



COMMISSIONER OF POLITICAL PRACTICES

STATE OF MONTANA

JEFF MANGAN
COMMISSIONER
TELEPHONE (406) 444-2942
FAX (406) 444-1643
www.politicalpractices.mt.gov

1209 EIGHTH AVENUE
P.O. BOX 202401
HELENA, MT 59620-2401

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 \$2,650.00 or more to lobby.

Registration- Steps:

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

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN

COMMISSIONER OF POLITICAL PRACTICES
Promoting confidence, transparency, and accountability in Montana's democratic processes.

ONLINE SERVICES FORMS REPORTING CALENDARS, TRAINING SCHEDULE CONTRIBUTION LIMITS ABOUT US Search

WELCOME TO THE COMMISSIONER OF
POLITICAL PRACTICES WEBSITE!

Commissioner Jeff Mangan

AI RC
HARD SEARCH
Principal and Lobbyist
Principal and Lobbyist

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



Step 3: Login with Okta. Users may utilize an existing Okta login used to access the Campaign Electronic Reporting System (CERS).

Step 4: Logging in with Okta will take you to the Lobbyists page. Once a lobbyist has registered by filing form L-1 their information will appear here each time a user logs in. A user may only register one lobbyist in the online reporting system under a single Okta login.

- If you receive an email from the Principal and Lobbyist Online Reporting System asking you to acknowledge an application to represent a principal as a lobbyist, you may login and use the Access ID generated by the system. Under ‘Access for Existing Lobbyists’, simply enter the Access ID provided for the lobbyist in the ‘Access ID’ tab, then click the ‘Register Lobbyist’ icon. You must type in the access ID (do not cut and paste from email), all letters must be CAPS.

The screenshot shows the 'Lobbyist App' interface for the 'Commissioner of Political Practices'. The top navigation bar includes 'Related Links', 'State of Montana', and a user welcome message. The left sidebar contains links for Home, Lobbyist, Principal, Search Registry, and Download Reports. The main content area is titled 'Lobbyist Registration Service (Registration Period: 2023 - 2024)' and shows the user is logged in as 'CTA030@mt.gov'. The 'Access ID' tab is selected, leading to the 'Access for Existing Lobbyists' section. This section contains two informational boxes: a yellow one stating that users who have registered before must enter their Access ID and click 'Register Lobbyist', and a pink one stating that users who have registered before but lack an ID should call the office at (406) 444-2942. Below these boxes is a text input field labeled 'Enter Your Access ID' and a 'Register Lobbyist' button.

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

The screenshot shows the 'Lobbyists that have never Registered' section. It features a yellow informational box stating that users who have applied for a license but are using the service for the first time should click the 'Register New Lobbyist' button without entering an ID. Below this box is a green button labeled 'Register New Lobbyist'.

Tip! In the Principal and Lobbyist Online Reporting System, any lobbyists who has not either already electronically registered for the current registration period (2023-2024 being the current period) or received an email asking you to acknowledge an application to represent a principal as a lobbyist will have to file as a new lobbyist in the system. Access ID's are not generated by the system for a lobbyist until that lobbyist has either registered using the system or had a principal file an application requesting that lobbyist represent them. Access ID's will be emailed to the lobbyist at their listed email when generated.



COMMISSIONER OF POLITICAL PRACTICES

STATE OF MONTANA

JEFF MANGAN
COMMISSIONER
TELEPHONE (406) 444-2942
FAX (406) 444-1643
www.politicalpractices.mt.gov

1209 EIGHTH AVENUE
P.O. BOX 202401
HELENA, MT 59620-2401

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

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 \$2,650.00 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.

9:51

OFFICIAL STATE WEBSITE

SEARCH MONTANA.GOV

login mt gov

MONTANA.GOV
OFFICIAL STATE WEBSITE

SIGN IN
FORMERLY EPASS MONTANA

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

Password

☐ Remember me

Sign In

OR

okta.loginmt.com

Step 4: Logging in with Okta will take you to the Principals page. Once a principal has been registered by filing an L-2 or L-3 they will appear in the Principal List each time a user logs in. A user may register more than one Principal in the online reporting system under a single Okta login.

From the Principals page, users can:

- Register a new principal (by filing form L-2 or L-3) by clicking on the 'Add New Principal' icon;
- Amend a previous registration (form L-2 or L-3) by clicking on the 'Update Registration' icon;
- File lobbying financial reports (form L-5) by clicking the 'Financial Report (Form L-5)' icon.

Lobbyist App Commissioner of Political Practices Related Links State of Montana Welcome, Scott Cook

Principal's Registration and Reporting Service (Registration Period: **2023 - 2024**) » You are logged in as **CTA030@mt.gov**

Principals Registration Finance Report Access ID Help

Principal Registration

This service is to be used by a Principal's representative (signing authority). You should be familiar with the terms of the lobbying agreement with your Lobbyist. You will personally file or supervise and approve the filing of any necessary lobbying reports on behalf of the Principal. You will also be the individual to whom future correspondence from the Commissioner will be addressed.

If you think you are not the appropriate Principal's Representative as described above, please call our office at (406) 444-2942 for clarification. Our hours are 8am to 5pm weekdays.

Principal List

Show 5 entries Search:

PRINCIPAL NAME	ADDRESS	PHONE	EMAIL	SESSION YEAR
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

[Add New Principal](#) [Update Registration](#) [Financial Report \(Form L-5\)](#) [Refresh](#)

Tip! 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, you may login and use the Access ID generated by the system for the principal. 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.

Lobbyist App Commissioner of Political Practices Related Links State of Montana Welcome, Scott Cook

Principal's Registration and Reporting Service (Registration Period: **2023 - 2024**) » You are logged in as **CTA030@mt.gov**

Principals Registration Finance Report Access ID Help

Access for existing principals

If your Principal has at any time registered with the Commissioner of Political Practices but you are using this service for the first time; enter the Principal's Access ID and then click the **Register Principal** to register your principal or click the **File Financial Report (Form L-5)** button to file a financial report for the principal.

ⓘ If you have registered before and do not have an ID, please call our office at (406) 444-2942 to obtain an ID.

Enter Your Access ID

Lobbyist as PRINCIPAL AUTHORITY

Should a lobbyist be authorized by the principal to file L-5 lobbying financial reports on its behalf, the designated lobbyist can share an Okta login with the principal.

