

# Online user guide

## Lobbyist Registration & Reporting System

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### How to sign in to your account homepage

1. If you have an account
2. If you still have an account on the old system (pre-2009)
3. When and how to create a new account

#### 1. If you have an account

On the main sign in screen, enter your **password and user name** and select sign in. Your **account homepage** will display “Welcome” and your user name.

Tip: If you cannot remember your passwords, use the links on the main sign-in screen to request assistance.

#### 2. If you still have an account on the old system (pre-2009)

If you have **previously registered** on the old system, your account has been moved to LRRS. If you have not yet transferred to the new system, you must first update your account to merge your records.

Note: You must have your **old passwords** to merge accounts. Contact the Lobbyist Section at 617-727-9122 if you cannot locate or remember them.

Step 1 – On the main sign in screen, select **create an account**

Step 2 – Select **yes** when the system prompts: “were you ever registered through the old system?”

Step 3 – Enter your **old user name and ID** – this step verifies your current registration, paid annual registration and amendment fees, and disclosure reports.

Step 4 – Enter a **primary email address** that will be used to manage your account. If you use an address that is different from that on your old account, the new address automatically becomes your primary address. The address from the old system will be used as your secondary address.

Step 5 – Create a new **user name and password** (do not re-use your passwords from the old system).

Step 6 – Read the statement of responsibility and select **agree and continue**.

Step 7 – You'll receive a **password confirmation** at your primary email address (refer to step 4).

Step 8 – Return to the **main sign in screen** and use your new passwords to sign in.

Step 9 – Your **account homepage** will display "Welcome" and your user name.

Your records are now merged and you are ready to register – to begin, select the registration link on your account homepage.

### **3. New to lobbying? Create an account and register**

Create a new account only if you are new to lobbying in Massachusetts, and **have never had an account** on any prior online system.

Step 1 – Select **create an account** on the main sign in screen.

Step 2 – Select **no** when the system prompts: "were you ever registered through the old system?" If you may have had an online account at one time, contact the Lobbyist Section at 617-727-9122 for verification.

Step 3 – Select your **account type**.

Step 4 – Enter a **primary email address** that you will use to manage your account.

Step 5 – Create a **user name and password**.

Step 6 – Read the statement of responsibility and select **agree and continue**.

Step 7 – You'll receive a **confirmation** at your primary email address.

Step 8 – Return to the **main sign in screen** and use your new passwords to sign in.

Step 9 – Your **account homepage** will display "Welcome" and your user name.

You are signed in and now ready to register – to begin, select the registration link.