

## Quick Tips for Designated Filers of Organizations

### 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"> <li>• <a href="http://www.lobbyistsregistrar.bc.ca">www.lobbyistsregistrar.bc.ca</a></li> </ul>
2. Access the Lobbyists Registry	<ul style="list-style-type: none"> <li>• CLICK <b>Register</b></li> </ul>
<b>3. NEW USER ONLY</b> Obtain BCeID – Most organizations apply for a business BCeID	<ul style="list-style-type: none"> <li>• CLICK <b>Register for a BCeID</b></li> <li>• CLICK <b>Register for a Business BCeID</b></li> </ul> <p><i>NOTE: Do not register with the BC Lobbyists Registry until you receive confirmation that your BCeID has been activated</i></p> <p><i>If you register using a Basic BCeID and forget your password, the password cannot be reset by BCeID and you will not be able to access your registration</i></p>
4. Log onto the Lobbyists Registry <a href="https://justice.gov.bc.ca/LRA/">https://justice.gov.bc.ca/LRA/</a>	<ul style="list-style-type: none"> <li>• CLICK <b>Log on with BCeID</b></li> <li>• ENTER BCeID userid and password</li> <li>• CLICK <b>Next</b></li> </ul>
5. Post Logon Screen is displayed	<ul style="list-style-type: none"> <li>• CLICK <b>Next</b></li> <li>• You are returned to the Registry main page</li> <li>• CLICK <b>Register Lobbying Activity</b></li> </ul>
6. Start a New Registration Page is displayed	<ul style="list-style-type: none"> <li>• SELECT <b>Organization</b></li> </ul>
7. <u>Step 1 of 6</u> Designated Filer Information Screen	<ul style="list-style-type: none"> <li>• Check the definition of “designated filer” in the <i>Lobbyists Registration Act</i> and fill in the details</li> </ul> <p><i>Note: This e-mail address will be used for all system generated notifications and MUST be the designated filer’s</i></p> <ul style="list-style-type: none"> <li>• CLICK <b>Next</b></li> </ul>
8. <u>Step 2 of 6</u> Organization Information Screen	<ul style="list-style-type: none"> <li>• Complete the details for the organization</li> </ul> <p><i>Note: The start and end dates are system generated and cannot be amended</i></p> <ul style="list-style-type: none"> <li>• CLICK <b>Next</b></li> </ul>
9. <u>Step 3 of 6</u> Client or Organization’s Relevant Interfaces Screen	<ul style="list-style-type: none"> <li>• Complete if your organization is a parent corporation, subsidiary, or a member of a coalition</li> <li>• If not, leave default at None of the Above</li> <li>• CLICK <b>Next</b></li> </ul>

STEPS	PROCESS
10. <u>Step 4 of 6</u> Government Funding Screen	<ul style="list-style-type: none"> <li>• CLICK <b>Add New</b> if your organization has received any type of government or government agency funding in the current government fiscal year (April 1 – March 31)</li> <li>• CLICK <b>Next</b></li> </ul>
11. <u>Step 5 of 6</u> Active Lobbyists Screen	<p>You are required to add in-house lobbyists and identify their lobbying activities.</p> <ul style="list-style-type: none"> <li>• CLICK <b>Add New</b> under the heading Lobbyists in your Organization</li> <li>• Disclose if the in-house lobbyist is a former BC public office holder</li> <li>• CLICK <b>Add New</b> under the Lobbying Activity Details heading</li> <li>• Select an appropriate <b>Subject Matter</b></li> <li>• Select appropriate <b>Intended Outcome</b></li> <li>• To record more than one intended outcome, use the <b>+Add Intended Outcome</b> link</li> <li>• Provide sufficiently descriptive information about your in-house lobbyist's lobbying activities in the <b>Details</b> box</li> <li>• CLICK <b>Add New</b> to add target contact(s)</li> <li>• Use <b>CTRL</b> key to select multiple ministers or MLAs at one time</li> </ul> <p><b>Minister Staff Contact – for political staff in the Minister's Office only (recommend noting "various staff")</b>  <b>Public Agency – staff in ministries and agencies</b></p> <ul style="list-style-type: none"> <li>• <b>SAVE</b> each target added</li> <li>• CLICK <b>Save</b> when target list is complete</li> <li>• Repeat this process for additional subject matters</li> <li>• CLICK <b>Save</b> when all information for the in-house lobbyist is complete or the information will not be saved</li> <li>• Follow the same process to add additional in-house lobbyists</li> </ul> <p><i>Note:</i> A <b>Copy Details</b> link is available if your in-house lobbyists have identical or similar responsibilities</p> <ul style="list-style-type: none"> <li>• CLICK <b>Next</b> when you have listed all your in-house lobbyists</li> </ul>
12. <u>Step 6 of 6</u> Organization Registration Confirmation Screen	<ul style="list-style-type: none"> <li>• Review the details you provided</li> <li>• The underlined <b>Section headings</b> are links to make any updates required (see next section for instructions on making updates)</li> <li>• To open and view all the information, including targets, SELECT <b>Printer Version</b> link at the top right of the page. For a print copy, CLICK <b>Print All</b>.</li> <li>• When complete, <b>Certify</b> statement and CLICK <b>Submit</b></li> </ul> <p><i>NOTE: Saved registrations that have not been submitted to the Registrar are deleted by the system after 10 days</i></p>
13. Your registration has been submitted	<ul style="list-style-type: none"> <li>• Record your registration ID number for future reference</li> </ul>

## Re-Registering or 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"> <li>• <a href="http://www.lobbyistsregistrar.bc.ca">www.lobbyistsregistrar.bc.ca</a></li> </ul>
2. Access the Lobbyists Registry <a href="https://justice.gov.bc.ca/LRA/">https://justice.gov.bc.ca/LRA/</a>	<ul style="list-style-type: none"> <li>• CLICK <b>Update</b></li> <li>• ENTER <b>BCeID</b> userid and password</li> <li>• CLICK <b>Next</b></li> </ul>
3. Post Logon Screen is displayed	<ul style="list-style-type: none"> <li>• CLICK <b>Next</b></li> <li>• You are returned to the Registry main page</li> <li>• CLICK <b>Report Changes</b></li> </ul>
<b>4. Re-Registration</b> To amend a current registration, skip this step	<ul style="list-style-type: none"> <li>• CLICK <b>Re-Register</b> button  <i>You will be brought to Step 1 of 6 with the details from your previous registration populated for Steps 1 to 4</i></li> <li>• Review the information on each screen to ensure accuracy and make any updates required</li> <li>• CLICK <b>Next</b> to proceed through the screens to Step 5 of 6</li> <li>• At Step 5 of 6, the in-house lobbyists must be added and their lobbying details completed. The instructions for completion of the fields are found on Page 4 of this guide  <i>Note: A <b>Copy Details</b> link is available if your in-house lobbyists have identical or similar responsibilities</i></li> <li>• Once all the lobbying details for all in-house lobbyists have been completed, CLICK <b>Next</b></li> <li>• Proceed to Step 6 of 6 and follow steps below</li> </ul>
5. <u>Step 6 of 6</u> Organization Registration Confirmation Screen	<ul style="list-style-type: none"> <li>• <b><u>Underlined headings</u></b> are the links for making updates to the various sections of the registration</li> <li>• To open and view all the information, including targets, SELECT <a href="#">Printer Version</a> link at the top right of the page. For a print copy, CLICK <b>Print All</b>.</li> </ul>
<b>Amending Government Funding</b> <i>Only government or government agency funding received in the current government fiscal year (April 1 – March 31) should be reported on the organization's active registration</i>	<ul style="list-style-type: none"> <li>• CLICK <a href="#">Government or Government Agency Funding link</a></li> <li>• This takes you back to Step 4 of 6</li> <li>• CLICK on ministry/agency link</li> <li>• To delete; CLICK <b>Delete</b> and <b>OK</b> to message</li> <li>• To amend a funding amount, overwrite the old amount</li> <li>• CLICK <b>Save</b></li> <li>• CLICK <b>Next</b></li> </ul>

<p><b>Adding In-House Lobbyist(s)</b></p>	<ul style="list-style-type: none"> <li>• CLICK <a href="#">Organization Lobbyists</a> link</li> </ul> <p><i>Note: A <a href="#">Copy Details</a> link is available if the in-house lobbyist has identical or similar responsibilities as a current lobbyist</i></p> <ul style="list-style-type: none"> <li>• CLICK <b>Add New</b> button under the <b>Lobbyists in your Organization</b> heading</li> <li>• Enter in-house lobbyist name and identify if the lobbyist is a former public office holder</li> <li>• CLICK <b>Add New</b> button under the <b>Lobbying Activity Details</b> heading to complete subject, outcome(s) and details</li> <li>• CLICK <b>Add New</b> button under the <b>Target Contact Information</b> heading to add your targets</li> <li>• Use <b>CTRL</b> key to select multiple ministers or MLAs at one time</li> <li>• <b>(Certify &amp;) Save</b> after each entry</li> <li>• Repeat and <b>(Certify &amp;) Save</b> when complete</li> <li>• CLICK <b>(Certify &amp;) Next</b> when all in-house lobbyists added</li> </ul>
<p><b>Adding Target Contacts</b></p>	<ul style="list-style-type: none"> <li>• CLICK link for <a href="#">Lobbyist Name</a> under Organization Lobbyists</li> <li>• CLICK <a href="#">Subject Matter</a> link under Lobbying Activity Details</li> <li>• CLICK <b>Add New</b> button under the <b>Target Contact Information</b> heading</li> <li>• Use <b>CTRL</b> key to select multiple ministers or MLAs at one time</li> </ul> <p><b>Minister Staff Contact – for political staff in the Minister’s Office only (recommend noting “various staff”)</b>  <b>Public Agency – staff in ministries and agencies</b></p> <ul style="list-style-type: none"> <li>• CLICK <b>(Certify &amp;) Save</b></li> <li>• Continue process until target list is complete</li> <li>• CLICK <b>(Certify &amp;) Save</b></li> </ul> <p>CLICK <b>(Certify &amp;) Next</b> until back to Step 6 of 6</p>
<p><b>Updating Intended Outcome or Details</b></p>	<ul style="list-style-type: none"> <li>• CLICK link for <a href="#">Lobbyist Name</a> under Organization Lobbyists</li> <li>• CLICK <a href="#">Subject Matter</a> link under Lobbying Activity Details</li> <li>• Use + <b>Add Intended Outcome</b> link for new outcomes or use drop down menu to amend</li> <li>• Make any changes necessary to the details</li> <li>• CLICK <b>(Certify &amp;) Save</b> when complete</li> <li>• CLICK <b>(Certify &amp;) Next</b> until back to Step 6 of 6</li> </ul>
<p><b>Adding a New Subject Matter and Details</b></p>	<ul style="list-style-type: none"> <li>• CLICK link for <a href="#">Lobbyist Name</a> under Organization Lobbyists</li> <li>• CLICK Add New Button</li> <li>• Complete Details</li> <li>• CLICK <b>(Certify &amp;) Save</b> when complete</li> <li>• CLICK <b>(Certify &amp;) Next</b> until back to Step 6 of 6</li> </ul>

<b>AMENDING LOBBYING ACTIVITIES</b> <i>Historical target information on existing registrations cannot be amended</i>	<p><i>If corrections are required upon re-registration or when updates are made, lobbying activities may be corrected if the registrar changes the registration status to "Awaiting Update".</i></p> <ul style="list-style-type: none"> <li>CLICK link for <a href="#">Lobbyist Name</a> under Organization Lobbyists</li> </ul>
<b>Deleting Subject Matter and all related lobbying activities</b>	<ul style="list-style-type: none"> <li>CLICK <a href="#">Subject Matter</a> link under Lobbying Activity Details</li> <li>CLICK <b>Delete</b> button at bottom of page</li> <li>CLICK <b>OK</b> to message</li> <li>CLICK <b>Save</b> when complete</li> <li>CLICK <b>Next</b> until back to Step 6 of 6</li> </ul>
<b>Correcting Public Agency</b>	<ul style="list-style-type: none"> <li>CLICK <a href="#">Subject Matter</a> link under Lobbying Activity Details</li> <li>SELECT <a href="#">Edit</a> link for appropriate public agency target</li> <li>Use drop down menu to select correct target</li> <li>CLICK <b>Save</b> when complete</li> <li>CLICK <b>Next</b> until back to Step 6 of 6</li> </ul>
<b>Deleting Target(s)</b>	<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 then add the correct lobbying details</i></p> <ul style="list-style-type: none"> <li>CLICK <a href="#">Subject Matter</a> link under Lobbying Activity Details</li> <li>SELECT <a href="#">Edit</a> link for target to delete</li> <li>CLICK <b>Delete</b> button</li> <li>To add new targets, see instructions above</li> <li>When target list is complete, CLICK <b>Save</b></li> <li>CLICK <b>Next</b> until back to Step 6 of 6</li> </ul>
6. <u>Step 6 of 6</u> Submit your re-registration or amended registration for activation	<ul style="list-style-type: none"> <li>Review your changes</li> <li>To open and view all the information, including targets, SELECT <a href="#">Printer Version</a> link at the top right of the page. For a print copy, CLICK <b>Print All</b>.</li> <li>If accurate, <b>Certify</b> statement and CLICK <b>Submit</b></li> </ul> <p><i>NOTE: Saved registrations that have not been submitted to the Registrar are deleted by the system after 10 days</i></p>