

## Eye on Lobbying User Guide

### How to Submit a 15 Day Notification Of Interest

2012



**Wisconsin Government  
Accountability Board**

212 E. Washington Ave, 3<sup>rd</sup> Floor  
P.O. Box 7984  
Madison, WI 53707-7984

Phone: 608-266-8005  
Fax: 608-267-0500  
E-mail: [gabcfis@wi.gov](mailto:gabcfis@wi.gov)  
Website: <http://gab.wi.gov>

## Table of Contents

How to Submit a 15 Day Report – Notification of a Lobbying Matter .....	2
How to Submit a 15 Day Report – Legislative Proposal (Bill) .....	3
How to Record a Position on a Legislative Proposal.....	5
How to Record an Interest in a Budget Bill Subject.....	8
How to Record an Interest in a Proposed Rule (Rule-making Proceeding) .....	11
How to Record an Interest in a Topic .....	16

---

## How to Submit a 15 Day Report – Notification of a Lobbying Matter

You must have a user account, be logged on to the site, and have permission from the Principal before you can enter a notification of a lobbying matter, known as a 15 day report. If you do not have a user account or have problems logging on to the site, please refer to the Eye on Lobbying user guides “How to Create a User Account” and “Log On”. If you have not received permission to submit 15 day reports for a Principal, please contact the organization and refer to the “Permissions” section in the Eye On Lobbying “Register a Lobbying Principal” user guide.

1. After you have logged on to the site, click on “Submit 15 Day Report” from the left-hand menu beside the Welcome page.
2. On next screen, click on the appropriate option for the task that you would like to complete.



Report Interest In Legislative Proposals
Report Interest In Budget Bill Subjects
Report Interest In Proposed Rules
Report Interest In Topics
Amend Interest In Legislative Proposals
Amend Interest In Budget Bill Subjects
Amend Interest In Proposed Rules
Amend Interest In Topics

The following sections of the user guide will provide step-by-step instructions for reporting new interests and amending existing interests in legislative proposals (bills), budget bill subjects, administrative rule-making proceedings, and topics.

## How to Submit a 15 Day Report – Legislative Proposal (Bill)

1. Select “Report Interest in Legislative Proposals” from the 15 Day Reporting selection menu.
2. Select the appropriate Principal for the 15 Day Report.

### Select a principal, and then click Next

Principals that have given you permission to submit 15-day reports during the 2011-2012 legislative session.

Next >

3. Click “Next”.
4. Search for and select the appropriate bill number.

### 2011-2012 Legislative Session

## 1234 Corp

### Specify search criteria for a legislative proposal, and then click Next

#### House

#### Proposal Type

#### Bill Number

#### Legislative Session

#### Search Text

You may enter one or more keywords used in either the "relating to" clause or the statutory reference of the bill.

< Back   Next >

You can choose to search for a bill specifically by house, number, or text. You may select any combination of search options to narrow your results or broaden your search, depending on your needs.

If you would like to search both houses, choose “select one” from the dropdown which leaves the option open to search both.

You can choose to search for a bill by proposal type: Bill, Joint Resolution, or Resolution. If you would like to search for all three, choose “select one” from the dropdown which leaves the option open to search all of the types.

If you know the bill number, you may enter it as a search option. You do not have to enter a number. If you do not enter a number, your search may produce more results than expected.

If you know the legislative session, you may also choose to search in the specific session. If you would like to search all possible sessions: regular, special, and extraordinary, you may choose “select one” from the dropdown and it will search all legislative sessions within the two year period.

You may also choose to search by text that may be in the proposal. If you do not enter a keyword from the text of a bill, your search will produce more results.

**When you have chosen your search parameters, click “Next”.**

If you require assistance to notify the G.A.B. of communication on a bill, please contact a staff member at (608) 266-8005.

---

## How to Record a Position on a Legislative Proposal

After a proposal is selected, you may record your position on the bill.

1. Enter the reporting period:

### Interest Reporting Period

- January 2011 to June 2011
- July 2011 to December 2011
- January 2012 to June 2012
- July 2012 to December 2012

2. Enter the position on the bill. You may choose undisclosed at any time.

### Position

-  For
-  Against
-  Other
-  Undisclosed

3. Enter a comment on your position. This is optional

### Comments

You may enter a brief comment (up to 250 characters)

Optional: Comments are not required.

Supporting Documentation is optional, not required.

Web Site information is optional, not required.

112 character(s) remaining

4. Upload supporting documentation, if you have it. This is optional, not required.

5. Enter a Web Site URL if you would like to. This is optional, not required.
6. Click “Create”.
7. Review your position. If the information on the screen does not look correct, click on the “Back” button to change or add any information to the notification report.

If the information is correct, click on the “Submit” button to report your interest in the bill.

**2011-2012 Legislative Session**

**1234 Corp**

**Assembly Bill 77**

providing meals to inmates of prisons and jails.

**Please confirm your position on this legislative proposal**

**You are about to create the following new interest report:**

**Interest Notification Date**

Jun 28, 2012

**Interest Reporting Period**

January 2012 to June 2012

**Position**



Undisclosed

**Report Date**

Jun 28, 2012

**Comments**

Optional: Comments are not required

<a href="#">&lt; Back</a>	<a href="#">Submit</a>
---------------------------	------------------------

After you have clicked “Submit”, you will see a status message:

**2011-2012 Legislative Session**

**1234 Corp**

**Assembly Bill 77**

providing meals to inmates of prisons and jails.

**Report Submitted**

**Your report was successfully created.**

**You should receive a confirmation email within the next few minutes.**

Create A New Report

Create Another Report For This Principal

The lobbying application will also send you confirmation of your position via email.

If you have another interest in a bill to report for the same Principal, click on “Create Another Report For This Principal”.

If you need to enter additional notifications of interests in bills for other Principals, click on “Create a New Report”.

## How to Record an Interest in a Budget Bill Subject

1. Select “Report Interest in Budget Bill Subjects” from the 15 Day Reporting selection menu.
2. Select the appropriate Principal for the 15 Day Report.

**Select a principal, and then click Next**

Principals that have given you permission to submit 15-day reports during the 2011-2012 legislative session.

1234 Corp

Next >

3. Click “Next”.
4. Using the dropdown box, scroll through the list to search for and select the appropriate budget bill subject.

### 2011-2012 Legislative Session

## 1234 Corp

### Select a budget bill subject, and then click Next

For each budget subject on which you have or intend to make a lobbying communication, choose the subject that best identifies the portion of the budget bill your organization is trying to affect. Click on the subject to add comments and supporting documentation.

These subjects were selected to correspond to the subject headings used by the Legislative Fiscal Bureau and Joint Committee on Finance.

**Budget Bill Subject**

Select One

Board for People with Developmental Disabilities  
Board of Commissioners of Public Lands  
Board on Aging and Long-Term Care  
Bonding Authorization

< Back   Next >

5. After selecting a budget bill subject, click “Next” to report your position.

6. Enter the reporting period:

**Interest Reporting Period**

- January 2011 to June 2011
- July 2011 to December 2011
- January 2012 to June 2012
- July 2012 to December 2012

7. Enter a comment to add to your notification report. This is optional.

**Comments**

You may enter a brief comment (up to 250 characters)

Optional: Comments are not required.  
Supporting Documentation is optional, not required.  
Web Site information is optional, not required.

112 character(s) remaining

8. Upload supporting documentation, if you have it. This is optional, not required.

9. Enter a Web Site URL if you would like to. This is optional, not required.

10. Click “Create”.

11. Review your interest in the budget bill subject. If the information on the screen does not look correct, click on the “Back” button to change or add any information to the notification report.

If the information is correct, click on the “Submit” button to report your interest in the budget bill subject.

---

2011-2012 Legislative Session

## 1234 Corp

### Board for People with Developmental Disabilities

**Please confirm your position on this budget bill subject**

**You are about to create the following new interest report:**

**Interest Notification Date**

Jun 28, 2012

**Report Date**

Jun 28, 2012

**Comments**

This is my comment.



After you have clicked “Submit”, you will see a status message:

2011-2012 Legislative Session

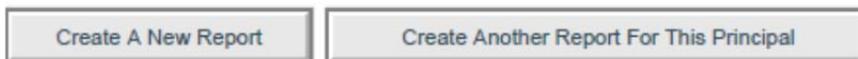
## 1234 Corp

### Board for People with Developmental Disabilities

**Report Submitted**

**Your report was successfully created.**

**You should receive a confirmation email within the next few minutes.**



The lobbying application will also send you confirmation of your position via email.

If you have another interest in a budget bill subject to report for the same Principal, click on “Create Another Report For This Principal”.

If you need to enter additional notifications of interests in budget bill subjects for other Principals, click on “Create a New Report”.

## How to Record an Interest in a Proposed Rule (Rule-making Proceeding)

1. Select “Report Interest in Proposed Rules” from the 15 Day Reporting selection menu.
2. Select the appropriate Principal for the 15 Day Report.

**Select a principal, and then click Next**

Principals that have given you permission to submit 15-day reports during the 2011-2012 legislative session.

1234 Corp

Next >

3. Click “Next”.
4. Using the dropdown box, scroll through the list to search for and select the appropriate agency proposing the rule of interest.

### 2011-2012 Legislative Session

## 1234 Corp

**Select a state agency, and then click Next**

**Agency Name**  
The following agencies have proposed administrative rules:

Select One

< Back   Next >

Architects, Engineers, Designers and Land Surveyors  
Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors  
Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors Examining Board

5. Click “Next”.

6. In the following grid, search through the pages to select the appropriate proposed rule (scope statement). Click “Select” on the right-hand side of the rule to select it.
7. Click “Next”.

2011-2012 Legislative Session

## 1234 Corp

### Public Defender

Select a proposed rule, and then click Next

ScopingStatement	Select
<p><b>PD 3, financial eligibility criteria used in determining who qualifies for public defender representation.</b>                      Register Date: Sep 01, 2010                      Register Number: 656</p>	<input type="button" value="Select"/>
<p><b>PD 6, the reimbursement of legal fees to the State Public Defender.</b>                      Register Date: Sep 01, 2010                      Register Number: 656</p>	<input type="button" value="Select"/>
<p><b>PD 1, certification criteria and process for private attorneys seeking appointments to represent State Public Defender (SPD) clients in legal proceedings.</b>                      Register Date: Jun 01, 2009                      Register Number: 641</p>	<input type="button" value="Select"/>
<p><b>PD 1 regarding the certification criteria for private attorneys and the process by which private attorneys are certified.</b>                      Register Date: Apr 15, 2008                      Register Number: 628</p>	<input type="button" value="Select"/>
<p><b>PD 2, 3, and 6, relating to representation by the State Public Defender of persons detained under chapters 51 or 55, Stats., or subject to involuntary administration of psychotropic medication without a pre-determination of financial eligibility.</b>                      Register Date: Feb 15, 2008                      Register Number: 626</p>	<input type="button" value="Select"/>

Displaying items 1 - 5 of 5

8. Enter the reporting period:

**Interest Reporting Period**

- January 2011 to June 2011
- July 2011 to December 2011
- January 2012 to June 2012
- July 2012 to December 2012

9. Enter the position on the proposed rule. You may choose undisclosed at any time.

**Position**

-  For
-  Against
-  Other
-  Undisclosed

10. Enter a comment on your position. This is optional.

**Comments**

You may enter a brief comment (up to 250 characters)

Optional: Comments are not required.  
Supporting Documentation is optional, not required.  
Web Site information is optional, not required.

112 character(s) remaining

11. Upload supporting documentation, if you have it. This is optional, not required.

12. Enter a Web Site URL, if you would like to. This is optional, not required.

13. Click “Create”.

14. Review your position. If the information on the screen does not look correct, click on the “Back” button to change or add any information to the notification report.

If the information is correct, click on the “Submit” button to report your interest in the proposed rule.

**2011-2012 Legislative Session**

**1234 Corp**

**Public Defender**

PD 3, financial eligibility criteria used in determining who qualifies for public defender representation.

**Register Date:** Sep 01, 2010 **Register Number:** 656

**Please confirm your position on this budget bill subject**

**You are about to create the following new interest report:**

**Interest Notification Date**

Jun 28, 2012

**Interest Reporting Period**

January 2012 to June 2012

**Position**



Undisclosed

**Report Date**

Jun 28, 2012

**Comments**

My comment here.

<a href="#">&lt; Back</a>	<a href="#">Submit</a>
---------------------------	------------------------

After you have clicked “Submit”, you will see a status message.

**2011-2012 Legislative Session**

**1234 Corp**

**Public Defender**

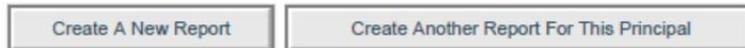
PD 3, financial eligibility criteria used in determining who qualifies for public defender representation.

**Register Date:** Sep 01, 2010 **Register Number:** 656

**Report Submitted**

**Your report was successfully created.**

**You should receive a confirmation email within the next few minutes.**



The lobbying application will also send you confirmation of your position via email.

If you have another interest in a proposed rule for the same Principal, click on “Create Another Report For This Principal”.

If you need to enter additional notifications of interests in rules for other Principals, click on “Create a New Report”.

## How to Record an Interest in a Topic

1. Select "Report Interest In Topics" from the 15 Day Reporting selection menu.
2. Select the appropriate Principal for the 15 Day Report.

### Select a principal, and then click Next

Principals that have given you permission to submit 15-day reports during the 2011-2012 legislative session.

Next >

3. Click "Next".
4. Enter the reporting period:

### ReportingPeriod

- January 2011 to June 2011
- July 2011 to December 2011
- January 2012 to June 2012
- July 2012 to December 2012

5. Enter the Topic subject:

### Topic Subject

Provide a concise description of the subject you are lobbying on as if it were a bill's "relating clause", e.g., The taxation and regulation of spotted dogs in urban areas.

Enter topic here

---

6. Enter the Action Type:

**Action Type**

This topic relates to the development, drafting, introduction or consideration of or action on a:

7. Upload supporting documents. (optional)

**Supporting Document**

You may attach a supporting document (.pdf, .doc, .txt, .rtf ONLY)

8. Enter a web site URL. (Optional)

**Web Site Url**

You may include a url (link) to a website

250 character(s) remaining

9. Click "Create".

10. Review your topic submission. If the information on the screen does not look correct, click on the “Back” button to change or add any information to the notification report.

If the information is correct, click on the “Submit” button to report your interest in the topic.

**You are about to create the following new interest report:**

**For a legislative matter not yet assigned a bill number or a rule change not yet assigned a clearinghouse rule number**

**Interest Notification Date**

Aug 15, 2012

**Reporting Period**

July 2012 to December 2012

**Topic Subject**

Enter Topic here.

**Action Type**

Both Legislative matter and rule



After you have clicked “Submit”, you will see a status message:

**2011-2012 Legislative Session**

**1234 Corp**

**Report Submitted**

**Your report was successfully created.**

**You should receive a confirmation email within the next few minutes.**

The lobbying application will also send you confirmation of your topic submission via email.