



O.R.L.
office of the
registrar
of lobbyists
BRITISH COLUMBIA

GUIDANCE DOCUMENT

**BC LOBBYISTS REGISTRY: QUICK REFERENCE GUIDE
FOR REPRESENTATIVES**

Revised: February 6, 2024

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PURPOSE OF THIS GUIDANCE DOCUMENT

Notice

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

Introduction

The *Lobbyists Transparency Act* (“LTA”) came into 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 the Most Senior Paid Officers for organizations.

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

Any Representative who has been authorized access to the Designated Filer’s account will receive all notifications sent by the Registry to the Designated Filer.

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

Once your account is activated, a Designated Filer 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 Designated Filer. You may act as a Representative for multiple Designated Filers at the same time.

The Representative can prepare documents but cannot submit them to the Registry with their own username and password. New Registration Returns, Registration Return 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.

The Most Senior Paid Officer of an organization will create and maintain a single Registration Return for that organization. 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: The Designated Filer (Consultant Lobbyist or Most Senior Paid Officer of 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** (Consultant Lobbyist or Most Senior Paid Officer of an organization) and **Representative**. In-house lobbyists do not have their own accounts unless they act as a Representative.

Designated Filers are either:

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

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 Designated Filer, 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 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 [Reactivate 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**”.

Lobbyists Registry Sign In

The [GETTING STARTED - REFERENCE GUIDE](#) provides an overview, details and links to user guides.

Additional Option in Registry: Ability to opt into 2-Factor Authentication (using SMS) to reset password – for more information, please refer to section titled **UPDATE YOUR ACCOUNT** in the following User Guide: [Account Management](#).

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

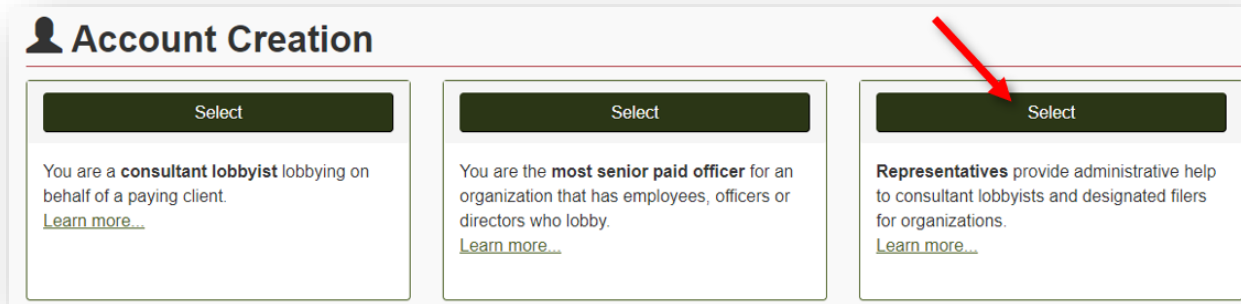
See [GETTING STARTED - REFERENCE GUIDE](#) for information about the three types of accounts you can create. If it is not clear which type of account you should create, email the Registry with questions before proceeding: info@bcorl.ca

Note: If you have an account in the current Registry, do not create a new account. Sign In on the left side of this screen with your username and password.

If you had an account in the previous Registry, do not create a new account. [Reactivate your account here](#).

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

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

Username/Password

<p>Username and Password</p>	<p>Enter a Username and Password.</p> <p>Usernames and passwords are case sensitive and must be at least 6 characters long.</p>
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<p>Activate your Account</p>	<p>You MUST activate your account.</p> <p>You will be sent an activation email. Click the link in the email to activate your account.</p> <p>Once your account is activated, a Designated Filer can authorize your access to their account. You will need to provide them your Account Number – see Locate Representative Account Number.</p>
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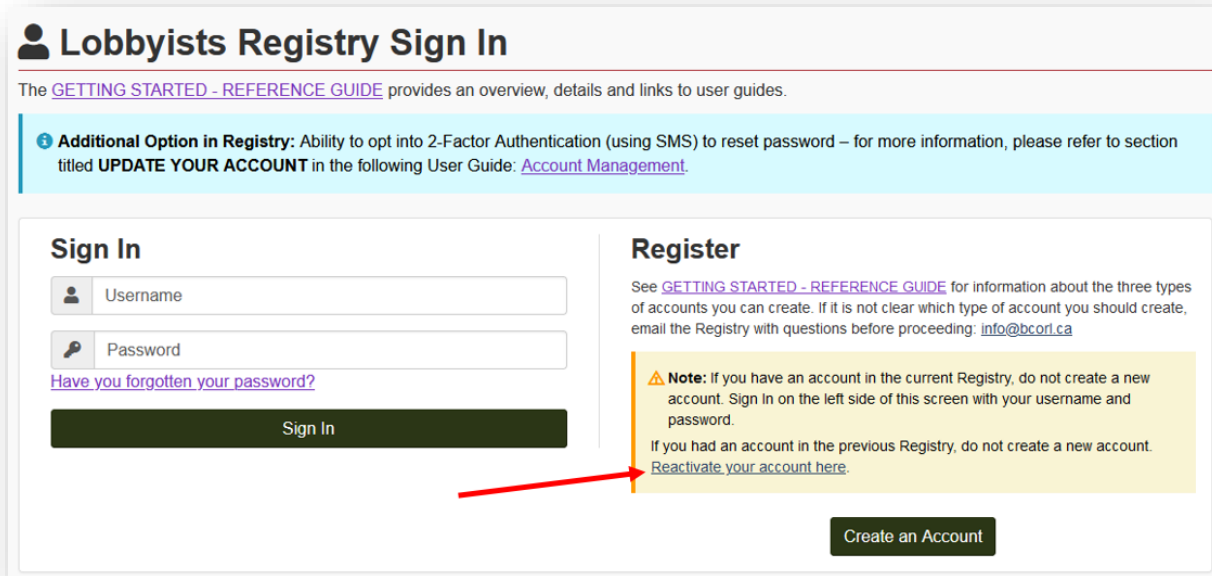
Reactivate an Account from the Previous Lobbyists Registry

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 reactivate 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 reactivate your account. Registry staff can also revise your account type to Representative. Contact Registry staff at info@bcorl.ca.

Steps to Reactivate 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 “**Reactivate your account here**”.



3. Reactivation Process

<p>Enter Name</p>	<p>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”.</p> <p>The current Lobbyists Registry matches First and Last Names only. Do not enter a Middle Name, even if used in the previous Lobbyists Registry.</p>
<p>Enter Email</p>	<p>If you still have access to it, enter the Email address you used in the Lobbyists Registry prior to May 4, 2020, then click “Submit”.</p> <p>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.</p>
<p>Reactivate your Account</p>	<p>You will be sent an activation email. Click the link in the email to reactivate your account.</p>

	Once your account is reactivated, a Designated Filer can authorize your access to their account. You will need to provide them your Account Number – see Locate Representative Account Number .
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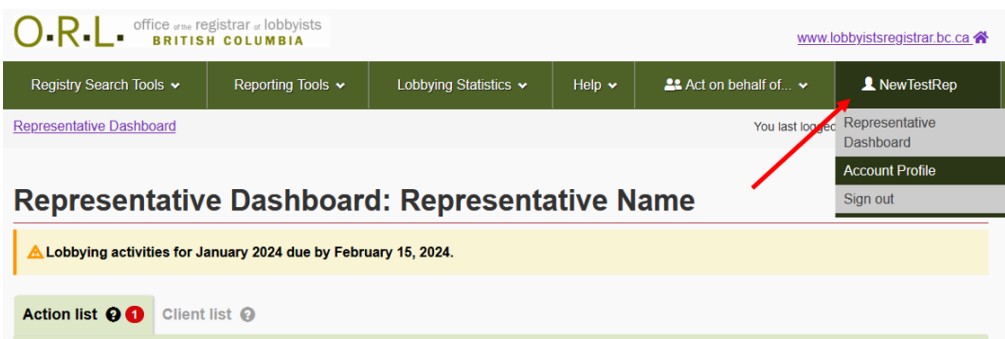
Username/Password

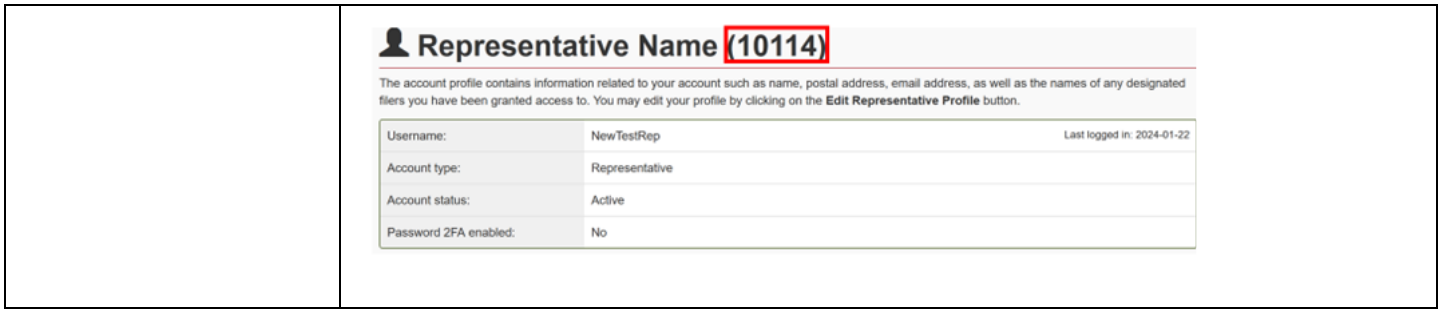
After account reactivation you will be prompted to create a Username and Password for the account you are re-activating.

Username and Password	Enter a Username and Password . Usernames and passwords are case sensitive and must be at least 6 characters long .
Contact Registry Staff	If you need assistance, contact Registry staff at info@bcorl.ca .

Locate Representative Account Number

Before a Designated Filer 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, click “ Account Profile ”, which is accessed by clicking the Representative’s username at the top right of the menu bar, 
Locate Representative Account Number	Your Representative Account Number is the number in brackets to the right of your name. Provide this number to the Designated Filer you will be assisting.



The Dashboards

Representative Dashboard

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

The Representative Dashboard, which is accessed by clicking the Representative’s username at the top right of the menu bar, allows you to:

- Return to your Dashboard
- Update your Account Profile)
- Sign out of the Lobbyists Registry

If the Designated Filer has added you to their account as a Representative, in you will see their name , which is accessed by clicking the “Acting on behalf of...” username at the top right of the menu bar, of your Dashboard.

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

Action List tab

The Action list is to provide a single view for Representatives to know what reporting obligations are due.

Client List tab

The Client list is to provide a single view for Representatives to see all the listings for each Designated Filer they are representing and allows Representatives to:

- Click the Designated Filer’s name to go to their Dashboard
- View, Update or End the current Registration Return for that Designated Filer
- View or Reactivate previous (inactive) Registration Returns for that Designated Filer
- View or Create new Lobbying Activity Reports

Designated Filer Dashboard

Once in the Designated Filer’s Dashboard, it will allow you to:

- View, Update or End the current Registration Return for that Designated Filer
- View or Reactivate previous (inactive) Registration Returns for that Designated Filer

- Create a new Registration Return
- View or Create new Lobbying Activity Reports

The Designated Filer’s Menu, which is accessed by clicking the Representative’s username at the top right of the menu bar, allows you to:

- Return to the Representative Dashboard
- Return to Designated Filer’s Dashboard
- Create or Update Account Profile for the Designated Filer
- Create or Update Firm Profiles for Consultant Lobbyists Only
- Sign out of the Lobbyists Registry

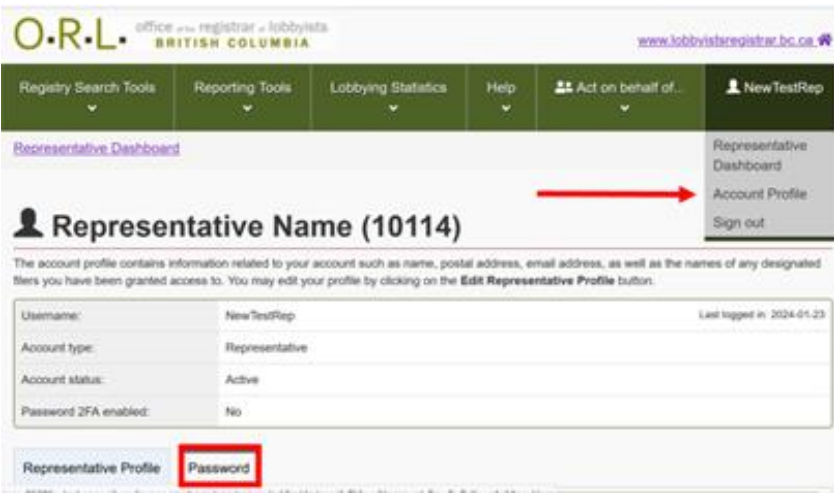
Update your Representative Account

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

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.

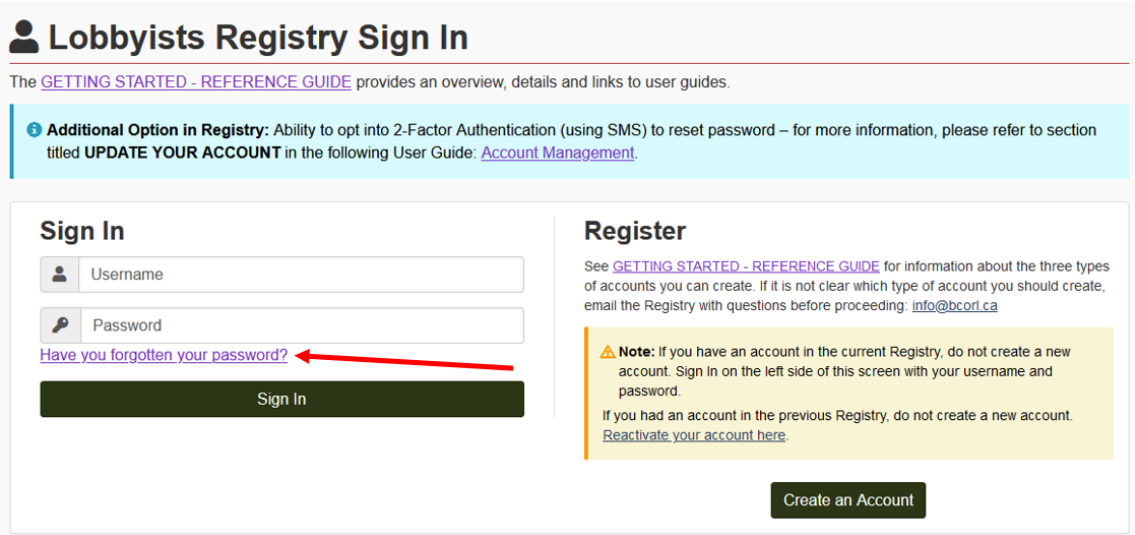
<p>Account Profile</p>	<p>After signing in, click “Account Profile”, which is accessed by clicking the Representative’s username located at the top right of the menu bar of your Representative Filer Dashboard.</p>
<p>Password</p>	<p>After clicking “Account Profile” (see above), click the “Password” tab, then click “Edit Password”.</p> <p>Your username cannot be changed.</p> 

Forgotten Password or Username

Forgotten Username

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

Forgotten Password

<p>Start Process</p>	<p>Click “Have you forgotten your password?”.</p> 
<p>Username</p>	<p>Enter your username and click on “Continue”.</p> <p>An email will be sent to you with a link to the “change password page”. Go to your email and click this “change password page” link.</p>
<p>Enter and Confirm New Password</p>	<p>Enter your Username and then enter and confirm your new password. Click “Save”.</p> <p>If you have signed up for 2-Factor Authentication (using SMS) to reset password, you will be sent an SMS message with a one-time code. Enter this one-time code, then click “Save”.</p>

INSTRUCTIONS FOR DESIGNATED FILER TO ADD OR REMOVE A REPRESENTATIVE

Add a Representative

If you are a Designated Filer, you may add one or more Representatives 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 Designated Filer Account.
Account Profile	From the Designated Filer Dashboard, under your username in the drop-down list, 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.

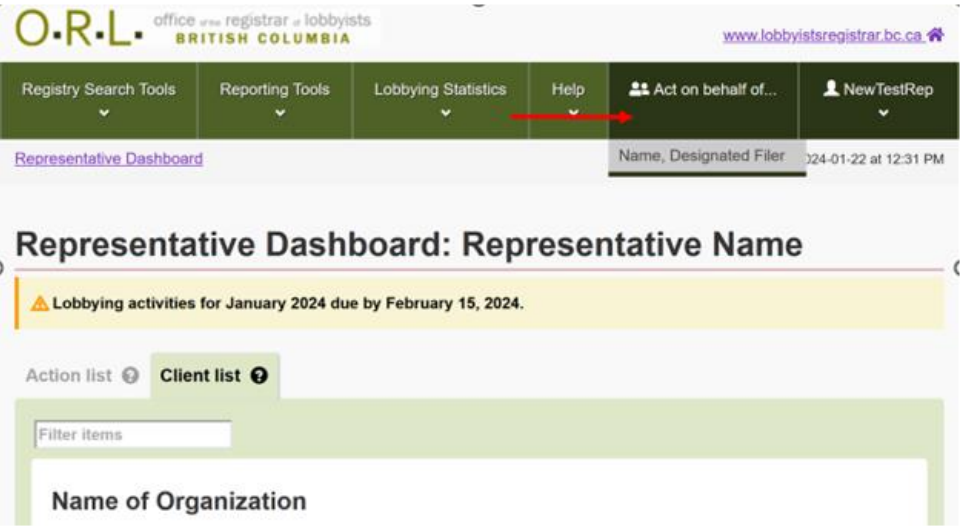

Remove a Representative

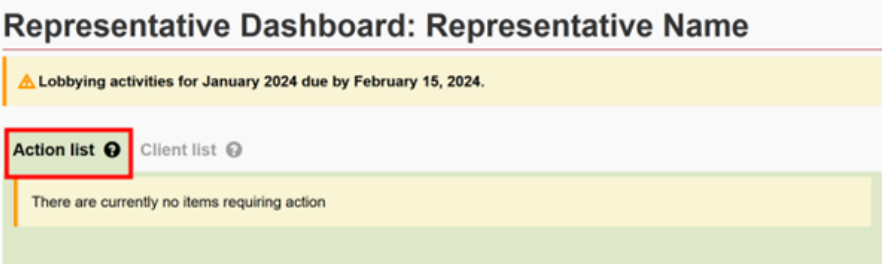
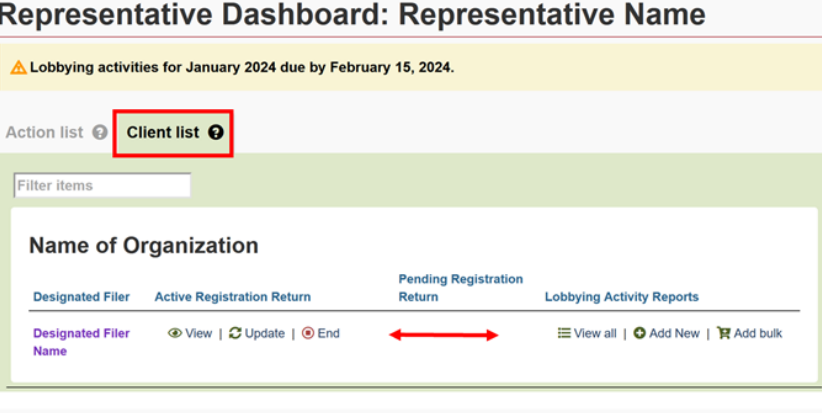
Sign In	Sign in to Lobbyists Registry https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn with Designated Filer Account.
Account Profile	From the Designated Filer Dashboard, under your username in the drop-down list, click “Account Profile” .
Remove Representative	Click the “Account Representatives” 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” .

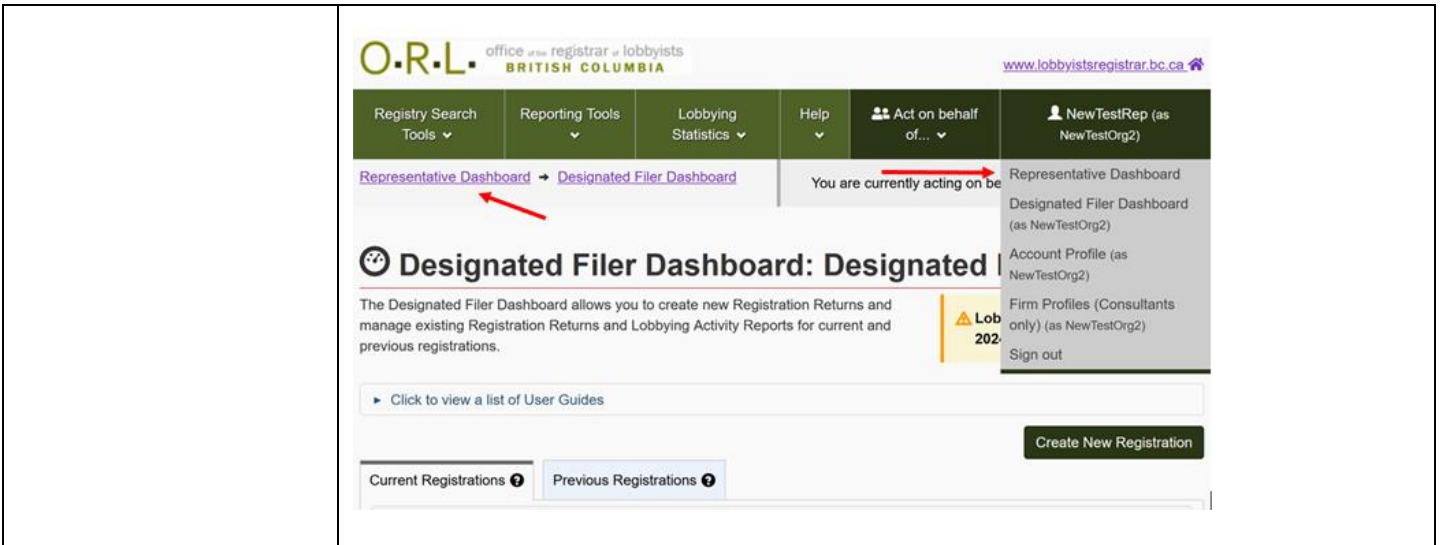
ACTING ON BEHALF OF A DESIGNATED FILER

Once you have been added to a 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 username and password. New Registration Returns, Registration Return Updates and Lobbying Activity Reports can only be submitted to the Registry after entering the Designated Filer’s username and password.

<p>Sign In as a Representative</p>	<p>Sign in to the Lobbyists Registry Lobbyists Registry https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn with your Representative username and password.</p>
<p>Select the Filer you are Acting on Behalf of</p>	<p>From your Representative Dashboard, click “Acting on behalf of...” located at the top right of the menu bar. Click the desired Designated Filer’s username from the dropdown list.</p>  <p>TIP: You can also click on their name in Client List tab. This will take you to the Designated Filer Dashboard for that filer.</p> 
<p>Create or update Registration Returns and Lobbying Activity Reports</p>	<p>You can now Create, Update or End Registration Returns and Lobbying Activity Reports on behalf of the Designated Filer.</p> <p>The following guides will be helpful:</p> <ul style="list-style-type: none"> • User Guide – Consultant Lobbyist Registration Returns • User Guide – Organization Registration Returns

	<ul style="list-style-type: none"> • User Guide – Monthly Returns and Lobbying Activity Reports • User Guide – Account Management • User Guide – Accounts and Registrations from the Previous Lobbyists Registry <p>You will be able to Create, Update or End Registration Returns and Lobbying Activity Reports for that filer, but you cannot submit them to the Registry with your own username 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.</p> <p>TIP: If you are in the Representative Dashboard, you can see a list of required actions under the Action List tab</p>  <p>The screenshot shows the 'Representative Dashboard' for a specific representative. At the top, there is a notification: 'Lobbying activities for January 2024 due by February 15, 2024.' Below this, there are two tabs: 'Action list' and 'Client list'. The 'Action list' tab is highlighted with a red box. Below the tabs, a message states: 'There are currently no items requiring action'.</p>
<p>Return to Designated Filer’s Dashboard</p>	<p>To return to the Designated Filer’s dashboard and see all their Registration Returns and Lobbying Activity Reports, click “Acting on behalf of...” located at the top right of the menu bar. Click the desired Designated Filer’s username from the dropdown list.</p> <p>TIP: If you are in the Representative Dashboard, you can see all the Designated Filer’s Registration Returns and Lobbying Activity Reports that you represent under the Client List tab.</p>  <p>The screenshot shows the 'Representative Dashboard' for a specific representative. At the top, there is a notification: 'Lobbying activities for January 2024 due by February 15, 2024.' Below this, there are two tabs: 'Action list' and 'Client list'. The 'Client list' tab is highlighted with a red box. Below the tabs, there is a search bar labeled 'Filter items'. Underneath, there is a table with the following columns: 'Designated Filer', 'Active Registration Return', 'Pending Registration Return', and 'Lobbying Activity Reports'. Below the table, there are options: 'View', 'Update', 'End', 'View all', 'Add New', and 'Add bulk'. A red double-headed arrow points to the 'View all' option.</p>
<p>Return to your own Representative Dashboard</p>	<p>To return to your own Representative Dashboard, click “Representative Dashboard , which is accessed by clicking the Representative’s username at the top right of the menu bar. Alternatively, the “Representative Dashboard” link is also available to you , which is accessed at the top left under the menu bar</p>



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](#)

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.