



How to File a Client Semi-Annual Report in the Online Lobbying Application ('LA')


Please refer to the Tool Tip icons  located throughout the Filing for more detailed information.

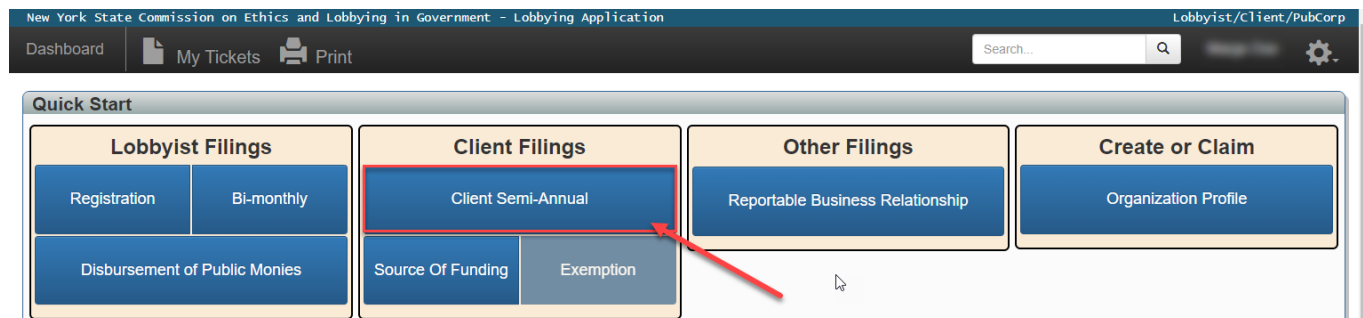
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HOW TO CREATE A CLIENT SEMI-ANNUAL REPORT

1. Select the 'Client Semi-Annual' button from the 'Client Filings' quick start menu on the Dashboard.



2. On the **Client Semi-Annual** tab, select the 'Contractual Client Name' from the drop-down list.
3. If the **Client Organization's** name does **not** appear in the drop-down list:
 - (1) you are not listed in a designated role – Chief Administrative Officer, Delegated Administrator or Authorized Preparer;
 - (2) the Organization you are filing for does not have a Profile set up in the Lobbying Application ("LA").

NOTE: A Profile that has been created as a 'placeholder' needs to be claimed before you can "use" it. To claim a 'placeholder' Organization Profile, click under 'Create or Claim' the 'Organization Profile' button from the Quick Start Menu on your Dashboard. (Refer to 'Step 3: How to Claim or Create Lobbying or Client Organization Profiles' on the Commission's website).



IMPORTANT



Before you proceed, **verify** the name of the **Contractual Client** is correct. You **cannot** change the Contractual Client name once you begin the Client Semi-Annual Report. If incorrect, you will be required to discard the form and begin a new Client Semi-Annual Report.

INFORMATION CONTAINED IN A CLIENT SEMI-ANNUAL REPORT

- **To navigate the Client Semi-Annual Report, you may:**
- Click any of the menu items from the left-hand navigation menu;
 - Click the left or right arrows at the upper right side of your screen; or
 - Click the [Continue →](#) hyperlink at the bottom of your screen.

The online CSA contains its own main navigation menu and can be viewed in a “tabbed format” or in “full view”, depending on Filer preference.

The Client Semi-Annual Report (CSA) contains the following fields. Items denoted with a red asterisk ‘*’ are required fields.

CONTRACTUAL CLIENT INFORMATION*

The ‘**Contractual Client**’ must have an existing Profile **BEFORE** a CSA can be submitted in LA.

The ‘**Contractual Client**’ may be the *same* as the ‘**Principal Lobbyist**’.

NOTE: If you are a Contractual Client who lobbies on your own behalf (you are both the Principal Lobbyist and Contractual Client), you are **not required** to file a CSA. However, **you are required** to either (1) disclose Source(s) of Funding (SoF) or (2) indicate SoF reporting is not required (SEE SoF Instructions).

CSA YEAR/REPORTING PERIOD*

Click the ‘**Start**’ button next to the applicable filing ‘**Period**’ to begin a new CSA, or select the ‘**Saved, Not Submitted**’ hyperlink to open a CSA that was previously started. CSA Reports that have already been submitted will display a ‘Submitted Date’ in the ‘Submitted Date’ column.

Contractual Client Info

Testing Profile, Inc.
540 Broadway
Albany, NY 12207
United States
p. +1 518-408-3976
e. testing@gmail.com

Contractual Client Name

Testing Profile, Inc. ▼

Year

All ▼

Period	Start/View Form	Submitted Date
2019 January - June	Start	
2019 July - December	Start	
2020 January - June	Start	
2020 July - December	Start	
2021 January - June	Start	

BENEFICIAL CLIENT INFORMATION*

The name of any Beneficial Client(s) reported by your Principal Lobbyist(s) on their Statement of Registration(s) where you are listed as the Contractual Client will automatically populate on your CSA.

The ‘**Beneficial Client**’ may be the *same* as the ‘**Contractual Client**’.

A **new** Beneficial Client(s) may be added directly to a CSA Report.

➤ **How to add a Beneficial Client who already has an existing Organization Profile in the LA:**

On the **Beneficial Client(s) SoF & RBR** tab, either:

- enter the first few characters of the '**Beneficial Client**' name in the text search box; **OR**
- type the asterisk symbol (*) in the text search box to view a list of Organizations with existing Profiles in LA.

If multiple versions of the Organization name appear in the drop down list, select the Organization name that has a green check-mark next to it. The green check-mark indicates the Profile has been verified by an Authorized Person. If none of the Organization names have a green check-mark, please contact the [Lobbying Helpdesk](#).

The screenshot displays the 'Client Semi Annual Form' interface. At the top, there are tabs for 'Contractual Client' and 'Beneficial Clients'. The 'Beneficial Clients' tab is active, showing 'ABC Lobbying Organization, LLC'. Below this, there are buttons for 'Submit', 'Discard', and 'Save'. The main section is titled 'Beneficial Client(s) & SoF'. On the left, there is a sidebar with links for 'Principal Lobbyist(s) Information', 'Lobbying Expenses', 'Lobbying Subjects', 'Lobbying Activities', 'Business Relationships', and 'Adaptation'. The main area contains a 'Beneficial Client Search' box with the text 'Enter Client Name or Type * to View List'. Below the search box, there is a list of results for 'ABC Lobbying Organization, LLC'. A red box highlights the 'Test Organization' entry, which has a green checkmark next to it. To the right of the search results, there is a 'SOF' (Statement of Filing) section with a 'Start SOF' button and a red circle icon.

NOTE: If you add new Beneficial Client(s) directly to your CSA Report, you may also amend associated Filings to add the Beneficial Client(s).

➤ **How to add a Beneficial Client who does not have an existing Organization Profile in the LA:**

You will have to 'save' your CSA Report and create a 'placeholder' Organization Profile for each Beneficial Client you wish to add. (*Refer to 'Step 3: How to Claim or Create Lobbying or Client Organization Profiles'* on the Commission's website).

➤ **How to remove a Beneficial Client from your CSA Report:**

You **CANNOT** remove any Beneficial Client(s) automatically populated on your CSA Report. (Beneficial Clients reported by your Principal Lobbyist(s) on their Statement of Registration(s) where you are listed as the Contractual Client.)

If you accidentally add an incorrect Beneficial Client in error on your **saved** filing, you will need to discard the **saved** filing and start again for the name to be removed. **However**, once the CSA is submitted you will need to contact Commission staff to have an incorrectly listed Beneficial Client removed from the filing. You **cannot** remove a Beneficial Client by submitting an amendment.

NOTES:

- Removal of a **Beneficial Client** does **NOT** create a Registration Amendment and/or Termination. Removing a **Beneficial Client** from a CSA Report has no impact on the associated Registration Filing. If your relationship has terminated, you must submit a Termination.
- **At least one Beneficial Client must be listed on a CSA Report.**

The screenshot displays the 'Client Semi Annual Form' interface. At the top, there are two tabs: 'Contractual Client' and 'Beneficial Clients'. The 'Contractual Client' tab is active, showing details for 'Testing Profile, Inc.' (540 Broadway, Albany, NY 12207, p. +1 518-408-3976, e. testing@gmail.com). The 'Beneficial Clients' tab is also visible, showing the same client details. To the right, the form header indicates 'Client Semi Annual Biennial Period: 2021 - 2022', 'Reporting Period: 2022 July - December', and 'Confirmation #: (Saved, NOT SUBMITTED)'. A green bar at the bottom of the header states 'Form Successfully Saved'. Below the header, there are buttons for 'Submit Filing', 'Discard', 'Save for Later', and 'Extension Request', along with a 'Saved: 3:48PM' timestamp. The main content area is titled 'Beneficial Client(s) SoF & RBR' and includes a 'Beneficial Client Search' section with a text input field and a 'Continue' button. Below the search section, there is a table titled 'List of Beneficial Clients affiliated to Contractual Client' with columns for 'List', 'SOF', and 'RBR'. The table contains one entry for 'Testing Profile, Inc.' with a 'Start SoF' button in the 'SOF' column and 'See Business Relationships Tab' in the 'RBR' column. A 'Continue' button is at the bottom of the table.

➤ **BENEFICIAL CLIENT(S) – SOF & RBRs Tab in LA**

SOURCE OF FUNDING INFORMATION (if applicable)

Every Beneficial Client is required to either: (1) Disclose Source(s) of Funding ('SoF'); or (2) Indicate SoF reporting is not required. The SoF information will append to every active CSA Report (including amended versions) submitted by the affiliated Contractual Client during the applicable Reporting Period.

If you are acting as **both** the Contractual Client **and** Beneficial Client, you will be required to fill-out your SoF form at this time by selecting the green '**Start SoF**' button next to your name. Any information already filled-out in your CSA will be saved. When you have completed your SoF form, you will be returned to your CSA to complete the remainder of information.

- Data disclosed on your Organization Profile (Organization name, contact information, etc.) will automatically populate information to your SoF form.

If the Beneficial Client already submitted a SoF, the form confirmation number '**SFO...**' will display. If the Beneficial Client has yet to complete their SoF, '**No SoF Attached**' will display.

See Source of Funding Instructions for more information.

Contractual Client
Testing Profile, Inc.
 540 Broadway
 Albany, NY 12207
 p.+1 518-408-3976
 e.testing@gmail.com

Beneficial Clients
 Testing Profile, Inc.

Client Semi Annual
Biennial Period: 2021 - 2022
Reporting Period: 2022 July - December
Confirmation #: [View Associated Filings](#)
(Saved, NOT SUBMITTED)

Form Successfully Saved

Submit Filing

Discard

Save for Later

Extension Request

Saved: 3:48PM

Beneficial Client(s) SoF & RBR
 Principal Lobbyist(s) Information
 Lobbying Expenses
 Lobbying Subjects
 Lobbying Activities
 Business Relationships
 Attestation
 Activity

Client Semi Annual Form
Reporting Period: 2022 July - December [Full View](#)

Beneficial Client(s) SoF & RBR

Beneficial Client Search Enter Client Name or Type * to View

Note: Each Beneficial Client must submit a SoF and if applicable an RBR. Once Submitted, they will automatically be attached to your CSA. For more information on SoF, [Click Here](#).

List of Beneficial Clients affiliated to Contractual Client	SoF	RBR
Testing Profile, Inc. 540 Broadway Albany, NY 12207 United States p.+1 518-408-3976 e.testing@gmail.com	Start SoF	See Business Relationships Tab

Continue

REPORTABLE BUSINESS RELATIONSHIP (if applicable)

An RBR is required to be disclosed **if** a Beneficial Client has at least one active lobbying relationship in a calendar year, **and** has a business relationship with a State Person, or an Entity in which a State Person has the Requisite Involvement, at any time during that calendar year.

If the Beneficial Client already submitted a Reportable Business Relationship Report, the form confirmation number 'BRO...' will display. If the Beneficial Client has yet to complete a Reportable Business Relationship Report, either 'No RBR Attached' or 'See Business Relationships Tab' will display.

For Contractual Clients who have a Reportable Business Relationship to disclose, please see the 'Reportable Business Relationship Information' section on page 35.

Beneficial Client(s) SoF & RBR
 Principal Lobbyist(s) Information
 Lobbying Expenses
 Lobbying Subjects
 Lobbying Activities
 Business Relationships
 Attestation
 Activity

Client Semi Annual Form
Reporting Period: 2021 January - June [Full View](#)

Beneficial Client(s) SoF & RBR

Beneficial Client Search Enter Client Name or Type * to View

Note: Each Beneficial Client must submit a SoF and if applicable an RBR. Once Submitted, they will automatically be attached to your CSA. For more information on SoF, [Click Here](#).

List of Beneficial Clients affiliated to Contractual Client	SoF	RBR
Testing Profile, Inc. 540 Broadway Albany, NY 12207 United States p.+1 518-408-3976 e.	Start SoF	See Business Relationships Tab
Testing Profile 540 Broadway Albany, NY 12207 United States p.+1 518-408-3976 e.	No SoF Submitted	No RBR Attached
Nathan's Hot Dogs 540 Broadway Albany, NY 12207 United States p.+1 518-408-3976 e.	No SoF Submitted	BRO2110005

PRINCIPAL LOBBYIST INFORMATION*

Certain information disclosed in applicable Filings submitted during the corresponding CSA Reporting Period will automatically populate your CSA:

- The name(s) of each Principal Lobbyist who has listed you as a Contractual Client on a Statement of Registration.
- The names of all Beneficial Client(s) reported by your Principal Lobbyist(s) on their Registration(s).
- Information disclosed in your Employed Lobbyist's applicable Bi-monthly Reports submitted during the corresponding six-month CSA reporting period (Employed Lobbyist names, Compensation, Expenses, Level of Government, and Lobbying Activities). **NOTE:** There are no Reimbursed Expenses for *Employed Lobbyist(s)*.

NOTE: You should NOT remove a Principal Lobbyist from your Client Semi-Annual Report unless your relationship terminated prior to the CSA Reporting Period.

A **new** Principal Lobbyist(s) may be added directly to a CSA Report.

➤ **How to add a 'Principal Lobbyist' who already has an existing Organization Profile in the LA:**

On the ***Principal Lobbyist(s) Information*** tab, either:

- a. enter the first few characters of the '**Principal Lobbyist**' name in the text search box; **OR**
- b. type the asterisk symbol (*) in the search box to view a list of Organizations with existing Profiles in LA.

If multiple versions of the Organization name appear in the drop-down list, select the Organization name that has a green check-mark next to it. The green checkmark indicates the Profile has been verified by an Authorized Person. If none of the Organization names have a green checkmark, please contact the [Commission's Help Desk](#).

➤ **How to add a Principal Lobbyist who does not have an existing Organization Profile in the LA:**

You will have to 'save' your CSA Report and create a 'placeholder' Organization Profile for each Principal Lobbyist you wish to add. (***Refer to 'Step 3: How to Claim or Create Lobbying or Client Organization Profiles'*** on the Commission's website).

NOTE: If you add new Principal Lobbyist(s) directly to your CSA Report, you may also be required to amend associated Filings to add the Principal Lobbyist(s).

➤ **When creating a 'placeholder' Organization Profile, you will be required to provide the following information:**

- (a) **Principal Lobbyist Business Name:** The Organization Name (including Structured Coalitions and Public Corporations)
- (b) **Principal Lobbyist Business Address, Phone Number, Email Address:** The address, phone number, and email address of the Principal Lobbyist's place of business.

Additional information you are required to provide after a new Principal Lobbyist is added to your CSA Report:

- (a) **Type of Lobbying Relationship** between the Lobbyist and the Contractual Client
- **Employed** - Select if you use employee(s) to lobby on behalf of the Organization
 - **Retained** - Select if you engaged (retained) a person or Organization to lobby for your benefit
- (b) **Level of Government Lobbied** by your Principal Lobbyist during this Reporting Period
- State Lobbying
 - Municipal Lobbying
 - State/Municipal (Both)
- (c) **Principal Lobbyist ‘Start Date’**

When entering a **new** Principal Lobbyist on your CSA (the PL was not pre-populated on your CSA), you must provide the date (the “first day”) your Principal Lobbyist was authorized to lobby on behalf of the Contractual Client.

➤ **How to remove a Principal Lobbyist from your CSA Report:**

You **CANNOT** remove any automatically populated Principal Lobbyist(s) from your CSA Report. You will need to submit the CSA with the Principal Lobbyist(s) listed and email [Commission staff](#) giving your authorization to have the PL removed. **However**, if you manually add a Principal Lobbyist(s) to a *saved* CSA you can select the red and white circle ‘X’ icon located to the right of the name of the Organization you wish to remove.

The following information is required when a new ‘Principal Lobbyist’ is added to your CSA Report:

Client Semi Annual Form Reporting Period: 2021 January - June Full View

Principal Lobbyist(s) Information

Principal Lobbyist Search Enter Lobbyist Name or Type * to View list

Lobbyist(s)	Lobbyist Relationship with Contractual Client	List of Beneficial Clients on Lobbyist's Registration	Level of Govt, Comp, Reimb Exp. (i)
<p>Testing LLC</p> <p>540 Broadway Albany, NY 12207 United States p. +1 518-408-3976 e. breanna.kajano@jcope.ny.gov</p>	Retained	Testing Profile, Inc.	<p>Edit</p> <p>Level Of Gov State/Municipal (Both) Compensation \$0 Reimbursement \$0</p>
<p>Testing Profile, Inc.</p> <p>540 Broadway Albany, NY 12207 United States p. +1 518-408-3976 e. testing@gmail.com</p>	Employed	Testing Profile, Inc.	<p>Level Of Gov State/Municipal (Both) Compensation \$0</p>
<p>Nathan's Hot Dogs</p> <p>540 Broadway Albany, NY 12207 United States p. +1 518-408-3976 e. breanna.kajano@jcope.ny.gov</p>	-- Choose Type --	<p>Edit/Add Beneficial Clients</p>	<p>Edit</p> <p>Level of Gov Info Required Compensation Info Required Reimbursement Info Required</p>

Grand Total dollar amount of ALL Lobbyist(s) Compensation for Semi-Annual Reporting Period

➤ **Lobbyist Relationship with Contractual Client**

Indicate the **‘Type of Relationship’** between you and your Principal Lobbyist by selecting **‘Employed’** or **‘Retained’** from the drop-down list.

➤ List of Beneficial Clients on Lobbyist's Registration

Click the blue '[Edit/Add Beneficial Clients](#)' hyperlink and add the name(s) of the Beneficial Client(s) listed on the Statement of Registration between you and your Principal Lobbyist.

The following information is required for EVERY 'Principal Lobbyist' listed on your CSA Report:

Client Semi Annual Form Reporting Period: 2021 January - June [Full View](#)

Principal Lobbyist(s) Information

Principal Lobbyist(s)

Principal Lobbyist Search Enter Lobbyist Name or Type * to View list

Lobbyist(s)	Lobbyist Relationship with Contractual Client	List of Beneficial Clients on Lobbyist's Registration	Level of Govt, Comp, Reimb Exp
Testing LLC 540 Broadway Albany, NY 12207 United States p. +1 518-408-3976 e. breanna.kajano@jcope.ny.gov	Retained	Testing Profile, Inc.	Edit Level Of Gov State/Municipal (Both) Compensation \$0 Reimbursement \$0
Testing Profile, Inc. 540 Broadway Albany, NY 12207 United States p. +1 518-408-3976 e. testing@gmail.com	Employed	Testing Profile, Inc.	Level Of Gov State/Municipal (Both) Compensation \$0

Grand Total dollar amount of ALL Lobbyist(s) Compensation for Semi-Annual Reporting Period
\$0

[Continue](#)

➤ Level of Government, Compensation and Reimbursed Expenses for Newly Added and Existing Lobbyists

Click the blue "**Edit**" button to enter the additional required information:

a) Level of Government Lobbied by your Principal Lobbyist

Indicate the Level of Government your Principal Lobbyist lobbied on your behalf by selecting either 'State', 'Municipal' or 'State/Municipal (Both)' from the drop-down list.

b) Compensation Amount paid to Principal Lobbyist in the current CSA Reporting Period

Enter the Total (Dollar Amount) of Compensation paid to your Retained Principal Lobbyist during this reporting period.

c) Reimbursed Expense(s) paid to Principal Lobbyist in the current CSA Reporting Period

Enter the Total (Dollar Amount) of Expenses reimbursed to your Principal Lobbyist during this reporting period.

NOTE: There are no Reimbursed Expenses for *Employed Lobbyist(s)*.

d) Date Principal Lobbyist began Lobbying Activities on your behalf (Start Date) (if applicable)

For a new Retained Lobbyist, enter the earliest date the Principal Lobbyist was authorized to engage in Lobbying Activities on your behalf by clicking the green 'calendar icon' or by manually entering the date in mm/dd/yyyy format.

LOBBYING EXPENSES*

The 'Lobbying Expenses' section of the CSA includes aggregate expenses, itemized expenses and Unstructured Coalition Member Contributions.

➤ Report in the aggregate all expenses less than or equal to \$75

Enter the single aggregated total dollar amount of all expenses of \$75 or less that were incurred in the current Client Semi-Annual Reporting Period.

You may report '0' (default value) and proceed to the next required field if you have no aggregated expenses to disclose in this reporting period,

NOTE: If you report '0':

- the **Reimbursed Expense Totals** for your Principal Lobbyist(s) must be \$0, **and**
- no other Expenses can be reported on your CSA Report.

➤ Report in the aggregate all expenses for salaries of non-lobbying employees

Disclose Compensation paid to those professional and clerical employees who do not engage in Direct or Grassroots Lobbying Activity.

You may report '0' (default value) and proceed to the next required field if you have no aggregated expenses for salaries of non-lobbying employees to disclose in this reporting period,

➤ **Itemized Expenses**

Expenses valued at more than \$75 must be itemized and include the name of the person or entity to whom it was paid, the date of the Expense, as well as the purpose for which it was paid.

If applicable, you may select the check-box labeled '*Check here if you have no itemized expenses to report for this period*'.

➤ **How to add an 'Itemized Expense':**

Click the green 'Add' button located underneath the '*Report all itemized expenses incurred as the Client*' sub-heading, and provide the following information:

The screenshot shows the 'Client Semi Annual Form' with the 'Reporting Period: 2021 January - June' and a 'Full View' button. The 'Lobbying Expenses' section is active, showing 'Lobbying Expenses (Current Period Only)' with a sub-heading 'Report in the aggregate all expenses less than or equal to \$75'. Below this is a text input field with '0' and a red arrow pointing to it. Another sub-heading 'Report in the aggregate all expenses for salaries of non-lobbying employees' is followed by another text input field with '0' and a red arrow pointing to it. A section titled 'Report all itemized expenses incurred as the Client' includes a note: 'NOTE: Itemized expenses disclosed on your employed Bi-monthly filings are already imported to your CSA.' Below the note is a checkbox labeled 'Check here if you have no other Itemized Expenses to report for this period'. At the bottom of this section is a table with columns 'Paid To', 'Amount', 'Date', and 'Purpose'. The 'Sub-Total: \$0' is shown below the table. A green 'Add' button is circled in red. At the bottom, the 'Total Expenses (total of all expense categories)' is shown as '\$0'.

- Expense Paid To** – Indicate the name of the **Organization or Individual** the Expense was paid to. Indicate the type by selecting the applicable radio button.
- Expense Amount** – Enter the total (Dollar amount) of the Itemized Expense.
- Indication if the Expense Amount was reimbursed to Lobbyist** – Select the check mark to indicate expense reimbursed to Lobbyist.
- Expense Date** – Enter the date of the expense by either clicking on the green calendar icon, or by manually entering the date using a mm/dd/yyyy format. The expense date entered must be any date that falls within the Client Semi-Annual Reporting Period.
- Expense Purpose** – Select an expense purpose from the drop-down menu.

- **Advertising – Billboards**

Expenses related to purchasing and maintaining a billboard advertisement.

The 'Itemized Expense' form has a title bar with a close button. It contains two radio buttons: 'Individual' (selected) and 'Organization'. Below these are fields for '*Expense Paid To', '*Expense Amount', and a checkbox for 'Expense Reimbursed to Lobbyist'. There is a dropdown menu for '*Expense Purpose' with the text '-- Choose Purpose --'. Below that is a field for '*Expense Date (MM/DD/YYYY)' with a green calendar icon. At the bottom right are three buttons: 'Add' (green), 'Add Another' (green), and 'Close' (red).

- **Advertising – Consulting**
Expenses related to hiring a consultant for the purpose of using their expertise in evaluating advertising, public relations, communications and/or marketing goals.
- **Advertising – Design Services for Media Buy**
Expenses related to hiring and utilizing the services of a graphic designer.
- **Advertising – Flyers/Posters**
Expenses related to staff time spent creating, designing, purchasing, and printing flyers and posters.
- **Advertising – Media Relations and Strategy**
Expenses related to the analysis of specific advertising goals for the purpose of developing a targeted media relations strategy related to Lobbying or advocacy efforts.
- **Advertising – Multi-Platform Media Buy (Print, Online, TV, Web)**
Expenses related to purchasing advertisements that include multiple platforms such as print, television, and online advertising. (i.e. purchasing an advertisement in the Times Union print newspaper and online web edition).
- **Advertising – Newspaper Inserts**
Expenses related to the design, development (including staff time), and market research related to the purchase and distribution of newspaper inserts.
- **Advertising – Print Media/Publishing fees over \$500**
Expenses related to printing and publishing materials for advertising that is more than \$500.
- **Advertising – Social Media Platforms (Facebook, Twitter, Instagram, etc.)**
Expenses related to the design and execution of advertisements posted to Social Media accounts including but not limited to Facebook, Twitter, Instagram, etc.
- **Advertising – Television**
Expenses related to airing advertisements on television stations/channels.
- **Advocacy – Civic Engagement/Community Organizing**
Expenses related to staff time preparing a Community event where lobbying activity will occur.
- **Advocacy – Email marketing/Email blasts**
Expenses related to the design, purchase of software applications/licenses, development and target audience research related to email marketing and mass emails.
- **Advocacy – Expenses Related to Hiring an Outside Firm to Handle Administrative Tasks**
Expenses related to the hiring of an outside entity to complete administrative tasks related to lobbying such as scheduling meetings.
- **Advocacy – Legislative Bill Tracking**
Expenses related to subscriptions fees or hiring law firms to track legislative bills on search engines such as: Legislative Retrieval System (LRS), and State Watch.

- **Advocacy - Legislative Research**
Expenses related to subscriptions to legal search engines such as West Group or Lexis, POLITICO or hiring law firms to conduct Legislative Research.
- **Advocacy - Mass Mailings/Bulk Mailing**
Expenses related to the purchase of supplies and staff time spent developing and preparing mass/bulk mailings.
- **Advocacy - Phone Advocacy**
Expenses related to organizing, paying staff/volunteers, phone equipment and service fees related to phone advocacy efforts.
- **Advocacy - Postage and/or Printing over \$500**
Expenses related to postage, printing costs and mailing items valued more than \$500.
- **Advocacy - Technology (cellphones, iPad, hotspots)**
Expenses related to purchasing devices, data plans, and internet services/personal hotspots to be used specifically for Lobbying Activities.
- **Reimbursement to Lobbyist - Only used when multiple expenses are submitted and purpose is unknown**
- **Social Event - Booth Rentals/Meeting Space Fees**
Expenses related to renting a conference space and/or booth table for a Lobby Day or other social event.
- **Social Event - Buses/transportation for Lobby Day**
Expenses related to transportation (bus, train, rental cars) of volunteers and staff members but NOT LOBBYISTS to a Lobby Day or other social event.
- **Social Event - Catering/Meals for Lobby Day**
Expenses related to supplying food for attendees of a Lobby Day.
- **Social Event - Civic Engagement/Community Organizing**
Expenses related to staff time planning and preparing for a Lobby Day or other social event.
- **Social Event - Consulting**
Expenses related to hiring an event planner or organizer for Lobby Day or other social event.
- **Social Event - Equipment and A/V Rentals**
Expenses related to the rental and usage of technology and audio-visual equipment for a Lobby Day or other social event.
- **Social Event - Event Sponsorship**
Expenses related to the act of supporting an individual, organization or event financially for the purpose of creating exposure to a brand or set of issues, access to attendee information, and/or speaking opportunities.
- **Social Event - Lodging**
Expenses related to hotel reservations and accommodations for staff and volunteers who attend a Lobby Day or other social event.

- **Social Event - Parking fees**
Expenses related to fees for parking for a Lobby Day or other social event.
- **Social Event - Print fees over \$500**
Expenses related to printing of name badges, and informational materials/pamphlets distributed at a Lobby Day or other social event.
- **Social Event - Promotional Materials**
Expenses related to the creation and purchase of materials used to promote an Organizations message during a Lobby Day or other social event, such as shirts, hats, mugs, pencils and stress balls.
- **Social Event - Rallies**
Expenses related to staff time for setting up and organizing a Rally.
- **Social Event - Reception/Banquet**
Expenses related to staff time organizing a reception, renting out the banquet space, and catering/food expenses.
- **Social Event - Rental Fees**
Expenses related to renting equipment such as microphones and tables for events such as a Lobby Day or other social event.
- **Social Event - Travel Reimbursement (Train, Airfare, Car, Hotel)**
Expenses related to reimbursing staff and or volunteers for travel expenses they paid for themselves.
- **Social Event - Volunteer Training**
Expenses related to organizing and holding training events for volunteers prior to an event, such as a Lobby Day or other social event.
- **Social Media - Media Relations and Strategy**
Expenses related to hiring an individual or company to establish and/or oversee an Organization' s social media presence.
- **Social Media - Online Advocacy (sponsored posts)**
Expenses related to search engine optimization and sponsoring, such as expenses incurred to create, or promote or place content on Social Media. This would also include the cost of hiring an individual to place content related to the Organization on the individual' s own Social Media accounts based on the individual' s popularity on Social Media (i.e. an "influencer").

- f. **Expense Detail (if applicable)** -If an Itemized Expense is **paid to an Organization on behalf of an Individual (or Individuals)**, an **Expense Detail** is required and must include the following information:

- Name of individual(s) (Multiple individuals can be added).
- Amount of Detailed Expense paid to the Organization that is attributed to the individual listed.

➤ **How to add an Individual to your 'Expense Detail':**

Select the green 'Add' button located in the **Expense Details** section, and enter the required information denoted by a red asterisk '*' (see screenshot below).

- Last Name, First Name, and Title** of the Individual.
- Dollar Amount of Expense** that is attributed to the Individual.

Select the 'Add' button to save and return to the previous screen.

➤ **How to add multiple Individuals to your 'Expense Detail':**

Click the green 'Add' button located in the **Expense Details** section.

- Follow instructions above – “**How to add an Individual to your 'Expense Detail'.**”
- Select the 'Add Another' button and provide the required information.

Once you have finished adding all the Individuals, select the 'Add' button to save and return to the previous screen.

NOTE: The Total (Dollar Amount) of the Itemized Expense paid to the Organization is the sum of *each* Individual's Expense Detail Amount when added together (Expense Detail A + B + C = Total (Dollar amount) of the Itemized Expense.) **See Client Semi-Annual and Amendment Instructions for examples.**

Once you have finished adding your 'Itemized Expense':

- (1) Click the **'Add'** button on the pop-up window to include the **'Itemized Expense'** in the ***Lobbying Expense*** section of your CSA;

OR

- (2) Click **'Add Another'** to include additional **'Itemized Expense'**.

- Repeat these steps until all Itemized Expenses have been included.
- Select '**Close**' to return to the main ***Lobbying Expenses*** screen.

➤ **Unstructured Coalition Member Contributions (if applicable)**


Members of Unstructured Coalitions must disclose their Contributions made to the Coalition in the 'Expense' section of their own Lobbying Reports (typically in their CSA Reports).

NOTE: A **Structured Coalition** that files as a Lobbyist or Client is **NOT** required to disclose Coalition Member Contributions on their CSA Report. Instead, the **Structured Coalition** must register and file Lobbying Reports as a “Coalition” (“Coalition” Profile Type). Like every other Lobbying Organization, the **Structured Coalition** must disclose all of its Lobbying Activity, and Reportable Compensation and Expenses related to the **Structured Coalition**.

Refer to the Coalition guidance document entitled ***Coalition Filing Requirements*** for detailed guidance on Lobbying Activities involving Coalitions.

Information required when reporting Member Contributions to Unstructured Coalitions

1. Select the **'Add'** button and disclose the required fields that are denoted with a red asterisk *****.

Unstructured Coalition Member Contribution, if applicable 

*does not apply to a Coalition who opts to file as a Lobbyist or Client

Coalition Name	Contribution Amount (includes time, resources and direct monetary contributions; does not include Incurred Expenses)	Was a Expense incurred on behalf of the Coalition? (includes comp paid to Retained Lobbyist)	Total Amount of the Expense incurred on behalf of the Coalition	Was the Expense paid for using Pooled Funds?	If Pooled Funds were used, Member's portion of the Incurred Expense	Total Contribution Amount (includes Member's contribution and portion of Incurred Expenses)	Expense Purpose	
								Add

- a) Coalition Name*

Enter the name of the *Unstructured Coalition* in the '**Coalition Name**' search text field. If the Coalition already files with Commission, the LA will recognize the name and advise that you are not required to report the expenses.

- b)
- Contribution Amount***

<p>Disclose the Member's Contribution Amount given to the <i>Unstructured Coalition</i>, which includes time, resources and direct monetary Contributions. This does <u>NOT</u> include incurred Expenses.</p>	<p>Was an Expense incurred on behalf of the Coalition?</p> <p><input type="text" value="Yes"/></p>
---	--

Coalition Dues

***Coalition Name**

Testing

***** This Coalition already files with the Commission on Ethics and Lobbying in Government; you are not required to report the expenses.

Coalition for Testing Applications

Was an Expense incurred on behalf of the Coalition?

Yes

c) **Was an Expense incurred on behalf of the Coalition?**

Choose 'Yes' or 'No' from the drop-down menu.

If 'No' is selected, no further information is required.

Select 'Add' to save your changes, or 'Add Another' to report additional Member Contributions made to a different *Unstructured Coalition*.

d) **Total Amount of the Expense incurred on behalf of the Coalition***

Report any **Expenses** incurred by the Member **on behalf of the** *Unstructured Coalition*, which can be from the Member's own direct Contributions and/or from the *Unstructured Coalition's* pool of funds.

e) **Was the Expense paid for using Pooled Funds?**

Choose 'Yes' or 'No' from the drop-down menu to indicate whether Pooled Funds were used.

If 'No' is selected, no further information is required.

Select 'Add' to save your changes, or 'Add Another' to report additional Expense information (for the same *Unstructured Coalition* or to add Member Contributions to a different *Unstructured Coalition*).

f) **If Pooled Funds were used, Member's portion of the Incurred Expense***

Report the portion of the **Expense** incurred by the Member on behalf of the *Unstructured Coalition* (from the Member's own direct Contributions). **Example:** If the billboard expense totaled \$25,000 and the Member contributed \$10,000 towards the billboard - \$10,000 would be reported; **not the total cost of the billboard.**

g) **Expense Purpose***

Indicate Expense Purpose using drop-down list. Please reference the full list of Expense Purposes on pages 12-13. Additionally, the Expense Purpose "Compensation Paid to Retained Lobbyist on behalf of an Unstructured Coalition Using Pooled Funds (if applicable)" is available for Members of *Unstructured Coalition*.

The screenshot shows a dropdown menu for 'Expenses Incurred'. The menu is open, displaying a list of categories. The category 'Compensation Paid to Retained Lobbyist on behalf of an Unstructured Coalition Using Pooled Funds (if applicable)' is highlighted in blue. Other categories include Advocacy (Civic Engagement/Community Organizing, Email marketing/Email blasts, Legislative Bill Tracking, Legislative Research, Mass Mailings/Bulk Mailing, Phone Advocacy, Postage over \$500, Technology (cellphones, iPad, hotspots)), Reimbursement to Lobbyist, Social Event (Booth rentals/Meeting space fees, Buses/transportation for Lobby Day, Catering/Meals for Lobby Day, Civic Engagement/Community Organizing, Consulting, Equipment and A/V Rentals, Event Sponsorship, Lodging, Parking fees, Print fees over \$500), and Social Event - Consulting. Below the menu is a 'Choose Purpose' dropdown and an 'Expense Date' field.

2. Select 'Add' to save your changes, or 'Add Another' to report additional Member Contributions made to a different *Unstructured Coalition*.

HOW TO REPORT A MEMBER'S CONTRIBUTION TO AN UNSTRUCTURED COALITION:

EXAMPLE 1:

- Member gives \$25,000 of money directly to an **Unstructured Coalition**.
- The Member then purchases a media buy in the form of a billboard that costs \$100,000.
- The Member uses \$10,000 of their own money and uses \$90,000 of pooled funds to purchase the billboard.

Coalition Name	Contribution Amount (includes time, resources and direct monetary contributions; does NOT include Incurred Expenses)	Was an Expense incurred on behalf of the Coalition?	Total Amount of the Expense incurred on behalf of the Coalition	Was the Expense paid for using Pooled Funds?	If pooled funds were used, Member's portion of the Incurred Expense	Total Contribution Amount (includes Member's contribution and portion of incurred expenses)	Expense Purpose
EXAMPLE 1	\$25,000	Yes	\$100,000	Yes	\$10,000	\$35,000	Advertising - billboard

EXAMPLE 2:

- Member gives \$25,000 worth of resources directly to an **Unstructured Coalition**.
- The Member then purchases a media buy in the form of a billboard that costs \$100,000.
- The Member **does not** use pooled funds to purchase the billboard.

Coalition Name	Contribution Amount (includes time, resources and direct monetary contributions; does NOT include Incurred Expenses)	Was an Expense incurred on behalf of the Coalition?	Total Amount of the Expense incurred on behalf of the Coalition	Was the Expense paid for using Pooled Funds?	If pooled funds were used, Member's portion of the Incurred Expense	Total Contribution Amount (includes Member's contribution and portion of incurred expenses)	Expense Purpose
EXAMPLE 2	\$25,000	Yes	\$100,000	No	\$0	\$125,000	Advertising - billboard

NOTE: For additional examples and guidance on Coalition Reporting requirements please see the Coalition guidance document entitled ***Coalition Filing Requirements***.

LOBBYING SUBJECTS *

At least one **'Lobbying Subject'** is required to be disclosed on your CSA Report. Lobbying Subjects identify the specific subject matter area(s) on which Lobbying occurred. These Subjects identify the 'Nature of Business' between the Lobbyist and Contractual Client.

You can add or remove **'Subjects'** as needed. Multiple **'Lobbying Subjects'** can be selected from the drop-down menu. **Refer to the Commission's website for the most up-to-date list.**

➤ How to add a 'Lobbying Subject':

On the **Lobbying Subjects** tab of your CSA Report:

- enter the first few characters of the **'Lobbying Subject'** in the text search box; **OR**
- type the asterisk symbol (*) in the text search box to view the Commission's comprehensive list.
- click-on the **'Subject'** to select it.
- repeat these steps to select as many **'Subjects Lobbied'** as needed.

A **'Lobbying Subject'** that has been successfully added to a Filing is displayed in the **'Selected Subjects'** area below the 'search field'.

The screenshot shows the 'Client Semi Annual Form' interface. On the left is a sidebar with navigation tabs: 'Beneficial Client(s) & SoF', 'Principal Lobbyist(s) Information', 'Lobbying Expenses', 'Lobbying Subjects' (highlighted), 'Lobbying Activities', 'Business Relationships', and 'Attestation'. The main content area is titled 'Lobbying Subjects' and includes a sub-header 'Subjects Lobbied'. Below this is a search box with the placeholder text '*Search Type * for full list of subjects'. A cursor is in the search box. Under the search box is a section titled 'Selected Subjects' containing a table with three rows: 'Budget/Appropriations', 'Construction - general', and 'Education - Charter Schools'. To the right of each row is a red and white 'X' icon. At the bottom of the form is a 'Continue' button with a right-pointing arrow.

➤ How to remove a 'Lobbying Subject':

Select the red and white circle **'X'** icon located to the right of the **'Lobbying Subject'** you wish to remove. If you accidentally remove a **'Lobbying Subject'**, follow the steps outlined above to add it again.

NOTE: At least one **'Lobbying Subject'** must be listed on a CSA Report.

LOBBYING ACTIVITIES*

The **actual** Lobbying Activities that occurred during the specific reporting period must be disclosed by identifying the Focus Type, the Focus (Identifying Number or Description), the Type of Communication, and the Party(ies) Lobbied.

Choose 'Yes' or 'No' from the drop-down menu to indicate whether you have **Lobbying Activities** to disclose.

NOTE: The LA will automatically populate all Lobbying Activity information reported by your Employed Lobbyists on their Bi-monthly Reports. You CANNOT remove/edit these Lobbying Activities. You must submit an Amended Bi-monthly Report to change any Lobbying Activity information auto-populated from a Bi-monthly Report(s).

➤ **How to remove auto-populated 'Lobbying Activity' from your CSA Report:**

- DISCARD** your CSA Report.
- Submit **Amendments** to your Employed Lobbyist's Bi-monthly Reports.

NOTE: DO NOT SAVE YOUR CSA since the changes made to your Bi-monthly Report(s) will not refresh the information populated to your CSA at this time. Once you have submitted your Bi-monthly Amendments, start your CSA Report again.

➤ **How to add 'Lobbying Activities' to your CSA Report:**

There are two options available to add **Lobbying Activities** to your CSA Report; and *both* options can be used.

- LA can auto-populate the Lobbying Activity information from the data disclosed by your Retained Lobbyist(s) on their Bi-monthly Reports (and applicable amendments).

and

- Lobbying Activities can be added by data-entering all required information.



Option A – Adding “Lobbying Focuses” reported by your Retained Lobbyist(s) on their Bi-monthly Reports (as of the submission date of the CSA):

NOTE: You are not required to use the Lobbying Activities reported by your Principal Lobbyist(s). However, the Commission recommends you utilize this feature since the CSA Report requires disclosure of the **actual** Lobbying Activities performed by your Principal Lobbyist(s) during the specific Reporting Period.

- Confirm the '**Focuses Reported by Lobbyists**' sub-tab is highlighted:

Client Semi Annual Form Reporting Period: 2021 January - June **Full View**

Lobbying Activities

Do You have Lobbying Activities to Report? Yes

State & Municipal Focuses and Parties Lobbied

My Own Focuses **Focuses Reported by Lobbyists**

[Show Help](#)

Lobbyist	List of Beneficial Clients on Lobbyist's Registration	Focus	Parties	Communication
<input type="checkbox"/> Testing LLC 540 Broadway Albany, NY 12207 United States p. +1 518-408-3976 e. breanna.kajano@cope.ny.gov	Testing Profile, Inc.	A1234	Department of Education	Direct Lobbying
<input type="checkbox"/> Testing Profile, Inc. 540 Broadway Albany, NY 12207 United States p. +1 518-408-3976 e. testing@gmail.com	Testing Profile, Inc.	S1234	NYC Department of Information Technology and Telecommunications (DOITT)	Direct Lobbying
		A1234	Internet and New Technology	Direct Lobbying
		S1234	NYC Department of Information Technology and Telecommunications (DOITT)	Both (Direct/Grassroots)

- b. Select the check-box next to the Retained Lobbyist name to include the Lobbying Activities reported by your Retained Lobbyist in your CSA Report. (You can choose multiple Retained Lobbyists by selecting the check-box next to each Retained Lobbyist name.)

The Lobbying Activities reported by your Retained Lobbyist will populate to the **'My Selected Focuses'** section of your CSA Report. However, any Lobbying Activities reported as **'Monitoring Only'** will not populate over to the CSA Report.

NOTE: You can remove a specific Lobbying Activity **after** it has been populated to your CSA Report by clicking the red and white circle 'X' icon. (**NOTE:** Removal of a specific Lobbying Activity does not affect the information reported by your Principal Lobbyists on their Bi-monthly Report(s).)

Option B – Manually entering "Lobbying Focuses":

- a. Confirm the **'My Own Focuses'** sub-tab is highlighted:

Client Semi Annual Form Reporting Period: 2022 January - June **Full View**

Lobbying Activities

Do You have Lobbying Activities to Report? Yes

State & Municipal Focuses and Parties Lobbied

My Own Focuses Focuses Reported by Lobbyists

[Show Help](#)

Focuses

Filter Focuses

Update

Parties Lobbied

Filter Parties

Update

Preview

Focuses	Parties

Add

- b. Select the green **'Update'** button at the bottom of the **'Focuses'** box. The **'Add Lobbying Focuses'** pop-up window will display.
- c. The following information is required for each Lobbying Focus disclosed:



The screenshot shows the 'Lobbying Focuses' form. At the top is a blue header with the text 'Lobbying Focuses'. Below it is a section titled 'Add Lobbying Focuses'. There are three input fields: a 'Type' dropdown menu with a red circle '1' next to it, a 'Communication' dropdown menu with a red circle '2' next to it, and a 'Focus Identifying # or Description (press enter to add focus)' text field with a red circle '3' next to it.

1. Type of Lobbying Focus

Select a **'Focus Type'** from the drop-down menu. A *Focus Type* (State or Municipal Level) must be identified for each Focus number (such as the bill or procurement number), or brief description of the Focus area if the identifying number is unknown. Focus Types available for selection include:

- State Bill
- State Executive Order
- State Funding
- State Land Use
- State Permits/Licensing
- State Procurement
- State Regulation/Rate-making/Rule
- State Resolution
- State Tribal Compact Agreement - NYS Indian Nations

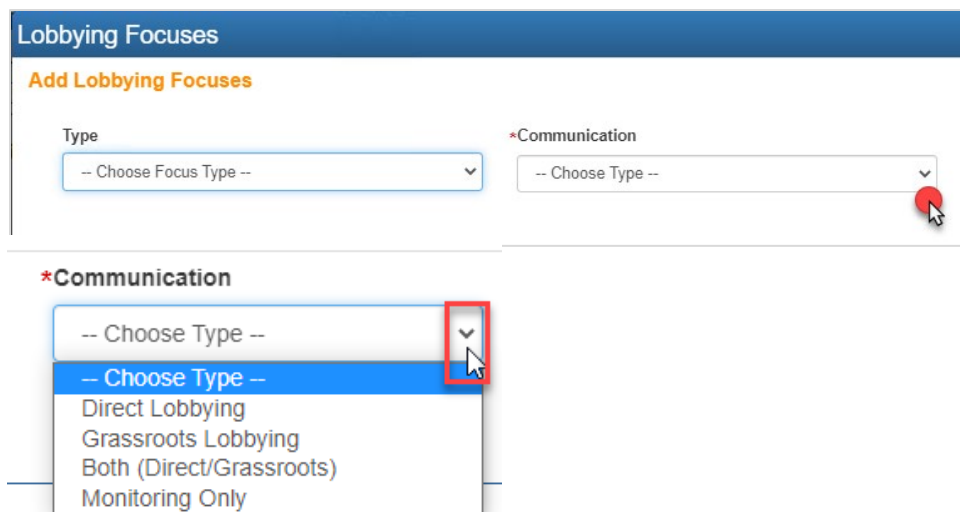


The screenshot shows the 'Lobbying Focuses' form. At the top is a blue header with the text 'Lobbying Focuses'. Below it is a section titled 'Add Lobbying Focuses'. There is a 'New Focuses' button. Below that is a 'Type' dropdown menu. A red arrow points to the dropdown arrow of the 'Type' menu.

- Municipal Bill
- Municipal Executive Order
- Municipal Funding
- Municipal Land Use
- Municipal Ordinance
- Municipal Permits/Licensing
- Municipal Procurement
- Municipal Regulation/Rate-making-Rule
- Municipal Resolution

2. Type of Communication

Select a **'Type of Communication'** from the drop-down menu. Options available for selection are ***Direct Lobbying, Grassroots Lobbying, Both (Direct/Grassroots),*** or ***Monitoring Only.*** (If you **have not actually Lobbied a specific Party** on a specific Focus, you may select **'Monitoring Only'** in the *Type of Communication* drop-down menu.)



3. *Focus Identifying # (or Description)*

A description should ONLY be provided *if an identifying number is unknown*.

- **For 'State Bills'** – click the '**Add Description if Identifying Number is unknown**' hyperlink to manually enter the description. (NOTE: This hyperlink ONLY appears if 'State Bill' is selected as the '**Focus Type**'. Please see the special formatting requirements below which ONLY impact State and Assembly bills.)



- **For all other 'Focus Types'** – manually enter the description in the text box.
- **For Municipal Level Focuses** – indicate the originating locality in your description.

EXAMPLE: Municipal Bill that requires single stream recycling in the Town of Bethlehem, New York.

Special Formatting Requirements for State Bills

Identify Senate and Assembly Bills by entering a capital 'S' for a Senate Bill number, or a capital 'A' for an Assembly Bill number. Do not add a space, hyphen, period, or other character between the capital letter and the bill number.

Correct: A1234 **Incorrect:** a1234; a 1234; A 1234; A_1234

Amended State Bills: If a State bill is amended, versions are denoted by a letter suffix A, B, C, D and so on for each time the bill is altered. Please ensure the letter at the end of the amended Bill number includes a dash before it.

Correct: A1345-A **Incorrect:** a1234A; a 1234a; A 1234a; A_1234A

- d. Once you are done entering the Focus Number (or description), hit the **'Enter'** key on your keyboard to save your changes.

Focuses that have been successfully added will appear in the **'My Focuses'** section of your CSA Report. You may also change a Focus's **'Communication Type'** by clicking the arrow in the 'Communication' drop down box.

- e. To remove a Focus, select the red and white circle 'X' icon located to the right of the **'Focus'**. If you accidentally remove a **'Lobbying Focus'**, follow the steps outlined above to add it again.
- f. Once you are done, select the **'Close'** button to exit the **'Lobbying Focus'** screen and return to the main **'Lobbying Activities'** screen.

The screenshot shows the 'Lobbying Focuses' window. At the top, there's a section for 'Add Lobbying Focuses' with dropdowns for 'Type' (set to 'State Bill') and 'Communication' (set to '-- Choose Type --'). There's a text field for 'Focus Identifying # or Description' and a 'Load Multiple' button. Below this is the 'My Selected Focuses' section, which contains a table with columns: 'Type', 'Identifying No./Description', 'Communication', and a red 'X' icon for removal. The table lists several 'Municipal Bill' entries with various identifying numbers and communication types like 'Direct' or 'Grassroots'. At the bottom right, there is a 'Close' button highlighted with a red arrow.

Type	Identifying No./Description	Communication	
Municipal Bill	m44555	Direct	X
Municipal Bill	f34444	Direct	X
Municipal Bill	m45666	Direct	X
Municipal Bill	m34343	Grassroots	X
Municipal Bill	A23434	Grassroots	X
Municipal Bill	s34343	Grassroots	X
Municipal Bill	S87849	Grassroots	X
Municipal Bill	j75858	Both (Direct/Grassroots)	X
Municipal Bill	u85858	Both (Direct/Grassroots)	X
Municipal Bill	io994954	Both (Direct/Grassroots)	X

➤ **How to disclose multiple State or Municipal Bills using the 'Load Multiple' function:**

On the **'Lobbying Activities'** tab of your Filing:

- a. Select **'Update'** in the **'Focuses'** box
- b. Select the **'Focus Type'** from the drop-down list (either 'State Bill' or 'Municipal Bill')
- c. Click the green **'Load Multiple'** button. **Do NOT** select anything from the **'Communication'** drop-down.

- d. Type (or copy/paste) *the bill number* of each *Senate* and/or *Assembly Bill*, or *Municipal Bill*, in the corresponding **'Communication Type'** box (see screenshot below). The load multiple function allows you to organize State or Municipal Bills by Direct Lobbying, Grassroots Lobbying, Both (Direct/Grassroots), or Monitoring Only categories.

- Each bill number must be separated by a comma.

Example: A1234,S5678 S1234,A4567,A8790,S2345

- State Senate and Assembly Bill numbers do NOT need to be loaded separately.
- State Senate and Assembly Bills **CANNOT** be loaded with Municipal Bill numbers. Municipal Bills must be added separately using the 'Load Multiple' function.

- e. Select the green **'Process'** button when finished adding multiple numbers.

Focuses that have been successfully added will appear in the **'My Focuses'** section of your CSA Report. You may also change a Focus's **'Communication Type'** by clicking the arrow in the 'Communication' drop down box.

Troubleshooting the 'Load Multiple Function'

- If a Bill number was accidentally entered twice, it will appear in the **'Duplicate Communication Types'** section.
- Any Bill number that does not meet the formatting requirements will display in the **'Invalid Focuses'** section in red font.
- You may also change an **'Invalid Focus'** by clicking the arrow in the 'Communication'

drop down box

- Select the green **'Process'** button when finished.

Load Multiple Focuses

Type: State Bill

Added Focuses

Duplicate Communication Types

Invalid Focuses
S1254A1254

Direct Lobbying Focuses Enter a list of Focuses separated by comma
S1254A1254

Grassroots Lobbying Focuses Enter a list of Focuses separated by comma

Both(Direct/Grassroots) Lobbying Focuses Enter a list of Focuses separated by comma

Monitoring Only Lobbying Focuses Enter a list of Focuses separated by comma

Process Back

Refer to the 'How to Properly Disclose Lobbying Activities' document for information on how to properly include sufficient specificity for all other Focus Types. Failure to properly disclose Lobbying Activities may result in a Ticket on your Filing, and require you to amend the Filing.

➤ **How to disclose 'Parties Lobbied'**

On the '**Lobbying Activities**' tab of your CSA Report:

- a. Select the green '**Update**' button at the bottom of the '**Parties Lobbied**' box.

- b. Enter the first few characters of the '**Party Name**' in the text search box.

- **Search Tips:** Every '**Party Name**' listed in the LA Database contains two components: the 'Government body' and the main 'Party' name. Always search by the 'Party Name' when using the 'Party' search text field. In LA, the 'Government Body' is displayed in light grey italicized lettering, and the main 'Party Name' is indicated by the bold type letter.

- Every main '**Party Name**' is categorized into specific **Government Bodies**. Below is a list of all government bodies represented in LA.

- Senate Committee
- Assembly Committee
- State Agency
- NYS Assembly
- NYS Senate

- Executive Chamber
 - NYS School Districts
 - State and Local Public Authorities and Local Development Corporations
 - NYC Council Members and 'Communications sent to all [specific County] Legislators'
 - Industrial Development Agency
 - Village
 - Town
 - City
 - County
 - Improvement/Special Districts
 - County Special Districts
 - Town Special Districts
 - Consolidated Health District
 - Fire District
 - Independent Special District
- To indicate that a communication was sent to a specific *group of Parties*, type 'A Communication sent to' in the '**Party Name**' text search box to display available options in LA:
- A communication sent to entire Senate
 - A communication sent to entire Assembly
 - A communication sent to entire Legislature
 - A communication sent to all NYC Council Members
 - A communication sent to all [Specific County] Legislators

The screenshot shows a web form titled 'Lobbying Parties'. At the top, there is a blue header bar with the title and a close button. Below the header, there is a section titled 'Add Party Lobbied' with an information icon. Under this section, there is a label 'Party' followed by the instruction 'Type the Party Name to choose from available options'. Below this instruction is a text input field containing the letter 'A'. A dropdown menu is open below the input field, displaying a list of options. The options are: 'A communication sent to all Albany County ...', 'A communication sent to all Allegany Count...', 'A communication sent to all Broome County...', 'A communication sent to all Cattaraugus Co...', and 'A communication sent to all Cayuga County ...'. Each option is followed by the text 'NYC Council Members and County Legislators'. To the right of the dropdown menu, there is a section titled 'Additional Party Information' with a 'Close' button.

- Certain '**Party Names**', when selected from the LA Database, will require Filers to include additional information. This most often occurs when you lobby a State or Municipal Agency. Additional information, when required, can be disclosed by data-entering the information in **either** of the two categories provided:
1. Unit, Division, or Department Lobbied*; **OR**
 2. First Name/Last Name or Title of Person Lobbied

NOTE: You are NOT required to disclose information in BOTH categories; but you are also not prohibited from disclosing information in BOTH categories *if known*.

Quick rule of thumb: If the following ‘box’ appears on your screen after you select a ‘Party Name’, you must include additional information in *either* column (labeled 1 or 2) by clicking the green ‘Add’ button. For detailed step-by-step ‘click here’ instructions on reporting Lobbying Activities in LA, refer to the ‘*How to file in LA*’ technical instructions for the specific filing.

- Click the green ‘Add’ button to include the required additional information in **either** of the two categories provided:

***Please note** a Direct lobbying message to an agency or locality as a whole with no specific unit or person within the agency or locality being the target, is required to be reported).

1. Unit, Division, or Department Lobbied*; **OR**
 - a. *Social Media [platform used]
2. First Name/Last Name or Title of Person Lobbied

Lobbying Parties

Selected Party ⓘ

Party Name: Canton Consolidated Health District

Gov Body: Consolidated Health District

Name or Title of Person Lobbied	Unit/Division/Department Lobbied (no acronyms)	
<input data-bbox="440 1094 824 1129" type="text" value="Name or Title"/> 1	OR <input data-bbox="862 1094 1430 1129" type="text" value="Unit/Division/Department"/> 2	<input type="button" value="Add"/>

You may include multiple names (or titles) of individuals related to that specific ‘Party Name’ by clicking the green ‘Add’ button again. To include more than one individual or Unit/Division, enter the information in its own row. **SEE Example Below:** Janet Doe is entered in the first row (indicated by the number 1); while the Mayor’s Office is disclosed in the second row (indicated by the number 2).

Lobbying Parties

Selected Party ⓘ

Party Name: Albany

Gov Body: City

The Party Name you selected requires additional information. Click the green 'add' button to insert; then click the yellow 'process' button to complete.

Unit/Division/Department Lobbied (no acronyms)	First Name/Last Name OR Title of Person Lobbied	
<input data-bbox="480 1650 943 1686" type="text" value="Unit/Division/Department"/>	OR <input data-bbox="984 1650 1446 1686" type="text" value="Janet Doe"/> 1	<input type="button" value="Add"/>
<input data-bbox="480 1692 943 1728" type="text" value="Mayors Office"/> 2	OR <input data-bbox="984 1692 1446 1728" type="text" value="Name or Title"/>	<input type="button" value="Add"/>

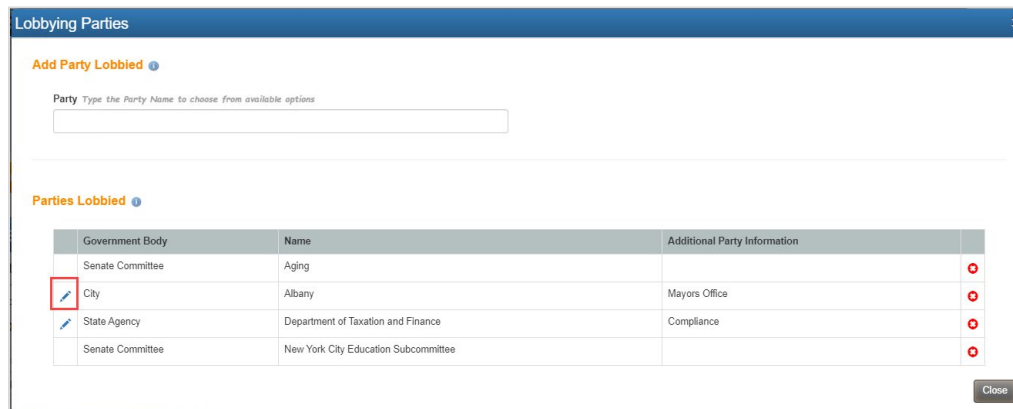
- Click the orange ‘Process’ button to save your changes.

'Party Names' that have been successfully added to a Filing are displayed in the **'Parties Lobbied'** area.



➤ **How to update 'Party Lobbied' information**

On the **'Lobbying Activities'** tab of your CSA Report:

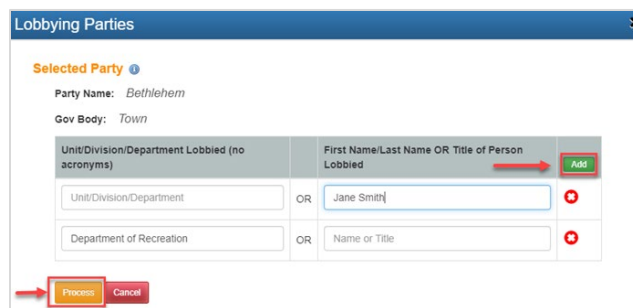
- a. Select the **'Pencil Icon'** next to the specific **'Party Name'**.



The screenshot shows a window titled "Lobbying Parties" with a close button (X) in the top right corner. Below the title bar, there is a section "Add Party Lobbied" with a search input field labeled "Party Type the Party Name to choose from available options". Below this is a section "Parties Lobbied" containing a table with four columns: "Government Body", "Name", "Additional Party Information", and a red circle with a white 'X' icon. The table has four rows of data. The second row, for "City" and "Albany", has a pencil icon in the "Government Body" column, which is highlighted with a red box. The "Additional Party Information" for this row is "Mayors Office". The other rows have "Senate Committee" as the government body and "New York City Education Subcommittee" as the name. The "Additional Party Information" for these rows is "Compliance". A "Close" button is located at the bottom right of the window.

Government Body	Name	Additional Party Information	
Senate Committee	Aging		
 City	Albany	Mayors Office	
 State Agency	Department of Taxation and Finance	Compliance	
Senate Committee	New York City Education Subcommittee		

- b. Click the **'Add'** button to either add new information or update existing information. Once completed, click the orange **'Process'** button to save your changes. The new and/or revised information will display in the **Parties Lobbied** section.



The screenshot shows the "Lobbying Parties" window with the "Selected Party" section. The "Party Name" is "Bothleheim" and the "Gov Body" is "Town". Below this is a table with two columns: "Unit/Division/Department Lobbied (no acronyms)" and "First Name/Last Name OR Title of Person Lobbied". The first row has "Unit/Division/Department" in the first column and "Jane Smith" in the second column. The second row has "Department of Recreation" in the first column and "Name or Title" in the second column. There are "OR" labels between the columns. To the right of the table is a red "Add" button. At the bottom of the window are "Process" and "Cancel" buttons. A red arrow points to the "Process" button.

Unit/Division/Department Lobbied (no acronyms)	First Name/Last Name OR Title of Person Lobbied
Unit/Division/Department	Jane Smith
Department of Recreation	Name or Title

➤ **How to remove 'Party Lobbied' information**

Select the red and white circle **'X'** icon located to the right of the **'Party Lobbied'** information you wish to remove. If you accidentally remove a **'Party Lobbied'**, follow the steps outlined above to add it again.

➤ **How to link or “marry” a ‘Focus’ to specific ‘Parties Lobbied’**

On the **‘Lobbying Activities’** tab of your CSA Report:

1. Select the check-box next to the **‘Focus’** (Identifying Number or description).
2. Select the check-box next to the **‘Party Name’ (or Names)** you want to ‘link’ to the selected Focus. Multiple Parties can be linked or ‘married’ to a specific Focus by selecting multiple check-boxes.
3. Each *checked* **‘Focus’** and **‘Party(ies) Lobbied’** will populate to the **‘Preview’** box for your review.
 - To remove a **‘Focus’** and/or **‘Party(ies) Lobbied’** from the **‘Preview’** box, un-select the check-box next to the *name* in their respective section(s).
4. Click the **‘Add’** button to move the information from the **‘Preview’** box to the **‘My Selected Focuses’** section. (NOTE: Only Lobbying Activities that appear in the **‘My Selected Focuses’** section will appear on your CSA Report once submitted.)

- Repeat steps 1-4 above for each Lobbying Activity to be reported on your CSA Report for the specified Reporting Period.

➤ **How to include a Focus that was ‘Monitored Only’**

Lobbying Focuses that indicate ‘Monitoring Only’ as the Type of Lobbying Communication **DO NOT** require Parties Lobbied to be linked (or “married”).

On the **'Lobbying Activities'** tab of your CSA Report:

1. Select the check-box next to the **'Focus'** (Identifying Number or description) listed in the **'Monitoring Only'** Category.
2. Click the green **'Add'** button. ***Do not select any Parties from the 'Parties Lobbied' section.***
3. The **'Focus'** will display in the **'My Selected Focuses'** section of your CSA Report and will show the **'Monitored Only'** Communication Type. Repeat these steps for every ***Monitored Only*** Focus you wish to include.

The screenshot displays the 'Lobbying Activities' interface with three main panels: 'Lobbying Focus', 'Parties Lobbied', and 'Preview'. The 'Lobbying Focus' panel has a filter box and two sections: 'Direct Lobbying (1)' with a checkbox for 'A2518' and 'Monitoring Only (1)' with a checked checkbox for 'A1234'. A red circle with the number '1' is placed over the 'Monitoring Only' section. The 'Parties Lobbied' panel has a filter box and a list of parties, including 'Department of Environmental Conservation' and 'Commissioner'. The 'Preview' panel shows a table with columns 'Focuses' and 'Parties', containing the entry 'A1234'. A red circle with the number '2' is placed over the 'Add' button in the 'Preview' panel. Below these panels is the 'My Selected Focuses' section, which includes a filter box, a 'Show 10 entries' dropdown, and a table. The table has columns 'Type', 'Focus', 'Parties', and 'Communication'. It lists two entries: 'State Bill' with 'A2518' and 'Department of Environmental Conservation Commissioner' (Direct Lobbying), and 'State Bill' with 'A1234' and 'Monitoring Only' (highlighted with a red border). The 'Monitoring Only' entry has a red circle with a dot next to it. At the bottom, there is a 'Continue' button and a pagination bar showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

Lobbying Focus

Filter Focuses

▼ Direct Lobbying (1)

☐ A2518

▼ Monitoring Only (1)

☒ A1234

Parties Lobbied

Filter Parties

☐ Department of Environmental Conservation Commissioner

Preview

Focuses Parties

A1234

My Selected Focuses (only focuses listed below are considered part of this Filing)

All State Bill

Show 10 entries

Search:

Type	Focus	Parties	Communication
State Bill	A2518	Department of Environmental Conservation Commissioner	Direct Lobbying
State Bill	A1234		Monitoring Only

Showing 1 to 2 of 2 entries

Previous 1 Next

[Continue](#)

➤ **How to change the ‘Type of Lobbying Communication’ of a ‘Focus’**

If you need to change a *Communication Type* for a ‘Focus’:

1. Select ‘Update’.
2. Choose a different *Communication Type* from the drop-down list.
3. Select ‘Close’ to save your changes.

The screenshot displays the 'Lobbying Focuses' window. On the left, a 'Filter Focuses' sidebar shows 'Direct Lobbying (1)' with 'A2518' and 'Monitoring Only (1)' with 'A1234'. A red arrow points to the 'Update' button at the bottom of this sidebar. The main window has a header 'Lobbying Focuses' and a sub-header 'Add Lobbying Focuses'. It contains three input fields: 'Type' (dropdown), '*Communication' (dropdown), and 'Focus Identifying # or Description' (text input). Below these is a section 'My Selected Focuses' with a table. The table has columns 'Type', 'Identifying No./Description', and 'Communication'. It lists two entries: 'State Bill S1254' and 'State Bill S5428'. A dropdown menu is open for the 'Communication' column of the first entry, showing options: 'Monitoring Only', 'Direct', 'Grassroots', 'Both (Direct/Grassroots)', and 'Monitoring Only' (highlighted). A red arrow points to this dropdown. At the bottom right of the main window, a red arrow points to the 'Close' button. A 'NOTE' at the bottom states: 'NOTE : This change is effective immediately and will also affect future Bi-monthly Filings. If you wish to change this information on a previous Filing, you must submit a Bi-monthly Amendment.'

REPORTABLE BUSINESS RELATIONSHIP(RBR) INFORMATION*

An RBR is required to be disclosed **if** a Contractual Client has at least one active lobbying relationship in a calendar year, **and** has a business relationship with a State Person, or an Entity in which a State Person has the Requisite Involvement, at any time during that calendar year.

PLEASE NOTE: If a Filer is a Lobbyist **and a Client**, the RBR should be filed as part of the Statement of Registration.

If you (as the Contractual Client) previously submitted a Reportable Business Relationship Report, the RBR form will populate to this Section of your Filing (if the CSA is required) and the form confirmation number ‘**BRO...**’ will display.

If you have not yet submitted any RBR forms, you must indicate whether a Reportable Business Relationship exists during this Calendar Year by selecting either ‘**Yes**’ or ‘**No**’ from the drop-down menu.

You can disclose a new RBR by selecting the ‘**Create New RBR**’ button. You can also amend your previously submitted RBR form by selecting the ‘**pencil**’ icon in the Action column next to the RBR form.

Client Semi Annual Amendment Form Reporting Period: 2021 January - June Full View

Business Relationships

Create New RBR

RBRs

Confirmation #	Period	Entity/State Person	Submission Date	Action
BRO2110009	2021	Doe, Jane	06/08/2021	(View) (Form)

Continue

➤ **If you do NOT have any active Reportable Business Relationship(s) in this Calendar Year:**

Select 'No' and continue with your CSA Report.

➤ **If you have any active Reportable Business Relationship(s) (which has not previously been submitted and populated to this Section) in this Calendar Year:**

Select 'Yes'. You will be required to fill-out your RBR form at this time.

Any information already filled-out in your CSA will be saved. When you have completed your RBR form, you will be returned to your CSA to complete the remainder of information.

- Data disclosed on your Organization Profile (Organization name, contact information, etc.) will automatically populate information to your RBR form.

Client Semi Annual Form Reporting Period: 2021 January - June Full View

Business Relationships

Do you have a Reportable Business Relationship? Yes

Create New RBR

RBRs

Confirmation #	Period	Entity/State Person	Submission Date	Action
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Continue

* **SEE How to File a Reportable Business Relationship Instructions**

ATTESTATION*

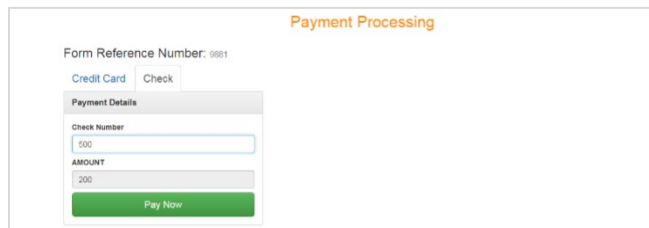
An attestation is required for every filing prior to submission.

1. Check the **'Attestation'** check-box
2. Select the **'Submit'** button.
 - You will be directed to the Payment Portal. Your CSA Report will remain in 'Saved Status' until the payment portion is completed.
 - Once you have completed the payment information, you will be able to:
 - View the Filing
 - Return to the Dashboard

The screenshot displays the 'Client Semi Annual Form' interface. At the top, there are sections for 'Contractual Client' (Testing Profile, Inc.) and 'Beneficial Clients' (Nathan's Hot Dogs, Testing LLC, Testing Profile, Inc.). To the right, it shows 'Client Semi Annual Biennial Period: 2021 - 2022', 'Reporting Period: 2021 January - June', and 'Confirmation #: CSO2110160' with a link to 'View Associated Filings'. Below this, a status bar indicates '(Saved, NOT SUBMITTED)'. A row of buttons includes 'Submit' (highlighted with a red circle), 'Discard', 'Save', and 'Extension Request', followed by a 'Saved: 3:26PM' timestamp. On the left, a sidebar lists various form sections, with 'Attestation' selected. The main form area is titled 'Client Semi Annual Form' and 'Reporting Period: 2021 January - June'. It features an 'Attestation' section with a red circle around a checkbox and the text: 'I declare under penalty of perjury that the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.' Below this are input fields for 'Filer Name' (Smith, Anne) and 'CAO Name' (Smith, Anne). A 'Continue' button is at the bottom of the form. A 'Filing History' section is visible at the very bottom.

PAYMENT*

When you select the '**Submit**' button, you will be directed to the Payment Portal. Your CSA will remain in '**Saved Status**' until the payment portion is completed.



The screenshot shows a 'Payment Processing' form. At the top, it says 'Form Reference Number: 5581'. Below this are two tabs: 'Credit Card' (selected) and 'Check'. Under the 'Credit Card' tab, there is a 'Payment Details' section. It includes a 'Check Number' field with the value '500' and an 'AMOUNT' field with the value '200'. At the bottom of this section is a green 'Pay Now' button.

The following options are available:

- (a) **Remit payment via Online Lobbying Application** with Visa, MasterCard, American Express, or Discover. Payment must be made **at the time of submission**. *

NOTE: For security purposes, the new LA will only permit two attempts to pay your filing fee by credit card. After the second failed attempt, you will be required to pay by check or money order.



The screenshot shows the same 'Payment Processing' form, but with the 'Check' tab selected. The 'Payment Details' section now includes logos for Visa, MasterCard, American Express, and Discover. The 'Check Number' and 'AMOUNT' fields are still present, and the green 'Pay Now' button is at the bottom.

- (b) **Check/Money Order.** You may indicate payment will be made by submitting a check or money order. You must provide your check or money order number in the appropriate field of the online form.

Please make all checks payable to the **Commission on Ethics and Lobbying in Government (NYS)** and include the Filing Confirmation number in the memo section.

Mail your check to:

New York State Commission on Ethics and Lobbying in Government
540 Broadway
Albany, NY 12207.

HOW TO CREATE AN AMENDED CLIENT SEMI-ANNUAL REPORT

1. Select the CSA Report from the list of Filings displayed in the **Client Semi-Annual** tab in the **'All My Filings'** window.

ID	Period	Client	BenClients	Submitted	Status
11445	2019 - 2020 2019 Jan - Jun	ABC Lobbying Co.	ABC Lobbying Co.		SUBMITTED
11457	2019 - 2020 2019 Jan - Jun	Client 1	Client 1		Accepted
11520	2019 - 2020 2019 Jan - Jun	Client 2	Client 2		SUBMITTED
11537	2019 - 2020 2019 Jan - Jun	Client 3	Client 3		Accepted
11541	2019 - 2020 2019 Jan - Jun	Client 4	Client 4		SUBMITTED

2. Select the green **'Amend'** button at the top of the screen to begin a new Amendment.

Contractual Client
ABC Lobbying Organization, LLC
540 Broadway
Albany, NY 12207
p: +1 518-408-3976
e: abclobbying@gmail.com

Beneficial Clients
ABC Lobbying Organization, LLC

Client Semi Annual Amendment
Biennial Period: 2019 - 2020
Reporting Period: 2019 January - June
Ref #: 11450
Confirmation #: CSA1910004
(Accepted) - Locked by You

Amend

Beneficial Client(s) & SoF
CSA1910004 Client Semi Annual Amendment Form
Reporting Period: 2019 January - June Full View

Note: Each Beneficial Client must submit a SoF. Once Submitted, they will automatically be attached to your CSA. For more information, Click Here.

List of Beneficial Clients affiliated to Contractual Client	SoF
ABC Lobbying Organization, LLC 540 Broadway Albany, NY 12207 United States p: +1 518-408-3976 e: abclobbying@gmail.com	SFA1910002

NOTE

Each Amended Client Semi-Annual Report requires the Filer to provide a specific date the change(s) are (or will be) effective; known as an **"Effective Date of Change"** *. Multiple changes can be made on an Amended CSA Report **as long as all the changes being made on the Filing have the same "Effective Date of Change"**. Otherwise, separate Amendments are required for each **"Effective Date of Change"**.

EXAMPLE of two changes which would require two SEPARATE AMENDMENTS:

1. *New Retained Lobbyist, Jane Smith Company authorized to lobby for you effective 1/15/2022*
2. *Change in compensation (effective 2/15/2022)*

Amended CSA Reports can be submitted at any time during the calendar year regardless of whether the original CSA Report or other Amended CSA Reports are pending, as long as the **"Effective Date of Change"** is within the same calendar year as the CSA Report being amended.

***Amended CSA Report Effective Date**

An Amended CSA Report “**Effective Date of Change**” is the date a specific change (or changes) takes effect; **not the date the Amendment is submitted.**

Use the guidance outlined above in ‘How to File a Client Semi-Annual Report’ to change/modify information in an Amended CSA Report.