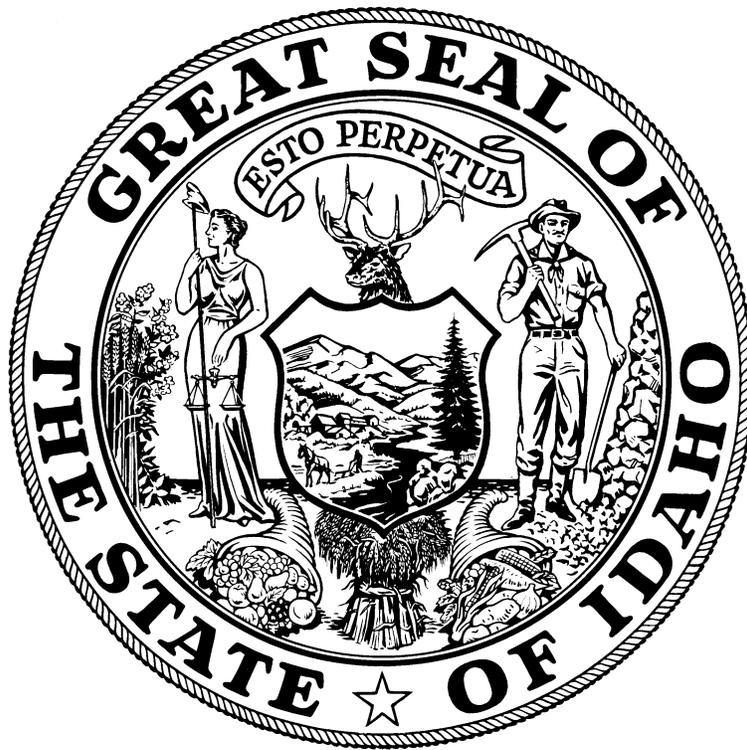


Reporting Manual
for
Registered Lobbyists



Compiled under the authority of
Ben Yursa
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.

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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.
6. 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 www.sos.idaho.gov/LobbyistRegistration to access the online Lobbyist Registration application.

Log on to www.sos.idaho.gov/LobbyistReports 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.

Form L-1 (continued)

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.

Form L-2 (continued)

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 elections@sos.idaho.gov
- 5) Electronically by logging on to www.sos.idaho.gov/LobbyistReports/

Signatures

Both the lobbyist and the employer must sign the Semi-Annual and Annual Report. This may be done electronically by logging on to www.sos.idaho.gov/LobbyistReports/ 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.

Form L-2 (continued)

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.

Item 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.

Form L-3 *(continued)*

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 www.sos.idaho.gov/LobbyistReports/

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 elections@sos.idaho.gov.

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 Annual Report Form

L-2

Rev. 12/2012

LOBBYIST REPORT FORM

Page 1 of 2 Page(s)
THIS SPACE FOR OFFICE USE ONLY



State of Idaho

ANNUAL SEMI-ANNUAL

Ben Yursa
Secretary of State

To Be Filed By:

L-2 LOBBYISTS
(Sec. 67-6619)

(Type or print clearly in black ink)
See instructions at bottom of page

Lobbyist's name and permanent business address John Doe 200 Hillway Drive Anytown, Idaho 83409	Date prepared <p style="text-align: center;">January 15, 2014</p>	Period covered <input checked="" type="checkbox"/> year ending (Mo.) (Day) (Yr.) Dec. 31 2013
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Item 1	Totals of all reportable expenditures made or incurred by Lobbyist or by Lobbyist's Employer on behalf of Lobbyist's Employer.				
Category of Expenditure <small>Reimbursed Personal Living and Travel Expenses Pertaining to Lobbying Activity Do Not Have to be Reported</small>	*Total Amount for All Employers	Proportionate amounts contributed by each employer (Identify employers, under Item 3, at bottom of page.)			
		Employer No. 1	Employer No. 2	Employer No. 3	Employer No. 4
Entertainment	\$ 786.00	\$ 566.00	\$ 220.00	\$	\$
Food and Refreshment	0.00	0.00	0.00	\$	\$
Living Accommodations	0.00	0.00	0.00	\$	\$
Advertising	0.00	0.00	0.00	\$	\$
Travel	125.00	80.00	45.00	\$	\$
Telephone	230.00	100.00	130.00	\$	\$
Other Expenses or Services	355.00	280.00	75.00	\$	\$
Total	\$ 1,496.00	\$ 1,026.00	\$ 470.00	\$ 0.00	\$ 0.00

*When the number of employers you are reporting for requires multiple L-2 forms to be filed a total amount for all employers should be entered on Page 1.

Item-2	The totals of each expenditure of more than one hundred five dollars (\$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
	Jan. 1	Gamekeeper - Boise	105.65	Senator W Senator Z Representative T Governor X and Lt. Governor Y
	Feb. 21	Stardust - Idaho Falls	136.00	
	Mar. 20	Doubletree - Boise	109.00	
	July 4	Turf Club - Twin Falls	175.00	

Continued on attached page(s)

INSTRUCTIONS	Item 3	Employer(s) Name(s) and Address(es)
Who should file this form: Any lobbyist registered under Section 67-6617 Idaho Code Filing deadline: Annual report is due on January 31st. Executive Lobbyist semi-annual report due July 31st. TO BE FILED WITH: Ben Yursa Secretary of State PO Box 83720 Boise, ID 83720-0080 Phone: (208) 334-2852 Fax: (208) 334-2282	No. 1	I.F.S. 700 Rock Drive, Anytown, Idaho 83406
	No. 2	X.Y.Z. 200 Boulder Drive, Anytown, Idaho 83406
	No. 3	
	No. 4	

Form L-2 Side 2

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.		LEGISLATIVE SUBJECT IDENTIFICATION	
Subject Code (from table)	Bill, Resolution or Other Legislative Ident. Number	Appropriation Bill Number and Section Number	Code Subject	Code Subject
25	H.B. 1		01 Agriculture, horticulture, farming, and livestock	17 Health service, medicine, drugs and controlled substances, health insurance, hospitals
29	H.B. 23		02 Amusements, games, athletics and sports	18 Higher education
25	S.B. 1005		03 Banking, finance, credit and investments	19 Housing, construction, codes
25	H.B. 100		04 Children, minors, youth, senior citizens	20 Insurance (excluding health insurance)
29	S.B. 1110		05 Church and religion	21 Labor, salaries and wages, collective bargaining
25	S.B. 1150		06 Consumer affairs	22 Law enforcement, courts, judges, crimes, prisons
			07 Ecology, environment, pollution, conservation, zoning, land and water use	23 License, permits
			08 Education	24 Liquor
			09 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
			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, televisions, radio, newspaper, power, CATV, gas
			15 Government, special districts	31 Other (please specify) _____
			16 Government, state	
			<hr/> CERTIFICATION: I hereby certify that the above is a true, complete and correct statement in accordance with Section 67-6624 Idaho Code . <hr/>	
Item 5	Identify any rule, ratemaking decision, procurement, contract bid or bid process, financial services agreement or bond lobbyist was supporting or opposing.		Lobbyist signature	Date
PAC-E-30-09			<i>John Doe</i>	1/15/14
			<i>John Smith</i>	1/20/14
			<i>Sue Hayes</i>	1/20/14
			Employer No. 4 signature	Date

Lobbyist Monthly Report Form

L-3

Rev. 12/2012

LOBBYIST MONTHLY REPORT FORM

Page 1 of 1 Page(s)
THIS SPACE FOR OFFICE USE ONLY



State of Idaho

Ben Yursa
Secretary of State

To Be Filed By:

L-3 LOBBYISTS
(Sec. 67-6619)

(Type or print clearly in black ink)
See instructions at bottom of page

Lobbyist's name and permanent business address John Doe 200 Hillway Drive Anytown, Idaho 83409	Date prepared March 7, 2013	Period covered <input checked="" type="checkbox"/> month ending (Mo.) (Day) (Yr.) Feb. 28 2013
---	------------------------------------	---

Item 1	Totals of all reportable expenditures made or incurred by Lobbyist or by Lobbyist's Employer on behalf of Lobbyist's Employer.				
Category of Expenditure <small>Reimbursed Personal Living and Travel Expenses Pertaining to Lobbying Activity Do Not Have to be Reported</small>	*Total Amount for All Employers	Proportionate amounts contributed by each employer (Identify employers, under Item 3, at bottom of page.)			
		Employer No. 1	Employer No. 2	Employer No. 3	Employer No. 4
Entertainment	\$ 300.00	\$ 80.00	\$ 220.00	\$	\$
Food and Refreshment	0.00	0.00	0.00	\$	\$
Living Accommodations	0.00	0.00	0.00	\$	\$
Advertising	0.00	0.00	0.00	\$	\$
Travel	0.00	0.00	0.00	\$	\$
Telephone	45.00	25.00	20.00	\$	\$
Other Expenses or Services	295.00	260.00	35.00	\$	\$
Total	\$ 640.00	\$ 365.00	\$ 275.00	\$ 0.00	\$ 0.00

*When the number of employers you are reporting for requires multiple L-2 forms to be filed a total amount for all employers should be entered on Page 1.

Item-2	The totals of each expenditure of more than one hundred five dollars (\$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	
Feb. 21	Stardust - Idaho Falls	136.00	Senator Z	

Continued on attached page(s)

INSTRUCTIONS Who should file this form: Any lobbyist registered under Section 67-6617 Idaho Code Filing deadline: Monthly reports due within fifteen (15) days of the month for activities of the past month. TO BE FILED WITH: Ben Yursa Secretary of State PO Box 83720 Boise, ID 83720-0080 Phone: (208) 334-2852 Fax: (208) 334-2282	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Item 3</th> <th>Employer(s) Name(s) and Address(es)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">No. 1</td> <td>I.F.S. 700 Rock Drive, Anytown, Idaho 83409</td> </tr> <tr> <td style="text-align: center;">No. 2</td> <td>X.Y.Z. 200 Boulder Drive, Anytown, Idaho 83409</td> </tr> <tr> <td style="text-align: center;">No. 3</td> <td> </td> </tr> <tr> <td style="text-align: center;">No. 4</td> <td> </td> </tr> </tbody> </table>	Item 3	Employer(s) Name(s) and Address(es)	No. 1	I.F.S. 700 Rock Drive, Anytown, Idaho 83409	No. 2	X.Y.Z. 200 Boulder Drive, Anytown, Idaho 83409	No. 3		No. 4	
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No. 1	I.F.S. 700 Rock Drive, Anytown, Idaho 83409										
No. 2	X.Y.Z. 200 Boulder Drive, Anytown, Idaho 83409										
No. 3											
No. 4											

Form L-3 Side 2

Item 4			LEGISLATIVE SUBJECT IDENTIFICATION	
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.			Code	Subject
Subject Code (from table)	Bill, Resolution or Other Legislative Ident. Number	Appropriation Bill Number and Section Number	Code	Subject
25	H.B. 1		01	Agriculture, horticulture, farming, and livestock
29	H.B. 23		02	Amusements, games, athletics and sports
25	S.B. 1005		03	Banking, finance, credit and investments
	S.C.R. 105		04	Children, minors, youth, senior citizens
			05	Church and religion
			06	Consumer affairs
			07	Ecology, environment, pollution, conservation, zoning, land and water use
			08	Education
			09	Elections, campaigns, voting, political parties
			10	Equal rights, civil rights, minority affairs
			11	Government, financing, taxation, revenue, budget, appropriations, bids, fees, funds
			12	Government, county
			13	Government, federal
			14	Government, municipal
			15	Government, special districts
			16	Government, state
			17	Health service, medicine, drugs and controlled substances, health insurance, hospitals
			18	Higher education
			19	Housing, construction, codes
			20	Insurance (excluding health insurance)
			21	Labor, salaries and wages, collective bargaining
			22	Law enforcement, courts, judges, crimes, prisons
			23	License, permits
			24	Liquor
			25	Manufacturing, distribution and services
			26	Natural resources, forest and forest products, fisheries, mining and mining products
			27	Public lands, parks, recreation
			28	Social insurance, unemployment insurance, public assistance, workmen's compensation
			29	Transportation, highways, streets and roads
			30	Utilities, communications, televisions, radio, newspaper, power, CATV, gas
			31	Other (please specify) _____

Item 5	
Identify any rule, ratemaking decision, procurement, contract, bid or bid process, financial services or bond lobbyist was supporting or opposing.	
IPC-E-25-78; 35-3261-5521	

CERTIFICATION: I hereby certify that the above is a true, complete and correct statement in accordance with Section 67-6624 Idaho Code .	
<i>John Doe</i>	3/07/13
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.

elections@sos.idaho.gov'." data-bbox="324 491 660 625"/>

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

This is your first time login. Please select THREE questions below and give us the answer. In the case you forget your password, we will use them to authenticate your identity.

Question 1:

Answer:

Question 2:

Answer:

Question 3:

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.



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.

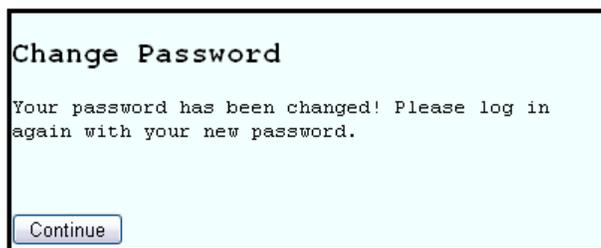


Figure 4 – Change Password Successful screen

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.

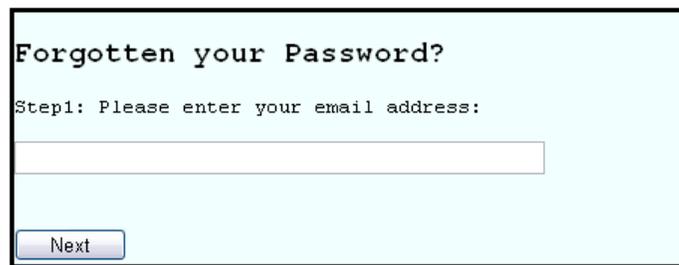


Figure 5 – Forgotten Password screen

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.

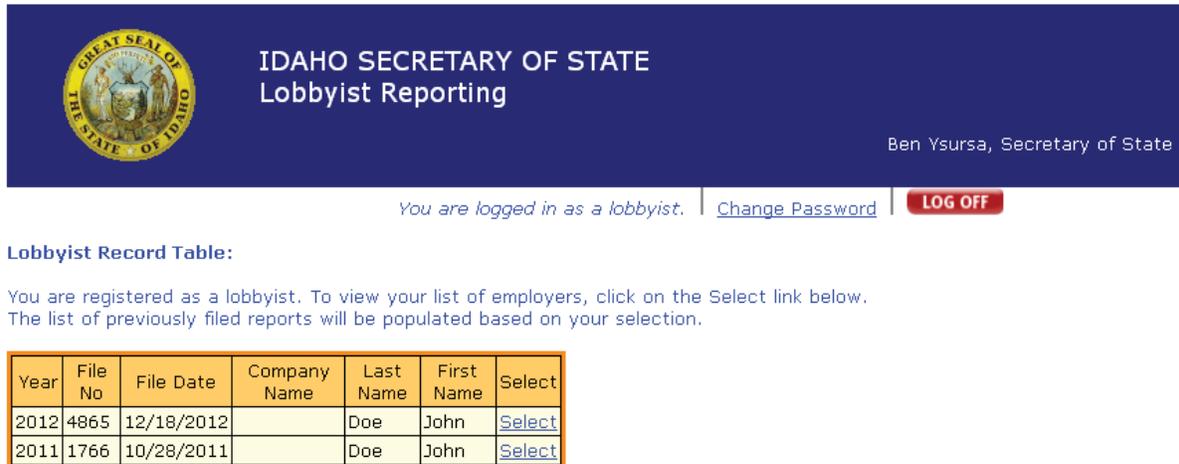
Upon verifying your responses are correct, the application will display a message indicating that a temporary password is being emailed to you. Once received, you may sign into the Online Lobbyist Application using your temporary password as explained above in "Log In the Application."

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.



Lobbyist Record Table:

You are registered as a lobbyist. To view your list of employers, click on the [Select](#) link below. The list of previously filed reports will be populated based on your selection.

Year	File No	File Date	Company Name	Last Name	First Name	Select
2012	4865	12/18/2012		Doe	John	Select
2011	1766	10/28/2011		Doe	John	Select

Figure 6 - Lobbyist Main Menu

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.



File No	File Date	Last Name	First Name	Company Name	Reporting Year
4865	12/18/2012	Doe	John		2012

You can review or edit any filed report(s)
or you can create a new one, by clicking the 'New Report' pushbutton.

New Report

Your employer list:

Employer Name	Employer Status
I.F.S. Inc.	Active
X.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 displayed with the reporting box empty.



IDAHO SECRETARY OF STATE
Lobbyist Reporting

Ben Yursa, Secretary of State

[Report Menu](#) | [Change Password](#) | [LOG OFF](#)

Lobbyist's name and permanent business address		INSTRUCTIONS	
John Doe 200 Hillway Dr Boise, ID 83704		Filing deadline: Monthly reports are due within fifteen (15) days of the month for activities of the past month. The annual report is due on January 31st, for activities of the past year. Executive Lobbyist semi-annual report is due July 31st.	
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.			
Reporting Period:	February		
Preparation Date:	12/18/2012		
Ending Date:	2/29/2012		
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 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 Signature	Employer Filing Status
<input checked="" type="checkbox"/>	I.F.S. Inc.	\$	\$	\$	\$	\$	\$			
<input checked="" type="checkbox"/>	X.Y.Z. Inc.	\$	\$	\$	\$	\$	\$			
Total Amount For All Employers										

Item 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](#)

Item 3: Employer(s) Name(s) and Address(es) will be prefilled in your PDF view.

Note: After you finish entering data for the event, click 'Add To List' to add this event to a temporary list that will only be saved once the 'Submit' button is clicked.

Once an event is added to the list, it may be changed by clicking 'Edit' to the right of the event. This will bring its data into the text area for editing. Once the changes have been made, click 'Update changes'. This will update the event entry.

To remove an entry once it has been added to the list, click 'Delete'. This will delete the event from the report.

These guide lines also apply to the 'Appropriations and Bills' section below.

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 dropdown list and hover the mouse over each item to see its description. **IMPORTANT:** If you need to list more than 50 Legislative Bill numbers, please email your list of Legislation to elections@sos.idaho.gov instead of entering them below.

Code	Description
HB	Add to List

Item 5: Identify any rule, ratemaking decision, procurement, contract bid or bid process, financial services agreement or bond in which the lobbyist was supporting or opposing.

LEGISLATIVE SUBJECT IDENTIFICATION

- 1 Agriculture, horticulture, farming, and livestock
- 2 Amusements, games, athletics and sports
- 3 Banking, finance, credit and investments
- 4 Children, minors, youth, senior citizens
- 5 Church and religion
- 6 Consumer affairs
- 7 Ecology, environment, pollution, conservation, zoning, land and water use
- 8 Education
- 9 Elections, campaigns, voting, political parties
- 10 Equal rights, civil rights, minority affairs
- 11 Government, financing, taxation, revenue, budget, appropriations, bids, fees, funds
- 12 Government, County
- 13 Government, Federal
- 14 Government, Municipal
- 15 Government, special districts
- 16 Government, State
- 17 Health service, medicine, drugs and controlled substances, health insurance, hospitals
- 18 Higher education
- 19 Housing, construction, codes
- 20 Insurance (excluding health insurance)
- 21 Labor, salaries and wages, collective bargaining
- 22 Law enforcement, courts, judges, crimes, prisons
- 23 License, permits
- 24 Liquor
- 25 Manufacturing, distribution and services
- 26 Natural resources, forest and forest products, fisheries, mining and mining products
- 27 Public lands, parks, recreation
- 28 Social insurance, unemployment insurance, public assistance, workmen's compensation
- 29 Transportation, highways, streets and roads
- 30 Utilities, communications, television, radio, newspaper, power, CATV, gas
- 31 Other (please specify)

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

Figure 8 – Report Entry Screen

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 drop-down 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

Figure 9 – Reporting Period Selected

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 change 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: 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
<input checked="" type="checkbox"/>	I.F.S. Inc.	\$ 80	\$ 0	\$ 0	\$ 0	\$ 20	\$ 35		
<input checked="" type="checkbox"/>	X.Y.Z. Inc.	\$ 220	\$ 0	\$ 0	\$ 0	\$ 20	\$ 35		
Total Amount For All Employers									
<input type="button" value="Check All"/>		<input type="button" value="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.

Item 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		
2/21/2012	Stardust	\$ 136.00	Senator Z	Edit	Delete

Figure 11 – Item 2

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.

Item 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		
02/21/2012	Stardust	\$ 136.00	Senator Z	Update Changes	
Date	Place	Amount	Names of Legislators, Public and Executive Officials and Household Members in Group		
2/21/2012	Stardust	\$ 136.00	Senator Z	Edit	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.

Item 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 dropdown list and hover the mouse over each item to see its description.

Code	Description		
H.B.	<input type="text"/>	Add to List	

Code	Description		
S.B.	1005	Edit	Delete
H.B.	23	Edit	Delete
H.B.	1	Edit	Delete

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 dropdown list and hover the mouse over each item to see its description.

Code	Description		
S.B.	<input type="text" value="1005"/>	Update Changes	

Code	Description		
S.B.	1005	Edit	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 dropdown list and hover the mouse over each item to see its description.

Code	Description		
H.B. ▾	<input type="text"/>	Add to List	

Code	Description		
S.B.	1005	Edit	Delete
H.B.	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	
<input type="checkbox"/> 1 Agriculture, horticulture, farming, and livestock	<input type="checkbox"/> 17 Health service, medicine, drugs and controlled substances, health insurance, hospitals
<input type="checkbox"/> 2 Amusements, games, athletics and sports	<input type="checkbox"/> 18 Higher education
<input type="checkbox"/> 3 Banking, finance, credit and investments	<input type="checkbox"/> 19 Housing, construction, codes
<input type="checkbox"/> 4 Children, minors, youth, senior citizens	<input type="checkbox"/> 20 Insurance (excluding health insurance)
<input type="checkbox"/> 5 Church and religion	<input type="checkbox"/> 21 Labor, salaries and wages, collective bargaining
<input type="checkbox"/> 6 Consumer affairs	<input type="checkbox"/> 22 Law enforcement, courts, judges, crimes, prisons
<input type="checkbox"/> 7 Ecology, environment, pollution, conservation, zoning, land and water use	<input type="checkbox"/> 23 License, permits
<input type="checkbox"/> 8 Education	<input type="checkbox"/> 24 Liquor
<input type="checkbox"/> 9 Elections, campaigns, voting, political parties	<input checked="" type="checkbox"/> 25 Manufacturing, distribution and services
<input type="checkbox"/> 10 Equal rights, civil rights, minority affairs	<input type="checkbox"/> 26 Natural resources, forest and forest products, fisheries, mining and mining products
<input type="checkbox"/> 11 Government, financing, taxation, revenue, budget, appropriations, bids, fees, funds	<input type="checkbox"/> 27 Public lands, parks, recreation
<input type="checkbox"/> 12 Government, County	<input type="checkbox"/> 28 Social insurance, unemployment insurance, public assistance, workmen's compensation
<input type="checkbox"/> 13 Government, Federal	<input checked="" type="checkbox"/> 29 Transportation, highways, streets and roads
<input type="checkbox"/> 14 Government, Municipal	<input type="checkbox"/> 30 Utilities, communications, television, radio, newspaper, power, CATV, gas
<input type="checkbox"/> 15 Government, special districts	<input type="checkbox"/> 31 Other (please specify)
<input type="checkbox"/> 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.

[Main Menu](#) | [Change Password](#) | **LOG OFF**

File No	File Date	Last Name	First Name	Company Name	Reporting Year
4865	12/18/2012	Doe	John		2012

You can review or edit any filed report(s) or you can create a new one, by clicking the 'New Report' pushbutton.

Reports filed:	Online Filing Status
February	Pending

Your employer list:

Employer Name:	Employer Status
I.F.S. Inc.	Active
X.Y.Z. 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.

[Main Menu](#) | [Change Password](#) | **LOG OFF**

File No	File Date	Last Name	First Name	Company Name	Reporting Year
4865	12/18/2012	Doe	John		2012

You can review or edit any filed report(s) or you can create a new one, by clicking the 'New Report' pushbutton.

Reports filed:	Online Filing Status
February	Received
Lobbyist Annual	Received *

Your employer list:

Employer Name:	Employer Status
I.F.S. Inc.	Active
X.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
January	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.



Employer Record Table:

You are registered as the employer for the following lobbyist(s). Please click on the 'Select' to review and electronically sign the lobbyist's report.

Year	File No	File Date	Employer Company Name	Reporting Period	Lobbyist Company Name/Last Name	First Name	Online Signature	Select
2012	4865	01/05/2013	I.F.S. Inc.	Lobbyist Annual	Doe	John		Select

Figure 22 - Employer Main Menu

Selecting your Lobbyist's Record

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.

IDAHO SECRETARY OF STATE
Lobbyist Reporting
Ben Ysursa, Secretary of State

Lobbyist's name and permanent business address

John Doe
200 Hillway Dr
Boise, ID 83704

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.

Reporting Period:	Lobbyist Annual
Preparation Date:	12/18/2012
Ending Date:	12/31/2012
Due Date:	1/31/2013
Reporting Year:	2012
Filing Status:	Received

INSTRUCTIONS

Filing deadline: Monthly reports are due within fifteen (15) days of the month for activities of the past month. The annual report is due on January 31st, for activities of the past year. Executive Lobbyist semi-annual report is due July 31st.

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 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 Signature	Employer Filing Status
<input checked="" type="checkbox"/>	I.F.S. Inc.	\$ 566.00	\$ 0.00	\$ 0.00	\$ 80.00	\$ 100.00	\$ 280.00	\$1,026.00		Received (Signature Required)
<input checked="" type="checkbox"/>	X.Y.Z. Inc.	\$ 220.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 130.00	\$ 75.00	\$470.00		Received (Signature Required)
Total Amount For All Employers		\$786.00	\$0.00	\$0.00	\$125.00	\$230.00	\$355.00	\$1,496.00		

Check All Uncheck All

Item 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	
7/4/2012	Turf Club - Twin Falls	\$ 175.00	Governor X and Lt. Governor Y	Edit	Delete
3/20/2012	Doubletree - Boise	\$ 109.00	Representative T	Edit	Delete
2/21/2012	Stardust - Idaho Falls	\$ 136.00	Senator Z	Edit	Delete
1/1/2012	Gamekeeper - Boise	\$ 105.65	Senator W	Edit	Delete

Item 3: Employer(s) Name(s) and Address(es) will be prefilled in your PDF view.

Note: After you finish entering data for the event, click 'Add To List' to add this event to a temporary list that will only be saved once the 'Submit' button is clicked.

Once an event is added to the list, it may be changed by clicking 'Edit' to the right of the event. This will bring its data into the text area for editing. Once the changes have been made, click 'Update Changes'. This will update the event entry.

To remove an entry once it has been added to the list, click 'Delete'. This will delete the event from the report.

These guide lines also apply to the 'Appropriations and Bills' section below.

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 dropdown list and hover the mouse over each item to see its description. **IMPORTANT:** If you need to list more than 60 Legislative Bill numbers, please email your list of Legislation to elections@sos.idaho.gov instead of entering them below.

Code	Description		
H.B.		Add to List	
S.B.	1150	Edit	Delete
S.B.	1110	Edit	Delete
H.S.	100	Edit	Delete
S.B.	1005	Edit	Delete
H.S.	23	Edit	Delete
H.S.	1	Edit	Delete

Item 5: Identify any rule, ratemaking decision, procurement, contract bid or bid process, financial services agreement or bond in which the lobbyist was supporting or opposing.

LEGISLATIVE SUBJECT IDENTIFICATION

- 1 Agriculture, horticulture, farming, and livestock
- 2 Amusements, games, athletics and sports
- 3 Banking, finance, credit and investments
- 4 Children, minors, youth, senior citizens
- 5 Church and religion
- 6 Consumer affairs
- 7 Ecology, environment, pollution, conservation, zoning, land and water use
- 8 Education
- 9 Elections, campaigns, voting, political parties
- 10 Equal rights, civil rights, minority affairs
- 11 Government, financing, taxation, revenue, budget, appropriations, bids, fees, funds
- 12 Government, County
- 13 Government, Federal
- 14 Government, Municipal
- 15 Government, special districts
- 16 Government, State

- 17 Health service, medicine, drugs and controlled substances, health insurance, hospitals
- 18 Higher education
- 19 Housing, construction, codes
- 20 Insurance (excluding health insurance)
- 21 Labor, salaries and wages, collective bargaining
- 22 Law enforcement, courts, judges, crimes, prisons
- 23 License, permits
- 24 Liquor
- 25 Manufacturing, distribution and services
- 26 Natural resources, forest and forest products, fisheries, mining and mining products
- 27 Public lands, parks, recreation
- 28 Social insurance, unemployment insurance, public assistance, workmen's compensation
- 29 Transportation, highways, streets and roads
- 30 Utilities, communications, television, radio, newspaper, power, CATV, gas
- 31 Other (please specify)

Employer Signature

Enter your Initials: Date: 12/10/2012

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

Elections Phone: (208)334-2852
Comments, questions or suggestions can be emailed to: elections@sos.idaho.gov

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: Date: 12/18/2012

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



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.

