Lobbyist Registration and Reporting Database User Guide

CONTENTS

1. SYSTEM OVERVIEW

This user guide provides instructions in how to use the new Lobbyist Registration and Reporting Database to register and report in accordance with Chapter 2, Article XXX of the Code of the City of Phoenix. To use this system, you will need to have an email to create a user account. Once you have an account, you can register lobbyists and begin reporting. As an administrator, you can also setup authorized users that will also be able to register and report. Authorized users can also be changed to administrator status. For questions about using this system, please contact us at lobbyist@phoenix.gov or 602-534-0490.

2 USER ACCOUNT ADMINISTRATION

2.1 USER ACCOUNT SETUP

1. Click the "User Account Setup" button on the site.

2. Enter your name, contact information, and your organization's information and click the Register button.

3. You will receive an email with a link requesting to verify the mail address you provided in the registration process.
4. Click the link in the email to verify your account. After the account is verified, you must then log in to register as a lobbyist.
5. Your account is now active. (However, you are not yet registered as a lobbyist.)

2.2 USER LOGIN PROCESS

1. Navigate to lobbyist registration and reporting system landing page and click on "Log in."

2.3 USER ACCOUNT MODIFICATION

1. Click on your email address in the navigation bar.

2. Click "Edit Information" to edit your information.

3. Change the information and click the "Change" button under the "Organization Information" section.

2.4 CHANGING YOUR PASSWORD

1. From the "Manage Account" page, click the "Edit Information" button.
2. Enter your current password, the new password, and confirm the new password.
3. Click the "change" button under the "Change Password" section.

2.5 PASSWORD RESET

1. Navigate to the Lobbyist Reporting and Registration System "Log In" screen and click the "Forgot Your Password" link.

2. Enter the email address associated with the account and click the "Email Link" button.

3. An email will be sent to the provided email address with a link to reset the account password.
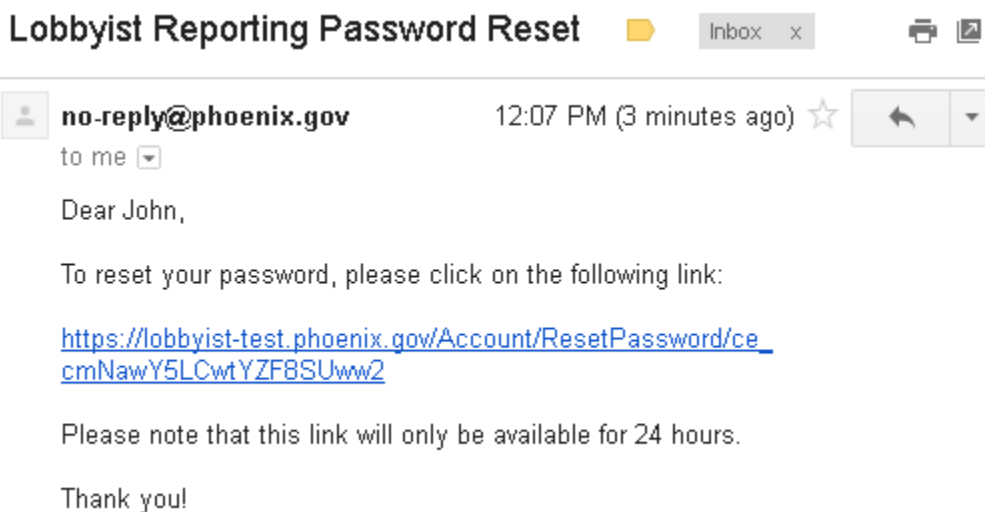
4. Click the link to be taken to the "Reset Password" page.

5. Enter and confirm the new password and click the "Change" button.

6. Your password has been reset.

3 ACCOUNT HOMEPAGE

3.1 GETTING TO YOUR ORGANIZATION'S HOMEPAGE

1. At any time after logging in, you can click the "Home" button to get to your organization's home page.

3.2 OVERVIEW OF HOMEPAGE

1. Your organization's homepage has a section for each of the following on the left side of the screen:
    a. New Report
        i. Initial Registrations and new Contribution and Expenditure reports.
    b. Amend a Report
        i. Make changes to already submitted forms.
    c. Edit a Saved Form
        i. Makes changes and updates to not yet submitted forms.
    d. Total Contributions for *Year*
        i. Running tally of contributions for the current year.
    e. Total Expenditures for *Year*
        i. Running tally of expenditures for current year.
    f. View Reports for *Year*
        i. Summary of all reports for year as of date report ran.

123, Inc.
200 W Washington St
Phoenix, AZ, 85003
(602) 113-4567

YEAR 2017 ▼

LOBBYIST CONTACTS
John Smith
Jack Hill
Jane Smith
Jill Hill

Current Status: Registered

New Report ➡

Register for 2018
Contribution Report
Expenditure Report

Amend a Form ➡

Registration
Exemption Statement
CONTRIBUTION FORM | Q1 | Q2 | Q3
EXPENDITURE FORM | Q1 | Q2

Edit a Saved Form ➡

Registration
CONTRIBUTION REPORTS
EXPENDITURE REPORTS

➡ **TOTAL CONTRIBUTIONS FOR 2017**

Total Contributions Made:	$55.00
Total Contributions Solicited:	$75.00
Total Contributions:	$130.00

➡ **TOTAL EXPENDITURES FOR 2017**

Total Expenditures More Than $25:	$45.00
Total Expenditures Less Than $25:	$10.00
Total Event Expenditures:	$0.00
Total Expenditures:	$55.00

➡ View Report for 2017

Registration Forms

Filed Registration Forms ▼
Submitted Registration Forms ▼
Registration Opened for Edit ▲
11/17/2017
Rejected Registration Forms ▼

Contribution Reports

Filed Contribution Reports ▼
Submitted Contribution Reports ▼
Contribution Reports Open for Edit ▼
Rejected Contribution Reports ▼

Expenditure Reports

Filed Expenditure Reports ▼
Submitted Expenditure Reports ▼
Expenditure Reports Open for Edit ▼
Rejected Expenditure Reports ▼

Exemption Statements

Filed Exemption Statement ▼
Submitted Exemption Statements ▼
Exemption Statements Opened for Edit ▼
Rejected Exemption Statements ▼

3.3 VIEWING REPORTS FOR A CALENDAR YEAR

1. Your organization's homepage has a section for each of the four report types on the right side of the screen:
    a. Registration Forms
    b. Quarterly Contribution Reports
    c. Quarterly Expenditure Reports
    d. Exemption Statement
2. Each section has four subsections to view different reports
    a. Filed reports – These reports have been filed by the City Clerk Department. Once filed, a report cannot be edited. If a change needs to occur, an amendment report must be filed.
    b. Submitted reports – These reports have been submitted and need to be reviewed and filed by the city clerk department. These reports can be opened to edit before the City Clerk department reviews them.
    c. Reports open for edit – These reports have been edited and can only be viewed by members of your organization. To have them reviewed by the City Clerk department, resubmit the report.
    d. Rejected reports – These reports have been reviewed and rejected by the City Clerk department. You can reopen the reports for edit before resubmitting it to be reviewed again.

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200 W Washington St
Phoenix, AZ, 85003
(602) 113-4567

Current Status: Registered

New Report

Register for 2018
Contribution Report
Expenditure Report

Amend a Form

Registration
Exemption Statement
CONTRIBUTION FORM Q1 Q2 Q3
EXPENDITURE FORM Q1 Q2

Edit a Saved Form

Registration
CONTRIBUTION REPORTS
EXPENDITURE REPORTS

TOTAL CONTRIBUTIONS FOR 2017	
Total Contributions Made:	$55.00
Total Contributions Solicited:	$75.00
Total Contributions:	$130.00

TOTAL EXPENDITURES FOR 2017	
Total Expenditures More Than $25:	$45.00
Total Expenditures Less Than $25:	$10.00
Total Event Expenditures:	$0.00
Total Expenditures:	$55.00

View Report for 2017

YEAR 2017 ▾

LOBBYIST CONTACTS
John Smith
Jack Hill
Jane Smith
Jill Hill

Registration Forms

Filed Registration Forms ▾
Submitted Registration Forms ▾
Registration Opened for Edit ▲
11/17/2017
Rejected Registration Forms ▾

Contribution Reports

Filed Contribution Reports ▾
Submitted Contribution Reports ▾
Contribution Reports Open for Edit ▾
Rejected Contribution Reports ▾

Expenditure Reports

Filed Expenditure Reports ▾
Submitted Expenditure Reports ▾
Expenditure Reports Open for Edit ▾
Rejected Expenditure Reports ▾

Exemption Statements

Filed Exemption Statement ▾
Submitted Exemption Statements ▾
Exemption Statements Opened for Edit ▾
Rejected Exemption Statements ▾

3.4 VIEWING FINANCIAL INFORMATION FOR A CALENDAR YEAR

1. On the top right of the page is a section showing you each registered lobbyist in the organization.
2. On the bottom left of the page is a section showing you the total contributions and expenditures reported so far for the current year.

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YEAR 2017 ▾

LOBBYIST CONTACTS

John Smith
Jack Hill
Jane Smith
Jill Hill

Current Status: Registered

New Report

Register for 2018
Contribution Report
Expenditure Report

Amend a Form

Registration
Exemption Statement
CONTRIBUTION FORM Q1 Q2 Q3
EXPENDITURE FORM Q1 Q2

Edit a Saved Form

Registration
CONTRIBUTION REPORTS
EXPENDITURE REPORTS

Registration Forms

Filed Registration Forms ▾
Submitted Registration Forms ▾
Registration Opened for Edit ▴
11/17/2017
Rejected Registration Forms ▾

Contribution Reports

Filed Contribution Reports ▾
Submitted Contribution Reports ▾
Contribution Reports Open for Edit ▾
Rejected Contribution Reports ▾

Expenditure Reports

Filed Expenditure Reports ▾
Submitted Expenditure Reports ▾
Expenditure Reports Open for Edit ▾
Rejected Expenditure Reports ▾

TOTAL CONTRIBUTIONS FOR 2017	
Total Contributions Made:	$55.00
Total Contributions Solicited:	$75.00
Total Contributions:	$130.00

TOTAL EXPENDITURES FOR 2017	
Total Expenditures More Than $25:	$45.00
Total Expenditures Less Than $25:	$10.00
Total Event Expenditures:	$0.00
Total Expenditures:	$55.00

View Report for 2017

Exemption Statements

Filed Exemption Statement ▾
Submitted Exemption Statements ▾
Exemption Statements Opened for Edit ▾
Rejected Exemption Statements ▾

3.5 CHANGING THE CALENDAR YEAR

1. On the top right of the page is a list of all the years that your organization has filed reports for.
2. Changing the year in this list changes the view to show information for that year.

YEAR 2017 ▾

LOB   ONTACTS

2017
2016
2015

Joh
Jane
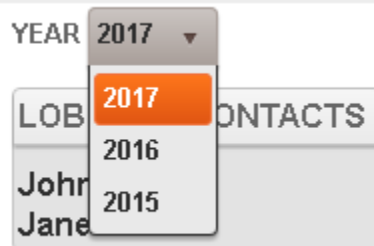
4 SUBMITTING FORMS

4.1 REGISTRATION REPORT

1. Click the link to create a new registration report for the year.
2. Fill out the Organization Information section of the form.
3. Fill out the lobbyist section of the form
   a. To add a new row, click the "+" button at the top of the table.
   b. To remove a row, click the delete button for that row.
4. Fill out the client section of the form
   a. To add a new row, click the "+" button at the top of the table.
   b. To remove a row, click the delete button for that row.
5. If you need more time to complete this form and/or you are not yet ready to submit it, hit the "Save" button. The form will remain available under the "Edit a Saved Form" section.
6. When you are ready to submit,read and complete the signature declaration form by checking the box and and typing your name and email address.
7. The form will show up under the "Submitted Registration Forms" section of your home page.
8. When the form has been filed by the City Clerk Department, it will show up under the "Filed Registration Forms" section of your homepage.

Notes:

1. You can only have one registration report per year, so the new registration report button will only appear if you haven't already submitted one.
2. If you need to modify an existing registration, please see the Instruction for Registration Report Amendment below.
3. You cannot submit a new registration report if your organization has been suspended or prohibited from registering.
4. Starting December 1st of the current calendar year, you may submit a registration for the next calendar year.

4.2 REGISTRATION REPORT AMENDMENT

1. Click the link to create a registration report amendment for the year as changes occur.

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Phoenix, AZ, 85003
(602) 113-4567

YEAR 2017 ▾

LOBBYIST CONTACTS

John Smith
Jack Hill
Jane Smith
Jill Hill

Current Status: Registered

New Report

| Register for 2018 |
| Contribution Report |
| Expenditure Report |

Amend a Form

| Registration | ⬅
| Exemption Statement |

CONTRIBUTION FORM Q1 Q2 Q3

EXPENDITURE FORM Q1 Q2

Registration Forms

Filed Registration Forms	▾
Submitted Registration Forms	▾
Registration Opened for Edit	▲
11/17/2017	
Rejected Registration Forms	▾

Contribution Reports

| Filed Contribution Reports | ▾ |
| Submitted Contribution Reports | ▾ |

2. Make any changes that need to be made
3. When you are ready to submit read and complete the signature declaration form by checking the box and and typing your name and email address.
4. The form will show up under the "Submitted Registration Forms" section of your home page.

Registration Form

Filed Registration Forms	▾
Submitted Registration Forms	▲
7/24/2017	⬅
Registration Opened for Edit	▾
Rejected Registration Forms	▾

5. When the form has been filed by the City Clerk Department, it will show up under the "Filed Registration Forms" section of your homepage, under the date it was filed.

4.3   QUARTERLY EXPENDITURE REPORT

1. Click the link to create a new quarterly expenditure report to document any lobbying expenditures that are subject to reporting requirements.

2. Select the quarter that this report is for. Note that quarters for which a report has already been filed will be grayed out and unavailable to select.

Date: 7/24/2017   Select Quarter ● 1 ○ 2 ○ 3 ○ 4

Business Information

Business Type	Organization	Address	2411 W Washington St
Business Name	ABC Inc	City	Phoenix
Business Telephone	(111) 222-3333	State	AZ
		Zip	85000

3. Each registered lobbyist shows up as a tab on the report and you may switch lobbyists by clicking their names

| John Smith | Jack Hill | Jane Smith | Jill Hill |

Click a tab to change to

Name John Smith **Email** john@123.com ☐ **No Expenditures**

LIST **SINGLE EXPENDITURES MORE THAN $25.**

4. Fill out the Expenditures More than $25 section, Expenditures Less than $25 section, and the Expenditures for Events section for each lobbyist in the organization.
    a. To add a new row, click the "+" button at the top of the table.
    b. To remove a row, click the delete button for that row.

LIST **SINGLE EXPENDITURES $25 OR LESS** and NAME OF CITY OFFICIAL receiving or benefitting from expenditures.

Name of City Official	Amount of Expenditure	+
		⊘
		⊘
Total of Expenditures $25 or Less	$0	

Click here to add a new row

Click here to remove a row

LIST **ALL EXPENDITURES FOR EVENTS.**

Date	Description of Event	Location	Total Expenditures	+
📅		Street Address / City / State / Zip		⊘
📅		Street Address / City / State / Zip		⊘
	Total of Event Expenditures		$0	

Total Expenditures: $0

5. If you need more time to complete this form and/or you are not yet ready to submit it, hit the "Save" button. The form will remain available under the "Edit a Saved Form" section.
6. When you are ready to submit, read and complete the signature declaration form by checking the box and and typing your name and email address.
7. Under the "Filed Expenditure Reports" section on your homepage, the report will show up under the quarter it was filed.

4.4 QUARTERLY EXPENDITURE REPORT AMENDMENT

1. Under the "Amend a Form" section, under the "Expenditure Form" section, click the quarterly form you wish to amend
   a. You cannot change the quarter for the submitted form.

2. Make the changes you want to make to form.
3. If you need more time to complete this form and/or you are not yet ready to submit it, hit the "Save" button. The form will remain available under the "Edit a Saved Form" section.
4. When you are ready to submit, read and complete the signature declaration form by checking the box and and typing your name and email address.
5. The form will show up under the "Submitted Expenditure Reports" section, under the quarter it is being submitted for.

Expenditure Reports

6. When the form has been filed by the City Clerk Department, it will show up under the "Filed Expenditure Reports" section, under the quarter it was filed.

4.5 QUARTERLY CONTRIBUTION REPORT

1. Click the link to create a new quarterly contribution report to document any Campaign Contributions made or solicited subject to reporting requirements.

2. Select the quarter that this report is for.

3. Each registered lobbyist shows up as a tab on the report and you may switch lobbyists by clicking their names. If no contributions were made by a lobbyist during a quarter leave those fields blank.

| John Smith | Jack Hill | Jane Smith | Jill Hill |

Click a tab to change to tha

Name John Smith **Email** john@123.com **IF NO CONTRIBUTIONS WERE MADE BY THIS LOBBYIST IN THIS QUARTER, PLEASE LEAVE FIELDS BELOW BLANK.**

Contributions Made

4. Fill out the Contributions Made section and Contributions Solicited section for each lobbyist in the organization.
    a. To add a new row, click the "+" button at the top of the table.
    b. To remove a row, click the delete button for that row.

Contributions Made

Date	City Official Receiving Contribution	Amount of Contribution	+
			⊘
			⊘
Total Contributions Made		**$0**	

Click here to add a new row

Click here to delete a row

Contributions Solicited

Date	Name and Address of Contributor	Occupation and Employer of Contributor	City Official Receiving Contribution	Amount of Contribution	+
	Name / Street Address / City State Zip	Occupation / Employer			⊘

5. If you need more time to complete this form and/or you are not yet ready to submit it, hit the "Save" button. The form will remain available under the "Edit a Saved Form" section.
6. When you are ready to submit, read and complete the signature declaration form by checking the box and and typing your name and email address.
7. Under the "Filed Contribution Reports" section on your homepage, the report will show up under the quarter it was filed.

Contribution Reports

Filed Contribution Reports	▲
Quarter 1	▲
2017 Q1 Contribution Report	
Quarter 2	
Quarter 3	
Quarter 4	▼
Submitted Contribution Reports	▼
Contribution Reports Open for Edit	▼
Rejected Contribution Reports	▼

4.6 QUARTERLY CONTRIBUTION REPORT AMENDMENT

1. If you need to modify a contribution report that you have already submitted, under the "Amend a Form" section, on the "Contribution Form" row, click the quarterly form you wish to amend.
   a. You cannot change the quarter for the submitted form.

2. Make the changes you want to make to form.
3. If you need more time to complete this form and/or you are not yet ready to submit it, hit the "Save" button. The form will remain available under the "Edit a Saved Form" section.
4. When you are ready to submit, read and complete the signature declaration form by checking the box and and typing your name and email address.
5. The form will show up under the "Submitted Contribution Reports" section, under the quarter it is being submitted for.
6. When the form has been filed by the City Clerk Department, it will show up under the "Filed Contribution Reports" section, under the quarter it was filed.

4.7   EXEMPTION STATEMENT

This form is completed is if a lobbyist will have no expenditures for the year.

1. Click the link to create a exemption statement.
2. Check the lobbyists that should be exempt from reporting expenditures for the year.
3. If you need more time to complete this form and/or you are not yet ready to submit it, hit the "Save" button. The form will remain available under the "Edit a Saved Form" section.
4. When you are ready to submit, read and complete the signature declaration form by checking the box and and typing your name and email address.
5. The form will show up under the "Filed Exemption Forms" section on your homepage.

4.8   EXEMPTION STATEMENT AMENDMENT

1. If you need to amend an existing Exemption statement, look under the "Amend a Form" section, and click the "Exemption Statement" button.

2. Check the lobbyists that should be exempt from reporting expenditures for the year, and uncheck the lobbyists that should not be exempt.
3. If you need more time to complete this form and/or you are not yet ready to submit it, hit the "Save" button. The form will remain available under the "Edit a Saved Form" section.
4. When you are ready to submit, read and complete the signature declaration form by checking the box and and typing your name and email address.

5. The form will show up under the "Submitted Exemption Forms" section on your homepage.

Exemption Forms

Filed Exemption Forms	▼
Submitted Exemption Forms	▲
7/24/2017	
Exemption Opened for Edit	▼
Rejected Exemption Forms	▼

6. When the form has been filed by the City Clerk Department, it will show up under the "Filed Exemption Forms" section of your homepage, under the date it was filed.

4.9 SAVING REPORTS TO EDIT LATER

1. All forms can be saved to be edited later.
2. Once the form is at a state that you are ready to save, click the "Save" button, next to the "Submit" button at the bottom of the screen.

Total Contributions Solicited

☐ BY CHECKING THIS BOX AND TYPING MY NAME BELOW, THE UNDERSIGNED DOES HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT: (1) ALL THE INFORMATION CONTAINED IN THE REPORTING FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE; (2) I AM A REGISTERED LOBBYIST FILING THIS REPORT ON MY OWN BEHALF OR I AM DULY AUTHORIZED TO FILE THIS REPORT ON BEHALF OF THE REGISTERED LOBBYING ENTITY NAMED ON THE REPORTING FORM; AND (3) BY TYPING MY NAME BELOW I ACKNOWLEDGE THAT SUCH ACTION CONSTITUTES THE LEGAL EQUIVALENT OF MY SIGNATURE AND BY TYPING MY NAME I HEREBY WAIVE ANY REQUIREMENT THAT THIS FORM BE NOTARIZED IN ORDER TO BE LEGALLY ENFORCEABLE.

TYPED NAME [   ]   EMAIL ADDRESS [   ]

Submit | Save

3. The report will show up under the "Open for edit" section on your homepage.

Contribution Reports Open for Edit	▲
Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	▲
12/8/2017	

4. The report is not complete until you read and complete the signature declaration and hit "submit".

5 REPORTS

5.1 VIEWING ANNUAL FINANCIAL REPORTS

1. From your organization's homepage, on the bottom-right of the page, click the button to "View Report for <year>" for the calendar year you want to see the report for.

2. A report will be generated and delivered as a PDF file.

Organization Report

Year 2017

123, Inc.
(602) 113-4567

200 W Washington St
Phoenix, AZ, 85003

Person	Phone	Exempt	Registration Date
Jack Hill		True	11/17/2017
Jane Smith		False	11/17/2017
Jill Hill		True	11/17/2017
John Smith		False	11/17/2017

Contributions	Amount
Made	$65.00
Solicited	$75.00
Total Contributions	**$140.00**

Expenditures	Amount
LessThan25	$10.00
MoreThan25	$45.00
Total Expenditures	**$55.00**

6 ADMINISTERING USER Accounts For Your Organization

Note: The User Management area allows for management of who has access to create, modify, and submit reports. Types of access is also managed from this area.

6.1 VIEWING ALL USERS IN THE ORGANIZATION

1. Once logged into the system, click the "User management" button.

2. Here you can see a list of all users with accounts that are able to log in and file reports using this system.
    a. Authorized Users are users who can submit reports.
    b. Administrators are users who can submit reports as well as create and administer users for the organization.
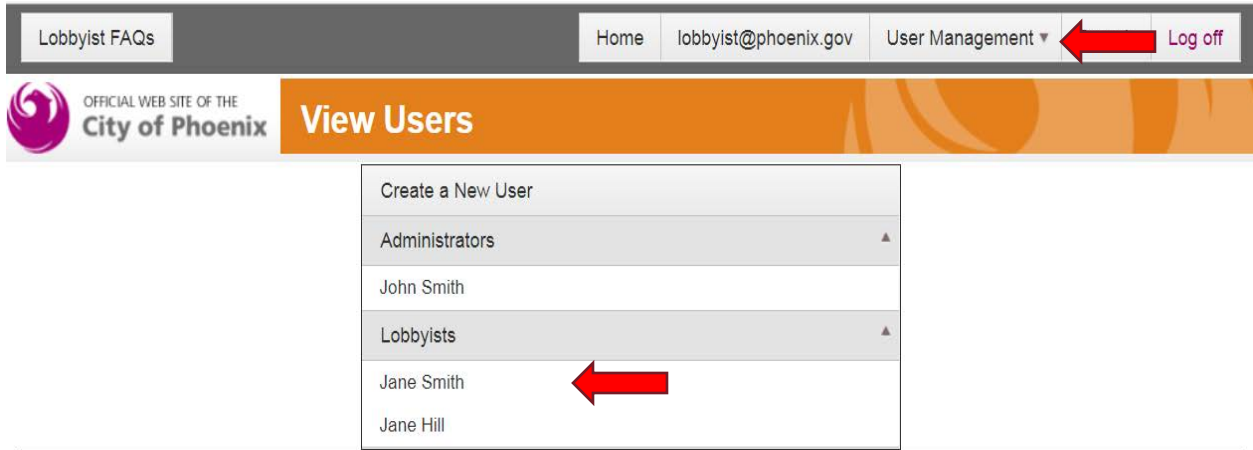
6.2   ADDING NEW USERS (ADMINISTRATOR FUNCTION)

1. When logged in as an administrator of your organization, go to the "User Management" page and click the "Create a New User" button.
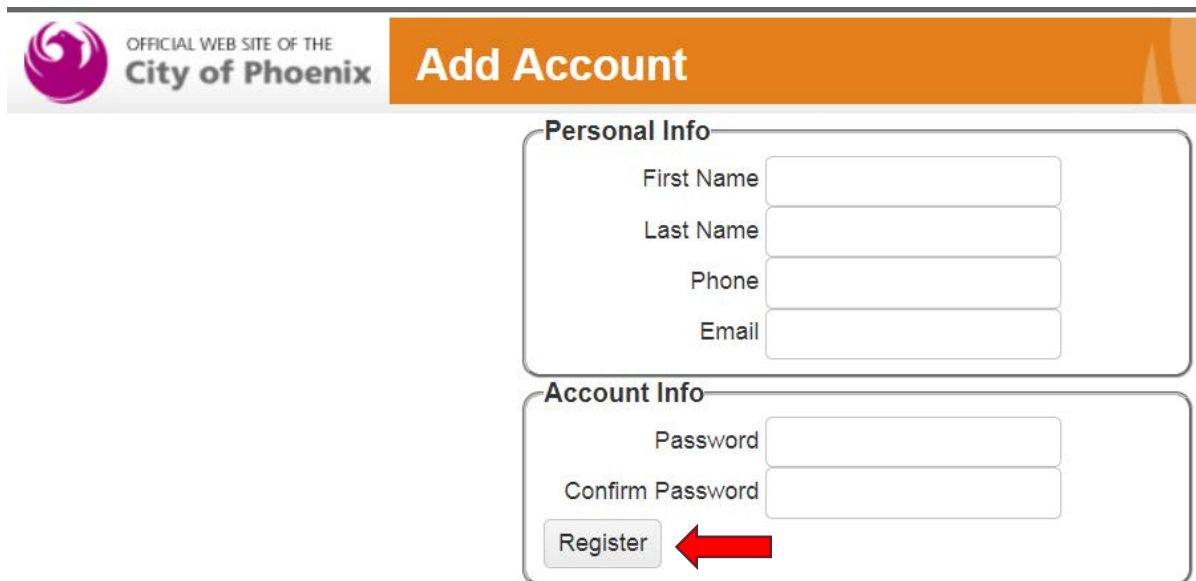
2. Enter the information for this user, including a password for them to use to log into the system and click the "Register" button.
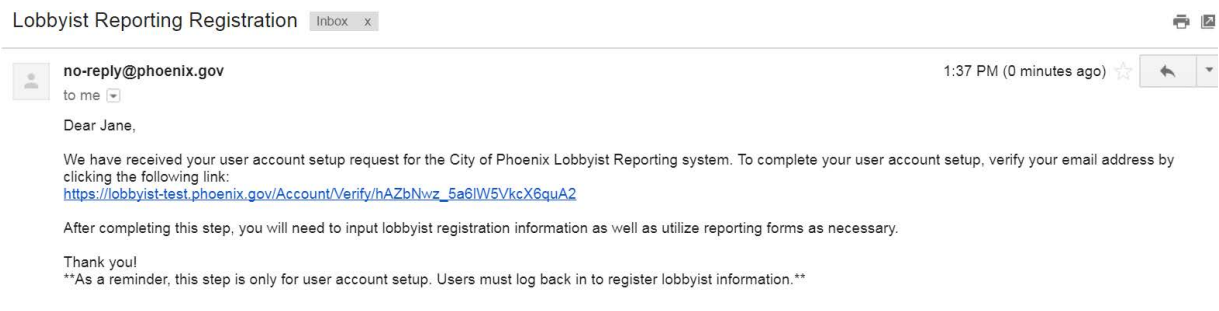
3. An email is sent to the user with instructions on how to verify the account.

6.3 EDITING USER INFORMATION (ADMINISTRATOR FUNCTION)

1. When logged in as an administrator of your organization, go to the "User Management" page.
2. Click the name of the user you want to edit.

3. Click the "Edit Information" button.

4. Edit the information for this user and click the "Change" button under the "Organization Information" section.

6.4 CHANGING THE PASSWORD OF A USER (ADMINISTRATOR FUNCTION)

1. When logged in as an administrator of your organization, go to the "User Management" page.

2. Click the name of the user whose password you want to change.

3. Click the "Edit Information" button.

4. Enter and confirm the new password and hit the "Change" button under the "Set Password" section.

6.5 DELETING USERS (ADMINISTRATOR FUNCTION)

1. When logged in as an administrator of your organization, go to the "User Management" page.

2. Click the name of the user you want to delete.

3. Click the "Delete User" button.

4. On the confirmation page, click the "Delete" button.

Note: Deleting a user does <u>not</u> delete a registered lobbyist from your registration; it simply removes them as an authorized user from the system so they cannot file reports.