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office of the registrar of lobbyists
BRITISH COLUMBIA

GUIDANCE DOCUMENT

BC LOBBYISTS REGISTRY: QUICK REFERENCE GUIDE FOR REPRESENTATIVES

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TABLE OF CONTENTS

PURPOSE OF THIS GUIDANCE DOCUMENT **2**
- Introduction 2
- Representatives 2
- Registration Returns, Monthly Returns, and Lobbying Activity Reports 3

YOUR ACCOUNT IN THE LOBBYISTS REGISTRY **3**
- One Account 3
- Create a New Representative Account 4
- Re-Activate an Account from the Previous Lobbyists Registry 6
- Locate Representative Account Number 7
- The Dashboards 8
- Update your Representative Account 9
- Forgotten Password or Username 10

INSTRUCTIONS FOR CONSULTANT LOBBYIST/DESIGNATED FILER TO ADD OR REMOVE A REPRESENTATIVE **11**
- Add a Representative 11
- Remove a Representative 11

ACTING ON BEHALF OF A CONSULTANT LOBBYIST/DESIGNATED FILER FOR ORGANIZATION **12**

GETTING HELP **13**
- Lobbyists Transparency Act and Frequently Asked Questions 13
- User Guides 13
- Contacting Registry Staff 14

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 May 4, 2020. This Act and the Lobbyists Transparency Regulation set out requirements for registration of individuals and organizations engaged in lobbying activities in BC.

Designated Filers and Representatives sign in to the Lobbyists Registry to create and update Registration Returns and Lobbying Activity Reports.

The **Getting Started – Reference Guide** provides a brief overview of the provisions of the current legislation and regulation governing lobbying in BC, and explains 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.

Representatives

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 or Designated Filers who have authorized access to their accounts by that Representative.

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

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.

Registration Returns, Monthly Returns, and Lobbying Activity Reports

A Consultant Lobbyist will create and maintain a Registration Return for each client on whose behalf they are lobbying.

An organization will create and maintain a single Registration Return. The Registration Return for an organization is attached to the account of the person who is the most senior paid officer/Designated Filer of the organization for the time being.

Registration Returns: include information about the consultant lobbyist, client or organization, lobbyists, government funding and high-level details of the lobbying activities.

Lobbying Activity Reports: separate electronic documents related to a specific Registration Return. Must be filed when a consultant lobbyist or 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 senior public office holders on behalf of the client or organization.

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.**

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 in the BC Lobbyists Registry: **Designated Filer** and **Representative**. In-house lobbyists do not have their own accounts.

Designated Filers are either:

- Consultant Lobbyists; or
- The most senior paid officer of the organization lobbying in BC.

In rare cases, there is no senior officer who receives payment but there are paid in-house lobbyists. In that case only, the most senior in-house lobbyist for the organization may be the Designated Filer. The circumstances should be discussed with Registry staff before you prepare the Registration Return.

The Designated Filer may authorize a Representative to prepare and submit documents to the Lobbyists Registry on their behalf.

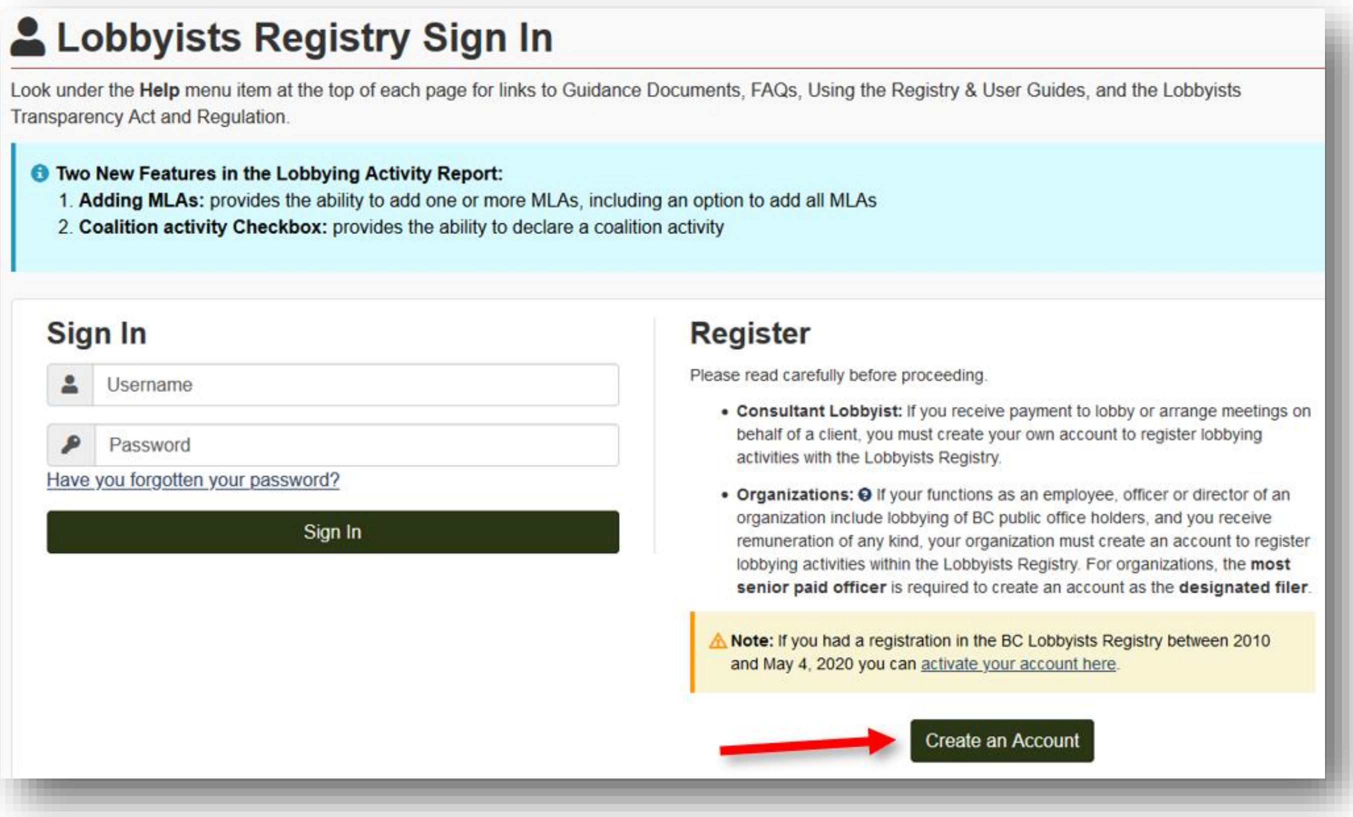
An individual will only ever have one account in the Lobbyists Registry. If you already have an account as a Consultant Lobbyist/Designated Filer for an organization, you can use that same account as a Representative for another organization. Registry staff can revise the status of the account so that you can use it as both Consultant Lobbyist/Designated Filer and Representative, if appropriate. Contact us at info@bcorl.ca.

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

If your account has been activated in the current Registry, but you're unable to sign in to your account, **DO NOT CREATE A NEW ACCOUNT**. See Forgotten Password or Username for steps to retrieve access to your account.

Create a New Representative Account

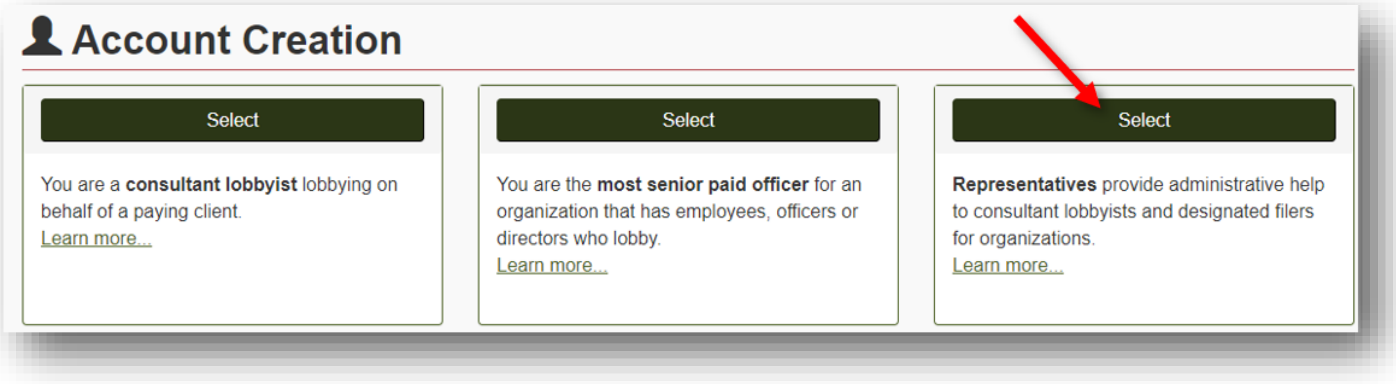
1. Go to the Lobbyists Registry sign in page: https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn



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

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

4. Choose Representative account by clicking on "**Select**" in the "**Representatives**" box on the right.



Representative Information

Representative Information	Enter your **First name** and **Last name**. Declare whether or not you work for a **consulting firm**. If YES, enter the exact **legal name of the consulting firm.** Enter your **mailing address** and **business telephone number**.
Email Address(es)	Enter your business **email address** and enter it a second time to confirm that it is correct. Emails may include confirmations and reminders. The same confirmations and reminders will be sent to the Consultant Lobbyist/Designated Filer.

Username/Password

Username and Password	Enter a **Username** and **Password**. 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 save the **answer**.

Activate your Account	You MUST activate your account. You will be sent an activation email. **Click the link in the email to activate your account**. Once your account is activated, a Consultant Lobbyist or Designated Filer for an organization can authorize your access to their account. You will need to provide them your **Account Number** – see Locate Representative Account Number.

Re-Activate an Account from the Previous Lobbyists Registry

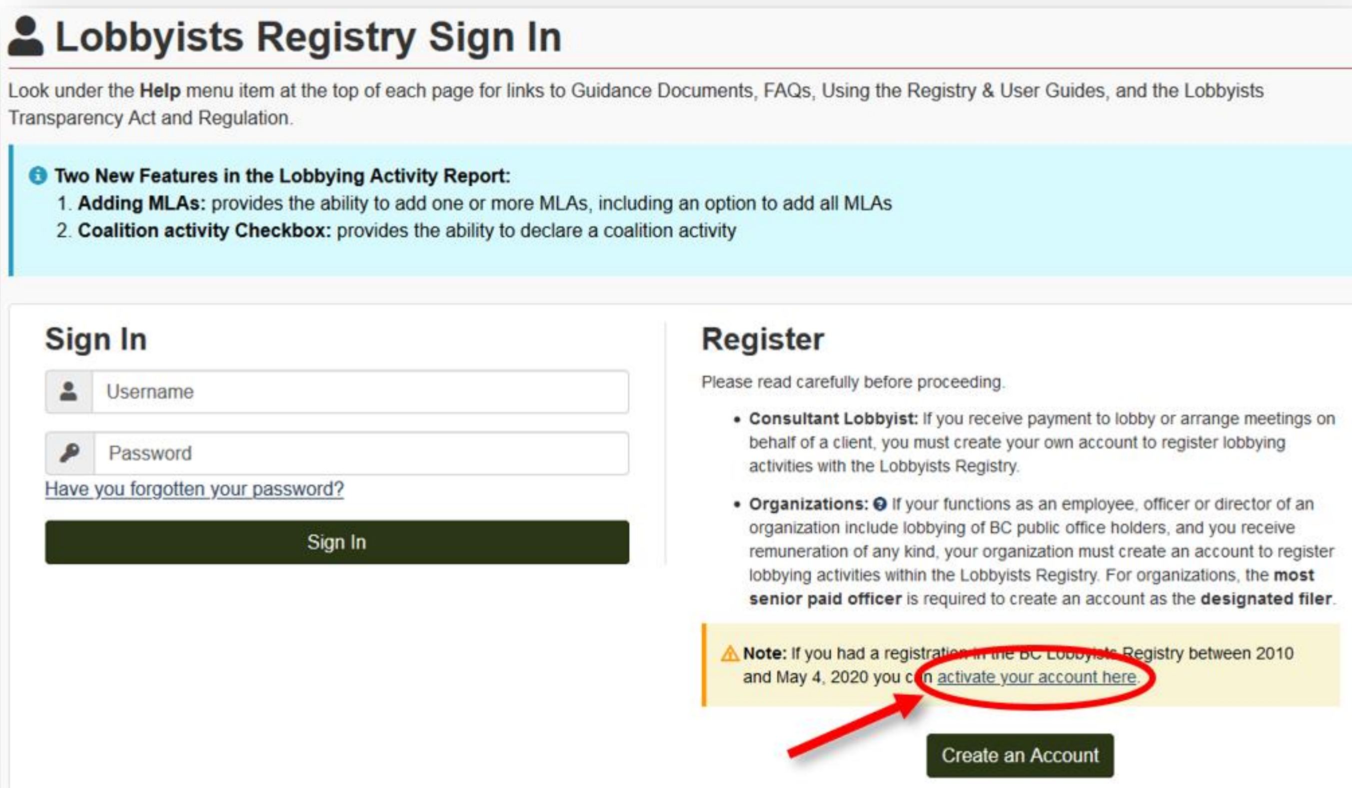
If you had registrations in the previous BC Lobbyists Registry (between 2010 and May 4, 2020), your account was migrated into the new Lobbyists Registry. You must re-activate this account if you wish to proceed as a Representative.

Registry staff can update your email address ahead of time so that you receive automated emails and can re-activate your account. Registry staff can also revise your account type to Representative. Contact Registry staff at info@bcorl.ca.

Steps to Re-Activate your Account 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

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



3. Reactivation Process

Enter Name	Enter your **First name** and **Last name** exactly as they were shown in your most recent registration prior to May 4, 2020. Then click "**Continue**". **The current Lobbyists Registry matches First and Last Names only.** Do not enter a Middle Name, even if used in the previous Lobbyists Registry.

Enter Email	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.**

Re-activate your Account	You will be sent an activation email. **Click the link in the email to re-activate your account**. Once your account is re-activated, a Consultant Lobbyist/Designated Filer for an organization can authorize your access to their account. You will need to provide them your **Account Number** – see Locate Representative Account Number.

Username/Password

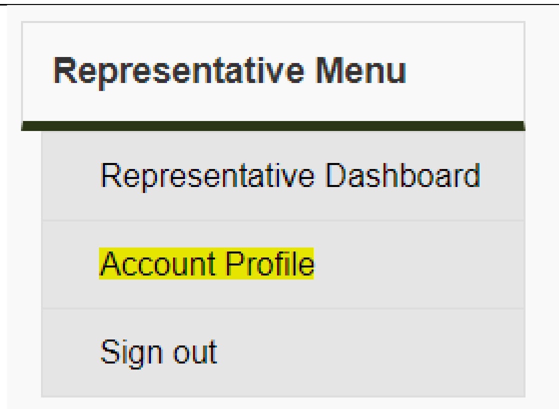
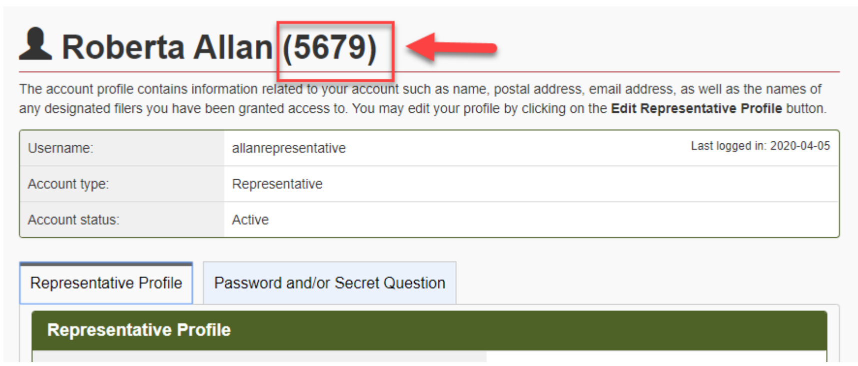
After account re-activation you will be prompted to create a Username and Password for the account you are re-activating.

Username and Password	Enter a **Username** and **Password**. 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 save the **answer**.
Contact Registry Staff	If you need assistance, contact Registry staff at info@bcorl.ca.

Locate Representative Account Number

Before a Consultant Lobbyist/Designated Filer for an organization can add you to their account as a Representative, you must provide them with your Representative Account Number.

Sign In	Sign in to the Lobbyists Registry https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn with the user name and password for your Representative Account.
Account Profile	Once signed in you will be on your Representative Dashboard. In the left-hand menu click "**Account Profile**".

	
Locate Representative Account Number	Your **Representative Account Number** is the number in brackets to the right of your name. Provide this number to the Consultant Lobbyist/Designated Filer you will be assisting. 

The Dashboards

Representative Dashboard

If you sign in with the user name and password for your Representative account, you will be on your Representative Dashboard.

The left-hand menu of the Representative Dashboard allows you to:

- Update your account profile (contact information, password, secret question)
- Sign out of the Lobbyists Registry

If the Consultant Lobbyist or Designated Filer for an organization has added you to their account as a Representative, you will see their name on your Dashboard.

The main section of the Representative Dashboard allows you to jump to the Designated Filer Dashboard for the filers you represent.

Jump to Designated Filer Dashboard

From your Dashboard, click '**View**' to go to the Designated Filer Dashboard for the filer you represent.

If you represent more than one Consultant Lobbyist/Designated Filer, select the name and then '**View'**.

The main section of the Designated Filer Dashboard allows you to:

- View and update the current Registration Return for that Designated Filer
- View and reactivate previous (inactive) Registration Returns for that Designated Filer
- Create a new Registration Return
- Create new Lobbying Activity Reports
- View previous Lobbying Activity Reports

The left-hand menu of the Designated Filer Dashboard allows you to:

- Create or update firm profiles for Consultant Lobbyists
- Return to the Representative Dashboard
- Sign out of the Lobbyists Registry

Update your Representative Account

From your Representative Dashboard, you can update the following information on your Representative account:

- Mailing/business address
- Email address (including adding additional email addresses)
- Password and/or secret question

Please note that you *cannot* update your account username.

If you need to **update your legal name**, contact Registry staff by emailing info@bcorl.ca.

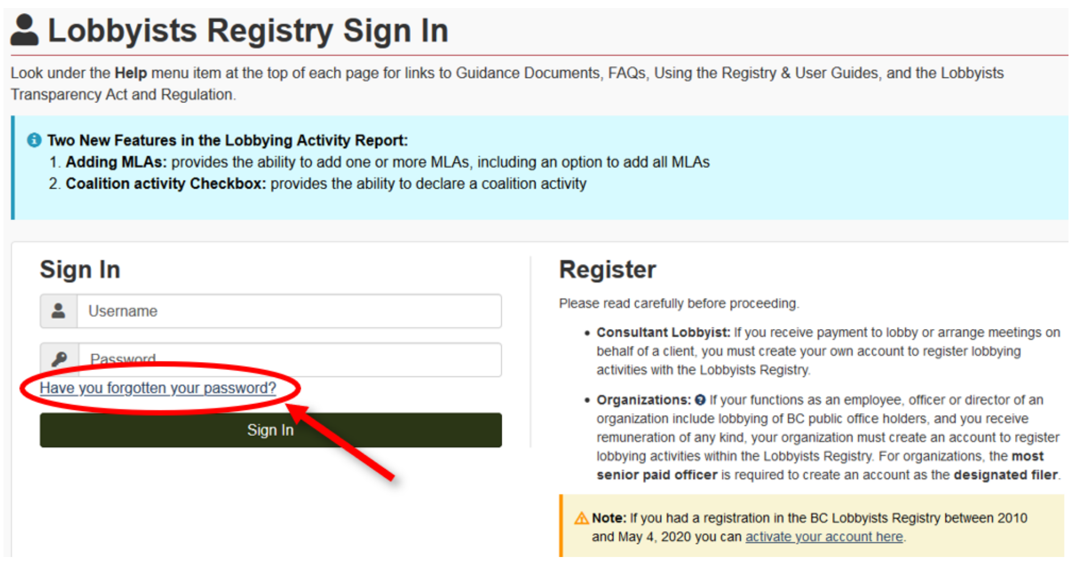
Account Profile	After signing in, click "**Account Profile**" in the left-hand menu of your Representative Filer Dashboard.
Representative Profile	Click the "**Representative Profile**" tab, then click "**Edit Representative Profile**". This will allow you to update your: • Mailing address • Email address(es)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

Forgotten Password or Username

Forgotten Username

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

Forgotten Password

Start Process	Click “**Have you forgotten your password?**”. 
Username and Secret Question	Enter your **username** and click on “**Continue**”. Type the answer to your secret question and click “**Continue**”. 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. Enter your **username**, your **temporary password**, and then enter and confirm your **new password**. Then click “**Submit**”.

INSTRUCTIONS FOR CONSULTANT LOBBYIST/DESIGNATED FILER TO ADD OR REMOVE A REPRESENTATIVE

Add a Representative

If you are a Consultant Lobbyist or the Designated Filer for an organization, you may add a Representative to your account to authorize them to create and update Registration Returns and Lobbying Activity Reports.

The Representative must provide you their **Representative Account Number**.

Instructions to find the Representative Account Number are here: Locate Representative Account Number

Sign In	Sign in to Lobbyists Registry https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn with your Consultant Lobbyist/Designated Filer Account.
Account Profile	From the Designated Filer Dashboard, in the left-hand menu, click "**Account Profile**".
Add Representative	Click the "**Account Representatives**" tab, then click "**Add Representative**".
Representative Account Number	Enter the **Representative Account Number** then click "**Add**". Click "**Save**" to add the Representative to your account.

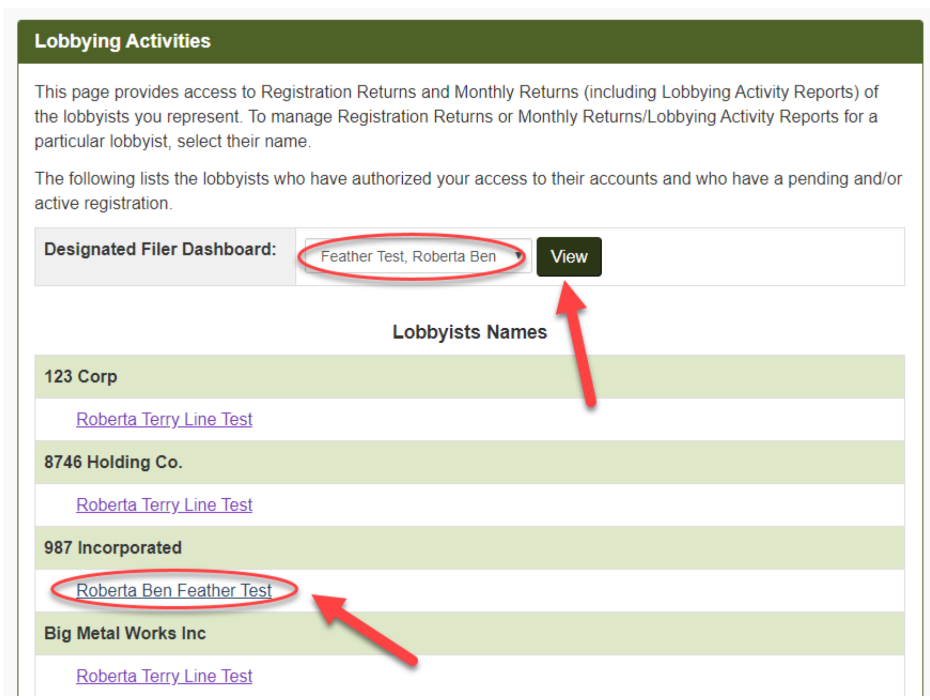
Remove a Representative

Sign In	Sign in to Lobbyists Registry https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn with your Consultant Lobbyist/Designated Filer Account.
Account Profile	From the Designated Filer Dashboard, in the left-hand menu, click "**Account Profile**".
Remove Representative	Click the "**Account Representatives**" tab. Locate the Representative you wish to remove from your account and click on "**Remove**". Confirm that you wish to remove the Representative by clicking on "**Yes**".

ACTING ON BEHALF OF A CONSULTANT LOBBYIST/DESIGNATED FILER FOR ORGANIZATION

Once you have been added to a Consultant Lobbyist/Designated Filer's Account as a Representative, you will be able to create and update Registration Returns and Lobbying Activity Reports on their behalf.

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

Sign In as a Representative	Sign in to the Lobbyists Registry with your Representative user name and password.
Select the Filer you are Acting on Behalf of	From your Representative Dashboard, select the name of the Consultant Lobbyist/Designated Filer from the drop-down menu and click "**View**". You can also click their name in the Lobbyists Names table. This will take you to the Designated Filer Dashboard for that filer. 
Create or update Registration Returns and Lobbying Activity Reports	You can now create and update Registration Returns and Lobbying Activity Reports on behalf of that Consultant Lobbyist/Designated Filer. The following guides will be helpful: • Quick Reference Guide for Consultant Lobbyists • Quick Reference Guide for Organizations

	• User Guide – Consultant Lobbyist Registration Returns • User Guide – Organization Registration Returns • User Guide – Monthly Returns and Lobbying Activity Reports • User Guide – Account Management • User Guide – Accounts and Registrations from the Previous Lobbyists Registry You will be able to create/update Registration Returns and Lobbying Activity Reports for that filer, but you cannot submit them to the Registry with your own user name and password. Registration Returns, updates, and Lobbying Activity Reports can only be submitted to the Registry after entering the Designated Filer's username and password.
Return to Designated Filer's Dashboard	To return to this Consultant Lobbyist/Designated Filer's dashboard and see all their Registration Returns and Lobbying Activity Reports, click the "**Designated Filer Dashboard**" or "**Dashboard**" links.
Return to your own Representative Dashboard	To return to your own Representative Dashboard, click "**Representative Dashboard**". This link is available to you in the left-hand menu when you are on a Consultant Lobbyist/Designated Filer's Dashboard. **TIP: if you are in a Registration Return or Lobbying Activity Report, first click "Dashboard" to return to the Designated Filer Dashboard, then click "Representative Dashboard" in the left-hand menu to return to your own dashboard with all the filers you represent.**

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/

User Guides

The following user guides have extensive screenshots and other in-depth information:

- User Guide – Consultant Lobbyist Registration Returns
- User Guide – Organization Registration Returns
- User Guide – Monthly Returns and Lobbying Activity Reports
- User Guide – Account Management

- User Guide – Accounts and Registrations from the Previous Lobbyists Registry

There are also two more Quick Reference Guides:

- Quick Reference Guides for Consultant Lobbyists
- Quick Reference Guides for Organizations

Contacting Registry Staff

If you are having technical issues with your Account, or a 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.