

## Eye on Lobbying User Guide

Apply for a Lobbyist License

2012



**Wisconsin Government  
Accountability Board**

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## How to Begin an Application for a Lobbyist License

You must have a user account and must be logged on to the site before you can apply for a Lobbyist License. If you do not have a user account or are having problems logging on to the site, please refer to the Eye on Lobbying user guides “How to Create a User Account” and “Log On”.

1. After you have logged on to the site, click on “Registration and Licensing” from the left-hand menu beside the Welcome page.
2. On the next screen, click on “Apply For A Lobbyist License” from the left-hand menu.
3. When applying for a license for the first time in Wisconsin, click on the button labeled “For New Lobbyists” and go to page 3 of this user guide.

If you have ever been licensed in Wisconsin at any time in the past, choose the button labeled “Previously Licensed Lobbyists” and refer to the section in this user guide titled “How to Renew a Lobbyist License”, page 10.

### Apply For A New Lobbyist License

For New Lobbyists

Previously Licensed Lobbyists

4. If you have started an application and were interrupted, select an incomplete Lobbyist License Application from the dropdown selection box and click on the button “Resume An Incomplete Lobbyist License Application”.  
If you would like to delete an application in process, click on the button “Delete An Incomplete Lobbyist License Application”.

### Incomplete Lobbyist License Applications

Below is a list of Lobbyist Licenses that you may have started, but not completed.

Please Select An Incomplete Lobbyist License Application:

None Found

Resume An Incomplete Lobbyist License Application

Delete An Incomplete Lobbyist License Application

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## Apply for a New Lobbyist License

After you have clicked on the button “For New Lobbyists”, you will be taken to an area to enter contact information.

1. Enter your contact information. All fields with a red asterisk must be completed.

### Lobbyist

#### Salutation

 \*

#### First Name

 \*

#### Middle Name (Or Initial)

#### Last Name

 \*

#### Title

#### Division

#### Employer (Self Employed? Use "Self Employed Contract Lobbyist - No Firm or Org")

#### Employer

 \*

### Mailing Address

#### Address

 \*

#### City

 \*

#### State

 \*

#### Zip

 \*

#### Street Address

Only required if different from the mailing address above.

**Address**

**City**

**State**

**Zip**

**Contact Methods**

**Phone 1**

 \*

**Phone 2**

**Email Address**

 \*

**Fax**

2. Click "Save and Continue"

"Start" and "Back" will take you to the beginning of the process where you can choose to apply for a new license or re-apply as a previously licensed lobbyist.

3. Choose whether you will lobby on behalf of one or more organizations.

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Click “Save and Continue”

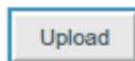
**Please specify the type of lobbyist license you need**

- I need a license to lobby on behalf of only one organization (Cost \$350)
- I need a license to lobby on behalf of two or more organizations (Cost \$650)



4. Upload a photo of yourself. (optional)

**Please upload a photo of yourself**



Click “Upload” to add a picture to your profile.  
Click “Continue” if you choose not to upload a photo.

Click “Browse” to search your computer for a picture that you would like to use.  
You can only use pictures formatted as .jpg or .gif  
When you have selected a picture, click “OK”.

---

**Please select a photo to upload, and then click OK**

You may attach a photo of type \*.jpg or \*.gif only (file size must be less than 16MB).

Verify your picture. If you would like to choose a different picture, click “Upload” and browse for a different picture. If you would like to delete your picture and proceed without one, click “Delete”. If you are satisfied with the picture you have chosen, click “Continue”.

**Please upload a photo of yourself**



5. Assign permissions to other people so they can amend your contact information, pay your fees, and enter your 6 month time report. This is optional. If you do not want to assign permissions to Users to perform tasks on your behalf, click “Continue” to proceed to the next step.

**Assign permissions others can perform on behalf of this lobbyist**

Assigning permissions enables other people to log in using their own user accounts to assist the lobbyist with licensing, registration, amending information, and filing reports.

User Name	Permissions	Commands
Porter, Tracey (tporter)	Can Amend Lobbyist License Can Pay Lobbyist License Fees Can Perform Lobbyist 6 Month Time Reporting	Lobbyist gets all permissions

Click “Add User Permissions”. Search for a User Account by entering the person’s last name. If an account does not exist, you may create one for that User.

**Please search for and select a user account**

If you cannot find an existing user account, you may create one.

However, you should only do so if you are absolutely sure one does not already exist for the user.

Create New User Account

**Search For User Accounts That Contain:**

smith

Search

Clear

**AMeyerSmith - Meyer Smith, Amber**  
**BSmith - Smith, Beth**  
**BSmith1 - Smith, Billy**  
**GSmithWatkins - Smith-Watkins, Genise**  
**JSmith - Smith, Jeffrey**  
**JSmith1 - Smith, Joshua**  
**JSmith2 - Smith, Jim**

Found 10 Records

Select User Account

Click on the name to highlight it, and click on the button “Select User Account”. Place checkmarks in the boxes next to the permissions that should be granted to the User. Click “Save”.

**Please search for and select a user account**

If you cannot find an existing user account, you may create one.  
However, you should only do so if you are absolutely sure one does not already exist for the user.

**Search For User Accounts That Contain:**

- AMeyerSmith - Meyer Smith, Amber**
- BSmith - Smith, Beth**
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- JSmith - Smith, Jeffrey**
- JSmith1 - Smith, Joshua**
- JSmith2 - Smith, Jim**

Found 10 Records

**Set Lobbyist Permissions Assigned To**

**BSmith1 (Billy Smith)**

- Can Amend Lobbyist License
- Can Pay Lobbyist License Fees
- Can Perform Lobbyist 6 Month Time Reporting

6. Review your Lobbyist License application.  
You must provide your Social Security Number, read the certification statement, and click “Certify” before your license application can be submitted.

NOTE: You will not be a licensed lobbyist until we receive your payment and you have passed checks against the Department of Children and Family and Department of Revenue databases.

## How to Renew a Lobbyist License

This application process is for any Lobbyist who has been licensed to lobby in Wisconsin in the past.

1. After you have logged on to the site, click on “Registration and Licensing” from the left-hand menu beside the Welcome page.
2. On the next screen, click on “Apply For A Lobbyist License” from the left-hand menu.
3. Click on the button “Previously Licensed Lobbyists”.
4. Search for your lobbyist record by typing your last name in the search box. Click “Search” or press the enter button.

### Select Lobbyist

**Doe, Jane**

**Doe, Janie**

**Doe, Johnny**

**Doeppers, Aaron**

Found 4 Of 1689 Records

5. Highlight the correct record by clicking on the name and click the button “Select Lobbyist”.

**Select A Lobbyist To Re-License**

**2011-2012 Legislative Session**

**Select Lobbyist**

**Doe, Jane**  
**Doe, Janie**  
**Doe, Johnny**  
**Doeppers, Aaron**

Found 4 Of 1689 Records

**Current Lobbyist Information Profile**



**Lobbyist Name:** Johnny Doe  
**Title:** Vice President of Government Affairs  
**Employer Name:** Zuffa, LLC  
**Address:** 123 Any Street  
**City, State, Zip:** Somewhere, CA 53703  
**Phone:** (608) 555-1212  
**Fax:** (608) 555-1212  
**E-mail:** [tommy.winkler@wi.gov](mailto:tommy.winkler@wi.gov)  
**License Issue Date:** 01/01/2011

6. Verify the old record and click “Continue” to update your information, if needed, and proceed with the license application.

7. Update your information in the fields provided, if necessary. Click "Save And Continue".

**Lobbyist Contact Information**

**2011-2012 Legislative Session**

**Lobbyist**

**Salutation**  
 \*

**First Name**  
 \*

**Middle Name (Or Initial)**

**Last Name**  
 \*

**Title**

**Division**

**Employer (Self Employed? Use "Self Employed Contract Lobbyist - No Firm or Org")**

**Employer**  
 \*

**Mailing Address**

**Address**  
 \*

**City**  
 \*

**State**  
 \*

**Zip**  
 \*

**Street Address**  
Only required if different from the mailing address above.

**Address**

**City**

**State**

**Zip**

**Contact Methods**

**Phone 1**

 \*

**Phone 2**

**Email Address**

 \*

**Fax**

8. Choose whether you will lobby on behalf of one or more organizations. Click “Save and Continue”

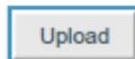
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9. Upload a photo of yourself. (optional)

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Add User Permissions

Start < Back Continue >

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