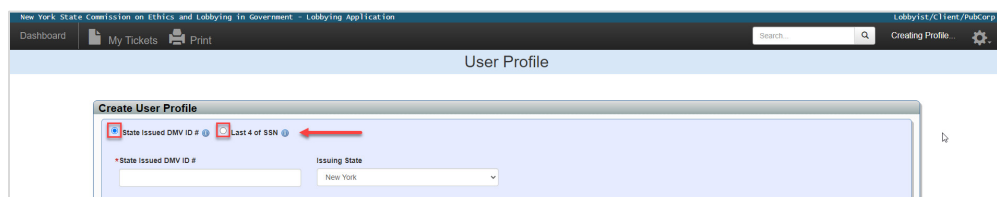



STEP 2: How to create your User Profile in the Lobbying Application (“LA”)

User Profile Creation – Identity verification

1. Select either the ‘**State Issued DMV ID**’ or ‘**Last 4 of SSN**’ (Social Security Number) radio button to verify your identity.
 - (1) Enter your ‘**State Issued DMV ID**’ number and select the ‘**Issuing State**’ using the drop-down menu, or;
 - (2) Enter the ‘**Last 4 digits of your SSN**’

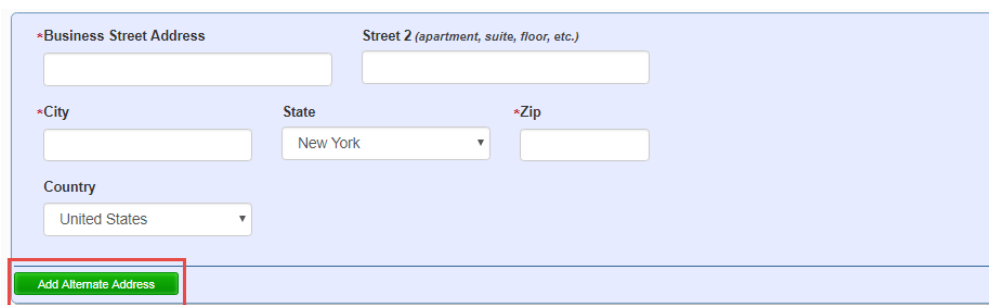


PRO TIPS: All fields denoted by a red asterisk (*) are required fields. Click any of the “**info icons**”  for more information related to a subject area. These icons provide helpful definitions and/or instructions to assist you in making an appropriate selection.

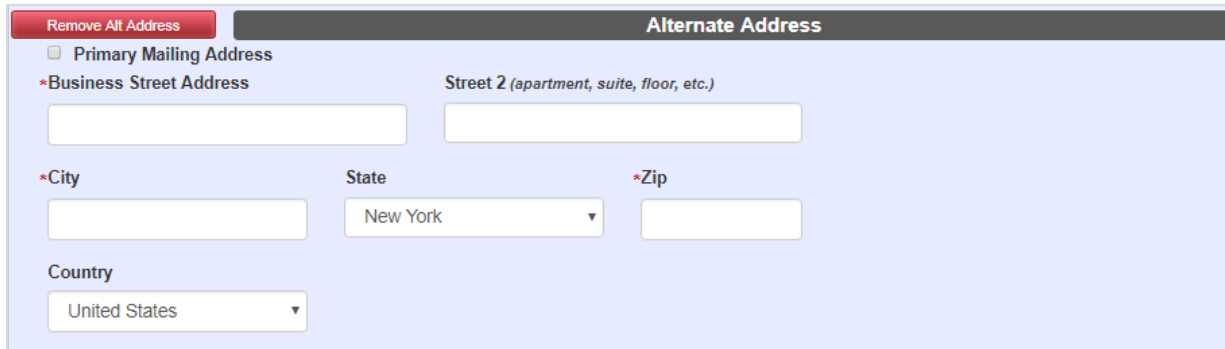
2. Enter your **Last Name; First Name, Middle Name and Suffix** (optional) and **Title**.



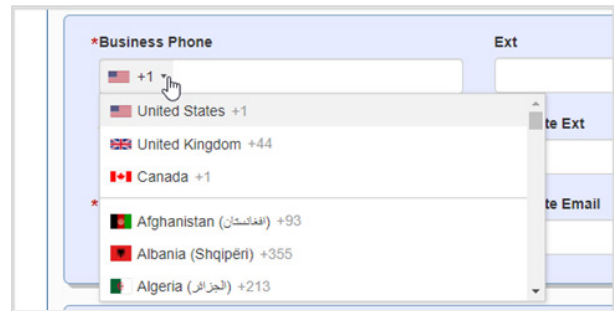
3. Enter your Business Address information including the **Business Street Address, Street 2 (optional) City, State, Zip and Country**. To add an ‘**Alternate Address**’, click the green button (optional).



- To include more than one mailing address in your *User Profile*, click the ‘**Add Alternate Address**’ (optional). To make the alternate mailing address your primary address, click the ‘**Primary Mailing Address**’ check box. To remove this information, click the ‘**Remove Alt Address**’ button.



- For international phone numbers, select the ‘**Country Code**’ in the **drop-down box**. Enter your ‘**Business Phone**’ number, extension (optional). You may also include an optional alternate phone number.



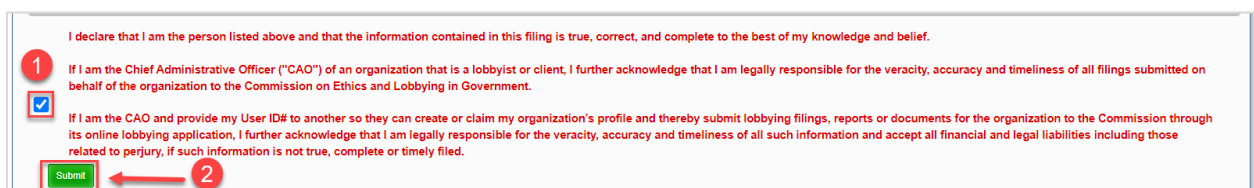
- Enter your email address. **Do not use a general email address that is accessed by multiple people.** You may also include an optional alternate email address.

- To include an ‘**Also Known As**’ (“AKA”) name (optional), click the green ‘**Add AKA**’ button. The AKA field is available for organizations that may be known to the public through the use of an acronym or other alternate name. To remove an AKA, click the circular red ‘**X**’ symbol.



- Once you review the **Attestation section**, you will then be directed to your LA Dashboard.

- Select the **Attestation** check box.
- Click ‘**Submit**’ to create your new *User Profile*.



I declare that I am the person listed above and that the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.

1 If I am the Chief Administrative Officer (“CAO”) of an organization that is a lobbyist or client, I further acknowledge that I am legally responsible for the veracity, accuracy and timeliness of all filings submitted on behalf of the organization to the Commission on Ethics and Lobbying in Government.

If I am the CAO and provide my User ID# to another so they can create or claim my organization’s profile and thereby submit lobbying filings, reports or documents for the organization to the Commission through its online lobbying application, I further acknowledge that I am legally responsible for the veracity, accuracy and timeliness of all such information and accept all financial and legal liabilities including those related to perjury, if such information is not true, complete or timely filed.

2



If you are a CAO or Delegated Administrator, continue to:

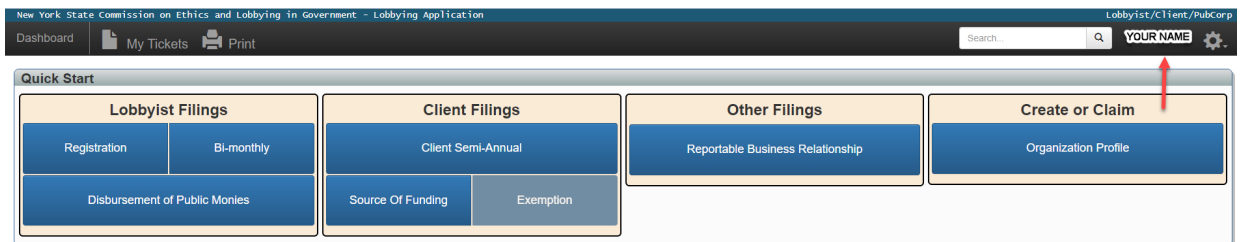
- “Step 3: How to Claim or Create Lobbying or Client Organization Profiles”.

If you are a Preparer:

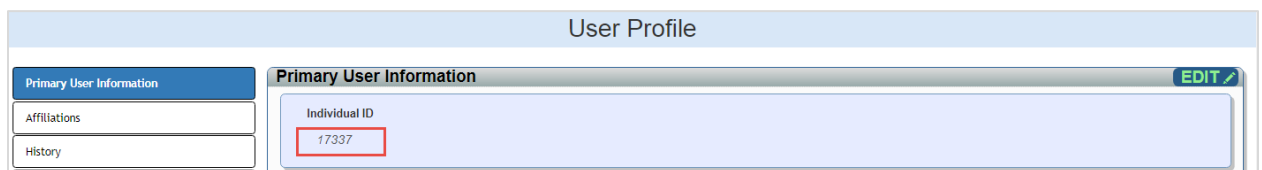
- contact the Organization(s) that you prepare Filings for and notify them you have created your User Profile in LA. Provide them with your **‘Individual ID’** number so they can assign you as a Preparer.
- Instructions to locate your **‘Individual ID’** number are provided below.

Special Instructions for *Authorized Preparers Only*

1. On your LA dashboard, click **‘Your Name’** on the upper right corner of your screen to view your User Profile.



2. The **‘Individual ID’** is located at the top of the screen. Provide that number to all Organizations that you prepare and submit Filings for.



OVERVIEW: NAVIGATING THE LA DASHBOARD

What is a *Dashboard*?

A *Dashboard* is a visual display that organizes information and system functions in a format that is easy to read and locate. The LA *Dashboard* is divided into the following sections:

1. **Quick Start Menu** – The Quick Start Menu allows you to quickly file a new Filing (Registration, Bi-Monthly, Client Semi-Annual, etc.). Users may also easily file an Extension or create a new Profile for an Organization.
2. **Affiliated Organizations** – If you are listed as a CAO, Delegated Administrator, or an Authorized Preparer in an Organization Profile, those Organizations will appear under the ‘**Affiliated Organization**’ section of the *Dashboard*. To access the full Organization Profile, click ‘**View**’.
3. **Action Items** – Action items require further attention by you. View any open ticket and/or saved Filings that need to be submitted to the Commission.
4. **All My Filings** – Access your saved and submitted Filings. This section is categorized by the *name* of the Filing. To view the Filings within a specific category (e.g. Registration, Client Semi-Annual, Bi-monthly, etc.), click the sub-tab with the name of the Filing.
5. **My Tickets** – Tickets are typically generated by a Commission staff member. A red banner will also display on the top of your *Dashboard* to alert you to Filings that may require further attention.

The screenshot displays the LA Dashboard interface. At the top, there is a navigation bar with 'Dashboard', 'My Tickets', and 'Print' options, along with a search bar and a user profile icon. A red banner at the top center contains the message: 'You have open ticket(s) that require action!' with a '5' in a red circle. Below this, the 'Quick Start' section (1) features four main categories: 'Lobbyist Filings' (with sub-tabs for Registration, Bi-monthly, and Disbursement of Public Monies), 'Client Filings' (with sub-tabs for Client Semi-Annual, Source Of Funding, and Exemption), 'Other Filings' (with a sub-tab for Reportable Business Relationship), and 'Create or Claim' (with a sub-tab for Organization Profile). The 'Affiliated Organizations' section (2) shows a list of organizations with 'View' links. The 'Action Items' section (3) displays a table of 'Active Contracts (20)' with columns for 'ContractNum', 'Period', and 'Lobbyist/Client'. The 'All My Filings' section (4) shows a table of filings with columns for 'ID', 'Period', 'Lobbyist', 'Client', 'Beneficiaries', 'Submitted', and 'Status'. The bottom of the dashboard shows a pagination bar with 'Showing 1 to 10 of 24 entries' and 'Previous', '1', '2', '3', 'Next' buttons.