



# COMMONWEALTH OF VIRGINIA

OFFICE OF THE SECRETARY OF THE COMMONWEALTH

Lobbyist Registration Portal Manual

Revised: May 14, 2014

## Process and Regulations:

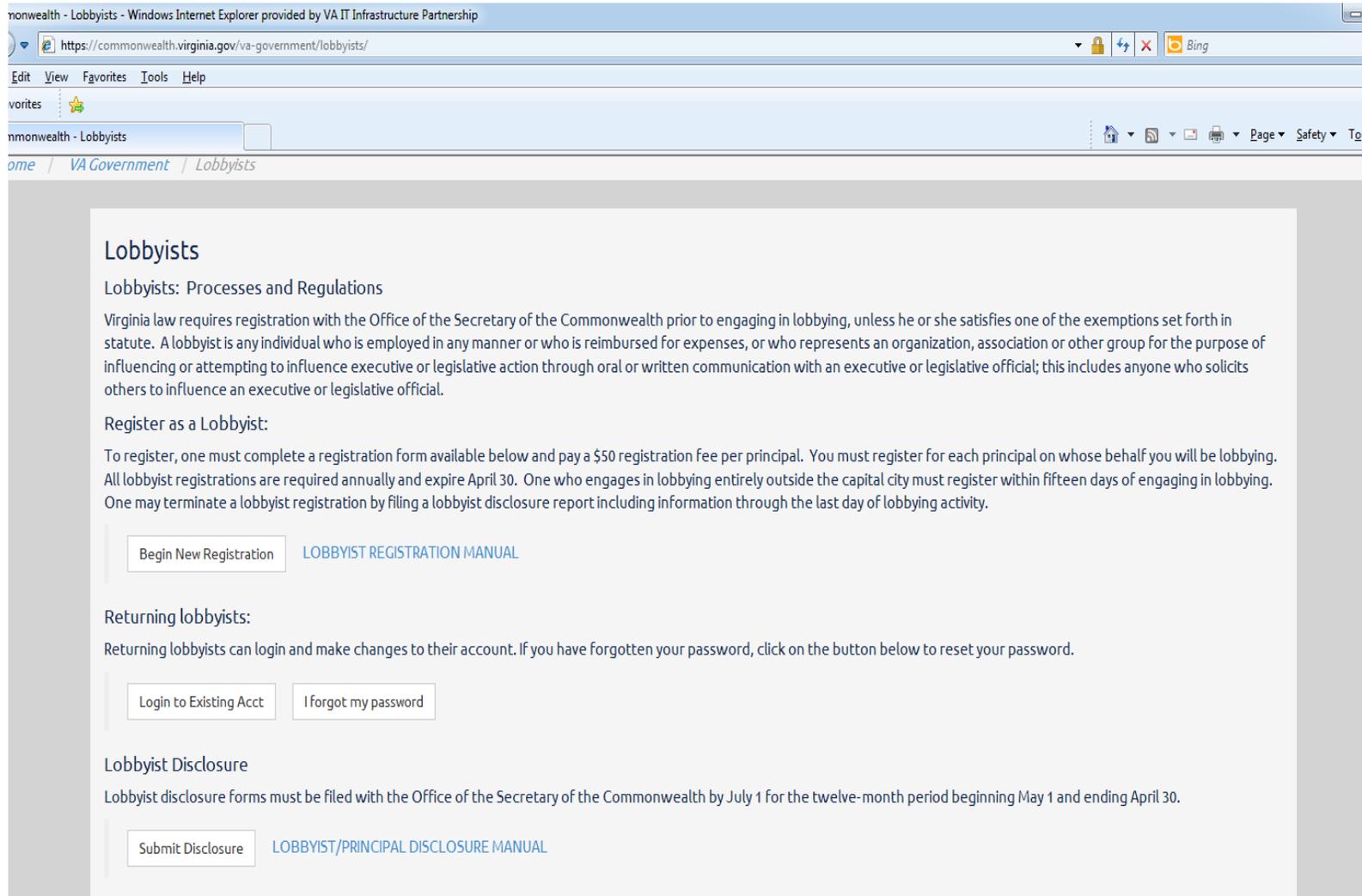
Virginia law requires registration with the Office of the Secretary of the Commonwealth prior to engaging in lobbying, unless he or she satisfies one of the exemptions set forth in §2.2-420 of the Code of Virginia. A lobbyist is any individual who is employed in any manner or who is reimbursed for expenses, 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.

There is a \$50 fee for each principal that you will represent. 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.

You do have the option of registering online provided that you have a valid email address. You can register online by clicking on the following link:

[www.commonwealth.virginia.gov](http://www.commonwealth.virginia.gov) →select the **VA GOVERNMENT** tab →click the **Lobbyists** link

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



The screenshot shows a web browser window with the address bar displaying <https://commonwealth.virginia.gov/va-government/lobbyists/>. The page title is "Lobbyists" and the breadcrumb trail is "Home / VA Government / Lobbyists".

## Lobbyists

### 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.

#### Register as a Lobbyist:

To register, one must complete a registration form available below and pay a \$50 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.

[Begin New Registration](#)   [LOBBYIST REGISTRATION MANUAL](#)

#### Returning lobbyists:

Returning lobbyists can login and make changes to their account. If you have forgotten your password, click on the button below to reset your password.

[Login to Existing Acct](#)   [I forgot my password](#)

#### Lobbyist Disclosure

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.

[Submit Disclosure](#)   [LOBBYIST/PRINCIPAL DISCLOSURE MANUAL](#)

Step #2: First-time users will need to provide their name, business address, city, state, zip code, and business telephone number. You will also need to provide a valid email address/password. 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's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Favorites" bar shows "Create User Account". The main content area contains 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:

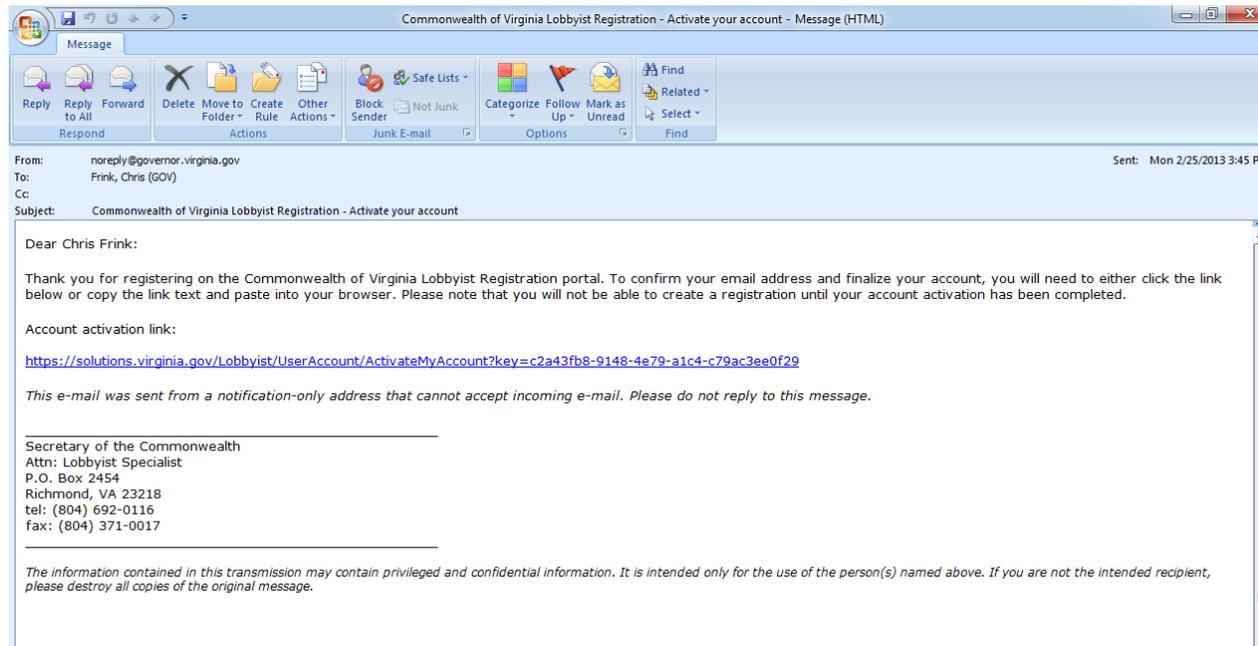
Passwords are required to be a minimum of 8 characters in length, and must contain 3 of the 4 attributes:

- 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 fields labeled "Password\*" and "Confirm password\*", and two buttons: "Create Account" and "Reset".

The browser's status bar at the bottom shows "Done", "Local intranet | Protected Mode: Off", and "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](mailto: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 register

The screenshot shows a Windows Internet Explorer browser window displaying the 'Account Activated' page on the Virginia.gov website. The browser's address bar shows the URL: <https://solutions.virginia.gov/Lobbyist/UserAccount/ActivateMyAccount?key=1a1a4299-ff6d-4a63-a7a1-5a753ad515d9>. The browser's title bar reads 'Account Activated - Windows Internet Explorer provided by VA IT Infrastructure Partnership'. The page header includes the Virginia.gov logo, 'Agencies | Governor', and a search bar labeled 'Search Virginia.Gov'. Below the header is a banner for the Secretary of the Commonwealth, Levar Stoney, with a search bar and navigation links: ABOUT, INFORMATION, APPLICATIONS, NEWS, and PHOTOS. The breadcrumb trail reads 'Commonwealth / Applications / Lobbyist'. The main content area features a large white box with the heading 'Account Activated' and the message: 'Your account has been activated. You are free to login with the email address and password you provided when setting up your account.' Below this message is a red link: 'Take me to the to Login Page'. A '[Lobbyist Home]' link is also present. The footer contains 'Back to top', the Virginia state seal, 'Contact Us', and the text 'Web Policy | WAI Level A Compliant | © 1998 - 2013 Virginia.gov'. The browser's status bar at the bottom shows 'Done, but with errors on page.' and 'Local intranet | Protected Mode: Off'.

Step #4: 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 a web browser window with the URL <https://solutions.virginia.gov/Lobbyist/UserAccount/LogOn?Length=11>. The browser's address bar shows the URL, and the page title is "Commonwealth - Lobbyists Log On". The page header includes the Virginia.gov logo, "Agencies | Governor", and a search bar labeled "Search Virginia.Gov". Below the header is a banner for the Secretary of the Commonwealth, Levar Stoney, with a search bar and navigation links: "ABOUT", "INFORMATION", "APPLICATIONS", "NEWS", and "PHOTOS". The main content area is titled "Log On" and includes a link to "[Lobbyist Home]". The text reads: "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 two fields: "Email Address\*" containing "yist@governor.virginia.gov" and "Password\*" with masked characters. At the bottom of the form are "Log On" and "Forgot Password" buttons. The footer contains "Back to top" and "Contact Us" links.

Virginia.gov Agencies | Governor Search Virginia.Gov

Secretary of the Commonwealth  
Levar Stoney

ABOUT INFORMATION APPLICATIONS NEWS PHOTOS

Commonwealth / Applications / Lobbyist [Log On] [Create Account] [Forgot Password]

Log On [Lobbyist Home]

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](#).

Account Information

Email Address\*  
yist@governor.virginia.gov

Password\*  
●●●●●●●●

Log On Forgot Password

Back to top Contact Us

Step #5: After you have provided your email address and password, you will see the following screen. If you would like to proceed with creating your registration form, please click [[Registrations](#)] link located to the right of the screen.

Lobbyist Registration and Disclosure Portal - Windows Internet Explorer provided by VA IT Infrastructure Partnership

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

File Edit View Favorites Tools Help

Commonwealth - Lobbyists Lobbyist Registration a...

Virginia.gov Agencies | Governor Search Virginia.Gov

Secretary of the Commonwealth  
Levar Stoney

ABOUT INFORMATION APPLICATIONS NEWS PHOTOS

Commonwealth / Applications / Lobbyist Welcome **John Lobbyist!** [Log Off] [My Account] [Change Password]

[Lobbyist Home] [Registrations] [Disclosures]

## 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.

Done Local intranet | Protected Mode: Off 90%

Step #6: To add a new registration, please click **+Add New Lobbyist Registration**

My Registration Forms - Windows Internet Explorer provided by VA IT Infrastructure Partnership  
https://solutions.virginia.gov/Lobbyist/Registration/ListRegistrationForms

File Edit View Favorites Tools Help

Commonwealth - Lobbyists My Registration Forms

Virginia.gov Agencies | Governor Search Virginia.Gov

Secretary of the Commonwealth  
Levar Stoney

ABOUT INFORMATION APPLICATIONS NEWS PHOTOS

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

[Lobbyist Home] [Registrations] [Disclosures]

### My Registration Forms

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

The "Status" on bulk payments may take a minute to update.

+ Add New Lobbyist Registration List all payable Registrations Search

Lobbying Year	Lobbyist	Principal	Status	Available Actions
No registrations found.				

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

The screenshot shows a web browser window titled "Edit Lobbyist Registration - Windows Internet Explorer provided by VA IT Infrastructure Partnership". The address bar shows the URL: <https://solutions.virginia.gov/Lobbyist/Registration/Edit/14777f0d-25d0-45d0-9c2e-7c374a0ddac9>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is titled "Registration Editor: Start" and displays the following information:

- Lobbying Year: 2014-2015
- Lobbyist: (Not Selected)
- Principal: Not Selected

The main content area is divided into a left-hand navigation menu and a central text area. The navigation menu includes the following items:

- Start (highlighted)
- Principal
- Principal Authorizing Officer
- Principal Records Storage
- Other Lobbyists
- Lobbyist Information
- Lobbyist Records Storage
- Lobbying Purpose
- Lobbyist Compensation
- Review
- Registration

The central text area contains the following instructions:

**Office of the Secretary of the Commonwealth  
Commonwealth of Virginia  
Lobbyist's Registration Form**

This wizard will guide you through completing your Lobbyist Registration Form. 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.

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 registration listing and resumed at a later date.

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.

**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.**

Click "Next" to continue...

At the bottom of the page, there are two buttons: "Save & Exit" and "Next".

Step #8: You will need to provide the name of your principal/client that you will be lobbying on behalf of, as well as the type of business that the principal is engaged in. You can also click to the right of the drop down menu to see if your principal is already in our system. If not, then you will need to type in the name of your principal. Once you have completed this step, please click **NEXT** (bottom right of the screen).

Registration Editor: Principal

Lobbying Year: 2014-2015    Lobbyist: (Not Selected)    Principal: Not Selected

Start

Principal

Principal Authorizing Officer

Principal Records Storage

Other Lobbyists

Lobbyist Information

Lobbyist Records Storage

Lobbying Purpose

Lobbyist Compensation

Review Registration

**Choose the Principal for whom you will lobby.**  
Enter the name of the Principal in the box below.

LOBBY, Inc.

What type of business the principal is engaged in: \*

LOBBY business

Click "Next" to continue...

Save & Exit    Back    Next

Done    Local intranet | Protected Mode: Off    90%

Step # 9: IF you check the box *I am the principal authorizing officer for this registration*, the contact information that you provided in the **Create Account** screen will populate the fields below.

Registration Editor: Principal Authorizing Officer

Lobbying Year: 2014-2015      Lobbyist: (Not Selected)      Principal :LOBBY, Inc.

Start

Principal

Principal Authorizing Officer

Principal Records Storage

Other Lobbyists

Lobbyist Information

Lobbyist Records Storage

Lobbying Purpose

Lobbyist Compensation

Review Registration

**Officer of Principal authorizing your employment as a lobbyist, or to whom your expenditures will be reported. *The authorizing officer may not be the same as the lobbyist.***

I am the principal authorizing officer for this registration

Search for an existing contact by typing in the box below, or create a new contact if the contact does not appear in the list.

First Name*	Middle Name	Last Name*	Suffix
Joe		Principal	

**Address Line 1\***

0000 Main st

**Address Line 2**

**City\***      **State\***      **Zip\***

Somewhere      VA      09090909

**Phone\***      **Email\***

878-878-8787      principal.officer@email.com

Click "Next" to continue...

Save & Exit      Back      Next

Step #10: Check the box to use the principal authorizing officer, or search for an existing contact by typing in the box below. If the contact does not appear in the list, you can create a new contact.

Principal  
Principal Authorizing Officer  
Principal Records Storage  
Other Lobbyists  
Lobbyist Information  
Lobbyist Records Storage  
Lobbying Purpose  
Lobbyist Compensation  
Review Registration

Check the box to use the principal authorizing officer, or search for an existing contact by typing in the box below. If the contact does not appear in the list you can create a new contact.

Same as principal authorizing officer

(same as principal authorizing officer)

**First Name\*** **Middle Name** **Last Name\*** **Suffix**

**Address Line 1\***

**Address Line 2**

**City\*** **State\*** **Zip\***

**Phone\*** **Email\***

**If the records are physically stored in another location, please indicate where in the section below.**

Business Address / Telephone number of location where records are stored:

Same as address above

**Storage Location Name**

**Address Line 1** **Address Line 2** **City** **State** **Zip Code**

**Telephone**

Click "Next" to continue...

Step #11: Please list the full name(s), business address, and telephone number of all OTHER individuals who are registered to lobby on behalf of the PRINCIPAL

Registration Editor: Other Lobbyists 4 of 10 Complete

Lobbying Year: 2014-2015    Lobbyist: (Not Selected)    Principal : LOBBY, Inc.

**Start**  
Principal  
Principal Authorizing Officer  
Principal Records Storage  
**Other Lobbyists**  
Lobbyist Information  
Lobbyist Records Storage  
Lobbying Purpose  
Lobbyist Compensation  
Review  
Registration

Please list the full name(s), business address(es), and telephone number(s) of all other individual(s) who are registered to lobby on behalf of the *PRINCIPAL* listed in the Principal section of your registration form.

Carol Lobbyist, 0000 Main St., City, State, Zip Code 000-000-1111

Click "Next" to continue...

Save & Exit    Back    Next

Step #13: IF you click on the box *I am the lobbyist for this registration*, the contact information from the **Create Account** screen will populate the fields below. After you have completed this section, click **NEXT**.

Registration Editor: Lobbyist Information

Lobbying Year: 2014-2015    Lobbyist : John Lobbyist    Principal : LOBBY, Inc.

Start  
Principal  
Principal Authorizing Officer  
Principal Records Storage  
Other Lobbyists  
Lobbyist Information  
Lobbyist Records Storage  
Lobbying Purpose  
Lobbyist Compensation  
Review Registration

The lobbyist who will represent the principal. *The lobbyist may not be the same as the authorizing officer.*

I am the lobbyist for this registration

This is the information that you entered when you created your account. To modify this information, you must **update your account information**.

John Lobbyist (lobbyist@governor.virginia.gov)

First Name *	Middle Name	Last Name *	Suffix
John		Lobbyist	

Address Line 1 \*  
12121 m

Address Line 2

City *	State *	Zip *
Somewhere	VA	23231

Phone \*    Email \*  
999-111-0000    lobbyist@governor.virginia.gov

Click "Next" to continue...

Save & Exit    Back    Next

Done    Local intranet | Protected Mode: Off    90%

Step #14: Check the box to use lobbyist, or search for an existing contact by typing in the box below. If the contact does not appear in the list, then you will need to create a new contact... After you have completed this section, click **NEXT**.

Registration Editor: Lobbyist Records Storage

Lobbying Year: 2014-2015    Lobbyist :John Lobbyist    Principal :LOBBY, Inc.

Start

Principal

Principal Authorizing Officer

Principal Records Storage

Other Lobbyists

Lobbyist Information

Lobbyist Records Storage

Lobbying Purpose

Lobbyist Compensation

Review Registration

**Individual who will retain ALL records, on behalf of the Lobbyist, with respect to your lobbying activities for the Principal.**

Check the box to use lobbyist, or search for an existing contact by typing in the box below. If the contact does not appear in the list you can create a new contact.

Same as lobbyist

Select an existing contact from the list below, or create a new contact if the contact does not appear in the list.

(same as lobbyist)

First Name *	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address Line 1 \*

Address Line 2

City \*    State \*    Zip \*

   VA   

Phone \*    Email \*

**If the records are physically stored in another location, please indicate where in the section below.**

Business Address / Telephone number of location where records are stored:

Same as address above

Storage Location Name

Address Line 1	Address Line 2	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	VA	<input type="text"/>

Step #15: For this item, you will need to provide the matters and purpose for which you expect to lobby. After you have completed this section, click **NEXT**.

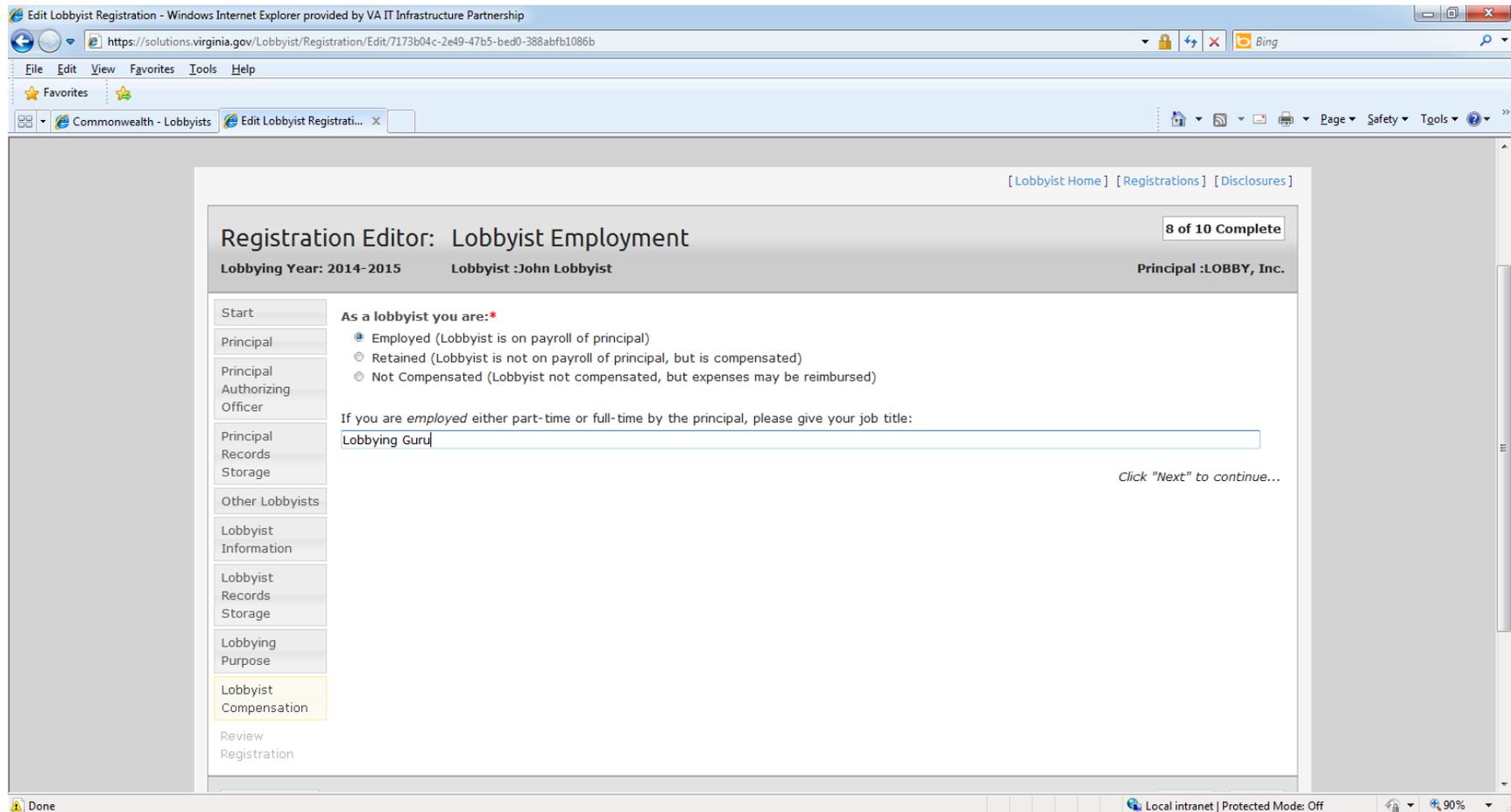
The screenshot shows a web browser window titled "Edit Lobbyist Registration - Windows Internet Explorer provided by VA IT Infrastructure Partnership". The address bar shows the URL: <https://solutions.virginia.gov/Lobbyist/Registration/Edit/7173b04c-2e49-47b5-bed0-388abfb1086b>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a Bing search engine icon.

The main content area is titled "Registration Editor: Lobbying Purpose" and includes a progress indicator "7 of 10 Complete". Below the title, it displays "Lobbying Year: 2014-2015", "Lobbyist :John Lobbyist", and "Principal :LOBBY, Inc.". A sidebar on the left contains a list of navigation options: Start, Principal, Principal Authorizing Officer, Principal Records Storage, Other Lobbyists, Lobbyist Information, Lobbyist Records Storage, Lobbying Purpose (highlighted), Lobbyist Compensation, Review, and Registration.

The main content area contains a text box with the text "Matters concerning lobbying" and a prompt: "Matters and purpose for which you expect to lobby: (be as specific as possible in this response)\*". Below the text box, it says "Click 'Next' to continue...". At the bottom of the form, there are three buttons: "Save & Exit", "Back", and "Next".

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

Step #16: Please check ONLY one. If you selected EMPLOYED, please provide your job title. After you have completed this step, click NEXT.



Step #17: Before you can sign and submit your registration, you must first PREVIEW your registration. This is an example of a registration form in **PREVIEW** status.

**SECRETARY OF THE COMMONWEALTH  
LOBBYIST REGISTRATION FORM (Rev. 4/05)**

Please send the original and a copy with a \$50.00 registration fee, made payable to the Treasurer of Virginia to:

Secretary of the Commonwealth  
Attn: Lobbyist Specialist  
1111 E. Broad St.  
4<sup>th</sup> Floor  
Richmond, Virginia 23219

**FOR OFFICE USE ONLY**  
Principal Notification Date \_\_\_\_\_  
Date Received \_\_\_\_\_  
Fee Paid: Check # \_\_\_\_\_ Cash \_\_\_\_\_

(1) PRINCIPAL: \_\_\_\_\_ LOB, Inc.

(1A) What type of business is the principle engaged in: \_\_\_\_\_  
LOB, Inc.

Officer of Principal authorizing your employment as a lobbyist, or to whom your expenditures will be reported. The same name may not appear in items 2 and 3 of this form.

(2) Name: \_\_\_\_\_ Joe Principal  
(3a) Business Address: \_\_\_\_\_ 0000 Main at Somewhere, VA 00000000  
(3b) Business Telephone: \_\_\_\_\_ 070-070-0707

Officer of Principal who will retain ALL records, in behalf of the principal, with respect to your lobbying activities for their organization. If records are physically stored in another location, please so indicate in the space provided by item 3c.

(3) Name: \_\_\_\_\_ Joe Principal  
(3a) Business Address: \_\_\_\_\_ 0000 Main at Somewhere, VA 00000000  
(3b) Business Telephone: \_\_\_\_\_ 070-070-0707

(3c) Business Address/Telephone number of location where records are stored: \_\_\_\_\_

(4) Please list the full name(s), business address(es), and telephone number(s) of all other individual(s) that are registered to lobby in behalf of the PRINCIPAL listed in item 1 of your registration form.  
Carol Lobbyist, 0000 Main St., City, State, Zip Code 000-000-1111

**SECRETARY OF THE COMMONWEALTH  
LOBBYIST'S REGISTRATION  
Page Two**

(1) LOBBYIST: \_\_\_\_\_ John Lobbyist  
(2a) Business Address: \_\_\_\_\_ 12121 m Somewhere, VA 23201  
(2b) Business Telephone: \_\_\_\_\_ 999-111-0000  
(2c) E-Mail Address: \_\_\_\_\_ lobbyist@somewhere.virginia.gov

Individual who will retain ALL records, on behalf of the lobbyist, with respect to your lobbying activities for the above-designated principal. If records are physically stored in another location, please so indicate in the space provided in item 2d.

(4) Name: \_\_\_\_\_ John Lobbyist  
(4a) Business Address: \_\_\_\_\_ 12121 m Somewhere, VA 23201  
(4b) Business Telephone: \_\_\_\_\_ 999-111-0000  
(4c) Business Address/Telephone number of location where records are stored: \_\_\_\_\_

(7) Matters and purposes for which you expect to lobby: (be as specific as possible in this response)  
Matters concerning lobbying

(8) As a lobbyist, you are: (check one)  
 Employed (Lobbyist is on payroll of principal)  
 Retained (Lobbyist is not on payroll of principal, but is compensated)  
 Not Compensated (Lobbyist is not compensated, but expense may be reimbursed)

(9) If you are employed other part time or full time by the principal, please give your job title:  
Lobbying Guru

I, the undersigned lobbyist, do state that the information furnished on this registration statement and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Date: \_\_\_\_\_ Lobbyist's Signature: \_\_\_\_\_

Step #18: After you have *PREVIEWED* your registration, please type your name exactly as it appears in the form into the boxes below and then click **SUBMIT**.

Windows Internet Explorer provided by VA IT Infrastructure Partnership

https://solutions.virginia.gov/Lobbyist/Registration/Edit/7173b04c-2e49-47b5-bed0-388abfb1086b

File Edit View Favorites Tools Help

Commonwealth - Lobbyists Edit Lobbyist Registrati...

### Registration Editor: Review Registration

Lobbying Year: 2014-2015    Lobbyist :John Lobbyist    Principal :LOBBY, Inc.

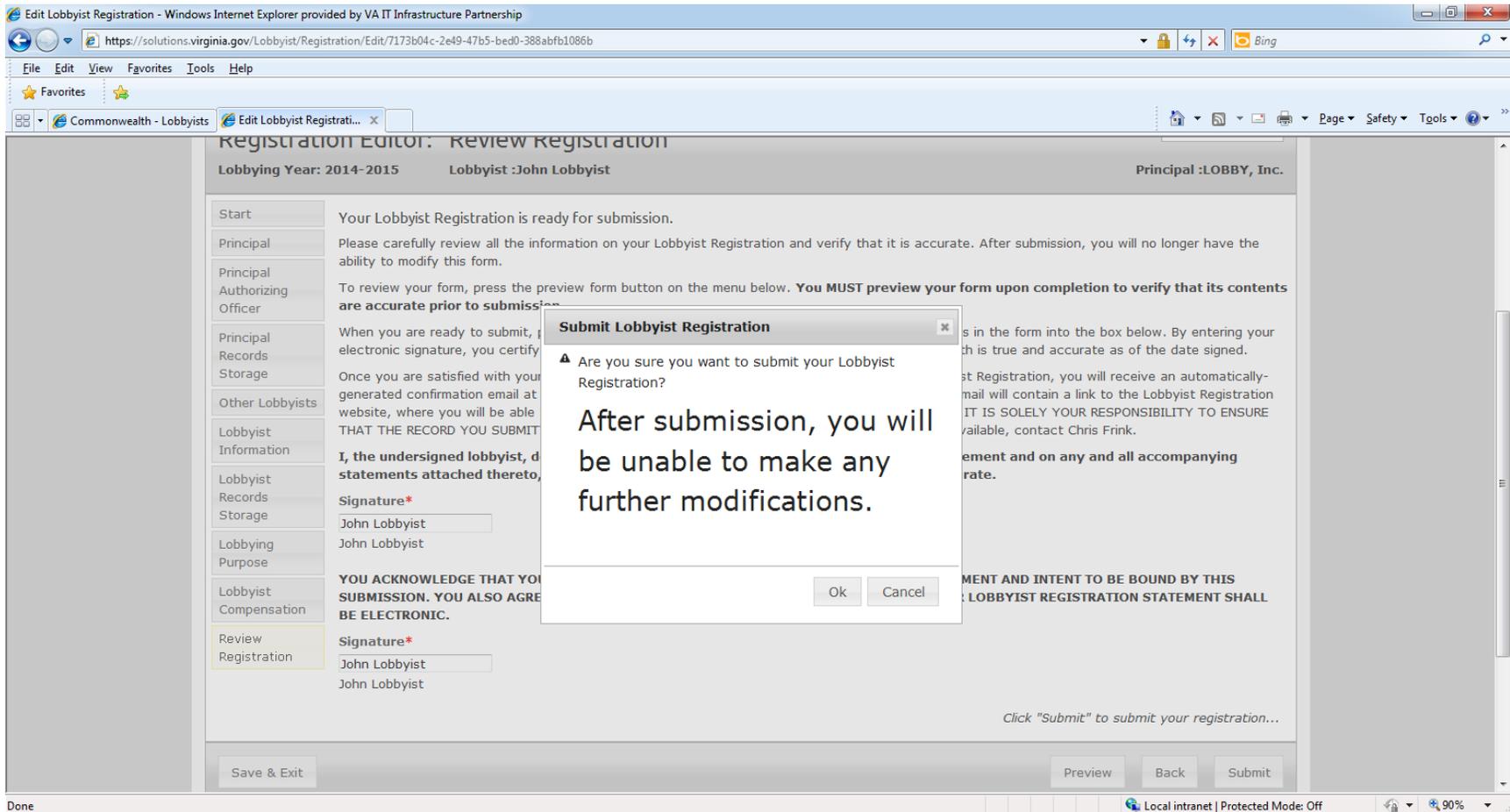
Start	Your Lobbyist Registration is ready for submission.
Principal	Please carefully review all the information on your Lobbyist Registration and verify that it is accurate. After submission, you will no longer have the ability to modify this form.
Principal Authorizing Officer	To review your form, press the preview form button on the menu below. <b>You MUST preview your form upon completion to verify that its contents are accurate prior to submission.</b>
Principal Records Storage	When you are ready to submit, please electronically sign the form by typing your name as it appears in the form into the box below. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.
Other Lobbyists	Once you are satisfied with your responses, press the Submit button. After you submit your Lobbyist Registration, you will receive an automatically-generated confirmation email at the email address you provided at registration. That confirmation email will contain a link to the Lobbyist Registration website, where you will be able to view the official version of your submitted Lobbyist Registration. IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE. If the form is inaccurate or unavailable, contact Chris Frink.
Lobbyist Information	<b>I, the undersigned lobbyist, do state that the information furnished on this registration statement and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.</b>
Lobbyist Records Storage	<b>Signature*</b> John Lobbyist
Lobbying Purpose	John Lobbyist
Lobbyist Compensation	<b>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 REGISTRATION STATEMENT SHALL BE ELECTRONIC.</b>
Review Registration	<b>Signature*</b> John Lobbyist John Lobbyist

Click "Submit" to submit your registration...

Save & Exit    Preview    Back    Submit

Done    Local intranet | Protected Mode: Off    90%

Step #19: In order to submit your registration, you will need to click **OK**.



Step #20: You now have the option of **PAY NOW** or **PAY LATER**. If you select **PAY LATER**, your registration is **NOT** accepted as filed until the Office of the Secretary of the Commonwealth receives the registration fee.

The screenshot shows a web browser window titled "Edit Lobbyist Registration - Windows Internet Explorer provided by VA IT Infrastructure Partnership". The address bar shows the URL: <https://solutions.virginia.gov/Lobbyist/Registration/Edit/7173b04c-2e49-47b5-bed0-388abfb1086b>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is titled "Registration Editor: Review Registration" and displays the following information:

- Lobbying Year: 2014-2015
- Lobbyist: John Lobbyist
- Principal: LOBBY, Inc.

The main content area contains a message: "Your Lobbyist Registration is ready for submission. Please carefully review all the information on your Lobbyist Registration and verify that it is accurate. After submission, you will no longer have the ability to modify this form. To review your form, press the preview form button on the menu below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission.** When you are ready to submit, please electronically sign the form by entering your electronic signature, you certify that the information is true and accurate as of the date signed. Once you are satisfied with your registration, you will receive an automatically-generated confirmation email at the email address you provided on the website, where you will be able to view your registration. THAT THE RECORD YOU SUBMIT TO THE COMMONWEALTH OF VIRGINIA IS THE RECORD OF THE COMMONWEALTH. I, the undersigned lobbyist, do hereby certify that the information, statements attached thereto, and the registration fee are true and accurate as of the date signed. Signature\* John Lobbyist

A modal dialog box titled "Submission Successful" is displayed in the center of the screen. It contains the following text: "Your submission was successful. Press Pay Now to pay, or press Pay Later to return to the registration listing." Below the text are two buttons: "Pay Now" and "Pay Later".

At the bottom of the page, there are buttons for "Save & Exit", "Preview", "Back", and "Submit". A footer message reads: "Click 'Submit' to submit your registration...". The browser's status bar at the bottom shows "Done" and "Local intranet | Protected Mode: Off".

Step #21: In order to PAY NOW, you will need to provide your payment information. Once you have provided your payment information, click **PROCESS**.

https://solutions.virginia.gov/Lobbyist/PaymentOptions/Default/7173b04c-2e49-47b5-bed0-388abfb1 - Windows Internet Explorer pro

https://solutions.virginia.gov/Lobbyist/PaymentOptions/Default/7173b04c-2e49-47b5-bed0-388abfb1086b

File Edit View Favorites Tools Help

Commonwealth - Lobbyists https://solutions.virgini... x

Once your registration fee has been submitted and approved and your registration has been accepted, you will receive a confirmation email from the Lobbyist Registration office that will contain a copy of your payment receipt. You may review your completed registration at any time in the registration forms list page.

**SALE**

**Payment Information**

Description: Lobbyist Registration Fee

Name on Card: John Lobbyist \*

Amount: 50.00

Card Number: \*

Expiration Date(MMY): \*

CVV2: \*

**Billing Address**

First Name: John \*

Last name: Lobbyist \*

Company:

Address1: 12121 Main St \*

Address2:

City: Somewhere \*

State: VA \*

Zip Code: 23231 \*

Country:

Phone: 999-111-0000

Email Address: lobbyist@governor.virginia.gov

Process

Done Local intranet | Protected Mode: Off 90%