

Quick Tips for Consultant Lobbyists

Completing Your Initial Registration:

STEPS	PROCESS
1. Access the website for the Office of the Registrar of Lobbyists for British Columbia	<ul style="list-style-type: none"> • www.lobbyistsregistrar.bc.ca
2. Access the Lobbyists Registry	<ul style="list-style-type: none"> • CLICK Register
3. NEW USER ONLY Obtain BCeID – Most consultant lobbyists apply for a Basic BCeID	<ul style="list-style-type: none"> • CLICK Register for a BCeID • CLICK I don't qualify for a Business BCeID • CLICK Register for a Basic BCeID • SELECT Lobbyists Registry (ORL) at end of list <p><i>Note: You must remember your BCeID User ID and password as they cannot be reset by BCeID.</i></p>
4. Log onto the Lobbyists Registry https://justice.gov.bc.ca/LRA/	<ul style="list-style-type: none"> • CLICK Log on with BCeID • ENTER BCeID userid and password • CLICK Next <p><i>Note: If you forget your password with a Basic BCeID, the password cannot be reset by BCeID and you will not be able to access your registration(s)</i></p>
5. Post Logon Screen is displayed	<ul style="list-style-type: none"> • CLICK Next • You are returned to the Registry main page • CLICK Register Lobbying Activity
6. Start a New Registration Page is displayed	<ul style="list-style-type: none"> • SELECT Consultant
7. <u>Step 1 of 7</u> Consultant Lobbyist Information Screen	<ul style="list-style-type: none"> • Fill in the appropriate details • Disclose if you are a former BC public office holder • CLICK Next
8. <u>Step 2 of 7</u> Consultant Lobbyist Firm Information Screen	<ul style="list-style-type: none"> • If you are employed by a lobbying firm, supply the appropriate details • CLICK Next
9. <u>Step 3 of 7</u> Client Details Screen	<ul style="list-style-type: none"> • Ensure you provide an accurate and detailed enough summary of your client's business activities • CLICK Next
10. <u>Step 4 of 7</u> Client or Organization's Relevant Interfaces Screen	<ul style="list-style-type: none"> • Complete if your client is a parent corporation, subsidiary, or a member of a coalition • If not, SELECT None of the Above • CLICK Next

STEPS	PROCESS
11. <u>Step 5 of 7</u> Undertaking Information Screen	<ul style="list-style-type: none"> Complete Undertaking Start and End Dates <i>Note: If you do not have an end date, select a reasonable date (recommend no longer than one year) as this can be amended to extend or end.</i>
12. <u>Step 5 of 7</u> Other Individuals Engaged to Lobby	<ul style="list-style-type: none"> CLICK Yes and provide name(s) if you have engaged other consultant lobbyists to work with you on this undertaking
13. <u>Step 5 of 7</u> Lobbying Activities	<ul style="list-style-type: none"> CLICK Add New Select an appropriate Subject Matter Select appropriate Intended Outcome To record more than one intended outcome, use the +Add Intended Outcome link Provide sufficiently descriptive information about your lobbying activities in the Details box CLICK Add New to add Target Contact Information Use CTRL key to select multiple ministers or MLAs at one time <p>Minister Staff Contact – for political staff in the Minister’s Office only (recommend noting “various staff”) Public Agency – staff in ministries and agencies</p> <ul style="list-style-type: none"> Save each target added CLICK Save when all information for that subject matter is complete or the information will not save Repeat this process for additional subject matters CLICK Next when you have reported all your lobbying activities
14. <u>Step 6 of 7</u> Government Funding Screen	<ul style="list-style-type: none"> CLICK Add New if your client has received any type of government or government agency funding in the current government fiscal year (April 1 – March 31) CLICK Next
15. <u>Step 7 of 7</u> Consultant Lobbyist Registration Confirmation Screen	<ul style="list-style-type: none"> Review the information you provided The underlined Section headings are links to make any updates required (see next section for instructions on making updates) To open and view all the information, including targets, SELECT Printer Version link at the top right of the page. For a print copy, CLICK Print All. When complete, Certify statement and CLICK Submit <p><i>NOTE: Saved registrations that have not been submitted to the Registrar are deleted by the system after 10 days</i></p>
16. Your Consultant Lobbyist registration has been submitted	<ul style="list-style-type: none"> Record your registration ID number for future reference

Updating Your Registration:

STEPS	PROCESS
1. Access the website for the Office of the Registrar of Lobbyists for British Columbia	<ul style="list-style-type: none"> • www.lobbyistsregistrar.bc.ca
2. Access the Lobbyists Registry https://justice.gov.bc.ca/LRA/	<ul style="list-style-type: none"> • CLICK Update • ENTER BCeID userid and password • CLICK Next
3. Post Logon Screen is displayed	<ul style="list-style-type: none"> • CLICK Next • CLICK Report Changes • Select the appropriate registration ID link
4. <u>Step 7 of 7</u> Consultant Lobbyist Registration Confirmation Screen	<ul style="list-style-type: none"> • <u>Underlined headings</u> are the links for making updates to the various sections of the registration • To open and view all the information, including targets, SELECT Printer Version link at the top right of the page. For a print copy, CLICK Print All.
Update Undertaking End Date	<ul style="list-style-type: none"> • CLICK Undertaking Information link • This takes you back to Step 5 of 7 • Amend end date (do not change start date) • CLICK Certify & Next until back to Step 7 of 7
Amend Other Individuals Engaged to Lobby	<ul style="list-style-type: none"> • CLICK Undertaking Information link • This takes you back to Step 5 of 7 • To remove when only one lobbyist listed, change radio button to No <p><i>NOTE: If you delete the name, you get a system error; the system will remove the name when saved</i></p> <ul style="list-style-type: none"> • If more than one name listed, remove the name • To add another consultant lobbyist, use + Add Name • CLICK Certify & Next until back to Step 7 of 7
Adding a New Subject Matter and Details	<ul style="list-style-type: none"> • CLICK Undertaking Information link • CLICK Add New Button • Complete Details • CLICK Certify & Save when complete • CLICK Certify & Next until back to Step 7 of 7
Updating Intended Outcome or Details	<ul style="list-style-type: none"> • CLICK Subject Matter link under Lobbying Activities • This takes you back to Step 5 of 7 • Use + Add Intended Outcome link for new outcomes or use drop down menu to amend current outcomes • Make any necessary changes to the details • CLICK Certify & Save when complete • CLICK Certify & Next until back to Step 7 of 7

<p>Adding Target Contacts</p>	<ul style="list-style-type: none"> • CLICK Subject Matter link under Lobbying Activities • CLICK Add New button under the Target Contact Information heading • Use CTRL key to select multiple ministers or MLAs at one time <p>Minister Staff Contact – for political staff in the Minister’s Office only (recommend noting “various staff”)</p> <p>Public Agency – staff in ministries and agencies</p> <ul style="list-style-type: none"> • CLICK Certify & Save • Continue process until all targets have been added • CLICK Certify & Save when target list is complete • CLICK Certify & Next until back to Step 7 of 7
<p>AMENDING LOBBYING ACTIVITIES (only permitted for corrections to new registrations not yet activated)</p>	<p><i>Note: Historical target information should not be amended. In specific instances, lobbying activities can be corrected if the registrar changes the registration status to “Awaiting Update”.</i></p> <ul style="list-style-type: none"> • CLICK Subject Matter link under Lobbying Activities
<p>Deleting Subject Matter and all related lobbying activities</p>	<ul style="list-style-type: none"> • CLICK Delete button at bottom of page • CLICK OK to message • CLICK Next until back to Step 7 of 7
<p>Correcting Public Agency</p>	<ul style="list-style-type: none"> • SELECT Edit link for appropriate public agency target • Use drop down menu to select appropriate agency • CLICK Save • CLICK Save when all targets are correct
<p>Deleting Target(s)</p>	<p><i>You can only delete one target at a time and then must add the new targets. For multiple changes, it may be more efficient to delete the entire subject matter and related lobbying activities (instructions above) and add the correct lobbying details</i></p> <ul style="list-style-type: none"> • SELECT Edit link for appropriate target • CLICK Delete button • CLICK OK to message • To add new targets, see instructions above • When target list is complete, CLICK Save • CLICK Next until back to Step 7 of 7
<p>5. Step 7 of 7 Submit your amended registration for activation</p>	<ul style="list-style-type: none"> • Review your changes • To open and view all the information, including targets, SELECT Printer Version link at the top right of the page. For a print copy, CLICK Print All. • If accurate, Certify statement and CLICK Submit <p><i>NOTE: Saved registrations that have not been submitted to the Registrar are deleted by the system after 10 days</i></p>