



O.R.L.

office of the
registrar
of lobbyists

BRITISH COLUMBIA

GUIDANCE DOCUMENT

BC LOBBYISTS REGISTRY:
QUICK REFERENCE GUIDE FOR REPRESENTATIVES

Revised May 27, 2025

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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.

Introduction

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

Designated Filers and Representatives sign in to the [Lobbyists Registry](#) to create and update Registration Returns, Lobbying Activity Reports and Funding Returns.

The [Getting Started – Reference Guide](#) provides a brief overview of the provisions of the current legislation and regulation governing lobbying in BC, and explains 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.

Role of Representatives = Administrative Services for Designated Filers

Representatives can provide administrative support to Designated Filers¹.

Representatives have the ability to begin the process of creating new Registration Returns, reactivating previously inactivated Registration Returns and updating information in currently

¹ The LTA defines **Designated Filer** as:

- (a) a consultant lobbyist, or
- (b) in the case of an organization that has an in-house lobbyist,
 - (i) the most senior officer of the organization who receives payment for performing the officer's functions, or
 - (ii) if there is no senior officer who receives payment, the most senior in-house lobbyist;

active Registration Returns, as well as preparing Lobbying Activity Reports and Funding Returns. Once authorized to access a Designated Filer's Dashboard, Representatives will also receive all notifications sent by the Lobbyists Registry to the Designated Filer.

Representatives, you must first create and activate their own account. After activation, a Designated Filer can grant a Representative access to their Dashboard, allowing the Representative to manage required filings on their behalf. Representatives can serve as a Representative for multiple Designated Filers simultaneously.

While Representatives can prepare filings, they **cannot** submit them using their own credentials. They can only be submitted by using the Designated Filer's username and password.

Ultimately, Designated Filers are responsible for the accuracy of all filings and compliance with registration timelines, as required by the LTA.

Submissions: Registration Returns, Monthly Returns and Funding Returns

Registration Returns (New or Reactivations): The Designated Filer must submit a new Registration Return or reactivate a previously inactivated Registration Return within 10 calendar days of lobbying starting or resuming.

See user guide: [Registration Returns – New and Reactivations](#) for further guidance on Registration Returns.

Monthly Returns: The Designated Filer with an active Registration Return must submit updates to the Registration Return and submit Lobbying Activity Reports by the 15th of the following month **IF** there is a change to the information in the Registration Return and/or a lobbying activity with a senior public office holder occurred.

See user guide: [Monthly Returns - Registration Return Updates and Lobbying Activity Reports](#) for further guidance on Monthly Returns.

Funding Returns: The Designated Filer with an active Registration Return must submit a Funding Return if their client or organization receives funding from any Canadian or foreign government, including from any municipal, provincial, territorial, regional, or state government. This is in addition to funding received from any government agency or Provincial entity. The deadline for submitting a Funding Return is no later than 3 months and 15 days after the month in which the funding was received.

See user guide: [Funding Returns](#) for further guidance on Funding Returns.

ACCOUNTS

Types of Accounts

There are two types of accounts in the Lobbyists Registry:

1. **Designated Filer**
2. **Representative**

In-house lobbyists do **not** have their own accounts unless they are also the Designated Filer for their organization or act as a Representative.

The Designated Filer may authorize a Representative to prepare filings for the Lobbyists Registry on their behalf.

An individual will only ever have one account in the Lobbyists Registry. If you already have an account as a Designated Filer, you can use that same account to act as a Representative for another organization. Registry staff can revise the status of the account so that you can use it as both Designated Filer and Representative, if appropriate. Contact us at info@bcorl.ca.

If you have an account in the previous Lobbyists Registry, **DO NOT CREATE A NEW ACCOUNT**. See [Reactivate an Account from the Previous Lobbyists Registry](#).

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**. See **FORGOTTEN PASSWORD OR USERNAME** section in [User Guide – Account Management](#) for the steps to get access to your account.

Create a New Representative Account

1. Go to the Lobbyists Registry [sign in page](#)
2. **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.

Additional Option in Registry: Ability to opt into 2-Factor Authentication (using SMS) to reset password – for more information, please refer to section titled **UPDATE YOUR ACCOUNT** in the following User Guide: [Account Management](#).

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@bcori.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

- Confirm that you do not have an existing account in the Lobbyists Registry by **ticking the check box**. Then click **“Continue”**.
- Choose Representative account by clicking on **“Select”** in the **“Representatives”** box on the right.

Account Creation

Select

You are a **consultant lobbyist** lobbying on behalf of a paying client.
[Learn more...](#)

Select

You are the **most senior paid officer** for an organization that has employees, officers or directors who lobby.
[Learn more...](#)

Select

Representatives provide administrative help to consultant lobbyists and designated filers for organizations.
[Learn more...](#)

Representative Information

| | |
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| 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> |
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| Email Address(es) | <p>Enter your business email address and enter it a second time to confirm that it is correct.</p> <p>Emails may include confirmations and reminders. The same confirmations and reminders will be sent to the Designated Filer.</p> |
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Username/Password

| | |
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| Username and Password | <p>Enter a Username and Password.</p> <p>Usernames and passwords are case sensitive.</p> <p>The password must be at least eight and no more than 64 characters long. Create a strong password containing:</p> <ul style="list-style-type: none"> • Both uppercase and lowercase letters • Letters and numbers • At least one special character, such as: ! @ # ? |
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| Activate your Account | <p>You MUST activate your account.</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, a Designated Filer can authorize your access to their account. You will need to provide them your Account Number – see Locate Representative Account Number.</p> |
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Reactivate an Account from the Previous Lobbyists Registry

If you had registrations in the previous Lobbyists Registry (between 2010 and May 4, 2020), your account was migrated into the new Lobbyists Registry. You must reactivate this account if you wish to proceed as a Representative.

Registry staff can update your email address ahead of time so that you receive automated emails and can reactivate your account. Registry staff can also revise your account type to Representative. Contact Registry staff at info@bcorl.ca.

1. Go to the Lobbyists Registry [sign in page](#)

- Click on the link “**Reactivate your account here**”.

Lobbyists Registry Sign In

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

Additional Option in Registry: Ability to opt into 2-Factor Authentication (using SMS) to reset password – for more information, please refer to section titled **UPDATE YOUR ACCOUNT** in the following User Guide: [Account Management](#).

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

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| Enter Name | <p>Enter your First name and Last name exactly as they were shown in your most recent registration prior to May 4, 2020. Then click “Continue”.</p> <p>The current Lobbyists Registry matches First and Last Names only. Do not enter a Middle Name, even if used in the previous Lobbyists Registry.</p> |
| Enter Email | <p>If you still have access to it, enter the Email address you used in the Lobbyists Registry prior to May 4, 2020, then click “Submit”.</p> <p>If you no longer have access to that email address, stop and contact Registry staff at info@bcorl.ca. Ask them to update your email address before you proceed.</p> |
| Reactivate your Account | <p>You will be sent an activation email. Click the link in the email to reactivate your account.</p> |

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| | Once your account is reactivated, a Designated Filer can authorize your access to their Dashboard. You will need to provide them your Account Number – see Locate Representative Account Number . |
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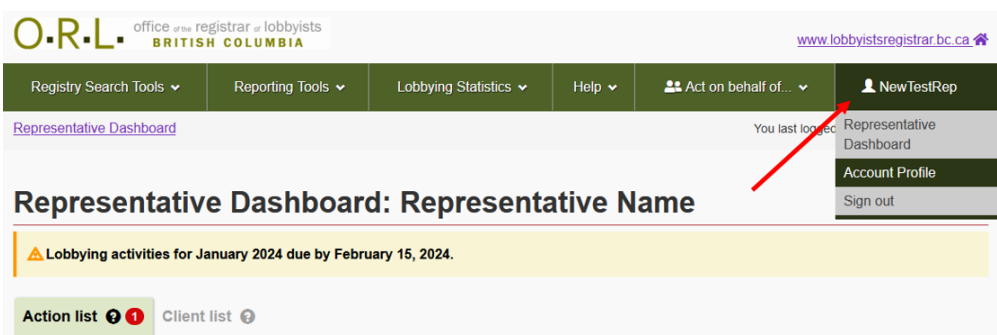
Username/Password


After account reactivation you will be prompted to create a Username and Password for the account you are re-activating.

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| Username and Password | <p>Enter a Username and Password.</p> <p>Usernames and passwords are case sensitive.</p> <p>The password must be at least eight and no more than 64 characters long. Create a strong password containing:</p> <ul style="list-style-type: none"> • Both uppercase and lowercase letters • Letters and numbers • At least one special character, such as: ! @ # ? |
| Contact Registry Staff | If you need assistance, contact Registry staff at info@bcorl.ca . |

Locate Representative Account Number

Before a Designated Filer can add you to their account as a Representative, you must provide them with your Representative Account Number.

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| Sign In | Sign in to the Lobbyists Registry with the username and password for your Representative Account. |
| Account Profile | <p>Once signed in you will be on your Representative Dashboard, click “Account Profile”, which is accessed by clicking the Representative’s username at the top right of the menu bar.</p>  <p>The screenshot shows the O.R.L. (Office of the Registrar of Lobbyists) British Columbia website. The top navigation bar includes links for Registry Search Tools, Reporting Tools, Lobbying Statistics, Help, and a dropdown menu for 'Act on behalf of...'. A red arrow points to the 'NewTestRep' link in the top right corner. Below the navigation bar, the 'Representative Dashboard' is visible, showing the Representative Name and a section for Lobbying activities for January 2024 due by February 15, 2024. At the bottom, there are links for Action list and Client list.</p> |

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| Locate Account Number | <p>Your Account Number is the number in brackets to the right of your name. Provide this number to the Designated Filer you will be assisting.</p> <div><div> Representative Name (10114)</div><p>The account profile contains information related to your account such as name, postal address, email address, as well as the names of any designated filers you have been granted access to. You may edit your profile by clicking on the Edit Representative Profile button.</p><table><tr><td>Username:</td><td>NewTestRep</td><td>Last logged in: 2024-01-22</td></tr><tr><td>Account type:</td><td colspan="2">Representative</td></tr><tr><td>Account status:</td><td colspan="2">Active</td></tr><tr><td>Password 2FA enabled:</td><td colspan="2">No</td></tr></table></div> | Username: | NewTestRep | Last logged in: 2024-01-22 | Account type: | Representative | | Account status: | Active | | Password 2FA enabled: | No | |
| Username: | NewTestRep | Last logged in: 2024-01-22 | | | | | | | | | | | |
| Account type: | Representative | | | | | | | | | | | | |
| Account status: | Active | | | | | | | | | | | | |
| Password 2FA enabled: | No | | | | | | | | | | | | |

The Dashboards

Representative Dashboard

If you sign in with the username and password for your Representative account, you will be on your Representative Dashboard.

The Representative Dashboard, which is accessed by clicking the Representative's username at the top right of the menu bar, allows you to:

- Return to your Dashboard
- Update your Account Profile
- Sign out of the Lobbyists Registry

If the Designated Filer has added you to their account as a Representative, in you will see their name, which is accessed by clicking the **"Acting on behalf of..."** username at the top right of the menu bar of your Dashboard.

The main section of the Representative Dashboard allows you to jump to the Designated Filer Dashboard for the filers you represent.

Action List tab

The Action list provides a single view for Representatives to know what reporting obligations are due.

Client List tab

The Client list is to provide a single view for Representatives to see all the listings for each Designated Filer they are representing and allows Representatives to:

- Click the Designated Filer's name to go to their Dashboard
- View, Update or End the current Registration Return for that Designated Filer
- View or Reactivate previous (inactive) Registration Returns for that Designated Filer
- View or Create new Lobbying Activity Reports
- View or Create new Funding Returns

Designated Filer Dashboard

Once in the Designated Filer's Dashboard, it will allow you to:

- View, Update or End the current Registration Return for that Designated Filer
- View or Reactivate previous (inactive) Registration Returns for that Designated Filer
- Create a new Registration Return
- View or Create new Lobbying Activity Reports
- View or Create new Funding Returns

The Designated Filer's Menu, which is accessed by clicking the Representative's username at the top right of the menu bar, allows you to:

- Return to the Representative Dashboard
- Return to Designated Filer's Dashboard
- Create or Update Account Profile for the Designated Filer
- Create or Update Firm Profiles for Consultant Lobbyists Only
- Sign out of the Lobbyists Registry

Update your Account Details

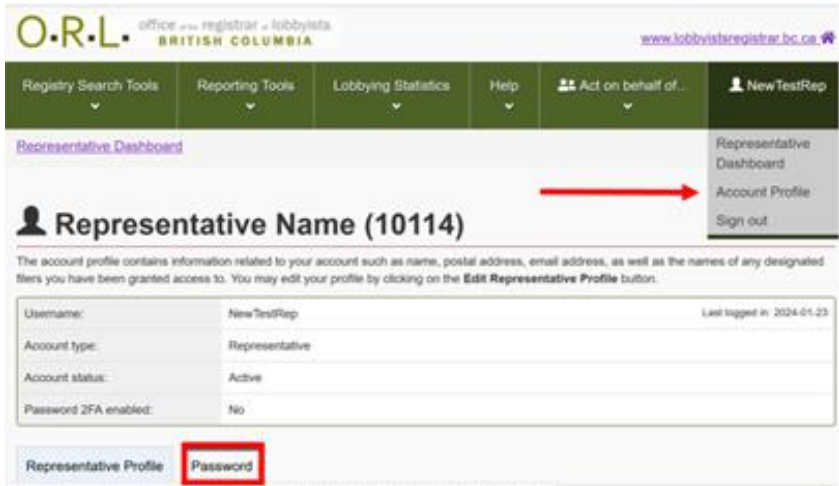
From your Representative Dashboard, you can update the following information on your Representative account:

- Mailing/business address
- Email address (including adding additional email addresses)
- Password

You *cannot* update your account username.

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

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| Account Profile | After signing in, click " Account Profile ", which is accessed by clicking the Representative's username located at the top right of the menu bar of your Representative Filer Dashboard. |
| Password | After clicking " Account Profile " (see above), click the " Password " tab, then click " Edit Password ". |

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| | <p>Your username cannot be changed.</p>  |
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INSTRUCTIONS FOR DESIGNATED FILER TO ADD OR REMOVE A REPRESENTATIVE

Add a Representative

If you are a Designated Filer, you may add one or more Representatives to your account to authorize them to create and update Registration Returns, Lobbying Activity Reports and Funding Returns.

The Representative must provide you their **Representative Account Number**.

Instructions to find the Representative Account Number are here: [Locate Representative Account Number](#)

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| Sign In | Sign in to Lobbyists Registry with your Designated Filer Account. |
| Account Profile | From the Designated Filer Dashboard, under your username in the drop-down list, click “ Account Profile ”. |
| Add Representative | Click the “ Account Representatives ” tab, then click “ Add Representative ”. |
| Representative Account Number | Enter the Representative Account Number then click “ Add ”. Click “ Save ” to add the Representative to your account. |

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Remove a Representative

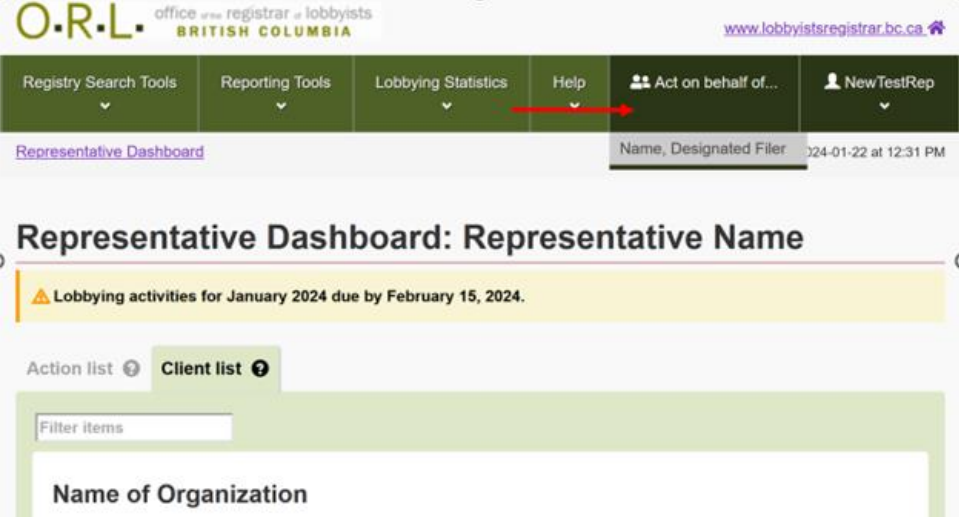

| | |
|------------------------------|---|
| Sign In | Sign in to Lobbyists Registry with Designated Filer Account. |
| Account Profile | From the Designated Filer Dashboard, under your username in the drop-down list, click “Account Profile” . |
| Remove Representative | <p>Click the “Account Representatives” tab.</p> <p>Locate the Representative you wish to remove from your account and click on “Remove”.</p> <p>Confirm that you wish to remove the Representative by clicking on “Yes”.</p> |

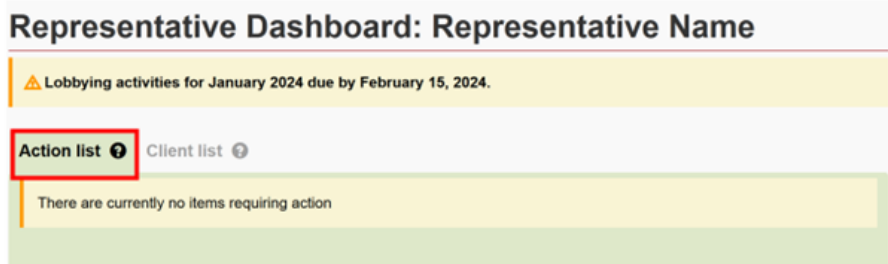
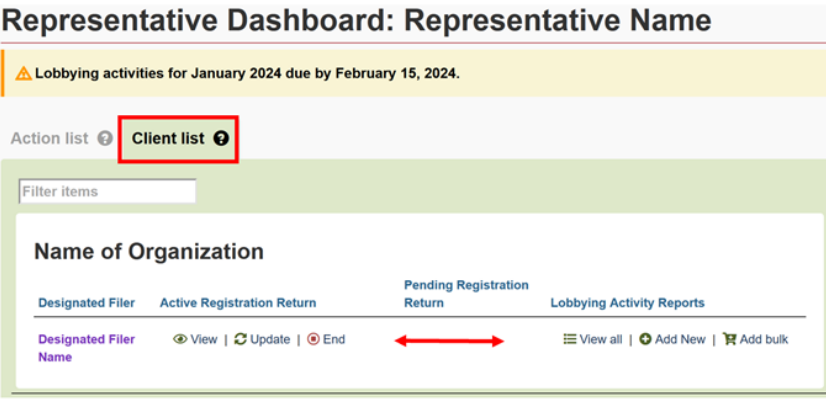
ACTING ON BEHALF OF A DESIGNATED FILER

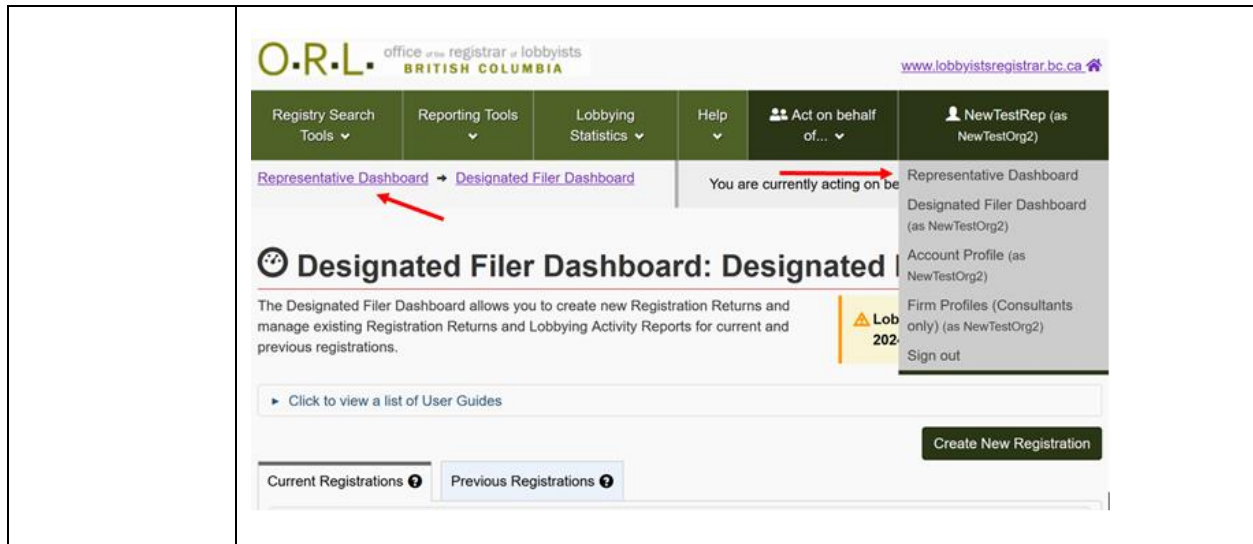
Once you have been added to a Designated Filer’s Dashboard as a Representative, you will be able to create and update Registration Returns, Lobbying Activity Reports and Funding Returns on their behalf.

As a Representative, you can prepare filings, but you cannot submit them to the Lobbyists Registry with your own username and password. Registration Returns, Monthly Returns and Funding Returns can only be submitted to the Lobbyists Registry after entering the Designated Filer’s username and password.

| | |
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| Sign In as a Representative | Sign in to the Lobbyists Registry Lobbyists Registry with your Representative username and password. |
| Select the Filer you are Acting on Behalf of | From your Representative Dashboard, click “Acting on behalf of...” located at the top right of the menu bar. Click the desired Designated Filer’s username from the dropdown list. |

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| |  <p>TIP: You can also click on their name in Client List tab. This will take you to the Designated Filer Dashboard for that filer.</p>  |
| <p>Create or update Registration Returns, Lobbying Activity Reports and Funding Returns</p> | <p>You can now prepare filings on behalf of the Designated Filer.</p> <p>The following user guides will be helpful:</p> <ul style="list-style-type: none"> • Registration Returns - New and Reactivations • Monthly Returns - Registration Return Updates and Lobbying Activity Reports • Funding Returns <p>You will be able to prepare filings, but you cannot submit them to the Registry with your own username and password. Registration Returns, Monthly Returns and Funding Returns can only be submitted to the Registry after entering the Designated Filer’s username and password.</p> |

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| | <p>TIP: If you are in the Representative Dashboard, you can see a list of required actions under the Action List tab</p>  |
| <p>Return to Designated Filer's Dashboard</p> | <p>To return to the Designated Filer's Dashboard and see all their Registration Returns, Lobbying Activity Reports and Funding Returns, click "Acting on behalf of..." located at the top right of the menu bar. Click the desired Designated Filer's username from the dropdown list.</p> <p>TIP: If you are in the Representative Dashboard, you can see all the Designated Filer's Registration Returns, Lobbying Activity Reports and Funding Returns that you represent under the Client List tab.</p>  |
| <p>Return to your own Representative Dashboard</p> | <p>To return to your own Representative Dashboard, click "Representative Dashboard", which is accessed by clicking the Representative's username at the top right of the menu bar. Alternatively, the "Representative Dashboard" link is also available to you, which is accessed at the top left under the menu bar</p> |



GETTING HELP

ORL Resources

- [Getting Started – Reference Guide](#)
- [Guidance Documents](#)
- [FAQs](#) – searchable by keyword or phrase
- [Infographics](#)

Full Length User Guides

- [Monthly Returns and Lobbying Activity Reports](#)
- [Funding Returns](#)
- [Account Management](#)

Legislation

- [Lobbyists Transparency Act](#) (LTA)
- [Lobbyists Transparency Regulation](#)
- [Miscellaneous Statutes Amendment Act, 2024 \(Bill 9\)](#)

Contacting Registry Staff

- If you are unable to complete your Registration Return, **send us an email** at info@bcorl.ca describing the steps you have taken 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.