

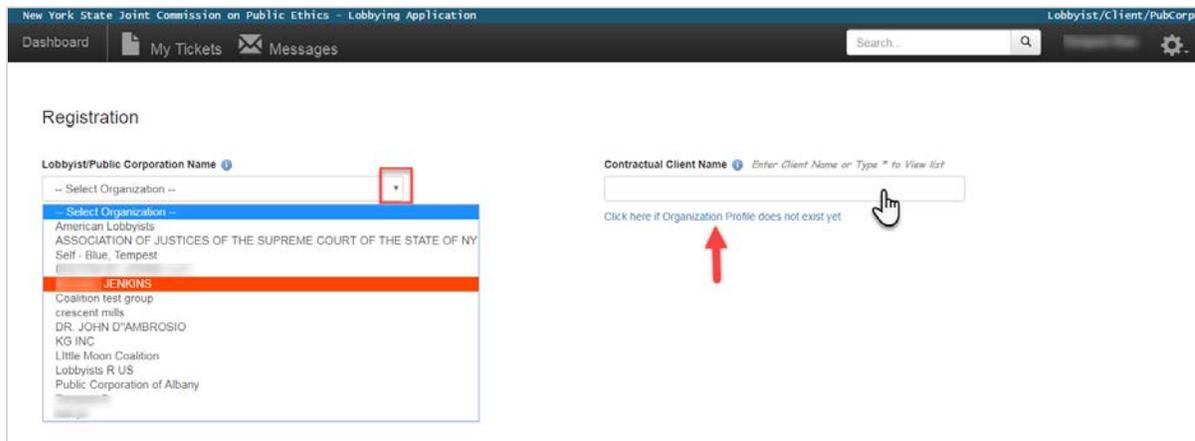
How to File a Statement of Registration and Reportable Business Relationship

From your dashboard:

1. Click the blue **'Registration'** button from the Quick Start Menu.

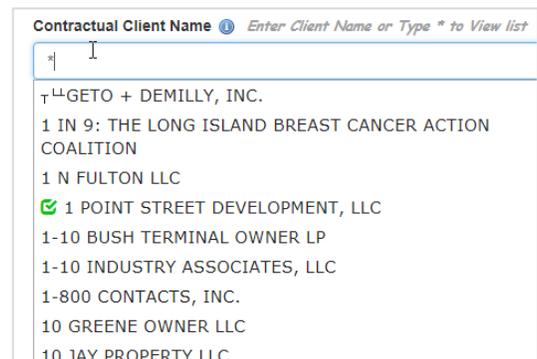


2. Select the **'Lobbyist/Public Corporation Name'** from the drop-down menu. If a red banner is displayed over the name you would like to select, the Profile information for that Lobbyist/Public Corporation name has not been verified. You are required to verify the information before you can select the Lobbyist/Public Corporation.



3. Enter the name of the Client in the **'Contractual Client Name'** search box to view a list of pre-populated Client names. To view a complete list of all Organization names currently available for selection in the Lobbying Application, enter the asterisk **'*'** symbol in the search field instead.

4. A green check mark will display next to the name of a Profile that has been verified and claimed by the owner of the Organization Profile. If a duplicate name is listed in the search results, select the Organization Profile that contains the green check mark symbol. **If no symbol is displayed, contact the JCOPE help desk.**



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- If after searching using both methods, you are still not able to locate the Client name, select the blue hyperlink '[Click here if client/lobbyist does not exist yet](#)'.
 - Step 1** – Select the type of Lobbying Organization (Lobbyist/Client Organization (default selection), Public Corporation, or Coalition) by clicking on the applicable radio button.
 - Step 2** – Enter the business contact information of the organization,
 - Step 3** – Enter the name and contact information of the 'Responsible Party' of the Client Organization and click '**Create**' to save your changes. All fields denoted with a red asterisk are required fields.

The screenshot shows a 'Create Profile' window with the following fields and options:

- Organization type: Lobbyist/Client Organization, Public Corp, Coalition
- *Name: [Text input]
- *Business Street Address: [Text input]
- Street 2 (apartment, suite, floor, etc.): [Text input]
- *City: [Text input]
- State: [Dropdown menu, New York]
- *Zip: [Text input]
- Country: [Dropdown menu, United States]
- *Business Phone: [Text input with +1 dropdown]
- Ext: [Text input]
- *Email: [Text input]
- Responsible Party Contact Information:
 - *Last Name: [Text input]
 - *First Name: [Text input]
 - Middle Name: [Text input]
 - *Title: [Text input]
 - *Business Phone: [Text input with +1 dropdown]
 - *Email: [Text input]

The 'Create' button is highlighted with a red box.

- To indicate the name of the Contractual Client and the Beneficial Client are the same, click the '**Add**' button; otherwise, enter the name of the Beneficial Client in the search box. Multiple Beneficial Clients may be added to your Filing. If the Beneficial Client name is not found in the search results, select the '[Click here if Beneficial Client does not exist yet](#)' and enter all the required information.
- Type a name in the '**Beneficial Client**' text box to select a name from a list of pre-populated names, or select the blue hyperlink '[Click here if Beneficial Client does not exist yet](#)'.

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The screenshot shows the 'Registration' form with three main sections: 'Principal Lobbyist Info', 'Contractual Client Info', and 'Beneficial Client Name(s)'. The 'Principal Lobbyist Info' section contains details for 'American Lobbyists' (540 Broadway, Albany, NY 12207, United States, p.+1 510-555-5555, e. @americanlobbyists.com). The 'Contractual Client Info' section contains details for 'JCOPE Test' (Test, Albany, NY 12077, United States, p.+1 510-525-8525, e.isanders@gmail.com). The 'Beneficial Client Name(s)' section contains 'JCOPE Test' with a red and white 'X' icon and a red arrow pointing to it. Below these sections are dropdown menus for 'Lobbyist/Public Corporation Name' (set to 'American Lobbyists') and 'Contractual Client Name'. There are also links for 'Click here if Organization Profile does not exist yet' and 'Click here if Beneficial Client does not exist yet'. A red box highlights an 'Add' button next to the 'Beneficial Client Name(s)' dropdown.

- To remove a Beneficial Client, select the red and white circle 'X' icon.
- Once a Beneficial Client is selected, choose the 'Year' (Biennial Period) you are filing a Registration for. Click the 'Start' button next to the filing year.

The screenshot shows the 'Registration' form with the 'Year' dropdown menu set to 'All'. Below the 'Year' dropdown is a table with columns for 'Period', 'Start/View Form', and 'Submitted Date'. The table has two rows: '2019 - 2020' and '2017 - 2018'. The '2019 - 2020' row has a blue 'Start' button highlighted with a red box. The '2017 - 2018' row has a greyed-out 'Start' button.

- Once you have selected the filing 'Year' (Biennial Period), you will be directed to the Registration. Navigation is displayed in a tabbed format for ease of use. Review each tab carefully and note that depending on your unique circumstances, all tabs may not apply to your specific lobbying arrangement.
- Before you proceed any further**, verify the Biennial Period and the name of the Principal Lobbyist, Contractual Client(s), and Beneficial Client(s) are correct. You will not be able to change the Contractual or Beneficial Client information or filing period once you begin the Registration, and instead, will be required to discard the form and begin a new Registration. If the information is incorrect, you will be required to 'discard' the form and begin a new Registration.

The screenshot shows the final summary of the registration. It includes three tabs: 'Principal Lobbyist' (American Lobbyists), 'Contractual Client' (JCOPE Test), and 'Beneficial Clients' (JCOPE Test). To the right of these tabs is the text 'Lobbyist Registration Biennial Period: 2019 - 2020 Ref #: 0 (New)'. At the bottom are three buttons: 'Submit' (green), 'Discard' (red), and 'Save' (green).

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12. **Profile Inquiry.** If the name and/or contact information of the Contractual Client appears inaccurate to you, select the exclamation point symbol in the Contractual Client box. The Contractual Client will be notified that their profile information may require an update. Check the fields that may require an update and click 'Save'.

The image shows two screenshots from a web application. The left screenshot displays a 'Contractual Client' profile for 'JCOPE Test' with contact information: Test, Albany, NY 12077, p. +1 518-525-8525, and e. lsanders@gmail.com. A red box highlights an exclamation point icon in the top right corner of the profile box. The right screenshot is a 'Profile Inquiry' dialog box. It shows the profile name 'JCOPE Test' and a prompt to check fields for updates. Under 'Fields In Question', there are three checkboxes: 'Name', 'Address', and 'Phone'. A red box highlights the 'Name' checkbox. At the bottom right of the dialog, there are 'Save' and 'Close' buttons, with a red box highlighting the 'Save' button.

13. To navigate the Registration Form, you may do any of the following:

- 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.

14. **Co/Sub Lobbyist(s) section.** If applicable, enter the name of a Co-Lobbyist or Sub-Lobbyist in the respective search field: you may also enter the asterisk symbol (*) to view a full list of organization names in LA. If the name of a Co-Lobbyist or Sub-Lobbyist is not found in LA, you may create a new Profile on their behalf by clicking the applicable 'Profile does not exist yet' hyperlink. A Co-Lobbyist or Sub-Lobbyist that has been successfully added to a filing is displayed below.

The image shows a screenshot of the 'Lobbyist Registration Form' for the reporting period '2019 - 2020'. The form is divided into two main sections: 'Co-Lobbyists' and 'Sub-Lobbyists'. Each section has a search field and a 'View list' link. Below the search fields, there are links to 'Click here to create Co-Lobbyist Profile that does not exist yet' and 'Click here to create Sub-Lobbyist Profile that does not exist yet'. A 'Co-Lobbyists Added' section is visible, showing a profile for 'JCOPE Test' with contact information: Test, Albany, NY 12077, United States, p. +1 518-525-8525, and e. lsanders@gmail.com. A red arrow points to a red asterisk icon next to the profile name. A 'Continue' button is located at the bottom left of the form.

15. **Beneficial Client(s) Section.** If applicable, enter a name in the 'Add Beneficial Client' search field to include additional Beneficial Client(s) not already listed on your filing. Otherwise, continue to the 'Agreement Information' section.

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The screenshot shows the 'Beneficial Client(s)' section of the 'Lobbyist Registration Form'. The reporting period is '2019 - 2020'. A search bar is present with the text 'Add Beneficial Client Search Enter Client Name or Type * to View'. Below the search bar, there is a 'Click here to create Beneficial Client Profile that does not exist yet' link. A table titled 'Beneficial Clients Added' contains one entry: 'JCOPE Test' with details: 'Test', 'Albany, NY 12077', 'United States', 'p.+1 518-525-8525', and 'e.isanders@gmail.com'. A 'Continue' button is at the bottom left.

16. **Lobbying Agreement:** Every Registration requires a Lobbying Agreement form, Contract, or written authorization to be included.

- **Step 1** – Select the **'Type of Lobbying Relationship'** (Employed or Retained) from the drop-down menu.
- **Step 2** – Select the **'Level of Government'** [State Lobbying, Municipal Lobbying, State/Municipal (Both)] from the drop-down menu.
- **Step 3** – Click the **'Add the Lobbying Agreement'** button.

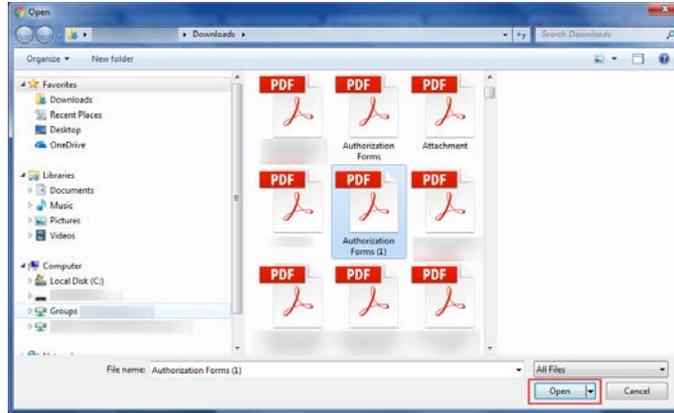
The screenshot shows the 'Agreement Information' section of the 'Lobbyist Registration Form'. The reporting period is '2019 - 2020'. Under 'Type/Level of Government', there are two drop-down menus: '*Type of Lobbying Relationship' (1) and '*Level of Government' (2). Below this is the 'Lobbying Agreements' section with a note: 'You must upload and attach a scanned copy of your lobbying agreement(s)'. There is a green 'Add Lobbying Agreement' button (3). Below this is a table with columns: 'Contract Name', 'Description', 'Client Signatory', 'Duration', and 'Compensation'. At the bottom, there is an 'Upload Document' section with a 'Document(s)' input field and a 'Continue' button.

17. From the **'Add the Lobbying Agreement'** pop-up screen:

Step 1: Contract/Supporting Documentation –Click the **'Upload'** icon located under the **'Contract/Supporting Documentation'** sub-heading to attach the lobbying agreement form, contract, or authorization to the Registration.

- Locate the file on your computer, then select **'Open'** to attach the file. If the file was successfully uploaded, the name of the file will appear under the **'Lobbying Agreement'** view screen after you click **'Open'**.

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Step 2: Description of Agreement – Select from the following radio button options:

- Anticipate the \$5,000 threshold will be exceeded (*Default selection*)
- Do not anticipate exceeding the \$5,000 threshold
- Pro Bono Lobbying Contract/Authorization

Step 3: Reportable Compensation/Expense Information – Select from the following radio button options:

- Anticipate will exceed with Reportable Expenses Only
- Anticipate will exceed with Reportable Compensation (and Expenses) (*Default selection*)

Step 4: Client Signatory (Designated Responsible Party) – Enter the Last Name, First Name, and Title of the Contractual Client Signatory. (Middle name and Suffix are optional.)

A screenshot of the 'Lobbying Agreement' form. The form is divided into several sections: 1. 'Contract/Supporting Documentation' with an 'Upload Sign' button (1) and a file name 'File:Authorization Forms.pdf'. 2. 'Description of Agreement' with three radio button options (2). 3. 'Reportable Compensation/Expense Information' with two radio button options (3). 4. 'Client Signatory (Designated Responsible Party)' with input fields for Last Name, First Name, Middle Name, Suffix, and Title (4). 5. 'Contract Duration/Compensation' with an 'Add' button (5) and a table with columns 'Duration' and 'Compensations'. 6. A final 'Add' button (6) at the bottom right of the form.

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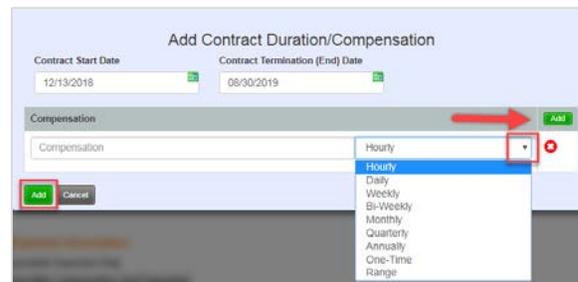
Step 5: Contract Duration/Compensation section.

- Click the **'Add'** button
- Enter the **'Contract Start Date'** and **'Contract Termination (end) Date'** using the green calendar icon, or enter the dates manually using the mm/dd/yyyy format.
- Click **'Add'** to save your changes.



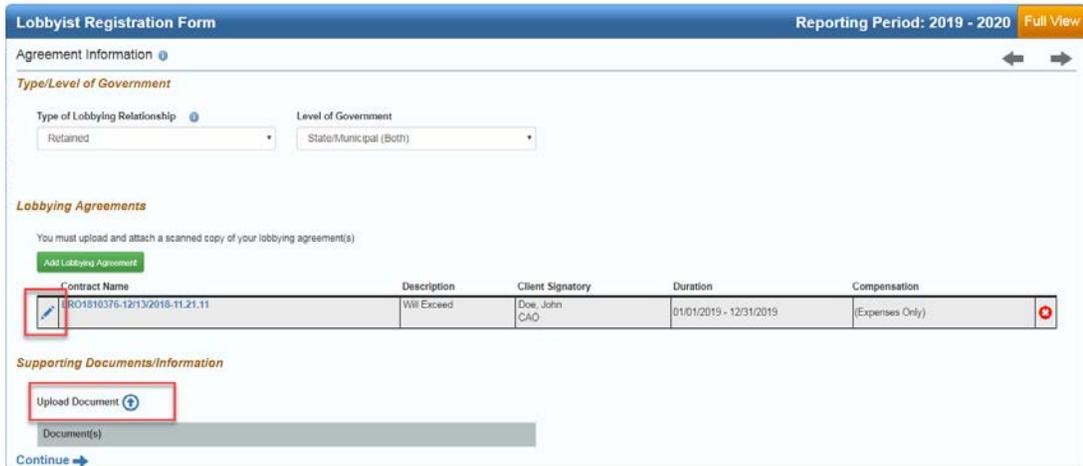
Compensation amount: If you indicated you will *'exceed with Reportable Compensation (and Expenses)'* you are required to enter a compensation amount.

1. Click the **'Add'** button in the grey **'Compensation'** header.
2. Enter the **'Compensation'** amount.
3. Select the **'pay frequency'** from the drop down menu.
4. To remove a compensation amount, click the red circle **'X'** icon.



Click the **'Add'** button located in the lower left side of your screen to save your changes and return to the main **'Lobbying Agreement'** section.

- To edit your Contract/Agreement information, click the pencil icon.
- If applicable, click the **'Upload Document'** symbol to include any **'Supporting Documents/Information'** to the Registration. Multiple attachments can be included.



Contract Name	Description	Client Signatory	Duration	Compensation
LR01810376-1213/2018-11.21.11	Will Exceed	Doe, John CAO	01/01/2019 - 12/31/2019	(Expenses Only)

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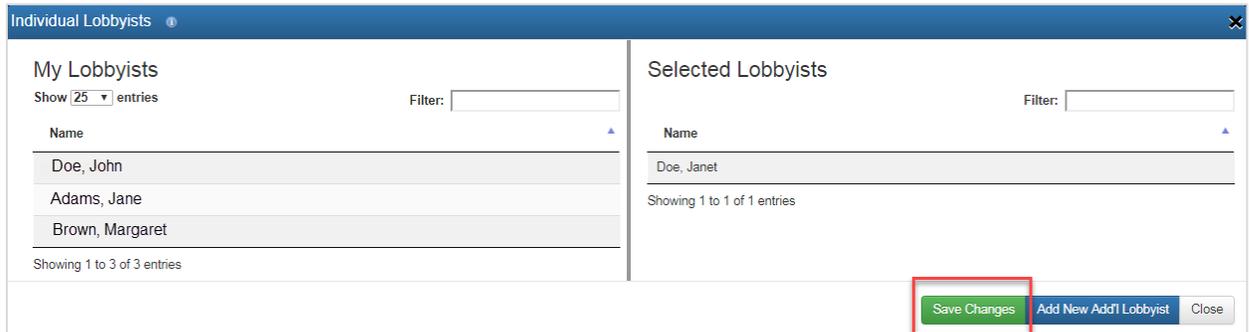
18. **Individual Lobbyists:** To include the name(s) of an **'Individual Lobbyist'**, click **'Modify'**.



The screenshot shows the 'Lobbyist Registration Form' interface. On the left is a navigation menu with options like 'Individual Lobbyists', 'Business Relationships', and 'Lobbying Subjects'. The main area is titled 'Individual Lobbyists' and contains a table with columns for 'Name', 'Phone', 'Email', and 'Designated'. A 'Modify' button is visible at the end of the table, highlighted with a red box and a red arrow. The top right corner shows 'Reporting Period: 2019 - 2020' and a 'Full View' button. A 'Continue' button is at the bottom left.

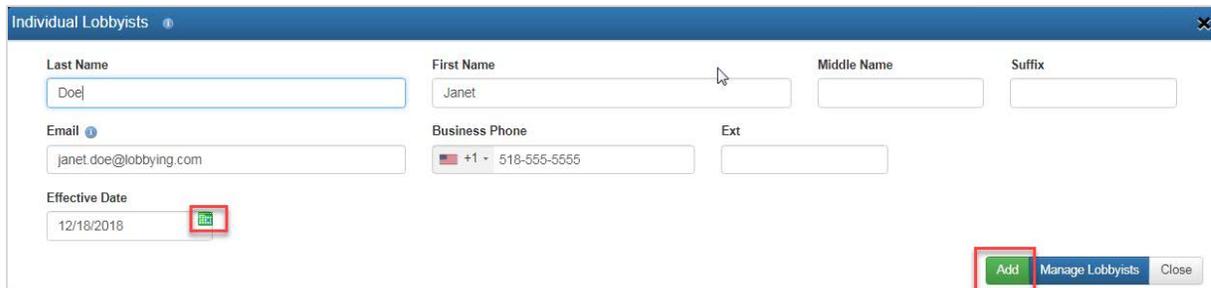
19. Any **'Individual Lobbyist'** existing in your Organization Profile is available for selection on a Registration. To include the name of an **'Individual Lobbyist'**, click the name of the Individual Lobbyist located in the **'My Lobbyists'** column. The Individual Lobbyist name will appear in the **'Selected Lobbyists'** column.

20. To remove an Individual Lobbyist, click the name you want to remove in the **'Selected Lobbyists'** column.



The screenshot shows a dialog box titled 'Individual Lobbyists'. It is divided into two columns: 'My Lobbyists' and 'Selected Lobbyists'. The 'My Lobbyists' column shows a list of names: 'Doe, John', 'Adams, Jane', and 'Brown, Margaret'. The 'Selected Lobbyists' column shows a list with 'Doe, Janet'. At the bottom right, there are three buttons: 'Save Changes' (highlighted with a red box), 'Add New Add'l Lobbyist', and 'Close'.

21. To add the name of a new Individual Lobbyist that is **not** included in your Organization Profile, click the **'Add new Add'l Lobbyist'** button. Enter the required contact information (denoted by a red asterisk) and enter the effective date the Individual Lobbyist has been authorized to lobby by using the green calendar icon, or enter the information in the mm/dd/yyyy format. Click **'Add'** to save your changes.



The screenshot shows the 'Add' form within the 'Individual Lobbyists' dialog box. It contains several input fields: 'Last Name' (with 'Doe' entered), 'First Name' (with 'Janet' entered), 'Middle Name', and 'Suffix'. There are also fields for 'Email' (with 'janet.doe@lobbying.com' entered), 'Business Phone' (with '+1 518-555-5555' entered), and 'Ext'. The 'Effective Date' field shows '12/18/2018' and has a green calendar icon highlighted with a red box. At the bottom right, there are three buttons: 'Add' (highlighted with a red box), 'Manage Lobbyists', and 'Close'.

22. If the name and contact information you entered matches an existing Profile in the Lobbying Application, a list of possible Profile matches will appear. If the Individual Lobbyist appears in this list, click **'Add Lobbyist'**; otherwise click **'None Match'**. The **'Individual Lobbyist'** will now be available for

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selection for all future filings and will be listed in the 'Individual Lobbyist' section of the Organization Profile.

Note: If an Individual Lobbyist is selected from the list of possible Profile matches, and the phone number and e-mail address appear incorrect, you will be able to edit that information from the 'Individual Lobbyists' tab of your Organization Profile. However, once the Individual Lobbyist has verified and claimed the User Profile, you may not edit the information.

The screenshot shows a window titled "Individual Lobbyists" with a list of potential matches. Each entry includes a name, phone number, and email address, followed by a green "Add Lobbyist" button. The entry for Janet Doe is highlighted with a red box. At the bottom of the window, there are two buttons: "None Match" (highlighted with a red arrow) and "Back".

Name	Phone	Email	Action
d, 121231231, 12312 +1 231-231-2312 2d12dasdasd@22as.cocm			Add Lobbyist
Doe, James +1 518-408-3976 jdoe@gmail.com			Add Lobbyist
Doe, Janet +1 518-408-3976 janetdoe@gmail.com			Add Lobbyist
Doe, Lucy +1 518-408-3976 ldoe@gmail.com			Add Lobbyist
Doe, Nancy +1 518-408-3976 ndoe@gmail.com			Add Lobbyist
Farrell, Pete +1 518-555-5555 peter.farrell@its.ny.gov			Add Lobbyist

23. To indicate an Individual Lobbyist is a '**Designated Lobbyist**', click the check box next to the name.

The screenshot shows the "Lobbyist Registration Form" for the reporting period 2019 - 2020. It displays a table of registered lobbyists with columns for Name, Phone, Email, Designated, and Modify. The checkbox for Corey Boden is checked and highlighted with a red box.

Name	Phone	Email	Designated	Modify
Boden, Corey	+1 518-555-5555	Corey.Boden@gmail.com	<input checked="" type="checkbox"/>	
Jones, Jennifer	+1 555-555-5555	Jennifer.Jones@testfiler.com	<input type="checkbox"/>	

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24. Click **'Save Changes'** when you are done and continue to the **'Business Relationship'** section.

The screenshot shows a window titled "Individual Lobbyists" with two panes. The left pane, "My Lobbyists", shows a list of three names: Doe, John; Adams, Jane; and Brown, Margaret. The right pane, "Selected Lobbyists", shows one name: Doe, Janet. At the bottom right, a green "Save Changes" button is highlighted with a red box, along with "Add New Add'l Lobbyist" and "Close" buttons.

25. **Reportable Business Relationships ('RBR'):** If you have an RBR to report, select **'Yes'** from the drop-down menu and then click **'Create New RBR'**. If you do not have an RBR to report, select **'No'** from the drop-down menu and click **'Continue'**. If you indicate 'Yes' and do not submit an RBR, you will not be able to submit the Registration. If you have previously saved or submitted an RBR, they will appear on your screen. You may either continue with your Registration filing, or click **'Create New RBR'**.

The screenshot shows the "Lobbyist Registration Form" for the reporting period 2019-2020. In the "Business Relationships" section, the question "Do you have a Reportable Business Relationship?" has "Yes" selected. A red box highlights the "Yes" dropdown, and a red circle with the number "1" is next to it. A green box highlights the "Create New RBR" button, with a red circle and the number "2" next to it. Below the question, there are sections for "RBRs" and "Saved RBRs" with columns for Confirmation #, Action, Reference #, and Action. A "Continue" button is at the bottom left.

26. If the RBR spans more than one calendar year, select the **'Report for Multiple Years'** check box, otherwise, select the **'Year'** from the drop-down menu, and click **'Continue'**.

The screenshot shows the "Reportable Business Relationships Form" for the reporting period 2019. In the "Reporting Period" section, the "Report for Multiple Years" checkbox is checked. A red arrow points to this checkbox. Below it, the "Year" dropdown menu is set to "2010" and is highlighted with a red box. A "Continue" button is at the bottom left.

27. Select the type of Business Relationship (Entity or State Person) from the **'Relationship Type'** drop-down menu.

The screenshot shows the "Reportable Business Relationships Form" for the reporting period 2019. In the "Business Relationships" section, there are instructions: "To disclose a Reportable Business Relationship with an Entity, choose Relationship Type 'Entity' in the drop-down box." and "To disclose a Reportable Business Relationship with a State Person, choose Relationship Type 'State Person' in the drop-down box." Below this, the "Relationship Type" dropdown menu is open, showing options "Entity" and "State Person". A red box highlights the dropdown menu.

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28. Disclosing a relationship with an 'Entity'

- **Step 1** – Enter the **'Name'** of the Entity
- **Step 2** – Enter the **'Business address and Business Phone'** of the Entity
- **Step 3** – Enter a brief **'Description of the Business Relationship'** between the Lobbyist and the Entity.
- **Step 4** – Enter the **'Compensation'** and reimbursed **'Expense'** (optional) amount. Indicate if the Compensation and Expense amounts are **'Actual'** or **'Anticipated'** using the applicable drop-down menu.
- **Step 5** – Indicate if payment was made by selecting either the **'Yes'** or **'No'** radio button. Indicate if services were performed or provided by selecting either the **'Yes'** or **'No'** radio button.
- **Step 6** – Click the **'Termination (End) Date Unknown'** check box if the date the relationship will end is not known. Enter a **'Start Date'** and **'Termination (End) Date'** using the calendar icons or by entering the date in the mm/dd/yyyy format.
 - If the Business Relationship is ongoing or the Termination (End) date is not known, you may leave this field blank. The Termination (End) date will default to the end of the calendar year.
- **Step 7** – Click **'Add'** to save your changes.

The screenshot shows a web form titled "Entity" with the following fields and callouts:

- 1**: Name input field.
- 2**: Business Street Address and Street 2 (apartment, suite, floor, etc.) input fields.
- 3**: Description of Business Relationship text area.
- 4**: Compensation and Expenses input fields, with dropdown menus for Type of Compensation (Actual) and Type of Expenses.
- 5**: Radio buttons for "Was Payment made to the Entity in which the State person has the Requisite Involvement for the current Calendar Year?" and "Were services Performed or Provided by the Entity in which the State Person has the Requisite Involvement for the current Calendar Year?".
- 6**: Check box for "Termination (End) Date 'Unknown?'".
- 7**: Start Date and Termination (End) Date input fields with calendar icons.
- 7**: Add and Close buttons at the bottom right.

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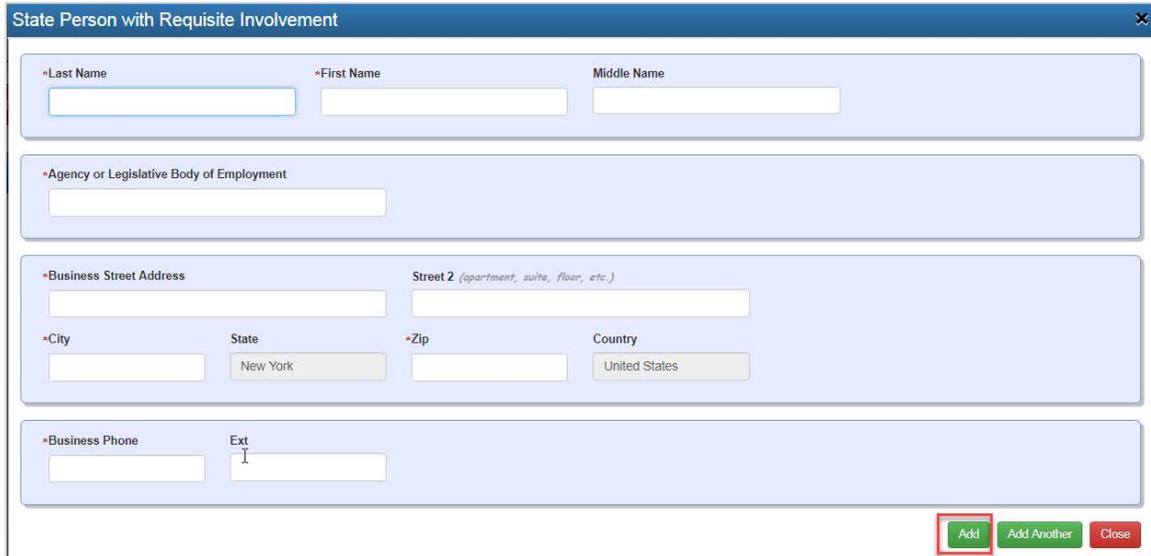
- **Step 8** – Once the ‘Entity’ information has been entered, you are required to enter information regarding the ‘State Person with the Requisite Involvement’. Click ‘Add State Person’.



The screenshot shows the 'Reportable Business Relationships Form' for the reporting period of 2019. The 'Relationship Type' is set to 'Entity'. A table lists the entity 'Apple Corp' with a compensation of \$5,000 and expenses of \$100. Below the table, there is a green 'Add State Person' button highlighted with a red box. A 'Continue' button is at the bottom left.

Entity Name	Compensation	Expenses
Apple Corp	\$5,000	\$100

- **Step 9** -- Enter the required contact information of the State Person with the Requisite Involvement. When finished, click ‘Add’ to save your changes. To enter an additional State Person with the Requisite Involvement with the same Entity, click ‘Add Another’.



The screenshot shows the 'State Person with Requisite Involvement' form. It contains several input fields: Last Name, First Name, Middle Name, Agency or Legislative Body of Employment, Business Street Address, Street 2 (apartment, suite, floor, etc.), City, State (pre-filled with New York), Zip, Country (pre-filled with United States), Business Phone, and Ext. At the bottom right, there are three buttons: 'Add' (highlighted with a red box), 'Add Another', and 'Close'.

- **Step 10** – At this time, you may ‘Submit’ the form, note that once submitted, any changes will require an amendment to your Reportable Business Relationship. Click the ‘Attestation’ check box to submit. If you chose to ‘Discard’ the form, any information added will be lost and you will be directed to your Dashboard. You may also click ‘Save’ to save the form and submit at a later date. To return to the Registration, click the ‘Back to Original Filing’ hyperlink.

If you have selected ‘yes’ that you have an RBR to report but you chose to ‘Discard’ or click ‘Save’ to submit at a later date, you will not be able to submit your Registration unless you indicate that ‘no’ you do not have an RBR to report.

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Note: If you have selected ‘yes I have an RBR to report’ you must have at least one RBR filed in order to submit your Registration.



The screenshot shows the 'Lobbyist Registration Form' interface. At the top, there are three buttons: 'Submit' (green), 'Discard' (red), and 'Save' (green). Below these is a navigation menu with options like 'Co/Sub Lobbyist(s)', 'Beneficial Client(s)', 'Agreement Information', 'Individual Lobbyists', 'Business Relationships' (highlighted), 'Lobbying Subjects', 'Lobbying Activities', 'Attestation', and 'Activity'. The main content area is titled 'Business Relationships' and includes a 'Create New RBR' button. Below this, there are two tables: 'RBRs' and 'Saved RBRs'. The 'RBRs' table has two rows with 'Confirmation #' and 'Action' columns. The 'Saved RBRs' table is currently empty with 'Reference #' and 'Action' columns. A 'Continue' button is at the bottom left, and a 'Full View' button is at the top right.

Confirmation #	Action
BRO1810060	(View) (Form) ↗
BRO1810059	(View) (Form) ↗

Reference #	Action
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29. Disclosing a relationship with an ‘State Person’

- **Step 1** – Click the ‘**Create New RBR**’ Form
- **Step 2** – Select the ‘**Year**’ and indicate if the RBR is for multiple years by selecting the check box.
- **Step 3** – Select ‘**State Person**’ from the ‘**Relationship Type**’ drop-down menu.
- **Step 4** – Enter the required contact information of the State Person.
- **Step 5** - Enter a brief ‘**Description of the Business Relationship**’ between the Lobbyist and the State Person.
- **Step 6** – Enter the ‘**Compensation**’ and reimbursed ‘**Expense**’ (optional) amount. Indicate if the Compensation and Expense amounts are ‘**Actual**’ or ‘**Anticipated**’ using the applicable drop-down menu.
- **Step 7** – Indicate if payment was made by selecting either the ‘**Yes**’ or ‘**No**’ radio button. Indicate if services were performed or provided by selecting either the ‘**Yes**’ or ‘**No**’ radio button.
- **Step 8** – Click the ‘**Termination (End) Date Unknown**’ check box if the date the relationship will end is not known. Enter a ‘**Start Date**’ and ‘**Termination (End) Date**’ using the calendar icons or by entering the date in the mm/dd/yyyy format.
 - If the Business Relationship is ongoing or the Termination (End) date is not known, you may leave this field blank. The Termination (End) date will default to the end of the calendar year.
- **Step 9** – At this time, you may ‘**Submit**’ the form, note that once submitted, any changes will require an amendment to your Reportable Business Relationship. Click the ‘**Attestation**’ check box to submit. If you chose to ‘**Discard**’ the form, any information added will be lost and you will be directed to your Dashboard. You may also click ‘**Save**’ to save the form and submit at a later date. To return to the Registration, click the ‘**Back to Original Filing**’ hyperlink.

Note: If you have selected ‘yes I have an RBR to report’ you must have at least one RBR filed in order to submit your Registration.

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The screenshot shows the 'Reportable Business Relationships' form for the 2019 reporting period. The top navigation bar includes 'Profile Info', 'Reportable Business Relationships', 'Reporting Period: 2019', 'Ref #: 10275', '(Saved)', and 'Back To Original Filing' (with a red arrow pointing to it). Below the navigation bar are 'Submit', 'Discard', and 'Save' buttons, along with a timestamp 'Auto Saved: 4:14PM'. The main content area is titled 'Reportable Business Relationships Form' and 'Attestation'. It features a checkbox for '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' (containing 'Blue, Tempest') and 'CAO Name' (containing 'Blue, Tempest'). A 'Continue' button is at the bottom.

30. **Lobbying Subjects (Continuing with your Registration Filing):** If known, enter the first few characters of the 'Lobbying Subject' in the search field. For a comprehensive list, enter the asterisk symbol (*) in the search field to view the complete list of 'Lobbying Subjects'. Click the name of the subject from the search results; multiple lobbying subjects may be selected. To remove a subject, click the red and white circle 'X' icon. Subject areas that have been successfully selected will appear in the 'Selected Subjects' area below the Lobbying Subjects search field.

The screenshot shows the 'Lobbyist Registration Form' for the 2017-2018 reporting period. The main heading is 'Lobbying Subjects'. Below it is a search field with the text 'Search Type * for full list of subjects' and the letter 'a' entered. A dropdown menu is open, displaying a list of subjects: 'Agribusiness - Agricultural Services & Products' (highlighted), 'Agribusiness - Food Processing & Sales', 'Agribusiness - general', 'Agribusiness - Tobacco', 'Budget/Appropriations', 'Chemicals/Chemical Industry', 'Construction - Building Materials & Equipment', 'Construction - general', 'Consumer Issues/Safety/Protection', 'Criminal Justice - Criminal Law & Procedures (includes sentencing)', and 'Criminal Justice - general'. The 'Full View' button is visible in the top right corner.

31. Lobbying Activities - State Level and Municipal Focuses:

- **Step 1** – Indicate the 'Type(s) of Lobbying Communication(s) you are or you anticipate engaging in' (Direct Lobbying, Grassroots Lobbying, or Both) from the drop-down menu.

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- **Step 2 – Lobbying Focuses.** Select the ‘Type’ of Lobbying Focus from the drop-down menu and ‘Focus #’ and hit the ‘Enter’ key on your keyboard to save your changes. If the Focus number does not exist, click the ‘Add description if identifying number is unknown’ hyperlink.

- To add multiple ‘State Bills’ or ‘Municipal Bills’ at once, click the ‘Load Multiple’ button. Bill numbers must be comma separated. Click ‘Process’ when you have finished.

- Focus types that have been successfully entered appear in the ‘My Focus’ section. Indicate if you are ‘Monitoring Only’ a focus type by selecting the check box. To remove a focus type, click the red and white circle ‘X’ icon.

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Lobbying Focuses

Add Lobbying Focus

Type: Focus # *press enter to add focus*

Add description if identifying number is unknown

My Focuses

Show entries Search:

Type	Identifying No. or Description (if No. does not exist)	Check if Monitoring Only
Municipal Law	Fire Hydrants	<input type="checkbox"/>
State Bill	A1234	<input type="checkbox"/>
State Bill	S4567	<input type="checkbox"/>
State Bill	A5555	<input type="checkbox"/>
State Executive Order	EO234	<input type="checkbox"/>

Showing 1 to 5 of 5 entries Previous Next

- **Step 3 – Parties Lobbied.** Indicate if you have **‘Parties Lobbied’** to report by selecting **‘Yes’** or **‘No’** from the drop-down menu.

- To add a Party Lobbied, select the **‘Government Body’** from the drop-down menu, and enter the **‘Party Name’** in the search field. To view a complete list of all Party types available for selection in the Lobbying Application, type the asterisk symbol in the Party Name search field.

Do you have Parties Lobbied to report? Yes

Parties Lobbied or Expected to be Lobbied

Add Party

Government Body:

Party Name Type * for full list of parties

- Parties that have been selected will appear in the **‘My Parties Lobbied’** section. To remove, click the red and white circle **‘X’** symbol.

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Do you have Parties Lobbied to report? Yes ▾

Parties Lobbied or Expected to be Lobbied ⓘ

Add Party ⓘ

Government Body: Town ▾ Party Name ⓘ *Type * for full list of parties*

My Parties Lobbied

Government Body	Name	
Village	Albion	+
County Special District	BATAVIA KILL WATERSHED DISTRICT	+
Agency	Battery Park City Authority	+
Town	Catskill	+

32. **Attestation:** Select the attestation **'check box'** and click **'Submit'**.

Submit Discard Save App
Saving... 9:15AM

LRO1810010 Lobbyist Registration Form Reporting Period: 2017 - 2018 Full View

Attestation ⓘ

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.

Filer Name: Doe, John

CAO Name: Doe, John

Continue ➔

33. **Payment:** You may pay your filing fee by check, money order, or credit card.

- To pay by check, click the **'Check'** tab, and enter the **'Check Number'** and **'Amount'** and click **'Pay Now'**. Please enter the name of the Principal Lobbyist and Contractual Client in the memo section of the hard copy check.

Mail your check to:

New York State Commission on Public Ethics
540 Broadway
Albany, NY 12207.

Payment Processing

Form Reference Number: 9981

Credit Card Check

Payment Details

Check Number: 500

AMOUNT: 200

Pay Now

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- To pay by **'Credit Card'** click the 'Credit Card' tab and enter the credit card details and click **'Pay Now'**.



The screenshot shows a web interface for online payment processing. At the top right, the text "Payment Processing" is displayed in orange. Below this, the text "Form Reference Number: 9281" is visible. There are two tabs: "Credit Card" (which is selected) and "Check". Under the "Credit Card" tab, there is a "Payment Details" section with icons for Visa, MasterCard, American Express, and Discover. At the bottom of the form is a prominent green button labeled "Pay Now".