



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 \$2,900.00 or more to lobby.

Registration- Steps:

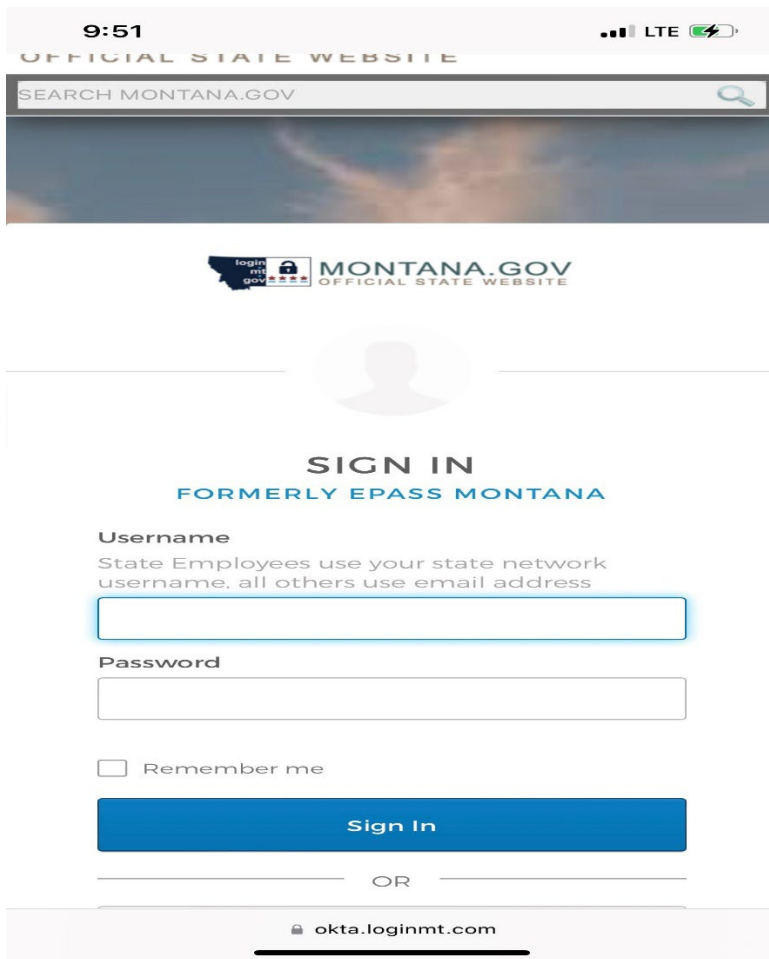
Step 1: From the Commissioner of Political Practice’s website, click the ‘Principal and Lobbyist Online Reporting System’ link.



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

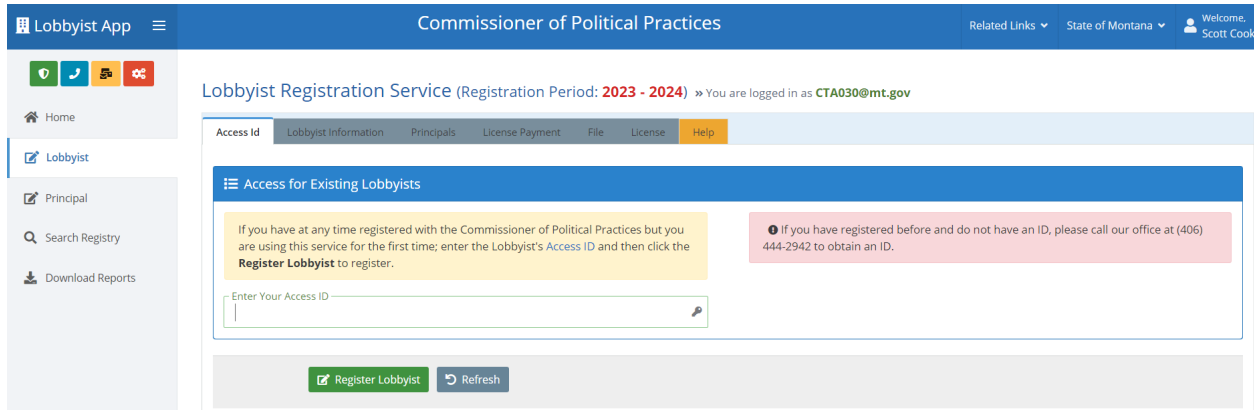


Step 3: Login with Okta. Users may utilize an existing Okta login used to access the Campaign Electronic Reporting System (CERS).

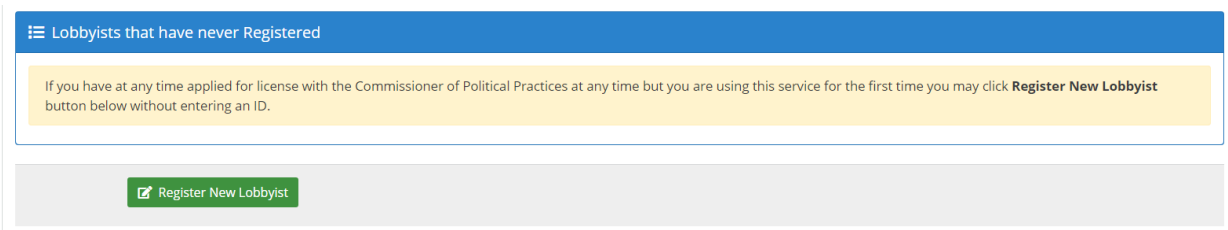


Step 4: Logging in with Okta will take you to the Lobbyists page. Once a lobbyist has registered by filing form L-1 their information will appear here each time a user logs in. A user may only register one lobbyist in the online reporting system under a single Okta login.

- 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.



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



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.



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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 \$2,900.00 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.

Lobbyist App Commissioner of Political Practices Related Links State of Montana

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 for the purposes of 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 payments of \$2,650 or more to an individual to lobby on your behalf and who has authorized an individual to represent you (Form L-5).
- A Principal who has made payment(s) or has agreed to make payments of \$2,650 or more to individuals to lobby on your behalf, but who has not paid an individual an amount exceeding \$2,650.
- A Principal who is registered with the Commissioner of Political Practices and who must file Lobbyist 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 8am to 5pm weekdays.

Recent Activity → Registration Period: 2023 - 2024

Current Session Year: 2023 - 2024 Change Session Year

Search Registry for Lobbyists and Principals

2023 - 2024

Search Lobbyists
 Search Principals
 View All Lobbyists
 View All Principals
 Search Registry

★ Active Registrations | Last Reporting Period Statistics

	Total	Sep 2022	Oct 2022	Change
Active Lobbyist Registrations	12	1	3	2 ↑
Active Principal Registrations	7	0	1	1 ↑
Total Active Registrations	19	1	1	0
Total Fees Paid	\$1,800.00	0	0	0

Just Posted

REPORT TYPE	DATE COVERED	DUE DATE
Special	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.

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

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

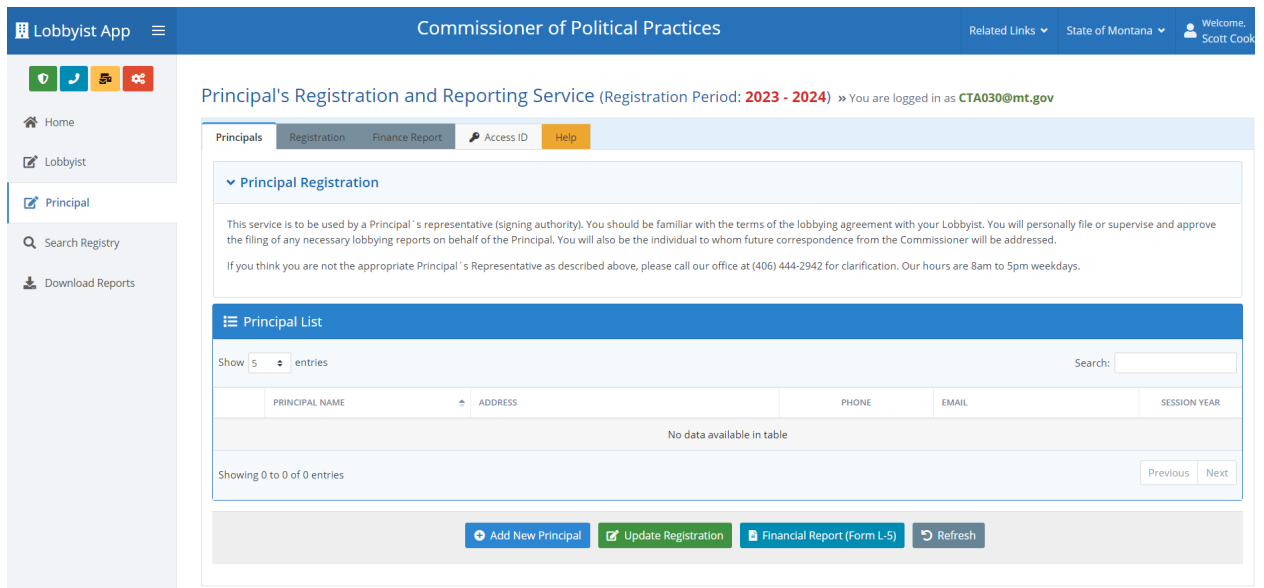
OR

okta.loginmt.com

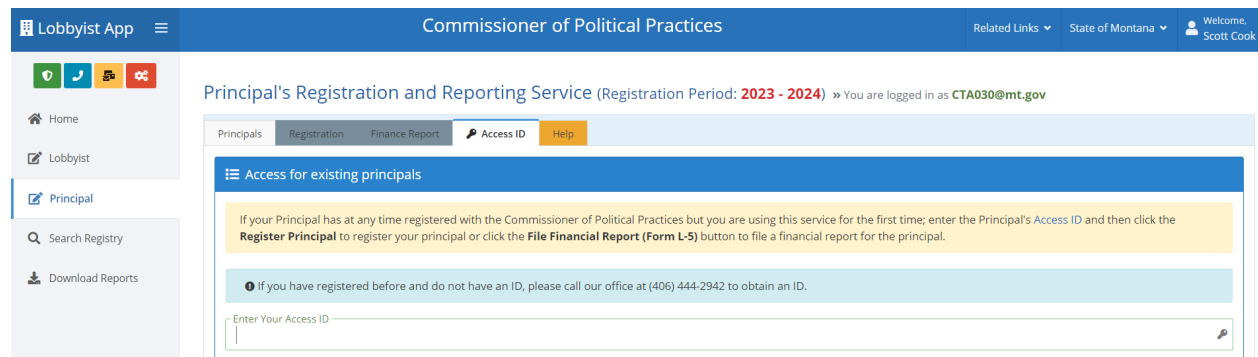
Step 4: Logging in with Okta will take you to the Principals page. Once a principal has been registered by filing an L-2 or L-3 they will appear in the Principal List each time a user logs in. A user may register more than one Principal in the online reporting system under a single Okta login.

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.



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 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.

