

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"> • www.lobbyistsregistrar.bc.ca
2. Access the Lobbyists Registry	<ul style="list-style-type: none"> • CLICK Register
3. NEW USER ONLY Obtain BCeID – Most organizations apply for a business BCeID	<ul style="list-style-type: none"> • CLICK Register for a BCeID • CLICK Register for a Business BCeID <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 https://justice.gov.bc.ca/lra/	<ul style="list-style-type: none"> • CLICK Log on with BCeID • ENTER BCeID userid and password • CLICK Next
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 Organization
7. <u>Step 1 of 6</u> Designated Filer Information Screen	<ul style="list-style-type: none"> • Check the definition of “designated filer” in the <i>Lobbyists Registration Act</i> and fill in the details <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"> • CLICK Next
8. <u>Step 2 of 6</u> Organization Information Screen	<ul style="list-style-type: none"> • Complete the details for the organization <p><i>Note: The start and end dates are system generated and cannot be amended</i></p> <ul style="list-style-type: none"> • CLICK Next
9. <u>Step 3 of 6</u> Client or Organization’s Relevant Interfaces Screen	<ul style="list-style-type: none"> • Complete if your organization is a parent corporation, subsidiary, or a member of a coalition • If not, leave default at None of the Above • CLICK Next

STEPS	PROCESS
10. <u>Step 4 of 6</u> Government Funding Screen	<ul style="list-style-type: none"> CLICK Add New if your organization has received any type of government or government agency funding in the current government fiscal year (April 1 – March 31) CLICK Next
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"> CLICK Add New under the heading Lobbyists in your Organization Disclose if the in-house lobbyist is a former BC public office holder CLICK Add New under the Lobbying Activity Details heading 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 in-house lobbyist's lobbying activities in the Details box CLICK Add New to add target contact(s) 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"> SAVE each target added CLICK Save when target list is complete Repeat this process for additional subject matters CLICK Save when all information for the in-house lobbyist is complete or the information will not be saved Follow the same process to add additional in-house lobbyists <p><i>Note:</i> A Copy Details link is available if your in-house lobbyists have identical or similar responsibilities</p> <ul style="list-style-type: none"> CLICK Next when you have listed all your in-house lobbyists
12. <u>Step 6 of 6</u> Organization Registration Confirmation Screen	<ul style="list-style-type: none"> Review the details 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>
13. Your registration has been submitted	<ul style="list-style-type: none"> Record your registration ID number for future reference

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"> • 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 • You are returned to the Registry main page • CLICK Report Changes
4. Re-Registration To amend a current registration, skip this step	<ul style="list-style-type: none"> • CLICK Re-Register 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> • Review the information on each screen to ensure accuracy and make any updates required • CLICK Next to proceed through the screens to Step 5 of 6 • 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 Copy Details link is available if your in-house lobbyists have identical or similar responsibilities</i> • Once all the lobbying details for all in-house lobbyists have been completed, CLICK Next • Proceed to Step 6 of 6 and follow steps below
5. <u>Step 6 of 6</u> Organization 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.
Amending Government Funding <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"> • CLICK Government or Government Agency Funding link • This takes you back to Step 4 of 6 • CLICK on ministry/agency link • To delete; CLICK Delete and OK to message • To amend a funding amount, overwrite the old amount • CLICK Save • CLICK Next

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

AMENDING LOBBYING ACTIVITIES <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"> CLICK link for Lobbyist Name under Organization Lobbyists
Deleting Subject Matter and all related lobbying activities	<ul style="list-style-type: none"> CLICK Subject Matter link under Lobbying Activity Details CLICK Delete button at bottom of page CLICK OK to message CLICK Save when complete CLICK Next until back to Step 6 of 6
Correcting Public Agency	<ul style="list-style-type: none"> CLICK Subject Matter link under Lobbying Activity Details SELECT Edit link for appropriate public agency target Use drop down menu to select correct target CLICK Save when complete CLICK Next until back to Step 6 of 6
Deleting Target(s)	<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"> CLICK Subject Matter link under Lobbying Activity Details SELECT Edit link for target to delete CLICK Delete button To add new targets, see instructions above When target list is complete, CLICK Save CLICK Next until back to Step 6 of 6
6. <u>Step 6 of 6</u> Submit your re-registration or amended registration for activation	<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>