

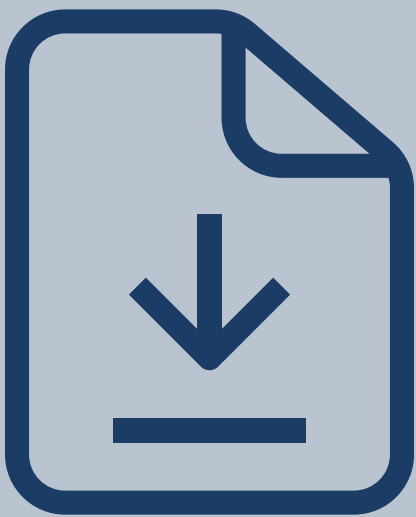
LOBBYING BILL REPORTING

Quick Guide

January 2025

STATE LOBBYING ACTIVITIES

Effective January 1, 2025, lobbyists and lobbying organizations are required to report specific items lobbied on before the Hawai'i State Legislature and state administrative agencies.



DOWNLOAD BILL REPORTING TEMPLATE

Download the bill reporting template from our website and use it to automatically upload info onto your lobbying e-filing forms.

TRACK YOUR BILLS

Track legislative bills and rulemaking items lobbied on during the applicable reporting period, by specific bill item number (or similar identifier) and position taken.



UPLOAD INFO & FILE REPORT

Upload lobbying bill information onto your lobbying expenditure report and file your form electronically.

LOBBYING BILL REPORTING

FAQs

WHAT DO I NEED TO REPORT?

You must report all items lobbied on during the statement period (by bill number or other similar identifier) and indicate whether you supported, opposed, or commented on the matter.

This includes legislative action (bills, resolutions, governor messages), as well as administrative rulemaking action before state agencies.

WHEN DOES LOBBYING BILL REPORTING TAKE EFFECT?

The new lobbying bill reporting requirement under Act 8 takes effect on January 1, 2025 and will apply to your Jan-Feb 2025 expenditure report and on.

It does not apply to the May-Dec 2024 report.

HOW DO I ENTER ITEMS?

You can enter lobbying bill info manually onto your report, or upload multiple items automatically using a template worksheet that is posted on our website and on the Lobbying E-Filing System.

See [Organization Expenditures Quick Guide](#) & the [Lobbying E-Filing System FAQs](#).

HOW DO I USE THE TEMPLATE?

Download the template and use it as a tracking sheet. When you are ready to upload the data, click [Import Leg Admin Action Report and Upload Files](#). Items listed on the template will be automatically added onto your report.

NOTE: Do not modify the template format and Sheet1 label, to ensure data is properly uploaded.

WHAT IF I LOBBY FOR MULTIPLE CLIENTS?

Report all items lobbied on during the applicable reporting period for each client.

PRACTICE TIP: Keep one copy of the template as your “clipboard” (for uploading data); and keep a separate copy of the template for each client (rename the file for a specific client, and create tabs for each reporting period). Copy/paste items from a “client-specific” worksheet to the “clipboard” template, which you can then use to upload info onto your expenditure report.

WHAT IF I CHANGE POSITIONS ON A BILL?

Enter the most recent position taken on a particular bill, as of the date of the filing of your expenditure report.

Example: You initially opposed HB200 in January. But, after it was amended in February to address various concerns, you testified in support of the amended version of the bill. Select HB (bill type), type “200” (bill number), and select “support” (bill position) on your Jan-Feb report.

