



Lobbying Disclosure Electronic Filing Lobby Registration and Reporting System

**User Manual
March 31, 2019**

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Introduction

This manual will explain the filing requirements and provide step by step instructions for completing and filing Disclosure reports in the online filing system. It is available online from the Lobbying Disclosure website, and in printed form. It has a table of contents and a comprehensive index for you to locate specific functions you may need help with.

The online version of this manual is interactive, and you can select how you want to locate information by using the tabs that are displayed at the top of the screen. The Table of Contents tab displays a list of sections on the left-hand side of the screen. You can display the topics for each section by clicking the arrow displayed next to the section name. To collapse the list of topics, click the arrow again. The Index tab displays a list of topics on the left-hand side of the screen in alphabetical order. When you click on a topic name, the information is displayed in the right-hand panel.

Updated March 31, 2019

Where to Get Help

- For information on the content that should be entered on the Lobbying Disclosure form Fields: Review the [appendices](#) of this manual for line by line instructions for each form.
- For general technical difficulties, such as accessing the forms, review the [Troubleshooting Guide](#). Solutions to commonly reported problems will be listed in this section.

- For help with your Senate Password:

Senate Office of Public Records

232 Hart Senate Office Building
Washington, DC 20510
(202) 224-0758

- For help filing electronically:

Legislative Resource Center

194 Cannon House Office Building
Washington, DC 20515
(202) 226-5200

Senate Office of Public Records

232 Hart Senate Office Building
Washington, DC 20510
(202) 224-0758

Before contacting, please have the following formation available:

- Registrant and client names, House and Senate ID numbers.
- Computer operating system.
- Error codes or messages that are displayed when you are working with your form. It is also helpful if you can make note of the specific steps you were doing when the error occurred.

LDA Filing Requirements

The topics listed below provide general guidelines about registering for and reporting lobbying activity with the U.S. House of Representatives and the U.S. Senate.

General Filing Requirements

Filing Guidelines

The Lobbying Disclosure Act of 1995, as amended (2 U.S.C. § 1601 et. Seq.), requires lobbying firms and organizations to register and file reports of the lobbying activities and certain contributions and expenses with the Secretary of the Senate and the Clerk of the House of Representatives. The Lobbying Disclosure Online Filing System uses three types of forms:

- Form LD-1 is used for the initial registration under Section 4 of the Act (2 U.S.C. § 1603).
- Form LD-2 is used for complying with the quarterly reporting requirements of Section 5 of the Act (2 U.S.C. § 1604). Review, Compliance, and Penalties.
- Form LD-203 is used for the semiannual disclosure of certain contributions pursuant to Section 5 of the Act (2 U.S.C § 1604(d)).

Review, Compliance, and Penalties

The Clerk of the House and the Secretary of the Senate must review, verify, and request corrections in writing to ensure the accuracy, completeness, and timeliness of registrations filed under the Act.

Whoever knowingly fails: (1) to correct a defective filing within 60 days after notice of such a defect by the Secretary of the Senate or the Clerk of the House; or (2) to comply with any other provision of the Act, may be subject to a civil fine of not more than \$200,000. Whoever knowingly and corruptly fails to comply with any provision of this Act may be imprisoned for not more than 5 years or fined under the title 18, United States Code, or both.

Lobbying Registration Requirements

LOBBYING FIRMS, i.e. entities with one or more lobbyists, including self-employed individuals who act as lobbyists for outside clients, are required to file a separate registration for each client. ORGANIZATIONS employing in-house lobbyists file a single registration.

A lobbying firm is exempt from registration for a particular client if its total income from that client for lobbying activities does not exceed and is not expected to exceed \$3,000 during a quarterly period. An organization employing in-house lobbyists is exempt from registration if its total expenses for lobbying activities do not exceed and are not expected to exceed \$13,000 during a quarterly period.

Filing Deadlines

Registration is required no later than 45 days after a lobbyist first makes a lobbying contact or is employed or retained to make a lobbying contact, whichever is earlier, or on the first business day after such if the 45th day is not a business day.

Where to Register

If you are not and never have been registered with the Secretary of the Senate or the Clerk of the House, complete an electronic application to request a Senate User ID/Registrant ID and password. After your submission, you will receive an e-mail alerting you that your Senate User ID/Registrant ID and password are activated, usually within two business days of e-mailing/faxing your signed request to us. Then, you may use your Senate User ID/Registrant ID and password to log into your online account to request a House ID and file LD-1 and LD-2 reports.

Registration Amendments

A registrant must immediately file an amended Form LD-1 in the format it was originally filed: (1) if notified that the client was previously registered by the Secretary of the Senate or the Clerk of the House of Representatives; or (2) if erroneously reported information or an omission is discovered by the registrant. Once registered, updated information (name and address changes, new lobbyists, new issue area codes, etc.) must be disclosed in the registrant's next scheduled report.

Terminating Registrants or Clients

A registrant terminates a registration by submitting a completed Form LD-2 report, indicating termination, to the Secretary of the Senate and the Clerk of the House of Representatives.

Lobbying Activity Report Requirements

A registrant must file a report for the quarterly period for which it initially registered and for each quarterly period thereafter, including the reporting period during which it terminates. LOBBYING FIRMS, i.e., entities with one or more lobbyists, including self-employed individuals who act as lobbyists for outside clients, are required to file a separate report for each client covered by a registration. ORGANIZATIONS employing in-house lobbyists file a single report for each quarterly period.

Form Type & Filing

The Lobbying Disclosure Act of 1995, as amended (2 U.S.C. § 1601 et. Seq.), requires lobbying firms and organizations to register and file reports of the lobbying activities and certain contributions and expenses with the Secretary of the Senate and the Clerk of the House of Representatives. The Lobbying Disclosure Electronic Filing System provides a Lobbying Disclosure Activity Report (LD) to electronically file quarterly reporting requirements of Section 5 of the Act (2 U.S.C. § 1604) with the Clerk of the U.S. House of Representatives and the Secretary of the U.S. Senate.

Filing Deadlines

The quarterly report is required to be filed no later than 20 days after the end of the quarterly period beginning on the first day of January, April, July, and October, or on the first business day after such 20th day if the 20th day is not a business day. The filing deadlines for lobbying reports are:

- April 20* for the January 1 – March 31 first quarter reports.
- July 20* for the April 1 – June 30 second quarter reports.
- October 20* for the July 1 – September 30 third quarter reports.
- January 20* for the October 1 – December 31 fourth quarter reports.

*If the deadline falls on a weekend or holiday, the report is due the following business day.

Where to Report

Quarterly activity reports (LD-2) are filed in the online electronic filing system.

Activity Report Amendments

A registrant must immediately file an amended Form LD-2 in the format it was originally filed: (1) if notified that the client was previously registered by the Secretary of the Senate or the Clerk of the House of Representatives; or (2) if erroneously reported information or omission is discovered by the registrant.

Terminating Registrants or Clients

A registrant terminates a registration by submitting a completed Form LD-2 report, indicating termination, to the Secretary of the Senate and the Clerk of the House of Representatives.

Understanding Electronic Filing

The topics below explain the House electronic filing process and provide examples of responses you will receive from the system when you file.

Overview of the Filing Process

Registrants file Lobbying Disclosure Registrations and Reports with the Office of the Clerk and the Secretary of the Senate by signing into the system with their Senate ID and password and completing the appropriate form to register new clients, report lobbying activities, and amend client registrations and lobbying reports. Completed forms are submitted to the Congressional filing server for processing by the House and Senate.

- When your form is submitted successfully:

LD-1 Lobbying Registration

2013 Registration Amendment

Registrant: Training Seminar
Client: Training Seminar (391360000)



United States Congress
Lobby Disclosure Electronic Filing

Filing Status: Submitted

This message only acknowledges the receipt of your document. In no way is it intended to serve as an evaluation of that filing or as a guarantee that you are compliant with your filing requirements.

Your lobbying registration has been received and the reference number is listed below:

Reference Number: 300589157

Received: 8/16/2013 2:13:50 PM

Registrant Name: Training Seminar

Client Name: Training Seminar

Report Year: 2013

Report Period: Registration Amendment

Your submitted form will be processed, and you will receive a status message about your filing on behalf of both the House and Senate from the Congressional system.



Print Your
Completed Report

 Print this receipt for your records.

A single confirmation message will be displayed that contains a reference number, registrant and client name, filing year and period, as well as the date and time that you submitted your form. You will also have options to print the filing receipt and the completed form that was filed.

After a form has been received it will be processed by the House and Senate separately. A second message will be sent from each chamber after it has been processed to notify you of the status of your filing.

House Forms Processing

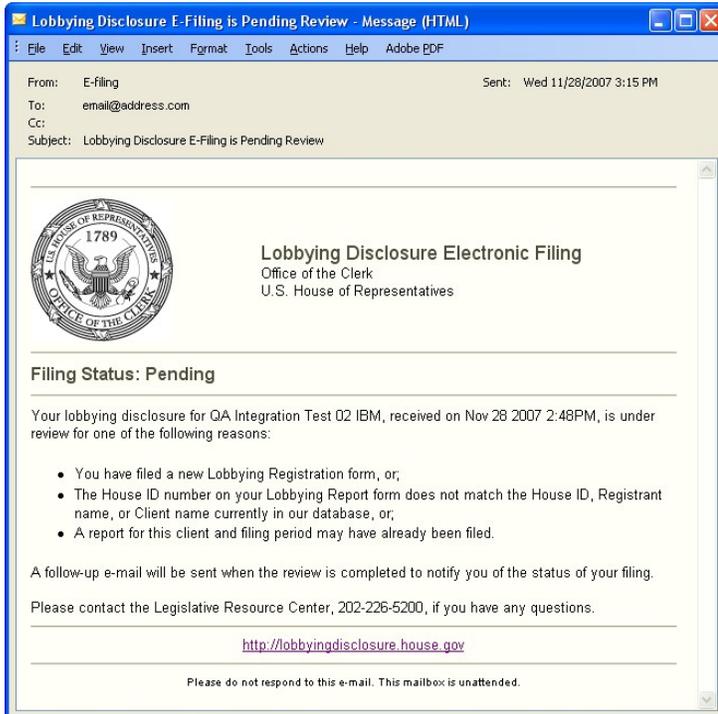
After your form has been received by the Legislative Resource Center, the registration information in your form is compared with existing records in the database:

- If the House ID, Registrant, and Client names match:



Your filing is approved automatically and available to the public. A message is sent that the filing was successful.

- If the Registrant Name, Client Name or House ID does not match existing records on file, or if an activity report form has already been filing for the specific filing period:



The filing is considered pending and a message is sent that filing is pending review by the records and registration staff.

When the filing has been reviewed a message is sent with the results:

- If your filing is approved after the review:



It is made available to the public and a message is sent that the filing was approved.

- If the filing is rejected after the review:



A message is sent that the filing has been rejected. Please read the instructions in this message carefully. You must update your completed form and file it again.

See [House ID Numbers](#) for more information

Senate Forms Processing

Senate Office of Public Records receives, and processes forms every few hours. Once a form has been received by the Senate Office of Public Records, the registration information in your form is compared with existing records in the database:

- If the Senate ID, Registrant name, and Client name all match existing records on file, your filing is approved automatically and will be made available to the public on our website. An email is sent that the filing was successful.

```
-----Original Message-----
From: lobbying@sec.senate.gov [mailto:lobbying@sec.senate.gov]
Sent: Monday, September 16, 2013 4:01 PM
To: LobbyTest@Lobbying.org
Subject: LDA Registration Status: SUCCESSFUL

LOBBYING DISCLOSURE ELECTRONIC FILING
Senate Office of Public Records
Secretary of the U.S. Senate

Filing Status: SUCCESSFUL

Your LDA registration for Lobby Test was successful. The filing receipt number,
and date received are displayed below:

Record Confirmation Number: 300123456
Received: 09/13/2013 10:00 PM
Senate Registrant ID: 20000002 Client ID: 36

This email indicates your filing has been accepted and entered into the system,
but it may take several hours before the filing will be available for viewing.
```

Successful LD-1 registration email:

```
-----Original Message-----
From: lobbying@sec.senate.gov [mailto:lobbying@sec.senate.gov]
Sent: Monday, September 16, 2013 7:00 PM
To: LobbyTest@Lobbying.org
Subject: LDA Filing Status: SUCCESSFUL

LOBBYING DISCLOSURE ELECTRONIC FILING
Senate Office of Public Records
Secretary of the U.S. Senate

Filing Status: SUCCESSFUL

Your LDA filing for Client LOBBY TEST CLIENT was successful. The filing receipt
number, and date received are displayed below:

Record Confirmation Number: 300123456
Received: 09/16/2013 3:03 PM
Senate Registrant ID: 20000002 Client ID: 12

This email indicates your filing has been accepted and entered into the system,
but it may take several hours before the filing will be available for viewing.
```

Successful LD-2 quarterly report email:

- If the Senate ID, Registrant name, and Client name do not all match existing records on file, your filing is considered pending. Your filing will be reviewed by a Senate Office of Public Records staff member, and you will receive an email that your filing is pending.

```

-----Original Message-----
From: lobbying@sec.senate.gov [mailto:lobbying@sec.senate.gov]
Sent: Monday, September 16, 2013 10:00 PM
To: LobbyTest@Lobbying.org
Subject: LDA Filing Status: PENDING

Lobbying Disclosure Electronic Filing
Office of Public Records
United States Senate

Filing Status: Pending

Your 2013 SECOND QUARTER REPORT lobbying disclosure filing (reference number
300589859) for registrant name Lobby Test and client name Lobby Test Client,
received on 09/16/2013 8:52 PM, is under review for one of the following reasons:

The Senate ID number on your form does not match the Senate ID, Registrant name,
or Client name currently in our database, or, you are reporting a Registrant or
Client name change.

A follow-up e-mail will be sent when the review is completed to notify you of the
status of your filing.

Please do not respond to this e-mail. This email account is unattended.

```

Pending LD-2 quarterly report email:

When the pending filing has been reviewed, it will be either approved or rejected.

- If your filing is approved after the review, you will receive an email that your filing was successful (email will look like above successful emails). The filing will be made available to the public on our website.
- If your filing is rejected after the review, you will receive an email stating that the filing has been rejected, the reason for the rejection, and instructions about how you should correct your form and re-file it. A rejected filing will not be made available to the public.

```

From: lobbying@sec.senate.gov [mailto:lobbying@sec.senate.gov]
Sent: Monday, September 16, 2013 2:49 PM
To: LobbyTest@Lobbying.org
Subject: Rejection Email
Importance: High

Lobbying Disclosure Electronic Filing
Office of Public Records
United States Senate

-----

Filing Status: Rejected

-----

Your LD1- Registration filing reference number 300123456 for registrant name Lobby Test, has
been rejected for the following reason:

You have selected New Client for Existing Registrant on your LD1 form, and our database indicates that
you are already registered for this client under Senate ID 2000002. To Re-Activate this client or update
registration information, please select Registration Amendment on your LD1 form and enter the
existing Senate ID and House ID#s.

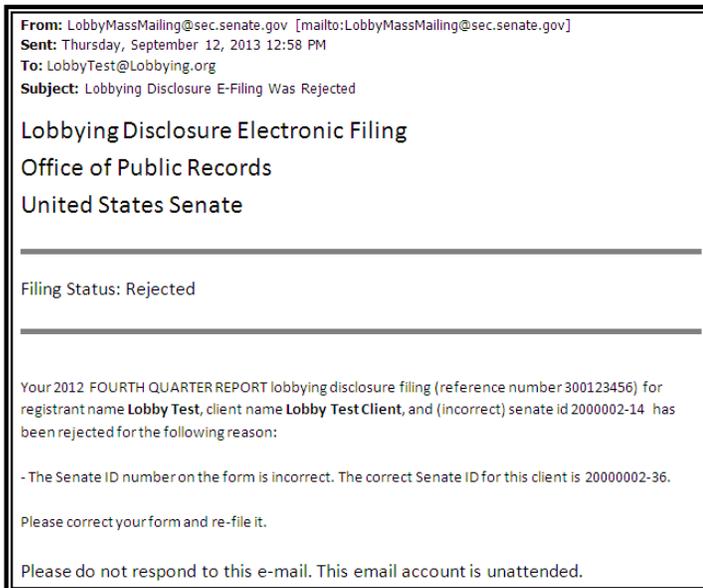
Please correct your form and re-file it.

Please do not respond to this e-mail. This email account is unattended.

```

Example of a LD-1 registration rejection email

A filing is commonly rejected for using an incorrect Senate Client ID number. Please note that the Senate Registrant ID is pre-populated and the Senate Client ID must be entered correctly. The rejection email will provide you with the correct ID you should use for a client. It is important that you resubmit your filing using the correct ID.



Example of a LD-2 quarterly report rejection email:

See [Senate ID Numbers](#) for more information

Identification Numbers

House ID Numbers

When a new lobbying firm, or individual, registers with the House, a unique ID is created for that registrant. Each time a new client is registered for that registrant, a sequential 4 digit number is created and combined with the registrant ID to create the House ID for that client, as shown in the example below:

Complete House ID Number	Registrant ID	Client ID
123456789 (9 digits)	12345 (First 5)	6789 (Last 4)

For example, lobbying registrant K Street Incorporated has three clients: Constitution Group, Independence Group, and Democracy Group. K Street Incorporated's House ID numbers are as follows:

Registrant Name: K Street Incorporated House ID: 12345

Client Name	House ID
Constitution Group	123450000
Independence Group	123450001
Democracy Group	123450002

Notice that the first 5 digits in this example remain the same, since all three clients are registered for the same lobbying firm. When you register a new client, you will use the first 5 digits, which is the registrant portion of your House ID. When you file a lobbying activity report, you will use the full 9-digit House ID for each client.

Senate ID Numbers

Your Senate ID number is made up of two numbers separated by a hyphen. The number before the hyphen is called your User ID/Registrant ID and is the same for all of your clients. The User ID/Registrant ID is also your login ID for the online filing system. The User ID/Registrant ID is followed by a hyphen and your Client ID. Your Client ID is specific to each client. For example, lobbying registrant K Street Incorporated has three clients: Constitution Group, Independence Group, and Democracy Group. K Street Incorporated's Senate ID numbers are as follows:

Registrant Name	Client Name	User/ Registrant ID	Client ID	
K Street Incorporated	Constitution Group	12345	12	
K Street Incorporated	Independence Group	12345	24	
K Street Incorporated	Democracy Group	12345	36	

In the online filing system, under the Client section (see screen print below), the Senate Client ID fields include one box that is already prepopulated with your User ID/Registrant ID. Next to that field is a blank box where you enter your Client ID number (or if you load a previously submitted report, it may already have your Client ID).

Client Name _____

Self:

*Client Name: Client 01

*Senate Client ID: 1234562600 - 0001 [Senate ID Search](#)

Getting Started

The Lobbying Disclosure Online Filing System does not require any special software. It is a web-based system and works in a browser with an internet connection on both Macintosh and Windows computers. You can use **Internet Explorer**, **Safari**, or **Firefox** to access the system. You will also use your **Senate ID and Password** to sign into the system and file your forms.

The topics listed below explain the requirements to file Lobbying Disclosure forms electronically. Please review each section carefully before you begin working with the forms.

New Registrants

The steps listed below are for new filers who have never registered with the House and Senate before. If you think that you may have previously obtained a House Registrant ID or a Senate Registrant ID and password for this system, please [contact the appropriate office](#) to confirm whether your ID's and/or password are activated.

See [Identification Numbers](#) for a detailed explanation on how identification numbers are used

Step 1: Obtain a Senate ID and Password

If you have never registered with the House and Senate, you must obtain a Senate Registrant ID and Password before you can access the online forms. Use the link below to submit a password request with the Senate:

[Online Password Request Form](#)

New filers should plan to obtain their passwords well in advance of a filing deadline. It will not be possible to activate a password the day before or on the due date of a filing. If you experience a problem with the Senate Password Request form or need additional information about your password, please contact the [Senate Office of Public Records](#).

Step 2: Sign into the System

The Senate will send you the new ID and password via e-mail when your password has been approved.

The screenshot shows the 'Please Sign In' form on the Lobbying Disclosure Act Online Reporting website. The page has a dark red header with the text 'UNITED STATES CONGRESS' and 'LOBBYING DISCLOSURE ACT ONLINE REPORTING'. Below the header is a navigation bar with 'Home', 'File LD-1 & LD-2 Reports', and 'Help'. The main content area is split into two columns. The left column contains instructions: 'The Lobbying Disclosure Electronic Filing System allows registered lobbying firms to file LD-1 and LD-2 reports. To access the forms, please sign in using your Senate ID and password.' It also includes a link to the help section and a note for users who haven't requested a Senate ID. The right column contains the sign-in form with fields for 'Senate ID:' and 'Password:', a 'Sign In' button, and a link for 'I forgot my Senate password'.

Use this information to sign into the system and to obtain a House Registrant ID:

Step 3: Obtain a House ID

Before you can begin filing your forms, you must obtain a House ID number. This number will be used along with the Senate ID on all your filings:

UNITED STATES CONGRESS SIGN OUT

LOBBYING DISCLOSURE ACT
ONLINE REPORTING

[Home](#) [Help](#)

Lobbying Disclosure Forms

Welcome LD Forms 2019

Before registering your first client, your lobbying firm will need a House identification number. Please use the [Request House Registrant ID form](#) to submit your information to the Legislative Resource Center. If you have a House Registrant ID already and feel you've reached this page in error, please contact the Legislative Resource Center at (202) 226-5200.

[Request a House Registrant ID](#)

Home > New Lobbying Firm Comments/Feedback

- Click on the **Request a House Registrant ID** link.

Request a House Registrant ID

Registrant Name and Contact Information

If you are a lobbying firm or an organization employing in-house lobbyists, you must register yourself using the full legal or trade name of the business. If you are an individual lobbyist with no business name, select self employed and enter your name.

 LDA Guidance

* = Required Field

Registrant Name

Organization/Lobbying Firm Self Employed Individual

*Organization Name:

Registrant Address

*Country:

*Address:

Address 2:

*City:

State/Province:

*Zip/Postal Code:

Contact Name

*Prefix:

Enter the full name of the person to contact for any questions concerning the registration.

*Contact Name:

*Email Address:

*Phone Number: () -

International Number:

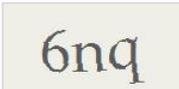
Type the Characters from the Picture Below

 [Listen to the Characters](#)
Type Characters:

Submit Request

- Complete all required fields, enter the displayed code in the code field, then submit the form.

Type the Characters from the Picture Below

 [Listen to the Characters](#)
Type Characters: ❗ The code is incorrect.

- If there is a problem with the information you've entered, the system will display an error message in red. Correct the entry and re-submit the form.

Request a House Registrant ID

Thank You

Your information has been submitted to the Legislative Resource Center for approval. When your request is approved, you will receive an email notification and you will be granted access to file lobby disclosure registrations and reports.

Reference Number: 300623215

Received: 3/28/2019 2:08:52 PM

Registrant Name: LD Forms 2019

 [Print this receipt for your records.](#)

[Sign Out](#)

- When the request is submitted successfully, a filing confirmation message will be displayed with a reference number. You should print this message and keep it for your records, then click the **Sign Out** button:



E-filing

Lobbying Disclosure House Registrant ID - Approved



Lobbying Disclosure Electronic Filing
Office of the Clerk
U.S. House of Representatives

Request Status: Approved

Your request for a new House Registrant ID for LD Forms 2019, received on 3/28/2019 2:08:52 PM, has been approved. The assigned Registrant ID is: 40528.

<http://lobbyingdisclosure.house.gov>

- When your request has been approved by the House, a new House Registrant ID will be sent to you via e-mail. You can sign into the system again and register your clients:

UNITED STATES CONGRESS SIGN OUT

LOBBYING DISCLOSURE ACT ONLINE REPORTING

[Home](#)
File LD-1 & LD-2 Reports
[Help](#)

Lobbying Disclosure Forms

Registered Clients for LD Forms 2019:

Listed below are all of the lobbying clients that have been registered for your organization. You can use this list to file lobby reports for each client. You can also use this site to register a new client or amend the registration of an existing client.

 [Register a new Client](#)

See [Working with the Forms](#) for more information on registering your clients and filing activity reports

Previously Registered Filers

The steps listed below are for existing filers who have previously filed a registration (LD-1) in the online electronic filing system. To begin, you must sign in using your Senate ID and password. If you are having problems signing into the system, and you think that you may have previously obtained a Senate ID and password, please call the Senate Office of Public Records to confirm that your user ID and password are activated.

- To access the forms, sign into the system using your Senate ID and password:



The screenshot shows the 'Registered Clients for LD Forms 2019' page. It includes a header, a title, a description, a 'Register a new Client' link, and a table of clients. The table has columns for Client ID, Client Name, and Status. Below the table is a pagination control showing 'Records Per Page: 10', 'Showing 1-1 of 1', and 'Page 1 of 1'.

Client ID	Client Name	Status		
0001	New Client 01	Active	 Report Lobbying	 Amend Registration

Records Per Page: 10 Showing 1-1 of 1 Page 1 of 1

When you have signed in successfully the forms page is displayed with links to a pre-populated LD- 1 and LD-2 forms. If you've filed a contribution form in the past, many of the functions will be familiar to you already. The requirements to complete lobbying disclosure forms have not changed, only the form itself has been updated. We recommend that you review the user manual before you begin as some of the steps to complete the forms have changed.

Working with the Forms

Each time you sign in to the system you establish an editing session for the lobbying disclosure registration and reporting forms. While you are signed in, you will have the ability to create a new filing, open a saved filing and append it, or retrieve a previously filed form and amend it.

See [Getting Started](#) if you have never used the online filing system before.

Form Features

- Pre-populated LD-1 and LD-2 forms are available once you've signed into the system.
- The system saves each form that you create for a registration or filing period. You can retrieve and edit the form at any time, but only the latest version of the filing is saved. If you need to amend a previously filed form, the system sets the form as an amendment automatically when you open it for editing.
- Required fields and form entries will be checked as you work with the form. If a field is invalid, you will be prompted to correct it before continuing.
- Wizards are available to help you add lobbyist names to the forms and to create lobbying issue pages on the LD-2 form.
- A printable version of your form can be generated at any time while you work with the form.
- A printable confirmation message will be displayed each time you file your form.

Basic instructions and links to the appropriate material in the LDA Guidance have been added to the top of each page. The user manual can be accessed from a tab at the top of each page so you can access help while you are completing the form.

The topics listed below explain the features and functions of the Lobbying Disclosure electronic forms and step by step instructions on how to complete and file them.

Signing into the System

To access the lobbying disclosure forms:

- Open your browser and go to <https://lda.congress.gov/LD/>



- Enter your Senate User ID and password in the appropriate fields and click **Sign In**:



Note: If you forget your Senate ID or password, you can use the links displayed under each field to find them.

- A list of all active clients is displayed with buttons that allow you to access the online forms.

Form Features

It is recommended that you become familiar with these functions before you begin working with the forms. Understanding how they perform will help you avoid commonly reported problems.

Form Navigation

The online forms have built-in navigation to help you easily locate forms and specific pages to complete them:

- Form links are available to register new clients, amend previously filed registrations, and file lobbying activity reports. Each form is pre-populated with registration information.



- Toolbars are available anywhere that there is a large list of names, such as the client names list on the main page and the lobbyist names on the forms. This toolbar is displayed at the bottom of each list. You can change the display by increasing the number of records that are displayed on each page or navigating to a specific page number.



- Each form displays the type of form you are working with at the top of the page and built-in navigation that is updated as you work with the form. If you add additional pages, this list is updated automatically so that you can quickly move from one page to another while you are working on a form.

LD-2 Lobby Disclosure Report

2013 Second Quarter Report

Registrant: Registrant Name
Client: Client 01 (405160000)



Entering Form Content

The online forms contain several features that simplify the steps to add content:

- A calendar function that allows you to select the appropriate date for new registrations.



Lobbying Registration

Enter the date that the registrant is retained by the client or first makes a lobbying contact, whichever is earlier.

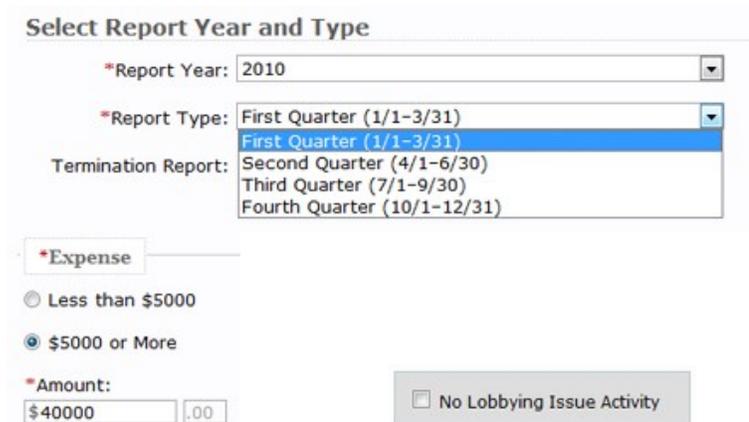
Effective Date of Registration:

September 2010

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: September 23, 2010

- Drop down lists, radio buttons, and check boxes, that allow you to select content.



Select Report Year and Type

*Report Year: 2010

*Report Type: First Quarter (1/1-3/31)

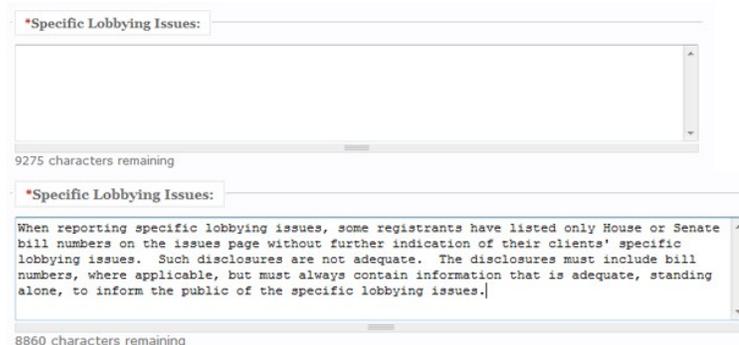
Termination Report: First Quarter (1/1-3/31), Second Quarter (4/1-6/30), Third Quarter (7/1-9/30), Fourth Quarter (10/1-12/31)

*Expense: Less than \$5000, \$5000 or More

*Amount: \$40000 .00

No Lobbying Issue Activity

- Text boxes that allow for a large volume of data, such as specific lobbying issue fields, display the number of characters available so that you know when you reach the limit for that field.



*Specific Lobbying Issues:

9275 characters remaining

*Specific Lobbying Issues:

When reporting specific lobbying issues, some registrants have listed only House or Senate bill numbers on the issues page without further indication of their clients' specific lobbying issues. Such disclosures are not adequate. The disclosures must include bill numbers, where applicable, but must always contain information that is adequate, standing alone, to inform the public of the specific lobbying issues.

8860 characters remaining

Reviewing Your Form

The online forms have several functions that will ensure that your filing is complete before you file it:

- Each form page has basic instructions at the top of the page, with links to the appropriate section of the LDA Guidance if you need more information.

Affiliated Organizations

List any entity, other than the client, that contributes more than \$5,000 toward the registrant's lobbying activities **and** actively participates in the planning, supervision, or control of such activities. You can identify each entity by name and address, or you can enter the client's website if the entity is listed as being a member of or a contributor to the client.

 [Review & Print Your Report](#)

 [LDA Guidance](#)

Check the "No Affiliated Organizations" checkbox if there are no other entities that contribute to the lobbying activities for this client.

- Required fields are marked so that you can easily locate them.

* = Required Field

Client Name

Self:

Check 'Self' if you are lobbying on your own behalf.

*Client Name:

- Required fields are checked and the forms will alert you if required information is missing or is not entered correctly before you advance to the next page in a form.



There was a problem with your contact information.

■ Please provide the client name.

Client Name

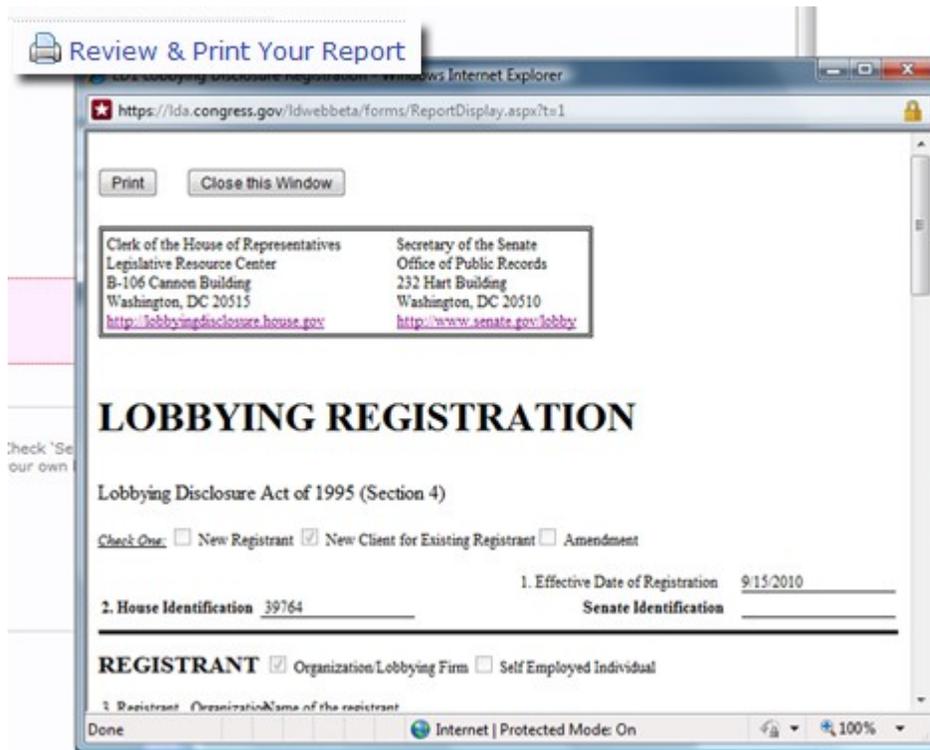
Self:

Check 'Self' if you are lobbying on your own behalf.

 Please provide the client name.

*Client Name:

- Each form also has a button that allows you to create a preview of the form before it is filed. You may view the file and print it whenever necessary while you are working on the form.



File Management

The system will allow more than one person to be signed in and working on the forms, but forms can only be edited by one person at a time.

- If you try to access a filing that is being worked on by another user:



A message will be displayed that the file is locked. It will be unlocked automatically when the user exits the form. If you have more than one person working on the forms in your organization, you may need to coordinate who creates forms for each client.

Registering New Clients

To use the LD-1 form for a new client registration:

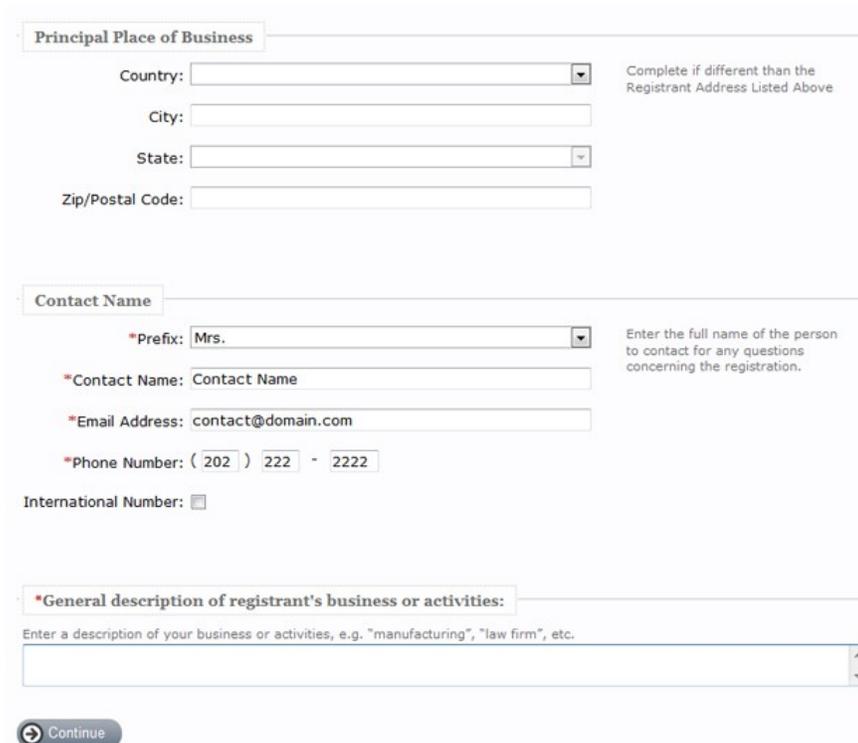
- Click on the **Register a New Client** link.



A window is displayed for you to enter the effective date of the registration for the new client.

Note: At this time the system only stores the latest version of an LD-1 Registration form. If you have more than one client to register, you must complete and file the form for each client before you can begin working on the next registration.

- Click on the **Date** field and select an effective date using the calendar tool. You can also enter the date manually, but it must be formatted as mm/dd/yyyy, then click the **Continue** button:



The **Registrant Name and Contact Information** screen is displayed.

- This screen is pre-populated with your registrant name, address, principle place of business, and contact information. Use the tools available for each field (pull down menus, buttons) to complete the Registrant Name screen, then click the **Continue** button.

Client Name and Contact Information

 [Review & Print Your Report](#)

Lobbying firms, i.e. entities with one or more lobbyists, including self-employed individuals who act as lobbyists for outside clients, must file a separate registration for each client, with the client name, address, and a general business description. Organizations employing in-house lobbyists must file a single registration and list themselves as the client. In that case, the client name, address and description are not required.

 [LDA Guidance](#)

* = Required Field

Client Name

Self: Check 'Self' if you are lobbying on your own behalf.

*Client Name:

Client Address

*Country:

*Address:

*City:

State/Province:

*Zip/Postal Code:

Principal Place of Business

Country: Complete if different than the Registrant Address Listed Above

City:

State:

Zip/Postal Code:

*General description of the client's business or activities:

Enter a description of the client's business or activities, e.g. "manufacturing", "law firm", etc.

 Continue

The **Client Name and Contact Information** screen is displayed:

- If you are lobbying on your own behalf, check the **Self** checkbox. The rest of the fields on this page will not be required.
- If you are registering a new client, use the tools available for each field to complete the client page.
- Click the **Continue** button when you have entered all the appropriate information.

List Lobbyists for Client

 [Review & Print Your Report](#)

List the name of each individual who acted or is expected to act as a lobbyist for this client. If an individual has served as a "covered executive branch official" or "covered legislative branch official" within twenty years of first acting as a lobbyist for this client, enter the executive and/or legislative positions in which the person served. Self-employed lobbyists must also list their name and indicate any [covered status](#).

* = Required Field

*Name of each individual who has acted or is expected to act as a lobbyist

*First Name: *Last Name: Suffix:

Covered Official Position (if applicable):

The **List Lobbyist** screen is displayed:

- Enter the first and last name of each lobbyist that you expect to be lobbying for the client. You can also enter a suffix and covered official position information if needed, then click the **Add Lobbyist** button to list the name on the form.
- You can repeat these steps until all lobbyist names have been added, then click the **Continue** button.

Lobbying Issues

 [Review & Print Your Report](#)

List the categories that most closely match the client's lobbying areas. Enter as many as necessary to accurately reflect all actual and anticipated lobbying activities. You must also identify the client's specific issues that have been, or are likely to be, addressed in lobbying activities. Disclose bill numbers and a title, where applicable, but also include information that is adequate, standing alone, to inform the public of the specific lobbying issues.

* = Required Field

*General lobbying issue areas (Select all applicable codes).

Lobby Issue:
ACC - Accounting

Selected Lobby Issues:

*Specific lobbying issues (current and anticipated)

The Lobbying Issues page is displayed.

- Select a lobbying issue code from the **Lobbying Issue** pull down menu, then click the **Add Issue Area** button. The code will be displayed in the **Select Lobbying Issues** field. If you need to remove a code, select the code, then click the **Delete Issue Area** button. You can repeat this step until you have all lobbying issue areas for this client selected.
- Enter anticipated lobbying activity in the **Specific lobbying issues** field.

Note: You must identify the client's specific issues that have been, or are likely to be, addressed in lobbying activities. Disclose bill numbers and a title, where applicable, but also include information that is adequate, standing alone, to inform the public of the specific lobbying issues.

- Click the **Continue** button:

Affiliated Organizations

 [Review & Print Your Report](#)

List any entity, other than the client, that contributes more than \$5,000 toward the registrant's lobbying activities **and** actively participates in the planning, supervision, or control of such activities. You can identify each entity by name and address, or you can enter the client's website if the entity is listed as being a member of or a contributor to the client.

 [LDA Guidance](#)

Check the "No Affiliated Organizations" checkbox if there are no other entities that contribute to the lobbying activities for this client.

No Affiliated Organizations

List Affiliated Organizations on an external web page

Internet Address:

List Affiliated Organizations on this form

Name and Address

*Organization Name:

*Country:

*Address:

*City:

State/Province:

*Zip/Postal Code:

Principal Place of Business

Country:

City:

State/Province:

Only complete if different than the Organization Address listed above.

The **Affiliated Organizations** page is displayed:

- Enter the website where all organization members are listed or enter the member's name and address in the appropriate fields.
- If there are no affiliated organizations for this client, click the **No Affiliated Organizations** checkbox. Click the **Continue** button.

Foreign Entities

 [Review & Print Your Report](#)

You must list any foreign entity that:

- Holds at least 20% equitable ownership in the client or any organization identified on this registration; **or**
- Directly or indirectly, in whole or in major part, plans, supervises controls, directs, finances, or subsidizes activities of the client or any organization identified on this registration; **or**
- Is an affiliate of the client or any organization identified on this form, and has a direct interest in the outcome of the lobbying activity.

 [LDA Guidance](#)

Check the "No Foreign Entities" checkbox if there are no other entities that contribute to the lobbying activities for this client.

No Foreign Entities

List Foreign Entities

Entity Name and Address

*Name:

*Country:

*Address:

*City:

*State/Province:

Contributions and Ownership

*Amount Contributed for Lobbying (USD): \$

*Ownership Percentage in Client: %

Principal Place of Business

Country:

City:

State/Province:

Only complete if different than the address listed above.

 Continue

The **Foreign Entities** page is displayed:

- Complete the entity fields and click the **Add Foreign Entity** button. You can repeat these steps until all entities are added.
- Check the **No Foreign Entities** checkbox if there are no foreign entities associated with this client. When you have finished, click the **Continue** button.

Convictions Disclosure

 [Review & Print Your Report](#)

Have any of the lobbyists listed on this report been convicted in a Federal or State Court of an offense involving bribery, extortion, embezzlement, illegal kickback, tax evasion, fraud, conflict of interest, making a false statement, perjury, or money laundering?

Yes No

If yes, please provide the lobbyist name(s), dates of the conviction(s) and a description of the offense(s).

Select Lobbyist:

Conviction Date:

Description of Offense(s):

The **Convictions Disclosure** page is displayed:

- Check **No** if none of the lobbyists listed in your registration have convictions to report.
- Check **Yes** if any listed lobbyist has been convicted in a Federal or State Court of an offense involving bribery, extortion, embezzlement, illegal kickback, tax evasion, fraud, conflict of interest, making a false statement, perjury, or money laundering:
 - Select the lobbyist name from the drop-down list;
 - Enter the conviction date;
 - Enter text to describe the offense.
 - Click on **Add Conviction**.
 - Repeat these steps until all convictions have been added to the form.
- Click the **Continue** button.

See Guidance Memo for more information.

Sign & Submit

 [Review & Print Your Report](#)

I certify that the information entered on this electronic form is true, correct and complete to the best of my knowledge.

Type the Characters from the Picture Below



 [Listen to the Characters](#)

Type Characters:

The **Sign & Submit** page is displayed.

- Check the **Certification** checkbox, and enter the characters displayed in the **Type Characters** field, then click the **Sign and Submit** button:

LD-1 Lobbying Registration

2019 Registration

Registrant: LD Forms 2019
Client: New Client 01 (40528)



United States Congress Lobby Disclosure Electronic Filing

Filing Status: Submitted

This message only acknowledges the receipt of your document. In no way is it intended to serve as an evaluation of that filing or as a guarantee that you are compliant with your filing requirements.

Your lobbying registration has been received and the reference number is listed below:

Reference Number: 300623217

Received: 3/28/2019 3:02:48 PM

Registrant Name: LD Forms 2019

Client Name: New Client 01

Report Year: 2019

Report Period: Registration

Your submitted form will be processed, and you will receive a status message about your filing on behalf of both the House and Senate from the Congressional system.



Print this receipt for your records.

A confirmation message is displayed with links to print the completed form and confirmation message.

- Click the appropriate print links to create a hardcopy of your submitted form and filing receipt.
- Click the **Sign Out** button to exit the system, or.
- Click the **File Another Report** button to return to the Client name list.

See [LD-1 Instructions](#) for more information

Amending Client Registrations

To amend a client registration:

- Sign into the system:

Lobbying Disclosure Forms

Registered Clients for LD Forms 2019:

Listed below are all of the lobbying clients that have been registered for your organization. You can use this list to file lobby reports for each client. You can also use this site to register a new client or amend the registration of an existing client.

 [Register a new Client](#)

Client ID	Client Name	Status		
0001	New Client 01	Active	 Report Lobbying	 Amend Registration

Records Per Page: Showing 1-1 of 1 Page of 1

A list of registered clients is displayed.

- Click on the **Amend Client Registration** link for the client registration you want to modify.

Lobbying Registration

Enter the date that the registrant is retained by the client or first makes a lobbying contact, whichever is earlier.

A window is displayed for you to enter the effective date of the amendment for this client.

- Click on the **Date** field and select an effective date using the calendar tool. You can also enter the date manually, but it must be formatted as mm/dd/yyyy, then click the **Continue** button:

LD-1 Lobbying Registration

2019 Registration Amendment

Registrant: LD Forms 2019
Client: New Client 01 (405280001)

Go to Page:
1. - Registrant Name and Contact Information ▾

Registrant Name and Contact Information

If you are a lobbying firm or an organization employing in-house lobbyists, you must register yourself using the full legal or trade name of the business. If you are an individual lobbyist with no business name, select self employed and enter your name.

 [LDA Guidance](#)

* = Required Field

Registrant Name

Organization/Lobbying Firm Self Employed Individual

*Organization Name:

A **Registration Form** is displayed, and it is marked as an amendment. The Registrant and Client information is pre-populated.

- Review each screen and enter the appropriate information to complete the amendment.

You will be required to enter your Senate Client ID to amend a registration. If you are unsure of the number, a Senate ID search is available on the page to help you locate it.

- When you have completed the form go to the **Sign and Submit** screen and file your registration amendment.

See LD-1 Instructions for more information

Creating Lobbying Activity Reports

To create a new Lobbying Activity Report using the LD-2 form:

- Review the list of clients on the **Lobbying Disclosure Forms** page.

Lobbying Disclosure Beta Forms

Registered Clients for New Registrant:

Listed below are all of the active lobbying clients that have been registered for your organization. You can use this list to file lobby reports for each client. You can also use this site to register a new client or amend the registration of an existing client.

Please complete the appropriate forms that you need to file for the 2010 3rd quarter reporting period. You should report all problems you experience with the forms and we encourage you to provide any suggestions you may have to improve them. A comment/feedback form is available at the bottom of each page for you to submit your feedback while you are working on your forms.

[Register a new Client](#)

Client ID	Client Name	Status		
0000	Client 01	Active	Report Lobbying	Amend Registration

Records Per Page: Showing 1-1 of 1 Page of 1

- Locate the client that you want to create a report for and click on the **Report Lobbying** button:

LD-2 Lobby Disclosure Report

Registrant: LD Forms 2019
Client: New Client 01 (405280001)

Go to Page:

Select Report Year and Period

Choose the year and reporting period that will be covered in this report. A separate report is required for each filing period.

[LDA Guidance](#)

*Report Year:

*Report Period:

Select the 'Termination Report' checkbox if lobbying for the client has ended and you are terminating the registration.

Termination Report:

The **Report Year and Period** screen is displayed. This screen allows you to select the year and reporting period that you want to file for and select if the report is a termination.

Select the appropriate Report Year and Period, then click the **Continue** button:

Name and Contact Information

The registrant and client information for this form has been pre-populated from the registration for this client. You can edit the information as appropriate, or update the registration by adding an update page in the [client name section](#) below.

 LDA Guidance

* = Required Field

Registrant Name

Organization/Lobbying Firm Self Employed Individual

*Organization Name:

Registrant Address

Check if address is different than previously reported

*Country:

*Address:

Address 2:

*City:

*State/Province:

*Zip/Postal Code:

Principal Place of Business

Country: Complete if different than the Registrant Address Listed Above

City:

State:

Zip/Postal Code:

Contact Name

*Prefix:

*Contact Name:

*Email Address:

*Phone Number: () -

International Number:

Client Name

Self:

*Client Name:

*Senate Client ID: - [Senate ID Search](#)

Check if client is a state or local government or instrumentality

[Continue](#)

The **Name and Contact Information** Screen is displayed. This screen is pre-populated with your registrant name, address, principle place of business, contact information, and the client name.

- Review the information on this screen and modify registrant or contact information. Your Senate Registrant ID will also be pre-populated, but you must enter the Senate Client ID to complete this section of the form. When you have updated all of the appropriate information, click the **Continue** button.
- The Client Information Page is displayed. You can update client information that was previously registered, delist lobbyists on this page. If you don't have any updates, click the **Continue** button.

See Client Information Updates for more information

- Depending on whether you are lobbying for yourself or a client, an Income or Expense screen is displayed;

LD-2 Lobby Disclosure Report

2019 First Quarter Report

Registrant: LD Forms 2019

Client: New Client 01 (405280001)

Go to Page:

4. - Lobbying Income

Lobbying Income

 [Review & Print Your Report](#)

Select whether the income from this client for your lobbying expenses during this quarter were more or less than \$5,000 during this reporting period. If more than \$5,000, provide a good faith estimate and round to the nearest \$10,000.

 [LDA Guidance](#)

* = Required Field

*Income

Less than \$5000

\$5000 or More

- If the report is for a client, the **Lobbying Income** screen is displayed;
- Enter the amount of income you collected for the reporting period and click the **Continue** button;

LD-2 Lobby Disclosure Report

2019 First Quarter Report

Registrant: LD Forms 2019
Client: LD Forms 2019 (405280001)

Go to Page:

4. - Lobbying Expenses

Lobbying Expense

 [Review & Print Your Report](#)

Select whether your lobbying expenses for this quarter were more or less than \$5,000 during this reporting period. If more than \$5,000, provide a good faith estimate and round to the nearest \$10,000.

 [LDA Guidance](#)

* = Required Field

*Expense

- Less than \$5000
- \$5000 or More

*Reporting Method

- Method A** Reporting amounts using LDA definitions only
- Method B** Reporting amounts under section 6033(b)(8) of the Internal Revenue Code
- Method C** Reporting amounts under section 162(e) of the Internal Revenue Code

 Continue

- If the report is for lobbying on your own behalf, the **Lobbying Expenses** screen is displayed. You must report the amount of expenses you incurred during the reporting period;
- Enter the amount of expenses you incurred and the reporting method, then click the **Continue** button:

LD-2 Lobby Disclosure Report

2019 First Quarter Report

Registrant: LD Forms 2019
Client: Client 01 (405280001)

Go to Page:

5. - List Lobby Issue Areas

List Lobby Issue Areas

 [Review & Print Your Report](#)

Select as many codes as necessary to reflect the general issue areas in which the registrant engaged in lobbying on behalf of the client during the reporting period.

 [LDA Guidance](#)

If there was no lobbying activity for this client, check the box marked 'None'.

No Lobbying Issue Activity

Lobby Issue:

ACC - Accounting

Selected Lobby Issues:

The Lobbying Issues screen is displayed. This screen will create a separate page for each lobbying issue code you add to the form;

- Click on the lobbying issue code(s) you want to add to your form using the pull-down menu, then click the **Add Issue Area** button:
 - You can repeat these steps until you have added all of the lobbying areas that you want to report on for this filing period;
 - You can remove any issue code that was added by clicking on the issue code, then clicking the **Delete Issue Area** button;
 - If there was no lobbying activity for this reporting period, click the No Lobbying Issue Activity checkbox;
- When you have added all the issue codes, or checked No Lobbying Issue Activity, click the **Continue** button:
 - If you selected No Lobbying Issue Activity, the **Sign & Submit** page is displayed;
 - If you added Lobbying Issue Areas, a separate page will be created for each code you selected;

General Issue Area: ACC - Accounting

 Review & Print Your Report

When entering the specific lobbying issues, bill numbers alone do not satisfy the requirement for reporting. You must disclose bill numbers and a title, where applicable, but also include information that is adequate, standing alone, to inform the public of the specific lobbying issues.

 LDA Guidance

* = Required Field

*Specific Lobbying Issues:

Identify the specific issues on which the lobbyist(s) engaged in lobbying activities. Including the specific section of the bill is a more adequate disclosure, as shown below:

H.R. 3610, Department of Defense Appropriations Act for 2009, Title II, all provisions relating to environmental restoration.

8969 characters remaining

The **General Issue Area** screen is displayed for the first issue code you selected;

- Enter text regarding the lobbying activity that occurred for this issue area. The text box will display how much space you have left in this box as you type;

*House(s) of Congress and Federal Agencies

No Agencies Lobbied

Complete List of Agencies:

Administration for Children & Families (ACF)
Administration on Aging
Advisory Council on Historic Preservation (ACHP)
African Development Foundation
Agency for Health Care Policy & Research
Agency for Toxic Substances & Disease Registry
Agriculture - Dept of (USDA)
Air Force - Dept of
Alcohol & Tobacco Tax & Trade Bureau (TTB)
Alternative Agricultural Research & Commercializati
American Battle Monuments Commission

Add Agency

Selected Agencies:

U.S. SENATE
U.S. HOUSE OF REPRESENTATIVES

Delete Agency

- Select the agencies that you lobbied for this issue area by clicking on an agency name, then clicking the **Add Agency** button. The name will appear in the right-hand list;
- If you did not lobby any agencies, click the **No Agencies Lobbied** checkbox;

***Name of each individual who acted as a lobbyist in this issue area**

*First Name: *Last Name: Suffix:

Covered Official Position (if applicable): New Lobbyist

Add Lobbyist

Lobbyists:

1.  Edit  Delete

First Name:	Last Name:	Suffix:
Larry	Lobbyist	

Covered Official Position: New Lobbyist

Records Per Page: Showing 1-1 of 1   Page of 1  

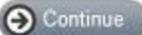
- Enter the first and last name of each lobbyist that lobbied on this issue. You can also enter a suffix and covered official position information if needed, then click the **Add Lobbyist** button. The name will be displayed in a grid. You can modify or delete each added name as needed. When you have added all the lobbyist names, click the **Continue** button;

***Interest of each foreign entity in the specific issues listed above**

No Foreign Interests

A foreign entity is reported if both of two circumstances apply: 1) the foreign entity must be an entity that is required to be identified on Form LD 1 or on the registration information update page. That, in turn, depends on whether the entity meets one of the three conditions of Section 4(b)(4) of the LDA; and 2) the entity must have an interest in the specific lobbying issues listed on Line 16.

679 characters remaining

 Continue

- Enter the names of any Foreign Entities in the text box. The text box will display how much space you have left in this box as you type. Click on the **No Foreign Interests** checkbox if needed.
- Click the **Continue** button when all entries have been made:

*Note: If you selected more than one issue code, the next **General Issue Area** page is displayed for the next issue code you selected for this report. Complete each page and click the **Continue** button until all pages have been completed.*

Convictions Disclosure

 [Review & Print Your Report](#)

Have any of the lobbyists listed on this report been convicted in a Federal or State Court of an offense involving bribery, extortion, embezzlement, illegal kickback, tax evasion, fraud, conflict of interest, making a false statement, perjury, or money laundering?

Yes No

If yes, please provide the lobbyist name(s), dates of the conviction(s) and a description of the offense(s).

Select Lobbyist:

Conviction Date:

Description of Offense(s):

The **Convictions Disclosure** page is displayed:

- Check **No** if none of the lobbyists listed in your registration have convictions to report.
- Check **Yes** if any listed lobbyist has been convicted in a Federal or State Court of an offense involving bribery, extortion, embezzlement, illegal kickback, tax evasion, fraud, conflict of interest, making a false statement, perjury, or money laundering:
 - Select the lobbyist name from the drop-down list;
 - Enter the conviction date;
 - Enter text to describe the offense.
 - Click on **Add Conviction**.
 - Repeat these steps until all convictions have been added to the form.
- Click the **Continue** button.

See Guidance Memo for more information.

Sign & Submit

 [Review & Print Your Report](#)

I certify that the information entered on this electronic form is true, correct and complete to the best of my knowledge.

Type the Characters from the Picture Below



 [Listen to the Characters](#)

Type Characters:

[Sign and Submit](#)

The **Sign & Submit** page is displayed;

- Check the Certification checkbox and enter the characters displayed in the **Type Characters** field, then click the **Sign and Submit** button:



United States Congress
Lobby Disclosure Electronic Filing

Filing Status: Submitted

This message only acknowledges the receipt of your document. In no way is it intended to serve as an evaluation of that filing or as a guarantee that you are compliant with your filing requirements.

Your lobbying disclosure has been received and the reference number is listed below:

Reference Number: 300622777

Received: 8/26/2013 2:15:45 PM

Registrant Name: Registrant Name

Client Name: Client 01

Report Year: 2013

Report Period: Second Quarter Report

Your submitted form will be processed, and you will receive a status message about your filing on behalf of both the House and Senate from the Congressional system.

 [Print Your Completed Report](#)

 [Print this receipt for your records.](#)

[Sign Out](#) [File Another Report](#)

A confirmation message is displayed with links to print the completed form and confirmation message;

- Click the **Sign Out** button to exit the system, or;
- Click the **File Another Report** button to return to the Client name list.

See LD-2 Instructions for more information

Updating Client Information

The Client Information Update page allows you to modify client information that was previously registered. To access this screen,

- Click on **Client Information Update** in the **Go to Page** pull-down menu.
- Click on the header to update the Client Address, Principle Place of Business, Client Business or Activities or Update Lobbyists.

Delisting a Lobbyist

Merely removing a lobbyist's name from the issue pages of the LD-2 quarterly activity report does not delist or "deregister" the lobbyist for that client. There are only two (2) ways to remove a lobbyist name from the list of lobbyists actively lobbying for a client:

- Enter the lobbyist name on the **Client Information Update** page as no longer expected to lobby for that client. It should be noted that a lobbyist can be listed both as a lobbyist for the reporting quarter and delisted in the Update section in the same report and filing period.
- Terminate a client by filing a termination report. This will delists all lobbyists for that client.

If a lobbyist leaves a firm or stops lobbying for all clients, then the lobbyist name must be included as Delisted in the Update section for every active client where the lobbyist was reported as having lobbied previously.

- Select **Update Previously Reported Lobbyists**.

The screenshot shows the 'LD-2 Lobby Disclosure Report' interface. At the top, it displays '2015 Fourth Quarter Amendment Report' for Registrant: Training Seminar and Client: Training Seminar (391360000). A notice states 'This page is optional. Skip →'. Below this is a 'Go to Page:' dropdown menu set to '3 - Client Information Update' with a 'Go' button. The main section is titled 'Information Update Page' and includes a 'Review & Print Your Report' link. There are four expandable sections: 'Update Client Address', 'Update Principal Place of Business', 'Update Description of Client's Business/Activities', and 'Update Previously Reported Lobbyists'. The 'Update Previously Reported Lobbyists' section is highlighted with a red box and contains a checkbox that is checked. Below the checkbox is a text input field for the name of previously reported individuals. Underneath are three input fields for '*First Name:', '*Last Name:', and 'Suffix:'. A 'Delist Lobbyist' button is located below these fields. At the bottom of the section, there is a table titled 'Individuals no longer expected to lobby:' with columns for '#', 'First Name:', 'Last Name:', and 'Suffix:'. The first row shows '# 1.', 'example', 'lobbyist', and an empty suffix field. Below the table are 'Edit' and 'Delete' icons. At the very bottom of the form, there is a 'Records Per Page:' dropdown set to '5' and a 'Showing 1-1 of 1' indicator.

- The system will prompt you to enter the names of previously reported individuals no longer expected to lobby for the client. Once you've entered the lobbyist name, click on the **Delist Lobbyist** button to add the name to the list below.

When you have completed all of your updates click the **Continue** button.

Amending Lobbying Activity Reports

To amend a previously filed Lobbying Activity Report:

- Sign into the system:

Lobbying Disclosure Beta Forms

Registered Clients for New Registrant:

Listed below are all of the active lobbying clients that have been registered for your organization. You can use this list to file lobby reports for each client. You can also use this site to register a new client or amend the registration of an existing client.

Please complete the appropriate forms that you need to file for the 2010 3rd quarter reporting period. You should report all problems you experience with the forms and we encourage you to provide any suggestions you may have to improve them. A comment/feedback form is available at the bottom of each page for you to submit your feedback while you are working on your forms.

[Register a new Client](#)

Client ID	Client Name	Status
0000	Client 01	Active

Records Per Page: 10 Showing 1-1 of 1

A list of registered clients is displayed;

- Click on the **Report Lobbying** link for the client that you want to modify;

LD-2 Lobby Disclosure Report

Registrant: New Registrant
Client: Client 01 (405160000)

Go to Page:
1 - Report Year and Period Go

Select Report Year and Period [LDA Guidance](#)

Choose the year and reporting period that will be covered in this report. A separate report is required for each filing period.

*Report Year: 2013
*Report Period: Second Quarter (4/1-6/30)

Termination Report:

Continue

The Report Year and Period screen is displayed. This screen allows you to select the year and reporting period that you want to file for;

- Select the appropriate **Report Year** and **Period**, then click the **Continue** button:

Previous Report Found

A previously started report was found for this reporting period.

Would you like to load this report or restart with a new form?

If you restart with a new form it will replace the previously started report

The system will locate the form that was created for the selected filing year and period:

- To load the original form with all of the data that you entered, click the **Load the Existing Report** button;
- To clear all the entries and create a new form, click the **Start with a New Form** button;
- Click the appropriate button to open the form:

LD-2 Lobby Disclosure Report

2013 Second Quarter Amendment Report

Registrant: Registrant Name
Client: Client 01 (405160000)

⚠ A report for this year and period has already been filed.
This report will be marked as an amendment to the original filing.

Go to Page:
2 - Name and Contact Information

The form is displayed with a message that a report for the selected filing period has been received so the new report will be marked as an amendment;

- Review each screen and make any necessary modifications;
- When you have completed your edits, go to the **Sign and Submit** screen and file your amendment.

See LD-2 Instructions for more information

Appendices

Listed below are detailed instructions to help you complete your Lobbying Disclosure Forms.

Lobbying Issue Codes

The lobbying issue codes listed below can be selected using pull down lists for issue codes on the LD-1 and LD-2 forms.

Code	Description	Code	Description
ACC	Accounting	HOM	Homeland Security
ADV	Advertising	HOU	Housing
AER	Aerospace	IMM	Immigration
AGR	Agriculture	IND	Indian/Native American Affairs
ALC	Alcohol & Drug Abuse	INS	Insurance
ANI	Animals	LBR	Labor Issues/Antitrust/Workplace
APP	Apparel/Clothing Industry/Textiles	INT	Intelligence and Surveillance
ART	Arts/Entertainment	LAW	Law Enforcement/Crime/Criminal Justice
AUT	Automotive Industry	MAN	Manufacturing
AVI	Aviation/Aircraft/Airlines	MAR	Marine/Maritime/Boating/Fisheries
BAN	Banking	MED	Medical/Disease Research/Clinical Labs
BNK	Bankruptcy	MIA	Media (Information/Publishing)
BEV	Beverage Industry	MMM	Medicare/Medicaid
BUD	Budget/Appropriations	MON	Minting/Money/Gold Standard
CAW	Clean Air & Water (Quality)	NAT	Natural Resources
CDT	Commodities (Big Ticket)	PHA	Pharmacy
CHM	Chemicals/Chemical Industry	POS	Postal
CIV	Civil Rights/Civil Liberties	RRR	Railroads
COM	Communications/Broadcasting/Radio/TV	RES	Real Estate/Land Use/Conservation
CPI	Computer Industry	REL	Religion
CSP	Consumer Issues/Safety/Protection	RET	Retirement
CON	Constitution	ROD	Roads/Highway
CPT	Copyright/Patent/Trademark	SCI	Science/Technology
DEF	Defense	SMB	Small Business
DOC	District of Columbia	SPO	Sports/Athletics

DIS	Disaster Planning/Emergencies	TAR	Miscellaneous Tariff Bills
ECN	Economics/Economic Development	TAX	Taxation/Internal Revenue Code
EDU	Education	TEC	Telecommunications
ENG	Energy/Nuclear	TOB	Tobacco
ENV	Environmental/Superfund	TOR	Torts
FAM	Family Issues/Abortion/Adoption	TRD	Trade (Domestic & Foreign)
FIR	Firearms/Guns/Ammunition	TRA	Transportation
FIN	Financial Institutions/Investments/Securities	TOU	Travel/Tourism
FOO	Food Industry (Safety, Labeling, etc.)	TRU	Trucking/Shipping
FOR	Foreign Relations	URB	Urban Development/Municipalities
FUE	Fuel/Gas/Oil	UNM	Unemployment
GAM	Gaming/Gambling/Casino	UTI	Utilities
GOV	Government Issues	VET	Veterans
HCR	Health Issues	WAS	Waste (hazardous/solid/interstate/nuclear)
		WEL	Welfare

Federal Agency Names

The Federal Agency Names listed below can be selected on any issue page on the LD-2 form.

- A -

Administration for Children & Families (ACF)
Administration on Aging
Advisory Council on Historic Preservation (ACHP)
African Development Foundation
Agency for Health Care Policy & Research
Agency for Toxic Substances & Disease Registry
Agriculture, Dept of (USDA)
Air Force, Dept of
Alcohol & Tobacco Tax & Trade Bureau (TTB)
Alternative Agr Research & Commercialization Center
American Battle Monuments Comm
AMTRAK - Natl Railroad Passenger Corporation
Appalachian Regional Comm
Architect of the Capitol (AOC)
Architectural & Transportation Barriers Compliance Board
Army, Dept of (Corps of Engineers)
Army, Dept of (Other)

- B -

Bureau of Alcohol Tobacco & Firearms (ATF)
Bureau of Arms Control
Bureau of Economic Analysis
Bureau of Engraving & Printing
Bureau of Export Administration
Bureau of Indian Affairs (BIA)
Bureau of Justice Assistance
Bureau of Justice Statistics
Bureau of Labor Statistics (BLS)
Bureau of Land Management (BLM)
Bureau of Reclamation
Bureau of the Public Debt
Bureau of Transportation Statistics

- C -

Centers For Disease Control & Prevention (CDC)
Centers For Medicare and Medicaid Services (CMS)
Central Intelligence Agency (CIA)
Commerce, Dept of (DOC)
Commodity Futures Trading Comm (CFTC),
Congressional Budget Office (CBO)

Consumer Product Safety Comm (CPSC)
Corporation for Natl & Community Service
Corporation for Public Broadcasting
Corrections Program Office
Council of Economic Advisers (CEA)
Council on Environmental Quality (CEQ)

- D -

Defense Advanced Research Projects Agency (DARPA)
Defense Business Transformation Agency (BTA)
Defense Commissary Agency
Defense Contract Audit Agency (DCAA)
Defense Department Field Activities
Defense Finance & Accounting Agency (DFAS)
Defense Information Systems Agency
Defense Intelligence Agency (DIA)
Defense Investigative Service (DIS)
Defense Legal Services Agency
Defense Logistics Agency
Defense Nuclear Facilities Safety Board
Defense Security Cooperation Agency (DSCA)
Defense Security Services
Defense Special Weapons Agency
Defense Threat Reduction Agency (DTRA)
Defense, Dept of (DOD)
Director of National Intelligence (ODNI)
Drug Court Program Office
Drug Enforcement Administration (DEA)

- E -

Economic Development Administration
Education, Dept of
Election Assistance Comm (EAC)
Employment & Training Administration
Employment Standards Administration
Energy, Dept of
Environmental Protection Agency (EPA)
Equal Employment Opportunity Comm (EEOC)
Executive Office of the President (EOP)
Export-Import Bank of the United States (EXIM Bank)

- F -

Farm Credit Administration
Federal Accounting Standards Advisory Board (FASAB)
Federal Aviation Administration (FAA)
Federal Bureau of Investigation (FBI)

Federal Bureau of Prisons (BOP)
Federal Communications Comm (FCC)
Federal Deposit Insurance Comm (FDIC)
Federal Election Comm (FEC)
Federal Emergency Management Agency (FEMA)
Federal Energy Regulatory Commission (FERC)

Federal Highway

Administration (FHA)
Federal Housing Finance Board (FHFB)
Federal Labor Relations Authority (FLRA)
Federal Law Enforcement Training Center
Federal Management Service
Federal Maritime Comm
Federal Mediation & Conciliation Service
Federal Mine Safety Health Review Comm (FMSHRC)
Federal Motor Carrier Safety Administration
Federal Railroad Administration
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Comm (FTC)
Federal Transit Administration (FTA)
Financial Crimes Enforcement Network (FinCEN)
Financial Management Service (FMS)
Food & Drug Administration (FDA)

- G -

General Services Administration (GSA)
Ginnie Mae
Government Accountability Office (GAO)
Government Printing Office (GPO)

- H -

Health & Human Services, Dept of (HHS)
Health Resources & Services Administration (HRSA)
Homeland Security, Dept of (DHS)
House of Representatives
Housing & Urban Development, Dept of (HUD)

- I -

Indian Health Service
Institute of Museum and Library Services (IMLS)
Inter-American Foundation
Interior, Dept of (DOI)
Internal Revenue Service (IRS)
Intl Trade Administration (ITA)

- J -

Job Corp
Joint Chiefs of Staff
Joint Service Schools
Justice, Dept of (DOJ)

- L -

Labor, Dept of (DOL)
Legal Services Corporation
Library of Congress (LOC)

- M -

Marine Mammal Comm
Maritime Administration (MARAD)
Medicare Payment Advisory Comm (MedPAC)
Merit Systems Protection Board
Mine Safety & Health Administration (MSHA)
Mine Safety & Health Review Comm
Minerals Management Service
Minority Business Development Agency

- N -

Natl Aeronautics & Space Administration (NASA)
Natl Archives & Records Administration (NARA)
Natl Bioethics Advisory Comm
Natl Capital Planning Comm (NCPC)
Natl Comm Libraries & Information Science (NCLS)
Natl Council on Disability
Natl Credit Union Administration (NCUA)
Natl Economic Council (NEC)
Natl Endowment for the Arts
Natl Endowment for the Humanities
Natl Foundation on the Arts & Humanities
Natl Geospatial Intelligence Agency
Natl Guard
Natl Highway Traffic Safety Administration (NHTSA)
Natl Indian Gaming Comm
Natl Institute of Justice
Natl Institute of Mental Health (NIMH)
Natl Institute of Standards & Technology (NIST)
Natl Institute on Alcohol Abuse & Alcoholism (NIAA)
Natl Institutes of Health (NIH)
Natl Labor Relations Board (NLRB),
Natl Mediation Board
Natl Oceanic & Atmospheric Administration (NOAA)
Natl Park Service (NPS)

Natl Science Foundation (NSF)
Natl Security Agency (NSA)
Natl Security Council (NSC)
Natl Technical Information Service
Natl Telecomm & Info Administration (NTIA)
Natl Transportation Safety Board (NTSB)
Navy, Dept of Nuclear Regulatory Comm (NRC)

- O -

Occupational Safety & Health Administration (OSHA)
Occupational Safety & Health Review Comm
Office for Victims of Crime
Office of Administration
Office of Faith-Based & Community Initiatives
Office of Government Ethics (OGE)
Office of Justice Program
Office of Juvenile Justice & Delinquency Prevention
Office of Management & Budget (OMB)
Office of Natl AIDS Policy
Office of Natl Drug Control Policy (NDCP)
Office of Personnel Management (OPM)
Office of Policy Development
Office of Science & Technology Policy (OSTP)
Office of Special Counsel
Office of Surface Mining Reclamation & Enforcement
Office of the Comptroller of the Currency (OCC)
Office of the Secretary of Defense
Office of the Vice President of the United States
Office of Thrift Supervision (OTS)
On-Site Inspection Agency
Overseas Private Investment Corp (OPIC)

- P -

Panama Canal Comm
Patent & Trademark Office (PTO)
Peace Corps
Pension & Welfare Benefits Administration
Pension Benefit Guaranty Corporation (PBGC)
Pentagon Force Protection Agency
Pipeline & Hazardous Materials Safety Administration
Postal Rate Comm
Postal Regulatory Comm
President of the U.S.
Program Support Center

- R -

Railroad Retirement Board
Research & Innovative Technology Administration
Risk Management Agency

- S -

Securities & Exchange Comm (SEC)
Selective Service System
Senate
Small Business Administration (SBA)
Smithsonian Institution
Social Security Administration (SSA)
St. Lawrence Seaway Development Corporation
State Justice Institute
State, Dept of (DOS)
Substance Abuse & Mental Health Srv Admin (SAMHSA)
Surface Transportation Board (STB)

- T -

Technology Administration
Tennessee Valley Authority (TVA)
Trade & Development Agency (TDA)
Transportation Security Administration (TSA)
Transportation, Dept of (DOT)
Treasury, Dept of

- U -

U.S. Access Board - Architectural & Transportation Barriers Compliance Board
U.S. Agency for International Development (USAID)
U.S. Arms Control & Disarmament Agency
U.S. Botanic Garden
U.S. Chemical Safety & Hazard Investigation Board
U.S. Citizenship & Immigration Services (USCIS)
U.S. Coast Guard (USCG)
U.S. Comm of Fine Arts
U.S. Comm on Civil
U.S. Comm on International Religious Freedom
U.S. Copyright Office
U.S. Customs & Border Protection
U.S. Fish & Wildlife Service (USFWS)
U.S. Forest Service
U.S. Geological Survey (USGS)
U.S. Immigration & Customs Enforcement (ICE)
U.S. Information Agency (USIA)
U.S. Institute of Peace
U.S. International Development Cooperation Agency
U.S. International Trade Comm (ITC)

U.S. Marines
U.S. Marshals Service
U.S. Mint
U.S. Natl Central Bureau - Intl Criminal Police Org
U.S. Postal Service (USPS)
U.S. Secret Service
U.S. Trade Representative (USTR)
USA Freedom Corps

- V -

Veterans Affairs, Dept of (VA)
Veterans Employment & Training Service
Vice President of the U.S.
Violence Against Women Program
Voice of America

- W -

White House Office

Lobbying Registration Instructions

The instructions listed below will help you enter the correct content on your LD-1 form.

See Working with Forms for step by step instructions on how to enter content and navigate the form

EFFECTIVE DATE OF REGISTRATION

Enter the date that the registrant is retained by the client or first makes a lobbying contact, whichever is earlier. If the effective date is prior to the end of a quarterly reporting period, a lobbying report must be filed detailing the activity for that quarterly period.

IDENTIFICATION NUMBER

Leave this line blank if this is an initial registration. The House ID will be assigned by the Legislative Resource Center after the registration is processed and will be unique to each registrant-client relationship. The Senate ID will be assigned by the Office of Public Records and will be unique to each registrant-client relationship. After being notified of this number, use it in all correspondence pertaining to this relationship.

REGISTRANT NAME AND ADDRESS

If the registrant is a lobbying firm or an organization employing in-house lobbyists, enter the full legal name, any trade name, and mailing address. Individual lobbyists do not register unless they are self-employed, in which case they register as firms and indicate their own names, and any trade or business name. A full address is required to complete the filing.

PRINCIPAL PLACE OF BUSINESS

Indicate the city, state, and country of the registrant's principal place of business, if different from the address on line 3.

TELEPHONE NUMBER, CONTACT NAME AND E-MAIL

Enter the full name of the person to contact for any questions concerning the registration. Enter the telephone number, including area code. Please use the 222-222-2222 format. Enter the contact e-mail address. A telephone number, contact name, and e-mail address are required to complete the filing.

GENERAL DESCRIPTION OF REGISTRANT'S BUSINESS OR ACTIVITIES

Provide a general description of the registrant's business or activities, e.g. "manufacturing," "computer software developer," "law firm," "public relations firm," "self-employed public affairs consultant," "social welfare organization," etc. The business description is required to complete the filing.

CLIENT NAME AND ADDRESS

For an organization lobbying on its own behalf, check the box labeled 'SELF'. When 'Self' is checked, the registrant name is inserted automatically in the client name line. For a lobbying firm or self-employed lobbyist lobbying on behalf of a client, DO NOT check "Self". Instead, state the name and address of the client. Lobbying firms must file a separate registration for each client. The client address is required in this case.

CLIENT PRINCIPAL PLACE OF BUSINESS

If 'Self' is not checked, indicate the client's principal place of business (city and state and country), if different from line 7.

GENERAL DESCRIPTION OF CLIENT'S BUSINESS OR ACTIVITIES

If 'Self' is not checked, provide a general description of the business or activities of the client (see instructions to line 6 for examples).

LOBBYISTS

List the name of each individual who acted or is expected to act as a lobbyist for the client identified on line 7. If any person listed in this section has served as a "covered executive branch official" or "covered legislative branch official" within twenty years of first acting as a lobbyist for the client, identify that person as a "covered

official" and state the executive and/or legislative position in which the person served. Self-employed lobbyists must restate their names on this line and indicate any covered status as described above.

Note: An individual whose lobbying activities for the client are less than 20% of that individual's total services to the client (as measured by time spent during any three month period) is not considered a lobbyist.

LOBBYING ISSUES

Select categories from the following list that most closely match the client's lobbying issue areas. The form provides a list of descriptions and corresponding codes (for reference only) in a select box above the fields where the codes are to be entered. Select each applicable code from the small select boxes on line 11. Enter as many as necessary to accurately reflect all actual and anticipated lobbying activities.

See Lobbying Issue Codes for a complete list

SPECIFIC LOBBYING ISSUES

Identify the client's specific issues that have been addressed (as of the date of the registration) or are likely to be addressed in lobbying activities. Include, for example, specific bills before Congress or specific executive branch actions.

BE SPECIFIC, but brief. Bill numbers alone do not satisfy the requirements for reporting on this line and restatement of the general issue code is insufficient. Use the following format to describe legislation: BILL NO, BILL TITLE, AND DESCRIPTION OF THE SPECIFIC SECTION(S) OF INTEREST;

i.e., "H.R. 3610, Department of Defense Appropriations Act of 1996, Title 2, all provisions relating to environmental restoration."

For specific issues other than legislation, provide detailed descriptions of lobbying efforts. Do not leave line blank. No additional space is available, so please abbreviate and enter the information in paragraph format to maximize space.

AFFILIATED ORGANIZATIONS

Identify the name, address, and principal place of business of any entity other than the client that contributes in excess of \$5,000 toward the registrant's lobbying activities in a quarterly period and actively participates in the planning, supervision, or control of such activities.

Either 'No' or 'Yes' must be checked for each level of affiliation. The LDA amendments require disclosure of some affiliates that were heretofore undisclosed and retained the requirement for listing those affiliates that contribute in excess of \$5,000 and in whole or major part (20%) plans, supervises or controls such lobbying activities.

If 'No' is checked, the affiliated organization lines will be 'skipped'. If 'Yes' is checked, at least one affiliated organization name and address is required. If 'No' is checked after information has been entered in the lines, the information will be deleted.

The LDA Amendments state in part: "No disclosure is required under paragraph (3)(B) if the organization that would be identified as affiliated with the client is listed on the client's publicly accessible Internet website as being a member of or contributor to the client unless the organization in whole or in major part plans, supervises or controls such lobbying activities." If a registrant relies upon the preceding sentence, the registrant must disclose the specific Internet address of the web page containing the information relied upon. If the registrant chooses to use the website, it is responsible for ensuring that the web page remains valid and accurate until a new LD-2 is filed with updated information. Please enter the URL underneath the address of any affiliates that apply.

FOREIGN ENTITIES

Identify the name, address, principal place of business, amount of any contribution in excess of \$5,000, and the approximate percentage of equitable ownership in the client of any foreign entity that:

- holds at least 20% equitable ownership in the client or any organization identified on line 13; or;

- directly or indirectly, in whole or in major part, plans, supervises, controls, directs, finances, or subsidizes activities of the client or any organization identified on line 13; or;
- is an affiliate of the client or any organization identified on line 13 and has direct interest in the outcome of the lobbying activity.

Either 'No' or 'Yes' must be checked. If 'No' is checked, the foreign entity lines will be 'skipped'. If 'Yes' is checked, at least one foreign entity name, address, principal place of business, contribution amount and percentage of ownership is required. If no contribution was made and no ownership exists, enter zero in those fields. If 'No' is checked after information has been entered in the lines, the information will be deleted.

Lobbying Report Instructions

The instructions listed below will help you enter the correct content on your quarterly LD-2 form.

See Working with Forms for step by step instructions on how to enter information, inserting and deleting pages, and navigating the form.

Lobbying Report Pages

REGISTRANT NAME

Indicate the registrant's full legal name and any trade name. The name must be either the name of the lobbying firm or the name of the organization employing in-house lobbyists. Individual lobbyists do not file reports unless they are self-employed, in which case they file as firms, and indicate their own name and any trade or business names.

If the registrant is a self-employed lobbyist, click 'Individual' to switch to name fields, then select the preferred prefix and enter the first name and last name. If you used a middle name, initial or suffix when you filed, enter a middle name or initial with the first name and the suffix with the last name. For future electronic filing, it is important to enter the name exactly the same each time.

REGISTRANT ADDRESS

Enter the mailing address for correspondence. Mark the box if the address is different than previously reported. A full address is required to complete the filing.

Note: If you enter a new address and you do not check this box, the pre-populated templates will not be updated.

PRINCIPAL PLACE OF BUSINESS

Indicate the city, state and country of the registrant's principal place of business, if different from the address on line 2.

TELEPHONE NUMBER AND CONTACT NAME

Enter the telephone number, including area code. Please use the (222)222-2222 or 222-222-2222 format. A US telephone number is preferred. Select the preferred prefix (Mr., Ms. Mrs.), and enter the full name of the person to contact for any questions concerning the report. Enter the contact e-mail address. A telephone number, contact name and email address in valid format are required to complete the filing.

SENATE IDENTIFICATION NUMBER

This number, assigned by the Office of Public Records, is unique to each registrant-client relationship. Enter the number and use it in all correspondence pertaining to this relationship.

HOUSE IDENTIFICATION NUMBER

This 9 digit number, assigned by the Legislative Resource Center, is unique to each registrant-client relationship. Enter the nine-digit number and use it in all correspondence pertaining to this relationship. This number is required to complete the filing.

CLIENT NAME AND ADDRESS

For an organization lobbying on its own behalf, check the box labeled 'SELF'. When 'Self' is checked, the registrant name is inserted in the client name line.

For a lobbying firm or self-employed lobbyist lobbying on behalf of a client, DO NOT check "Self". Instead, state the name and address of the client. Lobbying firms must file a separate report for each client. The client address is required in this case.

Check the box if client is a state or local government or a department, agency, special district, or other instrumentality controlled by one or more state or local governments.

FILING YEAR

Enter the year and mark the appropriate box to indicate which quarterly reporting period is covered by this report. A separate report is required for each filing period. A valid four-digit year is required to be entered. (Electronic filing is only available for reports and amendments for the year-end 2004 report and later. However, older reports or amendments may be prepared on the form and printed for filing by mail or hand delivery.)

AMENDED REPORT

If amending a previously filed version of this report, place a mark in the box. Otherwise, leave blank.

TERMINATION REPORT

If lobbying for the client has ended and the registrant wishes to terminate this registration, mark the box and enter the date that lobbying activities ceased. Enter the date in mm/dd/yyyy format. It is not necessary to put '0' in front of a single digit day or month. The date must be in the filing period you have marked in Line 8. If the date entered is not in that period, an error message will be returned.

NO LOBBYING ISSUE ACTIVITY BOX

If there were no lobbying issue activity, check the box. Otherwise, file a complete report (page 2 and addendum pages as necessary) detailing the lobbying activity. If this box is checked, page 2 will no longer be displayed as it does not need to be part of the filing.

Note: You cannot check this box if you have entered information on an issue page. You must delete the entries before you can select No lobbying activity.

INCOME OR EXPENSE SUMMARY

The form will only allow the appropriate section to be completed:

- You must complete the income summary if lobbying on behalf of a client;
- You must complete the expense summary if you are lobbying on your own behalf.

LOBBYING FIRMS (INCOME)

Indicate whether income relating to lobbying activities on behalf of the client identified on line 7 was less than \$5,000, or was \$5,000 or more, during this reporting period by checking the appropriate box. If income was \$5,000 or more, provide a good faith estimate of all lobbying related income from the client (include all payments to the registrant by any other entity for lobbying activities on behalf of the client). Round your estimate to the nearest \$10,000. (One selection is required for lobbying firms.) Any amount under \$5,000 entered in the line will return an error. (You must check one box or the other.)

ORGANIZATIONS (EXPENSES)

Indicate whether expenses related to lobbying activities were less than \$5,000, or were \$5,000 or more, during the reporting period by checking the appropriate box. If expenses were \$5,000 or more, provide a good faith estimate of all lobbying expenses (include all payments to third parties for lobbying activities) and round estimates to the nearest \$10,000. (One selection is required for organizations lobbying on their own behalf.)

REPORTING METHODS

Mark the appropriate box to indicate the expense accounting method used to determine expenses. One selection is required if 'Self' is checked.

- Method A. Reporting amounts using LDA definitions only. This method is available to all organizations;
- Method B. Reporting amounts using Internal Revenue Code definitions as defined under Section 4911(d) of the IRC. This method is only available to a NON-PROFIT registrant that is required to report and does report under Section 6033(b)(8) of the IRC. The amount disclosed must pertain to the quarterly period covered by this report;
- Method C. Reporting amounts using Internal Revenue Code definitions of lobbying activities, of which the cost is not deductible pursuant to Section 162(e) of the IRC. This method is available to any registrant that is subject to Section 162(e) of the IRC. The amount disclosed must pertain to the quarterly period covered by this report. Grass-roots and state lobbying expenses may not be subtracted from this amount.

Lobbying Issue Page

The electronic form includes one lobbying issue page when it is opened. You may add additional issue pages as needed. Each new issue page is inserted at the end of the form and numbered automatically. You may also insert addendum pages for issue descriptions and additional lobbyist names related to each general lobbying issue. Each addendum page is inserted after the issue page you are adding it to and numbered automatically.

LOBBY ISSUE PAGE

Select the applicable code(s) from the list below which accurately reflect all general areas in which the registrant engaged in lobbying during the reporting period, whether or not the issue area was previously disclosed. The select box lists both the code and description for convenience. You must select all applicable lobbying codes to create a separate issue page for each area.

See Lobbying Issue Codes for a complete list

For each general lobbying area, list the specific issues which were actually lobbied during the quarterly period. Include, for example, specific bills before Congress or specific executive branch actions. BE SPECIFIC. Bill numbers alone do not satisfy the requirements for reporting on this line and restatement of the general issue code is insufficient. Use the following format to describe legislation: BILL NO., BILL TITLE, AND DESCRIPTION OF THE SPECIFIC SECTION(S) OF INTEREST.

i.e., "H.R. 3610, Department of Defense Appropriations Act of 1996, Title 2, all provisions relating to environmental restoration."

For specific issues other than legislation, provide detailed descriptions of lobbying efforts. Do not leave line blank. To maximize space, use a paragraph format. If needed, you can add addendum pages to enter more descriptions.

CONTACTS

Identify the Houses of Congress and Federal agencies contacted by the registrant in connection with the general issue area during the reporting period. Disclose only the houses or agencies, such as "Senate," "House of Representatives," "Department of Agriculture," or "Executive Office of the President," rather than the individual office. If there were no contacts during the period, mark the box labeled "none." This line is required to complete the filing.

If there were no contacts during the period, mark the box labeled "none." If there were contacts, select the agency names from the list on the left and click the Add button. The name will be added to the list on the right. A full formatted list of selected names will be inserted in the text box for line 17 if the form is printed.

LOBBYISTS

List the name of each lobbyist who had any activity in this general issue area. Enter the first name, last name and suffix in separate fields.

If there are lobbyists not previously disclosed, enter the names of the new lobbyist(s) under each pertinent issue code, and mark the box labeled "New." If any new lobbyist listed in this section has served as a "covered executive branch official" or "covered legislative branch official" within twenty years of first acting as a lobbyist for the client, identify that person as a "covered official," state the executive and/or legislative position in which the person served.

NOTE: The 20% threshold does not apply to this line and is only used for determining who may be considered a "lobbyist" for registration/updating purposes.

FOREIGN INTEREST

Describe the interest of each foreign entity in the specific issues listed on line 16. If there are no foreign entity interests in this issue, check the box marked 'None'.

SIGNATURE

This line is populated automatically when you certify your form and submit it. The signer name is the name you listed as the contact for your report.

Registration Addendum Pages

NEW CLIENT ADDRESS

Enter complete address of the client if different than previously reported. No address may be entered here if 'Self' is check in the client name box.

NEW CLIENT PRINCIPAL PLACE OF BUSINESS

Indicate the client's new principal place of business (city, state and country), if different from line 20. No address may be entered here if 'Self' is check in the client name box.

NEW DESCRIPTION OF CLIENT'S BUSINESS OR ACTIVITIES

Provide a general description of the new business or activities of the client. No business description may be entered here if 'Self' is check in the client name box.

LOBBYIST INACTIVATE

Enter the name of each individual who no longer acts as a lobbyist for the client identified on line 7. Enter the first name, last name and suffix in separate boxes.

Please see Section 8 of the Guidance for more information

GENERAL ISSUE AREA DELETE

Select the codes from the list on page 3 of the instructions of all previously reported issue areas that no longer apply and enter them on line 24. If there are no codes to be deleted, skip to line 25.

AFFILIATED ENTITY ADD

Identify the name, address, and principal place of business of any entity other than the client that contributes in excess of \$5,000 toward the registrant's lobbying activities in a quarterly period and actively participates in the planning, supervision, or control of such activities. The LDA amendments require disclosure of some affiliates that were heretofore undisclosed, and retained the requirement for listing those affiliates that contribute in excess of \$5,000 and in whole or major part (20%) plans, supervises or controls such lobbying activities.

The LDA Amendments state in part: “No disclosure is required under paragraph (3)(B) if the organization that would be identified as affiliated with the client is listed on the client’s publicly accessible Internet website as being a member of or contributor to the client unless the organization in whole or in major part plans, supervises or controls such lobbying activities.” If a registrant relies upon the preceding sentence, the registrant must disclose the specific Internet address of the web page containing the information relied upon. If the registrant chooses to use the website, it is responsible for ensuring that the web page remains valid and accurate until a new LD-2 is filed with updated information. Please enter the URL underneath the address of any affiliates that apply.

AFFILIATED ENTITY DELETE

List the names of all previously reported organizations that no longer meet the disclosure requirement.

FOREIGN ENTITY ADD

Identify the name, address, principal place of business, amount of any contribution in excess of \$5,000, and the approximate percentage of equitable ownership in the client of any foreign entity that:

- holds at least 20% equitable ownership in the client or any organization identified on line 13 of the registration or line 25 of this report; or
- directly or indirectly, in whole or in major part, plans, supervises, controls, directs, finances, or subsidizes activities of the client or any organization identified on line 13 of the registration or line 25 of this report; or
- is an affiliate of the client or any organization identified on line 13 of the registration or line 25 of this report and has direct interest in the outcome of the lobbying activity.

FOREIGN ENTITY DELETE

- List the names of all previously reported foreign entities that no longer meet the disclosure requirement. Leave this line blank if there are no deletions.

Troubleshooting

Problems receiving e-mail status messages

If you are not receiving filing status messages that are sent by the system, one of the following may be the problem:

- All system messages are sent to the point of contact email address. Please check the email address and verify it is correct;
- Spam blockers may be rejecting the email, or filtering it to a junk mail folder. Add the domain name efiling@mail.house.gov to your address book or safe list and check the filers junk mail folder;
- Automated spam filters require a response from the sender before it will allow the email. These requests will not be responded to. You must contact your IT support staff if you need help in getting emails from efiling@mail.house.gov accepted automatically.

Printable User Manual

A printable version of this manual is available in PDF format for easy printing: [LD User Manual \(PDF\)](#). The table of contents is located in the bookmark tab located to the left of your Adobe Reader screen, and the index is located at the very end of the document.

Glossary of Terms

Actively Participates

An organization “actively participates” in the planning, supervision, or control of lobbying activities of a client or registrant when that organization (or an employee of the organization in his or her capacity as an employee) engages directly in planning, supervising, or controlling at least some of the lobbying activities of the client or registrant. Examples of activities constituting active participation would include participating in decisions about selecting or retaining lobbyists, formulating priorities among legislative issues, designing lobbying strategies, performing a leadership role in forming an ad hoc coalition, and other similarly substantive planning or managerial roles, such as serving on a committee with responsibility over lobbying decisions.

Organizations that, though members of or affiliated with a client, have only a passive role in the lobbying activities of the client (or of the registrant on behalf of the client), are not considered active participants in the planning, supervision, or control of such lobbying activities. Examples of activities constituting only a passive role would include merely donating or paying dues to the client or registrant, receiving information or reports on legislative matters, occasionally responding to requests for technical expertise or other information in support of the lobbying activities, attending a general meeting of the association or coalition client, or expressing a position with regard to legislative goals in a manner open to, and on a par with that of, all members of a coalition or association – such as through an annual meeting, a questionnaire, or similar vehicle. Mere occasional participation, such as offering an ad hoc informal comment regarding lobbying strategy to the client or registrant, in the absence of any formal or regular supervision or direction of lobbying activities, does not constitute active participation if neither the organization nor its employee has the authority to direct the client or the registrant on lobbying matters and the participation does not otherwise exceed a de minimis role.

Affiliated Organization

An affiliated organization is any entity other than the client that contributes in excess of \$5,000 toward the registrant’s lobbying activities in a quarterly period, and actively participates in the planning, supervision, or control of such lobbying activities. The amendments did not change the way in which Pre-HLOGA identified affiliates, i.e., those that in whole or in major part plan, supervise, or control such lobbying activities, are disclosed on LD-1 and LD-2. Activity Report

Contributions

Form LD-203 is required to be filed semiannually by July 30th and January 30th (or next business day should either of those days fall on a weekend or holiday) covering the first and second calendar halves of the year. Registrants and listed lobbyists (who are not terminated for all clients) must file separate reports which detail FECA contributions, honorary contributions, presidential library contributions, and payments for event costs. (See discussion in Section 7 below.)

Client

Any person or entity that employs or retains another person for financial or other compensation to conduct lobbying activities on behalf of the person or entity. An organization employing its own lobbyists is considered its own client for reporting purposes.

Covered Executive Branch Official

The application of coverage of Section 3(3)(F) of the LDA (who is a covered executive branch official) was intended for Schedule C employees only. Senior Executive Service employees are not covered executive branch officials as defined in the Act unless they fall within one of the categories below. Covered executive branch officials are: The President, The Vice President, Officers and employees of the Executive Office of the President, Any official serving in an Executive Level I V position, Any member of the uniformed services serving at grade 0 7 or above, and Schedule C employees.

Covered Legislative Branch Official

Covered legislative branch official are: a Member of Congress, an elected officer of either the House or the Senate, and an employee, or any other individual functioning in the capacity of an employee who works for a Member, committee, leadership staff of either the Senate or House, a joint committee of Congress, a working group or caucus organized to provide services to Members, and any other legislative branch employee serving in a position described under section 109(13) of the Ethics in Government Act of 1978.

Electronic Filing

An electronic process that replaces the method that registrants used to manually sign and file their forms on paper.

Entity

Any individual, corporation, company, foundation, association, labor organization, firm, partnership, society, joint stock company, group of organizations, or state or local government.

Electronic Form

An electronic Lobbying Disclosure form that is formatted to replicate the paper version for electronic filing.

In whole or major part

The term "in major part" means in substantial part. It is not necessary that an organization or foreign entity exercise majority control or supervision in order to fall within Sections 4(b)(3)(B) and 4(b)(4)(B). In general, 20 percent control or supervision should be considered "substantial" for purposes of these sections.

Lobbying Activities

Lobbying contacts and any efforts in support of such contacts, including preparation or planning activities, research and other background work that is intended, at the time of its preparation, for use in contacts and coordination with the lobbying activities of others.

Lobbying Contact

Any oral, written or electronic communication to a covered official that is made on behalf of a client with regard to the enumerated subjects at 2 U.S.C. ' 1602(8)(A). Note the exceptions to the definition at 2 U.S.C. ' 1602(8)(B). See Discussion at Section 5 below.

Lobbying Firm

A lobbying firm is a person or entity consisting of one or more individuals who meet the definition of a lobbyist with respect to a client other than that person or entity. The definition includes a self-employed lobbyist.

Lobbying Registration

An initial registration on Form LD-1 filed pursuant to Section 4 of the Act (2 U.S.C. 1603).

Lobbying Report

A quarterly report on Form LD-2 filed pursuant to Section 5 of the Act (2 U.S.C. 1604).

Lobbyist

Any individual (1) who is either employed or retained by a client for financial or other compensation (2) whose services include more than one lobbying contact; and (3) whose lobbying activities constitute 20 percent or more of his or her services on behalf of that client during any three month period.

Person or Entity

Any individual, corporation, company, foundation, association, labor organization, firm, partnership, society, joint stock company, group of organizations, or state or local government.

Public Official

A public official is an elected or appointed official, or an employee of a Federal, state or local government in the United States. There are five exceptions to this definition, including a college or university, a government-sponsored enterprise, a public utility, guaranty agency or an agency of any state functioning as a student loan secondary market. The 1998 amendments to the LDA expanded the definition of public official@ in Section 3(15)(F) to add a group of governments acting together as an international organization. Its purpose was to ensure those international organizations, such as the World Bank, would be treated in the same manner as the governments that comprise them.

Registrant

A lobbying firm or an organization employing in-house lobbyists that files a registration pursuant to Section 4 of the Act.

Registration

An initial registration on Form LD-1 filed pursuant to Section 4 of the Act (2 U.S.C. § 1603) which states that lobbying firms, (i.e., entities with one or more lobbyists), including self-employed individuals who act as lobbyists for outside clients, are required to file a single registration, and to file a separate registration for each client with the Secretary of the Senate and the Clerk of the House of Representatives.

Termination

A registrant who is no longer employed or retained by a client to conduct lobbying activities and does not anticipate any additional lobbying activities for a client, may so notify the Secretary of the Senate and the Clerk of the House of Representatives and terminate its registration.

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