O·R·L·
office of the
registrar
of lobbyists
BRITISH COLUMBIA

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	• **www.lobbyistsregistrar.bc.ca**
2. Access the Lobbyists Registry	• CLICK **Register**
3. NEW USER ONLY Obtain BCeID – Most consultant lobbyists apply for a Basic BCeID	• 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 *Note: You must remember your BCeID User ID and password as they cannot be reset by BCeID.*
4. Log onto the Lobbyists Registry **https://justice.gov.bc.ca/lra/**	• CLICK **Log on with BCeID** • ENTER **BCeID userid and password** • CLICK **Next** *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)*
5. Post Logon Screen is displayed	• CLICK **Next** • You are returned to the Registry main page • CLICK **Register Lobbying Activity**
6. Start a New Registration Page is displayed	• SELECT **Consultant**
7. <u>Step 1 of 7</u> Consultant Lobbyist Information Screen	• 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	• If you are employed by a lobbying firm, supply the appropriate details • CLICK **Next**
9. <u>Step 3 of 7</u> Client Details Screen	• 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	• 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. Step 5 of 7 Undertaking Information Screen	• Complete **Undertaking Start and End Dates** *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.*
12. Step 5 of 7 Other Individuals Engaged to Lobby	• CLICK **Yes** and provide name(s) if you have engaged other consultant lobbyists to work with you on this undertaking
13. Step 5 of 7 Lobbying Activities	• 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 *Minister Staff Contact – for political staff in the Minister's Office only (recommend noting "various staff")* *Public Agency – staff in ministries and agencies* • **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. Step 6 of 7 Government Funding Screen	• 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. Step 7 of 7
  Consultant Lobbyist Registration
  Confirmation Screen
	• 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**
	NOTE: Saved registrations that have not been submitted to the Registrar are deleted by the system after 10 days

16. Your Consultant Lobbyist registration has been submitted	• 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	• **www.lobbyistsregistrar.bc.ca**
2. Access the Lobbyists Registry **https://justice.gov.bc.ca/lra/**	• CLICK **Logon with BCeID** • ENTER **BCeID userid and password** • CLICK **Continue**
3. Post Logon Screen is displayed	• CLICK **Continue** • CLICK **Report Changes** • Select the appropriate registration ID link
4. <u>Step 7 of 7</u> Consultant Lobbyist Registration Confirmation Screen	• <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	• 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	• 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** *NOTE: If you delete the name, you get a system error; the system will remove the name when saved* • 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	• 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	• 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

Adding Target Contacts	• 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 *Minister Staff Contact – for political staff in the Minister's Office only (recommend noting "various staff")* *Public Agency – staff in ministries and agencies* • 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
AMENDING LOBBYING ACTIVITIES (only permitted for corrections to new registrations not yet activated)	*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".* • CLICK **Subject Matter** link under Lobbying Activities
Deleting Subject Matter and all related lobbying activities	• CLICK **Delete** button at bottom of page • CLICK **OK** to message • CLICK **Next** until back to Step 7 of 7
Correcting Public Agency	• 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
Deleting Target(s)	*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* • 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
5. <u>Step 7 of 7</u> Submit your amended registration for activation	• 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** *NOTE: Saved registrations that have not been submitted to the Registrar are deleted by the system after 10 days*