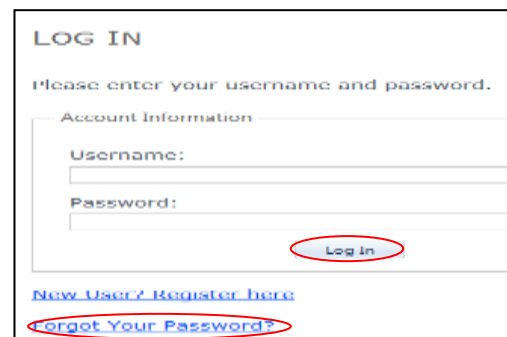
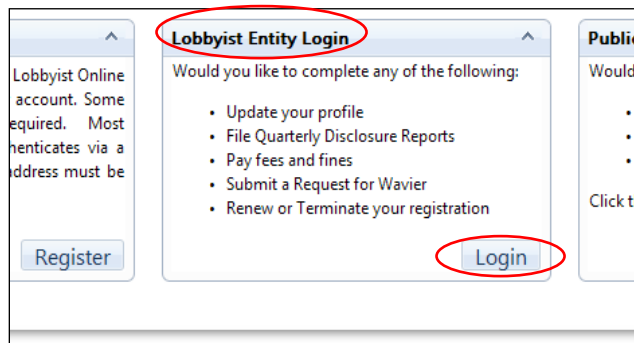


HOW TO SUBMIT YOUR QUARTERLY REPORT ELECTRONICALLY

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

Filing a Lobbying Firm Quarterly Report

1. Visit <https://lobbying.lacounty.gov/home.aspx>
2. Click on the **Login** button of the portal titled “Lobbyist Entity 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.
4. **Type in your password.** If you are unable to log in using your password, you may be entering the incorrect password, or you may be locked out
 - If you **forgot your password**, click on the “forgot your password” link and enter your email address to receive your 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
5. Once you have successfully logged in, **click on the “Quarterly Reports” tab.** As the Responsible Officer, you must ensure that in addition to filing the quarterly report on behalf of your firm, a Lobbyist Quarterly Report (LOB 6) is submitted by each individual who qualified as a lobbyist at any time during the period of July 1, 2016 through September 30, 2016. Each Lobbyist Quarterly Report can be submitted via the Los Angeles County Electronic Lobbyist Filing System and must be received by midnight on **October 31, 2016.**

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.



6. Next, select the option to “File Quarterly Report”

The screenshot shows the 'Quarterly Reports' section of a web application. At the top, there are navigation tabs: 'My Profile', 'My Lobbyists/Affiliates', and 'Quarterly Reports'. Below the tabs is a header for 'Quarterly Reports' with a 'View Instructions' link. A paragraph of text states: 'County lobbyists, lobbying firms (including sole proprietors), lobbyist employers and 5K filers shall file no later than the end of the first month after the close of each calendar quarter. A report containing information required per Chapter 2.160 the County's Lobbyist Ordinance.' Below this is a table with columns for 'Filing Year' and 'Filing Quarter'. The table lists quarters from 2013 to 2015. For each quarter, there are three buttons: 'View Report', 'File Quarterly Report', and 'File a Waiver'. The row for 2015, 2nd quarter is highlighted in yellow, and the 'File Quarterly Report' button in this row is circled in red.

Filing Year	Filing Quarter				
2013	2nd	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2013	3rd	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2013	4th	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2014	1st	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2014	2nd	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2014	3rd	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2014	4th	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2015	1st	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2015	2nd	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>

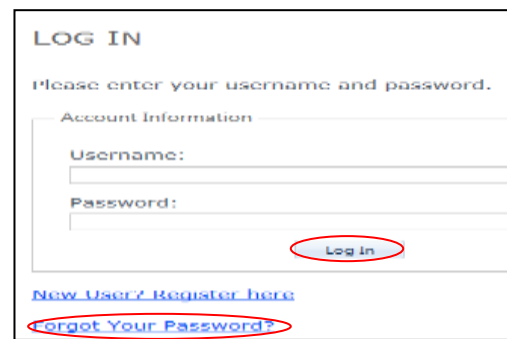
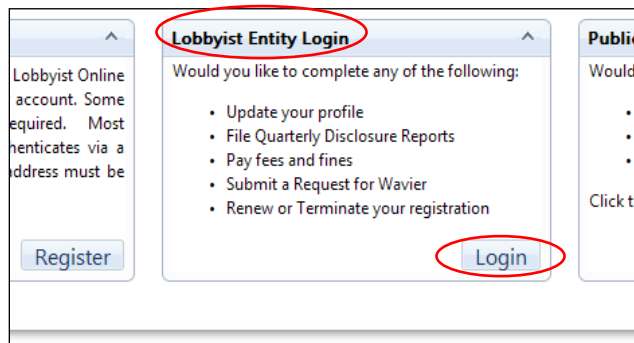
Once a quarterly report has been filed, you will receive a confirmation number acknowledging its completion. After a completed report has been submitted, you can return to your profile to view the report, file an amendment or file a waiver if late fees have been applied.

The screenshot shows the 'Quarterly Reports' section of a web application, similar to the first one. It includes the same navigation tabs and introductory text. The table below lists reporting periods from 2013 to 2015. In this screenshot, the row for 2015, 2nd quarter is highlighted in yellow, and the 'View Report', 'File an Amendment', and 'File a Waiver' buttons in this row are circled in red.

Filing Year	Filing Quarter				
2013	2nd	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2013	3rd	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2013	4th	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2014	1st	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2014	2nd	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2014	3rd	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2014	4th	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2015	1st	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>
2015	2nd	View Report	<input type="button" value="File Quarterly Report"/>	<input type="button" value="File an Amendment"/>	<input type="button" value="File a Waiver"/>

Filing a Lobbyist Employer Quarterly Report

1. Visit <https://lobbying.lacounty.gov/home.aspx>
2. Click on the **Login** button of the portal titled “Lobbyist Entity 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
4. **Type in your password.** If you are unable to log in using your password, you may be entering the incorrect password, or you may be locked out
 - If you **forgot your password**, click on the “forgot your password” link and enter your email address to receive your 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
5. Once you have successfully logged in, **click on the “Quarterly Reports” tab.** 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 employee who qualified as an in-house lobbyist at any time during the period of July 1, 2016 through September 30, 2016. Each Lobbyist Quarterly Report can be submitted via the Los Angeles County Electronic Lobbyist Filing System and must be received by midnight on **October 31, 2016.**

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.



6. Next, select the option to “File Quarterly Report”

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.

Quarterly Reports [View Instructions](#)

County lobbyists, lobbying firms (including sole proprietors), lobbyist employers and 5K filers shall file no later than the end of the first month after the close of each calendar quarter. A report containing information required per Chapter 2.160 the County's Lobbyist Ordinance.

Filing Year	Filing Quarter	View Report	File Quarterly Report	File an Amendment	File a Waiver
2013	4th	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	1st	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	3rd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	4th	View Report	File Quarterly Report	File an Amendment	File a Waiver
2015	1st	View Report	File Quarterly Report	File an Amendment	File a Waiver
2015	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver

Once a quarterly report has been filed, you will receive a confirmation number acknowledging its completion. After a completed report has been submitted, you can return to your profile to view the report, file an amendment or file a waiver if late fees have been applied.

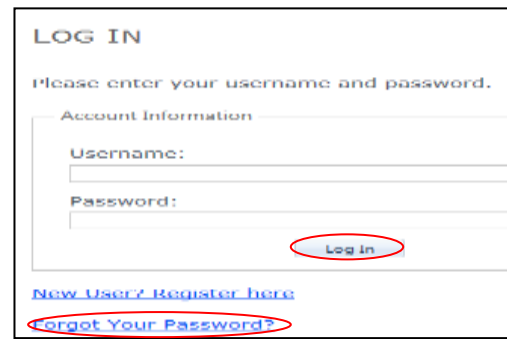
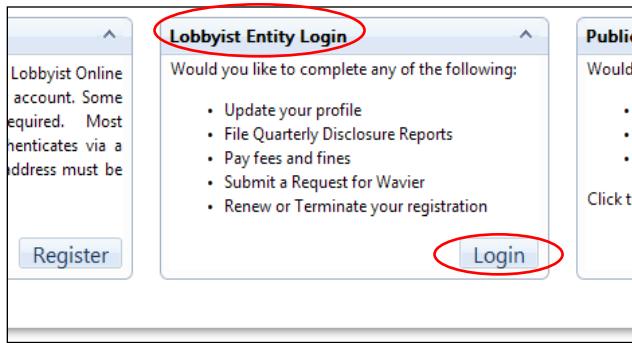
Quarterly Reports [View Instructions](#)

County lobbyists, lobbying firms (including sole proprietors), lobbyist employers and 5K filers shall file no later than the end of the first month after the close of each calendar quarter. A report containing information required per Chapter 2.160 the County's Lobbyist Ordinance.

Filing Year	Filing Quarter	View Report	File Quarterly Report	File an Amendment	File a Waiver
2013	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2013	3rd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2013	4th	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	1st	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	3rd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	4th	View Report	File Quarterly Report	File an Amendment	File a Waiver
2015	1st	View Report	File Quarterly Report	File an Amendment	File a Waiver
2015	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver

Filing a Lobbyist Quarterly Report

1. Visit <https://lobbying.lacounty.gov/home.aspx>
2. Click on the **Login** button of the portal titled “**Lobbyist Entity Login**”



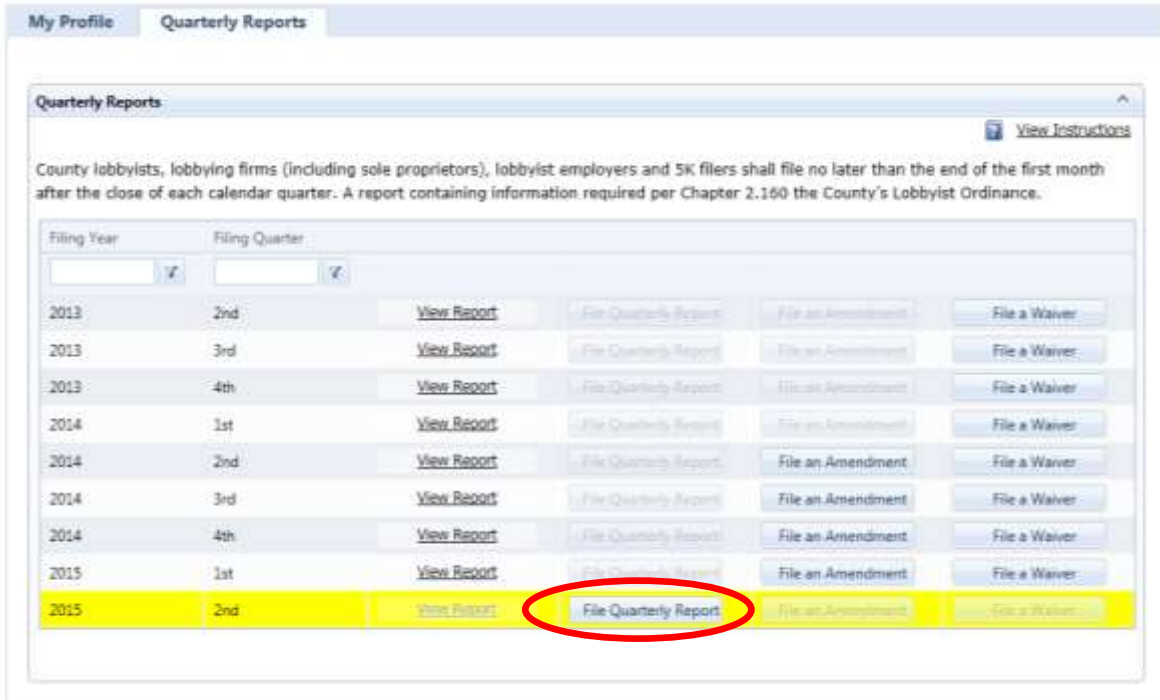
3. **Type in your username.** Your username is typically the email address you provided to us at initial registration, or an email address which we have authenticated and affiliated with you or your organization
4. **Type in your password.** If you are unable to log in using your password, you may be entering the incorrect password, or you may be locked out
 - If you **forgot your password**, click on the “forgot your password” link and enter your email address to receive your 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
5. Once you have successfully logged in, **click on the “Quarterly Reports” tab.** This filing period covers the time during which you qualified as a lobbyist from July 1, 2016 through September 30, 2016. Each Lobbyist Quarterly Report can be submitted via the Los Angeles County Electronic Lobbyist Filing System and must be received by midnight on **October 31, 2016.**

WELCOME TO OUR LOBBYIST ONLINE SYSTEM

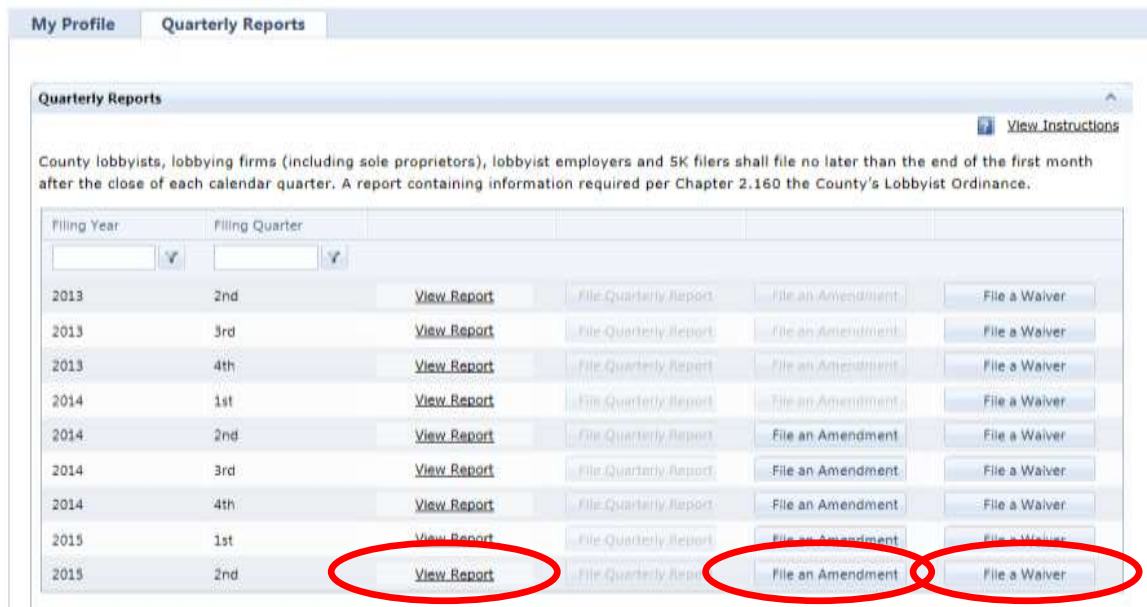
By clicking on the tabs below, you can now electronically update your registration profile, file required quarterly disclosure reports, pay fees and fines, submit waiver requests and renew or terminate your registration.



6. Next, select the option to “File Quarterly Report”



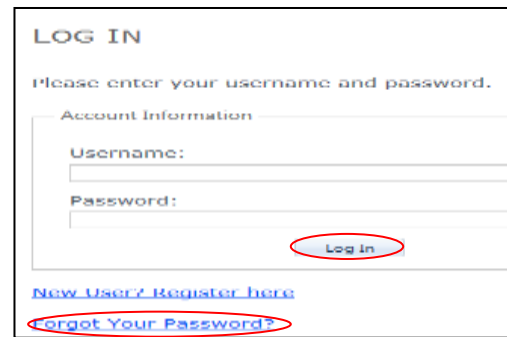
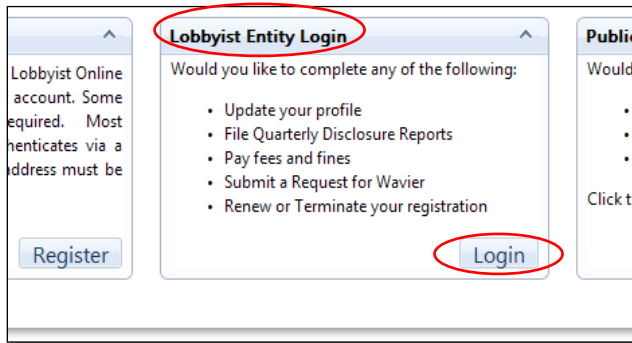
Once your quarterly report has been filed, you will receive a confirmation number acknowledging its completion. After a completed report has been submitted, you can return to your profile to view the report, file an amendment or file a waiver if late fees have been applied.



NOTE: If you are an individual contract lobbyist (sole proprietor) you must also file an LOB 7 for your lobbying firm. See Steps 4 – 8 under “Dual Role Filer (Responsible Officer/Lobbyist)”.

Dual Role Filer (Responsible Officer/Lobbyist)

1. Visit <https://lobbying.lacounty.gov/home.aspx>
2. Find the second portal entitled “Lobbyist Entity Login” and **click on the “Login”** button



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
4. **Type in your password.** If you are unable to log in using your password, you may be entering the incorrect password, or you may be locked out
 - If you **forgot your password**, click on the “forgot your password” link and enter your email address to receive your 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

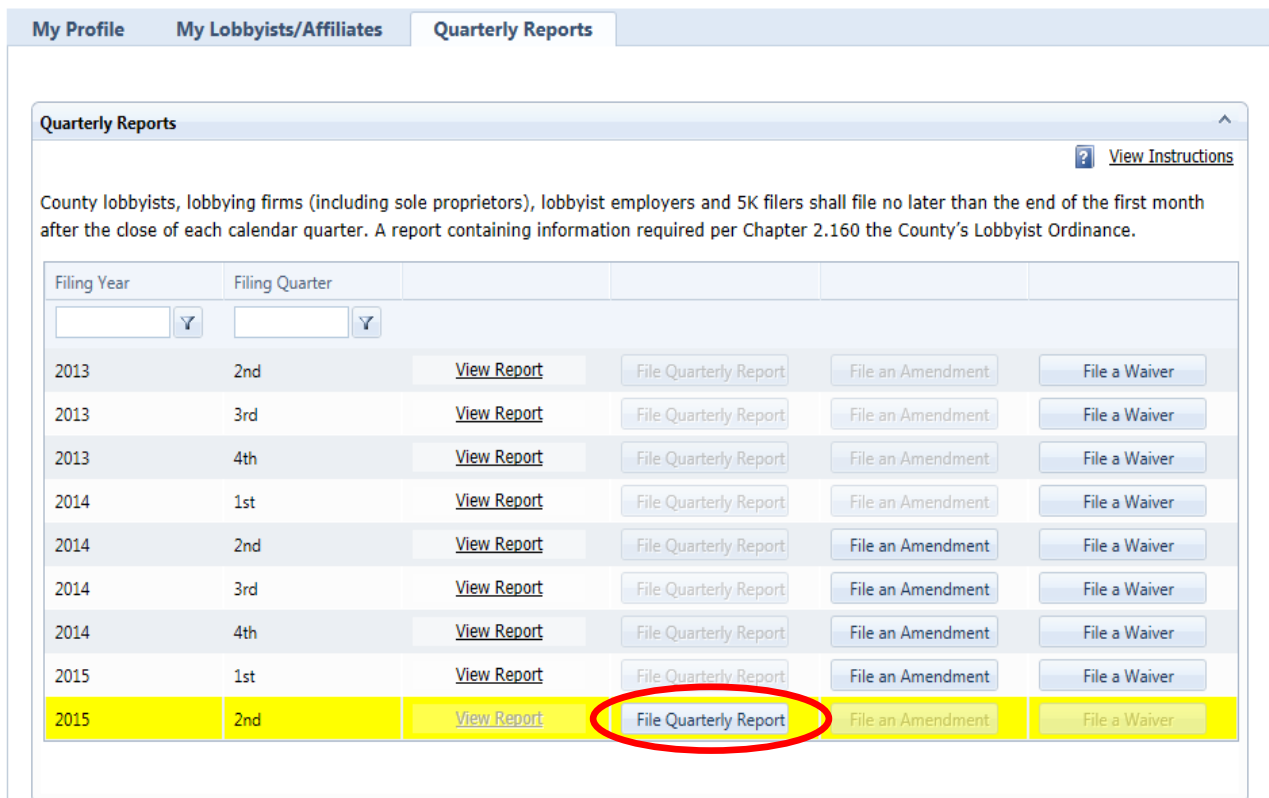
5. Once you have successfully logged in, please note the position of your current role on the upper right hand corner of your screen.



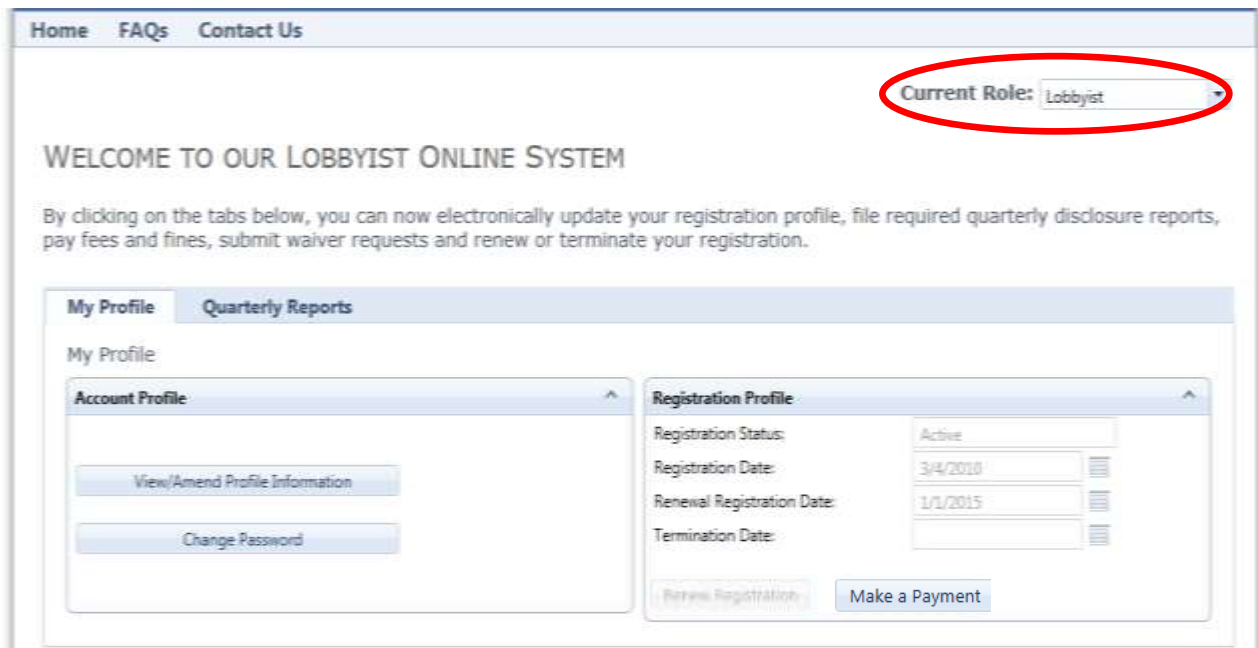
6. Click on the **Quarterly Reports** tab. As the Responsible Officer, you must ensure that in addition to filing the quarterly report on behalf of your firm or organization, a Lobbyist Quarterly Report (LOB 6) is submitted by each employee who qualified as a lobbyist at any time during the period of July 1, 2016 through September 30, 2016. Each Lobbyist Quarterly Report can be submitted via the Los Angeles County Electronic Lobbyist Filing System and must be received by midnight on **October 31, 2016**.



7. Now select the option to “File Quarterly Report”



- After you have filed a quarterly report on behalf of your organization, proceed to filing a quarterly report on your own behalf by changing your role to "lobbyist".



- Once again, click on the **Quarterly Reports** tab



(see next page for further instruction)

10. Now select the option to “File Quarterly Report”

My Profile Quarterly Reports

Quarterly Reports [View Instructions](#)

County lobbyists, lobbying firms (including sole proprietors), lobbyist employers and 5K filers shall file no later than the end of the first month after the close of each calendar quarter. A report containing information required per Chapter 2.160 the County's Lobbyist Ordinance.

Filing Year	Filing Quarter				
2013	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2013	3rd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2013	4th	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	1st	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	3rd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	4th	View Report	File Quarterly Report	File an Amendment	File a Waiver
2015	1st	View Report	File Quarterly Report	File an Amendment	File a Waiver
2015	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver

Once a quarterly report has been filed, a confirmation number is generated in acknowledgment of its completion. In your case, *each* of your completed reports will have a confirmation number. To view each report, file an amendment or file a waiver if late fees have been applied, simply login and select the role affiliated with the report you wish to view. For instance, by selecting “responsible officer” you will be able to view the report for your firm or organization. By selecting “lobbyist” you will be able to view your individual report (LOB 6).

My Profile Quarterly Reports

Quarterly Reports [View Instructions](#)

County lobbyists, lobbying firms (including sole proprietors), lobbyist employers and 5K filers shall file no later than the end of the first month after the close of each calendar quarter. A report containing information required per Chapter 2.160 the County's Lobbyist Ordinance.

Filing Year	Filing Quarter				
2013	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2013	3rd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2013	4th	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	1st	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	3rd	View Report	File Quarterly Report	File an Amendment	File a Waiver
2014	4th	View Report	File Quarterly Report	File an Amendment	File a Waiver
2015	1st	View Report	File Quarterly Report	File an Amendment	File a Waiver
2015	2nd	View Report	File Quarterly Report	File an Amendment	File a Waiver