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office of the registrar of lobbyists
BRITISH COLUMBIA

GUIDANCE DOCUMENT

# BC LOBBYISTS REGISTRY: QUICK REFERENCE GUIDE FOR ORGANIZATIONS

October 21, 2021

# Contents

## PURPOSE OF THIS GUIDANCE DOCUMENT

| Notice |
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| 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. |

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.

This Quick Guide summarizes the steps for organizations to create and update Registration Returns. The full-length User Guide: Consultant Lobbyist Registration Returns is more detailed and contains many more screenshots.

For information about Monthly Returns (Lobbying Activity Reports and updates to Registration Returns), see User Guide – Monthly Returns and Lobbying Activity Reports.

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.

**Registration Returns, Monthly Returns, and Lobbying Activity Reports**

The Designated Filer is the most senior paid officer of an organization that is lobbying. They are responsible for creating a **Registration Return** for the organization and keeping it up to date as long as the organization is carrying on lobbying activities in BC.

**Registration Returns** contain information about the organization and the in-house lobbyists, together with high-level details of lobbying activities carried out by the in-house lobbyists.

**Monthly Returns:** an organization is required to file Lobbying Activity Reports and updates to the Registration Return by the 15th of each month, **IF there was lobbying activity to report, or a change to the information in the Registration Return, in the preceding month.**

**Lobbying Activity Reports:** must be filed if an in-house lobbyist for the organization lobbied one or more **senior public office holders** in the preceding month. Create a Lobbying Activity Report for each lobbying activity directed at a **senior public office holder** on behalf of the organization.

See user guide: Monthly Returns and Lobbying Activity Reports

For more information, see the following sections of the Frequently Asked Questions:

- Public office holders, senior public office holders, former public office holders
- Registration Returns; Monthly Returns; Lobbying Activity Reports

## YOUR ACCOUNT IN THE LOBBYISTS REGISTRY

**One account**

There are two types of accounts: **Designated Filer** and **Representative**. In-house lobbyists do not have their own accounts.

The most senior paid officer of your organization is the Designated Filer.

The Designated Filer may authorize a Representative to prepare and update Registration Returns and Lobbying Activity Reports on their behalf. For more information on creating and authorizing a Representative account, See User Guide - Account Management pages 20 – 30 and Quick Reference Guide for Representatives.

If the senior officer of your organization has changed, the Registration Returns and Lobbying Activity Reports must be transferred and attached to the account of the new Designated Filer. See Change Senior Officer/Designated Filer section below.

An individual will only ever have one account in the Lobbyists Registry. (Registry staff may revise the type of account you have if necessary to allow you to carry out more than one role.)

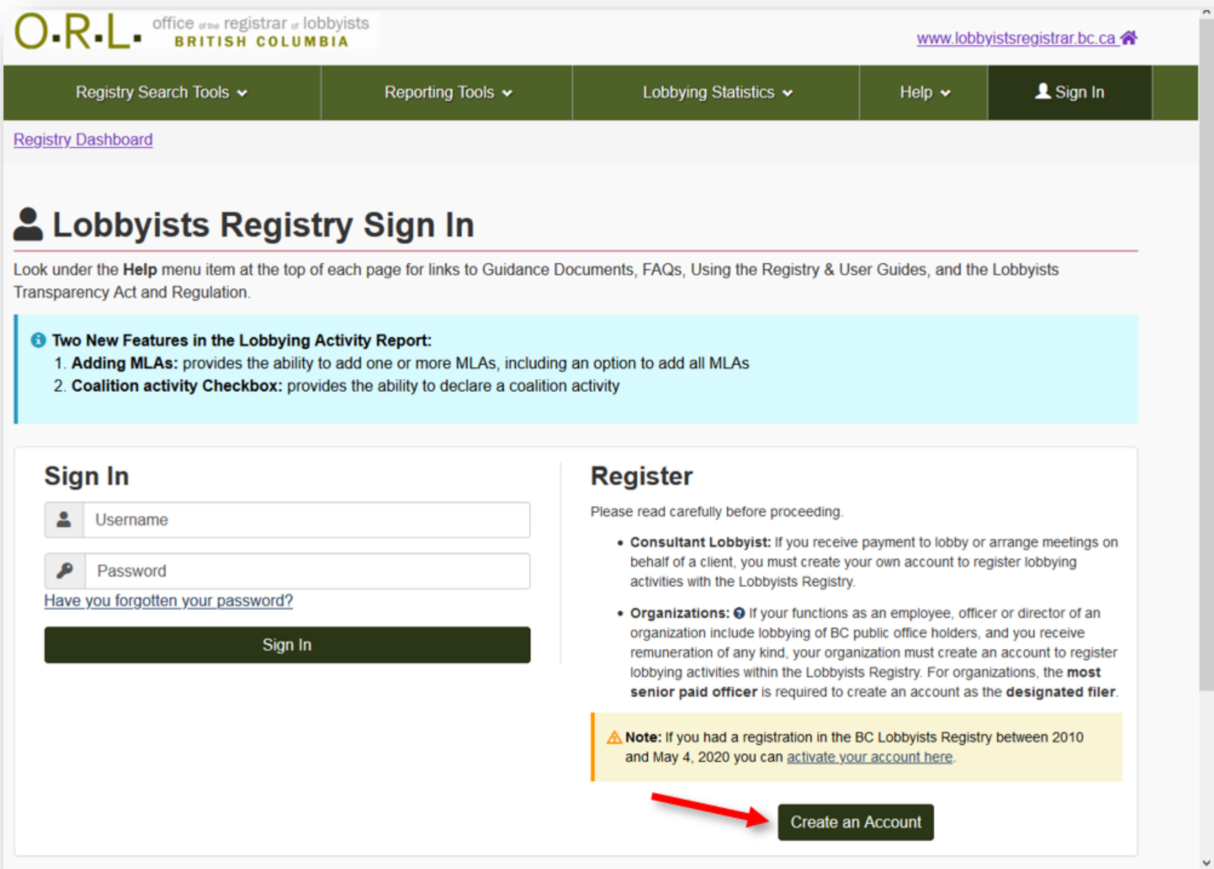
If you had an account in the previous Lobbyists Registry, **DO NOT CREATE A NEW ACCOUNT**. See Activating an Account from the Previous Lobbyists Registry below.

If you have an account in the current Lobbyists Registry but are unable to sign in to your account, **DO NOT CREATE A NEW ACCOUNT**. The new account will be deleted and you'll need to continue with your previous account. See [Forgotten Password or Username] for steps to get access to your account.

**Create a new Designated Filer account**

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

2. **Create a new account** by clicking on "**Create an Account**".




3. Confirm you do not have an existing account in the Lobbyists Registry by **ticking the check box.** Then click "**Continue**".

4. Create a Designated Filer account by clicking on "**Select**" in the second box, which says, "You are the **most senior paid officer** for an organization that has employees, officers or directors who lobby."

**Designated Filer/Organization information**

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| **Designated Filer/Most Senior Paid Officer Declaration** | Read the statements, **tick each box**, click "**Continue**". |
| **Designated Filer Information** | Enter your **First name, Last name**, and **Position title**.<br><br>Enter the exact **legal name of the organization**.<br><br>Enter the organization's **mailing address** and **business telephone number**. |
| **Email Addresses for Designated Filer & others** | Enter **the Designated Filer's direct business email address**. Enter it a second time to confirm that it is correct.<br><br>**Select** "Yes" if you would like **additional recipients to receive email notifications from the Registry**, and enter the additional email addresses. **We recommend you enter at least one additional/alternative email address.** |

**Username/password**

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| **Username and Password** | Enter a **Username** and **Password for your Designated Filer account**.<br><br>Usernames and passwords are **case sensitive** and **must be at least 6 characters long.** |
| **Secret Question** | For password recovery in case of a forgotten password, select a **secret question** from the drop-down list and enter the **answer** below. |

**Activate your Designated Filer Account**

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| **Activate your new Designated Filer Account** | You must **activate your account** before you can submit Registration Returns and Lobbying Activity Reports.<br><br>You will be sent an activation email. **Click the link in the email to activate your account**. If you do not receive an activation email within an hour, contact the Registry at info@bcorl.ca<br><br>Once your account is activated, you can sign in to the Lobbyists Registry and create a Registration Return. |

**Activate an account from the previous Lobbyists Registry**

If you had registrations in the previous BC Lobbyists Registry (between 2010 and May 4, 2020), your account and registrations were migrated into the new Lobbyists Registry. You must activate your account and update the most recent registration for your organization if/when you need to report lobbying activities.

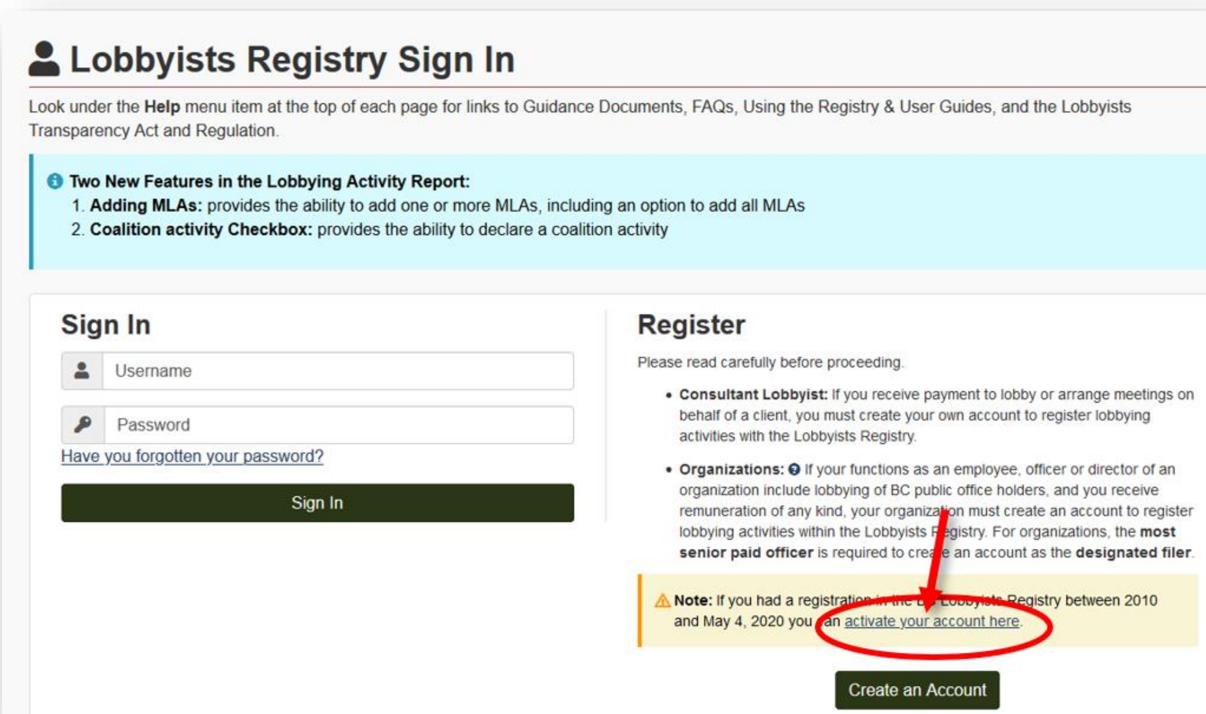
To activate your account from the previous Lobbyists Registry and access your registration, you will need two pieces of information:

- The exact spelling of your name (first and last only), as entered in your most recent registration.
- The email address you entered in your most recent registration. **NOTE: if that email address is no longer valid, contact our office first. Ask us to enter your current email address. Otherwise, you will not receive the emails & links you require to proceed.**

If you have difficulty getting access to an existing account, contact Registry staff at info@bcorl.ca.

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

2. Click the link "**activate your account here**".



3. Re-activation Process

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| **Enter Name** | 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. Then click "**Continue**".<br><br>**Do not enter a middle name**, even if used in the previous Lobbyists Registry. |
| **Enter Email address** | If you still have access to it, enter the **Email** address you used in the BC Lobbyists Registry prior to May 4, 2020, then click "**Submit**". **If you no longer have access to that email address, stop and contact Registry staff at info@bcorl.ca. Ask them to update your email address before you proceed.** |

If a name or email match cannot be found, email Registry staff at info@bcorl.ca describing the steps you followed and the problem you encountered. Include relevant screen captures to help us understand your issue. Include a **phone number** we can call if needed.

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| **Re-activation email** | You MUST **re-activate your account** before you can submit Registration Returns, updates or Lobbying Activity Reports.<br><br>You will be sent an email to re-activate your account. **Click the link in the email to re-activate your account**. |

**Username/Password**

After account re-activation, you will be prompted to create a Username and Password for the account you are re-activating.

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| **Username and Password** | Enter a **Username** and **Password**.<br><br>Usernames and passwords are **case sensitive** and **must be at least 6 characters long.** |
| **Secret Question** | For password recovery in case of a forgotten password, select a **secret question** from the drop-down list and enter the **answer**. |

Once your account is re-activated, you can sign in to the Lobbyists Registry to create or update a Registration Return and Lobbying Activity Reports.

**The Dashboard**

You will manage your Registration Return and Lobbying Activity Reports from the Designated Filer Dashboard, as well as your Designated Filer account.

The main section of the dashboard allows you to:
- Create a new Registration Return
- View and update current Registration Return
- Create new/view previous Lobbying Activity Reports
- View and Re-activate previous Registration Returns (under Previous Registrations tab)

The "Designated Filer Menu" on the left allows you to:
- Update your account
- Sign out of the Lobbyists Registry

**Update your Account**

You can update the following information on your account:
- Mailing/business address
- Email address (including adding additional email addresses)
- Password and/or secret question
- Add or remove an Account Representative

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| **Account Profile** | After signing in, click on "**Account Profile**" in the left-hand menu of your Designated Filer Dashboard. |
| **Designated Filer Profile** | Click on the "**Designated Filer Profile**" tab, then click "**Edit Account**".<br><br>This will allow you to update your:<br>• Mailing address<br>• Email address(es)<br><br>If you need to update your legal name, contact Registry staff by emailing info@bcorl.ca. |
| **Password and/or Secret Question** | Click on the "**Password and/or Secret Question**" tab, then click "**Edit Password and/or Secret Question**".<br><br>This will allow you to update your:<br>• Password<br>• Secret question<br><br>***Your username cannot be changed.*** |

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| **Account Representatives** | An Account Representative may provide administrative services such as preparing and updating your Registration Returns and Lobbying Activity Reports.<br><br>Click on the "**Account Representative**" tab to:<br><br>• Add an Account Representative<br>• Remove an Account Representative<br><br>The Representative must create and activate their own Representative account first, then give you their **Representative Account Number**.<br><br>See Quick Reference Guide for Representatives for the steps to **Add a Representative** or to **Remove a Representative**. |

**Forgotten password or username**

**Forgotten username**

If you forget your username, contact Registry staff via email info@bcorl.ca.

**Forgotten password**

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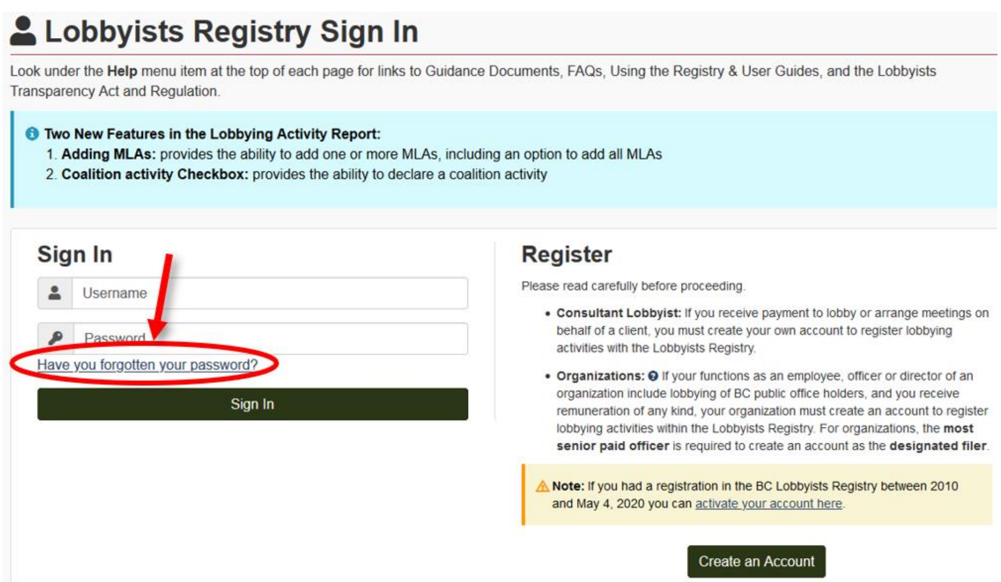
| **Start Process** | Click "**Have you forgotten your password?**".<br><br><br> |

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| **Username and Secret Question** | Enter your **username** and click on "**Continue**".<br><br>Type the answer to your secret question and click "**Continue**".<br><br>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**". |
| **Enter Temporary Password, then New Password** | After signing in with your temporary password you will be asked to set up a new password.<br><br>Enter your **username** and **temporary password**, then enter and confirm your **new password**. Click "**Submit**". |

**Links beside Pending Registration Return/Active Registration Return**

Under the "**Current Registrations**" tab on the Designated Filer's Dashboard, you will see one or more of the following links beside **Pending Registration Return/Active Registration Return**. You may update a current Registration Return by clicking the appropriate link beside 'Pending Registration Return' or 'Active Registration Return'.

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| **View** | Click to see the active Registration Return |
| **Update registration if required** | Click to update the active Registration Return. This creates a pending Registration Return which you can edit and submit for activation. |
| **Incomplete** | You started a new Registration Return or an update to an existing Registration Return or started to reactivate an inactive Registration Return. Information is still required.<br><br>Click to review/edit & submit the Registration Return to the Registry for activation. |
| **Requires certification** | You started a new Registration Return or an update to a Registration Return or started to reactivate an inactive Registration Return.<br><br>Click to review/edit & submit the Registration Return to the Registry for activation. |
| **Delete pending** | Click to delete a pending new, update or reactivation of a Registration Return that has not been activated by Registry staff.<br><br>Note: If there is an existing active registration, it will not be affected. |
| **Correction required** | You submitted a new Registration Return or an update to a Registration Return or a reactivated Registration |

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| | Return. Registry staff sent it back to you for correction. You may receive an email with details.<br><br>Click to see notes from staff & to enter corrections. |
| **Submitted** | You submitted a new Registration Return or an update to an existing Registration Return or a reactivated Registration Return to the Registry.<br><br>Click to view the submitted Registration Return. |
| **End registration** | Click to deactivate an active registration if lobbying activity has stopped. **Note: you must reactivate a Registration Return within 10 days of resuming lobbying activity.** |

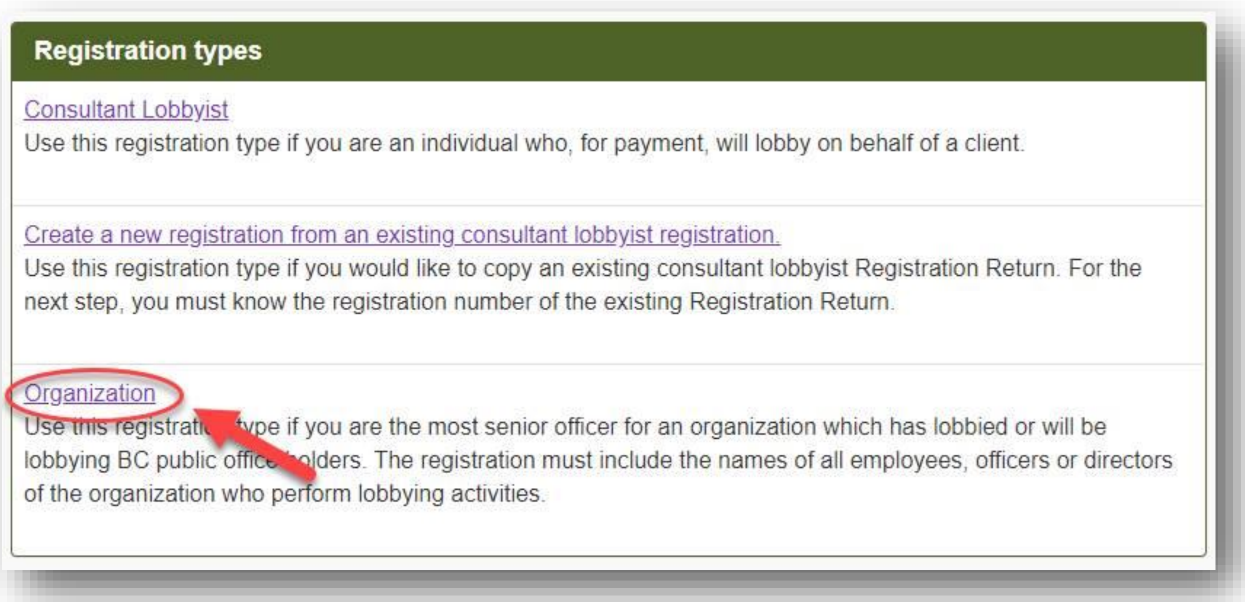
## REGISTRATION RETURNS

### Create a New Registration Return

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.

2. On the Designated Filer Dashboard, click the tab for "**New Registrations**".

3. To create a new Registration Return on behalf of your organization, select "**Organization**".



4. On the New Registration - Start Date screen, **enter the date of the first lobbying activity** (since May 4, 2020). The end date is an optional field. Click "**Continue**".

**Step 1 of 7: Designated Filer and Organization Information**

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| **Designated Filer** | Enter the **Position title of Designated Filer**.<br><br>The **Designated Filer's email address** is auto-populated from information in the account profile. To update the email address, return to the Designated Filer Dashboard and update your Account Profile.<br><br>The **Designated Filer's name cannot be updated by filers**. If you need to update your name, contact Registry staff at info@bcorl.ca. |
| **Organization Name and Contact Information** | Enter the **exact legal name of the organization** and the **organization's email** address.<br><br>Enter the Organization's **mailing address** and **telephone number**.<br><br>*If the Organization is located outside of Canada and the United States, fill out the "Other Country" section.* |
| **Description of Organization** | Enter a **brief description of the organization's business activities.**<br><br>**Do not use acronyms or abbreviations unless the meaning will be clear to all readers.** |
| **Gifts or Benefits Provided to Public Office Holders** | **For more information, see our guidance on LOBBYIST GIFTS.**<br><br>If an in-house lobbyist for your organization has given any gifts or provided any benefits **within the last 12 months** to public office holders your organization is lobbying, you must declare the gifts or benefits in the organization's Registration Return.<br><br>If you have gifts or benefits to declare, click "**Add Gifts or Benefits**". Record the details of the gift or benefit as required. |

**Step 2 of 7: Coalition Information**

***For more information, see our guidance on [Coalitions]***

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| **Coalition Members** | Declare whether your organization is a member of a coalition by selecting **Yes** or **No** from the drop-down menu.<br><br>If Yes, click "**Add/Edit Coalition Members**" then add the name & business address of the other organizations that are members of the coalition. |

**Step 3 of 7: Affiliates and Contributors with a Direct Interest**

***For more information, see [Business Relationships: Affiliates and Others with an Interest in the Lobbying Activities]***

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| **Affiliates with a Direct Interest in the Outcome** | Declare whether your organization has affiliates that could have a direct interest in the outcome of the lobbying activities by selecting **Yes** or **No** from the drop-down menu.<br><br>The term "affiliates" is a defined term. For more information, click the button in the form.<br><br>If Yes, click "**Add/Edit Affiliates**" and enter information. |
| **Others with a Direct Interest in the Outcome** | Declare whether your organization's activities are controlled or directed by another person or organization with a direct interest in the outcome of the lobbying activities by selecting **Yes** or **No** from the drop-down menu.<br><br>If Yes, click "**Add/Edit Other Direct Interests**" and enter information. |
| **Contributors with a Direct Interest in the Outcome** | Declare whether any person or organization with a direct interest in the outcome of the lobbying activities **has contributed over $1,000 CDN in the past 12 months** selecting **Yes** or **No** from the drop-down menu.<br><br>If Yes, click "**Add/Edit Contributors**" and enter information. |

**Step 4 of 7: In-House Lobbyists**

You must provide the following information for each in-house lobbyist:

- Any former public office holder positions held by the lobbyist
- Whether the lobbyist made any political, sponsorship or recall contributions since the date the writ was issued for the last provincial election.

If you do not have this information ready, click "**Cancel**" at the bottom of the screen. All details already entered in your Registration Return will be saved for you and you can return and finish at a later time.

**Note:** If your organization has many in-house lobbyists, you may wish to save your work periodically. Click "Save" at the bottom of the screen to ensure the information you have entered is saved. This will take you to the Organization Summary screen.

To resume entering information about in-house lobbyists, click "**Edit**" in the heading of the In-house Lobbyists section and add lobbyists.

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| **Add the Designated Filer as a Lobbyist** | If the Designated Filer is also an in-house lobbyist, click **"Add the Designated Filer as a Lobbyist"** button**.** |
| **Add/Edit In-House Lobbyist Information** | Click "**Add Lobbyist**" button.<br><br>Enter the **First name** and **Last name** of one lobbyist. |
| **Former Public Office Holders** | Declare whether the lobbyist is a former public office holder by selecting **Yes** or **No** from the drop-down menu.<br><br>*Click the button in the form for an explanation of the term "former public office holder".*<br><br>If Yes, record the former public office holder position(s).<br><br>If the lobbyist held a former public office holder position within the past two years, they are not permitted to lobby unless an exemption has been granted by the Registrar. Enter the **exemption number** in the field given. |
| **Contributions** | Declare whether the lobbyist plans to lobby an MLA or has lobbied an MLA since the date of the writ for the last provincial election. |

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| | If Yes, declare whether the lobbyist has made a political, sponsorship or recall contribution since the date of the writ for the last provincial election.<br><br>***For more information, see***<br>• *POLITICAL, SPONSORSHIP, AND RECALL CONTRIBUTIONS; and*<br>• *HOW TO REPORT POLITICAL, SPONSORSHIP AND RECALL CONTRIBUTIONS IN THE LOBBYISTS REGISTRY* |
| **Relevant Codes of Conduct** | Declare whether the lobbyist has an undertaking to comply with a **relevant code of conduct** by selecting **Yes** or **No** from the drop-down menu.<br><br>If Yes, click "**Add/Edit Codes of Conduct Details**" and enter the required information about the relevant code of conduct.<br><br>***For more information, see*** Codes of Conduct. |
| **Save your entries** | When you finish entering the required information for an in-house lobbyist, click "**Save**".<br><br>Repeat the steps until information about all in-house lobbyists has been entered.<br><br>Click "**Continue**" or "**Return to Registration Summary**" |

**Step 5 of 7: Government Funding**

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| **Government Funding** | For more information see Government Funding and How to Report Government Funding in the Lobbyists Registry.<br><br>Declare whether your organization **requested** and/or **received** funding from any government, government agency or Provincial entity **in the 12 months preceding the effective date of the registration or update,** by selecting **Yes** or **No** from the drop-down menu.<br><br>If Yes, click "**Add New**". Enter dates and amounts of government funding **received** AND government funding **requested,** in the 12 months preceding the effective date of the registration or update.<br><br>Click **"Save and Create New"** to add another government funding entry. |

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| | Click **"Save"** to review the List of Government Funding you have entered. Edit by clicking the pencil icon, if necessary.<br><br>Click "**Save"** to return to the Organization Summary screen or "**Save and Continue"** to move on to the next section. |

**Step 6 of 7: Subject Matter of the Lobbying Activities**

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| **Arranging Meetings for Others** | Declare whether any of the lobbyists in your organization will arrange meetings between another person and a public office holder for the purpose of lobbying by selecting **Yes** or **No** from the drop-down menu. |
| **Details of Lobbying Activities** | Describe a specific topic about which you are lobbying in concise language. Provide enough detail for the general reader to understand the legislation, government policies or decisions you are seeking to influence.<br>Do not use wording such as "providing information", "educating" or "making the government aware". These do not meet the definition of "lobby" and will not be accepted.<br><br>**Do not use acronyms or abbreviations unless the meaning will be clear to all readers.** |
| **Intended Outcomes** | Choose the intended outcomes related to that specific lobbying topic by selecting the appropriate checkboxes. |
| **Associated Subject Matters** | Choose the associated subject matters for that specific lobbying topic in the box provided.<br><br>Click on the text box; select subject matters related to the topic. Select one or more subject matters for each specific lobbying topic. |
| **Add to List** | After one specific topic together with the intended outcomes and subject matters related to that specific topic have been entered, click "**Add to List**". This will create a separate row for that specific topic.<br><br>If the organization is lobbying about more than one topic, create separate rows: enter another specific topic description, intended |

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| | outcomes and associated subject matters for another specific topic, then click "**Add to List**". Repeat as needed.<br><br>Review your entries in the "**List of Details**" near bottom of the screen. |

**Step 7 of 7: Public Agencies and Members of the BC Legislative Assembly Information**

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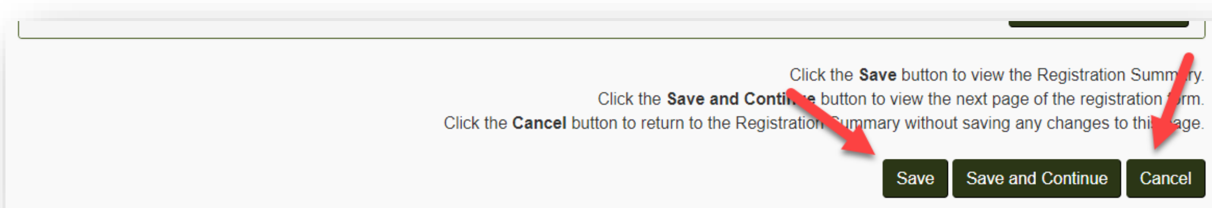
| **Ministries and Provincial Entities** | Select all Ministries and Provincial entities the organization is lobbying or intends to lobby.<br><br>If you have lobbied or intend to lobby an MLA, select "**Member(s) of the Legislative Assembly**". You will identify specific MLAs lobbied in your Lobbying Activity Reports, but not in the Registration Return.<br><br>For more information on Provincial entities, see our guidance.<br><br>If you do not see an agency on the list that you believe should be there, please contact Registry staff at info@bcorl.ca. |

**Save and Finish Later**

1. At the bottom of each registration screen you can click on the "**Save**" button. If all required information has been completed for that screen, your information will be saved and you'll be taken to the Organization Summary screen.

2. If you do not have the information required to complete a step in your Registration Return, click "Cancel". Completed information from previous screens will not be lost! You will return to the Organization Summary screen and that information will be saved.



## Submit your Registration Return

### Review Your Return

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| **Review Organization Summary** | **Review your Organization Summary** for completeness and accuracy. If any sections are incomplete or inaccurate, click the "**Edit**" button in the heading for that section. |
| **Lobbying Activity Dates** | In the box at the top of the Organization Summary screen, double-check the **Date when lobbying activities first began.** On a new registration, this should be the date of the organization's first lobbying activity. Click **"Edit"** to correct the date, if needed.<br><br>*Entering the Date when the lobbying for this organization will end is OPTIONAL.* |

### Certify and Submit your Registration Return

**Note:** You will only be able to submit your registration once all sections are complete.

A completed section is indicated by a green heading with a check mark.
If you have an incomplete section (yellow/brown heading with this icon ), click the "**Edit**" button in the heading to complete the information, then **Save.**

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| **Proceed to Certification** | If all information in your Registration Return is complete and accurate, click the "**Proceed to Certification**" button at the bottom of the Organization Summary screen. |
| **Compliance Statements** | Make sure the "Date when lobbying activities first began" is accurate. Read the three statements and confirm your compliance by ticking the **check boxes**. |
| **Enter Username and Password, then Submit** | Enter the Designated Filer's **username** and **password**.<br><br>Click "**Submit**".<br><br>*<u>If you are a Representative</u> preparing this registration on behalf of the Designated Filer, you will not be able to submit the registration with your own user name and password. The Registration Return can only be submitted after entering Designated Filer's username and password.* |

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| | The **Registration Return is now locked** and cannot be updated until Registry staff activate or send it back for correction. |

**Update a Registration Return**

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| **Locate the Registration Return** | On the Designated Filer Dashboard select the tab "**Current Registrations**".<br><br>Locate the Registration Return to be updated and click the appropriate link. See explanation of links here: [Links beside Pending Registration Return/Active Registration Return] |
| **Date when the updates took effect** | Are you reporting changes? If so, enter the date the change occurred.<br><br>If this is a 6-month return and/or you have no changes to report, you may enter today's date as the effective date of the update.<br><br>**OPTIONAL**: date when the lobbying activity will end |
| **Update the Information** | On the Organization Summary screen, scroll down to find the sections that need updating. Click "**Edit**" in section headings to revise information.<br><br>Make the required changes and click "**Save**" to return to the Organization Summary screen or "**Save and Continue**" to move to the next step of the Registration Return. |
| **Change an Answer in your Registration Return from Yes to No** | In some sections, if you previously selected "yes" and entered supporting details/information, you will not be able to change "yes" to "no" until you delete the details/information related to the 'yes' answer.<br><br>Locate the details/information you previously entered and click the "**Add/Edit**" button.<br><br>Select the radio button beside a row of details/information, then click "**Remove Selected**".<br><br>Repeat for each piece of information that needs to be removed. |

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| | When the table is empty, click "**Continue**".<br>You can now change the drop-down menu from "Yes" to "**No**". |
| **Proceed to Certification** | Once all updates are complete, scroll to the bottom and click "**Proceed to Certification**". |
| **Certify and Submit Updates** | Confirm compliance by **ticking the check boxes**.<br><br>Enter the Designated Filer's **Account username** and **Account password** and click "**Submit**".<br><br>If you are a Representative preparing this update on behalf of the Designated Filer, you will not be able to submit it with your own user name and password. The updated Registration Return can only be submitted after entering the Designated Filer's username and password. |

**End, Re-activate or Delete a Registration Return**

**End a Registration Return**

If the organization is no longer lobbying, you can deactivate the Registration Return. There are two ways to do this.

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| **Deactivate Registration Return by clicking "End registration"** | On the Designated Filer Dashboard, select the "**Current Registrations**" tab. Click "**End registration**" beside **Active Registration Return**.<br><br>Using this method, you can deactivate the Registration Return for today or previous dates.<br><br>If you have not yet ceased lobbying, wait until your lobbying is complete before deactivating the Registration Return using this method. **See next text box to deactivate as of a future date.** |
| **Deactivate Registration Return by entering future "Date when the lobbying for this organization will end"** | On Designated Filer Dashboard, select the "**Current Registrations**" tab. Locate the Registration Return and click the link beside **Pending Registration Return** or **Active Registration Return** to access the Organization Summary screen. (For explanation of links, see Links beside Pending Registration Return/Active Registration Return) |

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| | Enter the **Date when the update took effect** - this is the date you knew your lobbying activity is coming to an end.<br><br>Below that, enter the **Date when the lobbying for this organization will end.**<br><br>Scroll down to the bottom of the Organization Summary screen and click “**Proceed to Certification**”.<br><br>**Submit** the changes. |

**Re-activate a Registration Return**

If you resume lobbying activities while the Registration Return is deactivated, you must re-activate the registration within 10 calendar days of resuming lobbying activities.

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| **Locate the Registration Return** | On the Designated Filer Dashboard, select the tab “**Previous Registrations**”.<br><br>Locate the Registration Return and click on the “**Reactivate**” link.<br><br>Enter the date when the lobbying activities resumed for the organization. |
| **Review and Update the Information** | Review the information on the Organization Summary screen. Click **“Edit”** to update any incorrect information.<br><br>Make the required changes and click “**Save**” to return to the Organization Summary screen or “**Save and Continue**” to move to the next step of the Registration Return.<br><br>If your Registration Return has been inactive for over 12 months you will need to re-enter much of your information. Sections where you need to re-enter the data will be indicated as incomplete . |
| **Proceed to Certification** | Once all updates are complete, click “**Proceed to Certification**” from the Organization Summary screen. |
| **Certify and Submit the Registration Return** | Confirm compliance by **ticking the check boxes**.<br><br>Enter the Designated Filer’s **Account username** and **Account password** and click “**Submit**”. |

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| | If you are a Representative preparing this update/re-activation on behalf of the Designated Filer, you will not be able to submit it with your own user name and password. It can only be submitted after entering the Designated Filer's username and password. |

### Delete a New Registration Return or Recent Updates to a Registration Return

You can delete a new, not-yet-activated Registration Return. You can also delete updates made to an existing Registration Return before the updates have been activated by Registry staff. You cannot delete a version of your Registration Return that has been activated.

If your Registration Return or updates to your Registration Return were submitted in error and have already been activated, contact Registry staff at info@bcorl.ca.

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| **Locate the Registration Return and Delete** | From the Designated Filer Dashboard select the tab "**Current Registrations**".<br><br>Beside **Pending Registration Return** click "**Delete pending**". |
| | If you delete an update to a previously activated Registration Return, the Designated Filer Dashboard will show the most recent activated version. |

### View Previous Versions of your Registration Return

Each time you submit updates to your Registration Return and those updates are activated by Registry staff, a new version of your registration is created.

The current activated version and all previous activated versions are visible to you and to the public.

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| **Locate the Registration Return** | Locate the Registration Return (from your Designated Filer Dashboard or via a public search) and choose to view it. |
| **View Registration Version** | Click on the **Registration versions** drop-down menu to select a previous version of the Registration Return. |


## MONTHLY RETURNS

**Monthly Returns: updates to Registration Returns and Lobbying Activity Reports**

If your organization lobbied **senior public office holders** in a given month, you must file Lobbying Activity Report(s) by the 15$^{th}$ of the next month.

If your organization did not lobby any **senior public office holders** in a given month, but information declared in your Registration Return changed, you must update your Registration Return and submit it to the Registry for activation of the updates by the 15th of the next month.

If you have no lobbying of senior public office holders to report, and all the information in your Registration Return is accurate and up to date, you are not required to file anything with the Lobbyists Registry for the preceding month.

If you do not report any lobbying activity and do not update your Registration Return for 5 consecutive months, the Designated Filer, Representative & any other organization contacts will get an automated email with the steps required to:

1. Keep the Registration Return active; or

2. De-activate the Registration Return (can be re-activated when you are lobbying again).

**When to Create a Lobbying Activity Report**

You must prepare and submit a Lobbying Activity Report if your organization lobbied one or more **senior public office holders**.

Senior public office holders include the following positions:

- Premier and ministers
- Staff of premier/staff of ministers (other than administrative support staff)
- MLAs
- Staff of MLAs (other than administrative support staff)
- Parliamentary secretary
- Deputy minister, chief executive officer or a position of comparable rank in a ministry
- Associate deputy minister, assistant deputy minister or a position of comparable rank in a ministry
- Senior or next most senior ranking executive position of a Provincial entity
- Chair or vice chair of, or the equivalent position in, the governing body of a Provincial entity

For more information on the difference between a "public office holder" and a "senior public office holder", see the "Public office holders, senior public office holders, former public office holders" section on the FAQ page.

**Review Registration Return Only**

If your organization did not lobby any **senior public office holders** in a given month, the only requirement is to ensure information in your Registration Return is up to date for the month.

If your organization lobbied a public office holder who is not a senior public office holder, make sure your Registration Return declares the subject matter of the lobbying activities and the public agencies being lobbied, and is otherwise up to date.

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| **Locate Registration Return** | 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.<br><br>Under the "Current Registrations" tab on the Designated Filer Dashboard, locate the Registration Return and click "**View**" beside **Active Registration Return.** |
| **Review Registration Return** | Review the information in your Registration Return. You must keep it up to date.<br><br>If the information in the Registration Return is complete and accurate, and your organization did not lobby any senior public office holders in the preceding month, you have completed your Monthly Return requirements for this month. |

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| **Update Registration Return (if required)** | If you need to update the information in your Registration Return, go back to the Designated Filer Dashboard and click the appropriate link. See [Links beside Pending Registration Return/Active Registration Return] for explanation.<br><br>Enter the date the change occurred, and click "**Continue**".<br><br>From the Organization Summary screen click the "**Edit**" button in the headings of the sections you need to update.<br><br>Enter the required changes and click "**Save**" to return to the Organization Summary screen or "**Save and Continue**" to move to the next step of the Registration Return. |
| **Certify & Submit Updates if changes were made** | From the bottom right of the Organization Summary screen, click "**Proceed to Certification**" and complete the process to submit the updates to the Registry for activation.<br><br>If you are a Representative preparing this update on behalf of the Designated Filer, you will not be able to submit the update with your own user name and password. The updated Registration Return can only be submitted after entering the Designated Filer's username and password. |

**Review Registration Return and Create a Lobbying Activity Report**

**Review and Update Registration Return**

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| **Locate Registration Return** | 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.<br><br>Under the "Current Registrations" tab on the Designated Filer Dashboard, locate the Registration Return. On the right-hand side, in the **Lobbying Activity Reports** section, click "**Add New**". |
| **Review Registration Return** | The system requires you to review & confirm the information in your Registration Return as the first step.<br><br>If the information in your Registration Return is complete and up to date, tick the check box at bottom of screen to confirm, then click "**Continue**". |

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| | Proceed to **Step 1 of 3: Lobbying Activity Date** (next page in this guide). |
| **Update Registration Return (if required)** | **If you need to make updates to your Registration Return, click the "Return to Designated Filer Dashboard" link on bottom left of the screen.**<br><br>On the Designated Filer Dashboard, click the appropriate link. See Links beside Pending Registration Return/Active Registration Return for explanation.<br><br>Enter the date the change occurred, and click "**Continue**".<br><br>From the Organization Summary screen click the "**Edit**" button in the headings of the sections you need to update.<br><br>Enter the required changes and click "**Save**" to return to the Organization Summary screen or "**Save and Continue**" to move to the next step of the Registration Return. |
| **Certify and Submit Updates (if changes were made)** | Back on the Organization Summary screen, click "**Proceed to Certification**" and complete the process to submit the updates to the Registry for activation.<br><br>If you are a Representative preparing this on behalf of the Designated Filer, you will not be able to submit it to the Registry with your own user name and password. The updated Registration Return can only be submitted after entering the Designated Filer's username and password. |
| | Once the changes have been submitted to the Registry, return to the Designated Filer Dashboard and locate your Registration Return again.<br><br>The latest updates to your Registration Return show as "Pending" and will be reviewed by Registry staff. You can proceed with your Lobbying Activity Report(s) by clicking again on the "**Add new**" link in the Lobbying Activity Reports section. |

**Create a Lobbying Activity Report**

**Lobbying Activity Date and Senior Public Officer Holders**.

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| **Lobbying Activity Date** | Enter the **date** on which the lobbying activity took place. |
| **Arranging a Meeting** | If the lobbying activity was to arrange a meeting between a senior public office holder and another individual for the purpose of lobbying, tick the **checkbox**. |
| **Senior Public Office Holders Present** | Add the required information for each Senior Public Office Holder who participated in this lobbying activity.<br><br>**If you lobbied one or more MLAs**, click the "**Select MLAs**" button. On the new screen, you have an option to select MLAs individually or to select all. Then click "**Add MLAs**" at bottom of screen.<br><br>When you have entered information about all senior public office holders who participated in this lobbying activity, click "**Next**". |

**Subject Matter of the Lobbying Activity**

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| **List of Details** | Identify one or more lobbying activities from the list by selecting the **checkbox(es)**. |
| **Add new Topics of Lobbying Communications** | If you need to add new Topics of Lobbying Communications, click the "**Add a New Detail**" button.<br><br>The new Topics of Lobbying Communications will automatically be added to your Registration Return as updates.<br><br>**If you add new Topics of Lobbying Communications through this Lobbying Activity Report, you must certify & re-submit your updated Registration Return by the 15th of the next month.** |

**Lobbyists Who Performed the Lobbying Activity**

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| **Select Lobbyists** | Select in-house lobbyists who performed the lobbying activity by using the **checkboxes**. |

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| **Add Lobbyists if required** | If you need to add lobbyists, click the "**Add a New Lobbyist**" button.<br><br>Newly added in-house lobbyists will appear in a box with the heading **New Lobbyists Added**, and will automatically be added to this Lobbying Activity Report.<br><br>**If you add new lobbyists through this Lobbying Activity Report, they will automatically be added to your Registration Return in a pending update. You must certify & re-submit your updated Registration Return by the 15th of the next month.** |

**Letter Sent on Behalf of Coalition Members**

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| **If your Organization is a Member of a Coalition** | If the lobbying activity you are declaring in this report is not a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return, select '**No**'.<br><br>If the lobbying activity you are declaring in this report is a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return, select '**Yes**'.<br><br>Select the organizations that are coalition members and signed or endorsed the letter that you communicated to a senior public office holder, then click '**Next**'. |

**Certify Lobbying Activity Report**

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| **Certify Information** | Review the information in your report. If it is complete and accurate, tick the "**I certify**…" checkbox near the bottom of the screen. |
| **Publishing Options** | You have the option of publishing the Lobbying Activity Report now, or having it published on the next reporting deadline.<br><br>To publish the Lobbying Activity Report now, select "**Publish Now**" from the drop-down menu.<br><br>To publish the Lobbying Activity Report on the next reporting deadline, select "**Publish [date]**" from the drop-down menu. |
| **Certify & Submit** | Enter the Designated Filer's **username** and **password** and click "**Certify**". |

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| | If you are a Representative preparing this on behalf of the Designated Filer, you will not be able to submit it to the Registry with your own user name and password. The Lobbying Activity Report can only be submitted after entering the Designated Filer's username and password. |
| | More Lobbying Activity Reports to submit? Click "**Return to Designated Filer Dashboard**" and repeat the process. |

**View a Lobbying Activity Report**

**Active Registration Return**

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| **Locate the Registration Return** | 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.<br><br>On the Designated Filer Dashboard, under the "Current Registrations" tab, locate the Registration Return. In the Lobbying Activity Reports section to the right, click "**View**". |
| **View Lobbying Activity Report** | Then, select the specific Lobbying Activity Report you wish to see and click "**View**". |

**Inactive Registration Return**

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| **Locate Registration Return** | 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.<br><br>On the Designated Filer Dashboard, click the "**Previous Registrations**" tab. |
| **Open Registration Return** | Click on the **last inactive version** of the Registration Return to load it. |

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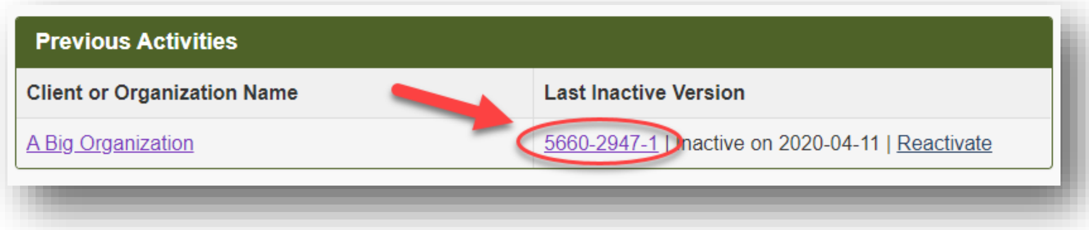
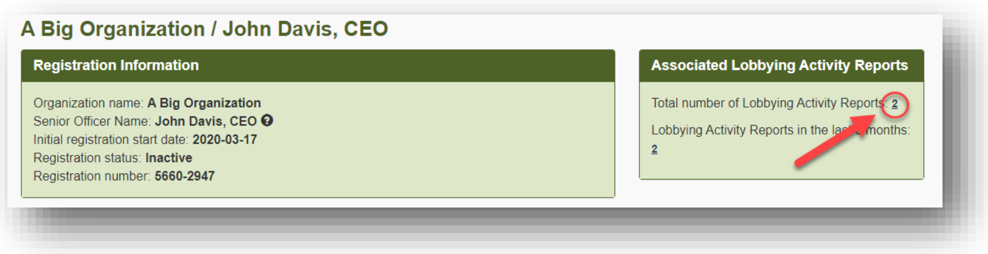
| |  |
| **View Lobbying Activity Report** | In the Registration Return, look for the section near top right of screen with the heading **Associated Lobbying Activity Reports**. Click on the **hyperlinked number** of Lobbying Activity Reports.<br><br> |
| | From the list provided, select the Lobbying Activity Report you wish to view and click "**View Lobbying Activity Report**". |

**Amend or Cancel a Lobbying Activity Report**

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| **Locate Registration Return** | 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.<br><br>On the Designated Filer Dashboard, under the "Current Registrations" tab, locate the Registration Return. In the Lobbying Activity Reports section to the right, click "**View**". |
| **Amend Report** | From the list of Lobbying Activity Reports, locate the specific Lobbying Activity Report you need to revise and click "**Amend**".<br><br>Scroll through the Registration Return and confirm it is up to date, then proceed through the steps of the Lobbying Activity Report, updating the information as required. |

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| | Once the updates are complete, tick the "I **certify**…" checkbox and **explain the reason for the amendment.** |
| **Cancel Report** | On the Designated Filer Dashboard, under the "Current Registrations" tab, locate the Registration Return. In the Lobbying Activity Reports section click "**View**".<br><br>From the list of Lobbying Activity Reports, locate the specific Lobbying Activity Report you need to cancel and click "**Cancel**".<br><br>Tick the **checkbox** to confirm that the lobbying activities did not take place and/or the Lobbying Activity Report did not need to be submitted. Enter a **Reason for cancellation** in the space provided.<br><br>The Lobbying Activity Report will remain in your list but will be marked as "Cancelled" and will not be visible to the public. |

## CHANGE SENIOR OFFICER/DESIGNATED FILER

If the most senior officer of your organization has changed, the Registration Returns and Lobbying Activity Reports must be transferred to the new senior officer 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) must be transferred from the previous senior officer to the new senior officer/Designated Filer:

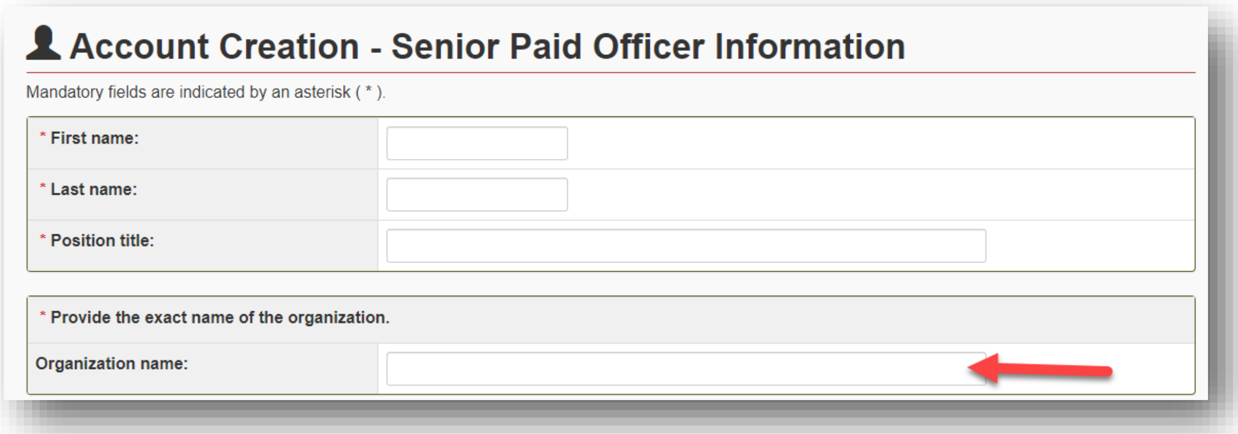
1. If the new senior officer has an **existing account** (as a Designated Filer for another organization or as a consultant lobbyist or Representative) they must contact Registry staff at info@bcorl.ca to have the Registration Returns and Lobbying Activity Reports transferred to the existing account.

2. If the new senior officer has **no existing account** they must create a new account. In the process of creating the new account, the system will transfer the Registration Returns and Lobbying Activity Reports for the organization and attach them to the new account.

**Transfer Registration Return and Lobbying Activity Reports via a NEW senior officer account/Designated Filer's account**

1. Begin the new account creation process as described above in the section [Create a new Designated Filer account](#).

2. Enter the **exact name** of the organization, as currently shown in the Registration Return.




3. Fill out the rest of the information on the Senior Paid Officer Information screen and click "**Continue**". If you have entered the exact name of the organization as currently shown in the Registration Return, the Registry will suggest a Senior Officer Change.

4. Click on the **registration number** to review the Registration Return to confirm that the transfer you are requesting is correct.

   If this is the correct organization, select "**Yes**" in the "I confirm…" box.

5. Enter the **start date** when you began duties as the most senior officer of the organization.

   If the previous Designated Filer was also a lobbyist, indicate **whether this individual will continue to lobby** on behalf of your organization.

   Indicate whether **you will be a lobbyist in addition to being the 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](mailto:info@bcorl.ca) to have organization's Registration Returns and Lobbying Activity Reports transferred to the existing account.

## PRINTING A REGISTRATION RETURN OR LOBBYING ACTIVITY REPORT

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| **Locate the Registration Return or Lobbying Activity Report** | Locate the Registration Return or Lobbying Activity Report (from your Designated Filer Dashboard or via a public search) and view it. |
| **Print Registration Return or Lobbying Activity Report** | With the Registration Return or Lobbying Activity Report loaded on your screen, use your **browser's print functionality**. Usually this can be accessed via **File > Print** or by **CTRL+P**.<br><br>The Lobbyists Registry will format your Registration Return or Lobbying Activity Report for printing and the entire return or report will be printed in a single document. |
| **Share Registration Return** | There is also an option to **share** a Registration Return. In the upper right-hand corner of the Registration Return click on "**Share this page**". |

## 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/lta-guidance-documents/

Frequently Asked Questions:
https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-frequently-asked-questions/

**Full Length User Guides**

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

- User Guide – Account Management
- User Guide – Accounts and Registrations from the Previous Lobbyists Registry
- User Guide – Consultant Lobbyist Registration Returns
- User Guide – Monthly Returns and Lobbying Activity Reports

**Contacting Registry Staff**

If you are having technical issues with your Account, Registration Return or Lobbying Activity Report, **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.