



GUIDANCE DOCUMENT

**BC LOBBYISTS REGISTRY USER GUIDE:
ACCOUNT MANAGEMENT**

Revised: February 6, 2024

TABLE OF CONTENTS

PURPOSE OF THIS GUIDANCE DOCUMENT	2
Introduction	2
Getting Started.....	2
Accounts.....	2
Representatives	3
CREATE AND LOG IN TO ACCOUNTS	4
Create an Account.....	4
Sign in to your account	9
REPRESENTATIVE ACCOUNTS	10
Create a New Representative Account	11
Add a Representative to your Designated Filer Account.....	17
Remove a Representative from your account	20
UPDATE YOUR ACCOUNT	21
Update your account details.....	21
Change your password.....	25
Update Consultant Lobbyist firm profiles.....	26
Add a Firm to your Profile.....	27
Update a Firm’s Profile	29
Remove a Lobbying Firm Profile from your Account.....	30
REGISTER A NEW SENIOR OFFICER FOR AN ORGANIZATION	31
Transfer Organization’s senior officer via a NEW account	31
Transfer Registration Return and Lobbying Activity Reports to an existing account with assistance from Registry staff	34
FORGOTTEN PASSWORD OR USERNAME	34
Forgotten Username	35
Forgotten Password	35
GETTING HELP.....	37
Lobbyists Transparency Act and Frequently Asked Questions	37
Full Length User Guides	37
Contacting Registry Staff.....	37

PURPOSE OF THIS GUIDANCE DOCUMENT

Notice

This document is for information purposes only and does not constitute a decision or finding by the Registrar of Lobbyists for British Columbia or their delegates. This guidance does not affect the powers, duties or functions of the Registrar of Lobbyists, or their delegates, regarding any investigation or other matter under the *Lobbyists Transparency Act*, respecting which the Registrar and their delegates will keep an open mind. Responsibility for compliance with the *Lobbyists Transparency Act* remains with each lobbyist.

Introduction

The *Lobbyists Transparency Act* (“LTA”) came into force on May 4, 2020. The legislation and the Lobbyists Transparency Regulation set out registration requirements for individuals and organizations engaged in lobbying activities.

Sign in to the Lobbyists Registry to create and submit Registration Returns and Lobbying Activity Reports. You must also keep the information in your Registration Returns up to date.

The [Getting Started – Reference Guide](#) is a brief overview of the provisions of the current legislation and regulation governing lobbying in BC, together with an explanation of the most commonly-used features of the Lobbyists Registry. It is designed to answer common questions.

Links to the complete text of the LTA and the Regulation are available by clicking “Help” on the top toolbar of each page of the Lobbyists Registry and selecting “Legislation”.

The ‘Help’ tab also has links to guidance documents, FAQs, other user guides under ‘Using the Registry’, and contact information for our office.

Getting Started

You need an account in the Lobbyists Registry in order to prepare and submit a Registration Return and Lobbying Activity Reports.

If you previously had a registration in the previous BC Lobbyists Registry (between 2010 and May 4, 2020), you already have an account in the new Lobbyists Registry and just need to re-activate it. See [User Guide - Accounts and Registrations from the Previous Registry](#).

Accounts

There are two types of accounts in the BC Lobbyists Registry: **Designated Filer** (Consultant Lobbyist or Most Senior Paid Officer of an organization) and **Representative**. In-house lobbyists do not have their own accounts unless they are also the Designated Filer (Most Senior Paid Officer) for their organization or act as a Representative.

The LTA defines the term “Designated Filer” to include both Consultant Lobbyists and the Most Senior Paid Officer of an organization. Representatives provide administrative services for Designated Filers.

An individual will only ever have one account in the Lobbyists Registry. Registry staff may revise the type of account you have, if necessary, to allow you to carry out more than one role.)

If you had an account in the previous Lobbyists Registry, **DO NOT CREATE A NEW ACCOUNT**. See [User Guide - Accounts and Registrations from the Previous Registry](#).

Consultant Lobbyists

If you are an individual who, for payment, undertakes to lobby on behalf of a client, create your own account. As a Designated Filer, you will use your account to create and maintain Registration Returns and Lobbying Activity Reports for each of your clients.

Most Senior Paid Officers

If you are the Most Senior Paid Officer for an organization, create your own account. As a Designated Filer, you will use your account to create and maintain a Registration Return and Lobbying Activity Reports for your organization during the time you are the Most Senior Paid Officer of an organization that is lobbying.

Representatives

Representatives can enter and update information in Registration Returns and Lobbying Activity Reports on behalf of Designated Filers.

Representatives will be copied on notifications sent by Registry staff to the Designated Filers they represent.

As a Representative, you must create and activate your own account. See [Create a New Representative Account](#) below.

Once your account is activated, the Designated Filer can add you as a Representative with access to their own account. This allows you to create and update Registration Returns and Lobbying Activity Reports on behalf of the Designated Filer. You may act as a Representative for multiple Designated Filers at the same time.

The Representative can prepare documents but cannot submit them to the Registry with their own username and password. New Registration Returns, Registration Return Updates and Lobbying Activity Reports can only be submitted after entering the Designated Filer’s username and password.

CREATE AND LOG IN TO ACCOUNTS

If you had registrations in the previous Lobbyists Registry, your account “migrated” to the current Registry and you just need to activate it. See steps in [User Guide: Accounts and Registrations from the Previous Registry](#)

If you already activated your account in the current Registry but forgot your username or password, see [Forgotten Password or Username](#) below.

Create an Account

A Designated Filer has one account with the Lobbyists Registry. Use your account to create or reactivate Registration Returns.

1. Go to the Lobbyists Registry sign in page: <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. If you do not already have an account in the current or previous Lobbyists Registry, click “Create an Account”.

O.R.L. office of the registrar of lobbyists
BRITISH COLUMBIA

www.lobbyistsregistrar.bc.ca

Registry Search Tools ▾ Reporting Tools ▾ Lobbying Statistics ▾ Help ▾ Sign In

[Registry Dashboard](#)

Lobbyists Registry Sign In

The [GETTING STARTED - REFERENCE GUIDE](#) provides an overview, details and links to user guides.

Additional Option in Registry: Ability to opt into 2-Factor Authentication (using SMS) to reset password – for more information, please refer to section titled **UPDATE YOUR ACCOUNT** in the following User Guide: [Account Management](#).

Sign In

[Have you forgotten your password?](#)

Sign In

Register

See [GETTING STARTED - REFERENCE GUIDE](#) for information about the three types of accounts you can create. If it is not clear which type of account you should create, email the Registry with questions before proceeding: info@bcori.ca

Note: If you have an account in the current Registry, do not create a new account. Sign In on the left side of this screen with your username and password.

If you had an account in the previous Registry, do not create a new account. [Reactivate your account here.](#)

Create an Account

3. Confirm you do not have an existing account in the Lobbyists Registry: **tick the check box** and click **“Continue”**.

New Account Confirmation

Individuals should only have one account in the Lobbyists Registry.

- If you have an account in the current Registry, do not create a new account. Click **Cancel** to return to the previous page. **Sign In** on the left side of the screen with your username and password.
- If you have an account in the current Registry, and have forgotten your password, you can [Reset your password here](#).

Note: if you need to reactivate an account from the previous Registry, you can [do that here](#).

I confirm I do not have an existing account in the Lobbyists Registry

Cancel Continue

4. **“Select”** the appropriate type of account: Consultant Lobbyist, Most Senior Paid Officer or Representative in the Account Creation section.

Account Creation

Select

You are a **consultant lobbyist** lobbying on behalf of a paying client.
[Learn more...](#)

Select

You are the **most senior paid officer** for an organization that has employees, officers or directors who lobby.
[Learn more...](#)

Select

Representatives provide administrative help to consultant lobbyists and designated filers for organizations.
[Learn more...](#)

Cancel Not sure? Email us at info@bcorl.ca.

5. Read the Declaration statements. If you agree with the statements, **tick each box** and click **“Continue”**.
6. Enter your **First name** and **Last name**.
7. If you are a Consulting Lobbyist declare, whether or not you work for a **consulting firm**. If you represent an organization, provide your **position title** within your organization.

Enter exact **name of the consulting firm OR the exact legal name of the organization**.

NOTE: If you are Consultant Lobbyist and indicated **NO**, you will be shown as “Self-employed” in the Registry.

8. Enter your consulting firm OR organization’s **mailing address** and **business telephone number**.

Phone extension and fax number are optional.

If you are located outside of Canada and the United States, fill out the second address box labelled “Other Country”.

The image shows a registration form with several fields. A red box highlights the 'Country' dropdown (set to 'Canada'), 'Mailing address 1', 'Mailing address 2', and 'City' text boxes. Another red box highlights the 'Province' dropdown (set to '- select -'), 'Postal code (K1K 1K1)', and 'Business telephone (555-555-5555)' text boxes. A third red box highlights the 'Extension (12345)' text box. Red arrows point to the 'City' and 'Business telephone' fields.

9. Enter your direct (business) **email address** and enter it a second time to confirm that it is correct.

10. **Select** whether you would like **additional recipients to receive email notifications**.

Emails include confirmations and reminders from Registry. We recommend you enter at least one additional email address, for example for an assistant, to receive notifications from the Registry. If you have an additional email account of your own, you may enter it here.

If you select **YES**, enter up to three **additional email addresses** to receive notifications.

11. If you are a Consultant Lobbyist, declare whether you have ever held a position within the BC provincial government.

If you are the Most Senior Paid Officer of an organization, skip to Step 13.

Former Public Office Holder Positions in BC

* Have you ever held a position within the BC provincial government?

Cancel Continue

If **YES**, declare whether you held a **former public office holder position** within the last two years. **Click the ? symbol for the definition.**

Former Public Office Holder Positions in BC

* Have you ever held a position within the BC provincial government?

* Did you hold a position that meets the definition of "former public office holder" within the last two years?

If you held a former public office holder position within the last two years, enter the **last day** you held this position and your **exemption number**.

Former Public Office Holder Positions in BC

* Have you ever held a position within the BC provincial government?

* Did you hold a position that meets the definition of "former public office holder" within the last two years?

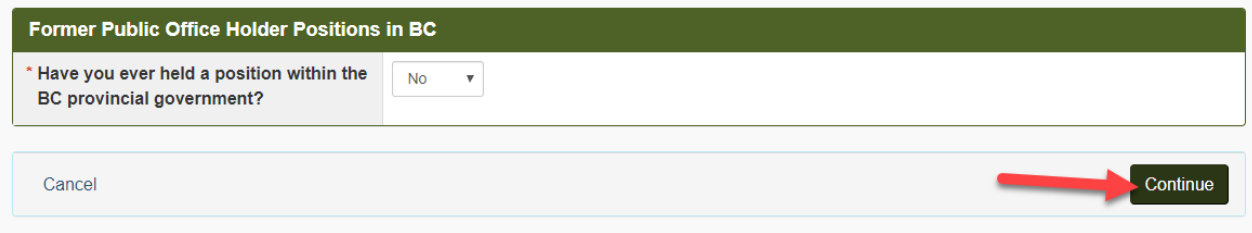
* If you held a position that meets the definition of "former public office holder" within the last two years, enter the last day you held this position:

Exemption number:

Individuals who held a BC former public office holder position within the past two years are not permitted to lobby unless an exemption has been granted. For information on requesting an exemption click on the ? symbol or find more

information located here: <https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/exemption-information-for-former-public-office-holders/>.

12. Once all information on the screen has been completed, click “Continue” in the bottom right.



13. Enter a **Username** and **Password**.

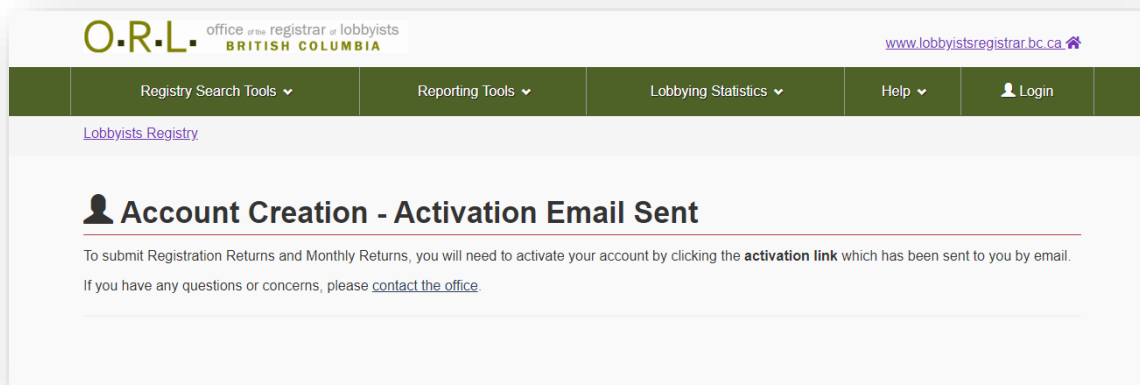
Usernames and passwords are case sensitive and must be at least 6 characters long.



14. Once all information on the screen has been completed, click “Continue”.

15. The **Account Creation** screen confirms that your account has been created.

You MUST activate your account before you can submit Registration Returns and Lobbying Activity Reports.



16. To **activate your account**, locate and **open the confirmation email** that was sent to the email address you provided.

Inside the email, click on the link “**Activate your account**”.

To be able to submit Registration Returns and Lobbying Activity Reports, you will need to **activate your account** by clicking the link below. This will present the login page for the Lobbyists Registry. Once you have activated your account, your next step would be to certify and submit your registration.

[Activate your account](#)



This activation link will expire on **2020-04-21**

If you have any questions or concerns, please contact the office.

Office of the Registrar of Lobbyists for BC
info@bcorl.ca / Tel: [250-387-2686](tel:250-387-2686) / Fax: 250-387-1696
(Intended for BCC: automated-email@bcorl.ca)

17. Once you activate your account, you can sign in to the Registry to create your Registration Return.

Account Activation

Once your account has been activated, you can sign in and begin entering in your lobbying registrations and activities.

You have successfully activated your account!

Please sign in to access your dashboard to create and submit your registration.

LRS Sign In

Username:

Password:

[Have you forgotten your password?](#)

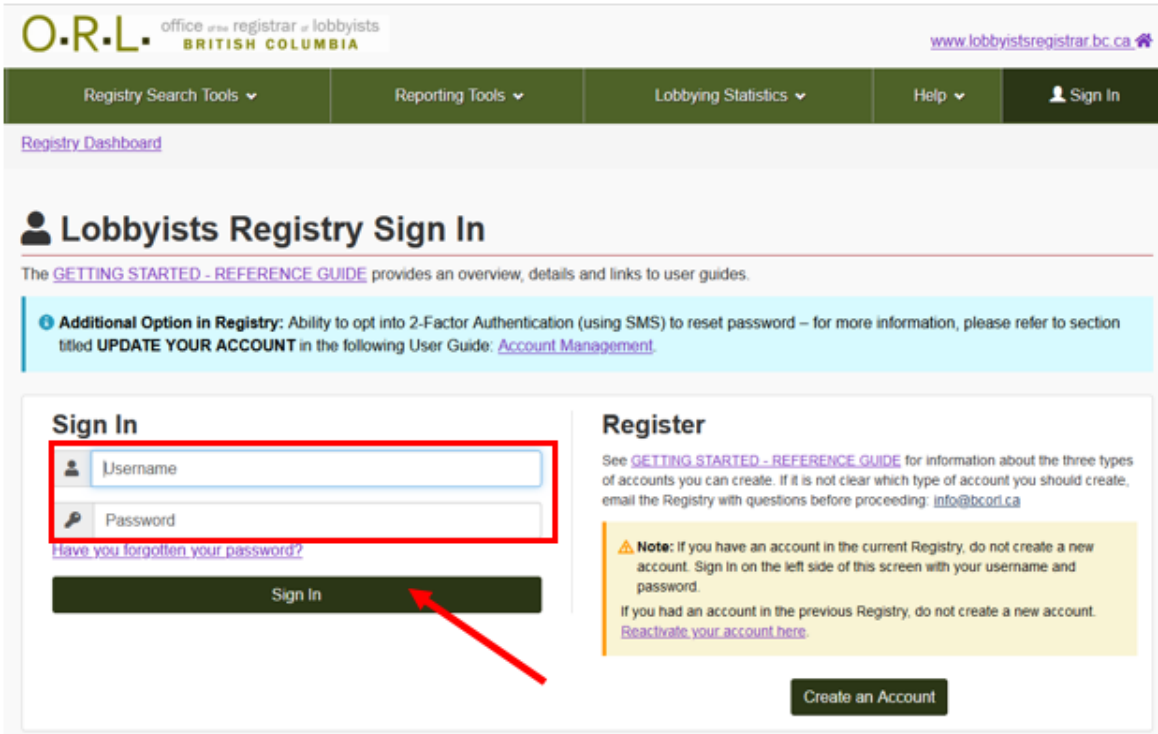
Sign In

- [User Guide - Consultant Lobbyist Registration Returns](#)
- [User Guide: Organization Registration Returns](#)

Sign in to your account

1. Go to the Lobbyists Registry sign in page: <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>

2. Enter the **Username** and **Password** you selected when you created your account, then click “**Sign In**”.



If you have an account in the current Registry but forgot your username or password, see [Forgotten Password or Username](#) below.

REPRESENTATIVE ACCOUNTS

Representatives may provide administrative services for Designated Filers. The LTA defines the term “Designated Filer” to include both Consultant Lobbyists and the Most Senior Paid Officers for organizations.

Representatives can enter and update information in Registration Returns and Lobbying Activity Reports.

Representatives will receive notifications sent by Registry staff to Designated Filers who have authorized access to their accounts by that Representative.

As a Representative, you must create and activate your own account first.

Once your account is activated, the Designated Filer can add you as a Representative with access to their own account. This allows you to create and update Registration Returns and Lobbying Activity Reports on behalf of the Designated Filer. You may act as a Representative for multiple Designated Filers at the same time.

The Representative can prepare documents but cannot submit them to the Registry with their own username and password. Registration Returns, updates, and Lobbying Activity Reports can only be submitted after entering the Designated Filer’s username and password.

If you already have an account as a Consultant Lobbyist or the Most Senior Paid Officer for an organization, **DO NOT CREATE A NEW REPRESENTATIVE ACCOUNT**. Email our office at info@bcorl.ca. Registry staff can revise the type of your existing account to act as a Representative account (in addition or instead).

If you had registrations in the previous Lobbyists Registry, your account “migrated” to the current Registry. Activate it, following the steps in [User Guide: Accounts and Registrations from the Previous Registry](#) and email our office at info@bcorl.ca. Registry staff can revise the type of your existing account to act as a Representative account.

If you already activated your account in the current Registry but forgot your username or password, see [Forgotten Password or Username](#) below.

Create a New Representative Account

1. Go to the Lobbyists Registry sign in page: <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. If you do not already have an account in the current or previous Lobbyists Registry, click “Create an Account”.

O.R.L. office of the registrar of lobbyists BRITISH COLUMBIA www.lobbyistsregistrar.bc.ca

Registry Search Tools ▼ Reporting Tools ▼ Lobbying Statistics ▼ Help ▼ Sign In

[Registry Dashboard](#)

Lobbyists Registry Sign In

The [GETTING STARTED - REFERENCE GUIDE](#) provides an overview, details and links to user guides.

Additional Option in Registry: Ability to opt into 2-Factor Authentication (using SMS) to reset password – for more information, please refer to section titled **UPDATE YOUR ACCOUNT** in the following User Guide: [Account Management](#).

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

See [GETTING STARTED - REFERENCE GUIDE](#) for information about the three types of accounts you can create. If it is not clear which type of account you should create, email the Registry with questions before proceeding: info@bcorl.ca

Note: If you have an account in the current Registry, do not create a new account. Sign in on the left side of this screen with your username and password.

If you had an account in the previous Registry, do not create a new account. [Reactivate your account here](#).

→ Create an Account

3. Confirm you do not have an existing account in the Lobbyists Registry: **tick the check box**, then “Continue”.



New Account Confirmation

Individuals should only have one account in the Lobbyists Registry.

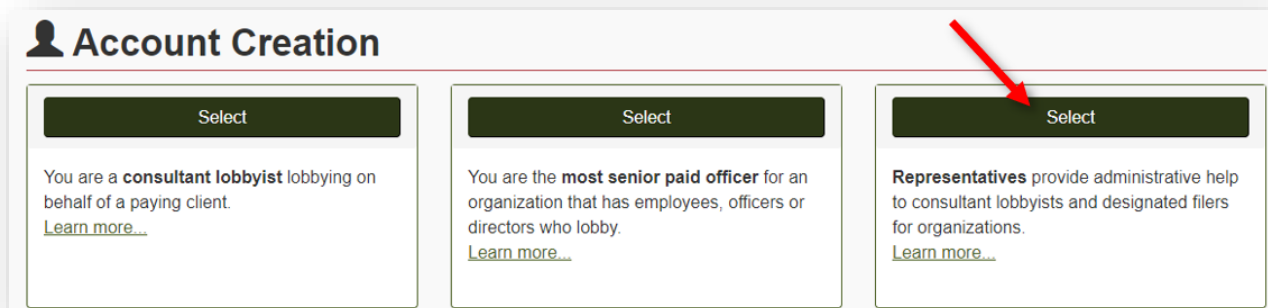
- If you have an account in the current Registry, do not create a new account. Click **Cancel** to return to the previous page. **Sign In** on the left side of the screen with your username and password.
- If you have an account in the current Registry, and have forgotten your password, you can [Reset your password here](#).

Note: If you need to reactivate an account from the previous Registry, you can [do that here](#).

I confirm I do not have an existing account in the Lobbyists Registry

Cancel Continue

4. Start a Representative account by clicking “Select” in the **Representative** section.



Account Creation

Select

You are a **consultant lobbyist** lobbying on behalf of a paying client.
[Learn more...](#)

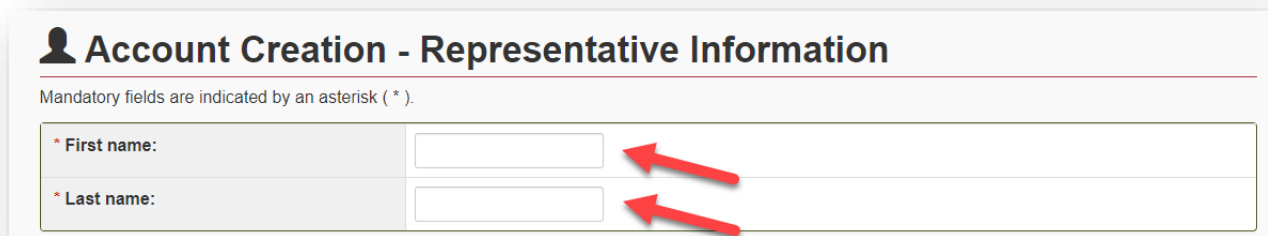
Select

You are the **most senior paid officer** for an organization that has employees, officers or directors who lobby.
[Learn more...](#)

Select

Representatives provide administrative help to consultant lobbyists and designated filers for organizations.
[Learn more...](#)

5. Enter your **First name** and **Last name**.



Account Creation - Representative Information


Mandatory fields are indicated by an asterisk (*).

* First name:	<input type="text"/>
* Last name:	<input type="text"/>


6. Declare whether or not your work for a **firm**.

Account Creation - Representative Information



Mandatory fields are indicated by an asterisk (*).

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* Do you work for a firm?	<input type="text" value="select"/> 

If **YES**, enter the exact **legal name of the firm**.

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* Do you work for a firm?	<input type="text" value="Yes"/>
* Provide the exact legal name.	
Firm name:	<input type="text"/> 

7. Enter your **mailing address** and **business telephone number**.
Phone extension and fax number are optional.

* Country:	<input type="text" value="Canada"/>
* Mailing address 1:	<input type="text"/>
Mailing address 2:	<input type="text"/>
* City:	<input type="text"/> 
* Province:	<input type="text" value="- select -"/>
* Postal code (K1K 1K1):	<input type="text"/>
* Business telephone (555-555-5555):	<input type="text"/> 
Extension (12345):	<input type="text"/>
Facsimile (555-555-5555):	<input type="text"/>

8. Enter your direct business **email address** and enter it a second time to confirm that it is correct.

The screenshot shows a form with a light blue header containing an information icon and the text: "Email addresses are used solely for notifications and will not appear in the public registration." Below the header are two input fields. The first field is labeled "* Representative email address:" and the second is labeled "* Confirm Representative email address:". Two red arrows point to the right side of each input field, indicating where to click to focus the cursor.

9. Once all information on the screen has been completed, click "**Continue**" in the bottom right.

This screenshot shows the same form as in step 8, but with the input fields empty. At the bottom of the form, there is a "Cancel" link on the left and a dark grey "Continue" button on the right. A red arrow points to the "Continue" button.

10. Enter a **Username** and **Password**.

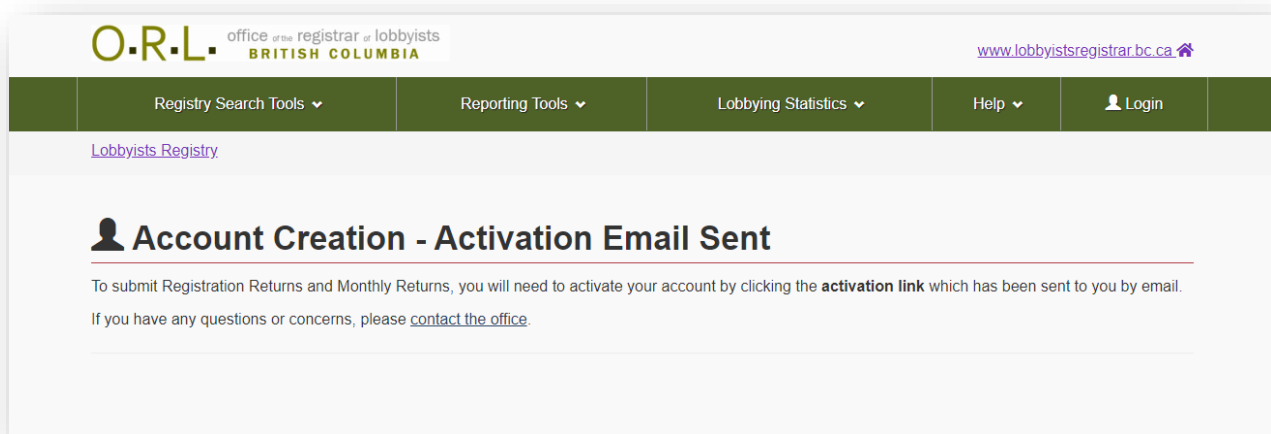
Usernames and passwords are **case sensitive** and **must be at least 6 characters long**.

The screenshot shows a form titled "Account Creation - Username/Password" with a lock icon. Below the title, it says "Mandatory fields are indicated by an asterisk (*)." There are three input fields: "* Username:" with an eye icon, "* Password:", and "* Confirm password:". A red box highlights these three fields, and two red arrows point to the right side of the first two fields.

11. Once all information on the screen has been completed, click "**Continue**".

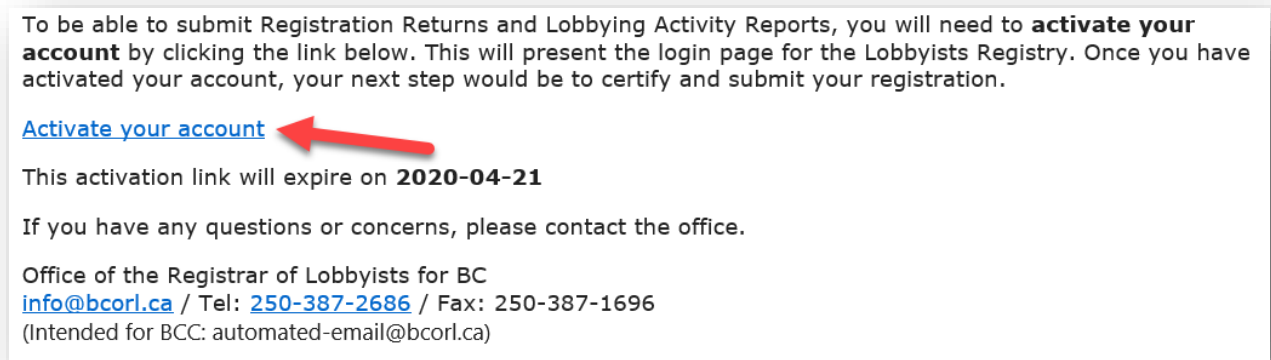
12. The **Account Creation** screen confirms that your account has been created.

You MUST activate your account and be authorized by the Designated Filer to have access to their account before you can prepare Registration Returns and Lobbying Activity Reports on their behalf.



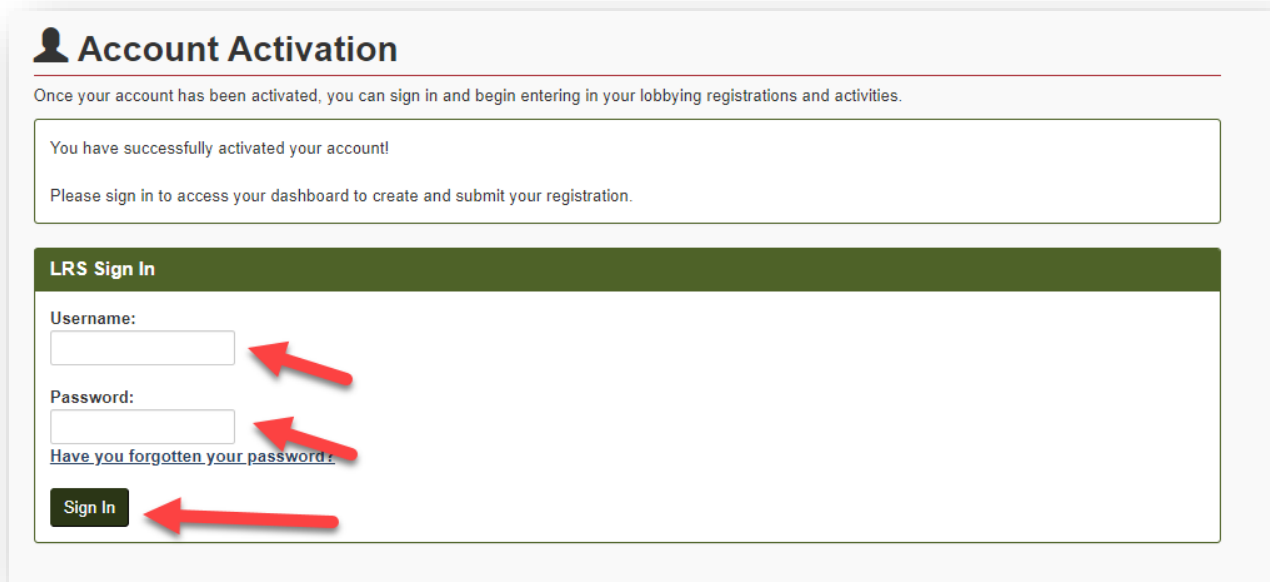
13. To **activate your account**, locate and **open the confirmation email** that was sent to the email address you provided.

Inside the email, click the link **“Activate your account”**.



14. Once you activate your account, **sign in** and locate your **Representative account number**. This is the number you provide to the Designated Filer so they can authorize your access to their account.

Enter your **Username** and **Password**, then click **“Sign In”**.



On the Representative Dashboard, under your username, click “**Account Profile**”.



Look for the **number** in brackets to the right of your name. **This is the number you provide to the Designated Filer so they can authorize your access to their account.**



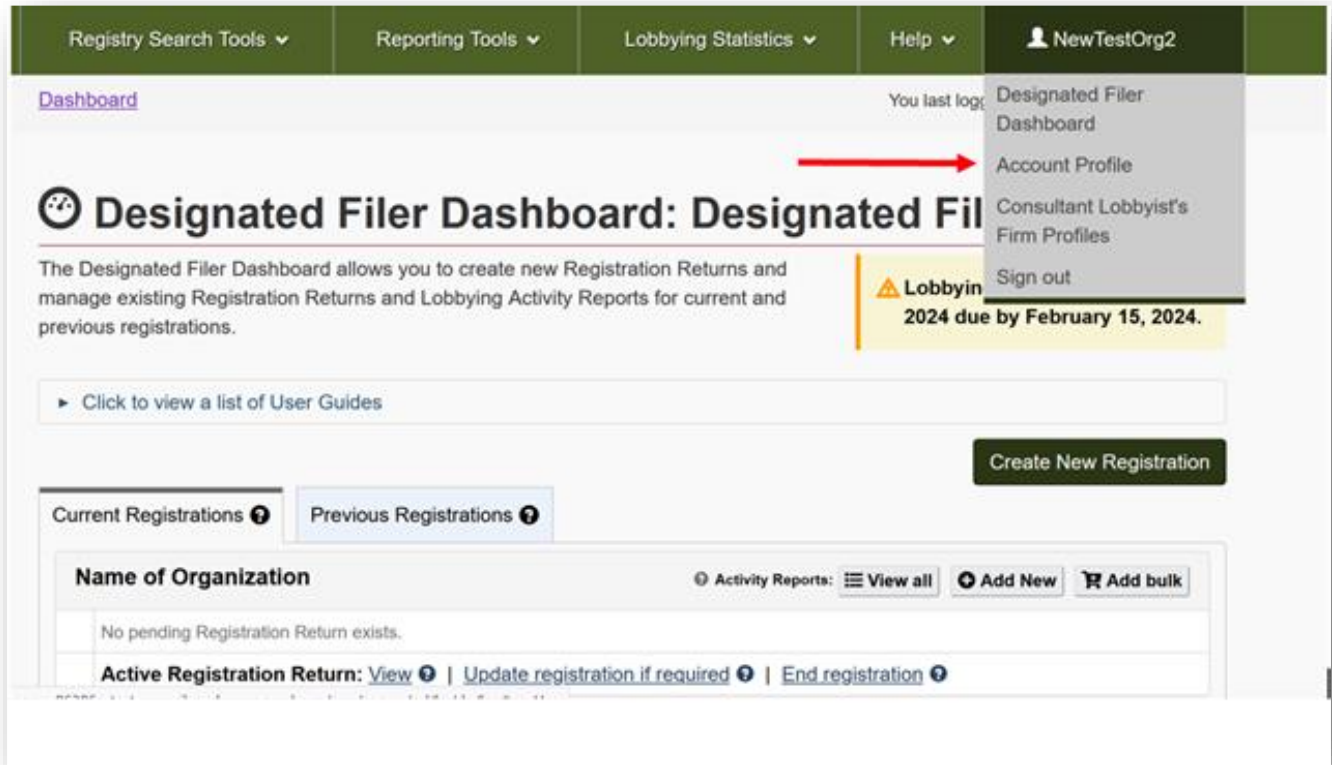
Add a Representative to your Designated Filer Account

If you are a Designated Filer, you may authorize (add) a Representative to your account to enable the Representative to prepare and update Registration Returns and Lobbying Activity Reports on your behalf. You remain responsible for accuracy and timeliness of documents submitted to the Registry.

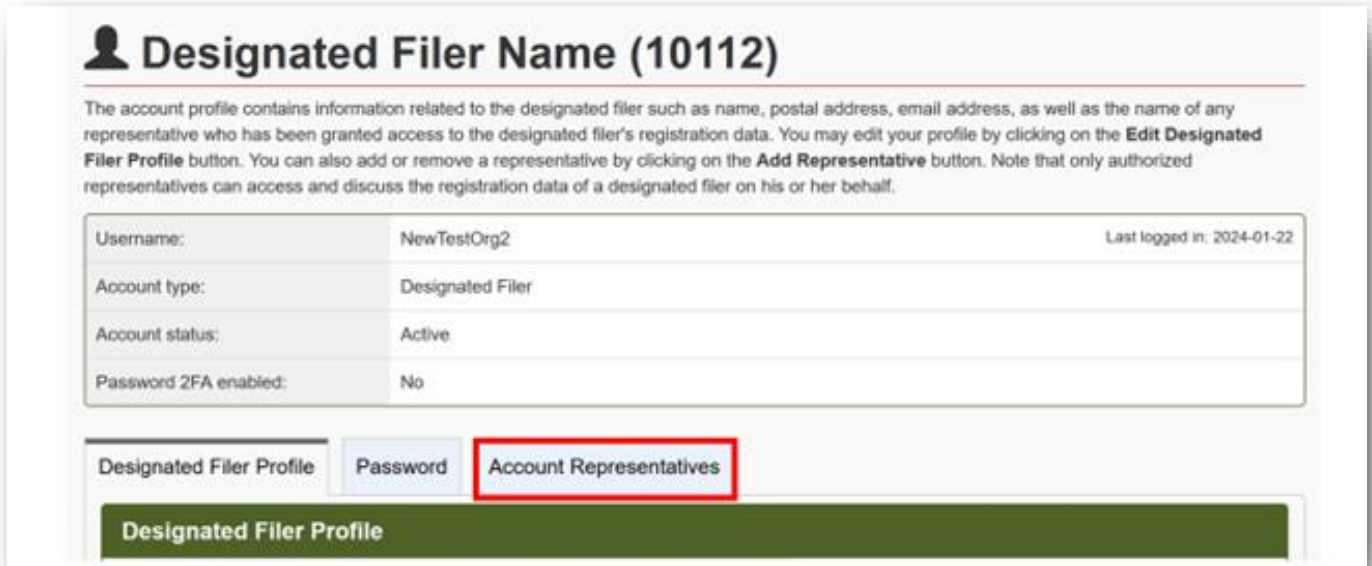
1. Obtain the **Representative's account number**.

The Representative must sign in to their account and provide this number. Instructions are immediately above.

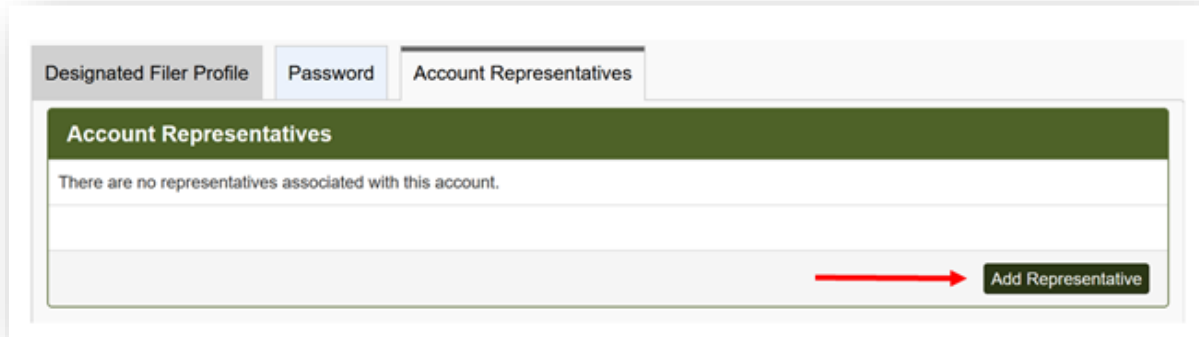
2. You (Designated Filer) must **Sign In** to your own account in the Lobbyists Registry <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/ign>
3. On the Designated Filer Dashboard, under your username, click "**Account Profile**".



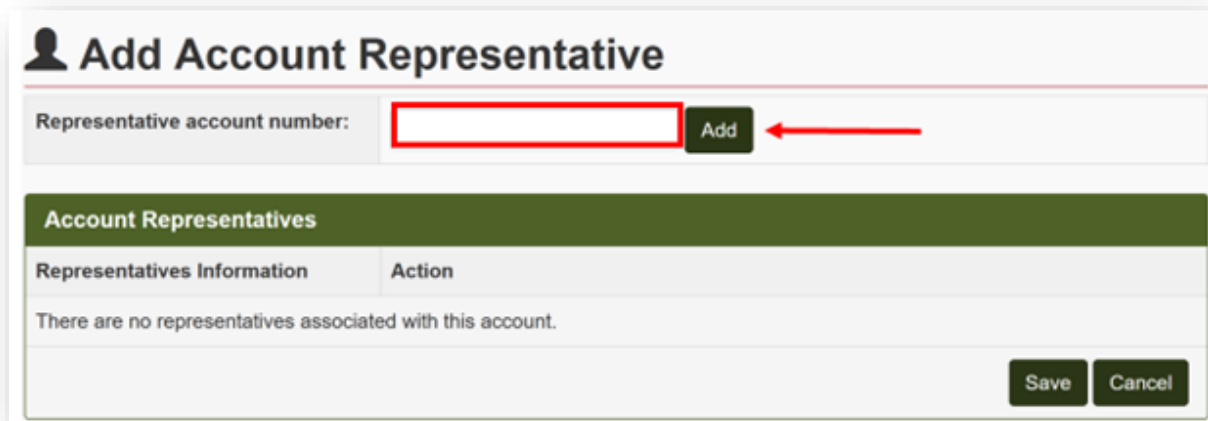
4. Click the “Account Representatives” tab.



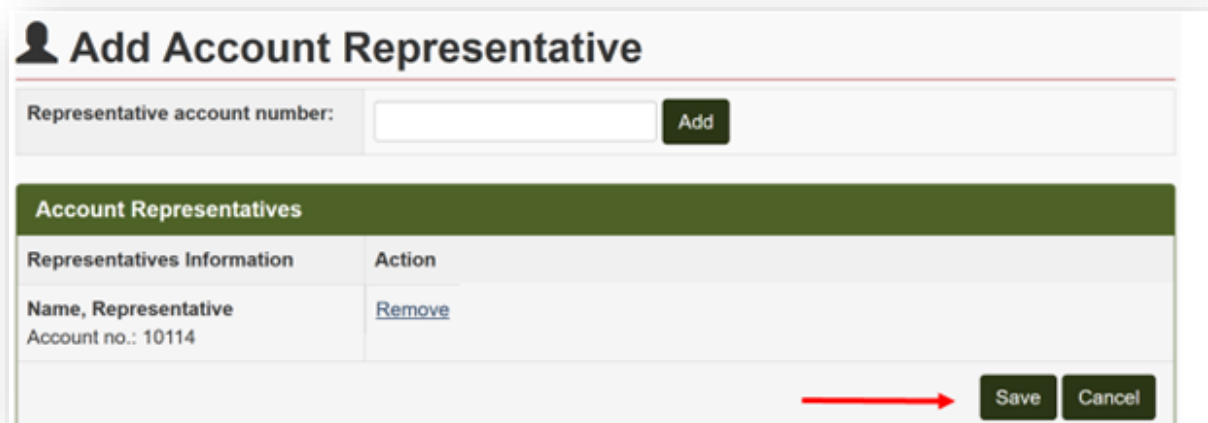
5. Click “Add Representative”.



6. Enter the **Representative account number** (provided by the Representative), then click **“Add”**.

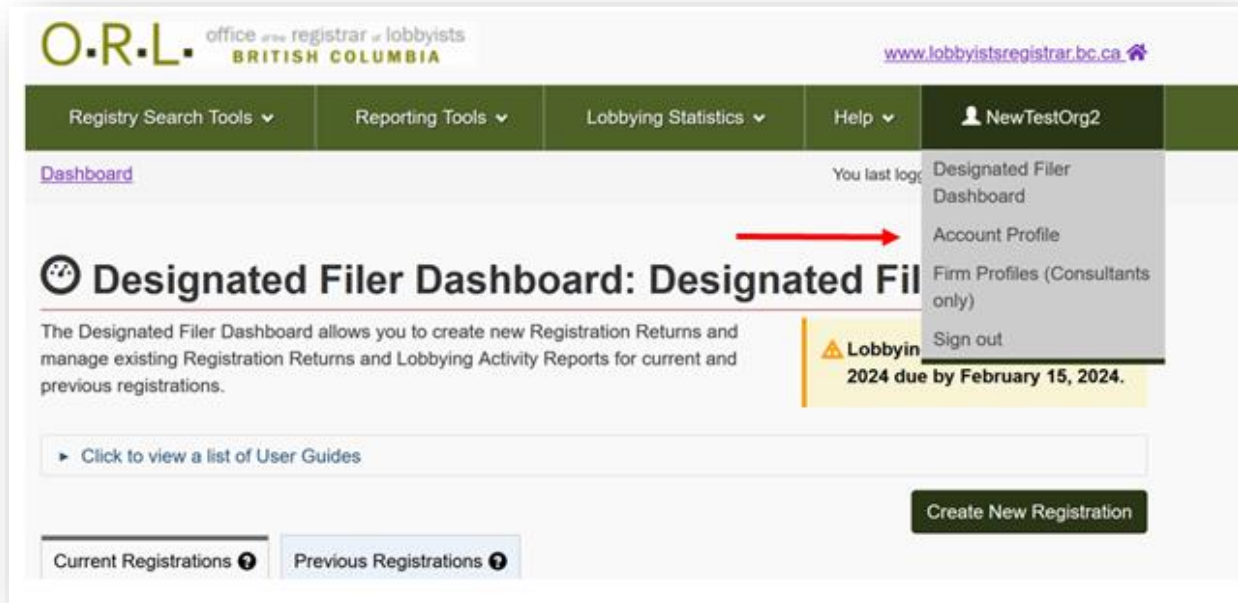


7. Click **“Save”** to add the Representative to your account.

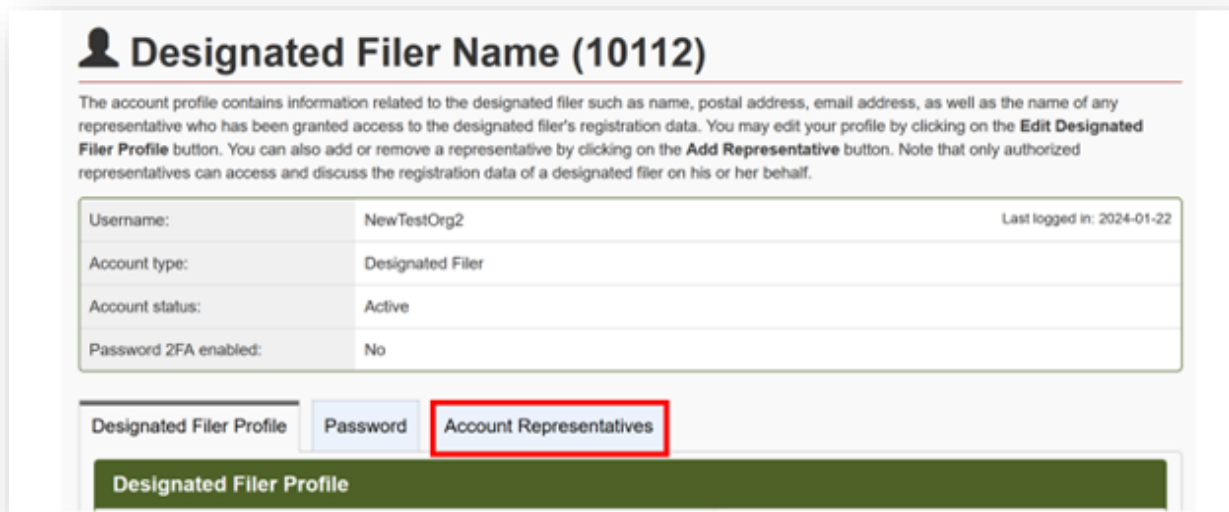


Remove a Representative from your account

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign In** to your (Consultant Lobbyist/Most Senior Paid Officer) account.
2. On the Designated Filer Dashboard, under your username, click **“Account Profile”**.



3. Click the **“Account Representatives”** tab.



4. Locate the Representative you wish to remove from your account. Click **“Remove”**.

Add Account Representative

Representative account number: **Add**

Account Representatives	
Representatives Information	Action
Name, Representative Account no.: 10114	Remove ←

Save **Cancel**

5. Confirm that you wish to remove the Representative: click **“Yes”**.

Delete Account Representative

Are you sure you want to delete the selected account representative?

→ **Yes** **Cancel**

UPDATE YOUR ACCOUNT

Update your account details

You can update the following information on your account:

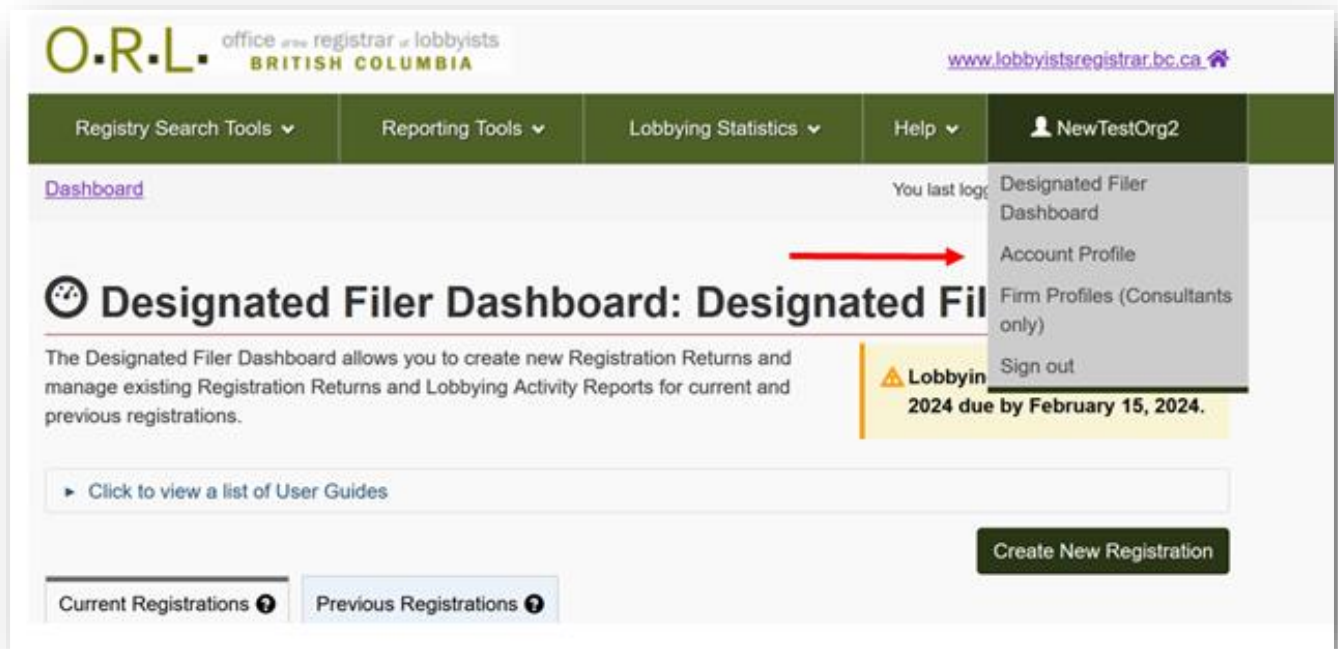
- Mailing/business address
- Email address (including adding additional email addresses)
- Add 2-Factor Authentication (using SMS) to reset password

You cannot update your account username.

To **update your legal name**, contact Registry staff by email: info@bcorl.ca.

To report a **senior officer change**, see [Register a new Senior Officer for an Organization](#) below.

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** to your account.
2. On the Designated Filer Dashboard, under your username, click **“Account Profile”**.



3. To update **mailing address** or **email address**, or to add **2-Factor Authentication (using SMS)** to reset password, make sure that the **“Designated Filer Profile”** tab is selected, then click **“Edit Account”**.

Designated Filer (9881)

The account profile contains information related to the designated filer such as name, postal address, email address, as well as the name of any representative who has been granted access to the designated filer's registration data. You may edit your profile by clicking on the **Edit Designated Filer Profile** button. You can also add or remove a representative by clicking on the **Add Representative** button. Note that only authorized representatives can access and discuss the registration data of a designated filer on his or her behalf.

Username:		Last logged in: 2023-10-24
Account type:	Designated Filer	
Account status:	Active	
Password 2FA enabled:	No	

Designated Filer Profile | Password | Account Representatives

Designated Filer Profile

Business address:	1234 Test Street Victoria, BC V9V 9V9 Canada
Telephone:	250-123-4567
Mobile phone number:	Not provided
Designated Filer email address:	info@bcorl.ca

[Edit Account](#)

4. Update the information on the screen as necessary.
5. **OPTIONAL:** To add **2-Factor Authentication (using SMS) to reset password**, enter the desired phone number in the **"Mobile phone number"** field, then click **"Verify"**.

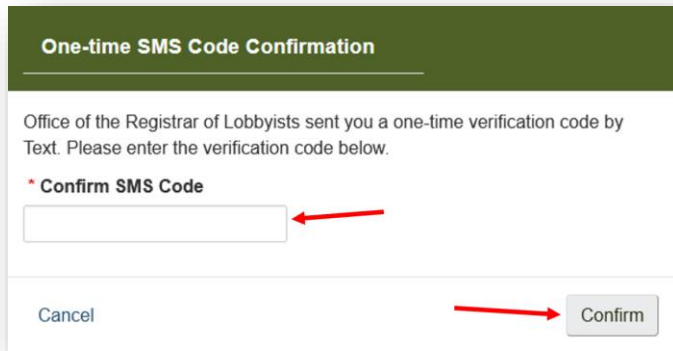
If you would like to activate 2-factor authentication to change your password in the event you have forgotten it, enter a Canadian mobile phone number which can receive SMS text messages.

Mobile phone number: [Verify](#)

By providing your mobile number, you are consenting to the Office of the Registrar of Lobbyists in using this number for this feature. Depending upon your mobile plan, receiving SMS message may incur additional costs.

You will receive an SMS message with a one-time code.

On the pop-up screen that appears, enter the one-time code you received, then click **"Confirm"**.



One-time SMS Code Confirmation

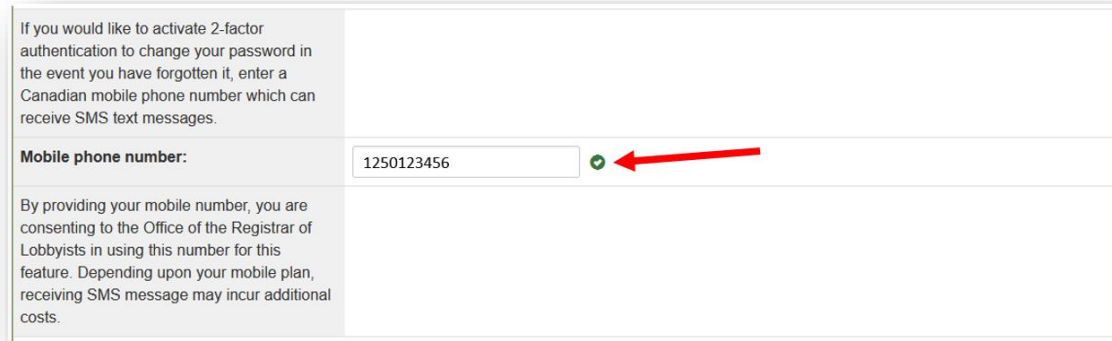
Office of the Registrar of Lobbyists sent you a one-time verification code by Text. Please enter the verification code below.

*** Confirm SMS Code**

Cancel

A red arrow points to the text input field for the SMS code. Another red arrow points to the 'Confirm' button.

Once your phone number has been verified, you will see a green checkmark beside your phone number.



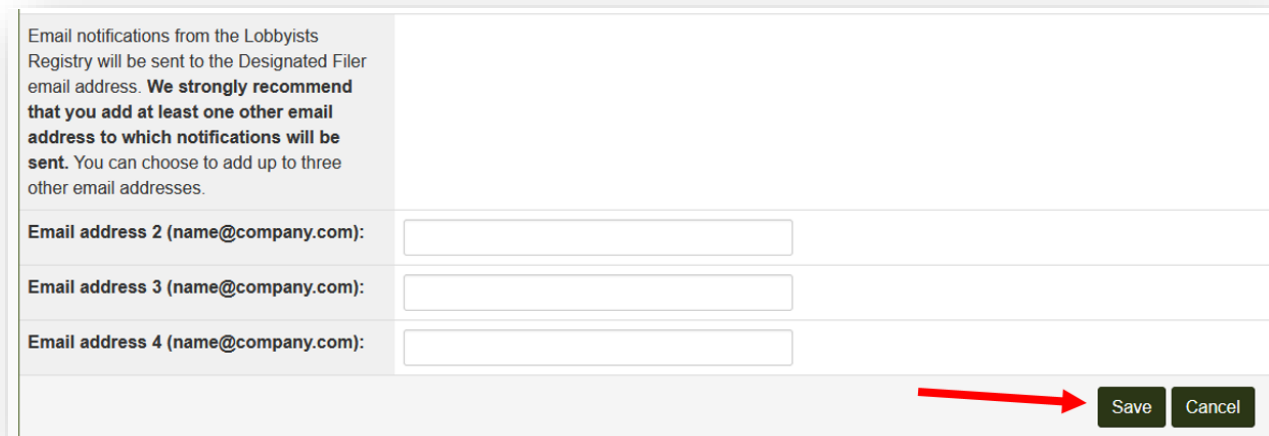
If you would like to activate 2-factor authentication to change your password in the event you have forgotten it, enter a Canadian mobile phone number which can receive SMS text messages.

Mobile phone number:

By providing your mobile number, you are consenting to the Office of the Registrar of Lobbyists in using this number for this feature. Depending upon your mobile plan, receiving SMS message may incur additional costs.

A red arrow points to the green checkmark icon next to the phone number input field.

6. Once you have finished updating your information, scroll to the bottom and click **“Save”**.



Email notifications from the Lobbyists Registry will be sent to the Designated Filer email address. **We strongly recommend that you add at least one other email address to which notifications will be sent.** You can choose to add up to three other email addresses.

Email address 2 (name@company.com):

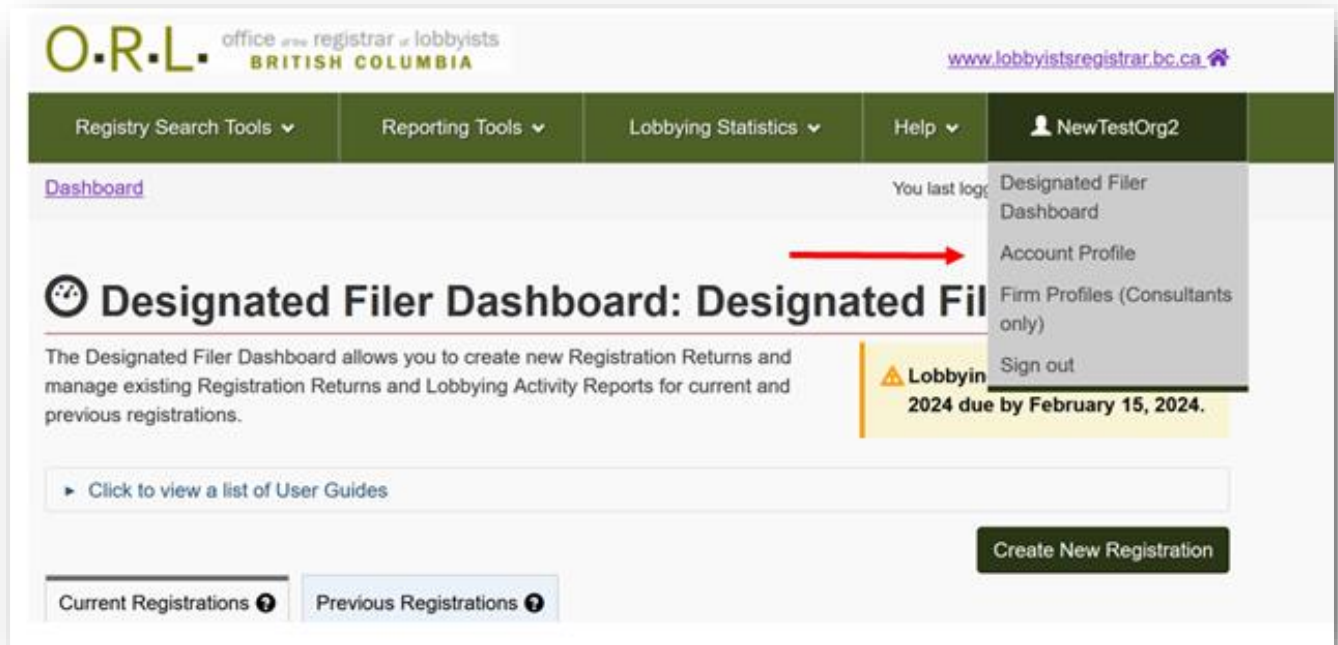
Email address 3 (name@company.com):

Email address 4 (name@company.com):

A red arrow points to the 'Save' button.

Change your password

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign In** to your account.
2. On the Designated Filer Dashboard, under your username, click **“Account Profile”**.



3. Click the **“Password”** tab, then click **“Edit Password”**.

Designated Filer Name (10112)

The account profile contains information related to the designated filer such as name, postal address, email address, as well as the name of any representative who has been granted access to the designated filer's registration data. You may edit your profile by clicking on the **Edit Designated Filer Profile** button. You can also add or remove a representative by clicking on the **Add Representative** button. Note that only authorized representatives can access and discuss the registration data of a designated filer on his or her behalf.

Username:	NewTestOrg2	Last logged in: 2024-01-22
Account type:	Designated Filer	
Account status:	Active	
Password 2FA enabled:	No	

Designated Filer Profile **Password** Account Representatives

Password

Username:	NewTestOrg2
Password:	*****

→ Edit Password

- Update your **password**, then click “**Save**” in the lower right-hand corner.

Passwords are **case sensitive** and **must be at least 6 characters long**.

Edit Password

Password

Usernames and passwords are case-sensitive and must be at least six characters long.

Username:	<input type="text"/>
Password:	<input type="password"/>
New password:	<input type="password"/>
Confirm new password:	<input type="password"/>

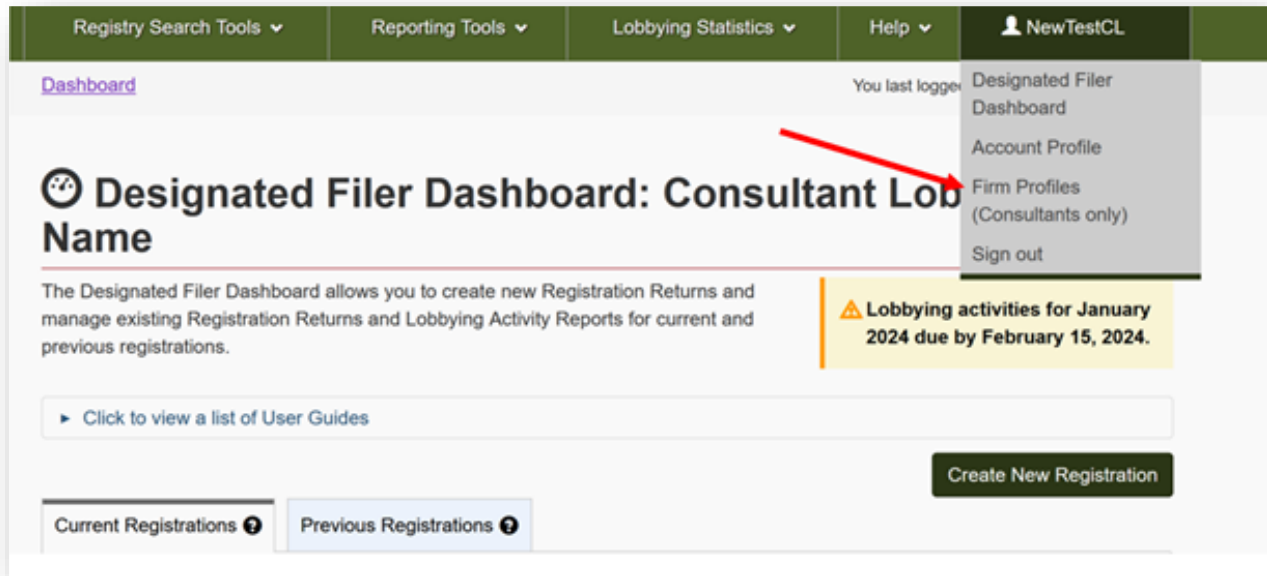
→ Save Cancel

Update Consultant Lobbyist firm profiles

If you are a Consultant Lobbyist you may add, update, or delete information about the firm you are working for.

- Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign In** to your account.

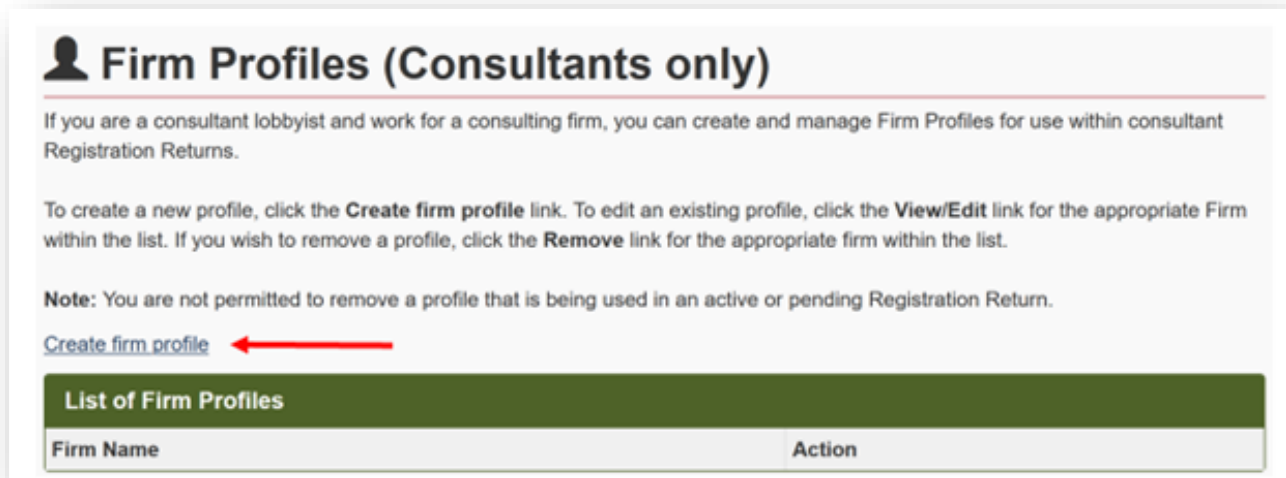
2. On the Designated Filer Dashboard, under your username, click “**Firm Profiles (Consultants only)**”.



Add a Firm to your Profile

You can record the details of one or more firms you work for. Once the firm profiles are entered here, they can be chosen from a drop-down list in your Registration Returns.

3. To add a new firm profile, click “**Create firm profile**”.



4. Enter the **exact legal name** of the firm, along with the firm’s mailing address.

Phone extension and fax number are optional.

If the firm is located outside of Canada and the United States, fill out the second address box labelled “Other Country”.

5. Enter the **email address** for the firm, and any **additional email addresses** that you wish to receive notifications.

Emails that will be sent include confirmations and reminders. Please record all email addresses associated with the firm that should receive these notifications.

6. Once all information on the firm has been recorded, click on **“Save”** in the bottom right-hand corner of the screen.


Note: Email addresses are used solely for notifications and will not be available to the public. You may enter up to three additional email addresses.

* Primary email address:

Email address 2 (name@company.com):

Email address 3 (name@company.com):

Email address 4 (name@company.com):



Update a Firm's Profile

7. Locate the firm for which you need to update details and click **“View/Edit”**.

Firm Profiles (Consultants only)


If you are a consultant lobbyist and work for a consulting firm, you can create and manage Firm Profiles for use within consultant Registration Returns.

To create a new profile, click the **Create firm profile** link. To edit an existing profile, click the **View/Edit** link for the appropriate Firm within the list. If you wish to remove a profile, click the **Remove** link for the appropriate firm within the list.

Note: You are not permitted to remove a profile that is being used in an active or pending Registration Return.

[Create firm profile](#)

List of Firm Profiles	
Firm Name	Action
Firm Name	View/Edit Remove



8. Update the information, then click **“Save”** in the lower right-hand corner.


Note: Email addresses are used solely for notifications and will not be available to the public. You may enter up to three additional email addresses.

* Primary email address:

Email address 2 (name@company.com):

Email address 3 (name@company.com):

Email address 4 (name@company.com):



Remove a Lobbying Firm Profile from your Account

If you no longer work for a lobbying firm, you can remove it from your profile. You cannot remove a firm profile that is currently being used in an active or pending Registration Return.

9. Locate the firm and click “**Remove**”.

Firm Profiles (Consultants only)

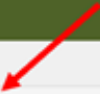
If you are a consultant lobbyist and work for a consulting firm, you can create and manage Firm Profiles for use within consultant Registration Returns.

To create a new profile, click the **Create firm profile** link. To edit an existing profile, click the **View/Edit** link for the appropriate Firm within the list. If you wish to remove a profile, click the **Remove** link for the appropriate firm within the list.

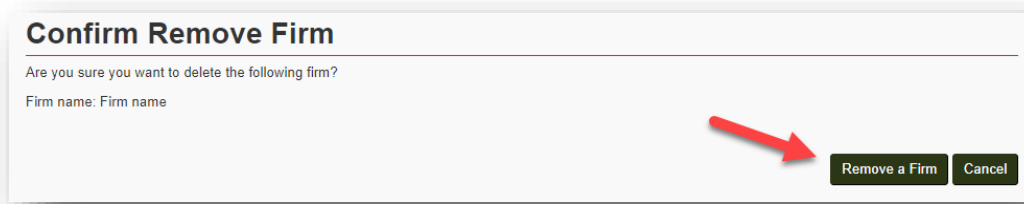
Note: You are not permitted to remove a profile that is being used in an active or pending Registration Return.

[Create firm profile](#)

List of Firm Profiles	
Firm Name	Action
Firm Name	View/Edit Remove



10. Confirm you wish to remove the firm profile from your account: click “**Remove a firm**”.



REGISTER A NEW SENIOR OFFICER FOR AN ORGANIZATION

If the most senior officer of your organization has changed, the Registration Returns and Lobbying Activity Reports must be transferred from the account of the previous Most Senior Paid Officer/Designated Filer to the new Most Senior Paid Officer's account by the 15th of the following month.

The new Most Senior Paid Officer **must have their own account**.

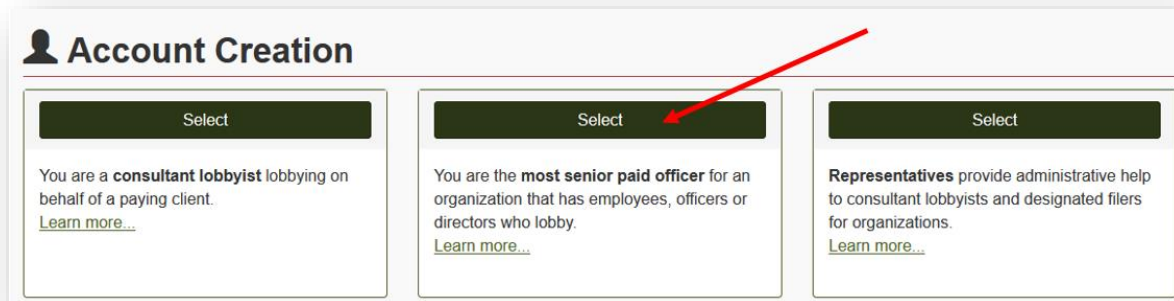
The new Most Senior Paid Officer will be the Designated Filer for the organization during the time they are the most senior officer of the organization.

The Registration Returns and Lobbying Activity Reports for the organization, which are currently attached to the account of the previous Designated Filer, can be transferred from the previous senior officer to the new Designated Filer in one of two ways:

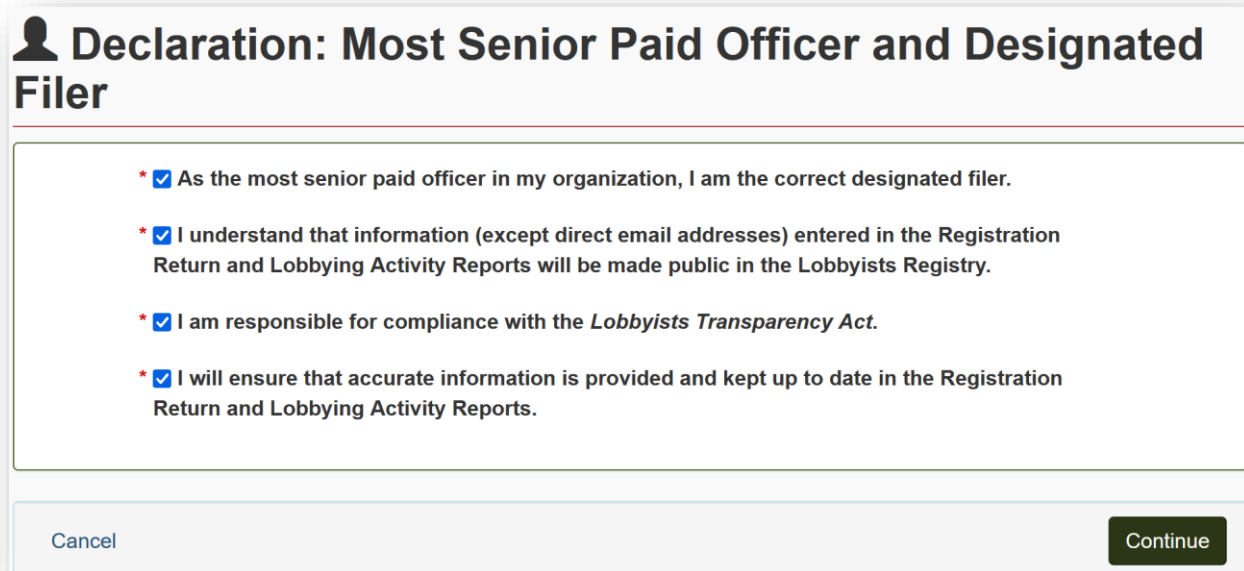
1. If the new Most Senior Paid Officer has an **existing account** (as a Designated Filer for another organization or as a Consultant Lobbyist or Representative), they must contact Registry staff at info@bcorl.ca to have the Registration Returns and Lobbying Activity Reports transferred to the existing account.
2. If the new Most Senior Paid Officer has **no existing account**, they must create a new account (see instructions immediately below). In the process of creating the new Most Senior Paid Officer/Designated Filer account, the system will transfer the Registration Returns and Lobbying Activity Reports for the organization and attach them to the new account.

Transfer Organization's senior officer via a NEW account

1. To begin the new account creation process, go to the Lobbyists Registry sign-in page: <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. The new most senior officer of the organization will create their Designated Filer account by clicking on **"Create an Account"**.
3. Confirm you do not have an existing account in the Lobbyists Registry: **tick the check box**, then click **"Continue"**.
4. On the Account Creation – Account Purpose screen, select the middle box (Most Senior Paid Officer for an organization that has employees, officers or directors who lobby).



5. On the Account Creation - Most Senior Paid Officer Declaration screen, read the statements, tick each box, click “Continue”.



6. Enter your first name, last name, and position title, together with the **exact legal name** of the organization.
7. If the name of the organization matches the name shown in the current Registration Return, the Registry will suggest a Senior Officer Change is needed. Click the registration number link in the pop-up screen to see the current active Registration Return for the organization. Then select “Yes” to continue with the Senior Officer Change.

Account Creation - Senior Officer Change

⚠ You have indicated that you are the current most senior officer for the following organization: Name of Organization

This organization is currently registered under a different Senior Officer, and thus, a Senior Officer change will need to be performed against the latest registration.

View the latest registration for Name of Organization: [10112-5382-1](#)

Mandatory fields are indicated by an asterisk (*).

* I confirm that the registration shown above, is for the organization where I currently hold the most senior officer position.:

[Cancel](#) [< Back](#) [Continue](#)

- After you confirm that you currently hold the most senior office position at the organization, enter the date you took over the most senior officer position, indicate whether the previous senior officer will continue to lobby for the organization, and state whether you will be lobbying the BC government on behalf of the organization. Click “Continue” .

Account Creation - Senior Officer Change

⚠ You have indicated that you are the current most senior officer for the following organization: Name of Organization

This organization is currently registered under a different Senior Officer, and thus, a Senior Officer change will need to be performed against the latest registration.

View the latest registration for Name of Organization: [10112-5382-1](#)

Mandatory fields are indicated by an asterisk (*).

* I confirm that the registration shown above, is for the organization where I currently hold the most senior officer position.:

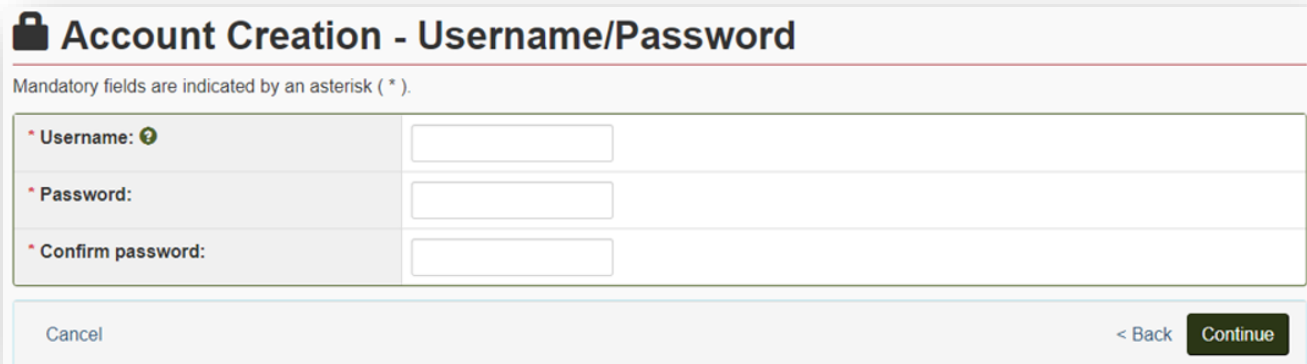
* Enter the start date when you held the most senior officer position at Name of Organization:

* Will the previous Senior Officer Designated Filer Name continue to lobby the BC provincial government for Name of Organization?:

* Will you be lobbying the BC provincial government for Name of Organization?:

[Cancel](#) [< Back](#) [Continue](#)

9. Create your username and password, then click “Continue”.



The screenshot shows a web form titled "Account Creation - Username/Password". At the top, it states "Mandatory fields are indicated by an asterisk (*)". Below this, there are three input fields: "Username:" with an eye icon, "Password:", and "Confirm password:". Each field has a small asterisk to its left. At the bottom of the form, there are three buttons: "Cancel", "< Back", and "Continue".

10. The Change of Senior Officer has been submitted to the Registry.
11. Once it is processed by Registry staff, the organization’s Registration Return is sent back to the new Designated Filer for a final check. The Designated Filer/Representative should carefully review all of the information in the Registration Return, edit/update information in each field as needed.
12. The Registration Return must be certified & submitted back to the Registry for activation to complete the transfer of the Registration Return and Lobbying Activity Reports to the new senior officer/Designated Filer.

Transfer Registration Return and Lobbying Activity Reports to an existing account with assistance from Registry staff

If the new Most Senior Paid Officer has an existing account with the Registry, they must contact Registry staff at info@bcorl.ca to have organization’s Registration Returns and Lobbying Activity Reports transferred to the existing account.

Once it is processed by Registry staff, the organization’s Registration Return is sent back to the new Designated Filer for a final check. The Designated Filer/Representative should carefully review all of the information in the Registration Return, edit/update information in each field as needed.

The Registration Return must be certified & submitted back to the Registry for activation to complete the transfer of the Registration Return and Lobbying Activity Reports to the new Designated Filer.

FORGOTTEN PASSWORD OR USERNAME

Your username and password are set when you first create your account in the Lobbyists Registry.

Forgotten Username

If you forget your username, contact Registry staff for assistance at info@bcorl.ca.

Forgotten Password

You can reset your password through the Lobbyists Registry.

1. Click “Have you forgotten your password?”.

Lobbyists Registry Sign In

The [GETTING STARTED - REFERENCE GUIDE](#) provides an overview, details and links to user guides.

Additional Option in Registry: Ability to opt into 2-Factor Authentication (using SMS) to reset password – for more information, please refer to section titled **UPDATE YOUR ACCOUNT** in the following User Guide: [Account Management](#).

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

See [GETTING STARTED - REFERENCE GUIDE](#) for information about the three types of accounts you can create. If it is not clear which type of account you should create, email the Registry with questions before proceeding: info@bcorl.ca

Note: If you have an account in the current Registry, do not create a new account. Sign In on the left side of this screen with your username and password.

If you had an account in the previous Registry, do not create a new account. [Reactivate your account here](#).

Create an Account

2. Enter your **username**, tick the “I’m not a robot” box and verify images and then click “Continue”.

Forgot Your Password?

Username Required

To reset your password, we need to know your username.

* Username:

I'm not a robot

reCAPTCHA

Continue

3. An email will be sent to you with a link to the “change password page”. Go to your email and click this “change password page” link.
4. Enter your Username and then enter and confirm your new password. Click “Save”.

Reset Password

Reset Password

Usernames and passwords are case-sensitive and must be at least six characters long.

* Username:

* New password:

* Confirm new password:

[Cancel](#) [Save](#)

5. **Extra Step If You Have Signed Up for 2-Factor Authentication (using SMS) to Reset Password:**

If you have signed up for **2-Factor Authentication (using SMS) to reset password**, you will be sent an SMS message with a one-time code. Enter this one-time code, then click “Save”.

Reset Password

SMS Confirmation

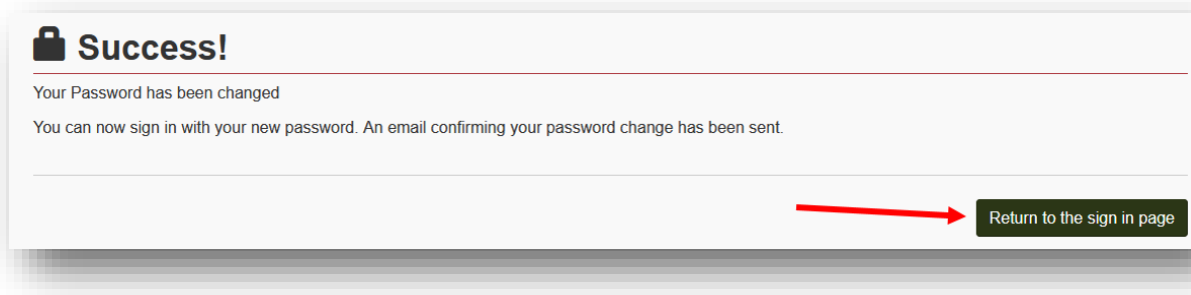
A 6-digit code was just sent to your mobile number on record. For verification, please enter that code here.

* Confirm SMS Code

[Cancel](#) [Save](#)

6. You will receive a “Success!” message confirming your password has been changed.

Click the “Return to the sign in page” button.



7. Now that your password has been reset, you can sign in to the Lobbyists Registry with your new password.

GETTING HELP

Lobbyists Transparency Act and Frequently Asked Questions

[Getting Started – Reference Guide](#) (very helpful overview)

The *Lobbyists Transparency Act* (LTA):

<https://www.lobbyistsregistrar.bc.ca/about/legislation/>

LTA Guidance Documents:

<https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/ita-guidance-documents/>

Frequently Asked Questions:

<https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/ita-frequently-asked-questions/>

Full Length User Guides

The following user guides provide in-depth support for Organizations:

- [User Guide – Monthly Returns and Lobbying Activity Reports](#)
- [User Guide – Account Management](#)
- [User Guide – Accounts and Registrations from the Previous Lobbyists Registry](#)

Contacting Registry Staff

If you are unable to create, update, access your account or Registration Return, **send us an email** at info@bcorl.ca describing the steps you have followed and the problem you have encountered. Please include any relevant screen captures to help us understand your issue. Also include a **phone number** we can call if needed.