

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

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, testlobbyist

- Your 2010 registration is concluded.
- Your next disclosure report is due January 15, 2011.

Registration	Disclosure Reports
2010 Registration Concluded <ul style="list-style-type: none">▪ Update registration▪ Client list▪ View or print a copy▪ Payment history	July - December 2010 <ul style="list-style-type: none">▪ Start report January - June 2010 Report concluded <ul style="list-style-type: none">▪ Update concluded report▪ View or print a copy▪ Payment history

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.

Prior to registration, all executive and legislative agents are required to complete the [Lobbyist Educational Seminar](#).

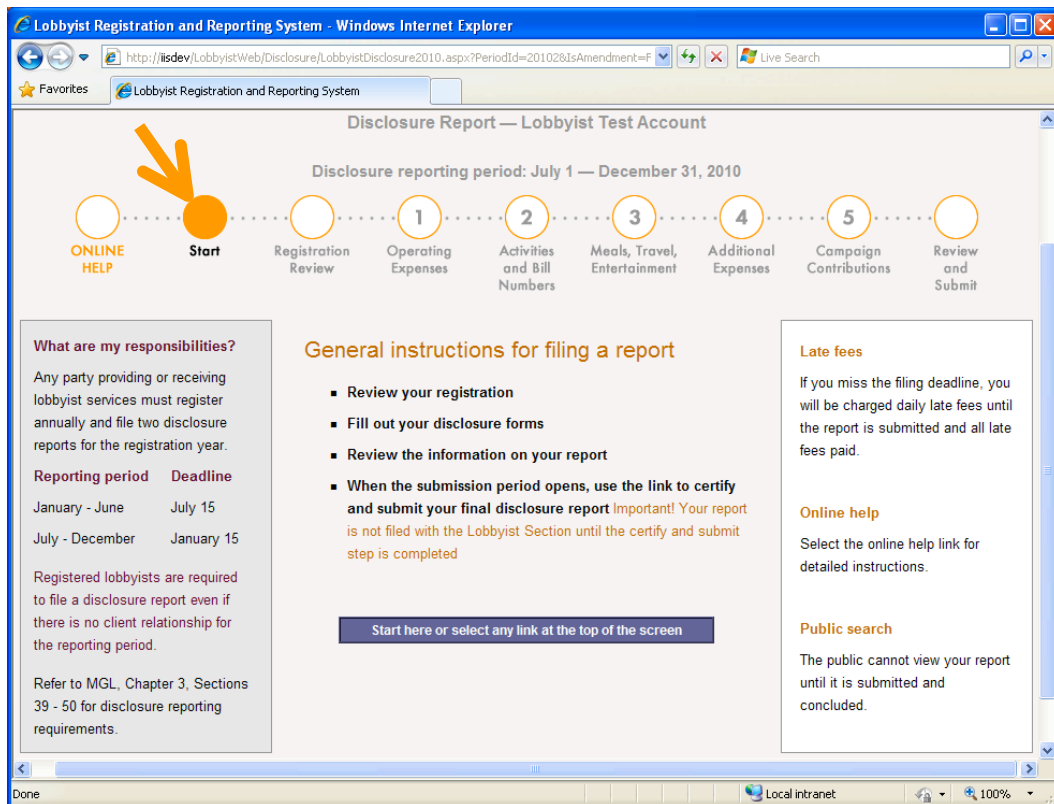
>> The screen images displayed throughout the online help documents do not represent accurate reporting and submission dates, or actual lobbyists, entities, or clients. The information contained within these sample screens is strictly intended for **instructional purposes** only.

Interactive navigation bar

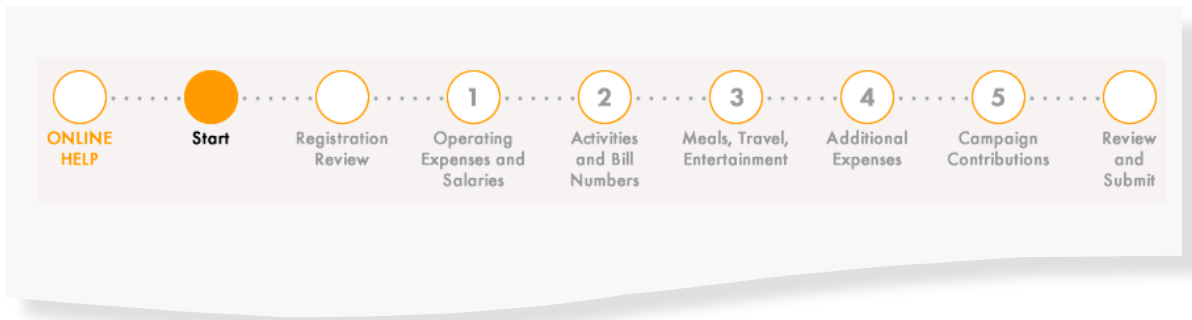
Navigation bar for a lobbyist account



- 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