## Contents

Overview.................................................................................................................................................. 1  
Access the Application ............................................................................................................................. 1  
Navigate Your Home Page ...................................................................................................................... 5  
Create New Registration ......................................................................................................................... 6  
Pay and Print Oath (Registration)........................................................................................................... 9  
Submit Oath............................................................................................................................................. 15  
Renew Registrations ............................................................................................................................... 15  
Manage Firms .......................................................................................................................................... 17  
Firm Associations .................................................................................................................................. 18  
Legislator-Employee Associations .......................................................................................................... 19  
Firm Overview....................................................................................................................................... 20  
Update Profile......................................................................................................................................... 20  
Change Password.................................................................................................................................. 20  
View Invoices......................................................................................................................................... 21  
View/Download Oaths............................................................................................................................... 21
Overview and Quick Tips
This document serves as a training guide only.

- You must have an invitation code to access the system.
- Contact the Lobbyist Registration Office with questions at (850) 922-4990 or help@floridalobbyist.gov.
- Access the application at www.floridalobbyist.gov with Google Chrome, Firefox, Safari and Internet Explorer from a computer or tablet.
- If you are creating and renewing registrations for multiple lobbyists, complete all actions for one lobbyist, log out and close browser. Open a new browser to begin work on the next lobbyist’s registrations.

NEW LOBBYISTS – Access the Application
If you are a new lobbyist or an existing lobbyist who did not have effective registrations in the previous year, contact the Lobbyist Registration Office (LRO) at (850) 922-4990. LRO staff will provide you with an invitation code to access the system. Once you have your code:

1. Click the Lobbyist button, enter your code, and click the Submit button.
2. Your Site Profile page opens. New lobbyists must complete all fields indicated by the red asterisk.

3. Lobbyists with registrations from the previous year will have a partially completed site profile. The invitation code linked most of your personal details and previous registrations to your account. Confirm the information and make changes if necessary. Then complete the remaining required fields.
Florida Lobbyist Registration and Compensation Reporting System

4. You may be asked to verify the address you entered or select a postal service-verified address.

![Address Verification](image)

5. You will receive a Success message directing you to check your email.

![Profile Confirmation](image)

6. You will receive an email from “Lobbyist Registration.” Click the link in the email to complete the account access. Login using the user name and password you just established.

LobbyistRegistrationInfo@mail.FloridaLobbyist.gov

Lobbyist Registration Account Confirmation

This message was sent with High importance.

To complete your registration and activate your account, click on the confirmation link below.

**Full name:** John J. Smith  
**Requested user name:** jjsmith  
**Confirmation Link:** [https://floridalobbyist.gov/Account/Confirm/LWS@rPj3W5NjZGomDBhKA2](https://floridalobbyist.gov/Account/Confirm/LWS@rPj3W5NjZGomDBhKA2)

**Account access does not confer permission to begin lobbying.**

*Do not reply to this email as it is generated automatically and electronically and cannot accept electronic replies.*
7. The electronic signature agreement appears. Read and sign the agreement, then click the I Agree button.

8. The first time you log in you will be asked to declare any associations with legislators, Public Service Commission Nominating Council (PSCNC) members or state employees. If you do not have any associations to declare, click the Continue link and you will be taken to your home page.
If there are no association(s) to disclose, click the Continue link.

To disclose Legislator association(s), use the drop down arrows to select the name and relationship for each association. Click the Add to Legislator List button. The name and relationship will appear below the button. A red X will display to the right of the relationship; click the X to remove the association.

To disclose PSCNC association(s), use the drop down arrows to select the name and relationship for each association. Click the Add to PSCNC Member List button. The name and relationship will appear below the button. A red X will display to the right of the relationship; click the X to remove the association.

To add an executive agency employee association(s), enter the employee’s name and using the drop down arrow, select the relationship. Click the Add to Employee List button. The name and relationship will appear below the button. A red X will display to the right of the relationship; click the X to remove the association.
9. This is a close-up on a dashboard. You can always declare an association by clicking the Lobbyist drop down arrow at the top of your home page.
Navigate Your Home Page
10. Let’s get acquainted with the dashboard. Wherever you are in the application, the Home link at the top of the page will bring you to this page of your dashboard. The tiles in the center of the page display at a glance the status of your registrations.

Create New Registration
11. From your home page, click the Create New Registration button or select the same from the Lobbyist drop down.
Create New Registration

This option is only for creating a NEW registration. If you need to register for a principal that you were registered for last year, select the option for RENEWALs on your home page.

Select a registration type

Begin by selecting the branch(es) of government. If lobbying the Legislature, check the appropriate entity(ies) House, Senate, PSCNC. If lobbying the executive branch, you must enter an area of interest.

Search for a principal

Type a principal name then press enter to search our records.

Begin entering the name of the principal and a list will display. Either select from the principals in the database or enter the name of a new principal. If in the database, principal details will display. Make changes if necessary and enter phone and email. If a new principal, enter address, phone and email. The authorization request will be sent to this email.

List your lobbying firm(s) associated with this principal

Associate A Firm

Associate registrations to a lobbying firm by clicking this button and entering the details required.

Agency registration

Leave box checked to lobby before ALL Executive Branch Agencies. Uncheck box to display the list of agencies and check or uncheck box to include or exclude a specific agency.

All executive branch agencies

For executive registrations, you must indicate which agencies you will be lobbying. Leave the box checked to lobby all agencies.
12. After you submit the registration, you should receive a Success message.

After your submit the registration, you should receive a Success message. An email authorization request has been sent to the principal. You will receive an email after the principal authorizes or declines your request.

If you need to create other new registrations, begin by selecting the branches of government as shown previously.

13. Below is an email sent to the principal, who should click the link contained in the email.

14. If the information is accurate and the principal wants to authorize this lobbyist to lobby, click the Authorize button.

15. The principal is taken to this screen. Complete name and title, enter NAICS code. Tab to the Description field and the table below expands. Select the appropriate description which will populate to the asterisked Description field. Click Submit.
16. The principal receives a Success message. No further action is required by the principal.

17. If the principal declines the authorization request, he or she should provide a reason and click Yes.

18. Below are two emails to the lobbyist: one in which the principal authorizes the lobbyist, and the other in which the principal denies the authorization.
Pay and Print Oath (Registration)

19. Once a principal authorizes you to lobby on their behalf, you will receive an email notifying you of the approval. Clink the link to access and log in to the application. From your home page, click the Pay button that is contained in the Authorized Registrations tile.
20. Legislative registrations do not require a notarized oath; however, executive branch registrations do. To create the oath, click the Create Oath button. Then click the Download Oath link.
21. Print the oath and have it notarized. To return to the Lobbyist Registration Office, scan and email to help@floridalobbyist.gov, fax to (850) 921-5345, or mail to 111 W. Madison St., Room G68, Tallahassee, FL 32399.
22. You can pay for the legislative registrations at any time; however, you must create the executive registration oath in the application before you can pay for executive registrations.

23. Pay by credit card online or paper check.

Executive Registrations

<table>
<thead>
<tr>
<th>Principal</th>
<th>Branch</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Agribusiness Association, Inc.</td>
<td>Executive</td>
<td>$25.00</td>
</tr>
<tr>
<td>Florida Fertilizer &amp; Agrochemical Association</td>
<td>Executive</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Legislative Registrations

<table>
<thead>
<tr>
<th>Principal</th>
<th>Branch</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Agribusiness Association, Inc.</td>
<td>Legislative (House &amp; Senate)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Florida Fertilizer &amp; Agrochemical Association</td>
<td>Legislative (House &amp; Senate)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Water and Soil Solutions, LLC</td>
<td>Legislative (House &amp; Senate)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Annual Legislative Chamber Fee</td>
<td></td>
<td>$30.00</td>
</tr>
</tbody>
</table>

**Total Registration Fees** $140.00

Fees are calculated for you. Select your method of payment. Credit card payment completes the registration process and makes registrations effective more quickly.

24. To pay by credit card, click the Pay by Credit Card button and enter your name, address and credit card information. Click the box to authorize the payment; click Submit Payment. Then Confirm Payment. *(Your credit card information is not retained in the application for security reasons so each time you pay for a registration, you must enter the credit card details.)*
25. Your paid invoice will display on the screen, itemizing the registrations. Remember, executive registrations are not effective until the notarized oath is received by the Lobbyist Registration Office.
26. You may print a paper copy for your records; however, you will have access to all of your invoices by clicking the Lobbyist drop down area and selecting My Invoices.
27. If you prefer to pay by check, click the Pay by Check button. The invoice displays and contains the remittance instructions including the payable entity and mailing address. Print and mail the invoice and check to the address shown on the invoice.

To pay by check, click the Pay by Check button. Note that you cannot change payment methods once you have selected a method.

Follow the remittance instructions to pay by paper check.

If you have questions, contact the Lobbyist Registration Office at (800) 922-4990 or help@floridalobbyist.gov
28. Your home page records the results of the actions taken.

Submit Oath

29. Once the executive branch oath is notarized, you may scan and send via email to help@floridalobbyist.gov, fax to (850) 921-5345; or send in the mail to Lobbyist Registration Office, 111 West Madison St., Room G68, Tallahassee, FL 32399

Renew Registrations

30. At the beginning of each calendar year, the system will display the number of registrations from the previous year for which you are eligible to renew. Click the Renewals tile on your home page.
31. Your current firm(s) association will be displayed. After reviewing and updating the information, select the Save button. If the firm(s) displayed are incorrect, contact the LRO at (850) 922-4990.

32. The prior year’s registrations display. Select the registrations you want to renew, then select the Submit Renewal button.
33. After you submit your renewals, a Success message will display. You can access the payment screen by clicking the Payment option or you can continue to renew registrations or navigate back to your home page.

34. The payment details screen opens. Renewals do not require an oath. Proceed with your preferred payment method as shown in the Pay and Print Oath section.

<table>
<thead>
<tr>
<th>Principal</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Principal</td>
<td>$25.00</td>
</tr>
<tr>
<td>Test Principal</td>
<td>$20.00</td>
</tr>
<tr>
<td>Annual Legislative Chamber Fee</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Fees are calculated. Select your method of payment - credit card or check.
Manage Firms

35. From the lobbyist’s home page, click the Lobbyist drop down arrow and select Manage My Firms.

36. You may make changes to a firm’s business address, phone number and email address if you are associated already with that firm. Confirm the email address.

37. Or you can add a firm. Click the Add Firm button and begin entering the name of the firm. If the firm exists in the system, select the firm and its details will populate. Confirm the email address and click Submit. If the firm is not in the system, enter the business address, phone and email address, then click Submit.
Firm Associations

38. To associate a firm to a registration, click the lobbyist drop down, then Firm Associations.

39. Select a firm. The registrations associated with the firm will display under Active Registrations. The registrations not associated with the selected firm display under Registrations Not Associated.
**Legislator-Employee Associations**

40. To disclose a business relationship with a Legislator, a member of the PSCNS or employee of a state agency, click the lobbyist drop down and select Legislator/PSCNC/Agency Employee Association(s).

41. Select the legislator’s name from the drop down, then select the relationship. Click the Add to Legislator List button. The legislator’s name and relationship appears below. To remove an association, click the red X and confirm that you want to remove the association.

42. Select the PSCNC member name from the drop down, then select the relationship. Click the Add to PSCNC Member List button. The PSCNS members name and relationship appears below. To remove an association, click the red X and confirm that you want to remove the association.

43. To disclose a business relationship with an agency employee, enter the name of the employee then select the relationship. The name and relationship display below. To remove an association, click the red X and confirm that you want to remove the association.
To lobby the Legislature, you must state the name and extent of any direct business association or partnership you have with any member of the Legislature.

To lobby the Public Service Commission Nominating Council (PSCNC), you must state the name and extent of any direct business association or partnership you have with any member of the PSCNC.

To lobby the Executive Branch, you must state any direct or indirect business association, partnership, or financial relationship with any employee of an agency before which you are registering to lobby.

### Legislative and/or Executive Agency Association(s)

- **Abruzzo, Joseph (S)** - Partner in a business

### PSCNC Association(s)

- **Williams, Alan B. (P)** - Co-own property with

### Executive Branch Agency Employee Association(s)

- **Mary Jones** - Rent real property from
Firm Overview

44. Once a lobbyist associates a firm to a registration, the firm will receive an email notifying them of the compensation reporting requirements. That email will contain a link to allow the firm representative to complete the account creation steps. Click the link in the email.

45. A new firm not in the system must complete all of the details on this page. For this lobbying firm, the partially completed details display automatically. Enter the email address, user name and password. Then answer the Captcha challenge and click submit.

46. The lobbying firm summary page opens. Here a firm may amend a previously submitted report or start a new report. For a new report, select the reporting year, branch and quarter from the drop down arrows and follow the prompts. The compensation reporting segment of this application is much like OLCR, the Online Lobbyist Compensation Reporting system firms have been required to use since 2006.

47. Also from this page, firms may view fines and invoices by clicking the Firm drop down arrow. And from the firm name drop down, alerts can be viewed, and the firm profile and password can be updated.

Update Profile

48. To update your profile, click the drop down arrow by your name and select Update Lobbyist Profile.

49. After your site profile opens, make the necessary changes and confirm your email address. Click Submit. Select one of the US postal service verified addresses or keep the address you’ve entered. A success message displays on the screen and you receive an email confirming that you made the profile change. If you receive this email and you did not make a profile change, contact the Lobbyist Registration office.

Change Password

50. To change your password, click the drop down arrow by your name and select Change Password. Enter your current password, then enter and confirm your new password. Click Submit. Click the Home link to return to your home page.
View Invoices

51. To view your invoices, click the lobbyist drop down arrow and select My Invoices.

52. Click the hyperlinked invoice number to view the invoice. Click the My Invoices link or the back button to return to the list of invoices for further viewing. When you are finished, click the Home link to return to your home page.
Florida Lobbyist Registration and Compensation Reporting System

**View/Download Oaths**

53. Click the View/Download Oaths link under the Lobbyist drop down. Select the Invoice Number to view.

Click the appropriate button. To modify the oath, click the Registrations (View/Hide) button.

To remove a registration from the oath, click the box next to the appropriate registration. Then click Cancel Selected Registration button. For a copy of the Oath document, click on View Oath, then Print.

End of Manual