Reporting Manual for Registered Lobbyists



Compiled under the authority of Ben Ysursa Secretary of State State of Idaho

2013

INSTRUCTIONS FOR REGISTERED LOBBYISTS

Introduction

Title 67, Chapter 66, Idaho Code, The "Sunshine Law for Political Funds and Lobbyist Activity Disclosure" requires persons who "lobby" at the state level to register and report regularly with the Secretary of State, unless they meet the exemption tests outlined on page 1.

"Lobby" and "lobbying" each means attempting through contacts with, or causing others to make contact with, members of the legislature or legislative committees or an executive official, to influence the approval, modification or rejection of any legislation by the legislature of the state of Idaho or any committee thereof or by the governor or to develop or maintain relationships with, promote goodwill with, or entertain members of the legislature or executive officials. "Lobby" and "lobbying" shall also mean communicating with an executive official for the purpose of influencing the consideration, amendment, adoption or rejection of any rule or rulemaking as defined in section 67-5201, Idaho Code, or any ratemaking decision, procurement, contract, bid or bid process, financial services agreement, or bond issue. Neither "lobby" nor "lobbying" includes an association's or other organization's act of communicating with the members of that association or organization; and provided that neither "lobby" nor "lobbying" includes communicating with an executive official for the purpose of carrying out ongoing negotiations following the award of a bid or a contract, communications involving ongoing legal work and negotiations conducted by and with attorneys for executive agencies, interactions between parties in litigation or other contested matters, or communications among and between members of the legislature and executive officials and their employees, or by state employees while acting in their official capacity or within the course and scope of their employment.

"Lobbyist" includes any person who lobbies.

TABLE OF CONTENTS

Introduction	i
Exemptions from Registration	.1
Registering and Reporting	.1
Form L-1 (Lobbyist Registration Statement)	.2
Form L-2 (Annual / Semi-Annual Report Form)	.3
Form L-3 (Monthly Report Form)	.6
Penalties for Violations	.8
Duties of a Lobbyist	.9
Filing Reports1	0
Appendix A	
Reporting Dates	11
Appendix B	
Sample Lobbyist Forms1	3
Online Lobbyist Reporting Manual2	21

Exemptions from Registration

Not every person who lobbies is required to file with the Secretary of State. The following persons are exempt from registering and reporting:

- 1. Persons who limit their lobbying activities to appearances before public sessions of committees of the legislature or to appearances or participation in public meetings, public hearings or public proceedings held or initiated by executive officials or their employees.
- 2. Persons who are employees of an entity engaged in the business of publishing, broadcasting or televising, while engaged in the gathering and dissemination of news and comment thereon to the general public in the ordinary course of business.
- 3. Persons who do not receive any compensation for lobbying and persons whose compensation for lobbying does not exceed two hundred fifty dollars (\$250) in the aggregate during any calendar quarter, including persons who lobby on behalf of their employer or employers, and the lobbying activity represents less than the equivalent of two hundred fifty dollars (\$250) of the employee's time per calendar year quarter, based on an hourly proration of said employee's compensation.
- 4. Elected state officers and state executive officers appointed by the governor subject to confirmation by the senate; elected officials of political subdivisions of the state of Idaho, acting in their official capacity.
- 5. A person who represents a bona fide church (of which he is a member) solely for the purpose of protecting the constitutional right to the free exercise of religion.
- Employees of a corporation, if such corporation: (a) has registered as a lobbyist, and (b) has designated one (1) or more of its employees as its official lobbyist, and (c) the person so designated by the corporation has also registered as a lobbyist.

Registering and Reporting

Lobbyists may now register and file their L-3 Monthly Reports and L-2 Annual/Semi Annual Reports electronically. The electronic versions are similar to the paper reports and require the same level of disclosure. If you register online, you will create an account and receive a username and password at that time. If you register through our office and provide your email address, you will be sent an email with your user name and password. The registration application and the reporting application are available 24 hours a day, 7 days a week.

Log on to <u>www.sos.idaho.gov/LobbyistRegistration</u> to access the online Lobbyist Registration application.

Log on to <u>www.sos.idaho.gov/LobbyistReports</u> to access Lobbyist Electronic Reporting application.

Registered Lobbyists need to be concerned with the following three forms:

- Form L-1: Lobbyist Registration Statement (This form also serves as the Amended Registration Statement.)
- Form L-2: Lobbyist Annual/Semi-Annual Report
- Form L-3: Lobbyist Monthly Report

Any individual may file a formal complaint on the L-5 form alleging that a person has violated provisions of Title 67, Chapter 66, Idaho Code, The Sunshine Law for Political Funds and Lobbyist Disclosure.

The L-5 form is available upon request from the Secretary of State's Office.

Form L-1

A L-1 Lobbyist Registration Statement must be filed before engaging in any lobbying, or within thirty days after being employed as a lobbyist, whichever occurs first. The L-1 form must be accompanied with a fee of ten dollars (\$10). A new L-1 form must be filed each year on or before January 10 if registration is to continue. *A new L-1 must also be filed within one week of a modification or termination of the lobbyist's employment.*

Any lobbyist who receives or is to receive compensation from more than one (1) person or organization for his services as a lobbyist shall file a separate L-1 Registration Statement for each employer, accompanied by the fee of ten dollars (\$10.00) for each Registration Statement; except that where a lobbyist whose fee for acting as such in respect to the same legislation or type of legislation is, or is to be, paid or contributed by more than one (1) person then such lobbyist may file a single L-1 Registration Statement, in which he shall detail the name, business address and general occupation of each person so paying or contributing.

Completing the Form L-1

List the lobbyist's full name, complete mailing address, telephone number(s), email address and any temporary residence or business address in Ada County.

List the name and address of the lobbyist's employer, a contact person's name and email for the employer along with the occupation or business of the lobbyist's employer. Under "duration of lobbyist's employment" state whether the lobbyist is employed permanently or temporarily, and if temporarily, please give the duration of the employment. Each lobbyist who has registered shall file a new L-1 Registration Statement on or before January 10, and failure to do so shall terminate his registration.

The lobbyist's email address as well as the employers contact information will be used for notifications for electronic filings.

Check whether the lobbying activities will be directed at the legislature, executive official(s) or both.

Check whether the lobbyist operates solely as a lobbyist or is performing lobbying duties in connection with regular employment.

Enter the name and address of the person who will have custody of the books required to be kept.

Enter by code the general subject areas of legislative interest from the table. A statement of "ALL" will not be accepted. **You must enter specific code numbers.**

Blank Spaces in the Report

Most people will find some items on the report which do not seem to apply to them at all. If "none" is a correct statement for those items, it should be entered. The item should not be left blank or marked "not applicable" -- this merely raises a question as to whether it has been overlooked or misunderstood.

Additions and Supplements

Occasionally, some reporting individuals will have more information to submit than can be stated in the space for the particular item on the form. Such information may be furnished on separate sheets and attached to the report. When this is done, an explanatory notation should be entered under the item itself and each separate sheet should be referenced to the item to which it pertains.

Certification

Each lobbyist's L-1 Registration Statement must be signed by the lobbyist and dated.

Termination

In order to terminate a registration, the lobbyist must file an amended L-1 Registration Statement and state "terminated" under "Duration of lobbyist employment." Lobbyists are also required to file an L-2 Annual Report at the time of their termination.

Form L-2

Who Must File

The Sunshine Law requires each lobbyist registered under Section 67-6617, Idaho Code, to file an Annual Report. Lobbyists whose activities are confined only to executive officials shall also file a Semi-Annual Report. Form L-2 is provided for this purpose.

Note: Statutory filing requirements must be met even though no reportable expenditures have been made during the reporting period.

Filing Deadline

Annual Reports must be filed by January 31 after the end of each year. Semi-Annual Reports must be filed by July 31. The Secretary of State has adopted a rule which deems the postmark date of mailed statements as the date of filing.

Reporting Period

The expenditure totals on the Annual and Semi-Annual Reports shall be cumulative and shall reflect the total expenditures during the year.

To Be Filed With

Reports may be filed by any of the following methods:

- 1) Hand delivered to Ben Ysursa, Secretary of State, 700 W. Jefferson, Room E205
- 2) Mailed to P.O. Box 83720, Boise, Idaho 83720-0080
- 3) Faxed to (208) 334-2282
- 4) Signed reports may be scanned and emailed to <u>elections@sos.idaho.gov</u>
- 5) Electronically by logging on to <u>www.sos.idaho.gov/LobbyistReports/</u>

Signatures

Both the lobbyist and the employer must sign the Semi-Annual and Annual Report. This may be done electronically by logging on to <u>www.sos.idaho.gov/LobbyistReports/</u> or by submitting a completed L-2 form.

Termination

The filing requirements of Section 67-6617, Idaho Code, continue throughout the year unless there is a termination of the lobbyist's employment. If a lobbyist terminates during the year, a L-2 Annual Report must be filed for that portion of the year for which the lobbyist was registered. A lobbyist may terminate by filing an amended L-1 Registration Statement **and** a L-2 Annual Report with the Secretary of State.

Note: If a lobbyist terminates on April 10th, the annual report will cover from the date of registration through April 10th.

Item 1

Expenditures made or incurred directly or indirectly for any lobbying purpose shall be reported. List your expenditures for the reporting period as they were either directly reimbursed by a single employer or as a proportionate amount for each employer. Reported expenditures for entertainment, food and refreshments for legislators and other public officeholders shall be the actual cost of the entertainment, food and refreshments.

Form L-2 (continued)

A. Entertainment, Food and Refreshment

This category includes all amounts expended for entertainment, including but not limited to food and refreshment. This category does not include amounts that are expended solely by the lobbyist for his own subsistence. Expenditures that are solely for the lobbyist's subsistence should be listed under the category of Living Accommodations.

B. Living Accommodations

This category includes all expenditures for the lobbyist's transient place of living. This includes expenditures pertaining to lodging, groceries, meals, and other expenditures necessary for the lobbyist's subsistence. *If the lobbyist is reimbursed for these expenses, they do not have to be reported.*

Examples of Expenditures in A and B

Lobbyist X invites three legislators to lunch to discuss a certain piece of legislation. The total bill is \$38.00 excluding the lobbyist's portion. The lobbyist reports the \$38.00 expenditure under the category of Entertainment, Food and Refreshment.

Lobbyist X, who is not reimbursed for meals while he is in Boise, goes to lunch with a few of his fellow lobbyists to discuss legislative strategy. He spends \$12.50 for his lunch. This \$12.50 expenditure for his meal should be listed under the category of Living Accommodations since it did not pertain to entertainment but rather was a personal living expense necessary for the lobbyist's subsistence.

C. Advertising, Travel, Telephone

These categories are self-explanatory and should include all amounts expended for such purposes named in the category. *If the lobbyist is reimbursed for personal travel, such travel expense does not have to be reported.*

D. Other Expenses or Services

This includes those expenses not listed in the other categories and includes contributions of tangible or intangible property to or on behalf of any legislator or executive official or member(s) of their household. This does not include entertainment which is listed under the Entertainment, Food and Refreshment category.

Item 2

The totals of each expenditure of more than one hundred five dollars (\$105) for a legislator, other holder of public office, executive official or member(s) of their households shall be identified by date, place and amount along with the names of the legislators, holders of public office or executive officials and member(s) of their household in the group.

Note: The lobbyist's portion of the expenditure is excluded in determining the one hundred five dollar (\$105) amount.

Item 3

List the complete names and addresses of each employer. Multiple employers will be listed in the same order as their proportioned expenditures in Item 1.

ltem 4

Itemize the legislation being supported or opposed including the appropriate Subject Codes and Bill, Resolution or other legislative identification number.

Item 5

Identify any rule, ratemaking decision, procurement, contract bid or bid process, or financial services agreement of bond you are supporting or opposing.

Form L-3

Who Must File

The Sunshine Law requires each lobbyist registered under Section 67-6617, Idaho Code, to file monthly periodic reports for each month or portion thereof that the legislature is in session.

Note: Statutory filing requirements must be met even though there may have been no active lobbying during the month.

Filing Deadline

Monthly reports shall be filed within fifteen (15) days of the first day of the month for the activities of the month just passed. The Secretary of State has adopted a rule which deems the postmark date of mailed statements as the date of filing.

To Be Filed With

Reports may be filed by any of the following methods:

- 1) Hand delivered to Ben Ysursa, Secretary of State, 700 W. Jefferson, Room E205
- 2) Mailed to P.O. Box 83720, Boise, Idaho 83720-0080
- 3) Faxed to (208) 334-2282
- 4) Signed reports may be scanned and emailed to elections@sos.idaho.gov
- 5) Electronically by logging on to www.sos.idaho.gov/LobbyistReports/

Monthly reports are only required to be filed during the legislative session.

Information Required

The L-3 Monthly Report is to be completed in the same manner as the L-2 Annual Report.

Signatures

Only the lobbyist is required to sign the monthly.

Penalties for Violation

Section 67-6625, Idaho Code, "Violations - Civil Fine - Misdemeanor Penalty - Prosecution - Limitation - Venue.

- (a) Any person who violates the provisions of section 67-6603 through 67-6614A, 67-6617, 67-6619, 67-6620, 67-6621(a), 67-6624, 67-6629 or 67-6630, Idaho Code, shall be liable for a civil fine not to exceed two hundred fifty dollars (\$250) if an individual, and not more than two thousand five hundred dollars (\$2,500) if a person other than an individual. The burden of proof for such civil liability shall be met by showing a preponderance of the evidence.
- (b) Any person who violates section 67-6605 or 67-6621(b), Idaho Code, and any person who knowingly and willfully violates section 67-6603 through 67-6614A, 67-6617, 67-6619, 67-6620, 67-6621(a), 67-6624, 67-6629 or 67-6630, Idaho Code, is guilty of a misdemeanor and, upon conviction, in addition to the fines set forth in subsection (a) of this section, may be imprisoned for not more than six (6) months or be both fined and imprisoned.
- (c) The attorney general or the appropriate prosecuting attorney may prosecute any violations of this act.
- (d) Prosecution for violation of this act must be commenced within two (2) years after the date on which the violation occurred.
- (e) Venue for prosecution under the provisions of this chapter shall be in the county of residence of the defendant if the defendant is a resident of the state of Idaho, otherwise venue shall be in Ada county."

Section 67-6625A, Idaho Code, "Late Filing of Statement or Report - Fees.

If any person fails to file a report or statement on or before a specified date, he shall be liable in an amount of fifty dollars (\$50) per day after the deadline until the statement or report is filed, to the secretary of state. Liability need not be enforced by the secretary of state if on an impartial basis he determines that the late filing was not willful and that enforcement of the liability will not further the purposes of the act, except that no liability shall be waived if a statement or report is not filed within five (5) days after receiving written notice of the filing requirement from the secretary of state.

The remedy provided in this section is cumulative and does not exclude any other remedy or penalty prescribed in section 67-6625, Idaho Code."

Duties of a Lobbyist

A person required to register as a lobbyist under this act shall also have the following obligations, the violation of which shall constitute cause of revocation of his registration, and may subject such person, and such person's employer, if such employer aids, abets, ratifies or confirms any such act, to other civil liabilities, as provided by this act:

- (a) Such persons shall obtain and preserve all accounts, bills, receipts, books, papers, and documents necessary to substantiate the financial reports required to be made under this act for a period of at least three (3) years from the date of the filing of the statement containing such items, which accounts, bills, receipts, books, papers and documents shall be made available for inspection by the Secretary of State at any reasonable time during such three (3) year period; provided, however, that if a lobbyist is required under the terms of his employment contract to turn any records over to his employer, responsibility for the preservation of such records under this subsection shall rest with such employer.
- (b) In addition, a person required to register as a lobbyist shall not:
 - (1) Engage in any activity as a lobbyist before registering as such;
 - (2) Knowingly deceive or attempt to deceive any legislator to any fact pertaining to any pending or proposed legislation;
 - (3) Cause or influence the introduction of any bill or amendment thereto for the purpose of thereafter being employed to secure its defeat;
 - (4) Knowingly represent an interest adverse to any of his employers without first obtaining such employers' consent thereto after full disclosure to such employers of such adverse interest;
 - (5) Exercise any economic reprisal, extortion, or unlawful retaliation upon any legislator by reason of such legislator's position with respect to, or his vote upon, any pending or proposed legislation;
 - (6) Accept any employment as a lobbyist for a compensation dependent in any manner upon the passage or defeat of any proposed or pending legislation or upon any other contingency connected with the action of the legislature or of either branch thereof or of any committee thereof.

Filing Reports

Reports may be filed by any of the following methods:

- 1) Hand delivered to Ben Ysursa, Secretary of State, 700 W. Jefferson, Room E205
- 2) Mailed to P.O. Box 83720, Boise, Idaho 83720-0080
- 3) Faxed to (208) 334-2282
- 4) Signed reports may be scanned and emailed to elections@sos.idaho.gov
- 5) Electronically by logging on to <u>www.sos.idaho.gov/LobbyistReports/</u>

The date of postmark shall be deemed the date of filing for Monthly, Semi-Annual and Annual reports.

For further information or assistance contact the Secretary of State's Office at (208) 334-2852 or at <u>elections@sos.idaho.gov</u>.

APPENDIX A

Reporting Dates for Lobbyists

Report	Period Covered	Who Files	Due
1st Monthly	January	Legislative	February 15
2nd Monthly	February	Legislative	March 15
3rd Monthly	March	Legislative	April 15
Semi-Annual	Jan.1-June 30	Executive Only	July 31
Annual	Jan.1-Dec. 31	All Lobbyists	January 31

Note: A Monthly report is to be filed by legislative lobbyists every month or portion thereof while the legislature is in session.

APPENDIX B

Samples of Completed Lobbyist Forms

Lobbyist Registration Statement

Rev. 12/2012 LOBBYIST	RATIO	N STAT	EMEN	T	TH	IS SPACE FOR OFFICE U	SE ONLY			
State of Idaho To Be File Ben Ysursa Secretary of State	ed By: LOBI	byists 1	(Sec. 67-	6617)						
(Type or print clearly in black ink) See instructions at bottom of page	Lobbyist	Year 2	013		Te	elephon	e Numbers			
Lobbyist's name and permanent business address		Date Prep	ared		Н	ome: ((208) 222-15	15		
John Doe 200 Hillway Drive Anytown, Idaho 83409		Ja	inuary 5,	2013	B	usiness ell: <u>(2</u>	208) 333-2525 doe@anyip.co	m		
					EI	maii: -				
Temporary residential and business address in Ada County during Leg Session 480 North Atlantic	gislative	General S Enter coo applicabl	Subject(s) of le(s) from su e categories	f Lobbying l abject identi . (A statem	Interest fication ent of A	table b LL wil	elow. List all I not be acceptable.)		
Anytown, Idaho 83409		25	29							
Name and address of employer										
I.F.S. Inc.			LU	DBBYING S	SUBJEC	, I IDE	INTIFICATION			
700 Rock Drive, Anytown, Idaho 83409		Code Su 01 Ag	bject riculture, ho ming, and li	orticulture,		Code 18	Subject Higher education	ion codes		
Contact name: John Smith		02 Ar	nusements, j	games, athle	etics	20	Insurance (excludin	ng health		
Contact email: Jsmith@anyip.com		03 Ba	nking, finan	ce, credit ar	nd	21	Labor, salaries and wages,			
Occupation or business of employer		investments collective barganing 04 Children, minors, youth, senior citizens 22 Law enforcement, courts, judges, crimes, prisons 05 Church and religion 23 License, permits						1g courts,		
Manufacturing of Automobiles								sons		
Duration of lobbyist employment		06 Co	nsumer affa	irs	lution	24	Liquor Manufacturing dis	tribution and		
2013 Legislative Session			iservation, z	coning, land	and	23	services	u ibution and		
Lobbying activities will be directed at:		. wa 08 Ed	ter use ucation			26	Natural resources, forest products, fisl	forest and heries, mining		
Executive Official		09 Ele po	ections, cam itical partie	paigns, voti s	ng,	27	and mining produc Public lands, parks	ts , recreation		
Lobbyist is employed and compensated		10 Eq mi	ual rights, c nority affair	s		28	insurance, public a	ssistance,		
Solely as a Lobbyist As a regular employee performing employer which include, but are n the influencing of legislation.	g services for his not limited to,	11 Gc tax apj 12 Gc 13 Gc	vernment, f ation, reven propriations vernment, c vernment, f	inancing, ue, budget, , bids, fees, ounty ederal	funds	29 3 30	workmen's compensati Transportation, highwa streets and roads Utilities, communicati television, radio, news	isation hways, cations, ewspaper,		
Name and address of the person who will have custody of the accour books, papers and documents required to be kept under this act.	nts, bills, receipts,	14 Go 15 Go 16 Go	vernment, n vernment, s vernment, s	nunicipal pecial distri tate	cts	31	other (please spec	ify)		
John Doe 200 Hillway Drive Anytown, Idaho 83409		17 He and ins	alth service, l controlled urance, hos	, medicine, d substances, pitals	drugs health					
INSTRUCTIONS										
 Who should file this form: All lobbyists, unless exempt under Sel Idaho Code (see reverse side). Filing deadline: Before doing any lobbying or within 30 date employed as a lobbyist, whichever occurs first. New Filing Required: On or before each January 10. Termination employment, changes, modifications, or within one week of chart Filing fee: \$10.00 per registration 	ection 67-6618 ys after being on of lobbyist's nge.	Certifi statem	cation: I he ent in accor	reby certify dance with §	that the Section (above : 67-6624	is a true, complete ar 4 Idaho Code of this	ıd correct law.		
TO BE FILED WITH: Ben Ysursa		$_\mathcal{I}$	ohn I)oe			01/0)5/13		
Secretary of State PO Box 83720 Boise, ID 83720-0080 Phone: (208) 334-2852 Fax: (208) 334-2282		Lobby	ist's Signatu	re				Date		

Lobbyist Annual Report Form

Rev. 12	2/2012		LOI	BBYIST	r RE	PORT	FORM		Page_1	of2P	age(s)
OREAT	SEAT OF	State of Idal	10	ANNUA	L	SE	MI-ANNUAI	<u> </u>	THIS SPACE I	FOR OFFICE US	E ONLY
THE		Ben Ysursa	. F	To Be Filed	By:						
1377	OFT	Secretary of S	tate	L-2	LOI	BBYIST	TS .				
					(See	c. 67-66	19)				
_		(Type or print clear See instructions at	rly in black ink) t bottom of page								
Lobbyis	st's name ar	d permanent busine	ss address			Date	prepared		Period c	overed	
John 200 I	Doe Hillway [Drive					January 15	, 2014	₩	year endi	ng
Anyto	own, Ida	ho 83409							(Mo.)	(Day)	(Yr.)
									Dec.	31	2013
Item 1	To	tals of all reportal	ble expenditures made or	r incurred l	by Lobł	oyist or b	y Lobbyist's Emp	loyer on behalf	of Lobby	vist's Emplo	yer.
C Reimt	ategory of oursed Person	Expenditure al Living and Travel	*Total Amount for	Proportion Item 3, at	ate amo bottom	unts contr of page.)	ibuted by each empl	oyer (Identify e	mployers,	under	
Expens D	es Pertaining Oo Not Have	to Lobbying Activity to be Reported	All Employers	Emplo	yer No.	1	Employer No. 2	Employer	No. 3	Employe	r No. 4
Enterta	ainment		786.00	. 5	66.00		220.00	٩		¢	
Food a	Accomm	nment odations	0.00	s	0.00	\$_	0.00	- \$		\$	
Advert	ising	Juations	0.00	C	0.00		0.00				
Travel	0		125.00	8	0.00		45.00				
Teleph	one		230.00	100.00			130.00				
Other I	Expenses	or Services	355.00	28	30.00		75.00				
		Total	<u>\$</u> 1,496.00	\$1,0	026.00) \$_	s470.00 s		0	s0.	00
*When	the number	of employers you a	 re reporting for requires mu	 iltiple L-2 fo	orms to b	be filed a to	otal amount for all e	mployers should	be entered	l on Page 1.	
14	The tota and mer	ils of each expend nber(s) of their ho	iture of more than one h usehold.	undred fiv	e dollar	rs (\$105)	for a legislator, o	ther holder of p	public offi	ice, executi	ve officials
2	Date		Place		A	mount	Names of	f Legislators, Pub and Household N	olic and Exo dembers in	ecutive Offic	ials
J	lan. 1	Ga	amekeeper - Boise		10	05.65		Sena	ator W	F	
F M	eb. 21 Iar 20	Sta	ardust - Idaho Falls		13	36.00		Sen	ator Z	т	
J	July 4	Tu	rf Club - Twin Falls		17	75.00 Governor X and Lt. Governor Y					
	Continued	on attached page(s)				_					
		INST	RUCTIONS			Item 3	E	mployer(s) Name	e(s) and Ad	ldress(es)	
Wł	10 should	file this form: An 67	ny lobbyist registered un -6617 Idaho Code	der Section	n	No. 1	I.F.S. 700 Rock Drive	e, Anytown,	Idaho 8	3406	
Fili	ing deadli	ne: Annual report Executive Lob	is due on January 31st. byist semi-annual repor	t due July	31st.	No. 2	X.Y.Z. 200 Boulder D	rive, Anytow	ın, Idaho	o 83406	
то	BE FILE	D WITH: B	en Ysursa			No. 3					
	~	Secre PO Boise,	etary of State Box 83720 ID 83720-0080	292		No. 4					
	Р	none: (208) 334-2	852 Fax: (208) 334-22	282							

Item	Subje	ect matter of proposed legislat	ion, the number of the Senate	LEGISLATIVE SUBJECT IDENTIFICATION					
Item 4 Subject (from 1 2 2 2 2 2 2 2 2 2 2 2	7 Gr Ho the L Code table) 5 9 5 5 5 9 5 5 5 5 5 5 5 5	H.B. 1 H.B. 1 H.B. 1 H.B. 23 S.B. 1005 H.B. 100 S.B. 1110 S.B. 1150	legislative activity in which posing. Appropriation Bill Number and Section Number	Code 01 02 03 04 05 06 07 07 08 09 10 11 12 13 14 15 16	Subject Agriculture, horticulture, farming, and livestock Amusements, games, athletics and sports Banking, finance, credit and investments Children, minors, youth, senior citizens Church and religion Consumer affairs Ecology, environment, pollution, conservation, zoning, land and water use Education Elections, campaigns, voting, political parties Equal rights, civil rights, minority affairs Government, financing, taxation, revenue, budget, appropriations, bids, fees, funds Government, federal Government, gecial districts Government, special districts Government, state	Code 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Subject Health service, medicine, drugs and controlled substances, health insurance, hospitals Higher education Housing, construction, codes Insurance (excluding health insurance) Labor, salaries and wages, collective bargaining Law enforcement, courts, judges, crimes, prisons License, permits Liquor Manufacturing, distribution and services Natural resources, forest and forest products, fisheries, mining and mining products Public lands, parks, recreation Social insurance, unemployment insurance, public assistance, workmen's compensation Transportation, highways, streets and roads Utilities, communications, televisions, radio, newspaper, power, CATV, gas Other (please specify)		
Item 5 PAC-	Identif contrac bond lo E-30-	y any rule, ratemaking decisi t bid or bid process, financia obbyist was supporting or op 09	on, procurement, I services agreement or posing.		ERTIFICATION: I hereby certify the precet statement in accordance with S <u>John Doe</u> obbyist signature <u>John Smith</u> nployer No. 1 signature <u>Jue Hayes</u> nployer No. 2 signature	nat the ab	Dove is a true, complete and 7-6624 Idaho Code. 1/15/14 Date 1/20/14 Date 1/20/14 Date Date Date		
					nployer No. 4 signature		Date		

Lobbyist Monthly Report Form

Rev. 12/	2012		LOBBYIS	ST MON	THI	A RE	PORT FORM	A	Page 1	_of 1 _Pa	uge(s)
RAT.	SEAL	State of Idal	ho	o Be Filed B	By:				THIS SPACE F	OR OFFICE US	E ONLY
THE	OF THE S	Ben Ysursa Secretary of S	tate	L-3	LOB (Sec.	BYIST . 67-66	rs 19)				
	(Ty Se	ype or print clear e instructions at	ly in black ink) bottom of page								
Lobbyis	t's name and p	ermanent busine	ss address			Date	prepared		Period co	overed	
John	Doe						March 7	2013	₽	month end	ding
Anyto	own, Idaho	83409						2013	(Mo.) (Day) (Yr.)		
									Feb.	28	2013
Item	Totals	s of all reportal	ble expenditures made o	r incurred b	v Lobł	hvist or	by Lobbyist's Empl	lover on behal	fofLobby	ist's Employ	ver
	ategory of Ex	penditure		Proportion	ate amo	ounts cont	ributed by each empl	oyer (Identify	employers,	under	
Reimb	ursed Personal L	iving and Travel	*Total Amount for All Employers	Item 3, at	bottom	of page.)				
D	o Not Have to b	e Reported	r	Employ	yer No.	1	Employer No. 2	Employer	r No. 3	Employer	No. 4
Enterta	inment		\$ 300.00	c 8	0.00	c	220.00	¢		¢	
Living	Accommoda	tions	0.00	 0	0.00	4	0.00	- J \$		۵ <u></u>	
Adverti	ising	lions	0.00	0	.00	-	0.00				
Travel	ising		0.00	0	.00	-	0.00				
Telepho	one		45.00	25.00 260.00		-	20.00				
Other E	Expenses or S	Services	295.00				35.00				
		Total	<u>\$</u> 640.00	\$ <u>36</u>	65.00	\$	275.00	<u>\$0.0</u>	00	\$ <u>0.</u> 0	00
*When	the number of	employers you a	re reporting for requires m	ultiple L-2 fo	orms to l	be filed a	total amount for all e	employers shoul	ld be entered	on Page 1.	
	The totals	of each expended	liture of more than one l	hundred fiv	e dolla	ırs (\$105	i) for a legislator, o	ther holder of	f public offi	ce, executi	ve officials
Item-			Juschold.				Names o	f Legislators, Pu	ublic and Ex	ecutive Offic	ials
	Date	01	Place		A	mount		and Household	Members in	Group	
Fe	ed. 21	Sta	ardust - Idaho Falls		13	36.00		Ser	nator Z		
	Continued on a	ttachad paga(a)									
	Continued on a	attached page(s)				Item	E	mplover(s) Nam	ne(s) and Add	tress(es)	
		INST	RUCTIONS					1.9.09			
Wh	o should file	this form: An 67	ny lobbyist registered un -6617 Idaho Code	der Sectior	1	No. 1	I.F.S. 700 Rock Drive	e, Anytown,	Idaho 8	3409	
Fili	ng deadline:	Monthly repo month for act	orts due within fifteen (1) tivities of the past month	5) days of t 1.	he	No. 2	X.Y.Z. 200 Boulder D	rive, Anytov	wn, Idaho	83409	
то	BE FILED V	VITH:									
1		B	en Ysursa etary of State			No. 3					
1		PO	Box 83720								
	Phor	Boise, ne: (208) 334-2	852 Fax: (208) 334-2	282		No. 4					

Item	Subje	ect matter of proposed legislat	ion, the number of the Senate	LEGISLATIVE SUBJECT IDENTIFICATION						
4	or Ho	obbuist was supporting or other	legislative activity in which	Codo	Subject	Code	Subject			
	the L	obbyist was supporting or op	bosing.	01	Agriculture horticulture	17	Health service medicine drugs			
Subject	t Code	Bill, Resolution or Other	Appropriation Bill Number		farming and livestock	17	and controlled substances health			
(from	table)	Legislative Ident. Number	and Section Number	02	Amusements games athletics		insurance hospitals			
					and sports	18	Higher education			
2	25	H.B. 1		03	Banking, finance, credit and	19	Housing, construction, codes			
2	9	H.B. 23			investments	20	Insurance (excluding health			
2	5	S.B. 1005		04	Children, minors, youth,		insurance)			
_		SCR 105			senior citizens	21	Labor, salaries and wages,			
		0.0.14 100		05	Church and religion		collective bargaining			
				06	Consumer affairs	22	Law enforcement, courts,			
				07	Ecology, environment, pollution,		judges, crimes, prisons			
					conservation, zoning, land and	23	License, permits			
					water use	24	Liquor			
				08	Education	25	Manufacturing, distribution and			
				- 09	Elections, campaigns, voting,		services			
					political parties	26	Natural resources, forest and			
				10	Equal rights, civil rights,		forest products, fisheries, mining			
					minority affairs		and mining products			
				11	Government, financing,	27	Public lands, parks, recreation			
					taxation, revenue, budget,	28	Social insurance, unemployment			
					appropriations, bids, fees, funds		insurance, public assistance,			
				12	Government, county		workmen's compensation			
				13	Government, federal	29	Transportation, highways,			
				14	Government, municipal		streets and roads			
				15	Government, special districts	30	Utilities, communications,			
				16	Government, state		televisions, radio, newspaper,			
							power, CATV, gas			
						31	Other (please specify)			
					CERTIFICATION: I hereby certify t	hat the a	hove is a true, complete and			
	1			-	correct statement in accordance with	Section	67-6624 Idaho Code.			
Item	Identif	y any rule, ratemaking decisi	on, procurement, contract,		correct statement in accordance with	Section	of 002 Finano Couc.			
5	bid or	bid process, financial services	s or bond lobbyist was support-							
	ing or	opposing.			John Doe		3/07/13			
IPC-F	=-25-	78: 35-3261-5521		:						
	_ 20	0,0002010021			Lobbyist signature		Date			

Online Lobbyist Reporting Manual

Online Lobbyist Reporting Application

Welcome to the Idaho Secretary of State's Online Lobbyist Reporting application. This application is designed to make reporting for lobbyists faster and more convenient.

In order for a Lobbyist or an Employer to access the Online Lobbyist Reporting Application, a valid email address must have been provided on the Lobbyist's Registration Form. Once the login has been created in our application, an email will be sent to each individual containing their User ID and temporary password. Once this information is received, they will then be able to login to the Online Lobbyist Reporting Application.

Access and Log In to the Application

Accessing the Application

To access the online reporting application,

- 1. Open an internet browser.
- 2. Navigate to www.sos.idaho.gov/LobbyistReports/.

The Log In page will be displayed.

6	IDAHO SECRETARY OF Lobbyist Reporting	STATE		Ben Yoursa, Secretary of State
		Long fr Email Address Passward Eargot Bassword	Log Dn	
Elections Phone: (208)334-2 Commenta, questions or sug	ass2 gestions can be emailed to: <u>electrons</u>	Boos idaho, gox		

Figure 1 – Log In screen

Log In to the Application

On the Log In screen,

- 1. Enter your log in email address in the Email Address field.
- 2. Enter your password into the Password field.
- 3. Click the Log On pushbutton or hit the 'Enter' key to login to the application.

Either the First Time Security Question screen (Figure 2) or the Main Menu screen (Figure 6 – Lobbyist Main Menu or Figure 22 – Employer Main Menu) will be displayed.

First Time Security Questions

The first time you sign into the Online Lobbyist Reporting Application, you are required to select three (3) security questions. These security questions will be used if you forget your password and require that it be re-set.

	LOG OFF
I his is your f In the case y	irst time login. Please select THREE questions below and give us the answer. ou forget your password, we will use them to authenticate your identity.
Question 1:	What is the name of your favorite song?
Answer:	
Question 2:	What is the name of your favorite song?
Answer:	
Question 3:	What is the name of your favorite song?
Answer:	
Save	

Figure 2 – First Time Security Question screen

Selecting Security Questions

On the First Time Security Questions screen,

- 1. Select a question from the first drop down question box.
- 2. Type the response to the question selected in the answer box below the question.
- 3. Repeat steps 1 and 2 to select the second and third security questions.
- 4. Click the Save pushbutton.

The Main Menu screen will be displayed.

Lobbyists: See Figure 6 below.

Employers: See Figure 22 below.

Changing your Password

It is recommended that you change your password upon logging into the Online Lobbyist Reporting Application for the first time. You should select a password that you will easily remember but is not easily guessed by others. Also, you are responsible for the security of your password. Do not share it with others.

To change your password,

1. Click on the Change Password link on the Main Menu screen (Figure 3).

The Change Password screen is displayed.

Change Password:								
Current password:								
New password:								
Please type new password again:								
Next								

Figure 3 – Change Password screen

Entering a new Password

On the Change Password screen,

- 1. Enter your current password into the Current password field.
- 2. Enter your new password into the New password field.
- 3. Re-enter your new password into the third field to confirm that it is typed correctly.
- 4. Click the Next pushbutton to save the new password. The screen is refreshed with a positive acknowledgement.
- 5. Click Continue pushbutton.

The Login screen (Figure 1) is displayed.



Figure 4 – Change Password Successful screen

NOTE: You will be required to sign into the Online Lobbyist Reporting application after changing your password. See Login to the Application above for instructions on logging into the application.

Completing the Password Change

On the Log In screen,

1. Enter your log in email address in the Email Address field.

- 2. Enter your password into the Password field.
- 3. Click the Log On pushbutton or hit the 'Enter' key to log in to the application.

The Main Menu screen is displayed.

Lobbyists: See Figure 6 below.

Employers: See Figure 22 below.

Forgot Password

If you are unable to remember your password, you can reset it through the online Lobbyist Reporting Application or you may contact the Secretary of State's Office and request your password to be reset.

To reset your password,

1. Click the Forgot Password link on the login page.

The Forgotten your Password screen is displayed.

Forgotten your Password?	
Step1: Please enter your email address:	
Next	

Figure 5 – Forgotten Password screen

Identify Your Log In

On the Forgotten your Password screen,

- 1. Enter your email address.
- 2. Click on the Next pushbutton. The screen is refreshed with Step 2.
- 3. Enter the correct response to the first Security Question presented.
- 4. Click on the Next pushbutton. The screen is refreshed with Step 3.
- 5. Enter the correct response to the second Security Question presented.

Upon verifying your responses are correct, the application will display a message indicating that a temporary password is being emailed to you. Once received, you may sign into the Online Lobbyist Application using your temporary password as explained above in "Log In the Application."

NOTE: Upon signing in using your new temporary password, you will be required to immediately change your password to ensure the security of your Online Lobbyist Reporting account.

Lobbyist Reporting

Lobbyist Main Menu

Once signed into the Online Lobbyist Reporting Application as a Lobbyist, the Main Menu will be displayed.

	IN SUR	Solution	IDAHC Lobbyi) SECF st Rej	RETAR portin	Y OF g	STATE		Ben Ysursa, S	Secretary of State
				Yo	iu are lo	gged in	as a lobbyist.	Change Password	LOG OFF	
Lobby	yist Re	cord Table:								
You a The li:	re regi: st of p	stered as a lo reviously fileo	obbyist. To v d reports wil	view you I be pop	r list of ulated b	employe ased on	rs, click on the your selection.	Select link below.		
Year	File No	File Date	Company Name	Last Name	First Name	Select				
2012	4865	12/18/2012		Doe	John	<u>Select</u>				
2011	1766	10/28/2011		Doe	John	<u>Select</u>				



Selecting your Lobbyist Account

Once signed into the Online Lobbyist Reporting Application, a list of record(s) associated with your log on will be displayed. In most cases, this list will contain only one record. However, if you are the designated lobbyist for a company, you will see a record for your lobbyist registration(s) and the company registration.

In the list of Lobbyist record(s) associated with your log on (Figure 6),

1. Click on the Select link to the right of the Lobbyist record.

The Lobbyist's Reports screen is displayed. This screen displays all report(s) that have been filed by the Lobbyist, if any. To review past reports, click on the report name.

THE		IDA Lobi	HO SECR byist Rep	ETARY OF ST orting	TATE	Ben	Ysursa, Secretary of State
				<u>Main Menu</u>	Change Password	LOG OFF	
File No	File Date	Last Name	First Name	Company Name	Reporting Year		
4865	12/18/2012	2 Doe	John		2012		
You can or you c N	review or e an create a ew Report	dit any filed r new one, by	eport(s) clicking the	'New Report' pushl	button.		
Your em	ployer list:						
Employ	yer Name: I	Employer St	atus				
I.F.	S. Inc.	Active					
×.Y.	Z. Inc.	Active					

Figure 7 – Lobbyist Reports Screen – No filed reports

File a Report

To Add a new report.

1. Click the **New Report** pushbutton.

The Report entry screen is displayed.

NOTE: The online filing will be done on the report entry screen. When filing a new report, the report entry screen will be <u>displayed</u> with the reporting box empty.



IDAHO SECRETARY OF STATE Lobbyist Reporting

Report Menu Change Password LOG OFF

Lobbyist's name and pe	Lobbyist's name and permanent business address			
John Doe 200 Hillway Dr Boise, ID 83704	Filing deadline:	Monthly reports are due within fifteen (15) days of the		
If this is a new report, you will need to select the reporting period first. The reports which you are required to file will be displayed in the dropdown menu. The list of employer(s) will be populated based on the reported.			past month. The annual report is due on January 31st, for activities of	
Reporting Period:	February 💌		the past year.	
Preparation Date:	12/18/2012		semi-annual report is due July	
Ending Date:	2/29/2012		31st.	
Due Date:	3/15/2012			
Reporting Year:	2012			
Filing Status:	Pending			

Changes to the form may only be made when the filing status above is 'Pending' or 'Incomplete'. They can't make changes once we receive their report even when the employer signature is 'Pending'.

Note: Only the rows that are checked will be updated. Empty fields on checked rows will be updated as zero dollar amounts.

Item 1:	Totals of all reportal	ole expendit	tur	es made or ir	ncu	rred by Lobby	ist	or by Lobbyist	's	Employer or	ı b	ehalf of Lobb	oyi	st's Emplo	yer.			
Select	Employer		EI F	ntertainment Food & tefreshment	A	Living ccommodatio	ns	Advertising		Travel		Telephone		Other Expenses Services	or	Employer Total	Employer Signature	Employer Filing Status
	I.F.S. Inc.		\$ [\$		\$	\$	\$		\$		\$					
	X.Y.Z. Inc.		\$		\$		-	\$	\$		\$		\$					
	Total Amount For All	Employers																
Check.	All Uncheck All																	
Item 2 execut	: The totals of each e ive officials and men	xpenditure hber(s) of th	of hei	more than or r household.	ne H	nundred five (\$10)5) for a legisla	ato	r, other hold	ler	• of public off	ice	r	Iter Ada PDF	m 3: Employer dress(es) will F view.	r(s) Name(be prefilled	s) and I in your
	Date	Pla	ace			Amount	Na a Ho	ames of Legisl Ind Executive (Dusehold Memb	ato Offi Der	ors, Public icials and rs in Group					Afte	te: er you finish e ent, click 'Add	ntering dat To List' to a	a for the add this
12/18	/2012			\$	0.0	00	Г					Add to Lis	t		eve be :	saved once th	e 'Submit'	ac will oni button is
				76		0.				P.1.0					clic	ked.		
	Date	PI	ace			Amount	i N	ames of Legis and Executive	of	ficials and					Ond	ce an event is	added to ti	he list, it
							H	ousehold Mem	be	rs in Group					ma the	right of the e	by clicking vent. This v	'Edit' to vill bring
															Ond clic upc To I adc will The	ce the change k 'Update Cha date the event remove an en ded to the list, I delete the ev ese quide lines	s have bee nges'. This entry. try once it l click 'Delet ent from th also apply	n made, will has been te'. This he report.
															'Ap bel	propriations a ow.	nd Bills' se	ction
Item 4	: Subject matter of p	roposed						L	EC	SISLATIVE SU	UB.	JECT IDENTI	FIC	ATION				
House activit suppor	Bill, Resolution or ot y in which the Lobby rting or opposing.	her legislati ist was	ive	🗖 1 Agrie	cutt	ure, horticutture, l	farm	ning, and livestock				17 Health se insurance, hosp	rvic oital:	e, medicine, s	drugs	s and controlled su	bstances, heal	th
CEL M	3 IF 3	d I	-	2 Amu	sem	ents, games, athle	tics a	and sports				18 Higher ec	duca	ation				
mouse	over each item to see	its description	e on.	🗌 3 Bank	cing	, finance, credit ar	nd in	nvestments				19 Housing,	соп	struction, co	des			
IMPOR	TANT: If you need to I	ist more than	n 6	0 4 Child	iren	, minors, youth, se	enio	r citizens				20 Insurance	e (e:	xcluding heal	th ins	surance)		
of Legis	slation to elections@sc	e email your s.idaho.gov	list	5 Chu	rch	and religion						21 Labor, sal	larie	es and wages,	colle	ective bargaining		
instead C	l of entering them belo ode Description	w.		Cons	ogy	er affairs , environment, pol	lutio	on, conservation, zo	onin	ig, land and wate	BL	22 Law enfo	rce peri	ment, courts, mits	, judg	es, crimes, prisons		
[H.B		Add to Li:	st		atir	n .						241 inuor						
0	odo Docorintio		-	9 Elec	tion	s, campaigns, votir	19. D	olitical parties				25 Manufact	urin	g. distributio	n and	services		
	ute Description			🗖 10 Equ	ual ri	ights, civil rights, m	ninor	rity affairs				26 Natural re	esou	irces, forest a	and fo	prest products, fish	eries, mining a	nd mining
				Dids, fees	rern , fur	ment, financing, ta nds	axati	ion, revenue, budg	et,	appropriations,		🗖 27 Public lan	nds,	parks, recre	ation			
				12 Gos	rern	ment, County						Compensation	ura	nce, unemplo	ymer	nt insurance, publi	c assistance, w	orkmen's
Item 5	: Identify any rule, ra	temaking	hi	13 Gos	ern	ment, Federal						29 Transport	tatic	in, highways,	stree	ets and roads		
proces	s, financial services	agreement	or	14 Gos	ern	ment, Municipal						🗌 30 Utilities, c	com	munications,	televi	ision, radio, newsp	aper, power, (CAT∀, gas
bond in	n which the lobbyist i	was support	ting] 🗌 15 Gos	ern	ment, special distr	ricts					🗌 31 Other (pla	ease	e specify)				
or opp	using.			- 16 Gos	ern	ment, State												
																		.::

CERTIFICATION: I hereby certify that the above is a true, complete and correct statement in accordance with Section 67-6624, Idaho Code. Submit

Figure 8 – Report Entry Screen

Back

View As PDF

Select the Reporting Period

To select the reporting period,

- 1. Select the reporting period from the Reporting Period drop-down box.
 - a. Only the reports that are required to be filed based on your Lobbyist Registration are displayed in this dropdown box.

The Preparation Date, Ending Date, and Due Date will auto-fill based on the reporting period selected.

Reporting Period:	February
Preparation Date:	12/18/2012
Ending Date:	2/29/2012
Due Date:	3/15/2012
Reporting Year:	2012
Filing Status:	Pending



NOTE: The reporting period drop down box is now disabled. If you need to select a different reporting period, you will need to either click your browser's refresh button or click the **Report Menu** link at the top of the screen. If you click on the **Report Menu** link, you will need to click on the **New Report** pushbutton again.

Completing the Report

Regardless of which reporting period is selected, Items 1 through 5 are required to be completed. These items do not changed based on the reporting period.

Item 1

To report expenditures for Item 1,

1. Enter the expenditure values for each Category for each employer for the selected reporting period.

Item 1	tem 1: Totals of all reportable expenditures made or incurred by Lobbyist or by Lobbyist's Employer on behalf of Lobbyist's Employer.								
Select	Employer	Entertainment Food & Refreshment	Living Accommodations	Advertising	Travel	Telephone	Other Expenses or Services	Employer Total	Employer Filing Status
	I.F.S. Inc.	\$ 80	\$ 0	\$ 0	\$ 0	\$ 20	\$ 35		
	X.Y.Z. Inc.	\$ 220	\$ 0	\$ 0	\$ 0	\$ 20	\$ 35		
	Total Amount For All Employers								
Check	Check All Uncheck All								

Figure 10 – Item 1 section

NOTE: If you are lobbying for multiple employers and do not wish to submit reports for all of your employers at once, you may select the employers you wish to submit reports for instead of selecting all of your employers at once. To do so, uncheck the box to the left of the employer you wish to exclude from the report. This will submit a partial report. This is particularly useful if you terminate your reporting requirements for one of your employers but are still lobbying on behalf of other employers.

Item 2

To report itemized events for Item 2,

- 1. Enter the date of the event in the Date field.
- 2. Enter the location of the event in the Place field.
- 3. Enter the total amount being allocated to the Legislators, Public and Executive Officials and the members of their households in the Amount field.
- 4. Enter the Names of the Legislators, Public and Executive Officials and the members of their households in the Names of Legislators, Public and Executive Officials and the members of their households field.
- 5. Click on the Add to List link.

NOTE: You must click on the **Add to List** link to include the event in the report. If you do not click on this link, the entered event will not be included in your submission.

tem 2: The totals of each e executive officials and mer	expenditure of more than nber(s) of their househol	one hundred five (ld.	\$105) for a legislator, other hole	der of pu	blic office,
Date	Place	Amount	Names of Legislators, Public and Executive Officials and Household Members in Group		
12/18/2012		\$ 0.00		Ado	<u>d to List</u>
Date	Place	Amount	Names of Legislators, Public and Executive Officials and Household Members in Group		
2/21/2012	Stardust	\$ 136.00	Senator Z	<u>Edit</u>	<u>Delete</u>



Item 2 - Editing Events

To edit entered itemized events for Item 2,

- 1. Click on the **Edit** link to the right of the event to be edited. The screen refreshes with the selected event available for editing in Item 2 edit fields.
- 2. Make any necessary changes.
- 3. Click on the Update Changes link.

The screen will refresh and display the changes in the event list.

tem 2: The totals of each e xecutive officials and mer	expenditure of more than nber(s) of their househo	i one hundred five (ld.	\$105) for a legislator, other hold	ler of pu	blic office,
Date	Place	Amount	Names of Legislators, Public and Executive Officials and Household Members in Group		
02/21/2012	Stardust	\$ 136.00	Senator Z	<u>Updat</u>	<u>e Changes</u>
Date	Place	Amount	Names of Legislators, Public and Executive Officials and Household Members in Group		
2/21/2012	Stardust	\$ 136.00	Senator Z	<u>Edit</u>	Delete

Figure 12 – Item 2 – Edit

Item 2 – Deleting an Event

To delete an entered itemized events for Item 2,

1. Click on the **Delete** link to the right of the event to be deleted. The screen refreshes and the event will be removed from the list.

tem 2: The totals of each expenditure of more than one hundred five (\$105) for a legislator, other holder of public office, executive officials and member(s) of their household.						
Date	Place	Amount	Names of Legislators, Public and Executive Officials and Household Members in Group			
12/18/2012		\$ 0.00		Add to List		
Date	Place	Amount	Names of Legislators, Public and Executive Officials and Household Members in Group			

Figure 13 – Item 2 – Delete

Item 3

Item 3, Employer Name(s) and Address(es) is automatically completed upon submission of your report. You do not need to enter any information regarding your employers or their addresses.

Item 4

To report Legislation supported or opposed by the Lobbyist for Item 4,

1. Select the Legislation Type from the Code drop-down list. The list of Codes is below.

H.B.	House Bill	H.R.	House Resolution
S.B.	Senate Bill	R.S.	Routing Slip
Appr.	Appropriation	S.C.R.	Senate Concurrent Resolution
H.C.R.	House Concurrent Resolution	S.J. M.	Senate Joint Memorial
H.J.M.	House Joint Memorial	S.J.R.	Senate Joint Resolution
H.J.R.	House Joint Resolution	S.P.	Senate Proclamation
H.P.	House Proclamation	S.R.	Senate Resolution

- 2. Enter the bill number in the Description field.
- 3. Click the Add to List link to add the bill to the List of Legislation.

Item 4: Subject matter of proposed legislation, the number of the Senate or House Bill, Resolution or other legislative activity in which the Lobbyist was supporting or opposing.								
Click the code di mouse over each	Click the code dropdown list and hover the mouse over each item to see its description.							
Code	Description							
H.B. 💌		Add	d to List					
Code	Description							
S.B.	1005	Edit	Delete					
н.в.	23	<u>Edit</u>	Delete					
н.в.	1	Edit	Delete					
<u>u n n it it it</u>								

Figure 14 – Item 4 – Legislation

Item 4 - Editing Legislation

To edit entered Legislation for Item 4,

- 1. Click on the **Edit** link to the right of the Bill to be edited. The screen refreshes with the selected event available for editing in Item 4 edit fields.
- 2. Make any necessary changes.
- 3. Click on the Update Changes link.

The screen will refresh and display the changes in the event list.

Item 4: Subject matter of proposed legislation, the number of the Senate or House Bill, Resolution or other legislative activity in which the Lobbyist was supporting or opposing.						
Click the code dr mouse over each	ropdown list and n item to see its (hove desci	r the iption.			
Code	Description					
S.B.	1005	Up Ch	odate anges			
Codo	Decorintion					
Code	Description					
S.B.	1005	<u>Edit</u>	Delete			
H.B.	23	Edit	Delete			
H.B.	1	Edit	Delete			

Figure 15 - Item 4 – Editing Legislation

Item 4 – Deleting Legislation

To delete an entered Bill for Item 4,

1. Click on the **Delete** link to the right of the Bill to be deleted. The screen refreshes and the Bill is removed from the list.

Item 4: Subject matter of proposed legislation, the number of the Senate or House Bill, Resolution or other legislative activity in which the Lobbyist was supporting or opposing.						
Click the code dr mouse over each	ropdown list and n item to see its (hove desci	r the iption.			
Code	Description					
H.B. 💌		Add	d to List			
Code	Description					
S.B.	1005	<u>Edit</u>	Delete			
н.в.	1	Edit	Delete			

Figure 16 - Item 4 - Deleting Legislation

Item 4 – Legislative Subject Codes

To report Legislative Subject Codes for Item 4,

- 1. Click the checkbox next to the all subject codes that apply.
- 2. To enter your own description, click the checkbox to the left of number 31.
 - a. If you check number 31, you are required to enter a description on the line provided below number 31.

LEGISLATIVE SUBJECT IDENTIFICATION							
1 Agriculture, horticulture, farming, and livestock	17 Health service, medicine, drugs and controlled substances, health insurance, hospitals						
2 Amusements, games, athletics and sports	18 Higher education						
3 Banking, finance, credit and investments	19 Housing, construction, codes						
🗖 4 Children, minors, youth, senior citizens	20 Insurance (excluding health insurance)						
🗖 5 Church and religion	21 Labor, salaries and wages, collective bargaining						
Consumer affairs	22 Law enforcement, courts, judges, crimes, prisons						
☐ 7 Ecology, environment, pollution, conservation, zoning, land and wate use	r 🗖 23 License, permits						
🗖 8 Education	🗖 24 Liquor						
9 Elections, campaigns, voting, political parties	25 Manufacturing, distribution and services						
10 Equal rights, civil rights, minority affairs	26 Natural resources, forest and forest products, fisheries, mining and mining products						
11 Government, financing, taxation, revenue, budget, appropriations, bids, fees, funds	27 Public lands, parks, recreation						
T 12 Government, County	28 Social insurance, unemployment insurance, public assistance, workmen's compensation						
🔲 13 Government, Federal	29 Transportation, highways, streets and roads						
🔲 14 Government, Municipal	🔲 30 Utilities, communications, television, radio, newspaper, power, CATV, gas						
15 Government, special districts	31 Other (please specify)						
🗖 16 Government, State							

Figure 17 - Item 4 - Legislative Subject Codes

NOTE: You will not be allowed to complete the Lobbyist Report if you have selected number 31 but have not entered a description in the field below it.

Certifying the Report – Electronic Signature

To complete electronically sign the report and submit the filing,

- 1. Click the checkbox to the left of the Certification.
- 2. Click on the **Submit** pushbutton.

The screen will refresh and give a positive acknowledgement that the report was submitted successfully.

CERTIFICATION: I hereby certify that the above is a true, complete and correct statement in accordance with Section 67-6624, Idaho Code.

Submit	Back	View As PDF						
Saved successfully!								

Figure 18 - Certification Successful

View the Report after Certification

It is recommended that you view your report in a printable format upon certification and submission. The printable format appears in a pdf version of the completed Lobbyist Report form just as you would normally file in a paper format. It is also recommended that you print a copy for your records.

After submitting your report and receiving the Saved successfully message,

1. Click on the View As PDF pushbutton.

A pop-up window appears asking what you want to do with the file. The options are to either Open the file or Save the file. If you select Open, the pdf version will be displayed in a new pop-up window. You may then either print the file or save the document. If you select Save, the pdf file may be saved to your computer.

Report Status

Once you submit your report electronically, the status of your report will show as Pending. You will be able to make changes or corrections to your submission as long as your status shows as Pending.

				<u>Main Menu</u>	Change Passwo
File No	File Date	Last Name	First Name	Company Name	Reporting Year
4865	12/18/2012	Doe	John		2012
vou can vou c Report Febr	s filed: Onli <u>an create</u> a <u>s filed: Onli</u>	ne Filing St Pending	atus	'New Report' pusi	ibutton.
Employ	ver Name: E	mployer St	atus		
I.F.	E Inc	Activo			
	S. Inc.	Active			

Figure 19 - Report Screen - Pending Report

Receipt of Report by the Secretary of State's Office

Once you submit your report electronically, the Secretary of State's Office Election's staff will receive notification of your submission. You will be able to make changes to your submission until it has been reviewed and marked as Received by the Secretary of State's Office. Once your electronic report is marked as Received, you will no longer be allowed to make modifications.

Any amended reports must be submitted to the Secretary of State's Office via paper submission.

				<u>Main Menu</u>	Change Passwo
File No	File Date	Last Name	First Name	Company Name	Reporting Year
4865	12/18/2012	Doe	John		2012
You can or you c	review or ec an create a	lit any filed r new one, by	eport(s) clicking the	'New Report' pusł	button.
Repor	ts filed: On	line Filing S	tatus	Now Poport	
Lobbyis	t Annual	Received	*	New Report	
Your em	ployer list:		_		
Employ	/er Name: E	mployer St	atus		
I.F.	S. Inc.	Active			
×. Y.	Z. Inc.	Active			

Figure 20 - Report Screen - Received Report

Reviewing a Received Report

You can review a report that has been marked as Received by the Secretary of State's Office at any time.

On the Lobbyist Report screen,

1. Click on the name of the report in the Reports Filed column.

The report will be displayed in a read only format. You will not be able to make any changes to the report.

Partial or Incomplete Report

A report that has been submitted and has been marked as Received by the Secretary of State's Office but is not complete will be marked with a red asterisk to the right of the Online Filing Status. This asterisk is to notify you that the report needs attention usually this indicates a missing signature by your employer.

Reports filed:	Online Filing Status
<u>January</u>	Received
Lobbyist Annual	Received *

Figure 21 - Online Filing Status

NOTE: You are responsible for getting your employer to sign your report. They are able to electronically sign your report. For your employer to electronically sign your completed report, your employer must have received a log on email from our office during the registration process. If your employer would prefer to sign a hard copy of your report, you can print the pdf report that you received upon submission of your completed report for your employer to sign and return to the Secretary of State's Office either by mail, fax or email.

Logging Out of the Application

On any screen,

1. Click Log Off pushbutton at the top right of the screen.

The Log In screen is displayed.

Online Employer Reporting

Accessing the Application

To access the online reporting application, see the instructions under the heading Access and Log In to the Application above.

Employer Main Menu

Once signed into the Online Lobbyist Reporting Application as an Employer, the Main Menu will be displayed.

You are logged in as an employer. Change Password LOG OFF		IDAHO SECRETARY OF STATE Lobbyist Reporting	
Employer Record Tables	ANT OF	You are logged in as an employer.	Ben Ysursa, Secretary of State <u>Change Password</u>
Employer Rector Fable. You are registered as the employer for the following lobbyist(s). Please click on the 'Select' to review and electronically sign the lobbyist'	Employer Record Table You are registered as th	3: e employer for the following lobbyist(s). Please click	on the 'Select' to review and electronically sign the lobbyist's re

Lobbyist Annual Doe



John

Selec

Selecting your Lobbyist's Record

2012 4865 01/05/2013 I.F.S. Inc.

Once signed into the Online Lobbyist Reporting Application as an Employer, you will see a list of Lobbyist record(s) associated with your log on. These Lobbyist(s) have identified you as their Employer.

In the list of Lobbyist record(s) associated with your log on (Figure 22),

1. Click on the Select link to the right of the Lobbyist record.

The completed report is displayed for the selected Lobbyist record.

Non-order	LODDYIS	ы кероги	ng						Ber		sa, Secr	etary of State		
Lobbyist's n	ame and per	rmanent busi	iness address				INSTRU	CTIONS						
00 Hillway Dr oise, ID 83704			and the second set from		Filing	g Iline:	Monthly within fif month fo	reports a 'teen (15) Ir activitie	re due) days of es of the	the				
a reports which you are re a list of employer(s) will b	quired to se quired to file e populated	e will be disp based on the	ayed in the dropdown reported.	n menu.			past mor The anni January	nth. ual report 31st, for	is due o activities	in s of				
Reporting Period Preparation Date	:	Lobbyist Ani	nual 💌				the past Executiv	year. e Lobbyis	t tis due	lubr				
Ending Date:		12/31/2012					31st.	iddi repor	c is due .	July				
Reporting Year:		2012												
anges to the form may only can't make changes on	y be made v ce we receiv	when the filin ve their repor	g status above is 'Per t even when the emp	nding' or loyer sig	'Incon	nplete is 'Pe	nding'.							
e: Only the rows that are em 1: Totals of all reporta	checked will ble expendit	l be updated. tures made o	Empty fields on chec r incurred by Lobbyis	t or by L	s will b obbyis	e upda t's Em	ployer or	ero dolla n behalf (r amour of Lobby	nts. vist's I	Employ	er.		
elect Employe	,	Entertainme Food & Refreshme	ent Living Accommodations	Adver	tising	т	ravel	Telepi	hone	Of Expe Ser	ther nses or vices	Employer Total	Employer Signature	Employer Filing Status
I.F.S. Inc.		\$ 566.00	\$ 0.00	\$ 0.00		\$ 80.0	0	\$ 100.00	±	280.0	0	\$1,026.00		Received (Signatur Required)
X.Y.Z. Inc.		\$ 220.00	\$ 0.00	\$ 0.00		\$ 45.0	0	\$ 130.00	\$	75.00)	\$470.00		Received (Signature Required)
Total Amount For All	Employers	\$786.00	\$0.00	\$0.00		\$125	.00	\$230.00) 4	\$355.0	00	\$1,496.00		
em 2: The totals of each e recutive officials and mer	expenditure nber(s) of th	of more than heir househol	one hundred five (\$1 Id.	105) for a	a legisl	ator, o	ther hold	ler of pul	blic offic	е,	I A F	tem 3: Employ ddress(es) wi DF view.	er(s) Name Il be prefille	(s) and d in your
Date	Pla	ace	Amount F	Names of and Exe Iousohol	f Legisl cutive d Mom	lators, Officia bors ir	Public Is and Croup	Ado	1 to List		N A E	lote: Ifter you linish went, click 'Ad went to a temp a saved opco	entering da d To List' to porary list t	ata for the add this hat will on
	,			Names o	of Legis	slators	, Public					licked.	ene submit	button is
Date	Pl.	ace	Amount I	and Exe Househo	Id Men	Officia nbers i	als and n Group	Edit	Dela	to	e t	he right of the	d by clickin event. This	g 'Edit' to will bring
3/20/2012	7/4/2012 Turt Club - Twin Falls \$ 175.00 Governor 3/20/2012 Doubletree - Boise \$ 109.00 Re 2/3/20/2012 Stardive, Idaho Falls \$ 126.00						apresentative T Edit Delete Once the changes have Senator 7 Edit Delete Olick 'Update Changes'.					e text area i jes have be hanges'. Thi	for editing en made, s will	
1/1/2012	Gamekee	per - Boise	\$ 105.65		Senat	or W		Edit	Dele	te	L T	pdate the eve o remove an e	nt entry. Intry once it	has been
											с V Т Б	dded to the lis vill delete the o hese guide lin Appropriations elow.	it, click 'Dele event from f es also appl and Bills' s	ete'. This the report. ly to the ection
em 4: Subject matter of p gislation, the number of t louse Bill, Resolution or ot	proposed he Senate o her legislati	or ive				LEGISI	ATIVE SI			ICATI	ON dicine dr	uss and controlled	substances be	attb
ctivity in which the Lobby upporting or opposing.	ist was	E 1/	Agriculture, horticulture, far Amusements, games, athletic	ming, and li s and sport:	ivestock s			insuran	ice, hospit ligher edu	als cation				
ouse over each item to see	its descriptic list more thar	e 🗐 🖬 38 on. 🗐 🖬 40	Banking, finance, credit and Children, minors, youth, seni	investment ior citizens	\$			□ 19 F □ 20 I	lousing, co nsurance (onstruc exclud	tion, code ing heatth	s insurance)		
gislative Bill numbers, pleas Legislation to elections@so stead of entering them belo	e email your os.idaho.gov w.	list E 50	Church and religion Consumer affairs					☐ 21 L ☐ 22 L	abor, salar .aw enforc	ries and cement,	wages, co courts, ju	ollective bargaining idges, crimes, prisc	ns	
Code Descriptio	n Add to Lis	st use	cology, environment, pollut	ion, conser	vation, z	oning, la	nd and wat	er 🔲 23 L	icense, pe	ermits				
Code Descriptio	n		iducation Slections, campaigns, voting,	political pa	irties			₩ 24 L	liquor Ianufactur	ing, dis	tribution a	nd services		
S.B. 1150 S.B. 1110 H.B. 100	Edit Dele Edit Dele Edit Dele	ite 🗌 🗐 10	Equal rights, civil rights, min	ority affairs				produc	latural resi ts	ources,	forest an	l forest products, f	isheries, mining	and mining
8.8. 1005 H.B. 23	Edit Dele Edit Dele	te bids, f	Government, financing, taxa ees, funds	ition, rever	iue, budį	get, appr	opriations,	27 P	ublic land	s, parks	, recreati	on eest issurance, pu	blic assistance	workmen's
em 5: Identify any rule, r	atemaking	ite 12	Government, County Government, Federal					comper	nsation Transportal	tion, his	shways, st	reets and roads		
ecision, procurement, cor rocess, financial services and in which the lobbyist r opposing.	itract bid or agreement was support	bid or 14 ting 15	Government, Municipal Government, special district Government, State	ls				☐ 30 U ☐ 31 C	Itilities, co Other (plea	mmunic ise spec	ations, te ify)	evision, radio, nev	rspaper, power	, CATV, gas
							I							.::
nployer Signature														
		Date: 12	/10/2012											
ter your Initials:														
ter your Initials:	ertify that th	he above is a	true, complete and con	rect state	ement ir	n accor	dance wi	th Section	n 67-662	24, Ida	aho Cod	е.		
ter your Initials:	ertify that th	he above is a t	true, complete and corr	rect state	ement ir Back	n accor	dance wi	th Section As PDF	n 67-662	24, Ida	aho Cod	е.		

Figure 23 – Employer's Report

Review the Report

As the Employer, you are signing the Lobbyist's Report electronically. You should review the Lobbyist's Report prior to signing and submitting the filing.

NOTE: The Lobbyist(s) report will be displayed in a read only format. You will not be allowed to make any changes to their report. If you have questions regarding their report, you will need to contact your Lobbyist.

Certifying the Report – Electronic Signature

To electronically sign the report and submit the filing after you have reviewed the Lobbyist's Report,

- 1. Click the checkbox to the left of the Certification.
- 2. Click on the **Submit** pushbutton.

The screen will refresh and give a positive acknowledgement that the report was submitted successfully.

Employer Signature				
Enter your Initials: JPD Date: 12/18/	2012			
\square CERTIFICATION: I hereby certify that the above is a true,	complete and correct	t statement in acco	ordance with Section 67	7-6624, Idaho Code.
	Submit	Back	View As PDF	

Figure 24 – Employer Certification

View the Report after Certification

It is recommended that you view your report in a printable format upon certification and submission. The printable format appears in a pdf version of the completed Lobbyist Report form just as you would normally file in a paper format. It is also recommended that you print a copy for your records.

After submitting your report and receiving the Saved successfully message,

1. Click on the View As PDF pushbutton.

A pop-up window appears asking what you want to do with the file. The options are to either Open the file or Save the file. If you select Open, the pdf version will be displayed in a new pop-up window. You may then either print the file or save the document. If you select Save, the pdf file may be saved to your computer.

Logging Out of the Application

On any screen,

1. Click Log Off pushbutton at the top right of the screen.

The Log In screen is displayed.