



Eye on Lobbying User Guide

How to Create a User Account

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Wisconsin Government Accountability Board

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Do I Need to Create an Account?

You do not have to create a User Account if you want to search and view lobbying information that is available to the public.

The following types of Users are required to have an account in the Eye on Lobbying application:

- Lobbyists
- Lobbying Principals
- Administrative personnel responsible for filing lobbying reports, registrations, and licensing documents
- Any person that needs to pay lobbying fees
- Any person that would like to subscribe to FOCUS or update a subscription

You must create a User Account and log on if you would like to:

- Register a Lobbying Principal
- Amend a current Lobbying Principal registration
- Obtain a Lobbyist license or amend a current license
- Complete a 15 day notification or a 6 month report
- Pay fees
- Create or update a FOCUS subscription

If you have already received a User Name and Password for this site, at any time in the present or past, you do not need to create another User Account.

If you think you already have a User Name and would like to confirm this, please contact a G.A.B. staff member at (608) 266-8005.

How to Create a User Account

1. Open your web browser.
2. Type in the following web address: <https://lobbying.wi.gov>
3. Click on “Create A User Account” from the left-hand menu beside the Welcome page.



The screenshot shows the website's navigation menu on the left and the main content area on the right. The menu items are: Welcome, About Lobbying In Wisconsin, Contact, Government Accountability Board, Registration And Licensing, Submit 15 Day Report, Submit 6 Month Report, State Public Officials Reporting, Reset My Password, Log On, and Create A User Account. The 'Create A User Account' item is highlighted with a red border. The main content area has a 'Welcome' heading and text explaining the site's purpose and the user account process. It includes a bulleted list of actions: Register a lobbying principal or amend a current registration, Obtain a lobbyist license or amend a current license, and Complete a 15 day notification or 6 month report. Below this is a section titled 'What you will find on this web site.'

Welcome
About Lobbying In Wisconsin
Contact
Government Accountability Board
Registration And Licensing
Submit 15 Day Report
Submit 6 Month Report
State Public Officials Reporting
Reset My Password
Log On
Create A User Account

Welcome

Welcome to the Government Accountability Board's Eye On Lobbying website. This website is a public resource that employs an individual whose duties include trying to help you understand the lobbying process. Individuals who are paid to lobby are required to register with the Board. You do not have to create a user account to use this site if you are a public official.

If you do not currently have a User Name and a Password account to become a registered user of this site.

- Register a lobbying principal or amend a current registration
- Obtain a lobbyist license or amend a current license
- Complete a 15 day notification or 6 month report

If you have any questions about the user account process, please contact the Board. After you create a user account and have logged on, you will be able to access the following information:

What you will find on this web site.

4. Type your first name in the field provided.
5. Type your last name in the field provided.
6. Type your email address in the field provided. You must have a functional email address to have an account in the lobbying application.
7. In the field provided, type the User Name that you would like to have.
8. In the field provided, type the Password that you would like to have.
9. Type your Password a second time in the “Confirm Password” field.
10. Click on the button “Create Account”.

Account Information

First Name

Last Name

Email address

User Name

Password

Confirm password

Passwords are required to be a minimum of 4 characters in length.

You should now have an account and will be automatically logged in the system. You should see a Welcome page with your name present at the top of the screen. If you have any problems creating an account, please contact a G.A.B. staff member at (608) 266-8005.