LOBBYING FINANCIAL REPORT GUIDE

Updated February 2023

COMMISSIONER OF POLITICAL PRACTICES
1209 8TH AVENUE, HELENA, MT
(406) 444-2942
CPPHELP@MT.GOV

Contents

1. When are L-5 lobbying reports due?

A. Legislative Lobbying Report L-5 Due Dates

1. Feb. 15: Monthly L-5 report, covering January of the session year **(mandatory)**
2. Feb. 15: Non-Session Year End Report, covering Report Jan. 1 through Dec. 31 of the previous (non-session) year
3. March 15: Monthly L-5 report, covering February of the session year (required only if the principal spent $5,000 or more in the month of February)
4. April 15: Monthly L-5 report, covering March of the session year (required only if the principal spent $5,000 or more in the month of March)
5. 30 days after the session ends: Post-Session L-5 report, due 30 days after the session adjourns. This report must disclose all session year lobbying expenses that have not been previously reported, up to the end of the session* **(mandatory)**
6. February 15 of the non-session year: Session Year-End L-5, covering any lobbying expenses from the session year after adjournment of the legislative session **(mandatory)**

B. All legislative lobbying expenses MUST be reported. This means, for example, that if you do not spend $5,000 in February and March, and thus do not submit an L-5 report on 3/15 and 4/15, you must report all lobbying expenses from February 1 through the end of the session in the Post-Session report.

B. Post-Session Lobbying L-5 Report Due Dates

1. After the session, any time $5,000 or more is spent on lobbying activities in a single month, an L-5 must be filed on the 15th of the following month. The report must also retroactively include any previous expenses from months were $5,000 or more was NOT spent. For example, if a principal spends $2,000 in June and $5,000 in July, they must file a monthly L-5 on August 15th. This report would cover all June and July expenses and activity. Please see MCA 5-7-208.

Pro Tip: Don’t wait until the due date to file your L-5! L-5 reports can now be filed electronically using the Principal and Lobbyist Online Reporting System. Alternatively, hard copies can be hand delivered or emailed to cppcompliance@mt.gov at any time..

All L-5 reports are **ALWAYS** due by 5:00 p.m. MST on their due date. If report is not received by 5:00 p.m. on its due date, it is considered late filed, and penalties apply.

2. Who is required to file an L-5 lobbying form?

The principal is responsible to report all lobbying expenditures, efforts, and activity on L-5 Lobbying Financial Reports.

A principal and lobbyist can agree to have the lobbyist file the reports, but, again, the legal responsibility to file the reports is that of the principal. The principal must also retain a copy of all L-5 report for three years, along with all the records relevant to the L-5 reports.

3. Can I get an extension for my L-5 report?

No. The deadlines for filing financial reports cannot be extended or waived. Lobbying reports must be received by 5:00 p.m. MST on filing day. The fee for late fillings is a $50 per day fine, up to $2,500. Fees are assessed to the principal.

4. How do I submit my L-5 report?

L-5 reports can be submitted in several ways (WE STRONGLY RECOMMEND FILING ELECTRONICALLY):

1. **Electronically via the COPP** Principal and Lobbyist Online Reporting System
2. As a digital PDF, (Your paper L-5 will not go through if you are not redirected after hitting "Submit" to send an email. The COPP strongly advises you save your L-5 PDF and follow-up by emailing a copy to cppcompliance@mt.gov),
3. Via mail (P.O. Box 202401, Helena, MT 59620-2401),
4. Via fax (406-444-1643),
5. Via email to cpphelp@mt.gov, or,
6. Delivered in person to the COPP office (1209 8th Avenue, Helena, MT).

Keep in mind that all reports **MUST** be received by the due date. The fee for late fillings is a $50 per day fine to the principal. Fines can accrue up to $2,500.

5. What must be reported in an L-5 form?

Part 1, Section A (Lobbyist tab online)

Payments to lobbyists (including salaries, and fees, allowances, rewards, and contingency fees). Reimbursement for personal living expenses do not have to be reported. This must include all payments to registered lobbyists who will be paid at least $2,900 to lobby and payments of individuals who engages in lobbying but who do not have to register (because they are not paid $2,900 or more to lobby).

NOTE: Payments must be disclosed for the date they are received. For example, if a lobbyist and principal enter into an agreement on December 1st that the lobbyist will receive $3,000 in payment on January 16th, and the payment is made on January 16th, that $3,000 payment will be reported in an L-5 that covers the month of January, which is due on 2/15. Although a verbal agreement was made that the money would be transferred in December, it is not reported until the date the transaction occurs.

TIP: Report lobbying payments and expenses so they reflect a bank account or check book.

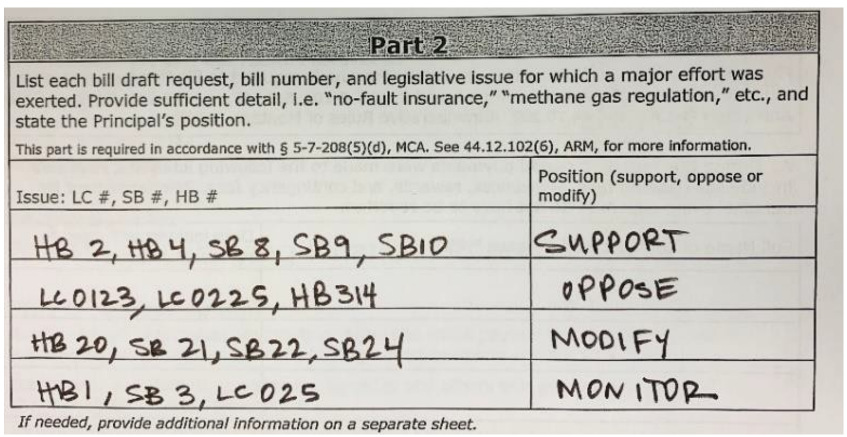
If you file your L-5 in the lobbying database, in Part 1a, **DO NOT ADD** a date in the “date lobbyist has ceased to represent you” until the lobbyist has stopped representing you.

Part 1, Section B (Payments tab online)

All other lobbying-related expenses (e.g. advertising, travel expenses, communication costs, office expenses etc.). All entertainment expenditures must be reported in Part 1B (and possibly Part 4) of the L-5 report. "Expenses" in Part 1B is the sum total for all expenses. The entertainment section in Part 4 (see Part 4 below for more details) includes itemized details for entertainment expenditures (often food or drink) of $25 or more that are paid to the benefit of any one public official, or $100 or more paid to the benefit of more than one public official.

Part 2 (Issues tab online)

Report each bill draft request, bill number, and legislative issue for which a major effort was exerted. A description of the bill and the principal's position (oppose, support, or modify) must be included. This section must include all lobbying efforts by registered lobbyists who will be paid at least $2,650 to lobby and the lobbying efforts of individuals who engage in lobbying but who do not have to register (because they are not paid $2,900 or more to lobby).



Part 2

List each bill draft request, bill number, and legislative issue for which a major effort was exerted. Provide sufficient detail, i.e. "no-fault insurance," "methane gas regulation," etc., and state the Principal's position.

This part is required in accordance with § 5-7-208(5)(d), MCA. See 44.12.102(6), ARM, for more information.

Issue: LC #, SB #, HB #	Position (support, oppose or modify)
HB 2, HB 4, SB 8, SB9, SB10	SUPPORT
LC0123, LC0225, HB314	OPPOSE
HB 20, SB 21, SB22, SB24	MODIFY
HB1, SB 3, LC 025	MONITOR

If needed, provide additional information on a separate sheet.

Non-electronic filers - Need more space? If you need more room to enter in your lobbying activity, email an addendum providing this information to cppcompliance@mt.gov. Addendums must include the principal's name and state which L-5 report it applies to.

Electronic Filers - Report each bill draft request, bill number, and legislative issue for which a major effort was exerted. Along with the position taken Example, HB 23 – Urban Zoning – Support. Select 'Add Issue' button.

You can also UPLOAD a PDF (PDF upload only) of the bill, a list of bills, etc. with the position, up to 4 files at a time each 1MB. If you choose to upload a list for example, it still must include the Issue and Position Taken for each item included. Select 'Attach File' button.

Example - February Bill List Opposed.pdf; post session bill list support.pdf

Part 3 (Earmarked Contributions tab online)

Report each earmarked contribution and membership fee of $250 or more paid to the principal to promote, oppose, or modify the introduction or enactment of legislation.

Part 4 (Public Officials tab)

Report itemized payments of $25 or more (often this is food or beverages) that benefited any public official. Include itemized payments of $100 or more paid to the benefit of more than one public official. These benefits must also be reported within the lump sum expense total in Part 1B.

- **"Name of Payee"** is the name of the establishment where the expense was incurred and paid (e.g. the bar, restaurant, etc. where an entertainment event was held).
- **"Name of official receiving the benefit"** references the name(s) of the public official(s) the expenditures were paid to benefit also need to be listed. If the entire legislative delegation is invited to such an event, simply list “All legislators invited.”
- **Example 1:** The principal hosts an entertainment event at Bert and Ernie’s. At this event, the principal pays $200 total to the benefit of four public officials: Senator Tony Stark, Senator Natasha Romanoff, Representative Thor Odinson, and Representative Bruce Banner. On the L-5, you would include this $200 expenditure in Part 1B along with any other entertainment expenses. It would also need to be reported in Part 4, with Bert and Ernie’s listed as the payee, $50 as the benefit amount, and each of Sen. Stark, Sen. Romanoff, Rep. Odinson, and Rep. Banner listed as the name of the officials receiving the benefit.
- **Example 2:** The principal has Jimmy John’s cater an event in the rotunda and all legislators are invited. The event costs $3,000. On the L-5, you would include this $3,000 expenditure in Part 1B, as you did with the $200 from Example #1. It would also need to be reported in Part 4, with Jimmy John’s as the payee, $3,000 as the benefit amount, and “All legislators invited” listed as the name of official receiving the benefit.

6. HOW DO I REPORT ENTERTAINMENT EXPENSES THAT I HOST?

All entertainment expenditures must be reported in Part 1B (and possibly Part 4) of the L-5 report. All entertainment expenditures (often food or drink) of $25 or more that are paid to the benefit of any one public official, or $100 or more paid to the benefit of more than one public official, must be itemized and reported in Part 4 as well.

- The "name of payee" is the name of the establishment where the expense was incurred and paid (e.g. the bar, restaurant, etc. where an entertainment event was held).
- The name(s) of the public official(s) the expenditures were paid to benefit also need to be listed. If the entire legislative delegation is invited to such an event, simply list "All legislators invited."

Example 1: The principal hosts an entertainment event at Bert and Ernie's. At this event, the principal pays $200 total to the benefit of four public officials: Senator Tony Stark, Senator Natasha Romanoff, Representative Thor Odinson, and Representative Bruce Banner. On the L-5, you would include this $200 expenditure in Part 1B along with any other entertainment expenses. It would also need to be reported in Part 4, with Bert and Ernie's listed as the payee, $50 as the benefit amount, and each of Sen. Stark, Sen. Romanoff, Rep. Odinson, and Rep. Banner listed as the name of the officials receiving the benefit.

Example 2: The principal has Jimmy John's cater an event in the rotunda and all legislators are invited. The event costs $3,000. On the L-5, you would include this $3,000 expenditure in Part 1B, as you did with the $200 from Example #1. It would also need to be reported in Part 4, with Jimmy John's as the payee, $3,000 as the benefit amount, and "All legislators invited" listed as the name of official receiving the benefit.

Pro Tip: If the principal has made reportable entertainment expenditures, make sure these are included in Part 1B. Additionally, check to see if any reportable itemized payments made to entertain public officials are broken down in Part 4!

7. How do I report entertainment expenses that are financed by multiple principals?

Scenario: Principals A, B, and C invite all 50 senators at an event with a $1,500 meal catered by Bucky's Catering

PAYMENT OPTION 1: The expense is shared evenly among each of the three principals and each render payment to the caterer at the same time. Payment to Bucky's Catering is evenly divided and paid for at the same time by Principal A, Principal B, and Principal C. Each principal would report Bucky's Catering as the "name of payee," the specific amount they individually paid, and list the names of the public officials who attended.

> **Reporting:** Principal A, Principal B, and Principal C each need to note their $500 entertainment expense in Part 1, Section B ($500 in addition to any other expenses from the reporting period) as well as in Section 4 with the below details:
>
> - Name of payee: Bucky's Catering;
> - Name(s) of public official(s): All senators;
> - Benefit amount: $500

PAYMENT OPTION 2: Principal A covers the payment to the vendor and is later reimbursed for $500 from both Principal B and C.

> **Principal A** will need to report both the 1) expenditure to Bucky's Catering, and 2) the reimbursement from Principal B and C. The date the transaction is completed determines when the expenditure and reimbursement must be reported.
>
> Principal A reports **the expenditure** of spending $1500 on entertainment expenses in Part 1, Section B ($1500 in addition to any other expenses from the reporting period) and in Section 4 with the below details:
>
> - Name of payee: Bucky's Catering;
> - Name(s) of public official(s): All senators;
> - Benefit amount: $1500
>
> Principal A reports **the reimbursement** of $500 contributions from both Principals B and C in Part 3 with the below details:
>
> - Full name of contributor: Principal B;
> - Amount: $500;
> - Issue area earmarked: reimbursement for previously reported Bucky's Catering expense;
> - Full name of contributor: Principal C;

- Amount: $500;
- Issue area earmarked: reimbursement for previously reported Bucky's Catering expense

Principal B and Principal C Reporting: Principals B and C would report spending $500 on entertainment expenses in Part 1, Section B ($500 in addition to any other expenses from the reporting period) and in Section 4 with the below details (This information would need to be reported on the L-5 lobbying report covering the time period where the payments were made to Principal A):

- Name of payee: Principal A
- Name(s) of public official(s): All senators
- Benefit amount: $500

8. What are common errors made in L-5 reports?

<u>COMMON ERROR #1:</u> The name of principal is not included on the L-5 report

The name of the principal who is filing the L-5 report MUST be included on the front page of the report if filed hard copy. Please remember that the principal is the group or organization authorized to make payments to lobbyists and is different from the “signing authority.” Many hard copy L-5’s are delivered to the COPP without this crucial information.

Without a name provided, the COPP does not know who has filed the report, and you would not be counted as having filed your L-5.

Pro Tip: Take a second and make sure the name of the principal is listed before you deliver your hard copy L-5 to the COPP! The name of the principal will automatically be included if the report is filed electronically in the lobbyist database.

<u>COMMON ERROR #2: Reporting entertainment expenses</u>

All entertainment expenditures must be reported in Part 1B of the L-5 report.

All entertainment expenditures (often food or drink) of $25 or more that are paid to the benefit of any one public official, or $100 or more paid to the benefit of more than one public official, must be itemized and reported in Part 4 as well.

The “name of payee” is the name of the establishment where the expense was incurred and paid (e.g. the bar, restaurant, etc. where an entertainment event was held).

The name(s) of the public official(s) the expenditures were paid to benefit also need to be listed. If the entire legislative delegation is invited to such an event, simply list “All legislators invited.”

Pro Tip: If the principal has made reportable entertainment expenditures, make sure these are included in Part 1B. Additionally, check to see if any reportable itemized payments made to entertain public officials are broken down in Part 4!

Example 1: The principal hosts an entertainment event at Bert and Ernie’s. At this event, the principal pays $200 total to the benefit of four public officials: Senator Tony Stark, Senator Natasha Romanoff, Representative Thor Odinson, and Representative Bruce Banner. On the L-5, you would include this $200 expenditure in Part 1B along with any other entertainment expenses. It would also need to be reported in Part 4, with Bert and Ernie’s listed as the payee, $50 as the benefit amount, and each of Sen. Stark, Sen. Romanoff, Rep. Odinson, and Rep. Banner listed as the name of the officials receiving the benefit.

Example 2: The principal has Jimmy John's cater an event in the rotunda and all legislators are invited. The event costs $3,000. On the L-5, you would include this $3,000 expenditure in Part 1B, as you did with the $200 from Example #1. It would also need to be reported in Part 4, with Jimmy John's as the payee, $3,000 as the benefit amount, and "All legislators invited" listed as the name of official receiving the benefit.

COMMON ERROR #3: Include sufficient information on legislative efforts

ANY bill the principal takes official action on must be listed in Part 2 of the L-5, along with the position taken by the principal.

The official position taken on bills can be described as: Support (the Principal supports the bill as-is); Oppose (the Principal opposes the bill as-is); Modify (the Principal supports the bill but only with certain changes or modifications to its language); or Monitor (the Principal does not have an official position on the bill yet but is formally tracking it in order to make a determination as to position).

Example: The principal supports SB 111, opposes HB 222, supports SB 333 but only with specific modification, and has tracked the progress of HB 444 to determine if they will support or oppose it. The principal would report this as: "SB 111: Support, HB 222: Oppose, SB 333: Modify, and HB 444: Monitor."

COMMON ERROR #4: Report dates for expenses (especially for lobbyist payments)

Payments must be disclosed on the date that they are received. For example, if a lobbyist and principal enter into an agreement on December 1st that the lobbyist will receive $3,000 in payment on January 16th, and the payment is then made on January 16th, this expense would be reported in the initial L-5 report that covers January 1-31st and due on February 15th. Although an agreement was made in December regarding payment, the payment took place on January 16th, and must be reported in an L-5 to reflect the January 16th date.

TIP: Report expense dates so that they reflect the bank account where the money was exchanged. Your L-5 expenses must align with bank accounts dates. So if a check is written on January 16th and deposited on January 19th, the expense is reported as being paid on January 19th.

9. HOW DO I REGISTER AND/OR RESET MY ACCOUNT IN THE LOBBING DATABASE?

I am a lobbyist or principal. How do I register electronically?

While not required, electronic registration through the Principal and Lobbyist Online Reporting System is strongly encouraged. To electronically register as a lobbyist or principal, you will need to take the following steps:

1) From the Lobbyist Application homepage, select the 'Add New Lobbyist' (to add a new lobbyist registration) or 'Add New Principal' (to add a new Principal registration) icon;
2) Fill in all required lobbyist/principal information. The lobbyist/Principal can choose to pay the $150.00 lobbyist registration fee at this time;
3) File!

NOTE: users must login to the lobbying database through Okta. Remember to use the same Okta login each time you access the lobbying database!

Please call our office at 444-2942 if you have any questions! Users may also utilize the Help tabs in the lobbying database for assistance in navigating the system and completing their registration.

10. What are helpful tips for using the lobbying database?

1. Do not use your browser's options to navigate back and forth. Use the commands within the database (e.g. "Back").
2. If you file your L-5 in the lobbying database, in Part 1a, **DO NOT ADD** a date in the "date lobbyist has ceased to represent you" until the lobbyist has stopped representing you.
3. If your information will not fit in a database section, note in the section, "See addendum." Addendums may be emailed to cppcompliance@mt.gov. Addendums must include the principal's name and state which L-5 report it applies to.

11. Can I, a lobbyist, certify and sign the L-5 form?

Yes. A principal and lobbyist can make an agreement that a lobbyist can file L-5s on behalf of the principal.

12. What is the COPP's review process after I file a L-5 report? What does a sample inspection report look like?

The COPP Inspects all L-5 reports received from principals. Any required information that is not included will be noted. COPP compliance specialists will inspect each report and contact the principal or the principal's signing authority via email and notify them about any reporting deficiencies or any additional required information.

Amended L-5 reports can be filed at any time. If you forgot to include something on your original L-5 filing, provide an amended version to the COPP as soon as possible! Please note, you can now submit amended filing, via the electronic database. Please contact our office at 444-2942 or email us at cpphelp@mt.gov if you have questions on corrections to your report.

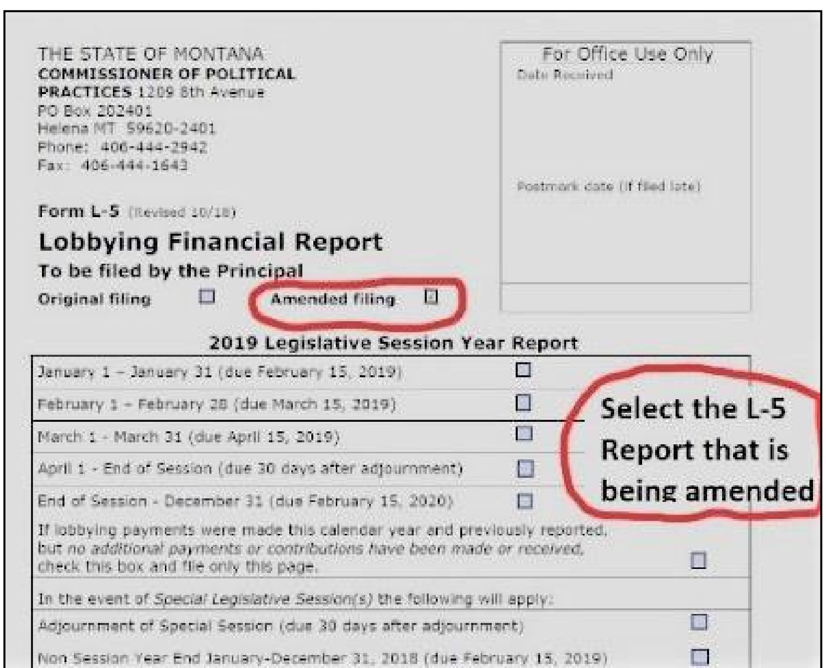
Curious what the inspection process looks like? Check out the sample L-5 reports in the Appendix section of this guide.

13. I RECEIVED MY INSPECTION REPORT AND I NEED TO AMEND AN L-5. HOW DO I DO THAT?

All items noted on a Lobbying Financial Report Inspection **must** be corrected with an amended L-5 report. It is the principal's responsibility to revise, update, and submit an amended (revised) L-5 report. Please note that the Principal and Lobbyist Online Reporting System ***does*** provide an option to amend reports. To amend an electronically filed L-5 report, simply navigate to the 'Financial Report (Form L-5)' page for the given Principal, then select 'Edit Report' for the L-5 report requiring correction. Electronically filed L-5 reports may be Edited at any time.

To amend a hard copy L-5 report, you must:

1. Check the "Amended filing" box on the L-5 form (see image below)
2. Check the box that corresponds to the L-5 report that is being amended (see image below)
3. Represent all information correctly on the amended report. This means that you must re-enter information that was originally entered correctly and enter in information that the inspection report noted as being insufficient, unclear, or lacking.
4. File the amended L-5 with the COPP in one of the following ways:
    a. As a digital PDF (Your L-5 will not go through if you are not redirected after hitting "Submit" to send an email. The COPP strongly advises you save your L-5 PDF and follow-up by emailing a copy to cppcompliance@mt.gov),
    b. Via mail (P.O. Box 202401, Helena, MT 59620-2401),
    c. Via fax (406-444-1643),
    d. Via email to cppcompliance@mt.gov, or
    e. Delivered in-person to the COPP office (1209 8th Avenue, Helena, MT).


THE STATE OF MONTANA
COMMISSIONER OF POLITICAL PRACTICES 1209 8th Avenue
PO Box 202401
Helena MT 59620-2401
Phone: 406-444-2942
Fax: 406-444-1643

For Office Use Only
Date Received
Postmark date (if filed late)

Form L-5 (Revised 10/18)
Lobbying Financial Report
To be filed by the Principal
Original filing ☐ **Amended filing** ☐

2019 Legislative Session Year Report

January 1 – January 31 (due February 15, 2019)	☐
February 1 – February 28 (due March 15, 2019)	☐
March 1 - March 31 (due April 15, 2019)	☐
April 1 - End of Session (due 30 days after adjournment)	☐
End of Session - December 31 (due February 15, 2020)	☐
If lobbying payments were made this calendar year and previously reported, but *no additional payments or contributions have been made or received*, check this box and file only this page.	☐
In the event of *Special Legislative Session(s)* the following will apply:	
Adjournment of Special Session (due 30 days after adjournment)	☐
Non Session Year End January-December 31, 2018 (due February 15, 2019)	☐

14. How can I find past or current lobbying reports? And how can I confirm that my L-5 was filed with the database?

All lobbying reports are uploaded and publicly accessible to one of two databases.

1. One database stores lobbying reports that are submitted electronically through the lobbying database. All electronically filed reports from 2009 on can be found in our Principal and Lobbyist Online Reporting System.
2. The second database stores reports that are filed hard copy (from 2019 on) are available on our digitized hard copy platform.

15. What needs to be reported when a principal and lobbyist terminate a lobbying relationship?

A principal and lobbyist can terminate a lobbying relationship at any time, including before the legislative session ends.

To end a lobbying relationship, the principal must:

1. File a final L-5 that covers the dates from the last submitted L-5 through the daythe relationship was terminated. The final L-5 can be filed whenever it is known that the relationship is terminated.

2. Send an email to cppcompliance@mt.gov confirming the date the relationship between the specific principal and specific lobbyist is terminated.

Appendix

Principal
Principal Registration Help Tab:

Select 'Add New Principal' button to add a Principal. To update a current Principal, select the Principal from the Principal List and select 'Update Registration' button.
REGISTRATION: Principals must register if, they agree to pay a lobbyist the threshold or will meet the threshold for the legislative session. Complete all required fields, including current email address. Select subjects of or legislation. You may update the registration information at any time.
FINANCE REPORT: Tab can be accessed once you select the Principal from the Principal list and click the 'Financial Report' button. Once opened, you may file a report and access reports already filed.
ACCESS ID: If you receive a notice that a Lobbyist has requested to represent you and you have not already registered this session. Type the access ID in (do not copy and paste) all letter must be in CAPS

Principal Info Sub Tabs Help:

PRINCIPAL INFO: Complete all required fields, including current email address. Select subjects of or legislation. You may update the registration information at any time and select 'Update'
LOBBYISTS: Use this tab to add a Lobbyist who will represent the Principal. The Principal may initiate the request by selecting the 'Add Lobbyist Request' button or by acknowledging a Lobbyist who has requested to represent you as the Principal (Orange Header). Once you select 'Add Lobbyist Request', you will be prompted to search for the lobbyist by name, you can add the request from the search results for Lobbyists already in the system or by selecting the 'Add a New Lobbyist Request' button. Complete all required info and select 'Send Authorization Request'.
This tab will show requests that have been initiated by the Principal and is awaiting acknowledgement by the Lobbyist (Blue Header), will show requests by lobbyist to the Principal awaiting acknowledgement (Orange Header), and a list of Lobbyists authorized/acknowledged to represent the Principal (Green Header).
LICENSE PAYMENT and FILE: The Principal can choose to pay the Lobbyist License fee.
The 2 different registration forms to be filed by a principal are as follows.
L2: The Principal will file an L2 form for each lobbyist they agree to or anticipate they will meet or exceed the Lobbyist pay threshold **MCA 5-7-103**
L3: The Principal will file this form, if they do not anticipate paying any one lobbyist the minimum threshold amount, but as a Principal will meet or exceed the threshold amount
Once you file either one of the forms as a Principal, you must file all required reports, until lobbyists are terminated and no additional payments will be made
***Principal Finance Report Sub Tabs Help*:**

SCHEDULE: Principals are responsible for filing L5 reports. The first report is required by all registered Principals and are due on February 15th. The post session reports are also required for all registered Principals and are due 30 days after adjournment.
Monthly reports: Are only due if, a principal pays $5,000 in a calendar month to lobbyist/lobbyist's Monthly reports are due on the 15th following the month that payments are made.
Select report type from the drop down menu and select 'File New Report' or 'No Payments to Report'
Principals can access Reports already filed
Once you select 'File New Report' or '' No Payments to Report', a Certification will pop up that acknowledges you are authorized to complete the report. Once you select 'Certify', the process for completing the L-5 Financial is initiated.

LOBBYIST: Select the lobbyist's you paid in this reporting period, then continue to payments page. It is not necessary to enter termination date, only insert date when Lobbyist ceases to represent you. Select 'Continue to Payments' button

PAYMENTS: Enter the payments made for each category. For no. 1 enter payments for all lobbyist, picked from previous page. No. 2 enter all payments made for lobbyist's not picked from previous page. Once all payment entered select 'Continue to Issues' button.

Associated rules - (**ARM 44.12.203, 44.12.205, and 44.12.209**)

ISSUES: Report each bill draft request, bill number, and legislative issue for which a major effort was exerted. Along with the position taken Example, HB 23 – Urban Zoning – Support. Select 'Add Issue' button.

You can also upload a PDF (PDF upload only) of the bill, a list of bills, etc. with the position, up to 4 files at a time each 1MB. If you choose to upload a list for example, it still must include the Issue and Position Taken for each item included. Select 'Attach File' button.

Example - February Bill List Opposed.pdf; post session bill list support.pdf

EARMARKED CONTRIBUTIONS: Enter all Contributions and membership fees of $250 or more paid to the principal to promote, oppose, or modify the introduction or enactment of legislation. ARM 44.12.201 also 5-7-208(5)(c) MCA

PUBLIC OFFICIALS: Report itemized payments of $25 or more that benefited any public official. Include itemized payments of $100 or more paid to the benefit of more than one public official. These benefits must also be reported within the payments, under entertainment.

Name of payee, is the name of the establishment where the expense was incurred and paid (e.g. the bar, restaurant, etc. where an entertainment event was held)

Name of official, list the name(s) of the public official(s) the expenditures were paid to benefit. If the entire legislative delegation is invited to the event, simply list "All legislators invited"

Event amount, the amount spent per public official(s) or total amount for event for "All legislators invited" event

FILE: Once you move to the FILE tab, the report is automatically filed. Print Report then select 'Return to Principals' button.

Please Note - You may edit the report from the Finance Report, Schedule Sub Tab by selecting the Gold 'Edit Report' button.

Lobbyist

Lobbyist Help Tab

Lobbyist must register if they have made an agreement with a Principal to be paid the threshold. Lobbyist will register with an L1 form and the Lobbyist or Principal will pay the $150 Licensing fee.

ACCESS ID: If you receive a notice that a Principal has Authorized you to represent them and you have not already registered this session. Type the access ID in (do not copy and paste) all letters must be in CAPS

Lobbyist Sub Tab Help:

LOBBYIST INFORMATION: Complete all required fields, including current email address. Select subjects of or legislation. You may update the registration information at any time and select 'Update'

PRINCIPALS: Use this tab to add a Principal whom the will Lobbyist will represent. The Lobbyist may initiate the request by selecting the 'Add Principal Request' button or by acknowledging a Principal who has requested you to represent the as a Lobbyist (Orange Header). Once you select 'Add Principal Request', you will be prompted to search for the Principal by name, you can add the request from the search results for Principals already in the system or by selecting the 'Add a New Principal Request' button. Complete all required info and select 'Send Authorization Request'.

This tab will show requests that have been initiated by the Lobbyist and is awaiting acknowledgement by the Principal (Blue Header), will show requests by Principals to the Lobbyist awaiting acknowledgement (Orange

Header), and a list of Principals the Lobbyist is authorized/acknowledged to represent (Green Header).
LICENSE PAYMENT / FILE: The Lobbyist can choose to pay the Lobbyist License fee; A Principal can also pay the fee upon authorizing the Lobbyist.
The Licensing fee can be paid online or in the COPP office by the Lobbyist or Principal. The License is per-Lobbyist. Print Lobbyist confirmation for your records.
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