

# Florida Lobbyist Registration and Compensation Reporting System

## *User Guide*

Office of Legislative Services  
Lobbyist Registration Office  
(850) 922-4990

## Florida Lobbyist Registration and Compensation Reporting System

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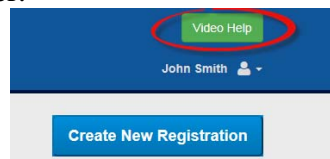
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# Florida Lobbyist Registration and Compensation Reporting System

## Overview and Quick Tips

This document serves as a training guide only.

- You must have an invitation code to access the system.
- Contact the Lobbyist Registration Office with questions at (850) 922-4990 or [help@floridalobbyist.gov](mailto:help@floridalobbyist.gov).
- Access the application at [www.floridalobbyist.gov](http://www.floridalobbyist.gov) with Google Chrome, Firefox, Safari and Internet Explorer from a computer or tablet.
- If you are creating and renewing registrations for multiple lobbyists, complete all actions for one lobbyist, log out and close browser. Open a new browser to begin work on the next lobbyist's registrations.
- Once logged into the system, access video tutorials to help you navigate the system. Look for Video Help in the upper right corner.



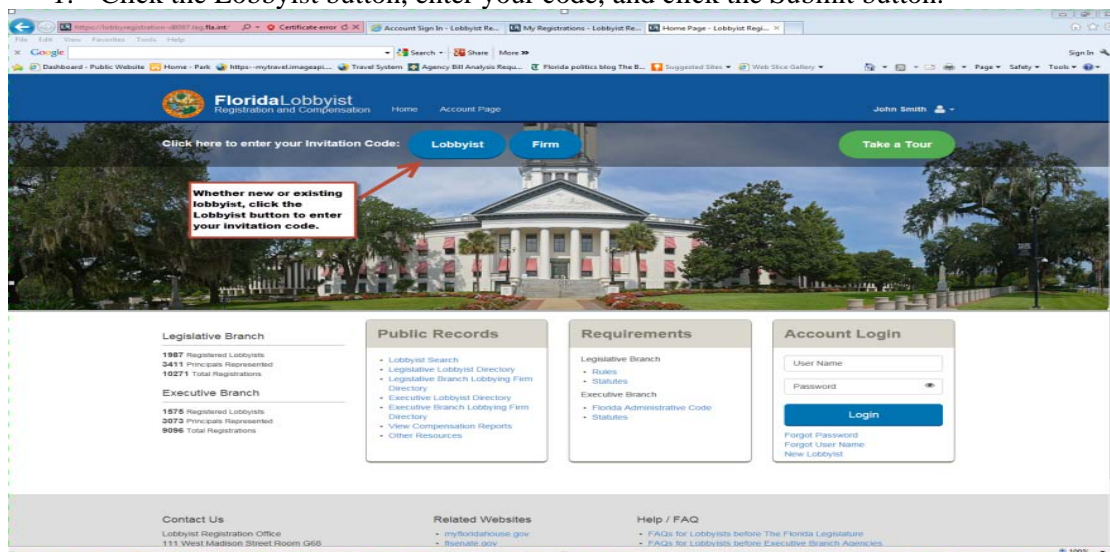
## NEW LOBBYISTS – Access the Application

If you are a new lobbyist or an existing lobbyist who did not have effective registrations in 2014, contact the Lobbyist Registration Office (LRO) at (850) 922-4990.

## 2014 LOBBYISTS – Access the Application

Lobbyists with effective registrations in 2014 received a letter in the mail in early December 2014. That letter contained a unique invitation code. If you misplaced your letter/code, contact the LRO at (850)922-4990. Once you have your code:

1. Click the Lobbyist button, enter your code, and click the Submit button.



## Florida Lobbyist Registration and Compensation Reporting System

2. Your Site Profile page opens. New lobbyists must complete all fields indicated by the red asterisks.

3. Lobbyists with 2014 registrations will have a partially completed site profile. The invitation code linked most of your personal details and previous registrations to your account. Confirm the information and make changes if necessary. Then complete the remaining required fields.

## Florida Lobbyist Registration and Compensation Reporting System

4. You may be asked to verify the address you entered or select a postal service-verified address.

5. You will receive a Success message directing you to check your email.

6. You will receive an email from 'NOREPLY.' Click the link in the email to complete the account access. Login using the user name and password you just established.

## Florida Lobbyist Registration and Compensation Reporting System

7. The electronic signature agreement appears. Read and sign the agreement, then click the I Agree button.

### Electronic Signature Agreement

By typing my name and clicking the "I Agree" button below, I:

- Agree to conduct this lobbyist registration transaction by electronic means with the Office of Legislative Services, Lobbyist Registration Office (LRO), hereinafter collectively referred to as State, and hereby apply for a user name and password for that purpose;
- Agree that my user name and password will be considered my electronic signature. When my user name and password are used to create, generate or send an electronic record or transaction, they will identify that record or transaction as mine;
- Agree that because an electronic record or transaction undertaken with my user name and password will be attributed to me, I must keep them secure. I will not disclose my user name and password to another person, and I will not allow another person to gain access to my user name and password;
- Agree that the LRO will communicate with me and send all notifications via e-mail to the e-mail addresses provided by me and that it is my duty to keep updated e-mail addresses along with all other contact information with the LRO for this purpose and failure to keep an updated address with LRO may subject me to liability or harm of any noncompliance with Florida law;
- Agree that the LRO will send future communications regarding registration to my email address. Also, communications regarding compensation reporting including, but not limited to, communications regarding reminders of compensation reports, failure to file compensation reports, and application and collection of fines for failure to file timely compensation reports will be sent to the firm email address provided;
- Agree that the laws of the State of Florida will apply to this electronic transaction;
- Agree that the State's place of business for this electronic transaction will be deemed to be in Tallahassee, Florida, and that exclusive venue of any legal or equitable action that arises out of or relates to this transaction shall be Circuit Court in Leon County, Florida, and in any such action, Florida law shall apply, and I furthermore waive any right to a jury trial;
- Agree that this electronic transaction is subject to Florida public records law;
- Pursuant to Joint Rule One, Joint Rules of the Florida Legislature (2012-2014) and section 112.3215 F.S., agree to preserve for a period of 4 years all accounts, bills, receipts, computer records, books, papers, and other documents and records necessary to substantiate registration and compensation reports;
- Acknowledge that any person required to be registered or to provide information who knowingly fails to disclose any material fact in accordance with Florida law or who knowingly provides false information on any report commits a noncriminal infraction, punishable by a fine not to exceed \$5,000. Such penalty shall be in addition to any other penalty assessed by a house of the Legislature for legislative lobbyists and the Governor and Cabinet for executive lobbyists pursuant to sections 11.045 and 112.3215, Florida Statutes.

I hereby certify to the veracity and completeness of the information provided herein, that I am the person whose name is represented below, and that I intend to enter into this electronic transaction with the State.

Full Name

**I Agree**

You must click "I Agree" button to continue.

8. The first time you log in you will be asked to declare any associations with legislators or state employees. If you do not have any associations to declare, click the Continue link and you will be taken to your home page.

### Legislator and/or Agency Employee Associations

To lobby the Legislature, you must state the name and extent of any direct business association or partnership you have with any member of the Legislature.

To lobby the Executive Branch, you must state any direct or indirect business association or partnership you have with any member of the Executive Branch, of which you are registering to lobby.

If you do not have an association to disclose, click [Continue](#).

**Legislator Association(s)**

Legislator:  Relationship:

**Add to Legislator List**

**Executive Branch Agency Employee Association(s)**

Employee Name:  Relationship:

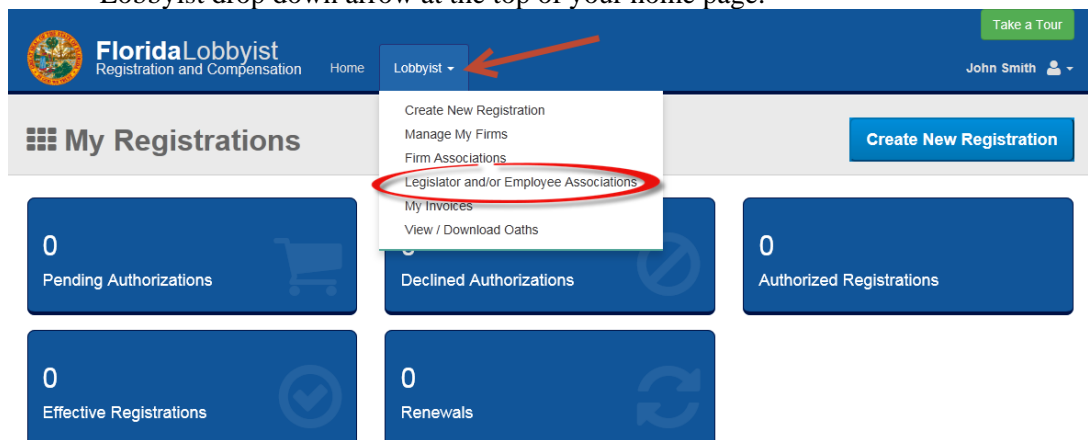
**Add to Employee List**

**Instructions:**

- If there are no associations to disclose, click the Continue link. To disclose Legislator associations, use the drop down arrows to select the name and relationship for each association. Click the Add to Legislator button. The name and relationship will appear below the button. A red X will display to the right of the relationship; click the X to remove the association.
- To add an executive agency employee association, enter the employee's name and using the drop down arrow, select the relationship. Click the Add to Employee List button. The name and relationship will appear below the button. Use the red X to remove the association.

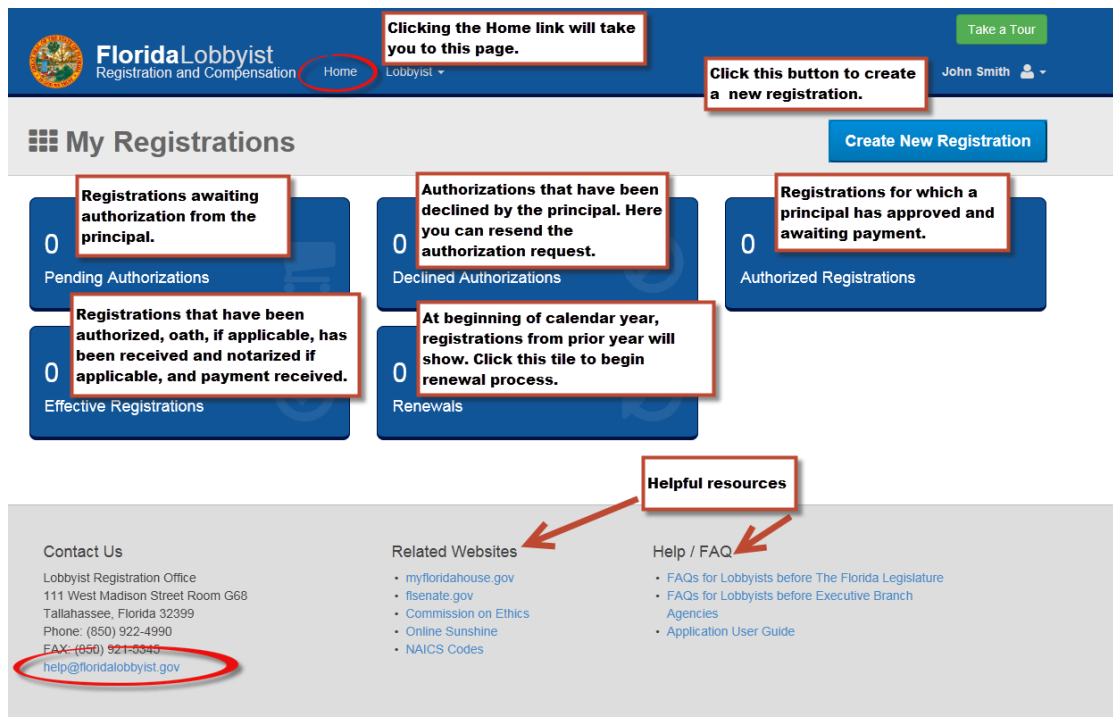
## Florida Lobbyist Registration and Compensation Reporting System

9. This is a close-up on a dashboard. You can always declare an association by clicking the Lobbyist drop down arrow at the top of your home page.



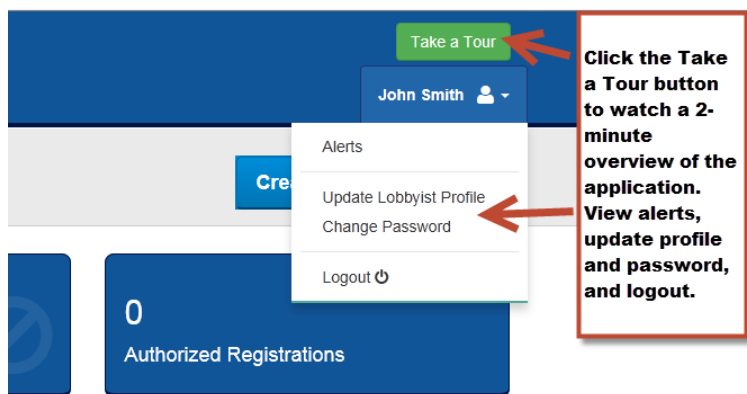
### Navigate Your Home Page

10. Let's get acquainted with the dashboard. Wherever you are in the application, the Home link at the top of the page will bring you to this page of your dashboard. The tiles in the center of the page display at a glance the status of your registrations.





## Florida Lobbyist Registration and Compensation Reporting System



### Create New Registration

11. From your home page, click the Create New Registration button or select the same from the Lobbyist drop down.



## Florida Lobbyist Registration and Compensation Reporting System

12. After you submit the registration, you should receive a Success message.

**Create New Registration**

**Success**

Your registration has been submitted successfully and is "pending authorization." You cannot lobby for the specified principal yet.

- An email has been sent to the email address you specified for the principal.
- The email will enable the principal to "authorize" you to lobby for them.
- As soon as you are authorized, you will receive an email at the email address saved in your profile, which will:
  - show the principal's response
  - notify you to pay for the registration if it was authorized.

↓ To continue submitting registrations, enter another principal below.

**After you submit the registration, you should receive a Success message. An email authorization request has been sent to the principal. You will receive an email after the principal authorizes or declines your request.**

**If you need to create additional new registrations, begin by selecting the branches of government as shown previously.**

13. Below is an email sent to the principal, who should click the link contained in the email.

This message was sent with High Importance.

From: NCRBPLY\_LobbyistRegistration@fla.int.443.Lobby.Registration.Confirm.1cc26f26-459e-40e6-88da-1b69bdc41a68  
To: Lobby Registration Project Team  
Cc:  
Subject: Authorization Request

Sent: Wed 12/31/2014 6:27 PM

John Smith is attempting to register to lobby the Legislative and/or Executive branches of Florida government for "Florida Agritourism Association, Inc." Click the link below to access the Florida Lobbyist Registration and Compensation Reporting System to authorize this lobbyist to represent you.

<https://lobbyregistration-d80871eg-fla.int.443.Lobby.Registration.Confirm.1cc26f26-459e-40e6-88da-1b69bdc41a68>

Be advised that a lobbyist is not permitted to lobby for a principal prior to receiving authorization from that principal.

*Do not reply to this email as it is generated automatically and electronically and cannot accept electronic replies.*

14. If the information is accurate and the principal wants to authorize this lobbyist to lobby, click the Authorize button.

**FloridaLobbyist**  
Registration and Compensation

**Principal Authorization**

**Principal Authorization**

The lobbyist shown below has requested authorization to represent you before the Executive and Legislative branches of Florida government. If any information below is incorrect, click "Decline" and provide a reason.

Lobbyist Information	Principal Information
Name: John Smith Address: 111 Main St. Tallahassee, FL 32309 Email: <a href="mailto:js@email.com">js@email.com</a> Phone: (850) 555-1212	Name: Florida Agritourism Association, Inc Address: Po Box 15878 Tallahassee, FL 32317-5878 Email: <a href="mailto:prin@email.com">prin@email.com</a> Phone: (850) 222-1212

**Authorize** Decline

## Florida Lobbyist Registration and Compensation Reporting System

15. The principal is taken to this screen. Complete name and title, enter NAICS code. Tab to the Description field and the table below expands. Select the appropriate description which will populate to the asterisked Description field. Click Submit.

The image shows a 'Principal Authorization' form. It has fields for Name (Robert), Title (Jones), NAICS Code (111110), and Description (Soybean farming, field and seed production). Below the NAICS Code field, there is a link: 'The 2012 NAICS Codes are accessible at <http://www.census.gov/eos/www/naics/>'. Below this link is a table with two columns: 'Code' and 'Description (Select from the description below)'. The table contains one row with Code '111110' and Description 'Soybean farming, field and seed production'. A red box with the text 'If principal does not know the NAICS code, click the link.' points to the link. A red circle around the 'Submit' button is also shown.

Code	Description (Select from the description below)
111110	Soybean farming, field and seed production

16. The principal receives a Success message. No further action is required by the principal.

The image shows a 'Principal Authorization' screen with a green 'Success' message. The message text is: 'You have authorized this lobbyist to represent you, and he/she will be notified. No further action is required of you. This screen can be closed by clicking the X in the upper right hand corner.' Below the message, there is a section titled 'The lobbyist shown below has requested authorization to represent you before the Executive and Legislative branches of Florida government. If any information below is incorrect, click "Decline" and provide a reason.' This section contains two columns of information: 'Lobbyist Information' and 'Principal Information'.

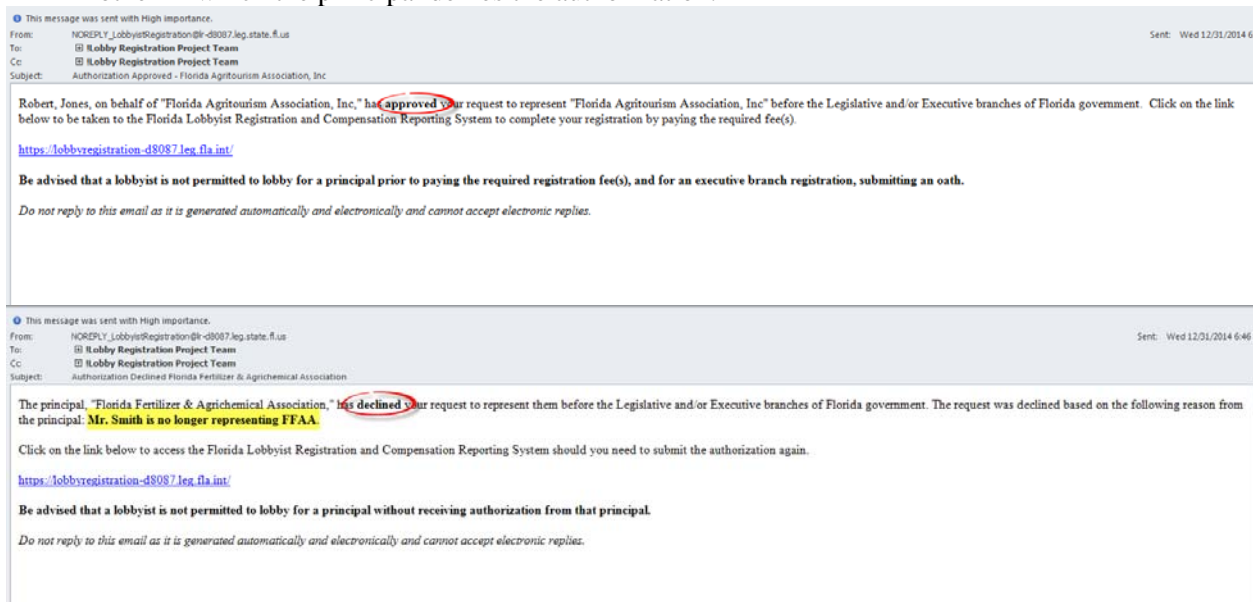
Lobbyist Information		Principal Information	
Name:	John Smith	Name:	Florida Agritourism Association, Inc
Address:	111 Main St. Tallahassee, FL 32309	Address:	Po Box 15878 Tallahassee, FL 32317-5878
Email:	js@email.com	Email:	prin@email.com
Phone:	(850) 555-1212	Phone:	(850) 222-1212

17. If the principal declines the authorization request, he or she should provide a reason and click Yes.

The image shows a 'Principal Authorization' dialog box with the question 'Are you sure you want to decline this authorization request?'. Below the question is a 'Reason' field with the text 'Mr. Smith is no longer representing FFAA'. There are 'No' and 'Yes' buttons at the bottom.

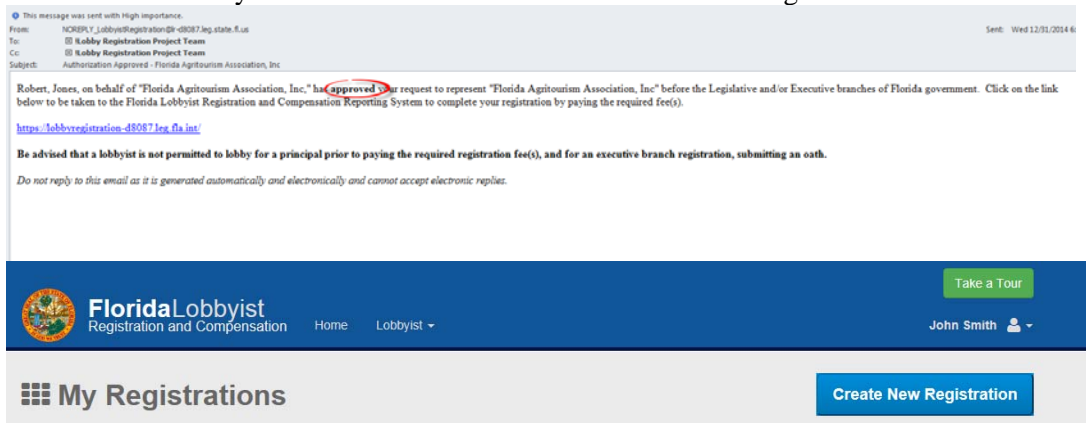
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18. Below are two emails to the lobbyist: one in which the principal authorizes the lobbyist, and the other in which the principal denies the authorization.




### Pay and Print Oath (Registration)

19. Once a principal authorizes you to lobby on their behalf, you will receive an email notifying you of the approval. Click the link to access and log in to the application. From your home page, click the Pay button that is contained in the Authorized Registrations tile.



20. Legislative registrations do not require a notarized oath; however, executive branch registrations do. To create the oath, click the Create Oath button. Then click the Download Oath link.

## Florida Lobbyist Registration and Compensation Reporting System

 **Payment Details**

**Executive Registrations**

Executive Registrations must include a notarized oath before they are effective

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Executive	\$25.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Executive	\$25.00

**Legislative Registrations**

**Legislative registrations do not require an oath.**

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Water and Soil Solutions, LLC	Legislative (House & Senate)	\$20.00
	Annual Legislative Chamber Fee ⓘ		\$30.00

**WANT TO PAY BY CHECK?**  
IMPORTANT:

- You cannot change payment method once you have selected to pay by check.
- Your registration(s) will not be effective until the check is received by the Lobbyist Registration Office.

☐ I understand

Total Registration Fees

\$140.00

**Executive Registrations**

Executive Registrations must include a notarized oath before they are effective

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Executive	\$25.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Executive	\$25.00

## Payment Details

✓ **Success** ×  
Your oath document has been created. Please click the link to download. [Download Oath Document](#)

### Executive Registrations

Executive Registrations must include a notarized oath before they are effective

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Executive	\$25.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Executive	\$25.00

## Florida Lobbyist Registration and Compensation Reporting System

21. Print the oath and have it notarized. To return to the Lobbyist Registration Office, scan and email to [help@floridalobbyist.gov](mailto:help@floridalobbyist.gov), fax to (850) 921-5345, or mail to 111 W. Madison St., Room G68, Tallahassee, FL 32399.

### Executive Branch Lobbyist Registration Information Required Under Oath

Lobbyist Information:

Smith, John

111 Main St., Tallahassee, FL 32309

(850) 555-1212

The individual identified herein has registered as a lobbyist via the Lobbyist Registration and Compensation Reporting system located at [www.floridalobbyist.gov](http://www.floridalobbyist.gov). The registrant has been authorized by the principal(s) listed below to represent the principal(s). Pursuant to the requirements of Section 112.3215(3), Florida Statutes, the following information must be provided under oath. Thus, to complete your registration print this form, sign this document, and have this document notarized. Completed forms may be scanned and sent via email to the Lobbyist Registration Office at [help@floridalobbyist.gov](mailto:help@floridalobbyist.gov), or sent by fax to 850-921-5345 or mailed to the Lobbyist Registration Office located at 111 W. Madison Street, Room G-68, Tallahassee FL 32399-1425. The registration(s) referenced herein will not become effective until the Lobbyist Registration Office has received this completed form and the requisite payment has been provided for each principal represented. The form will be returned if the registrant's signature is missing or the attestation is incomplete. Any changes to the registration information contained herein or the cancellation of your representation of any principals identified below prior to the completion of your registration will require that you regenerate this form and thereby provide the corrected information under oath. You are responsible for retaining the original, signed document.

Principal(s) Represented:

*Florida Agritourism Association, Inc*

Po Box 15878, Tallahassee, FL 32317-5878

(352) 333-4444

Area of Interest: agriculture

Agency Registration: All

*Florida Fertilizer & Agrichemical Association*

411 E Orange St, Ste 119, Lakeland, FL 33801

(343) 333-3333

Area of Interest: agriculture

Agency Registration: All

Direct or indirect business association, partnership, or financial relationship with any employee of an agency before which you are registering to lobby:

Mary Jones (Rent real property from)

### Executive Branch Lobbyist Registration Information Required Under Oath

Lobbyist Information:

Smith, John

111 Main St., Tallahassee, FL 32309

(850) 555-1212

#### OATH

*I do solemnly swear that all the foregoing facts are true and correct.*

\_\_\_\_\_  
Signature of Lobbyist

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public--State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

## Florida Lobbyist Registration and Compensation Reporting System

22. You can pay for the legislative registrations at any time; however, you must create the executive registration oath in the application before you can pay for executive registrations.

23. Pay by credit card online or paper check.

### Executive Registrations

[Create Oath Document](#)

Executive Registrations must include a notarized oath before they are effective

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Executive	\$25.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Executive	\$25.00

### Legislative Registrations

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Water and Soil Solutions, LLC	Legislative (House & Senate)	\$20.00
	Annual Legislative Chamber Fee ⓘ		\$30.00

**Fees are calculated for you. Select your method of payment. Credit card payment completes the registration process and makes registrations effective more quickly.**

Total Registration Fees \$140.00

[Pay by Credit Card](#)

WANT TO PAY BY CHECK?  
IMPORTANT:

- You cannot change payment method once you have selected to pay by check.
- Your registration(s) will not be effective until the check is received by the Lobbyist Registration Office.

☐ I understand

[Pay by Check](#)

24. To pay by credit card, click the Pay by Credit Card button and enter your name, address and credit card information. Click Submit Payment; then Confirm Payment. *(Your credit card information is not retained in the application for security reasons so each time you pay for a registration, you must enter the credit card details.)*

### Submit Payment

#### Billing Information

★ First Name	★ Last Name	
<input type="text"/>	<input type="text"/>	
★ Address	Suite, Room, Building, Apt.	
<input type="text"/>	<input type="text"/>	
★ City	★ State	★ Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Summary

Invoice: 22630669

Legislative Fee: \$70.00

Executive Fee: \$50.00

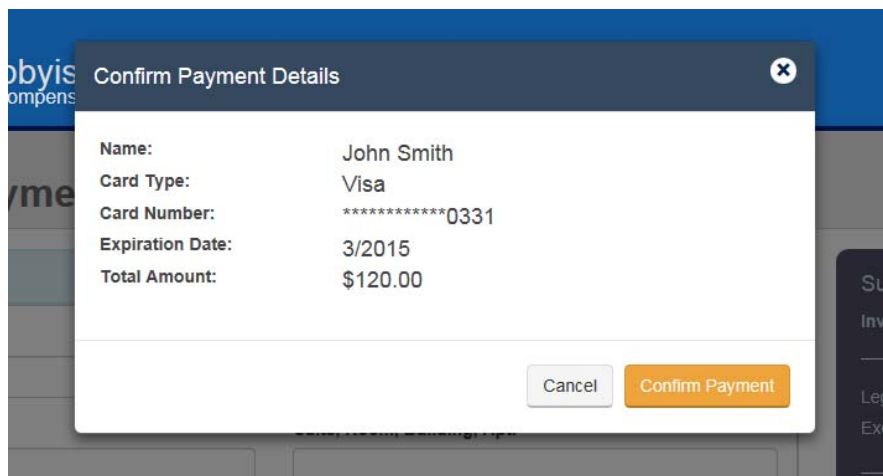
Total: \$120.00

[Submit Payment](#)

#### Credit Card Information

★ Credit Card Type		
<input checked="" type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> DISCOVER <input type="radio"/> AMERICAN EXPRESS		
★ Credit Card Number		
<input type="text"/>		
★ Expiration Month	★ Expiration Year	★ CVV ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Florida Lobbyist Registration and Compensation Reporting System

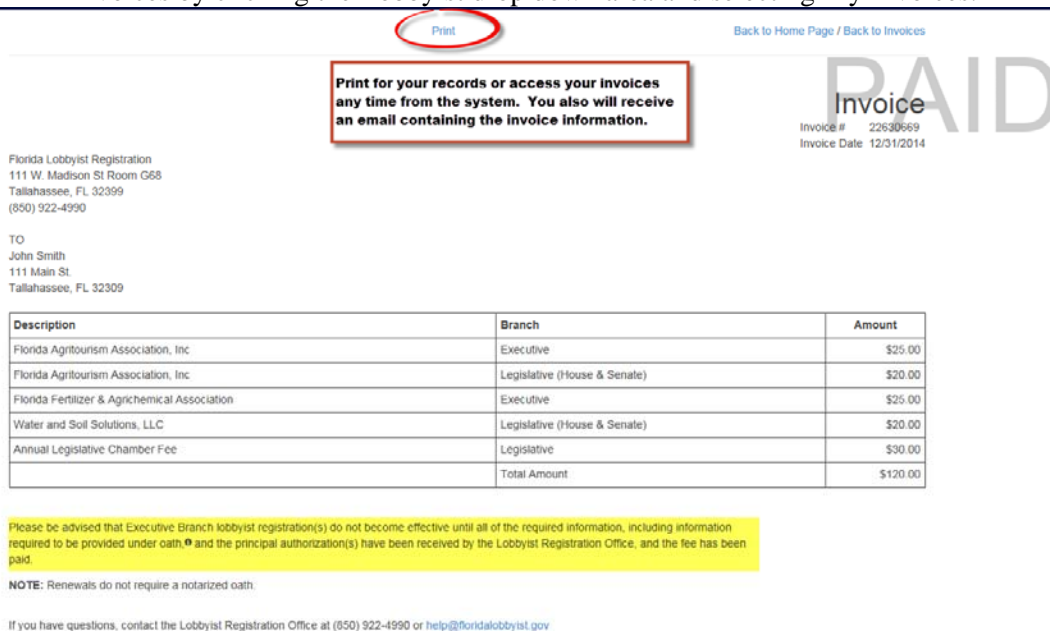


A modal window titled "Confirm Payment Details" with a close button (X) in the top right corner. It displays the following information:

Name:	John Smith
Card Type:	Visa
Card Number:	*****0331
Expiration Date:	3/2015
Total Amount:	\$120.00

At the bottom right, there are two buttons: "Cancel" and "Confirm Payment".

25. Your paid invoice will display on the screen, itemizing the registrations. Remember, executive registrations are not effective until the notarized oath is received by the Lobbyist Registration Office.
26. You may print a paper copy for your records; however, you will have access to all of your invoices by clicking the Lobbyist drop down area and selecting My Invoices.



The screen displays a "PAID Invoice" for John Smith. A red box highlights a "Print" button. A red-bordered box contains the text: "Print for your records or access your invoices any time from the system. You also will receive an email containing the invoice information." The invoice details are as follows:

Florida Lobbyist Registration  
111 W. Madison St Room G68  
Tallahassee, FL 32399  
(850) 922-4990

TO  
John Smith  
111 Main St  
Tallahassee, FL 32309

Invoice # 22630569  
Invoice Date 12/31/2014

Description	Branch	Amount
Florida Agritourism Association, Inc.	Executive	\$25.00
Florida Agritourism Association, Inc.	Legislative (House & Senate)	\$20.00
Florida Fertilizer & Agrichemical Association	Executive	\$25.00
Water and Soil Solutions, LLC	Legislative (House & Senate)	\$20.00
Annual Legislative Chamber Fee	Legislative	\$30.00
	Total Amount	\$120.00

Please be advised that Executive Branch lobbyist registration(s) do not become effective until all of the required information, including information required to be provided under oath, and the principal authorization(s) have been received by the Lobbyist Registration Office, and the fee has been paid.

**NOTE:** Renewals do not require a notarized oath.

If you have questions, contact the Lobbyist Registration Office at (850) 922-4990 or [help@floridalobbyist.gov](mailto:help@floridalobbyist.gov)



## Florida Lobbyist Registration and Compensation Reporting System

27. If you prefer to pay by check, click the Pay by Check button. The invoice displays and contains the remittance instructions including the payable entity and mailing address. Print and mail the invoice and check to the address shown on the invoice.

### Executive Registrations

[Create Oath Document](#)

Executive Registrations must include a notarized oath before they are effective

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Executive	\$25.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Executive	\$25.00

### Legislative Registrations

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Water and Soil Solutions, LLC	Legislative (House & Senate)	\$20.00
	Annual Legislative Chamber Fee ⓘ		\$30.00

**To pay by check, click the Pay by Check button. Note that you cannot change payment methods once you have selected a method.**

Total Registration Fees \$140.00

[Pay by Credit Card](#)

#### WANT TO PAY BY CHECK?

##### IMPORTANT:

- You cannot change payment method once you have selected to pay by check.
  - Your registration(s) will not be effective until the check is received by the Lobbyist Registration Office.
- ☐ I understand

[Pay by Check](#)

**Follow the remittance instructions to pay by paper check.**

Florida Lobbyist Registration  
111 W. Madison St Room G68  
Tallahassee, FL 32399  
(850) 922-4990

TO  
John Smith  
111 Main St.  
Tallahassee, FL 32309

#### REMITTANCE

In order to ensure the proper processing of your registration(s), please make check(s) payable to **Florida Legislature.**

Please mail your check(s) and a copy of this invoice to:  
Lobbyist Registration Office  
111 W. Madison Street, Room G-68  
Tallahassee, FL 32399-1425  
(850) 922-4990

## Invoice

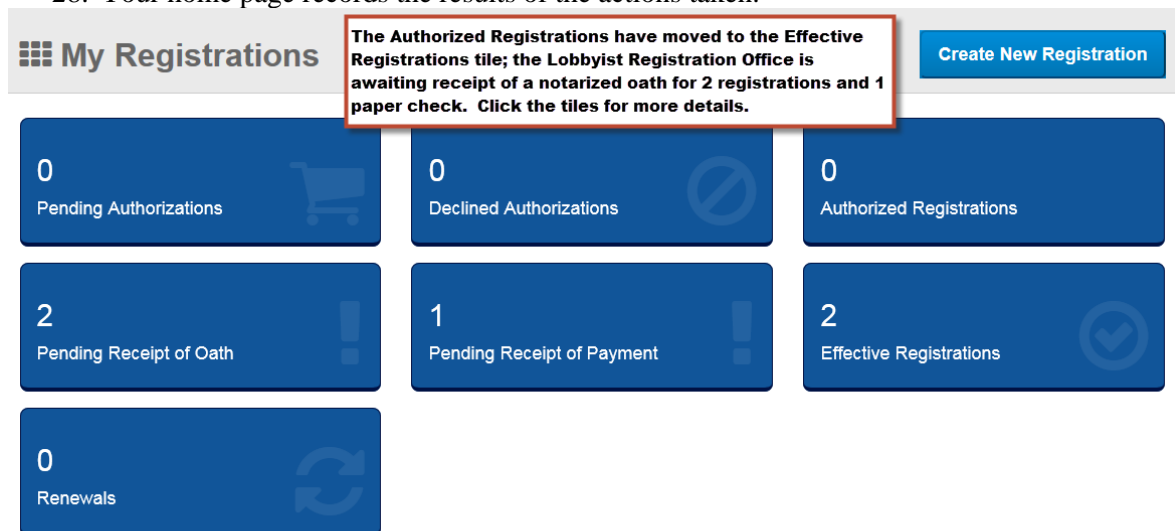
Invoice # 41868241  
Invoice Date 12/31/2014

Description	Branch	Amount
Florida Fertilizer & Agrichemical Association	Legislative (House & Senate)	\$20.00
	Total Amount	\$20.00

If you have questions, contact the Lobbyist Registration Office at (850) 922-4990 or [help@floridalobbyist.gov](mailto:help@floridalobbyist.gov)

## Florida Lobbyist Registration and Compensation Reporting System

28. Your home page records the results of the actions taken.

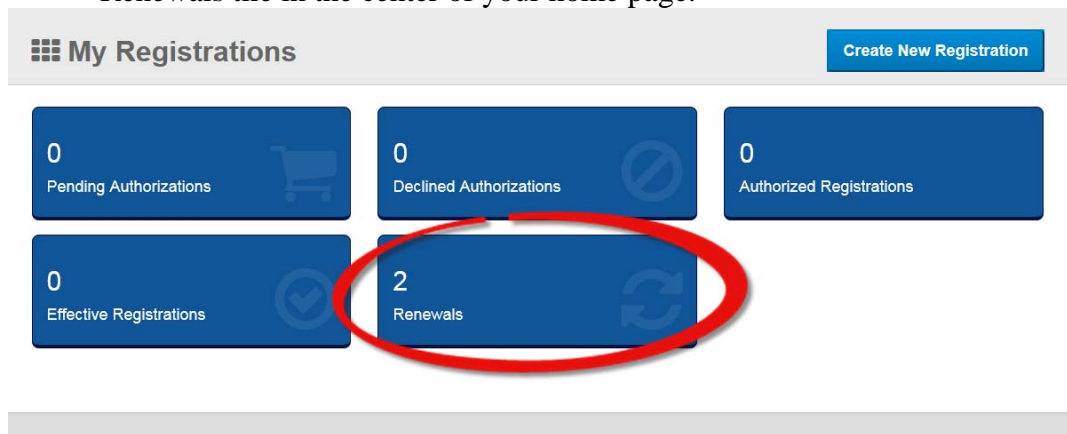


### Submit Oath

29. Once the executive branch oath is notarized, you may scan and send via email to [help@floridalobbyist.gov](mailto:help@floridalobbyist.gov), fax to (850) 921-5345; or send in the mail to Lobbyist Registration Office, 111 West Madison St., Room G68, Tallahassee, FL 32399

### Renew Registrations

30. At the beginning of each calendar year, the system will display the number of registrations from the previous year for which you are eligible to renew. Click the Renewals tile in the center of your home page.



31. The prior year's registrations display. You must enter the principal phone numbers and emails to proceed with the renewals. In subsequent years, you will **not** need to enter a principal's email and phone on this renewal screen.

## Florida Lobbyist Registration and Compensation Reporting System

### Registration Renewals for 2015

**Test6 Lobbyist6**  
 Test Address Leg  
 Pensacola FL 32501  
 (850) 548-9548

**Click the box to the left of the registration you want to renew. You must enter the principals' phone numbers and email addresses. Click the Submit Renewal button.**

**Your 2014 principal(s) is listed below. To renew, place a check mark in the box to the left of the principal name, then enter the principal's email address and phone number. Click "Submit Renewal" to pay for the registration. If you have a number of renewals, process in small batches so you will not time out and lose your work.**

Renew for 2015 ? ☒ **Test6Principal6 - Legislative (House & Senate)**  
 Test Address Leg  
 Pensacola FL 32514  
 ★Principal Email & Phone     
 e.g. (999) 999-9999 x99999

Lobbying Firm(s):  
 Test6Firm6

Renew for 2015 ? ☒ **Test6Principal6 - Executive**  
 Test Address Exec  
 Jacksonville FL 43894  
 ★Principal Email & Phone     
 e.g. (999) 999-9999 x99999

Lobbying Firm(s):  
 Test6Firm6

**If you have associated registrations to lobbying firms, the firm names will display here.**

Go back to Home page **Submit Renewal**

32. The payment details screen opens. Renewals do not require an oath. Proceed with your preferred payment method as shown in the Pay and Print Oath section.

### Payment Details

#### Executive Registrations

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Test6Principal6	Executive	\$25.00

#### Legislative Registrations

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Test6Principal6	Legislative (House & Senate)	\$20.00
	Annual Legislative Chamber Fee		\$30.00

**Fees are calculated. Select your method of payment - credit card or check.**

#### WANT TO PAY BY CHECK?

##### IMPORTANT:

- You cannot change payment method once you have selected to pay by check.
- Your registration(s) will not be effective until the check is received by the lobbyist Registration Office.

☐ I understand

Total Registration Fees \$75.00

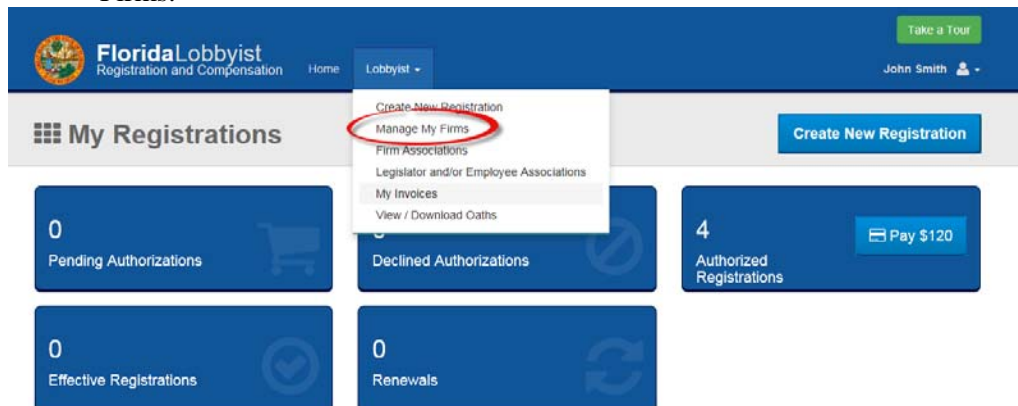
**Pay by Credit Card**

[Print Invoice to send a check](#)

## Florida Lobbyist Registration and Compensation Reporting System

### Manage Firms

33. From the lobbyist's home page, click the Lobbyist drop down arrow and select Manage My Firms.



34. You may make changes to a firm's business address, phone number and email address if you are associated already with that firm. Confirm the email address.
35. Or you can add a firm. Click the Add Firm button and begin entering the name of the firm. If the firm exists in the system, select the firm and its details will populate. Confirm the email address and click Submit. If the firm is not in the system, enter the business address, phone and email address, then click Submit.

### Manage My Firms

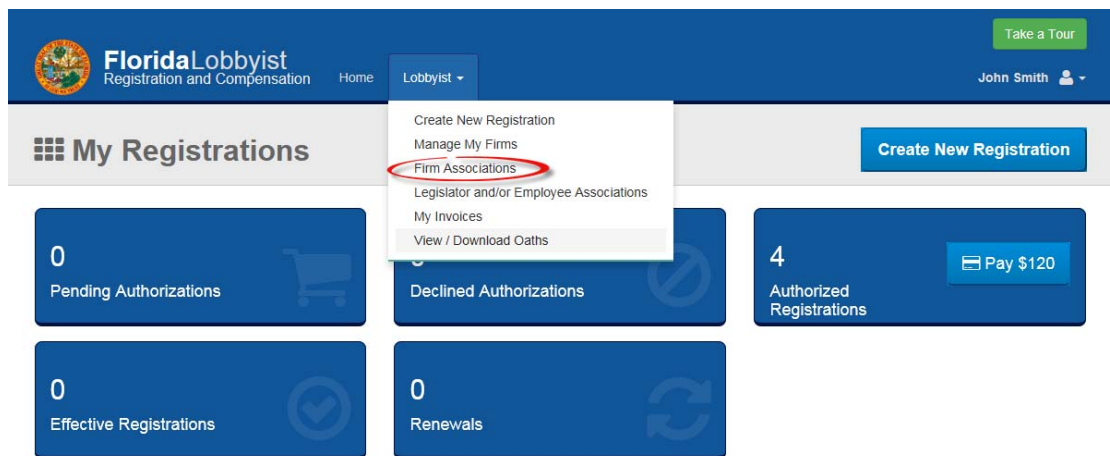
Changes made to this lobbying firm will only change for your associated registration(s). Only the persons responsible for filing the quarterly compensation reports or with access to a lobbying firm's login/password will be allowed to change a lobbying firm's primary information that is reflected on that lobbying firm's compensation report. A lobbying firm's primary information is created the first time a lobbying firm is logged into the system.

A screenshot of the 'Manage My Firms' page. At the top, there's a 'List of My Firms' section with a dropdown menu currently showing 'The Arnold Law Firm'. A red arrow points from the dropdown to a text box. The text box contains instructions: 'If you have associated a registration to a firm, the firm will be listed in the drop down under My Firms. After you select a firm from the list, the details display. You must confirm the email address and click Submit. To add a firm, click the Add Firm button.' Another red arrow points from the text box to the 'Add Firm' button. Below the dropdown, there are input fields for firm details: 'Address Line 1' (6279 Dupont Station Ct), 'Suite, Room, Building, Apt.', 'City' (Jacksonville), 'State' (FL), 'Country' (United States), 'Zip' (32217), 'Phone Number' ((904) 731-3800), 'Email' (js@arnold.com), and 'Confirm Email'. A 'Submit' button is circled in red.

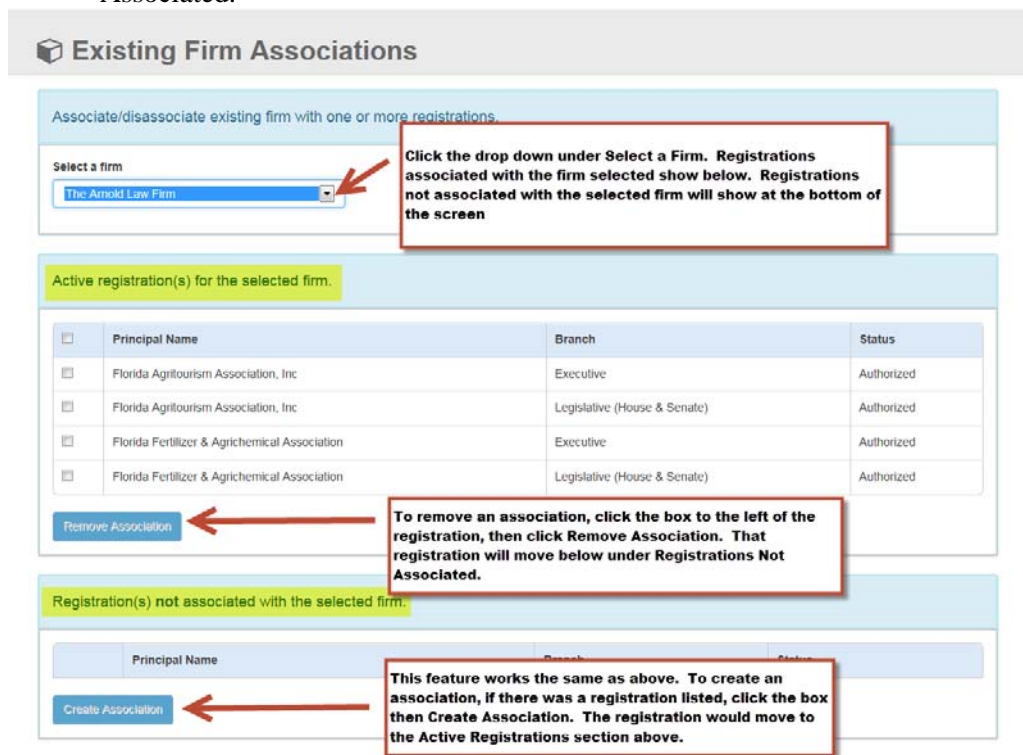
## Florida Lobbyist Registration and Compensation Reporting System

### Firm Associations

36. To associate a firm to a registration, click the lobbyist drop down, then Firm Associations.



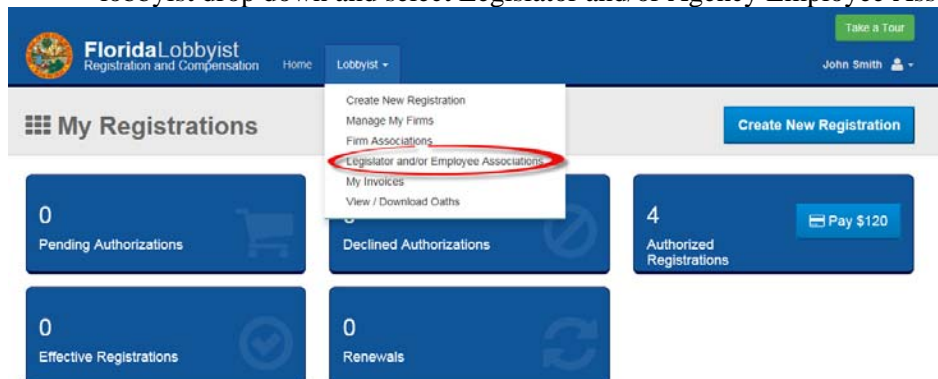
37. Select a firm. The registrations associated with the firm will display under Active Registrations. The registrations not associated with the selected firm display under Registrations Not Associated.



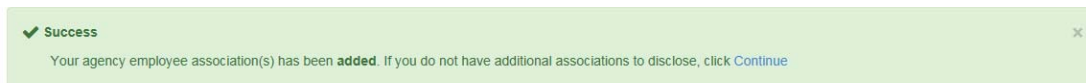
## Florida Lobbyist Registration and Compensation Reporting System

### Legislator-Employee Associations

38. To disclose a business relationship with a Legislator or employee of a state agency, click the lobbyist drop down and select Legislator and/or Agency Employee Associations.



39. Select the legislator's name from the drop down, then select the relationship. Click the Add to Legislator List button. The legislator's name and relationship appears below. To remove an association, click the red X and confirm that you want to remove the association.
40. To disclose a business relationship with an agency employee, enter the name of the employee then select the relationship. The name and relationship display below. Remove the association by clicking the red X.



To lobby the Legislature, you must state the name and extent of any direct business association or partnership you have with any member of the Legislature.

To lobby the Executive Branch, you must state any direct or indirect business association, partnership, or financial relationship with any employee of an agency before which you are registering to lobby.

Legislator Association(s)

Legislator

Select Legislator ...

Relationship

Select Relationship ...

Add to Legislator List

Legislator	Relationship	
Abruzzo, Joseph (S)	Partner in a business	X

Executive Branch Agency Employee Association(s)

Employee Name

Relationship

Select Relationship ...

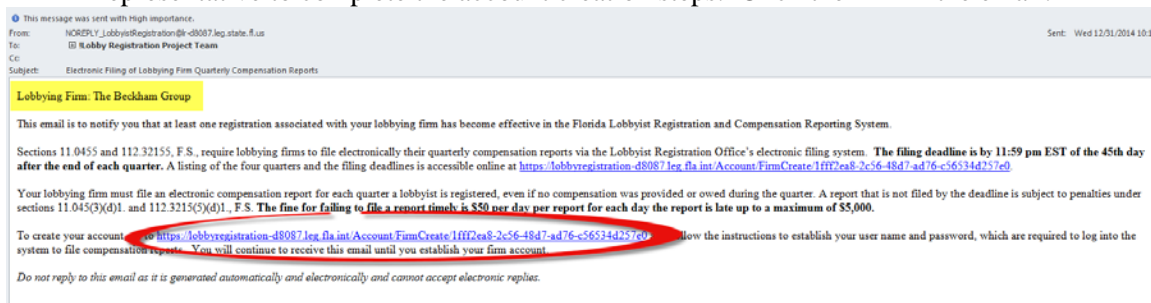
Add to Employee List

Employee Name	Relationship	
Mary Jones	Rent real property from	X

## Florida Lobbyist Registration and Compensation Reporting System

### Firm Overview

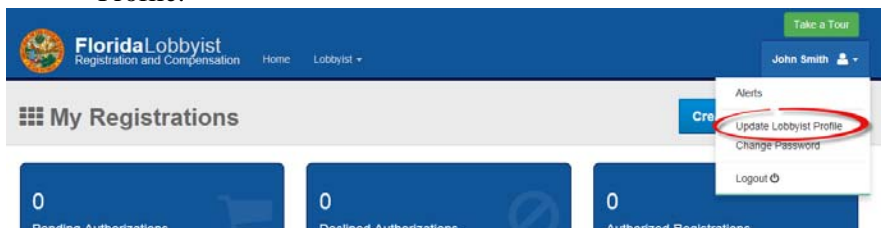
41. Once a lobbyist associates a firm to a registration, the firm will receive an email notifying them of the compensation reporting requirements. That email will contain a link to allow the firm representative to complete the account creation steps. Click the link in the email.



42. A new firm not in the system must complete all of the details on this page. For an existing lobbying firm in the system, the partially completed details display automatically. Enter the email address, user name and password. Then answer the Captcha challenge and click submit.
43. The lobbying firm summary page opens. Here a firm may amend a previously submitted report or start a new report. For a new report, select the reporting year, branch and quarter from the drop down arrows and follow the prompts. The compensation reporting segment of this application is much like OLCR, the Online Lobbyist Compensation Reporting system firms have been required to use since 2006.
44. Also from this page, firms may view fines and invoices by clicking the Firm drop down arrow. And from the firm name drop down, alerts can be viewed, and the firm profile and password can be updated.

### Update Profile

45. To update your profile, click the drop down arrow by your name and select Update Lobbyist Profile.



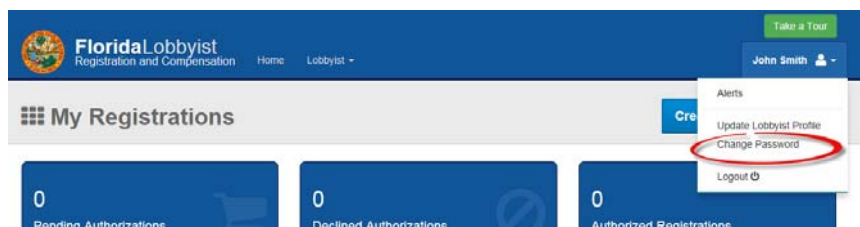
46. After your site profile opens, make the necessary changes and confirm your email address. Click Submit. Select one of the US postal service verified-addresses or keep the address you've entered. A success message displays on the screen and you receive an email confirming that you made the profile change. If you receive this email and you did not make a profile change, contact the Lobbyist Registration Office.

### Change Password

47. To change your password, click the drop down arrow by your name and select Change Password. Enter your current password, then enter and confirm your new password. Click Submit. Click the Home link to return to your home page.

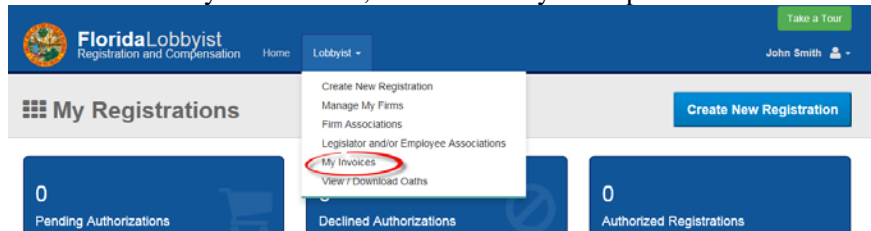


## Florida Lobbyist Registration and Compensation Reporting System

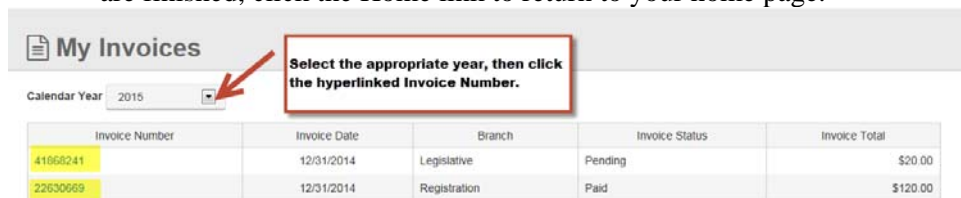


### View Invoices

48. To view your invoices, click the lobbyist drop down arrow and select My Invoices.

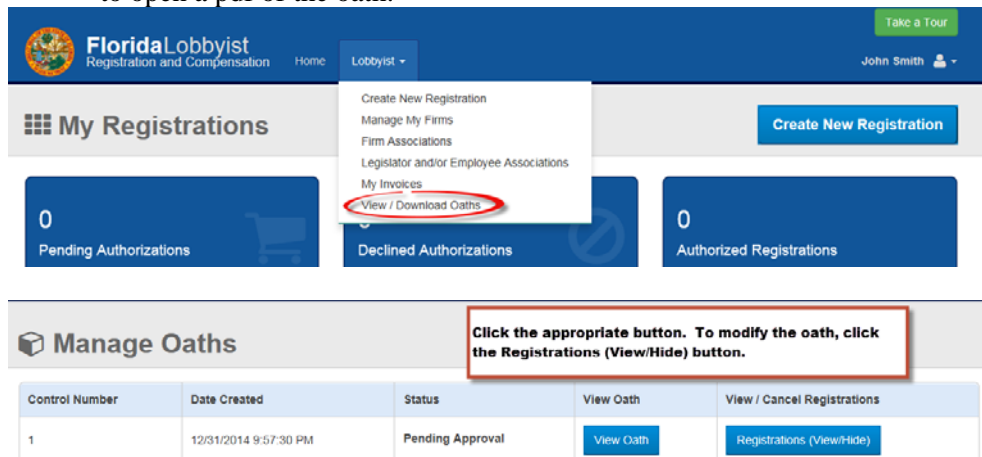


49. Select the year, then click the hyperlinked invoice number to view the invoice. Click the My Invoices link or the back button to return to the list of invoices for further viewing. When you are finished, click the Home link to return to your home page.



### View/Download Oaths

50. Click the View/Download Oaths link under the Lobbyist drop down. Select the View Oath button to open a pdf of the oath.



## Florida Lobbyist Registration and Compensation Reporting System

### Manage Oaths

Control Number	Date Created	Status	View Oath	View / Cancel Registrations
1	12/31/2014 9:57:30 PM	Pending Approval	<a href="#">View Oath</a>	<a href="#">Registrations (View/Hide)</a>

Registrations associated with the Oath document are listed below. You may cancel selected registrations here and a new Oath document will be created. Recreating the Oath will require you to resubmit your notarized form to the Lobbyist Registration Office. Canceling all of the registrations associated with an Oath will remove the Oath document.

☐ Florida Agritourism Association, Inc  
☐ Florida Fertilizer & Agrichemical Association

**To remove a registration from the oath and create a new oath, click the box next to the appropriate registration. Then click Cancel Selected Registration button. You may then print the revised oath by clicking the View Oath button.**

[Cancel Selected Registration\(s\)](#)

End of Manual