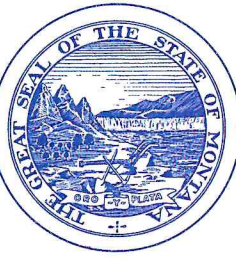


COMMISSIONER OF POLITICAL PRACTICES



STATE OF MONTANA

CHRIS J. GALLUS
COMMISSIONER
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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 \$3,000.00 or more.

How to Register Electronically:

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.

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

Search Registry for Lobbyists and Principals

2023 - 2024

Search Lobbyists | Search Principals | View All Lobbyists

View All Principals

Active Registrations

Last Reporting Period Statistics

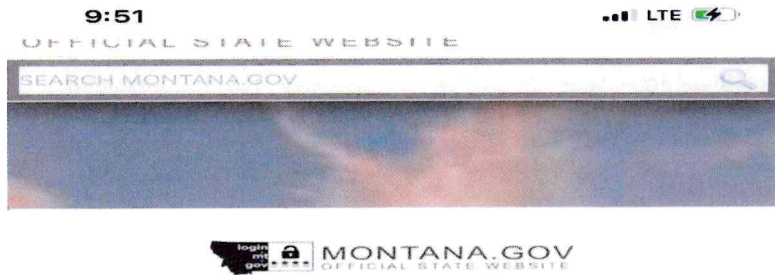
Total	Sep 2022	Oct 2022	Change
Active Lobbyist Registrations	12	1	3
Active Principal Registrations	7	0	1
Total Active Registrations	19	1	0
Total Fees Paid	\$1,800.00	0	0

Just Posted

REPORT TYPE	DATE COVERED	BUDDY
Initial	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.

3: Login, via Okta. Users may utilize an existing Okta login.



SIGN IN
FORMERLY EPASS MONTANA

Username
State Employees use your state network username, all others use email address

Password

Remember me

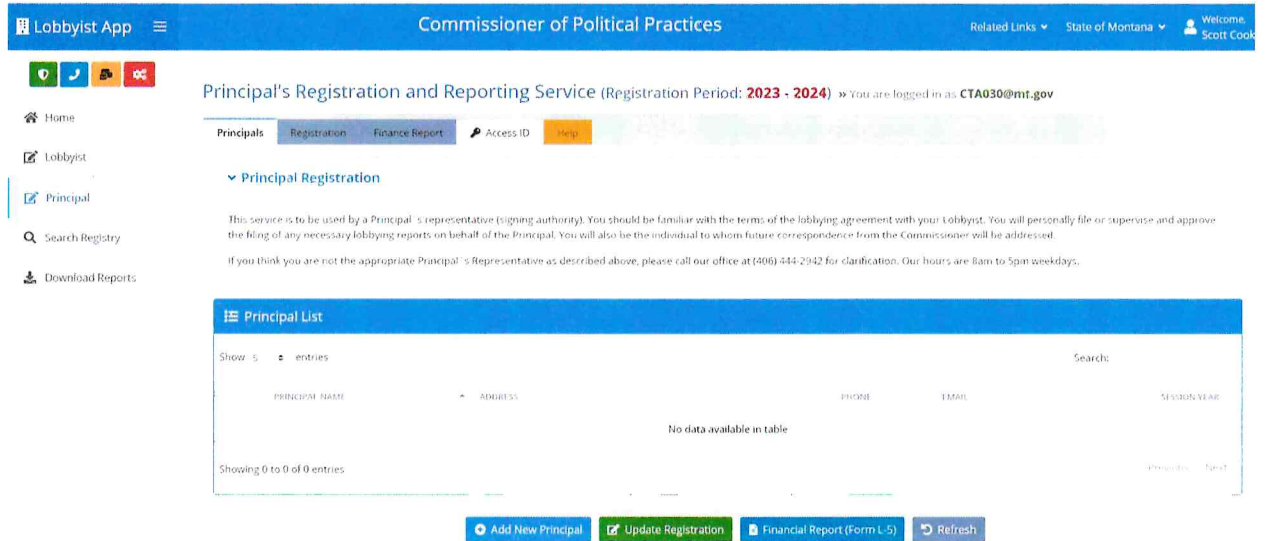
Sign In

OR

okta.loginmt.com

Step 4: Logging in with Okta will take you to the Principals page. 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.



If the principal has received an email from the Principal and Lobbyist Online Reporting System asking the principal to acknowledge a lobbyist’s application to represent it, they will be sent an Access ID generated by the system. 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.



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.