



# Florida Lobbyist Registration and Compensation Reporting System

## *User Guide*

Office of Legislative Services  
Lobbyist Registration Office  
(850) 922-4990

# Florida Lobbyist Registration and Compensation Reporting System

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# Florida Lobbyist Registration and Compensation Reporting System

## Overview and Quick Tips

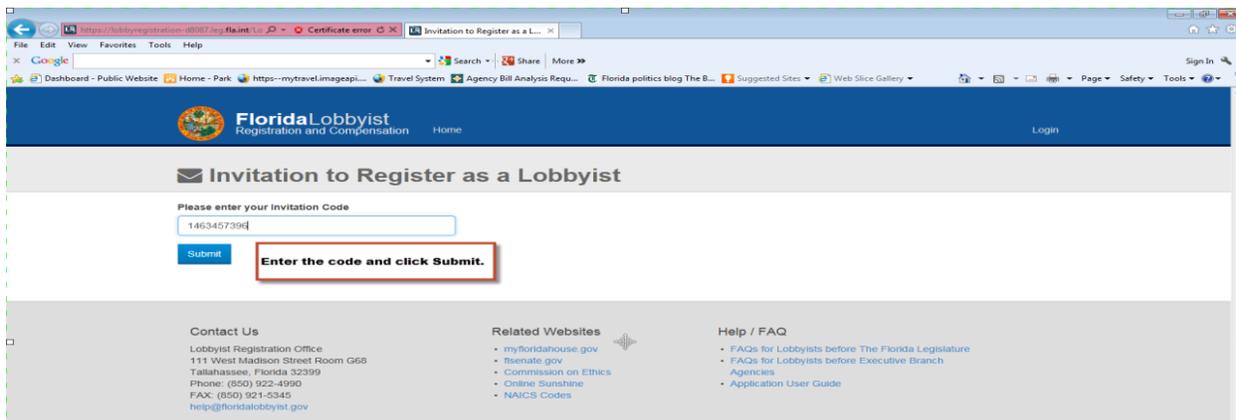
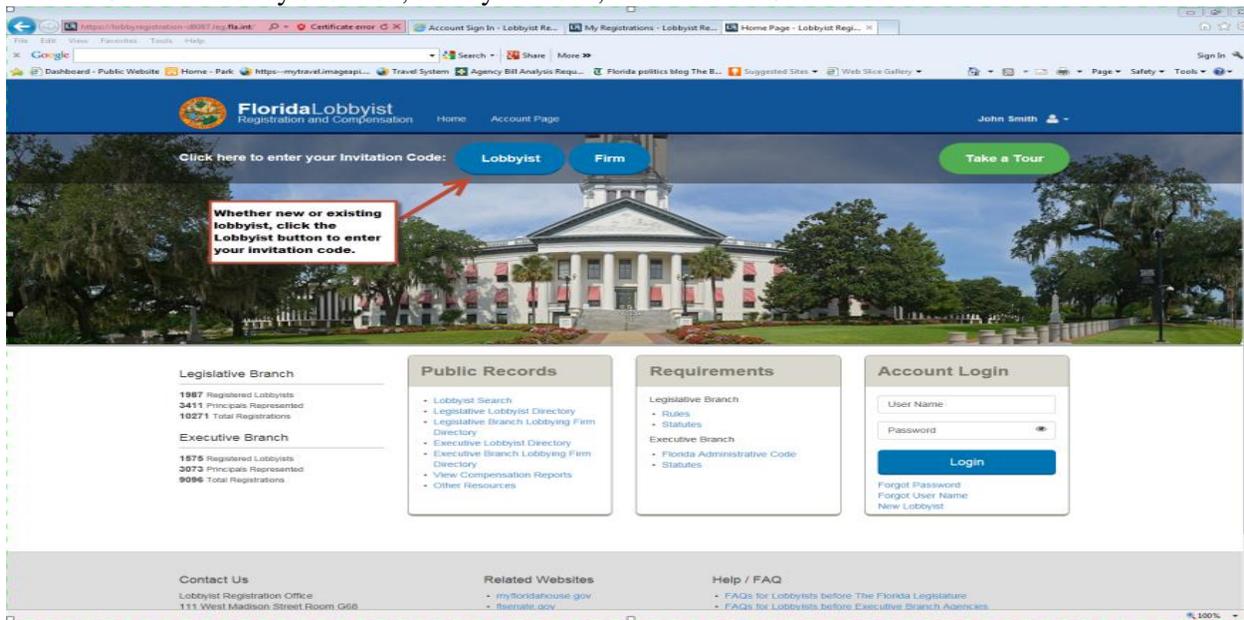
This document serves as a training guide only.

- 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](mailto:help@floridalobbyist.gov).
- Access the application at [www.floridalobbyist.gov](http://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.



# Florida Lobbyist Registration and Compensation Reporting System

2. Your Site Profile page opens. New lobbyists must complete all fields indicated by the red asterisk.

**Site Profile**

Complete the registration entries below to conclude your account creation.

★ First Name  Middle Name  ★ Last Name  Suffix

★ Address Line1  Suite, Room, Building, Apt.

★ City  ★ State  ★ Country  Zip

★ Phone Number   US  Other ★ Email  ★ Confirm Email   
All email notifications will be sent to this email address.

★ User Name  ★ Password  ★ Confirm Password

★ Enter the answer to the CAPTCHA challenge below to submit your form

[Privacy & Terms](#)

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

**Verify your address details**

Matching address(es) based on your entry:

- 123 Main St  
Monticello FL 32344
- Main St  
Tallahassee FL 32310

Address you entered:

123 Main St.  
Tallahassee FL 32308

[Keep my address as entered](#)

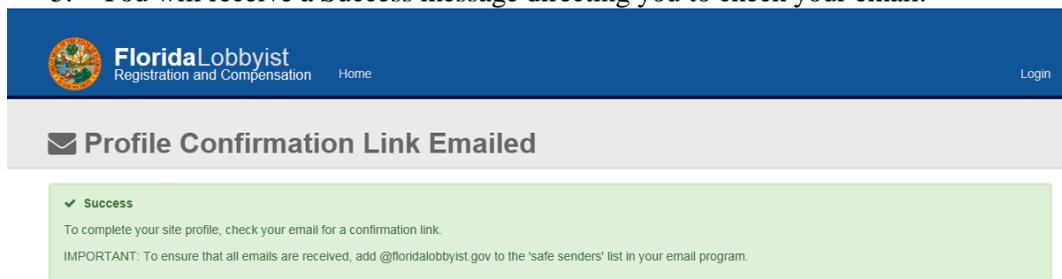
★ State  ★ Country  Zip

★ Email  ★ Confirm Email   
All email notifications will be sent to this email address.

## Florida Lobbyist Registration and Compensation Reporting System

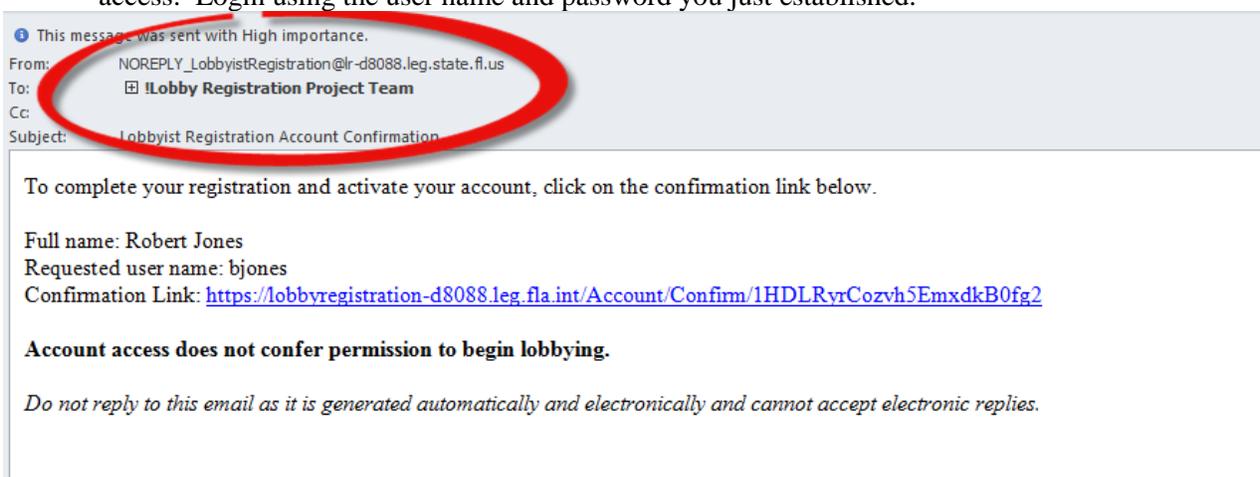
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5. You will receive a Success message directing you to check your email.



The screenshot shows the FloridaLobbyist website header with the logo and navigation links. Below the header is a grey banner with the text "Profile Confirmation Link Emailed". Underneath is a green success message box with a checkmark icon, stating: "Success. To complete your site profile, check your email for a confirmation link. IMPORTANT: To ensure that all emails are received, add @floridalobbyist.gov to the 'safe senders' list in your email program."

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



The screenshot shows an email interface. The header of the email is circled in red and contains the text: "This message was sent with High importance." Below this, the email details are listed: "From: NOREPLY\_LobbyistRegistration@lr-d8088.leg.state.fl.us", "To: Lobby Registration Project Team", "Cc:", and "Subject: Lobbyist Registration Account Confirmation". The main body of the email contains the following text: "To complete your registration and activate your account, click on the confirmation link below." followed by "Full name: Robert Jones", "Requested user name: bjones", and "Confirmation Link: [https://lobbyregistration-d8088.leg.fl.us/int/Account/Confirm/1HDLRyrCozvh5EmxdkB0fg2](\"https://lobbyregistration-d8088.leg.fl.us/int/Account/Confirm/1HDLRyrCozvh5EmxdkB0fg2\")". Below this is the bolded text "Account access does not confer permission to begin lobbying." and the italicized text "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.

# Florida Lobbyist Registration and Compensation Reporting System

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## Electronic Signature Agreement

By typing my name and clicking the "I Agree" button below, I:

- Agree to conduct this lobbyist registration transaction by electronic means with the Office of Legislative Services, Lobbyist Registration Office (LRO), hereinafter collectively referred to as State, and hereby apply for a user name and password for that purpose;
- Agree that my user name and password will be considered my electronic signature. When my user name and password are used to create, generate or send an electronic record or transaction, they will identify that record or transaction as mine;
- Agree that because an electronic record or transaction undertaken with my user name and password will be attributed to me, I must keep them secure. I will not disclose my user name and password to another person, and I will not allow another person to gain access to my user name and password;
- Agree that the LRO will communicate with me and send all notifications via e-mail to the e-mail addresses provided by me and that it is my duty to keep updated e-mail addresses along with all other contact information with the LRO for this purpose and failure to keep an updated address with LRO may subject me to liability or harm of any noncompliance with Florida law;
- Agree that the LRO will send future communications regarding registration to my email address. Also, communications regarding compensation reporting including, but not limited to, communications regarding reminders of compensation reports, failure to file compensation reports, and application and collection of fines for failure to file timely compensation reports will be sent to the firm email address provided;
- Agree that the laws of the State of Florida will apply to this electronic transaction;
- Agree that the State's place of business for this electronic transaction will be deemed to be in Tallahassee, Florida, and that exclusive venue of any legal or equitable action that arises out of or relates to this transaction shall be Circuit Court in Leon County, Florida, and in any such action, Florida law shall apply, and I furthermore waive any right to a jury trial;
- Agree that this electronic transaction is subject to Florida public records law;
- Pursuant to Joint Rule One, Joint Rules of the Florida Legislature (2012-2014) and section 112.3215 F.S., agree to preserve for a period of 4 years all accounts, bills, receipts, computer records, books, papers, and other documents and records necessary to substantiate registration and compensation reports;
- Acknowledge that any person required to be registered or to provide information who knowingly fails to disclose any material fact in accordance with Florida law or who knowingly provides false information on any report commits a noncriminal infraction, punishable by a fine not to exceed \$5,000. Such penalty shall be in addition to any other penalty assessed by a house of the Legislature for legislative lobbyists and the Governor and Cabinet for executive lobbyists pursuant to sections 11.045 and 112.3215, Florida Statutes.

I hereby certify to the veracity and completeness of the information provided herein, that I am the person whose name is represented below, and that I intend to enter into this electronic transaction with the State.

**Full Name**

**I Agree**

You must click "I Agree" button to continue.

# Florida Lobbyist Registration and Compensation Reporting System

- 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.

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

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 you have with any member of the Executive Branch while registering to lobby.

If you do not have an association to disclose, click Continue.

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.

**Legislator Association(s)**

Legislator:  Relationship:

**Add to Legislator List**

Legislator	Relationship

**PSCNC Association(s)**

PSCNC Member:  Relationship:

**Add to PSCNC Member List**

PSCNC Member Name	Relationship

**Executive Branch Agency Employee Association(s)**

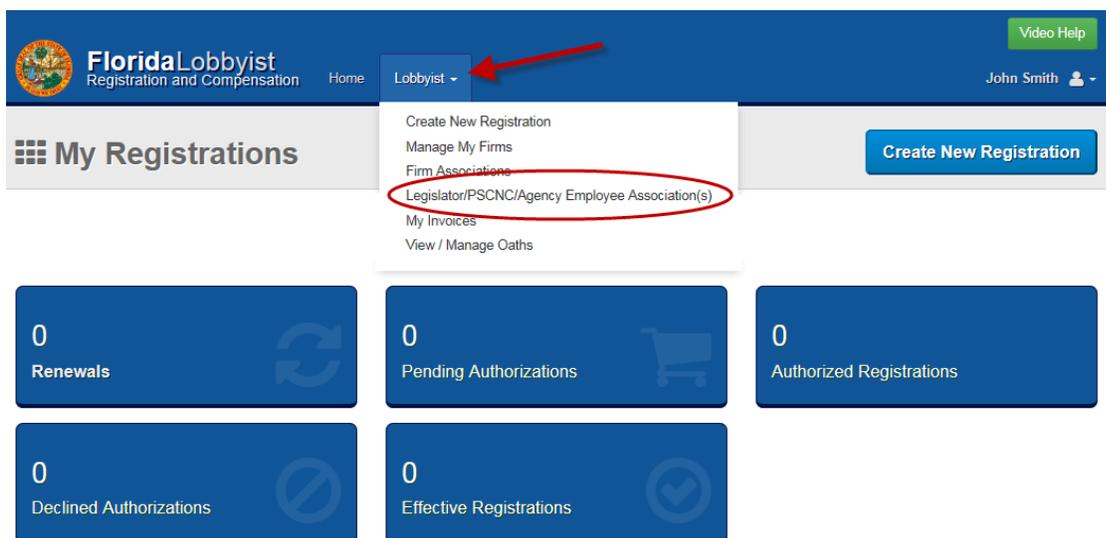
Employee Name:  Relationship:

**Add to Employee List**

Employee Name	Relationship

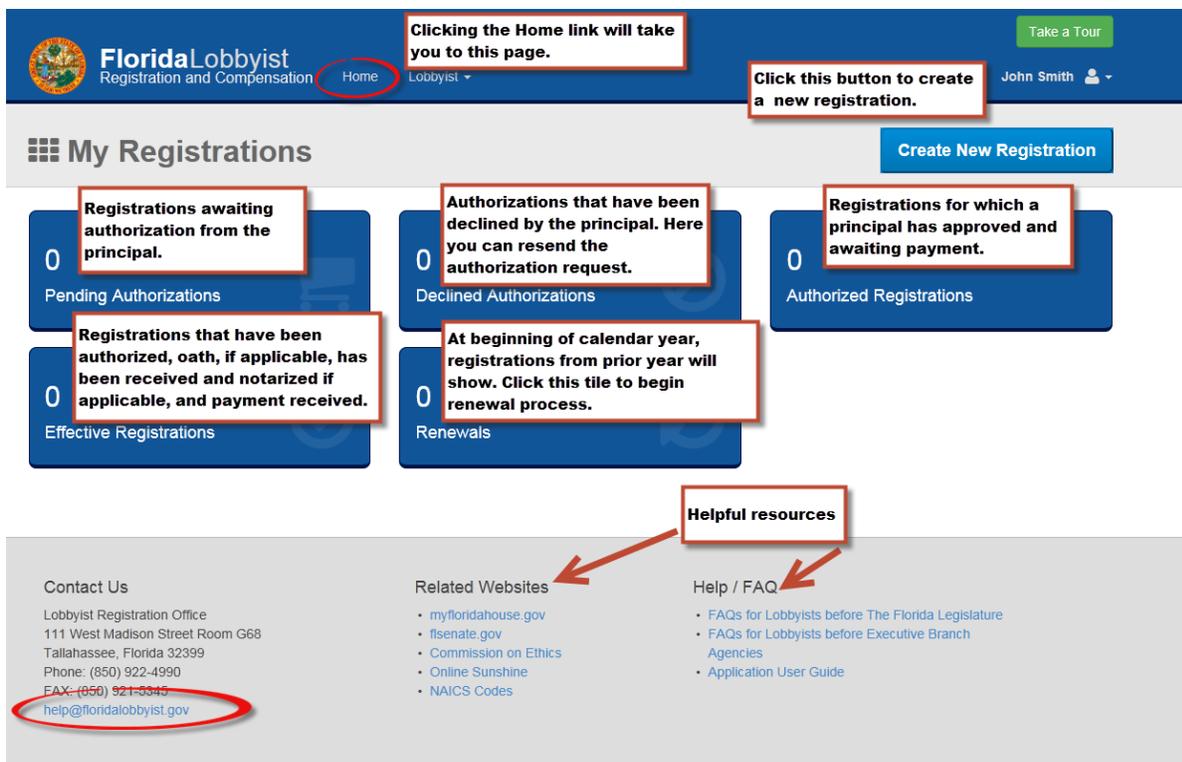
# Florida Lobbyist Registration and Compensation Reporting System

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.

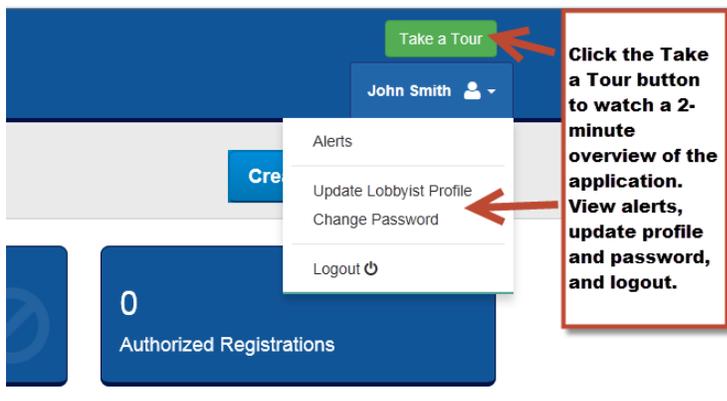


## Navigate Your Home Page

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.



# Florida Lobbyist Registration and Compensation Reporting System



## Create New Registration

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



↓ 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

Legislative

- House
- Senate
- PSCNC

Executive

★ Enter area of interest

Enter area of interest

Search for a principal

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

Enter principal name

List your lobbying firm(s) associated with this principal

Associate A Firm

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

Submit    Go back to Home page

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.

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.

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

For executive registrations, you must indicate which agencies you will be lobbying. Leave the box checked to lobby all agencies.

# Florida Lobbyist Registration and Compensation Reporting System

12. After you submit the registration, you should receive a Success message.

The screenshot shows a 'Create New Registration' success message. A green box contains the following text: 'Success Your registration has been submitted successfully and is "pending authorization." You cannot lobby for the specified principal yet. • An email has been sent to the email address you specified for the principal. • The email will enable the principal to "authorize" you to lobby for them. • As soon as you are authorized, you will receive an email at the email address saved in your profile, which will: • show the principal's response • notify you to pay for the registration if it was authorized.' Below this is a yellow box with the text: 'To continue submitting registrations, enter another principal below.' Two red callout boxes are present: one at the top right stating '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.' and another at the bottom right stating '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.

The screenshot shows an email with the following details: 'From: NCREPLY\_LobbyistRegistration@fl-48087.leg.state.fl.us', 'To: Lobby Registration Project Team', 'Subject: Authorization Request'. The body of the email reads: 'John Smith is attempting to register to lobby the Legislative and/or Executive branches of Florida government for "Florida Agritourism Association, Inc." Click the link below to access the Florida Lobbyist Registration and Compensation Reporting System to authorize this lobbyist to represent you. <https://lobbyregistration-48087.leg.fl.a.int:443/Lobby/Registration/Confirm/1cc26f26-459e-40e6-88da-1b69bd41a68> Be advised that a lobbyist is not permitted to lobby for a principal prior to receiving authorization from that principal. Do not reply to this email as it is generated automatically and electronically and cannot accept electronic replies.'

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

The screenshot shows the 'Principal Authorization' form. At the top is the Florida Lobbyist Registration and Compensation logo. The form title is 'Principal Authorization'. Below the title is a light blue box with the text: 'The lobbyist shown below has requested authorization to represent you before the Executive and Legislative branches of Florida government. If any information below is incorrect, click "Decline" and provide a reason.' The form is divided into two columns: 'Lobbyist Information' and 'Principal Information'. The 'Lobbyist Information' column contains: Name: John Smith, Address: 111 Main St. Tallahassee, FL 32309, Email: js@email.com, Phone: (850) 555-1212. The 'Principal Information' column contains: Name: Florida Agritourism Association, Inc, Address: Po Box 15878 Tallahassee, FL 32317-5878, Email: prin@email.com, Phone: (850) 222-1212. At the bottom of the form are two buttons: 'Authorize' and 'Decline'. The 'Authorize' button is circled in red.

## Florida Lobbyist Registration and Compensation Reporting System

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.

The screenshot shows the 'Principal Authorization' form. It includes fields for Name (Robert), Title (Jones), NAICS Code (111110), and Description (Soybean farming, field and seed production). A table below lists NAICS codes and descriptions, with '111110 Soybean farming, field and seed production' selected. A red box highlights a link: 'If principal does not know the NAICS code, click the link.' The 'Submit' button is circled in red.

Code	Description (Select from the description below)
111110	Soybean farming, field and seed production

16. The principal receives a Success message. No further action is required by the principal.

The screenshot shows the 'Principal Authorization' page with a green success message: 'Success. You have authorized this lobbyist to represent you, and he/she will be notified. No further action is required of you. This screen can be closed by clicking the X in the upper right hand corner.' Below the message is a table with 'Lobbyist Information' and 'Principal Information'.

Lobbyist Information		Principal Information	
Name:	John Smith	Name:	Florida Agritourism Association, Inc
Address:	111 Main St. Tallahassee, FL 32309	Address:	Po Box 15878 Tallahassee, FL 32317-5878
Email:	js@email.com	Email:	prin@email.com
Phone:	(850) 555-1212	Phone:	(850) 222-1212

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

The screenshot shows a dialog box asking 'Are you sure you want to decline this authorization request?'. It includes a 'Reason' field with the text 'Mr. Smith is no longer representing FFAA' and 'No' and 'Yes' buttons.

# Florida Lobbyist Registration and Compensation Reporting System

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.

This message was sent with High importance.  
From: NOREPLY\_LobbyistRegistration@fl-d8087.leg.state.fl.us  
To: Lobby Registration Project Team  
Cc: Lobby Registration Project Team  
Subject: Authorization Approved - Florida Agritourism Association, Inc.  
Sent: Wed 12/31/2014 6:46

Robert, Jones, on behalf of "Florida Agritourism Association, Inc." has **approved** your request to represent "Florida Agritourism Association, Inc." before the Legislative and/or Executive branches of Florida government. Click on the link below to be taken to the Florida Lobbyist Registration and Compensation Reporting System to complete your registration by paying the required fee(s).  
<https://lobbyregistration-d8087.leg.fl.a.int/>

**Be advised that a lobbyist is not permitted to lobby for a principal prior to paying the required registration fee(s), and for an executive branch registration, submitting an oath.**

*Do not reply to this email as it is generated automatically and electronically and cannot accept electronic replies.*

This message was sent with High importance.  
From: NOREPLY\_LobbyistRegistration@fl-d8087.leg.state.fl.us  
To: Lobby Registration Project Team  
Cc: Lobby Registration Project Team  
Subject: Authorization Declined Florida Fertilizer & Agrichemical Association  
Sent: Wed 12/31/2014 6:46

The principal, "Florida Fertilizer & Agrichemical Association," has **declined** your request to represent them before the Legislative and/or Executive branches of Florida government. The request was declined based on the following reason from the principal: **Mr. Smith is no longer representing FFAA.**

Click on the link below to access the Florida Lobbyist Registration and Compensation Reporting System should you need to submit the authorization again.  
<https://lobbyregistration-d8087.leg.fl.a.int/>

**Be advised that a lobbyist is not permitted to lobby for a principal without receiving authorization from that principal.**

*Do not reply to this email as it is generated automatically and electronically and cannot accept electronic replies.*

## 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. Click 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.

This message was sent with High importance.  
From: NOREPLY\_LobbyistRegistration@fl-d8087.leg.state.fl.us  
To: Lobby Registration Project Team  
Cc: Lobby Registration Project Team  
Subject: Authorization Approved - Florida Agritourism Association, Inc.  
Sent: Wed 12/31/2014 6:46

Robert, Jones, on behalf of "Florida Agritourism Association, Inc." has **approved** your request to represent "Florida Agritourism Association, Inc." before the Legislative and/or Executive branches of Florida government. Click on the link below to be taken to the Florida Lobbyist Registration and Compensation Reporting System to complete your registration by paying the required fee(s).  
<https://lobbyregistration-d8087.leg.fl.a.int/>

**Be advised that a lobbyist is not permitted to lobby for a principal prior to paying the required registration fee(s), and for an executive branch registration, submitting an oath.**

*Do not reply to this email as it is generated automatically and electronically and cannot accept electronic replies.*

**FloridaLobbyist**  
Registration and Compensation  
Home Lobbyist  
John Smith

**My Registrations** [Create New Registration](#)

0 Pending Authorizations	0 Declined Authorizations	5 Authorized Registrations <a href="#">Pay \$140</a>
0 Effective Registrations	0 Renewals	

# Florida Lobbyist Registration and Compensation Reporting System

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.

## Payment Details

**Executive registrations require a notarized oath. Before you can pay, you must create the oath by clicking the Create Oath button.**

Create Oath Document

**Executive Registrations**

Executive Registrations must include a notarized oath before they are effective

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Executive	\$25.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Executive	\$25.00

**Legislative Registrations**

**Legislative registrations do not require an oath.**

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Water and Soil Solutions, LLC	Legislative (House & Senate)	\$20.00
	Annual Legislative Chamber Fee <span style="font-size: small;">i</span>		\$30.00

**Total Registration Fees**      **\$140.00**

**WANT TO PAY BY CHECK?**

**IMPORTANT:**

- You cannot change payment method once you have selected to pay by check.
- Your registration(s) will not be effective until the check is received by the Lobbyist Registration Office.

I understand

Pay by Check

Pay by Credit Card

[Click here to return to the Payment Details page](#)

## Payment Details

✔ Success
✕

Your oath document has been created. Please click the link to download. Download Oath Document

Create Oath Document

**Executive Registrations**

Executive Registrations must include a notarized oath before they are effective

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Executive	\$25.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Executive	\$25.00

# Florida Lobbyist Registration and Compensation Reporting System

21. Print the oath and have it notarized. To return to the Lobbyist Registration Office, scan and email to [help@floralobbyist.gov](mailto:help@floralobbyist.gov), fax to (850) 921-5345, or mail to 111 W. Madison St., Room G68, Tallahassee, FL 32399.

## Executive Branch Lobbyist Registration Information Required Under Oath

Lobbyist Information:

Smith, John  
111 Main St., Tallahassee, FL 32309  
(850) 555-1212

The individual identified herein has registered as a lobbyist via the Lobbyist Registration and Compensation Reporting system located at [www.floralobbyist.gov](http://www.floralobbyist.gov). The registrant has been authorized by the principal(s) listed below to represent the principal(s). Pursuant to the requirements of Section 112.3215(3), Florida Statutes, the following information must be provided under oath. Thus, to complete your registration print this form, sign this document, and have this document notarized. Completed forms may be scanned and sent via email to the Lobbyist Registration Office at [help@floralobbyist.gov](mailto:help@floralobbyist.gov), or sent by fax to 850-921-5345 or mailed to the Lobbyist Registration Office located at 111 W. Madison Street, Room G-68, Tallahassee FL 32399-1425. The registration(s) referenced herein will not become effective until the Lobbyist Registration Office has received this completed form and the requisite payment has been provided for each principal represented. The form will be returned if the registrant's signature is missing or the attestation is incomplete. Any changes to the registration information contained herein or the cancellation of your representation of any principals identified below prior to the completion of your registration will require that you regenerate this form and thereby provide the corrected information under oath. You are responsible for retaining the original, signed document.

Principal(s) Represented:

*Florida Agritourism Association, Inc*  
Po Box 15878, Tallahassee, FL 32317-5878  
(352) 333-4444  
Area of Interest: agriculture  
Agency Registration: All

*Florida Fertilizer & Agrichemical Association*  
411 E Orange St, Ste 119, Lakeland, FL 33801  
(343) 333-3333  
Area of Interest: agriculture  
Agency Registration: All

Direct or indirect business association, partnership, or financial relationship with any employee of an agency before which you are registering to lobby:

Mary Jones (Rent real property from)

## Executive Branch Lobbyist Registration Information Required Under Oath

Lobbyist Information:

Smith, John  
111 Main St., Tallahassee, FL 32309  
(850) 555-1212

### OATH

*I do solemnly swear that all the foregoing facts are true and correct.*

\_\_\_\_\_  
Signature of Lobbyist

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public--State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

# Florida Lobbyist Registration and Compensation Reporting System

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

[Create Oath Document](#)

Executive Registrations must include a notarized oath before they are effective

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Executive	\$25.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Executive	\$25.00

## Legislative Registrations

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Water and Soil Solutions, LLC	Legislative (House & Senate)	\$20.00
<input type="checkbox"/>	Annual Legislative Chamber Fee <sup>?</sup>		\$30.00

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

Total Registration Fees \$140.00

[Pay by Credit Card](#)

**WANT TO PAY BY CHECK?**  
**IMPORTANT:**  
 • You cannot change payment method once you have selected to pay by check.  
 • Your registration(s) will not be effective until the check is received by the Lobbyist Registration Office.  
 I understand  
[Pay by Check](#)

24. To pay by credit card, click the Pay by Credit Card button and enter your name, address and credit card information. Click Submit. 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.)

### Submit Payment

#### Billing Information

★ First Name

★ Last Name

★ Address

Suite, Room, Building, Apt.

★ City  ★ State  ★ Zip

#### Summary

Invoice: 22630669

Legislative Fee: \$70.00

Executive Fee: \$50.00

Total: \$120.00

[Submit Payment](#)

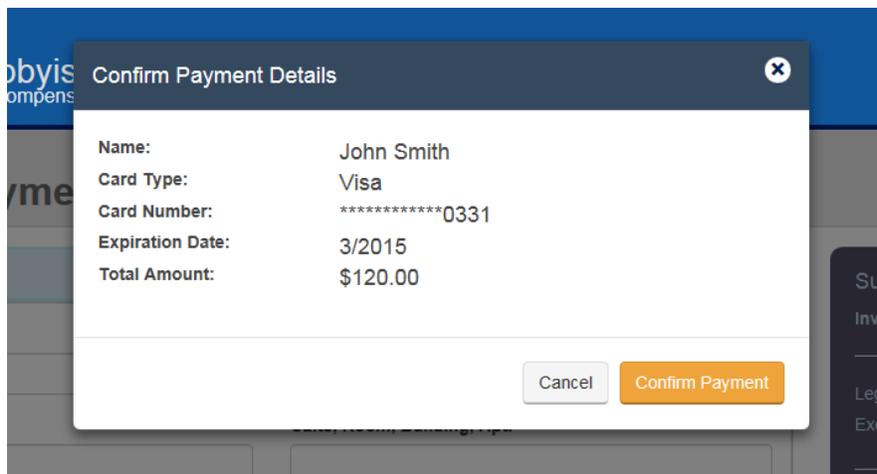
#### Credit Card Information

★ Credit Card Type  
 VISA  MasterCard  American Express  Discover

★ Credit Card Number

★ Expiration Month  ★ Expiration Year  ★ CVV <sup>?</sup>

# Florida Lobbyist Registration and Compensation Reporting System



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.

[Print](#)
[Back to Home Page / Back to Invoices](#)

**Print for your records or access your invoices any time from the system. You also will receive an email containing the invoice information.**

PAID

**Invoice**  
 Invoice # 22630669  
 Invoice Date 12/31/2014

Florida Lobbyist Registration  
 111 W. Madison St Room G68  
 Tallahassee, FL 32399  
 (850) 922-4990

TO  
 John Smith  
 111 Main St.  
 Tallahassee, FL 32309

Description	Branch	Amount
Florida Agritourism Association, Inc	Executive	\$25.00
Florida Agritourism Association, Inc	Legislative (House & Senate)	\$20.00
Florida Fertilizer & Agrichemical Association	Executive	\$25.00
Water and Soil Solutions, LLC	Legislative (House & Senate)	\$20.00
Annual Legislative Chamber Fee	Legislative	\$30.00
	<b>Total Amount</b>	<b>\$120.00</b>

Please be advised that Executive Branch lobbyist registration(s) do not become effective until all of the required information, including information required to be provided under oath, and the principal authorization(s) have been received by the Lobbyist Registration Office, and the fee has been paid.

**NOTE:** Renewals do not require a notarized oath.

If you have questions, contact the Lobbyist Registration Office at (850) 922-4990 or [help@floridalobbyist.gov](mailto:help@floridalobbyist.gov)

# Florida Lobbyist Registration and Compensation Reporting System

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.

## Executive Registrations

[Create Oath Document](#)

Executive Registrations must include a notarized oath before they are effective

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Executive	\$25.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Executive	\$25.00

## Legislative Registrations

<input checked="" type="checkbox"/>	Principal	Branch	Amount
<input checked="" type="checkbox"/>	Florida Agritourism Association, Inc	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Legislative (House & Senate)	\$20.00
<input checked="" type="checkbox"/>	Water and Soil Solutions, LLC	Legislative (House & Senate)	\$20.00
	Annual Legislative Chamber Fee ⓘ		\$30.00

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

Total Registration Fees \$140.00

[Pay by Credit Card](#)

WANT TO PAY BY CHECK?

IMPORTANT:

- You cannot change payment method once you have selected to pay by check.
- Your registration(s) will not be effective until the check is received by the Lobbyist Registration Office.

I understand

**Follow the remittance instructions to pay by paper check.**

Florida Lobbyist Registration  
111 W. Madison St Room G68  
Tallahassee, FL 32399  
(850) 922-4990

TO  
John Smith  
111 Main St.  
Tallahassee, FL 32309

**REMITTANCE**  
In order to ensure the proper processing of your registration(s), please make check(s) payable to **Florida Legislature**.

Please mail your check(s) and a copy of this invoice to:  
Lobbyist Registration Office  
111 W. Madison Street, Room G-68  
Tallahassee, FL 32399-1425  
(850) 922-4990

## Invoice

Invoice # 41868241  
Invoice Date 12/31/2014

Description	Branch	Amount
Florida Fertilizer & Agrichemical Association	Legislative (House & Senate)	\$20.00
	Total Amount	\$20.00

If you have questions, contact the Lobbyist Registration Office at (850) 922-4990 or [help@floridalobbyist.gov](mailto:help@floridalobbyist.gov)

# Florida Lobbyist Registration and Compensation Reporting System

28. Your home page records the results of the actions taken.

FloridaLobbyist  
Registration and Compensation

Home Lobbyist

Video Help

John Smith

**My Registrations** Create New Registration

The Authorized Registration have moved to the Effective Registrations tile, the Lobbyist Registrations Office is awaiting receipt of a notarized oath for 1 registration, and 1 paper check. Click the tiles for more details.

To renew registrations, click the **Renewals** tile below. If registering for a new principal, click **Create New Registration**.

0 Renewals	2 Pending Authorizations	1 Authorized Registrations Pay \$30
0 Declined Authorizations	1 Pending Receipt of Oath	1 Pending Receipt of Payment
2 Effective Registrations		

## Submit Oath

29. Once the executive branch oath is notarized, you may scan and send via email to [help@floridalobbyist.gov](mailto: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.

**My Registrations** Create New Registration

To renew registrations, click the **Renewals** tile below. If registering for a new principal, click **Create New Registration**.

2 Renewals	0 Pending Authorizations	0 Authorized Registrations
0 Declined Authorizations	0 Effective Registrations	

# Florida Lobbyist Registration and Compensation Reporting System

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.

**John J. Smith**

111 West Madison St  
Tallahassee FL 32399  
(850) 488-1234

ⓘ According to s. 350.031(10) F.S., for Legislative Branch registrations, if you lobby a member of the Public Service Commission Nominating Council (PSCNC), you must register to lobby the PSCNC and pay a registration fee. To add the PSCNC to a registration shown below, renew the registration as instructed. From the Payment screen, click on the principal's name to open the registration for editing. You must check the box next to PSCNC under Legislative to update the registration so you can lobby the PSCNC. You will have to navigate back to the Payment screen after you have updated the registration to include the PSCNC to submit payment.

ⓘ Update lobbying firm's information before continuing your renewal. If you are no longer associated with any firm(s) listed below, do not renew; you must create a new registration for your principals. Call the Lobbyist Registration Office at (850) 922-4990 for assistance.

**Test Firm**

<b>★ Address Line 1</b>	<b>Address Line 2</b>	<b>★ City</b>	<b>★ State</b>	<b>Zip</b>
<input type="text" value="123 Test Address"/>	<input type="text" value="Enter Address Line 2"/>	<input type="text" value="Test City"/>	<input type="text" value="FL"/>	<input type="text" value="32399"/>
<b>★ Phone Number</b> <input type="radio"/> US <input type="radio"/> Other	<b>★ Email</b>		<b>★ Confirm Email</b>	
<input type="text" value="(222) 222-2222"/>	<input type="text" value="testfirm@test.com"/>		<input type="text" value="Confirm Email Address"/>	

Click "Save" only to continue this firm association. A change in the firm association requires you to create a new registration. Call the Lobbyist Registration Office at (850) 922-4990 for assistance.

32. The prior year's registrations display. Select the registrations you want to renew, then select the Submit Renewal button.

**John J. Smith**

111 West Madison St  
Tallahassee FL 32399  
(850) 488-1234

ⓘ According to s. 350.031(10) F.S., for Legislative Branch registrations, if you lobby a member of the Public Service Commission Nominating Council (PSCNC), you must register to lobby the PSCNC and pay a registration fee. To add the PSCNC to a registration shown below, renew the registration as instructed. From the Payment screen, click on the principal's name to open the registration for editing. You must check the box next to PSCNC under Legislative to update the registration so you can lobby the PSCNC. You will have to navigate back to the Payment screen after you have updated the registration to include the PSCNC to submit payment.

ⓘ Your 2015 principal(s) is listed below. If you are no longer associated with the lobbying firm(s) displayed, do not submit renewals; you must create a new registration for your principals. Call the office at (850) 922-4990 for assistance.

If you are still associated with the lobbying firm(s) displayed, place a check mark in the box to the left of the principal name(s) you want to renew, then click "Submit Renewal". To pay, click "Payment" in the confirmation message which will be displayed at the top of the screen. While on the Payment screen, if you need to update a principal's address, email, or phone number, click on the principal's name and update accordingly on the resulting screen. You will have to navigate back to the Payment screen after you update a principal's contact information. If you have a number of renewals, process in small batches so you will not time out and lose your work.

<input checked="" type="checkbox"/>	<p><b>New Principal- Executive</b></p> <p>123 Main Street Any City FL 32399 (850) 488-1234 newprincipal@testng.com</p>	<p>✓ ready for renewal</p> <p>Lobbying Firm(s): <input type="button" value="Test Firm"/></p>	<p><b>If you have associated registrations to lobbying firms, the firm names will display here.</b></p>
<input type="checkbox"/>	<p><b>New Principal- Legislative (House, Senate)</b></p> <p>123 Main Street Any City FL 32399 (850) 488-1234 newprincipal@testng.com</p>	<p>Lobbying Firm(s): <input type="button" value="Test Firm"/></p>	

# Florida Lobbyist Registration and Compensation Reporting System

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.

**Success**  
The selected registration(s) were renewed successfully. [Click Payment](#) to pay for these registrations or continue with your renewals.

**John J. Smith**

111 West Madison St  
Tallahassee FL 32399  
(850) 488-1234

**i** According to s. 350.031(10) F.S., for Legislative Branch registrations, if you lobby a member of the Public Service Commission Nominating Council (PSCNC), you must register to lobby the PSCNC and pay a registration fee. To add the PSCNC to a registration shown below, renew the registration as instructed. From the Payment screen, click on the principal's name to open the registration for editing. You must check the box next to PSCNC under Legislative to update the registration so you can lobby the PSCNC. You will have to navigate back to the Payment screen after you have updated the registration to include the PSCNC to submit payment.

**i** Your 2015 principal(s) is listed below. To renew, place a check mark in the box to the left of the principal name(s) you want to renew, then click "Submit Renewal." To pay, click "Payment" in the confirmation message which will be displayed at the top of the screen. While on the Payment screen, if you need to update a principal's address, email, or phone number, click on the Principal's name and update accordingly on the resulting screen. You will have to navigate back to the Payment screen after you update a principal's contact information. If you have a number of renewals, process in small batches so you will not time out and lose your work.

Select All

Go back to Home page

Submit Renewal

Renew for 2016 ?	<p><b>New Principal</b>- Legislative (House, Senate)</p> <p>123 Main Street Any City FL 32399 (850) 488-1234 newprincipal@testing.com</p>	<p>Lobbying Firm(s):</p> <p style="text-align: center; border: 1px solid #0070c0; padding: 2px;">Test Firm</p>
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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.

## Payment Details

**Executive Registrations**

	Principal	Branch	Amount
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Test6Principal6	Executive	\$25.00

**Legislative Registrations**

	Principal	Branch	Amount
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Test6Principal6	Legislative (House & Senate)	\$20.00
	Annual Legislative Chamber Fee <b>i</b>		\$30.00

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

**WANT TO PAY BY CHECK?**  
IMPORTANT:

- You cannot change payment method once you have selected to pay by check.
- Your registration(s) will not be effective until the check is received by the Lobbyist Registration Office.

I understand

Pay by Check

**Total Registration Fees**      \$75.00

Pay by Credit Card

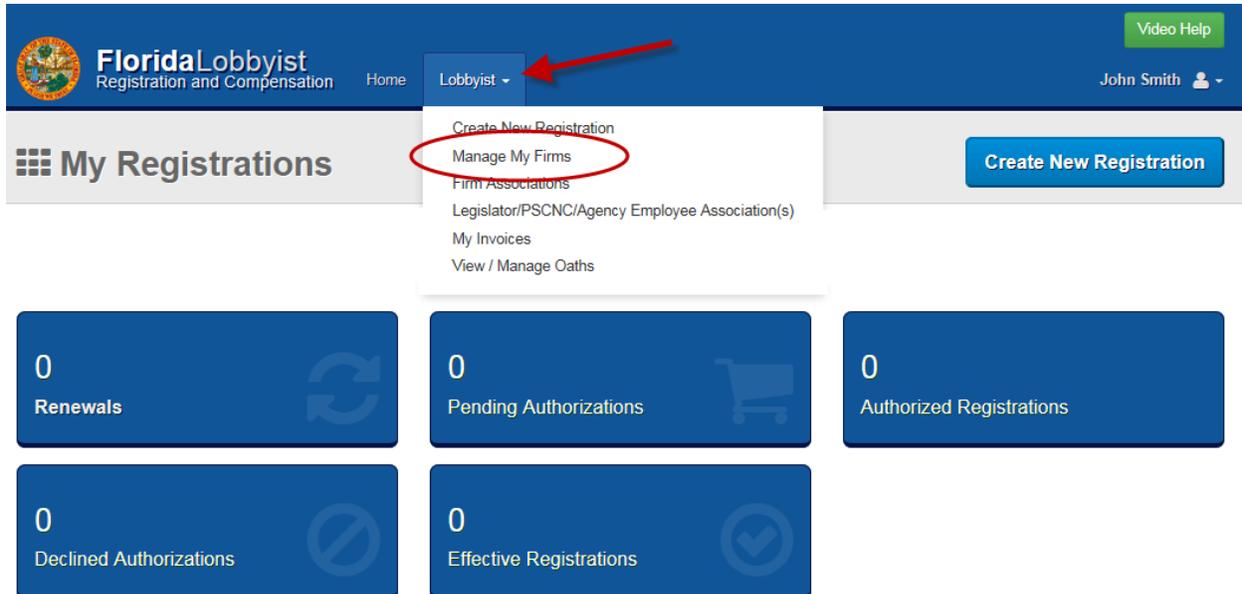
[Print Invoice to send a check](#)

# Florida Lobbyist Registration and Compensation Reporting System

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## 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.

# Florida Lobbyist Registration and Compensation Reporting System

## Manage My Firms

Changes made to this lobbying firm will only change for your associated registration(s). Only the persons responsible for filing the quarterly compensation reports or with access to a lobbying firm's login/password will be allowed to change a lobbying firm's primary information that is reflected on that lobbying firm's compensation report. A lobbying firm's primary information is created the first time a lobbying firm is logged into the system.

### List of My Firms

**My Firms** ←

The Arnold Law Firm

Selected Firm: **The Arnold Law Firm**

**Add Firm**

**If you have associated a registration to a firm, the firm will be listed in the drop down under My Firms. After you select a firm from the list, the details display. You must confirm the email address and click Submit. To add a firm, click the Add Firm button.**

★ Address Line 1: 6279 Dupont Station Ct

Suite, Room, Building, Apt.

★ City: Jacksonville    ★ State: FL    ★ Country: United States    Zip: 32217

★ Phone Number: (904) 731-3800    ★ Email: js@arnold.com    ★ Confirm Email: [ ]

**Submit** Clear

## Firm Associations

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

FloridaLobbyist  
Registration and Compensation

Home    Lobbyist    Video Help

John Smith

**My Registrations**    Create New Registration

- Create New Registration
- Manage My Firms
- Firm Associations**
- Legislator/PSCNC/Agency Employee Association(s)
- My Invoices
- View / Manage Oaths

0 Renewals    0 Pending Authorizations    0 Authorized Registrations

0 Declined Authorizations    0 Effective Registrations

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.

# Florida Lobbyist Registration and Compensation Reporting System

## Existing Firm Associations

Associate/disassociate existing firm with one or more registrations.

Select a firm

The Arnold Law Firm

Click the drop down under Select a Firm. Registrations associated with the firm selected show below. Registrations not associated with the selected firm will show at the bottom of the screen

Active registration(s) for the selected firm.

<input type="checkbox"/>	Principal Name	Branch	Status
<input type="checkbox"/>	Florida Agritourism Association, Inc	Executive	Authorized
<input type="checkbox"/>	Florida Agritourism Association, Inc	Legislative (House & Senate)	Authorized
<input type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Executive	Authorized
<input type="checkbox"/>	Florida Fertilizer & Agrichemical Association	Legislative (House & Senate)	Authorized

Remove Association

To remove an association, click the box to the left of the registration, then click Remove Association. That registration will move below under Registrations Not Associated.

Registration(s) not associated with the selected firm.

<input type="checkbox"/>	Principal Name	Branch	Status
--------------------------	----------------	--------	--------

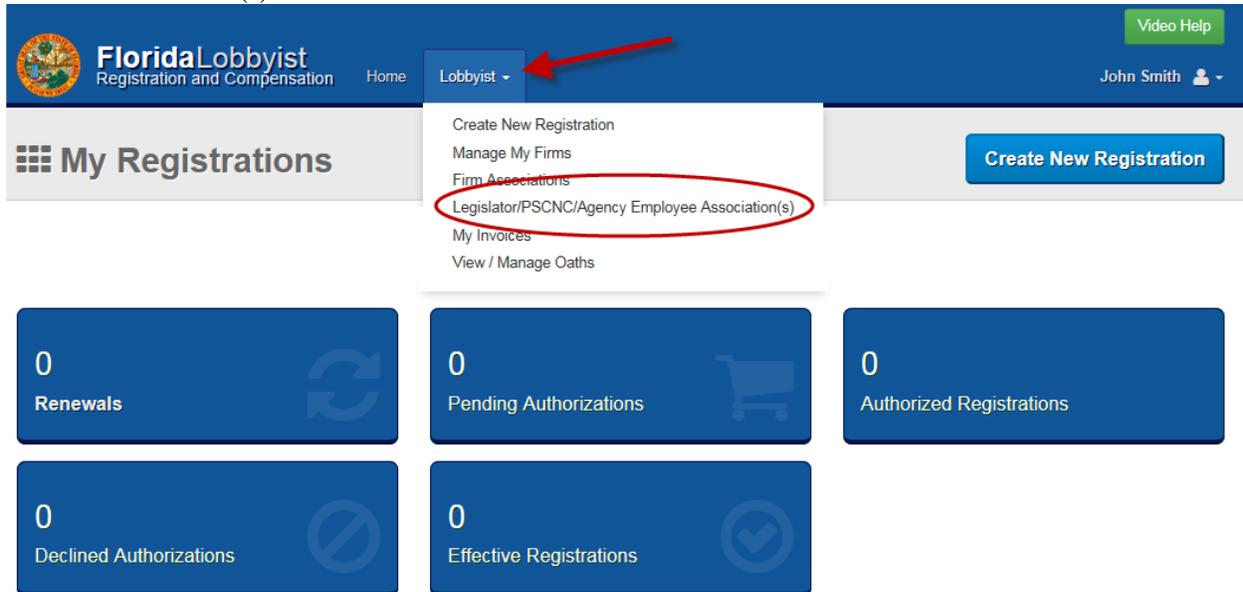
Create Association

This feature works the same as above. To create an association, if there was a registration listed, click the box then Create Association. The registration would move to the Active Registrations section above.

# Florida Lobbyist Registration and Compensation Reporting System

## 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).



The screenshot displays the Florida Lobbyist Registration and Compensation Reporting System interface. At the top, the navigation bar includes the Florida Lobbyist logo, the text "Florida Lobbyist Registration and Compensation", and a "Lobbyist" dropdown menu. A red arrow points to the "Lobbyist" dropdown, which is open, showing a list of options: "Create New Registration", "Manage My Firms", "Firm Associations", "Legislator/PSCNC/Agency Employee Association(s)", "My Invoices", and "View / Manage Oaths". The option "Legislator/PSCNC/Agency Employee Association(s)" is circled in red. To the right of the dropdown is a "Video Help" button and the user name "John Smith". Below the navigation bar is a "My Registrations" section with a "Create New Registration" button. The main content area features five status cards: "0 Renewals", "0 Pending Authorizations", "0 Authorized Registrations", "0 Declined Authorizations", and "0 Effective Registrations".

# Florida Lobbyist Registration and Compensation Reporting System

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.

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

✓ Success

Your agency employee association(s) has been added. If you do not have additional associations to disclose, click [Continue](#)

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.

### Legislator Association(s)

Legislator:  Relationship:

**Add to Legislator List**

Legislator	Relationship	
Abruzzo, Joseph (S)	Partner in a business	

### PSCNC Association(s)

PSCNC Member:  Relationship:

**Add to PSCNC Member List**

PSCNC Member Name	Relationship	
Williams, Alan B. (H)	Co-own property with	

### Executive Branch Agency Employee Association(s)

Employee Name:  Relationship:

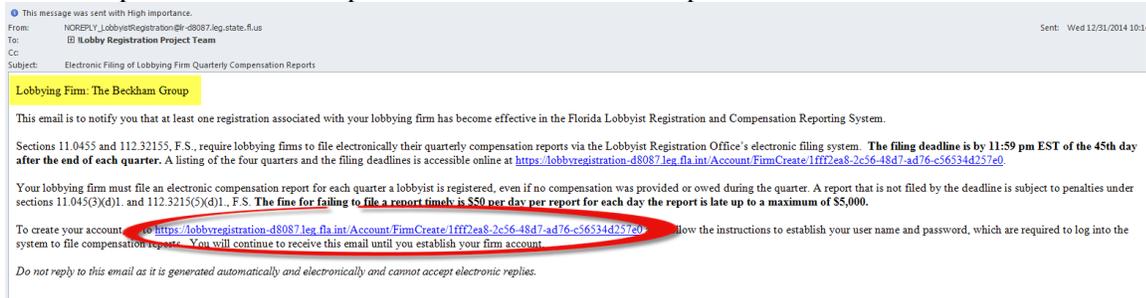
**Add to Employee List**

Employee Name	Relationship	
Mary Jones	Rent real property from	

# Florida Lobbyist Registration and Compensation Reporting System

## Firm Overview

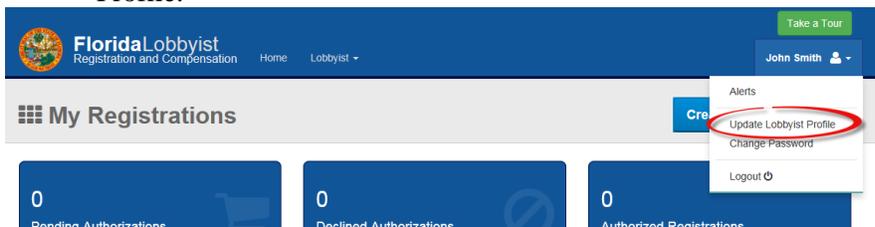
44. Once a lobbyist associates a firm to a registration, the firm will receive an email notifying them of the compensation reporting requirements. That email will contain a link to allow the firm representative to complete the account creation steps. Click the link in the email.



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.

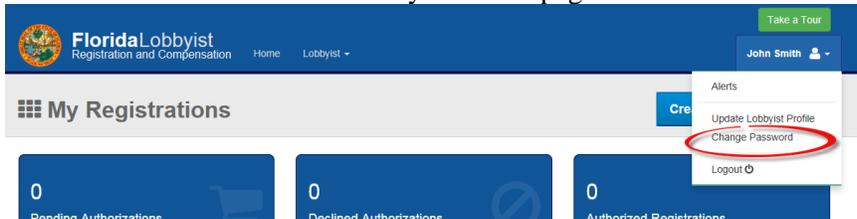


49. After your site profile opens, make the necessary changes and confirm your email address. Click Submit. Select one of the US postal service verified addresses or keep the address you've entered. A success message displays on the screen and you receive an email confirming that you made the profile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

# Florida Lobbyist Registration and Compensation Reporting System

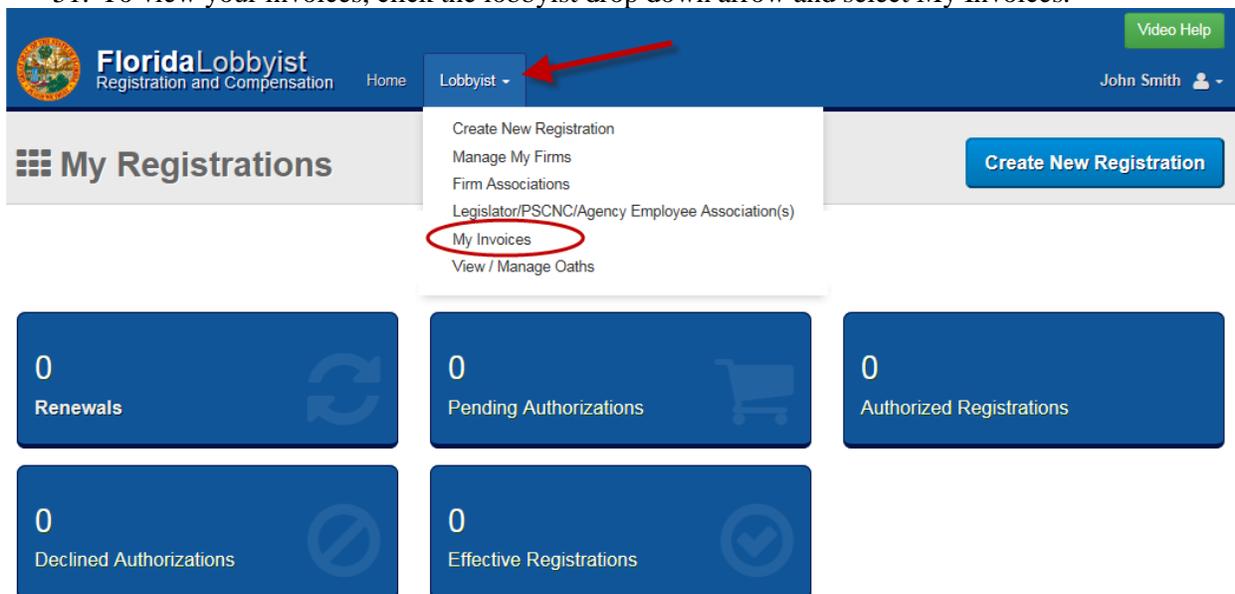
## Change Password

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.

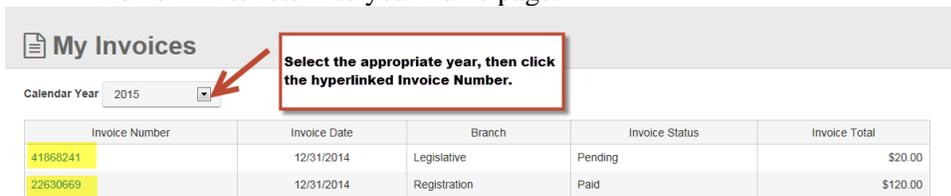


## View Invoices

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/Manage Oaths link under the Lobbyist drop down. Select the Invoice Number to view.

FloridaLobbyist  
Registration and Compensation

Home Lobbyist

Video Help John Smith

My Registrations

Create New Registration  
Manage My Firms  
Firm Associations  
Legislator/PSCNC/Agency Employee Association(s)  
My Invoices  
View / Manage Oaths

Create New Registration

0 Renewals

0 Pending Authorizations

0 Authorized Registrations

0 Declined Authorizations

0 Effective Registrations

### Manage Oaths

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

Control Number	Date Created	Status	View Oath	View / Cancel Registrations
1	12/31/2014 9:57:30 PM	Pending Approval	View Oath	Registrations (View/Hide)

### Manage Oaths

Control Number	Date Created	Status	View Oath	View / Cancel Registrations
1	12/31/2014 9:57:30 PM	Pending Approval	View Oath	Registrations (View/Hide)

Registrations associated with the Oath document are listed below. You may cancel selected registrations here and a new Oath document will be created. Recreating the Oath will require you to resubmit your notarized form to the Lobbyist Registration Office. Cancelling all of the registrations associated with an Oath will remove the Oath document.

- Florida Agritourism Association, Inc
- Florida Fertilizer & Agrichemical Association

Cancel Selected Registration(s)

To remove a registration from the oath and create a new oath, click the box next to the appropriate registration. Then click Cancel Selected Registration button. You may then print the revised oath by clicking the View Oath button.

End of Manual