



GUIDANCE DOCUMENT

**BC LOBBYISTS REGISTRY USER GUIDE:
ACCOUNTS AND REGISTRATIONS FROM THE
PREVIOUS REGISTRY**

Revised October 21, 2021

TABLE OF CONTENTS

PURPOSE OF THIS GUIDANCE DOCUMENT	1
Introduction	1
Your Account.....	1
Your Registrations.....	2
Consultant Lobbyists.....	2
Organizations	2
RE-ACTIVATE YOUR ACCOUNT FROM THE PREVIOUS LOBBYISTS REGISTRY	2
Before You Begin.....	2
Public Search to Find your Previous Registrations	2
Re-Activate an Account from the Previous Lobbyists Registry.....	6
Activate your Account.....	8
RE-ACTIVATE REGISTRATIONS FROM THE PREVIOUS LOBBYISTS REGISTRY	11
Re-Enter information about In-House Lobbyists	11
New Information Required	11
Re-activate a Registration from the Previous Lobbyists Registry.....	12
GETTING HELP	15
GETTING STARTED - REFERENCE GUIDE – start with this overview document.....	15
Lobbyists Transparency Act, Regulation, and Frequently Asked Questions	15
Quick User Guides.....	15
Full Length User Guides (more screenshots).....	15
Contact Registry Staff	15

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 effect on May 4, 2020. The legislation and the Lobbyists Transparency Regulation set out requirements for registration of individuals and organizations engaged in lobbying activities.

If you are lobbying at the provincial government level in BC and need to report your lobbying activities, you must sign in to the new 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 current Lobbyists Registry. The Getting Started – Reference Guide 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.

Your Account

If you had a registration in the previous Lobbyists Registry as a Consultant Lobbyist or the Designated Filer for an organization, an account has automatically been created for you in the new Lobbyists Registry.

DO NOT CREATE A NEW ACCOUNT. Reactivate your existing account in the new Registry and use the reactivated account to prepare Registration Returns and Lobbying Activity Reports in the new Registry.

The following individuals have an existing account in the new Lobbyists Registry:

- Each consultant lobbyist who had a registration activated in the Lobbyists Registry between 2010 and May 4, 2020.
- The most recent Designated Filer for an organization that had a registration activated in the Lobbyists Registry between 2010 and May 4, 2020.

Your Registrations

Consultant Lobbyists

If you are a Consultant Lobbyist, all your registrations (current and previous) were brought over to the new Lobbyists Registry. If you resume lobbying for a client, you must reactivate the most recent inactive registration for that client.

Organizations

If you are the Designated Filer for an organization, you must reactivate the organization's most recent registration from the previous Lobbyists Registry.

RE-ACTIVATE YOUR ACCOUNT FROM THE PREVIOUS LOBBYISTS REGISTRY

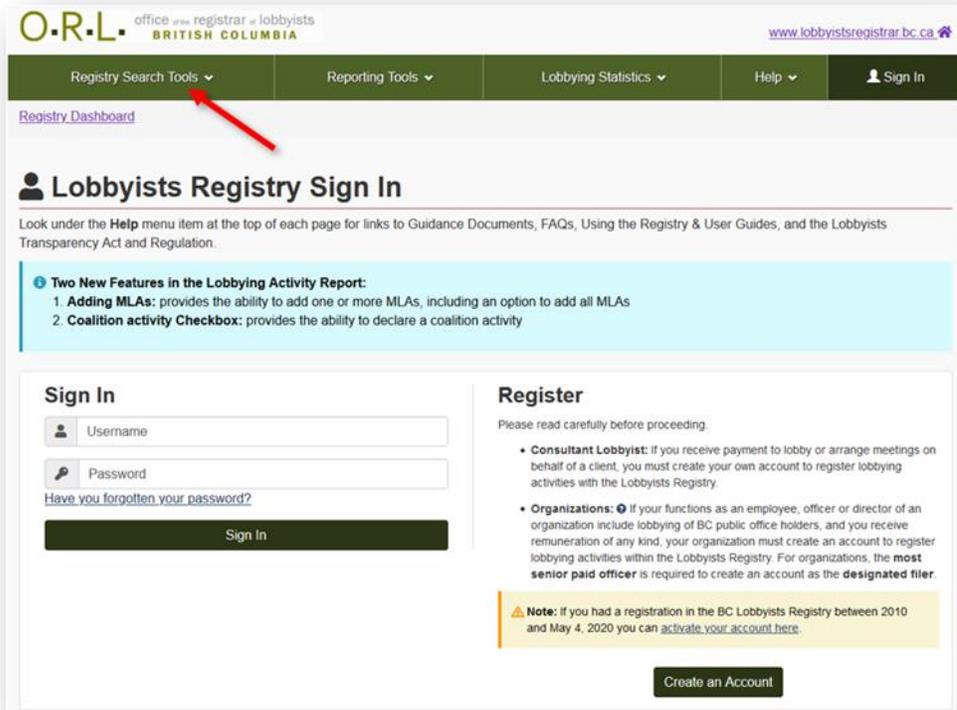
Before You Begin

You must know **exactly how your name was entered in the previous Lobbyists Registry** (first and last name only) in your most recent registration prior to May 4, 2020.

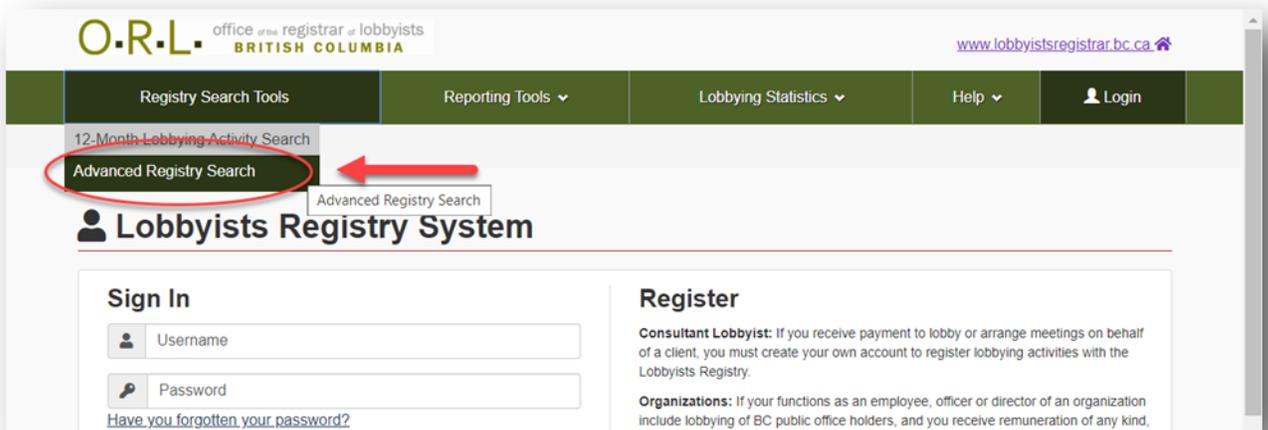
You can do a public search to locate your most recent registration prior to May 4, 2020.

Public Search to Find your Previous Registrations

1. Go to the Lobbyists Registry:
<https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. Click "**Registry Search Tools**".



3. Select “Advanced Registry Search”.



4. Select the radio button beside “Registrations (active and inactive)”.

Advanced Registry Search

If you would like to search **12-Month Lobbying Summaries**, please use the [12-Month Lobbying Activity Search](#)

▶ Other search tools

Document types

- Registrations and Lobbying Activity Reports
- Registrations (active and inactive)
- Registrations (active only)
- Lobbying Activity Reports only

Date range

From:

To:

Information in Registrations

Search Criteria 1

Type:

[+ Add additional search criteria](#)

5. Select additional search criteria that may help locate your previous registration by picking something in the **“Type”** drop-down menu.

Document types

- Registrations and Lobbying Activity Reports
- Registrations (active and inactive)
- Registrations (active only)
- Lobbying Activity Reports only

Date range

From:

To:

Information in Registrations

Search Criteria 1

Type:

[+ Add additional search criteria](#)

For example, you can search by:

- Client name
- Organization name
- Consultant Lobbyist name
- Senior Officer name
- Etc.

Registration type
 Consultant Lobbyists only
 Organizations only

Client or Organization
 Client name of consultant lobbyist
 Organization name
 Client or organization name
 Affiliate with direct interest name
 Coalition member name
 Other persons or organizations with direct interest
 Name of contributor to the lobbying activity

Lobbyist or Senior Officer
 Lobbyist name (consultant or in-house lobbyist)
 In-house lobbyist name
 Consultant lobbyist name
 Senior Officer name
 Individuals hired by the consultant lobbyist
 Firm name of a consultant lobbyist
 Lobbyist subscribes to a code of conduct

Political, Sponsorship or Recall Contributions

Type: - select -

From: YYYY-MM-DD
 To: YYYY-MM-DD

[+ Add additional search criteria](#)

6. Enter the name or information to search in the **“Value”** field.

Information in Registrations

Search Criteria 1

Type: Organization name

Value:

[+ Add additional search criteria](#)

7. Once you have entered criteria that will help locate your most recent registration, click **“Search”**.
8. Review the search results and locate your registration.

Click **“View Registration”** to load your most recent registration from the previous Lobbyists Registry.

Advanced Registry Search Results

Results: 1-29 of 29

 **Canadian Medical Association**
Organization:
Registration: 10 of 10 (2019-06-17 to 2020-01-24)

 **BC Government and Service Employees' Union (BCGEU)**
Organization:
Registration: 3 of 3 (2018-12-19 to 2019-06-19)

[View registration](#)

[View registration](#)

9. Note your **exact name** as entered in the old registration.

Note that only your **First Name and Last Name** are used in the new Registry, even if you entered a middle name in registrations in the previous Lobbyists Registry,

Re-Activate an Account from the Previous Lobbyists Registry

Start

1. Go to the Lobbyists Registry sign in page:
<https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. Click “**activate your account here**”.

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

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. Enter your **First name** and **Last name** exactly as they were entered in the previous BC Lobbyists Registry in your most recent registration prior to May 4, 2020. Do not enter middle names. Click “**Continue**”.

Existing Account Holder - Enter Name

The following individuals will have an existing account in the new Lobbyists Registry:

- Each consultant lobbyist who had a registration accepted in the BC Lobbyists Registry between 2010 and May 4, 2020; and
- Each designated filer for an organization that had a registration accepted in the BC Lobbyists Registry between 2010 and May 4, 2020.

To activate an existing account, enter your name exactly as it was entered in the BC Lobbyists Registry in your most recent registration prior to May 4, 2020.

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

Mandatory fields are indicated by an asterisk (*).

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
Cancel	<input type="button" value="Continue"/>

If you receive a message that no match can be located in the Registry, email us at info@bcorl.ca describing the circumstances and the problem you encountered. Include relevant screen captures to help us understand your issue, and a **phone number** we can call if needed.

4. Enter the most recent **Email** address you used in the BC Lobbyists Registry prior to May 4, 2020, then click **“Submit”**.

If that email address is no longer valid, contact our office first (info@bcorl.ca).

Ask us to enter your current email address in the Registry. Otherwise, you will not receive the emails & links you require to proceed.

Existing Account Holder - Enter Email

Enter the last email you used in the BC Lobbyists Registry prior to May 4, 2020. Please send an email to the ORL Office at info@bcorl.ca if you require assistance. Please include a phone number we can call if needed.

Mandatory fields are indicated by an asterisk (*).

* Email:

Cancel Submit

If the Registry is unable to match your email address to your name, email us at info@bcorl.ca describing the circumstances and the problem you encountered. Include relevant screen captures to help us understand your issue, and a phone number we can call if needed.

5. If the Registry was able to match your name and email address, a **Verification Email** be sent.

You **MUST activate your account** to finish this process.

Existing Account Holder - Verification Email sent

A **verification email** has been sent to the email you provided in the previous step. After you click the included activation link, you will be required to complete the process by entering in a new username, password and secret question information.

[Return to the Sign In Page](#)

Activate your Account

6. To **activate your account**, open the **verification email** sent to the email address provided.

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

To be able to access and update your previous account, and to submit Registration Returns and Monthly Returns (including Lobbying Activity Reports), you will need to **activate your account** by clicking the link below. You will be presented a page allowing you to enter a new username, password and associated secret question. Once you have completed this step, you will be able to access your account and manage both Registration Returns and Monthly Returns.

[Activate your account](#) 

This activation link will expire after **2020-04-09**

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)

7. Back in the Lobbyists Registry, choose and enter a **Username** and **Password**. Usernames and passwords are **case sensitive** and **must be at least 6 characters long**.

 **Activate Legacy Account - Username/Password**

Mandatory fields are indicated by an asterisk (*).

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

8. 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"/>	

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

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



10. Once your account is re-activated, you can sign in to the Lobbyists Registry to re-activate your most recent Registration Returns, if appropriate, or create and update Registration Returns and Lobbying Activity Reports for new clients or organizations.

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?](#)

RE-ACTIVATE REGISTRATIONS FROM THE PREVIOUS LOBBYISTS REGISTRY

After you re-activate your **account** from the previous Registry, you can re-activate a **registration** from the previous Registry in the new Lobbyists Registry. You will need to enter new information and check that information brought over from the previous registration is accurate and up-to-date in the Registration Return in the new Registry.

Re-Enter information about In-House Lobbyists

If you are the Designated Filer for an organization, you will need to re-enter information about each of the current in-house lobbyists for the organization.

New Information Required

The LTA requires you to report new information beyond that required under the previous legislation.

New information includes:

- Details of gifts or benefits given within the preceding 12 months to a public office holder being lobbied.
- Whether the lobbyist (and client of a consultant lobbyist, if an individual) made any political, sponsorship or recall contributions, on or after the date the writ was issued for the last provincial election.
- Whether a person or organization with a direct interest in the outcome of the lobbying activities has contributed over \$1000CDN, within the preceding 12 months, toward the lobbying activities.
- If your client or organization **requested** or **received** government funding in the preceding 12 months, the name of each government department, program or agency from which funds were requested/received, and amount requested/received.
- Whether a lobbyist has an undertaking to comply with any relevant codes of conduct. If so, the name of the Code of Conduct, where the Code of Conduct is publicly available (URL), and the name and business contact information of the organization that is responsible for the administration of the code of conduct (including mailing address and email address).

Re-activate a Registration from the Previous Lobbyists Registry

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** with your Username and Password (see **Re-Activate an Account from the Previous Lobbyists Registry** above)

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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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, click the **“Previous Registrations”** tab.

Designated Filer Menu

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

Designated Filer Dashboard: Michael Cunningham

This is the Designated Filer Dashboard. From here, you have access to Registration Returns and Lobbying Activity Reports for current and previous registrations. Create new registrations under the **New Registrations** tab.

[Click to view a list of User Guides](#)

⚠ Lobbying activities for October 2021 due by November 15, 2021.

Current Registrations **?** **Previous Registrations **?**** New Registrations **?**

This is a list of your inactive registrations. Click the **Reactivate** link beside the registration you want to reactivate.

[Learn how to use Previous Registrations.](#)

Client or Organization Name	Last Inactive Version
	1245-404-1 Inactive on 2017-06-30 Reactivate
	1245-466-2 Inactive on 2014-12-31 Reactivate
	1245-505-2 Inactive on 2012-02-29 Reactivate

3. Locate the Registration Return to be re-activated and click **“Reactivate”**.

Client or Organization Name	Last Inactive Version
	1245-404-1 Inactive on 2017-06-30 Reactivate
	1245-466-2 Inactive on 2014-12-31 Reactivate
	1245-505-2 Inactive on 2012-02-29 Reactivate

4. You will need to enter or re-enter most of the information in the Registration Return. Sections where you need to enter information will be indicated with a beige heading and this icon . Click the **“Edit”** button in the heading to enter information in that section.

1 Public Agencies and Members of the BC Legislative Assembly Information 

For step-by-step help & screenshots to complete a Consultant Lobbyist Registration Return, see:

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

For step-by-step help & screenshots to complete a Registration Return for an Organization, see:

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

See also:

- [Quick Reference Guide for Representatives](#)

5. Once all updates are complete, submit the changes to the Registry: click “**Proceed to Certification**”.

Public Agencies and Members of the BC Legislative Assembly Information Edit

Ministries/Provincial Entities:	Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly
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[Return to Designated Filer Dashboard](#) Proceed to Certification

6. Confirm compliance by **ticking the check boxes**.

Enter the Date when the lobbying activities for this client or organization resumed.

Enter your **username** and **password** and click “**Submit**”.

7. The Confirmation of Filing screen confirms that you have **successfully submitted** your re-activated Registration Return. You will also receive a **confirmation email**.
8. Your re-activated **Registration Return is now locked** and cannot be updated until Registry staff has activated it or sent it back to you for further updating.

GETTING HELP

[GETTING STARTED - REFERENCE GUIDE](#) – start with this overview document.

Lobbyists Transparency Act, Regulation, and Frequently Asked Questions

[Lobbyists Transparency Act \(LTA\)](#)

[Lobbyists Transparency Regulation](#)

[LTA Guidance Documents](#)

[Frequently Asked Questions](#)

Quick User Guides

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

Full Length User Guides (more screenshots)

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

Contact Registry Staff

If you are unable to re-activate your account or a previous registration, **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.