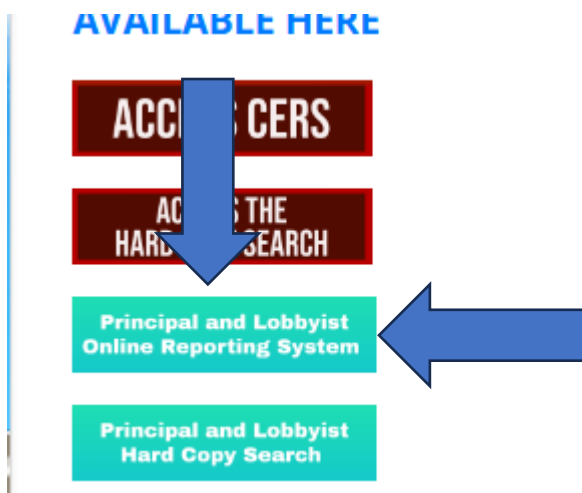
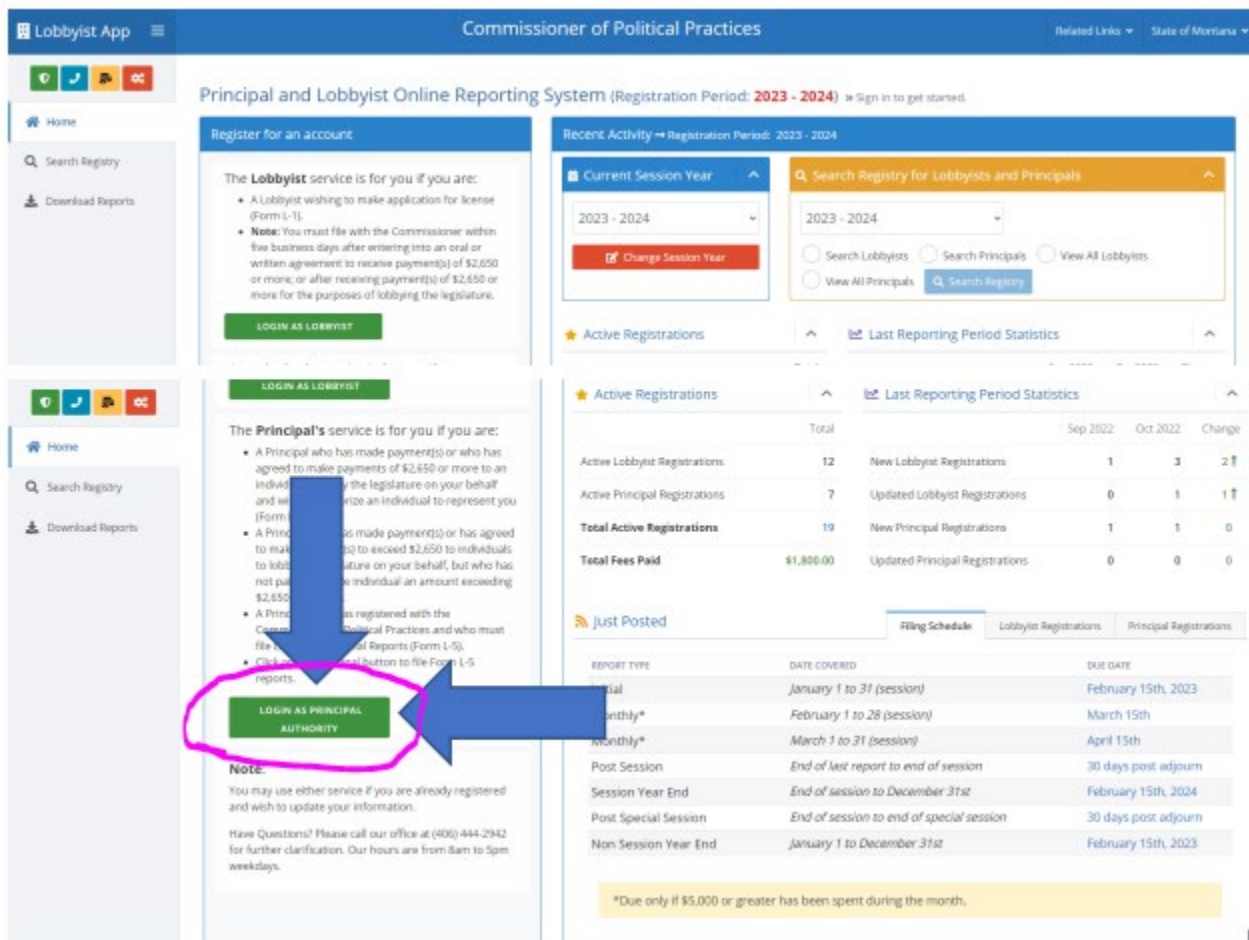


What is a principal? A principal is a person or entity who employs one or more lobbyists. Principals must register with COPP if paying lobbyist/s \$3000.00 or more.

Registration- Steps: Step 1: From the Commissioner of Political Practice’s website, click the ‘Principal and Lobbyist Online Reporting System’ link.



Step 2: From the Principal and Lobbyist Online Reporting System homepage, click the ‘Login as Principal Authority’ icon.



Step 3: Login with Okta. Users may utilize an existing Okta login used to access the Campaign Electronic Reporting System (CERS) if desired. If you do not have an OKTA account yet, click the SIGN UP. After you do that, you will need to go to your email to activate the link. Then that will bring you back to the lobbying site.



SIGN IN

Username

State Employees use your state network username, all others use email address

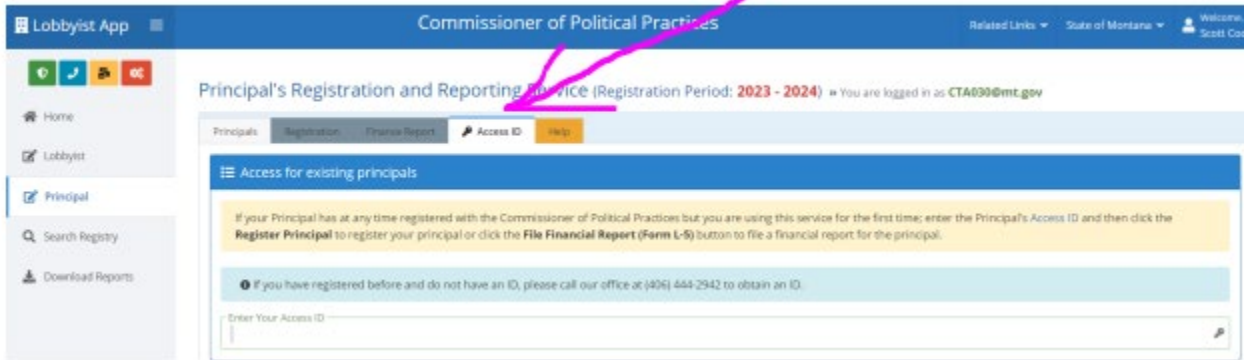
Password

Remember me

Need help signing in?

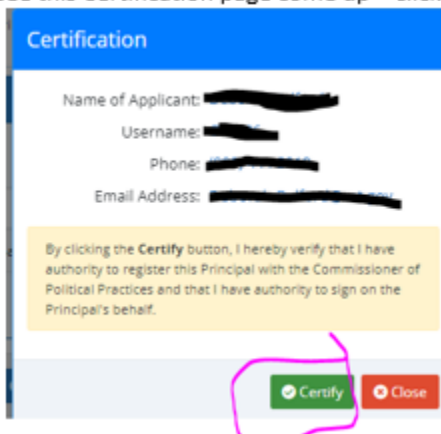
Don't have an account? [Sign up](#)

If you receive an email from the Principal and Lobbyist Online Reporting System **asking the principal to acknowledge a lobbyist's application to represent it**, use the Access ID that is in the email you received. (The Access ID It will be on the last line of the email in bold letters) - From the Principal page, simply enter the Access ID provided for the principal in the **'Access ID' tab** towards the top of the page, then click the 'Register Principal' icon. You **must type in** the access ID (do not cut and paste from email), all letters must be CAPS.

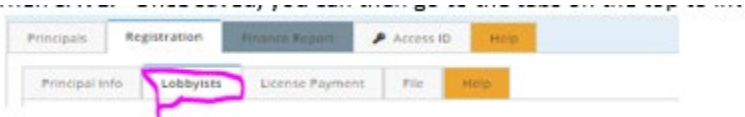


Once it pulls the Principal up, then you can "update registration" and you should get a Certification box:

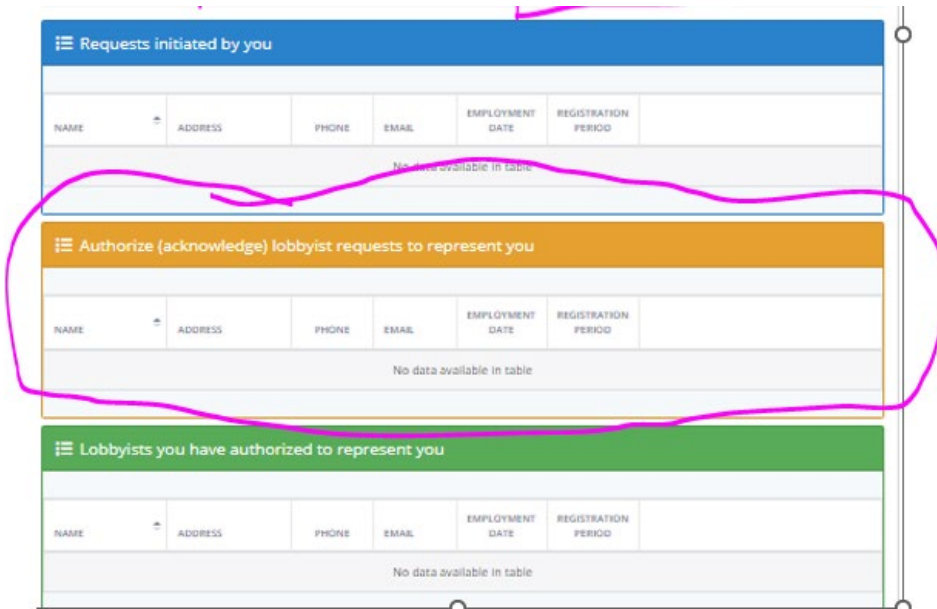
You will see this Certification page come up – click on CERTIFY –



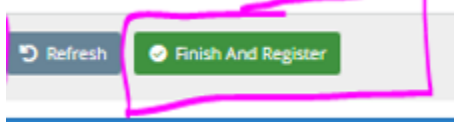
Once that is Saved/updated ----- now go to the Lobbyist tab



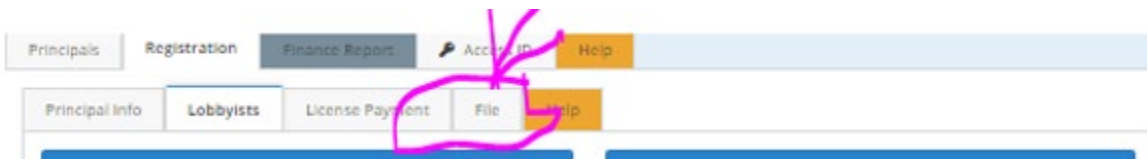
This is the part of the page the request can be found:



-- always follow up with FINISH and REGISTER after you are done requesting lobbyists.



You can pay for the lobbyists, as well, depending on what you agreed to – that will be on the Lobbyist Payment tab on the top. Most important button for your Principal to show up after done with everything is to click the **FILE tab**, which is in the top row of tabs.



Now you can print out your L2 form.