



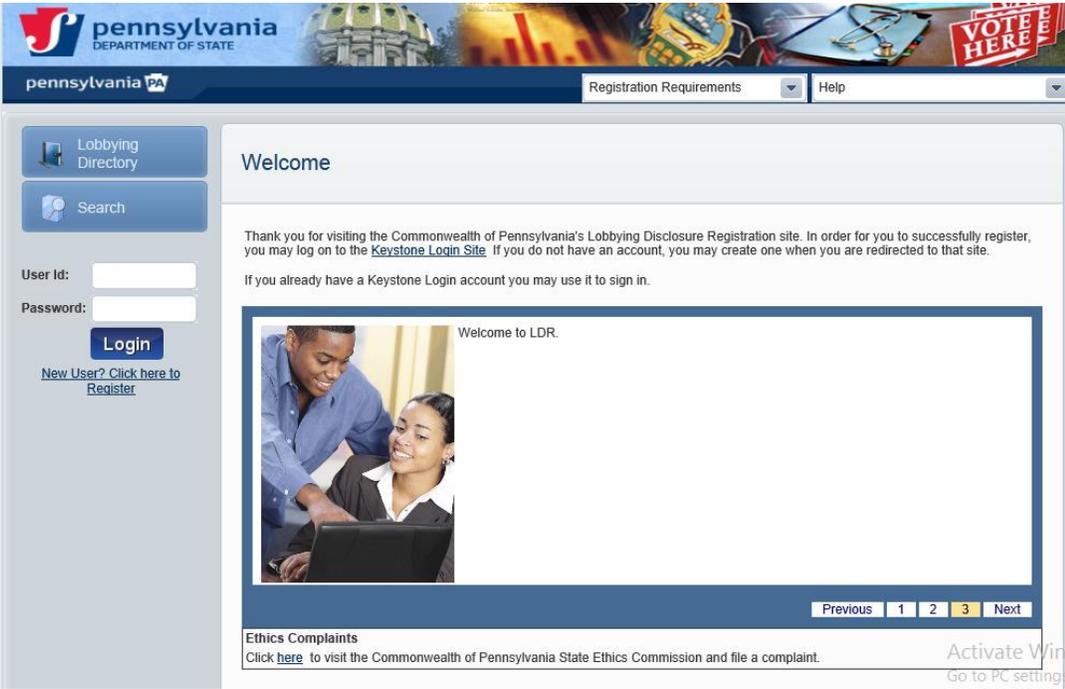
Creating a New Registration

This job aid will outline the steps necessary to perform the operations below:

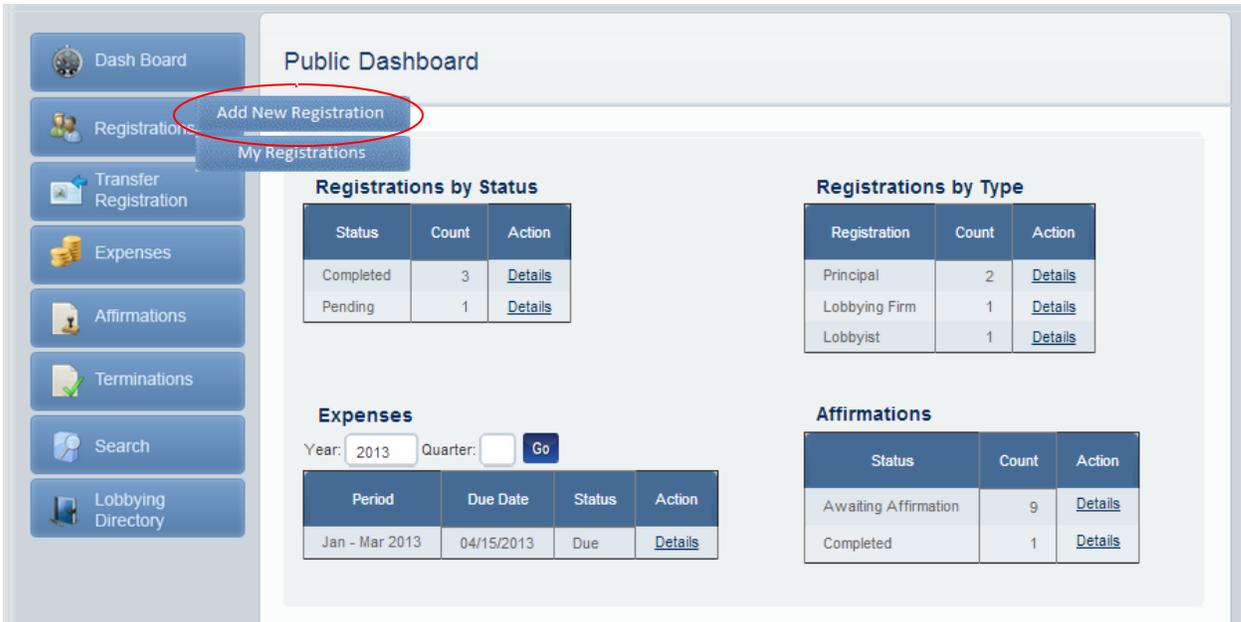
1. Electronically submit a registration to register with the Division of Lobbying Disclosure Registration and Reporting (LDR) at the Pennsylvania Department of State.

Creating a New Registration

Follow these steps in order to Create a New Registration.

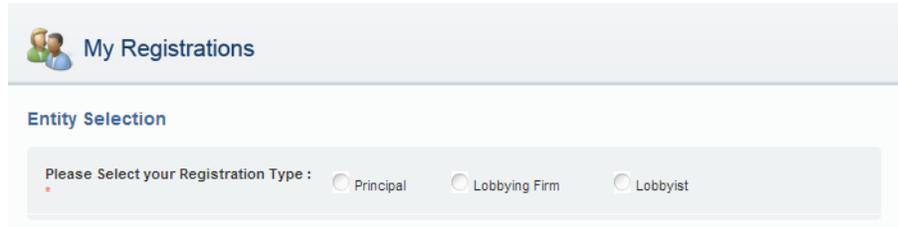
Steps	Actions
<p>1.</p>	<p>Access the LDR Website: Enter www.palobbyingservices.pa.gov in your internet browser's address line.</p> 

Steps	Actions																																						
<p>2.</p>	<p>Log In:</p> <p>To log into the system, the user must be registered with the Keystone Login. Once the user is registered, enter your Keystone Login account credentials and click [Login].</p> <div data-bbox="678 562 1047 850" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>User Id: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;">Login</p> <p style="text-align: center;">New User? Click here to Register</p> </div> <p>The user is presented with the Public Dashboard which displays the user's Number of Registrations by Status, Number of Registrations by Type, any Expense reports which are late or due as well as the status of any Affirmations.</p> <div data-bbox="370 991 1356 1585" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto;">  <p>The screenshot shows the 'Public Dashboard' with a navigation menu on the left and four data sections: Registrations by Status, Registrations by Type, Expenses, and Affirmations.</p> <table border="1" data-bbox="609 1239 820 1354"> <caption>Registrations by Status</caption> <thead> <tr> <th>Status</th> <th>Count</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Completed</td> <td>3</td> <td>Details</td> </tr> <tr> <td>Pending</td> <td>1</td> <td>Details</td> </tr> </tbody> </table> <table border="1" data-bbox="1006 1249 1234 1375"> <caption>Registrations by Type</caption> <thead> <tr> <th>Registration</th> <th>Count</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Principal</td> <td>2</td> <td>Details</td> </tr> <tr> <td>Lobbying Firm</td> <td>1</td> <td>Details</td> </tr> <tr> <td>Lobbyist</td> <td>1</td> <td>Details</td> </tr> </tbody> </table> <table border="1" data-bbox="609 1417 933 1543"> <caption>Expenses</caption> <p>Year: <input type="text" value="2013"/> Quarter: <input type="text"/> <input type="button" value="Go"/></p> <thead> <tr> <th>Period</th> <th>Due Date</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Jan - Mar 2013</td> <td>04/15/2013</td> <td>Due</td> <td>Details</td> </tr> </tbody> </table> <table border="1" data-bbox="1006 1438 1266 1543"> <caption>Affirmations</caption> <thead> <tr> <th>Status</th> <th>Count</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Awaiting Affirmation</td> <td>9</td> <td>Details</td> </tr> <tr> <td>Completed</td> <td>1</td> <td>Details</td> </tr> </tbody> </table> </div>	Status	Count	Action	Completed	3	Details	Pending	1	Details	Registration	Count	Action	Principal	2	Details	Lobbying Firm	1	Details	Lobbyist	1	Details	Period	Due Date	Status	Action	Jan - Mar 2013	04/15/2013	Due	Details	Status	Count	Action	Awaiting Affirmation	9	Details	Completed	1	Details
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Steps	Actions
<p>3. Select Add New Registration:</p> <p>Hover over the <i>Registration</i> button located in the left navigational pane to display the Registrations sub-menu options. From the sub-menu, select 'Add New Registration'.</p>	 <p>The screenshot shows the 'Public Dashboard' interface. On the left is a vertical navigation pane with buttons for: Dash Board, Registration, Transfer Registration, Expenses, Affirmations, Terminations, Search, and Lobbying Directory. The 'Registration' button is highlighted, and a sub-menu is displayed with 'Add New Registration' circled in red. The main content area contains four sections: 'Registrations by Status' (table with 2 rows), 'Registrations by Type' (table with 3 rows), 'Expenses' (with a form for Year and Quarter), and 'Affirmations' (table with 2 rows).</p>

4. Select the Entity Type:

A user may register as a Principal, Lobbying Firm or Lobbyist.



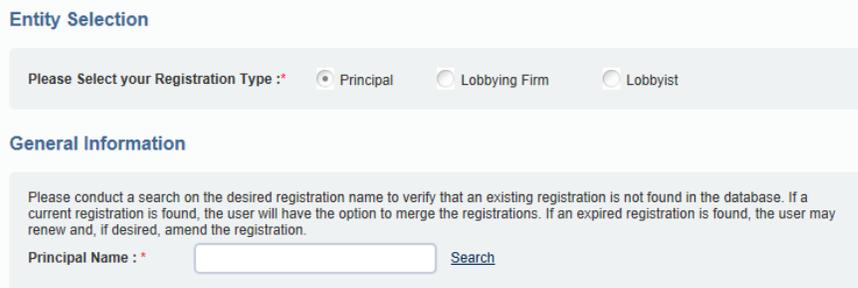
My Registrations

Entity Selection

Please Select your Registration Type : Principal Lobbying Firm Lobbyist

Based on the selection made, the appropriate name fields will be displayed.

Principal:



Entity Selection

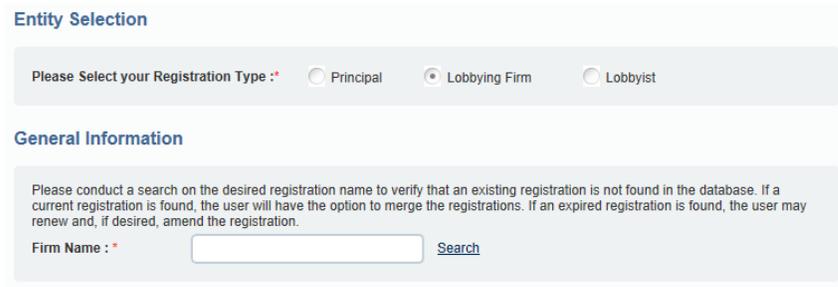
Please Select your Registration Type : * Principal Lobbying Firm Lobbyist

General Information

Please conduct a search on the desired registration name to verify that an existing registration is not found in the database. If a current registration is found, the user will have the option to merge the registrations. If an expired registration is found, the user may renew and, if desired, amend the registration.

Principal Name : * [Search](#)

Lobbying Firm:



Entity Selection

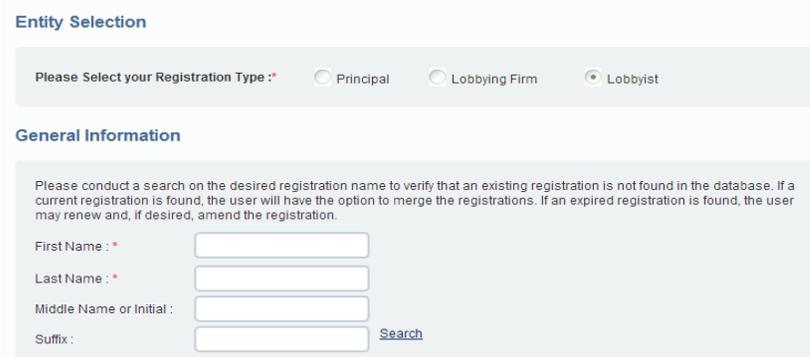
Please Select your Registration Type : * Principal Lobbying Firm Lobbyist

General Information

Please conduct a search on the desired registration name to verify that an existing registration is not found in the database. If a current registration is found, the user will have the option to merge the registrations. If an expired registration is found, the user may renew and, if desired, amend the registration.

Firm Name : * [Search](#)

Lobbyist:



Entity Selection

Please Select your Registration Type : * Principal Lobbying Firm Lobbyist

General Information

Please conduct a search on the desired registration name to verify that an existing registration is not found in the database. If a current registration is found, the user will have the option to merge the registrations. If an expired registration is found, the user may renew and, if desired, amend the registration.

First Name : *

Last Name : *

Middle Name or Initial :

Suffix : [Search](#)

5. Enter a Registration Name:

After selecting a registration type, enter the desired registration name and click 'Search'. The system will search the existing database for registrations which may already exist with that name.

If the system finds a registration by the same name in either Expired or Completed Status and is owned by the logged in user, the system will automatically populate the registration's information based on the existing registration. If the registration is in Expired status the system will proceed with the registration as a renewal. If the registration is in Completed status the system will proceed with the registration as an amendment.

If multiple matches are found the user will be presented with a pop-up screen displaying potential matches:

You can see the results of your search below. To refine the lookup, enter text in to the textbox below and click Search.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Action	Registration Number	Registration Name
Renew	L29696	Theis, Toni L
Renew	L08907	Tran, Thu B
Renew	L34381	Taylor, Tania Michelle
Amend	L40872	testing again, testing

If the user is the owner of the registration, he or she may select the appropriate action directly from this screen. If none of the results match the user's request, click **[Registration Not Found]** to be returned to the **My Registrations** page.

6. Enter the Remaining Registration Information:

Once the registration name search has been completed, the remaining registration information fields will be displayed based on the registration type.

Lobbying Commenced Date

Entity Selection

Please Select your Registration Type :*

Principal Lobbying Firm Lobbyist

General Information

Please conduct a search on the desired registration name to verify that an existing registration is not found in the database. If a current registration is found, the user will have the option to merge the registrations. If an expired registration is found, the user may renew and, if desired, amend the registration.

First Name : *

Last Name : *

Middle Name or Initial :

Suffix : [Search](#)

Date Lobbying Commenced : *

Are you a licensed attorney? Yes No

Are you licensed in PA? Yes No

Note: These fields will appear only for a Lobbyist Registration.

Address Information

Line 1: *

Line 2:

City: *

State: PA

Zip Code: *

Contact Information

Line 1: *

Line 2:

City: *

State: PA

Zip Code: *



Authorized Representative, Employee or Agent

Authorized Representative, Employee or Agent

Name of Authorized Representative, Employee or Agent : *

Email Address of Authorized Representative, Employee or Agent :

Please Note: The 'Name of Authorized Representative, Employee or Agent' field must be populated to complete your registration.

Additional Registration Specific Information:

Primary Nature of the Business of the Principal

Nature :

Association/Organization Members :

Is this principal an association or organization? * Yes No

Nature of the Business of the Firm :

Check all that apply: Lobbying Firm Law Firm Other

7. Advance to Next Page:
 Click [**Next**] at the bottom of the page to advance to the next page of the registration process.

8. Upload Lobbyist Photo (if applicable):
 If submitting a registration as a lobbyist, the next step will be to upload a lobbyist photo. The user may select any photo by clicking 'Browse'.

Photograph Upload

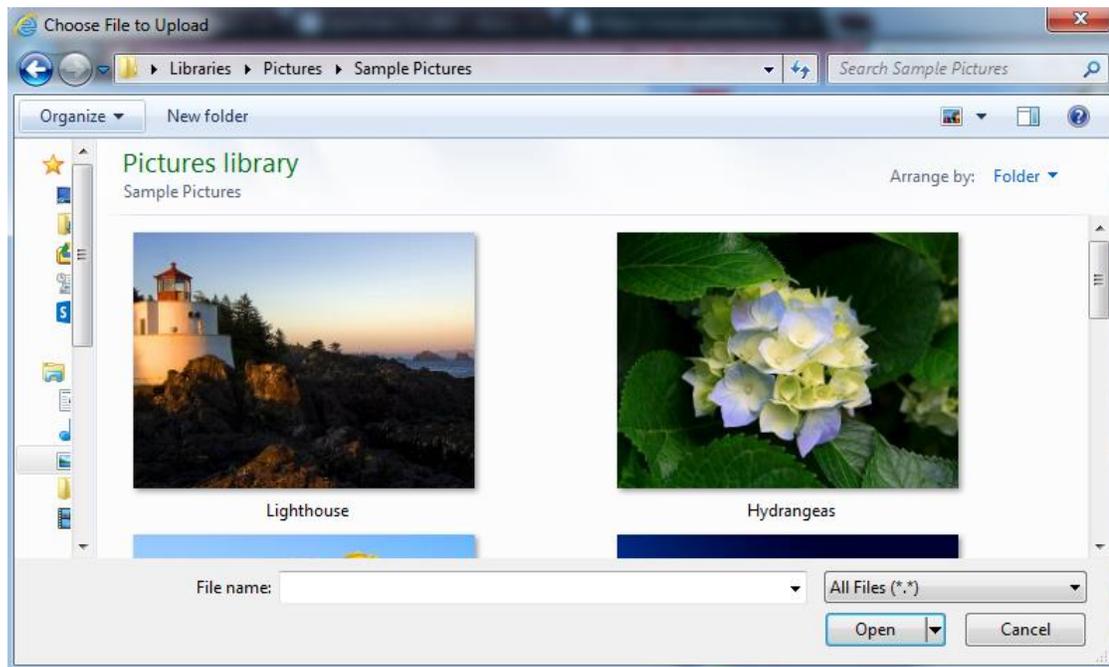
Please Enter Your Photograph

Photograph on File:



Choose Your Image (JPG or GIF)

A new window will open allowing the user to browse their computer for the desired picture. Double-click the desired photo or select it and click open.



The user is returned to the **Photograph Upload** page and the file name is displayed. Click **[Upload]**.

Photograph Upload

Please Enter Your Photograph

Photograph on File:



Choose Your Image (JPG or GIF) C:\Users\Public\Pictures\ Browse... **Upload**

Previous **Save** **Cancel** **Next**

Once the photo is successfully uploaded, the page will refresh and display the uploaded photo with a message stating 'Successfully Uploaded'.

	<p>Photograph Upload</p> <p>Please Enter Your Photograph</p> <p>Photograph on File:</p>  <p>Successfully Uploaded</p> <p>Choose Your Image (JPG or GIF)</p> <p><input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <p><input type="button" value="Previous"/> <input type="button" value="Next"/></p>
9.	Advance to Next Page: After reviewing the photo, click [Next] to advance to the next step of the registration process.



10. Enter Registration Affiliations:

From this page, the user can select their affiliated registrations. The questions presented on this page are based on the registration type being entered.

Principal:

Affiliations

Do you have a relationship involving economic consideration with any lobbying firms? Yes

Do you have Individual Lobbyist(s) lobbying on the Principal's behalf? Yes

Are you affiliated with any Political Action Committees? Yes

[Previous](#) [Next](#)

Lobbying Firm:

Affiliations

Do you represent any Principals? Yes

Do you have Individual Lobbyist(s) lobbying on the Firm's behalf? Yes

Are you affiliated with any Political Action Committees? Yes

[Previous](#) [Next](#)

Lobbyist:

My Registrations

Affiliations

Do you represent any Principals? Yes

Do you have a relationship involving economic consideration with any lobbying firms? Yes

Are you affiliated with any Political Action Committees? Yes

Are you an officer of any Candidate Political Committees? Yes

[Previous](#) [Next](#)

Below are the steps to add affiliations. The example below illustrates only one affiliation type (Adding Principal affiliations to a Lobbyist Registration) however these steps apply to all affiliation types.

Step 1. Select the 'Yes' checkbox to the "Do you represent any Principals?" question.

Once the checkbox has been selected, the 'Principal Name' field will be displayed allowing the user to search for the registration for which they want to affiliate.

Do you represent any Principals? Yes

Represented Principal Information

Principal Name : * [Lookup](#)

Step 2. Enter the desired Principal name and click **[Lookup]**. A lookup screen will be presented to the user displaying all Principal registrations meeting the search criteria.

You can see the results of your lookup below. To refine the lookup, enter text in to the textbox below and click Search.

PAY

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Action	Registration No.	Registration Name
<input type="checkbox"/>	P01045	CENTRAL ATLANTIC PAYPHONE ASSOCIATION
<input type="checkbox"/>	P29131	Greater Giving, A Division of Global Payment, Inc.
<input type="checkbox"/>	P42065	testing payment
<input type="checkbox"/>	P40733	We the Taxpayers, Inc.

Registration not in the list.

No affiliated registrations added.

Step 3. Select the desired registration(s) by clicking the checkbox in the Action column and click **[Add]**. The selected registrations are added to the lower grid.

You can see the results of your lookup below. To refine the lookup, enter text in to the textbox below and click Search.

PAY

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Action	Registration No.	Registration Name
<input checked="" type="checkbox"/>	P01045	CENTRAL ATLANTIC PAYPHONE ASSOCIATION
<input checked="" type="checkbox"/>	P29131	Greater Giving, A Division of Global Payment, Inc.
<input type="checkbox"/>	P42065	testing payment
<input type="checkbox"/>	P40733	We the Taxpayers, Inc.

Registration not in the list.

Action	Registration No.	Registration Name	Affiliation Start Date
Delete	P01045	CENTRAL ATLANTIC PAYPHONE ASSOCIATION	08/27/2014
Delete	P29131	Greater Giving, A Division of Global Payment, Inc.	09/27/2014

The user may add additional affiliated Principals by using the Search field or by using the Alphabet bar and performing the same actions listed above.

Step 4. If necessary, update the Affiliation Start Date by entering the correct date in the 'Affiliation Start Date' field. The Affiliation start date will be defaulted to the current date.

Step 5. Once all desired Principal affiliations have been added to the lower grid, click [**Save and Continue**].

Note: If the user needs to add a Principal who is not currently registered with the Department of State, he or she may do so by selecting the 'Registration not in the list checkbox' prior to clicking [**Save and Continue**].

You can see the results of your lookup below. To refine the lookup, enter text in to the textbox below and click Search.

Search **Cancel**

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Action	Registration No.	Registration Name
<input checked="" type="checkbox"/>	P01045	CENTRAL ATLANTIC PAYPHONE ASSOCIATION
<input checked="" type="checkbox"/>	P29131	Greater Giving, A Division of Global Payment, Inc.
<input type="checkbox"/>	P42065	testing payment
<input type="checkbox"/>	P40733	We the Taxpayers, Inc.
<input checked="" type="checkbox"/>	Registration not in the list.	

Add **Save and Continue**

Action	Registration No.	Registration Name	Affiliation Start Date
Delete	P01045	CENTRAL ATLANTIC PAYPHONE ASSOCIATION	<input type="text" value="08/27/2014"/>
Delete	P29131	Greater Giving, A Division of Global Payment, Inc.	<input type="text" value="08/27/2014"/>

After clicking the [**Save and Continue**] button, the user will be returned to the Affiliations screen and a grid will now be displayed under the 'Do you represent any Principals?' question.

Do you represent any Principals? Yes

Represented Principals

Action	Registration No.	Registration Name
Edit Delete	P01045	CENTRAL ATLANTIC PAYPHONE ASSOCIATION
Edit Delete	P29131	Greater Giving, A Division of Global Payment, Inc.

NOTE: The Affiliated Start Date may also be changed from this screen by clicking the Edit link in the **Represented Principals** grid.

Represented Principal Information

Principal Name : *

Affiliated Start Date : *

Never Affiliated :

Step 6. If the user selected the checkbox for 'Registration not in the list', the system will also present the fields to enter the information for an un-registered principal:

Do you represent any Principals? Yes

Represented Principals

Action	Registration No.	Registration Name
Edit Delete	P01045	CENTRAL ATLANTIC PAYPHONE ASSOCIATION
Edit Delete	P29131	Greater Giving, A Division of Global Payment, Inc.

Represented Principal Information

Principal Name : *

Affiliated Start Date : *

Never Affiliated :

Address Information

Address Line 1 : *

Address Line 2 :

City : *

State :

Zip : *

Contact Information

Phone Number : Ext.

Fax Number :

Step 7. After entering the information for all required fields, click **[Add]**. To add more than one unregistered Principal, click **[Save and Add Another]** until all Principals are added.

Follow this same process to add all affiliations.



<p>11.</p>	<p>Advance to Next Page: Once all affiliations have been added, click [Next].</p>
<p>12.</p>	<p>Review the Registration and Complete Registration Affirmations: Once all affiliations have been added and the user clicks [Next], a Summary Page is displayed allowing the user to review it for accuracy. After reviewing the data, the user must check the affirmation checkboxes and enter the user's name and title.</p> <div data-bbox="344 688 1383 1281"><p>Affirmations</p><p><input type="checkbox"/> I acknowledge that I have actual knowledge of the contents of this form and that I have received, read and understand the requirements of Act 134 of 2006 relating to lobbying disclosure. I also consent to receive service of notices, other official mailings or process from the Commonwealth of PA at the address, email or facsimile listed on this form. To the best of knowledge, at all time relevant to the above reporting period, I have been in compliance with 65 Pa.C.S § 1307-A(d) (relating to conflict of interest.) I affirm that the information set forth above and in all attachments is true, correct and complete to the best of my knowledge, information and belief, and that this affirmation is being made subject to 18 Pa.C.S § 4904 (unsworn falsification to authorities).</p><p>Agreement to File Electronically</p><p><input type="checkbox"/> By submitting this registration electronically, a registrant agrees to electronically file all documents required by the Lobbying Disclosure Law for the current calendar year.</p><p>First Name : * <input type="text"/> Middle Initial : <input type="text"/> Last Name : * <input type="text"/> Suffix : <input type="text"/> Title : <input type="text"/></p><p><input type="checkbox"/> I represent a third-party.</p><p>Previous Save Cancel Next</p></div> <p>After entering all required data, click [Next] to advance to the credit card payment screen.</p>

13. Submit Payment:

Upon clicking **[Next]**, the user is presented with the credit card payment screen. Enter the credit card information and click **[Complete]**.

Credit Card Payment

Credit Card: *

Card Number: *

CVV2 Code: *

Exp. Date *

Cardholder Name: *

Billing Address:

AddressLine 1: *

AddressLine 2:

City: *

State: *

Zip Code: *

Charge Amount: **200.00**

[Want to Send Check through mail](#)

After clicking **[Complete]**, the user is presented with a confirmation message which includes their registration number.

Thank you for payment

Your Payment Confirmation ID is : 14268

Your registration is now completed and your registration number is : L42166

[Go Back to My Registrations](#) [Printable Receipt](#)

If desired, the user may print a receipt by clicking the Printable Receipt link. After printing the receipt, the user should use the browser's back button to return to the LDR website.