

## **Quick Tips for Organizations**

# 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

**Register for Business** 

Find and select

Lobbyist Registry (ORL)

Click

**Register for a Business 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 Acti**vity then click **Organization** 

Fill in the designated filers name and contact information. Click **Continue** 

Provide your organization's name, contact info, and a detailed summary of its business activities.

Disclose if your organization is a subsidiary corporation or member of a coalition

Declare whether your organization 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 activities. Click **Continue** 

Click **Add** to record in-house lobbyist details

Disclose whether the lobbyist is a BC former public office holder

Click **Add** to record lobbying activities

Identify the Subject Matter

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

In the **Lobbying Details** box, enter detailed information about your lobbying activities

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** 

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

Click **Save** 

Repeat Step 2 for all in-house lobbyists. If two lobbyists have the same information, use the Copy button to copy all lobbying details. Once you have recorded all in-house lobbyists, 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



### **Quick Tips for Organizations**

# **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**



### **Quick Tips for Organizations**

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.



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