



# Instructions for Lobbyist Online Filing

## What you will need:

- Your firm information (if applicable)
- Your individual lobbyist information
- Photos in jpeg format for each lobbyist
- Your client information, including compensation
- Your lobbying activity, including dates of contact, person contacted and any expenditures
- Your checking account information, if payment is due. All payments are now made online through electronic checks. A small convenience fee will apply.

## You will complete 6 sections.

### STEP 1: Register a user account

- This is for the person who will regularly enter information into your account and keep it current when you get a new client, make a new lobbying contact or pay your annual fees.
- Indicate during this step whether you are filing as a lobbyist firm or as a sole proprietor and whether the sole proprietor or firm has already paid its fees.
- If you selected "Sole Proprietor," you will proceed to step 2.
- If you selected "Firm," enter your firm:
  - A. Perform a search for your firm to ensure that it is not already in our database.
  - B. Select "ADD FIRM" if your organization is not found with the search.

**STEP 1: USER ACCOUNT** → **STEP 2: REPORTING PERIOD** → **STEP 3: MY LOBBYISTS** → **STEP 4: MY CLIENTS & LOBBYING ACTIVITY** → **STEP 5: REVIEW** → **STEP 6: CHECKOUT**

**1 Step 1: User Account - Lobbying Firm**

**Search For My Lobbying Firm**

Use the following search tool to determine if the firm to be registered as a lobbying firm is listed. If so, select the firm and complete the firm registration. If the name of the firm to be registered cannot be found via the search tool, click the option to add a new firm.

**A.** \*Firm/Organization:  Search Type:  **SEARCH**

**B.** No firm records found. Please click on the green button to add a new firm. **ADD FIRM**

- Enter your firm's name, nature of business and contact information. Be sure to indicate if yours is a non-profit organization with the "Non-profit" check box.

### STEP 2: Select a reporting period

- Indicate the reporting period for which you are filing. The default setting is the current period—January-June, 2010.




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## STEP 3: Register your lobbyist(s)

- If you have created an account as a sole proprietor, you can only associate one lobbyist with your account.
- If you are filing as a firm with multiple lobbyists, each lobbyist must be entered separately.
- You will need to upload a jpeg head shot photo for each lobbyist along with the lobbyist's contact information.
- \* Open your photo in a photo editing program, such as Microsoft Office Picture Manager. From the program tools, select Resize or Edit. Resize the photo by selecting pixels as the measurement, entering "100" in the width field and "125" into the height field. If the photo is not that exact size, that's OK; it will still upload. But getting it as close to 100 pixels wide will prevent the photo from being stretched or squeezed. If you successfully upload a photo, it will look like the screen shot below:

Upload status: File uploaded successfully. To change your photo, click on browse below.

\*Lobbyist Photo



A headshot photo of every lobbyist is required. The photo must be in jpeg format. For best photo results and a faster upload, resize your photo to 100 pixels (w) x 125 pixels (h). More instructions are available here. If you need more help, please call (312) 603-1121.

\*Lobbyist Photo

## STEP 4: Add your Clients & Lobbying Activity

### ADD CLIENTS

- Enter the contact information of each client.
- Provide the following details about your client:
  - A. The county matter for which your firm has lobbied.
  - B. The amount of compensation they paid you.
  - C. Click "SAVE."

**4 Step 4: My Clients & Lobbying Activity**

**JANUARY - JUNE 2010 Reporting Period**

Here is the list of your current clients for the reporting period. Click the Add Client button to add clients. Click the Edit Client button to edit the client information. After adding a client, you must fill out the "County Matter" and "Compensation" fields and press Save. Next, you must click on the Report Lobbying Activity button to provide details of every contact made on your client's behalf.

	A.	B.	C.
	*County Matter (Example: Printing contract, hospital jobs, etc.)	*Compensation	
<b>FAMILY EDUCATION INTERESTS</b>	<input type="text" value="BROOKFIELD ZOO EVENTS"/>	<input type="text" value="\$ 5,000.00"/>	<input type="button" value="SAVE"/>
<input type="button" value="EDIT CLIENT"/> <a href="#">Delete Client</a>			



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## STEP 4: Add your Clients & Lobbying Activity

### ADD LOBBYING ACTIVITY

- After you click "SAVE," a blue "Report Lobbying Activity" button will appear.
- Whenever a lobbyist has contact with an individual at the county to influence a decision, it must be reported in this section, whether it is via phone, email, meeting, mail, etc.
- Similar to prior searches in your filing process, you must search the database for the person lobbied and add a new person if the search does not return your lobbied person.
- Enter all required information for each lobbying activity:

**4 Step 4: My Clients & Lobbying Activity (ABC INDUSTRIES, JANUARY - JUNE)**

Please complete the following form. Starred fields are required.

#### Person Lobbied Information

\*First Name

Middle Name

\*Last Name

\*Title/Office

#### Lobbyist Information

\*Lobbyist

Yes  No Is the lobbyist related to the person lobbied?

\*Relationship The lobbyist is the 

#### Lobbying Activity & Expenditure

\*Date of Contact

\*Contact Nature

\*Subject Matter

\*Subject Matter Description

\*Amount of Expenditure

\*Purpose of Expenditure

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## STEP 5: Review

- Review your report and click on “EDIT” buttons to make changes.

## STEP 6: Checkout

- When you check out, you submit your report. It is also how you pay your annual registration fees and any late fees, if applicable.
- Read and accept the Terms & Conditions and check the “Accept” box.
- Remember, you can only pay on-line, and only with checking account and routing numbers.
- You **MUST** click on “CHECKOUT” to finish your submission. If any money is owed, this will take you to a secure third-party payment vendor.
  - \* If no money is due, you will be directed to a confirmation screen and an email will be sent to you. Click on “PRINT” to print a complete copy of your report your records.
  - \* If payment is due, complete the form and submit payment. You will then be redirected to a confirmation screen and an email will be sent to you. Click on “PRINT” to print a complete copy of your report your records.

### **You have submitted your lobbyist report!**

Remember: When you add a lobbyist or client, or conduct any lobbying activity, you must return to Lobbyist Online to update your information.

Please **PRINT** a copy of your report for your records

If you would like to terminate your account, please click [here](#).

PRINT