How to File a Client Semi-Annual Report

Please refer to the Tool Tip icons located throughout the Filing for more detailed information.

To create a Client Semi-Annual Report (CSA):

1. Select the blue **'Client Semi-Annual'** button from the 'Client Filings' quick start menu.

The Client Semi-Annual Report contains the following fields. Items denoted with a red asterisk '*' are required fields

Contractual Client Information*

The **'Contractual Client'** must have an existing Profile **BEFORE** a CSA can be submitted in LA.

The **'Contractual Client'** may be the *same* as the '**Principal Lobbyist'**.

> NOTE: If you are a Contractual Client who lobbies on your own behalf (you are both the Principal Lobbyist and Contractual Client), you are **not required** to file a Client Semi-Annual Report. However, **you are required to disclose Source of Funding (SoF) information**.* (SEE SoF Instructions)

1. On the ***Client Semi-Annual*** tab, either:

   - enter the first few characters of the *Client* **'Organization'** name in the text search box;

     OR

   - type the asterisk symbol (*) in the search field to view JCOPE's comprehensive list.

   If multiple versions of the Organization name appear in the drop down, select the version that has a green check-mark next to it. The green check-mark indicates the Profile has been verified by an Authorized Person.

As of 7/10/19

If a red banner is displayed over the name you would like to select, the Profile information for that Organization name has not been verified. You are required to verify the information before you can select the Organization.

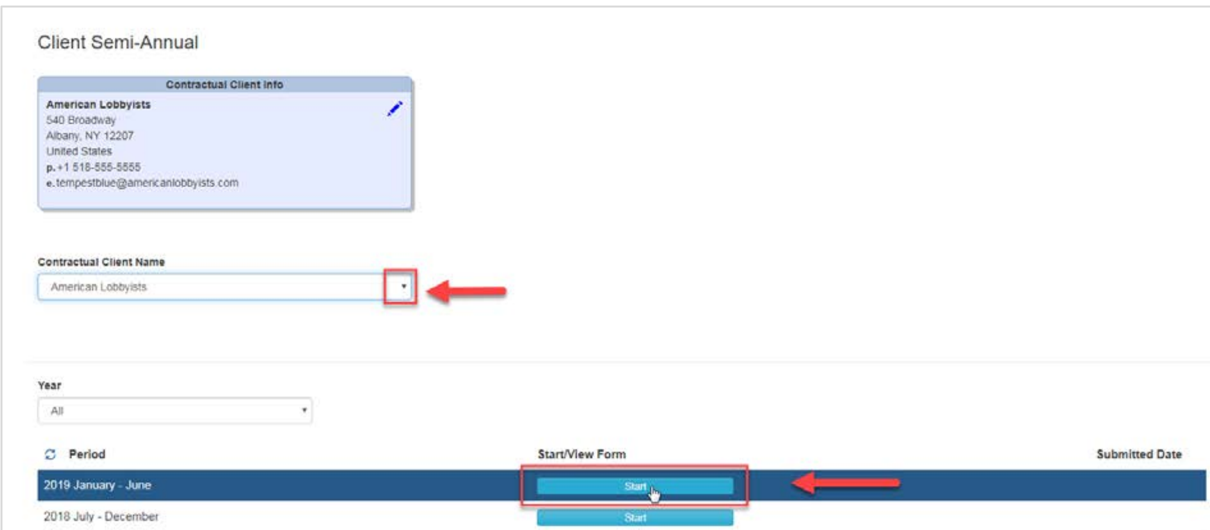
If none of the names have a green check-mark, please contact JCOPE Help Desk.

Review*

Before you proceed, verify the name of the Contractual Client is correct. You **cannot** change the Contractual Client name once you begin the Client Semi-Annual Report. If incorrect, you will be required to discard the form and begin a new Client Semi-Annual Report.

CSA Year/Reporting Period*

1. Click the **'Start'** button next to the applicable filing **'Period'**.



The online CSA in the new LA contains its own main navigation menu and can be viewed in a "tabbed format" or in "full view", depending on Filer preference.

To navigate the Client Semi-Annual Report, you may do any of the following:

- Click any of the menu items from the left-hand navigation menu;
- Click the left or right arrows at the upper right side of your screen; or
- Click the **Continue →** hyperlink at the bottom of your screen.

Beneficial Client Information*

The **'Beneficial Client'** may be the *same* as the '**Contractual Client'**.

Certain information disclosed in applicable Filings submitted during the corresponding CSA Reporting Period will automatically populate your CSA:

- The name of any Beneficial Client(s) reported by your Principal Lobbyist(s) on their Statement of Registration(s) where you are listed as the Contractual Client.

You may add ***new*** Beneficial Client(s) directly to a CSA Report. If you choose to add new Beneficial Client(s) directly to your CSA Report, you may be required to amend associated Filings to add the Beneficial Client(s).

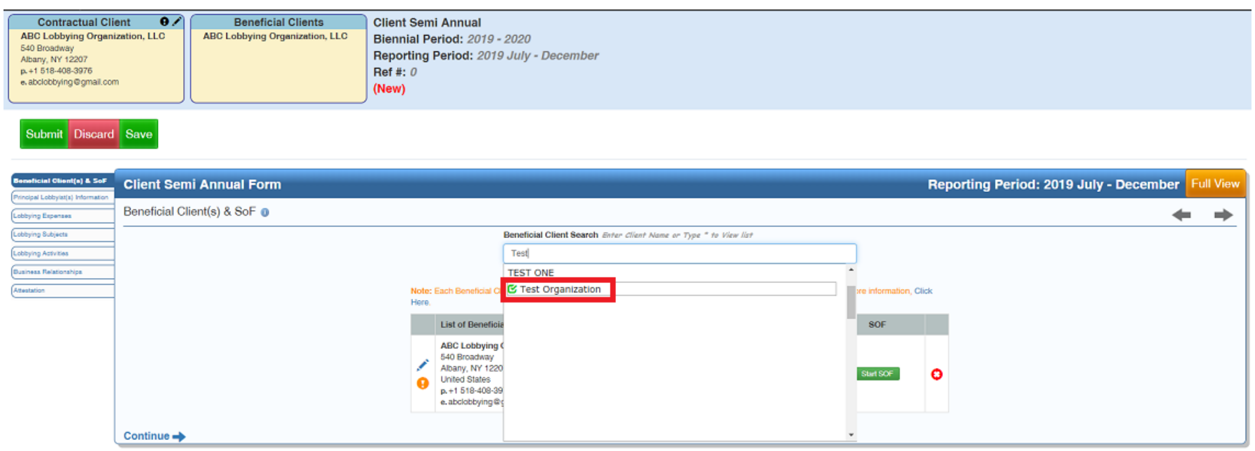
1. On the ***Beneficial Client(s) & SoF*** tab, either:

   - enter the first few characters of the **'Beneficial Client'** name in the text search box;

     OR

   - type the asterisk symbol (*) in the search field to view a list Organizations with existing Profiles in LA.

   If multiple versions of the Organization name appear in the drop down, select the version that has a green check-mark next to it. The green check-mark indicates the Profile has been verified by an Authorized Person. If none of the names have a green check-mark, please contact [JCOPE Help Desk].



If a Profile does not yet exist for the 'Beneficial Client':

1. On the ***Beneficial Client(s) & SoF*** tab:

   - Select the **'Click here to create Beneficial Client Profile that does not exist yet'** hyperlink, and provide the following information:

     Type of Lobbying Organization

     Lobbyist/Client Organization, Public Corporation, or Coalitions

     Beneficial Client Name

     The Organization Name (including Coalitions and Public Corporations)

Beneficial Client Business Address, Phone Number, Email Address

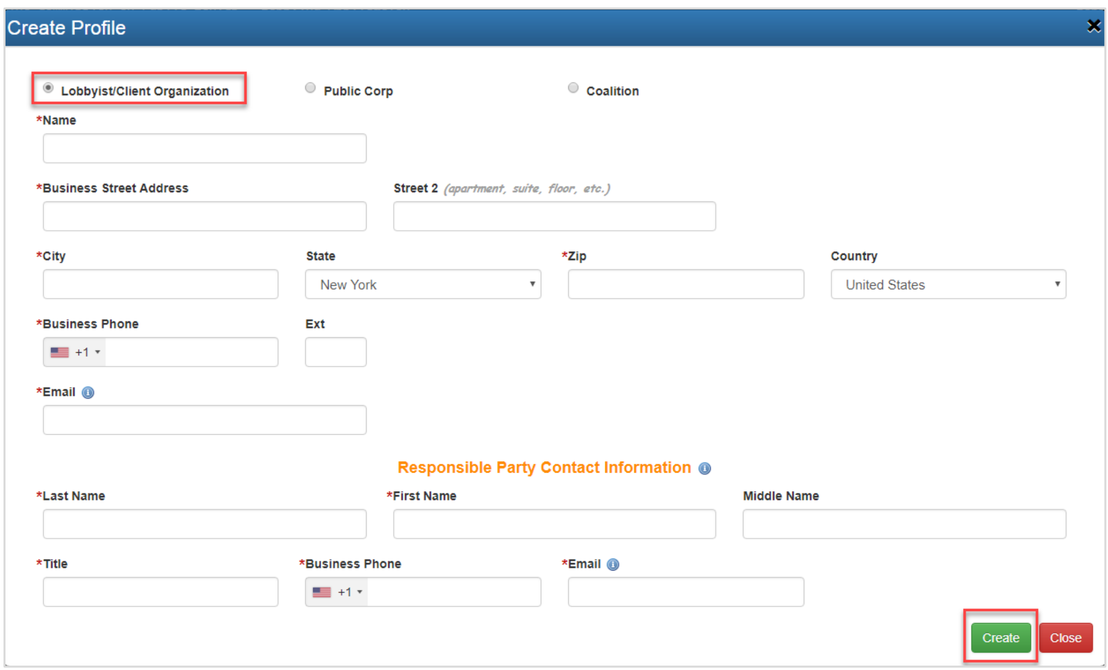
The address, phone number, and email address of the Beneficial Client's place of business.

Beneficial Client Responsible Party (Chief Administrative Officer)

You will be required to also provide the name of the person who is responsible for making and filing Statements and Reports required under the Lobbying Act for the Beneficial Client, as well as their business title, address, phone number, and email address.

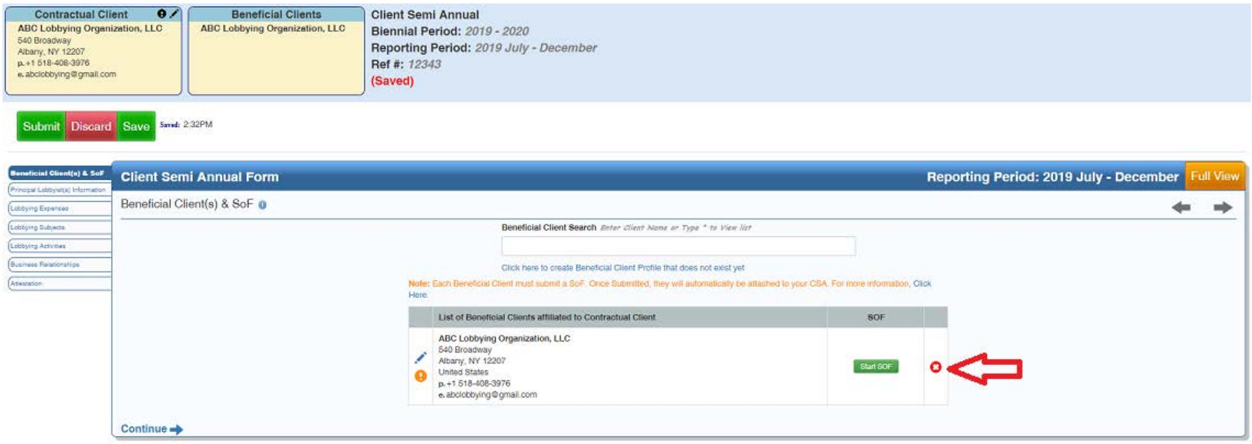
✶ **Repeat these steps for each Beneficial Client required to be listed on your CSA.**

2. Select the **'Create'** button to save your changes. **NOTE**: All fields denoted with a red asterisk (*) are required fields.



To remove a Beneficial Client, select the red and white circle 'X' icon.

You may remove Beneficial Client(s) directly from a CSA Report. However, please note you must list **at least one Beneficial Client on a CSA Report.**



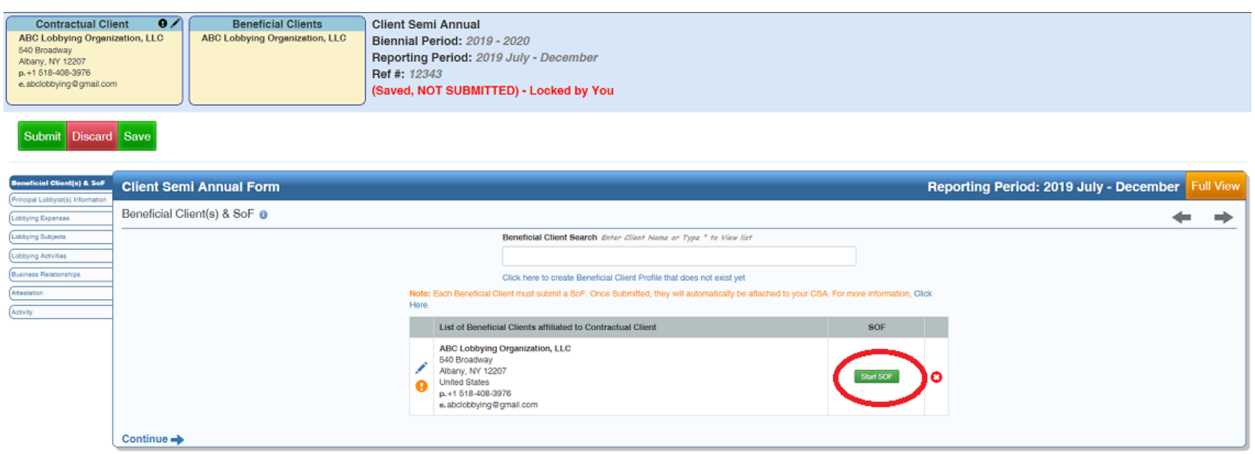
Source of Funding Information (if applicable)

Every Beneficial Client is required to either: (1) Disclose Source(s) of Funding ('SoF'); or (2) Indicate SoF reporting is not required. The information will be appended to every active CSA and Amended CSA of the affiliated Contractual Client(s) during the specified Reporting Period.

If you are acting as <u>**both**</u> the Contractual Client ***and*** Beneficial Client, you will be required to fill-out your SoF form at this time by selecting the green **'Start SoF'** button next to your name. Any information already filled-out in your CSA will be saved. When you have completed your SoF form, you will be returned to your CSA to complete the remainder of information.

- **Data disclosed on your Organization Profile will populate information on your SoF Form.**

SEE SoF Instructions for more information



Principal Lobbyist Information*

Certain information disclosed in applicable Filings submitted during the corresponding CSA Reporting Period will automatically populate your CSA:

- The name(s) of each Principal Lobbyist who has listed you as a Contractual Client on a Statement of Registration.

- The names of all Beneficial Client(s) reported by your Principal Lobbyist(s) on their Registration(s).

- The Level of Government and Compensation Amount(s) paid to your *Employed Lobbyist(s)* reported in your Bi-monthly Reports.

  NOTE: There are no Reimbursed Expenses for *Employed Lobbyist(s)*.

You may add ***new*** Principal Lobbyist(s) directly to a CSA Report.

1. On the ***Principal Lobbyist(s) Information*** tab, either:
   - enter the first few characters of the **'Principal Lobbyist'** name in the text search box;

     OR

   - type the asterisk symbol (*) in the search field to view a list Organizations with existing Profiles in LA.

   If multiple versions of the Organization name appear in the drop down, select the version that has a green check-mark next to it. The green check-mark indicates the Profile has been verified by an Authorized Person. If none of the names have a green check-mark, please contact JCOPE Help Desk.

If a Profile does not yet exist for the 'Principal Lobbyist':

- On the ***Principal Lobbyist(s) Information*** tab:
  - Select the **'Click here to create Principal Lobbyist Profile that does not exist yet'** hyperlink, and provide the following information:

    Type of Lobbying Organization

    Lobbyist/Client Organization, Public Corporation, or Coalitions.

    Principal Lobbyist Name

    The Organization Name (including Coalitions and Public Corporations).

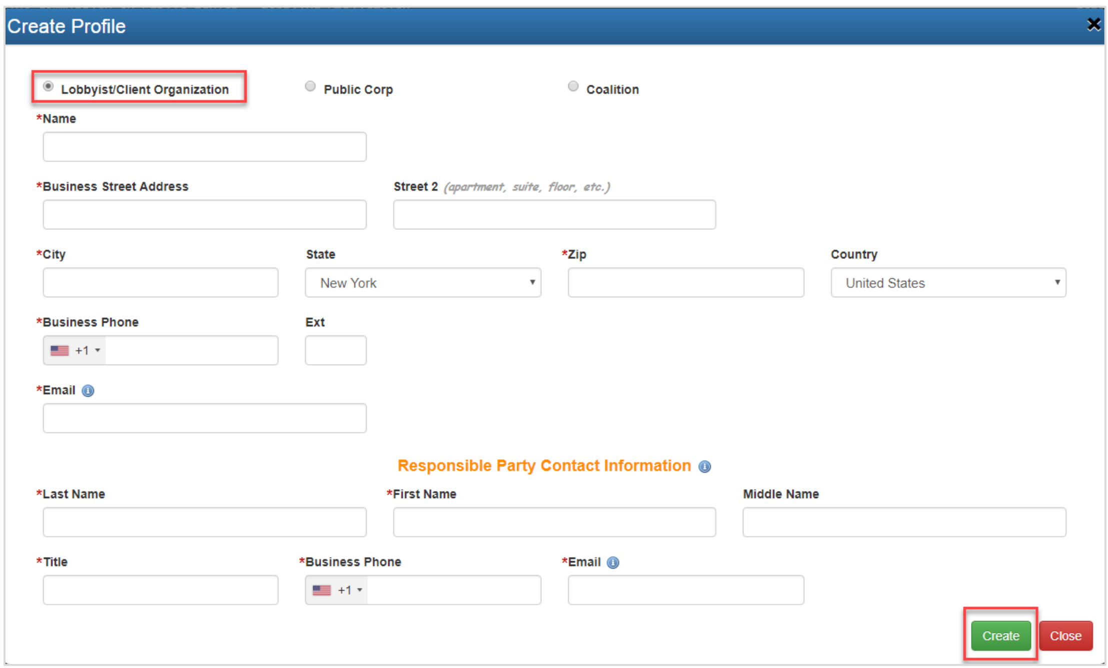
    Principal Lobbyist Business Address, Phone Number, Email Address

The address, phone number, and email address of the Principal Lobbyist's place of business.

Principal Lobbyist Responsible Party (Chief Administrative Officer)

You will be required to also provide the name of the person who is responsible for making and filing Statements and Reports required under the Lobbying Act for the Principal Lobbyist, as well as their business title, address, phone number, and email address.

- Select the **'Create'** button to save your changes. **NOTE**: All fields denoted with a red asterisk (*) are required fields.



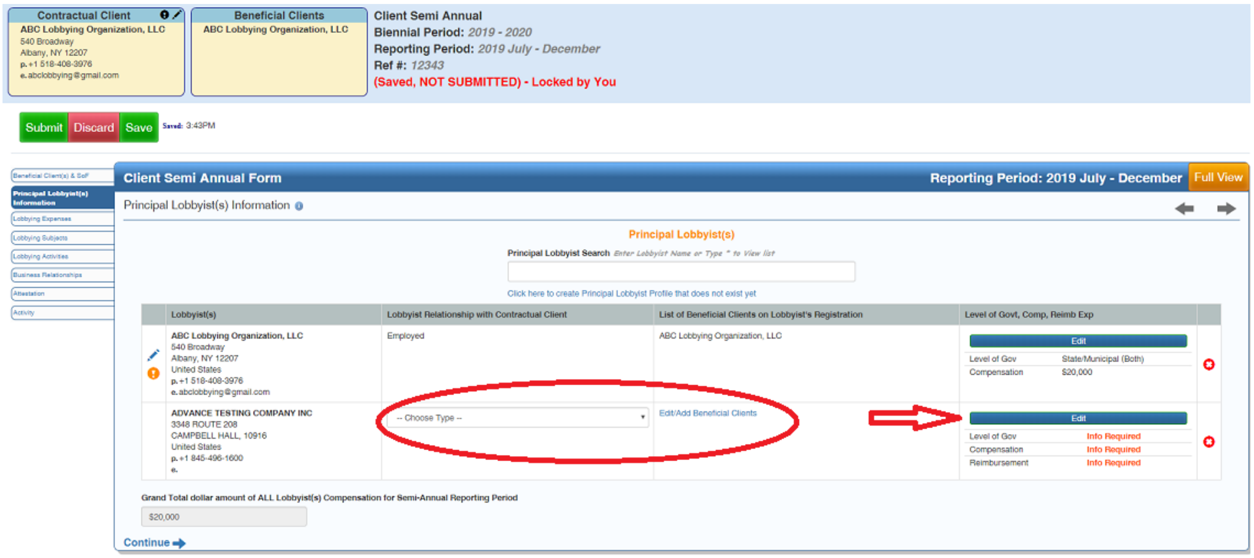
1. <u>**Each**</u> *Principal Lobbyist(s)* added requires you provide the required information:

Lobbying Relationship with the Contractual Client

You must indicate the '**Type of Relationship'** between you and your Principal Lobbyist by selecting **'Employed'** or **'Retained'** from the drop-down menu.

List of Beneficial Clients on Lobbyist's Registration

You must provide the name(s) of the **'Beneficial Clients'** listed on the Statement of Registration between you and your Principal Lobbyist by clicking on the **'Edit/Add Beneficial Client'** hyperlink.



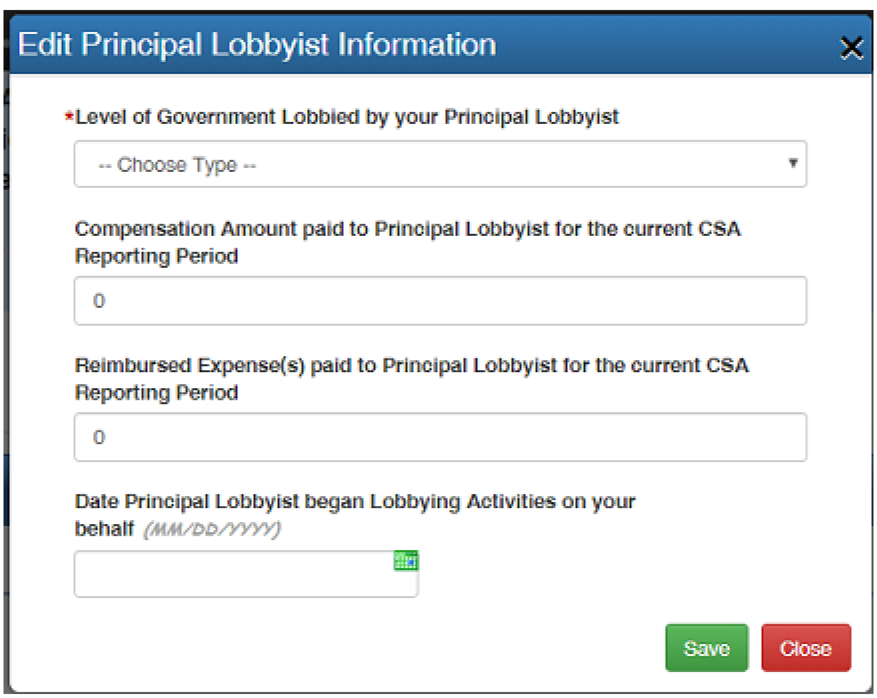
2. Select the blue **"Edit"** button to provide additional required information:

   Level of Government, Compensation, and Reimbursed Expense Amounts

   See information below.

   Principal Lobbyist Start Date

   You must provide the earliest date the Principal Lobbyist was authorized to engage in Lobbying Activities on your behalf.

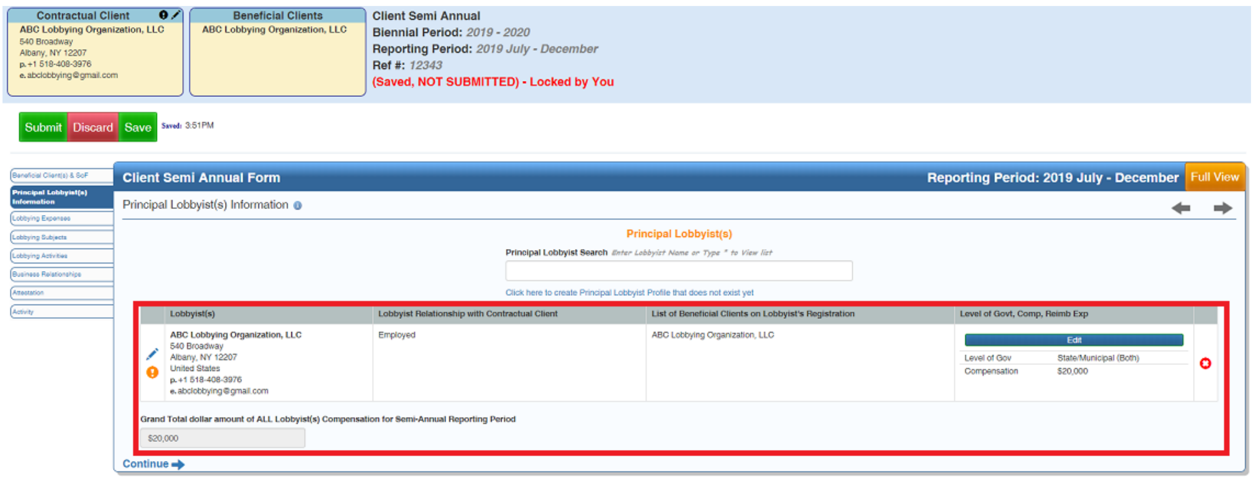


✶ **Repeat these steps for each Principal Lobbyist required to be listed on your CSA.**

Level of Government, Compensation and Reimbursed Expense Amounts for each Retained Principal Lobbyist*

NOTES:

- The Level of Government and Compensation Amount(s) paid to your *Employed Lobbyist(s)* will automatically populate from the information disclosed in your Bi-monthly Reports.
- There are no Reimbursed Expenses for *Employed Lobbyist(s)*.



1. Select the blue **'Edit'** button for each Retained Lobbyist listed and provide the required information:

   Step 1 – Select the **'Level of Government Lobbied'** from the drop - down menu.

   You must indicate the **'Level of Government'** your Principal Lobbyist Lobbied during this reporting period.

   a. State Lobbying
   b. Municipal Lobbying
   c. State/Municipal (Both)

   Step 2 – Add **'Compensation Amount paid to your Principal Lobbyist'**.

   You must provide the Total (Dollar Amount) of Compensation paid to your Principal Lobbyist during this reporting period.

   Step 3 – Add **'Reimbursed Expense Amount paid to your Principal Lobbyist'**.

   You must provide the Total (Dollar Amount) of Expenses reimbursed to your Principal Lobbyist during this reporting period.

Lobbying Expenses*

Disclose Reportable Expense information in the **'Report in the aggregate all expenses less than or equal to $75'** field.

- If you have none to disclose for this reporting period, you may leave the **'0'** and proceed to the next required field.

  NOTE: If you report **'0':**

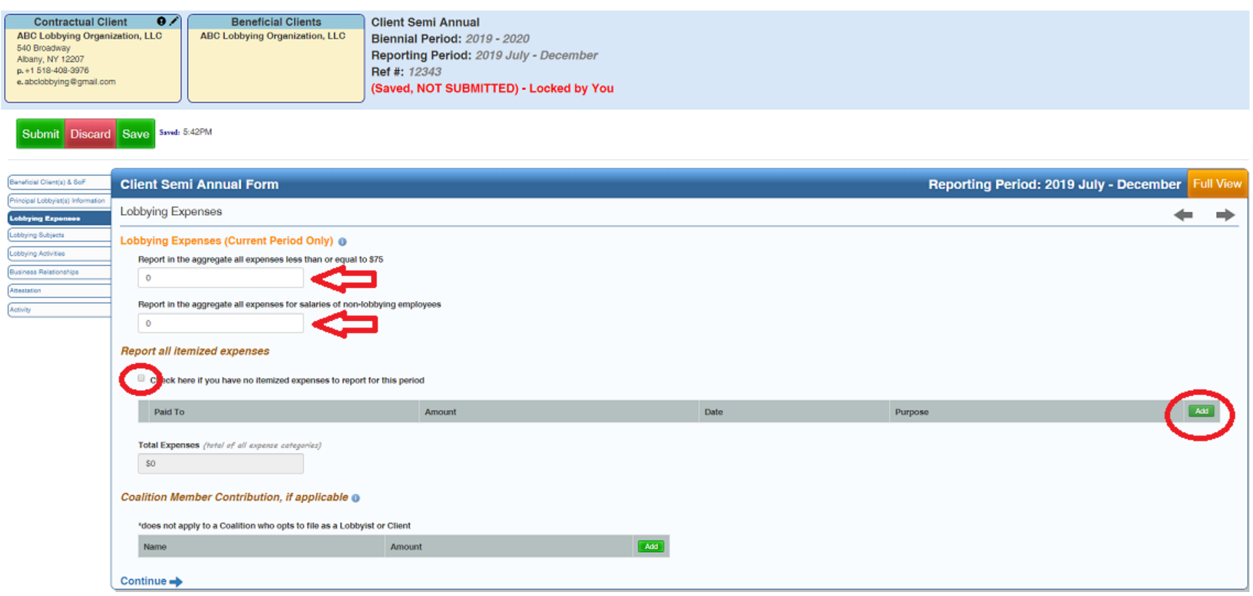
  - the Reimbursed Expense Totals for your Principal Lobbyist(s) must be $0, and
  - no other Expenses can be listed on CSA Report.

Disclose salaries of non-lobbying employees' in the **'Report in the aggregate all expenses for salaries of non-lobbying employees'** field.

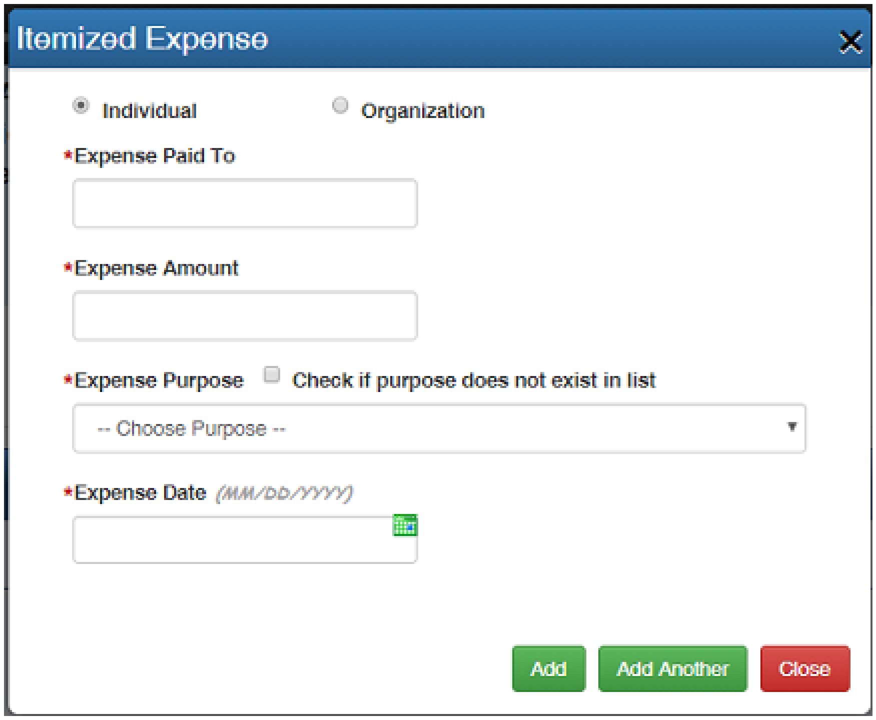
- If you have none to disclose for this reporting period, you may leave the **'0'** and proceed to the next required field.

Itemized Expenses

- Select the check-box if you have no **'Itemized Expenses to Report'.**
- Select the green **'Add'** button if you have **'Itemized Expenses, each valued at more than $75'** to disclose.



'Itemized Expenses, each valued at more than $75' requires the following information be provided:



1. Indicate whether the Expense was paid to an **'Individual'** or an **'Organization'**
2. Provide the **Name of Organization *or* Individual** the Expense was paid
3. Provide the **Total (Dollar amount) of the Itemized Expense**
4. Provide the **Date of the Expense** (any date within the CSA reporting period). Enter by either:
    a. using the green calendar icon, or
    b. enter the dates manually using the mm/dd/yyyy format
5. Provide the **Expense Purpose**
    - Advertising - Billboards
    - Advertising - Flyers
    - Advertising - Print Media
    - Advertising - Television/Radio
    - Buses for lobby event
    - Cell Phone
    - Computer/Internet
    - Consulting
    - E-advocacy
    - Legislative Bill Tracking
    - Legislative Research
    - Lodging
    - Meals for lobby event
    - Photocopies
    - Rallies
    - Rent
    - Social Event/Reception/Banquet
    - Social Media – Websites
    - Travel Reimbursement - Train, Airfare, Car, Hotel
    - Other

You can select the **'Check if purpose does not exist in list'** check-box and type an expense purpose in the text field if a specific Expense purpose is not an available option in the pre-populated list.

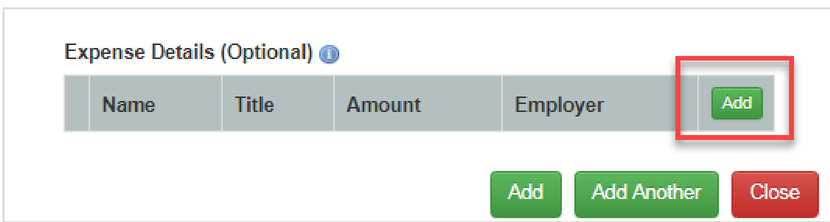
6. Select **'Add'** to add the **'Itemized Expense'** to the Lobbying Expense section of your CSA
7. Select **'Add Another'** to add another **'Itemized Expense'**
8. Repeat until all **'Itemized Expenses'** have been added
9. Select **'Close'** to return to the ***Lobbying Expenses*** tab

Special Instructions for Itemized Expenses paid to an Organization

If applicable, **'Itemized Expenses'** that have been **paid to an Organization** on behalf of an Individual (or Individuals) must include the Expense Detail(s). Please see the Client Semi-Annual Instructions for a detailed example of the above disclosure.

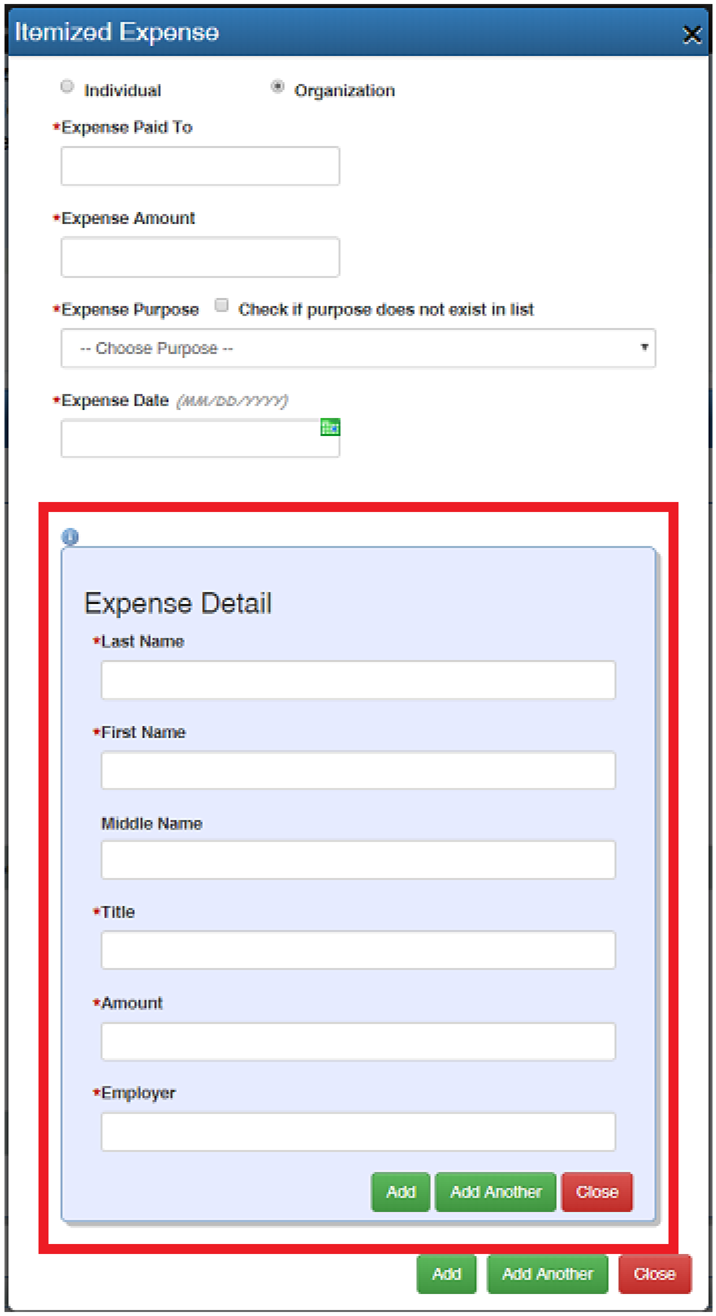
NOTE: An Expense Detail is only applicable if you selected the **'Organization'** radio button on the 'Itemized Expense' modal.

1. Select the **'Add'** button in the **'Expense Details'** section of the **'Itemized Expense'** modal



2. Enter the required information denoted by a red asterisk '*'

- Provide the **Last and First Name of the Individual** the Expense was paid on behalf of
    a. The **Middle Name** is optional
- Provide the **Title of the Individual**
- Provide the portion of the **Dollar Amount** that is attributable for the Individual named
- Provide the Individual's **Employer Name**



3. Select **'Add'** to add the **'Expense Detail'** to the **'Itemized Expense'**
4. Select **'Add Another'** to add another **'Expense Detail'**
5. Repeat until all **'Expense Details'** have been added
6. Select **'Close'** to return to the **'Itemized Expense'** modal
7. Select **'Close'** again to return to the ***Lobbying Expenses*** tab

Coalition Member Contributions (if applicable)

1. Select the **'Add'** button
2. Provide the **'Name'** of the Coalition the Contribution was paid to
3. Provide the **Total (Dollar amount of) Contribution paid to Coalition** during this period by the specific Coalition Member (Beneficial Client)

Lobbying Subjects for CSA Reporting Period*

At least *one* 'Lobbying Subject' *is required* to be disclosed on each CSA Report. Lobbying Subjects identify the specific subject matter area(s) on which Lobbying occurred. These Subjects identify the 'Nature of Business' between the Lobbyist and Contractual Client.

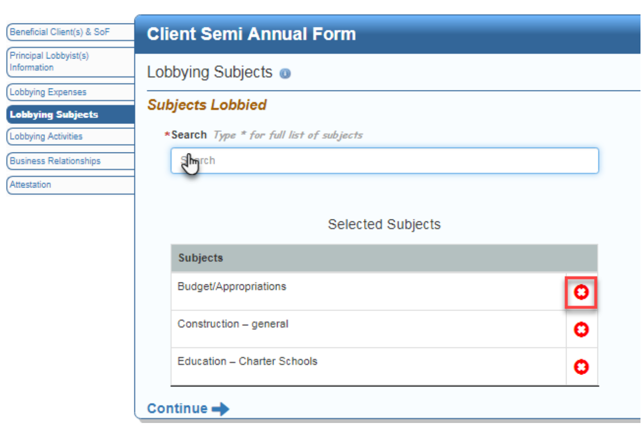
You can add or remove **'Subjects'** as needed. Multiple Lobbying Subjects can be selected from the drop-down menu. **Refer to JCOPE's website for the most up-to-date list**.

To add a 'Lobbying Subject'

1. On the ***Lobbying Subjects*** tab of your CSA Report:
    a. enter the first few characters of the **'Subject'** in the text search box

    OR

    b. type the asterisk symbol (*) in the search field to view JCOPE's comprehensive list



2. Click-on the **'Subject'** to select it.

   - You may add multiple **'Subjects'.**

   - A **'Lobbying Subject'** that has been successfully added to a Filing is displayed in the **'Selected Subjects**' area below the 'search field'.

To remove a Lobbying Subject, select the red and white circle 'X' icon.

Lobbying Activities for CSA Reporting Period*

The ***actual*** Lobbying Activities that occurred during the specific reporting period must be disclosed by identifying the Focus Type, the Focus (Identifying Number or Description), the Type of Communication, and the Party(ies) Lobbied.

NOTES:

- The LA will automatically populate the Lobbying Activity information reported by Employed Lobbyists on their Bi-monthly Reports. You CANNOT remove/edit these Lobbying Activities. You must submit an Amended Bi-monthly Report to change any Lobbying Activity information auto-populated from your Bi-monthly Report(s).
- If you determine Lobbying Activity information needs to be amended, **DISCARD** your CSA and submit your Bi-monthly Report Amendment(s). DO NOT SAVE YOUR CSA since the changes made to your Bi-monthly Report(s) will not refresh the information populated to your CSA at this time. Once you have submitted your Bi-monthly Amendments, start your CSA Report again.

Select **'Yes'** or **'No'** from the drop-down menu to indicate whether or not you have **'Lobbying Activities to Report'.**

- If you select **'Yes'**, you must provide the **'Type'**, **'Communication'**, **'Focus', and 'Parties Lobbied'**.

- You can add or remove **'Lobbying Activities'** directly to a CSA Report.

There are two options available to add Lobbying Activities to your CSA; and both options can be used.

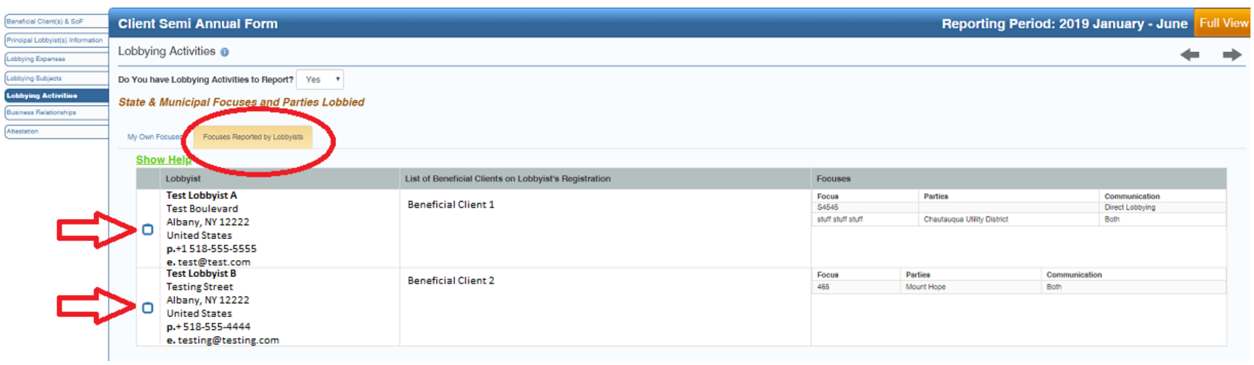
a. Populate the Lobbying Activity information from the data disclosed by your Retained Lobbyist(s) on their Bi-monthly Reports (and applicable amendments).

   and

b. Add Lobbying Activity by data-entering all required information.

<u>**To add "Lobbying Focuses" reported by your Retained Lobbyist(s) on their Bi-monthly Reports**</u> (as of the submission date of the CSA)**:**

Step 1 – Confirm the **'Focuses Reported by Lobbyists'** sub-tab is highlighted



Step 2 – Select the check-box next to the Retained Lobbyist name. (You can select all check-boxes.)

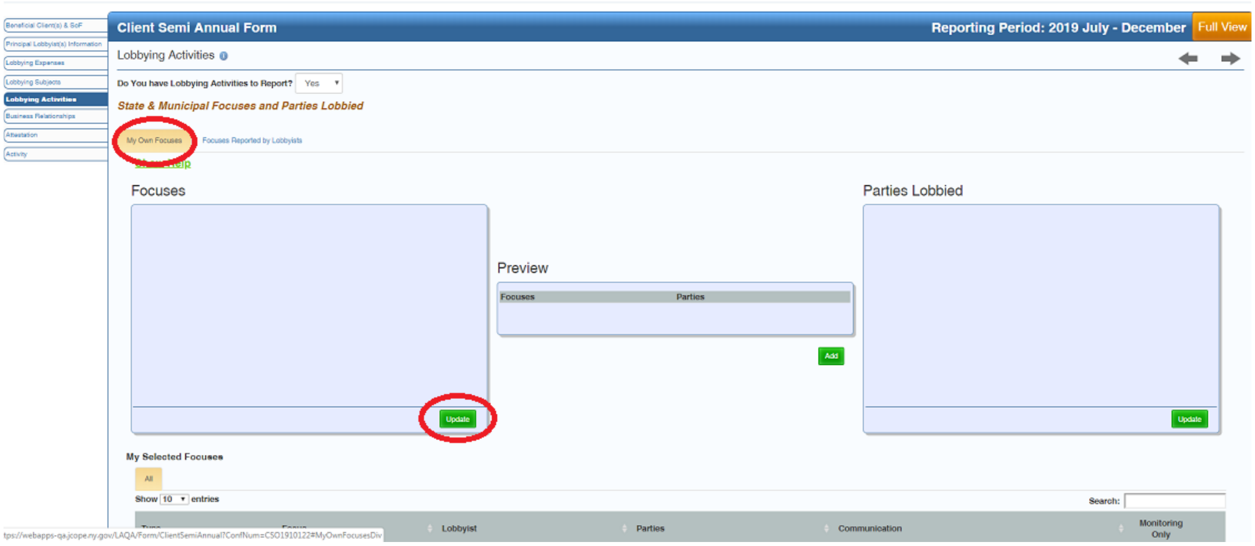
Step 3 – The Lobbying Activity information will populate to the **'My Selected Focuses'** section of your CSA Report.

A specific Lobbying Activity populated to your CSA can be removed ***after*** it has been added by clicking the red and white circle 'X' icon. (**NOTE**: Removal of a Lobbying Activity on your CSA does not affect the information reported by your Principal Lobbyists on their Bi-monthly Report(s).)

NOTE: You are not required to use the Lobbying Activities reported by your Principal Lobbyist(s). However, JCOPE recommends you utilize this feature since the CSA requires disclosure of the ***actual*** Lobbying Activities performed by your Principal Lobbyist(s) during the specific Reporting Period.

To add a "Lobbying Focus" by data-entering the required information:

Step 1 – Confirm the **'My Own Focuses'** sub-tab is highlighted



Step 2 – Select the green **'Update'** button

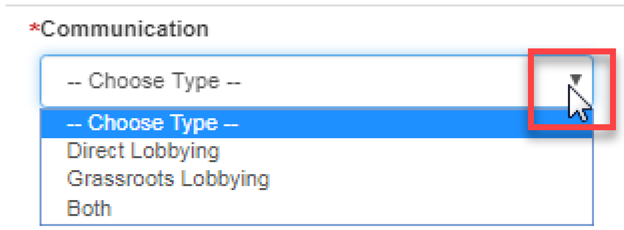
Step 3 – Select a **'Focus Type'**

A *Focus Type* (State or Municipal Level) must be identified for each Focus number (such as the bill or procurement number), or brief description of the Focus area if the identifying number is unknown.

- State Bill
- State Executive Order
- State Law
- State Procurement
- State Resolution
- State Regulation/Rate-making/Rule
- State Tribal Compact Agreement - NYS Indian Nations
- Municipal Bill
- Municipal Executive Order
- Municipal Law
- Municipal Procurement
- Municipal Resolution
- Municipal Regulation/Rate-making-Rule

Step 4 – Select a **'Type of Communication'**

A *Type of Communication* (Direct, Grassroots Lobbying or Both)* must be assigned from the drop-down menu for each Focus number (such as the bill or procurement number), or brief description of the Focus area if the identifying number is unknown.



a. **Monitoring Only**

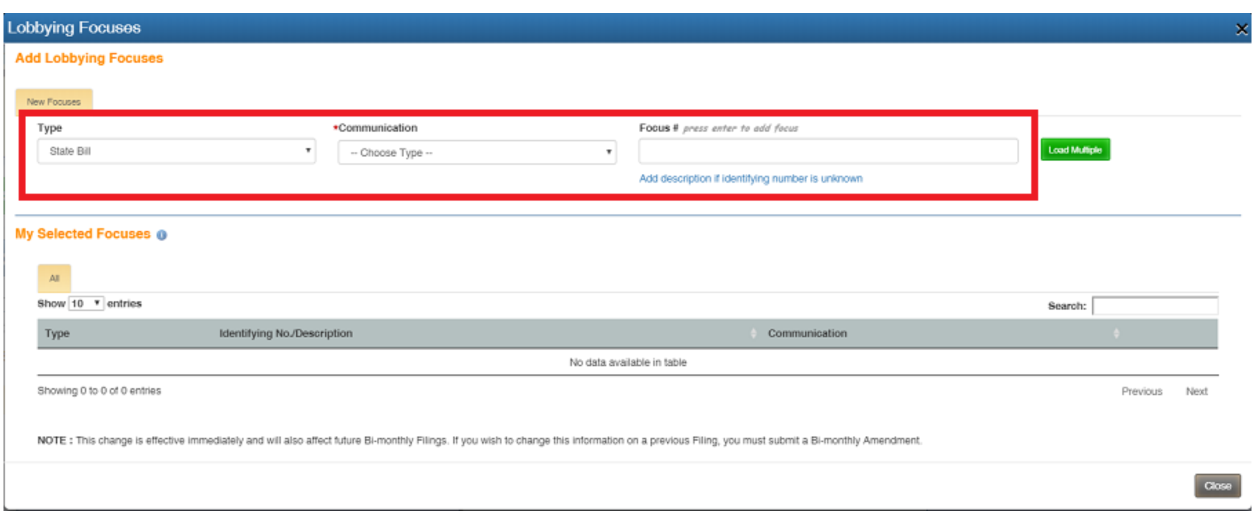
If you have a Focus to report, **but have not actually Lobbied a specific Party**, you may select the **'Monitoring Only'** check-box once the Focus has been added to your **'My Selected Focuses'** section.

1. Select the Focus to add it to the **'Preview'** box. *Do not select a Parties Lobbied*.
2. Select the **'Add'** button underneath the **'Preview'** box.
3. Select the **'Monitoring Only'** check-box next to the Focus in the **'My Selected Focuses'** section.

Step 5 – Identify **Focus(es)**

a. **Focus Number (identifying number)**

- Add a **'Focus #'** and click the 'Enter' key on your keyboard to save your changes.
- If a Focus Number (identifying number) is **unknown**, you can provide a description of the Focus by selecting the **'Add description if identifying number is unknown'** hyperlink.



SPECIAL FORMATTING REQUIREMENTS FOR STATE BILLS.

Identifying Senate and Assembly Bills: Enter a capital 'S' for a Senate Bill number, or a capital 'A' for an Assembly Bill number. *Do not add a space, hyphen, period, or other character between the capital letter and the bill number.*

- **Correct**: A1234
- **Incorrect:** a1234; **or** a 1234; **or** A 1234; **or** A_1234

Identifying Amended Senate and Assembly Bills: If a State bill is amended, versions are denoted by a letter suffix A, B, C, D and so on for each time the bill is altered. Please ensure the letter at the end of the amended Bill number includes a dash before it.

- **Correct**: A1345-A
- **Incorrect:** a1234A; **or** a 1234a; **or** A 1234a; **or** A_1234A

Refer *to the* ***'How to Properly Disclose Lobbying Activities'*** document for information on how to properly include sufficient specificity for all other Focus Types. **Failure to properly disclose Lobbying Activities may result in a Ticket on your Filing, and require you to amend the Filing.**

b. Description of the Focus

If a Focus Number (identifying number) is **unknown** at the time of submission of your Filing, you can provide a description of the Focus.

- Select **'Add Description if Identifying Number is unknown'** and provide a brief description; then click the 'Enter' key to add.

- **For Municipal Level Focuses**, indicate the originating locality in your description.

  EXAMPLE: Municipal Bill on requiring single stream recycling in the Town of Delmar, New York.

c. Load Multiple State and Municipal Bills

You can **upload multiple State and Municipal Bill numbers** as long as they are grouped by the same **Type of Communication**.

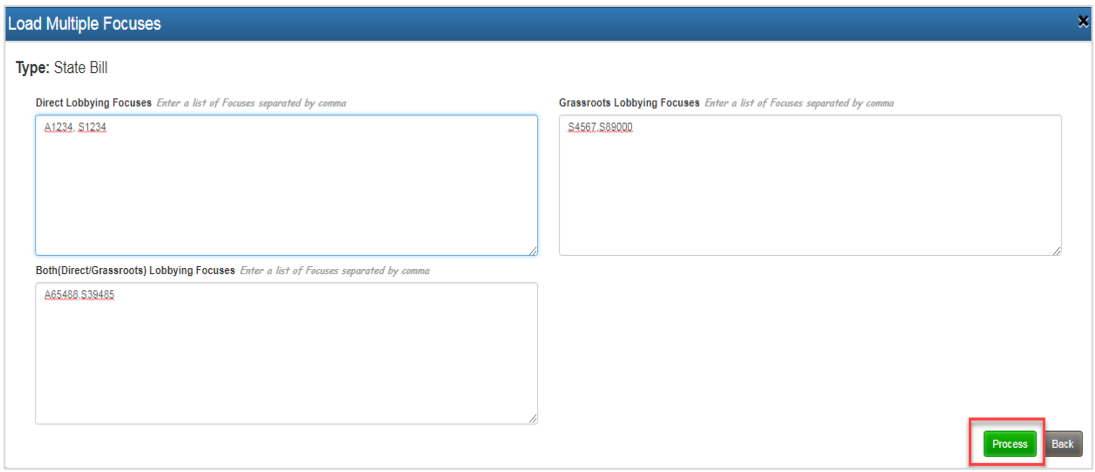
1. **Organize your bill numbers** into the following categories:
   - Direct Lobbying
   - Grassroots Lobbying
   - Both

2. **Use commas to separate bill numbers**
   - Each bill number must be separated by a comma.
   - State Senate Bill numbers and Assembly Bill numbers do NOT need to be loaded separately.

     Correct: A1234,S1234,A4567,A8790,S2345

3. Select the green **'Load Multiple'** button

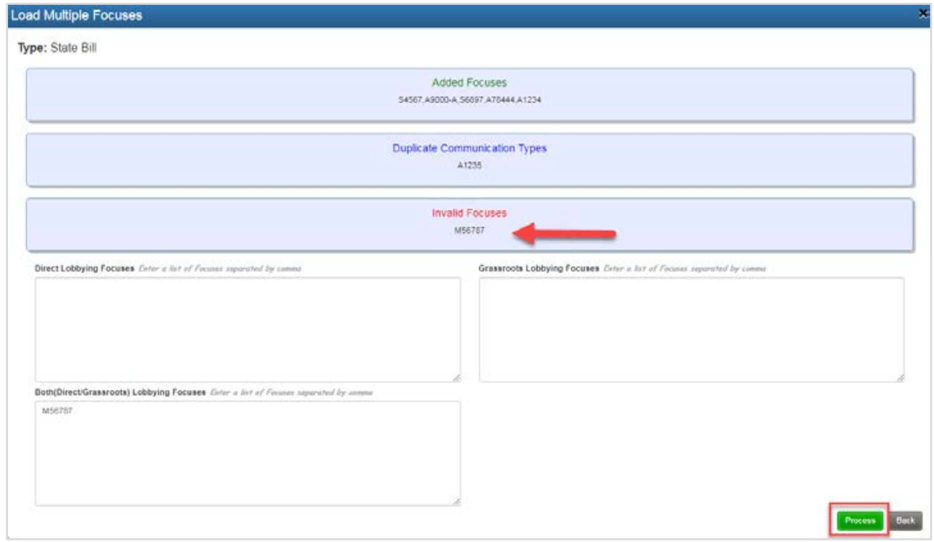
4. Copy/paste the bill numbers into the corresponding **Lobbying Focuses** text box(es).



5. Select the **'Process'** button

   Focuses that have been successfully added will appear in the **'Added Focuses'** section.
   - If you accidentally entered a Bill number twice, it will appear in the **'Duplicate Communication Types'** section.
   - Any bill number that does not meet the formatting requirements will appear in the **'Invalid Focuses'** section.
     - You can edit these bill numbers on this screen.

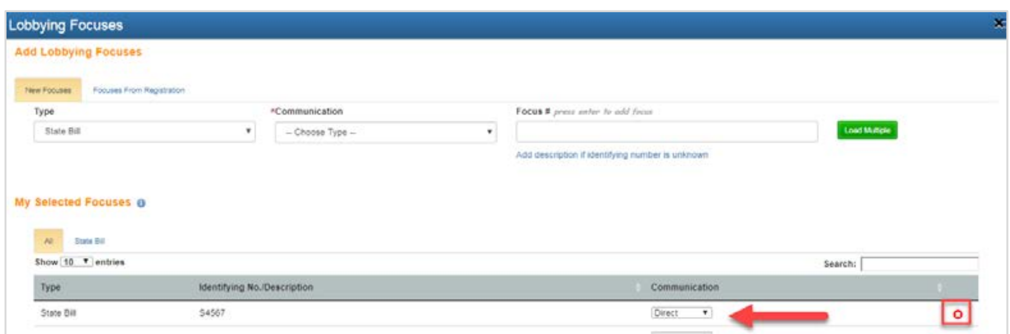
- Correct the bill number and click **'Process'** when completed.



6. Once all corrections are complete:

   The Communication Type/Focus pairing will populate to the **'Added Focuses'** section of the main **'Lobbying Focuses'** screen of your CSA Report.

   - An incorrectly identified **Communication Type** can be easily corrected by selecting a new **'Communication'** from the drop-down menu.
   - To remove a State Bill or any other Focus Type, click the red and white circle 'X' icon.



Step 6 – Identify **'Parties Lobbied'**

The direct connection (one-to-one relationship) between the Focus and the target(s) (referred to as **'Parties Lobbied'**) of any reportable **"Lobbying Activity"** must be identified.

NOTE: A Focus does **NOT** require a **'Party'** be connected to it ***IF*** **a specific Party** was not **actually Lobbied.** You may select the **'Monitoring Only'** check box once the Focus has been added to your **'My Selected Focuses'** section.

a. **<u>To add a 'Party Name'</u>**

1. Select the green **'Update'** button
2. On the "**Lobbying Parties**" tab, either:
   - enter the first few characters of the **'Party Name'** name in the text search box;

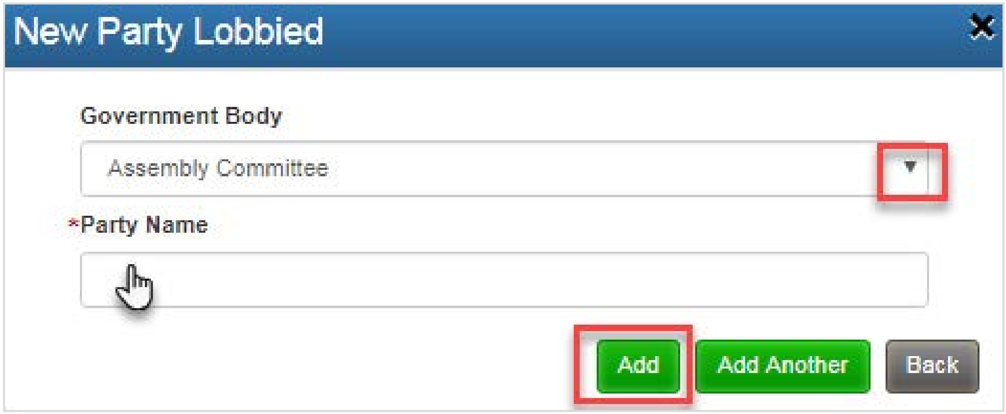
     or

   - type the asterisk symbol (*) in the search field to view JCOPE's comprehensive list.

NOTES:

- The **'Government Body'** information will populate for you if a Party Name is selected from JCOPE's list.
- ***IF*** you sent a communication to either or both Houses of the Legislature regarding a specific Focus, the following options are available on a Bi-monthly Report in the **'Party'** field (so you do not have to select every Senator/Assembly person):
  - A communication sent to entire Senate
  - A communication sent to entire Assembly
  - A communication sent to entire Legislature
- ***IF*** a specific title and/or name of a Public Official, Public Official's office, or unit/department within an agency is not found in JCOPE's list:
  - elect the **'Click here to add Party Name if not found**' hyperlink

  - select the **'Government Body'** from the drop-down menu
  - provide the **'Party Name'** in the text box
  - select **'Add'** to add one **'Party Name'** (***see*** **EXAMPLES** ***below***)
  - select **'Add Another'** to select another **'Government Body'** and add another **'Party Name'**
  - repeat until all **'Parties'** have been added
  - click **'Back'** to return to the main **'Lobbying Parties'** pop-up window



Example A: **If you met with a staff member of a State Senator, or staff member of a legislative committee, you would:**

1. Select the **'Click here to add Party Name if not found'** hyperlink
2. Select **'Senate'** from the **'Government Body'** drop-down menu
3. Enter **'Senator Smith, staff member' or 'Senate Rules Committee, staff member' (as applicable)** in the **'Party Name'** field; **OR**
4. Enter **'Senator Smith, staff member (Jane Doe)' or 'Senate Rules Committee, staff member (Jane Doe)' (as applicable)** in the **'Party Name'** field

Example B: **If you met with the Commissioner of Taxation and Finance, you would:**

1. Select the **'Click here to add Party Name if not found'** hyperlink
2. Select **'State Agency'** from the **'Government Body'** drop-down menu
3. Enter **'Taxation and Finance, Commissioner'** in the **'Party Name'** field; **OR**
4. Enter **'Taxation and Finance, Commissioner Jane Doe** in the **'Party Name'** field

Example C: **If you met with a staff member of the Office of Real Property Tax Services, you would:**

1. Select the **'Click here to add Party Name if not found'** hyperlink
2. Select **'State Agency'** from the **'Government Body'** drop-down menu
3. Enter **'Office of Real Property Tax Services, XXX' (unit or department within the agency the staff member represents)** in the **'Party Name'** field; **OR**
4. Enter **'Office of Real Property Tax Services, XXX (unit or department within the agency the staff member represents), staff person (Jane Doe)** in the **'Party Name'** field

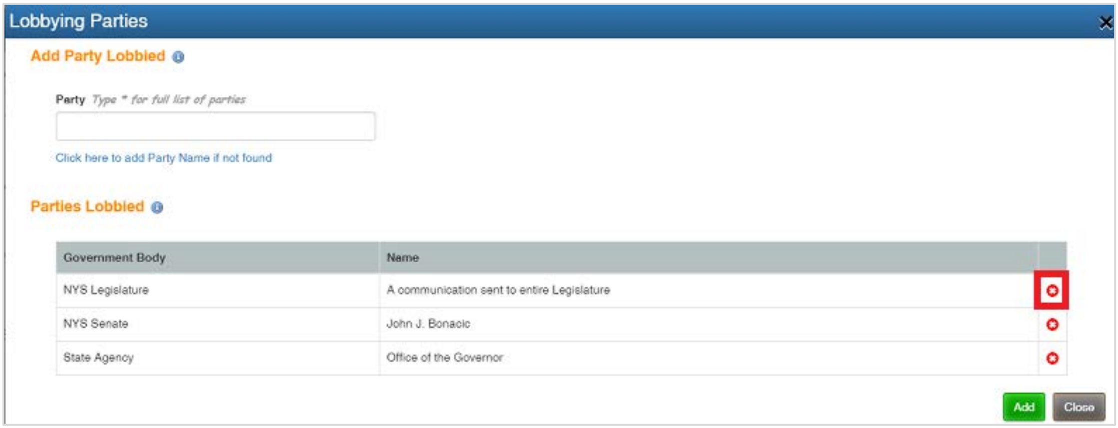
Example D: **If you met with a staff member of a local Mayor's office, you would:**

1. Select the **'Click here to add Party Name if not found'** hyperlink
2. Select **'City'** from the **'Government Body'** drop-down menu
3. Enter **'Mayor of (Insert City Name), staff person' (or unit or department within the City the staff member represents)** in the **'Party Name'** field; **OR**

4. Enter **'Mayor of (Insert City Name), staff person (Jane Doe)' (or unit or department within the City the staff member represents)** in the **'Party Name'** field

b. <u>To remove a 'Party'</u>

1. On the ***Lobbying Parties*** tab, select the red and white circle **'X'** icon.



Step 7 –**Assign/identify the direct connection** (one-to-one relationship) between the **'Focuses'** and the target(s) of the Lobbying Activity **('Parties Lobbied')**

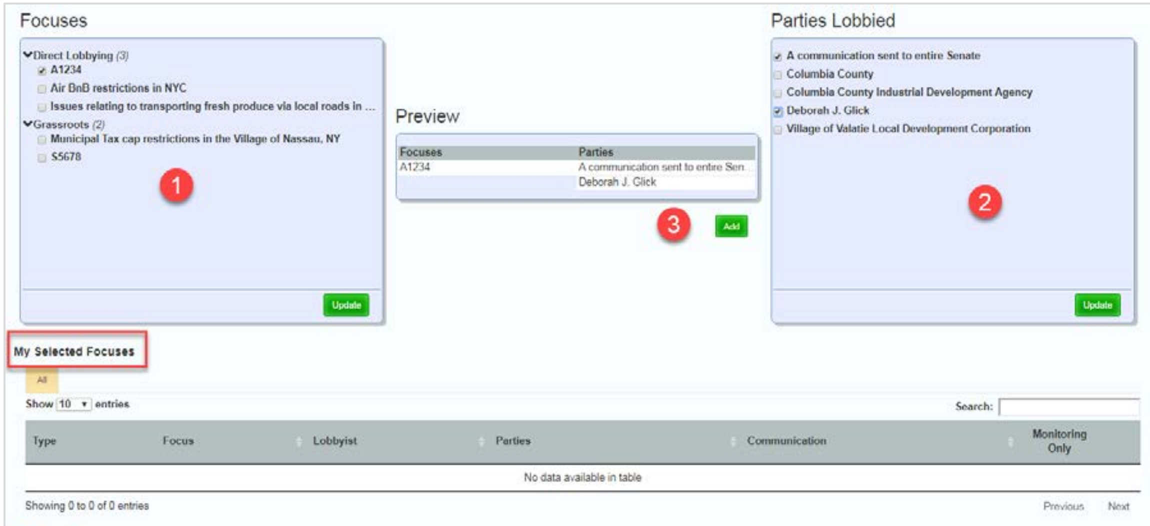
All of your **'Focuses'** and **'Parties Lobbied'** information will display on your screen (see below), and you can now begin to 'connect' the Focus(es) to the Party(ies).

1. Choose a **'Focus'** by selecting the check-box next to the Focus Identifier (number or description).

2. Choose a **'Party Name' (or Names)** by selecting the check-box(es) next to the Name(s) you want to 'connect' to the selected Focus(es).

   - You may select more than one Party Name *per Focus* by selecting multiple check-boxes.

3. Each *checked* **'Focus'** and **'Party(ies) Lobbied'** populates to the **'Preview'** box for your review.



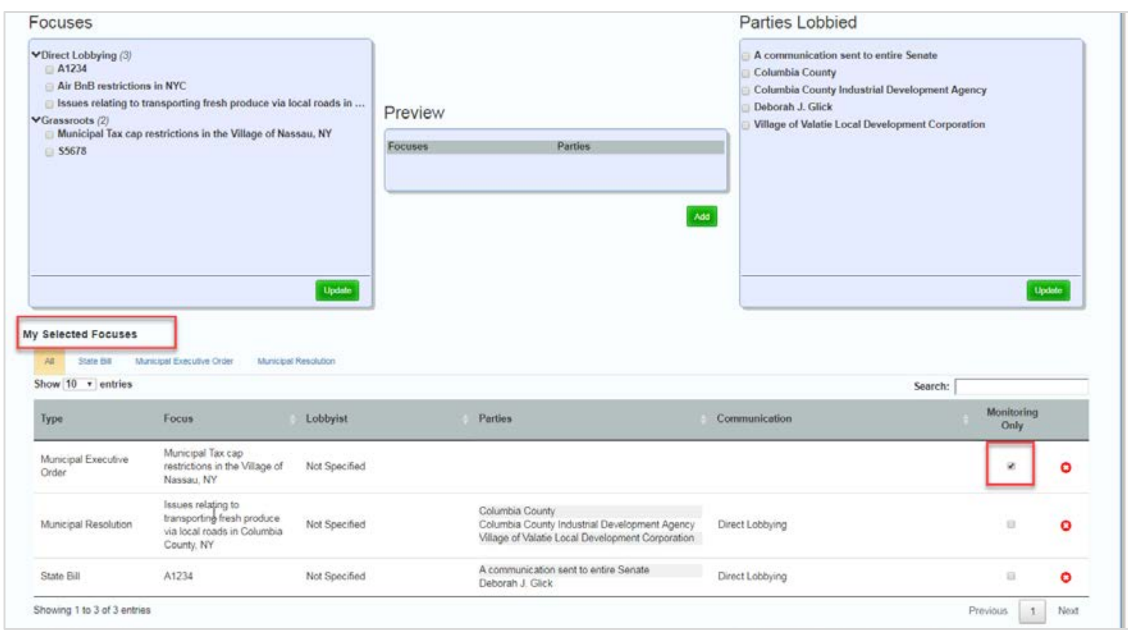
- ➢ To remove a **'Focus'** and/or **'Party(ies) Lobbied'** from the **'Preview'** box, un-select the check-box next to the ***name*** in their respective section(s).

4. Select the **'Add'** button underneath the **'Preview'** box to add your selections to your **'My Selected Focuses'** section.

5. Repeat steps until you have added all **'Focuses'** and **'Party(ies) Lobbied'** to your **'My Selected Focuses'** section for CSA reporting period.

NOTE: You **MUST** select the **'Add'** button underneath the **'Preview'** box to actually *add* the selections to your CSA Report.

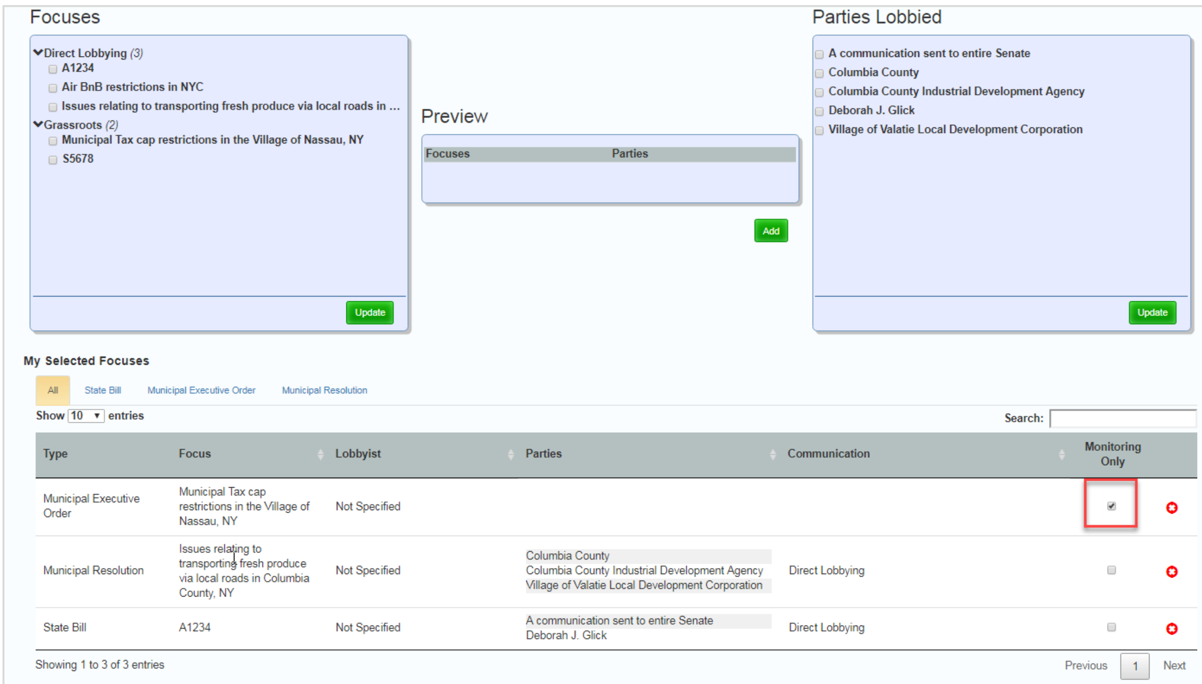
Focuses that do not appear underneath the **'My Selected Focuses'** section WILL NOT appear on your submitted filing and will not be publicly available.



Monitoring Only

If you have Focus to report, **but have not actually Lobbied a specific Party**, you may select the **'Monitoring Only'** check-box once the Focus has been added to your **'My Selected Focuses'** section.

1. Select the Focus to add it to the **'Preview'** box. *Do not select a Parties Lobbied*.
2. Select the **'Add'** button underneath the **'Preview'** box.
3. Select the **'Monitoring Only'** check-box next to the Focus in the **'My Selected Focuses'** section.



Reportable Business Relationship Information*

Previously submitted RBR forms will populate to this Section of your Filing. You can disclose a new RBR by selecting the **'Create New RBR'** button. You can also amend your previously submitted RBR form by selecting the **'pencil'** icon in the Action column, next to the RBR form.

If you have not yet submitted any RBR forms, you must indicate whether a Reportable Business Relationship exists during this Calendar Year by selecting either **'Yes'** or **'No'** from the drop-down menu.

If NO active Reportable Business Relationship(s) currently exists in this Calendar Year

- Select **'No'**, and continue with your Registration

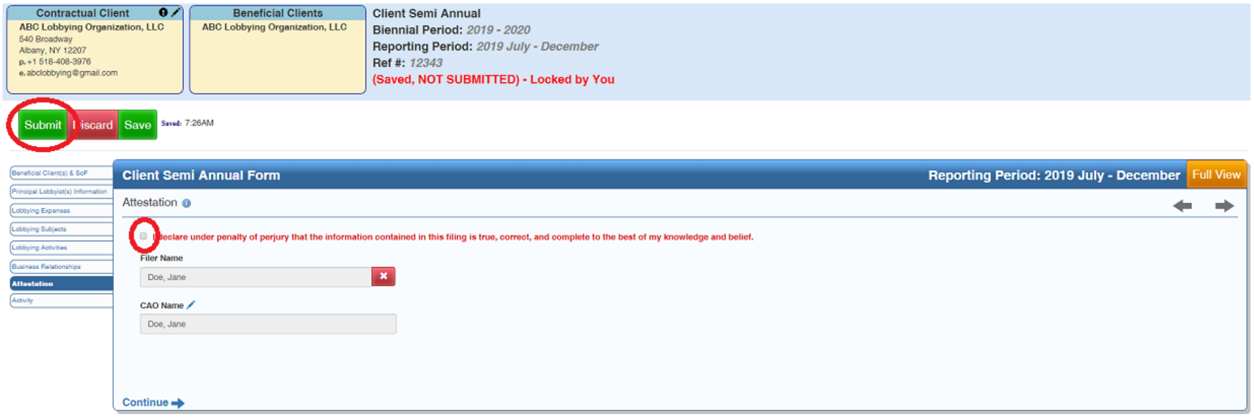
If an active Reportable Business Relationship(s) (which has *not* previously been submitted and populated to this Section) currently exists in this Calendar Year

- Select **'Yes'**
    - You will be required to fill-out your RBR form at this time. Any information already filled-out in your CSA will be saved. When you have completed your RBR form, you will be returned to your CSA to complete the remainder.

✶ **SEE *How to File* a Reportable Business Relationship Instructions**

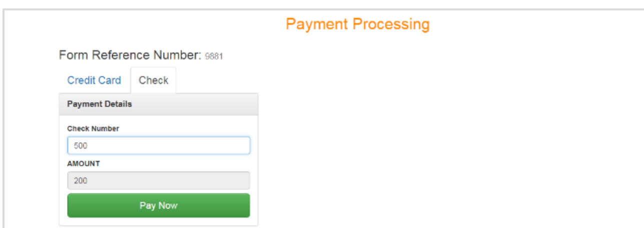
Attestation*

1. Check the **'Attestation'** check-box
2. Select the **'Submit'** button.
    - You will be directed to the Payment Portal. Your CSA Report will remain in 'Saved Status' until the payment portion is completed.
    - Once you have completed the payment information, you will be able to:
        - View the Filing
        - Return to the Dashboard



Payment*

When you select the **'Submit'** button, you will be directed to the Payment Portal. Your CSA will remain in **'Saved Status'** until the payment portion is completed.



The following options are available:

(a) **Remit payment via Online Lobbying Application** with Visa, MasterCard or American Express. Payment must be made **at the time of submission. ***

NOTE: For security purposes, the new LA will only permit two attempts to pay your filing fee by credit card. After the second failed attempt, you will be required to pay by check or money order.

(b) **Check/Money Order**. You may indicate payment will be made by submitting a check or money order. You must provide your check or money order number in the appropriate field of the online form.

Please make all checks payable to the **Joint Commission on Public Ethics (NYS)** and include the Filing Confirmation and Reference numbers in the memo section.

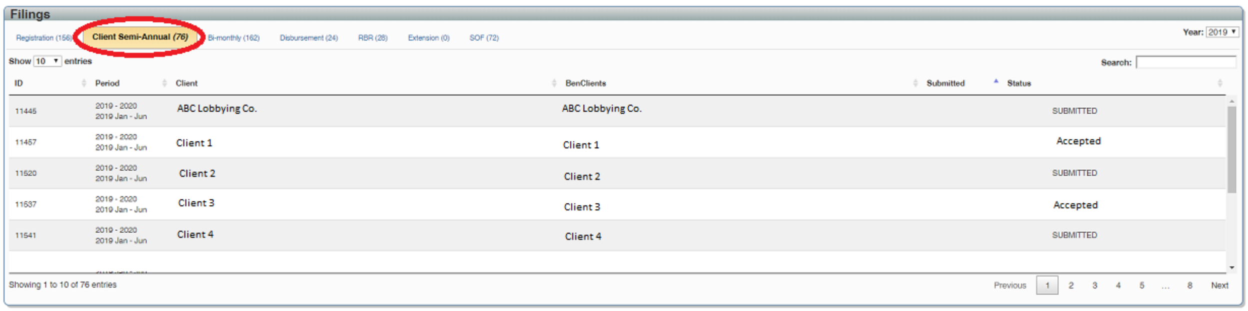
Mail your check to:

New York State Commission on Public Ethics
540 Broadway
Albany, NY 12207.

How to File an Amended Client Semi-Annual Report

To create an Amended CSA Report:

1. Select the CSA Report from the list of Filings displayed in the ***Client Semi-Annual*** *tab* in the **'All My Filings'** window.



➢ Select the green **'Amend'** button at the top of the screen to begin a new Amendment.

NOTE

Each Amended Client Semi-Annual Report requires the Filer to provide a specific date the change(s) are (or will be) effective; known as an "**Effective Date of Change**" *. Multiple changes can be made on an Amended CSA Report **as long as all the changes being made on the Filing have the same "Effective Date of Change"**. Otherwise, separate Amendments are required for each Effective Date of Change.

EXAMPLE of three changes which would require two SEPARATE AMENDMENTS:

1. *New Retained Lobbyist, Jane Smith Company authorized to lobby for you effective 1/15/2019)*
2. *Change in compensation (effective 2/15/2019)*

Amended CSA Reports can be submitted at any time during the calendar year regardless of whether the original CSA Report or other Amended CSA Reports are pending, as long as the "**Effective Date of Change**" is within the same calendar year as the CSA Report being amended.

*Amended CSA Report Effective Date

An Amended CSA Report **"Effective Date of Change**" is the date a specific change (or changes) takes effect; **not the date the Amendment is submitted.**

Use the guidelines outlined above in *'How to File a Client Semi-Annual Report'* to change/modify information in an Amended CSA Report.