

2019 Guide to Register as a Principal and Add Lobbyists

Step 1: Select the **Create New User** at the [Lobbying Database](http://lobbyistregistration.mt.gov/login.jsf):
<http://lobbyistregistration.mt.gov/login.jsf>.

The screenshot shows the 'Commissioner of Political Practices Lobby Registration and Reporting' website. The page title is 'Lobbyist & Principal Registration Login'. Below the title, there is a navigation menu with 'Home', 'Log Out', 'Instructions', and 'How Do I?'. The main content area contains a login form with fields for 'User:' and 'Password:', and buttons for 'Login', 'Reset', 'Create New User', and 'Modify User'. The 'Create New User' button is circled in green. At the bottom, there is a footer with 'Online Services', 'Commissioner of Political Practices', 'Privacy & Security', 'Accessibility', and 'Contact Us'.

Step 2: Enter in your contact info and create login information. Select **Save**.

Tip: Save your login information somewhere obvious for easy reference.

The screenshot shows the 'Commissioner of Political Practices Lobby Registration and Reporting' website. The page title is 'Create/Modify User Account'. Below the title, there is a navigation menu with 'Home', 'Log Out', 'Instructions', and 'How Do I?'. The main content area is divided into two sections: 'Contact Info' and 'Login Info'. The 'Contact Info' section has fields for '*First Name', '*Last Name', 'Telephone Number', and '*E-Mail Address'. The 'Login Info' section has fields for '*User Name', '*New Password', and '*Confirm Password'. To the right of the 'Login Info' section, there is a list of requirements for the user name and password. At the bottom, there are 'Cancel' and 'Save' buttons. At the very bottom, there is a footer with 'Online Services', 'Commissioner of Political Practices', 'Privacy & Security', 'Accessibility', and 'Contact Us'.

Contact Info:

*First Name	YourFirstName
*Last Name	LastName
Telephone Number	406-123-4567
*E-Mail Address	youremail@gmail.com

Login Info:

*User Name	Test Account
*New Password	Password1Here
*Confirm Password	Password1Here

About your user name and password:

- User name must be at least 6 characters long
- Password must be at least 8 characters long
- Password use both letters and numbers
- Password must be different than your user name
- Password is case sensitive

Cancel Save

Step 3: Enter in your newly created username and password. Select Create New User.

The screenshot shows the login interface for the Commissioner of Political Practices Lobby Registration and Reporting system. At the top, there is a blue header with the text "Commissioner of Political Practices" and "Lobby Registration and Reporting". Below the header is a navigation bar with links for "Home", "Log Out", "Instructions", and "How Do I?". The main content area is titled "Lobbyist & Principal Registration Login". It contains a text box for "User:" with the value "TestAccount" and a password field with masked characters. Below these are "Login" and "Reset" buttons. At the bottom of the form area are "Create New User" and "Modify User" buttons. A footer at the very bottom contains links for "Online Services", "Commissioner of Political Practices", "Privacy & Security", "Accessibility", and "Contact Us".

Step 4: Select Principal.

The screenshot shows the home page of the Commissioner of Political Practices Lobby Registration and Reporting system. It features a blue header with the text "Commissioner of Political Practices" and "Lobby Registration and Reporting". Below the header is a navigation bar with links for "Home", "Log Out", "Instructions", and "How Do I?". The main content area is titled "Welcome To the Lobby Registration and Reporting System". It contains two sections: "The Lobbyist service is for you if you are:" and "The Principal's service is for you if you are:". The "Principal's service" section includes a list of bullet points describing the criteria for being a principal. Below the text are three buttons: "Principal" (circled in green), "Lobbyist", and "Try the Demo". A footer at the very bottom contains links for "Online Services", "Commissioner of Political Practices", "Privacy & Security", "Accessibility", "Contact Us", and "Version".

Step 5: If you have never registered as a principal in the lobbying database (you will not be in the database if you registered by paper), select **Continue to Register a New Principal**.

Commissioner of Political Practices
Lobby Registration and Reporting

Log Out Instructions How Do I?

Welcome to the Principal's Registration and Reporting System

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.

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 click Continue:

(Note: ID is case sensitive)

Register Principal File Lobbying Financial Report (Form L-5)

If you have registered before and do not have an ID, please call our office to obtain an ID.

Principals Who Have Never Registered

If your Principal has never registered with the Commissioner of Political Practices at any time and you wish to register for the first time, click continue below.

Back Continue To Register a New Principal

Online Services Commissioner of Political Practices Privacy & Security Accessibility Contact Us

Step 6: Click **Certify** to confirm that you have the authority to register as a principal.

Commissioner of Political Practices
Lobby Registration and Reporting

Instructions How Do I?

Certification

Name of Applicant
Example - Lastname

Phone Number
406-444-2942

Email Address
cpphelp@mt.gov

By clicking continue, I hereby verify that I have authority to register this Principal with the Commissioner of Political Practices and that I have authority to sign on the Principal's behalf.

Back Certify

Step 7: 1) Fill out the **Principal Information Update** section, 2) select the subjects lobbyists will be authorized to lobby on, and 3) select whether you want to file a L-2 or L-3 registration form (more info on registration forms at the [2019 Lobbying Guide](#)).

Principal Information Update

Please enter or update Principal Information Below.
Required fields are noted with an * by the field name
Registration Period: 2019 - 2020

*Full Name of Principal	<input type="text" value="Principal's name"/>
*Street Address	<input type="text" value="Principal's address"/>
*City	<input type="text" value="Principal's city"/>
*State	<input style="border: none; background-color: #f0f0f0; width: 100%;" type="text" value="MONTANA"/>
*Zip	<input type="text" value=""/> - <input type="text" value=""/>
*Telephone Number	(<input type="text" value=""/>) <input type="text" value=""/> - <input type="text" value=""/>
*E-Mail Address	<input type="text" value="cpphelp@mt.gov"/>

Please Note:
It is the policy of the Commissioner of Political Practices to communicate electronically whenever possible, thereby reducing operating costs. We request that each Principal filing with our office provide an e-mail address of the Principal's Representative with signing authority. Thereafter, correspondence from this office will be via e-mail directed to the Principal's recorded representative.

Select the subjects of legislation your lobbyists will be authorized to promote, modify or oppose on your behalf:

***Please select all that apply:**

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Banking/finance/investment	<input type="checkbox"/> Business/labor
<input type="checkbox"/> Economic development	<input type="checkbox"/> Education	<input type="checkbox"/> Energy/conservation
<input type="checkbox"/> Government/regulation	<input type="checkbox"/> Health/mental health/human services	<input type="checkbox"/> Insurance/retirement
<input type="checkbox"/> Justice system	<input type="checkbox"/> Natural resources/land use/water	<input type="checkbox"/> Taxation
<input type="checkbox"/> Transportation	<input type="checkbox"/> All matters in which the principal has an interest	
<input type="checkbox"/> Other(please specify)	<input type="text"/>	

Other Comments:
If you wish, you may enter below any information you think may be of interest to parties who may request to view your registration (such as web sites or other company contacts). Note: comments are limited to (1000 Characters).

If you are a Principal who has made payments(s) or who has agreed to make payments of \$2,600 or more to an individual to promote, oppose, or modify the introduction or enactment of legislation on behalf of the Principal and who wishes to authorize an individual to represent the Principal (Form L-2), click YES below. If you have not paid or do not intend to pay a single individual an amount exceeding \$2,600 click NO below (File Form L-3).

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Step 8: You now have the option to add lobbyists (select the **Add Lobbyist**), or, simply finalize your registration by selecting **Finish and Register**. If you select **Add Lobbyist**, continue to step 9.

Commissioner of Political Practices
Lobby Registration and Reporting

Instructions [How Do I?](#)

You have confirmed that you are a Principal who has made payments(s) or who has agreed to make payments of \$2,600 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.

Questions? Call (406)444-2942

Requests initiated by you

If all of your lobbyists are not listed above, you can identify (add) a lobbyist now.

[Add Lobbyist](#)

[Finish and Register](#)

Step 9: In this screen, you can search for already-registered lobbyists for whom you will be their principal. Enter in information about their first and last name and select **Search Lobbyist**.

Commissioner of Political Practices
Lobby Registration and Reporting

Instructions [How Do I?](#)

Please search for your lobbyist(s) prior to using the add function, to avoid adding duplicates to our system.

Tip: if your Lobbyist is not found on the first entry, try entering the last name and first initial, or only the last name.

Search Lobbyist

Search for your Lobbyist by entering the name below and clicking on Search:

First Name

Last Name

[Search Lobbyist](#)

[Back](#)

Step 10:

OPTION 1: If the lobbyist you are searching for has already registered in the online database, their name will come up in the "Search Results." Click on their name to add them as a lobbyist. (Continue reading below for next steps after you have clicked on the lobbyist's name.)

In the below example, "Bird" was the last name of the lobbyist searched. Under **Search Results**, the lobbyist entry for **Sue Bird** came up.

OPTION 2: If your lobbyist has not yet registered, you can send them a registration request by clicking **Add Lobbying Request** (see below screenshot).

Commissioner of Political Practices
Lobby Registration and Reporting

[Instructions](#) [How Do I?](#)

Please search for your lobbyist(s) prior to using the add function, to avoid adding duplicates to our system.
Tip: if your Lobbyist is not found on the first entry, try entering the last name and first initial, or only the last name.

Search Lobbyist

Search for your Lobbyist by entering the name below and clicking on Search:

First Name

Last Name

[Search Lobbyist](#)

Search Results

Click on the Lobbyist you wish to process and if your name occurs twice please select the most recent registration period.

[Sue Bird- Helena - Registration Period: 2019 - 2020](#)

If your Lobbyist has never registered with the Commissioner of Political Practices before and you wish to make application for him/her; click Add Lobbyist Request.

[Add Lobbyist Request](#)

[Back](#)

Once you confirm their contact information and the subjects they can lobby on your behalf on, click **Send Authorization Request**. They authorization request will be emailed to the lobbyist from cppehlp@mt.gov and include a link for the lobbyist to register. The email will also include your access ID. Lobbyists should follow this [step-by-step guide](#) to register in the lobbying database.



Commissioner of Political Practices
Lobby Registration and Reporting

[Instructions](#) [How Do I?](#)

View Lobbyist and Request to Represent

To complete your registration you must have at least one lobbyist's agreement assigned to your registration. To request this Lobbyist to represent you, add a date of employment and click on the "Send Authorization Request" button below.

Registration Period: 2019 - 2020

Lobbyist First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	MONTANA <input type="button" value="v"/>
Zip	<input type="text"/> - <input type="text"/>
Phone	(<input type="text"/>) <input type="text"/> - <input type="text"/>
E-Mail Address	<input type="text"/>
Date of Employment (MM/DD/YYYY)	<input type="text"/>

Please Note

We communicate electronically whenever possible. Please provide a current and active e-mail address. Correspondence from this office normally will be via e-mail.

***Please select all that apply:**

- | | | |
|--|---|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Banking/finance/investment | <input type="checkbox"/> Business/labor |
| <input type="checkbox"/> Economic development | <input type="checkbox"/> Education | <input type="checkbox"/> Energy/conservation |
| <input type="checkbox"/> Government/regulation | <input type="checkbox"/> Health/mental health/human services | <input type="checkbox"/> Insurance/retirement |
| <input type="checkbox"/> Justice system | <input type="checkbox"/> Natural resources/land use/water | <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> All matters in which the principal has an interest | |
| <input type="checkbox"/> Other(please specify) | <input type="text"/> | |

The fields marked with a * are required.

[Back](#)

[Send Authorization Request](#)

Step 11: Whether you have added a lobbyist or not, you will finish your registration process by selecting **Finish and Register** on the next screen.

Step 12: The next screen gives you the option to either print your registration (**Print Page**) or **Exit**. If you select **Exit**, you will then go back to the main screen, where you can file an L-5 report.

[Your registration in the database is now complete!](#) If your lobbyist still needs to acknowledge your relationship as their lobbyist, that step must be completed by the lobbyist. They can complete that process by following [this guide](#).

To comply successfully with Montana's lobbying requirements, familiarize yourself with the [COPP's lobbying page](#) and the [L-5 Report Guide](#).

