

User Guide

Lobbyist Registration & Reporting System

DISCLOSURE REPORTING INSTRUCTIONS

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

William Francis Galvin
Secretary of the Commonwealth of Massachusetts

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Account Homepage - Client Test Online help Contact the Lobbyist Division Change password Log out

Lobbyist Registration & Reporting System

The Lobbyist Registration and Reporting System is maintained by the Secretary of the Commonwealth to provide the lobbying community with online access to all required forms and documents.

This is your account homepage
Every registered online account has a private secure area. The homepage displays your status and provides a menu of specific tasks available to you.

Your data is not available to the public until your documents are submitted to the Lobbyist Division and concluded.

Welcome, Client Test

- Your 2013 registration is concluded.
- Your disclosure report for the January - June 2013 reporting period is late.
- Complete and submit promptly - late fees will be charged daily until your report is submitted.
- The link to your disclosure report for the July - December 2013 reporting period will not be available until the prior report is submitted and concluded.

Registration	Disclosure Reports
2013 Registration Concluded <ul style="list-style-type: none">• Update registration• Apply for waiver• Terminate a lobbying relationship• View or print a copy• Payment history	January - June 2013 Report and late fee due <ul style="list-style-type: none">• Start report July - December 2013 Link not available

Registration and disclosure reporting are governed by Mass. General Laws, Chapter 3, Sections 39 through 50.

Contact the Lobbyist Division at 617-727-9122 if you require account assistance
This office can answer questions about using the online system, or provide technical assistance with the registration or disclosure reporting process.

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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.*

ONLINE HELP Start Registration Review 1 Operating Expenses 2 Activities and Bill Numbers 3 Meals, Travel, Entertainment 4 Additional Expenses 5 Campaign Contributions Review and Submit

Disclosure reporting is governed by Massachusetts General Laws, Chapter 3, Sections 39 - 50.

Failure to itemize the required information may cause the Lobbyist Division to reject your disclosure report.

Review and submit your report

This is the information that has been saved to date on your disclosure reporting forms.

- Your report is overdue. Submit promptly with your late fees to avoid additional fees. Daily late fees will continue until the report is submitted and all fees are paid.

Click here to reverse an incidental status

Proceed to the certify and submit screen

Return to account homepage

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

Registration Filing Fees

Lobbyist	\$100
Lobbyist Entity	\$1,000, plus \$100 for each sub-agent registered
Client	\$100 for each lobbying relationship registered

Disclosure Report late fees

\$50 / day Up to 20 days

\$100 / day After 20 days, and until the report is submitted and all late fees paid

Payment is now due:

Reason	Late fee for filing a disclosure report after the deadline
Account	Sandra Derardi
Number of days late:	99
Total amount due:	\$8,900.00

Select a payment method:

Pay Online Use an e-check, MasterCard, Visa, or American Express. An expedited fee is added at time of payment.

For assistance
If you have any questions about making a payment, contact the Lobbyist Division at 617-727-9122.

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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



The screenshot shows a web browser window displaying the "Lobbyist Registration & Reporting System" interface. The page title is "Lobbyist Registration & Reporting System" with a subtitle "Lobbyist Disclosure 1/1/2013-6/30/2013". The page is divided into three main sections:

- Left Column:** Contains text stating that lobbyist registration and disclosure reporting are governed by Massachusetts General Laws, Chapter 3, Sections 39 - 50. It also provides contact information for the Lobbyist Division at 617-727-9122 for technical questions.
- Center Column:** Titled "Confirmation of payment", it states that the transaction confirms the filing has been paid and submitted to the Lobbyist Division for review. It includes a bulleted list: "The Lobbyist Division will notify you if additional information is required" and "Check your email and account homepage for your current status". Below this, it says "This is your confirmation number:" followed by a text input field containing "EP3000". A "Back to account homepage" button is located at the bottom of this section.
- Right Column:** Titled "Keep your registration current", it explains that critical information (registration year, name changes, etc.) must be submitted for review. It advises users to use links on their account homepage to update registration or file a notice of termination. It also notes that contact information (phone number, email address) is automatically updated by the system.

At the top of the browser window, there are navigation links: "Account homepage", "Lobbyist", "Online help", "Contact the Lobbyist Division", "Change password", and "Log out".

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

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Welcome, Client Test

- Your 2013 registration is concluded.
- Your next disclosure report is due January 15, 2014.

Registration	Disclosure Reports
2013 Registration Concluded <ul style="list-style-type: none">• Update registration• Terminate a lobbying relationship• View or print a copy• Payment history	July - December 2013 <ul style="list-style-type: none">• Start report January - June 2013 Report concluded <ul style="list-style-type: none">• Update concluded report• View or print a copy• Payment history

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