

How to File a Field Report

1. Go to www.realtorparty.com/fpcfieldreport.
2. In the box that says “Search Legislators,” type in your Member of Congress’ name (the system should recognize it after only a few letters). Click on the Member of Congress’ name.
3. This will bring up the Member of Congress’ information as well as your information as the FPC.* Please make sure all of your information is correct and then click confirm. This will then bring up the field reporting form.
4. As in the past form, you’ll need to enter the date of the interaction and choose the type of interaction from the drop-down menu. Then fill in your field report information in the box.
5. If you are only filing one field report, click “Submit Note.” If you will be filing additional field reports, click on the choice “Submit Note & Create New.”

It’s that simple! You’ve just filed a field report! And, you’ll notice that the report is in the system almost immediately. If you have questions or need assistance, please contact [Victoria Givens](#) at 202-383-1021.

* If you are filing a field report for a Member of Congress other than your own assigned Member (say you filled in for that FPC at a meeting he or she was unable to attend), you can still file the report. Simply click on “Choose Other FPC” and enter your name in the box. Then continue with steps 4 and 5.