User Guide

Lobbyist Registration & Reporting System

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Policies and Legal Requirements

Registration Requirements

>> All Individual Lobbyists, Lobbyist Entities, and Clients are required to pre-register on or before December 15 for the upcoming calendar year. Sub-agents are registered by their Entities during the registration period.

- A client that hires, employs, or agrees to retain a lobbyist after January 1 of the registration year must, within 10 days, register the name of that lobbyist. The employment date of the relationship is defined as the date the lobbyist begins providing services on behalf of the client.

Account Types and Registration Fees

Account Type	Annual Registration Fee
Individual Lobbyist	$100
Lobbyist Entity	$1,000 - Plus $100 for each Sub-Agent
Client	$100
An expedited fine is added to online payments	

The registration filing fee must be paid and received by the Lobbyist Division office before the registration is finalized. Once payment is received, the registration is reviewed and concluded, and entered into the LRRS database. A lobbyist is **not authorized to lobby** until the registration is concluded.

- An **Individual Lobbyist** pays a $100 annual registration fee. An individual lobbyist represents only one client, and is not part of any group, company, or organization whose main business is providing lobbyist-type services. An individual lobbyist may be a salaried employee of his or her client.
- A **Lobbyist Entity** pays a $1,000 annual registration fee and $100 for each sub-agent in its employ. A lobbyist entity is a group of lobbyists who provide lobbyist-type services. Any individual lobbyist who provides lobbyist-type services to more than one client is required to register as an entity.
- A **Client** pays a $100 annual registration fee for each relationship with an individual lobbyist or lobbyist entity.

Sequence of Registration

Lobbyists and entities must register first as a pre-requisite to their client's registration. The sequence of registration creates a relationship in the system's database. Lobbyists are not required to provide any client information during registration; this information is submitted during the lobbyist's disclosure reporting period.

Once a lobbyist submits an application and it is concluded, the registration information is entered into the system's database. The lobbyist's client then submits its registration. Once concluded, the client's information is entered into the database.

- The client locates their lobbyist by searching through a registration list generated by the LRRS database
- If the lobbyist is not in the database, the client will not be able to register
- When the client's registration has been concluded, the client is added to the database

The lobbyist's registration must be concluded and in the lobbyist database. Otherwise, the client will not be able to proceed with its registration.

Termination of a registered Lobbying Relationship

The agreement between a lobbyist and a client, and the registration of both, constitutes a formal lobbyist/client relationship within the Commonwealth of Massachusetts.

- If this relationship ends, the client is required to notify the Lobbyist Division within 10 days by filing a **Notice of Termination** (see account homepage for link)
- If an entity's relationship with a sub-agent ends, the entity is required to notify the Lobbyist Division within 10 days by filing an online Notice of Termination

Updating a concluded registration or disclosure report

Official updates: An **official update** is a significant change to an annual registration or disclosure report that has been submitted and concluded. Official updates are also submitted to the Lobbyist Division for conclusion, after which the document is considered amended. Updates requiring conclusion include:

Registration:

- Changes to names of companies or individuals
- Employment dates
- Adding or terminating a sub-agent from an entity's registration
- Adding or terminating a lobbyist or entity from a client's registration

Disclosure reports:

- A change in incidental status for an agent
- Changes to operating expenses or salary information
- Updates to any of the disclosure reporting forms

Edits to contact data

Edits to a registration profile, such as changing a telephone number, location, or e-mail address, are made automatically by the system. The Lobbyist Division does not formally conclude edits of this type.

Requesting a Waiver

Registration fees may be waived for a not-for-profit client or entity.

- The entity requesting the waiver must represent only **one** not-for-profit client
- A client requesting a wavier must exclusively be a not-for-profit organization and employ only **one** lobbyist or entity

Disclosure Reporting Requirements

6-Month Reporting Period	**2-week Submission Period**	**Deadline is 5:00 PM**
January – June	July 1 – 15	July 15
July – December	January 1 – 15	January 15

All registered individual Lobbyists, Lobbyist Entities, and Clients must submit an itemized statement of disclosure on a semi-annual basis. The first disclosure report is due by July 15 for the 6-month period covering January through June; the second report is due January 15 for the period covering July through December.

- The submission period opens **two weeks** before the reporting deadline
- Disclosure reports **cannot be submitted** until all amendments and terminations are concluded

Penalties and Fines

The Disclosure Report requires specific information and itemized details relating to lobbyist and client activities during the reporting period. Penalties apply for violations that range from monetary fines to suspension of registration, or referral to the Attorney General's Office. Refer to the Massachusetts General Laws (Chapter 3, Sections 39 – 50) to read the specific requirements that relate to disclosure and penalties.

Incidental Lobbying

> *Incidental lobbying applies to individual lobbyists, and sub-agents employed by a lobbying entity. It does not apply to clients employing lobbyists and entities.*

Every executive or legislative agent lobbying in Massachusetts must be **registered** through the online system. However, certain disclosure reporting requirements may be waived for an agent who files a "simply incidental" status.

An agent must be able to answer "yes" to **both conditions within the same reporting period**:

- Were you engaged in lobbying for 25 hours or less during the reporting period?
- Did you receive less than $2,500 in lobbying fees during the same reporting period?

Term	Definition
LRRS	The online Lobbyist Registration and Reporting System. Also referred to as “the lobbyist system” or “the online system.”
LRRS Sign-in Screen	The main screen of the online system that allows users to sign in with a user name and password.
Account Homepage	The starting screen that displays the status of a registered lobbyist, entity, or client, and provides links to required online documents.
Account Type	Individual Lobbyist, Lobbyist Entity, Client.
Individual Lobbyist	An individual lobbyist is one who represents not more than one client, and is not part of any group whose main business is providing lobbyist-type services.
Lobbyist Entity	A group, or individual, providing lobbying services for one or more clients. An individual supporting more than one client registers as both the entity and the sub-agent.
Sub-agent	The term used to describe the agents employed by an entity.
Client	An organization, or individual, receiving lobbying services from an individual lobbyist or a lobbyist entity.
Incidental Lobbying	An executive or legislative agent who meets both conditions in the same 6-month reporting period: engaged in lobbying for 25 hours or less, and receives less than $2,500 in lobbying fees.
Employment Date	Date within the registration year that a lobbyist or entity sub-agent agrees to provide lobbying services for a client. The employment date is often listed as January 1 of the registration year.
Lobbyist-Client Relationship	The lobbying relationship created by a client during the registration period.
Concluded Status	A registration application or disclosure report that has been submitted, reviewed, and concluded by the Lobbyist Division.
Lobbyist Division	An office of the Secretary of the Commonwealth that reviews submitted documents for compliancy with required registration and reporting data.
Registration Amendment	An official change to a concluded registration or disclosure report that is concluded by the Lobbyist Division. Includes adding lobbyists, or terminating lobbyist relationships.
Registration Update	Edits made to a registration profile to update contact data such as an email address or phone number (A registration update does not incur a filing fee).
Notice of Termination	The notice provided when a client terminates a lobbyist relationship; or an entity terminates a sub-agent relationship.
Filing a Waiver	Certain not-for-profit clients may be considered for a waiver of the annual registration fee; an entity who represents only one not-for-profit client may also apply for a waiver.