



BC Lobbyists Registry Quick Reference Guide for Representatives

- GETTING STARTED 1**
 - Introduction 1
 - Representatives 2
 - Registration Returns, Monthly Returns, and Lobbying Activity Reports 2
- YOUR ACCOUNT IN THE LOBBYISTS REGISTRY 3**
 - One Account..... 3
 - Creating a New Account..... 3
 - Activating an Account from the Previous Lobbyists Registry 5
 - Making your Consultant Lobbyist or Organization Account a Representative Account..... 6
 - Locate Representative Account Number 6
 - The Dashboards 7
 - Update your Account 8
 - Forgotten Password or Username 9
- INSTRUCTIONS FOR THE CONSULTANT LOBBYIST OR ORGANIZATION TO ADD OR REMOVE A REPRESENTATIVE 10**
 - Add a Representative 10
 - Remove a Representative 10
- ACTING ON BEHALF OF THE CONSULTANT LOBBYIST OR ORGANIZATION..... 11**
- GETTING HELP..... 13**
 - Lobbyists Transparency Act and Frequently Asked Questions 13
 - User Guides 13
 - Contacting Registry Staff..... 13

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.

Representatives

Representatives may provide administrative services for other account holders (Consultant Lobbyists and Designated Filers for Organizations).

Representatives can enter and manage information in Registration Returns and Monthly Returns, including Lobbying Activity Reports. Representatives will receive all notifications sent by Registry staff to the associated Consultant Lobbyist or Designated Filer for the Organization.

As a Representative, you must have your own account. If you already have an account as a Consultant Lobbyist or Designated Filer (senior officer) of an Organization, or if you had an account in the previous Lobbyists Registry, you will use the same account.

Once you have an account, a Consultant Lobbyist or Designated Filers for an Organization can add you as a Representative to their own account. This allows you as the Representative to create and update Registration Returns and Monthly Returns on behalf of that Consultant Lobbyist or Organization. You can act as a Representative to multiple Consultant Lobbyists and/or Organizations at the same time.

Note that only the Consultant Lobbyist or Designated Filer can certify and submit the Registration Return or Monthly Return / Lobbying Activity Report(s).

Registration Returns, Monthly Returns, and Lobbying Activity Reports

A Consultant Lobbyist will need a Registration Return for each client they an undertaking with. An Organization will create and maintain a single Registration Return, even if they stop lobbying and resume at a later date. These Registration Returns contain the information about the Consultant Lobbyist or Organization, and high-level details of the lobbying activities.

The Monthly Return process involves ensuring the Registration Return(s) are up to date and creating one or more Lobbying Activity Reports if needed.

Lobbying Activity Reports are needed only if the Consultant Lobbyist or an in-house lobbyist in the Organization has lobbied one or more senior public office holders that month. Lobbying Activity Reports will need to be created for each lobbying activity with a senior public office holder. Lobbying of other public office holders is tracked only as part of the Registration Return.

For more information see the following sections of the Frequently Asked Questions located here:

<https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/ita-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 already have an account as a Consultant Lobbyist or Designated Filer (senior officer) for an Organization, you will use that same account as a Representative. Please contact Registry staff at info@bcorl.ca to have your account set up to also allow you to act as a Representative for others.

If had an account in the previous Lobbyists Registry, it will be brought forward into the new Registry. See the section on “Activating an Account from the Previous Lobbyists Registry” below, and then please contact Registry staff at info@bcorl.ca to have your account set up as a Representative Account.

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 “Forgotten Password or Username” (page 9) for retrieving your account.

Creating a New Account

If you already have a Consultant Lobbyist or Organization Account, please contact Registry staff at info@bcorl.ca and they will enable your existing Account to also act as a Representative Account.

If you have ever had an account in the previous BC Lobbyists Registry, you must continue to use that account. See “Activating an Account from the Previous Lobbyists Registry” below and then contact Registry staff at info@bcorl.ca to have your account enabled as a Representative.

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

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Sign In


[Have you forgotten your password?](#)

Register

Consultant Lobbyist: If you receive payment to lobby or arrange meetings on behalf of a client, you must create your own account to register lobbying activities with the Lobbyists Registry.

Organizations: If your functions as an employee, officer or director of an organization include lobbying of BC public office holders, and you receive remuneration of any kind, your organization must create an account to register lobbying activities within the Lobbyists Registry. For organizations, the **most senior paid officer** is required to create an account as the **designated filer**.

Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).



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 a Representative account by clicking on **“Select”** in the **“representative”** section.

Representative Information

Representative Information	<p>Enter your First name and Last name.</p> <p>Declare whether or not you work for a consulting firm. If YES, enter the exact legal name of the consulting firm.</p> <p>Enter your mailing address and business telephone number.</p> <p><i>If you are located outside of Canada and the United States, fill out the second address box labelled “Other Country”.</i></p>
Email Address(es)	<p>Enter your business email address and enter it a second time to confirm that it is correct.</p> <p><i>Emails that will be sent include confirmations and reminders. The same confirmations and reminders will be sent to the Consultant Lobbyist(s) or Designated Filer(s) of the Organization(s) you are representing.</i></p>

Username/Password

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

Verify your Account

Verify your Account	<p>Please note that you MUST activate your account (see below).</p> <p>You will be sent a verification email. Click the link in the email to verify your account.</p> <p>Once your account is verified, a Consultant Lobbyist or Designated Filer of an Organization can add you to their account. You will need to retrieve your Account Number – see “Locate Representative Account Number” below (page 6).</p>
----------------------------	--

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 will be migrated into the new Lobbyists Registry on your behalf. You will need to activate this account, even if you are only proceeding as a Representative. Once your account is re-activated, contact Registry staff at info@bcorl.ca to have your account enabled as a Representative.

Before you Begin

In order to activate your account and access your registration(s) 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".

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

Consultant Lobbyist: If you receive payment to lobby or arrange meetings on behalf of a client, you must create your own account to register lobbying activities with the Lobbyists Registry.

Organizations: If your functions as an employee, officer or director of an organization include lobbying of BC public office holders, and you receive remuneration of any kind, your organization must create an account to register lobbying activities within the Lobbyists Registry. For organizations, the **most senior paid officer** is required to create an account as the **designated filer**.

Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an Account

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". <i>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.</i>
-------------------	--

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	<p>Please note that you MUST <u>activate your account.</u></p> <p>You will be sent a verification email. Click the link in the email to verify your account.</p> <p>Once your account is verified, a Consultant Lobbyist or Designated Filer of an Organization can add you to their account. You will need to retrieve your Account Number – see "Locate Representative Account Number" below (page 6).</p>
----------------------------	---

Username/Password

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

Username and Password	<p>Enter a Username and Password.</p> <p><i>Usernames and passwords are case sensitive and must be at least 6 characters long.</i></p>
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.
Contact Registry Staff	To have your account enabled as a Representative Account, contact Registry staff at info@bcorl.ca .

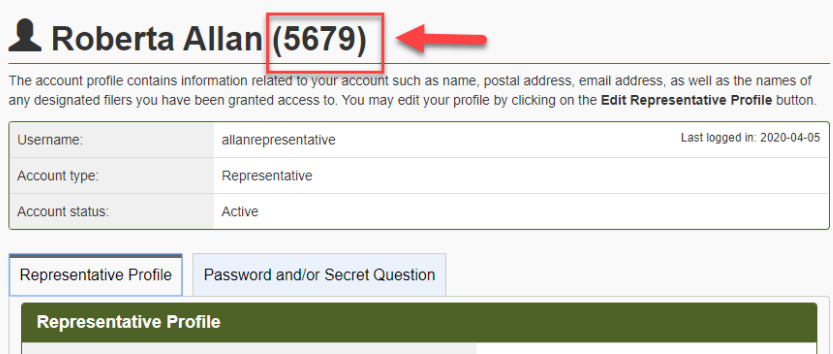
Making your Consultant Lobbyist or Organization Account a Representative Account

If you already have an account as a Consultant Lobbyist or Designated Filer (senior officer) for an Organization, you will use that same account as a Representative. Please contact Registry staff at info@bcorl.ca to have your account set up to allow you to act as a Representative for others.

Locate Representative Account Number

In order for a Consultant Lobbyist or Designated Filer of an Organization to add you to their account as a Representative, you must provide them with your Representative Account Number.

Sign In	Sign in to the Lobbyists Registry with Representative Account.
----------------	--

Account Profile	Once signed in you will be on the Designated Filer Dashboard. In the left hand menu click on “Account Profile” .
Locate Representative Account Number	<p>Your Representative Account Number is the number in brackets to the right of your name. Write this number down and provide it to the Consultant Lobbyist(s) or Designated Filer(s) of the Organization(s) you will be representing.</p> 

The Dashboards

Representative Dashboard

Once you’re signed in you will be presented with the Representative Dashboard.

The main section of the Representative Dashboard allows you to:

- View the current Registration Returns for the filers you are representing
- Choose to view the Designated Filer Dashboard for any of those filers

The left hand menu allows you to:

- Update your account
- Sign out of the Lobbyists Registry
- Return to the Representative Dashboard

Designated Filer Dashboard

You will also have access to the Designated Filer Dashboard for the filers you are representing.

The main section of the Designated Filer 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 (for Consultant Lobbyists)
- 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

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.

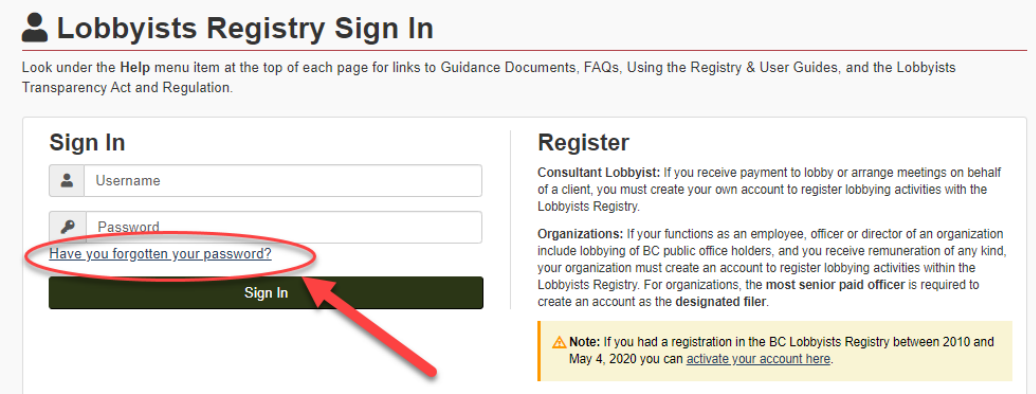
Account Profile	After signing in, click on “ Account Profile ” in the left hand menu of your Representative Filer Dashboard.
Representative Profile	<p>Click on the “Representative Profile” tab, then click “Edit Account”.</p> <p>This will allow you to update your:</p> <ul style="list-style-type: none"> • Mailing address • Email address(es) <p>If you need to update your legal name, contact Registry staff by emailing info@bcorl.ca.</p>
Password and/or Secret Question	<p>Click on the “Password and/or Secret Question” tab, then click “Edit Password and/or Secret Question”.</p> <p>This will allow you to update your:</p> <ul style="list-style-type: none"> • Password • Secret question <p><i>Your username cannot be changed.</i></p>

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	<p>Click on “Have you forgotten your password?”.</p>  <p>Lobbyists Registry Sign In</p> <p>Look under the Help menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.</p> <p>Sign In</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Have you forgotten your password?</p> <p>Sign In</p> <p>Register</p> <p>Consultant Lobbyist: If you receive payment to lobby or arrange meetings on behalf of a client, you must create your own account to register lobbying activities with the Lobbyists Registry.</p> <p>Organizations: If your functions as an employee, officer or director of an organization include lobbying of BC public office holders, and you receive remuneration of any kind, your organization must create an account to register lobbying activities within the Lobbyists Registry. For organizations, the most senior paid officer is required to create an account as the designated filer.</p> <p>Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can activate your account here</p>
Username and Secret Question	<p>Enter your username and click on “Continue”.</p> <p>Type the answer to your secret question and click “Continue”.</p> <p>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”.</p>
Password Expired	<p>After signing in with your temporary password you will be asked to set up a new password.</p> <p>Enter your username, your temporary password, and then enter and confirm your new password. Then click on “Submit”.</p>

INSTRUCTIONS FOR THE CONSULTANT LOBBYIST OR ORGANIZATION TO ADD OR REMOVE A REPRESENTATIVE

Add a Representative

If you are a Consultant Lobbyist or the Designated Filer of an Organization, you can add a Representative to your account to create and manage Registration Returns and Monthly Returns (including Lobbying Activity Reports).

The Representative will need to supply you with their **Representative's Account Number** in order to do this.

For instructions on finding the Representative Account Number, see the section "Locate Representative Account Number" above (page 6).

Sign In	Sign in to the Lobbyists Registry with your Consultant Lobbyist or Organization Account.
Account Profile	Once signed in on you will be on the Designated Filer Dashboard. In the left hand menu click on " Account Profile ".
Add Representative	Click on the " Account Representatives " tab, then click on " Add Representative ".
Representative Account Number	Enter the Representative account number (provided by the Representative), then click on " Add ". Click " Save " to add the Representative to your account.

Remove a Representative

Sign In	Sign in to the Lobbyists Registry with your Consultant Lobbyist or Organization Account.
Account Profile	Once signed in on you will be on the Designated Filer Dashboard. In the left hand menu click on " Account Profile ".
Remove Representative	Click on the " Account Representatives " tab. Locate the Representative you wish to remove from your account and click on " Remove ". Confirm that you wish to remove the Representative by clicking on " Yes ".

ACTING ON BEHALF OF THE CONSULTANT LOBBYIST OR ORGANIZATION

Once you have been added to a Consultant Lobbyist or Organization Account, you will be able to create and manage Registration Returns and Monthly Returns (Lobbying Activity Reports).

<p>Sign In</p>	<p>Sign in to the Lobbyists Registry.</p>								
<p>Select the Filer you are Acting on Behalf of</p>	<p>Once signed in on you will be on a modified Designated Filer Dashboard. To select the Consultant Lobbyist or Organization to action, either click on the filer’s name in the table OR select the filer from the drop-down menu provided and click on “View”.</p> <p>This will take you to the regular Designated Filer Dashboard view for that filer.</p> <div data-bbox="444 575 1373 1255" style="border: 1px solid #ccc; padding: 10px;"> <p>Lobbying Activities</p> <p>This page provides access to Registration Returns and Monthly Returns (including Lobbying Activity Reports) of the lobbyists you represent. To manage Registration Returns or Monthly Returns/Lobbying Activity Reports for a particular lobbyist, select their name.</p> <p>The following lists the lobbyists who have authorized your access to their accounts and who have a pending and/or active registration.</p> <p>Designated Filer Dashboard: Feather Test, Roberta Ben View</p> <p style="text-align: center;">Lobbyists Names</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e1f5fe;"> <td>123 Corp</td> </tr> <tr> <td style="text-align: center;">Roberta Terry Line Test</td> </tr> <tr style="background-color: #e1f5fe;"> <td>8746 Holding Co.</td> </tr> <tr> <td style="text-align: center;">Roberta Terry Line Test</td> </tr> <tr style="background-color: #e1f5fe;"> <td>987 Incorporated</td> </tr> <tr> <td style="text-align: center;">Roberta Ben Feather Test</td> </tr> <tr style="background-color: #e1f5fe;"> <td>Big Metal Works Inc</td> </tr> <tr> <td style="text-align: center;">Roberta Terry Line Test</td> </tr> </table> </div>	123 Corp	Roberta Terry Line Test	8746 Holding Co.	Roberta Terry Line Test	987 Incorporated	Roberta Ben Feather Test	Big Metal Works Inc	Roberta Terry Line Test
123 Corp									
Roberta Terry Line Test									
8746 Holding Co.									
Roberta Terry Line Test									
987 Incorporated									
Roberta Ben Feather Test									
Big Metal Works Inc									
Roberta Terry Line Test									
<p>Manage Registration Returns or Monthly Returns</p>	<p>You can now proceed with creating and updating Registration Returns and Monthly Returns, including Lobbying Activity Reports.</p> <p>The following guides will assist you in this:</p> <ul style="list-style-type: none"> Quick Reference Guide for Consultant Lobbyists Quick Reference Guide for Organizations User Guide – Account Management User Guide – Accounts and Registrations from the Previous Lobbyists Registry User Guide – Consultant Lobbyist Registration Returns User Guide – Organization Registration Returns User Guide – Monthly Returns and Lobbying Activity Reports <p>You will have full access to create and modify Registration Returns and Monthly Returns (including Lobbying Activity Reports) for that filer. However, you will NOT be able to</p>								

	submit the Registration Return or Lobbying Activity Report. The filer themselves must sign in to the Registry to certify and submit the information themselves.
Return to Designated Filer's Dashboard	To return to this filer's dashboard with all their Registration Returns and Lobbying Activity Reports, click the " Designated Filer Dashboard " or " Dashboard " links. You'll see these links either in the left hand menu or on the screens for the Registration Return or Lobbying Activity Report.
Return to your own Representative Dashboard	<p>To return to your own Representative Dashboard with ALL the lobbyists you are representing, click on "Representative Dashboard". This link is available to you in the left hand menu when you are the regular Designated Filer Dashboard.</p> <p><i>If you are in a Registration Return or Lobbying Activity Report, first click "Dashboard" to return to the Designated Filer Dashboard, then click "Representative Dashboard" in the left hand menu to return to your own dashboard with all the filers you represent.</i></p>

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/ita-guidance-documents/>

Frequently Asked Questions:

<https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/ita-frequently-asked-questions/>

User Guides

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

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

There are also two more Quick Reference Guides:

- Quick Reference Guides for Consultant Lobbyists
- Quick Reference Guides for Organizations

Contacting Registry Staff

If you are having technical issues with your Account, or a 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.