



Michael Watson
SECRETARY OF STATE

Mississippi Secretary of State

Star Web Portal

Lobbyist 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.

Registering as a Lobbyist

While you can search for reports without logging in to the Web Portal, you must log in to submit filings.

To log in to the Web Portal, you must be a registered user.

1. In your web browser, go to <https://sos.ms.gov/elec/portal/mse12/page/onlineFiling/portal.aspx>
The Elections home page displays.

The screenshot shows the website header with the Michael Watson Secretary of State logo and name. Below the header is a navigation menu with the following items: Elections, Home, Lobbyists (highlighted with a red box), Clients, Reporting Deadlines, Report Search, Lobbying Waiver Request, and Form. To the right of the navigation menu is the 'Online Filing' section, which states 'You must login to file online'. Below this is the 'Registered Lobbyist' login form, which includes the text 'Login in to submit or renew licenses', a 'Username:' field, a 'Password:' field, and three buttons: 'Login' (circled in red), 'Forgot Password?', and 'New Users'.

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



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.



If you can't read the words in the picture, you can either click the  (Reload) button, which will automatically generate another set of words, or click the  (Audio) button, which provides a set of words for you to listen to and type for verification.

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



Name Information

Title First Name Middle Name Last Name Suffix

Physical Address Information

Address 1 Address 2(eg: Suite# 201) City State Zip

Mailing address same as Physical

Mailing Address Information

Address 1 Address 2(eg: Suite# 201) City State Zip

Phone Information

Primary Phone Mobile Phone Fax

Email Address Information

Email Confirm Email The e-mail address you enter will also be your username.

Type your information into the boxes provided, and remember that the *e-mail address you enter will be your username*

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



• The address you entered could not be validated!

Name Information

Title	First Name	Middle Name	Last Name	Suffix
Ms. ▼	Sarah		Lamb	▼

Physical Address Information

Address 1	Address 2(eg: Suite# 201)	City	State
913 Central Avenue	15	Sevierville	TENNESSEE ▼
		Zip	
		37862	

The address you entered could not be validated Check the box to confirm the entered address is correct

If the form comes back with the message “The address you entered could not be validated!” and the address is correct with no errors, then click on the [checkbox] next to “Check the box to confirm that the entered address is correct,” and then click the **(Confirm)** button again. An account created screen will come up and next you will need to go to your email.

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.

Thank you for creating an account with the Mississippi Secretary of State's office. system are below.

USERNAME: slamb@dorgersoft.com

PASSWORD: 9vV8nE

You will be required to change your password upon your first login.

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



Registered Lobbyist

Login in to submit or renew licenses

Username:

Password:

[Login](#) [Forgot Password?](#) [New Users](#)

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.

Password Change Required

Change Password

User passwords cannot be blank. Password are case sensitive.

Password has expired. Please update your password below:

Old Password

New Password

New Password (Confirm)

[Update](#)

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.

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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**. 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.

The screenshot shows the 'Online Filing' interface. At the top, there are four tabs: 'Client(s)', 'Pending Client(s)', 'Terminated Client(s)', and 'My Profile'. The 'Client(s)' tab is selected. Below the tabs is a dark blue header with the text 'Register A Client'. Underneath this header are two buttons: 'Register Client(s)' and 'Register Client for LAST YEAR'. Below the buttons, the text reads 'You have 0 pending client(s)'. A red link labeled 'Details' is present, with the instruction 'Click 'Details' link to review the registration and Create/Submit Lobbyist Reports.' Below this, there is a 'Lobbying Year' dropdown menu set to '2014'. A red message states 'No Client Registrations for Selected Year'. At the bottom, there is a rounded button that says 'Use the below Excel template to upload expenses' and 'Lobbyist Expenses Template'.

Here you may register clients, view current clients, file report, and download the Lobbyist Expenses Template.

Download this by clicking the [link](#)



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

Use the below Excel template to upload expenses
[Lobbyist Expenses Template](#)

Pending Client(s)

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

Online Filing » Pending Clients

Client(s) **Pending Client(s)** Terminated Client(s) My Profile

Notice

Payment must be received within 10 days of registration or the client will be removed from your profile and you will have to register the client again. State law prohibits you to lobby for clients in the list below until your payment has been received.

My Pending Client Registrations

Select All

Description	Create Date
<input type="checkbox"/> Lobbyist: Lamb, Sarah ; Client: Example Company	07/30/2014

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.

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.

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My Profile

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



Online Filing » Pending Clients » Lobbyist Profile

[Client\(s\)](#) [Pending Client\(s\)](#) [Terminated Client\(s\)](#) [My Profile](#)

My Profile

[View/Update My Profile](#) [Update Preferences](#) [Change Password](#)

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.

Password Change Required

Change Password
User passwords cannot be blank. Password are case sensitive.
Password has expired. Please update your password below:

Old Password

New Password

New Password (Confirm)

[Update](#)

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.



Online Filing

Client(s) Pending Client(s) Terminated Client(s) My Profile

Register A Client

[Register Client\(s\)](#)

You have 1 pending client(s)

Click '[Details](#)' link to review the registration and Create/Submit Lobbyist Reports.

Lobbying Year **2014**

No Client Registrations for Selected Year

Use the below Excel template to upload expenses
[Lobbyist Expenses Template](#)

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

 **Michael Watson**
SECRETARY OF STATE



Please enter your client's company name and click search. If your client does not appear in the search results you may click "new" to continue.

Entity Name:

No matching records were found.

If the record you are searching for is not in the list above or there are no matching records then click New to continue.



Please enter your client's company name and click search. If your client may click "new" to continue.

Entity Name: a

Search Cancel

1st Trauma, Inc.
3M Traffic Control, Minnesota Mining & Manufacturing Co.
AARP
Abbott Laboratories, Inc.

no matching records

- If the client's company appears in the search results click on it, and then click the **(Search)** button.

Please enter your client's company name and click search. If your client does not appear in the search may click "new" to continue.

Entity Name: Dorger Software Architects, Inc.

Search Cancel

Entity Name	Address	Contact	Contact Details
Dorger Software Architects, Inc.	1956J University Blvd S 195 Mobile, AL 36609		Tel: 1-251-281-2001

If the record you are searching for is not in the list above or there are no matching records then click New to continue. **New**

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

Please enter your client's company name and click search. If your client does not appear in the search results you may click "new" to continue.

Entity Name: Example Company

Search Cancel

No matching records were found.

If the record you are searching for is not in the list above or there are no matching records then click New to continue. **New**

- If the client's company does not appear in the search results you may 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.

Entity Name

Name
Dorger Software Architects

Physical Address Information

Address 1 Address 2(eg: Suite# 201) City State
[] [] [] MISSISSIPPI ▼

Zip
[]

Mailing address same as Physical

Mailing Address Information

Address 1 Address 2(eg: Suite# 201) City State
[] [] [] MISSISSIPPI ▼

Zip
[]

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Contact Information

First Name Middle Name Last Name
[] [] []

Title Telephone 1 Fax
[] [] []

Email Confirm Email
[] []

Cancel Back Next

- 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.



Physical Address Information

Address 1	Address 2(eg: Suite# 201)	City	State
<input type="text" value="1111"/>	<input type="text" value="111"/>	<input type="text" value="111"/>	<input type="text" value="MISSISSIPPI"/>
			Zip
			<input type="text" value="12345"/>

The address you entered could not be validated

Check the box to confirm the entered address is correct

- If the form comes back with the message “The address you entered could not be validated!”, but the address is correct with no errors *click on the [checkbox] next to “Check the box to confirm that the entered address is correct,” and then click the (Next) button again.*
3. Fill in Client Business Details in the boxes provided.



Client Business Details

Kind of Business of Lobbyist Client
Grocery Store

Client is an Agency of the State

President
John Smith

Vice President
Jane Doe

Secretary
Debbie Owens

Treasurer
Jerry Webb

Director 1
Terry Gibson

Director 2
Lisa Bohanan

Director 3
Jackie Harland

Director 4

Additional Business Membership:

Cancel Back **Next**

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



6. Here you may enter Lobbying Issues and other Lobbyist employed by the Client.

Lobbyist Employment and Issues

Lobbying Issue
(none) ▼

Lobbying Issue
(none) ▼

Lobbying Issue
(none) ▼

Other

Lobbying Begin Date
7/30/2014

Lobbying Ending Date
12/31/2014

Other Lobbyists in Mississippi Employed by Client

Cancel Back Next

Click on the first box under Lobbying Issue, with the (none) inside of it to open a dropdown menu.

7. In the dropdown menu you may choose from several Lobbying Issues.
8. Click on the lobbying issue that applies to the client to select it.



Lobbying Issue

(none) ▼

(none) ▲

Agriculture

Alcoholic beverages

Amusement, games, sports

Business & Commerce

Cemeteries and crematoriums

Charitable & Non-Profit Corporations

Communication & Press

Construction

Consumer Protection

Corporations & Associations

Corrections

Crime & Criminal Procedures

Disaster Preparedness and relief

Economic & Industrial Development

Education, College, Trade Schools, and Universities

Education, Through High School

Elections

Environment, Recycling, Natural Resources

Family Issues, Divorce, Adoption, Domestic Abuse ▼

Cancel Back Next

9. You may repeat this step in the other Lobbying Issue boxes to enter more lobbying issues if needed.

10. In the box titled Other you may enter additional information



11. 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.



Lobbyist Employment and Issues

Lobbying Issue
Business & Commerce

Lobbying Issue
Agriculture

Lobbying Issue
Alcoholic beverages

Other

Lobbying Begin Date
7/30/2014

Lobbying Ending Date
12/31/2014

Other Lobbyists in Mississippi Employed by Client

Cancel Back **Next**

12. Enter the Lobbying Ending Date
13. You may enter other Lobbyists in Mississippi Employed by the client in the box provided.
14. Click the **(Next)** button to continue on to review and submit your client registration.



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

Lobbyist Information

Lobbyist Name : **Tara Kaeser**
 Email :

Physical Address

762 Downtowner Loop S Suite 100
 Mobile, AL 36609

Client Information

Client Name : **Dorger Software Architects**
 Contact Name : Tara Kaeser
 Telephone 1 :
 Email :

Mailing Address

762 Downtowner Loop S Suite 100
 Mobile, AL 36609

Physical Address

762 Downtowner Loop S Suite 100
 Mobile, AL 36609

Client Business Details

Kind of Business of Lobbyist Client :	Software
President :	Scot Dorger
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 :	Business & Commerce
Lobbying Issue :	(none)
Lobbying Issue :	(none)
Other :	
Lobbying Begin Date :	1/9/2020
Lobbying Ending Date :	12/31/2020
Other Lobbyists in Mississippi Employed by Client :	



- If the information displayed is not correct click the **(Back)** button to go to the previous page and make any necessary changes.
16. When you are sure all of the information is correct click the **(Submit)** button to continue.
17. 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.

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Pay Now



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



I want to register another client

When you click the **(I want to register another client)** button you will be directed back to the first page where you may enter another entity.

Please enter your client's company name and click search. If your client does not appear in the search results you may click "new" to continue.

Entity Name:

Pay Later

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

Client(s) **Pending Client(s)** Terminated Client(s) My Profile

Notice

Payment must be received within 10 days of registration or the client will be removed from your profile and you will have to register the client again. State law prohibits you to lobby for clients in the list below until your payment has been received.

My Pending Client Registrations

Select All

Description	Create Date
<input type="checkbox"/> Lobbyist: Lamb, Sarah ; Client: Dorger Client Test10	09/23/2014
<input type="checkbox"/> Lobbyist: Lamb, Sarah ; Client: Dorger Software Test Company	08/21/2014

If payment is not received within 10 days of registration the client will be removed from your profile and you will have to register the client again.

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.

18. Click the **(Submit Payment)** button to be redirected to the Mississippi Payment Gateway.
19. Or click the **(Edit/Change)** button to go to the name, address and contact information page and continue from there.
20. If you wish to delete the client registration click the **(Delete)** button. [Top of the Document](#)



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.

The screenshot shows the 'Client(s)' tab selected in the top navigation bar. Below the navigation bar is a 'Register A Client' section with a 'Register Client(s)' button. A message states 'You have 0 pending client(s)'. Below this is a 'Click 'Details' link to review the registration and Create/Submit Lobbyist Reports.' instruction. A 'Lobbying Year' dropdown menu is set to '2014'. There is a 'Select All' checkbox. At the bottom, a table displays client registration information for 2014. The 'Details' link in the first row is circled in blue.

Certificate #	Description	Status	Effective Date	Expire Date
Details	20140010	Lobbyist: Lamb, Sarah ; Client: Example Company Filed - Verified	07/31/2014	12/31/2014

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.



Home » Online Filing » Lobbyist: Lamb, Sarah ; Client: Example Company

File a Report Submitted Reports Registration Info

New Reports

Create Mid/End Session Report Create Annual Report **Download Lobbyist Expense Template**

Pending Expense Reports

Select All

Click the (Download Lobbyist expense Template) button if you wish to import expenses from a spreadsheet later on

	Report Type	Report Status	Date Created
<input type="checkbox"/>	Details Form A	Pending	8/11/2014 12:52:28 PM
<input type="checkbox"/>	Details Form E - End-of-Session - Amended	Pending	8/6/2014 2:25:23 PM
<input type="checkbox"/>	Details Form E - Mid Session - Amended	Pending	8/6/2014 1:58:27 PM

Delete 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

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

File a Report Submitted Reports Registration Info

New Reports

Create Mid/End Session Report Create Annual Report Download Lobbyist Expense Template



- If you are not ready to start a report Click the **(Cancel)** button to exit.

Form E Type

Is this the mid-session or end-of-session report?

Mid-Session **End-of-Session** **Cancel**

- 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)

- 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.

Expenses Actions

Add Expenses **Import From Spreadsheet** **Download Lobbyist Expense Template**

Expense Items

Add Expenses

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



Recipient

Recipient's Office Title
Governor ▼

Date
(none)

Place

Provider

Expense Type
Award ▼

Item Description

Value/Cost

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.

Date
08/01/2014

August 2014						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2. Click the **(Next)** button when you are finished filling out the Lobbying Expenditure.
3. 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.



Expenses Actions

[Add Expenses](#) [Import From Spreadsheet](#)

Expense Items

Select All

Recipient	Recipient's Office Title	Date	Place	Provider	Expense Type	Item Description	Value/Cost
<input checked="" type="checkbox"/> John Doe	Commissioner of Agriculture and Commerce	Aug 14 2014	City	Example Provider	Award	Bright and shiny	\$2000.00

Select All

Total Value/Cost \$2000
Expenses Count 1

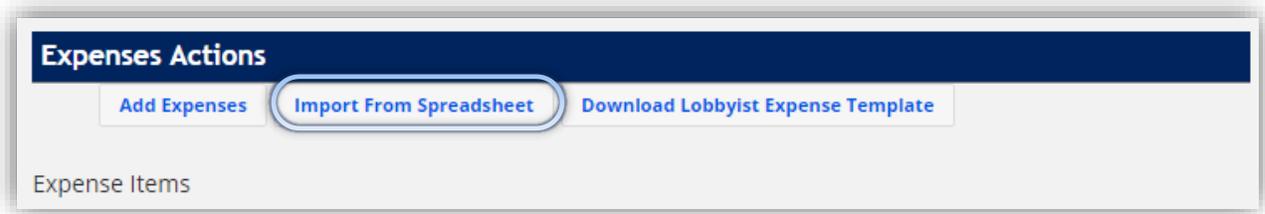
[Edit Expense](#) [Remove Expense](#)

- 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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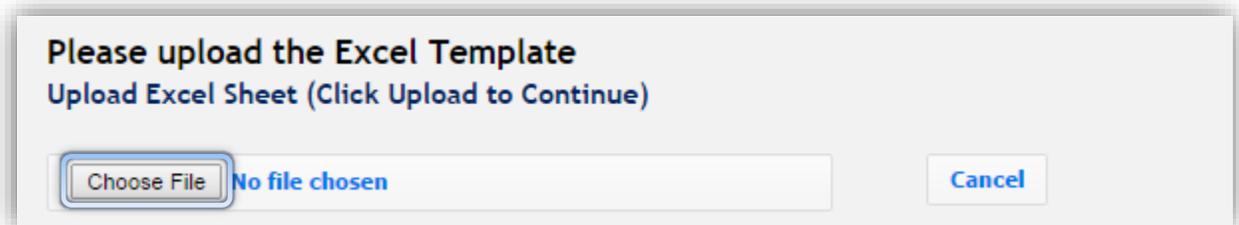


Import from Spreadsheet

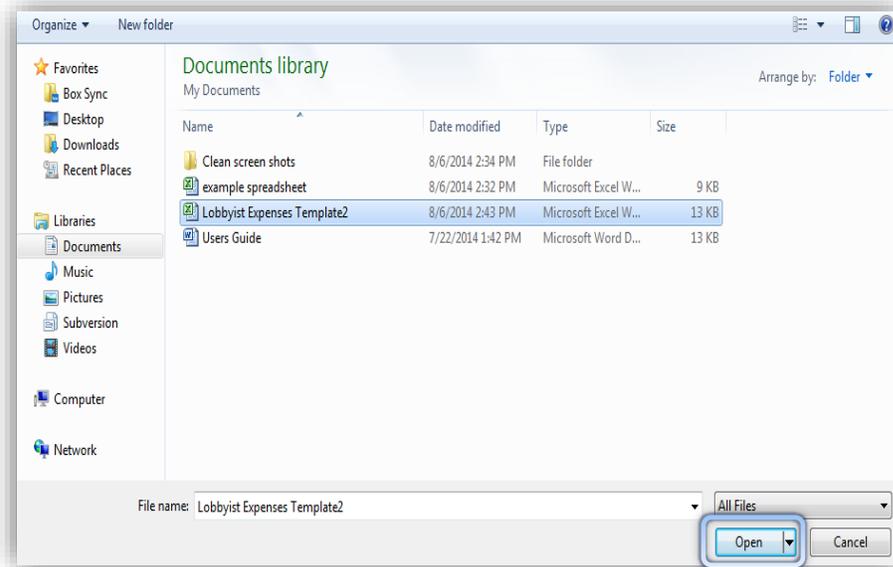


1. You may Import Expenses from a Spreadsheet by clicking on the **(Import From Spreadsheet)** button.
2. First you will need to have the Lobbyist Expenses Template downloaded. The Lobbyist Expenses Template can be downloaded by clicking the **(Download Lobbyist Expense Template)**.

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.
- 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.



Receptions Actions

[Add Receptions](#)

Reception Items

Select All

Date	Place/Location	Est. No. Public Officials	Est. Total Attendance	Total Reception Cost
<input checked="" type="checkbox"/> Aug 6 2014	Jackson Mississippi	100	500	\$120000

Select All

Total Receptions Cost \$120000
Receptions Count 1

[Edit Receptions](#) [Remove Receptions](#)

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)

Report Actions

[Preview Report](#) [Submit 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.

Submit Report

You are about to Submit Expense Report. This process can not be reversed. Please click 'SUBMIT' if you wish to Submit the report or click 'CANCEL' to abort the Submission.

[SUBMIT](#) [CANCEL](#)

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.



The following XMC Reports(Multi-Client Expense Reports) are available for the Current Client - Example Company. Please select the XMC reports you would like to submit with the current - Form E - Mid Session - Lobbyist Mid-Session Expense Report

<input type="checkbox"/> All	FileNumber	FilingDesc	Report Status	Date Created

Next Cancel

5. Click the [Check box] next to the reports you would like to submit, and click the **(Next)** button to continue.

Lobbyist Expenses

Expenses submitted.

OK

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



Online Filing » Lobbyist: Lamb, Sarah ; Client: Example Company » Form E - Mid Session - Lobbyist Mid-Session Expense Report » Submitted Reports

[File a Report](#) **[Submitted Reports](#)** [Registration Info](#)

Submitted Reports

Select All

	File Number	Report Type	Report Status	Date Created
<input checked="" type="checkbox"/> View/Print	LE20140032	Form E - Mid Session	Filed - Lobbyist Report	8/5/2014 2:48:05 PM

[View/Print Report\(s\)](#) [Amend Report\(s\)](#)

7. The Submitted Report can now be viewed under the Submitted Reports tab.
8. 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.

Client(s) Pending Client(s) Terminated Client(s) My Profile

Register A Client

[Register Client\(s\)](#)

You have 0 pending client(s)

Click '**Details**' link to review the registration and Create/Submit Lobbyist Reports.

Lobbying Year: **2014**

Select All

Certificate #	Description	Status	Effective Date	Expire Date
Details L20140010	Lobbyist: Lamb, Sarah ; Client: Example Company Filed - Verified	07/31/2014	12/31/2014	

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.

Online Filing » Lobbyist: Lamb, Sarah ; Client: Example Company

File a Report Submitted Reports Registration Info

New Reports

[Create Mid/End Session Report](#) [Create Annual Report](#)

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



Form A Type

Is this the Annual report or Termination report ?

[Annual Report](#)

[Termination Report](#)

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

OR

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

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Annual Report

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

<input type="checkbox"/> All	FileNumber	FilingDesc	FilingTypeDesc	FilingStatus	CreateDate
<input type="checkbox"/>	LE20140034	Form E - End-of-Session	Lobbyist End-of-Session Expense Report	Filed - Lobbyist Report	8/6/2014 1:59:43 PM
<input checked="" type="checkbox"/>	LE20140042	Form E - Mid-Session	Lobbyist Mid-Session Expense Report	Filed - Lobbyist Report	9/23/2014 9:54:00 AM
<input type="checkbox"/>	LE20140032	Form E - Mid-Session	Lobbyist Mid-Session Expense Report	Filed - Lobbyist Report	8/5/2014 2:48:05 PM
<input type="checkbox"/>	LE20140043	Form E - Mid-Session	Lobbyist Mid-Session Expense Report	Filed - Lobbyist Report	9/23/2014 9:55:08 AM

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.



::Form A - Lobbyist Annual Report

Lobbyist Compensation

Fee :

Salary :

Retainer :

Reimbursement :

Other :

Other Description :

Add/Edit Compensations

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

Fee

Salary

Retainer

Reimbursement

Other

Other Description

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](#)

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

Cancel

Next

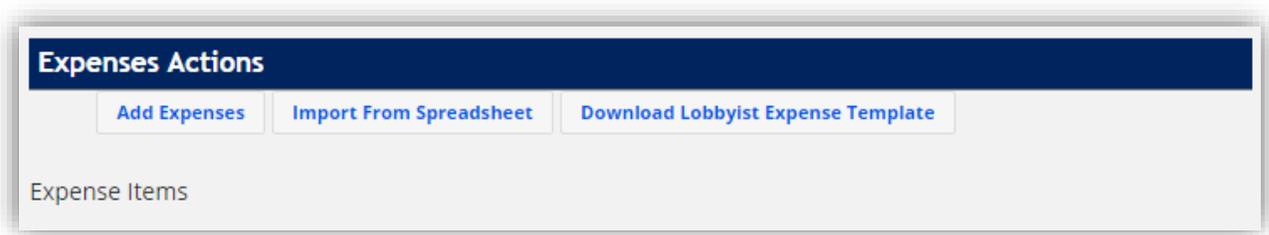
Fill out the Lobbyist Administrative Cost form and click the **(Next)** button.

[Top of the Document](#)



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.



Add Expenses

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



Recipient

Recipient's Office Title

Governor ▾

Date

(none)

Place

Provider

Expense Type

Award ▾

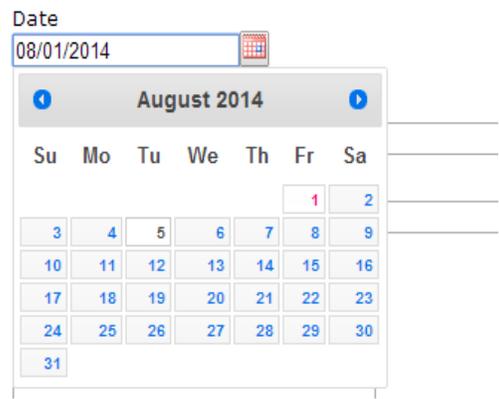
Item Description

Value/Cost

Cancel **Next**

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.



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



Expenses Actions

[Add Expenses](#) [Import From Spreadsheet](#)

Expense Items

Select All

Recipient	Recipient's Office Title	Date	Place	Provider	Expense Type	Item Description	Value/Cost
<input checked="" type="checkbox"/> John Doe	Commissioner of Agriculture and Commerce	Aug 14 2014	City	Example Provider	Award	Bright and shiny	\$2000.00

Select All

Total Value/Cost \$2000
Expenses Count 1

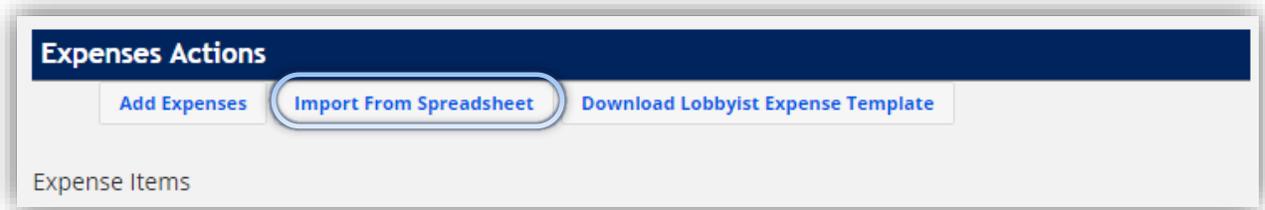
[Edit Expense](#) [Remove Expense](#)

- 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.

[Top of the Document](#)

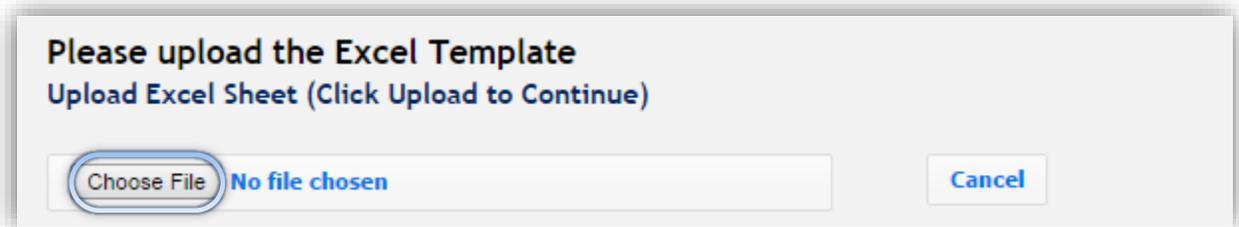


Import from Spreadsheet

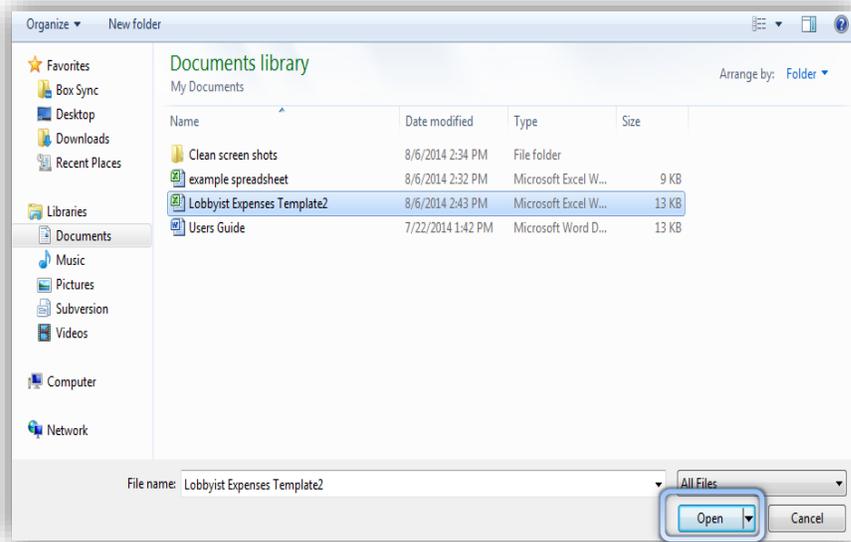


6. You may Import Expenses from a Spreadsheet by clicking on the **(Import From Spreadsheet)** button.
7. First you will need to have the Lobbyist Expenses Template downloaded. The Lobbyist Expenses Template can be downloaded by clicking the **(Download Lobbyist Expense Template)**.

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.

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

Receptions Actions

Add Receptions

Reception Items

No Receptions Found

Date

City

State

MISSISSIPPI

Establishment

Cancel Next

Est. Number of Public Officials

Est.Total Attendance

Total Reception Cost

- 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.



Receptions Actions

[Add Receptions](#)

Reception Items

Select All

Date	Place/Location	Est. No. Public Officials	Est. Total Attendance	Total Reception Cost
<input checked="" type="checkbox"/> Aug 6 2014	Jackson Mississippi	100	500	\$120000

Select All

Total Receptions Cost \$120000
Receptions Count 1

[Edit Receptions](#) [Remove Receptions](#)

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-(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.

Report Actions

Preview Annual Report
Submit Annual Report

Submit Report

You are about to Submit Annual Report. This process can not be reversed. Please click 'SUBMIT' if you wish to Submit the report or click 'CANCEL' to abort the Submission.

SUBMIT
CANCEL

3. Click the **(SUBMIT)** button.
4. On the next screen check the [checkbox] that corresponds with the report you would like to submit. Or check the [checkbox] next to All.

The following XMC Reports(Multi-Client Expense Reports) are available for the Current Client - Example Company. Please select the XMC reports you would like to submit with the current - Form A - Lobbyist Annual Report

<input type="checkbox"/> All		FileNumber	FilingDesc	Report Status	Date Created
<input type="checkbox"/>					

Next
Cancel

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

Lobbyist Annual Report

Annual Report submitted.

OK

[Top of the Document](#)

6. 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.

Client(s) Pending Client(s) Terminated Client(s) My Profile

Register A Client

[Register Client\(s\)](#)

You have 0 pending client(s)

Click '**Details**' link to review the registration and Create/Submit Lobbyist Reports.

Lobbying Year **2014**

Select All

	Certificate #	Description	Status	Effective Date	Expire Date
Details	L20140010	Lobbyist: Lamb, Sarah ; Client: Example Company Filed - Verified		07/31/2014	12/31/2014

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.

Online Filing » Lobbyist: Lamb, Sarah ; Client: Example Company

File a Report Submitted Reports Registration Info

New Reports

[Create Mid/End Session Report](#) [Create Annual Report](#)



Form A Type

Is this the Annual report or Termination report ?

Annual Report

Termination Report

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

Expenses

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

<input type="checkbox"/> All	FileNumber	FilingDesc	FilingTypeDesc	FilingStatus	CreateDate
<input type="checkbox"/>	LE20140034	Form E - End-of-Session	Lobbyist End-of-Session Expense Report	Filed - Lobbyist Report	8/6/2014 1:59:43 PM
<input type="checkbox"/>	LE20140042	Form E - Mid-Session	Lobbyist Mid-Session Expense Report	Filed - Lobbyist Report	9/23/2014 9:54:00 AM
<input type="checkbox"/>	LE20140032	Form E - Mid-Session	Lobbyist Mid-Session Expense Report	Filed - Lobbyist Report	8/5/2014 2:48:05 PM
<input checked="" type="checkbox"/>	LE20140043	Form E - Mid-Session	Lobbyist Mid-Session Expense Report	Filed - Lobbyist Report	9/23/2014 9:55:08 AM

Next Cancel

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

::Form A - Termination - Lobbyist Termination Report

Lobbyist Compensation

Fee :

Salary :

Retainer :

Reimbursement :

Other :

Other Description :

Add/Edit Compensations

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



Fee

Salary

Retainer

Reimbursement

Other

Other Description

Fill out the Lobbyist Compensation form.

Click the **(Next)** 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

9. 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

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Fill out the Lobbyist Administrative Costs form.

Click the **(Next)** button.

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.

Expenses Actions

Expense Items

Add Expenses



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

Recipient

Recipient's Office Title
Governor ▼

Date
(none)

Place

Provider

Expense Type
Award ▼

Item Description

Value/Cost

Cancel **Next**

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.

Date
08/01/2014

August 2014						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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



Expenses Actions

[Add Expenses](#) [Import From Spreadsheet](#)

Expense Items

Select All

Recipient	Recipient's Office Title	Date	Place	Provider	Expense Type	Item Description	Value/Cost
<input checked="" type="checkbox"/> John Doe	Commissioner of Agriculture and Commerce	Aug 14 2014	City	Example Provider	Award	Bright and shiny	\$2000.00

Select All

Total Value/Cost	\$2000
Expenses Count	1

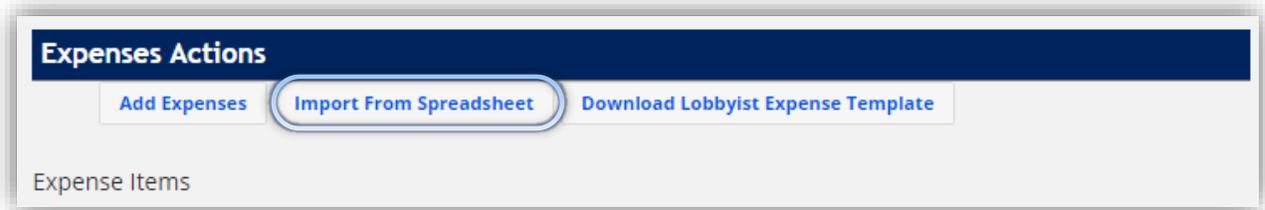
[Edit Expense](#) [Remove Expense](#)

- 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.

[Top of the Document](#)



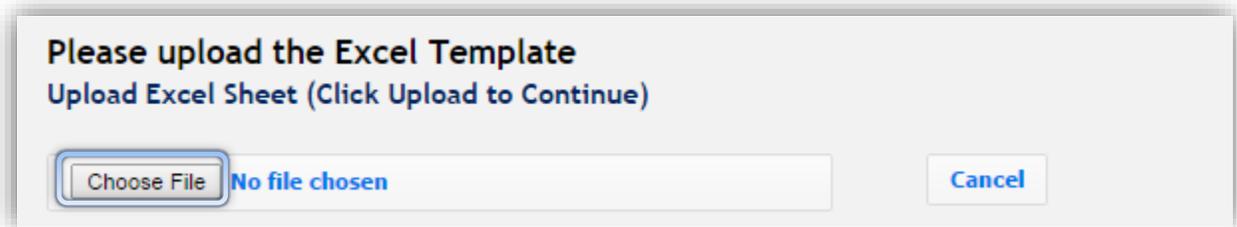
Import from Spreadsheet



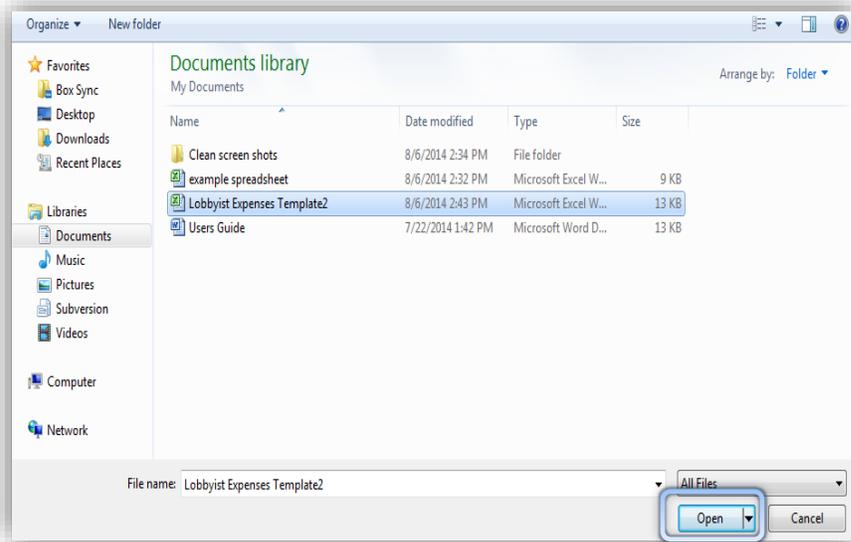
11. You may Import Expenses from a Spreadsheet by clicking on the **(Import From Spreadsheet)** button.

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)**.

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.

[Top of the Document](#)



Receptions Actions-(Termination 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.



Receptions Actions

[Add Receptions](#)

Reception Items

Select All

Date	Place/Location	Est. No. Public Officials	Est. Total Attendance	Total Reception Cost
<input checked="" type="checkbox"/> Aug 6 2014	Jackson Mississippi	100	500	\$120000

Select All

Total Receptions Cost \$120000

Receptions Count 1

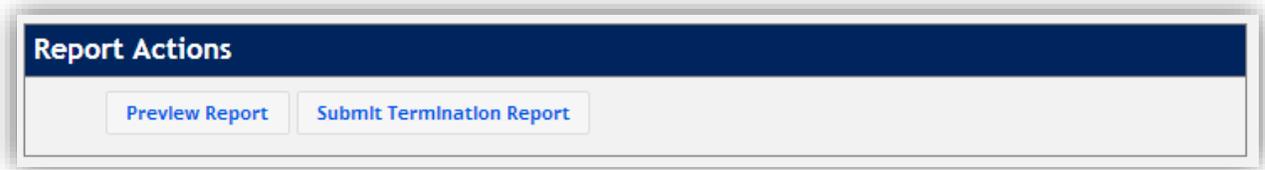
[Edit Receptions](#) [Remove Receptions](#)

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.

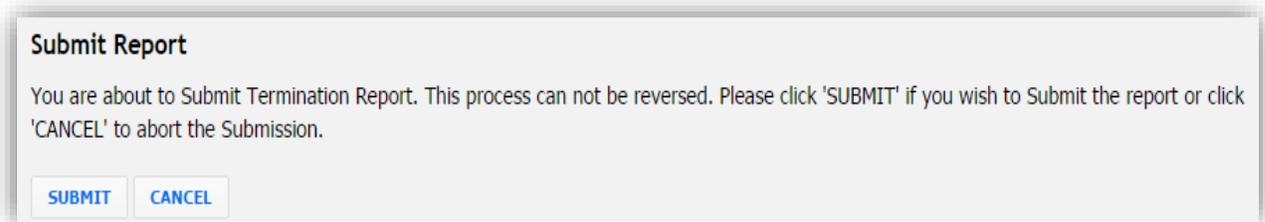


Report Actions – (Termination report)

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.

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Filing Reports as a Lobbyist with multiple clients-XMC Reports

If you have multiple clients you may save time by filing a XMC Report and only when you have more than one client will the XMC Reports tab show.

Home » Online Filing » XMC Reports

Client(s) Pending Client(s) Terminated Client(s) **XMC Reports** My Profile

XMC Reports Actions

Create XMC Report

My XMC Reports.

Report Year **2014**

Select All

	Description	Status	Created On
<input type="checkbox"/>	Details XMC -Kaeser::Dorger Software Test Company	Pending	5/20/2014 12:50:46 PM
<input type="checkbox"/>	Details Form XMC	Pending	5/20/2014 12:47:55 PM
<input type="checkbox"/>	Details Form XMC	Pending	4/11/2014 1:25:06 PM
<input type="checkbox"/>	Details Form XMC	Pending	1/21/2014 6:56:33 PM
<input type="checkbox"/>	Details Form XMC	Filed - Lobbyist Report	1/6/2014 1:42:22 PM
<input type="checkbox"/>	Details Form XMC	Filed - Lobbyist Report	1/3/2014 3:59:05 PM
<input type="checkbox"/>	Details Form XMC	Filed - Lobbyist Report	1/3/2014 11:00:13 AM
<input type="checkbox"/>	Details Form XMC	Filed - Lobbyist Report	1/2/2014 8:35:17 AM
<input type="checkbox"/>	Details Form XMC	Filed - Lobbyist Report	1/2/2014 8:33:13 AM

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

Lobbyist

Select the XMC Form Filing Year

2013 **2014**

2. Click on the Form Filing Year.



Lobbyist Clients
Select Clients for Form XMC

<input type="checkbox"/> All	EntityNumber	EntityName
<input type="checkbox"/>		TK Super Fun Testing Company
<input type="checkbox"/>		TK Test Company
<input type="checkbox"/>		Dorger Test Client 2
<input type="checkbox"/>		DSA Test Client 2
<input type="checkbox"/>	0000154	Dorger Software Test Company
<input type="checkbox"/>		Dorger Test Client1
<input type="checkbox"/>	0000161	Dorger Test Client7

3. Click the [checkboxes] on the left that correspond with the Entities on the right that you need to file a XMC report for.
4. Click the **(Next)** button.

XMC Report Description
Enter description for XMC Report

5. Here you may enter a description of the XMC Report in the text box.
6. Click the **(Next)** button.



::Form XMC - Form XMC

XMC Description : XMC -Kaeser;;Dorger Software Test Company

XMC Report Year : 2014

SECTION B: Benefiting Clients / Certificate Numbers

[Add Client](#)

Client Name	Cert Number	
Dorger Software Test Company	L20130027	Remove
Dorger Test Client7		Remove

Expenses Actions

[Add Expenses](#)

[Import From Spreadsheet](#)

[Download Lobbyist Expense Template](#)

7. If you need to add a client to the report from this screen you may click the **(Add Client)** button.

Clients

Select Client

<input type="checkbox"/> All	Client Name
<input type="checkbox"/>	Dorger Test Client 2
<input type="checkbox"/>	Dorger Test Client1
<input type="checkbox"/>	DSA Test Client 2
<input type="checkbox"/>	TK Super Fun Testing Company
<input type="checkbox"/>	TK Test Company

[Next](#) [Cancel](#)

- *If you have clients that can be added to the XMC report they will show on this page.*
- *Click the [checkbox] that corresponds with the client to add.*
- *Click the **(Next)** button.*



SECTION B: Benefiting Clients / Certificate Numbers

[Add Client](#)

Client Name	Cert Number	
Dorger Software Test Company	L20130027	Remove
Dorger Test Client7		Remove

Expenses Actions

[Add Expenses](#) [Import From Spreadsheet](#) [Download Lobbyist Expense Template](#)

8. You may add expenses directly by clicking the **(Add Expenses)** button to be taken to the Lobbying Expenditure.
 - o 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.



Recipient

Recipient's Office Title

Governor ▼

Date

(none)

Place

Provider

Expense Type

Award ▼

Item Description

Value/Cost

Cancel **Next**

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.

Date

08/01/2014

August 2014

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

9. Click the next button when you have finished filling out the lobbyist expenditure.



Expenses Actions

[Add Expenses](#) [Import From Spreadsheet](#)

Expense Items

Select All

Recipient	Recipient's Office Title	Date	Place	Provider	Expense Type	Item Description	Value/Cost
<input type="checkbox"/> Sarah Lamb	Governor	Aug 28 2014	Place	Provider	Award	Award	\$10.00

Select All

Total Value/Cost \$10
Expenses Count 1

[Edit Expense](#) [Remove Expense](#)

10. Here you may edit or remove expenses by clicking on the [checkbox] that corresponds with the expense you wish to modify.
11. Click either the **(Edit Expense)** or the **(Remove Expense)** button. Edit Expense takes you back to the Lobbying expenditure and Remove Expense will delete the expense.

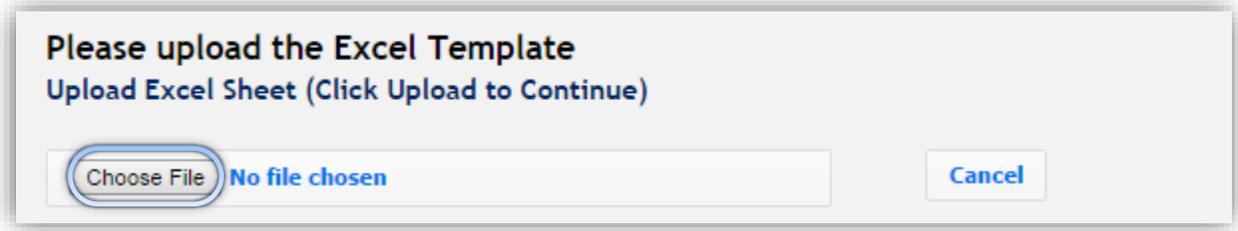
Import expenses from Spreadsheet- (XMC- report)

Expenses Actions

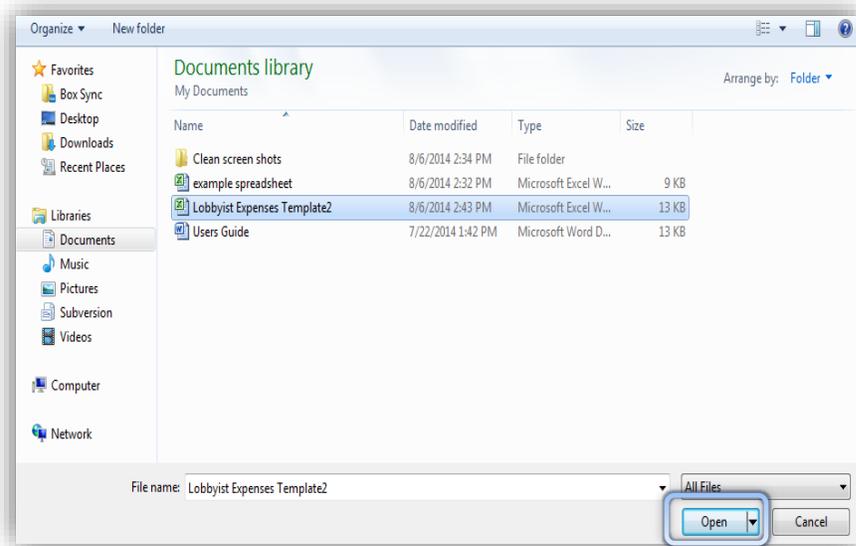
[Add Expenses](#) [Import From Spreadsheet](#) [Download Lobbyist Expense Template](#)

Expense Items

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



::Form XMC - Form XMC

XMC Description : XMC -Kaeser;;Dorger Software Test Company

XMC Report Year : 2014

SECTION B: Benefiting Clients / Certificate Numbers

[Add Client](#)

Client Name	Cert Number	
Dorger Software Test Company	L20130027	Remove
Dorger Test Client7		Remove

Expenses Actions

[Add Expenses](#)
[Import From Spreadsheet](#)
[Download Lobbyist Expense Template](#)

Expense Items

Select All

Recipient	Recipient's Office Title	Date	Place	Provider	Expense Type	Item Description	Value/Cost
<input type="checkbox"/> Jerry	Treasurer	Aug 6 2014	inside	John	Event Ticket	festival	\$200.00

Select All

Total Value/Cost	\$200
Expenses Count	1

[Edit Expense](#)
[Remove Expense](#)

12. At this point your report is filed and you may exit.

[Top of the Document](#)