

2019 Guide to Register as a Lobbyist in the Lobbying Database

Step 1: Open the lobbying database's home page and select **Create New User**.

Step 2: Fill out your 1) Contact information and 2) enter in your new login information. Select **Save**.

Step 3: You will be redirected to the login page. Enter in your new login information and select **Login**.



The screenshot shows the login page for the Commissioner of Political Practices Lobby Registration and Reporting system. The page has 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" and contains a login form. The form includes a "User:" field with the text "2019Lobbyist" and a "Password:" field with masked characters. There are "Login" and "Reset" buttons below the password field. At the bottom of the form are "Create New User" and "Modify User" buttons. The footer of the page contains links for "Online Services", "Commissioner of Political Practices", "Privacy & Security", "Accessibility", and "Contact Us".

Step 4: Select the **Lobbyist** button at the bottom of the screen.

Step 5: Select **Continue to Add a New Lobbyist** at the bottom of the screen.

Step 6: Select **Certify** to confirm your identity.

Step 7: Enter in 1) your contact information and then 2) select the subjects which you are authorized by your principal(s) to lobby on. Select **Continue**.

Step 8: You will then be directed to the below screen.

If your principal has not already registered, click **Finish and Register**. You will be redirected to a screen to pay the \$150 lobbyist registration fee. The database's ability to accept online payment is currently not functioning. To pay, you will need to either send or drop off a check (addressed to the COPP) at 1209 8th Avenue, Helena, Montana, 59601-2401. Click **I do Not Wish to Pay Now**. If you already paid the \$150 registration fee, you can ignore this page. You can then print the page for your records or exit to return to the home screen.

If your principal has registered, select **Add Principal** and continue to **Step 9**.



The screenshot shows a web page titled "Commissioner of Political Practices Lobby Registration and Reporting". It includes a navigation bar with "Instructions" and "How Do I?". The main content area contains instructions for lobbyists, a contact number (406)444-2942, and a section titled "Requests initiated by you" with an "Add Principal" button. At the bottom, there is a "Finish and Register" button.

Step 9: Enter in part of your principal's name.

If you are lobbying, for example, for the Montana Association of Hikers, you can search by "Montana Association," "Hikers," etc. Do not search by your contact person's name at the MHA. If Sarah Surah is the CEO of the MHA, do not search by her name since Montana Association of Hikers is the principal and not Sarah. Click **Search Principal**.

Step 10: If your principal has not yet registered, see **Scenario 1**. If your principal has already registered, see **Scenario 2**.

TIP: *If your principal is not found on the first entry, try entering only the first word of the principal's business name and try again.*

Scenario 1: If your principal has not yet registered, you can ask them to start the process by clicking **Add Principal Request**.

You will then be prompted to enter in 1) the principal's contact information and 2) the subjects they have authorized lobbyists to lobby on. (The principal will be sent an email from cpphelp@mt.gov with an invitation to register and their principal access ID [more

information [here](#)]. The access ID is a code that links a principal to a lobbyist.) Click **File Registration and Add Request**.

If you have more principal's to add, select **Add Principal**. If you have no more principals to add, select **Finish and Register**. Click **ok** on the next screen. You will then be redirected to pay the \$150 lobbying registration fee.

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Scenario 2: Select your principal's name under the "Search Results."

On the next page, confirm that their contact information is correct and select **Send Authorization Request**. This will prompt an email from cpphelp@mt.gov to go to their listed contact email. They must log into the lobbying database to acknowledge your request in order for your relationship to be recognized by the Commissioner of Political Practices. This email also the principal's access ID (more information [here](#)).

If you have multiple principals, continue the process of searching for their name and following the steps in Scenario 2.

If some principals have registered (and you found their name when you searched), and others have not, you can add a request to unregistered principals by following the steps above in Scenario 1.

When you are ready, select **Finish and Register**. On the next page, select **ok**. The next page will take you to a payment screen.

The database's ability to accept online payment is currently not functioning. To pay, you will need to either send or drop off a check (addressed to the COPP) at 1209 8th Avenue, Helena, Montana, 59601-2401. Click **I do Not Wish to Pay Now**. If you already paid the \$150 registration fee, you can ignore this page. You can then print the page for your records or exit to return to the home screen. Select **I do Not Wish to Pay Now**. You can then print the page for your records or exit to return to the home screen.

Your registration process is now complete! If your principal still needs to acknowledge your relationship as their lobbyist, that step must be completed by the principal. 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](#).