How to File a Public Corporation Bi-monthly Report in the Online Lobbying Application ('LA')

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

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Revised 7/10/2023

HOW TO CREATE A PUBLIC CORPORATION BI-MONTHLY REPORT

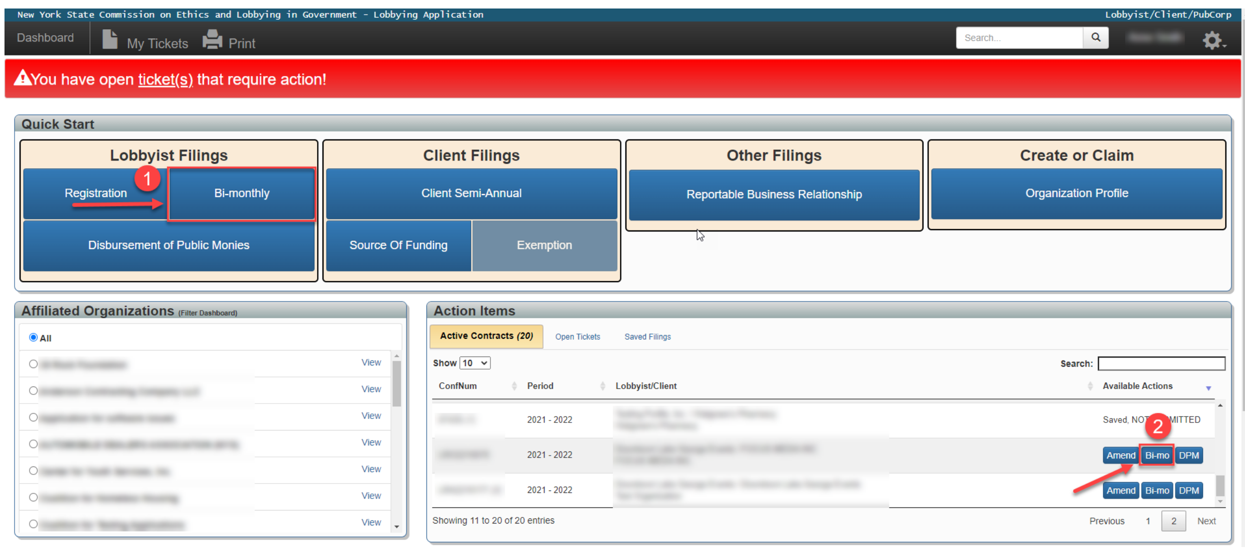
There are two different options available on a Filer's Dashboard to create a Public Corporation Bi-monthly Report:

1. Select the **'Bi-monthly'** button from the **'Lobbyist Filings'** quick start menu;

   - This method requires you manually select the Principal Lobbyist, Contractual Client and Beneficial Client(s).

OR

2. From the **'Action Items'** window, select the **'Bi-mo'** button that corresponds to the applicable Public Corporation you want to file a Bi-monthly Report for. (Please note that Public Corporation filings start with 'PRO' in the 'ID' column.)
   - This method avoids having to manually select the Public Corporation information. ***(The Commission's preferred method.)***



INFORMATION CONTAINED IN A BI-MONTHLY REPORT

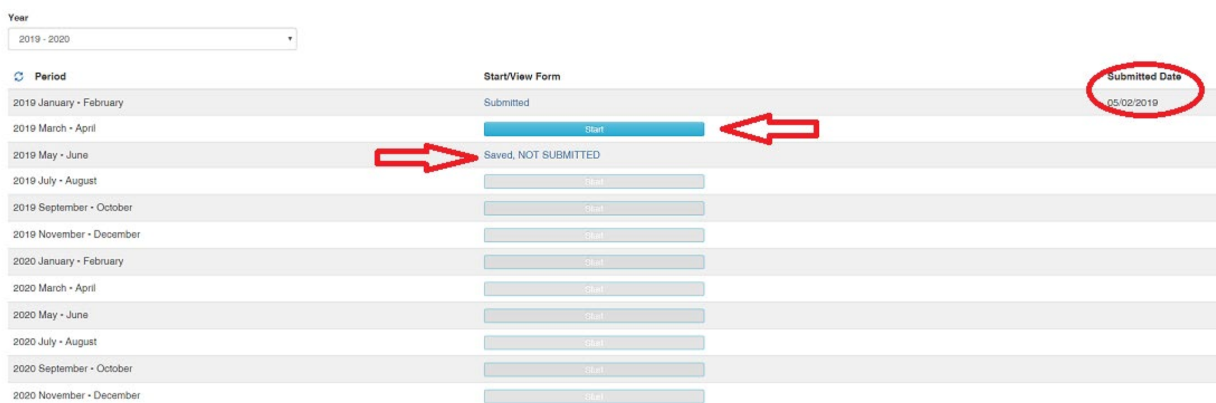
The Public Corporation Bi-monthly Report contains the following fields. Items denoted with a red asterisk * are required fields.

BIENNIAL PERIOD*

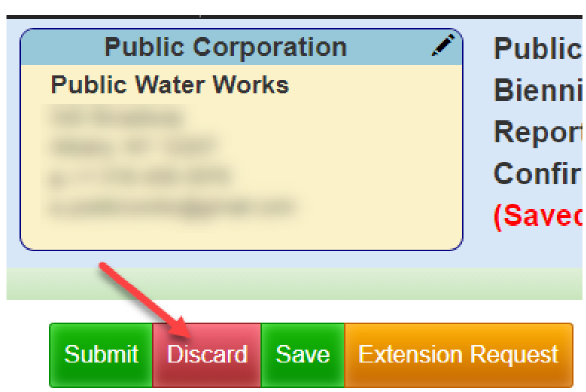
You can select a different Biennial Registration Period from the drop-down menu. Public Corporation Bi-monthly Reports that are available for the corresponding Biennial Registration Period are selectable.

BI-MONTHLY YEAR/PERIOD*

1. Select the **'Start'** button or select the **'Saved, Not Submitted'** hyperlink next to the corresponding Bi-monthly Year/Period. Public Corporation Bi-Monthly reports that have already been submitted will display a 'Submitted Date' in the 'Submitted Date' column.



Before you proceed, <u>**verify**</u> the ***Biennial Period***, the ***Reporting Period***, the name of the <u>**Public Corporation is correct**</u>. If the Public Corporation name is incorrect, click the 'discard' button and review the current Registration before beginning a new Bi-monthly report. Do NOT click the 'pencil icon' to attempt to change the name of the Public Corporation.



COMPENSATION AND EXPENSE AMOUNTS FOR IN-HOUSE AND RETAINED LOBBYISTS*

Compensation and Expenses must be disclosed during the reporting period in which they are expended, received or incurred.

The **'Compensation and Expenses'** section of the Public Corporation Bi-Monthly is comprised of three different reporting sub-categories: **'In-House Lobbyists', 'Retained Lobbyists'** and **'Other Public Corp Expenses'.**

1. In-House Lobbyists Sub-tab

a. Level of Government

You must indicate the **'Level of Government'** your *In-House* Lobbyists Lobbied during this reporting period.

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

b. In-House Lobbyists

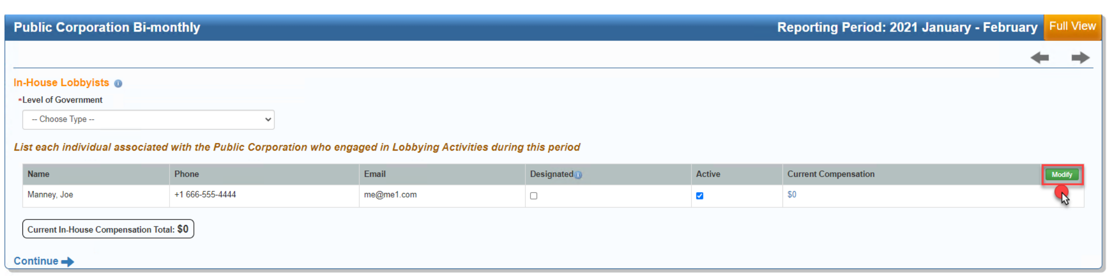
The name(s) of any In-House Lobbyist(s) disclosed on your corresponding Public Corporation Registration will automatically pre-populate on your Public Corporation Bi-monthly Report.

Your Public Corporation Bi-monthly Report must disclose the name(s) of any *In-House* Lobbyist that performed Lobbying Activities on behalf of the Public Corporation during the specific Bi-monthly reporting period.

In-House Lobbyist(s) included in your Organization Profile do **NOT** automatically populate to your Public Corporation Bi-monthly Report; however, those Individuals are available to add.

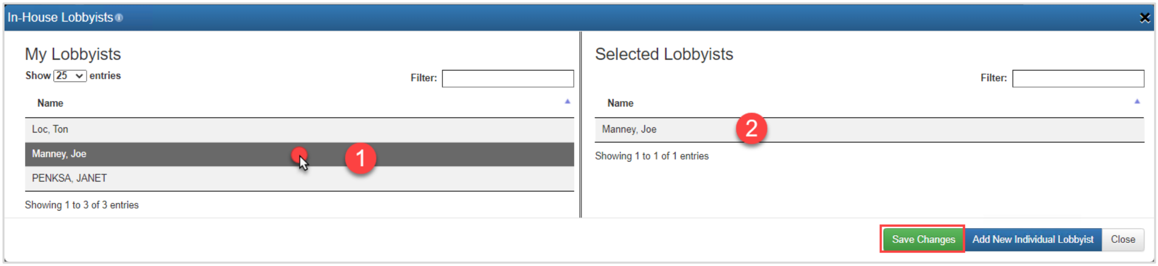
➢ **To add an 'In-House Lobbyist' from the names already listed in your Organization Profile**

1. On the ***In-House Lobbyists*** tab, select the **'Modify'** button
   ➢ Your Individual Lobbyist(s) added through your Organization Profile will display on the left-side of your screen – labeled "My Lobbyists"



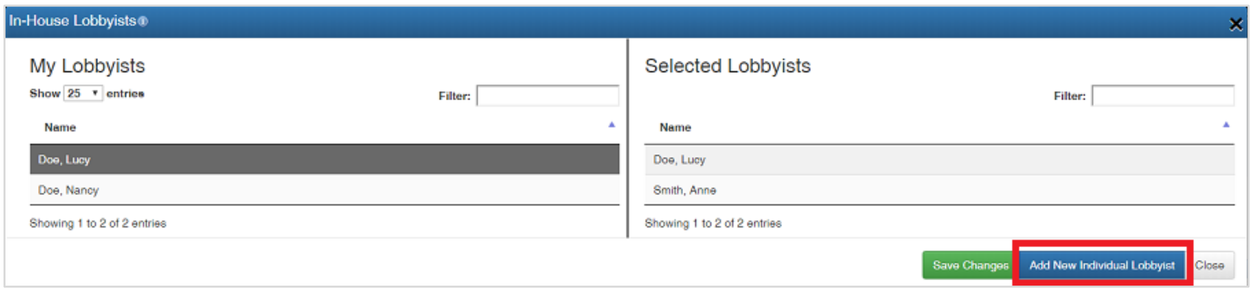
2. Select the **name of the Individual** you want to add to your Public Corporation Bi-monthly Report
   ➢ Once selected, the In-House Lobbyist(s) will be added to the right-side of your screen – labeled "**Selected Lobbyists**"

3. Click the **'Save Changes'** button

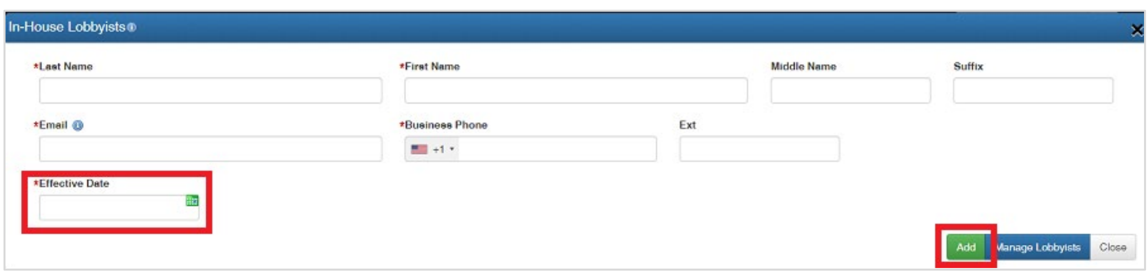


➢ **To add a NEW In-House Lobbyist (Individual is NOT listed in your Organization Profile)**

1. On the ***In-House Lobbyists*** tab, select the **'Modify'** button
2. Select the **'Add New Individual Lobbyist'** button

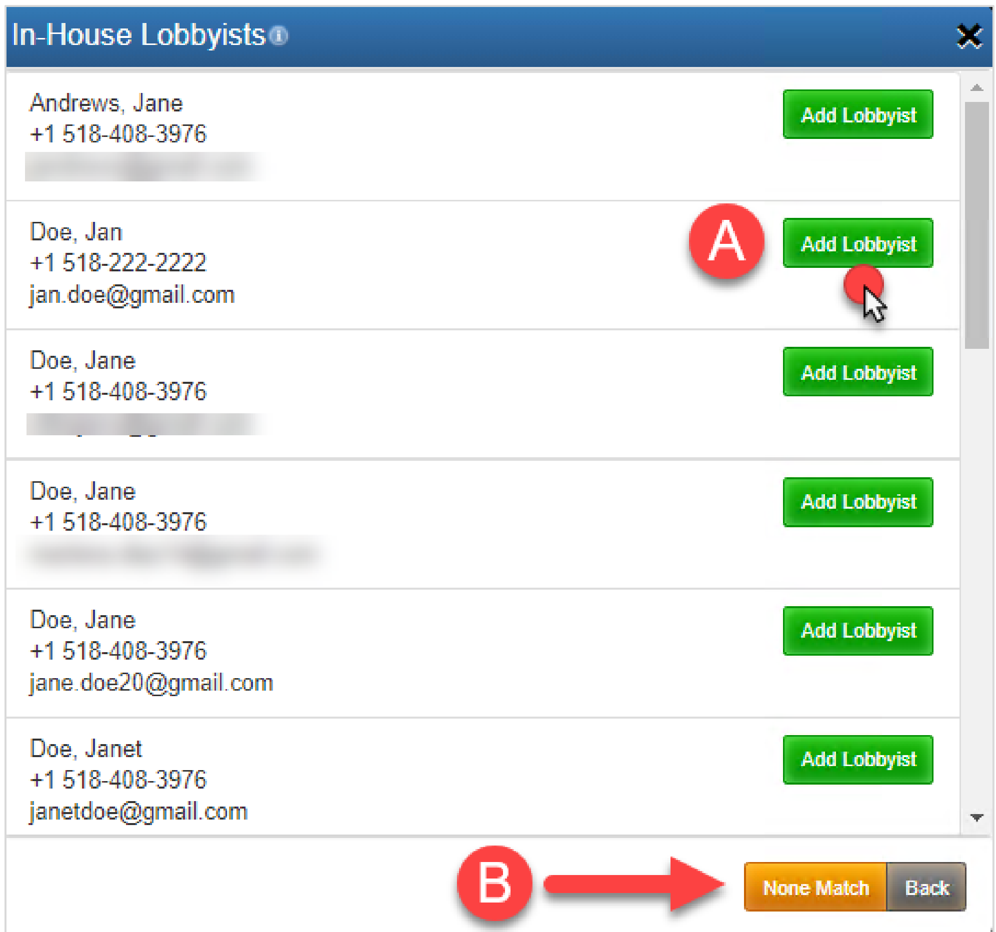


3. Enter the required contact information (denoted by a red asterisk)
4. Provide an **Effective Date***
   The In-House Lobbyist's **'Effective Date'** is the is the earliest date that Individual was authorized to engage in Lobbying Activities for the Public Corporation.
5. Select the **'Add'** button

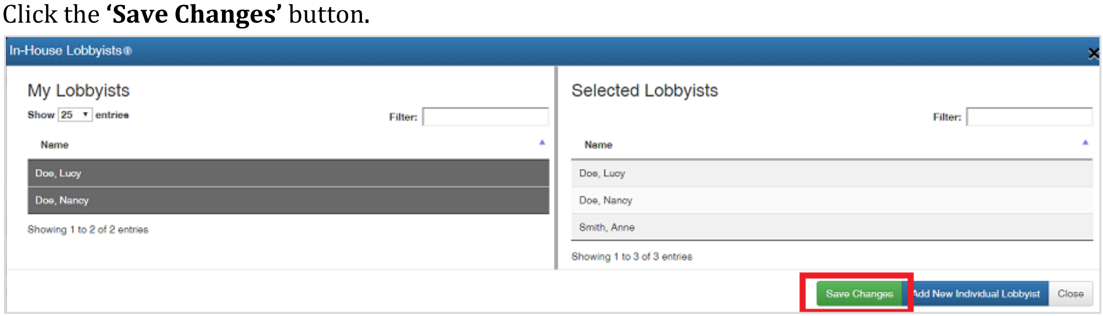


6. If any of this information you entered matches the name and/or contact information of Individuals who already have existing Profiles in LA, a list of possible matches will display. Carefully review the name of each possible match to avoid creating a duplicate profile in the LA.
    A. Select the **'Add Lobbyist'** button to select the name of an Individual with an **existing profile** in LA.

    B. Otherwise, select the **'None Match'** button to create a new Profile for the In-House Lobbyist you are attempting to add. This *new* In-House Lobbyist will be immediately available for selection on other Filings and will be also be added to the list of In-House Lobbyists contained in your Organization's Profile.



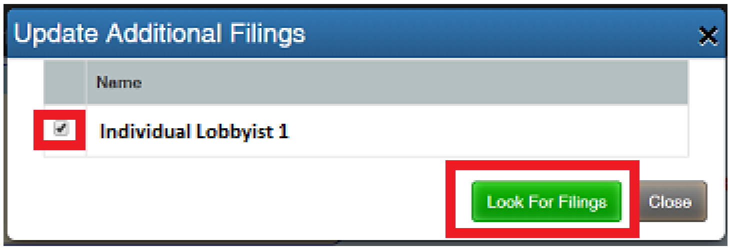
7. Click the **'Save Changes'** button.



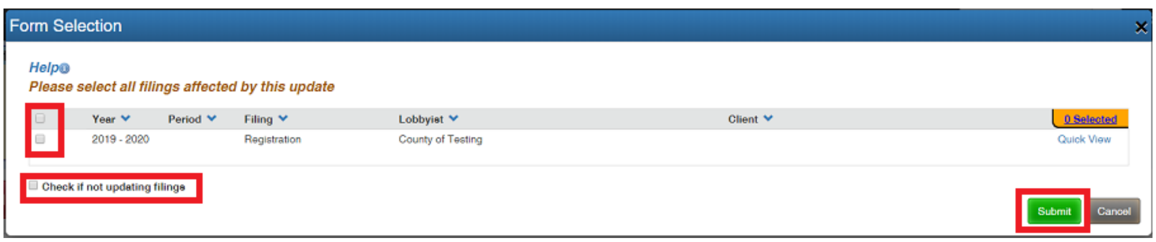
- **How to 'Update Additional Filings' once a NEW In-House Lobbyist has been added.**

  Once a new In-House Lobbyist is added, LA will ask whether you want to add this *new* Individual to any of your other Filings.

  1. Select the check box to the left of the *new* Individual name
  2. Click the **'Look for Filings'** button

  3. If you have other Filings in LA, they will be displayed. Select the filings you wish to update to include the new In-House Lobbyist. Only select filings in which the In-House Lobbyist was actively lobbying during the reporting period.
  4. Click '**Submit**' to update filings.
  5. If you have no other Filings, select the **'Check if not updating Filings'** check-box, and click **'Submit'**

- **To remove an In-House Lobbyist listed on your Public Corporation Bi-monthly Report**

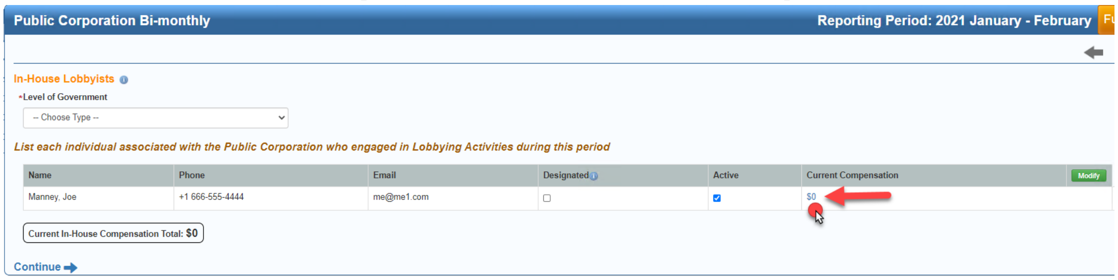
  1. On the ***In-House Lobbyists*** tab, select the **'Modify'** button
  2. Select the name of the In-House Lobbyist you want to remove from the right-side of your screen – labeled **'Selected Lobbyists'**
     - Once selected, your In-House Lobbyist is immediately removed from the Filing, but will still display on the left-side of your screen – labeled "**My Lobbyists**"
  3. Click '**Save changes'**

     NOTE: Any Individuals removed from a Public Corporation Bi-monthly Report will still be available through the list of the In-House Lobbyists contained in your Organization's Profile.

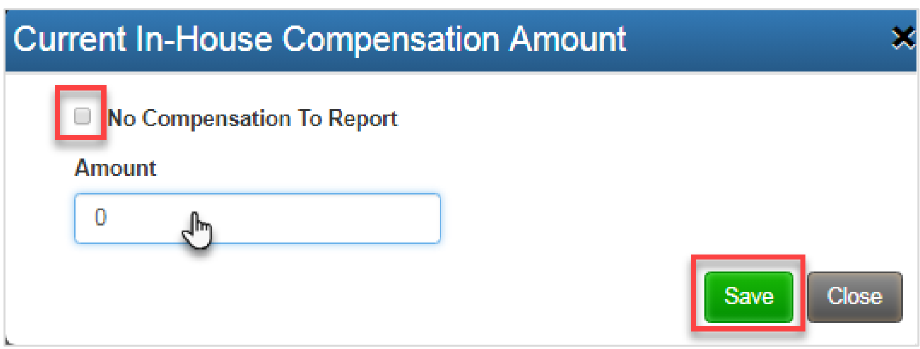
➢ **In-House Lobbyist Compensation**

You must provide the Total (Dollar Amount) of Compensation for each In-House Lobbyist for the current Bi-monthly reporting period in the **'Current Compensation'** column. At least one In-House Lobbyist must be listed on any Filing where "Direct Lobbying" is indicated as the Type of Lobbying Activity.

1. If you have no In-House Compensation to disclose in the applicable reporting period you may leave the **'0'** and proceed to the next required section; or



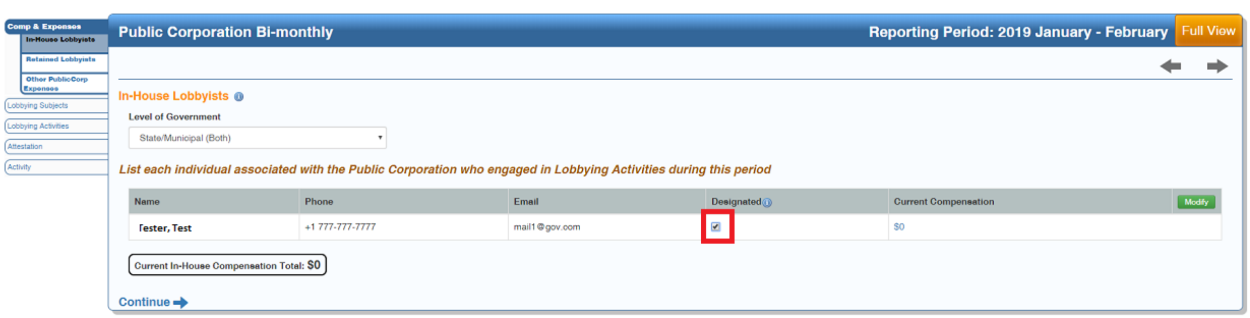
2. Click the **'No Compensation to Report'** check-box in the **Current In-House Compensation Amount** pop-up window.



3. If you have Compensation to disclose, click the **'$0'** hyperlink in the **'Current Compensation'** column, and provide the dollar **'Amount'** in the text box.

4. Select the **'Save'** button when done.

5. If the In-House Lobbyist is lobbying as a board member, director or officer of the Public Corporation, select the **'Designated Lobbyist'** check-box.



2. **Retained Lobbyists Sub-tab**

Information disclosed by your Retained Lobbyist(s) who have active relationships with the Public

Corporation will automatically pre-populate on your Public Corporation Bi-monthly Report.

Your Public Corporation Bi-monthly Report must disclose the name(s) of any *Retained* Lobbyist that performed Lobbying Activities on behalf of the Public Corporation during the specific Bi-monthly reporting period.

- **To add a NEW Retained Lobbyist (Lobbyist is NOT listed on your Bi-monthly)**

1. On the ***Retained Lobbyists*** tab, enter the first few characters of the **'Retained Lobbyist'** Organization name in the text search box;

OR

2. 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 with the green checkmark next to it. The green checkmark indicates the Profile has been verified by an authorized person. Otherwise, contact the Commission's Helpdesk for assistance.

- **If a Profile does not yet exist for the 'Retained Lobbyist'**

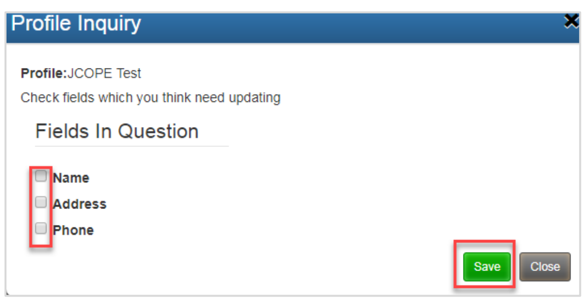
You can add a *new* Retained Lobbyist directly to a Public Corporation Bi-monthly Report only if the Retained Lobbyist already has a profile established in LA. Otherwise, you will be required to 'save' your form and create a 'placeholder' organization profile for each Retained Lobbyist you wish to add. ***Refer to page 10 of the 'Step 3: How to Claim or Create Lobbying or Client Organization Profiles'*** on the Commission's website. Once this step has been completed, you can open your saved/not submitted Bi-Monthly and add the ***new*** Retained Lobbyist.

➢ **To remove or modify a 'Retained Lobbyist'**

1. On the ***Retained Lobbyists*** tab, select the red and white circle **'X'** icon.
2. If you are an authorized person, you can amend your **'Retained Lobbyist'** information by selecting the **'pencil'** icon in the Action column.

   NOTE: Removal of a **Retained Lobbyist** does **NOT** create a Registration Amendment and/or Termination. Removing **a Retained Lobbyist** from a Public Corporation Bi-monthly Report has no impact on any associated Registration Filing. If your relationship has terminated, you must submit either a Registration Amendment, or Termination.

3. If the Retained Lobbyist name and/or contact information appears inaccurate to you, select the *exclamation point* symbol. Check the field(s) you think are incorrect/inaccurate and click **'Save'** when done. The online application will alert the Retained Lobbyist their information may require a Profile Update.



➢ **Retained Lobbyist Compensation**

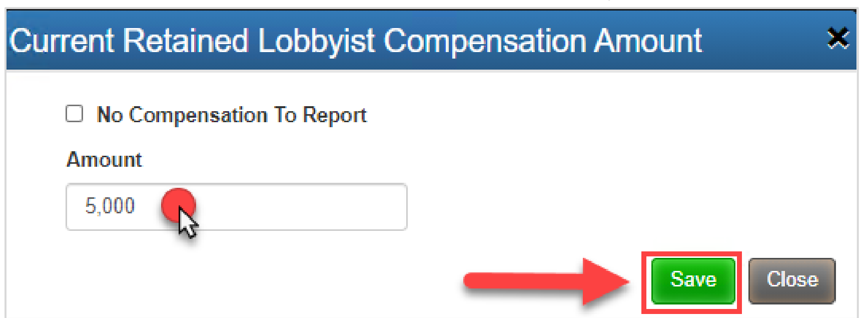
You must provide the Total (Dollar Amount) of Compensation paid to each Retained Lobbyist for the current Bi-monthly reporting period in the **'Current Period Compensation'** column.

1. If you have no compensation to disclose, you may leave the default **'0' dollar amount** and proceed to the next required section; or

2. Click the **'$0' hyperlink** to open the **'Current Retained Lobbyist Compensation Amount'** pop-up window. From this pop-up screen you may either:

   ➢ Select the **'No Compensation to Report'** checkbox to report $0 compensation for the applicable reporting period; OR

   ➢ Enter the compensation paid to the Retained Lobbyist in the **'Amount'** text box.



3. Click the **'Save'** button to continue.

3. Other Public Corporation Expenses

Information included in the **'Other Public Corporation Expenses'** section includes aggregate expenses less than $75, aggregate expenses for salaries of non-lobbying employees, itemized expenses, and Coalition Member Contributions.

➢ **Expenses**

A. Aggregate Expenses Less than $75

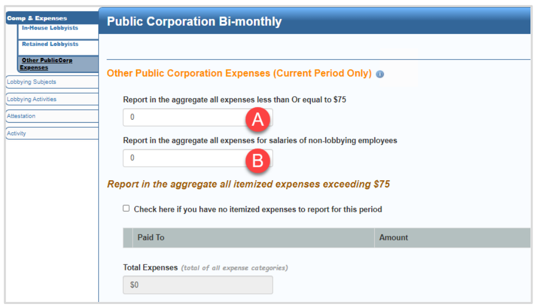
1. Enter the total dollar amount of all expenses less than $75 incurred in the current Bi-Monthly reporting period in the **'Report in the aggregate all expenses less than or equal to $75'** field.

2. If you have none to disclose, leave the default '**0**' dollar value.

B. Aggregate Expenses for salaries of non-lobbying employees

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

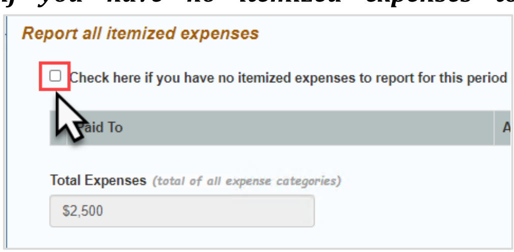
2. If you have none to disclose, leave the default '0' dollar value.



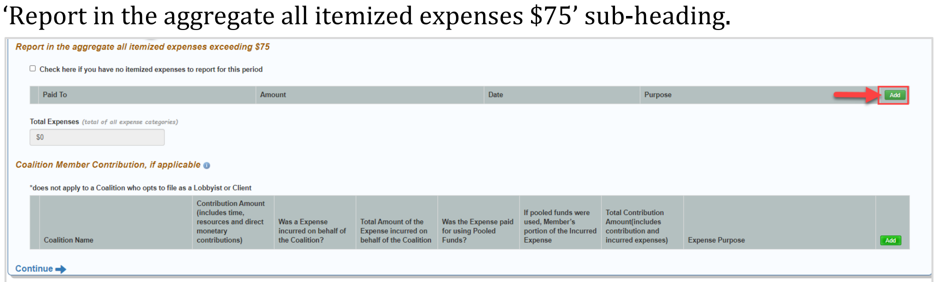
➢ **Itemized Expenses**

Every individual expense **valued greater than $75** must be reported as an itemized expense**.**

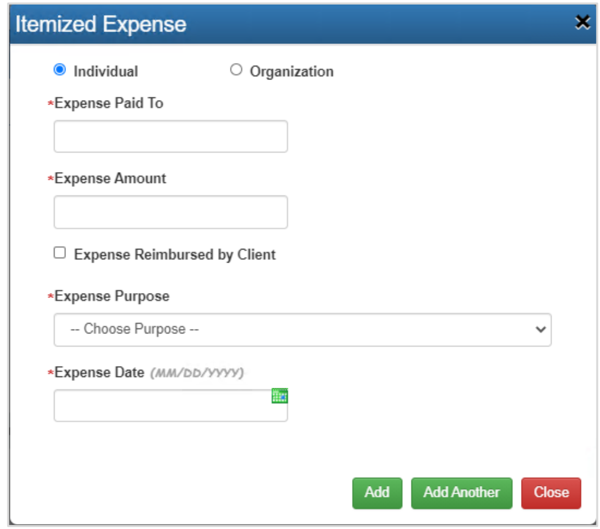
1. You may indicate you have no 'Itemized Expenses' to report by selecting the ***'Check here if you have no itemized expenses to report for this period'*** check box.



2. To include 'Itemized Expenses' click the green **'Add'** button located underneath the 'Report in the aggregate all itemized expenses $75' sub-heading.



3. Every **'Itemized Expense'** disclosed requires the following information be provided:



a) **Expense Paid To** – Indicate the name of the **Organization *or* Individual** the Expense was paid to. Indicate the type by selecting the applicable radio button.

b) **Expense Amount** – Enter the total (Dollar amount) of the Itemized Expense.

c) **Indication if the Expense Amount was reimbursed by the Client** – Select the check mark to indicate expense reimbursed by Client.

d) **Expense Date** – Enter the date of the expense by either clicking on the green calendar icon, or by manually entering the date using a mm/dd/yyyy format. The expense date entered must be any date that falls within the Bi-monthly reporting period.

e) **Expense Purpose**
Select an expense purpose from the drop-down menu.

1. **Advertising – Billboards**
Expenses related to purchasing and maintaining a billboard advertisement.

2. **Advertising – Consulting**
Expenses related to hiring a consultant for the purpose of using their expertise in evaluating advertising, public relations, communications and/or marketing goals.

3. **Advertising – Design Services for Media Buy**
Expenses related to hiring and utilizing the services of a graphic designer.

4. **Advertising – Flyers/Posters**
Expenses related to staff time spent creating, designing, purchasing, and printing flyers and posters.

5. **Advertising – Media Relations and Strategy**
Expenses related to the analysis of specific advertising goals for the purpose of developing a targeted media relations strategy related to Lobbying or advocacy efforts.

6. **Advertising – Multi-Platform Media Buy (Print, Online, TV, Web)**
   Expenses related to purchasing advertisements that include multiple platforms such as print, television, and online advertising. (i.e. purchasing an advertisement in the Times Union print newspaper and online web edition).

7. **Advertising – Newspaper Inserts**
   Expenses related to the design, development (including staff time), and market research related to the purchase and distribution of newspaper inserts.

8. **Advertising – Print Media/Publishing fees over $500**
   Expenses related to printing and publishing materials for advertising that is more than $500.

9. **Advertising – Social Media Platforms (Facebook, Twitter, Instagram, etc.)**
   Expenses related to the design and execution of advertisements posted to Social Media accounts including but not limited to Facebook, Twitter, Instagram, etc.

10. **Advertising – Television**
    Expenses related to airing advertisements on television stations/channels.

11. **Advocacy – Civic Engagement/Community Organizing**
    Expenses related to staff time preparing a Community event where lobbying activity will occur.

12. **Advocacy – Email marketing/Email blasts**
    Expenses related to the design, purchase of software applications/licenses, development and target audience research related to email marketing and mass emails.

13. **Advocacy – Expenses Related to Hiring an Outside Firm to Handle Administrative Tasks** Expenses related to the hiring of an outside entity to complete administrative tasks related to lobbying such as scheduling meetings.

14. **Advocacy – Legislative Bill Tracking**
    Expenses related to subscriptions fees or hiring law firms to track legislative bills on search engines such as: Legislative Retrieval System (LRS), and State Watch.

15. **Advocacy – Legislative Research**
    Expenses related to subscriptions to legal search engines such as West Group or Lexis, POLITICO or hiring law firms to conduct Legislative Research.

16. **Advocacy – Mass Mailings/Bulk Mailing**
    Expenses related to the purchase of supplies and staff time spent developing and preparing mass/bulk mailings.

17. **Advocacy – Phone Advocacy**
    Expenses related to organizing, paying staff/volunteers, phone equipment and service fees related to phone advocacy efforts.

18. **Advocacy – Postage and/or Printing over $500**
    Expenses related to postage, printing and mailing items valued more than $500.

19. **Advocacy – Technology (cellphones, iPad, hotspots)**
    Expenses related to purchasing devices, data plans, and internet services/personal hotspots to be used specifically for Lobbying Activities.

20. **Social Event – Booth Rentals/Meeting Space Fees**
    Expenses related to renting a conference space and/or booth table for a Lobby Day or other social event.

21. **Social Event – Buses/transportation for Lobby Day**
    Expenses related to transportation (bus, train, rental cars) of volunteers and staff members but NOT LOBBYISTS to a Lobby Day or other social event.

22. **Social Event – Catering/Meals for Lobby Day**
    Expenses related to supplying food for attendees of a Lobby Day.

23. **Social Event – Civic Engagement/Community Organizing**
    Expenses related to staff time planning and preparing for a Lobby Day or other social event.

24. **Social Event – Consulting**
    Expenses related to hiring an event planner or organizer for Lobby Day or other social event.

25. **Social Event – Equipment and A/V Rentals**
    Expenses related to the rental and usage of technology and audio-visual equipment for a Lobby Day or other social event.

26. **Social Event – Event Sponsorship**
    Expenses related to the act of supporting an individual, organization or event financially for the purpose of creating exposure to a brand or set of issues, access to attendee information, and/or speaking opportunities.

27. **Social Event – Lodging**
    Expenses related to hotel reservations and accommodations for staff and volunteers who attend a Lobby Day or other social event.

28. **Social Event – Parking fees**
    Expenses related to fees for parking for a Lobby Day or other social event.

29. **Social Event – Print fees over $500**
    Expenses related to printing of name badges, and informational materials/pamphlets distributed at a Lobby Day or other social event.

30. **Social Event – Promotional Materials**
    Expenses related to the creation and purchase of materials used to promote an Organizations message during a Lobby Day or other social event, such as shirts, hats, mugs, pencils and stress balls.

31. **Social Event – Rallies**
    Expenses related to staff time for setting up and organizing a Rally.

32. **Social Event – Reception/Banquet**
    Expenses related to staff time organizing a reception, renting out the banquet space, and catering/food expenses.

33. **Social Event – Rental Fees**
    Expenses related to renting equipment such as microphones and tables for events such as a Lobby Day or other social event.

34. **Social Event – Travel Reimbursement (Train, Airfare, Car, Hotel)**
    Expenses related to reimbursing staff and or volunteers for travel expenses they paid for themselves.

35. **Social Event – Volunteer Training**
    Expenses related to organizing and holding training events for volunteers prior to an event, such as a Lobby Day or other social event.

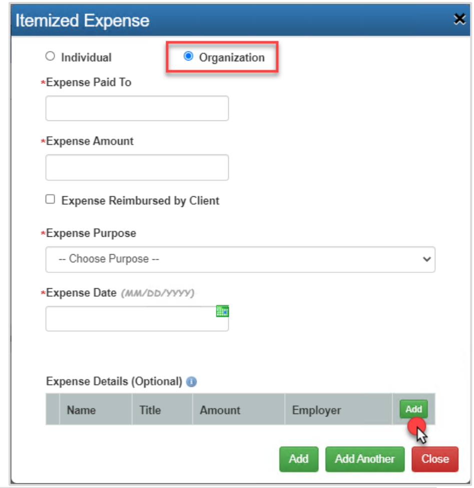
36. **Social Media – Media Relations and Strategy**
    Expenses related to hiring an individual or company to establish and/or oversee an Organization's social media presence.

37. **Social Media – Online Advocacy (sponsored posts)**
    Expenses related to search engine optimization and sponsoring, such as expenses incurred to create, or promote or place content on Social Media. This would also include the cost of hiring an individual to place content related to the Organization on the individual's own Social Media accounts based on the individual's popularity on Social Media (i.e. an "influencer").

f) **Expense Detail (if applicable)**

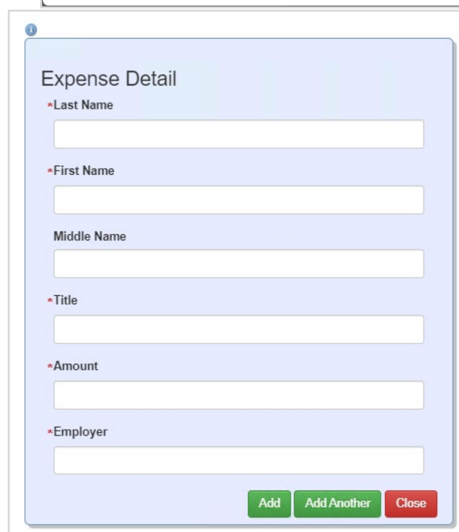
If an Itemized Expense is **paid to an Organization** *on behalf of an Individual (or Individuals),* an **Expense Detail** is required and must include the following information:

- Name of individual(s). Multiple individuals can be added.
- Amount of Detailed Expense paid to the Organization that is attributed to the individual listed.



If the Expense Detail Section requires disclosure of one Individual:

1. Click the green ‘add’ button located in the Expense Details section.
2. Enter information
3. Select the **‘Add’** button to save and return to the previous screen.



If the Expense Detail Section requires disclosure of multiple Individuals:

1. Enter information for one Individual
2. Select the ‘Add Another’ button to continue.
3. Once you have finished, select the ‘Add’ button to save and return to the previous screen.

NOTE: The dollar amount(s) attributable to *each* Individual disclosed in the Expense Detail Section must, when added together, equal the Total (Dollar Amount) of the Itemized Expense paid to the Organization. (Expense Detail A + B + C = Total (Dollar amount) of the Itemized Expense.) **SEE Public Corporation *Bi-monthly and Bi-monthly Amendment* Instructions for examples**

EXAMPLE: If Principal Lobbyist ABC Company paid an expense in the amount of $300 to American Airlines (on behalf of Individuals affiliated to the Principal Lobbyist) during the January/February reporting period, the disclosure might look like this:

NAME OF ORGANIZATION: American Airlines

DATE OF THE EXPENSE: February 20, YEAR

TOTAL (Dollar amount) of the Itemized Expense: $300
EXPENSE PURPOSE: Social Event – Travel Reimbursement (Train, Airfare, Car, Hotel)

EXPENSE DETAIL A

- **NAME OF INDIVIDUAL:** Last Name: Smith First Name: John Middle [optional]
- **TITLE OF INDIVIDUAL:** Lobbyist
- **AMOUNT OF EXPENSE THAT IS ATTRIBUTED TO THE INDIVIDUAL:** $100
- **EMPLOYER OF INDIVIDUAL:** ABC Company

EXPENSE DETAIL B

- **NAME OF INDIVIDUAL:** Last Name: Doe First Name: Jane Middle [optional]
- **TITLE OF INDIVIDUAL:** Lobbyist
- **AMOUNT OF EXPENSE THAT IS ATTRIBUTED TO THE INDIVIDUAL**: $100
- **EMPLOYER OF INDIVIDUAL:** ABC Company

EXPENSE DETAIL C

- **NAME OF INDIVIDUAL:** Last Name: Smith First Name: Peter Middle [optional]
- **TITLE OF INDIVIDUAL:** Lobbyist
- **AMOUNT OF EXPENSE THAT IS ATTRIBUTED TO THE INDIVIDUAL:** $100
- **EMPLOYER OF INDIVIDUAL:** ABC Company

Coalition Member Contributions to Unstructured Coalitions (if applicable)

Members of Unstructured Coalitions must disclose their Contributions to the Coalition in the 'Expense' section of their own Lobbying Reports. Typically, such Members must disclose Coalition Contributions in their Bi-monthly Report. (*See* our guidance document entitled ***Coalition Filing Requirements)***.

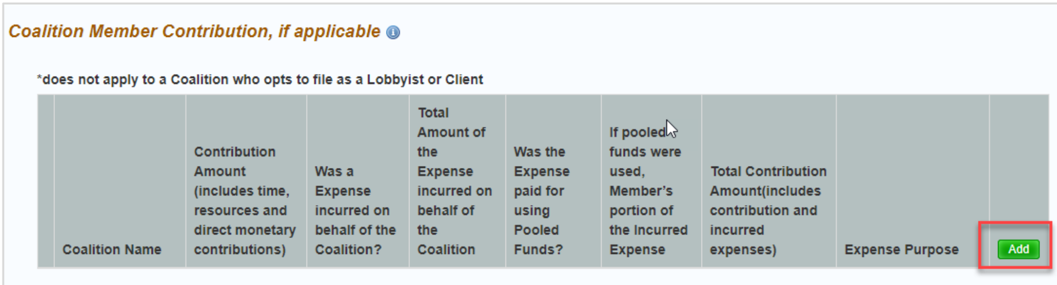
> NOTE: A **Structured Coalition** that files as a Lobbyist or Client is **NOT** required to disclose Coalition Member Contributions on their Bi-monthly Report. Instead, the **Structured Coalition** must file Lobbying Reports as a "Coalition" (selected "Coalition" Profile Type). Like every other organization, the **Structured Coalition** must disclose all of its Lobbying Activity, and Reportable Compensation and Expenses related to the **Structured Coalition**.

Refer to the Coalition guidance document entitled ***Coalition Filing Requirements*** for detailed guidance on Lobbying Activities involving Coalitions.

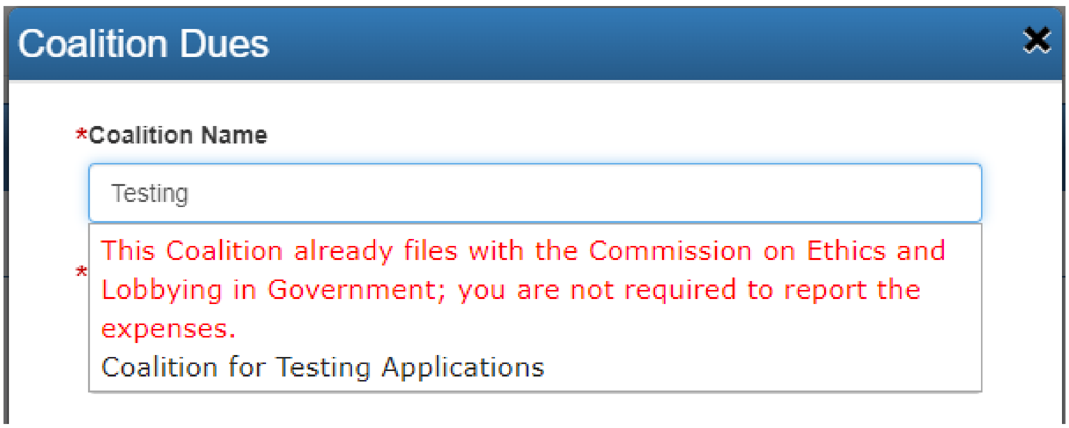
Information reported for Unstructured Coalitions Contributions

Fields denoted with a red asterisk * are required fields.

1. Select the '**Add**' button to begin.



2. **Coalition Name:** The name of the **Unstructured Coalition.**



3. **Contribution Amount:** Report the Member's Contributions to the Unstructured Coalition including time, resources and direct monetary Contributions. This does NOT include incurred Expenses.

4. **Whether an Expense was incurred on behalf of the Coalition.**

5. **Total Amount of the Expense incurred on behalf of the Coalition:** Report any Expenses incurred by the Member on behalf of the **Unstructured Coalition**, which can be from the Member's own direct Contributions and/or from the **Unstructured Coalition's** pool of funds.

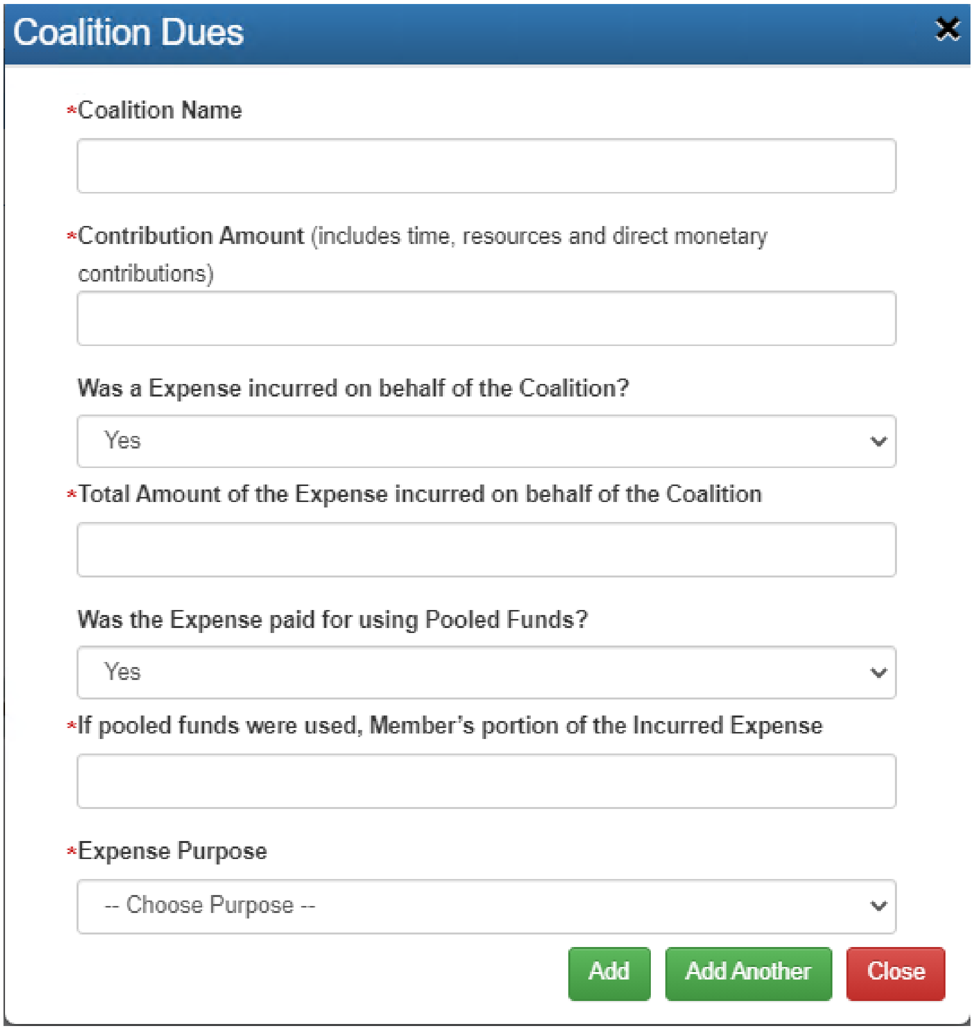
6. **Whether the Expense was paid for using pooled funds.**

7. **If pooled funds were used, the Member's portion of the Incurred Expense:** Report the Expenses incurred by the Member on behalf of the **Unstructured Coalition** which are from the Member's own direct Contributions.

8. **Total Contribution Amount:** Report the Total Contribution amount which includes the Member's Contributions and the Member's portion of incurred Expenses.

   NOTE: This amount will auto-sum for online Filers.

9. **Expense Purpose:** Indicate Expense Purpose using drop-down list.



Coalition Dues

*Coalition Name

*Contribution Amount (includes time, resources and direct monetary contributions)

Was a Expense incurred on behalf of the Coalition?

Yes

*Total Amount of the Expense incurred on behalf of the Coalition

Was the Expense paid for using Pooled Funds?

Yes

*If pooled funds were used, Member's portion of the Incurred Expense

*Expense Purpose

-- Choose Purpose --

Add | Add Another | Close

EXAMPLE 1:

- Member gives $25,000 of money directly to an **Unstructured Coalition**.
- The Member then purchases a media buy in the form of a billboard that costs $100,000.
- The Member uses $10,000 of their own money and uses $90,000 of pooled funds to purchase the billboard.

HOW TO REPORT:

Coalition Name	Contribution Amount (includes time, resources and direct monetary contributions; does NOT include Incurred Expenses)	Was an Expense incurred on behalf of the Coalition?	Total Amount of the Expense incurred on behalf of the Coalition	Was the Expense paid for using Pooled Funds?	If pooled funds were used, Member's portion of the Incurred Expense	Total Contribution Amount (includes Member's contribution and incurred expenses)	Expense Purpose
EXAMPLE 1	$25,000	Yes	$100,000	Yes	$10,000	$35,000	Advertising - billboard

EXAMPLE 2:

- Member gives $25,000 worth of resources directly to an **Unstructured Coalition**.
- The Member then purchases a media buy in the form of a billboard that costs $100,000.
- The Member **does not** use pooled funds to purchase the billboard.

HOW TO REPORT:

Coalition Name	Contribution Amount (includes time, resources and direct monetary contributions; does NOT include Incurred Expenses)	Was an Expense incurred on behalf of the Coalition?	Total Amount of the Expense incurred on behalf of the Coalition	Was the Expense paid for using Pooled Funds?	If pooled funds were used, Member's portion of the Incurred Expense	Total Contribution Amount (includes Member's contribution and incurred expenses)	Expense Purpose
EXAMPLE 2	$25,000	Yes	$100,000	No	$0	$125,000	Advertising - billboard

Lobbying Subjects*

Lobbying Subjects disclosed on your corresponding Public Corporation Registration will automatically pre-populate on your Public Corporation Bi-monthly Report.

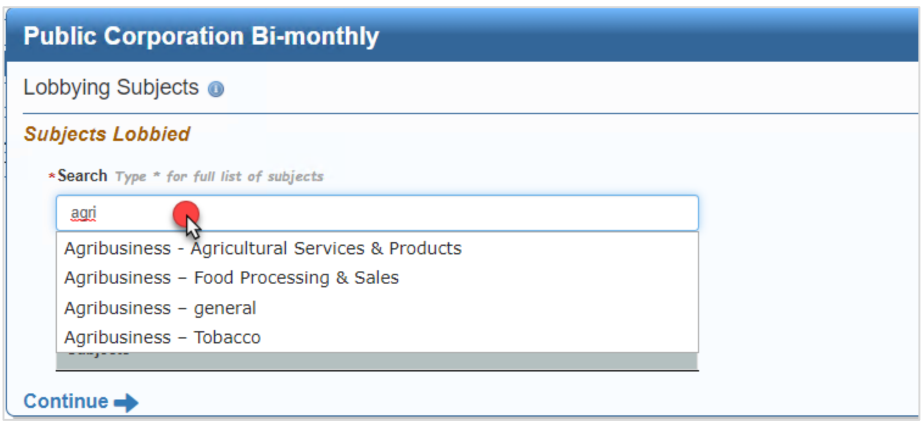
At least *one* 'Lobbying Subject' *is required* to be disclosed on each Bi-monthly Report. Lobbying Subjects identify the specific subject matter area(s) on which Lobbying occurred. These Subjects identify the Public Corporation's 'Nature of Business'.

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

> NOTE: Changes/modification to any **'Subject'** on your Public Corporation Bi-monthly Report has no impact on the associated Registration Filing.

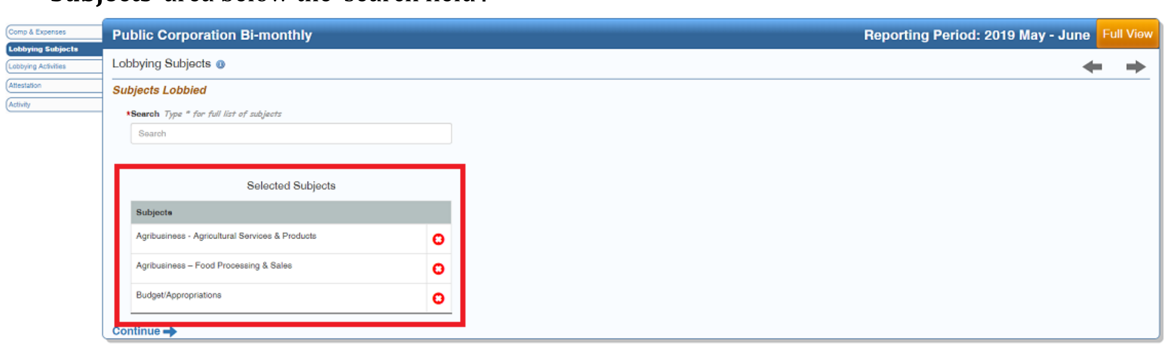
➢ **To add a 'Lobbying Subject'**

1. On the Lobbying Subjects tab on your Bi-monthly Report, enter the first few characters of the **'Subject'** in the text search box or type the asterisk symbol (*) in the search field to view the comprehensive list of subjects available for selection.



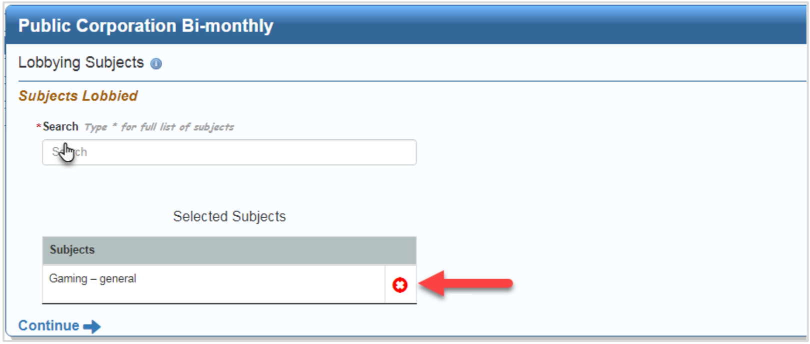
2. Click the **'Subject'** to select it. Repeat this process to select as many **'Subjects Lobbied'** as needed.

3. 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**

1. On the ***Lobbying Subjects*** tab on your Public Corporation Bi-monthly Report, select the red and white circle **'X'** icon.

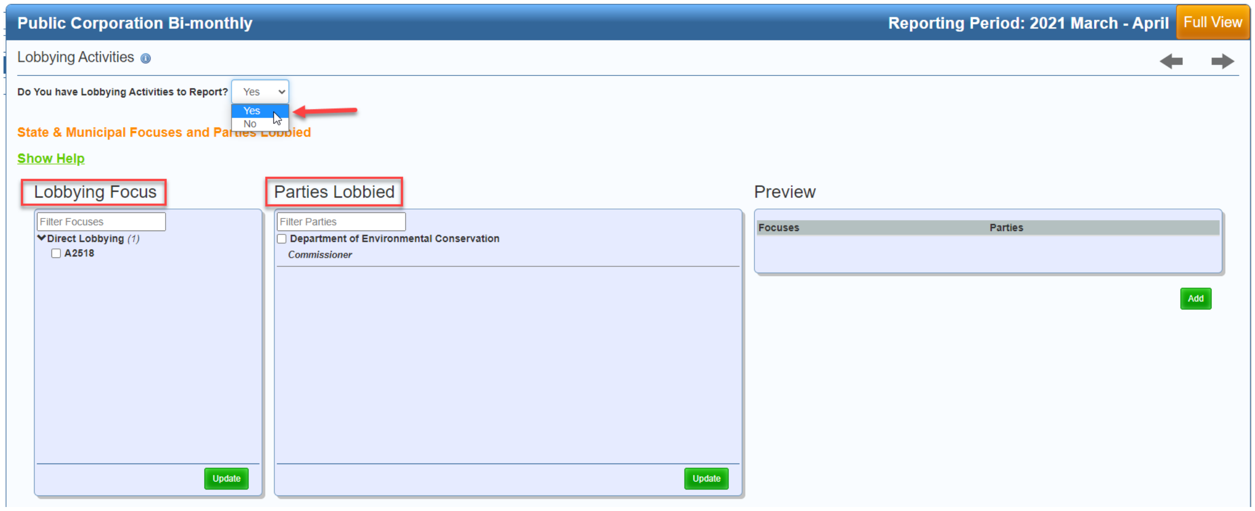


Lobbying Activities for Bi-monthly Reporting Period*

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.

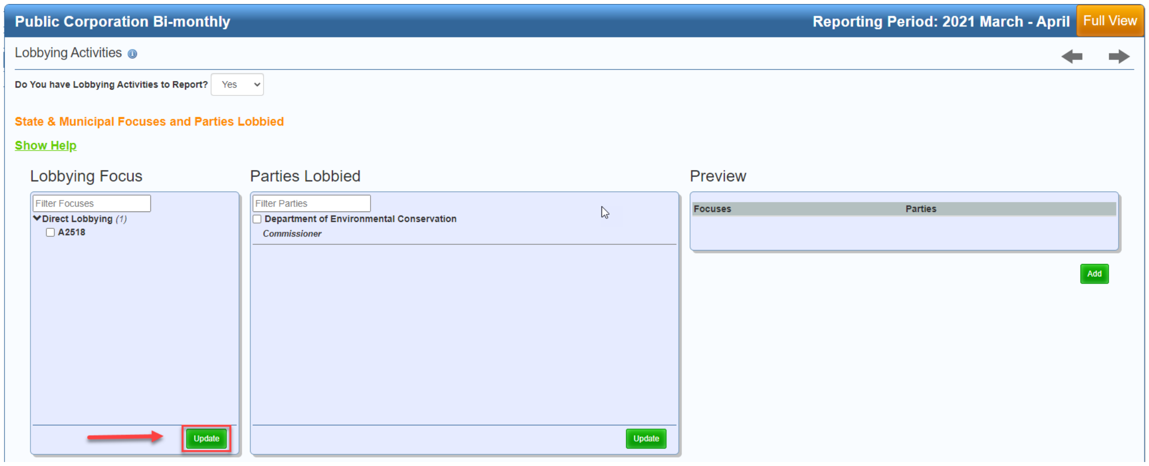
Select **'Yes'** or **'No'** from the drop-down menu to indicate whether or not you have **'Lobbying Activities to Report'.**

➢ If you select **'Yes'**, you must provide the **'Focuses'** and **'Parties Lobbied'**.

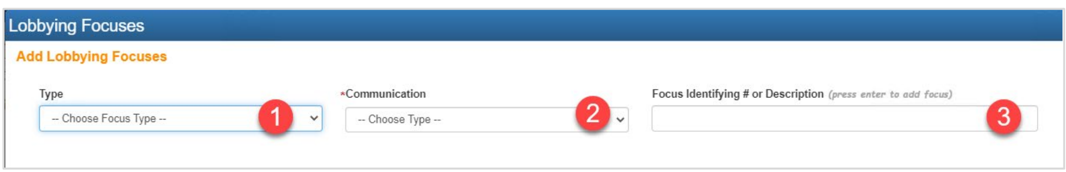


- **To add a "Lobbying Focus"**

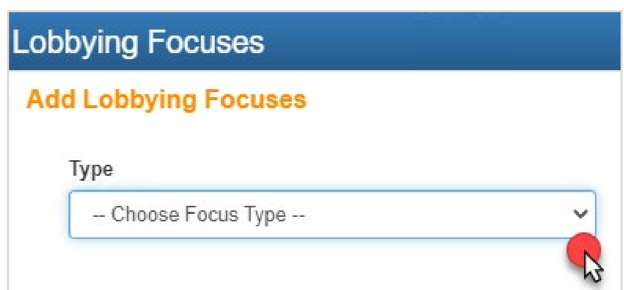
1. Add **'Focuses'** by selecting the green **'Update'** button. The **'Add Lobbying Focuses**' pop-up window will display.



2. For every Lobbying Focus disclosed, you must indicate the ***'Type' of Lobbying Focus***, Lobbying ***'Communication'***, and enter a ***Focus Identifying # or Description*** if an identifying number is unknown.



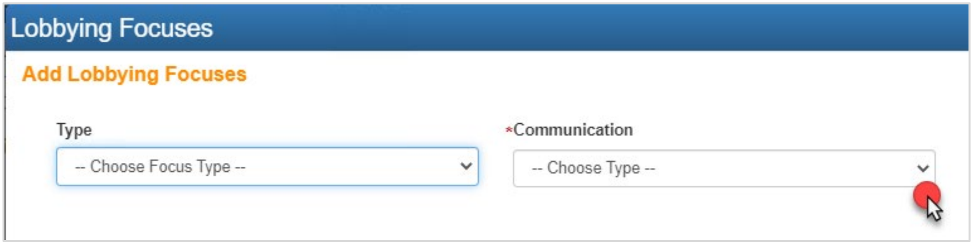
3. Select a Focus **'Type'** from the drop-down menu. A *Focus Type* is grouped into State and Municipal Level categories. Focus Types available for selection include:



- State Bill
- State Executive Order
- State Funding
- State Land Use
- State Permits/Licensing
- State Procurement
- State Regulation/Rate-making/Rule
- State Resolution
- State Tribal Compact Agreement - NYS Indian Nations

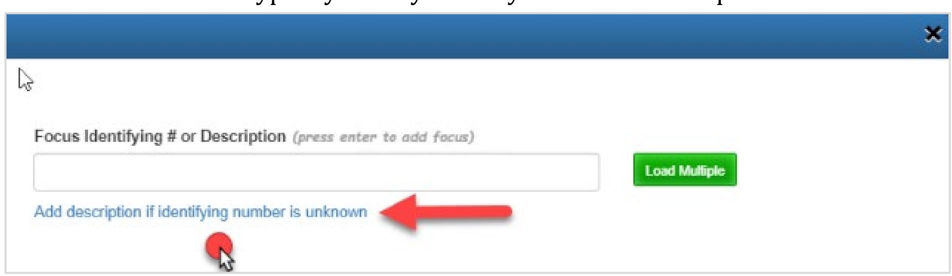
- Municipal Bill
- Municipal Executive Order
- Municipal Funding
- Municipal Land Use
- Municipal Ordinance
- Municipal Permits/Licensing
- Municipal Procurement
- Municipal Regulation/Rate-making-Rule
- Municipal Resolution

4. Select a **'Type of Communication'** from the drop-down menu. Options available for selection are ***Direct Lobbying***, ***Grassroots Lobbying, Both (Direct/Grassroots)***, or ***Monitoring Only***. If you have a Focus to report, **but have not actually Lobbied a specific Party**, you may select **'Monitoring Only'** in the *Type of Communication* drop-down menu.



5. Enter a **'Focus Identifying # or Description'.** A description should ONLY be included if an identifying number is unknown.
   - ➢ To add a description on a **'State Bill'** you must click the '**Add Description if Identifying Number is unknown'** hyperlink. This hyperlink ONLY appears if 'State Bill' is selected as the 'Focus Type'. Refer to the special formatting requirements that ONLY impact State and Assembly bills below.

   - ➢ For all other 'Focus Types' you may directly enter the description in the text box.



   - ➢ **For Municipal Level Focuses**, indicate the originating locality in your **description.** EXAMPLE: Municipal Bill on requiring single stream recycling in the Town of Bethlehem, New York.

   - ➢ **Special Formatting Requirements for State Bills**
     Identify Senate and Assembly Bills by entering 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; a 1234; A 1234; A_1234

     Amended State 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.

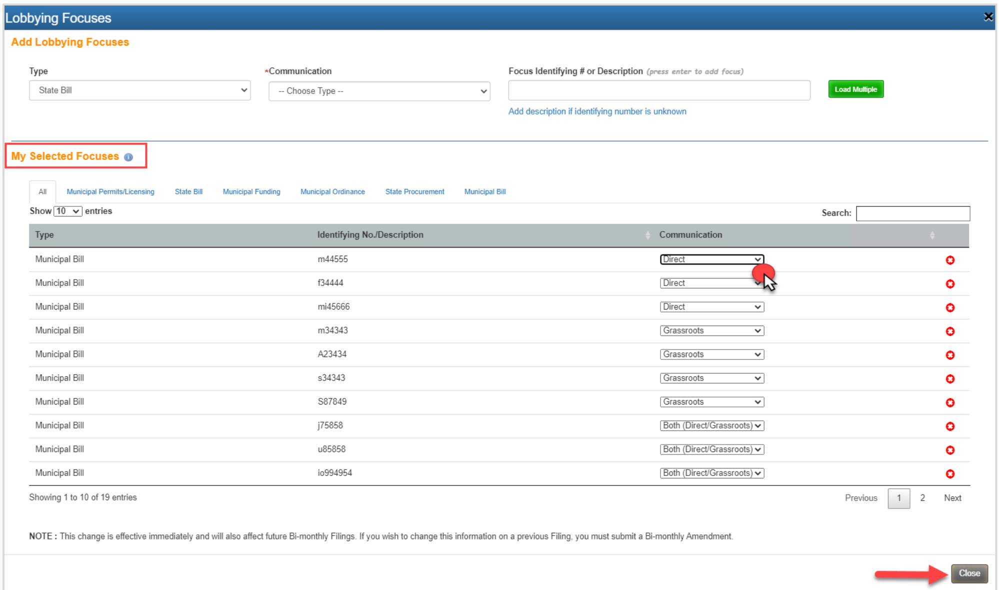
     Correct: A1345-A **Incorrect:** a1234A; a 1234a; A 1234a; A_1234A

6. Hit the **'Enter'** key on your keyboard to save your changes once you entered the identifying number or description.

7. Focuses that have been successfully added will appear in the **'My Focuses'** section. You may also change the 'Communication' Type of any Focus added by clicking on the 'Communication' drop down.

8. To remove a Focus entirely, click the red and white circle 'X' next to the Focus you wish to remove.

9. Click the **'Close'** button to exit the 'Lobbying Focus' screen and return to the main 'Lobbying Activities' screen.



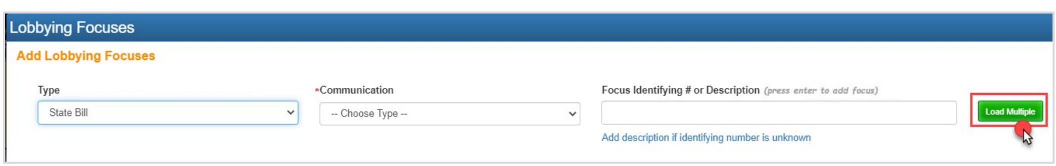
➢ **<u>How to disclose multiple State or Municipal Bills using the 'Load Multiple' function</u>**

On the '**Lobbying Activities**' tab of your Filing:

1. Select '**Update**' in the '**Focuses**' box

2. Select either 'State Bill' or 'Municipal Bill' as the '**Focus Type**' from the drop-down list

3. Click the green '**Load Multiple**' button. Do NOT select anything from the **'Communication'** drop-down.



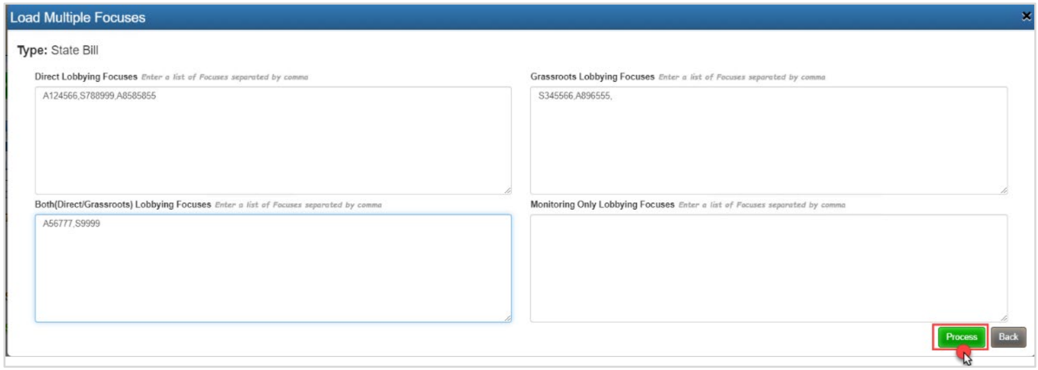
4. Type (or copy/paste) *the bill number* of each *Senate* and/or *Assembly Bill,* or *Municipal Bill* in the corresponding '**Communication Type**' box. The load multiple function allows you to organize State or Municipal Bills into Direct Lobbying, Grassroots Lobbying, Both (Direct/Grassroots), or Monitoring Only categories.

   ➢ Each bill number must be separated by a comma. *Example:* A1234,S5678 S1234,A4567,A8790,S2345

- State Senate Bill numbers and Assembly Bill numbers do NOT need to be loaded separately.

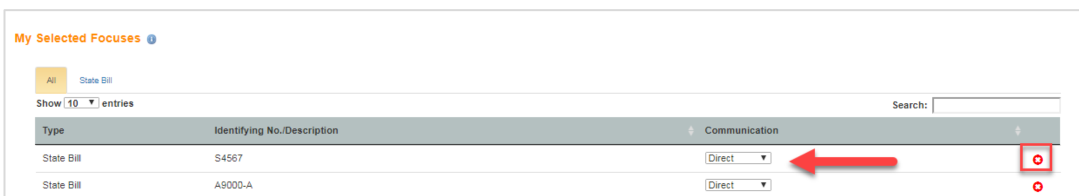
- State Senate and Assembly Bills CANNOT be included together with Municipal Bills. Municipal Bills must be added separately using the 'Load Multiple' function.

5. When finished adding multiple numbers, select the green '**Process**' button.

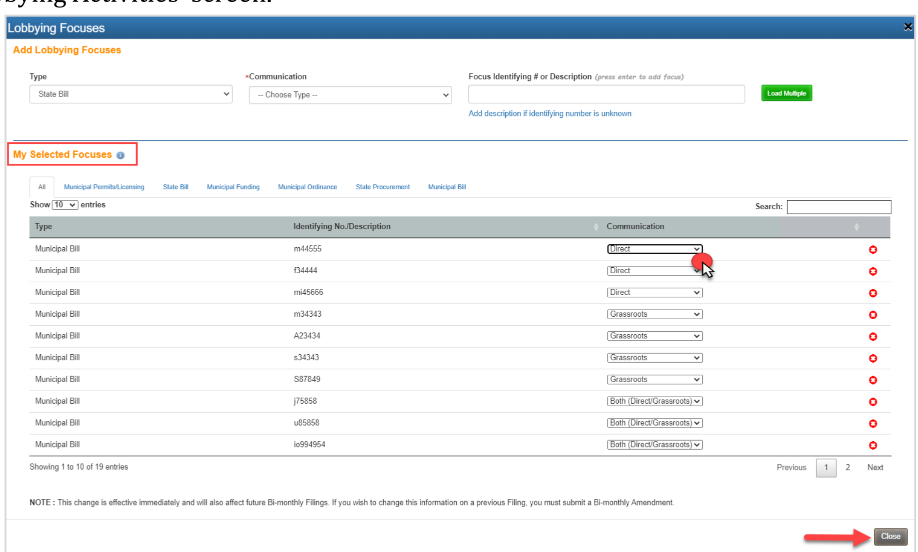


6. Focuses that have been successfully added will appear in the **'My Focuses'** section. You may also change the 'Communication' Type of any Focus added by clicking on the 'Communication' drop down.

7. To remove a Focus entirely, click the red and white circle 'X' next to the Focus you wish to remove.



8. Click the **'Close'** button to exit the 'Lobbying Focus' screen and return to the main 'Lobbying Activities' screen.



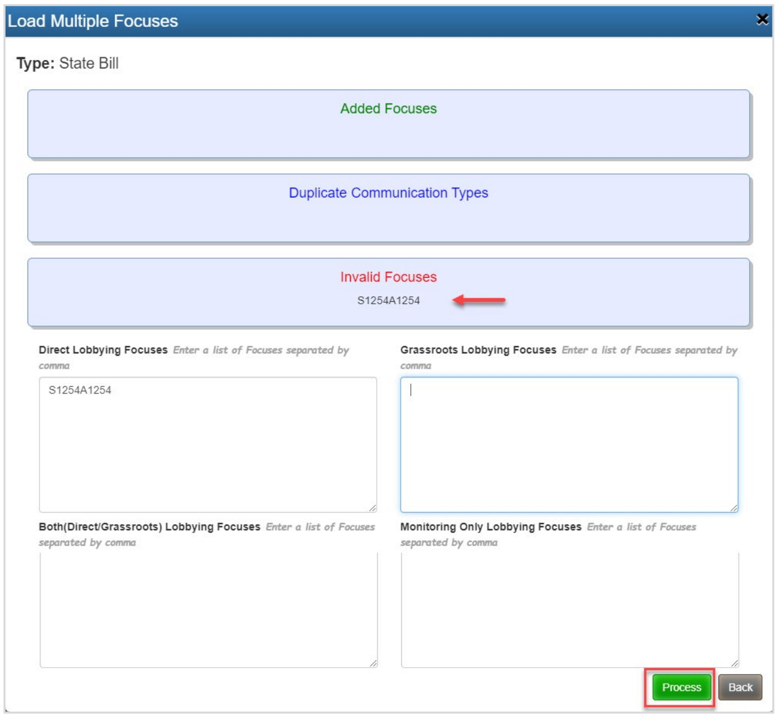
➢ **Troubleshooting the 'Load Multiple Function'**

1. If a Bill number was accidentally entered twice, it will appear in the '**Duplicate Communication Types**' section.

2. Any bill number that does not meet the formatting requirements will appear in the '**Invalid Focuses**' section in red.

3. You may edit an 'Invalid Focus' directly in the 'Communication Type' box it was originally entered in.

4. When all corrections have been made, click the green **'Process'** button.



Parties Lobbied*

The target(s) of the Reportable **"Lobbying Activity"**, including the person, organization, entity, or legislative body before which the Lobbyist Lobbied.

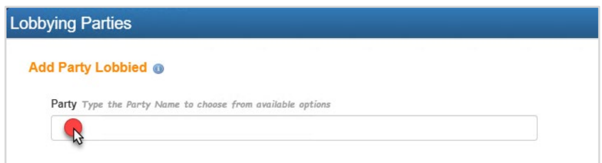
The direct connection (one-to-one relationship) between the Focus and the target(s) (referred to as "**Party(ies) Lobbied'**) of any reportable **"Lobbying Activity"** must be identified. For the biennial period, y**ou can no longer create a *new* Party Name in LA.**

Please see the Commission's updated document, ***How to Properly File Lobbying Activities Edition***, for **EXAMPLES** of 'how' to disclose additional information related to an EXISTING Party Name in LA.

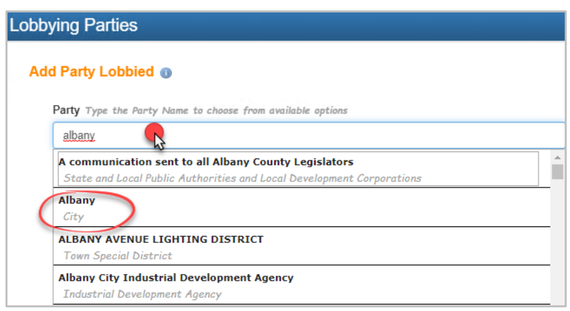
➢ **How to include 'Parties Lobbied'**

1. From the main Lobbying Activities screen, click the green **'Update'** button located beneath in the 'Parties Lobbied' box.

2. From the 'Lobbying Parties' main pop-up window, enter the first few characters of the **'Party Name'** name in the text search box. Any Party Lobbied listed in the LA Database identifies a government body and a party name.



➢ **Search Tips:** Every 'Party' listed in the LA Database contains two components: the 'Government body' and the main 'Party' name. Always search by the 'Party Name' when using the 'Party' search text field. In LA, the 'Government Body' is displayed in light grey italicized lettering, and the main 'Party Name' is indicated by the bold type letter.

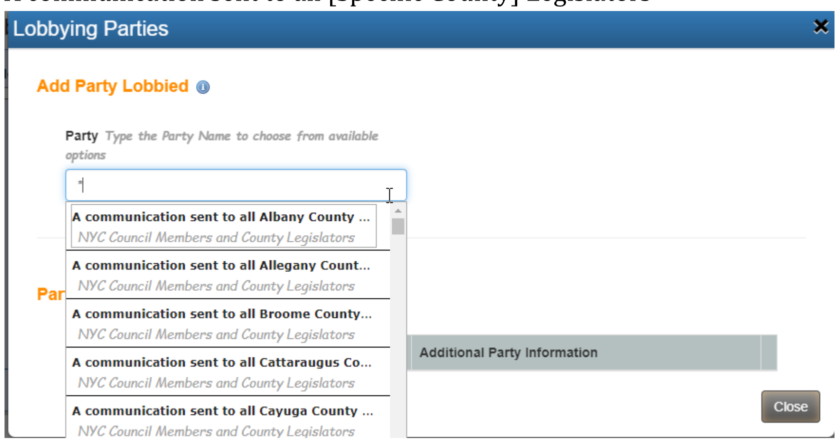


➢ Every main 'Party' name is categorized into specific **Government Bodies**. Below is a list of all government bodies represented in LA.

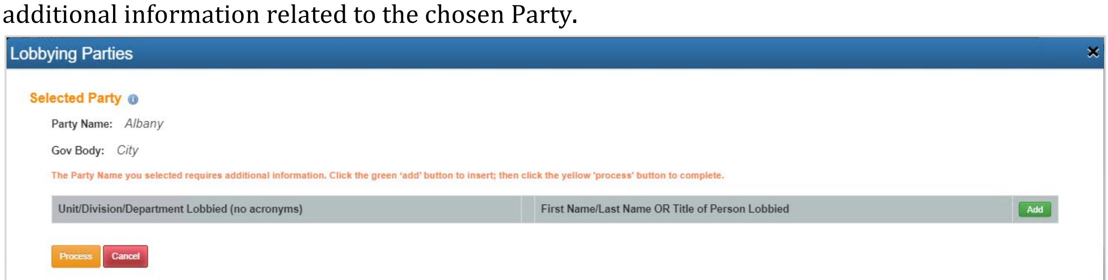
- Senate Committee
- Assembly Committee
- State Agency
- NYS Assembly
- NYS Senate
- Executive Chamber
- NYS School Districts
- State and Local Public Authorities and Local Development Corporations
- NYC Council Members and 'Communications sent to all [specific County] Legislators'
- Industrial Development Agency
- Village
- Town

- City
- County
- Improvement/Special Districts
    - County Special Districts
    - Town Special Districts
    - Consolidated Health District
    - Fire District
    - Independent Special District

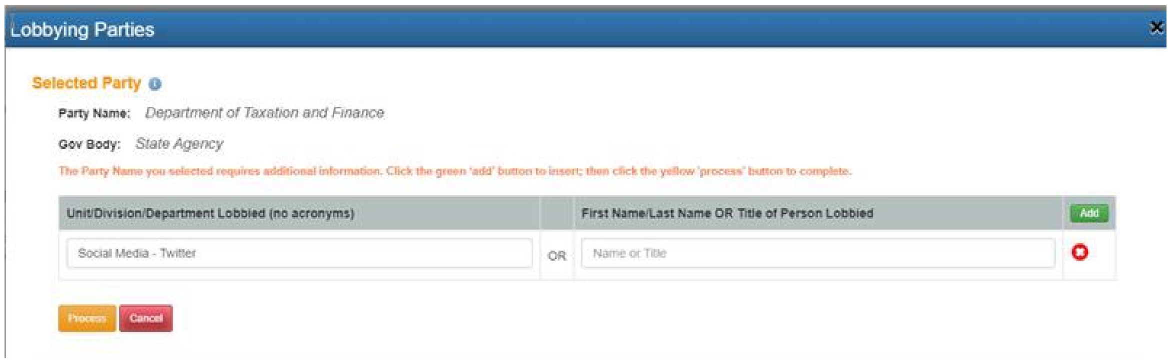
3. To indicate a communication sent to a specific *group of Parties*, type 'A Communication sent to' in the 'Party' text field to display the following options as search results in LA:
    - A communication sent to entire Senate
    - A communication sent to entire Assembly
    - A communication sent to entire Legislature
    - A communication sent to all NYC Council Members
    - A communication sent to all [Specific County] Legislators



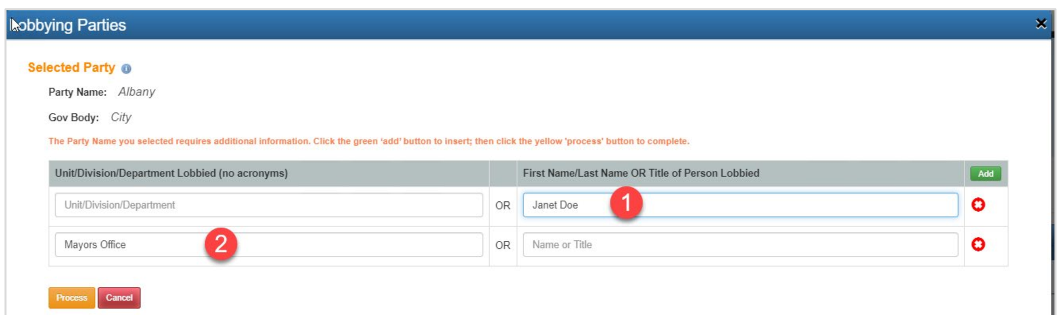
4. If you select a Party Name and the below box appears with the following message, 'The party Name you selected requires additional information…' you will be required to include additional information related to the chosen Party.



5. Click the green **'Add'** button to include additional information. ***Please note** a Direct lobbying message to an agency or locality as a whole with no specific unit or person within the agency or locality being the target, is required to be reported). You may either enter the:
    1. ***'Unit/Division/Department Lobbied (no acronyms)'*** OR
        a. Social Media [platform used]
    2. ***'First Name/Last Name OR Title of Person Lobbied'***.



6. You may include multiple names (or titles) of individuals related to that specific party by clicking the green 'add' button again. To include more than one individual or Unit/Division, enter the information in its own row. ***Example:*** Janet Doe is entered in the first row indicated by the number 1; while the Mayor's Office is disclosed in the second row indicated by the number 2.



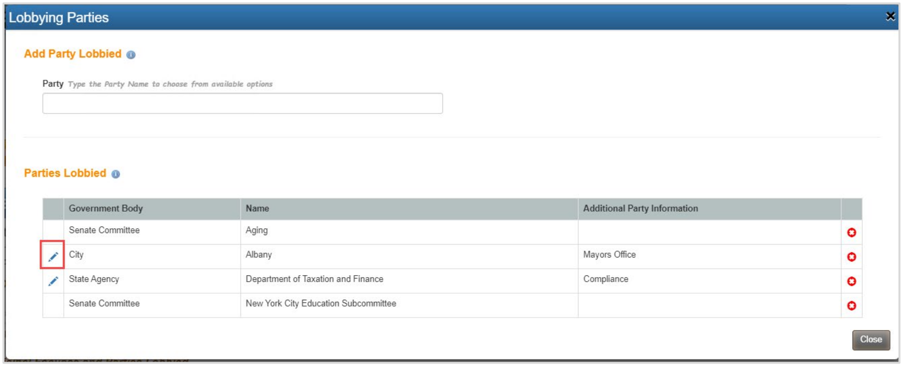
7. Click **'Process'** to save your changes.

8. Once all Lobbying Parties have been added they will display below under the Parties Lobbied section.

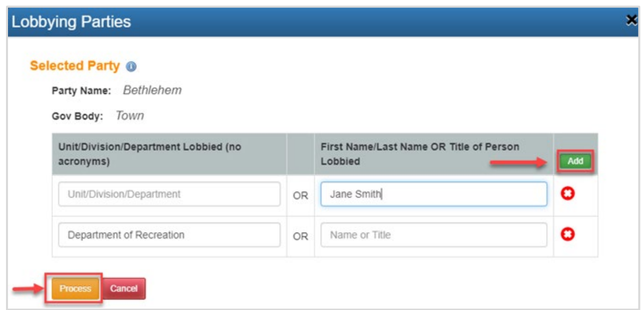
- **How to Update a Party Lobbied**

1. From the main Lobbying Activities page, click the green 'update' button below the 'Parties Lobbied' box.

2. Click the **'Pencil Icon'** next to the name of the specific Party.

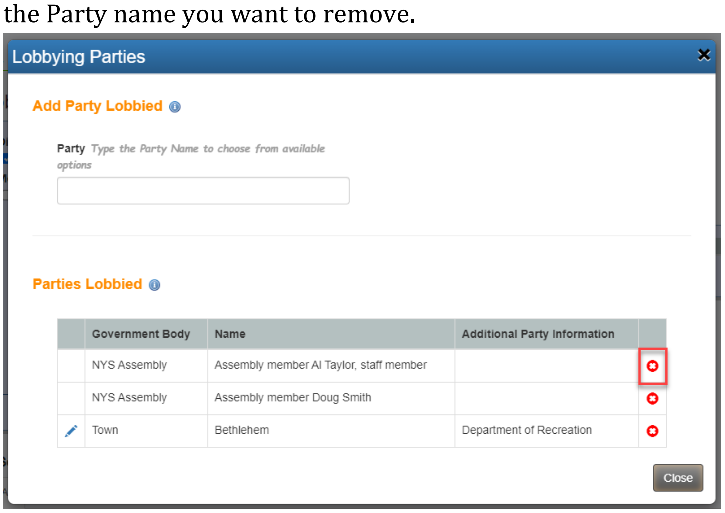


3. Click the **'Add'** button to include additional information or update existing information. Once completed, click the **'Process'** button to save your changes. The new and/or revised information will display in the **Parties Lobbied** section.



➢ **How to remove a 'Party'**

1. From the **'Lobbying Parties'** pop-up window, click the red and white circle **'X'** icon next to the Party name you want to remove.

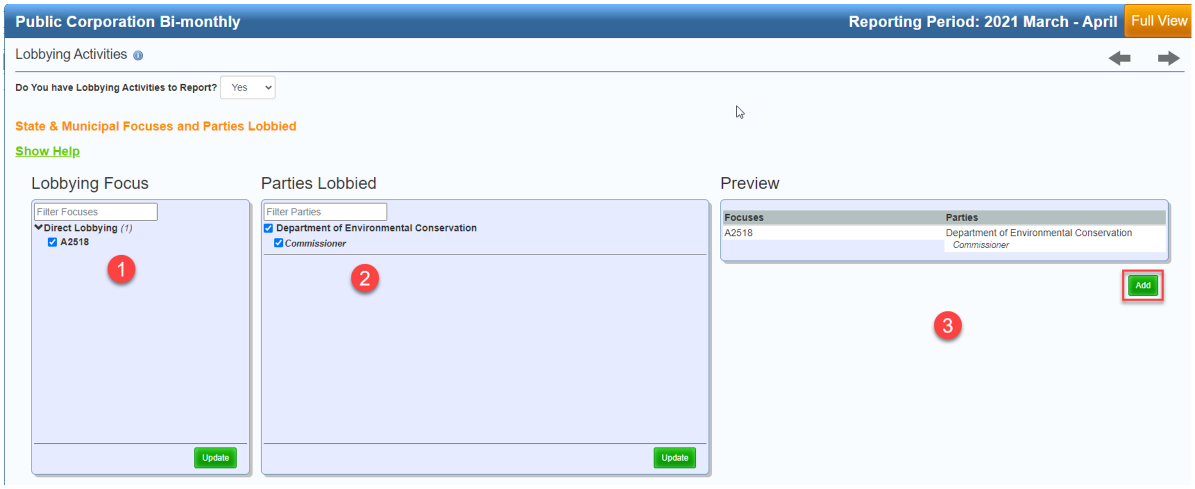


➢ **How to combine or 'marry' a Focus to specific Parties Lobbied**

1. From the main Lobbying Activities screen, select the **'Focus'** by clicking the check-box next to the Focus identifying 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). Multiple Parties can be connected or 'married' to a specific Focus by selecting multiple check-boxes.

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



➢ 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. Click the **'Add'** button to combine or 'marry' the Focus and Party Information together. The completed Lobbying Activity will display underneath the 'My Selected Focuses' sub-heading.

➢ Only Lobbying Activities that appear under the **'My Selected Focuses' section will appear on your submitted filing.**

5. Repeat steps 1-4 above for every Lobbying Activity that will be reported on your Bi-Monthly. these steps until you have added all **'Focuses'** and **'Party(ies) Lobbied'** to your **'My Selected Focuses'** section for the Bi-monthly reporting period.

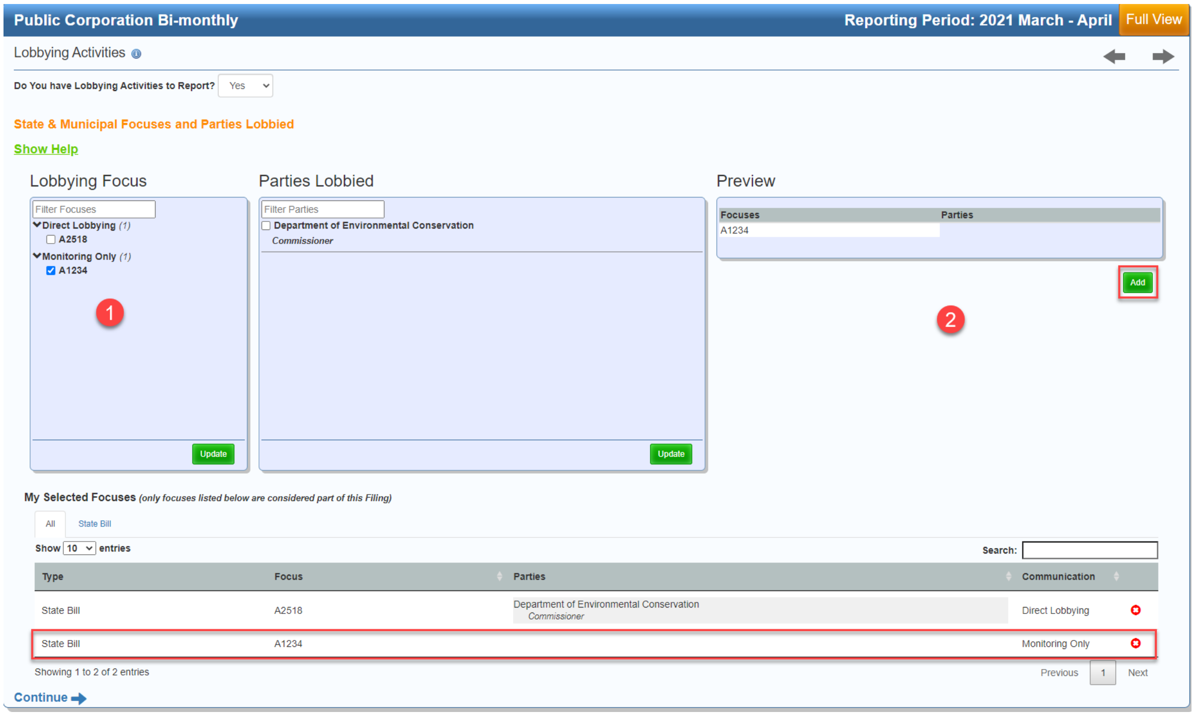
➢ **How to include a Focus that was 'Monitored Only'**

Lobbying Focuses that indicate 'Monitoring Only' as the Type of Lobbying Communication **DO NOT** require Parties Lobbied to be included or combined.

1. Click the check box next to the Lobbying Focus Identifying number or description listed in the 'Monitoring Only' Category.

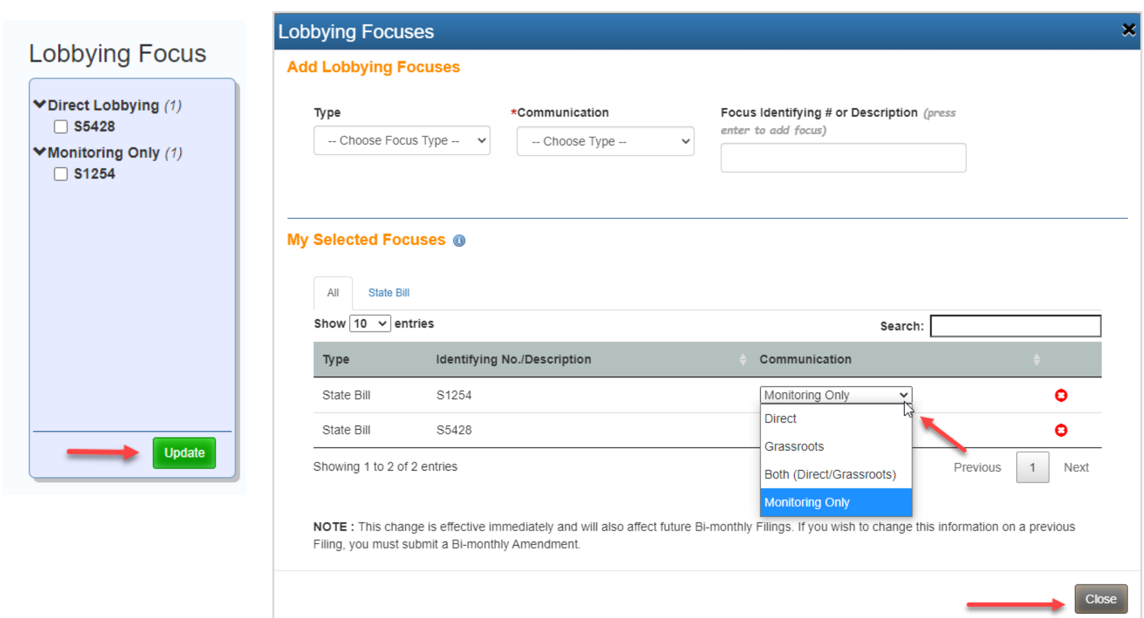
2. Click the green **'Add'** button. Do not list select any Parties from the 'Parties Lobbied' section.

3. The **'Monitored Only'** Lobbying Focus will appear in the 'My Selected Focuses' section and will be included in your submitted Bi-Monthly filing. Repeat these steps for every ***Monitored Only*** Focus you wish to include.



➢ **How to change the 'Type of Lobbying Communication' from a Focus that was listed as 'Monitored Only'**

1. If **Monitoring Only** had been selected for a Focus, but now Lobbying will be done on that Focus and the *Communication Type* needs to be updated, select **'Update'**, change the *Communication Type* in the drop-down and select **'Close'** to save your changes.

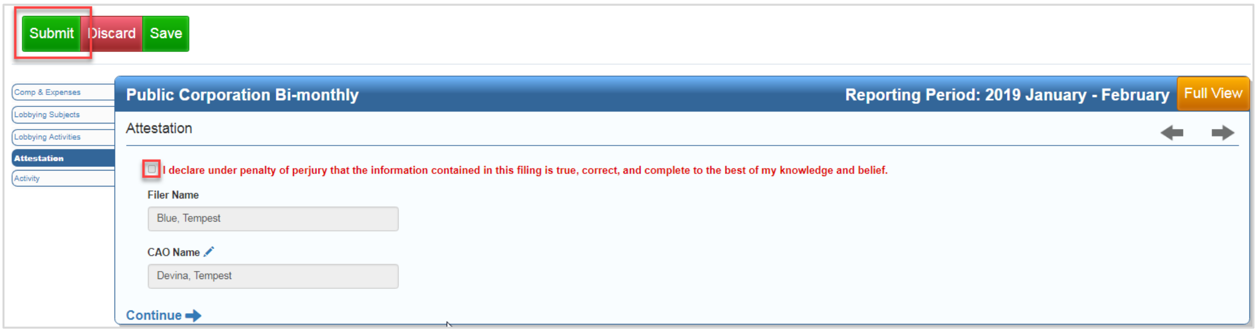


ATTESTATION

An attestation is required for every filing prior to submission.

1. Check the **'Attestation'** check-box

2. Click the **'Submit'** button. After the filing has been submitted, you may either ***view the filing*** or ***return to the dashboard***.



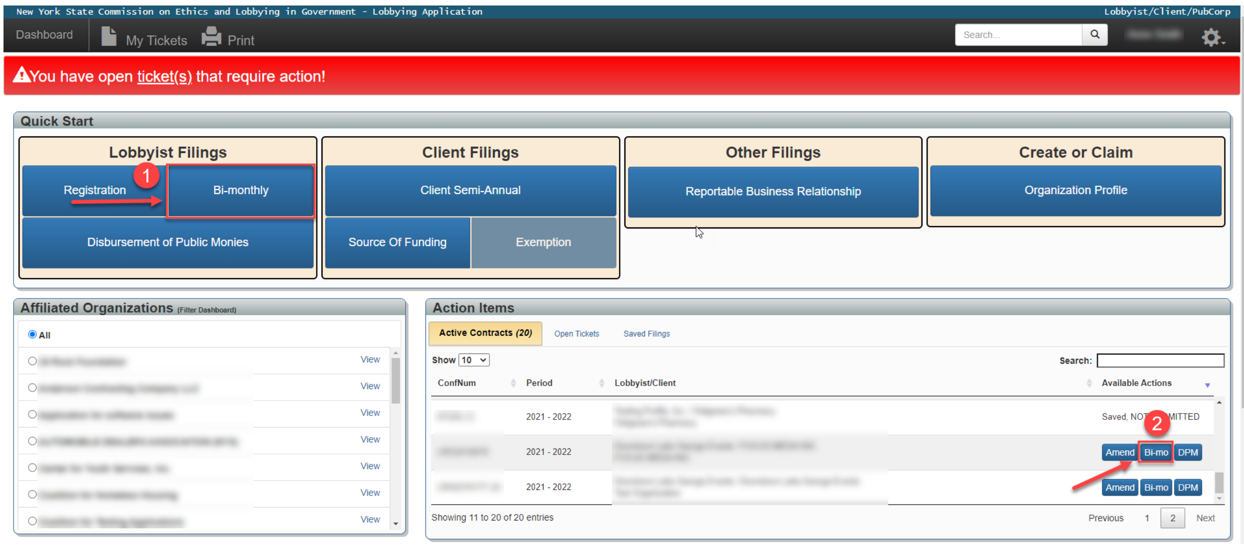
Congratulations you are all done!

How to File an Amended Public Corporation Bi-Monthly Report

To create an Amended Public Corporation Bi-monthly Report:

There are three different options available on a Filer's Dashboard to create an Amended Bi-monthly Report:

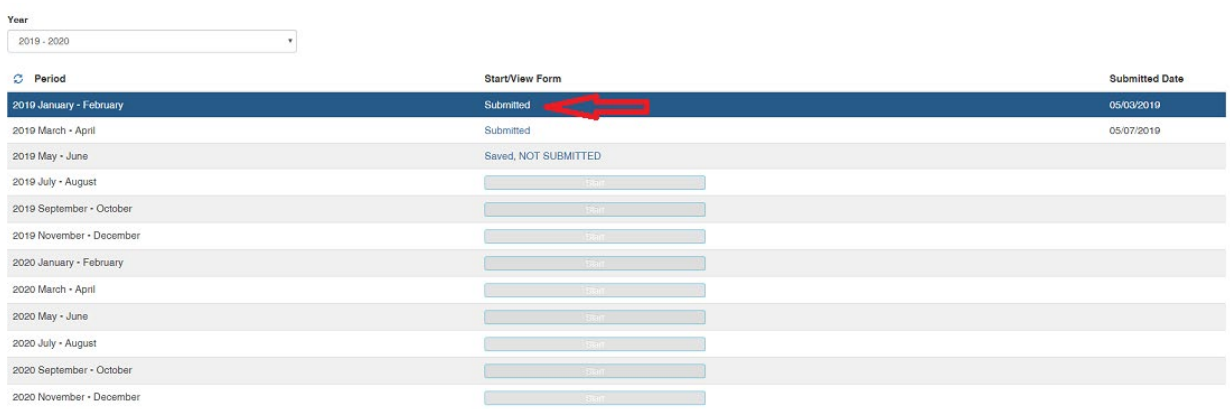
1. Select the **'Bi-monthly'** button from the **'Lobbyist Filings'** quick start menu;



OR

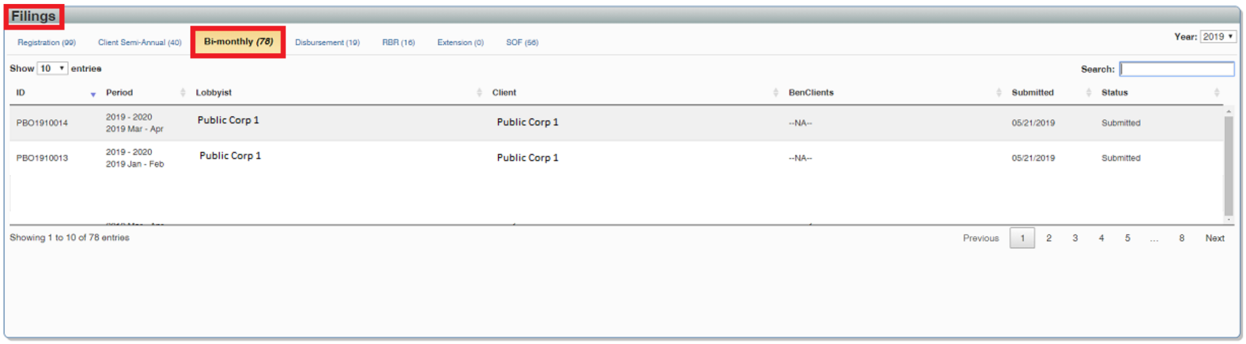
2. ***The Commission's Preferred Method:*** From the **'Action Items'** window, select the **'Bi-mo'** button that corresponds to the applicable Public Corporation you want to file an Amended Bi-monthly Report for.

3. Select the Bi-monthly Report from the list of submitted Bi-monthly Reports.

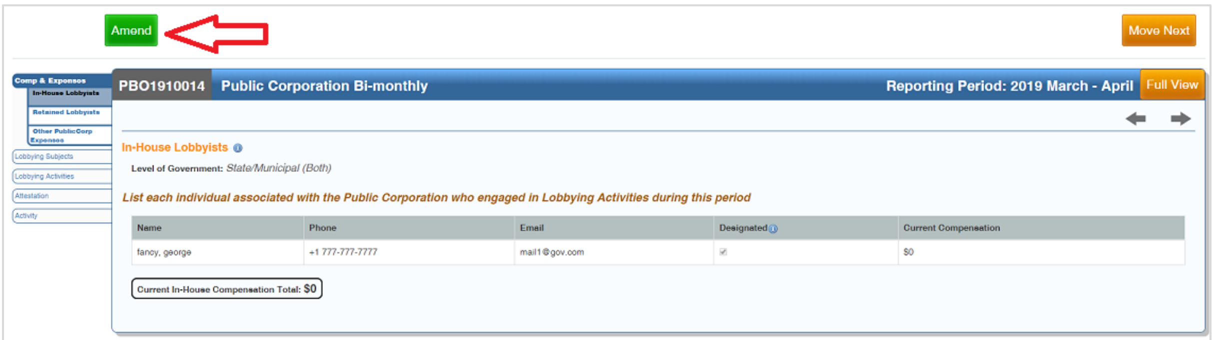


OR

4. Select the Bi-monthly Report from the list of Filings displayed in the *Bi-monthly tab* in the **'All My Filings'** window.



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



<u>NOTE</u>

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

a. **<u>Amended Bi-monthly Report Effective Date</u>***

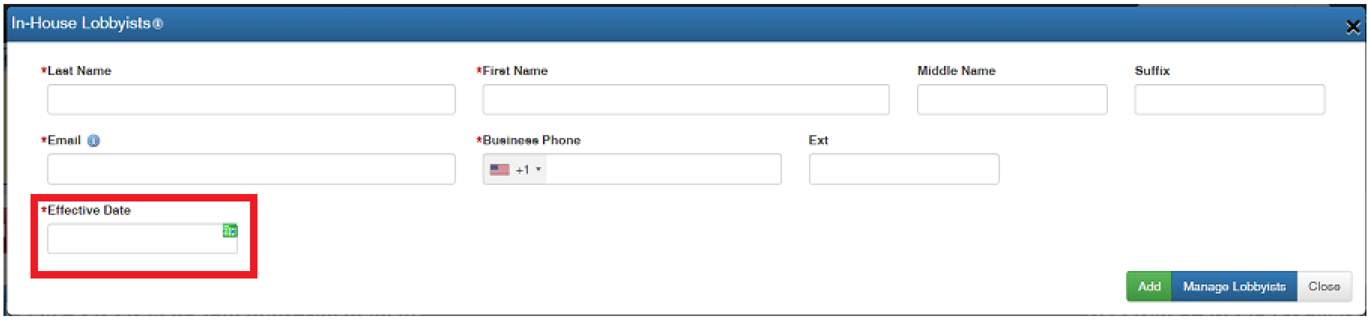
An Amended Bi-monthly Report **"Effective Date of Change"** is the date a specific change (or changes) takes effect; **not the date the Amendment is submitted.**

b. **<u>In-House Lobbyists</u>**

An Amendment to add a *new* In-House Lobbyist requires **<u>two</u>** Effective Dates.

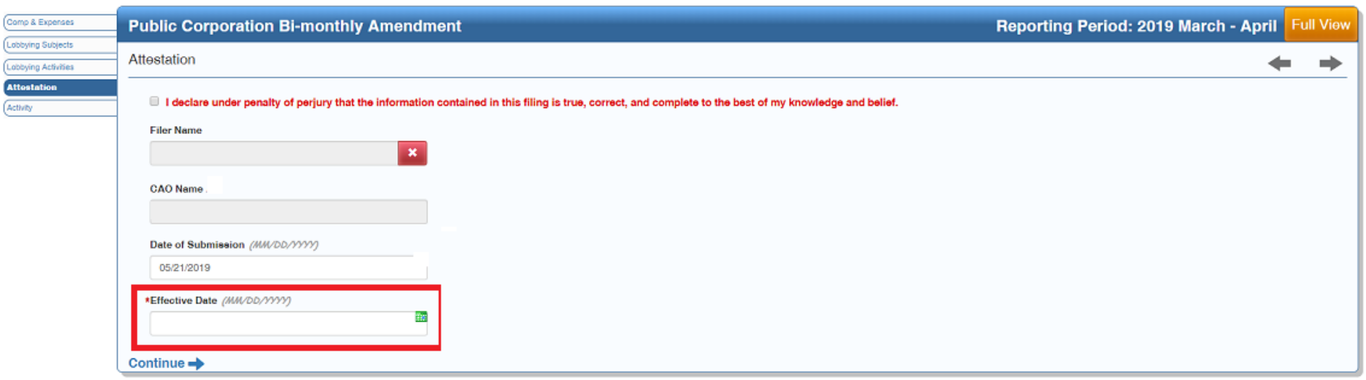
1. **In-House Lobbyist Effective Date**

The In-House Lobbyist's **"Effective Date"** is the is the earliest date that Individual was authorized to engage in Lobbying Activities for the Principal Lobbyist on behalf of at least one of the organization's clients. The date is used to determine that Individual's online ethics training requirement.



2. **Amendment Effective Date of Change**

   The Amendment **"Effective Date of Change"** is the date that Individual was authorized to engage in Lobbying Activities on behalf of the Contractual Client/Beneficial Client pairing.



Use the guidelines outlined above in *'How to File a Public Corporation Bi-monthly Report'* to change/modify information in an Amended Bi-monthly Report.