



# Eye on Lobbying User Guide

## Amend a Lobbyist License

2012



**Wisconsin Government  
Accountability Board**

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## How to Amend a Lobbyist License

You must already be a licensed Lobbyist in Wisconsin before you can amend any information associated with a Lobbyist license. If you do not have a license to lobby in Wisconsin, please refer to the “Apply for a Lobbyist License” user guide. If you have any questions, please contact a staff member at (608) 266-8005.

The amendment process should be used to update contact information, change a license type from “single” to “multiple”, update a Lobbyist picture, and to add or remove permissions for someone to perform tasks on your behalf, such as time reporting.

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 “Amend a Lobbyist License” from the left-hand menu.
3. If you have only been given permission to amend your own license, or one license, you will automatically be taken to the contact information screen. If you have permission to amend multiple licenses, you will have to choose which license you want to amend, then click “Amend a Lobbyist License” button.

## 2011-2012 Legislative Session

### Select A Lobbyist License

The screenshot shows a web form titled "Select A Lobbyist License". It contains a dropdown menu with the text "Select One" and a small downward arrow on the right side. Below the dropdown menu is a rectangular button with the text "Amend A Lobbyist License".

4. Make changes to the contact information and/or click the “Save and Continue” button to proceed to the license type selection screen.

5. Review the license type that you currently have. Makes changes if necessary. Click the “Save and Continue” button to proceed. **Note: If you amend your license from single to multiple, we must receive payment before the new license type will be approved.**

**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)



6. Review your current picture on file and/or add a current picture to your profile. Click the “Upload” button to add a picture to your profile. If you are satisfied with your current picture, do not wish to add a picture, or have successfully uploaded a new picture to your profile, click on the “Continue” button to proceed with the license amendment process. **Note: A picture is not required. You may choose not to provide one.**

**Please upload a photo of yourself**



7. Assign permissions to other Users who can perform tasks on your behalf. If you do not want to assign permissions to anyone else, you may choose that option.

**Note: Assigning permissions to others is not required.**

If you choose to add User permissions, click on the “Add User Permissions” button.

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                | Lobbyist Permissions   | Commands                      |
|--------------------------|--|-------------------------------|
| Porter, Tracey (tporter) | Can Amend Lobbyist License<br>Can Pay Lobbyist License Fees<br>Can Perform Lobbyist 6 Month Time Reporting | Lobbyist gets all permissions |

Add User Permissions

After clicking the “Add User Permissions” button, 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:**

doe Search Clear

- ADoeppers - Doeppers, Aaron**
- HDoe - Doe, Harriet**
- jadoe - Doe, Jane**
- jdoe - Doe, Johnny**
- JDoe1 - Doe, Johnny**
- JDoe2 - Doe, Jimmy**

Found 6 Records

Select User Account

Click on the name to highlight it, and click on the “Select User Account” button. 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.

Create New User Account

**Search For User Accounts That Contain:**

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- ADoeppers - Doeppers, Aaron**
- HDoe - Doe, Harriet**
- jadoe - Doe, Jane**
- jdoe - Doe, Johnny**
- JDoe1 - Doe, Johnny**
- JDoe2 - Doe, Jimmy**

Found 6 Records

Select User Account

**Set Lobbyist Permissions Assigned To**

**JDoe1 (Johnny Doe)**

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

Cancel Save

When permissions have been added or when you're ready to continue to the next step in the amendment process, click "Continue".

- Review your Lobbyist license amendment information. If the information looks correct, click "Certify". If you need to make corrections, click the "Back" button to change your information.

Please see the next page for the submission status message that you will receive. If you have any questions, please contact a G.A.B. staff member at (608) 266-8005.

**Submission Status**

Your lobbyist license application has been submitted.

In order for your license to be activated, you must meet the following criteria:

- If any additional fees are incurred, the Government Accountability Board must receive the appropriate payment
- If you changed you social security number, the Department of Revenue must certify that you are not liable for delinquent taxes
- If you changed you social security number, the Department of Workforce Development must certify that you are not liable for delinquent court ordered child or family support payments.

We will notify you if there are any problems during the processing of your application.

Pay Fees

Section 13.63(1) and 19.48(2), Wisconsin Statutes, authorize this form, completion of which is required of a person desiring to be licensed to lobby in Wisconsin. The Government Accountability Board uses this information only in connection with administration of the lobby law and as required by §73.0301, Wisconsin Statutes, in connection with identification of people liable for delinquent tax and §49.857, Wisconsin Statutes, in connection with identification of people who have failed to make court ordered child or family support payments.