



# 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 \$2,650.00 or more to lobby.

### **Registration- Steps:**

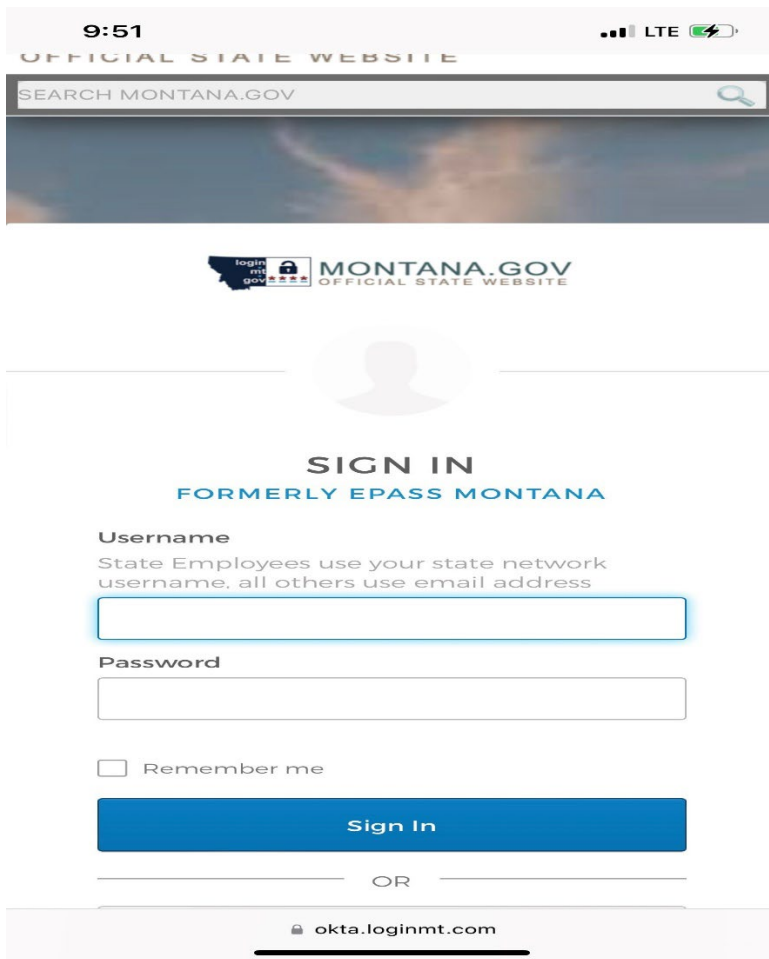
Step 1: From the Commissioner of Political Practice’s website, click the ‘Principal and Lobbyist Online Reporting System’ link.



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

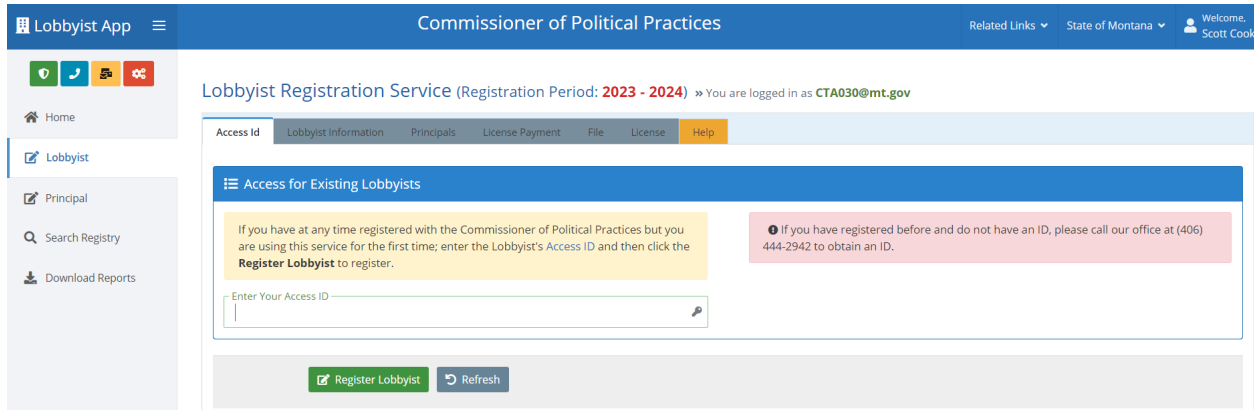


**Step 3:** Login with Okta. Users may utilize an existing Okta login used to access the Campaign Electronic Reporting System (CERS).

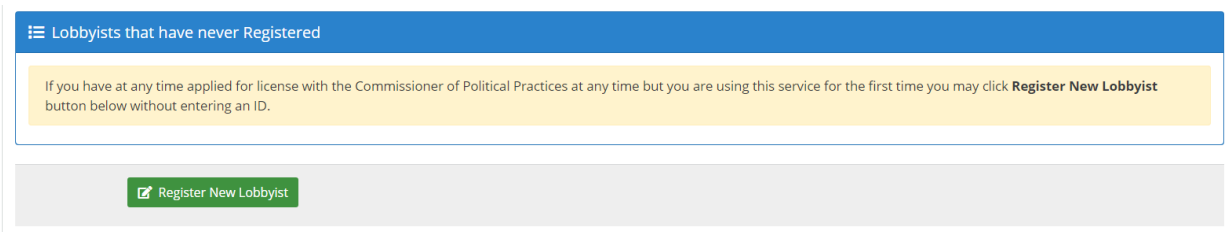


**Step 4:** Logging in with Okta will take you to the Lobbyists page. Once a lobbyist has registered by filing form L-1 their information will appear here each time a user logs in. A user may only register one lobbyist in the online reporting system under a single Okta login.

- 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.