



# Eye on Lobbying User Guide

Log On

2012



**Wisconsin Government  
Accountability Board**

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## **Do I Need to Log On to the Eye On Lobbying Web Site?**

**You do not have to create a user account or log on to the site if you want to search and view lobbying information that is available to the public.**

You must log on to the site to perform one or more of the following tasks:

- 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 need assistance to log on to the site, please contact a G.A.B. staff member at (608) 266-8005.

## How to Log On To the Eye on Lobbying Web Site

You must already have a User Account before you can log on to the site. If you do not have a User Account, you must create one. If you have to create an account, please refer to the Eye on Lobbying user guide “How to Create a User Account”.

Follow the directions below to log on to the Eye on Lobbying website.

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

The screenshot shows the 'Welcome' page of the Eye on Lobbying website. On the left, there is a vertical menu with the following items: 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 (highlighted with a red rectangle), and Create A User Account. The main content area features a 'Welcome' heading followed by a paragraph: 'Welcome to the Government Accountability Board's Eye on Lobbying that employs an individual whose duties include trying to influence lobbying principal. Individuals who are paid to lobby are required to obtain a lobbyist license. You do not have to create a user account to use this site if you want to remain anonymous. If you do not currently have a User Name and a Password and want to create an account to become a registered user of this site.' Below this is a bulleted list: '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'. Further down, it says 'If you have any questions about the user account process, please contact us. After you create a user account and have logged on, you will be able to...' and a section titled 'What you will find on this web site.'

4. Type your User Name and Password in the fields provided.

The screenshot shows the 'Account Information' login form. It has a heading 'Account Information' and a sub-heading 'User Name'. Below the heading is a text input field for the user name, followed by a red asterisk. Below that is a 'Password' label and a text input field for the password, also followed by a red asterisk. To the right of the password field is a blue link that says 'Forgot Password?'. Below the password field is a checkbox labeled 'Remember me?'. At the bottom of the form are two buttons: 'Log On' and 'Create User Account'.

5. Click on the “Log On” button.

You should now be logged on and should see a Welcome page with your name at the top of the screen. You are now able to perform one or more of the registration, licensing, or reporting tasks.

If you don't know if you have a User Account or if you have any problems logging on, please contact a G.A.B. staff member at (608) 266-8005.

## I Forgot My Password

Follow the steps in this section of the user guide to reset your password.

1. Open your web browser, if it is not already open.
2. If you are not already at the Eye On Lobbying web site, type in the following web address: <http://lobbying.wi.gov>
3. Click on “Log On” from the left-hand menu beside the Welcome page.
4. Click on the words “Forgot Password?” beside the Password field provided.
5. Type in your User Name in the field provided.
6. Click on the button “Reset Password”.

The Eye on Lobbying system will send you a new password via email. Please refer to page 3 of this manual for instructions on how to log on to the web site. Please remember to use the new password given to you by the system.

If you have forgotten your User Name or have any problems resetting your password or logging on to the web site, please contact a G.A.B. staff member at (608) 266-8005.