

User Guide

Registration & Reporting System

DISCLOSURE REPORTING

How to file as an Incidental Lobbyist

>> Incidental lobbying applies to Individual Lobbyists, and any Lobbyist employed by a Lobbyist Entity. It does not apply to Clients.

>> An agent files as incidental during the disclosure reporting submission period.

Filing an exception for “incidental lobbying”

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

A lobbyist 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 reporting period?

If you answered “yes” to both questions, you can file as an incidental lobbyist.

This document contains instructions for filing as incidental, or reversing an incidental status.

- Instructions for Individual Lobbyists
- Instructions for Lobbyists employed by Lobbyist Entities

Instructions for an Individual Lobbyist

How to find the incidental certification screen

The incidental link for a specific reporting period is available during the **2-week report submission period**. The link then remains available indefinitely to allow for a change in status during submission, or to update a concluded report.

- From your account homepage, select the **start report** link

The screenshot shows the user interface of the Lobbyist Registration & Reporting System. At the top, there is a header with a photo of William Francis Galvin and his title as Secretary of the Commonwealth of Massachusetts. Below this 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 contains several sections:

- Welcome, LobbyistTestAccount**: A list of bullet points providing status updates and instructions for reporting periods.
- Registration**: A section titled "2013 Registration Concluded" with links for "Update registration", "Client list", "View or print a copy", and "Payment history".
- Disclosure Reports**: A section with two sub-sections: "January - June 2013" containing a "Start report" link, and "July - December 2013" with a "Link not available" message.
- Registration and disclosure reporting**: A section explaining that reporting is governed by Mass. General Laws, Chapter 3, Sections 39 through 50.
- Contact the Lobbyist Division**: A section providing contact information (617-727-9122) and stating that the office can answer questions and provide technical assistance.
- Prior to registration**: A section stating that all executive and legislative agents are required to complete the Lobbyist Educational Seminar.

At the bottom right of the page, there is a zoom level indicator set to 100%.

This action takes you to the start screen

Select “incidental lobbying exception” at the bottom of the start screen

Lobbyist Registration & Reporting System

Disclosure Report — Lobbyist Test Account Disclosure reporting period: January 1 — June 30, 2013

ONLINE HELP

Start

Registration Review

1
Operating Expenses

2
Activities and Bills

3
Meals, Travel, Entertainment

4
Additional Expenses

5
Campaign Contributions

Review and Submit

What are my responsibilities?

For each registration year, any party providing or receiving lobbyist services must:

- register annually, and
- file two disclosure reports

Reporting period	Deadline
January - June	July 15
July - December	January 15

Registered lobbyists are required to file a disclosure report even if there is no client relationship for the reporting period.

Refer to MGL, Chapter 3, Sections 39 - 50 for disclosure reporting requirements.

General instructions for filing a report

- **Review your registration**
- **Fill out your disclosure forms**
- **Review the information on your report**
- **When the submission period opens, use the link to certify and submit your final disclosure report**

Important! Your report is not filed with the Lobbyist Division until the certify and submit step is completed

Start here or select any link at the top of the screen

Click here for the incidental lobbying exception

Late fees

If you miss the filing deadline, you will be charged daily late fees until the report is submitted and all late fees paid.

Online help

Select the online help link for detailed instructions.

Public search

The public cannot view your report until it is submitted and concluded.

Check the certification box if you meet both conditions

- Then select **save status**

Lobbyist Registration & Reporting System

Disclosure Report — Lobbyist Test Account Disclosure reporting period: January 1 — June 30, 2013

ONLINE HELP Start Registration Review 1 Operating Expenses 2 Activities and Bills 3 Meals, Travel, Entertainment 4 Additional Expenses 5 Campaign Contributions Review and Submit

Registration and disclosure reporting are governed by Massachusetts General Laws, Chapter 3, Sections 39 - 50.

Contact the Lobbyist Division at 617-727-9122 if you have any questions about filing an incidental lobbying status.

Exception for incidental status

For your lobbying activity to qualify as incidental, you must meet **both criteria** of having lobbied for not more than 25 hours and having received less than \$2,500 for lobbying efforts in a reporting period. You must certify same under the pains and penalties of perjury, and then may forego reporting the required disclosure information for the relevant reporting period.

Check this certification box only if you meet both criteria within the same 6-month reporting period.

I, Lobbyist Test Account, certify that I did not lobby for more than 25 hours and received less than \$2,500 during this reporting period.

SAVE STATUS

Submitting incidental status

- Check the certification box
- Select **save status**

Changing status

You can reverse your incidental status **before** you submit your report for conclusion.

- De-select the certification box next to your name
- Select **save status**

Incidental lobbying exception

- You can get back to this screen to reverse an incidental status prior to submitting your report by returning to the start screen (orange button at the top of the screen) and then clicking on the blue “incidental lobbying exception” button at the bottom of the start screen

Confirmation of incidental status

Providing information on certain forms is **optional** for the reporting period.

- An incidental lobbyist is still required to **certify and submit** the report to the Lobbyist Division for the review and conclusion process

Lobbyist Registration & Reporting System

Disclosure Report — Lobbyist Test Account Disclosure reporting period: January 1 — June 30, 2013

ONLINE HELP Start Registration Review 1 Operating Expenses 2 Activities and Bills 3 Meals, Travel, Entertainment 4 Additional Expenses 5 Campaign Contributions Review and Submit

Incidental Status

Once your disclosure report is concluded, your status for this period will be reflected as incidental in the lobbyist system database and Public Search records.

Confirmation of incidental status

You have certified, under the pains and penalties of perjury, an incidental status. ~~You may forgo disclosing~~ the following information for this reporting period:

- Activities and Bill Numbers
- Meals, Travel, Entertainment
- Additional Expenses
- Campaign Contributions

Operating expenses: You are still required to disclose any such expenses incurred, contributed, or paid for in this reporting period.

If you want to change your incidental status **before** you submit your report, select the **orange start button** at the top of the screen and then select the incidental lobbying link at the bottom of the start screen. After submitting your report, you can only change an incidental status by filing an amendment with the Lobbyist Division.

Disclosure reporting is governed by Massachusetts General Laws, Chapter 3, Sections 39 - 50

If you have any questions about the incidental lobbying exception, contact the Lobbyist Division at 617-727-9122

The optional requirement is displayed on specific forms

- If you have **previously** added data to a form that is optional, you can leave data on the form, or manually delete it from each field

ONLINE HELP Start Registration Review **1** Operating Expenses and Salaries **2** **Activities and Bills** Meals, Travel, Entertainment **3** Additional Expenses **4** Campaign Contributions **5** Review and Submit

You have selected your status as incidental. You may forego reporting bills and activities for this period.

Bills and Activities

Select client from the drop down list: (form displays when client is selected)

cli03212014

- Use fields **1, 2, and 5** to disclose a house or senate bill
- If the item is **not** a house or senate bill, select N/A in field 1 and use fields **1 and 5** to describe the lobbying activity or effort
- Use field **3** to state the agent's position
- Use field **4** to enter the amount of compensation the agent received from the client with respect to each bill or activity
- Field **6** is required; enter the name of any public official with whom you have a direct business association (if there is none, enter: "N/A")

Agents are required to list all bill numbers and names of legislation and/or other governmental activity worked on to promote, oppose, or influence within this 6-month period.

Contact the Lobbyist Division at 617-727-9122 for questions about the process of online reporting.

Client: cli03212014

Report compensation by total: \$ 0.00

If you cannot report compensation at the activity level (i.e., in-house or retainer), check this box to report the total compensation received from the client for all lobbying efforts. You are still required to list each bill or activity for this client.

(1) House/Senate: Select (2) Bill Number: (3) Position: Select (4) Amount: 0.00

(5) Name of bill, or a description of the lobbying effort:

(6) Public Official: clear text

This form was **not** previously filled in: The optional message is displayed

○ ONLINE HELP
○ Start
○ Registration Review
① Operating Expenses
② Activities and Bills
③ Meals, Travel, Entertainment
④ Additional Expenses
⑤ Campaign Contributions
○ Review and Submit

Disclosure reporting is governed by Massachusetts General Laws, Chapter 3, Sections 39 - 50.

Contact the Lobbyist Division at 617-727-9122 if you have questions about the disclosure reporting process.

Campaign Contributions

Use this form to itemize any campaign contributions you have made.

- Enter the date of the contribution.
- Identify the recipient of the contribution.
- Enter the name of the office and district sought by the recipient.
- Then enter the amount of the contribution.

Entries must be incurred or paid within the 6-month reporting period

Back
Save
Save and continue to review screen

You have selected your status as incidental. You may forego reporting campaign contributions for this period.

Date of contribution	Name of recipient (candidate, party, or political action committee)	Name of office and the district sought by recipient	Amount of contribution	Delete entry
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.00	✖
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.00	✖
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.00	✖
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.00	✖
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.00	✖
			Total	✖
			\$ 0.00	

To reverse status:

- De-select the certification box
- Select **save status**

Lobbyist Registration & Reporting System

Disclosure Report — Lobbyist Test Account Disclosure reporting period: January 1 — June 30, 2013

ONLINE HELP Start Registration Review 1 Operating Expenses 2 Activities and Bills 3 Meals, Travel, Entertainment 4 Additional Expenses 5 Campaign Contributions Review and Submit

Registration and disclosure reporting are governed by Massachusetts General Laws, Chapter 3, Sections 39 - 50. Contact the Lobbyist Division at 617-727-9122 if you have any questions about filing an incidental lobbying status.

Exception for incidental status
For your lobbying activity to qualify as incidental, you must meet **both criteria** of having lobbied for not more than 25 hours and having received less than \$2,500 for lobbying efforts in a reporting period. You must certify same under the pains and penalties of perjury, and then may forego reporting the required disclosure information for the relevant reporting period.

Check this certification box only if you meet both criteria within the same 6-month reporting period.

I, Lobbyist Test Account, certify that I did not lobby for more than 25 hours and received less than \$2,500 during this reporting period.

Submitting incidental status

- Check the certification box
- Select **save status**

Changing status

You can reverse your incidental status **before** you submit your report for conclusion.

- De-select the certification box next to your name
- Select **save status**

SAVE STATUS

Changing an incidental lobbying status

- You can change your status until your disclosure report is certified and submitted (this is the last step before transmitting your report to the Lobbyist Division for review and conclusion)
- If you want to change your status after your report is submitted, you will be required to file an amendment to your disclosure report

Review, certify, and submit to complete the disclosure process

The disclosure report for an incidental lobbyist is submitted using the same steps as any other registered lobbyist (review report, certify, authorize, and submit for review and conclusion)

- Incidental lobbyists are subject to the same filing deadlines and late fees
- A link for reversing incidental status appears on this screen

The screenshot displays the 'Lobbyist Registration and Reporting System' in a Windows Internet Explorer browser window. The page title is 'Disclosure Report — Lobbyist Test Account'. A progress bar at the top shows seven steps: 1. Start, 2. Registration Review, 3. Operating Expenses, 4. Activities and Bill Numbers, 5. Meals, Travel, Entertainment, 6. Additional Expenses, and 7. Campaign Contributions. The final step, 'Review and Submit', is highlighted with a solid orange circle. Below the progress bar, the text reads 'Disclosure reporting period: January 1 — June 30, 2010'. The main content area is titled 'Review and submit your report' and contains the following text: 'This is the information that has been saved to date on your disclosure reporting forms.' Below this, a red bullet point states: 'The submission period is open. Certify and submit your report before the deadline to avoid late fees.' Two buttons are visible: 'Proceed to the certify and submit screen' and 'Return to account homepage'. A blue button with the text 'Click here to reverse an incidental status' is circled in orange. On the left, a grey box contains information about the 'Lobbyist Registration & Disclosure System' and a warning: 'Failure to itemize the required information may cause the Lobbyist Section to reject your disclosure report.' An orange arrow points from this warning box to the red bullet point. The bottom of the page shows a 'Lobbyist Registration Profile' table with the following data:

Lobbyist Registration Profile			
Name	Lobbyist Test Account		
Business name	Lobbyist Test Account		
Address	Ashburton Place, Beacon Hill MA 00000, US		
Primary email	ardi@sec.state.ma.us	Phone	000-111-2222
Secondary email			

Instructions for an Entity with Lobbyists

The incidental link for a specific reporting period becomes available during the **2-week report submission period**. The link then remains available indefinitely to allow for a change in status during submission, or to update a concluded report.

- From your homepage, select the link to the **report for the period** you want to file as incidental.

The screenshot shows the homepage of the Lobbyist Registration & Reporting System. At the top, there is a header with a photo of William Francis Galvin and his title as Secretary of the Commonwealth of Massachusetts. Below this 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 is divided into three columns. The left column contains information about the system and account homepages. The middle column, titled "Welcome, LobbyistTestAccount", lists account status and provides links for registration and disclosure reports. The right column provides contact information for the Lobbyist Division and information about the educational seminar. The bottom of the page shows a browser zoom level of 100%.

William Francis Galvin
Secretary of the Commonwealth of Massachusetts

HOME DIRECTIONS CONTACT US Search sec.state.ma.us Search

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

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, LobbyistTestAccount

- Your 2013 registration is concluded.
- Your disclosure report for the January - June 2013 reporting period is late.
- Complete and submit promptly - late fees will be charged daily until your report is submitted.
- The link to your disclosure report for the July - December 2013 reporting period will not be available until the prior report is submitted and concluded.

Registration	Disclosure Reports
2013 Registration Concluded <ul style="list-style-type: none">• Update registration• Client list• View or print a copy• Payment history	January - June 2013 <ul style="list-style-type: none">• Start report July - December 2013 Link not available

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](#).

100%

This action takes you to the start screen

Select the blue button at the bottom of the screen to reach the incidental lobbying screen

- Check the certification box next to the name of any lobbyist who meets both conditions
- Check the authorization box
- Then select save status

Confirmation of incidental status

Providing information on certain forms is **optional** for any lobbyist certified as “incidental” for the reporting period

- The entity is still required to fill out salary information for incidental lobbyists
- You can **reverse** a lobbyist’s status prior to submitting the final report

Review, certify, and submit to complete the disclosure process

The entity’s disclosure report is submitted to the Lobbyist Division using the same steps as an entity without incidental lobbyists (review report, certify, authorize, and submit for review and conclusion)

- Entities with incidental lobbyists are subject to the same filing deadlines and late fees
- A link for reversing incidental status appears on this screen

Reversing incidental status

Return to the incidental lobbying exception screen from either the **start screen** or from **review and certify**

Assistance

The Lobbyist Registration & Reporting System was developed by the Office of the Secretary of the Commonwealth to provide lobbyists, entities, and clients with online access to all required registration and disclosure reporting documents.

In developing this User Guide, we assume that you are familiar with lobbying activity within the Commonwealth. This version presents instructions to assist you with using the online system to complete the required disclosure reporting documents.

WHERE TO FIND HELP

If you need clarification about lobbying issues, refer to Massachusetts General Laws, Chapter 3, Sections 39 – 50, or other legal resources.

>> If you need technical assistance using the online system, contact:

The Lobbyist Division

Available weekdays from 8:45 am to 5 pm

lob@sec.state.ma.us