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.

- 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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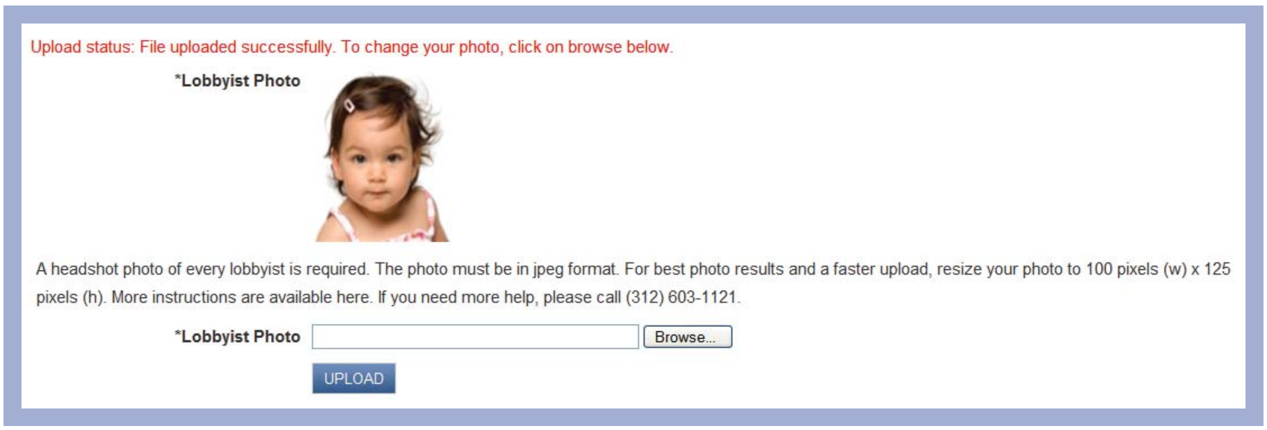
STEP 3: Register your lobbyist(s)

- 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:



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."

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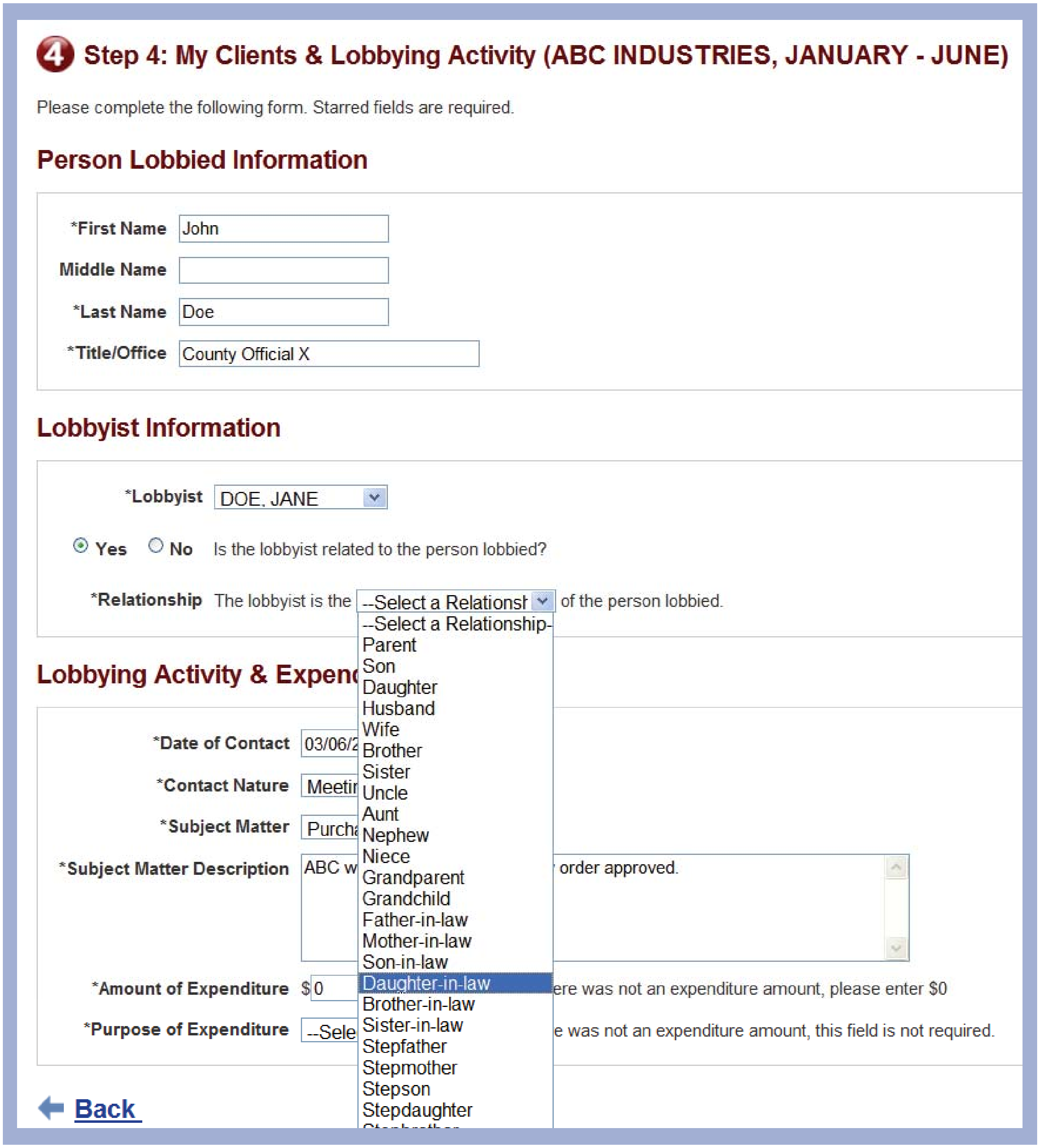
STEP 4: Add your Clients & Lobbying Activity

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:



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

Please complete the following form. Starred fields are required.

Person Lobbied Information

*First Name John
Middle Name
*Last Name Doe
*Title/Office County Official X

Lobbyist Information

*Lobbyist DOE, JANE
Yes No Is the lobbyist related to the person lobbied?
*Relationship The lobbyist is the --Select a Relationsh of the person lobbied.

--Select a Relationship-
Parent
Son
Daughter
Husband
Wife
Brother
Sister
Uncle
Aunt
Nephew
Niece
Grandparent
Grandchild
Father-in-law
Mother-in-law
Son-in-law
Daughter-in-law
Brother-in-law
Sister-in-law
Stepfather
Stepmother
Stepson
Stepdaughter

Lobbying Activity & Expend

*Date of Contact 03/06/2
*Contact Nature Meetir
*Subject Matter Purcha
*Subject Matter Description ABC w order approved.
*Amount of Expenditure $ 0 ere was not an expenditure amount, please enter $0
*Purpose of Expenditure --Sele e was not an expenditure amount, this field is not required.

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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.