

Mississippi Secretary of State

# The Lobbying Online Reporting System

Public Search User Guide



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#### Introduction

The STAR Web Portal is designed to provide filing search functionality to the general public and online filing to registered users.

#### **Public Search**

Here you may search the Lobbyist Directory, Client Reports, Lobbyist Reports, and Lobbyist Compensations.

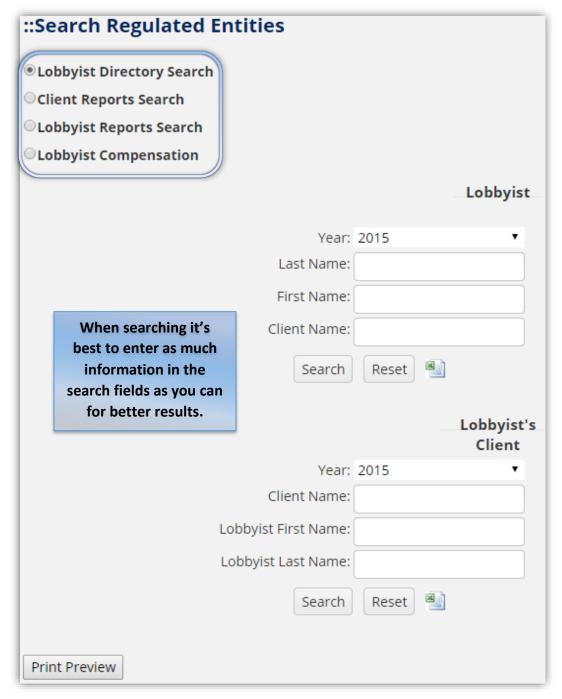
• In your web browser, go to <a href="http://sos.ms.gov/elec/portal/msel2/page/search/portal.aspx">http://sos.ms.gov/elec/portal/msel2/page/search/portal.aspx</a> and the Report Search page displays



- On the next screen you will have the option to search by several categories:
  - Lobbyist Directory Search
  - Client Report Search
  - Lobbyist report Search
  - Lobbyist Compensation



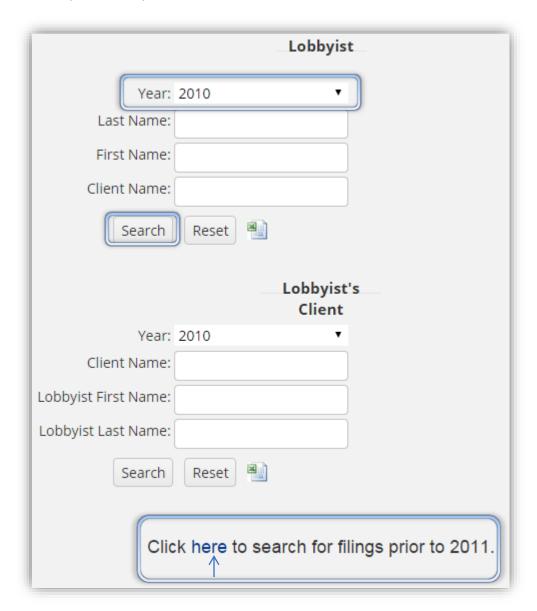
• Choose which type of search to use by clicking on the name of it. The round button to the left of the search option will indicate which one you are using.





## Searching filings prior to the year 2011

1. When searching filings prior to 2011 in any search, select a year from the dropdown menu that is prior to the year 2011 and click the **(Search)** button.



2. Click the <u>link</u> shown above in the message "Click <u>here</u> to search for filings prior to 2011." And you will be taken to a lobbying directory search.

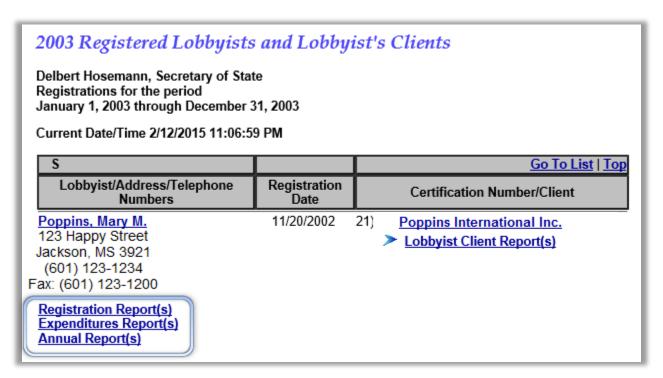


3. Choose the year from the dropdown menu and click the (Search) button.

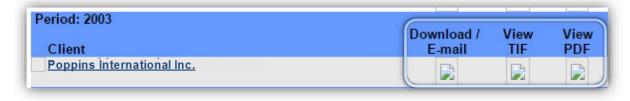




4. In the search results you may click the links below to see several reports.



6. Once you click on a report you may Download/E-mail, View as TIF, or View as PDF by clicking on one of the options below.





#### Lobbyist Directory Search

This is the first page you will see after clicking Report Search.

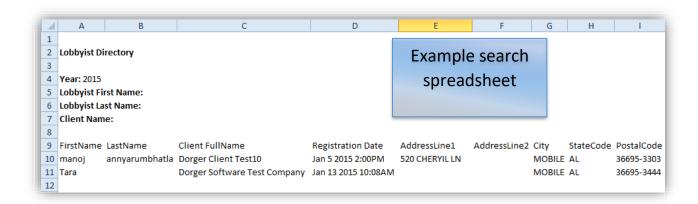
- 1. To search by Lobbyist choose a year from the dropdown menu.
  - a. Click on the Year dropdown menu in order to change the year that you are searching in.
- 2. Type in one or more of the following Lobbyist information:
  - Last Name



You may click on the

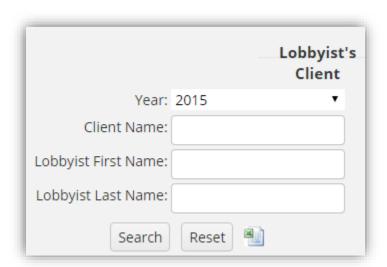
excel icon to download a spreadsheet containing your search information.





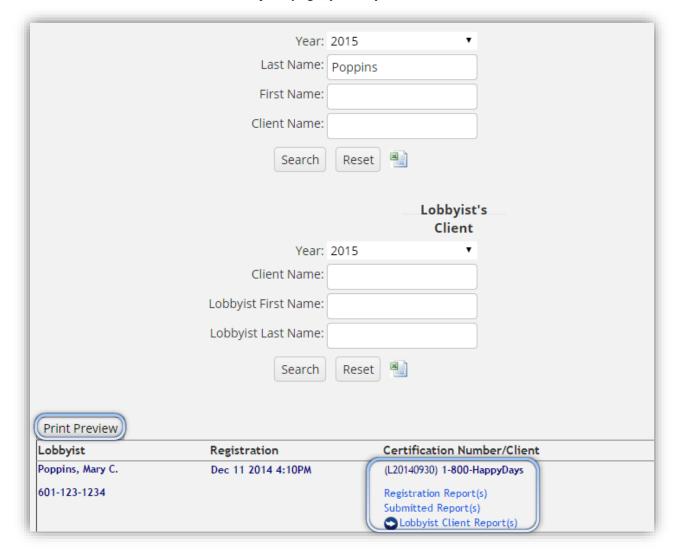
On the lower half of the same page you may also search by the Lobbyist's Client.

- 1. To search by the Lobbyist's Client choose a year from the dropdown menu.
  - a. Click on the Year dropdown menu in order to change the year that you are searching in.
- 2. Type the Client Name in the box provided.
- 3. Type the Lobbyist First Name in the box provided.
- 4. Type the lobbyist Last Name in the box provided.
- 5. Click the (Search) button.



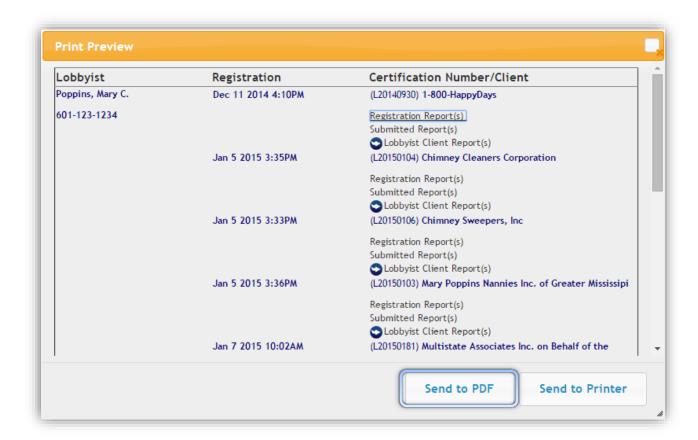


The search results will be at the bottom of the page, you may have to scroll down.



- Click the links under the "Certification Number/Client" heading to view reports, and from there you may save or print them.
- Click the (**Print Preview**) button to bring up a screen with just search results for easier printing, and to send to PDF.





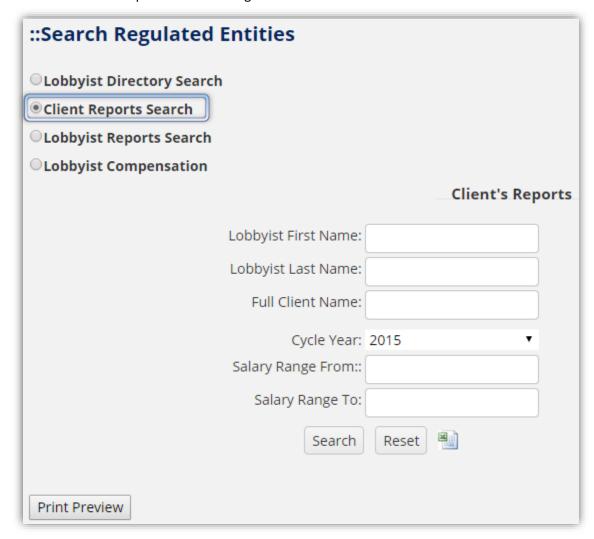
- Click the (Send to PDF) button to download a PDF of your search results.
- When downloading Please wait, the contents being loaded may take a few moments to download.



#### Client Reports Search

Here you may search client reports.

1. Click on Client Reports Search to begin.



- 2. Type in one or more of the following:
  - Lobbyist First Name
  - Lobbyist Last Name
  - Full Name of Client
- 3. Choose a Cycle Year from the dropdown menu.
- 4. Enter Salary Range:
  - Salary Range From
  - Salary range To
- 5. Click the (Search) button.

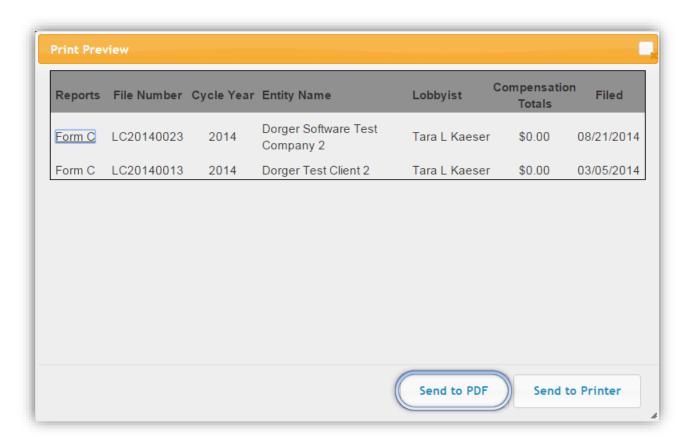
Search results will be displayed at the bottom of the screen.



6. To view reports click on the link under the "Reports" menu.

	Print Preview						
	Reports	File Number	Cycle Year	Entity Name	Lobbyist	Compensation Totals	Filed
(	Form C	LC20140023	2014	Dorger Software Test Company 2	Tara L Kaeser	\$0.00	08/21/2014
	Form C	LC20140013	2014	Dorger Test Client 2	Tara L Kaeser	\$0.00	03/05/2014

- 7. You may export the search results to CSV/Excel by clicking the [Print Preview] button and from the Print Preview screen click the (Send to PDF) button.
- 8. When downloading Please wait, the contents being loaded may take a few moments to download.

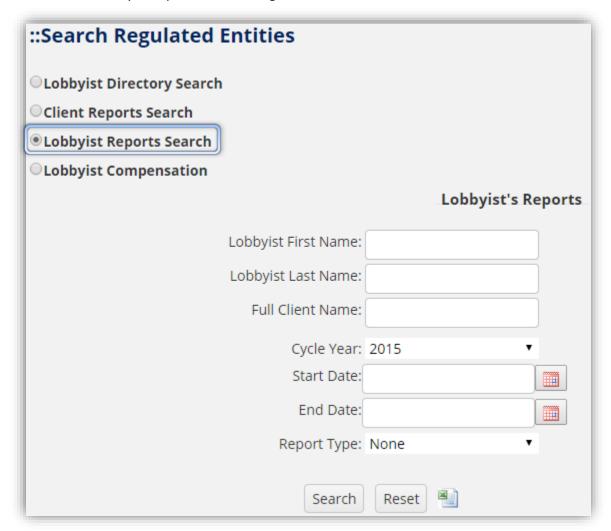




## Lobbyist Reports Search

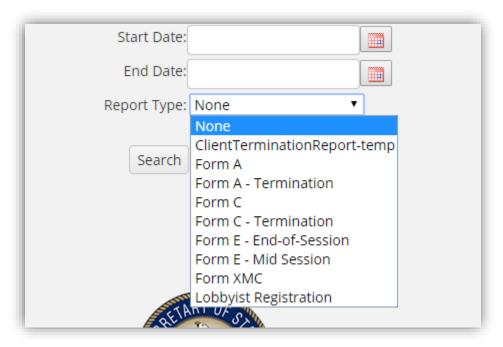
Here you may search Lobbyist Reports.

1. Click on Lobbyist Report Search to begin.



- 2. Type in one or more of the following:
  - Lobbyist First Name
  - Lobbyist last name
  - Full Name of Client
- 3. Choose a Cycle Year from the dropdown menu.
- 4. Enter a Start and End date or click the acalendar buttons to bring up calendars you may choose dates from.





- 5. Choose a Report Type from the dropdown menu.
- 6. Click the (Search) button.



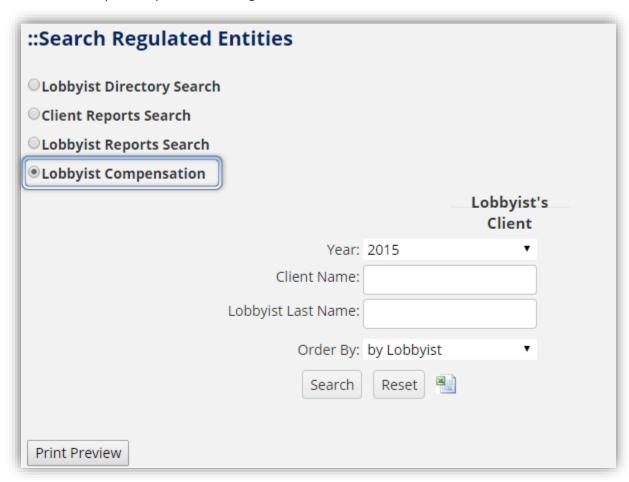
- 7. Click on the report that you wish to view in the search results.
- 8. You may click the (Print Preview) button to generate a PDF, or Print your search results.



# **Lobbyist Compensation**

Here you may search Lobbyist Compensations.

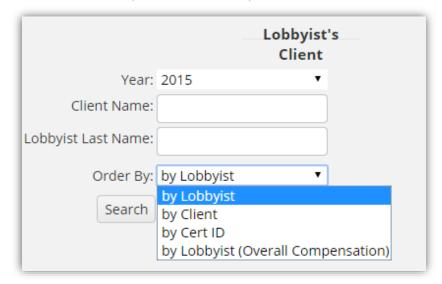
1. Click on Lobbyist Compensation to begin.



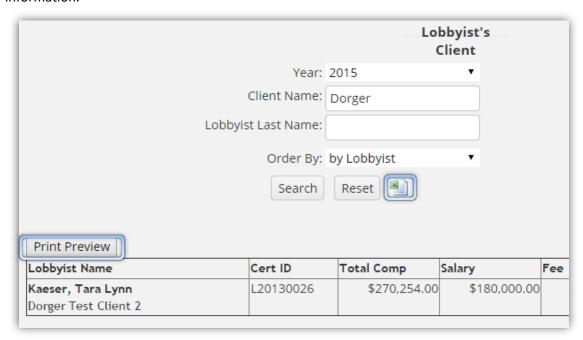
- 2. Choose the Year from the dropdown menu that the compensation was made on.
- 3. Type the Client Name in the box provided.
- 4. Type the Lobbyist Last Name in the box provided.



5. Choose from the dropdown menu what you would like the search results to be ordered by.



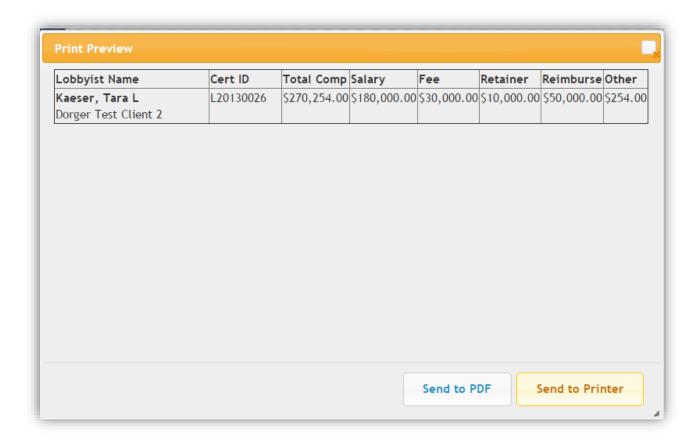
- 6. Click the (Search) button.
- 7. You may click on the excel icon to download a spreadsheet containing your search information.



8. Click the **(Print Preview)** button to bring up a screen with just search results for easier printing and to export to PDF.



- 9. Click the (Send to PDF) button to save a PDF version
- 10. When downloading Please wait, the contents being loaded may take a few moments to download.





# **Reporting Deadlines**



1. In the upper left hand corner of the screen click the *Reporting Deadlines* link to be taken to a page that will show Lobbyist Reporting Deadlines.

Lobbyist Reporting Deadlines			
	Year	Description	
Details	2015	2015 Lobbyist Reporting Deadlines	
Details	2014	2014 Lobbyist Reporting Deadlines	
Details	2013	2013 Lobbyist Reporting Deadlines	
Details	2012	2012 Lobbyist Reporting Deadlines	
Details	2011	2011 Lobbyist Reporting Deadlines	
Details	2010	2010 Lobbyist Reporting Deadlines	

2. Find the Year you would like to view and click the *Details* link to go to the next page.



3. Here you may view when Reports are due and when Fines Begin for those reports.

:: 2015 Lobbyist Reporting Deadlines					
Previous Year Annual Reports	Fines Begin				
Due	2/9/2015				
1/30/2015	Lobbyist's Annual Report (FORM A) Lobbyist's Client Annual Report (FORM C)				
Current Year Mid-Session Reports Due	Fines Begin 3/7/2015				
2/25/2015	Legislative Session Report (FORM E)				
Il registered lobbyists (not clients) must file a Mid-Session report.  Current Year End-of-Session Fines Begin					
Reports Due	4/25/2015				
4/15/2015	Legislative Session Report (FORM E)				
Current Year Annual Reports Due	Fines Begin				
1/30/2016	2/9/2016				
	Lobbyist's Annual Report (FORM A) Lobbyist's Client Annual Report (FORM C)				