

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

The screenshot shows a web browser window displaying the account homepage for a user named 'testlobbyist'. The page features a header with a photo of William Francis Galvin, Secretary of the Commonwealth of Massachusetts, and the state seal. Below the header is a navigation bar with links for HOME, DIRECTIONS, and CONTACT US, along with a search box. The main content area is titled 'Lobbyist Registration & Reporting System' and includes a welcome message for 'testlobbyist'. The welcome message states that the user's 2010 registration is concluded and their next disclosure report is due on January 15, 2011. There are two main sections: 'Registration' and 'Disclosure Reports'. The 'Registration' section shows that the 2010 registration is concluded and provides links to update registration, view the client list, view or print a copy, and view payment history. The 'Disclosure Reports' section shows reports for July - December 2010 and January - June 2010, both of which are concluded. It provides links to start a report, update a concluded report, view or print a copy, and view payment history. On the right side, there is a section for contacting the Lobbyist Division at 617-727-9122 for account assistance and technical support. A footer note mentions that prior to registration, executive and legislative agents are required to complete the Lobbyist Educational Seminar.

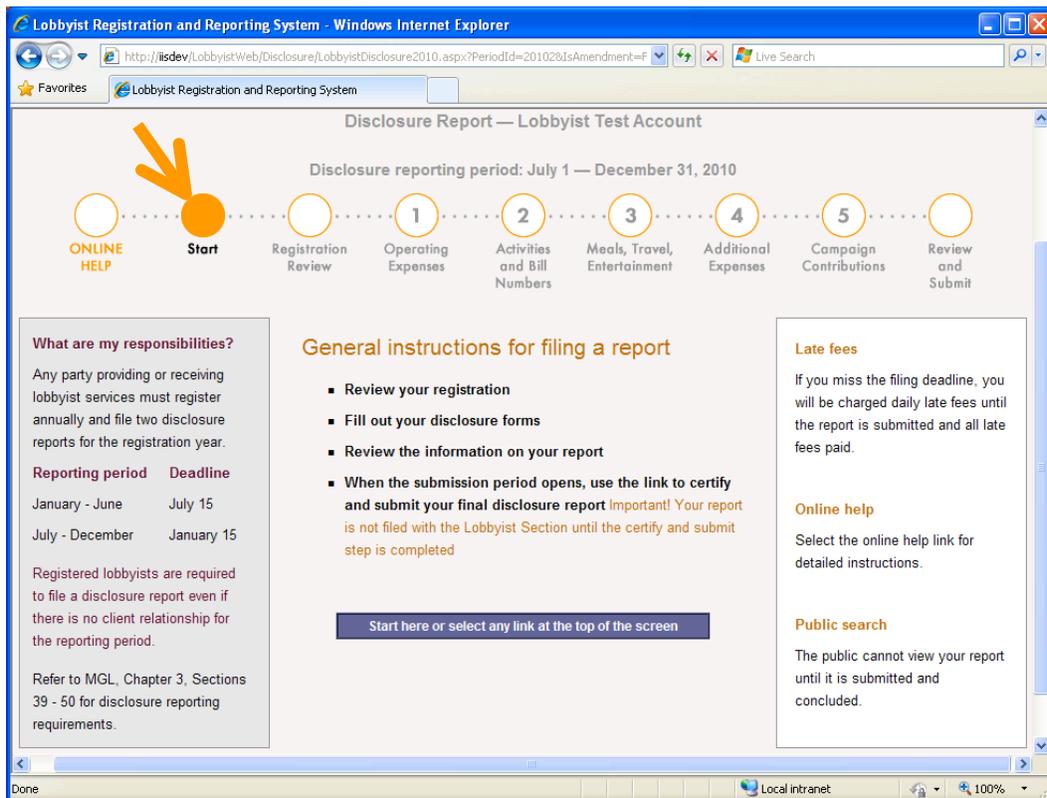
>> The screen images displayed throughout the online help documents do not represent accurate reporting and submission dates, or actual lobbyists, entities, or clients. The information contained within these sample screens is strictly intended for **instructional purposes** only.

Interactive navigation bar

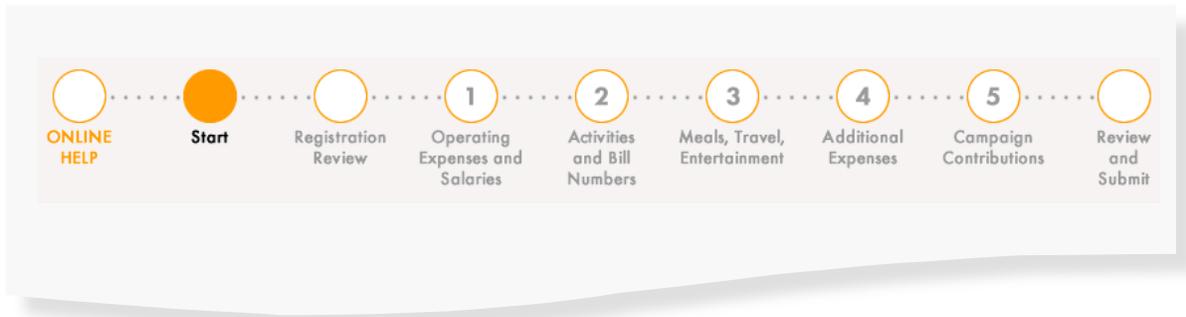
Navigation bar for a lobbyist account



- 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