

# Eye on Lobbying User Guide

## Amend a Principal Registration

2012



**Wisconsin Government  
Accountability Board**

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## How to Amend a Principal Registration

The organization must already be a registered Principal before an amendment can be made to the registration. If the Principal has not already registered to lobby in Wisconsin, please refer to the “Register a Lobbying Principal” user guide. If you have any questions, please contact a staff member at (608) 266-8005.

The amendment process should be used to update the following: contact information, business interest, areas of lobbying, lobbyist authorizations and removal of authorizations, and user permissions.

1. After you have logged on to the site, click on “Registration and Licensing” from the left-hand menu next to the Welcome page.
2. On the next screen, click on “Amend a Principal Registration” from the left-hand menu.
3. Choose a Principal from the dropdown menu and click on “Amend Principal Registration”.

### Select A Principal Registration



The screenshot shows a web interface with a title "Select A Principal Registration". Below the title is a horizontal dropdown menu with the text "Select One" and a small downward-pointing arrow on the right side. Below the dropdown menu is a rectangular button with the text "Amend Principal Registration".

4. When the next screen appears, update contact information, if necessary, and click “Save and Continue” when the information has been updated.
5. On the following screen, update the type of organization for the Principal, if necessary. Click “Save and Continue”.

**Select the principal nature/interest that best describes the registrant**

**Principal Nature/Interest \***

- Business Entity
- Industry, Trade, or Professional Association
- Governmental (not for profit)
- Labor Union (not for profit)
- Charitable/Religious/Civic/Other Not For Profit
- Individual

6. On the following screen, amend the description of business activity and CEO, or other information specific to the organization’s registration type, if necessary. Click “Save and Continue”.

**Please enter the following information**

**Business Interest**

Describe the business activity in which the entity is engaged

The description should be written here.

**CEO Salutation**

Mr.

**CEO First Name**

John

**CEO Last Name**

Doe

**CEO Title**

President

**Partners/Members**

If a partnership or limited liability company, please list all partners/members

Failure to identify the real and true interests represented may result in imprisonment and a fine up to \$10,000 (SECTION 946.17, Wisconsin Statutes)

7. Authorize new Lobbyists or withdraw authorizations for existing Lobbyists. If all information is correct, click “Continue” to proceed with the amendment process.

If you would like to authorize a Lobbyist, please follow the instructions below:

- a. Authorize one or more Lobbyists to lobby on behalf of the Principal by clicking on the button “Authorize New Lobbyist”.

**Authorized Lobbyists**

Lobbyist Name	Authorized	Withdrawn	Status	Type	Commands
Becker, Jon	9/7/2012		Unknown	Contract	<input type="button" value="Edit"/> <input type="button" value="Withdraw"/>
Becker, Jonathan	7/23/2012		Unknown	Contract	<input type="button" value="Edit"/> <input type="button" value="Withdraw"/>

- b. Search for and/or select a licensed Lobbyist from the selection box. To choose a Lobbyist from the list, either double-click on the name of the Lobbyist or click on the name of the Lobbyist once to highlight it and click on the button “Select Lobbyist”.

**Select Lobbyist**

- Abel, Becky**
- Abelson, Richard**
- Adams, Anthony**
- Adams, Caroline**
- Adams, Mark**
- Adams, Robert**
- Aqara, Julius**

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- c. Choose whether the Lobbyist is in-house or contract. Please see the red outline below.

**Select Lobbyist**

- Doe, Harriet**
- Doe, Jane**
- Doe, Jimmy**
- Doe, Johnny**
- Doeppers, Aaron**

Found 5 Of 5 Records

**Lobbyist Information**



**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

**Lobbyist Type: \***  In-House  Contract

After the Lobbyist has been labeled either “in-house” or “contract”, click the “Save” button.

You will then be taken to a screen where you can view authorized Lobbyists and add additional Lobbyists if necessary.

If you need to add additional Lobbyists, click on the “Authorize New Lobbyist” button and repeat steps 7a through 7c until all Lobbyists who will lobby on behalf of the Principal have been authorized.

If you are finished adding Lobbyists, click on the “Continue” button to proceed with the amendment.

8. Assign permissions to others who can perform tasks on behalf of the Principal, such as: amending the registration, paying fees, submitting notifications of lobbying matters (15 day reports), and submitting the 6 month activity and expenditure reports.

The permission level for a User can be changed by clicking on the “Edit” button to the right of the User’s name.

Click on the “Add User Permissions” button to begin adding permissions for others. Users must have created a User Account before you can assign permissions to them. If a person does not have a User Account, you are given an opportunity to create one for someone before you proceed with granting permissions.

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

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

User Name	Principal Permissions	Commands
Porter, Tracey (tporter)	Can Amend Principal Registration Can Pay Principal Fees Can Perform Principal 15 Day Reporting Can Perform Principal 6 Month Reporting	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Powles, Derek (powled)	Can Amend Principal Registration Can Pay Principal Fees Can Perform Principal 15 Day Reporting Can Perform Principal 6 Month Reporting	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

When you have finished adding permissions to Users, click on the “Continue” button.

9. Verify all of the amended information entered up to this point. At the end of the display page, you must certify that the information is true and correct to the best of your knowledge, information and belief and that you are the authorized registrant or authorized designee.

Choose the appropriate radio button for full lobbying activity or limited activity not to exceed \$500 in a calendar year.

Click the “Certify” button.

If you have to correct any information, you may choose the “Back” button to edit the Principal’s registration information.

#### **Principal Certification**

**I certify that the above is true and correct to the best of my knowledge, information and belief, and that I am the registrant or an authorized designee.**

**Please choose one of the following: \***

**I further certify that this organization anticipates performing full lobbying activities.**

**I further certify that this organization does not anticipate exceeding \$500 in lobbying expenditures in a calendar year. In the event that the organization’s lobbying expenditures exceed \$500 in one year, I will advise the Government Accountability Board and register the organization within 10 days of exceeding the threshold.**

**I understand that if I know or believe any of the above information not to be true, I may be subject to substantial penalties.**

#### **Certifier Name**

Tracey Porter

#### **Registration Date**

9/11/2012

After clicking “Certify”, you will see a submission status page. If additional fees are required, please remit payment as soon as possible.

## How to Add/Withdraw Lobbyist Authorizations

If you are filing an amendment for the purpose of adding or withdrawing an authorized Lobbyist, and all other contact and Principal information will remain the same, you may go directly to the Lobbyist Authorizations area.

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 Principal Registration”, from the left-hand menu.
3. Choose a Principal from the dropdown menu and click on “Amend Principal Registration”.

### Select A Principal Registration

4. Click on the “Edit Authorized Lobbyists” button to go directly to the authorizations area.

## Amend Principal Registration

5. Authorize one or more Lobbyists to lobby on behalf of the Principal by clicking on the button “Authorize New Lobbyist”.

### Authorized Lobbyists

Lobbyist Name	Authorized	Withdrawn	Status	Type	Commands
Becker, Jon	9/7/2012		Unknown	Contract	<input type="button" value="Edit"/> <input type="button" value="Withdraw"/>
Becker, Jonathan	7/23/2012		Unknown	Contract	<input type="button" value="Edit"/> <input type="button" value="Withdraw"/>

6. Search for and/or select a licensed Lobbyist from the selection box. To choose a Lobbyist from the list, either double-click on the name of the Lobbyist or click on the name of the Lobbyist once to highlight it and click on the button “Select Lobbyist”.

**Select Lobbyist**

Search Clear

- Abel, Becky
- Abelson, Richard
- Adams, Anthony
- Adams, Caroline
- Adams, Mark
- Adams, Robert
- Agara, Julius

Found 1658 Of 1658 Records

Select Lobbyist

7. Choose whether the Lobbyist is in-house or contract. Please see the red outline below

**Select Lobbyist**

Search Clear

- Doe, Harriet
- Doe, Jane
- Doe, Jimmy
- Doe, Johnny
- Doeppers, Aaron

Found 5 Of 5 Records

Select Lobbyist

**Lobbyist Information**



**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

**Lobbyist Type:** \*  In-House  Contract

Cancel Save

After the Lobbyist has been labeled either “in-house” or “contract”, click the “Save” button.

You will then be taken to a screen where you can view authorized Lobbyists and add additional Lobbyists if necessary.

If you need to add additional Lobbyists, click on the “Authorize New Lobbyist” button and repeat steps 5 through 7 until all Lobbyists who will lobby on behalf of the Principal have been authorized.

If you are finished adding Lobbyists, click on the “Continue” button to proceed with the amendment.

8. If you would like to add permissions for a User, please do so by clicking on the “Add User Permissions” button and follow the instructions below. If you do not wish to add permissions at this time, click on the “Continue” button to proceed with the amendment.

Assign permissions to others who can perform tasks on behalf of the Principal, such as: amending the registration, paying fees, submitting notifications of lobbying matters (15 day reports), and submitting the 6 month activity and expenditure reports.

The permission level for a User can be changed by clicking on the “Edit” button to the right of the User’s name.

Click on the “Add User Permissions” button to begin adding permissions for others. Users must have created a User Account before you can assign permissions to them. If a person does not have a User Account, you are given an opportunity to create one for someone before you proceed with granting permissions.

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

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

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When you have finished adding permissions to Users, click on the “Continue” button.

9. Verify all of the amended information entered up to this point. At the end of the display page, you must certify that the information is true and correct to the best of your knowledge, information and belief and that you are the authorized registrant or authorized designee.  
Choose the appropriate radio button for full lobbying activity or limited activity not to exceed \$500 in a calendar year.  
Click the “Certify” button.

If you have to correct any information, you may choose the “Back” button to edit the Principal’s registration information.

#### Principal Certification

**I certify that the above is true and correct to the best of my knowledge, information and belief, and that I am the registrant or an authorized designee.**

**Please choose one of the following: \***

**I further certify that this organization anticipates performing full lobbying activities.**

**I further certify that this organization does not anticipate exceeding \$500 in lobbying expenditures in a calendar year. In the event that the organization’s lobbying expenditures exceed \$500 in one year, I will advise the Government Accountability Board and register the organization within 10 days of exceeding the threshold.**

**I understand that if I know or believe any of the above information not to be true, I may be subject to substantial penalties.**

#### Certifier Name

Tracey Porter

#### Registration Date

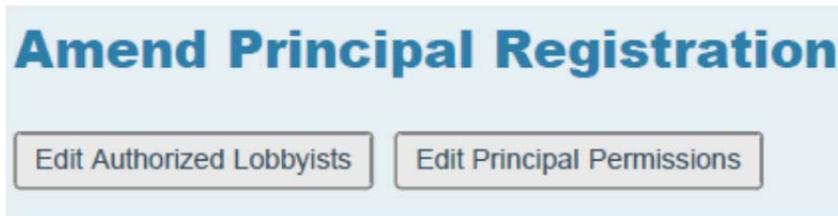
9/11/2012

After clicking “Certify”, you will see a submission status page. If additional fees are required, please remit payment as soon as possible.

## How to Add User Permissions

If you are filing an amendment for the purpose of adding or removing User permissions, and all other contact and Principal information will remain the same, you may go directly to the Permissions area.

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 Principal Registration” from the left-hand menu.
3. Choose a Principal from the dropdown menu and click on “Amend Principal Registration”.
4. Click on the “Edit Principal Permissions” button to go directly to the permissions area.



5. Assign permissions to others who can perform tasks on behalf of the Principal, such as: amending the registration, paying fees, submitting notifications of lobbying matters (15 day reports), and submitting the 6 month activity and expenditure reports.  
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When you have finished adding permissions to Users, click on the “Continue” button.

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