Filing a Disclosure Report after the deadline

Applies to all lobbyists, entities, and clients

If you miss the 2-week filing deadline, the system automatically generates alerts:

- Your account homepage displays a late notice
- The link to your next disclosure report is not visible until the late report is submitted and concluded, and all late fees are paid
- Select submit report and late fees to start
Filing a late disclosure report

Fill out all forms as required

- If you need instructions for filling out the forms, go back to online help table of contents and select the link to the instructions for your account type.

Review and submit

- Review the information entered on your forms for accuracy and completeness
- Select the link to proceed to the certify and submit screen
- This action will display the payment screen

>> Late fees continue to accrue until payment is received by the Lobbyist Division.
Filing a late disclosure report

Pay and submit

- The payment screen displays the reason for the payment, amount due, and payment choices
- Pay online for immediate submission to the Lobbyist Division

The screen images displayed throughout the online help documents do not represent accurate reporting and submission dates, or actual lobbyists, entities, sub-agents, or clients. The information contained within these sample screens is strictly intended for instructional purposes only.
Filing a late disclosure report

Paying a late fee by credit card or e-check

If you select an online option, the system stops generating daily late fees once your payment is successfully transmitted.

- The confirmation screen shows the Lobbyist Division received your disclosure report and late fee, and will begin the review process.
Filing a late disclosure report

Report concluded

- Your account homepage verifies that your disclosure report was submitted and concluded, and all late fees paid
- The link to your next disclosure report is now visible