

Quick Tips for Consultant Lobbyists

Start a New Registration

Step 1

Get a BCeID

Go to

justice.gov.bc.ca/lra/

If you already have a BCeID, skip to Step 2.

If you do not have a BCeID, click

Register for a BCeID

Click

I dont qualify for a Business BCeID

Click

Register for a Basic BCeID

Find and select

Lobbyist Registry (ORL)

Click

Basic BCeID

Complete the online form and click Continue

Step 2

Start a New Registration

Enter your BCeID username and password. Click **Continue**

Click Register Lobbying Activity then click Consultant

Fill in your name and contact information. Disclose whether you are a BC former public office holder.

If you are employed to lobby on behalf of a firm, fill in their information and click **Continue**

Provide your client's name, contact information, and a summary of their business activities

Declare whether your client is a parent corporation, subsidiary, or member of a coalition

Declare whether your client has received any type of government or government agency funding in the current fiscal year (April 1 - March 31)

Disclose any other controlling or directing affiliates that have an interest in the outcome of the lobbying activies. Click **Continue**

Enter undertaking

Start and End Dates

Select **Yes** if you have engaged other consultants to work with you on this undertaking and enter their name(s)

Click Add

Select the appropriate **Subject**Matter

Select the appropriate **Intended Outcome**. If you have more than one, click **Add** to make additional selections

In the **Lobbying Details** box, enter descriptive and detailed information about your lobbying actitivies

In the table, select the **Target Type** and **Name** from the dropdown menus, then click the **Save** icon

If you are contacting or intend to contact more than one target, click **Add** to enter more targets

Click **Save**. If you are lobbying on more than one subject, click **Add** to repeat the process.

Click Continue

Review the information you entered and edit if needed. On the upper right, click **Print** if desired.

Click the checkbox certifying your registration and click **Submit**

Record your Registration ID



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Update Your Registration

Step 1

Login to the Registry

First, go to justice.gov.bc.ca/lra/

Enter your BCeID username and password. Click **Continue**

Step 2

Choose Registration to Update

Click

View/Change/Re-Register

Locate the registration you wish to update and click the underlined Registration ID

Click **Edit** beside any of the sections of data to update or add information

Step 3

Review your Registration

Change Other Individuals Engaged to Lobby on this Undertaking

Click the **Edit** icon to update the name and then click **Save**. To delete a name, click **Delete** (trash can icon)

Click **Continue** to return to the Review Screen

Update Intended outcomes and/or Lobbying Details (review screen)

Click **Add** to add another Intended Outcome or use the dropdown menus to change current outcomes

Enter additional Lobbying Details into the box. You cannot update text that you have already submitted

Click Save

Add New Lobbying Subject Matter and Details (Lobbying Activities section)

Click **Add**. Select the **Subject Matter** and **Intended Outcome**.

If you have more than one Intended Outcome, click **Add**

Enter descriptive and detailed information about your lobbying activities in the **Lobbying Details** box

In the table, select the **Target Type** and **Name** from the dropdown menus, then click the **Save** icon

If you are contacting, or intend to contact, more than one lobbying target, click **Add** as many times as required to enter all targets

Click Save then Continue

Add Target Contacts to Existing Lobbying Subject Matter (review screen)

Click **Add**, then select the **Target Type** and **Name** from the dropdown menus, then click the **Save** icon

Click Save

Click **Print** if desired.

Click the checkbox certifying your registration and click **Submit**



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Updating Protected Data

Once you have submitted your registration, some of the data becomes protected and cannot be updated without special permission from the Registrar. Protected data includes **Lobbying Subject Matters**, and **Target Contacts**.

IF YOU HAVE MADE A MISTAKE entering this information, you may contact the Registrar and request to fix it. You can only update or delete this information with permission from the Registrar, who will adjust the status of your registration to allow you to make the changes. Once you have permission, complete the steps below.



to delete or alter

Click Print if desired.

Click the checkbox certifying your registration and click Submit

You MUST certify and submit your changes to the Registrar

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