Information Technology & Telecommunica

e-Lobbyist

User Guide

Version: 21 (June, 2015)

CITY OF NEW YORK
DEPARTMENT OF INFORMATION TECHNOLOGY & TELECOMMUNICATIONS

Copyright © 2015 City of New York

Table of Contents

Introduction ..... **viii**

Overview ..... *viii*

Users and Roles ..... *ix*

Process Check Lists ..... *ix*

Enrolling Lobbyists and Clients Check List x
Filing Statements of Registration Check List x
Amending Statements of Registration Check List xi
Filing Termination Reports Check List xi
Filing Periodic Reports Check List xii
Amending Periodic Reports Check List xii
Filing Fundraising Political Consulting Periodic Reports Check List xiii
Amending Fundraising Political Consulting Periodic Reports Check List xiii

Filing Periods ..... *xiv*

Getting Help ..... *xiv*

Version History ..... *xiv*

Accessing & Navigating e-Lobbyist **1**

Terms of Use Agreement 4
Business Information 5
Verification by Proof of Corporate Filing or Affidavit 6
Enrollment Approval/Rejection 8
Forgotten Passwords/Changing Your Password 9

Logging In *10*

Navigating Home *12*

Navigating Statements of Registration and Reports *12*

Logging Out/Session Time Outs *12*

Populating the Employee Store **14**

Adding Employees *14*

Navigating the Employee Store *21*

Determining Employee Status 21
Viewing/Hiding Employee Details 22
Printing Employee/Store Details 22

Editing Employee Information *23*

Deactivating/Reactivating Employees *23*

Certifying the Employee Store *24*

Filing Statements of Registration **26**

Filing Entities *26*

Initiating the Registration *27*

Client Selection *29*

Reporting Period *30*

Client Information *31*

Co-Lobbyist Information *32*

Adding Other Lobbyists *33*
Primary Lobbyist Filer Adding a Co-Lobbyist 33
Co-Lobbyist Filer Adding a Primary Lobbyist 35

Employees Lobbying for Client *37*

Adding Lobbying Activities *39*
Editing Activity Targets 43
Deleting a Target Activity 48
Deleting a Lobbying Activity 49

Retainer Letter & Payment *49*
Lobbyist Filer 50
Lobbyist/Client Filer 51
Primary Lobbyist Filer 52
Co-Lobbyist Filer 53
Sending/Mailing a Retainer Letter 54
Uploading a Retainer Letter 55

Certification *61*
Client Registration Status 61
Receipts and Confirmations via e-Mail 62
Sending/Mailing a Payment 63

Completed Registrations *64*

Grace Periods & Incomplete Registrations *64*

Viewing/Editing Statement of Registration Details *64*
Viewing Client List by Year 66
Viewing/Editing Statements of Registration 66

Amending Statements of Registration *68*
Reporting Period 69
Client Information 69
Co-Lobbyist Information 69
Amending Other Lobbyists 70
Amending Employees 73
Amending Lobbying Activity 73
Retainer Letter Without Changes 74
Viewing an Uploaded Retainer Letter 74
Amending a Retainer Letter 75
Certifying Amended Statements of Registration 79

Completed Amendments *80*

Filing Termination Reports **81**

Who Must File Termination Reports? *81*

Requirements for Filing Terminations *81*

Lobbyists Filing Termination Reports *81*
How to File a Termination Report 81
How to Delete a Filed Termination Report 84

Clients Filing Termination Reports *86*
How to File a Termination Report 86
How to Delete a Filed Termination Report 88

Filing Client Periodic Reports **90**

Navigating a Client Periodic Report *93*

Viewing Lobbyist and Client Information *93*

Adding/Deleting Employees Lobbying for Client *95*
Adding Employee Salaries 97

Adding Lobbying Activities *99*
Editing Activity Targets 103
Deleting a Target Activity 107
Deleting a Lobbying Activity 108

Adding Summary of Compensation *108*
Lobbyist Filer Compensation 109
Lobbyist/Client Filer Compensation 109
Primary Lobbyist Filer Compensation 110
Co-Lobbyist Filer Compensation 111
Saving Compensation 111

Adding/Deleting Lobbying Expenses *112*
Entering Aggregate Expenses 112
Entering Itemized Expenses 113
Lobbyist Filer Itemized Expenses 114
Lobbyist/Client Filer Itemized Expenses 114
Primary Lobbyist Filer Itemized Expenses 115
Co-Lobbyist Filer Itemized Expenses 116
Saving Itemized Expenses 117
Entering Reimbursed Expenses 117

Certifying a Client Periodic Report *119*

Viewing and Printing Client Periodic Reports *120*

Deleting a Client Periodic Report *123*

Amending a Client Periodic Report *123*
Certifying an Amended Client Periodic Report 124

Filing Fundraising/Political Consulting Periodic Reports **125**

Navigating a Fundraising/Political Consulting Report *128*

Viewing Lobbyist Information *128*

Determining Fundraising & Political Consulting Activities *129*

Adding/Deleting Selected Activity Information *130*
Adding/Deleting Fundraising Activities: Candidates for City Office 131
Adding/Deleting Fundraising Activity: Public Servant (Not Including City Offices) 136
Adding/Deleting Political Consulting Activities: Candidates for City Offices 142
Adding/Deleting Political Consulting Activities: Public Servant (Not Including City Offices) 147

Certifying a Fundraising/Political Consulting Periodic Report *153*

Viewing & Printing a Fundraising/Political Consulting Periodic Report *154*

Deleting a Fundraising/Political Consulting Periodic Report *156*

Amending a Fundraising/Political Consulting Periodic Report *156*
Certifying Amended Fundraising/Political Consulting Reports 158

Filing Client Annual Reports 159

Viewing Details of a Client Annual Report *160*

Reviewing/Editing Entity Profile Information *161*

Filing a CAR *164*

Viewing Client Information *164*

Navigating a Client Annual Report *166*

Adding/Updating/Deleting Lobbyists *166*

Adding Lobbying Activities *170*
Editing Activity Targets 174
Deleting a Target Activity 179
Deleting a Lobbying Activity 180

Adding Compensation and Reimbursed Expenses *181*

Certifying a Client Annual Report *185*

Viewing and Printing Client Annual Reports *186*

Deleting a Client Annual Report *190*

Amending a Client Annual Report *190*
Certifying an Amended Client Annual Report 190

Adding Special Target Agencies 191

Special Target: Community Boards *191*

Special Target: Council Members *195*

Special Target: Office of the Mayor *198*

Viewing/Editing Entity Profiles 201

Editing Entity Profiles and/or Adding Designees *202*

Changing a PO (Principal Officer) 205

Deactivating a Client Statement of Registration 211

Deactivating a Client Annual Report 211

Viewing Payments 212

Searching Filings 212

Sorting Results 214

Viewing and Printing 214

Identifying Amended Reports 214

Filing Processes for Co-Lobbyist Relationships 215

Enrolling Entities with Co-Lobbyist Relationships 215

Populating the Co-Lobbyist or Primary Lobbyist Employee Store 217

Co-Lobbyists Filing Statements of Registration 219
Co-Lobbyist Filing Registration Process 220
Co-Lobbyists Viewing Registrations and Uploaded Retainers 226
Co-Lobbyists Amending Statements of Registration 227

Primary Lobbyists Filing Statements of Registration 228
Primary Lobbyist Filing Registration Process 229
Primary Lobbyists Viewing Registrations and Uploaded Retainers 236
Primary Lobbyists Amending Statements of Registration 237

Filing Termination Reports with Co-Lobbyist Relationships 238
Filing Termination Reports Process with Co-Lobbyist Relationships 238

Co-Lobbyists Filing Client Periodic Reports 240
Co-Lobbyist Filing Periodic Report Process 241
Co-Lobbyists Viewing and Printing Client Periodic Reports 247
Co-Lobbyists Amending Periodic Reports 248

Primary Lobbyists Filing Client Periodic Reports 250
Primary Lobbyist Filing Periodic Report Process 251
Primary Lobbyists Viewing and Printing Client Periodic Reports 258
Primary Lobbyists Amending Periodic Reports 259

Filing Fundraising Political Consulting Periodic Reports with Co-Lobbyist Relationships .. 261
Filing Fundraising/Political Consulting Periodic Report Process with Co-Lobbyist Relationships 262
Viewing & Printing Fundraising Political Consulting Periodic Reports with Co-Lobbyist Relationships 265
Amending Fundraising Political Consulting Periodic Reports with Co-Lobbyist Relationships 266

Filing Client Annual Reports with Co-Lobbyist Relationships 269
Filing Client Annual Report Process with Co-Lobbyist Relationships 270
Viewing and Printing a Client Annual Report with Co-Lobbyist Relationships 273

Amending a Client Annual Report with Co-Lobbyist Relationships 274

Filing Processes for Direct Lobbyist Relationships 275

Enrolling Entities with Direct Lobbyist Relationships 275

Populating the Lobbyist Employee Store 277

Lobbyists Filing Statements of Registration 279
Lobbyist Filing Registration Process 280
Lobbyists Viewing Registrations and Uploaded Retainers 286
Lobbyists Amending Statements of Registration 286

Lobbyist/Clients Filing Statements of Registration 288
Lobbyist/Clients Filing Registration Process 289
Lobbyist/Clients Viewing Registrations 296
Lobbyist/Clients Amending Statements of Registration 297

Filing Termination Reports with Direct Lobbyist Relationships 299
Filing Termination Reports Process with Direct Lobbyist Relationships 299

Lobbyists Filing Client Periodic Reports 301
Lobbyists Filing Periodic Report Process 302
Lobbyists Viewing and Printing Client Periodic Reports 309
Lobbyists Amending Periodic Reports 310

Lobbyist/Clients Filing Client Periodic Reports 312
Lobbyist/Client Filing Periodic Report Process 314
Lobbyist/Clients Viewing and Printing Client Periodic Reports 319
Lobbyist/Clients Amending Periodic Reports 320

Filing Fundraising Political Consulting Periodic Reports with Direct Lobbyist Relationships 322
Filing Fundraising/Political Consulting Periodic Report Process with Direct Lobbyist Relationships 323
Viewing & Printing Fundraising Political Consulting Periodic Reports with Direct Lobbyist Relationships 326
Amending Fundraising Political Consulting Periodic Reports with Direct Lobbyist Relationships 327

Filing Client Annual Reports with Direct Lobbyist Relationships 329
Filing Client Annual Report Process 330
Viewing and Printing a Client Annual Report with Direct Lobbyist Relationships 333
Amending a Client Annual Report with Direct Lobbyist Relationships 334

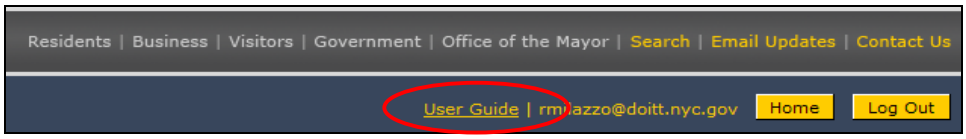
Error Messages/Troubleshooting 335

Additional Troubleshooting Issues 336

Introduction

Overview

The e-Lobbyist User Guide, designed for Lobbyists and their Clients, provides a step-by-step explanation of how to use the e-Lobbyist application ("e-Lobbyist"). It is accessible from each page on the web site, by clicking the "User Guide" link on the banner at the top of the screen.



The e-Lobbyist application enables Lobbyists and their Clients to enroll and submit filings, and allows Administrators and Managers from the City Clerk's Office to manage enrollments, Principal Officer accounts, and filings.

This User Guide has ten main sections:

- *Accessing & Navigating the Application* – Covers the "basics"– enrolling, logging in and out, and navigating e-Lobbyist.
- *Populating the Employee Store* – Explains the process of adding, editing, activating and reactivating employees and certifying the Employee Store.
- *Filing Statements of Registration* – Explains the process of filing a Statement of Registration from entering and uploading Client information through certification, payment, and completion. This section also explains how to view, edit, and amend Statement of Registration details, profiles, and payments.
- *Filing Termination Reports* – One chapter explains why and how Lobbyists file Termination Reports for their Clients. Another chapter explains why and how Clients file Termination Reports for their Lobbyists.
- *Filing Client Periodic Reports(CPRs)* – Explains how a Lobbyist files a Client Periodic Report, which involves entering employees lobbying for the Client, lobbying activities, summary of compensation, and lobbying expenses. This section also explains the certification process, as well as viewing, printing, and deleting a CPR.
- *Filing Fundraising/Political Consulting Periodic Reports (FPCPRs)* – Explains how a Lobbyist files a Fundraising/Political Consulting Periodic Report, which involves identifying the fundraising and/or political consulting activities performed, listing the intended office, listing the candidate's contact information, adding and deleting candidates and lobbyist employees for each activity. This section also explains the certification process, viewing, printing, and deleting an FPCPR.
- *Filing Client Annual Reports (CARs)* – Explains how a Client files a Client Annual Report, which involves adding Lobbyists and lobbying activities, adding compensation and other Client expenses. This section also explains the certification process, viewing, printing, and deleting a CAR.
- *Adding Special Target Agencies* – Explains how to select Community Boards, Council Members, and the Office of the Mayor as targets for an activity on a report.

- *Viewing/Editing Entity Profiles* – Explains how to view and edit entity profiles.
- *Viewing Payments* – Explains how to view outstanding payments due to the City Clerk.
- *Searching Filings* – Explains how to select search criteria, sort, view, and print the results.

Users and Roles

The e-Lobbyist application is used by Lobbyists, Lobbyist/Clients, Primary Lobbyists, Co-Lobbyists and their Clients. Administrators and Managers at the City Clerk's Office also use the e-Lobbyist application. The following is an overview of users and their roles:

- *Principal Officer (PO)* – Main enrolled user for each Lobbyist or Client with certification responsibility. POs must request enrollment on behalf of the Lobbyist or Client, and may appoint up to two Designees.
- *Designee* – Users who can prepare and modify Lobbyist and Client reports, but not certify and submit them. If desired, POs may appoint up to two Designees.
- *Lobbyists* – Unique entities required by law to file specific lobbying reports, such as Statements of Registration, Client Periodic Reports, and the Fundraising/ Political Consulting Periodic Reports. Lobbyists can also be Clients (see Lobbyist/Client below).
- *Primary Lobbyist* – A Lobbyist entity retained or designated by a Client to lobby on its behalf in the City of New York in a calendar year that retains or designates a Co-Lobbyist to lobby on such Client's behalf. The Primary Lobbyist is required to disclose the Co-Lobbyist on required lobbyist filings including Statements of Registration and Periodic Reports.
- *Co-Lobbyists*—A Lobbyist entity retained by the Primary Lobbyist to lobby on behalf of the Primary Lobbyist's Client in the City of New York in a calendar year. The Co-Lobbyist is required to file for each Client: a Statement of Registration, Periodic Reports, and if applicable, Fundraising/Political Consulting Reports. The Co-Lobbyist must be designated to lobby by the Primary Lobbyist's Client.
- *Client* – An entity that retains or designates a Lobbyist to lobby on its behalf in the City of New York in a calendar year. A Client is required to file a Client Annual Report at the beginning of each year to report the previous year's lobbying activity along with all Lobbyists, Primary Lobbyists, and Co-Lobbyists that have lobbied on its behalf.
- *Lobbyist* /Client – A Client entity that lobbies on its own behalf. As a Lobbyist/Client filer, the entity is required to file a Statement of Registration, six Periodic Reports, a Client Annual Report, and if applicable, Fundraising/Political Consulting Reports.
- *Clerk Admin* – The City Clerk Administrator who manages the system for the City Clerk's Office. The Clerk Admin can manage and deactivate enrollments, manage Statements of Registration, and manage late/missing filings.
- *Clerk Manager* – The City Clerk Manager can perform the same functions as the Clerk Admin, plus manage Principal Officer accounts. Only the Clerk Manager can manage payments and upload/delete authorization letter or retainer letter documents.

Process Check Lists

For the various users listed above, the e-Lobbyist system includes the processes of enrolling, and filing: Statements of Registration, Termination Reports, Periodic Reports, Fundraising Political Consulting Reports, and Client Annual Reports. An outline of these processes appears below.

Enrolling Lobbyists and Clients Check List

Each of the following entities may enroll in the e-Lobbyist system: Lobbyists, Primary Lobbyists, Co-Lobbyists, Clients, and Lobbyist/Clients. Lobbyists, Primary Lobbyists, and Co-Lobbyists enroll as a Lobbyist; Clients enroll as a Client; and Lobbyist/Clients enroll as both a Lobbyist and a Client. The Enrollment process includes:

1. Creating an account with NYC's centralized account application.
2. PO requests enrollment for Lobbyist or Client. (PO can enroll multiple Lobbyist or Client entities; one entity at a time.)
3. PO sets up as an e-Lobbyist user.
4. PO receives two e-mails. One is an e-mail confirmation to confirm the creation of the centralized account and the other that an enrollment was .
5. PO sends a Corporate Filing Document or Affidavit (if no Corporate Document is available) and a copy of the enrollment confirmation e-mail to the City Clerk's Office within 10 calendar days.
6. If the Corporate Filing Document or Affidavit (if no Corporate Document is available) and a copy of the enrollment confirmation e-mail are received within 10 days, the City Clerk's Office approves enrollment, and sends confirmation to PO. If the Corporate Filing Document or Affidavit is not received within 10 calendar days, City Clerk's Office rejects the enrollment and notifies the PO.
7. PO can then log in and appoint up to two Designees if desired by clicking the "Edit Profile" button on the "Entity Profile" tab, and then adding the Designee's first name, last name and e-mail address in the Designee fields.
8. The Designee receives an e-mail to set up or verify their NYC.gov account. The Designee can then log in.

Filing Statements of Registration Check List

All Lobbyist entities are required to file a Client Statement of Registration in the e-Lobbyist system, including: Lobbyists, Primary Lobbyists, Co-Lobbyists, and Lobbyist/Clients. The Statement of Registration process includes:

1. PO/Designee logs into e-Lobbyist and prepares a Statement of Registration which includes identifying the filer's type of Lobbyist role for this Client Registration:
    - Lobbyist (no Co-Lobbyist activity)
    - Lobbyist/Client (no Co-Lobbyist activity)
    - Primary Lobbyist (adds Co-Lobbyists)
    - Co-Lobbyist (engaged by a Primary Lobbyist)
2. PO/Designee, depending on the type filer, may select other Lobbyist(s) involved in this Client Registration:
    - Primary Lobbyist filers select the Co-Lobbyists retained for this Client
    - Co-Lobbyist filers select the Primary Lobbyist that retained him for this Client
3. PO/Designee selects the employees who will lobby for this Client.
4. PO/Designee selects each lobbying activity that will be performed along with its targeted NYC agency name and contacts.
5. PO/Designee chooses to send the authorization/retainer letter, or upload a scanned pdf file copy of it. Depending on the type of filer, different documents are included:
    1. Lobbyist filers provide their Client retainer;
    2. Lobbyist/Client filers registering themselves provide an authorization letter;

   3. Primary Lobbyist filers, hiring Co-Lobbyists, provide their Client retainer letter and the appropriate Co-Lobbyist retainers;
   4. Co-Lobbyist filers provide their Client designation letter and Primary Lobbyist retainer.
6. PO certifies the Statement of Registration and sends the authorization/retainer letter (if not uploaded), filing fee, and a copy of the registration confirmation e-mail to the City Clerk's Office. The Statement of Registration status shows "Filed."
7. If the authorization/ retainer letter(s), filing fee, and a copy of the registration confirmation e-mail are received within 10 calendar days, the City Clerk's Office logs receipt of the payment, and uploads the authorization/retainer letter(s) (if not already uploaded by the Lobbyist). The Statement of Registration status changes to "Completed."
8. City Clerk's Office manages PO accounts and Statements of Registration.

Amending Statements of Registration Check List

The same Lobbyist entities that filed a Client Statement of Registration in the e-Lobbyist system may amend their registration. The registration amendment process includes:

1. PO/Designee logs into e-Lobbyist and prepares an Amended Statement of Registration.
2. PO/Designee for a Lobbyist filer or a Primary Lobbyist filer, may add (but not remove) other Co-Lobbyists involved in this Client Registration.
3. PO/Designee may add or remove the employees who will lobby for this Client.
4. PO/Designee may add or remove the lobbying activities to be performed along with their targeted NYC agency contacts.
5. PO/Designee may choose to send a new authorization/retainer letter, or upload a scanned pdf file copy of it. Depending on the type of filer, different documents are included:
   - Lobbyist filers provide their Client retainer;
   - Lobbyist/Client filers registering themselves provide an authorization letter;
   - Primary Lobbyist filers, hiring Co-Lobbyists, provide their Client retainer letter and the appropriate Co-Lobbyist retainers;
   - Co-Lobbyist filers provide their Client designation letter and Primary Lobbyist retainer.
6. PO certifies the Amended Registration and sends the authorization/retainer letter (if not uploaded) and copy of the amended registration confirmation e-mail to the City Clerk's Office. The Statement of Registration status shows "Filed (Amended)."
7. When the authorization/ retainer letter (if changed and either uploaded or sent by the Lobbyist filer) and a copy of the registration confirmation e-mail are received, the City Clerk Manager uploads the changed authorization/ retainer letter (if not uploaded by the Lobbyist filer). The Amended Statement of Registration status changes to "Completed (Amended)."

Filing Termination Reports Check List

The same Lobbyist entities that file a Client Statement of Registration in the e-Lobbyist system may terminate their relationship with the Client. Also, a Client entity may terminate its relationship with its Lobbyists.

Note: Termination Reports are only available for current year and prior year registrations that do not end on 12/31.

Note: Changes to Start and End Dates in the Statement of Registration are not allowed after the Termination Report is filed. First, delete the Termination Report, and then change the Start and End Dates in the Registration.

The termination process includes:

1. PO logs into e-Lobbyist and prepares a Termination Report.
2. PO certifies the Termination Report.

Filing Periodic Reports Check List

All Lobbyist entities that filed Client Statements of Registration in the e-Lobbyist system are required to file Periodic Reports in the e-Lobbyist system. The Periodic Report process includes:

1. PO/Designee logs into e-Lobbyist and prepares a Periodic Report for a specific Client Registration which includes contact information for the parties involved: the Lobbyist filer, the Client, and the Primary Lobbyist (when the filer is a Co-Lobbyist).
2. PO/Designee selects the employees who lobbied for this Client during this filing period.
3. PO/Designee selects the lobbying activities performed during this filing period, along with their targeted NYC agency contacts.
4. PO/Designee enters the total compensation received, depending on the type of filer:
    - Lobbyist filers enter compensation received from their Client
    - Lobbyist/Client filers enter compensation received from themselves as Client
    - Primary Lobbyist filers who added Co-Lobbyist(s), enter compensation received from their Client
    - Co-Lobbyist filers enter compensation received from their Primary Lobbyist
5. PO/Designee enters lobbying expenses incurred during this filing period:
    - aggregate amount of all expenses for salaries of support staff
    - aggregate amount of expenses $75 or less
    - each itemized expense greater than $75 including paid to, purpose, and amount
    - total reimbursed expenses for current period
    - also, Primary Lobbyist filers will enter an itemized expense for each Co-Lobbyist on the Client Registration that lobbied during the current period, including paid to (Co-Lobbyist name), purpose, and amount
6. PO certifies the Periodic Report. The Periodic Report status shows “Completed.”

Amending Periodic Reports Check List

The same Lobbyist entities that filed a Periodic Report in the e-Lobbyist system may amend their report. The amendment process includes:

1. PO/Designee logs into e-Lobbyist and amends a Periodic Report with the status “Completed”.
2. PO/Designee adds or removes employees who lobbied for this Client during this filing period.
3. PO/Designee adds or removes lobbying activities performed during this filing period, along with their targeted NYC agency contacts.
4. PO/Designee can change the total compensation received, depending on the type of filer:
    - Lobbyist filers enter compensation received from their Client
    - Lobbyist/Client filers enter compensation received from themselves as Client

- Primary Lobbyist filers who added Co-Lobbyist(s), enter compensation received from their Client
- Co-Lobbyist filers enter compensation received from their Primary Lobbyist

5. PO/Designee can change lobbying expenses incurred for this Client during this filing period:
    - aggregate amount of all expenses for salaries of support staff
    - aggregate amount of expenses $75 or less
    - each itemized expense greater than $75 including paid to, purpose, and amount
    - total reimbursed expenses
    - also, Primary Lobbyist filers can change or add an itemized expense for each Co-Lobbyist on the Client Registration that lobbied during the current period, along with its paid to (the Co-Lobbyist name), purpose, and amount
6. PO certifies the amended Periodic Report. The Periodic Report status shows "Completed (Amended)."

Filing Fundraising Political Consulting Periodic Reports Check List

All Lobbyist entities that engaged in fundraising or political consulting activities for a Client are required to file Fundraising Political Consulting Periodic Reports in the e-Lobbyist system. This process includes:

1. PO/Designee logs into e-Lobbyist and prepares a Fundraising Political Consulting Periodic Report which includes the filer's contact information and identifies which activities were performed during the period:
    - Fundraising for a public office candidate (or public servant running as a candidate); and/or
    - Political Consulting for a public office holder (or public servant running as a candidate).
2. If Fundraising Activities were performed for this filing period, the PO/Designee enters:
    - the intended public office, candidate's contact information, any third party information, total compensation received, and total amount raised
    - the candidates for whom the funds were raised
3. If Political Consulting Activities were performed for this period, the PO/Designee enters:
    - the intended public office, candidate's contact information, any third party information, and total compensation received
    - the employees that performed the lobbyist political consulting activities
4. PO certifies the Fundraising Political Consulting Periodic Report. The report status shows "Completed."

Amending Fundraising Political Consulting Periodic Reports Check List

The same Lobbyist entities that filed a Fundraising Political Consulting Periodic Report in the e-Lobbyist system may amend their report. The amendment process includes:

1. PO/Designee logs into e-Lobbyist and amends a Fundraising Political Consulting Periodic Report with the status "Completed".
2. PO/Designee can identify additional Fundraising or Political Consulting Activities, not selected on the original report.
3. If Fundraising Activities were reported for this filing period, the PO/Designee can add, remove, or change:

- the intended public office, candidate's contact information, any third party information, total compensation received, and total amount raised
- the candidates for whom the funds were raised
- the Fundraising Activity, itself, can be removed

4. If Political Consulting Activities were reported for this filing period, the PO/Designee can add, remove, or change:
    - the intended public office, candidate's contact information, any third party information, and total compensation received
    - the employees that performed the lobbyist political consulting activities
    - the Political Consulting Activity, itself, can be removed
5. PO certifies the amended Fundraising Political Consulting Periodic Report. The Report status shows "Completed (Amended)."

Filing Periods

Filing period information can be found on the Office of the City Clerk's website.

http://www.cityclerk.nyc.gov/html/lobbying/reporting_periods.shtml

Getting Help

For further assistance, contact the City Clerk's Office at (212) 669-8171 or via e-mail (lobbyist@cityclerk.nyc.gov).

Version History

Version 1 December 2006: Initial publication
Version 2 March 2007: Updates – Filing Client Periodic Reports (CPRs) and Fundraising/Political Consulting Periodic Reports (FPCPRs)
Version 3 June 2007: Updates related to filing amendments, employee information pre-population, certification view, and navigating within statements/reports
Version 4 December 2007: Updates – Filing Client Annual Reports
Version 5 December 2008: Updates – Populating the Employee Store, selecting employees within reports, using the Client and Lobbyist Stores and printing certified (PDF) versions of reports
Version 6 March 2009: Updates – Filing Client Registrations: Period Start and End Dates, option to send an Affidavit instead of a voided check for enrollment purposes, change of City Clerk address on screens, Client name added to the "Payments" tab
Version 7 October 2009: Updates - Added sections on Terminations
Version 8 December 2009: Updates – Added sections on Targets
Version 9 January 2010: Update – Filing Dates
Version 10 February 2010: Update – Added section Changing a PO
Version 11 May 2010: Update – Filing Client Annual Reports chapter: Added section to Adding/Updating/Deleting Lobbyists, for entering Compensation Paid or Owed During the Calendar Year; Update – Filing Client Annual Reports chapter: Added section to Adding Other Client Expenses for clicking the Update Totals link; Update – Filing Client Periodic Reports chapter: Added section to Adding/Updating/Deleting Lobbying Expenses, for entering Lobbyist

Client filer's Employee Salaries; and Update – Access and Navigating e-Lobbyist, Enrolling, Terms of Use Agreement chapter: new screen shot of Terms of Use Agreement.
Version 12 July 2010: Update – Filing Statements of Registration chapter: Added sections covering the Retainer Letter functions for Sending/Mailing, Uploading, Deleting, Viewing, and Amending. Also: Sending/Mailing a Payment, Completed Registrations and Amendments.
Version 13 October 2010: Update – Miscellaneous adjustments to various reports.
Version 14 December 2010: Update – Filing Client Annual Reports chapter: Added sections covering the recording of Activities, Compensation, and Expenses for each individual Lobbyist; and Update – Introduction, Filing Period chapter: E-mail Deadline Reminders are automatically generated on the first day of the reporting period, and E-mail Notification of Missing Filings are automatically generated on the first day a filing is late.
Version 15 March 2011: Update – Enrollment, Employee Store, and Profile chapters: entering data in the new International Address fields: Country, Region, Postal Code; and Update – Filing Statement of Registration chapters: Lobbyist/Client Entities filing Statements of Registration or Amendments to Statements of Registration do not need to Upload Retainers.
Version 16 April 2011: Update – Enrollment chapter: replace references and screen shots referring to "Affirmation" with "Affidavit".
Version 17 August 2011: Update – Co-Lobbyist relationships and activity on Registrations, Periodic Reports, Client Annual Reports and Termination Reports; a new "Filing Processes for Co-Lobbyists "section; and Update – new Reimbursed Expenses on Periodic Reports.
Version 18 December 2011: Update – wording on screens: Amended Registration Retainer, Periodic Report Summary of Compensation, Periodic Report Expenses, Client Annual Report Expenses. Update – International Phone Number entry and/or displays: Enrollment, Registration, Periodic Report, Client Annual Report, Entity Profile, and Employee Store. Update Enrollment screen to replace Voided Check option with Corporate Documents option. Update Filing Requirement Dates for 2012.
Version 19 January 2012: Enrollment text corrections, Lobbyist/Client Uploads Authorization Letter on Registrations and Amendments.
Version 20 April 2012: Admin function to deactivate inadvertent/invalid filings, Lobbyist/Client instructions for not entering Reimbursed Expenses on Periodic Reports, sample Lobbyist/Client Authorization Letter, eliminate defaults for Lobbyist and Client entities on Enrollment Screen.
Version 21 June 2015: Update account creation process, enrolling additional entities, client industry drop down list, searching for entities.

NOTE: Sample data is included for instructional purposes only and is not intended to represent actual data.

Accessing & Navigating e-Lobbyist

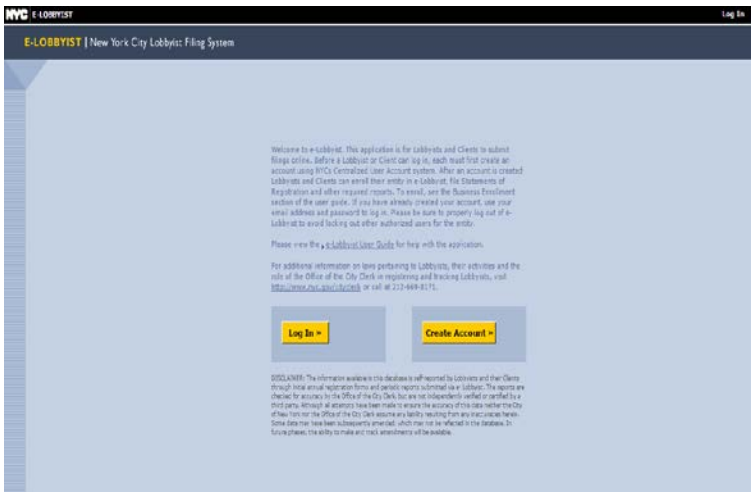
NOTE: Users should not open multiple browser windows from the browser's File menu or use the multiple tabs functionality on any browser version.

To access e-Lobbyist, browse to http://www.nyc.gov/elobbyist. The "Log In" screen appears.

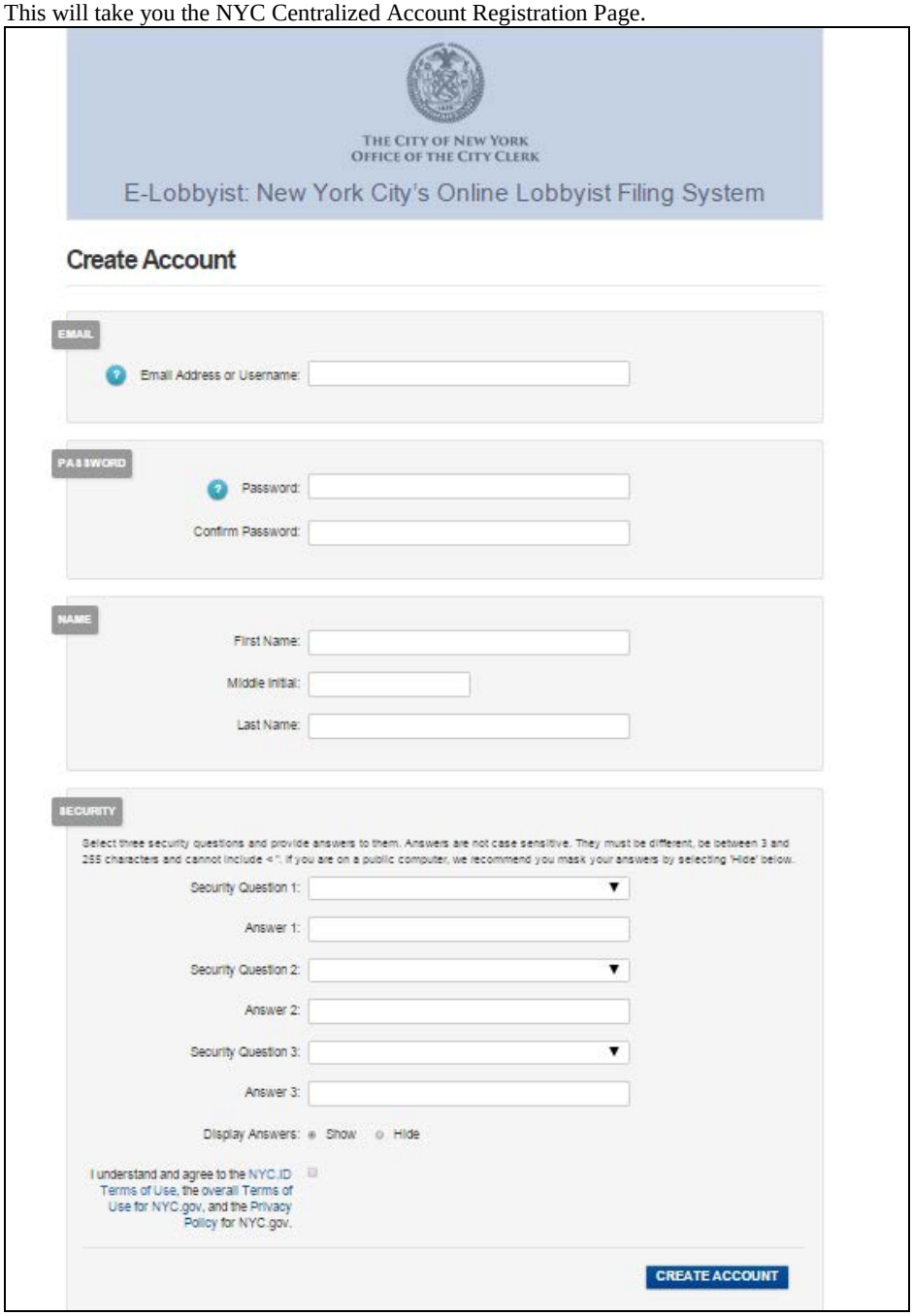
For help with the application, click the link e-Lobbyist User Guide to view the User Guide.

Creating an Account

To use e-Lobbyist, each Lobbyist and Client entity must create an account and have a Principal Officer (PO), the main user. The PO is responsible for all aspects of the filing process. To create an account, click the "Create Account" button on the "Log In" screen.

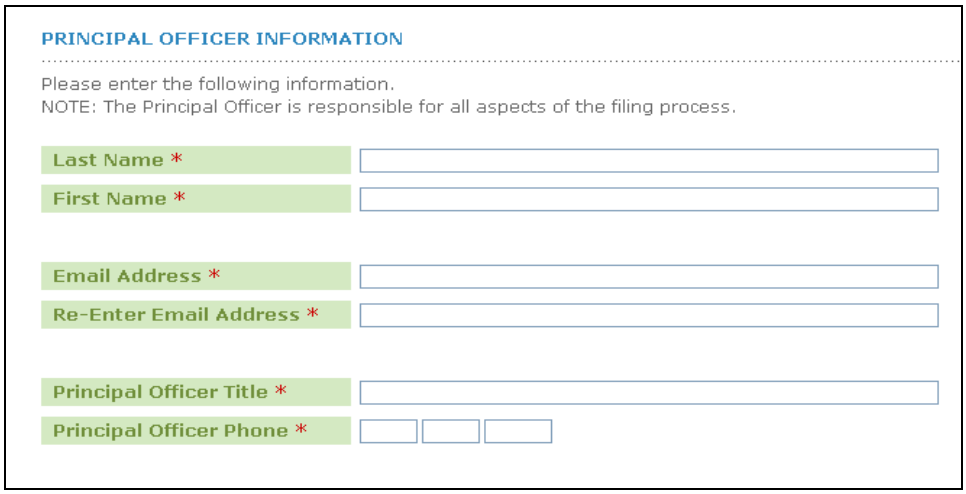


This will take you the NYC Centralized Account Registration Page.



Complete the form and click Create Account. A confirmation email will be sent to the email account used. In order to log in to e-Lobbyist the email account must be confirmed.

After confirming you account you will be asked to log in to e-Lobbyist. After log in you will be taken to the entity Enrollment Page if there are no entities currently associated with your account.

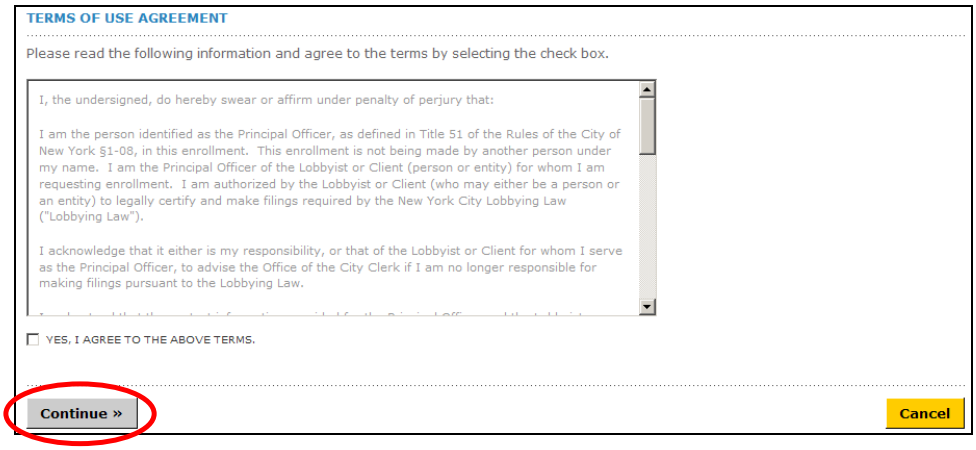


Enter the Principal Officer Information. **NOTE: Required fields are marked with a red asterisk (*).**

- *Last Name**
- *First Name**
- *E-mail Address**
- *Re-Enter E-mail Address**
- *Principal Officer Title**
- *Principal Officer Phone**

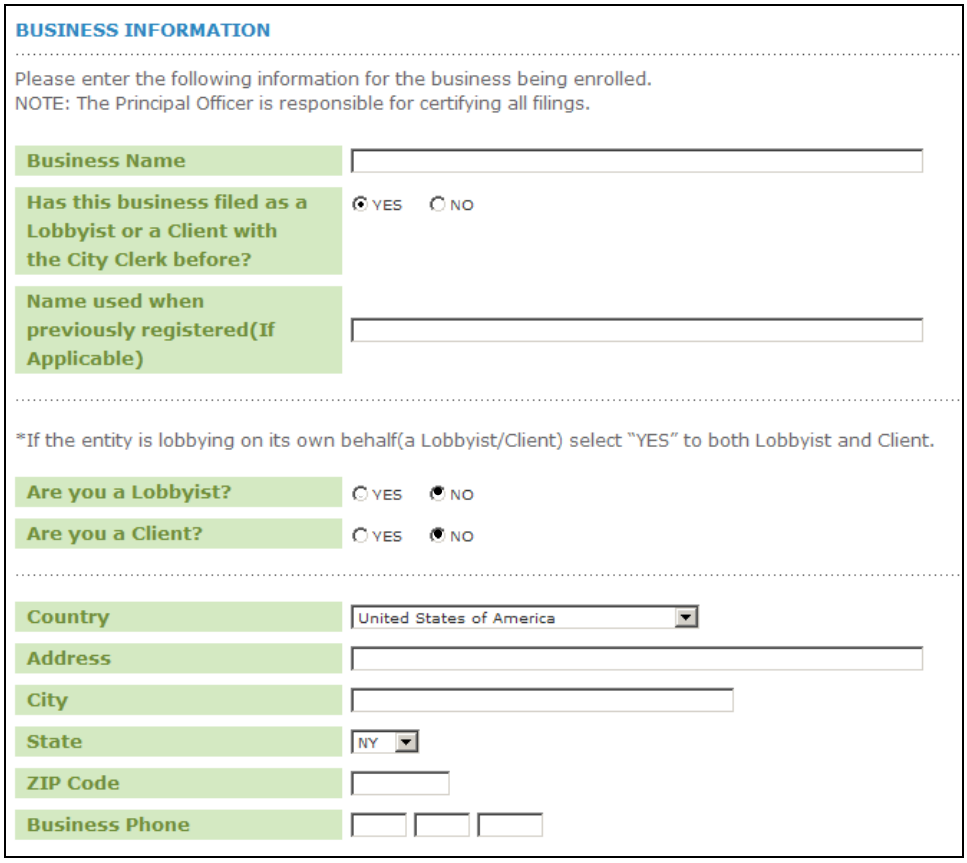
NOTE: To change or modify PO (Principal Officer) Information after entity enrollment is accepted, you must contact the City Clerk's Office directly by phone at (212) 669-8171 or via e-mail (lobbyist@cityclerk.nyc.gov). Please see the section "Changing a PO" for instructions on changing to a new PO in e-Lobbyist.

Terms of Use Agreement



After entering the Principal Officer Information, scroll down and read the Terms of Use Agreement. Indicate you agree to the Terms of Use Agreement by clicking the “Yes, I Agree to the Above Terms” checkbox. Click the “Continue” button to proceed or the “Cancel” button to escape and return to the previous screen. If you clicked the “Continue” button, the “Business Information” screen will appear.

Business Information

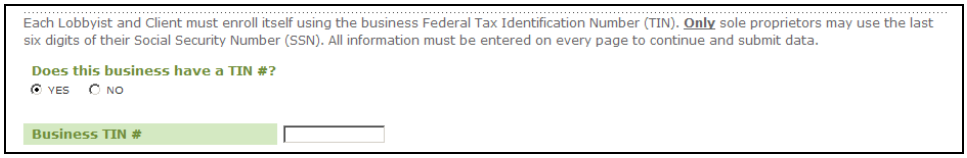


Enter the Business Information and select the appropriate answers as required.
NOTE: Required fields are marked with a red asterisk (*).

- *Business Name**
- Click *Yes* or *No* to indicate if the business previously filed as a Lobbyist or Client with the City Clerk.* If you selected *Yes*, enter the *Name Used when previously registered*. If you selected *No*, the name field will disappear.
- If the enrollee is a *Lobbyist Filer*, click *Yes*, otherwise click *No*.* **NOTE: Once you have selected *Yes*, you cannot reselect *No*. You may select *Yes* for both *Lobbyist Filer* and *Client Filer*. You may not select *No* for both.**
- If the enrollee is a *Client Filer*, click *Yes*, otherwise click *No*.* **NOTE: Once you have selected *Yes*, you cannot reselect *No*. You may select *Yes* for both *Lobbyist Filer* and *Client Filer*. You may not select *No* for both.**

- *Business Address** - Enter the Domestic or International Address:
  - Domestic Address: Country defaults to "United States of America." Enter *Street Address* and *City*, select *State* from the drop-down list, and enter the *ZIP Code*.*
  - International Address: For Country, select the correct name from the dropdown list to refresh the fields. Enter the *Street Address*, *City*, *Region*, and *Postal Code*.*
- *Business Phone**- Enter the Domestic or International Phone Number:
  - Domestic10 digit Phone Number: Area Code (3 digits), Exchange (3 digits), and Number (4 digits).
  - International 21 digit Phone Number: Country/City Code (up to 6 digits) and Number (up to 15 digits).

If the entity is a Corporation, click *Yes*, and in the *Business TIN #* field, enter the business Federal Tax Identification Number (*TIN)*, also known as an Employee Identification Number (EIN).



Only Sole Proprietors may click *No*, and enter the last six digit's of their Social Security Number (SSN) in the *SSN #* field that appears.*

Verification by Proof of Corporate Filing or Affidavit

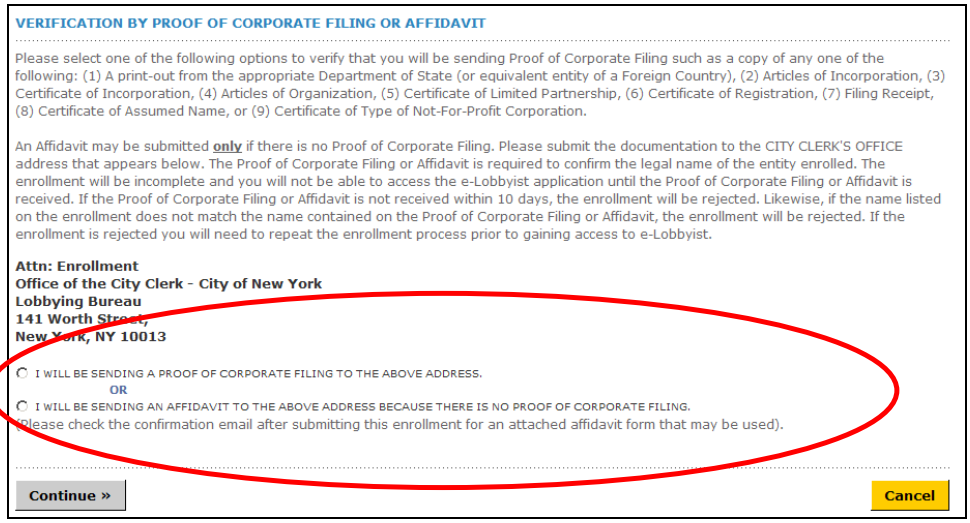
The enrolling Lobbyist or Client must send proof of Corporate Filing, to the City Clerk's Office to complete the enrollment.

The following are options for Proof of Corporate Filing:

1. A print-out from the appropriate Department of State (or equivalent entity of a Foreign Country)
2. Articles of Incorporation
3. Certificate of Incorporation
4. Articles of Organization
5. Certificate of Limited Partnership
6. Certificate of Registration
7. Filing Receipt
8. Certificate of Assumed Name
9. Certificate of Type of Not-For-Profit Corporation

If there is no proof of Corporate Filing, a completed and notarized Affidavit can be sent to the City Clerk's Office to complete the enrollment. **NOTE: An Affidavit confirms the legal name of the enrolling entity, that it is a legal entity, and that the Principal Officer is associated with it.**

NOTE: No payment is required to enroll.



VERIFICATION BY PROOF OF CORPORATE FILING OR AFFIDAVIT

Please select one of the following options to verify that you will be sending Proof of Corporate Filing such as a copy of any one of the following: (1) A print-out from the appropriate Department of State (or equivalent entity of a Foreign Country), (2) Articles of Incorporation, (3) Certificate of Incorporation, (4) Articles of Organization, (5) Certificate of Limited Partnership, (6) Certificate of Registration, (7) Filing Receipt, (8) Certificate of Assumed Name, or (9) Certificate of Type of Not-For-Profit Corporation.

An Affidavit may be submitted **only** if there is no Proof of Corporate Filing. Please submit the documentation to the CITY CLERK'S OFFICE address that appears below. The Proof of Corporate Filing or Affidavit is required to confirm the legal name of the entity enrolled. The enrollment will be incomplete and you will not be able to access the e-Lobbyist application until the Proof of Corporate Filing or Affidavit is received. If the Proof of Corporate Filing or Affidavit is not received within 10 days, the enrollment will be rejected. Likewise, if the name listed on the enrollment does not match the name contained on the Proof of Corporate Filing or Affidavit, the enrollment will be rejected. If the enrollment is rejected you will need to repeat the enrollment process prior to gaining access to e-Lobbyist.

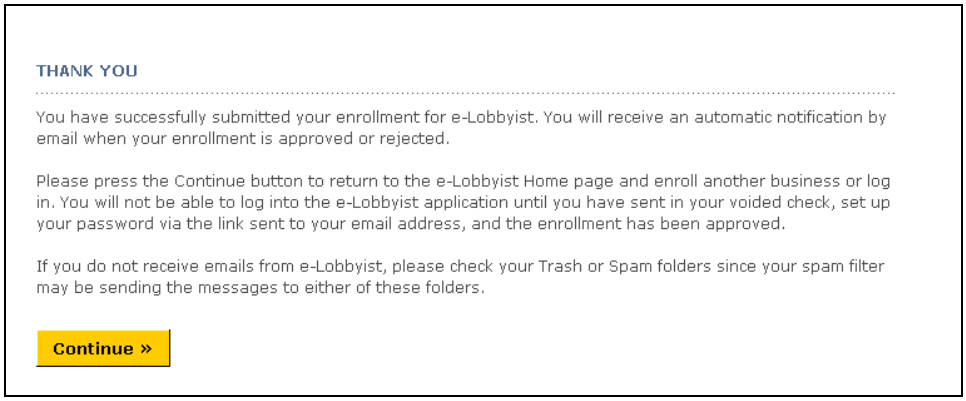
Attn: Enrollment
Office of the City Clerk - City of New York
Lobbying Bureau
141 Worth Street,
New York, NY 10013

I WILL BE SENDING A PROOF OF CORPORATE FILING TO THE ABOVE ADDRESS.
OR
I WILL BE SENDING AN AFFIDAVIT TO THE ABOVE ADDRESS BECAUSE THERE IS NO PROOF OF CORPORATE FILING.
(Please check the confirmation email after submitting this enrollment for an attached affidavit form that may be used).

Continue » Cancel

After entering the Business Information, scroll down to the "Verification by Proof of Corporate Filing or Affidavit" section. Read the statement and note the address where the Proof of Corporate Filing or Affidavit should be sent. Indicate the Lobbyist or Client will be sending a Proof of Corporate Filing to the City Clerk's Office by clicking the "I Will Be Sending a Proof of Corporate Filing to the Above Address" checkbox, or an Affidavit, by clicking the "I Will Be Sending an Affidavit to the Above Address because there is no Proof of Corporate Filing." Click the "Continue" button to submit the enrollment or the "Cancel" button to escape and return to the previous screen.

NOTE: To proceed with submitting your enrollment, you must select an option before clicking the "Continue" button. Once you have selected an option and have clicked the "Continue" button, you will not be able to return to the screen to select the other option. Upon clicking the "Continue" button, you will receive specific instructions related to the option selected (as explained below). If you cancel the enrollment or close the browser window before submitting, all the data entered will be lost. You will need to start over if you still wish to enroll.


THANK YOU

You have successfully submitted your enrollment for e-Lobbyist. You will receive an automatic notification by email when your enrollment is approved or rejected.

Please press the Continue button to return to the e-Lobbyist Home page and enroll another business or log in. You will not be able to log into the e-Lobbyist application until you have sent in your voided check, set up your password via the link sent to your email address, and the enrollment has been approved.

If you do not receive emails from e-Lobbyist, please check your Trash or Spam folders since your spam filter may be sending the messages to either of these folders.

Continue »

After submitting the enrollment, the "Thank You" screen will appear and you will receive an e-mail containing:

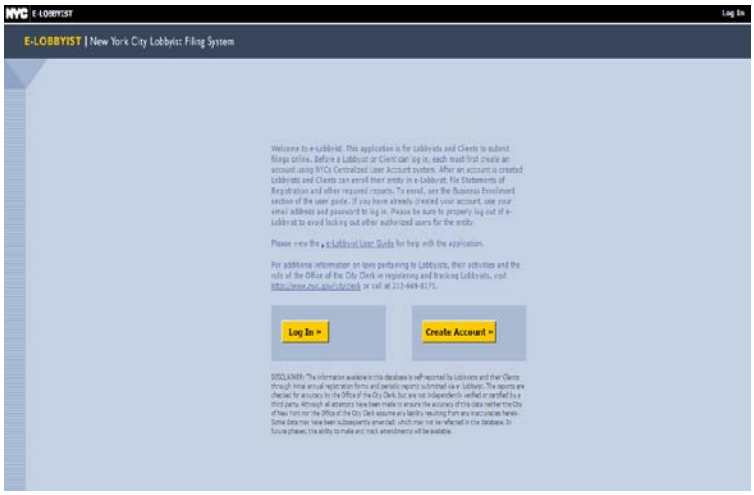
- The enrollment details,
- A copy of the Terms of Use Agreement,
- Confirmation of the enrollment submission and the completion requirements,
- A copy of an Affidavit to be completed (if the corresponding option was selected), and
- Instructions on where to send the Proof of Corporate Filing or completed and notarized Affidavit and a copy of the enrollment submission e-mail.

Enrollment Approval/Rejection

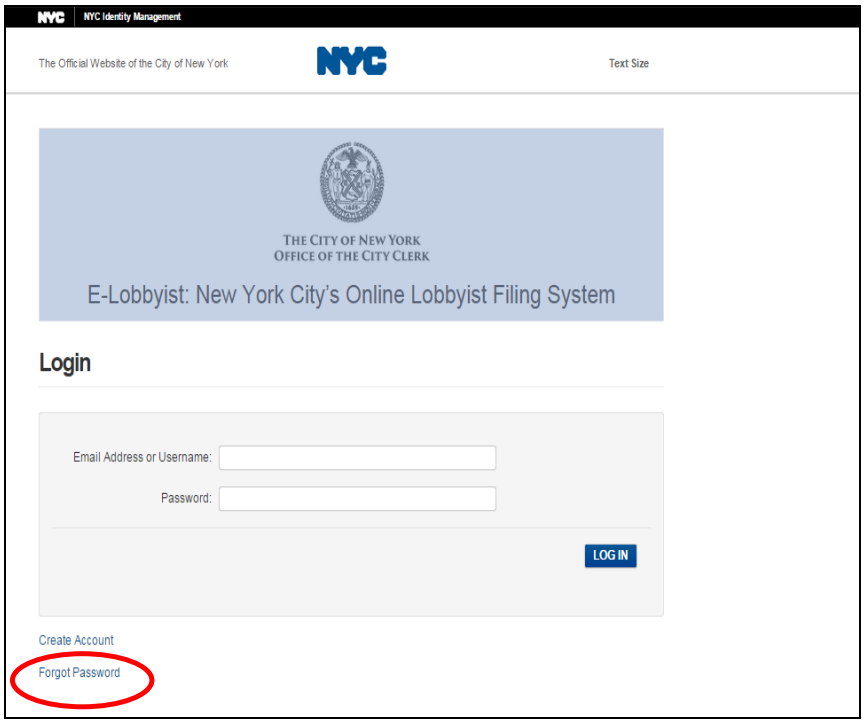
The Proof of Corporate Filing or the completed and notarized Affidavit (if there is no Proof of Corporate Filing) and enrollment submission e-mail must be received by the City Clerk's Office within 10 calendar days. You will be unable to log back into e-Lobbyist until the City Clerk's Office receives the Proof of Corporate Filing or completed and notarized Affidavit, enrollment submission e-mail, and the enrollment is complete. If it is not received within 10 calendar days, the enrollment will automatically be rejected. You will receive an e-mail notifying you when the enrollment has been approved or rejected.

NOTE: All active enrolled Clients will appear on the list of Clients available for selection when filing a Statement of Registration. All active enrolled Lobbyists will appear on the lists of Lobbyists available for selection when a Client files a Client Annual Report, or for selecting Co-Lobbyist(s) when a Primary Lobbyist files a Statement of Registration, or for selecting a Primary Lobbyist when a Co-Lobbyist files a Statement of Registration.
You will not be able to log back into e-Lobbyist until your enrollment is approved. Upon enrollment ***submission***, you will receive an e-mail containing instructions for setting up a new password or verifying an existing password (if currently a registered NYC.gov user).

Forgotten Passwords/Changing Your Password



If you forgot or would like to change your password, click the “Log In” link on the “Log In” screen. The “Login” screen appears.



Click the “Forgot Password” link

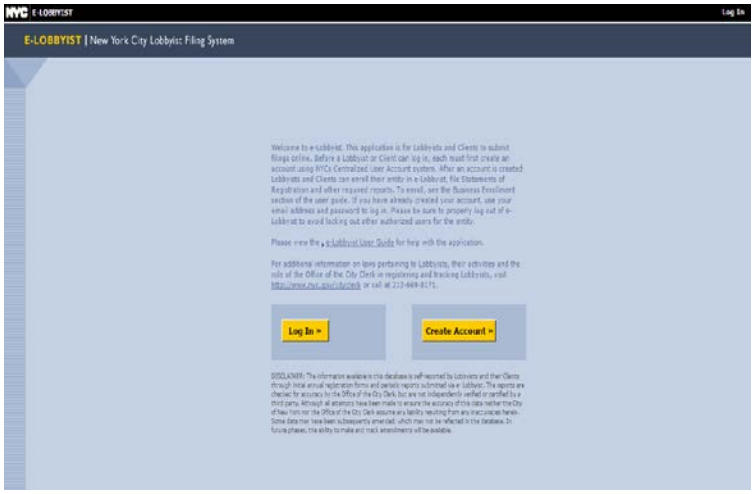
Enter your *E-mail* address and click the “Submit” button. The “Reset Password” screen will appear, You can reset your password via email or via answering the security questions.

NOTE: Your e-mail address is your User ID.

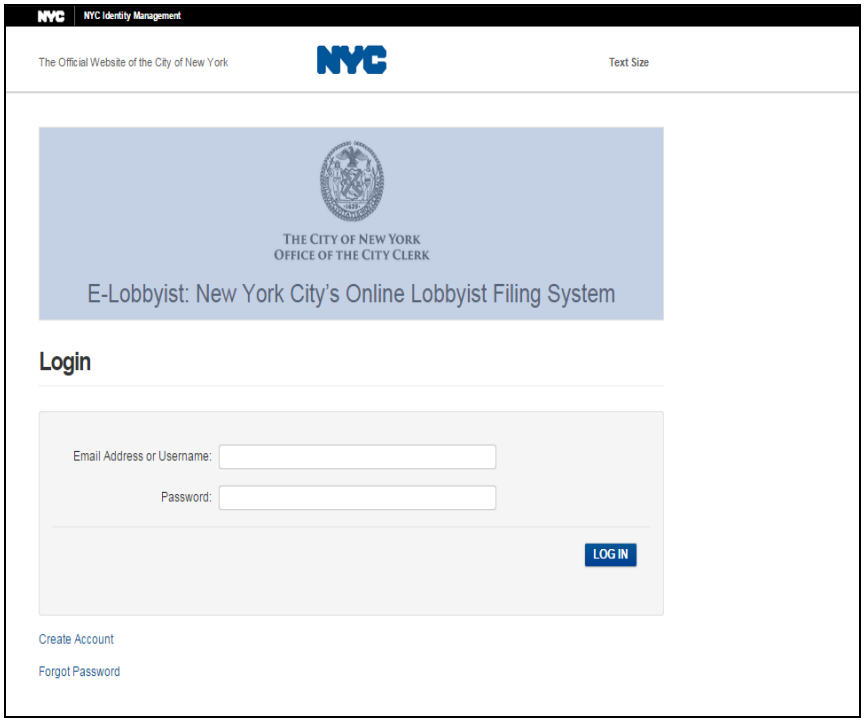
Logging In

Before you can log into e-Lobbyist, you must create an account, agree to the Terms of Use, submit a voided check (or completed and notarized Affidavit), and the enrollment submission e-mail to the City Clerk’s Office, and set yourself up as a Principal Officer or be set up as a Designee.

To log into e-Lobbyist, browse to http://www.nyc.gov/elobbyist. The “Log In” screen appears.

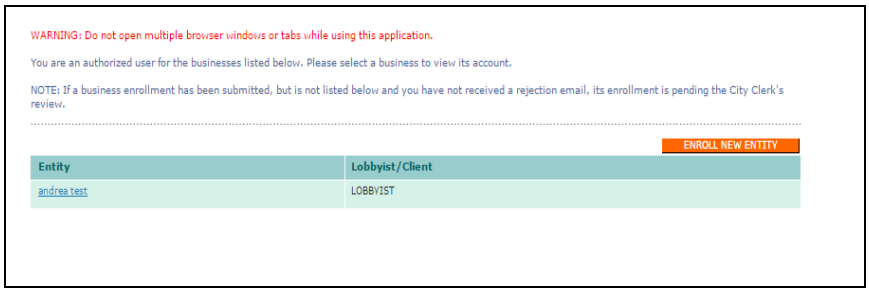


Click the “Log In” button.



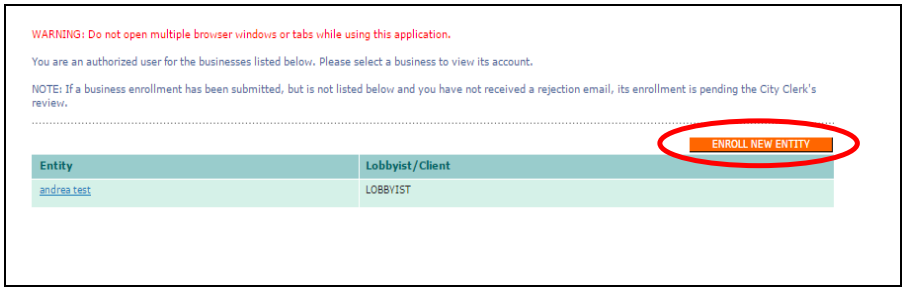
Enter your *E-mail* address and *Password.* Click the "Log In" button. The "Home" page appears.

NOTE: For more information read the sections above: "Passwords" for password information, "Enrolling" for enrollment process information.



The "Home" page displays all Lobbyist or Client accounts for which you are a Principal Officer or Designee.

Enrolling additional entities
To enroll additiona entities click on the "Enroll New Entity" Button



Navigating Home

Anytime you wish to return to the e-Lobbyist "Home" page, click the "Home" link in the top right corner of the screen.

Navigating Statements of Registration and Reports

Within a Statement of Registration, Client Periodic Report, or Fundraising/Political Consulting Report, refer to the blue highlighted box within the graphic at the top of the screen to identify where you are in the process of filing that particular statement/report.

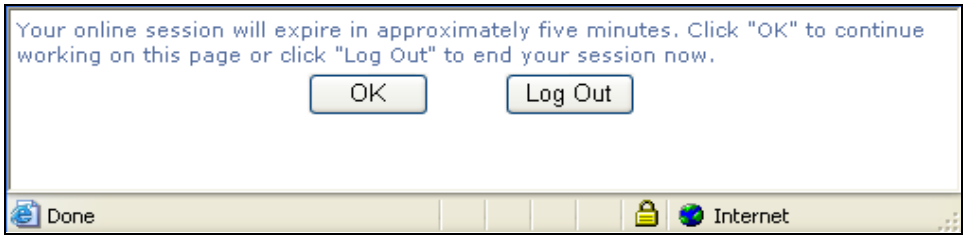
The graphic below shows the process flow for a New Client Registration.

Click the "Back" button at the bottom of the screen to return to a prior section, or the "Continue" button to proceed to the next step in the navigation graphic.

Logging Out/Session Time Outs

When you are finished using e-Lobbyist, be sure to log out. To do so, click the "Log Out" link in the top right corner of the screen. The "Log In" screen will appear. For security, be sure to close the browser window.

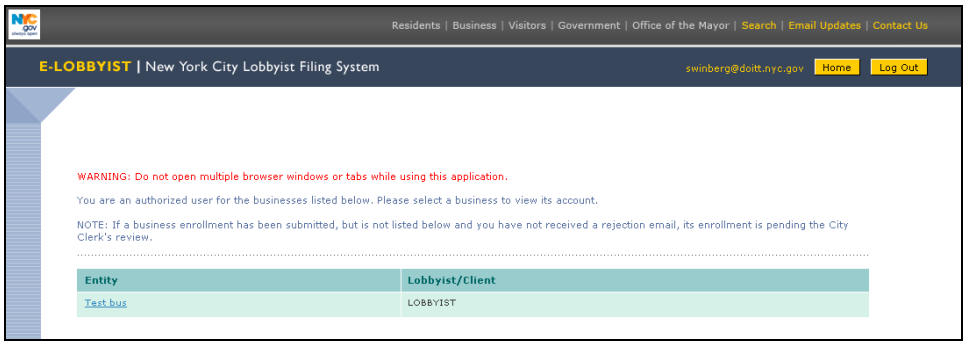
NOTE: After 15 minutes of inactivity, a session time out message will appear in a pop-up window asking you if would like to continue working in e-Lobbyist or log out.



If you have not responded by selecting one of the options after an additional five minutes of inactivity, you will automatically be logged out of e-Lobbyist. If you were automatically logged out, or if you inadvertently closed your browser window without properly logging out, you will have to log back in. If one of the authorized users of an entity tries to log in after another authorized user inadvertently closes their browser without properly logging out, the former person will be locked out of the entity until the latter person logs back into their account and properly logs out. If the user does not log in and log out, their session will expire in 20 minutes and the other authorized user will then be able to log into the entity.

Populating the Employee Store

After logging into e-Lobbyist, the "Home" page will appear. The "Home" page lists all Lobbyist and Client accounts for which you are a Principal Officer (PO) or Designee.



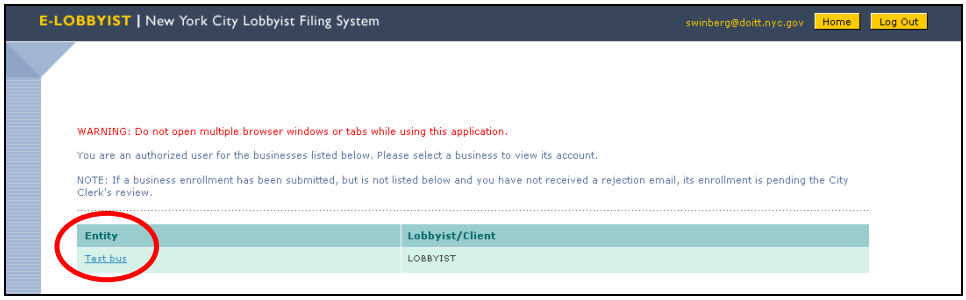
Before any Lobbyist begins to file a Statement of Registration, they must populate the Employee Store. The Employee Store is a repository of all employees who are required by law to be reported to the City Clerk. After populating the store with employees, the Lobbyist PO must certify the store and its employees, and then individual employees can be added to a report.

NOTE: You will not be able to make any edits to employees from within a report. All edits to employee information must be made from within the Employee Store. To edit an employee that appears in a certified report: first edit and certify the employee in the store, then amend the report to show the new employee information.

NOTE: A Principal Officer (PO) or Designee can add, edit, inactivate, or reactivate employees. However, only the Principal Officer (PO) can certify the Employee Store.

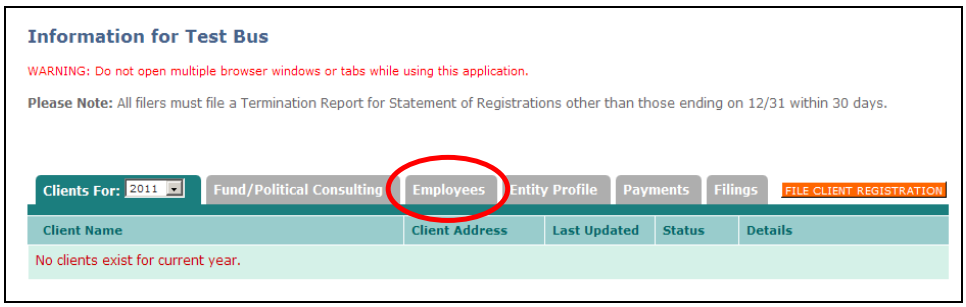
Adding Employees

To begin adding employees, from the "Home" page, select the Lobbyist entity name for which you would like to add employees.



The “Client Home” page will appear. Select the “Employees” tab (also known as the “Employee Store”).

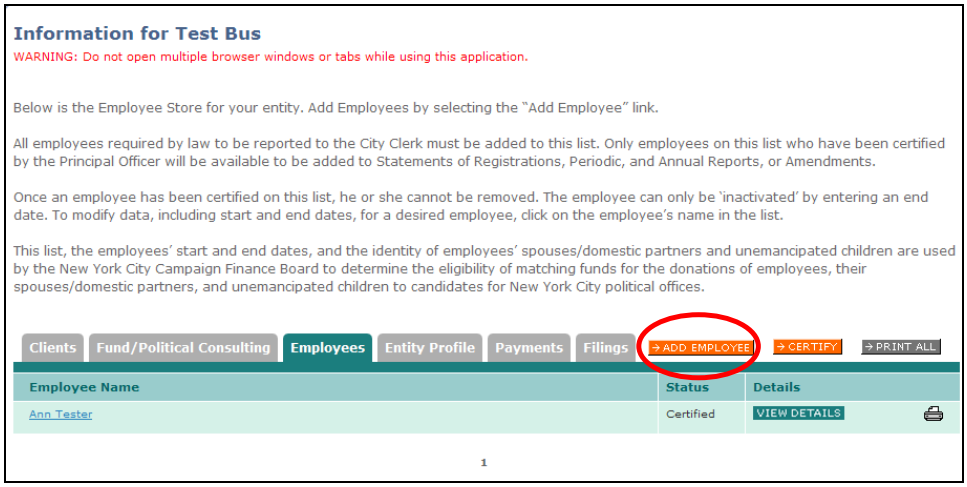
NOTE: The first time a newly enrolled Lobbyist arrives at the “Client Home” page, there will be no Clients listed.



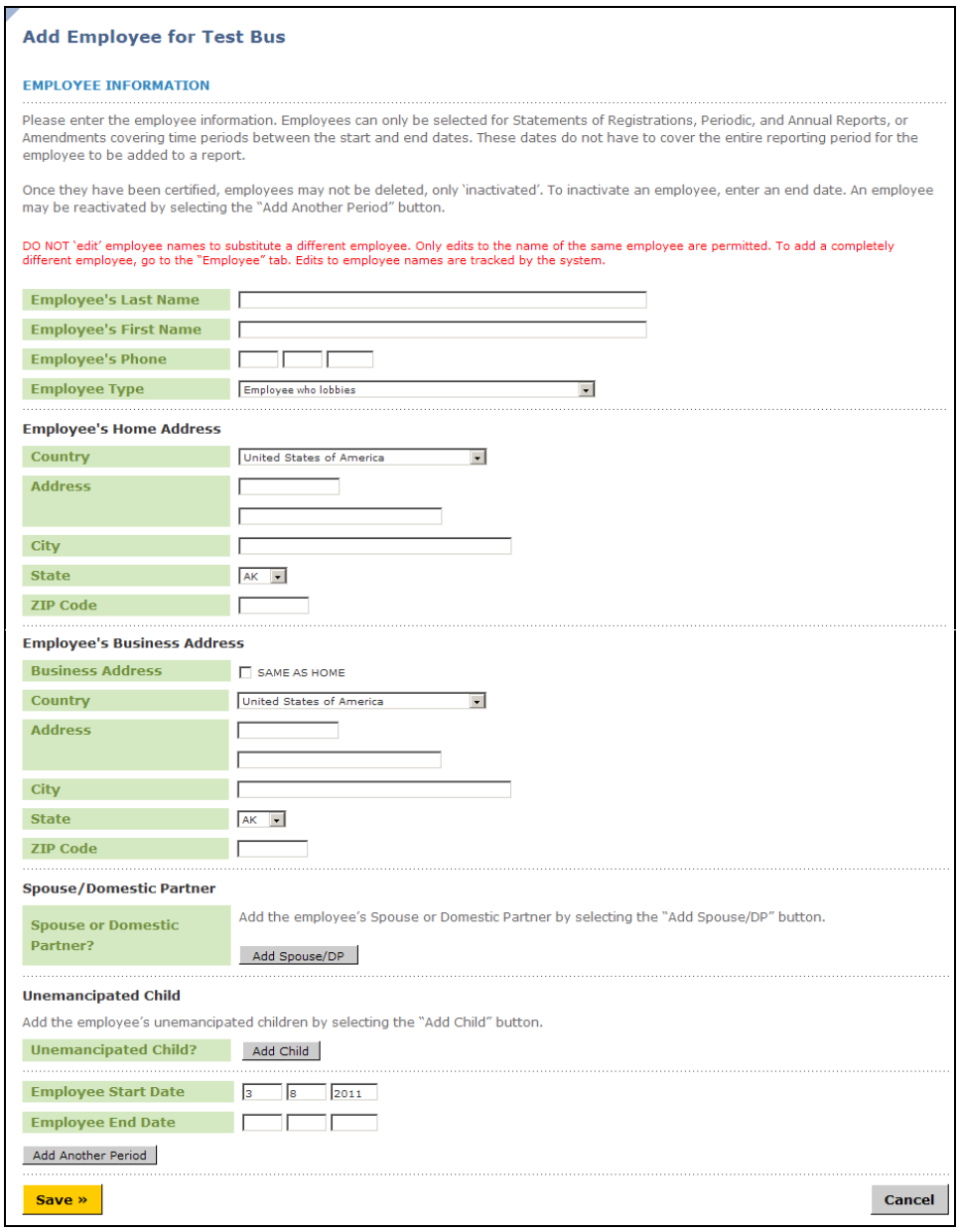
To add an employee, click the “Add Employee” link.

NOTE: The first time a newly enrolled Lobbyist arrives on the “Employees” tab, there will be no employees listed.

NOTE: If you have already been enrolled in e-Lobbyist, employees you previously added will already be imported; however you must verify the accuracy of the data for each in the Employee Store.



The “Employee Information” page will appear.



Add Employee for Test Bus

EMPLOYEE INFORMATION

Please enter the employee information. Employees can only be selected for Statements of Registrations, Periodic, and Annual Reports, or Amendments covering time periods between the start and end dates. These dates do not have to cover the entire reporting period for the employee to be added to a report.

Once they have been certified, employees may not be deleted, only 'inactivated'. To inactivate an employee, enter an end date. An employee may be reactivated by selecting the "Add Another Period" button.

DO NOT 'edit' employee names to substitute a different employee. Only edits to the name of the same employee are permitted. To add a completely different employee, go to the "Employee" tab. Edits to employee names are tracked by the system.

Employee's Last Name
Employee's First Name
Employee's Phone
Employee Type: Employee who lobbies

Employee's Home Address
Country: United States of America
Address
City
State: AK
ZIP Code

Employee's Business Address
Business Address: SAME AS HOME
Country: United States of America
Address
City
State: AK
ZIP Code

Spouse/Domestic Partner
Spouse or Domestic Partner?
Add the employee's Spouse or Domestic Partner by selecting the "Add Spouse/DP" button.
Add Spouse/DP

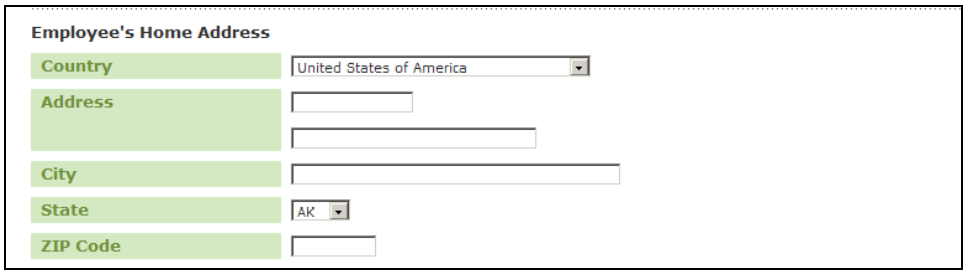
Unemancipated Child
Add the employee's unemancipated children by selecting the "Add Child" button.
Unemancipated Child? Add Child

Employee Start Date: 3 8 2011
Employee End Date
Add Another Period

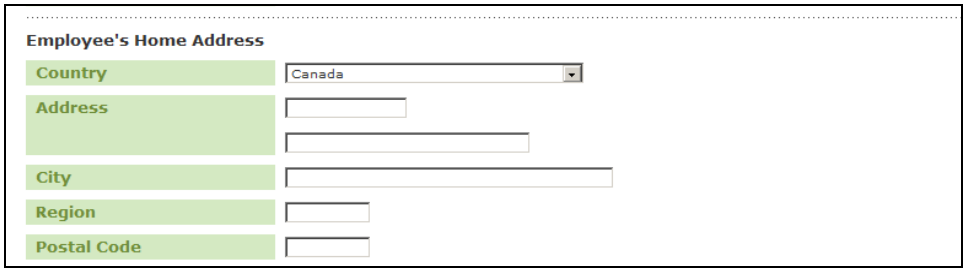
Save » Cancel

Enter *Employee Name and Addresses* in the fields that appear:

- *Employee's Last Name**
- *Employee's First Name**
  NOTE: After completing the rest of the fields and clicking the "Save" button; if the employee's first name and last name match an employee on file, you will be prompted to confirm the entry.
- *Employee's Phone**
- *Employee Type* – Select the appropriate *Employee Type* from the drop-down menu.
- *Employee's Home Address**- Enter the Domestic or International Address:



- Domestic Address: The Country defaults to "United States of America." Enter the *Street Number*, *Street Address*, *City*, select the *State* from the drop-down list, and enter the *ZIP Code.**

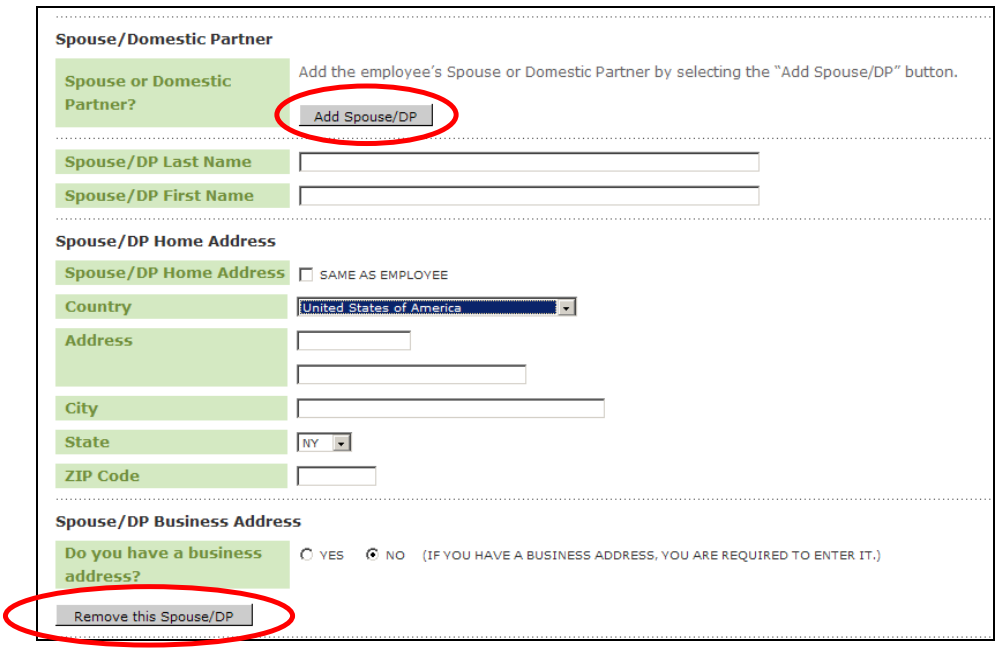


- International Address: For Country, select the correct Name from the dropdown list to refresh the fields. Enter the *Street Number*, *Street Address*, *City*, *Region*, and *Postal Code.**

- *Business Address** – If the employee's business address is the same as his/her home address, check the "Same as Home" checkbox. If it is not the same, in the open fields, enter the Domestic or International Address:
  - Domestic Address: The Country defaults to "United States of America." Enter the *Street Number*, *Street Address*, *City*, select the *State* from the drop-down list, and enter the *ZIP Code.**
  - International Address: For Country, select the correct Name from the dropdown list to refresh the fields. Enter the *Street Number*, *Street Address*, *City*, *Region*, and *Postal Code.**

Add/Remove *Spouse or Domestic Partner (DP)*

- If the employee has a spouse or domestic partner, click the "Add Spouse/DP" button to display the name and address fields.



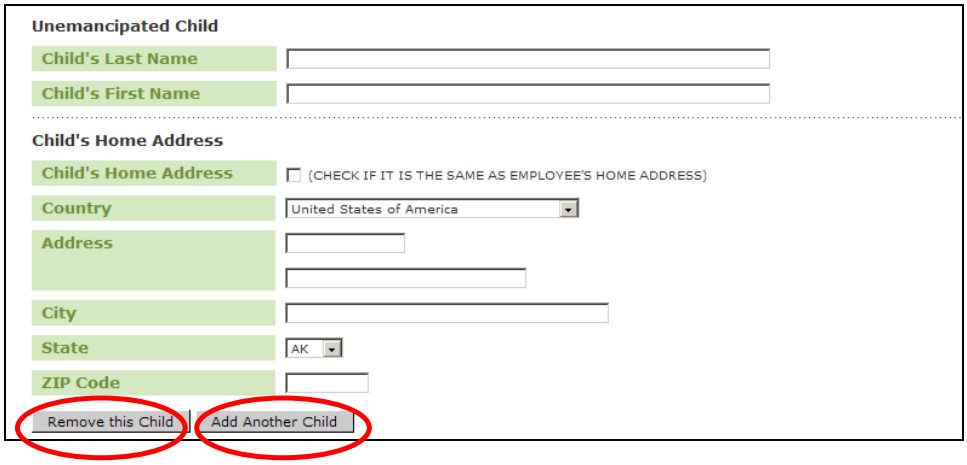
- Enter the Spouse/DP Information in the open fields.
  - *Spouse/DP Last Name**
  - *Spouse/DP First Name**
  - If the *Spouse/DP Home Address* is the same as the Employee's, click the checkbox and the address fields will disappear.*
  - If *Spouse/DP Home Address* is different, fill in the *Spouse/DP Home Address* fields by entering the Domestic or International Address:
    - Domestic Address: The Country defaults to "United States of America." Enter the *Street Number*, *Street Address*, *City*, select the *State* from the dropdown list, and enter the *ZIP Code.**
    - International Address: For Country, select the correct Name from the dropdown list to refresh the fields. Enter the *Street Number*, *Street Address*, *City*, *Region*, and *Postal Code.**
  - If the Spouse/DP does not have a business address, click *No* in response to the question "Do you have a business address?" Otherwise, click *Yes*, and enter it in the fields that open.

- To remove a spouse/DP, click the "Remove this Spouse/DP" button. The Spouse/DP Information fields will disappear.

Add/Remove *Unemancipated Children*

- If the employee has any unemancipated children who have had a campaign contribution made in the child's name, the child's information must be reported as provided for by NYC Administrative Code Section 3-216.

- Click the "Add Child" button to display the Unemancipated Child's Information fields below.



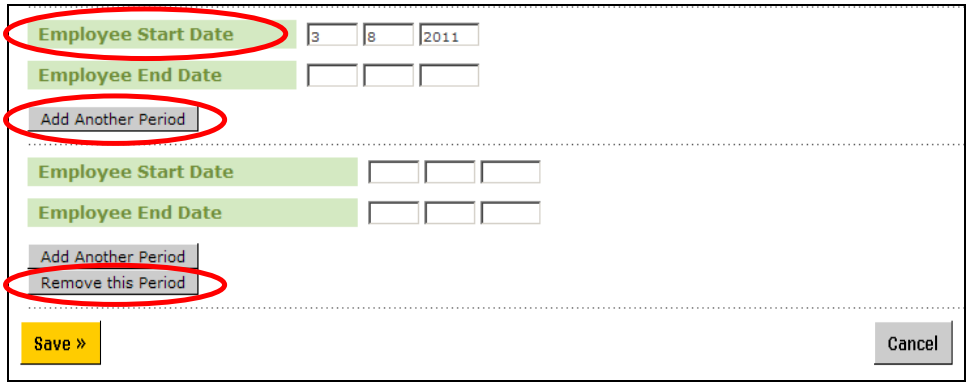
- Enter the Unemancipated Child's Information in the open fields.
  - *Child's Last Name**
  - *Child's First Name**
  - If the *Child's Home Address* is the same as the Employee's, click the checkbox and the address fields will disappear.*
  - If the *Child's Home Address* is not the same, fill in the fields by entering the Domestic or International Address:
    - Domestic Address: The Country defaults to "United States of America." Enter the *Street Number*, *Street Address*, *City*, select the *State* from the dropdown list, and enter the *ZIP Code*.*
    - International Address: For Country, select the correct Name from the dropdown list to refresh the fields. Enter the *Street Number*, *Street Address*, *City*, *Region*, and *Postal Code*.*

- To add another child, click the "Add Another Child" button and enter the Child's Information.

- To remove a child, click the "Remove this Child" button. The Child's Information fields will disappear.

Employment Periods

- **NOTE: An employee's availability for selection in any report or amendment depends on the employee's start and end dates.**



Enter *Employee Start Date*

- The system will automatically set the date the employee is added to the store as the default Start Date. You have the option to enter a start date prior to the default start date.

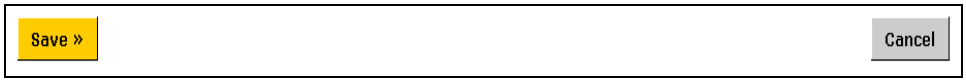
Employee End Date

- The End Date reflects the date the employee became inactive or left employment. A blank end date signifies that this person is actively employed.

Add/Remove *Another Period*

- If the employee left employment or became inactive and then resumes employment or becomes active again, add another period by clicking the "Add Another Period" button.
- Click the "Remove this Period" button to delete these "Another Period" fields.

After you have entered the Employee's Information including the *Employee Start Date*, select what you would like to do using the buttons at the bottom of the screen:

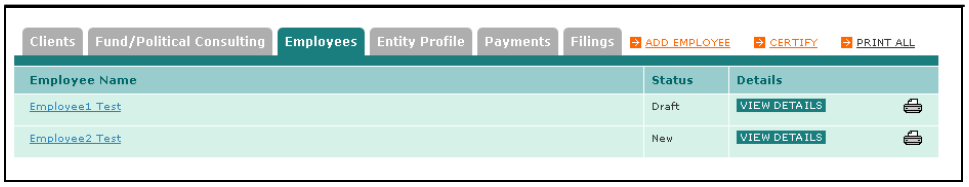


- To save the Employee's Information and return to the "Employees" tab, click the "Save" button.
- To escape, lose your changes, and return to the "Employees" tab, click the "Cancel" button.

Complete the above process for all employees you need to add. When you have finished adding employees and have returned to the "Employees" tab, the Principal Officer must certify the Employee Store. Once the store has been certified, you can file reports.

Navigating the Employee Store

When you first arrive at the "Employees" tab there will be no employees listed. After you add an employee, the employee's name will be listed in the "Employee Name" column.



Employees are listed alphabetically by last name. If there are more than 20 employees, you may click the "Next," "Last," "Previous," or "First" links to advance to the corresponding page of results, or click a page number to go to a specific page.

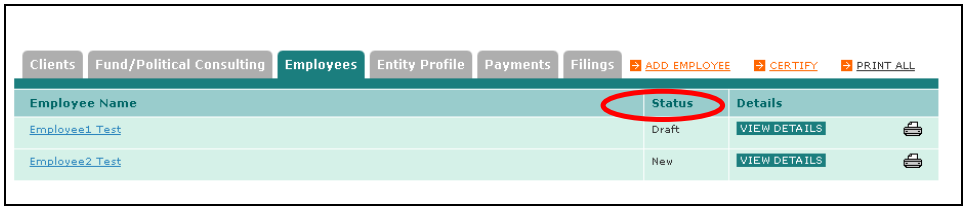
Determining Employee Status

Within the Employee Store there are three status options:

- "New" indicates the employee was added to the "Employee Store" but the store has not yet been certified.

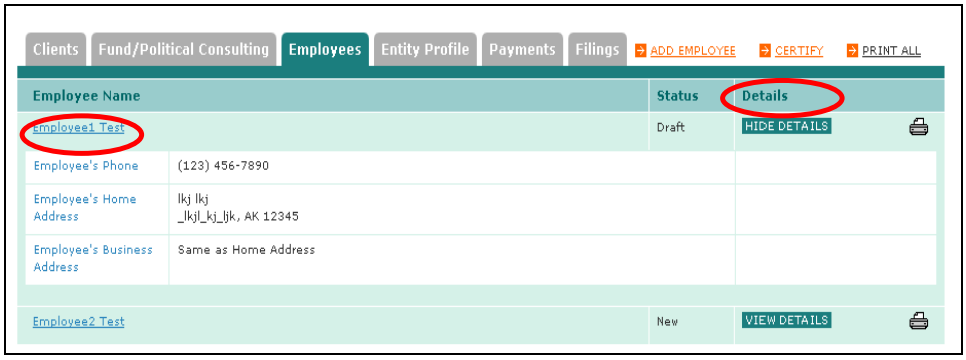
- "Draft" indicates the employee was added to the "Employee Store", the store was certified, the employee information has been amended, but the store has not yet been recertified.
- "Certified" means no changes have been made to the employee since last certified. Only certified employees may be added to any report.

To determine an employee's status, check the "Status" column on the "Employees" tab.



Viewing/Hiding Employee Details

You may click an employee's name or the "View Details" button in the "Details" column to view the details for a specific employee; click the "Hide Details" button to hide them.



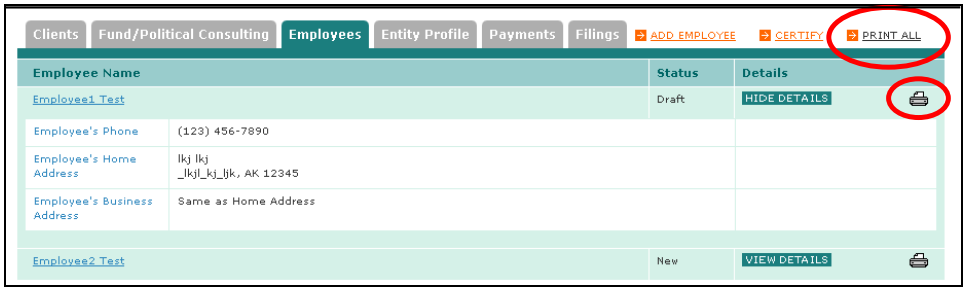
Printing Employee/Store Details

You may print the detailed information for an individual employee or the detailed information for all employees.

- To access a printer friendly version of a single employee's details, click the "Printer" icon. Then, print the report using the print functionality in your browser.
- To access a printer friendly version of the details of *all* employees in the store, click the "Print All" link. Then, print the report using the print functionality in your browser.

Regardless of an individual employee's status or the status of the store you may print the individual details or details for all employees at any time.

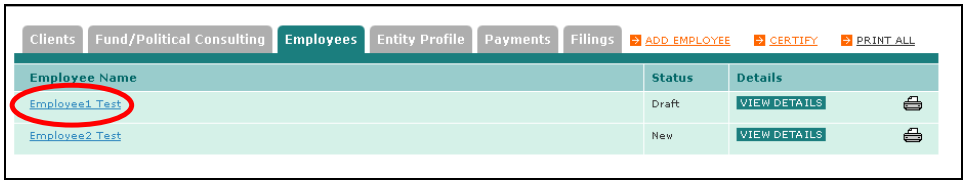
NOTE: It is recommended that you print a full copy of the store for your review prior to certifying the store.



Editing Employee Information

Both Designees and Principal Officers may edit the detailed information for employees; however only the Principal Officer may certify the store after making any changes.

- To edit the detailed information for a specific employee, click the employee's name on the "Employees" tab. Editable fields, as shown in the "**Adding Employees**" section of this guide, will open in which you can make your edits.
- Click the "Save" button when you are finished to return to the "Employees" tab. After editing the details for an employee, his or her status will change to "Draft."
- Certify the Employee Store in order to be able to select the certified employee for use in any of the reports.

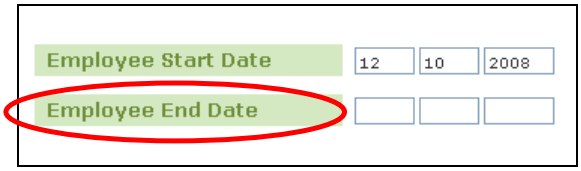


NOTE: Changes certified in the store will NOT be automatically made to any reports. You must separately make any changes that need to be made to a specific report.

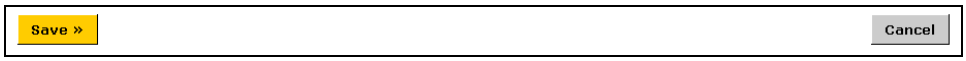
Deactivating/Reactivating Employees

Once an employee has been certified in the store, the employee cannot be deleted from the list only "deactivated." Both Designees and Principal Officers can deactivate/reactivate employees. However, only the Principal Officer can certify the "Employee Store" (required after edits are made). **NOTE: A deactivated employee may be reactivated by entering another start date.**

- To deactivate an employee, locate the employee in the Employee Store.
- Click the employee's name on the "Employees" tab to open the editable employee information fields, as shown in the "**Adding Employees**" section of this guide, and enter an end date in the "End Date" field.
  NOTE: The end date must be after the start date.

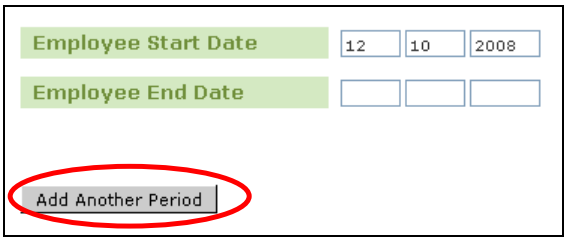


- Click the "Save" button to return to the "Employees" tab. Certify the store.



An employee's availability for selection in any report or amendment depends on the employee's start and end dates.

- To reactivate an employee, click the "Add Another Period" button, enter another start date, click the "Save" button, and certify the store.

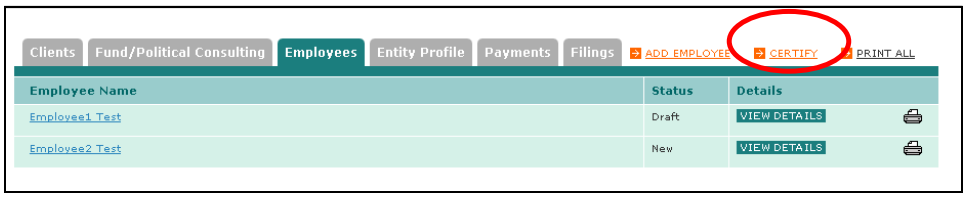


NOTE: Donations from employees, spouse/domestic partner, and unemancipated children are NOT eligible for matching funds from the Campaign Finance Board (CFB) and are subject to campaign contribution limits UNTIL after the end date is added.

Certifying the Employee Store

After adding/editing, deactivating, or reactivating employee information, the Employee Store must be certified prior to selecting employees within individual reports. Only the Principal Officer may certify the Employee Store. It is recommended that you print a copy of the employee list for review prior to certification. Refer to the "**Printing Employee/Store Details**" section of this guide for instructions.

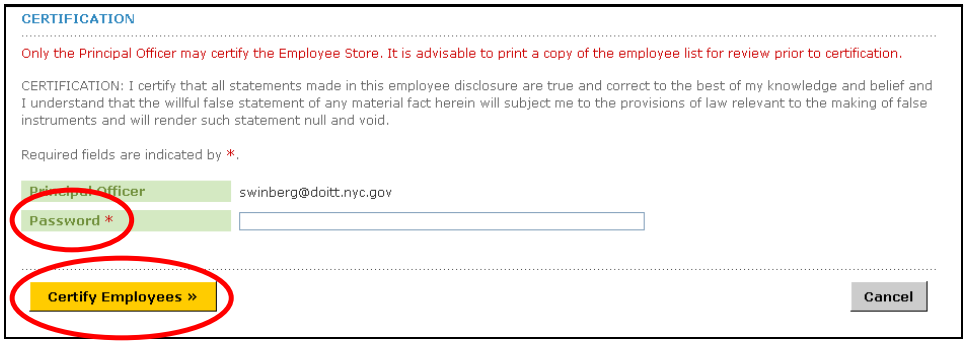
To certify the store, click the "Certify" link:



The "Certification" screen will appear:

- Read the certification text,
- Enter your password in the “Password” field, and
- Click the “Certify Employees” button.

NOTE: Once an employee has been certified, it cannot be deleted from the store. The employee can only be “deactivated” by entering an “End Date” in the corresponding detailed employee information field. Refer to the “Deactivating/Reactivating Employees” section of this guide for more information.



Once the Employee Store has been certified, the status of all employees will be “Certified” and employees can be selected within individual reports.

Filing Statements of Registration

Each year, Lobbyists are required by law to file a Statement of Registration for each client. There is no limit on the number of clients that a lobbyist may register. Statements of Registration must be filed for the period in which the lobbying occurred.

The Reporting Period (explained in the "**Reporting Period**" section of this guide below) is defined by entering the start and end dates of the Lobbyist filer's retainer agreement with the client, or the Co-Lobbyist filer's designation agreement with the client, or the Lobbyist/Client's authorization letter with itself as the client. Reports must be submitted for the period covered by the Statement of Registration. Reports cannot be submitted until the first day of the Filing Period, but may be prepared in draft form 10 days prior to the Filing Period.

Filing Entities

As of August 2011, the e-Lobbyist System reports Co-Lobbyist Activity on various reports filed by Primary Lobbyist and Co-Lobbyist entities. Each type of entity that can appear on a Statement of Registration appears below.

Client

"Clients" are defined as entities that retain or designate a lobbyist to lobby on its behalf in the City of New York in a calendar year. A client is required to file a Client Annual Report at the beginning of each year, reporting the previous year's lobbying activity and listing all the lobbyists that have lobbied on its behalf, including any lobbyists retained and co-lobbyists designated.

Lobbyist

"Lobbyists" are defined as entities retained by a client to lobby on its behalf in the City of New York in a calendar year. The lobbyist receives a retainer letter from the client to lobby on its behalf. Lobbyists enroll in the e-Lobbyist system as lobbyists; and for each client they are required to file a Statement of Registration, Periodic Reports, Termination Reports, and Fundraising/Political Consulting Reports (if applicable). On the Statement of Registration, the lobbyist filer reports lobbying employees, lobbying activities, and sends or uploads their retainer with the client.

Primary Lobbyist

"Primary Lobbyists" are defined as lobbyist entities retained by a client to lobby on its behalf in the City of New York in a calendar year, which retains co-lobbyist(s) to lobby on such client's behalf. The primary lobbyist receives a retainer letter from the client to lobby on its behalf. Primary lobbyists enroll in the e-Lobbyist system as lobbyists; and for each client they are required to file a Statement of Registration, Periodic Reports, Termination Reports, and Fundraising/Political Consulting Reports (if applicable). On the Statement of Registration, the primary lobbyist filer reports the co-lobbyists retained to lobby on their client's behalf, lobbying employees, lobbying activities, and sends or uploads their retainers with the client and any co-lobbyists.

Co-Lobbyist

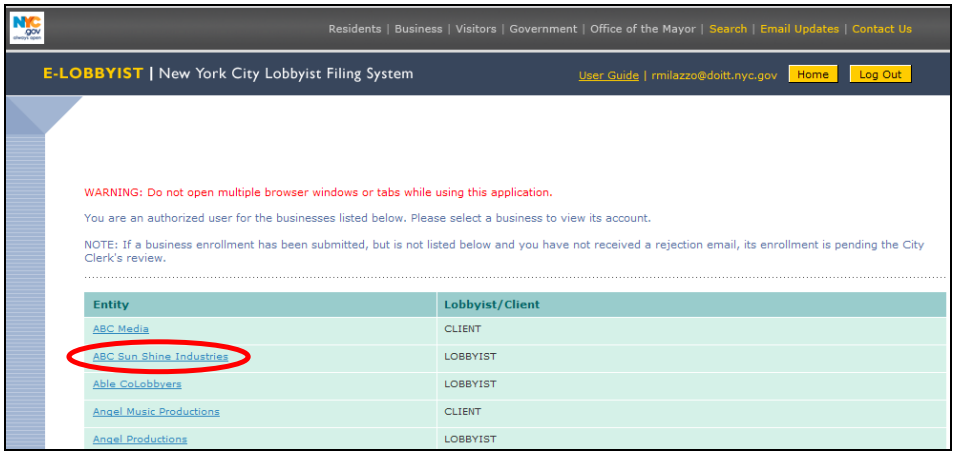
"Co-Lobbyists" are defined as lobbyist entities retained by a primary lobbyist to lobby on behalf of the primary lobbyist's client in the City of New York within a calendar year. Co-lobbyists enroll in the e-Lobbyist system as lobbyists; and for each client they are required to file a Statement of Registration, Periodic Reports, Termination Reports, and Fundraising/Political Consulting Reports (if applicable). Co-lobbyists must be designated by the primary lobbyist's client to lobby on their behalf. On the Statement of Registration, the co-lobbyist filer reports the primary lobbyist that retained them, lobbying employees, lobbying activities, and sends or uploads their designation letter with the client and their retainer with the primary lobbyist.

Lobbyist/Client

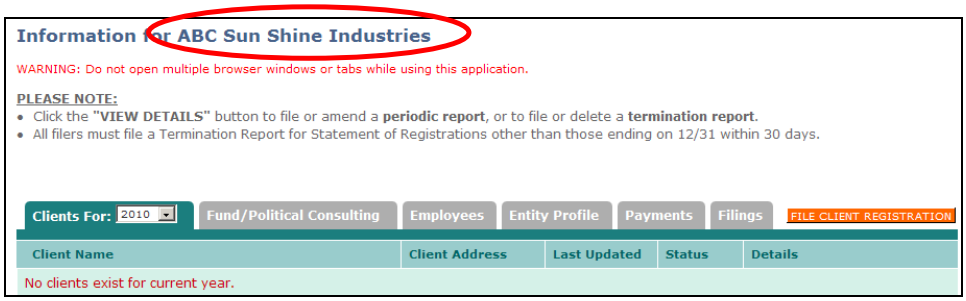
"Lobbyist/Clients" are defined as lobbyist entities that lobby on their own behalf in the City of New York within a calendar year. Lobbyist/Clients enroll in the e-Lobbyist system as both a lobbyist and a client. As a lobbyist, they are required to file a Statement of Registration, Periodic Reports, Termination Reports, and Fundraising/Political Consulting Reports (if applicable). As a client, they are required to file a Client Annual Report at the beginning of each year, reporting the previous year's lobbying activity and listing all the lobbyists that have lobbied on its behalf, including any lobbyists retained and co-lobbyists designated. On the Statement of Registration, the lobbyist/client filer does not report any co-lobbyists, but does report lobbying employees, lobbying activities, and sends or uploads their authorization letter with themselves as the client.

Initiating the Registration

After logging into e-Lobbyist, the "Home" page will appear. The "Home" page lists all Lobbyist and Client accounts for which you are a Principal Officer or Designee. To file a Statement of Registration, click the appropriate entity name in the "Entity" column.



The "Client Home" page for the selected entity will appear.

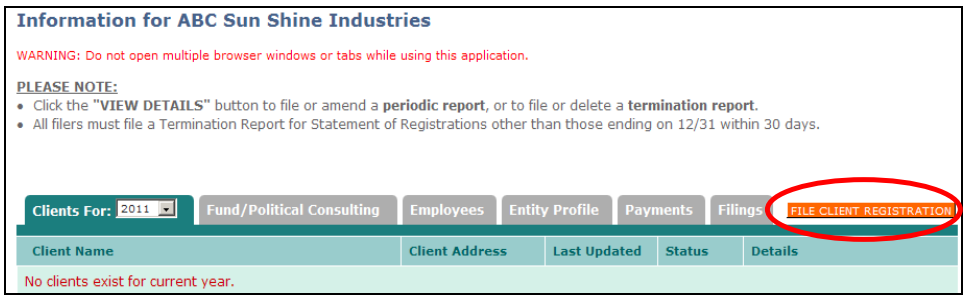


The first time you arrive at the "Client Home" page, it will display a message that no clients exist for the current year. After you file Statements of Registration, if there are more than 20 clients for the selected entity, you can use the "Previous Page" and "Next Page" links at the bottom of the screen to browse additional pages.

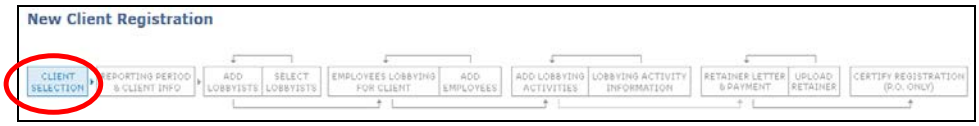
NOTE: Before you file a Statement of Registration, confirm that the information contained in the Entity Profile is correct. Click the "Entity Profile" tab and review the information.

If it is correct, proceed. If it is not correct, refer to the "Viewing/Editing Entity Profiles" section of this guide for further instructions.

To file a Statement of Registration, click the "File Client Registration" link near the top right corner of the screen.

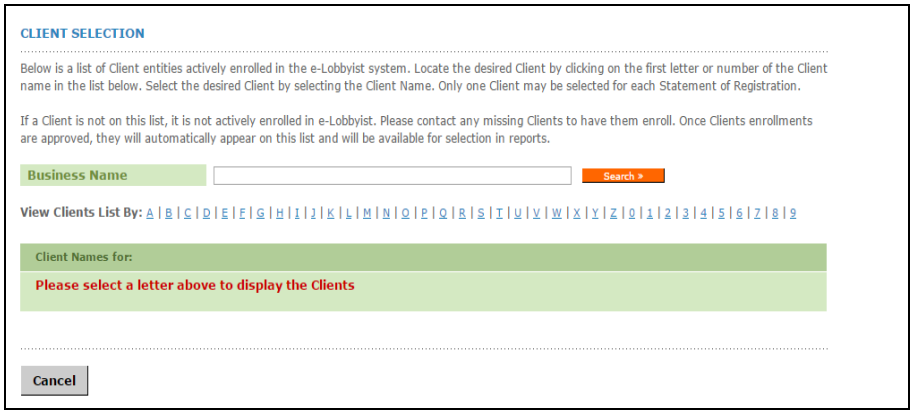


A new Statement of Registration screen appears. The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the registration.

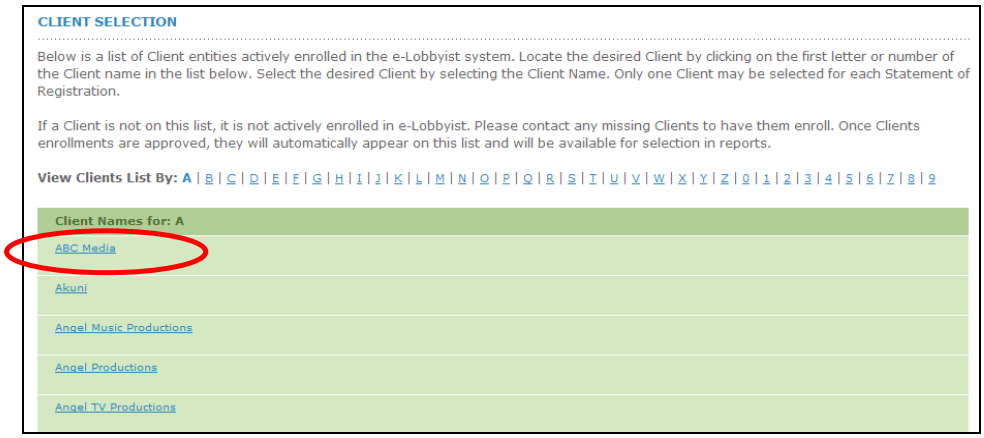


Client Selection

Once a Client's enrollment is approved, the Client's name will automatically appear on the list of Client entities actively enrolled in the e-Lobbyist system and will be available for selection in the Statement of Registration and individual reports.



To locate a Client, click on the letter that represents the first initial of the Client's name OR enter in the client entity name in the search box. A list of Clients whose names begin with that letter or contain the search term will appear. Only one Client may be selected for each Statement of Registration.



Select the desired Client, by clicking the corresponding Client's name in the list. The "Client Information screen" will display. Most of the fields will be pre-populated with information from the Client's enrollment.

REPORTING PERIOD

Year 2015

Start Date is the date that the Lobbyist and Client retainer agreement indicates as the start date, or in the case of a co-lobbyist, the start date indicated on the client designation letter. For start dates that begin prior to the registration year enter the start date as first calendar date of the registration year. The registration year is the year that the Lobbyist is currently registering the client.

Start Date * 2015 (mm/dd/yyyy)

End Date is the date that the Lobbyist and Client retainer agreement indicates as the end date, or in the case of a co-lobbyist, the end date indicated on the client designation letter. For end dates that take place in a subsequent year or for open-ended agreements, enter the end date as last calendar date of the registration year. The registration year is the year that the Lobbyist is currently registering the client.

End Date * 2015 (mm/dd/yyyy)

(**Example:** Lobbyist registers a Client for year 2009. The retainer agreement is for the period 02/01/2008 through 02/01/2010. The Lobbyist would enter a start date of 01/01/2009 and an end date of 12/31/2009.)

CLIENT INFORMATION

All fields on this page are required.

Business Name ABC Enterprises

P.O. Name Mech, R

Client Business Industry - Select -

Business Address 277 Rector Street
New York, west, 4324%_%8_457645
Sweden

Business Phone 234234-234342312343243

Business Email silslam@doitt.nyc.gov

Lobbyist has Direct or Indirect financial interest in the client? - Select - (If Client and Lobbyist are the same, select "No/Same" from the drop-down menu.)

CO-LOBBYIST INFORMATION

A Co-Lobbyist is a unique entity that is retained by another lobbyist entity ("primary lobbyist"), to lobby on behalf of the primary lobbyist's client.

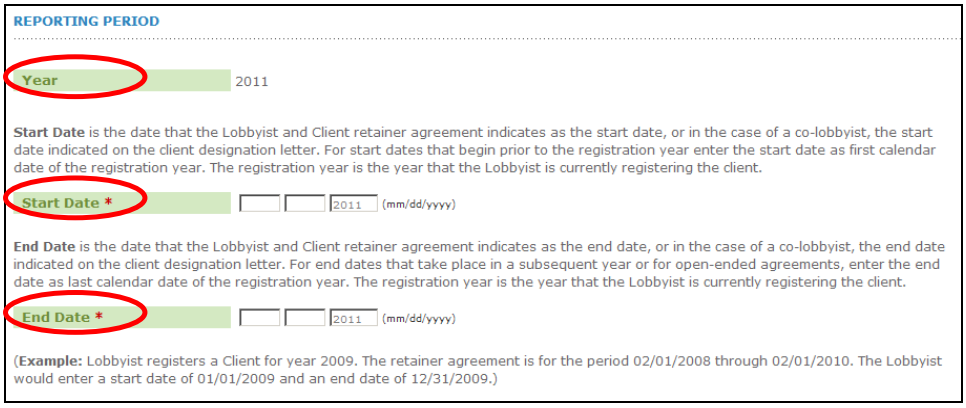
Are you a Co-Lobbyist? YES NO

Will you be hiring a Co-Lobbyist? YES NO

Save & Continue » Save Cancel Delete Registration

Reporting Period

The first screen of the Statement of Registration process, displays the Reporting Period Year.

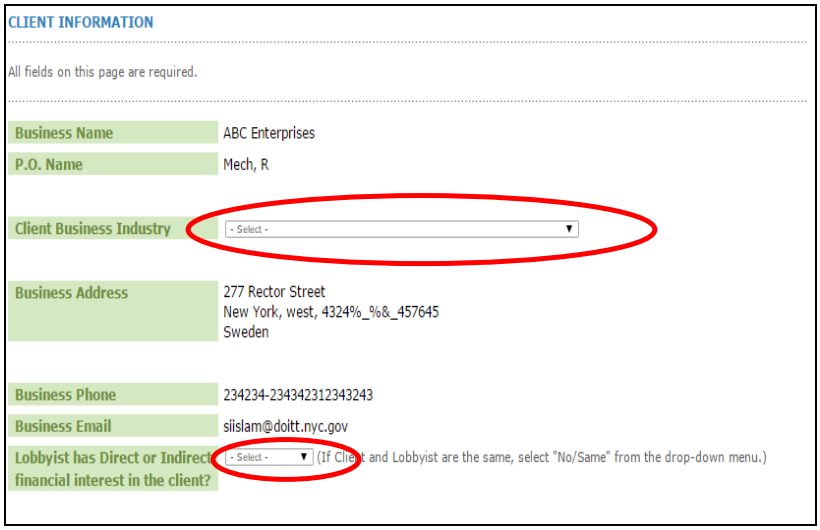


Enter the *Start Date*. The *Start Date* is the date that the Lobbyist and Client retainer agreement indicates as the start date. In the case of a Co-Lobbyist, the start date is indicated in the client designation letter. In the case of a Lobbyist/Client, the start date is indicated in the client authorization letter. For start dates that begin prior to the registration year, enter the *Start Date* as the first calendar date of the registration year.

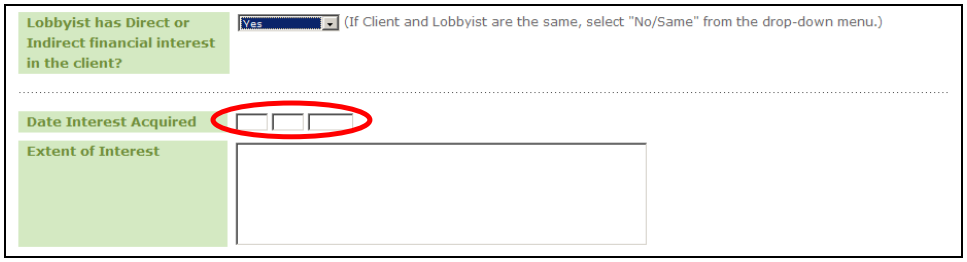
Enter the *End Date*. The *End Date* is the date that the Lobbyist and Client retainer agreement indicates as the end date. In the case of a Co-Lobbyist, the end date is indicated in the client designation letter. In the case of a Lobbyist/Client, the end date is indicated in the client authorization letter. For end dates that end after the registration year, or that are ongoing, enter the *End Date* as the last calendar date of the registration year.

Client Information

Select the *Client Business Industry*, and indicate the Lobbyist's financial interest in the Client.

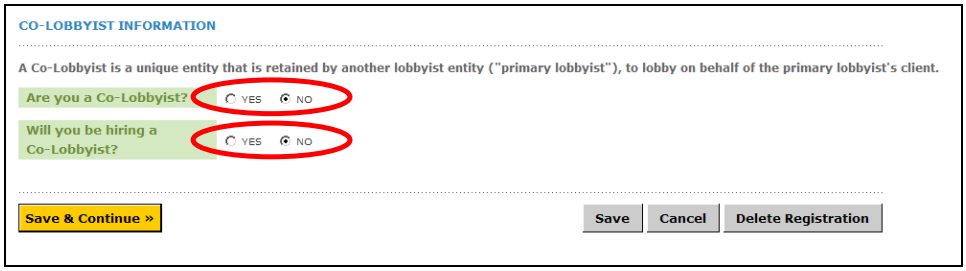


To indicate if the Lobbyist has a *Direct* or *Indirect* interest in the Client, select *Yes* or *No* from the drop-down menu. If you selected *"Yes"*, enter the *Date Interest Acquired* and the *Extent of Interest* in the open fields.



Co-Lobbyist Information

The Lobbyist filer indicates their role in this Statement of Registration by answering the Co-Lobbyist Activity questions. **NOTE: The answers to these questions are defaulted to "No" and set to read only for Lobbyist/Clients (entities lobbying on their own behalf).**



In response to the question, "*Are you a Co-Lobbyist?*"

- Select the "*Yes*" radio button to indicate that the filer is a Co-Lobbyist. Upon selection, the screen redisplays, "*Will you be hiring a Co-Lobbyist?*" disappears.
- Select the "*No*" radio button to indicate that the filer is a Lobbyist.

In response to the question, "*Will you be hiring a Co-Lobbyist?*"

- Select the "*Yes*" radio button to indicate that the filer is a Primary Lobbyist (will retain Co-Lobbyists to lobby on behalf of their Client).
- Select the "*No*" radio button to indicate that the filer is a Lobbyist (not retaining Co-Lobbyists for this Client).

After you have entered the Client Information, select how you would like to proceed:

- To return to the "Client Selection" screen, click the "Back" button.
- To continue to the next page, click the "Save & Continue" button.
- To save and refresh the page, click the "Save" button.
- To lose your changes, and return to the "Client Home" page, click the "Cancel" button.
- To delete the registration, click the "Delete Registration" button. A pop-up window will appear asking you to confirm the deletion. Click the "OK" button to confirm and proceed to the "Client Home" page, or click the "Cancel" button to escape.

Adding Other Lobbyists

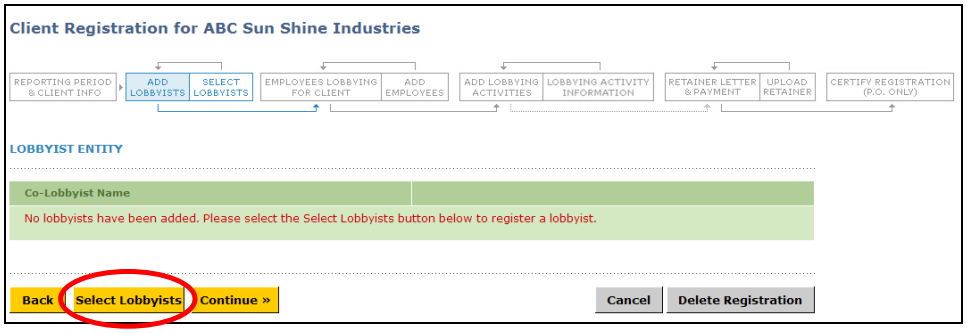
The Lobbyist Entity screen is only displayed for Primary Lobbyist or Co-Lobbyist filers. Other filers should click this link to proceed to "**Employees Lobbying for Client**".

Initially, no lobbyists are listed on this page. The steps below instruct the user in adding other active lobbyists to the Client Registration

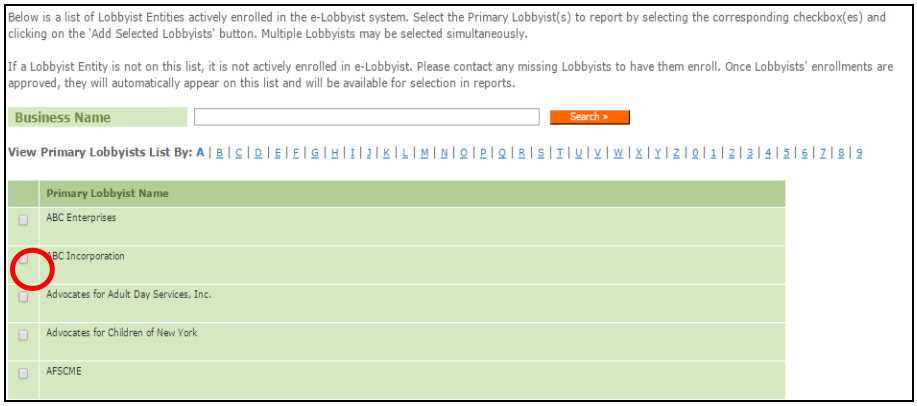
Primary Lobbyist Filer Adding a Co-Lobbyist

On the Lobbyist Entity screen, the Primary Lobbyist filer clicks the "Select Lobbyists" button to select the Co-Lobbyists retained to lobby on the Client's behalf.

Comment [AM1]: new update

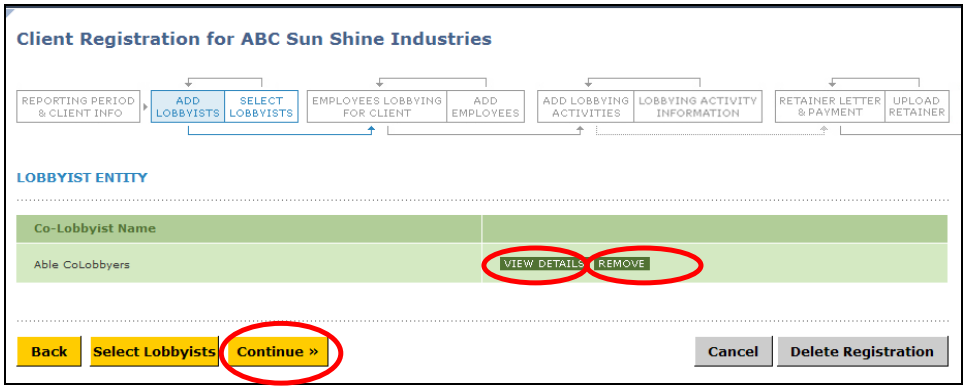


The Select Lobbyists screen displays a list of lobbyists currently enrolled in the e-Lobbyist system. On the Select Lobbyists screen, check the box(es) next to the Co-Lobbyist(s) and click the "Add Selected Lobbyists' button to add the Co-Lobbyists to the report.



NOTE: Primary Lobbyist filers may add up to 20 Co-Lobbyists to a registration. After selecting from the list, an error message is displayed, if a Primary Lobbyist selects itself or selects a Lobbyist/Client that is the current Client on the registration. While the registration is in "Draft" status (not certified), Co-Lobbyists may be added to the list and removed from the list. After certification, no Co-Lobbyists may be removed from the registration.

The added Co-Lobbyists will display in the list and their contact information will be copied to the report and appear in the certification view of the report.



To view a lobbyist's contact information, click the "View Details" button. To remove a Co-Lobbyist while the registration is in "Draft" status (not certified); click the "Remove" button.

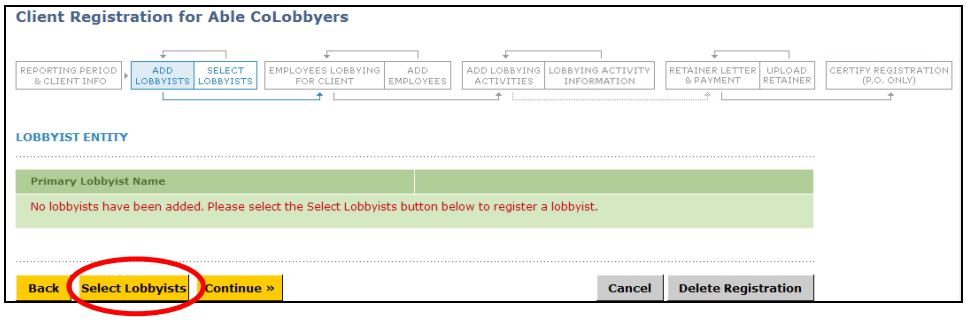
At any time, you may select what you would like to do:

- To return to the previous page, click the "Back" button.
- To select an additional lobbyist from the list, click the "Select Lobbyists" button.
- To remove a lobbyist from the list of a not certified registration, click "Remove."
- To save additions and return to the "Client Home" page, click "Cancel."
- To delete registration and return to the "Client Home" page, click the "Delete Registration" button. A pop-up window will appear asking you to confirm the deletion. Click the "OK" to confirm, or click the "Cancel" to escape.

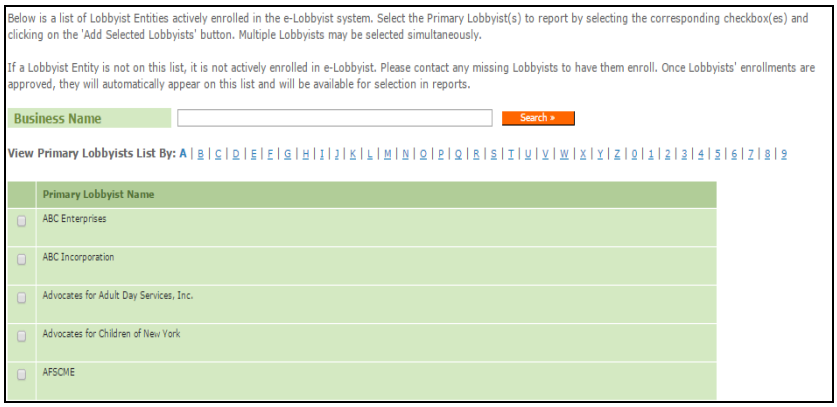
As a Primary Lobbyist filer, you will complete the above process for all Co-Lobbyists that you need to add to the registration. When you have finished adding Co-Lobbyists and returned to the "Lobbyist Entity" screen, click the "Continue" button to save the Co-Lobbyists.

Co-Lobbyist Filer Adding a Primary Lobbyist

On the Lobbyist Entity screen, the Co-Lobbyist filer clicks the "Select Lobbyists" button to select the Primary Lobbyist that is retaining them to lobby on the Client's behalf.

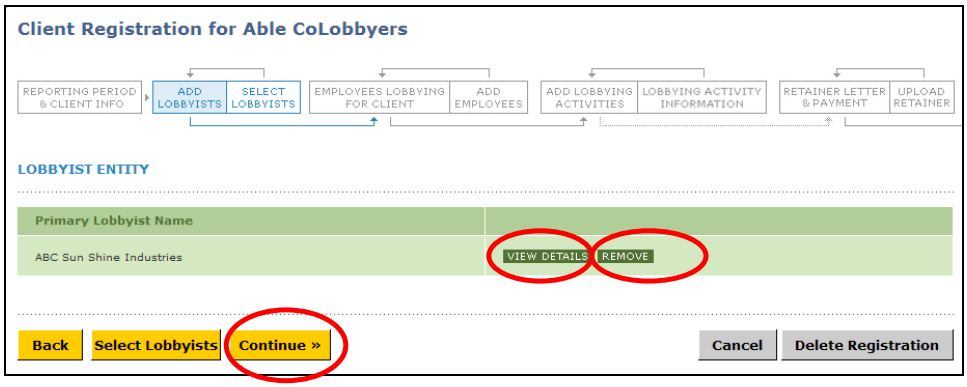


The Select Lobbyists screen displays a list of lobbyists currently enrolled in the e-Lobbyist system. Check the box next to your Primary Lobbyist and click the “Add Selected Lobbyists” button to add the desired Primary Lobbyist to the report.



NOTE: Co-Lobbyist filers may add only one Primary Lobbyist to the registration. After selecting from the list, an error message is displayed if a Co-Lobbyist: selects itself, selects more than one lobbyist, or selects a Lobbyist/Client that is the current Client on the registration. While the registration is in “Draft” status (not certified), a Primary Lobbyist may be removed from the list and another added. After certification, the selected Primary Lobbyist cannot be changed (i.e.: removed and another added).

The added Primary Lobbyist will display in the list and their contact information will be copied to the report and appear in the certification view of the report.



To view a Primary Lobbyist's contact information, click the “View Details” button. To remove a Primary Lobbyist while the registration is in “Draft” status (not certified); click the “Remove” button.

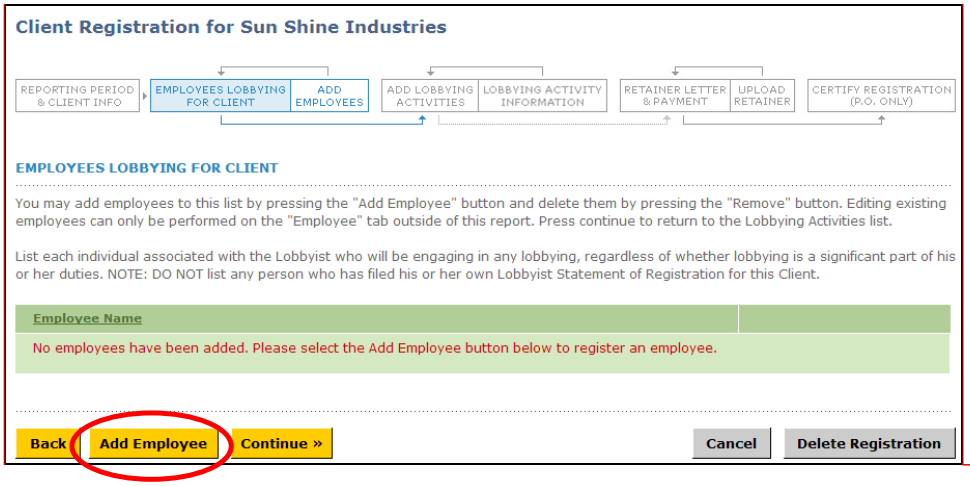
At any time, you may select one of the following options:

- To return to the previous page, click the “Back” button.
- To reselect a Primary Lobbyist while the registration is in “Draft” status (not certified), click the “Remove” button to remove it from the list, then click the “Select Lobbyists” button to add another Primary Lobbyist.
- To save additions and return to the “Client Home” page, click the “Cancel” button.
- To delete registration and return to the “Client Home” page, click the “Delete Registration” button. A pop-up window will appear asking you to confirm the deletion. Click the “OK” button to confirm, or click the “Cancel” button to escape.

As a Co-Lobbyist filer, when you have finished adding your Primary Lobbyist and returned to the “Lobbyist Entity” screen, click the “Continue” button to add Employees.

Employees Lobbying for Client

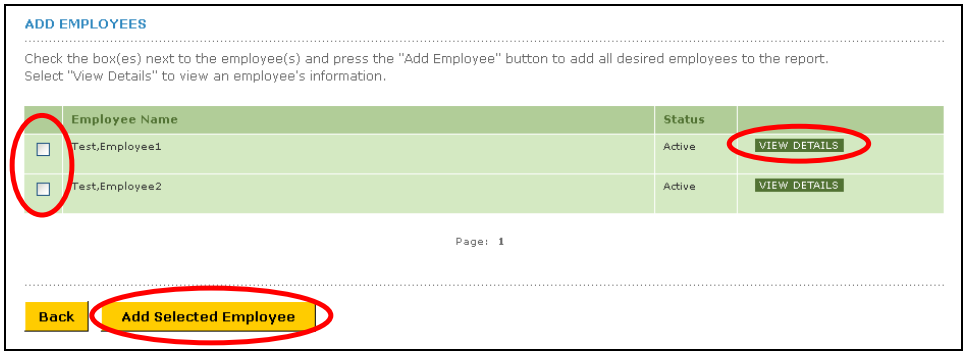
After entering the Client Information and clicking the “Save & Continue” button, the “Employees Lobbying For Client” screen will appear. The first time you arrive at this screen, you’ll receive a message that no employees have been added for this Client.



Comment [AM2]: new screen

To add an employee, click the “Add Employee” button. A list of employees will display. Only employees with a status of “Active” are available for selection. Employees with a status of “New” or “Draft” have not yet been certified. Employees with a status of “Inactive” have an assigned end date that has elapsed.

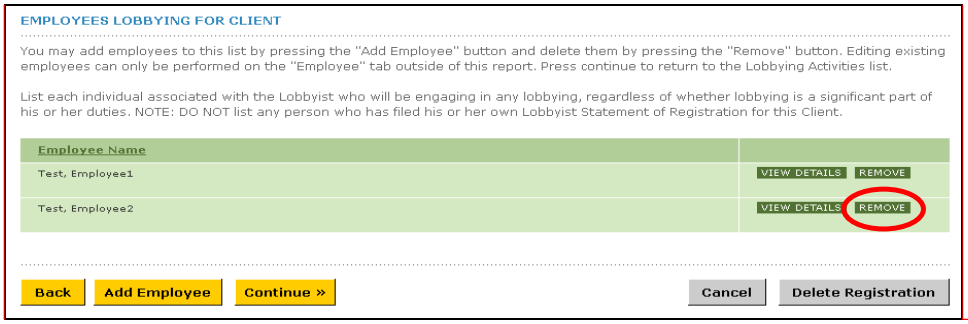
NOTE: “Active” employees have been certified in the store and the employee’s begin and end dates span the period covered by the report.



To view an employee's detailed information, click the "View Details" button. To add desired employees to the report, check the box next to each desired employee and click the "Add Selected Employees" button. The added employees will display in the list and the employee's information with be copied to the report and will appear in the certification view of it.

NOTE: To edit employee information, you must return to the Employee Store, edit the employee's information, certify the store, and return to this screen to reselect the employee. To change an employee's information in a *certified report*, you must correct the information in the Employee Store and certify it, amend the report, remove the employee from the amendment (removes the incorrect employee information from the report), add the corrected employee data to the amended report from the employee store and certify it.

NOTE: Only employees that have been added to the Registration are available while filing Periodic Reports (even if they are otherwise available in the employee store). If you would like to add an employee to a Periodic report who is not added to the Registration, then you must first amend the Registration.



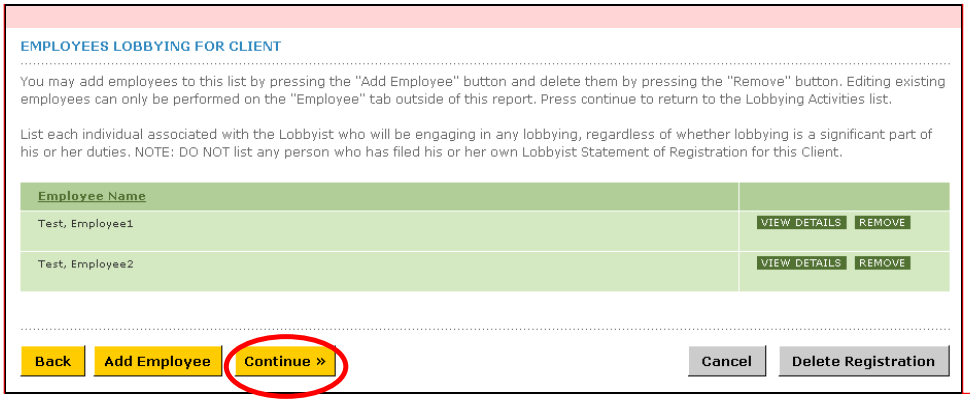
Comment [AM3]: new screen

To remove an employee, click the "Remove" button. At any time, you may select one of the following options:

- To return to the previous page, click the "Back" button.
- To select an additional employee from the list, click the "Add Employee" button.
- To save additions and return to the "Client Home" page, click the "Cancel" button.

- To delete registration and return to the “Client Home” page, click the “Delete the Registration” button. A pop-up window will appear asking you to confirm the deletion. Click the “OK” button to confirm, or click the “Cancel” button to escape.

Complete the above process for all employees you need to add. When you have finished adding employees and returned to the “Employees Lobbying for Client” screen, click the “Continue” button to enter Lobbying Activity.



Comment [AM4]: new screen

Adding Lobbying Activities

After entering employees and clicking the “Continue” button on the “Employees Lobbying for Client” screen, the “Lobbying Activity List” screen will appear. The first time the page appears, you will be instructed to add an activity by clicking the “Add Activity” button.

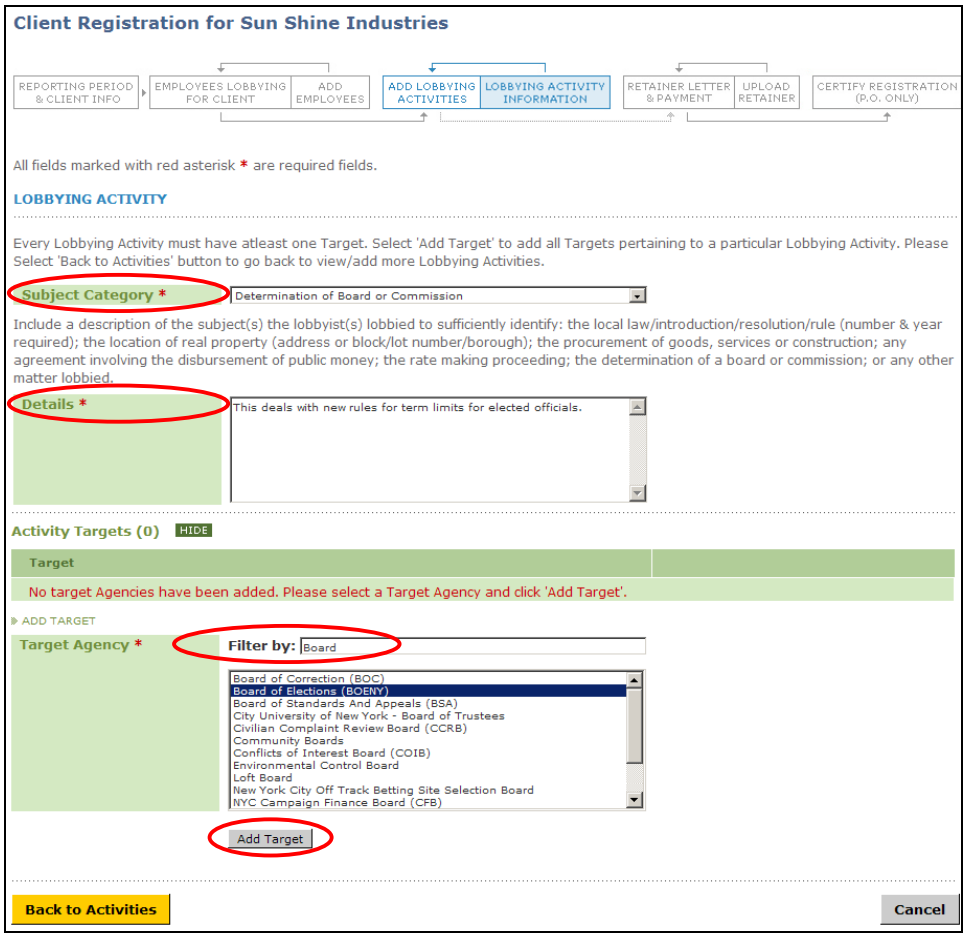
The “Lobbying Activity” details fields will open.

Select a “Subject Category” from the dropdown menu.

NOTE: You may select only one Subject per Lobbying Activity. If the desired Subject is not shown on the list, select “Other,” then enter your own subject in the new field provided. You can add up to 20 Activities per Subject Category and up to 20 Targets per Activity.

Expand on your Subject Category selection by entering “Details” in the text box. Enter a keyword in the “Filter by:” field, choosing the entry that corresponds to your keyword (e.g., “Board of Elections”), then click the “Add Target” button to add the Target Agency.

NOTE: To add one of the following “Special Targets,” select its link and refer to its specific instructions below when adding Target information for: “Community Boards,” “Council Members ,”or “Office of the Mayor.” Only one Agency can be selected per Lobbying Target. The Agency name cannot be edited in the e-Lobbyist system; however, the selected Agency can be removed and another Target Agency chosen. At least one Contact person must be entered under the selected Agency; however, a Contact Name can be deleted at any time and a new one added.



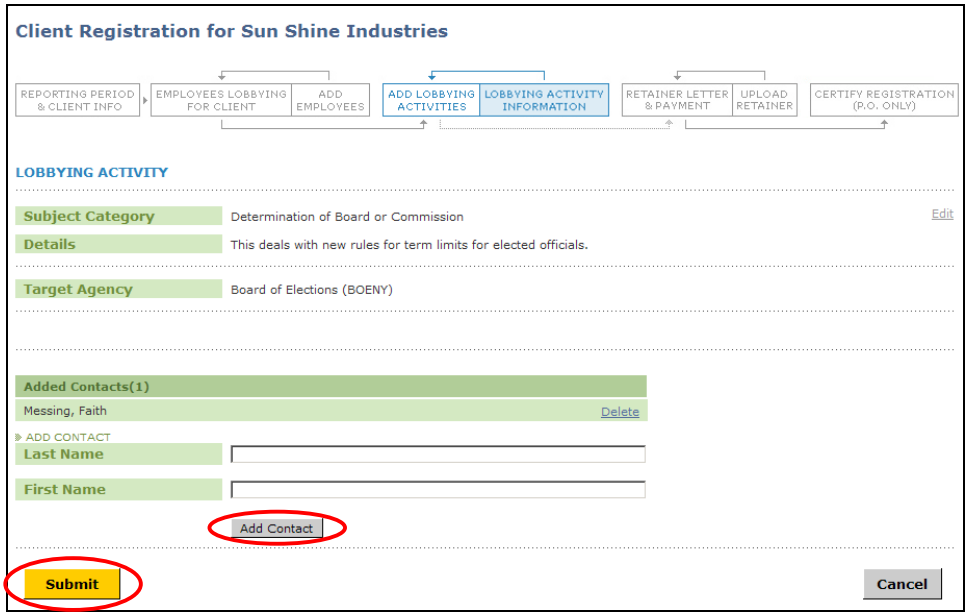
The Contact form page appears.

NOTE: The "Edit" link to the right of the Subject is disabled because the Subject is common to one type of Lobbying Activity. The Subject can only be edited in the previous page (where multiple Targets are displayed).

Lobbyists must add Contacts for each Target selected:

- Add a Last Name and First Name (at the bottom of the Activities Form), then click the gray "Add Contact" button. You may add up to 20 contacts for each Target.
- When you are finished adding Contacts, click the yellow "Submit" button.

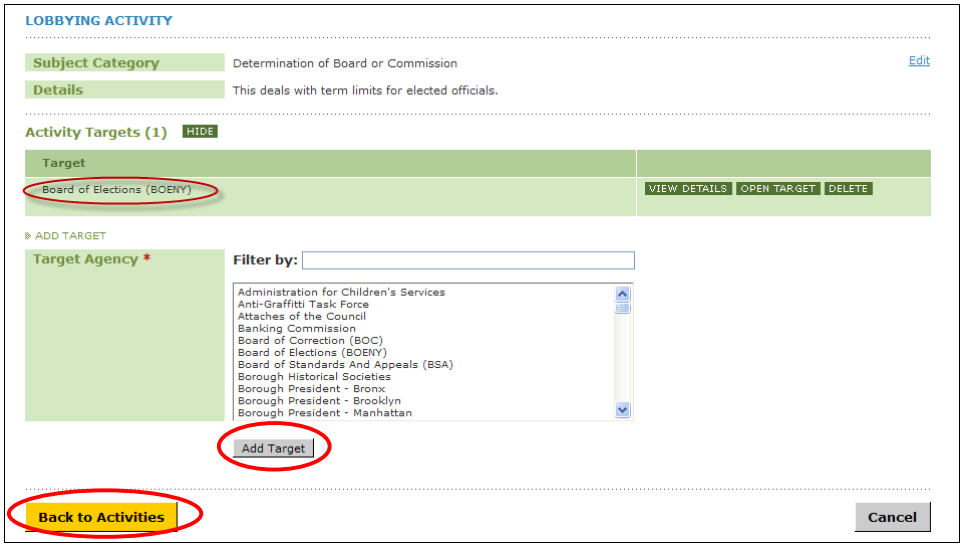
The Lobbying Activity details redisplay, showing the Contact just added.



The following options are available on the Lobbying Activity page:

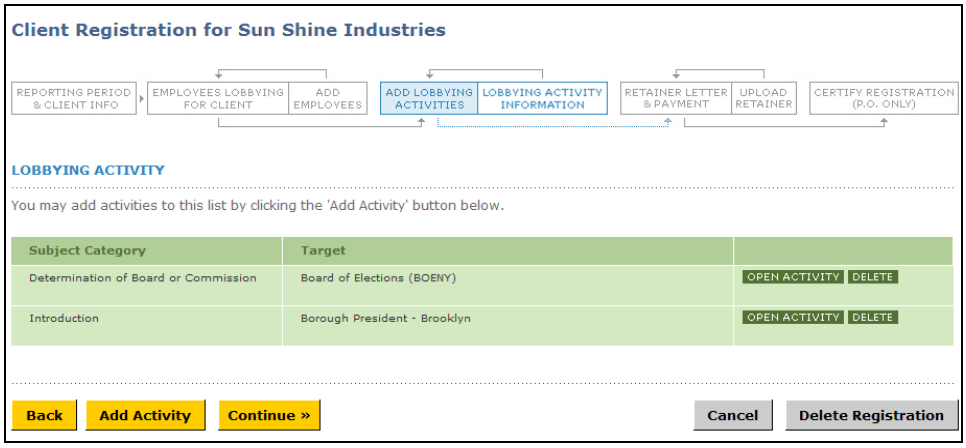
- To add additional Contacts, click the "Add Contact" button.
- To save the Contact additions, click the yellow "Submit" button.
- To save your additions on this page, click the "Submit" button.
- To escape, lose your changes, and return to the "Client Home" page, click the "Cancel" button.

After saving the Contact additions by clicking the yellow "Submit" button, the "Lobbying Activity" page will redisplay.



The "Lobbying Activity" page shows the following options:

- To add additional Targets, click the "Add Target" button.
- To save your addition(s) and return to the "Client Home" page, click "Cancel."
- To return to the main Activities page, click the yellow "Back to Activities" button.



Upon returning to the main "Lobbying Activity" Subject and Target list screen, select an option:

- To add another Activity, click the "Add Activity" button and repeat the steps above.
- To continue to the next step of the registration process, click the "Continue" button. You may continue to edit the registration until it has been certified.
- To return to the "Employees Lobbying for Client" page, click the "Back" button.

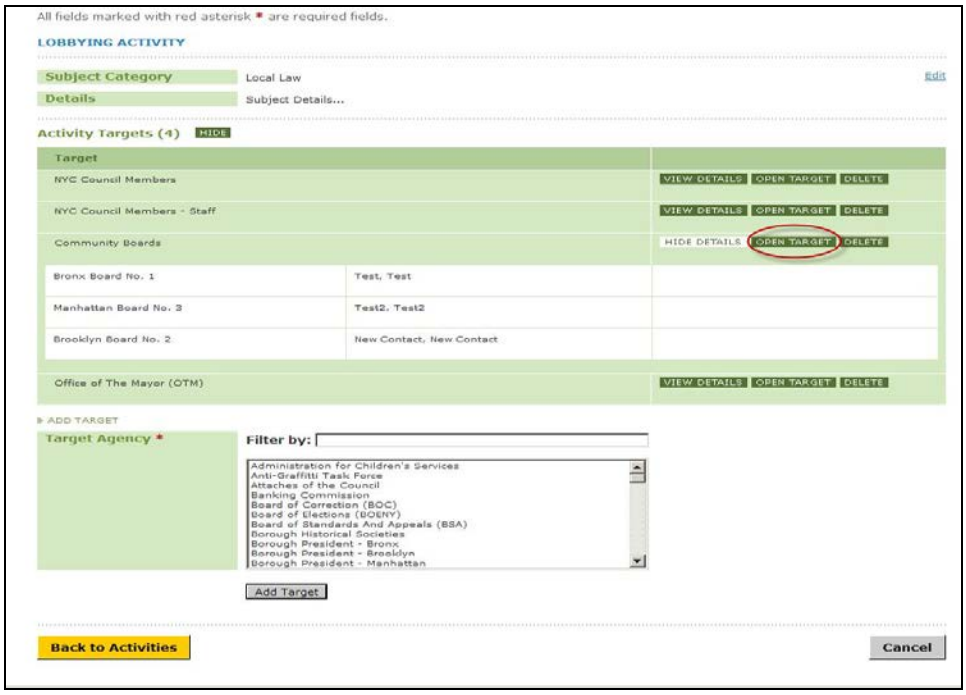
- To save your changes and return to the “Client Home” page, click the “Cancel” button.
- To delete the registration and return to the “Client Home” page, click the “Delete Registration” button. A pop-up window will appear asking you to confirm the deletion. Click the “OK” button to delete, or click the “Cancel” button to remain on this page.

Editing Activity Targets

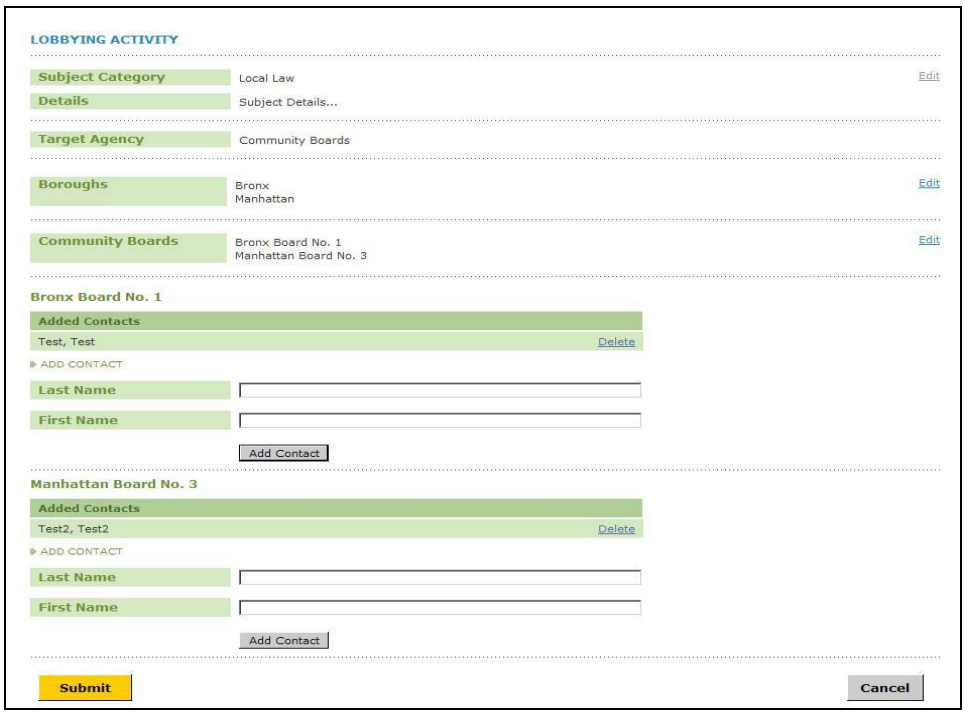
The following illustrates how to edit selected targets.

- If you need to review details prior to editing, select the green “View Details” button to the right of a Target you want to review (it becomes “Hide Details” after it has been clicked) in the “Lobbying Activity” page).
- To edit Target information, click the “Open Target” button.

NOTE: “Community Boards” is used as an example in the graphics below.



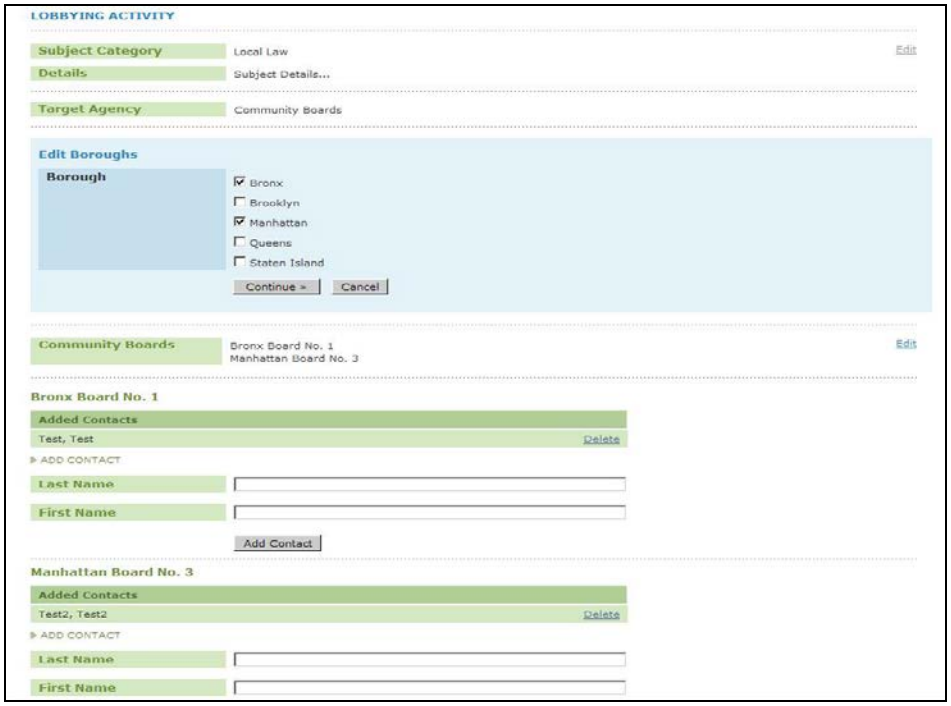
The Lobbying Activity page opens for editing.



On the Lobbying Activity page, you can:

- Add Contacts for the Borough Boards (by using the open form fields) or
- Edit the Boards (by clicking the “Edit” link to the far right of the label) or
- Edit the Boroughs (by clicking the “Edit” link to the far right of the label).

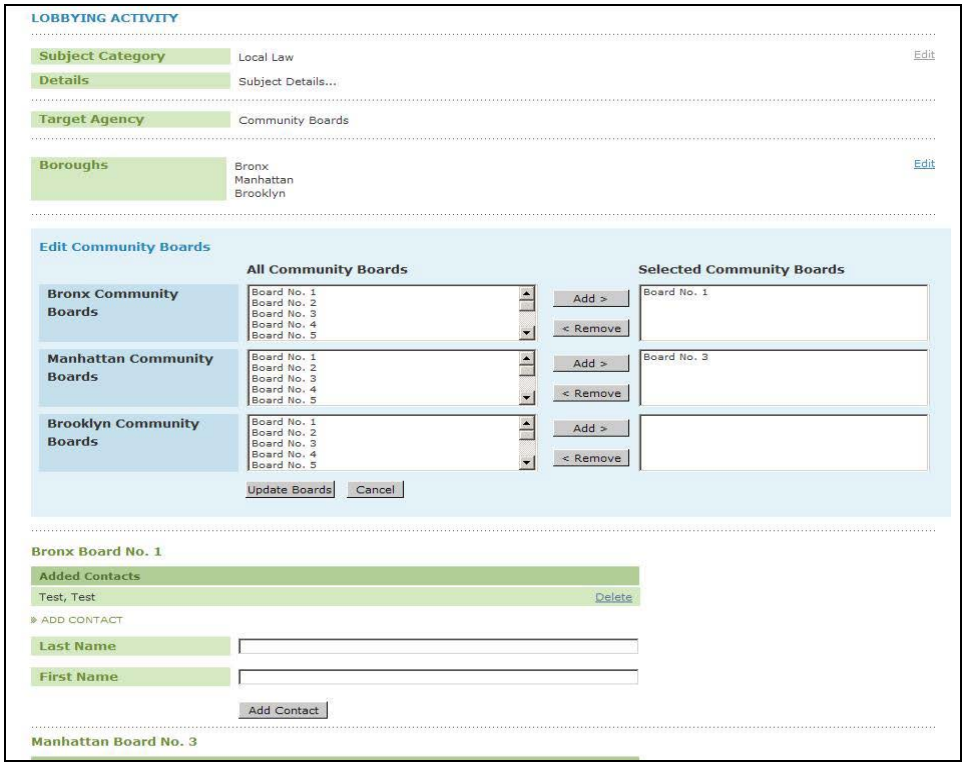
The screen example below displays the “Edit Boroughs” form (shaded in blue). This occurs when the “Edit” link to the right of the Boroughs label is clicked.



In the blue shaded form, change your Borough selections. Click “Continue” when you are finished to save the new selections, or click “Cancel” to return to the previous page.

After selecting Boroughs, you must click the “Edit” link to the right of Community Boards and the Community Boards form appears.

The screen example below displays the “Edit Community Boards” form (shaded in blue). This occurs when the “Edit” link to the right of the Community Boards label is clicked.



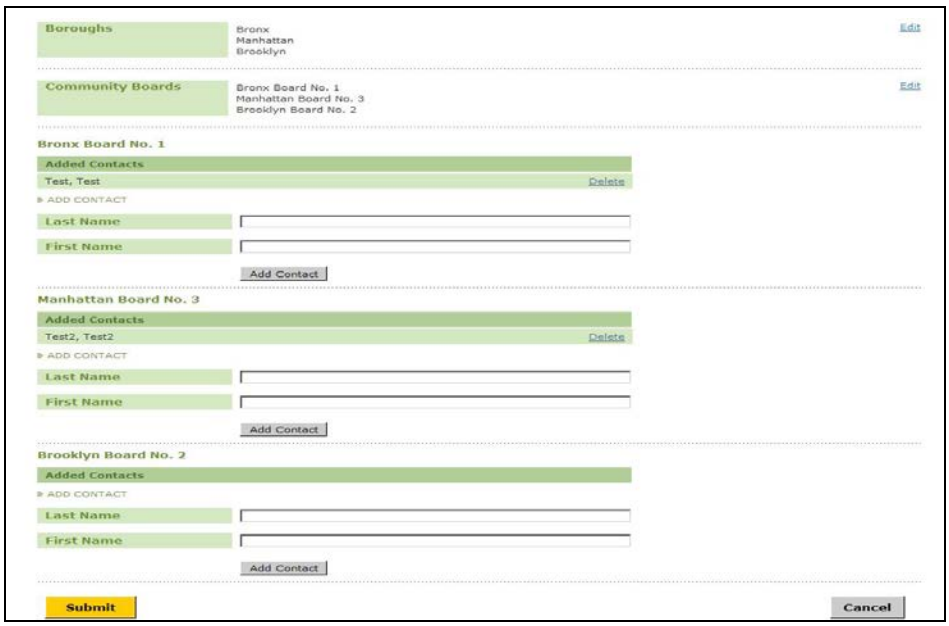
In the blue shaded form, change your Community Board selections:

- Select the Board numbers you want to add from the left-side window (click the Ctrl key to move multiple Boards) and click the “Add” button to move them to the right-side window.
- Click “Remove” to remove any selections you want to reverse.
- When you are finished selecting Community Boards, click the “Update Boards” button.

When you are finished, click “Update Boards” to save the new selections, or click “Cancel” to return to the previous page.

The Contacts form appears.

The screen example below displays the “Contacts” for each Board selected:



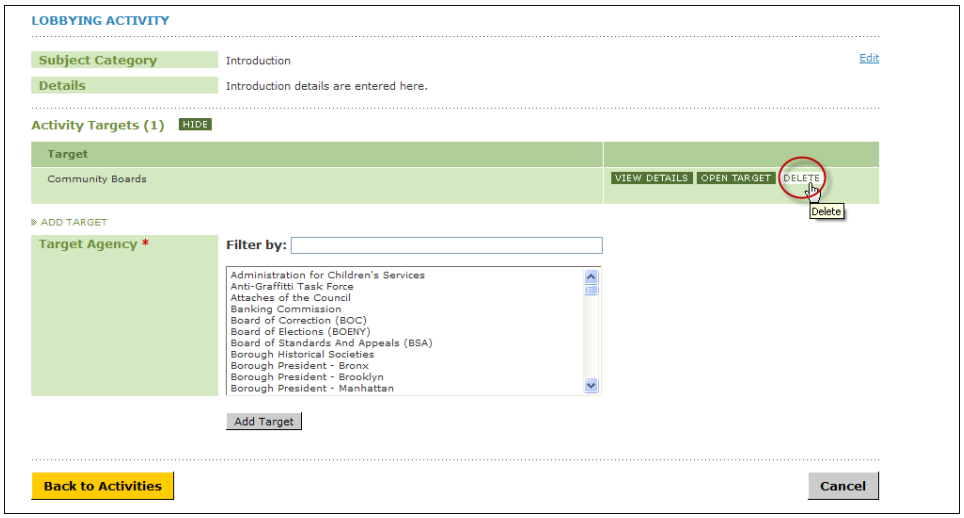
Add the Contacts for each Board selected:

- Add new Contacts by entering a Last Name and First Name and clicking the “Add Contact” button (or select the Delete link to remove Contacts).
- When you are finished adding Contacts to the Contact form, click the yellow “Submit” button to complete editing Targets.

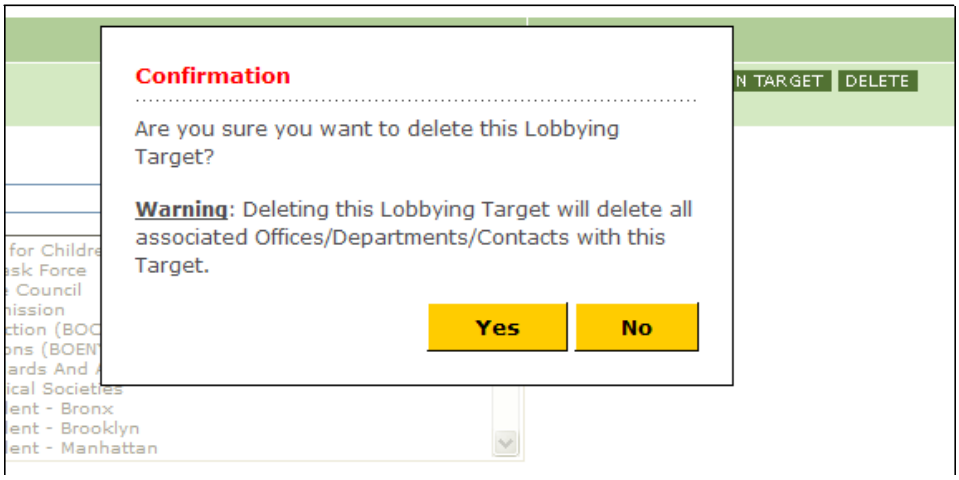
Clicking the yellow “Submit” button completes the editing for Targets.

Deleting a Target Activity

To delete a Target Activity, click the green "Delete" button next to the Target you want removed:



A warning dialog appears. Click "Yes" to delete this Target or "No" to keep the Target return to the previous screen**. NOTE: Deleting a Target deletes all Offices/Departments/Contacts associated with that Target.**

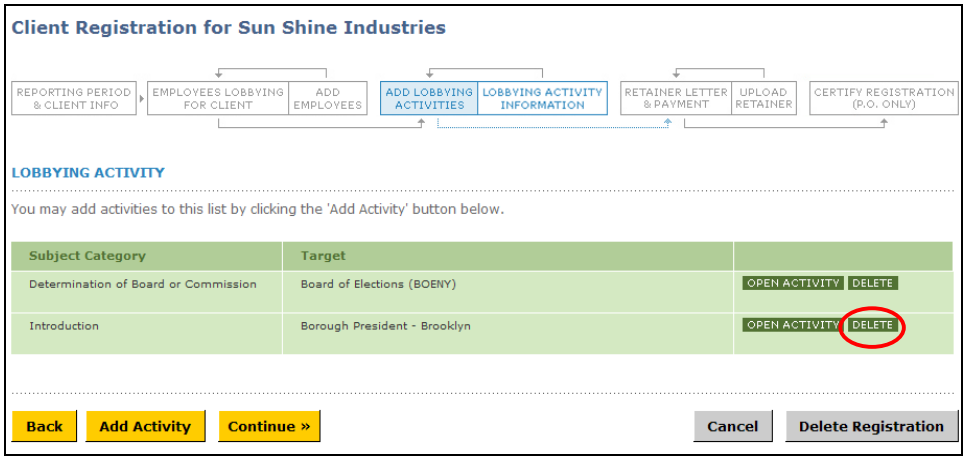


Deleting a Lobbying Activity

The following illustrates how to delete selected Lobbying Activity targets.

NOTE: Deleting an Activity also deletes any associated Subjects and Targets.

After navigating to the "Lobbying Activity" page, click the green "Delete" button next to the Activity you want to delete:



A warning dialog is displayed. Click the "Yes" button to delete the listed activity.

Retainer Letter & Payment

After clicking the "Continue" button on the "Lobbying Activity List" screen, the "Retainer Letter & Payment" screen displays.

Depending upon which type of Lobbyist is filing the registration, the submission provided must include different documents as per the instructions on the screen:

- Lobbyist filers provide their Client retainer.
- Lobbyist/Client filers that are registering themselves provide an authorization letter.
- Primary Lobbyist filers that hire Co-Lobbyists, provide their Client retainer letter and the appropriate Co-Lobbyist retainer(s).
- Co-Lobbyist filers provide their Client designation letter and their Primary Lobbyist retainer.

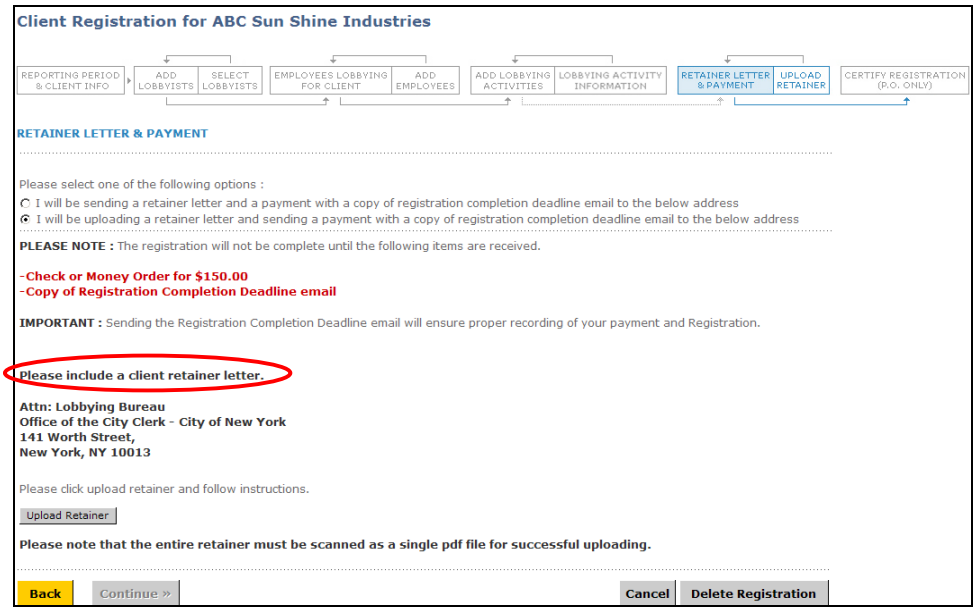
Screen samples for each type of Lobbyist filer are presented below.

NOTE: Both Principal Officers and Designees can access the functions on this screen for uploading authorization/retainer letters; however, only the Principal Officer can certify the registration.

Lobbyist Filer

A Lobbyist filer is retained by the Client being registered to lobby on their behalf; and is not retaining other lobbyists for this Client. Lobbyists must provide their Client retainer letter.

The Retainer Letter & Payment screen for Lobbyist filers displays required information and two options for delivering their client retainer letter to the City Clerk's Office: Sending/Mailing a retainer letter, or Uploading a retainer letter.



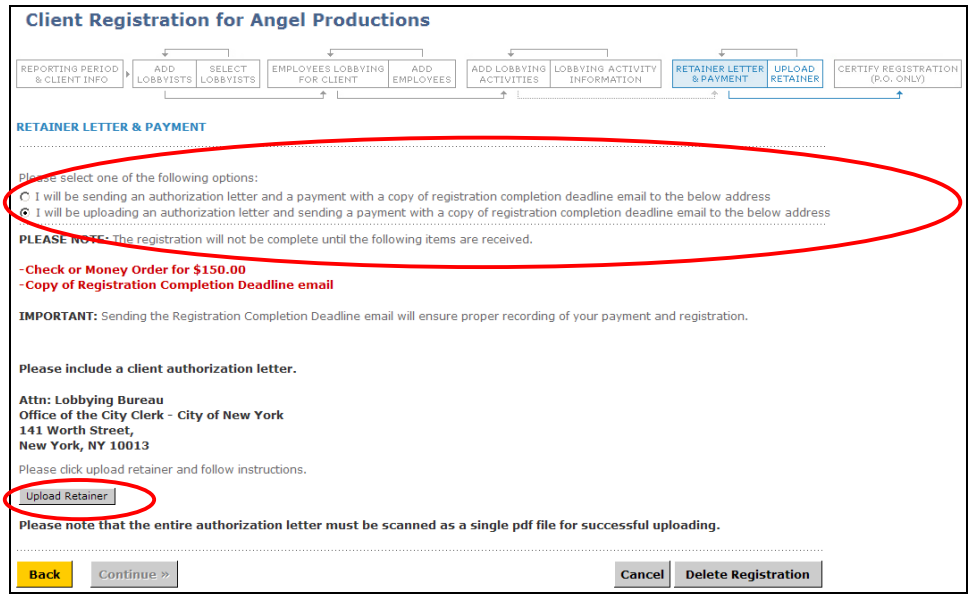
Lobbyist filers sending a retainer, proceed to "**Sending/Mailing a Retainer Letter**" section.

Lobbyist filers uploading a retainer, proceed to "**Uploading a Retainer Letter**" section below.

Lobbyist/Client Filer

A Lobbyist/Client lobbies on its own behalf; and therefore, provides an authorization letter.

The Retainer Letter & Payment screen for Lobbyist/Client filers displays required information and two options for delivering their client authorization letter to the City Clerk's Office: sending an authorization letter, or uploading an authorization letter.



Lobbyist/Client filers can click the following Office of the City Clerk web site link for a sample Authorization Letter: **http://www.cityclerk.nyc.gov/html/lobbying/forms.shtml**.

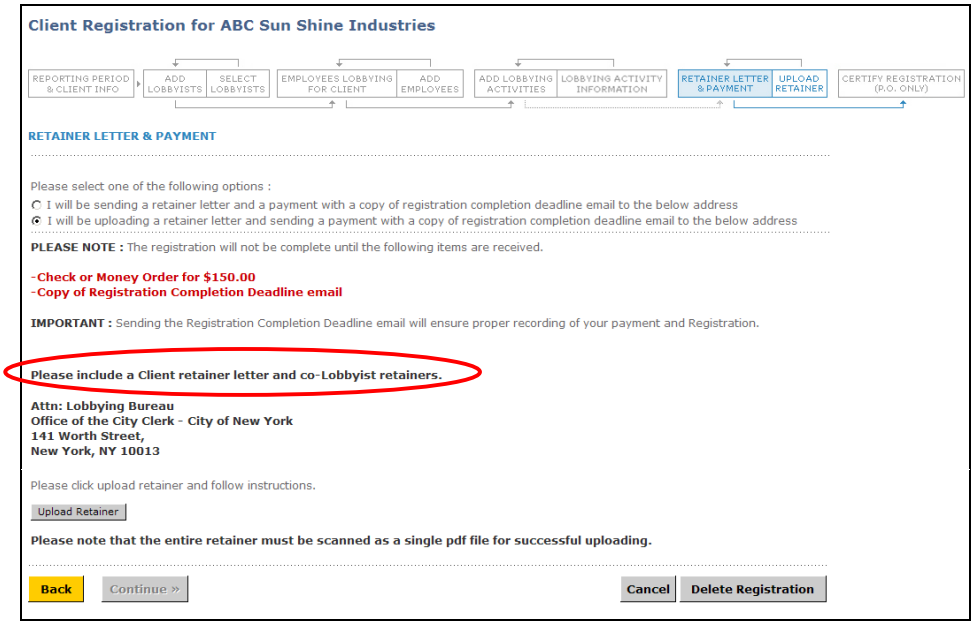
Lobbyist/Client filers sending an authorization letter, proceed to "**Sending/Mailing a Retainer Letter**" section.

Lobbyist/Client filers uploading an authorization letter, proceed to "**Uploading a Retainer Letter**" section below.

Primary Lobbyist Filer

A Primary Lobbyist is retained by the Client being registered to lobby on their behalf, and is retaining Co-Lobbyists to lobby on this Client's behalf. Primary Lobbyists that hire Co-Lobbyists, provide their Client retainer letter and the appropriate Co-Lobbyist retainers.

The Retainer Letter & Payment screen for Primary Lobbyist filers displays required information and two options for delivering their retainers to the City Clerk's Office: Sending/Mailing a retainer, or Uploading a retainer document.



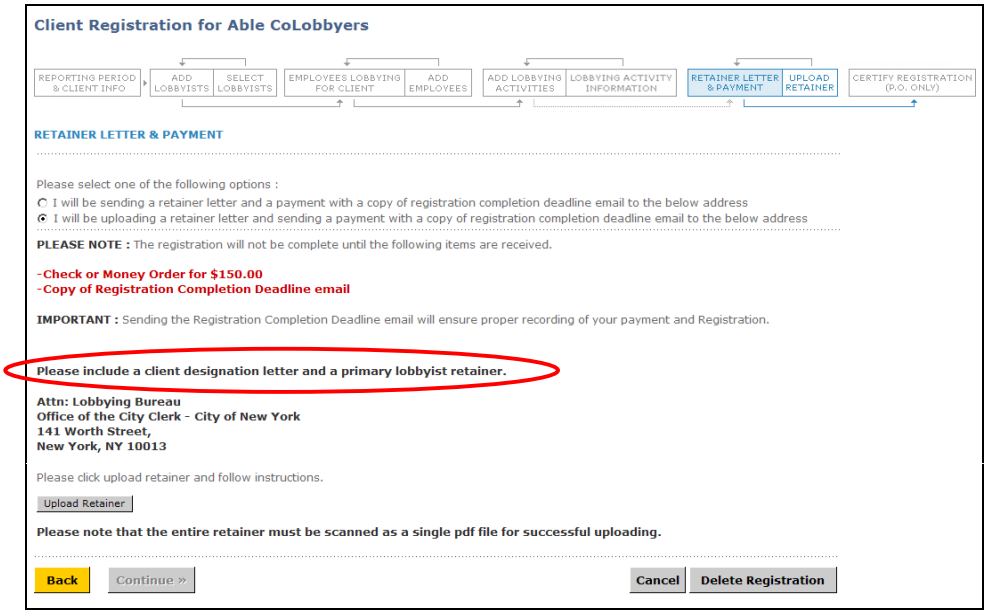
Primary Lobbyist filers sending their retainers, proceed to "**Sending/Mailing a Retainer Letter**" section below.

Primary Lobbyist filers uploading their retainer, proceed to "**Uploading a Retainer Letter**" section below.

Co-Lobbyist Filer

A Co-Lobbyist is retained by a Primary Lobbyist to lobby on behalf of the Primary Lobbyist's Client. Co-Lobbyists register the Primary Lobbyist's Client and must provide a Client designation letter and Primary Lobbyist retainer.

The Retainer Letter & Payment screen for Co-Lobbyist filers displays required information and two options for delivering their retainers to the City Clerk's Office: Sending/Mailing a retainer, or Uploading a retainer document.

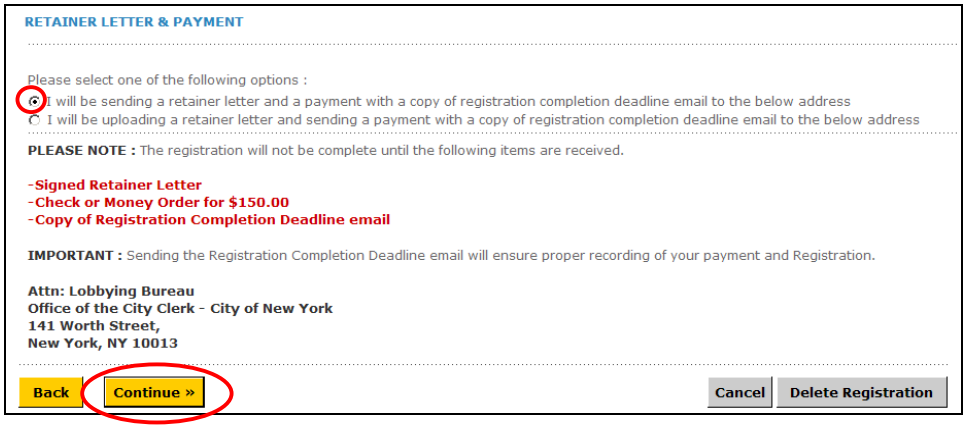


Co-Lobbyist filers sending their retainer, proceed to "**Sending/Mailing a Retainer Letter**" section of the User Guide below.

Co-Lobbyist Filers uploading their retainer, proceed to "**Uploading a Retainer Letter**" section of the User Guide below.

Sending/Mailing a Retainer Letter

The "Retainer Letter & Payment" screen, displays the option to send or mail an Authorization Letter or Retainer Letter.



Depending upon the entity filing the registration, the submission includes different documents:

- Lobbyist filers provide their Client retainer.
- Lobbyist/Client filers that are registering themselves provide an authorization letter.
- Primary Lobbyist filers provide their Client retainer letter and Co-Lobbyist retainers.
- Co-Lobbyist filers provide their Client designation letter and Primary Lobbyist retainer.

To select the send or mail an Authorization/Retainer Letter option:

- Click the radio button option: "I will be sending an authorization/retainer letter and a payment with a copy of registration completion deadline e-mail to the below address."
- Take note of the address for the Office of the City Clerk presented on this screen.
- To continue the Statement of Registration process, the Principal Officer clicks the "Continue" button. The "Certification" page will appear. **NOTE: Only the Principal Officer has the ability to continue. The next page requires the Principal Officer to certify the registration. Designees will only have the option to save the filing in "Draft" status and return to the "Client Home" page.**

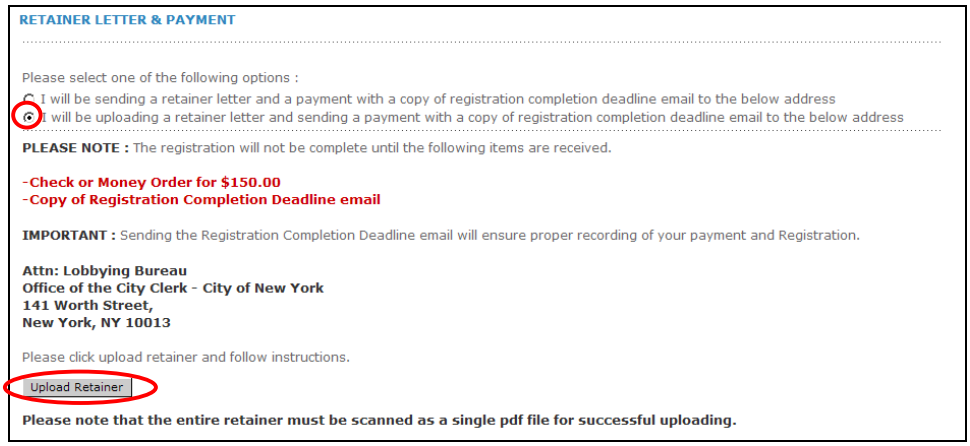
Other options available on this screen:

- To return to the "Lobbying Activity" screen, click the "Back" button.
- To save changes and return to the "Client Home" page, click the "Cancel" button.
- To delete the registration, click the "Delete Registration" button. A confirmation window appears. Click "OK" to confirm deletion, or click "Cancel" to keep the registration.

Principal Officers can continue the Statement of Registration process, by skipping to the "**Certification**" section for Filing Statements of Registration, below.

Uploading a Retainer Letter

The "Retainer Letter & Payment" screen displays the option to upload an Authorization Letter or Retainer Letter.



To select the upload an Authorization/Retainer Letter option:

- Click the radio button option: "I will be uploading an authorization/retainer letter and sending a payment with a copy of registration completion deadline e-mail to the below address."
- Take note of the address for the Office of the City Clerk presented on this screen.
- Click the "Upload Retainer" button to display the "Upload Retainer" screen.

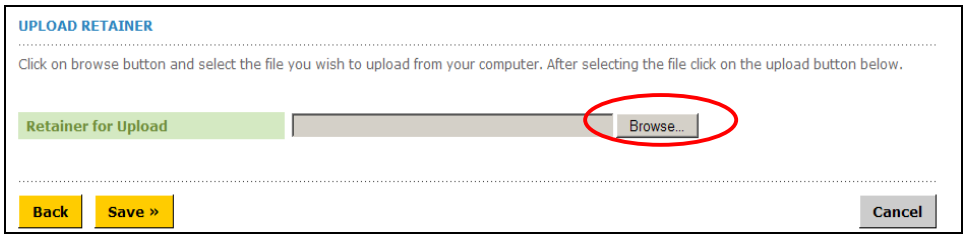
Depending upon the entity filing the registration, the submission will include different documents:

- Lobbyist filers provide their Client retainer.
- Lobbyist/Client filers that are registering themselves provide an authorization letter.
- Primary Lobbyist filers provide their Client retainer letter and Co-Lobbyist retainers.
- Co-Lobbyist filers provide their Client designation letter and Primary Lobbyist retainer.

Note: Lobbyist/Client filers can click the following Office of the City Clerk web site link for a sample Authorization Letter: http://www.cityclerk.nyc.gov/html/lobbying/forms.shtml.

Upload Retainer

The "Upload Retainer" screen displays a "Browse" button:

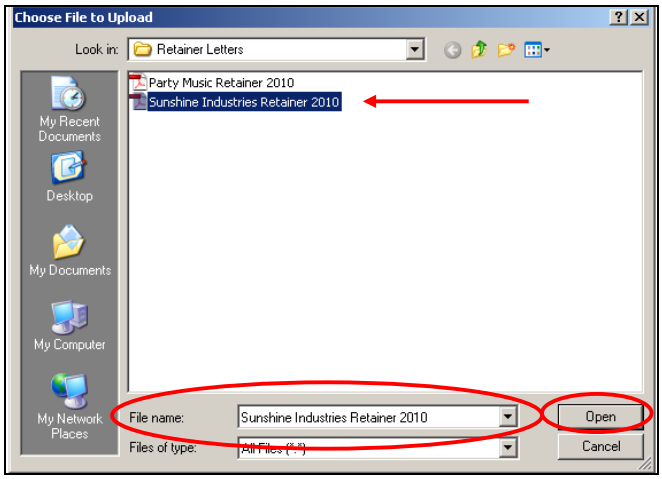


To upload a document, click the "Browse" button. The "Choose File to Upload" window displays.

NOTE: For successful uploading, the entire authorization letter or retainer letter must be scanned onto your computer's local/network drive as a single pdf file with a maximum size of 4MB. Multiple pdf files cannot be uploaded as a single authorization letter or retainer letter. Before uploading an authorization letter or retainer, follow the directions provided with your scanning equipment to scan multiple pages as a single pdf file. If you have difficulties with the scanning or uploading process, you can send or mail the authorization letter or retainer to the City Clerk's Office (see instructions for "Sending/Mailing a Retainer Letter," above).

Choosing File to Upload

Use the browser functions on the "Choose File to Upload" window, to locate the correct pdf file. Highlight and click on the pdf file name in the window. The pdf file name displays in the "File name:" field.



Select the desired option:

- To select this pdf file, click the “Open” button. The “Upload Retainer” screen displays.
- To return to the “Upload Retainer” page without selecting a file, click “Cancel”.

Uploading the Selected pdf File

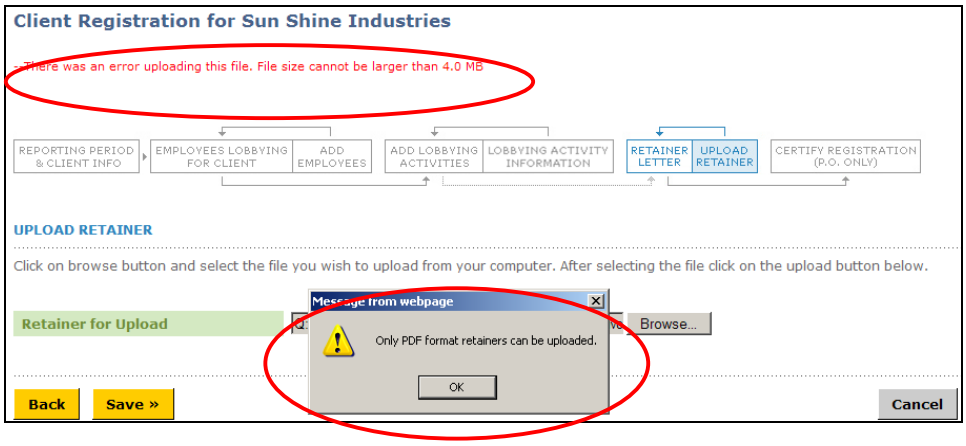
The “Retainer for Upload” field on the “Upload Retainer” screen shows the pdf file name selected on the “Choose File to Upload” window:

Select the desired option:

- To upload this file, click the “Save” button. If the retainer upload is successful, the “Retainer Letter & Payment” screen displays. If the retainer upload is not successful, an error message displays.
- To search for a different pdf file, click the “Browse” button, and follow the steps above for “Choosing File to Upload.”
- To return to the “Retainer Letter & Payment” screen without uploading the pdf file, click either the “Back” or “Cancel” button.

Upload Retainer Error Messages

When the "Save" button is clicked on the "Upload Retainer" screen, the system checks the size and format of the file selected for uploading. An error message displays if the maximum file size limit of 4MB is exceeded, or if the file is not in the correct single file pdf format.



If an error "Message from webpage" window displays, click the "OK" button to close it. The "Upload Retainer" screen displays.

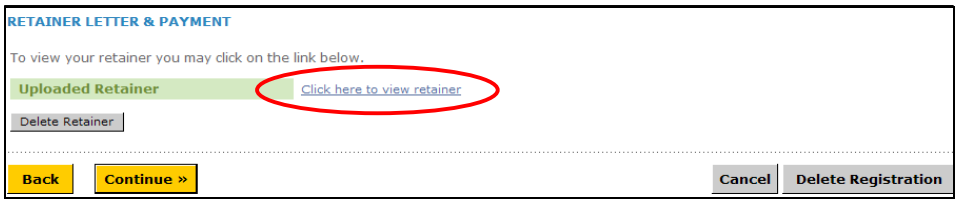
Select the desired option:

- To search for a different pdf file that is less than 4MB in size and is in the correct pdf format, click the "Browse" button, and follow the "Choosing File to Upload" steps above.
- To return to the "Retainer Letter & Payment" screen without uploading the pdf file, click either the "Back" or "Cancel" button.

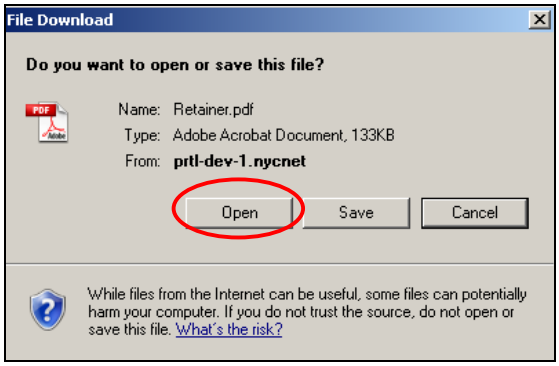
Viewing the Uploaded Retainer

When the authorization letter or retainer letter document is successfully uploaded, the "Retainer Letter & Payment" screen displays an "Uploaded Retainer" field.

NOTE: Even though the document upload is successful, the Statement of Registration remains in "Draft" status until it is certified by the Principal Officer. The City Clerk's Office will receive the Registration's uploaded authorization letter or retainer on the day that the Registration is certified.



To view the Authorization Letter or Retainer Letter, click the "Click here to view retainer" link. A "File Download" window displays.



Select the desired option:

- To view the Authorization/Retainer Letter, click the "Open" button. The Authorization Letter or Retainer pdf file displays in a separate window, from which the document can be printed or saved to your computer.
- To copy the Authorization or Retainer Letter to your computer's local or network drive, click the "Save" button. A "Save As" window displays. Locate the desired destination for the pdf file, and click the "Save" button. Or you can click the "Cancel" button to return to the "Retainer Letter & Payment" screen without copying the pdf file.
- To return to the "Retainer Letter & Payment" screen without viewing the Authorization or Retainer Letter, click the "Cancel" button.

Close the Retainer pdf window to return to the "Retainer Letter & Payment" screen.

On the "Retainer Letter & Payment" screen, the Principal Officer clicks the "Continue" button to certify the registration. The "Certification" page will appear. Skip to the "**Certification**" section for Filing Statements of Registration, below.

NOTE: Only the Principal Officer has the ability to continue. The next page requires the Principal Officer to certify the registration. Designees will only have the option to save the filing in "Draft" status and return to the "Client Home" page.

Other options available on this screen:

- To return to the “Lobbying Activity” screen, click the “Back” button.
- To save the uploaded authorization/retainer letter and return to the “Client Home” page, click “Cancel.”
- To delete the registration, click the “Delete Registration” button. A window appears, asking you to confirm the deletion. Click the “OK” button to confirm deletion of the registration and return to the “Client Home” page, or click the “Cancel” button to keep the registration.

Deleting the Uploaded Retainer

When the authorization letter or retainer letter document is successfully uploaded, the “Retainer Letter & Payment” screen displays an “Uploaded Retainer” field.

To delete the uploaded Authorization or Retainer Letter and return to the “Retainer Letter & Payment” screen, click the gray “Delete Retainer” button. Skip to the “**Retainer Letter & Payment**” section for Filing Statements of Registration, above.

NOTE: Until a Client Registration is certified by the Principal Officer, it remains in “Draft” status, where its uploaded authorization/retainer letter can be deleted. Once the document is deleted, you are returned to the “Retainer Letter & Payment” screen, where you can select the option to upload, or send/mail the authorization or retainer letter. You can go back and forth between the options for sending/mailing or uploading an authorization/retainer letter: if no document was uploaded, or if the previously uploaded document was deleted.

To continue the Statement of Registration process, click the “Continue” button. The “Certification” page will appear.

NOTE: Only the Principal Officer has the ability to continue. The next page requires the Principal Officer to certify the registration. Designees will only have the option to save the filing in “Draft” status and return to the “Client Home” page.

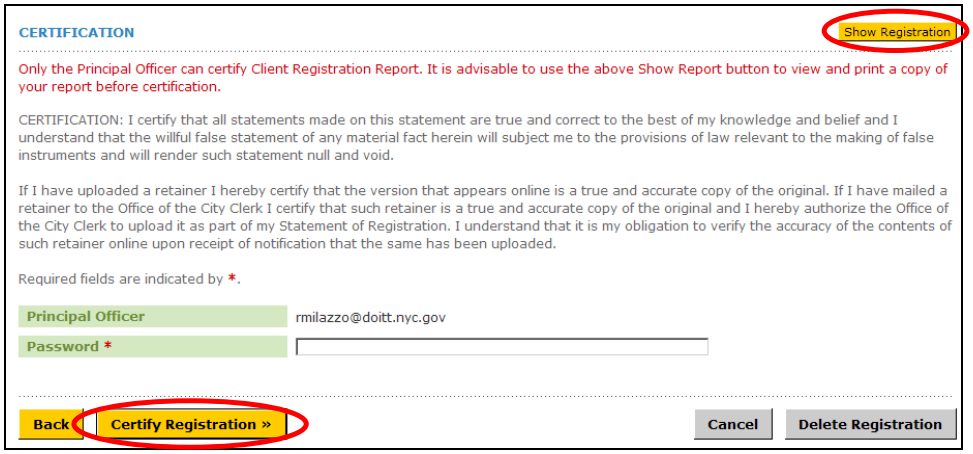
Other options available on this screen:

- To return to the “Lobbying Activity” screen, click the “Back” button.
- To save changes and return to the “Client Home” page, click the “Cancel” button.
- To delete the registration, click the “Delete Registration” button. A window appears, asking you to confirm the deletion. Click the “OK” button to confirm deletion of the registration and return to the “Client Home” page, or click the “Cancel” button to keep the registration.

Certification

You may continue to edit a registration until it has been certified. Only the Principal Officer is allowed to certify a Statement of Registration.

Before certifying a Statement of Registration, it is advisable to view and print a copy of your report. Click the yellow "Show Registration" button to view a printer-friendly .html version, which can be printed. For security, be sure to retrieve it from the printer immediately. After viewing the report, click the "Hide Registration" button to hide it.



To complete a Statement of Registration, the Principal Officer must certify it:

- Scroll down to the "Certification" section (shown above), read the statement, and enter your *Password.**
- To finalize and submit the Statement of Registration, click the "Certify Registration" button. The "Client Home" page will appear.

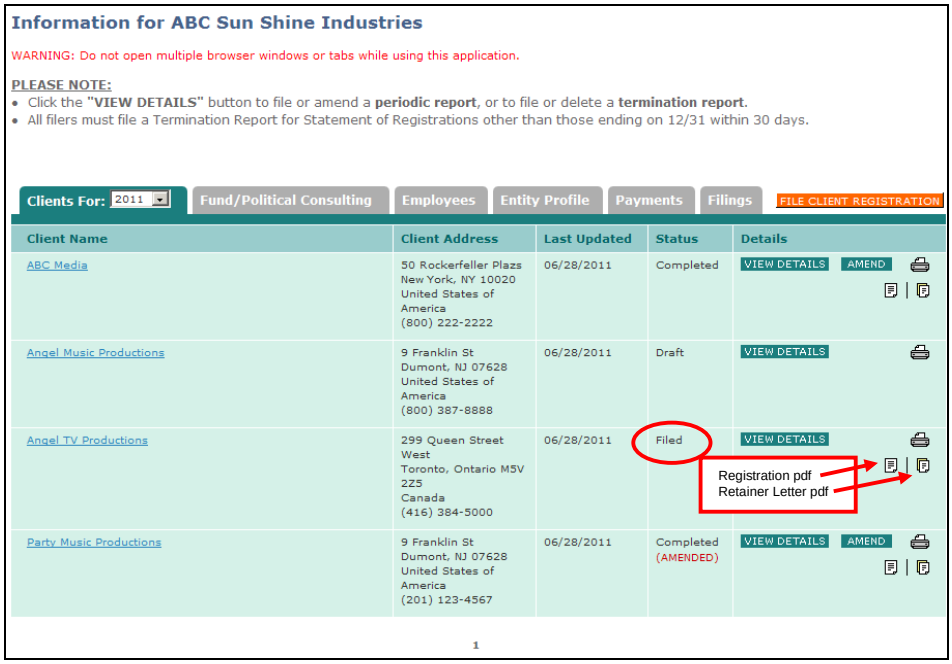
Other options available on this screen:

- To return to the "Lobbying Activity" screen, click the "Back" button.
- To save your changes, and return to the "Client Home" page, click the "Cancel" button.
- To delete the registration, click the "Delete Registration" button. A pop-up window will appear asking you to confirm the deletion. Click the "OK" button to confirm deletion of the registration and return to the "Client Home" page, or click the "Cancel" button to keep the registration.

Client Registration Status

After Certification, the Client Registration Status will be updated to "Filed." After the City Clerk records the receipt of the appropriate payment and required documents, the Client Registration Status will be updated to "Completed" on the e-Lobbyist system. Amendments for a Client Registration cannot be processed until the Status shows "Completed."

This illustration shows the “Client Home” page, displaying registrations with various statuses.



To view the pdf file for a registration or an uploaded authorization/retainer letter, locate the desired registration, and in the “Details” column: click the Single Letter icon on the left for a registration; or click the Double Letter icon on the right for an uploaded authorization/retainer letter.

Receipts and Confirmations via e-Mail

Upon the successful certification of a Statement of Registration, the Principal Officer and Designees will automatically receive via e-mail, the following confirmations:

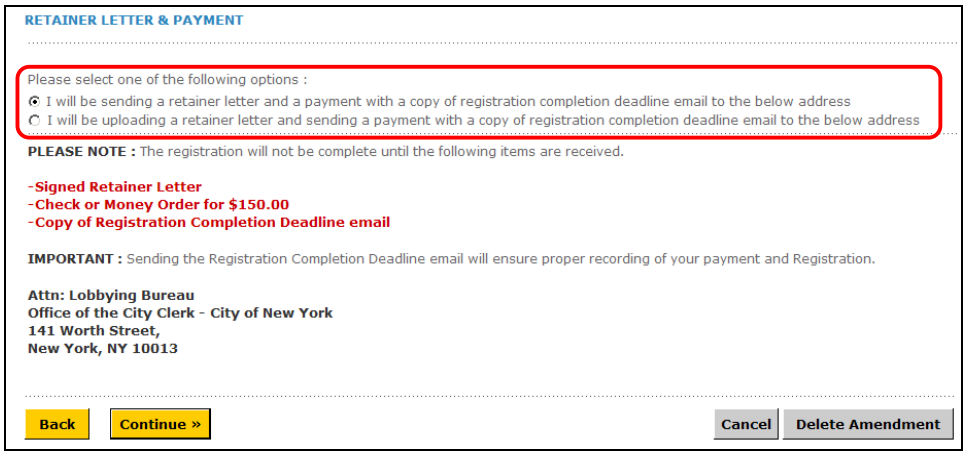
- All filers receive a receipt for the submission of the Statement of Registration is entitled the “Registration Completion Deadline” e-mail. This e-mail includes instructions about: sending the filing fee payment to the City Clerk, sending an authorization or retainer letter to the City Clerk (if not uploaded), Grace Period deadlines, extensions, late fees, and consequences of incomplete Statements of Registration. **NOTE: A copy of the “Registration Completion Deadline” e-mail must be sent to the City Clerk’s Office with the filing fee and an authorization letter or retainer (if not uploaded).**
- All filers receive a confirmation for the Lobbyist’s successfully uploaded authorization letter or retainer entitled the “Uploaded Authorization/Retainer” e-mail. This e-mail is received once the registration is certified by the Principal Officer after uploading the Authorization Letter or Retainer themselves. If the Authorization Letter or Retainer Letter is sent or mailed to the City Clerk’s Office, this “Uploaded

Authorization/Retainer" e-mail is received once the City Clerk's Office successfully uploads the Authorization Letter or Retainer.

- Each Co-Lobbyist added to a Statement of Registration, receives a reminder notification to file a Statement of Registration for the Primary Lobbyist's Client.

Sending/Mailing a Payment

Depending upon which option was selected previously on the "Retainer Letter & Payment" screen, the City Clerk's Office requires: a Payment, a copy of the "Registration Completion Deadline" e-mail, and an Authorization Letter or Retainer Letter (if it was not uploaded by the Lobbyist).



NOTE: Filing fees are automatically assessed upon the submission of the Statement of Registration. The filing fee payment must be received by the City Clerk's Office within 14 calendar days.

If the "I will be sending an authorization/retainer letter…" option was selected, the following must be sent or mailed to the City Clerk's Office address shown on the "Retainer Letter & Payment" screen:

- an Authorization or Retainer Letter signed by the Principal Officer.
- a Check or Money Order ($150.00 for the first and $50 for each additional registration).
- a copy of the "Registration Completion Deadline" e-mail.

If the "I will be uploading an authorization/retainer letter…" option was selected, the following must be sent or mailed to the City Clerk's Office address shown on the "Retainer Letter & Payment" screen:

- a Check or Money Order ($150.00 for the first and $50 for each additional registration).
- a "Copy of the Registration Completion Deadline" e-mail.

Completed Registrations

After the City Clerk's Office receives the Lobbyist's copy of the "Registration Completion Deadline" e-mail and filing fee payment, the Clerk Manager enters the payment receipt date into the e-Lobbyist system. If the Authorization or Retainer Letter was sent (not uploaded) by the Lobbyist, it is uploaded by the City Clerk's Office.

The Lobbyist Principal Officer and Designees will automatically receive a "Lobbyist Statement of Registration Completion Deadline" e-mail for the specified Client, when the City Clerk's Office enters the payment receipt date for the Registration. The Principal Officer and Designee of each Co-Lobbyist added to a Statement of Registration, will automatically receive a reminder notification e-mail to file their own Statement of Registration for the Primary Lobbyist's Client. The Lobbyist Principal Officer and Designees will automatically receive an "Uploaded Authorization/Retainer" e-mail confirmation, when an Authorization or Retainer Letter is uploaded by the City Clerk's Office. **NOTE: For Lobbyist-uploaded authorization letters or retainers, the "Uploaded Authorization/Retainer" e-mail confirmation is received by the Principal Officer and Designees when the Principal Officer certifies the registration.**

The Client Registration Status will be updated to "Completed" on the e-Lobbyist system. Only "Completed" Client Registrations can be amended.

Grace Periods & Incomplete Registrations

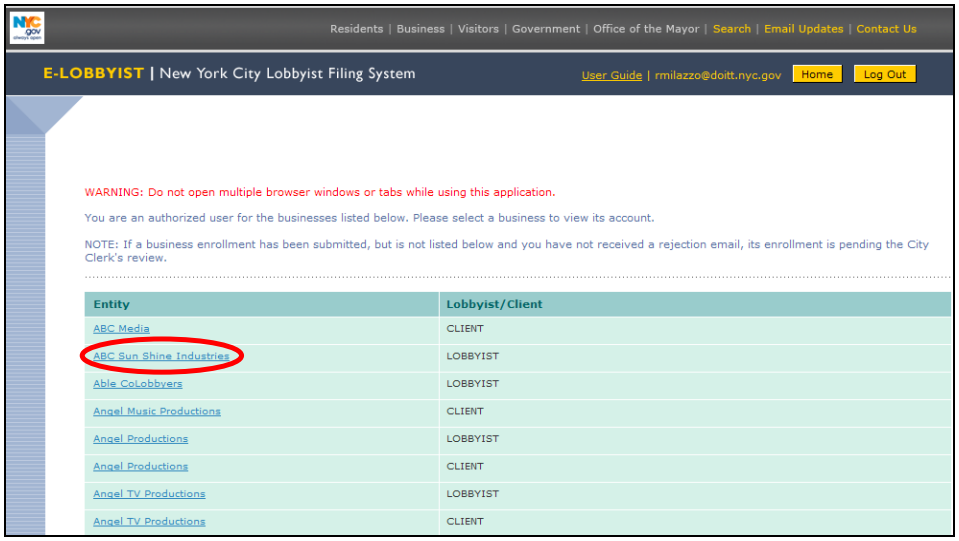
Lobbyists have a 14-day Grace Period to send the retainer letter, filing fee, and a copy of the registration submission e-mail to the City Clerk's Office:

- 14 days from the day after the Filing Period of the Statement of Registration, when it is filed prior to or on January 15, or
- 14 days from the submission date, when filed after January 15.

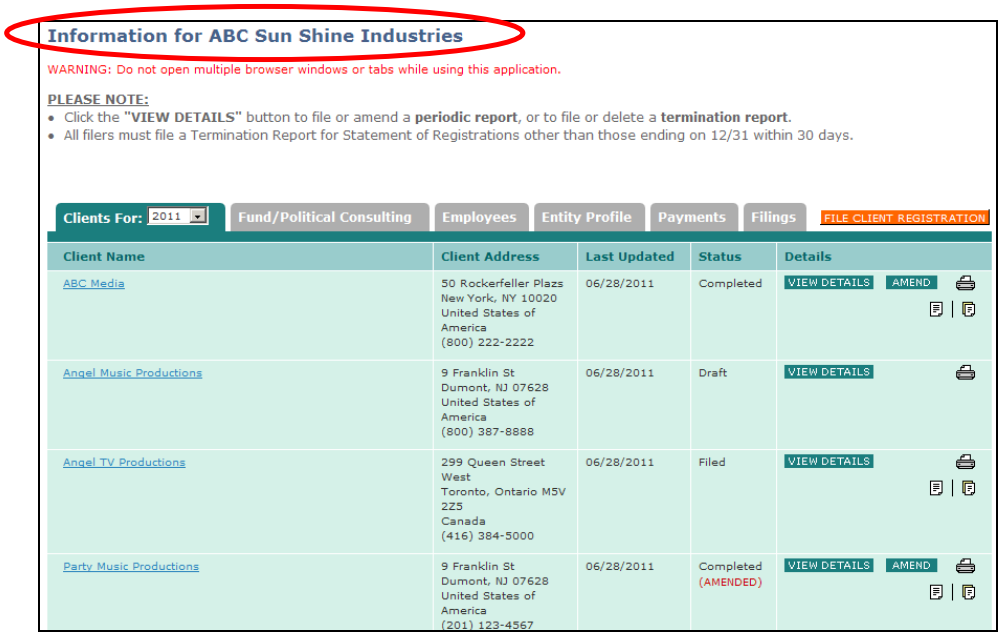
After the end of the Grace Period, if the Statement of Registration is not complete, late fees will start to be assessed from the **due date** of the Statement of Registration (not the end of the Grace Period). If a total of 28 days passes without the retainer letter and filing fee being received, the Statement of Registration will become incomplete and considered not filed. Incomplete Statements of Registration cannot be resubmitted for filing by users.

Viewing/Editing Statement of Registration Details

Upon logging into the e-Lobbyist system, the "Home" page displays a list of all enrolled Lobbyists and Clients for which you are a Principal Officer or Designee.

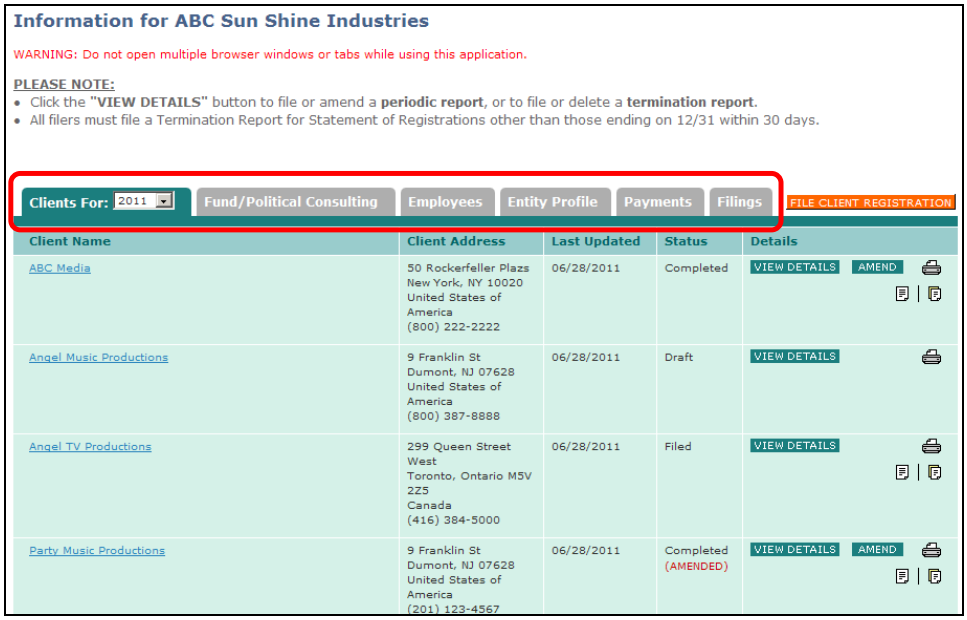


To view a specific Lobbyist's list of registered Clients, click the entity's name. The "Client Home" page will appear.



If there are more than 20 Clients for the selected entity, you can use the "Previous Page" and "Next Page" links at the bottom of the screen to browse additional pages.

From the "Client Home" page, you can browse the list of registered Clients on the "Client" tab, or you can navigate to the "Fund/Political Consulting," "Employees," "Entity Profile," "Payments," and "Filings" tabs.

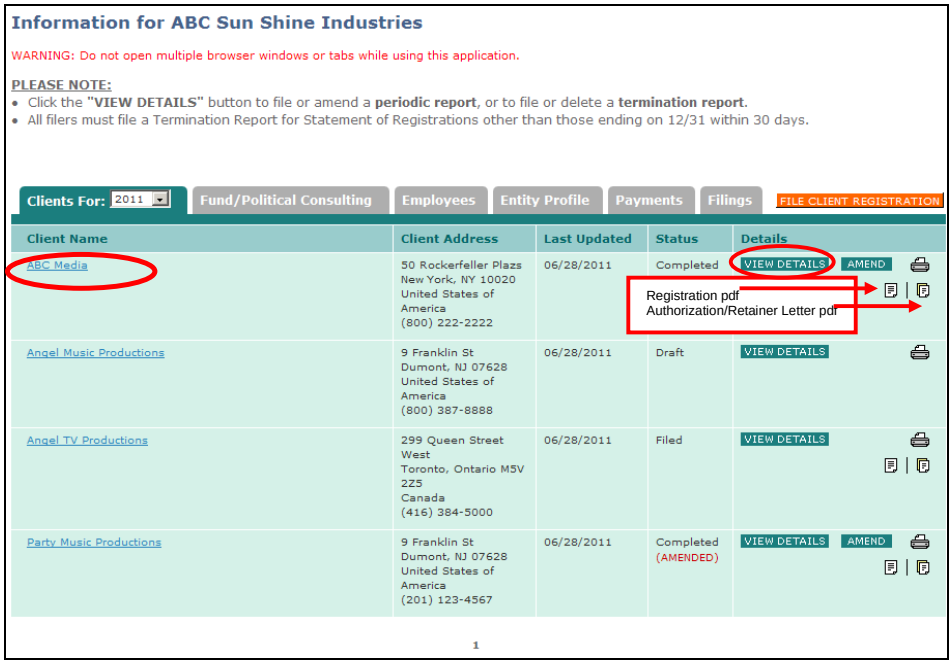


Viewing Client List by Year

As the default, the "Client" tab lists Statements of Registration for all statuses in the current year. To view a list for a different year, select the desired year from the drop-down menu. The corresponding year's list will appear.

Viewing/Editing Statements of Registration

A list of Clients registered to a specific Lobbyist appears on the "Client" tab.



The following Statement of Registration information can be viewed from the "Client" tab:

- *Client Name* – Click the desired Client's name link in the "Client Name" column, to view the Statement of Registration.
- *Client Address*
- *Last Updated* – The date that the last status was applied to the Statement of Registration.
- *Status* – The submission process step for this Statement of Registration: Draft, filed, completed, incomplete, draft (amended), filed (amended), or completed (amended).
- *Details* – Click the "View Details" button to view the Client Periodic Reports and Termination Reports. For Client Registrations with a Status of "Completed" or "Filed," view the Client Registration pdf by clicking the Single Letter icon on the left, or view the Authorization or Retainer Letter pdf by clicking the Double Letter icon on the right.

If a Statement of Registration's Status is "Draft," it has not yet been certified and is available for editing. To view or edit a particular Statement of Registration in "Draft" status, click the corresponding "Client Name" on the "Client" tab. The "Client Registration" screens will display open editable fields and the Authorization Letter or Retainer Letter (if it was uploaded by the Lobbyist). As long as the Client Registration is in "Draft" status, you will be able to change any Co-Lobbyist activity information and delete its uploaded authorization letter or retainer. After deleting the uploaded document, you can select the option to send/mail the authorization or retainer letter, or you can select the option to upload a new authorization or retainer letter.

Viewing a Statement of Registration pdf

A certified Statement of Registration has a Status of “Filed” or “Completed.” Only certified Registrations, display the “Registration” pdf icon. Only certified Registrations that have an uploaded authorization or retainer letter, display the “Retainer” pdf icon.

To view a copy of the Registration, click the “Registration” pdf Single Letter icon on the left. The Registration document will display in a pdf window, which can be printed or copied to your computer.

Viewing an Authorization/Retainer Letter pdf

The “Registration” and “Authorization/Retainer” pdf icons are visible for certified Registrations on the “Client Home” page.

To view a copy of the uploaded Authorization or Retainer Letter for a Statement of Registration, click the “Authorization/Retainer” pdf Double Letter icon on the right. The uploaded Authorization/Retainer Letter document will display in a pdf window, which can be printed or copied to your computer. Only the latest uploaded version of the Authorization/Retainer Letter will be viewable for the latest status of Registration.

Amending Statements of Registration

If a Statement of Registration has been certified, its status will be “Filed” or “Completed,” and the “Client Registration” screens will display in read-only mode. A Registration in “Filed” status cannot be amended, as it is pending the City Clerk Office’s processing of the filing fee payment and authorization/retainer letter documents. A Registration in “Completed” status can be amended, as it has been processed by the City Clerk’s Office.

To amend a certified Registration with a "Completed" status, click the "Amend" button next to the desired Client on the "Client" tab. To continue amending a Registration with "Draft (Amended)" status, click the Client Name link. The fields of the registration are open for editing.

Reporting Period

Reporting Period may only be changed by filing an Amended Statement of Registration. The month and day of the Start and End Dates can be amended; however, the year cannot. The End Date must be equal to or greater than the Start Date.

NOTE: If you amend a Statement of Registration filed prior to the introduction of Start and End Dates, you will be required to enter the start and end dates of the authorization letter or retainer letter agreement.

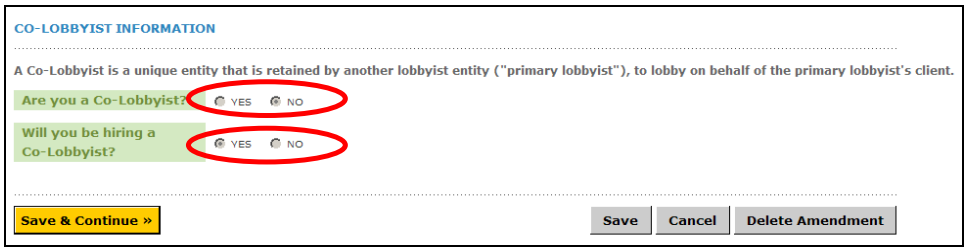
NOTE: The year during which the original Statement of Registration was "Completed" cannot be changed when amending a Statement of Registration.

Client Information

Client Information may only be changed by filing an Amended Statement of Registration. The open fields are available for editing.

Co-Lobbyist Information

Co-Lobbyist Information includes two Co-Lobbyist Activity questions to identify the Lobbyist filer's role in this Statement of Registration.



"Are you a Co-Lobbyist?" Question:

The responses to the *"Are you a Co-Lobbyist?"* question are described below.

NOTE: The "Yes" or "No" response originally selected for this question is set to read only and cannot be changed when amending a Statement of Registration.

- The "Yes" radio button selection indicates that the filer is a Co-Lobbyist; therefore, the system does not display the *"Will you be hiring a Co-Lobbyist?"* question.

- The "No" radio button selection indicates that the filer is a type of Lobbyist; therefore, the system displays the *"Will you be hiring a Co-Lobbyist?"* question. The filer may be:
  - a Lobbyist (not retaining Co-Lobbyists for this Client),
  - a Primary Lobbyist (that retains Co-Lobbyists for this Client),
  - a Lobbyist/Client (an entity that is lobbying on its own behalf),

"Will you be hiring a Co-Lobbyist?" Question:

The possible responses to the *"Will you be hiring a Co-Lobbyist?"* question are described below.

NOTE: A "Yes" response originally selected for this question is set to read only and cannot be changed when amending a Statement of Registration.

NOTE: For Lobbyist/Clients (an entity that is lobbying on its own behalf), the response to this question automatically defaults to "No," is set to read only, and cannot be amended.

- The "Yes" radio button selection indicates that the filer is a Primary Lobbyist that is retaining Co-Lobbyists for this Client,

- The "No" radio button selection indicates that the filer may be a Lobbyist that is not retaining Co-Lobbyists for this Client:
  - a Lobbyist (not retaining Co-Lobbyists for this Client),
  - a Lobbyist/Client (an entity that is lobbying on its own behalf).

NOTE: A "No" response originally selected for this question can only be changed to a "Yes" by a Lobbyist filer. Selecting the "Yes" radio button indicates that the filer has changed his role to that of a Primary Lobbyist retaining Co-Lobbyists to lobby on behalf of this Client. Once the Amendment is certified, a "Yes" response is set to read only and cannot be amended in the future.

After you have entered the Reporting Period, Client, and Co-Lobbyist Information, select how you would like to proceed:

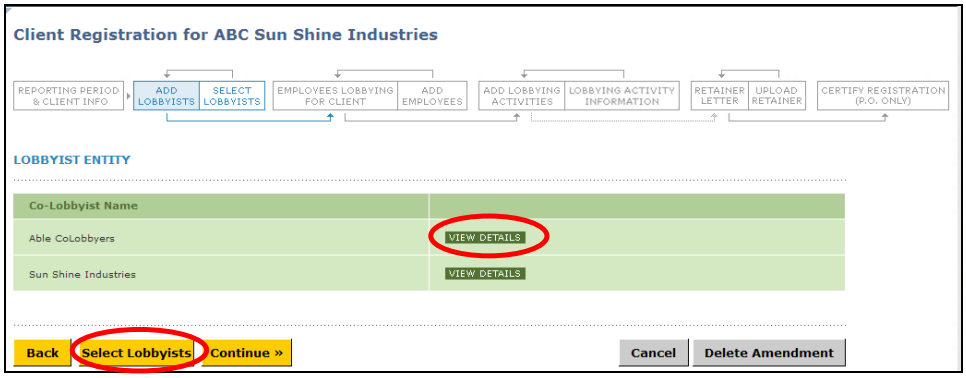
- To continue to the next page, click the "Save & Continue" button.
- To save and refresh the page, click the "Save" button.
- To lose your changes, and return to the "Client Home" page, click the "Cancel" button.
- To delete the amendment, click the "Delete Amendment" button. A pop-up window will appear asking you to confirm the deletion. Click the "OK" button to confirm and proceed to the "Client Home" page, or click the "Cancel" button to escape.

Amending Other Lobbyists

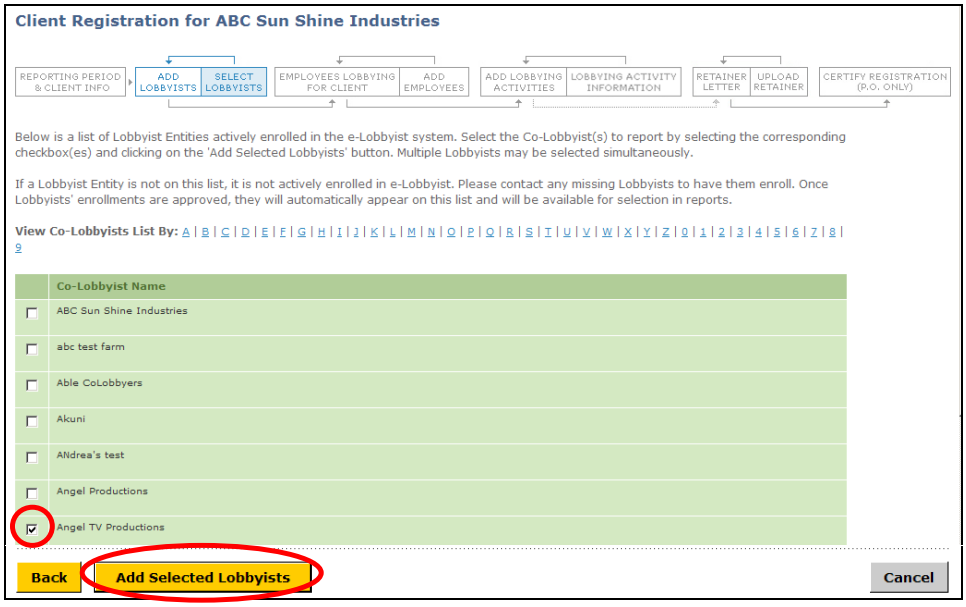
The Lobbyist Entity screen displays other active lobbyists added to the Client Registration by Primary Lobbyist or Co-Lobbyist filers. Others proceed to "**Amending Employees**."

Primary Lobbyist Filer Amending Co-Lobbyists:

On the Lobbyist Entity screen, the Primary Lobbyist filer can view; but not remove current Co-Lobbyists. Click the "Select Lobbyists" button to select additional Co-Lobbyists newly retained to lobby on the Client's behalf.



The Select Lobbyists screen displays a list of lobbyists currently enrolled in the e-Lobbyist system. On the Select Lobbyists screen, check the box(es) next to the new Co-Lobbyist(s) and click the "Add Selected Lobbyists' button to add the Co-Lobbyists to the report.



NOTE: Primary Lobbyist filers may add up to 20 Co-Lobbyists to a registration. After selecting from the list, an error message is displayed, if a Primary Lobbyist selects itself, a Co-Lobbyist already appearing on the list, or a Lobbyist/Client that is the current Client on the registration. While the amendment is in "Draft" status (not certified), the new Co-Lobbyists may be added to the list and removed from the list. After certification, no Co-Lobbyists may be removed from the amended registration.

The newly added Co-Lobbyists display in the list along with the original Co-Lobbyists, and all Co-Lobbyist's contact information appears in the certification view of the amended report.

To view a lobbyist's contact information, click the “View Details” button. To remove a new Co-Lobbyist while the amendment is in “Draft” status (not certified), click the “Remove” button.

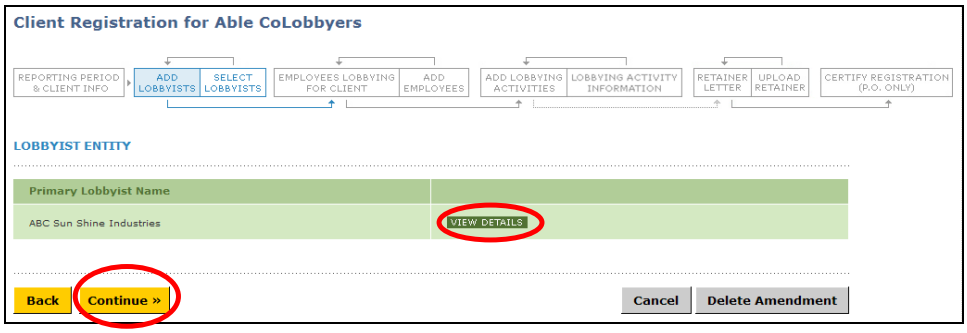
At any time, you may select what you would like to do:

- To return to the previous page, click the “Back” button.
- To select an additional new co-lobbyist from the list, click the “Select Lobbyists” button.
- To save additions and return to the “Client Home” page, click the “Cancel” button.
- To delete the amendment and return to the “Client Home” page, click the “Delete Amendment” button. A pop-up window will appear asking you to confirm the deletion. Click the “OK” button to confirm, or click the “Cancel” button to escape.

As a Primary Lobbyist filer, complete the above process for all new Co-Lobbyists that you need to add to the amended registration. When you have returned to the “Lobbyist Entity” screen, click the “Continue” button to save the Co-Lobbyists. Proceed to the “**Amending Employees**” section.

Co-Lobbyist Filer Amending a Primary Lobbyist:

On the Lobbyist Entity screen, the Co-Lobbyist filer can view; but not add or remove a Primary Lobbyist that is retaining them to lobby on the Client’s behalf.

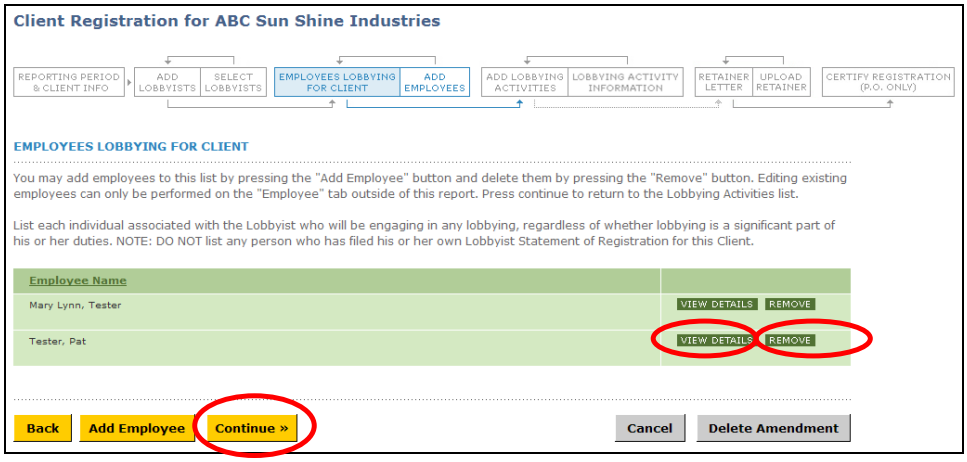


To view a Primary Lobbyist's contact information, click the “View Details” button. Click the “Continue” button to amend Employees. At any time, you may select these other options:

- To return to the previous page, click the “Back” button.
- To return to the “Client Home” page, click the “Cancel” button.
- To delete the amendment and return to the “Client Home” page, click the “Delete Amendment” button. A pop-up window will appear asking you to confirm the deletion. Click the “OK” button to confirm, or click the “Cancel” button to escape.

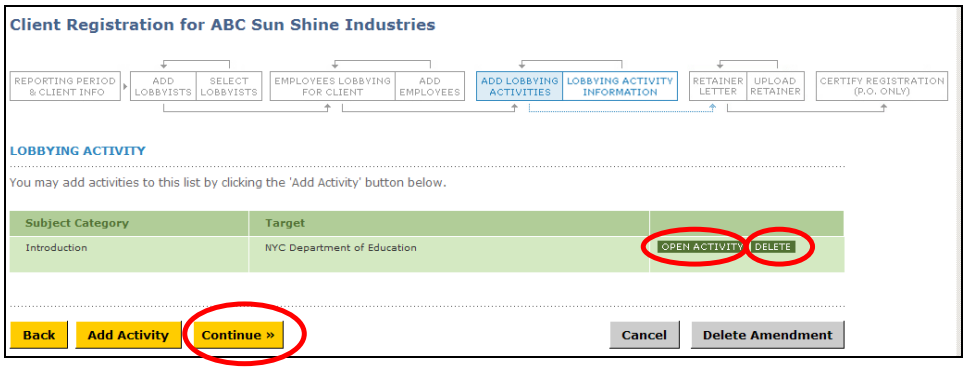
Amending Employees

After editing the Reporting Period, Client Information, and Co-Lobbyist Activity (where applicable), you arrive at the “Employees Lobbying for Client” page, where you have the option to view, add, or remove employees. Click the “Continue” button to view or amend the activities.



Amending Lobbying Activity

The “Lobbying Activity” screen provides the option to view, edit, add, and delete activities, along with their targets, subjects and contacts. Click “Continue” for the “Retainer Letter” screen.



Retainer Letter Without Changes

The "Retainer Letter" screen provides the option to change the authorization or retainer letter.

The system defaults to the option: "There has been no change to the retainer." If no amendments to the Authorization or Retainer Letter are needed, click this radio button or leave it selected.

NOTE: Uploading an Authorization Letter or Retainer is required when amending a Registration that was filed prior to the implementation of the Retainer Upload function: January 2012 for Lobbyist/Clients, and August 2010 for all other Lobbyist entities.

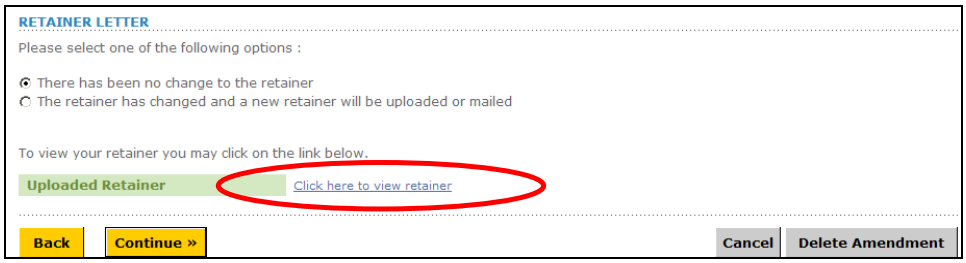
The next step in amending a registration with no changes to the authorization or retainer letter is to Certify the Amended Registration. Designees can save the Amended Registration; but only the Principal Officer can click the "Continue" button to Certify it. The "Certification" page will appear. Skip to the "**Certifying Amended Statements of Registration**" section, below.

Other options available on this screen:

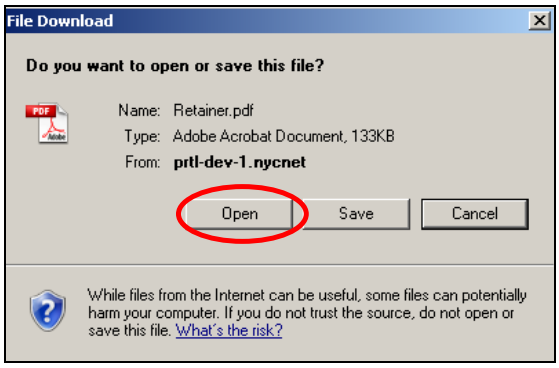
- To return to the "Lobbying Activity" page, click the "Back" button.
- To save the amendment and return to the "Client Home" page, click "Cancel."
- To delete this amendment to the registration, click the "Delete Amendment" button. A window appears, asking you to confirm the deletion. Click "OK" to delete the amendment and return to the "Client Home" page, or click "Cancel" to keep it.

Viewing an Uploaded Retainer Letter

The "Retainer Letter" screen allows you to view an already uploaded authorization or retainer letter.



Click the "Click here to view retainer" link. A "File Download" window displays.



Select the desired option on the "File Download" window:

- To view the Authorization or Retainer Letter, click the "Open" button. The Authorization or Retainer Letter pdf file displays in a separate window, from which the document can be printed or saved to your computer.
- To copy the Authorization or Retainer Letter to your computer's local or network drive, click the "Save" button. A "Save As" window displays. Locate the desired destination for the pdf file, and click the "Save" button. Or you can click the "Cancel" button to return to the "Retainer Letter & Payment" screen without copying the pdf file.
- To return to the "Retainer Letter" screen without viewing the Authorization or Retainer Letter, click the "Cancel" button.

Close the Authorization or Retainer Letter pdf window to return to the "Retainer Letter" screen.

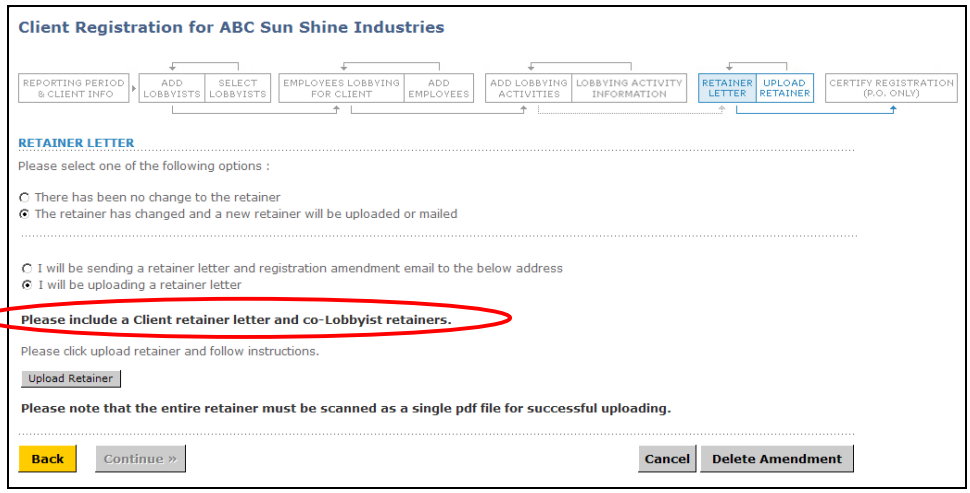
Amending a Retainer Letter

The "Retainer Letter" screen includes options to select that "There has been no change to the retainer" or that "The retainer has changed and a new retainer will be uploaded or mailed." If the authorization or retainer letter has changed, this screen presents additional options for the filer to select sending/mailing the authorization/retainer letter or uploading the authorization/retainer letter (the default).

Also, the "Retainer Letter" screen contains specific instructions for the contents of the document submitted, which vary depending upon the type of filer: Lobbyist, Primary Lobbyist, Co-Lobbyist, or Lobbyist/Client.

NOTE: If an Authorization or Retainer Letter was uploaded by either the Lobbyist or the City Clerk's Office on the most recent Statement of Registration, the e-Lobbyist system will present the two options displayed in the figure below: "There has been no change to the retainer," and "The retainer has changed and a new retainer will be uploaded or mailed." However, if a document was never uploaded for the most recent Registration, the e-Lobbyist system will require an Authorization Letter or Retainer to be uploaded for an Amended Registration by either the Lobbyist or the City Clerk's Office. Uploading an Authorization Letter or Retainer is also required when amending a Registration filed prior to the introduction of the Retainer Upload function.

The “Retainer Letter” sample screen below is for a Primary Lobbyist filer. It shows both the “retainer has changed” option, and the “uploading a retainer” option selected.



Depending upon which type of Lobbyist files the registration amendment, the submission must include the documents specified by the instructions on the “Retainer Letter” screen:

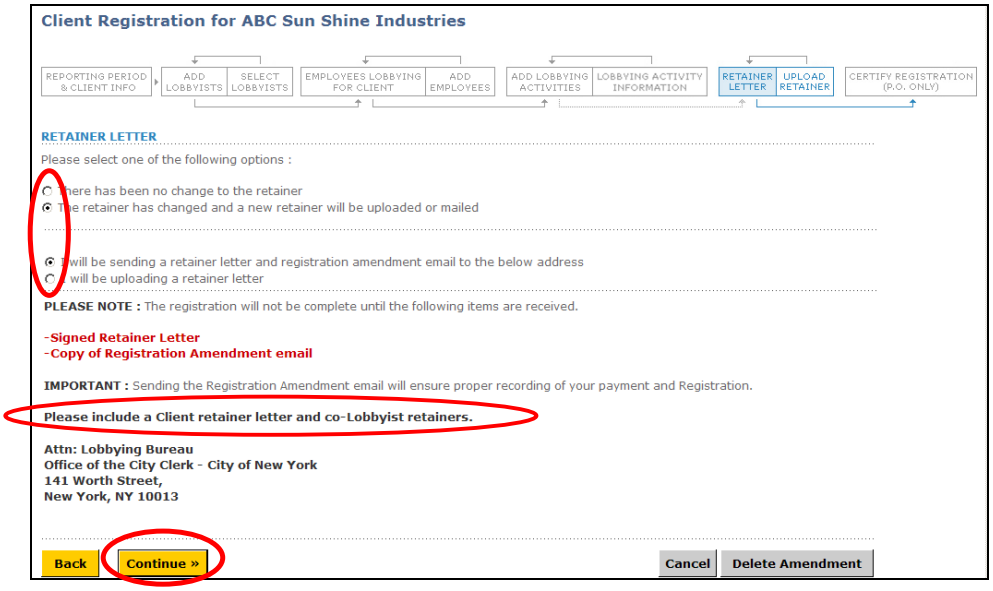
- Lobbyist filers provide their Client retainer.
- Lobbyist/Client filers that are registering themselves provide an authorization letter.
- Primary Lobbyist filers that hire Co-Lobbyists, provide their Client retainer letter and the appropriate Co-Lobbyist retainer(s).
- Co-Lobbyist filers provide their Client designation letter and their Primary Lobbyist retainer.

Note: Lobbyist/Client filers can click the following Office of the City Clerk web site link for a sample Authorization Letter: http://www.cityclerk.nyc.gov/html/lobbying/forms.shtml.

Sending/Mailing an Amended Retainer

To amend the authorization letter or retainer, click the radio button option: “The retainer has changed and a new retainer will be uploaded or mailed.” The screen refreshes, displaying an option to send or upload the amended authorization letter or retainer. To send the authorization letter or retainer, click the radio button option: “I will be sending a retainer letter and registration amendment e-mail to the below address.”

The “Retainer Letter” sample screen below is for a Primary Lobbyist filer. It shows both the “retainer has changed” option, and the “sending a retainer” option selected.



The retainer provided must include the documents specified by the instructions on the "Retainer Letter" screen, depending on the type of filer:

- Lobbyist filers provide their Client retainer.
- Lobbyist/Client filers that are registering themselves provide an authorization letter.
- Primary Lobbyist filers that hire Co-Lobbyists, provide their Client retainer letter and the appropriate Co-Lobbyist retainer(s).
- Co-Lobbyist filers provide their Client designation letter and Primary Lobbyist retainer.

The next step for an Amended Registration with a mailed Authorization Letter or Retainer is Certification by the Principal Officer. A Designee can save the Amended Registration and return to the "Client Home" page. The Principal Officer opens the Certification page by clicking the "Continue" button. Skip to the "**Certifying Amended Statements of Registration**" section, below.

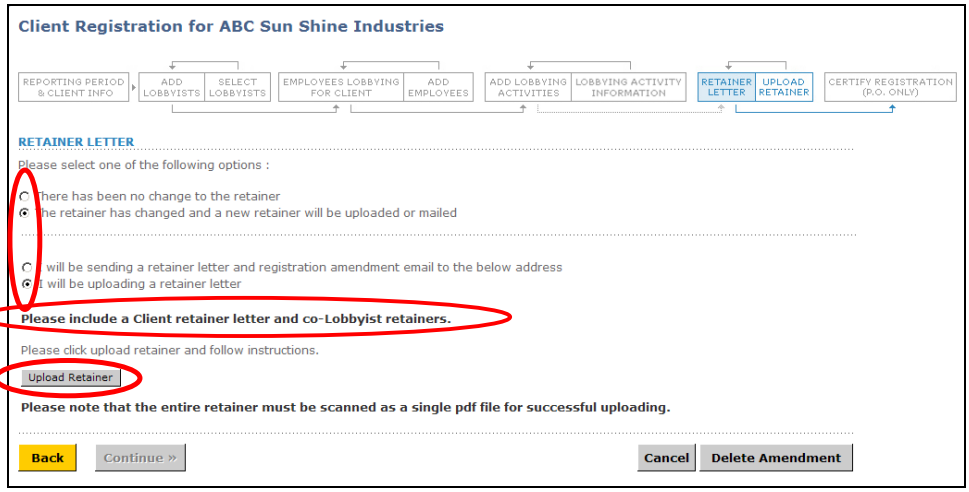
Other options available on this screen:

- To return to the "Lobbying Activity" screen, click the "Back" button.
- To save changes and return to the "Client Home" page, click the "Cancel" button.
- To delete this amendment to the registration, click the "Delete Amendment" button. A window appears, asking you to confirm the deletion. Click the "OK" button to delete the amendment and return to the "Client Home" page, or click the "Cancel" button to keep it.

Uploading an Amended Retainer

To amend the authorization or retainer letter, click the radio button option: "The retainer has changed and a new retainer will be uploaded or mailed." The screen refreshes, displaying the options to send or upload the amended authorization or retainer. To upload a new authorization or retainer letter, click the "Upload Retainer" button. The "Upload Retainer" screen displays. Follow the steps in the "**Uploading a Retainer Letter**" section, above.

The "Retainer Letter" sample screen below is for a Primary Lobbyist filer. It shows both the "retainer has changed" option, and the "uploading a retainer" option selected.



The retainer provided must include the documents specified by the instructions on the "Retainer Letter" screen, depending on the type of filer:

- Lobbyist filers provide their Client retainer.
- Lobbyist/Client filers that are registering themselves provide an authorization letter.
- Primary Lobbyist filers that hire Co-Lobbyists, provide their Client retainer letter and the appropriate Co-Lobbyist retainer(s).
- Co-Lobbyist filers provide their Client designation letter and Primary Lobbyist retainer.

Certification by the Principal Officer is the next step for an Amended Registration with a successfully uploaded Authorization Letter or Retainer. A Designee can save the Amended Registration and return to the "Client Home" page. The Principal Officer opens the "Certification" page by clicking the "Continue" button. Skip to the "**Certifying Amended Statements of Registration**" section, below.

Other options available on this screen:

- To return to the "Lobbying Activity" page, click the "Back" button.
- To save changes and return to the "Client Home" page, click the "Cancel" button.

- To delete this amendment to the registration, click the "Delete Amendment" button. A window appears, asking you to confirm the deletion. Click "OK" to confirm deletion and return to the "Client Home" page, or click "Cancel" to keep the amendment.

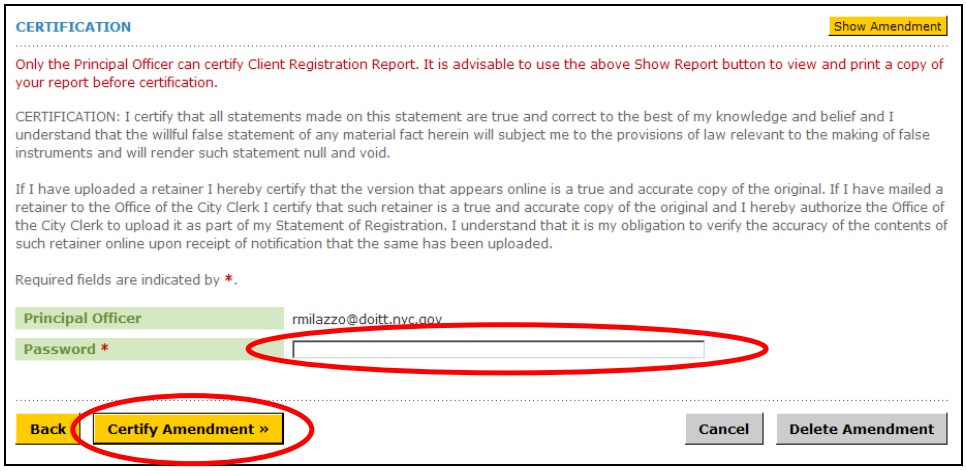
Amendments in Draft Status

When edits are saved before certifying the Amended Registration, the "Client" tab screen displays the "Draft (Amended)" status for the Client's Statement of Registration. An Amended Registration can continue being edited and saved until the Principal Officer certifies it.

Certifying Amended Statements of Registration

Amended Registrations do not require filing payments, or the uploading/mailing of an authorization or retainer letter, unless: the authorization or retainer letter itself has been amended, or the most recent Registration is missing an uploaded authorization or retainer letter. **NOTE: All registrations filed prior to the implementation of the retainer upload function in August 2010 (January 2012 for Lobbyist/Clients), are missing uploaded authorization or retainer letters. As amendments are made, the e-Lobbyist system requires the upload of an authorization or retainer letter by either the Lobbyist themselves, or the City Clerk's Office on behalf of the Lobbyist.**

The next step in the Amendment process is for the Principal Officer to Certify the Amendment.



On the "Amendment Certification" screen, the Principal Officer enters their password and clicks the "Certify Amendment" button.

Other options available on this Amendment Certification screen:

- To return to the "Lobbying Activity" screen, click the "Back" button.
- To save changes and return to the "Client Home" page, click the "Cancel" button.
- To delete this amendment to the registration, click the "Delete Amendment" button. A window appears, asking you to confirm the deletion. Click the "OK" button to confirm deletion of the amendment and return to the "Client Home" page, or click the "Cancel" button to keep the amendment.

Completed Amendments

After Certification, the Client Registration Status on the e-Lobbyist system is updated.

The Registration Status will show:

- "Completed (Amended)" - if the "no change to the retainer" option was selected.
- "Completed (Amended)" - if the "retainer has changed" option was selected, and the Lobbyist successfully uploaded an authorization or retainer letter.
- "Filed (Amended)" - if the "retainer has changed" option was selected, and the "sending a retainer" option was selected. After the City Clerk uploads the Authorization or Retainer Letter, the Client Registration Status will be updated to "Completed (Amended)."

NOTE: Additional Amendments for a Client Registration cannot be processed until the Status shows "Completed (Amended)." Once certified, only the latest amended version of the Client Registration and the latest version of the Authorization or Retainer Letter will display.

Lobbyist Principal Officer and Designees receive the following e-mail confirmations:

- Once the Amended Registration is certified, a confirmation e-mail entitled the "Lobbyist Statement of Registration Amendment" is sent.
- Once the Amended Registration is certified, a confirmation e-mail entitled the "Uploaded Authorization/Retainer" is sent, if the pdf file was successfully uploaded by the Lobbyist.
- Once the City Clerk's Office successfully uploads an authorization letter or retainer sent by the Lobbyist, a confirmation e-mail entitled the "Uploaded Authorization/Retainer" is sent.
- Once the Amended Registration is certified, a reminder notification e-mail is received by each Co-Lobbyist added to an Amended Registration, to file a Statement of Registration for the Primary Lobbyist's Client.

Filing Termination Reports

Who Must File Termination Reports?

Clients and Lobbyist entities who terminate their retainer agreement or designation agreement with each other must also file a Termination Report within e-Lobbyist. Lobbyist refers to these entities: Lobbyist, Primary Lobbyist, Co-Lobbyist, or Lobbyist/Client (an entity that lobbies on its own behalf).

Requirements for Filing Terminations

Please note the following requirements for filing Termination Reports:

- Terminations must be filed within 30 days of the relationship termination and include the effective date of termination (not to be confused with the termination filing date).
- Late terminations are those filed anytime after 30 days from the End Date of the Statement of Registration.
- All terminations must be certified.
- Terminations must be filed by the Principal Officer.

Please review the following about Statement of Registrations:

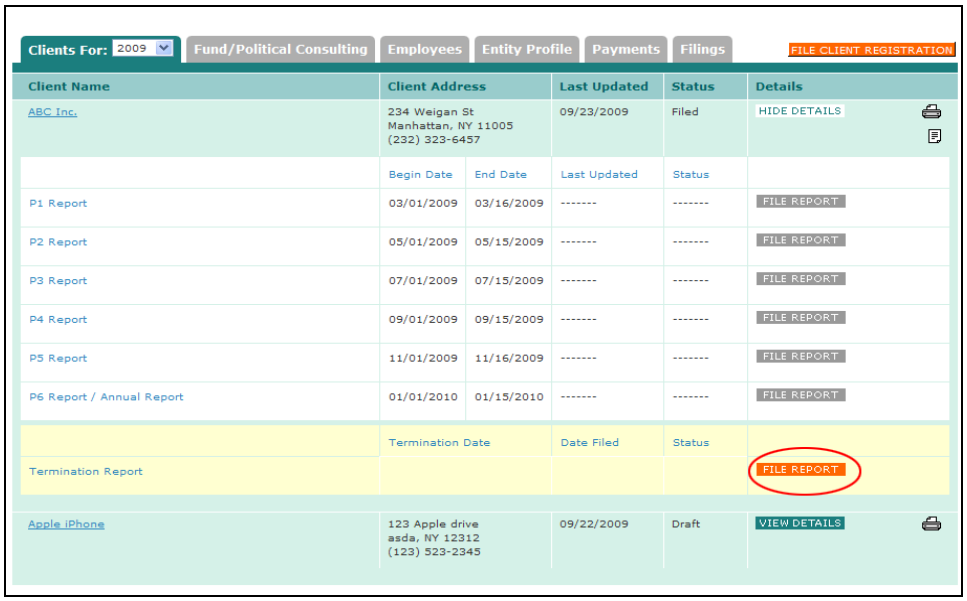
- Changes to Start and End Dates in the Statement of Registration are not allowed after filing the Termination Report. You must first delete the Termination Report (refer to the section below) in order to change the Start and End Dates in the Registration.
- Termination Reports are only available for current year and prior year registrations that do not end on 12/31.

Lobbyists Filing Termination Reports

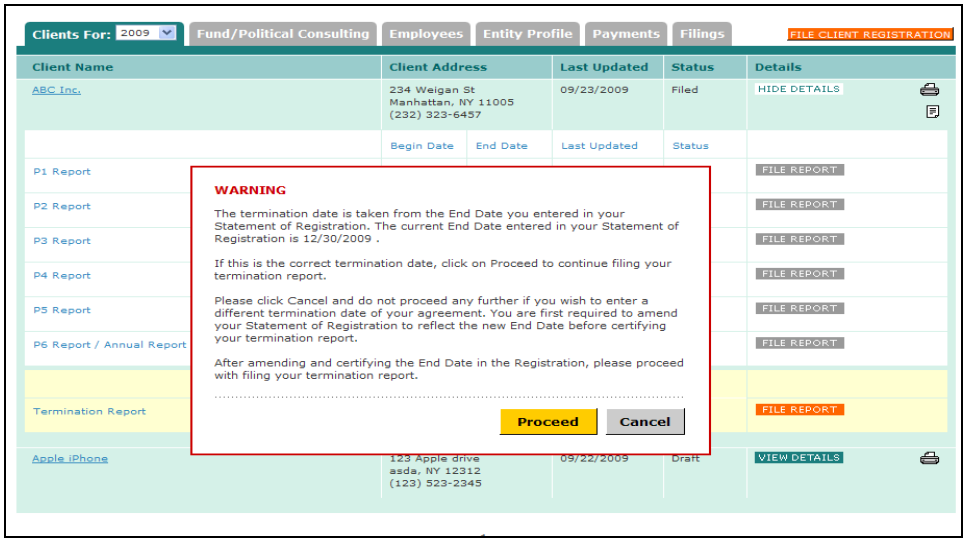
How to File a Termination Report

Log in to the system. All Clients for whom you filed a Statement of Registration are displayed under the "Clients" tab (it becomes "Clients For:" after it opens). To file a Termination Report for a Client, first click the green "View Details" button to the right of the Client name:

After the Client details appear, locate the "Termination Report" row, and then click the orange "File Report" button to the right:



The system displays the following warning:

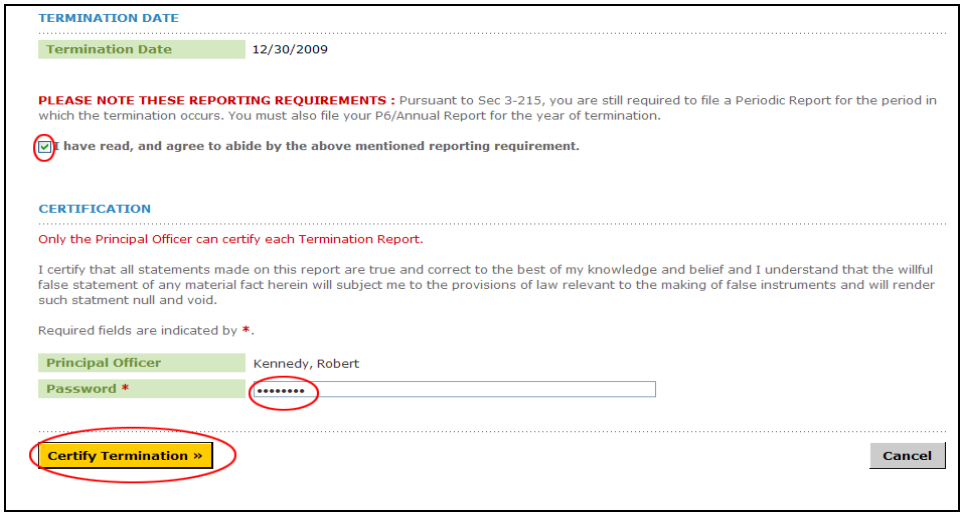


To continue, click "Proceed" and the Termination Report is displayed (refer to the graphic below) containing both you and your Client's information. **NOTE: The system adds the Termination Date with the End Date specified in the Statement of Registration. You cannot edit this date.**

Scroll down the page (graphic below) and

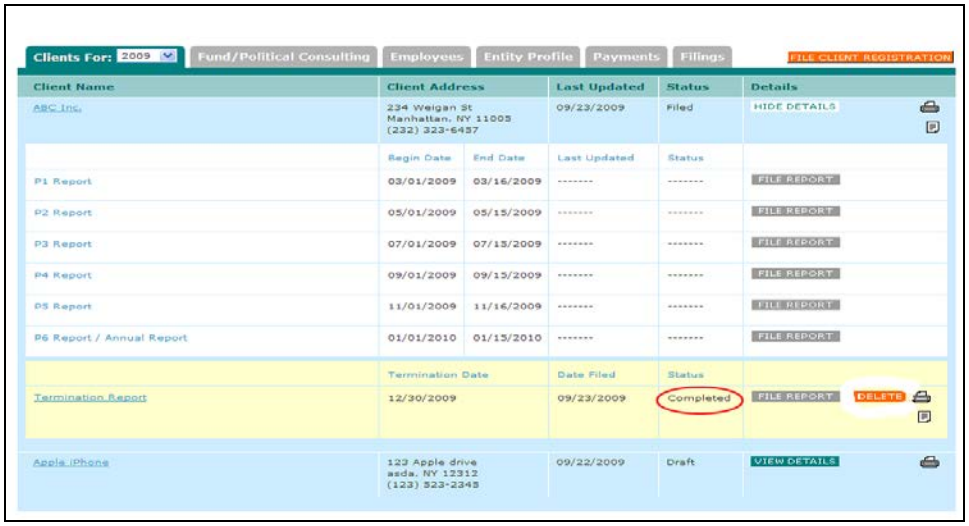
- check the box below the heading "**Termination Date**" and
- enter your password, then
- click the yellow "**Certify Termination**" button.

NOTE: You are still required to file a Periodic Report for the period in which the termination occurs. You must also file your P6/Annual Report for the year of the termination.



The status for the Termination Report changes to "Completed" and the system sends an e-mail confirmation to **both** you and your terminated Client.

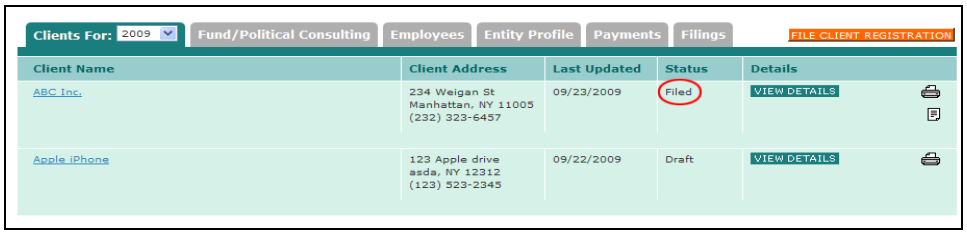
NOTE: You will not be able to make any changes to the Start and End Dates in the registration once the Termination Report is filed. You must delete this (just filed) Termination Report in order to change the Start and End Dates in the registration (refer to the section below for this procedure).



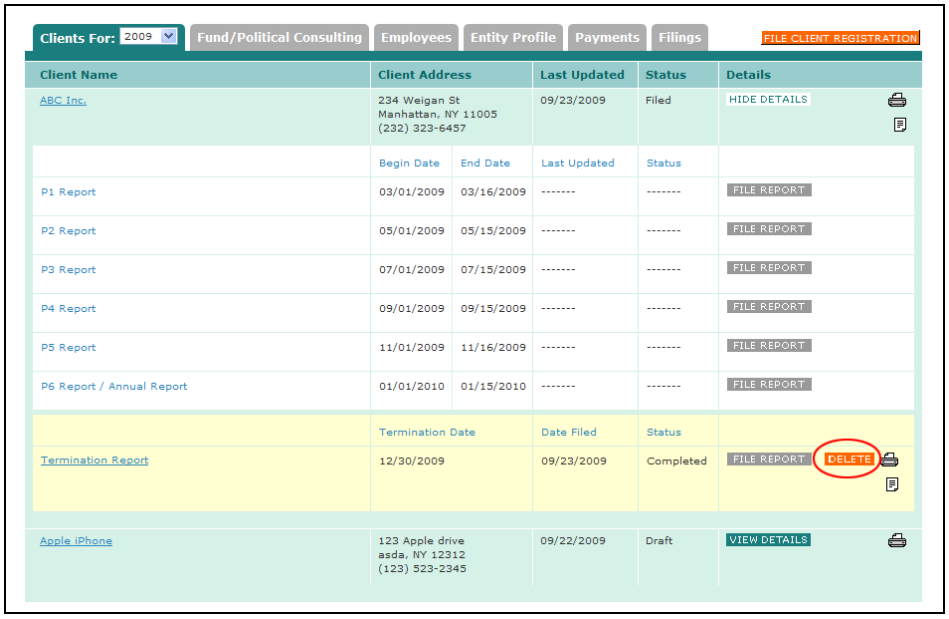
How to Delete a Filed Termination Report

You can delete a filed Termination Report at any time:

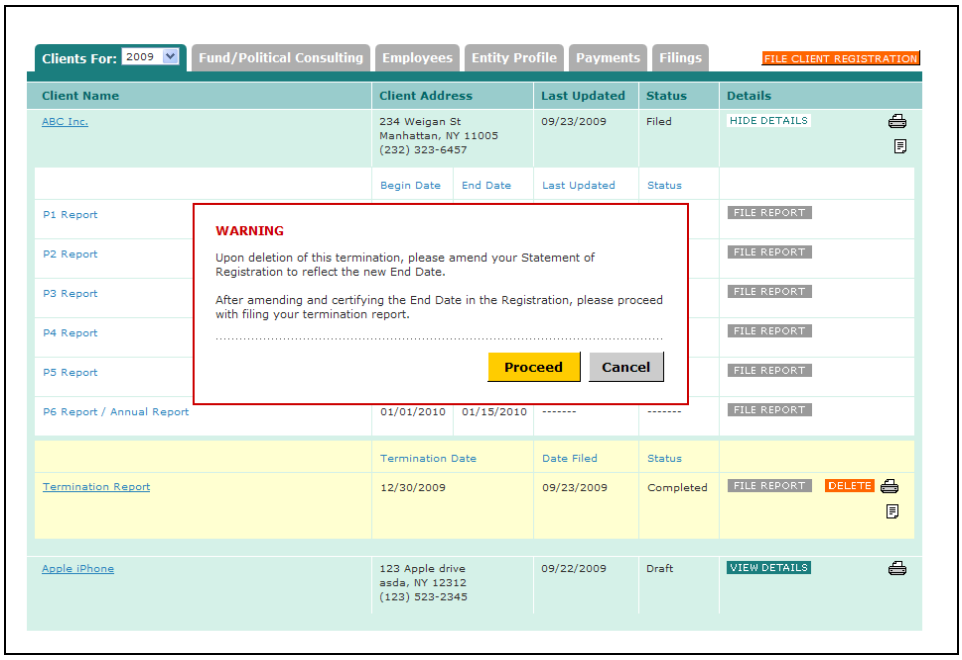
Log in to the system. All Clients for whom you filed a Statement of Registration are displayed on the "Client" tab (it becomes "Clients For:" after it opens). Click the green "View Details" button to the right of the Client you have filed a Termination Report for:



When the Client details appear, locate the "Termination Report" row and click the orange "Delete" button to its right:

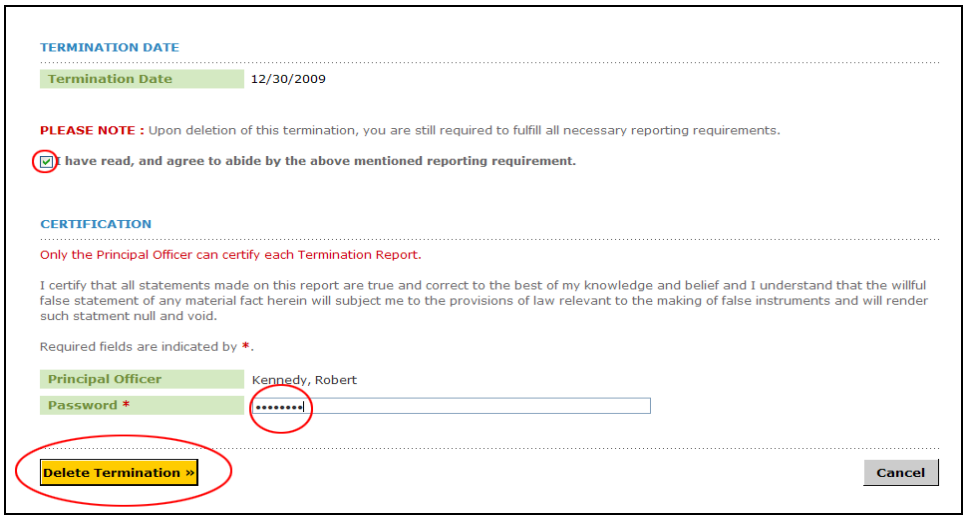


The system displays a warning message:



To continue, click "Proceed" and the previously filed Termination Report is displayed (refer to the graphic below). **NOTE: You are still required to fulfill all necessary reporting requirements after deleting the Termination Report.** Scroll down the page and

- check the box below the heading "Termination Date"
- enter your password, then
- click the yellow "Delete Termination" button.



The system sends an e-mail confirmation to **both** you and your terminated Client, confirming the deletion. **NOTE: You can now make changes to Start and End Dates in the Registration.**

NOTE: **The effect of the End Date on your Client Periodic Report (CPR):**
You must file all CPRs up to the End Date entered in the Statement of Registration. After the End Date in the registration lapses, you must file a Termination Report and P6/Annual Report. Termination is not needed if the End Date is 12/31. For any other End Date, a Termination Report is needed.

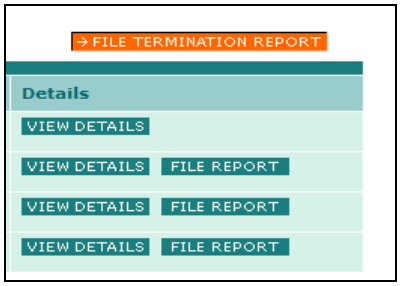
Clients Filing Termination Reports

How to File a Termination Report

When you want to terminate a relationship with any type of Lobbyist entity in the e-Lobbyist system, you must file a "Termination Report" for that Lobbyist entity: Lobbyist, Primary Lobbyist, Co-Lobbyist, or Lobbyist/Client (an entity that lobbies on its own behalf).

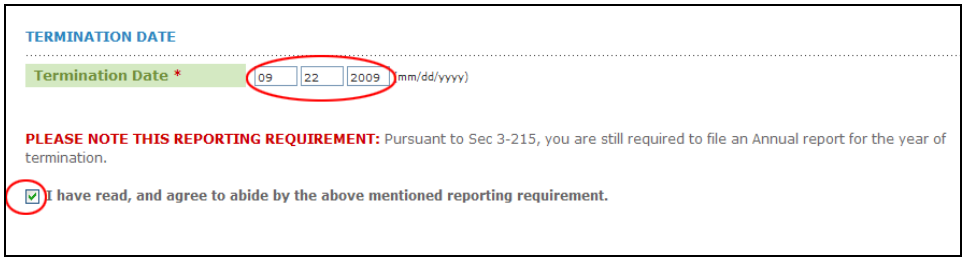
NOTE: You may file a termination without having filed a Client Annual Report (CAR) for that year.

To terminate a Lobbyist from the system, select the orange “File Termination Report” button on your “Home” page:

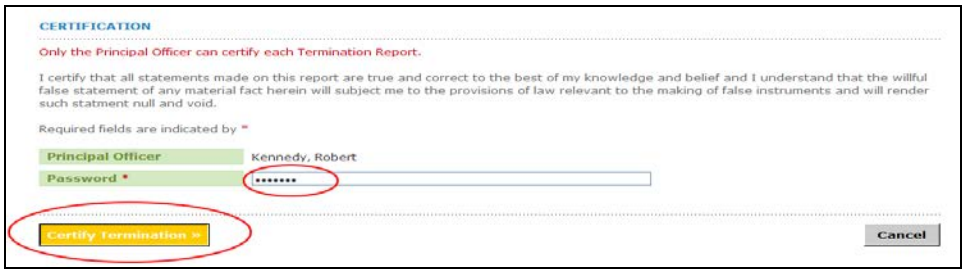


After the Lobbyist list appears, select any (actively enrolled) Lobbyist (you can only terminate one Lobbyist at a time):

After the Lobbyist’s information appears, enter an effective “Termination Date” and mark the box that reads “I have read, and agree to abide by the above mentioned reporting requirement.”



Next, enter your “Password,” then certify the termination by clicking the yellow “Certify Termination” button:

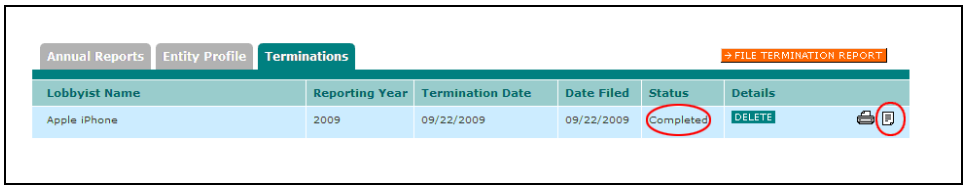


The system sends an e-mail confirmation to **both** you and the terminated Lobbyist confirming the termination. The Termination Report status changes to "Completed" (refer to the graphic below).

NOTE: You will be able to include this Lobbyist on the CAR.

Only one Termination Report can be filed for a Lobbyist for a given Reporting Year, unless the Termination Report is in 'Deleted' status (then the Termination Report can be filed again for the same Lobbyist).

To view or print a PDF copy of the filed Termination Report, click the "Terminations" tab on your "Home" page, then click the "Page" icon to the far right of your terminated Lobbyist's name:

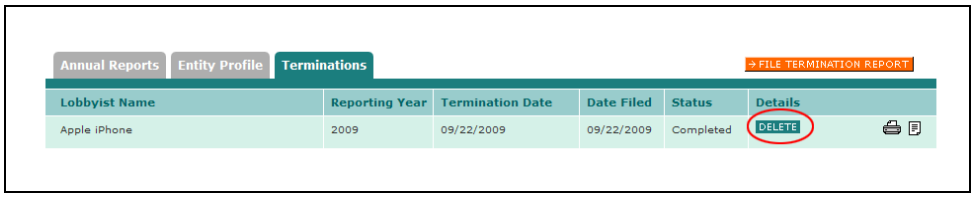


How to Delete a Filed Termination Report

You can delete a filed Termination Report for a Lobbyist at any time.

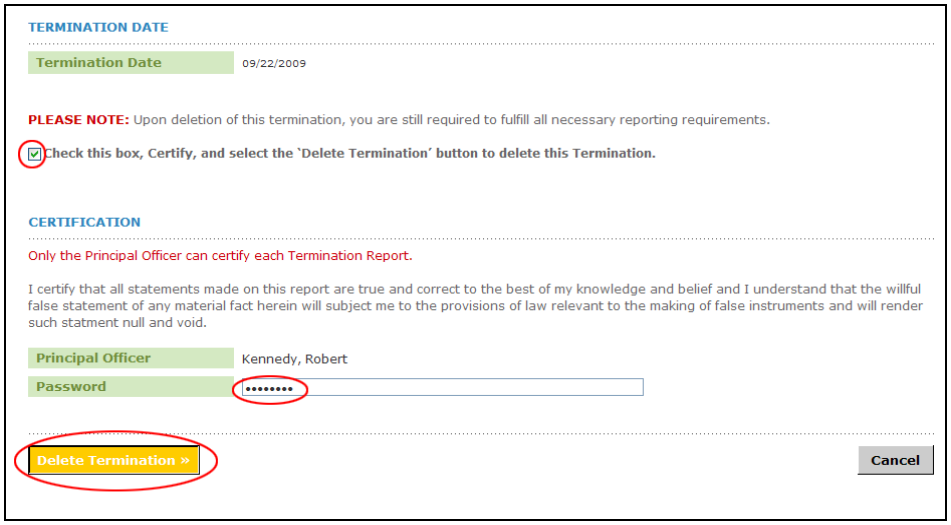
Log in to the system and click the "Terminations" tab. The system displays all Termination Reports filed by Clients for their Lobbyists.

Select the green "Delete" button to the right of the Lobbyist's name whose termination you want to reverse (you can only delete one Termination Report at a time):



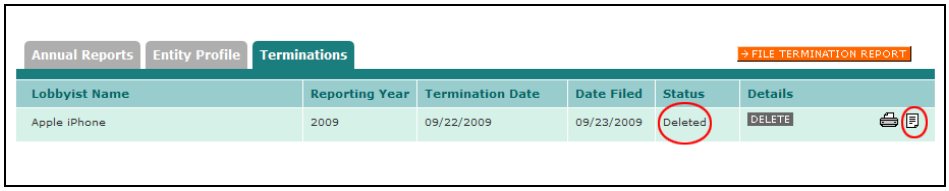
A page appears with the heading: **Certify & Submit Termination of Lobbyist's Retainer**
This page contains both your information and your terminated Lobbyist's information. Scroll down the page and

- check the box below the heading "Termination Date,"
- enter your password, then
- click the yellow "Delete Termination" button.



The system sends an e-mail confirmation to **both** you and your terminated Lobbyist confirming the deletion of the termination.

You will be able to view and print a PDF copy of the filed deletion (below the "Status" column has changed to "Deleted" and the PDF icon is available in the far right column):



NOTE: You will be able to include this Lobbyist on the CAR.

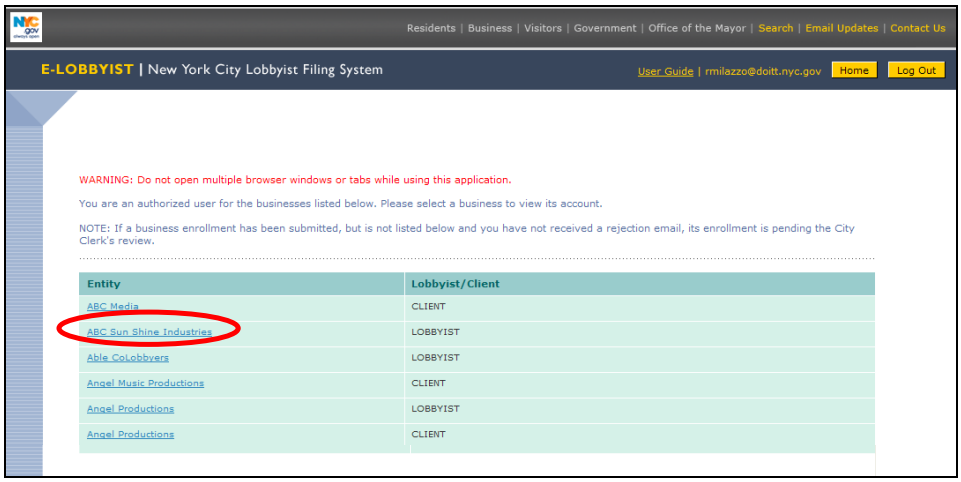
Filing Client Periodic Reports

Each year Lobbyists, Primary Lobbyists, Co-Lobbyists, and Lobbyist/Clients (entities that lobby on their own behalf) must file a Client Periodic Report (CPR) for each registered Client for whom there is no Termination. Lobbyists must also file a CPR for each registered Client for the period in which there was a Termination, but not for subsequent periods. For period begin and end dates, refer to the "**Filing Periods**" section of this guide.

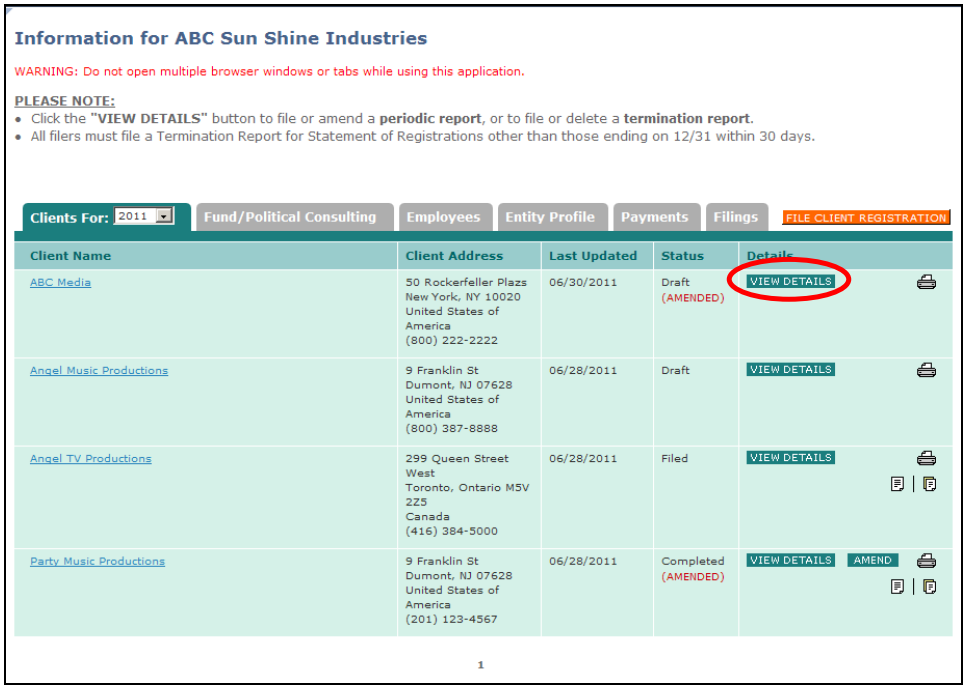
NOTE: Both Principal Officers and Designees can prepare Client Periodic Reports; however, only Principal Officers can certify and submit them. You may begin preparing a draft CPR up to 10 days prior to the begin date of a filing period; however a CPR may only be certified after the filing period begin date.

You may only file CPRs for Statements of Registration with a status of Filed, Complete, or Incomplete. You may not file a CPR for a Statement of Registration that is in "Draft" status. Since a "Draft" Statement of Registration has not been "filed" with the City Clerk, there will be no existing "Client" against which a CPR can be filed.

After logging into e-Lobbyist, the "Home" page will appear. The "Home" page lists all Lobbyists (and Clients) for which you are a Principal Officer or Designee. To file a Client Periodic Report, click the appropriate entity name in the "Entity" column.



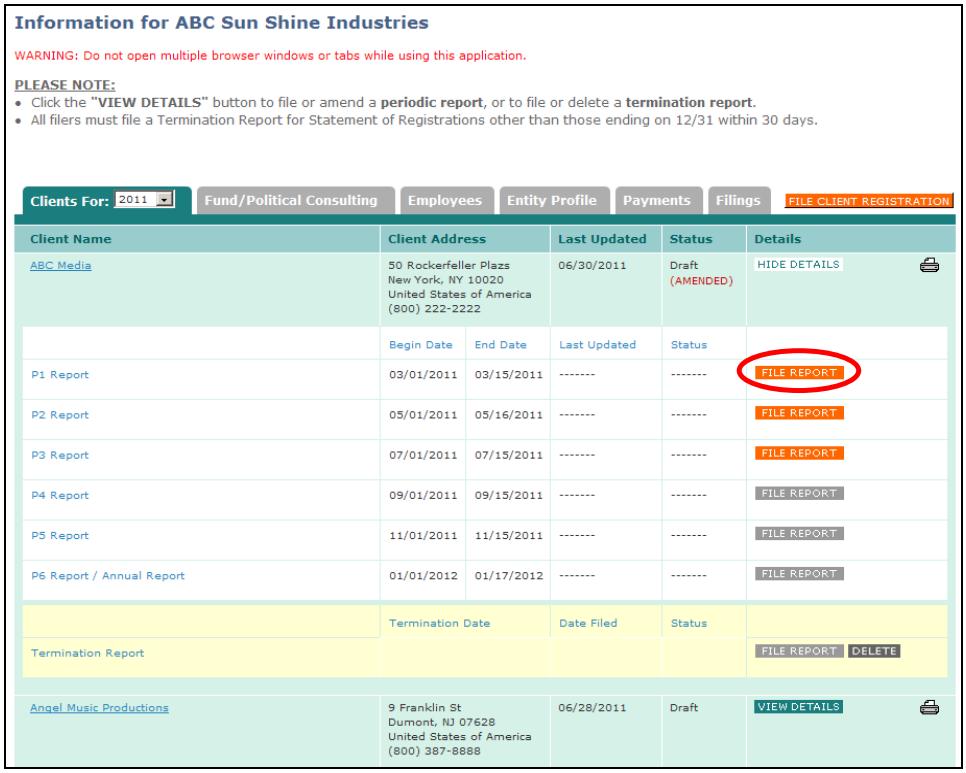
The "Client Home" page for the selected entity will appear.



If there are more than 20 Clients for the selected entity, you can use the "Previous Page" and "Next Page" links at the bottom of the screen to browse additional pages.

To create or view filings for a specific Client, click the "View Details" button to the far right of the desired Client name. The Client Period and Termination Report details will open.
Within the Client Period Report details section, you can view filing details, begin and end dates, last updated date filed, and filing statuses. Specific Client Periodic Reports become activated (i.e., accessible) based on the start and end dates entered in the corresponding Statement of Registration. Regardless of the retainer agreement end date, you will be able to and must file the P6 Report/Annual Report.

Within the Termination Report details section, you can view the termination date, date filed, and filing status.

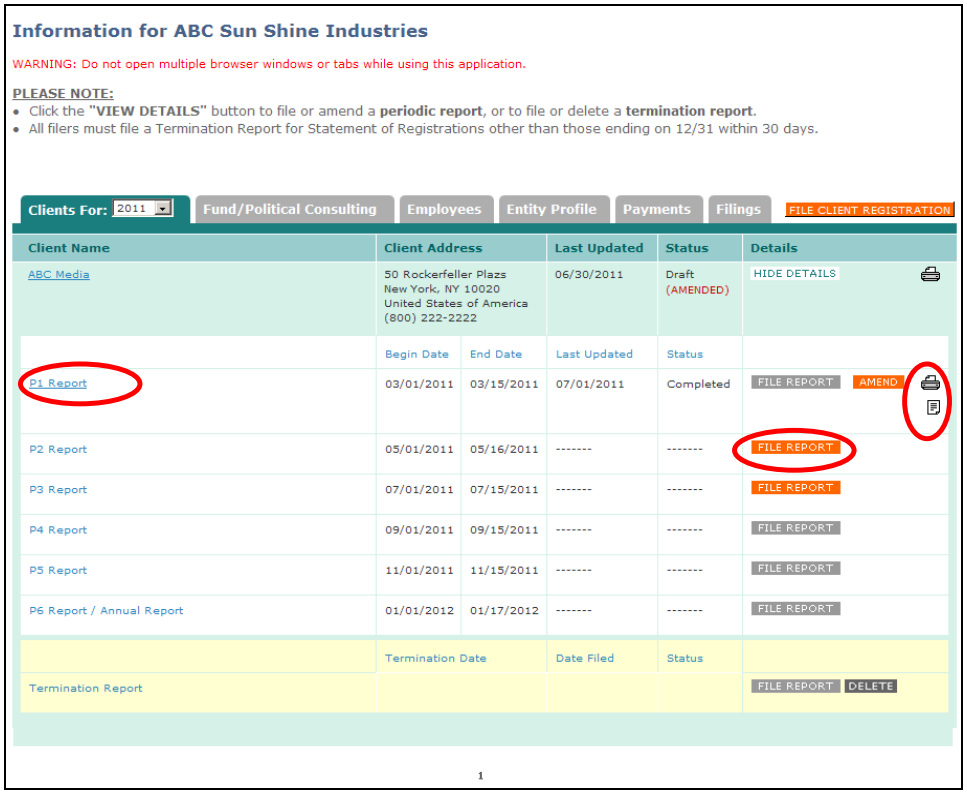


NOTE: Before you file a CPR, confirm that the information contained in the Entity Profile is correct. Click the "Entity Profile" tab and review the information.

If it is correct, proceed. If it is not correct, refer to the "Viewing/Editing Entity Profiles" section of the guide for further instructions.

To begin filing the CPR, click the "File Report" button in the far right column of the corresponding period. This button becomes active 10 days prior to the begin date of each filing period.

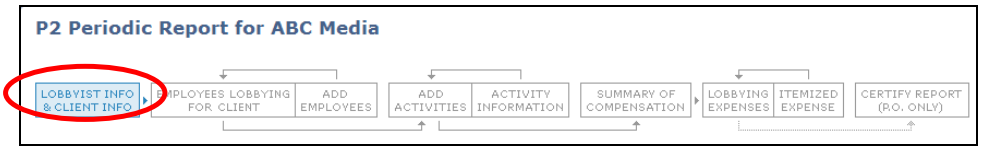
NOTE: You may begin preparing a draft CPR up to 10 days prior to the begin date of a filing period; however a CPR may only be certified after the filing period begin date. Once the report is certified and submitted, the "File Report" button becomes inactive (and an "Amend" button will appear). At that point, you can access the report using the "Printer" icon on the far right of the screen, or the clicking the Period Report name link in the left column. You can also access a PDF version of the report by clicking the "Page" icon.



Upon clicking the "File Report" button, the Lobbyist and Client Information sections of the CPR will appear.

Navigating a Client Periodic Report

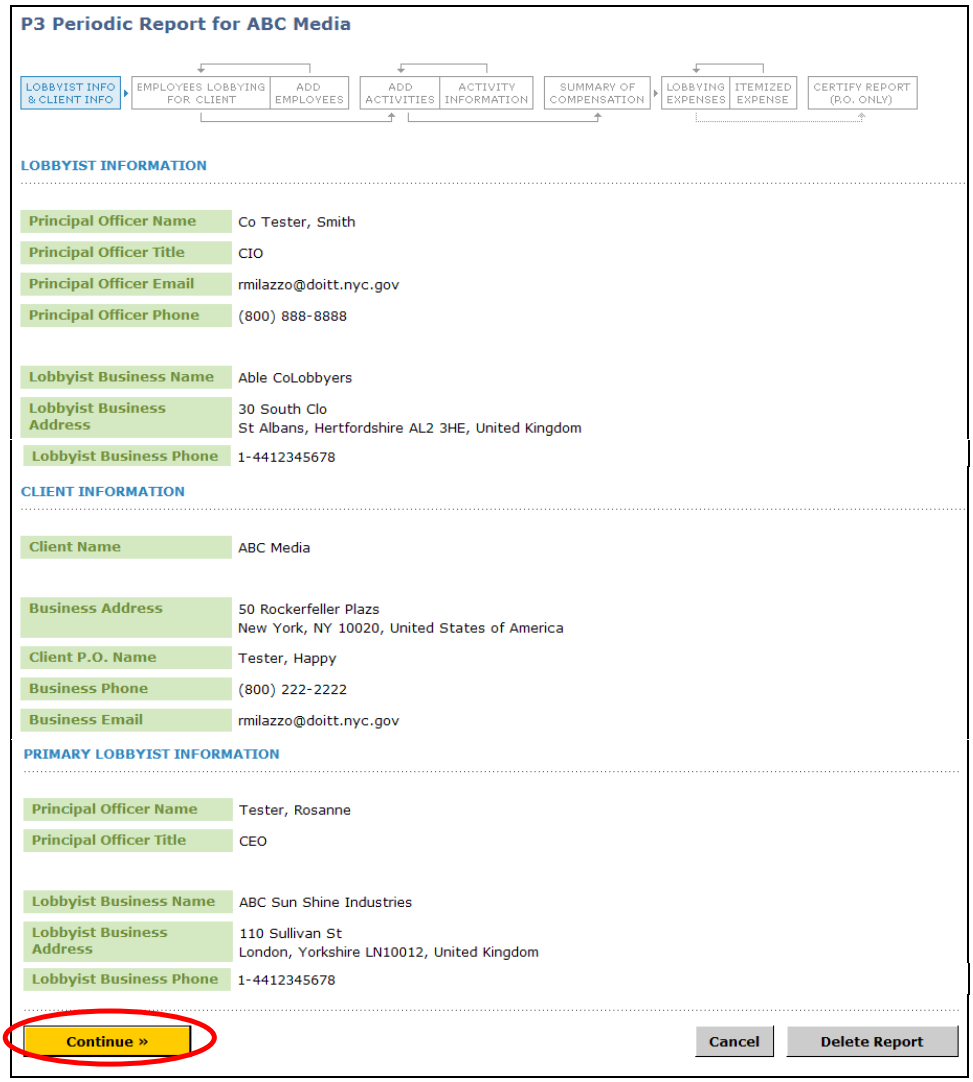
Refer to the graphic at the top of the screen to identify where you are in the process of filing the Client Periodic Report. The blue highlighted box indicates where you are in the process.



Viewing Lobbyist and Client Information

After clicking the "File Report" button on the "Client Home" page, the Lobbyist, Client, and Primary Lobbyist Information sections of the CPR display as read only. Lobbyist Information shows the Lobbyist's Entity Profile content. The filed Client's Statement of Registration content shows for Client Information and Primary Lobbyist Information (for Co-Lobbyist filers only).

NOTE: You may only change Lobbyist Information via the "Edit Profile" button on the "Entity Profile" tab. If you make changes to the Entity Profile, they will appear only *after* "Certification" and not in "Draft" versions of the Client Periodic Reports. Client Information may only be changed by filing an amendment to the Statement of Registration. Primary Lobbyist Information may not be changed. Contact the City Clerk's Office directly by phone at (212) 669-8171 or via e-mail (lobbyist@cityclerk.nyc.gov).



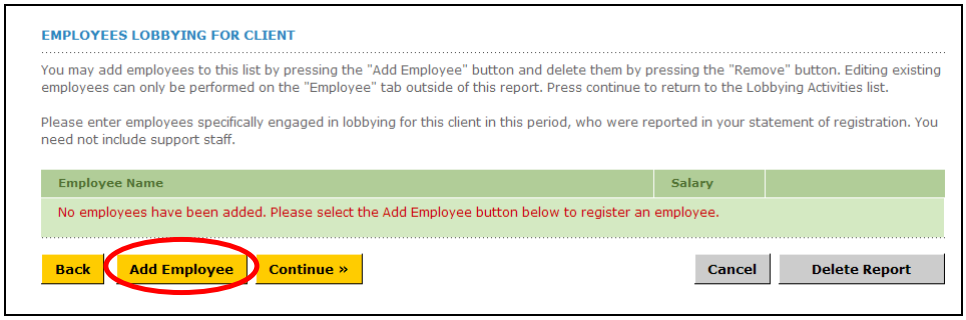
Click the "Continue" button to proceed to the "Employees Lobbying for Client" screen, or click:

- the “Cancel” button to escape, loose changes, and return to the “Client Home” page.
- the “Delete Report” button to delete the report and return to the “Client Home” page. A popup window will appear asking you to confirm. Click the “OK” button to delete, or the “Cancel” button to remain on the “Lobbyist and Client Information” screen.

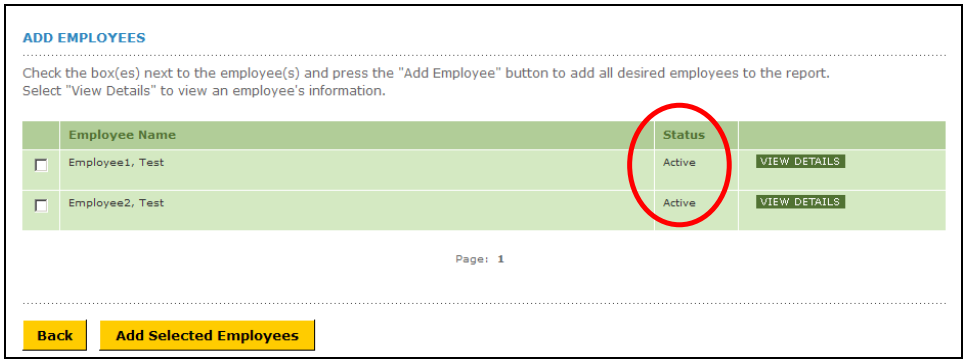
Adding/Deleting Employees Lobbying for Client

After viewing the Lobbyist and Client Information and clicking the “Continue” button, the “Employees Lobbying for Client” screen will appear. The first time you arrive on the page, there will be no employees listed.

NOTE: Only those Lobbyist employees who are working directly for the Client need to be entered on the Client Periodic Reports. Only Employees included in the Registration and active for the Period you want to report can be added. After you add employees, they will be listed on this page.



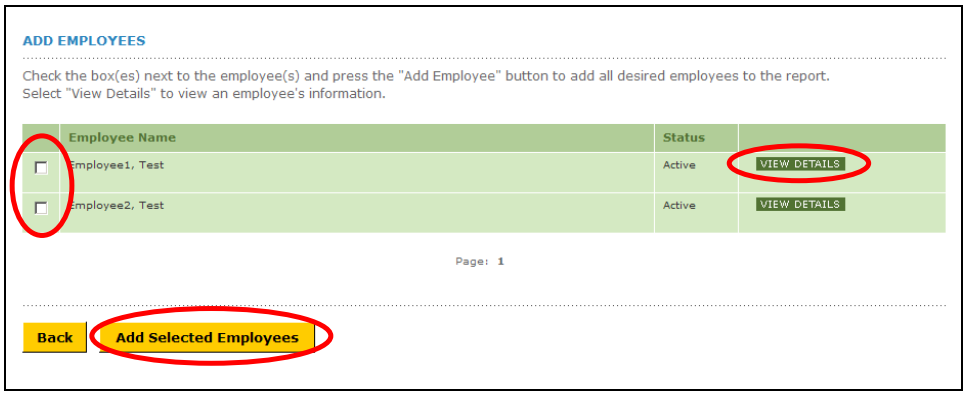
To file a complete Client Periodic Report, you must list each employee specifically engaged in lobbying for this Client in this period. To add an employee, click the “Add Employee” button. The “Add Employees” screen will appear. Repeat this process for each employee to be added.



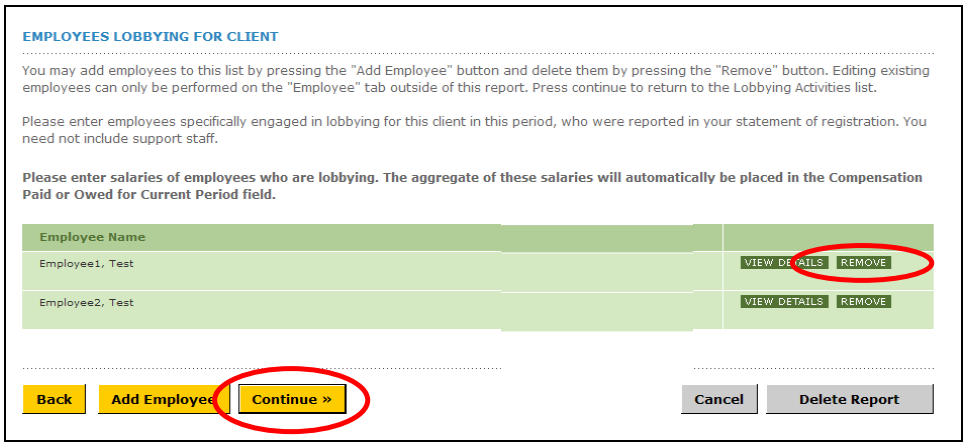
A list of active employees will display. Only those employees with a status of “Active” are available for selection. Employees with a status of “New” or “Draft” have not yet been certified.

Employees with a status of "Inactive" have been assigned an "End Date." **NOTE: "Active" employees have been certified in the Employee Store and the employee's begin and end dates span the period covered by the report.**

To view an employee's detailed information, click the "View Details" button. To add desired employees to the report, check the box(es) next to the employee(s) and click the "Add Selected Employees" button. The added employees will display in the list and the employee's information will be copied to the report and will appear in the certification view of it. To remove an employee, click the "Remove" button. **NOTE: To edit employee information, you must return to the Employee Store, edit the employee's information, certify the store, and return to this screen to reselect the employee.**



The added employees will display in the list. To remove an employee, click the "Remove" button.



NOTE: A Lobbyist/Client (an entity that lobbies on its own behalf), that is filing a Periodic Report for a different Client, can continue with the steps below; however, a Lobbyist/Client that is filing a Periodic Report for themselves as a Client, must proceed to the section:

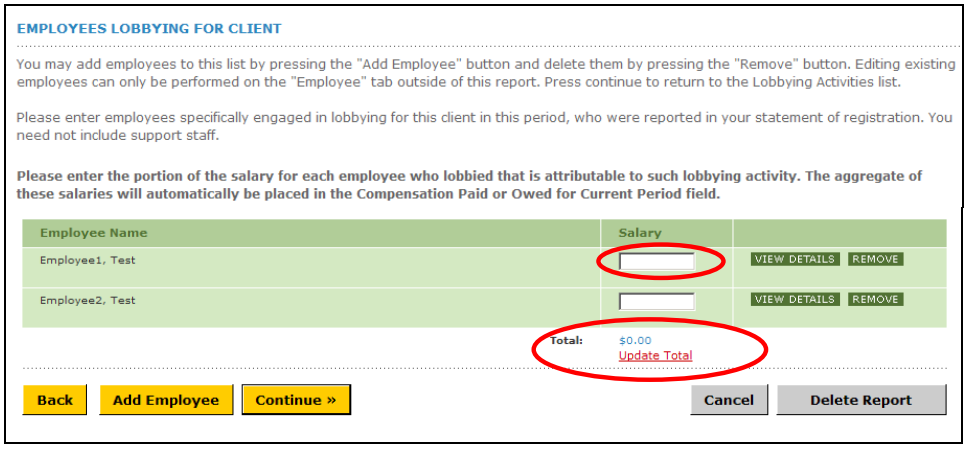
"Adding Employee Salaries," as they are required to enter the salaries of employees that were involved in lobbying activities for this period.

After you have added all the employees, to proceed to the next step and enter lobbying activities, click the "Continue" button. Or, you may select the following at any time:

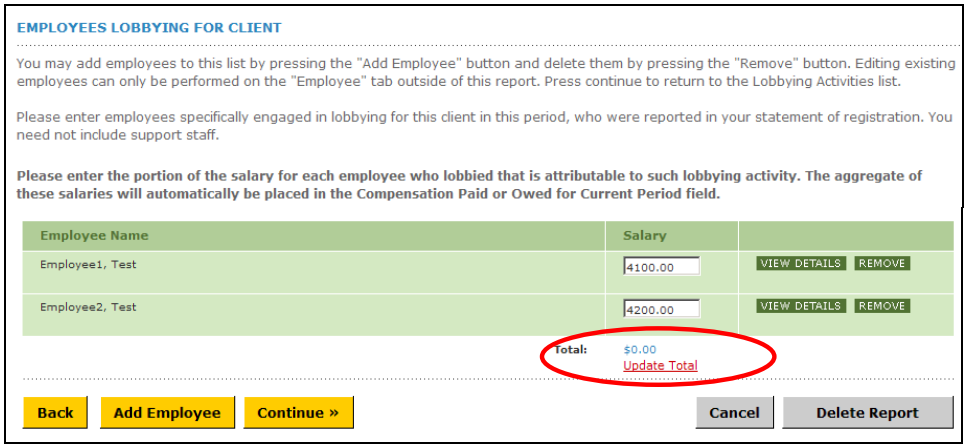
- To return to the "Lobbyist/Client Information" screen, click the "Back" button.
- To cancel and return to the "Client Home" page, click the "Cancel" button.
- To delete the report and return to the "Client Home" page, click the "Delete Report" button. A popup window will appear asking you to confirm. Click the "OK" button to proceed with the deletion, or click the "Cancel" button to remain on the "Employees Lobbying for Client" screen.

Adding Employee Salaries

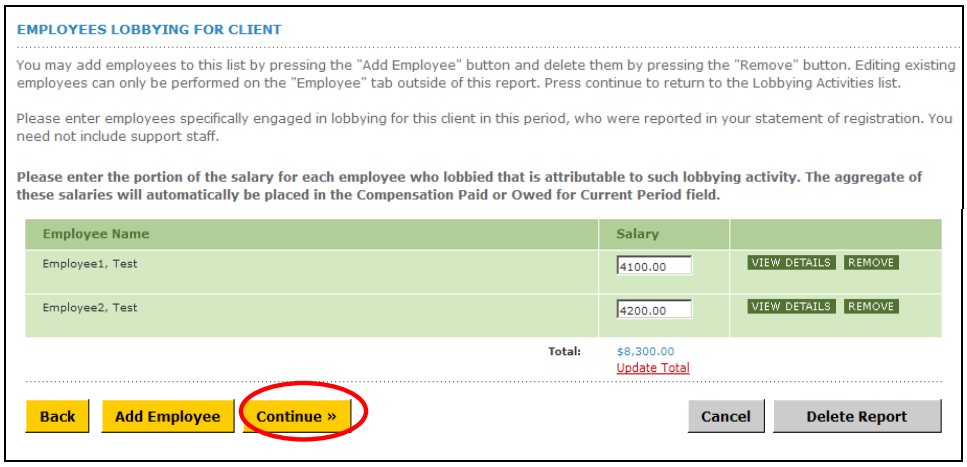
A Lobbyist/Client filer (an entity lobbying on its own behalf, registered as both a Lobbyist and a Client), that is filing a Periodic Report for themselves as a Client, is required to enter the salaries of employees involved in lobbying activities on the "Employees Lobbying for Client" screen. The aggregate of these salaries is considered as the total compensation for the Lobbyist/Client filer for this Client for the given reporting period.



Enter the salary as a valid US dollar amount. If cents are needed, enter a decimal point with two numbers following the decimal point. This amount field is limited to an eight (8) figure salary. Only positive, numeric digits (0 through 9), and a decimal point are valid characters for this field. Leaving the Salary field blank is not valid. **NOTE: If an employee had no salary for the period covered by the report, you can enter zeros in the Salary field, or click the "Remove" button to eliminate that employee from the report.**



When all salary amounts are entered, click the "Update Total" link to view the aggregate amount of the employees' salaries. **NOTE: Only after the "Continue" button is clicked will the sum of these salary amounts be included in the *Total Compensation Paid or Owed for Current Period* amount field, which is displayed on the "Summary of Compensation" screen.**



After you have added all the employees and their salaries, click the "Continue" button to enter lobbying activities, or select the following at any time:

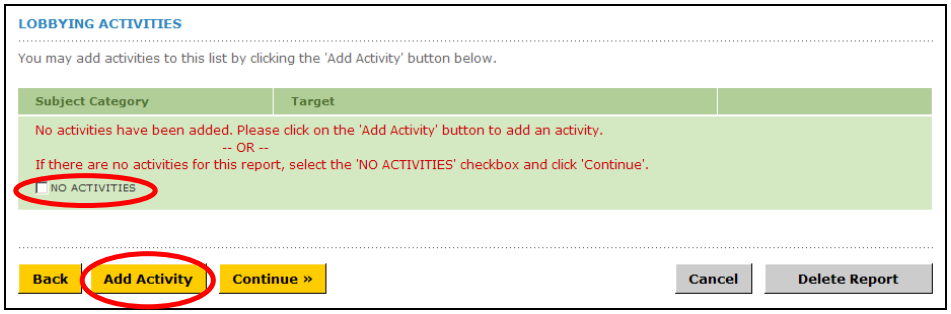
- To return to the "Lobbyist/Client Information" screen, click the "Back" button.
- To cancel and return to the "Client Home" page, click the "Cancel" button.
- To delete the report and return to the "Client Home" page, click the "Delete Report" button. A popup window appears asking you to confirm your selection. Click "OK" to delete, or click "Cancel" to remain on the "Employees Lobbying for Client" screen.

Adding Lobbying Activities

After adding employees, you will need to add lobbying activities. After clicking the "Continue" button on the "Employees Lobbying for Client" screen, the "Lobbying Activities" screen appears. The first time you arrive at the "Lobbying Activities" screen, no activities are listed. If there are no lobbying activities to add, click the "No Activities" checkbox. Click the "Add Activity" button to add an activity. You must add all lobbying activities for the Client for the current filing period.

NOTE: After you add lobbying activities, they will be listed on this page. To update or review an existing lobbying activity, click the name in the list.

NOTE: If employees were listed for this period, you must add activities for this period.



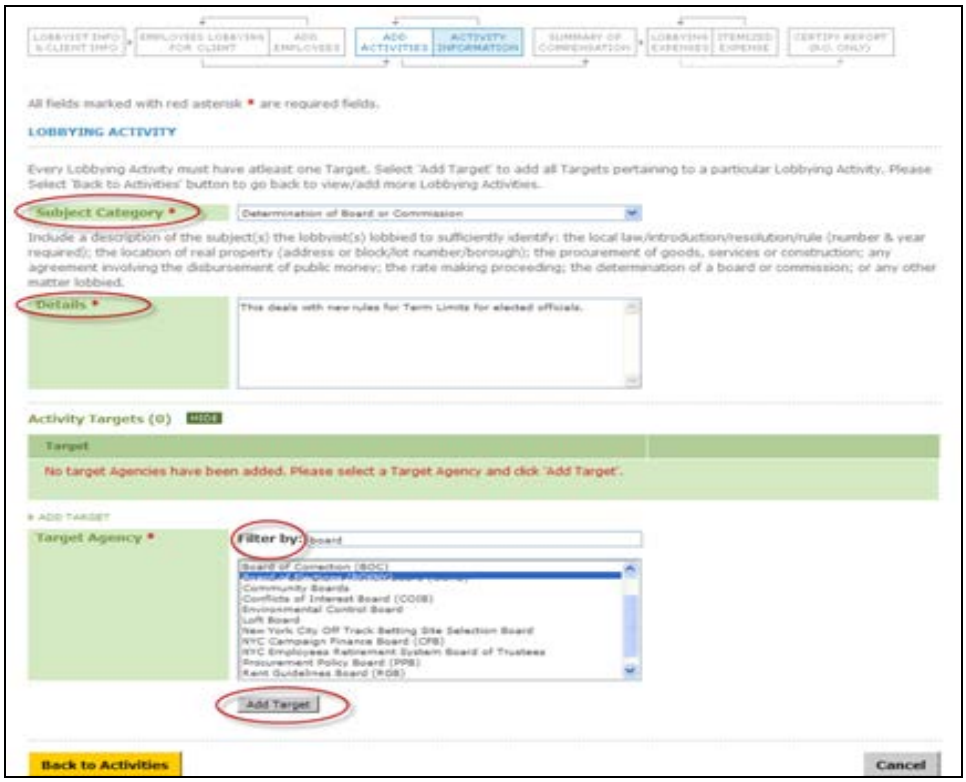
The "Lobbying Activity" details fields will open.

Select a "Subject Category" from the dropdown menu. Expand on your Subject Category selection by entering "Details" in the text box.

NOTE: You may select only one Subject per Lobbying Activity. If the Subject you want is not displayed in the list, select "Other," then enter your own subject in the new field provided. You may add as many as 20 Activities per Subject Category and as many as 20 Targets per Activity.

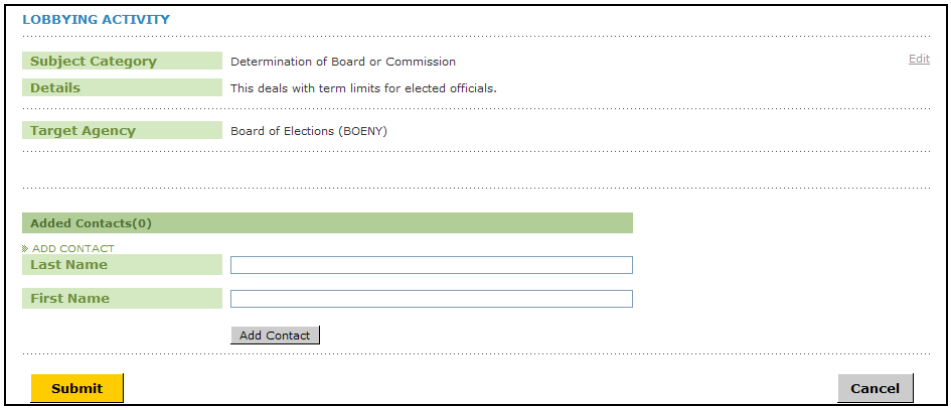
Enter a keyword in the "Filter by:" field, choosing the entry that corresponds to your keyword (e.g., "Board of Elections"), then click the "Add Target" button to add the Target Agency.

NOTE: To add one of the following "Special Targets," select its link and refer to its specific instructions when adding Target information in the instructions below: "Community Boards," "Council Members" or "Office of the Mayor." You can only select one Agency per Lobbying Target. The Agency name cannot be edited; however, the selected Agency can be removed and another Target Agency chosen. You must enter at least one Contact person under the selected Agency; however, you can delete a Contact Name and add a new one.



The Contact form page appears. Lobbyists must add Contacts for each Target selected.

NOTE: The "Edit" link to the right of the Subject is disabled because the Subject is common to one type of Lobbying Activity. The Subject can only be edited in the previous page (where multiple Targets are displayed).



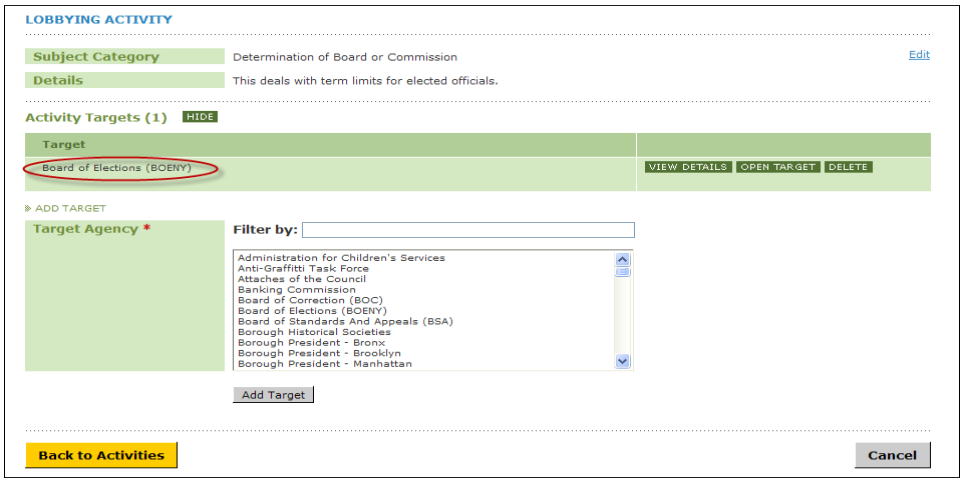
To enter a Contact, add a Last Name and First Name (at the bottom of the Activities Form), then click the gray "Add Contact" button. You may add as many as 20 contacts for each Target.

When finished adding Contacts, click the yellow "Submit" button. The Lobbying Activity Target details are displayed.

Choose an option on the Contact page:

- To add additional Contacts, click the "Add Contact" button.
- To save your additions on this page, click the "Submit" button.
- To escape, lose your changes, and return to the "Client Home" page, click "Cancel."

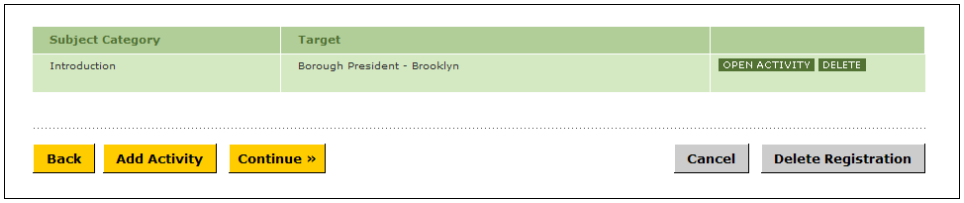
After clicking the yellow "Submit" button to save the Contact additions, the "Lobbying Activity" page displays.



Choose an option on the “Lobbying Activity” page:

- Add additional Targets by clicking the “Add Target” button.
- Save your addition(s) by clicking “Cancel” and view the “Client Home” page.
- Return to the main Activities page by clicking the yellow “Back to Activities” button.

After clicking the yellow “Back to Activities” button, you are returned to the “Lobbying Activity List” screen.



Choose an option on the “Lobbying Activity List” screen:

- To add another Activity, click the yellow “Add Activity” button and repeat the steps above.
- To continue to the next step of the registration process, click the “Continue” button.

  NOTE: You may continue to edit the registration until it has been certified, as explained in the “Certification” section below.

  NOTE: Only the Principal Officer has the ability to continue. The next page requires the Principal Officer to verify a retainer letter and filing fee will be sent to the City Clerk’s Office and certify the registration. Designees will only have the option to click the “Save Registration” button and return to the “Client Home” page.

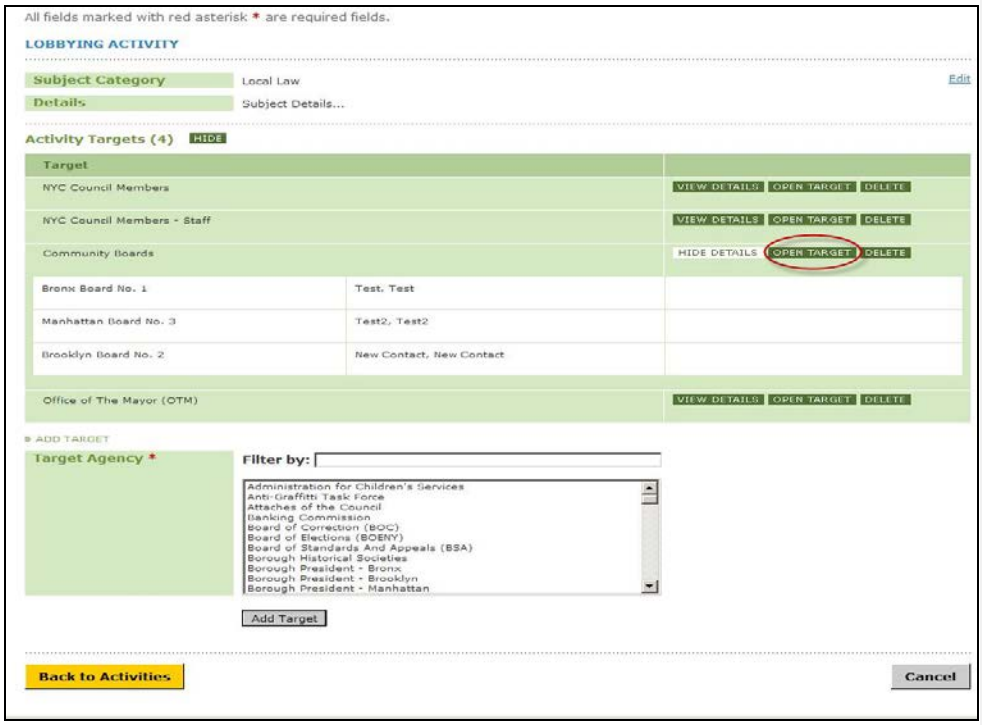
- To return to the “Employees Lobbying for Client” page, click the “Back” button.
- To save your changes and return to the “Client Home” page, click the “Cancel” button.
- To delete the registration and return to the “Client Home” page, click the “Delete Registration” button. A pop-up window will appear asking you to confirm the deletion. Click the “OK” button to delete, or click the “Cancel” button to keep this registration.

Editing Activity Targets

The following illustrates how to edit selected targets.

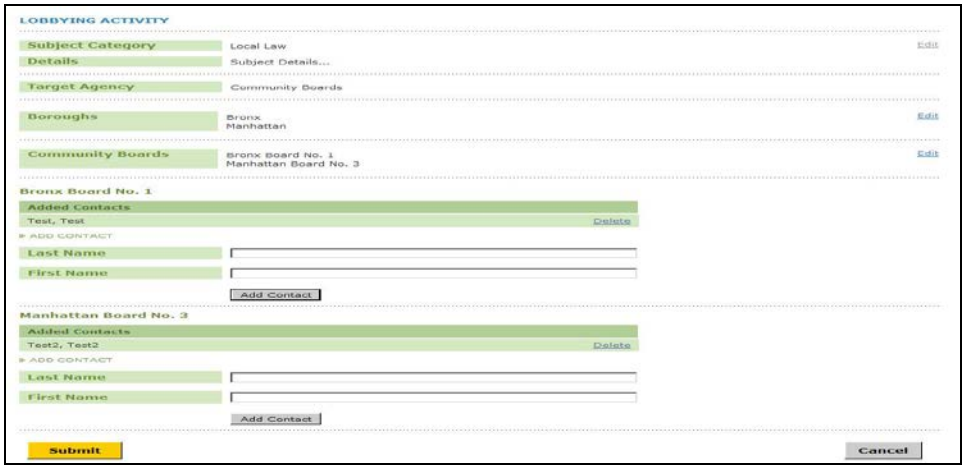
- If you need to review details prior to editing, select the green "View Details" button to the right of a Target you want to review (it becomes "Hide Details" after it has been clicked) in the "Lobbying Activity" page).
- To edit Target information, click the "Open Target" button.

NOTE: "Community Boards" is used as an example in the graphics below.

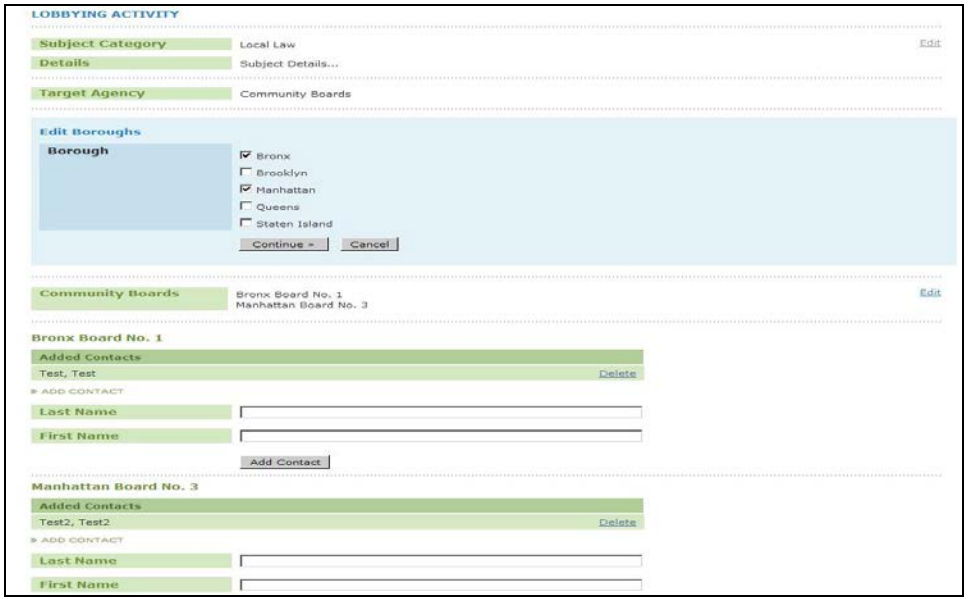


The Lobbying Activity page opens for editing with the following options available:

- Add Contacts for the Borough Boards (using the open form fields) or
- Edit the Boards (clicking the "Edit" link to the far right of the label) or
- Edit the Boroughs (clicking the "Edit" link to the far right of the label).

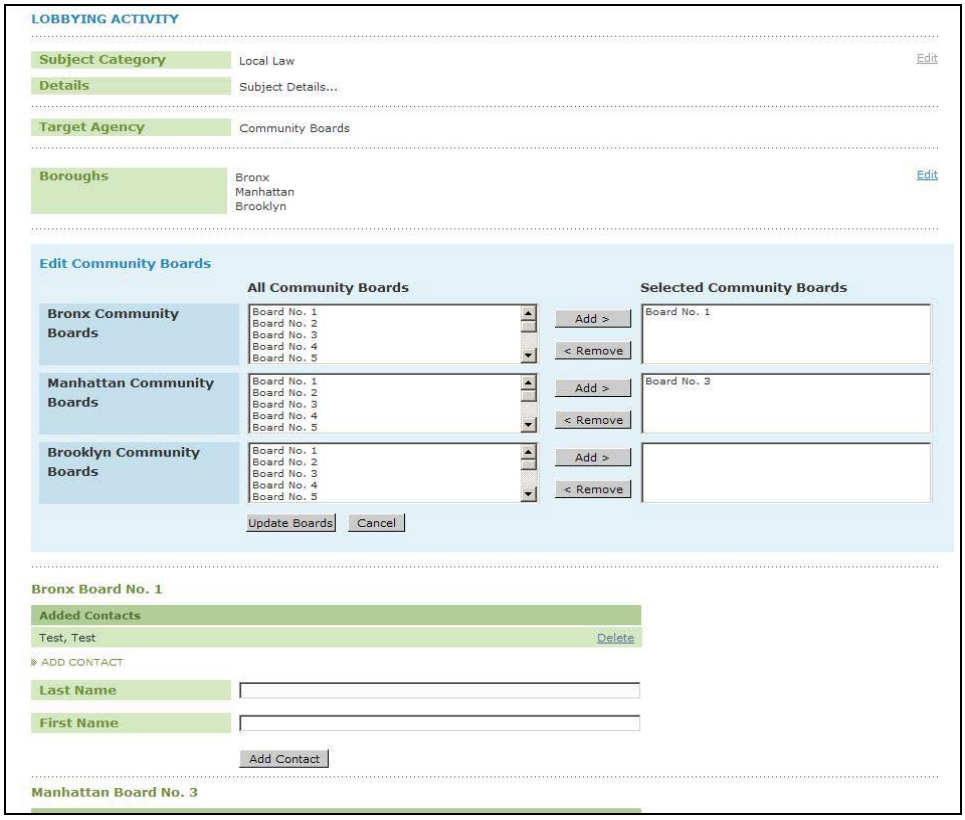


In the example below, the "Edit" link to the right of the Boroughs label was clicked. This action opens the "Edit Boroughs" form (shaded in blue).



Change your Borough selections, and then click "Continue" when you are finished (or "Cancel" to return to the previous page).

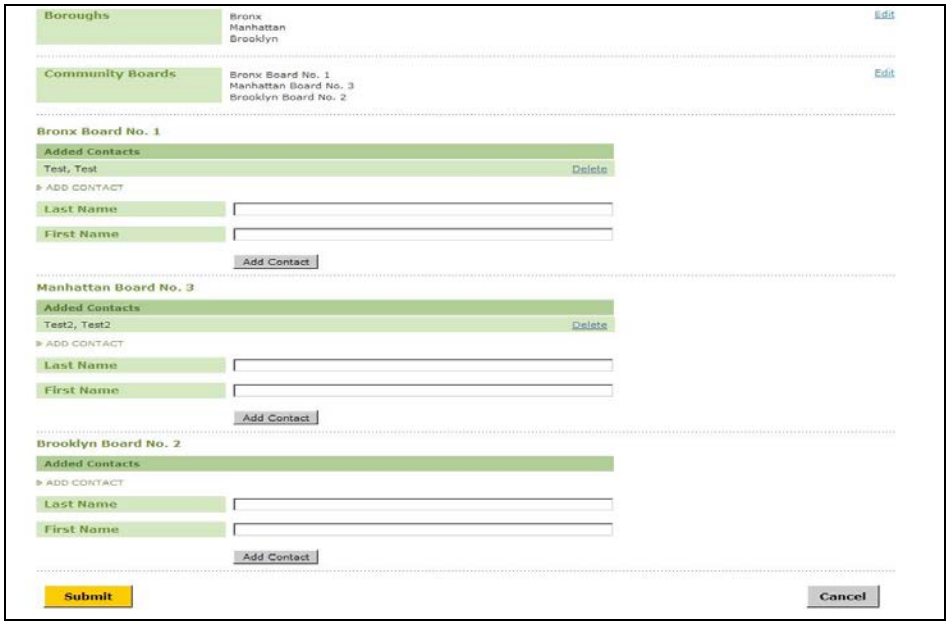
After selecting Boroughs, you must click the "Edit" link to the right of Community Boards. This action opens the "Community Boards" form.



The following actions are available on the "Community Boards" form:

- Select the Board numbers you want from the left-side window (click the Ctrl key to move multiple Boards) and click the "Add" button to move them to the right-side window.
- Click "Remove" to remove any selections you want to reverse.

When you are finished selecting Community Boards, click the "Update Boards" button. The "Contacts" form appears.



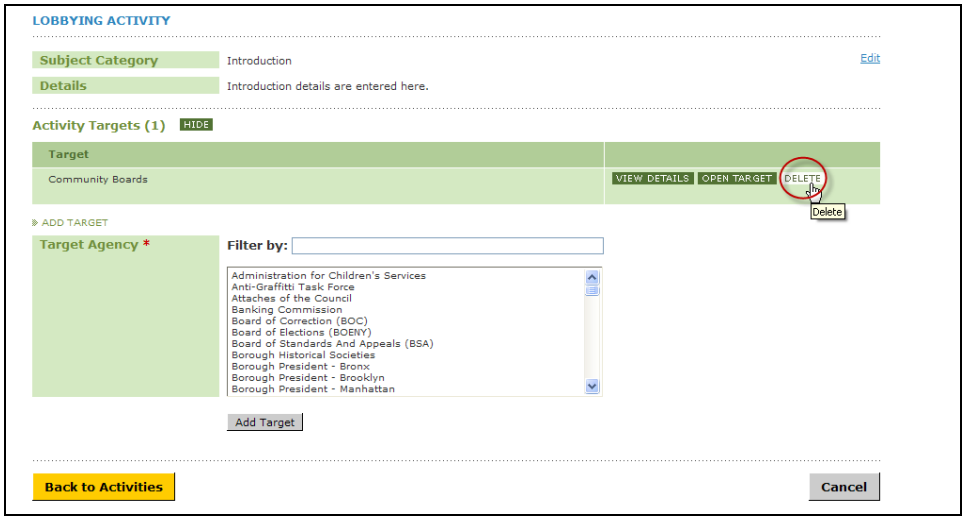
On the "Contacts" form, the following options are available:

- Add new Contacts by entering a Last Name and First Name and clicking the "Add Contact" button (or select the Delete link to remove Contacts).

When you are finished adding Contacts to the Contact form, click the yellow "Submit" button to complete editing Targets.

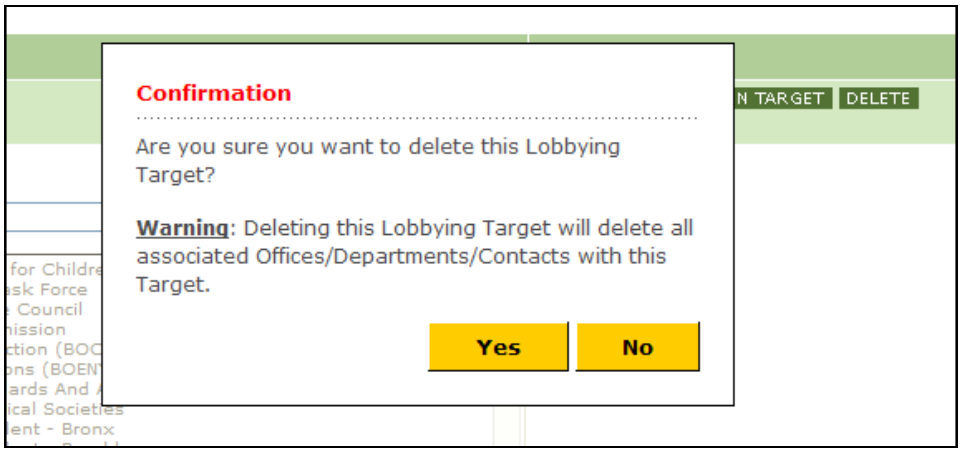
Deleting a Target Activity

To delete a Target Activity, click the green "Delete" button next to the Target you want to remove:



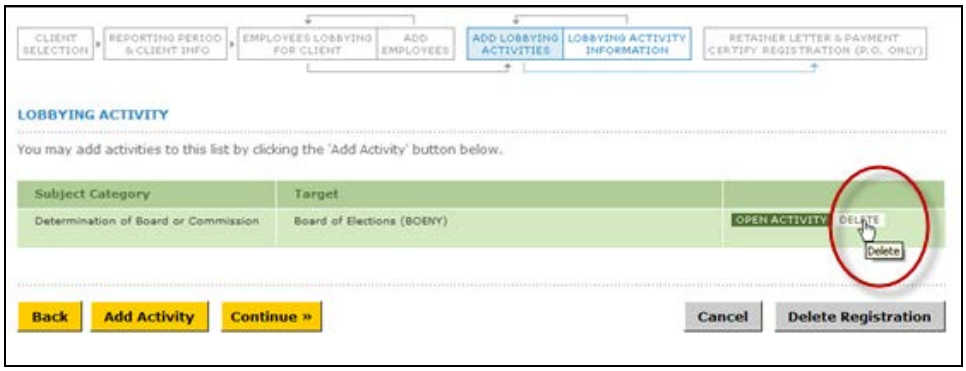
A warning dialog appears. Click "Yes" to delete this Target or "No" to keep the Target return to the previous screen**.**

NOTE: Deleting a Target deletes all Offices/Departments/Contacts associated with that Target.

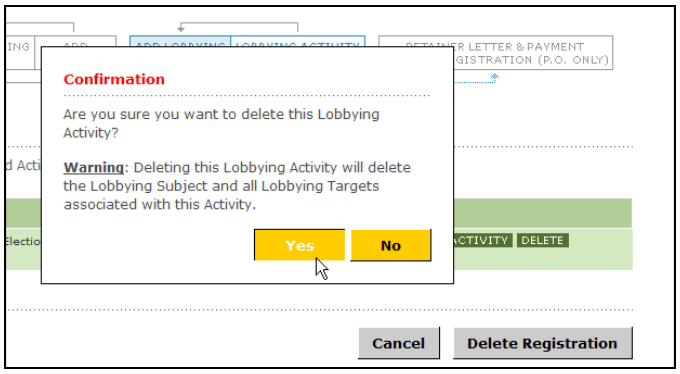


Deleting a Lobbying Activity

The following illustrates how to delete selected targets. After navigating to the "Lobbying Activity" page, click the green "Delete" button next to the Activity you want to delete:



A warning dialog is displayed. **NOTE: Deleting an Activity also deletes any associated Subjects and Targets.** Click the "Yes" button to delete the listed activity.

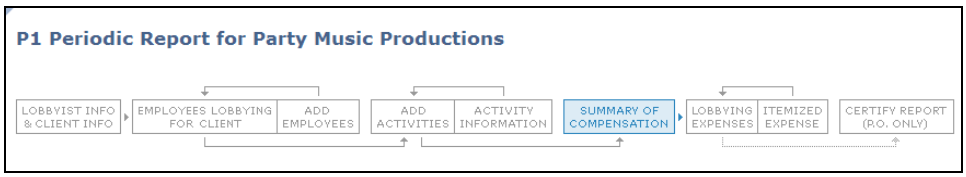


Adding Summary of Compensation

After clicking the "Continue" button on the "Lobbying Activities" screen, the "Summary of Compensation" screen will appear showing the *Total Compensation Paid or Owed for the Current Period* and *Year to Date Total Compensation Paid or Owed*.

NOTE: The Year to Date (YTD) figure is provided for your convenience only and is not being certified in this report. The YTD total is the aggregate of all "*Total Compensation Paid or Owed for the Current Period*" amounts on the certified Periodic Reports filed to date for the calendar year.

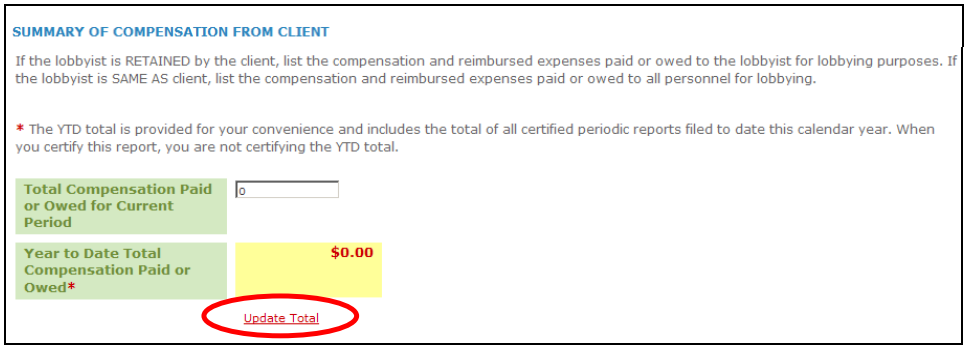
The Periodic Report work flow graphic appears at the top of the screen under the Client's name.



This screen includes different instructions for each type of filer: Lobbyist, Lobbyist/Client (an entity that lobbies on its own behalf), Primary Lobbyist, or Co-Lobbyist. Each filer is discussed below.

Lobbyist Filer Compensation

Lobbyists not retaining Co-Lobbyists, file compensation information for their Client.



On the "Summary of Compensation for Client" screen:

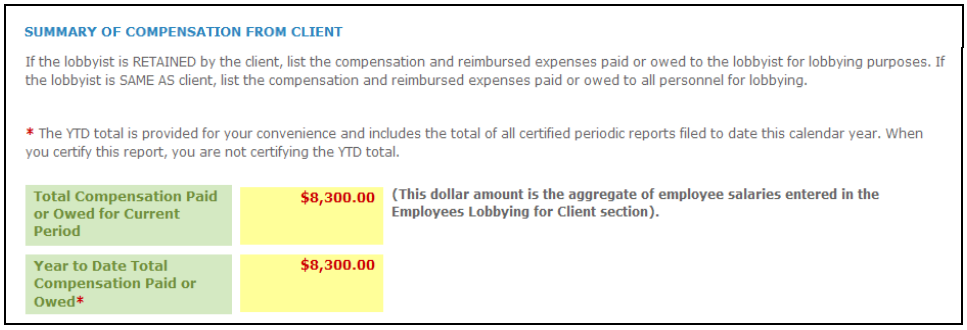
- Read the onscreen text.
- Enter *Total Compensation Paid or Owed for the Current Period*.
- Click the "Update Total" link to refresh the yellow-highlighted *Year to Date Total Compensation Paid or Owed* amount.

Click this link to proceed to the "**Saving Compensation**" section of this guide.

Lobbyist/Client Filer Compensation

Lobbyist/Clients (entities lobbying on their own behalf), file compensation information for themselves as the Client.

NOTE: Lobbyist/Clients (entities that lobby on their own behalf), filing a Periodic Report for themselves as a Client, are required to enter the salaries of employees involved in lobbying activities for this period on the "Employees Lobbying for Client" screen. The aggregate of employee salaries is displayed in the *Total Compensation Paid or Owed for Current Period* as a non-editable amount.


SUMMARY OF COMPENSATION FROM CLIENT

If the lobbyist is RETAINED by the client, list the compensation and reimbursed expenses paid or owed to the lobbyist for lobbying purposes. If the lobbyist is SAME AS client, list the compensation and reimbursed expenses paid or owed to all personnel for lobbying.

* The YTD total is provided for your convenience and includes the total of all certified periodic reports filed to date this calendar year. When you certify this report, you are not certifying the YTD total.

Total Compensation Paid or Owed for Current Period	$8,300.00	(This dollar amount is the aggregate of employee salaries entered in the Employees Lobbying for Client section).
Year to Date Total Compensation Paid or Owed*	$8,300.00	

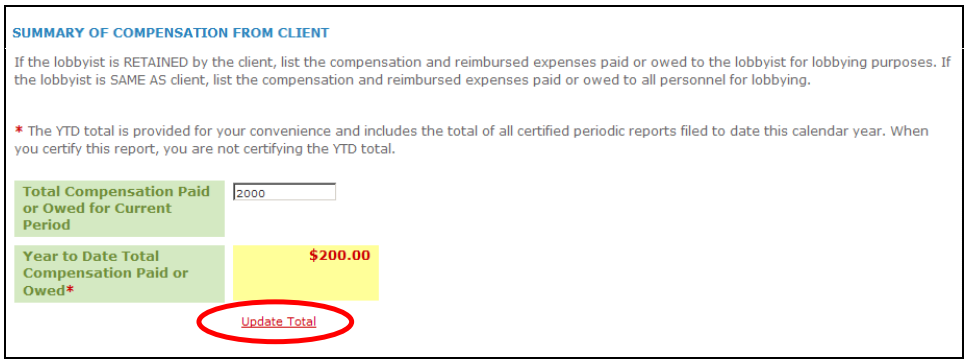
On the "Summary of Compensation" screen:

- Read the onscreen text.
- The aggregate of the salaries entered on the "Employees Lobbying for Client" screen is included as a non-editable amount in the *Total Compensation Paid or Owed for the Current Period*, and the yellow-highlighted *Year to Date Total Compensation Paid or Owed* amount.

Click this link to proceed to the "**Saving Compensation**" section of this guide.

Primary Lobbyist Filer Compensation

Primary Lobbyists retaining Co-Lobbyists, file compensation information for their Client.


SUMMARY OF COMPENSATION FROM CLIENT

If the lobbyist is RETAINED by the client, list the compensation and reimbursed expenses paid or owed to the lobbyist for lobbying purposes. If the lobbyist is SAME AS client, list the compensation and reimbursed expenses paid or owed to all personnel for lobbying.

* The YTD total is provided for your convenience and includes the total of all certified periodic reports filed to date this calendar year. When you certify this report, you are not certifying the YTD total.

Total Compensation Paid or Owed for Current Period	2000
Year to Date Total Compensation Paid or Owed*	$200.00

Update Total

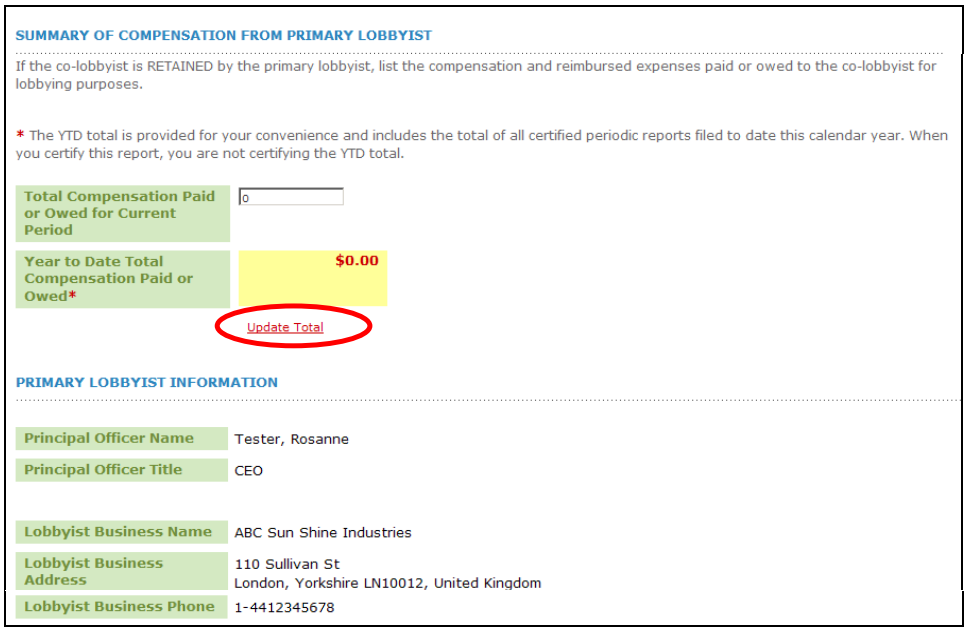
On the "Summary of Compensation for Client" screen:

- Read the onscreen text. Enter *Total Compensation Paid or Owed for the Current Period*.
- Click the "Update Total" link to refresh the yellow-highlighted *Year to Date Total Compensation Paid or Owed* amount, which is the correct aggregate amount.

Click this link to proceed to the "**Saving Compensation**" section of this guide.

Co-Lobbyist Filer Compensation

Co-Lobbyists file compensation information for the Primary Lobbyist that retained them.



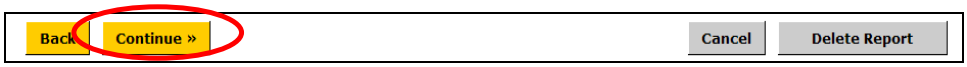
On the "Summary of Compensation for Primary Lobbyist" screen:

- Read the onscreen text and view the Primary Lobbyist contact information.
- Enter *Total Compensation Paid or Owed for the Current Period*.
- Click the "Update Total" link to refresh the yellow-highlighted *Year to Date Total Compensation Paid or Owed* amount (the correct aggregate amount).

Click this link to proceed to the "**Saving Compensation**" section of this guide.

Saving Compensation

After entering the Summary of Compensation information, scroll to the bottom of the screen.



The following navigation options are available:

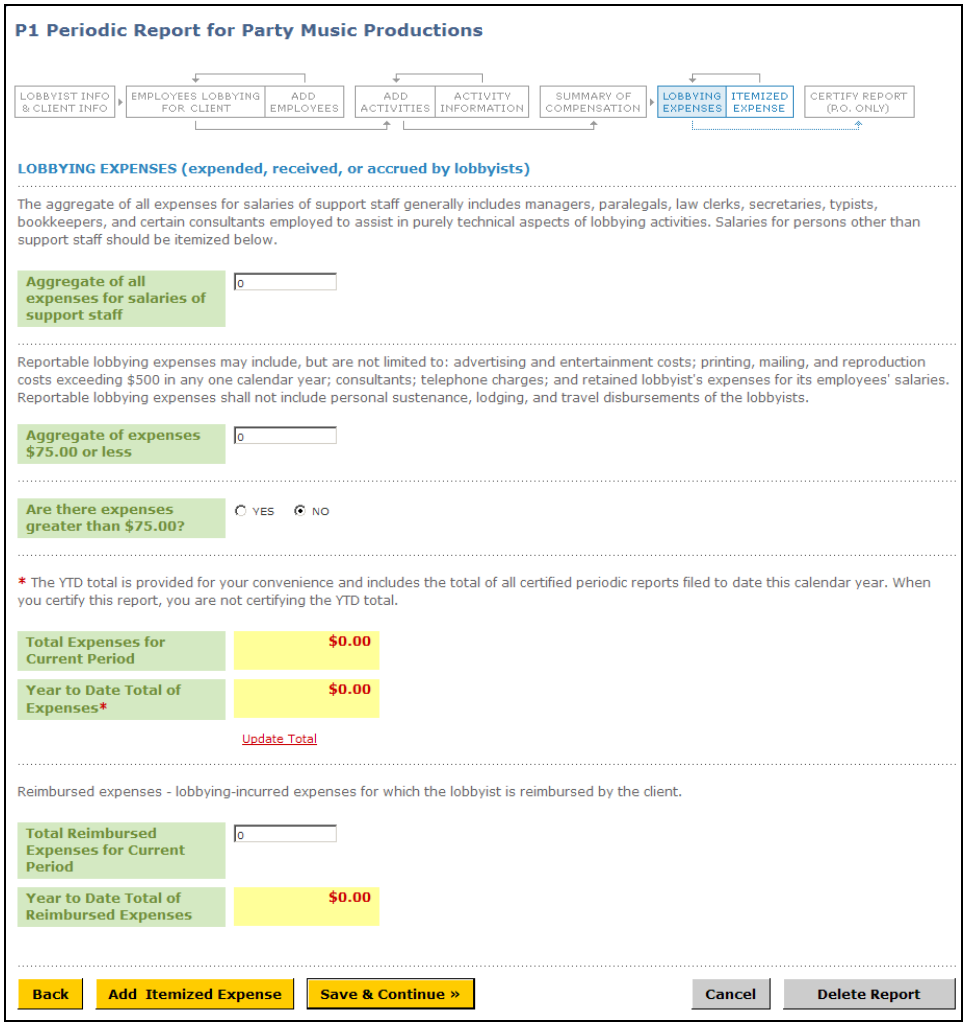
- Click "Continue" to save and proceed to the "Lobbying Expenses" page.
- Click "Back" to return to the "Lobbying Activities" page without saving changes.
- Click "Cancel" to escape, lose changes, and return to the "Client Home" page.
- Click "Delete" to delete the report and return to the "Client Home" page. A popup window appears. Click "OK" to delete, or "Cancel" to stay on the screen.

Adding/Deleting Lobbying Expenses

After entering compensation information, you'll need to enter lobbying expenses. If you clicked the "Save & Continue" button on the "Summary of Compensation" screen, the "Lobbying Expenses" screen will appear.

Entering Aggregate Expenses

Enter the Aggregate Lobbying Expenses:

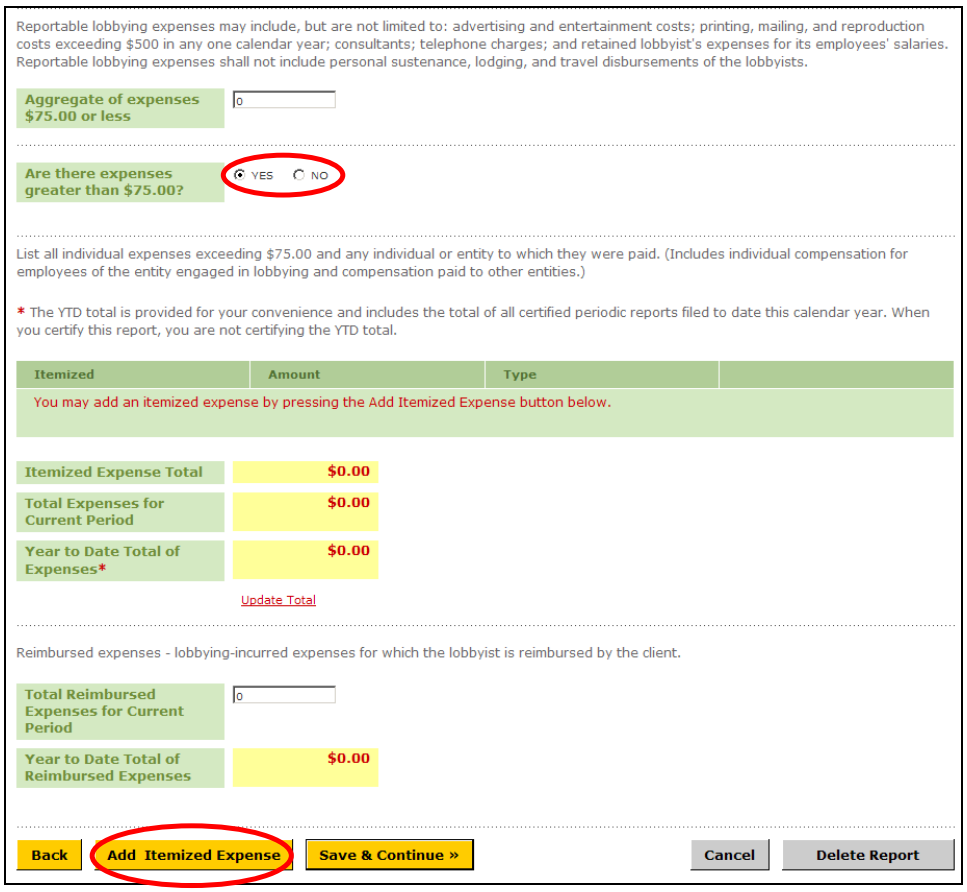


Complete the Lobbying Expenses information:

- Enter the *Aggregate of all expenses for salaries of support staff* – Read the onscreen text to learn the types of salaries this includes.
- Enter the *Aggregate of expenses $75 or less* – Read the onscreen text, which highlights various reportable expenses that fall within this category.
- Indicate if there are expenses greater than $75.00:
  - Click *Yes* to enter itemized expenses.
  - Click *No* to indicate that expenses are each less than $75.00.

Entering Itemized Expenses

If you clicked *Yes*, to indicate that there are expenses greater than $75.00, a section for itemized expenses will appear. The first time you click *Yes*, no expenses will be listed.

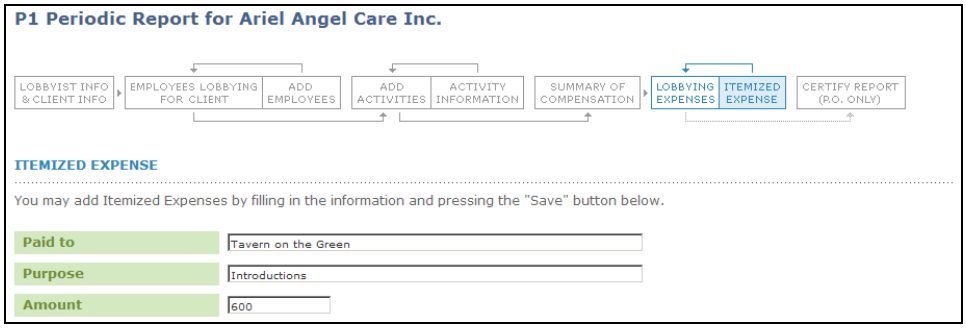


To add an itemized expense, click the "Add Itemized Expense" button. The "Itemized Expense" screen appears. Repeat this process for each itemized expense you must add.

The “Itemized Expense” screen entry is discussed below for each type of filer: Lobbyist, Lobbyist/Client (an entity that lobbies on its own behalf), Primary Lobbyist, or Co-Lobbyist.

Lobbyist Filer Itemized Expenses

Lobbyists not retaining Co-Lobbyists, file expenses incurred while lobbying for their Client.



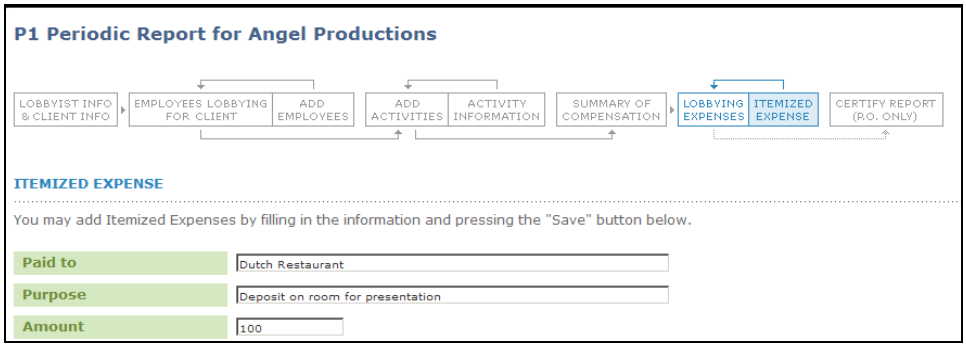
Complete the Itemized Expense details for the following fields:

- For “*Paid to*,” enter the name of the person or entity to which the expense was paid.
- For “*Purpose*,” enter the reason for the expense.
- For “*Amount*,” enter the dollar amount of this expense.

To finalize the entry of lobbying expenses, click here to continue with the “**Saving Itemized Expenses**” section of this guide.

Lobbyist/Client Filer Itemized Expenses

Lobbyist/Clients (entities that lobby on their own behalf), file itemized expenses incurred while lobbying for themselves as the Client.



Complete the Itemized Expense details for the following fields:

- For “*Paid to*,” enter the name of the person or entity to which the expense was paid.

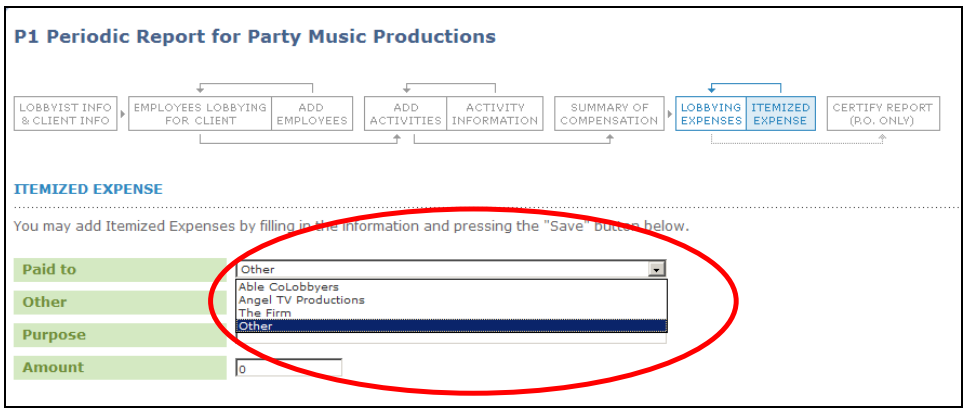
- For "*Purpose*," enter the reason for the expense.
- For "*Amount*," enter the dollar amount of this expense.

To finalize the entry of lobbying expenses, click here to continue with the "**Saving Itemized Expenses**" section of this guide.

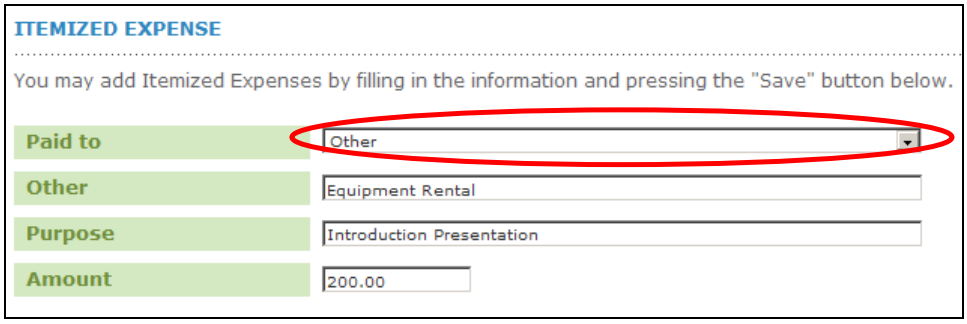
Primary Lobbyist Filer Itemized Expenses

Primary Lobbyists retaining Co-Lobbyists, file itemized expenses incurred while lobbying for their Client, as well as the expense incurred for each retained Co-Lobbyist that actively lobbies during the current period.

The "*Paid to*" dropdown list displays all Co-Lobbyist names listed in the Registration:



For a lobbying expense, complete the Itemized Expense details for the available fields:

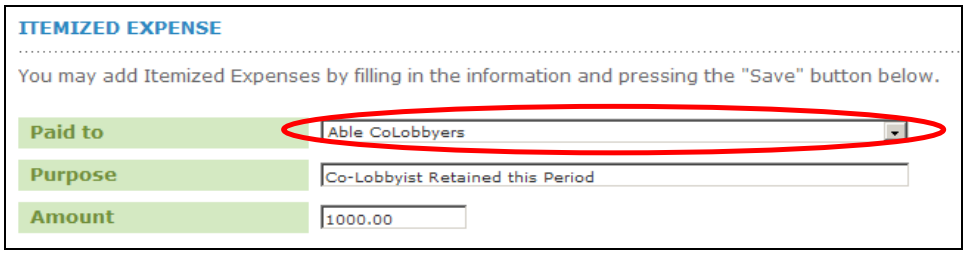


For "*Paid to*," select "*Other*" (the default) from the dropdown list to enter a lobbying expense:

- For "Other," enter the name of the person or entity to which the expense was paid.
- For "*Purpose*," enter the reason for the expense.
- For "*Amount*," enter the dollar amount of this expense.

To finalize the entry of lobbying expenses, click here to continue with the "**Saving Itemized Expenses**" section of this guide.

For a Co-Lobbyist expense, complete the Itemized Expense details for the following fields:



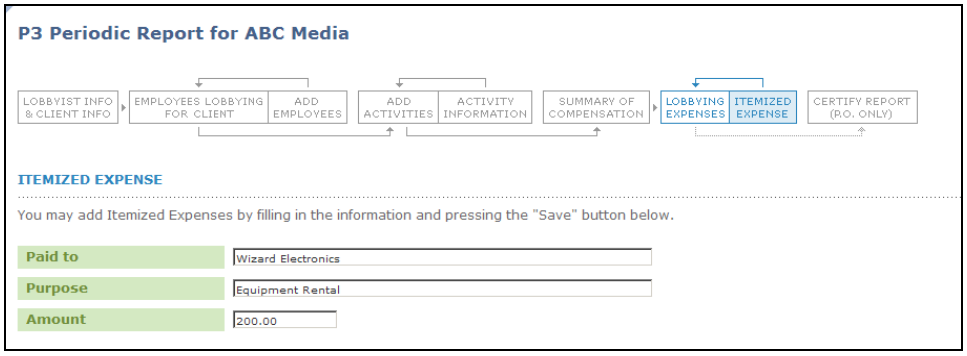
For "*Paid to,*" select a retained "*Co-Lobbyist Name*" from the dropdown list that actively lobbied during the current period. The screen refreshes:

- For "*Purpose,*" enter the reason for the expense.
- For "*Amount,*" enter the dollar amount of this expense.

To finalize the entry of lobbying expenses, click here to continue with the "**Saving Itemized Expenses**" section of this guide.

Co-Lobbyist Filer Itemized Expenses

Co-Lobbyists retained by a Primary Lobbyist, file itemized expenses incurred while lobbying for the Client that they registered.



Complete the Itemized Expense details:

- For "*Paid to,*" enter the name of the person or entity to which the expense was paid.
- For "*Purpose,*" enter the reason for the expense.
- For "*Amount,*" enter the dollar amount of this expense.

To finalize the entry of lobbying expenses, click here to continue with the "**Saving Itemized Expenses**" section of this guide.

Saving Itemized Expenses

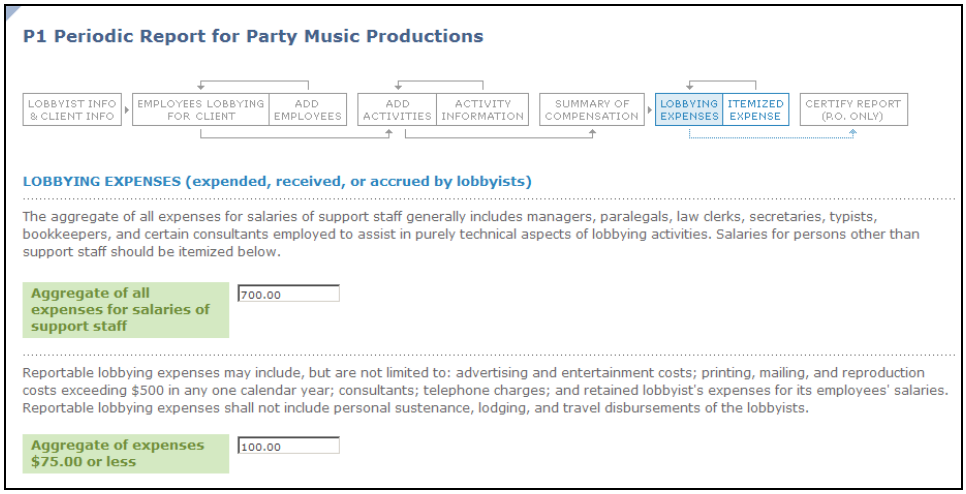
After completing the itemized expense details, scroll to the bottom of the screen.

The following navigation options are available:

- Click "Save" to save and return to the "Lobbying Expenses" screen.
- Click "Back" to return to the "Lobbying Expenses" screen without saving your changes.
- Click "Cancel" to escape, lose your changes, and return to the "Client Home" page.
- Click "Delete Expense" to delete this expense and return to the "Client Home" page. A popup window appears. Click "OK" to continue, or "Cancel" to remain on the screen.

Entering Reimbursed Expenses

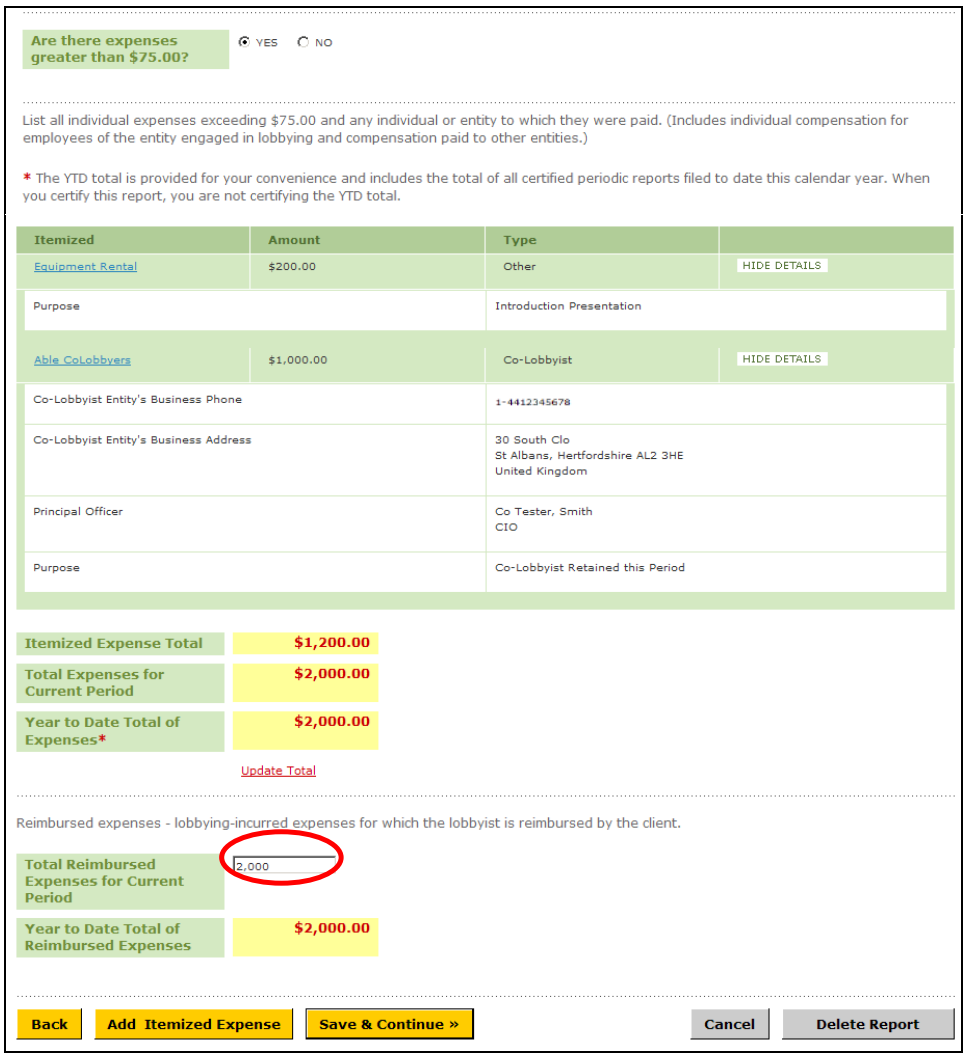
If you clicked the "Save" button on the "Itemized Expenses" screen, the "Lobbying Expenses" screen will appear, showing the various expenses entered. The first part of the "Lobbying Expenses" screen below includes: the Aggregate of Expenses for Salaries and the Aggregate of Expenses $75 or Less:



The second part of the "Lobbying Expenses" screen below includes: Itemized Expenses Greater than $75, and Reimbursed Expenses.

On the Itemized Expenses section of the screen, click the "View Details" button to see the purpose and/or Co-Lobbyist contact information of each Itemized Expense.

Scroll down to the bottom of the screen to enter the Total Reimbursed Expenses for Current Period – the lobbying-incurred expenses for which the Lobbyist is reimbursed by the Client. **Note: Lobbyist/Clients enter zero (0) for Total Reimbursed Expenses.**



As you enter the amounts and expenses above, the totals at the bottom of the screen automatically refresh.

NOTE: The Year to Date (YTD) figure is provided for your convenience only and is not being certified in this report. The YTD total is the sum of all "*Total Compensation Paid or Owed for the Current Period*" in filings already submitted for the current period.

If there were no expenses greater than $75.00, only two totals (*Total Expenses for Current Period* and *Year-to-Date Total of Expenses*) will appear before the Reimbursed Expenses section of the

screen. If there were expenses greater than $75.00, a third total (*Itemized Expense Total*) will display.

When you have finished entering all expenses, to save and proceed to the "Certification" screen, click the "Save & Continue" button. **NOTE: Only Principal Officers can certify reports; if you are a Designee, click the "Save Report" button.** The "Client Home" page will appear.

Or, you may select the following at any time:

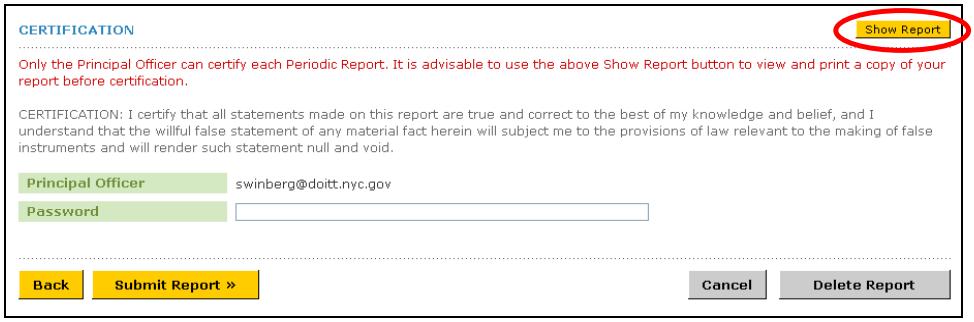
- To return to the "Summary of Compensation" screen without saving your changes, click the "Back" button.
- To escape, lose your changes, and return to the "Client Home" page, click the "Cancel" button.
- To delete the report and return to the "Client Home" page, click the "Delete Report" button. A popup window will appear asking you to confirm. Click the "OK" button to proceed, or click the "Cancel" button to remain on the "Lobbying Expenses" screen.

Certifying a Client Periodic Report

Only Principal Officers can certify Client Periodic Reports. **NOTE: The process for certifying an amended CPR is the same as the process for certifying the original. To learn more about filing amendments, refer to the "Amending a Client Periodic Report" section of this guide.**

NOTE: If no Lobbying Activities were listed for this period, you must either: remove all Employees on the "Employees Lobbying for Client" screen; or add Activities on the "Lobbying Activities" screen, before the CPR certification process can proceed.

If you are a Principal Officer and clicked the "Save & Continue" button, the "Certification" screen will appear.



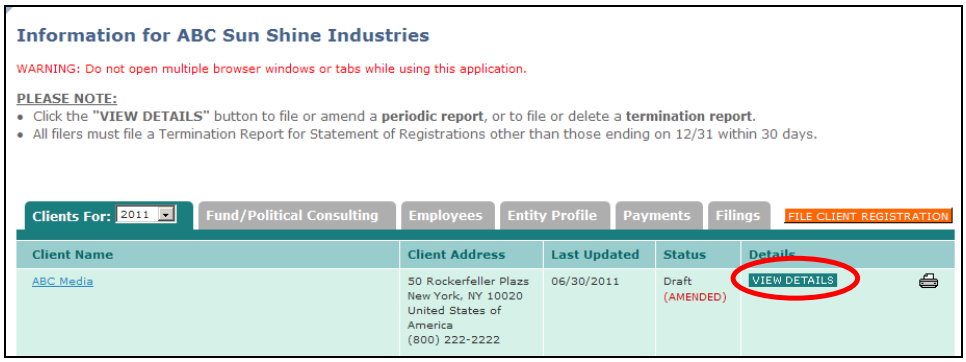
Before you certify your report, it is advisable to view and print a copy of your report. Click the "Show Report" button to view a printer-friendly .html version of it, which you may then print. For security, be sure to retrieve it from the printer immediately. After you have viewed your report, click the "Hide Report" button to hide it.

Enter your password and click the “Submit Report” button. The “Client Home” page will appear. Other options available for selection on the “Certification” screen:

- To return to the “Lobbying Expenses” screen without certifying or filing the report, click the “Back” button.
- To escape, lose your changes, and return to the “Client Home” page, click the “Cancel” button.
- To delete the report and return to the “Client Home” page, click the “Delete Report” button. A popup window will appear asking you to confirm the deletion. Click the “OK” button to proceed with the deletion, or click the “Cancel” button to escape and return to the “Client Home” page.

Viewing and Printing Client Periodic Reports

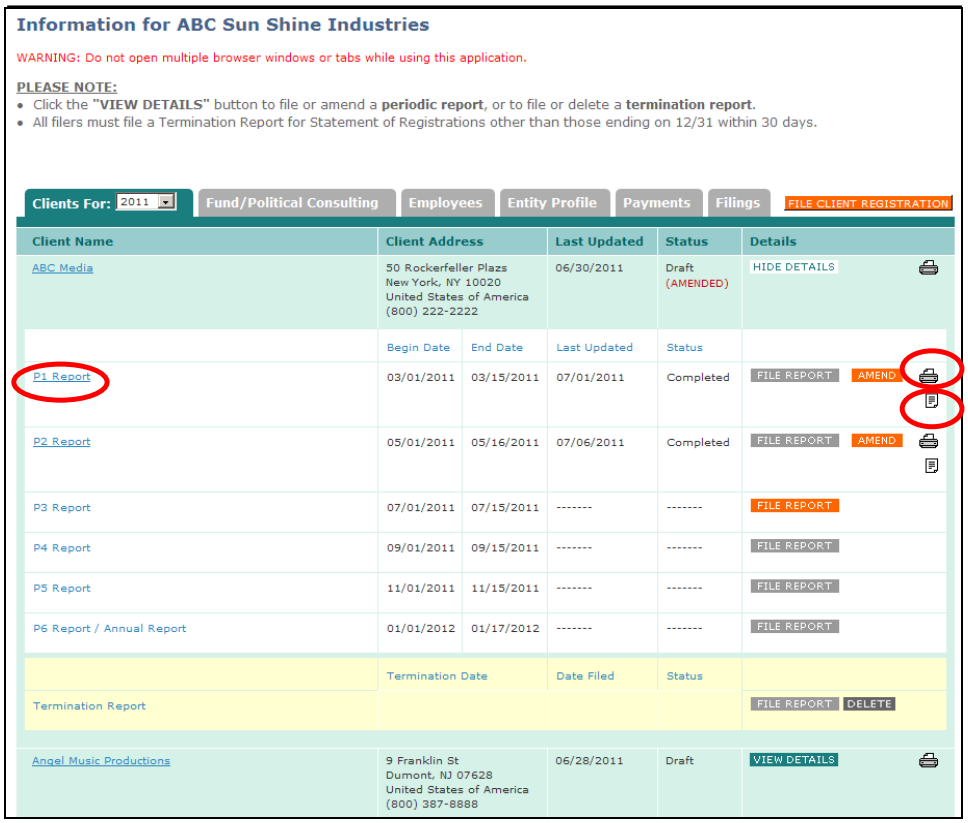
To view a filed or in-process Periodic Report, click the “View Details” button to the far right of the Client’s name on the “Client Home” page.



The Client Period details will open.

Within the details section, you can view the period report name, begin and end dates, last updated date, and status for each report.

When finished viewing the details, click the “Hide Details” button to close the view.



To view a printer-friendly .html version of the report, click the "Printer" icon on the far right of the screen, or the "Period Report" name link in the left column. To view a PDF version of the report, click the "Page" icon on the far right of the screen. You can then print the report by using the print commands in your browser window.

NOTE: Once a report is certified and submitted, the "File Report" button becomes inactive, displaying a gray color. If the report's status is "Complete," clicking either the "Period Report" name or "Printer" icon will open a read-only printer-friendly .html version. If the report's status is "Draft," clicking the "Period Report" name will open an editable version.

The .html version of report will open in a new window. Use the scroll bar to view the various sections of the report: Lobbyist Information, Client Information, Primary Lobbyist Information (if the filer is a Co-Lobbyist), Employees Lobbying for Client, Lobbying Activities, Summary of Compensation, Lobbying Expense, and Reimbursed Expenses.

NOTE: You may only change Lobbyist Information via the "Edit Profile" button on the "Entity Profile" tab. If you make changes to the Entity Profile, they will appear only *after* "Certification" and not in "Draft" versions of the periodic reports.

LOBBYIST INFORMATION

Principal Officer Name	Co Tester, Smith
Principal Officer Title	CIO
Principal Officer Email	rmilazzo@doitt.nyc.gov
Principal Officer Phone	(800) 888-8888
Lobbyist Business Name	Able CoLobbyers
Lobbyist Business Address	30 South Clo St Albans, Hertfordshire AL2 3HE, United Kingdom
Lobbyist Business Phone	1-4412345678

CLIENT INFORMATION

Client Name	ABC Media
Business Address	50 Rockerfeller Plazs New York, NY 10020, United States of America
Client P.O. Name	Tester, Happy
Business Phone	(800) 222-2222
Business Email	rmilazzo@doitt.nyc.gov

PRIMARY LOBBYIST INFORMATION

Principal Officer Name	Tester, Rosanne
Principal Officer Title	CEO
Lobbyist Business Name	ABC Sun Shine Industries
Lobbyist Business Address	110 Sullivan St London, Yorkshire LN10012, United Kingdom
Lobbyist Business Phone	1-4412345678

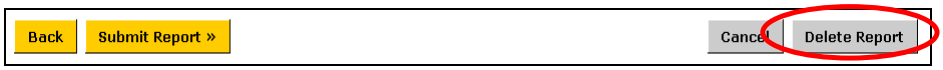
Scroll to the bottom of the report to view its certification status.

This Report has not been certified.

To exit the report, close the browser window by clicking the “x” button in the top right corner.

Deleting a Client Periodic Report

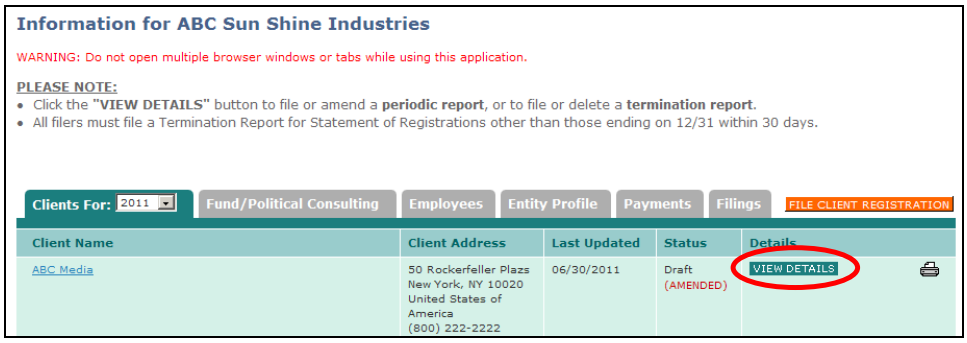
To delete a Client Periodic Report and return to the "Client Home" page, prior to filing (submitting and certifying the report), click the "Delete Report" button. A popup window will appear asking you to confirm. Click the "OK" button to proceed, or click the "Cancel" button.



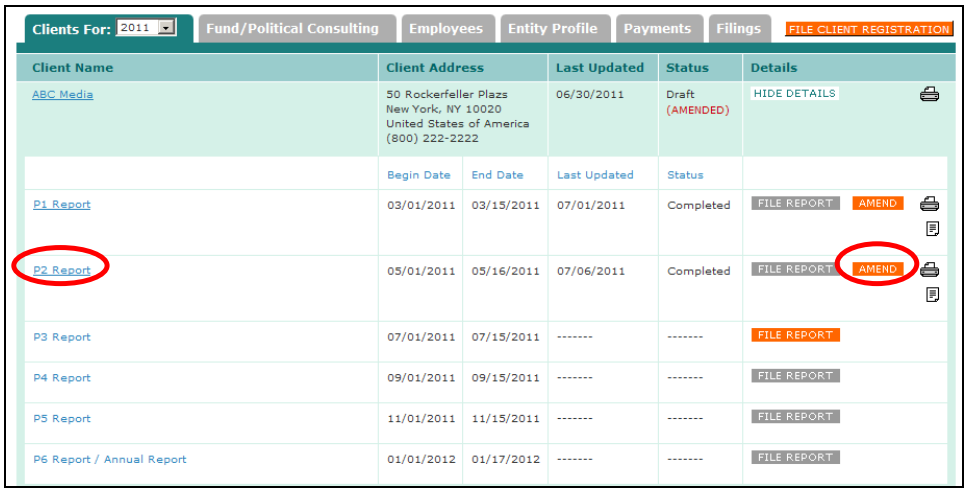
If the screen does not display "Delete Report," click "Back" to return to a screen that does.

Amending a Client Periodic Report

To amend a prior certified report, click "View Details" for the selected Client on the "Client" tab.

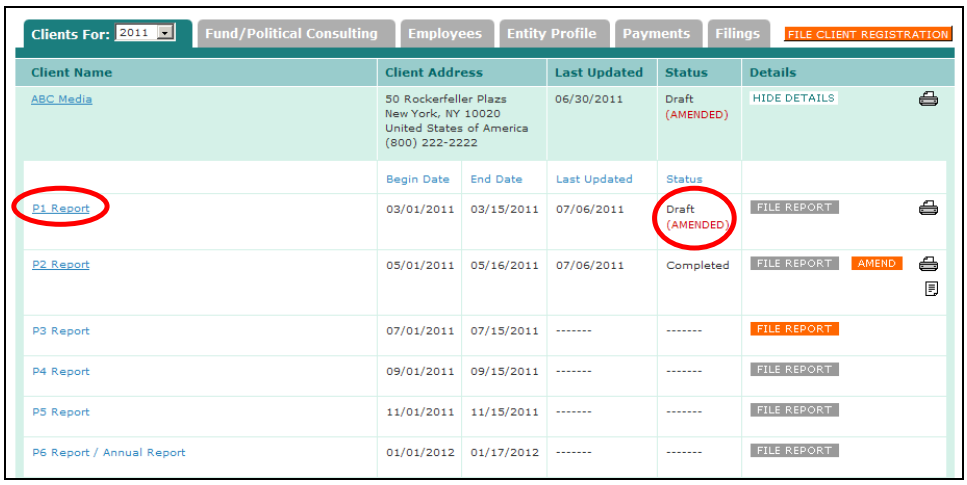


Click the "Amend" button in the "Details" column of the desired report row. The report opens, so that any necessary edits can be made. **NOTE: The year during which the original periodic report was "Complete" cannot be changed when amending a report.**



The process to amend a CPR is the same as filing the original. Refer to the "**Filing a Client Periodic Report**" section of this guide for more details.

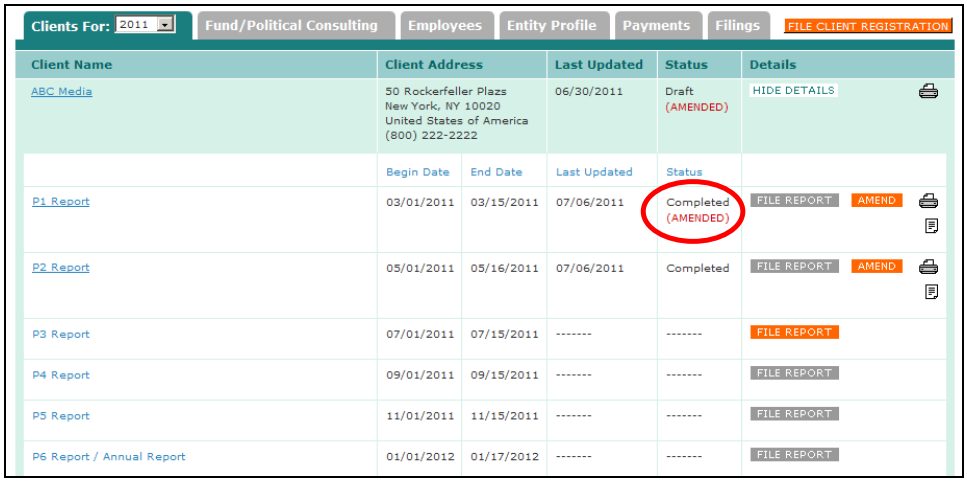
If you save your edits before certifying a CPR, it's status shows "Draft (Amended)" on the "Client" tab.



Certifying an Amended Client Periodic Report

The process to certify an amended CPR is the same as filing the original. Refer to the "**Certifying a Client Periodic Report**" section of this guide for more details.

Once you certify the amended report, its status on the "Client" tab becomes "Completed (Amended)." **NOTE: Once certified, only the amended version displays on the "Client" tab.**

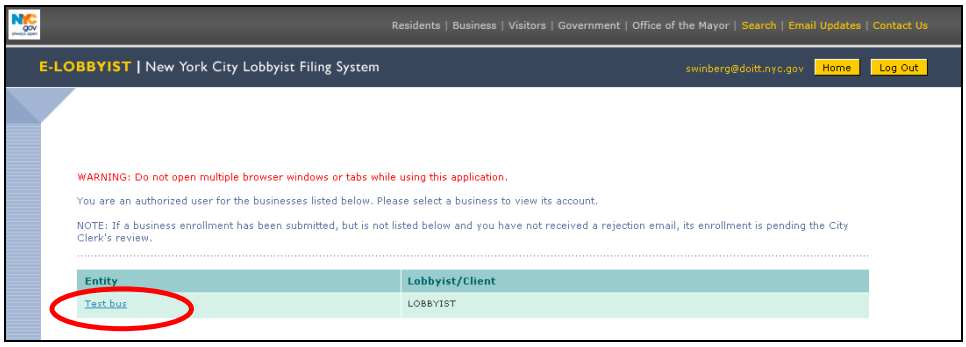


Filing Fundraising/Political Consulting Periodic Reports

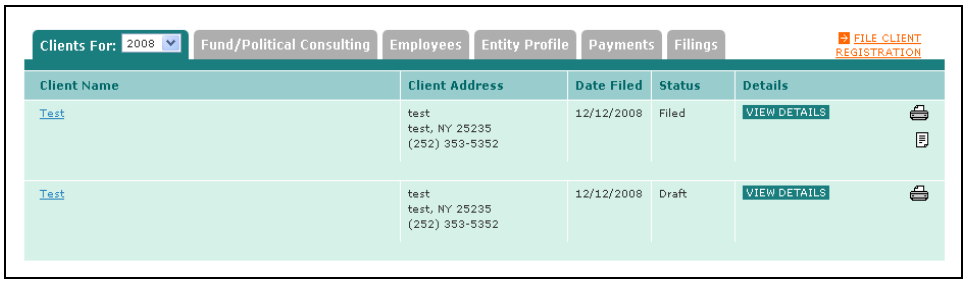
Each year Lobbyists, Primary Lobbyists, Co-Lobbyists, and Lobbyist/Clients (entities that lobby on their own behalf) who are, or were, actively enrolled in e-Lobbyist must file Fundraising/Political Consulting Periodic Reports (FPCPR). These detail fundraising activity with related amounts raised, and political consulting activities with related compensation paid. For period begin and end dates, refer to the "**Filing Periods**" section of this guide.

NOTE: Both Principal Officers and Designees can prepare FPCPRs; however, only Principal Officers can certify and submit them. You may begin preparing a draft FPCPR up to 10 days prior to the beginning date of a filing period; however the FPCPR may only be certified after the filing period begin date. The FPCPR filing link is not available if you have not filed at least one Client Registration.

After logging into e-Lobbyist, the "Home" page will appear. The "Home" page lists all Lobbyist and Client accounts for which you are a Principal Officer or Designee. To file an FPCPR, click the appropriate entity name in the "Entity" column.

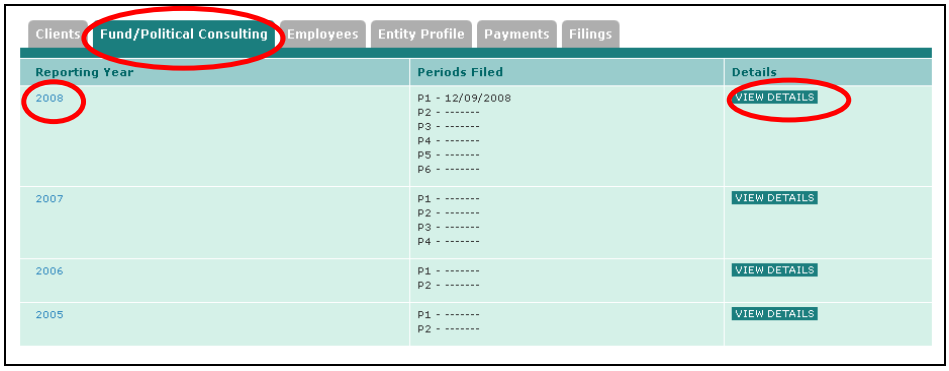


The "Client Home" page for the selected entity will appear.

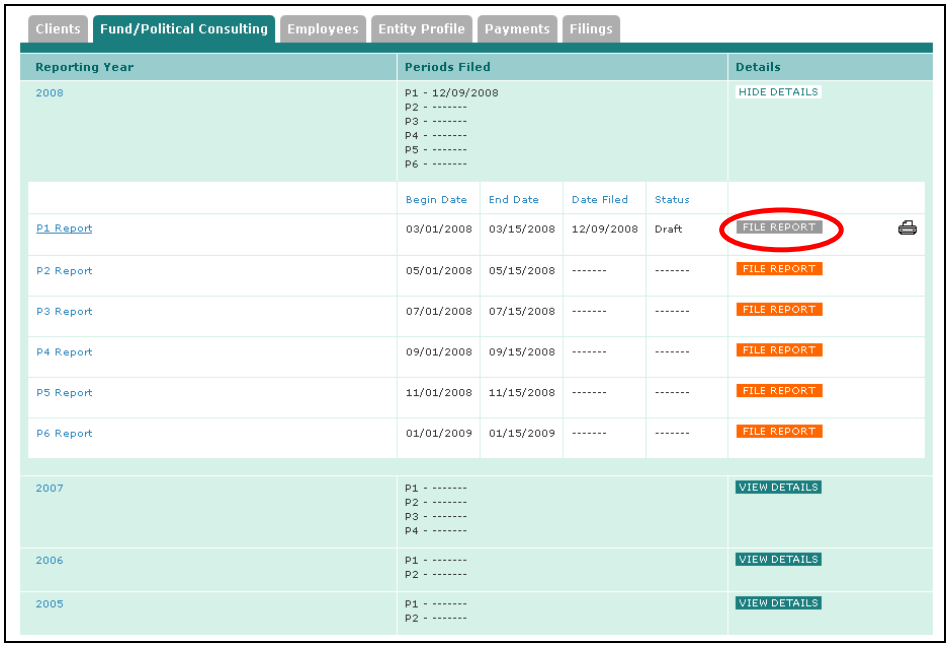


NOTE: Before you file a FPCPR, review and confirm that the information contained in the Entity Profile is correct. Click the "Entity Profile" tab. If it is correct, proceed; if not, refer to the editing instructions in the "Viewing/Editing Entity Profiles" section of this guide.

Click the "Fund/Political Consulting" tab. The "Fund/Political Consulting" screen will appear.



To access periodic report details, click the "View Details" button that corresponds to the year in which you are filing. Rows will appear displaying the report details for the selected year. Within this section, you can view report details such as begin and end dates, dates filed, and statuses.

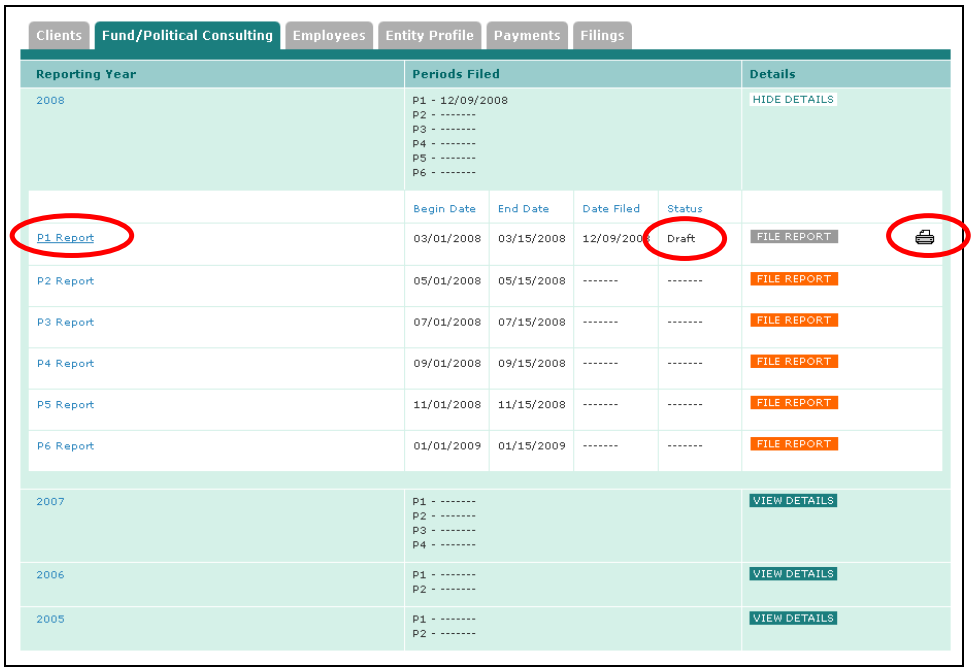


To begin filing a Fundraising/Political Consulting Periodic Report, click the "File Report" button to the right of the desired period. This button becomes active 10 days prior to the begin date of each filing period. Specific Fund/Political Consulting Reports become activated based on the start and end dates of the retainer agreement as entered in the Statement of Registration. Regardless of the retainer agreement end date, you will be able to file the P6 report.

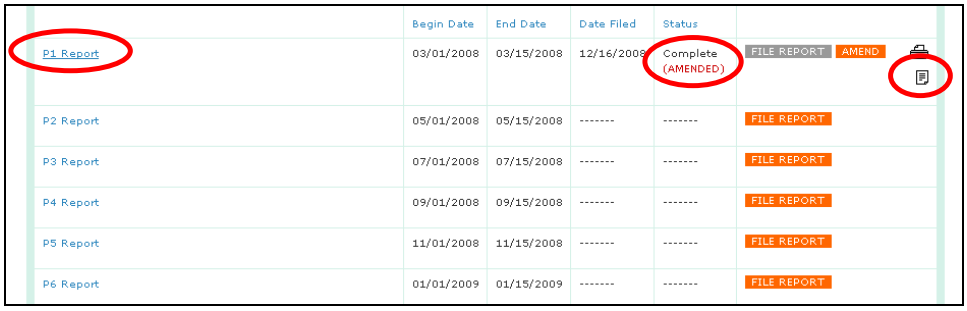
NOTE: You may begin preparing a draft FPCPR up to 10 days prior to the begin date of a filing period; however the FPCPR may only be certified after the filing period begin date.

After you have begun filing the report, if you browse to another tab or logout of e-Lobbyist, you can access the draft report again, by returning to the "Fund/Political Consulting" tab and clicking the corresponding period link in the left hand column.

NOTE: To open a read-only version of the draft report which you can print, click the "Printer" icon on the far right.



NOTE: Once the report is certified and submitted, the "File Report" button becomes inactive and the status changes to "Complete." At that point, you can access an .html version of the report using the "Printer" icon on the far right of the screen, or the clicking the Period Report name link in the left column.



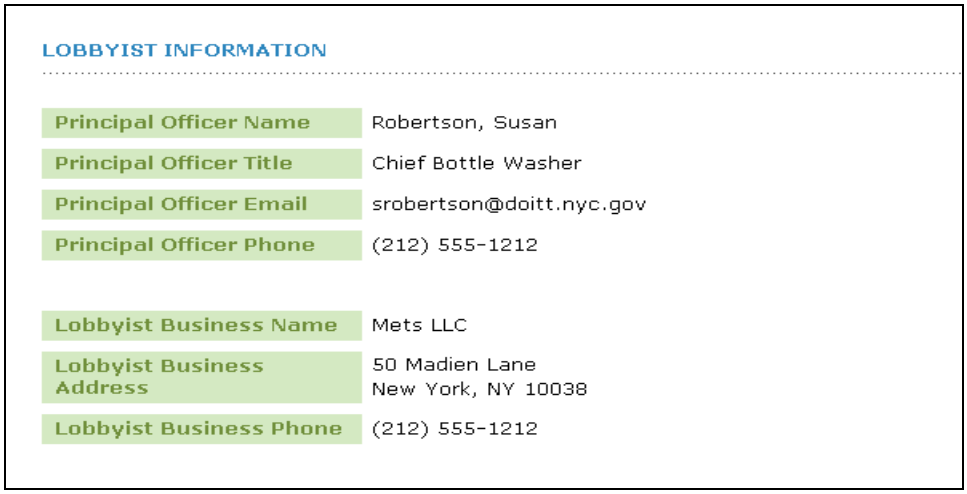
	Begin Date	End Date	Date Filed	Status	
P1 Report	03/01/2008	03/15/2008	12/16/2008	Complete (AMENDED)	FILE REPORT AMEND
P2 Report	05/01/2008	05/15/2008	-------	-------	FILE REPORT
P3 Report	07/01/2008	07/15/2008	-------	-------	FILE REPORT
P4 Report	09/01/2008	09/15/2008	-------	-------	FILE REPORT
P5 Report	11/01/2008	11/15/2008	-------	-------	FILE REPORT
P6 Report	01/01/2009	01/15/2009	-------	-------	FILE REPORT

After clicking the "File Report" button, the first screen of the FPCPR will appear. The top section will display the Lobbyist Information in read-only format.

Navigating a Fundraising/Political Consulting Report

Refer to the blue highlighted box within the graphic at the top of the screen to identify where you are in the process of filing the Fundraising/Political Consulting Report. Click the "Back" button at the bottom of the screen to return to a prior section, or the "Continue" button to proceed.

Viewing Lobbyist Information



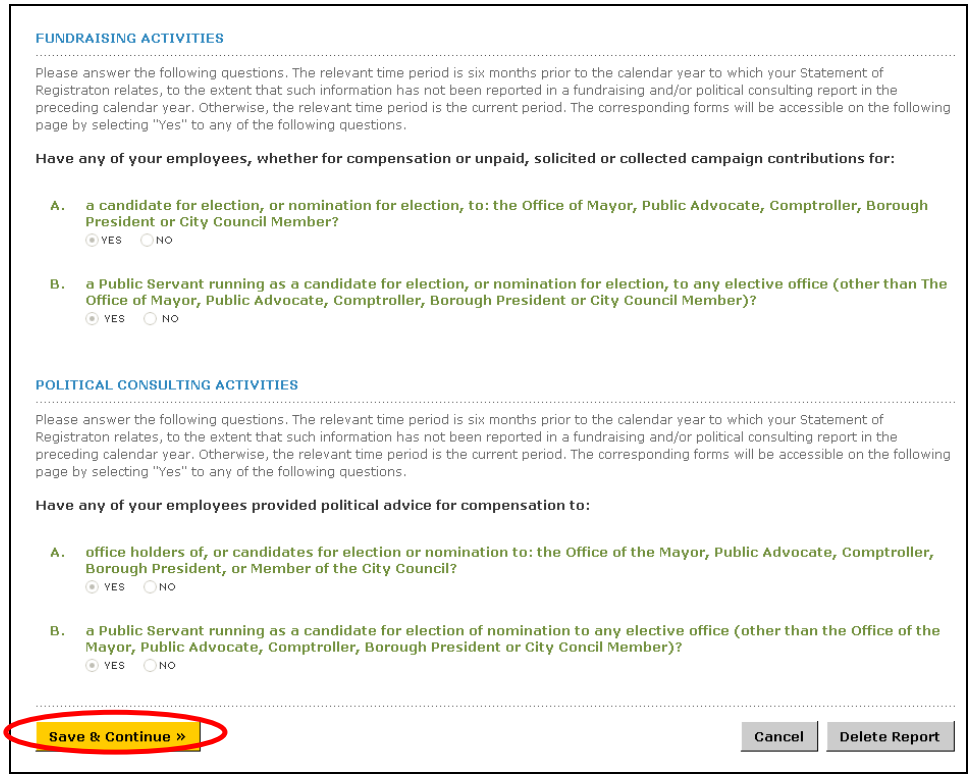
LOBBYIST INFORMATION

Principal Officer Name	Robertson, Susan
Principal Officer Title	Chief Bottle Washer
Principal Officer Email	srobertson@doitt.nyc.gov
Principal Officer Phone	(212) 555-1212
Lobbyist Business Name	Mets LLC
Lobbyist Business Address	50 Madien Lane New York, NY 10038
Lobbyist Business Phone	(212) 555-1212

NOTE: Lobbyist Information may only be changed via the "Edit Profile" button on the "Entity Profile" tab. If you make changes to the entity profile, they will appear only *after* "Certification" and not in "Draft" versions of the Fundraising/Political Consulting Periodic Reports.

Determining Fundraising & Political Consulting Activities

The bottom two sections "Fundraising Activities" and "Political Consulting Activities" of the screen display two questions each related to these activities.



FUNDRAISING ACTIVITIES

Please answer the following questions. The relevant time period is six months prior to the calendar year to which your Statement of Registraton relates, to the extent that such information has not been reported in a fundraising and/or political consulting report in the preceding calendar year. Otherwise, the relevant time period is the current period. The corresponding forms will be accessible on the following page by selecting "Yes" to any of the following questions.

Have any of your employees, whether for compensation or unpaid, solicited or collected campaign contributions for:

A. a candidate for election, or nomination for election, to: the Office of Mayor, Public Advocate, Comptroller, Borough President or City Council Member?
YES NO

B. a Public Servant running as a candidate for election, or nomination for election, to any elective office (other than The Office of Mayor, Public Advocate, Comptroller, Borough President or City Council Member)?
YES NO

POLITICAL CONSULTING ACTIVITIES

Please answer the following questions. The relevant time period is six months prior to the calendar year to which your Statement of Registraton relates, to the extent that such information has not been reported in a fundraising and/or political consulting report in the preceding calendar year. Otherwise, the relevant time period is the current period. The corresponding forms will be accessible on the following page by selecting "Yes" to any of the following questions.

Have any of your employees provided political advice for compensation to:

A. office holders of, or candidates for election or nomination to: the Office of the Mayor, Public Advocate, Comptroller, Borough President, or Member of the City Council?
YES NO

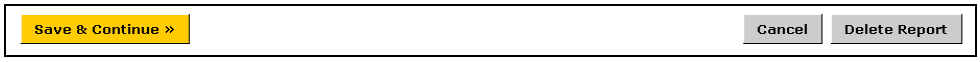
B. a Public Servant running as a candidate for election of nomination to any elective office (other than the Office of the Mayor, Public Advocate, Comptroller, Borough President or City Concil Member)?
YES NO

Save & Continue » Cancel Delete Report

The answers to these four questions determine which subsequent screens must be completed.

- If you are a Principal Officer and answer *No* to all four questions, when you click the "Save & Continue" button at the bottom of the screen, the "Certification" screen will appear. Refer to the "Certifying the FPCPR" section of this guide for more details. **NOTE: Only Principal Officers can certify reports.** If you are a Designee and answer *No* to all four questions, when you click the "Save & Continue" button at the bottom of the screen, you will be returned to this screen.
- If you answer *Yes* to any question, when you click the "Save & Continue" button, the "Selected Activities" screen will appear listing corresponding activities.

NOTE: After saving the answers to the questions, you cannot change a *Yes* answer to *No* unless you delete that specific activity from the corresponding "Candidates" page. Please refer to the "Adding/Deleting Fundraising Activities" within the corresponding activities section of this document.

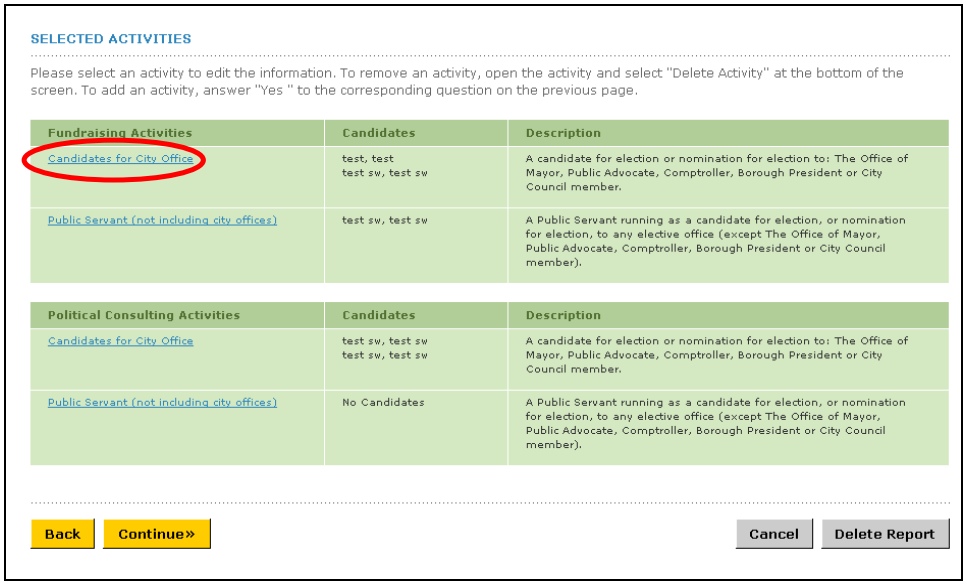


At any time, using the buttons at the bottom of the page, you may select the following:

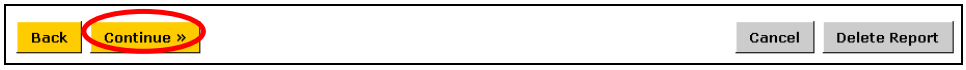
- To lose your changes and return to the "Fundraising/Political Consulting" page, click the "Cancel" button.
- To delete the report and return to the "Client Home" page, click the "Delete Report" button. A popup window will appear asking you to confirm. Click the "OK" button to proceed, or click the "Cancel" button to remain on the first screen of the FPCPR.

Adding/Deleting Selected Activity Information

If you answered *Yes* to any of the four questions on the first screen of the FPCPR, the "Selected Activities" page will appear displaying the corresponding activities.



To add/edit the information for a specific activity, click the corresponding link in the left column and follow the instructions within the corresponding activity section below.

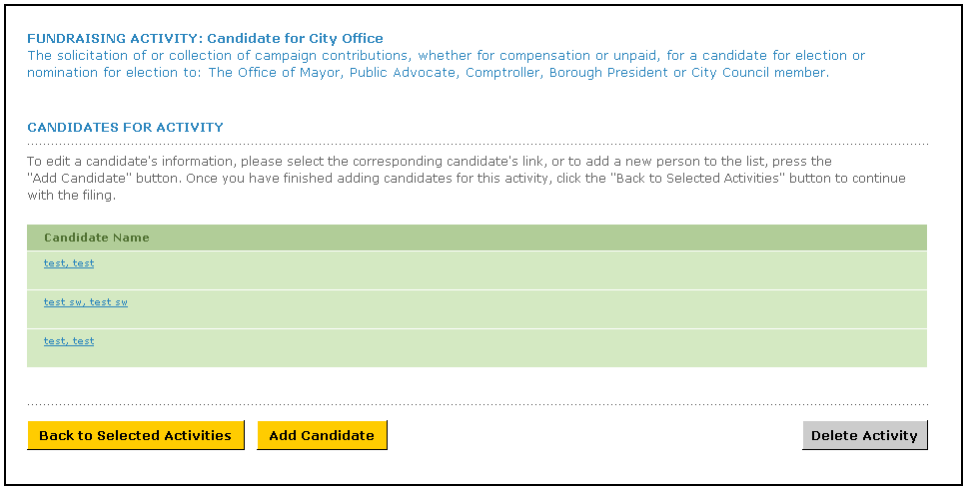


While on the "Selected Activities" page, you may select the following at any time:

- To proceed directly to the "Certification" page, click the "Continue" button.
- To return to the "Fundraising/Political Consulting Activities" question page, click the "Back" button.
- To lose your changes and return to the "Fund/Political Consulting" page, click the "Cancel" button.
- To delete the report and return to the "Client Home" page, click the "Delete Report" button. A popup window will appear asking you to confirm. Click the "OK" button to proceed, or click the "Cancel" button to remain on the first page of the FPCPR.

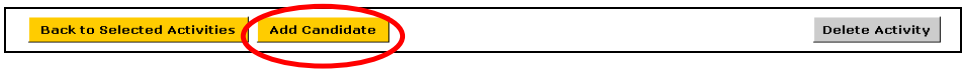
Adding/Deleting Fundraising Activities: Candidates for City Office

While on the "Selected Activities" page, if you clicked the "Fundraising Activity: Candidate for City Office" link, the "Fundraising Activity: Candidate for City Office" page will appear. The first time you arrive at the page, there will be no candidates listed. **NOTE: After you add candidates, they will be listed on this page. To update or review an existing candidate, click the candidate's name in the list.**

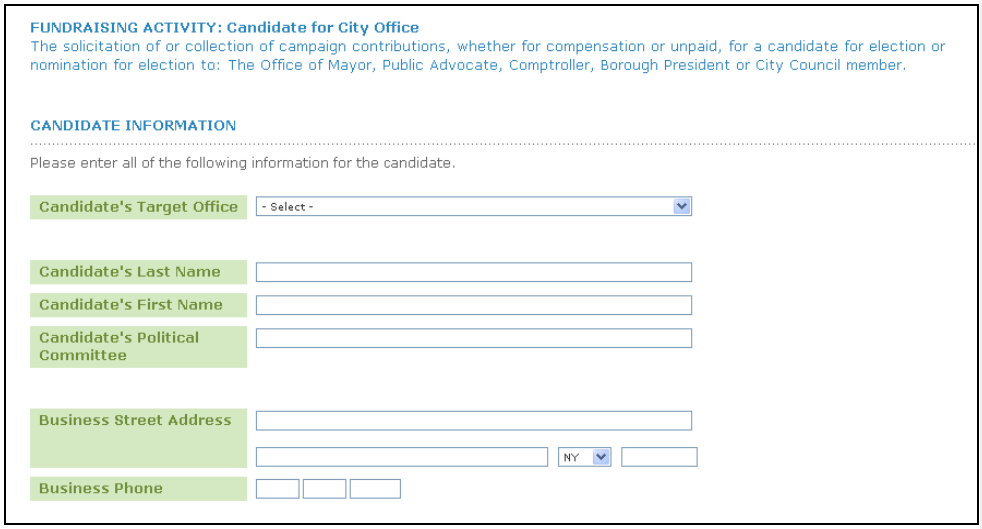


Adding/Deleting Candidates

To add a candidate, click the "Add Candidate" button.



The “Candidate Information” page will appear.

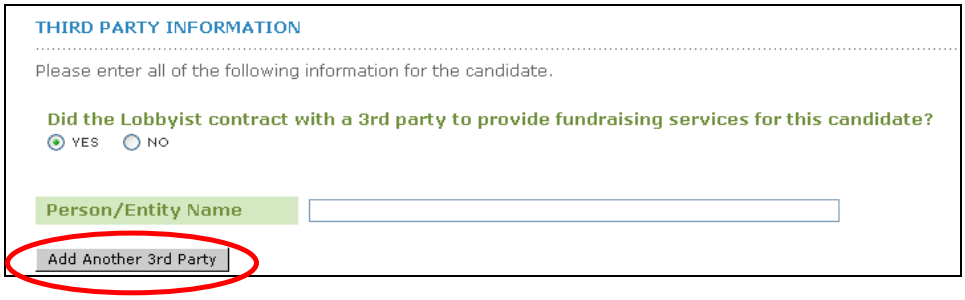


Enter the Candidate Information:

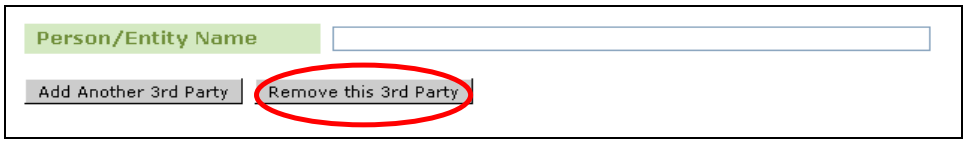
- Select the *Candidate’s Target Office* from the drop-down menu
- *Candidate’s Last Name*
- *Candidate’s First Name*
- *Candidate’s Political Committee*
- *Business Street address*
- *Business Phone*

After entering the Candidate Information, scroll down to the “Third Party Information” section:

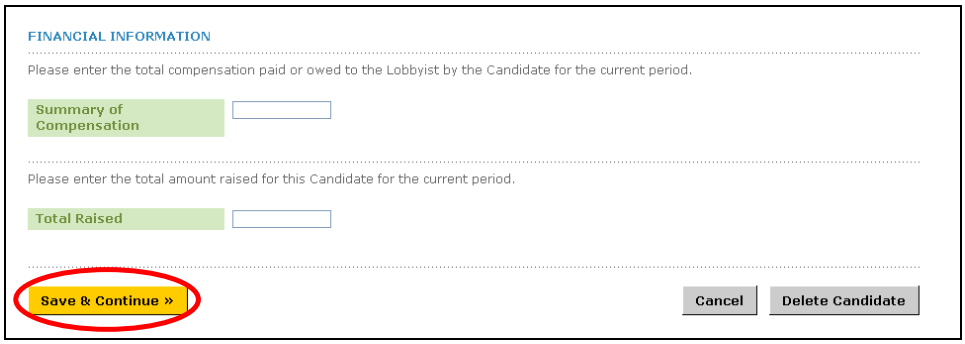
- If the Lobbyist did not contract with a third party to provide fundraising services for this candidate, click *No* and proceed.
- If the Lobbyist contracted with a third party to provide fundraising services for this candidate, click *Yes*. Enter the *Person/Entity Name* in the open field. To add another third party, click the “Add Another 3rd Party” button.



If you added another third party and subsequently need to remove it, click the "Remove this 3rd Party" button. The additional third party field will disappear.



After completing the Third Party Information, proceed to the "Financial Information" section. Enter the *Summary of Compensation* and the *Total Raised*.



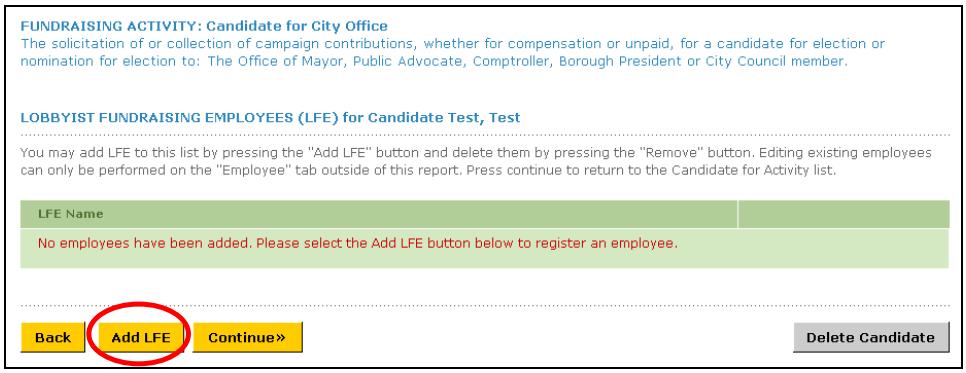
After you've entered the Financial Information, to save and proceed to the "Lobbyist Fundraising Employees" screen, click the "Save & Continue" button. Or, select the following at any time:

- To escape, lose your changes, and return to the "Fundraising Activity: Candidate for City Office" screen, click the "Cancel" button.
- To delete the candidate and return to the "Fundraising Activity: Candidate for City Office" screen, click the "Delete Candidate" button. A popup window will appear asking you to confirm. Click the "OK" button, or click the "Cancel" button to remain on the "Fundraising Activity: Candidate for City Office" screen.

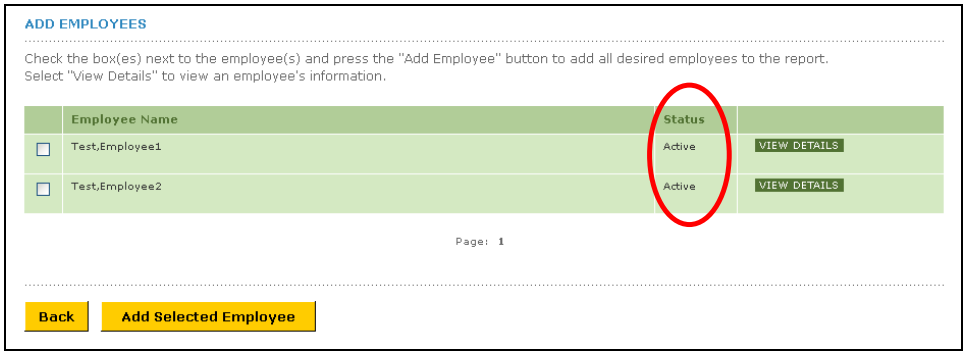
Adding/Deleting Lobbyist Fundraising Employees

If you clicked the "Save & Continue" button after adding the candidate's financial information, the "Lobbyist Fundraising Employees" screen will appear. The first time you arrive at the page, there will be no lobbyist fundraising employees listed.

NOTE: After you add lobbyist fundraising employees (LFEs), they will be listed on this page. To update or review an existing LFE, click the LFE's name in the list.



To add an LFE, click the "Add LFE" button. The "Add Employees" screen will appear. Repeat this process for each LFE you must add.

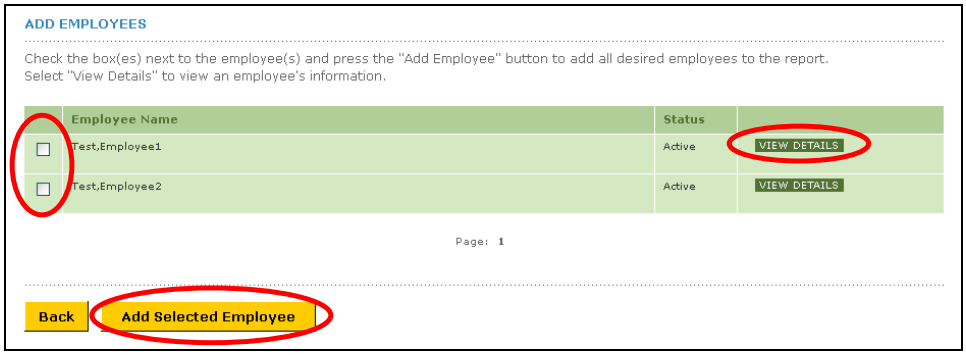


A list of active employees will display. Only those employees with a status of "Active" are available for selection. Employees with a status of "New" or "Draft" have not yet been certified. Employees with a status of "Inactive" have been assigned an "End Date."

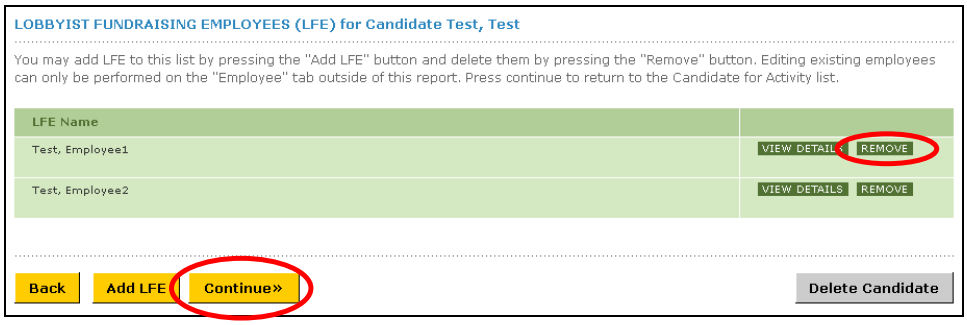
NOTE: If you must select an employee that has a status other than active, you must go to the Employee Store and make the necessary changes/certification to "activate" the employee and then return to this screen to add the employee. To change an employee's information in a *certified report*, you must correct the information in the Employee Store and certify it, amend the report, delete the employee from the amendment (removes the

incorrect employee information from the report), add the corrected employee data to the amended report from the employee store and certify it.

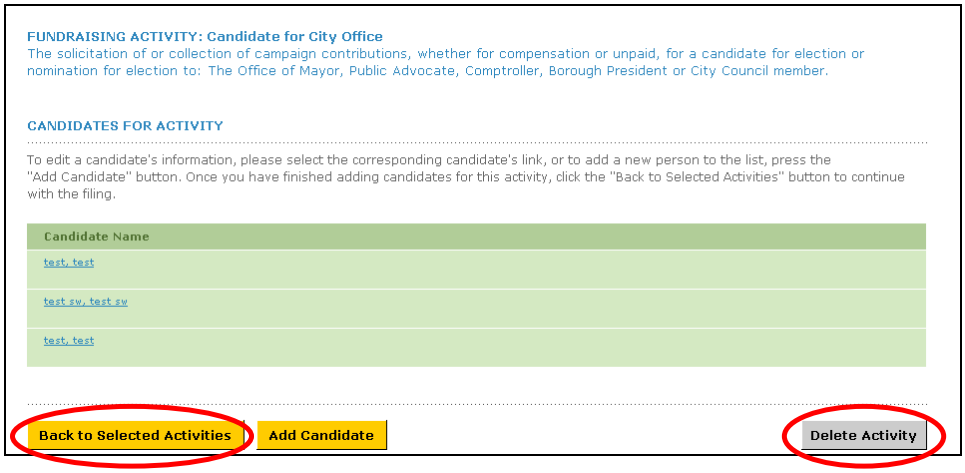
To view an employee's detailed information, click the “View Details” button. Check the box(es) next to the employee(s) and click the “Add Selected Employees” button to add all desired employees to the report.



The added employees will display in the list. To remove an employee, click the “Remove” button.



At any time, you may click the “Back” button to return to the previous screen or, to delete a candidate, click the “Delete Candidate” button. Once you have finished adding employees, click the “Continue” button. The “Candidates for Activity” screen will appear. If you have additional candidates to add, repeat the preceding process for each.

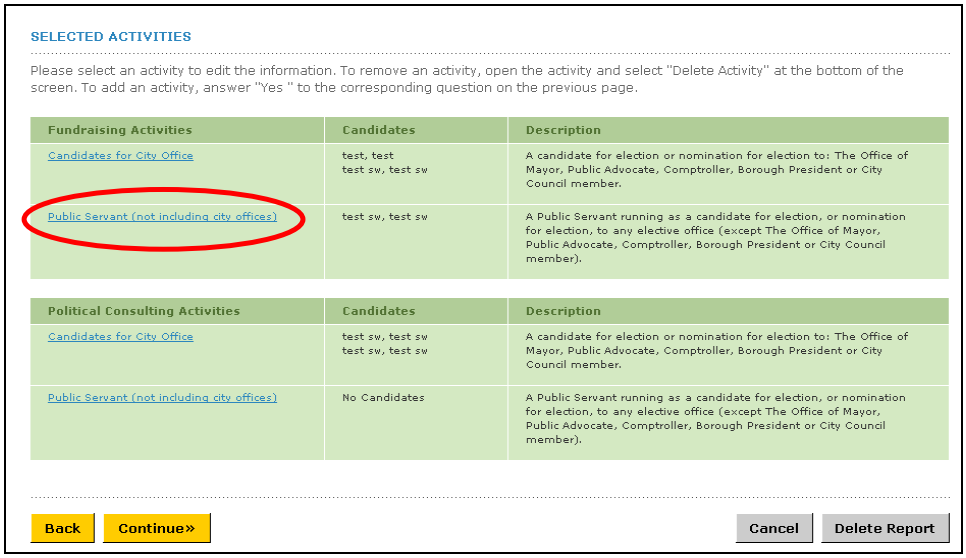


To delete the activity and return to the "Selected Activities" screen, click the "Delete Activity" button. A popup window appears asking you to confirm. Click "OK" to delete, or click "Cancel" to remain on the "Fundraising Activity: Candidates for City Office" screen. When you have finished adding candidates and are ready to edit the remaining activities information, click the "Back to Selected Activities" button. The "Selected Activities" screen will appear.

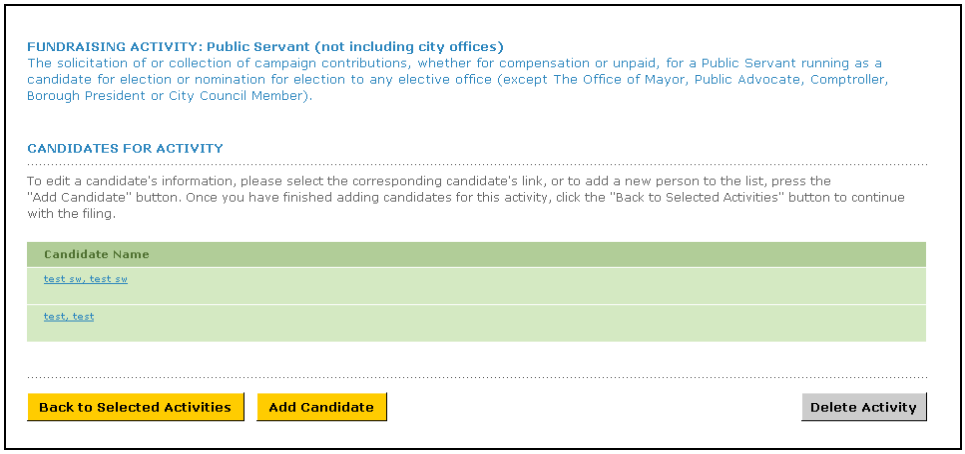
Adding/Deleting Fundraising Activity: Public Servant (Not Including City Offices)

On the "Selected Activities" screen, add Fundraising Activities by a Public Servant by clicking the corresponding link in the left hand column.

NOTE: City Charter, Chapter 68, 2001.19 "'Public Servant' means all officials, officers and employees of the city, including members of community boards and members of advisory committees, except unpaid members of advisory committees shall not be public servants."

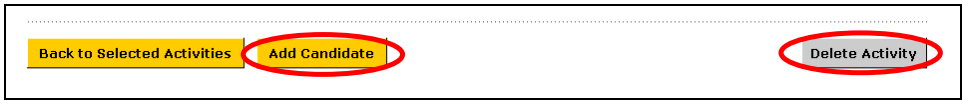


The "Fundraising Activity: Public Servant - Candidates for Activity" screen will appear. The first time you arrive at the page, there will be no candidates listed. **NOTE: After you add candidates, they will be listed on this page. To update or review an existing candidate, click the candidate's name in the list.**

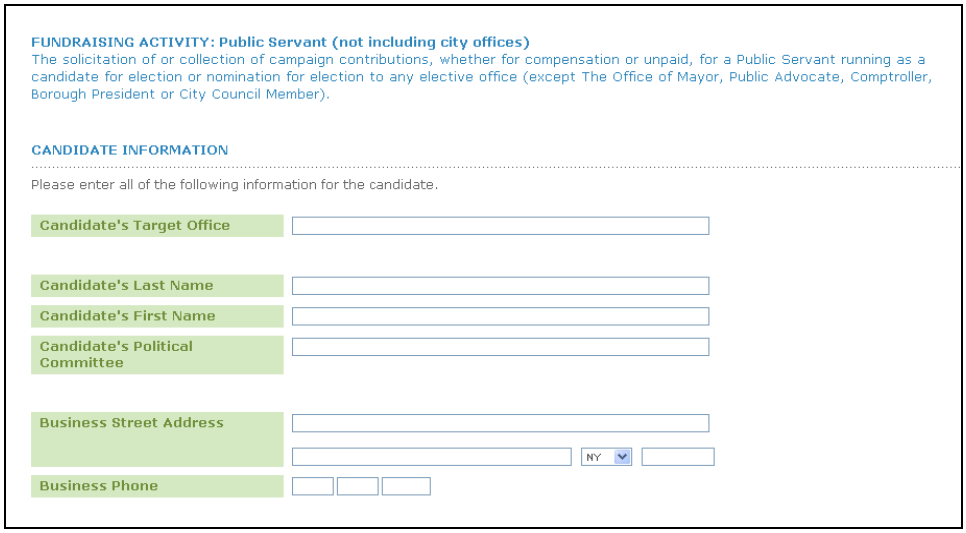


Adding/Deleting Candidates

To add a candidate, click the "Add Candidate" button.



The “Candidate Information” screen will appear.

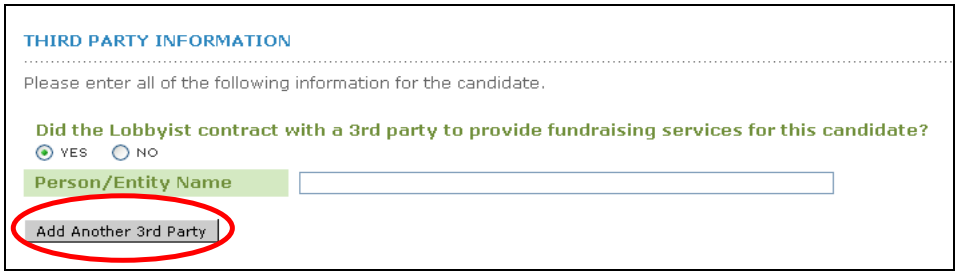


Enter the Candidate Information:

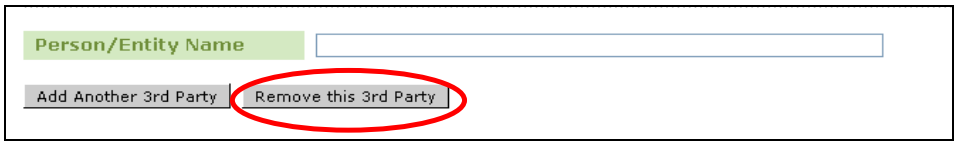
- *Candidate’s Target Office*
- *Candidate’s Last Name*
- *Candidate’s First Name*
- *Candidate’s Political Committee*
- *Business Street address*
- *Business Phone*

After you’ve entered the Candidate Information, scroll down to the “Third Party Information” section of the page:

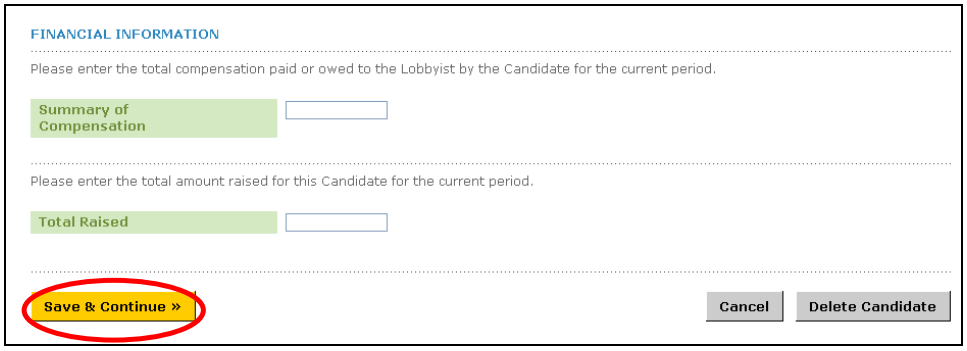
- If the Lobbyist did not contract with a third party to provide fundraising services for this candidate, click *No* and proceed.
- If the Lobbyist contracted with a third party to provide fundraising services for this candidate, click *Yes*. Enter the *Person/Entity Name* in the field that opened. To add another third party, click the “Add Another 3rd Party” button.



If you added another third party and subsequently need to remove it, click the "Remove this 3rd Party" button.



Scroll to the "Financial Information" section. Enter the *Summary of Compensation* and the *Total Raised*.

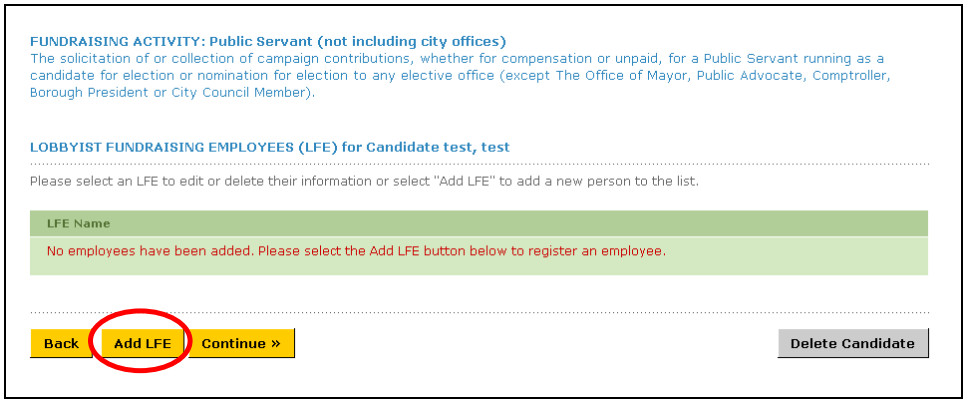


After you've entered the Financial Information, to save and proceed to the "Lobbyist Fundraising Employees" screen, click the "Save & Continue" button. Or, you may select the following at any time:

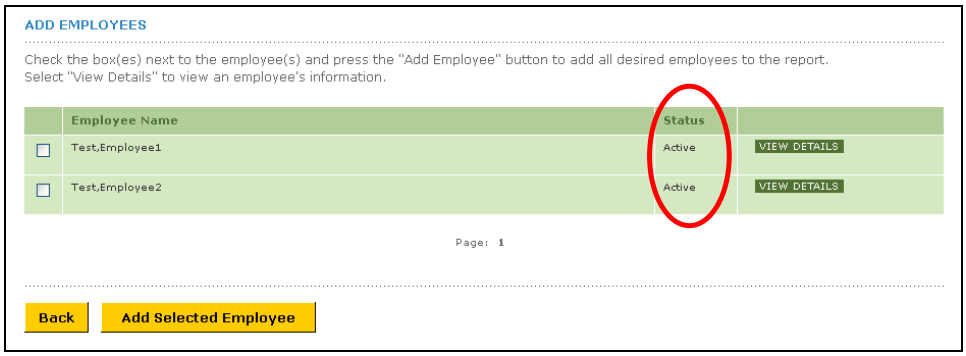
- To escape, lose your changes, and return to the "Fundraising Activity: Public Servant - Candidates for Activity" screen, click the "Cancel" button.
- To delete the candidate and return to the "Fundraising Activity: Public Servant - Candidates for Activity" screen, click the "Delete Candidate" button. A popup window will appear asking you to confirm. Click the "OK" button, or click the "Cancel" button to remain on the "Fundraising Activity: Public Servant - Candidates for Activity" screen.

Adding/Deleting Lobbyist Fundraising Employees

If you clicked the "Save & Continue" button on the "Candidate Information" screen, the "Lobbyist Fundraising Employees" screen will appear. The first time you arrive at the page, there will be no lobbyist fundraising employees listed. **NOTE: After you add LFEs, they will be listed on this page. To update or review an existing LFE, click the LFE's name in the list.**



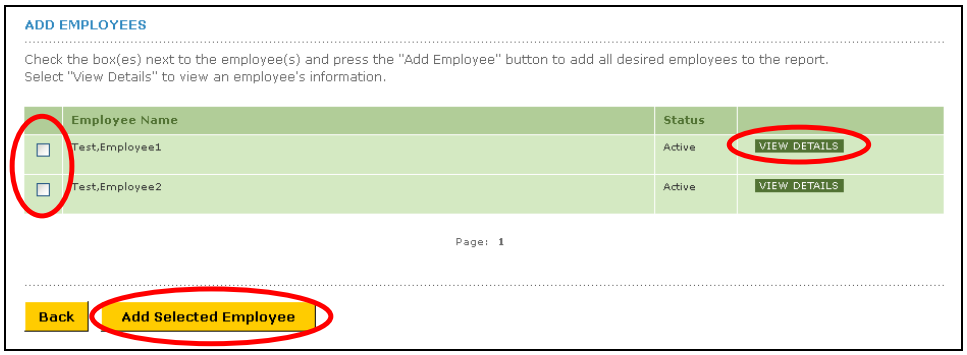
To add a lobbyist fundraising employee, click the "Add LFE" button. The "Add Employees" screen will appear. Repeat this process for each LFE you must add.



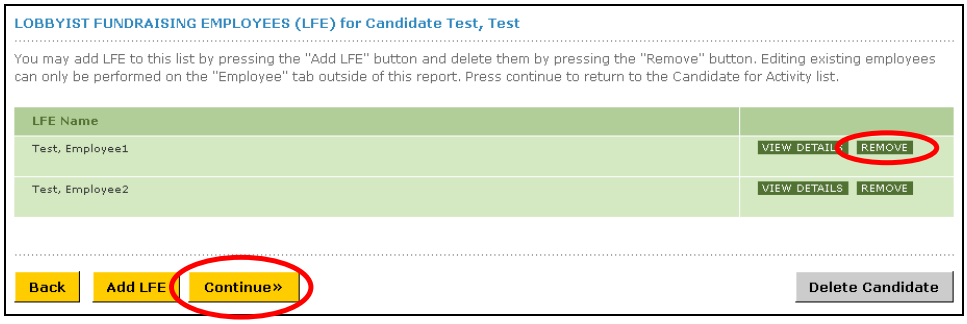
A list of active employees will display. Only those employees with a status of "Active" are available for selection. Employees with a status of "New" or "Draft" have not yet been certified. Employees with a status of "Inactive" have been assigned an "End Date."

NOTE: If you must select an employee that has a status other than active, you must go to the Employee Store and make the necessary changes/certification to "activate" the employee and then return to this screen to add the employee. To change an employee's information in a *certified report*, you must correct the information in the Employee Store and certify it, amend the report, delete the employee from the amendment (removes the incorrect employee information from the report), add the corrected employee data to the amended report from the employee store and certify it.

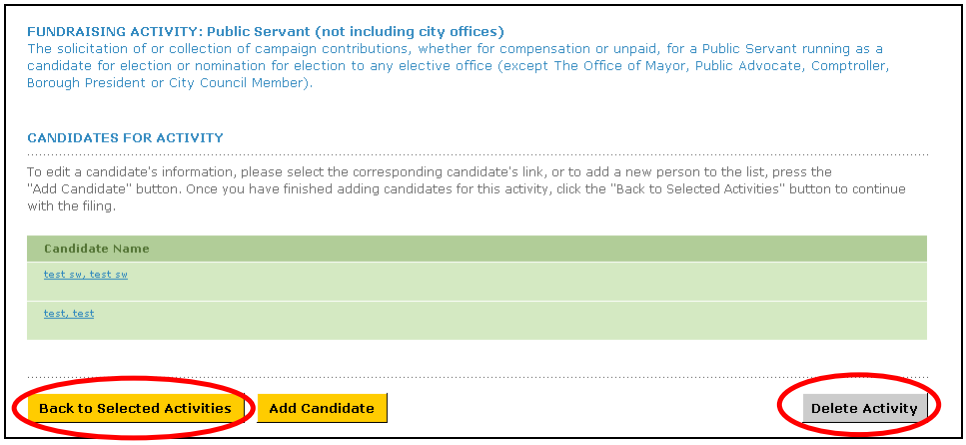
To view an employee's detailed information, click the “View Details” button. Check the box(es) next to the employee(s) and click the “Add Selected Employees” button to add all desired employees to the report.



The added employees will display in the list. To remove an employee, click the “Remove” button.



At any time, you may click the “Back” button to return to the previous screen or, to delete a candidate, click the “Delete Candidate” button. If you click the “Delete Candidate” button, a popup window will appear asking you to confirm. Click the “OK” button, or click the “Cancel” button to remain on the “Lobbyist Fundraising Employees” screen. Once you have finished adding employees, click the “Continue” button. The “Candidates for Activity” screen will appear. If you have additional candidates to add, repeat the preceding process for each.

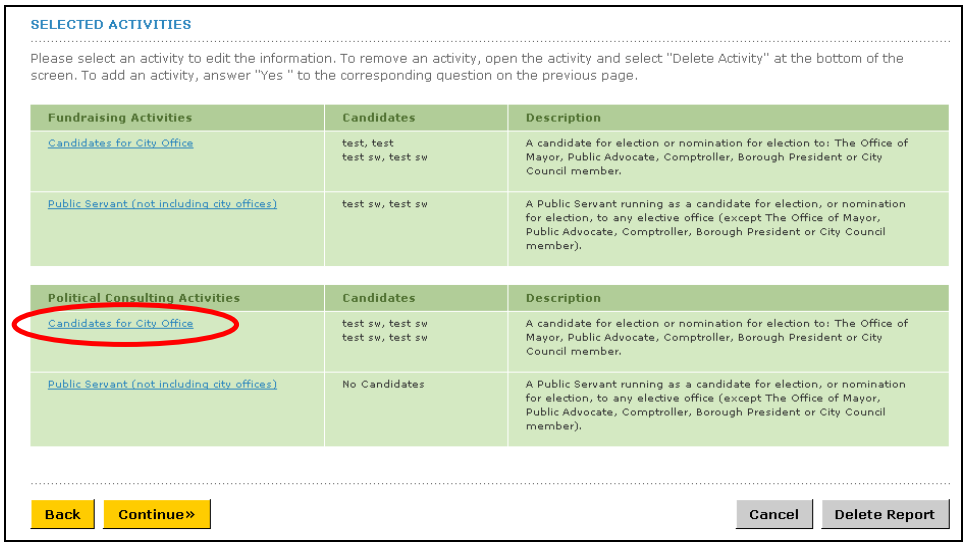


When finished adding candidates, click the “Back to Selected Activities” button to edit the remaining activities information. The “Selected Activities” screen appears.

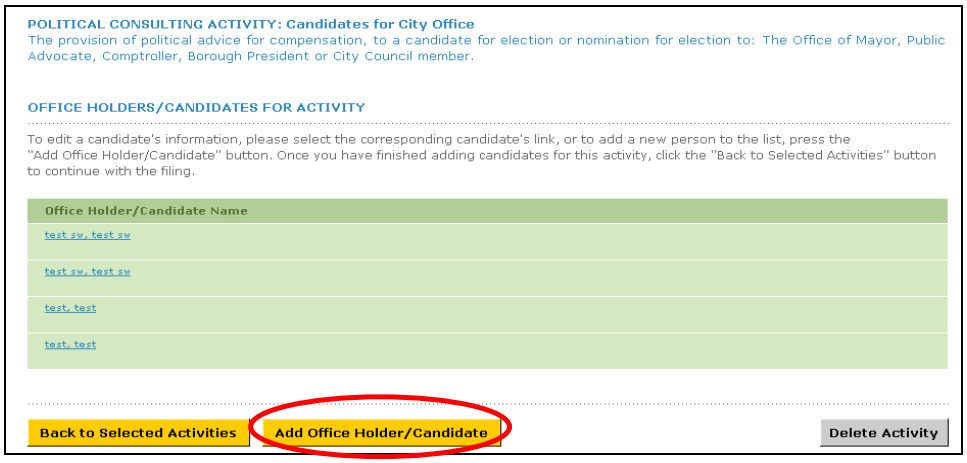
To delete the activity and return to the “Selected Activities” screen, click the “Delete Activity” button. A popup window appears asking you to confirm. Click “OK” to delete, or “Cancel” to remain on the “Fundraising Activity: Public Servant - Candidates for Activity” screen.

Adding/Deleting Political Consulting Activities: Candidates for City Offices

From the “Selected Activities” screen, you can add Political Consulting Activities by a Candidate for City Office by clicking the corresponding link in the left hand column.

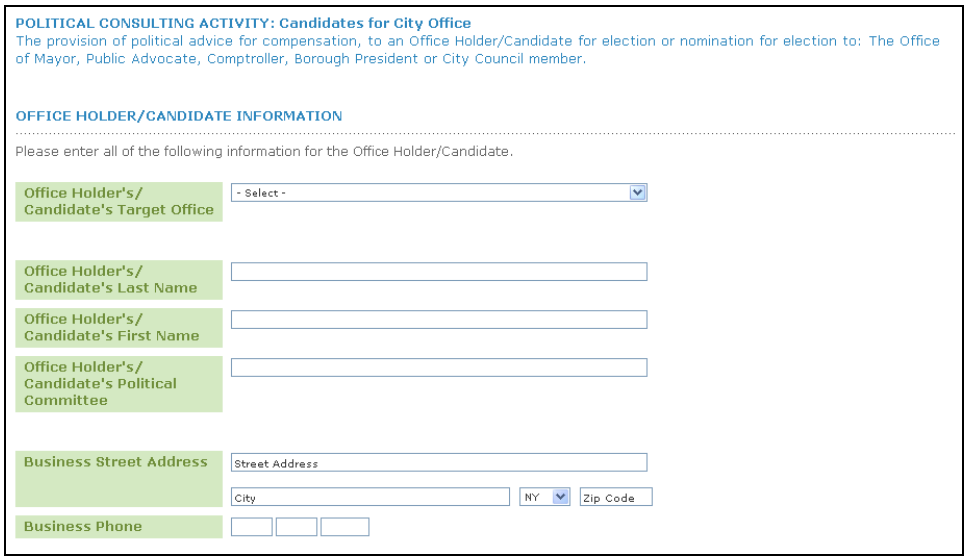


The "Political Consulting Activity – Office Holder/Candidates for Activity" screen will appear. The first time you arrive at the page, there will be no office holders/candidates listed. **NOTE: After you add office holders/candidates, they will be listed on this page. To update or review an existing office holder/candidate, click the office holder's/candidate's name in the list.**



Adding/Deleting Office Holders/Candidates

To add a candidate, click the "Add Office Holder/Candidate" button. The "Officer Holder/Candidate Information" screen will appear.



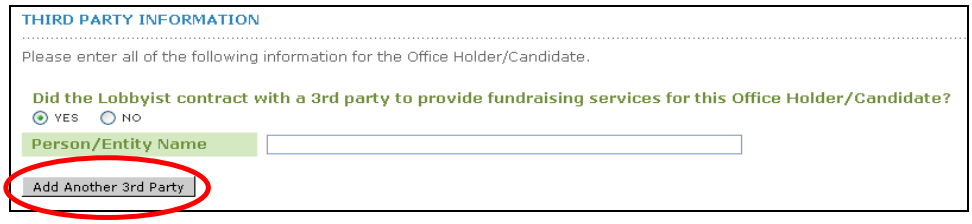
Enter the Office Holder/Candidate Information:

- *Office Holder's/Candidate's Target Office*

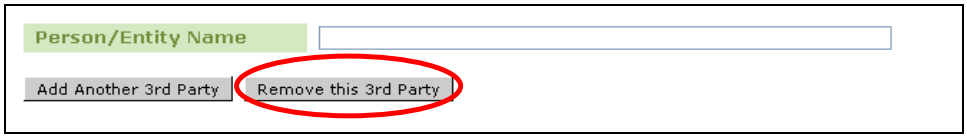
- *Office Holder's/Candidate's Last Name*
- *Office Holder's/Candidate's First Name*
- *Office Holder's/Candidate's Political Committee*
- *Business Street address*
- *Business Phone*

Scroll down to the "Third Party Information" section:

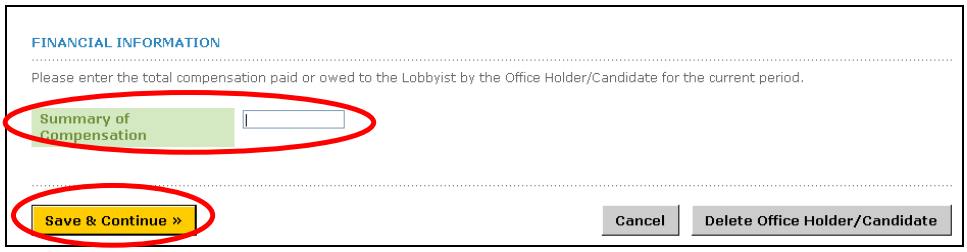
- If the Lobbyist did not contract with a third party to provide fundraising services for this Office Holder/Candidate, click *No* and proceed.
- If the Lobbyist contracted with a third party to provide fundraising services for this Office Holder, click *Yes*. Enter the *Person/Entity Name* in the field that opened. To add another third party, click the "Add Another 3rd Party" button.



If you added another third party and subsequently need to remove it, click the "Remove this 3rd Party" button.



After completing the "Third Party Information," proceed to the "Financial Information" section. Enter the *Summary of Compensation*.

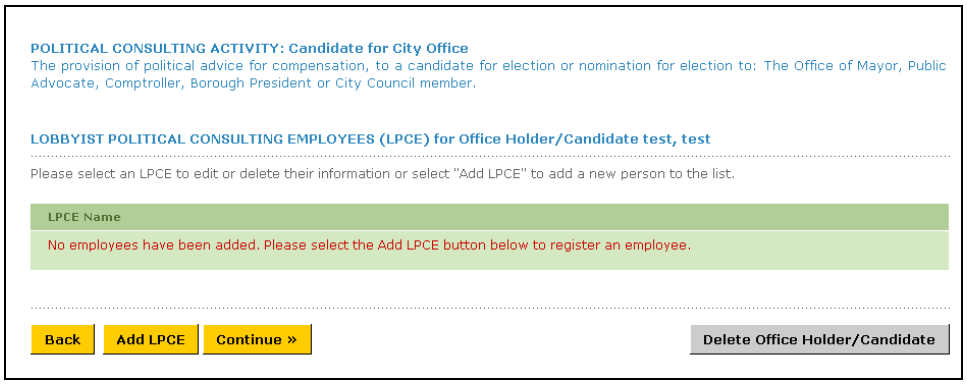


After you've entered the Financial Information, to save and proceed to the "Lobbyist Political Consulting Employees (LPCE) for Office Holder/Candidate Name" screen, click the "Save & Continue" button. Or, you may select the following at any time:

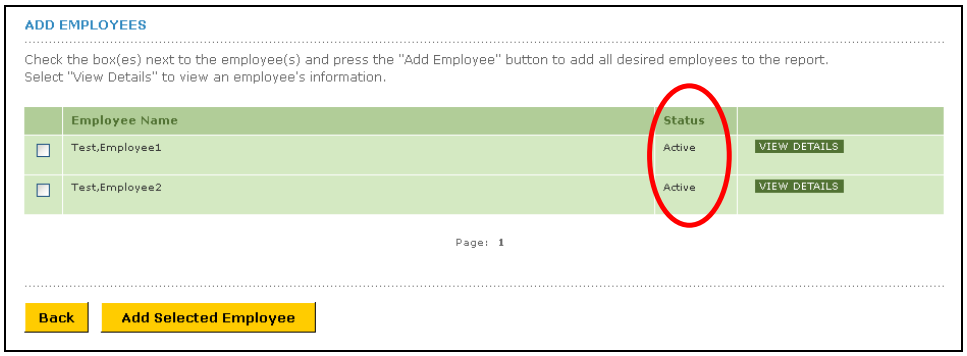
- To escape, lose your changes, and return to the "Political Consulting Activity – Candidates for City Offices" screen, click the "Cancel" button.
- To delete the office holder/candidate and return to the "Political Consulting Activity – Candidates for City Offices" screen, click the "Delete Office Holder/Candidate" button. A popup window will appear asking you to confirm. Click the "OK" button, or click the "Cancel" button to remain on the "Officer Holder/Candidate Information" screen.

Adding/Deleting Lobbyist Political Consulting Employees

If you clicked the "Save & Continue" button on the "Officer Holder/Candidate Information" screen, the "Lobbyist Political Consulting Employees (LPCE) for Office Holder/Candidate Name" screen will appear. The first time you arrive at the page, there will be no LPCEs listed. **NOTE: After you add LPCEs, they will be listed on this page. To update or review an existing LPCE, click the LPCE's name in the list.**



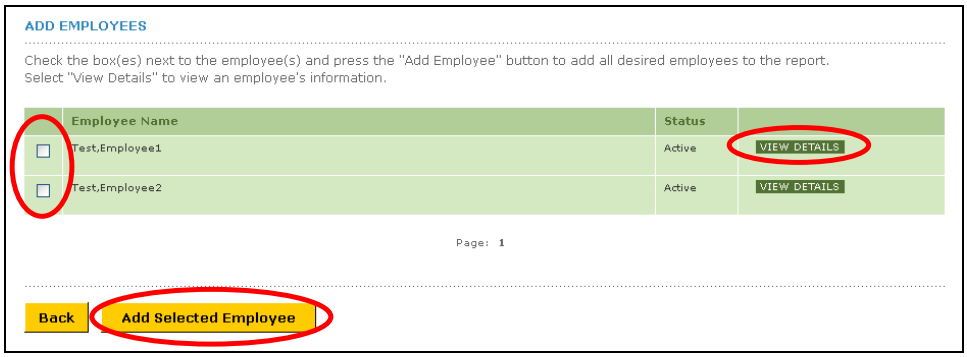
To add a lobbyist political consulting employee (LPCE), click the "Add LPCE" button. The "Add Employees" screen will appear. Repeat this process for each LPCE you must add.



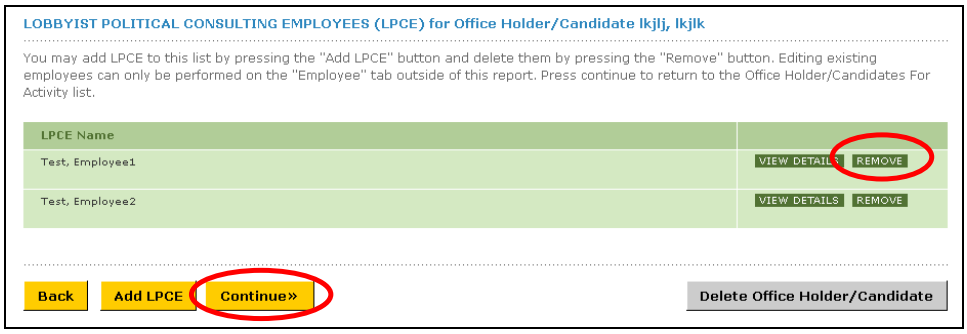
A list of active employees will display. Only those employees with a status of "Active" are available for selection. Employees with a status of "New" or "Draft" have not yet been certified. Employees with a status of "Inactive" have been assigned an "End Date."

NOTE: If you must select an employee that has a status other than active, you must go to the Employee Store and make the necessary changes/certification to "activate" the employee and then return to this screen to add the employee. To change an employee's information in a *certified report*, you must correct the information in the Employee Store and certify it, amend the report, delete the employee from the amendment (removes the incorrect employee information from the report), add the corrected employee data to the amended report from the employee store and certify it.

To view an employee's detailed information, click the "View Details" button. Check the box(es) next to the employee(s) and click the "Add Selected Employees" button to add all desired employees to the report.

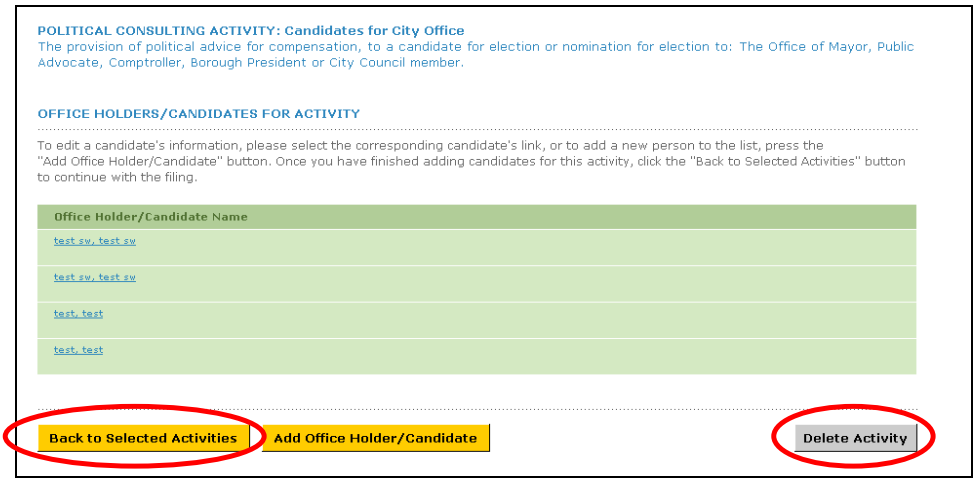


The added employees will display in the list. To remove an employee, click the "Remove" button.



At any time, you may click the "Back" button to return to the previous screen or, to delete a candidate, click the "Delete Office Holder/Candidate" button. If you click the "Delete Candidate" button, a popup window will appear asking you to confirm. Click the "OK" button, or click the "Cancel" button to remain on the "Lobbyist Political Consulting Employees" screen. Once you have finished adding employees, click the "Continue" button. The "Candidates for Activity" screen will appear. If you have additional candidates to add, repeat the preceding process for each.

If you clicked the “Continue” button, the “Political Consulting Activity: Office Holders/Candidates for Activity” screen will appear. If you have additional candidates to add, repeat the preceding process for each.



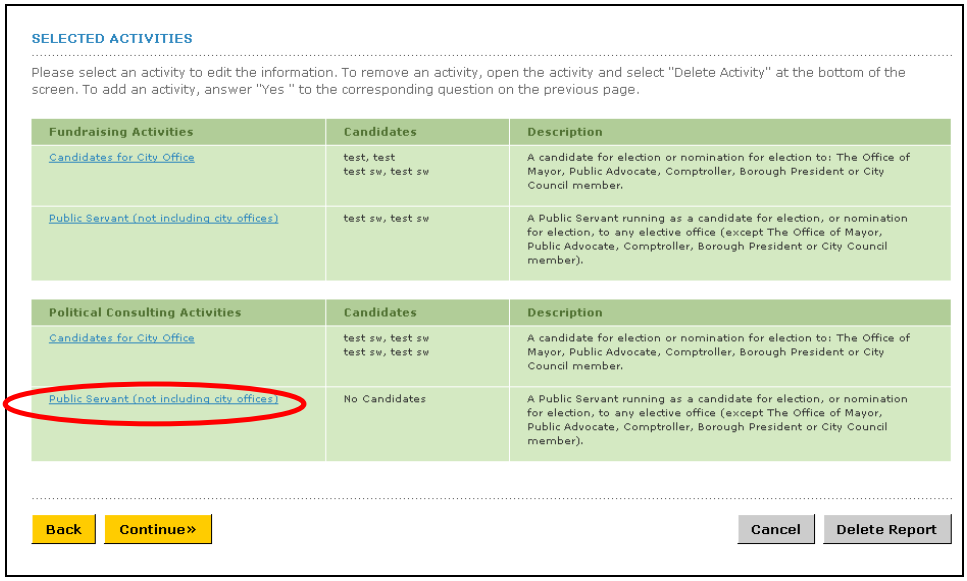
When you have finished adding office holders/candidates and are ready to edit the remaining activities information, click the “Back to Selected Activities” button. The “Selected Activities” screen will appear.

If you wish to delete the activity and return to the “Selected Activities” screen, click the “Delete Activity” button. A popup window will appear asking you to confirm the deletion. Click the “OK” button to proceed with the deletion, or click the “Cancel” button to escape and return to the “Fundraising Activity: Public Servant - Candidates for Activity” screen.

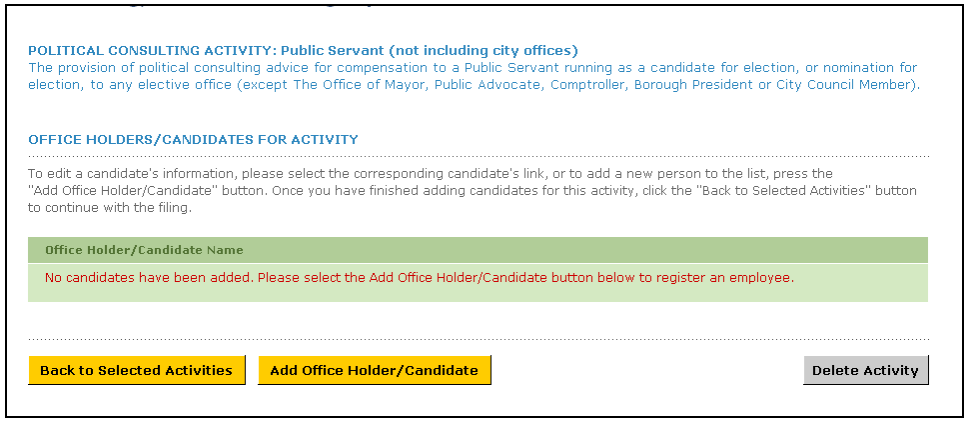
Adding/Deleting Political Consulting Activities: Public Servant (Not Including City Offices)

On the “Selected Activities” screen, you can add Political Consulting Activities by a Public Servant (not including City Offices) by clicking the corresponding link in the left hand column.

NOTE: City Charter, Chapter 68, 2001.19 “‘Public Servant’ means all officials, officers and employees of the city, including members of community boards and members of advisory committees, except unpaid members of advisory committees shall not be public servants.”

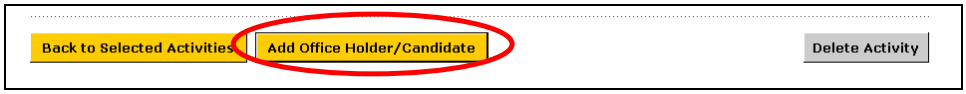


The "Political Consulting Activity – Office Holders/Candidates for Activity" screen will appear. The first time you arrive on the page, there will be no office holders/candidates listed. **NOTE: After you add office holders/candidates, they will be listed on this page. To update or review an existing office holder/candidate, click the office holder's/candidate's name in the list.**

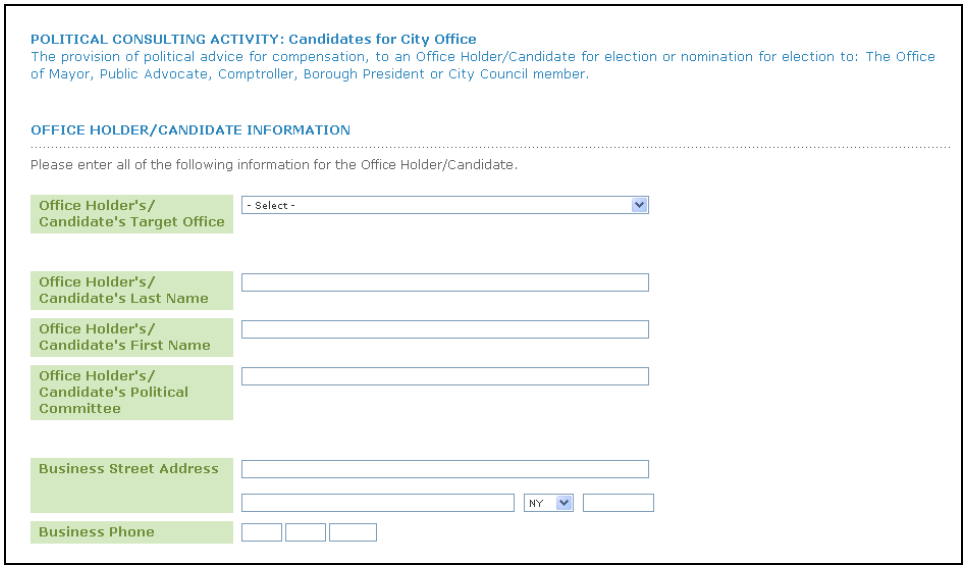


Adding/Deleting Office Holders/Candidates

To add an office holder/candidate, click the "Add Office Holder/Candidate" button.



The “Officer Holder/Candidate Information” screen will appear.

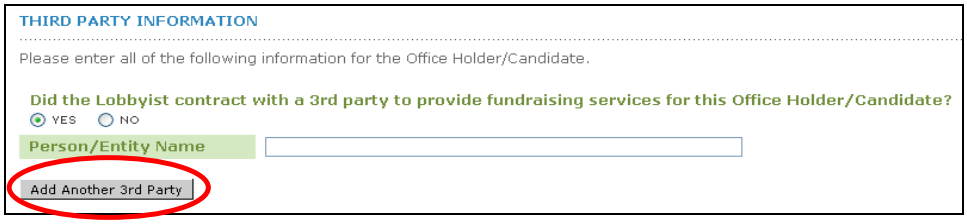


Enter the Office Holder/Candidate Information:

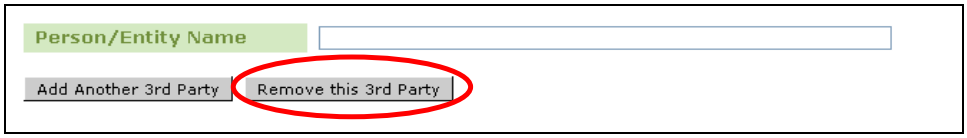
- *Office Holder’s/Candidate’s Target Office*
- *Office Holder’s/Candidate’s Last Name*
- *Office Holder’s/Candidate’s First Name*
- *Office Holder’s/Candidate’s Political Committee*
- *Business Street address*
- *Business Phone*

Scroll down to the “Third Party Information” section:

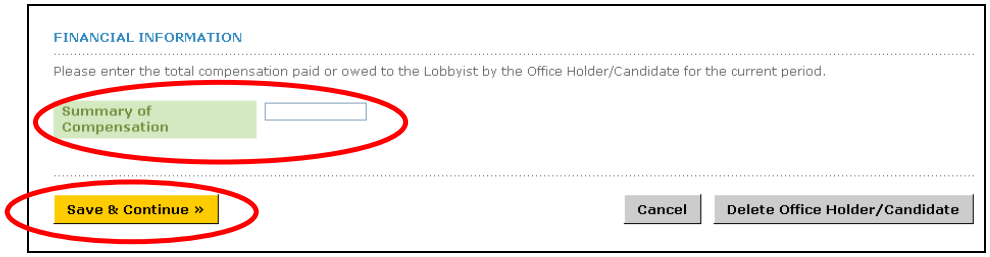
- If the Lobbyist did not contract with a third party to provide fundraising services for this Office Holder/Candidate, click *No* and proceed.
- If the Lobbyist contracted with a third party to provide fundraising services for this Office Holder, click *Yes*. Enter the *Person/Entity Name* in the field that opened. To add another third party, click the “Add Another 3rd Party” button.



If you added another third party and subsequently need to remove it, click the "Remove this 3rd Party" button.



Scroll to the "Financial Information" section. Enter the *Summary of Compensation*.

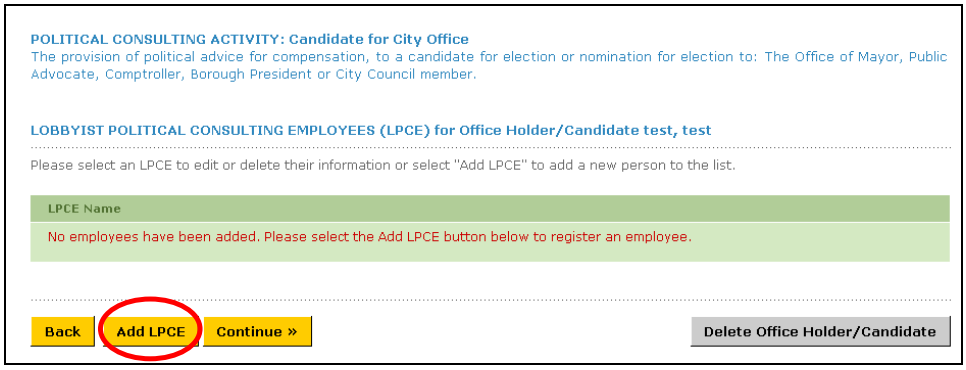


After you've entered the Financial Information, to save and proceed to the "Lobbyist Political Consulting Employees (LPCE) for Office Holder/Candidate Name" screen, click the "Save" button. Or, you may select the following at any time:

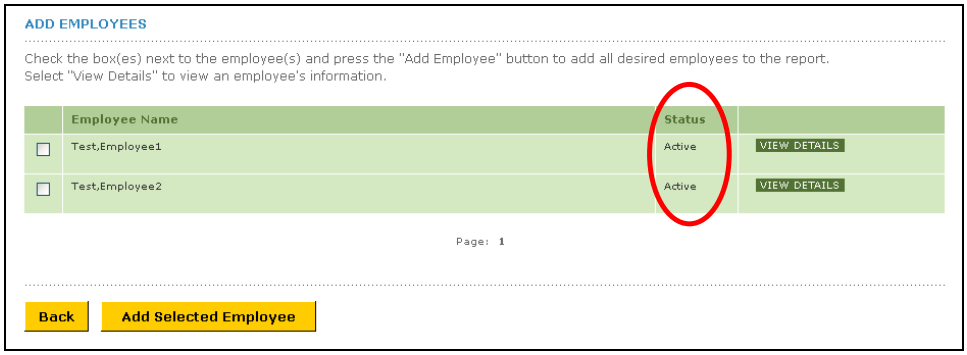
- To escape, lose your changes, and return to the "Political Consulting Activity – Candidates for City Offices" screen, click the "Cancel" button.
- To delete the office holder/candidate and return to the "Political Consulting Activity – Candidates for City Offices" screen, click the "Delete Office Holder/Candidate" button. A popup window will appear asking you to confirm. Click the "OK" button, or click the "Cancel" button to remain on the "Officer Holder/Candidate Information" screen.

Adding/Deleting Lobbyist Political Consulting Employees

If you clicked the "Save" button, the "Lobbyist Political Consulting Employees (LPCE) for Office Holder/Candidate Name" screen will appear. The first time you arrive on the page, there will be no LPCEs listed. **NOTE: After you add LPCEs, they will be listed on this page. To update or review an existing LPCE, click the LPCE's name in the list.**



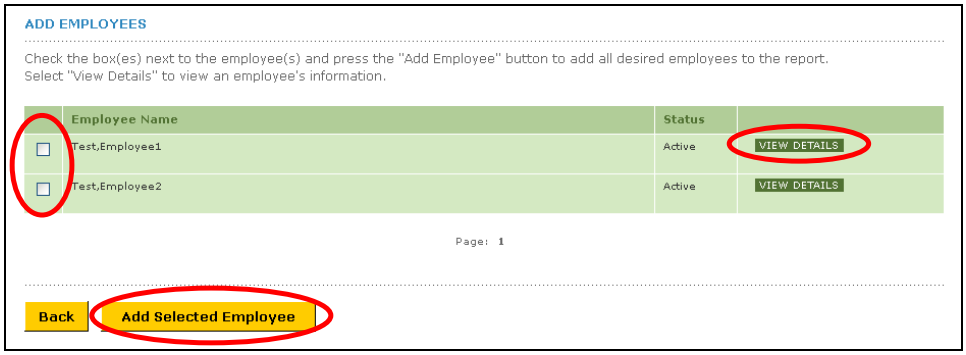
To add a lobbyist political consulting employee (LPCE), click the "Add LPCE" button. The "Add Employees" screen will appear. Repeat this process for each LPCE you must add.



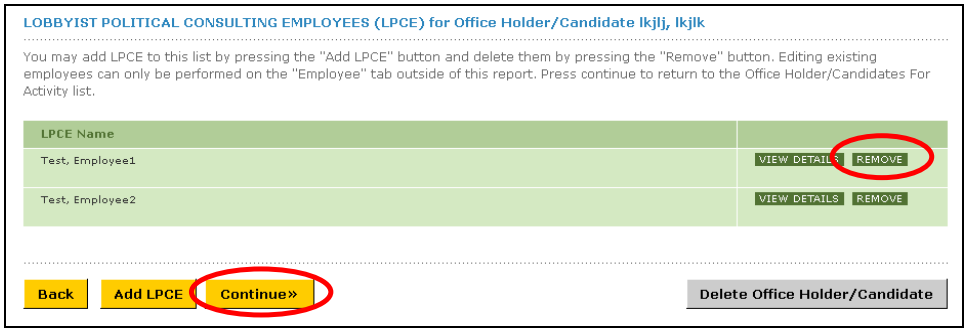
A list of active employees will display. Only those employees with a status of "Active" are available for selection. Employees with a status of "New" or "Draft" have not yet been certified. Employees with a status of "Inactive" have been assigned an "End Date."

NOTE: If you must select an employee that has a status other than active, you must go to the Employee Store and make the necessary changes/certification to "activate" the employee and then return to this screen to add the employee. To change an employee's information in a *certified report*, you must correct the information in the Employee Store and certify it, amend the report, delete the employee from the amendment (removes the incorrect employee information from the report), add the corrected employee data to the amended report from the employee store and certify it.

To view an employee's detailed information, click the "View Details" button. Check the box(es) next to the employee(s) and click the "Add Selected Employees" button to add all desired employees to the report.



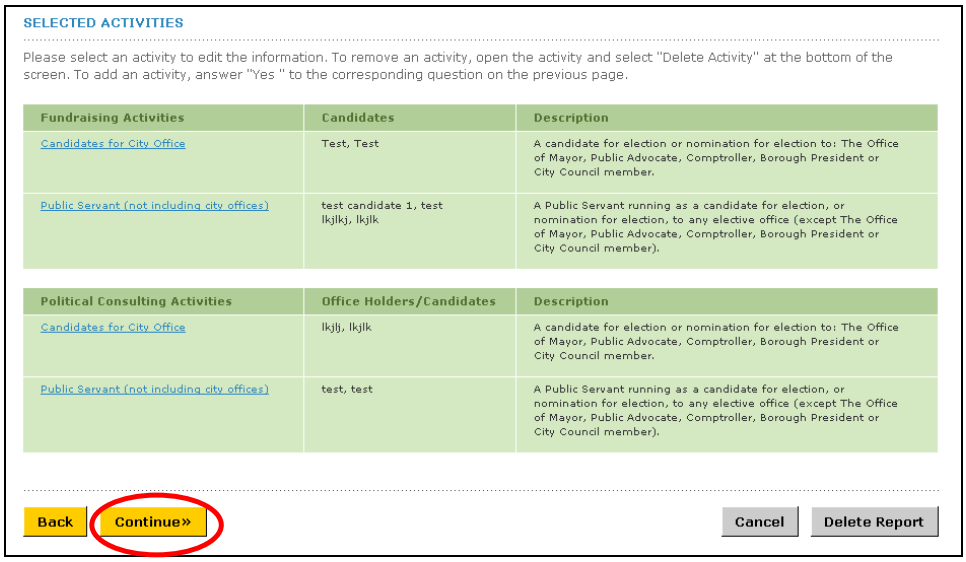
The added employees will display in the list. To remove an employee, click the "Remove" button.



At any time, you may click the "Back" button to return to the previous screen or, to delete a candidate, click the "Delete Office Holder/Candidate" button. If you click the "Delete Candidate" button, a popup window will appear asking you to confirm. Click the "OK" button, or click the "Cancel" button to remain on the "Lobbyist Political Consulting Employees" screen. Once you have finished adding employees, click the "Continue" button. The "Candidates for Activity" screen will appear. If you have additional candidates to add, repeat the preceding process for each.

When you have finished adding office holders/candidates and are ready to edit the remaining activities information, click the “Back to Selected Activities” button. The “Selected Activities” screen will appear.

If you wish to delete the activity and return to the “Selected Activities” screen, click the “Delete Activity” button. A popup window will appear asking you to confirm. Click the “OK” button, or click the “Cancel” button to escape and return to the “Selected Activities” screen.



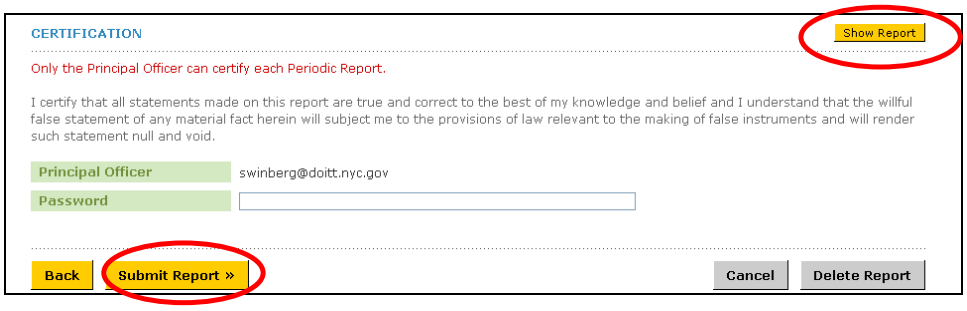
After you have added all activities, the report is ready for certification. Only Principal Officers can certify reports. If you are a Principal Officer, click the “Continue” button and the “Certification” screen will appear. If you are a Designee, click the “Save Report” button, and you will return to the “Fund/Political Consulting” tab.

Certifying a Fundraising/Political Consulting Periodic Report

Once the FPCPR is complete, the Principal Officer must certify the report to submit the filing.

NOTE: Only Principal Officers can certify reports. The process for certifying an amended FPCPR is the same as the process for certifying the original. To learn more about filing amendments, refer to the “Amending a Fundraising/Political Consulting Periodic Report” section of this guide.

Upon clicking the “Continue” button on the “Selected Activities” screen, the “Certification” screen will appear. Before you certify your Fundraising/Political Consulting Periodic Report, it is advisable to view and print a copy of your report. Click the “Show Report” button to view a printer-friendly .html version of it, which you may then print. For security, be sure to retrieve it from the printer immediately. After you have viewed your report, click the “Hide Report” button to hide it.

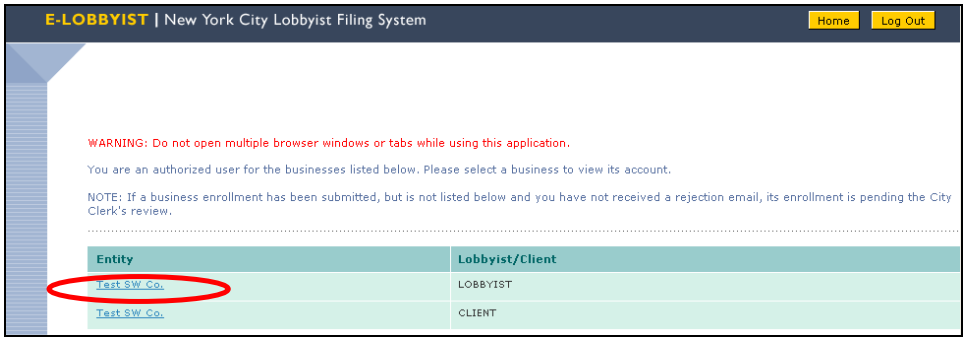


To certify, submit the report, and return to the "Fundraising/Political Consulting" screen, enter your password and click the "Submit Report" button. Other options to select at any time:

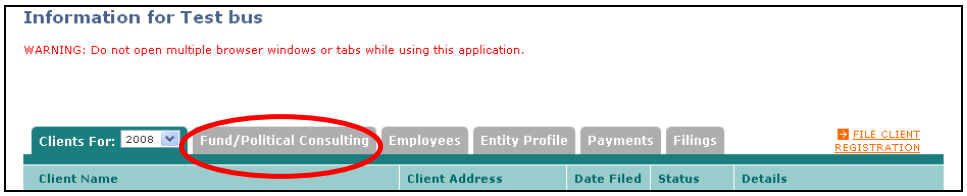
- To return to the "Selected Activities" screen, click the "Back" button.
- To escape, lose changes, and return to the "Fundraising/Political Consulting" screen, click the "Cancel" button.
- To delete the report and return to the "Fundraising/Political Consulting" screen, click the "Delete Report" button. A popup window will appear asking you to confirm. Click the "OK" button, or click the "Cancel" button to remain on the "Certification" screen.

Viewing & Printing a Fundraising/Political Consulting Periodic Report

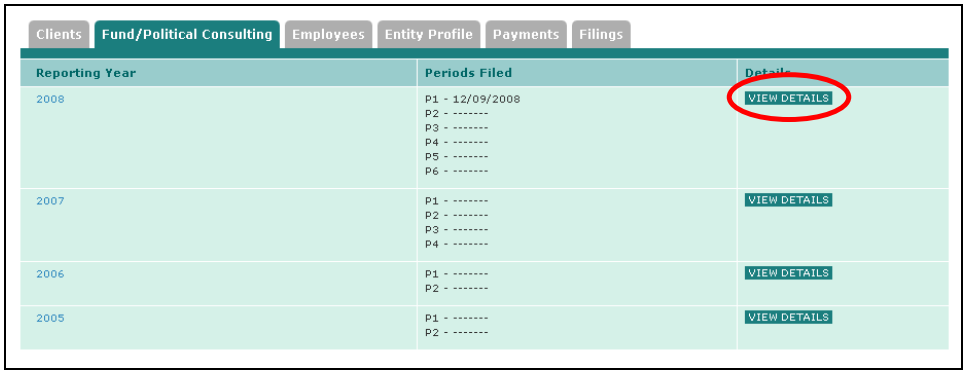
To view and print an FPCPR, log into e-Lobbyist. On the "Home" page, click the entity name.



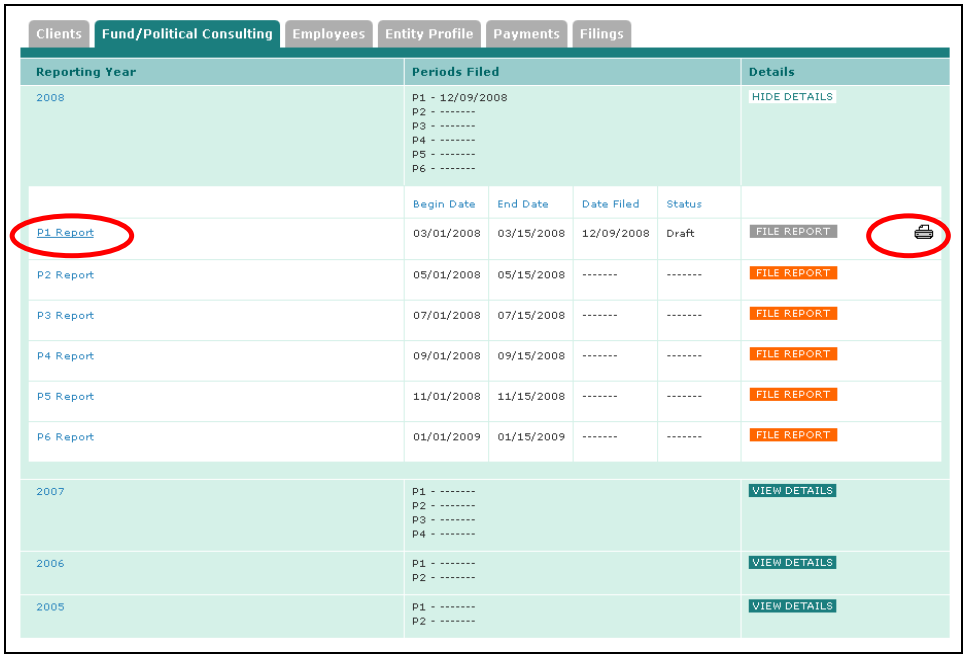
The "Client Home" screen for the selected entity will appear.



Click the “Fund/Political Consulting” tab. The “Fund/Political Consulting” screen will appear.

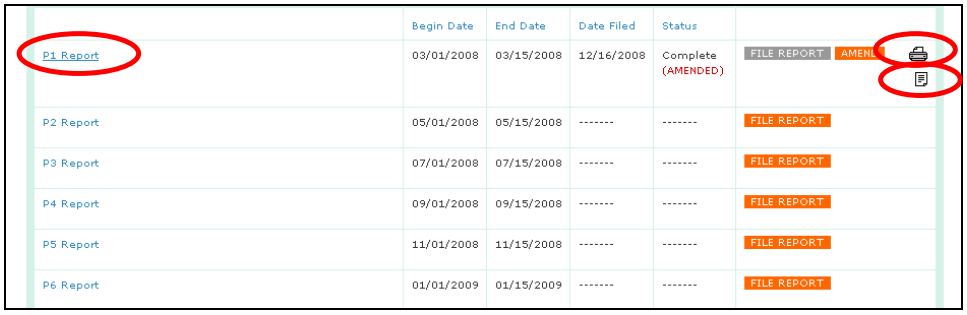


To access periodic report details, click the “View Details” button that corresponds to the year in which you are filing. Rows will appear displaying the report details for the selected year. Within this section, you can view report names, begin and end dates, dates filed, and statuses.



To view a printer-friendly .html version of the draft report, click the “Printer” icon on the far right of the screen. To view an editable version of the draft report, click the “Period Report” name link in the left column. You can then print the report by using the print commands in your browser window.

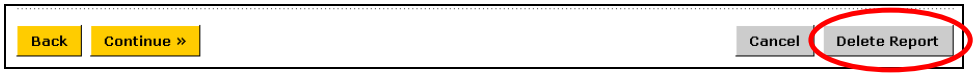
NOTE: Once a report is certified and submitted, the "File Report" button becomes inactive (and an "Amend" button appears). Once it has been submitted, clicking the "Period Report" name link in the left column or the "Printer" icon in the right column will open a printer-friendly .html read-only version of the report. To open a PDF version of the report, click the "Page" icon.



	Begin Date	End Date	Date Filed	Status	
P1 Report	03/01/2008	03/15/2008	12/16/2008	Complete (AMENDED)	FILE REPORT AMEND
P2 Report	05/01/2008	05/15/2008	-------	-------	FILE REPORT
P3 Report	07/01/2008	07/15/2008	-------	-------	FILE REPORT
P4 Report	09/01/2008	09/15/2008	-------	-------	FILE REPORT
P5 Report	11/01/2008	11/15/2008	-------	-------	FILE REPORT
P6 Report	01/01/2009	01/15/2009	-------	-------	FILE REPORT

Deleting a Fundraising/Political Consulting Periodic Report

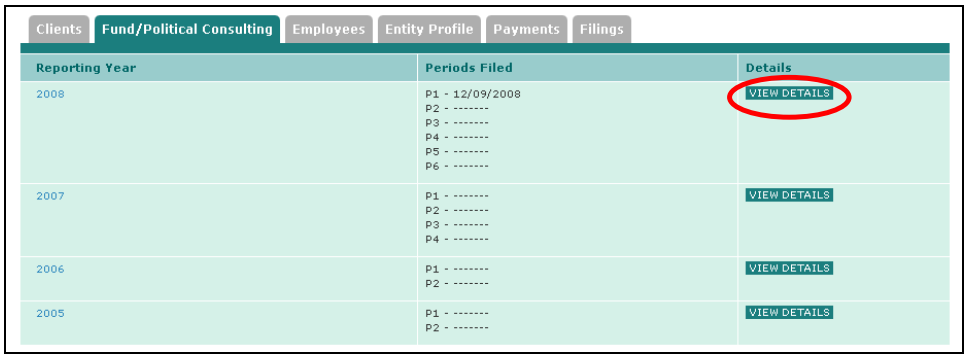
To delete an FPCPR, click the "Delete Report" button in the lower right corner of the screen. A popup window appears asking you to confirm. Click "OK" to delete it, or "Cancel" to retain it.



If the screen you are on does not display a "Delete Report" button, you can click the "Back" button to return to a previous screen which does.

Amending a Fundraising/Political Consulting Periodic Report

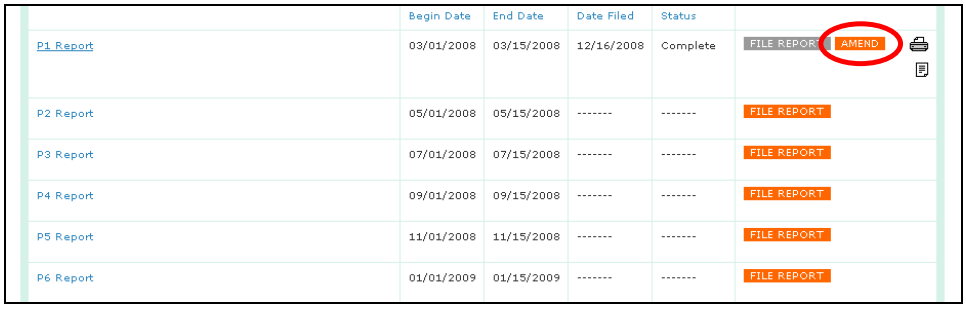
To amend a prior certified report, you must first access the list of reports for the selected Client by clicking "View Details" button on the "Fund/Political Consulting" tab.



Clients | Fund/Political Consulting | Employees | Entity Profile | Payments | Filings

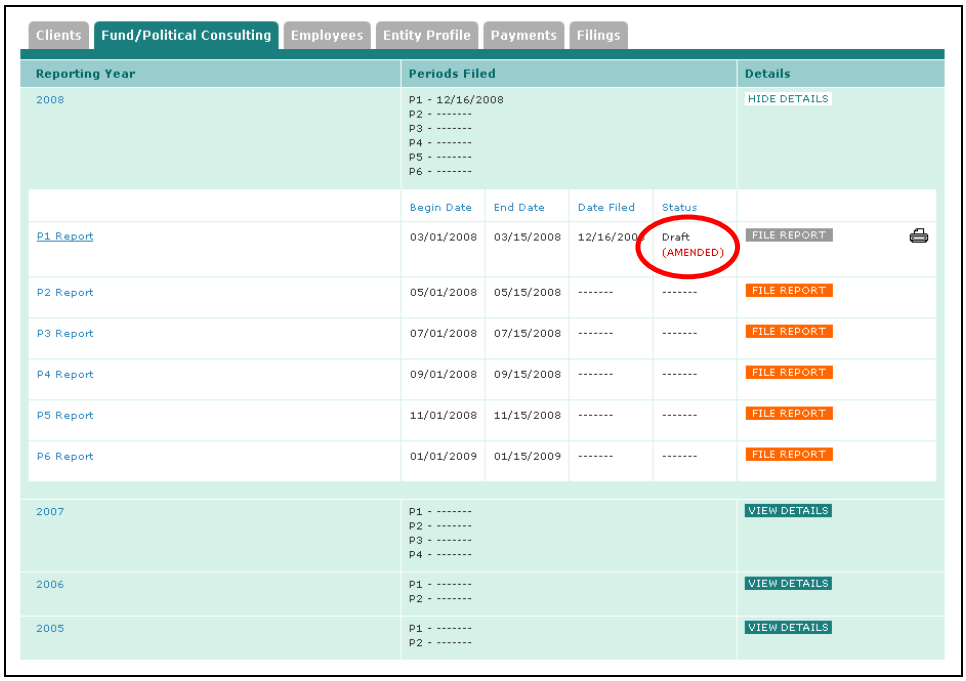
Reporting Year	Periods Filed	Details
2008	P1 - 12/09/2008 P2 - ------- P3 - ------- P4 - ------- P5 - ------- P6 - -------	VIEW DETAILS
2007	P1 - ------- P2 - ------- P3 - ------- P4 - -------	VIEW DETAILS
2006	P1 - ------- P2 - -------	VIEW DETAILS
2005	P1 - ------- P2 - -------	VIEW DETAILS

Click the “Amend” button in the “Details” column of the desired report row. The fields of the registration will open up, so you can make any necessary edits.



	Begin Date	End Date	Date Filed	Status	
P1 Report	03/01/2008	03/15/2008	12/16/2008	Complete	FILE REPORT AMEND
P2 Report	05/01/2008	05/15/2008	-------	-------	FILE REPORT
P3 Report	07/01/2008	07/15/2008	-------	-------	FILE REPORT
P4 Report	09/01/2008	09/15/2008	-------	-------	FILE REPORT
P5 Report	11/01/2008	11/15/2008	-------	-------	FILE REPORT
P6 Report	01/01/2009	01/15/2009	-------	-------	FILE REPORT

If you save your edits before resubmitting, on the “Client” tab the status for the FPCPR will become “Draft (Amended).”



Clients | Fund/Political Consulting | Employees | Entity Profile | Payments | Filings

Reporting Year	Periods Filed	Details
2008	P1 - 12/16/2008 P2 - ------- P3 - ------- P4 - ------- P5 - ------- P6 - -------	HIDE DETAILS

	Begin Date	End Date	Date Filed	Status	
P1 Report	03/01/2008	03/15/2008	12/16/2008	Draft (AMENDED)	FILE REPORT
P2 Report	05/01/2008	05/15/2008	-------	-------	FILE REPORT
P3 Report	07/01/2008	07/15/2008	-------	-------	FILE REPORT
P4 Report	09/01/2008	09/15/2008	-------	-------	FILE REPORT
P5 Report	11/01/2008	11/15/2008	-------	-------	FILE REPORT
P6 Report	01/01/2009	01/15/2009	-------	-------	FILE REPORT

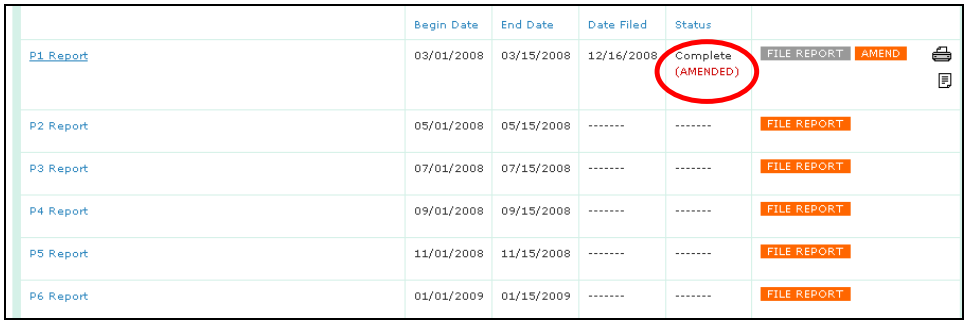
2007	P1 - ------- P2 - ------- P3 - ------- P4 - -------	VIEW DETAILS
2006	P1 - ------- P2 - -------	VIEW DETAILS
2005	P1 - ------- P2 - -------	VIEW DETAILS

Certifying Amended Fundraising/Political Consulting Reports

The process to certify an amended FPCPR is the same as filing the original. Refer to the "**Certifying a Fundraising/Political Consulting Report**" section of this guide for more details.

Once you certify the amended report, its status on the "Client" tab will become "Complete (Amended)."

NOTE: Once submitted, only the amended version will display, when accessed via the "Client" tab.



	Begin Date	End Date	Date Filed	Status	
P1 Report	03/01/2008	03/15/2008	12/16/2008	Complete (AMENDED)	FILE REPORT AMEND
P2 Report	05/01/2008	05/15/2008	-------	-------	FILE REPORT
P3 Report	07/01/2008	07/15/2008	-------	-------	FILE REPORT
P4 Report	09/01/2008	09/15/2008	-------	-------	FILE REPORT
P5 Report	11/01/2008	11/15/2008	-------	-------	FILE REPORT
P6 Report	01/01/2009	01/15/2009	-------	-------	FILE REPORT

Filing Client Annual Reports

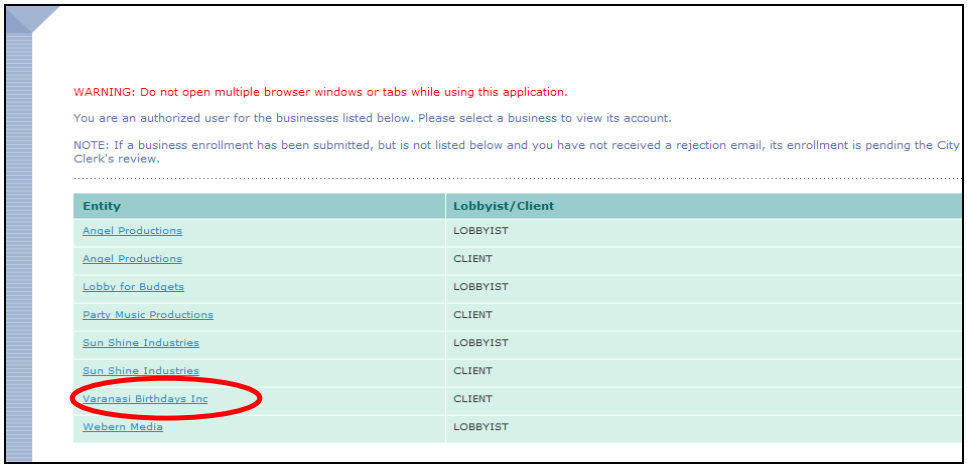
Each year Clients must file a Client Annual Report (CAR) which includes activities, compensation paid, and reimbursed expenses for each Client-retained Lobbyist and Primary Lobbyist, as well as for each Client-designated Co-Lobbyist. For period begin and end dates, refer to the "**Filing Periods**" section of this guide.

NOTE: Both Principal Officers and Designees can prepare Client Annual Reports; however, only Principal Officers can certify and submit them. You may begin preparing a draft CAR up to 10 days prior to the begin date of a filing period; however, a CAR may only be certified after the filing period begin date.

After logging into e-Lobbyist, the "Home" page will appear. The "Home" page lists all entities for which you are a Principal Officer or Designee, and identifies which are Lobbyists and Clients.

The home page for a Lobbyist, Primary Lobbyist, or Co-Lobbyist that only files reports as a Lobbyist entity, lists Lobbyists only. The home page for a Lobbyist/Client (an entity that lobbies on its own behalf), that files reports as both a Lobbyist and a Client, lists both Lobbyists and Clients. The home page for a Client, displays a list of Clients only.

To file a Client Annual Report, click the appropriate entity name in the "Entity" column.

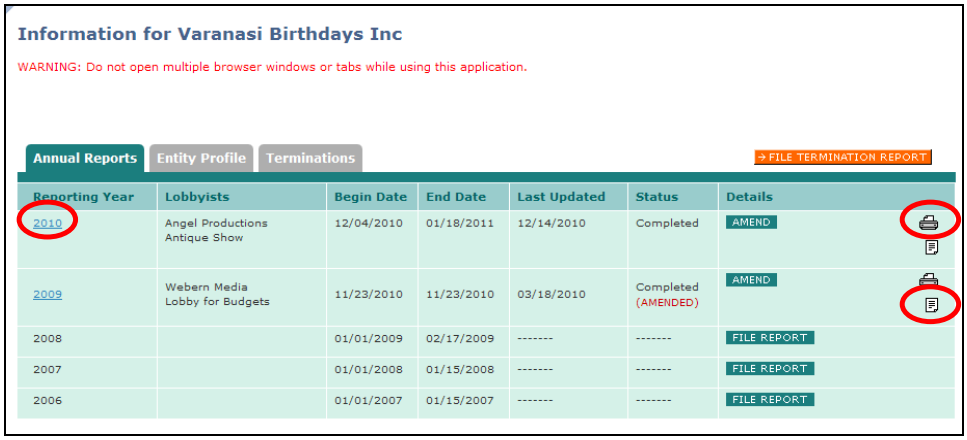


The "Client Annual Reports" page for the selected entity will appear. The "Client Annual Reports" page displays the "Annual Reports," "Entity Profile," and "Terminations" tabs.

If there are more than 20 Clients for the selected entity, use the "Previous Page" and "Next Page" links at the bottom of the screen to browse additional pages. Click "First" to go to the first page of results; click "Last" to go to the last page, or click any of the page numbers at the bottom of the screen to go directly to that page.

Viewing Details of a Client Annual Report

To view the details of a specific filed or in-process Annual Report, click the desired “Reporting Year” link in the left column on the “Client Annual Report” screen. The details will open.

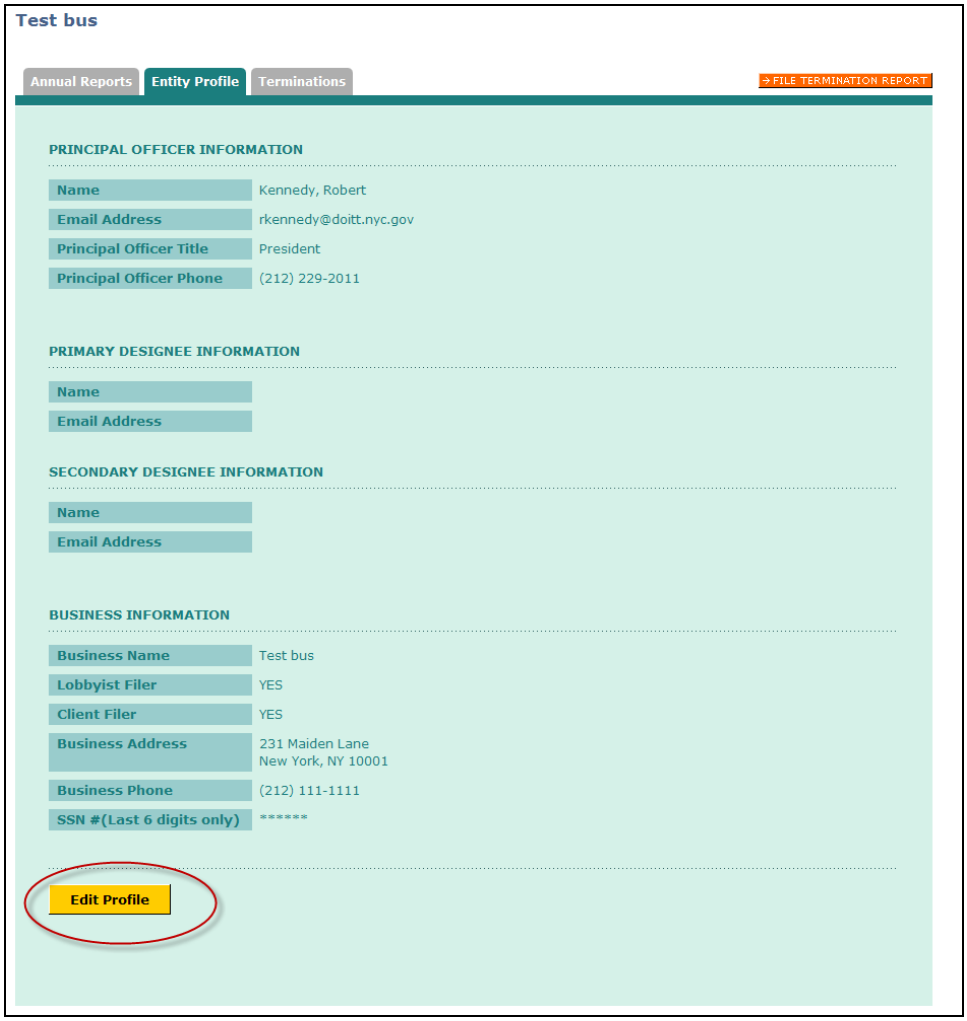


To view a printer-friendly .html version of a report, click the “Printer” icon on the far right of the screen.

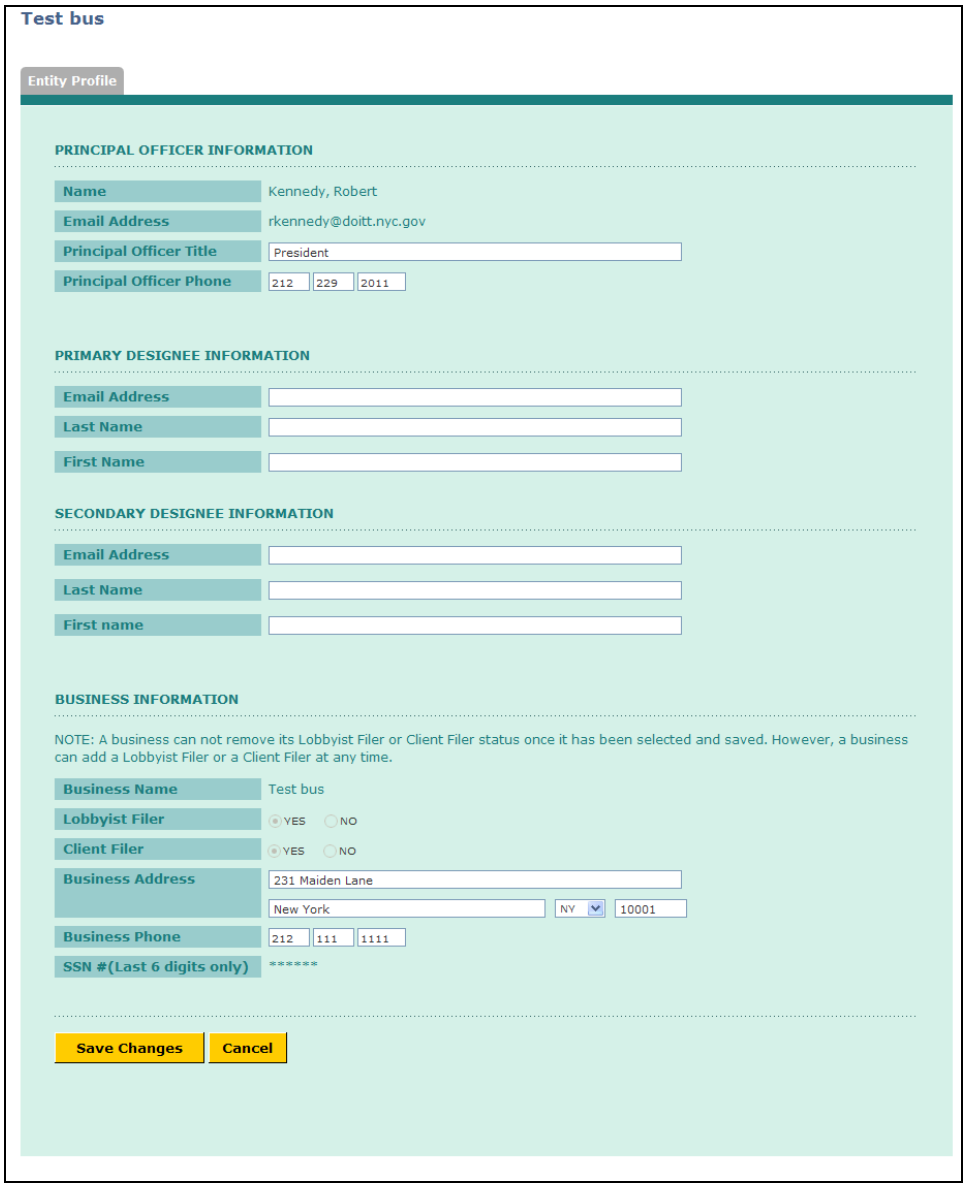
To view a PDF of a report, click the “Page” icon. You can then print the report by using the print commands in your browser window.

Reviewing/Editing Entity Profile Information

NOTE: Before you file a CAR, confirm that the information contained in the Entity Profile is correct. Click the "Entity Profile" tab and review the information.



If the information is correct, proceed. If not, click the "Edit Profile" button. Editable fields will open.



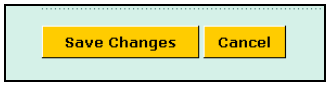
Change the following information as required:

- Edit the Principal Officer Information – *Title* and *Phone Number*
- Edit the Additional Account Information – *Primary Designee* and *Secondary Designee*

NOTE: This is the only place where Designees can be created, updated, changed, or removed. Create Designees by entering their E-mail Address(es), Last Names and First Names into the *Primary Designee* and/or *Secondary Designee* field.

- Edit the Business Information:
  - *Business Name*
  - If the entity is a *Lobbyist Filer* and *Yes* was previously selected, you will be unable to change your answer to *No*. However, if the answer to this question was previously *No*, you may change it here to *Yes*.
  - If the entity is a *Client Filer* and *Yes* was previously selected, you will be unable to change your answer to *No*. However, if the answer to this question was previously *No*, you may change it here to *Yes*.
  - *Business Address* - Enter the Domestic or International Address:
    - Domestic Address: Country defaults to "United States of America." Enter *Street Address* and *City*, select *State* from the drop-down list, and enter the *ZIP Code*.
    - International Address: For Country, select the correct name from the dropdown list to refresh the fields. Enter the *Street Address*, *City*, *Region*, and *Postal Code*.
  - *Business Phone* - Enter the Domestic or International Phone Number:
    - Domestic10 digit Phone Number: Area Code (3 digits), Exchange (3 digits), and Number (4 digits).
    - International 21 digit Phone Number: Country/City Code (up to 6 digits) and Number (up to 15 digits).

When you have finished editing, select what you would like to do:



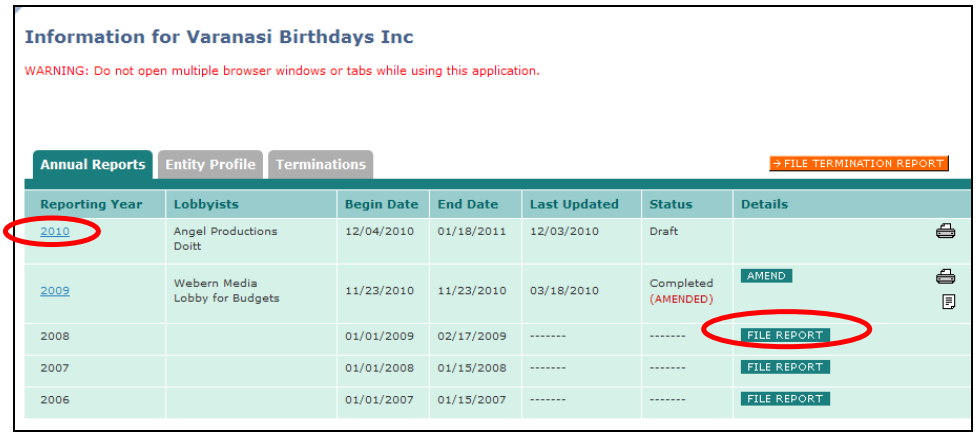
- To save your changes, click the "Save Changes" button and you'll return to the updated "Entity Profile" page, or

- To escape, lose your changes, and return to the "Entity Profile" page, click the "Cancel" button.

Filing a CAR

To begin filing the CAR, on the "Client Annual Reports" screen click the "File Report" button in the far right column of the corresponding Reporting Year. This button becomes active 10 days prior to the begin date of each filing period.

NOTE: You may begin preparing a draft CAR up to 10 days prior to the begin date of a filing period; however a CAR may only be certified after the filing period begin date. Once the report is certified and submitted, the "File Report" button becomes inactive. At that point, you can access the report using the "Printer" icon on the far right of the screen, or the clicking the Period Reporting Year name link in the left column.

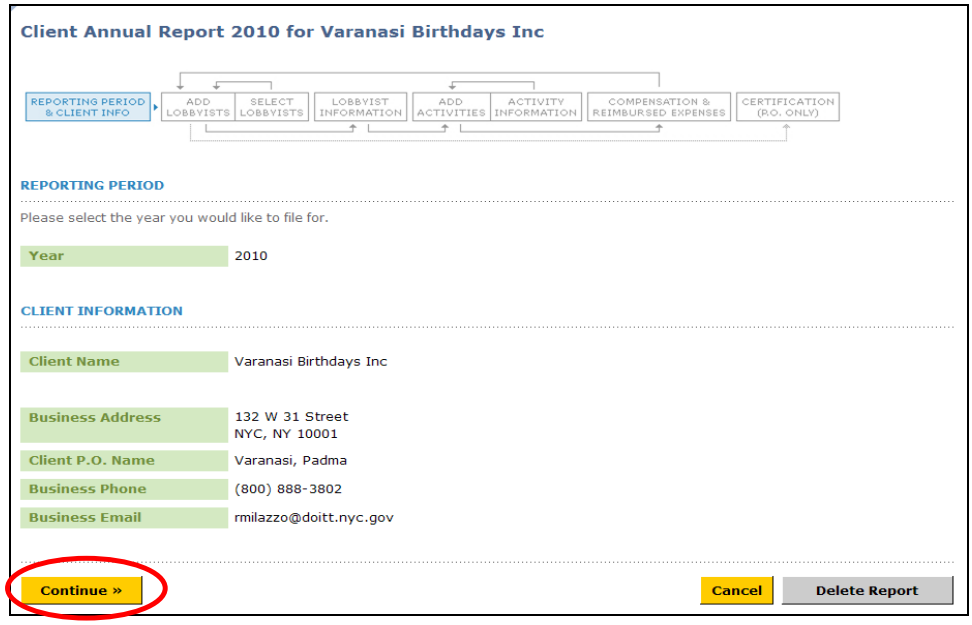


Upon clicking the desired "Reporting Year" link, the "Client Information" screen of the CAR will appear.

Viewing Client Information

After clicking the "Reporting Year" link on the "Client Annual Reports" screen, a read-only version of the Client Information will display. Client Information will be pre-populated with the content filed in the Client's Statement of Registration.

NOTE: You may only change Client Information via the "Edit Profile" button on the "Entity Profile" tab.



To proceed and add lobbyists via the "Lobbyist Entity" screen, click the "Continue" button.

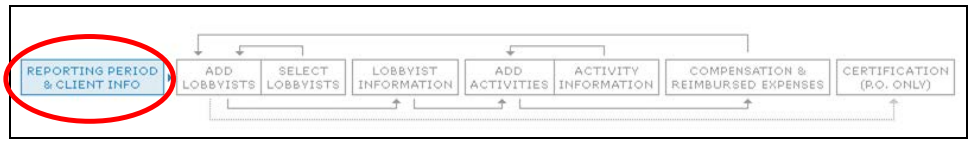
Or, you may select the following at any time:

- To escape, lose your changes, and return to the "Client Annual Reports" screen, click the "Cancel" button.

- To delete the report and return to the "Client Annual Reports" screen, click the "Delete Report" button. A popup window will appear asking you to confirm. Click the "OK" button to proceed, or the "Cancel" button to remain on the "Client Information" screen. **NOTE: If you are amending a CAR, the "Delete Report" button will be labeled "Delete Amendment."**

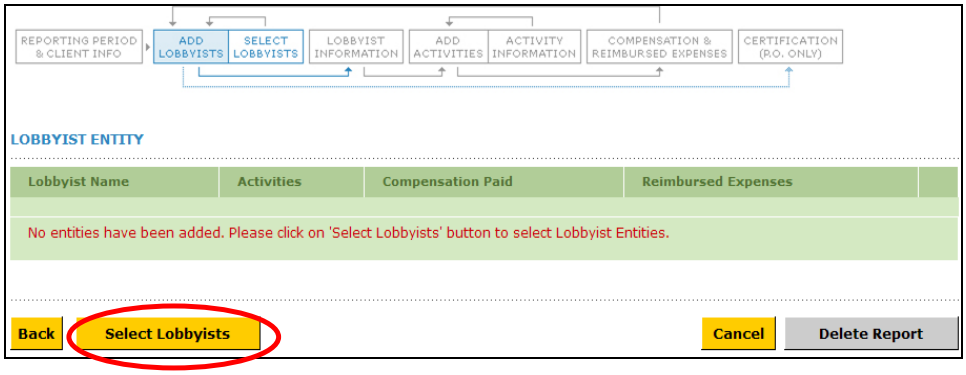
Navigating a Client Annual Report

Refer to the process flow graphic at the top of the screen to identify where you are in the process of filing the Client Annual Report. The blue highlighted box indicates where you are in the process. Use the "Back" button at the bottom of the screen to return to a prior section, or the "Continue" button to proceed.



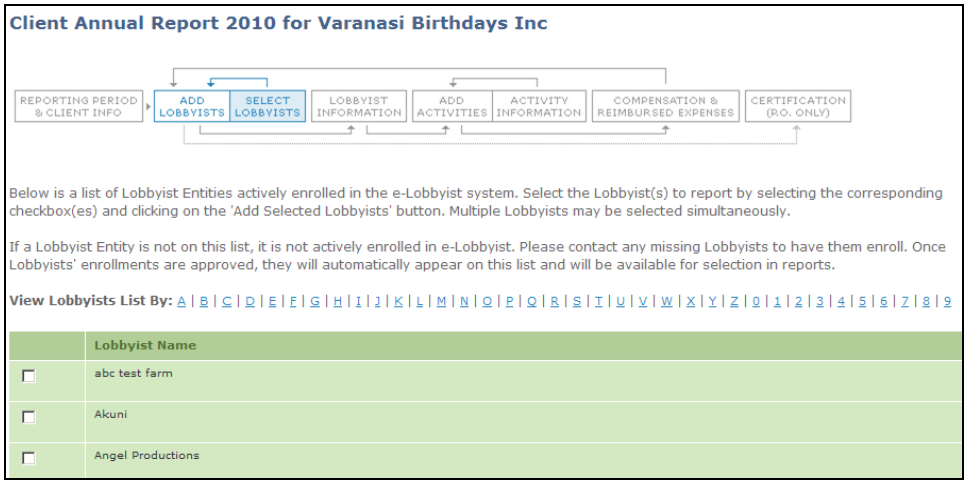
Adding/Updating/Deleting Lobbyists

After viewing the Client Information and clicking the "Continue" button, the "Lobbyist Entity" screen will appear. The first time you arrive on this page, there will be no Lobbyists listed. After you add Lobbyists, they will be listed on this page. After they are listed, to update or review an existing Lobbyist, click the Lobbyist's name on the list.

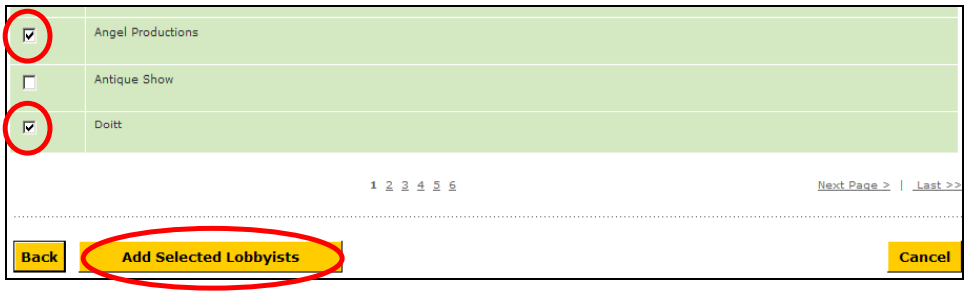


As of August 2011, the e-Lobbyist System reports Co-Lobbyist Activity on various reports. To file a complete Client Annual Report, you must list each Client-retained Lobbyist and Primary Lobbyist, as well as each Client-designated Co-Lobbyist that was specifically engaged in lobbying for this Client in this year.

To add a Lobbyist, click the "Select Lobbyists" button. A list of all Lobbyists enrolled in the system will appear.



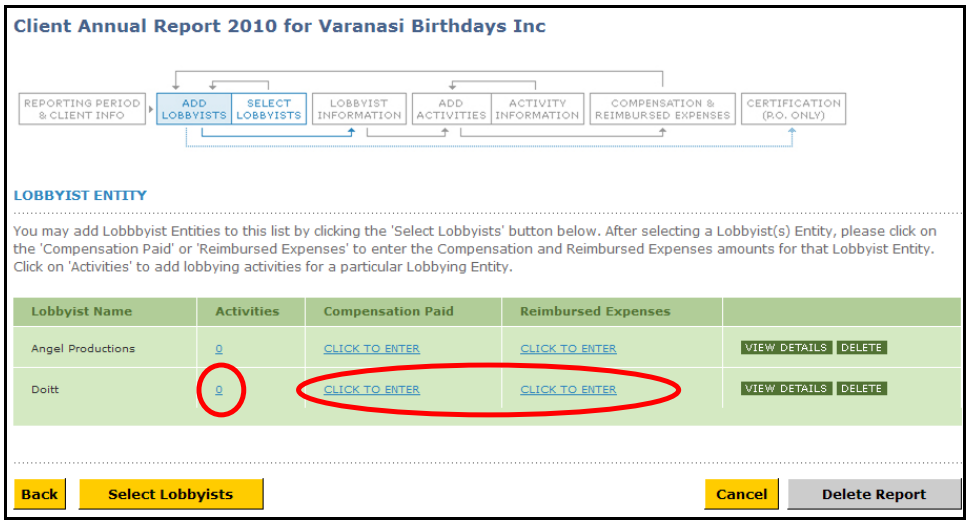
All Lobbyists will be listed alphabetically by name. The first 20 enrolled Lobbyists will appear on the first page.



To browse to another page, click a page number or the “Next,” “Last,” “First,” or “Previous” buttons that appear near the bottom of the screen. You may also click on the letter that represents the first initial of the Lobbyist’s name. A list of Lobbyists whose names begin with that letter will appear.

To select a Lobbyist from the list, click in the checkbox(es) that correspond to the desired Lobbyists and click the “Add Selected Lobbyists” button.

The “Lobbyist Entity” screen will appear, showing a table that displays columns for “Lobbyist Name,” “Activities,” “Compensation Paid,” “Reimbursed Expenses,” as well as “View Details” and “Delete” buttons for each Lobbyist showing on the list.



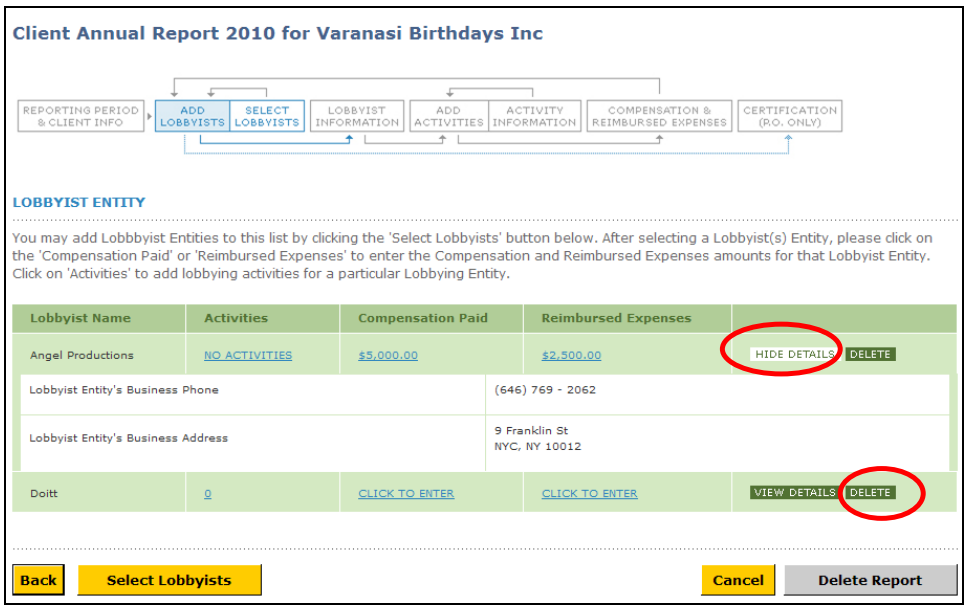
NOTE: All Activities, Compensation Paid, and Reimbursed Expenses information must be entered for each Lobbyist, Primary Lobbyist, and Co-Lobbyist Name listed. If a Lobbyist did not receive any compensation or expense reimbursement from the Client during the reporting period, then an amount of zero (0) should be entered. When information is omitted, the system will display an error message and stop the user from proceeding.

Enter Activities, Compensation Paid and Reimbursed Expenses for each Lobbyist entity listed:

- To enter Activities information for a selected Lobbyist, click the number link in the “Activities” column. The Lobbying Activities screen appears. Proceed to the “**Adding Lobbying Activities**” section below for instructions.

- To enter Compensation Paid and Reimbursed Expenses, click the link in the “Compensation Paid” column or the link in the “Reimbursed Expenses” column. The Compensation and Reimbursed Expenses screen appears. Proceed to the “**Adding Compensation and Reimbursed Expenses**” section below for instructions.

On the “Lobbyist Entity” screen, options are available to view, delete, or add more Lobbyists.



- To display the address and phone number for a selected Lobbyist, click the “View Details” button appearing on the far right side of the line for that Lobbyist’s Name. To close the display, click the “Hide Details” button appearing on the line for that Lobbyist’s Name.
- To remove a Lobbyist from the list, click the “Delete” button appearing on the far right side of the line for that Lobbyist’s Name.
- To add more Lobbyists to the list, click the “Select Lobbyists” button.

You may select the following at any time:

- To return to the “Client Information” screen, click the “Back” button.
- To add another Lobbyist Entity, click the “Select Lobbyists” button.
- To cancel and return to the “Client Home” page, click the “Cancel” button.
- To delete the report and return to the “Client Home” page, click the “Delete Report” button. A popup window will appear asking you to confirm. Click the “OK” button to proceed with the deletion, or click the “Cancel” button to remain on the “Lobbyist Entity” screen.

Adding Lobbying Activities

After adding Lobbyists, you will need to add lobbying activities. After clicking the “Continue” button on the “Lobbyist Entity” screen, the “Lobbying Activities” page will appear.

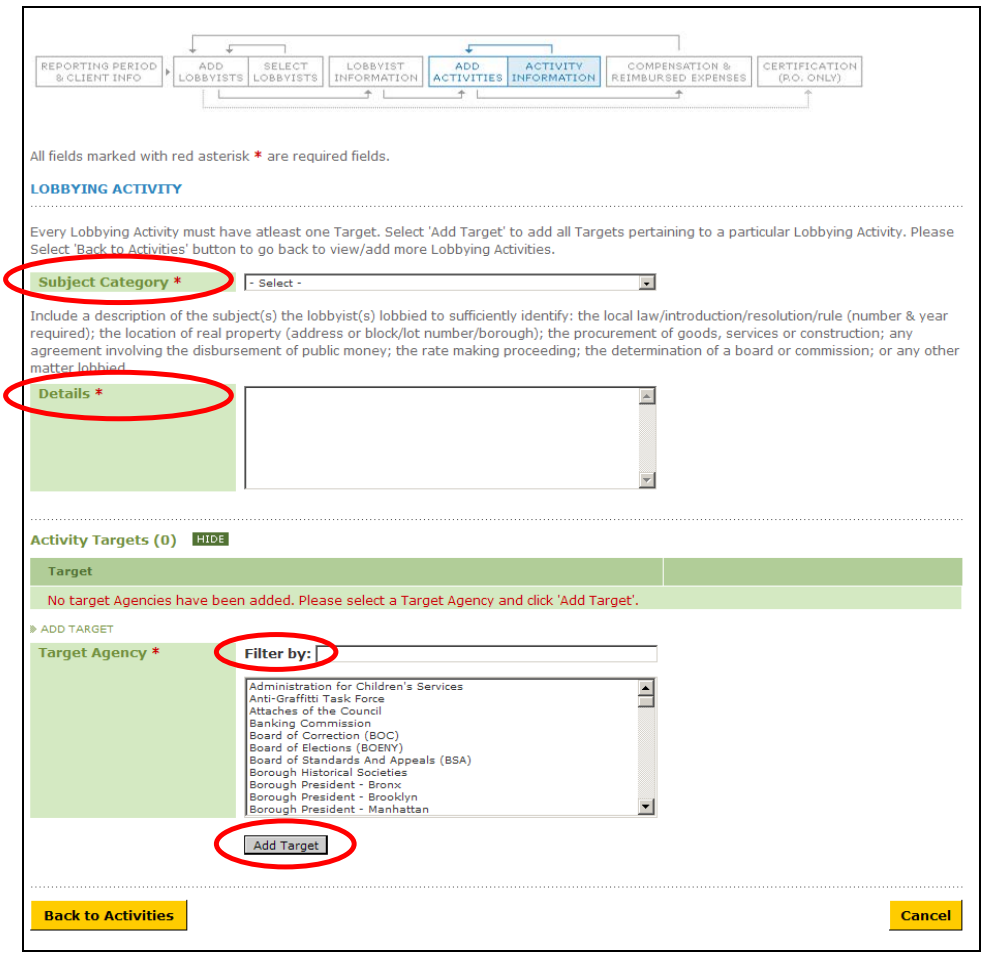
The first time you arrive at the “Lobbying Activities” screen there will be no activities listed.

- If there are no lobbying activities to add, click the “No Activities” checkbox.
- To add an activity, click the “Add Activity” button. You must add all lobbying activities for this Lobbyist for the current filing period.

NOTE: After you add lobbying activities, they will be listed on this page. To update or review an existing lobbying activity, click the name in the list.

After clicking the “Add Activity” button, the “Lobbying Activity” screen will open.

The “Lobbying Activity” screen includes required fields, marked with a red asterisk (*).

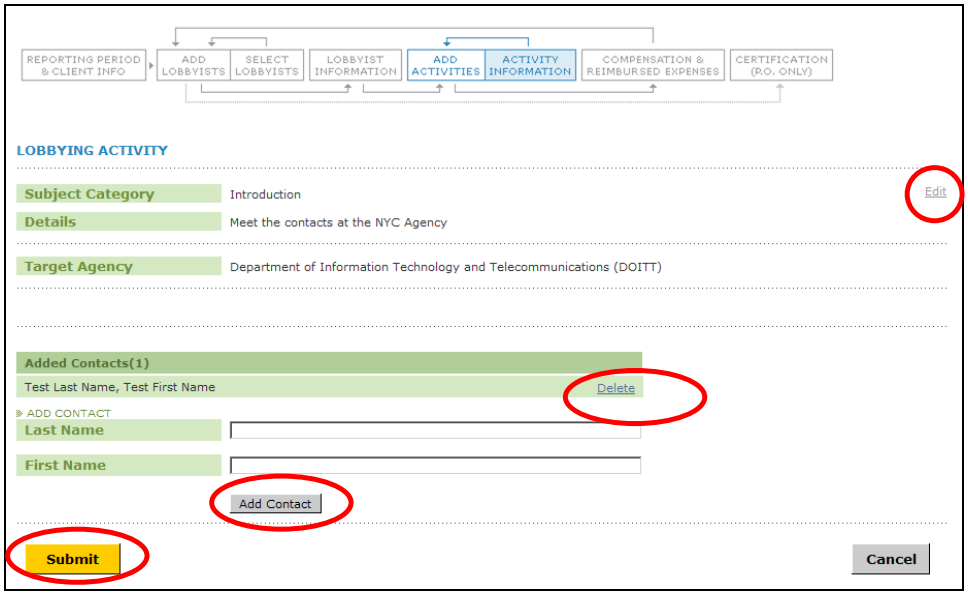


On the “Lobbying Activity” page:

- Select a “Subject Category” from the dropdown menu.
  NOTE: You may select only one Subject per Lobbying Activity. If the Subject you want is not displayed in the list, select “Other,” then enter your own subject in the new field provided.
- Expand on your Subject Category selection by entering “Details” in the text box.
- For “Target Agency,” enter a keyword in the “Filter by:” field, choosing the entry that corresponds to your keyword (e.g., “Board of Elections”), then click the “Add Target” button to add the Target Agency.

NOTE: If you would like to add one of the following "Special Targets," please select its link and refer to its specific instructions when adding Target information in the instructions below: "Community Boards", "Council Members" or "Office of the Mayor". You can only select one Agency per Lobbying Target and you cannot edit the Agency name in the e-Lobbyist system. However, you can remove the selected Agency and choose another Target Agency. You must enter at least one Contact person under the selected Agency; however, you can delete a Contact Name at any time and add a new one.

The Contact form page appears at the bottom of the "Lobbying Activity" screen.



A Contact must be added for each Target selected.

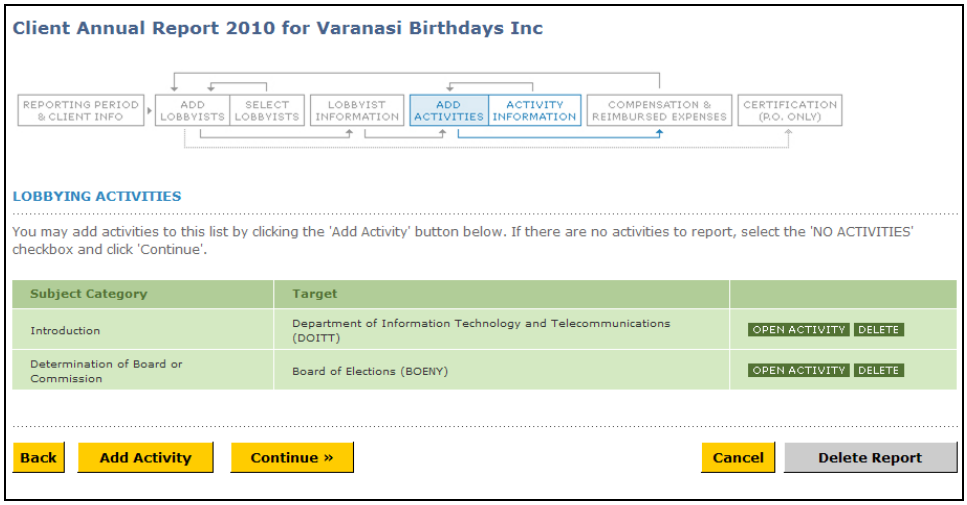
NOTE: The "Edit" link to the right of the Subject is disabled because the Subject is common to one type of Lobbying Activity. The Subject can only be edited in the previous page (where multiple Targets are displayed).

- To add a Contact, enter the Last and First Name, and then click the "Add Contact" button. The Contact appears on the Added Contacts list. You may add as many as 20 contacts for each Target.
- To delete a Contact from the Added Contacts list, click the "Delete" link on the line for that Contact Name.
- When finished adding Contacts, click the "Submit" button to save your additions on this page.
- To escape, lose your changes, and return to the "Client Home" page, click "Cancel."

Click the yellow "Submit" button to save the additions. The "Lobbying Activity" page opens.

On the "Lobbying Activity" screen, the following options are available:

- Add additional Targets by clicking the "Add Target" button.
- Save your addition(s) by clicking "Cancel" and view the "Client Home" page.
- Return to the main "Lobbying Activities" page by clicking the yellow "Back to Activities" button.



When you have returned to the "Lobbying Activities" page, select your next action:

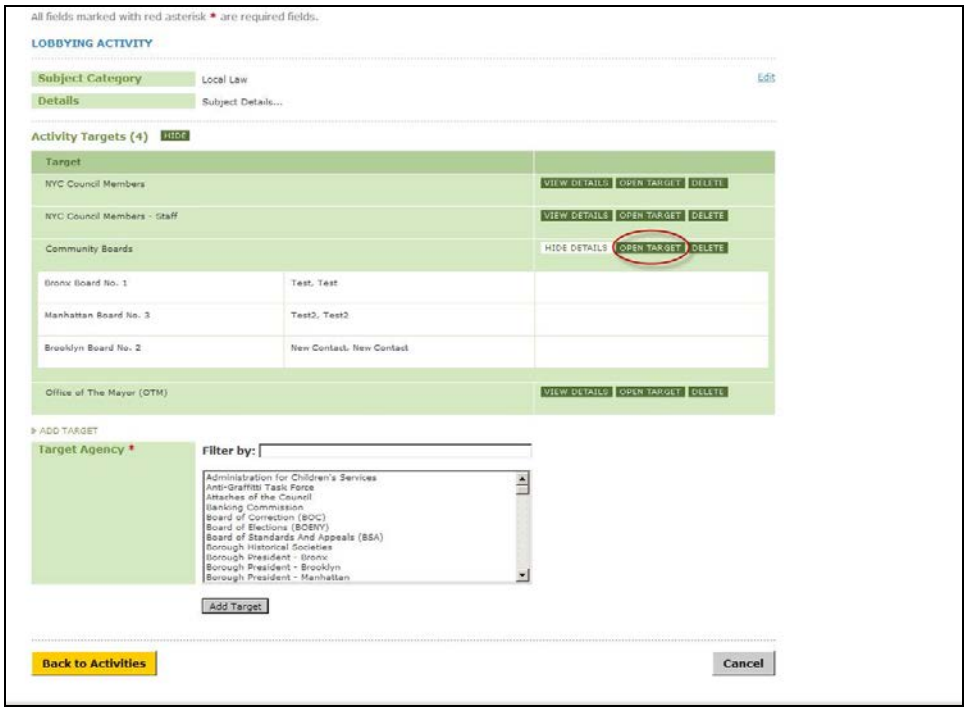
- To add another Activity, click the yellow "Add Activity" button and repeat the steps above.
- To continue to the next step of the Client Annual Report process, click the "Continue" button. The Compensation and Reimbursed Expenses page appears. Proceed to the "**Adding Compensation and Reimbursed Expenses**" section below for instructions.
- To return to the "Lobbyist Entity" page, click the "Back" button.
- To save your changes and return to the "Client Home" page, click the "Cancel" button.
- To delete the report and return to the "Client Home" page, click the "Delete Report" button. A pop-up window will appear asking you to confirm the deletion. Click the "OK" button to confirm, or click the "Cancel" button to escape.

Editing Activity Targets

The following illustrates how to edit selected targets on the "Lobbying Activity" page.

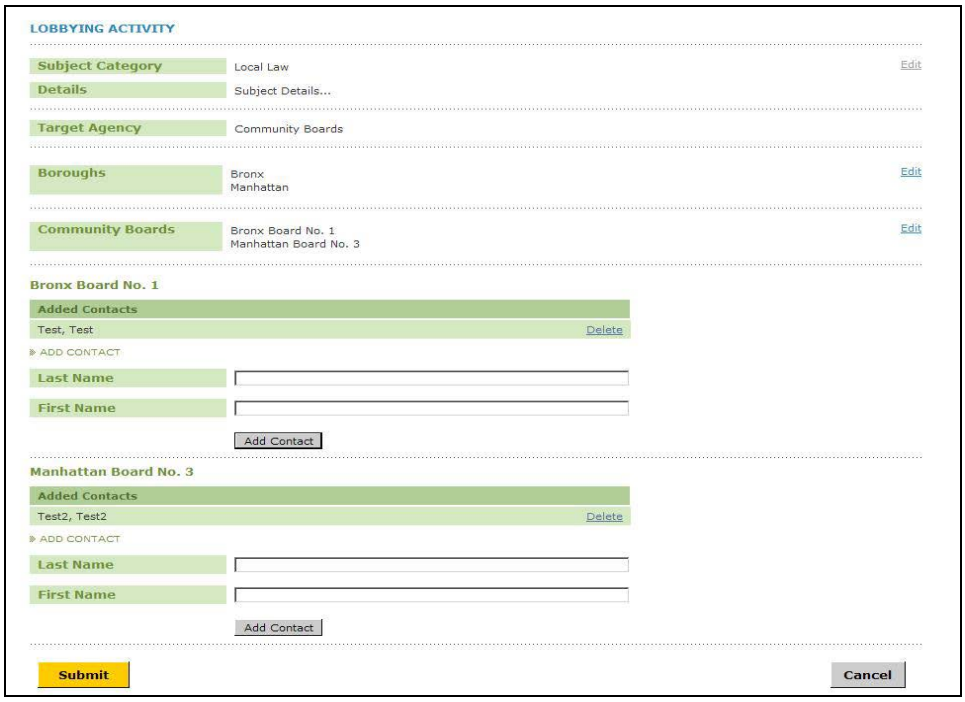
- To review details prior to editing, select the green "View Details" button to the right of a Target you want to review (it becomes "Hide Details" after being clicked).
- To edit Target information, click the "Open Target" button.

NOTE: "Community Boards" is used as an example in the graphics below.

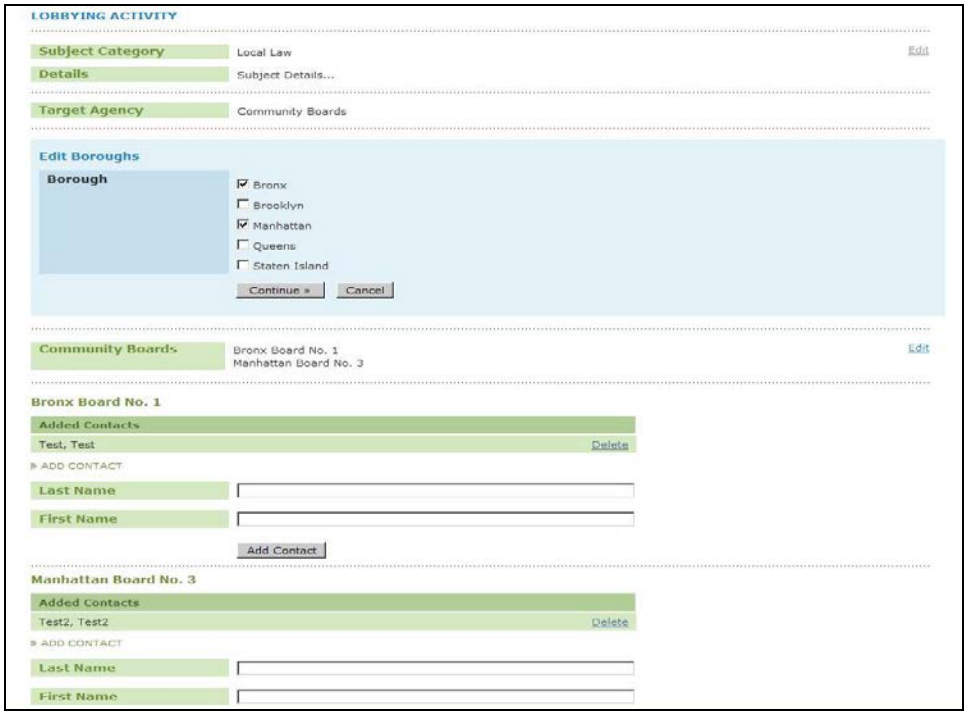


The Lobbying Activity page opens for editing. The following options are available:

- Add Contacts for the Borough Boards (using the open form fields) or
- Edit the Boards (clicking the "Edit" link to the far right of the label) or
- Edit the Boroughs (clicking the "Edit" link to the far right of the label).



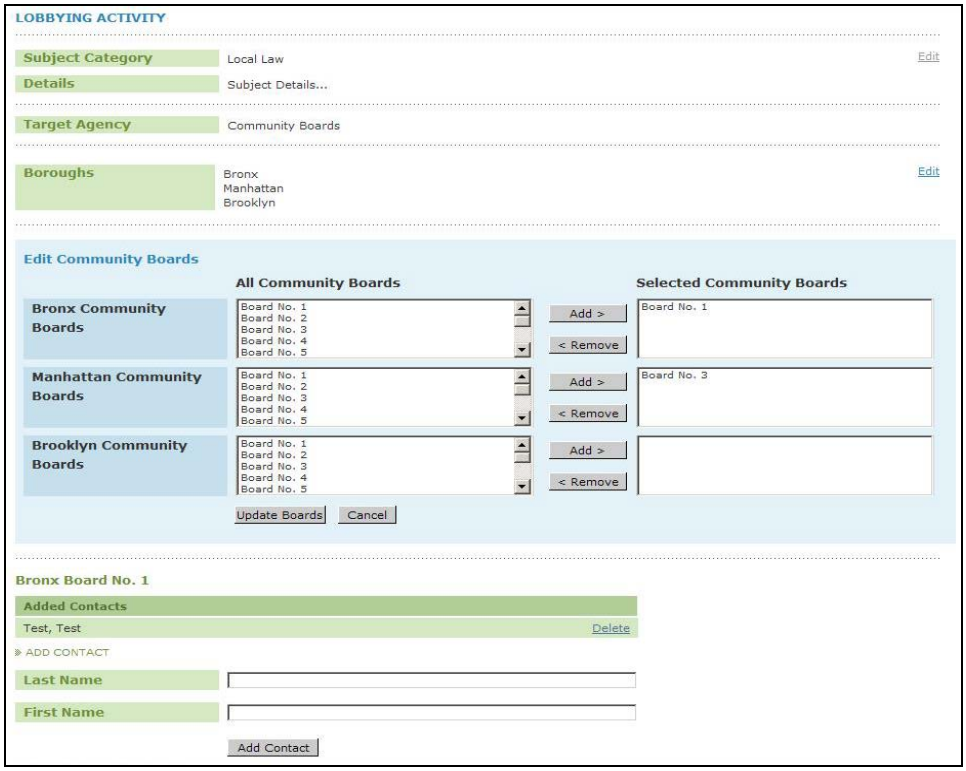
On the "Lobbying Activity" page below, the "Edit" link to the right of the Boroughs label has been clicked and the "Edit Boroughs" form (shaded in blue) appears.



\

Change your Borough selections. Click “Continue” when finished editing (or “Cancel” to return to the previous page).

After selecting Boroughs, you must click the “Edit” link to the right of Community Boards and the “Edit Community Boards” form appears.

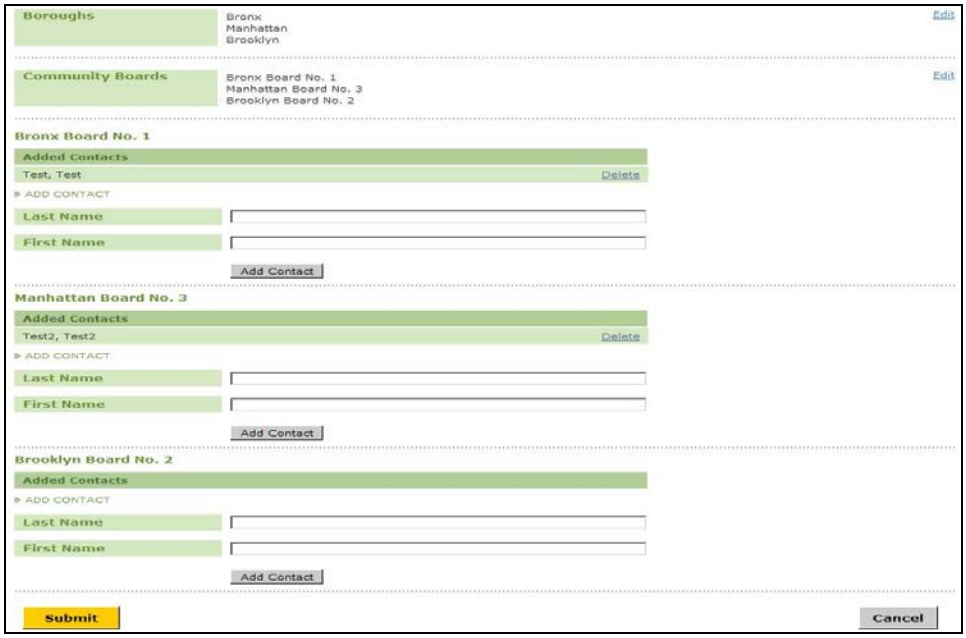


On the “Edit Community Boards” form, the following options are available:

- Select the Board numbers you want from the left-side window (click the Ctrl key to move multiple Boards) and click the “Add” button to move them to the right-side window.
- Click “Remove” to remove any selections you want to reverse.

When you are finished selecting Community Boards, click the “Update Boards” button.

The “Contacts” form appears.



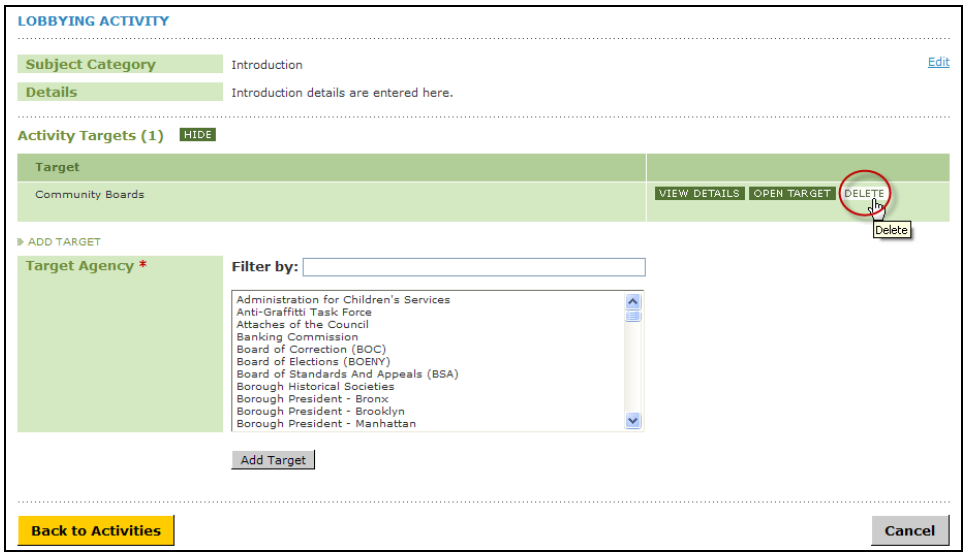
On the “Contacts” form, the following options are available:

- Add new Contacts by entering a Last Name and First Name and clicking the “Add Contact” button (or select the Delete link to remove Contacts).

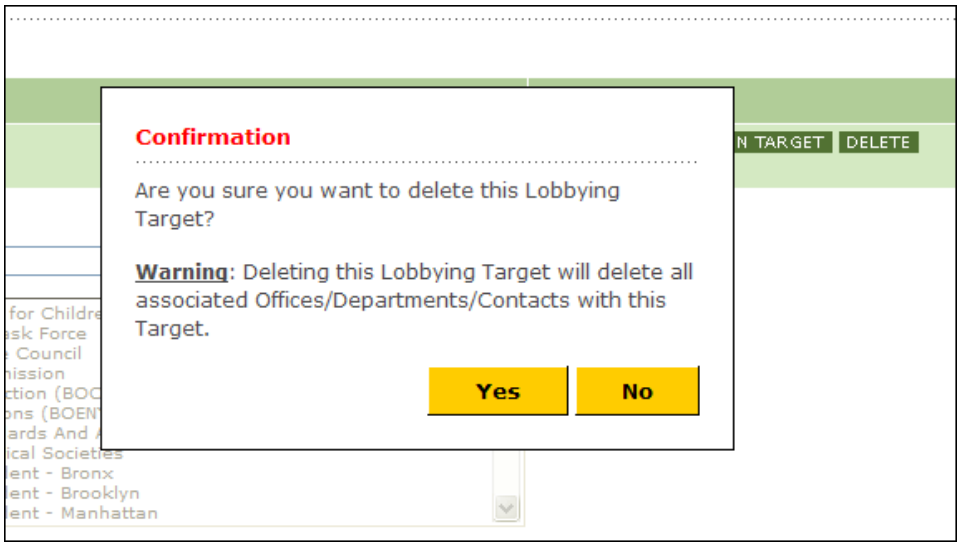
When you are finished adding Contacts to the “Contacts” form, click the yellow “Submit” button to complete editing Targets.

Deleting a Target Activity

To delete a Target Activity on the "Lobbying Activity" screen, click the green "Delete" button next to the Target you want to remove:

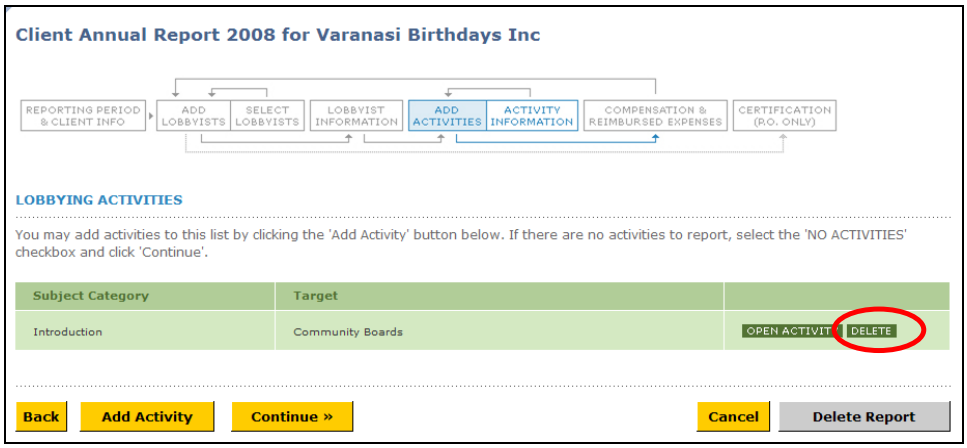


A warning dialog appears. Click "Yes" to delete this Target or "No" to keep the Target return to the previous screen**. NOTE: Deleting a Target deletes all Offices/Departments/Contacts associated with that Target.**



Deleting a Lobbying Activity

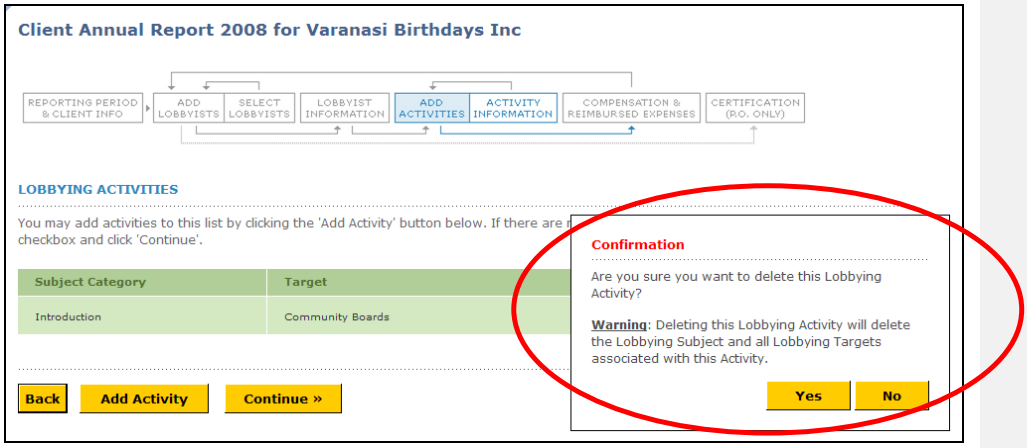
The following illustrates how to delete selected activities. After navigating to the "Lobbying Activities" page, click the green "Delete" button next to the Activity you want to delete:



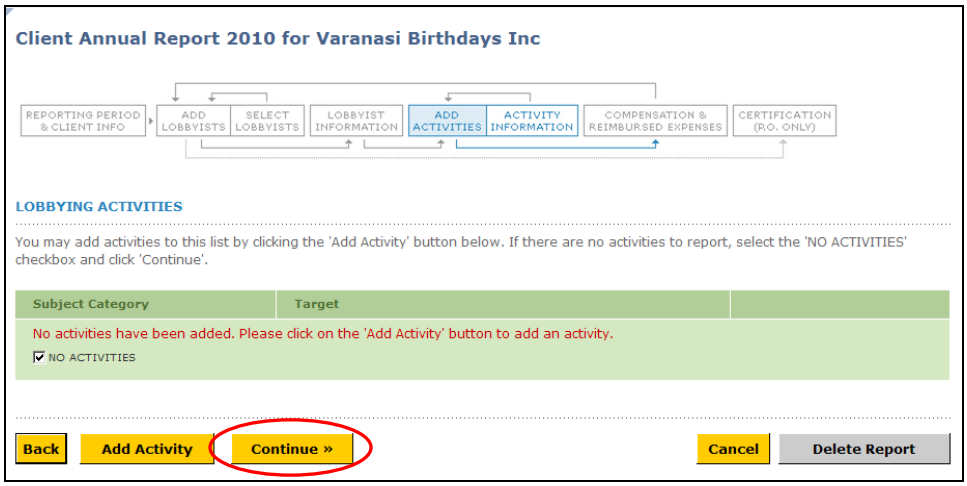
A warning dialog is displayed.

NOTE: Deleting an Activity also deletes any associated Subjects and Targets.

Click the "Yes" button to delete the listed activity.

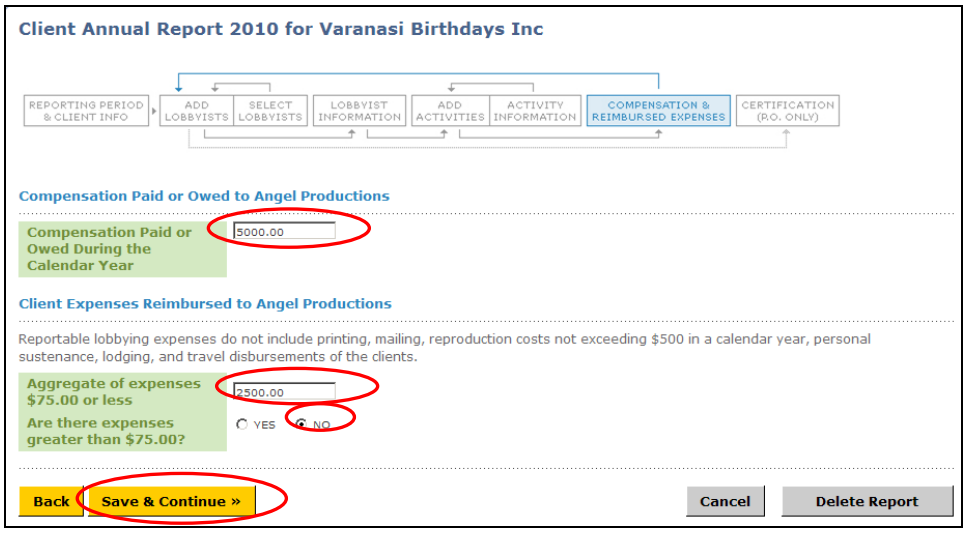


Click the "Continue" Button to proceed with "**Adding Compensation and Reimbursed Expenses**".



Adding Compensation and Reimbursed Expenses

After clicking the "Continue" button on the "Lobbying Activities" screen, the "Compensation and Reimbursed Expenses" screen will appear.

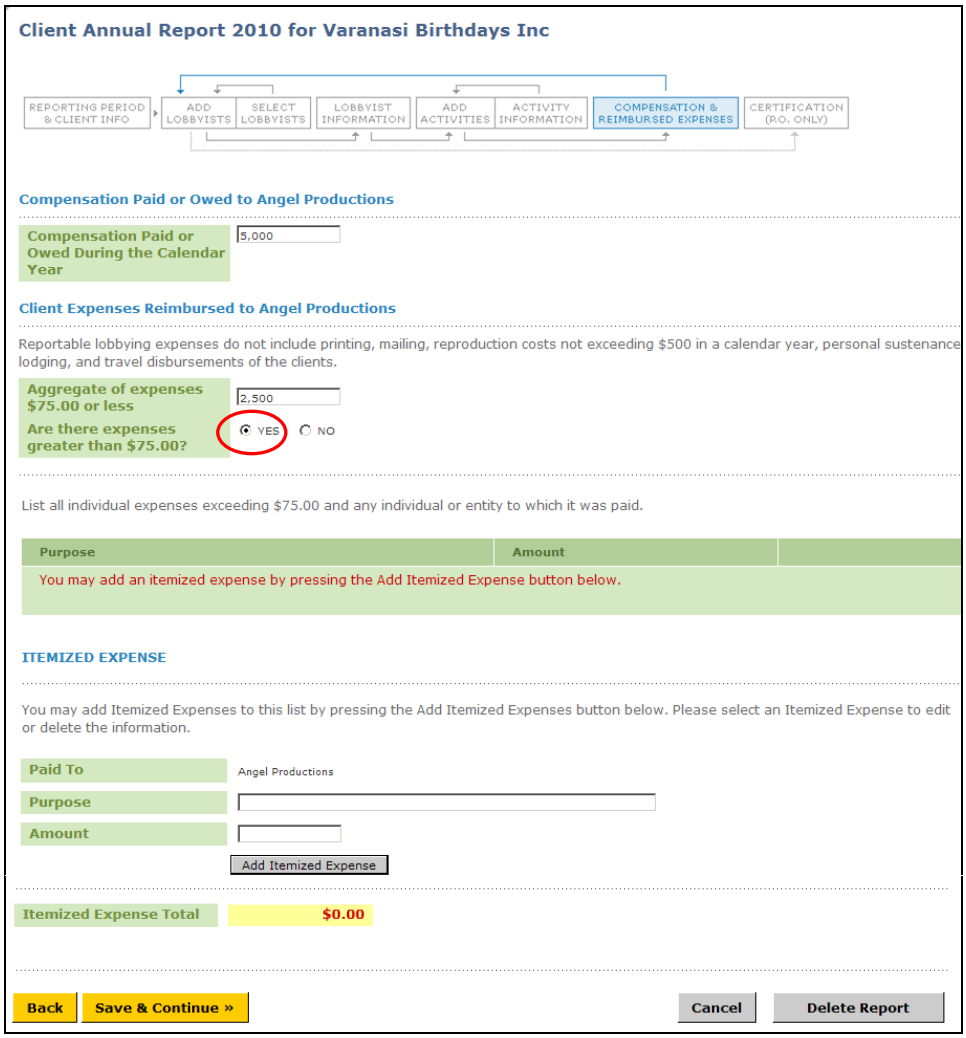


Enter the following for the selected Lobbyist:

- Compensation Paid or Owed During the Calendar Year. **NOTE: If none, enter zero (0).**
- Aggregate of expenses $75.00 or less**. NOTE: If there are none, enter zero (0).**

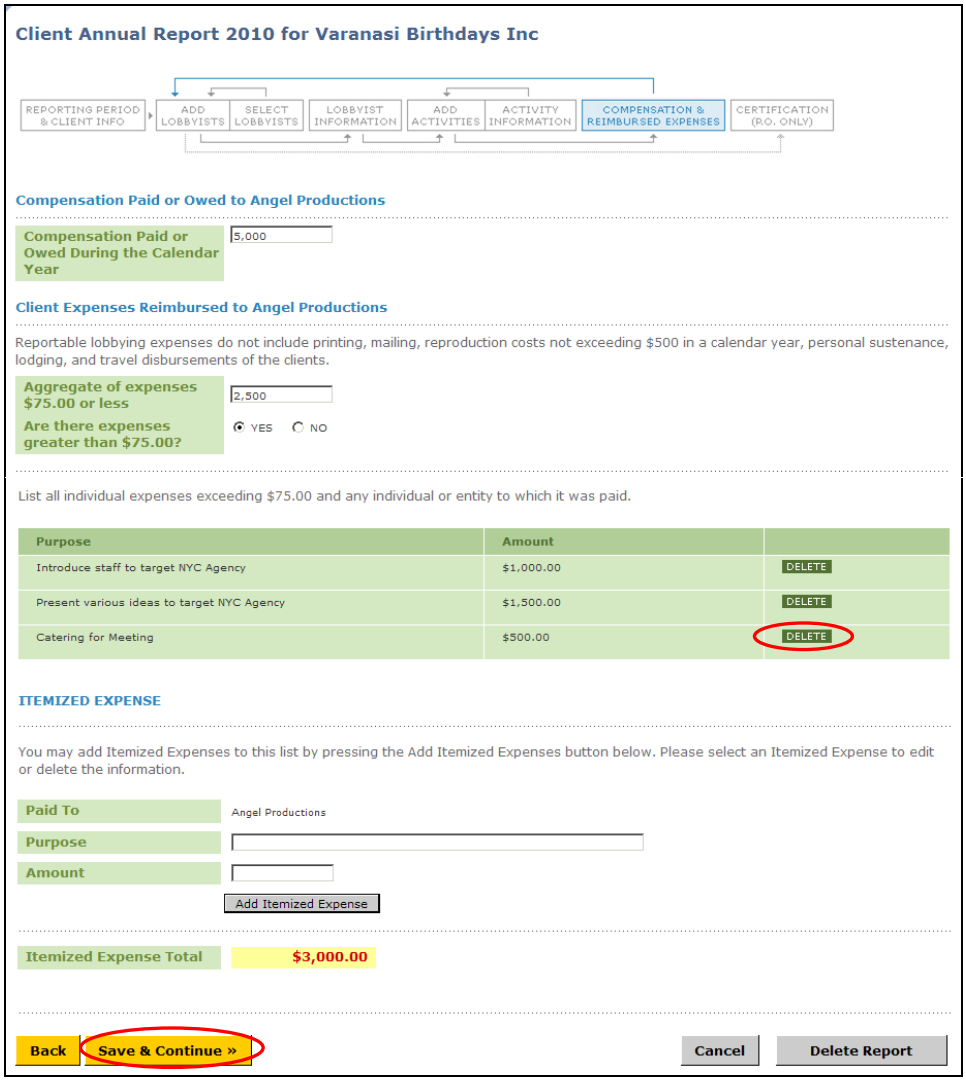
Answer the question for the selected Lobbyist: Are there expenses greater than $75.00?

- For expenses less than $75.00, click the "No" ratio button. Click the "Save & Continue" button to return to the Lobbyist Entity page.
- To enter itemized expenses, click the "Yes" radio button. You must enter itemized expenses in the "Itemized" section that appears.



In the "Itemized Expense" section of the page:

- Enter the Purpose for this expense item.
- Enter the Amount of this expense item.
- Click the "Add Itemized Expense" button. The screen will display the entered item on the list of individual expenses exceeding $75.00, and update the Itemized Expense Total amount.



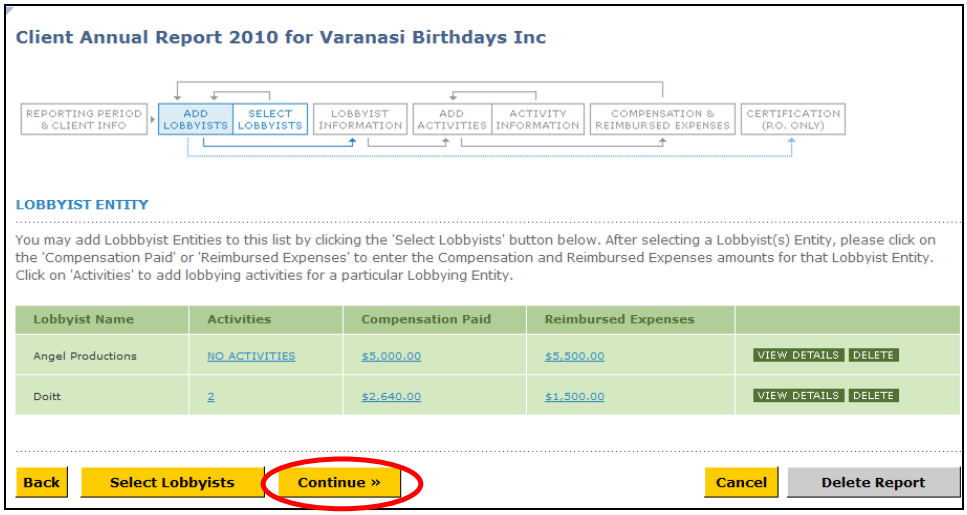
Repeat the steps above to enter the desired number of expense items for this Lobbyist.

To remove an expense item from the list, locate the “Purpose” and “Amount” for that expense item, and then click the “Delete” button showing on the same line.

After entering the expense information, click the “Save & Continue” button to return to the Lobbyist Entity screen. Or, you may select the following at any time:

- To return to the prior screen without saving your changes, click the “Back” button.
- To escape, lose your changes, and return to the “Client Annual Reports” screen, click the “Cancel” button.
- To delete the report and return to the “Client Home” page, click the “Delete Report” button. A popup window will appear asking you to confirm. Click the “OK” button to proceed, or click the “Cancel” button to remain on the “Other Client Expenses” screen.

When you have finished entering all expenses, click the “Save & Continue” button if you are a Principal Officer; or click the “Save Report” button if you are a Designee.



The Lobbyist Entity screen will display. Click the “Continue” button to certify the Report and proceed to the “**Certifying a Client Annual Report**” section below for instructions.

NOTE: Only Principal Officers can certify reports. Designees do not have the option to click the “Continue” button. Continue editing the report until it is certified.

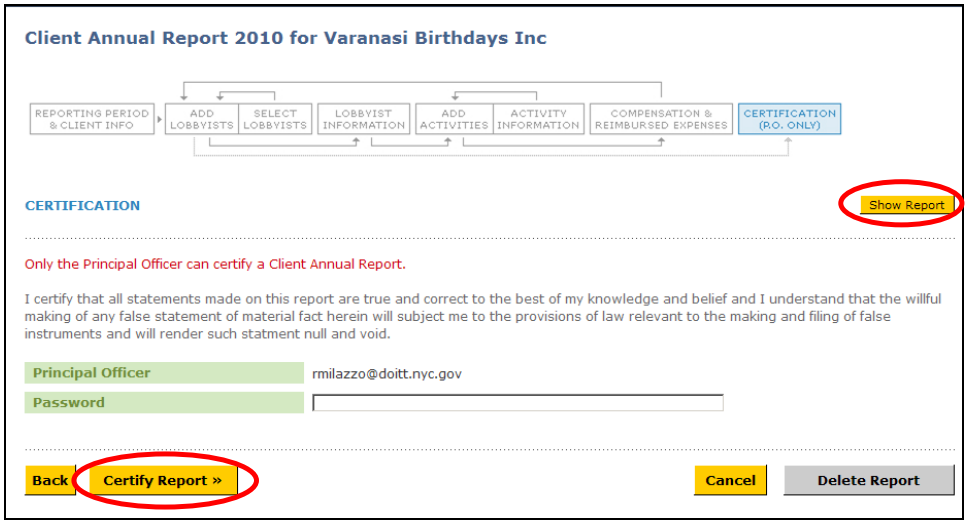
You may select the following at any time:

- To return to the “Client Information” screen, click the “Back” button.
- To add another Lobbyist Entity, click the “Select Lobbyists” button.
- To cancel and return to the “Client Home” page, click the “Cancel” button.
- To delete the report and return to the “Client Home” page, click the “Delete Report” button. A popup window appears requesting confirmation. Click “OK” to delete, or “Cancel” to remain on the “Lobbyist Entity” screen.

Certifying a Client Annual Report

Only Principal Officers can certify Client Annual Reports. **NOTE: The process for certifying an amended CAR is the same as the process for certifying the original. To learn more about filing amendments, refer to the "Amending a Client Annual Report" section of this guide.**

If you are a Principal Officer and clicked the "Continue" button on the "Lobbyist Entity" screen after entering the required information for each Lobbyist, the "Certification" screen will appear.



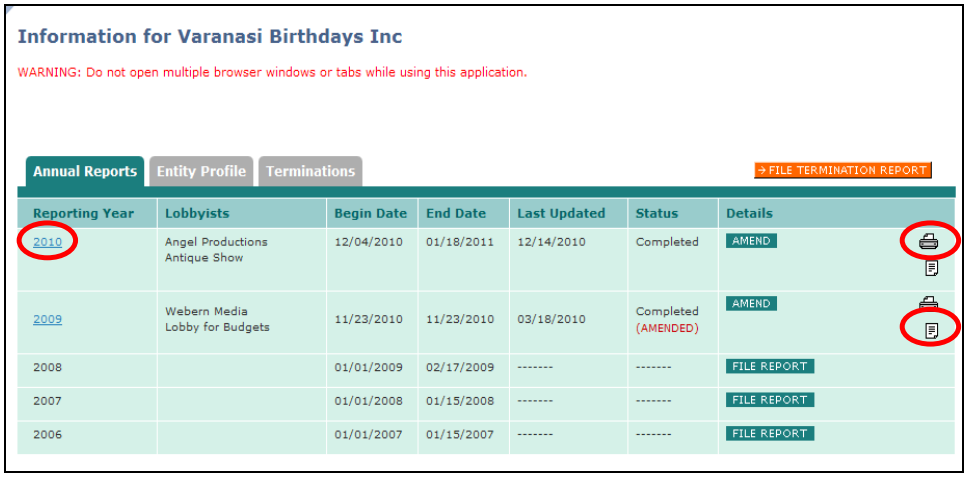
Before you certify your report, it is advisable to view and print a copy of your report. Click the "Show Report" button to view a printer-friendly .html version of it, which you may then print. For security, be sure to retrieve it from the printer immediately. After you have viewed your report, click the "Hide Report" button to hide it.

Enter your password and click the "Certify Report" button. The "Client Annual Reports" screen will appear. Or, you may select one of the following at any time:

- To return to the "Other Client Expenses" screen without certifying or filing the report, click the "Back" button.
- To escape, lose your changes, and return to the "Client Annual Reports" screen, click the "Cancel" button.
- To delete the report and return to the "Client Home" page, click the "Delete Report" button. A popup window will appear asking you to confirm the deletion. Click the "OK" button to proceed with the deletion, or click the "Cancel" button to escape and return to the "Certification" page.

Viewing and Printing Client Annual Reports

To view a filed or in-process Annual Report, click the desired "Reporting Year" link in the left column on the "Client Annual Report" screen. The details will open.



To view a printer-friendly .html version of the report, click the "Printer" icon on the far right of the screen.

To view a PDF of the report, click the "Page" icon. You can then print the report by using the print commands in your browser window.

NOTE: Once a report is certified and submitted, the "File Report" button becomes inactive (and an "Amend" button will appear. If the report's status is "Complete," clicking either the "Reporting Year" name or "Printer" icon will open a read-only printer-friendly .html version. If the report's status is "Draft," clicking the "Reporting Year" name will open an editable version.

The report will open in a new window. Use the scroll bar to view the various sections of the report: Client Information, Lobbyist Entity details, etc.

This example shows Client Information and the Lobbying Activities, Compensation, and Reimbursed Expenses for the first Lobbyist Entity on the list of Lobbyists.

Client Annual Report 2010 for Varanasi Birthdays Inc

DATE FILED: 04/28/2010, 09:55:04

CLIENT INFORMATION

Client Name	Varanasi Birthdays Inc
Business Address	132 W 31 Street NYC, NY 10001
Client P.O. Name	Varanasi, Padma
Business Phone	(646) 688-3802
Business Email	rmilazzo@doitt.nyc.gov

LOBBYIST ENTITY

(800) 888-3802

Lobbyist Entity's Name	Angel Productions
Lobbyist Entity's Business Phone	(646) 769-2062
Lobbyist Entity's Business Address	9 Franklin St NYC, NY 10012

LOBBYING ACTIVITIES

NO ACTIVITY

Compensation Paid or Owed to Angel Productions

Compensation Paid or Owed During the Calendar Year	$5,000

Client Expenses Reimbursed to Angel Productions

Total of Aggregate Expenses $75.00 or less	$2,500
Are there expenses greater than $75.00	Yes

This example continues with the Itemized Expenses for the first Lobbyist Entity on the list of Lobbyists, then Lobbying Activities for the second Lobbyist Entity.

Itemized Expenses

Paid to	Angel Productions
Purpose	Conference Room Rental for Meeting
Amount	$1,000

Paid to	Angel Productions
Purpose	Equipment Rental for Meeting
Amount	$1,500

Paid to	Angel Productions
Purpose	Catering for Meeting
Amount	$500

Itemized Expense Total	$3,000.00

LOBBYIST ENTITY

Lobbyist Entity's Name	Antique Show
Lobbyist Entity's Business Phone	(123) 234-5678
Lobbyist Entity's Business Address	234 5 Ave Brooklyn, NY 11235

LOBBYING ACTIVITIES

Subject Category	Introduction
Subject Details	Meet Agency Contacts

Target	Office/Department	Contact Name
Anti-Graffitti Task Force		Last-Name, First-Name
Department of Buildings (DOB)		Last Name, Test

Subject Category	Resolution
Subject Details	Meet to research the steps involved in ongoing income production.

Target	Office/Department	Contact Name
Office of the Contract Services		LastName, Test

This example continues with the Compensation, Reimbursed Expenses, and Itemized Expenses for the second Lobbyist Entity.

Compensation Paid or Owed to Antique Show

Compensation Paid or Owed During the Calendar Year	$7,000

Client Expenses Reimbursed to Antique Show

Total of Aggregate Expenses $75.00 or less	$2,880
Are there expenses greater than $75.00	Yes

Itemized Expenses

Paid to	Antique Show
Purpose	Conference Room Rental for Meeting
Amount	$1,005

Paid to	Antique Show
Purpose	Equipment Rental for Meeting
Amount	$1,000

Itemized Expense Total	$2,005.00

This Report has been certified.

Back Print

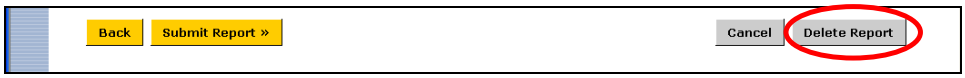
NOTE: You may only change Lobbyist Information via the "Edit Profile" button on the "Entity Profile" tab. If you make changes to the Entity Profile, they will appear only *after* "Certification" and not in "Draft" versions of the annual reports.

Scroll to the bottom of the report to view its certification status and to print the report by clicking on the "Print" button. Click the "Back" button to exit the report screen and return to the Client Annual Report screen.

To exit the PDF report, close the browser window by clicking the "x" button in the top right corner to close the browser window.

Deleting a Client Annual Report

If you would like to delete a Client Annual Report and return to the "Client Annual Reports" screen, at any time prior to filing (submitting and certifying the report), you may click the "Delete Report" button that appears in the lower right hand corner of the screen. A popup window will appear asking you to confirm. Click the "OK" button to proceed, or click the "Cancel" button.

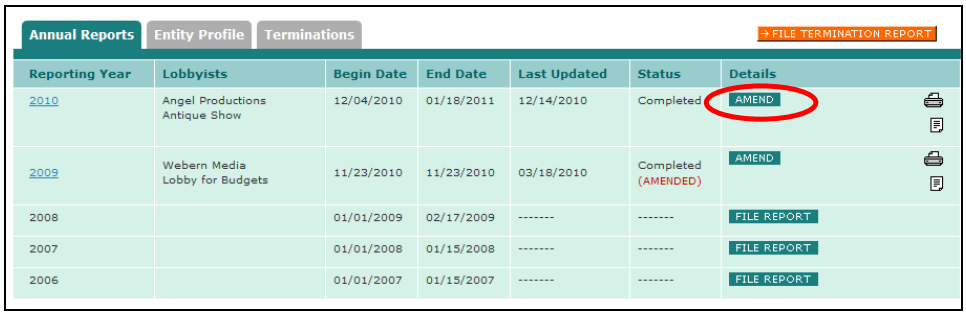


If you are on a screen that does not display the "Delete Report" button, click the "Back" button to return to a screen that does.

Amending a Client Annual Report

The Amend button appears on the Client Annual Reports screen when an annual report has a status of "Completed." Registrations and reports can be amended as many times as necessary, however you will only see the last saved version of the report.

To amend a report that has been certified, click the "Amend" button in the "Details" column of the desired report row.



The report opens and is available for making any necessary edits. If the report is amended and not filed, the "Amend" button is disabled until the report is filed. If edits are saved on the "Client Annual Report" before the report is certified, the status of the CAR changes to "Draft (Amended)."

Certifying an Amended Client Annual Report

The process to certify an amended CAR is the same as filing the original. Refer to the "**Certifying a Client Annual Report**" section of this guide for more details.

Once you certify the amended report, its status on the "Client Annual Reports" screen becomes "Completed (Amended)."

NOTE: Once submitted, only the amended version will display when accessed via the "Client Annual Reports" tab.

Adding Special Target Agencies

This section applies to the reports listed below that require Target information for Special Target Agencies: Community Boards, Council Members, or the Office of the Mayor. It is intended that the screen shots below are to be used as examples, only.

Please click the links below to see the following sections for detailed information on adding Targets:

- "**Statements of Registration**"

  Lobbyists can add Target information when reporting Activities in Statements of Registration. **NOTE: Lobbyists must report Lobbying Activity when filing Statements of Registration.**

- Lobbyist's "**Client Periodic Reports**"

  Lobbyists can add Target information when reporting Activities in Client Periodic Reports. However, if there has been no activity, a Lobbyist is not required to report Lobbying Activity in a Client Periodic Report.

- "**Client Annual Reports**"

  Clients can add Target information when reporting Activities in Client Annual Reports. However**,** if there has been no activity, a Client is not required to report Lobbying Activity in a Client Annual Report.

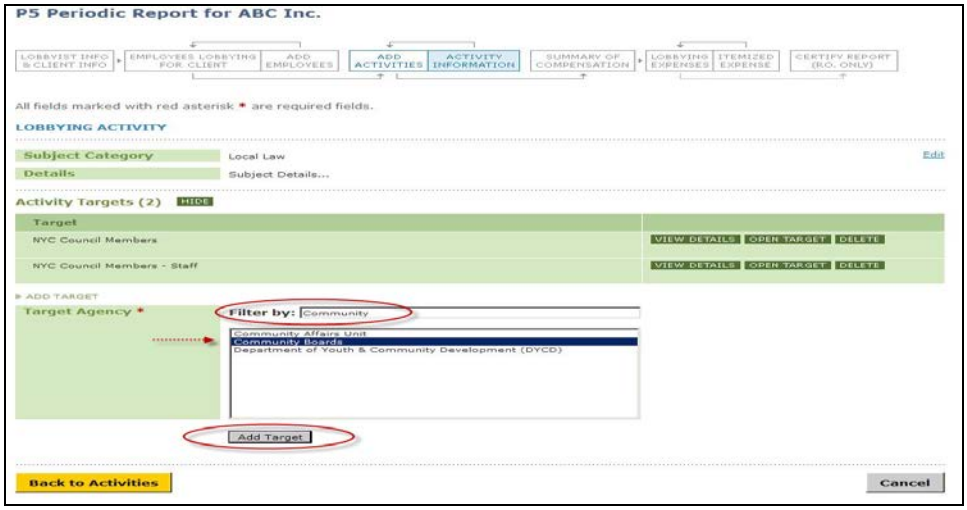
Special Target: Community Boards

The following illustrates how to select Community Boards as a Target Agency.

NOTE: You can only select one Agency per Lobbying Target and you cannot edit the Agency name in the e-Lobbyist system. However, you can remove the selected Agency and choose another Target Agency. You must enter at least one Contact person under the selected Agency; however, you can delete a Contact Name at any time and add a new one.

In the "Lobbying Activity" page, enter a "Subject Category" and "Details," (as you would with any other Target) then

- enter the word "Community" or "Boards" in the "Filter by:" field,
- highlight "Community Boards," and
- click the "Add Target" button.



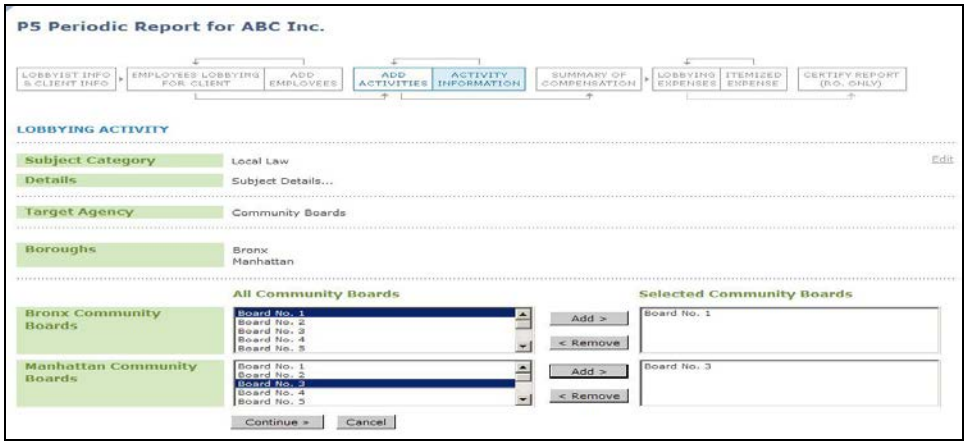
The Target "Community Boards" is added and Borough checkboxes are displayed:

- check the box(es) next to the Borough(s) you want to add, then
- click the "Continue" button.

The Boroughs are added and the Community Boards selections are displayed. You must add at least one Board Number for each selected Borough.

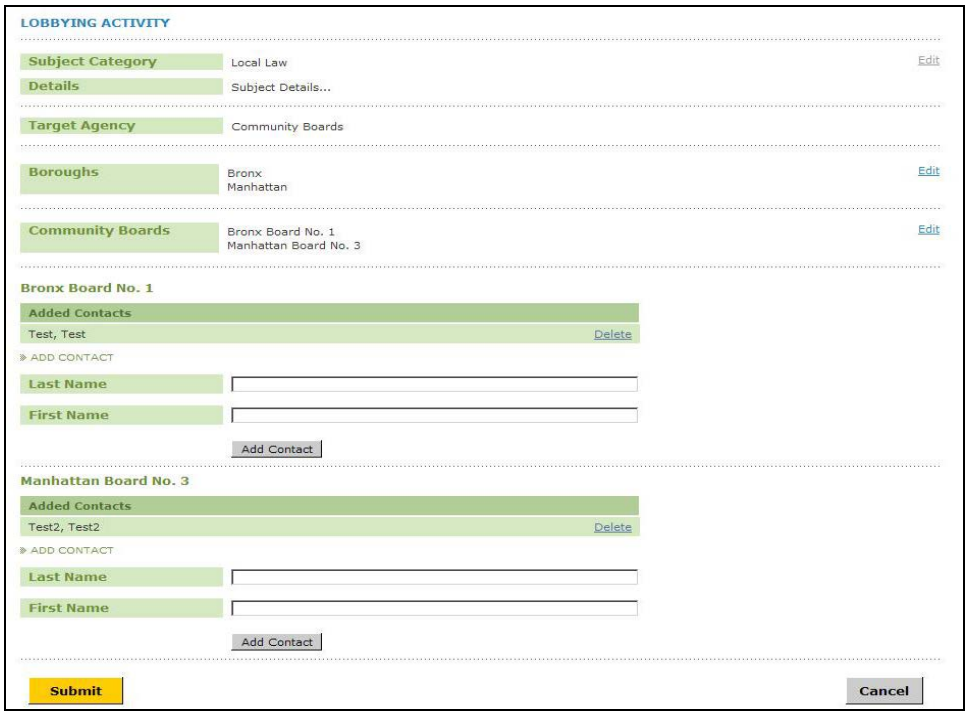
To add Community Boards,

- Highlight a Board Number in the left-side window (click the Ctrl button for multiple selections) and click the "Add" button to move it the right-side window.
- Click the "Remove" button to reverse your selection.
- When you are finished selecting Board Numbers, click the "**Continue**" button.

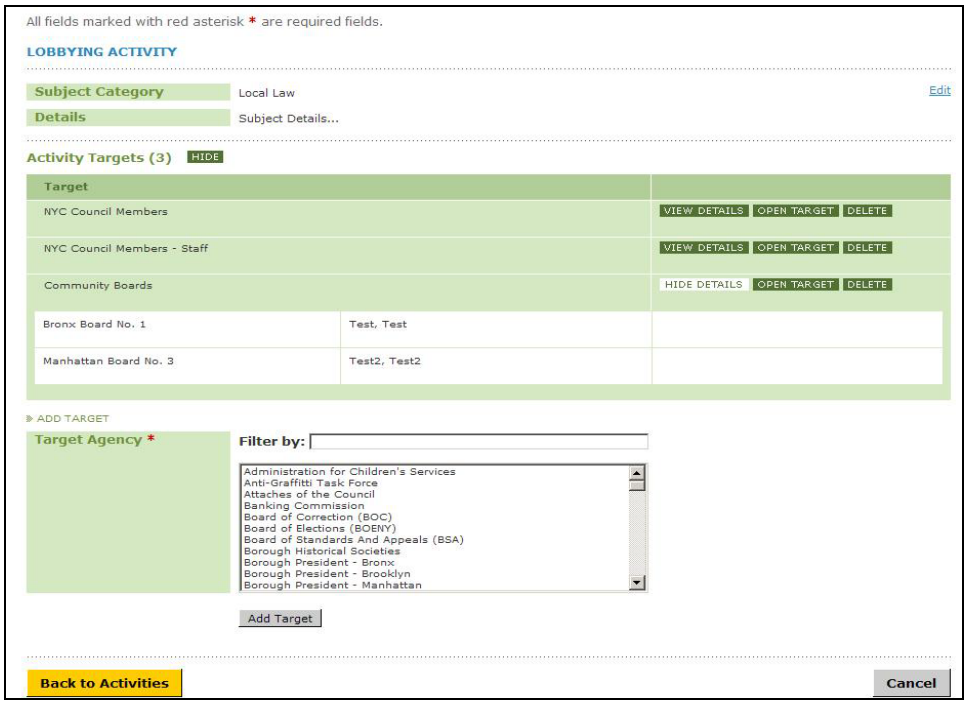


The Contact form appears. You must enter at least one Contact for each Board Number (you may enter up to ten).

- To enter Contacts, add a Last Name and First Name in their respective fields, and then click the "Add Contact" button.
- When you have finished adding Contacts, click the yellow "Submit" button.



You can add another Target or click the yellow “Back to Activities” button to return to the main Activities page.



Special Target: Council Members

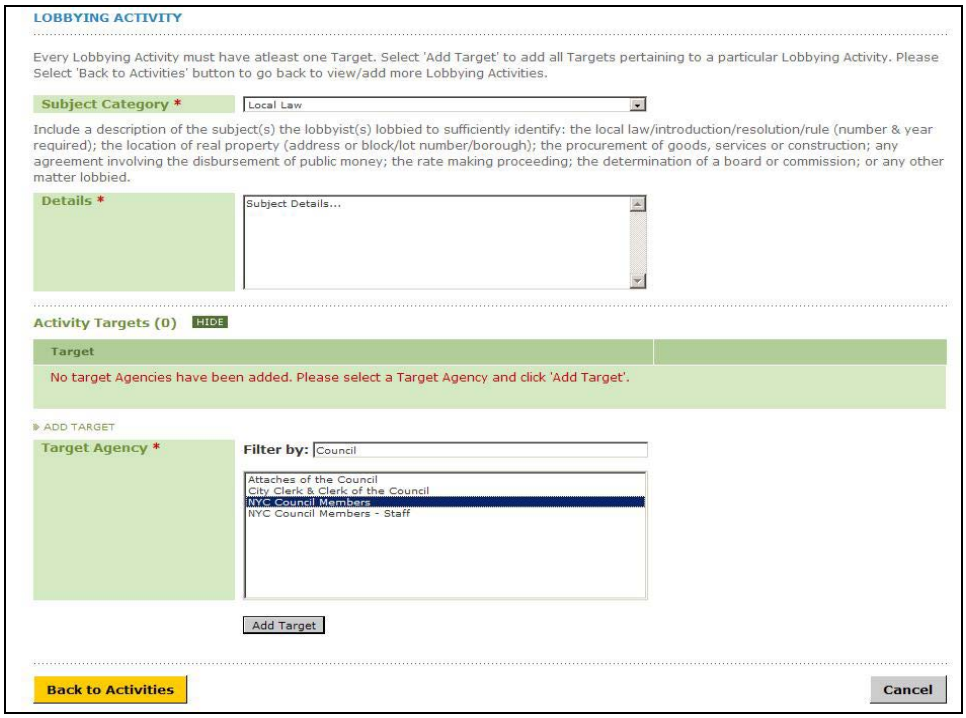
The following illustrates how to select Council Members as a Target Agency.

NOTE: You can only select one Agency per Lobbying Target and you cannot edit the Agency name in the e-Lobbyist system. However, you can remove the selected Agency and choose another Target Agency. You must enter at least one Contact person under the selected Agency; however, you can delete a Contact Name at any time and add a new one.

You may select "Council Members" or "Council Members – Staff." If you select "Council Members" you are not required to enter a Contact for each Council Member, as Council Members are also Staff Members. However, if you select "Council Members – Staff," you must enter a Contact person for each Staff member you select.

To select a Council Member, in the "Lobbying Activity" page, enter a "Subject Category" and "Details," (as you would with any other Target) then

- Enter the keyword "Council" in the "Filter by:" field, and then highlight "NYC Council Members" in the "Target Agency" window.
- Click "Add Target"

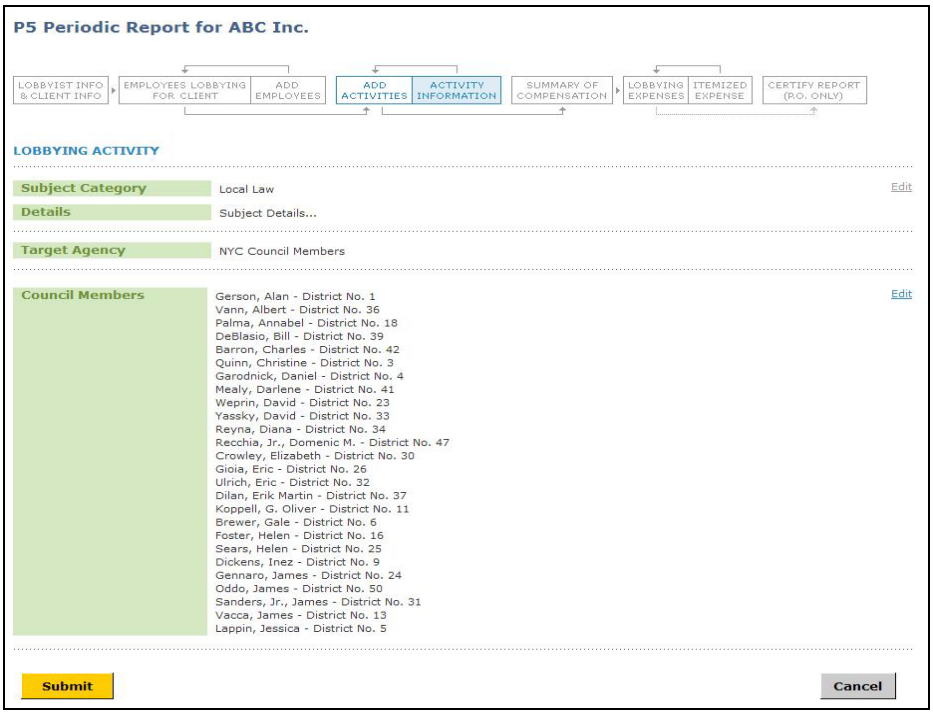


The Council Members selection list is displayed. To add Council Members,

- Highlight a Council Member in the left-side window (click the Ctrl button for multiple selections or the "Select All" button to select all names) and click the "Add" button to move it the right-side window.
- Click the "Remove" button to reverse your selection.
- When you are finished selecting Council Members, click the "Continue" button.

The selected Council Members are listed. From here, you can:

- Click the “Edit” link to the right of the list to change your selections.
- Click “Cancel” to clear your selections or
- Click the “Submit” button to submit these Council Members and return to the main Activities page.



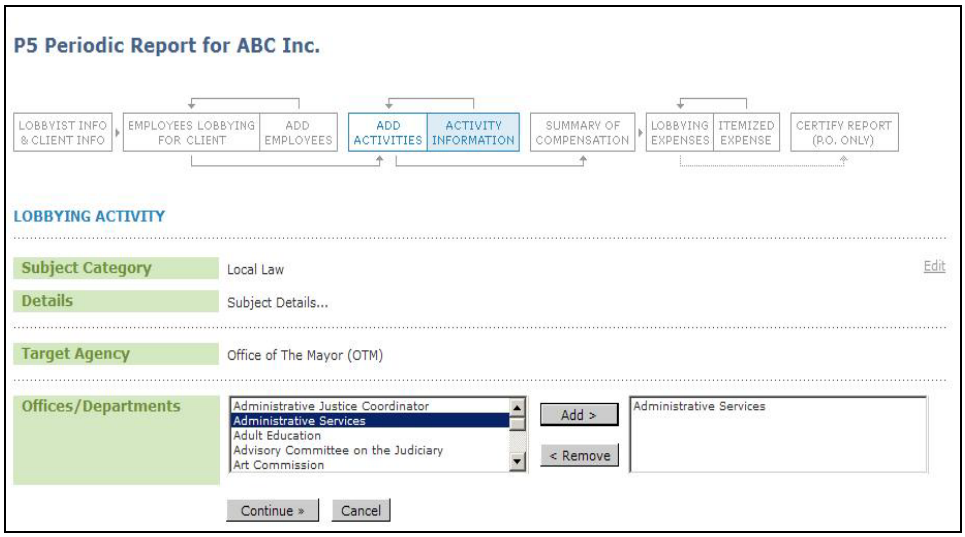
Special Target: Office of the Mayor

The following illustrates how to select the Office of the Mayor as a Target Agency.

NOTE: You can only select one Agency per Lobbying Target and you cannot edit the Agency name in the e-Lobbyist system. However, you can remove the selected Agency and choose another Target Agency. You must enter at least one Contact person under the selected Agency; however, you can delete a Contact Name at any time and add a new one.

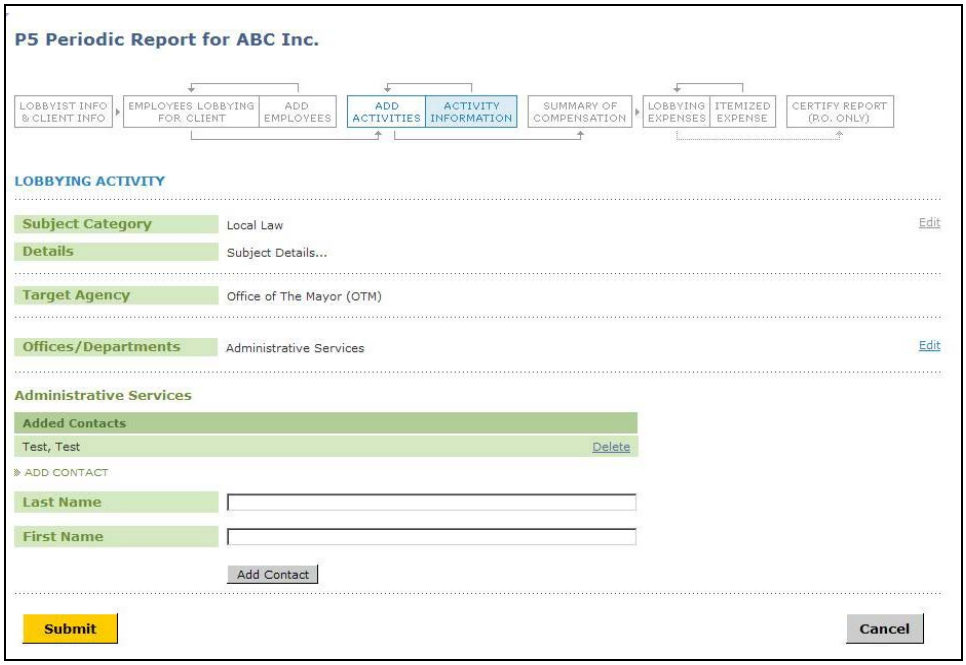
In the "Lobbying Activity" page, enter a "Subject Category" and "Details," (as you would with any other Target). Next, after selecting "Office of the Mayor (OTM)" as a Target, you must add at least one selection from the Offices/Departments list.

- Highlight an Office or Department in the left-side window (click the Ctrl button for multiple selections) and click the "Add" button to move it the right-side window.
- Click the "Remove" button to reverse your selection.
- When you are finished selecting Offices and/or Departments, click the "Continue" button.



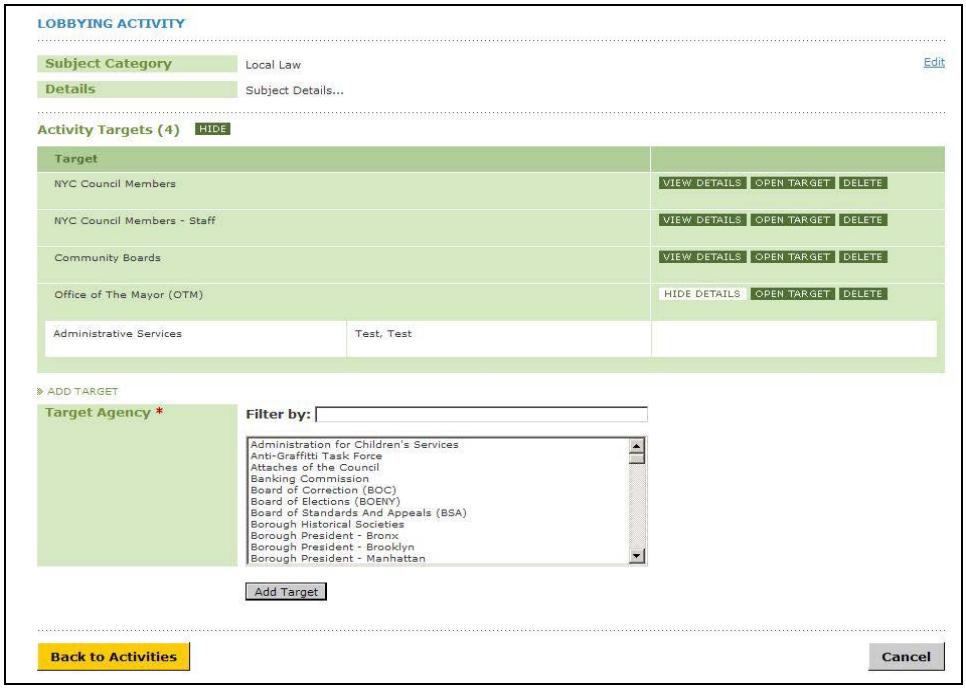
When the Contact Form opens at the bottom of the page,

- Add the Last Name and First Name of at least one Contact for each Office/Department, and then click the “Add Contact” button.
- When you are finished adding Contacts, click the yellow “Submit” button.



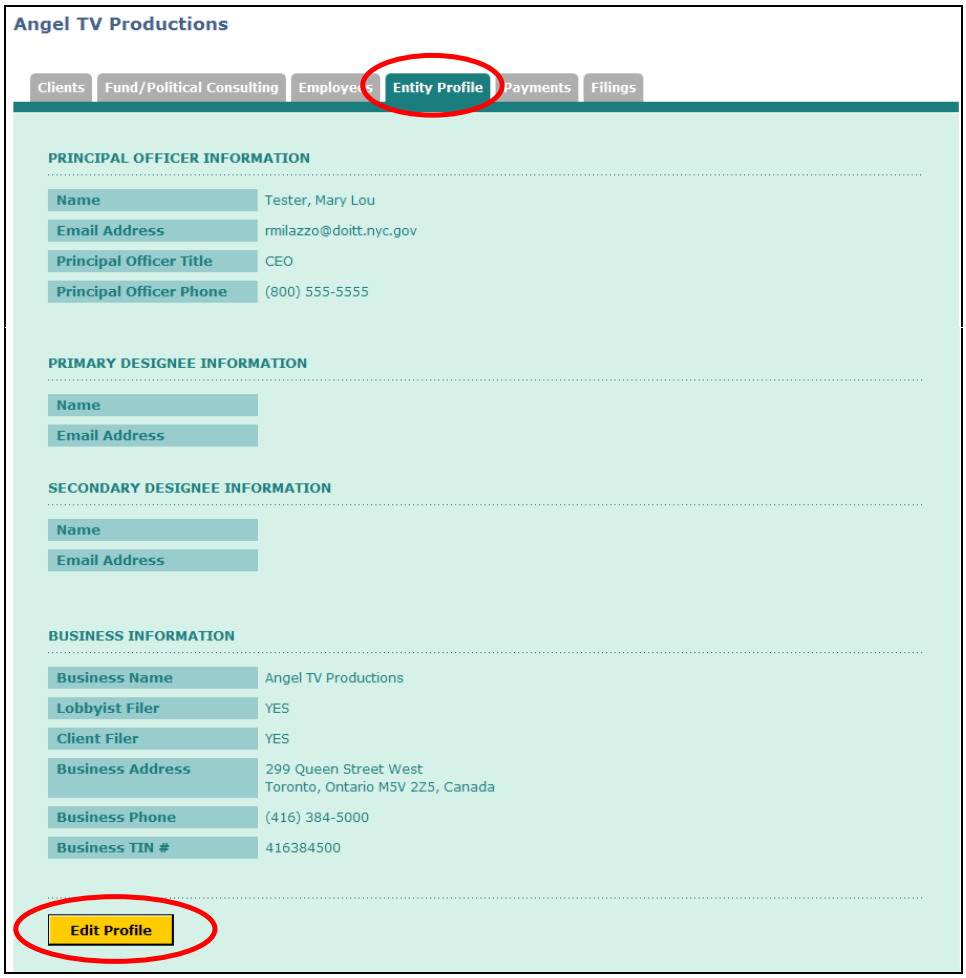
You return to the Target page. Here, you can:

- Add more Targets
- Edit existing Targets
- View details for existing Targets
- Delete existing Targets or
- Click the yellow “Back to Activities” button to return to the Activities page.


LOBBYING ACTIVITY
Subject Category
Local Law
Edit
Details
Subject Details...
Activity Targets (4)
HIDE
Target
NYC Council Members
VIEW DETAILS
OPEN TARGET
DELETE
NYC Council Members - Staff
VIEW DETAILS
OPEN TARGET
DELETE
Community Boards
VIEW DETAILS
OPEN TARGET
DELETE
Office of The Mayor (OTM)
HIDE DETAILS
OPEN TARGET
DELETE
Administrative Services
Test, Test
ADD TARGET
Target Agency *
Filter by:
Administration for Children's Services
Anti-Graffitti Task Force
Attaches of the Council
Banking Commission
Board of Correction (BOC)
Board of Elections (BOENY)
Board of Standards And Appeals (BSA)
Borough Historical Societies
Borough President - Bronx
Borough President - Brooklyn
Borough President - Manhattan
Add Target
Back to Activities
Cancel

Viewing/Editing Entity Profiles

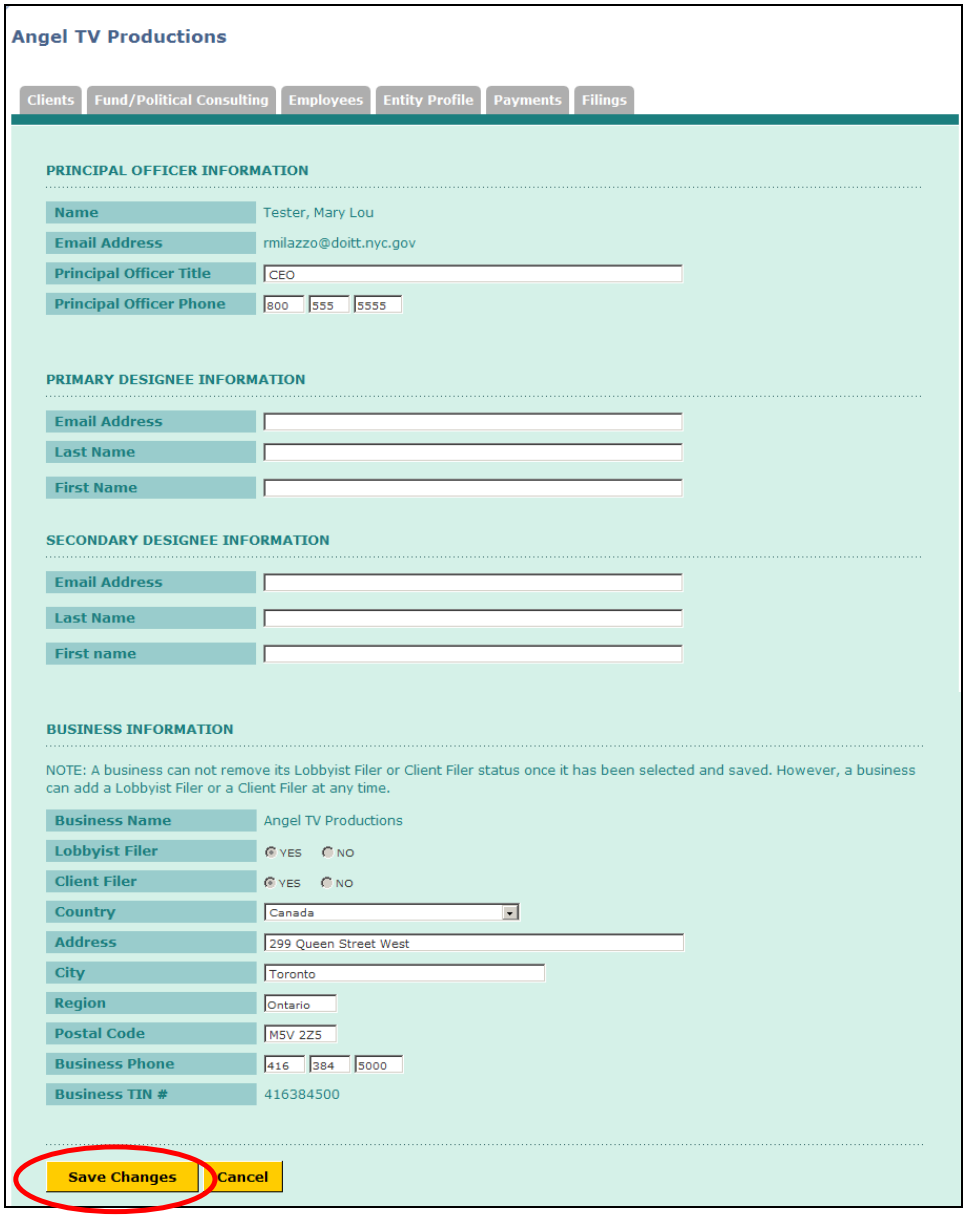
To view the entity profile details, click the “Entity Profile” tab, from which you can view the Principal Officer Information, the Additional Account Information (including assigned Designees), and the Business Information.



To edit the Entity Profile and/or add Designees, click the “Edit Profile” button at the bottom of the “Entity Profile” screen.

Editing Entity Profiles and/or Adding Designees

To edit the Entity Profile and/or add Designees, click the “Edit Profile” button at the bottom of the “Entity Profile” screen. Editable fields open on the “Entity Profile” screen.



NOTE: Only Principal Officers can edit Entity Profiles. You cannot edit the Business Name, PO name, e-mail address, TIN #, or change Lobbyist or Client Filer answers from *Yes* to *No*. To change the Business Name, PO first or last name or e-mail address, contact the Clerk's Office and a Clerk Manager will be able to change it for you. Changes made to the Entity Profile will not pre-populate immediately to "Draft" versions of Statements of Registration, Client Periodic Reports, and the Fundraising/Political Consulting Periodic Reports. Entity Profile changes will not appear on reports that have already been certified. For reports in "Draft" form, the Entity Profile changes will appear after Certification. Changes to the Entity Profile will appear if you delete a "Draft" report and start a new one.

Edit the Principal Officer Information – *Title* and *Phone Number*

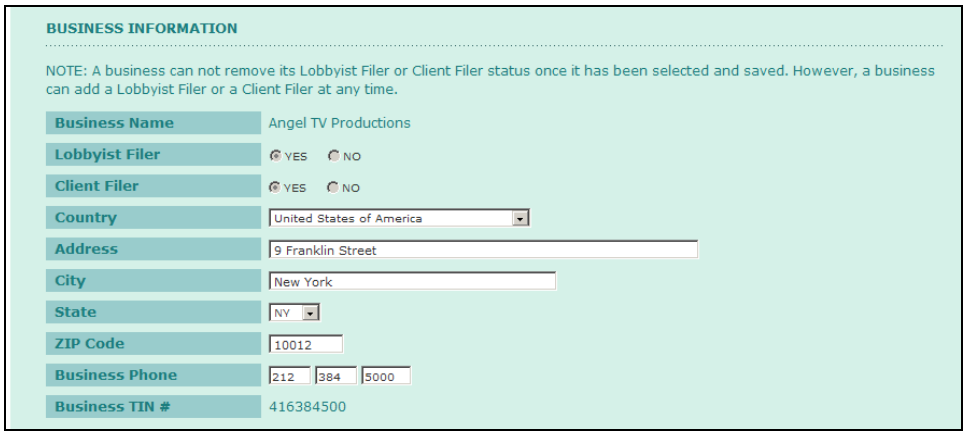
Edit the Additional Account Information – *Primary Designee* and *Secondary Designee*

NOTE: This is the only place where Designees can be created, updated, changed, or removed. Create Designees by entering their E-mail Address(es), Last Names and First Names into the *Primary Designee* and/or *Secondary Designee* field.

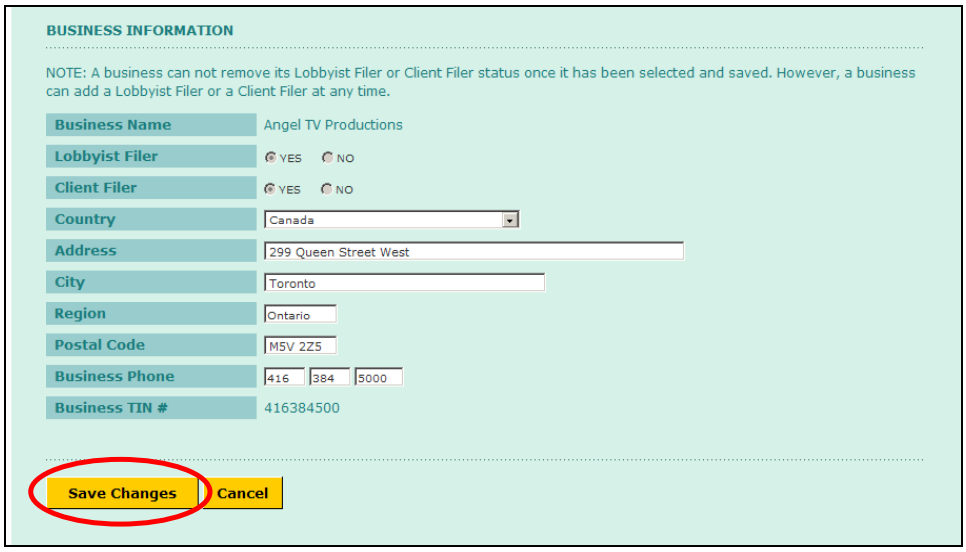
Edit the Business Information:

Business Address – Edit the Domestic or International Address:

- For a Domestic Address: The Country defaults to "United States of America." Enter the *Street Address* and *City*, select the *State* from the dropdown list, and enter the *ZIP Code*.



- For an International Address: For Country, select the correct Name from the dropdown list to refresh the fields. Enter the *Street Address*, *City*, *Region*, and *Postal Code*.



Business Phone - Enter the Domestic or International Phone Number:

- Domestic10 digit Phone Number: Area Code (3 digits), Exchange (3 digits), and Number (4 digits).
- International 21 digit Phone Number: Country/City Code (up to 6 digits) and Number (up to 15 digits).

When you have finished editing, select what you would like to do:

- To save your changes and return to the “Client Home” page, click the “Save Changes” button, or
- To escape, lose your changes, and return to the “Client Home” page, click the “Cancel” button.

Changing a PO (Principal Officer)

This section reviews the steps a Principal Officer takes who has been newly appointed in the e-Lobbyist System by the City Clerk's Office.

NOTE: To change or modify PO (Principal Officer) Information, you must contact the City Clerk's Office directly by phone at (212) 669-8171. Once a PO's e-mail address has been changed by the City Clerk Office, a set-up password e-mail or password verification e-mail (if PO is already enrolled for another entity) is sent out.

After receiving the e-mail from the City Clerk's office for a PO Change, click on the link to either confirm your existing password or create a new password:

Verify Password for nyc.gov/e-Lobbyist

eLobbyistApplication@doitt.nyc.gov

Sent: Tue 1/24/2012 9:14 PM

To: Milazzo (Consultant), Rosanne

This email confirms that you have been appointed as either a Principal Officer or Designee to access the e-Lobbyist system for **Auto Bus**.

Please click on the link below to verify your existing nyc.gov password. This password provides access to e-Lobbyist and all other nyc.gov applications that use the same user ID and password.

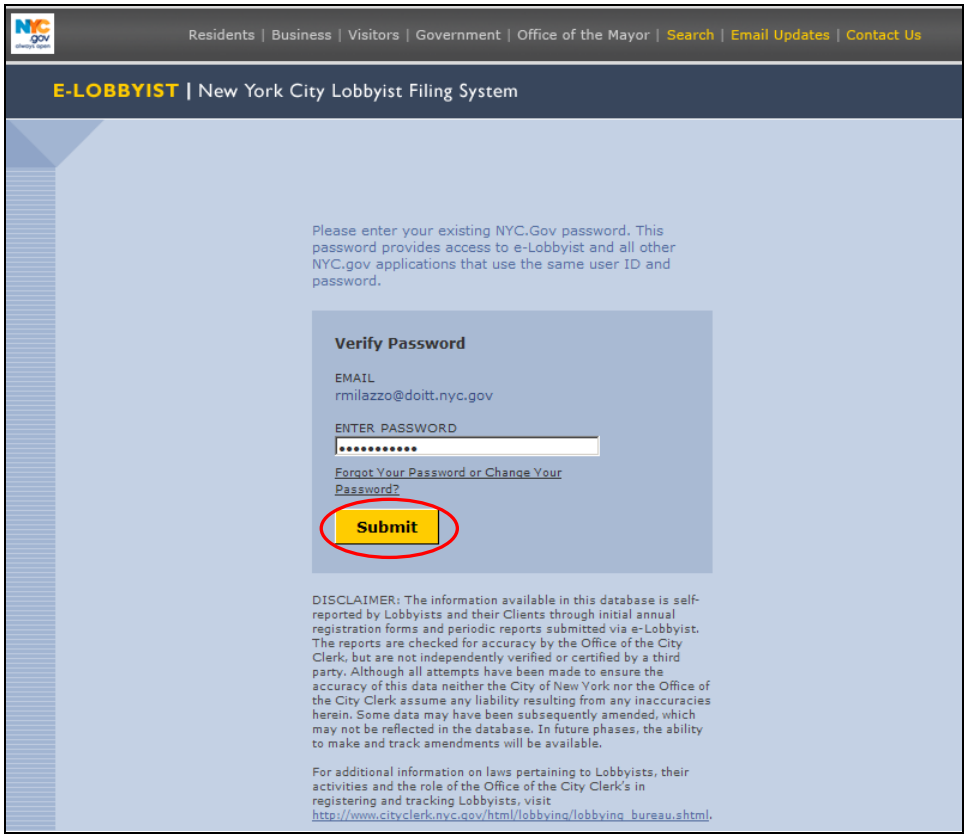
https://prtl-dev-1.nycnet:443/portal/site/eLobbyist/menuitem.8172bfd7b17a67c5d06a6aad42d2f9a0/?subView=verify_password&email=rmilazzo@doitt.nyc.gov

If this link is broken, copy and paste it into your browser's address bar.

If you need further assistance, contact the Office of the City Clerk at lobbyist_helpdesk@cityclerk.nyc.gov or (212) 669-8171.

This is an automatically generated email. DO NOT REPY TO THIS EMAIL.

When the login page displays, enter your verified (or new) password and click the yellow "Submit" button:

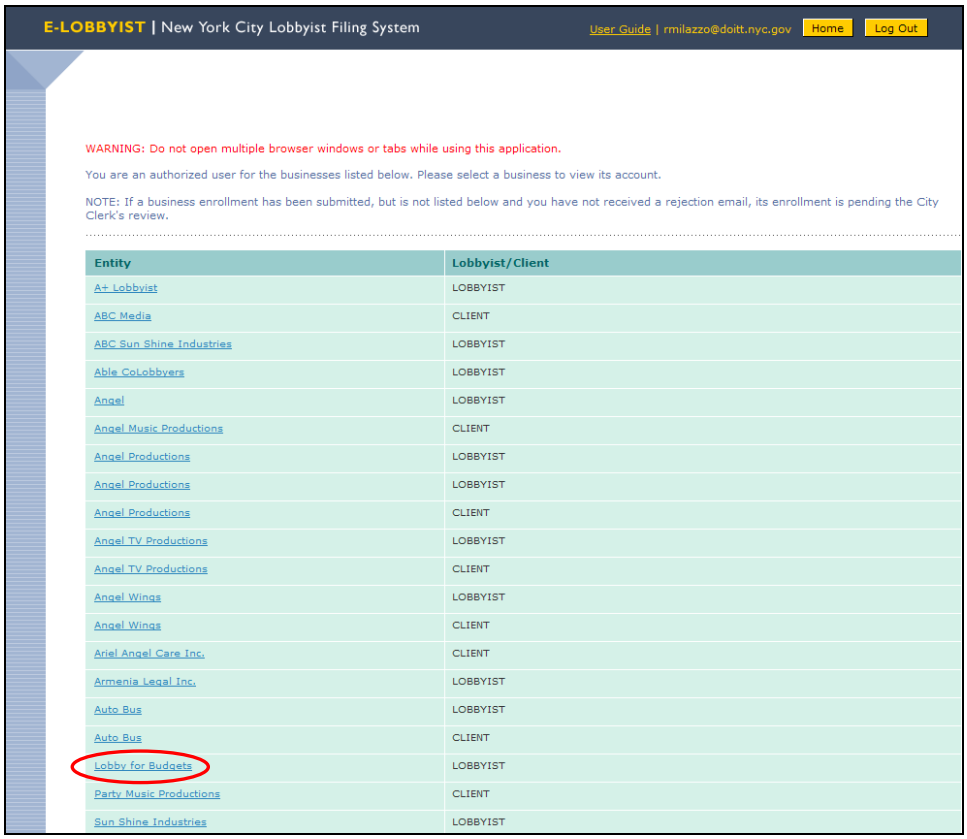


After the "Thank You" page is displayed (confirming your password has been accepted), click the link below to enter the main login page:

Log in with your e-mail address and password:

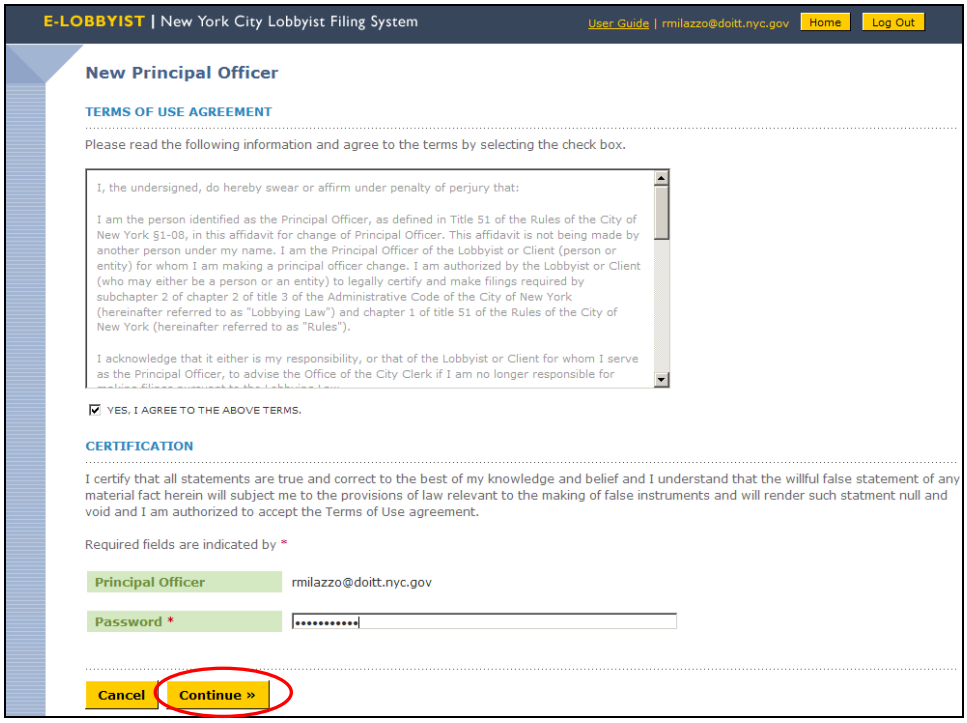
NOTE: The entity page for the new PO lists all entities they are associated with; access is limited to those entities that have had their Terms of Agreement accepted by the new PO.

When the entity page appears, click on the entity for which you have just enrolled as the new PO:

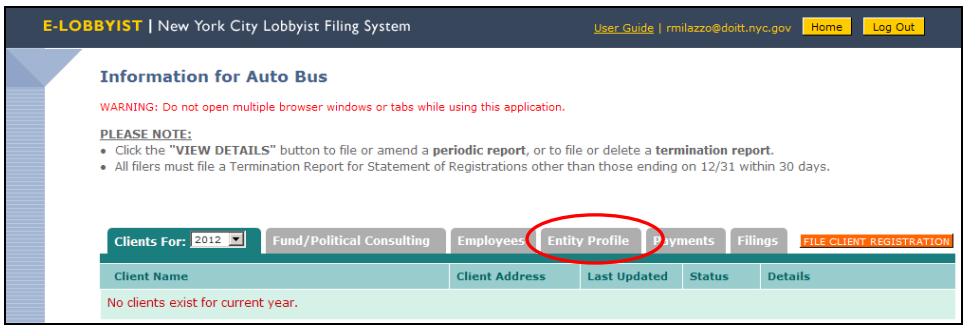


The **Terms of Use Agreement** appears. Please read the entire agreement, then:

- Click the box that states "YES, I AGREE TO THE ABOVE TERMS"
- Enter your password
- Click the yellow "Continue" button, or click "Cancel" to return to the Entities page.



When your entity's home page displays, add new designees under Entity Profile tab.
NOTE: All designees associated with the previous PO get deleted as soon as the new PO's e-mail change is made by the City Clerk office. See the previous section "Editing Entity Profiles and/or Adding Designees" for information on adding new designees.



The City Clerk's office sends an e-mail confirming their receipt of the Terms of Use Agreement:

From: eLobbyistApplication@doitt.nyc.gov Sent: Wed 1/25/2012 7:57 PM
To: Milazzo (Consultant), Rosanne
Cc: clerkmanger@gmail.com
Subject: e-Lobbyist Affidavit Received (Term of Use Agreement) Principal Officer Change

The Office of the City Clerk is pleased to advise that the change of Principal Officer affidavit has been received in the e-Lobbyist application. The Principal Officer may now log into the e-Lobbyist application provided a password has been set up or verified. Instructions to set up passwords were provided in a separate email.

Principal Officer Name: Rosanne Milazzo
Lobbyist or Client Entity Name: Auto Bus
Date of change of Principal Officer: 1/25/2012
Date of Acceptance of Terms of use by Principal Officer: 1/25/2012

The Office of the City Clerk recommends that the Principal Officer set up Designee(s) in e-Lobbyist. A designee(s) has the authority to prepare filings but may not certify or submit them.Only Principal Officers may certify and submit filings to the Office of the City Clerk.

A copy of the Terms of Use Agreement for the e-Lobbyist application to which the Principal Officer has agreed follows:

I, the undersigned, do hereby swear or affirm under penalty of perjury that:

I am the person identified as the Principal Officer, as defined in Title 51 of the Rules of the City of New York §1-08, in this affidavit for change of Principal Officer. This affidavit is not being made by another person under my name. I am the Principal Officer of the Lobbyist or Client (person or entity) for whom I am making a principal officer change. I am authorized by the Lobbyist or Client (who may either be a person or an entity) to legally certify and make filings required by subchapter 2 of chapter 2 of title 3 of the Administrative Code of the City of New York (hereinafter referred to as "Lobbying Law")and chapter 1 of title 51 of the Rules of the City of New York (hereinafter referred to as "Rules").

I acknowledge that it either is my responsibility, or that of the Lobbyist or Client for whom I serve as the Principal Officer, to advise the Office of the City Clerk if I am no longer responsible for making filings pursuant to the Lobbying Law.

I understand that the contact information provided for the Principal Officer and the Lobbyist or Client, as part of this change of Principal Officer, will be used to verify that any requests for password or account resets are genuine. If this contact information changes at any time after this affidavit, I agree that it is my responsibility, or that directly of the Lobbyist or Client for whom I serve as the Principal Officer, to ensure it is updated. I further understand that late fees will not be waived if an account or password cannot be reset because the Office of the City Clerk cannot authenticate that a request to do so is genuine.

I agree to use the Office of the City Clerk's e-Lobbyist Application to file Statements of Registration, Periodic Reports, Fundraising and Political Reports, Termination Notices, and Annual Reports.

Deactivating a Client Statement of Registration

This section reviews the steps a Principal Officer takes to deactivate a Client Statement of Registration which was entered inadvertently or is invalid in the e-Lobbyist System.

NOTE: To deactivate a Registration filing, the PO (Principal Officer) must contact the City Clerk's Office directly by phone at (212) 669-8171.

Process to Deactivate a Filing:

1. Login to the e-Lobbyist system, and delete any Terminations or filings that are currently in "Draft" Status.
2. e-Mail a Deactivation Request o the City Clerk. (**Note**: a sample Deactivation Request form can be found at this City Clerk web site link: **http://www.cityclerk.nyc.gov/html/lobbying/forms.shtml**.)
3. Contact the City Clerk's Office directly by phone at (212) 669-8171.
4. Once a filing has been deactivated by the City Clerk Office, the PO will receive a confirmation by e-mail. (**Note:** Deactivated filings are not visible on the Client Tab.)
5. File a valid registration for the Client.

Deactivating a Client Annual Report

This section reviews the steps a Principal Officer takes to deactivate a Client Annual Report which was entered inadvertently or is invalid in the e-Lobbyist System.

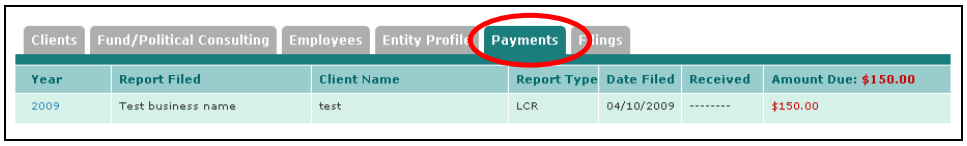
NOTE: To deactivate a Client Annual Report filing, the PO (Principal Officer) must contact the City Clerk's Office directly by phone at (212) 669-8171.

Process to Deactivate a Filing:

1. Login to the e-Lobbyist system, and delete any Terminations that are currently in the system.
2. e-Mail a Deactivation Request o the City Clerk. (**Note**: a sample Deactivation Request form can be found at this City Clerk web site link: **http://www.cityclerk.nyc.gov/html/lobbying/forms.shtml**.)
3. Contact the City Clerk's Office directly by phone at (212) 669-8171.
4. Once a filing has been deactivated by the City Clerk Office, the PO will receive a confirmation by e-mail. (**Note:** Deactivated filings are not visible on the Annual Report Tab.)
5. File a valid Client Annual Report.

Viewing Payments

To view payments owed, click the "Payments" tab. On the "Payments" tab, you can review a list of reports by year, names of reports filed for Clients, report types, dates filed, and amounts due.

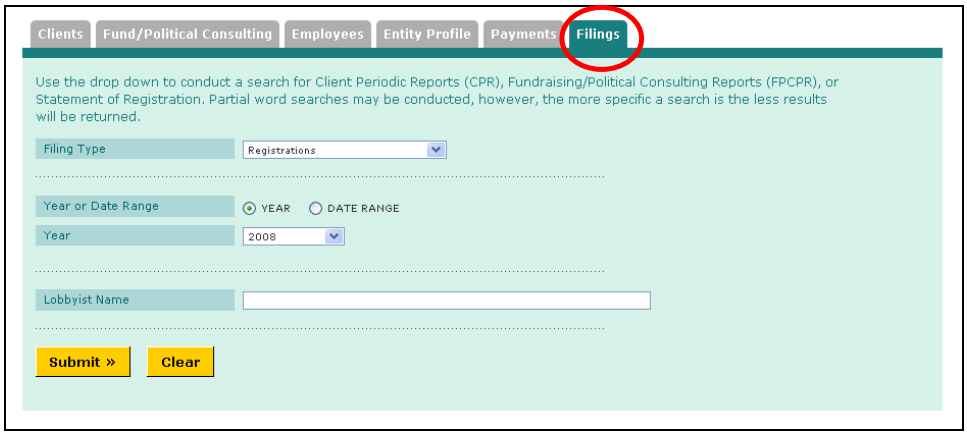


Outstanding payments are colored red and listed in the "Amount Due" column, and the total outstanding amount due is listed in red at the top corner of the "Amount Due" column.

If there are more than 20 Clients for the selected entity, you can use the "Previous Page" and "Next Page" links at the bottom of the screen to browse additional pages.

Searching Filings

As a Lobbyist you may search for your Statements of Registration, Client Periodic Reports (CPRs), and Fundraising/Political Consulting Reports (FPCPRs) via the "Filings" tab. **NOTE: The ability to search for missing CPRs and FPCPRs is not available at this time.**



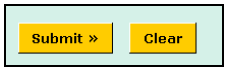
To perform a search, click the "Filings" tab, and select *Filing Type (Registration, Client Periodic Report*, or *Fund/Political Consulting Report)* from the drop-down menu.

To narrow your search, select additional criteria*:*

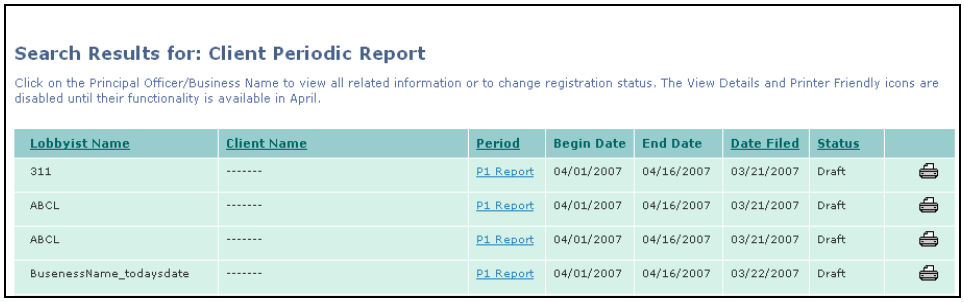
- *Year or Date Range*—If you clicked *Year*, select the *Year* from the drop-down menu. If you clicked *Date Range*, enter the begin and end dates in the open fields or select the dates using the "Calendar" icon.

- *Filing Period*—For periodic reports, select *All, P1, P2, P3, or P4* from the drop-down menu.
- *Lobbyist Name*—Enter the *Lobbyist Name*

After specifying the criteria, click the "Submit" button to proceed. Or, to clear the criteria, click the "Clear" button.



The search results will display below the criteria in the same window, and via the status column you will be able to see a complete history of filings, both original and amended. The following example displays "Client Periodic Reports." The column headings will differ based on the type of report selected.



Search Results for: Client Periodic Report

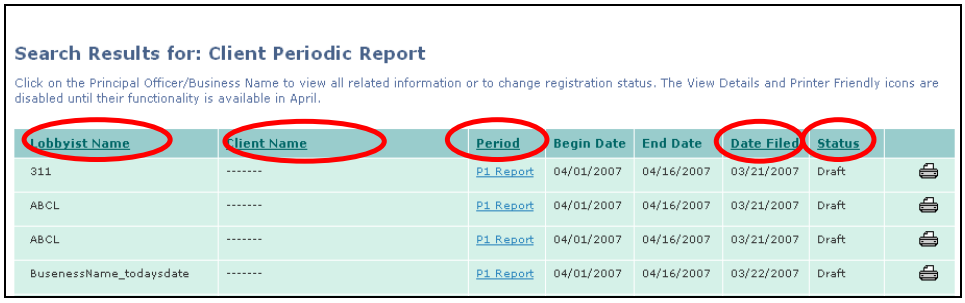
Click on the Principal Officer/Business Name to view all related information or to change registration status. The View Details and Printer Friendly icons are disabled until their functionality is available in April.

Lobbyist Name	Client Name	Period	Begin Date	End Date	Date Filed	Status	
311	-------	P1 Report	04/01/2007	04/16/2007	03/21/2007	Draft	
ABCL	-------	P1 Report	04/01/2007	04/16/2007	03/21/2007	Draft	
ABCL	-------	P1 Report	04/01/2007	04/16/2007	03/21/2007	Draft	
BusenessName_todaysdate	-------	P1 Report	04/01/2007	04/16/2007	03/22/2007	Draft	

If there are more than 20 results listed, use the "Previous Page" and "Next Page" links at the bottom of the screen to browse additional pages.

Sorting Results

To sort the results by Lobbyist Name, Client Name, Period, Date Filed, or Status in ascending order, click the corresponding column label.



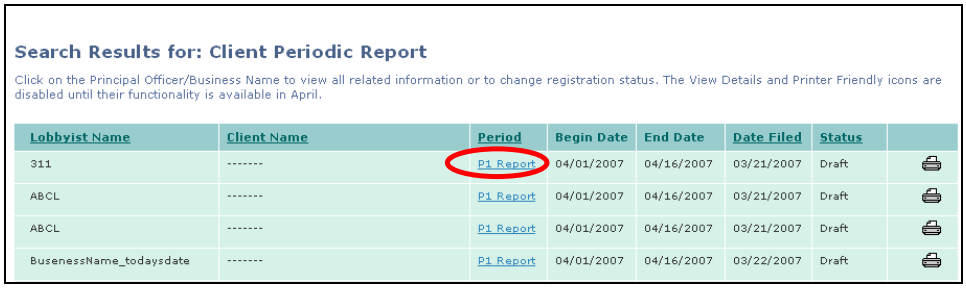
Search Results for: Client Periodic Report

Click on the Principal Officer/Business Name to view all related information or to change registration status. The View Details and Printer Friendly icons are disabled until their functionality is available in April.

Lobbyist Name	Client Name	Period	Begin Date	End Date	Date Filed	Status	
311	-------	P1 Report	04/01/2007	04/16/2007	03/21/2007	Draft	
ABCL	-------	P1 Report	04/01/2007	04/16/2007	03/21/2007	Draft	
ABCL	-------	P1 Report	04/01/2007	04/16/2007	03/21/2007	Draft	
BusenessName_todaysdate	-------	P1 Report	04/01/2007	04/16/2007	03/22/2007	Draft	

Viewing and Printing

To view a printer-friendly .html version of the report or registration, click the corresponding link or the "Printer" icon on the far right of the screen. You may print the report/registration, using the print commands in your browser window. **NOTE: The type of filing selected from the "Filing Type" drop-down menu will determine which links are available in the results. For instance, if you select *Registrations*, you can view a specific registration by clicking the desired "Client Name" link. If you select either *Client Periodic Report* or *Fund/Political Consulting Report*, you may view a specific report by clicking the corresponding "Period Report" link as shown.**



Search Results for: Client Periodic Report

Click on the Principal Officer/Business Name to view all related information or to change registration status. The View Details and Printer Friendly icons are disabled until their functionality is available in April.

Lobbyist Name	Client Name	Period	Begin Date	End Date	Date Filed	Status	
311	-------	P1 Report	04/01/2007	04/16/2007	03/21/2007	Draft	
ABCL	-------	P1 Report	04/01/2007	04/16/2007	03/21/2007	Draft	
ABCL	-------	P1 Report	04/01/2007	04/16/2007	03/21/2007	Draft	
BusenessName_todaysdate	-------	P1 Report	04/01/2007	04/16/2007	03/22/2007	Draft	

Identifying Amended Reports

If a Lobbyist amends a Client Periodic Report (CPR) or a Fundraising/Political Consulting Periodic Report (FPCPR) and "files" it, the "Status" column will display a status of "Complete (Amended)" as shown below. Original reports, as well as all amendments, will display in the search results.

PM Enterprises	Acme Paper Recycling	P1 Report	04/01/2007	04/16/2007	05/15/2007	Complete (AMENDED)	

Filing Processes for Co-Lobbyist Relationships

The e-Lobbyist application enables Lobbyists and their Clients to enroll and submit filings; and allows Administrators and Managers from the City Clerk's Office to manage enrollments, Principal Officer (PO) accounts, and filings. As of August 2011, the e-Lobbyist System reports the Co-Lobbyist Activity filed on various reports by Primary Lobbyist and Co-Lobbyist entities. This chapter focuses on the tasks required in the Co-Lobbyist filing process.

Co-Lobbyist Defined

A "Co-Lobbyist" is defined as a lobbyist entity retained by a primary lobbyist to lobby on behalf of the primary lobbyist's client in the City of New York within a calendar year. Co-Lobbyists enroll in the e-Lobbyist system as lobbyists; and for each client they are required to file a Statement of Registration, Periodic Reports, Termination Reports, and Fundraising/Political Consulting Reports (if applicable).

Primary Lobbyist Defined

A "Primary Lobbyist" is defined as a lobbyist entity retained by a client to lobby on its behalf in the City of New York in a calendar year, which retains co-lobbyist(s) to lobby on such client's behalf. Primary Lobbyists enroll in the e-Lobbyist system as lobbyists; and for each client they are required to file a Statement of Registration, Periodic Reports, Termination Reports, and Fundraising/Political Consulting Reports (if applicable).

Please refer to "**Filing Entities**" in the "**Filing Statements of Registration**" section of this guide for the definitions of other entities.

Enrolling Entities with Co-Lobbyist Relationships

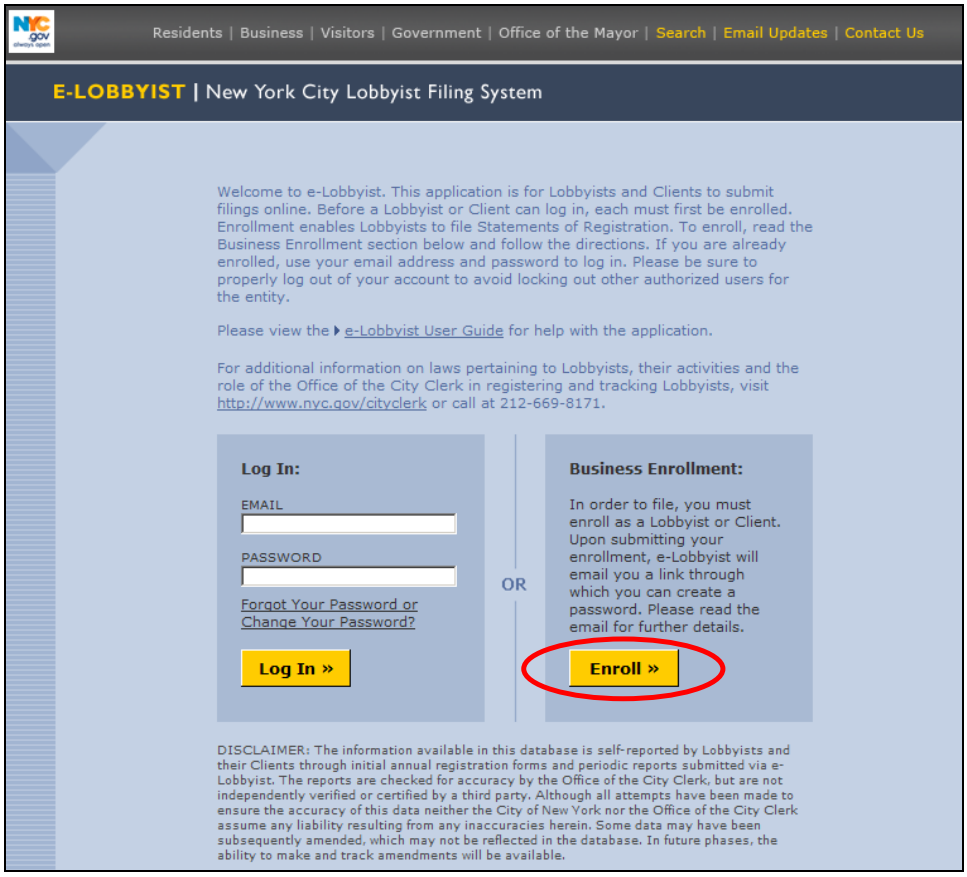
To use the e-Lobbyist system, each Primary Lobbyist and Co-Lobbyist entity must first enroll in the e-Lobbyist system, and assign a Principal Officer (PO) to be the main enrolled user. The PO is responsible for all aspects of the filing process.

To access the e-Lobbyist web application, browse to http://www.nyc.gov/elobbyist. The "Log In" screen appears.

To enroll, click the "Enroll" button on the "Log In" screen. The "Principal Officer Information" screen will appear. Follow the Enrollment Process steps below.

Please refer to "**Enrolling**" in the "**Accessing & Navigating e-Lobbyist**" section of this guide for more detailed information about this process.

Also, please refer to "**Passwords**" or '**Logging In**" or "**Navigating Home**" in the "**Accessing & Navigating e-Lobbyist**" section of this guide for more detailed information about these processes.



The Enrollment process includes the following steps:

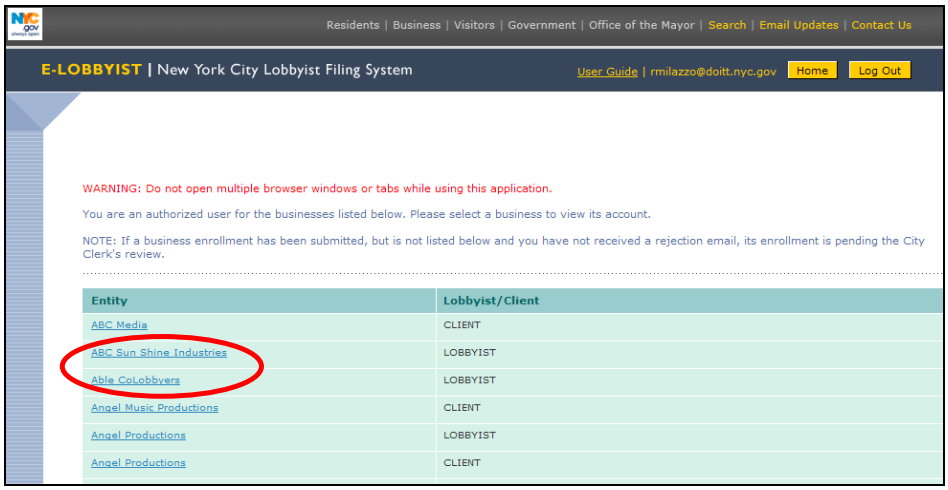
1. PO requests enrollment for the Primary Lobbyist or Co-Lobbyist.
2. PO sets up as an e-Lobbyist user.
3. PO receives two e-mails. One is an e-mail confirmation that an enrollment was submitted and the other is to verify the PO's NYC.gov password.
4. PO sends Corporate Filing Document or Affidavit (if no Corporate Document is available) and a copy of the enrollment confirmation e-mail to the City Clerk's Office within 10 calendar days.
5. If the Corporate Filing Document or Affidavit (if no Corporate Document is available) and a copy of the enrollment confirmation e-mail are received within 10 days, the City Clerk's Office approves enrollment, and sends confirmation to PO. If the Corporate Filing Document or Affidavit is not received within 10 calendar days, City Clerk's Office rejects the enrollment and notifies the PO.
6. PO can then log in and appoint up to two Designees if desired by clicking the "Edit Profile" button on the "Entity Profile" tab, and then adding the Designee's first name, last name and e-mail address in the Designee fields.

7. The Designee receives an e-mail to set up or verify their NYC.gov password. The Designee can then log in.

Populating the Co-Lobbyist or Primary Lobbyist Employee Store

After logging into e-Lobbyist, the "Home" page appears, which lists all accounts for which you are a Principal Officer (PO) or Designee. Before filing a Statement of Registration, the Employee Store (a repository of all employees who are required by law to be reported to the City Clerk) must be populated.

To begin adding employees, select the Primary Lobbyist or Co-Lobbyist entity name on the "Home" page. This action opens your "Client Home" page.

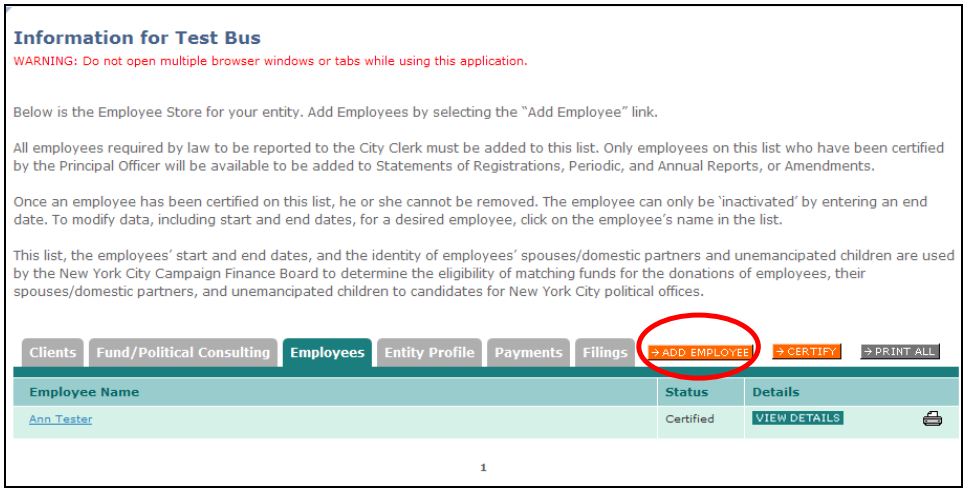


Select the "Employees" tab (referred to as the Employee Store). A list of your employees will appear.

To add an employee, click the "Add Employee" button. The "Employee Information" page will appear. Follow the Employee Store Process steps below.

NOTE: All edits to employee information must be made from within the Employee Store. To change employee information on a certified report, first edit the employee in the Employee Store, and then create an amendment to the report.

Please refer to the "**Populating the Employee Store**" section of this guide for more detailed information about this process.



Populating the Co-Lobbyist Employee Store process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the entity name on the "Home" page.
3. PO/Designee selects the "Employees" tab.
4. PO/Designee clicks "Add Employee" button.
5. PO/Designee enters all required information on the "Employee Information" page and clicks "Save" to store the data.
6. PO certifies the Employee Store.

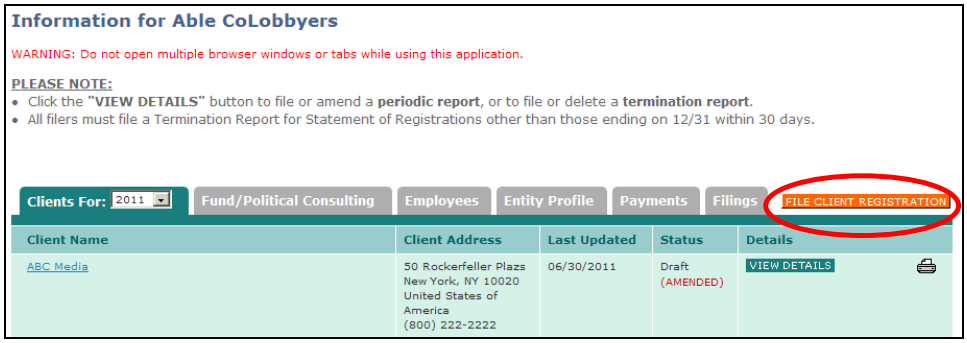
Co-Lobbyists Filing Statements of Registration

Co-Lobbyists must file a Statement of Registration for a Client on whose behalf a Primary Lobbyist has retained them to lobby.

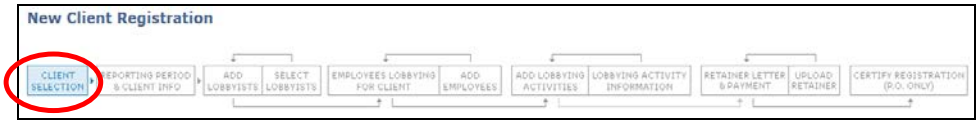
Co-Lobbyists must be designated by the Primary Lobbyist's client to lobby on the client's behalf. On the Statement of Registration, the Co-Lobbyist filer reports the Primary Lobbyist that retained them, lobbying employees, lobbying activities, and sends or uploads their designation letter with the Client and retainer with the Primary Lobbyist.

To begin filing a Statement of Registration, select the Co-Lobbyist entity name on the "Home" page. This Co-Lobbyist entity's "Client Home" page will appear.

Select the "File Client Registration" button. A new Statement of Registration screen appears.



The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the registration. Follow the Statement of Registration process steps.

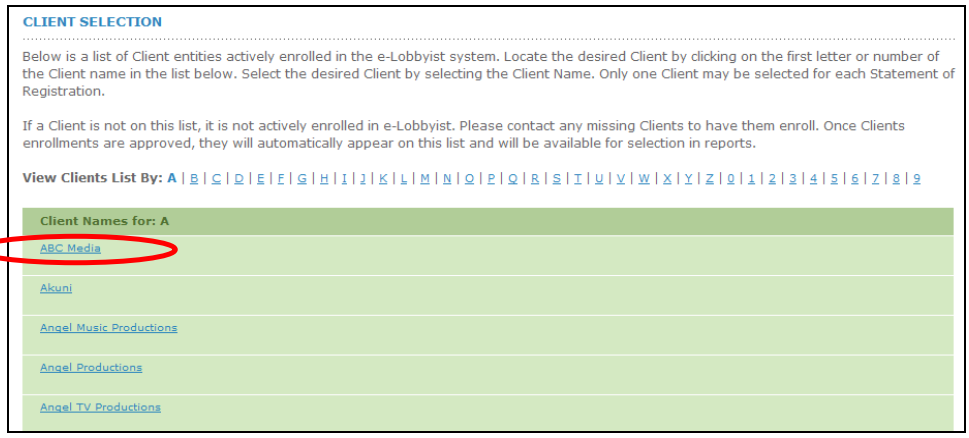


Please refer to the "**Filing Statements of Registration**" section of this guide for more detailed information about this process.

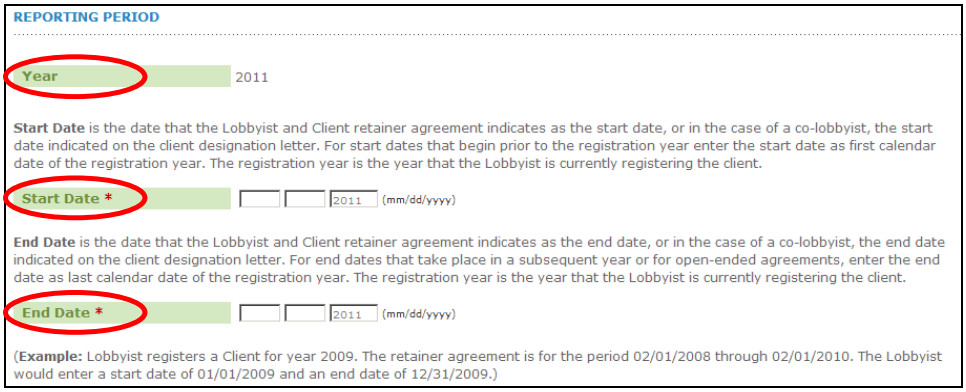
Co-Lobbyist Filing Registration Process

The Statement of Registration process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Co-Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "File Client Registration" button to open a new "Statement of Registration" page.
4. PO/Designee selects the Client. Please see the "**Client Selection**" section of this guide for more details about this task.

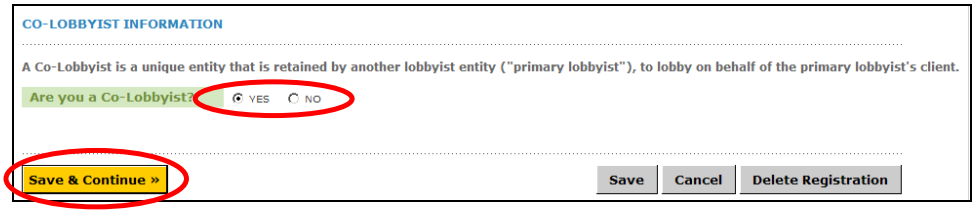


5. PO/Designee enters reporting period start and end dates and other business information. Please see the "**Reporting Period**" section for more details about this task.

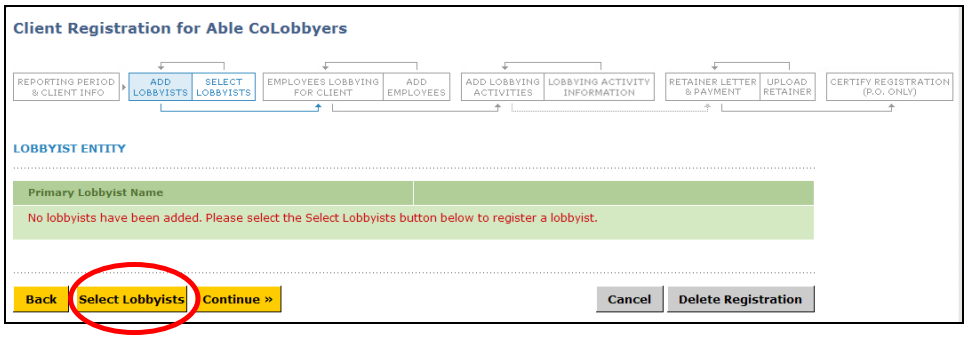


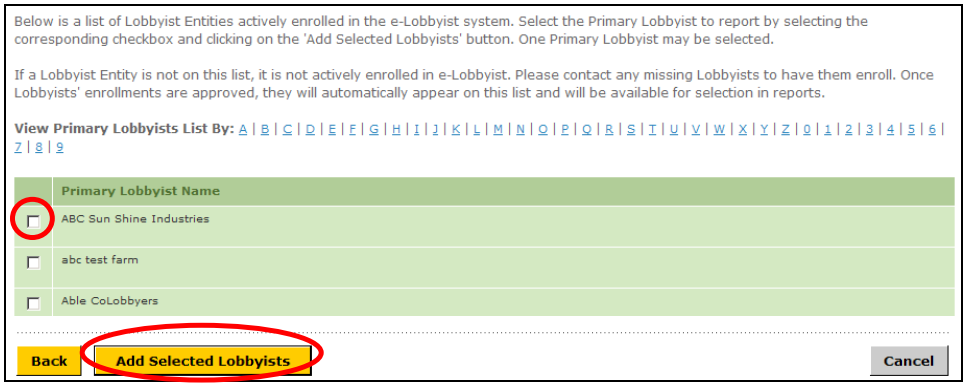
6. PO/Designee enters other Client business information. Please see the "**Client Information**" section for more details about this task.

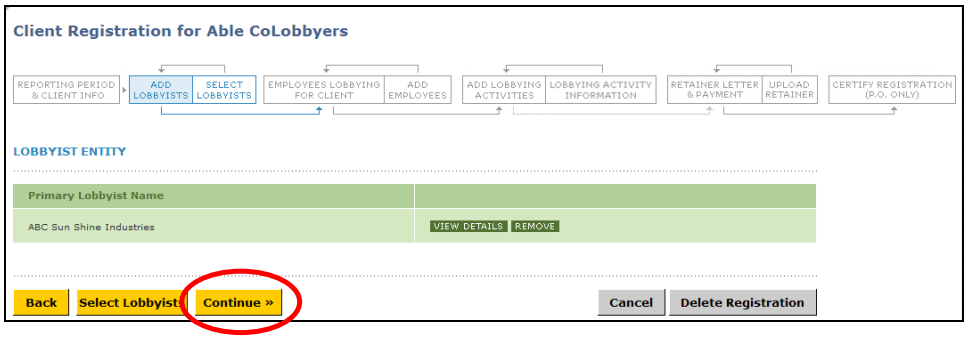
7. PO/Designee identifies the filer's role as a Co-Lobbyist for this Client Registration by choosing "*Yes*" to the "*Are you a Co-Lobbyist?*" question. Click "Save & Continue." Please see the "**Co-Lobbyist Information**" section for more details about this task.



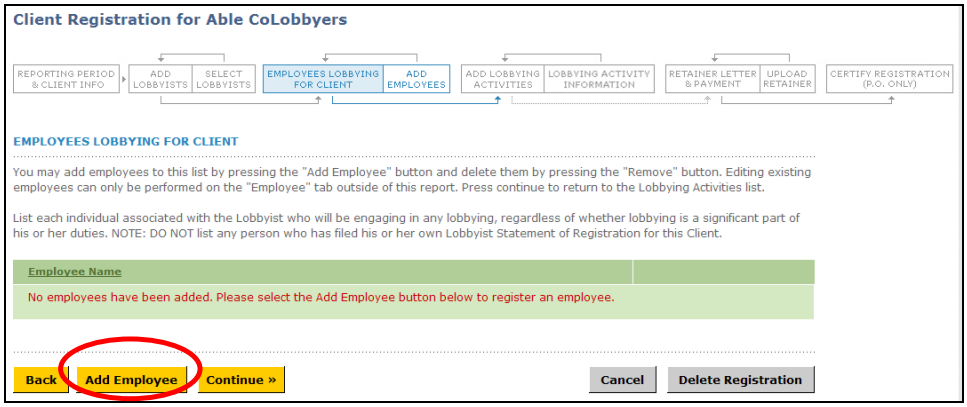
8. PO/Designee selects the Primary Lobbyist that retained him for this Client. Please see "**Co-Lobbyist Filer Adding a Primary Lobbyist**" in the "**Adding Other Lobbyists**" section for more details about this task.

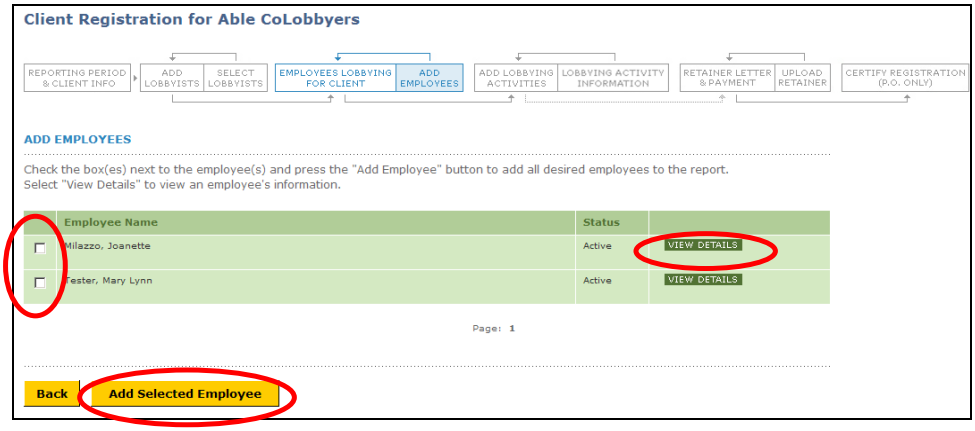


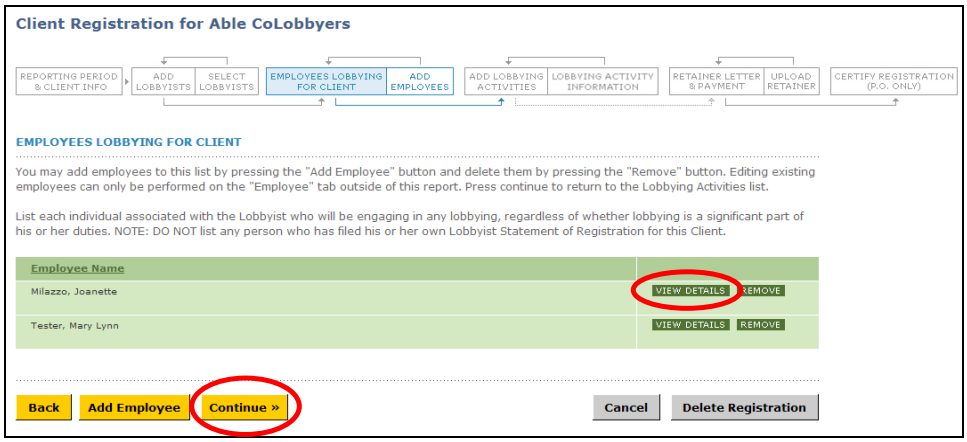




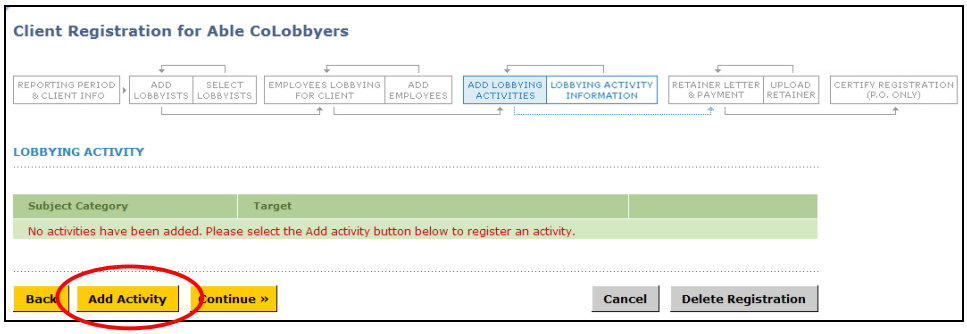
9. PO/Designee selects the Co-Lobbyist's employees who will lobby for this Client. Please see "**Employees Lobbying for Client"** section for more details about this task.

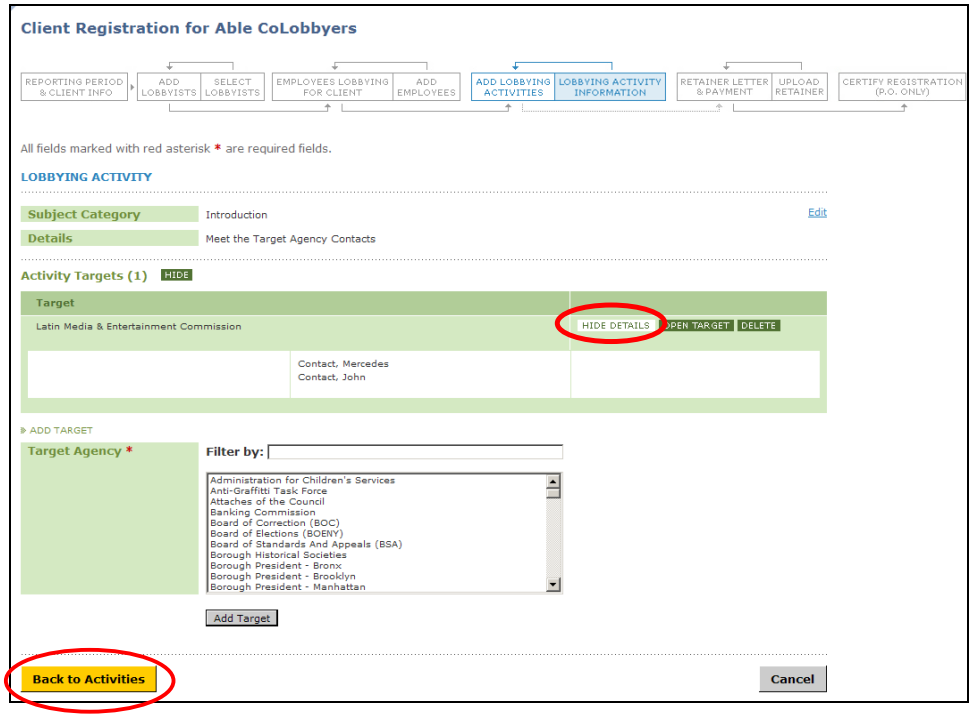


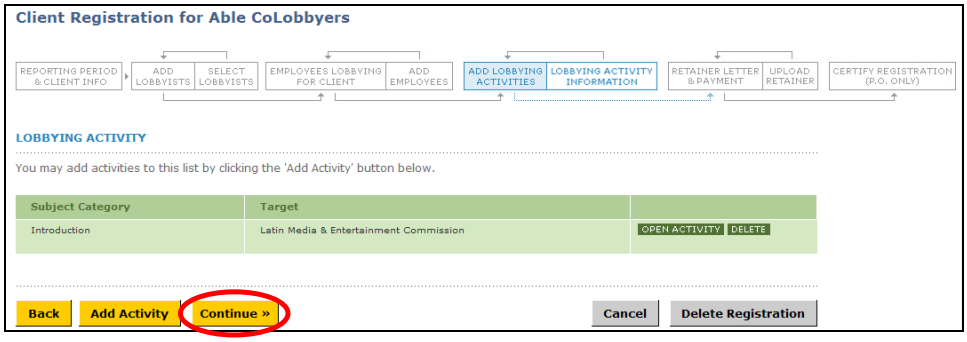




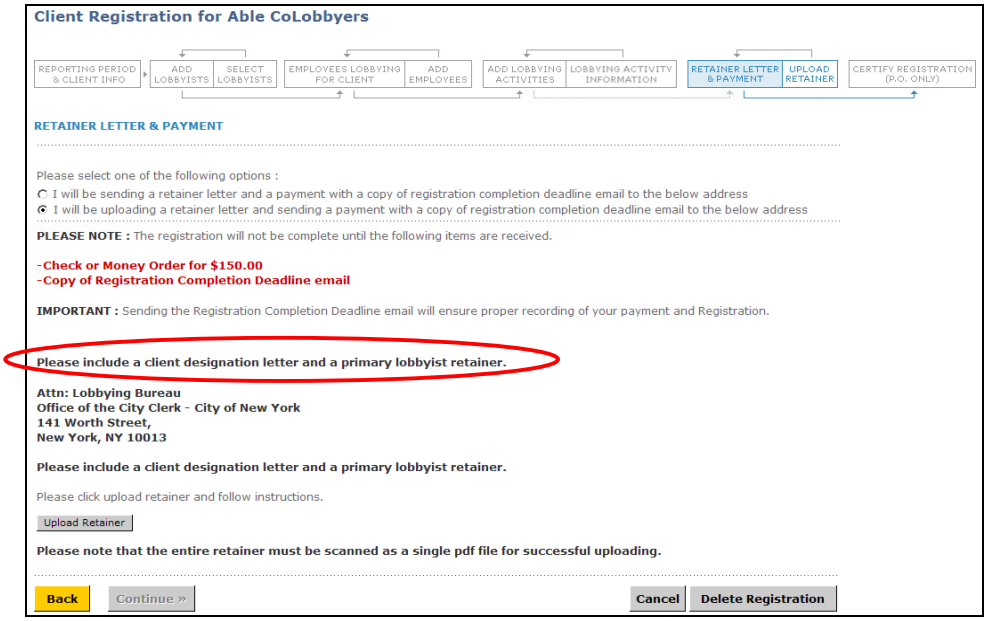
10. PO/Designee selects each lobbying activity that will be performed along with its targeted NYC agency name and contacts. Please see "**Adding Lobbying Activities"** section for more details about this task.

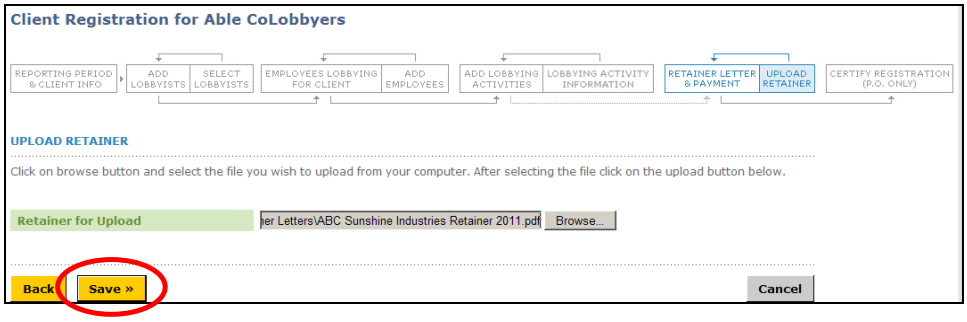




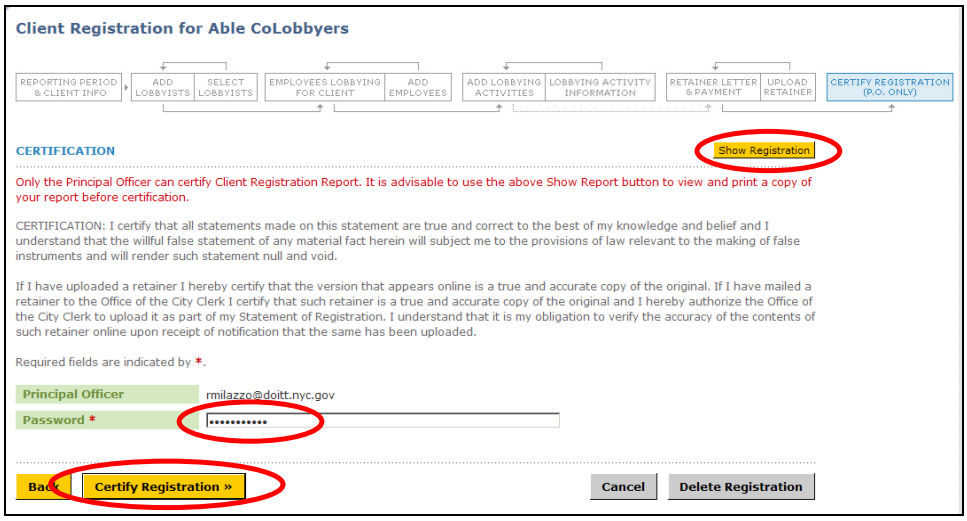


11. PO/Designee sends the retainer, or uploads a scanned pdf file copy of it, which includes the Co-Lobbyist's Client designation letter and Primary Lobbyist retainer. Please see "**Co-Lobbyist Filer"** in the "**Retainer Letter & Payment"** section for more details.





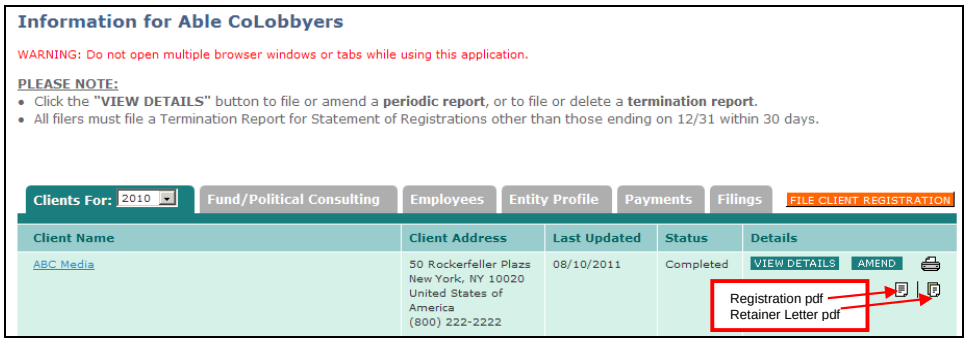
12. PO certifies the Statement of Registration. Please see the "**Certification**" section for more details about this task.



13. PO/Designee sends the retainer letter (if not uploaded), filing fee, and a copy of the registration confirmation e-mail to the City Clerk's Office. The Statement of Registration status shows "Filed."
14. If the retainer letter(s), filing fee, and a copy of the registration confirmation e-mail are received within 10 calendar days, the City Clerk's Office logs receipt of the payment, and uploads the retainer letter(s) (if not already uploaded by the Lobbyist). The Statement of Registration status changes to "Completed."
15. City Clerk's Office manages PO accounts and Statements of Registration.

Co-Lobbyists Viewing Registrations and Uploaded Retainers

The "Registration" and "Retainer" pdf file icons are visible for certified Registrations on the "Client Home" page. The Co-Lobbyist uploaded Retainer pdf file includes the Designation letter received from the Client and the Retainer letter received from the Primary Lobbyist.



To view a copy of the Registration, click the "Registration" pdf Single Letter icon on the left. To view a copy of the latest uploaded version of the Retainer for a Statement of Registration, click the "Retainer" pdf Double Letter icon on the right. Each document will display in a pdf window, which can be printed or copied to your computer.

Please see "**Viewing/Editing Statement of Registration Details**" section for more details.

Co-Lobbyists Amending Statements of Registration

The same Co-Lobbyist that filed a Client Statement of Registration in the e-Lobbyist system may amend their registration. A certified Statement of Registration has a status of "Filed" or "Completed," and the "Client Registration" screens display in read-only mode. A Registration in "Filed" status cannot be amended, as it is pending the City Clerk Office's processing of the filing fee payment and retainer documents. A Registration in "Completed" status can be amended, as it has been processed by the City Clerk's Office.

To amend a certified Registration with a "Completed" status, click the "Amend" button next to the desired Client on the "Client" tab. To continue amending a Registration with "Draft (Amended)" status, click the Client Name link. The fields of the registration open for editing.

Please see the "**Amending Statements of Registration**" section of this guide for more detailed information about this process.

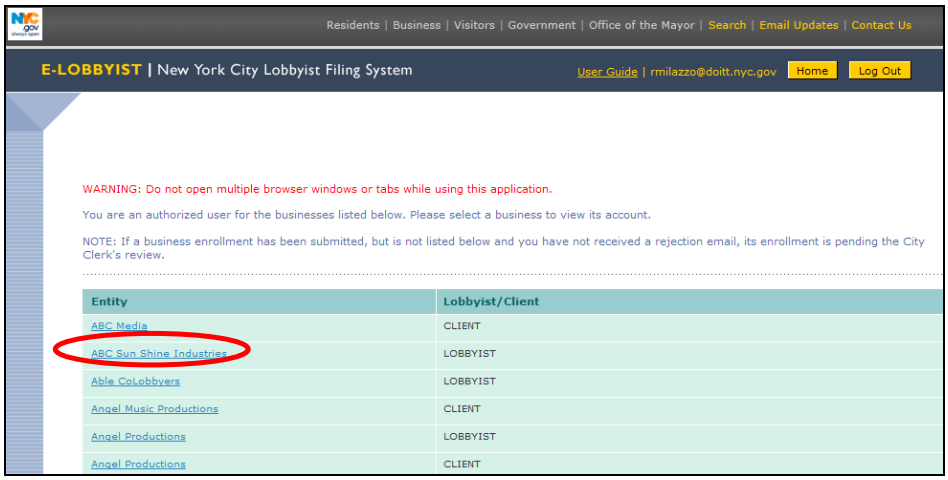
The Registration Amendment process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Co-Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "Amend" button or Client Name link to open the Registration.
4. PO/Designee may not change the Primary Lobbyist selected on a certified Registration.
5. PO/Designee may add or remove the employees who will lobby for this Client.
6. PO/Designee may add or remove the lobbying activities to be performed along with their targeted NYC agency contacts.
7. PO/Designee may choose to send a new retainer, or upload a scanned pdf file copy of it. Co-Lobbyist filers provide their Client Designation letter and Primary Lobbyist Retainer.
8. PO certifies the Amended Registration and sends the retainer letter (if not uploaded) and copy of the amended registration confirmation e-mail to the City Clerk's Office. The Statement of Registration status shows "Filed (Amended)."
9. When the retainer (if changed and either uploaded or sent by the filer) and a copy of the registration confirmation e-mail are received, the City Clerk Manager uploads the changed retainer (if not uploaded by the filer). The Amended Statement of Registration status changes to "Completed (Amended)."

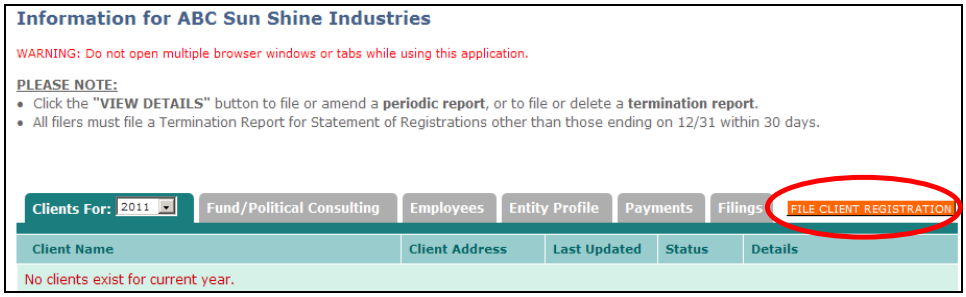
Primary Lobbyists Filing Statements of Registration

Primary Lobbyists must file a Statement of Registration for a Client that has retained them to lobby on their behalf. Primary Lobbyists retain Co-Lobbyists to lobby on the Client's behalf that are designated by the Primary Lobbyist's Client to lobby on the Client's behalf. On the Statement of Registration, the Primary Lobbyist filer reports the Co-Lobbyist(s) being retained, lobbying employees, lobbying activities, and sends or uploads their designation letter with the Client and retainer with the Primary Lobbyist.

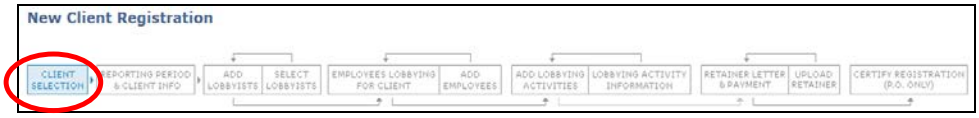
To begin filing a Statement of Registration, select the Primary Lobbyist entity name on the "Home" page. This entity's "Client Home" page will appear.



Select the "File Client Registration" button. A new Statement of Registration screen appears.



The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the registration. Follow the Statement of Registration steps below.

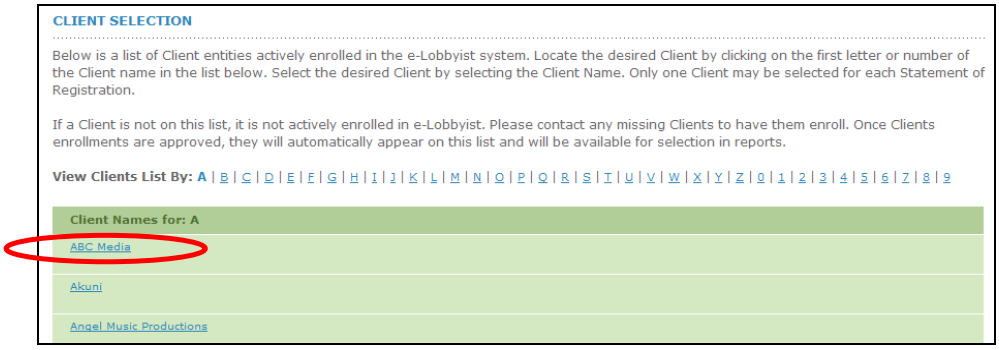


Please refer to the "
Filing Statements of Registration" section of this guide for more details.

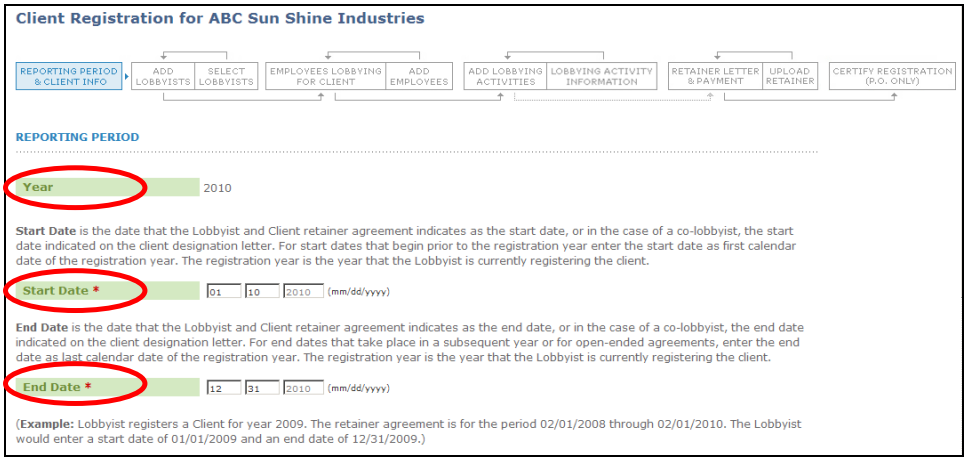
Primary Lobbyist Filing Registration Process

The Statement of Registration process includes the following steps:

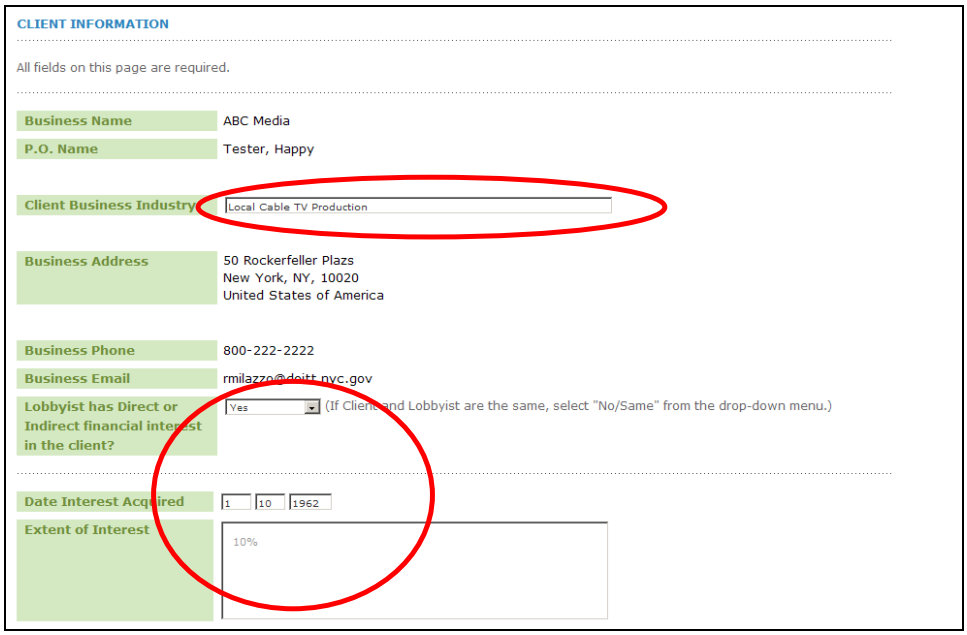
1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Primary Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "File Client Registration" button to open a new "Statement of Registration" page.
4. PO/Designee selects the Client. Please see the "**Client Selection**" section for more details about this task.



5. PO/Designee enters reporting period start and end dates and other business information. Please see the "**Reporting Period**" section for more details about this task.

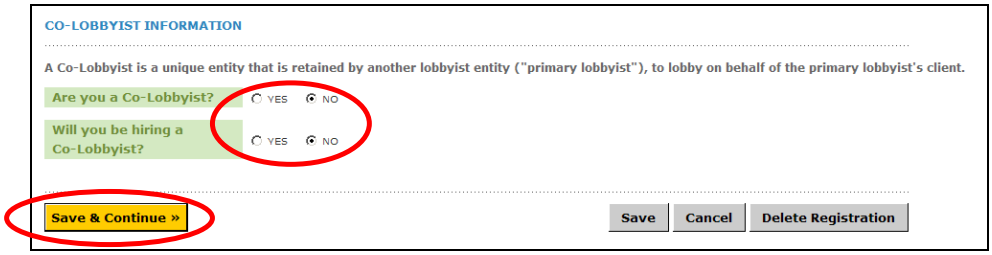


6. PO/Designee enters other Client business information. Please see the "**Client Information**" section for more details about this task.

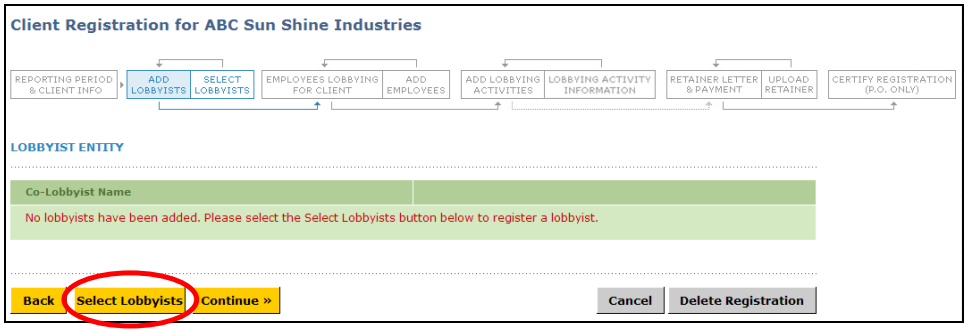


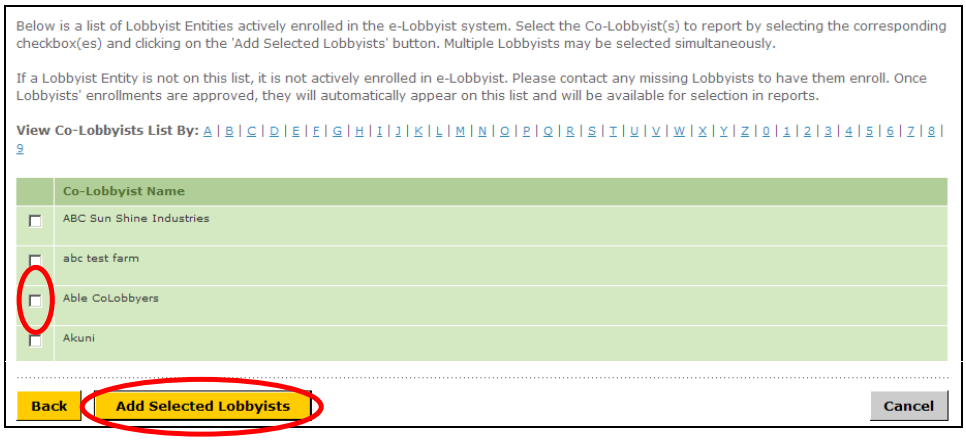
7. PO/Designee identifies the filer's role as a Primary Lobbyist for this Client Registration by choosing "*No*" to the "*Are you a Co-Lobbyist?*" question, and "*Yes*" to the "*Will you*

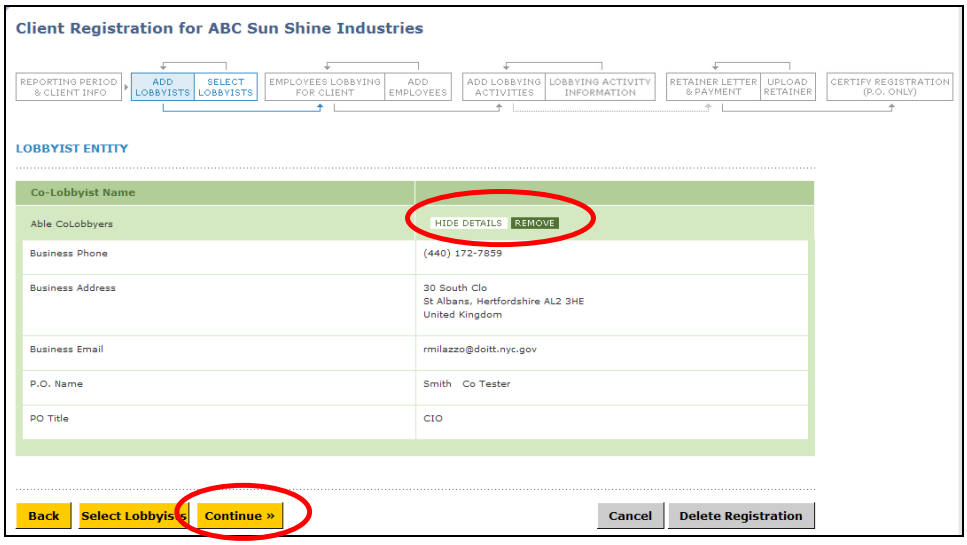
be Co-Lobbyist?" question. Please see the "**Co-Lobbyist Information**" section for more details about this task. Click "Save & Continue" to proceed to the next step.



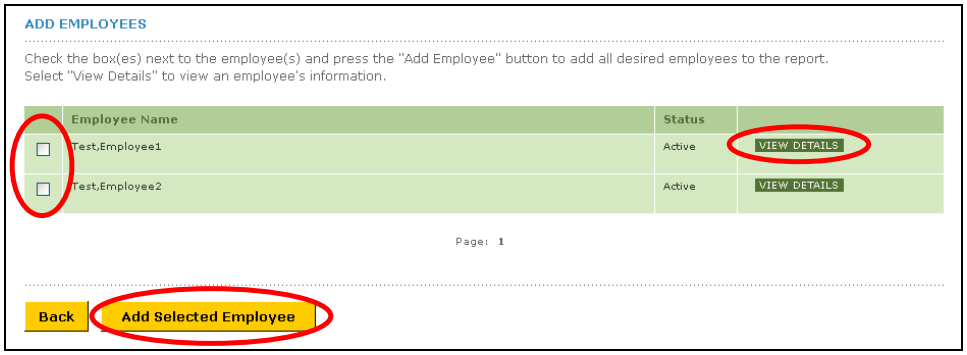
8. PO/Designee selects the Co- Lobbyists retained by him for this Client. Please see "**Primary Lobbyist Filer Adding a Co-Lobbyist**" in the "**Adding Other Lobbyists**" section for more details about this task.

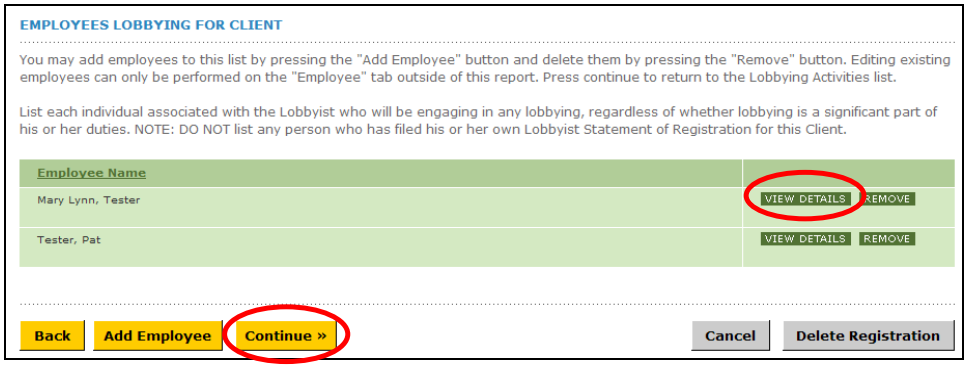



Below is a list of Lobbyist Entities actively enrolled in the e-Lobbyist system. Select the Co-Lobbyist(s) to report by selecting the corresponding checkbox(es) and clicking on the 'Add Selected Lobbyists' button. Multiple Lobbyists may be selected simultaneously.
If a Lobbyist Entity is not on this list, it is not actively enrolled in e-Lobbyist. Please contact any missing Lobbyists to have them enroll. Once Lobbyists' enrollments are approved, they will automatically appear on this list and will be available for selection in reports.
View Co-Lobbyists List By: A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Co-Lobbyist Name
ABC Sun Shine Industries
abc test farm
Able CoLobbyers
Akuni
Back
Add Selected Lobbyists
Cancel

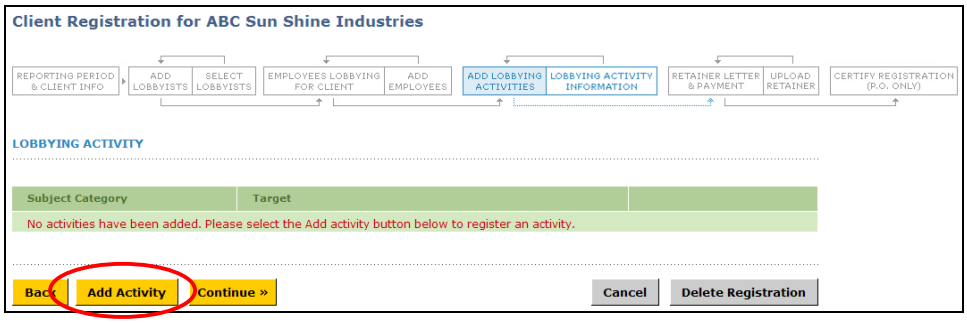

Client Registration for ABC Sun Shine Industries
REPORTING PERIOD & CLIENT INFO
ADD LOBBYISTS
SELECT LOBBYISTS
EMPLOYEES LOBBYING FOR CLIENT
ADD EMPLOYEES
ADD LOBBYING ACTIVITIES
LOBBYING ACTIVITY INFORMATION
RETAINER LETTER & PAYMENT
UPLOAD RETAINER
CERTIFY REGISTRATION (P.O. ONLY)
LOBBYIST ENTITY
Co-Lobbyist Name
Able CoLobbyers
HIDE DETAILS
REMOVE
Business Phone
(440) 172-7859
Business Address
30 South Clo
St Albans, Hertfordshire AL2 3HE
United Kingdom
Business Email
rmilazzo@doitt.nyc.gov
P.O. Name
Smith Co Tester
PO Title
CIO
Back
Select Lobbyists
Continue »
Cancel
Delete Registration

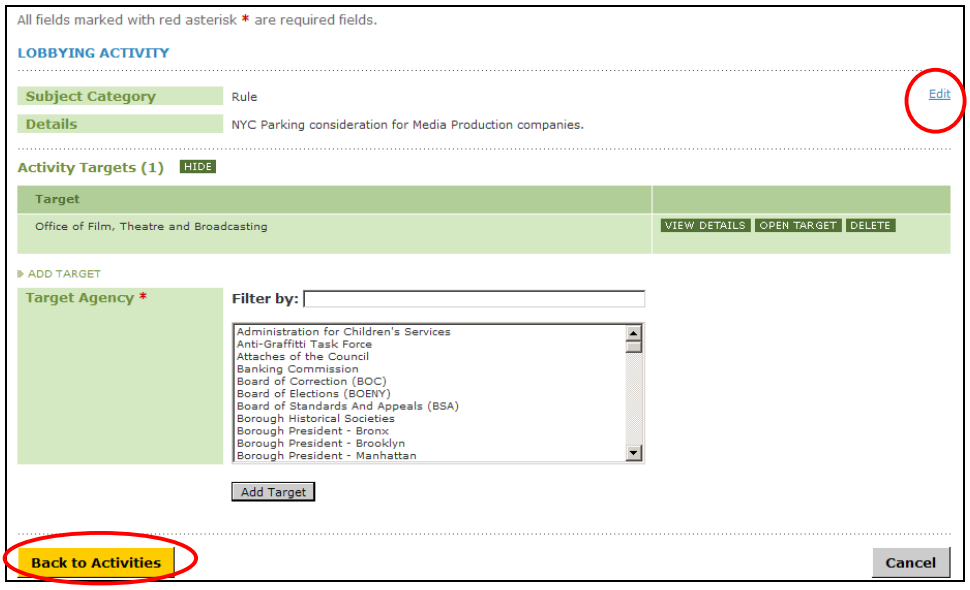
9. PO/Designee selects the Primary Lobbyist's employees who will lobby for this Client. Please see "**Employees Lobbying for Client"** section for more details about this task.



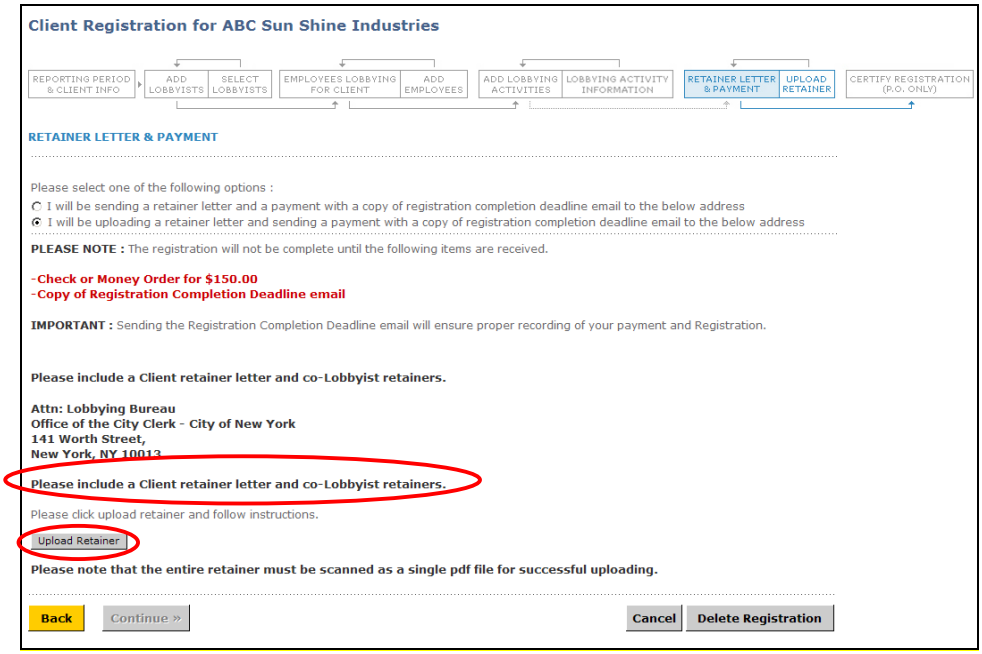


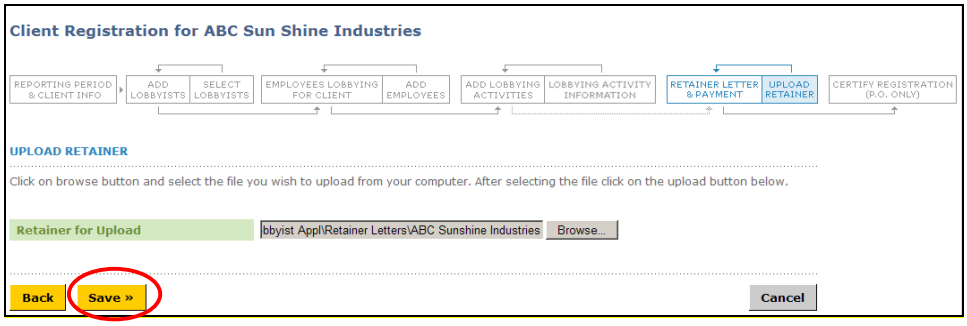
10. PO/Designee selects each lobbying activity that will be performed along with its targeted NYC agency name and contacts. Please see "**Adding Lobbying Activities"** section for more details about this task.



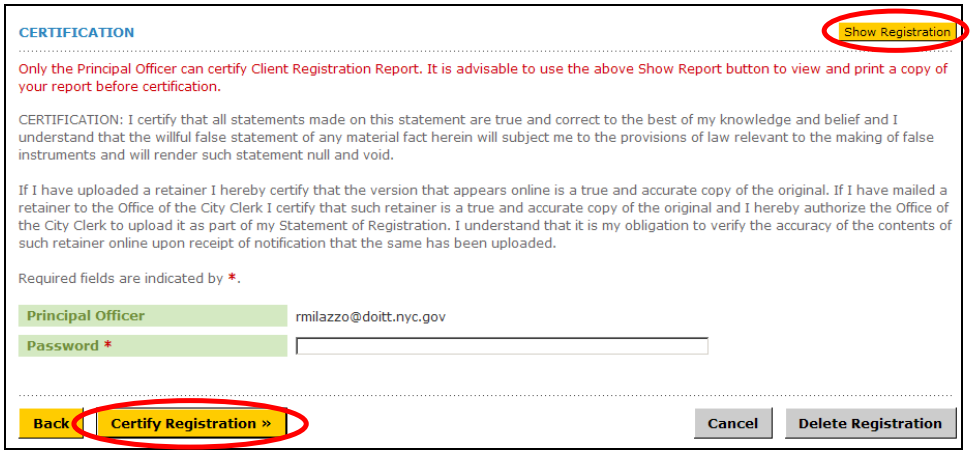


11. PO/Designee chooses to send the retainer, or upload a scanned pdf file copy of it. The retainer will include the Primary Lobbyist's Client retainer and Co-Lobbyist retainer(s). Please see "**Primary Lobbyist Filer**" in the "**Retainer Letter & Payment**" section for more details about this task.





12. PO certifies the Statement of Registration. Please see the "**Certification**" section for more details about this task.



13. PO/Designee sends the retainer letter (if not uploaded), filing fee, and a copy of the registration confirmation e-mail to the City Clerk's Office. The status shows "Filed."
14. If the retainer letter(s), filing fee, and a copy of the registration confirmation e-mail are received within 10 calendar days, the City Clerk's Office logs receipt of the payment, and uploads the retainer letter(s) (if not already uploaded by the Lobbyist). The Statement of Registration status changes to "Completed."
15. City Clerk's Office manages PO accounts and Statements of Registration.

Primary Lobbyists Viewing Registrations and Uploaded Retainers

The "Registration" and "Retainer" pdf file icons are visible for certified Registrations on the "Client Home" page. The Primary Lobbyist uploaded Retainer pdf file includes the Retainer letter received from the Client and Retainers with Co-Lobbyists engaged by the Primary Lobbyist.

To view a copy of the Registration, click the "Registration" pdf Single Letter icon on the left. To view a copy of the latest uploaded version of the Retainer for a Statement of Registration, click

the “Retainer” pdf Double Letter icon on the right. Each document will display in a pdf window, which can be printed or copied to your computer.

Please see “**Viewing/Editing Statement of Registration Details**” section for more details about this task.

Primary Lobbyists Amending Statements of Registration

The same Primary Lobbyist that filed a Client Statement of Registration in the e-Lobbyist system may amend their registration. A certified Statement of Registration has a status of “Filed” or “Completed,” and the “Client Registration” screens display in read-only mode. A Registration in “Filed” status cannot be amended, as it is pending the City Clerk Office’s processing of the filing fee payment and retainer documents. A Registration in “Completed” status can be amended, as it has been processed by the City Clerk’s Office.

To amend a certified Registration with a “Completed” status, click the “Amend” button next to the desired Client on the “Client” tab. To continue amending a Registration with “Draft (Amended)” status, click the Client Name link. The fields of the registration open for editing.

Please see the “**Amending Statements of Registration**” section of this guide for more detailed information about this process.

The Registration Amendment process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Primary Lobbyist entity name on the “Home” page.
3. PO/Designee clicks the “Amend” button or Client Name link to open the “Statement of Registration” page.
4. PO/Designee may add Co-Lobbyists to the certified Registration. Once added, Co-Lobbyists cannot be deleted from a certified Registration or Amended Registration.
5. PO/Designee may add or remove the employees who will lobby for this Client.
6. PO/Designee may add or remove the lobbying activities to be performed along with their targeted NYC agency contacts.
7. PO/Designee may choose to send a new retainer, or upload a scanned pdf file copy of it. Primary Lobbyist filers provide their Client Retainer letter and Co-Lobbyist Retainer(s).
8. PO certifies the Amended Registration and sends the retainer letter (if not uploaded) and copy of the amended registration confirmation e-mail to the City Clerk’s Office. The Statement of Registration status shows “Filed (Amended).”
9. When the retainer (if changed and either uploaded or sent by the filer) and a copy of the registration confirmation e-mail are received, the City Clerk Manager uploads the changed retainer (if not uploaded by the filer). The Amended Statement of Registration status changes to “Completed (Amended).”

Filing Termination Reports with Co-Lobbyist Relationships

Primary Lobbyists or Co-Lobbyists that file Client Statements of Registration in the e-Lobbyist system may terminate their relationship with the Client. A Client may terminate its relationship with its Primary Lobbyist or Co-Lobbyist.

Please see "**Requirements for Filing Terminations**" in the "**Filing Termination Reports**" section for important information regarding Termination Reports.
Please see the "**Filing Termination Reports**" section for more details about this process.

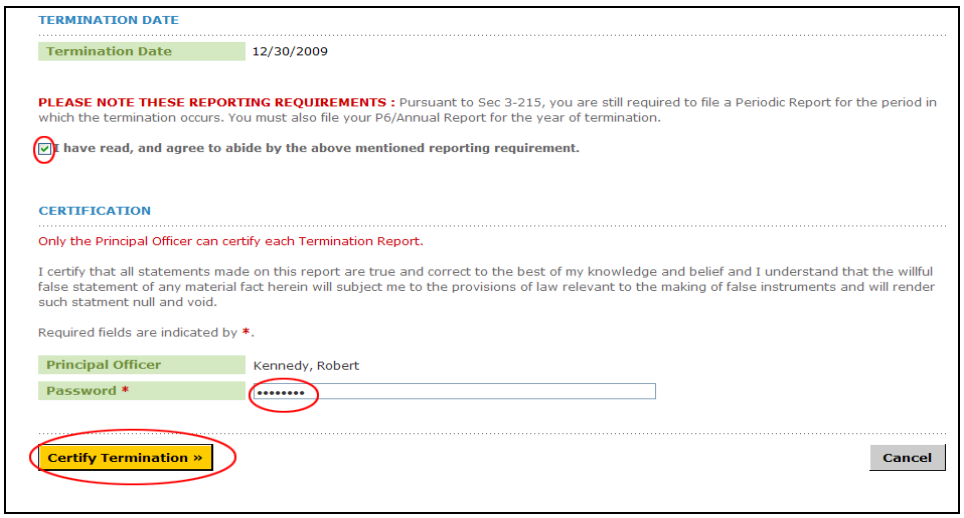
Filing Termination Reports Process with Co-Lobbyist Relationships

The termination process includes the following steps:

1. PO logs into e-Lobbyist
2. PO selects the Primary or Co-Lobbyist entity name on the "Home" page.
3. PO clicks the "View Details" button to the right of the Client name to view the Periodic Report and Termination filings for this Client.

4. PO locates the "Termination Report" row, and clicks the "File Report" button.

5. PO certifies the Termination Report.



6. Once certified, the status of the Termination Report changes to “Completed” and the system sends an e-mail confirmation to both the terminated Client and filer of the report (either the Primary Lobbyist or Co-Lobbyist).

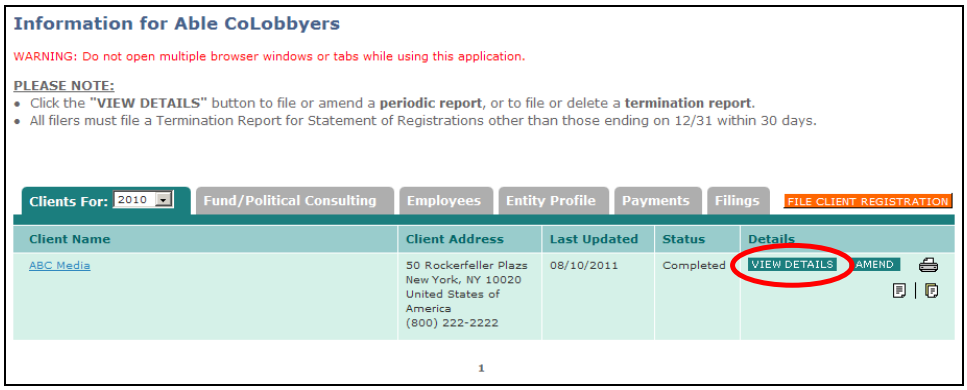
Co-Lobbyists Filing Client Periodic Reports

All Co-Lobbyists that filed Client Statements of Registration in the e-Lobbyist system are required to file Client Periodic Reports (CPR) in the e-Lobbyist system. For Periodic Report begin and end filing dates, please see the "**Filing Periods**" section of this guide.

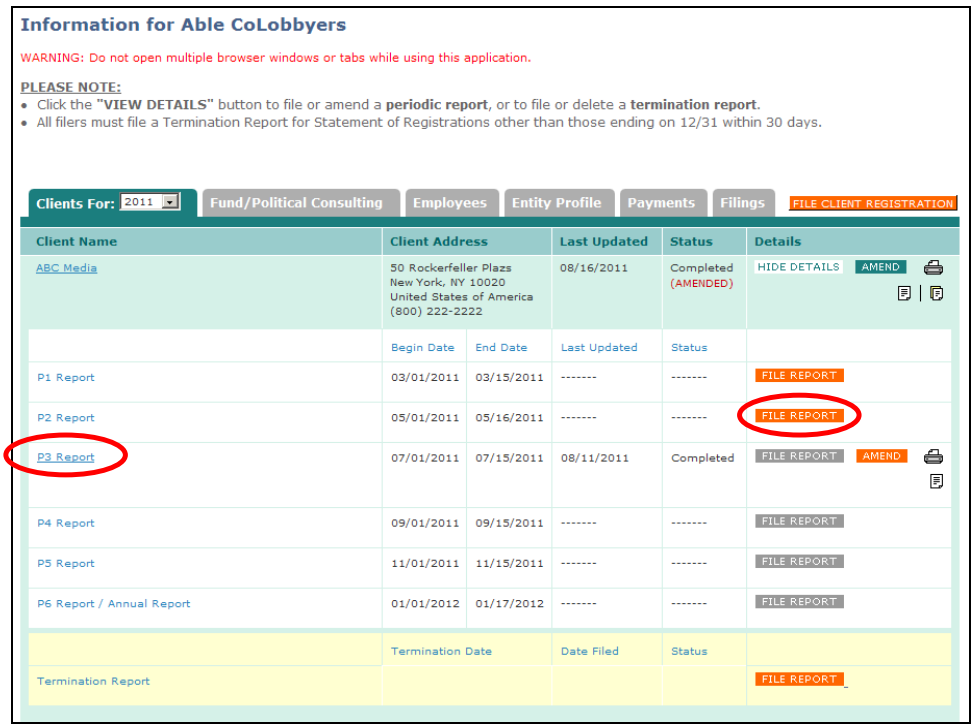
Periodic Reports may only be filed for Statements of Registration with a status of "Filed," "Complete," "Incomplete," or various "(Amended)" statuses such as "Draft (Amended)" or "Completed (Amended)." Periodic Reports cannot be filed for Statements of Registration with a "Draft" status, as these are not yet certified by the Co-Lobbyist PO.

To begin filing a Client Periodic Report, select the Co-Lobbyist entity name on the "Home" page.

The Co-Lobbyist entity's "Client Home" page will appear. Click the "View Details" button to the right of the Client name.

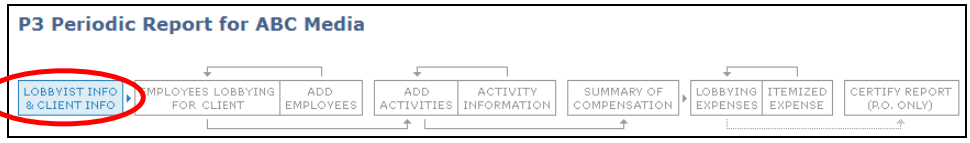


The Periodic Report and Termination filings for this Client display.



Upon clicking the "File Report" button for the desired filing period (P1, P2, P3, P4, P5, or P6/Annual Report), the Lobbyist, Client, and Primary Lobbyist Information sections of the Periodic Report will appear.

The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the Periodic Report. Follow the Periodic Report process steps below.

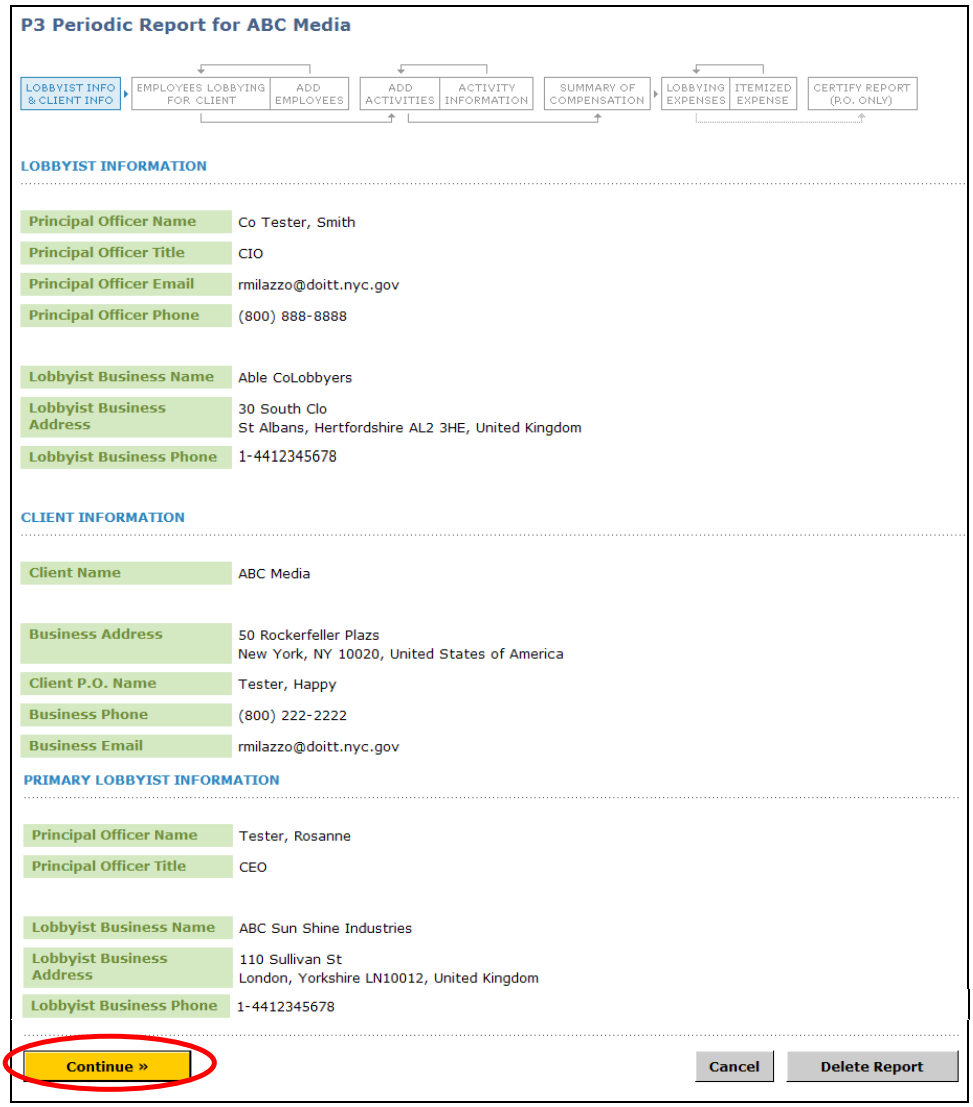


Please refer to the "**Filing Client Periodic Reports**" section of this guide for more detailed information about this process.

Co-Lobbyist Filing Periodic Report Process

The Periodic Report process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Co-Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "View Details" button to the right of the Client name to view the Periodic Report and Termination filings for this Client.
4. PO/Designee clicks the "Continue" button to proceed to the "Employees Lobbying for Client" screen. Please see "**Viewing Lobbyist and Client Information**" for more details.



P3 Periodic Report for ABC Media

LOBBYIST INFO & CLIENT INFO | EMPLOYEES LOBBYING FOR CLIENT | ADD EMPLOYEES | ADD ACTIVITIES | ACTIVITY INFORMATION | SUMMARY OF COMPENSATION | LOBBYING EXPENSES | ITEMIZED EXPENSE | CERTIFY REPORT (P.O. ONLY)

LOBBYIST INFORMATION

Principal Officer Name	Co Tester, Smith
Principal Officer Title	CIO
Principal Officer Email	rmilazzo@doitt.nyc.gov
Principal Officer Phone	(800) 888-8888
Lobbyist Business Name	Able CoLobbyers
Lobbyist Business Address	30 South Clo St Albans, Hertfordshire AL2 3HE, United Kingdom
Lobbyist Business Phone	1-4412345678

CLIENT INFORMATION

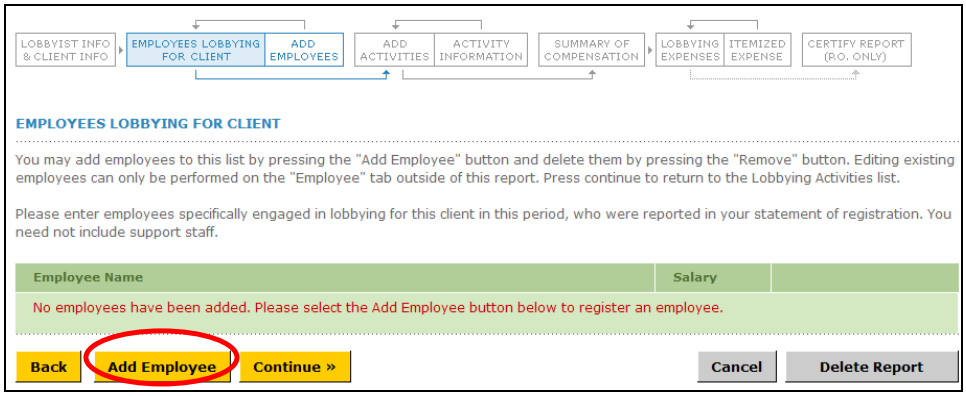
Client Name	ABC Media
Business Address	50 Rockerfeller Plazs New York, NY 10020, United States of America
Client P.O. Name	Tester, Happy
Business Phone	(800) 222-2222
Business Email	rmilazzo@doitt.nyc.gov

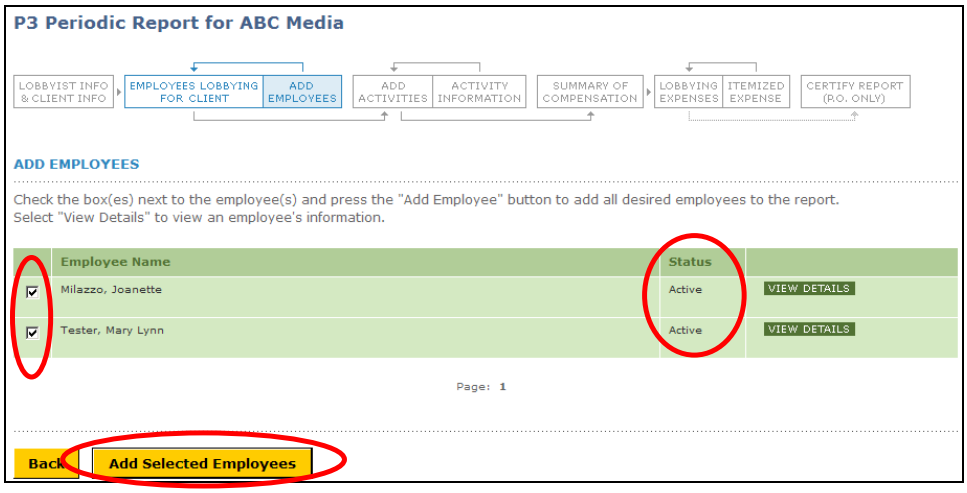
PRIMARY LOBBYIST INFORMATION

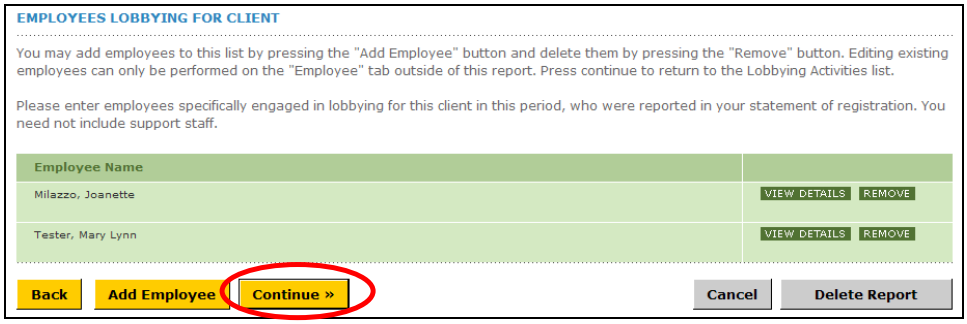
Principal Officer Name	Tester, Rosanne
Principal Officer Title	CEO
Lobbyist Business Name	ABC Sun Shine Industries
Lobbyist Business Address	110 Sullivan St London, Yorkshire LN10012, United Kingdom
Lobbyist Business Phone	1-4412345678

Continue » | Cancel | Delete Report

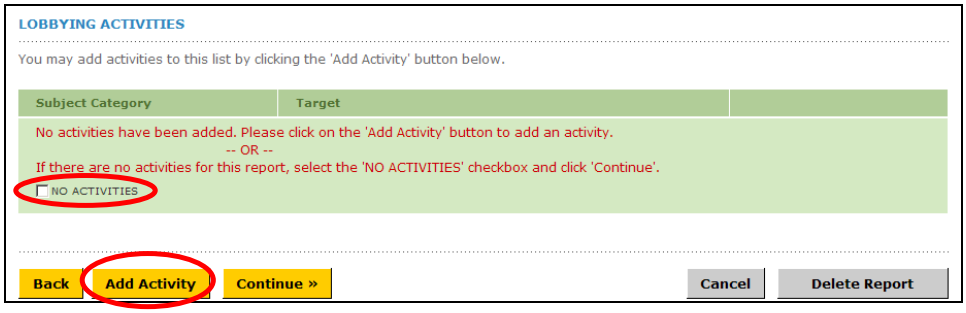
5. PO/Designee selects the employees who lobbied for this Client during this filing period. Please see "**Adding/Deleting Employees Lobbying for Client**" for more details.

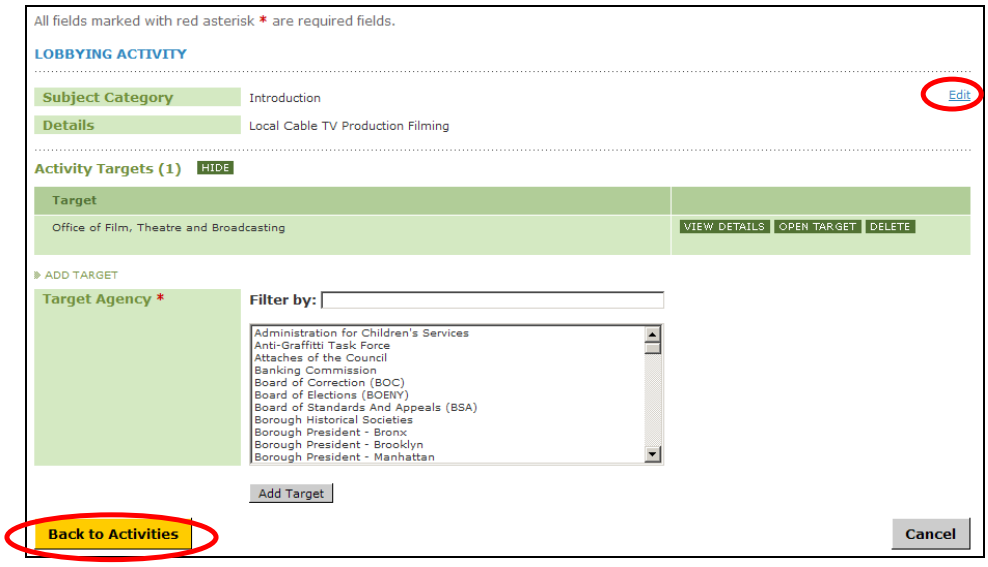


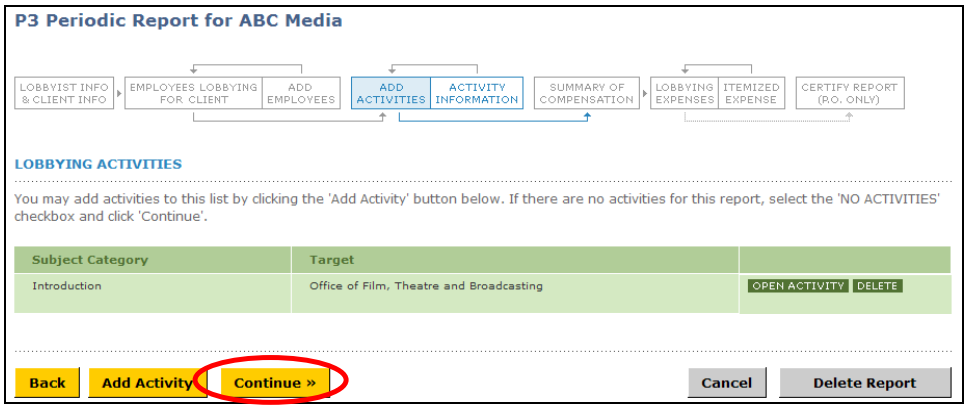




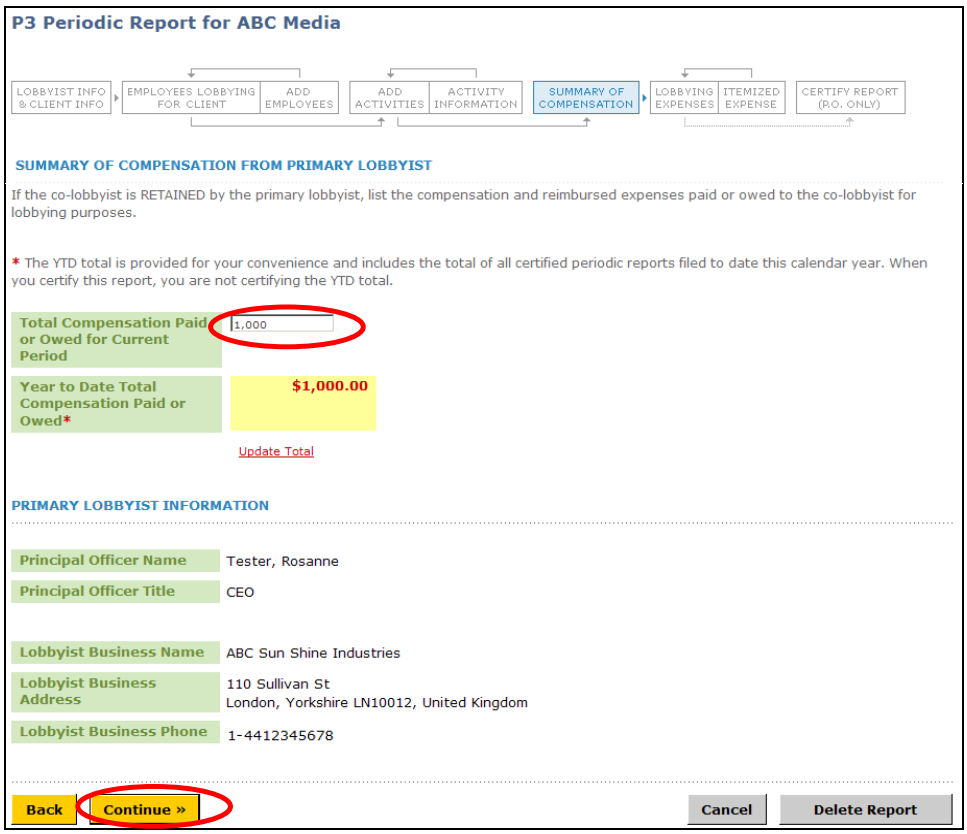
6. PO/Designee selects the lobbying activities performed during this filing period, along with their targeted NYC agency contacts. Please see "**Adding Lobbying Activities**".







7. PO/Designee enters the total compensation received from their Primary Lobbyist on the "Summary of Compensation for Primary Lobbyist" screen. Please see "**Co-Lobbyist Filer Compensation**" in the "**Adding Summary of Compensation**" section for more details.



8. PO/Designee enters lobbying expenses incurred during this filing period. These expenses include:
    a. aggregate amount of all expenses for salaries of support staff
    b. aggregate amount of expenses $75 or less
    c. each itemized expense greater than $75 including paid to, purpose, and amount
    d. total reimbursed expenses for current period

Please see "**Entering Aggregate Expenses**" section of this guide for more details on this task.

P3 Periodic Report for ABC Media

LOBBYIST INFO & CLIENT INFO | EMPLOYEES LOBBYING FOR CLIENT | ADD EMPLOYEES | ADD ACTIVITIES | ACTIVITY INFORMATION | SUMMARY OF COMPENSATION | LOBBYING EXPENSES | ITEMIZED EXPENSE | CERTIFY REPORT (P.O. ONLY)

LOBBYING EXPENSES (expended, received, or accrued by lobbyists)

The aggregate of all expenses for salaries of support staff generally includes managers, paralegals, law clerks, secretaries, typists, bookkeepers, and certain consultants employed to assist in purely technical aspects of lobbying activities. Salaries for persons other than support staff should be itemized below.

Aggregate of all expenses for salaries of support staff 500

Reportable lobbying expenses may include, but are not limited to: advertising and entertainment costs; printing, mailing, and reproduction costs exceeding $500 in any one calendar year; consultants; telephone charges; and retained lobbyist's expenses for its employees' salaries. Reportable lobbying expenses shall not include personal sustenance, lodging, and travel disbursements of the lobbyists.

Aggregate of expenses $75.00 or less 100

Are there expenses greater than $75.00? (•) YES ( ) NO

List all individual expenses exceeding $75.00 and any individual or entity to which they were paid. (Includes individual compensation for employees of the entity engaged in lobbying and compensation paid to other entities.)

* The YTD total is provided for your convenience and includes the total of all certified periodic reports filed to date this calendar year. When you certify this report, you are not certifying the YTD total.

Itemized	Amount	Type	
Wizard Electronics	$200.00	Other	HIDE DETAILS
Purpose		Equipment Rental	
Kinko	$100.00	Other	VIEW DETAILS
MicroSoft	$100.00	Other	VIEW DETAILS

Itemized Expense Total	**$400.00**
Total Expenses for Current Period	**$1,000.00**
Year to Date Total of Expenses*	**$1,000.00**

Update Total

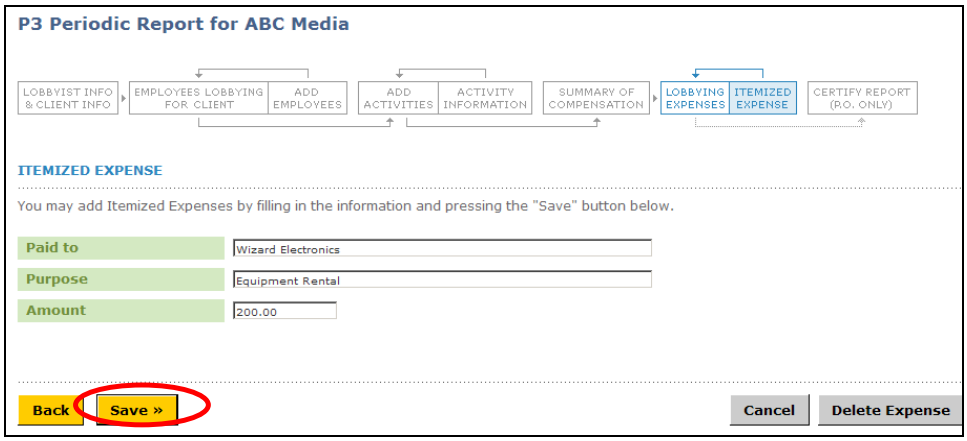
Reimbursed expenses - lobbying-incurred expenses for which the lobbyist is reimbursed by the client.

Total Reimbursed Expenses for Current Period 1,000

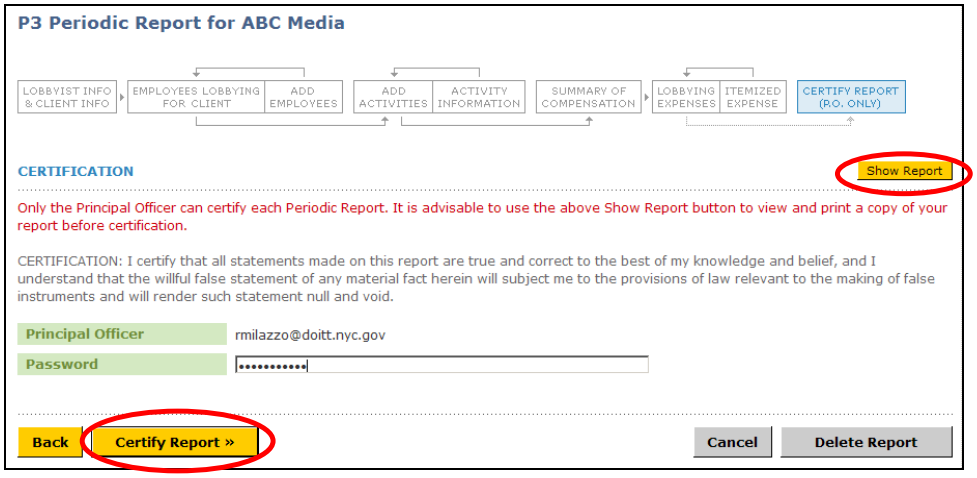
Year to Date Total of Reimbursed Expenses **$1,000.00**

Back | Add Itemized Expense | Save & Continue » | Cancel | Delete Report

9. PO/Designee enters Itemized Expenses incurred during the current period, including paid to, purpose, and amount. Please see "**Co-Lobbyist Filer Itemized Expenses**" in the "**Entering Itemized Expenses**" section for more details on this task.

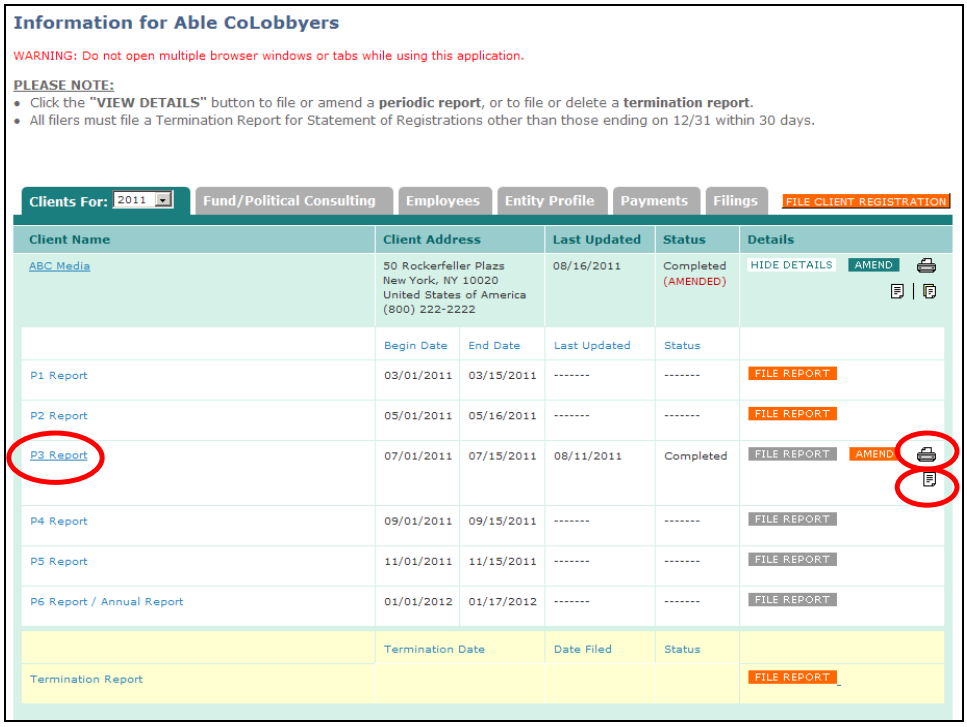


10. PO certifies the Periodic Report. The Periodic Report status shows "Completed." Please see the "**Certifying a Client Periodic Report**" section for more details about this task.



Co-Lobbyists Viewing and Printing Client Periodic Reports

The filed or in-process Periodic Reports are visible for viewing on the "Client Home" page. Click the "View Details" button to the far right of the Client's name on the "Client Home" page. The Client Period Details will open.



To view a printer-friendly .html version of the report, click the "Printer" icon on the far right of the screen, or the "Period Report" name link in the left column. To view a PDF version of the report, click the "Page" icon on the far right of the screen. You can then print the report by using the print commands in your browser window.

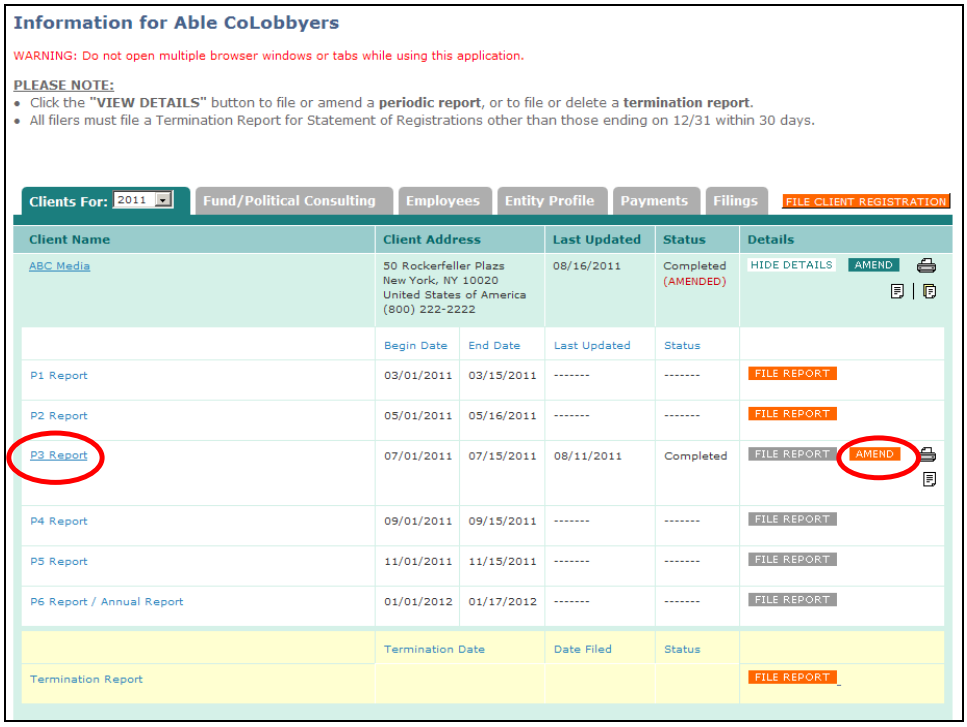
Please see "**Viewing and Printing Client Periodic Reports**" section for more details about this task.

Co-Lobbyists Amending Periodic Reports

The same Co-Lobbyist that filed a Client Periodic Report in the e-Lobbyist system may amend it. A certified Periodic Report has a status of "Completed."

To amend a prior certified Periodic Report, click "View Details" for the selected Client on the "Client" tab. Click the "Amend" button in the "Details" column of the desired report row. The fields of the report open for editing. The steps included in this process are below.

Please see the "**Amending a Client Periodic Report**" section of this guide for more detailed information about this process.



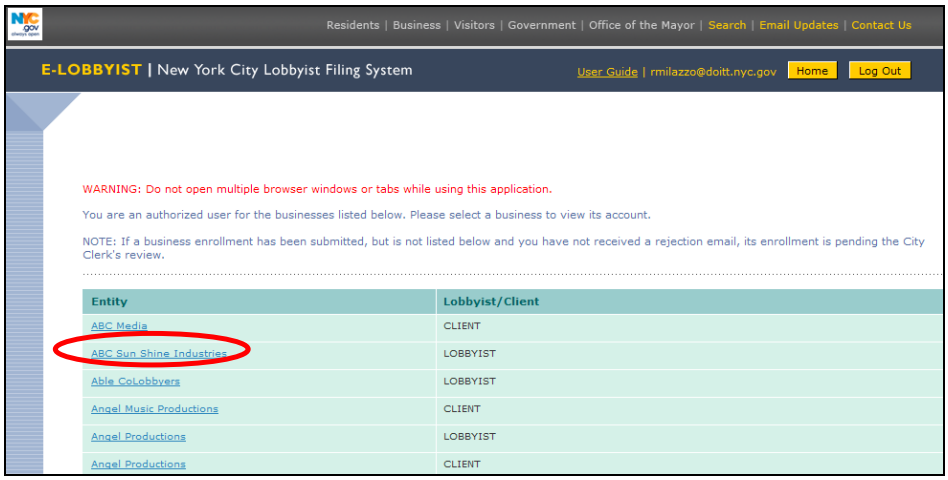
The Periodic Report Amendment process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Co-Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "View Details" button for the desired Client on the "Client" page.
4. PO/Designee clicks the "Amend" button or Report Name link to open the "Periodic Report" page.
5. PO/Designee may add or remove the employees who lobbied for this Client during this filing period.
6. PO/Designee may add or remove the lobbying activities performed during this filing period, along with their targeted NYC agency contacts.
7. PO/Designee can change the total compensation received from their Primary Lobbyist.
8. PO/Designee can change lobbying expenses incurred for this Client during this filing period:
    - aggregate amount of all expenses for salaries of support staff
    - aggregate amount of expenses $75 or less
    - each itemized expense greater than $75 including paid to, purpose, and amount
    - total reimbursed expenses
9. PO/Designee enters Itemized Expenses incurred during the current period, including paid to, purpose, and amount.
10. PO certifies the amended Periodic Report. The Periodic Report status shows "Completed (Amended)."

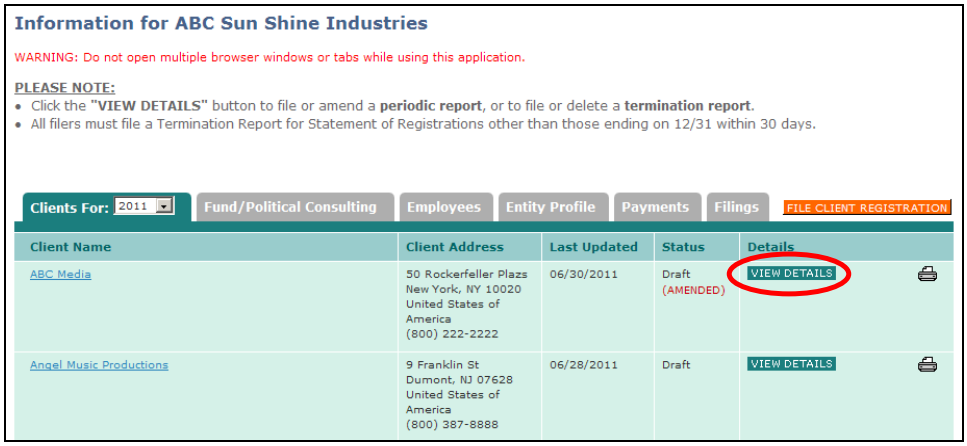
Primary Lobbyists Filing Client Periodic Reports

All Primary Lobbyists that filed Client Statements of Registration in the e-Lobbyist system are required to file Client Periodic Reports (CPR) in the e-Lobbyist system. For Periodic Report begin and end filing dates, please see the "**Filing Periods**" section of this guide.

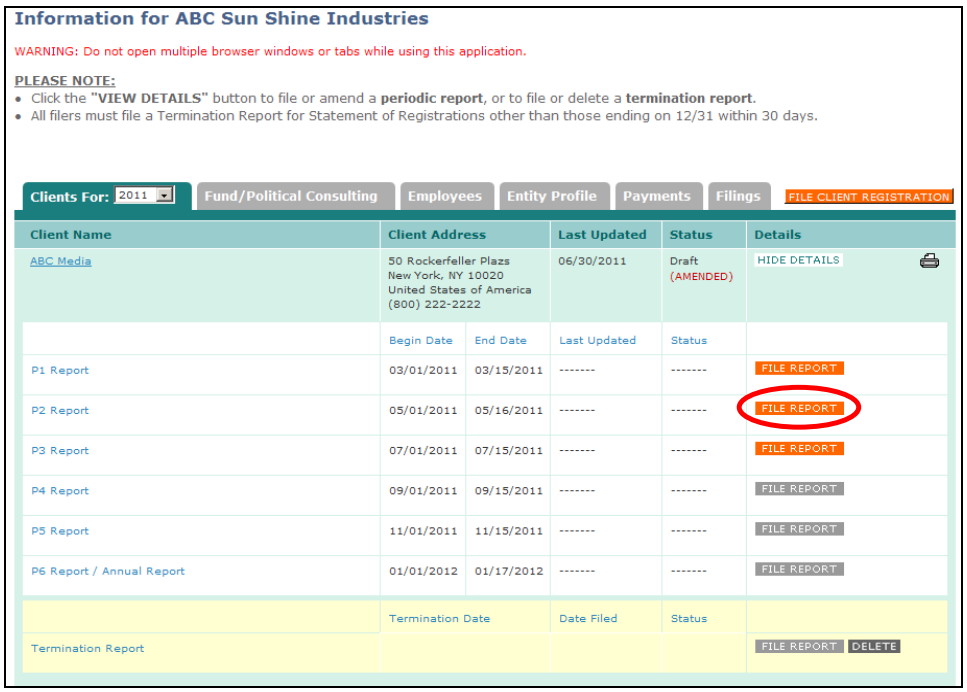
Periodic Reports may only be filed for Statements of Registration with a status of "Filed," "Complete," "Incomplete," or various "(Amended)" statuses such as "Draft (Amended)" or "Completed (Amended)." Periodic Reports cannot be filed for Statements of Registration with a "Draft" status, as these are not yet certified by the Primary Lobbyist PO. To begin filing a Client Periodic Report, select the Primary Lobbyist entity name on the "Home" page.



The Primary Lobbyist entity's "Client Home" page will appear. Click the "View Details" button.

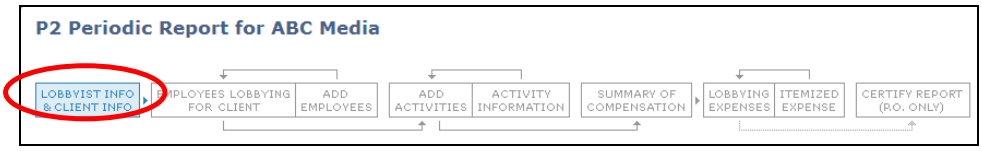


The Periodic Report and Termination filings for this Client display.



Click the "File Report" button for the desired filing period (P1, P2, P3, P4, P5, or P6/Annual Report), to display the Lobbyist, Client, and Primary Lobbyist Information Report sections.

The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the Periodic Report. Follow the Periodic Report process steps below.



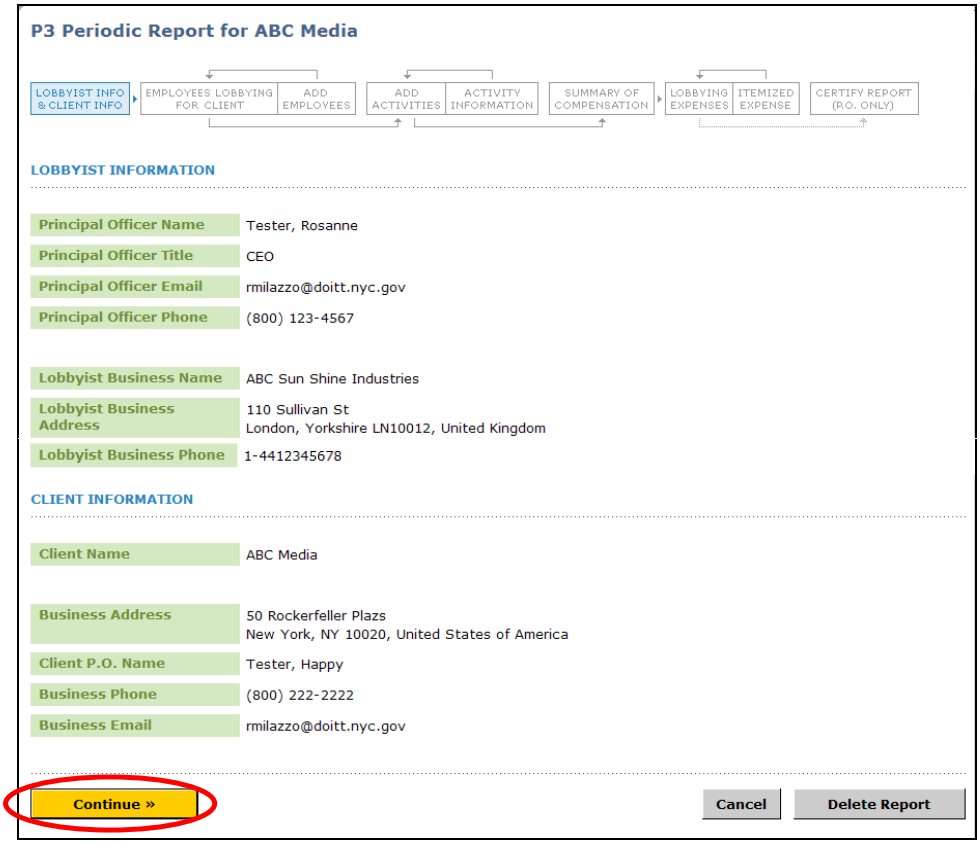
Please refer to the "**Filing Client Periodic Reports**" section of this guide for more detailed information about this process.

Primary Lobbyist Filing Periodic Report Process

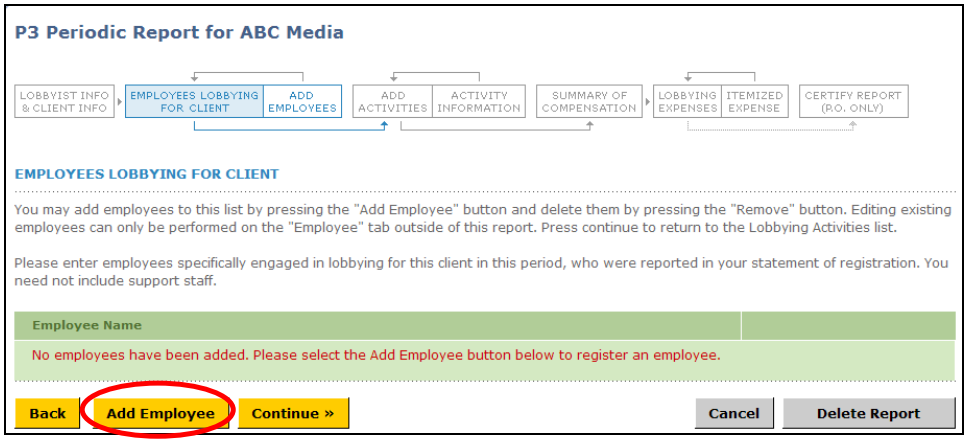
The Periodic Report process includes the following steps:

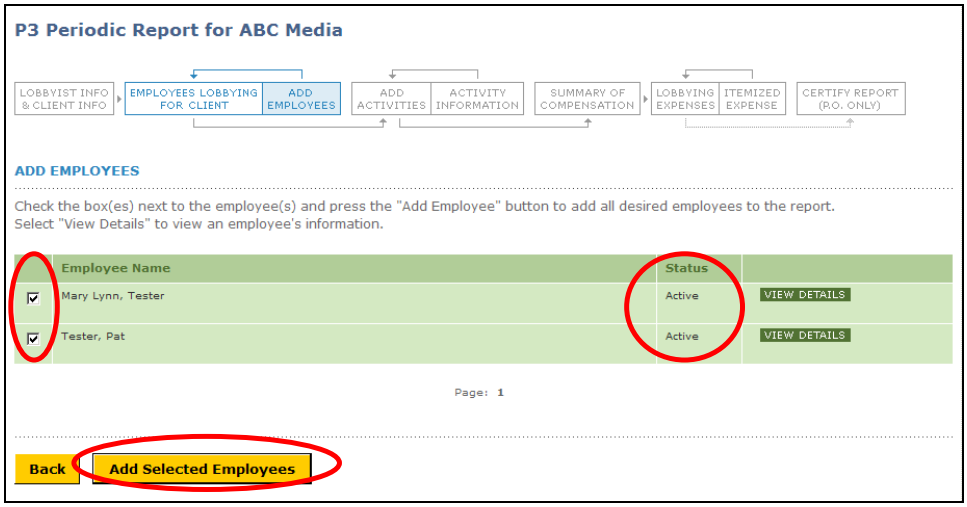
1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Primary Lobbyist entity name on the "Home" page.

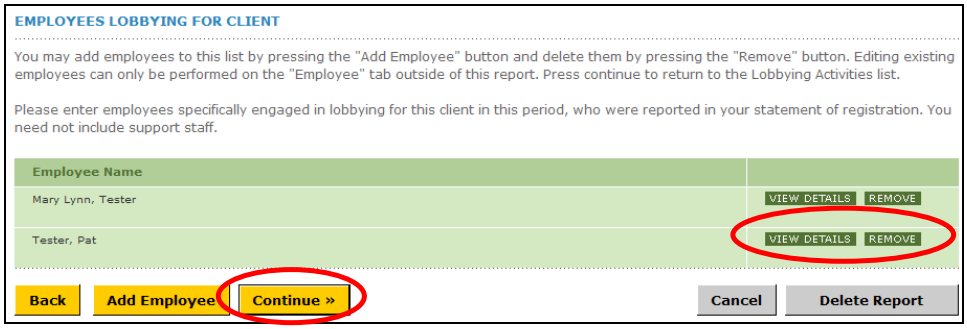
3. PO/Designee clicks the "View Details" button to the right of the Client name to view the Periodic Report and Termination filings for this Client.
4. PO/Designee clicks the "Continue" button to proceed to the "Employees Lobbying for Client" screen. Please see "**Viewing Lobbyist and Client Information**" for more details.



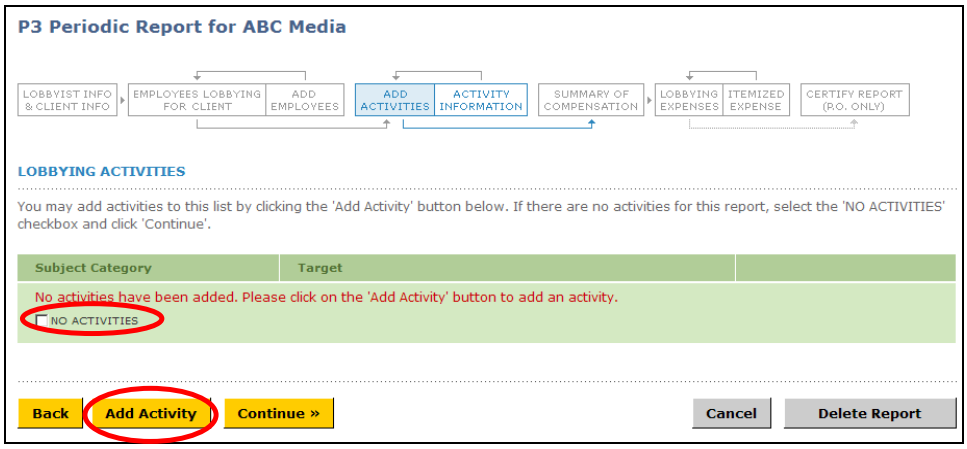
5. PO/Designee selects the employees who lobbied for this Client during this filing period. Please see "**Adding/Deleting Employees Lobbying for Client**" for more details about this task.

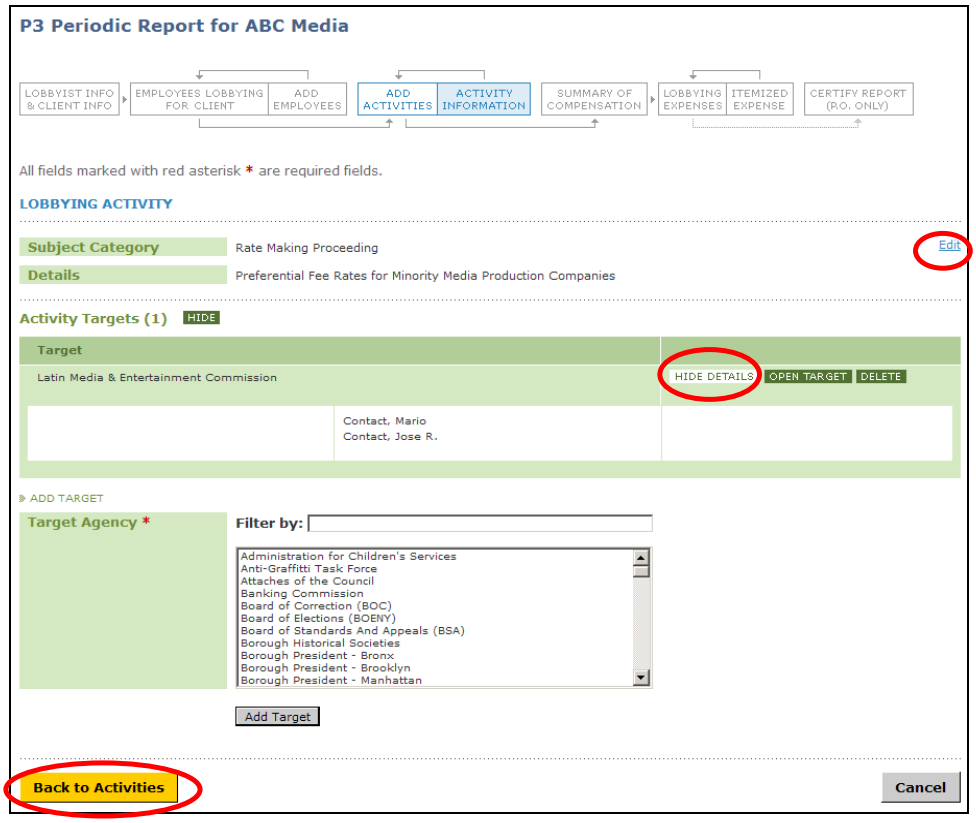

P3 Periodic Report for ABC Media
LOBBYIST INFO & CLIENT INFO
EMPLOYEES LOBBYING FOR CLIENT
ADD EMPLOYEES
ADD ACTIVITIES
ACTIVITY INFORMATION
SUMMARY OF COMPENSATION
LOBBYING EXPENSES
ITEMIZED EXPENSE
CERTIFY REPORT (P.O. ONLY)
EMPLOYEES LOBBYING FOR CLIENT
You may add employees to this list by pressing the "Add Employee" button and delete them by pressing the "Remove" button. Editing existing employees can only be performed on the "Employee" tab outside of this report. Press continue to return to the Lobbying Activities list.
Please enter employees specifically engaged in lobbying for this client in this period, who were reported in your statement of registration. You need not include support staff.
Employee Name
No employees have been added. Please select the Add Employee button below to register an employee.
Back
Add Employee
Continue »
Cancel
Delete Report

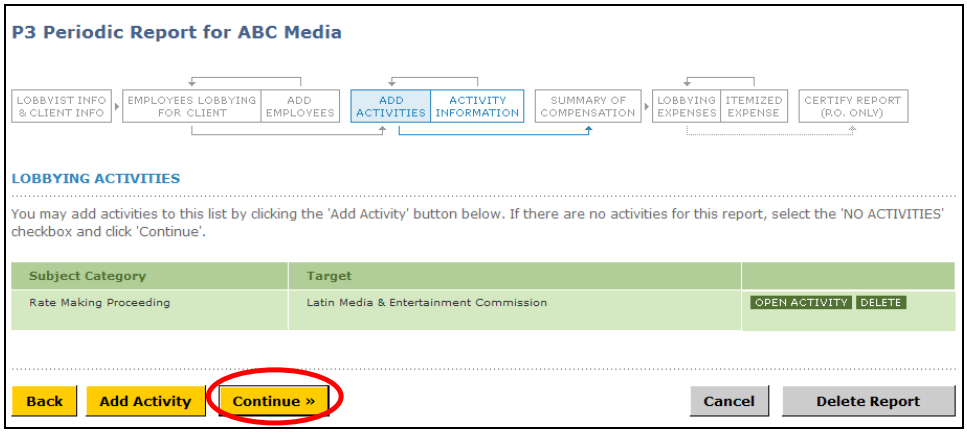

P3 Periodic Report for ABC Media
LOBBYIST INFO & CLIENT INFO
EMPLOYEES LOBBYING FOR CLIENT
ADD EMPLOYEES
ADD ACTIVITIES
ACTIVITY INFORMATION
SUMMARY OF COMPENSATION
LOBBYING EXPENSES
ITEMIZED EXPENSE
CERTIFY REPORT (P.O. ONLY)
ADD EMPLOYEES
Check the box(es) next to the employee(s) and press the "Add Employee" button to add all desired employees to the report.
Select "View Details" to view an employee's information.
Employee Name
Status
Mary Lynn, Tester
Active
VIEW DETAILS
Tester, Pat
Active
VIEW DETAILS
Page: 1
Back
Add Selected Employees


EMPLOYEES LOBBYING FOR CLIENT
You may add employees to this list by pressing the "Add Employee" button and delete them by pressing the "Remove" button. Editing existing employees can only be performed on the "Employee" tab outside of this report. Press continue to return to the Lobbying Activities list.
Please enter employees specifically engaged in lobbying for this client in this period, who were reported in your statement of registration. You need not include support staff.
Employee Name
Mary Lynn, Tester
VIEW DETAILS
REMOVE
Tester, Pat
VIEW DETAILS
REMOVE
Back
Add Employee
Continue »
Cancel
Delete Report

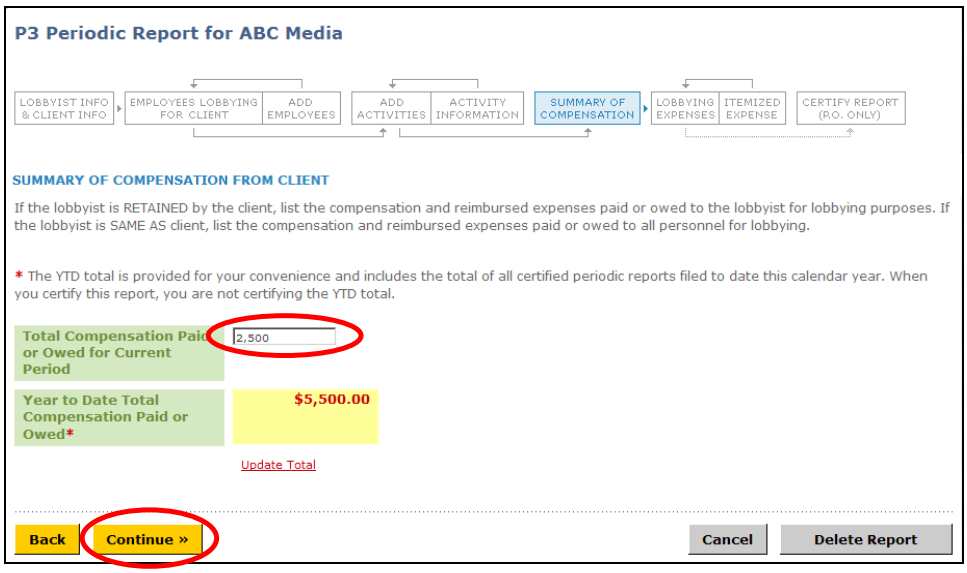
6. PO/Designee selects the lobbying activities performed during this filing period, along with their targeted NYC agency contacts. Please see "**Adding Lobbying Activities**" for more details.



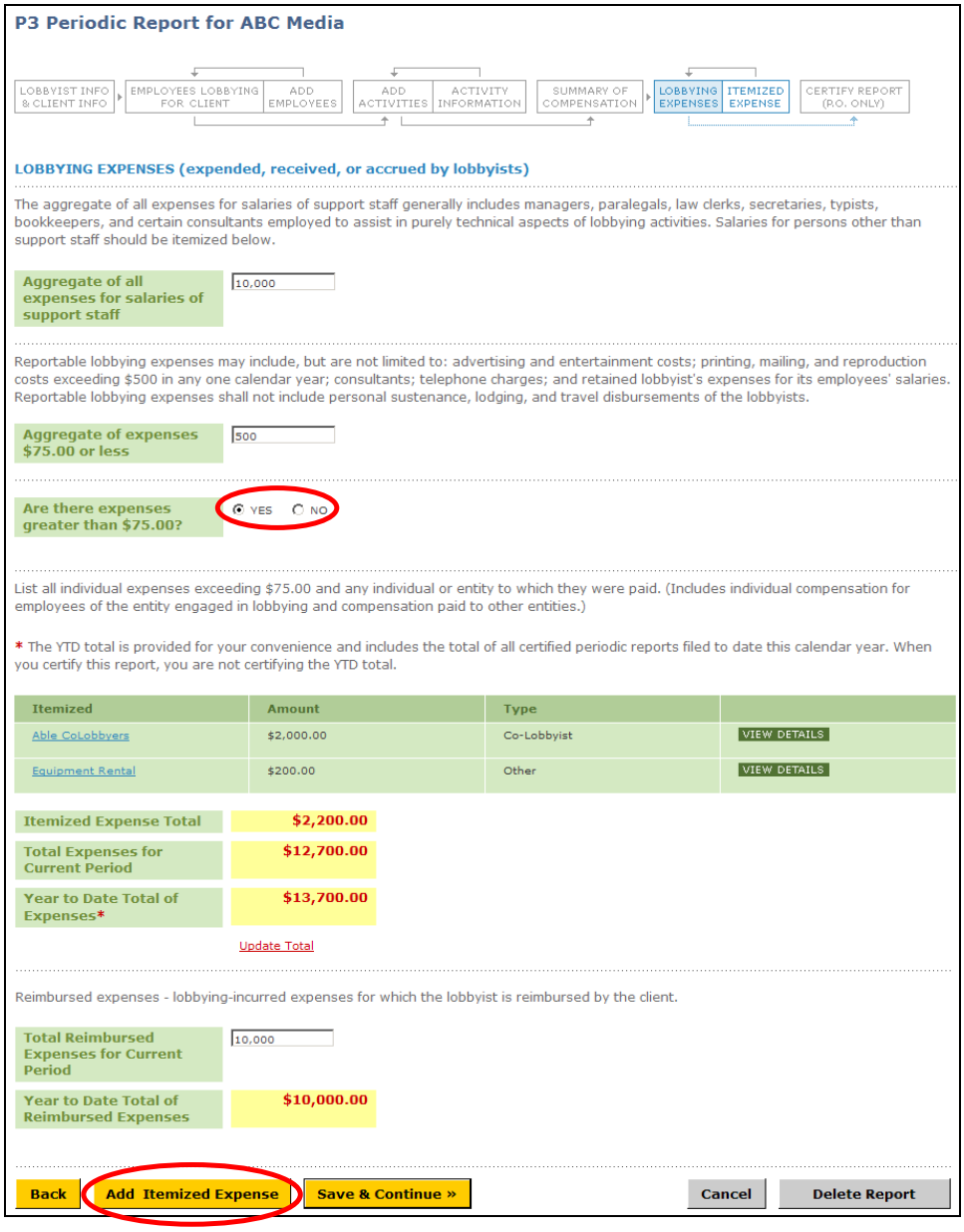




7. PO/Designee enters the total compensation received from their Client on the "Summary of Compensation for Client" screen. Please see "**Primary Lobbyist Filer Compensation**" in the "**Adding Summary of Compensation**" section for more details.



8. PO/Designee enters lobbying expenses incurred during this filing period. Please see "**Entering Aggregate Expenses**" for more details on this task. These expenses include:
   a. aggregate amount of all expenses for salaries of support staff
   b. aggregate amount of expenses $75 or less
   c. each itemized expense greater than $75 including paid to, purpose, and amount
   d. total reimbursed expenses for current period



P3 Periodic Report for ABC Media

LOBBYIST INFO & CLIENT INFO | EMPLOYEES LOBBYING FOR CLIENT | ADD EMPLOYEES | ADD ACTIVITIES | ACTIVITY INFORMATION | SUMMARY OF COMPENSATION | LOBBYING EXPENSES | ITEMIZED EXPENSE | CERTIFY REPORT (P.O. ONLY)

LOBBYING EXPENSES (expended, received, or accrued by lobbyists)

The aggregate of all expenses for salaries of support staff generally includes managers, paralegals, law clerks, secretaries, typists, bookkeepers, and certain consultants employed to assist in purely technical aspects of lobbying activities. Salaries for persons other than support staff should be itemized below.

Aggregate of all expenses for salaries of support staff 10,000

Reportable lobbying expenses may include, but are not limited to: advertising and entertainment costs; printing, mailing, and reproduction costs exceeding $500 in any one calendar year; consultants; telephone charges; and retained lobbyist's expenses for its employees' salaries. Reportable lobbying expenses shall not include personal sustenance, lodging, and travel disbursements of the lobbyists.

Aggregate of expenses $75.00 or less 500

Are there expenses greater than $75.00? YES NO

List all individual expenses exceeding $75.00 and any individual or entity to which they were paid. (Includes individual compensation for employees of the entity engaged in lobbying and compensation paid to other entities.)

* The YTD total is provided for your convenience and includes the total of all certified periodic reports filed to date this calendar year. When you certify this report, you are not certifying the YTD total.

Itemized	Amount	Type	
Able CoLobbyers	$2,000.00	Co-Lobbyist	VIEW DETAILS
Equipment Rental	$200.00	Other	VIEW DETAILS

Itemized Expense Total	**$2,200.00**
Total Expenses for Current Period	**$12,700.00**
Year to Date Total of Expenses*	**$13,700.00**

Update Total

Reimbursed expenses - lobbying-incurred expenses for which the lobbyist is reimbursed by the client.

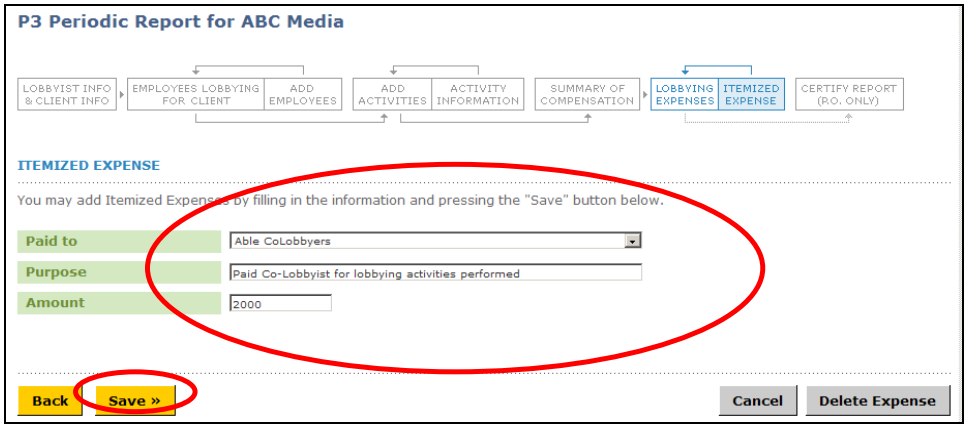
Total Reimbursed Expenses for Current Period 10,000

Year to Date Total of Reimbursed Expenses **$10,000.00**

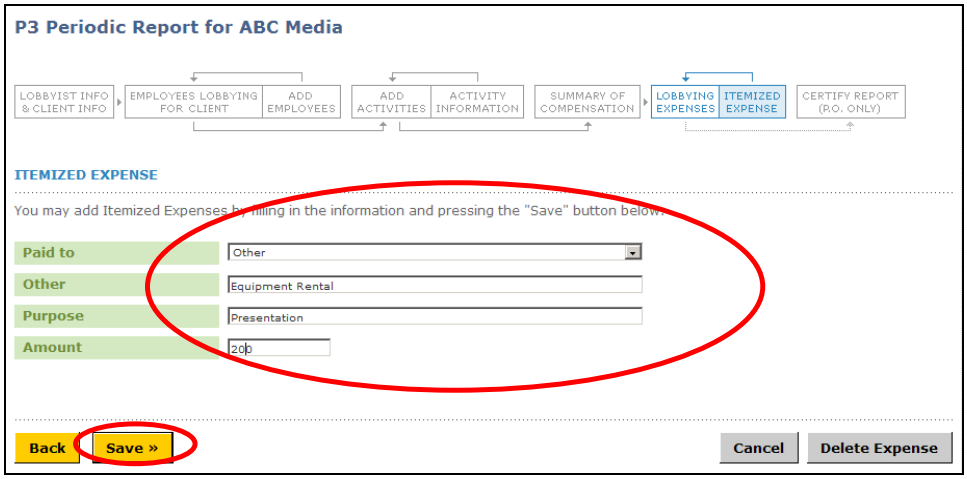
Back | Add Itemized Expense | Save & Continue » | Cancel | Delete Report

9. PO/Designee enters Itemized Expenses incurred during the current period, including paid to a selected Co-Lobbyist name or "Other", purpose, and amount. Please see "**Primary Lobbyist Filer Itemized Expenses**" in the "**Entering Itemized Expenses**" section for more details on this task.

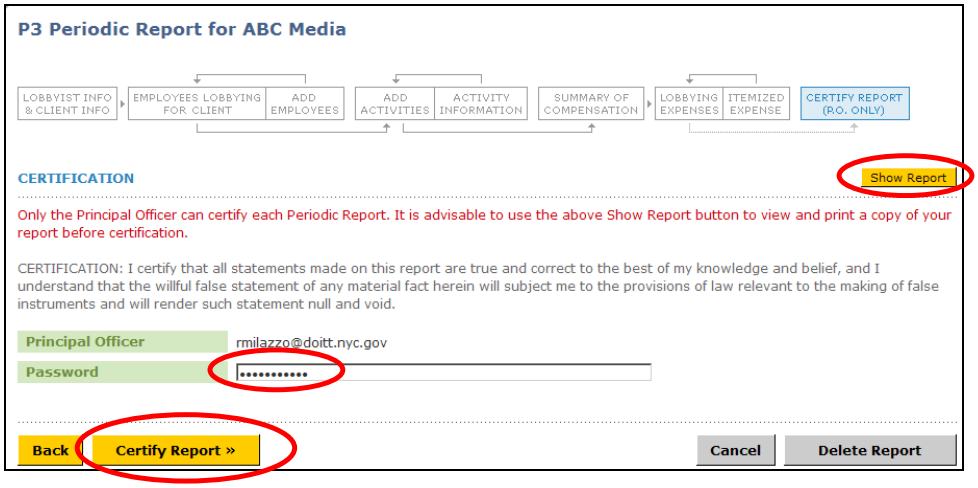
- For Co-Lobbyist expenses, the "*Paid to*" dropdown displays all Co-Lobbyist names listed in the Registration. For "*Paid to*," select the Co-Lobbyist name from the dropdown list and complete the Itemized Expense details for the remaining fields:



- For lobbying expenses, the "*Paid to*" dropdown displays "*Other*" (the default). For "*Paid to*," select "*Other*" from the dropdown list and complete the Itemized Expense details for the remaining fields:

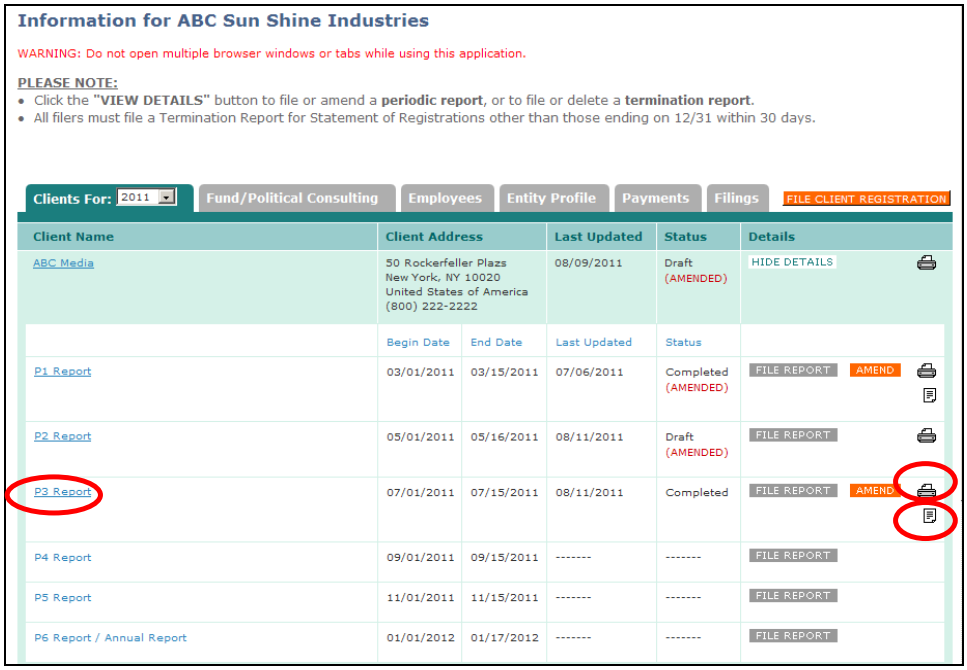


10. PO certifies the Periodic Report. The Periodic Report status shows "Completed." Please see the "**Certifying a Client Periodic Report**" section for more details about this task.



Primary Lobbyists Viewing and Printing Client Periodic Reports

The filed or in-process Periodic Reports are visible for viewing on the "Client Home" page. Click the "View Details" button to the far right of the Client's name on the "Client Home" page. The Client Period Details will open.



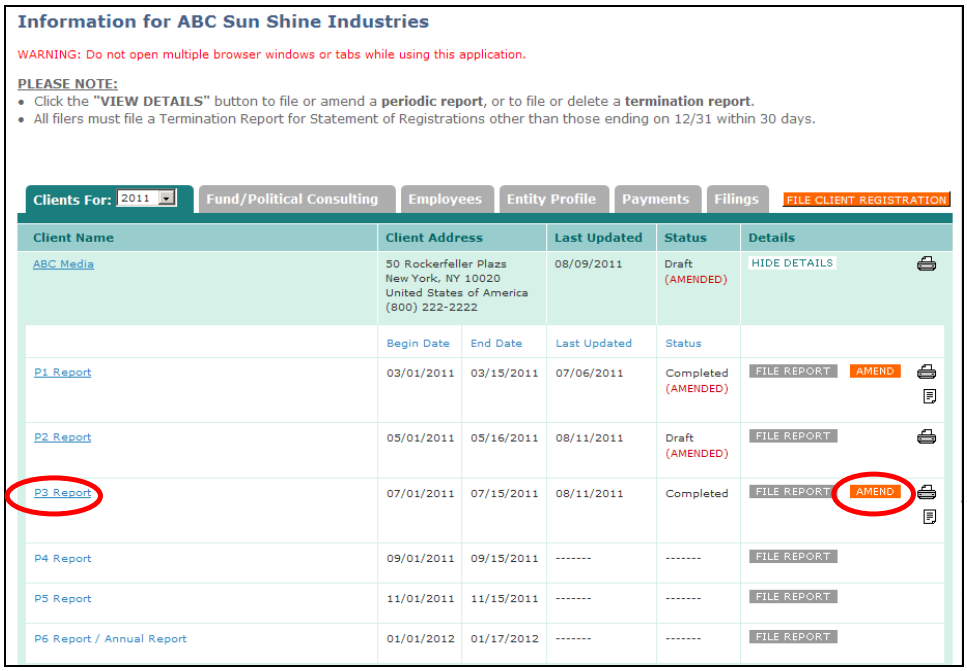
To view a printer-friendly .html version of the report, click the "Printer" icon on the far right of the screen, or the "Period Report" name link in the left column. To view a PDF version of the report, click the "Page" icon on the far right of the screen. You can then print the report by using the print commands in your browser window.

Please see "**Viewing and Printing Client Periodic Reports**" section for more details about this task.

Primary Lobbyists Amending Periodic Reports

The same Primary Lobbyist that filed a Client Periodic Report in the e-Lobbyist system may amend it. A certified Periodic Report has a status of "Completed."

To amend a prior certified Periodic Report, click "View Details" for the selected Client on the "Client" tab. Click the "Amend" button in the "Details" column of the desired report row. The fields of the report open for editing. The steps included in this process are below.



Please see the "**Amending a Client Periodic Report**" section of this guide for more detailed information about this process.

The Periodic Report Amendment process includes the following steps:

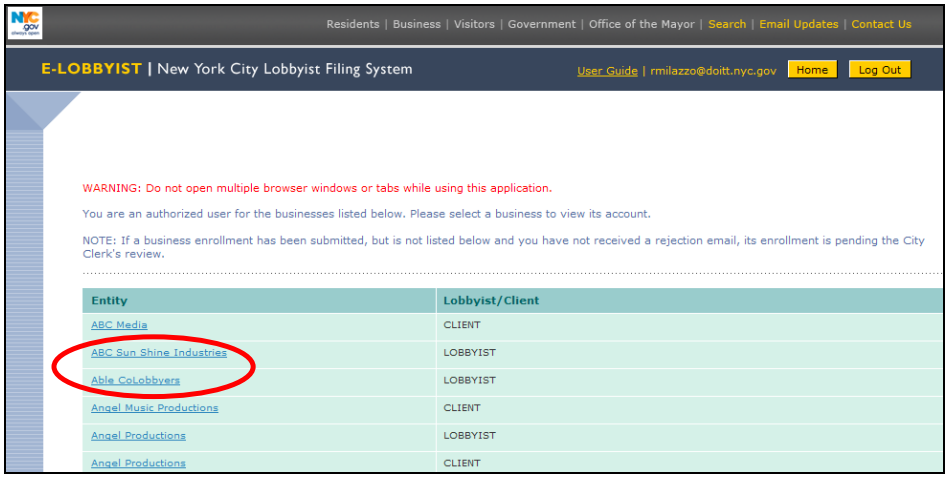
1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Primary Lobbyist entity name on the "Home" page.

3. PO/Designee clicks the “View Details” button for the desired Client on the “Client” page.
4. PO/Designee clicks the “Amend” button or Report Name link to open the “Periodic Report” page.
5. PO/Designee may add or remove the employees who lobbied for this Client during this filing period.
6. PO/Designee may add or remove the lobbying activities performed during this filing period, along with their targeted NYC agency contacts.
7. PO/Designee can change the total compensation received from their Client.
8. PO/Designee can change lobbying expenses incurred for this Client during this filing period:
    - aggregate amount of all expenses for salaries of support staff
    - aggregate amount of expenses $75 or less
    - each itemized expense greater than $75 including paid to, purpose, and amount
    - total reimbursed expenses
9. PO/Designee enters Itemized Expenses incurred during the current period, including paid to, purpose, and amount.
10. PO certifies the amended Periodic Report. The Periodic Report status shows “Completed (Amended).”

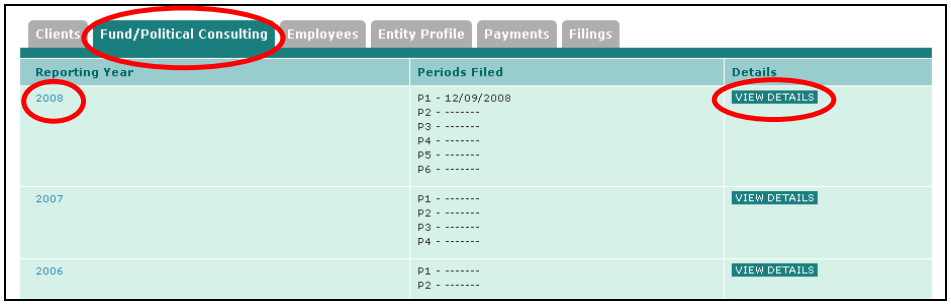
Filing Fundraising Political Consulting Periodic Reports with Co-Lobbyist Relationships

All Primary Lobbyist and Co-Lobbyist entities that engaged in fundraising or political consulting activities for a Client are required to file Fundraising/Political Consulting Periodic Reports (FPCPR) in the e-Lobbyist system. These detail fundraising activity with related amounts raised, and political consulting activities with related compensation paid. For period begin and end dates, refer to the "**Filing Periods**" section of this guide.

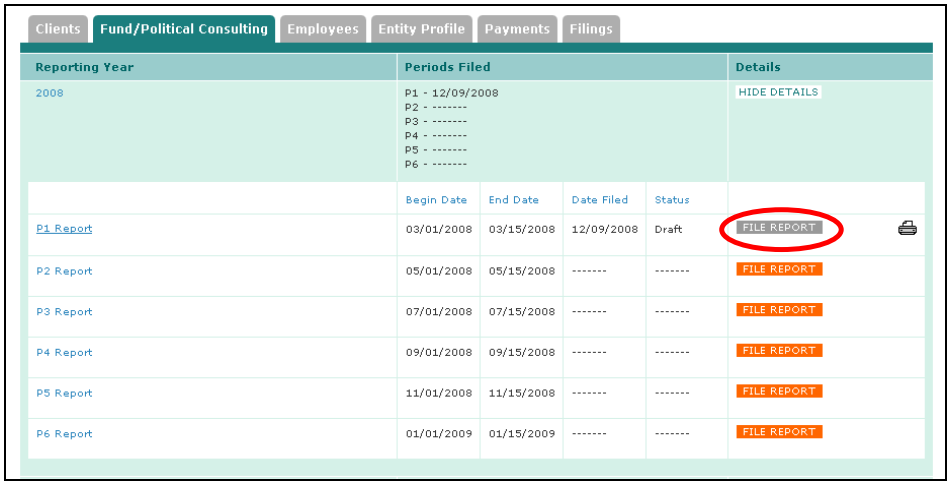
To file a FPCPR, select the Primary Lobbyist or Co-Lobbyist entity name on the "Home" page.



The "Client Home" page appears. Click the "Fund/Political Consulting" tab. The FPCPR screen will appear. To access the FPCPR details, click the "View Details" button for the year in which you are filing. Report details for the selected year appear.



Click the "File Report" button for the desired period.



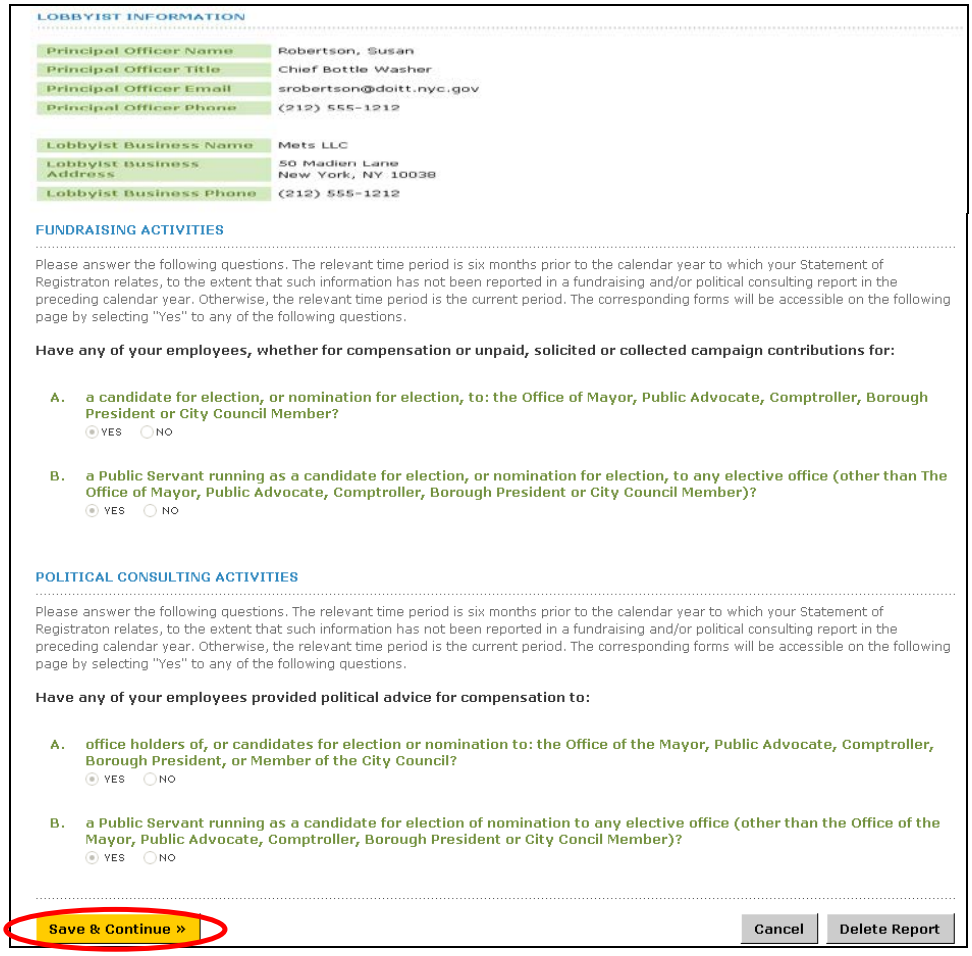
Please see the "**Filing Fundraising/Political Consulting Periodic Reports**" section for more details on this process.

Filing Fundraising/Political Consulting Periodic Report Process with Co-Lobbyist Relationships

This Fundraising Political Consulting Periodic Report process includes:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Primary or Co-Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "Fundraising/Political Consulting" tab from the "Client" page.
4. PO/Designee clicks the "View Details" button for the desired year.
5. PO/Designee clicks the "File Report" button or Report Name link to open the FPCPR.

6. PO/Designee views the filer's information and identifies activities performed this period:
    - Fundraising for a public office candidate (or public servant running as a candidate); and/or
    - Political Consulting for a public office holder (or public servant running as a candidate).



LOBBYIST INFORMATION

Principal Officer Name	Robertson, Susan
Principal Officer Title	Chief Bottle Washer
Principal Officer Email	srobertson@doitt.nyc.gov
Principal Officer Phone	(212) 555-1212
Lobbyist Business Name	Mets LLC
Lobbyist Business Address	50 Madien Lane New York, NY 10038
Lobbyist Business Phone	(212) 555-1212

FUNDRAISING ACTIVITIES

Please answer the following questions. The relevant time period is six months prior to the calendar year to which your Statement of Registraton relates, to the extent that such information has not been reported in a fundraising and/or political consulting report in the preceding calendar year. Otherwise, the relevant time period is the current period. The corresponding forms will be accessible on the following page by selecting "Yes" to any of the following questions.

Have any of your employees, whether for compensation or unpaid, solicited or collected campaign contributions for:

A. a candidate for election, or nomination for election, to: the Office of Mayor, Public Advocate, Comptroller, Borough President or City Council Member?
YES NO

B. a Public Servant running as a candidate for election, or nomination for election, to any elective office (other than The Office of Mayor, Public Advocate, Comptroller, Borough President or City Council Member)?
YES NO

POLITICAL CONSULTING ACTIVITIES

Please answer the following questions. The relevant time period is six months prior to the calendar year to which your Statement of Registraton relates, to the extent that such information has not been reported in a fundraising and/or political consulting report in the preceding calendar year. Otherwise, the relevant time period is the current period. The corresponding forms will be accessible on the following page by selecting "Yes" to any of the following questions.

Have any of your employees provided political advice for compensation to:

A. office holders of, or candidates for election or nomination to: the Office of the Mayor, Public Advocate, Comptroller, Borough President, or Member of the City Council?
YES NO

B. a Public Servant running as a candidate for election of nomination to any elective office (other than the Office of the Mayor, Public Advocate, Comptroller, Borough President or City Concil Member)?
YES NO

Save & Continue » Cancel Delete Report

7. If Fundraising Activities were performed for this filing period, the PO/Designee clicks the “Candidates…” link or the “Public Servant…” link, then enters on the open pages:
    - The intended public office, candidate’s contact information, any third parties, total compensation received, total amount raised, and candidates for the funds raised.

SELECTED ACTIVITIES

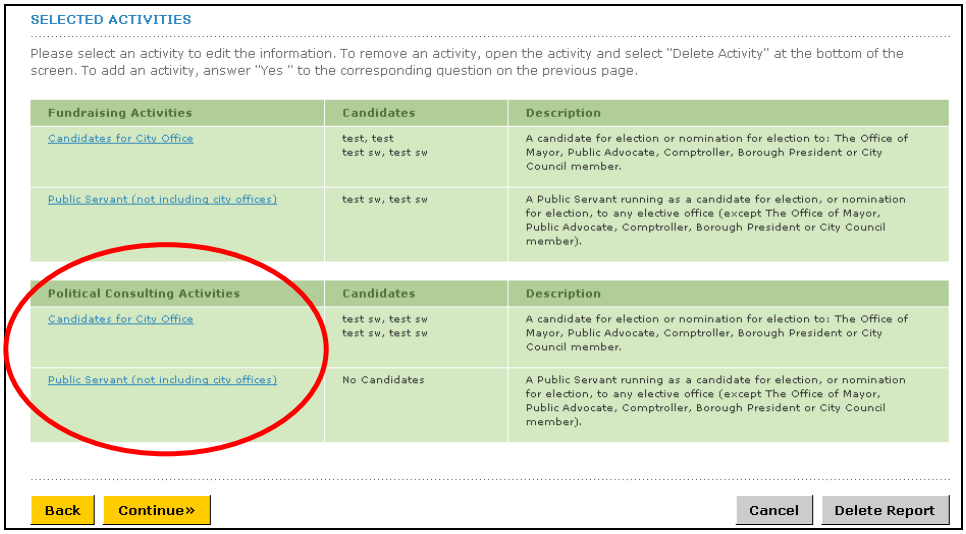
Please select an activity to edit the information. To remove an activity, open the activity and select "Delete Activity" at the bottom of the screen. To add an activity, answer "Yes " to the corresponding question on the previous page.

Fundraising Activities	Candidates	Description
Candidates for City Office	test, test test sw, test sw	A candidate for election or nomination for election to: The Office of Mayor, Public Advocate, Comptroller, Borough President or City Council member.
Public Servant (not including city offices)	test sw, test sw	A Public Servant running as a candidate for election, or nomination for election, to any elective office (except The Office of Mayor, Public Advocate, Comptroller, Borough President or City Council member).

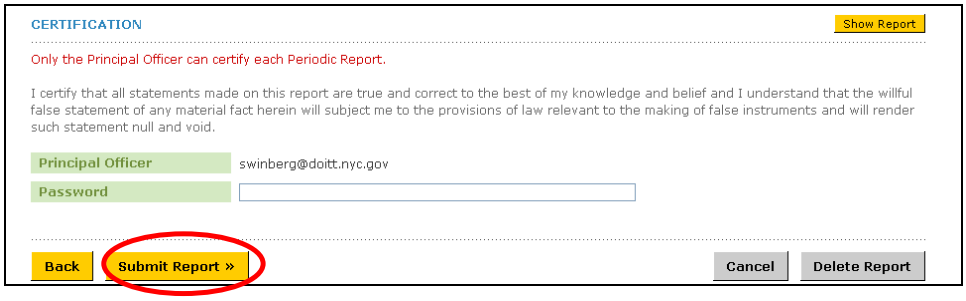
Political Consulting Activities	Candidates	Description
Candidates for City Office	test sw, test sw test sw, test sw	A candidate for election or nomination for election to: The Office of Mayor, Public Advocate, Comptroller, Borough President or City Council member.
Public Servant (not including city offices)	No Candidates	A Public Servant running as a candidate for election, or nomination for election, to any elective office (except The Office of Mayor, Public Advocate, Comptroller, Borough President or City Council member).

Back Continue» Cancel Delete Report

8. If Political Consulting Activities were performed for this period, the PO/Designee clicks the “Candidates…” link or the “Public Servant…” link, then enters on the open pages:
    - The intended public office, candidate’s contact information, any third parties, total compensation received, and the employees that performed the lobbyist political consulting activities.



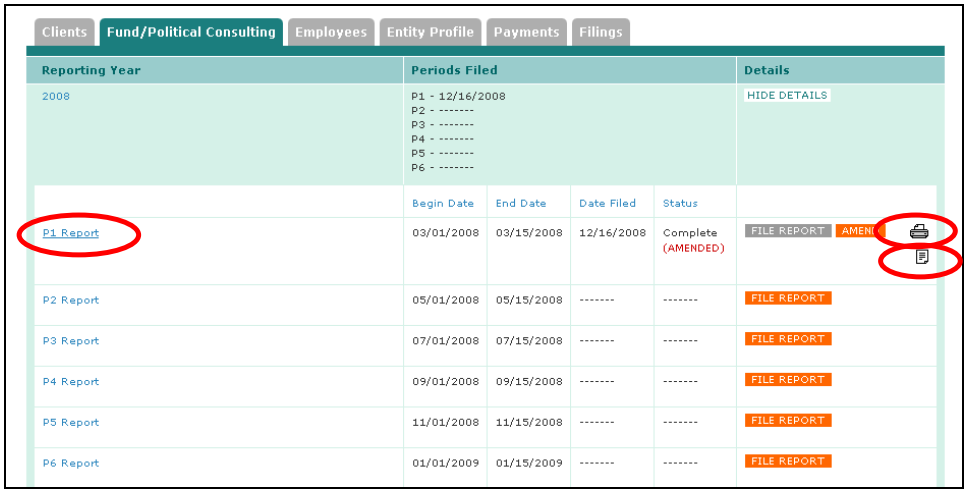
9. PO certifies the Fundraising Political Consulting Periodic Report. The report status shows "Completed."



Viewing & Printing Fundraising Political Consulting Periodic Reports with Co-Lobbyist Relationships

To view and print an FPCPR, log into e-Lobbyist. On the "Home" page, click the Primary Lobbyist or Co-Lobbyist name. The "Client Home" page for the entity appears. Click the "Fund/Political Consulting" tab. The FPCPR screen will appear. To access the FPCPR details, click the "View Details" button for the year in which you are filing. Report details for the selected year appear.

To view a printer-friendly .html version of the draft report, click the "Printer" icon on the far right of the screen. To view an editable version of the draft report, click the "Period Report" name link in the left column. To open a pdf version of the report, click the "Page" icon. You can then print the report by using the print commands in your browser window.

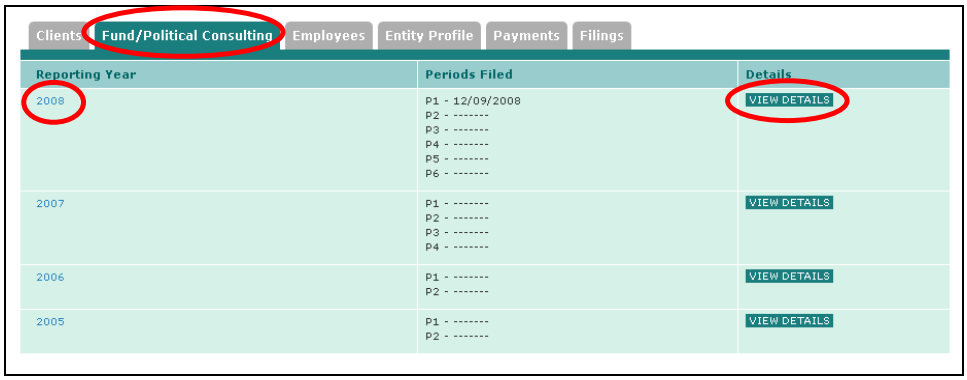


Please see the "**Viewing & Printing a Fundraising/Political Consulting Periodic Report**" section for more details on this process.

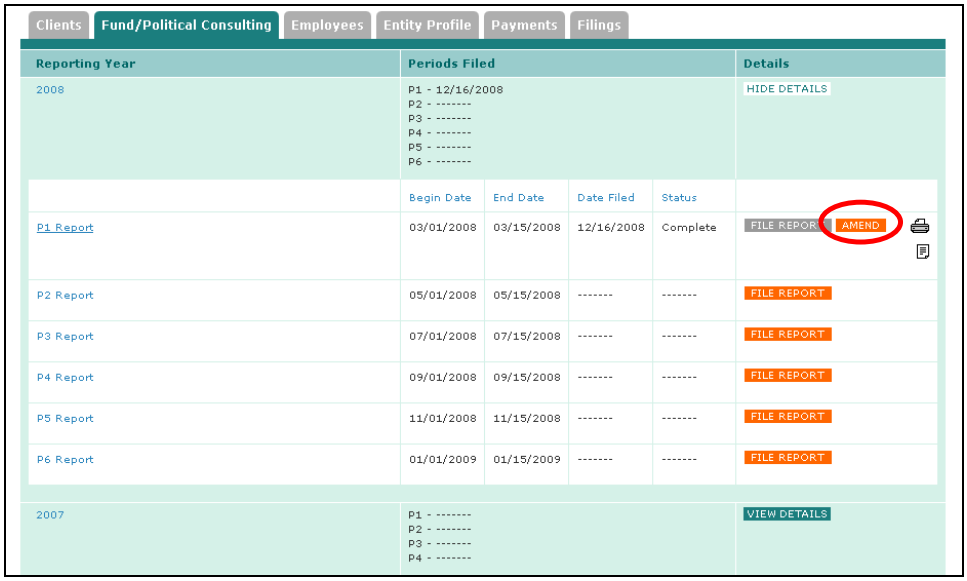
Amending Fundraising Political Consulting Periodic Reports with Co-Lobbyist Relationships

The same Primary Lobbyist or Co-Lobbyist that filed a Fundraising Political Consulting Periodic Report (FPCPR) in the e-Lobbyist system may amend their report with the status of "Completed."

To amend a FPCPR, select the Co-Lobbyist entity name on the "Home" page. The "Client Home" page appears. Click the "Fund/Political Consulting" tab. The FPCPR screen will appear.



To access the FPCPR details, click the "View Details" button for the year in which you are filing. Report details for the selected year appear. Click the "Amend" button for the desired period.



Please see the "**Amending a Fundraising/Political Consulting Periodic Report**" section for more details on this process.

The Fundraising Political Consulting Periodic Report Amendment process includes:

1. PO/Designee logs into e-Lobbyist
2. PO/Designee selects the Primary Lobbyist or Co-Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "Fundraising/Political Consulting" tab from the "Client" page.
4. PO/Designee clicks the "View Details" button for the desired year.
5. PO/Designee clicks the "Amend" button to open the FPCPR.
6. PO/Designee views the filer's information and edits identified activities performed:
    - Fundraising for a public office candidate (or public servant running as a candidate); and/or
    - Political Consulting for a public office holder (or public servant running as a candidate).
7. PO/Designee can identify additional Fundraising or Political Consulting Activities, not selected on the original report.
8. PO/Designee can add, remove, or change Fundraising Activities reported this period:
    - the intended public office, candidate's contact information, any third party information, total compensation received, and total amount raised
    - the candidates for whom the funds were raised
    - the Fundraising Activity, itself, can be removed
9. PO/Designee can add, remove, or change Political Consulting Activities reported this filing period:
    - the intended public office, candidate's contact information, any third party information, and total compensation received

- the employees that performed the lobbyist political consulting activities
- the Political Consulting Activity, itself, can be removed

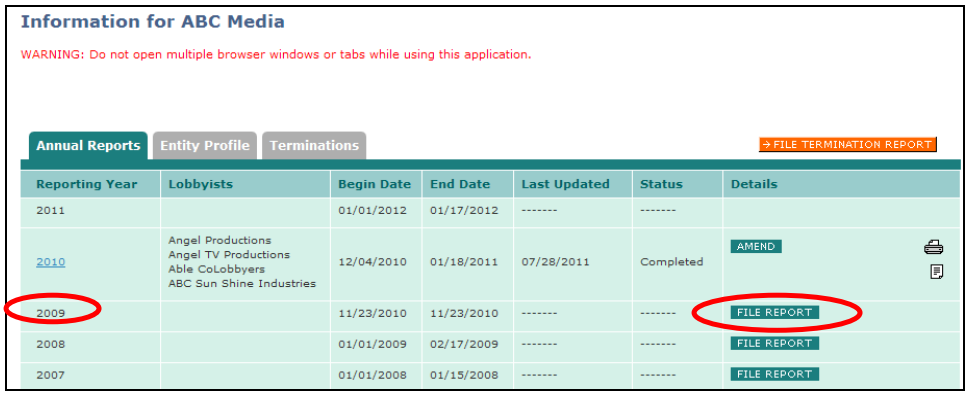
10. PO certifies the amended Fundraising Political Consulting Periodic Report. The Report status shows “Completed (Amended).”

Filing Client Annual Reports with Co-Lobbyist Relationships

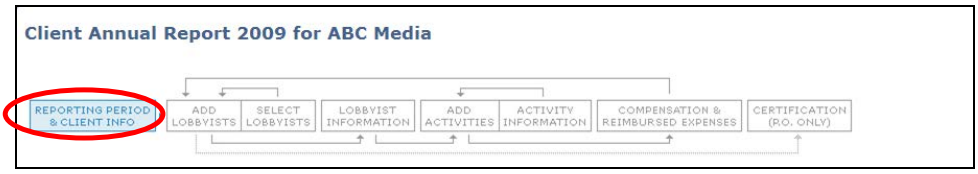
Each year Clients must file a Client Annual Report (CAR) which includes activities, compensation paid, and reimbursed expenses for each Client-retained Lobbyist and Primary Lobbyist, as well as for each Client-designated Co-Lobbyist. For period begin and end dates, refer to the "**Filing Periods**" section of this guide.

After logging into e-Lobbyist, the "Home" page appears, listing all entities for which you are a Principal Officer or Designee, and identifying which are Lobbyists and which are Clients. To file a Client Annual Report, click the appropriate Client entity name in the "Entity" column.

On the Client Annual Reports tab, click the "File Report" button of the desired Reporting Year.



The Client Information page displays for the desired Reporting Year. The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the Client Annual Report. Follow the Client Annual Report (CAR) process steps below.

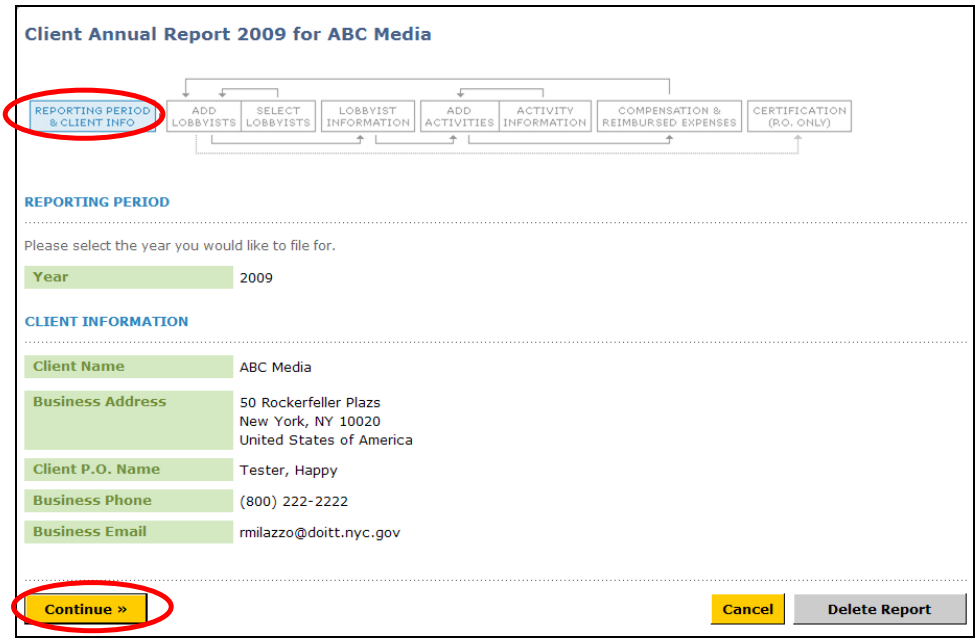


Please see the "**Filing Client Annual Reports**" section for more details on this process.

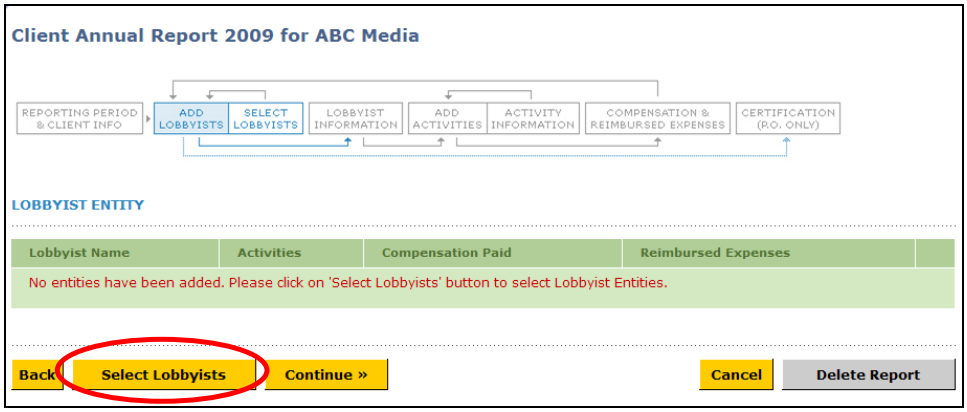
Filing Client Annual Report Process with Co-Lobbyist Relationships

The Client Annual Report process includes the following steps:

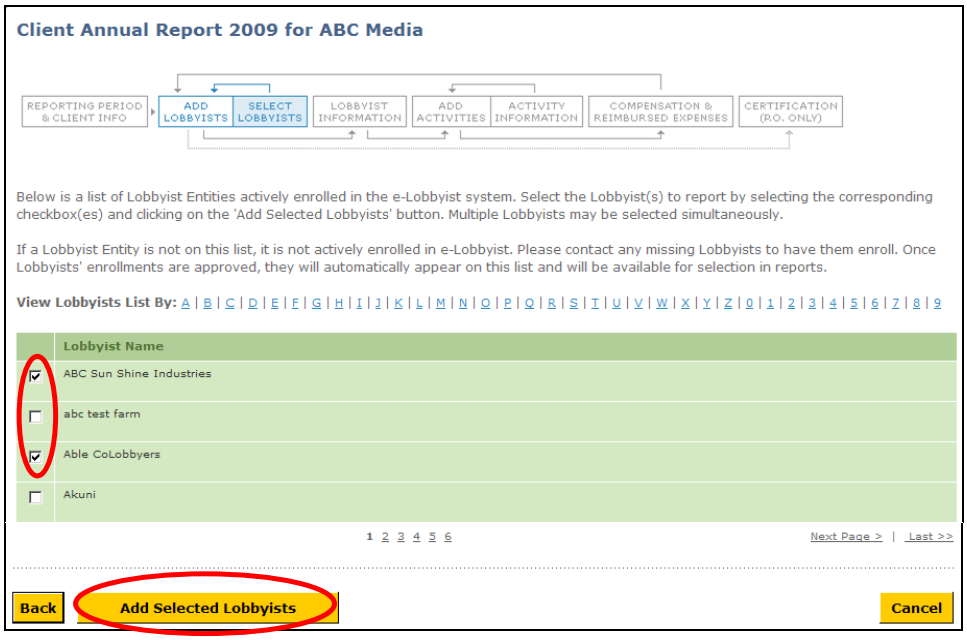
1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Client entity name on the "Home" page.
3. PO/Designee clicks the "File Report" button to the right of the filing year to view the Client Information page.



4. PO/Designee clicks the "Continue" button to display the "Lobbyist Entity" page. The first time you arrive on this page, no Lobbyists are listed.



5. PO/Designee clicks “Select Lobbyists” on the “Lobbyist Entity” page. A list of all Lobbyists enrolled in the system appears.

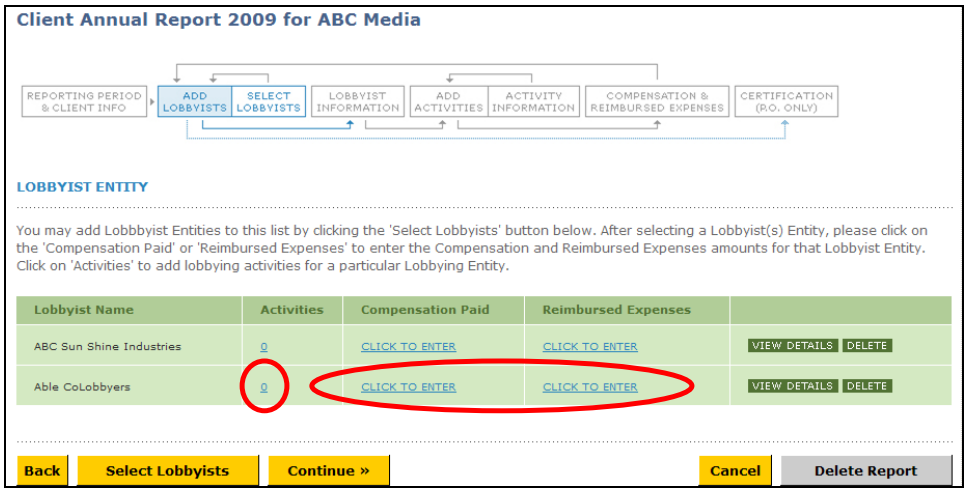


6. PO/Designee selects Lobbyists from the list by clicking in the checkbox(es) that correspond to the desired Lobbyists that lobbied during this annual period. When all Lobbyists are selected, the “Add Selected Lobbyists” button is clicked. The “Lobbyist Entity” screen appears.

NOTE: As of August 2011, the e-Lobbyist System reports Co-Lobbyist Activity on various reports. To file a complete Client Annual Report, a Client must list each Client-designated

Co-Lobbyist, each Client-retained Lobbyist and Primary Lobbyist, as well as themselves as a Lobbyist/Client (if they lobbies on behalf of themselves) that engaged in lobbying for the Client in this year.

7. The "Lobbyist Entity" screen appears, showing a table that displays columns for "Lobbyist Name," "Activities," "Compensation Paid," "Reimbursed Expenses," as well as "View Details" and "Delete" buttons for each Lobbyist showing on the list.



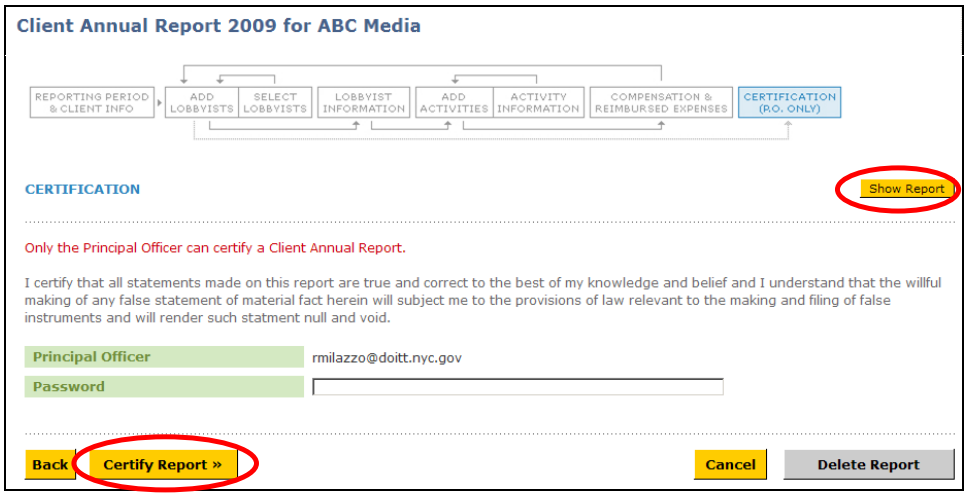
PO/Designee enters Activities, Compensation Paid and Reimbursed Expenses for each Lobbyist, Primary Lobbyist, Co-Lobbyist, and Lobbyist/Client entity listed:

- To enter Activities information for a selected Lobbyist, click the number link in the "Activities" column. The Lobbying Activities screen appears. Add the appropriate lobbying activities, target NYC Agencies, and contacts, for the listed Lobbyist, for this reporting period. Please see the "**Adding Lobbying Activities**" section for instructions.

- To enter Compensation Paid and Reimbursed Expenses, click the link in the "Compensation Paid" column or the link in the "Reimbursed Expenses" column. The Compensation and Reimbursed Expenses screen appears. Please see the "**Adding Compensation and Reimbursed Expenses**" section for instructions.

NOTE: As of August 2011, the e-Lobbyist System reports Co-Lobbyist Activity on various reports. All Activities, Compensation Paid, and Reimbursed Expenses information must be entered for each Lobbyist, Primary Lobbyist, Co-Lobbyist, and Lobbyist/Client Name listed. If a Lobbyist did not receive any compensation or expense reimbursement directly from the Client during the reporting period, then an amount of zero (0) is be entered. (For example: Co-Lobbyists perform lobbying activities on the Client's behalf; however, they are not reimbursed directly by the Client. The Client would list the Co-Lobbyist, enter their lobbying activities, enter a zero (0) amount for Compensation Paid, and enter a zero (0) amount for Reimbursed Expenses.)

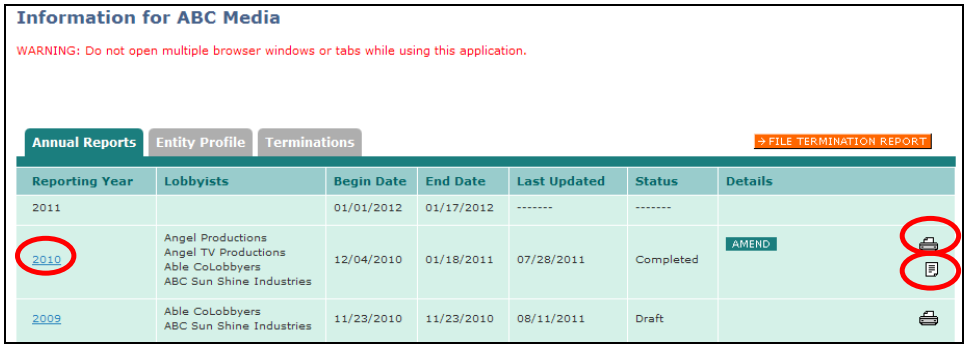
8. Principal Officer clicks “Continue” on the “Lobbyist Entity” screen to display the Certification page. Only Principal Officers can certify Client Annual Reports.



9. Click the “Show Report” button to view a printer-friendly .html version of the CAR. To certify the CAR, enter your password and click the “Certify Report” button. The “Client Annual Reports” screen appears. Please see “**Certifying a Client Annual Report**” section of this guide for more details.

Viewing and Printing a Client Annual Report with Co-Lobbyist Relationships

To view a filed or in-process Annual Report, click the desired “Reporting Year” link in the left column on the “Client Annual Report” screen. The details will open.



To view a printer-friendly .html version of the report, click the “Printer” icon on the far right of the screen.

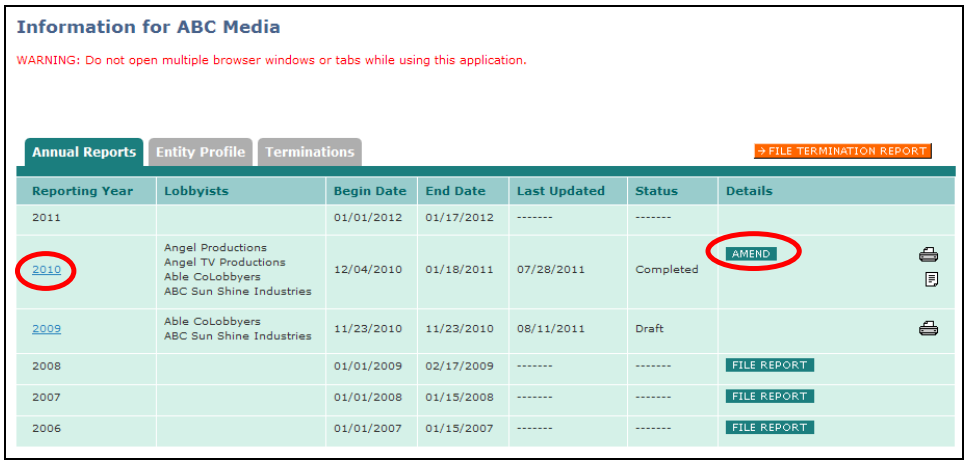
To view a PDF of the report, click the “Page” icon on the far right of the screen for the desired reporting year.

You can then print the report by using the print commands in your browser window.

Please see “**Viewing and Printing Client Annual Reports**” section of this guide for more details about this task.

Amending a Client Annual Report with Co-Lobbyist Relationships

The Amend button appears on the Client Annual Reports screen when an annual report has a status of “Completed.” Registrations and reports can be amended as many times as necessary, however you will only see the last saved version of the report.



To amend a report that has been certified, click the “Amend” button in the “Details” column of the desired report row. The report opens and is available for making any necessary edits. If the report is amended and not filed, the “Amend” button is disabled until the report is filed. If edits are saved on the “Client Annual Report” before the report is certified, the status of the CAR changes to “Draft (Amended).” Once you certify the amended report, its status on the “Client Annual Reports” screen becomes “Completed (Amended).”

The process to certify an amended CAR is the same as filing the original. Please refer to the “**Certifying a Client Annual Report**” section of this guide for more details.

Filing Processes for Direct Lobbyist Relationships

The e-Lobbyist application enables Lobbyists and their Clients to enroll and submit filings; and allows Administrators and Managers from the City Clerk's Office to manage enrollments, Principal Officer (PO) accounts, and filings. This chapter focuses on the tasks required in the Lobbyist filing process.

Lobbyist Defined

A "Lobbyist" is defined as an entity retained by a client to lobby on its behalf in the City of New York in a calendar year. The lobbyist receives a retainer letter from the client to lobby on such client's behalf. Lobbyists enroll in the e-Lobbyist system as lobbyists; and for each client they are required to file a Statement of Registration, Periodic Reports, Termination Reports, and Fundraising/Political Consulting Reports (if applicable).

Lobbyist/Client Defined

A "Lobbyist/Client" is defined as a lobbyist entity that lobbies on its own behalf in the City of New York within a calendar year. Lobbyist/Clients enroll in the e-Lobbyist system as both a lobbyist and a client. As a Lobbyist, they are required to file a Statement of Registration, Periodic Reports, Termination Reports, and Fundraising/Political Consulting Reports (if applicable). As a Client, they are required to file a Client Annual Report at the beginning of each year, reporting the previous year's lobbying activity.

Please refer to "**Filing Entities**" in the "**Filing Statements of Registration**" section of this guide for the definitions of other entities.

Enrolling Entities with Direct Lobbyist Relationships

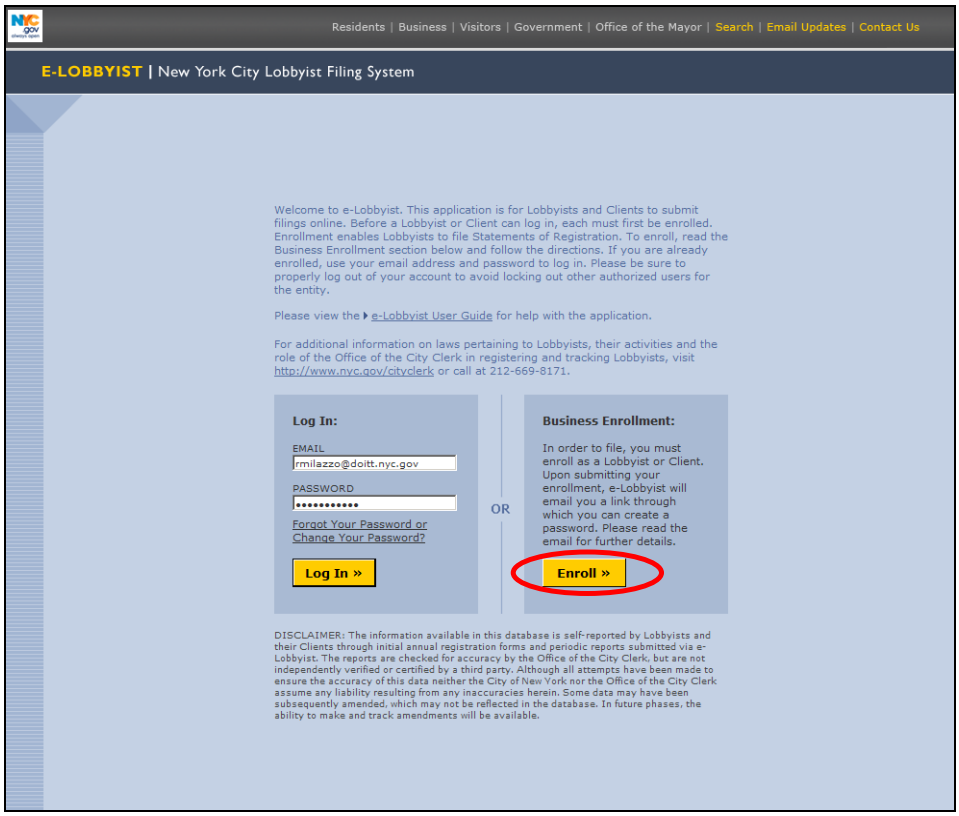
To use the e-Lobbyist system, each Client, Lobbyist and Lobbyist/Client entity must first enroll in the e-Lobbyist system, and assign a Principal Officer (PO) to be the main enrolled user. The PO is responsible for all aspects of the filing process.

To access the e-Lobbyist web application, browse to http://www.nyc.gov/elobbyist. The "Log In" screen appears.

To enroll, click the "Enroll" button on the "Log In" screen. The "Principal Officer Information" screen will appear. Follow the Enrollment Process steps below.

Please refer to "**Enrolling**" in the "**Accessing & Navigating e-Lobbyist**" section of the e-Lobbyist User Guide for more detailed information about this process.

Also, please refer to "**Passwords**" or '**Logging In**" or "**Navigating Home**" in the "**Accessing & Navigating e-Lobbyist**" sections of this guide for more detailed information about these processes.



The Enrollment process includes the following steps:

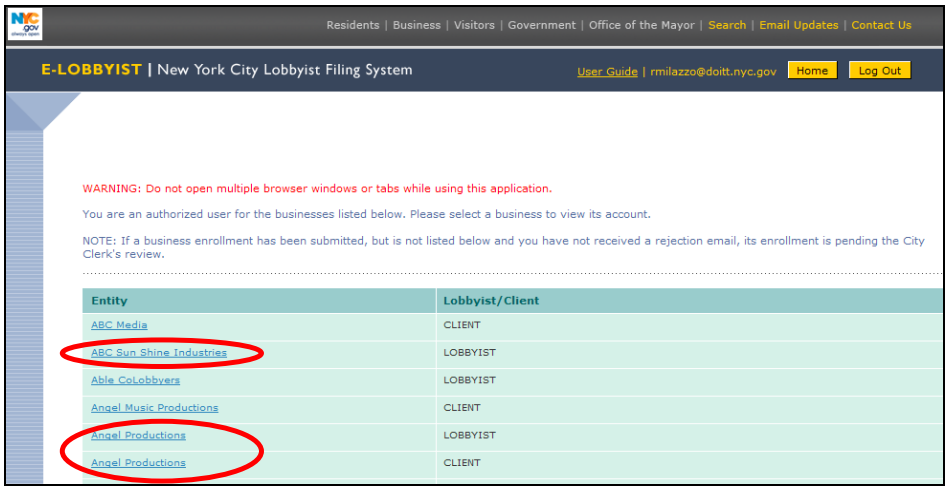
1. PO requests enrollment for the Client, Lobbyist or Lobbyist/Client.
2. PO sets up as an e-Lobbyist user.
3. PO receives two e-mails. One is an e-mail confirmation that an enrollment was submitted and the other is to verify the PO's NYC.gov password.
4. PO sends a Corporate Filing Document or Affidavit (if a Corporate Document is not available) and a copy of the enrollment confirmation e-mail to the City Clerk's Office within 10 calendar days.
5. If the Corporate Filing Document or Affidavit (if a Corporate Document is not available) and a copy of the enrollment confirmation e-mail are received within 10 days, the City Clerk's Office approves enrollment, and sends confirmation to PO. If the Corporate Filing Document or Affidavit is not received within 10 calendar days, City Clerk's Office rejects the enrollment and notifies the PO.
6. PO can then log in and appoint up to two Designees if desired by clicking the "Edit Profile" button on the "Entity Profile" tab, and then adding the Designee's first name, last name and e-mail address in the Designee fields.

7. The Designee receives an e-mail to set up or verify their NYC.gov password. The Designee can then log in.

Populating the Lobbyist Employee Store

After logging into e-Lobbyist, the "Home" page appears, which lists all accounts for which you are a Principal Officer (PO) or Designee. Before filing a Statement of Registration, the Employee Store (a repository of all employees who are required by law to be reported to the City Clerk) must be populated.

To begin adding employees, select the Lobbyist or Lobbyist/Client entity name on the "Home" page.



This action opens your "Client Home" page. Select the "Employees" tab (referred to as the Employee Store). A list of your employees will appear.

To add an employee, click the "Add Employee" button. The "Employee Information" page will appear. Follow the Employee Store Process steps below.

NOTE: All edits to employee information must be made from within the Employee Store. To change employee information on a certified report, first edit the employee in the Employee Store, and then create an amendment to the report.

Please refer to the "**Populating the Employee Store**" section of the e-Lobbyist User Guide for more detailed information about this process.

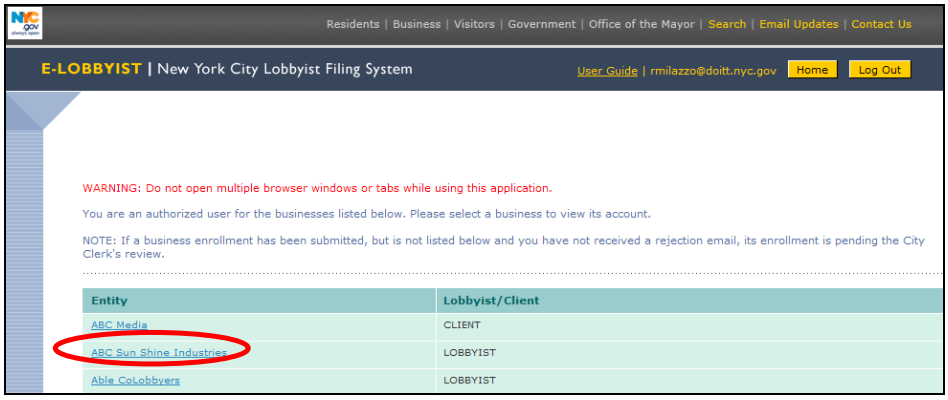
Populating the Co-Lobbyist Employee Store process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the entity name on the "Home" page.
3. PO/Designee selects the "Employees" tab.
4. PO/Designee clicks "Add Employee" button.
5. PO/Designee enters all required information on the "Employee Information" page and clicks "Save" to store the data.
6. PO certifies the Employee Store.

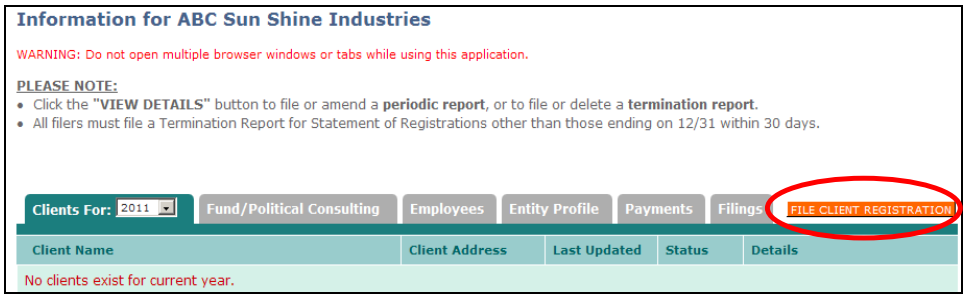
Lobbyists Filing Statements of Registration

Lobbyists must file a Statement of Registration for each client that has retained them to lobby on the client's behalf. On the Statement of Registration, the Lobbyist filer reports lobbying employees, lobbying activities, and sends or uploads their retainer letter with the client.

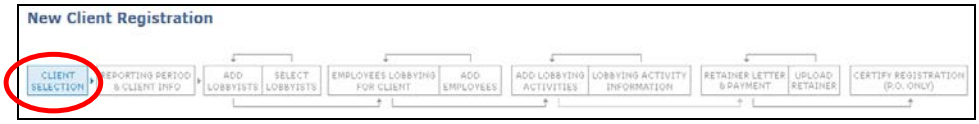
To begin filing a Statement of Registration, select the Lobbyist entity name on the "Home" page. This entity's "Client Home" page will appear.



Select the "File Client Registration" button. A new Statement of Registration screen appears.



The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the registration. Follow the Registration process steps below.

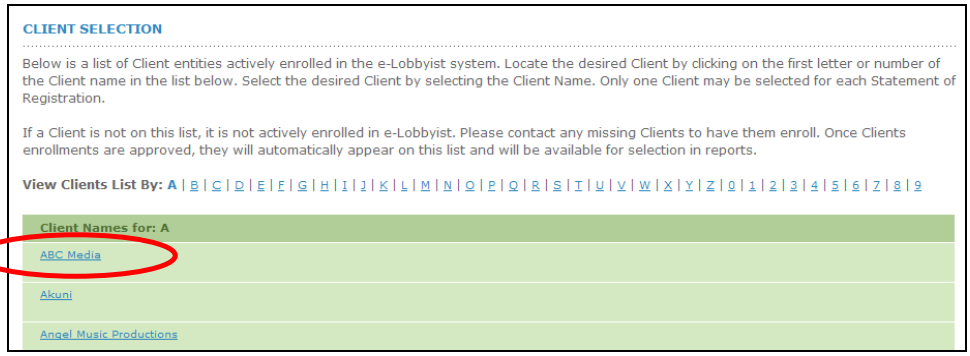


Please refer to the "
Filing Statements of Registration" section of the e-Lobbyist User Guide for more detailed information about this process.

Lobbyist Filing Registration Process

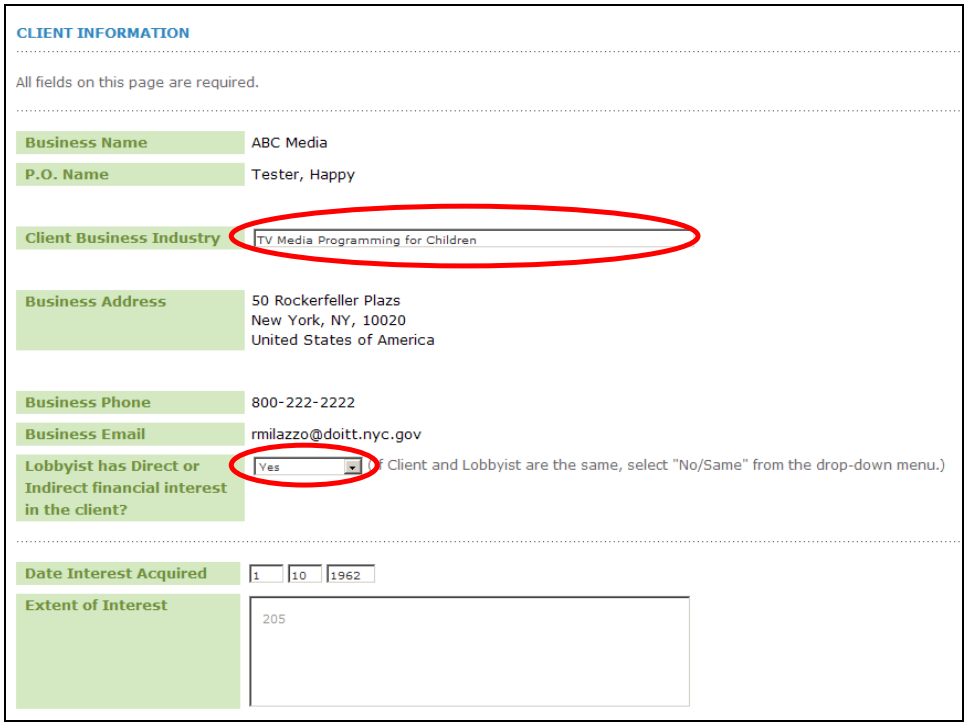
The Statement of Registration process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "File Client Registration" button to open a new "Statement of Registration" page.
4. PO/Designee selects the Client. Please see the "**Client Selection**" section of the e-Lobbyist User Guide for more details about this task.

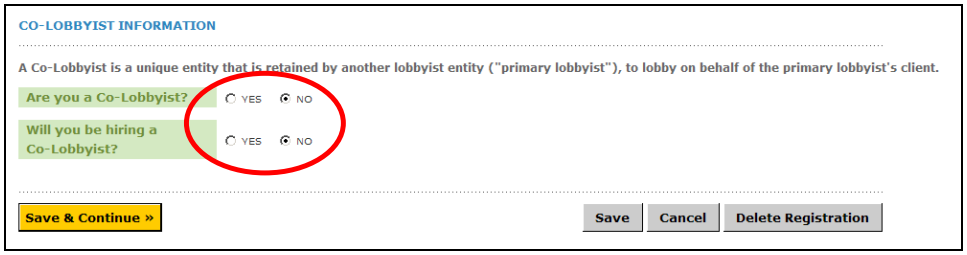


5. PO/Designee enters reporting period start and end dates and other business information. Please see the "**Reporting Period**" section of the e-Lobbyist User Guide for more details about this task.

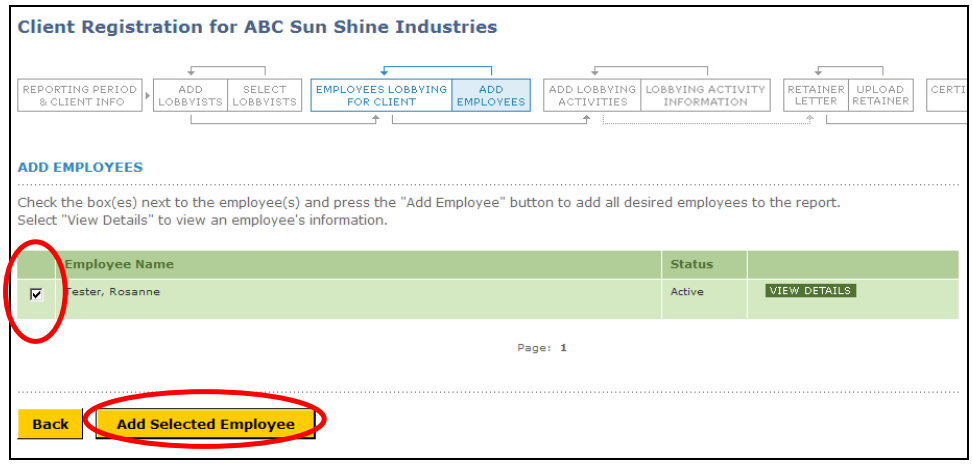
6. PO/Designee enters other Client business information. Please see the "**Client Information**" section of the e-Lobbyist User Guide for more details about this.

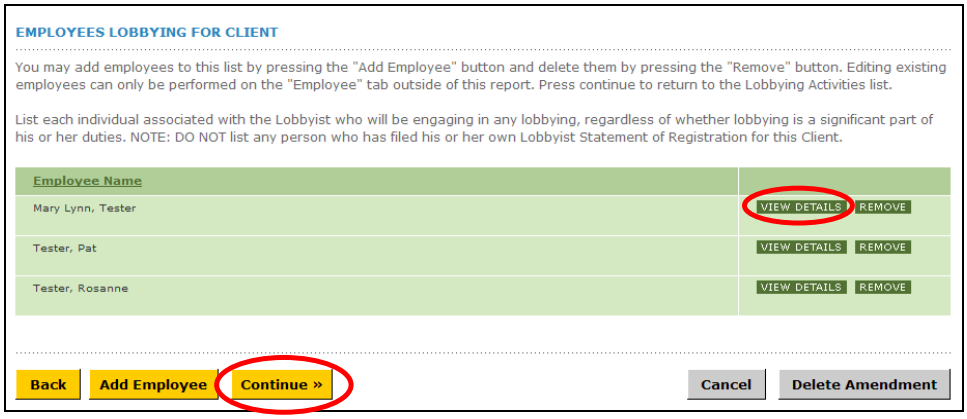


1. PO/Designee identifies the filer's role as a Lobbyist for this Client Registration by choosing "*No*" to both the "*Are you a Co-Lobbyist?*" and the "*Will you be hiring a Co-Lobbyist?*" questions. Click "Save & Continue" to proceed to the next step. Please see the "**Co-Lobbyist Information**" section of the e-Lobbyist User Guide for more details about this task.

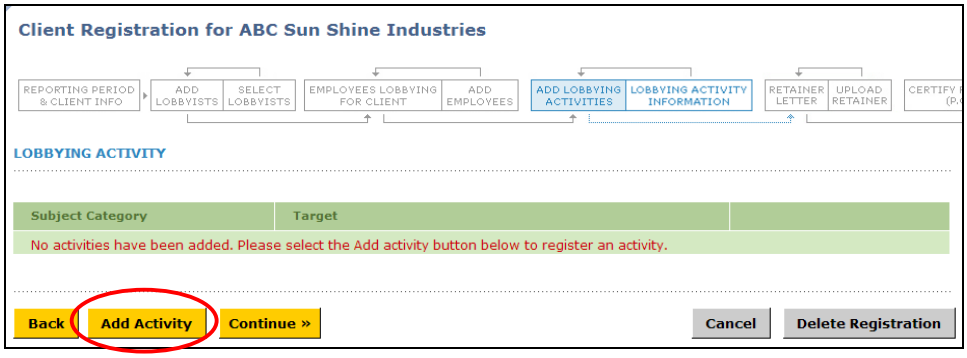


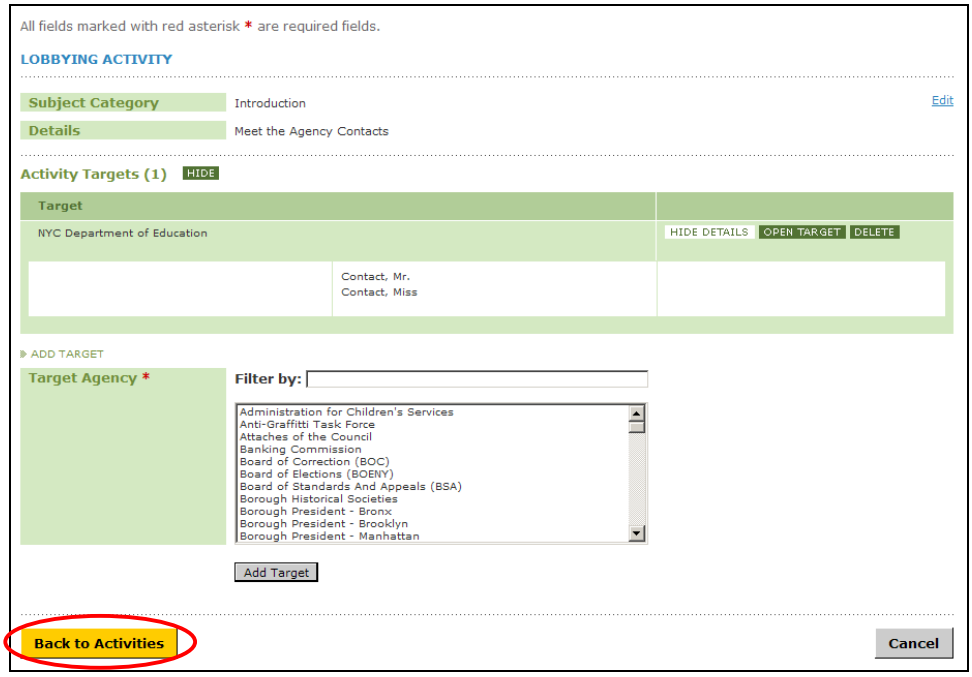
2. PO/Designee selects the Lobbyist's employees who will lobby for this Client. Please see "**Employees Lobbying for Client"** section of the e-Lobbyist User Guide for more details about this task.

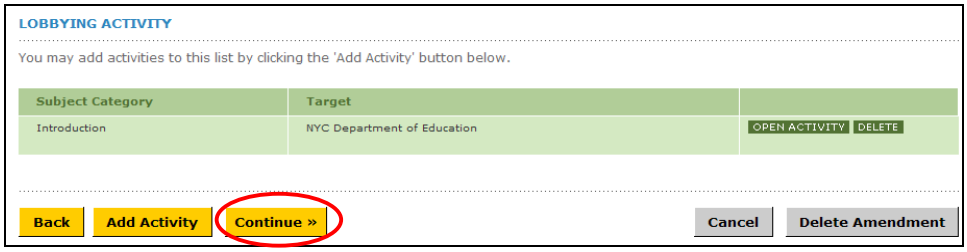




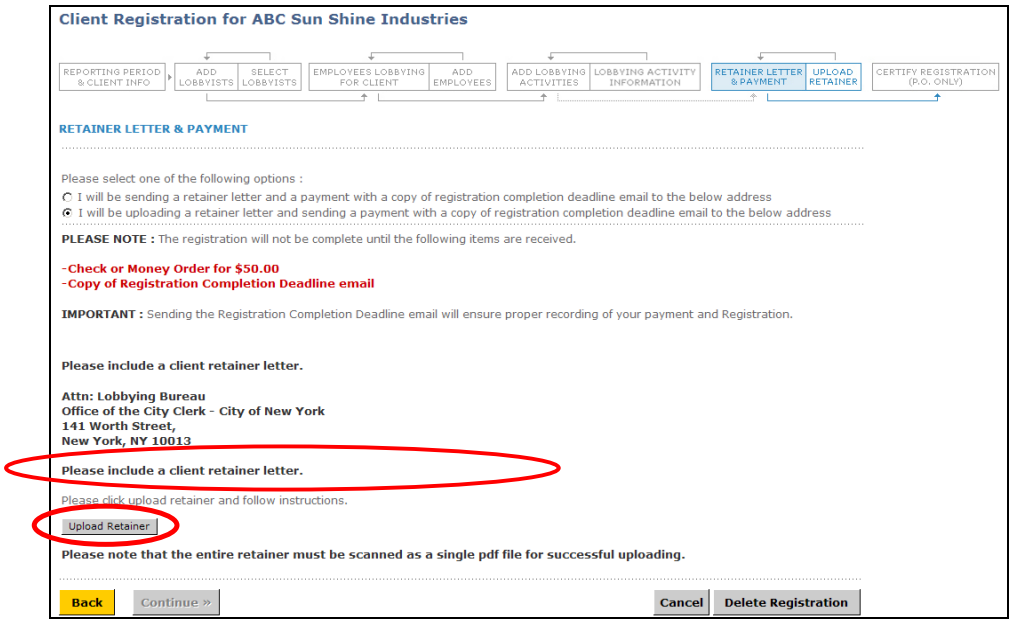
3. PO/Designee selects each lobbying activity that will be performed along with its targeted NYC agency name and contacts. Please see "**Adding Lobbying Activities"** section of the e-Lobbyist User Guide for more details about this task.

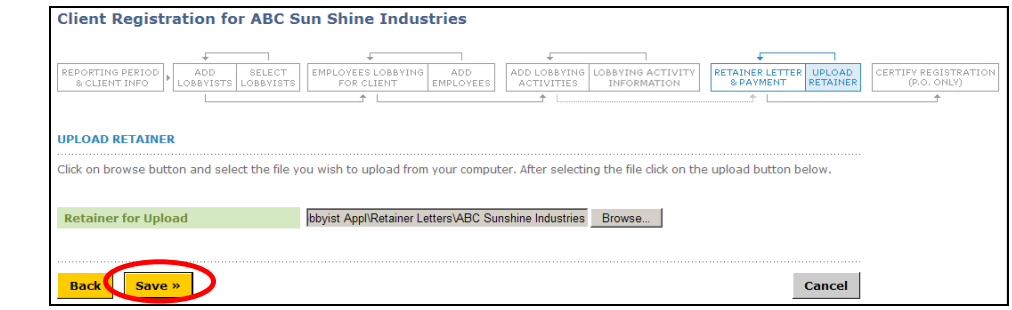

Client Registration for ABC Sun Shine Industries
REPORTING PERIOD & CLIENT INFO
ADD LOBBYISTS
SELECT LOBBYISTS
EMPLOYEES LOBBYING FOR CLIENT
ADD EMPLOYEES
ADD LOBBYING ACTIVITIES
LOBBYING ACTIVITY INFORMATION
RETAINER LETTER
UPLOAD RETAINER
LOBBYING ACTIVITY
Subject Category
Target
No activities have been added. Please select the Add activity button below to register an activity.
Back
Add Activity
Continue »
Cancel
Delete Registration

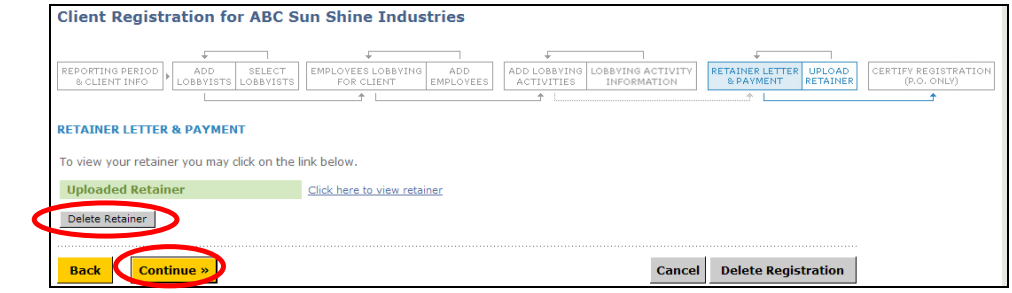

All fields marked with red asterisk * are required fields.
LOBBYING ACTIVITY
Subject Category
Introduction
Edit
Details
Meet the Agency Contacts
Activity Targets (1)
HIDE
Target
NYC Department of Education
HIDE DETAILS
OPEN TARGET
DELETE
Contact, Mr.
Contact, Miss
ADD TARGET
Target Agency *
Filter by:
Administration for Children's Services
Anti-Graffitti Task Force
Attaches of the Council
Banking Commission
Board of Correction (BOC)
Board of Elections (BOENY)
Board of Standards And Appeals (BSA)
Borough Historical Societies
Borough President - Bronx
Borough President - Brooklyn
Borough President - Manhattan
Add Target
Back to Activities
Cancel


LOBBYING ACTIVITY
You may add activities to this list by clicking the 'Add Activity' button below.
Subject Category
Target
Introduction
NYC Department of Education
OPEN ACTIVITY
DELETE
Back
Add Activity
Continue »
Cancel
Delete Amendment

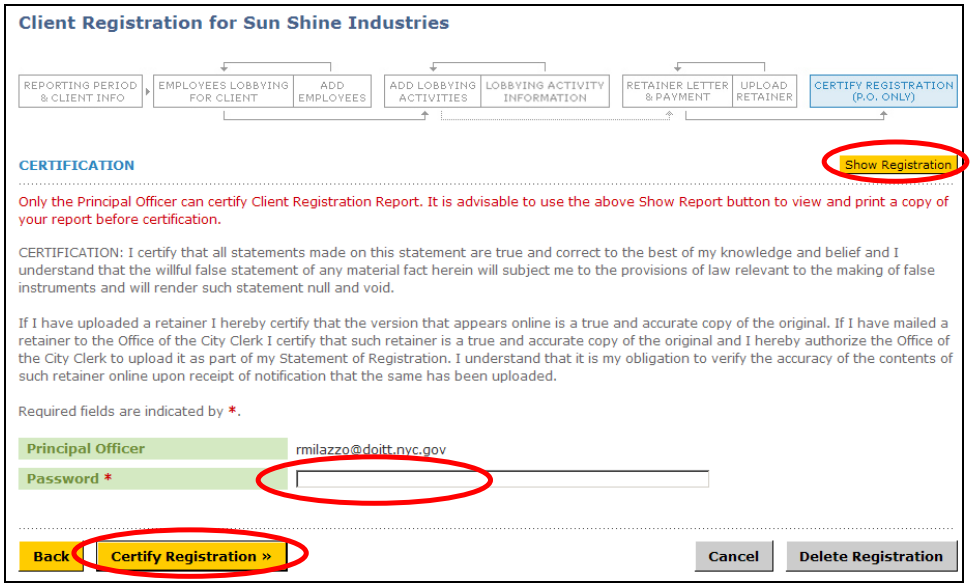
4. PO/Designee chooses to send the client retainer, or upload a scanned pdf file copy of it. Please see the "**Retainer Letter & Payment"** section of the e-Lobbyist User Guide for more details about this task.







5. PO certifies the Statement of Registration. Please see the "**Certification**" section of the e-Lobbyist User Guide for more details about this task.



6. PO/Designee sends the retainer (if not uploaded), filing fee, and a copy of the registration confirmation e-mail to the City Clerk's Office. The Statement of Registration status shows "Filed."
7. If the retainer letter, filing fee, and copy of the registration confirmation e-mail are received within 10 calendar days, the City Clerk's Office logs receipt of the payment, and uploads the retainer letter (if not already uploaded by the Lobbyist). The Statement of Registration status changes to "Completed."
8. City Clerk's Office manages PO accounts and Statements of Registration.

Lobbyists Viewing Registrations and Uploaded Retainers

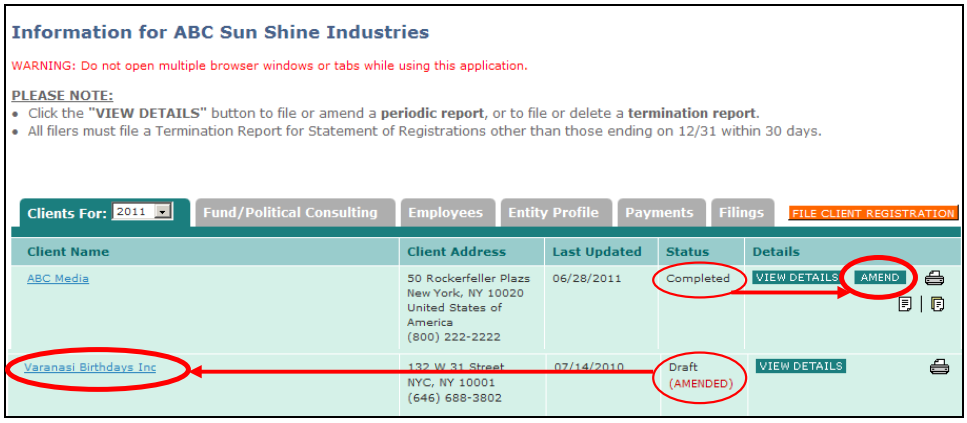
The "Registration" and "Retainer" pdf file icons are visible for certified Registrations on the "Client Home" page. The uploaded Retainer pdf file includes the retainer letter received from the client.

To view a copy of the Registration, click the "Registration" pdf Single Letter icon on the left. To view a copy of the latest uploaded version of the Retainer for a Statement of Registration, click the "Retainer" pdf Double Letter icon on the right. Each document will display in a pdf window, which can be printed or copied to your computer.

Please see "**Viewing/Editing Statement of Registration Details**" section of the e-Lobbyist User Guide for more details about this task.

Lobbyists Amending Statements of Registration

The same Lobbyist that filed a Client Statement of Registration in the e-Lobbyist system may amend their registration. A certified Statement of Registration has a status of "Filed" or "Completed," and the "Client Registration" screens display in read-only mode. A Registration in "Filed" status cannot be amended, as it is pending the processing of the filing fee payment and retainer documents by the City Clerk's Office. A Registration in "Completed" status can be amended, as it has been processed by the City Clerk's Office.



To amend a certified Registration with a "Completed" status, click the "Amend" button next to the desired client on the "Client" tab. To continue amending a Registration with "Draft (Amended)" status, click the Client Name link. The fields of the registration open for editing.

Please see the "**Amending Statements of Registration**" section of the e-Lobbyist User Guide for more detailed information about this process.

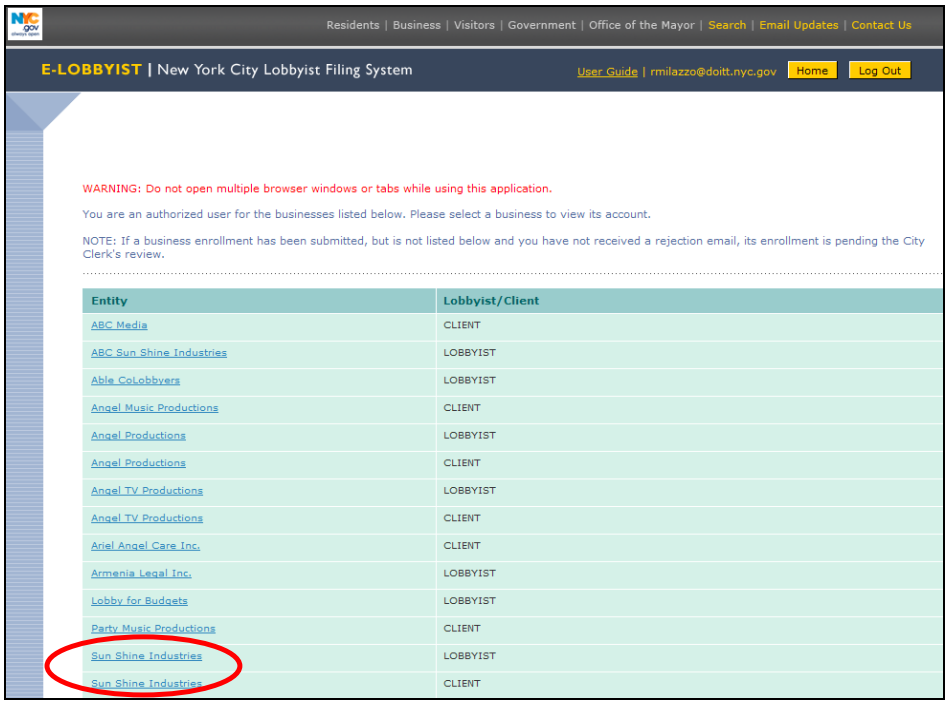
The Registration Amendment process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "Amend" button or Client Name link to open the "Statement of Registration" page.
4. PO/Designee may add or remove the employees who will lobby for this Client.
5. PO/Designee may add or remove the lobbying activities to be performed along with their targeted NYC agency contacts.
6. PO/Designee may choose to send a new Client Retainer, or upload a scanned pdf file copy of it.
7. PO certifies the Amended Registration and sends the retainer letter (if not uploaded) and copy of the amended registration confirmation e-mail to the City Clerk's Office. The Statement of Registration status shows "Filed (Amended)."
8. When the retainer (if changed and either uploaded or sent by the filer) and a copy of the registration confirmation e-mail are received, the City Clerk Manager uploads the changed retainer (if not uploaded by the filer). The Amended Statement of Registration status changes to "Completed (Amended)."

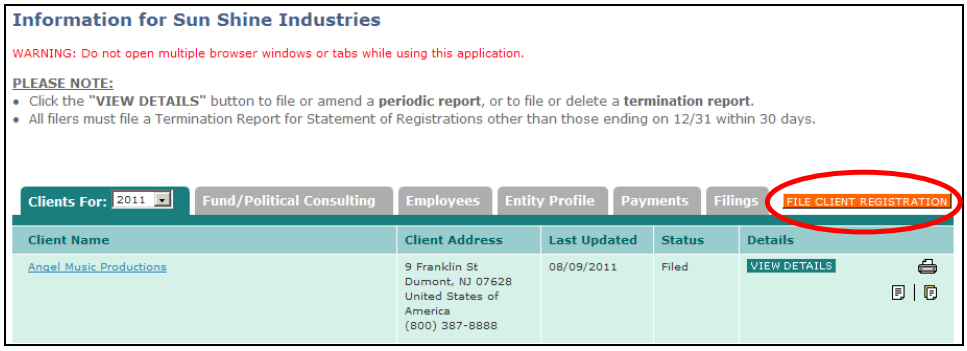
Lobbyist/Clients Filing Statements of Registration

Lobbyist/Clients (entities that lobby on their own behalf) must file a Statement of Registration for themselves, that reports lobbying employees, lobbying activities, and submits an Authorization Letter.

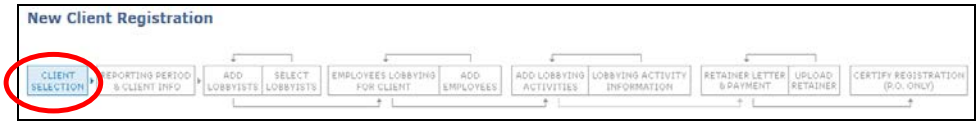
To file a Statement of Registration, select the Lobbyist/Client's entity name on the "Home" page.



This entity's "Client Home" page will appear. Click the "File Client Registration" button to open a new Statement of Registration screen.



The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the registration. Follow the Statement of Registration process steps below.



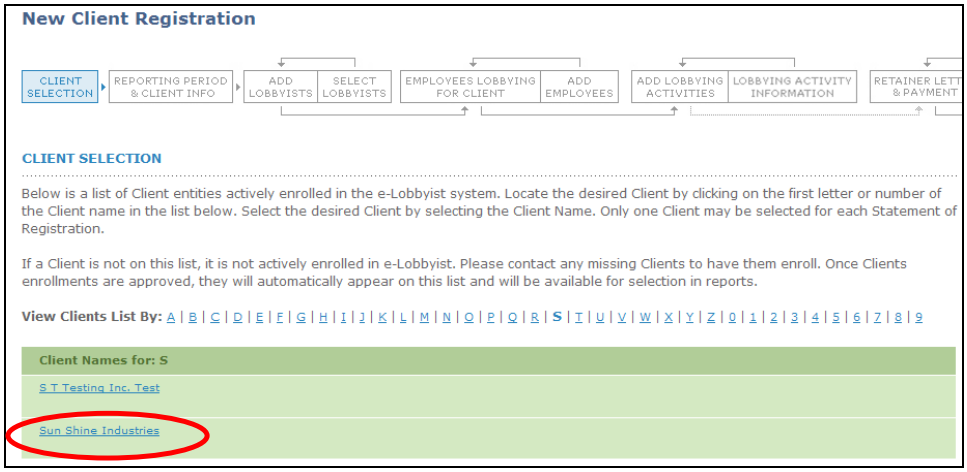
Please refer to the "
Filing Statements of Registration" section of the e-Lobbyist User Guide for more detailed information about this process.

Lobbyist/Clients Filing Registration Process

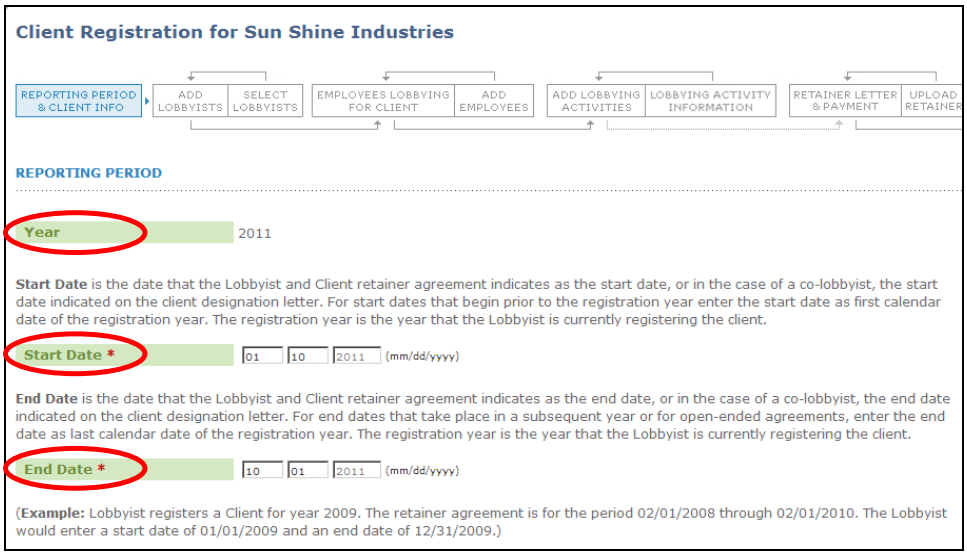
The Statement of Registration process for Lobbyist/Clients includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Lobbyist/Client entity name on the "Home" page.
3. PO/Designee clicks the "File Client Registration" button to open a new "Statement of Registration" page.

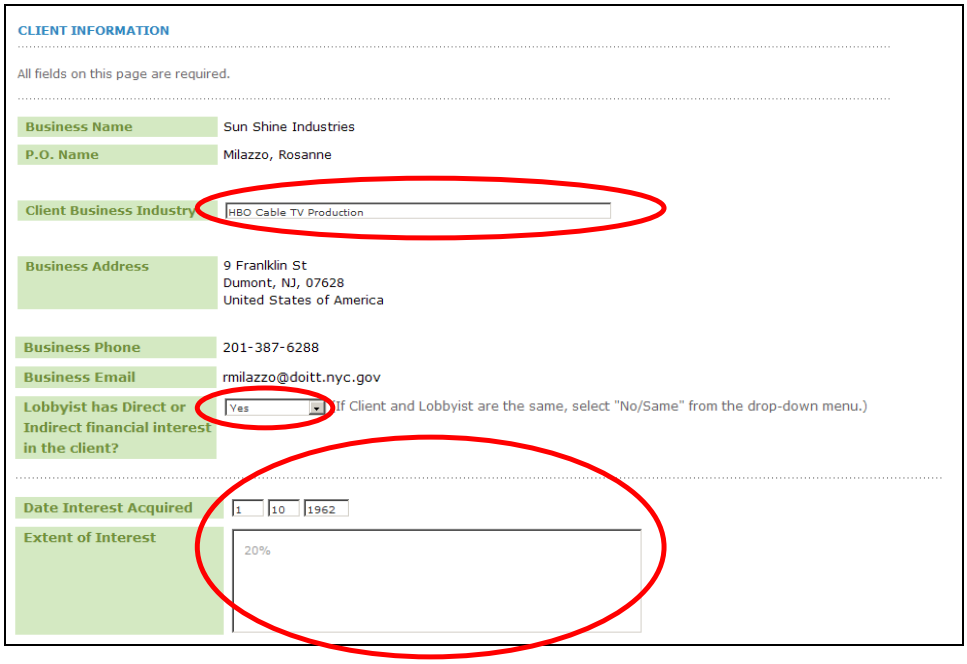
4. PO/Designee selects themselves as the Client. Please see the "**Client Selection**" section of the e-Lobbyist User Guide for more details about this task.



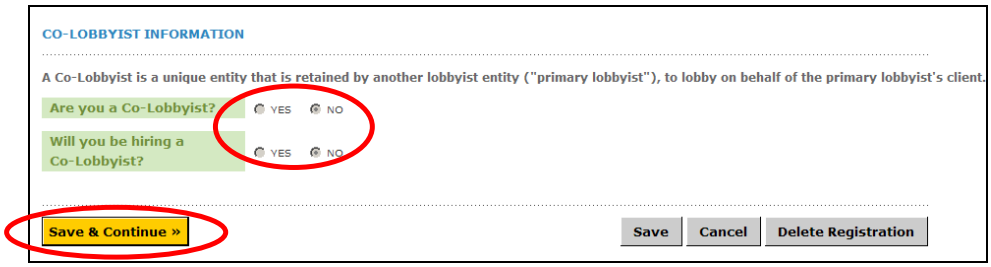
5. PO/Designee enters reporting period start and end dates and other business information. Please see the "**Reporting Period**" section of the e-Lobbyist User Guide for more details about this task.



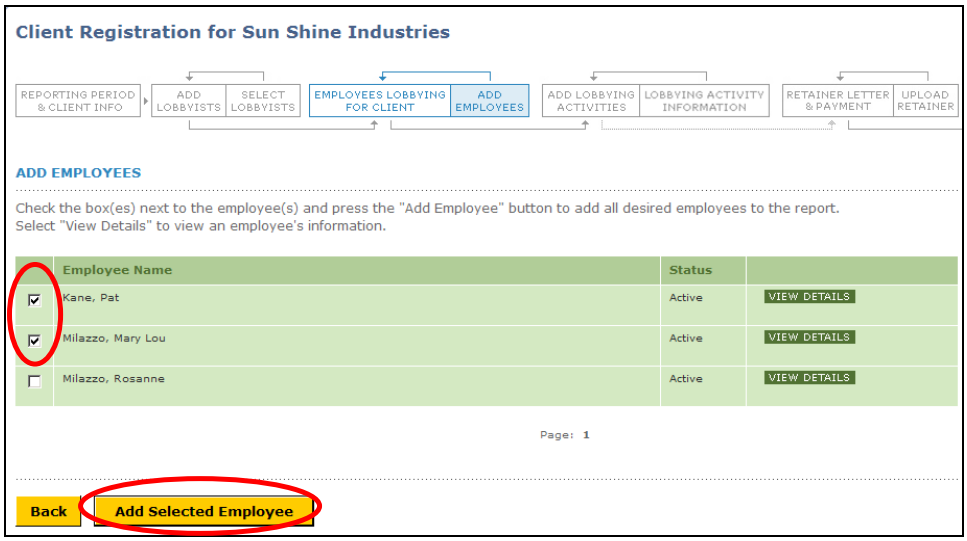
6. PO/Designee enters other Client business information. Please see the "**Client Information**" section of the e-Lobbyist User Guide for more details about this task.

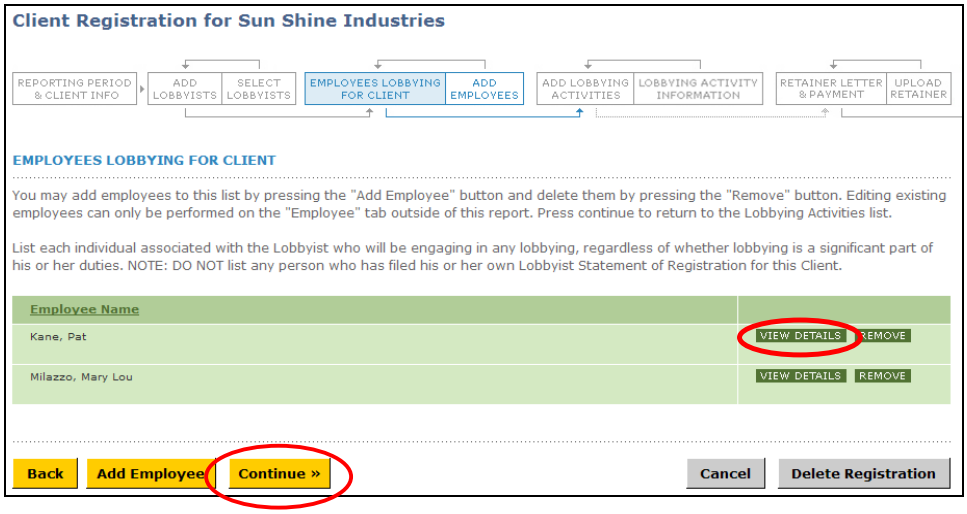


7. PO/Designee confirms the filer's role as a Lobbyist/Client for their Registration. For Lobbyist/Clients, the e-Lobbyist system automatically sets the response to "*No*" for both questions: "*Are you a Co-Lobbyist?*" and "*Will you be Co-Lobbyist?*" Click "Save & Continue" to proceed to the next step. Please see the "**Co-Lobbyist Information**" section of the e-Lobbyist User Guide for more details about this task.

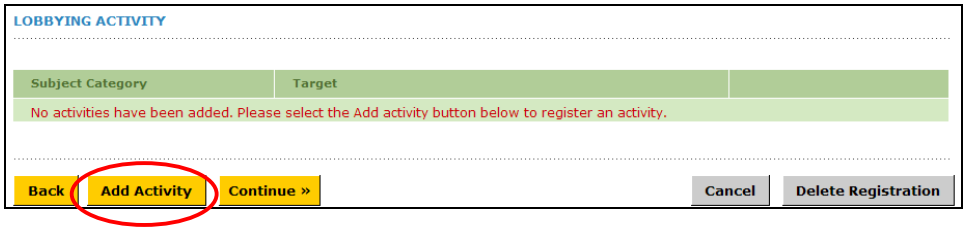


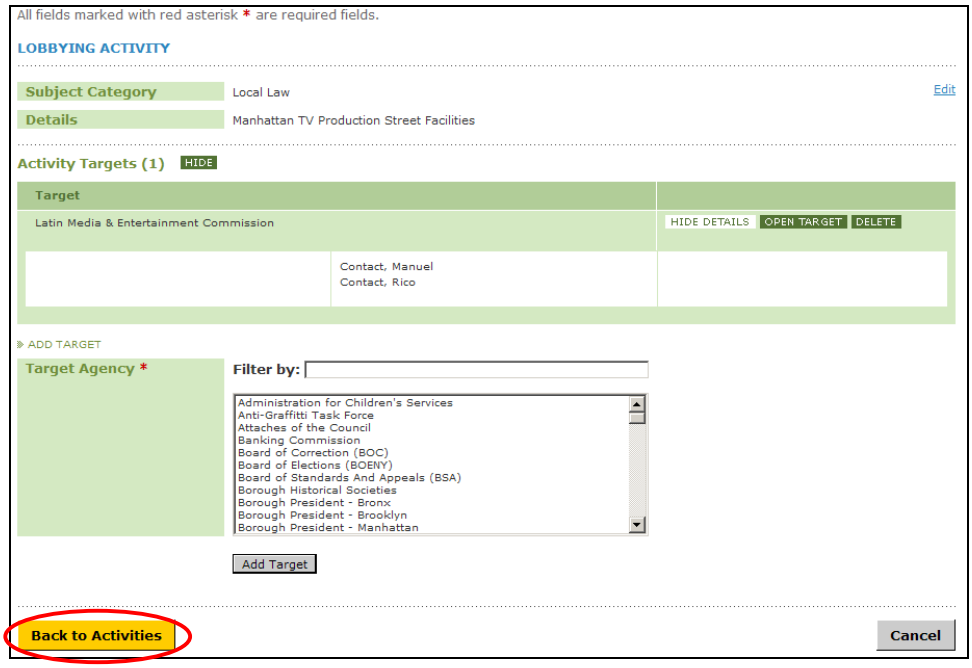
8. PO/Designee selects their employees who will perform lobbying activities. Please see "**Employees Lobbying for Client"** section of the e-Lobbyist User Guide for more details about this task.





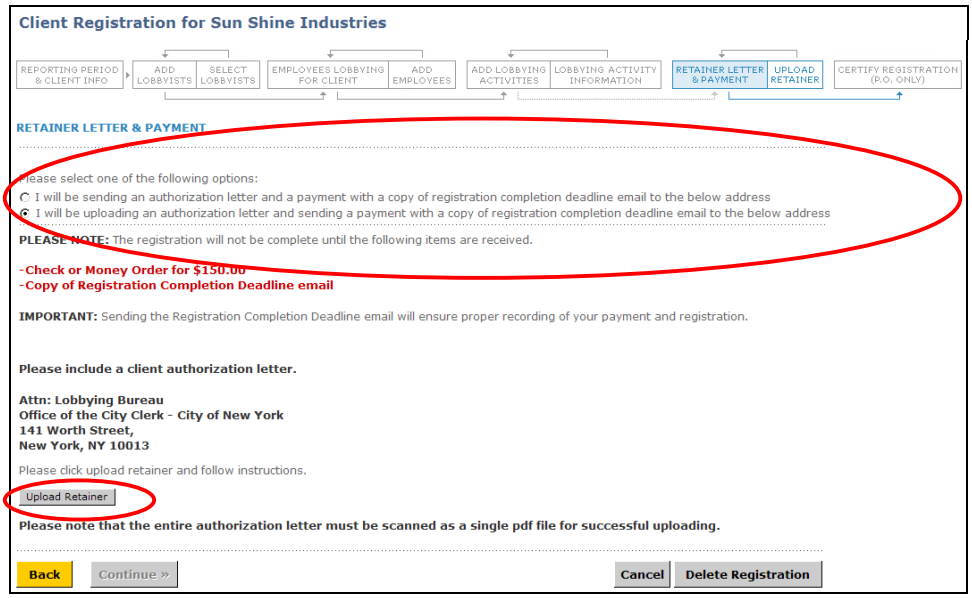
9. PO/Designee selects each lobbying activity that will be performed along with its targeted NYC agency name and contacts. Please see "**Adding Lobbying Activities"** section of the e-Lobbyist User Guide for more details about this task.

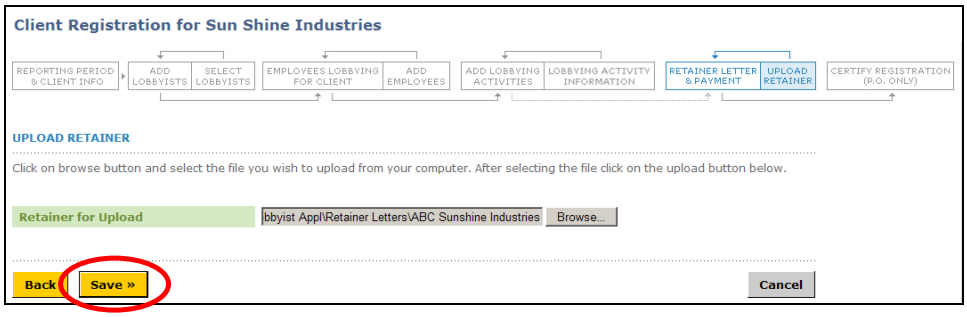


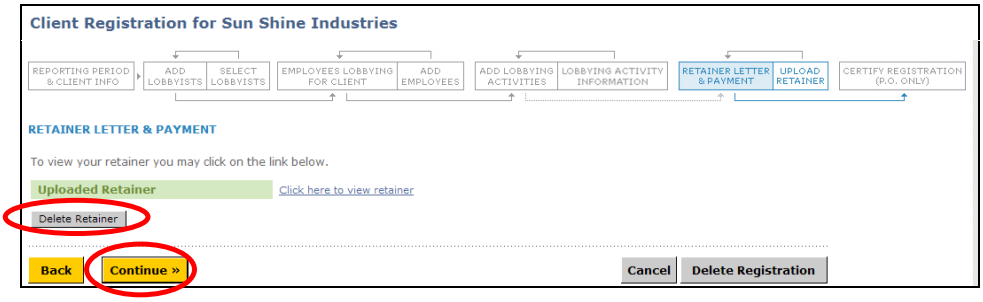

All fields marked with red asterisk * are required fields.
LOBBYING ACTIVITY
Subject Category
Local Law
Edit
Details
Manhattan TV Production Street Facilities
Activity Targets (1)
HIDE
Target
Latin Media & Entertainment Commission
HIDE DETAILS
OPEN TARGET
DELETE
Contact, Manuel
Contact, Rico
ADD TARGET
Target Agency *
Filter by:
Administration for Children's Services
Anti-Graffitti Task Force
Attaches of the Council
Banking Commission
Board of Correction (BOC)
Board of Elections (BOENY)
Board of Standards And Appeals (BSA)
Borough Historical Societies
Borough President - Bronx
Borough President - Brooklyn
Borough President - Manhattan
Add Target
Back to Activities
Cancel

Client Registration for Sun Shine Industries
REPORTING PERIOD & CLIENT INFO
ADD LOBBYISTS
SELECT LOBBYISTS
EMPLOYEES LOBBYING FOR CLIENT
ADD EMPLOYEES
ADD LOBBYING ACTIVITIES
LOBBYING ACTIVITY INFORMATION
RETAINER LETTER & PAYMENT
UPLOAD RETAINER
LOBBYING ACTIVITY
You may add activities to this list by clicking the 'Add Activity' button below.
Subject Category
Target
Local Law
Latin Media & Entertainment Commission
OPEN ACTIVITY
DELETE
Back
Add Activity
Continue »
Cancel
Delete Registration

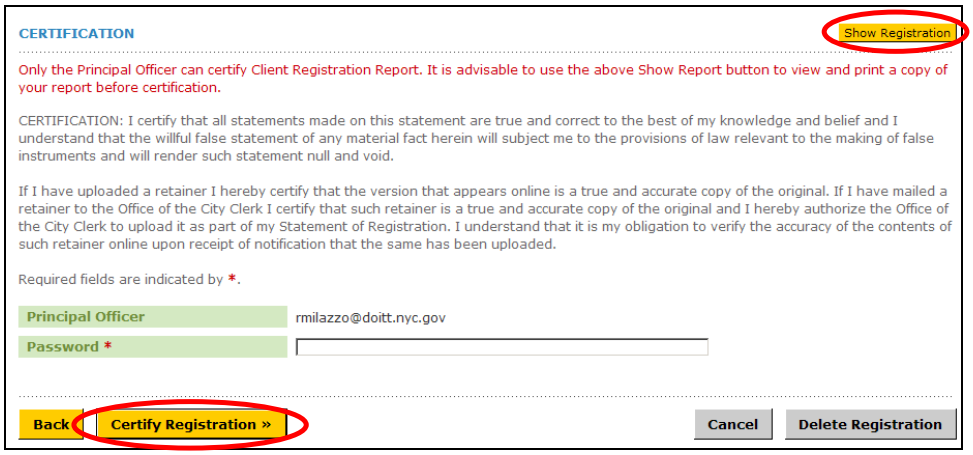
10. PO/Designee is instructed to send the payment for the registration, and chooses to send the client authorization letter or upload a scanned pdf file copy of it. Please see "**Lobbyist/Client Filer**" in the "**Retainer Letter & Payment**" section of the e-Lobbyist User Guide for a sample Authorization Letter and more details about this task.







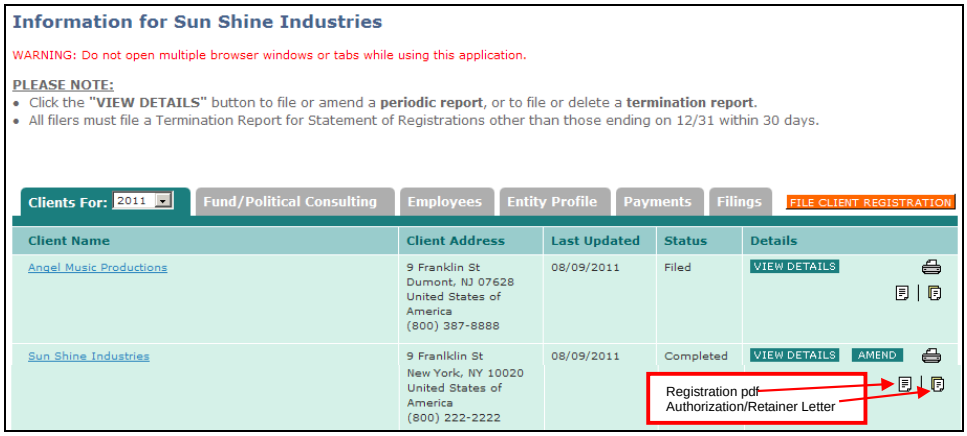
11. PO certifies the Statement of Registration. Please see the "**Certification**" section of the e-Lobbyist User Guide for more details about this task.



12. PO/Designee sends the authorization letter (if not uploaded), filing fee, and a copy of the registration confirmation e-mail to the City Clerk's Office. The Statement of Registration status shows "Filed."
13. If the authorization letter, filing fee, and copy of the registration confirmation e-mail are received within 10 calendar days, the City Clerk's Office logs receipt of the payment, and uploads the authorization letter (if not already uploaded by the Lobbyist). The Statement of Registration status changes to "Completed."
14. City Clerk's Office manages PO accounts and Statements of Registration.

Lobbyist/Clients Viewing Registrations

The "Registration" icons are visible for certified Registrations on the "Client Home" page.



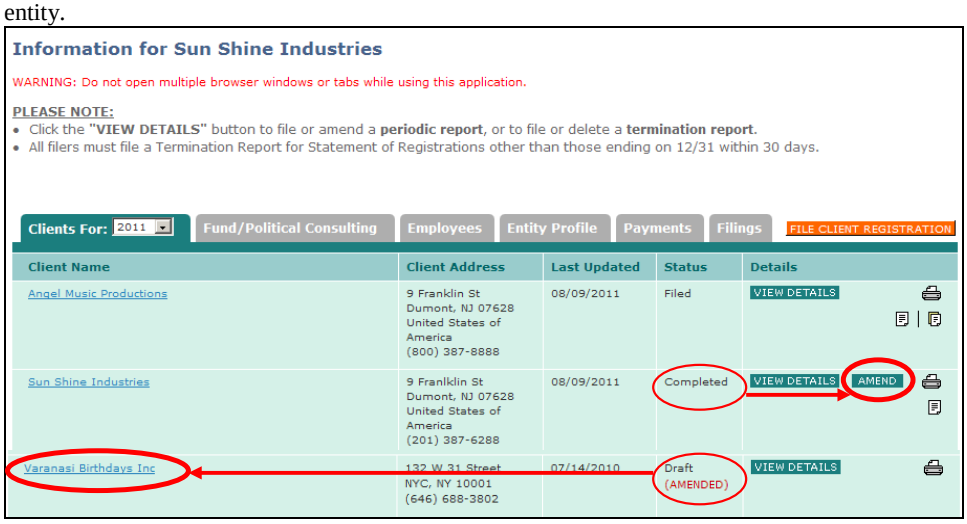
To view a printable copy of the Registration, click the "Printer" icon on the right. To download or open a pdf file copy of the Registration, click the "Letter" icon on the left. To download or open a pdf file copy of the Authorization Letter, click the "Letter" icon on the right. Each document will display in a window, which can be printed or copied to your computer.

Please see "**Viewing/Editing Statement of Registration Details**" section of the e-Lobbyist User Guide for more details about this task.

Lobbyist/Clients Amending Statements of Registration

The same Lobbyist/Client that filed a Client Statement of Registration in the e-Lobbyist system may amend their registration. A certified Statement of Registration has a status of "Filed" or "Completed," and the "Client Registration" screens display in read-only mode. A Registration in "Filed" status cannot be amended, as it is pending the processing of the filing fee payment and authorization letter documents by the City Clerk's Office. A Registration in "Completed" status can be amended, as it has been processed by the City Clerk's Office.

To begin amending a Registration, select the Lobbyist/Client entity name on the "Home" page. The "Client Tab" will display available Client Registrations initiated by the Lobbyist/Client entity.



To amend a certified Registration with a "Completed" status, click the "Amend" button next to the desired Client on the "Client" tab. To continue amending a Registration with "Draft (Amended)" status, click the Client Name link. The fields of the registration open for editing.

Please see the "**Amending Statements of Registration**" section of the e-Lobbyist User Guide for more detailed information about this process.

The Registration Amendment process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Lobbyist/Client entity name on the “Home” page.
3. PO/Designee clicks the “Amend” button or Client Name link to open the “Statement of Registration” page.
4. PO/Designee may add or remove the employees who will be lobbying.
5. PO/Designee may add or remove the lobbying activities to be performed along with their targeted NYC agency contacts.
6. PO/Designee may choose to send a new Client Authorization Letter, or upload a scanned pdf file copy of it.
7. PO certifies the Amended Registration and sends the authorization letter (if not uploaded) and copy of the amended registration confirmation e-mail to the City Clerk’s Office. The Statement of Registration status shows “Filed (Amended).”
8. When the authorization letter (if changed and either uploaded or sent by the filer) and a copy of the registration confirmation e-mail are received, the City Clerk Manager uploads the changed authorization letter (if not uploaded by the filer). The Amended Statement of Registration status changes to “Completed (Amended).”

Filing Termination Reports with Direct Lobbyist Relationships

Lobbyists or Lobbyist/Clients that file Client Statements of Registration in the e-Lobbyist system may terminate their relationship with the Client. A Client may also terminate its relationship with its Lobbyist.

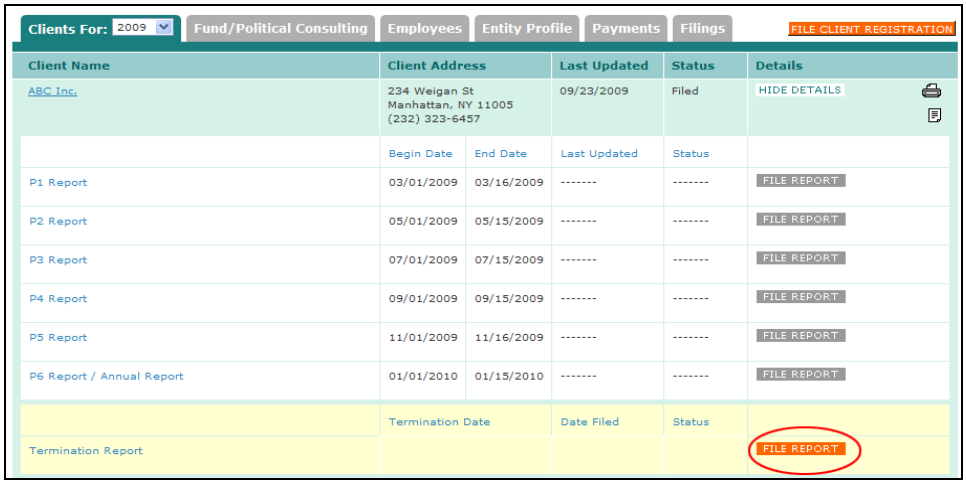
Please see "**Requirements for Filing Terminations**" in the "**Filing Termination Reports**" section of the e-Lobbyist User Guide for important information regarding Termination Reports. Please see the "**Filing Termination Reports**" section of the e-Lobbyist User Guide for more details about this process.

Filing Termination Reports Process with Direct Lobbyist Relationships

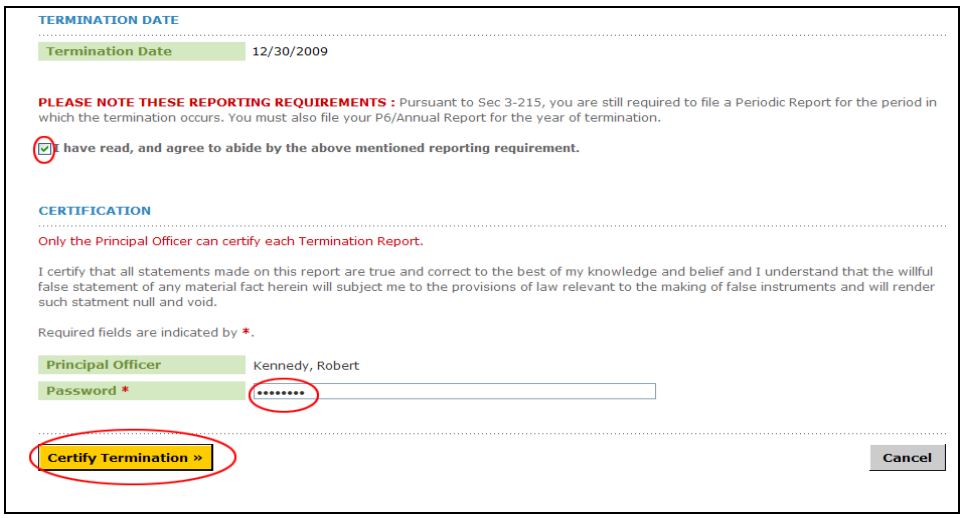
The termination process includes the following steps:

1. PO logs into e-Lobbyist
2. PO selects the Lobbyist or Lobbyist/Client entity name on the "Home" page.
3. PO clicks the "View Details" button to the right of the Client name to view the Periodic Report and Termination filings for this Client.

4. PO locates the "Termination Report" row, and clicks the "File Report" button.



5. PO certifies the Termination Report.



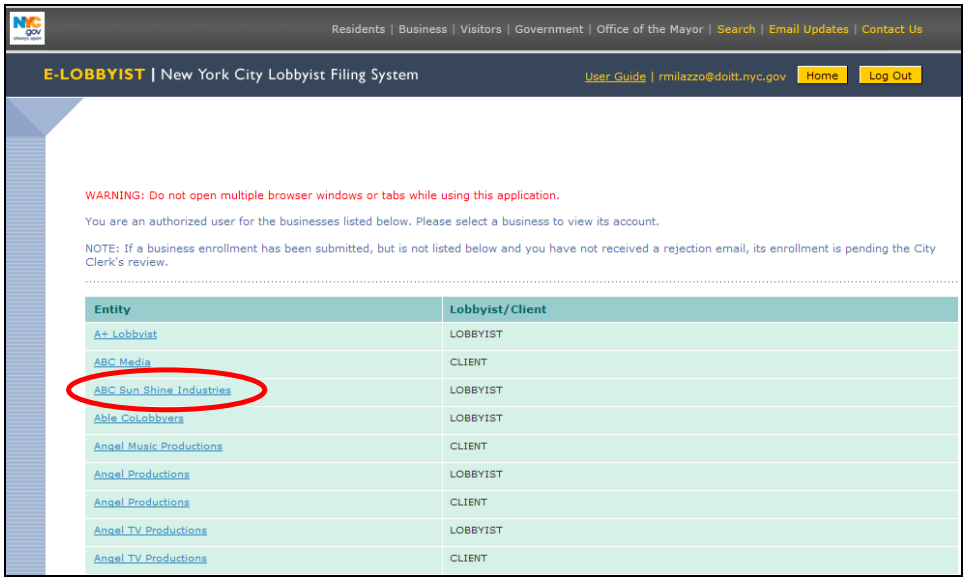
6. Once certified, the status of the Termination Report changes to “Completed” and the system sends an e-mail confirmation to both the terminated Client and filer of the report (either the Lobbyist or Lobbyist/Client).

Lobbyists Filing Client Periodic Reports

All Lobbyists that filed Client Statements of Registration in the e-Lobbyist system are required to file Client Periodic Reports (CPR) in the e-Lobbyist system. For Periodic Report begin and end filing dates, please see the "**Filing Periods**" section of this guide.

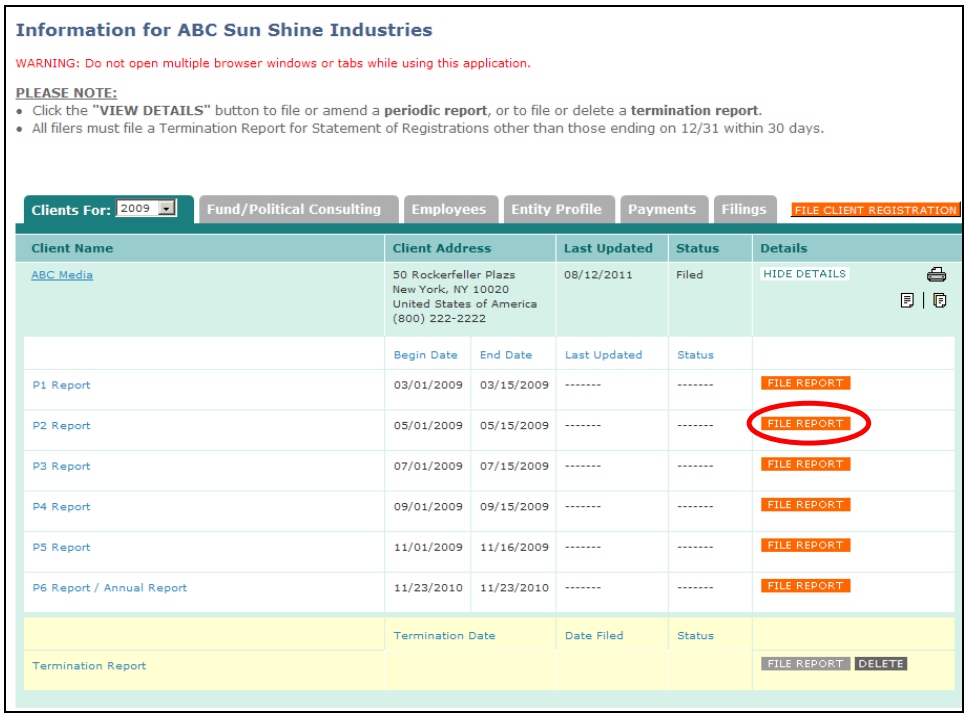
Periodic Reports may only be filed for Statements of Registration with a status of "Filed," "Complete," "Incomplete," or various "(Amended)" statuses such as "Draft (Amended)" or "Completed (Amended)." Periodic Reports cannot be filed for Statements of Registration with a "Draft" status, as these are not yet certified by the Lobbyist PO.

To begin filing a Client Periodic Report, select the Lobbyist entity name on the "Home" page.



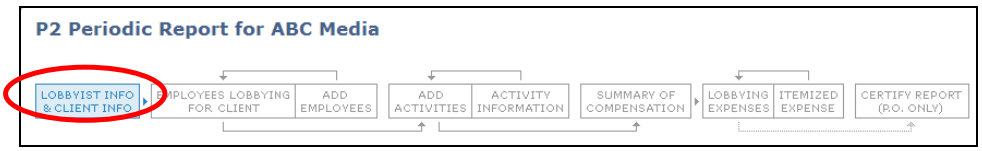
The Lobbyist entity's "Client Home" page appears.

Click the “View Details” button to the right of the Client name. The Periodic Report and Termination filings for this Client display.



Upon clicking the “File Report” button for the desired filing period (P1, P2, P3, P4, P5, or P6/Annual Report), the Lobbyist and Client Information sections of the Periodic Report appear.

The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the Periodic Report. Follow the Periodic Report process steps below.



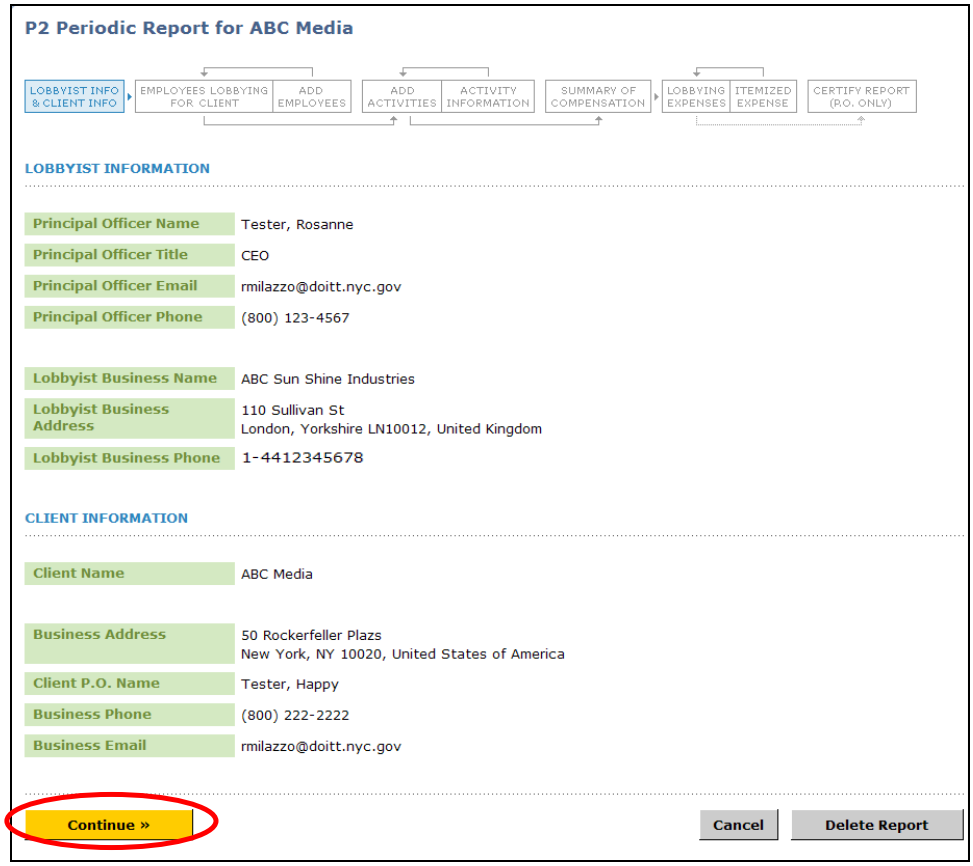
Please refer to the “**Filing Client Periodic Reports**” section of the e-Lobbyist User Guide for more detailed information about this process.

Lobbyists Filing Periodic Report Process

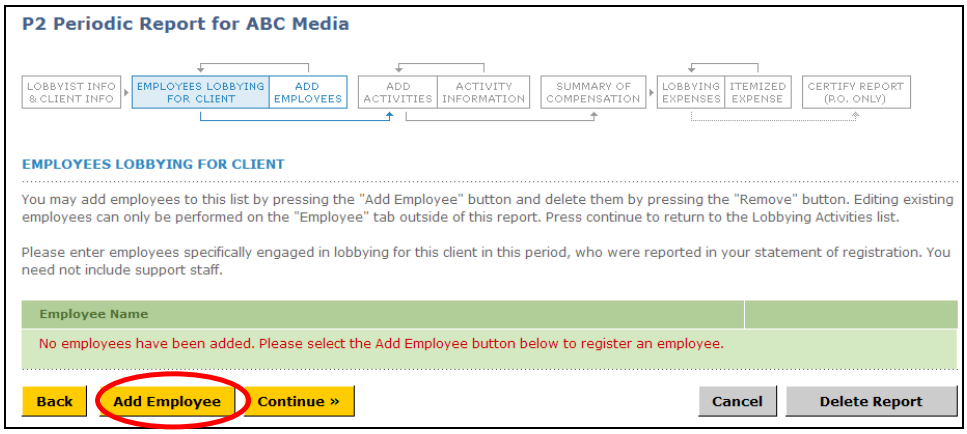
The Periodic Report process includes the following steps:

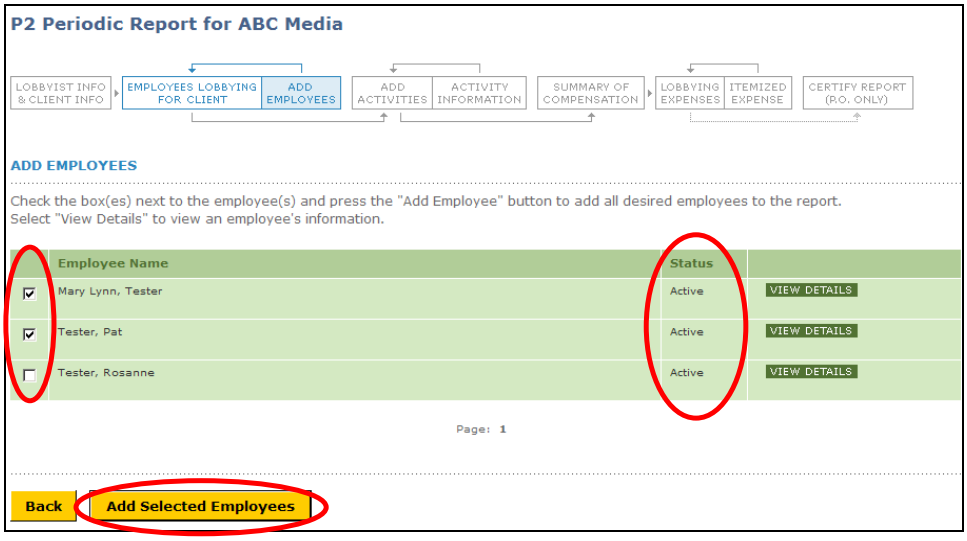
1. PO/Designee logs into e-Lobbyist.

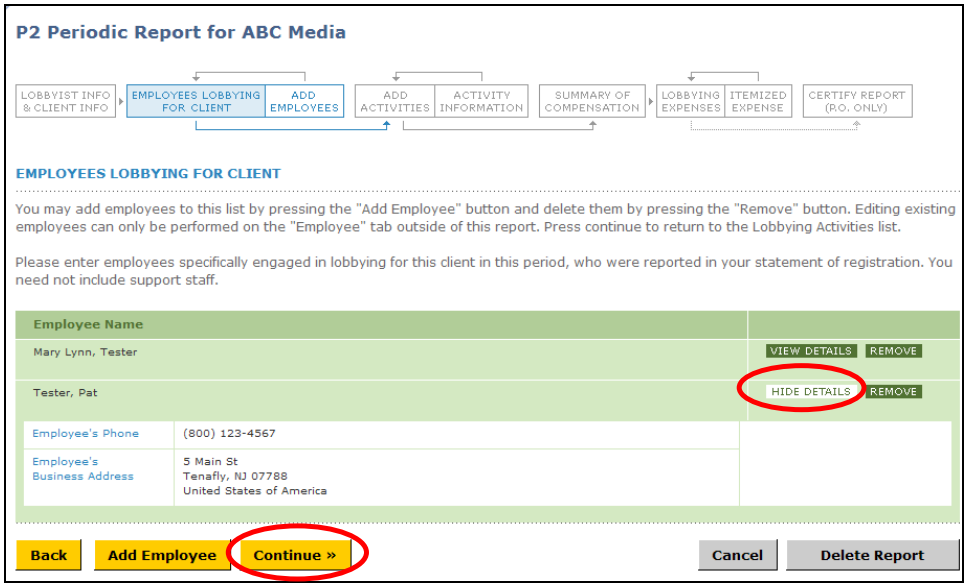
2. PO/Designee selects the Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "View Details" button to the right of the Client name to view the Periodic Report and Termination filings for this Client.
4. PO/Designee clicks the "Continue" button to proceed to the "Employees Lobbying for Client" screen. Please see "**Viewing Lobbyist and Client Information**" section of the e-Lobbyist User Guide for more details.



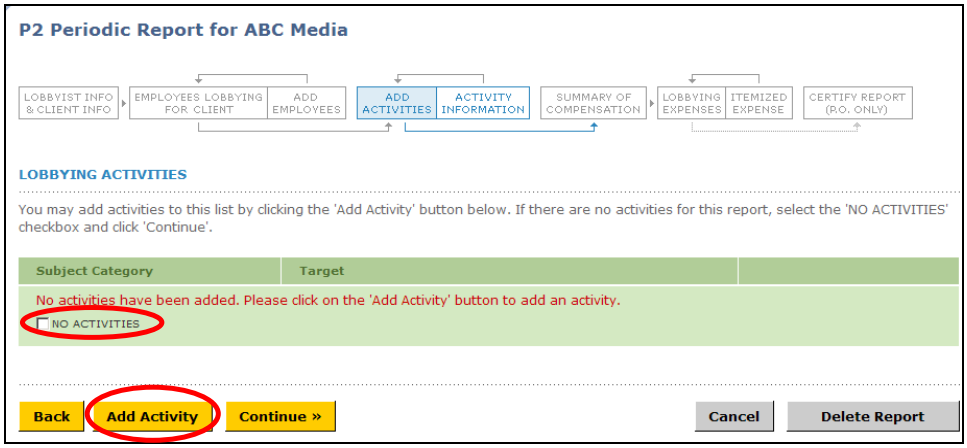
5. PO/Designees select the employees that lobbied for this Client during this filing period. After selection, the employees are listed on the "Employees Lobbying for Client" screen. Please see the "**Adding/Deleting Employees Lobbying for Client**" section of the e-Lobbyist User Guide for more details.

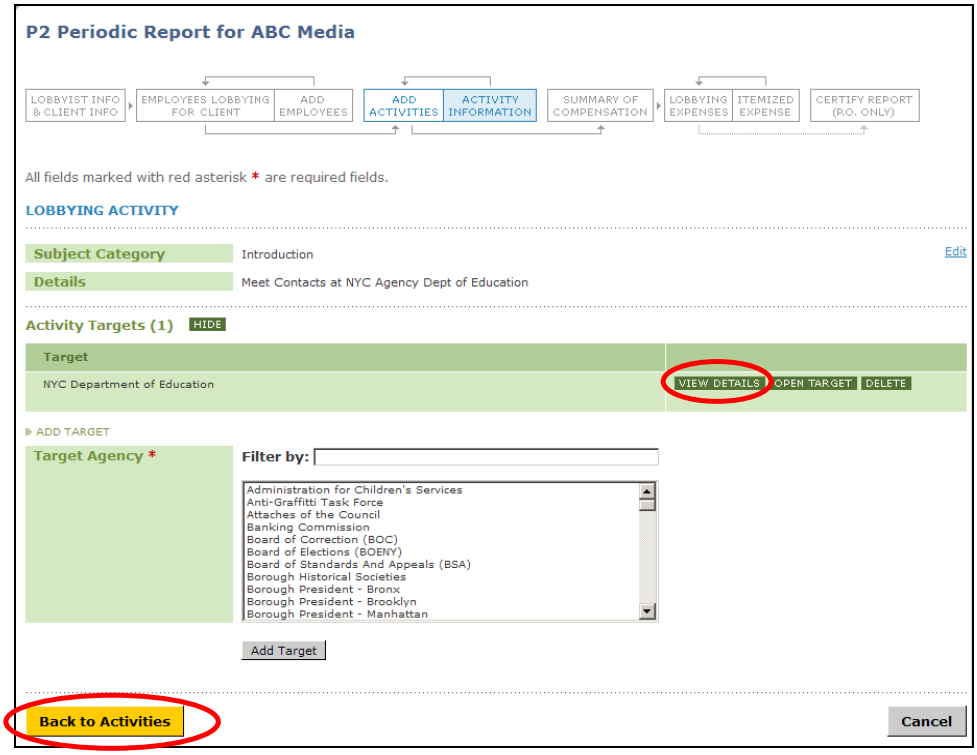


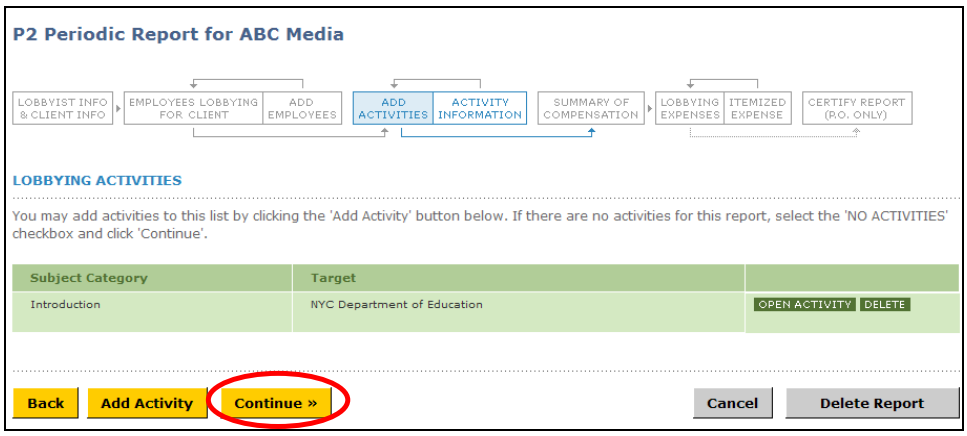




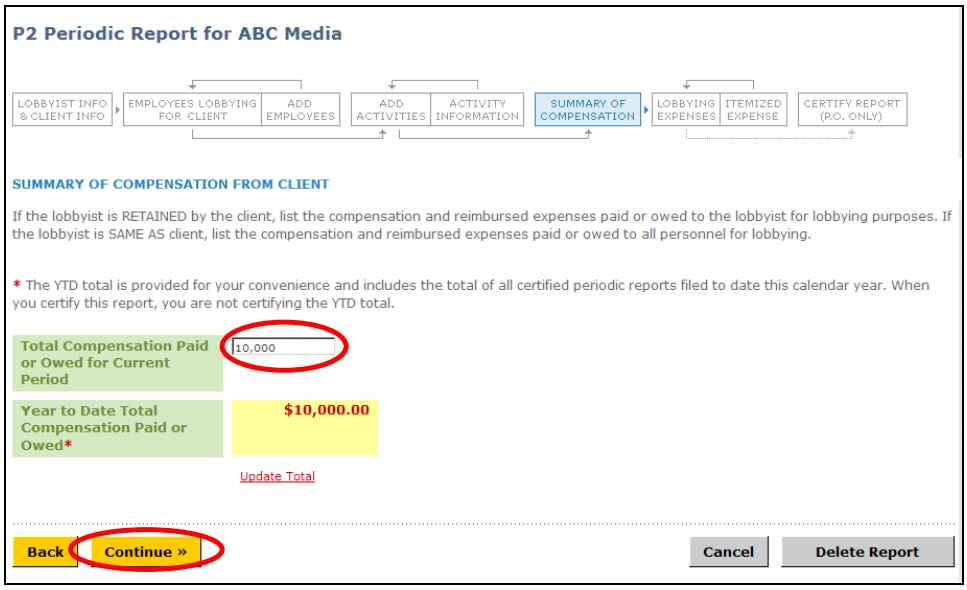
6. PO/Designee selects the lobbying activities performed during this filing period, along with their NYC agency targets and contacts. Please see "**Adding Lobbying Activities**" section of the e-Lobbyist User Guide for more details on this task.



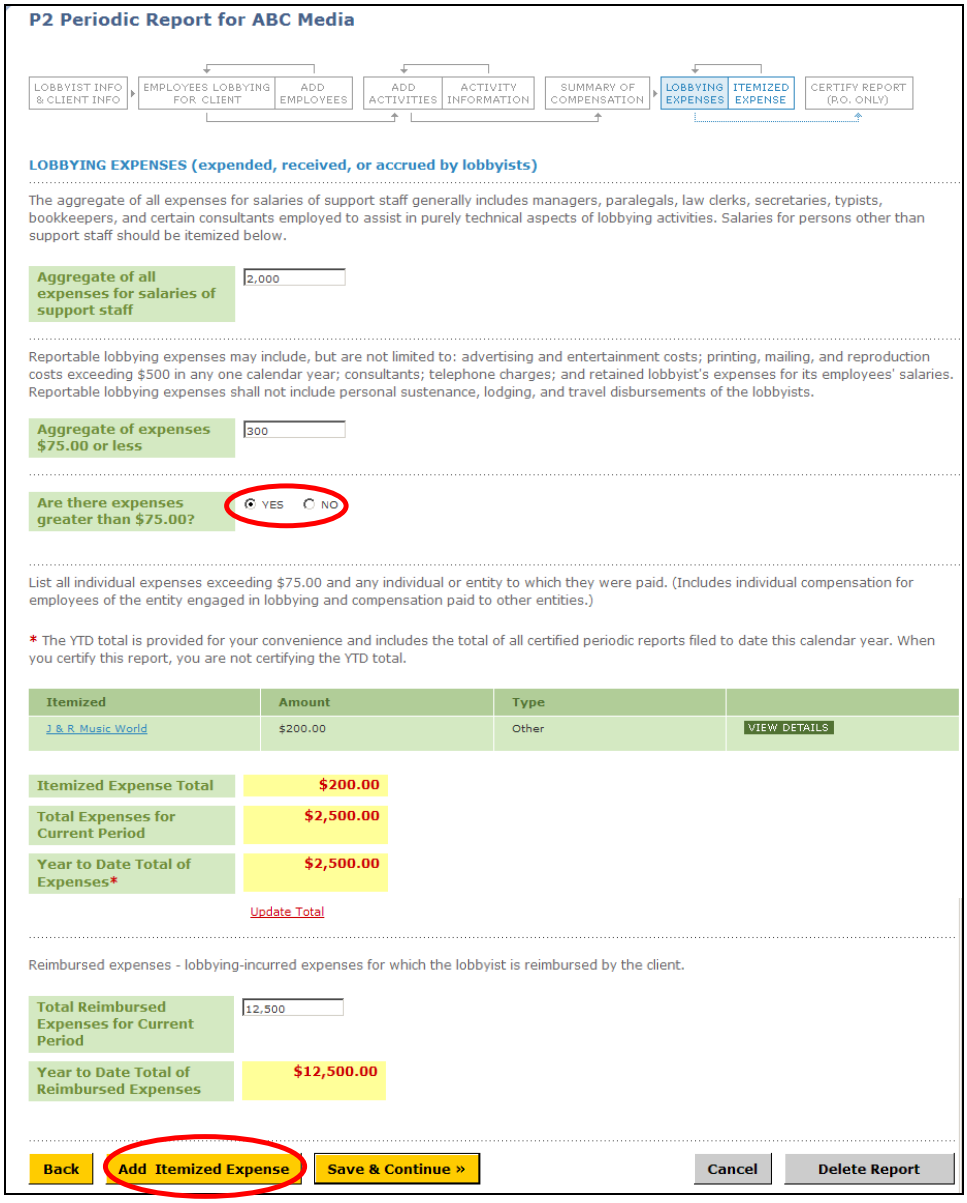

P2 Periodic Report for ABC Media
LOBBYIST INFO & CLIENT INFO
EMPLOYEES LOBBYING FOR CLIENT
ADD EMPLOYEES
ADD ACTIVITIES
ACTIVITY INFORMATION
SUMMARY OF COMPENSATION
LOBBYING EXPENSES
ITEMIZED EXPENSE
CERTIFY REPORT (P.O. ONLY)
All fields marked with red asterisk * are required fields.
LOBBYING ACTIVITY
Subject Category
Introduction
Edit
Details
Meet Contacts at NYC Agency Dept of Education
Activity Targets (1)
HIDE
Target
NYC Department of Education
VIEW DETAILS
OPEN TARGET
DELETE
ADD TARGET
Target Agency *
Filter by:
Administration for Children's Services
Anti-Graffiti Task Force
Attaches of the Council
Banking Commission
Board of Correction (BOC)
Board of Elections (BOENY)
Board of Standards And Appeals (BSA)
Borough Historical Societies
Borough President - Bronx
Borough President - Brooklyn
Borough President - Manhattan
Add Target
Back to Activities
Cancel


P2 Periodic Report for ABC Media
LOBBYIST INFO & CLIENT INFO
EMPLOYEES LOBBYING FOR CLIENT
ADD EMPLOYEES
ADD ACTIVITIES
ACTIVITY INFORMATION
SUMMARY OF COMPENSATION
LOBBYING EXPENSES
ITEMIZED EXPENSE
CERTIFY REPORT (P.O. ONLY)
LOBBYING ACTIVITIES
You may add activities to this list by clicking the 'Add Activity' button below. If there are no activities for this report, select the 'NO ACTIVITIES' checkbox and click 'Continue'.
Subject Category
Target
Introduction
NYC Department of Education
OPEN ACTIVITY
DELETE
Back
Add Activity
Continue »
Cancel
Delete Report

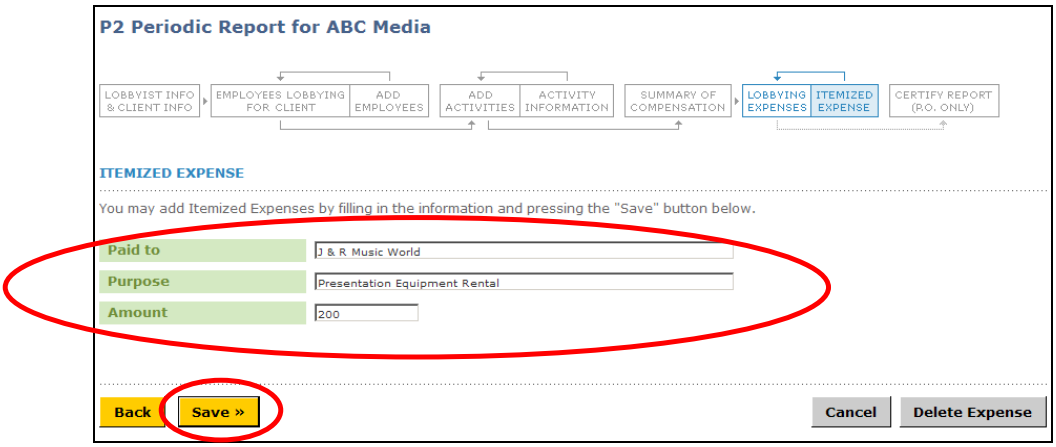
7. PO/Designees enter the total compensation received from the client on the "Summary of Compensation for Client" screen. For details, please see "**Lobbyist Filer Compensation**" in the "**Adding Summary of Compensation**" section of the e-Lobbyist User Guide.



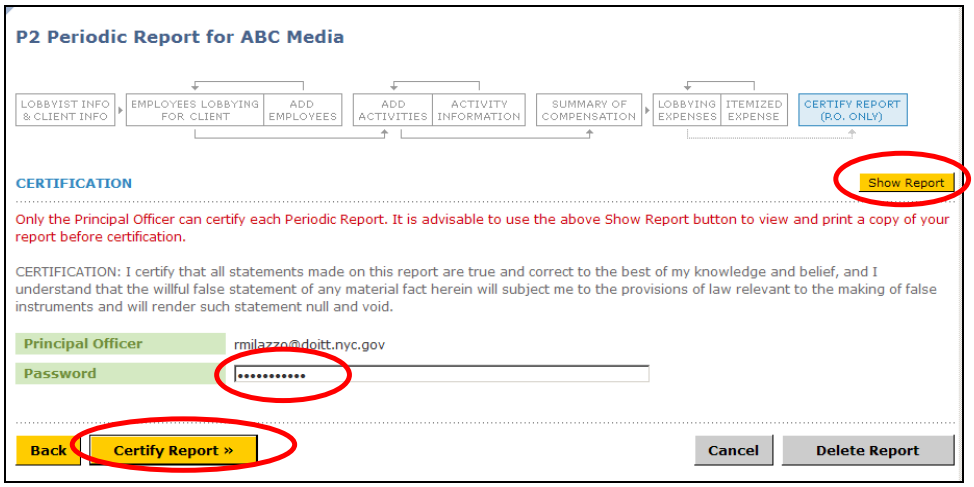
8. PO/Designee enters lobbying expenses incurred during this filing period. Please see "**Entering Aggregate Expenses**" for more details on this task. These expenses include:
    a. aggregate amount of all expenses for salaries of support staff
    b. aggregate amount of expenses $75 or less
    c. each itemized expense greater than $75 including paid to, purpose, and amount
    d. total reimbursed expenses for current period



9. PO/Designee enters Itemized Expenses incurred during the current period, including paid to, purpose, and amount. Please see the "**Entering Itemized Expenses**" section of the e-Lobbyist User Guide for more details on this task.

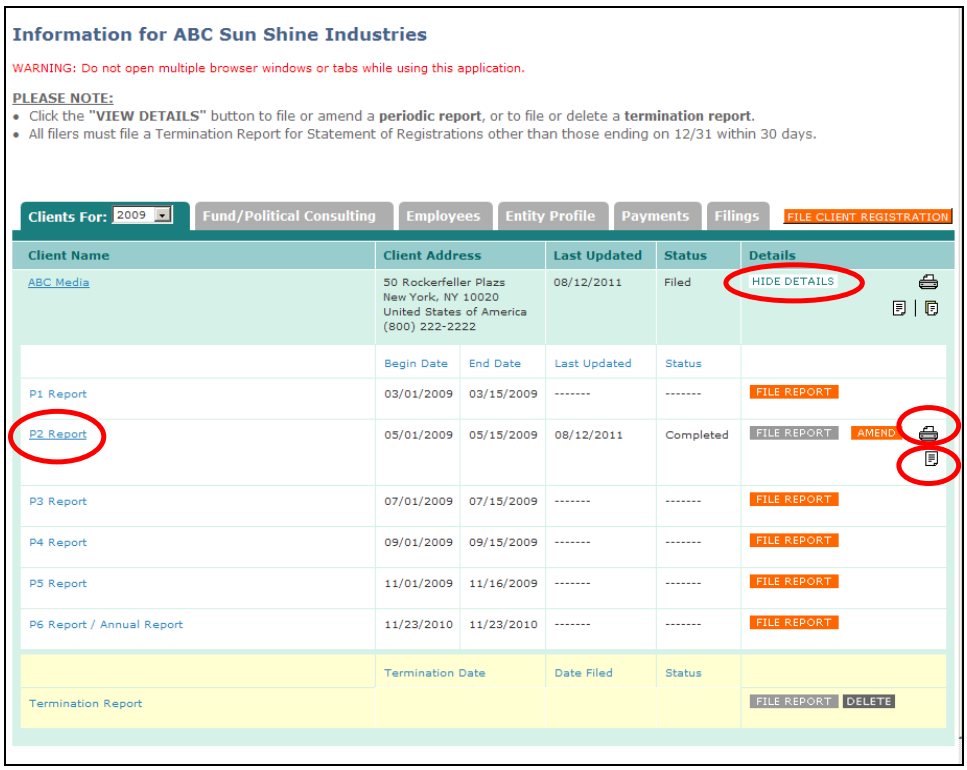


10. PO certifies the Periodic Report. The Periodic Report status shows "Completed." Please see the "**Certifying a Client Periodic Report**" section for more details about this task.



Lobbyists Viewing and Printing Client Periodic Reports

The filed or in-process Periodic Reports are visible for viewing on the "Client Home" page. Click the "View Details" button to the far right of the Client's name on the "Client Home" page. The Client Period Details will open.



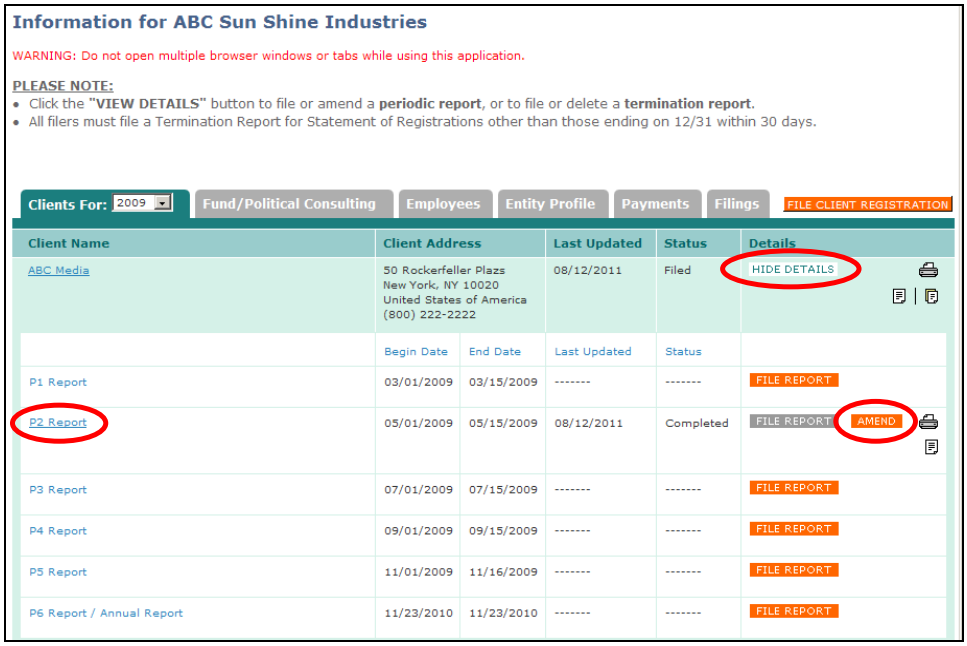
To view a printer-friendly .html version of the report, click the "Printer" icon on the far right of the screen, or the "Period Report" name link in the left column. To view a PDF version of the report, click the "Page" icon on the far right of the screen. You can then print the report by using the print commands in your browser window.

Please see "**Viewing and Printing Client Periodic Reports**" section of the e-Lobbyist User Guide for more details about this task.

Lobbyists Amending Periodic Reports

The same Lobbyist that filed a Client Periodic Report in the e-Lobbyist system may amend it. A certified Periodic Report has a status of "Completed."

To amend a prior certified Periodic Report, click "View Details" for the selected Client on the "Client" tab. Click the "Amend" button in the "Details" column of the desired report row. The fields of the report open for editing. The steps included in this process are below.



Please see the "**Amending a Client Periodic Report**" section of the e-Lobbyist User Guide for more detailed information about this process.

The Periodic Report Amendment process includes the following steps:

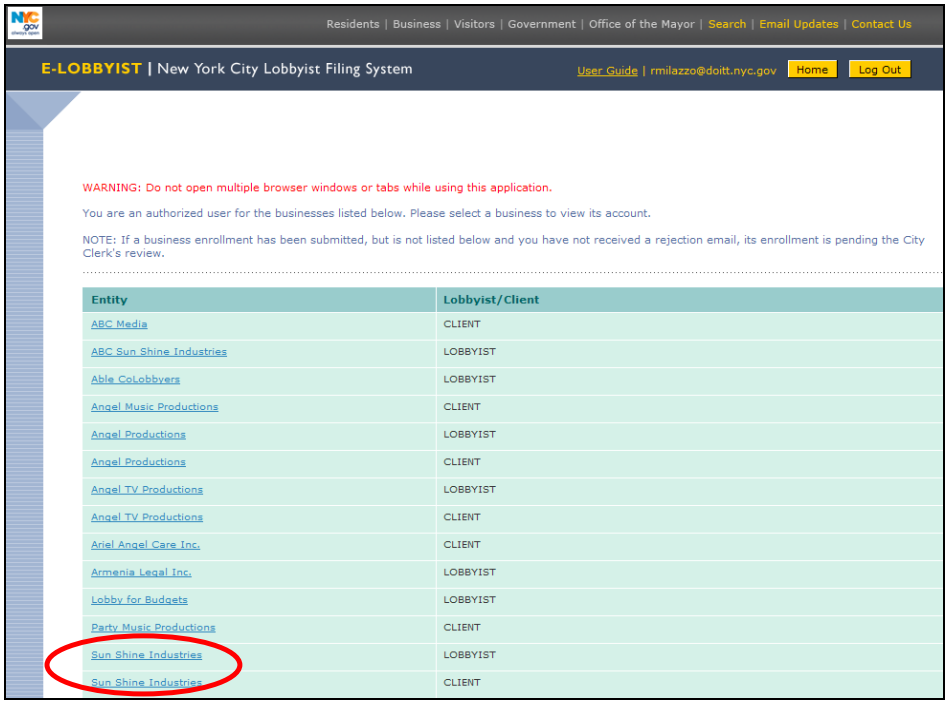
1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "View Details" button for the desired Client on the "Client" page.
4. PO/Designee clicks the "Amend" button or Report Name link to open the "Periodic Report" page.
5. PO/Designee may add or remove the employees who lobbied for this Client during this filing period.
6. PO/Designee may add or remove the lobbying activities performed during this filing period, along with their targeted NYC agency contacts.
7. PO/Designee can change the total compensation received from the Client.
8. PO/Designee can change lobbying expenses incurred for this Client during this filing period:
    - aggregate amount of all expenses for salaries of support staff
    - aggregate amount of expenses $75 or less
    - each itemized expense greater than $75 including paid to, purpose, and amount
    - total reimbursed expenses
9. PO/Designee enters Itemized Expenses incurred during the current period, including paid to, purpose, and amount.
10. PO certifies the amended Periodic Report. The Periodic Report status shows "Completed (Amended)."

Lobbyist/Clients Filing Client Periodic Reports

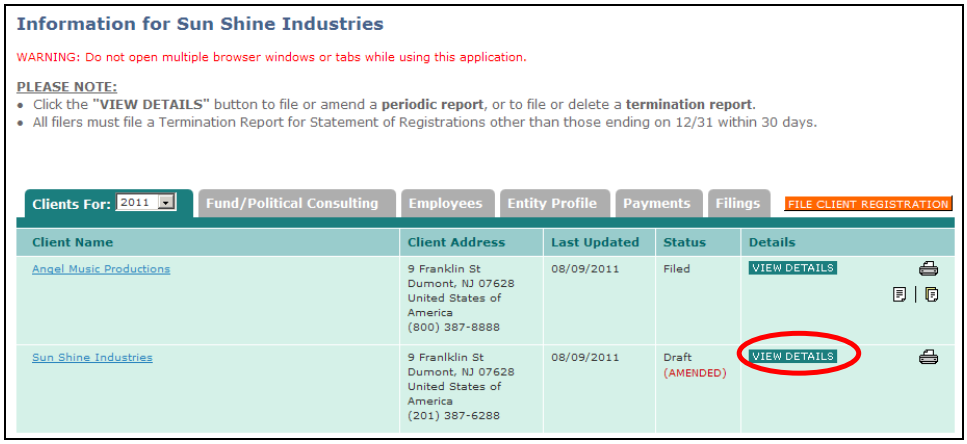
All Lobbyist/Clients that filed Client Statements of Registration in the e-Lobbyist system are required to file Client Periodic Reports (CPR) in the e-Lobbyist system. For Periodic Report begin and end filing dates, please see the "**Filing Periods**" section of this guide.

Periodic Reports may only be filed for Statements of Registration with a status of "Filed," "Complete," "Incomplete," or various "(Amended)" statuses such as "Draft (Amended)" or "Completed (Amended)." Periodic Reports cannot be filed for Statements of Registration with a "Draft" status, as these are not yet certified by the Lobbyist/Client PO.

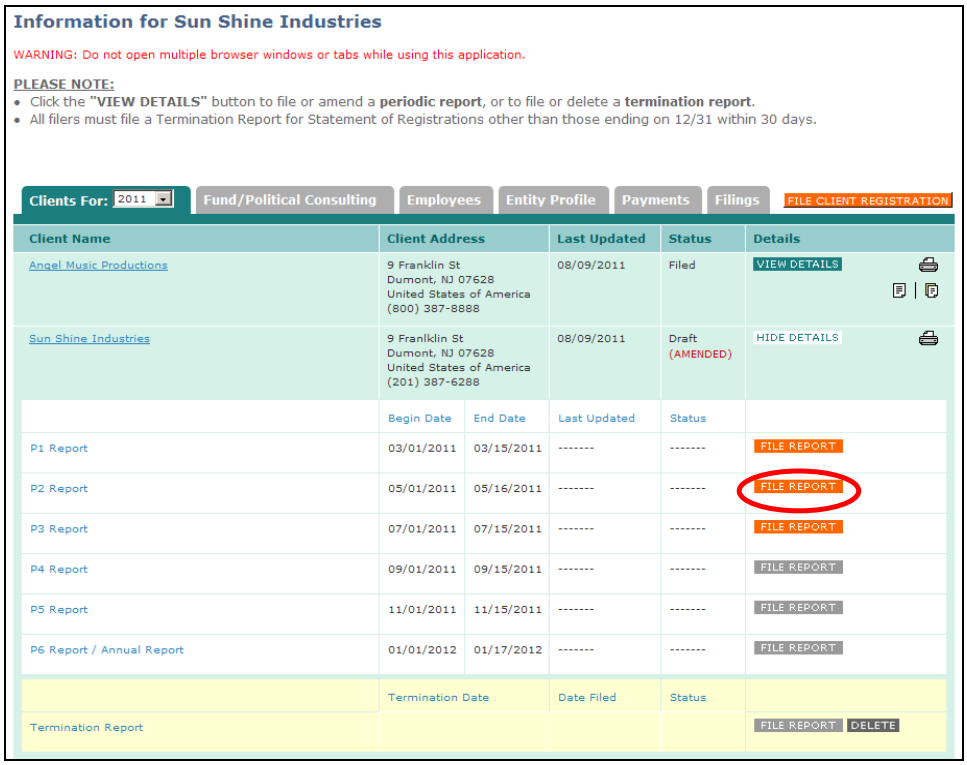
To begin filing a Client Periodic Report, select the Lobbyist/Client entity name on the "Home" page.



The Lobbyist/Client entity's "Client Home" page will appear. Click the "View Details" button to the right of the Client name.



The Periodic Report and Termination filings for this Client display.



Upon clicking the "File Report" button for the desired filing period (P1, P2, P3, P4, P5, or P6/Annual Report), the Client and Lobbyist Information sections of the Periodic Report appear.

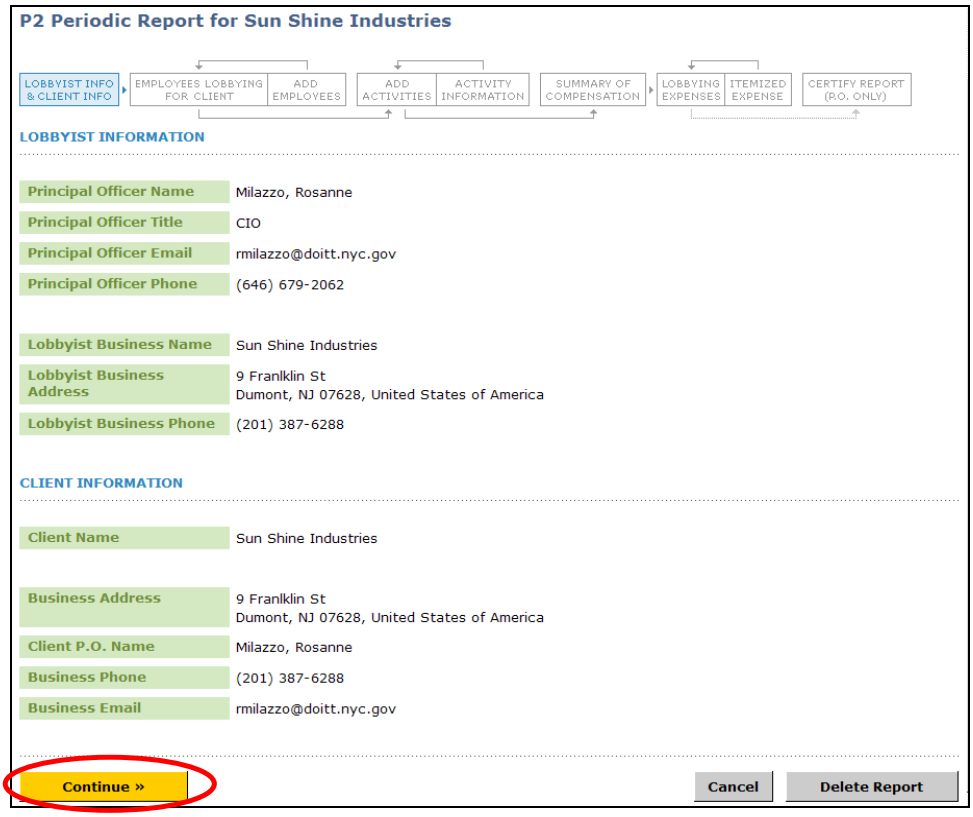
The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the Periodic Report. Follow the Periodic Report process steps below.

Please see the "**Filing Client Periodic Reports**" section of the e-Lobbyist User Guide for details.

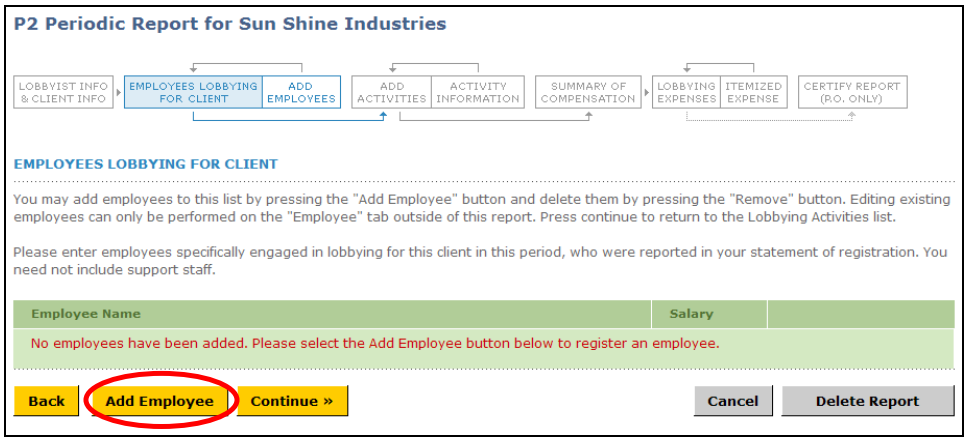
Lobbyist/Client Filing Periodic Report Process

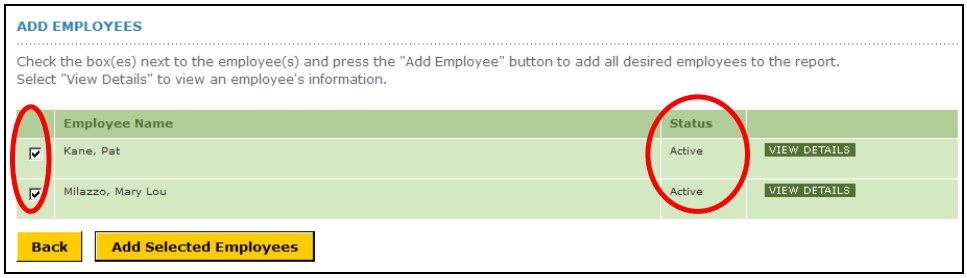
The Periodic Report process includes:

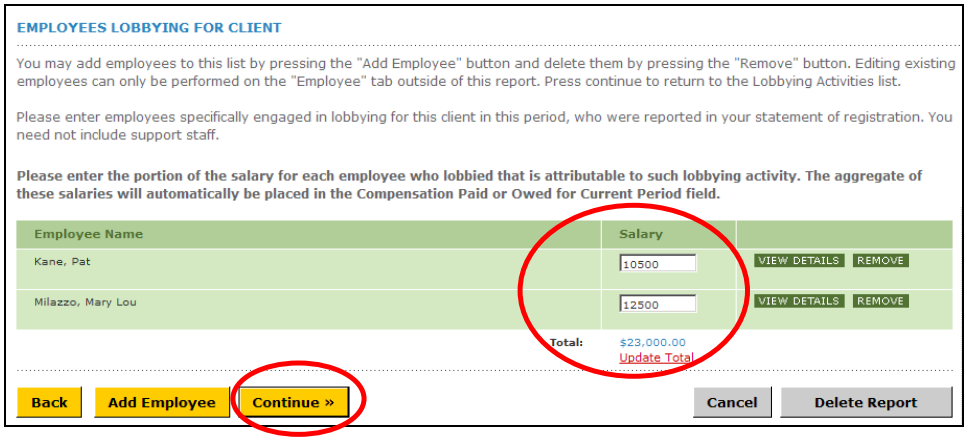
1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Lobbyist/Client entity name on the "Home" page.
3. PO/Designee clicks the "View Details" button to the right of the Client name to view the Periodic Report and Termination filings for this Client.
4. PO/Designee clicks the "Continue" button to proceed to the "Employees Lobbying for Client" screen. Please see "**Viewing Lobbyist and Client Information**" section.



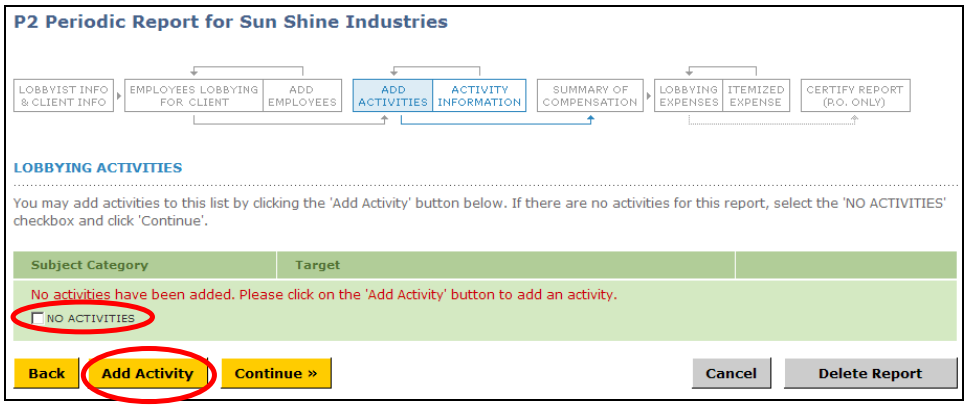
5. PO/Designee selects the employees who lobbied for this Client during this filing period and enters their salary amounts. Please see "**Adding/Deleting Employees Lobbying for Client**" section of the e-Lobbyist User Guide for more details.

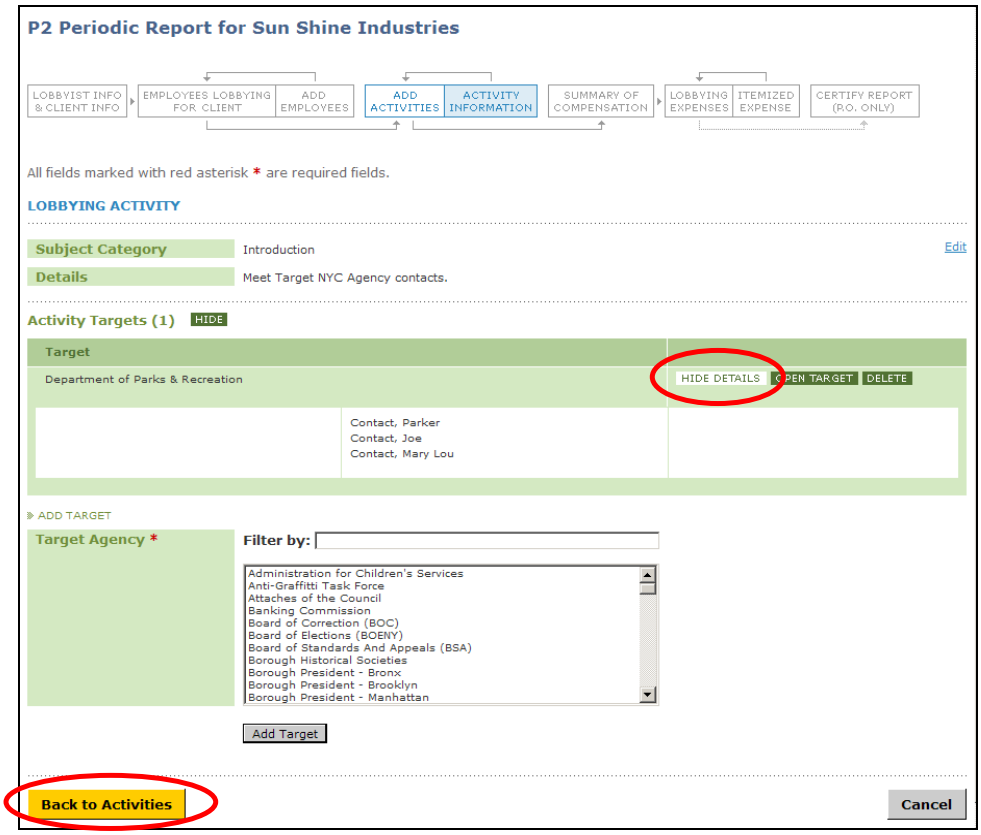


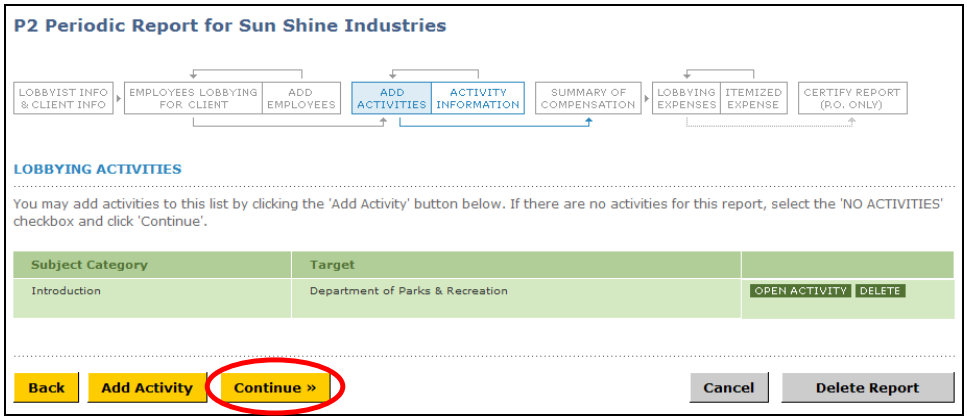




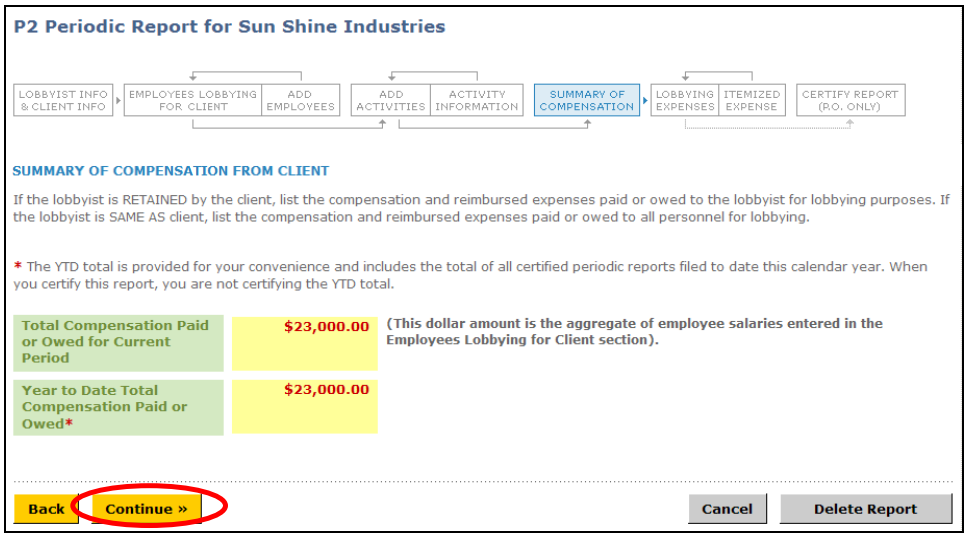
6. PO/Designee selects the lobbying activities performed during this filing period, along with their NYC agency target and contacts. Please see "**Adding Lobbying Activities**" section of the e-Lobbyist User Guide for more details.







7. PO/Designee observes the total employee salary compensation received from themselves as the Client on the "Summary of Compensation for Client" screen. Please see "**Lobbyist/Client Filer Compensation**" in the "**Adding Summary of Compensation**" section of the e-Lobbyist User Guide for more details.



8. PO/Designee enters lobbying expenses incurred during this filing period. Please see "**Entering Aggregate Expenses**" section of the e-Lobbyist User Guide for more details on this task. These expenses include:
   a. aggregate amount of all expenses for salaries of support staff
   b. aggregate amount of expenses $75 or less
   c. each itemized expense greater than $75 including paid to, purpose, and amount
   d. total reimbursed expenses for current period (**Note: Lobbyist/Clients enter zero (0) for Total Reimbursed Expenses.)**

P2 Periodic Report for Sun Shine Industries

LOBBYIST INFO & CLIENT INFO | EMPLOYEES LOBBYING FOR CLIENT | ADD EMPLOYEES | ADD ACTIVITIES | ACTIVITY INFORMATION | SUMMARY OF COMPENSATION | LOBBYING EXPENSES | ITEMIZED EXPENSE | CERTIFY REPORT (P.O. ONLY)

LOBBYING EXPENSES (expended, received, or accrued by lobbyists)

The aggregate of all expenses for salaries of support staff generally includes managers, paralegals, law clerks, secretaries, typists, bookkeepers, and certain consultants employed to assist in purely technical aspects of lobbying activities. Salaries for persons other than support staff should be itemized below.

Aggregate of all expenses for salaries of support staff 2,000

Reportable lobbying expenses may include, but are not limited to: advertising and entertainment costs; printing, mailing, and reproduction costs exceeding $500 in any one calendar year; consultants; telephone charges; and retained lobbyist's expenses for its employees' salaries. Reportable lobbying expenses shall not include personal sustenance, lodging, and travel disbursements of the lobbyists.

Aggregate of expenses $75.00 or less 500

Are there expenses greater than $75.00? (•) YES ( ) NO

List all individual expenses exceeding $75.00 and any individual or entity to which they were paid. (Includes individual compensation for employees of the entity engaged in lobbying and compensation paid to other entities.)

* The YTD total is provided for your convenience and includes the total of all certified periodic reports filed to date this calendar year. When you certify this report, you are not certifying the YTD total.

Itemized	Amount	Type	
Wizard Electronics	$200.00	Other	HIDE DETAILS
Purpose		Equipment Rental for Presentation	

Itemized Expense Total	**$200.00**
Total Expenses for Current Period	**$2,700.00**
Year to Date Total of Expenses*	**$2,700.00**

Update Total

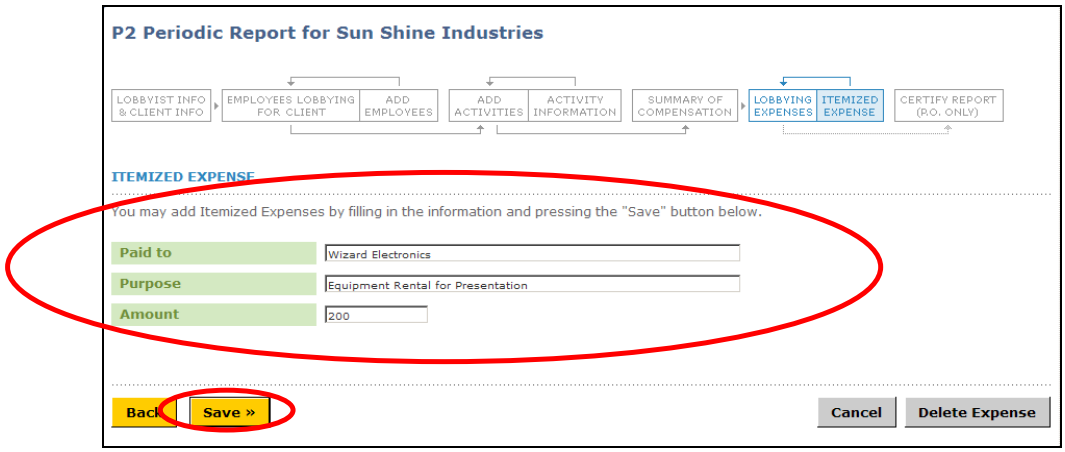
Reimbursed expenses - lobbying-incurred expenses for which the lobbyist is reimbursed by the client. Lobbyist/Client filers should leave the amount zero for Reimbursed Expenses

Total Reimbursed Expenses for Current Period 0

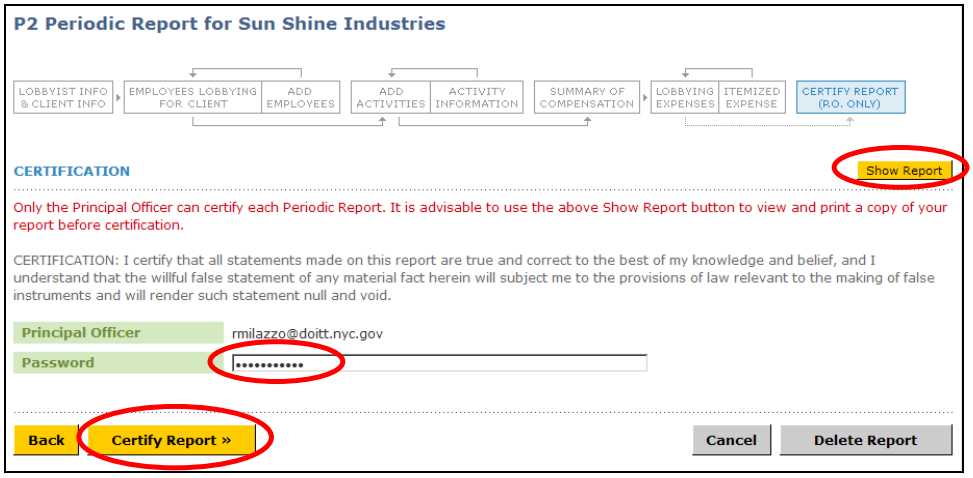
Year to Date Total of Reimbursed Expenses **$0.00**

Back | Add Itemized Expense | Save & Continue » | Cancel | Delete Report

9. PO/Designee enters Itemized Expenses incurred during the current period, including paid to, purpose, and amount. Please see "**Lobbyist/Client Filer Itemized Expenses**" in the "**Entering Itemized Expenses**" section of the e-Lobbyist User Guide for more details on this task.

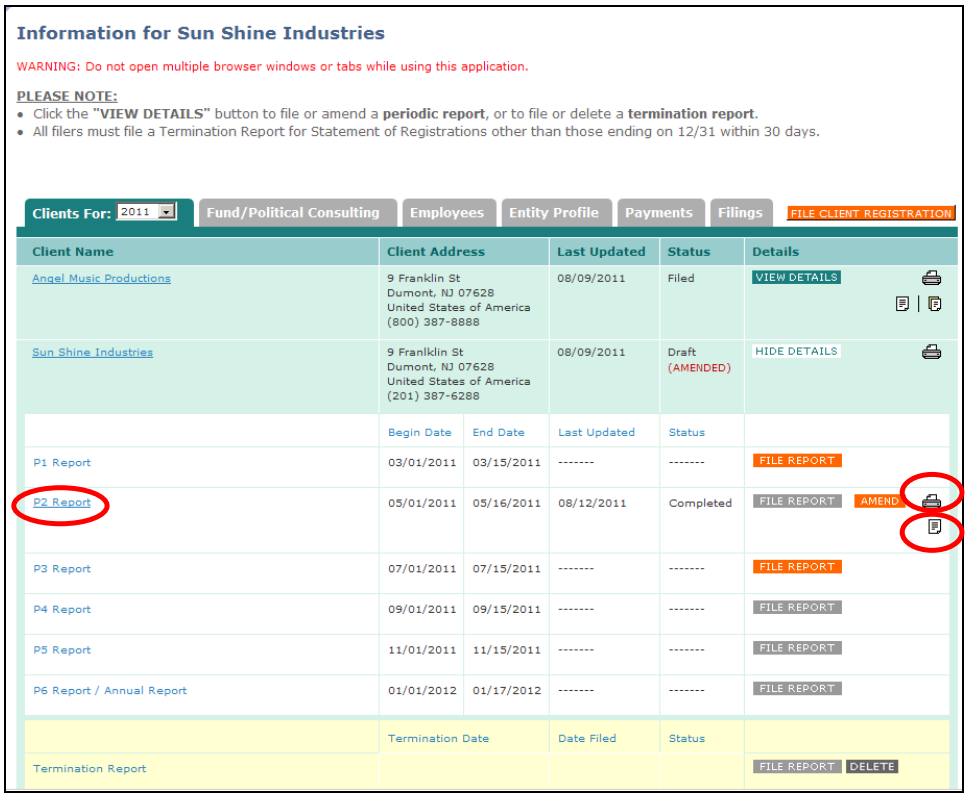


10. PO certifies the Periodic Report. The Periodic Report status shows "Completed." Please see the "**Certifying a Client Periodic Report**" section of the e-Lobbyist User Guide for more details about this task.



Lobbyist/Clients Viewing and Printing Client Periodic Reports

The filed or in-process Periodic Reports are visible for viewing on the "Client Home" page. Click the "View Details" button to the far right of the Client's name on the "Client Home" page. The Client Period Details will open.



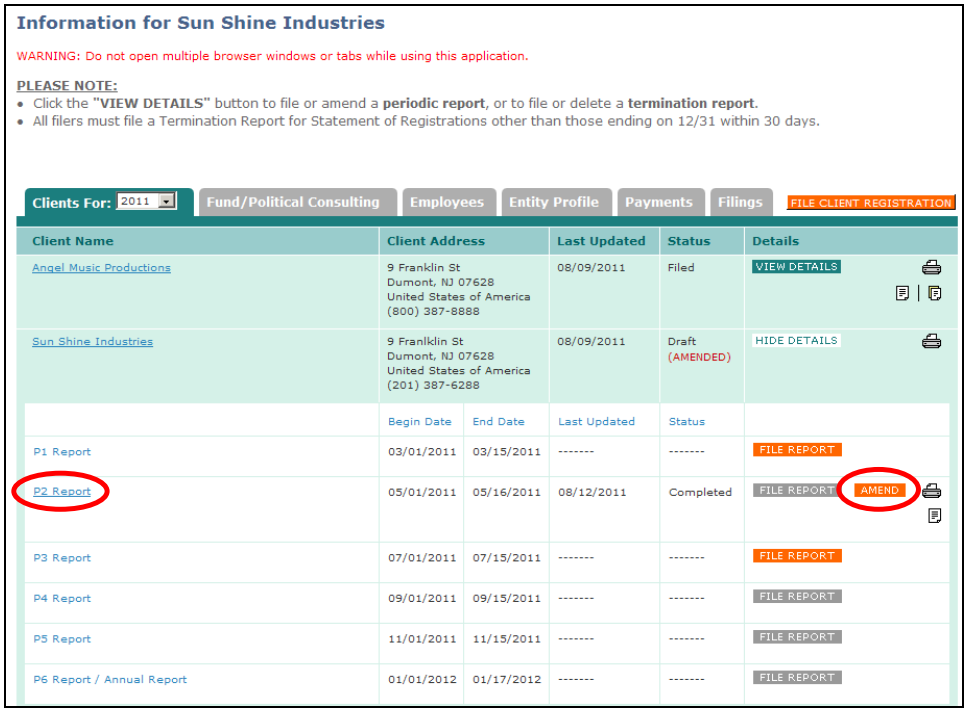
To view a printer-friendly .html version of the report, click the "Printer" icon on the far right of the screen, or the "Period Report" name link in the left column. To view a PDF version of the report, click the "Page" icon on the far right of the screen. You can then print the report by using the print commands in your browser window.

Please see "**Viewing and Printing Client Periodic Reports**" section of the e-Lobbyist User Guide for more details about this task.

Lobbyist/Clients Amending Periodic Reports

The same Lobbyist/Client that filed a Client Periodic Report in the e-Lobbyist system may amend it. A certified Periodic Report has a status of "Completed."

To amend a prior certified Periodic Report, click "View Details" for the selected Client on the "Client" tab. Click the "Amend" button in the "Details" column of the desired report row. The fields of the report open for editing. The steps included in this process are below.



Please see the "**Amending a Client Periodic Report**" section of the e-Lobbyist User Guide for more detailed information about this process.

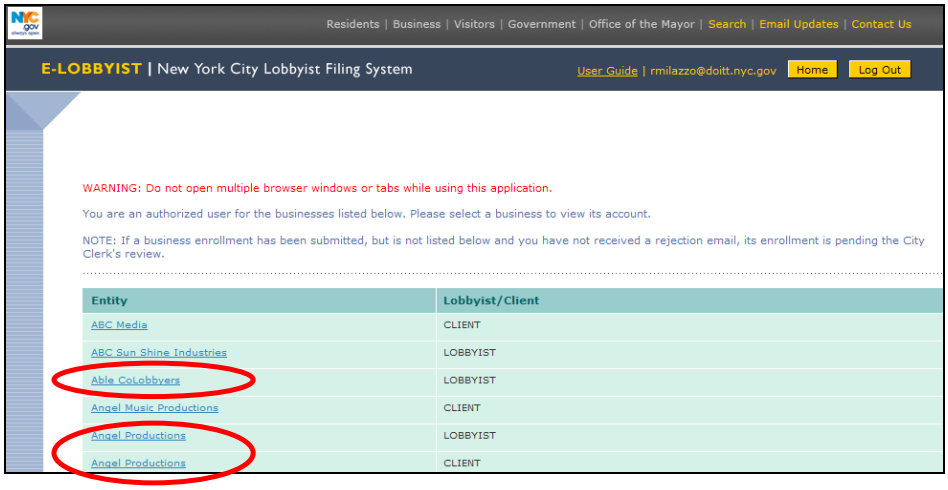
The Periodic Report Amendment process includes the following steps:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Lobbyist/Client entity name on the "Home" page.
3. PO/Designee clicks the "View Details" button for the desired Client on the "Client" page.
4. PO/Designee clicks the "Amend" button or Report Name link to open the "Periodic Report" page.
5. PO/Designee may add or remove employees lobbying for this Client in this filing period.
6. PO/Designee may add or remove the lobbying activities performed during this filing period, along with their targeted NYC agency contacts.
7. PO/Designee can change the total compensation received from their Client.
8. PO/Designee can change lobbying expenses incurred during this filing period:
    - aggregate amount of all expenses for salaries of support staff
    - aggregate amount of expenses $75 or less
    - each itemized expense greater than $75 including paid to, purpose, and amount
    - total reimbursed expenses
9. PO/Designee enters Itemized Expenses incurred during the current period, including paid to, purpose, and amount.
10. PO certifies the amended Periodic Report. The Periodic Report status shows "Completed (Amended)."

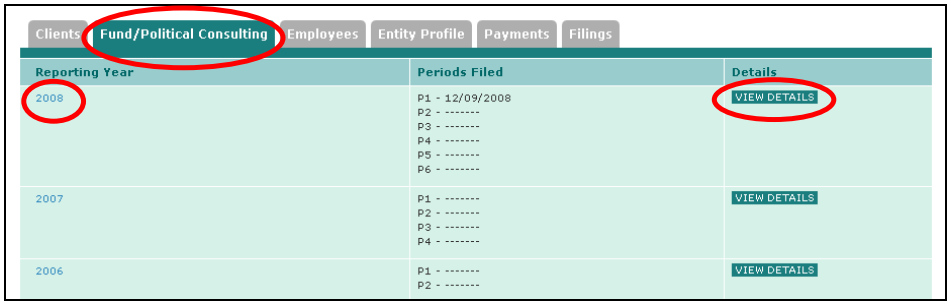
Filing Fundraising Political Consulting Periodic Reports with Direct Lobbyist Relationships

All Lobbyist entities that engaged in fundraising or political consulting activities for a Client are required to file Fundraising/Political Consulting Periodic Reports (FPCPR) in the e-Lobbyist system. These detail fundraising activity with related amounts raised, and political consulting activities with related compensation paid. For period begin and end dates, refer to the "**Filing Periods**" section of this guide.

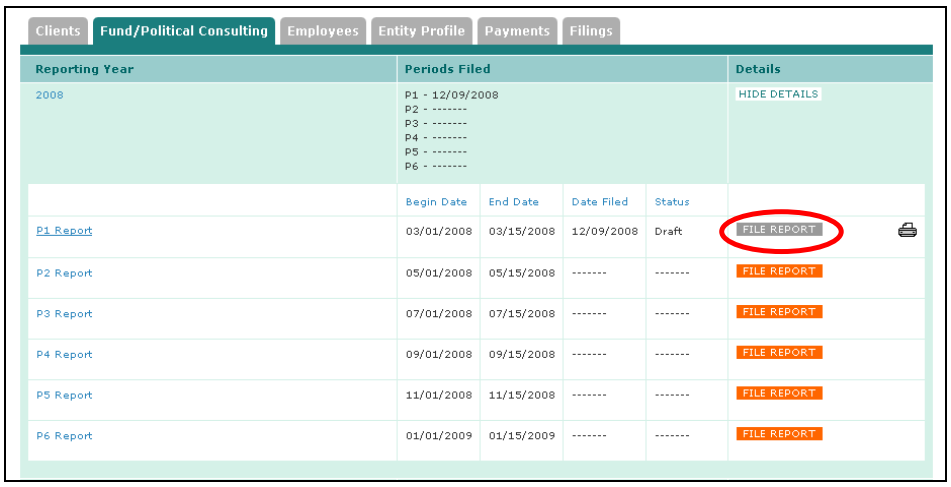
To begin filing a FPCPR, select the Lobbyist entity name on the "Home" page.



The "Client Home" page appears. Click the "Fund/Political Consulting" tab. The FPCPR screen will appear. To access the FPCPR details, click the "View Details" button for the year in which you are filing. Report details for the selected year appear.



Click the “File Report” button for the desired period.



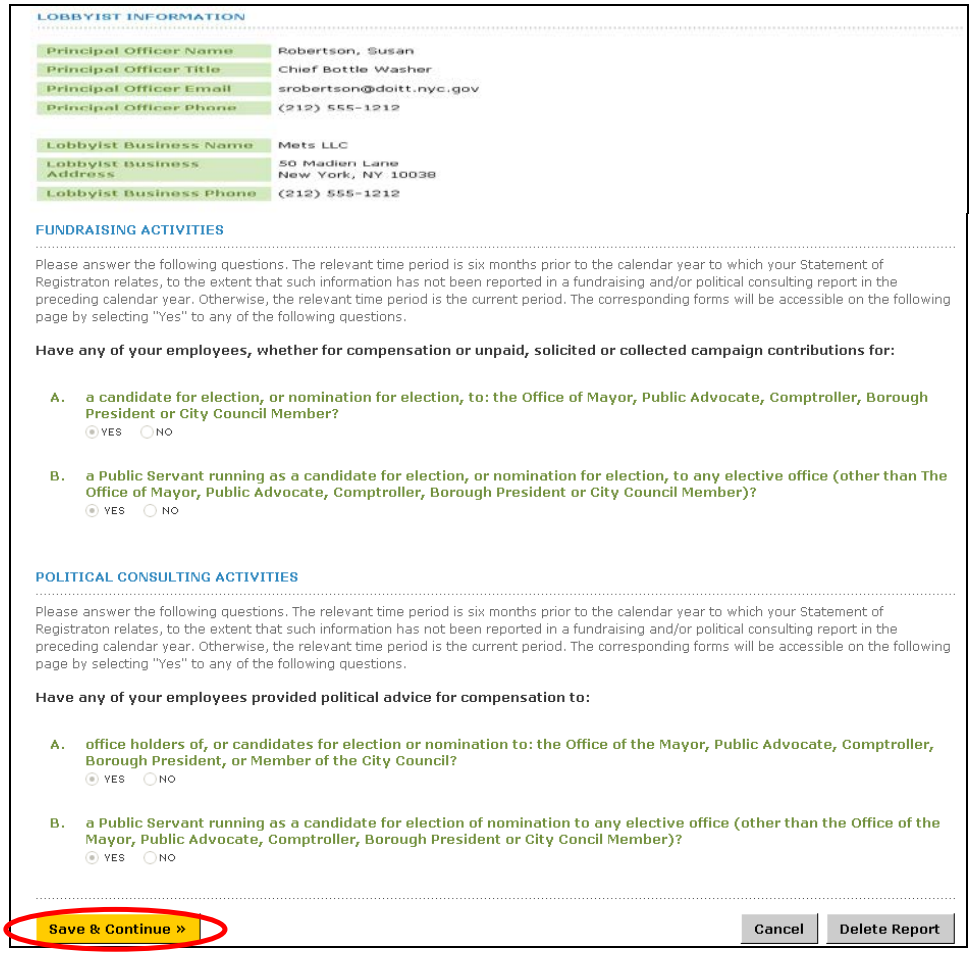
Please see the “**Filing Fundraising/Political Consulting Periodic Reports**” section of the e-Lobbyist User Guide for more details on this process.

Filing Fundraising/Political Consulting Periodic Report Process with Direct Lobbyist Relationships

This Fundraising Political Consulting Periodic Report process includes:

1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Lobbyist entity name on the “Home” page.
3. PO/Designee clicks the “Fundraising/Political Consulting” tab from the “Client” page.
4. PO/Designee clicks the “View Details” button for the desired year.
5. PO/Designee clicks the “File Report” button or Report Name link to open the FPCPR.

6. PO/Designee views the filer's information and identifies activities performed this period:
    - Fundraising for a public office candidate (or public servant running as a candidate); and/or
    - Political Consulting for a public office holder (or public servant running as a candidate).



LOBBYIST INFORMATION

Principal Officer Name	Robertson, Susan
Principal Officer Title	Chief Bottle Washer
Principal Officer Email	srobertson@doitt.nyc.gov
Principal Officer Phone	(212) 555-1212
Lobbyist Business Name	Mets LLC
Lobbyist Business Address	50 Madien Lane New York, NY 10038
Lobbyist Business Phone	(212) 555-1212

FUNDRAISING ACTIVITIES

Please answer the following questions. The relevant time period is six months prior to the calendar year to which your Statement of Registraton relates, to the extent that such information has not been reported in a fundraising and/or political consulting report in the preceding calendar year. Otherwise, the relevant time period is the current period. The corresponding forms will be accessible on the following page by selecting "Yes" to any of the following questions.

Have any of your employees, whether for compensation or unpaid, solicited or collected campaign contributions for:

A. a candidate for election, or nomination for election, to: the Office of Mayor, Public Advocate, Comptroller, Borough President or City Council Member?
YES NO

B. a Public Servant running as a candidate for election, or nomination for election, to any elective office (other than The Office of Mayor, Public Advocate, Comptroller, Borough President or City Council Member)?
YES NO

POLITICAL CONSULTING ACTIVITIES

Please answer the following questions. The relevant time period is six months prior to the calendar year to which your Statement of Registraton relates, to the extent that such information has not been reported in a fundraising and/or political consulting report in the preceding calendar year. Otherwise, the relevant time period is the current period. The corresponding forms will be accessible on the following page by selecting "Yes" to any of the following questions.

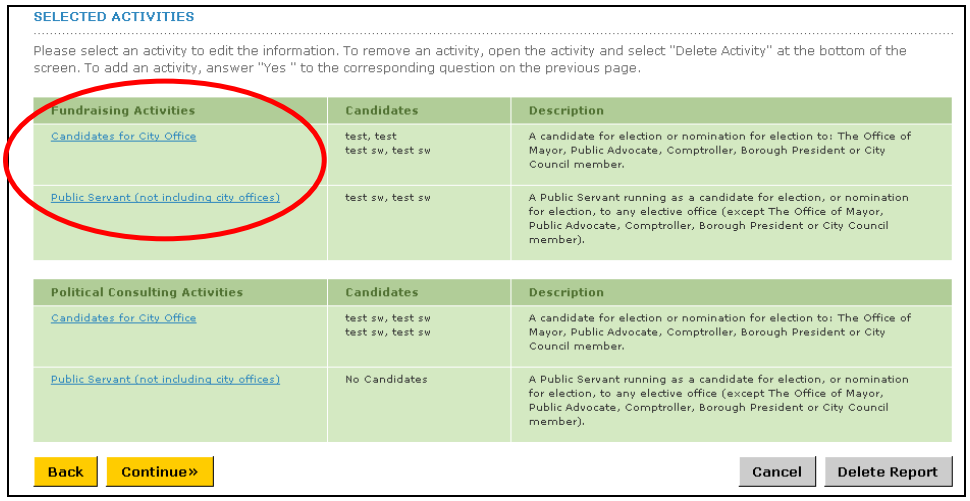
Have any of your employees provided political advice for compensation to:

A. office holders of, or candidates for election or nomination to: the Office of the Mayor, Public Advocate, Comptroller, Borough President, or Member of the City Council?
YES NO

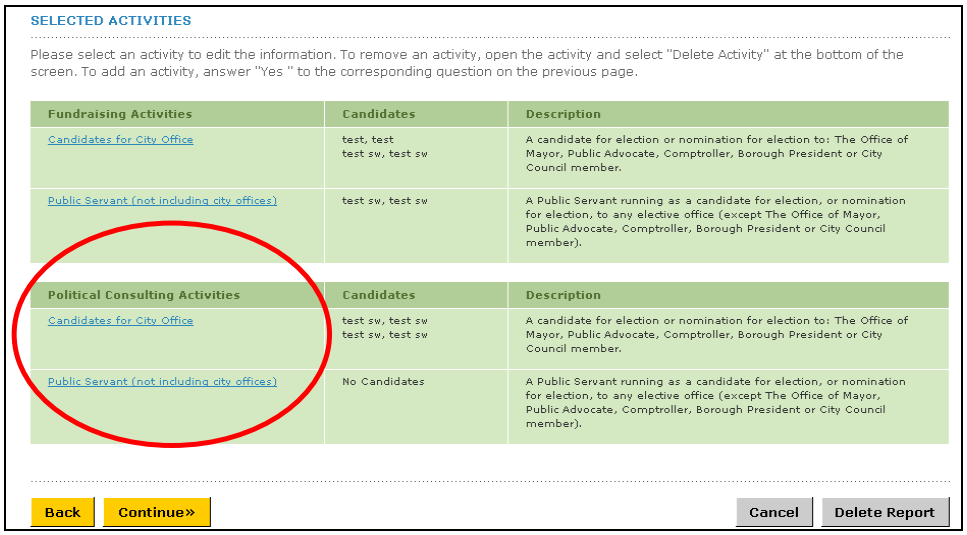
B. a Public Servant running as a candidate for election of nomination to any elective office (other than the Office of the Mayor, Public Advocate, Comptroller, Borough President or City Concil Member)?
YES NO

Save & Continue » Cancel Delete Report

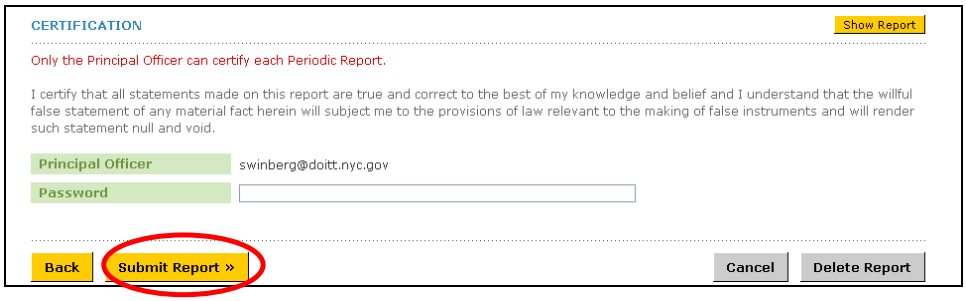
7. If Fundraising Activities were performed for this filing period, the PO/Designee clicks the "Candidates…" link or the "Public Servant…" link, then enters on the open pages:
    - The intended public office, candidate's contact information, any third parties, total compensation received, total amount raised, and candidates for the funds raised.



8. If Political Consulting Activities were performed for this period, the PO/Designee clicks the "Candidates…" link or the "Public Servant…" link, then enters on the open pages:
    - The intended public office, candidate's contact information, any third parties, total compensation received, and the employees that performed the lobbyist political consulting activities.



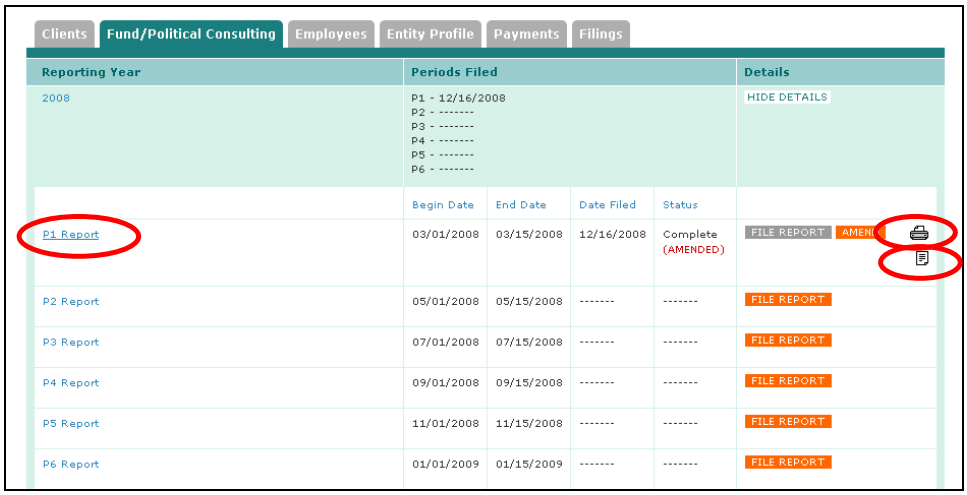
9. PO certifies the Fundraising Political Consulting Periodic Report. The report status shows "Completed."



Viewing & Printing Fundraising Political Consulting Periodic Reports with Direct Lobbyist Relationships

To view and print an FPCPR, log into e-Lobbyist. On the "Home" page, click the Lobbyist name. The "Client Home" page for the entity appears. Click the "Fund/Political Consulting" tab. The FPCPR screen will appear. To access the FPCPR details, click the "View Details" button for the year in which you are filing. Report details for the selected year appear.

To view a printer-friendly .html version of the draft report, click the "Printer" icon on the far right of the screen. To view an editable version of the draft report, click the "Period Report" name link in the left column. To open a pdf version of the report, click the "Page" icon. You can then print the report by using the print commands in your browser window.

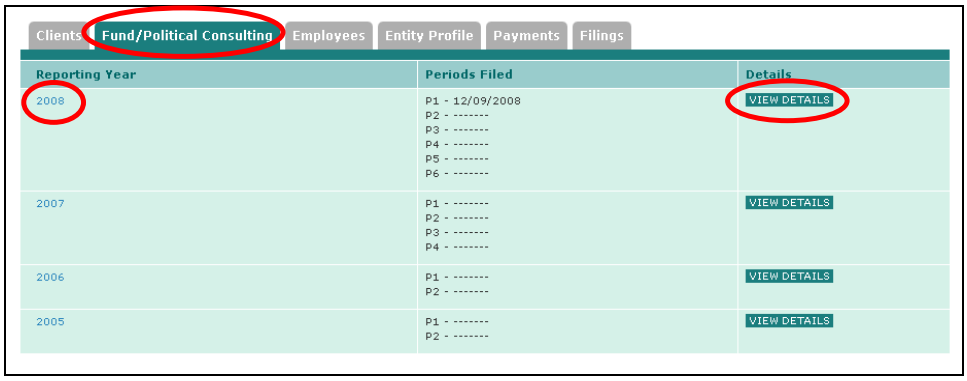


Please see the "**Viewing & Printing a Fundraising/Political Consulting Periodic Report**" section of the e-Lobbyist User Guide for more details on this process.

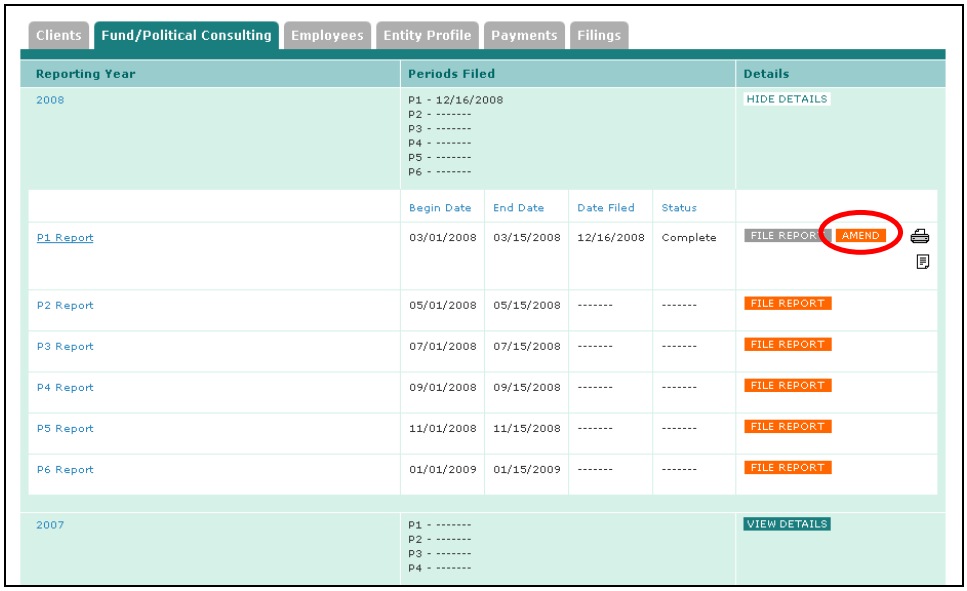
Amending Fundraising Political Consulting Periodic Reports with Direct Lobbyist Relationships

The same Lobbyist that filed a Fundraising Political Consulting Periodic Report (FPCPR) in the e-Lobbyist system may amend their report with the status of "Completed."

To amend a FPCPR, select the Lobbyist entity name on the "Home" page. The "Client Home" page appears. Click the "Fund/Political Consulting" tab. The FPCPR screen will appear.



To access the FPCPR details, click the "View Details" button for the year in which you are filing. Report details for the selected year appear. Click the "Amend" button for the desired period.



Please see the "**Amending a Fundraising/Political Consulting Periodic Report**" section of the e-Lobbyist User Guide for more details on this process.

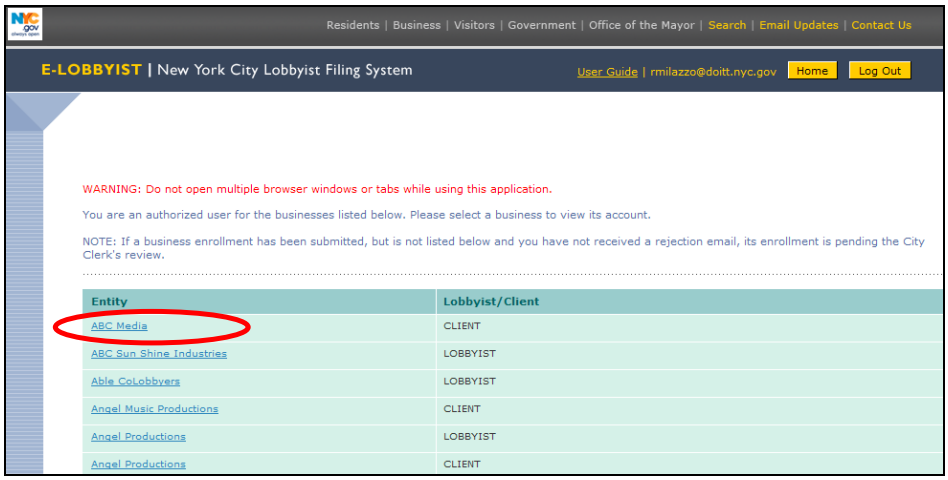
The Fundraising Political Consulting Periodic Report Amendment process includes:

1. PO/Designee logs into e-Lobbyist
2. PO/Designee selects the Lobbyist entity name on the "Home" page.
3. PO/Designee clicks the "Fundraising/Political Consulting" tab from the "Client" page.
4. PO/Designee clicks the "View Details" button for the desired year.
5. PO/Designee clicks the "Amend" button to open the FPCPR.
6. PO/Designee views the filer's information and edits identified activities performed:
    - Fundraising for a public office candidate (or public servant running as a candidate); and/or
    - Political Consulting for a public office holder (or public servant running as a candidate).
7. PO/Designee can identify additional Fundraising or Political Consulting Activities, not selected on the original report.
8. PO/Designee can add, remove, or change Fundraising Activities reported this period:
    - the intended public office, candidate's contact information, any third party information, total compensation received, and total amount raised
    - the candidates for whom the funds were raised
    - the Fundraising Activity, itself, can be removed
9. PO/Designee can add, remove, or change Political Consulting Activities reported this filing period:
    - the intended public office, candidate's contact information, any third party information, and total compensation received
    - the employees that performed the lobbyist political consulting activities
    - the Political Consulting Activity, itself, can be removed
10. PO certifies the amended Fundraising Political Consulting Periodic Report. The Report status shows "Completed (Amended)."

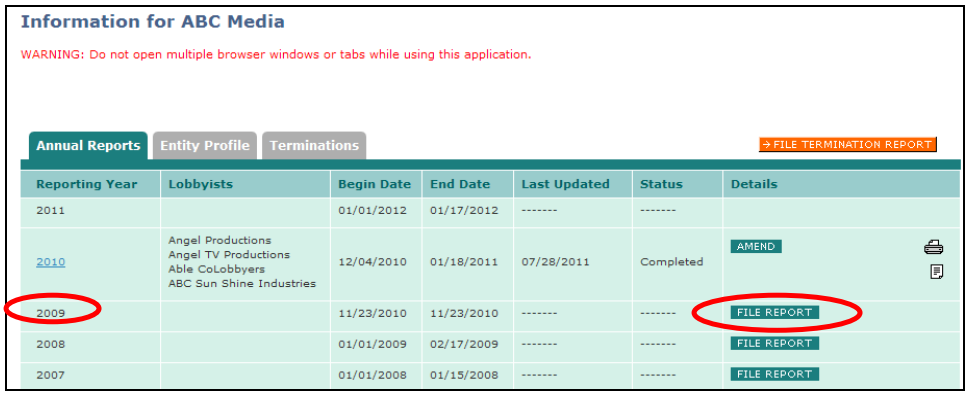
Filing Client Annual Reports with Direct Lobbyist Relationships

Each year Clients must file a Client Annual Report (CAR) which includes activities, compensation paid, and reimbursed expenses for each Client-retained Lobbyist and Lobbyist/Client (if they are lobbying on behalf of themselves). For period begin and end dates, refer to the "**Filing Periods**" section of this guide.

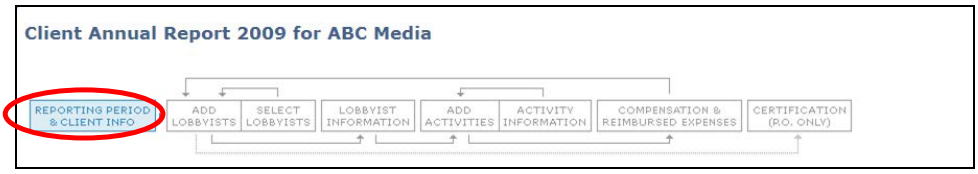
After logging into e-Lobbyist, the "Home" page appears, listing all entities for which you are a Principal Officer or Designee, and identifying which are Lobbyists and which are Clients. To file a Client Annual Report, click the appropriate Client entity name in the "Entity" column.



On the Client Annual Reports tab, click the "File Report" button of the desired Reporting Year.



The Client Information page displays for the desired Reporting Year. The blue highlighted box within the graphic strip at the top of the screen identifies where you are in the process flow for filing the Client Annual Report. Follow the Client Annual Report (CAR) process steps below.

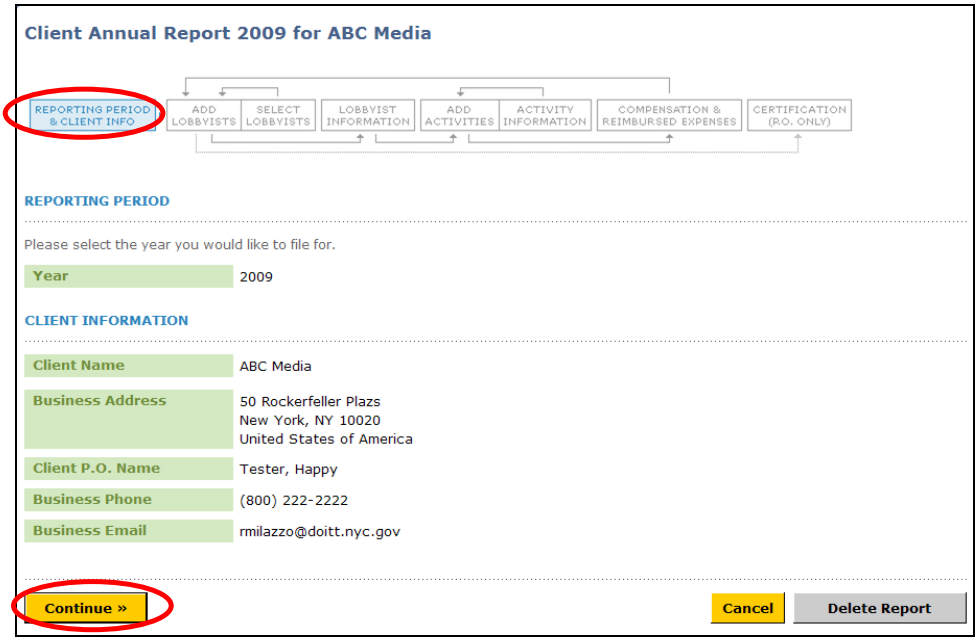


Please see the "**Filing Client Annual Reports**" section of the e-Lobbyist User Guide for more details on this process.

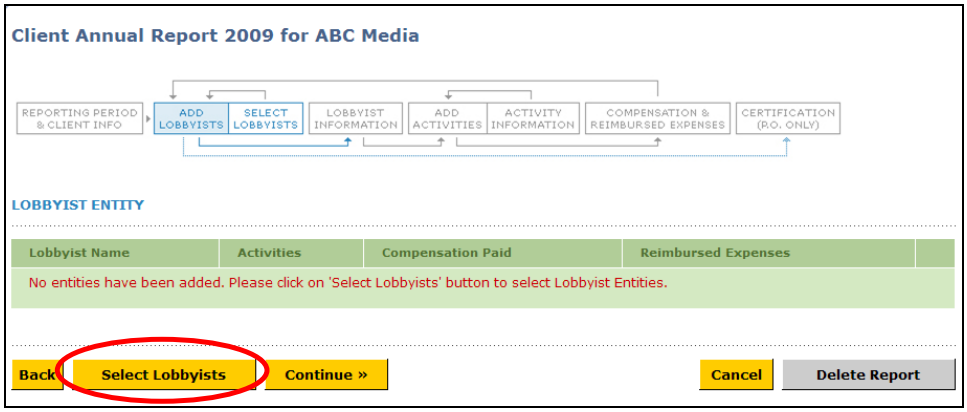
Filing Client Annual Report Process

The Client Annual Report process includes the following steps:

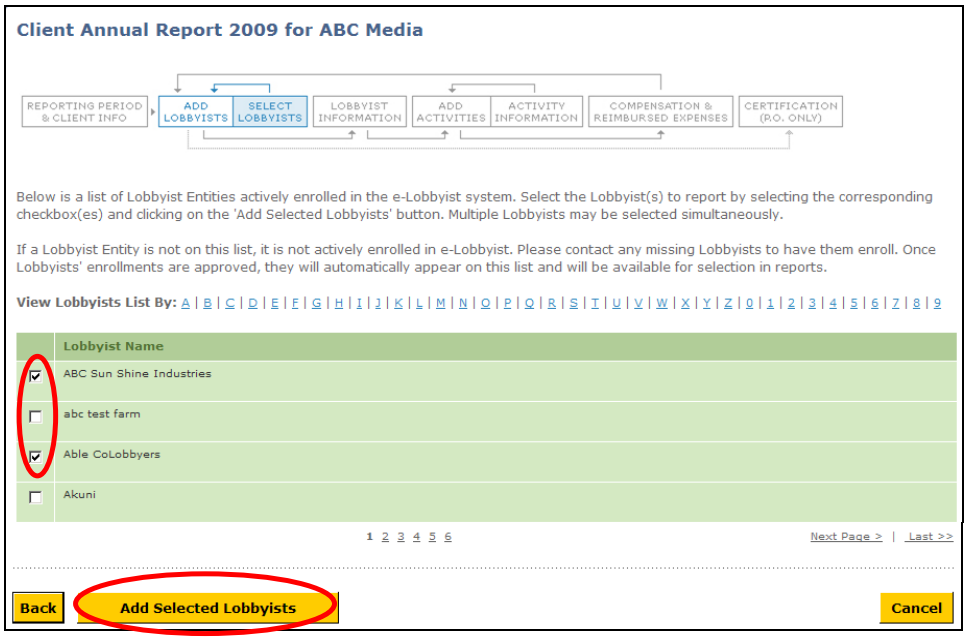
1. PO/Designee logs into e-Lobbyist.
2. PO/Designee selects the Client entity name on the "Home" page.
3. PO/Designee clicks the "File Report" button to the right of the filing year to view the Client Information page.



4. PO/Designee clicks the “Continue” button to display the “Lobbyist Entity” page. The first time you arrive on this page, no Lobbyists are listed.



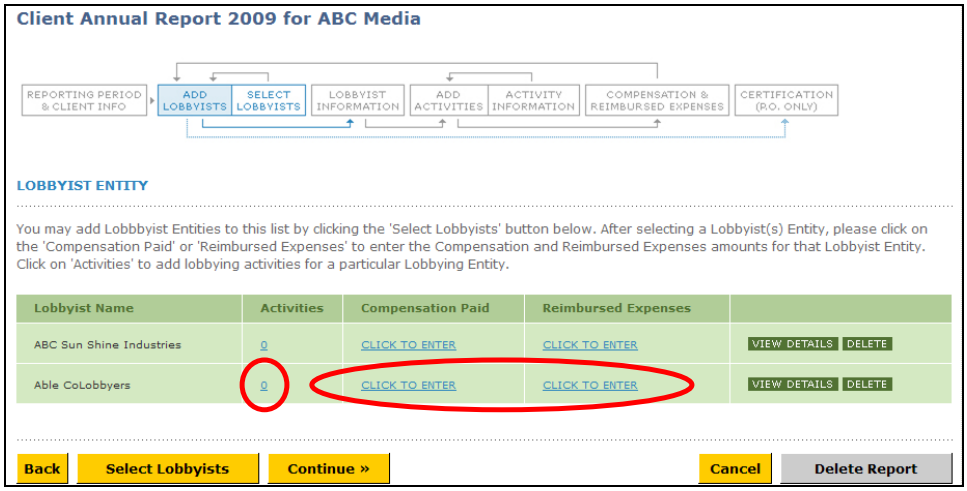
5. PO/Designee clicks “Select Lobbyists” on the “Lobbyist Entity” page. A list of all Lobbyists enrolled in the system appears.



6. PO/Designee selects Lobbyists from the list by clicking in the checkbox(es) that correspond to the desired Lobbyists that lobbied during this annual period. When all Lobbyists are selected, the “Add Selected Lobbyists” button is clicked. The “Lobbyist Entity” screen appears.

NOTE: As of August 2011, the e-Lobbyist System reports Co-Lobbyist Activity on various reports. To file a complete Client Annual Report, a Client must list each Client-designated Co-Lobbyist, each Client-retained Lobbyist and Primary Lobbyist, as well as themselves as a Lobbyist/Client (if they lobbies on behalf of themselves) that engaged in lobbying for the Client in this year.

7. The "Lobbyist Entity" screen appears, showing a table that displays columns for "Lobbyist Name," "Activities," "Compensation Paid," "Reimbursed Expenses," as well as "View Details" and "Delete" buttons for each Lobbyist showing on the list.



PO/Designee enters Activities, Compensation Paid and Reimbursed Expenses for each Lobbyist, Primary Lobbyist, Co-Lobbyist, and Lobbyist/Client entity listed:

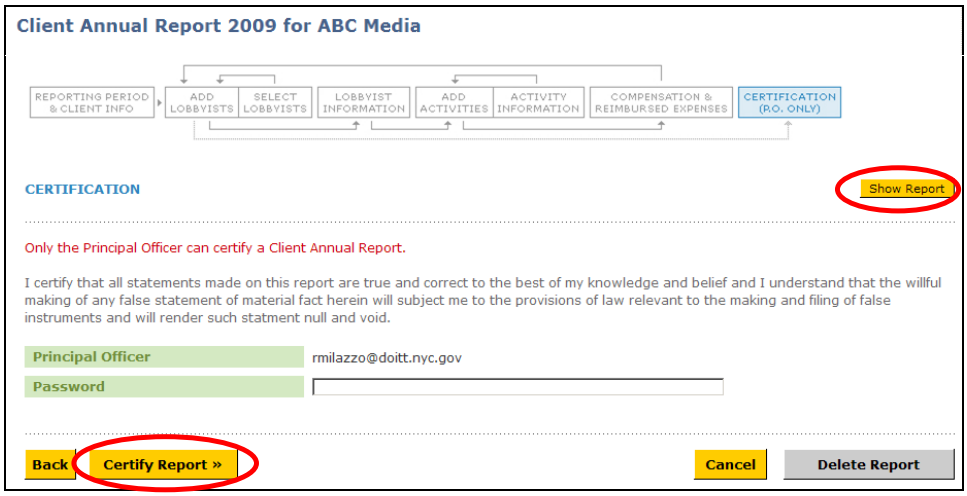
- To enter Activities information for a selected Lobbyist, click the number link in the "Activities" column. The Lobbying Activities screen appears. Add the appropriate lobbying activities, target NYC Agencies, and contacts, for the listed Lobbyist, for this reporting period. Please see the "**Adding Lobbying Activities**" section of the e-Lobbyist User Guide for instructions.

- To enter Compensation Paid and Reimbursed Expenses, click the link in the "Compensation Paid" column or the link in the "Reimbursed Expenses" column. The Compensation and Reimbursed Expenses screen appears. Please see the "**Adding Compensation and Reimbursed Expenses**" section of the e-Lobbyist User Guide for instructions.

NOTE: As of August 2011, the e-Lobbyist System reports Co-Lobbyist Activity on various reports. All Activities, Compensation Paid, and Reimbursed Expenses information must be entered for each Lobbyist, Primary Lobbyist, Co-Lobbyist, and Lobbyist/Client Name listed. If a Lobbyist did not receive any compensation or expense reimbursement directly from the Client during the reporting period, then an amount of zero (0) is be entered. (For

example: Co-Lobbyists perform lobbying activities on the Client's behalf; however, they are not reimbursed directly by the Client. The Client would list the Co-Lobbyist, enter their lobbying activities, enter a zero (0) amount for Compensation Paid, and enter a zero (0) amount for Reimbursed Expenses.)

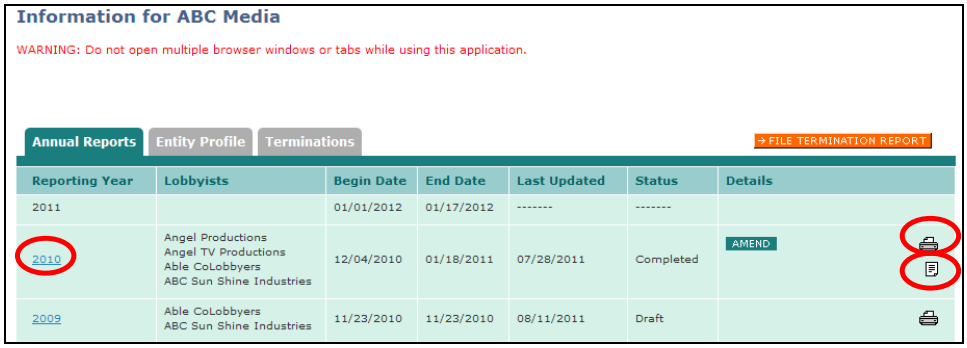
8. Principal Officer clicks "Continue" on the "Lobbyist Entity" screen to display the Certification page. Only Principal Officers can certify Client Annual Reports.



9. Click the "Show Report" button to view a printer-friendly .html version of the CAR. To certify the CAR, enter your password and click the "Certify Report" button. The "Client Annual Reports" screen appears. Please see "**Certifying a Client Annual Report**" section of the e-Lobbyist User Guide for more details.

Viewing and Printing a Client Annual Report with Direct Lobbyist Relationships

To view a filed or in-process Annual Report, click the desired "Reporting Year" link in the left column on the "Client Annual Report" screen. The details will open.



To view a printer-friendly .html version of the report, click the “Printer” icon on the far right of the screen for the desired reporting year.

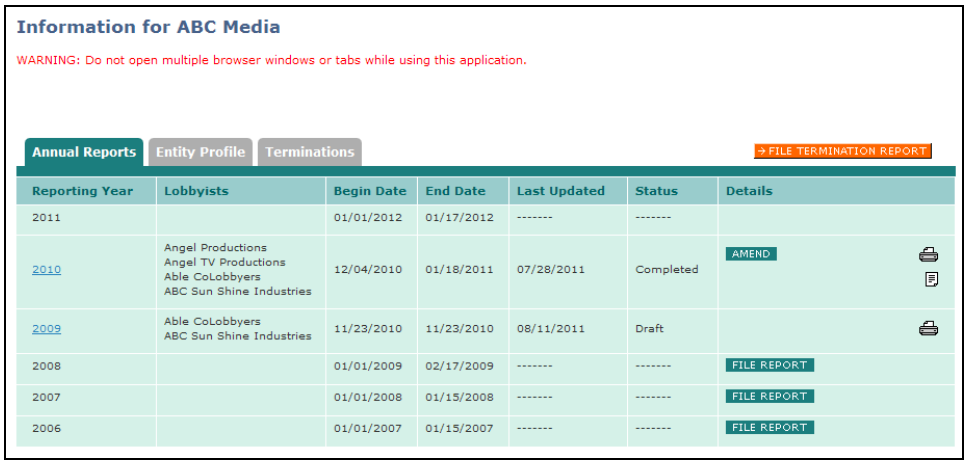
To view a PDF of the report, click the “Page” icon on the far right of the screen for the desired reporting year.

You can then print the report by using the print commands in your browser window.

Please see “**Viewing and Printing Client Annual Reports**” section of the e-Lobbyist User Guide for more details about this task.

Amending a Client Annual Report with Direct Lobbyist Relationships

The Amend button appears on the Client Annual Reports screen when an annual report has a status of “Completed.” Registrations and reports can be amended as many times as necessary, however you will only see the last saved version of the report.



Reporting Year	Lobbyists	Begin Date	End Date	Last Updated	Status	Details
2011		01/01/2012	01/17/2012	-------	-------	
2010	Angel Productions Angel TV Productions Able CoLobbyers ABC Sun Shine Industries	12/04/2010	01/18/2011	07/28/2011	Completed	AMEND
2009	Able CoLobbyers ABC Sun Shine Industries	11/23/2010	11/23/2010	08/11/2011	Draft	
2008		01/01/2009	02/17/2009	-------	-------	FILE REPORT
2007		01/01/2008	01/15/2008	-------	-------	FILE REPORT
2006		01/01/2007	01/15/2007	-------	-------	FILE REPORT

To amend a report that has been certified, click the “Amend” button in the “Details” column of the desired report row. The report opens and is available for making any necessary edits. If the report is amended and not filed, the “Amend” button is disabled until the report is filed. If edits are saved on the “Client Annual Report” before the report is certified, the status of the CAR changes to “Draft (Amended).” Once you certify the amended report, its status on the “Client Annual Reports” screen becomes “Completed (Amended).”

The process to certify an amended CAR is the same as filing the original. Please refer to the “**Certifying a Client Annual Report**” section of the e-Lobbyist User Guide for more details.

Error Messages/Troubleshooting

If you attempt to submit incomplete or improperly formatted entries, e-Lobbyist will display an error message indicating the error. The following are common error messages you may receive:

Business name cannot be longer than 255 characters.	The business name entered is too long. Shorten and resubmit.
Business address cannot be longer than 255 characters.	The business name entered is too long. Shorten and resubmit.
ZIP Code, Tax Identification Number (TIN), and Business Phone are all required.	ZIP Code, TIN, and business phone is missing. Enter and resubmit.
At least one type of filer must be selected.	You must select **Yes** for either "Lobbyist Filer" or "Client Filer."
“Field Name” cannot be empty (is required).	You must enter the referenced “Field Name” (Employee First Name, Employee Last Name, etc.)
It appears that you have an existing NYC.gov user account; however, you need to strengthen your password before you can enter the e-Lobbyist site. Please select "Change Password" link and follow instructions for creating a new password.	Click the link and follow the instructions for creating a stronger password.
The User ID is not found. You must enroll and your enrollment must be approved by the City Clerk to log into e-Lobbyist. If you have enrolled but not received confirmation of your approval, your approval is pending and will be approved once the voided check for the Lobbyist or Client organization is received. If you believe you have received this message in error, please contact the City Clerk e-Lobbyist help at lobbyist@cityclerk.nyc.gov or (212) 669-8171.	You have submitted a User ID that does not exist or your enrollment is pending.
User does not exist in the system. Enroll in the e-Lobbyist system to obtain a User ID.	Your User ID is your e-mail address. Before you can use e-Lobbyist, you must enroll.

Passwords must be at least 8 characters and must contain at least one number or special character. Special characters include ?!@#$%^*(). Passwords cannot contain the word 'password'.	Your password is not strong enough for security. Follow the onscreen rules to establish a strong password.
This business is already enrolled and cannot be enrolled again. Please verify TIN or SSN, or contact the City Clerk's Office.	The User already exists in the database, and can only be enrolled once. Verify the Tax Identification Number and Social Security Number, or contact the City Clerk's Office.
The format entered for this e-mail is not valid, please verify.	Your e-mail address is not valid. It must contact the @ sign (e.g., someone@somewhere.com).
The format entered for this ZIP Code is not valid (xxxxx), please verify.	The ZIP Code entered is not valid. The ZIP Code must be five numbers.
ZIP Code is required.	The ZIP Code is not filled in.
Tax Identification Number (xx-xxxxxxx) or last 6 digits of the Social Security Number is required or format is not valid.	Verify the Tax Identification Number (TIN) or Social Security Number (SSN) and re-enter.
If you are not receiving the e-mails, your spam filter may be sending some of them off to another folder, such as Trash or Spam. Please, check there to confirm.	Check your Spam or Trash folder for e-Lobbyist e-mails.
Additional Troubleshooting Issues	
Missing Information	If you submit incomplete or missing information, e-Lobbyist will identify what information is incomplete or missing.
Lobbyist/Client Already Enrolled	Each Lobbyist/Client entity may only enroll once.
Duplicate Enrollment TIN/SSN	The submitted Tax Identification Number (TIN) or Social Security Number (SSN) has already been submitted. Double check the number and resubmit, or cancel the enrollment if the Lobbyist/Client is already enrolled.
Duplicate Principal Officer E-mail Address	The Principal Officer is already enrolled.

As a Principal Officer You Cannot Appoint Yourself as a Designee	Principal Officers may appoint up to two Designees, but a Principal Officer cannot also be a Designee for the same Lobbyist/Client.
Incorrect Password	The submitted password is incorrect. Double check the password and resubmit, or click the "Forgot/Change Your Password" link on the "Log In" screen and follow the instructions to reset your password.
Can't Access the Lobbyist/Client Entity	Another user is currently accessing the Lobbyist/Client entity information. E-Lobbyist will display the User ID of User accessing the entity.
Session Timed Out	After 15 minutes of inactivity, a session time out message will appear in a pop-up window asking you if would like to continue working in e-Lobbyist or log out. If you have not responded by selecting one of the options after an additional five minutes of inactivity, you will automatically be logged out of e-Lobbyist. If the session timed out, simply log back in.
Unable to access P2 Report. "File Report" button is not active.	Check Client Registration status. If the status is "Draft Amended," the registration must be re-certified, or to restore the *original* registration, click the "Delete Registration" button.
The same Periodic Report link is showing multiple times. For example, the P1 Report link displays four times.	Open each duplicate report and click the "Delete Report" button. This will restore the other reports.