



# OKLAHOMA ETHICS COMMISSION

## 2019 Registration Checklist: Both Executive & Legislative Lobbyist

Read through the entire checklist before completing any items and use it with the Guide for Lobbyists and the Ethics Rules.

### 1. ☐ New Registration or Renewing Registration?

**Were you registered to lobby in Oklahoma in 2018 or have you been registered at any time since 2015?**

**YES:** Because you have a Guardian System account, your 2019 registration must be **renewed** by logging into The Guardian System using your current username and password. If your account shows as terminated, call the Commission at (405) 521-3451 to activate the account or email [ethics@ethics.ok.gov](mailto:ethics@ethics.ok.gov) with the subject “Activate Account.”

- In the steps below, follow the directions for “**Renewal Registrations.**”
- **Forgot Username or Password:** To view your username or password, use the “Forgot your password?” and “Forgot your User Name?” links on the Filer Login page in The Guardian System or call the Commission at (405) 521-3451.

**NO:** You will register by using the “**Registration**” tab on The Guardian System.

- In the steps below, follow the directions for “**New Registrations.**”

Registrations and renewals for 2019 will be accepted between **Dec. 1, 2018 and Jan. 15, 2019.**

### 2. ☐ Plan Ahead: More Than One Lobbyist for One Principal?

If your lobbyist principal is represented by multiple lobbyists, (1) determine who will pay the registration fee for the principal **and** (2) ensure each lobbyist registers the lobbyist principal using the **exact** same name and address to avoid duplicate lobbyist principal fees. See the “Pay Registration Fees” section in this checklist.

### 3. ☐ Plan Ahead: Collect Lobbyist Principal Information

**Required Lobbyist Principal Information:**

- 1) Name and address as registered with the Oklahoma Secretary of State, if it is filed; otherwise, the official name and address, such as that found on tax returns.
- 2) Registration number assigned by the Secretary of State, if applicable.
- 3) Contact information (name, address, email, and phone number) of an official of the principal. This is different than the lobbyist’s information.

**Ethics Tip:** Have the principal provide this information directly to you.

### 4. ☐ Renewal Registrations Only: Outstanding Fees and Reports

Outstanding fees must be paid and unfilled late reports must be filed before a registration will be fully accepted for 2019. Outstanding fees may be paid via credit card in The Guardian System or directly to the Commission via cash or check.

### 5. ☐ Renewal Registrations Only: File Last Lobbyist Report for 2018

**The next Lobbyist Expenditure report for the 2018 calendar year is due between Jan. 1 – 15, 2019.**

**Ethics Tip:** Want to renew your registration and file your Lobbyist Expenditure Report at the same time? Wait to renew your registration until on or after January 1<sup>st</sup>—the first day you may file your last 2018 report. Otherwise, you will renew now but have to file your final 2018 report between Jan. 1 – 15, 2019.

## 6. ☐ Renewal Registrations Only: Changing Registration Type

**Is your current or was your prior lobbyist registration type something other than “Both Legislative and Executive Lobbyist?”**

**YES.** See your current or prior registration type below:

- “Legislative Lobbyist Only” or Executive Lobbyist Only”: you may change the registration type as part of the renewal process.
- “Legislative liaison”: you are unable to change the registration type as part of the renewal process. You must file a new registration as a lobbyist. However, if you prefer to use the same login information that you used as a legislative liaison, you may contact the Commission to combine your accounts.

**NO:** Continue.

## 7. ☐ Registering in The Guardian System

Go to <https://guardian.ok.gov>.

**New Registrations:** Click the “Registration” tab and select the option for “Lobbyist or Liaison.”

**Renewal Registrations:** Click the “Filer Login” tab, and log into the Guardian System using your username and password. Once you are logged into your account, click on the red “Renew Registration” button that is located at the top of the home page.

## 8. ☐ Registration Part 1: Lobbyist & Designated Filer Information (DFA)

**New Registrations:** Fill out the contact information for the lobbyist with the lobbyist’s own contact information. If the lobbyist has another individual who needs access to the account or will file reports, that person must be added as a Designated Filing Agent (DFA) using their own contact information, see the “Ethics Tip” below.

- **Ethics Tip:** After completing part 1 of registration, you will be provided a temporary registration ID and access code. **Email and write down this information before adding principals**—commission staff cannot look this information up for you. This temporarily saves registration information in the event you need to stop during the registration process for any reason. To resume registration go to the “**Registration**” tab, select option for “**Lobbyist or Liaison**” click on “**Continue In-Progress Registration,**” and enter the temporary ID and access code.

**Renewal Registrations:** The Registration form will pre-populate with the most recent information in the system. Review and update the form with your current contact information.

- **Verify Email Addresses.** The Commission will use these email addresses to send notices and important information.

**All Registrants:** It is recommended that you add a DFA to file reports on behalf of the lobbyist. To add a DFA to your account, enter in the DFA’s contact information in the relevant sections and click “Add to List.”

Once the lobbyist and DFA information has been entered accurately, click “**Next**” to move on to the lobbyist principal information page.

## 9. ☐ Registration Part 2: Lobbyist Principal Info. & Agencies to be Lobbied

**New Registrations:** Using the information you gathered in Step 3 of this checklist, enter each lobbyist principal you are representing in 2019. If this changes throughout the year, you must amend your registration.

- 1) **Adding Principals:** In the “Principal Type,” select whether your principal is a “State Agency” or a “Business or Organization.” The page will update based on your selection to provide either a list of state agencies to select from or access to the Secretary of State Database (used for all businesses and organizations regardless of if registered).

- **Secretary of State Database:** Enter the name of the principal and click the “Find Records” button. Find the ID number assigned by the Secretary of State that you received from your principal and click the “Select” hyperlink next to the name.
- **Principals Not registered with the Secretary of State:** Click the “Entity Not in List” button.
- **Fill out the Lobbyist Principal’s Address and Contact Information Fields.** This is the information for the lobbyist principal, not the lobbyist. Ensure the contact name and other contact information is for an official with the principal rather than the lobbyist.

2) **Agencies To Be Lobbied:** Next, input each agency you will lobby for this principal by clicking the agency’s name from the drop-down list in the “Agencies to be Lobbied” section and clicking “Add to List.” Continue to add to the list until all agencies you will lobby for this principal are in the list. Since you are lobbying as BOTH a legislative and an executive lobbyist, for any principals for which you will lobby the legislature, you must add “Legislature/Governor & Staff” as one of the “Agency Types” under “Agencies to be Lobbied” section.

3) Click “**Save Principal**” button to save the information for this principal.

4) Continue Adding Principals until all the principals you represent have been entered.

**Renewal Registrations:** The list of principals will populate with the current information in the system from your 2018 registration. You must review and update each principal’s information as necessary to reflect correct 2019 information.

- To **update a lobbyist principal’s contact information**, click “View/Edit” next to that lobbyist principal’s name, update the information where necessary, and click “Update Principal.”
- To **add a new lobbyist principal**, click “Add Principal” toward the bottom right of the “Current Principals” page and follow the directions in this step under the New Registrations section above (See “Adding Principals” above).
- To **delete a lobbyist principal**, on the “Current Principals” page click “Delete” next to the lobbyist principal you want to remove from your account. Click “ok” when prompted.

## 10. ☐ Registration Part 3: Submit Registration

Click the **checkbox** next to the attestation to verify all the information is accurate and click “**Submit Registration.**”

## 11. ☐ Registration Part 4: Pay Registration Fees of **\$250 per lobbyist** and **\$250 per lobbyist principal**

**How to Make Payments:** Registration fees may be paid online in The Guardian System by credit card by clicking on the “Pay Registration Fee” button, or by check to the Oklahoma Ethics Commission at the State Capitol, 2300 N. Lincoln Blvd, Rm G-27, OKC, OK 73105.

### Registration Fees When Multiple Lobbyists Represent One Principal

- 1) Only one of lobbyists needs to pay the registration fee for the lobbyist principal.
- 2) **For SOS ID registered principals and state agencies, the system will identify if the fee has already been paid and will charge accordingly.**
- 3) **Non-SOS ID registered principals:** The system is unable to validate these principals and associated payments. It will show as needing a fee paid regardless of if another lobbyist has already paid. However, if you are not the lobbyist paying the fee uncheck the box next to the principal and click the “re-calculate” button.
  - Lobbyists representing the same principal must enter the principal’s name and address using the exact same information to avoid duplicate charges for the principal.

## 12. Download or Print the [2018-2019 Guide for Lobbyists](#)

13. **Sign up** for a Lobbyist educational program at [www.ethics.ok.gov](http://www.ethics.ok.gov) under the “Agency Information & Continuing Education” tab. Legislative and Executive Lobbyist programs are offered in February, May, August, and November.

**Need Assistance?** Contact the Ethics Commission staff by phone at (405) 521-3451 or email [ethics@ethics.ok.gov](mailto:ethics@ethics.ok.gov).