



COMMONWEALTH OF VIRGINIA

OFFICE OF THE SECRETARY OF THE COMMONWEALTH

Lobbyist Disclosure Portal Manual

May 29, 2013

Lobbyist Disclosure:

Pursuant to §2.2-426 of the *Code of Virginia*, each lobbyist is required to file a lobbyist disclosure statement for each principal that he/she registered on behalf of. The deadline for filing the lobbyist disclosure statement is July 1. Failure to meet this deadline will result in a civil penalty of \$50 assessed to both the lobbyist and the principal. If the statement is not filed by July 11, additional civil penalties of \$50 PER DAY will be imposed on the lobbyist and the principal. These civil penalties will accrue until the disclosure statement is filed with the Office of the Secretary of the Commonwealth.

Please be advised that no individual who has failed to file the Lobbyist Disclosure Statement or who has failed to pay all penalties shall register or act as a lobbyist as long as that person remains in default.

The Secretary of the Commonwealth offers and encourages online disclosure, provided that you have a valid email address. You can file your disclosure statement online by clicking on the following link:

www.commonwealth.virginia.gov and selecting the **Lobbyist** link located to the left of the screen.

Step #1: In order to use the online disclosure portal, you will need to create a user account by clicking on **SUBMIT DISCLOSURE**. If you have already created an account, please click on **LOGIN TO EXISTING ACCT**.

The screenshot shows the Virginia.gov website. At the top, there is a navigation bar with "Virginia.gov", "Online Services | Agencies | Governor | Help", and "Search Virginia.Gov". Below this is a banner for the Secretary of the Commonwealth, Janet Vestal Kelly, with a search bar and a "Search" button. The breadcrumb trail reads "Home > State Government > Lobbyist > Lobbyists".

The main content area is titled "Lobbyists: Processes and Regulations". It contains the following sections:

- Home** (with a dropdown menu listing: News, Photo Galleries, Notary Commissions, Authentications, Official Documents, Appointments, Conflict of Interest, Lobbyists, Bluebook Reports, Bluebook Archives, State Organization Chart, Judicial System, Forms, Council on Women, SOC Office Information)
- Register as a Lobbyist:** A paragraph explaining the registration process and a "Begin New Registration" button.
- Returning lobbyists:** A paragraph explaining the login process and "Login to Existing Acct" and "I forgot my password" buttons.
- Lobbyist Disclosure:** A paragraph explaining the disclosure requirements and a "Submit Disclosure" button.
- Online Services:** A paragraph stating "For online registration or online submittal of Disclosure Statements, see below." and a table with columns "Application" and "Purpose".

At the bottom left, there is a "View" button and a globe icon. At the bottom right, there is a "Local intranet | Protected Mode: Off" notification.

Step #2: First-time users will need to provide their name, business address, city, state, zip code, and the business telephone number. You will also need to provide a valid email address. Once all required information has been provided, please click **CREATE ACCOUNT**

The screenshot shows the 'Create a new User Account' page on the Virginia.gov website. The page header includes the Virginia.gov logo, navigation links for 'Omni Services', 'Commonwealth Sites', and 'Help', and a search bar. Below the header is a banner for the Secretary of the Commonwealth, Janet Vestal Kelly, with a search bar and links for 'Log On' and 'Forgot Password'. The main content area is titled 'Create a new User Account' and includes a sub-header 'Lobbyist Registration/Disclosure' and a 'Create Account' link. A sidebar on the left features a portrait of Governor Bob McDonnell and a link to 'View Secretariat Expenditures'. The form itself is titled 'Account Information' and contains the following fields: First Name (Chris), Middle Name, Last Name (Frink), Suffix, Organization, Address Line 1 (1111 E Broad Street), Address Line 2, City (Richmond), State (VA), Postal Code (23219), Primary Phone (804-786-2441), and Email Address (chris.frink@governor.virginia.gov). A password creation section at the bottom includes a list of requirements: 1) Special characters, 2) Alphabetical characters, 3) Numerical characters, and 4) Combination of upper and lower case characters. The form ends with 'Password' and 'Confirm password' fields and 'Create Account' and 'Reset' buttons.

Virginia.gov | Omni Services | Commonwealth Sites | Help | Governor | Search Virginia.gov

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Lobbyist Registration/Disclosure | Create Account

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Create a new User Account

Use the form below to create a new user account. Fields marked with a red asterisk (*) are required.

Account Information

First Name * Chris | Middle Name | **Last Name *** Frink | Suffix

Organization

Address Line 1 * 1111 E Broad Street

Address Line 2

City * Richmond | **State *** VA | **Postal Code *** 23219

Primary Phone * 804-786-2441

Email Address * chris.frink@governor.virginia.gov

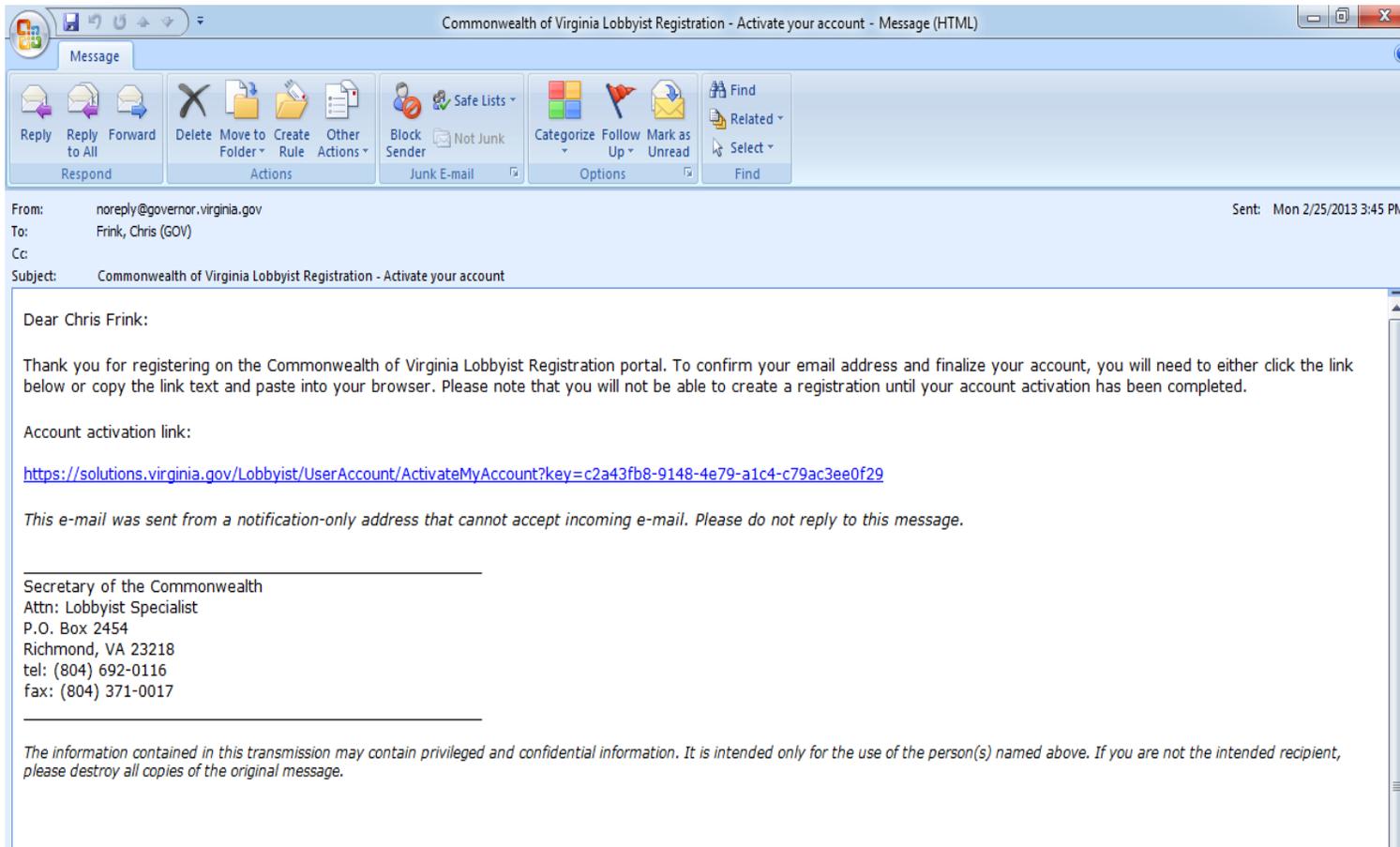
Passwords are required to be a minimum of 8 characters in length, and must contain 3 of the 4 attributes:

- 1) Special characters
- 2) Alphabetical characters
- 3) Numerical characters
- 4) Combination of upper and lower case characters

Password * | **Confirm password ***

Create Account | Reset

Step #3: Once you have created your account, you will receive an Activation email, which will provide you with further instructions on how to finalize your account. The email will come from noreply@governor.virginia.gov If you do NOT receive the email, please check your spam/junk folder.



Step #4: Once you receive the **Account Activated** screen, you are now free to login and file your disclosure statement

The screenshot shows the Virginia.gov website interface. At the top, there is a navigation bar with 'Virginia.gov', 'Online Services | Commonwealth Sites | Help | Governor', and a search box. Below this is a banner for the Secretary of the Commonwealth, Janet Vestal Kelly, with a search box and a 'Search' button. The main content area is titled 'Lobbyist Registration and Disclosure' and features a 'Log On' and 'Forgot Password' link. The central message is 'Account Activated', stating that the user's account has been activated and they can now login. A link 'Take me to the Login Page' is provided. On the left, there are links for 'Lobbyist Registration/Disclosure' and 'Create Account', along with a portrait of Governor Bob McDonnell and a 'View Secretariat Expenditures' link. The footer contains a grid of links for various services: Home | News, Photo Galleries, Notary Commissions, Authentications; Official Documents, Seals of the Commonwealth, Organization Registration; State Government Information, Appointments, Conflict of Interest, Lobbyists, Bluebook Reports, State Government Organizational Chart; Judicial System, Clemency, Extraditions, Service of Process, Forms; and SOC Office Information, Office Staff, Janet Vestal Kelly Bio, Contact Us, SOC Inquiry Form, Office Directions. The footer also includes the text 'Office of the Governor Robert F. McDonnell | © Commonwealth of Virginia 2011'.

Step #5: Returning users will need to provide their email address and password and click **Log On**. If you have forgotten your password, please click **Forgot Password** and a temporary password will be emailed to you.

The screenshot shows the Virginia.gov website interface. At the top, the navigation bar includes "Virginia.gov", "Online Services | Commonwealth Sites | Help | Governor", and a search box with "GO". Below this is a banner for Janet Vestal Kelly, Secretary of the Commonwealth, with a search box and "Search" button. The main content area is titled "Lobbyist Registration and Disclosure" and includes links for "[Log On]" and "[Forgot Password]". On the left, there is a sidebar with "Lobbyist Registration/Disclosure" and "Create Account" links, a portrait of Governor Bob McDonnell, and a "View Secretariat Expenditures" button. The central "Log On" section contains a message: "Please enter your user name and password. Fields marked with a red asterisk (*) are required. If you don't have an account, you can [create one here](#)." Below this is a form titled "Account Information" with fields for "Email Address*" (containing "chris.frink@governor.virginia.gov") and "Password*" (masked with dots). "Log On" and "Forgot Password" buttons are positioned below the form. The page footer features the Virginia state seal.

Step #6: After you have provided your email address and password, you will see the following screen. If you would like to proceed with filing your lobbyist disclosure statement, please click **My Disclosure Forms** link located to the left of the screen.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Lobbyist Registration and Disclosure Welcome **Chris Frink!** [Log Off] [My Account] [Change Password]

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms

Welcome to the Lobbyist Registration and Disclosure Portal!

The Lobbyist Registration and Disclosure portal allows lobbyists and lobbying principals to submit registration and disclosure forms online.

Lobbyists: Processes and Regulations

Virginia law requires registration with the Office of the Secretary of the Commonwealth prior to engaging in lobbying, unless he or she satisfies one of the exemptions set forth in statute. A lobbyist is any individual who is employed in any manner or who is reimbursed for expenses, or who represents an organization, association or other group for the purpose of influencing or attempting to influence executive or legislative action through oral or written communication with an executive or legislative official; this includes anyone who solicits others to influence an executive or legislative official.

I would like to register as a lobbyist:

To register, one must complete a registration form available below and pay a \$50.00 registration fee per principal. You must register for each principal on whose behalf you will be lobbying. All lobbyist registrations are required annually and expire April 30. One who engages in lobbying entirely outside the capital city must register within fifteen days of engaging in lobbying. One may terminate a lobbyist registration by filing a lobbyist disclosure report including information through the last day of lobbying activity.

I need to submit my lobbyist disclosure statement:

In order to file your lobbyist disclosure statement online, you will need to create an account, making sure that you are using the same email address that you provided on your lobbyist registration form.

Reminder: Lobbyist disclosure forms must be filed with the Office of the Secretary of the Commonwealth by July 1 for the twelve-month period beginning May 1 and ending April 30.

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Home | News
Photo Galleries
Notary Commissions
Authentications

Official Documents
Seals of the Commonwealth
Organization Registration

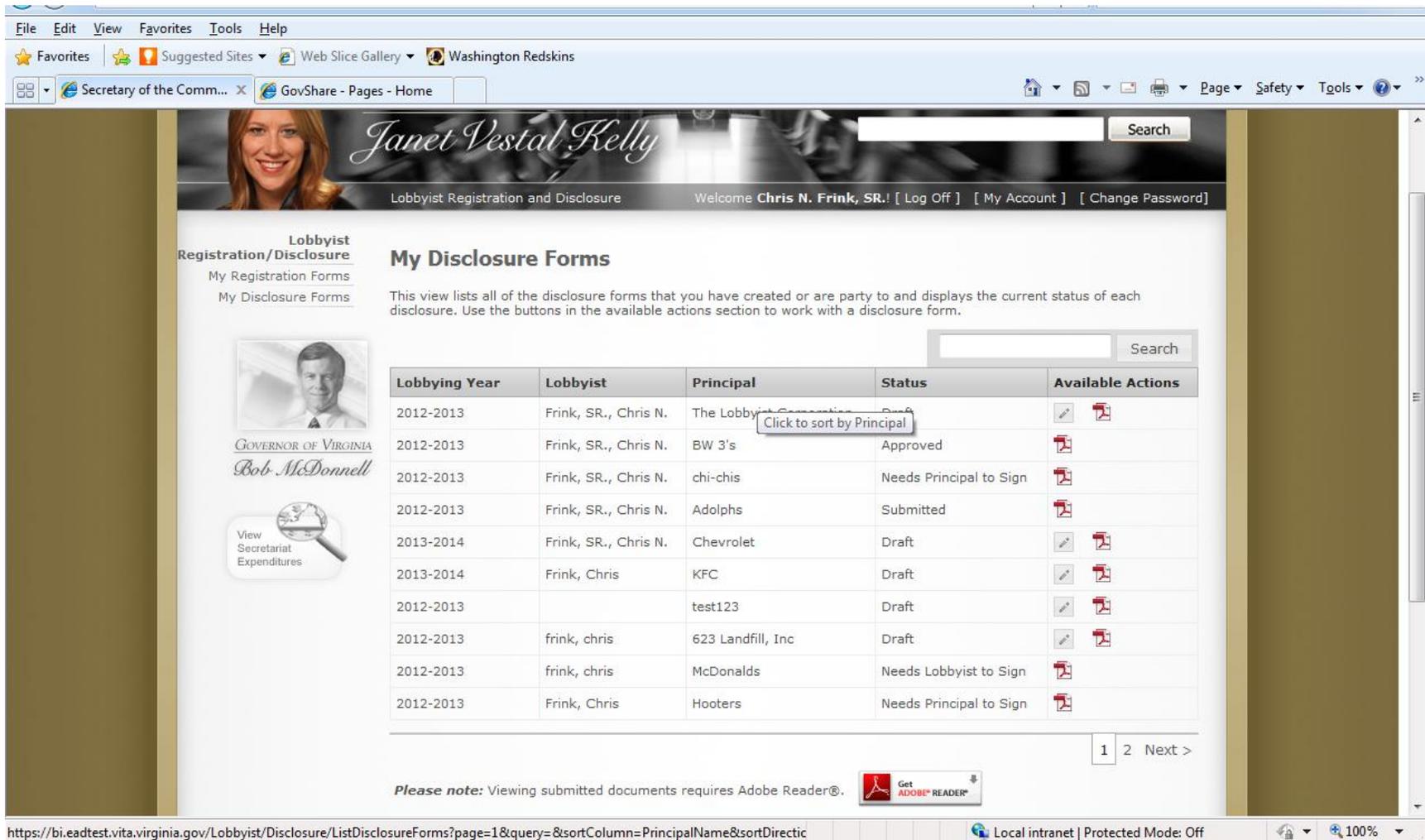
State Government Information
Appointments
Conflict of Interest
Lobbyists
Bluebook Reports

Judicial System
Clemency
Extraditions
Service of Process

SOC Office Information
Office Staff
Janet Vestal Kelly Bio
Contact Us
SOC Inquiry Form

ginia.gov/ Local intranet | Protected Mode: Off

Step #7: This view lists all of the disclosure statements that you registered for or are a party to (i.e., principal officer) and displays the current status of each disclosure. For example, the principal **The Lobbyist Corporation** is in the DRAFT status, which means that the statement has not been completed. To begin completing this statement, you will need to click the EDIT icon (pencil symbol)



The screenshot shows a web browser window displaying a page titled "My Disclosure Forms". The page header features a banner for "Janet Vestal Kelly" and "Lobbyist Registration and Disclosure". Below the header, there are navigation links for "My Registration Forms" and "My Disclosure Forms". The main content area contains a table with the following data:

Lobbying Year	Lobbyist	Principal	Status	Available Actions
2012-2013	Frink, SR., Chris N.	The Lobbyist Corporation	Draft	[Edit] [Delete]
2012-2013	Frink, SR., Chris N.	BW 3's	Approved	[Delete]
2012-2013	Frink, SR., Chris N.	chi-chis	Needs Principal to Sign	[Delete]
2012-2013	Frink, SR., Chris N.	Adolphs	Submitted	[Delete]
2013-2014	Frink, SR., Chris N.	Chevrolet	Draft	[Edit] [Delete]
2013-2014	Frink, Chris	KFC	Draft	[Edit] [Delete]
2012-2013		test123	Draft	[Edit] [Delete]
2012-2013	frink, chris	623 Landfill, Inc	Draft	[Edit] [Delete]
2012-2013	frink, chris	McDonalds	Needs Lobbyist to Sign	[Delete]
2012-2013	Frink, Chris	Hooters	Needs Principal to Sign	[Delete]

At the bottom of the page, there is a "Please note" section stating: "Viewing submitted documents requires Adobe Reader®." and a "Get ADOBE READER" button. The browser address bar shows the URL: <https://bi.eadtest.vita.virginia.gov/Lobbyist/Disclosure/ListDisclosureForms?page=1&query=&sortColumn=PrincipalName&sortDirectic>

Step #8: Wizard: Follow on screen instructions to advance through each page. Please click **NEXT** (bottom right) to begin filling out your disclosure statement.

The screenshot shows a web browser window with the following elements:

- Browser Interface:** Includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with icons for home, back, forward, print, and search, and a status bar at the bottom showing "Local intranet | Protected Mode: Off" and "100%".
- Page Title:** "Disclosure Editor: Start" with a progress indicator "0 of 9 Complete".
- Metadata:** "Lobbying Year: 2012-2013", "Lobbyist: Chris N. Frink SR.", and "Principal: The Lobbyist Corporation".
- Left Sidebar:**
 - Section: "Lobbyist Registration/Disclosure"
 - Links: "My Registration Forms", "My Disclosure Forms"
 - Image: Governor of Virginia Bob McDonnell
 - Section: "View Secretariat Expenditures" with a magnifying glass icon.
- Main Content Area:**
 - Section: "Instructions" (highlighted with a green plus icon)
 - Section: "Start" (highlighted with a yellow box)
 - Text: "Office of the Secretary of the Commonwealth Commonwealth of Virginia Lobbyist Disclosure Statement"
 - Text: "This wizard will guide you through completing your Lobbyist Disclosure Statement. You can press the next button to advance through the wizard, which will also save your work throughout the process. To return to an earlier step in the process, click the back button. In addition, the step listing on the left will take you to any step you have previously visited during your session."
 - Text: "Do NOT press the back button in your browser as that will result in the loss of any unsaved data. Your session will timeout after 20 minutes of inactivity, which will also result the loss of any unsaved data. Incomplete forms can be accessed through the disclosure listing and resumed at a later date."
 - Text: "For reference, definitions of the terms used in the form can be found by clicking on the Definitions link in the corner on the upper right."
 - Text: "You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After previewing your form, you must complete the process by pressing Submit."
 - Text: "Click 'Next' to continue..."
 - Buttons: "Principal Authorizing Officer", "Lobbying Activities", "Incorporated Filing", "Select Attached Schedules", "Lobbyist Information", "Lobbyist Compensation", "Expenditure Totals", "Review Disclosure"
 - Button: "Next" (bottom right)

Step #9: A number of the sections are pre-populated due to the information that was provided on your registration form. For example, if you need to change the principal officer, you will have the option towards the end of the disclosure process to send the signature page to the appropriate individual. Please click **NEXT** to continue to the next screen.

The screenshot shows a web browser window with the following details:

- Browser:** Internet Explorer, address bar shows 'Secretary of the Comm...' and 'GovShare - Pages - Home'.
- Page Header:** 'Janet Vestal Kelly' logo, 'Lobbyist Registration and Disclosure', and user information 'Welcome Chris N. Frink, SR.' with links for 'Log Off', 'My Account', and 'Change Password'.
- Left Sidebar:** 'Lobbyist Registration/Disclosure' menu with links for 'My Registration Forms' and 'My Disclosure Forms'. Below is a profile for 'GOVERNOR OF VIRGINIA Bob McDonnell' and a 'View Secretariat Expenditures' button.
- Main Content Area:**
 - Section:** 'Disclosure Editor: Principal Authorizing Officer' (1 of 9 Complete)
 - Metadata:** 'Lobbying Year: 2012-2013', 'Lobbyist: Chris N. Frink SR.', 'Principal: The Lobbyist Corporation'
 - Instructions:** 'This is the name and contact information of the individual authorizing the employment of the lobbyist. The lobbyist filing this statement MAY NOT list his/her name below.'
 - Form Fields:**
 - Principal Authorizing Officer:** Larry Lobbyist (cfrink32@yahoo.com)
 - First Name:** Larry
 - Middle Name:** (empty)
 - Last Name:** Lobbyist
 - Suffix:** (empty)
 - Address Line 1:** 1111 Sample Ln.
 - Address Line 2:** (empty)
 - City:** Richmond
 - State:** VA
 - Zip:** 99999
 - Phone:** 878-090-1212
 - Email:** cfrink32@yahoo.com
- Form Controls:** 'Save & Exit', 'Back', and 'Next' buttons.

- Footer:** Navigation links for Home, News, Photo Galleries, Notary Commissions, Authentications, Official Documents, State Government Information, Judicial System, and SOC Office Information.
- System Bar:** 'Local intranet | Protected Mode: Off' and zoom level '100%'.

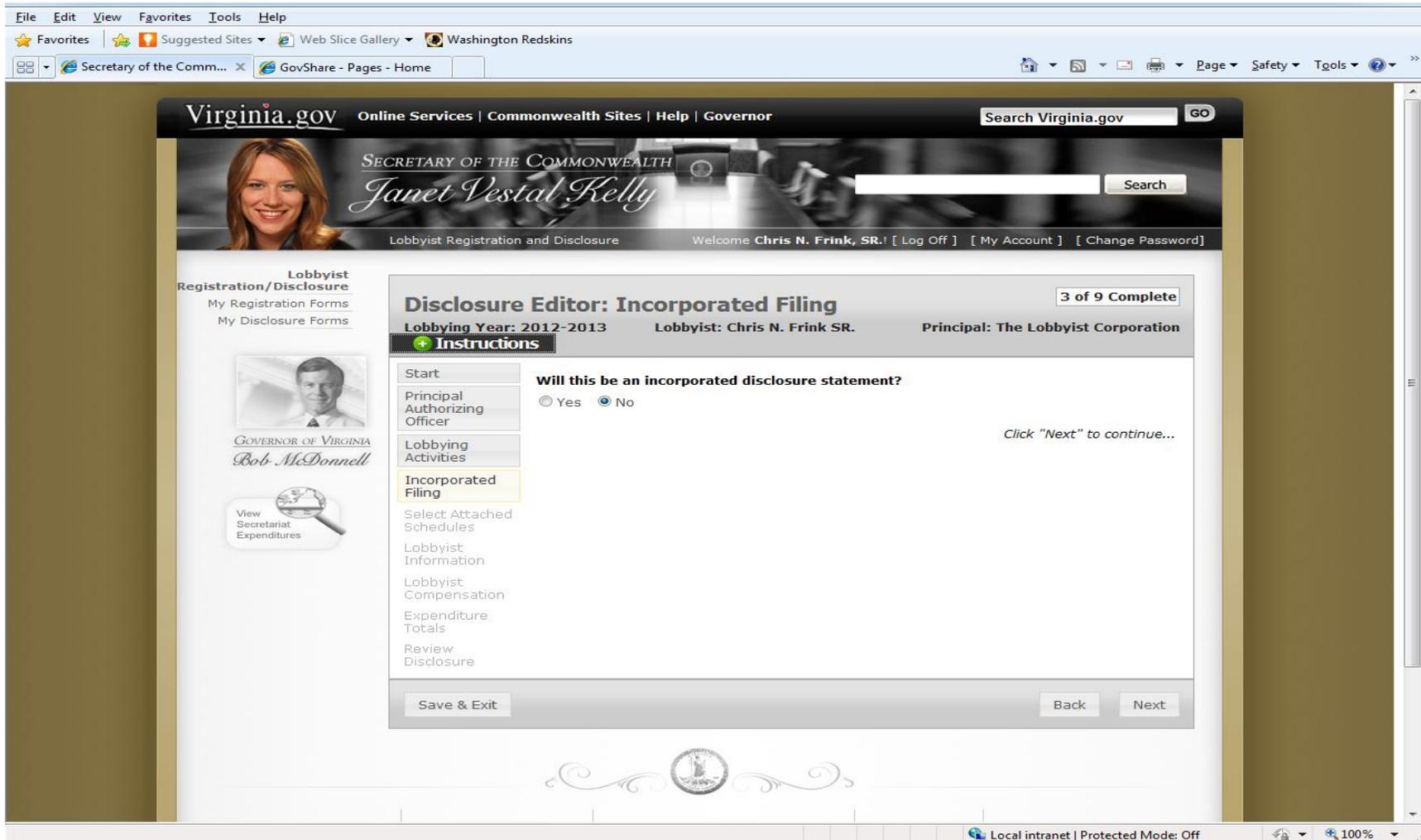
Step #10: Please provide a list of executive and legislative actions for which you lobbied. After you have completed this section, please click **NEXT**.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Secretary of the Comm..., GovShare - Pages - Home, Washington Redskins.
- Page Title:** Disclosure Editor: Lobbying Activities (2 of 9 Complete).
- Metadata:** Lobbying Year: 2012-2013, Lobbyist: Chris N. Frink SR., Principal: The Lobbyist Corporation.
- Left Sidebar:**
 - Section: Lobbyist Registration/Disclosure
 - Links: My Registration Forms, My Disclosure Forms
 - Image: Governor of Virginia Bob McDonnell
 - Link: View Secretariat Expenditures
- Main Content Area:**
 - Section: **Instructions**
 - Start
 - Principal Authorizing Officer
 - Lobbying Activities** (highlighted)
 - Incorporated Filing
 - Select Attached Schedules
 - Lobbyist Information
 - Lobbyist Compensation
 - Expenditure Totals
 - Review Disclosure
- Text Input Field:** Contains "HB 1, SB 3, Legislative matters regarding lobbying. |"
- Text:** "Provide a list of executive and legislative actions (with as much specificity as possible) for which you lobbied and a description of activities conducted. *"
- Text:** "Click 'Next' to continue..."
- Buttons:** Save & Exit, Back, Next

- Footer:** Local intranet | Protected Mode: Off, 100%

Step #11: **Incorporated Filing:** In many instances, more than one lobbyist represents a principal. In order to save time when filing a disclosure statement, an allowable option is for a “designated” individual to file the pre-specified financial information. However, each lobbyist, whether filling an incorporated statement or not, is responsible for filing a disclosure statement.



Step #12: **Schedules:** Please select which schedules, **if any**, will be attached to your disclosure statement. You will be prompted to complete and attach the selected schedules before submitting your statement.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH Janet Vestal Kelly

Lobbyist Registration and Disclosure Welcome Chris N. Frink, SR.! [Log Off] [My Account] [Change Password]

Lobbyist Registration/ Disclosure
My Registration Forms
My Disclosure Forms

Disclosure Editor: Select Attached Schedules 4 of 12 Complete

Lobbying Year: 2012-2013 Lobbyist: Chris N. Frink SR. Principal: The Lobbyist Corporation

+ Instructions

Start
Principal Authorizing Officer
Lobbying Activities
Incorporated Filing
Select Attached Schedules
Lobbyist Information
Lobbyist Compensation
Schedule A Attachments
Schedule B Attachments
Schedule C Attachments
Expenditure Totals
Review Disclosure

Please indicate below which schedules will be attached to your disclosure statement. You will be prompted to complete and attach these schedules to the disclosure statement before it can be submitted for approval.

- Schedule A: Entertainment Expenses
- Schedule B: Gifts
- Schedule C: Other Expenses

Click "Next" to continue...

Done Local intranet | Protected Mode: Off 100%

Step #13: This is the name and contact information of the lobbyist that is representing the principal. This section is pre-populated and was taken from the registration form. However, you do have the ability of listing all of the other lobbyists other than yourself who registered to represent this Principal.

Disclosure Editor: Lobbyist Information 5 of 12 Complete

Lobbying Year: 2012-2013 **Lobbyist: Chris N. Frink SR.** **Principal: The Lobbyist Corporation**

[+ Instructions](#)

Start This is the name and contact information of the lobbyist that is representing the principal.

First Name	Middle Name	Last Name	Suffix
Chris	N.	Frink	SR.

Organization

Address Line 1
1111 E. Broad Street, Suite c

Address Line 2

City State Zip

Hopewell UT 22312

Phone Email

804-786-6655 chris.frink@governor.virginia.gov

Lobbyist Information

Relationship to Principal Job Title (if Employed by Principal)

Employed CEO

List all Lobbyists other than yourself who registered to represent this Principal

Lobbyist A, B, C,

Step #14: **COMPENSATION:** For lobbyists who are EMPLOYED by the principal, you will complete the **Individual Compensation** section. Please remember to pro-rate the amount of your salary that was attributed to lobbying and NOT your entire salary. Please explain how you arrived at your answer. Lobbyists who are RETAINED will complete the Consolidated Compensation section (please see Step #14A on the next page).

Disclosure Editor: Lobbyist Compensation 6 of 12 Complete

Lobbying Year: 2012-2013 Lobbyist: Chris N. Frink SR. Principal: The Lobbyist Corporation

+ Instructions

Start PLEASE NOTE: Some lobbyists are not individually compensated for lobbying activities. This may occur when several members of a firm represent a single principal. The principal, in turn, makes a single payment to the firm. If this describes your situation, do not fill out the "Individual Compensation" area. Instead, fill out the "Consolidated Compensation" area just below it.

Individual Compensation

Lobbyist Compensation

What was the dollar amount of your compensation as a lobbyist?

NOTE: If you have job responsibilities other than those involving lobbying, you may have to prorate to determine the part of your salary attributable to your lobbying activities.

Explain how you arrived at this individual compensation amount:

Click "Next" to continue...

Step #14A: This is an example of a Consolidated Compensation. After you have completed this section, please click NEXT.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Secretary of the Comm..., GovShare - Pages - Home
- Page Header:** SECRETARY OF THE COMMONWEALTH Janet Vestal Kelly, Lobbyist Registration and Disclosure, Welcome Chris N. Frink, SR.! [Log Off] [My Account] [Change Password]
- Left Navigation Menu:**
 - Lobbyist Registration/Disclosure
 - My Registration Forms
 - My Disclosure Forms
 - GOVERNOR OF VIRGINIA Bob McDonnell
 - View Secretariat Expenditures
 - Lobbyist Compensation (highlighted)
 - Schedule A Attachments
 - Schedule B Attachments
 - Schedule C Attachments
 - Expenditure Totals
 - Review Disclosure
- Main Content Area:**
 - Disclosure Editor: Lobbyist Compensation** (6 of 12 Complete)
 - Lobbying Year: 2012-2013, Lobbyist: Chris Frink, Principal: test disclosure
 - Instructions:** PLEASE NOTE: Some lobbyists are not individually compensated for lobbying activities. This may occur when several members of a firm represent a single principal. The principal, in turn, makes a single payment to the firm. If this describes your situation, do not fill out the "Individual Compensation" area. Instead, fill out the "Consolidated Compensation" area just below it.
 - Consolidated Compensation:** Indicate the total amount paid to your firm, organization, association, corporation, or other entity for services rendered: 5000
 - List all members of your firm, organization, association, corporation, or other entity who furnished lobbying services to your principal: Lobbyist A, B, C
 - Click "Next" to continue...
- Buttons:** Save & Exit, Back, Next
- Page Footer:** Done, Local intranet | Protected Mode: Off, 100%

Step #15: **Entertainment (Schedule A):** If you are required to complete a Schedule A, please click the ADD button to begin listing each of your Entertainment expenses and when you are finished please click OK. If you need to EDIT a specific Schedule, please click the EDIT icon (pencil symbol) or you have the option of DELETING the schedule by clicking the DELETE icon (trashcan symbol)

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Secretary of the Comm..., GovShare - Pages - Home
- Page Header:** Janet Vestal Kelly, Lobbyist Registration and Disclosure, Welcome Chris N. Frink, SR.!
- Left Navigation Menu:**
 - Lobbyist Registration/Disclosure
 - My Registration Forms
 - My Disclosure Forms
 - GOVERNOR OF VIRGINIA Bob McDonnell
 - View Secretariat Expenditures
- Main Content Area:**
 - Disclosure Editor: Schedule A Attachments** (7 of 12 Complete)
 - Lobbying Year: 2012-2013, Lobbyist: Chris N. Frink SR., Principal: The Lobbyist Corporation
 - Schedule A Attachments Table:**

Event Date	Total Expense	Event Description	Available Actions
2012-10-01	19135	Dinner	[Edit] [Delete]
 - Buttons: Add, Schedule A Attachments, Save & Exit, Back, Next

Step #16: **Gifts (Schedule B)**: If you are required to complete a Schedule B, please click the **ADD ROW** button to begin listing each of your Gift expenses and when you are finished please click **NEXT**. If you need to DELETE a particular GIFT, please click the **DELETE icon** (trashcan symbol).

The screenshot displays the 'Disclosure Editor: Schedule B Attachments' interface. At the top, it indicates '8 of 12 Complete' and provides user information: 'Lobbying Year: 2012-2013', 'Lobbyist: Chris N. Frink SR.', and 'Principal: The Lobbyist Corporation'. A sidebar on the left contains navigation options such as 'Start', 'Principal Authorizing Officer', 'Lobbying Activities', 'Incorporated Filing', 'Select Attached Schedules', 'Lobbyist Information', 'Lobbyist Compensation', 'Schedule A Attachments', 'Schedule B Attachments' (highlighted), 'Schedule C Attachments', 'Expenditure Totals', 'Review Disclosure', and 'Save & Exit'. The main content area features a 'PLEASE NOTE' section and a table titled 'Schedule B Attachments'.

Gift Date	Gift Cost	Gift Recipient	Gift Description	Delete
2/1/2012	100	Sen. B	pen	

Below the table, there is an '+ Add Row' button and a note: 'Click "Next" to continue...'. At the bottom of the main content area, there are 'Back' and 'Next' buttons.

Step #17: **Other (Schedule C):** If you are required to complete a Schedule C, please click the **ADD ROW** button to begin listing each of your Schedule C expenses and when you are finished please click **NEXT**. If you need to DELETE a particular GIFT, please click the **DELETE icon** (trashcan symbol).

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Secretary of the Comm..., GovShare - Pages - Home
- Page Header:** Janet Vestal Kelly, Lobbyist Registration and Disclosure, Welcome Chris N. Frink, SR! [Log Off] [My Account] [Change Password]
- Left Navigation Menu:**
 - Lobbyist Registration / Disclosure
 - My Registration Forms
 - My Disclosure Forms
 - GOVERNOR OF VIRGINIA Bob McDonnell
 - View Secretariat Expenditures
- Main Content Area:**
 - Disclosure Editor: Schedule C Attachments** (9 of 12 Complete)
 - Lobbying Year: 2012-2013 | Lobbyist: Chris N. Frink SR. | Principal: The Lobbyist Corporation
 - + Instructions**
 - PLEASE NOTE: This section is provided for any lobbying-related expenses not covered anywhere else on the disclosure statement. An example of an expenditure to be listed on Schedule C would be the rental of a bill box during the General Assembly session.
 - Schedule C Attachments Table:**

Date	Description	Amount	Delete
11/1/12	Bill Box	300	
 - + Add Row** button
 - Schedule C Attachments** button
 - Click "Next" to continue...
- Bottom Navigation:** Save & Exit, Back, Next
- Page Footer:** Local intranet | Protected Mode: Off, 100%

Step #18: Please complete each of the Expenditure items, **if any**, which apply to your situation. Once you have finished, please click NEXT.

Secretary of the Commonwealth - Windows Internet Explorer provided by VA IT Infrastructure Partnership

https://bi.eadtest.vita.virginia.gov/Lobbyist/Disclosure/Edit/53f34343-8bc8-e211-ba23-b499bac1388e

File Edit View Favorites Tools Help

Secretary of the Comm... GovShare - Pages - Home

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Lobbyist Registration and Disclosure Welcome **Chris N. Frink, SR.** [Log Off] [My Account] [Change Password]

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Disclosure Editor: Expenditure Totals

10 of 12 Complete

Lobbying Year: 2012-2013 Lobbyist: Chris N. Frink SR. Principal: The Lobbyist Corporation

Instructions

Start

Principal Authorizing Officer

Lobbying Activities

Incorporated Filing

Select Attached Schedules

Lobbyist Information

Lobbyist Compensation

Schedule A Attachments

Schedule B Attachments

Schedule C Attachments

Expenditure Totals

Review Disclosure

Expenditure Totals	
Entertainment *	19135.00 (Itemized in Schedule A)
Gifts *	100.00 (Itemized in Schedule B)
Office *	2300
Communication *	1211
Personal Living and Travel *	9888
Honoraria *	2323
Registration Costs *	50
Other *	300.00 (Itemized in Schedule C)

Click "Next" to continue...

Save & Exit Back Next

Local intranet | Protected Mode: Off 100%

Step #19: In order to sign and submit your disclosure statement, you will need to click the **PREVIEW** button to review your disclosure statement. If you need to make any corrections, please click the appropriate section located to the left of the screen. Once you have reviewed your form, you can now sign your disclosure statement by typing in your name **EXACTLY** as it appears under each signature field and click **SUBMIT**

The screenshot shows a web browser window with the following elements:

- Browser Interface:** Includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with icons for home, back, forward, print, and search, and a tab bar with three open tabs: "Secretary of the Comm...", "GovShare - Pages - Home", and "Washington Redskins".
- Page Header:** "Disclosure Editor: Review Disclosure" with a progress indicator "11 of 12 Complete".
- Metadata:** "Lobbying Year: 2012-2013", "Lobbyist: Chris N. Frink SR.", and "Principal: The Lobbyist Corporation".
- Left Navigation Panel:** Contains links for "Lobbyist Registration/Disclosure", "My Registration Forms", "My Disclosure Forms", a profile picture of Governor Bob McDonnell, and "View Secretariat Expenditures".
- Main Content Area:**
 - Instructions:** A list of sections including Start, Principal Authorizing Officer, Lobbying Activities, Incorporated Filing, Select Attached Schedules, Lobbyist Information, Lobbyist Compensation, Schedule A Attachments, Schedule B Attachments, Schedule C Attachments, Expenditure Totals, and Review Disclosure (highlighted).
 - Text:** "Your Lobbyist Disclosure Statement is ready for submission." followed by instructions to review the form and a "Review Disclosure" button.
 - Signature Fields:** Two fields labeled "Signature *" with the text "Chris N. Frink, SR." entered in each.
 - Disclaimer:** "YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR LOBBYIST DISCLOSURE STATEMENT SHALL BE ELECTRONIC."
 - Footer:** "Click 'Submit' to submit your form..."
- Bottom Bar:** Contains buttons for "Save & Exit", "Preview", "Back", and "Submit".
- System Bar:** Shows "Local intranet | Protected Mode: Off" and "100%" zoom level.

Step #20: After you click the **SUBMIT** button you will receive a message notifying you that your principal officer will also have to sign the statement. **It is solely your responsibility to communicate this requirement to your principal officer.**

There are **2** ways in which your principal officer (or authorized official thereto) can sign the disclosure statement:

- 1. PRINCIPAL MAY ELECTRONICALLY SIGN:** The principal officer will need to create an account by typing www.commonwealth.virginia.gov into their browser and selecting the **Lobbyist** link located to the left of the screen and then clicking on the **SUBMIT DISCLOSURE** link. Please make sure that the principal officer uses the **SAME** email address that you listed under the principal officer section of the disclosure statement. Once the account has been created AND activated, then the principal officer can access the disclosure statement by clicking on **My Disclosures** link located to the left of the screen that are awaiting his/her signature. The principal officer will then need to click on the **EDIT** icon (pencil symbol) and then he/she will have a chance to **PREVIEW** the statement and sign the statement **EXACTLY** how it appears under each of the signature fields, and then click **SUBMIT**.

If the principal officer has **ALREADY** created an account, please instruct the principal officer to click **LOGIN TO EXISTING ACCT** button, provide his/her email address and password, and then click **Log On**. After logging on, the principal officer will click on the link **My Disclosures** located to the left of the screen for a list disclosure statements that are awaiting his/her signature. The principal officer will need to click on the **EDIT** icon (pencil symbol) and then will have a chance to **PREVIEW** the statement, type his/her name **EXACTLY** how it appears under each of the signature fields, and then click **SUBMIT**.

For an example of a disclosure statement that has been electronically signed by both the lobbyist and the principal, please see the screen shot on page 24.

File Edit View Window Help

6 / 6 64.5%

Tools Sign Comment

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. [Learn More.](#) Enable All Features

PART IV: STATEMENTS

Both the lobbyist and principal officer must sign the disclosure statement, attesting to its completeness and accuracy. The following items are mandatory and if they are not properly completed, the entire filing will be rejected and returned to the lobbyist:

(1) All signatures on the statement must be ORIGINAL in the format specified in the instructions provided by the Secretary that accompany this form. No stamps, or other reproductions of the individual's signature will be accepted.

(2) An individual MAY NOT sign the disclosure statement as lobbyist and principal officer.

STATEMENT OF LOBBYIST

I, the undersigned registered lobbyist, do state that the information furnished on this disclosure statement and on all accompanying attachments required to be made thereto is, to the best of my knowledge and belief, complete and accurate.

Chris N. Frink, SR. (Electronically Signed: 5/30/2013 1:55:18 PM UTC)

.....
Signature of lobbyist
05/30/2013
.....
Date

STATEMENT OF PRINCIPAL

I, the undersigned principal (or an authorized official thereof), do state that the information furnished on this disclosure statement and on all accompanying attachments required to be made thereto is, to the best of my knowledge and belief, complete and accurate.

Larry Lobbyist (Electronically Signed: 5/31/2013 3:54:34 PM UTC)

.....
Signature of principal
05/31/2013
.....
Date

2. **PRINCIPAL SIGNS SIGNATURE PAGE:** The second option requires the lobbyist to log back in to his/her account and to click the .pdf icon next to the appropriate disclosure statement. This option requires the lobbyist to mail, email, or fax the entire disclosure statement to the principal officer to review. The principal officer will print the Lobbyist Disclosure Signature Page (very last page of the statement), execute the STATEMENT OF PRINCIPAL and has the option of mailing, emailing, or faxing ONLY the signature page directly to the Lobbyist Specialist in the Secretary of the Commonwealth’s Office. Contact information for the lobbyist specialist is located towards the bottom of the signature page.

This is an example of a Lobbyist Disclosure Signature Page that has been electronically signed by the lobbyist and is ready for the lobbyist to send to the principal officer along with the disclosure statement.

