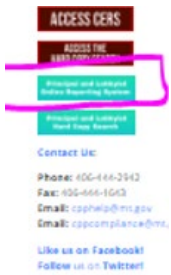
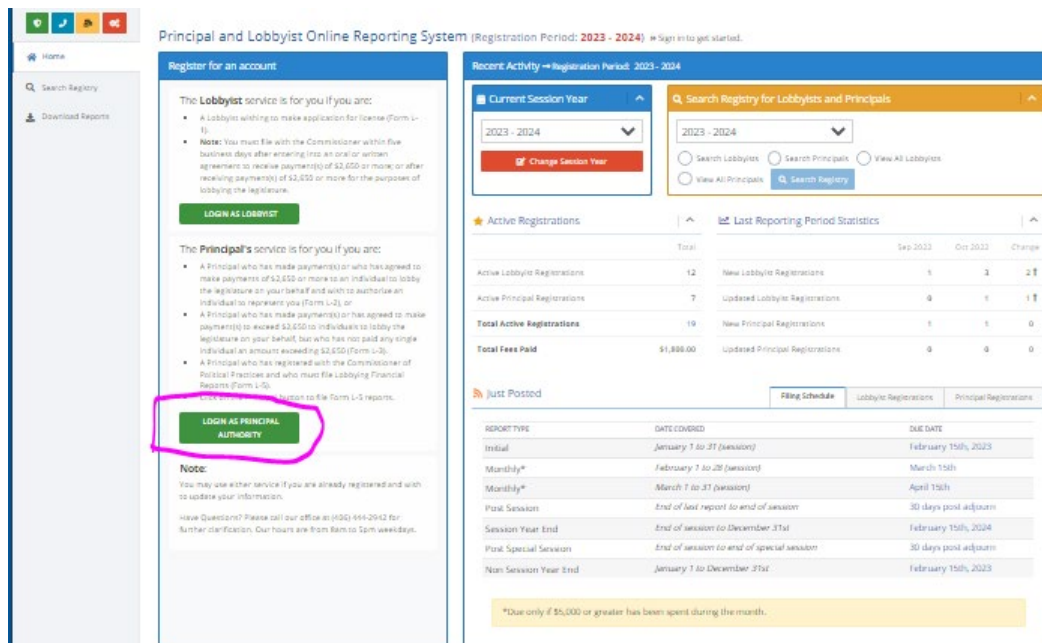


If you yourself are registering as a NEW PRINCIPAL on the Lobbying Database, sending out requests to your lobbyists that you will be paying during this session year, this is what you will do:

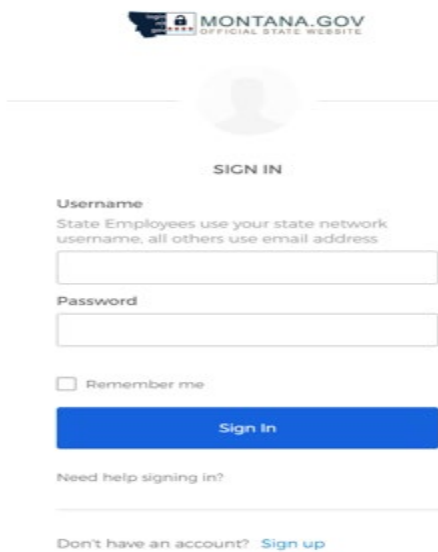
1. Go to <https://politicalpractices.mt.gov/>
2. Click on the “Principal and Lobbyist Online Reporting System” green button



3. Click on the Green button – Login as Principal Authority



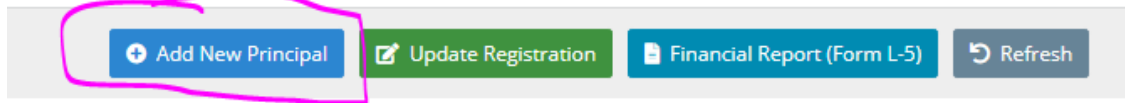
4. This brings you to the OKTA sign-in page:



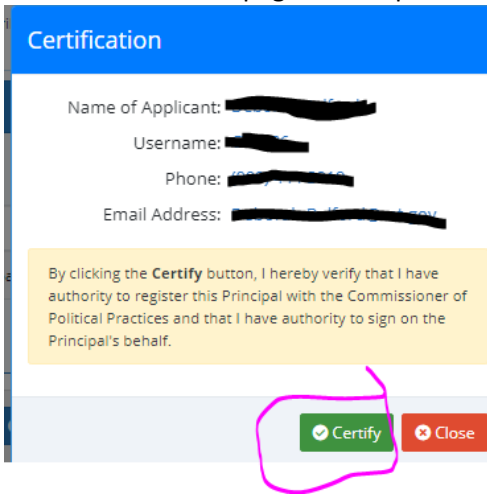
If you have NOT created an OKTA account yet, drop to the bottom where it says: “sign up”. If you do have an OKTA Account, then just enter your email address (you created the OKTA account with) and your password.

5. This will then bring you back to the Principal Registration and Reporting Services page:

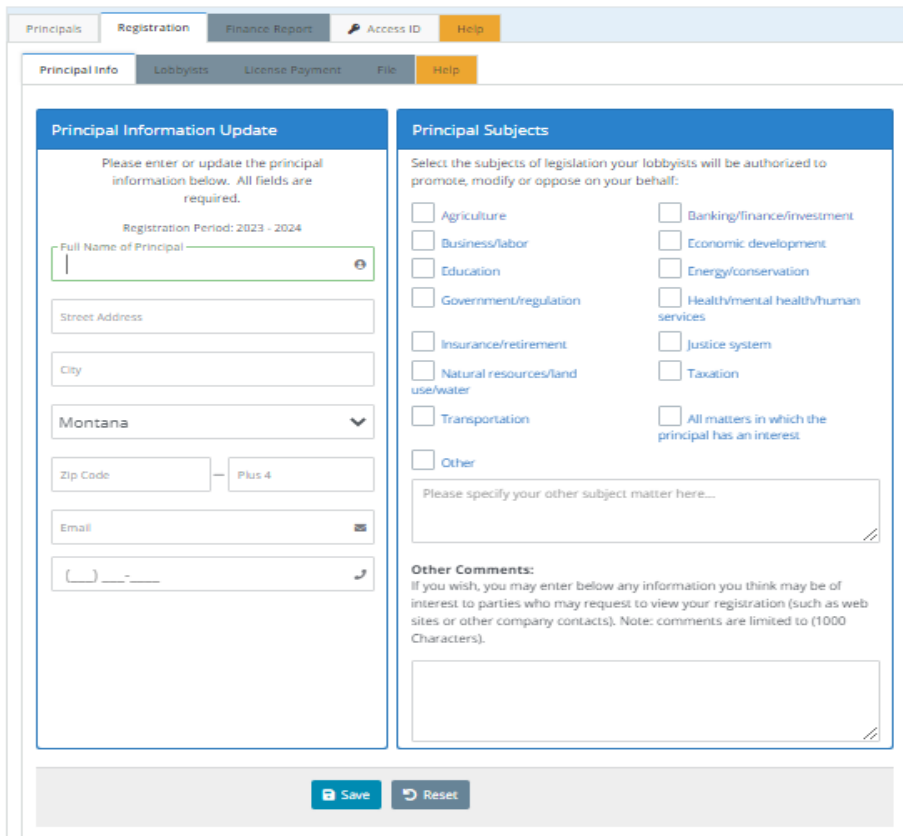
Then click the button below:



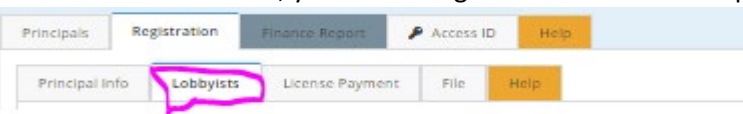
6. You will see this Certification page come up – click on CERTIFY ---



7. This is what will come up – enter the name of the organization and the rest of the information (make sure the email address is one you will receive – or the person that will be completing the L5 reports will receive)



8. Then SAVE. Once saved, you can then go to the tabs on the top to invite the lobbyists who will be lobbying with you:



9. This is the page that will come up – I have circled the buttons you will want to pay attention to... To send the lobbyist the request, click “Add Lobbyist Request” and follow the page -- always follow up with FINISH and REGISTER after you are done requesting lobbyists. You can pay for the lobbyists, as well – 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.

The screenshot shows a web application interface with a top navigation bar containing 'Principals', 'Registration', 'Finance Report', 'Access ID', and 'Help'. Below this is a sub-navigation bar with 'Principal Info', 'Lobbyists', 'License Payment', 'File', and 'Help'. The 'File' tab is highlighted in pink. The main content area is divided into two columns. The left column is titled 'Authorize Lobbyists' and contains a yellow box with instructions: 'You have confirmed that you are a Principal who has made payments(s) or who has agreed to make payments of \$2,650 or more to an individual to lobby the legislature on your behalf. To complete your application you must identify at least one Lobbyist to represent you. If you have any questions, please call us at (406) 444-2942.' The right column is titled 'Selected Principal' and shows redacted contact information: Name: Test Lobbyist for COPP, Address: 12345 Main St, Suite 100, Phone: (406) 444-2942, Email Address: deborah.debbore@state.gov. Below these columns is a row of buttons: 'Add Lobbyist Request' (highlighted in pink), 'Refresh', and 'Finish And Register' (highlighted in pink). Below this are three tables, each with a header and a 'No data available in table' message. The first table is 'Requests initiated by you', the second is 'Authorize (acknowledge) lobbyist requests to represent you', and the third is 'Lobbyists you have authorized to represent you'. Each table has columns for NAME, ADDRESS, PHONE, EMAIL, EMPLOYMENT DATE, and REGISTRATION PERIOD.

Call us with any questions at 406-444-2942. Thank you!