



GUIDANCE DOCUMENT

BC LOBBYISTS REGISTRY: QUICK REFERENCE GUIDE FOR CONSULTANT LOBBYISTS

October 21, 2021

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PURPOSE OF THIS GUIDANCE DOCUMENT

Notice

This document is for information purposes only and does not constitute a decision or finding by the Registrar of Lobbyists for British Columbia or their delegates. This guidance does not affect the powers, duties or functions of the Registrar of Lobbyists, or their delegates, regarding any investigation or other matter under the *Lobbyists Transparency Act*, respecting which the Registrar and their delegates will keep an open mind. Responsibility for compliance with the *Lobbyists Transparency Act* remains with each lobbyist.

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

This Quick Guide summarizes the steps for Consultant Lobbyists to create and update Registration Returns. The full-length [User Guide: Consultant Lobbyist Registration Returns](#) is more detailed and contains many more screenshots.

For information about Monthly Returns (Lobbying Activity Reports and updates to Registration Returns), see [User Guide – Monthly Returns and Lobbying Activity Reports](#).

Sign in to the [Lobbyists Registry](#) to create and submit Registration Returns and Lobbying Activity Reports. You must also keep the information in your Registration Returns up to date.

The [GETTING STARTED - REFERENCE GUIDE](#) is a brief overview of the provisions of the current legislation and regulation governing lobbying in BC, together with an explanation of the most commonly-used features of the Lobbyists Registry. It is designed to answer common questions.

Links to the complete text of the LTA and the Regulation are available by clicking “Help” on the top toolbar of each page of the Lobbyists Registry and selecting “Legislation”.

The ‘Help’ tab also has links to guidance documents, FAQs, other user guides under ‘Using the Registry’, and contact information for our office.

Registration Returns, Monthly Returns, and Lobbying Activity Reports

You must create a separate **Registration Return** for each client on whose behalf you are lobbying. Registration Returns contain information about you and your client as well as high-level details about your lobbying activities for that client.

Lobbying Activity Reports: must be filed if you lobbied one or more **senior public office holders** in the preceding month. Create a Lobbying Activity Report for each lobbying activity you directed at a **senior public office holder**.

Monthly Returns: consist of Lobbying Activity Reports and updates to the Registration Return for each client. Monthly Returns must be submitted to the Registry by the 15th of the month, **IF there was lobbying activity to report, or a change to the information in the Registration Return, in the preceding month.**

For more information, see the following sections of the [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, DO NOT CREATE A NEW ACCOUNT. See [Activating an Account from the Previous Lobbyists Registry](#) below.

If you have an account in the current Lobbyists Registry but are unable to sign in to your account, DO NOT CREATE A NEW ACCOUNT. The new account will be deleted and you'll need to continue with your previous account. See [Forgotten Password or Username](#) for steps to get access to your account.

If you are both a Consultant Lobbyist for one or more Organizations AND the Designated Filer for another Organization, you will use the same account for both purposes, but maintain separate Registration Returns.

Creating a new account

1. Go to the Lobbyists Registry sign-in page:
<https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. If you are sure you do not already have an account in the current or previous Lobbyists Registry, **create a new account** by clicking on "**Create an Account**".

Lobbyists Registry Sign In

The [GETTING STARTED - REFERENCE GUIDE](#) provides an overview, details and links to user guides.

Two New Features in the Lobbying Activity Report:

1. **Adding MLAs:** provides the ability to add one or more MLAs, including an option to add all MLAs
2. **Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

[Have you forgotten your password?](#)

Sign In

Register

See [GETTING STARTED - REFERENCE GUIDE](#) for information about the three types of accounts you can create. If it is not clear which type of account you should create, email the Registry with questions before proceeding: info@bcort.ca

Note: If you have an account in the current Registry, do not create a new account. Sign In on the left side of this screen with your username and password.

If you had an account in the previous Registry, do not create a new account. [Reactivate your account here.](#)

Create an Account

3. Confirm you do not have an existing account in the Lobbyists Registry by **ticking the checkbox** and then clicking **“Continue”**.
4. Choose a Consultant Lobbyist account by clicking on **“Select”** at the top of the first box (“You are a consultant lobbyist lobbying on behalf of a paying client.”)

Consultant lobbyist information

Consultant Lobbyist Declaration	Read the statements, tick each box and click “Continue” .
Consultant Lobbyist Information	<p>Enter your First name and Last name.</p> <p>Declare whether you work for a consulting or other firm. If YES, enter the full legal name of the consulting or other firm.</p> <p>Enter your mailing address and business telephone number.</p>
Email Address(es)	<p>Enter your business email address twice to confirm that it is correct.</p> <p>Select whether you would like additional recipients to receive email notifications from the Registry.</p>

	Emails include confirmations and reminders from the Registry. You may add your own secondary email addresses or those of others such as assistants. Select “Yes” and enter their email address(es).
Former Public Office Holder Positions in BC	<p>Declare whether or not you are a BC former public office holder. This is a defined term.</p> <p>If YES, declare whether you held the former public office position within the last two years. Enter the last date that you held this position and your exemption number (if applicable).</p> <p>Individuals who held a former public office holder position within the last two years are not permitted to lobby unless an exemption has been granted. For information on requesting an exemption, see https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/exemption-information-for-former-public-office-holders/</p>

Username/Password

Username and Password	<p>Enter a Username and Password.</p> <p>Usernames and passwords are case sensitive and must be at least 6 characters long.</p>
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Verify your Account

Verify your Account	<p>You must activate your account so you can use it to prepare/submit Registration Returns and updates as well as Lobbying Activity Reports.</p> <p>You will be sent an activation email. Click the link in the email to activate your account.</p> <p>Once your account is activated you can sign in to the Lobbyists Registry and create a Registration Return.</p>
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Activating an account from the previous (legacy) Lobbyists Registry

If you had registrations in the legacy BC Lobbyists Registry (between 2010 and May 4, 2020), your account and registrations have been migrated into the new Lobbyists Registry. You need to activate your existing account to proceed.

To activate your existing account and access your registrations from the legacy Registry, you will need:

- The exact spelling of your name (first and last only) as entered in your most recent registration.
- The email address you entered in your most recent registration. **NOTE: if that email address is no longer valid, contact our office first. Ask us to enter your current email address. Otherwise, you will not receive the emails & links you require to proceed.**

If you have problems with an existing account, contact Registry staff at info@bcorl.ca.

Steps to activate your account from the previous (legacy) Lobbyists Registry

1. Go to the Lobbyists Registry sign-in page:
<https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. Click the link “**activate your account here**”.

Lobbyists Registry Sign In

The [GETTING STARTED - REFERENCE GUIDE](#) provides an overview, details and links to user guides.

Two New Features in the Lobbying Activity Report:

1. **Adding MLAs:** provides the ability to add one or more MLAs, including an option to add all MLAs
2. **Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

See [GETTING STARTED - REFERENCE GUIDE](#) for information about the three types of accounts you can create. If it is not clear which type of account you should create, email the Registry with questions before proceeding: info@bcorl.ca

Note: If you have an account in the current Registry, do not create a new account. Sign In on the left side of this screen with your username and password.

If you had an account in the previous Registry, do not create a new account. [Reactivate 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 “ Continue ”.
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	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 ”. NOTE: if that email address is no longer valid, contact our office first. Ask us to enter your current email address. Otherwise, you will not receive the emails & links you require to proceed.

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>You must <u>activate your account</u> in the new Registry in order to submit Registration Returns, updates and Lobbying Activity Reports.</p> <p>You will be sent a verification email. Click the link in the email to activate your account.</p> <p>Once your account is activated you can sign in to the Lobbyists Registry and create a Registration Return.</p>
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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>
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The Dashboard

Once you’re signed in, you will be on the Designated Filer Dashboard. You will manage your Registration Returns and Lobbying Activity Reports from your dashboard, as well as your account.

The main section of the dashboard allows you to:

- Create a new Registration Return
- View and update current Registration Returns
- View/reactivate previous inactive Registration Returns from current/previous Registry
- Create new and view previous Lobbying Activity Reports

The “Designated Filer Menu” on the left allows you to:

- Update your account
- Enter and update firm profile(s)
- Sign out of the Lobbyists Registry

Update your account

You can update the following information on your account:

- Mailing/business address
- Email address (or enter additional email addresses)
- Password
- Add/remove access by an individual with a Representative account

Account Profile	After signing in, click “ Account Profile ” in the left-hand menu of your Designated Filer Dashboard.
Designated Filer Profile	<p>Click the “Designated Filer 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 addresses <p>If you need to update your legal name, contact Registry staff by emailing info@bcorl.ca.</p>
Password	<p>Click the “Password” tab, then click “Edit Password”.</p> <p>Your username cannot be changed.</p>
Account Representatives	<p>An Account Representative may provide administrative services (prepare/update your Registration Returns and Lobbying Activity Reports).</p> <p>Click on the “Account Representative” tab.</p> <p>This will allow you to:</p>

	<ul style="list-style-type: none"> • Add an Account Representative • Remove an Account Representative <p>The Representative must create and activate their own Representative account first, then give you their Representative Account Number.</p> <p>See Quick Reference Guide for Representatives for the steps to <i>Add a Representative</i> or to <i>Remove a Representative</i>.</p>
Consultant Lobbyist's Firm Profiles	<p>Click "Consultant Lobbyist's Firm Profiles" in the left-hand menu of your Designated Filer Dashboard.</p> <p>This will allow you to:</p> <ul style="list-style-type: none"> • Create a new firm profile • View/Edit a firm profile • Remove a firm profile <p>You cannot remove a firm profile that is being used in an active or pending Registration Return.</p>

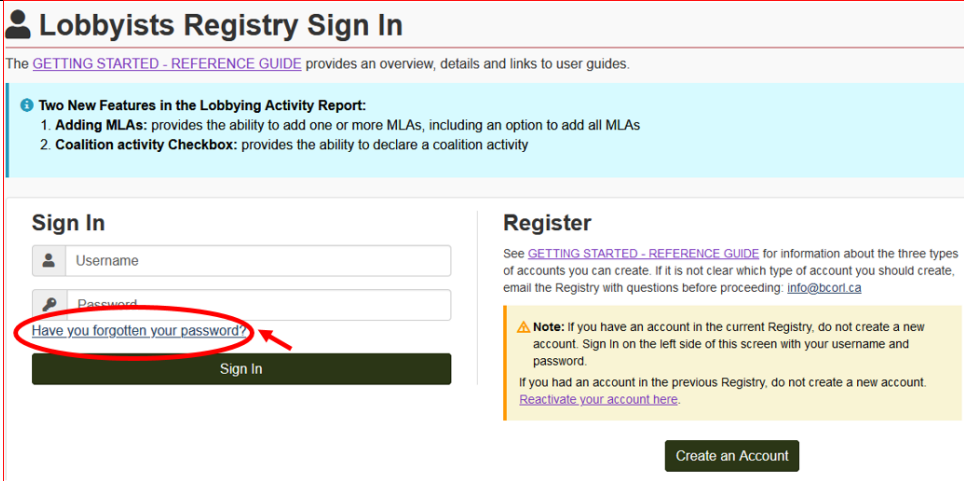
Forgotten username or password

Forgotten username

If you forget your username, contact Registry staff via email info@bcorl.ca.

Forgotten password

Start Process	Click " Have you forgotten your password? "
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Username	<p>Enter your username and click on “Continue”.</p> <p>An email will be sent to you with a link to the “change password page”. Go to your email and click this “change password page” link.</p>
Enter and Confirm New Password	<p>Enter your Username and then enter and confirm your new password. Click “Save”.</p> <p>If you have signed up for 2-Factor Authentication (using SMS) to reset password, you will be sent an SMS message with a one-time code. Enter this one-time code, then click “Save”.</p>

Links beside Pending Registration Return/Active Registration Return

Under the “**Current Registrations**” tab on the Designated Filer’s Dashboard, you will see one or more of the following links beside **Pending Registration Return/Active Registration Return**. You may update a current Registration Return by clicking the appropriate link beside ‘Pending Registration Return’ or ‘Active Registration Return’.

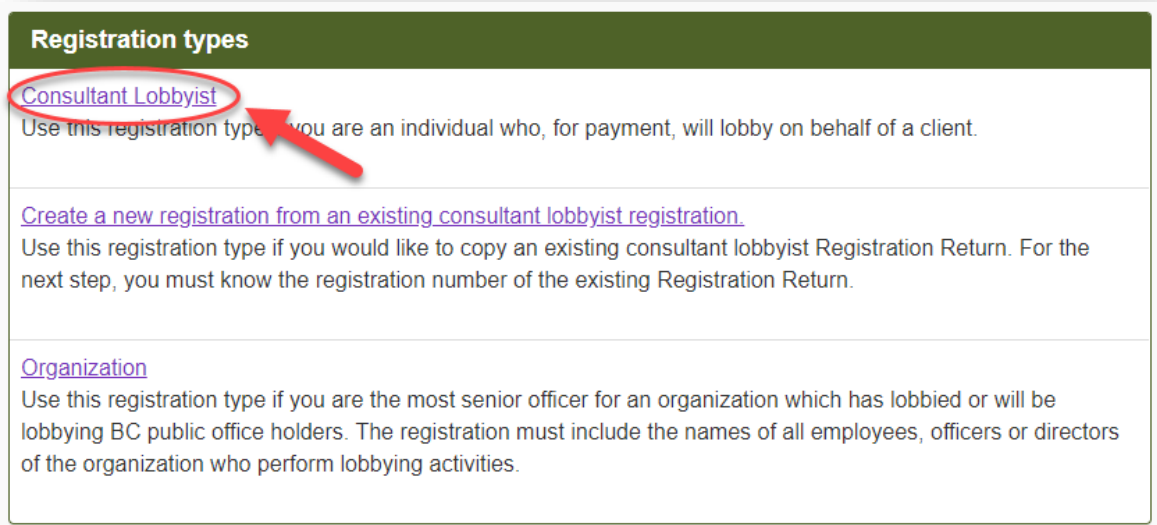
View ?	Click to see the active Registration Return
Update registration if required ?	Click to update the active Registration Return. This creates a pending Registration Return which you can edit and submit for activation.
Incomplete ?	<p>You started a new Registration Return or an update to an existing Registration Return or started to reactivate an inactive Registration Return. Information is still required.</p> <p>Click to review/edit & submit the Registration Return to the Registry for activation.</p>

Requires certification ?	<p>You started a new Registration Return or an update to a Registration Return or started to reactivate an inactive Registration Return.</p> <p>Click to review/edit & submit the Registration Return to the Registry for activation.</p>
Delete pending ?	<p>Click to delete a pending new, update or reactivation of a Registration Return that has not been activated by Registry staff.</p> <p>Note: If there is an existing active registration, it will not be affected.</p>
Correction required ?	<p>You submitted a new Registration Return or an update to a Registration Return or a reactivated Registration Return. Registry staff sent it back to you for correction. You may receive an email with details.</p> <p>Click to see notes from staff & enter corrections.</p>
Submitted ?	<p>You submitted a new Registration Return or an update to an existing Registration Return or a reactivated Registration Return to the Registry.</p> <p>Click to view the submitted Registration Return.</p>
End registration ?	<p>Click to deactivate an active registration if lobbying activity has stopped. Note: you must reactivate a Registration Return within 10 days of resuming lobbying activity.</p>

REGISTRATION RETURNS

Create a New Registration Return

1. Go to the Lobbyists Registry sign-in page <https://www.lobbyistsregistrar.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 the tab for "**New Registrations**".
3. To create a new Consultant Lobbyist Registration Return, select "**Consultant Lobbyist**".



Registration types

[Consultant Lobbyist](#)
Use this registration type if you are an individual who, for payment, will lobby on behalf of a client.


[Create a new registration from an existing consultant lobbyist registration.](#)
Use this registration type if you would like to copy an existing consultant lobbyist Registration Return. For the next step, you must know the registration number of the existing Registration Return.

[Organization](#)
Use this registration type if you are the most senior officer for an organization which has lobbied or will be lobbying BC public office holders. The registration must include the names of all employees, officers or directors of the organization who perform lobbying activities.

4. On the Create a Registration Return for a new client screen: if you have existing clients and are creating a Registration Return for a new client, scroll down & select New client at the bottom of the list, then **“Save and Continue”**.
5. On the New Registration - Start Date screen, enter the start date for the new Registration Return. This is the date you first lobbied on behalf of this client. Entering the end date is optional. Click **“Continue”**.
6. You will be on the Consultant Lobbyist Summary screen. To enter information, click **“Edit”** in the heading of each section.

Step 1 of 7: Consultant Lobbyist Information

Contact Information	Verify that your contact information is correct. To enter changes, click “Edit” in the heading and then “Edit Contact Profile” .
Contact Profile	<p>In the “Contact profile” drop-down menu, choose if you are employed in a consulting or other firm to lobby on behalf of your client. If you do not work for a firm, choose “self-employed”. If you change the selection, click “Apply”.</p> <p><u>If your consulting firm name is not shown in the drop-down menu,</u> create a profile for the firm before continuing. Save your work in the Registration Return, then return to the Designated Filer Dashboard by clicking “Dashboard” in the upper left-hand corner of the Registration</p>

	<p>Return form. Back on your Dashboard, select “Consultant Lobbyist’s Firm Profiles” from the left-hand menu. Click “Create firm profile”, enter the information and “Save”, then go back to your Dashboard and click the “Incomplete” link beside the Registration Return you are creating. That will bring you back to the Consultant Lobbyist Summary page so you can resume work on this Registration Return. Click “Edit” in the heading of the Consultant Lobbyist Information section and continue.</p>
Former BC Public Office Holders	<p>Declare whether you have ever held a BC “former public office holder” position by selecting Yes or No from the drop-down menu.</p> <p>If you’re not sure whether a position qualifies as a “former public office holder” position, click the  button for more information.</p> <p>If Yes, you will be prompted to enter date & title details regarding your position. If you have had more than one former public office holder position, enter the initial position, choose “Add to list”, and then add subsequent positions.</p> <p>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. If you have an exemption: enter the information about your position as a former public office holder, select Continue to return to the “Consultant Lobbyist Information” page, and enter your exemption number in the field given.</p>
Relevant Codes of Conduct	<p>Declare whether you have an undertaking to comply with any relevant codes of conduct by selecting Yes or No from the drop-down menu.</p> <p>If you click <u>Yes</u>, record the details of the relevant code(s) of conduct on the next screen.</p> <p>If you are not sure, review the Codes of Conduct guidance.</p>
Gifts or Benefits	<p>If you gave any gifts or provided any benefits within the last 12 months to public office holders you are lobbying, you must declare those in your Registration Return.</p> <p>If you’re unsure, review the Lobbyist Gifts guidance and/or contact our office with questions: info@bcorl.ca</p>

	<p>If you have gifts or benefits to declare, click “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.</p>
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Step 2 of 7: Client Information

Client Information	<p>Enter the exact legal name of the client and a description of the client’s business activities.</p> <p>In the description of client’s business activities: do not use acronyms or abbreviations unless the meaning will be clear to all readers.</p>
Business Address	<p>Enter the client’s business address and email address.</p> <p>If your client is outside of Canada and the United States, fill out the “Other Country” section.</p>
Contributions	<p>First, indicate whether you have lobbied, or plan to lobby an MLA, including a Minister or Premier, on behalf of this client, by the date indicated.</p> <p>If you select “Yes”, you will be prompted to declare whether you or your client have made any political, sponsorship or recall contributions since the date of writ for the last provincial election.</p> <p>For more information, please see Political, Sponsorship and Recall Contributions and How to report political, sponsorship and recall contributions in the Lobbyists Registry.</p>
Individuals Hired or Subcontracted	<p>If you hired or subcontracted other consultant lobbyist(s) to lobby for this client, provide their names in this section. They also need to create their own Registration Return and report their lobbying activities on behalf of the client.</p>
Contingency Payment	<p>Check the appropriate box 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.</p>


Step 3 of 7: Coalition Information

For more information, see our guidance on [Coalitions](#)

Coalition Members	<p>Declare whether your client is a member of a coalition by selecting Yes or No from the drop-down menu.</p> <p>If Yes, click “Add/Edit Coalition Members” then add the name & business address of the other organizations that are members of the coalition.</p>
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Step 4 of 7: Affiliates and Contributors with a Direct Interest

For more information, see [Business Relationships: Affiliates and Others with an Interest in the Lobbying Activities](#)

Affiliates with a Direct Interest in the Outcome	<p>Declare whether your client has affiliates that could have a direct interest in the outcome of the lobbying activities by selecting Yes or No from the drop-down menu.</p> <p>The term “affiliates” is a defined term. For more information, click the  button in the form.</p> <p>If Yes, click “Add/Edit Affiliates” and enter the information.</p>
Others with Direct Interests in the Outcome	<p>Declare whether your client’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.</p> <p>If Yes, click “Add/Edit Other Direct Interests”, and enter the information.</p>
Contributors with a Direct Interest in the Outcome	<p>Declare whether 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 by selecting Yes or No from the drop-down menu.</p> <p>If <u>Yes</u>, “Click “Add/Edit Contributors”, and enter the information.</p>

Step 5 of 7: Government Funding

For more information, see our guidance on [Government Funding](#) and [How to report government funding in the Lobbyist Registry](#).

Government Funding	<p>Declare whether or not your client requested and/or received funding from any government, government agency or Provincial entity in the last 12 months by selecting Yes or No from the drop-down menu.</p> <p>If Yes, record the government funding details about funding received AND funding requested. You must report both.</p>
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Step 6 of 7: Subject Matter of the Lobbying Activities

Arranging Meetings for Others	<p>Declare whether you will be arranging meetings between a public office holder and any other individual for the purpose of lobbying, by selecting Yes or No from the drop-down menu.</p>
Topics of Lobbying Communications	<p>Describe a specific topic about which you are lobbying in concise language. Provide enough detail for the general reader to understand the legislation, government policies or decisions you are seeking to influence.</p> <p>Do not use wording such as “providing information”, “educating” or “making the government aware”. These do not meet the definition of “lobby” and will not be accepted.</p> <p>Do not use acronyms or abbreviations unless the meaning will be clear to all readers.</p>
Associated Intended Outcomes	<p>Choose the intended outcomes of your lobbying activities by selecting the appropriate checkboxes.</p>
Associated Subject Matters	<p>Choose the associated subject matters in the box provided.</p> <p>Click on the text box; select subject matters related to the topic. You may select one or more subject matters for each topic.</p>
Add to List	<p>After one topic, its associated intended outcomes and associated subject matters have been entered, click “Add to List”.</p>

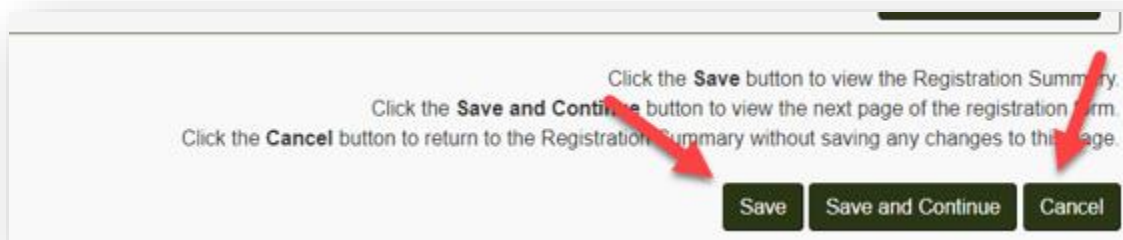
	<p>If you are lobbying about more than one topic, create separate rows: enter another topic description, associated intended outcomes and associated subject matters for that topic, then click “Add to List”.</p>
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Step 7 of 7: Public Agencies and Members of the BC Legislative Assembly Information

<p>Ministries and Provincial Entities</p>	<p>Select all the Ministries and Provincial entities you are lobbying or intend to lobby. There is a drop-down list.</p> <p>If you have lobbied or intend to lobby an MLA, select “Member(s) of the Legislative Assembly” from the list. You will identify specific MLAs lobbied in your Lobbying Activity Reports, but not in the Registration Return.</p> <p>For more information regarding Provincial entities, see our guidance.</p> <p>If you do not see an agency on the list that you believe should be there, please contact Registry staff at info@bcorl.ca.</p>
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Save and Finish Later

1. At the bottom of each registration screen you can click on the **“Save”** button. As long as all required information has been completed for that section, your information will be saved and you’ll be taken to the Consultant Lobbyist Summary screen.
2. If you do not have the information required to complete a step in your Registration Return, click **“Cancel”**. Completed information from previous screens will not be lost! You will return to the Consultant Lobbyist Summary screen and that information will be saved.




Submit your Registration Return


Review Your Return

Review Consultant Lobbyist Summary	Review your Registration Summary for completeness and accuracy. If any sections are incomplete or inaccurate, click the “ Edit ” button in the heading for that section.
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Certify and Submit your Registration Return

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

A completed section is indicated by a green heading with a check mark. 

If you have an incomplete section (yellow/brown heading with this icon ) , click on the “**Edit**” button in the heading to complete the information.

Proceed to Certification	Once the information in your Consultant Lobbyist Registration Return is complete and accurate, click 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 checkboxes .
Username and Password	<p>Enter the Designated Filer’s username and password.</p> <p>Click “Submit”.</p> <p><i>If you are a Representative preparing this registration on behalf of a consultant lobbyist, you will not be able to submit the registration with your own user name and password. A Registration Return can only be submitted after entering the Designated Filer’s username and password.</i></p>
	<p>Your Registration Return is now locked and cannot be updated until Registry staff has either activated or sent it back to you for updating.</p> <p>However, you may now create & submit a Lobbying Activity Report for this Registration Return.</p>

Create a Registration Return from an Existing Registration

If another Consultant Lobbyist is working for the same client and has already created a Registration Return for the same lobbying activities, you can copy the details of their registration rather than starting from scratch.

To do this, you will need the **Registration Number** of the existing registration that you wish to copy. Registration Numbers are available if the existing registration has been reviewed and activated by Registry staff.

Locate the Registration Number	<p>Request the registration number from the other Consultant Lobbyist, or locate the registration via a public search of the Registry.</p> <p>The number will be two sets of digits separated by a dash: XXXX-XXXX</p> <p>If you see the number displayed XXXX-XXXX-X, the final digit(s) represent the version number of the Registration Return. Record the first two sets of digits for the purpose of copying a registration. Do not include the final digits/version number.</p>
Create a New Registration Return from Existing	<p>On your Designated Filer Dashboard, click the “New Registrations” tab.</p> <p>Click this link: “Create a new registration from an existing consultant lobbyist registration”.</p>
Enter Registration Number	<p>Enter the registration number and click “Continue”.</p> <p>Confirm that it is the Registration Return you wish to copy, then click “Proceed with copy” in the lower left.</p>
	<p>A copy has now been made for you. Review and update any incorrect information before continuing.</p> <p>When your Registration Return is correct, click “Proceed to Certification” in the bottom right.</p>

Update a Registration Return

Locate the Registration Return	<p>From the Designated Filer Dashboard select the tab “Current Registrations”.</p> <p>Locate the Registration Return to be updated and click the appropriate link. See explanation of links here: Links beside Pending Registration Return/Active Registration Return</p>
Date of Update	<p>When did the changes you are reporting occur? Enter that date.</p> <p>Entering an end date is optional.</p>
Update Information as required	<p>On the Consultant Lobbyist Summary screen, scroll down to find the sections that need updating. Click “Edit” in the section heading.</p> <p>Make the required changes and then click “Save” (to return to the main Consultant Lobbyist Summary screen) or “Save and Continue” to move to the next step of the registration.</p>
Proceed to Certification	<p>Once all updates are complete, click “Proceed to Certification”.</p>
Certify and Submit Updates	<p>Confirm your compliance by ticking the checkboxes.</p> <p>Enter the Designated Filer’s username and password and click “Submit”.</p> <p><i>If you are a Representative who is updating this registration on behalf of a consultant lobbyist, you will not be able to submit the update with your own user name and password. The Registration Return can only be submitted after entering the Designated Filer’s username and password.</i></p>

End, Re-activate or Delete a Registration Return

End a Registration Return

If your lobbying activity for this client has ended, you may end the Registration Return in one of two ways:


1. For today or previous dates, use the “**End registration**” link; or
2. Enter a future date on which your lobbying activities for this client will end.

<p>Deactivate Registration Return by clicking “End registration”</p>	<p>From the Designated Filer Dashboard select the tab “Current Registrations”. Locate the Registration Return and click the “End registration” link.</p> <p>You may end your Registration Return for today or previous dates with this link. If you have not yet ceased lobbying for this client, you must wait until your lobbying is complete before you click the “End registration” link.</p>
<p>Deactivate Registration Return by entering future end date</p>	<p>From the Designated Filer Dashboard select the tab “Current Registrations”. Locate the Registration Return you need to end and click the link beside Pending Registration Return or Active Registration Return to access the Consultant Lobbyist Summary screen. (For explanation of links, see Links beside Pending Registration Return/Active Registration Return)</p> <p>On the Date of Update screen:</p> <p>In the top box, enter the date of this update. This is the date you knew your undertaking/lobbying activity would be coming to an end.</p> <p>In the box underneath, enter the future date on which the undertaking/lobbying activity will end.</p> <p>Click “Continue”. Scroll to the bottom of the Consultant Lobbyist Summary screen and click “Proceed to Certification”.</p> <p>Submit the update.</p>

Re-activate a Registration Return

If you resume lobbying activities for a client when the Registration Return is inactive, you must re-activate the Registration Return within 10 calendar days after resuming lobbying activities.

<p>Locate the inactive Registration Return</p>	<p>From the Designated Filer Dashboard select the tab “Previous Registrations”.</p> <p>Locate the Registration Return you need to re-activate and click the “Reactivate” link.</p>
<p>Review & Update the Information</p>	<p>Enter the date on which the lobbying activities resumed. OPTIONAL: enter the date when the lobbying activity will come to an end again.</p>

	<p>On the Consultant Lobbyist Summary screen, scroll down to find the sections that need updating. Click “Edit” in the section heading. Enter the updates and click “Save” (to return to the Consultant Lobbyist Summary screen) or “Save and Continue” to move to the next section of the Registration Return.</p> <p>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 information will have a yellow/brown heading with this icon .</p>
Proceed to Certification	Once all updates are complete, click “Proceed to Certification” (at the bottom of the Consultant Lobbyist Summary screen).
Certify & Submit the Registration Return	<p>Confirm your compliance by ticking the checkboxes.</p> <p>Enter the Designated Filer’s username and password and click “Submit”.</p> <p><i>If you are a Representative who is reactivating this registration on behalf of a consultant lobbyist, you will not be able to submit the update with your own user name and password. The Registration Return can only be submitted to the Registry after entering the Designated Filer’s username and password.</i></p>

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

You can delete a new, not-yet-activated Registration Return. You can also delete updates made to an existing Registration Return before the updates have been activated by Registry staff. You cannot delete a version of your Registration Return that has been activated.

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


Locate the Registration Return and Delete	<p>From the Designated Filer Dashboard select the tab “Current Registrations”.</p> <p>Beside Pending Registration Return click “Delete pending”.</p>
	If you delete an update to a previously activated Registration Return, the Designated Filer Dashboard will show the most recent activated version.

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View Previous Versions of your Registration Return

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

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

Locate the Registration Return	Locate the Registration Return (from your Designated Filer Dashboard or via a public search) and choose to view it.
View Registration Version	<p>Click on the Registration versions drop-down menu to select a previous version of the Registration Return.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> 123 Corp / May Ross, Consultant Lobbyist Registration Information: <ul style="list-style-type: none"> Client name: 123 Corp Lobbyist name: May Ross, Consultant Lobbyist Initial registration start date: 2020-01-14 Registration status: Active Projected end date: No date provided Registration number: 5620-2903 Associated Lobbying Activity Reports: <ul style="list-style-type: none"> Total number of Lobbying Activity Reports: 4 Lobbying Activity Reports in the last 6 months: 4 Registration versions: 4 of 4: 2020-03-17 to present (indicated by a red arrow) Version 4 of 4 (2020-03-17 to present)

MONTHLY RETURNS

Monthly Returns: updates to Registration Returns and Lobbying Activity Reports

If you lobbied **senior public office holders** in a given month, you must file Lobbying Activity Report(s) by the 15th of the next month.

If you did not lobby any **senior public office holders** in a given month, but information declared in your Registration Return changed, you must update your Registration Return and submit it to the Registry for activation of the updates, by the 15th of the next month.

If you have no lobbying of senior public office holders to report, and all the information in your Registration Return is accurate and up to date, you are not required to file anything with the Lobbyists Registry for the preceding month.

If you do not report any lobbying activity and do not update your Registration Return for 5 consecutive months, the Designated Filer, Representative & any other organization contacts will get an automated email with the steps required to:

1. Keep the Registration Return active; or
2. De-activate the Registration Return (can be re-activated when you are lobbying again).

When to Create a Lobbying Activity Report

You must prepare and submit a Lobbying Activity Report if you lobbied one or more **senior public office holders**. The deadline is the 15th of the month following the lobbying activity.

Senior public office holders include the following positions:

- Premier and ministers
- Staff of premier/staff of ministers (other than administrative support staff)
- MLAs
- Staff of MLAs (other than administrative support staff)
- Parliamentary secretary
- Deputy minister, chief executive officer, positions of comparable rank in a ministry
- Associate deputy minister, assistant deputy minister, positions 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

For more information, see “Public office holders, senior public office holders, former public office holders” section on the [FAQ page](#).

Review Registration Return Only

If you did not lobby any **senior public office holders** in a given month, the only requirement is to ensure the information in your Registration Return is up to date for the month.

If you lobbied a public office holder who is not a senior public office holder, make sure your Registration Return declares the subject matter of the lobbying activities and the public agencies being lobbied, and is otherwise up to date.

Locate Registration Return	<p>Go to the Lobbyists Registry sign-in page https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn and Sign in to your account.</p> <p>Under the “Current Registrations” tab on the Designated Filer Dashboard, locate the Registration Return and click “View” beside Active Registration Return.</p>
Review Registration Return	<p>Review the information in your Registration Return. You must keep it up to date.</p> <p>If the information in your Registration Return is accurate, and you did not lobby any senior public office holders in the preceding month, you have completed your Monthly Return requirements for this client for this month.</p>
Update Registration Return if required	<p>If you need to update the information in your Registration Return, go back to the Designated Filer Dashboard and click the appropriate link. See Links beside Pending Registration Return/Active Registration Return for explanation.</p> <p>Enter the date the change occurred, and click “Continue”.</p> <p>From the Consultant Lobbyist Summary screen click the “Edit” button in the headings of the sections you need to update.</p> <p>Enter the required changes and click “Save” to return to the main Consultant Lobbyist Summary screen or “Save and Continue” to move to the next step of the Registration Return.</p>

Certify & Submit Updates if changes were made	<p>At the bottom right of the Consultant Lobbyist Summary screen, click “Proceed to Certification” and complete the process to submit the updates to the Registry for activation.</p> <p>If you are a Representative who is updating this registration on behalf of a consultant lobbyist, you will not be able to submit the update with your own user name and password. The updated Registration Return can only be submitted to the Registry after entering the consultant lobbyist’s username and password.</p>
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Review Registration Return and Create a Lobbying Activity Report

Review and Update Registration Return

Locate Registration Return	<p>Go to the Lobbyists Registry sign-in page https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn and Sign in to your account.</p> <p>Under the “Current Registrations” tab on the Designated Filer Dashboard, locate the Registration Return. On the right-hand side, in the Lobbying Activity Reports section, click “Add New”.</p>
Review Registration Return	<p>The system requires you to review & confirm the information in your Registration Return as the first step.</p> <p>If the information in your Registration Return is complete and up to date, tick the check box at bottom of screen to confirm, then click “Continue”.</p> <p>Proceed to Step 1 of 3: Lobbying Activity Date (next page in this guide).</p>
Update Registration Return (if required)	<p>If you need to make updates to your Registration Return, click the “Return to Designated Filer Dashboard” link on bottom left of the screen.</p> <p>On the Designated Filer Dashboard, click the appropriate link. See Links beside Pending Registration Return/Active Registration Return for explanation.</p> <p>Enter the date the change occurred, and click “Continue”.</p> <p>From the Consultant Lobbyist Summary screen click the “Edit” button in the headings of the sections you need to update.</p>

	Enter the required changes and click “Save” to return to the Consultant Lobbyist Summary screen or “Save and Continue” to move to the next step of the Registration Return.
Certify & Submit Updates	<p>Back on the Consultant Lobbyist Summary screen, click “Proceed to Certification” and complete the process to submit the updates to the Registry for activation.</p> <p>If you are a Representative preparing this on behalf of the Designated Filer, you will not be able to submit it to the Registry with your own user name and password. The updated Registration Return can only be submitted after entering Designated Filer’s username and password.</p>
	<p>Once the changes have been submitted to the Registry, return to the Designated Filer Dashboard and locate your Registration Return again.</p> <p>The latest updates to your Registration Return show as “Pending” and will be reviewed by Registry staff. You can proceed with your Lobbying Activity Report(s) by clicking again on the “Add new” link in the Lobbying Activity Reports section.</p>

Create a Lobbying Activity Report

Lobbying Activity Date and Senior Public Officer Holders

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 a senior public office holder and another individual for the purpose of lobbying, tick the checkbox .
Senior Public Office Holders Present	<p>Add the required information for each Senior Public Office Holder who participated in this lobbying activity.</p> <p>If you lobbied one or more MLAs, click the “Select MLAs” button. On the new screen, you have an option to select MLAs individually or to select all. Then click “Add MLAs” at bottom of screen.</p> <p>When you have entered information about all senior public office holders who participated in this lobbying activity, click “Next”.</p>

Subject Matter of the Lobbying Activity

List of Details	Identify one or more lobbying activities from the list by selecting the checkboxes .
Add new Topics of Lobbying Communications	<p>If you need to add new Topics of Lobbying Communications, click the “Add a New Detail” button.</p> <p>The new Topics of Lobbying Communications will automatically be added to your Registration Return as updates.</p> <p>If you add new Topics of Lobbying Communications through this Lobbying Activity Report, you must certify & re-submit your updated Registration Return by the 15th of the next month.</p>

Letter Sent on Behalf of Coalition Members

If Client is a Member of a Coalition	<p>If the lobbying activity you are declaring in this report is not a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return, select ‘No’.</p> <p>If the lobbying activity you are declaring in this report is a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return, select ‘Yes’.</p> <p>Select the organizations that are coalition members and signed or endorsed the letter that you communicated to a senior public office holder, then click ‘Next’.</p>

Certify Lobbying Activity Report

Certify Information	Review the information in your report. If it is complete and 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 next reporting deadline.

	<p>To publish the Lobbying Activity Report now, select “Publish Now” from the drop-down menu.</p> <p>To publish the Lobbying Activity Report on the next reporting deadline, select “Publish [date]” from the drop-down menu.</p>
Certify & Submit	<p>Enter the Designated Filer’s username and password and click “Certify”.</p> <p>If you are a Representative filing on behalf of the consultant lobbyist, you will not be able to submit it with your own username and password. The Lobbying Activity Report can only be submitted to the Registry after entering the Designated Filer’s username and password.</p>

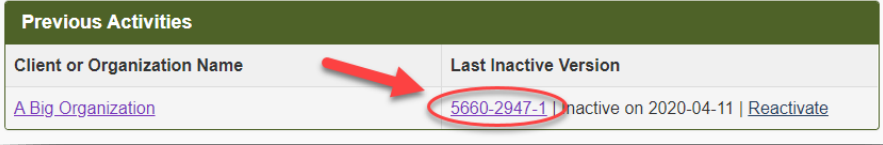
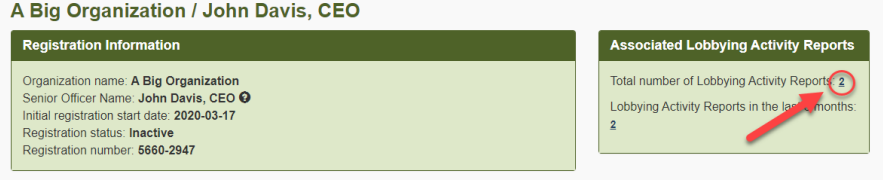
View a Lobbying Activity Report

Active Registration Return

Locate the Registration Return	<p>Go to the Lobbyists Registry sign-in page https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn and Sign in to your account.</p> <p>On the Designated Filer Dashboard, under the “Current Registrations” tab, locate the Registration Return. In the Lobbying Activity Reports section to the right, click “View”.</p>
View Lobbying Activity Report	<p>Then, select the specific Lobbying Activity Report you wish to see and click “View”.</p>

Inactive Registration Return

Locate Associated Registration Return	<p>Go to the Lobbyists Registry sign-in page https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn and Sign in to your account.</p> <p>On the Designated Filer Dashboard, click the “Previous Registrations” tab.</p>
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Open Registration Return	<p>Click the last inactive version of the Registration Return to load it.</p> 
View Lobbying Activity Report	<p>In the Registration Return, look for the section near top right of screen with the heading Associated Lobbying Activity Reports. Click on the hyperlinked number of Lobbying Activity Reports.</p> 
	<p>From the list provided, select the Lobbying Activity Report you wish to view and click “View Lobbying Activity Report”.</p>

Amend or Cancel a Lobbying Activity Report

Locate Registration Return	<p>Go to the Lobbyists Registry sign-in page https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn and Sign in to your account.</p> <p>On the Designated Filer Dashboard, under the “Current Registrations” tab, locate the Registration Return. In the Lobbying Activity Reports section to the right, click “View”.</p>
Amend Report	<p>From the list of Lobbying Activity Reports, locate the specific Lobbying Activity Report you need to revise and click “Amend”.</p> <p>Scroll through the Registration Return and confirm it is up to date, then proceed through the steps of the Lobbying Activity Report, updating the information as required.</p>

	Once the updates are complete, tick the “I certify...” checkbox and explain the reason for the amendment .
Cancel Report	<p>On the Designated Filer Dashboard, under the “Current Registrations” tab, locate the Registration Return. In the Lobbying Activity Reports section to the right, click “View”.</p> <p>From the list of Lobbying Activity Reports, locate the specific Lobbying Activity Report you need to cancel and click “Cancel”.</p> <p>Tick the checkbox to confirm that the lobbying activities did not take place and/or the Lobbying Activity Report did not need to be submitted. Enter a Reason for cancellation in the space provided.</p> <p>The Lobbying Activity Report will remain in your list but will be marked as “Cancelled” and will not be visible to the public.</p>

PRINTING A REGISTRATION RETURN OR LOBBYING ACTIVITY REPORT

Locate the Registration Return or Lobbying Activity Report	Locate the Registration Return or Lobbying Activity Report (from your Designated Filer Dashboard or via a public search) and choose to view it.
Print Registration Return or Lobbying Activity Report	<p>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.</p> <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.</p>
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

[Getting Started – Reference Guide](#) (very helpful overview)

[Lobbyists Transparency Act \(LTA\)](#)

[LTA Guidance Documents](#)

[Frequently Asked Questions](#)

Full Length User Guides

The following user guides provide in-depth support for Consultant Lobbyists:

- [User Guide – Account Management](#)
- [User Guide – Accounts and Registrations from the Previous Lobbyists Registry](#)
- [User Guide – Consultant Lobbyist 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.