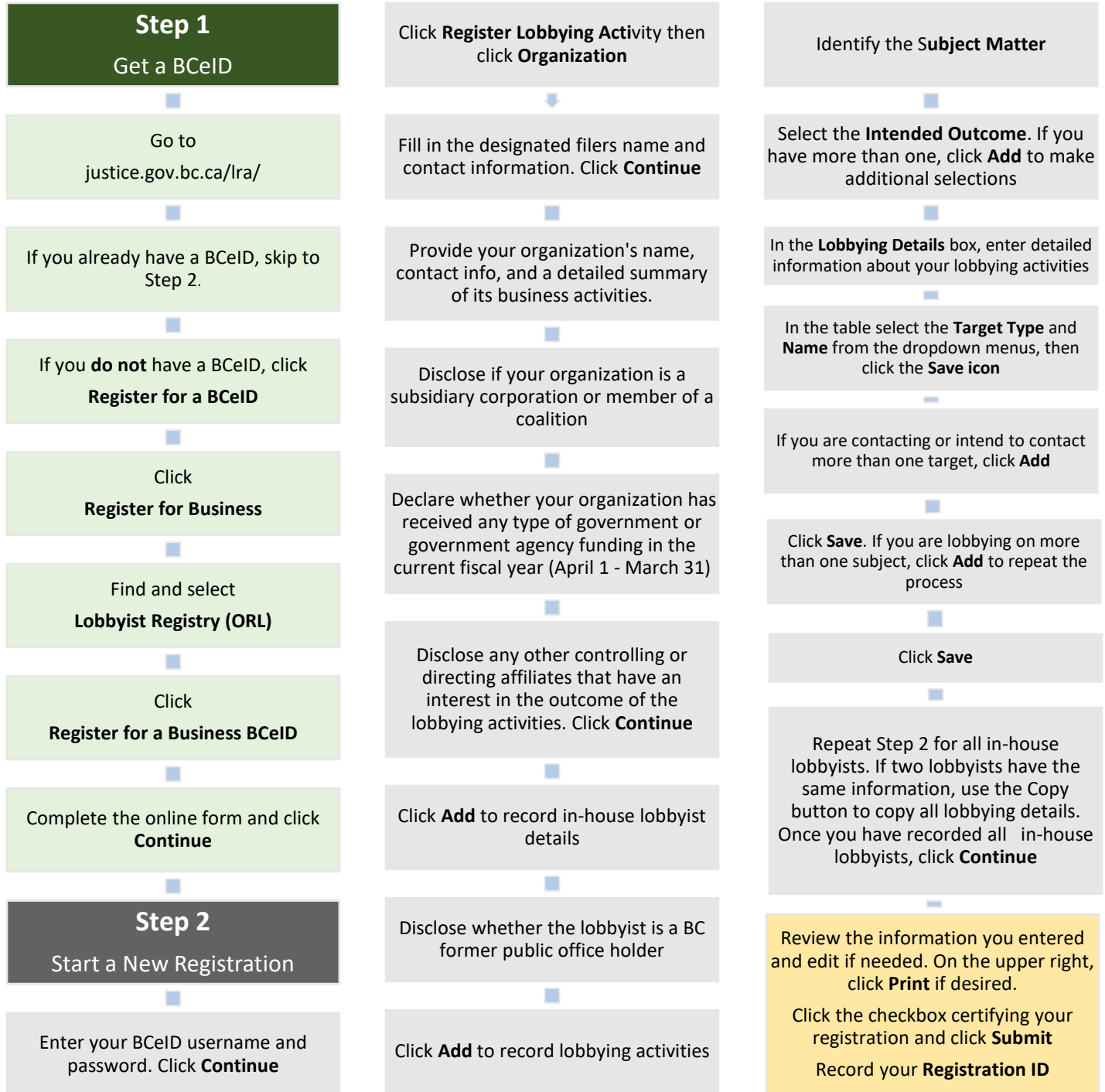


Quick Tips for Organizations

Start a New Registration



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**

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

Step 3
 Review your Registration

Add New In-House Lobbyist (In-House Lobbyists section)

Click **Add** to add a new in-house lobbyist, or **Copy** to copy lobbying details from one in-house lobbyist to the new one

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

Deactivate an In-House Lobbyist (review screen)

Click **View/Edit** beside the in-house lobbyist who is no longer lobbying

Enter the **DATE** the lobbyist became inactive

Update an In-House Lobbyist's 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 for an In-House Lobbyist (In-House Lobbyists section)

Locate the in-house lobbyist who has new lobbying activities and click **View/Edit**

Click **Add** to add new lobbying subject matter. 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**

Update 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 in entering this information, you may contact the Registrar and request to fix this data. You can only update or delete this information with specific 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.

