Instructions for Lobbyist Online Filing

What you will need:

- Your firm information (if applicable)
- Your individual lobbyist information
- Photos in jpeg format for each lobbyist
- Your client information, including compensation
- Your lobbying activity, including dates of contact, person contacted and any expenditures
- Your checking account information, if payment is due. All payments are now made online through Illinois E-Pay or credit card. A convenience fee will apply.

You will complete 6 sections.

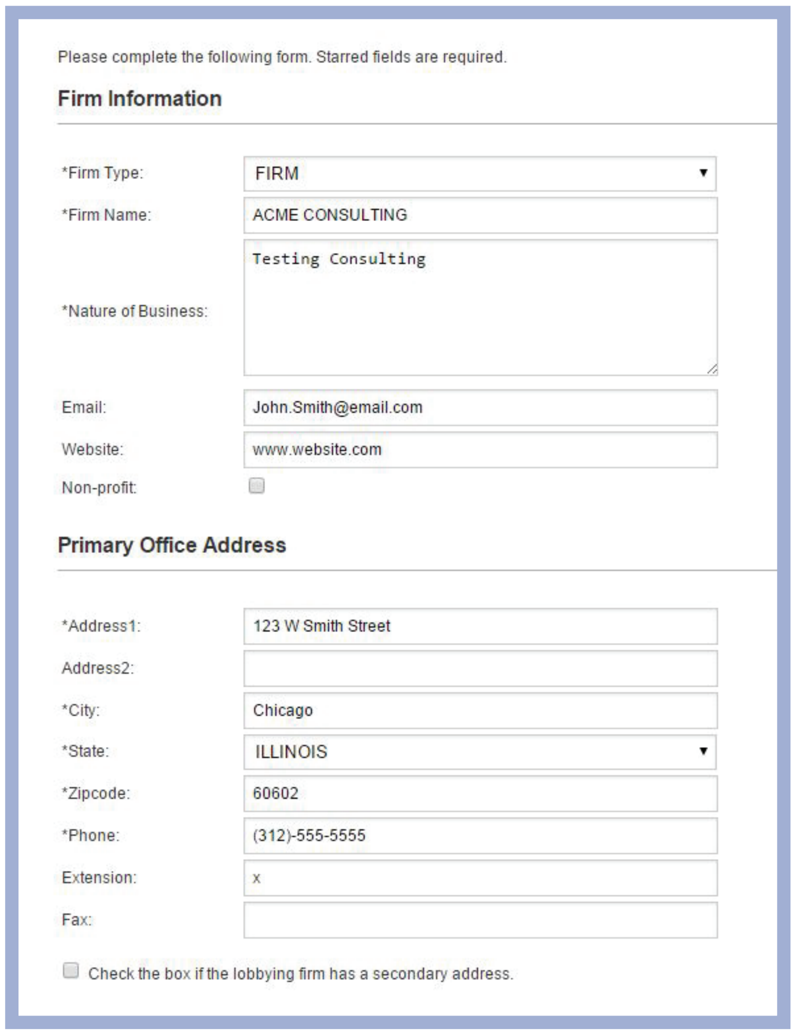
STEP 1: User Account/My Firm

USER ACCOUNT

- This is for the person who will regularly enter information into your account and keep it current when you get a new client, make a new lobbying contact or pay your annual fees.
- Begin by filling all required fields with the necessary information.
- Verify your email address through the link sent to your inbox.

MY FIRM

- Indicate whether you are filing as a lobbyist firm or as a sole proprietor.
- Enter your firm's name, nature of business and contact information. Be sure to indicate if yours is a non-profit organization with the "Non-profit" check box.



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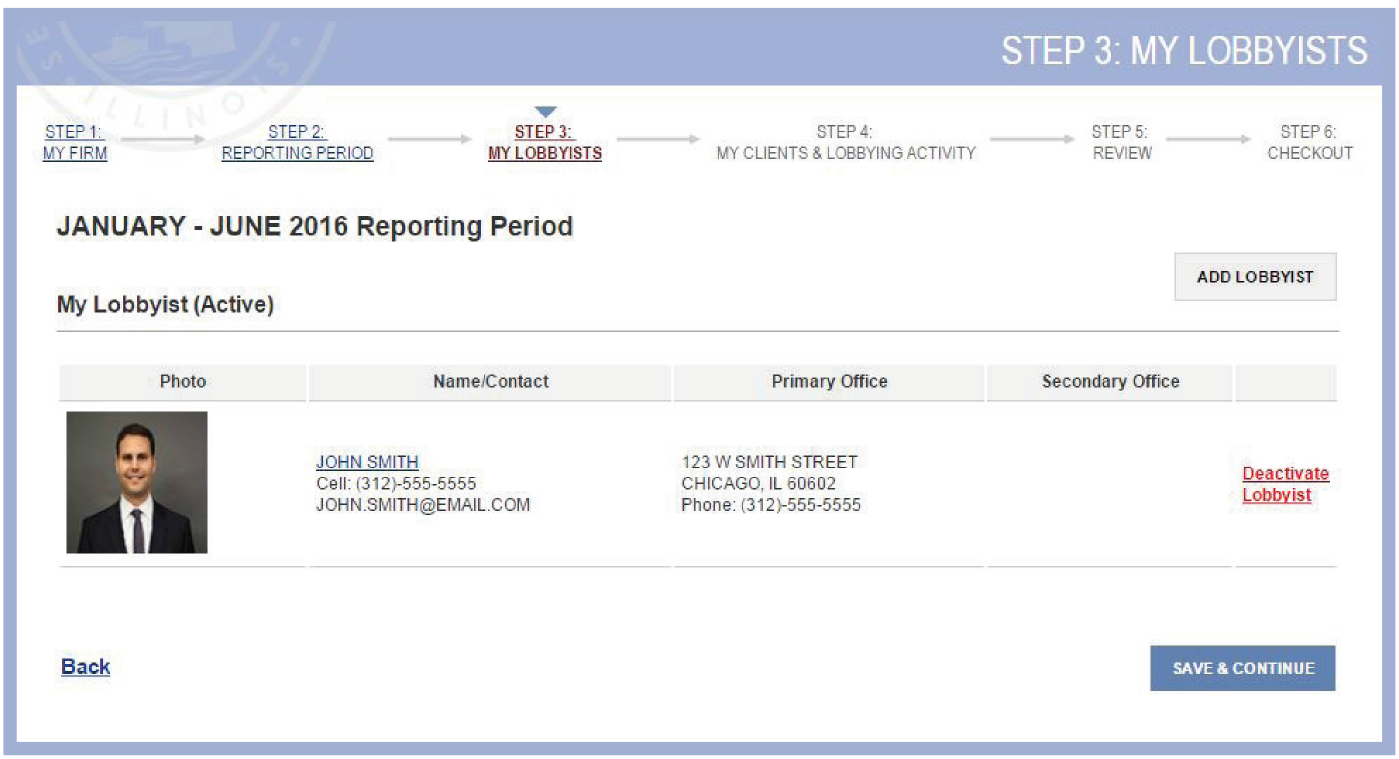
STEP 2: Reporting Period

- The time period shown is the current reporting period.
- Click "FILE."

STEP 3: My Lobbyists

- If you have created an account as a sole proprietor, you can only associate one lobbyist with your account.
- If you are filing as a firm with multiple lobbyists, each lobbyist must be entered separately.
- You will need to upload a jpeg head shot photo for each lobbyist along with the lobbyist's contact information.

  * Open your photo in a photo editing program, such as Microsoft Office Picture Manager. From the program tools, select Resize or Edit. Resize the photo by selecting pixels as the measurement, entering "100" in the width field and "125" into the height field. If the photo is not that exact size, that's OK; it will still upload. But getting it as close to 100 pixels wide will prevent the photo from being stretched or squeezed. If you successfully upload a photo, it will look like the screen shot below:



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STEP 4: My Clients & Lobbying Activity

- Select whether or not you are lobbying on your own behalf.
- Select the "Add Client" button.

MY CLIENTS

- Enter the contact and business information of each client.
- Click "SAVE."
- You will then be directed to the screen below:

- Provide an answer to the question: "Do you have County Matter and Compensation?"
- If "Yes," enter the following information:
    - o The county matter for which your firm has lobbied.
    - o The amount of compensation they paid you.

- Click "SAVE & CONTINUE."

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STEP 4: My Clients & Lobbying Activity (continued)

MY LOBBYING ACTIVITY

- Select the "ADD LOBBYING ACTIVITY" button.
- Whenever a lobbyist has contact with an individual at the county to influence a decision, it must be reported in this section, whether it is via phone, email, meeting, mail, etc.
- In your filing process, you must search the database for the person lobbied and add a new person if the search does not return your lobbied person.
- Enter all required information for each lobbying activity:

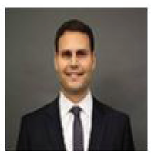
JANUARY - JUNE 2016 Reporting Period

Starred fields are required.

Lobbying Activity for ACME CONSULTING

Lobbyist Information

*Select a Lobbyist Name: JOHN SMITH ▾



Person Lobbied Information

ADD ANOTHER PERSON LOBBIED

Relationship	Name	Title	
NONE ▾	MARY ROBINSON	CHIEF OF STAFF	Remove

Lobbying Activity & Expenditures Information

*Date of Contact: 01/06/2016 (e.g mm/dd/yyyy)

*Contact Nature: MEETING ▾

*Subject Matter: POLICY ▾

*Subject Matter Description: Policy lunch meeting

*Amount of Expenditure: 100.00 (e.g $000.00)

Purpose of Expenditure: MEALS & BEVERAGES ▾

SAVE & CONTINUE

- Click "SAVE & CONTINUE."
- Confirm that all information on the following screen is correct and select "SAVE & CONTINUE."

Instructions for Lobbyist Online Filing

STEP 5: Review

- Review your report; if necessary, click the "EDIT" buttons to make changes.
- Click "SAVE & CONTINUE" once you have confirmed all information.
- Provide an answer to the question: "Do you want to continue lobbying in 2016?"
- Click "SAVE & CONTINUE."

STEP 6: Checkout

- When you check out, you submit your report. It is also how you pay your annual registration fees and any late fees, if applicable.
- Read and accept the Terms & Conditions and check the "Accept" box.
- Remember, you can only pay on-line, and only with checking account and routing numbers.
- You MUST click on "SAVE & CONTINUE" to finish your submission. If any money is owed, this will take you to a secure third-party payment vendor.
- If no money is due, you will be directed to a confirmation screen and an email will be sent to you. Click on "PRINT" to print a complete copy of your report your records.
- If payment is due, complete the form and submit payment. You will then be redirected to a confirmation screen and an email will be sent to you. Click on "PRINT" to print a complete copy of your report your records.

You have submitted your lobbyist report!

Remember: When you add a lobbyist or client, or conduct any lobbying activity, you must return to Lobbyist Online to update your information.

Please **PRINT** a copy of your report for your records

If you would like to terminate your account, please click here.

PRINT