



## New York State Joint Commission on Public Ethics

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# JCOPE Launches User and Organization Profiles for the 2019-2020 Biennial Registration Period

**November 19, 2018** -- Starting today, the Organization (Lobbyist, Client, or Public Corporation) Profile section of the new JCOPE Lobbying Application (“LA”) is live. Organization Profiles from the pre-2019 online filing system have been transferred to the new LA and will require a profile update to ensure all the information contained therein is correct.

As stated in the October e-blast, all individuals who intend to utilize the new LA are required to have a personal NY.gov ID account **and** create a new User Profile. The User Profile is the mechanism that allows an individual access to an Organization’s Profile so that they can manage their account as well as prepare and submit Filings on their behalf, eliminating the need for multiple usernames and passwords as is required in the pre-2019 system. An Organization must *authorize* an individual before they will be permitted access to the Organization’s Profile/Filings. An individual can be authorized on behalf of a single Organization or multiple Organizations. Likewise, an Organization can authorize an individual or multiple individuals.

Every person identified in an Organization Profile has an assigned role in the LA. However, for an individual to be assigned a specific role (Chief Administrative Officer (CAO), and/or Delegated Administrator (DA), or Authorized Preparer), that individual **must** have a User Profile already created in the LA.

A User Profile can be created for an individual who does **not** already have a User Profile in the LA by an authorized person (CAO, DA, or Preparer). JCOPE will request the individual to verify the accuracy of the information.

- The individual will receive an email notification from [helpdesk@jcope.ny.gov](mailto:helpdesk@jcope.ny.gov) requesting they verify the accuracy of the information. If you have created a Profile on behalf of another person, please notify them to avoid duplicate Profiles being created.

**NOTE: JCOPE recommends each individual create their own User Profile, both for convenience and to limit duplicate profile creation.**

## Considerations for User Profiles

In an effort to avoid duplicate User Profiles in the LA, every user is given a **unique ID**, referred to as an **'Individual ID'**. That ID is system-generated and accessible only to the Profile Owner and JCOPE staff.

A Filer's **Individual ID** is created by a user providing either:

1. **New York State DMV or other state-issued ID number:** The Filer's NYS driver's license number is compared against the user's DMV record to validate their name. If an ID number from another state is used, that number will be used to create a unique ID for the user; or,
2. **Last four digits of a person's Social Security Number:** If a Filer does **not** have a NYS DMV or other state-issued ID number, JCOPE is requesting the Filer provide the last four digits of their SSN. The system will use these numbers and the first initial of the Filer's first and last name to create the Individual ID.

**NOTE:** Neither JCOPE staff nor the public will have access to the identification numbers referred to in points 1 and 2 above.

## Considerations for Organization Profiles

The new LA interface uses a universal template created to accommodate all types of Lobbying Organizations. The Organization Profile contains its own navigation menu that provides a seamless integration of commonly-used functions related to the Organization in one place. Please note that some menu items may not apply to all Organization types.

The navigation menu items and guidance on which menu items may apply to your Organization are discussed below.

**NOTE:** Every Organization Profile **must** have a Chief Administrative Officer (CAO) and at least one Delegated Administrator (DA).

### Organization Information

- **Chief Administrative Officer (CAO)** – If the CAO has already created a User Profile, you can search and select their name from a list of pre-populated results.
- **Delegated Administrator (DA)** – Up to two DAs may be assigned to an Organization Profile; however, only **one** DA is required. The individual who **creates and/or claims** an existing Organization Profile is automatically assigned as a DA. **The CAO and DA can be the same person.** To assign the second DA, you may search and select their name from a list of pre-populated results.

**NOTE:** If the individual does **not** have an existing User Profile, one will be created for them. They will receive an email notification from [helpdesk@jcope.ny.gov](mailto:helpdesk@jcope.ny.gov) requesting they verify the accuracy of the information. If you have created a Profile on behalf of another person, please notify them to avoid duplicate Profiles being created.

- Notifications regarding issues with a Filing are sent to the CAO, DA(s), and Preparer(s) for resolution. These individuals will also receive e-blast notifications/reminders.
- **Contacts** (optional) – You can add multiple individuals to the ‘Contact List’. These individuals will receive any e-blast notifications/reminders from JCOPE. Please note, the individuals in the ‘Contact List’ will **not** receive notifications regarding issues with Filings.

### Individual Lobbyists (optional)

**All references to Lobbyists and Clients include Public Corporations.**

- If your Organization is **ONLY** acting as the **Contractual** and/or **Beneficial Client**, this menu item does **not** apply to you.
- If your Organization is acting as the **Principal Lobbyist**, those Individuals who personally engage in Direct or Grassroots Lobbying are listed here (**formerly** known as Additional Lobbyists). You can add an Individual Lobbyist who does not have an existing User Profile by including their email address, business phone number, and an **effective date** of when they will (or did) begin lobbying activities.
  - If applicable, an Organization who is acting as BOTH the **Principal Lobbyist** and the **Contractual Client** must identify individuals who lobby as a board member, director, or officer, whether compensated or uncompensated, but who do not offer services to other Clients, as **Designated Lobbyists**.
  - If the **Principal Lobbyist** is a **Coalition**, those persons affiliated with the Coalition or those members of the Coalition **who will be lobbying on behalf of the Coalition**, must be listed as **Individual Lobbyists**.

**NOTE:** Organizations acting as BOTH the **Principal Lobbyist** and the **Contractual Client** should **not** list their **Retained Lobbyists**, if applicable, as **Individual Lobbyists**.

### Authorized Preparer(s) (optional)

This menu item shows any individual(s) authorized by an Organization to prepare and submit Filings on their behalf. To assign someone as an Authorized Preparer, you must include their Individual ID number in the Organization Profile.

**NOTE:** The individual's User Profile must exist before the Organization can assign them.

### Affiliations

This menu item displays your **Affiliations**, which are generally system-generated when user roles are assigned to individuals listed in an Organization Profile and/or when a Filing is submitted.

### Reportable Business Relationship (RBR) Form List (optional)

**COMING SOON!** The ability to file a RBR Form is expected to be available in early December. To determine if you are required to submit a RBR, review the Commission's *Guide to Lobbying Reporting* and section **943.14** of the **Comprehensive Lobbying Regulations**.

### Forms

This menu item displays your **saved** and **submitted** Filings.

### History

The menu item displays all changes made to the Organization Profile.

### Filing Tickets

This menu item displays any issues associated to the Organization's Profile or Filings. Filing Tickets are initiated by JCOPE staff only.

### Full Profile View

This tab allows a user to view the entire Profile as one document (instead of tabbed).

## Considerations before you begin

- ✓ Update your web browser.
- ✓ Review the roles and permissions on pages 3 and 4 of the “*Accessing the new JCOPE Lobbying Application: What you need to know*” FAQs. Determine **who** within your Organization (CAO or DA) will either claim the existing Organization Profile or create a new one.
- ✓ Gather all required contact information for your Individual Lobbyist(s) [First name, Last name, suffix, email address].
- ✓ Decide which option is easier for your Organization when assigning roles:

**Option 1:** Instruct individuals who will be assigned as a CAO and DA (minimum of 1, maximum of 2) to create their User Profiles **before** an Organization Profile is claimed or created; **or,**

**Option 2:** Gather the contact information of the CAO and DA(s) and create a User Profile for each of them.

- Remember, if you have created a Profile on behalf of another person, you should notify them that they will receive an email notification from [helpdesk@jcope.ny.gov](mailto:helpdesk@jcope.ny.gov) requesting they verify the accuracy of the information.

## Resources to help you:

Also starting today, a new online resource for information on LA has been added to the JCOPE website. The “[JCOPE Lobbying Application Information](https://jcope.ny.gov/jcope-lobbying-application-information)” webpage can be found at <https://jcope.ny.gov/jcope-lobbying-application-information> and includes the following:

- Five-part video series of instructional “Help on Demand” videos narrated with guidance on how to navigate the new JCOPE Lobbying Application. The focus of this series navigates users through the steps needed to create NY.gov ID accounts, LA User Profiles, and create/claim Organization Profiles. Best accompanied by referencing the written PDF step-by-step instructions described below.
- Step-by-step instructions how to access the JCOPE enrollment link, as well as instructions to create a new User Profile and/or create or claim an existing Organization Profile.
- The FAQs about NY.gov IDs and User Profiles that was attached to the October e-blast; and
- The October e-blast “*What to Know and Expect Ahead of the 2019-20 Biennial Registration Period*”.

**Disclaimer:** To ensure you have the most up-to-date instructional materials, check the JCOPE website regularly. JCOPE staff will continue to revise materials to better communicate and serve the needs of our regulated community.

As always, if you have any questions about navigating the LA, please contact our **Lobbying Helpdesk** at **(518) 408-3976** or by emailing [helpdesk@jcope.ny.gov](mailto:helpdesk@jcope.ny.gov). For any questions about what you need to include in your Filings, please contact our **Attorney of the Day** at **800-87-ETHICS (800-873-8442)**, and press '2' when prompted.