
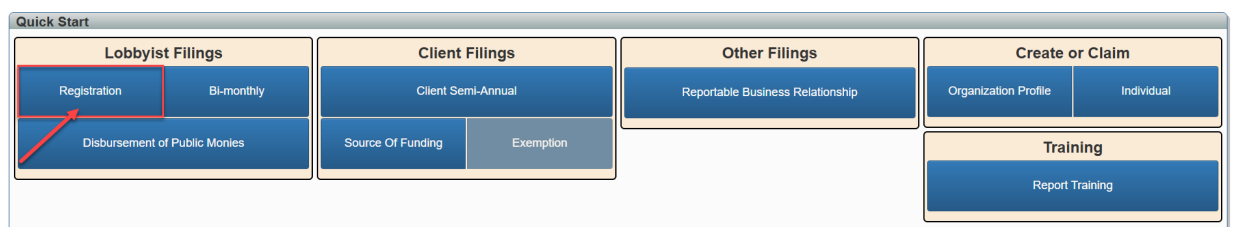


# How to File Extension Requests

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

## To create an Extension Request for a new Registration:

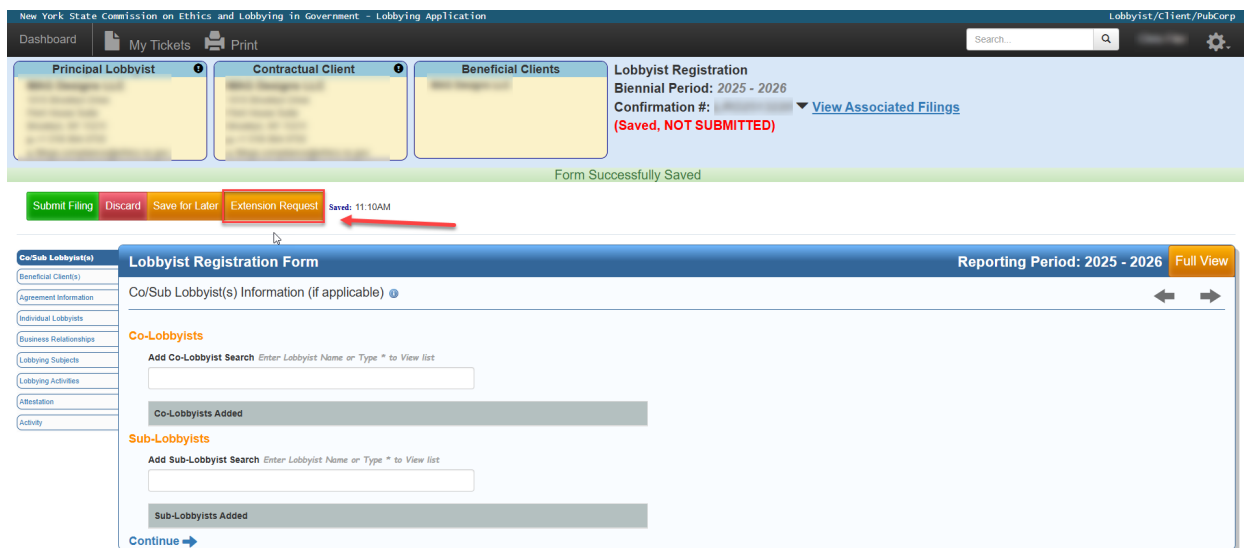
1. Select the 'Registration' button from the *Quick Start Menu* on your 'Dashboard'



2. Provide the *Lobbyist/Client Organization, Contractual Client, and Beneficial Client Name(s)*.

**NOTE:** See *How to File a Statement of Registration Online Instructions*

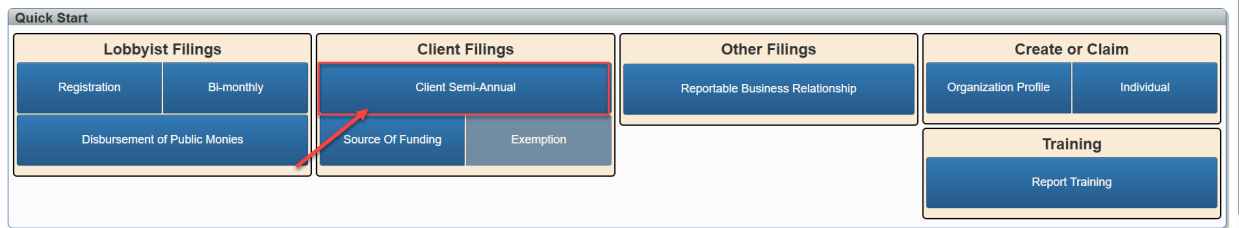
3. Select the 'Start' button next to the corresponding Biennial Period.
4. Select the 'Extension Request' button.



## To create an Extension Request for a Client Semi-Annual Report (CSA):

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

## How to file: Extension Request Online



2. Provide the *Contractual Client Name*.

**NOTE:** See *How to File a Client Semi-Annual Online Instructions*

3. Select the **'Start'** button next to the corresponding Reporting Period.
4. Select the **'Extension Request'** button.

To create an Extension Request for other Filing types (Bi-monthly, Amendments, Source of Funding, Public Monies, RBRs):

**There are two different options available to submit an Extension Request for these types of Reports:**

1. On the Dashboard, either:
  - a. Select the applicable button from the **'Filings'** quick start menu;

**NOTE:** This method requires you manually enter the Principal Lobbyist, Contractual Client and Beneficial Client(s).

**OR**

2. From the **'Action Items'** window, select the applicable button that corresponds to the Lobbyist/Client pairing you want to submit a Report for.

**NOTE:** COELIG recommends you **use this method** as it avoids having to manually enter the Lobbyist/Contractual Client/Beneficial Client information.

## How to file: Extension Request Online

The screenshot shows the 'Quick Start' dashboard with several navigation panels. A red circle with the number '1' is placed over the 'Disbursement of Public Monies' button in the 'Lobbyist Filings' panel. To the right, the 'Action Items' panel shows a table of entries with a red circle and the number '2' over the 'DPM' button in the 'Available Actions' column.

### To create an Extension Request for a Ticket Response:

**There are two different options available to submit an Extension Request for a Ticket Response:**

1. Under 'All My Filings' locate the filing that has the Ticket Response you are creating an Extension Request for and open the filing.

The screenshot shows the 'All My Filings' page with a search bar and a list of filings. A red circle highlights the 'Visit form' button at the bottom of the list. The page also shows navigation options like 'Previous', '1', and 'Next'.

2. Select 'Request For Extension' button.

## How to file: Extension Request Online

New York State Joint Commission on Public Ethics - Lobbying Application

Dashboard My Tickets Messages Print Search

Principal Lobbyist Contractual Client Beneficial Clients

Lobbyist Registration  
Biennial Period:   
Confirmation #:   
(Submitted) [View Associated Filings](#)

Payment Tickets - ACTION REQUIRED Pay Now Check Pending

Problem Tickets - ACTION REQUIRED Click To View Ticket Details

Amend Reply With Note Terminate Request For Extension

Notes	Respond By	Ticket	Status	Issue
<a href="#">View</a>	12/20/2019	38339	Pending Filer Action	Custom - TESTING

Co/Sub Lobbyist(s) **Lobbyist Registration Form** Reporting Period: 2019 - 2020 Full View

Co/Sub Lobbyist(s) Information (if applicable)

Co-Lobbyists Sub-Lobbyists

Co-Lobbyists Added: No Co-Lobbyists

Sub-Lobbyists Added: No Sub-Lobbyists

3. Complete the Extension Request Information and select the **'Submit'** button.

Extension Request ( ) - Click to View Ticket Details

\*Extension Date Request To:

\*Extension Reason: -- Choose Reason --

\*Explanation:

Submit Discard

**OR**

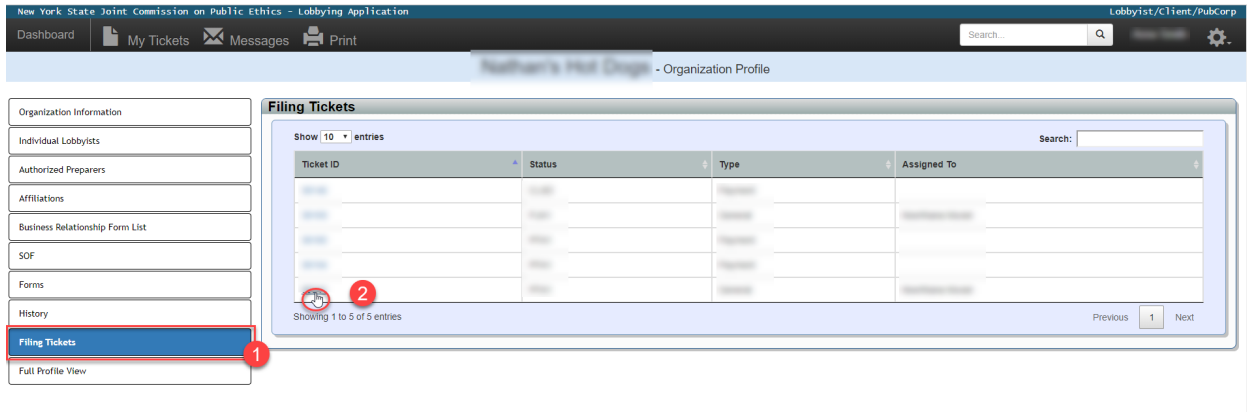
1. Under **'Affiliated Organizations'** select the **'View'** button next to the Organization profile.

**Affiliated Organizations** (Filter Dashboard)

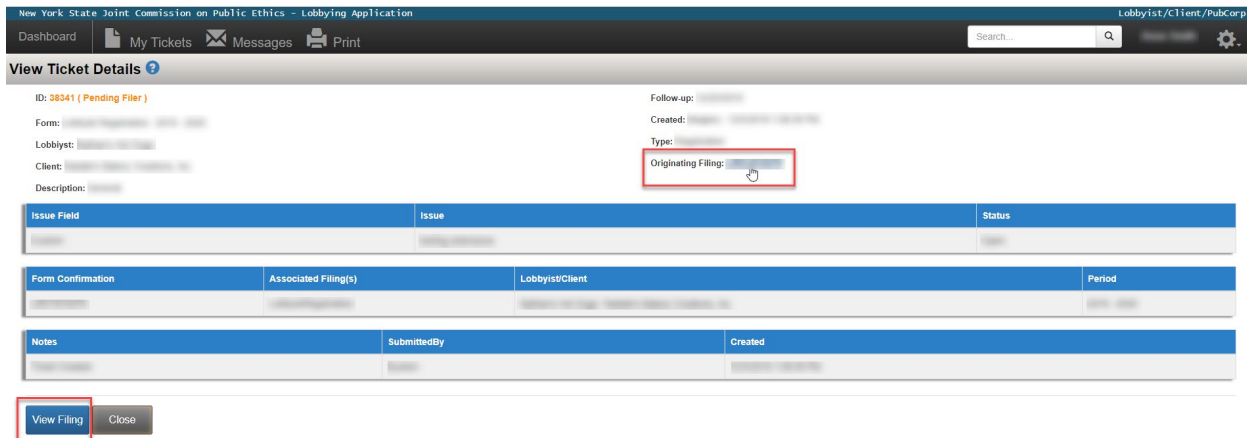
View View View View View View View View

## How to file: Extension Request Online

2. Select the **'Filing Tickets'** tab and the **'Ticket ID'** button.



3. Then you can select either the **'Originating Filing'** confirmation number or **'View Filing'** to access the **'Request For Extension'** button on the Ticket Response.



## To Reply With Note on a Ticket:

**There are two different options available to Reply With Note on a Ticket:**

1. Under **'All My Filings'** select the **'Extension'** tab and open the **Extension Request Form**.

## How to file: Extension Request Online

The screenshot shows the 'All My Filings' interface. At the top, there are tabs for different filing types: Registration (11), Client Semi-Annual (9), Bi-monthly (31), Disbursement (0), RBR (1), **Extension (9)**, and SOF (11). The 'Year' is set to 2019. Below the tabs, there is a search bar and a table of filings. The table has columns for ID, Period, Lobbyist, Client, BenClients, Submitted, and Status. A red circle with the number '1' is around the 'Extension (9)' tab, and another red circle with the number '2' is around the 'Client' column header.

2. Under 'Tickets' select 'Reply With Note'.

The screenshot shows the 'New York State Joint Commission on Public Ethics - Lobbying Application' interface. The top navigation bar includes 'Dashboard', 'My Tickets', 'Messages', and 'Print'. The main content area has three tabs: 'Principal Lobbyist', 'Contractual Client', and 'Beneficial Clients'. To the right, there is an 'Extension Request' section with fields for 'Filing Type', 'Reporting Period', and 'Confirmation #', and a 'View Associated Filings' link. Below this, there is a yellow banner that says 'Click here to view the FILING'. Underneath, there is a 'Tickets - View' section with a 'Reply With Note' button highlighted by a red box. Below the button is a table with columns for 'Notes', 'Respond By', 'Ticket', 'Status', and 'Issue'. A 'View' link is visible under the 'Notes' column.

3. Filer can type a note to the Ticket and select 'Submit'.

The screenshot shows the 'Note' input field in the 'Tickets' section. The input field contains the text 'This is a test.' and is highlighted with a red circle with the number '1'. To the right of the input field are two buttons: 'Submit' (green) and 'Discard' (red), with the 'Submit' button highlighted by a red circle with the number '2'.

4. To be able to view the note submitted go under 'Tickets' and select 'View'.

The screenshot shows the 'Tickets - View' section. The 'Reply With Note' button is highlighted with a red box. Below it is a table with columns for 'Notes', 'Respond By', 'Ticket', 'Status', and 'Issue'. A red circle with the number '1' is around the 'View' link under the 'Notes' column.

## How to file: Extension Request Online

Notes	Submitted By	Date
This is a test.		

OR

1. Under 'All My Filings' select the 'Filing type' tab and open the report.

Showing 1 to 1 of 1 entries

2. Under 'Tickets' select 'Reply With Note'.

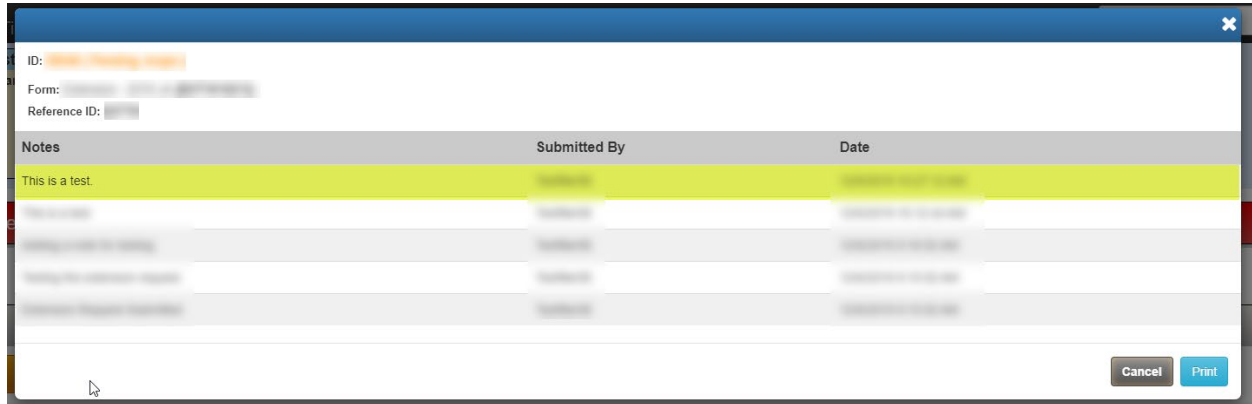
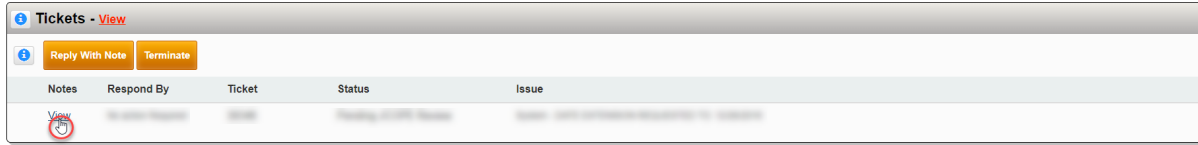
Extension requested (Click [HERE](#) To View)

3. Filer can type a note to the Ticket and select 'Submit'.

This is a test.

## How to file: Extension Request Online

- To be able to view the note submitted go under **'Tickets'** and select **'View'**.



## Extension Request Information\*

### Date Request to

Exact amount of time being requested, specifying working days or calendar days, or new date the Filer is Requesting Extension through.

- The Filer can request a date up to 30 days from either:
  - the statutorily defined due date (see Filing General Rules – Due Dates); or
  - the 'follow-up date' noted in the pending Ticket

### Reason for submitting Extension Request

Filer must select ONE reason from the standard list.

- Unexpected illness or Family emergency/bereavement
- Financial information unavailable
- Requested information unavailable
- Personnel changes

### Explanation

In addition, Filer must provide a brief summary that details a valid reason for submitting an Extension Request.

## How to file: Extension Request Online

### Attestation

1. Check the 'Attestation' check-box
2. Select the 'Submit' button.

The screenshot shows a modal window titled "Extension Details" with a close button in the top right corner. The form contains the following fields:

- Date Extension Requested To:** An empty text input field.
- Reason:** A dropdown menu with the text "-- Choose Reason --" and a downward arrow.
- Explanation:** A large text area with a red circle containing the number "1" overlaid on its left side.
- Attestation:** A red checkbox followed by the text: "I declare that I am the Responsible Party for this filing and the information contained in this filing is true, correct, and complete to the best of my knowledge and belief." The checkbox is highlighted with a red square.
- Buttons:** At the bottom right, there are two buttons: a green "Submit" button and a red "Discard" button. The "Submit" button is highlighted with a red rectangle, and a red circle containing the number "2" is overlaid on the left side of the button area.

### Once you 'Submit' the Extension Request:

- A Ticket will open, and COELIG will review and respond accordingly.
- The Extension Request modal will disappear from your screen; but your Filing will continue to display.

## How to file: Extension Request Online

New York State Joint Commission on Public Ethics - Lobbying Application

Dashboard Tickets Messages Print

Principal Lobbyist Contractual Client Beneficial Clients

Lobbyist Bi-monthly  
Biennial Period: 2019 - 2020  
Reporting Period: 2019 March - April  
Confirmation #: LBO View Associated Filings  
(Saved, NOT SUBMITTED) - Locked by You

Extension requested (Click [HERE](#) To View)

Submit Discard Save 3:45PM

Co/Sub Lobbyist(s) Lobbyist Bi-monthly Reporting Period: 2019 March - April Full View

Beneficial Clients  
Individual Lobbyists  
Comp & Expenses  
Lobbying Subjects  
Lobbying Activities  
Registration  
Activity

Co/Sub Lobbyist(s) Information (if applicable)

Co-Lobbyists  
Add Co-Lobbyist Search Enter Lobbyist Name or Type \* to View list  
Click here to create Co-Lobbyist Profile that does not exist yet  
Co-Lobbyists Added

Sub-Lobbyists  
Add Sub-Lobbyist Search Enter Lobbyist Name or Type \* to View list  
Click here to create Sub-Lobbyist Profile that does not exist yet  
Sub-Lobbyists Added

Continue

1. You can select the link to review your Extension Request; or
2. You can:
  - a. Finish filling-out the Filing with all required information, and **Submit** the Filing
  - b. **Discard** the Filing (which will cancel the Extension Request submitted to COELIG); or
  - c. **Save** the Filing.

**Congratulations you are all done!**