ONLINE FILING INSTRUCTIONS FOR LOBBYIST REGISTRATION STATEMENTS AND AMENDED REGISTRATION STATEMENTS

GENERAL INFORMATION

These instructions are for those using the online filing for lobbyist registration statements. Please understand that if the lobbyist decides to file registration statements on the online filing system, then the lobbyist must continue to file all lobbying disclosure registration statements and expense reporting forms online for the remainder of this calendar year, in compliance with section 1310-A(c) of Act 134 of 2006.

Unless exempt under section 13A06 of the Act, (see “Exemptions,” page 5), a lobbyist must file a lobbyist registration statement with the Department’s Bureau within ten (10) days of acting in any capacity as a lobbyist. The term “lobbyist” includes any individual, firm, association, corporation, partnership, business trust or business entity that engages in lobbying on behalf of a principal for economic consideration. Economic consideration is defined as anything of value offered or received. The term includes compensation and reimbursement for expenses. The term includes an attorney who engages in lobbying.

Activity that Constitutes Lobbying: Lobbying is defined as an effort to influence legislative action or administrative action in the Commonwealth. The term includes:

(1) Direct or indirect communication;

(2) Office expenses; and

(3) Providing any gift, hospitality, transportation or lodging to a state official or employee for the purpose of advancing the interest of the lobbyist or principal.

Registration Statement Filing Period: Lobbyist registration statements must be filed with the Department’s Bureau within ten (10) days of acting in any capacity as a lobbyist.

Registration Frequency: Lobbyists must register on a biennial basis. Registration may occur at any point in time during the two (2) year registration period, however, such filing must still be within ten (10) days of acting in any capacity as a lobbyist, lobbying firm or principal. Unless the filer terminates the registration statement (see, “Termination,” page 5), it remains in effect from the date of filing through the final day of the registration period in which it was filed.

IMPORTANT: Registration periods commence on the first day of each odd-numbered year and continue through December 31 of the following even-numbered year.

Registration Numbers: Registration numbers will be issued to all lobbyists once they file online. Once a registration number has been assigned, it will appear online when the registrant arrives at the screen entitled “Lobbyist’s Information.” It will not be necessary to further amend any registration statements to insert registration numbers once registration numbers are assigned.
**Filing Location:** The Bureau is the only authorized filing location for filings under the Act. Once a lobbyist submits a registration form online, it will be submitted to the Bureau.

For online filing, go to the Department’s Web site at: [http://www.palobbyingservices.state.pa.us/act134/default.aspx](http://www.palobbyingservices.state.pa.us/act134/default.aspx). Next, click on the statement the lobbyist would like to complete. Please follow the general instructions on the screens and the specific instructions listed below to complete the requested information and the Affirmation. Once the lobbyist reviews the data the lobbyist entered on the Review screen, then complete the information requested on the Affirmation screen and submit your registration electronically. Remember that although this procedure will submit the registration statement, the Bureau will only consider a statement filed upon receipt of the statement, the filing fee and picture.

**Note:** online filings must be received by 11:59 P.M. on the due date.

For answers to questions on forms and filing, telephone the Bureau at (717) 787-5280. For email inquiries, write to the Bureau at the following address: RA-LobbyDisclosure@state.pa.us.

**Advisories Regarding Compliance:** For official advisories regarding compliance with the Act, contact the Pennsylvania State Ethics Commission (Commission) at 309 Finance Building, P.O. Box 11470, Harrisburg, Pennsylvania 17108-1470. For informal advice, contact the Commission by telephone at 1-800-932-0936 or (717) 783-1610. The Commission does not issue official advisories by telephone.

**Biennial Filing Fee:** A biennial filing fee of two hundred dollars ($200) must be rendered to the Bureau with the filing of the lobbyist’s registration statement in the current registration period. A registration statement will not be deemed filed until the Bureau receives the fee. A registrant is required to pay only one such fee in any given biennial registration period. The fee is nonrefundable and nontransferable. Amended filings do not require a fee.

**Payment of Biennial Filing Fee:** Payment may be made by credit card or separately as follows:

- **Payment by credit card:** After filling out the online registration form, select the credit card method of payment. Fill out the required information and select “submit.” This will bring you to a page that informs the registrant if the credit card transaction was successfully processed and will give the registrant a confirmation number for the principal’s records.

- **Payment separately:** Payment must be in the form of a check or money order and made payable to the Commonwealth of Pennsylvania. It is essential that each check indicate the name of the registrant. Multiple registrations may be paid with one check as long as it is accompanied by a letter stating which registrations are encompassed in the payment. Payment may be mailed or hand-delivered to the following address:

    Bureau of Commissions, Elections and Legislation  
    210 North Office Building  
    Harrisburg, PA  17120

Print the payment screen, keep a copy for the principal’s records and submit one copy with the payment.
**Photograph:** Each lobbyist who registers must submit, with the registration statement, a recent photograph of himself/herself. The photograph should be approximately 2” x 2” (passport size) and be of reasonable clarity. The photograph should be submitted as soon as possible once the registration statement is filed. A lobbyist registration statement is not deemed filed unless a picture is submitted to the Bureau. Photographs submitted independent of the registration statement must indicate the full name of the lobbyist.

**Affirmations and Acknowledgments:** The registration must include a typed or printed name of an individual, which, subject to 18 Pa.C.S. § 4904 (unsworn falsifications to authorities), states that the information provided is true and correct to the best of the filer’s knowledge, information and belief. The registration statement also contains an acknowledgment that the registrant or their designee has received, read and understands the Act.

**Service of Process:** Each registration statement contains a consent on the part of the registrant to receive service of notices and process at the registered address, email or facsimile.

**LOBBYIST REGISTRATION**

Lobbyists must use the Lobbyist Registration Statement prescribed by the Department if they use the online filing system to file or amend a registration statement. For both initial registrations and amended registrations, indicate the date filed and the date lobbying commenced. Registration numbers are not required on initial registrations.

**Amendments**- If the lobbyist is amending the registration statement, use the screen entitled “My Registrations” and click on the edit or delete function for the item the lobbyist would like to amend. When filing an amended registration statement the lobbyist need only complete those screens and sections in which changes occurred, as long as the lobbyist indicates the date filed and the date lobbying commenced. Amended statements do not require a fee.

All information must be included online. The instructions below explain how to add additional principals, lobbying firms, affiliated political action committees and candidate political committees online. If the lobbyist would like to add additional explanations of any items contained in the online filing, send a letter by email, fax or first class mail to the Bureau. The screen titles where the lobbyist is asked to insert information are listed below in **boldface** type.

**LOBBYIST’S INFORMATION**

- Under “General Information,” list the name of the lobbyist registering and complete all of the information requested. Use the lobbyist’s full name, no nicknames. As explained on page two (2) of these instructions above, the lobbyist’s registration number will be assigned upon arrival at this screen. Also include the date on which the lobbyist commenced lobbying. Please indicate whether the lobbyist is a licensed attorney, and, if so, if the lobbyist is licensed in Pennsylvania.
- Under “Address Information,” include the permanent business mailing address for the lobbyist. Include the street address on the next line, if different. As noted on the Affirmation screen later, a registrant who does not supply a street address shall be deemed to have waived personal service where such service is required by law.
- Under “Contact Information,” list a daytime telephone number where the lobbyist can be reached. Also include a FAX number and email address if they are available.
INFORMATION ON PRINCIPAL(S) REPRESENTED

List the name of the principal(s) represented. Include the permanent business address, telephone number, fax number and registration number, if available. To submit additional principals, go to the next screen and click the answer “Yes” when asked if the lobbyist has additional principals.

INFORMATION ON LOBBYING FIRM(S) WITH WHICH RELATIONSHIP EXISTS

- Under “Firm Information,” list the name of the lobbying firm(s), with which the lobbyist has a relationship for economic consideration.
- Under “Address Information,” include the permanent business address.
- Under “Contact Information,” include a telephone number and a FAX number if it is available. To submit additional lobbying firms, go to the next screen and click the answer “Yes” when asked if the lobbyist has additional lobbying firms.

INFORMATION ON AFFILIATED POLITICAL ACTION COMMITTEES

List all affiliated political action committees (PACs). Include the name, acronym and the registration number, if available. To submit additional affiliated PACs, go to the next screen and click the answer “Yes” when asked if the lobbyist has additional affiliated PACs.

An “affiliated political action committee” is a PAC, as defined in the Election Code at 25 P.S. § 3241(l), which has an officer who must be included on the PAC’s registration statement, and the officer is a principal, an officer or employee of a principal, a lobbyist, or an employee of a lobbyist. Section 13A03 of the Act.

According to the definition of “affiliated political action committee” above, a lobbyist must list an affiliated political action committee when the lobbyist or an employee of the lobbyist is an officer of the PAC who must be included in a registration statement under section 1624(b)(2) and (3) of the Pennsylvania Election Code, 25 P.S. § 3244(b)(2) & (3). The officers who must be listed on a PAC’s registration form are the chairperson and treasurer.

However, if an employee of a registrant serves as the officer of a PAC in what is clearly a personal capacity and the goals and mission of that PAC clearly have no relationship to the goals and mission of the registrant, that PAC shall not be considered an affiliated political action committee for the purposes of the principal’s registration.

The Bureau assigns registration numbers for PACs, which shall be inserted here. The registration number can be found on registration statements and reporting forms for PACs. The online filing form has a link on the left navigation bar to the registration and reporting forms for PACs on the Department’s Web site.

INFORMATION ON CANDIDATE POLITICAL COMMITTEES FOR WHICH THE LOBBYIST IS AN OFFICER

List all political committees of candidates for which the lobbyist is an officer, including both a candidate’s authorized political committee and a candidate’s political action committee (PAC), if any. Enter the name of the committee, an acronym and the registration number. The Bureau assigns registration numbers for political committees authorized by candidates and the PACs of candidates, which shall be inserted here. The registration number(s) can be found on registration
statements and reporting forms for political committees authorized by candidates and a candidate’s
PAC. The online filing form has a link on the left navigation bar to the registration and reporting
forms for political committees authorized by candidates and a candidate’s PAC on the Department’s
Web site. To submit additional candidate political committees, go to the next screen and click
the answer “Yes” when asked if the lobbyist has additional candidate political committees.

**Cautionary Statement**- Section 13A07(a) of the Act prohibits a lobbyist from serving as a
treasurer or other officer for a candidate’s political committee or a candidate’s political action
committee if the candidate is seeking a statewide office or the office of Senator or Representative
in the General Assembly.

**REVIEW REGISTRATION**

Please review carefully the information on this screen to make sure that all of the information listed
is correct. Otherwise, incorrect information will be entered on the initial registration, which will
require the lobbyist to file an amendment in the future.

**AFFIRMATION**

Indicate whether the lobbyist is the lobbyist submitting the statement or whether the registrant
represents a designee preparing the statement for the lobbyist by checking the appropriate box.

If the lobbyist is submitting the statement, include the name and title.

If the registrant is a designee, include the business address, title, daytime phone number and email if
one is available.

**CONFIRMATION**

This screen contains all of the information submitted, including the registration number. Be sure
to record the registration number for online filing of future amendments to registration
statements as well as online filing of expense reports.

**Termination**

A lobbying firm may terminate its registration by filing a Notice of Termination on form DSBE-
1304-A(e) with the Department. A Notice of Termination terminates a specific registration
statement previously filed with the Department. Section 13A04(e)(3) of the Act provides that
“[n]o lobbying may occur after the filing of the notice…” If a Notice of Termination is filed, a
lobbying firm would be required to register again if the registrant acts in any capacity as a
lobbying firm after the filing of the Notice of Termination.

**Exemptions**

As stated in section 13A06 of the Act, the following persons and activities shall be exempt from
registration under section 13A04 (relating to registration) and reporting under section 13A05
(relating to reporting):

(1) An individual who limits lobbying activities to preparing testimony and testifying before a
committee of the legislature or participating in an administrative proceeding of an agency.

(2) An individual who is an employee of an entity engaged in the business of publishing, broadcasting or televising while engaged in the gathering and dissemination of news and comment thereon to the general public in the ordinary course of business.

(3) An individual who does not receive economic consideration for lobbying.

(4) An individual whose economic consideration for lobbying, from all principals represented, does not exceed $2,500 in the aggregate during any reporting period.

(5) An individual who engages in lobbying on behalf of the individual’s employer if the lobbying represents less than 20 hours during any reporting period.

(6) Except as required under section 13A05(d), a principal whose total expenses for lobbying purposes do not exceed $2,500 during any reporting period.

(7) An elected State official who acts in an official capacity.

(8) An appointed State official acting in an official capacity.

(9) An elected or appointed official of a political subdivision who is acting in an official capacity for the political subdivision.

(10) An employee of the Commonwealth or an agency of the Commonwealth who is acting in an official capacity for the Commonwealth or agency.

(11) An individual representing a bona fide church or bona fide religious body of which the individual is a member where the lobbying is solely for the purpose of protecting the constitutional right to the free exercise of religion.

(12) An individual who is not a registered lobbyist and who serves on an advisory board, working group or task force at the request of an agency or the General Assembly.

(13) Participating as a party or as an attorney at law or representative of a party, case or controversy in any administrative adjudication pursuant to 2 Pa.C.S. (relating to administrative law and procedure).

(14) Expenditures and other transactions subject to reporting under Article XVI of the act of June 3, 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code.

(15) Vendor activities under 62 Pa.C.S. §§ 514 (relating to small procurements), 516 (relating to emergency procurements) and efforts directly related to responding to publicly advertised invitations to bid and requests for proposals.