

User Guide

Lobbyist Registration & Reporting System

HOW TO SIGN IN TO YOUR LRRS ACCOUNT HOMEPAGE

Important Change for calendar year 2021!

This document explains the change from the PCC Lobbyist System to the Lobbyist Registration & Reporting System (LRRS).

Registration and reporting for calendar year 2021 will be made through the LRRS online system.

Notification of this change to the Lobbyist Registration & Reporting System was emailed to all lobbyists, lobbyist entities, and clients from the Elections Division.

- If you have an account on the PCC system, your registration and disclosure reporting documents were moved to the updated LRRS system.
- If you are registered on the PCC system for **registration year 2020** and did not receive an email, notify the Lobbyist Division for assistance.
- If you have a PCC account for 2019, **but did not register for 2020**, you will not get an email. You will need to register for 2021; at that time, your data from PCC will be transferred to LRRS.

This update in the system change was emailed to the primary email address listed for registration year 2020.

- This email contains a system-generated **user name**
- It does not contain a **password** – you will need to request one

To get a password, use the request password link on the LRRS sign-in screen

- A temporary password will be emailed to the primary email address listed for registration year 2020

Sign in when you receive your password

- On the main sign in screen, enter your new **user name** and **temporary password** and select “sign in”
- Your **account homepage** will display “Welcome” and your user name.

Important: Be sure to customize your temporary password by selecting the change password option from your account homepage.

The Lobbyist Division sent an email to all lobbyists, lobbyist entities, and their clients about the change in systems. If you have an account on the PCC system for registration year 2020 and did not receive an email, notify the Lobbyist Division for assistance.

If you are new to lobbying in Massachusetts

Create a new account on the LRRS system if you are new to lobbying in Massachusetts, and have never had an account on the PCC or LRRS online systems.

- Step 1 – Select create an account on the main sign in screen.
- Step 2 – Select no when the system prompts: “were you ever registered through the old system?” (Note: If you are unsure, contact the Lobbyist Division at 617-727-9122. Duplicate accounts result in duplicate

registrations, reports, and filing fees.)

- Step 3 – Select your account type.
- Step 4 – Enter a primary email address.
- Step 5 – Create a password.
- Step 6 – Read the statement of responsibility and select agree and continue.
- Step 7 – You’ll receive a confirmation at your primary email address, with your user name.
- Step 8 – Return to the main sign in screen and use your new credentials to sign in.
- Step 9 – Your account homepage will display “Welcome” and your user name.