User Guide for Lobbyist Registrations and Disclosures
Lobbyist Registrations

- All lobbyists must register with the Council prior to engaging in lobbying in the capitol city unless one of the exemptions set forth in § 2.2-420 of the Code of Virginia are satisfied
  - You must register for each principal whom you will represent.
- One who engages in lobbying entirely outside the city of Richmond must register within fifteen days of engaging in lobbying
- All lobbyist registrations are required annually and expire April 30. There is a $100 fee for each principal you will represent
Online Registration Portal

- In order to create an account you must have a valid email address

New Users
- New users should click on “Create Account”

You will need to provide your name, business address including city, state and zip as well as your business phone number and a valid email address. Once all required information has been provided click “Create Account” at the bottom of the form.
Activation Email

- You will receive an activation email from ethics@dls.virginia.gov which will provide you with a link to activate your account. *Please check your spam/junk folder if you do not receive the email*

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Dear Tin Man:

Thank you for registering on the Commonwealth of Virginia Lobbyist Registration portal. To confirm your email address and finalize your account, you will need to either click the link below or copy the link text and paste it into your browser. Please note that you will not be able to create a registration until your account activation has been completed.

Account activation link:

http://TestEthicsPortal.dls.virginia.gov/frmRegistration.aspx?Registrationkey=PdP0HACL36KgoBsB7FZCzFE0VsSowb

This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Virginia Conflict of Interest and Ethics Advisory Council
201 N. 9th Street, 2nd Fl.
Richmond, VA 23219
ethics@dls.virginia.gov

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The link provided is specific to your account. You will not be able to activate/access your account until you click the link provided in the email.
Account Activated

• Once you receive the *Account Activated* screen you can click “Take me to the Login Page” and begin registering
Online Registration Portal

Returning Users

• Returning users should click on Log On
  ▫ You will need your email address and password to log on

Welcome!

Lobbyist Registration and Disclosure Portal
The Lobbyist Registration and Disclosure portal allows lobbyists and lobbyist principals to submit registration and disclosure forms online.

If you have forgotten your password, click “Forgot Password” and instructions will be emailed to you to reset your password
Navigation Screen

- Once you log in you will see the following screen

Welcome Tin Man!

Lobbyist Registration and Disclosure Portal
The Lobbyist Registration and Disclosure portal allows lobbyists and lobbyist principals to submit registration and disclosure forms online.

I would like to register as a lobbyist:

Once you are logged in, you can click the Registrations link in the menu to view your registrations or to create a new lobbyist registration.

You must register for each principal on whose behalf you will be lobbying. Lobbyist registrations are required annually and expire May 1. Your lobbyist registration must be received and approved prior to engaging in lobbying activity. One who engages in lobbying entirely outside the capital city must register within fifteen days of engaging in lobbying.

There is a $100.00 registration fee per principal.

From here you can navigate to your registrations, disclosures and also make any necessary changes to your profile by clicking “My Account”
Lobbyist Registration

- On the registration page you can create a new registration by clicking Add New Lobbyist Registration

My Registration Forms

This view lists all of the registration forms that you have created or are party to and displays the current status of each registration. Use the buttons in the Available Actions section to work with a registration form.

The Wizard will guide you step-by-step through the registration process. Click “Next” in the bottom right to proceed
Principal Information

• Here you will add your principal name, address and phone number as well as the type of business they are engaged in

*Type the name of the Principal (entity) in the box provided and click Search. If your Principal is in the system you can select the appropriate name

Also, enter the type of business the principal is engaged in and click “Next” at the bottom
Authorizing Officer

- Enter the name of the officer of the principal who is authorizing you to lobby on their behalf as well their address and contact information and click Next
  - The Principal Authorizing Officer may not be the same as the lobbyist

*Please enter the officer’s name in the box and click Search to see if they are already in our system*
Principal Records Storage

- If the principal’s lobbying records will be stored in the same location as entered on the previous screen check the box for Same as principal officer. If not, indicate where the records will be stored and click Next.
Other Lobbyists

- List the name, address and phone number of all other lobbyists who are registered to represent the principal and click Next.

Registration Editor: Other Lobbyists
Lobbying Year: 2016-2017
Lobbyist:

Please list the full name(s), business address(es), and telephone number(s) of all other individual(s) who are registered to lobby on behalf of the **PRINCIPAL** identified in Step 1.

Wicked Witch, 1 Yellow Brick Road, Oz, Va 12345, 804-555-5555.
Scarecrow, 1 Yellow Brick Road, Oz, Va 12345, 804-555-5555.
Lobbyist Information

- If you will be the lobbyist for the registration, check the box “I am the lobbyist for this registration”
- If you need to update your information click Save and Exit and then My Account
Lobbyist Records Storage

- If your records will be stored at the address entered in your account check the box “Same as Lobbyist.” If your records will be stored at a separate location, please enter that information here

At any time you can click Save and Exit in the bottom left of the screen to come back later and complete your registration.
Lobbying Purpose

- On this screen you will need to enter all matters for which you expect to lobby

Identification of the subject matter (with as much specificity as possible) for which you expect to lobby.

Following the yellow brick road
Lobbyist Compensation

• Here you will describe your relationship with the principal

Employed – you are on the payroll of the principal and must provide your title within the organization

Retained – you are NOT on the payroll of the principal, but you are compensated

Not Compensated – you are not compensated by the principal; however, you may be reimbursed for your expenses incurred from lobbying activity
Now you have completed entering your information for your registration and must PREVIEW your registration before you can sign and submit it for approval.

Your Lobbyist Registration is ready for submission. Please carefully review all the information on your Lobbyist Registration and verify that it is accurate. After submission, you will no longer have the ability to modify this form.

To review your form, press the Preview button on the menu below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission.**

This Lobbyist Registration Form will be available to the public via the searchable database on the Virginia Conflict of Interest and Ethics Advisory Council website, as required by § 30-356.

**Using Internet Explorer**
- Your preview will open in a new tab in your browser

**Using Chrome**
- Your preview will open in a fancy box
Preview Registration

- Below is an example of a registration in PREVIEW status.

You have NOT submitted your registration at this point – please continue

Once you have confirmed all the information entered is correct you can close this window to return to the electronic signature page.
Electronic Signature

- After you have PREVIEWED your registration you will need to electronically sign your registration by typing your name in the boxes exactly as it appears and then click Submit.

I, the undersigned lobbyist, do state that the information furnished on this registration statement and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Signature*

Tin Man
Tin Man

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION.

Signature*

Tin Man
Tin Man

Note: Pursuant to §2.2-423, a principal may elect to waive the principal signature requirement on disclosure filings by submitting a signature waiver form to the Virginia Conflict of Interest and Ethics Advisory Council after this registration form has been approved.

You still have NOT submitted your registration at this point – please continue.
Confirmation of Submission

• In order to submit your registration you will need to click Confirm Submission

Once payment has been received, your registration will be submitted to the Council for review and approval.
Payment for Registration

- You now have the option to either submit payment now or later. Click Pay Now if you wish to pay electronically, “Pay Later” if you have more registrations to prepare before making a bulk payment or if you intend to submit your payment via check.
Pay Now

- Enter your credit card information to pay for your registration. Once you have entered all required information, check the authorization box and click Process.

Once payment has been received, your registration will be submitted to the Council for review and approval.
Pay Later

- List All Unpaid Registrations on the My Registration Forms section will provide any registration you have not yet paid
  - You can select only one registration for payment or all available registrations

My Registration Forms

This view lists all of the registration forms that you have created or are party to and displays the current status of each registration. Use the buttons in the Available Actions section to work with a registration form.

Payable Registrations for Lobbying Year 2016-2017

This list contains the registrations with a Status of "Signed, Awaiting Payment" from "My Registration Forms"
Payment Receipt

- You will receive a payment confirmation screen (shown below) which you can print for your records (Ctrl + P).

Payment – Single Registration

Payment was successful!

Transaction ID: 081216A15-7E3569A0-4D88-4FED-8C70-9D675C1CD27F
Transaction Time: 12/08/2016 02:48:38 PM
Approval Code: CVI382
Credit Card Name: Tin Man
Credit Card Number (last 4 digits): 1111
Credit Card Exp Date: 1018
Credit Card Type:
Amount: 100.00
Principal: Wizard of Oz
Lobbyist: Tin Man

Payment – Multiple Registrations

Payment was successful!

Transaction ID: 081216A15-9316001E-9125-4530-9A14-05DF0E8B488
Transaction Time: 12/08/2016 02:56:19 PM
Approval Code: CVI421
Credit Card Name: Michelle LeGates
Credit Card Number (last 4 digits): 1111
Credit Card Exp Date: 1018
Credit Card Type:
Amount: 200.00
Principal(s): Death Star, Big Bang
Lobbyist(s): Tin Man, Tin Man

Once payment has been received, your registration will be submitted to the Council for review and approval.
**Registration Status**

- Your registration status will now be **Submitted Paid**
  - You can view or print your completed registration by clicking View in the screen below

**My Registration Forms**

This view lists all of the registration forms that you have created or are party to and displays the current status of each registration. Use the buttons in the Available Actions section to work with a registration form.

<table>
<thead>
<tr>
<th>Lobbying Year</th>
<th>Lobbyist</th>
<th>Principal</th>
<th>Status</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>Man, Tin</td>
<td>Big Bang</td>
<td>Submitted Paid</td>
<td>View</td>
</tr>
<tr>
<td>2016-2017</td>
<td>Man, Tin</td>
<td>Death Star</td>
<td>Submitted Paid</td>
<td>View</td>
</tr>
<tr>
<td>2016-2017</td>
<td>Man, Tin</td>
<td>Wizard of Oz</td>
<td>Submitted Paid</td>
<td>View</td>
</tr>
</tbody>
</table>
Approval of Registration

- Upon approval of your registration by the Council, you will receive an email notification that your registration has been approved.

Dear Tin Man:

Your Lobbyist Registration for principal Big Bang for Lobbying Year 2016-2017 has been approved.

You must submit a disclosure by July 1. Lobbyist disclosure statements must be electronically signed by both the lobbyist and the principal officer, unless the principal officer has elected to waive his signature requirement.

This notification will serve as your receipt, please retain it for your records. Thank you for participating in the lobbyist registration process.

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Virginia Conflict of Interest and Ethics Advisory Council
201 N 9th St, 2nd Floor
Richmond, VA 23219
ethics@dls.virginia.gov

Your registration status will now be Approved
Approval of Registration

- Your Principal Authorizing Officer listed on your registration will also receive an email notifying them of the registration and providing them with a waiver of signature form
  - The waiver can be printed, signed and emailed to Council staff
  - The principal officer also has the option of electronically waiving the signature requirement
Lobbyist Disclosures

• All lobbyists must file with the Council an annual disclosure statement as required by § 2.2-426 of the Code of Virginia for each principal he is registered to represent. The filing deadline is July 1 covering activity from May 1 to April 30

• Failure to meet this deadline will result in a civil penalty of $50 assessed to both the lobbyist and the lobbyist’s principal each. If the statement is not filed within 10 days of the deadline, on the 11th day, and until the statement has been filed, additional civil penalties of $50 PER DAY will be imposed on both the lobbyist and the principal

• Please note that no individual who has failed to file a disclosure statement or who has failed to pay all penalties associated with a late filing will be permitted to register or act as a lobbyist as long as that person remains in default

• Effective July 1, 2016 disclosure statements are required to be filed electronically per § 2.2-426 of the Code of Virginia
Online Disclosures

- Login to your account and click Disclosures

Welcome Tin Man!

Lobbyist Registration and Disclosure Portal

The Lobbyist Registration and Disclosure portal allows lobbyists and lobbyist principals to submit registration and
Edit or Preview Disclosures

- From here you can Edit your draft disclosure forms as well as Preview
  - Disclosures will not appear until you have an approved registration

### My Disclosure Forms

This view lists all of the disclosure forms that you have created or are party to and displays the current status of each disclosure. Use the buttons in the available actions section to work with a disclosure form.

<table>
<thead>
<tr>
<th>Lobbying Year</th>
<th>Lobbyist</th>
<th>Principal</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>Tin Man</td>
<td>Big Bang</td>
<td>Draft</td>
</tr>
</tbody>
</table>
Edit Disclosures

When you click Edit you will be taken to the disclosure wizard which will guide you through preparing your disclosure for submission – click Next to begin.
Principal and Principal Authorizing Officer

- This information will prefill from your registration. If your principal officer has changed since registration you can contact Council staff via email to have this information updated – click Next to continue

You can click Save & Exit at any time to save your progress and return at a later time to complete your filing
Lobbyist Information

- Your lobbyist information will prefill based on the information in your registration. If this needs to be updated please contact Council staff via email.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tin</td>
<td></td>
<td>Man</td>
<td></td>
</tr>
</tbody>
</table>

Organization

Address Line 1
- 1 Yellow Brick Road

Address Line 2

City: OZ  
State: VA  
Postal Code: 12345

Primary Phone: 8045555555
Email Address: tinman@mailinator.com
Lobbyist Relationship with the Principal

- Your relationship with the Principal will prefill based on information entered in the registration process. If you need to update your relationship with the Principal please contact Council staff.

Describe your relationship with the principal.
As a lobbyist, you are:

- Employed (on payroll of principal)
- Retained (compensated but not on the payroll of the principal)
- Not Compensated (not compensated, but expenses may be reimbursed)
Lobbying Activity

- Here you will provide a list of your lobbying activity. If no direct lobbying was performed, you can state that as well

Disclosure Editor: Lobbying Activities
Lobbying Year: 2016-2017
Lobbyist: Tin Man

Identify the subject matter (with as much specificity as possible) for which you or those incorporated on this filing lobbied.

Matters related to quantum physics
Types of Disclosure Filings

- I am filing a statement on behalf of myself
  - Pick this type of filing if you are only reporting financial information for yourself
- I am filing a statement on behalf of myself and the following lobbyists representing this principal
  - Pick this type of filing if you will be filing the financial information for yourself as well as other lobbyists working for the same principal
- My disclosure statement for this principal has been incorporated into the statement filed by the following lobbyist
  - Pick this type of filing if another lobbyist has reported financial information on your behalf
Incorporated Disclosures

- I am filing a statement on behalf of myself and the following lobbyists representing this principal
  - Select the lobbyist(s) who will be included in your financial data and click the +
    - Only lobbyists registered to represent the principal in the current lobby year will appear for this selection. If the lobbyist you are looking for does not appear, please contact Council staff
Incorporated Disclosures
Non Financial Filer

• If you are not the financial filer for the principal, select the individual who will file the financial data on behalf of the principal
  ▫ As you will not be filing the financial data, you will be taken to the end of the form to preview and electronically sign your disclosure statement

If your disclosure will be incorporated into another lobbyist’s filing, select the individual who will file your financial data from the list to the left and their information will prefill below.
Individual Disclosure

- Indicate you are filing an individual disclosure

- Enter compensation paid to you for lobbying activities on behalf of the principal

Enter numbers and decimals only, no special characters
Individual Disclosure

- Enter compensation paid to you for lobbying activities on behalf of the principal
  - The total entered here should match the total previously answered for compensation

If you are filing on behalf of yourself, expenses listed do not include those of any other lobbyist representing the principal.

If you are filing an incorporated filing, the expenditure totals, including "compensation of lobbyists," includes those of yourself and all lobbyists you are filing on behalf of.

Please enter numeric values only:

<table>
<thead>
<tr>
<th>Description</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment</td>
<td>Compensation of lobbyist(s)</td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
</tr>
<tr>
<td>Honoraria</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Personal living and travel expenses</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Enter numbers and decimals only, no special characters
Lobbyist Compensation Incorporation - Retained Lobbyists Only

- Here you will enter compensation paid to your firm for lobbying activities
  - Enter the total amount of compensation paid to your firm

Disclosure Editor: Lobbyist Compensation
Lobbying Year: 2016-2017
Lobbyist: Tin Man

Retained or Not Compensated Lobbyist

Indicate the total amount paid or reimbursed to you, your firm, organization, association, corporation, or other entity for lobbying services.

Enter numbers and decimals only, no special characters
Lobbyist Compensation
Incorporated - Retained Lobbyists Only

- Here you will enter compensation paid to your firm for lobbying activities
  - The total entered here should match the total previously answered for compensation

Enter numbers and decimals only, no special characters
Lobbyist Compensation
Incorporated - Retained and Employed Lobbyists

- Here the lobbyist filing the financial data on behalf of himself and other lobbyists will enter compensation for lobbying activities related only to himself
  - Compensation related to the employed lobbyist(s) incorporated into your filing will be entered on the next screen

Disclosure Editor: Lobbyist Compensation
Lobbying Year: 2016-2017
Lobbyist: Tin Man

Retained or Not Compensated Lobbyist

Indicate the total amount paid or reimbursed to you, your firm, organization, association, corporation, or other entity for lobbying services.

Enter numbers and decimals only, no special characters
Lobbyist Compensation

Incorporated - Retained and Employed Lobbyists

- Here the lobbyist filing the financial data on behalf of himself and other lobbyists will enter compensation for lobbying activities paid to ALL lobbyists who are incorporated into his filing.

Enter numbers and decimals only, no special characters.
The lobbyist(s) who are employed by the principal, and not filing the financial data on behalf of the principal, will enter compensation related ONLY to themselves.

Since this lobbyist is not the financial filer for the disclosure, this will be the only financial question asked. The lobbyist who is incorporated into another’s filing will now be taken to the preview/signature page of the disclosure.

Enter numbers and decimals only, no special characters.
Lobbyist Compensation
Incorporated - Employed Lobbyists Only

- Here the lobbyist filing the financial data on behalf of himself and other lobbyists will enter compensation for lobbying activities related **only to himself**
  - On the next screen you will be prompted to enter the financial data paid to all lobbyists representing this principal

Employed Lobbyist

Indicate the total amount paid to you for lobbying services. If you have job responsibilities other than those involving lobbying, you may have to prorate to determine the part of your salary attributable to your lobbying activities.

Enter numbers and decimals only, no special characters
Lobbyist Compensation
Incorporated - Employed Lobbyists Only

- Here the lobbyist filing the financial data on behalf of himself and other lobbyists will enter compensation paid for lobbying activities to ALL lobbyists who are incorporated into your filing
  - This figure will *not* match the amount previously listed as compensation paid to you

*Enter numbers and decimals only, no special characters*
The lobbyist(s) who are employed by the principal, and not filing the financial data on behalf of the principal, will enter compensation related ONLY to themselves. Since this lobbyist is not the financial filer for the disclosure, this will be the only financial question asked. The lobbyist who is incorporated into another’s filing will now be taken to the preview/signature of the disclosure.

Enter numbers and decimals only, no special characters.
## Expenditures

- Any lobbying related expenditures must be disclosed in the expenditures section

If you are filing on behalf of yourself, expenses listed do not include those of any other lobbyist representing the principal.

If you are filing an incorporated filing, the expenditure totals, including “compensation of lobbyists,” includes those of yourself and all lobbyists you are filing on behalf of.

Please enter numeric values only.

<table>
<thead>
<tr>
<th>Entertainment*</th>
<th>Compensation of lobbyist(s)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>989.23</td>
<td>8,965.23</td>
</tr>
<tr>
<td>Gifts*</td>
<td>Honoraria*</td>
</tr>
<tr>
<td>340.89</td>
<td>0.00</td>
</tr>
<tr>
<td>Communications*</td>
<td>Other*</td>
</tr>
<tr>
<td>45.00</td>
<td>65.00</td>
</tr>
</tbody>
</table>

Personal living and travel expenses*  
568.23

**Total***  
10198.91

Enter numbers and decimals only, no special characters
Itemized Expenses - Schedule A

- If you need to disclose any events, entertainment, meals, or travel expenses on Schedule A select Yes and click Add Item to enter the necessary information

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Location</th>
<th>Event Description</th>
<th>Widely Attended</th>
<th>Number Attending</th>
<th>Attendee Names</th>
<th>Total Value</th>
<th>Available Action</th>
</tr>
</thead>
</table>

If you have events, entertainment, meals, or travel expenses to report select Yes and click Add Item to enter the necessary information.
Itemized Expenses - Schedule A

- If you have more than one reportable event click Save & New, if not click Save & Close
  - Only report events, entertainment, meals, and travel if the total expense was more than $50
  - Names of legislative and executive officials must be reported if the total *per person* cost was more than $50
Itemized Expenses - Schedule A

- Data entered will appear in the table and be included in your disclosure statement
  - Your itemized total for events, entertainment, meals, and travel might not match the total in the expenditures section as only events with a total value of $50 or greater must be itemized.
Itemized Expenses - Schedule B

- Any gift with a value greater than $50 given to a legislative or executive official should be itemized in Schedule B. Select Yes and Add Item to enter Schedule B items.
Itemized Expenses - Schedule B

- If you have more than one reportable gift to report click Save & New, if not click Save & Close
  - Only itemize gifts if the total value of any single gift was more than $50
  - Names of legislative and executive officials must be reported if the value of the gift was more than $50
Itemized Expenses - Schedule B

- Data entered will appear in the table and be included in your disclosure statement
  - Your itemized total for gifts might *not* match the total in the expenditures section because you only itemize any single gift with a value of $50 or greater

Schedule B Attachments

<table>
<thead>
<tr>
<th>Date Accepted</th>
<th>Value</th>
<th>Gift Recipient</th>
<th>Exact Gift</th>
<th>Available Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/12/2016</td>
<td>275.89</td>
<td>Senator B</td>
<td>Insulated Ice Chest</td>
<td>Edit</td>
</tr>
</tbody>
</table>

You can edit or delete data as necessary
Itemized Expenses - Schedule C

- If you entered any “Other” lobbying-related expenses in the Expenditures section you will be required to submit an itemized Schedule C (or several) equal to that amount.

You indicated you have other lobbying-related expenses in the amount of $66.00. Your schedule C itemized expenses must equal this amount.

Schedule C Attachments

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Available Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Other Expense:</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total From Expenditures (Other Expenses):</td>
<td>$66.00</td>
<td></td>
</tr>
</tbody>
</table>
Itemized Expenses - Schedule C

- Click Add Item to enter the required information
  - Your total itemized Schedule C entries must equal the other lobbying-related expenses listed in the Expenditures section
  - If you do not need to itemize Schedule C items you will need to return to the Expenditures section of the wizard

This section is provided for any other lobbying-related expenses not covered by Part III, items a-f. An example of an expenditure to be listed on Schedule C would be the rental of a bill box during the General Assembly session.

Create New Schedule C

<table>
<thead>
<tr>
<th>Date of Expense*</th>
<th>Description of Expense*</th>
<th>Amount*</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/23/2015</td>
<td>Lobbyist In a Box subscription</td>
<td>$65</td>
</tr>
</tbody>
</table>

Click Cancel to exit the form without entering data.

Save & Close   Save & New   Cancel
**Itemized Expenses - Schedule C**

- Data entered will appear in the table and be included in your disclosure statement.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Available Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/23/2015</td>
<td>Lobbyist In a Box subscription</td>
<td>65.00</td>
<td>Edit</td>
</tr>
</tbody>
</table>

**Total Other Expense:** $65.00

**Total From Expenditures (Other Expenses):** $65.00

You can edit or delete as necessary.
Preview Your Form

- You must preview your disclosure before signing and submitting

- Using Internet Explorer
  - Your preview will open in a new tab in your browser
- Using Chrome
  - Your preview will open in a fancy box
Preview Your Form

- The preview will open in a new box
Electronic Signature

- You must electronically sign your disclosure by typing your name twice in the boxes provided
  - Press Submit once you have electronically signed your form

Statement of lobbyist

I, the undersigned registered lobbyist, do state that the information furnished on this disclosure statement and on all accompanying attachments required to be made thereto is, to the best of my knowledge and belief, complete and accurate.

Any filer who knowingly and intentionally makes a false statement of material fact on the Lobbyist's Disclosure Statement is guilty of a Class 5 felony.

Signature

Michelle LeGates
Michelle LeGates

You acknowledge that your electronic signature above constitutes your agreement and intent to be bound by this submission.

Signature

Michelle LeGates
Michelle LeGates

Your name must match exactly as shown, here there is a space before the first name which is why the signature will not be accepted
Submission of the Disclosure

- Confirmation of your disclosure submission

Disclosure Editor: Review Disclosure
Lobbying Year: 2016-2017
Lobbyist: Michelle LeGates

Signature Successfully Saved
Are you sure you want to submit your Lobbyist Disclosure Statement?

After submission, you will be unable to make any further modifications.

Confirm Submission  Cancel
Confirmation

• Once you electronically sign and submit your disclosure the confirmation screen will let you know if there is any further action required by either the lobbyist or the principal officer. You will receive one of the following messages:
  ▫ Your Principal Officer has waived their signature requirement.
    • No further action is necessary on your part
  ▫ Awaiting Principal Signature
    • It is your responsibility to ensure that the Principal Officer e-signs or signs and returns the Principal Signature Waiver form to the Virginia Conflict of Interest and Ethics Advisory Council

• If your principal officer has already signed the disclosure statement you will only be able to review the data entered
  ▫ After you electronically sign the disclosure you will receive the following message:
    • Signed and Submitted – You will receive an email upon approval of your disclosure
Confirmation

- Once all signatures are complete, or a waiver has been submitted, your disclosure status will be Signed and Submitted

My Disclosure Forms
This view lists all of the disclosure forms that you have created or are party to and displays the current status of each disclosure. Use the buttons in the available actions section to work with a disclosure form.

<table>
<thead>
<tr>
<th>Lobbying Year</th>
<th>Lobbyist</th>
<th>Principal</th>
<th>Status</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>Michelle LeGates</td>
<td>Wizard of Oz</td>
<td>Signed and Submitted</td>
<td>View</td>
</tr>
</tbody>
</table>

- Upon approval of your disclosure you will receive a confirmation email from the Ethics Council and your disclosure status will be Approved

My Disclosure Forms
This view lists all of the disclosure forms that you have created or are party to and displays the current status of each disclosure. Use the buttons in the available actions section to work with a disclosure form.

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