

Step 3: How to Create or Claim Organization Profiles in LA



Effective April 23, 2020, the functionality of creating or claiming an Organization Profile in the Lobbying Application ('LA') has changed. This change was made to minimize the risk of duplicate Organization Profiles being created in LA. Please review these instructions in their entirety.

The following instructions are intended to assist Filers to:

- A. **Claim** an Organization Profile;
- B. **Create** a new Organization Profile (if an Organization Profile does not exist in the LA); or
- C. **Create an** Organization **'placeholder'** solely for the purposes of submitting a Filing

Option 'A' – Claim an Organization Profile or Option 'B'– Create New Organization Profile

Only the **'Responsible Party'** (Chief Administrative Officer, Delegated Administrator, or designee) of an Organization should **'Claim'** or **'Create'** an Organization Profile.

Example: *I am the CAO of ABC Lobbying Organization (can be a Principal Lobbyist, Contractual Client, etc.). As the CAO, I can either **'claim'** my unverified Organization Profile (Profile exists in LA but has not been verified yet); or **'create'** a new Organization Profile for ABC Lobbying Organization.*

Examples of what not to do:

- If you are a Client (Contractual or Beneficial), DO NOT create or claim the Organization Profile of your Principal Lobbyist.
- If you are a Principal Lobbyist, DO NOT create or claim the Organization Profile of your Client.
- If you are an Employed Lobbyist (you are both the Principal Lobbyist and the Contractual Client), DO NOT create or claim two different Organization Profiles with the same name. A Filer may submit a Lobbyist Statement of Registration and a Client Semi-Annual Report using the same Organization Profile.

PLEASE NOTE: A CAO, Delegated Administrator and Preparer must already have a **personal NY.gov ID account and** a verified User Profile in LA. The Individual's numeric ID, generated from a verified User Profile in LA, must be provided in the Organization Profile before they can be assigned a role within an Organization Profile. **See screenshot below for an example of an Individual numeric ID.**

Refer to Step 1: How to create an NY.gov ID account using the JCOPE Enrollment Link; and Step 2: How to create a new User Profile for detailed instructions.

The screenshot shows a web interface for a 'User Profile'. On the left is a navigation menu with options: 'Primary User Information' (highlighted), 'Affiliations', 'History', 'Profile Tickets', 'My Organization(s)', and 'Full Profile View'. The main content area is titled 'Primary User Information' and includes an 'EDIT' button with a pencil icon. The 'Individual ID' field contains the value '17337'. Below this is a table for personal information:

Last Name	First Name	Middle Name	Suffix
Doe	Jane		

Below the table, the 'Title' field contains the value 'CAO'.

Option 'C' – Create a Placeholder Organization so a Filing can be submitted

A Filer who is attempting to list either a Lobbyist or Client on a Filing but is unable to locate that organizations profile after entering their name in the search box located within the filing should create a 'place holder'.

Example: I am the CAO of ABC Lobbying Organization and my Contractual Client, 'XYZ Client', did not appear in the dropdown when I entered their name in the 'Contractual Client Name' search field.

To begin creating the "place holder" Profile, click on the link below and follow the steps accordingly.

Click "Add" If Principal Lobbyist is also Contractual Client

Contractual Client Name ⓘ Enter Name or Type * to View List

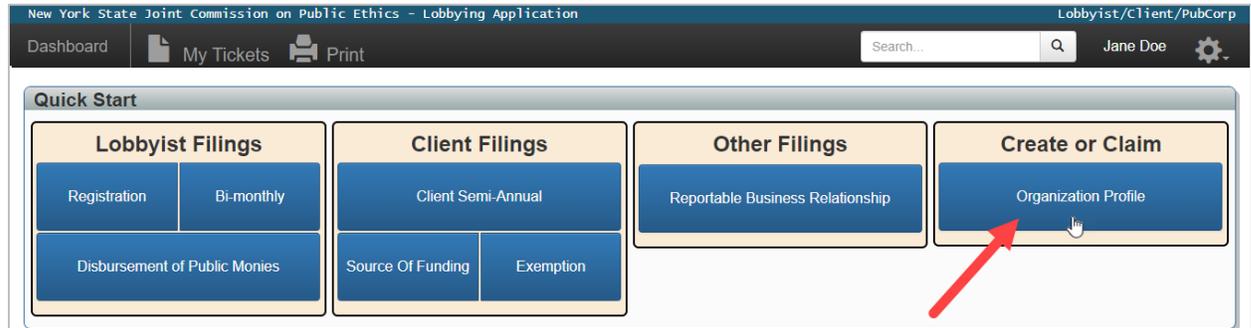
Note: You must be able to select the Organization profile in the search field.

[Please click here if this Organization is not listed](#)



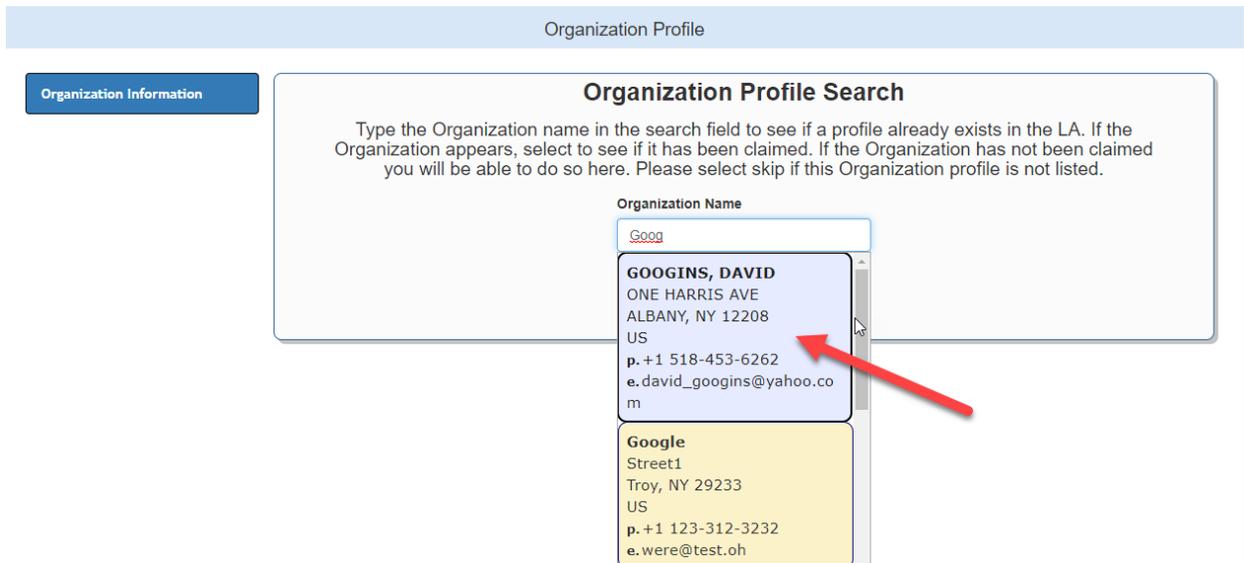
OPTION 'A' – Claim an Organization Profile

1. Click the 'Create or Claim Organization Profile' button from the Quick Start Menu on your Dashboard.



2. Type the first few characters of the Organization name in the 'Organization Name' field. If the Organization name is an exact match or contains similarities to an existing Organization Profile in LA, a list of pre-populated results will display. Please review ALL possible matches carefully to minimize the risk of a duplicate Profile being created in the LA.

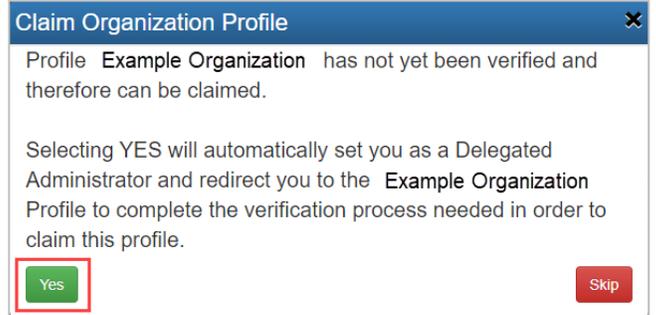
PLEASE NOTE: If any of the contact information (such as the phone number, email address or business address) is not correct, **DO NOT create a new Profile**. Once you select the Profile, you will be able to edit the Profile to modify any incorrect information. If you are unsure, contact a JCOPE Filing Specialist for assistance.



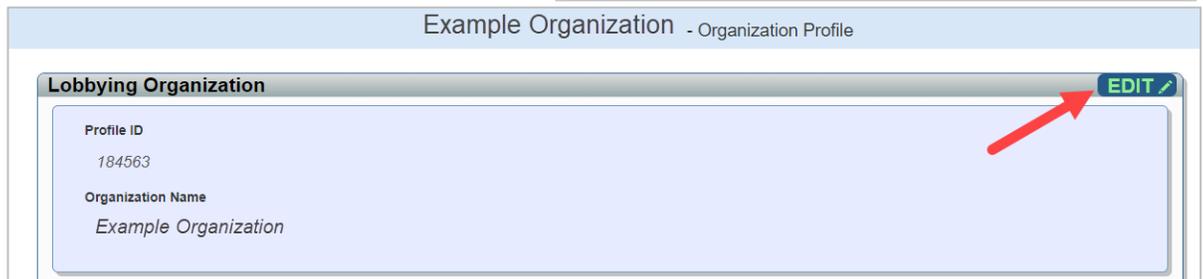
3. To select an Organization from the list, click *inside the box (next to the Organization name)*; then click the green 'Select' button.

a. If you are **not** an Individual who has any authority for this selected Organization, and should not be listed as a Delegated Administrator, select the red 'skip' button; and follow instructions for **Option 'C'** to create an Organization Placeholder solely for the purposes of submitting a Filing.

b. To claim an Organization Profile, click the green 'yes' button. **NOTE:** You will automatically be added as a Delegated Administrator on the Organization Profile.

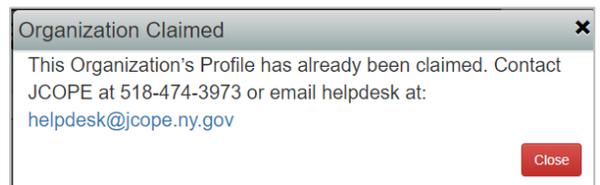


c. You can edit any of the Organization information contained in the Profile by clicking the 'Edit' button.



Refer to Step 4 on the following page for detailed instructions on how to edit and assign roles within the Organization Profile.

d. If the selected Organization Profile has already been claimed, an error message will display. You must contact JCOPE staff at (518) 474-3973 or helpdesk@jcope.ny.gov for assistance. **DO NOT create a new Profile** unless a Filings Specialist has advised you to do so. Otherwise, you may be unable to properly submit your filings.

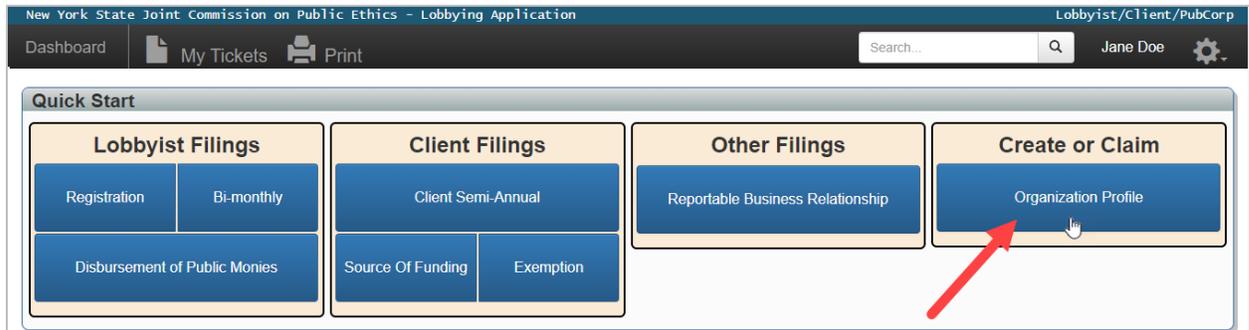


e. Select the red 'Close' button; and follow instructions for **Option 'B'** to create a new Organization Profile

4. If your Organization name is not included in the list of possible matches, *refer to the 'Option B' instructions beginning on page 5* to create a new Profile.

OPTION 'B' – Create my Organization Profile

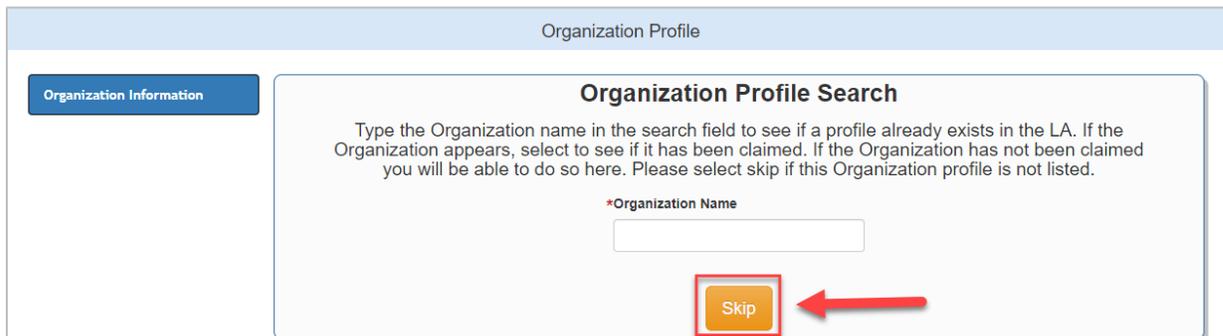
1. Click the 'Create or Claim Organization Profile' button from the Quick Start Menu on your Dashboard.



2. Type the first few characters of the Organization name in the 'Organization Name' field. If the Organization name is an exact match or contains similarities to an existing Organization Profile in LA, a list of pre-populated results will display. Please review ALL possible matches carefully to minimize the risk of a duplicate Profile being created in the LA. If you select an Organization in error and would like to remove it, click 'Unselect Organization'.



3. Click the "Esc" key on your keyboard to clear the list of possible Organization Profiles; then, click 'Skip' to create the new Organization Profile.



- Click the green 'Select' button in the **Create a new Organization Profile** box.

- Select the type of Lobbying '**Organization**' (Lobbyist or Client Organization, Public Corporation, Coalition) by clicking on the applicable radio button; then click the green '**Continue**' button. **PLEASE NOTE:** the application automatically defaults to Lobbyist or Client Organization.

PRO TIP: Click any of the 'i' info icons for guidance on selecting which type of Organization applies to you. **PLEASE NOTE:** A Public Corporation is a municipal corporation that engages in Lobbying Activity on its own behalf, a Public Corporation is not a publicly traded company. **Example:** *The City of Albany, The Dormitory Authority of the State of NY, and the Metropolitan Transportation Authority are examples of a Public Corporation.*

- Enter the '**Organization Name**' in the text field.

- You will automatically be assigned as BOTH the **CAO (Chief Administrative Officer)** and **Delegated Administrator**. To assign a different individual as the CAO, click the red 'x' and enter the Individual's numeric ID; then click '**Add**'.

- Assign a second Delegated Administrator (optional).** Every Organization Profile may assign two Delegated Administrators. The individual who creates a new Organization Profile is automatically assigned as a Delegated Administrator. To assign a second Delegated Administrator, enter the Individual's numeric ID in the empty '**Delegated Administrator**' field; then click '**Add**'.

Delegated Administrator	Delegated Administrator Individual ID
Smith, Anne President p. +1 518-408-3976 e. asmith@gmail.com	<input type="text"/> <input type="button" value="Add"/>

PRO TIP: Individuals assigned as a **Primary Delegated Administrator** cannot remove themselves from an Organization Profile. A Delegated Administrator may only be removed by the CAO, or the alternate Delegated Administrator.

- Enter the **'Business Street Address'** and all other contact information as required. To include an alternate mailing address click the **'Add Alt Address'** button.

*Business Street Address	Street 2 (apartment, suite, floor, etc.)	
<input type="text"/>	<input type="text"/>	
*City	State	*Zip
<input type="text"/>	New York	<input type="text"/>
Country		
United States		
<input type="button" value="Add Alt Address"/>		

- Click the **'Primary Mailing Address'** check box if you wish to assign the alternate address as the primary business mailing address for the Organization.

Remove Alt Address	Alternate Address	
<input type="checkbox"/>	Primary Mailing Address	
*Business Street Address	Street 2 (apartment, suite, floor, etc.)	
<input type="text"/>	<input type="text"/>	
*City	State	*Zip
<input type="text"/>	New York	<input type="text"/>
Country		
United States		

11. Enter the **business phone number** and enter a valid **'Email'** address in the appropriate field. **Do not use a general email address.** Enter an (optional) **'Alternate Email'** address, if desired. Notifications (including Filing issues) are sent to the Organization's email address, as well as the email addresses of the CAO, Delegated Administrator(s) and Preparer(s).

The form contains the following fields:

- *Business Phone:** Includes a dropdown menu for country code (currently showing '+1') and a text input field.
- Ext:** A text input field.
- Alternate Phone:** A text input field.
- Alternate Ext:** A text input field.
- *Email:** A text input field with an information icon.
- Alternate Email:** A text input field.

12. If you would like other individuals to receive e-blast notifications and reminders from JCOPE, you may assign them as **'Contact(s)'**. Multiple contact names can be added. Click the green '+' (plus) button, to add a new contact. Enter the required contact information and click **'Add'** to save changes.

The 'Contacts' section header includes an information icon and a green plus button, which is highlighted with a red box.

The 'Contact' form includes the following fields:

- *Last Name:** Text input field with a mouse cursor icon.
- *First Name:** Text input field.
- Middle Name:** Text input field.
- Suffix:** Text input field.
- *Email:** Text input field.
- Country:** Dropdown menu.
- Business Phone:** Text input field.

At the bottom right, there are two buttons: a green 'Add' button (highlighted with a red box) and a grey 'Close' button.

PLEASE NOTE: Individuals listed as a 'Contact' do NOT receive notifications regarding issues with Filings.

13. Also Known As is used for entities that may be recognized by the public as an acronym or other similar identifier which is different than the Organization name in the Lobbying Application. To add an **'Also Known As'** name, click the green '+' (plus) button and enter that name in the field. Click the red and white 'X' icon to undo any changes.

The 'Also Known As' section includes a header with an information icon and a green plus button (highlighted with a red box). Below the header is a 'Name' field. At the bottom right of the form, there is a red and white 'X' icon.

14. Click the **Attestation** check box and click **'Create'** to access the Organization Profile navigation menu.



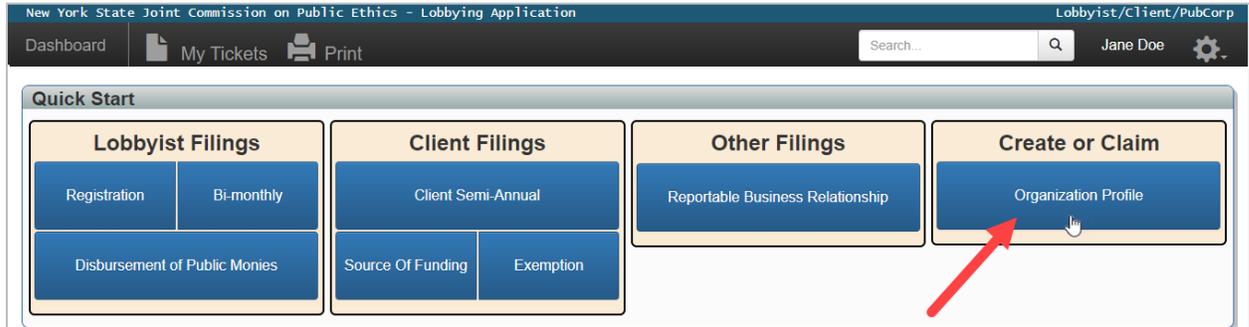
I declare that the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.

Create **Cancel**

Refer to page 14 for instructions on navigating functions related to the Organization Profile.

OPTION 'C' – Create a Placeholder Organization to submit a Filing

1. Click the 'Create or Claim Organization Profile' button from the Quick Start Menu on your Dashboard.

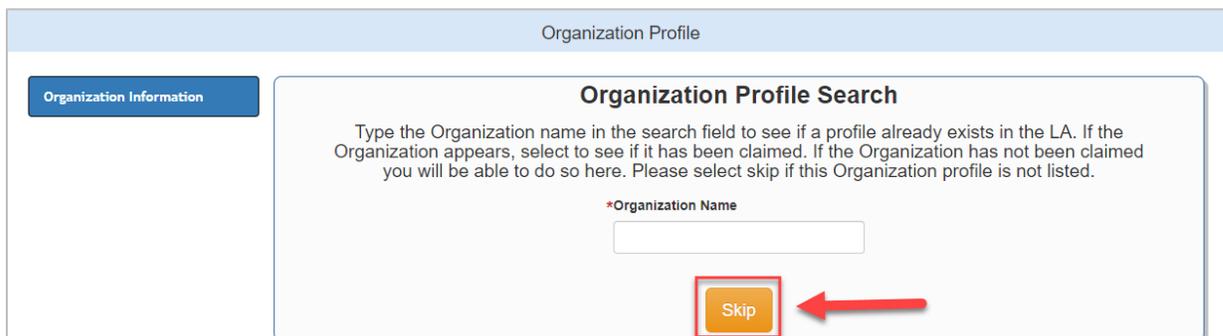


2. Type the first few characters of the Organization name in the 'Organization Name' field. If the Organization name is an exact match or contains similarities to an existing Organization Profile in LA, a list of pre-populated results will display. Please review ALL possible matches carefully to minimize the risk of a duplicate Profile being created in the LA.

If you select an Organization in error and would like to remove it, click 'Unselect Organization'.



Click the "Esc" key on your keyboard to clear the list of possible Organization Profiles; then, click 'Skip' to create the Placeholder Profile.



- Click the green 'Select' button in the 'I need to Identify a Organization for the purpose of submitting a Filing' box.

Organization Profile

Organization Information

I NEED TO CREATE MY ORGANIZATION PROFILE

NOTE: Selecting this option will automatically list you as the profiles Chief Administrative Officer ("CAO") & Delegated Administrator ("DA"). To add or update the individual listed as the Organization CAO, DA or Preparer, you will be required to enter the User ID# of the individual you wish to list.

I NEED TO IDENTIFY A ORGANIZATION FOR THE PURPOSE OF SUBMITTING A FILING

NOTE: You are NOT the owner and/or responsible person of the Organization you need to list on your filing. You are a filer creating an Organization Profile for the sole purpose of submitting a filing.

- Select the type of Lobbying 'Organization' (Lobbyist or Client Organization, Public Corporation, Coalition) by clicking on the applicable radio button; then click the green 'Continue' button. **PLEASE NOTE:** the application automatically defaults to Lobbyist or Client Organization.

Organization Profile

Please select one of the Profile Types

Organization

Lobbyist or Client Organization ?

Public Corporation ?

Coalition ?

PRO TIP: Click any of the "i" info icons for guidance on selecting which type of Organization applies to you.

PLEASE NOTE: A Public Corporation is a municipal corporation that engages in Lobbying Activity on its own behalf, a Public Corporation is not a publicly traded company. **Example:** *The City of Albany, The Dormitory Authority of the State of NY, and the Metropolitan Transportation Authority are examples of a Public Corporation.*

- Enter the 'Organization Name' (1) and the business address (2) of the Organization you are creating a 'placeholder' Profile for.

Organization Profile

Lobbyist or Client Organization

*Organization Name

*Business Street Address Street 2 (apartment, suite, floor, etc.)

*City State *Zip

Country

6. Enter the **'Business phone'** and **'Email Address'** of the Organization. **Do not list your personal email address;** list the email address of someone employed by the 'placeholder' Organization.

The screenshot shows a form with the following fields:

- Business Phone:** A dropdown menu showing '+1' and a text input field containing '518-555-1212'.
- Ext:** An empty text input field.
- Alternate Phone:** An empty text input field.
- Alternate Ext:** An empty text input field.
- Email:** A text input field containing 'John.Doe@placeholder.com'.
- Alternate Email:** An empty text input field.

7. If you would like other individuals to receive e-blast notifications and reminders from JCOPE, you may assign them as **'Contact(s)'**. Multiple contact names can be added. Click the green **'+' (plus)** button, to add a new contact. Enter the required contact information and click **'Add'** to save changes.

The screenshot shows a 'Contact' form with the following fields:

- *Last Name:** A text input field with a mouse cursor over it.
- *First Name:** A text input field.
- Middle Name:** A text input field.
- Suffix:** A text input field.
- *Email:** A text input field.
- Country:** A dropdown menu.
- Business Phone:** A text input field.

At the bottom right, there are two buttons: a green **'Add'** button and a grey **'Close'** button. The 'Add' button is highlighted with a red box.

PLEASE NOTE: Individuals listed as a 'Contact' do NOT receive notifications regarding issues with Filings.

8. Also Known As is used for entities that may be recognized by the public as an acronym or other similar identifier which is different than the Organization name in the Lobbying Application. To add an **'Also Known As'** name, click the green **'+' (plus)** button and enter that name in the field. Click the red and white **'X'** icon to undo any changes.

The screenshot shows an 'Also Known As' form with the following elements:

- A header bar with the text **'Also Known As'** and an information icon.
- A text input field labeled **Name**.
- A green **'+' (plus)** button next to the text input field, highlighted with a red box.
- A red and white **'X'** icon at the bottom right of the form.

15. Click the **Attestation** check box and click **'Create'** to access the Organization Profile navigation menu.



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

Create **Cancel**

16. The Lobbying Application will automatically check for duplicate Profiles with the same organization name. If no duplicates are found, a success banner with the organization name will appear on your Dashboard. The placeholder organization will now be available for selection on any Filing.



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

Dashboard My Tickets Print Search... Jane Doe

Orphan Profile Successfully Created: Placeholder Organization

Quick Start

Lobbyist Filings	Client Filings	Other Filings	Create or Claim
Registration	Client Semi-Annual	Reportable Business Relationship	Organization Profile
Bi-monthly	Source Of Funding		
Disbursement of Public Monies	Exemption		

Navigating the functions of the Organization Profile

The Organization Profile contains all information related to the Organization. The Organization Profile includes a navigation menu of commonly used functions automatically built in. The navigation menu items are described below.

- a. **Organization Information** – contains contact information; and allows authorized users to create and assign:
 1. the CAO
 2. Delegated Administrator(s)
- b. **Individual Lobbyists** – create and assign Individual Lobbyists to the Organization Profile
- c. **Authorized Preparers** – assign Authorized Preparers to file on behalf of the Organization;
- d. **Affiliations** – Displays all individuals and Organizations that are “affiliated” to the Organization Profile;
- e. **Business Relationship Form List** – view and file Reportable Business Relationships
- f. **Forms** – View all saved and submitted forms related to the Organization
- g. **History** – View a history of any edits made to the Organization Profile
- h. **Filing Tickets** – View filing tickets associated with the Organization Profile
- i. **Full Profile View** – Eliminate the need to click through each of the above menu items and view the entire contents of the Organization in full view.



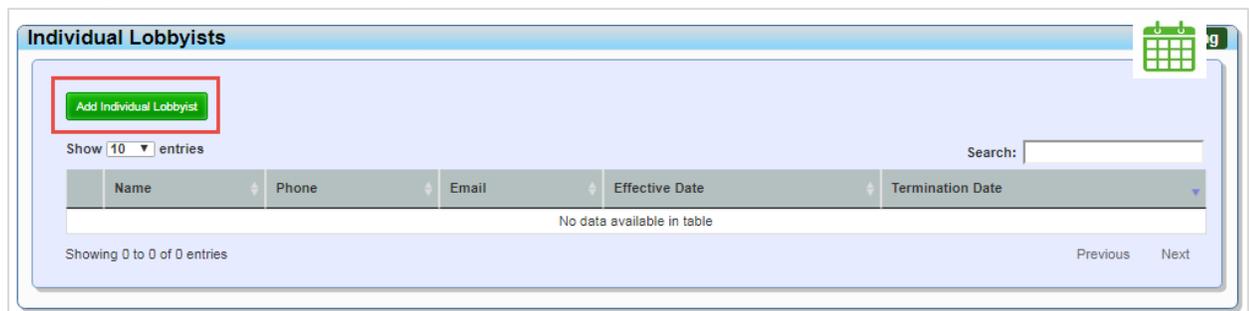
PRO TIP: Not sure which screen you are on? Profile menu items that are selected are highlighted in blue.

b. HOW TO ADD INDIVIDUAL LOBBYISTS TO AN ORGANIZATION PROFILE

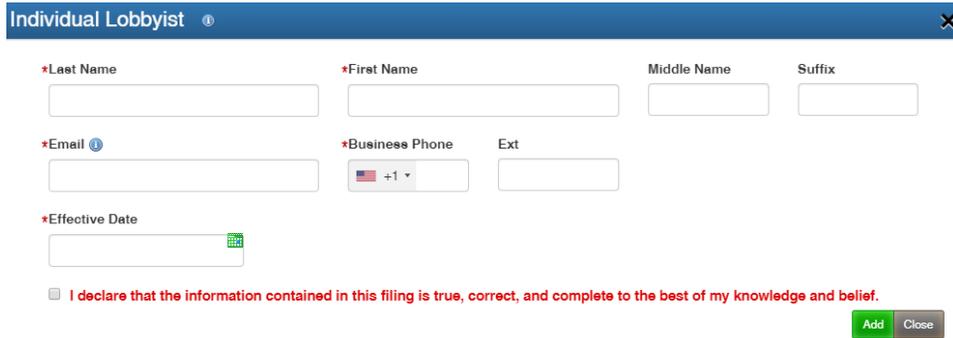
1. Select the ‘Individual Lobbyists’ menu item and click ‘Edit’.



2. Click the green ‘Add Individual Lobbyist’ button.



3. Enter the required contact information for the Individual Lobbyist. Use the green calendar icon to enter the **'Effective Date'** of when the Individual Lobbyist is authorized to lobby. You may also type in the effective date by using a mm/dd/yyyy format.
4. Click the **Attestation** check box and click **'Add'** to save changes or click **'Close'** to discard and return to the prior screen. Repeat these steps for every Individual Lobbyist you would like added to your Organization Profile.



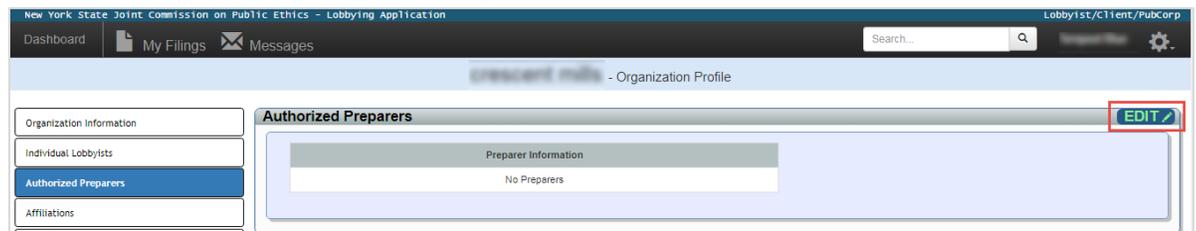
5. If the system suspects there is an existing profile for an Individual Lobbyist, a pre-populated list of possible matches is displayed. To select an Individual Lobbyist from the list of possible matches, click **'Add Lobbyist'**. Otherwise, click **'None Match'** to save your changes and create a new Profile for your Individual Lobbyist. To discard your changes and return to the prior screen, click the **'Back'** button.



c. HOW TO ASSIGN A PREPARER TO AN ORGANIZATION PROFILE

PLEASE NOTE: Only the CAO and DA can assign/remove an Authorized Preparer to the Organization profile.

1. Click **'Authorized Preparers'** tab on the navigation menu and click **'EDIT'**.



2. Enter the Individual's numeric ID in the Preparer text box and click **'Add'** to allow this person to prepare and submit Filings on behalf of the Organization. The Individual numeric ID is in the User Profile. You may add multiple preparers to the organization profile by entering a new Individual ID.

3. To remove a Preparer, click the red circle 'X' icon next to the Individual's name.

4. When you have finished adding Preparers to the Organization Profile, click the **Attestation** check box and click **'Save'**.

d. AFFILIATIONS AND THE ORGANIZATION PROFILE

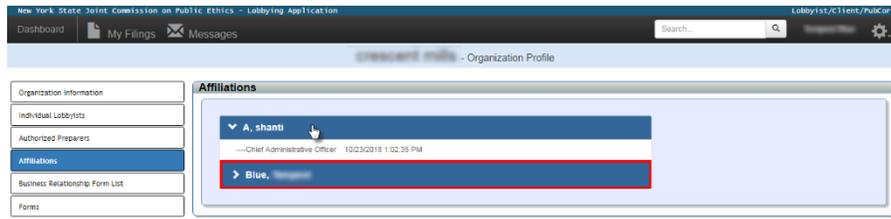
An affiliation is created when individuals and/or entities have a role or relationship with the Organization. When a new Organization Profile is created, or an existing Organization is claimed, the following roles will be “affiliated” to the Organization Profile: CAO, Delegated Administrators, Preparers, and Individual Lobbyists. When an authorized user begins a Lobbyist or Client filing, the following affiliations will automatically be generated:

- Co-Lobbyist and Sub-Lobbyist relationships; and
- Contractual and Beneficial Clients.

Individuals who serve as a Preparer or Delegated Administrator role are the only affiliations that may be removed from your Organization Profile.

1. To view a list of affiliations associated with your Organization Profile, select the **'Affiliations'** navigation menu.

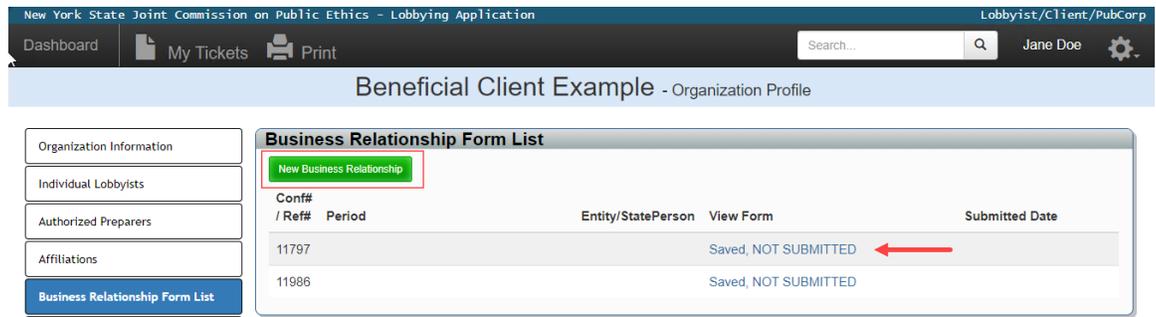
- Click a blue header to expand and view the information.



e. BUSINESS RELATIONSHIP FORM LIST – HOW TO FILE A REPORTABLE BUSINESS RELATIONSHIP

You may either create a new 'RBR' form or view and submit a previously saved form.

- Click the green '**New Business Relationship**' button to begin a new RBR form. To view a saved form, click on the '**Saved, Not Submitted**' hyperlink. Refer to the '**How to File RBR Instructions**' on the JCOPE website for detailed information on how to file an RBR form.



f. FORMS - HOW TO VIEW FILINGS RELATED TO THE ORGANIZATION PROFILE

To access any of your saved, or submitted filings, select the '**Form**' menu item.

- To view a form, click the name of the form in the '**Profile**' column. To filter results to a specific form (Registration, Client Semi-Annual, Bi-Monthly, Disbursement, Reportable Business Relationship (RBR), Extension, or Source of Funding (SoF)), click the form category type. The total number of forms filed for each category type is displayed to the left of the form name.

2. Click on the name of the form to view the form.

Forms

Registration (1) Client Semi-Annual (2) Bi-monthly (6) Disbursement (1) **RBR (3)** Extension (0) SOF (3)

Show 10 entries Search:

ID	Period	Profile	Entity/StatePerson	Submitted	Status
BRA1910020 (2)	2019			06/06/2019	Submitted
97742	2019 - 2020				Saved, NOT SUBMITTED
104024					Saved, NOT SUBMITTED

Showing 1 to 3 of 3 entries Previous 1 Next

g. HISTORY

Click on the **'History'** menu item to view any changes made to the Organization Profile.

h. HOW TO VIEW FILING TICKETS RELATED TO THE ORGANIZATION PROFILE

If there are issues with any of your filings, a ticket will be issued by JCOPE. Tickets may be viewed by selecting the **'Filing Tickets'** menu item from your Organization Profile. To view a ticket, select the ticket from the window. You may also filter the amount of tickets you can view at once by selecting the **'Show Entries'** drop-down menu. Tickets may also be searched by entering information in the **'Search'** field.

Tickets

Show 10 entries Search:

Ticket ID	Status	Type	AssignedTo
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

i. FULL PROFILE VIEW

Click the **'Full Profile View'** menu item to hide the Organization Profile main navigation menu and display all the information related to the Organization Profile at one time.

j. EXITING THE LOBBYING APPLICATION

When you have finished reviewing the Organization Profile menu items, click the gear symbol located at the top right of the screen, and click **'Logout'**.



Need help?

Contact the JCOPE Helpdesk at (518) 474-3973 or send an e-mail to helpdesk@jcope.ny.gov.