Responsible Party | How to locate, review and submit a filing in the Online Lobbying Application ('LA')

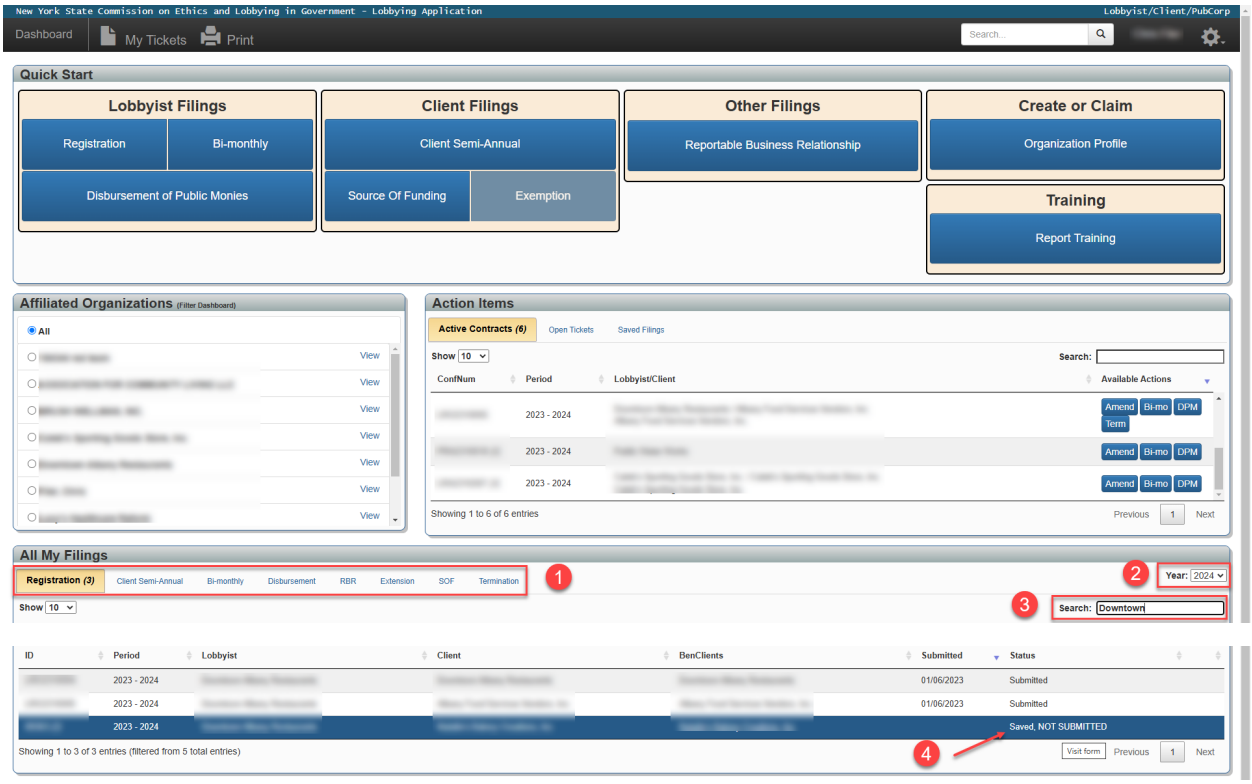
Please refer to the Tool Tip icons located throughout the Filing for more detailed information.

Beginning December 1, 2024 – all filings must be reviewed and submitted by the Responsible Party of the Lobbyist or Client organization.

HOW TO LOCATE THE SAVED FILING IN LA

From your Dashboard (see screenshot below), scroll down to the **'All My Filings'** section. To locate the saved filing, you must select the ***type of filing*** (Registration, Client Semi-Annual, Bi-monthly, Disbursement, RBR, Extension, SOF, Termination) ***and filing year***.

1. Open the applicable **'Filing tab'** (Registration, Client Semi-Annual, Bi-monthly, Disbursement, RBR, Extension, SOF, Termination);
2. Select the applicable filing **'Year'** from the drop-down menu.
3. Type **'Saved'** in the **'Search'** field to filter your results by those filings whose 'Status' is set to Saved, NOT SUBMITTED.
4. Click to open the saved filing (highlights **blue** when selected).



HOW TO REVIEW INFORMATION CONTAINED IN THE SAVED FILING

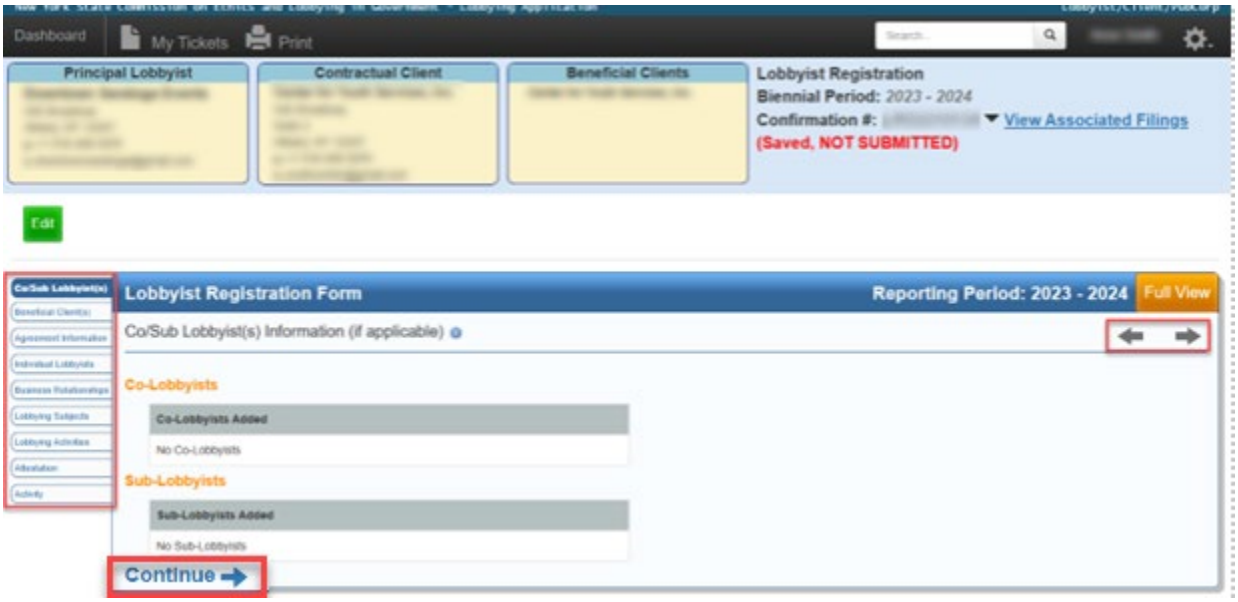
When reviewing the information reported in a filing, the online application provides a few options to help you review and navigate the information prior to submitting. Items denoted with a red asterisk '*' are required fields.

Each filing contains its own main navigation menu located on the left side of your screen. The online filing can be viewed in **'Tabbed View'** or **'Full View'**. Full view allows you to scroll through the entire filing without having to click on the individual menu items when in **'Tabbed View'**. If reviewing the Filing in **'Tabbed View'**, please review information disclosed in **each** Tab.

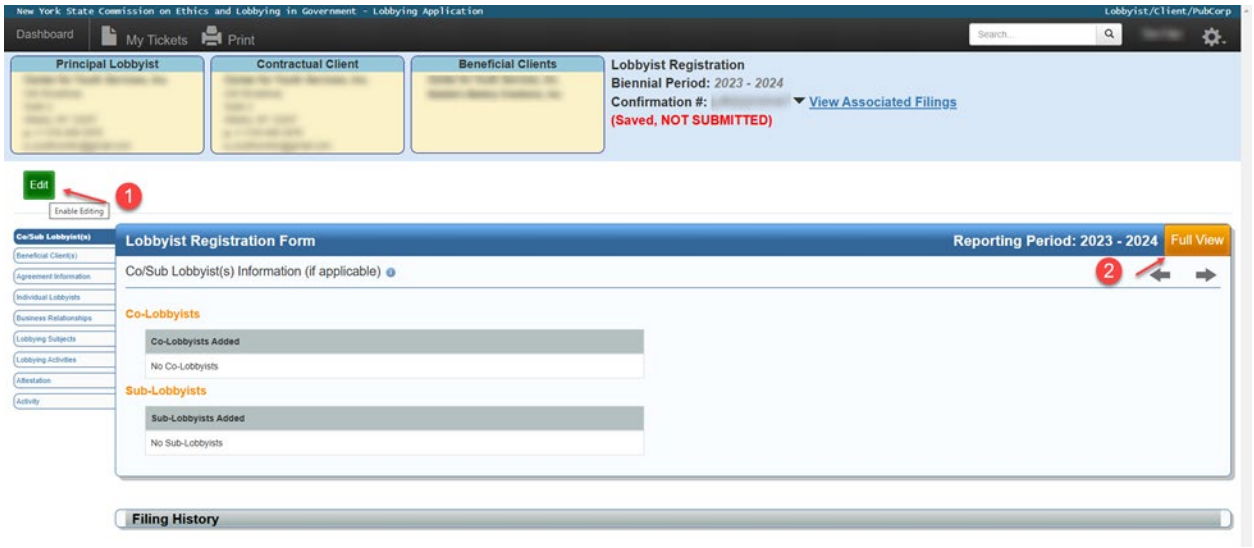
COELIG Best Practice: Select 'Full View' and follow Step 1 below.

Alternatively, **you may review the Filing by utilizing any of the following navigation functions built in:**

- 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 (this appears after 'Edit' is selected and in 'Tabbed View' only).



1. **Select 'Edit' to begin reviewing the saved Filing, then select 'Full View'.**



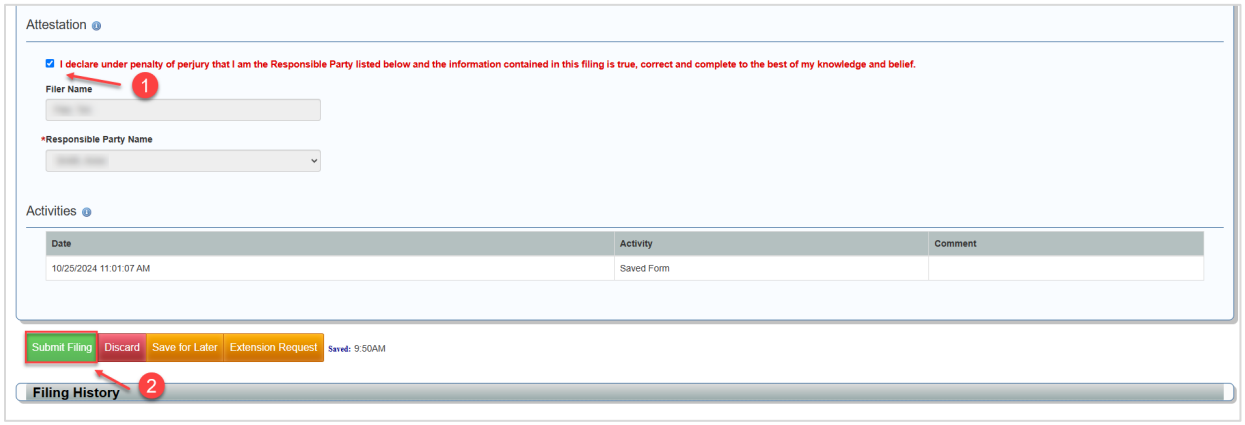
COELIG Best Practice: Select **"Full View"** when reviewing all the information in your filing before submission.

HOW TO ATTEST AND SUBMIT THE FILING

The Responsible Party is required to attest to a Filing before it can be submitted.

To attest, simply click the **'Attestation'** checkbox and then click the green **'Submit'** filing button.

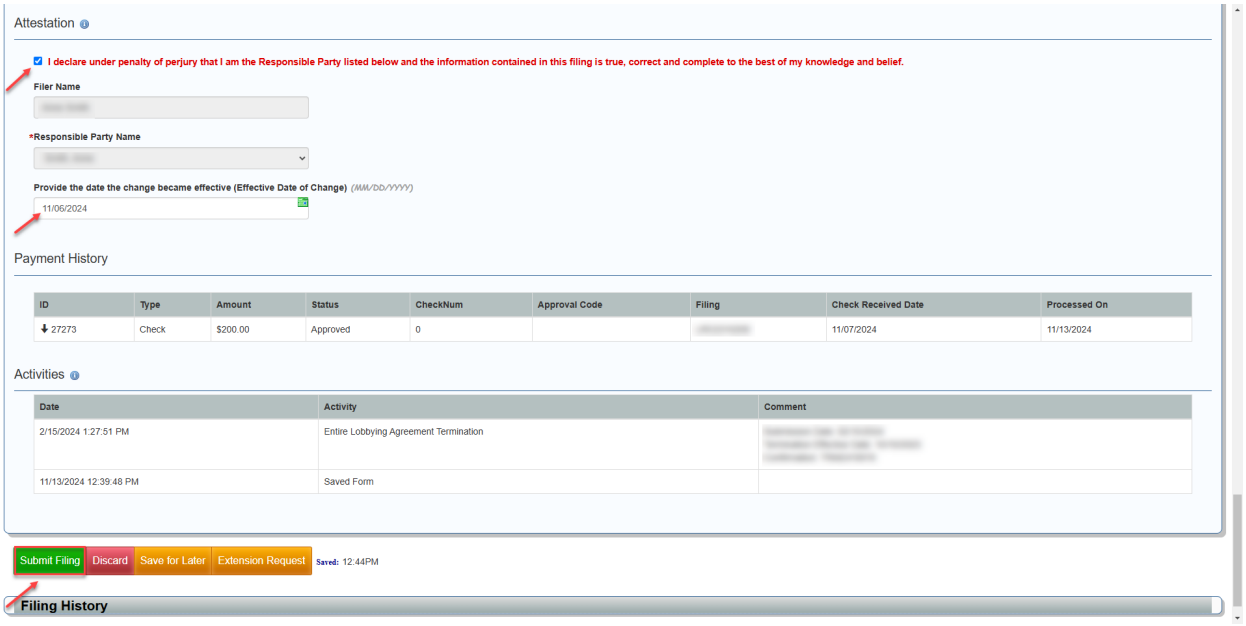
NOTE: If in '**Tabbed View**' the '**Submit**' button will appear at the top of the Filing.



IMPORTANT INFORMATION WHEN SUBMITTING AN AMENDED FILING

A Filing that has been amended is required to have an **'Effective Date of Change'** entered in the applicable field, **before** the filing can be submitted.

The "**Effective Date of Change**" is the date the changes (amendments) to the filing take effect; **NOT the date the Amendment is submitted.**



HOW TO SUBMIT PAYMENT FOR FILING FEES

If there is a '**Filing Fee**' associated with your Filing, you will automatically be directed to the **Payment Portal** after you select '**Submit**.' Your Filing will remain in '**Saved Status**' until the payment portion is completed.

The Responsible Party **must** select **either** '**Pay by Credit Card'**, '**Pay by Check**' or '**Pay Later**' (**NEW option**).

> **NOTE:** If the Responsible Party has and wants an **Authorized Preparer** to handle payment, you should select '**Pay Later**'.

Once you have completed the payment information and/or submitted the Filing, you will be able to:

- Print (the confirmation screen)
- View the Filing
- Return to the Dashboard

Payment Options Include:

1. **Pay by Credit Card** (Payment Ticket is created on the Filing with payment processed/paid status)

   Remit payment via Online Lobbying Application with Visa, MasterCard, American Express, or Discover. 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.

2. **Pay by Check** (Payment Ticket is created on the Filing with payment pending status until check is received/processed.)

   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 on the online form.

   Please make all checks payable to the **Commission on Ethics and Lobbying in Government (NYS)** and include the Filing Confirmation number in the memo section.

   Mail your check to:

   New York State Commission on Ethics and Lobbying in Government
   540 Broadway
   Albany, NY 12207

3. **Pay Later** (Payment Ticket is created on the Filing with payment pending status) - **NEW Option**

   This option allows either the Responsible Party or an Authorized Preparer to submit payment later.

The filing is NOT considered complete until the filing fee is paid.

CONGRATULATIONS! THE FILING HAS BEEN SUBMITTED.

Need help? Contact the Lobbying Helpdesk at (518) 474-3973 or send an e-mail to lobbyingHelpDesk@ethics.ny.gov.