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

For Principals:

Step 1: From the Commissioner of Political Practice's website, navigate to The Legislative Session & Lobbying page. From there, click the '[Access the Lobbying Database \(File Forms and Reports\)](#)' link.

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

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

Step 4: Logging in with ePass Montana will take you to the Principal List. From there:

- Select the 'Add New Principal' icon to register a new Principal by filing form L-2 (Principal Authorization Statement) or form L-3 (Principal Registration Application);
- Select the 'Update Registration' icon to update a registered Principal's L-2 or L-3 filing;
- Select the 'Financial Report (Form L-5)' icon if you wish to file a new L-5 Lobbying Finance Report for a Principal or make changes or corrections to a previously filed L-5.

Tip! If you receive an email from the Principal and Lobbyist Online Reporting System asking to acknowledge the application to represent your interests for the 1st time, you may login and use the Access ID generated by the system for you specifically as the principal. You must type in the access ID (do not cut and paste from email), all letters must be CAPS.

Tip! If a user has not previously registered a Principal using the Principal and Lobbyist Online Reporting System, no Principals will be listed in the Principal List. 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 ePass account.

Tip! If selecting the 'Update Registration' or 'Financial Report (Form L-5)' options, make sure you check the box next to the name of the Principal!

Lobbyist as PRINCIPAL AUTHORITY

Should a Lobbyist be authorized by the Principal to file reports on behalf of the Principal, both the designated Lobbyist and Principal can share one login. For example, a Lobbyist can create her/his Lobbyist account using the Online Reporting System and subsequently register the Principal as well. A Lobbyist can be the authority for more than one Principal. A Principal can register and then register a single Lobbyist as an authority. Neither can register more than one lobbyist under a single record.

For Lobbyists:

Step 1: From the Commissioner of Political Practice's website, navigate to The Legislative Session & Lobbying page. From there, click the '[Access the Database \(File Forms and Reports\)](#)' link.

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

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

Step 4: After logging in with ePass Montana, scroll down to the *Lobbyists that have never Registered* window. Click the 'Register New Lobbyist' icon to file form L-1, the Lobbyist License Application.

Tip! 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 for the 1st time, you may login and use the Access ID generated by the system. You must type in the access ID (do not cut and paste from email) in the *Access for Existing Lobbyists* window. Note that all letters must be CAPS.

Tip! Because the Principal and Lobbyist Online Reporting System is new, all lobbyists who have not already electronically registered this session 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 filed an L-1 using the system or a Principal files an application requesting the lobbyist represent them. Access ID's will be emailed to the lobbyist at their listed email when generated. In future sessions, returning lobbyists may utilize the *Access for Existing Lobbyists* window and use the Access ID their new 2021-

2022 registration generates.

Tip! Users may only register one (1) lobbyist in the online reporting system under a single ePass account. A lobbyist can be the authorized representative for multiple principal's, using the same login credentials they use as a lobbyist.

Principals and Lobbyists:

Once registered, both a Principal can request and authorize Lobbyists and Lobbyists can request to represent Principals from the Online Reporting System. Simply navigate to the appropriate tab and initiate the request/s.