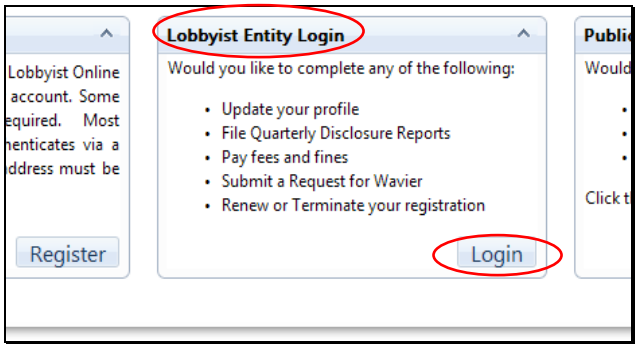
HOW TO SUBMIT YOUR QUARTERLY REPORT ELECTRONICALLY

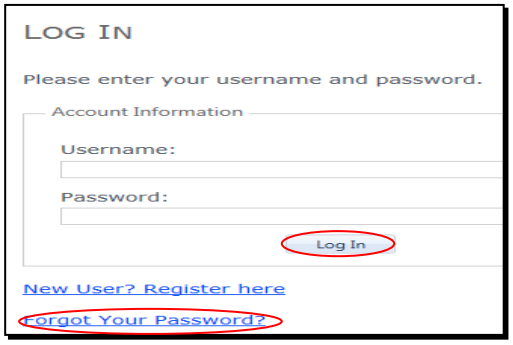
- **Filing a Lobbying Firm Quarterly Report**
- **Filing a Lobbyist Employer Quarterly Report**
- **Filing a Lobbyist Quarterly Report**
- **Dual Role Filer (Responsible Officer/Lobbyist)**

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**"





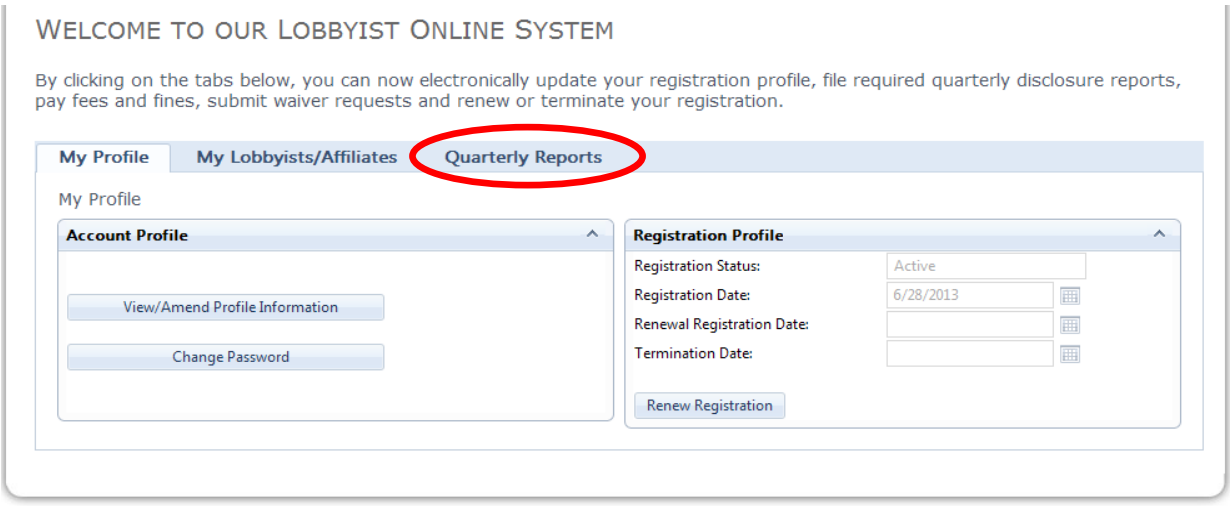
3. **Type in your username.** Your username is typically the email address you provided to us at initial registration, or an email address which we have authenticated and affiliated with you or your organization.

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

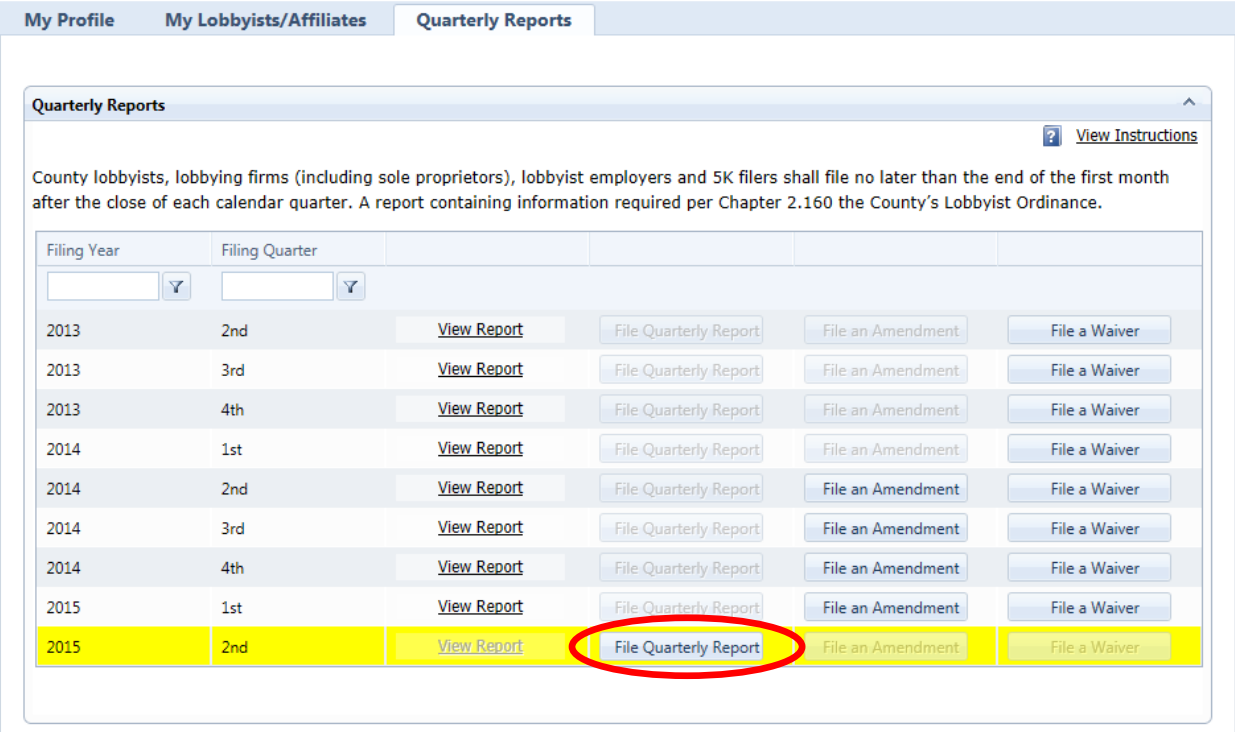
   - If you **forgot your password,** click on the "forgot your password" link and enter your email address to receive your new temporary password.

   - 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

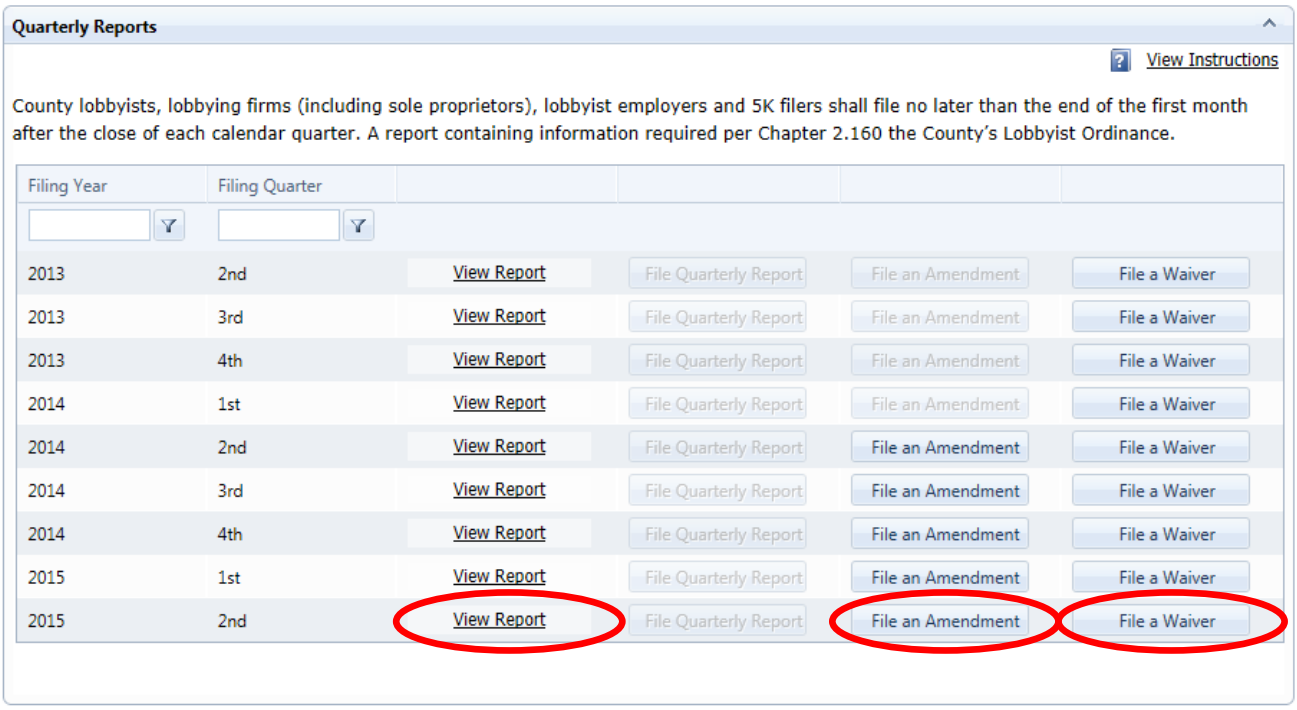
5. Once you have successfully logged in, **click on the "Quarterly Reports" tab**. As the Responsible Officer, you must ensure that in addition to filing the quarterly report on behalf of your firm, a Lobbyist Quarterly Report (LOB 6) is submitted by each individual who qualified as a lobbyist at any time during the period of July 1, 2015 through September 30, 2015. 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, 2015**.



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



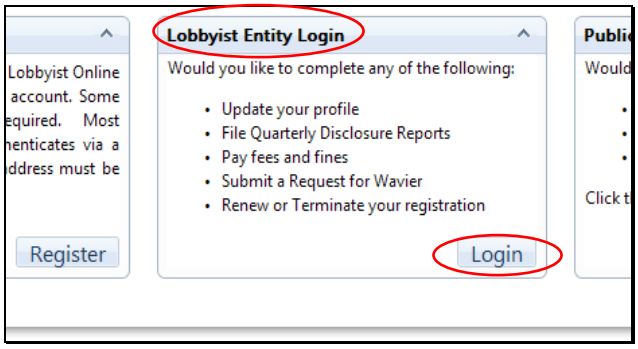
Once a quarterly report has been filed, you will receive a confirmation number acknowledging its completion. After a completed report has been submitted, you can return to your profile to view the report, file an amendment or file a waiver if late fees have been applied.

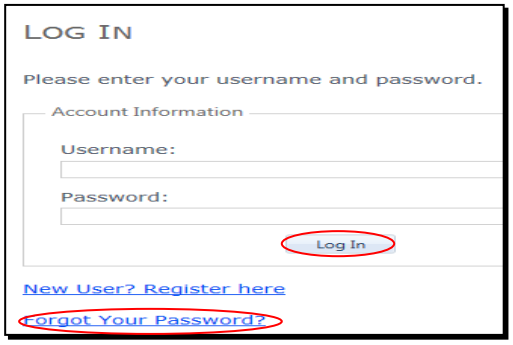


Filing a Lobbyist Employer Quarterly Report

1. Visit https://lobbying.lacounty.gov/home.aspx

2. Click on the **Login** button of the portal titled "**Lobbyist Entity Login**"





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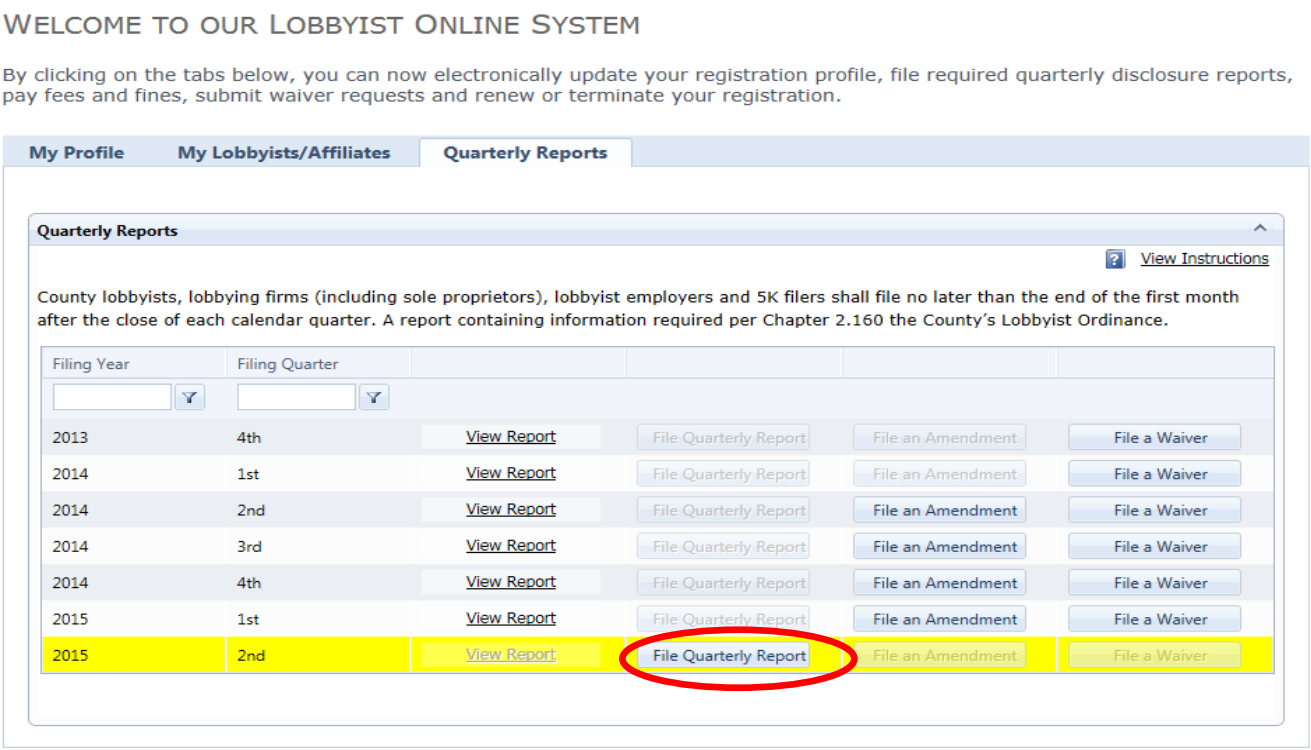
5. Once you have successfully logged in, **click on the "Quarterly Reports" tab**. As the Responsible Officer, you must ensure that in addition to filing the quarterly report on behalf of your organization, a Lobbyist Quarterly Report (LOB 6) is submitted by each employee who qualified as an in-house lobbyist at any time during the period of July 1, 2015 through September 30, 2015. 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, 2015**.

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



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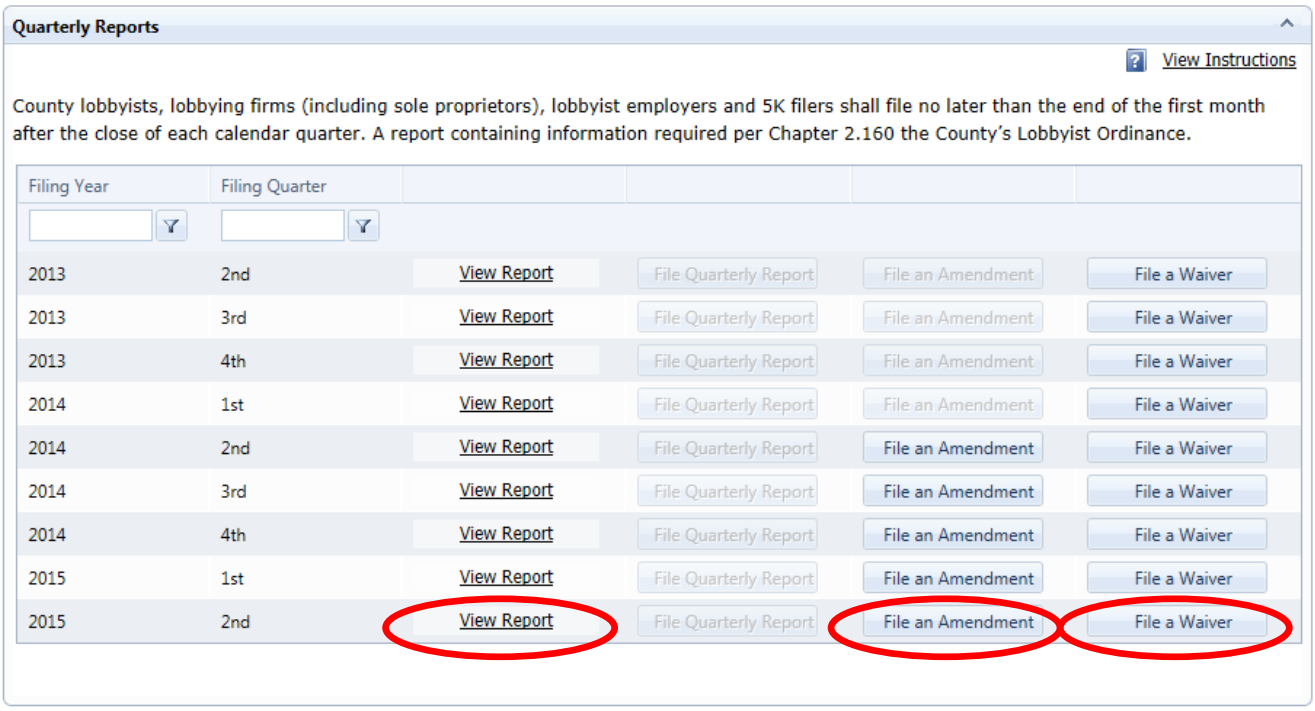

Filing a Lobbyist Quarterly Report

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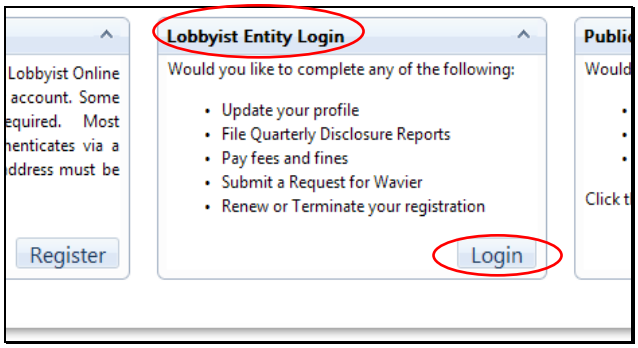

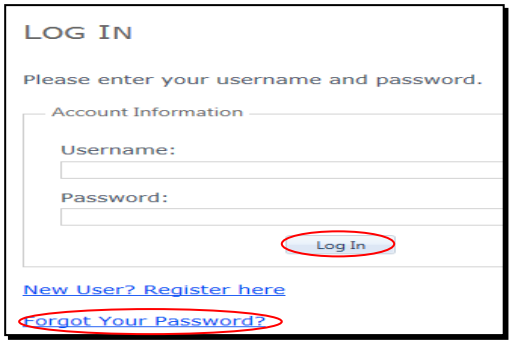

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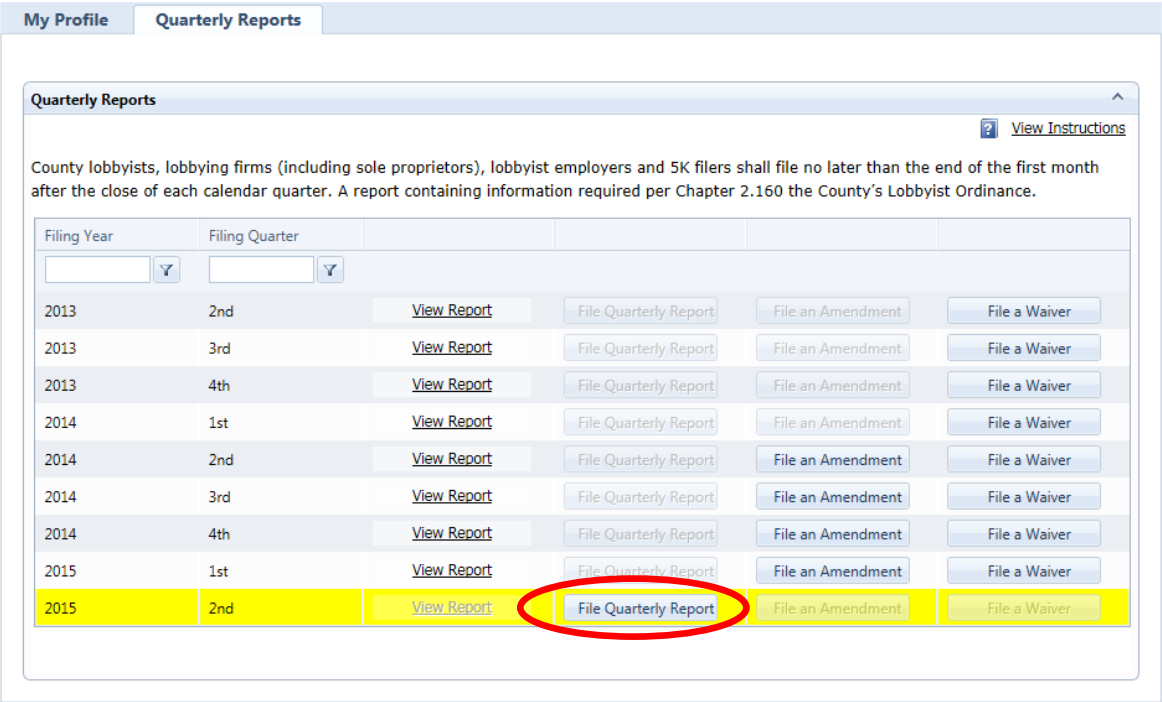
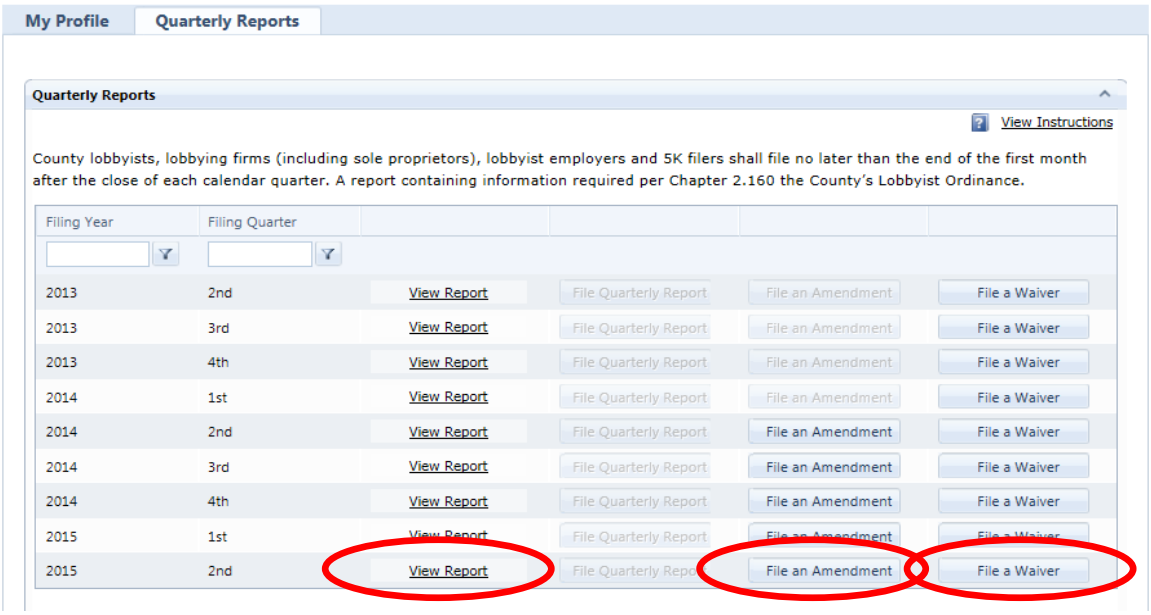
   - If your **account is locked** due to 5 or more unsuccessful log in attempts, you need to unlock your account by contacting the Lobbyist Desk at 213-974-1093, or send an email to Lobbyist@bos.lacounty.gov

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, 2015 through September 30, 2015. 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, 2015**.

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



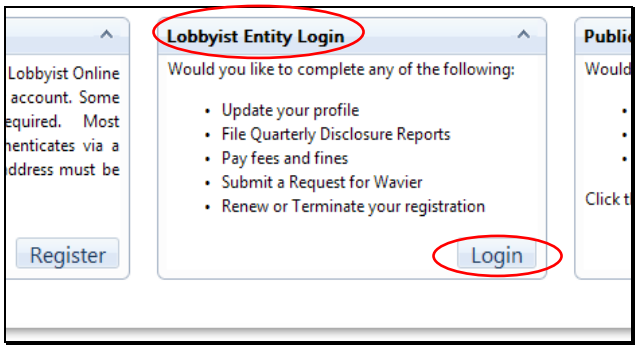
Once your quarterly report has been filed, you will receive a confirmation number acknowledging its completion. After a completed report has been submitted, you can return to your profile to view the report, file an amendment or file a waiver if late fees have been applied.

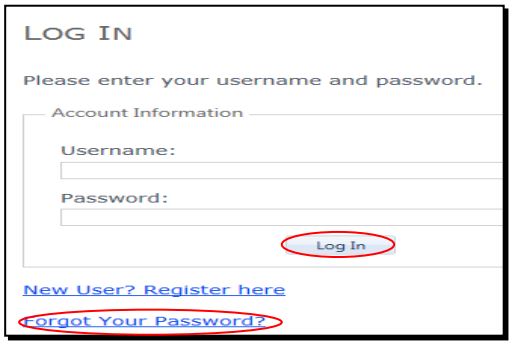


NOTE: If you are an individual contract lobbyist (sole proprietor) you must also file an LOB 7 for your lobbying firm. See Steps 4 – 8 under “Dual Role Filer (Responsible Officer/Lobbyist)”.

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





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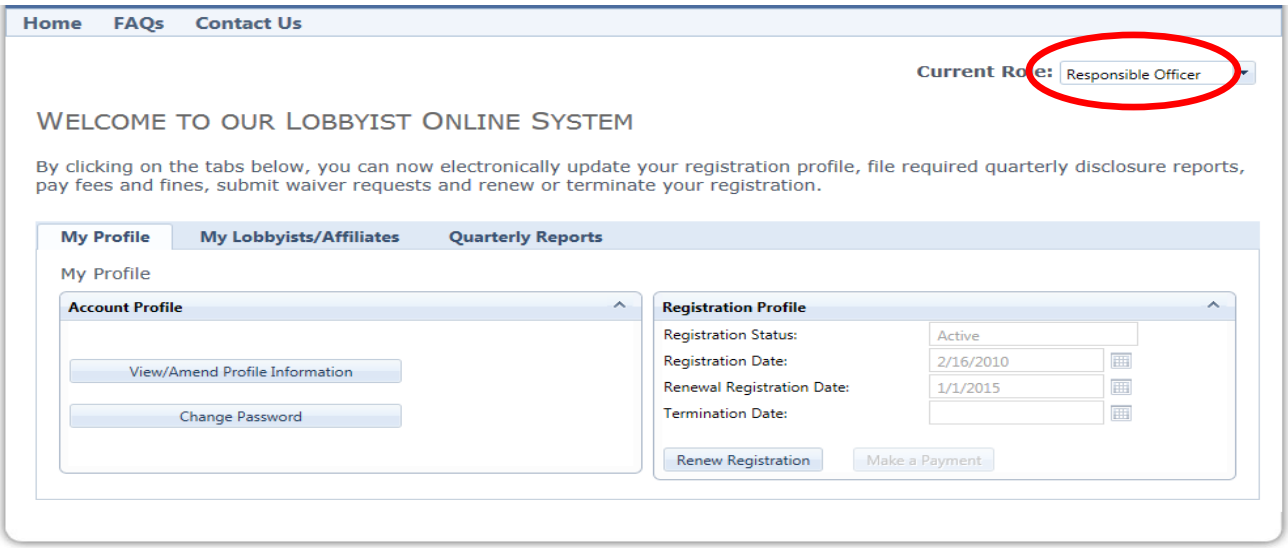
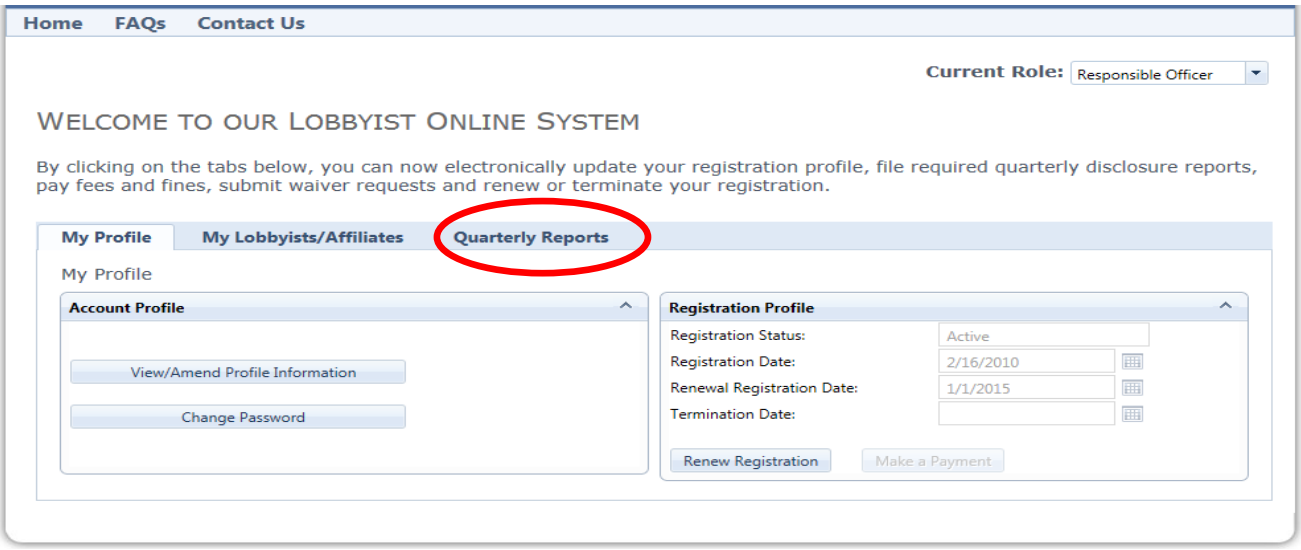
   If your **account is locked** due to 5 or more unsuccessful log in attempts, you need to unlock your account by contacting the Lobbyist Desk at 213-974-1093, or send an email to Lobbyist@bos.lacounty.gov

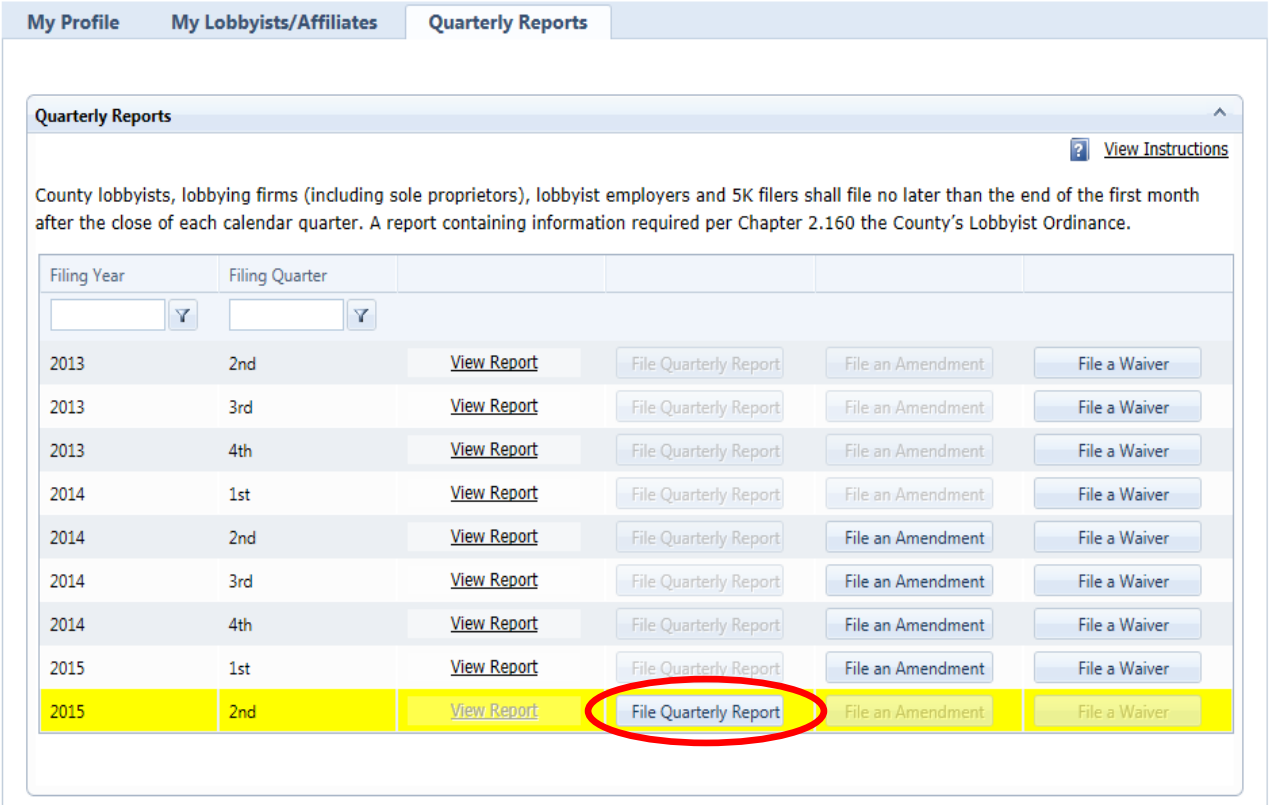
5. Once you have successfully logged in, please note the position of your current role on the upper right hand corner of your screen.



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, 2015 through September 30, 2015. 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, 2015.**



7. Now select the option to "**File Quarterly Report**"

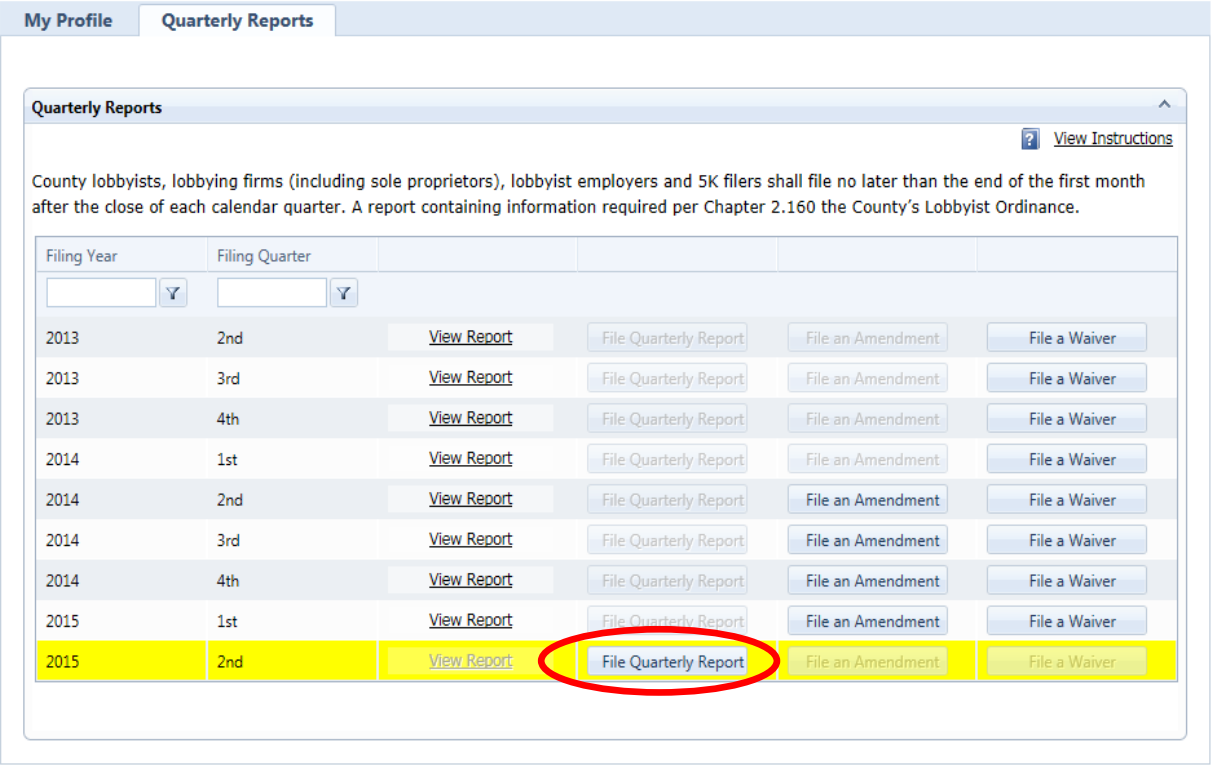
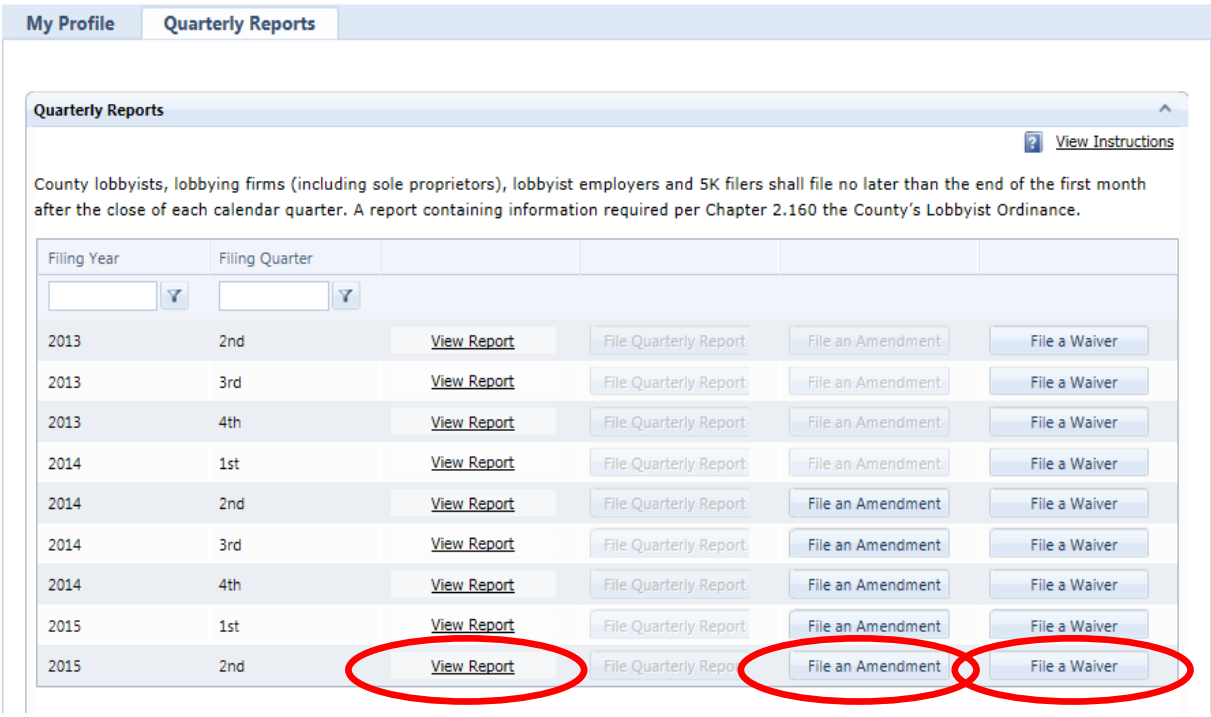


8. After you have filed a quarterly report on behalf of your organization, proceed to filing a quarterly report on your own behalf by changing your role to “lobbyist”.

9. Once again, click on the ***Quarterly Reports*** tab

(see next page for further instruction)

10. Now select the option to "**File Quarterly Report**"



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).