



## Duplicate Organization Profiles in the new JCOPE Lobbying Application

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JCOPE staff is aware that duplicate Profiles exist in the new JCOPE Lobbying Application (“LA”) for some Lobbyist and Client Organizations. Duplicate Profiles **only** impact Lobbyist, Client and Public Corporation Organizations who utilized the pre-2019 online application.

If you are an existing Filer attempting to claim your Organization Profile in LA and notice a duplicate Profile(s) (*i.e.*, the name of your Lobbyist or Client Organization appears more than once, see ‘Example of duplicate Organization Profiles in LA’ on page 2), **DO NOT** create a **new** Organization Profile. Instead, call the JCOPE helpdesk at 518-474-3973 and speak with a Filings Specialist.

Inform JCOPE staff that a duplicate Profile(s) exists in LA for your Organization. JCOPE staff will verify the existence of the duplicate Profile(s), and assist you in determining which Organization Profile should be claimed.

If you have already claimed and updated your Organization Profile information contained in one of the duplicate Profiles in LA, email the JCOPE helpdesk at [helpdesk@jcope.ny.gov](mailto:helpdesk@jcope.ny.gov) and provide the following information:

1. Enter ‘**Duplicate Organization Profile**’ as the subject line of your email
2. The ‘**Profile ID**’ of the Organization Profile you claimed and updated (see ‘How to locate your Organization Profile’ on page 2)
3. Organization name
4. Your contact information

JCOPE staff will purge all other duplicate Organization Profiles on your behalf. Please note, only the duplicate Profile Organization **names** will be purged. **Pre-2019 online application Filings will not be affected.**

## Example of duplicate Organization Profiles in LA:

Organization Profile

Organization Information

Select one of the following

**Organization**

- Lobbyist or Client Organization
- Public Corporation
- Coalition

Organization Name

test

**JCOPE Test Profile LLC**  
540 Broadway  
Albany, NY 12207  
US  
p. +1 518-408-3976  
e. jcopetestllc@grill.com

**JCOPE Test Profile, LLC**  
540 Broadway  
Albany, NY 12207  
p. +1 518-408-3976  
e. No email on file

**JCOPE Test Profile, LLC (NYS)**  
540 Broadway  
Albany, NY 12207  
p. +1 518-408-3976

## How to locate your Organization 'Profile ID':

1. From your dashboard, locate the **'Affiliated Organizations'** window (left side of the screen).
2. Click **'View'** beside the name of the Organization Profile you would like to keep.

**Affiliated Organizations** (Filter Dashboard)

- All
- American Lobbyists [View](#)
- [blurred] [View](#)
- Coalition test group [View](#)
- crescent mills [View](#)
- [blurred] [View](#)
- KG INC [View](#)
- [blurred] [View](#)

3. Email the **'Profile ID'** number to staff.

American Lobbyists - Organization Profile

Organization Information

- Individual Lobbyists
- Authorized Preparers
- Affiliations
- Business Relationship Form List

**Lobbying Organization** [EDIT](#)

Profile ID  
109719

Organization Name  
American Lobbyists