



COMMONWEALTH OF VIRGINIA

OFFICE OF THE SECRETARY OF THE COMMONWEALTH

Lobbyist Disclosure Portal Manual

Revised: May 14, 2014

Lobbyist Disclosure:

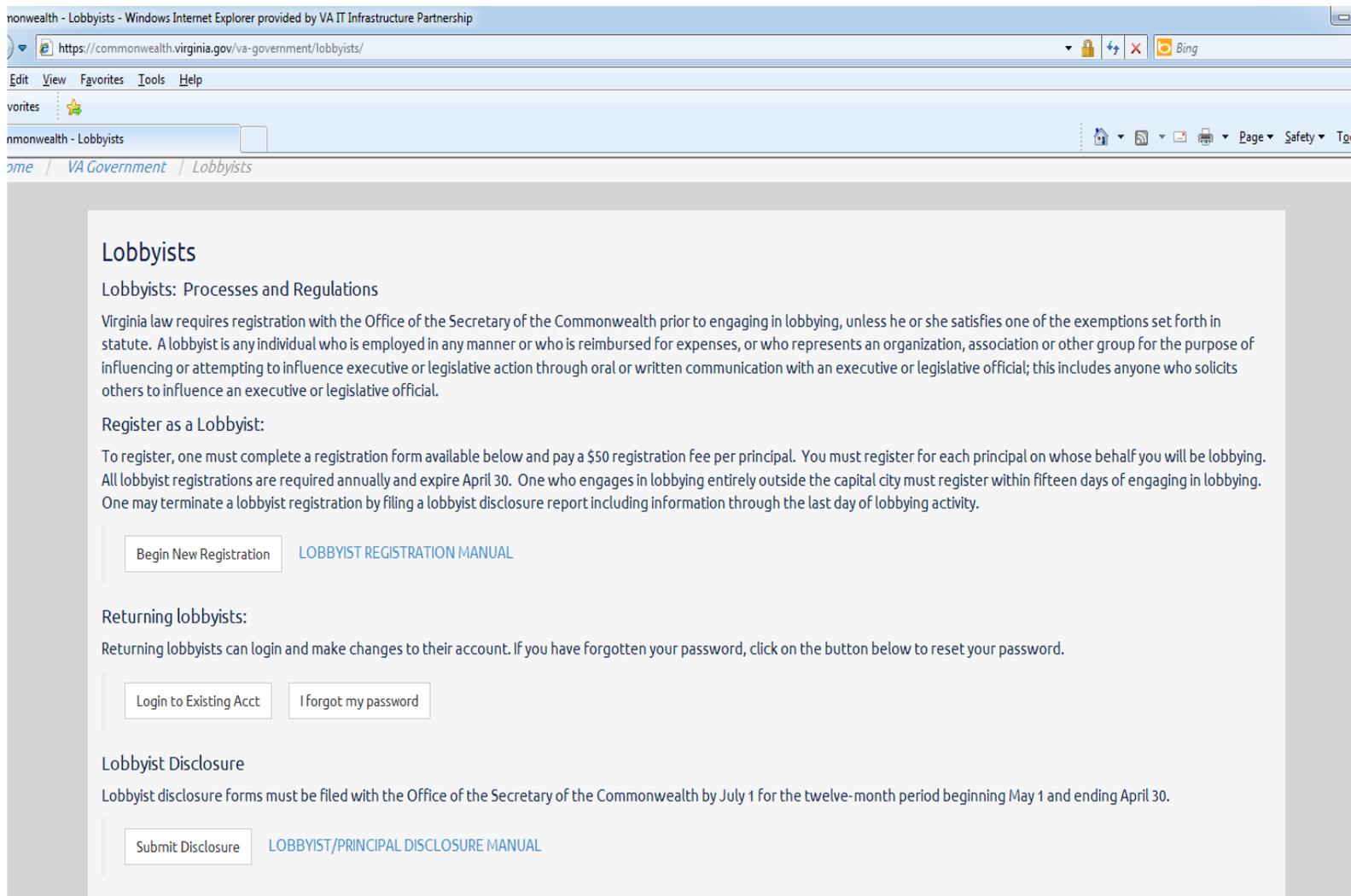
Pursuant to §2.2-426 of the *Code of Virginia*, each lobbyist is required to file a lobbyist disclosure statement for each principal that he/she registered on behalf of. The deadline for filing the lobbyist disclosure statement is July 1. Failure to meet this deadline will result in a civil penalty of \$50 assessed to both the lobbyist and the lobbyist's 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 VA GOVERNMENT link and clicking on the LOBBYISTS link

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**.



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 a web browser window titled "Create User Account - Windows Internet Explorer provided by VA IT Infrastructure Partnership". The address bar shows the URL "https://solutions.virginia.gov/Lobbyist/UserAccount/CreateUserAccount". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various icons. The main content area displays a registration form with the following fields and values:

Field	Value
First Name*	John
Middle Name	
Last Name*	Doe
Suffix	
Organization	Lobbyist, Inc.
Address Line 1*	010101 Street Name
Address Line 2	
City*	Somewhere
State*	VA
Postal Code*	010101010
Primary Phone*	888-999-0000
Email Address*	

Below the form, there is a password requirement section:

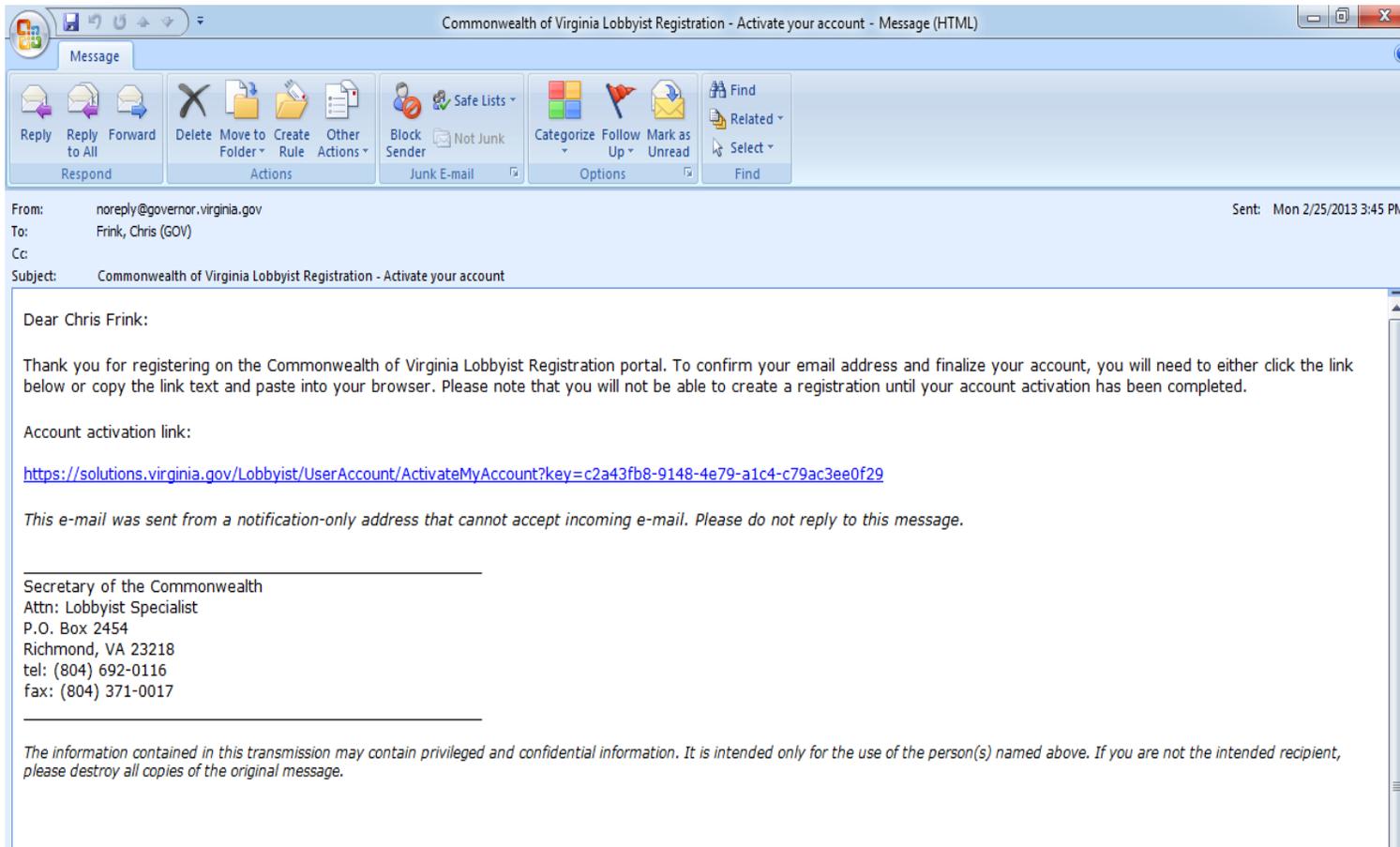
Passwords are required to be a minimum of 8 characters in length, and must contain 3 of the 4 attributes:

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

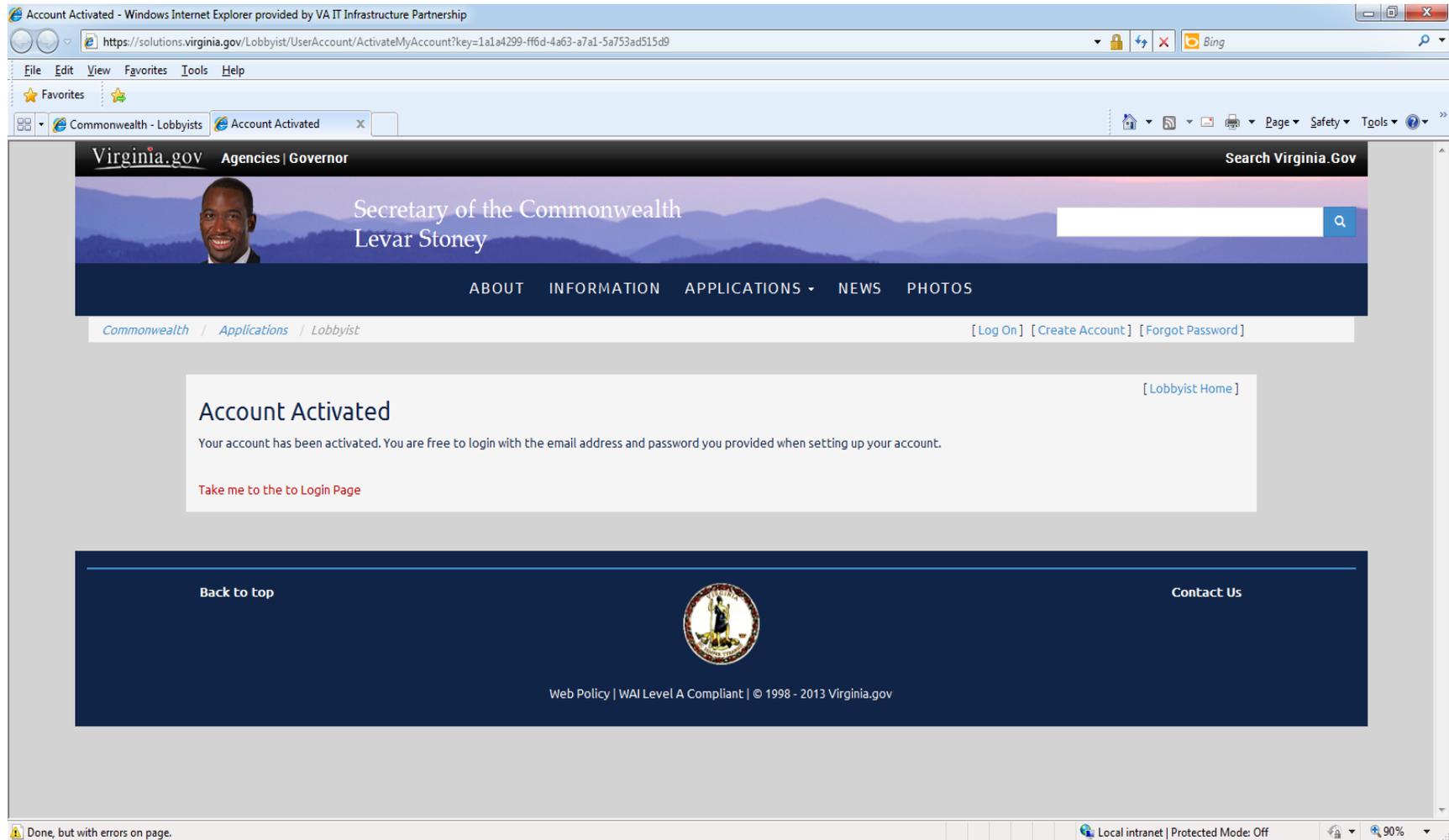
At the bottom of the form, there are two password input fields labeled "Password*" and "Confirm password*", and two buttons: "Create Account" and "Reset".

The browser's status bar at the bottom shows "Done" on the left and "Local intranet | Protected Mode: Off" on the right, along with a 90% zoom level.

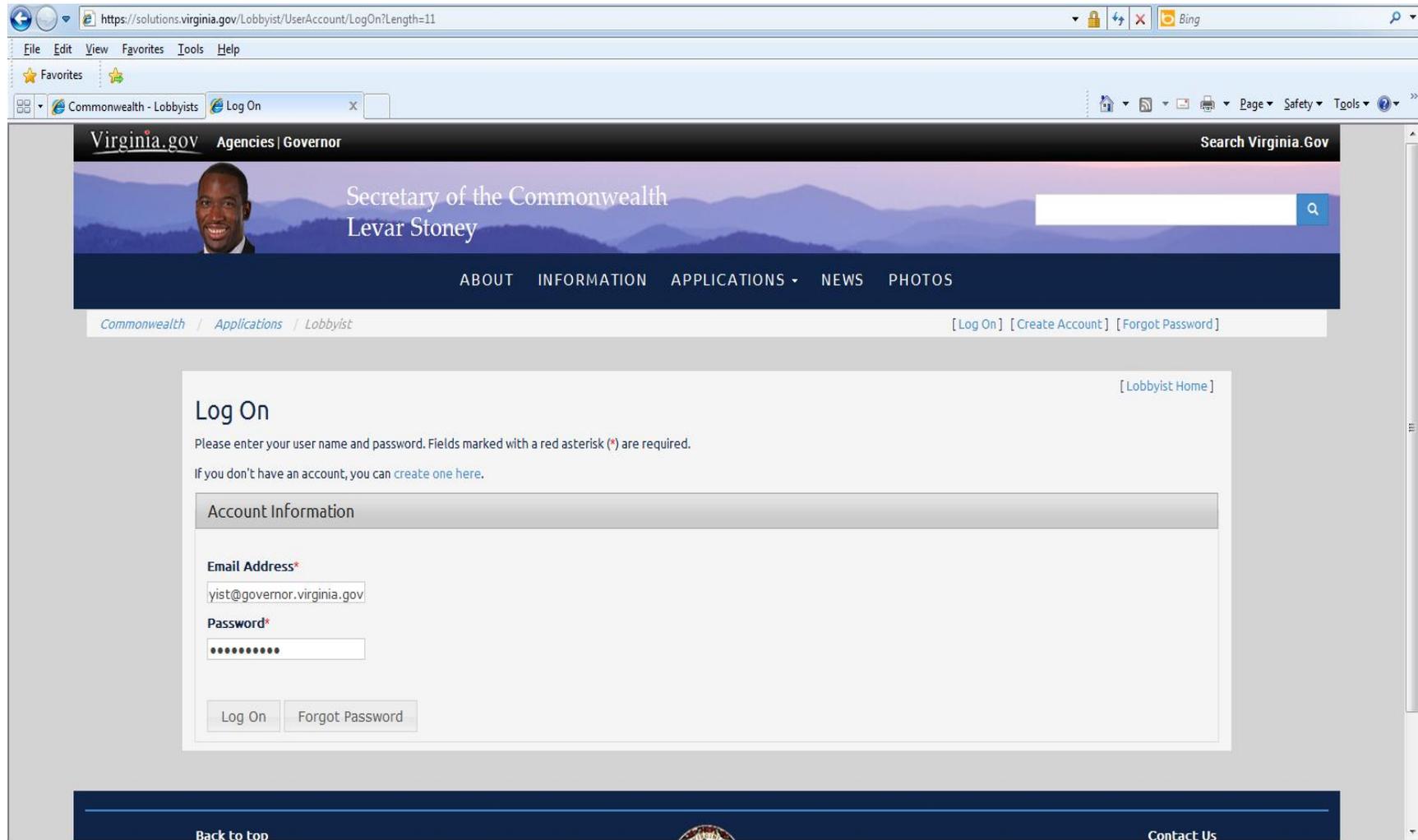
Step #3: Once you have created your account, you will receive an Activation email, which will provide you with further instructions on how to finalize your account. The email will come from noreply@governor.virginia.gov If you do NOT receive the email, please check your spam/junk folder.



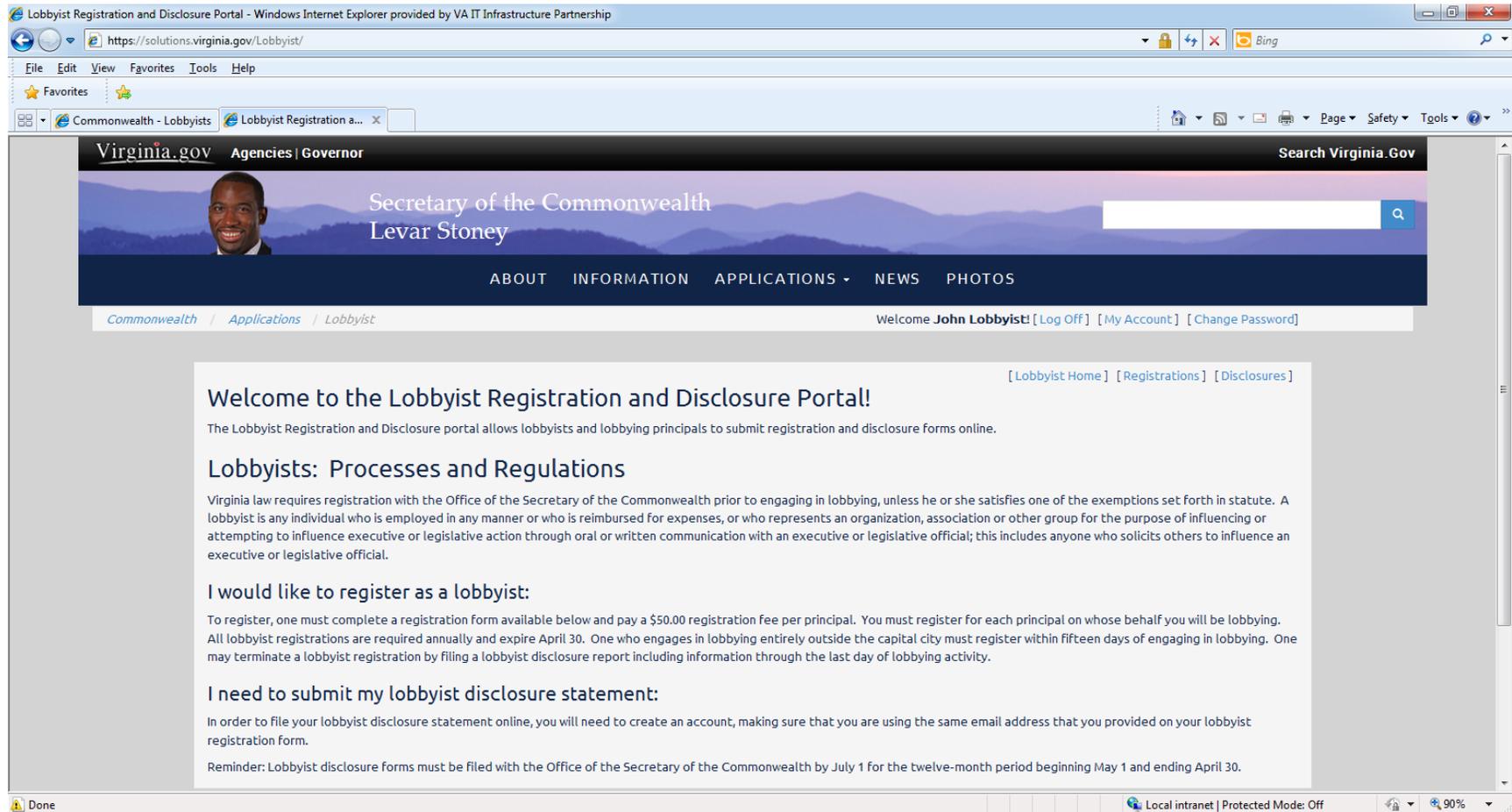
Step #4: Once you receive the **Account Activated** screen, you are now free to login and file your disclosure statement



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.



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 [[DISCLOSURES](#)] link located to the right of the screen.



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 **XYZ, LLC** 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), under the **Available Actions** column.

My Disclosure Forms - Windows Internet Explorer provided by VA IT Infrastructure Partnership

https://solutions.virginia.gov/Lobbyist/Disclosure/ListDisclosureForms

Virginia.gov Agencies | Governor Secretary of the Commonwealth Levar Stoney

Search Virginia Gov

ABOUT INFORMATION APPLICATIONS NEWS PHOTOS

Commonwealth / Applications / Lobbyist Welcome Chris Frink! [Log Off] [My Account] [Change Password]

[Lobbyist Home] [Registrations] [Disclosures]

My Disclosure Forms

This view lists all of the disclosure forms that you have created or are party to and displays the current status of each disclosure. Use the buttons in the available actions section to work with a disclosure form.

Search

Lobbying Year	Lobbyist	Principal	Status	Available Actions
2014-2015	Frink, Chris	XYZ, LLC	Draft	
2014-2015	Frink, Chris	The Lobby	Draft	

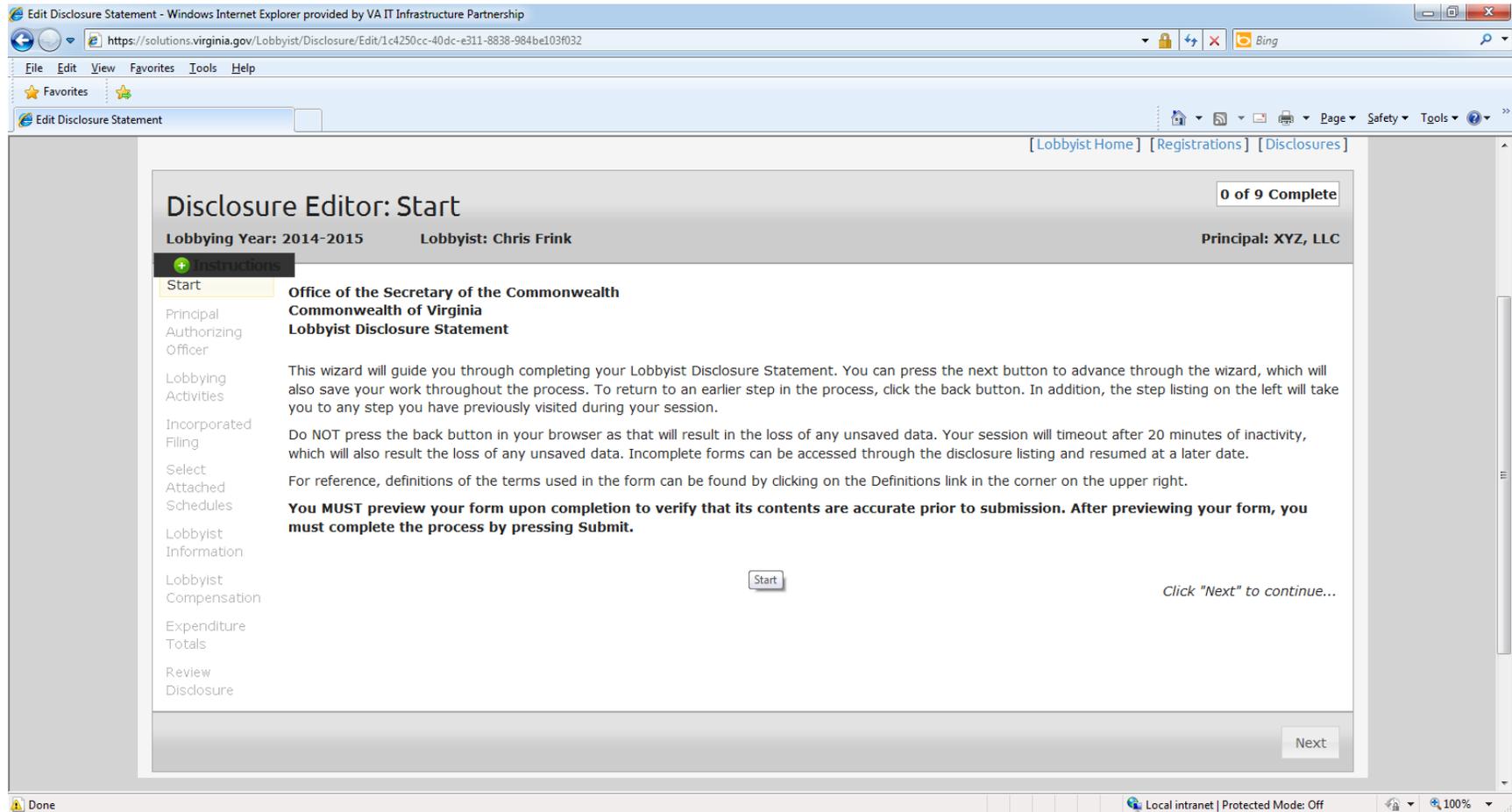
1

Please note: Viewing submitted documents requires Adobe Reader®.

Back to top Contact Us

Done, but with errors on page. Local intranet | Protected Mode: Off 90%

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



Step #9: A number of the sections are pre-populated due to the information that you 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.

Windows Internet Explorer provided by VA IT Infrastructure Partnership

https://solutions.virginia.gov/Lobbyist/Disclosure/Edit/1c4250cc-40dc-e311-8838-984be103f032

File Edit View Favorites Tools Help

Edit Disclosure Statement

[Lobbyist Home] [Registrations] [Disclosures]

Disclosure Editor: Principal Authorizing Officer

1 of 9 Complete

Lobbying Year: 2014-2015 Lobbyist: Chris Frink Principal: XYZ, LLC

Instructions

Start

Principal Authorizing Officer

Lobbying Activities

Incorporated Filing

Select Attached Schedules

Lobbyist Information

Lobbyist Compensation

Expenditure Totals

Review Disclosure

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.

John Doe (lobbyist@governor.virginia.gov)

First Name*	Middle Name	Last Name*	Suffix
John		Doe	

Address Line 1*

0000 Main St.

Address Line 2

City*	State*	Zip*
Somewhere	VA	0000-0000

Phone* **Email***

999-000-0000 lobbyist@governor.virginia.gov

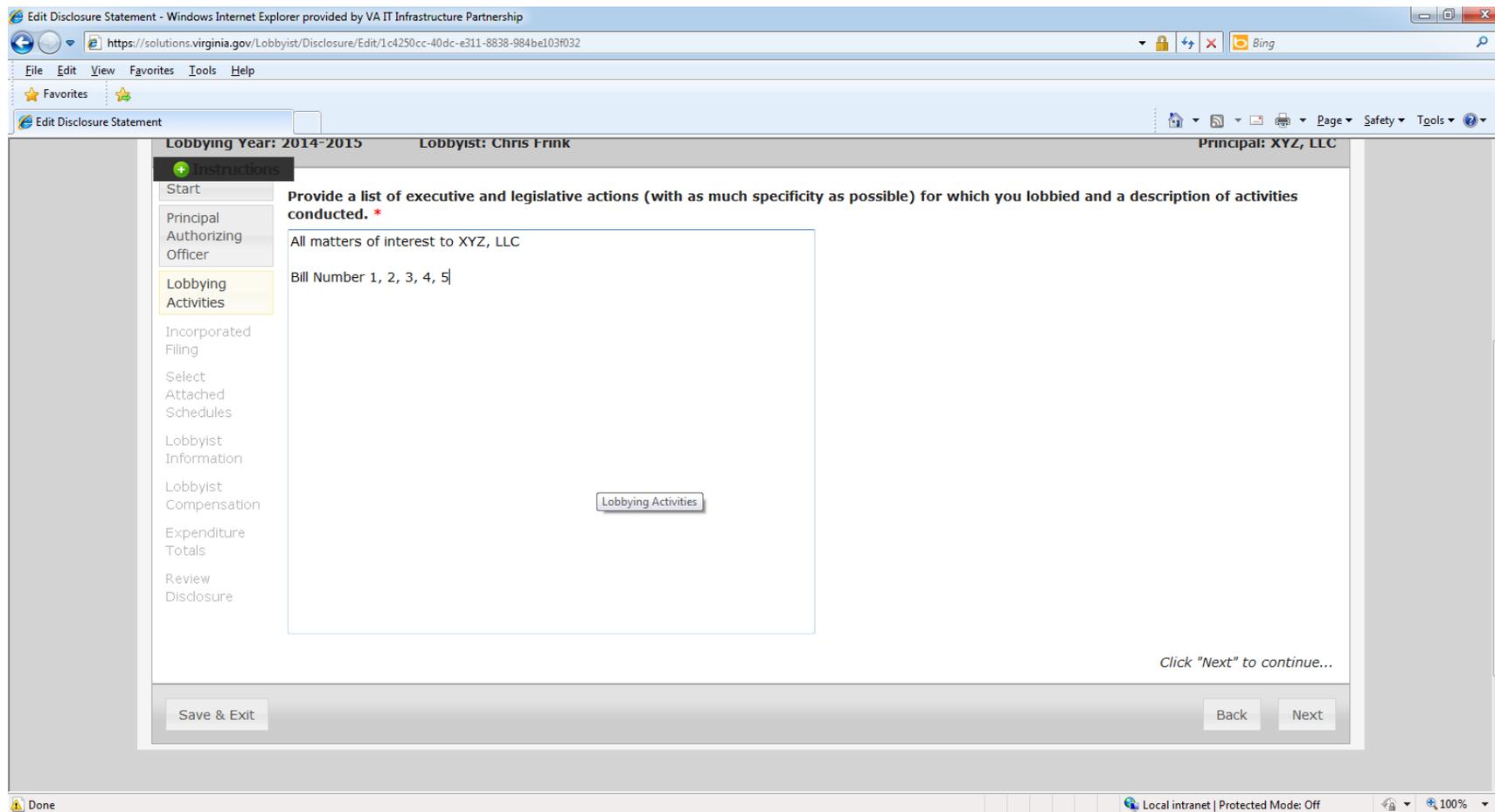
Principal Authorizing Officer

Click "Next" to continue...

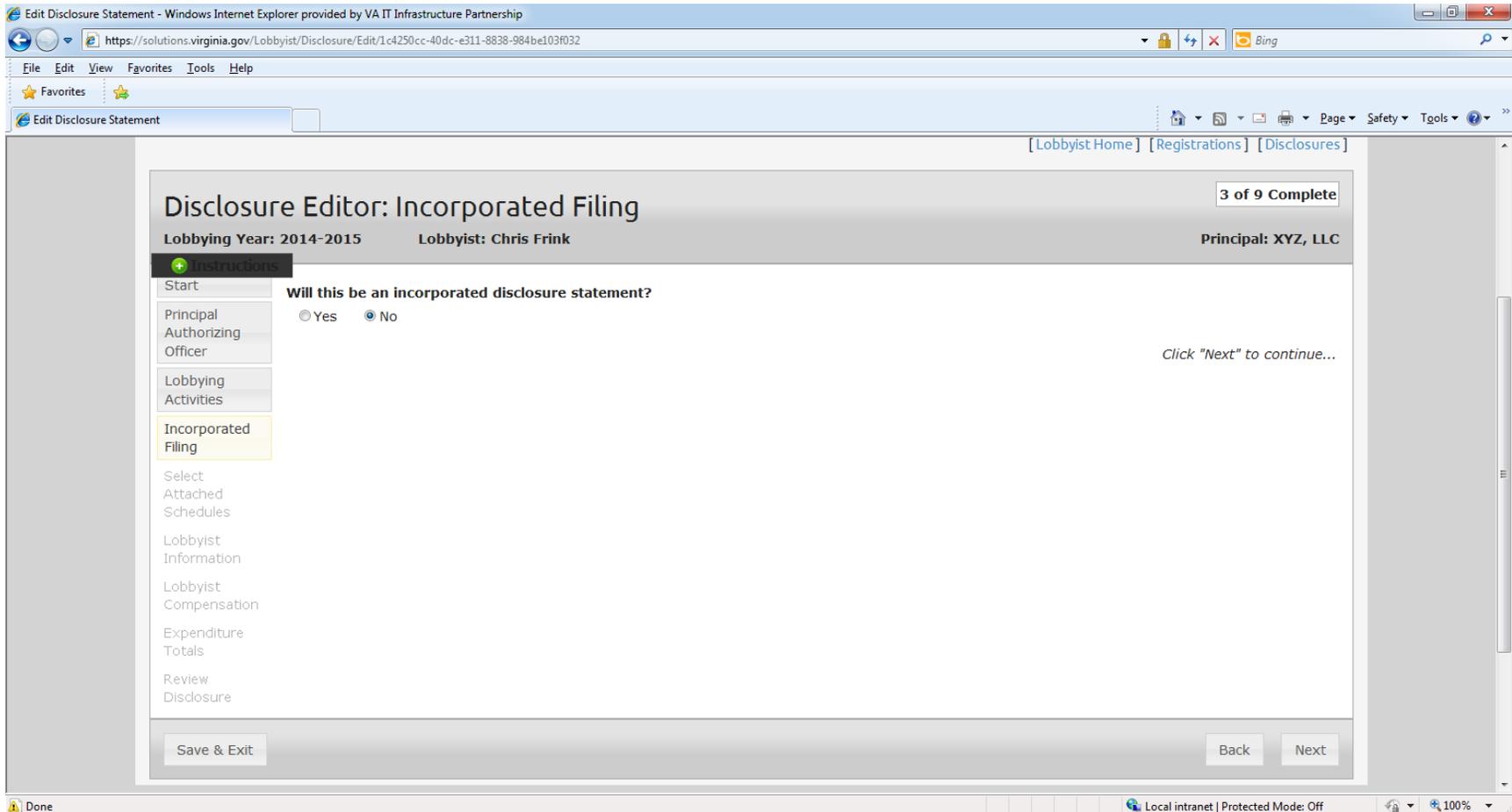
Save & Exit Back Next

Done Local intranet | Protected Mode: Off 100%

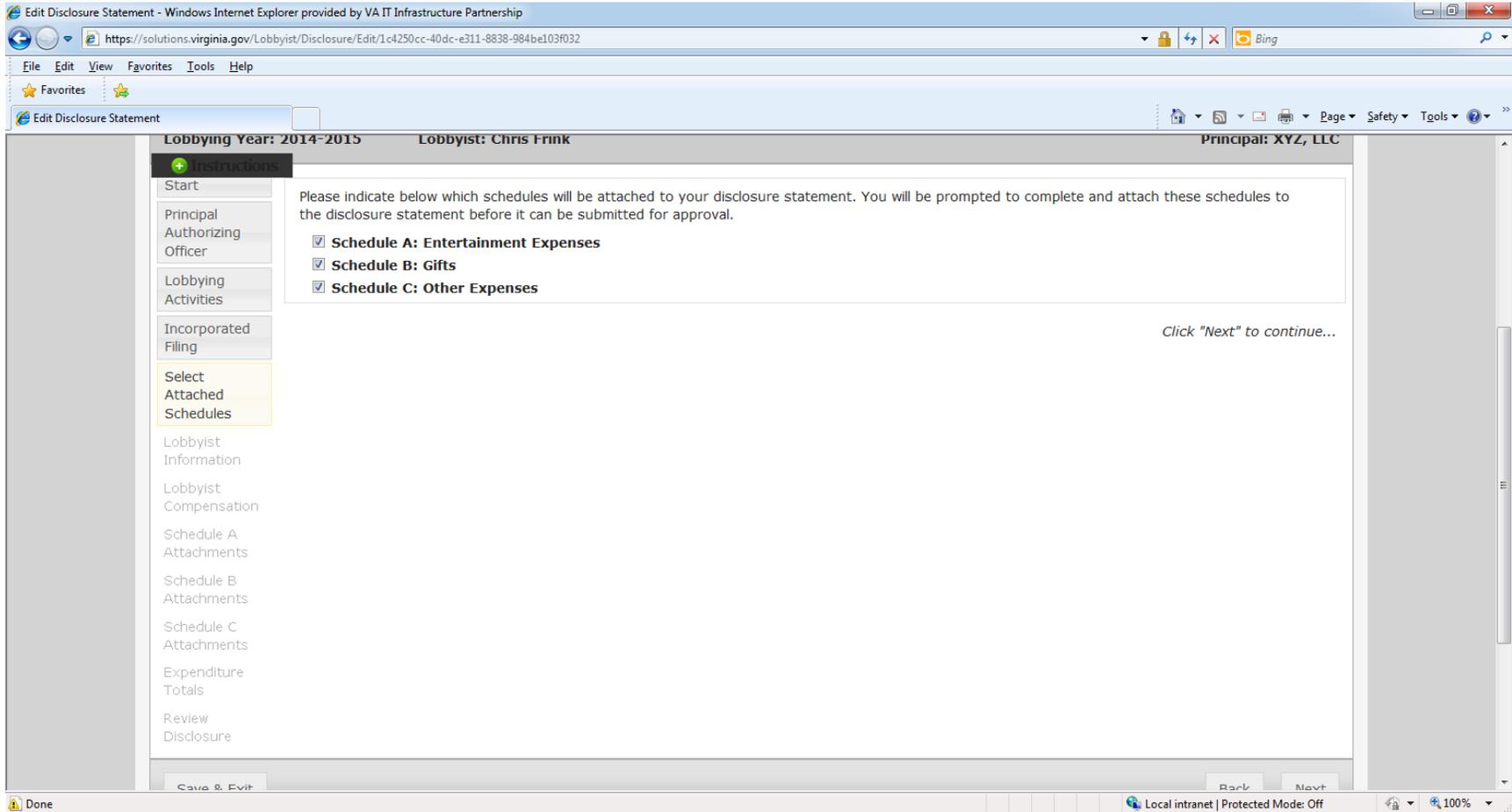
Step #10: Please provide a list of executive and legislative actions for which you lobbied. After you have completed this section, please click **NEXT**.



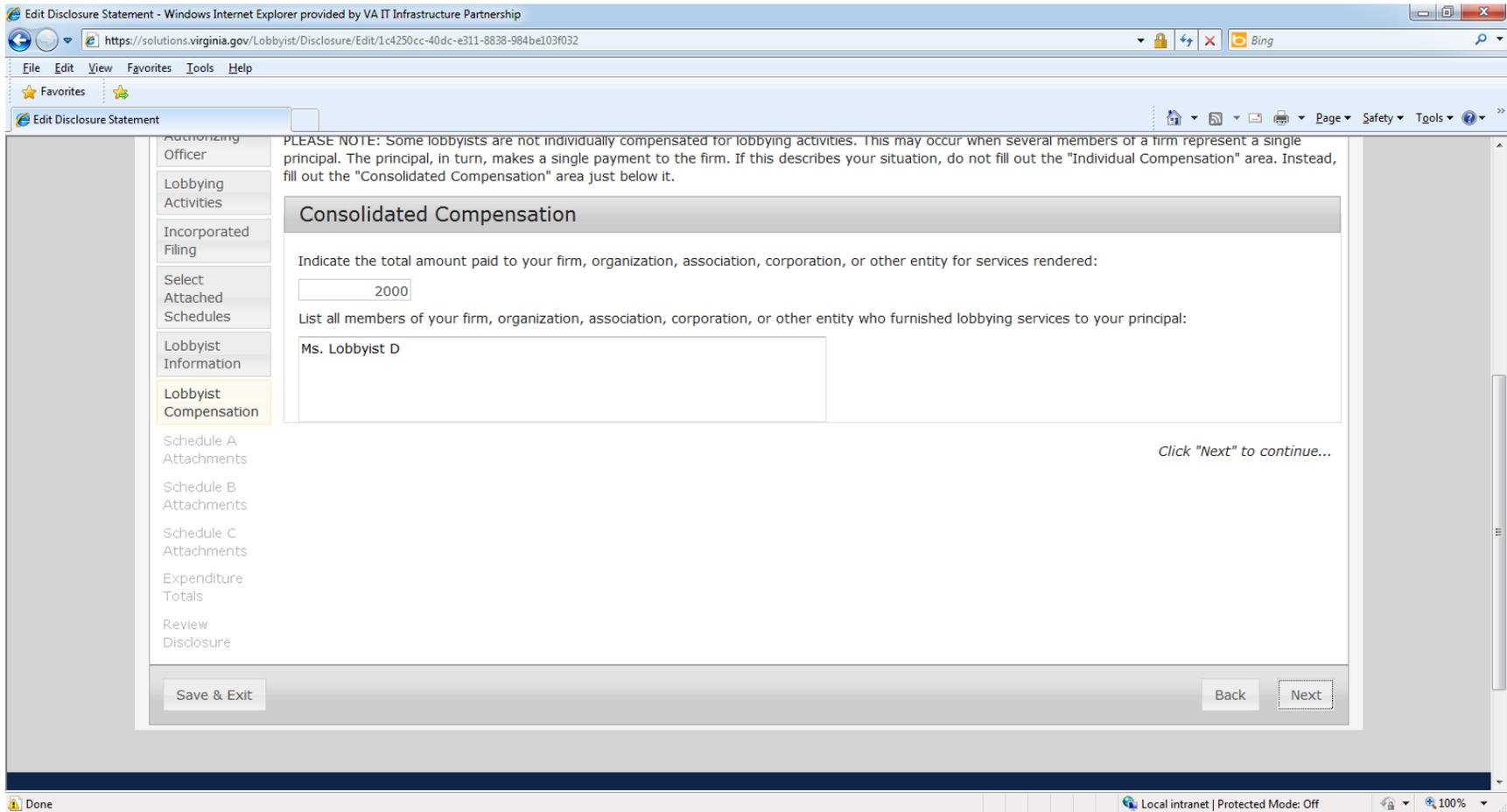
Step #11: **Incorporated Filing:** In many instances, more than one lobbyist represents a principal. In order to save time when filing a disclosure statement, an allowable option is for a “designated” individual to file the pre-specified financial information. However, each lobbyist, whether filling 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.



Step #14: **COMPENSATION:** For lobbyists who are **RETAINED** by the principal, you will complete the **Consolidated Compensation** section. Lobbyists who are **EMPLOYED** by the principal, will complete the **Individual Compensation** section (please see Step #14A on the next page).



Step #14A: **Individual Compensation.** Please provide the dollar amount of your compensation as a lobbyist. 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. After you have completed this section, please click NEXT.

Disclosures

[Lobbyist Home] [Registrations] [Disclosures]

Disclosure Editor: Lobbyist Compensation

6 of 10 Complete

Lobbying Year: 2014-2015 Lobbyist: Chris Frink Principal: The Lobby

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

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...

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), located under the **Available Actions** column. If you need to DELETE a specific schedule, please click the DELETE icon (trashcan symbol), also located under the **Available Actions** column.

Disclosure Editor: Schedule A Attachments 7 of 12 Complete

Lobbying Year: 2014-2015 Lobbyist: Chris Frink Principal: XYZ, LLC

Schedule A Attachments				
Event Date	Total Expense	Event Description	Available Actions	
2002-02-01	3000	Dinner		
<i>Click "Next" to continue...</i>				

Navigation Sidebar:

- 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

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), located to the right of the screen.

Commonwealth / Applications / Lobbyist

Welcome **Chris Frink!** [Log Off] [My Account] [Change Password]

[Lobbyist Home] [Registrations] [Disclosures]

Disclosure Editor: Schedule B Attachments

8 of 12 Complete

Lobbying Year: 2014-2015 Lobbyist: Chris Frink Principal: XYZ, LLC

Instructions

PLEASE NOTE: Any single gift reported in the expense totals of the principal, with a value greater than \$50, should be itemized below. Report meals, entertainment, and travel under Schedule A.

Schedule B Attachments				
Gift Date	Gift Cost	Gift Recipient	Gift Description	Delete
2/4/1964	60.00	Delegate Z	pen	

[Add Row](#)

Click "Next" to continue...

Done, but with errors on page. Local intranet | Protected Mode: Off 100%

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**. An example of this type of expense would be a Bill Box rental. If you need to **DELETE** a particular GIFT, please click the **DELETE icon** (trashcan symbol), located to the right of the screen

Disclosure Editor: Schedule C Attachments 9 of 12 Complete

Lobbying Year: 2014-2015 Lobbyist: Chris Frink Principal: XYZ, LLC

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			
Date	Description	Amount	Delete
4/4/03	Bill Box	1000	

[+ Add Row](#)

Click "Next" to continue...

Done, but with errors on page. 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.

10 of 12 Complete

Lobbying Year: 2014-2015 Lobbyist: Chris Frink Principal: XYZ, LLC

Expenditure Totals

Entertainment*
3000.00 (Itemized in Schedule A)

Gifts*
60.00 (Itemized in Schedule B)

Office*
55

Communication*
41

Personal Living and Travel*
4111

Honoraria*
6667

Registration Costs*
50

Other*
1000.00 (Itemized in Schedule C)

Expenditure Totals

Click "Next" to continue...

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**

Done

Local intranet | Protected Mode: Off

100%

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 clicking on the VA GOVERNMENT link and then selecting the LOBBYISTS link. From the Lobbyist home page, please click on the SUBMIT DISCLOSURE button. 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 the **[Disclosures]** link located to the right 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 **[Disclosures]** located to the right 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.

