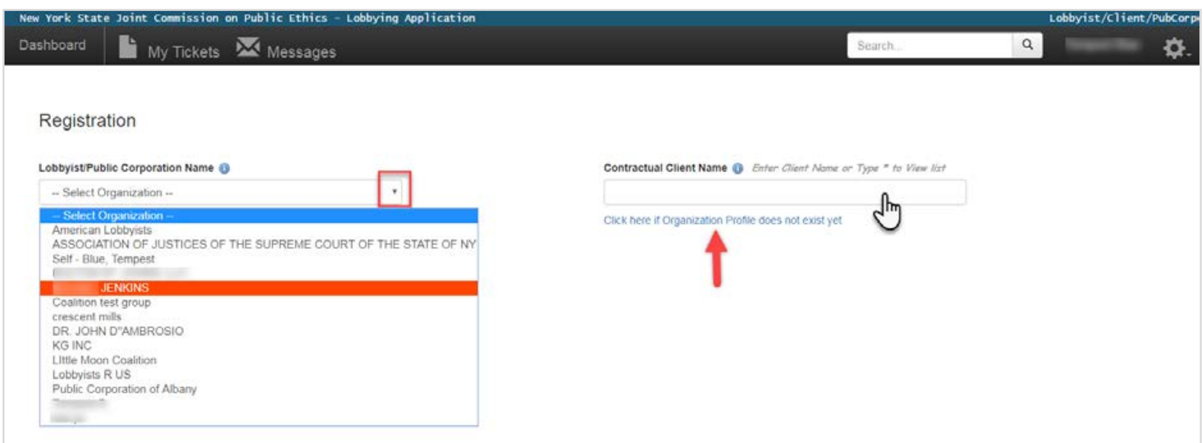
How to File a Statement of Registration and Reportable Business Relationship

From your dashboard:

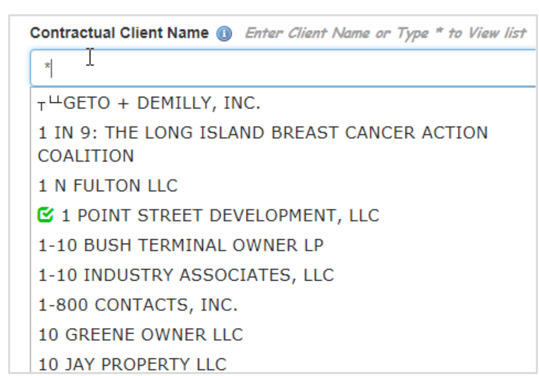
1. Click the blue **'Registration'** button from the Quick Start Menu.

2. Select the **'Lobbyist/Public Corporation Name'** from the drop-down menu. If a red banner is displayed over the name you would like to select, the Profile information for that Lobbyist/Public Corporation name has not been verified. You are required to verify the information before you can select the Lobbyist/Public Corporation.

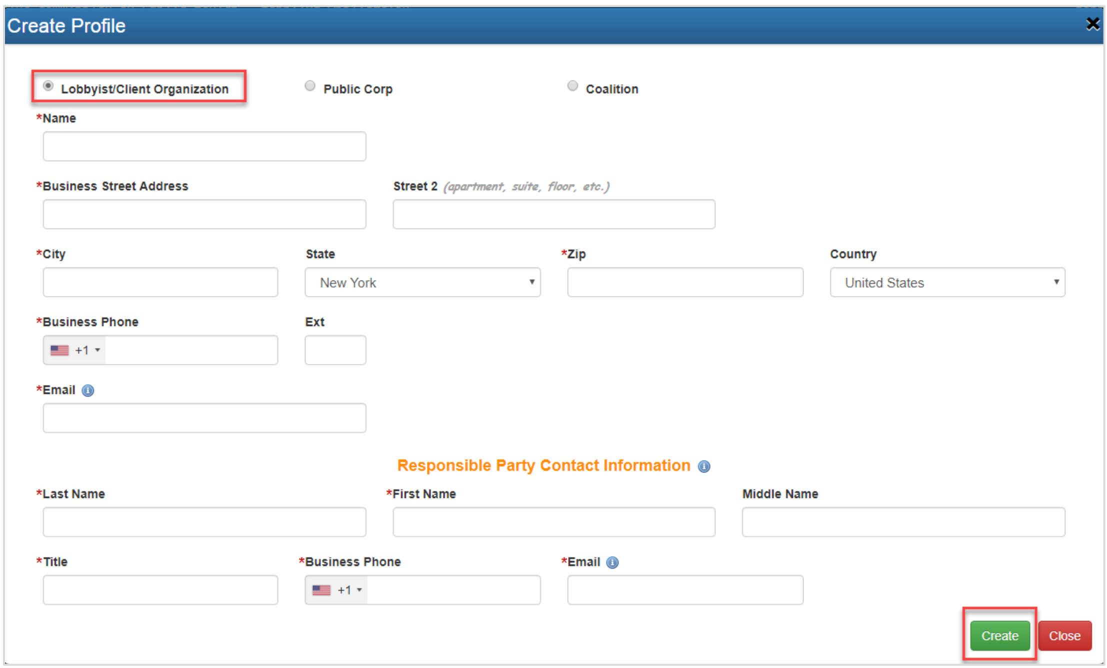


3. Enter the name of the Client in the **'Contractual Client Name'** search box to view a list of pre-populated Client names. To view a complete list of all Organization names currently available for selection in the Lobbying Application, enter the asterisk '*' symbol in the search field instead.

4. A green check mark will display next to the name of a Profile that has been verified and claimed by the owner of the Organization Profile. If a duplicate name is listed in the search results, select the Organization Profile that contains the green check mark symbol. **If no symbol is displayed, contact the JCOPE help desk.**

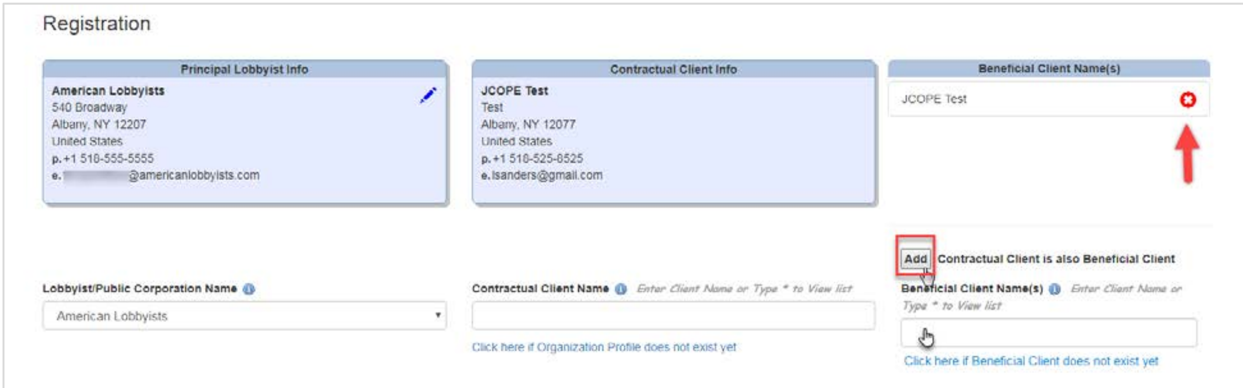


5. If after searching using both methods, you are still not able to locate the Client name, select the blue hyperlink 'Click here if client/lobbyist does not exist yet'.
    - **Step 1** – Select the type of Lobbying Organization (Lobbyist/Client Organization (default selection), Public Corporation, or Coalition) by clicking on the applicable radio button.
    - **Step 2** – Enter the business contact information of the organization,
    - **Step 3** – Enter the name and contact information of the 'Responsible Party' of the Client Organization and click **'Create'** to save your changes. All fields denoted with a red asterisk are required fields.



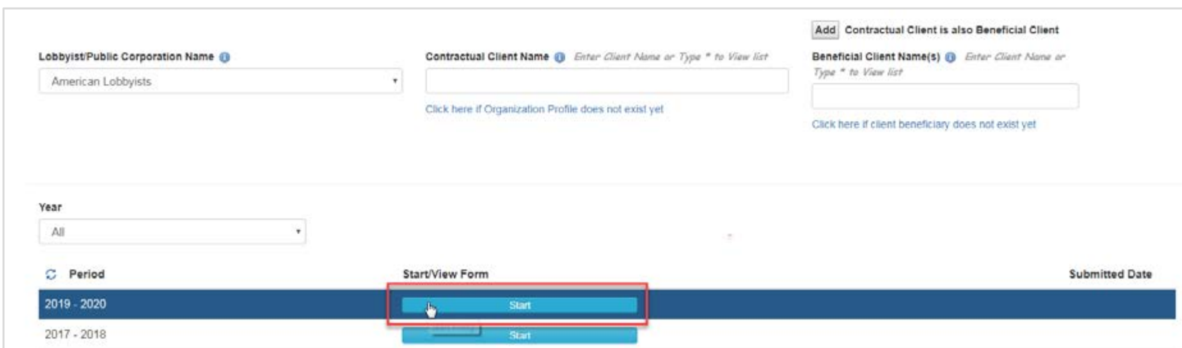
6. To indicate the name of the Contractual Client and the Beneficial Client are the same, click the **'Add'** button; otherwise, enter the name of the Beneficial Client in the search box. Multiple Beneficial Clients may be added to your Filing. If the Beneficial Client name is not found in the search results, select the 'Click here if Beneficial Client does not exist yet' and enter all the required information.

7. Type a name in the **'Beneficial Client'** text box to select a name from a list of pre-populated names, or select the blue hyperlink 'Click here if Beneficial Client does not exist yet'.



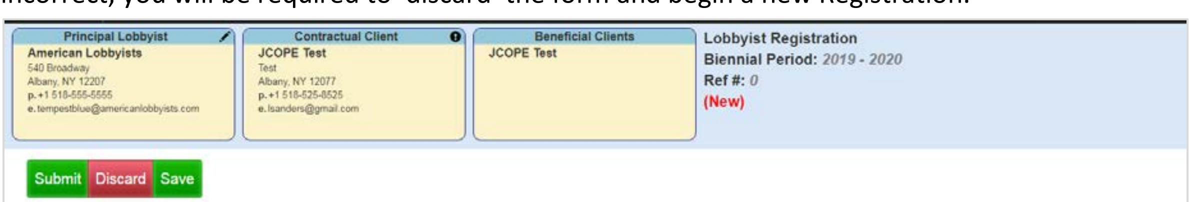
8. To remove a Beneficial Client, select the red and white circle **'X'** icon.

9. Once a Beneficial Client is selected, choose the **'Year'** (Biennial Period) you are filing a Registration for. Click the **'Start'** button next to the filing year.

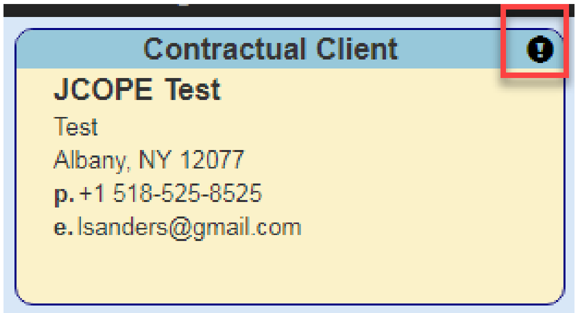


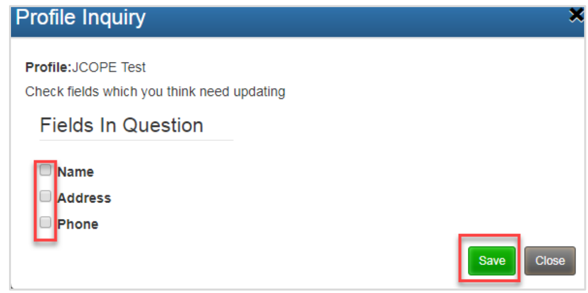
10. Once you have selected the filing 'Year' (Biennial Period), you will be directed to the Registration. Navigation is displayed in a tabbed format for ease of use. Review each tab carefully and note that depending on your unique circumstances, all tabs may not apply to your specific lobbying arrangement.

11. **Before you proceed any further**, verify the Biennial Period and the name of the Principal Lobbyist, Contractual Client(s), and Beneficial Client(s) are correct. You will not be able to change the Contractual or Beneficial Client information or filing period once you begin the Registration, and instead, will be required to discard the form and begin a new Registration. If the information is incorrect, you will be required to 'discard' the form and begin a new Registration.



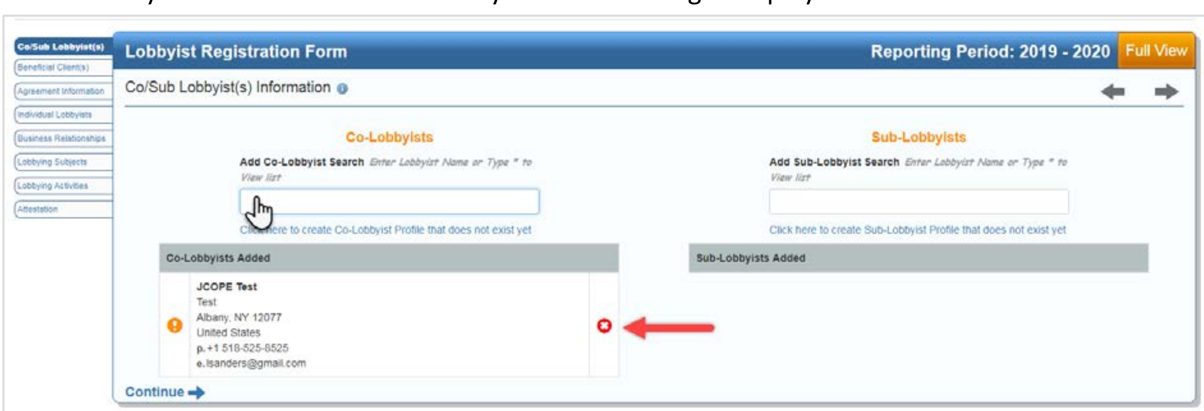
12. **Profile Inquiry.** If the name and/or contact information of the Contractual Client appears inaccurate to you, select the exclamation point symbol in the Contractual Client box. The Contractual Client will be notified that their profile information may require an update. Check the fields that may require an update and click **'Save'**.





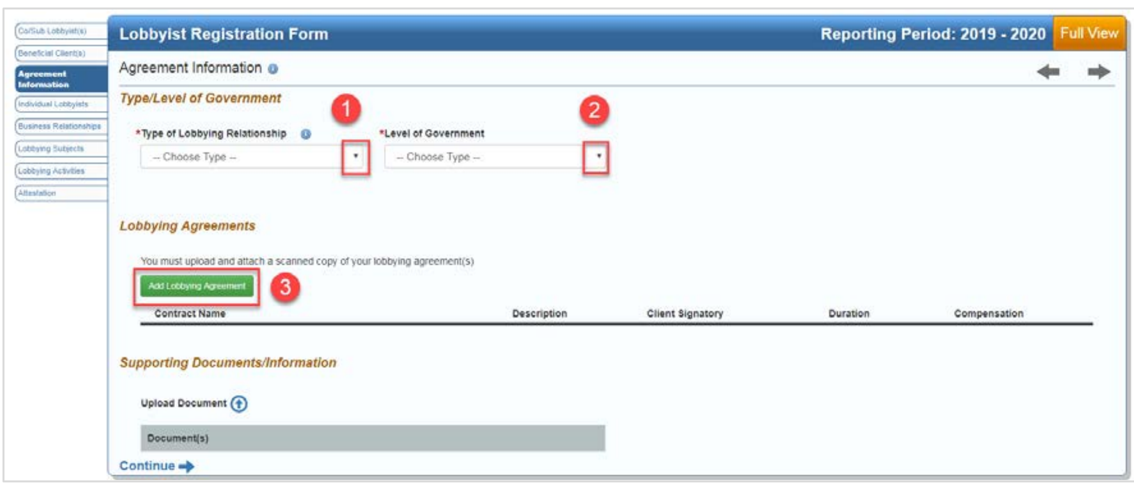
13. To navigate the Registration Form, you may do any of the following:
    - Click any of the menu items from the left-hand navigation menu;
    - Click the left or right arrows at the upper right side of your screen; or
    - Click the **Continue →** hyperlink at the bottom of your screen.

14. **Co/Sub Lobbyist(s) section**. If applicable, enter the name of a Co-Lobbyist or Sub-Lobbyist in the respective search field: you may also enter the asterisk symbol (*) to view a full list of organization names in LA. If the name of a Co-Lobbyist or Sub-Lobbyist is not found in LA, you may create a new Profile on their behalf by clicking the applicable 'Profile does not exist yet' hyperlink. A Co-Lobbyist or Sub-Lobbyist that has been successfully added to a filing is displayed below.



15. **Beneficial Client(s) Section.** If applicable, enter a name in the **'Add Beneficial Client'** search field to include additional Beneficial Client(s) not already listed on your filing. Otherwise, continue to the **'Agreement Information'** section.

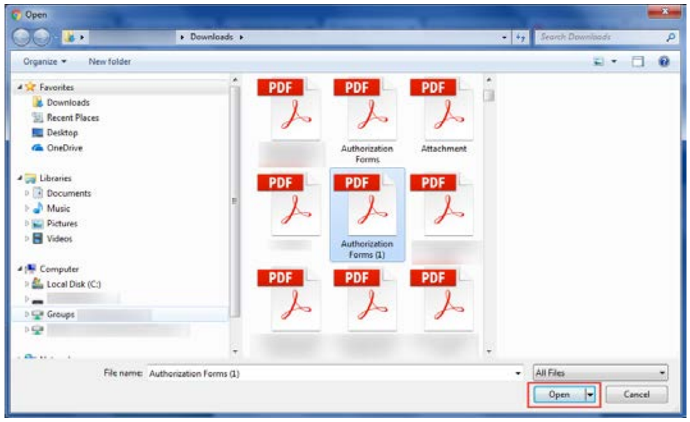
16. **Lobbying Agreement:** Every Registration requires a Lobbying Agreement form, Contract, or written authorization to be included.
    - Step 1 – Select the **'Type of Lobbying Relationship'** (Employed or Retained) from the drop-down menu.
    - Step 2 – Select the **'Level of Government'** [State Lobbying, Municipal Lobbying, State/Municipal (Both)] from the drop-down menu.
    - Step 3 – Click the **'Add the Lobbying Agreement'** button.



17. From the 'Add the Lobbying Agreement' pop-up screen:

Step 1: Contract/Supporting Documentation –Click the **'Upload'** icon located under the **'Contract/Supporting Documentation'** sub-heading to attach the lobbying agreement form, contract, or authorization to the Registration.

- ➢ Locate the file on your computer, then select **'Open'** to attach the file. If the file was successfully uploaded, the name of the file will appear under the **'Lobbying Agreement'** view screen after you click **'Open'**.



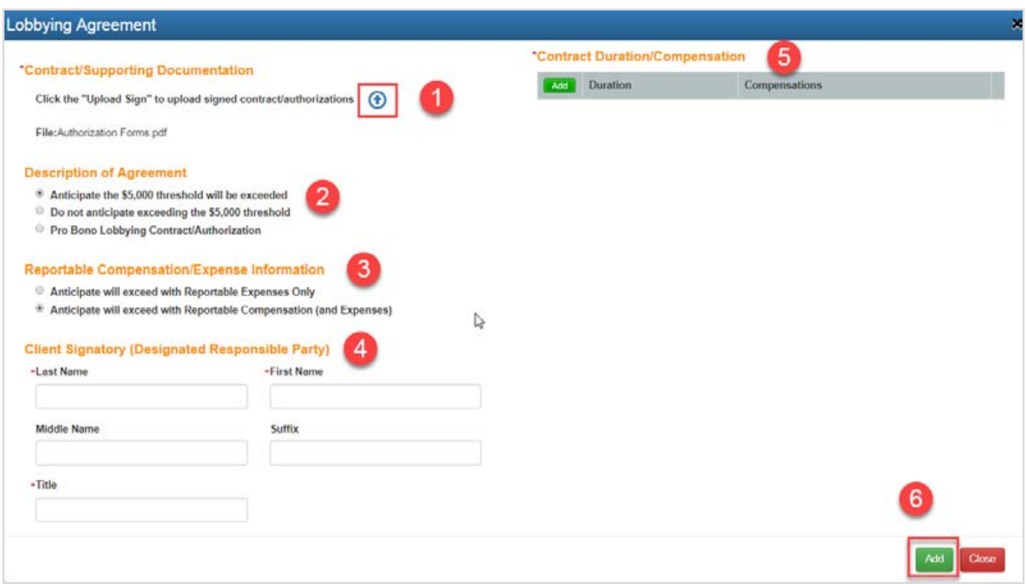
Step 2: Description of Agreement – Select from the following radio button options:

- o Anticipate the $5,000 threshold will be exceeded *(Default selection)*
- o Do not anticipate exceeding the $5,000 threshold
- o Pro Bono Lobbying Contract/Authorization

Step 3: Reportable Compensation/Expense Information – Select from the following radio button options:

- o Anticipate will exceed with Reportable Expenses Only
- o Anticipate will exceed with Reportable Compensation (and Expenses) *(Default selection)*

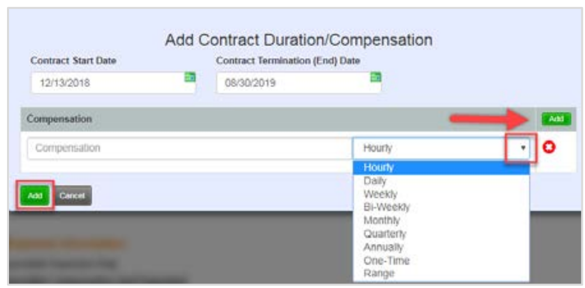
Step 4: Client Signatory (Designated Responsible Party) – Enter the Last Name, First Name, and Title of the Contractual Client Signatory. (Middle name and Suffix are optional.)



Step 5: Contract Duration/Compensation section.

- Click the **'Add'** button
- Enter the **'Contract Start Date'** and **'Contract Termination (end) Date'** using the green calendar icon, or enter the dates manually using the mm/dd/yyyy format.
- Click **'Add'** to save your changes.

Compensation amount: If you indicated you will '*exceed with Reportable Compensation (and Expenses)*' you are required to enter a compensation amount.

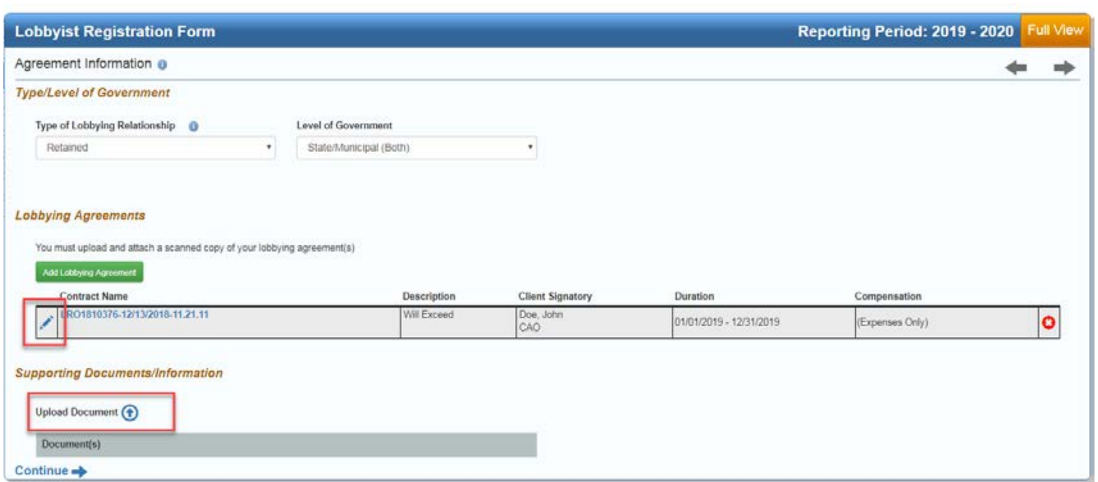


1. Click the **'Add'** button in the grey 'Compensation' header.
2. Enter the **'Compensation'** amount.
3. Select the **'pay frequency'** from the drop down menu.
4. To remove a compensation amount, click the red circle 'X' icon.

   Click the **'Add'** button located in the lower left side of your screen to save your changes and return to the main 'Lobbying Agreement' section.

- To edit your Contract/Agreement information, click the pencil icon.

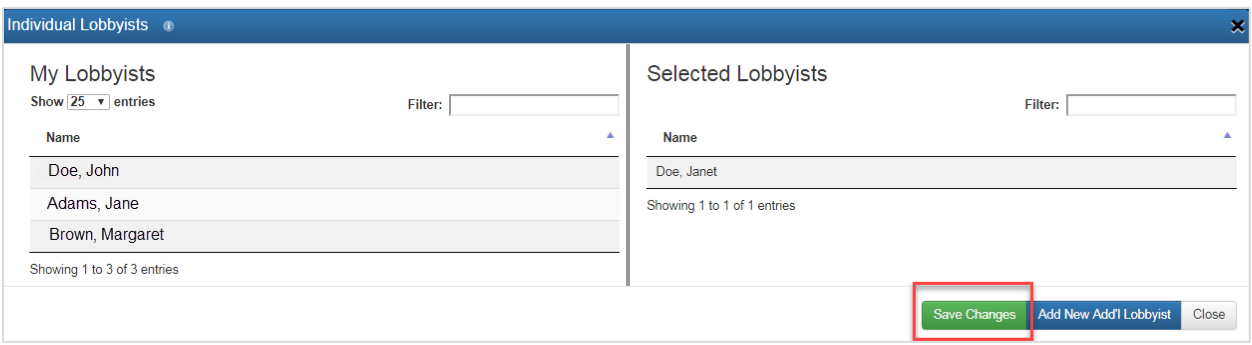
- If applicable, click the **'Upload Document'** symbol to include any **'Supporting Documents/Information'** to the Registration. Multiple attachments can be included.



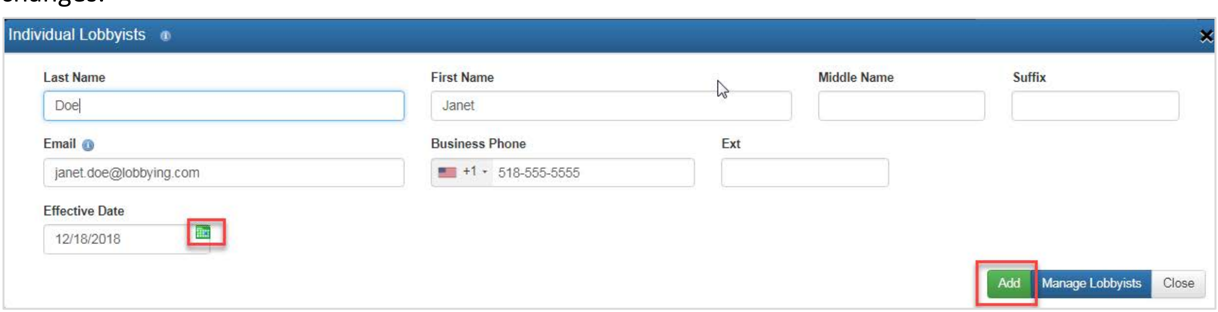
18. **Individual Lobbyists:** To include the name(s) of an **'Individual Lobbyist',** click **'Modify'.**

19. Any **'Individual Lobbyist'** existing in your Organization Profile is available for selection on a Registration. To include the name of an **'Individual Lobbyist'**, click the name of the Individual Lobbyist located in the **'My Lobbyists'** column. The Individual Lobbyist name will appear in the '**Selected Lobbyists'** column.

20. To remove an Individual Lobbyist, click the name you want to remove in the 'Selected Lobbyists' column.



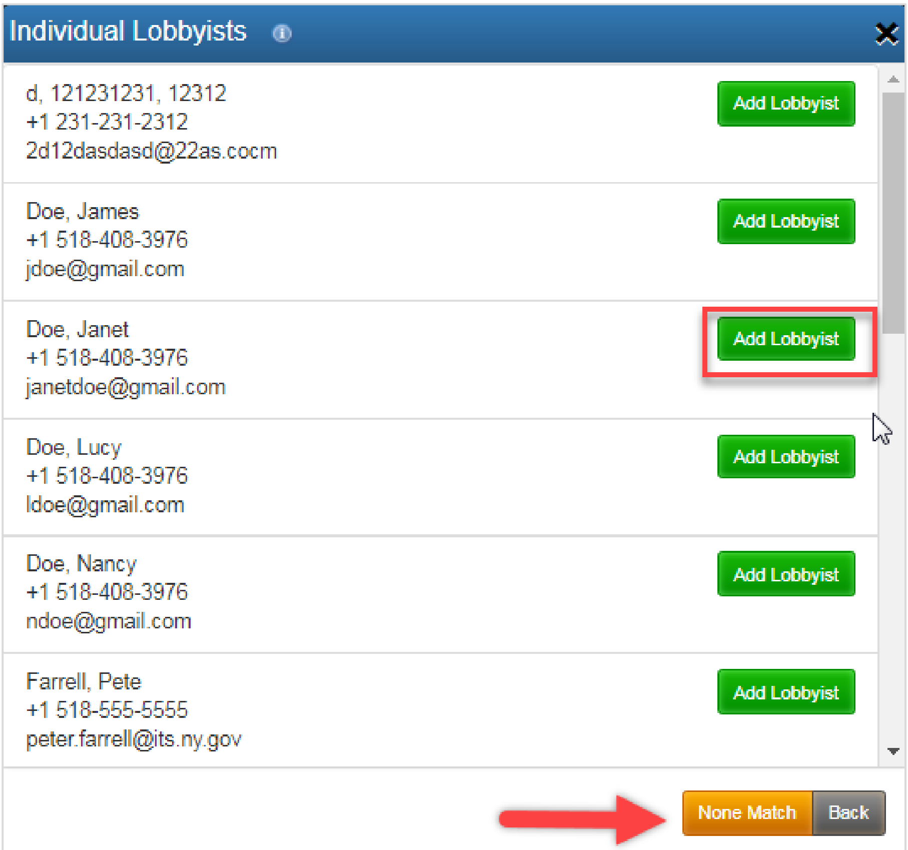
21. To add the name of a new Individual Lobbyist that is **not** included in your Organization Profile, click the **'Add new Add'l Lobbyist'** button. Enter the required contact information (denoted by a red asterisk) and enter the effective date the Individual Lobbyist has been authorized to lobby by using the green calendar icon, or enter the information in the mm/dd/yyyy format. Click **'Add'** to save your changes.



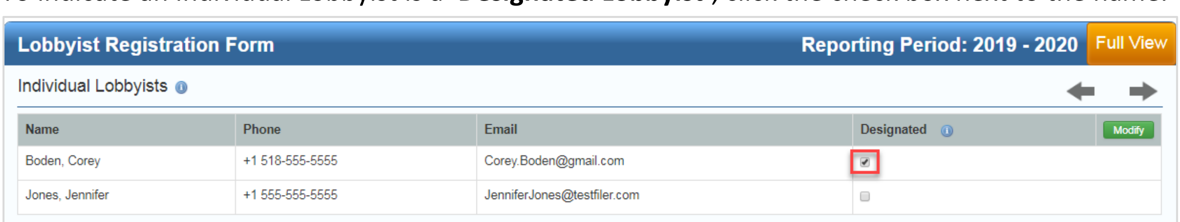
22. If the name and contact information you entered matches an existing Profile in the Lobbying Application, a list of possible Profile matches will appear. If the Individual Lobbyist appears in this list, click **'Add Lobbyist';** otherwise click **'None Match'**. The 'Individual Lobbyist' will now be available for

selection for all future filings and will be listed in the 'Individual Lobbyist' section of the Organization Profile.

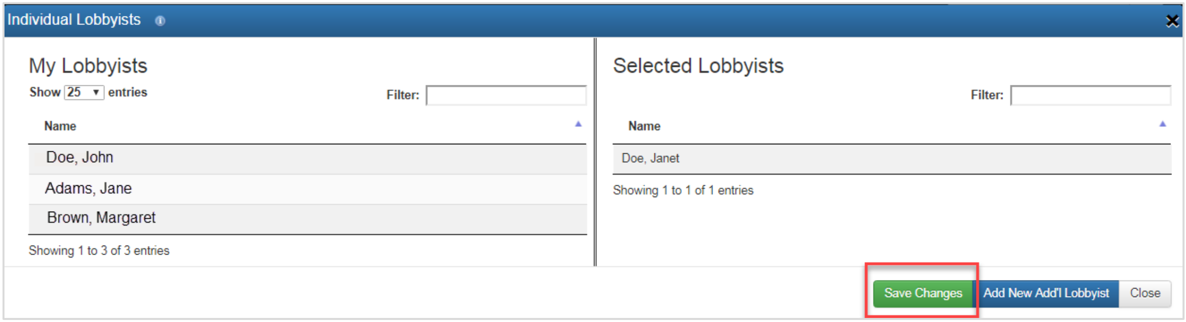
Note: If an Individual Lobbyist is selected from the list of possible Profile matches, and the phone number and e-mail address appear incorrect, you will be able to edit that information from the 'Individual Lobbyists' tab of your Organization Profile. However, once the Individual Lobbyist has verified and claimed the User Profile, you may not edit the information.



23. To indicate an Individual Lobbyist is a **'Designated Lobbyist'**, click the check box next to the name.



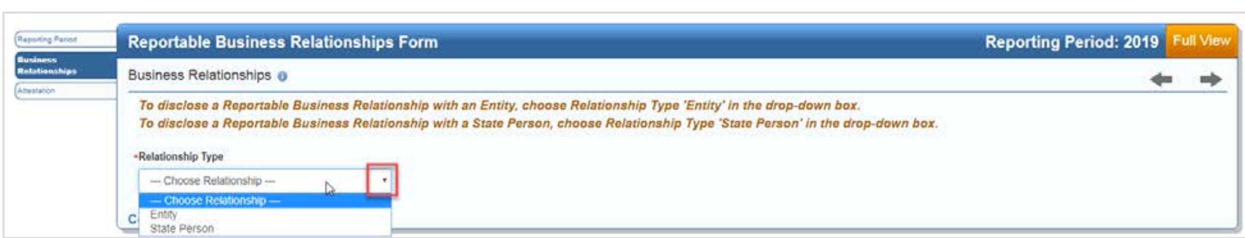
24. Click **'Save Changes'** when you are done and continue to the **'Business Relationship'** section.



25. **Reportable Business Relationships ('RBR'):** If you have an RBR to report, select **'Yes'** from the drop-down menu and then click **'Create New RBR'.** If you do not have an RBR to report, select **'No'** from the drop-down menu and click **'Continue'**. If you indicate 'Yes' and do not submit an RBR, you will not be able to submit the Registration. If you have previously saved or submitted an RBR, they will appear on your screen. You may either continue with your Registration filing, or click **'Create New RBR'**.

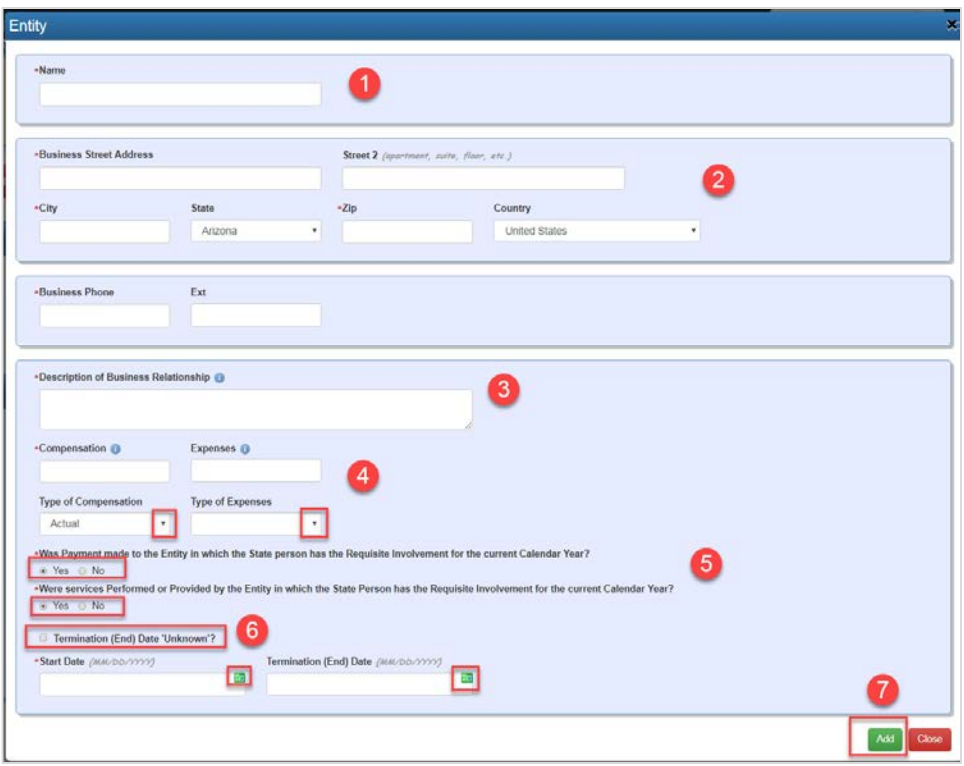
26. If the RBR spans more than one calendar year, select the **'Report for Multiple Years'** check box, otherwise, select the **'Year'** from the drop-down menu, and click **'Continue'.**

27. Select the type of Business Relationship (Entity or State Person) from the **'Relationship Type'** drop - down menu.

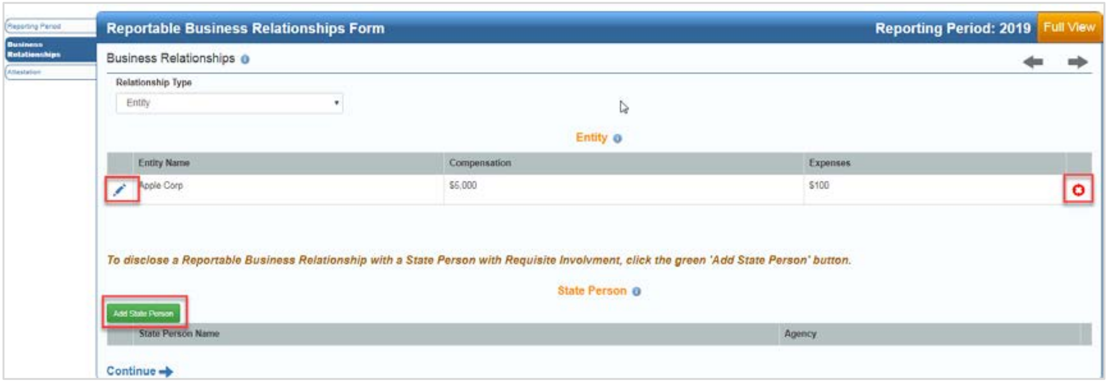


28. Disclosing a relationship with an 'Entity'

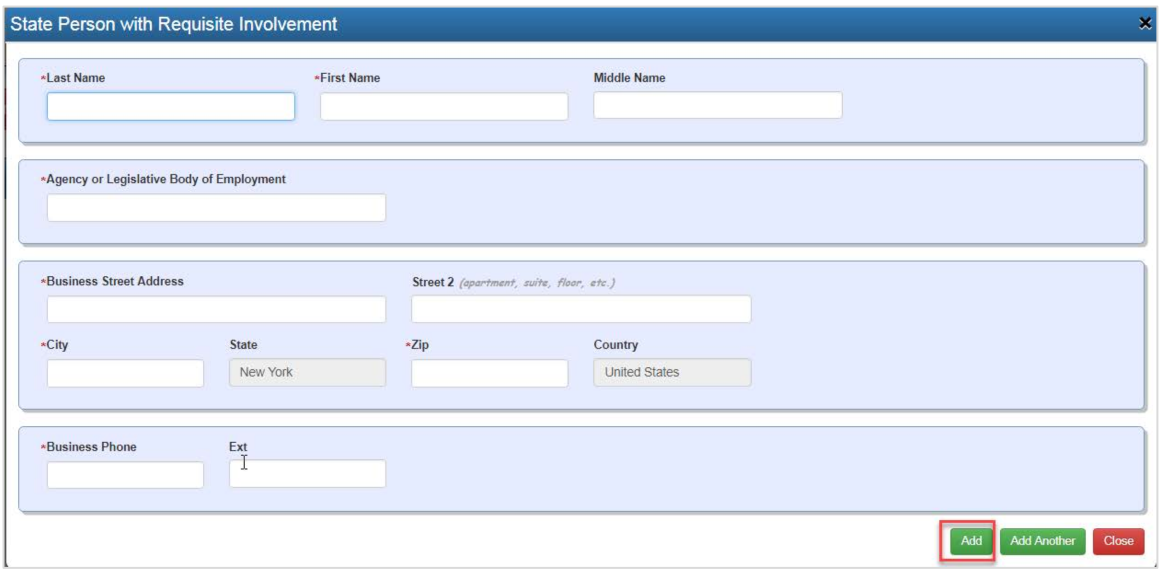
- **Step 1** – Enter the **'Name'** of the Entity
- **Step 2** – Enter the **'Business address and Business Phone'** of the Entity
- **Step 3** – Enter a brief **'Description of the Business Relationship'** between the Lobbyist and the Entity.
- **Step 4** – Enter the **'Compensation'** and reimbursed **'Expense'** (optional) amount. Indicate if the Compensation and Expense amounts are **'Actual'** or **'Anticipated'** using the applicable drop-down menu.
- **Step 5** – Indicate if payment was made by selecting either the **'Yes'** or **'No'** radio button. Indicate if services were performed or provided by selecting either the **'Yes'** or **'No'** radio button.
- **Step 6** – Click the **'Termination (End) Date Unknown'** check box if the date the relationship will end is not known. Enter a **'Start Date'** and **'Termination (End) Date'** using the calendar icons or by entering the date in the mm/dd/yyyy format.
    - ➢ If the Business Relationship is ongoing or the Termination (End) date is not known, you may leave this field blank. The Termination (End) date will default to the end of the calendar year.
- **Step 7** – Click **'Add'** to save your changes.



- **Step 8 –** Once the **'Entity'** information has been entered, you are required to enter information regarding the **'State Person with the Requisite Involvement'.** Click **'Add State Person'.**



- **Step 9 -–** Enter the required contact information of the State Person with the Requisite Involvement. When finished, click **'Add'** to save your changes. To enter an additional State Person with the Requisite Involvement with the same Entity, click **'Add Another'.**



- **Step 10** – At this time, you may **'Submit'** the form, note that once submitted, any changes will require an amendment to your Reportable Business Relationship. Click the **'Attestation'** check box to submit. If you chose to **'Discard'** the form, any information added will be lost and you will be directed to your Dashboard. You may also click **'Save'** to save the form and submit at a later date. To return to the Registration, click the **'Back to Original Filing'** hyperlink.

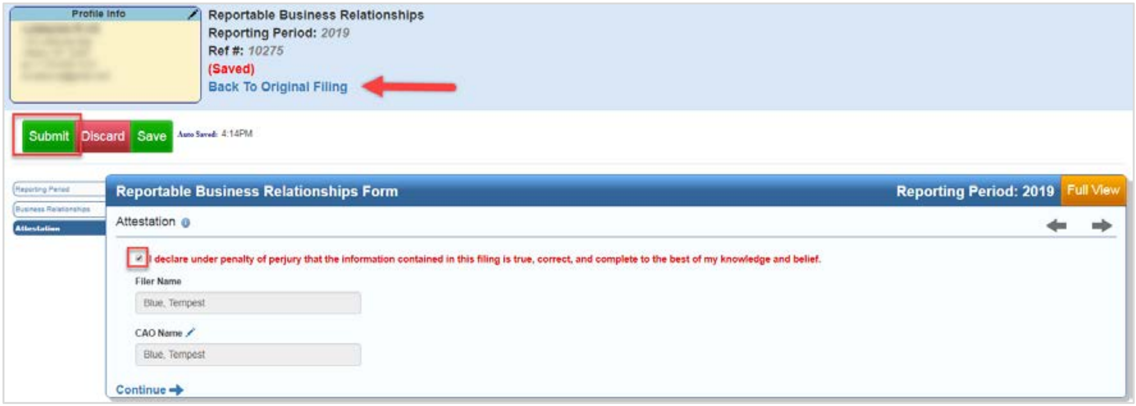
  If you have selected 'yes' that you have an RBR to report but you chose to 'Discard' or click 'Save' to submit at a later date, you will not be able to submit your Registration unless you indicate that 'no' you do not have an RBR to report.

Note: If you have selected 'yes I have an RBR to report' you must have at least one RBR filed in order to submit your Registration.

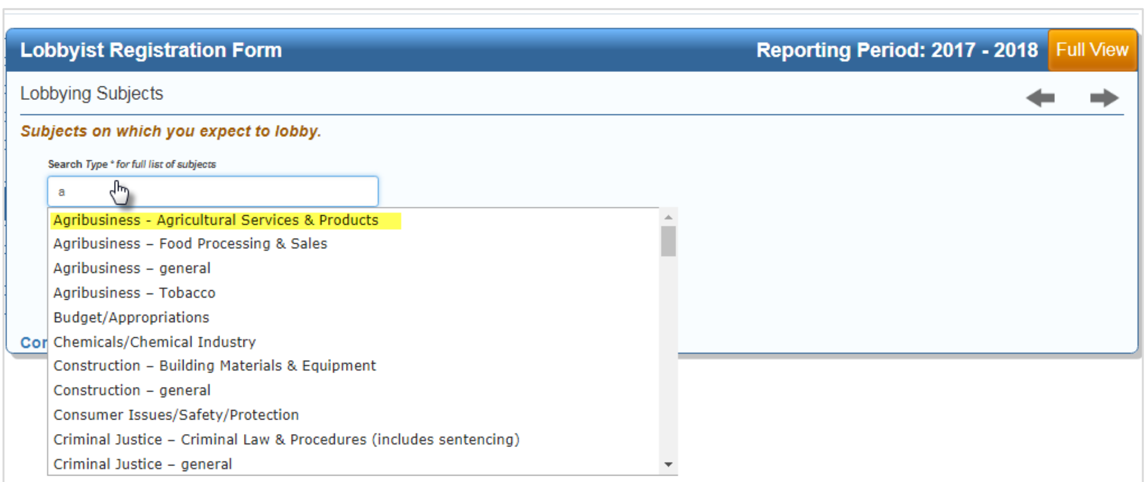
29. Disclosing a relationship with an 'State Person'

- **Step 1 –** Click the **'Create New RBR'** Form
- **Step 2 –** Select the **'Year'** and indicate if the RBR is for multiple years by selecting the check box.
- **Step 3 –** Select **'State Person'** from the **'Relationship Type'** drop-down menu.
- **Step 4 –** Enter the required contact information of the State Person.
- **Step 5 -** Enter a brief **'Description of the Business Relationship'** between the Lobbyist and the State Person.
- **Step 6** – Enter the **'Compensation'** and reimbursed **'Expense'** (optional) amount. Indicate if the Compensation and Expense amounts are **'Actual'** or **'Anticipated'** using the applicable drop-down menu.
- **Step 7** – Indicate if payment was made by selecting either the **'Yes'** or **'No'** radio button. Indicate if services were performed or provided by selecting either the **'Yes'** or **'No'** radio button.
- **Step 8** – Click the **'Termination (End) Date Unknown'** check box if the date the relationship will end is not known. Enter a **'Start Date'** and **'Termination (End) Date'** using the calendar icons or by entering the date in the mm/dd/yyyy format.
  - If the Business Relationship is ongoing or the Termination (End) date is not known, you may leave this field blank. The Termination (End) date will default to the end of the calendar year.
- **Step 9** – At this time, you may **'Submit'** the form, note that once submitted, any changes will require an amendment to your Reportable Business Relationship. Click the **'Attestation'** check box to submit. If you chose to **'Discard'** the form, any information added will be lost and you will be directed to your Dashboard. You may also click **'Save'** to save the form and submit at a later date. To return to the Registration, click the **'Back to Original Filing'** hyperlink.

Note: If you have selected 'yes I have an RBR to report' you must have at least one RBR filed in order to submit your Registration.

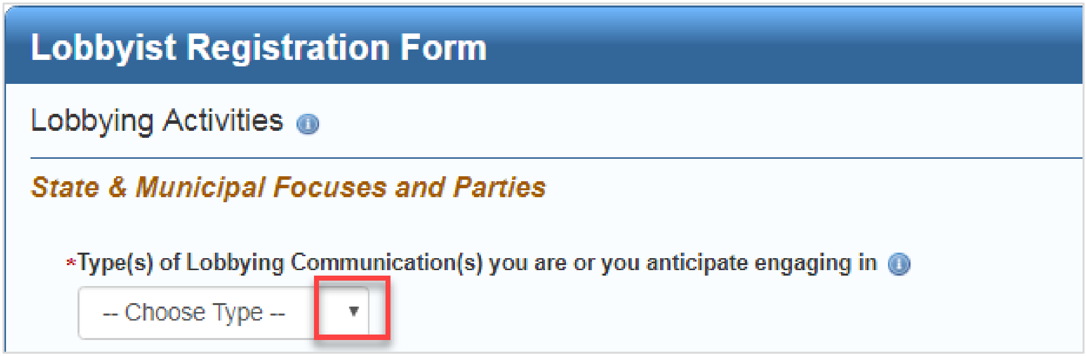


30. **Lobbying Subjects (Continuing with your Registration Filing):** If known, enter the first few characters of the **'Lobbying Subject'** in the search field. For a comprehensive list, enter the asterisk symbol (*) in the search field to view the complete list of 'Lobbying Subjects'. Click the name of the subject from the search results; multiple lobbying subjects may be selected. To remove a subject, click the red and white circle 'X' icon. Subject areas that have been successfully selected will appear in the **'Selected Subjects'** area below the Lobbying Subjects search field.

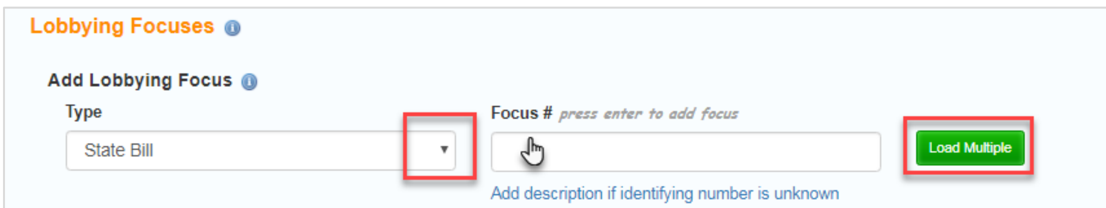


31. **Lobbying Activities - State Level and Municipal Focuses:**

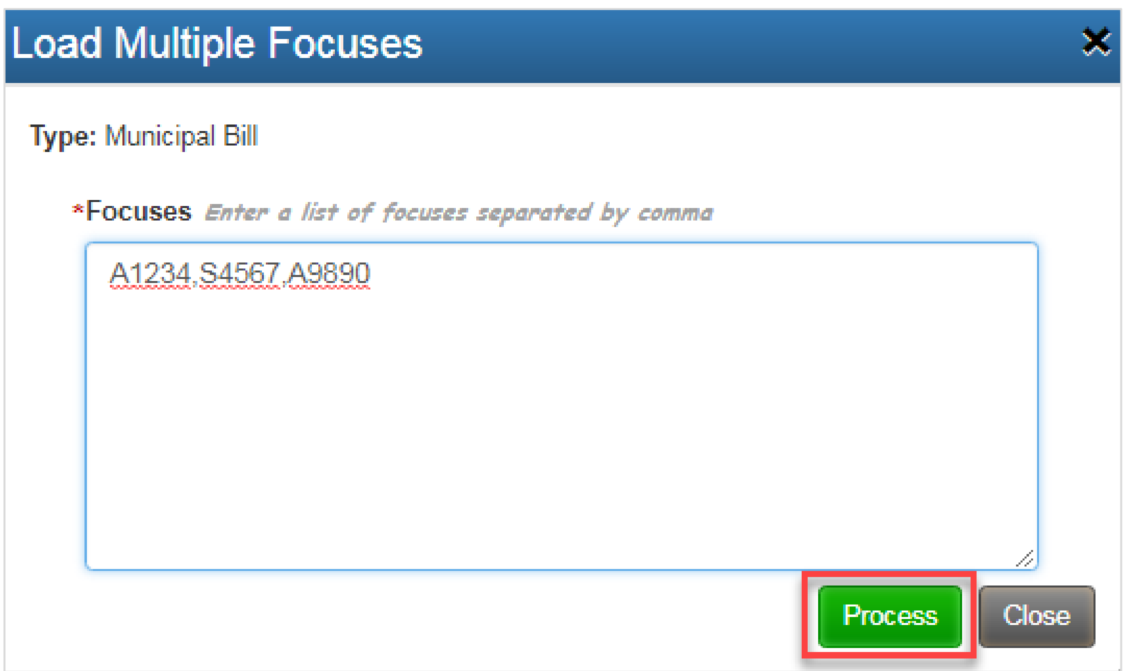
- **Step 1** – Indicate the **'Type(s) of Lobbying Communication(s) you are or you anticipate engaging in'** (Direct Lobbying, Grassroots Lobbying, or Both) from the drop-down menu.



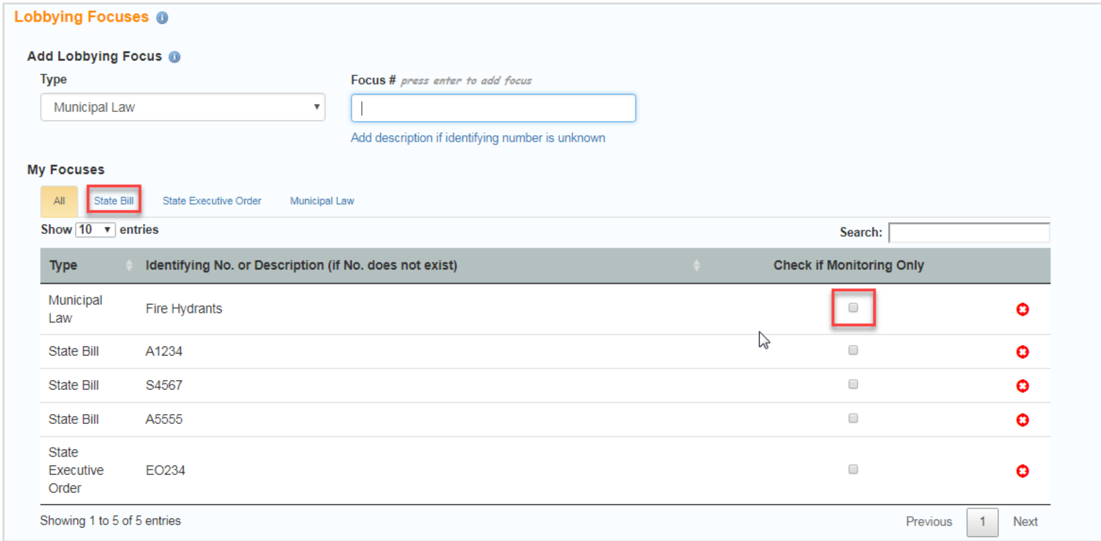
- **Step 2 – Lobbying Focuses**. Select the **'Type'** of Lobbying Focus from the drop-down menu and **'Focus #'** and hit the 'Enter' key on your keyboard to save your changes. If the Focus number does not exist, click the **'Add description if identifying number is unknown'** hyperlink.



➢ To add multiple **'State Bills'** or **'Municipal Bills'** at once, click the **'Load Multiple'** button. Bill numbers must be comma separated. Click **'Process'** when you have finished.



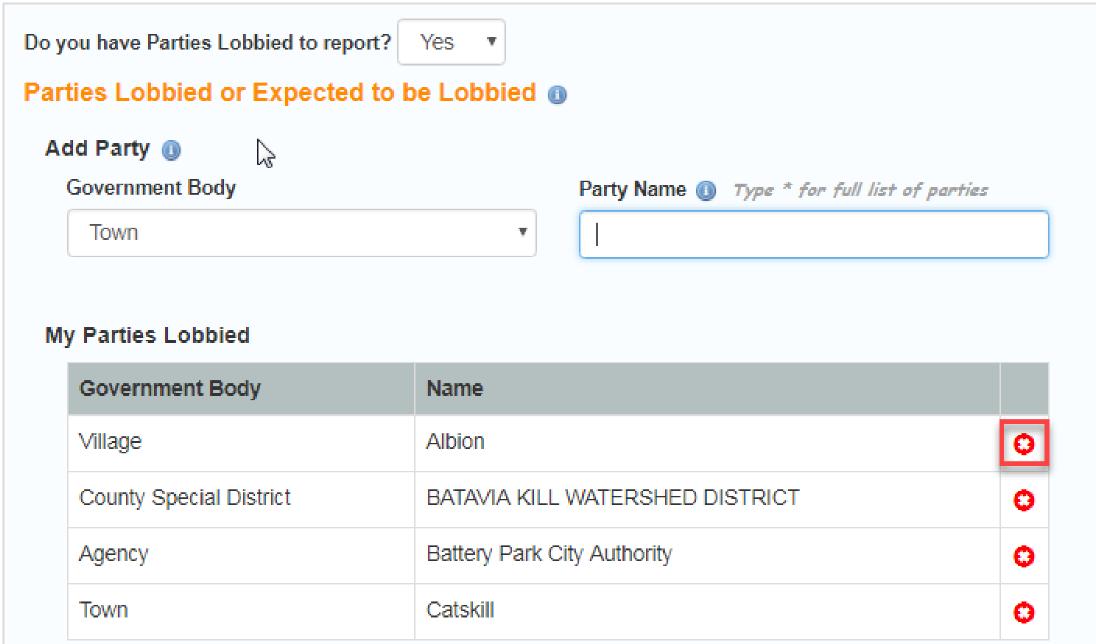
➢ Focus types that have been successfully entered appear in the 'My Focus' section. Indicate if you are **'Monitoring Only'** a focus type by selecting the check box. To remove a focus type, click the red and white circle 'X' icon.



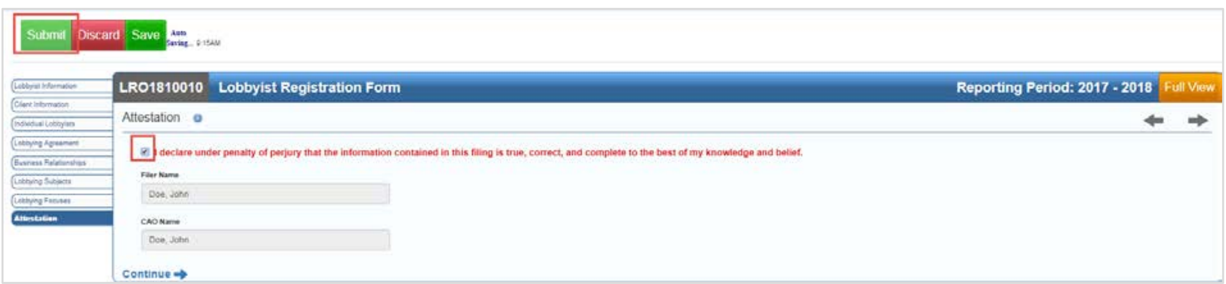
- **Step 3 – Parties Lobbied.** Indicate if you have **'Parties Lobbied'** to report by selecting **'Yes'** or **'No'** from the drop-down menu.

  - To add a Party Lobbied, select the **'Government Body'** from the drop-down menu, and enter the **'Party Name'** in the search field. To view a complete list of all Party types available for selection in the Lobbying Application, type the asterisk symbol in the Party Name search field.

  - Parties that have been selected will appear in the **'My Parties Lobbied'** section. To remove, click the red and white circle **'X'** symbol.



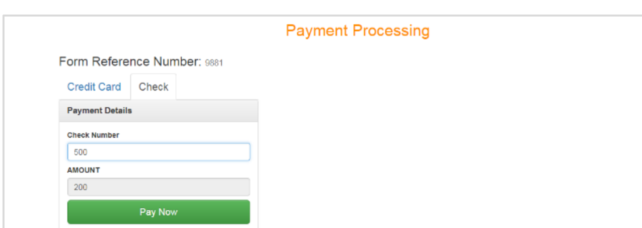
32. **Attestation:** Select the attestation **'check box'** and click **'Submit'**.



33. **Payment:** You may pay your filing fee by check, money order, or credit card.
   - To pay by check, click the **'Check'** tab, and enter the **'Check Number'** and **'Amount'** and click **'Pay Now'.** Please enter the name of the Principal Lobbyist and Contractual Client in the memo section of the hard copy check.

     Mail your check to:

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



- To pay by **'Credit Card'** click the 'Credit Card' tab and enter the credit card details and click **'Pay Now'**.