

# Online user guide

## Lobbyist Registration & Reporting System

### DISCLOSURE REPORTING

#### Using the interactive navigation bar for disclosure reporting

Start from your account homepage

- To access your disclosure reporting forms, select the “start report” link

The screenshot shows a web browser window displaying the account homepage for a user named 'testlobbyist'. The page features a header with a photo of William Francis Galvin, Secretary of the Commonwealth of Massachusetts, and the state seal. Below the header is a navigation bar with links for HOME, DIRECTIONS, and CONTACT US, along with a search box. The main content area is titled 'Lobbyist Registration & Reporting System' and includes a welcome message for 'testlobbyist'. The welcome message states that the user's 2010 registration is concluded and their next disclosure report is due on January 15, 2011. There are two main sections: 'Registration' and 'Disclosure Reports'. The 'Registration' section shows '2010 Registration Concluded' with links for 'Update registration', 'Client list', 'View or print a copy', and 'Payment history'. The 'Disclosure Reports' section shows 'July - December 2010' with a 'Start report' link, and 'January - June 2010 Report concluded' with links for 'Update concluded report', 'View or print a copy', and 'Payment history'. On the right side, there is a section for 'Contact the Lobbyist Division' with contact information and a note about technical assistance. At the bottom, there is a note about the requirement to complete a 'Lobbyist Educational Seminar' prior to registration.

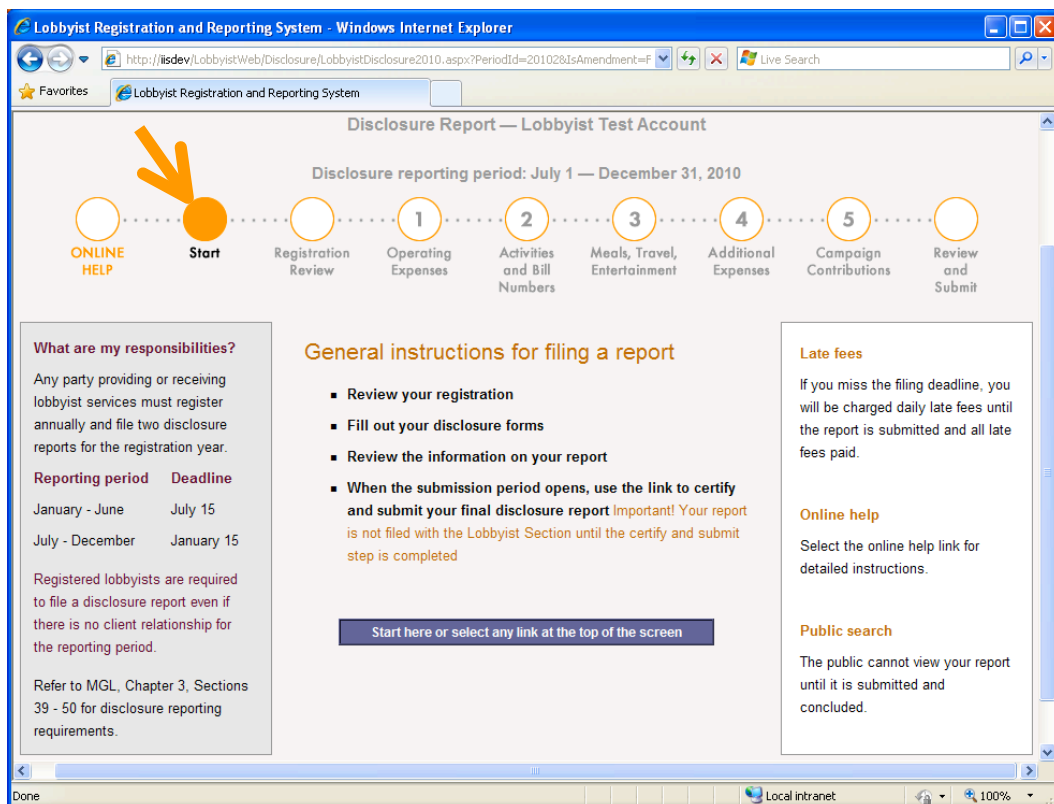
>> The screen images displayed throughout the online help documents do not represent accurate reporting and submission dates, or actual lobbyists, entities, or clients. The information contained within these sample screens is strictly intended for **instructional purposes** only.

## Interactive navigation bar

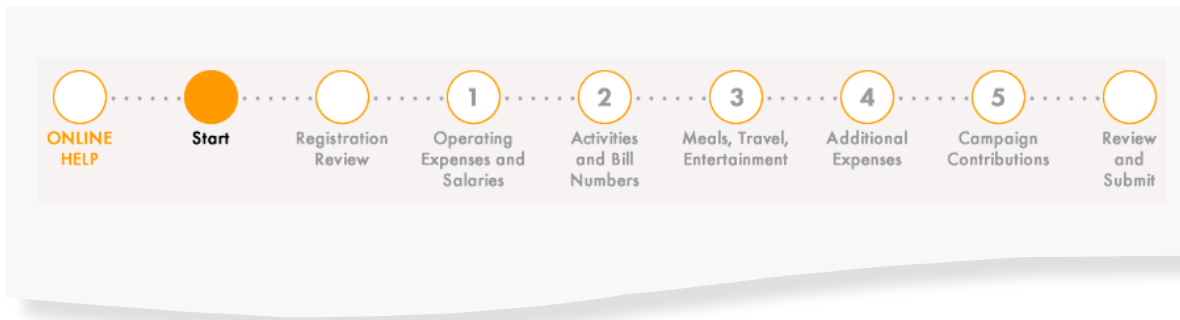
### Navigation bar for a lobbyist account



- Displays the required forms for this account type
- Allows lobbyist to select any form, in any order



## Entity account



## Entity Navigation Bar

- Displays the required forms for this account type
- Requires information about salaries paid to lobbyists

## Client account



## Client Navigation Bar

- Displays the required forms for this account type
- Requires information about salaries paid to lobbyists and entities