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.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Access the LDR Website: Enter <a href="http://www.palobbyingservices.pa.gov">www.palobbyingservices.pa.gov</a> in your internet browser’s address line.</td>
</tr>
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<td>Steps</td>
<td>Actions</td>
</tr>
<tr>
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</tr>
<tr>
<td>2. Log In:</td>
<td>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].</td>
</tr>
</tbody>
</table>

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.
<table>
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<tr>
<td>3.</td>
<td>Select Add New Registration: Hover over the <strong>Registration</strong> button located in the left navigational pane to display the Registrations sub-menu options. From the sub-menu, select ‘Add New Registration’.</td>
</tr>
</tbody>
</table>
4. Select the Entity Type:

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

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

Principal:

Lobbying Firm:

Lobbyist:
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:

![Registration List](image)

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

Address Information

Contact Information
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’.
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].

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a relationship involving economic consideration with any lobbying firms?</td>
<td></td>
</tr>
<tr>
<td>Do you have Individual Lobbyist(s) lobbying on the Principal's behalf?</td>
<td></td>
</tr>
<tr>
<td>Are you affiliated with any Political Action Committees?</td>
<td></td>
</tr>
</tbody>
</table>

Lobbying Firm:

Affiliations

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you represent any Principals?</td>
<td></td>
</tr>
<tr>
<td>Do you have Individual Lobbyist(s) lobbying on the Firm's behalf?</td>
<td></td>
</tr>
<tr>
<td>Are you affiliated with any Political Action Committees?</td>
<td></td>
</tr>
</tbody>
</table>
Lobbyist:

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.
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.

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.

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].

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

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:

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.
11. Advance to Next Page:
Once all affiliations have been added, click [Next].

12. 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.

After entering all required data, click [Next] to advance to the credit card payment screen.
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](image)

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

![Thank you for payment](image)

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.