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The Lobbying Online Reporting System

Public Search User Guide



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*Click on the table of contents item you want to view
to be taken directly to it*



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 <http://sos.ms.gov/elec/portal/mse12/page/search/portal.aspx> 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.


::Search Regulated Entities

☒ **Lobbyist Directory Search**
☐ **Client Reports Search**
☐ **Lobbyist Reports Search**
☐ **Lobbyist Compensation**

Lobbyist

Year: 2015 ▼
Last Name:
First Name:
Client Name:
 

Lobbyist's Client

Year: 2015 ▼
Client Name:
Lobbyist First Name:
Lobbyist Last Name:
 

When searching it's best to enter as much information in the search fields as you can for better results.



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.


Lobbyist

Year: 2010 ▼

Last Name:

First Name:

Client Name:




Lobbyist's Client

Year: 2010 ▼


Client Name:

Lobbyist First Name:

Lobbyist Last Name:



Click [here](#) to search for filings prior to 2011.



2. Click the [link](#) shown above in the message “Click [here](#) 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.

> Lobbying Directory Search

Click on the  icon for help.

Lobbyist

Year: ☐ Show Details

Last Name:

First Name:



Lobbyist's Client

Year: ☒ Show Details

Name:



To Search for lobbyist's reports after 2010 please click [here](#).



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

2003 Registered Lobbyists and Lobbyist's Clients

Delbert Hosemann, Secretary of State
Registrations for the period
January 1, 2003 through December 31, 2003

Current Date/Time 2/12/2015 11:06:59 PM

S		Go To List Top
Lobbyist/Address/Telephone Numbers	Registration Date	Certification Number/Client

Poppins, Mary M. 123 Happy Street Jackson, MS 3921 (601) 123-1234 Fax: (601) 123-1200	11/20/2002 21)	Poppins International Inc. ➤ Lobbyist Client Report(s)
---	----------------	---

[Registration Report\(s\)](#)
[Expenditures Report\(s\)](#)
[Annual Report\(s\)](#)

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.

Period: 2003			
Client	Download / E-mail	View TIF	View PDF
Poppins International Inc.			



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
 - First Name
 - Client Name
3. Click the **(Search)** Button.

::Search Regulated Entities

☒ **Lobbyist Directory Search**

☐ **Client Reports Search**

☐ **Lobbyist Reports Search**

☐ **Lobbyist Compensation**

Year: 2015
Last Name: 2016
2015
First Name: 2014
2013
Client Name: 2012
2011
2010
2009
2008
2007
2006
2005

Search

Lobbyist

Year: 2015

Last Name: Poppins

First Name:

Client Name:

Search Reset




You may click on the excel icon to download a spreadsheet containing your search information.



	A	B	C	D	E	F	G	H	I
1									
2	Lobbyist Directory				Example search spreadsheet				
3									
4	Year: 2015								
5	Lobbyist First Name:								
6	Lobbyist Last Name:								
7	Client Name:								
8									
9	FirstName	LastName	Client FullName	Registration Date	AddressLine1	AddressLine2	City	StateCode	PostalCode
10	manoj	annyarumbhatla	Dorger Client Test10	Jan 5 2015 2:00PM	520 CHERYL LN		MOBILE AL		36695-3303
11	Tara		Dorger Software Test Company	Jan 13 2015 10:08AM			MOBILE AL		36695-3444
12									

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.

Lobbyist's Client
Year: 2015 ▼
Client Name:
Lobbyist First Name:
Lobbyist Last Name:
 




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

Year: 2015 ▼

Last Name:

First Name:

Client Name:




Lobbyist's Client

Year: 2015 ▼

Client Name:

Lobbyist First Name:

Lobbyist Last Name:



Lobbyist	Registration	Certification Number/Client
Poppins, Mary C. 601-123-1234	Dec 11 2014 4:10PM	(L20140930) 1-800-HappyDays Registration Report(s) Submitted Report(s) Lobbyist Client Report(s)

- 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.



Print Preview

Lobbyist	Registration	Certification Number/Client
Poppins, Mary C. 601-123-1234	Dec 11 2014 4:10PM	(L20140930) 1-800-HappyDays Registration Report(s) Submitted Report(s) ➔ Lobbyist Client Report(s) (L20150104) Chimney Cleaners Corporation
	Jan 5 2015 3:35PM	Registration Report(s) Submitted Report(s) ➔ Lobbyist Client Report(s) (L20150106) Chimney Sweepers, Inc
	Jan 5 2015 3:33PM	Registration Report(s) Submitted Report(s) ➔ Lobbyist Client Report(s) (L20150103) Mary Poppins Nannies Inc. of Greater Mississippi
	Jan 5 2015 3:36PM	Registration Report(s) Submitted Report(s) ➔ Lobbyist Client Report(s) (L20150181) Multistate Associates Inc. on Behalf of the
	Jan 7 2015 10:02AM	

[Send to PDF](#)[Send to Printer](#)

- 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.

::Search Regulated Entities

☐ Lobbyist Directory Search

☒ **Client Reports Search**

☐ Lobbyist Reports Search

☐ Lobbyist Compensation

Client's Reports

Lobbyist First Name:


Lobbyist Last Name:

Full Client Name:

Cycle Year: 2015 ▼

Salary Range From:

Salary Range To:



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.

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

[Send to PDF](#)[Send to Printer](#)



Lobbyist Reports Search

Here you may search Lobbyist Reports.

1. Click on Lobbyist Report Search to begin.

::Search Regulated Entities

☐ Lobbyist Directory Search

☐ Client Reports Search

☒ **Lobbyist Reports Search**

☐ Lobbyist Compensation


Lobbyist's Reports


Lobbyist First Name:

Lobbyist Last Name:


Full Client Name:


Cycle Year: 2015 ▼

Start Date: 


End Date: 


Report Type: None ▼



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  calendar buttons to bring up calendars you may choose dates from.



Start Date: 

End Date: 

Report Type: None ▼

- None
- Client Termination Report-temp
- Form A
- Form A - Termination
- Form C
- Form C - Termination
- Form E - End-of-Session
- Form E - Mid Session
- Form XMC
- Lobbyist Registration

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

Reports	Cycle Year	First Name	Last Name	Client Name	Value/Cost
Form A	2014	Sarah	Lamb	Example Company	\$40
Form A	2014	Tara	Kaesar	Dorger Test Client 2	\$210
Form A	2014	Tara	Kaesar	Dorger Test Client 2	\$1079
Form A	2014	Tara	Kaesar	TK Test Company	
Form A	2014	Sarah	Lamb	Example Company	\$2040

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.

::Search Regulated Entities

☐ Lobbyist Directory Search
☐ Client Reports Search
☐ Lobbyist Reports Search
☒ Lobbyist Compensation


Lobbyist's Client

Year: 2015 ▼

Client Name:

Lobbyist Last Name:

Order By: by Lobbyist ▼



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.

Lobbyist's Client

Year: 2015 ▼

Client Name:

Lobbyist Last Name:

Order By: **by Lobbyist** ▼

- by Lobbyist
- by Client
- by Cert ID
- by Lobbyist (Overall Compensation)

6. Click the **(Search)** button.



7. You may click on the excel icon to download a spreadsheet containing your search information.

Lobbyist's Client

Year: 2015 ▼

Client Name:

Lobbyist Last Name:

Order By: by Lobbyist ▼

Lobbyist Name	Cert ID	Total Comp	Salary	Fee
Kaeser, Tara Lynn	L20130026	\$270,254.00	\$180,000.00	
Dorger Test Client 2				

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.

Print Preview

Lobbyist Name	Cert ID	Total Comp	Salary	Fee	Retainer	Reimburse	Other
Kaeser, Tara L	L20130026	\$270,254.00	\$180,000.00	\$30,000.00	\$10,000.00	\$50,000.00	\$254.00
Dorger Test Client 2							

[Send to PDF](#)[Send to Printer](#)



Reporting Deadlines

Elections Home Lobbyists Clients Reporting Deadlines Report Search	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

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 Due

1/30/2015

Fines Begin

2/9/2015

Lobbyist's Annual Report (FORM A) Lobbyist's Client Annual Report (FORM C)

Current Year Mid-Session Reports Due

2/25/2015

Fines Begin

3/7/2015

Legislative Session Report (FORM E)

All registered lobbyists (not clients) must file a Mid-Session report.

Current Year End-of-Session Reports Due

4/15/2015

Fines Begin

4/25/2015

Legislative Session Report (FORM E)

Current Year Annual Reports Due

1/30/2016

Fines Begin

2/9/2016

Lobbyist's Annual Report (FORM A) Lobbyist's Client Annual Report (FORM C)