

NEW YORK STATE JOINT COMMISSION ON PUBLIC ETHICS

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2015-2016 Registrations

Registrations deadlines for the 2015-2016 biennial registration period are detailed below:

FILE BY JANUARY 1, 2015: If a lobbyist reasonably anticipates exceeding \$5,000 in combined reportable compensation and expenses for the coming year and has been retained, employed, or designated prior to December 15, 2014;

OR

FILE WITHIN 15 DAYS OF THE START OF THE AUTHORIZATION: If a lobbyist is retained or employed AFTER December 15, 2014 and reasonably anticipates exceeding \$5,000 in combined reportable compensation and expenses for 2015;

BUT

A LOBBYIST MUST REGISTER WITHIN 10 DAYS OF ACTUALLY EXCEEDING \$5,000 IN ANNUAL LOBBYING COMPENSATION OR EXPENSES.

*** NOTE RE: LATE FEES ***

As a reminder, pursuant to Section 1-e of the Lobbying Act, the Commission may assess a penalty of up to \$25 per day that a filing is received late; however, the Commission has previously adopted and generally adheres to the following schedule for late filing fees:

Days Late	Amount
1 – 2 days (First-time filer)	\$10 per day
1 – 7 days	\$25 flat late fee
8 – 14 days	\$75 flat late fee
15 – 30 days	\$150 flat late fee
31 – 90 days	\$300 flat late fee
91 – 180 days	\$500 flat late fee
181 days and more	\$1,000 flat late fee

*** *ELECTRONIC FILING NOTE* ***

Lobbying contracts or authorization letters to lobby can be uploaded to a Registration or Registration Amendment at the time of submission. Lobbyists who submit a registration or registration amendment form WITHOUT uploading and attaching the contract or authorization letter prior to submission will be processed in the order in which they are received. Please follow the instructions below to upload and attach contracts or authorization letters prior to submission. JCOPE staff is available to assist with this process by calling the Help Desk at: (518) 408-3976.

Uploading & Attaching Authorizations:

- 1) Log in & Click on “File a New Registration” and select the biennial period.
(If filing an amendment to an existing registration, select that client name & click on “File a new registration amendment”);
- 2) Click on the “Contract/Authorizations” tab.
(If filing an amendment, select “Check this box if contract terms have changed”);
- 3) Enter the contract start & end dates in the boxes provided;
- 4) Select the “Upload Attachment” button;
- 5) Click on “Browse” and select where the contract is saved on your computer (ie. desktop, c-drive, etc.);
- 6) Give the file a description (example: XYZclient2015). **NOTE:** Do Not use any special characters (such as dashes or periods) in the file description field, use ONLY letters and numbers;
- 7) Click on the “Upload” button;
- 8) Close the page (the screen should default back to the previous page) and click on the red & gray (refresh) arrows;
- 9) The contract should now appear—check the box next to the contract and click on the “Declaration”
- 10) Click on the “Fees” tab to submit the registration.