Filing Your Field Report – Quick Reference Guide

Step 1 – View Your Legislator’s Page
Login to the FPC Field Report app.
Click or tap your legislator’s name under “Latest Search(es)” and you will be taken to the legislator’s page.

Step 2 – Add Your Report
Once you have landed on the legislator’s page, click or tap the blue plus sign at the bottom right corner:

Handy Hint! Capitol icon is your HOME button. When you tap this icon, you will return to this page.
Step 3 – File Your Report

Select Activity Type:
- **Appointment** (for Federal, District, Virtual, or Personal Meetings, Events or Delivering an RPAC Check to legislators)
- **Call** (for phone calls or text exchanges with legislators)
- **Email** (for emails to legislators)

Complete Fields For:
- **Start Date/End Date** – this is the date of your communication with your legislator
- **Start Time/End Time** (if applicable)
- **Subject**
- **Event Location** (e.g. District Office, Federal Office, Virtual Meeting, Event)
- **Notes/Description** (describe the interaction with your legislator)
- **Status** (Closed>Attended, Completed, Sent)
  - If you are delivering an RPAC check, select Closed>**Delivery**
  - If you need follow-up from NAR, select the status Open>**Follow Up**

Handy Hint! If you do NOT need follow-up from NAR, choose a closed status.

Click or tap “Add Activity”

Once your report has saved, you can:
- Log out by tapping the three bars in the upper right
- Tap the “Capitol” icon in the upper left to return to the home screen
- Tap “back to previous” to return to the legislator’s page.