



New York State Joint Commission on Public Ethics

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How to Prepare for the January/February Bi-Monthly Report

The first Lobbyist Bimonthly Reports to be filed in the new JCOPE Lobbying Application are due by March 15, 2019. Unlike the Lobbyist Statement of Registration, which is a 'forward-looking' document that requires the Lobbyist to disclose the **anticipated** Lobbying Activities (focuses and parties) expected to be lobbied for the duration of a biennial period, the Bi-Monthly Report details the **actual** Lobbying Activities that occurred during the specific reporting period.

The Comprehensive Lobbying Regulations require more specificity in these reports, including disclosing the one-to-one relationships that exist between a focus and the party(ies) lobbied. Lobbying Focuses (i.e. bill numbers, procurement numbers, regulations) entered on a Statement of Registration or Registration Amendment will prepopulate the first Bi-Monthly Report. Thereafter, Lobbying Activities that include a focus type and/or party(ies) lobbied entered on a Bi-Monthly or Bi-Monthly Amendment will continue to carry over to the next Bi-Monthly Report from one reporting period to the next.

How to prepare before disclosing Lobbying Activities on a Bi-monthly Report

1. For every focus type disclosed on a Bi-Monthly Report, you will need to indicate:
 - o Type of Lobbying Communication (Direct Lobbying, Grassroots Lobbying, Both); and,
 - o Parties Lobbied (multiple parties lobbied can be associated to an individual focus type)
2. State Bills - For Filers that intend on using the 'load multiple' feature when entering State Bill numbers:
 - a) **Identify Senate Bills versus Assembly Bills.** Indicate if the State Bill is a Senate Bill or Assembly Bill by entering a capital 'A' for an Assembly Bill number, or a capital 'S' for a Senate Bill number. *Do not add a space, hyphen, period, or other character between the capital letter and the bill number.*

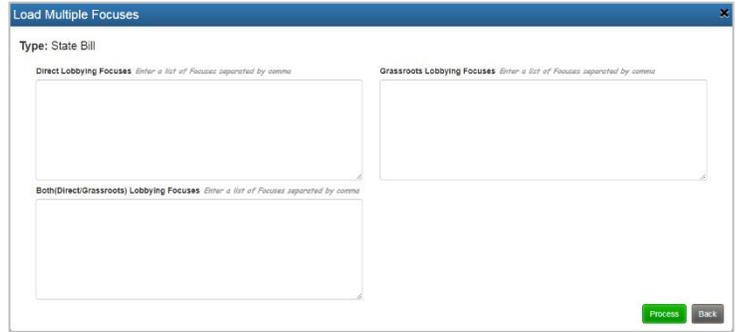
Correct: A1234 **Incorrect:** a1234, a 1234, A 1234, A_1234

- b) **Use commas to separate bill numbers.** Each State Bill number (Senate and Assembly) must be separated by a comma. Senate Bill numbers and Assembly Bill numbers do not need to be loaded separately.

Correct: A1234,S1234,A4567,A8790,S2345

Note: If a bill number has been amended, the letter at the end of that number must have a dash before it, i.e. S1345-A.

- c) **Ability to upload multiple State and Municipal Bill numbers and group by Type of Lobbying Communication (see screenshot from LA).** Organize your bill numbers into the following categories before you copy and paste them into the Bi-Monthly Report:
1. Direct Lobbying
 2. Grassroots Lobbying
 3. Both



Load Multiple Focuses

Type: State Bill

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

Grassroots Lobbying Focuses *Enter a list of Focuses separated by comma*

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

Process Back

Detailed instructions on how to file your Bi-monthly Report, as well as the Disbursement of Public Monies Report, will be available soon. We anticipate having those sections available to file reports in the JCOPE Lobbying Application the first week of March.