

For Lobbyists who have received an email to represent the interests of a Principal in the upcoming legislative session – this is what you need to do to accept that invitation. (this is an example of what the email will look like – Access ID number at bottom in bold)

Request to Represent



cpphelp@mt.gov
To Belford, Deborah



3:26 PM

Test lobbying page for COPP has filed an application for you to represent their interests in the upcoming legislative session. You must acknowledge this application for your relationship to be recognized.

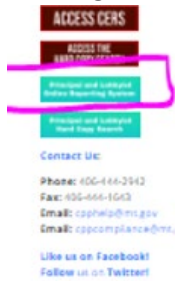
You may acknowledge the application and obtain your license, as well as submit additional requests to other principals using our Lobbyist Registration web application. Go to [Commissioner of Political Practices](#) and select the lobbyist and principal registration icon; then follow the instructions.

If you have not used our Lobbyist Registration web application process before, the following access ID will allow access to your information: **SAZU4PCM2XLQHG**

Montana Commissioner of Political Practices
Phone: (406) 444-2942

First of all, go to Commissioner of Political Practices Website: <https://politicalpractices.mt.gov/>

2. Click on the green “Principal and Lobbyist Online Reporting System” button under the Commissioner’s photo:



3. That will bring you to the Principal and Lobbyist Online Reporting System page for the 2023-2024 registration period. Click on the “login as lobbyist”.

Principal and Lobbyist Online Reporting System (Registration Period: 2023 - 2024) » Sign in to get started.

Register for an account

The **Lobbyist** service is for you if you are:

- A Lobbyist wishing to make application for license (Form L-1).
- Note:** You must file with the Commissioner within five business days after entering into an oral or written agreement to receive payment(s) of \$2,650 or more or after receiving payment(s) of \$2,650 or more from the principal(s) lobbying the legislature.

LOGIN AS LOBBYIST

The **Principal's** service is for you if you are:

- A Principal who has made payment(s) or who has agreed to make payment(s) of \$2,650 or more to an individual to lobby the legislature on your behalf and wish to authorize an individual to represent you (Form L-2), or
- A Principal who has made payment(s) or has agreed to make payment(s) to exceed \$2,650 to individuals to lobby the legislature on your behalf, but who has not paid any single individual an amount exceeding \$2,650 (Form L-3).
- A Principal who has registered with the Commissioner of Political Practices and who must file Lobbying Financial Reports (Form L-5).
- Click on the Principal button to file Form L-5 reports.

LOGIN AS PRINCIPAL AUTHORITY

Note: You may use either service if you are already registered and wish to update your information.

Have Questions? Please call our office at (406) 444-2942 for further clarification. Our hours are from 9am to 5pm weekdays.

Recent Activity — Registration Period: 2023 - 2024

Current Session Year: 2023 - 2024

Search Registry for Lobbyists and Principals

Active Registrations

	Total	Sep 2022	Oct 2022	Change
Active Lobbyist Registrations	15			
Active Principal Registrations	7			
Total Active Registrations	22			
Total Fees Paid	\$2,250.00			

Last Reporting Period Statistics

	Sep 2022	Oct 2022	Change
New Lobbyist Registrations	1	3	-2
Updated Lobbyist Registrations	0	1	1
New Principal Registrations	1	1	0
Updated Principal Registrations	0	0	0

Just Posted

REPORT TYPE	DATE COVERED	DUE DATE
Initial	January 1 to 31 (session)	February 15th, 2023
Monthly*	February 1 to 28 (session)	March 15th
Monthly**	March 1 to 31 (session)	April 15th
Post Session	End of last report to end of session	30 days post adjourn
Session Year End	End of session to December 31st	February 15th, 2024
Post Special Session	End of session to end of special session	30 days post adjourn
Non Session Year End	January 1 to December 31st	February 15th, 2023

*Due only if \$5,000 or greater has been spent during the month.

4. That will bring you to the OKTA login page. If you have an OKTA account, log in using your email and password you set up OKTA with. If you do not have an OKTA account, then drop to the bottom of the page and click “sign up”.

MONTANA.GOV
OFFICIAL STATE WEBSITE

SIGN IN

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

Password

Remember me

Sign In

Need help signing in?

Don't have an account? Sign up

Once you have signed in or created an account (which you do need to go to your email to activate the account if you just created one). Then this will take you back to the Lobbyist Registration page where you will add the “access id” that you received in the email.

Lobbyist Registration Service (Registration Period: 2023 - 2024) » You are logged

Access ID Lobbyist Information Principals License Payment File License Help

Access for Existing Lobbyists

If you have at any time registered with the Commissioner of Political Practices but you are using this service for the first time; enter the Lobbyist's Access ID and then click the **Register Lobbyist** to register.

If you have reg office at (406) 444-

Enter Your Access ID

Register Lobbyist Refresh

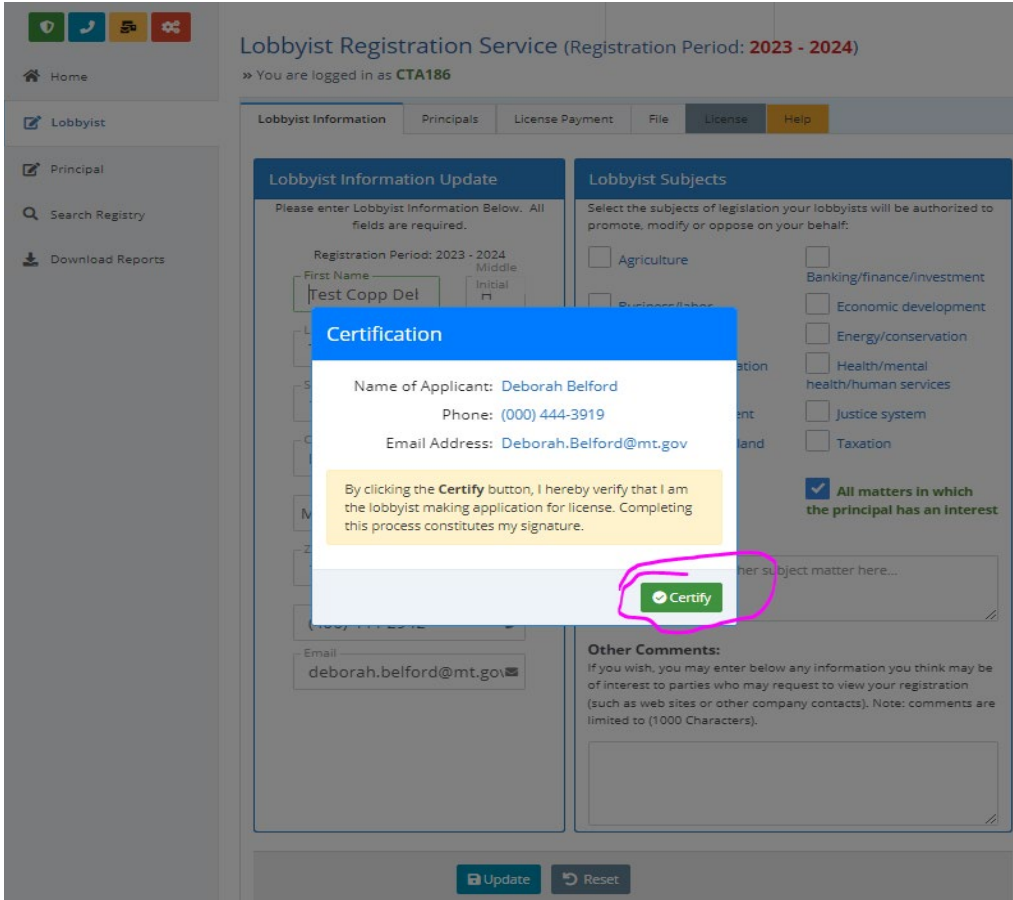
Lobbyists that have never Registered

If you have at any time applied for license with the Commissioner of Political Practices at any time but you **Register New Lobbyist** button below without entering an ID.

Register New Lobbyist

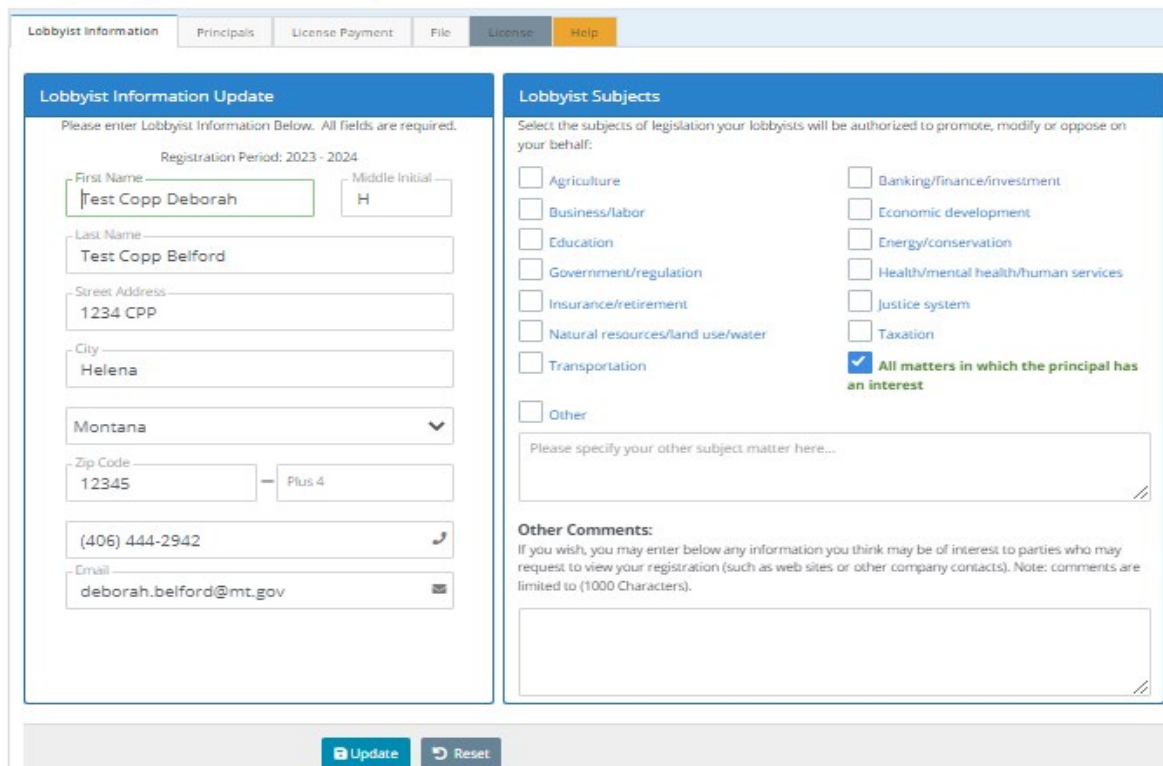
Type in the Access ID – you CANNOT copy and paste – the system WILL NOT recognize a “paste”.

After you enter the lobbyist, this is what you will see – click CERTIFY (of course, it will have your information instead of the example here)



This is what will come up after you click CERTIFY – then make sure all info is correct and **UPDATE**

Lobbyist Registration Service (Registration Period: 2023 - 2024) » You are logged in as ██████████



Once you click update, then you will go to the Principal page so you can accept their request.

Lobbyist Registration Service (Registration Period: 2023 - 2024) » You are logged in as ~~XXXXXXXXXX~~

Lobbyist Information | **Principals** | License Payment | File | License | Help

Authorize Principals

You have confirmed that you are a Lobbyist who has received payments(s) or who has agreed to receive payments of \$2,650 or more in a calendar year to promote, oppose, or modify the introduction or enactment of legislation on behalf of one or more Principal. press the **Add Request Principal** button below to search and add the principal.

[Add Principal Request](#) [Refresh](#) [Finish And Register](#)

Requests initiated by you must be acknowledged by the Principal(s) for your application to be complete

Show 5 entries Search:

NAME	ADDRESS	PHONE	EMAIL	EMPLOYMENT DATE	REGISTRATION PERIOD
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Your acknowledgment is required in order to represent the following principal(s)

Show 5 entries Search:

NAME	ADDRESS	PHONE	EMAIL	EMPLOYMENT DATE	REGISTRATION PERIOD	
Test lobbying page for COPP	123 Test page, Test, MT 12345	(406) 444-2942	deborah.belford@mt.gov	11/15/2022	2023 - 2024	Authorize Deny

Showing 1 to 1 of 1 entries Previous 1 Next

Click **FINISH and REGISTER** on this page – before leaving this page!!!

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No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Principals you are authorized to represent

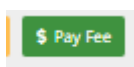
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Test lobbying page for COPP	123 Test page, Test, MT 12345	(406) 444-2942	deborah.belford@mt.gov	11/15/2022	2023 - 2024

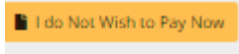
Showing 1 to 1 of 1 entries Previous 1 Next

You will then be brought to the Lobbying License Payment page.

If you, the lobbyist, are paying the fee, you can do that by clicking on the License Payment tab – make that payment online by credit card.



If you know the Principal is paying, then just click the “I do not wish to pay button”.



There is a print page option if you choose to do that, as well.

At this point, if your fee is paid by you or the Principal, you could click on LICENSE tab and you can print the license out.

AND LAST STEP --- FILE!!!!!!