



GUIDANCE DOCUMENT

**BC LOBBYISTS REGISTRY USER GUIDE:
ACCOUNT MANAGEMENT**

Revised October 21, 2021

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PURPOSE OF THIS GUIDANCE DOCUMENT

Notice

This document is for information purposes only and does not constitute a decision or finding by the Registrar of Lobbyists for British Columbia or their delegates. This guidance does not affect the powers, duties or functions of the Registrar of Lobbyists, or their delegates, regarding any investigation or other matter under the *Lobbyists Transparency Act*, respecting which the Registrar and their delegates will keep an open mind. Responsibility for compliance with the *Lobbyists Transparency Act* remains with each lobbyist.

Introduction

The Lobbyists Transparency Act (“LTA”) came into force on May 4, 2020. The legislation and the Lobbyists Transparency Regulation set out registration requirements for individuals and organizations engaged in lobbying activities.

Sign in to the Lobbyists Registry to create and submit Registration Returns and Lobbying Activity Reports. You must also keep the information in your Registration Returns up to date.

The [Getting Started – Reference Guide](#) is a brief overview of the provisions of the current legislation and regulation governing lobbying in BC, together with an explanation of the most commonly-used features of the Lobbyists Registry. It is designed to answer common questions.

Links to the complete text of the LTA and the Regulation are available by clicking “Help” on the top toolbar of each page of the Lobbyists Registry and selecting “Legislation”.

The ‘Help’ tab also has links to guidance documents, FAQs, other user guides under ‘Using the Registry’, and contact information for our office.

Getting Started

You need an account in the Lobbyists Registry in order to prepare and submit a Registration Return and Lobbying Activity Reports.

If you previously had a registration in the previous BC Lobbyists Registry (between 2010 and May 4, 2020), you already have an account in the new Lobbyists Registry and just need to re-activate it. See [User Guide - Accounts and Registrations from the Previous Registry](#).

Accounts

Designated Filers may be Consultant Lobbyists or the most senior paid officer of an organization that is lobbying. There are also **Representative accounts**. In-house lobbyists do not have their own accounts.

If you are a Consultant Lobbyist you will use your account to create and maintain Registration Returns and Lobbying Activity Reports for each of your clients.

If you are the Designated Filer for an organization, you will use your account to create and maintain a Registration Return and Lobbying Activity Reports for your organization during the time you are the most senior paid officer of an organization that is lobbying.

Representatives

Representatives provide administrative services for Designated Filers. The LTA defines the term “Designated Filer” to include both Consultant Lobbyists and Designated Filers for organizations.

Representatives can enter and update information in Registration Returns and Lobbying Activity Reports.

Representatives will receive notifications sent by Registry staff to Consultant Lobbyists or Designated Filers who have authorized access to their accounts by that Representative.

As a Representative, you must create and activate your own account. See [Create a New Representative Account](#) below.

Once your account is activated, a Consultant Lobbyist or Designated Filer for an organization can add you as a Representative with access to their own account. This allows you to create and update Registration Returns and Lobbying Activity Reports on behalf of the Consultant Lobbyist or Designated Filer for an organization. You may act as a Representative for multiple Consultant Lobbyists/Designated Filers at the same time.

The Representative can prepare documents but cannot submit them to the Registry with their own user name and password. Registration Returns, updates, and Lobbying Activity Reports can only be submitted after entering the Consultant Lobbyist/Designated Filer’s username and password.

CREATE AND LOG IN TO ACCOUNTS

If you had registrations in the previous Lobbyists Registry, your account “migrated” to the current Registry and you just need to activate it. See steps in [User Guide: Accounts and Registrations from the Previous Registry](#)

If you already activated your account in the current Registry but forgot your user name or password, see [Forgotten Password or Username](#) below.

Create a New Consultant Lobbyist Account

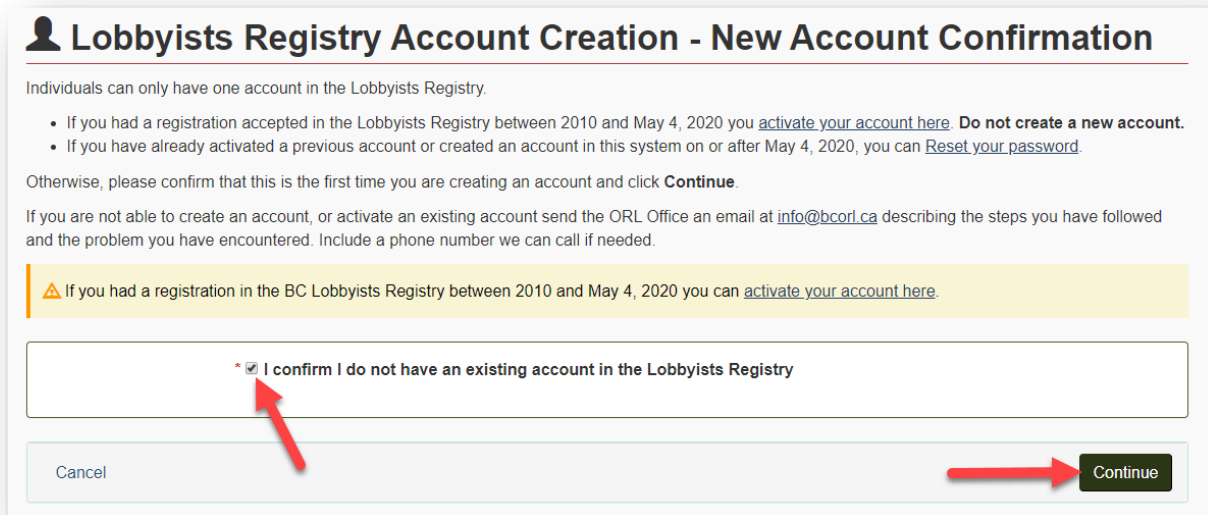
A consultant lobbyist has one account with the Lobbyists Registry. Use your account to create or reactivate separate Registration Returns for each of your clients.

1. Go to the Lobbyists Registry sign in page: <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>

2. If you do not already have an account in the current or previous Lobbyists Registry, click “Create an Account”.



3. Confirm you do not have an existing account in the Lobbyists Registry: tick the check box and click “Continue”.



4. Start a Consultant Lobbyist account: click “Select” in the “Consultant Lobbyist” section.

Account Creation - Account Purpose

Select one of the following types, which best describes your purpose for creating an account within the Lobbyists Registry:

<p>Select</p> <p>You are a consultant lobbyist lobbying on behalf of a paying client. Learn more...</p>	<p>Select</p> <p>You are the most senior paid officer for an organization that has employees, officers or directors who lobby. Learn more...</p>	<p>Select</p> <p>You will be providing administrative help as a representative to manage submissions for lobbying accounts Learn more...</p>
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5. Read the Consultant Lobbyist Declaration statements. If you agree with the statements, **tick each box** and click **“Continue”**.

Declaration: Consultant Lobbyist

I understand that information (except direct email addresses) entered in the Registration Return and Lobbying Activity Reports will be made public in the Lobbyists Registry.

I am responsible for compliance with the *Lobbyists Transparency Act*.

I will ensure that accurate information is provided and kept up to date in my Registration Returns and Lobbying Activity Reports.

Cancel **Continue**

6. Enter your **First name** and **Last name**.

Account Creation - Consultant Lobbyist Information

Mandatory fields are indicated by an asterisk (*).

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* Do you work for a consulting firm?	<input type="text" value="select"/>




7. Declare whether or not you work for a **consulting or other firm**.

Account Creation - Consultant Lobbyist Information


Mandatory fields are indicated by an asterisk (*).

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* Do you work for a consulting firm?	<input type="text" value="select"/>



If **YES**, enter exact **name of the consulting firm**. If **NO**, you will be shown as “Self-employed” in the Registry.

* Do you work for a consulting firm?	<input type="text" value="Yes"/>
* Provide the exact legal name of the firm.	
Firm name:	<input type="text"/>



8. Enter your **mailing address** and **business telephone number**.

Phone extension and fax number are optional.

If you are located outside of Canada and the United States, fill out the second address box labelled “Other Country”.

A screenshot of a registration form with several fields. A red box highlights the 'Country' dropdown (set to 'Canada'), 'Mailing address 1', 'Mailing address 2', and 'City' text input fields. Another red box highlights the 'Province' dropdown (set to '- select -'), 'Postal code (K1K 1K1)', and 'Business telephone (555-555-5555)' text input fields. A third red box highlights the 'Extension (12345)' text input field. Red arrows point to the 'City', 'Business telephone', and 'Extension' fields.

* Country:	Canada
* Mailing address 1:	<input type="text"/>
Mailing address 2:	<input type="text"/>
* City:	<input type="text"/>
* Province:	- select -
* Postal code (K1K 1K1):	<input type="text"/>
* Business telephone (555-555-5555):	<input type="text"/>
Extension (12345):	<input type="text"/>
Facsimile (555-555-5555):	<input type="text"/>


9. Enter your direct (business) **email address** and enter it a second time to confirm that it is correct.



A screenshot of an email address confirmation form. A light blue banner at the top contains the text: "Email addresses are used solely for notifications and will not appear in the public registration." Below this, there are three rows. The first row is labeled "* Consultant lobbyist email address:" and has a text input field. The second row is labeled "* Confirm Consultant lobbyist email address:" and has a text input field. The third row is labeled "Would you like additional recipients to receive email notifications?" and has a dropdown menu with "select" as the current selection. Red arrows point to the two email input fields.

Email addresses are used solely for notifications and will not appear in the public registration.	
* Consultant lobbyist email address:	<input type="text"/>
* Confirm Consultant lobbyist email address:	<input type="text"/>
Would you like additional recipients to receive email notifications?	select

10. **Select** whether you would like **additional recipients to receive email notifications**.

Emails include confirmations and reminders from Registry. We recommend you enter at least one additional email address, for example for an assistant, to receive notifications from the Registry. If you have an additional email account of your own, you may enter it here.

 Email addresses are used solely for notifications and will not appear in the public registration.

* Consultant lobbyist email address:	<input type="text"/>
* Confirm Consultant lobbyist email address:	<input type="text"/>
Would you like additional recipients to receive email notifications? 	<input type="text" value="select"/> 


If you select **YES**, enter up to three **additional email addresses** to receive notifications.

 Email addresses are used solely for notifications and will not appear in the public registration.


* Consultant lobbyist email address:	<input type="text"/>
* Confirm Consultant lobbyist email address:	<input type="text"/>
Would you like additional recipients to receive email notifications? 	<input type="text" value="Yes"/> 
* Additional email 1:	<input type="text"/> 
Additional email 2:	<input type="text"/>
Additional email 3:	<input type="text"/>

11. Declare whether you are ever held a position within the BC provincial government.

Former Public Office Holder Positions in BC

* Have you ever held a position within the BC provincial government?	<input type="text" value="select"/> 
--	---

Cancel Continue

If **YES**, declare whether you held a **former public office holder position** within the last two years. **Click the  symbol for the definition.**


Former Public Office Holder Positions in BC	
* Have you ever held a position within the BC provincial government?	Yes ▾
* Did you hold a position that meets the definition of "former public office holder" within the last two years? ?	select ▾

If you held a former public office holder position within the last two years, enter the **last day** you held this position and your **exemption number**.

Former Public Office Holder Positions in BC	
* Have you ever held a position within the BC provincial government?	Yes ▾
* Did you hold a position that meets the definition of "former public office holder" within the last two years? ?	Yes ▾
* If you held a position that meets the definition of "former public office holder" within the last two years, enter the last day you held this position:	YYYY-MM-DD
Exemption number: ?	

Individuals who held a BC former public office holder position within the past two years are not permitted to lobby unless an exemption has been granted. For information on requesting an exemption click on the ? symbol or find more information located here: <https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/exemption-information-for-former-public-office-holders/>.

12. Once all information on the screen has been completed, click "**Continue**" in the bottom right.

Former Public Office Holder Positions in BC	
* Have you ever held a position within the BC provincial government?	No ▾
Cancel	 Continue

13. Enter a **Username** and **Password**.

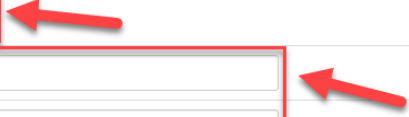
Usernames and passwords are case sensitive and must be at least 6 characters long.

Account Creation - Username/Password	
Mandatory fields are indicated by an asterisk (*).	
* Username: ⓘ	<input type="text"/>
* Password:	<input type="password"/>
* Confirm password:	<input type="password"/>




14. For password recovery in case of a forgotten password, select a **secret question** from the drop-down list and enter the **answer** below.

* Secret question:	- select secret question - ▾
* Answer:	<input type="text"/>
* Confirm answer:	<input type="text"/>

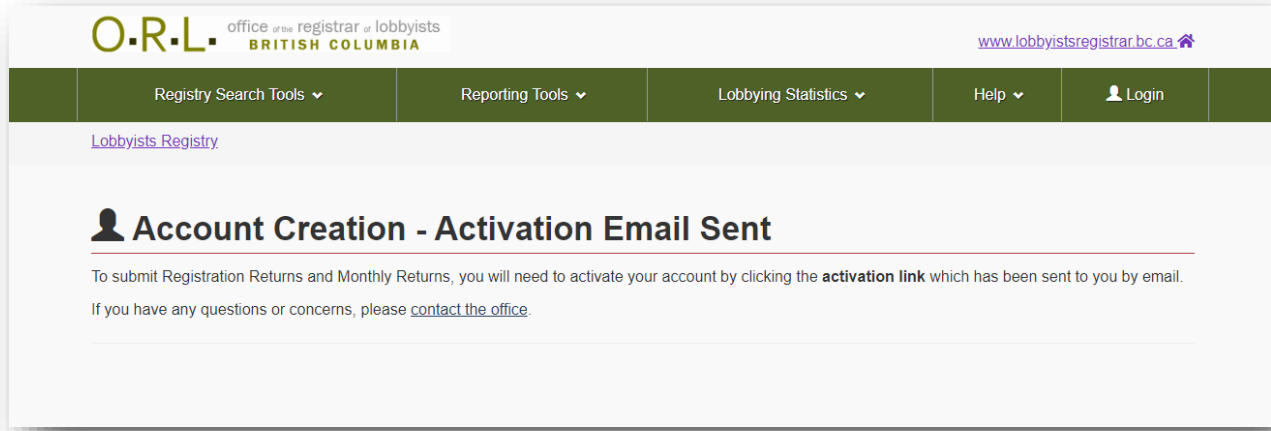


15. Once all information on the screen has been completed, click **“Continue”**.

* Secret question:	What city were you born in? ▾
* Answer: ✓
* Confirm answer: ✓
Cancel	 Continue

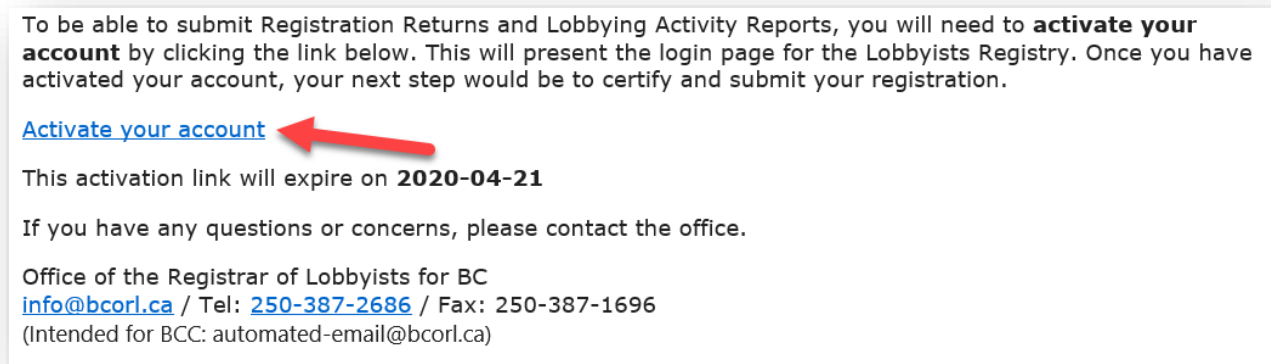
16. The **Account Creation** screen confirms that your account has been created.

You MUST activate your account before you can submit Registration Returns and Lobbying Activity Reports.



17. To **activate your account**, locate and **open the confirmation email** that was sent to the email address you provided.

Inside the email, click on the link “**Activate your account**”.



18. Once you activate your account, you can sign in to the Registry to create your Registration Return.

Account Activation

Once your account has been activated, you can sign in and begin entering in your lobbying registrations and activities.

You have successfully activated your account!
Please sign in to access your dashboard to create and submit your registration.

LRS Sign In

Username:

Password:

[Have you forgotten your password?](#)

Sign In

- [User Guide - Consultant Lobbyist Registration Returns](#)
- [Quick Reference Guide for Consultant Lobbyists](#)

Create a New Organization Account

If you had registrations in the previous Lobbyists Registry your account “migrated” to the current Registry and you just need to activate it. See steps in [User Guide: Accounts and Registrations from the Previous Registry](#)

If you already activated your account in the current Registry but forgot your user name or password, see [Forgotten Password or Username](#) below.

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>.
2. If you are certain you do not already have an account in the current or previous Lobbyists Registries, **create a new account** by clicking on “**Create an Account**”.

The screenshot shows the BC Lobbyists Registry website interface. At the top, there is a navigation bar with the logo 'O.R.L. office of the registrar of lobbyists BRITISH COLUMBIA' on the left and the URL 'www.lobbyistsregistrar.bc.ca' on the right. Below the navigation bar are several menu items: 'Registry Search Tools', 'Reporting Tools', 'Lobbying Statistics', 'Help', and 'Sign In'. The main content area is titled 'Lobbyists Registry Sign In'. Below the title, there is a paragraph of text: 'Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.' A light blue box contains two new features in the Lobbying Activity Report: 1. Adding MLAs, and 2. Coalition activity Checkbox. Below this, there are two main sections: 'Sign In' and 'Register'. The 'Sign In' section has input fields for 'Username' and 'Password', a link for 'Have you forgotten your password?', and a 'Sign In' button. The 'Register' section has a heading 'Register' and a sub-heading 'Please read carefully before proceeding.' It contains two bullet points: 'Consultant Lobbyist' and 'Organizations'. Below the bullet points, there is a yellow box with a note: 'Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can activate your account here.' A red arrow points to a 'Create an Account' button.

3. Confirm you do not have an existing account in the Lobbyists Registry: **tick the check box** and click “Continue”.


Lobbyists Registry Account Creation - New Account Confirmation

Individuals can only have one account in the Lobbyists Registry.

- If you had a registration accepted in the Lobbyists Registry between 2010 and May 4, 2020 you [activate your account here](#). **Do not create a new account.**
- If you have already activated a previous account or created an account in this system on or after May 4, 2020, you can [Reset your password](#).

Otherwise, please confirm that this is the first time you are creating an account and click **Continue**.

If you are not able to create an account, or activate an existing account send the ORL Office an email at info@bcorl.ca describing the steps you have followed and the problem you have encountered. Include a phone number we can call if needed.

 If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

I confirm I do not have an existing account in the Lobbyists Registry

Cancel **Continue**

4. Create an Organization account by clicking “**Select**” in the “**most senior paid officer**” section.

Account Creation - Account Purpose

Select one of the following types, which best describes your purpose for creating an account within the Lobbyists Registry:

<p>Select</p> <p>You are a consultant lobbyist lobbying on behalf of a paying client. Learn more...</p>	<p>Select</p> <p>You are the most senior paid officer for an organization that has employees, officers or directors who lobby. Learn more...</p>	<p>Select</p> <p>You will be providing administrative help as a representative to manage submissions for lobbying accounts Learn more...</p>
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5. Read the Most Senior Officer and Designated Filer Declaration. If you agree with the statements, **tick each box** and click “**Continue**”.

Declaration: Most Senior Paid Officer and Designated Filer

As the most senior paid officer in my organization, I am the correct designated filer.

I understand that information (except direct email addresses) entered in the Registration Return and Lobbying Activity Reports will be made public in the Lobbyists Registry.

I am responsible for compliance with the *Lobbyists Transparency Act*.

I will ensure that accurate information is provided and kept up to date in the Registration Return and Lobbying Activity Reports.

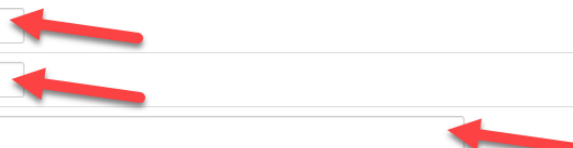
Cancel Continue

6. Enter your **First name**, **Last name**, and **Position Title**.

Account Creation - Senior Paid Officer Information

Mandatory fields are indicated by an asterisk (*).

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* Position title:	<input type="text"/>



7. Enter the exact **legal name of the organization**.


Account Creation - Senior Paid Officer Information

Mandatory fields are indicated by an asterisk (*).

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* Position title:	<input type="text"/>

* Provide the exact name of the organization.

Organization name:	<input type="text"/>
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8. Enter the organization's **mailing address** and **business telephone number**.
Phone extension and fax number are optional.

The screenshot shows a contact information form with the following fields:

- * Country: Canada (dropdown menu)
- * Mailing address 1: [text input]
- Mailing address 2: [text input]
- * City: [text input]
- * Province: - select - (dropdown menu)
- * Postal code (K1K 1K1): [text input]
- * Business telephone (555-555-5555): [text input]
- Extension (12345): [text input]
- Facsimile (555-555-5555): [text input]

Red boxes highlight the Country, Mailing address 1, Mailing address 2, City, Province, Postal code, and Business telephone fields. Red arrows point to the City, Business telephone, and Extension fields.

9. Enter your direct (business) **email address** and enter it a second time to confirm that it is correct.


The screenshot shows an email address confirmation form with the following fields:



- Info icon: Email addresses are used solely for notifications and will not appear in the public registration.
- * Account holder email address: [text input]
- * Confirm Account holder email address: [text input]
- Would you like additional recipients to receive email notifications? [select dropdown]

Red arrows point to the Account holder email address and Confirm Account holder email address input fields.


10. **Select** whether you would like **additional recipients to receive email notifications**.




Emails include confirmations and reminders from Registry. We recommend you enter at least one additional email address, for example for an assistant, to receive notifications from the Registry. If you have an additional email account of your own, you may enter it here.

 Email addresses are used solely for notifications and will not appear in the public registration.


* Account holder email address:	<input type="text"/>
* Confirm Account holder email address:	<input type="text"/>
Would you like additional recipients to receive email notifications? 	<input type="text" value="select"/> 


If you select **YES**, enter up to three **additional email addresses** to receive notifications.

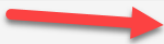
 Email addresses are used solely for notifications and will not appear in the public registration.

* Account holder email address:	<input type="text"/>
* Confirm Account holder email address:	<input type="text"/>
Would you like additional recipients to receive email notifications? 	<input type="text" value="Yes"/> 
* Additional email 1:	<input type="text"/> 
Additional email 2:	<input type="text"/>
Additional email 3:	<input type="text"/>

11. Once all information on the screen has been completed, click **“Continue”** in the bottom right.

 Email addresses are used solely for notifications and will not appear in the public registration.

* Account holder email address:	<input type="text"/>
* Confirm Account holder email address:	<input type="text"/>
Would you like additional recipients to receive email notifications? 	<input type="text" value="No"/>



12. Enter a **Username** and **Password**.

Usernames and passwords are **case sensitive** and **must be at least 6 characters long**.

Account Creation - Username/Password

Mandatory fields are indicated by an asterisk (*).

* Username:	<input type="text"/>
* Password:	<input type="password"/>
* Confirm password:	<input type="password"/>

13. For password recovery in case of a forgotten password, select a **secret question** from the drop-down list and enter the **answer** below.

* Secret question:	<input type="text" value="- select secret question -"/>
* Answer:	<input type="text"/>
* Confirm answer:	<input type="text"/>

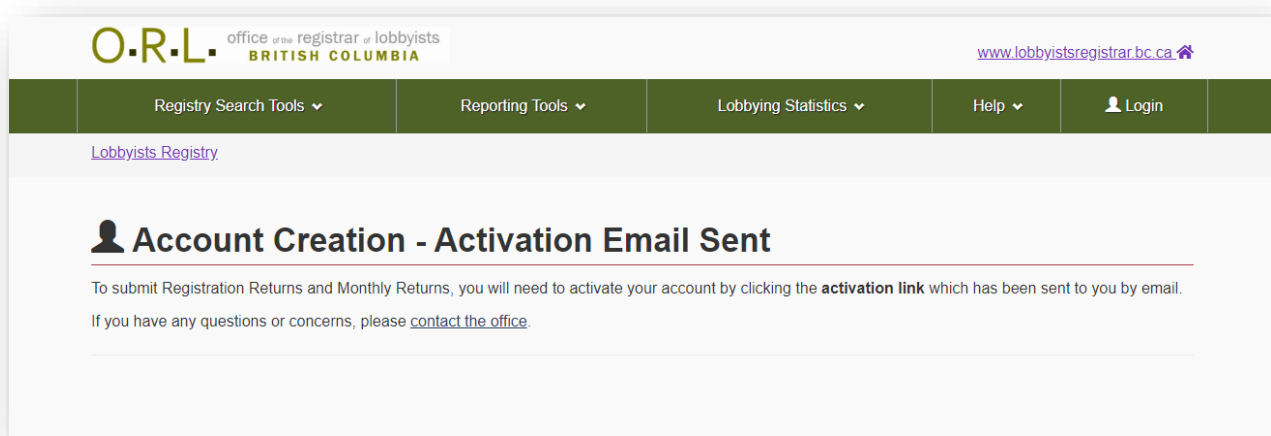
14. Once all information on the screen has been completed, click **“Continue”**.

* Secret question:	<input type="text" value="What city were you born in?"/>
* Answer:	<input type="text" value="....."/>
* Confirm answer:	<input type="text" value="....."/>

Cancel

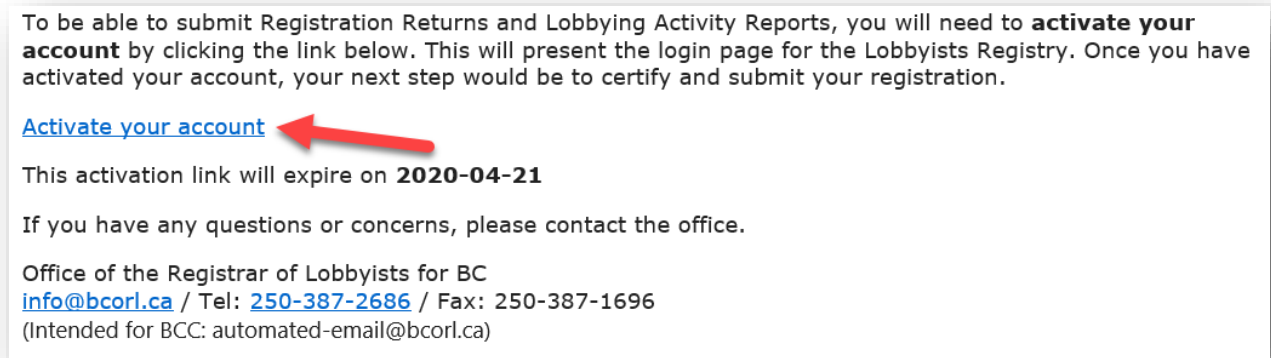
15. The **Account Creation** screen confirms that your account has been created.

You MUST activate your account before you can submit Registration Returns and Lobbying Activity Reports.



16. To activate your account, open the confirmation email that was sent to the email address you provided.

Inside the email, click on the link “**Activate your account**”.



17. Once you activate your account, you can sign in to the Registry to create your Registration Return.

Account Activation

Once your account has been activated, you can sign in and begin entering in your lobbying registrations and activities.

You have successfully activated your account!

Please sign in to access your dashboard to create and submit your registration.

LRS Sign In

Username:

Password:

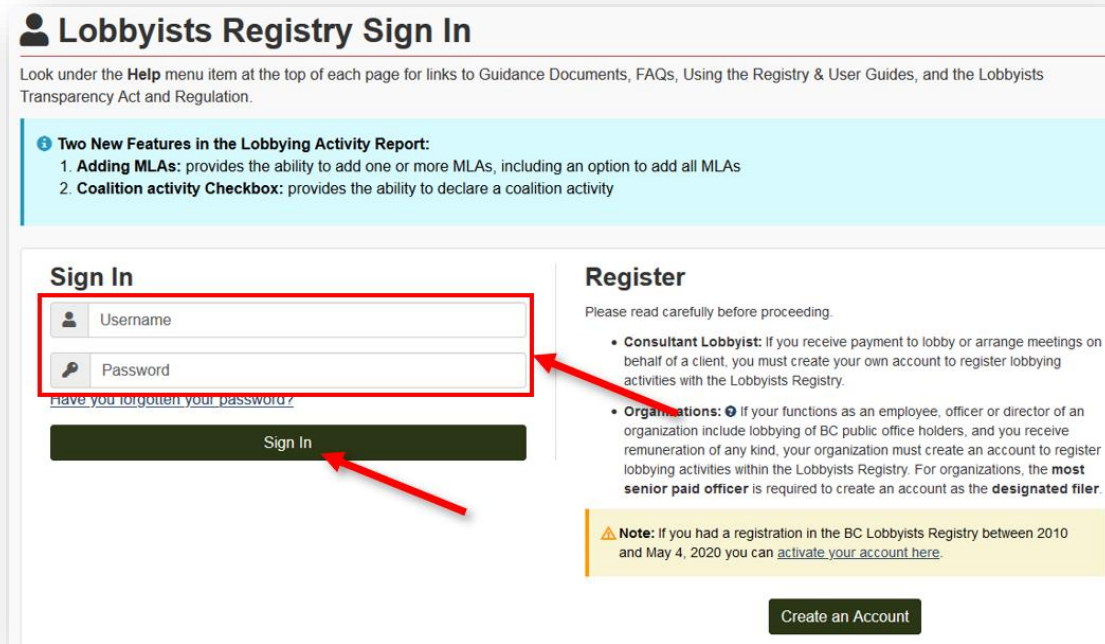
[Have you forgotten your password?](#)

- [User Guide: Organization Registration Returns](#)
- [Quick Reference Guide for Organizations](#)

Sign in to your account

1. Go to the Lobbyists Registry sign in page: <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>

2. Enter the **Username** and **Password** you selected when you created your account, then click **“Sign In”**.



If you have an account in the current Registry but forgot your user name or password, see [Forgotten Password or Username](#) below.

REPRESENTATIVE ACCOUNTS

Representatives may provide administrative services for Designated Filers. The LTA defines the term “Designated Filer” to include both Consultant Lobbyists and Designated Filers for organizations.

Representatives can enter and update information in Registration Returns and Lobbying Activity Reports.

Representatives will receive notifications sent by Registry staff to Consultant Lobbyists/Designated Filers who have authorized access to their accounts by that Representative.

As a Representative, you must create and activate your own account first.

Once your account is activated, a Consultant Lobbyist or Designated Filer for an organization can add you as a Representative with access to their own account. This allows you to create and update Registration Returns and Lobbying Activity Reports on behalf of the Consultant Lobbyist or Designated Filer for an organization. You may act as a Representative for multiple Consultant Lobbyists/Designated Filers at the same time.

The Representative can prepare documents but cannot submit them to the Registry with their own user name and password. Registration Returns, updates, and Lobbying Activity Reports can only be submitted after entering the Designated Filer's username and password.

If you already have an account as a Consultant Lobbyist or Designated Filer for an organization, **DO NOT CREATE A NEW REPRESENTATIVE ACCOUNT**. Email our office at info@bcorl.ca. Registry staff can revise the type of your existing account to act as a Representative account (in addition or instead).

If you had registrations in the previous Lobbyists Registry, your account "migrated" to the current Registry. Activate it, following the steps in [User Guide: Accounts and Registrations from the Previous Registry](#) and email our office at info@bcorl.ca. Registry staff can revise the type of your existing account to act as a Representative account.

If you already activated your account in the current Registry but forgot your user name or password, see [Forgotten Password or Username](#) below.

Create a New Representative Account

1. Go to the Lobbyists Registry sign in page: <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. If you do not already have an account in the current or previous Lobbyists Registry, click "**Create an Account**".

O.R.L. office of the registrar of lobbyists BRITISH COLUMBIA www.lobbyistsregistrar.bc.ca

Registry Search Tools Reporting Tools Lobbying Statistics Help Sign In

Registry Dashboard

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Two New Features in the Lobbying Activity Report:

- Adding MLAs:** provides the ability to add one or more MLAs, including an option to add all MLAs
- Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

Please read carefully before proceeding.

- Consultant Lobbyist:** If you receive payment to lobby or arrange meetings on behalf of a client, you must create your own account to register lobbying activities with the Lobbyists Registry.
- Organizations:** If your functions as an employee, officer or director of an organization include lobbying of BC public office holders, and you receive remuneration of any kind, your organization must create an account to register lobbying activities within the Lobbyists Registry. For organizations, the **most senior paid officer** is required to create an account as the **designated filer**.

Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an Account

3. Confirm you do not have an existing account in the Lobbyists Registry: **tick the check box**, then “Continue”.

Lobbyists Registry Account Creation - New Account Confirmation

Individuals can only have one account in the Lobbyists Registry.

- If you had a registration accepted in the Lobbyists Registry between 2010 and May 4, 2020 you [activate your account here](#). **Do not create a new account.**
- If you have already activated a previous account or created an account in this system on or after May 4, 2020, you can [Reset your password](#).

Otherwise, please confirm that this is the first time you are creating an account and click **Continue**.

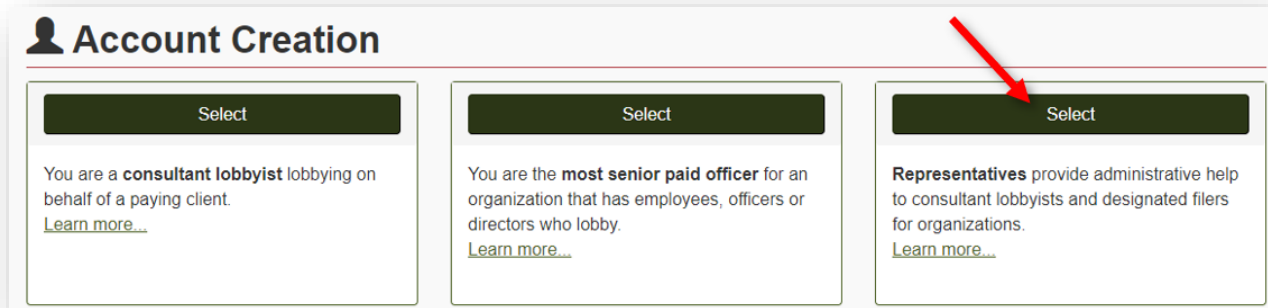
If you are not able to create an account, or activate an existing account send the ORL Office an email at info@bcorl.ca describing the steps you have followed and the problem you have encountered. Include a phone number we can call if needed.

Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

I confirm I do not have an existing account in the Lobbyists Registry

Cancel Continue

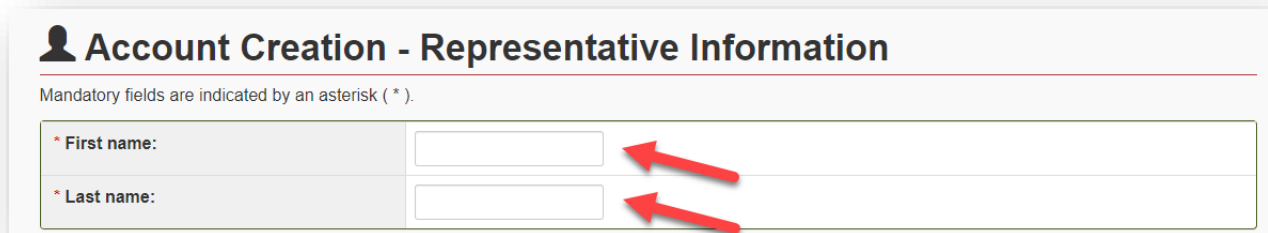
4. Start a Representative account by clicking “Select” in the **Representative** section.



Account Creation

<p>Select</p> <p>You are a consultant lobbyist lobbying on behalf of a paying client. Learn more...</p>	<p>Select</p> <p>You are the most senior paid officer for an organization that has employees, officers or directors who lobby. Learn more...</p>	<p>Select</p> <p>Representatives provide administrative help to consultant lobbyists and designated filers for organizations. Learn more...</p>
---	--	---

5. Enter your **First name** and **Last name**.

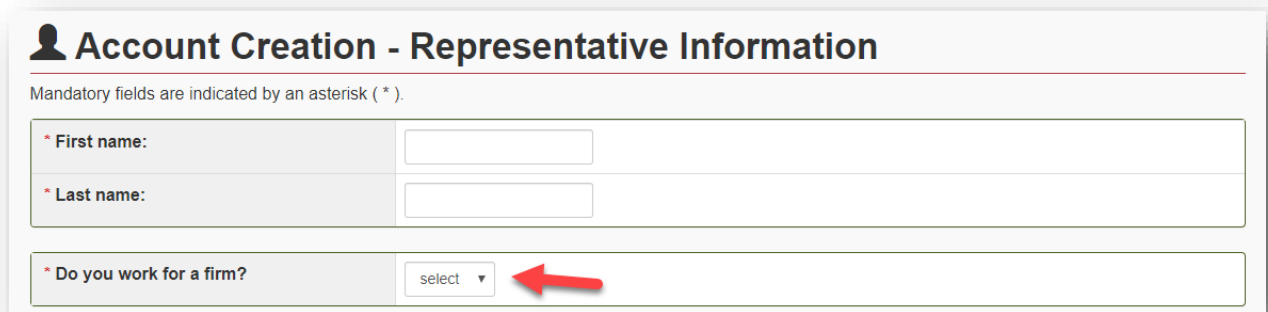


Account Creation - Representative Information

Mandatory fields are indicated by an asterisk (*).

* First name:	<input type="text"/>
* Last name:	<input type="text"/>

6. Declare whether or not your work for a **firm**.



Account Creation - Representative Information

Mandatory fields are indicated by an asterisk (*).

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* Do you work for a firm?	<input type="text" value="select"/>

If **YES**, enter the exact **legal name of the firm**.

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* Do you work for a firm?	Yes ▾
* Provide the exact legal name.	
Firm name:	<input type="text"/>

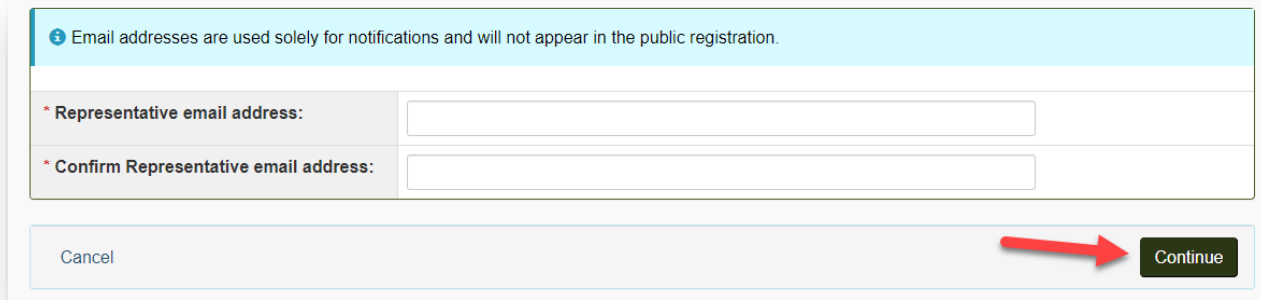
7. Enter your **mailing address** and **business telephone number**.
Phone extension and fax number are optional.

* Country:	Canada ▾
* Mailing address 1:	<input type="text"/>
Mailing address 2:	<input type="text"/>
* City:	<input type="text"/>
* Province:	- select - ▾
* Postal code (K1K 1K1):	<input type="text"/>
* Business telephone (555-555-5555):	<input type="text"/>
Extension (12345):	<input type="text"/>
Facsimile (555-555-5555):	<input type="text"/>

8. Enter your direct business **email address** and enter it a second time to confirm that it is correct.

i Email addresses are used solely for notifications and will not appear in the public registration.	
* Representative email address:	<input type="text"/>
* Confirm Representative email address:	<input type="text"/>

9. Once all information on the screen has been completed, click **“Continue”** in the bottom right.



Email addresses are used solely for notifications and will not appear in the public registration.

* Representative email address:

* Confirm Representative email address:

Cancel Continue

A red arrow points to the 'Continue' button.

10. Enter a **Username** and **Password**.

Usernames and passwords are **case sensitive** and **must be at least 6 characters long**.



Account Creation - Username/Password

Mandatory fields are indicated by an asterisk (*).

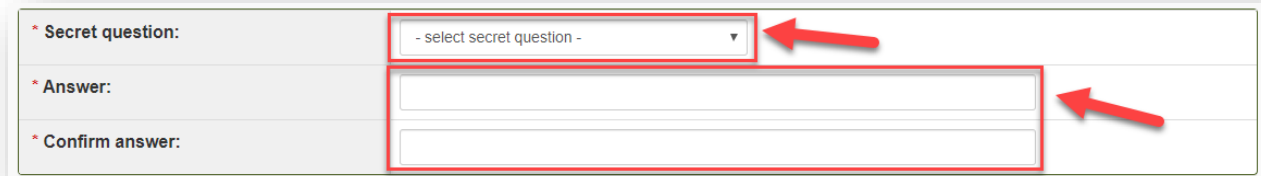
* Username:

* Password:

* Confirm password:

Red boxes highlight the Username, Password, and Confirm password fields. Red arrows point to the right side of each of these three input fields.

11. For password recovery in case of a forgotten password, select a **secret question** from the drop-down list and enter the **answer** below.





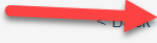
* Secret question:

* Answer:

* Confirm answer:

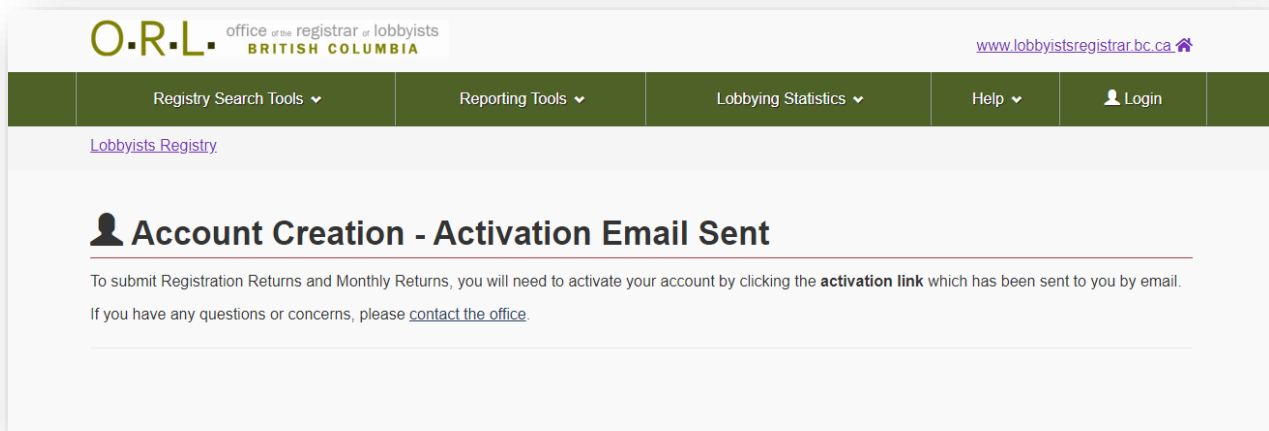
Red boxes highlight the Secret question dropdown, the Answer field, and the Confirm answer field. Red arrows point to the right side of the Secret question dropdown and the Answer field.

12. Once all information on the screen has been completed, click "**Continue**".

* Secret question:	What city were you born in? ▾
* Answer: 
* Confirm answer: 
Cancel  Continue	

13. The **Account Creation** screen confirms that your account has been created.

You MUST activate your account and be authorized by a Consultant Lobbyist or Designated Filer for an organization to have access to their account before you can prepare Registration Returns and Lobbying Activity Reports on their behalf.



The screenshot shows the O.R.L. (Office of the Registrar of Lobbyists, British Columbia) website. The header includes the logo and the website URL www.lobbyistsregistrar.bc.ca. The navigation menu contains: Registry Search Tools, Reporting Tools, Lobbying Statistics, Help, and Login. The main content area features a heading "Account Creation - Activation Email Sent" with a person icon. Below the heading, the text reads: "To submit Registration Returns and Monthly Returns, you will need to activate your account by clicking the **activation link** which has been sent to you by email. If you have any questions or concerns, please [contact the office](#)."

14. To **activate your account**, locate and **open the confirmation email** that was sent to the email address you provided.

Inside the email, click the link “**Activate your account**”.

To be able to submit Registration Returns and Lobbying Activity Reports, you will need to **activate your account** by clicking the link below. This will present the login page for the Lobbyists Registry. Once you have activated your account, your next step would be to certify and submit your registration.

[Activate your account](#) 

This activation link will expire on **2020-04-21**

If you have any questions or concerns, please contact the office.

Office of the Registrar of Lobbyists for BC
info@bcorl.ca / Tel: [250-387-2686](tel:250-387-2686) / Fax: 250-387-1696
(Intended for BCC: automated-email@bcorl.ca)

15. Once you activate your account, **sign in** and locate your **Representative account number**. This is the number you provide to a Consultant Lobbyist or Designated Filer for an organization so they can authorize your access to their account.

Enter your **Username** and **Password**, then click “**Sign In**”.

Account Activation

Once your account has been activated, you can sign in and begin entering in your lobbying registrations and activities.

You have successfully activated your account!

Please sign in to access your dashboard to create and submit your registration.

LRS Sign In

Username:

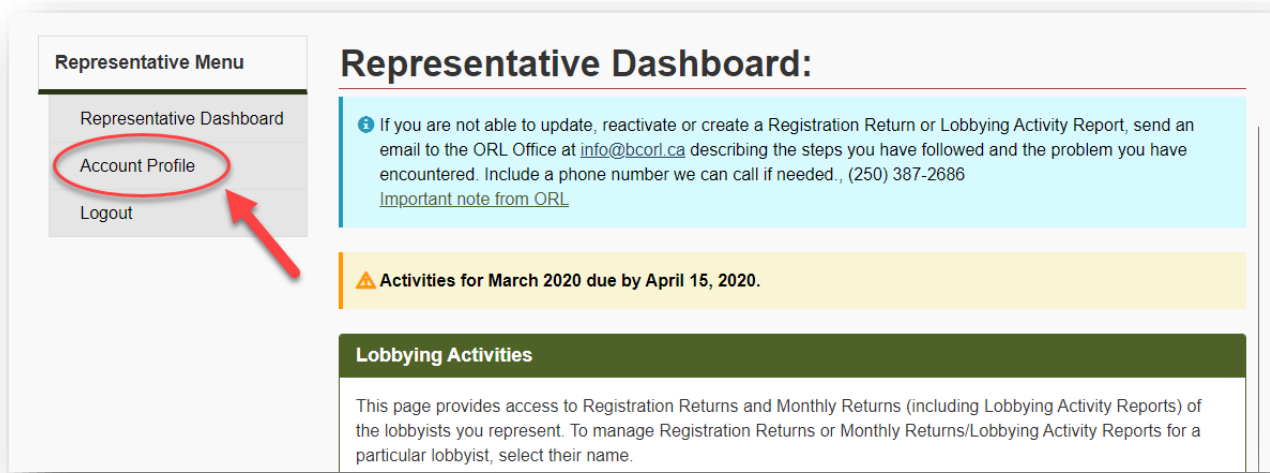
Password:

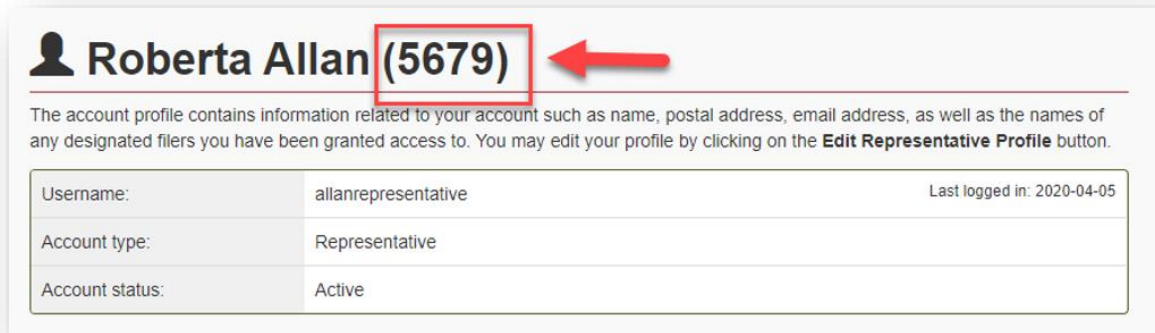
[Have you forgotten your password?](#) 

Sign In 

16. On the Representative Dashboard, in the left-hand menu, click “**Account Profile**”.



17. Look for the **number** in brackets to the right of your name. **This is the number you provide to a Consultant Lobbyist or Designated Filer for an organization so they can authorize your access to their account.**



Add a Representative to your Consultant Lobbyist/Designated Filer Account

If you are a Consultant Lobbyist or the Designated Filer for an organization, you may authorize (add) a Representative to your account to enable the Representative to prepare and update Registration Returns and Lobbying Activity Reports on your behalf. You remain responsible for accuracy and timeliness of documents submitted to the Registry.

1. Obtain the **Representative's account number**.

The Representative must sign in to their account and provide this number. Instructions are immediately above.

2. You (Consultant Lobbyist/Designated Filer) must **Sign In** to your own account in the Lobbyists Registry <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Two New Features in the Lobbying Activity Report:

1. **Adding MLAs:** provides the ability to add one or more MLAs, including an option to add all MLAs
2. **Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

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- **Organizations:** If your functions as an employee, officer or director of an organization include lobbying of BC public office holders, and you receive remuneration of any kind, your organization must create an account to register lobbying activities within the Lobbyists Registry. For organizations, the **most senior paid officer** is required to create an account as the **designated filer**.

Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an Account

3. On the Designated Filer Dashboard, in the left-hand menu, click “Account Profile”.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles
- Logout

Designated Filer Dashboard: Roberta Terry

Info: If you are not able to update, reactivate or create a Registration Return or Lobbying Activity Report, send an email to the ORL Office at info@bcorl.ca describing the steps you have followed and the problem you have encountered. Include a phone number we can call if needed., (250) 387-2686
[Important note from ORL](#)

Welcome to your Designated Filer Dashboard. From your dashboard, you can manage all your current and previous Registration Returns and Lobbying Activity Reports.

[Learn more about the three sections of the Designated Filer Dashboard.](#)

Warning: Activities for March 2020 due by April 15, 2020.

4. Click the “Account Representatives” tab.

Roberta Terry (5677)

The account profile contains information related to the designated filer such as name, postal address, email address, as well as the name of any representative who has been granted access to the designated filer's registration data. You may edit your profile by clicking on the **Edit Designated Filer Profile** button. You can also add or remove a representative by clicking on the **Add Representative** button. Note that only authorized representatives can access and discuss the registration data of a designated filer on his or her behalf.

Username:		Last logged in: 2020-04-05
Account type:	Registrant	
Account status:	Active	

Designated Filer Profile Password and/or Secret Question **Account Representatives**

Designated Filer Profile

5. Click **"Add Representative"**.

Designated Filer Profile Password and/or Secret Question Account Representatives

Account Representatives

There are no representatives associated with this account.

Add Representative

6. Enter the **Representative account number** (provided by the Representative), then click **"Add"**.

Add Account Representative

Representative account number: **Add**

Account Representatives	
Representatives Information	Action
There are no representatives associated with this account.	

Save **Cancel**

7. Click **“Save”** to add the Representative to your account.

Add Account Representative

Representative account number: **Add**

Account Representatives	
Representatives Information	Action
Representative, Allan Account no.: 5679	Remove

Save **Cancel**

Remove a Representative from your account

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign In** to your (Consultant Lobbyist/Designated Filer) account.

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Two New Features in the Lobbying Activity Report:

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2. **Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

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Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an Account

2. On the Designated Filer Dashboard, in the left-hand menu, click “**Account Profile**”.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile**
- Consultant Lobbyist's Firm Profiles
- Logout

Designated Filer Dashboard: Roberta Terry

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[Important note from ORL](#)

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[Learn more about the three sections of the Designated Filer Dashboard.](#)

Activities for March 2020 due by April 15, 2020.

3. Click the “**Account Representatives**” tab.

Roberta Terry (5677)

The account profile contains information related to the designated filer such as name, postal address, email address, as well as the name of any representative who has been granted access to the designated filer's registration data. You may edit your profile by clicking on the **Edit Designated Filer Profile** button. You can also add or remove a representative by clicking on the **Add Representative** button. Note that only authorized representatives can access and discuss the registration data of a designated filer on his or her behalf.

Username:		Last logged in: 2020-04-05
Account type:	Registrant	
Account status:	Active	

Designated Filer Profile Password and/or Secret Question **Account Representatives**

Designated Filer Profile

4. Locate the Representative you wish to remove from your account. Click **“Remove”**.

Designated Filer Profile Password and/or Secret Question **Account Representatives**

Account Representatives

Representative Name	Telephone	Primary Email
Allan Representative (5679) Remove	250-333-3333	email@other.ca

Add Representative

5. Confirm that you wish to remove the Representative: click **“Yes”**.

Delete Account Representative

Are you sure you want to delete the selected account representative?

Yes **Cancel**

UPDATE YOUR ACCOUNT

Update your account details

You can update the following information on your account:

- Mailing/business address
- Email address (including adding additional email addresses)

You cannot update your account username.

To **update your legal name**, contact Registry staff by email: info@bcorl.ca.

To report a **senior officer change**, see [Register a new Senior Officer for an Organization](#) below.

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** to your account.

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

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Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

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Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an Account

2. On the Designated Filer Dashboard, in the left-hand menu, click **“Account Profile”**.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile**
- Consultant Lobbyist's Firm Profiles
- Logout

Ben Feather (5680)

The account profile contains information related to the designated filer such as name, postal address, email address, as well as the name of any representative who has been granted access to the designated filer's registration data. You may edit your profile by clicking on the **Edit Designated Filer Profile** button. You can also add or remove a representative by clicking on the **Add Representative** button. Note that only authorized representatives can access and discuss the registration data of a designated filer on his or her behalf.

Username:	benfeather	Last logged in: 2020-04-06
Account type:	Registrant	
Account status:	Active	

[Designated Filer Profile](#) [Password and/or Secret Question](#) [Account Representatives](#)

- To update **mailing address** or **email address**, make sure that the **“Designated Filer Profile”** tab is selected, then click **“Edit Account”**.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles
- Logout

Ben Feather (5680)

The account profile contains information related to the designated filer such as name, postal address, email address, as well as the name of any representative who has been granted access to the designated filer's registration data. You may edit your profile by clicking on the **Edit Designated Filer Profile** button. You can also add or remove a representative by clicking on the **Add Representative** button. Note that only authorized representatives can access and discuss the registration data of a designated filer on his or her behalf.

Username:	benfeather	Last logged in: 2020-04-06
Account type:	Registrant	
Account status:	Active	

[Designated Filer Profile](#) [Password and/or Secret Question](#) [Account Representatives](#)

Designated Filer Profile

Business address:	123 Test St. Test City, MB V8V 8V8 Canada
Telephone:	250-333-3333
Designated Filer email address:	email@other.ca

[Edit Account](#)

- Update the information on the screen, then click “Save” in the bottom right.

Contact Information

Prefix:

Designated Filer name: Roberta Ben Feather Test

*** Mailing address 1:**

Mailing address 2 (if required):

*** City:**

Country, region and telephone number:

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

Telephone (555-555-5555):

Extension (12345):


Facsimile (555-555-5555):

(or)

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Note: Extension and facsimile numbers are not mandatory fields.

Note: Email addresses are used solely for notifications and will not be available to the public.	
Current designated filer email address:	email@other.ca
New designated filer email address (name@company.com):	<input type="text"/>
Confirm designated filer email address (name@company.com):	<input type="text"/>
<hr/>	
Email notifications from the Lobbyists Registry will be sent to the Designated Filer email address. We strongly recommend that you add at least one other email address to which notifications will be sent. You can choose to add up to three other email addresses.	
Email address 2 (name@company.com):	<input type="text"/>
Email address 3 (name@company.com):	<input type="text"/>
Email address 4 (name@company.com):	<input type="text"/>
 <input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Change your password

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign In** to your account.

Lobbyists Registry Sign In

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Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

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Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an Account

2. On the Designated Filer Dashboard, in the left-hand menu, click “**Account Profile**”.

Designated Filer Dashboard: Ben Feather

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile**
- Consultant Lobbyist's Firm Profiles
- Logout

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▶ [Learn more about the three sections of the Designated Filer Dashboard.](#)

Activities for March 2020 due by April 15, 2020.

Current Activities Previous Activities New Activities

3. Click the “**Password and/or Secret Question**” tab, then click “**Edit Password and/or Secret Question**”.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles
- Logout

Ben Feather (5680)

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Username:	benfeather	Last logged in: 2020-04-06
Account type:	Registrant	
Account status:	Active	

Designated Filer Profile | **Password and/or Secret Question** | Account Representatives

Password and/or Secret Question

Username:	benfeather
Password:	*****
Secret question:	*****

[Edit Password and/or Secret Question](#)

4. Update your **password** and/or **secret question**, then click **“Save”** in the lower right-hand corner.

Passwords are **case sensitive** and **must be at least 6 characters long**.

Edit Password and/or Secret Question

Password and Secret Question

Usernames and passwords are case-sensitive and must be at least six characters long.

Username: benfeather

Password:

New password:

Confirm new password:

New secret question:

Question

Question: - select secret question -

Answer:

Confirm answer:

(or)

My own secret question

Question:

Answer:

Confirm answer:

Save Cancel

Update Consultant Lobbyist firm profiles

If you are a Consultant Lobbyist you may add, update, or delete information about the firm you are working for.

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign In** to your account.

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

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Sign In

[Have you forgotten your password?](#)

Sign In

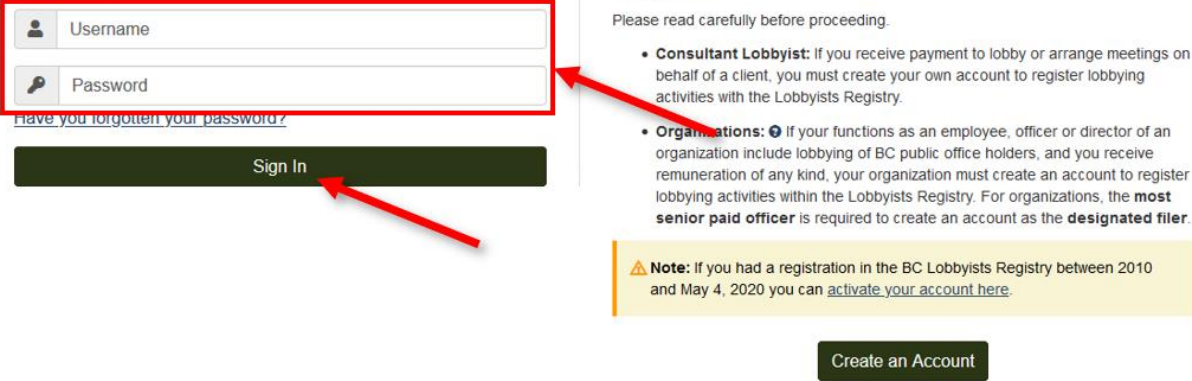
Register

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Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an Account



2. On the Designated Filer Dashboard, in the left-hand menu, click “**Consultant Lobbyist’s Firm Profiles**”.

Designated Filer Dashboard: Fiona Heath

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles**
- Logout

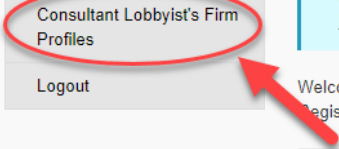
Information: If you are not able to update, reactivate or create a Registration Return or Lobbying Activity Report, send an email to the ORL Office at info@bcorl.ca describing the steps you have followed and the problem you have encountered. Include a phone number we can call if needed. [Important note from ORL](#)

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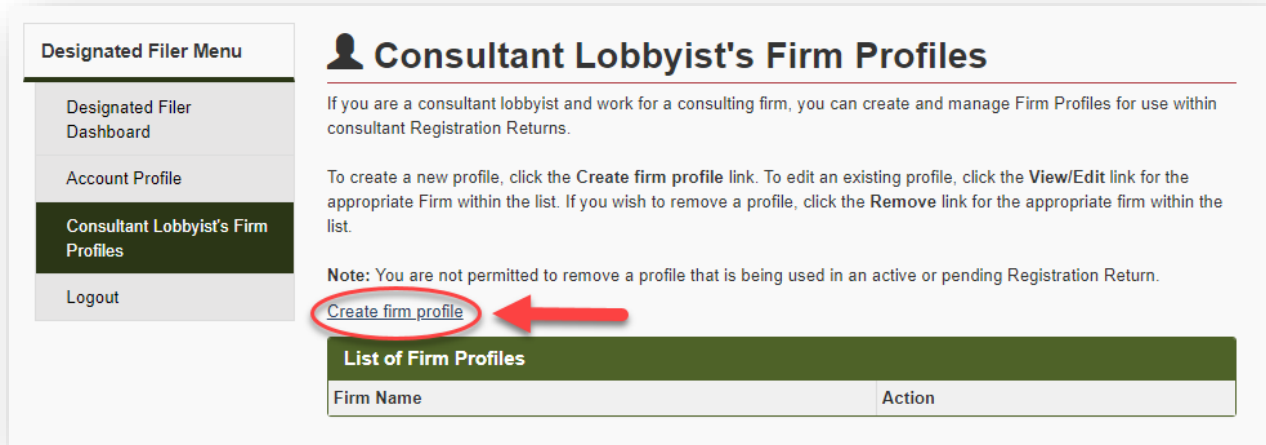
[Current Activities](#) [Previous Activities](#) [New Activities](#)



Add a Firm to your Profile

You can record the details of one or more firms you work for. Once the firm profiles are entered here, they can be chosen from a drop-down list in your Registration Returns.

3. To add a new firm profile, click “**Create firm profile**”.



4. Enter the **exact legal name** of the firm, along with the firm’s mailing address.

Phone extension and fax number are optional.

If the firm is located outside of Canada and the United States, fill out the second address box labelled “Other Country”.

Create Firm Profile

Mandatory fields are indicated by an asterisk (*).

Firm Profile	
* Provide the exact legal name of the firm..	
Firm name:	<input type="text"/>
* Mailing address 1:	<input type="text"/>
Mailing address 2 (if required):	<input type="text"/>
* City:	<input type="text"/>
Country, region and telephone number:	<div style="border: 1px solid red; padding: 5px;"> <p>Canada / United States</p> <p>Province/State: <input type="text" value="- select -"/></p> <p>Postal/Zip code (K1K 1K1/12345): <input type="text"/></p> <p>Telephone (555-555-5555): <input type="text"/></p> <p>Extension (12345): <input type="text"/></p> <p>Facsimile (555-555-5555): <input type="text"/></p> </div>
Complete address information is required. Fill in your information in one of the following sections:	
<ul style="list-style-type: none"> Canada / United States Other Country 	
Note: Extension and facsimile numbers are not mandatory fields.	

5. Enter the **email address** for the firm, and any **additional email addresses** that you wish to receive notifications.

Emails that will be sent include confirmations and reminders. Please record all email addresses associated with the firm that should receive these notifications.

Note: Email addresses are used solely for notifications and will not be available to the public. You may enter up to three additional email addresses.	
* Primary email address:	<input type="text"/>
Email address 2 (name@company.com):	<input type="text"/>
Email address 3 (name@company.com):	<input type="text"/>
Email address 4 (name@company.com):	<input type="text"/>

6. Once all information on the firm has been recorded, click on **“Save”** in the bottom right hand corner of the screen.


Note: Email addresses are used solely for notifications and will not be available to the public. You may enter up to three additional email addresses.

* Primary email address:

Email address 2 (name@company.com):

Email address 3 (name@company.com):

Email address 4 (name@company.com):



Update a Firm's Profile

7. Locate the firm for which you need to update details and click **"View/Edit"**.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles**
- Logout


Consultant Lobbyist's Firm Profiles


If you are a consultant lobbyist and work for a consulting firm, you can create and manage Firm Profiles for use within consultant Registration Returns.

To create a new profile, click the **Create firm profile** link. To edit an existing profile, click the **View/Edit** link for the appropriate Firm within the list. If you wish to remove a profile, click the **Remove** link for the appropriate firm within the list.

Note: You are not permitted to remove a profile that is being used in an active or pending Registration Return.

[Create firm profile](#)

List of Firm Profiles	
Firm Name	Action
Firm name	 View/Edit Remove



8. Update the information, then click **"Save"** in the lower right-hand corner.


Note: Email addresses are used solely for notifications and will not be available to the public. You may enter up to three additional email addresses.

* Primary email address:

Email address 2 (name@company.com):

Email address 3 (name@company.com):

Email address 4 (name@company.com):



Remove a Lobbying Firm Profile from your account

If you no longer work for a lobbying firm you can remove it from your profile. You cannot remove a firm profile that is currently being used in an active or pending Registration Return.

9. Locate the firm and click “**Remove**”.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles
- Logout

Consultant Lobbyist's Firm Profiles


If you are a consultant lobbyist and work for a consulting firm, you can create and manage Firm Profiles for use within consultant Registration Returns.

To create a new profile, click the **Create firm profile** link. To edit an existing profile, click the **View/Edit** link for the appropriate Firm within the list. If you wish to remove a profile, click the **Remove** link for the appropriate firm within the list.

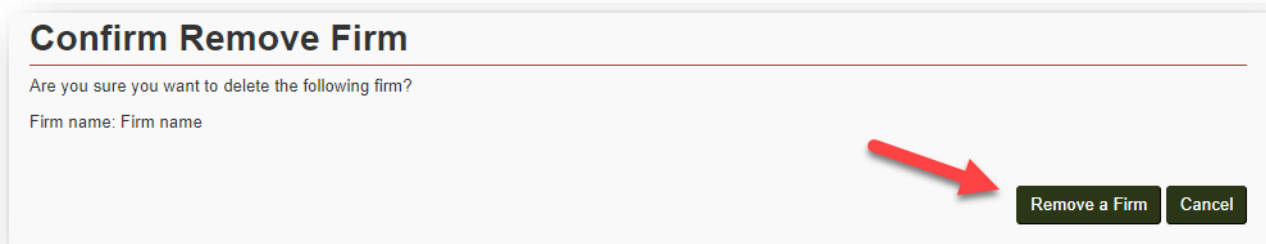
Note: You are not permitted to remove a profile that is being used in an active or pending Registration Return.

[Create firm profile](#)

List of Firm Profiles	
Firm Name	Action
Firm name	View/Edit Remove



10. Confirm you wish to remove the firm profile from your account: click “**Remove a firm**”.



REGISTER A NEW SENIOR OFFICER FOR AN ORGANIZATION

If the most senior officer of your organization has changed, the Registration Returns and Lobbying Activity Reports must be transferred from the account of the previous senior officer/Designated Filer to the new senior officer's account by the 15th of the following month.

The new senior officer **must have their own account**.

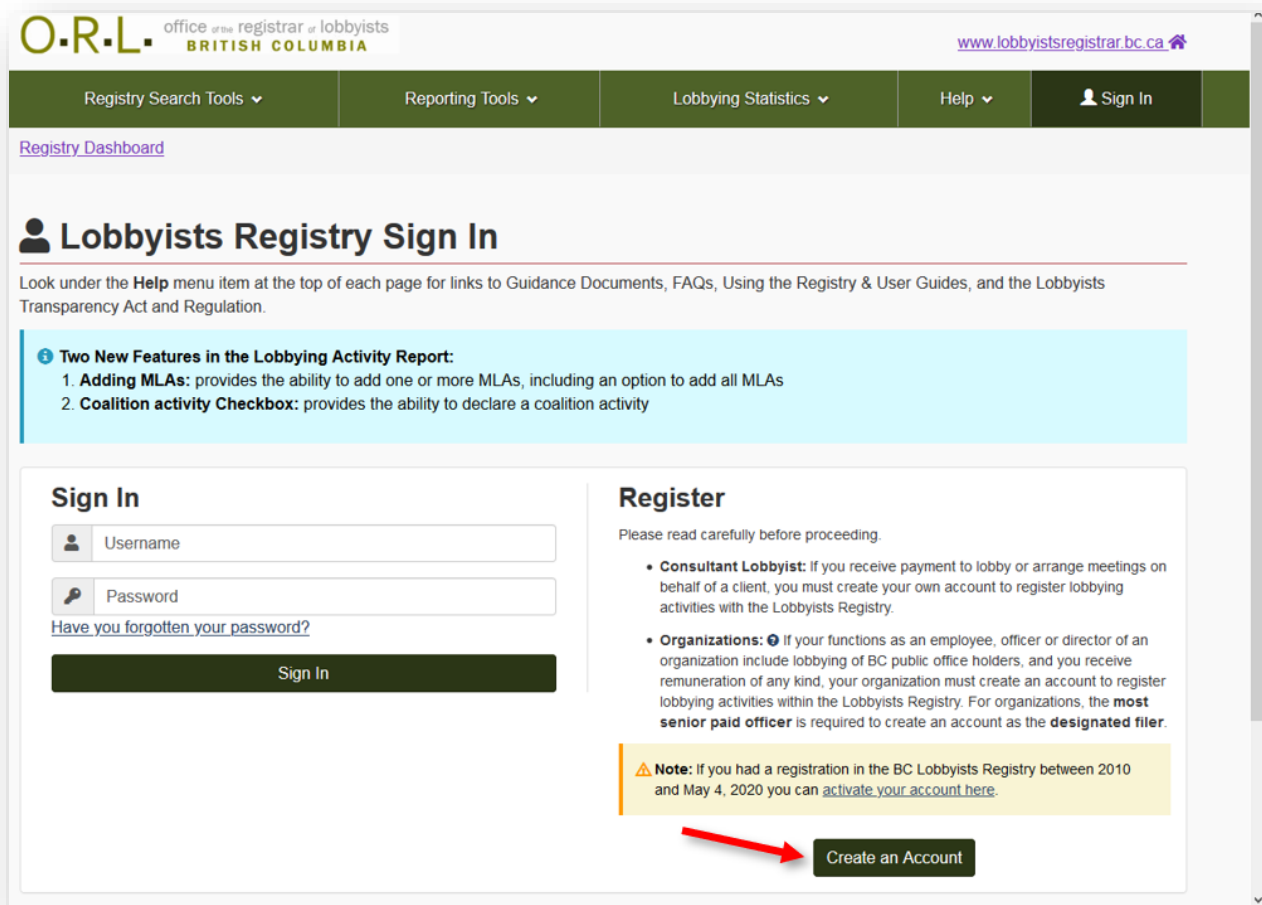
The new senior officer will be the Designated Filer for the organization during the time they are the most senior officer of the organization.

The Registration Returns and Lobbying Activity Reports for the organization (which are currently attached to the account of the previous senior officer/Designated Filer) can be transferred from the previous senior officer to the new senior officer/Designated Filer in one of two ways:

1. If the new senior officer has an **existing account** (as a Designated Filer for another organization or as a Consultant Lobbyist or Representative) they must contact Registry staff at info@bcorl.ca to have the Registration Returns and Lobbying Activity Reports transferred to the existing account.
2. If the new senior officer has **no existing account** they must create a new account (see instructions immediately below). In the process of creating the new senior officer/Designated Filer account, the system will transfer the Registration Returns and Lobbying Activity Reports for the organization and attach them to the new account.

Transfer Organization's senior officer via a NEW account

1. To begin the new account creation process, go to the Lobbyists Registry sign-in page: <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. The new most senior officer of the organization will create their Designated Filer account by clicking on "Create an Account".



3. Confirm you do not have an existing account in the Lobbyists Registry: **tick the check box**, then click “**Continue**”.
4. On the Account Creation – Account Purpose screen, select the middle box (most senior paid officer for an organization that has employees, officers or directors who lobby).

Account Creation - Account Purpose

Select one of the following types, which best describes your purpose for creating an account within the Lobbyists Registry:

- Select**
You are a **consultant lobbyist** lobbying on behalf of a paying client.
[Learn more...](#)
- Select**
You are the **most senior paid officer** for an organization that has employees, officers or directors who lobby.
[Learn more...](#)
- Select**
You will be providing administrative help as a **representative** to manage submissions for lobbying accounts
[Learn more...](#)

5. On the Account Creation - Most Senior Officer Declaration screen, read the statements, tick each box, click “Continue”.

Account Creation - Most Senior Officer Declaration

Lobbying is a legitimate activity. The [Lobbyists Transparency Act](#) requires that it be done in a transparent manner. By disclosing accurate and timely information about your lobbying activities, you help ensure that the Lobbyists Registry serves as an important tool for transparency.

- I am the designated filer (most senior paid officer) in my organization.
- I understand that all information (except direct email addresses) provided in my declarations will be made public in the Lobbyists Registry.
- I, as the designated filer for my organization, will be completing and filing Registration Returns and Monthly Returns as required by the *Lobbyists Transparency Act*.
- I am responsible to be in compliance with the *Lobbyists Transparency Act*.

Cancel Continue

6. Enter your first name, last name, and position title, together with the **exact legal name** of the organization.
7. If the name of the organization matches the name shown in the current Registration Return, the Registry will suggest a Senior Officer Change is needed. Click the registration number link in the pop-up screen to see the current active Registration Return for the organization. Then select “Yes” to continue with the Senior Officer Change.

Account Creation - Senior Officer Change

⚠ You have indicated that you are the current most senior officer for the following organization:
This organization is currently registered under a different Senior Officer, and thus, a Senior Officer change will need to be performed against the latest registration.

View the latest registration for : [7468-3887-2](#)

Mandatory fields are indicated by an asterisk (*).

* I confirm that the registration shown above, is for the organization where I currently hold the most senior officer position.:

Cancel < Back **Continue**

8. After you confirm that you currently hold the most senior office position at the organization, enter the date you took over the most senior officer position, indicate whether the previous senior officer will continue to lobby for the organization, and state whether you will be lobbying the BC government on behalf of the organization. Click **“Continue”**.

Account Creation - Senior Officer Change

⚠ You have indicated that you are the current most senior officer for the following organization:

This organization is currently registered under a different Senior Officer, and thus, a Senior Officer change will need to be performed against the latest registration.

View the latest registration for [7468-3887-2](#)

Mandatory fields are indicated by an asterisk (*).

* I confirm that the registration shown above, is for the organization where I currently hold the most senior officer position.:	Yes ▾
* Enter the start date when you held the most senior officer position at :	YYYY-MM-DD
* Will the previous Senior Officer continue to lobby the BC provincial government for ?:	select ▾
* Will you be lobbying the BC provincial government for :	select ▾

9. Create your user name, password and secret question/answer, click “Continue”.

Account Creation - Username/Password

Mandatory fields are indicated by an asterisk (*).

* Username:	<input type="text"/>
* Password:	<input type="password"/>
* Confirm password:	<input type="password"/>
* Secret question:	- select secret question - ▾
* Answer:	<input type="text"/>
* Confirm answer:	<input type="text"/>

Cancel < Back **Continue**

10. The Change of Senior Officer has been submitted to the Registry.

11. Once it is processed by Registry staff, the organization's Registration Return is sent back to the new senior officer/Designated Filer for a final check. The senior officer/Designated Filer/Representative should carefully review all of the information in the Registration Return, edit/update information in each field as needed.
12. The Registration Return must be certified & submitted back to the Registry for activation to complete the transfer of the Registration Return and Lobbying Activity Reports to the new senior officer/Designated Filer.

Transfer Registration Return and Lobbying Activity Reports to an existing account with assistance from Registry staff

If the new senior officer has an existing account with the Registry, they must contact Registry staff at info@bcorl.ca to have organization's Registration Returns and Lobbying Activity Reports transferred to the existing account.

Once it is processed by Registry staff, the organization's Registration Return is sent back to the new senior officer/Designated Filer for a final check. The senior officer/Designated Filer/Representative should carefully review all of the information in the Registration Return, edit/update information in each field as needed.

The Registration Return must be certified & submitted back to the Registry for activation to complete the transfer of the Registration Return and Lobbying Activity Reports to the new senior officer/Designated Filer.

FORGOTTEN PASSWORD OR USERNAME

Your username and password are set when you first create your account in the Lobbyists Registry.

Forgotten Username

If you forget your username, contact Registry staff for assistance at info@bcorl.ca.

Forgotten Password

You can reset your password through the Lobbyists Registry.

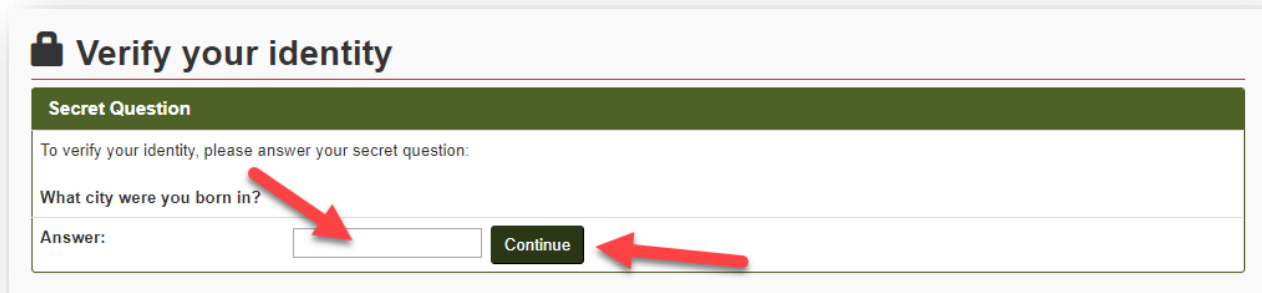
1. Click “Have you forgotten your password?”.

The screenshot shows the 'Lobbyists Registry Sign In' page. At the top, there is a navigation bar with 'Registry Search Tools', 'Reporting Tools', 'Lobbying Statistics', 'Help', and 'Sign In'. Below the navigation bar is a 'Registry Dashboard' link. The main heading is 'Lobbyists Registry Sign In'. A message states: 'Look under the Help menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.' A light blue box contains 'Two New Features in the Lobbying Activity Report:' with two items: '1. Adding MLAs: provides the ability to add one or more MLAs, including an option to add all MLAs' and '2. Coalition activity Checkbox: provides the ability to declare a coalition activity'. The 'Sign In' section has a 'Username' field, a 'Password' field, and a link 'Have you forgotten your password?' circled in red with an arrow pointing to it. Below the fields is a 'Sign In' button. The 'Register' section has a heading 'Register' and a note: 'Please read carefully before proceeding.' It lists two categories: 'Consultant Lobbyist' and 'Organizations'. A yellow box contains a note: 'Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can activate your account here.' At the bottom right is a 'Create an Account' button.

2. Enter your **username** and click **“Continue”**.

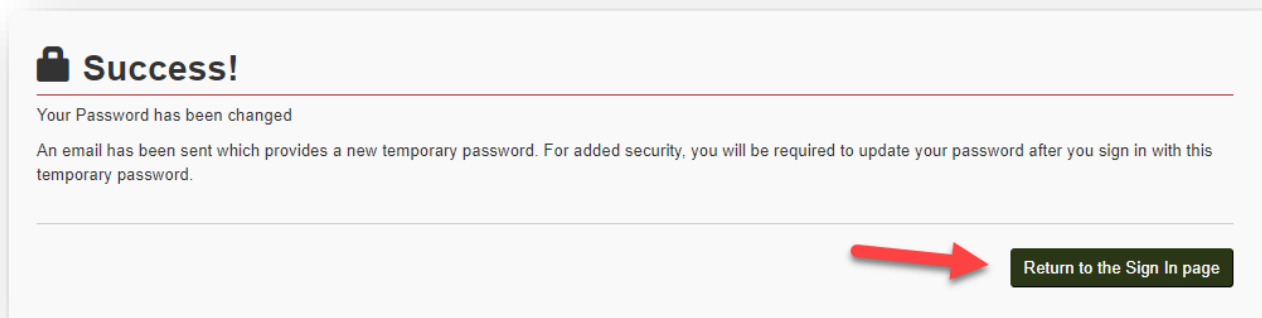
send an inquiry.'" data-bbox="103 153 875 317"/>

3. Type the answer to your secret question and click **“Continue”**.



4. An email will be sent to you with a new, temporary password.

Go to your email to retrieve the temporary password, then click **“Return to the Sign In page”**.



5. After signing in with your temporary password you will be asked to set up a new password.

Enter your **username**, your **temporary password**, and then enter and confirm your **new password**.

Click **“Submit”**.

Your password has expired! Please, change your password.

Password Expired

* Username:

* Password:

* New password:

* Confirm new password:

Submit

The screenshot shows a password reset form. A red box highlights the 'New password' and 'Confirm new password' fields. Red arrows point to the 'Username' and 'Password' fields, the 'New password' and 'Confirm new password' fields, and the 'Submit' button.

6. Once your password has been reset you can sign in to the Lobbyists Registry with your new password. Click the **“sign in with your new password”** link to be taken to the Sign In page.

Registry Search Tools ▾ Reporting Tools ▾ Lobbying Statistics ▾ Help ▾ Sign In

[Lobbyists Registry](#)

✔ Your password has been updated.

You may now [sign in with your new password.](#)

The screenshot shows a confirmation message. A red circle highlights the 'sign in with your new password' link, with a red arrow pointing to it.

GETTING HELP

Lobbyists Transparency Act and Frequently Asked Questions

[Getting Started – Reference Guide](#) (very helpful overview)

The *Lobbyists Transparency Act* (LTA):

<https://www.lobbyistsregistrar.bc.ca/about/legislation/>

LTA Guidance Documents:

<https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/ita-guidance-documents/>

Frequently Asked Questions:

<https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/ita-frequently-asked-questions/>

Quick Reference Guides

- [Quick Reference Guide for Organizations](#)
- [Quick Reference Guide for Representatives](#)

Full Length User Guides

The following user guides provide in-depth support for Organizations:

- [User Guide – Monthly Returns and Lobbying Activity Reports](#)
- [User Guide – Account Management](#)
- [User Guide – Accounts and Registrations from the Previous Lobbyists Registry](#)

Contacting Registry Staff

If you are unable to create, update, access your account or Registration Return, **send us an email** at info@bcorl.ca describing the steps you have followed and the problem you have encountered. Please include any relevant screen captures to help us understand your issue. Also include a **phone number** we can call if needed.