DELBERT HOSEMANN
Secretary of State

Mississippi Secretary of State

The Lobbying Online Reporting System

Lobbyist User Guide

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Secretary of State

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Introduction

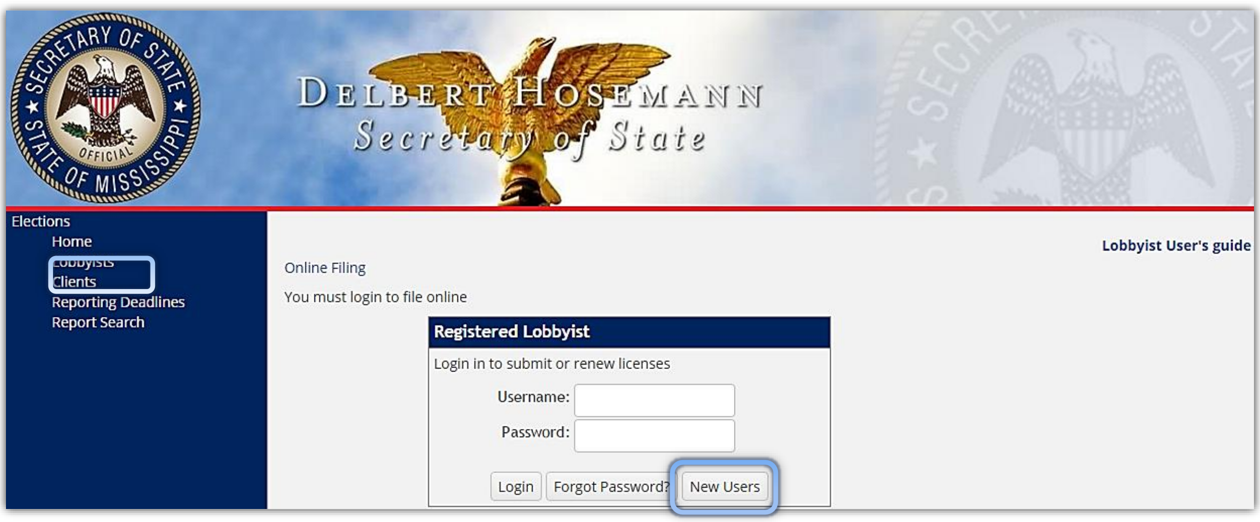
The Lobbying Online site is designed to provide filing search functionality to the general public and online filing to registered users.

Registering as a Lobbyist

While you can search for reports without logging in to the Lobbying Online Site, you must log in to submit filings.

To log in to the Lobbying Online Site, you must be a registered user.

1. In your web browser, go to https://sos.ms.gov/elec/portal/msel2/page/onlineFiling/portal.aspx The Elections home page displays.



2. The *Registered Lobbyist* login screen displays.
3. Click the (**New Users)** button.

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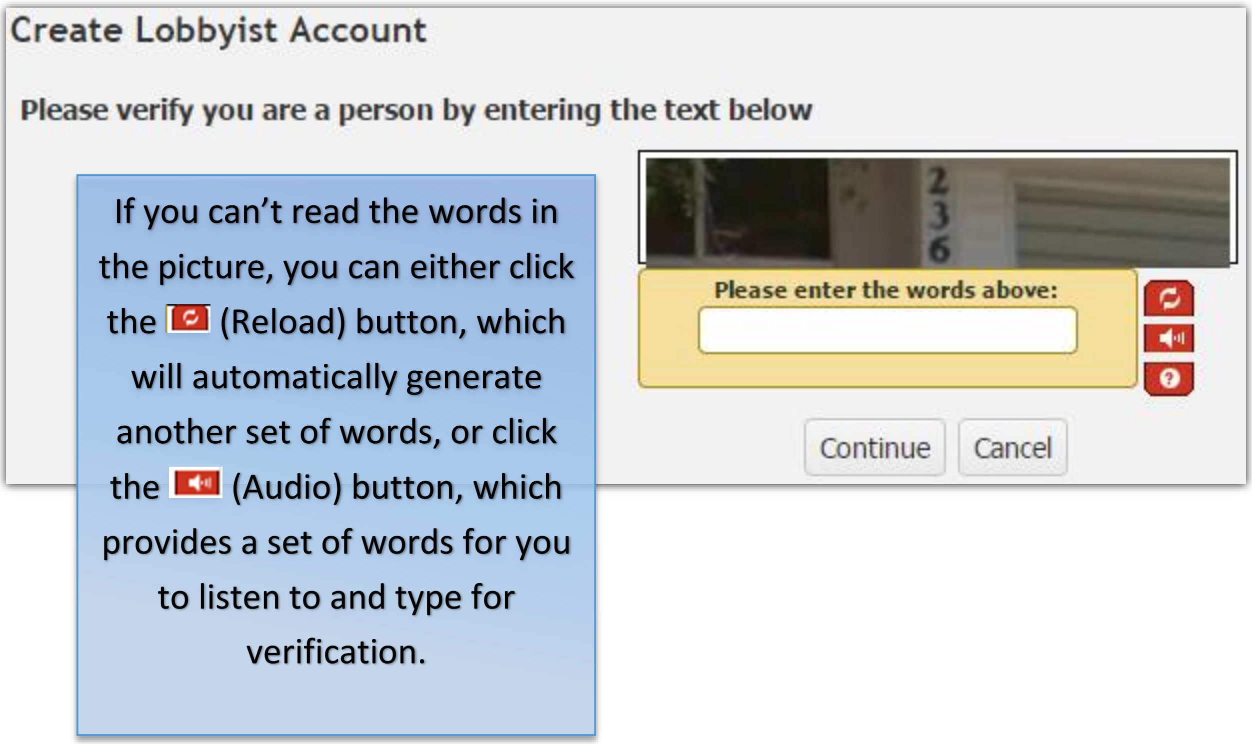
4. A *Create Lobbyist Account* screen displays.
5. Please enter the words above the text box, type the words displayed in the box immediately above.
   This is to verify that you are a person and not an automated program attempting to gain access to the system.



6. Click the (**Continue)** button.
7. A form for gathering personal information displays.
8. Fill out the form.

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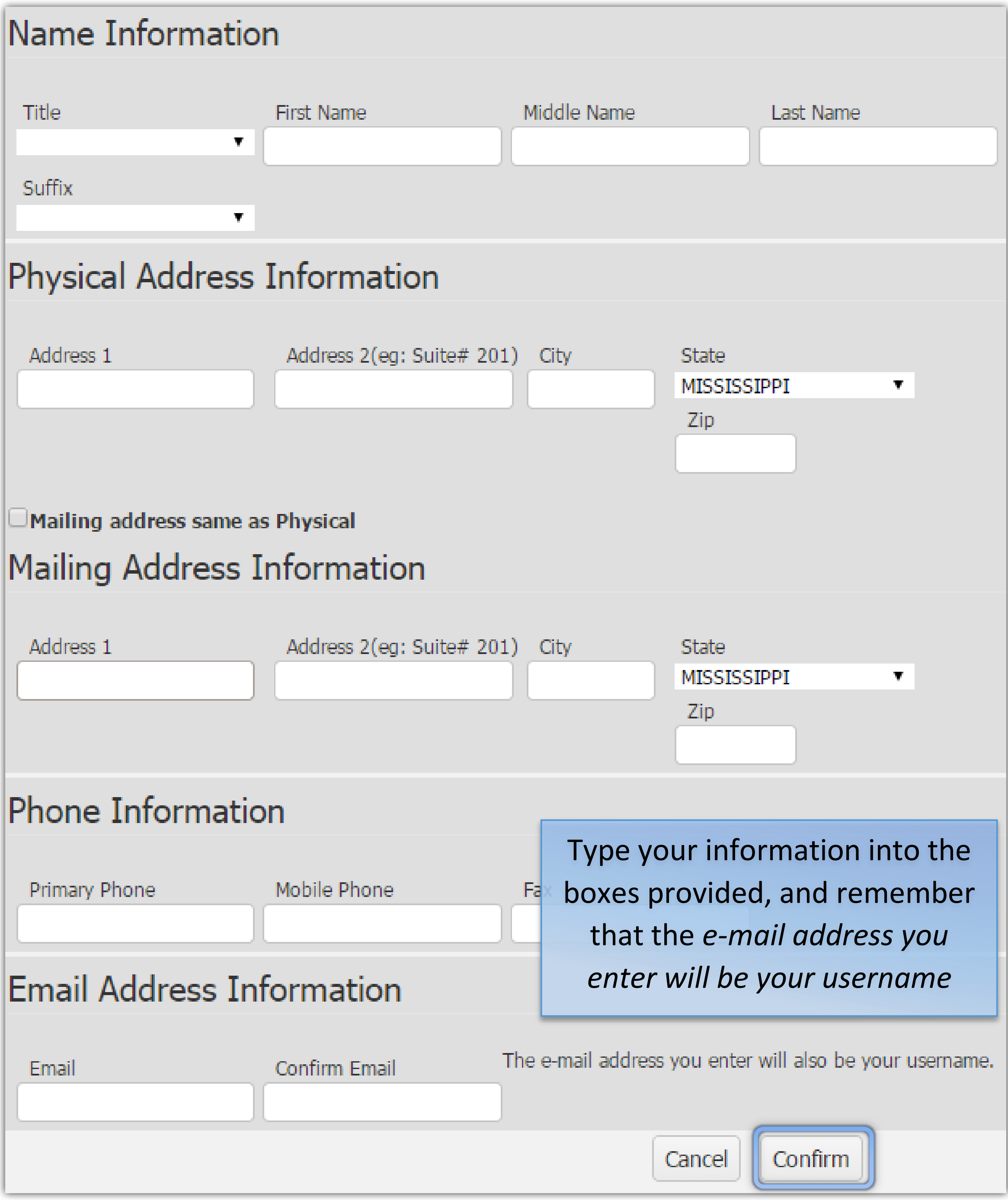
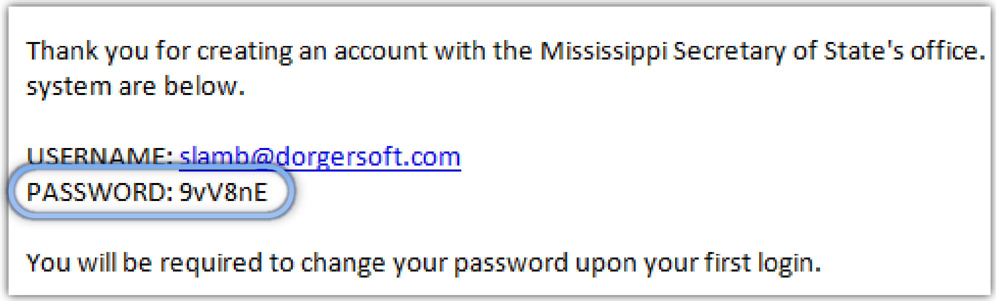
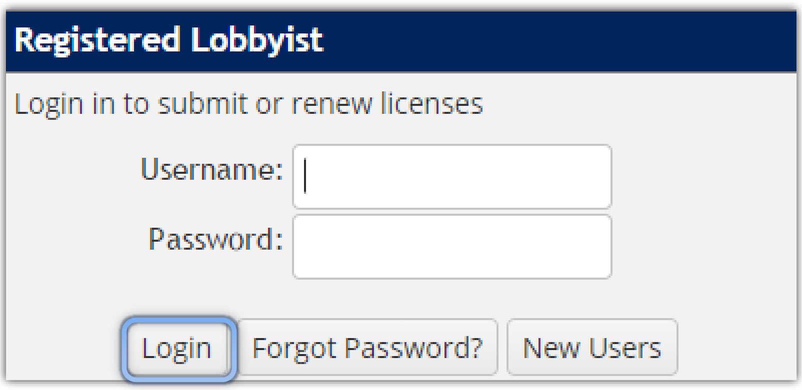


9. Click the **(Confirm)** button when all information has been entered.

10. When the Account Created screen comes up click the **(Close)** button.
11. Check your email at the email address you provided. There should be a new message in your inbox with a temporary password.



12. You will need the temporary password ready for the next step.



15. Enter your Username (*email address*) and Temporary Password and click the (Login) button. The next step will allow you to change the Temporary Password to one you create.

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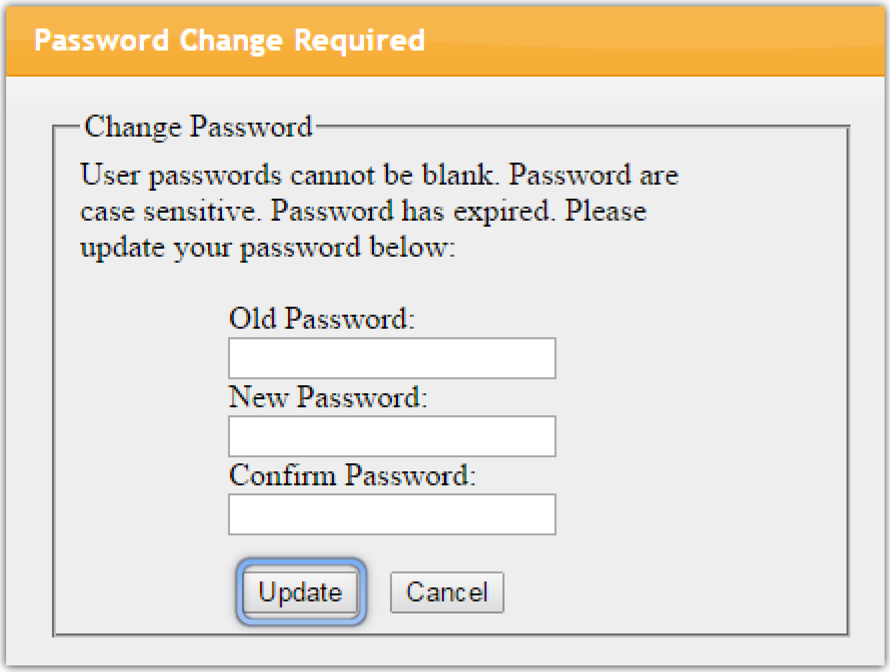


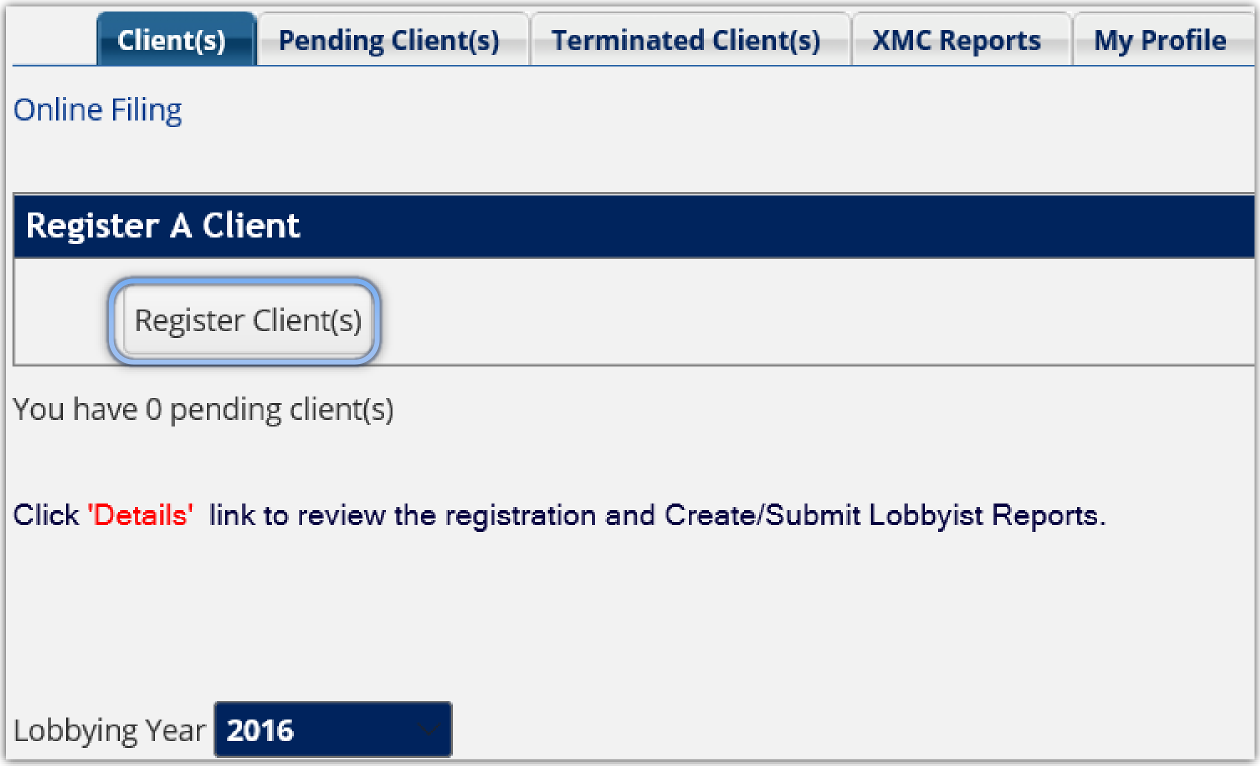
16. Enter your Temporary Password in the Old Password box.
15. Enter a new the password that you create in the New Password box, and once again into the Confirm Password box.
16. The password you enter into the New Password (Confirm) box must match the password you entered into the New Password box perfectly.
17. Click the **(Update)** button.

Tabs-Lobbyist

Across the upper part of the Online Filing page are tabs where you may navigate between ***Current Clients***, ***Pending Clients***, ***Terminated Clients***, and your ***Profile***. The default tab is the Client(s) tab. *If you have more than one client, there will be a tab for XMC Reports.*

Client(s)

The *Client(s)* tab is automatically open upon login. You may navigate back to this tab by clicking on it.



Here you may register clients, view current clients, file a report.

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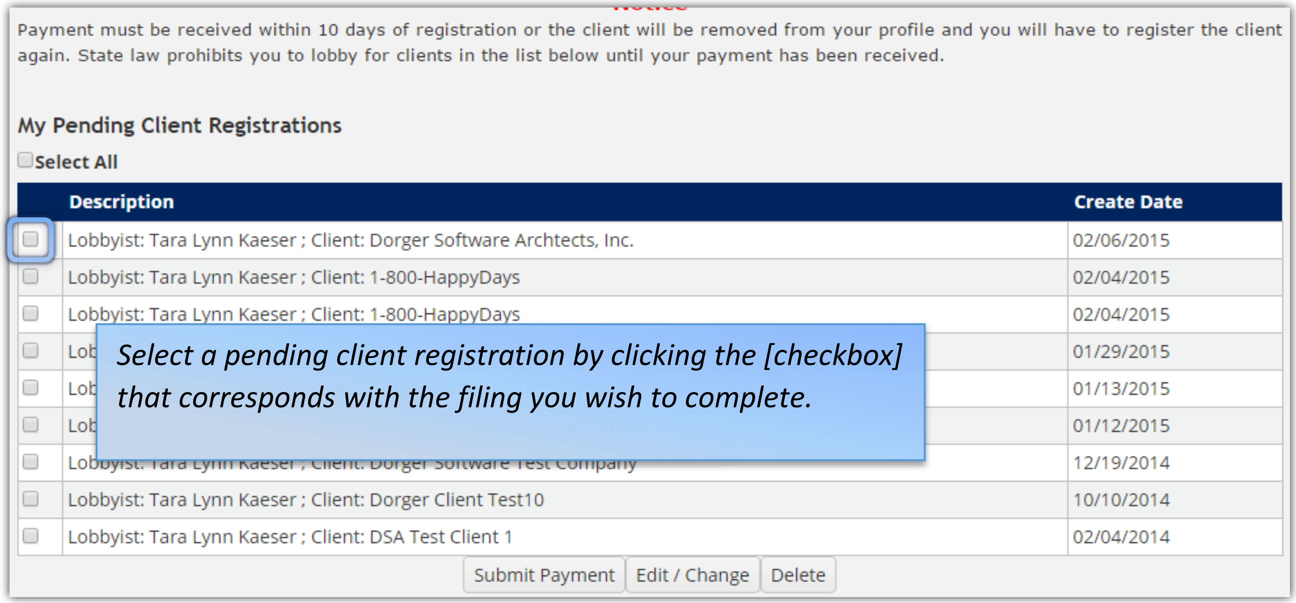
Pending Client(s)

Click on the *Pending Client(s)* tab to view client registrations that are incomplete or not paid for yet.

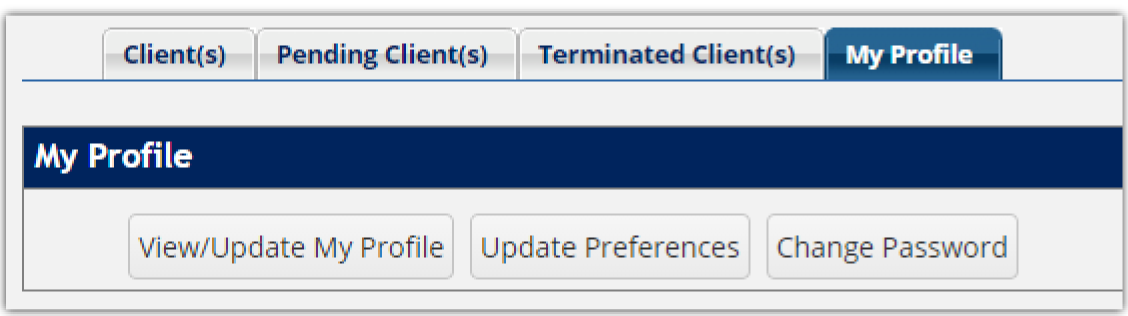


At this point you may Submit Payment, Edit/Change, or Delete the client registration.

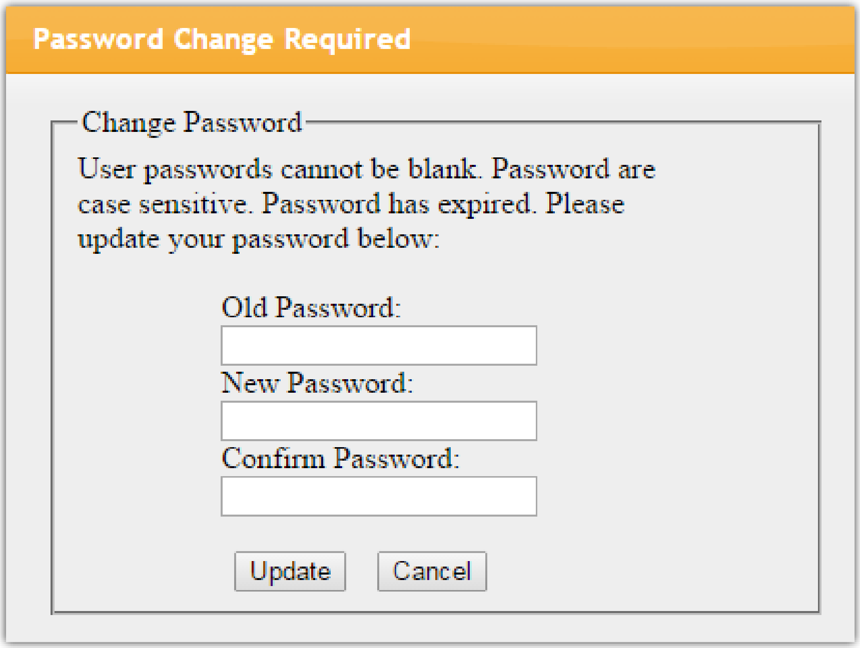
1. Click the **(Submit Payment)** button to be redirected to the Mississippi Payment Gateway.
2. Or click the **(Edit/Change)** button to go to the name, address and contact information page to make any changes or corrections and continue from there.
3. If you wish to delete the client registration click the **(Delete)** button.

My Profile

Click on the ***My Profile*** tap to Update, Change or View your profile.



Click the **(View/Update My Profile)** to go to your general information page and update your name, address, and phone information. If you need to change your password at any time click the **(Change Password)** button.



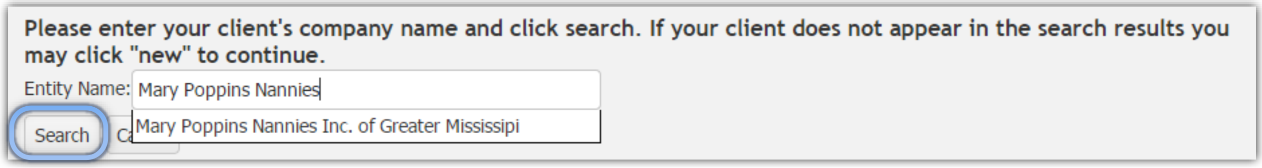
1. Enter your old password into the first box
2. Enter a new password that you create into the second box
3. Enter the new password again into the third box to confirm. *When you enter the new password into the second and third boxes they must match perfectly.*
4. Click the **(Update)** button to complete the password change.

Register a Client

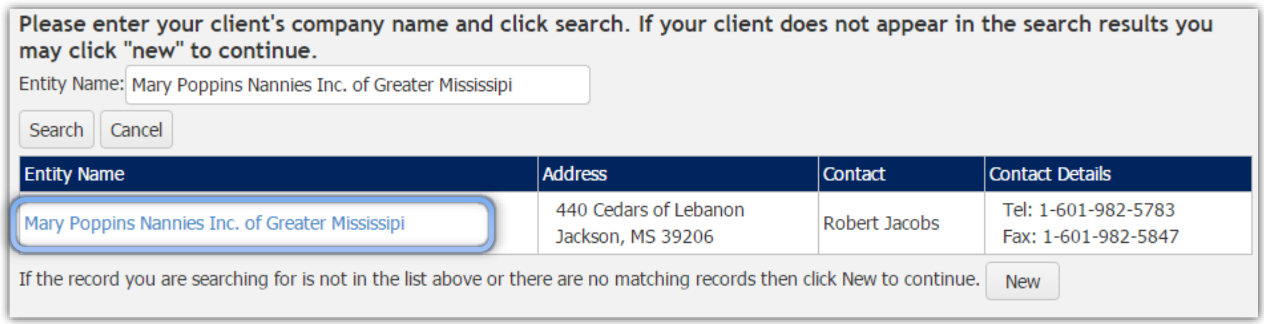
When logged in as a Lobbyist you may register Clients.

1. Under the ***Client(s)*** tab In the Register A Client box click the **(Register Client(s)** button.

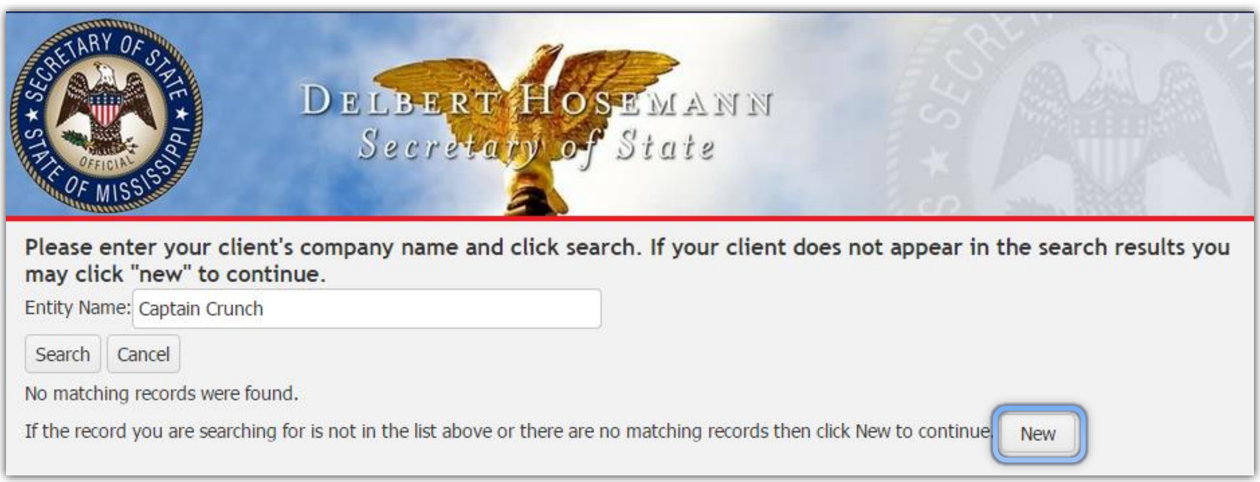
- Enter your Client's company name in the box provided for Entity Name.



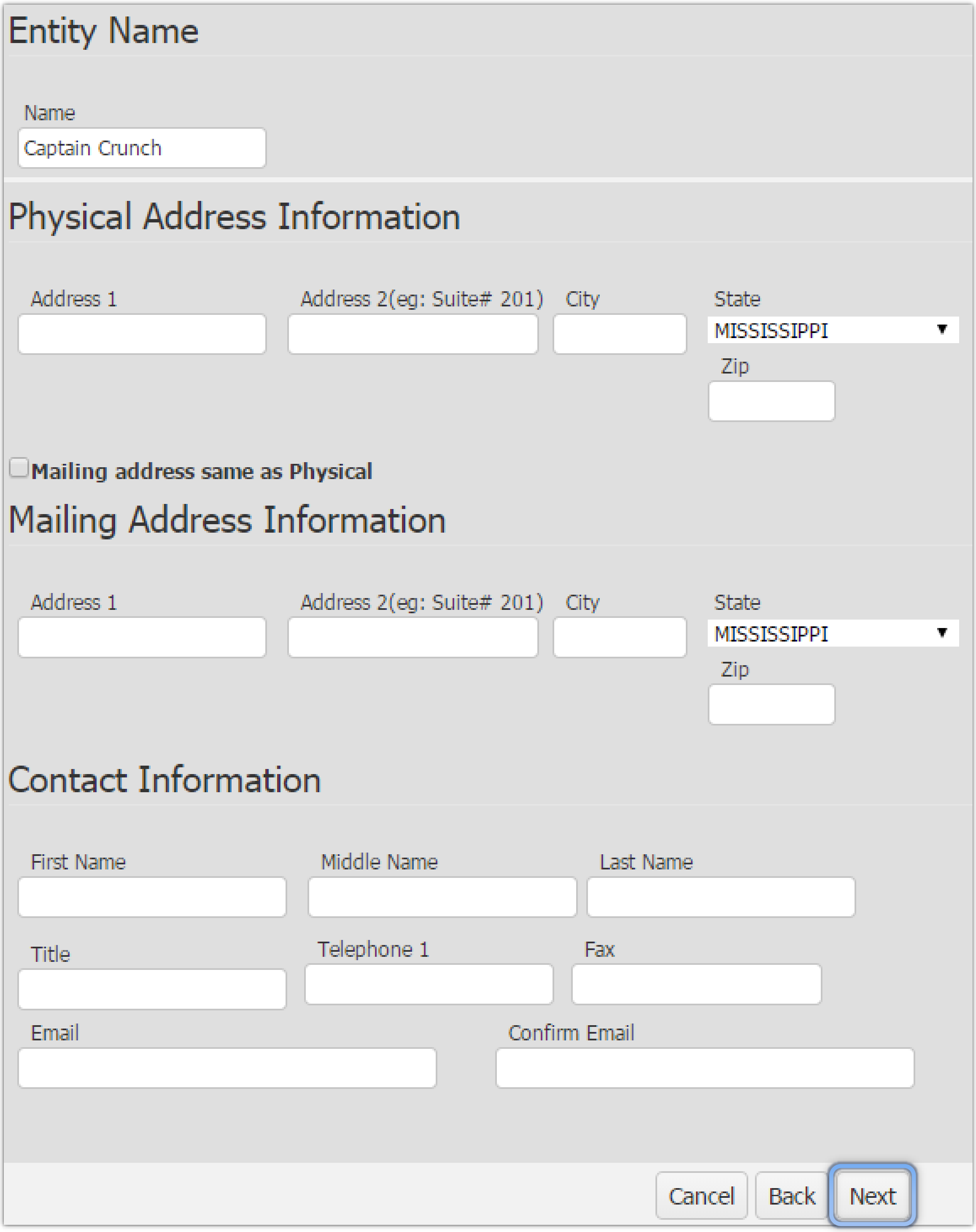
- Enter your client's company name and click the **(Search)** button.



- Under the box marked Entity Name, Click on the <u>**name**</u> of your client's company to continue registration.



  - If the client's company does not appear in the search results click the **(New)** button to continue.
  - This takes you to a page to fill in the client's business address and contact information. *The client's address and contact information will not have to be filled out if you selected a company from the search results. If it is a new company or there are no matching records you will need to fill out the client's address and contact information.*



- Fill in the Physical Address Information, Mailing Address Information (or click the [checkbox] next to *Mailing address same as Physical*), and Contact Information.
- When you are finished filling in the information, click the (**Next)** button to continue.

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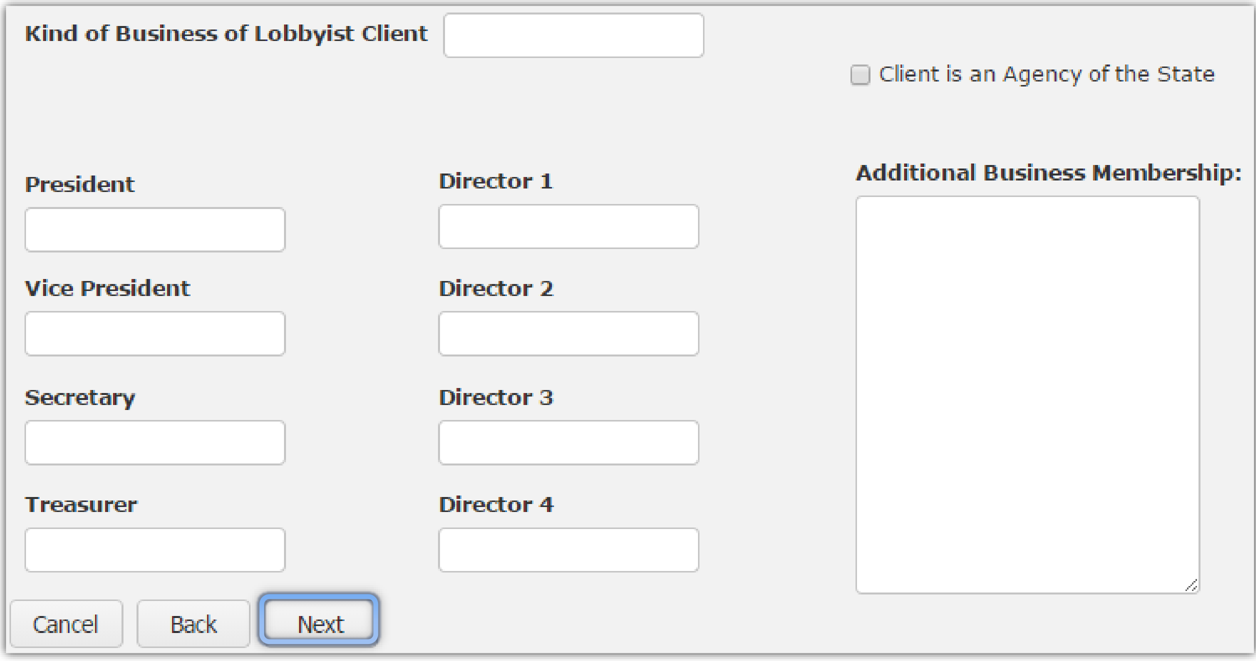
- Fill in Client Business Details in the boxes provided.



- If the client is an Agency of the State click the [checkbox] at the top right.
- Click the **(Next)** button to continue to the Lobbyist Employment and Issues page.

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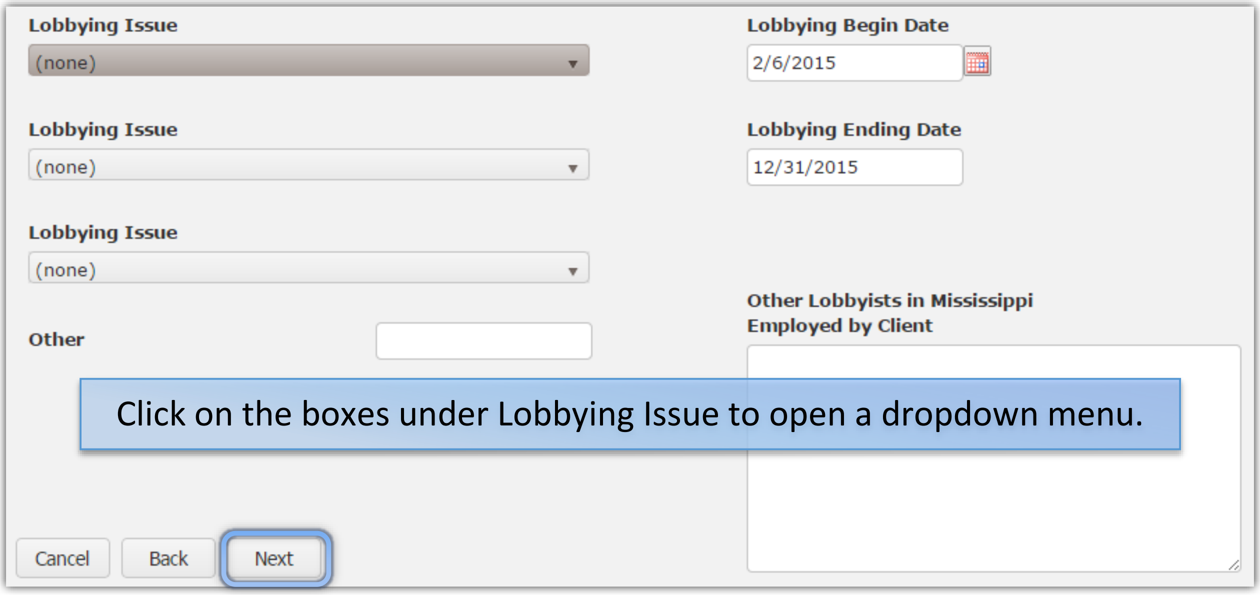
- Enter Lobbying Issues and other Lobbyist employed by the Client.



- In the dropdown menu you may choose from several Lobbying Issues.
- Click on the lobbying issue that applies to the client to select it.
- You may repeat this step in the other Lobbying Issue boxes to enter more lobbying issues if needed.
- In the box titled Other you may enter additional information
- In the Lobbying Begin Date box enter the date when the lobbying begins, or click on the calendar button  to bring up a calendar and choose a date from there.
- Enter the Lobbying Ending Date
- You may enter other Lobbyists in Mississippi Employed by the client in the box provided.
- Click the **(Next)** button to continue on to review and submit your client registration.

- Review the client's information to be sure all is correct.

Client Information

Client Name : **Captain Crunch**
Contact Name : Captain Crunch
Telephone 1 : (123)456-7890
Email : captain@crunch.com

Physical Address

123 Mainstreet
Jackson, MS 39206

Mailing Address

123 Mainstreet
Jackson, MS 39206

Client Business Details

Kind of Business of Lobbyist Client :	Cereal
President :	Mary Poppins
Vice President :	
Secretary :	
Treasurer :	
Director 1 :	
Director 2 :	
Director 3 :	
Director 4 :	
Client is an Agency of the State :	
Additional Business Membership: :	

Lobbyist Employment and Issues

Lobbying Issue :	Alcoholic beverages
Lobbying Issue :	Business & Commerce
Lobbying Issue :	Cemeteries and crematoriums
Other :	
Lobbying Begin Date :	2/6/2015
Lobbying Ending Date :	12/31/2015
Other Lobbyists in Mississippi Employed by Client :	

Cancel Back Submit

  - If the information displayed is not correct click the **(Back)** button to go to the previous page and make any necessary changes.
- When you are sure all of the information is correct click the **(Submit)** button to continue.

- Here you may choose to pay now, pay later or register another client.

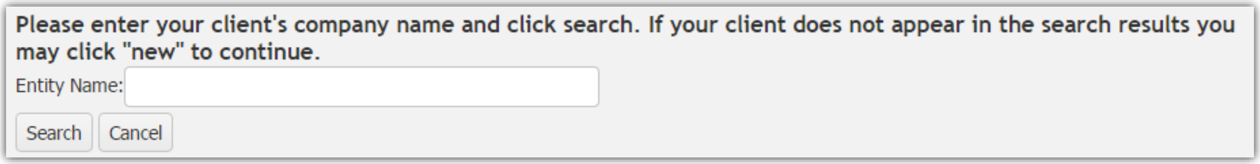
  - Click the **(Pay Now)** button to go to a page that will redirect you to the State of Mississippi Payment Gateway.
  - Click the **(Pay Later)** button to save the client registration for later payment.
  - Click the **(I want to register another client)** button to register another entity.

Pay Now

Click the **(Next)** button to go to the State of Mississippi Payment Gateway.

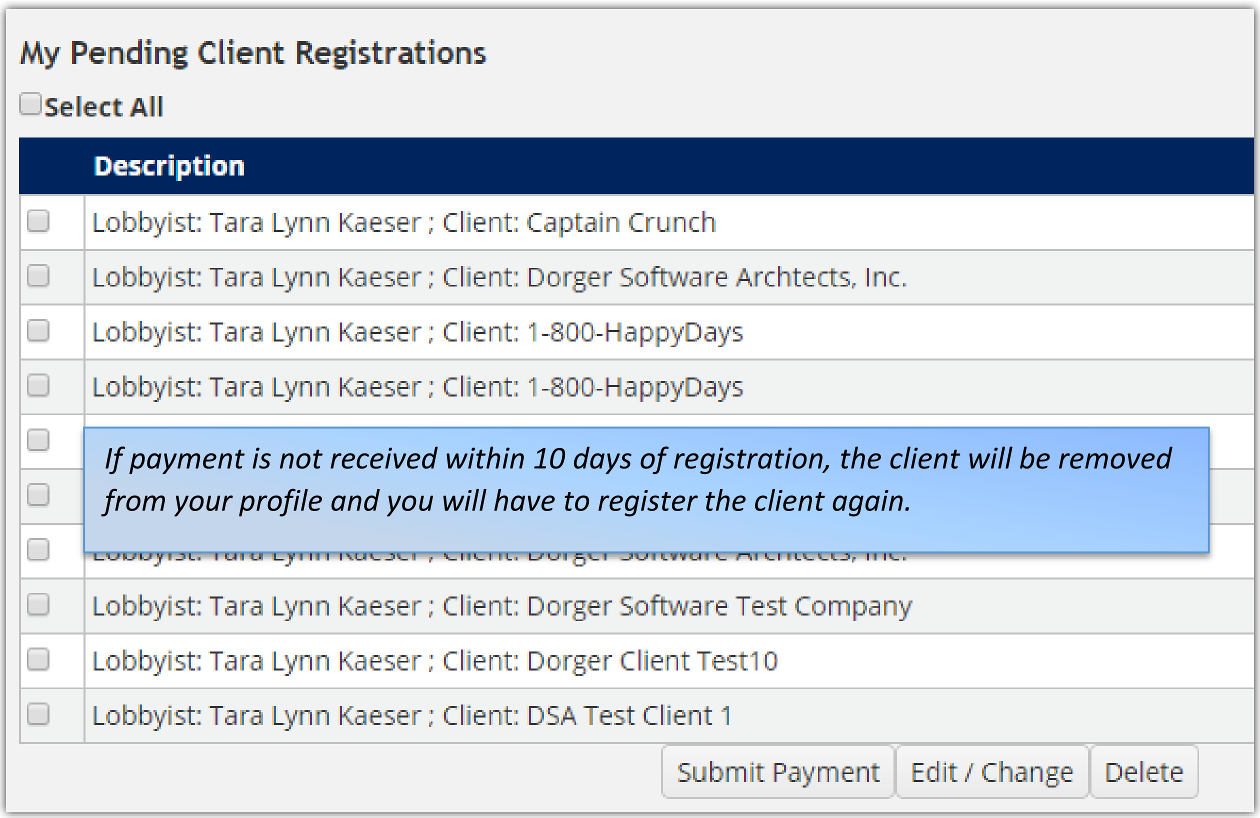
I want to register another client

Click the **(I want to register another client)** button in order to be directed back to enter another entity.



Pay Later

When you click the **(Pay Later)** button your client registration will be saved under the ***Pending Clients*** tab.



Select a pending client registration by clicking the [checkbox] that corresponds with the filing you wish to complete. At this point you may Submit Payment, Edit/Change, or Delete the client registration.

- Click the **(Submit Payment)** button to be redirected to the Mississippi Payment Gateway.
- Or click the **(Edit/Change)** button to go to the name, address and contact information page and continue from there.
- If you wish to delete the client registration click the **(Delete)** button.

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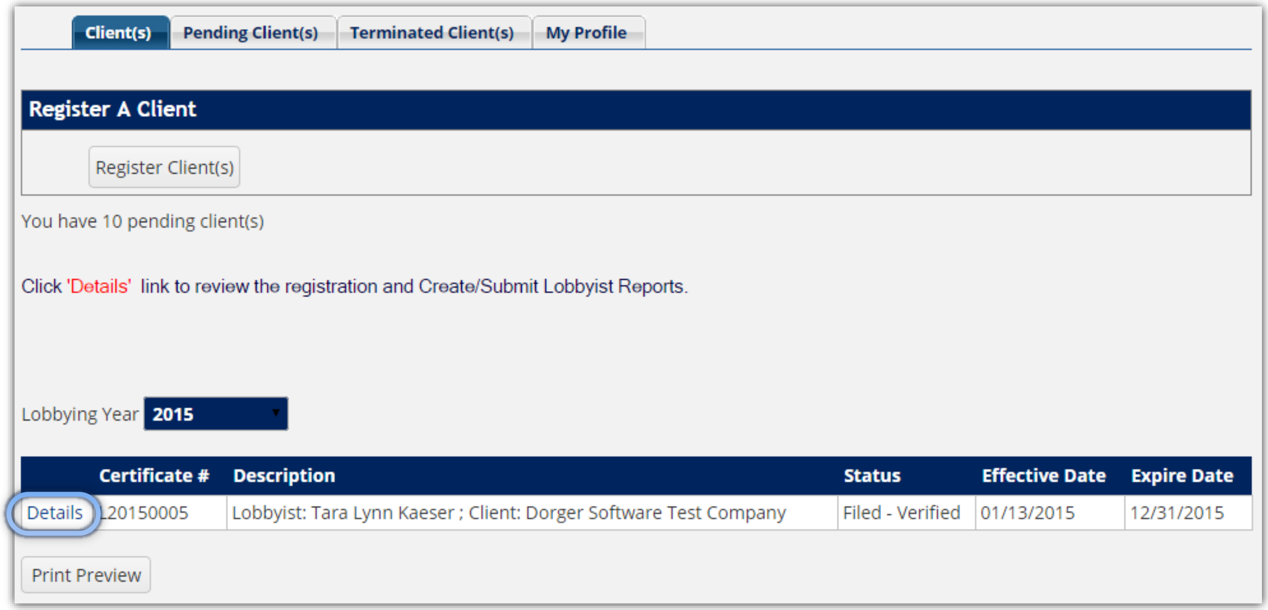
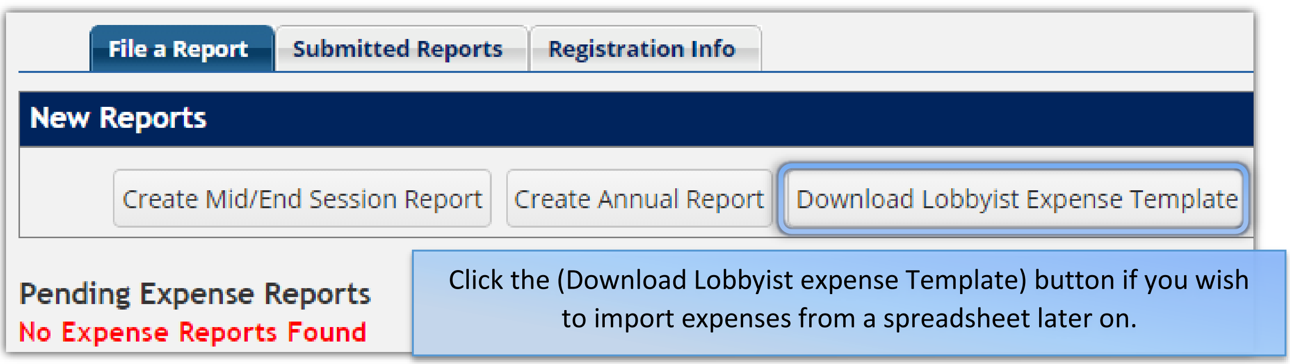
Filing Reports as a Lobbyist

1. Go under the *Client(s)* tab on the online filings page.
2. Choose the Lobbying Year you want to view from the lobbying year dropdown menu.
3. This will display a list of Client Registrations for that year.



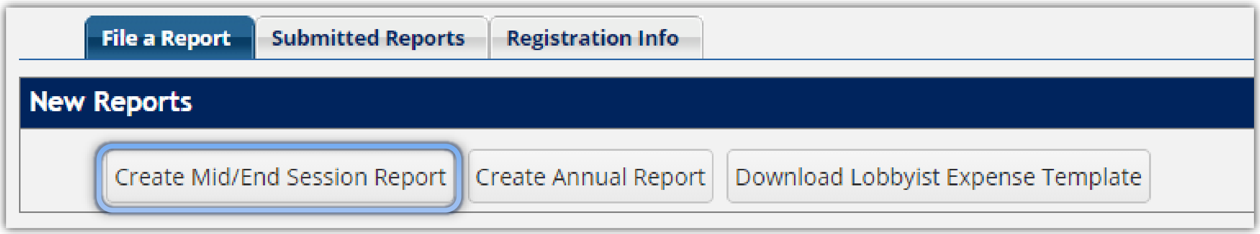
4. Click the Details link to review the registration and Create/Submit Lobbyist Reports. You will use this path to file Mid/End Session, Annual, and Termination Reports.



5. There are tabs across the top labeled *File a Report, Submitted Reports*, and *Registration Info.*
6. Under the *File a Report* tab notice the box titled New Reports where you will see the **(Create Mid/End Session Report), (Download Lobbyist Expense Template)** and **(Create Annual Report)** buttons.

Create Mid/End Session Report

- Click on the **(Create Mid/End Session Report)** button under the File a Report tab

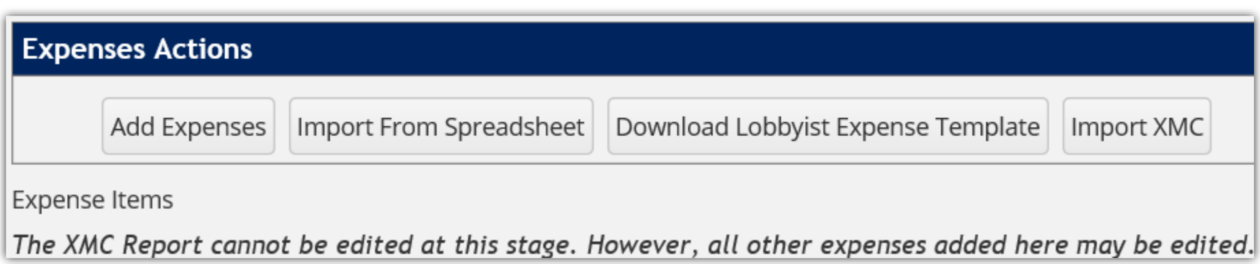


- Click the **(Mid-Session)** button to start a Mid-Session report, or click the **(End-of-Session)** button to start an End-of-Session report.

- The following steps cover both Mid-Session and End-of-Session reports.

Expenses Actions-(Mid/End-Session report)

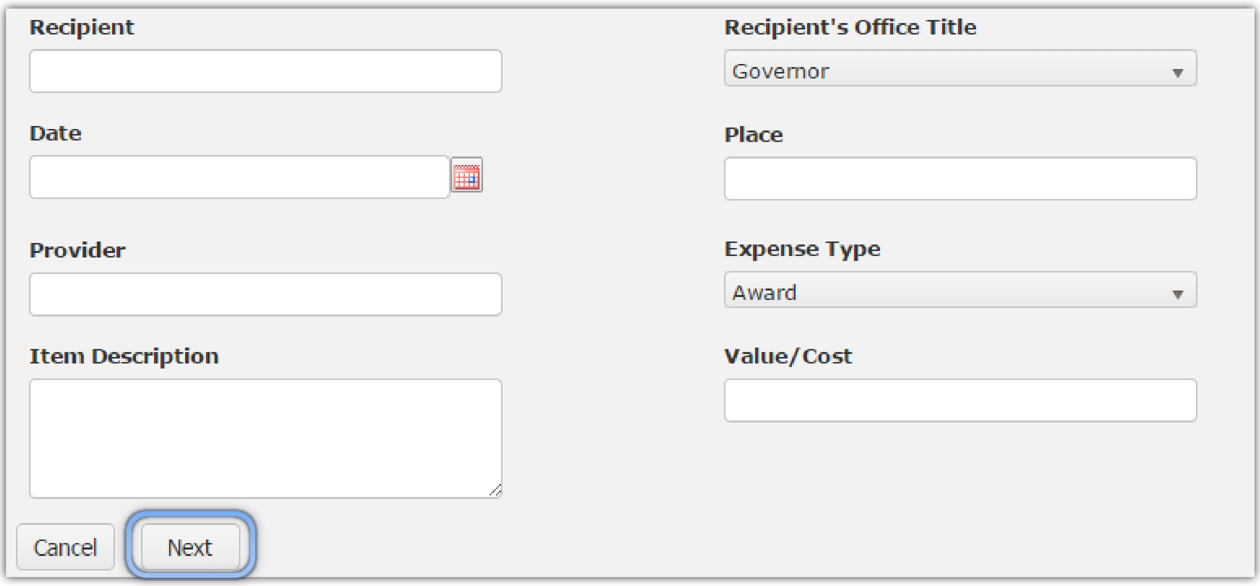
- Add expenses directly by clicking the **(Add Expenses)** button or import your expense information by first downloading the Lobbyist Expense Template by clicking the **(Download Lobbyist Expense Template)** button. Once you fill out the Lobbyist Expense Template you may then import the expense information by clicking the **(Import From Spreadsheet)** button. If you have more than one client, you can use **(Import XMC)** click here to learn about XMC .



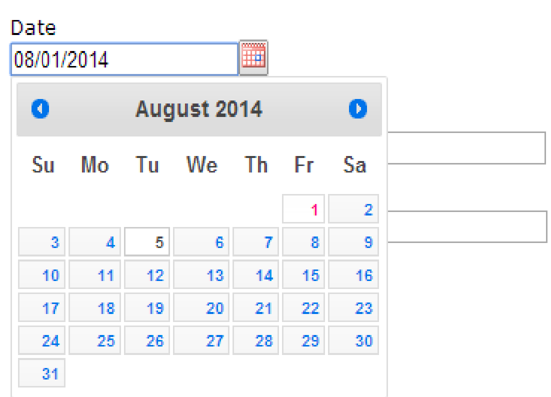
The XMC Report cannot be edited while filing Mid/End-Session Reports, to edit XMC reports go to the XMC tab.

Add Expenses

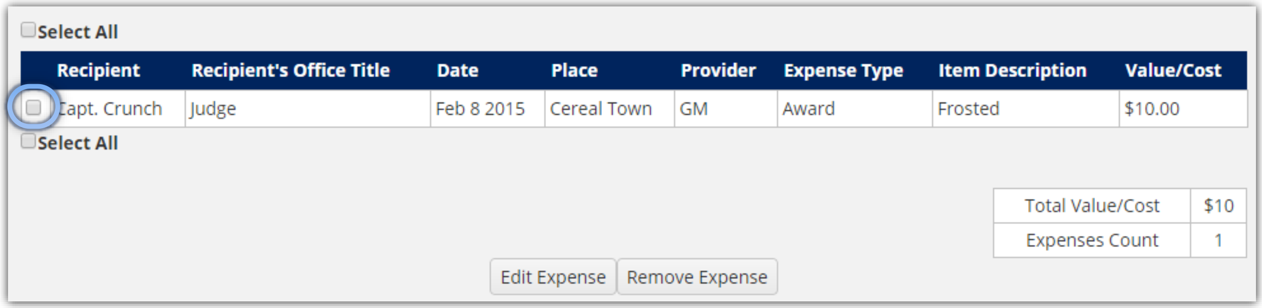
1. Click **(Add Expenses)** to add expenses into the Lobbying Expenditure on the next page.
2. Type the recipient's name in the Recipient box and choose the Recipient's Office Title from the dropdown menu.



Type the date into the Date box or click on the calendar button to bring up a calendar and select a date.



3. Click the **(Next)** button when you are finished filling out the Lobbying Expenditure.
4. After you click the **(Next)** button you will be taken back to the Form E – Mid-Session- Expense Report page that shows your newly entered Expense Item.



Select All

	Recipient	Recipient's Office Title	Date	Place	Provider	Expense Type	Item Description	Value/Cost
	Capt. Crunch	Judge	Feb 8 2015	Cereal Town	GM	Award	Frosted	$10.00

Select All

Total Value/Cost	$10
Expenses Count	1

Edit Expense Remove Expense

- After you add expenses you may edit them if changes need to be made, or you may delete them. Click the [checkbox] next to the Recipient's name and click the **(Edit Expense)** or **(Remove Expense)** buttons. The **(Edit Expense)** button will take you back to the Lobbying Expenditure page where you may change the information entered. The **(Remove Expense)** button will delete the selected expense.

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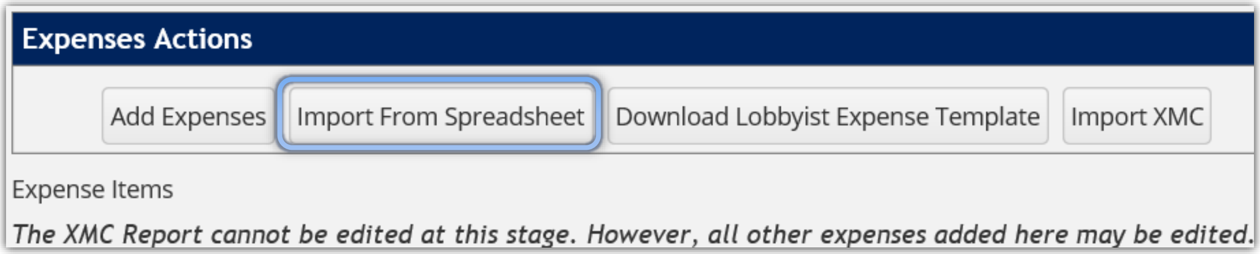
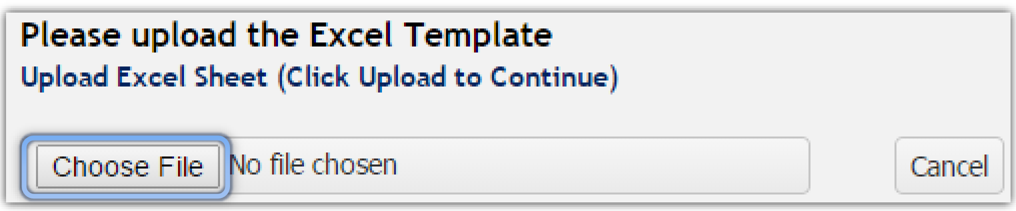
Import from Spreadsheet



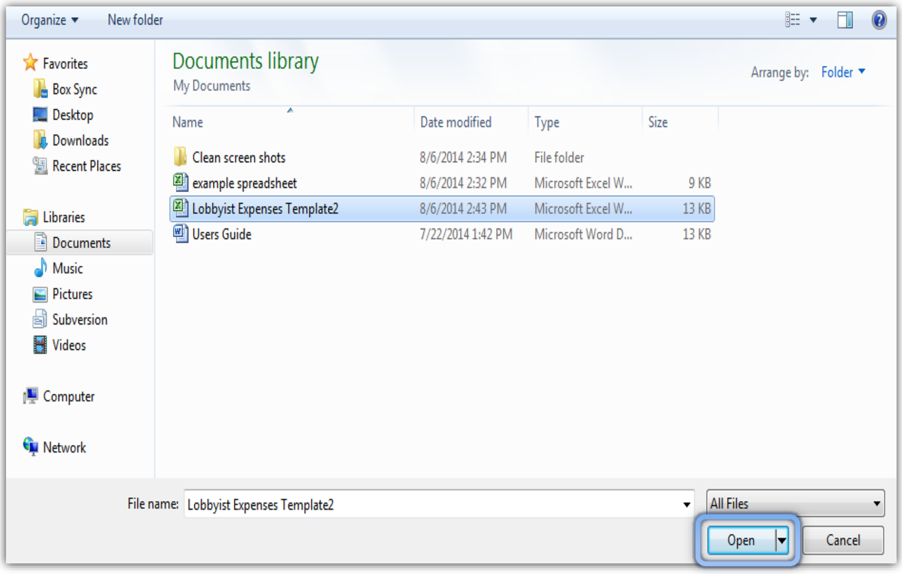
1. You may Import Expenses from a Spreadsheet by clicking on the **(Import From Spreadsheet)** button.

To upload expenses using a spreadsheet you will need to download the Lobbyist Expenses Template.

2. First you will need to have the Lobbyist Expenses Template downloaded. The Lobbyist Expenses Template can be downloaded by clicking the **(Download Lobbyist Expense Template)** button**.**
3. Next you will come to a screen where you may choose a file from your computer

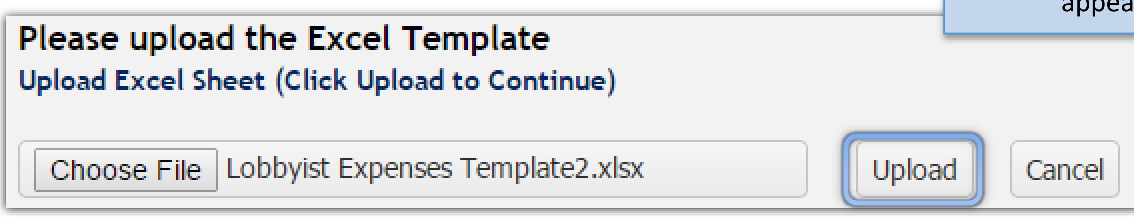


4. Click the **(Choose File)** button which will open a window where you may choose a file from your computer.



Click on the Excel Sheet you wish to upload and click the **(Open)** button.

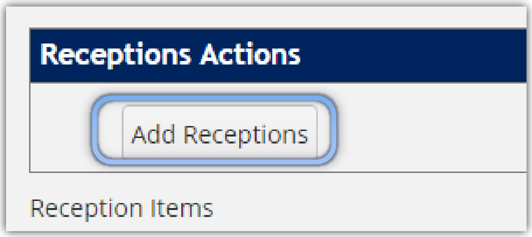
Next you should see the file you opened in the ***Choose File*** box and an **(Upload)** button has appeared.

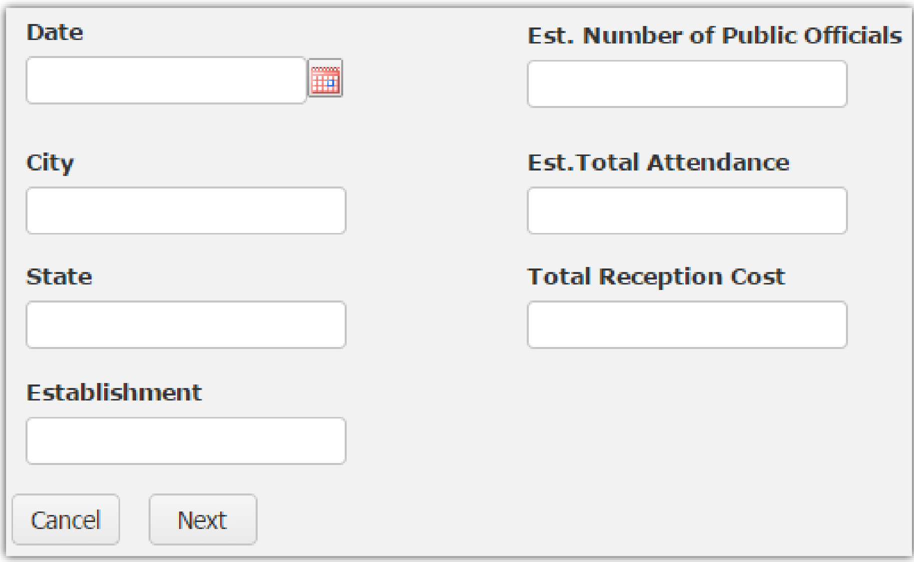


5. Click the **(Upload)** button to import your Excel Sheet.

Receptions Actions-(Mid/End-Session report)

1. Click the **(Add Receptions)** button to go to a page with a *Lobbyist Receptions* form to fill out.



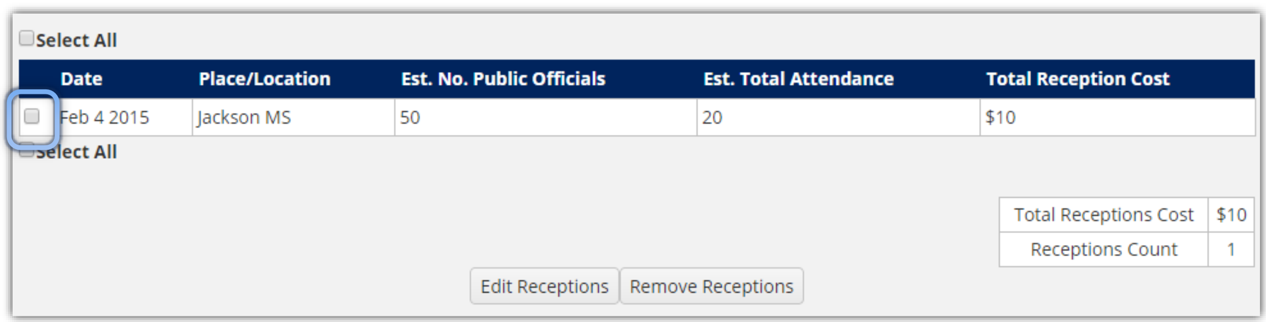


Type the date into the Date box or click on the calendar button to bring up a calendar to select a date.

Enter all of the requested information.

Click the **(Next)** button when you are finished.

2. After you click the **(Next)** button you will be taken back to the Form E Expense Report page that shows your newly entered Reception Action.



3. Once you add receptions actions you may edit them if changes need to be made, or you may delete receptions actions. Click the [checkbox] next to the date and click the **(Edit Receptions)** or **(Remove Receptions)** buttons. The **(Edit Receptions)** button will take you back to the Lobbyist Receptions page where you may change the information entered. The **(Remove Receptions)** button will delete the selected expense.

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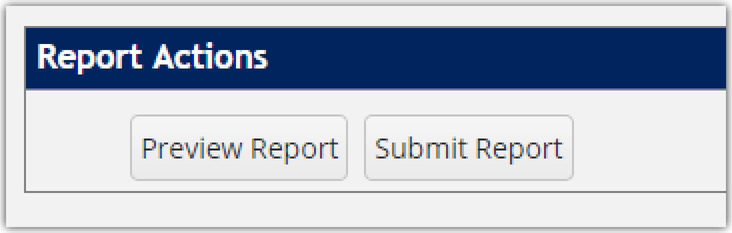
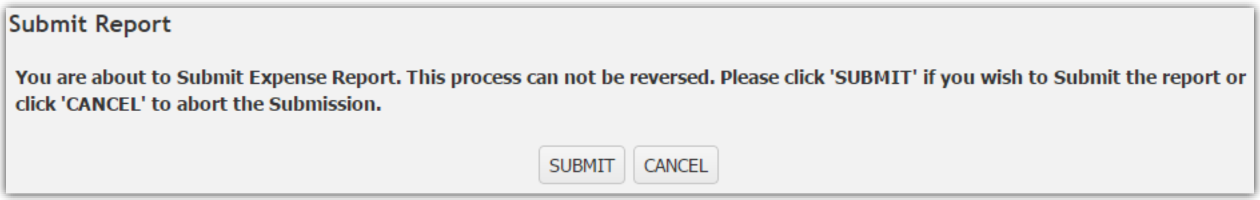
Report Actions-(Mid/End-Session report)



1. Click the **(Preview Report)** button to preview the report before submitting.

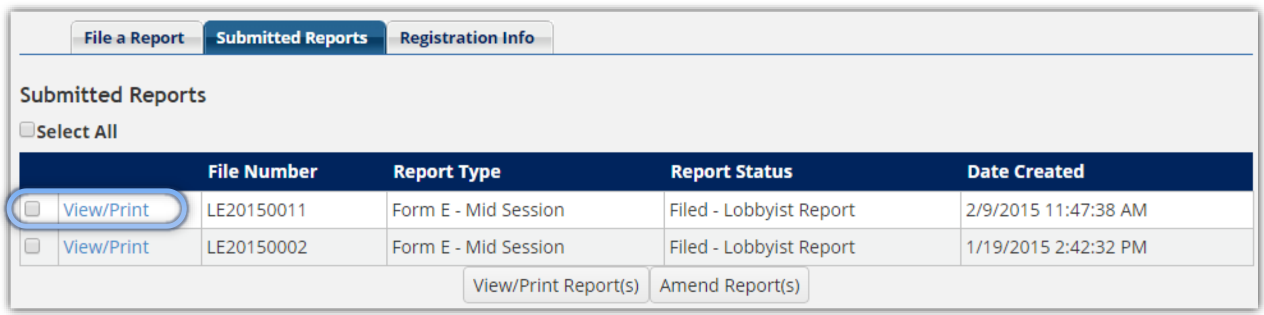
OR

2. Click the **(Submit Report)** button to continue to submit report.



3. If you think that something needs to be changed or modified on the report click the **(Cancel)** button.
4. If you are sure that the report is correct click the **(Submit)** button.

5. Click the **(OK)** button to continue.



		File Number	Report Type	Report Status	Date Created
☐	View/Print	LE20150011	Form E - Mid Session	Filed - Lobbyist Report	2/9/2015 11:47:38 AM
☐	View/Print	LE20150002	Form E - Mid Session	Filed - Lobbyist Report	1/19/2015 2:42:32 PM

6. The Submitted Report can now be viewed under the Submitted Reports tab.

7. To view or print the report, first click the [check box] that corresponds with the report, click the **(View/Print Report(s)** button**.** If there are changes that need to be made to the report, click the **(Amend Report(s)** button**.**

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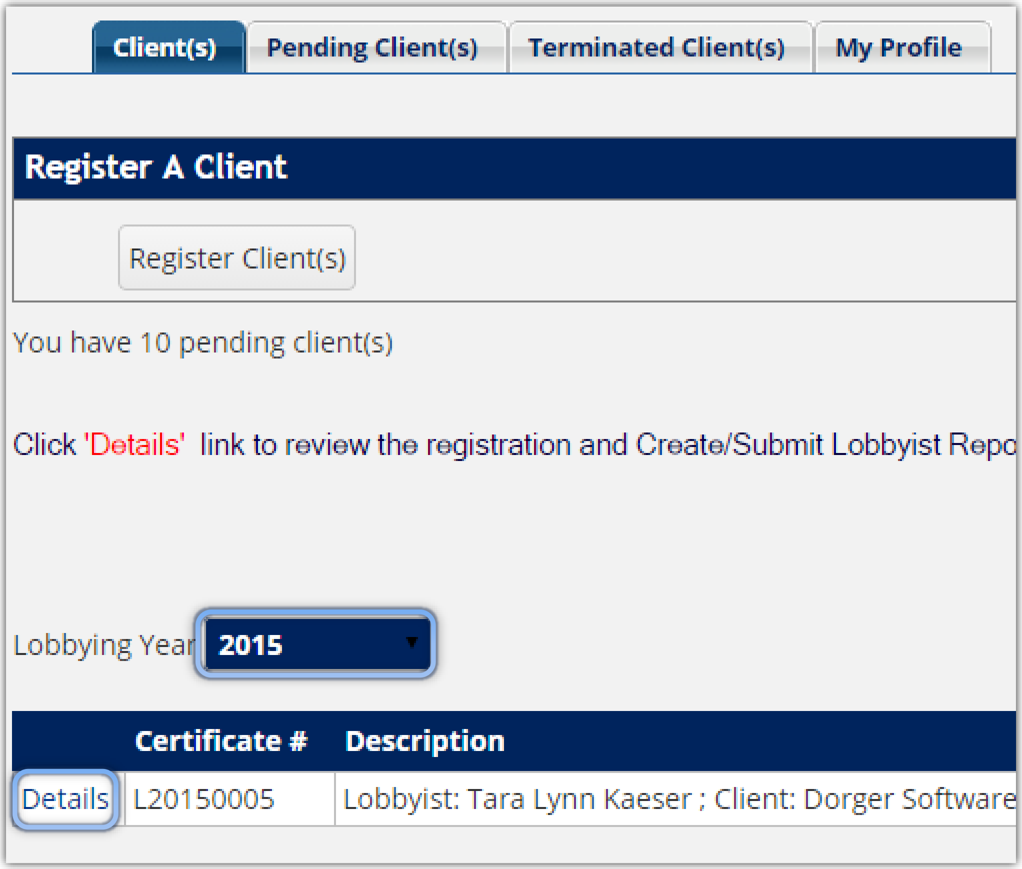
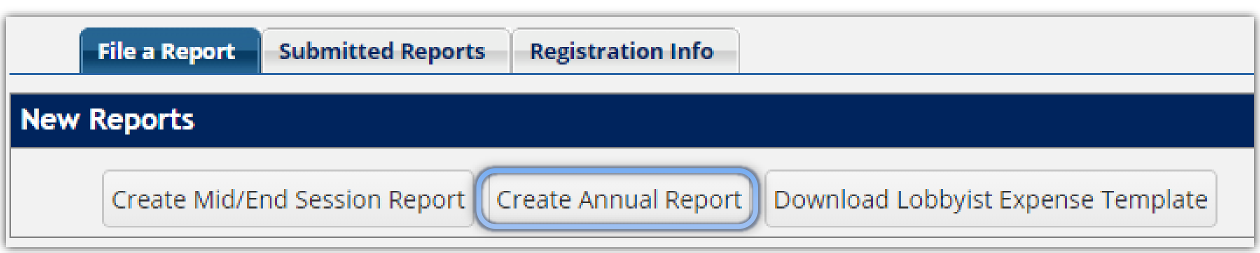
Create Annual/Termination Report

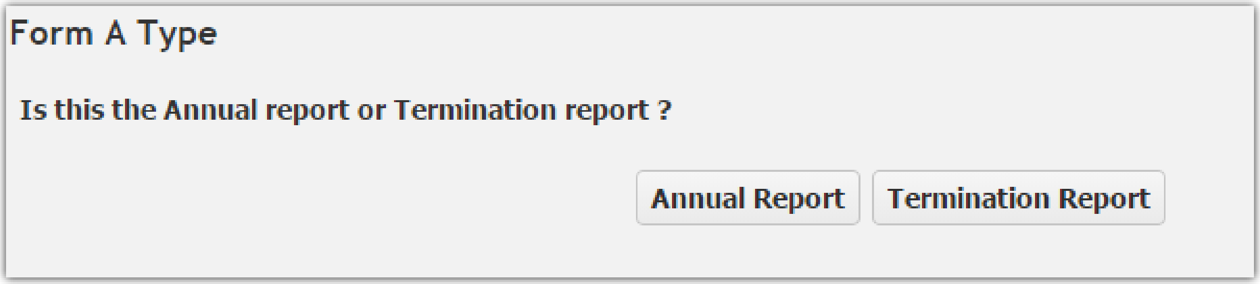
1. Go under the ***Client(s)*** tab on the online filings page.
2. Choose the Lobbying Year from the dropdown menu.



3. This will display a list of Client Registrations for that year click on the **Details** link.
4. To create Annual or Termination reports click the **(Create Annual Report)** button.



5. This will take you to the Form A Type page where you may choose between Annual or Termination Report.

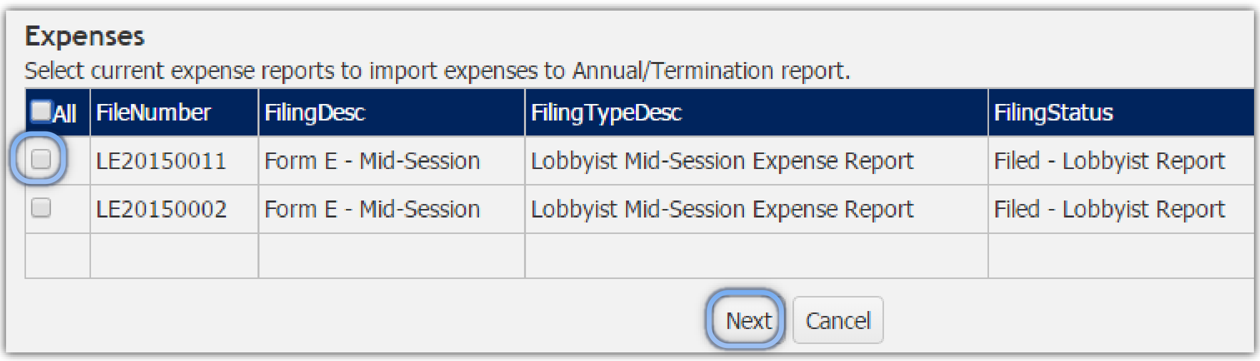


To create annual reports click the **(Annual Report)** button.

OR

To create termination reports click the **(Termination Report)** button.

Annual Report



Expenses

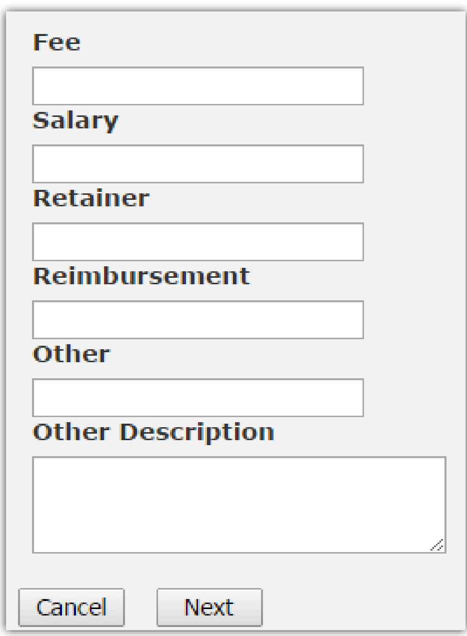
Select current expense reports to import expenses to Annual/Termination report.

All	FileNumber	FilingDesc	FilingTypeDesc	FilingStatus
☐	LE20150011	Form E - Mid-Session	Lobbyist Mid-Session Expense Report	Filed - Lobbyist Report
☐	LE20150002	Form E - Mid-Session	Lobbyist Mid-Session Expense Report	Filed - Lobbyist Report

Next Cancel

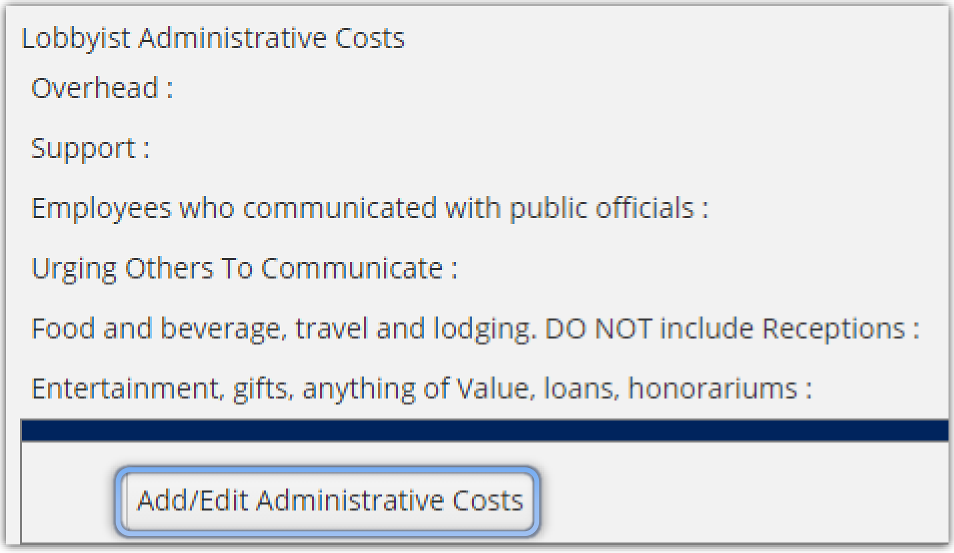
1. Click on the [checkbox] to the left that corresponds with the expense reports you wish to import to the Annual or Termination report.
2. Click the **(Next)** button.

3. Add compensation by clicking the **(Add/Edit Compensations)** button.
4. Fill out the Lobbyist Compensation form.



5. Click the **(Next)** button.

6. To add administrative costs click the **(Add/Edit Administrative Costs)** button.


Lobbyist Administrative Costs

Overhead :

Support :

Employees who communicated with public officials :

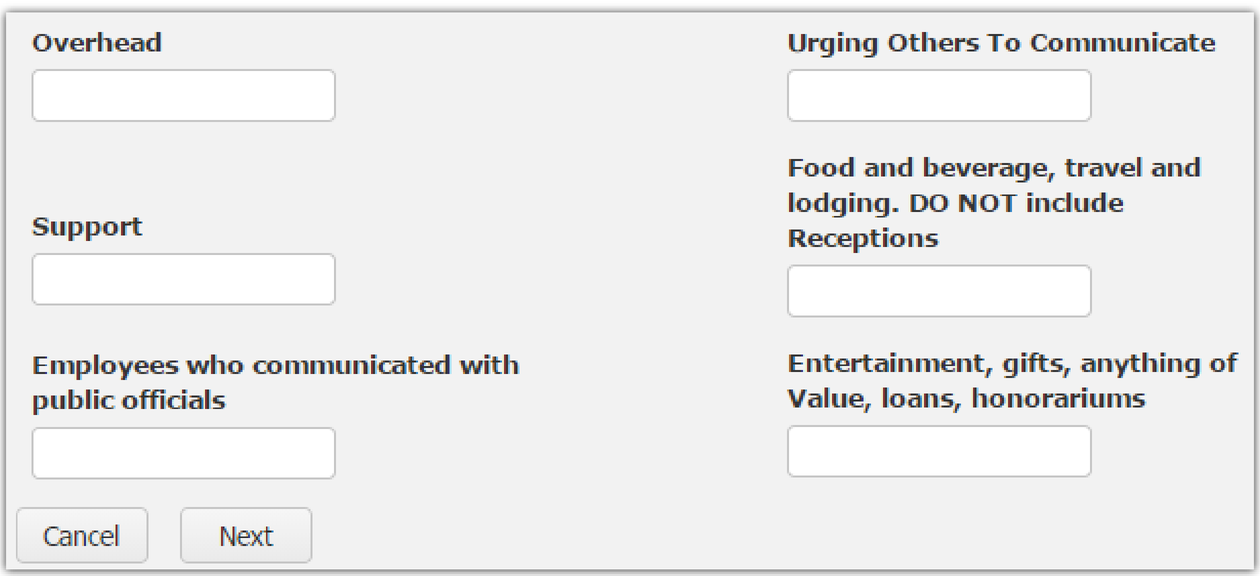
Urging Others To Communicate :

Food and beverage, travel and lodging. DO NOT include Receptions :

Entertainment, gifts, anything of Value, loans, honorariums :

Add/Edit Administrative Costs

Fill out the Lobbyist Administrative Cost form and click the **(Next)** button.


Overhead

Support

Employees who communicated with public officials

Urging Others To Communicate

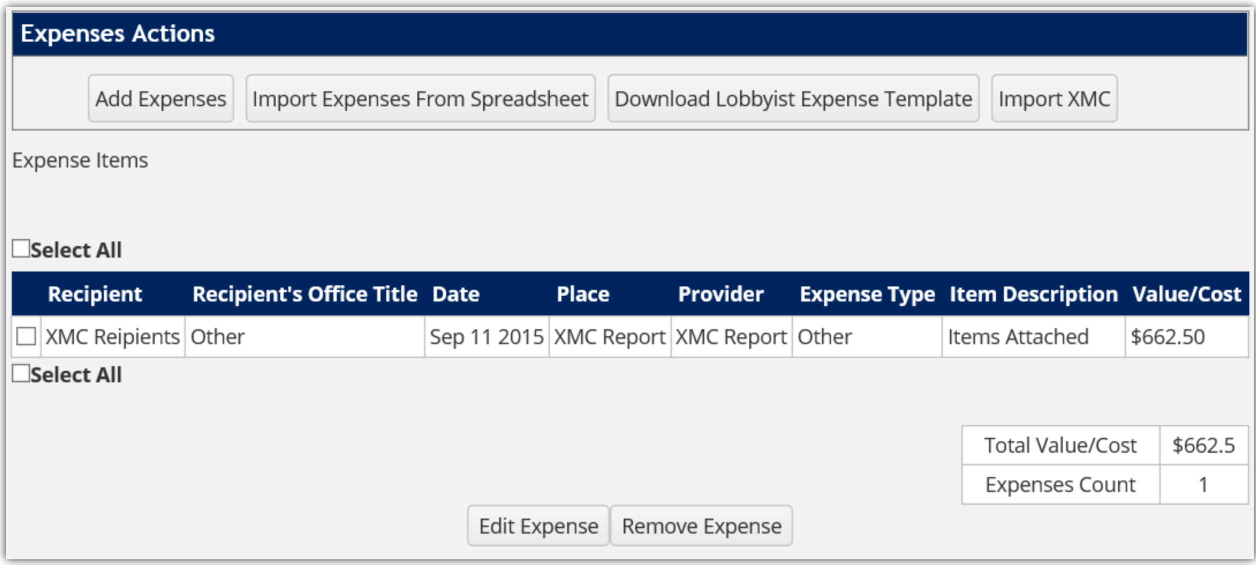
Food and beverage, travel and lodging. DO NOT include Receptions

Entertainment, gifts, anything of Value, loans, honorariums

Cancel Next

Expenses Actions-(Annual Report)

- Here you may either add expenses directly by clicking the **(Add Expenses)** button or import your expense information by first downloading the Lobbyist Expense Template by clicking the **(Download Lobbyist Expense Template)** button. Once you fill out the Lobbyist Expense Template you may then import the expense information by clicking the **(Import From Spreadsheet)** button. If you have more than one client, you can use **(Import XMC)** click here to learn about XMC .



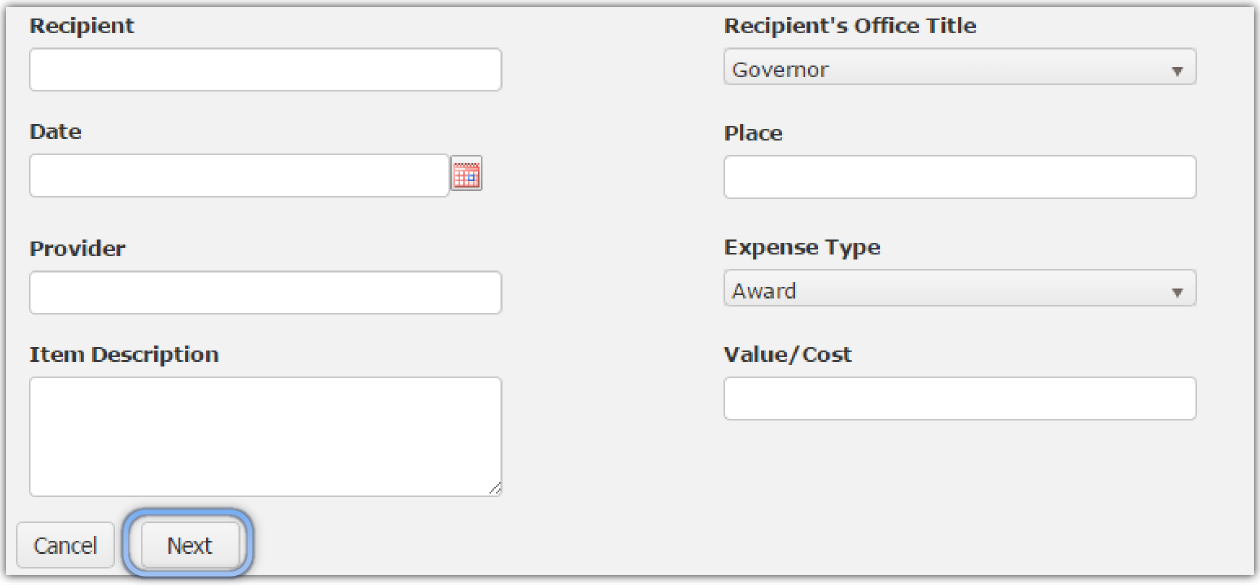
The XMC Report cannot be edited while filing Annual Reports, to edit XMC reports go to the XMC tab.

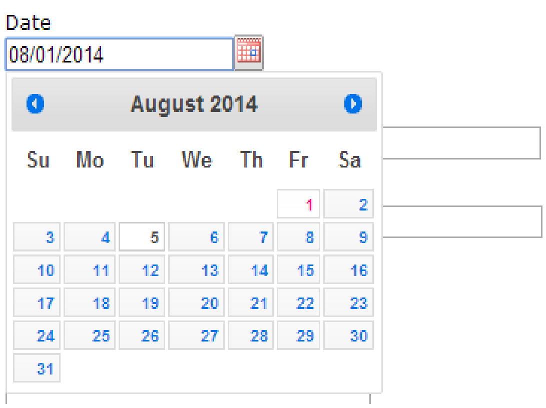
Add Expenses

6. Click **(Add Expenses)** to add expenses into the Lobbying Expenditure on the next page.

Top of the Document

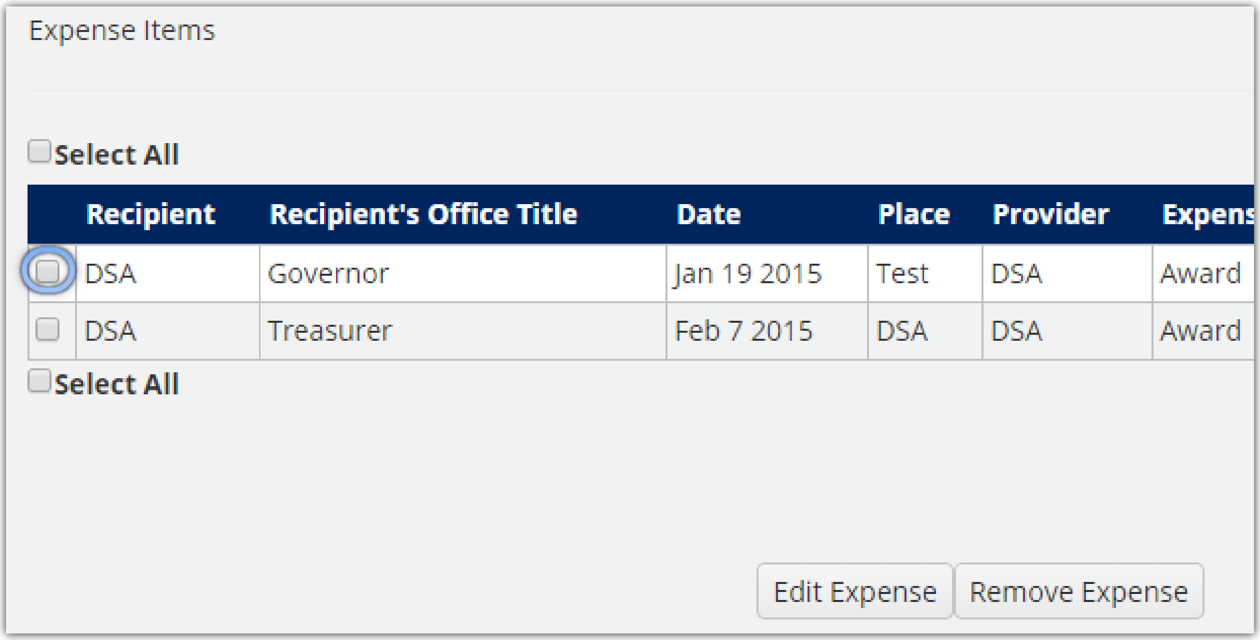
DELBERT HOSEMANN
Secretary of State





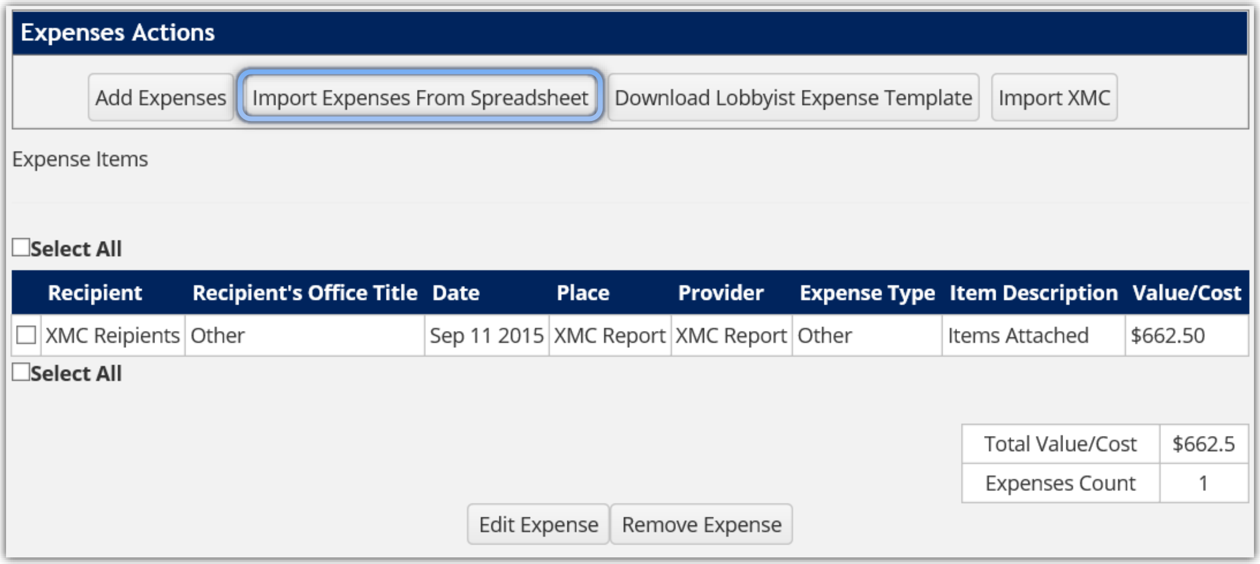
Type the date into the Date box or click on the calendar button to bring up a calendar and select a date.

7. Click the **(Next)** button when you are finished filling out the Lobbying Expenditure.
8. After you click the **(Next)** button you will be taken back to the Annual Report page that shows your newly entered Expense Item.



- After you add expenses you may edit them if changes need to be made, or you may delete them. Click the [checkbox] next to the Recipient’s name and click the **(Edit Expense)** or **(Remove Expense)** buttons. The **(Edit Expense)** button will take you back to the Lobbying Expenditure page where you may change the information entered. The **(Remove Expense)** button will delete the selected expense.

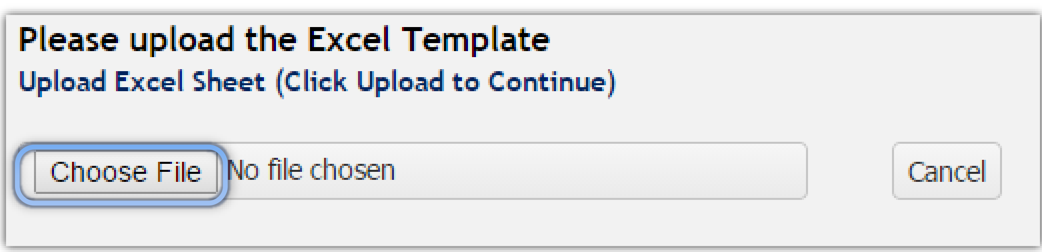
Import from Spreadsheet



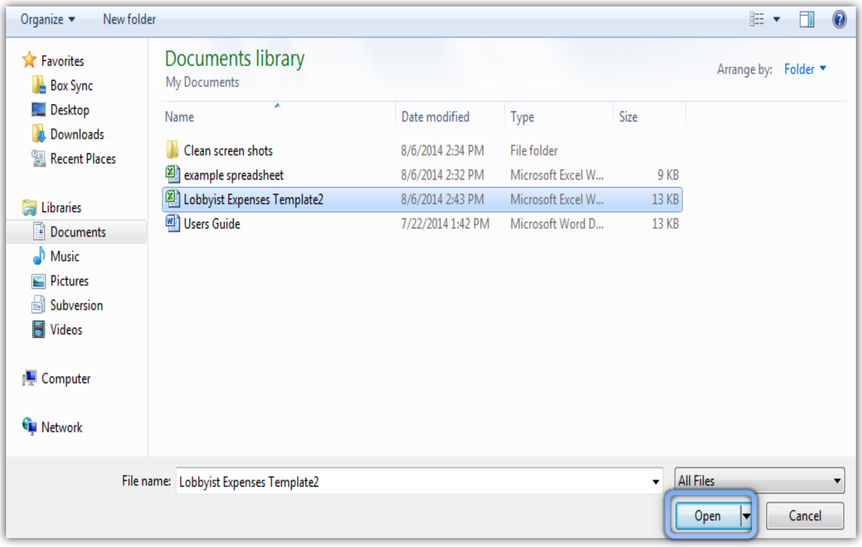
6. You may Import Expenses from a Spreadsheet by clicking on the **(Import From Spreadsheet)** button.
7. First you will need to have the Lobbyist Expenses Template downloaded. The Lobbyist Expenses Template can be downloaded by clicking the **(Download Lobbyist Expense Template).**

To upload expenses using a spreadsheet you will need to download the Lobbyist Expenses Template.

8. Next you will come to a screen where you may choose a file from your computer



9. Click the **(Choose File)** button which will open a window where you may choose a file from your computer.



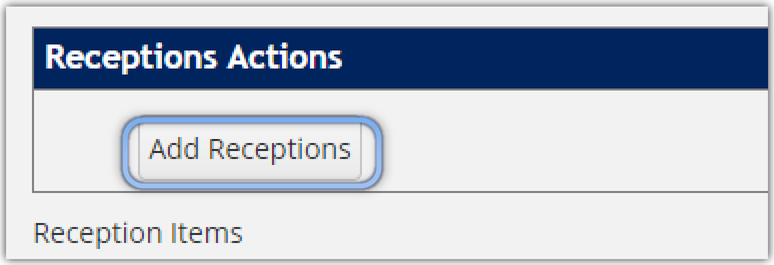
Click on the Excel Sheet you wish to upload and click the **(Open)** button.

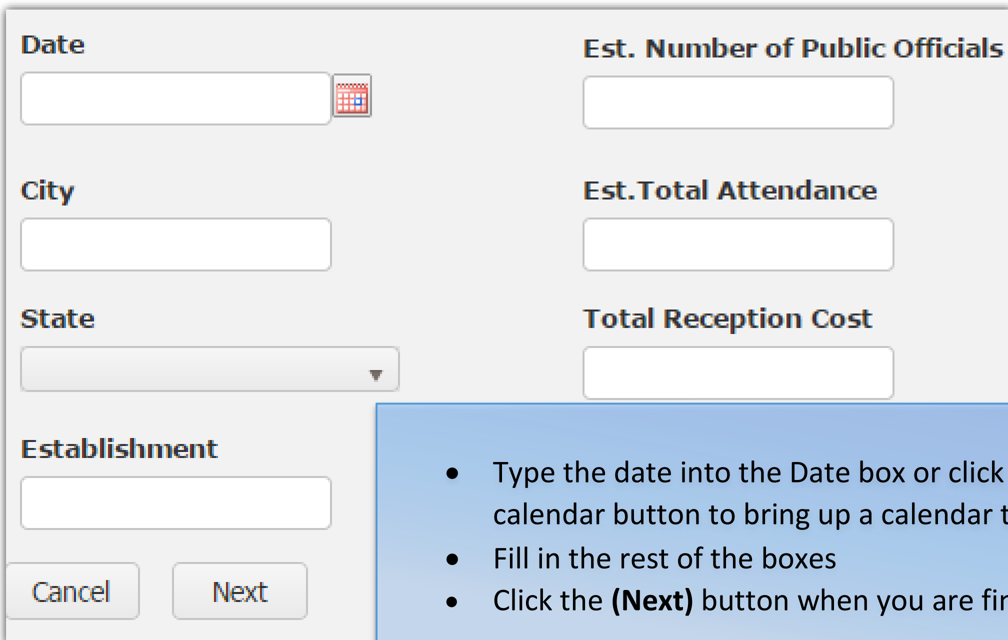
Next you should see the file you opened in the ***Choose File*** box and an **(Upload)** button has appeared.

10. Click the **(Upload)** button to import your Excel Sheet.

Receptions Actions-(Annual Report)

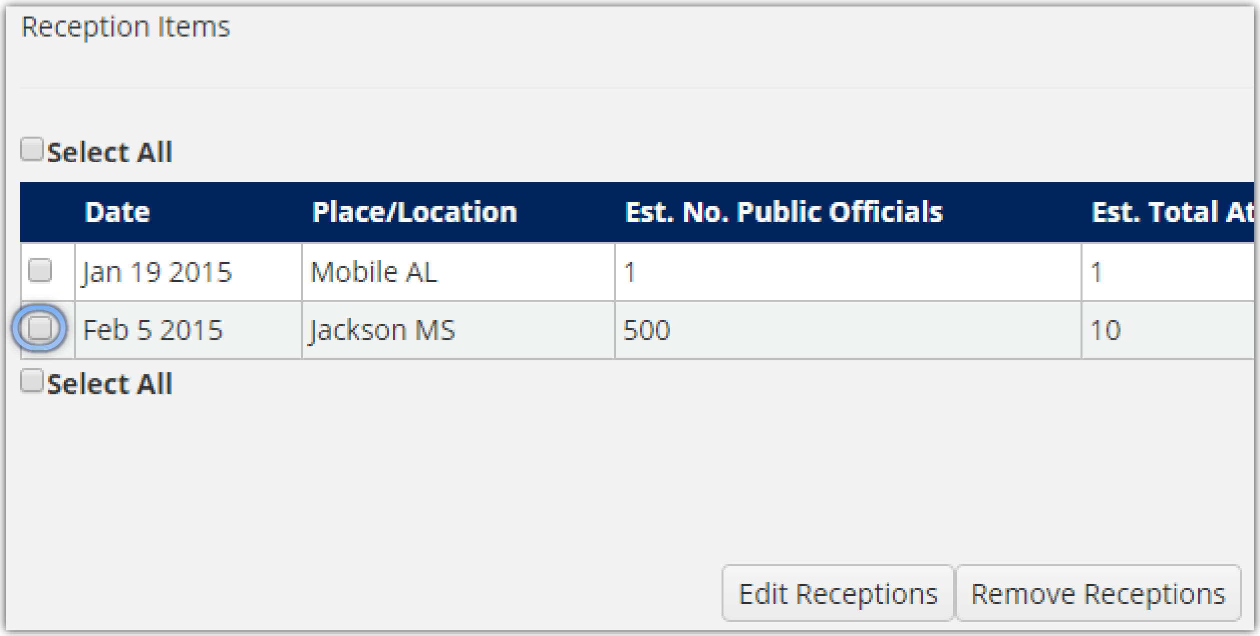
1. Click the **(Add Receptions)** button to go to a page with a *Lobbyist Receptions* form to fill out.





- Type the date into the Date box or click on the calendar button to bring up a calendar to select a date.
- Fill in the rest of the boxes
- Click the **(Next)** button when you are finished.

2. After you click the **(Next)** button you will be taken back to the Form E Expense Report page that shows your newly entered Reception Action.

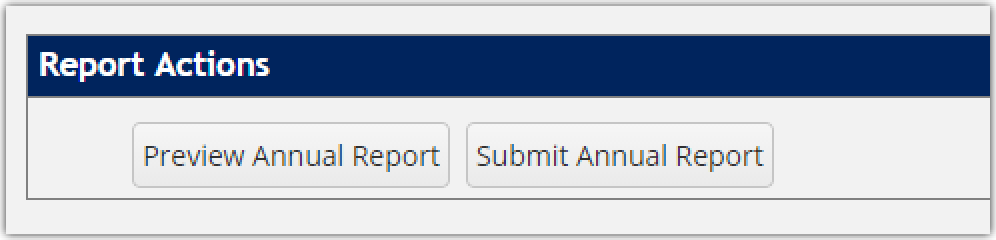


3. Once you add receptions actions you may edit them if changes need to be made, or you may delete receptions actions. Click the [checkbox] next to the date and click the **(Edit Receptions)** or **(Remove Receptions)** buttons. The **(Edit Receptions)** button will take you back to the Lobbyist Receptions page where you may change the information entered. The **(Remove Receptions)** button will delete the selected expense.

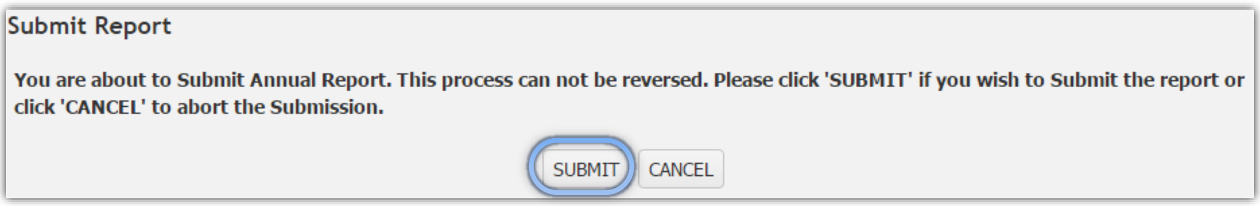
Top of the Document

Report Actions-(Annual Report)

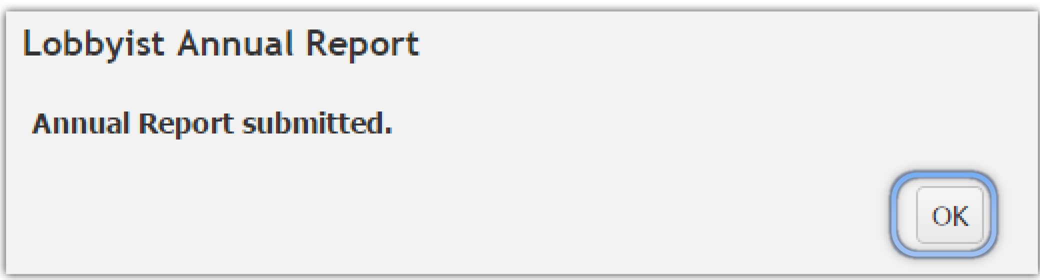
1. You may see a preview of your annual report before submission by clicking the **(Preview Annual Report)** button. A separate window will open with a preview of your annual report.



2. After reviewing the annual report for correctness, if you are ready to submit click the **(Submit Annual Report)** button. This will bring you to a Submit Report screen.



3. Click the **(SUBMIT)** button.

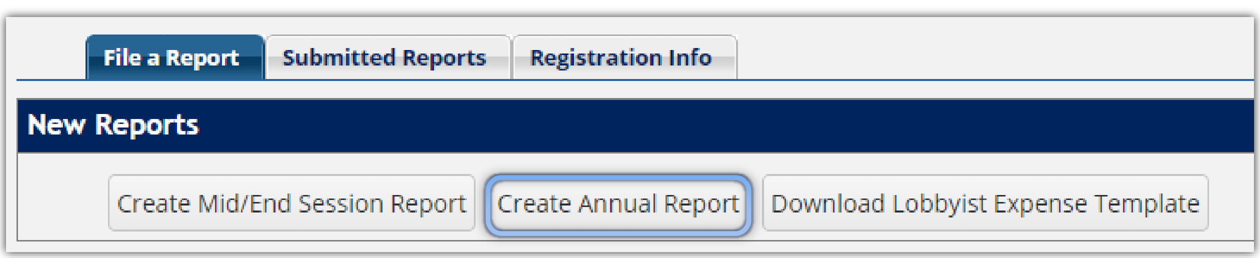


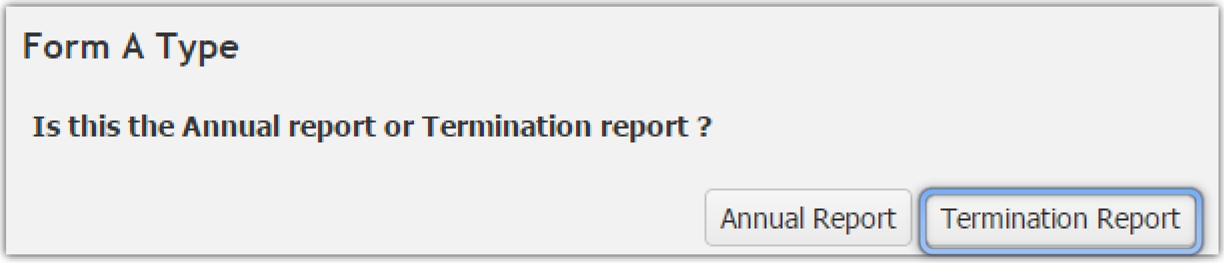
4. Click the **(OK)** button to finish.

Termination Report

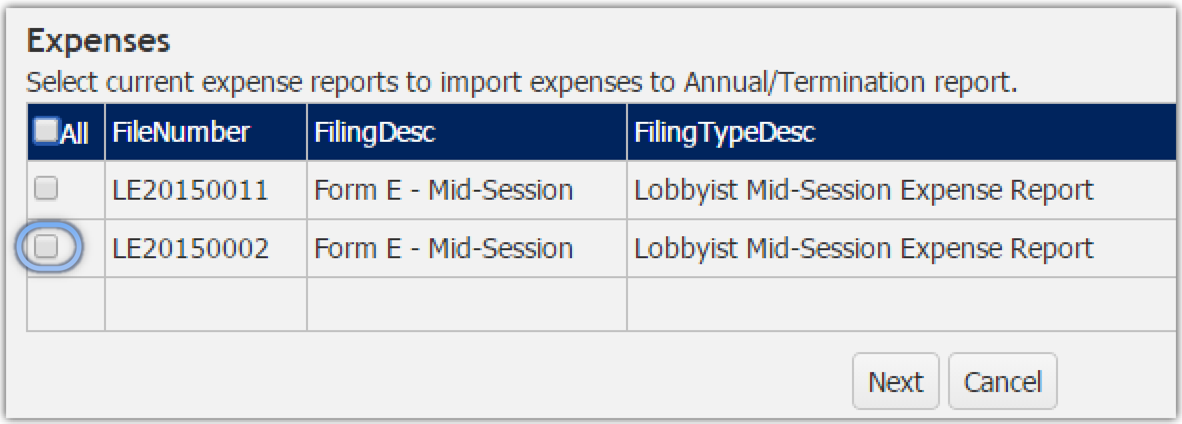
1. Go under the ***Client(s)*** tab on the online filings page.
2. Choose the Lobbying Year from the dropdown menu.

3. This will display a list of Client Registrations for that year click on the **Details** link.
4. In order to create a termination report, click the **(Create Annual Report)** button.



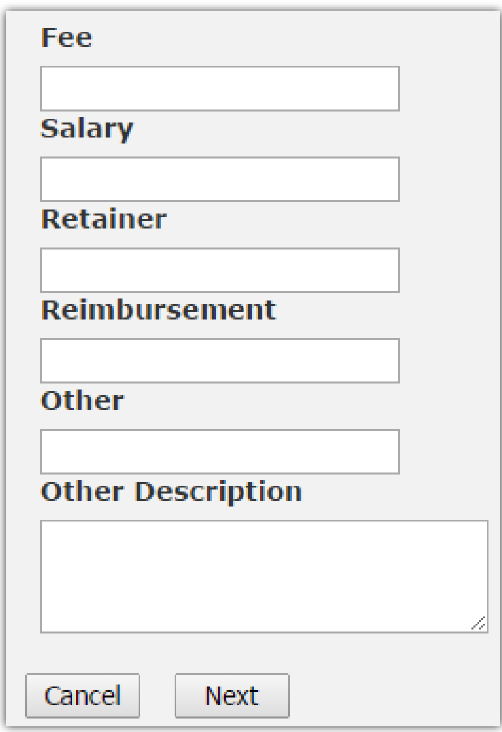


5. Click on the **(Termination Report)** button.
6. On the Expenses screen check the [checkbox] that corresponds with the expense report you wish to add to the Termination report.

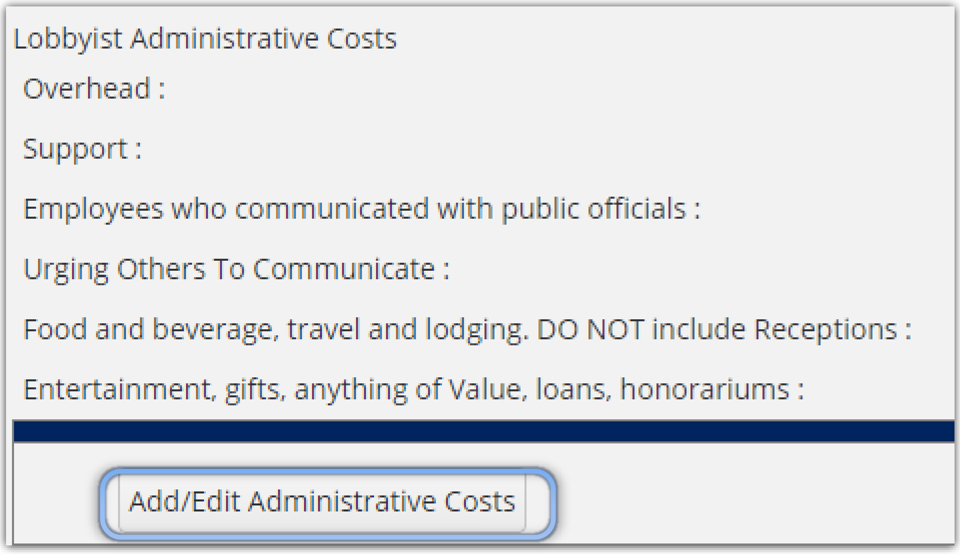


7. Click the **(Next)** button.

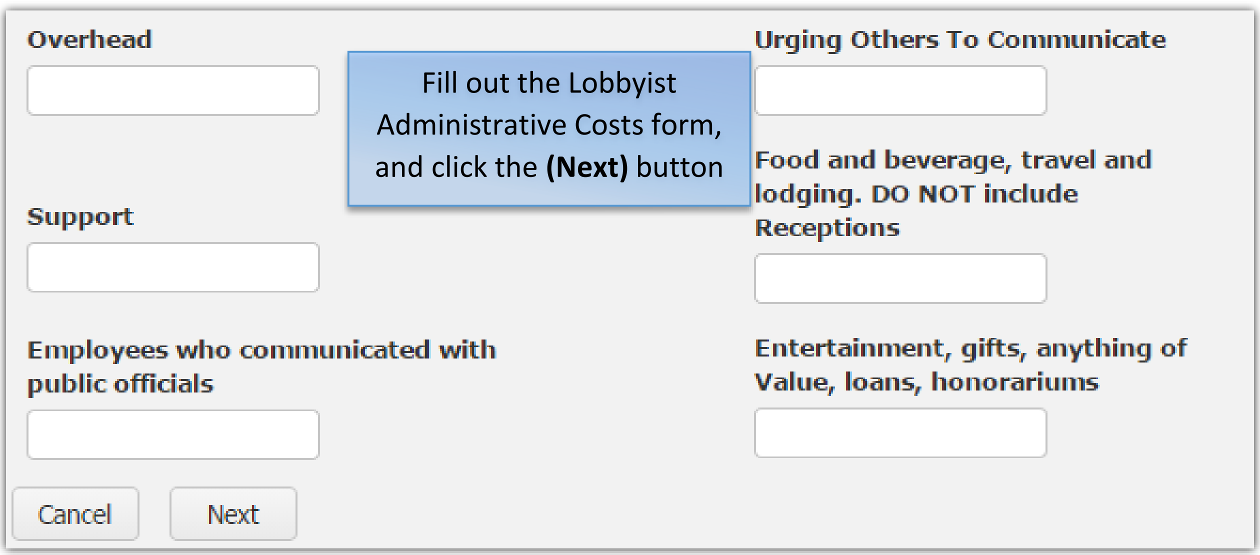
8. Add compensation by clicking the **(Add/Edit Compensations)** button.



Fill out the Lobbyist Compensation form and click the **(Next)** button.



9. To add administrative costs click the **(Add/Edit Administrative Costs)** button.



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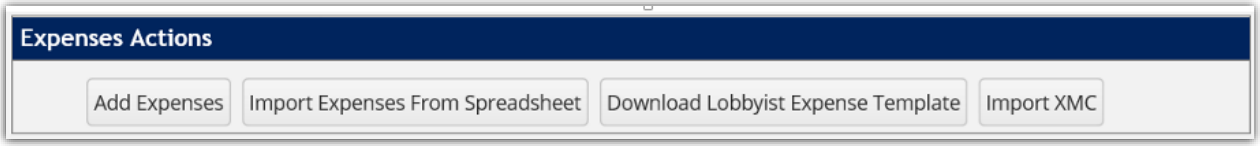
Expense Actions-(Termination report)

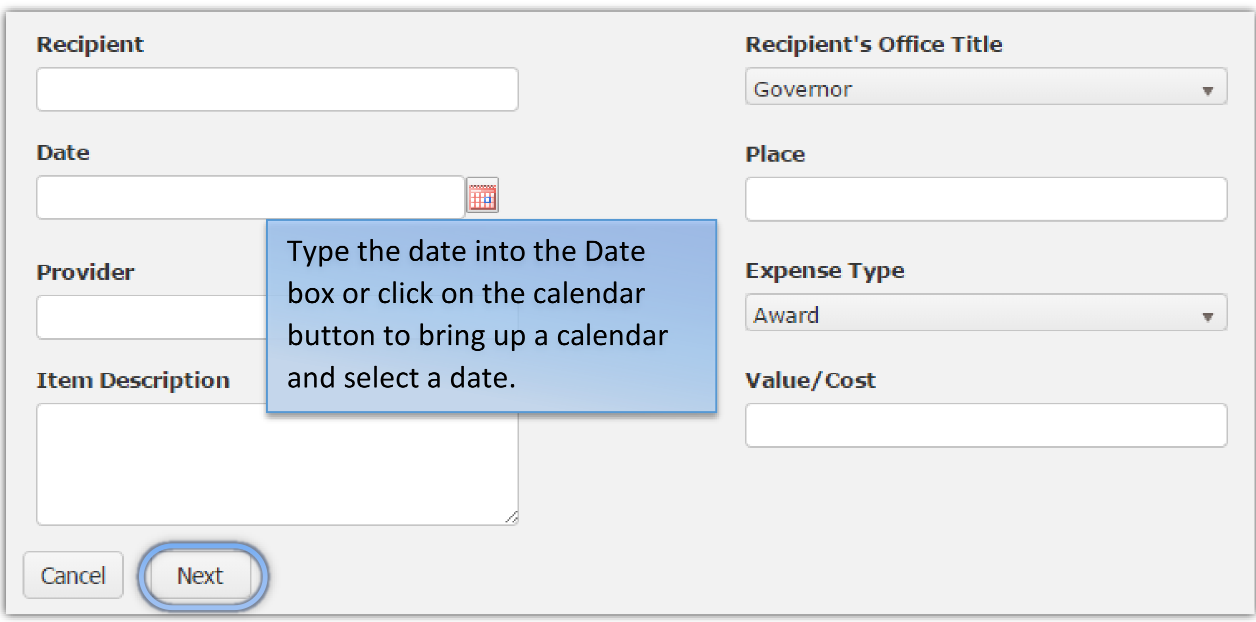


- Here you may either add expenses directly by clicking the **(Add Expenses)** button or import your expense information by first downloading the Lobbyist Expense Template by clicking the **(Download Lobbyist Expense Template)** button. Once you fill out the Lobbyist Expense Template you may then import the expense information by clicking the **(Import From Spreadsheet)** button. If you have more than one client, you can use **(Import XMC)** click here to learn about XMC .

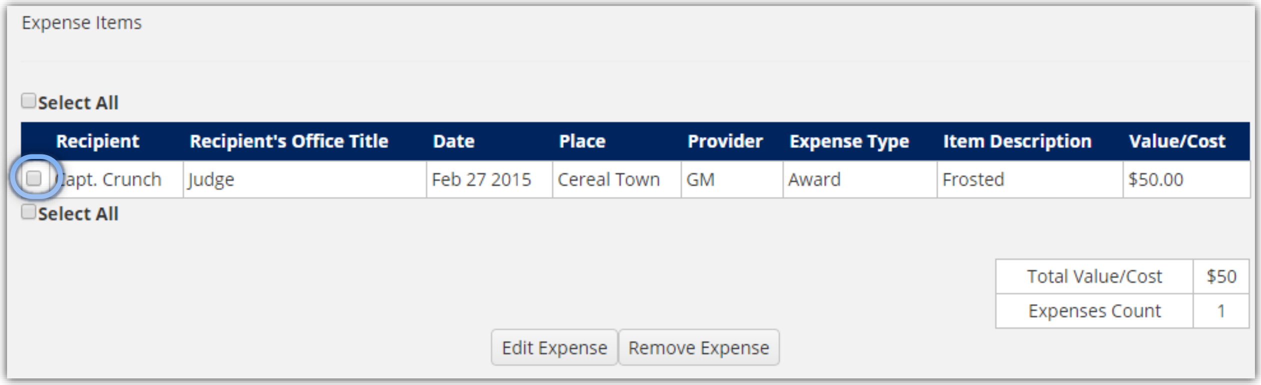
The XMC Report cannot be edited while filing Mid/End-Session Reports, to edit XMC reports go to the XMC tab.

Add Expenses

9. Click **(Add Expenses)** to add expenses into the Lobbying Expenditure on the next page.
10. Type the recipient's name in the Recipient box and choose the Recipient's Office Title from the dropdown menu.



11. Click the **(Next)** button when you are finished filling out the Lobbying Expenditure.
12. After you click the **(Next)** button you will be taken back to the Termination Report page that shows your newly entered Expense Item.



- After you add expenses you may edit them if changes need to be made, or you may delete them. Click the [checkbox] next to the Recipient's name and click the **(Edit Expense)** or **(Remove Expense)** buttons. The **(Edit Expense)** button will take you back to the Lobbying Expenditure page where you may change the information entered. The **(Remove Expense)** button will delete the selected expense.

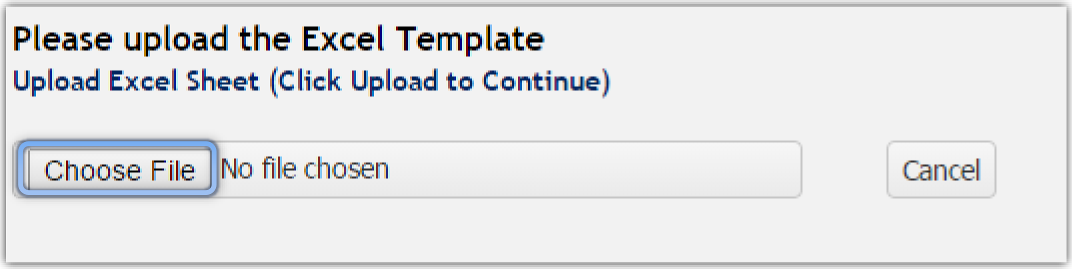
Import from Spreadsheet

11. You may Import Expenses from a Spreadsheet by clicking on the **(Import From Spreadsheet)** button.

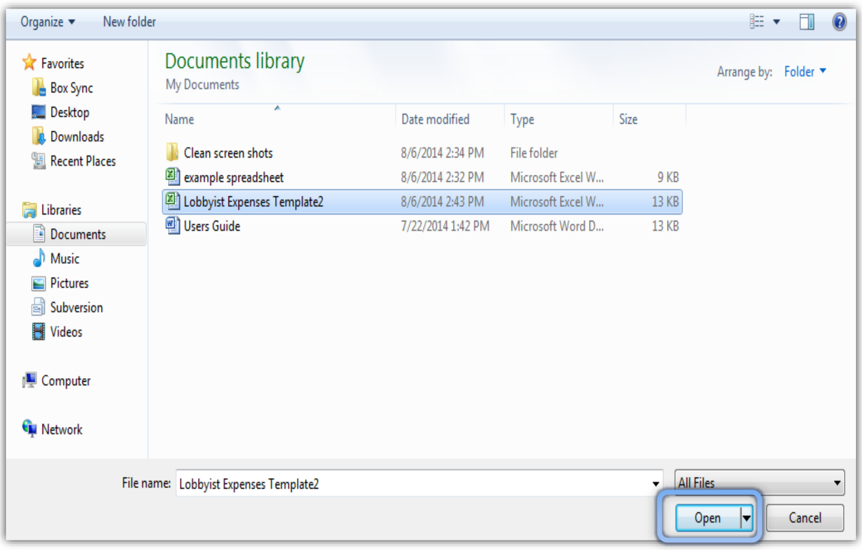
12. First you will need to have the Lobbyist Expenses Template downloaded. The Lobbyist Expenses Template can be downloaded by clicking the **(Download Lobbyist Expense Template).**

> To upload expenses using a spreadsheet you will need to download the Lobbyist Expenses Template.

13. Next you will come to a screen where you may choose a file from your computer



14. Click the **(Choose File)** button which will open a window where you may choose a file from your computer.



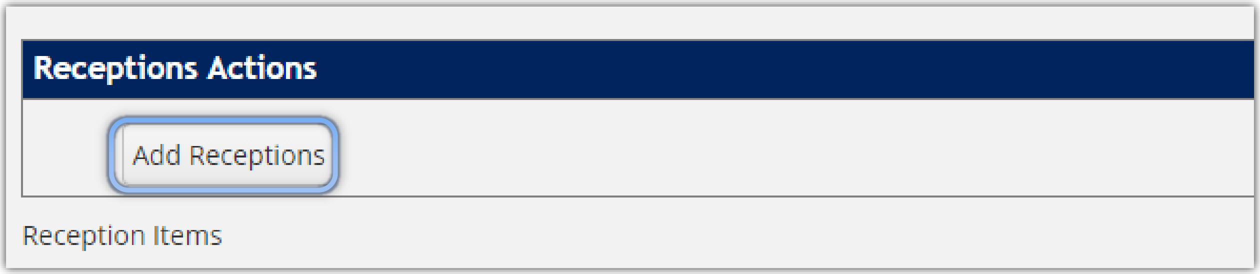
Click on the Excel Sheet you wish to upload and click the **(Open)** button.

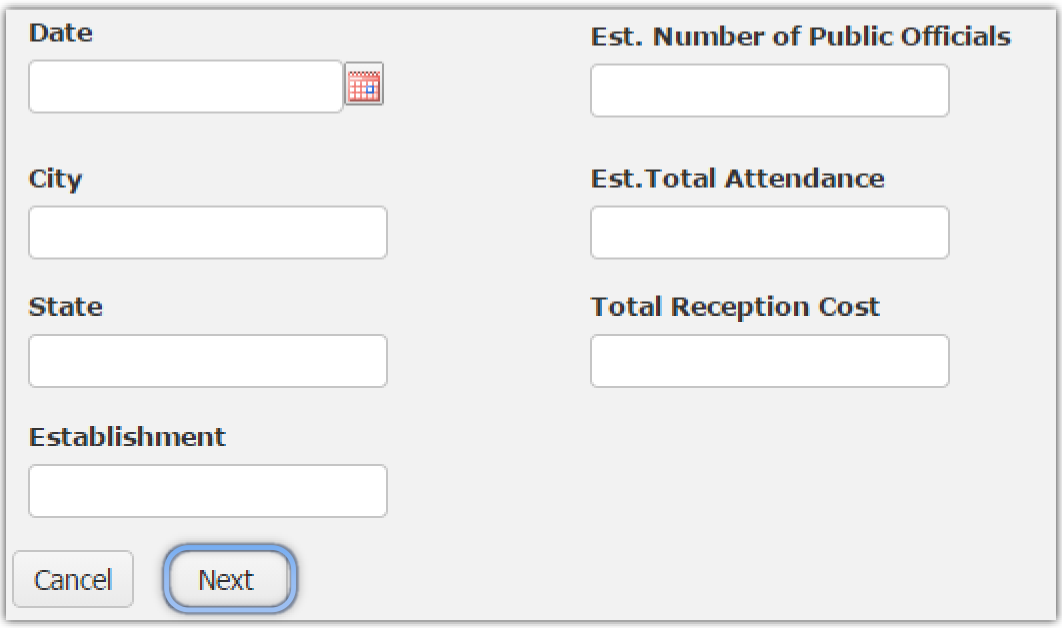
Next you should see the file you opened in the ***Choose File*** box and an **(Upload)** button has appeared.

15. Click the **(Upload)** button to import your Excel Sheet.

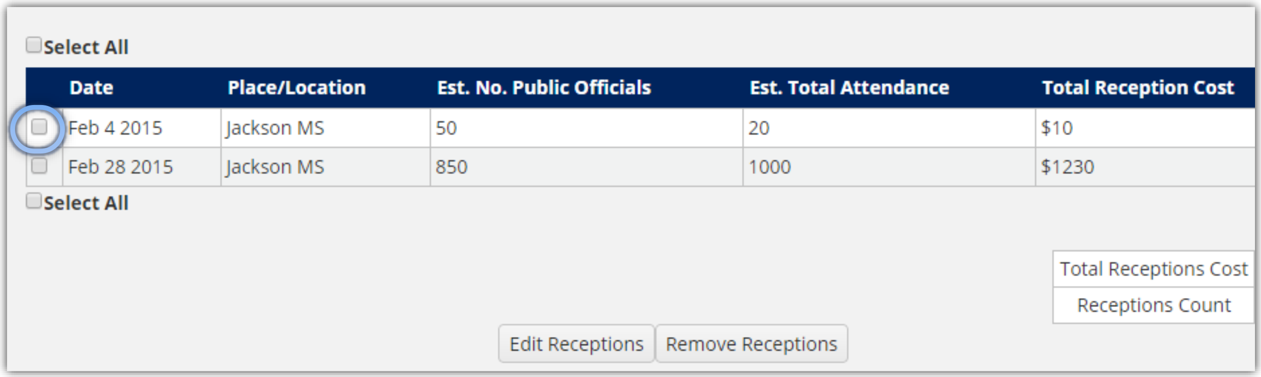
Receptions Actions-(Termination report)

1. Click the **(Add Receptions)** button to go to a page with a *Lobbyist Receptions* form to fill out.





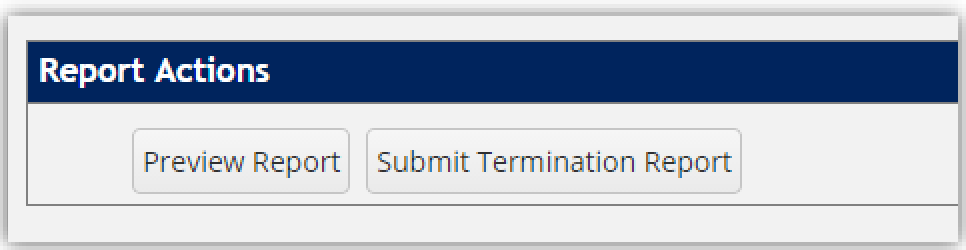
2. Type the date into the Date box or click on the  calendar button to bring up a calendar to select a date.
3. Fill in the rest of the boxes
4. Click the **(Next)** button when you are finished.
5. After you click the **(Next)** button you will be taken back to the Form E Expense Report page that shows your newly entered Reception Action.



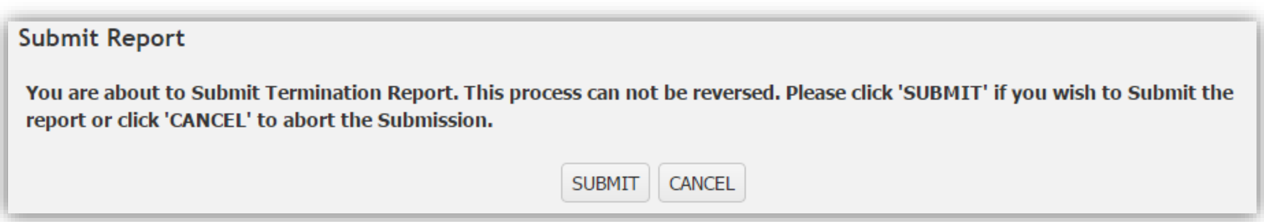
6. Once you add receptions actions you may edit them if changes need to be made, or you may delete receptions actions. Click the [checkbox] next to the date and click the **(Edit Receptions)** or **(Remove Receptions)** buttons. The **(Edit Receptions)** button will take you back to the Lobbyist Receptions page where you may change the information entered. The **(Remove Receptions)** button will delete the selected expense.

Report Actions – (Termination report)

1. You may see a preview of your termination report before submission by clicking the **(Preview Termination Report)** button. A separate window will open with a preview of your annual report.
2. After reviewing the termination report for correctness, if you are ready to submit click the **(Submit Termination Report)** button. This will bring you to a Submit Report screen.



3. A Termination Report submission cannot be reversed.



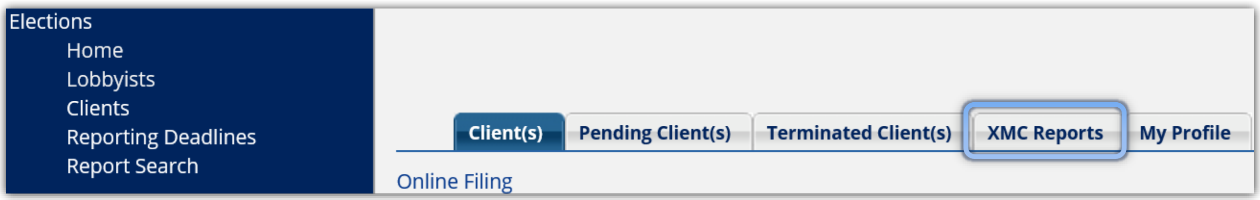
4. Click the **(SUBMIT)** button if you are ready to submit or click the **(CANCEL)** button if you are unsure.

XMC Reports

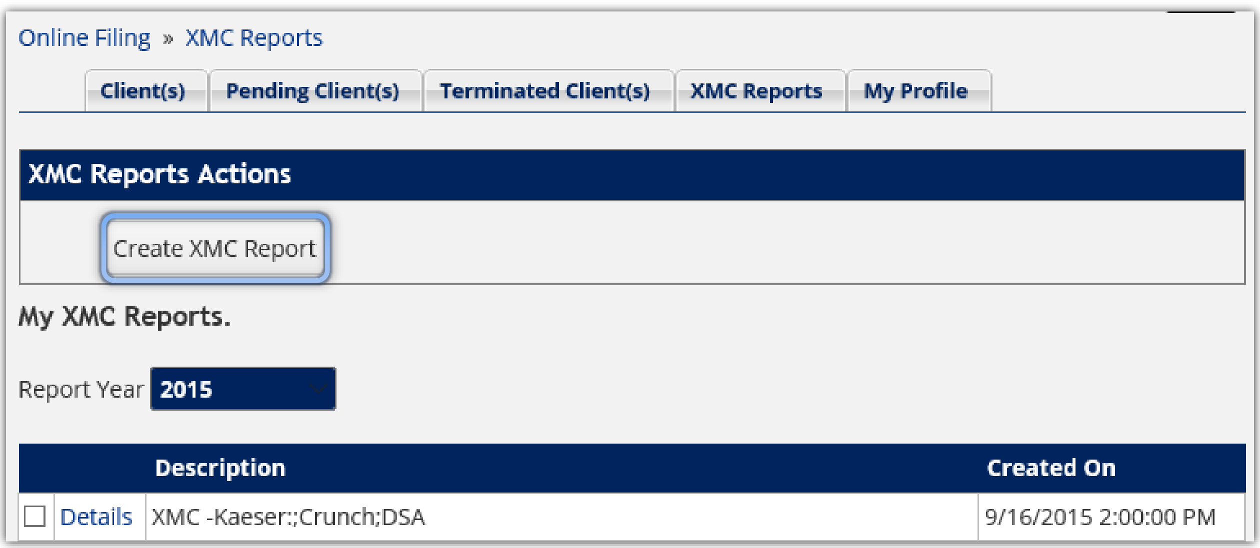
The XMC Report allows Lobbyists to file expenses for multiple clients at one time. The XMC Reports tab is only visible to Lobbyists who represent multiple clients. When logged in to the Lobbyist site, from the XMC Reports tab you can create a new report, view/edit an existing report or delete a report.   When editing a report the user can add and remove clients, add/edit/remove expenses, import expenses from spreadsheet and download the expense template.

Creating an XMC Report

1. Click the XMC Reports tab.

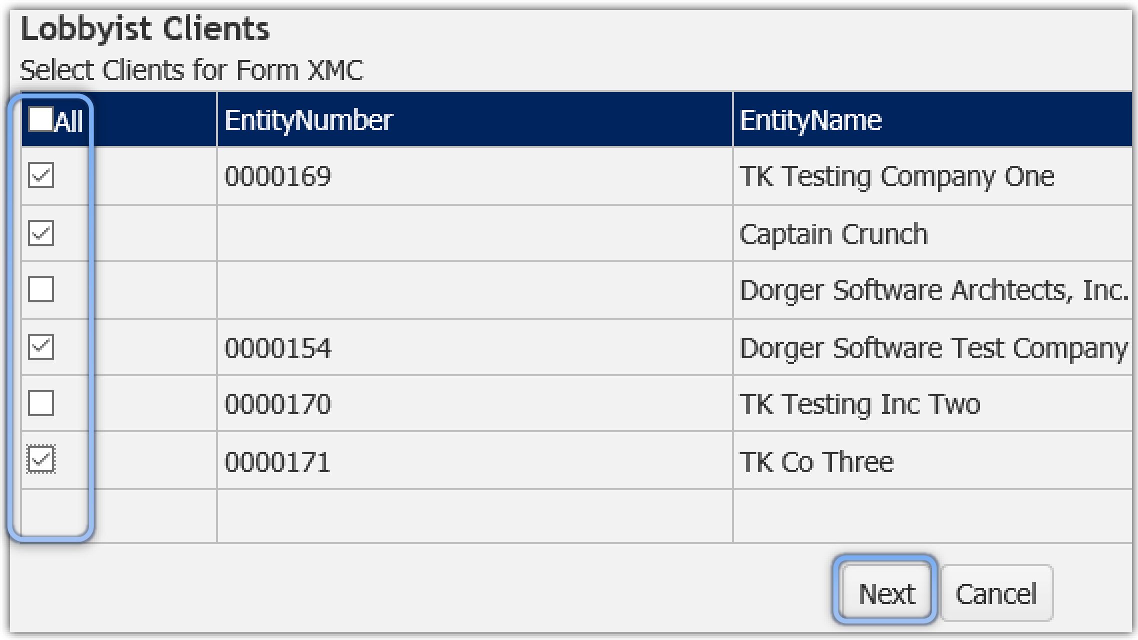


2. Click the **(Create XMC Report)** button.



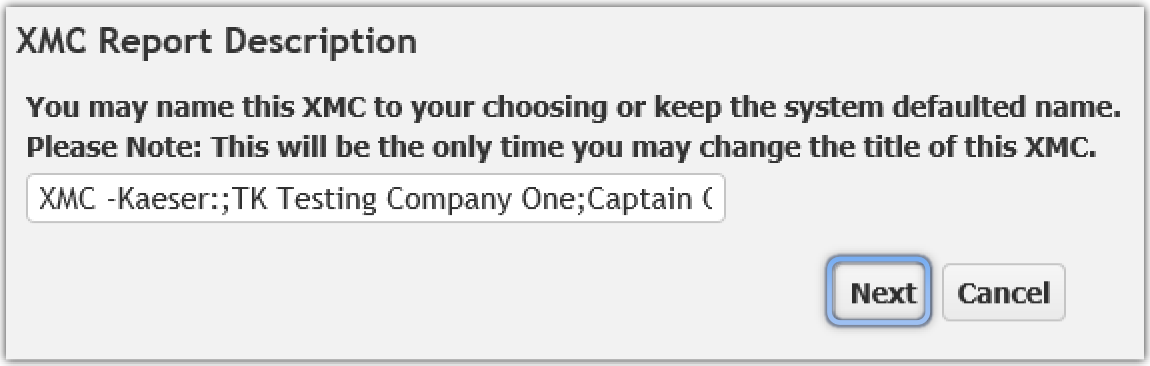
Top of the Document

3. Click on a filing year to use.



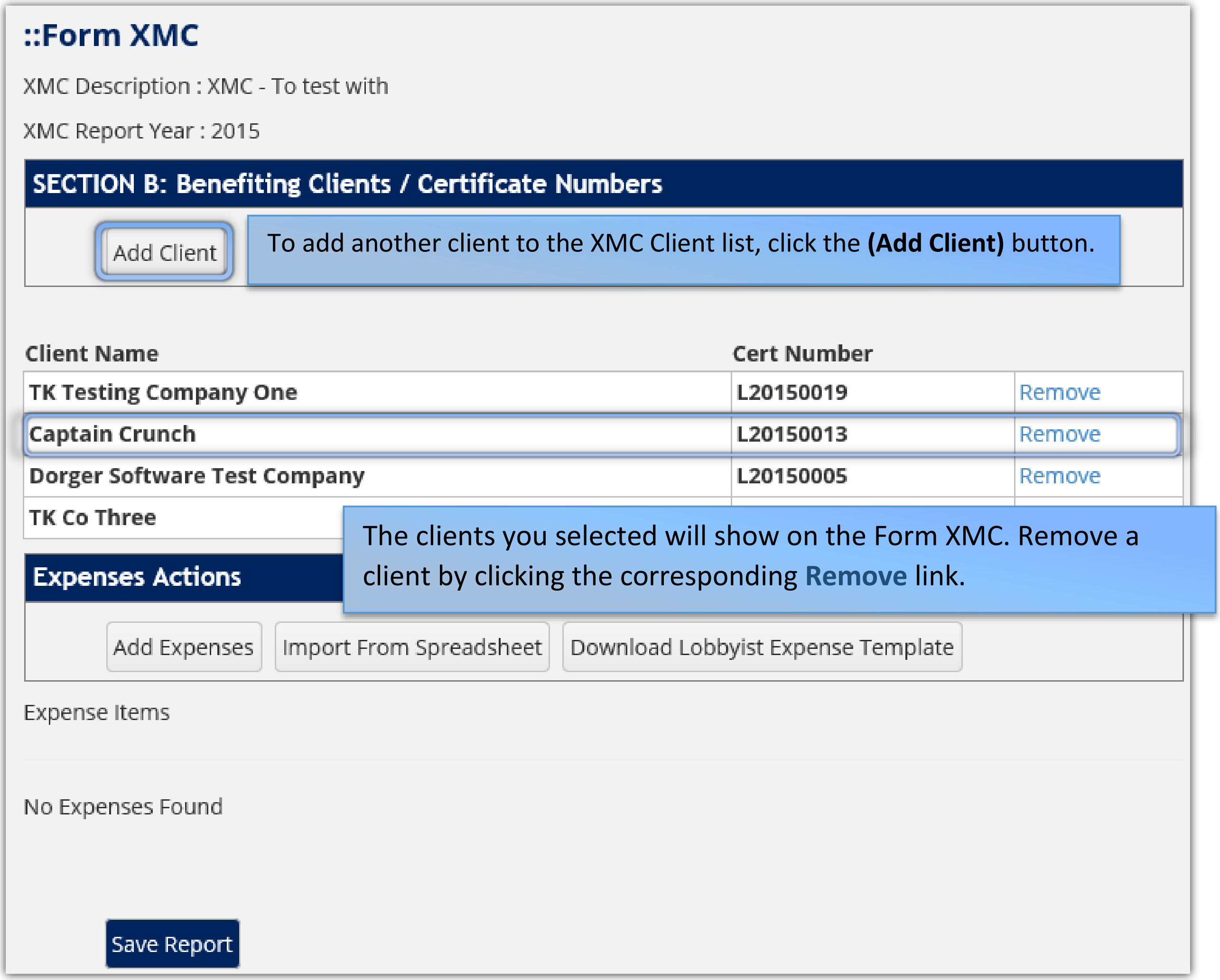
4. Clients will be listed as above, select multiple clients to include on the Form XMC by clicking the [checkboxes] on the left side of the table. Click the **(Next)** button.

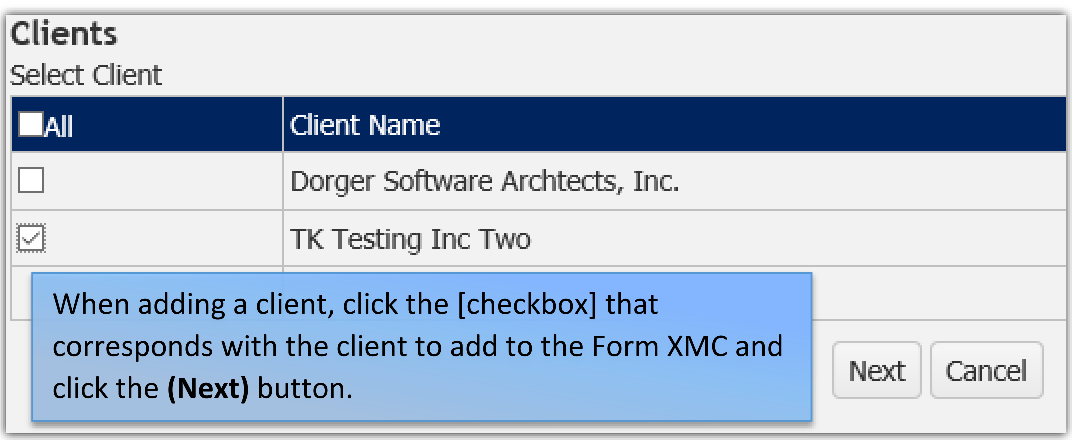
Delbert Hosemann
Secretary of State



5. Here you can name the report or keep it as it is, but this will be the only time you can change the title of this XMC. Click the **(Next)** button.

Top of the Document





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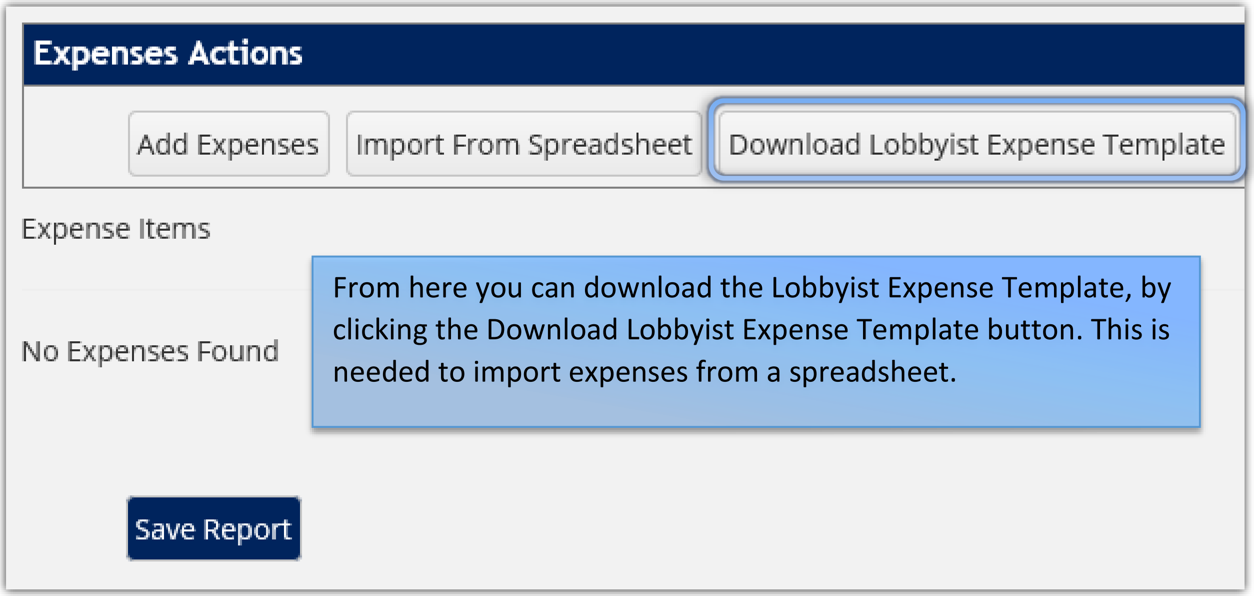
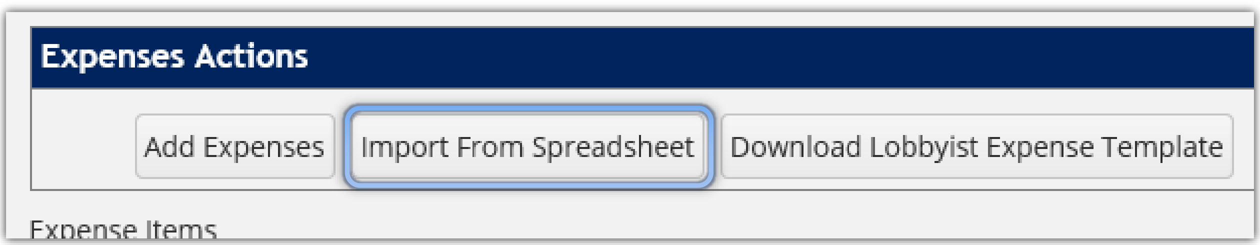
Add Expenses to an XMC Report



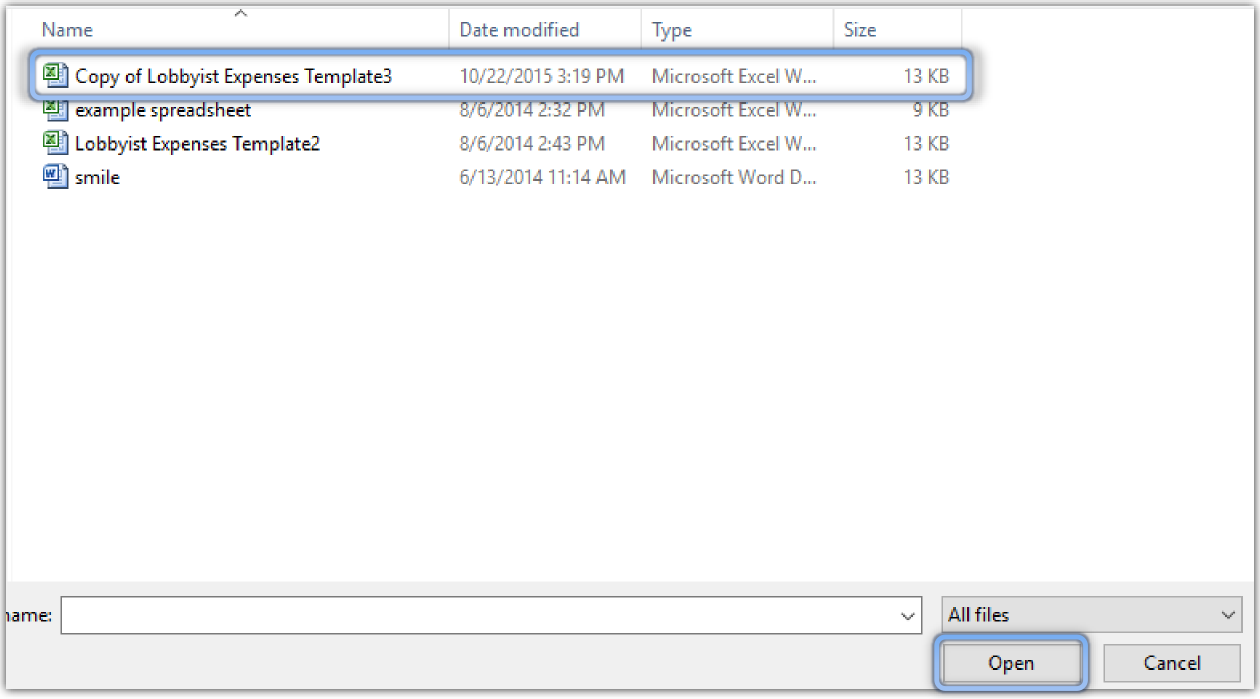
Import from spreadsheet

1. Click the **(Import from Spreadsheet)** button.

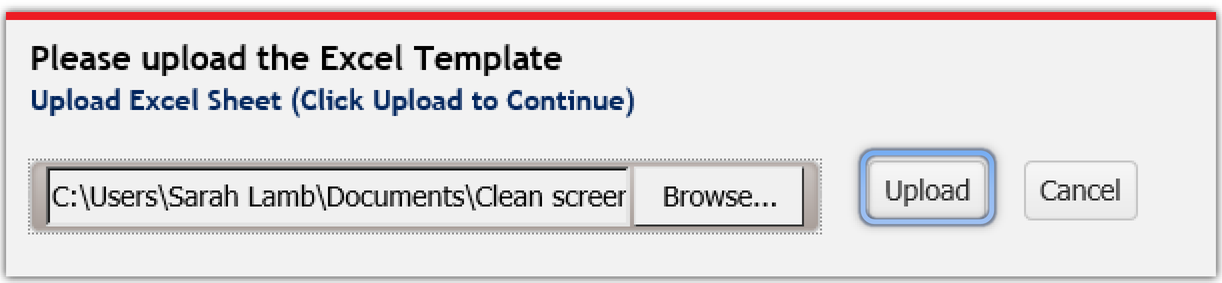


2. Click the **(Browse)** button.

- Select the Lobbyist Expenses sheet to upload.

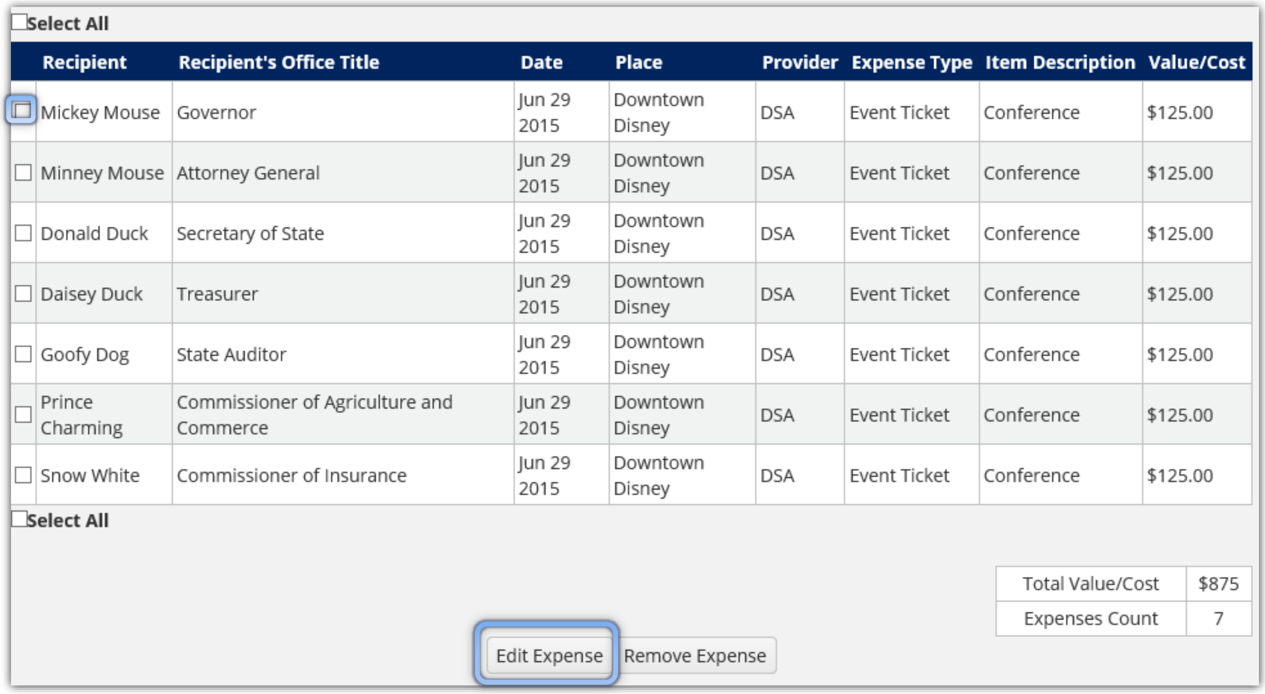


3. Click the **(Open)** button**.**



4. Click the **(Upload)** button.

From here, you can edit or remove expenses by clicking the check box next to the expense item and clicking either the **(Edit Expense)** or **(Remove Expense button)**. You can Edit or Delete multiple expense items at a time by clicking multiple checkboxes.



Select All

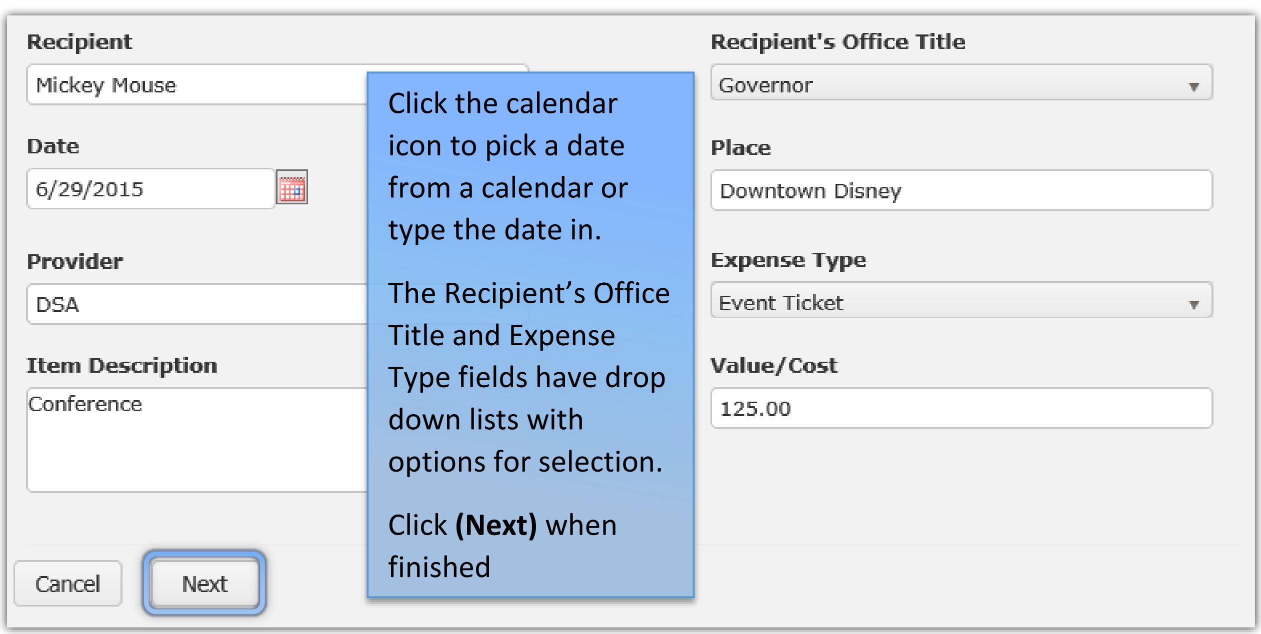
Recipient	Recipient's Office Title	Date	Place	Provider	Expense Type	Item Description	Value/Cost
Mickey Mouse	Governor	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
Minney Mouse	Attorney General	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
Donald Duck	Secretary of State	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
Daisey Duck	Treasurer	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
Goofy Dog	State Auditor	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
Prince Charming	Commissioner of Agriculture and Commerce	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
Snow White	Commissioner of Insurance	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00

Select All

Total Value/Cost	$875
Expenses Count	7

Edit Expense Remove Expense

Edit Expense – click on the checkbox next to the expense item or items that you want to change and click the **(Edit Expense)** button.



Top of the Document

☐Select All

	Recipient	Recipient's Office Title	Date	Place	Provider	Expense Type	Item Description	Value/Cost
☐	Mickey Mouse	Governor	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$144.00
☐	Minney Mouse	Attorney General	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
☐	Donald Duck	Secretary of State	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
☐	Daisey Duck	Treasurer	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
☐	Goofy Dog	State Auditor	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
☐	Prince Charming	Commissioner of Agriculture and Commerce	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00
☐	Snow White	Commissioner of Insurance	Jun 29 2015	Downtown Disney	DSA	Event Ticket	Conference	$125.00

☐Select All

Total Value/Cost	$894
Expenses Count	7

Edit Expense | Remove Expense

Remove expense – Click the checkbox next to the expense item or items that you want to remove and click the **(Remove Expense)** button.

Delete Selected Expenses

Would you like to delete the following expenses ?

Recipient	Recipient's Office Title	Date	Place	Provider	Expense Type
Minney Mouse	Attorney General	6/29/2015 12:00:00 AM	Downtown Disney	DSA	Event Ticket
Donald Duck	Secretary of State	6/29/2015 12:00:00 AM	Downtown Disney	DSA	Event Ticket

Yes | No

Click the **(Yes)** button to delete.

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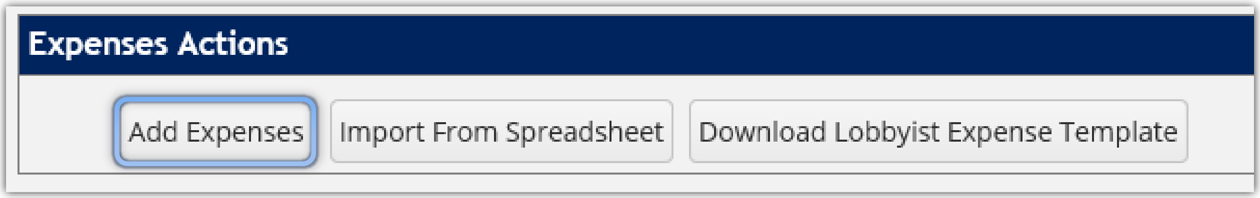
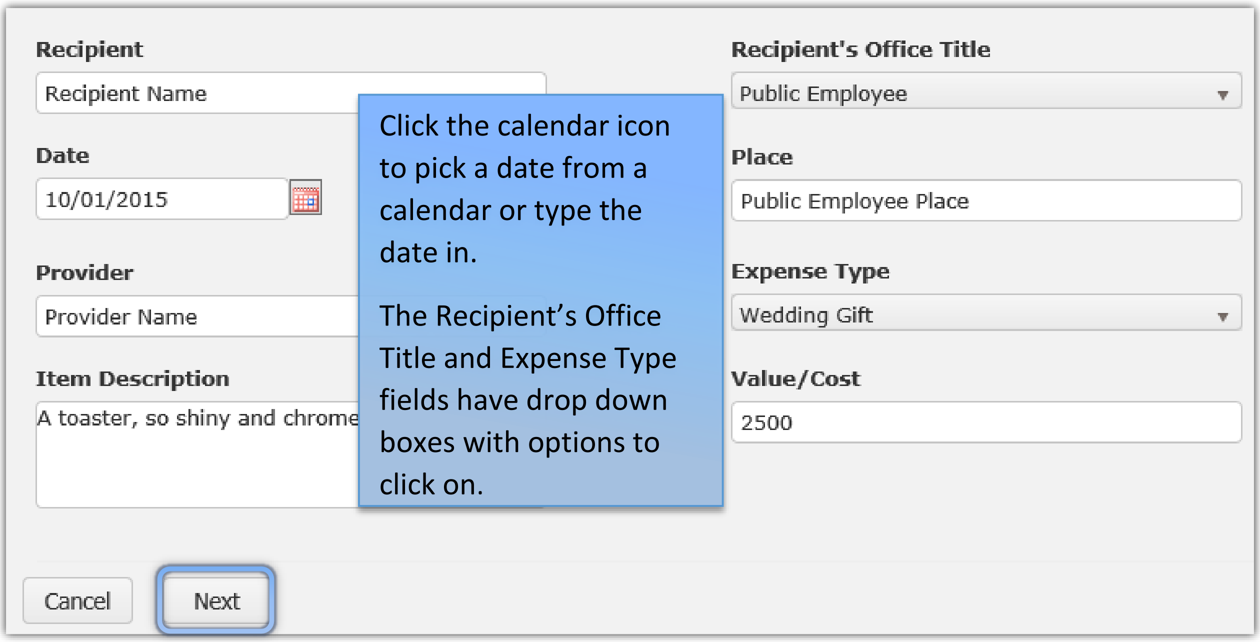
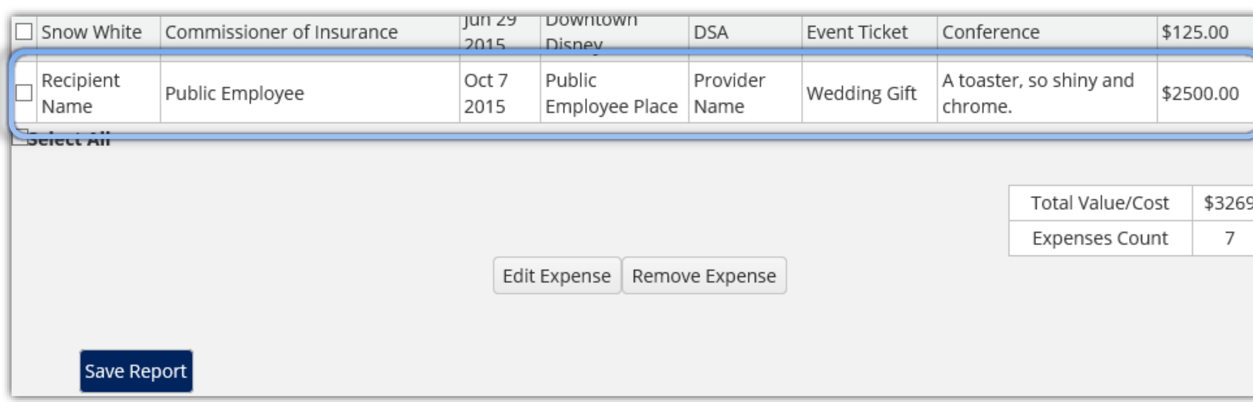
Expenses Actions - Add Expenses Button



1. Click the **(Add Expenses)** button.

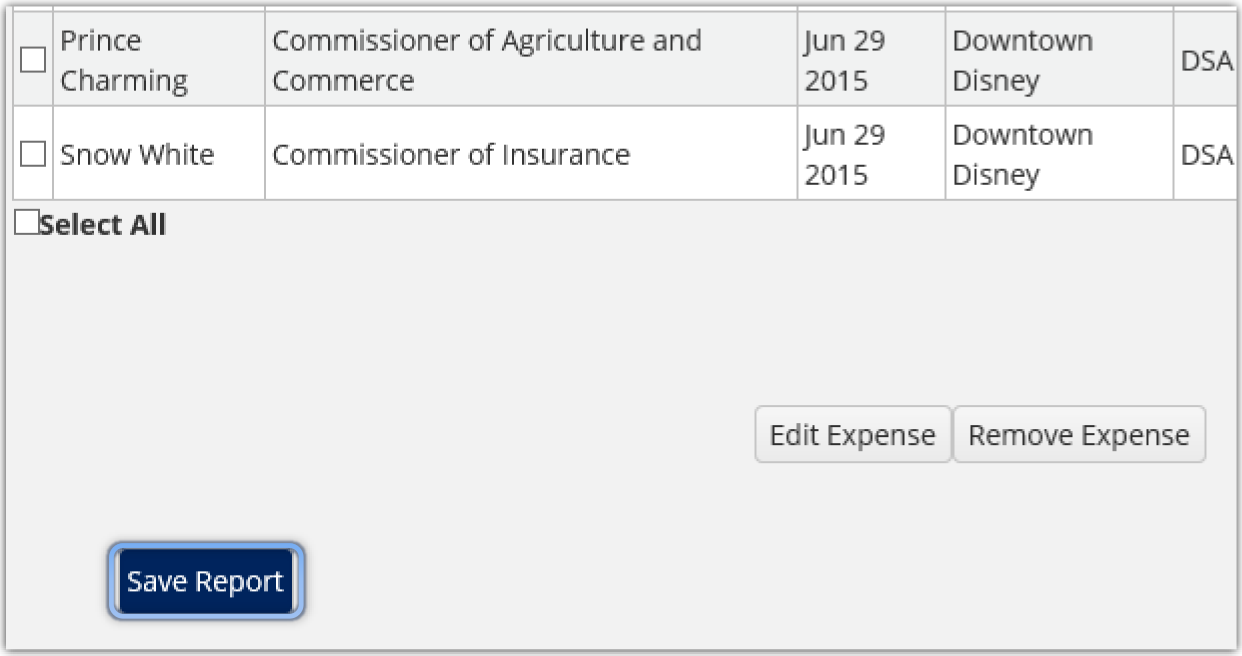


2. Fill out the information and click the **(Next)** button.



3. The expense is added to the XMC Report.

[Top of the Document]

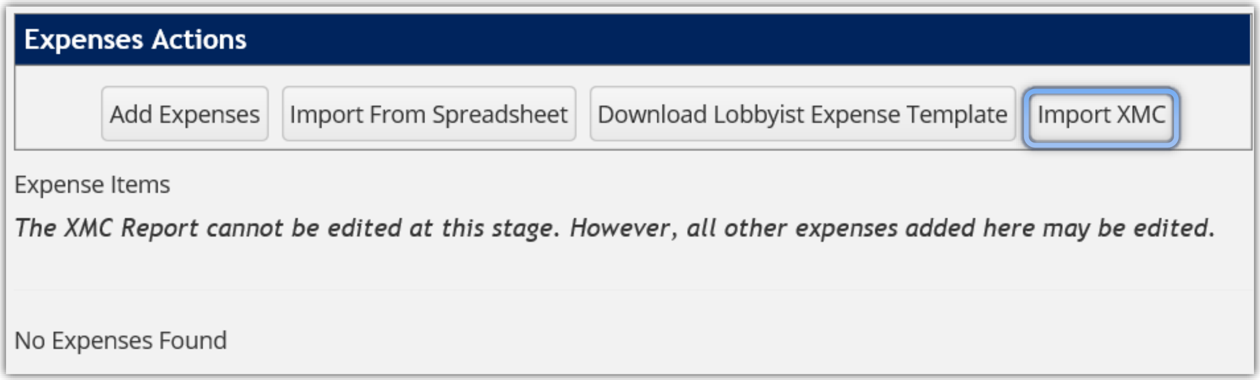


4. Click the **(Save Report)** button when you are finished.

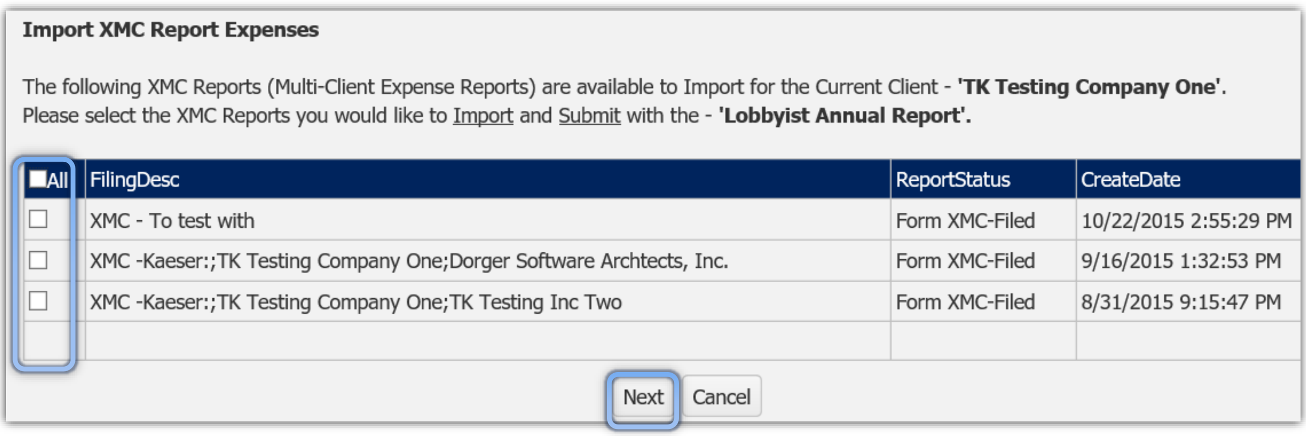
Importing Expenses with XMC

When you have an XMC report created, use it to import expenses from multiple clients at one time. This option is available on the Mid/End Session, Annual and Termination Reports. The contents of the XMC Report can only be edited in the XMC Reports tab.

1. When you are filing a report and come to the Expenses Actions section click the (Import XMC) button.

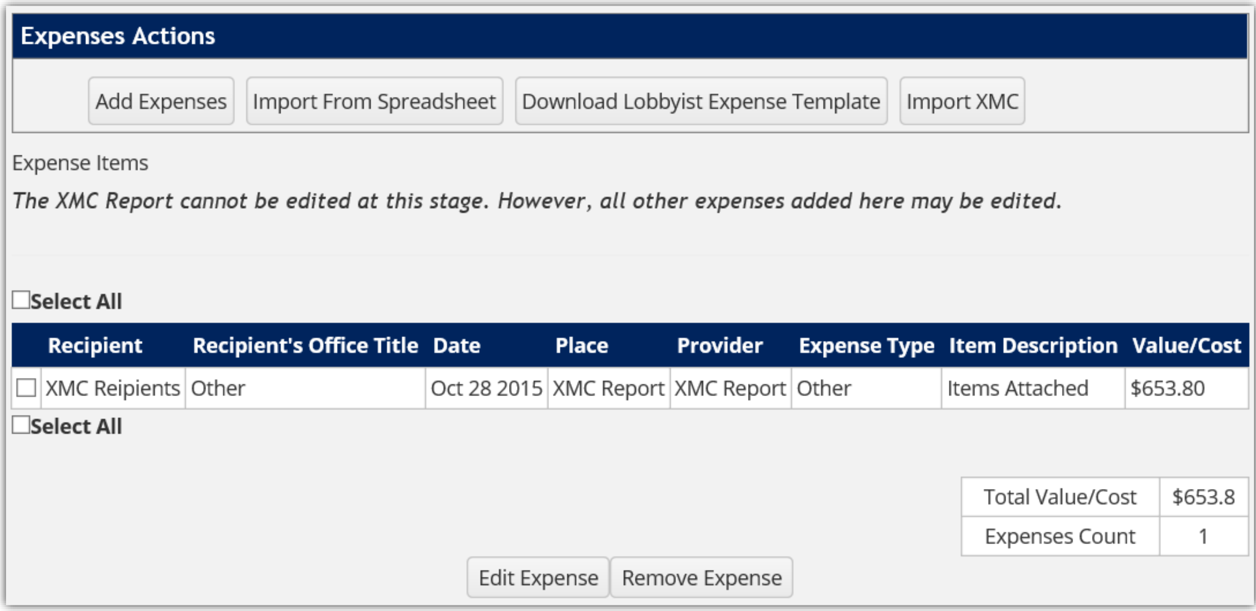


2. Click the [checkboxes] that correspond with the XMC Reports to import and submit with the Report you are filing.

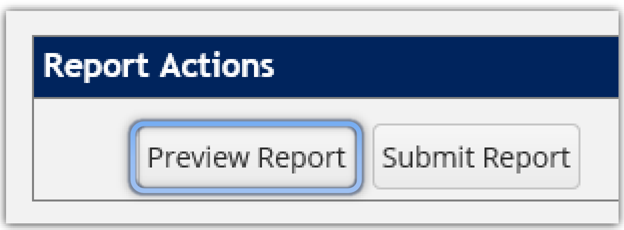


3. Click the **(Next)** button.

DELBERT HOSEMANN
Secretary of State



4. The XMC Reports that you selected will be added as a line item in the Expenses Actions. XMC Reports cannot be edited at this stage. Expenses entered via the **(Add Expenses)** button or Imported from a spreadsheet can be edited here.



5. When finished with the report you may click the **(Preview Report)** button before submitting.

6. Scroll to the bottom of the report to see the Form XMC is attached.