

2019 Lobbyist Registration Instruction Guide for Active Lobbyists

Log into the Lobbyist Electronic Reporting System using your current lobbyist ID, password, and registered email address.

Upon logging into the system, click the “Renew Registration” link.



Now you are at the new lobbyist registration screen. All lobbyists, even if currently registered, must enter all requested information in the new system as shown below.

Part 1:

A screenshot of a web form titled "Part 1 - Lobbyist Information". The form contains several input fields: "Renewal Year" (2019), "Company Name" (Jane Doe Consulting), "Lobbyist First Name" (Jane), "Middle Name" (empty), "Last Name" (Doe), "Suffix" (empty), "Nickname" (empty), "Business Address" (3441A Knipp Drive), "Address 2" (empty), "City" (Jefferson City), "State" (Missouri), "Zip" (65109), "Phone 1" ((573) 751-2020), "Phone 2" (empty), and "Email" (JaneDoe@JaneDoeConsulting.org). There is a "Please Read" callout box on the right side of the form with the text: "Must provide a unique email address for each lobbyist. You will be able to add additional emails when you are registered." At the bottom left is a "Clear" button and at the bottom right is a "Next >" button.

Part 2:

Part 2 - Registration Type

Please check one or more of the first four options and then, if applicable, check the last option if you are a state employee or state board or commission member.

- I lobby the Executive Branch, including any department, division agency, board or commission of state government.
- I lobby the Legislative Branch (General Assembly) of state government.
- I lobby the Judicial Branch of state government.
- I lobby elected local government officials.

I am a state employee or state board or commission member engaged in lobbying activities.

[< Previous](#) [X Clear](#) [Next >](#)

Part 3:

Part 3 - Employee Information

This section is to add persons employed by you for lobbying purposes. If you have an employee to add, answer the question below and fill in the necessary information. If you do not have any employees, you can skip this section by clicking Next.

Is the Employee a registered lobbyist? [Yes](#) [No](#)

[< Previous](#) [View Employees](#) [Next >](#)

If you do not employ a person for lobbying purposes, click “Next” to leave this section.

If you employ a person for lobbying purposes, Part 3 will need to be completed.

If the employee is also a registered lobbyist, click “Yes” and type their name or LobID in the “MECID or Last Name” field and click “Search”.

Part 3 - Employee Information

This section is to add persons employed by you for lobbying purposes. If you have an employee to add, answer the question below and fill in the necessary information. If you do not have any employees, you can skip this section by clicking Next.

Is the Employee a registered lobbyist? [Yes](#) [No](#)

[Search](#)

Select “+Add” to add the individual as a person employed for lobbying purposes.

Hamilton 🔍 Search

Brian Hamilton + Add

📍 PO Box 1370 Jefferson City MO 65102

If the individual is not a registered lobbyist or the lobbyist is not found in the search, you will need to click “No” and enter the employee’s information.

Is the Employee a registered lobbyist? Yes No

First Name Middle Name Last Name

Required Required

Suffix Nickname

Address 1

Required

Address 2

City State Zip

Required Missouri Required

↻ Cancel + Add

At any time, you may click “View Employees” to view all employees that you have added.

👁️ View Employees

Click “Next” when finished entering all employees.

Part 4:

Part 4 - Principal Information

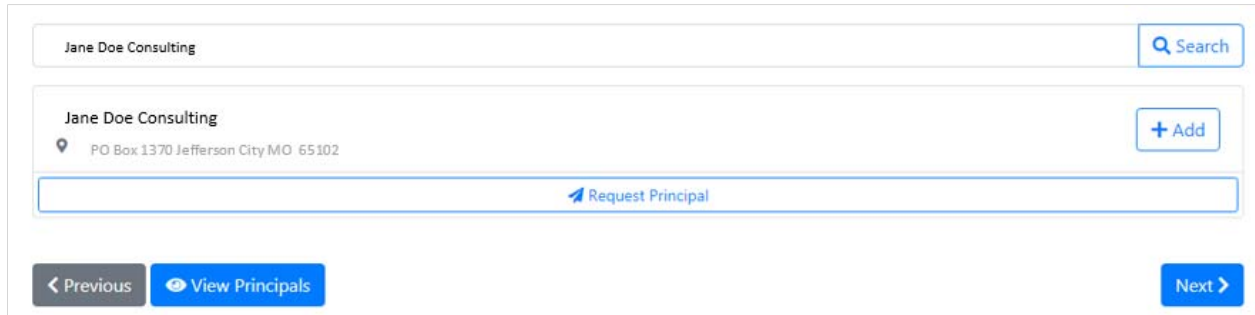
Search for each principal. If the principal appears click Add. If the principal does not appear, click Request Principal, enter the information, and click ? Save. Continue until all principals are added.

Principal Name 🔍 Search

⏪ Previous 👁️ View Principals Next ⏩

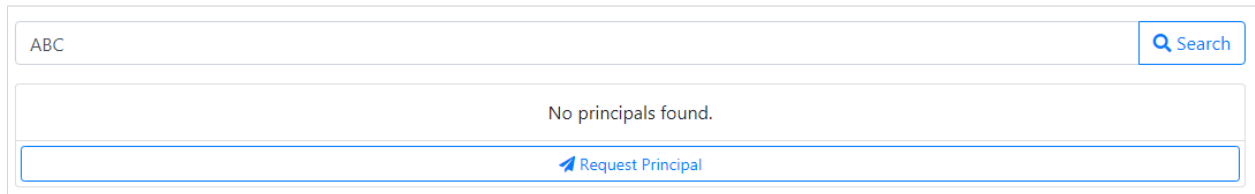
Each lobbyist will need to enter all currently active principals. Type the principal's name in the "Principal Name" field and click "Search."

If the principal's name appears, click "Add."

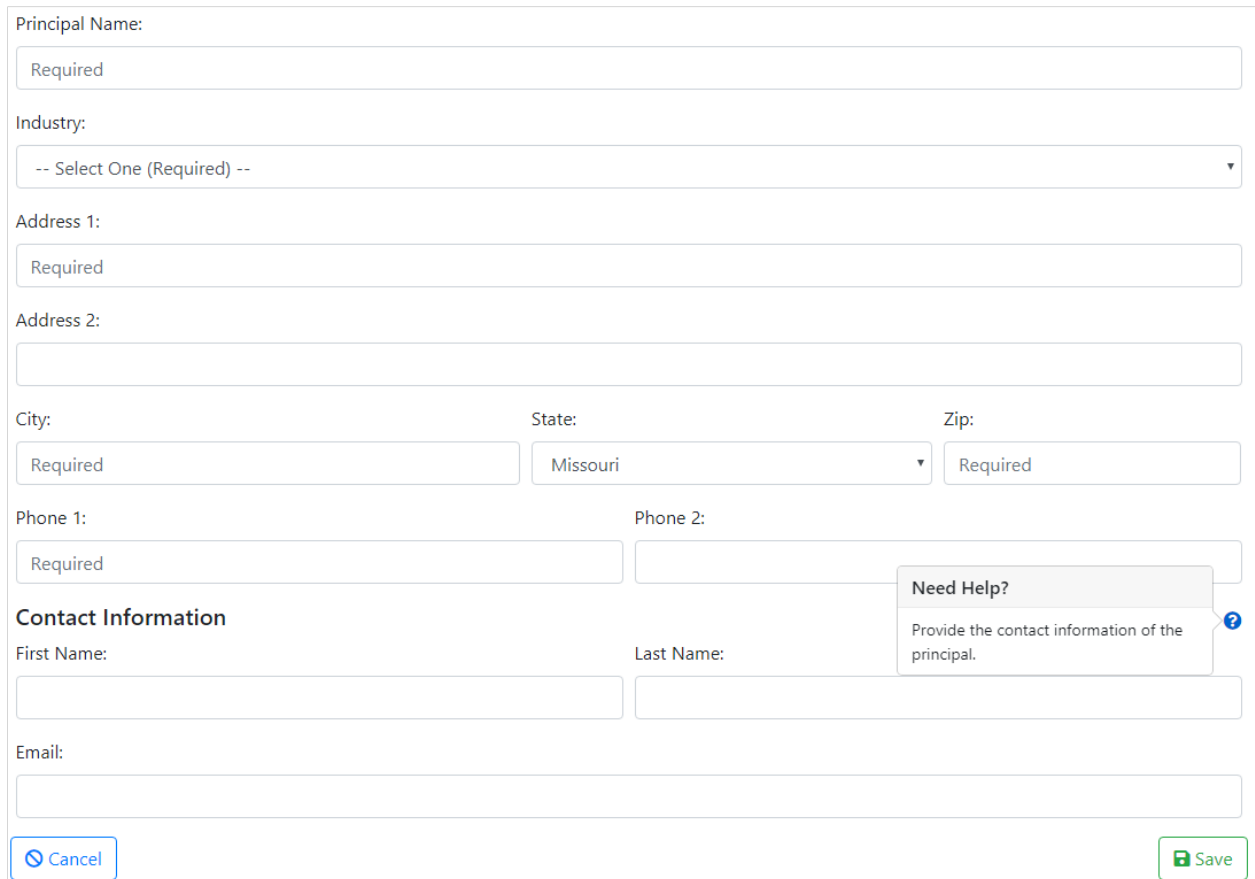


The screenshot shows a search interface. At the top, there is a search bar containing the text "Jane Doe Consulting" and a "Search" button. Below the search bar, a dropdown menu displays the search results for "Jane Doe Consulting", including a location pin icon and the address "PO Box 1370 Jefferson City MO 65102". To the right of the dropdown is an "Add" button. Below the dropdown is a "Request Principal" button. At the bottom of the interface, there are three buttons: "Previous", "View Principals", and "Next".

If the principal is not located, the screen will state, "No principals found." Click the "Request Principal" button to enter the principal's information.



The screenshot shows a search interface where the search bar contains the text "ABC" and a "Search" button. Below the search bar, the text "No principals found." is displayed. Below this text is a "Request Principal" button.



The screenshot shows a form for entering principal information. The form has the following fields and sections:

- Principal Name:** A text input field with a "Required" label.
- Industry:** A dropdown menu with the text "-- Select One (Required) --".
- Address 1:** A text input field with a "Required" label.
- Address 2:** A text input field.
- City:** A text input field with a "Required" label.
- State:** A dropdown menu with "Missouri" selected.
- Zip:** A text input field with a "Required" label.
- Phone 1:** A text input field with a "Required" label.
- Phone 2:** A text input field.
- Contact Information:** A section containing:
 - First Name:** A text input field.
 - Last Name:** A text input field.
 - Email:** A text input field.

At the bottom of the form, there are two buttons: "Cancel" and "Save". A "Need Help?" tooltip is visible, containing the text "Provide the contact information of the principal." and a question mark icon.

Once you have entered the principal's information, click "Save" to save the information.

The principal information will then appear on the screen.

Part 4 - Principal Information

Search for each principal. If the principal appears click Add. If the principal does not appear, click Request Principal, enter the information, and click [?](#) Save. Continue until all principals are added.

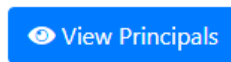
MO Ethics Commission - 3411 Knipp Dr Ste A Jefferson City, MO 65109 [Remove](#) [Edit](#)

[+ Add Principal](#)

[< Previous](#) [View Principals](#) [Next >](#)

Click “Add Principal” to add an additional principal, or click “Next” when finished entering all principals.

To view all principals that you have added, click the “View Principals” button.



To remove a principal from the list, or to edit the principal’s information, use the “Remove” or “Edit” buttons.

Part 4 - Principal Information

Search for each principal. If the principal appears click Add. If the principal does not appear, click Request Principal, enter the information, and click [?](#) Save. Continue until all principals are added.

MO Ethics Commission - 3411 Knipp Dr Ste A Jefferson City, MO 65109 [Remove](#) [Edit](#)

[+ Add Principal](#)

[< Previous](#) [View Principals](#) [Next >](#)

When you have entered all principals, click the “Next” button.

Now you are taken to the “Final Review & Submit” screen. Review all of the information to ensure its accuracy.

MEC Lobbyist Start Over

Final Review & Submit

Lobbyist Information

Jane Doe Jane Doe Consulting
3441A Knipp Drive
Jefferson City MO, 65109
(573) 751-2020
JaneDoe@JaneDoeConsulting.com

Registration Year
2019

Registration Type

- I lobby the Executive Branch, including any department, division agency, board or commission of state government.
- I lobby the Legislative Branch (General Assembly) of state government.
- I lobby the Judicial Branch of state government.
- I lobby elected local government officials.
- I am a state employee or state board or commission member engaged in lobbying activities.

Employee Information

No Employees Added

Principal Information

MO Ethics Commission - (573) 751-2020

Under penalties of perjury, I declare that I have examined this registration and believe it to be a true, correct, and accurate representation of my eligibility and activities as a lobbyist.

Edit
Cancel
Agree

If the information is accurate, click “Agree.”



If you need to edit any portion, click “Edit.”



To cancel the annual registration you may click “Cancel” or “Start Over” to return to the new lobbyist registration screen.

Once you click “Agree” and have submitted your 2019 Lobbyist Registration, you will be taken to the “Fees” screen to pay your registration fee.

\$ Fees

Pay	Filing	Filing Due Date	Filing Submitted Date	
<input checked="" type="checkbox"/>	2019 Lobbyist Registration	1/5/2019	12/14/2018	\$10.00
			Due	\$0.00
			Payment	\$10.00
			Balance	\$0.00
			Fee	\$0.00

Select a Payment Method Pay \$10.00

- Select a Payment Method
- Credit Card
- eCheck
- Check

You will check the box to the left of the “2019 Lobbyist Registration” fee and then select the payment method from the “Select a Payment Method” drop down field.

Payments may be made via credit card/debit card, electronic check (eCheck), or by mailing in a paper check. Payments made electronically will be charged an additional convenience fee.

If paying by check, you must print the invoice, attach the check, and mail or hand deliver to the MEC office.