHANGE IN INFORMATION SHOULD BE REPORTED WITHIN 10 DAYS.

Office Use Only					For further information contact: Federal Election Commission Toll Free 800-424-9530 Local 202-694-1100	FEC FORM 1 (Revised 06/2012)
-----------------	--	--	--	--	---	--

FEC Form 1 (Revised 02/2009) Page 2

5. TYPE OF COMMITTEE

Candidate Committee:

(a) This committee is a principal campaign committee. (Complete the candidate information below.)

(b) This committee is an authorized committee, and is NOT a principal campaign committee. (Complete the candidate information below.)

Name of Candidate Gibson, James, Brian, ,

Candidate Party Affiliation DFL Office Sought: House Senate President State MN District 06

(c) This committee supports/opposes only one candidate, and is NOT an authorized committee.

Name of Candidate _____

Party Committee:

(d) This committee is a _____ (National, State or subordinate) committee of the _____ (Democratic, Republican, etc.) Party.

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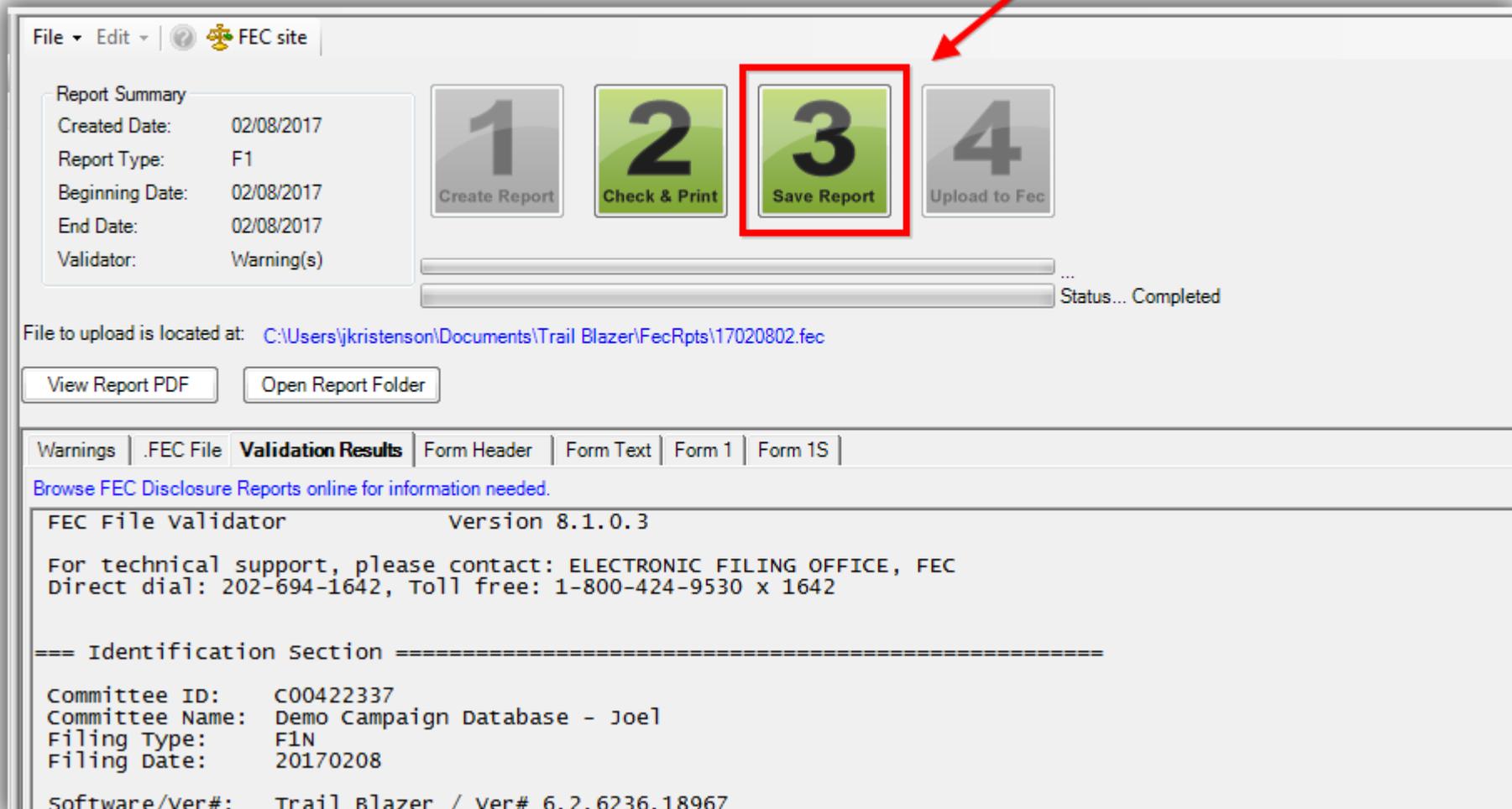
Send for Signature

Send & Track

More Tools

Click the [**3 Save Report**] button.

**Once you've verified the report is correct
click the [3 Save Report] button.**



File Edit |  FEC site

Report Summary

Created Date: 02/08/2017
Report Type: F1
Beginning Date: 02/08/2017
End Date: 02/08/2017
Validator: Warning(s)

1 Create Report 2 Check & Print **3 Save Report** 4 Upload to Fec

File to upload is located at: <C:\Users\jkristenson\Documents\Trail Blazer\FecRpts\17020802.fec>

Warnings | .FEC File | **Validation Results** | Form Header | Form Text | Form 1 | Form 1S

[Browse FEC Disclosure Reports online for information needed.](#)

FEC File validator Version 8.1.0.3

For technical support, please contact: ELECTRONIC FILING OFFICE, FEC
Direct dial: 202-694-1642, Toll free: 1-800-424-9530 x 1642

=== Identification Section =====

Committee ID: C00422337
Committee Name: Demo Campaign Database - Joel
Filing Type: FIN
Filing Date: 20170208

Software/Ver#: Trail Blazer / Ver# 6.2.6236.18967

Once the report is saved click **[4 Upload to Fec]**.

Once you're reviewed the PDF version and everything is ready to go click [4] to begin the upload process.



The screenshot shows the TrailBlazer software interface. At the top left, there is a menu bar with 'File' and 'Edit' options, and a 'FEC site' icon. Below the menu bar, there is a 'Report Summary' section with the following details:

- Created Date: 02/08/2017
- Report Type: F1
- Beginning Date: 02/08/2017
- End Date: 02/08/2017
- Validator: Warning(s)

To the right of the report summary, there are four large buttons labeled 1 through 4, each with a corresponding action:

- 1 Create Report
- 2 Check & Print
- 3 Save Report
- 4 Upload to Fec

The '4 Upload to Fec' button is highlighted with a red box, and a red arrow points to it from the text above. Below the buttons, there are two input fields: 'Form Header' and 'Status... Stopped'. Below these fields, there is a text box indicating the file location: 'File to upload is located at: C:\Users\jkristenson\Documents\Trail Blazer\FecRpts\17020801.fec'. Below the text box, there are two buttons: 'View Report PDF' and 'Open Report Folder'. Below the buttons, there is a tabbed interface with tabs for 'Warnings', '.FEC File', 'Validation Results', 'Form Header', 'Form Text', 'Form 1', and 'Form 1S'. The 'Validation Results' tab is selected. Below the tabs, there is a link: 'Browse FEC Disclosure Reports online for information needed.'. Below the link, there is a text box containing the following text:

```
FEC File validator          version 8.1.0.3

For technical support, please contact: ELECTRONIC FILING OFFICE, FEC
Direct dial: 202-694-1642, Toll free: 1-800-424-9530 x 1642

=== Identification section ===
Committee ID:      C00422337
Committee Name:   Demo Campaign Database - Joel
Filing Type:      F1N
Filing Date:      20170208

Software/Ver#:    Trail Blazer / ver# 6.2.6236.18967

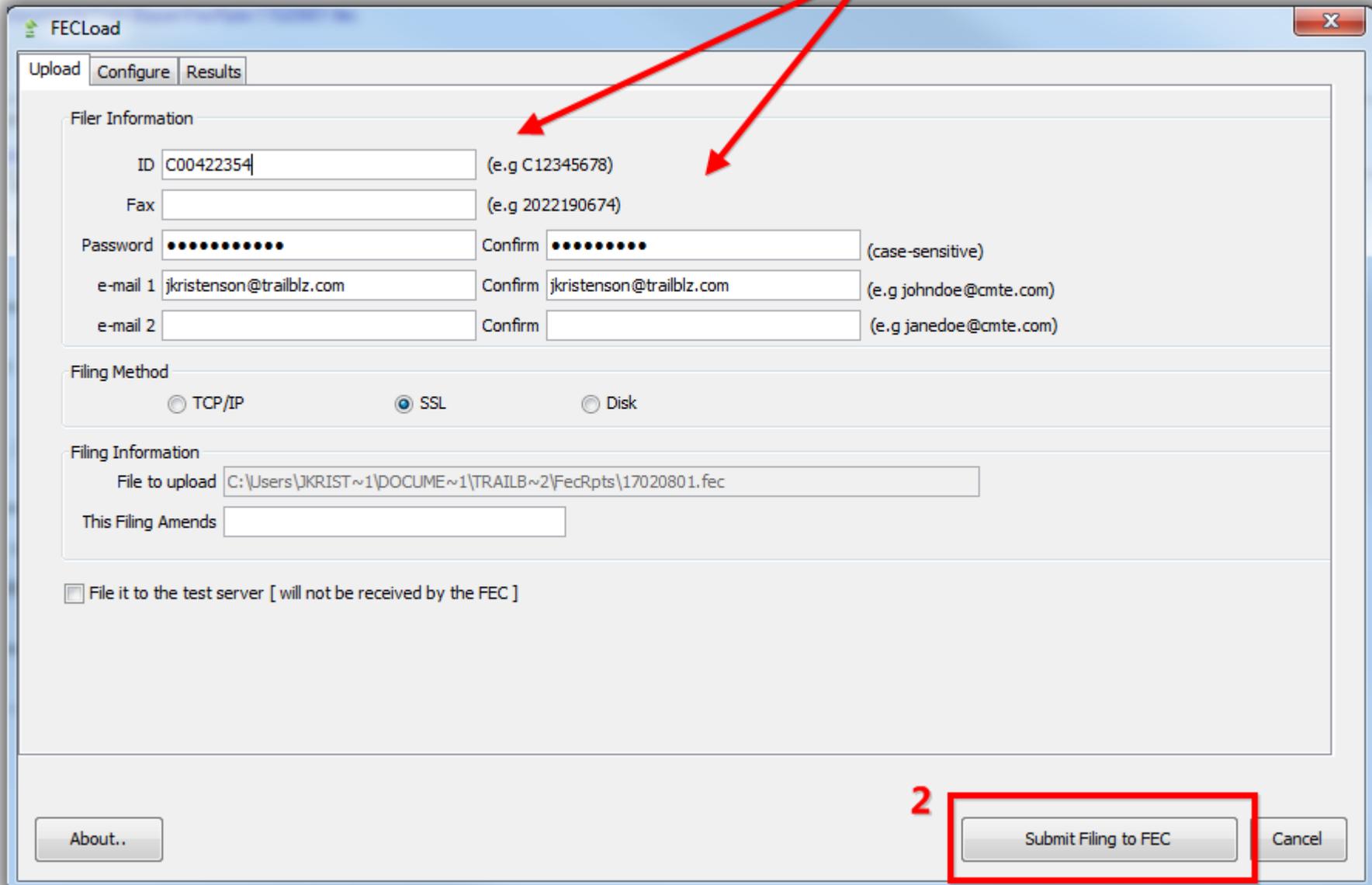
=== Results section ===
>>>---->  FEC data file PASSED validation!  <----<<<

Alert: 00009 warnings and/or potential missing information encountered

=== Errors & warnings section ===
```

Fill out the **FECLoad** form and click **[Submit Filing to FEC]**.

1. Fill out the information.



The screenshot shows the 'FECLoad' application window with the 'Upload' tab selected. The window contains several sections of input fields:

- Filer Information:** Includes fields for ID (C00422354), Fax, Password (masked with dots), Confirm Password (masked with dots), e-mail 1 (jkristenson@trailblz.com), Confirm e-mail 1 (jkristenson@trailblz.com), e-mail 2, and Confirm e-mail 2.
- Filing Method:** Includes radio buttons for TCP/IP, SSL (selected), and Disk.
- Filing Information:** Includes a 'File to upload' field (C:\Users\JKRIST~1\DOCUME~1\TRAILB~2\FecRpts\17020801.fec) and a 'This Filing Amends' field.
- Checkboxes:** A checkbox labeled 'File it to the test server [will not be received by the FEC]' is present.
- Buttons:** 'About..', 'Submit Filing to FEC' (highlighted with a red box and the number 2), and 'Cancel'.

Red arrows point to the ID and Password fields, and a red box highlights the 'Submit Filing to FEC' button.

Filing your FEC Form 1 (Statement of Organization) – Political Only (Federal Campaigns)

You'll get a popup notification (it could take about 30 seconds) with either a **success message** or a **failure message**. *If the upload fails please contact our live support (1-866-909-8700).*

You can **view** your **saved reports** by navigating to the **FEC Reporting** list under the **Application Menu**. *My example saved reports are below.*

Filing your FEC Form 1 (Statement of Organization) – Political Only (Federal Campaigns)

Application Menu

- Tasks
 - Dashboard
 - Committee
 - Calendar/Tasks
 - Canvassing
 - Voter
 - Polling
 - Communications
 - Financial
 - Disclosure
 - FEC Reporting
 - FEC FMB Adjust Cycle-To-Date
 - FEC FMBxAdjust Cycle-To-Date
 - Convert ASCII 28 .fec file to .csv
 - Virginia
 - System Manager

Disclosure Report [61 records found]

ID	Election	Report	Create	From	To	Validation	Amended	Amended #	INDi	INDun
2	Primary 2014	Q1	7/2/2014	12/30/2013	3/31/2014	Passed	<input checked="" type="checkbox"/>	1	63,277.53	26,438.17
3	Primary 2014	Q1	7/3/2014	12/31/2013	3/31/2014	Passed	<input checked="" type="checkbox"/>	1	63,277.53	26,438.17
4	Primary 2014	Q1	7/3/2014	12/31/2013	3/31/2014	Passed	<input checked="" type="checkbox"/>	1	63,277.53	26,438.17
5	General 2014	F1	7/12/2014	7/12/2014	7/12/2014	Failed	<input checked="" type="checkbox"/>	2	.00	.00
6	General 2014	F1	7/12/2014	7/12/2014	7/12/2014	Passed	<input type="checkbox"/>		.00	.00
7	Primary 2014	12P	7/12/2014	4/1/2014	5/21/2014	Passed	<input checked="" type="checkbox"/>	1	138,578.46	68,830.77
8	Primary 2014	48	7/12/2014	5/23/2014	5/23/2014	Passed	<input checked="" type="checkbox"/>	1	.00	.00
9	Primary 2014	48	7/12/2014	5/29/2014	5/30/2014	Passed	<input checked="" type="checkbox"/>	1	.00	.00
10	Primary 2014	48	7/12/2014	6/2/2014	6/3/2014	Passed	<input checked="" type="checkbox"/>	1	.00	.00
11	Primary 2014	48	7/12/2014	6/4/2014	6/5/2014	Passed	<input checked="" type="checkbox"/>	1	.00	.00
12	Primary 2014	Q2	7/15/2014	5/22/2014	6/30/2014	Warning(s)	<input type="checkbox"/>		285,312.79	285,656.75
13	General 2014	F99	7/25/2014	7/25/2014	7/25/2014	Passed	<input type="checkbox"/>		.00	.00
14	General 2014	F99	8/11/2014	8/11/2014	8/11/2014	Passed	<input type="checkbox"/>		.00	.00
15	General 2014	Q3	10/15/2014	7/1/2014	9/30/2014	Warning(s)	<input type="checkbox"/>		614,558.06	387,380.99
16	General 2014	48	10/21/2014	10/19/2014	10/20/2014	Passed	<input type="checkbox"/>		.00	.00
17	General 2014	48	10/23/2014	10/21/2014	10/22/2014	Passed	<input type="checkbox"/>		.00	.00
18	General 2014	12G	10/23/2014	10/1/2014	10/15/2014	Warning(s)	<input type="checkbox"/>		712,721.54	429,287.11
19	General 2014	48	10/25/2014	10/23/2014	10/24/2014	Passed	<input type="checkbox"/>		.00	.00
20	General 2014	48	10/27/2014	10/25/2014	10/26/2014	Passed	<input type="checkbox"/>		.00	.00
21	General 2014	48	10/29/2014	10/27/2014	10/28/2014	Passed	<input type="checkbox"/>		.00	.00
22	General 2014	48	10/31/2014	10/29/2014	10/30/2014	Passed	<input type="checkbox"/>		.00	.00
23	General 2014	48	11/2/2014	10/31/2014	11/1/2014	Passed	<input type="checkbox"/>		.00	.00
24	General 2014	30G	12/3/2014	10/16/2014	11/24/2014	Warning(s)	<input type="checkbox"/>	1	250.00	275.00
25	General 2014	30G	12/4/2014	10/16/2014	11/24/2014	Warning(s)	<input type="checkbox"/>		250.00	285.00
26	General 2014	12G	12/22/2014	10/1/2014	10/15/2014	Warning(s)	<input checked="" type="checkbox"/>	1	707,996.54	429,012.11

The reports you save will display in the Disclosure Report list.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [Best Practices – FEC Reporting](#)

Article: [Creating and Filing your First FEC Report](#)

Article: [Uploading your FEC Report – Error :Reason: null](#)

Article: [Calculating cycle-to-date numbers for “Schedule A” contribution entries](#)

Article: [Forced Itemization of Contributions](#)

Article: [Expenditure Reimbursement Schedule A itemization](#)

Article: [How to Deposit a Contribution](#)

Article: [Delete an Invoice/Payment](#)

Article: [How to Un-deposit a Contribution \(Primarily for Political Customers\)](#)

Article: [How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction](#)

Article: [Delete a Contribution](#)

Article: [Steps to Import Expenditures – with an Example Spreadsheet Template – Political Only \(2016 Upgrade\)](#)

Article: [How to Enter a New Payee](#)

Article: [How to Enter an Invoice for a Payee](#)

Article: [How to Record a Contribution Refund – Primarily for Political Customers](#)

Article: [Enter Contributions](#)

Video: [Getting Started 106b – Entering Contributions \(POLITICAL ONLY\)](#)

Video: [Credit Card Memo Entry \(using 2015 version of Financial\)](#)

Video: [Deposits – Setup Bank Account – Set Bank as Default – Create Deposit](#)

Video: [Make a Loan Payment \(Interest Bearing and Non Interest Bearing\)](#)

Training Link: [Introduction Training to Trail Blazer \(Required Before All Other Trainings\)](#)

Training Link: [Curriculum Page of Trail Blazer Classes](#)

3rd Party Resource: [PDF Instructions by the FEC for the Form 1](#)

3rd Party Resource: [Registration Toolkit on the FEC Site](#)

3rd Party Resource: [Full List of Printable Forms for Registration and Reporting by the FEC](#)

Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** support@trailblz.com

f **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

t **Twitter:** <https://twitter.com/trailblazersoft>

** As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

** This service is included in your contract.*