New Lobbyist User Quick Guide

Hawaiʻi State Ethics Commission

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This quick guide is for external lobbyists and employees of lobbying firms (e.g., administrative assistants, paralegals, and other staff)

- External lobbyists and lobbying firm employees must have a **Lobbyist User** account to file lobbyist registrations and expenditure reports using the E-Filing System.
- If you are an in-house lobbyist or company representative, sign up for a **Client/Organization User** account. **See New Client/Organization User Quick Guide.**
- **Browser Requirements:** Google Chrome, Microsoft Edge, Firefox, or Safari. **Do not use Internet Explorer.**

Sign up for a Lobbyist User Account

Step 1 Go to [New Account Sign-up for Lobbyist User]

Step 2 **Enter your contact information** (name, email, mailing address, phone number, etc.)

Step 3 **Search for a lobbying firm**

- Type your firm's name in the search field (partial terms are ok), then click **Search** and select your firm.
- If you are a solo practitioner, enter the name of your consulting business or your individual name (if you do not have a separate business entity such as a corporation or LLC).
- If your firm is not listed, click **Create a new lobbying firm** and enter your firm's contact information.
- Your account will now be linked to other associates in your firm who have a lobbyist user account. This allows you to register and file reports for any lobbyist user associated with your firm.

NOTE: This process creates a user account so you can access information on the E-Filing System. To register as a lobbyist, see instructions on page 2.

Step 4 **Check your email to complete your account set-up.**

You will receive an email with instructions on how to finish creating your user account (check your junk/spam folder). Click on the link in the email and then create a new password.

External Lobbyist Registration

- Submit a separate lobbyist registration for **each** client/organization that the lobbyist represents.
- If you work for a lobbying firm, you may register other lobbyists in your firm as long as they have an existing user account.

Step 1

Log in to your account, select the **Lobbyist Registration** tab on the menu bar, and click **New** to create a new lobbyist registration form.

Step 2

Mandatory Lobbyist Training

- Select or enter date when you took the mandatory lobbyist law training

NOTE: Complete the training **prior** to submitting your lobbyist registration.

Step 3

Registration Information

- **Registration Name:** enter the first and last name of the lobbyist
- Select or enter the **Effective Lobbying Date**

Step 4

Select Lobbying Firm and Lobbyist

- Type the name of the **Lobbying Firm** in the search field (partial terms are ok) and select one of the results.
- Type the name of the **Lobbyist** in the search field (partial terms are ok) and select one of the results. Only **Lobbyists** associated with the selected **Lobbying Firm** will be listed.
  - Note: If you do not see the name of your lobbyist; confirm 1) that the correct **Lobbying Firm** has been selected; and 2) that a **Lobbyist User** account has been created for this lobbyist and linked to the **Lobbying Firm.**

Step 5

Select Client/Organization

- Type the name of the **Client/Organization** in the search field (partial terms are ok) and select one of the results.
  - Note: If the client/organization is not listed (verify the correct spelling), and then click **+ New Account** to create a new **Client/Organization**. Enter the client/organization's contact information. If the client/organization does business under a different name, enter both the legal name and the DBA name — e.g., ABC, Inc. (dba Alphabet Biz).

Step 6

Select subject areas of lobbying *(Check at least one subject area)*

Step 7

Enter your electronic signature & click Save to file your form

- After you file, you will receive an email confirmation (check your spam/junk folder).
- For a list of your registrations, click on the **Lobbyist Registration** tab on the menu bar.

Lobbyist Termination

- To terminate your lobbyist registration, click on the **Lobbyist Registration** tab on the menu bar and select your registration form. Click **File Termination** (top right).
- In the pop-up window, select the effective termination date (current date is set as default), select reason for termination, check the certification box, and then click **Save** to file the termination notice.
- The lobbyist who was terminated will receive an email confirmation. So if you are filing on behalf of someone else, you will not get the email; instead, check the filing date on the **Lobbyist Registration** tab.