BC Lobbyists Registry
Quick Reference Guide for Organizations

GETTING STARTED

Introduction

The *Lobbyists Transparency Act* ("LTA") came into effect May 4, 2020. The legislation and the Lobbyists Transparency Regulation set out requirements for registration of individuals and organizations engaged in lobbying activities.

Use the Lobbyists Registry to manage and submit Registration Returns and Monthly Returns including Lobbying Activity Reports.

A complete copy of the LTA is available in the Help menu in the toolbar at the top of each page in the Lobbyists Registry.

Registration Returns, Monthly Returns, and Lobbying Activity Reports

The most senior paid officer of your Organization will be responsible for creating a Registration Return for the Organization and all in-house lobbyists. These Registration Returns contain the information about the Organization and the in-house lobbyists, as well as high-level details of your lobbying activities.

The Monthly Return process involves ensuring your Registration Return is up to date and creating one or more Lobbying Activity Reports if needed.

Lobbying Activity Reports are needed only if your Organization has lobbied one or more senior public office holders that month. You will need to create a Lobbying Activity Report for each lobbying activity you have with a senior public office holder. Lobbying of other public office holders is tracked only as part of your Registration Return.

For more information see the following sections of the Frequently Asked Questions located here:
https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-frequently-asked-questions/

- Public office holders, senior public office holders, former public office holders
- Registration Returns; Monthly Returns; Lobbying Activity Reports

YOUR ACCOUNT IN THE LOBBYISTS REGISTRY

One Account

You will only ever have one account in the Lobbyists Registry.

If you had an account in the previous Lobbyists Registry, it will be brought forward into the new Registry for you, along with your registrations. See the section on “Activating an Account from the Previous Lobbyists Registry” (page 5) below.

If you can’t sign in to your account for any reason, do not create a new account. The new account will be deleted and you’ll need to resume with your previous account. See the section on “Activating an Account from the Previous Lobbyists Registry” (page 5) for instructions on retrieving your account.

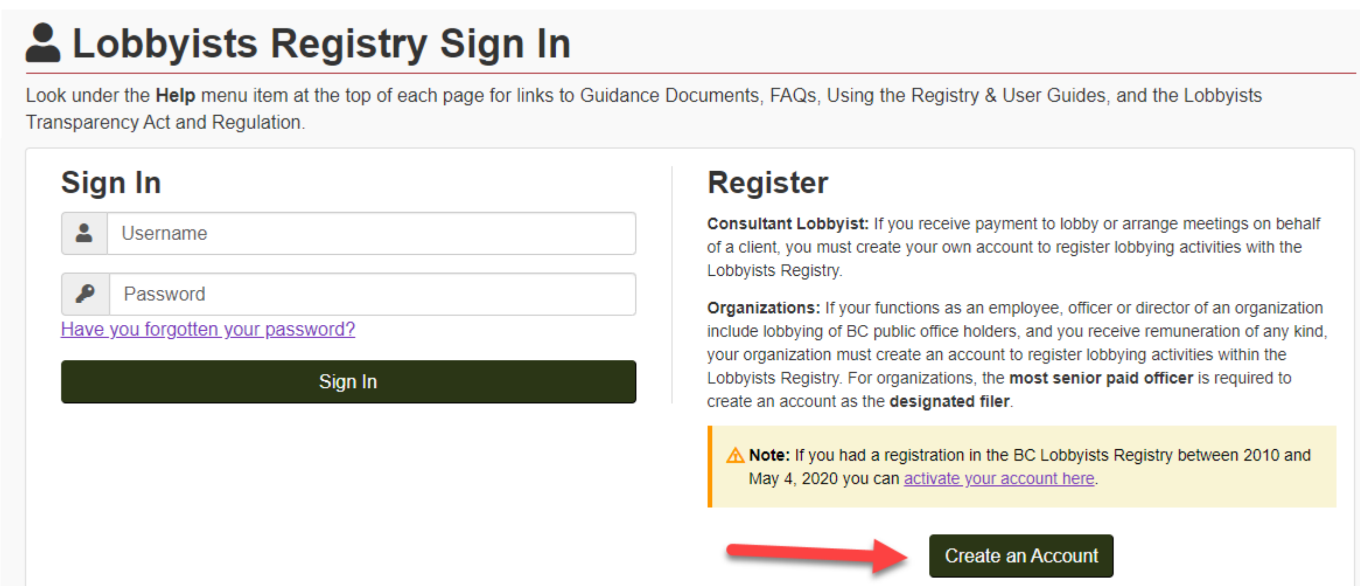
If you are both a Consultant Lobbyist and the Designated Filer (most senior paid officer) for an Organization, you will use the same account for both purposes.

If the senior officer of your Organization has changed, you will need to a senior officer transfer. See the section “Change Senior Officer” (page 27) below.

Creating a New Account

If you have ever had an account in this BC Lobbyists Registry or the previous BC Lobbyists Registry, you must continue to use that account. See “Activating an Account from the Previous Lobbyists Registry” below.

1. Go to the Lobbyists Registry sign in page: https://lrs-asuazq-prod.pathfinder.gov.bc.ca/app/secure/orl/lrs/do/lgn



2. If you are certain you do not already have an account in the current or previous Lobbyists Registries, **create a new account** by clicking on “**Create an Account**”.

3. Confirm that you do not have an existing account in the Lobbyists Registry by **ticking the check box** and then clicking on "**Continue**".

4. Create an Organization account by clicking on "**Select**" in the "**Consultant Lobbyist**" section.

Organization Information

Most Senior Paid Officer Declaration	Read the statements, **tick each box** and click "**Continue**".
Senior Paid Officer Information	Enter your **First name, Last name**, and **Position title**. Enter the exact **legal name of the organization**. Enter the organization's **mailing address** and **business telephone number**. *If your organization is located outside of Canada and the United States, fill out the second address box labelled "Other Country".*
Email Address(es)	Enter your business **email address** and enter it a second time to confirm that it is correct. **Select** whether or not you would like **additional recipients to receive email notifications**, and enter the additional email addresses. *Emails that will be sent include confirmations and reminders. If you wish for anyone else, for example an assistant, to receive these notifications as well, select "Yes" and enter their email address(es).*

Username/Password

Username and Password	Enter a **Username** and **Password**. *Usernames and passwords are case sensitive and must be at least 6 characters long.*
Secret Question	For password recovery in case of a forgotten password, select a **secret question** from the drop-down list and enter the **answer** below.

Verify your Account

Verify your Account	Please note that you MUST **<u>activate your account</u>** (see below) in order to submit Registration Returns and Monthly Returns. You will be sent a verification email. **Click the link in the email to verify your account**. Once your account is verified you can sign in to the Lobbyists Registry and create a Registration Return.

Activating an Account from the Previous Lobbyists Registry

If you previously had one or more registrations in the old BC Lobbyists Registry (between 2010 and May 4, 2020), your account and registrations will be migrated into the new Lobbyists Registry on your behalf. You will need to activate this account and the most recent registration for your Organization.

Before you Begin

In order to activate your account and access your registration you will need two pieces of information:

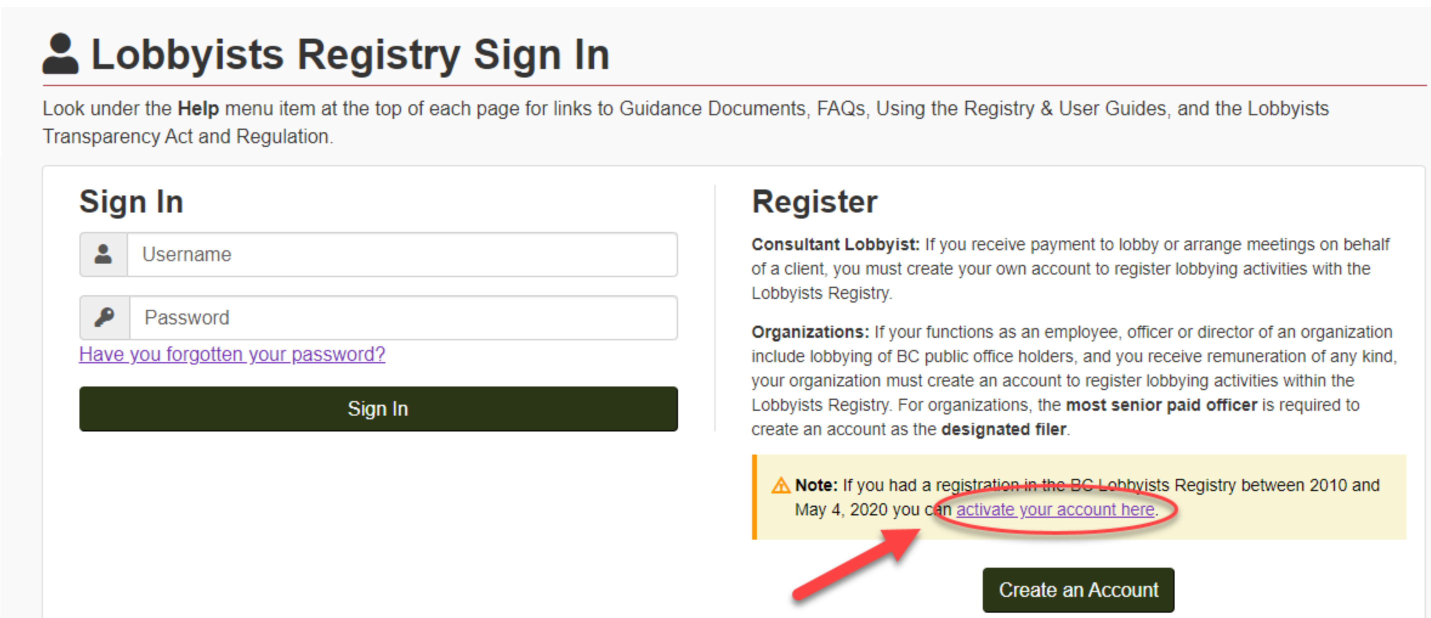
- The exact spelling of your name (first and last only) entered in your most recent registration.
- The email address you entered in your most recent registration.

You can find how you entered your name by doing a public search for your registration, however you'll need to remember the email address you used. If you have troubles, contact Registry staff at info@bcorl.ca.

Activate your Account

1. Go to the Lobbyists Registry sign in page: https://lrs-asuazq-prod.pathfinder.gov.bc.ca/app/secure/orl/lrs/do/lgn

2. Click on the link "**activate your account here**".



Reactivation Process

Enter Name	Enter your **First name** and **Last name** exactly as they were entered in the previous BC Lobbyists Registry in your most recent registration prior to May 4, 2020. Then click on "**Continue**". *If you had entered a Middle Name in the previous Lobbyists Registry, do not enter it here; the current Lobbyists Registry is matching First and Last Names only.*

Enter Email	Enter the **Email** address you used in the BC Lobbyists Registry prior to May 4, 2020, then click "**Submit**".

*If a name or email match cannot be found, please email Registry staff at info@bcorl.ca describing the steps you have followed and the problem you have encountered. Please include any relevant screen captures to help us understand your issue. Also include a **phone number** we can call if needed.*

Verify your Account

Verify your Account	Please note that you MUST **activate your account** (see below) in order to submit Registration Returns and Monthly Returns. You will be sent a verification email. **Click the link in the email to verify your account**. Once your account is verified you can sign in to the Lobbyists Registry and create a Registration Return.

Username/Password

After account verification you will be prompted to create a Username and Password.

Username and Password	Enter a **Username** and **Password**. *Usernames and passwords are case sensitive and must be at least 6 characters long.*
Secret Question	For password recovery in case of a forgotten password, select a **secret question** from the drop-down list and enter the **answer** below.

The Dashboard

Once you're signed in you will be presented with the Designated Filer Dashboard. The dashboard grants you access to account management features as well as allowing you manage your Registration Returns and Lobbying Activity Reports.

The main section of the dashboard allows you to:

- Create a new Registration Return
- View and update current Registration Returns
- View and reactivate previous (inactive) Registration Returns
- Create new and view previous Lobbying Activity Reports (as part of the requirement to file a Monthly Return)

The left hand menu allows you to:

- Update your account
- Update firm profiles (applies to Consultant Lobbyists only)
- Sign out of the Lobbyists Registry

- Return to the Designated Filer Dashboard

Update your Account

You can update the following information on your account:
- Mailing/business address
- Email address (including adding additional email addresses)
- Password and/or secret question
- Add or remove an Account Representative

Please note that you *cannot* update your name or account username.

If you need to **update your legal name**, please contact Registry staff by emailing info@bcorl.ca.

If you need to declare a **senior officer change**, please see the section “Change Senior Officer” (page 27).

Account Profile	After signing in, click on “**Account Profile**” in the left hand menu of your Designated Filer Dashboard.
Designated Filer Profile	Click on the “**Designated Filer Profile**” tab, then click “**Edit Account**”. This will allow you to update your: • Mailing address • Email address(es) If you need to update your legal name, contact Registry staff by emailing info@bcorl.ca.
Password and/or Secret Question	Click on the “**Password and/or Secret Question**” tab, then click “**Edit Password and/or Secret Question**”. This will allow you to update your: • Password • Secret question *Your username cannot be changed.*
Account Representatives	An Account Representative can provide administrative services including managing your Registration Returns and Lobbying Activity Reports. Click on the “**Account Representative**” tab. This will allow you to: • Add an Account Representative • Remove an Account Representative

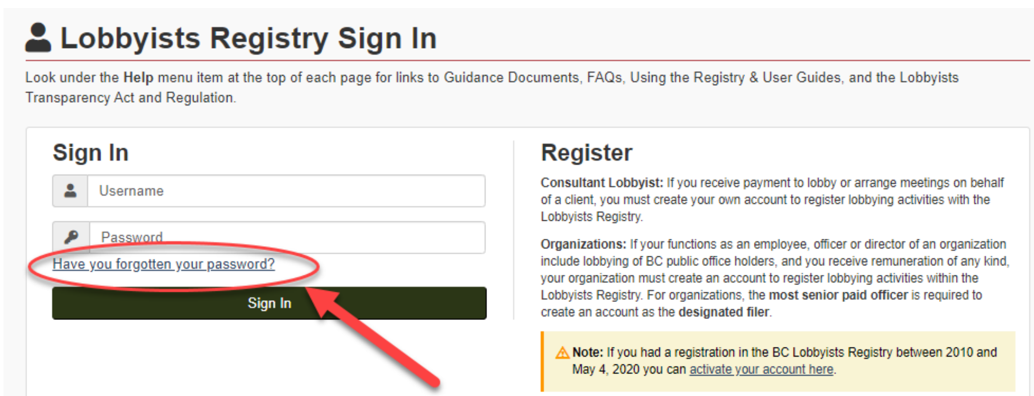
	In order to add an Account Representative, contact the individual first and ask them to supply their **Representative Account Number**. You will use this number to add them to your account. Click on “**Add Representative**” to add an Account Representative. Click on the “**Remove**” link beside a Representative to remove them from your account.

Forgotten Password or Username

Forgotten Username

If you have forgotten your username, please contact Registry staff for assistance via email info@bcorl.ca.

Forgotten Password

Start Process	Click on “**Have you forgotten your password?**”. 
Username and Secret Question	Enter your **username** and click on “**Continue**”. Type the answer to your secret question and click “**Continue**”. An email will be sent to you with a new, temporary password. Go to your email to retrieve the temporary password, then click “**Return to the Sign In page**”.
Password Expired	After signing in with your temporary password you will be asked to set up a new password. Enter your **username**, your **temporary password**, and then enter and confirm your **new password**. Then click on “**Submit**”.

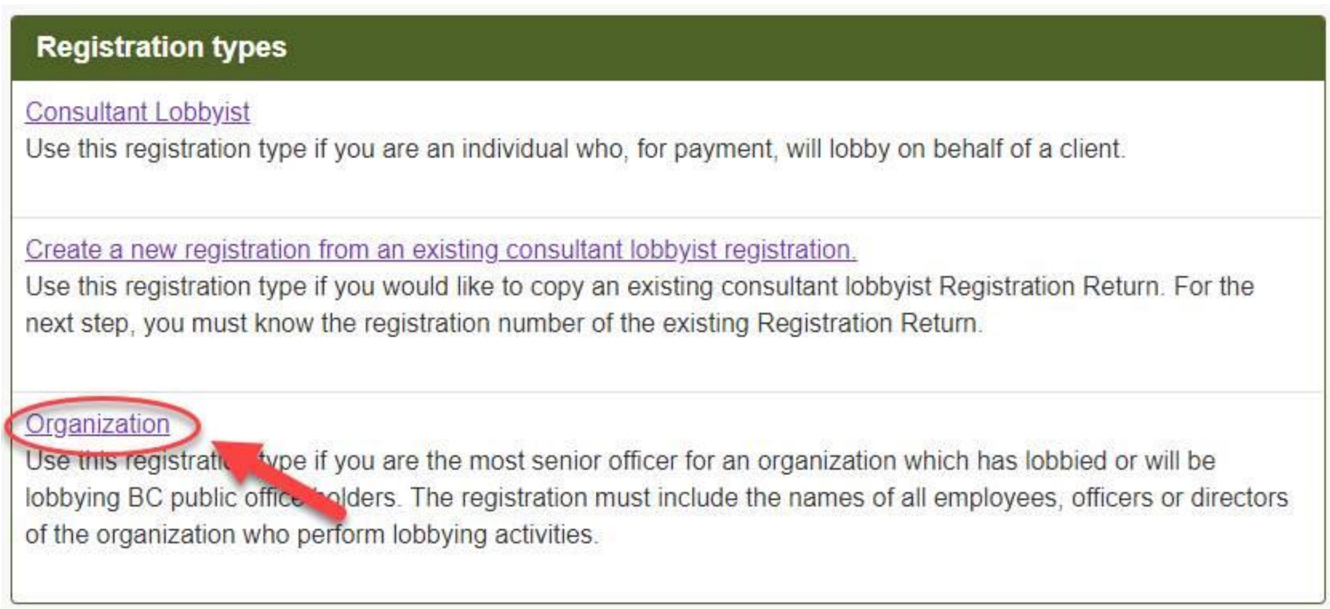
REGISTRATION RETURNS

Create a New Registration Return

1. Go to the Lobbyists Registry sign in page https://lrs-asuazq-prod.pathfinder.gov.bc.ca/app/secure/orl/lrs/do/lgn and **Sign in** to your account.

2. Once signed in you'll be on the Designated Filer Dashboard. Click on the tab "**New Activities**".

3. To create a new Organization Registration Return, click on "**Organization**".



Step 1 of 7: Designated Filer and Organization Information

Designated Filer	Enter the **Position title of Designated Filer**. *Note that the Designated Filer's email address is stored in the account settings. To update this, return to the Designate Filer Dashboard and update the Account Profile.* *Also note that the Designated Filer's name cannot be updated. If you have had a legal name change or need to change your name for some reason, contact Registry staff at info@bcorl.ca.*
Organization Name and Contact Information	Enter the **exact legal name of the organization** and the **organization's email** address. Enter the Organization's **mailing address** and **telephone number**. *If the Organization is located outside of Canada and the United States, fill out the "Other Country" section below instead.*

Description of Organization	Enter a **brief description of the organization's business activities** *Please make sure you define (use the full wording) for any <u>acronyms or abbreviations</u> at least once before using the acronym or abbreviation to ensure the meaning is clear to all readers.*
Gifts or Benefits Provided to Public Office Holders	If an in-house lobbyist within your Organization, on behalf of the Organization itself, has given any gifts or provided any benefits **within the last 12 months** to public office holders your organization is lobbying, you must declare the gifts or benefits in your Registration Return. *If you're not sure, more information can be found here:* https://www.lobbyistsregistrar.bc.ca/handlers/DocumentHandler.ashx?DocumentID=345 If you <u>do have gifts or benefits to declare</u>, click on "**Add Gifts or Benefits**". Record the details of the gift or benefit including whether the gift was promised or given/received, and the date it was promised or given/received.

Step 2 of 7: Coalition Information

Coalition Members	Declare whether or not your Organization is a coalition or member of a coalition by selecting **Yes** or **No** from the drop-down menu. If <u>Yes</u>, record the coalition members.

Client Contact Information	Enter the **exact legal name of the client** and a **description of the client's business activities**. *Please make sure you define (use the full wording) for any <u>acronyms or abbreviations</u> at least once before using the acronym or abbreviation to ensure the meaning is clear to all readers.*
Business Address	Enter the client's **business address** and **email address**. *If your client outside of Canada and the United States, fill out the "Other Country" section below.*
Client Contributions	Declare whether or not your client has made any **political**, **sponsorship** or **recall contributions**. *These are political, sponsorship or recall contributions that your client has made. You will have declared any contributions that you yourself made on Step 1 of your Registration Return.*

Individuals Hired or Subcontracted	If you have hired or subcontracted other consultant lobbyist(s) to assist you, you must include their names on your Registration Return.
Contingency Payment	Declare if your payment is contingent upon the outcome of the lobbying activity and/or the success in arranging a meeting on behalf of your client by selecting the relevant check box(es).

Step 3 of 7: Affiliates and Contributors with a Direct Interest

For more information, see the guidance document "Business Relationships: Affiliates and Others with an Interest in the Lobbying Activities" located here: [*https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-guidance-documents*](https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-guidance-documents)

Affiliates with a Direct Interest in the Outcome	Declare whether or not your Organization has any affiliates that could have a direct interest in the outcome of the lobbying activities by selecting **Yes** or **No** from the drop-down menu. *For more information, click on the ? button.* If Yes, record the affiliates.
Others with a Direct Interest in the Outcome	Declare whether or not your Organization's activities are controlled or directed by another person or organization with a direct interest in the outcome of the lobbying activities by selecting **Yes** or **No** from the drop-down menu. If Yes, record the details of the other(s) with a direct interest in the outcome of the lobbying activities.
Contributors with a Direct Interest in the Outcome	Declare whether or not any person or organization with a direct interest in the outcome of the lobbying activities **has contributed over $1,000 CDN in the past 12 months** selecting **Yes** or **No** from the drop-down menu. If Yes, record the affiliate(s).

Step 4 of 7: In-House Lobbyists

You will need the following information for each in-house lobbyist:

- Any former BC Public Office Holder positions held by the lobbyist
- Any political, sponsorship or recall contributions they have made since the date the writ was issued for the last provincial election

If you do not have this information ready, click on "**Cancel**" at the bottom of the screen. All details already entered in your Registration Return will be saved for you and you can return and finish at a later time.

Note that it can take some time to enter your in-house lobbyists, especially if you have many. It is recommended to click "Save" at the bottom of this screen periodically to ensure the in-house lobbyists you have entered are saved to your Registration Return. Clicking "Save" will take you to the Registration Summary page. From there you can click on the "Edit" button in the in-house lobbyists section to return to this screen to enter additional lobbyists.

Add/Edit In-House Lobbyist Information	Click on the "**Add Lobbyist**" button. Enter the **First name** and **Last name** of the lobbyist.
Former Public Office Holders	Declare whether or not the lobbyist was a BC former public office holder by selecting **Yes** or **No** from the drop-down menu. *If you're not sure if a position applies, click on the ? button for more information.* If <u>Yes</u>, record your public office position(s). If you held a former public office holder position within the past two years, you are only permitted to lobby if an exemption has been granted by the Registrar. Enter your **exemption number** in the field given.
Contributions	Declare whether or not the lobbyists has made any **political**, **sponsorship** or **recall contributions**.
Relevant Codes of Conduct	Declare whether the lobbyists is bound to comply with any **relevant codes of conduct** by selecting **Yes** or **No** from the drop-down menu. If <u>Yes</u>, continue with the following steps, record the details of the relevant code(s) of conduct. *If you are unsure, review the guide to reporting political, sponsorship or recall contributions located here:* https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-guidance-documents/
Save and Return	When you have entered all details for this in-house lobbyist, click "**Continue**". Repeat the steps as many times as necessary until all in-house lobbyists have been recorded.
Add the Designated Filer as a Lobbyist	If the Designated Filer is also an in-house lobbyist, click on "**Add the Designated Filer as a Lobbyist**".

Step 5 of 7: Government Funding

Government Funding	Declare whether or not your Organization was funded by, or sought funding from, any government, government agency or Provincial entity **in the last 12 months** by selecting **Yes** or **No** from the drop-down menu.

	For more information see the guidance document located here: *https://www.lobbyistsregistrar.bc.ca/handlers/DocumentHandler.ashx?DocumentID=348* If Yes, record the government funding details including whether the funding was **received** or **requested.**

Step 6 of 7: Subject Matter of the Lobbying Activities

Arranging Meetings for Others	Declare whether or not any of the lobbyists in your Organization will be arranging meetings between your client and a public office holder for the purpose of lobbying by selecting **Yes** or **No** from the drop-down menu.
Details of Lobbying Activities	Record specific **details** of the lobbying activities. Include information specific enough to provide a summary of the subject matter(s) which you expect to lobby on, and explain the decision or outcome, or the name of the policy, program or legislation you are trying to influence. *Note that if you are lobbying on multiple issues with different intended outcomes, you will need to complete this section multiple times, once for each issue to be addressed in your lobbying activities.* *Please make sure you define (use the full wording) for any acronyms or abbreviations at least once before using the acronym or abbreviation to ensure the meaning is clear to all readers.*
Associated Intended Outcomes	Indicate the associated intended outcomes of your lobbying activities by selecting the appropriate **tick boxes**.
Associated Subject Matters	Indicate the associated subject matters in the box provided. To do so, click on the box to see a drop-down menu of subject matters, and select the subject matter from the list. You can select one or more subject matters in this way.
Add to List	When all details, intended outcomes and subject matters have been recorded, click on "**Add to List**". The lobbying activities(s) will be shown near the bottom of the screen. To add another set of lobbying activities, repeat the process described above.

Step 7 of 7: Public Agencies and Members of the BC Legislative Assembly Information

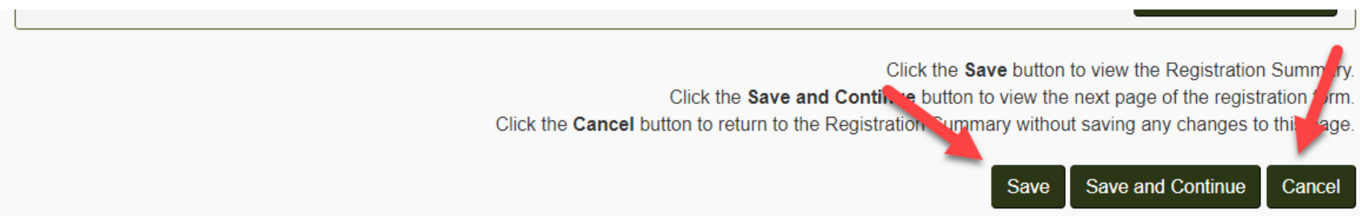
Ministries and Provincial Entities	Select all the Ministries and Provincial Entities that you have lobbied or intend to lobby in the box provided.

	Click on the box to see a drop-down list of Ministries and Provincial Entities, and **select the lobbying target(s) from the list**. You can select one or more Ministries and Provincial Entities in this way. If you are lobbying or intending on lobbying a **Member of the Legislative Assembly (MLA)**, in your Registration Return you only need to select "Member(s) of the Legislative Assembly" from the list. You will identify the specific MLAs in your monthly Lobbying Activity Reports. *For help on defining provincial entities, please see the guidance document:* https://www.lobbyistsregistrar.bc.ca/handlers/DocumentHandler.ashx?DocumentID=344 *If you do not see an agency on the list that you believe should be there, please contact Registry staff at* *info@bcorl.ca*.

Save and Finish Later

1. At the bottom of a registration screen (ex. Step 1 of 7), click on the "**Save**" button. As long as all required information has been completed on the screen, your information will be saved and you'll be taken to the Consultant Lobbyist Registration Summary screen.

2. If you are on a step in your Registration Return where you currently do not have the information to complete the screen, click on "**Cancel**" instead. Completed information from previous screens will not be lost! You will be taken to the Consultant Lobbyist Summary screen with that information saved on your behalf.



Submit your Registration Return

Review Your Return

Review Organization Registration Summary	**Review your Registration Summary** for completeness and accuracy. If any sections are incomplete or inaccurate, click the "**Edit**" button to be returned to the screen.

Certify and Submit your Registration Return

NOTE: You will only be able to submit your registration once all sections are complete.

A completed section is indicated in green with a check mark. 

If you have an incomplete section (indicated by a yellow/brown half-circle), click on the "**Edit**" button to complete the information.

Proceed to Certification	Once you have verified that the information in your Organization Registration Return is complete and accurate, click on the "**Proceed to Certification**" button in the lower right of the screen.
Compliance Statements	Read the three statements and confirm your compliance by ticking the **check boxes**.
Lobbying Activity Dates	Enter the **date** when your lobbying activities started. If you know the end date of your lobbying, you can enter that here as well.
Username and Password	Enter your **account username** and **account password**. This is the information you use to log on to your account. Click on "**Submit**". *<u>If you are an Account Representative</u> who is creating this registration on behalf of the Organization, you will not be able to submit the registration. The Designated Filer for the Organization must sign in to the Lobbyists Registry, load this Registration Return, and submit it using their own Username and Password.*
	Your **Registration Return is now locked** and cannot be updated until Registry staff has either approved it or has sent it back to you for updating. You can however **create a Monthly Return (including Lobbying Activity Report)** for this Registration Return.

Update a Registration Return

Locate the Registration Return	From the Designated Filer Dashboard select the tab "**Current Activities**". Locate the Registration Return you wish to update and click on the "**Update now**" link. *If your Registration Return is in a status of Pending you will not be able to update it until it has been reviewed by Registry staff.*
Update the Information	On the Organization Registration Summary screen, scroll down to find the section(s) that need updating and click on "**Edit**". Make the required changes and then click on either "**Save**" (to return to the main Consultant Lobbyist Registration Summary screen) or "**Save and Continue**" to move to the next step of the registration.

	Note that in some cases where you selected "yes" and entered supporting information, you will be unable to change "yes" to "no" until you delete the associated information.
Proceed to Certification	Once all updates are complete, from the Consultant Lobbyist Summary screen click on "**Proceed to Certification**".
Certify and Submit Updates	Confirm your compliance by **ticking the check boxes**. Enter the **Date when the updates indicated first occurred**. *Note that this is the <u>date of the updates to your Registration Return</u>, not the original start date of your lobbying.* Enter your **Account username** and **Account password** and click on "**Submit**". *Note that if you are a Representative filing on behalf of the Organization, you will not be able to submit the updates to the Registration Return. The Designated Filer for the Organization will need to sign in and submit with their own Username and Password.*

End, Re-activate or Delete a Registration Return

End a Registration Return

If your lobbying has ended, you will need to end the associated Registration Return. There are two ways to do this.

End Registration Return Manually	From the Designated Filer Dashboard select the tab "**Current Activities**". Locate the Registration Return you need to end and click on the "**End activity**" link. *Note that you may only end your Registration Return for today or previous dates. If you have not yet ceased lobbying, you will need to wait until your lobbying is complete before manually inactivating your Registration Return.* *Alternately you can set the end date of your Registration Return and the Lobbyists Registration will automatically inactivate your registration at that time (see below).*
End Registration Return by Setting Undertaking End Date	From the Designated Filer Dashboard select the tab "**Current Activities**". Locate the Registration Return you need to end and click on the "**Update now**" link. Scroll down to the bottom of the Organization Registration Summary screen and click on "**Proceed to Certification**". Enter the **Date when the updates indicated first occurred** - this is the date you knew your lobbying is coming to an end. Enter the **date the undertaking will end**. **Submit** the changes.

Re-activate a Registration Return

If you are resuming lobbying activities and your Registration Return is currently inactive, you will need to re-activate the registration.

Locate the Registration Return	From the Designated Filer Dashboard select the tab "**Previous Activities**". Locate the Registration Return and click on the "**Reactivate**" link. *If the "Reactivate" link is not available, there is already a reactivation in progress for that Registration Return.*
Review and Update the Information	Review the information carefully on the Organization Registration Summary screen. For any information that needs updating click on "**Edit**". Make the required changes and then click on either "**Save**" (to return to the main Organization Registration Summary screen) or "**Save and Continue**" to move to the next step of the registration. *If your Registration Return has been inactive for over 12 months you will need to re-enter much of your information. Sections where you need to re-enter the data will be indicated as incomplete* .
Proceed to Certification	Once all updates are complete, from the Organization Registration Summary screen click on "**Proceed to Certification**".
Certify and Submit the Registration Return	Confirm your compliance by **ticking the check boxes**. Enter the **Date when the lobbying activities restarted**. Enter your **Account username** and **Account password** and click on "**Submit**". *Note that if you are a Representative filing on behalf of the Organization, you will not be able to submit the updates to the Registration Return. The Organization's Designated Filer will need to sign in and submit with their own Username and Password.*

Delete a New Registration Return or Recent Updates to a Registration Return

You can delete a new, not-yet-approved Registration Return. You can also delete updates made to an existing Registration Return up until they have been approved by Registry staff. You cannot delete a version of your registration that has been approved.

If your Registration Return or updates to your Registration Return were submitted in error and have already been approved, please contact Registry staff at info@bcorl.ca.

Locate the Registration Return and Delete	From the Designated Filer Dashboard select the tab "**Current Activities**". Locate the registration and click on "**Delete**".
	You will be returned to the Designated Filer Dashboard. If you just deleted updates made to a previously approved Registration Return, the registration shown in your dashboard will have defaulted back to the most recent approved version.

View Previous Versions of your Registration Return

Each time you submit updates to your Registration Return and those updates are accepted by the Registry staff, a new version of your registration is created.

The current accepted version, and all previous accepted versions, are visible to you and to the public.

Note: Any updates made to your Registration Return will not be made public until the Registry staff has reviewed and accepted them.

Locate the Registration Return	Locate the Registration Return (either from your Designated Filer Dashboard or via a public search) and choose to view it.
View Registration Version	Click on the **Registration versions** drop-down menu to select a previous version of the Registration Return. 

MONTHLY REPORTS AND LOBBYING ACTIVITY REPORTS

Information on the Monthly Reporting Process

You must go through the Monthly Return process each month that you have active lobbying. The Monthly Return process includes verifying that your Registration Return is up to date as well as creating a Lobbying Activity Report (if required).

Your Monthly Return process will be one of two things:

1. Updating your Registration Return AND creating one or more Lobbying Activity Reports.
   - ➔ If your Organization has lobbied one or more *senior* public office holders, you will need to create Lobbying Activity Report(s).
2. Updating your Registration Return only.
   - ➔ If your Organization has NOT lobbying any senior public office holders, you only need to update your Monthly Return.

You can begin creating a Lobbying Activity Report as soon as you have submitted a Registration Return, even before it has been reviewed by Registry staff.

If you have already verified the content of your Registration Return TODAY (either you just submitted it today or you have already reviewed and verified it today), you will not be prompted to verify it again.

When to Create a Lobbying Activity Report

You will need to create a Lobbying Activity Report if your Organization has lobbied one or more **senior** public office holders over the course of the month.

Senior public office holders include the following positions:

- Premier and ministers (members of the Executive Council)
- Staff of premier/staff of ministers (other than administrative support staff)
- MLA
- Staff of MLAs (other than administrative support staff)
- Parliamentary secretary
- Deputy minister, chief executive officer or a position of comparable rank in a ministry
- Associate deputy minister, assistant deputy minister or a position of comparable rank in a ministry
- Senior or next most senior ranking executive position of a Provincial entity
- Chair or vice chair of, or the equivalent position in, the governing body of a Provincial entity

If your Organization has only lobbied a public office holder outside of these listed positions, you do not need to create a Lobbying Activity Report. You do however still have to ensure that your Registration Return is up to date.

For more information on the difference between a “public office holder” and a “senior public office holder”, see the “Public office holders, senior public office holders, former public office holders” section on the FAQ page located here: https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-frequently-asked-questions/

Review Registration Return Only

If you have not lobbied any *senior* public office holders, you will only need to ensure that your Registration Return is up to date for the month.

Locate Registration Return	Go to the Lobbyists Registry sign in page https://lrs-asuazq-prod.pathfinder.gov.bc.ca/app/secure/orl/lrs/do/lgn and **Sign in** to your account. On the Designated Filer Dashboard, in the "Current Activities" tab, locate the Registration Return and click on "**Update now**".
Review Registration Return	Review your Registration Return carefully. You are responsible for keeping it up to date. In particular, make sure that: • Your declared lobbying subject matters, details, intended outcomes are still accurate. • The list of public agencies you are lobbying or intending to lobby is up to date. • Any new gifts or benefits provided to public office holders your Organization is lobbying have been recorded. • Any new political, sponsorship and/or recall contributions are indicated. **If your Registration Return is up to date and there are no changes required**, you have completed your Monthly Return requirements and you don't need to do anything further.
Update Registration Return (if required)	If you do need to make updates, from the Registration Review screen click the "**Edit**" button beside the section(s) you need to update. Make the required changes and then click on either "**Save**" (to return to the main Consultant Lobbyist Registration Summary screen) or "**Save and Continue**" to move to the next step of the registration.
Certify and Submit Updates (if changes were made)	Back on the Registration Review screen, click on "**Proceed to Certification**" and complete the certification and submission process. As part of this process you will need to enter the **date when the updates indicated occurred**. *Note that if you are a Representative filing on behalf of the Organization, you will not be able to submit updates to the Registration Return. The Designated Filer for the Organization will need to sign in and submit with their own Username and Password.*

Providing you did not lobby any senior public office holders this month, your Monthly Return requirements for this undertaking are now complete.

Review Registration Return and Create a Lobbying Activity Report

Review and Update Registration Return

Locate Registration Return	Go to the Lobbyists Registry sign in page https://lrs-asuazq-prod.pathfinder.gov.bc.ca/app/secure/orl/lrs/do/lgn and **Sign in** to your account. On the Designated Filer Dashboard, in the "Current Activities" tab, locate the Registration Return. In the **Lobbying Activity Reports** section click on "**Add New**".
Review Registration Return	Review your Registration Return carefully. You are responsible for keeping it up to date. In particular, make sure that: • Your declared lobbying subject matters, details, intended outcomes are still accurate. • The list of public agencies your Organization is lobbying or intending to lobby is up to date. • Any new gifts or benefits provided to public office holders your Organization is lobbying have been recorded. • Any new political, sponsorship and/or recall contributions are indicated. If your Registration Return is complete and accurate, tick the **check box** and click on "**Continue**". Proceed to **Step 1 of 3: Lobbying Activity Date** below.
Update Registration Return (if required)	If you DO need to make updates to your Registration Return, click on the "**Return to Designated Filer Dashboard**" link at the bottom of the screen. Locate your Registration Return and click on "**Update now**". From the Registration Review screen click the "**Edit**" button beside the section(s) you need to update. Make the required changes and then click on either "**Save**" (to return to the main Organization Registration Summary screen) or "**Save and Continue**" to move to the next step of the registration.
Certify and Submit Updates (if changes were made)	Back on the Registration Review screen, click on "**Proceed to Certification**" and complete the certification and submission process. As part of this process you will need to enter the **date when the updates indicated occurred**. *Note that if you are a Representative filing on behalf of the Organization, you will not be able to submit updates to the Registration Return. The Designated Filer for the Organization will need to sign in and submit with their own Username and Password.*
	Once the changes have been submitted, return to the Designated Filer Dashboard and locate your Registration Return again.

	The latest updates to your Registration Return show as “Pending” and will be reviewed by Registry staff. In the meantime, you can proceed with creating your Lobbying Activity Report(s) by clicking again on the “**Add new**” link in the Lobbying Activity Reports section.

Step 1 of 4: Lobbying Activity Date

Lobbying Activity Date	Enter the **date** on which the lobbying activity took place.
Arranging a Meeting	If the lobbying activity was to arrange a meeting between any individual and a senior public office holder, tick the **check box**.
Senior Public Office Holders Present	Record the **number of senior public office holders present** and click “**Apply**”. In the new fields that appear below, record the senior public office holder’s **First name, Last name** and **Position title**. Branch or unit is optional. *Make sure that you spell the individual’s name correctly! If you are uncertain, click on the icon to view the BC Government Directory.* Select the senior public office holder’s **Provincial government ministry** OR **Provincial entity** from the drop-down menu. Ministries and provincial entities you have identified in your Registration Return will be shown at the top of the list. **If you lobbied an MLA**, select “Member(s) of the BC Legislative Assembly” from the list. *If you identify a provincial government ministry or provincial entity that is NOT is on your Registration Return, it will automatically be added to your registration. You will then need to re-certify and re-submit your registration.*

Step 2 of 4: Subject Matter of the Lobbying Activity

List of Details	Identify one or more lobbying activities from the list by selecting the **tick box(es)**.
Add Additional Activities (if required)	If you need to add additional lobbying activities, click on the “**Add a New Detail**” button. New lobbying activities will automatically be added to your Registration Return. *If you add new Lobbying Details through this Lobbying Activity Report they will automatically be added to your Registration Return. You will then need to re-certify and re-submit your registration.*

Step 3 of 4: Lobbyists Who Performed the Lobbying Activity

Lobbyists in the Associated Registration	Select the lobbyist(s) who performed the lobbying activity by using the **tick box(es)**.
Add Additional Lobbyist (if required)	If you need to add additional lobbyists, click on the "**Add a New Lobbyist**" button. Newly added in-house lobbyists will appear below and will automatically be added to this Lobbying Activity Report. They will also be added to your Registration Return. *If you add new lobbyists through this Lobbying Activity Report they will automatically be added to your Registration Return. You will then need to re-certify and re-submit your registration.*

Step 4 of 4: Certify Lobbying Activity Report

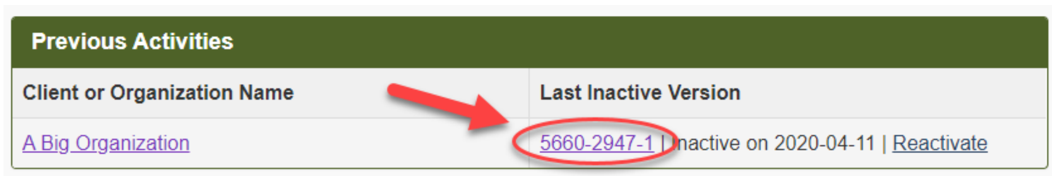
Certify Information	Review the information in your report. When you are sure your report is accurate, tick the "**I certify…**" checkbox near the bottom of the screen.
Publishing Options	You have the option of publishing the Lobbying Activity Report now, or having it published on the 15th of the following month. <u>To publish the Lobbying Activity Report now</u>, select "**Publish Now**" from the drop-down menu. <u>To publish the Lobbying Activity Report on the 15th of the following month</u>, select "**Publish [date]**" from the drop-down menu.
Certify and Submit	Enter your **Account username** and **Account password** and click on "**Certify**". *Note that if you are a Representative filing on behalf of the Organization, you will not be able to submit the Lobbying Activity Report. The Organization's Designated Filer will need to sign in and submit with their own Username and Password.*
	The Lobbying Activity Report Confirmation screen confirms that you have successfully submitted your Monthly Return including the Lobbying Activity Report. If you have more Lobbying Activity Reports to submit, click on "**Return to Designated Filer Dashboard**" at the bottom of the screen to repeat the process.

View a Lobbying Activity Report

Active Registration Return

Locate Associated Registration Return	Go to the Lobbyists Registry sign in page https://lrs-asuazq-prod.pathfinder.gov.bc.ca/app/secure/orl/lrs/do/lgn and **Sign in** to your account. On the Designated Filer Dashboard, in the “Current Activities” tab, locate the associated Registration Return. In the Lobbying Activity Reports section click on “**View**”.
View Lobbying Activity Report	Select the specific Lobbying Activity Report you wish to see and click on “**View**”.

Inactive Registration Return

Locate Associated Registration Return	Go to the Lobbyists Registry sign in page https://lrs-asuazq-prod.pathfinder.gov.bc.ca/app/secure/orl/lrs/do/lgn and **Sign in** to your account. On the Designated Filer Dashboard, click on the “**Previous Activities**” tab.
Open Registration Return	Click on the **last inactive version** of the Registration Return to load it. 
View Lobbying Activity Report	In the Registration Return, look for the section with the Associated Lobbying Activity Reports. Click on the **hyperlinked number** of Lobbying Activity Reports. 
	From the list provided, the Lobbying Activity Report you wish to view and click on “**View Lobbying Activity Report**”.

Amend or Cancel a Lobbying Activity Report

Locate Associated Registration Return	Go to the Lobbyists Registry sign in page https://lrs-asuazq-prod.pathfinder.gov.bc.ca/app/secure/orl/lrs/do/lgn and **Sign in** to your account. On the Designated Filer Dashboard, in the "Current Activities" tab, locate the associated Registration Return. In the Lobbying Activity Reports section click on "**View**".
View Lobbying Activity Report	Select the specific Lobbying Activity Report you wish to see and click on "**View**".
Amend Report	Locate the Registration Return to which the Lobbying Activity Report belongs. Under the Lobbying Activity Reports section click on "**Amend**". Confirm that you wish to amend this report, and then proceed through the steps of the Lobbying Activity Report and update the information as required. Once the updates are complete, tick the "**I certify…**" check box and **explain the reason for the amendment**. *If the Lobbying Activity Report is currently on hold (set to be published on the 15th of the following month), you can choose to publish it now or continue to have it on hold by selecting the appropriate Lobbying Activity Report publishing option.*
Cancel Report	Locate the Registration Return to which the Lobbying Activity Report belongs. Under the Lobbying Activity Reports section click on "**Cancel**". Tick the **check box** to confirm that the lobbying activities did not take place or do not need to be submitted. Enter a **Reason for cancellation** in the space provided. The Lobbying Activity Report will remain in your list but will be marked as "Cancelled" and will not be visible to the public.

CHANGE SENIOR OFFICER

If the senior officer of your Organization has changed, the Registration Returns and associated Lobbying Activity Reports must be transferred to the new senior officer.

The new senior officer **must have their own account**, and the Registration Returns and Lobbying Activity Reports will be moved from the previous senior officer to the new senior officer.

There are two ways to link the Organization's Registration Returns and Lobbying Activity Reports with the new senior officer:

i. If the senior officer is creating a NEW account, they can link to the Organization during the account creation process. Please see the steps below.

ii. If the senior officer has an existing account they will need to contact Registry staff (info@bcorl.ca) to have their account linked to the Organization's Registration Returns and Lobbying Activity Reports.

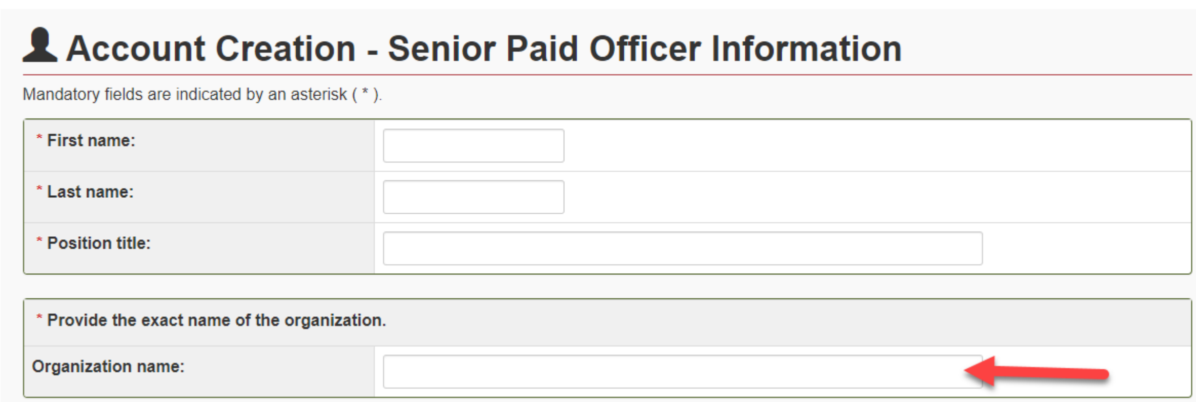
Transferring Organization's senior officer via a NEW account

If the senior officer already has an account in the Lobbyists Registry they MUST contact Registry staff. If a second account is created, the second account will be deleted and cannot be used.

1. Begin the new account creation process as described above in the section "Creating a New Account" (page 3).

2. When entering the **exact legal name** of the Organization, ensure that the name matches exactly the name recorded in the previous senior officer's account.

   If you are unsure of how the legal name was recorded in the previous senior officer's account you can do a public search to locate the Registration Return belonging to the Organization.



3. Fill out the rest of the information on the Senior Paid Officer Information screen and click "**Continue**". When the Lobbyists Registry detects that you have entered the same Organization name, it will suggest a Senior Officer Change.

4. Click on the **registration number** to review the Registration Return to confirm that the switch you are requesting is correct.

   If this is the correct switch, in the "I confirm…" box select "**Yes**".

5. Enter the **start date** when you held the most senior public officer position.

   If the former senior public office holder was also a lobbyist, indicate **whether or not this individual will continue to lobby** the BC government on behalf of your Organization.

   You will also need to indicate whether **you will be lobbying** the BC government on behalf of your Organization.

Transferring Organization's senior officer with assistance from Registry staff

If you already have an account in the Lobbyists Registry, or if you are experiencing difficulties transferring the senior officer by creating a new account, please contact the Registry staff for assistance by emailing info@bcorl.ca.

PRINTING A REGISTRATION RETURN OR LOBBYING ACTIVITY REPORT

Locate the Registration Return or Lobbying Activity Report	Locate the Registration Return or Lobbying Activity Report (either from your Designated Filer Dashboard or via a public search) and choose to view it.
Print Registration Return or Lobbying Activity Report	With the Registration Return or Lobbying Activity Report loaded on your screen, use your **browser's print functionality**. Usually this can be accessed via **File > Print** or by **CTRL+P**. The Lobbyists Registry will format your Registration Return or Lobbying Activity Report for printing and the entire return or report will be printed in a single document.
Share Registration Return	There is also an option to **share** a Registration Return. In the upper right hand corner of the Registration Return click on "**Share this page**".

GETTING HELP

Lobbyists Transparency Act and Frequently Asked Questions

The *Lobbyists Transparency Act* (LTA):
https://www.lobbyistsregistrar.bc.ca/about/legislation/

LTA Guidance Documents:
https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-guidance-documents/

Frequently Asked Questions:
https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-frequently-asked-questions/

Full Length User Guides

The following user guides provide in-depth support of the Lobbyists Registry for Organizations:

- User Guide – Account Management
- User Guide – Accounts and Registrations from the Previous Lobbyists Registry
- User Guide – Organization Registration Returns
- User Guide – Monthly Returns and Lobbying Activity Reports

Contacting Registry Staff

If you are having technical issues with your Account, Registration Return or Lobbying Activity Report, **send us an email** at info@bcorl.ca describing the steps you have followed and the problem you have encountered. Please include any relevant screen captures to help us understand your issue. Also include a **phone number** we can call if needed.