

# HOW TO RENEW YOUR ANNUAL REGISTRATION ONLINE

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## ACCESSING YOUR ONLINE ACCOUNT

1. To access your online account, visit <https://lobbying.lacounty.gov/home.aspx>
2. Click on the **Login** button in the portal titled “Lobbyist Entity Login”

**Lobbyist Entity Login**

Would you like to complete any of the following:

- Update your profile
- File Quarterly Disclosure Reports
- Pay fees and fines
- Submit a Request for Wavier
- Renew or Terminate your registration

Login

3. **Type in your username.** Your username is typically the email address you provided to us at initial registration, or an email address which we have authenticated and affiliated with you or your organization.

LOG IN

Please enter your username and password.

Account Information

Username:

Password:

Log In

[New User? Register here](#)

[Forgot Your Password?](#)

Note: If you have never used this system before, but you are certain that you are an actively registered lobbyist entity with the County and would like to renew, **do not** use the “New User” function. Instead, please contact the Lobbyist Help Desk to obtain your login credentials.

LOG IN

Please enter your username and password.

Account Information

Username:

Password:

Log In

[New User? Register here](#)

[Forgot Your Password?](#)

4. **Type in your password.** If you are unable to log in using your password, you may be entering the incorrect password. Remember your password contains a non-alphanumeric character. After 5 or more unsuccessful attempts of inputting your password, you will be locked out.

- If you **forgot your password**, click on the “forgot your password” link and enter your email address to receive a new temporary password.
- If your **account is locked** due to 5 or more unsuccessful log in attempts, you need to unlock your account by contacting the Lobbyist Desk at 213-974-1093, or send an email to [Lobbyist@bos.lacounty.gov](mailto:Lobbyist@bos.lacounty.gov)

LOG IN

Please enter your username and password.

Account Information

Username:

Password:

Log In

[New User? Register here](#)

[Forgot Your Password?](#)

5. **Click on Log In** once you have entered your correct username and password.

LOG IN

Please enter your username and password.

Account Information

Username:

Password:

Log In

[New User? Register here](#)

[Forgot Your Password?](#)



## LOBBYING FIRM REGISTRATION RENEWAL

As required by the Lobbyist Ordinance, any person or entity seeking to retain its status as either a County Lobbyist, Lobbying Firm, or Lobbyist Employer, must renew its registration and pay the applicable renewal registration fees to the County of Los Angeles. The annual renewal of registration and appropriate fee(s) are due on or before January 10 of 2017\*.

Once you have successfully logged in, click on the *Renew Registration* button in your "Registration Profile".

A screenshot of a web application interface. At the top, there are three tabs: "My Profile", "My Lobbyists/Affiliates", and "Quarterly Reports". Below the tabs, the "My Profile" section is active. It contains two main panels. The left panel, titled "Account Profile", has two buttons: "View/Amend Profile Information" and "Change Password". The right panel, titled "Registration Profile", contains several fields: "Registration Status" (Active), "Registration Date" (5/17/1993), "Renewal Registration Date" (1/1/2016), and "Termination Date". Below these fields are two buttons: "Renew Registration" (circled in red) and "Make a Payment".

- To renew ONLY your firm's registration, proceed to the instructions titled [\*\*RENEWING YOUR FIRM'S REGISTRATION\*\*](#)
- To renew both your firm's and its affiliated lobbyist(s)'s registration, proceed to [\*\*RENEWING BOTH YOUR FIRM'S AND ITS LOBBYIST\(S\)'S REGISTRATION.\*\*](#)

Your clients/Lobbyist Employers will receive a separate notice from our office notifying them to renew their registrations. Failure on behalf of any of your clients/Lobbyist Employers to renew by the prescribed deadline will result in termination of their registration.

\* When the last day (to perform or complete any act provided for in the Lobbyist Ordinance or Lobbyist Rules) falls on a Saturday, Sunday or County holiday, the time deadline is extended until the next business day

## RENEWING YOUR FIRM'S REGISTRATION

1. You should be on the Fees and Payments Page of your firm's online profile. Before proceeding, you should ensure that you are using one of the four supported web browsers as indicated in the red box below

[Link To Fee Chart](#)

**Firm Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name: [Redacted]

\* Type of Transaction: Renewal Registration

Late Fee: \$0

Total Fees: \$0

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) - Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

Select affiliated lobbyists for whom you are paying:

First Name	Middle Name	Last Name	Last Renewal Date	Pay
[Redacted]	[Redacted]	[Redacted]	1/01/2016	<input type="checkbox"/>
Steven	C	Afmat	1/01/2016	<input type="checkbox"/>
[Redacted]	[Redacted]	Green	1/01/2016	<input type="checkbox"/>

2. Ensure that the Type of Transaction is set to "Renewal Registration". Do not checkmark any boxes. As there is no fee associated with renewing your firm, your Total Fees should read "0". Click the "Renewal Registration" button to proceed.

[Link To Fee Chart](#)

**Firm Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name: [Redacted]

\* Type of Transaction: Renewal Registration

Late Fee: \$0

Total Fees: \$0

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) - Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

Select affiliated lobbyists for whom you are paying:

First Name	Middle Name	Last Name	Last Renewal Date	Pay
[Redacted]	[Redacted]	[Redacted]	1/01/2016	<input type="checkbox"/>
Steven	C	Afmat	1/01/2016	<input type="checkbox"/>
[Redacted]	[Redacted]	Green	1/01/2016	<input type="checkbox"/>

- Read the acknowledgement statement and click the button next to "I Acknowledge", then select "Renew only my firm".

**Acknowledgement**

By checking the box below, I am acknowledging that I, the designated responsible officer for this firm, am renewing the annual registration. I further acknowledge, if applicable, that any lobbyist(s) affiliated with my firm who have been selected on the previous screen, will be renewing their registration for the year 2017.

I understand that although there is no fee associated with the registration renewal of my firm, there is a registration renewal fee associated with each selected lobbyist and the renewal of registration for each selected lobbyist is not complete until the required renewal fee has been paid in full.

I acknowledge

**Renew only my firm**    Proceed to payment processing to renew my firm and selected lobbyist(s)

Note: By selecting this option, you are acknowledging that your firm will be renewing its registration. If applicable, any individual lobbyists affiliated with your firm wishing to renew their annual registration, will need to submit the required payment in order to complete their renewal process.

## RENEWING BOTH YOUR FIRM'S AND ITS LOBBYIST(S)'S REGISTRATION

- You should be on the Fees and Payments Page of your firm's online profile. Before proceeding, you should ensure that you are using one of the four supported web browsers as indicated in the red box below

[Link To Fee Chart](#)

**Firm Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name:

\* Type of Transaction:

Late Fee:

Total Fees:

*To ensure successful processing of your online payment, please use **one** of the following supported web browsers:*

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

**Select affiliated lobbyists for whom you are paying:**

First Name	Middle Name	Last Name	Last Renewal Date	Pay
Jacob	B.	Stevens	1/01/2016	<input type="checkbox"/>
Steven	C.	Afriat	1/01/2016	<input type="checkbox"/>
Erin	H.	Green	1/01/2016	<input type="checkbox"/>

2. Ensure that the Type of Transaction is set to "Renewal Registration". Refer to the list of your affiliated lobbyists, and indicate which lobbyist(s) will be renewing their registration by clicking the box to the right of their name. Review that the Total Fees include a \$450 fee for each lobbyist who is renewing their registration.

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[Link To Fee Chart](#)

### Firm Registration Renewal Instructions

**Fees and Payments**

\* Entity Name:

\* Type of Transaction:  ←

Late Fee:

Total Fees:  →

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

Select affiliated lobbyists for whom you are paying:

First Name	Middle Name	Last Name	Last Renewal Date	Pay
Jason	R	Stevens	1/01/2016	<input checked="" type="checkbox"/>
Steven	C	Albrit	1/01/2016	<input checked="" type="checkbox"/>
Aaron	H	Green	1/01/2016	<input type="checkbox"/>

3. Once you have confirmed that the number of lobbyists selected is correct and that the total fees are accurate, click the "Renewal Registration" button.

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[Link To Fee Chart](#)

### Firm Registration Renewal Instructions

**Fees and Payments**

\* Entity Name:

\* Type of Transaction:

Late Fee:

Total Fees:

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

Select affiliated lobbyists for whom you are paying:

First Name	Middle Name	Last Name	Last Renewal Date	Pay
Jason	R	Stevens	1/01/2016	<input checked="" type="checkbox"/>
Steven	C	Albrit	1/01/2016	<input checked="" type="checkbox"/>
Aaron	H	Green	1/01/2016	<input type="checkbox"/>

4. Read the acknowledgement statement and check the box next to “I Acknowledge”, then select “Proceed to payment processing to renew my firm and selected lobbyist(s)” in order to make the required payment

**Acknowledgement**

By checking the box below, I am acknowledging that I, the designated responsible officer for this firm, am renewing the annual registration. I further acknowledge, if applicable, that any lobbyist(s) affiliated with my firm who have been selected on the previous screen, will be renewing their registration for the year 2017.

I understand that although there is no fee associated with the registration renewal of my firm, there is a registration renewal fee associated with each selected lobbyist and the renewal of registration for each selected lobbyist is not complete until the required renewal fee has been paid in full.

I acknowledge

Note: By continuing to the payment process and successfully supplying payment for the lobbyist(s) selected, you are acknowledging that your firm and the lobbyist(s) selected will be renewing their registrations.

If you have questions regarding the renewal process, please contact the Lobbyist Unit at (213) 974-1093 or email [Lobbyist@bos.lacounty.gov](mailto:Lobbyist@bos.lacounty.gov) prior to the renewal deadline. Failure to renew by January 10, 2017\* may result in late filing fees, as well as fines and possible sanctions if lobbying activities continue without proper registration.

For more information, refer to the [Lobbyist Rules](#), Section 1.3





## LOBBYIST EMPLOYER REGISTRATION RENEWAL

As required by the Lobbyist Ordinance, any person or entity seeking to retain its status as either a County Lobbyist, Lobbying Firm, or Lobbyist Employer, must renew its registration and pay the applicable renewal registration fees to the County of Los Angeles. The annual renewal of registration and appropriate fee(s) are due on or before January 10 of 2017\*.

Once you have successfully logged in, click on the *Renew Registration* button in your "Registration Profile".

A screenshot of a web application interface. At the top, there are three tabs: "My Profile", "My Lobbyists/Affiliates", and "Quarterly Reports". Below the tabs, the "My Profile" section is active. It contains two main panels. The left panel, titled "Account Profile", has two buttons: "View/Amend Profile Information" and "Change Password". The right panel, titled "Registration Profile", contains several fields: "Registration Status" (Active), "Registration Date" (5/17/1993), "Renewal Registration Date" (1/1/2016), and "Termination Date". At the bottom of the "Registration Profile" panel, there are two buttons: "Renew Registration" (circled in red) and "Make a Payment".

- To renew ONLY your organization's registration, proceed to the instructions titled [RENEWING YOUR ORGANIZATION'S REGISTRATION](#)
- To renew both your organization's and its affiliated lobbyist(s)'s registration, proceed to [RENEWING BOTH YOUR ORGANIZATION'S AND ITS IN-HOUSE LOBBYIST\(S\)'S REGISTRATION.](#)

\* When the last day (to perform or complete any act provided for in the Lobbyist Ordinance or Lobbyist Rules) falls on a Saturday, Sunday or County holiday, the time deadline is extended until the next business day

## RENEWING YOUR ORGANIZATION'S REGISTRATION

1. You should be on the Fees and Payments Page of your organization's online profile. Before proceeding, you should ensure that you are using one of the four supported web browsers as indicated in the red box below

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[Link To Fee Chart](#)

**Employer Registration Renewal Instructions**

### Fees and Payments

\* Entity Name:

\* Type of Transaction:

Late Fee:

Total Fees:

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

Select affiliated lobbyists for whom you are paying:

First Name	Middle Name	Last Name	Last Renewal Date	Pay
No records to display.				

[Submit a Waiver](#)

[Go Back](#) [Renewal Registration](#)

2. Once you have verified that you are using a supported web browser, review the data listed in each field to ensure its accuracy.
  - Type of Transaction should be defaulted to “Renewal Registration”
  - Total Fees should reflect the annual registration fee of \$75Click the “Renewal Registration” button to proceed.

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[Link To Fee Chart](#)

**Employer Registration Renewal Instructions**

### Fees and Payments

\* Entity Name:

\* Type of Transaction:  ←

Late Fee:

Total Fees:  →

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

Select affiliated lobbyists for whom you are paying:

First Name	Middle Name	Last Name	Last Renewal Date	Pay
No records to display.				

[Submit a Waiver](#)

[Go Back](#) [Renewal Registration](#)

3. Read the acknowledgement statement and click the button next to “I Acknowledge”, then select “Proceed to payment processing to renew my organization and/or selected lobbyist(s)” in order to make the required payment

**Acknowledgement**

By checking the box below, I am acknowledging that I, the designated responsible officer for this organization, am renewing its annual registration. I further acknowledge, if applicable, that any lobbyist (s) affiliated with my organization who have been selected on the previous screen, will be renewing their registration for the year 2017. I understand that the renewal of my organization’s registration and that of any selected lobbyist(s), is not complete until the required renewal fee has been paid in full.

I acknowledge

Proceed to payment processing to renew my organization and/or selected lobbyist(s)

Note: By selecting this option, you are acknowledging that your organization will be renewing its registration. If applicable, any in-house lobbyists affiliated with your organization wishing to renew their annual registration, will need to submit the required payment in order to complete their renewal process.

## RENEWING BOTH YOUR ORGANIZATION’S AND ITS IN-HOUSE LOBBYIST(S)’S REGISTRATION

1. You should be on the Fees and Payments Page of your organization’s online profile. Before proceeding, you should ensure that you are using one of the four supported web browsers as indicated in the red box below.

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[Link To Fee Chart](#)

**Employer Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name: [blacked out]

\* Type of Transaction: Renewal Registration

Late Fee: \$0

Total Fees: \$75

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

Select affiliated lobbyists for whom you are paying:

First Name	Middle Name	Last Name	Last Renewal Date	Pay
Daniel		Howard		<input type="checkbox"/>
Justin		May	1/01/2016	<input type="checkbox"/>

Submit a Waiver    Go Back    Renewal Registration


2. Ensure that the Type of Transaction is set to “Renewal Registration”. Refer to the list of your affiliated in-house lobbyists, and indicate which lobbyist(s) will be renewing their registration by clicking the box to the right of their name. Review that the Total Fees includes your organization’s fee of \$75, along with a \$450 fee for *each* in-house lobbyist who is renewing their registration.

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[Link To Fee Chart](#)  
**Employer Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name:

\* Type of Transaction:  

Late Fee:


Total Fees: 

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

**Select affiliated lobbyists for whom you are paying:**

First Name	Middle Name	Last Name	Last Renewal Date	Pay
Daniel		Howard		<input checked="" type="checkbox"/>
Justin		May	1/01/2016	<input checked="" type="checkbox"/>



3. Once you have confirmed that the number of lobbyists selected is correct and that the total fees are accurate, click the “Renewal Registration” button.

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
[Link To Fee Chart](#)  
**Employer Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name:

\* Type of Transaction:

Late Fee:

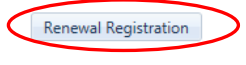
Total Fees:  

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

**Select affiliated lobbyists for whom you are paying:**

First Name	Middle Name	Last Name	Last Renewal Date	Pay
Daniel		Howard		<input checked="" type="checkbox"/>
Justin		May	1/01/2016	<input checked="" type="checkbox"/>

4. Read the acknowledgement statement and check the box next to “I Acknowledge”, then select “Proceed to payment processing to renew my organization and/or selected lobbyist(s)” in order to make the required payment

**Acknowledgement**

By checking the box below, I am acknowledging that I, the designated responsible officer for this organization, am renewing its annual registration. I further acknowledge, if applicable, that any lobbyist (s) affiliated with my organization who have been selected on the previous screen, will be renewing their registration for the year 2017. I understand that the renewal of my organization's registration and that of any selected lobbyist(s), is not complete until the required renewal fee has been paid in full.

I acknowledge

Proceed to payment processing to renew my organization and/or selected lobbyist(s)

Note: By continuing to the payment process and successfully supplying payment for the lobbyist(s) selected, you are acknowledging that your firm and the lobbyist(s) selected will be renewing their registrations.

If you have questions regarding the renewal process, please contact the Lobbyist Unit at (213) 974-1093 or email [Lobbyist@bos.lacounty.gov](mailto:Lobbyist@bos.lacounty.gov) prior to the renewal deadline. Failure to renew by January 10, 2017\* may result in late filing fees, as well as fines and possible sanctions if lobbying activities continue without proper registration.

For more information, refer to the [Lobbyist Rules](#), Section 1.3



## LOBBYIST REGISTRATION RENEWAL

As required by the Lobbyist Ordinance, any person or entity seeking to retain its status as either a County Lobbyist, Lobbying Firm, or Lobbyist Employer, must renew its registration and pay the applicable renewal registration fees to the County of Los Angeles. The annual renewal of registration and appropriate fee(s) are due on or before January 10 of 2017\*.

Once you have successfully logged in, click on the *Renew Registration* button in your "Registration Profile".

A screenshot of a web application interface. At the top, there are two tabs: "My Profile" (selected) and "Quarterly Reports". Below the tabs, the "My Profile" section is divided into two main areas. On the left is the "Account Profile" section, which contains two buttons: "View/Amend Profile Information" and "Change Password". On the right is the "Registration Profile" section, which displays several fields: "Registration Status" (Active), "Registration Date" (5/17/1993), "Renewal Registration Date" (1/1/2016), and "Termination Date" (empty). Below these fields are two buttons: "Renew Registration" (circled in red) and "Make a Payment".

### RENEWING YOUR REGISTRATION

1. You should be on the Fees and Payments Page of your online profile. Before proceeding, you should ensure that you are using one of the four supported web browsers as indicated in the red box below

A screenshot of a web application interface for "Fees and Payments". At the top, there are links for "Home", "FAQs", and "Contact Us". On the right side, there is a "Link To Fee Chart" and a heading "Individual Lobbyist Registration Renewal Instructions". The main content area contains several form fields: "Entity Name" (with a blacked-out field), "Type of Transaction" (set to "Renewal Registration"), "Late Fee" (\$0), and "Total Fees" (\$450). Below these fields is a "Submit a Waiver" button. At the bottom, there are "Go Back" and "Renewal Registration" buttons. A red dashed box highlights a section of text: "To ensure successful processing of your online payment, please use one of the following supported web browsers:" followed by a list: "Internet Explorer (IE) - Must be IE11 version and above", "Safari (latest version)", "Chrome (latest version)", and "Firefox (latest version)".

\* When the last day (to perform or complete any act provided for in the Lobbyist Ordinance or Lobbyist Rules) falls on a Saturday, Sunday or County holiday, the time deadline is extended until the next business day.

2. Once you have verified that you are using a supported web browser, review the data listed in each field to ensure its accuracy.
- Type of Transaction should be defaulted to “Renewal Registration”
  - Total Fees should reflect the annual registration fee of \$450

Home FAQs Contact Us [Link To Fee Chart](#)

**Individual Lobbyist Registration Renewal Instructions**

**Fees and Payments**

• Entity Name: [Redacted]

• Type of Transaction: Renewal Registration

Late Fee: \$0

Total Fees: \$450

[Submit a Waiver](#) [Go Back](#) [Renewal Registration](#)

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

3. Confirm that your information is correct and click the “Renewal Registration” button to proceed. (Note: If the *Total Fees* field has a “\$0” this typically means that your fee has been paid. Check with the responsible officer of your organization to confirm.)

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**Individual Lobbyist Registration Renewal Instructions**

**Fees and Payments**

• Entity Name: [Redacted]

• Type of Transaction: Renewal Registration

Late Fee: \$0

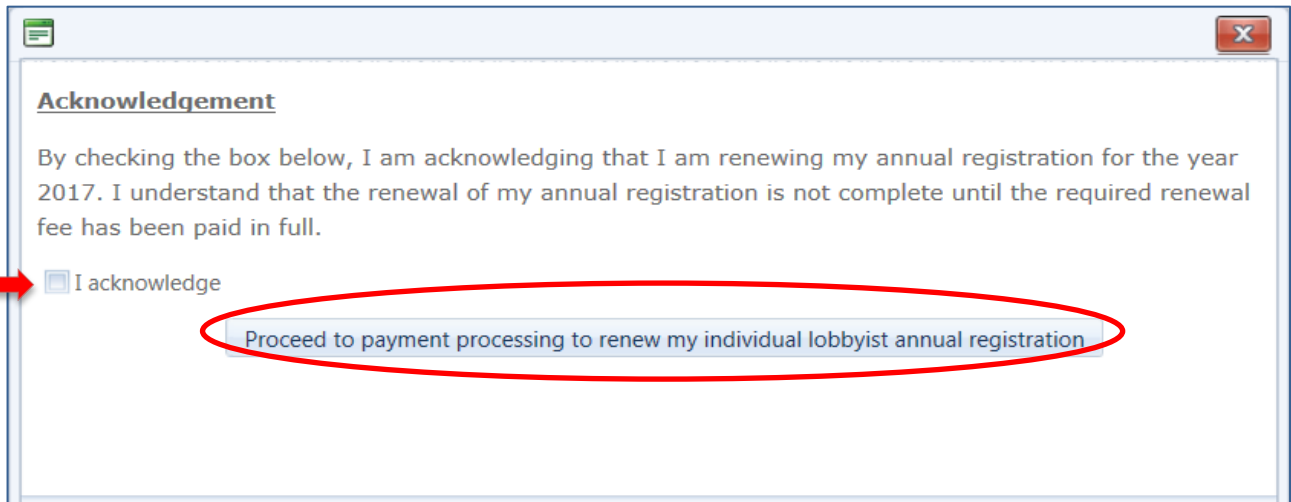
Total Fees: \$450

[Submit a Waiver](#) [Go Back](#) [Renewal Registration](#)

To ensure successful processing of your online payment, please use **one** of the following supported web browsers:

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

4. Read the acknowledgement statement and click the box next to "I acknowledge". By clicking "I acknowledge" and then proceeding to payment processing, you are acknowledging that you will be renewing your registration.



The screenshot shows a web browser window with a title bar containing a green icon, a close button (X), and a maximize button. The main content area is titled "Acknowledgement" and contains the following text: "By checking the box below, I am acknowledging that I am renewing my annual registration for the year 2017. I understand that the renewal of my annual registration is not complete until the required renewal fee has been paid in full." Below this text is a checkbox labeled "I acknowledge" with a red arrow pointing to it. Below the checkbox is a button labeled "Proceed to payment processing to renew my individual lobbyist annual registration" which is circled in red.

Note that your renewal is not valid until your payment has successfully processed.

If you have questions regarding the renewal process, please contact the Lobbyist Unit at (213) 974-1093 or email [Lobbyist@bos.lacounty.gov](mailto:Lobbyist@bos.lacounty.gov) prior to the renewal deadline. Failure to renew by January 10, 2017\* may result in late filing fees, as well as fines and possible sanctions if lobbying activities continue without proper registration.

For more information regarding the annual renewal of registration, refer to the [Lobbyist Rules](#), Section 1.3