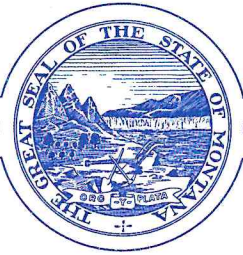


COMMISSIONER OF POLITICAL PRACTICES



STATE OF MONTANA

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Guide to registering electronically as a Lobbyist using the Principal and Lobbyist Online Reporting System

What is a lobbyist? A lobbyist is a person engaging in the practice of lobbying. Lobbyists must register with COPP if paid \$3,000.00 or more to lobby.

How to Register Electronically:

1: From the Commissioner of Political Practice's website, click the 'Principal and Lobbyist Online Reporting System' link.

The screenshot shows the homepage of the Commissioner of Political Practices website. The header features the title "COMMISSIONER OF POLITICAL PRACTICES" and the tagline "Promoting confidence, transparency, and accountability in Montana's democratic processes." Below the header is a navigation menu with links for "ONLINE SERVICES", "FORMS", "REPORTING CALENDARS, TRAINING SCHEDULE", "CONTRIBUTION LIMITS", and "ABOUT US", along with a search bar. The main content area is divided into four quadrants: "VOTE MONTANA CANDIDATE AND COMMITTEE INFORMATION", "THE LEGISLATIVE SESSION & LOBBYING", "CAMPAIGN FINANCE DISCLOSURE", and "ETHICS". To the right of these quadrants is a welcome message from Commissioner Chris Gallus, followed by links for "Guidance on how to file as a candidate with COPP", "2024 candidate campaign reporting presentation- PowerPoint and PDF", "2024 Candidate Campaign Contribution Limit Summary - AVAILABLE HERE", and "2024 Candidate and Committee Search - AVAILABLE HERE". A large black arrow points from the "2024 Candidate Campaign Contribution Limit Summary" link down to a button labeled "Principal and Lobbyist Online Reporting System". Another black arrow points from the "2024 Candidate and Committee Search" link down to a button labeled "Principal and Lobbyist Hard Copy Search".

2: From the Principal and Lobbyist Online Reporting System homepage, click the 'Login as Lobbyist' icon.

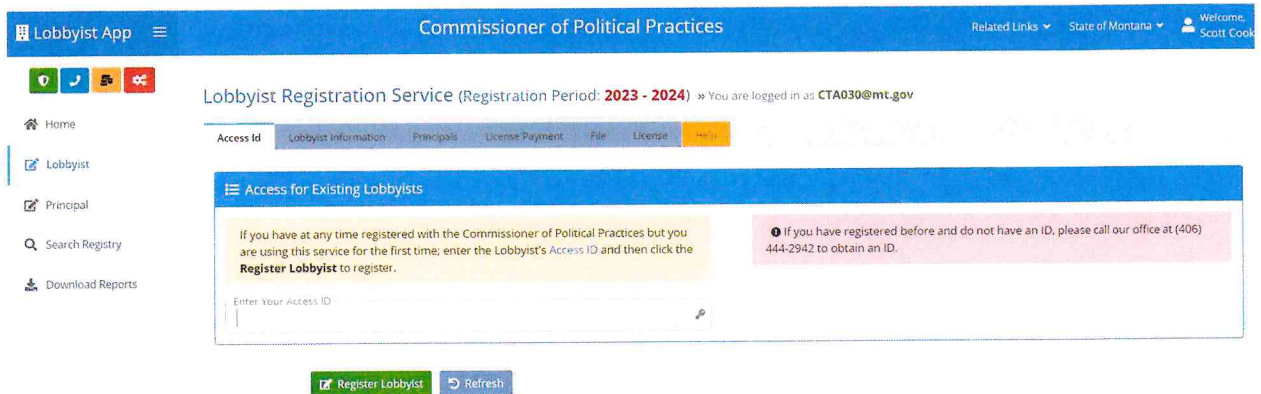


3: Login, via Okta. Users may utilize an existing Okta login.



4: Logging in with Okta will take you to the Lobbyists page.

- If the lobbyist has received an email from the Principal and Lobbyist Online Reporting System asking them to acknowledge an application to represent a specific principal, they will be sent an Access ID generated by the system. Under 'Access for Existing Lobbyists', enter the Access ID in the 'Access ID' tab, then click the 'Register Lobbyist' icon.



- To register as a lobbyist for the first time, under 'Lobbyists that have never Registered' click the 'Register New Lobbyist' icon.

