

User Guide

Lobbyist Registration & Reporting System

Important Change for calendar year 2021!

Registration and reporting for 2021 will be made through the LRRS online system. This change from the PCC Lobbyist System to the Lobbyist Registration and Reporting System (LRRS) was emailed to all lobbyists, lobbyist entities, and clients from the Elections Division. The email confirms your user name.

- 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.

The Lobbyist Division sent an email to all lobbyists, lobbyist entities, and 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.

This email communication was sent to the primary email address listed for registration year 2020. This email contains a system-generated **user name**, but you will have to request a **password** before you can sign in.

- 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.
- Check your email; you should see an email with your password.
- When you get your password, enter your new user name and temporary password.
- Your account homepage will display “Welcome” and your user name.

Important: Don't forget to modify your temporary password using the “change password” link.

Using the online lobbyist system

Getting started if you are new to lobbying in Massachusetts

The Lobbyist Registration & Reporting System is the online system developed by the Secretary of the Commonwealth. It provides lobbyists, lobbyist entities, and clients with access to all required registration and disclosure reporting forms. Throughout the guide, this system is referred to as LRRS or the online lobbyist system.

This document covers the following topics:

- Filing dates
- Account types
- Email communication
- System passwords
- Requesting lost passwords
- Signing in from the Lobbyist main menu
- Your account homepage
- How to create an account

Important

If you are employed by a lobbyist entity, create a separate account and register.

Filing dates are important

Mass. General Laws require lobbyists and employers of lobbyists (clients and lobbyist entities) to **register annually** and **file disclosure statements two times a year**. Missing any of these dates can result in fines or other penalties.

- To lobby in Massachusetts, you must register **each year**.
- You are required to file **2 disclosure reports** for that registration year.
- Lobbyists and Lobbyist Entities without clients are required to file both disclosure reports for the registration year.

The annual pre-registration period is December 1 – 15 prior to the upcoming registration year.

Disclosure reports are filed twice each year during the 2-week submission period that immediately follows each 6-month reporting period.

Registration Year:	January 1 through December 31
December 1 – 15:	Register for the upcoming year
January – June:	First disclosure reporting period
July 1 – 15:	File a Disclosure Report for the prior January – June period
July – December:	Second disclosure reporting period
January 1 – 15:	File a Disclosure Report for the prior July – December period

Account types

Individual Lobbyist

You have no more than one client during a reporting period, or you are part of any group or company whose main business is providing lobbyist-type services.

- An individual lobbyist may be a salaried employee of his or her client.

Lobbyist Entity

A lobbyist entity is one or more lobbyists who provide lobbyist-type services. A lobbyist entity consists of at least one legislative or executive lobbyist.

- Any individual lobbyist providing lobbyist-type services to more than one client should register as a lobbyist entity. To update your account type, contact the Lobbyist Division.
- An individual registering as a lobbyist entity also registers as an individual lobbyist.

Client

A client is any person, corporation, partnership, association, or other entity that contracts with another person, corporation, partnership, association, or other entity to receive lobbying services.

Incidental Lobbyist

If you meet the requirements for incidental lobbying, you will have an option during the disclosure reporting period to certify this status. For requirements, refer to Massachusetts General Laws, Chapter 3.

Email communication

Account email address: This address is used when you initially create your account. Your account user name and temporary password are emailed to this address.

Registration email address: The email address on your annual registration is used to communicate lobbyist requirements and important legal filing notices.

- For entities and clients, use the email address of your organization's **authorizing officer**. This individual certifies registration and disclosure reporting forms prior to submission. Individual lobbyists use their own email addresses.
- If you want others in your organization to receive notifications, enter these email addresses on the registration form.
- You can update email addresses on your registration by selecting "update registration" from your account homepage.

Primary email address used for user names and passwords

Requests for user names and passwords are emailed to the **primary email address** for the most current registration year.

If you have questions about email addresses, or you think you are not receiving email notifications, contact the Lobbyist Division for assistance.

System passwords

Your account is secure and can only be accessed by your **user name and password**.

User Names

The system creates a unique user name when you set up your account, and sends it in a confirmation email. You cannot change your user name.

Lobbyist user names are created using the first initial, last name, plus six digits:

- User name for Lobbyist “Mike Smith:” msmith948110

Entity and Client user names are created using up to the first 20 characters of the business name, plus six digits:

- User name for Entity “The Chauncey Group Lobbyists:” thechaunceygrouplobb721388
- User name for Client “Pacific:” pacific477399

Passwords

You create your own password from a combination of letters, numbers, and special characters. Change your password at any time using the “change password” link.

Retrieving lost or forgotten credentials

If you cannot locate your user name or password, select the links on the main sign-in screen.

- Your **user name** is saved. It will be sent to the primary email address on your most current registration.
- Your **password** is not saved. A temporary password will be sent to your primary email. Use the change password link to personalize your password.

Signing in from the main Lobbyist screen

Enter your **user name** and **password** to reach your **account homepage**. You will see “Welcome” and your user name on your homepage.

- A password conflict may prevent access to your account homepage; try using the password help links to retrieve your user name or password.
- If repeated attempts to sign in fail, contact the Lobbyist Division.

*Caution! If you experience difficulty signing into your account, **do not create another account**. Contact the Lobbyist Division for assistance.*

Account homepage

Any lobbyist, lobbyist entity, or client lobbying in Massachusetts must establish an account through the online system. Once you create an account, you can register for the specific year.

Once you are registered, you will have access to a personal, secure area that displays your current status and provides the specific links you need to file all required documents.

Complete all transactions from your account homepage:

- Submit your annual registration and required disclosure reports.
- Make a payment online.
- Work on your next disclosure report before the submission period opens; the system’s “diary feature” allows you to enter and save data throughout the reporting period.
- Edit or amend concluded filings.
- Update a client or entity registration to terminate a relationship.
- Update a client or entity registration to add a relationship.
- View or print a copy of a concluded registration or disclosure report.
- Access previously submitted registrations or disclosure reports.

Relationships:

Individual Lobbyist + Client

Lobbyist Entity + Lobbyist

Lobbyist Entity + Client

How to create an account

Who should create an account?

If you provide or receive lobbying services in the Commonwealth of Massachusetts, you must be registered on the online lobbyist system.

- Any **lobbyist, lobbyist entity, or client** who is new to lobbying must register.
- If you **closed** a prior account, you must create another account.
- Do not create another account if you **canceled** a registration.

Duplicate account warning

Creating a second account results in duplicate filings and registration filing fees. Most often, duplicate accounts are created when an individual cannot remember his or her passwords. Contact the Lobbyist Division before you create another account.

Start by visiting **www.sec.state.ma.us** and click on the Lobbyist link

- This directs you to the main sign-in screen
- From this screen, select **“New account”**

Lobbyist Registration & Reporting System

Lobbyist Educational Seminar Online help Frequently asked questions

Enter user name:

Enter password:

Sign in

[Can't sign in to your account? Click here for help.](#)

Forget your user name or password?

If you are new to lobbying...
Create an account and register

Important. . .If you cannot sign in, do not create another account. Use the help links or contact the Lobbyist Division for assistance.

Lobbyist Public Search

January-June 2013 Disclosure Reports
Submission opens July 1, 2013. Submit reports between July 1 - 15, 2013

The diary feature for this disclosure reporting period is now open.

Lobbyist License
Photo IDs are by APPOINTMENT ONLY on Tuesday and Wednesday from 10AM to 4PM. Email lob@sec.state.ma.us to arrange a date and time. **Appointments are to be made



Enter your **account type** on this screen:

- If you need help understanding account types, contact the Lobbyist Division

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Lobbyist Registration & Reporting System

Select your account type

Lobbyist

Create a lobbyist account if you are an individual lobbyist with no more than one client or a part of a lobbyist entity whose main business is providing lobbyist-type services.

Lobbyist Entity

A lobbyist entity is one or more lobbyists who provide lobbying services.

Client

A client is an individual or organization that employs an individual lobbyist or a lobbyist entity.

Cancel request to create account

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Enter an **email address and contact information**

- The email address entered on this screen is used by the system to create your account and email you a confirmation
- The system will generate a user name and send it to this email address

Create a **password**

- Click on the link to read the **statement of responsibility**
- Select “Agree and Continue”

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Lobbyist Registration & Reporting System

Verify your account type
You have selected **Lobbyist** as your account type. If this is correct, proceed with creating your passwords. If this is not correct, go back to the [previous page](#) to change your account type.

Create your passwords

Email address:

First name:

Last name:

Company name:

Password:

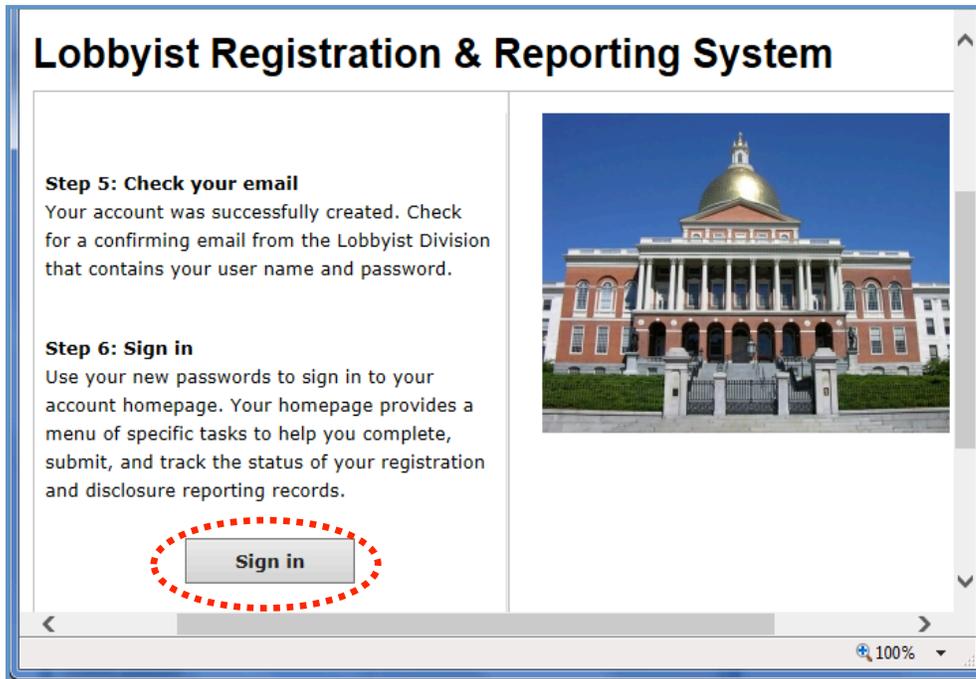
Confirm password:

[Read the Statement of Responsibility for a summary of your lobbying obligations](#)

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You'll receive a **confirmation** by email that your account was successfully created.

- Select "Sign in" to return to the Lobbyist main page



Sign in by entering the system-generated **user name** and the **password** you just created.



Your account homepage

The top area displays your user name and current information about your account.

- To register, select the link in the registration area of your homepage

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Account Homepage - bsmith315957 Online help Contact the Lobbyist Division Change password Log out

Lobbyist Registration & Reporting System

The Lobbyist Registration and Reporting System 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, bsmith315957

- The 2021 annual registration period is open from August 1 through 15. Use the link below to complete your registration and submit with your filing fee.

Registration	Disclosure Reports
2021 Registration Not registered <ul style="list-style-type: none">• Complete and submit	2021 Reports Links appear when registration is submitted, paid, and concluded.

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](#).

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