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 http://sos.ms.gov/elec/portal/msel2/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:	

Search   Reset   🖼

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

Lobbyist's Client

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

Search   Reset   🖼

Print Preview

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 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.

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	Download / E-mail	View TIF	View PDF
Client			
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.

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

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	A	B	C	D	E	F	G	H	I
1									
2	Lobbyist Directory								
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 CHERYIL LN		MOBILE	AL	36695-3303
11	Tara		Dorger Software Test Company	Jan 13 2015 10:08AM			MOBILE	AL	36695-3444
12									

Example search spreadsheet

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:

Search   Reset

T*he 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.**

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

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

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	Kaeser	Dorger Test Client 2	$210
Form A	2014	Tara	Kaeser	Dorger Test Client 2	$1079
Form A	2014	Tara	Kaeser	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.

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) |

Search

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: Dorger

Lobbyist Last Name:

Order By: by Lobbyist

Search   Reset   ⬛

Print Preview

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

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

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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 Dorger Test Client 2	L20130026	$270,254.00	$180,000.00	$30,000.00	$10,000.00	$50,000.00	$254.00

Send to PDF   Send to Printer

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.

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)

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