



New York State Joint Commission on Public Ethics

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Important Information Relating to Profiles

Starting today, the functionality of creating or claiming an Organization Profile (Lobbyist or Client Organization, Public Corporation, or Coalition) in the JCOPE Lobbying Application (“LA”) has significantly changed to minimize the risk of a duplicate profile being created in LA. The creation of duplicate profiles:

- Prevents information that was reported on a Lobbyist Bi-monthly Report, such as bill numbers, type of lobbying communication, parties lobbied, and expenses, from automatically pre-populating to a Client’s Semi-Annual Report;
- Obscures a Lobbyist’s and Client’s total lobbying activities if attached to multiple Profiles;
- Impacts the reliability of public search results; and,
- May result in filing delays, and erroneous failure to file or late filing notices being generated in LA.

Considerations for User Profiles

As before, all individuals who intend to utilize the new LA are required to have a **verified** User Profile that is linked to their personal NY.gov ID. The User Profile is the mechanism that allows an individual access to an Organization’s Profile which can include authorization to manage their account as well as prepare and submit Filings on their behalf.

Every person identified in an Organization Profile has an assigned role in the LA. In an effort to promote the selection of the correct Organization Profile, the mechanism to assign an individual as a Chief Administrative Officer (CAO) and/or Delegated Administrator (DA) has changed. To authorize an individual for either of these specific roles, the Individual’s User ID number, which is specific to and must be personally obtained by each individual, must be provided. The ability to assign an individual as the CAO or the DA merely by entering their first and last name in a search field has been eliminated. This functionality is identical to the current mechanism by which a Preparer is assigned to the Organization Profile.

The new functionality for Organization Profiles tightens access to an organization’s filings, minimizes the risk of duplicate Profiles being created, and represents the latest example of our efforts to continuously improve the Lobbying Application.

Resources to help you

Attached to this email is much more information about what you need to know and expect regarding the functionality of Profiles in LA.

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.

Questions

As always, if you have any questions about navigating the LA, please contact our **Lobbying Helpdesk** at **(518) 474-3973** or by emailing 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.