

HOW TO SUBMIT YOUR QUARTERLY REPORT ELECTRONICALLY

- [Accessing Your Online Account](#)



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:

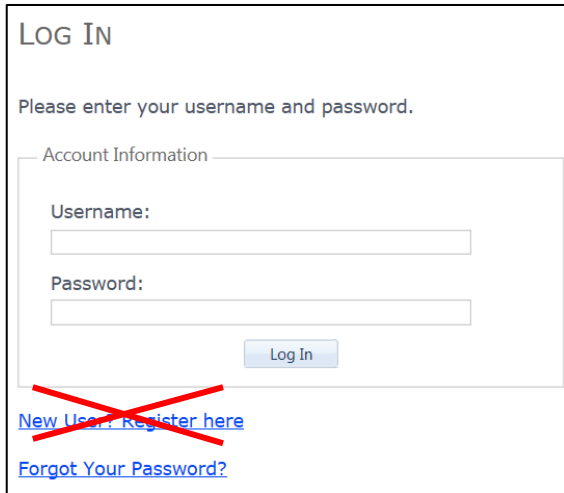
Log In

[New User? Register here](#)

[Forgot Your Password?](#)

Note: If you have recently terminated your registration as a lobbyist entity with the Los Angeles County, your online account has been deactivated and you will be unable to file your quarterly report using our online system.

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 file your quarterly report online, **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:

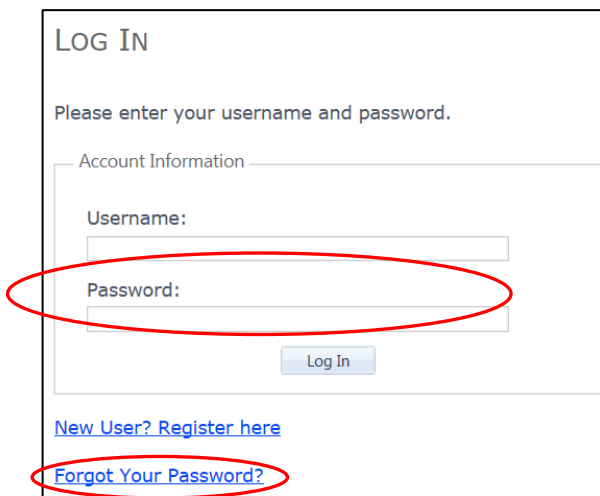
Password:

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



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:

[New User? Register here](#)

[Forgot Your Password?](#)

Click on the link below that meets your filing obligation

- [Filing a Lobbying Firm Quarterly Report – LOB 7](#)
- [Filing a Lobbyist Employer Quarterly Report - LOB 8](#)
- [Filing a Lobbyist Quarterly Report - LOB 6](#)
- [Dual Role Filer \(Responsible Officer/Lobbyist\)](#)

4. Complete the remaining sections. where applicable.

Also list and check the box next to each person who does not qualify as a lobbyist but who, on at least five (5) separate occasions during the report period, engaged in direct communication with County officials to influence County action (see instructions).

Click here to Add a Qualified Non-Lobbyist						Refresh
First Name	Middle Name	Last Name	Title			
No records to display.						

Part II - Payments Received in Connection with Lobbying Activity (Include payments from clients, including other lobbying firms, on whose behalf you perform lobbying services.)

Click here to Add a Payment Received												Refresh
Client Name	Client Address	City	State	Zip Code	Client Telephone	Description	Fees and Retainers	Reimbursements of Expenses	Other Payments	Other Payment Explanation	Total This Period	
No records to display.												

Part III - Payments Made in Connection with Lobbying Activities

Section A: Activity Expenses

Click here to Add an Activity Expense														Refresh
Nothing To Report	Date	Payee Name	Payee Position	Payee Address	Payee City	Payee State	Payee Zip Code	Beneficiary Name	Beneficiary Position	Amount Benefiting	Description of Consideration	Amount Activity Expense		
No records to display.														

Section B: Payments Made to Other Lobbying Firms (Subcontractors)

Click here to Add a Payments Made to Other Lobbying Firms										Refresh
Nothing To Report	Firm Name	Firm Address	Payee City	Payee State	Payee Zip Code	Client Telephone	Employer/ Client Name for Whom Subcontractor was Retained to Lobby	Amount Paid To Subcontractor This Period		
No records to display.										

5. If you have no activity expenses to report, check the box next to "I have nothing to report in this section". Otherwise, type in your activity expenses or payments made to other firms. When you are done, click on "Save" to continue.

Section A: Activity Expenses

Click here to Add an Activity Expense														Refresh
Nothing To Report	Date	Payee Name	Payee Position	Payee Address	Payee City	Payee State	Payee Zip Code	Beneficiary Name	Beneficiary Position	Amount Benefiting	Description of Consideration	Amount Activity Expense		
<input checked="" type="checkbox"/>	I have nothing to report in this section													
Date:	<input type="text"/>	* Payee Name:	<input type="text"/>	Payee Position:	<input type="text"/>	Payee Address:	<input type="text"/>	Payee City:	<input type="text"/>	Payee State:	<input type="text"/>	Payee Zip Code:	<input type="text"/>	
County Official Name:	<input type="text"/>	County Official Position:	<input type="text"/>	* Amount Benefiting:	<input type="text"/>	Description of Consideration:	<input type="text"/>	* Total Amount of Activity Expense:	<input type="text"/>					
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>												

6. Click on “Continue” on the bottom of the page to proceed to the final steps.



7. In this last section, you can preview your draft before you submit it. You can also use this page to indicate that you are terminating your registration with the Los Angeles County.

To indicate that you are terminating your registration, simply click the box under “Notice of Termination”. (Note, choosing any date beyond the period covered will obligate you to file a quarterly report for the next upcoming quarter, as records will indicate that you were active during this time.)

Notice of Termination

This quarterly report constitutes a Termination Report for this lobbying firm. I certify that all activities which require registration under Section 2.160.30 of the Los Angeles County Code have ceased for this lobbying firm.
All County lobbying activities ceased effective:

Note: Your termination will not be displayed on the draft form.

If you are not terminating your firm, proceed to the next step.

8. You can preview a draft of your quarterly report before you submit it to the Lobbyist Division.

Click on [Preview Draft](#) to verify and review your entries.

After previewing your draft, if you need to correct or alter entries, use the 'Go Back' button below to return to the step that requires correction.

9. If you are satisfied with your draft, read the Verification Statement, list the city and state you are in and click the button next to “I Acknowledge”. Click the “Submit” button to complete this process. (If you have submitted your quarterly report successfully, you will receive a confirmation number.)

Verification

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Executed:

City:

State:

Responsible Officer:

Verification

Acknowledge



10. Once a quarterly report has been submitted successfully, you can return to your organization’s profile to view the report, file an amendment or file a waiver if late fees have been applied.

Filing a Lobbyist Employer Quarterly Report – LOB 8

<u>Quarter</u>	<u>Period Covered</u>	<u>Filing Deadline</u>
First	January, February and March	April 30 th
Second	April, May and June	July 31 st
Third	July, August and September	October 31 st
Fourth	October, November and December	January 31 st

Note: If the deadlines falls on a Saturday, Sunday, or County holiday, the time deadline is extended until the next business day.

As the Responsible Officer, you must ensure that in addition to filing the quarterly report on behalf of your organization, a Lobbyist Quarterly Report (LOB 6) is submitted by each individual who qualified as an in-house lobbyist at any time during the year. Each Lobbyist Quarterly Report can be submitted via the Los Angeles County Electronic Lobbyist Filing System and must be received by midnight on the filing deadline outlined above.

1. Once you have successfully logged in, you will be on your organization's homepage. Click on the **Quarterly Reports** tab.



WELCOME TO OUR LOBBYIST ONLINE SYSTEM

By clicking on the tabs below, you can now electronically update your registration profile, file required quarterly disclosure reports, pay fees and fines, submit waiver requests and renew or terminate your registration.

My Profile My Lobbyists/Affiliates **Quarterly Reports**

My Profile

Account Profile

View/Amend Profile Information

Change Password

Registration Profile

Registration Status: Active

Registration Date: 7/28/1993

Renewal Registration Date: 1/1/2017

Termination Date:

Renew Registration Make a Payment

2. Next, select the option to "File Quarterly Report" yellow highlights indicate Pending Quarterly.
3. Part I: Will list the names of all the currently registered in-house lobbyists, if any, who are affiliated with your organization (see **Sample A**). In this photo, names have been blacked out to maintain anonymity). If you have no in-house lobbyists affiliated with your organization you will see "No records to display" (see **Sample B**).

Your organization's affiliated in-house lobbyists must file their own quarterly report. To see if they have already filed their individual quarterly reports, refer to the column titled *Qtr Filed*.

Sample A

Part I - List all owners, partners and employees of your organization whose "Lobbyist Quarterly Reports" (Form LOB 6) are attached to this report. (If submitting via the Los Angeles County Electronic Lobbyist Filing System, these LOB 6 reports will be filed separately by the individual lobbyist)

First Name	Middle Name	Last Name	Title	Qtr Filed
				No
				No

Sample B

Part I - List all owners, partners and employees of your organization whose "Lobbyist Quarterly Reports" (Form LOB 6) are attached to this report. (If submitting via the Los Angeles County Electronic Lobbyist Filing System, these LOB 6 reports will be filed separately by the individual lobbyist)

First Name	Middle Name	Last Name	Title	Qtr Filed
No records to display.				

- Complete Part II, Sections A and/or B, to show payments you have made to in-house lobbyists (if applicable) and/or firms.

Part II - Payments Made in Connection with Lobbying Activities

A. Payments to In-House Employee Lobbyists:

B. Payments to Lobbying Firms (Including individual contract lobbyists)

[Click here to Add a Payment to Lobbying Firm](#) Refresh

Client Name	Client Address	City	State	Zip Code	Client Telephone	Description	Fees and Retainers	Reimbursements of Expenses	Other Payments	Other Payment Explanation	Total This Period
No records to display.											

- If you have no activity expenses to report, click on the green plus sign in Section C and check the box next to "I have nothing to report in this section". When you are done, click on "Save" to continue.

Section C: Activity Expenses

[Click here to Add an Activity Expense](#) Refresh

Nothing To Report	Date	Payee Name	Payee Position	Payee Address	Payee City	Payee State	Payee Zip Code	Beneficiary Name	Beneficiary Position	Amount Benefiting	Description of Consideration	Amount Activity Expense
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I have nothing to report in this section

Date:

* Payee Name:

Payee Position:

Payee Address:

Payee City:

Payee State:

Payee Zip Code:

County Official Name:

County Official Position:

* Amount Benefiting:

Description of Consideration:

* Total Amount of Activity Expense:

- Click on “Continue” on the bottom of the page to proceed to the final steps.



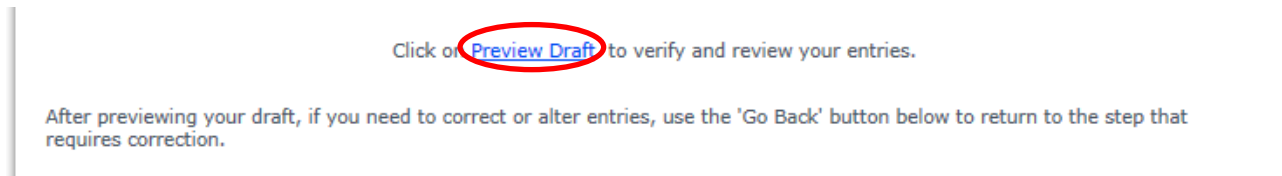
- In this last section, you can preview your draft before you submit it. You can also use this page to indicate that you are terminating your registration with the Los Angeles County.

To indicate that you are terminating your registration, simply click the box under “Notice of Termination”. (Note, choosing any date beyond the period covered will obligate you to file a quarterly report for the next upcoming quarter, as records will indicate that you were active during this time.)

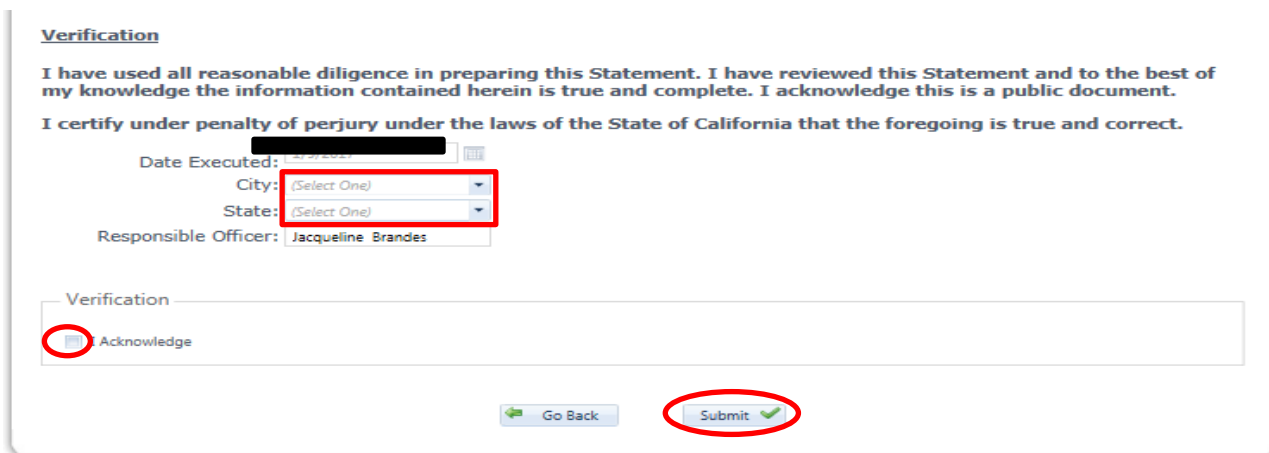


If you are not terminating your registration, proceed to the next step

- You can preview a draft of your quarterly report before you submit it to the Lobbyist Division.



- If you are satisfied with your draft, read the Verification Statement, list the city and state you are in and click the button next to “I Acknowledge”. Click the “Submit” button to complete this process. (If you have submitted your quarterly report successfully, you will receive a confirmation number.)



- Once a quarterly report has been submitted successfully, you can return to your organization’s profile to view the report, file an amendment or file a waiver if late fees have been applied.

Filing a Lobbyist Quarterly Report – LOB 6

<u>Quarter</u>	<u>Period Covered</u>	<u>Filing Deadline</u>
First	January, February and March	April 30 th
Second	April, May and June	July 31 st
Third	July, August and September	October 31 st
Fourth	October, November and December	January 31 st

Note: If the deadlines falls on a Saturday, Sunday, or County holiday, the time deadline is extended until the next business day.



1. Once you have successfully logged in, you will be on your profile's homepage. Click on the **Quarterly Reports** tab.

The screenshot shows the user interface of the Lobbyist Online System. At the top, there are navigation links for 'Home', 'FAQs', and 'Contact Us'. Below this is a welcome message: 'WELCOME TO OUR LOBBYIST ONLINE SYSTEM'. A paragraph explains that users can electronically update their registration profile, file reports, pay fees, and submit waiver requests. Below the text is a navigation bar with two tabs: 'My Profile' and 'Quarterly Reports'. The 'Quarterly Reports' tab is highlighted with a red circle. Underneath the navigation bar, there are two main sections: 'Account Profile' and 'Registration Profile'. The 'Account Profile' section contains buttons for 'View/Amend Profile Information' and 'Change Password'. The 'Registration Profile' section displays fields for 'Registration Status' (Active), 'Registration Date' (12/21/2016), 'Renewal Registration Date', and 'Termination Date', each with a calendar icon. At the bottom of the 'Registration Profile' section are buttons for 'Renew Registration' and 'Make a Payment'.

2. Next, select the option to "File Quarterly Report" yellow highlights indicates Pending Quarterly.


3. If you have no activity expenses to report, click on the green plus sign and check the box next to “I have nothing to report in this section”. When you are done, click on “Save” to continue.

Activity Expenses Paid, Incurred, Arranged or Provided by the Lobbyist

 Click here to Add an Activity Expense  Refresh

Date	Nothing To Report	Payee Name	Payee Position	Payee Address	Payee City	Payee State	Payee Zip Code	Beneficiary Name	Beneficiary Position	Amount Benefiting	Description of Consideration	Total Amount of Activity Expense
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I have nothing to report in this section

Date: 

* Payee Name:

Payee Position:

Payee Address:

Payee City:

Payee State:

Payee Zip Code:

County Official Name:



County Official Position:

* Amount Benefiting:

Description of Consideration:

* Total Amount of Activity Expense:

4. Click on “Continue” on the bottom of the page to proceed to the final steps.

5. In this last section, you can preview your draft before you submit it to the Lobbyist Division.

Click on [Preview Draft](#) to verify and review your entries.


After previewing your draft, if you need to correct or alter entries, use the 'Go Back' button below to return to the step that requires correction.


6. If you are satisfied with your draft, read the Verification Statement, list the city and state you are in and click the button next to “I Acknowledge”. Click the “Submit” button to complete this process. (If you have submitted your quarterly report successfully, you will receive a confirmation number.)


Verification

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Executed: 


City: 


State: 

Lobbyist Name:

Verification

 Acknowledge

 Go Back

Submit 

- Once a quarterly report has been submitted successfully, you can return to your organizations profile to view the report, file an amendment or file a waiver if late fees have been applied.

Note: If you are an individual contract lobbyist (sole proprietor) you must also file an LOB 7 for your lobbying organization.

Dual Role File (Responsible Officer/Lobbyist)

<u>Quarter</u>	<u>Period Covered</u>	<u>Filing Deadline</u>
First	January, February and March	April 30 th
Second	April, May and June	July 31 st
Third	July, August and September	October 31 st
Fourth	October, November and December	January 31 st

Note: If the deadlines falls on a Saturday, Sunday, or County holiday, the time deadline is extended until the next business day.

1. Once you have successfully logged in, you will be on your organization's homepage. Notice that you are logged in as the responsible officer for your organization. To access the quarterly report record for your organization, click on the **Quarterly Reports** tab.

Home FAQs Contact Us

Current Role: Responsible Officer

WELCOME TO OUR LOBBYIST ONLINE SYSTEM

By clicking on the tabs below, you can now electronically update your registration profile, file required quarterly disclosure reports, pay fees and fines, submit waiver requests and renew or terminate your registration.

My Profile My Lobbyists/Affiliates **Quarterly Reports**

My Profile

Account Profile

View/Amend Profile Information

Change Password

Registration Profile

Registration Status: Active

Registration Date: 6/9/1993

Renewal Registration Date: 1/1/2017

Termination Date:

Renew Registration Make a Payment

2. Next, select the option to "File Quarterly Report" yellow highlights indicates Pending Quarterly. **NOTE: If you need guidance on how to complete this report in its entirety, you can refer to previous instructions for filing the LOB 8 for Employers or LOB 7 for Firms.**
3. You can preview a draft of your quarterly report before you submit it to the Lobbyist Division.

Click on **Preview Draft** to verify and review your entries.

After previewing your draft, if you need to correct or alter entries, use the 'Go Back' button below to return to the step that requires correction.

4. If you are satisfied with your draft, read the Verification Statement, list the city and state you are in and click the button next to "I Acknowledge". Click the "Submit" button to complete this process. (If you have submitted your quarterly report successfully, you will receive a confirmation number.)

5.

Verification

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Executed: 1/9/2017
City: (Select One)
State: (Select One)
Responsible Officer: [Redacted]

Verification

Acknowledge

- Once a quarterly report has been submitted successfully, you can return to your organization's profile to view the report, file an amendment or file a waiver if late fees have been applied.
- After you have filed a quarterly report on behalf of your organization, proceed to filing a quarterly report on your behalf by changing your role to "**Lobbyist**".
- Once again, click on the **Quarterly Reports** tab.

Home FAQs Contact Us

Current Role: Lobbyist

WELCOME TO OUR LOBBYIST ONLINE SYSTEM

By clicking on the tabs below, you can now electronically update your registration profile, file required quarterly disclosure reports, pay fees and fines, submit waiver requests and renew or terminate your registration.

My Profile **Quarterly Reports**

My Profile

Account Profile

View/Amend Profile Information

Change Password

Registration Profile

Registration Status: Active

Registration Date: 4/3/2015

Renewal Registration Date: 1/1/2016

Termination Date:



Renew Registration Make a Payment

- Next, select the option to "File Quarterly Report" yellow highlights indicates Pending Quarterly.

NOTE: If you need guidance on how to complete this report in its entirety, you can refer to previous instructions for filing the LOB 6.


10. If you have no activity expenses to report, click on the green plus sign and check the box next to “I have nothing to report in this section”. When you are done, click on “Save” to continue.

Activity Expenses Paid, Incurred, Arranged or Provided by the Lobbyist

 Click here to Add an Activity Expense  Refresh

Date	Nothing To Report	Payee Name	Payee Position	Payee Address	Payee City	Payee State	Payee Zip Code	Beneficiary Name	Beneficiary Position	Amount Benefiting	Description of Consideration	Total Amount of Activity Expense
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I have nothing to report in this section

Date: 

* Payee Name:

Payee Position:

Payee Address:

Payee City:

Payee State:

Payee Zip Code:

County Official Name:



County Official Position:

* Amount Benefiting:

Description of Consideration:

* Total Amount of Activity Expense:

11. Click on “Continue” on the bottom of the page to proceed to the final steps.

12. In this last section, you can preview your draft before you submit it to the Lobbyist Division.

Click on [Preview Draft](#) to verify and review your entries.

After previewing your draft, if you need to correct or alter entries, use the 'Go Back' button below to return to the step that requires correction.

13. If you are satisfied with your draft, read the Verification Statement, list the city and state you are in and click the button next to “I Acknowledge”. Click the “Submit” button to complete this process. (If you have submitted your quarterly report successfully, you will receive a confirmation number.)

Verification

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Executed:

City:

State:

Responsible Officer:

Verification

Acknowledge

14. Once a quarterly report has been submitted successfully, you can return to your organization's profile to view the report, file an amendment or file a waiver if late fees have been applied.