

How to File Extension Requests

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

JCOPE allows Filers the opportunity to submit two types of Extension Requests.

- An Extension Request on a Filing submission; and
- An Extension Request on a Filing ticket response associated with a submitted filing.

Below is the required information needed to submit an Extension Request.

REQUIRED Extension Request Information

Requested Extension Date

Exact amount of time being requested, specifying working days or calendar days, or new date the Filer is requesting the Extension through.

- The Filer can request a date up to 30 days from either:
 - the statutorily defined due date; or
 - the 'follow-up date' noted in the pending Ticket

Reason for submitting Extension Request

Filer must select ONE reason from the standard list.

- Unexpected illness or family emergency/bereavement
- Financial information unavailable
- Requested information unavailable
- Technical failure
- Personnel changes

Explanation

In addition, Filer must provide a brief summary that **details a valid reason** for submitting an Extension Request.

Attestation

1. "Click" the *Attestation* check-box
2. Select the '**Submit**' button.

How to file: Extension Request Online

Extension Request

Date Request To

Reason

-- Choose Reason --

Explanation

I declare that the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.

Submit Discard

How to File Extension Requests in LA

Registrations

1. Select the **'Registration'** button from the *Quick Start Menu* on your **'Dashboard'**



2. Provide the *Lobbyist/Client Organization, Contractual Client, and Beneficial Client Name(s)*.

NOTE: See *How to File a Statement of Registration Online Instructions*

3. Select the **'Start'** button next to the corresponding Biennial Period you are requesting the Extension for.
4. Once your Filing displays on your screen, select the **'Extension Request'** button.

How to file: Extension Request Online

New York State Joint Commission on Public Ethics - Lobbying Application

Dashboard Tickets Messages Print Search

Principal Lobbyist Contractual Client Beneficial Clients

Lobbyist Registration
Biennial Period: 2019 - 2020
Confirmation #: View Associated Filings (Saved)

Submit Discard Save Extension Request

Co-Sub Lobbyist(s) Information (if applicable)

Reporting Period: 2019 - 2020 Full View

Co-Sub Lobbyist Search (Enter Lobbyist Name or Type * to View list)

Sub-Lobbyists

Add Sub-Lobbyist Search (Enter Lobbyist Name or Type * to View list)

Click here to create Co-Lobbyist Profile that does not exist yet

Click here to create Sub-Lobbyist Profile that does not exist yet

Co-Lobbyists Added Sub-Lobbyists Added

Continue

5. Complete the Extension Request Information, “click” the *Attestation* check box and select the ‘Submit’ button.

Extension Details

Requested Extension Date

Reason

-- Choose Reason --

Explanation

I declare that the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.

Submit Discard

Client Semi-Annual Reports (CSA)

1. Select the blue ‘Client Semi-Annual’ button from the ‘Client Filings’ quick start menu.

New York State Joint Commission on Public Ethics - Lobbying Application

Dashboard My Tickets Messages Print Search

Quick Start

Lobbyist Filings Client Filings Other Filings Search or Create

Registration Bi-monthly

Client Semi-Annual

Disbursement of Public Monies

Source Of Funding Exemption

Extension

Reportable Business Relationship

Organization

How to file: Extension Request Online

2. Provide the *Contractual Client Name*.

NOTE: See *How to File a Client Semi-Annual Online Instructions*

3. Select the **'Start'** button next to the corresponding Reporting Period you are requesting the Extension for.
4. Once your Filing displays on your screen, select the **'Extension Request'** button.

5. Complete the Extension Request Information, "click" the *Attestation* check box and select the **'Submit'** button.

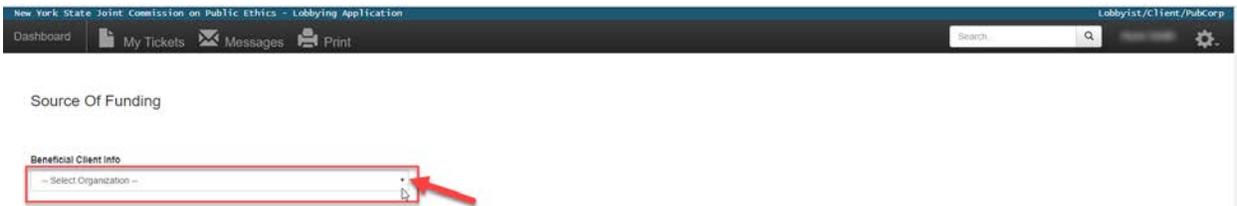
How to file: Extension Request Online

Source of Funding (SoF)

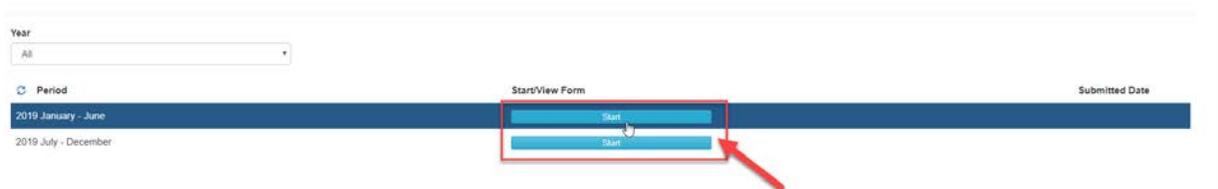
1. Select the blue 'Source of Funding' button from the 'Client Filings' quick start menu.



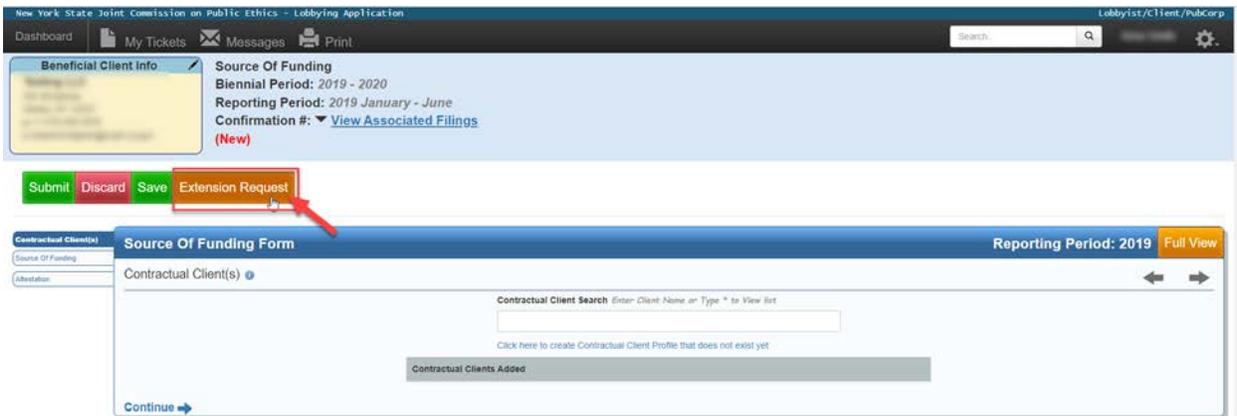
2. Select the 'Beneficial Client' name from the drop-down box;



3. Then select 'Start' next to the correct Reporting Period/Year.

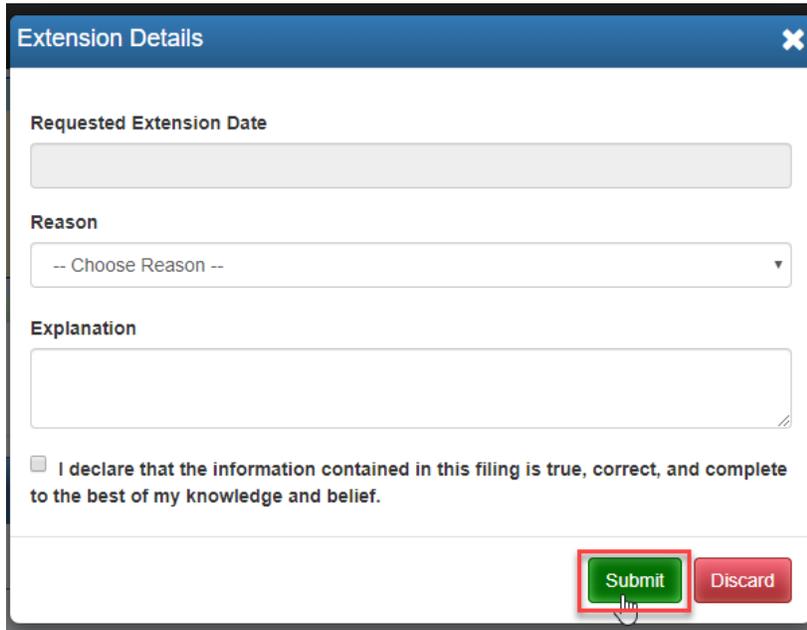


4. Select the 'Extension Request' button.



How to file: Extension Request Online

5. Complete the Extension Request Information, “click” the *Attestation* check box and select the ‘Submit’ button.



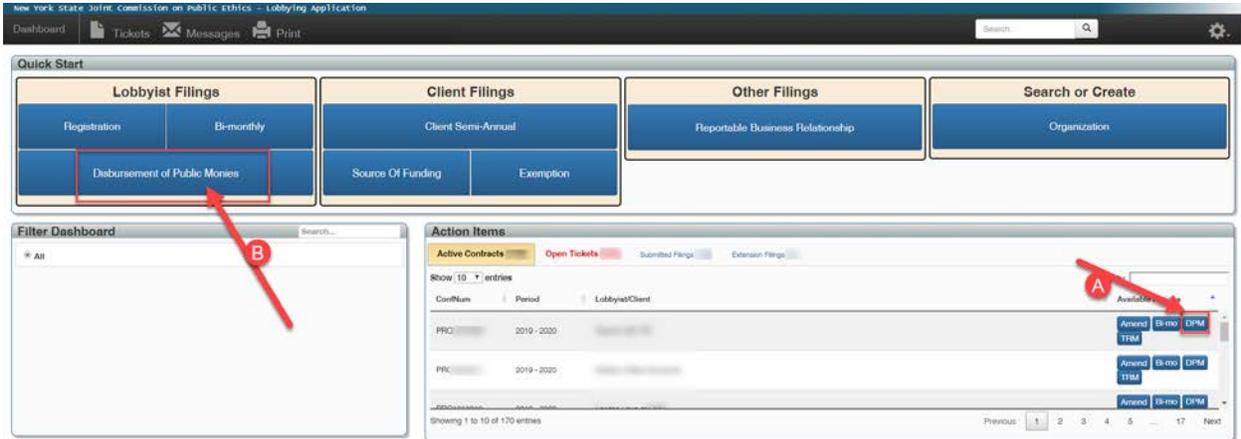
Bi-monthlies, Registration Amendments, and Disbursement of Public Monies (DPM)

There are two different options available to Filers to submit an Extension Request for these types of Filings:

1. On the Dashboard, either:
 - a. **JCOPE recommended option for the above referenced filings*** – From the ‘Action Items’ window, select the applicable **Filing** button that corresponds to the Lobbyist/Client pairing you want to submit an Extension Request for; then select ‘Start’ button next to the year/reporting period of the Filing.

***NOTE:** JCOPE recommends you **use this method** as it avoids having to manually enter the Lobbyist/Contractual Client/Beneficial Client and reporting period information.

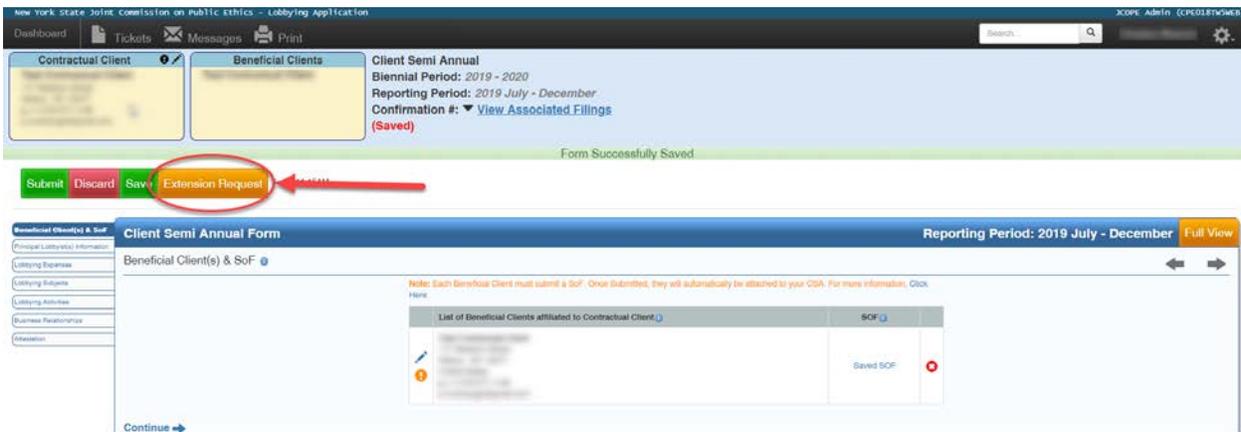
How to file: Extension Request Online



OR

- b.** From the *Quick Start Menu* on the Dashboard, select the applicable **Filing** button; provide the Principal Lobbyist, Contractual Client, Beneficial Client(s) and reporting period information.

2. Once your Filing displays on your screen, select the **'Extension Request'** button.



3. Complete the Extension Request Information, "click" the *Attestation* check box and select the **'Submit'** button.

How to file: Extension Request Online

Extension Details [X]

Requested Extension Date

Reason

-- Choose Reason --

Explanation

I declare that the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.

Submit **Discard**

Reportable Business Relationship (RBR)

1. Select the blue **'Reportable Business Relationship'** button from the **'Client Filings'** quick start menu.



2. Select the **'Lobbyist/Public Corporation'** name from the drop-down box;

New York State Joint Commission on Public Ethics - Lobbying Application | Lobbyist/Client/PubCorp

Dashboard | My Tickets | Messages | Print | Search

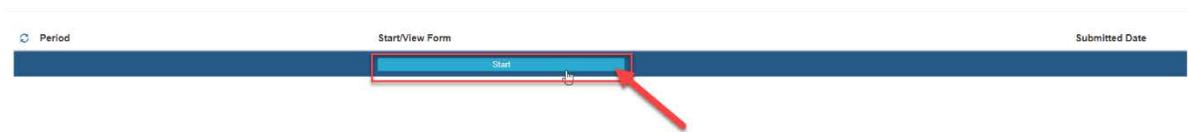
Reportable Business Relationship

Lobbyist/Public Corporation Name [i]

-- Select Organization --

How to file: Extension Request Online

3. Then select **'Start'** next to the correct Reporting Period/Year.



4. Select the **'Extension Request'** button.



5. Complete the Extension Request Information, "click" the *Attestation* check box and select the **'Submit'** button.

Extension Details

Requested Extension Date

Reason

-- Choose Reason --

Explanation

I declare that the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.

Submit **Discard**

How to file: Extension Request Online

Tickets

If JCOPE has opened a Ticket on one of your Filings and you are unable to meet the Ticket response 'follow-up' date, you may request an Extension through the pending Ticket.

1. Select the *Ticket link* at the top of your '**Dashboard**' (in the red box), which will direct you to the '**Open Tickets**' tab in the *Action Items* section.
2. Or, you can just select the '**Open Tickets**' tab in the *Action Items* section.

Quick Start

Lobbyist Filings: Registration, Bi-monthly, Disbursement of Public Monies

Client Filings: Client Semi-Annual, Source Of Funding, Exemption

Other Filings: Reportable Business Relationship

Search or Create: Organization

Affiliated Organizations

Action Items: Active Contracts (24), **Open Tickets (20)**, Saved Filings (34), Upcoming Filings

Ticket ID	Status	Type	Add'l Info	Description	Last Modified
37355	Pending Filer Action	Discrepancy		Discrepancy	03/29/2019
37355	Pending Filer Action	Discrepancy		Discrepancy	04/10/2019
37300	Pending Filer Action	Payment		Payment	04/16/2019
37440	Pending Filer Action	Extension Request		Extension Request	05/09/2019
37450	Pending Filer Action	Extension Request		Extension Request	06/13/2019

3. Select the applicable Filing that corresponds to the Ticket you want to submit an Extension Request for; which will display the *Ticket Detail View*.
4. Select either the "**View Filing**" button, or the '**Originating Filing**' confirmation number link.

View Ticket Details

ID: 28241 (Pending Filer)

Form: [Link]

Lobbyist: [Link]

Client: [Link]

Description: [Link]

Follow up: [Link]

Created: [Link]

Type: [Link]

Originating Filing: [Link]

Issue Field	Issue	Status
[Link]	[Link]	[Link]

Form Confirmation	Associated Filing(s)	Lobbyist/Client	Period
[Link]	[Link]	[Link]	[Link]

Notes	Submitted by	Created
[Link]	[Link]	[Link]

View Filing Close

How to file: Extension Request Online

5. Once your Filing displays on your screen, select the **'Extension Request'** button in the Ticket section.

New York State Joint Commission on Public Ethics - Lobbying Application

Dashboard My Tickets Messages Print Search

Principal Lobbyist Contractual Client Beneficial Clients

Lobbyist Registration Amendment
Biennial Period: []
Confirmation #: [] View Associated Filings
(Submitted)

Problem Tickets - ACTION REQUIRED Click To View Ticket Details

Amend Reply With Note Request For Extension

Notes	Respond By	Ticket	Status	Issue
View	1/1/2020	38412	Pending Filer Action	Custom - TESTING...

Co/Sub Lobbyist(s) Lobbyist Registration Amendment Form Reporting Period: 2019 - 2020 Full View

Beneficial Clients Agreement Information Individual Lobbyists Business Relationships Lobbying Subjects Lobbying Activities Abstention Payment History Activity

Co/Sub Lobbyist(s) Information (if applicable)

Co-Lobbyists Sub-Lobbyists

Co-Lobbyists Added: No Co-Lobbyists

Sub-Lobbyists Added: No Sub-Lobbyists

Filing History

6. Complete the Extension Request Information and select the **'Submit'** button.

Extension Request () - Click to View Ticket Details

*Extension Date Request To: []

*Extension Reason: -- Choose Reason --

*Explanation: []

Submit Discard

Once you 'Submit' the Extension Request:

- A Ticket opens which JCOPE will review and respond to accordingly.
- The Extension Request button will disappear; but your Filing will continue to display on your screen. You have the option to:
 - select the link to **review your Extension Request**; or
 - **Discard the Filing** (which will cancel the Extension Request submitted to JCOPE); or
 - **Finish completing the Filing** with all required information and **Submit** the Filing; or
 - **Save the Filing**, and finish completing it at a later date.

***How to file:* Extension Request Online**

Congratulations you are all done!