

Lobbyist E-Filing System Training

New System to File Registration & Activity Reports and Pay Registration & Late Fees



The Office of the City Clerk

May & June 2021

Online Training

House Rules for this WEBEX training:




To help prevent feedback and crosstalk, microphones and cameras are turned off by default except for the presenter.



All questions will be addressed at the end of today's training.



- Please use the Q&A Button to address the host & presenter.
- The host will reply to you privately throughout the presentation.
- Questions posted to the Q&A will be addressed verbally by the presenter during the question-and-answer session at the end of the presentation.
- The Q&A button will be under 



If you are having technical issues, please email your questions/concerns to lobbyists@austintexas.gov.



This presentation will be made available via download after the training for your review and reference.

Agenda

- New Lobbyist E-Filing System
- New Online Payment System
- New Lobbyist Contact Form
- Accessing E-Filing Account
- Filing Registration Report
- Paying Registration & Renewal Fees
- Filing Quarterly Activity Report
- Future Reports
- July Quarterly Activity Report Deadline

Lobbyist E-Filing System

New Electronic Online Filing System

Lobbyist E-Filing System

When is the new Lobbyist E-Filing System going to launch?

The new Lobbyist E-Filing System will be released in June of 2021 and the first filing deadline will be the July 1 – July 12, 2021 for the July Quarterly Activity Report.

Where do I find the E-Filing System?

The E-Filing System is an online website where you will go to log into your account and file all your lobbyist reports.

How was it created?

The City Clerk's E-Filing System is built using the same vendor that created the Texas Ethics Commission (TEC)'s Electronic Filing Application.



All filers are required to submit **Registration** and **Quarterly Activity Reports** using the **E-Filing System** starting with the July Quarterly Activity Report, **due July 1 - July 12, 2021.**

How will the E-Filing System Change your Process for Filing Reports and Paying Fees?



The goal of the E-Filing System is to make your filing process **quicker** and **easier**. Instead of emailing the City Clerk's Office reports and mailing in fee payments, you will now be able to file reports, pay fees, and print previously filed reports all online from your account in the E-Filing System.

Lobbyist Online Payment System

New System to Pay Registration & Late Fees Online

Online Payment System

What is the new online payment system?

The new E-Filing System will be connected to the City of Austin's new online payment provider. The online payment system is the same system used for many of the City's online payment transactions and is PCI compliant.

What type of payment does the online payment system accept?

The online payment system will accept all major credit cards, including American Express, Visa, MasterCard, and Discover.

Can I still pay by cash or check?

Lobbyists and business entities still have the option to pay by cash or check. Mailing a payment usually takes about 2 weeks and lobbyists and business entities must have all outstanding fees paid **before** they can file a Quarterly Activity Report in the E-Filing System.

New Lobbyist Contact Form

New Online Form to Submit Contact Information

Lobbyist Contact Form

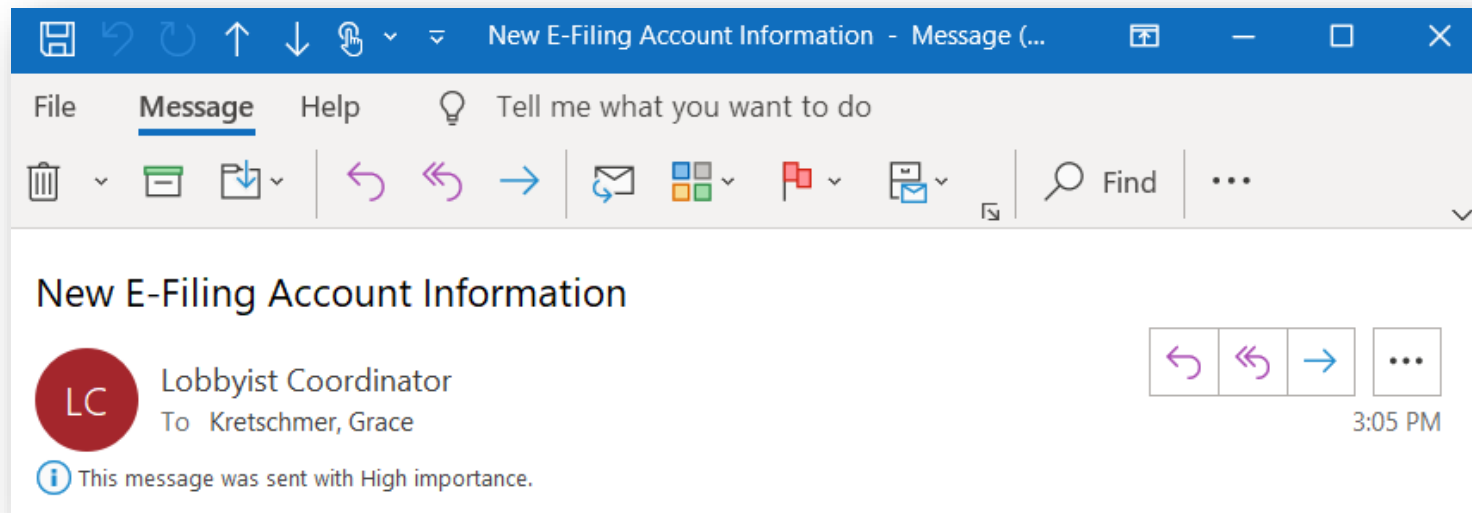
- The City Clerk's Office updated the Lobbyist Contact Form and you can now file your contact form online, via [this link](#).
- Lobbyists who are registered under a business entity will need to now submit their own Lobbyist Contact Form.
- Lobbyists and business entities will now be able to manage their contact information (including email addresses) within the E-Filing System, there will no longer be a need to file an update to the Contact Form.
- A Filer ID and password is created for each account.

E-Filing Account

Creating E-Filing Account to Access Lobbyist E-Filing System

Registered Lobbyists & Business Entities

- Currently registered lobbyists and business entities will have E-Filing accounts automatically created for each filer at the beginning of June.
- An email from the Lobbyist Coordinator with your E-Filing Account information will be sent to the primary email address on your Contact Form in early June.



New Registration Process and Fees

To register a NEW lobbyist or business entity, follow the steps below:

Lobbyist Contact Form



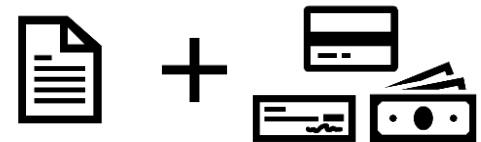
Lobbyist or business entity will submit the new online Lobbyist Contact Form.

City Clerk's Office



Contact Form will be sent to the lobbyists@austintexas.gov inbox. City Clerk Staff will create an E-Filing account for the filer. An email with instructions on how to set up an account will be sent to the email address provided on the Contact Form.

E-Filing System



Filer will log into the E-Filing System and submit their New Registration Report AND pay their new registration fee, either online or mail/in person by cash or check.

NOTE: Registration payment needs to be received within 10 days of filing a registration report or you will receive a late fee.

Email with E-Filing Account Information

Currently Registered Lobbyists & Business Entities

You will receive an email from lobbyists@austintexas.gov at the beginning of June with your E-Filing account information and instructions will be provided on how to login to the E-Filing system.

Newly Registered Lobbyists & Business Entities

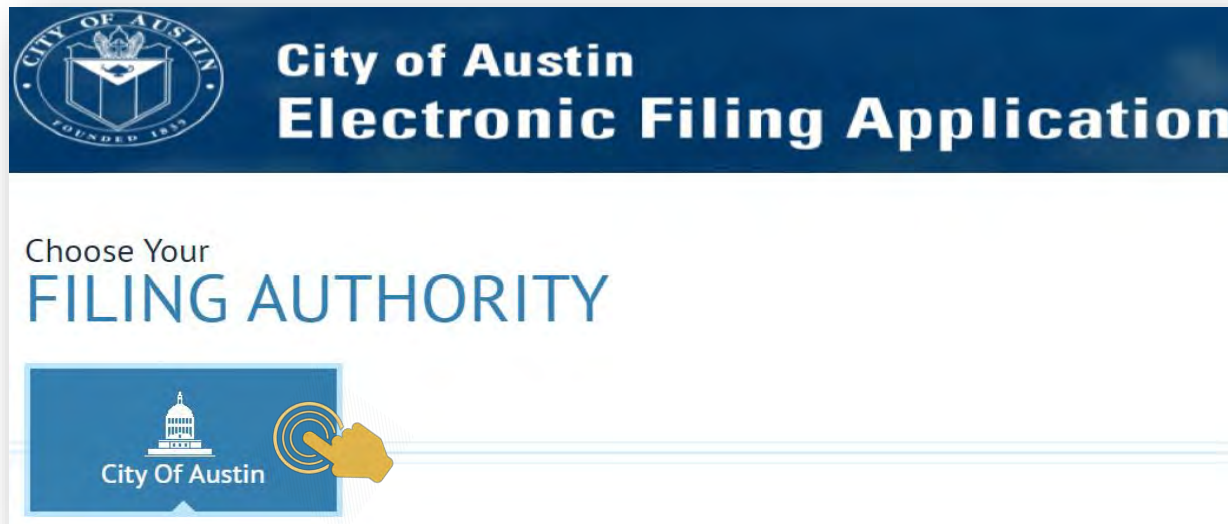
You will receive an email from donotreply@ethicsfile.com with your E-Filing account information and instructions on how to login.

First Time Logging into E-Filing System

Bookmark this web address:



<https://austintexas.ethicsefile.com/EthFile/>




First Time Logging into E-Filing System (Cont.)

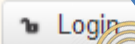
City Of Austin Ethics Filer Login

You must log in to proceed. Enter your login information below and press **Login**.

Filer ID: [Contact City Of Austin for a City Of Austin Filer ID](#)

Password: [Forgot Filer ID or Password?](#)

Select Filer Type: 

 Login

Select Filer Type

- PFS - Personal Financial Statement/State Officer
- COH - Candidate/Officeholder (Non-judicial)
- SPAC - Specific-Purpose Committee (Non-judicial)
- GPAC - General-Purpose Committee (Semiannual Filer)
- MPAC - General-Purpose Committee (Monthly Filer)
- LOBB - Lobbyist
- SFI - Statement of Financial Information
- DCE - Direct Campaign Expenditures
- AUSLOBBY - Austin Lobbyist**



Password & Security Questions

Please enter your new password

New password must be 8-32 characters long; must contain at least 1 lower case; must contain at least 1 upper case; must contain at least 1 digit; must contain at least 1 special character (!@#\$%^&*); spaces not allowed

Enter New Password *

Re-Enter New Password *

 Submit 

Security questions are used if you forget your password.

Password must contain the following:

- At least 8 characters long
- 1 special character (!@#\$%^&*)
- 1 lowercase letter

Add a Security Question

Please fill out at least the first three security questions and answers.

1) Security Question: *

Answer: *

2) Security Question: *

Answer: *

3) Security Question: *

Answer: *

Business & Mailing Addresses Screen

Registrant's Business Address

Address 1: *

Address 2:

City: *

Country: *

State: *

Zip Code: *

Business Phone: * Ext.: ☒ US

Registrant's Mailing Address

☐ Same as business address

Address 1: *

Address 2:

City: *

Country: *

State: *

Zip Code: *

System will prompt you to confirm your addresses:

- If correct, select **Accept**.
- To edit, select **Update**.



Registrant's Business Address

Address 1: 101 Lane

City, State, Zip Code, Country: Austin TX 78701 United States

Registrant's Business Phone: (512) 974-0000

Registrant's Mailing Address

Address 1: 39 Court

City, State, Zip Code, Country: Austin TX 78744 United States

E-Filing System Homepage Screen

Build Number: V2.1.4a12f626 (05/06/2021) | Logged in as AUSLOBBY Filer : Kretschmer Tran, Grace (00091016) | Logout

City of Austin

Home Profile Reports Fines/Fees Messages

What do you want to
DO TODAY?

1 
Manage My Reports

2 
Manage My Profile

3 
Manage My Fines

4  
No Notices
[View All...](#)


Get a full overview of all your reports filed, unfiled, and missing. Additionally, start new reports here!


- 1. Manage My Reports:** Click here to file reports.
- 2. Manage My Profile:** Click here to manage filer info.
- 3. Manage My Fines:** Click here to pay registration & late fees.
- 4. Public Notices:** Announcements from the Clerk's Office


Manage My Profile


What would you like to change?

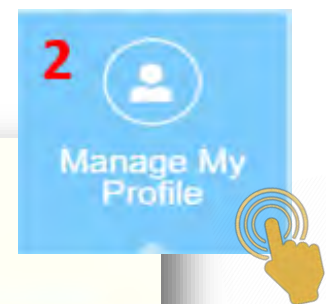
Have a name change?


Email


Address


Phone


Password



Email Entry

Primary Email: *

Confirmation Email:

Authorized Email:

You can update your primary email address and will have additional email options.

Registration Report

Reminder: lobbyists and business entities will be required to file a Registration Report before they can file their July Quarterly Activity Report.

Reports in E-Filing System

Registration Report

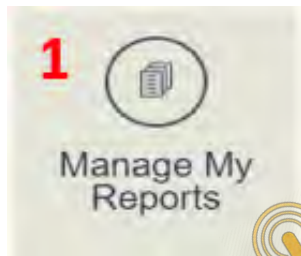
- Municipal Question(s)
- Client(s)
- Employee(s)
- ***Update to Registration Report***

Quarterly Activity Report

- Client Compensation
- Expenditure Totals
- Expenditure Details
- Business Entity of City Official
- ***Correction Report***

{ The E-Filing System will copy your Municipal Question(s), Client(s), and Employee(s) into your Quarterly Activity Report. }

Start Registration Report - Manage My Reports



To file a Registration or Quarterly Activity Report in the E-Filing System, select the *Manage My Reports* button on the Homepage, then select *Start Registration/Activity Report* button.

Manage my Reports

Important! Before you start an activity report your registration information must be up-to-date. Click on the Update button next to your most recently filed registration report to update your registration information by adding changing deleting your municipal question(s) client(s) or employee(s)

To terminate registration and submit your final activity report select Start an Activity Report.

Start Registration Report



Start Activity Report

[What is this?](#)

The reporting instructions are NOT intended to provide legal advice. Persons responsible for complying with the requirements of Chapter 4-8 are advised to carefully review Austin City Code Chapter 4-8 and to consult with their own legal counsel regarding the requirements of Chapter 4-8.

You have no reports on file, missing or in progress

Cover Sheet (Business Entities Only)

Here is a list of Lobbyists reporting for Clean Sky

To register an additional lobbyist under your business entity, contact the City Clerk's Office at lobbyists@austintexas.gov. For additional information, visit the City Clerk's webpage for lobbyists.

Name	Date of Last Filed Report	Last Filed Report	Filer ID
Sosa, Sammy	2021-05-20 11:25:55.936	Austin Lobby Registration	00091029

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☒ confirm that the lobbyist(s) listed above are the lobbyist(s) registered under my business entity.

Do you need to report any municipal questions, clients, or employees beyond what your employee lobbyists have reported or will be reporting?

☐ Yes ☒ No

If you are unsure how to proceed, consult City Code § 4-8-4 and 4-8-5

Previous Next

Yes – Report Municipal Question(s), Client(s), and Employee(s)

No – File No Additional Reportable Information Affidavit

No Additional Reportable Information (Business Entities Only)

Business Entity - No Additional Reporting



Under penalty of perjury, I swear or affirm that I have no additional information or activity to report beyond the information reported by the employee lobbyist(s) registered on behalf of my business entity pursuant to City Code, Chapter 4-8.

Previous

Next



Submit Your Austin Lobby Registration Report - Business Entity

I acknowledge that I am the authorized officer, representative, or agent of a business entity on whose behalf I am reporting.

Under penalty of perjury, I swear or affirm that the facts provided in this report are true and correct to the best of my knowledge and belief and include all information required to be reported by the business entity registrant pursuant to City Code, Chapter 4-8.

I understand that pursuant to §4-8-9(E) of the Austin City Code, this report is made under oath regardless of whether there is any jurat or affidavit of verification, including a signature.

Please enter your password and electronic signature.

Signature

Grace

Kretschmer Tran

Password

.....

Previous

File Now

Save for Later

Municipal Question (Lobbyists & Business Entities)

Current Report: 05/10/2021 - 05/09/2022

AUSREG

- ✓ Cover Sheet
- ✓ Municipal Question
- ✓ Client Identity
- ✓ Employees and Associates
- ✓ Pay Registration Fee

Finalize Registration

- Preview Report PDF
- ✓ Check For Errors
- File Registration
- Logout

Municipal Question

You must provide a specific description for at least one municipal question and select at least one subject matter related to the municipal question. Do not input values like 'N/A' or 'Not Applicable' in the specific description field for the municipal question or in the description field of 'Other' for the subject matter.

Enter a specific description of the municipal question: *

Does the municipal question pertain to real property? * ☐ Yes ☒ No

<input type="checkbox"/> Accessibility or Persons with Disabilities	<input type="checkbox"/> Affordability	<input type="checkbox"/> Animals
<input type="checkbox"/> Annexation	<input type="checkbox"/> Arts, Music, Film, Cultural or Creative Industries	<input type="checkbox"/> Aviation
<input type="checkbox"/> City Infrastructure or Public Works	<input type="checkbox"/> Civil Service, Municipal Employment, or Retirement Systems	<input type="checkbox"/> Code Compliance
<input type="checkbox"/> Construction	<input type="checkbox"/> Contracts or Procurement	<input type="checkbox"/> Diversity, Equity, or Inclusion
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Environmental Matters, Air or Water Quality, or Watershed Protection	<input type="checkbox"/> Finance, Budget, or Investments
<input type="checkbox"/> Health, Healthcare, Mental Health, or Human Services	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Hospitality, Tourism, Events, or Convention Center
<input type="checkbox"/> Human Rights or Immigration	<input checked="" type="checkbox"/> Labor or Workforce	<input type="checkbox"/> Land Development or Land Use
<input type="checkbox"/> Municipal Court	<input checked="" type="checkbox"/> Municipal Legislation	<input type="checkbox"/> Neighborhoods
<input type="checkbox"/> Parks, Recreation, Libraries, or Museums	<input type="checkbox"/> Permits (Building, Site Plans)	<input type="checkbox"/> Permits (Other)
<input type="checkbox"/> Public Safety, Police, Fire, EMS, or Emergency Planning and Response	<input type="checkbox"/> Public Utilities, Energy, Water, Solid Waste, or Recycling	<input type="checkbox"/> Quality of Life Affairs
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Rules, Proposed Rules, or Rule Making	<input type="checkbox"/> Taxation or Fees
<input type="checkbox"/> Technology or Communications	<input type="checkbox"/> Transportation or Mobility	<input type="checkbox"/> Zoning or Platting
<input type="checkbox"/> Other		

1 Save and Add Another

2 Save

Delete

3 Back to Municipal Question list

Cancel

Save and Add Another

Back to Municipal Question list

Cancel

1. Save and Add Another - Save entry and clear form to add another entry

2. Save - Save and return to the table of entries

3. Back to Municipal Question list or Cancel - Cancel current entry and return to table of entries

Municipal Question (Cont.)

List of Municipal Questions

Municipal Question Id	Question Description	Real Property?	Property Description	Street Address	Action
100000711	lobbying for more ice cream	N			Edit Delete
100000712	munquestion2	Y	Description Print Here		Edit Delete
100000713	munquestion3	Y		MailAdd1, MailAdd2, MailAdd City, TX 11111	Edit Delete

(1 of 1) 1 10

[Previous](#) [Next](#) [Add](#)



- After adding/saving all your municipal questions, you will be able to see all your entries on a list.
- Verify the information. You can delete and edit.
- To go to next section, select the Next button.

Please remember that you must report at least one municipal question and one subject matter on your Registration Report.

Client Identity (Lobbyists & Business Entities)

Client Identity

If you have client(s) to report, fill out the fields below. For each client you report on your registration report, you must report client compensation for that client on your next Quarterly Activity Report. Client compensation is a reporting requirement on all Quarterly Activity Reports which are due between the 1st and 10th of every January, April, July and October.

☐ I represented no clients during the applicable reporting period.

Is the Client an Individual or Organization? * ☐ Individual ☒ Entity

Entity Name: * Ben & Jerry's Ice Cream

Client Address and Nature of Business

Client's Address 1: * 1 Sprinkles Road

Client's Address 2: Client's Address 2

Client's City: * South Burlington

Client's Country: * United States

Client's State: * Vermont

Client's Zip Code: * 05403

Nature of Client's Business: * Ice Cream

Save and Add Another

Back to List

Cancel

You must either report at least one client **OR** select the “I represented no clients during the applicable reporting period” on your Registration Report.

List of Clients

Client Id	Client Id	Client's Address	Action
1000530	Ben & Jerry's Ice Cream	1 Sprinkles Road, South Burlington, VT 05403	Edit Delete
1000531	LastName2, 2ndClient	MailAdd1, MailAdd2, MailAdd City, TX 11111	Edit Delete

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Previous

Next

Add

Same Workflow

Employees & Associates (Lobbyists & Business Entities)

If the employee you are reporting is related to the Mayor or Council Member, or member of their household, then select **Add Mayor/Council Member Related to Employee** button.

Employees and Associates List:

Name of Employee	Business Address	Occupation	Action
Cherry Garcia	101 Lane	Ice Cream Scooper	Edit Delete

(1 of 1) [Previous](#) [Next](#) [Add](#)

Employees and Associates

Pursuant to City Code § 4-8-5(B)(4)(c)(in the fields below), identify each person employed or retained by the registrant (excluding purely clerical or administrative assistance) for the purpose of assisting in, or preparing for, lobbying. For each employee or associate identified on your registration report, you must report additional information for an employee related to the Mayor or a Council Member (within the third degree of consanguinity or affinity) or a member of their household.

Person Employed or Retained

Title:

First Name: *

Last Name: *

Suffix:

Occupation: *

Business Address

Business Address 1: *

Business Address 2:

Business City: *

Business Country: *

Business State: *

Business Zip Code: *

Is this employee related (within the third degree of consanguinity or affinity) to the Mayor or Council Member, or member of their household, as defined in City Code section 4-8-6(A)(5)? If yes, select the Add Mayor/Council Member Related to Employee below.

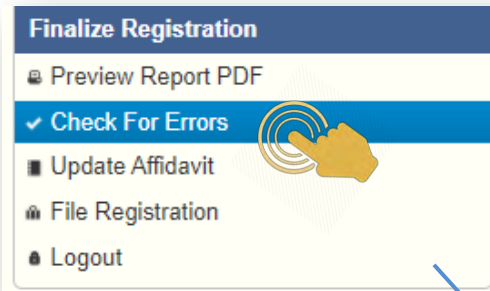
[Add Mayor/Council Member Related to Employee](#)

[Save and Add Another](#)

[Back to List](#)

[Cancel](#)

Ready to File Report - Error Check



HIGH error(s) must be fixed before a report can be filed. To fix an error, click on the link in the Error Record Box to navigate to the area of the report causing the error. The information in the Message box will give you guidance onto how to fix your HIGH error.

Report Error Check

In the list below, you may click an Error Record link to navigate to that error item.

Severity	Tracking Information	Error Record	Message
HIGH	Report	Client Identity	At least one Client is required. If you have no clients to report, select the "I represented no clients" checkbox.

(1 of 1) 1 10

This report has errors with HIGH severity and cannot be filed until these errors are corrected.

Fixing High Error

Current Report: 05/11/2021 - 05/10/2022

AUSREG

- ✓ Cover Sheet
- ✓ Municipal Question
- ✓ Client Identity **1**
- ✓ Employees and Associates
- ✓ Pay Registration Fee

Finalize Registration

- 📄 Preview Report PDF
- ✓ Check For Errors **3**
- 📁 File Registration
- 👤 Logout

Client Identity

If you have client(s) to report, fill out the fields below. For each client you report on your registration report, you must report client compensation for that client on your next Quarterly Activity Report. Client compensation is a reporting requirement on all Quarterly Activity Reports which are between the 1st and 10th of every January, April, July and October.

☒ I represented no clients during the applicable reporting period.

2

Save

Back to List

Cancel

1. Fix the HIGH error.
2. Select the Save button.
3. Select Check For Errors on the Left Pane.

File Registration Report

Report Error Check

This report passed the error check. The error check reviews the structure and format of the data you entered and makes sure that required fields such as name and address were completed. The error check DOES NOT verify whether you have reported all information that was legally required of you.

Continue



Submit Your Austin Lobby Registration Report - Lobbyist

Under penalty of perjury, I swear or affirm that the facts provided in this report are true and correct to the best of my knowledge and belief and include all information required to be reported by me pursuant to City Code, Chapter 4-8.
I understand that pursuant to §4-8-9(E) of the Austin City Code, this report is made under oath regardless of whether there is any jurat or affidavit of verification, including a signature.

Please enter your password and electronic signature.

Signature

Grace

Kretschmer Tran

Password

.....

Previous

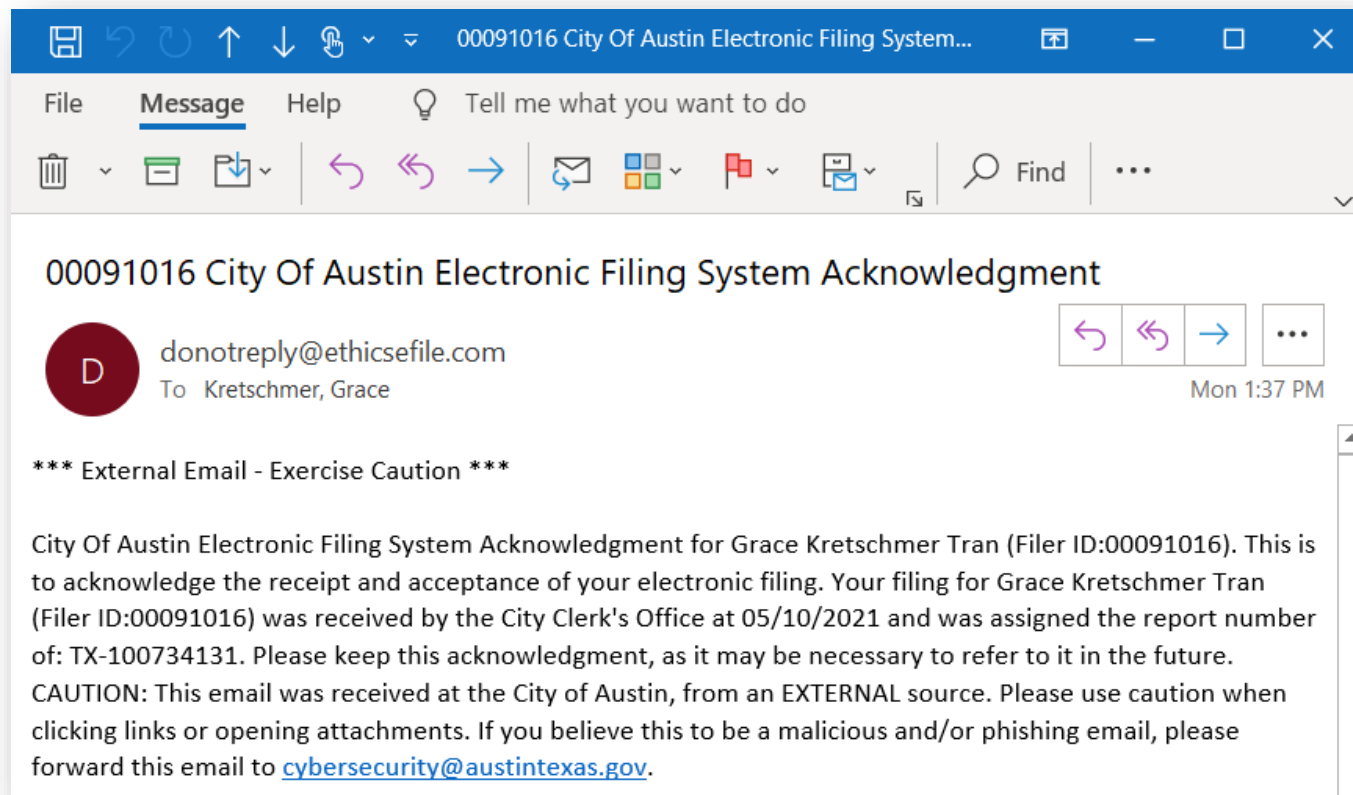
File Now

Save for Later



Email Receipt

After clicking **File Now**, an email confirmation will be sent. If you do not receive an email, the Registration or Quarterly Activity Report has NOT been filed. Retain a copy of the email receipt as proof that you filed the report by the filing deadline.



Pay Registration & Late Fees

How to pay both Registration & Late Fees in the Online Payment System

Registered Lobbyists & Business Entities

- When filing your Registration Report, the E-Filing System will automatically generate a registration fee.
- **Please DO NOT PAY this Registration Fee if you have registered as a lobbyist or business entity [before June 1, 2021](#).**
- After you have submitted your Registration Report, the City Clerk's Office will mark the Registration Fee as paid using the information from your most recently paid Registration Fee.
- The Lobbyist Coordinator will send each registered lobbyist and business entity an email with instructions about how to navigate the fee process for their fee situation.

Registration Anniversary Fees

- According to City Code Section 4-8-5 (D), on the date of registering, and on the anniversary of the date each year thereafter until the registration is terminated, a registrant shall pay to the City, and the city clerk shall collect, an annual registration fee.
- Each time a lobbyist or business entity logs into the E-Filing System, the system will display a reminder of when you will need to pay your renewal fee next.
- You cannot file a Quarterly Activity Report until all registration and late fees has been paid.
- You can pay online via credit card or in person/mail by cash or check.

Pay Registration Fee in Online Payment System

City of Austin Home Profile Reports **Fines/Fees** Messages

Austin Lobby Registration E-Payment

Please select the items from the list and click Pay Now button

Late Fees

Description	Amount Owed	Assessed Date	Fee Due Date
No late fees found.			

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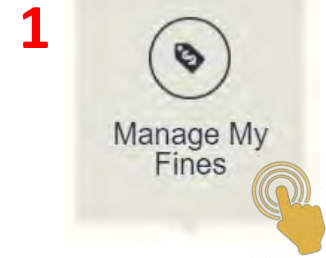
Pay Now

Registration Fees

Description	Amount Owed	Assessed Date	Fee Due Date	Actions
COA Lobby Regular Registration Fee for Austin Lobby Registration Report : Period 05/04/2021 through 05/03/2022 Registration Year: 2021	50.00	05/04/2021		

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Pay Now




After a new lobbyist or business entity files their New Registration Report, they will need to pay their New Registration Fee. To pay their fee, the filer needs to select the *Manage My Fines* button on the Homepage Screen, then select the checkbox next to the fee they want to pay followed by the *Pay Now* button.

Note: This is the same workflow if you are paying a New Registration Fee, Registration Anniversary Fee, or Late Fee.


Pay Registration Fee in Online Payment System (Cont.)

COA Lobby Business Entity Registration Fee	\$100.00
City Base Price *	\$102.35

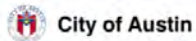
Pay Now  Return To Fines/Fees

* This service is provided by City Base and includes a 2.35% service charge, with a minimum charge of \$2.00

Notice

 You are redirecting to external web site to make electronic payment.

 OK Cancel




City of Austin

Login Payment Method Billing Confirmation


Express Checkout

Pay quicker using saved payment methods and personal information using City of Austin Wallet.

 Check out with Wallet

Guest Checkout

You can create a wallet after you finish checking out

 Check out as Guest

Back

Payment Details

Registration, Business Entity Registration Ben & Jerry's	\$100.00
Subtotal:	\$100.00
Total:	\$100.00

- When selecting the Pay Now button, you will be redirected to the Online Payment System website.
- Select the *Check out as Guest* button to start payment process.

Pay Registration Fee in Online Payment System (Cont.)



Thank you for your payment!

Your transaction number is 70014896.

We've sent a confirmation email to grace.kretschmer@austintexas.gov. If you do not receive a receipt, check your spam folder.

Please contact customer service at lobbyists@austintexas.gov or (512) 974-2210 if you have questions about your payment.



- An email receipt will be sent to the email address you input in the Online Payment System.
- Save a copy of the receipt as record that you paid your registration fee.
- Select the *Continue* button. You will be rerouted back to the E-Filing System.
- ***Note: You are not required to register for Wallet.***

Quarterly Activity Report

Due on the 10th of January, April, July, and October Each Year

Registration Must be Up-to-Date Before Starting an Activity Report

- Before starting your Quarterly Activity Report, please make sure that your most recently filed Registration Report contains all your municipal question(s), client(s), and employee(s).
- The E-Filing System will copy your Municipal Question(s), Client(s), and Employee(s) into your Quarterly Activity Report from your last filed Registration.
- Once you have started your Quarterly Activity Report, you cannot update your registration report information.

Start Activity Report



If you are unsure if you need to terminate your registration, please consult City Code §4-8.

Cover Sheet (Business Entities Only)

Here is a list of Lobbyists reporting for Clean Sky

To register an additional lobbyist under your business entity, contact the City Clerk's Office at lobbyists@austintexas.gov. For additional information, visit the City Clerk's webpage for lobbyists.

Name	Date of Last Filed Report	Last Filed Report	Filer ID
Sosa, Sammy	2021-05-20 13:45:19.133	Austin Lobby Registration Update	00091029

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☒ I confirm that the lobbyist(s) listed above are the lobbyist(s) registered under my business entity.

Beyond what your employee lobbyists have reported or will be reporting, do you have additional information to report in regard to: any municipal questions; client identifying information; employees; client compensation or reimbursement; expenditures; a reportable relationship or other substantial economic interest between a City official and a business entity with whom the registrant has exchanged \$500 or more; or employees who are related or a household member of the mayor or a council member? If you are unsure how to proceed, consult City Code §§ 4-8-4 and 4-8-6.

- ☐ Yes - Begin Filing Activity Report
- ☒ No - File a Business Entity - No Additional Reportable Information

If you are unsure how to proceed, consult City Code § 4-8-4 and 4-8-5

Previous

Next

Yes – Report Client Compensation, Expenditure Totals, Expenditure Details, and Business Entity of City Officials

No – File No Additional Reportable Information Affidavit

If you select **No**, you will file a No Additional Reportable Information Affidavit along with your Quarterly Activity Report.

Cover Sheet (Lobbyists Only)

Lobbyist Quarterly Activity Report

Do you have any of the following information to report for this reporting period: client compensation or reimbursement; expenditures; a reportable relationship or substantial economic interest between a City official and a business entity with whom a registrant has exchanged \$500 or more; employees who are related or a household member of the mayor or a council member; or a change of information in regard to municipal questions or client identities?

If you are unsure on how to proceed, you can review the municipal question(s), client(s), or employee(s) listed in your registration report by selecting Municipal Question, or Client Compensation, or Employees on the left navigation pane or consult City Code Chapter § 4-8-6

- ☒ Yes - File Activity Report
☐ No - File Statement of no Activity

Previous

Next



Yes – Report Client Compensation, Expenditure Totals, Expenditure Details, and Business Entity of City Officials

No – File Statement of No Activity Affidavit

*If you select **No**, you will file Statement of No Activity Affidavit, then file your Quarterly Activity Report.*

Client Compensation

Client Compensation

This is the list of clients reported in your current registration report. If you need to add, delete, or change a client, you will first need to update your registration by selecting the Update button in the Manage My Reports screen.

Name of Client ⬆	Client's Address ⬆	Nature of Business ⬆	Action	Compensation Amount
Ben & Jerry's Ice Cream	1 Sprinkles Road, South Burlington, VT 05403	Ice Cream	View/Edit Compensation	Less than \$10,000
Blue Bell Ice Cream	101 Rocky Road, Brenham, TX 77834	Desserts	View/Edit Compensation	

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Per City Code Section 4-8-6(A)(2)(j), the exact compensation or reimbursement amount is required for compensation totaling \$500,000 or more.

Select Compensation Category

Save

Cancel

Back

Go to Manage My Reports

Next

\$0 (No Compensation Received)

Less than \$10,000

\$10,000 - \$24,999

\$25,000 - \$49,999

\$50,000 - \$99,999

\$100,000 - \$199,999

\$200,000 - \$299,999

\$300,000 - \$399,999

You must report a client compensation for each of your reported client(s).

Employees, Expenditure Totals/Details, and Business Entity of City Official


Employees and Associates

This is the list of all employees reported in your current registration report. If you need to add, delete, or change an employee, you will first need to update your registration by selecting the Update button in the Manage My Reports screen.

Name of Employee	Business Address	Occupation
Pedro Navaja	MailAdd1	Navajero

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Previous Go to Manage My Reports Next



To report Expenditures or other required information, select each section listed on the Left pane.


If nothing to report, click on Check for Errors to finalize the report.

JUL 10

- ✓ Cover Sheet
- ✓ Municipal Question
- ✓ Client Compensation
- ✓ Employees and Associates
- ✓ Expenditure Totals
- ✓ Expenditure Details
- ✓ Business Entity of City Official

Finalize Activities

- ✓ Preview Report PDF
- ✓ Check For Errors
- File
- Logout

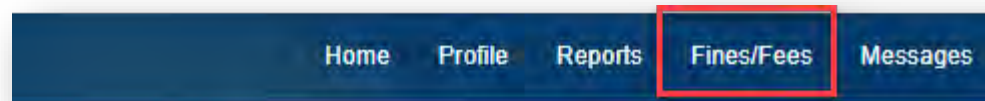


Reminder! Pay Your Fees Before Filing an Activity Report

Submit Your Austin Quarterly Lobby Activities Report - July - Nonprofit

City Of Austin records show that your registration fee has not been paid. Activity reports may not be filed until payment is received. Please visit the fines and fees page to pay the registration fee.

- You will not be able to file an activity report until all registration and late fees have been paid.
- If you forget, you can continue working on the report later, the report will be automatically saved.
- Navigate to Fines/Fees on top of the screen to pay your outstanding fee.



Please Plan Ahead!

- You must submit your registration report ***before*** filing your Quarterly Activity Report. Note: This will not impact your registration date.
- Error Check/Validation will happen ***before*** filing report, please plan ahead.
- You can pay your registration fee and late fee online within the E-Filing System.
- **You will not be able to file an activity report until all registration and late fees have been paid.**

Filing Future Reports

Filing future Quarterly Activity Reports, Update to Registration Reports, and Correction Reports

Future Activity Reports

Manage my Reports

Important! Before you start an activity report your registration information must be up-to-date. Click on the Update button next to your most recently filed registration report to update your registration information by adding changing deleting your municipal question(s) client(s) or employee(s)

To terminate registration and submit your final activity report select Start an Activity Report.

Start Registration Report

Start Activity Report







[What is this?](#)

The reporting instructions are NOT intended to provide legal advice. Persons responsible for complying with the requirements of Chapter 4-8 are advised to carefully review Austin City Code Chapter 4-8 and to consult with their own legal counsel regarding the requirements of Chapter 4-8.

- You can log into the E-Filing System and print your previously filed reports at any times.
- The *Start Activity Report* button will be enabled when you get closer to the next filing deadline. You will select the *Start Activity Report* button each time you need to file your Quarterly Activity Report.

Filed Reports

[What is this?](#)

Report 	Report Type	Period Covered/Year 	Filed Date	Action
100734142	• Austin Quarterly Lobby Activities Report - July	05/11/2021 - 05/10/2022	05/13/2021	Print  Correct 
100734141	• Austin Lobby Registration Report	05/11/2021 - 05/10/2022	05/11/2021	Print  Update 

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3-6

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▼



Update to Registration Reports

Filed Reports What is this?				
Report	Report Type	Period Covered/Year	Filed Date	Action
100734142	• Austin Quarterly Lobby Activities Report - July	05/11/2021 - 05/10/2022	05/13/2021	Print Correct
100734141	• Austin Lobby Registration Report	05/11/2021 - 05/10/2022	05/11/2021	Print Update

(1 of 1) 1 10

- If you need to update your registration information (municipal question(s), client(s), or employee(s)), select the **Update** button next to your most recently filed Registration Report to start an Update to Registration Report.
- Note: Before starting your Quarterly Activity Report, please make sure that your most recently filed Registration Report contains all your municipal question(s), client(s), and employee(s).

Correction Reports

Filed Reports What is this?				
Report	Report Type	Period Covered/Year	Filed Date	Action
100734142	• Austin Quarterly Lobby Activities Report - July	05/11/2021 - 05/10/2022	05/13/2021	Print Correct
100734141	• Austin Lobby Registration Report	05/11/2021 - 05/10/2022	05/11/2021	Print Update
(1 of 1) 1 10				

- If you need to correct a previously filed Quarterly Activity Report, select the **Correct** button next to the Quarterly Activity Report you need to correct.

Note: If you need to add or delete a municipal question, client, or employee, you will need to file an Update to Registration Report before you file your Correction Report.

- We recommend that you coordinate with the City Clerk's Office before you file a Correction Report so that we can help guide you through the process.

July Quarterly Activity Report Filing Deadline

Navigating the Summer Launch of the E-Filing System



2021 Spring and Summer Timeline

May

- Attend lobbyists trainings.
- Fill out new online Lobbyist Contact Form.

June

- Lobbyists and business entities receive email to set up their e-filing account.
- Lobbyists and business entities refile their Registration Report.

July

- File and submit July Quarterly Activity Report using the new e-filing system by July 12 Deadline.
- Pay renewal fee if applicable to submit report. System will not allow you to submit the report with outstanding fees.*

*Note: Renewal fees can be paid via credit card in the E-Filing System. If a lobbyist or business entity needs to mail their renewal fee payment using cash or check, **they must mail the payment to the City Clerk's Office at least two weeks before the deadline.**

Reminder! Please Plan Ahead!

- ✔ Give yourself plenty of time to file your July Quarterly Activity Report, since this will be a new system and process.
- ✔ If you are paying by check or cash, **plan to mail the payment at least two weeks in advance of the July filing deadline.**
- ✔ If you need to come into the City Clerk's Office, please email lobbyists@austintexas.gov before coming to City Hall. Appointments are required as the office is open by appointment only due to COVID.

DON'T FORGET!

- If you have registered as a lobbyist or business entity before June 1, 2021, the E-Filing System will generate a Registration Fee automatically. Please DO NOT PAY this Registration Fee.
- After you have submitted your Registration Report, the City Clerk's Office will mark the Registration Fee as paid using the information from your most recently paid Registration Fee.
- The Lobbyist Coordinator will be sending each registered lobbyist and business entity an email with instructions about how to navigate the fee process for their fee situation.

We are Here to Help You!

Please don't hesitate to reach out to the City Clerk's Office if have any questions or struggling to navigate the E-Filing System.

Call: (512) 974-2210

Email: lobbyists@austintexas.gov

Questions?

Disclaimer: This presentation is NOT legal advice. Please consult with your attorney and review the express terms of City Code Chapter 4-8 when filing lobbyists reports.