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

GUIDANCE DOCUMENT

BC LOBBYISTS REGISTRY USER GUIDE: ORGANIZATION REGISTRATION RETURNS

Revised: February 6, 2024

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GETTING STARTED

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 LTA 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.

This guide details how to create and manage Registration Returns. For more detailed information about Monthly Returns (Lobbying Activity Reports and updates to Registration Returns), see User Guide – Monthly Returns and Lobbying Activity Reports.

What is an Organization

The term "organization" is defined in the LTA to include:

- a business, trade, industry, professional or voluntary organization;
- a trade union or labour organization;
- a chamber of commerce or board of trade;
- a charitable or non-profit organization, association, society, coalition or interest group;
- a government, other than the government of British Columbia; and

- an individual other than a person on whose behalf a consultant lobbyist is lobbying.

Organizations may be incorporated, unincorporated, a sole proprietorship or a partnership.

The most senior paid officer of an organization creates and activates a Designated Filer account. The Designated Filer signs in to the Registry with their account to create and update the Registration Return and Lobbying Activity Reports for the organization.

Getting Started

You need an account in the Lobbyists Registry in order to create/update/submit Registration Returns and Lobbying Activity Reports. See User Guide - Account Management.

The Designated Filer is the most senior paid officer of an organization that is lobbying. They are responsible for creating a **Registration Return** for the organization and keeping it up to date as long as the organization is carrying on lobbying activities in BC.

Registration Returns contain information about the organization and the in-house lobbyists, together with high-level details of lobbying activities carried out by the in-house lobbyists.

Lobbying Activity Reports: must be filed if an in-house lobbyist for the organization lobbied one or more **senior public office holders** in the preceding month. Create a Lobbying Activity Report for each lobbying activity directed at a **senior public office holder** on behalf of the organization.

Monthly Returns: an organization is required to file Lobbying Activity Reports and updates to the Registration Return by the 15th of each month, **IF there was lobbying activity to report, or a change to the information in the Registration Return, in the preceding month.**

See user guide: Monthly Returns and Lobbying Activity Reports

For more information, see the following sections of the Frequently Asked Questions on our website:

- Public office holders, senior public office holders, former public office holders
- Registration Returns; Monthly Returns; Lobbying Activity Reports

Accounts

There are two types of accounts in the Lobbyists Registry for organizations: **Most Senior Paid Officer** and **Representative**.

In-house lobbyists do not have their own accounts.

The most senior paid officer of your organization is the Designated Filer.

The Designated Filer may authorize a Representative to prepare and update Registration Returns and Lobbying Activity Reports on their behalf. For more information on creating and authorizing a Representative account, see Quick Reference Guide for Representatives and User Guide - Account Management

If the most senior paid officer of your organization has changed, the Registration Returns and Lobbying Activity Reports must be transferred and attached to the account of the new Designated Filer. See CHANGE SENIOR OFFICER/DESIGNATED FILER

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.

If you have an account in the current Lobbyists Registry but are unable to sign in to your account, **DO NOT CREATE A NEW ACCOUNT**. See **FORGOTTEN PASSWORD OR USERNAME** section in User Guide – Account Management for the steps to get access to your account.

THE DESIGNATED FILER DASHBOARD

Dashboard Menu

Once you're signed in, you will be on the Designated Filer Dashboard. The dashboard allows you to manage your account as well as giving you access to the Registration Return and Lobbying Activity Reports.

The "Designated Filer Menu" on the left allows you to:

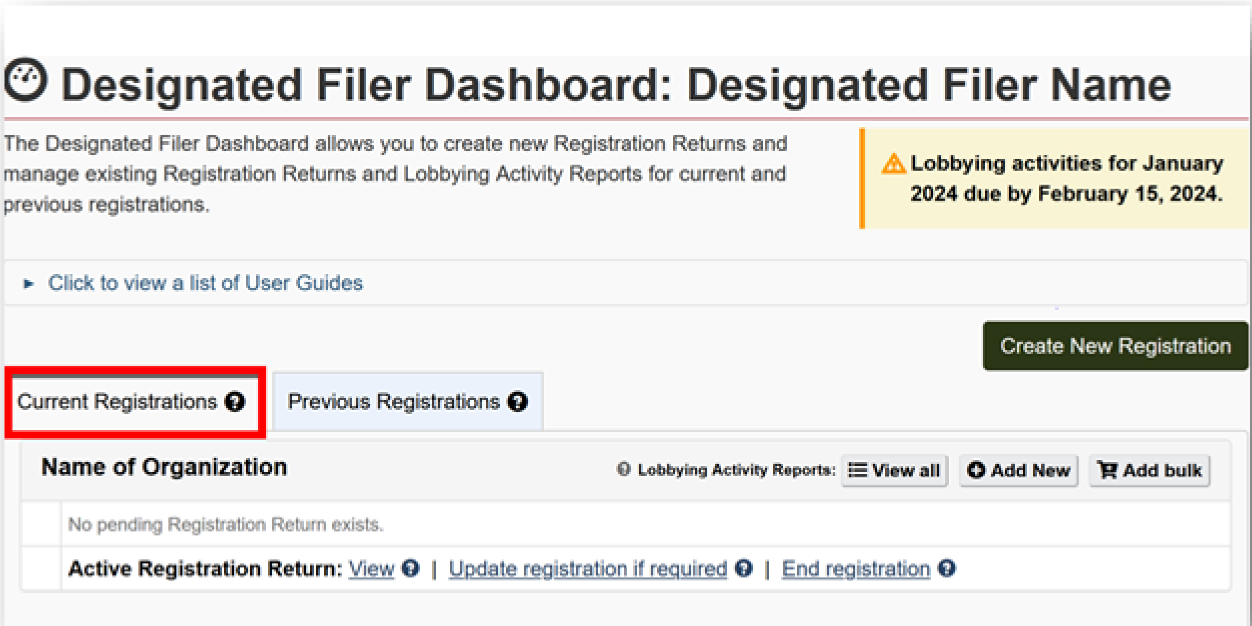
- Update your account
- Sign out of the Lobbyists Registry

The main section of the dashboard allows you to:

- Create a new Registration Return
- View and update current Registration Return
- Create new/view previous Lobbying Activity Reports
- View and Re-activate previous Registration Returns (under Previous Registrations tab)

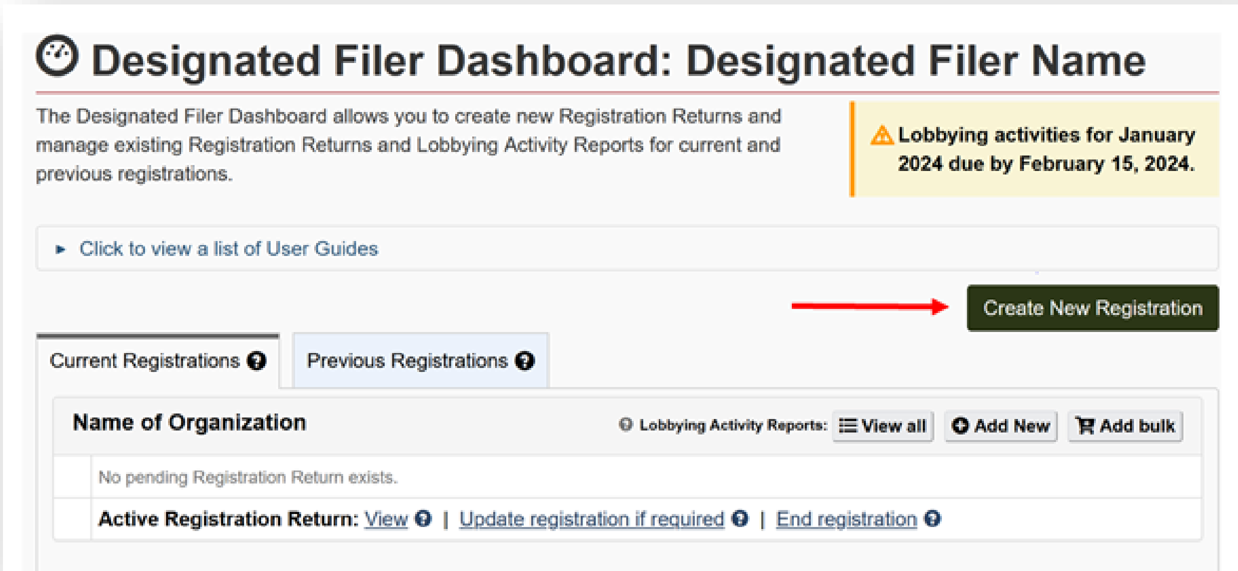
Current Registration Returns

View and update current Registration Returns under the "**Current Registrations**" tab.


Designated Filer Dashboard: Designated Filer Name
The Designated Filer Dashboard allows you to create new Registration Returns and manage existing Registration Returns and Lobbying Activity Reports for current and previous registrations.
Lobbying activities for January 2024 due by February 15, 2024.
Click to view a list of User Guides
Create New Registration
Current Registrations
Previous Registrations
Name of Organization
Lobbying Activity Reports:
View all
Add New
Add bulk
No pending Registration Return exists.
Active Registration Return: View | Update registration if required | End registration

Create a New Registration Return

Create a new Registration Return by clicking "Create New Registration".

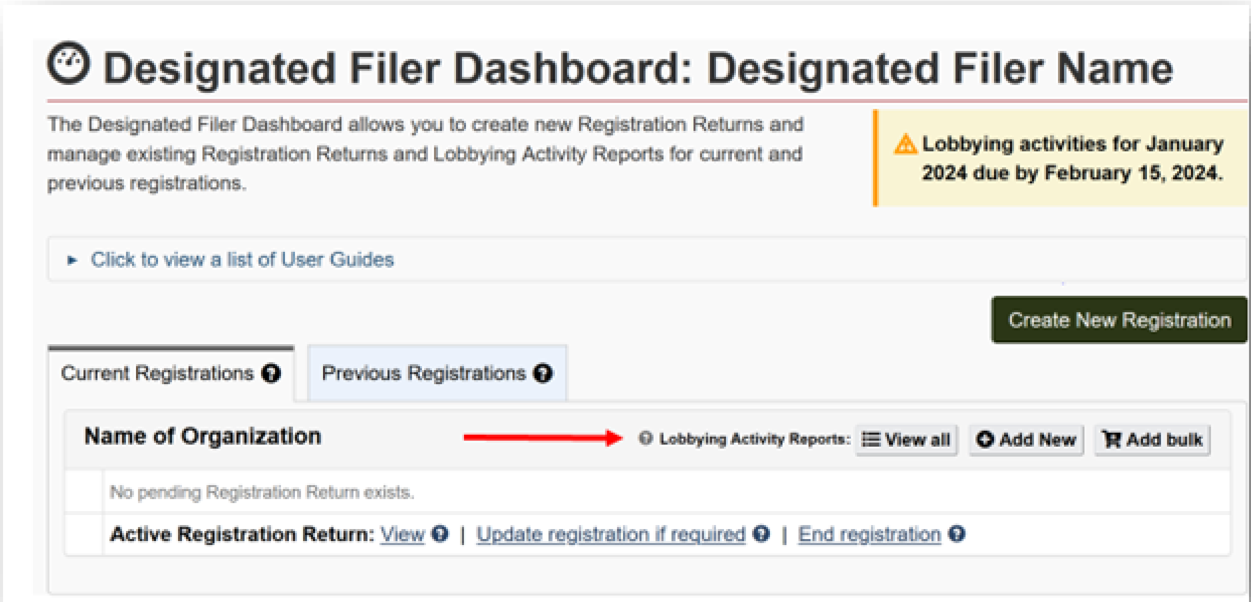


View and Reactivate Previous Registration Returns

View and re-activate previous Registration Returns under the "**Previous Registrations**" tab

View and Create Lobbying Activity Reports

View and create Lobbying Activity Reports under the "**Current Registrations**" tab.



Links beside Pending Registration Return/Active Registration Return

Under the "**Current Registrations**" tab on the Designated Filer's Dashboard, you will see one or more of the following links beside **Pending Registration Return/Active Registration Return**. You may update a current Registration Return by clicking the appropriate link beside 'Pending Registration Return' or 'Active Registration Return'.

View	Click to see the active Registration Return
Update registration if required	Click to update the active Registration Return. This creates a pending Registration Return which you can edit and submit for activation.
Incomplete	You started a new Registration Return or an update to an existing Registration Return or started to reactivate an inactive Registration Return. Information is still required. Click to review/edit & submit the Registration Return to the Registry for activation.
Requires certification	You started a new Registration Return or an update to a Registration Return or started to reactivate an inactive Registration Return.

	Click to review/edit & submit the Registration Return to the Registry for activation.
Delete	Click to delete a pending new, update or reactivation of a Registration Return that has not been activated by Registry staff. Note: If there is an existing active registration, it will not be affected.
Correction required	You submitted a new Registration Return or an update to a Registration Return or a reactivated Registration Return. Registry staff sent it back to you for correction. You may receive an email with details. Click to see notes from staff & enter corrections.
Submitted	You submitted a new Registration Return or an update to an existing Registration Return or a reactivated Registration Return to the Registry. Click to view the submitted Registration Return.
End registration	Click to deactivate an active registration if lobbying activity has stopped. **Note: you must reactivate a Registration Return within 10 days of resuming lobbying activity.**

REPRESENTATIVE FILING ON BEHALF OF THE ORGANIZATION

Representatives provide administrative services for Designated Filers. Representatives can enter and update information in Registration Returns and Lobbying Activity Reports.

Any Representative who has been authorized access to the Designated Filer's account will receive all notifications sent by the Registry to the Designated Filer.

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

Once your account is activated, a Designated Filer for an organization 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.

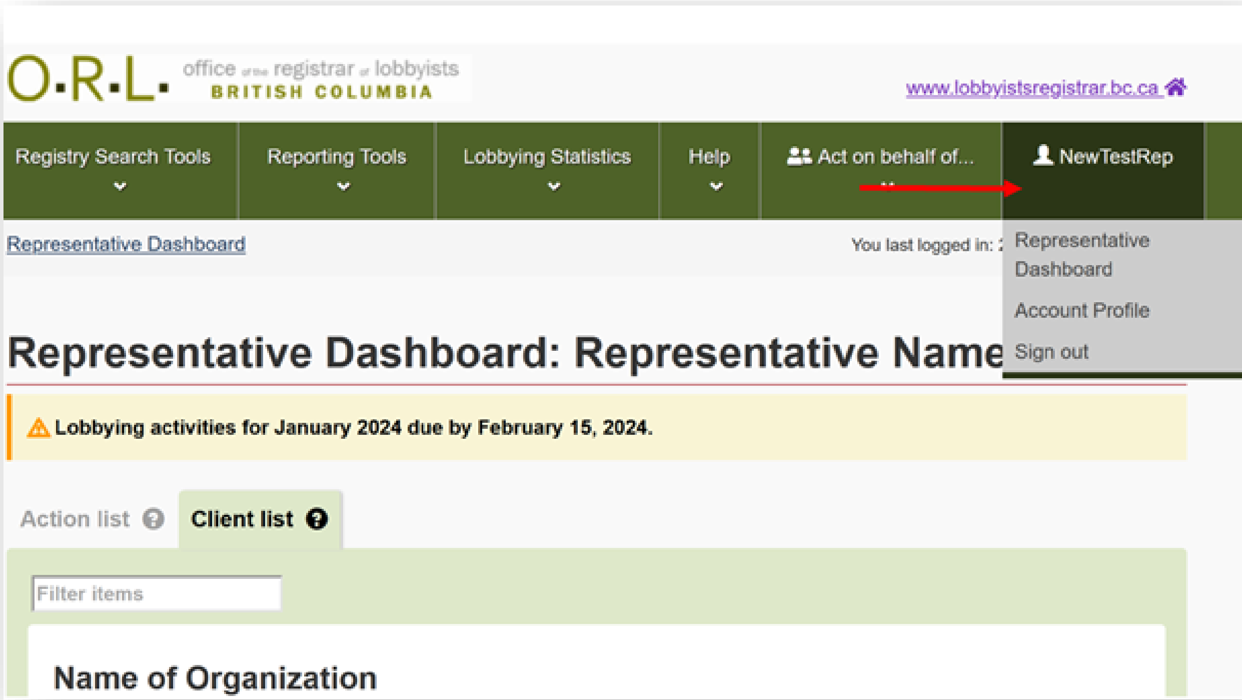
A Representative can prepare documents but cannot submit them to the Registry with their own username and password. New Registration Returns, Registration Return Updates and Lobbying Activity Reports can only be submitted after entering the Designated Filer's username and password.

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. If you sign in with the username and password for your Representative account, you will be on your Representative Dashboard.

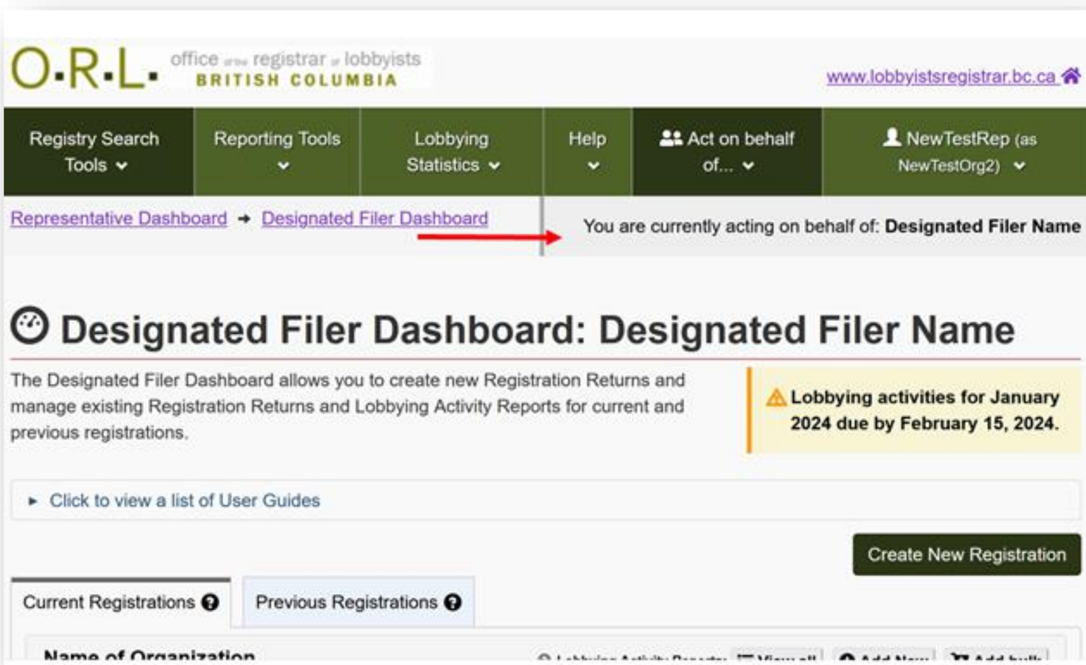
The Representative Dashboard, which is accessed by clicking the Representative's username at the top right of the menu bar, allows you to:

- Update your account profile (contact information, password)
- Sign out of the Lobbyists Registry

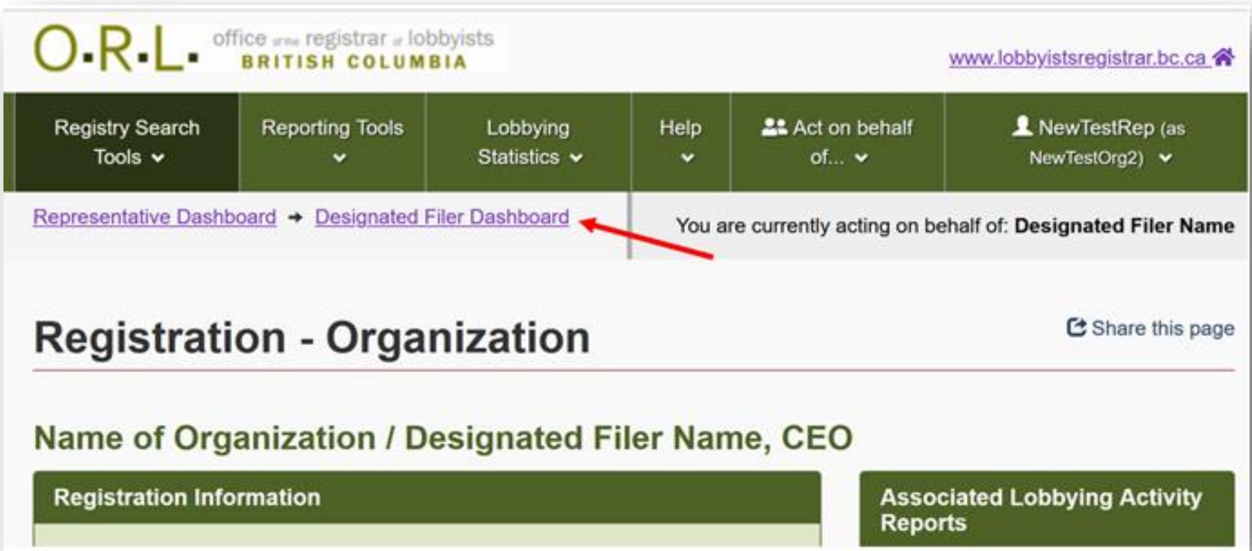


If the Designated Filer for an organization has added you to their account as a Representative, you will see their name, which is accessed by clicking the "**Act on behalf of…**"at the top right of the menu bar of your Dashboard.

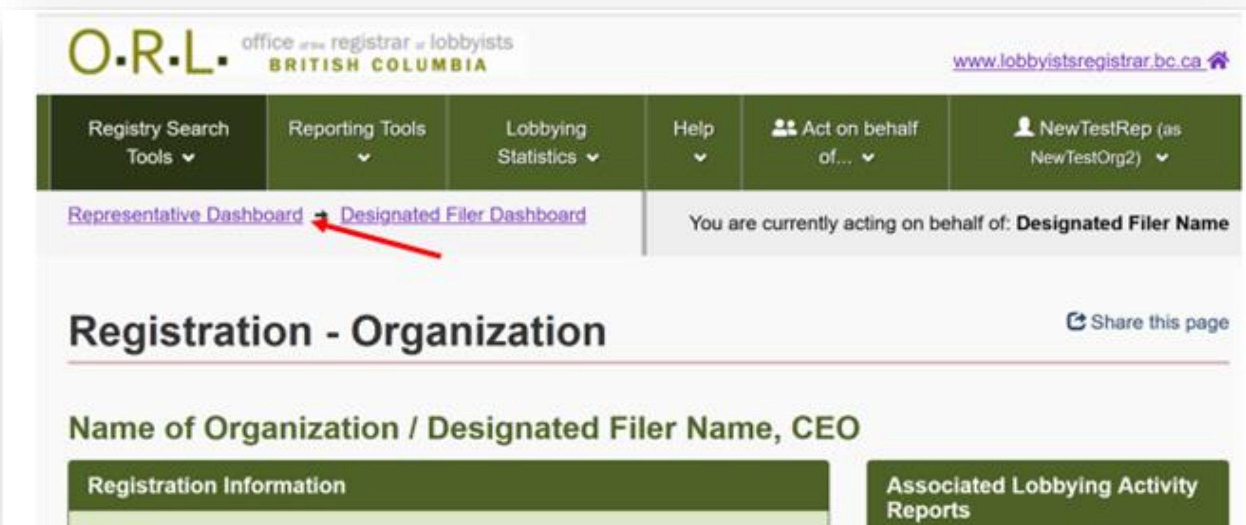
From your Dashboard, once the Designated Filer's name is selected you, it will take you to their Dashboard in which you will have access to their Designated Filer Dashboard on their behalf.



3. If you need to return to the Designated Filer's Dashboard when you are working in the Registry, click "**Designated Filer Dashboard**".



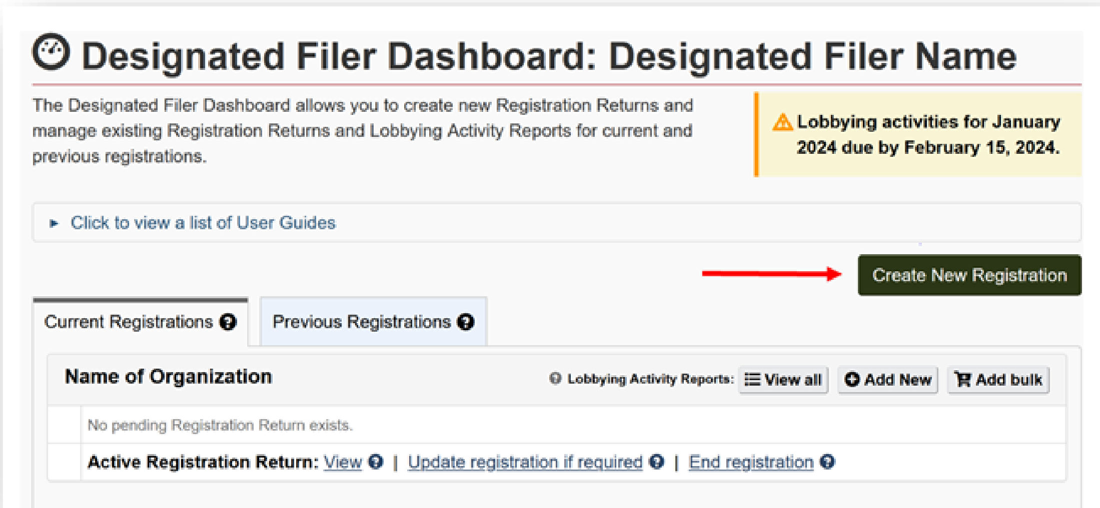
4. To return to your own Representative Dashboard, click on "**Representative Dashboard**".



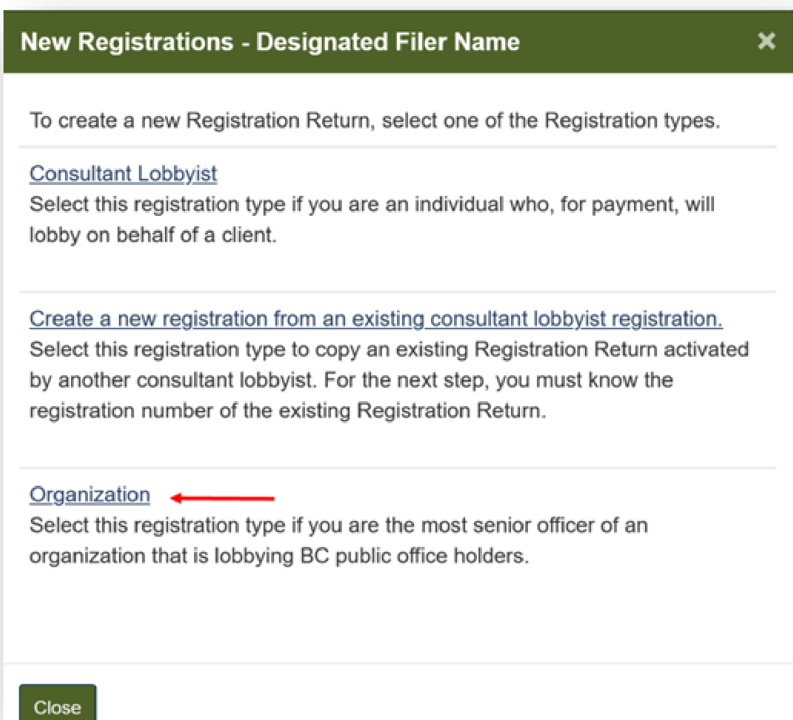
CREATE A NEW ORGANIZATION REGISTRATION RETURN

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. From the Designated Filer Dashboard, click on "**Create New Registration**" button.



3. To create a new Organization Registration Return, click "**Organization**".

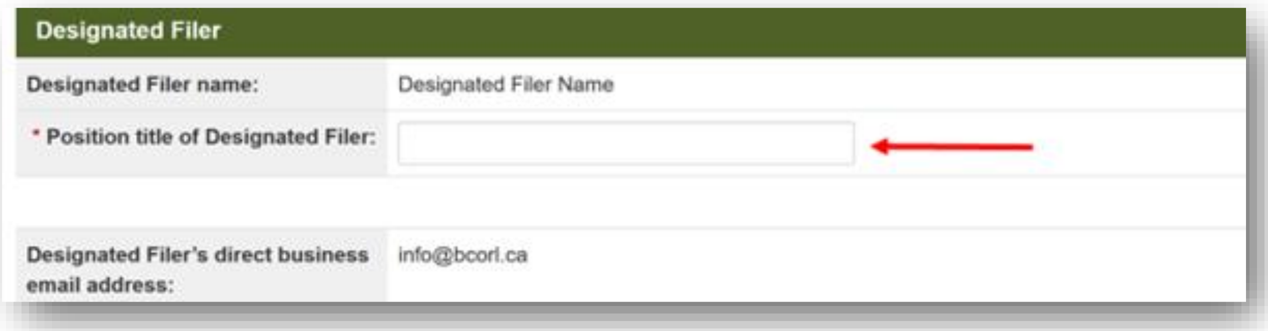


Step 1 of 7: Designated Filer and Organization Information

Designated Filer Title and Direct Email Address

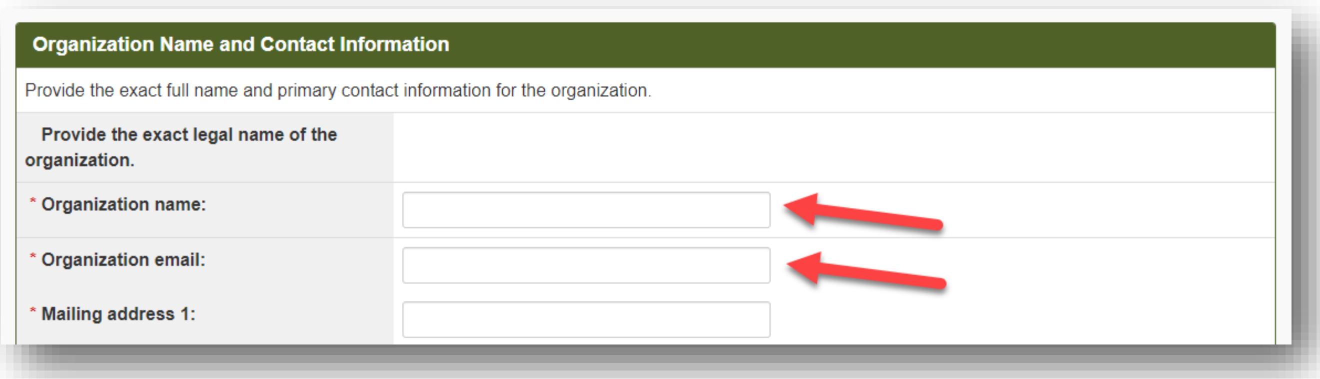
4. Enter the **Position title of Designated Filer**.

5. To update the **Designated Filer's email address**, return to the Designated Filer Dashboard and update the Account Profile.



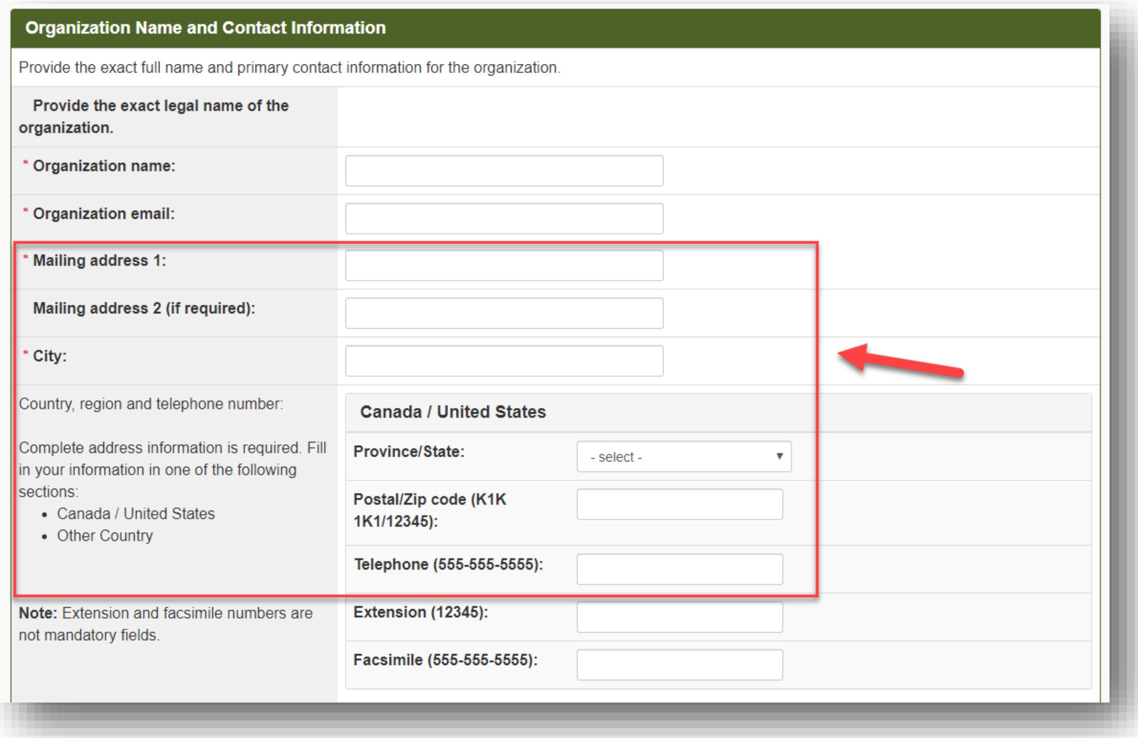
Organization Name and Contact Information

6. Enter the **exact legal name of the organization** and the **organization's email** address.



7. Enter the Organization's **mailing address** and **telephone number**.

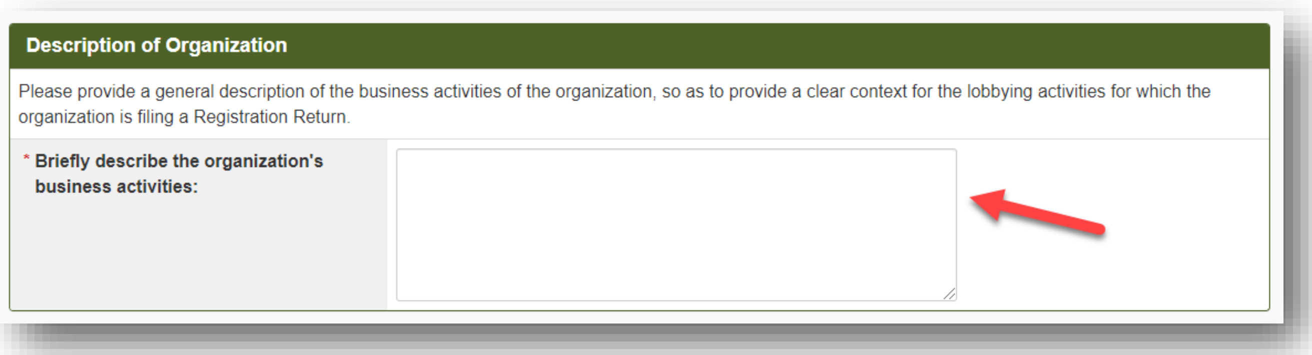
   If the Organization is located outside of Canada and the United States, fill out the "Other Country" section below instead.



Description of Organization

8. Enter a **brief description of the organization's business activities.**

   Do not use acronyms or abbreviations unless the meaning will be clear to all readers.



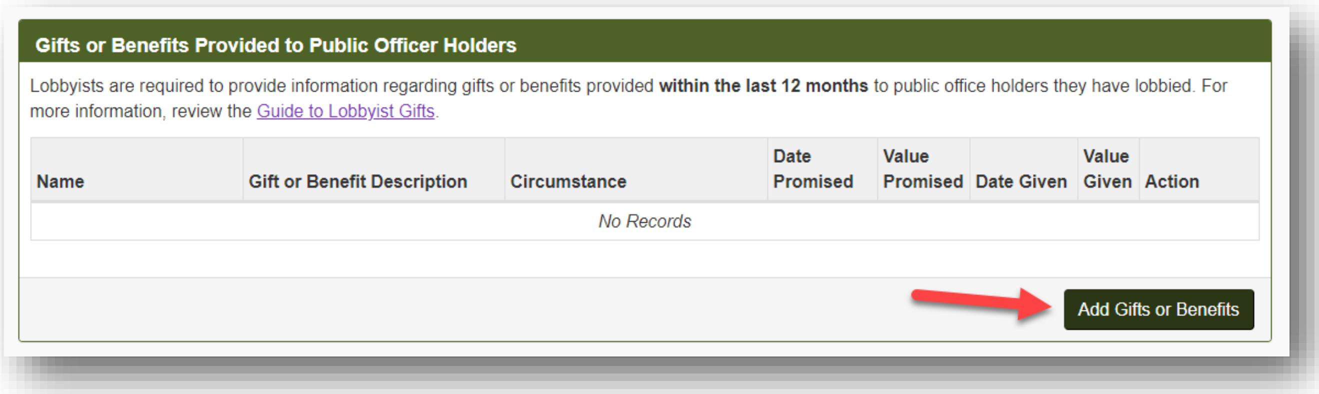
Gifts or Benefits Provided to Public Office Holders

9. If an in-house lobbyist has given any gifts or provided any benefits within the last 12 months on behalf of your organization to public office holders your organization is lobbying, you must declare the gifts or benefits in your Registration Return.

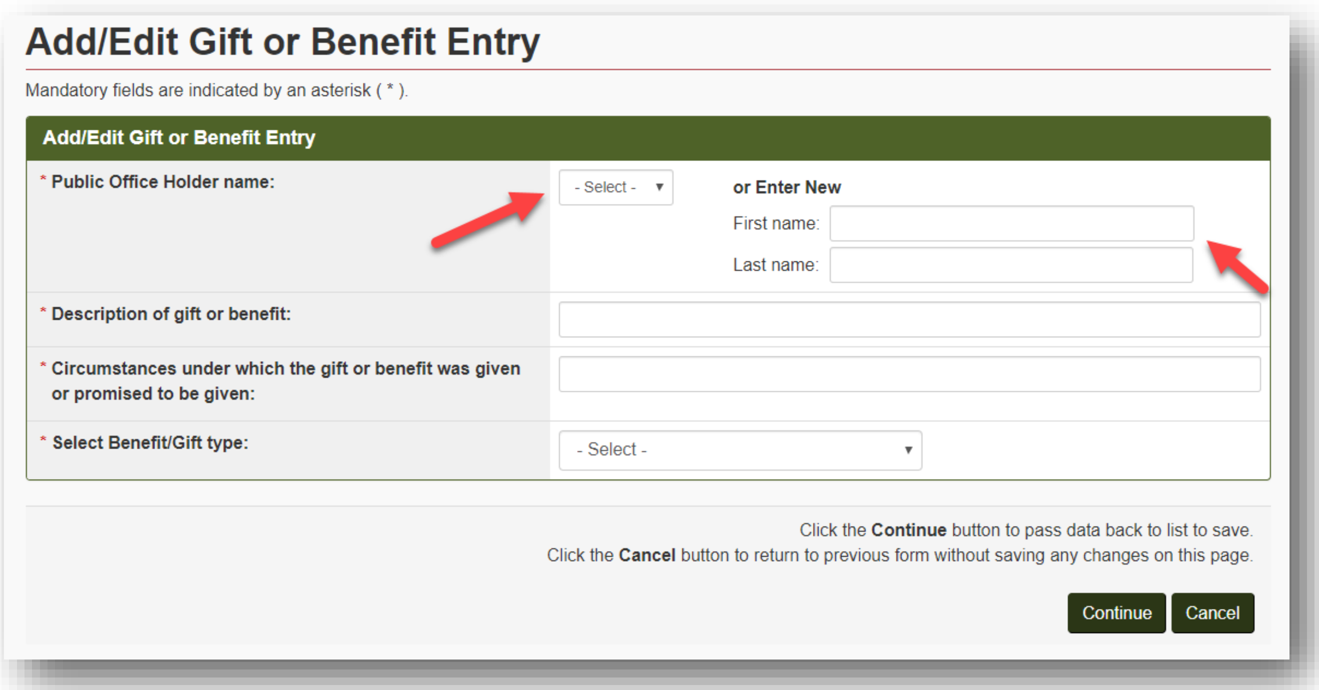
If you have no gifts or benefits to declare, proceed to Step 20.

If you have gifts or benefits to declare, continue with the following steps:

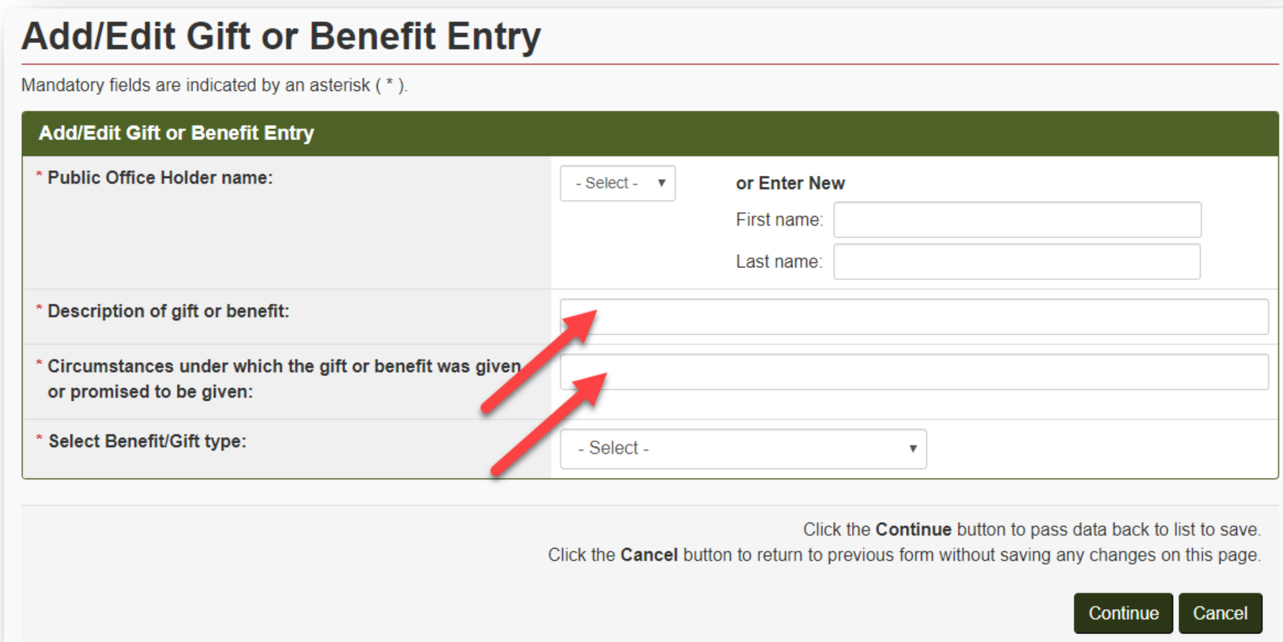
i) To add a gift or benefit, click "**Add Gifts or Benefits**".



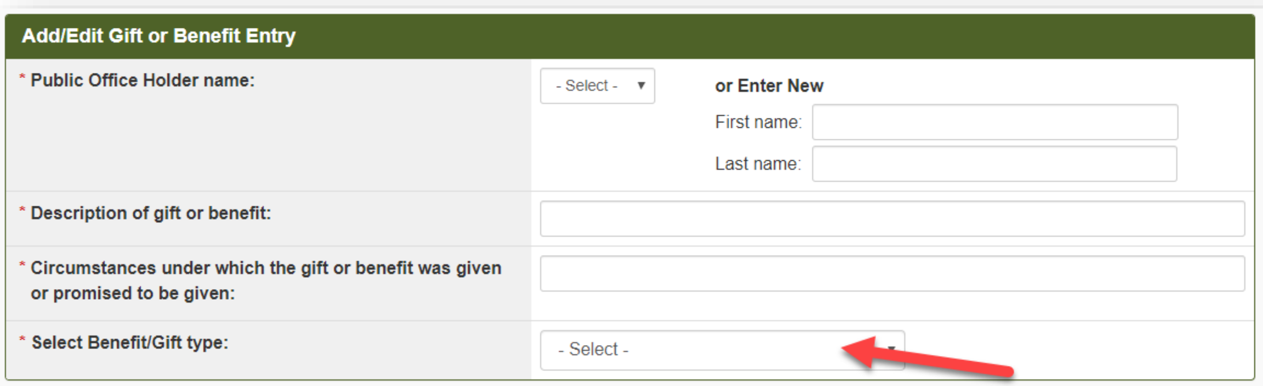
ii) Select a **name** from the drop-down menu (if you previously declared a gift or benefit to a public office holder) OR enter the **First name** and **Last name** of the public office holder.



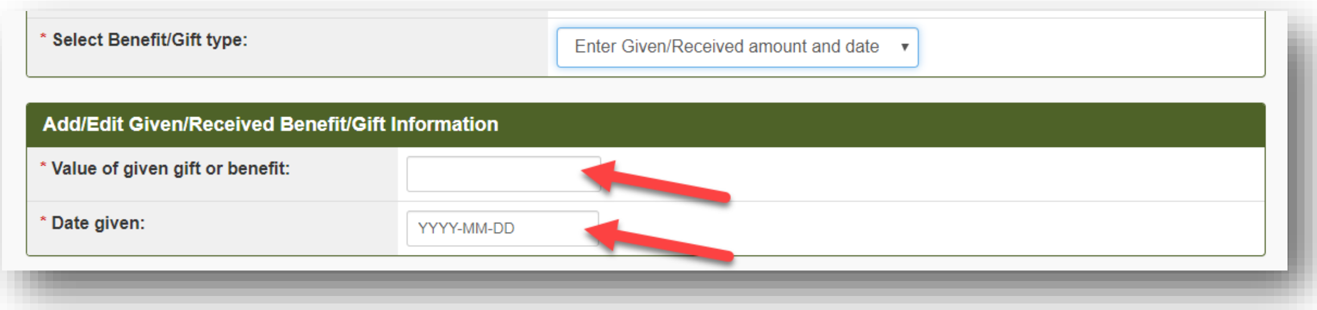
iii) Enter a **description of the gift of benefit** and the **circumstances under which it was promised or given**.



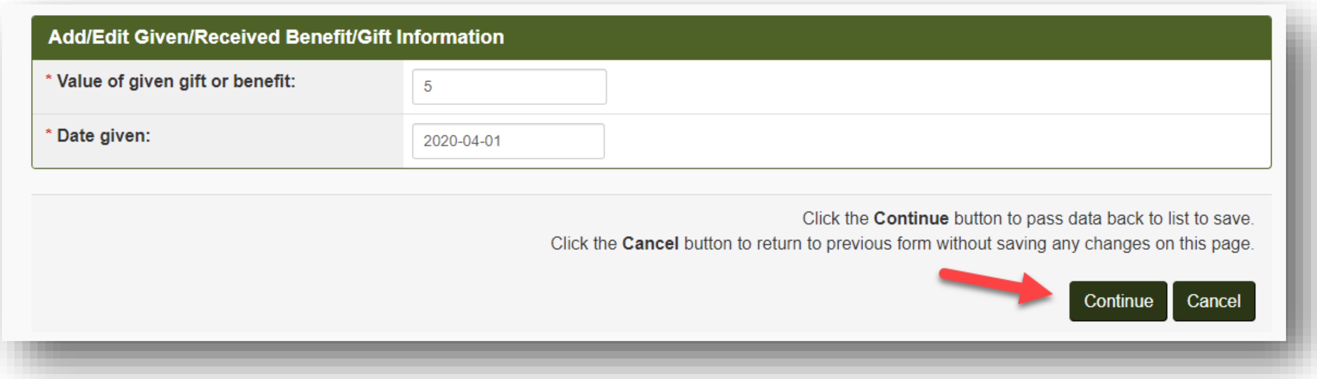
iv) Select the **Benefit/Gift type** from the drop-down menu, either Promised or Given/Received.



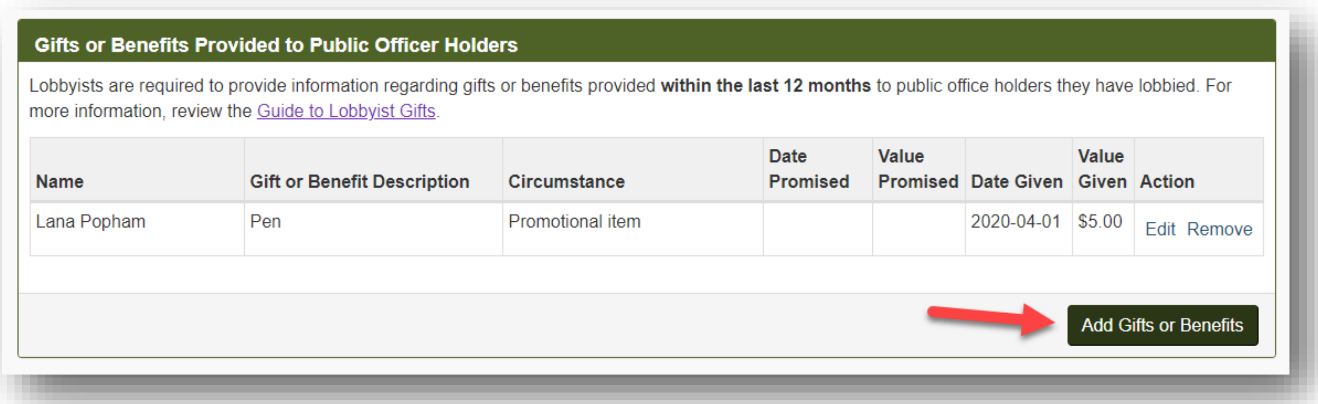
v) Enter the **Value of gift** (either promised or given/received) and the **Date the gift was given or promised**.



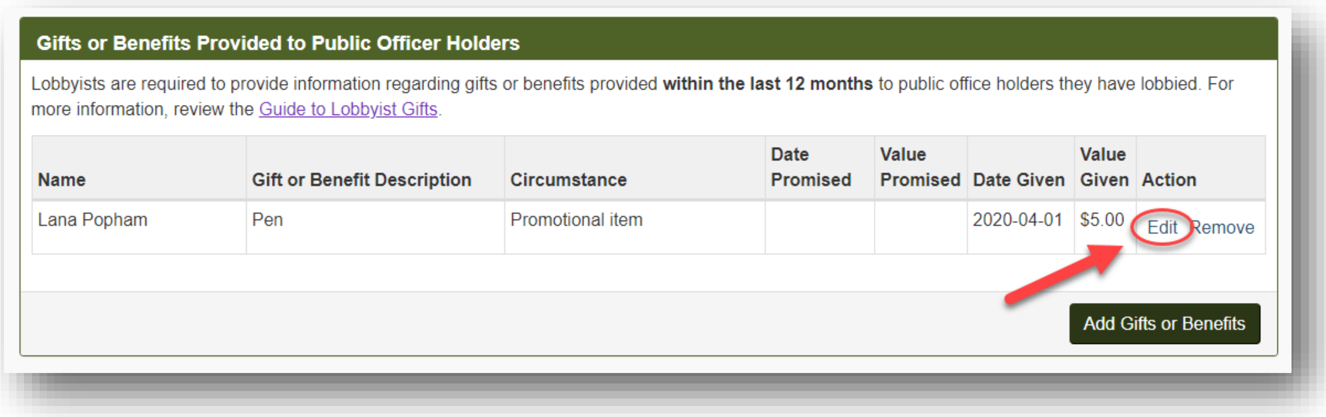
vi) Once the details of the gift or benefit are complete, click "**Continue**".



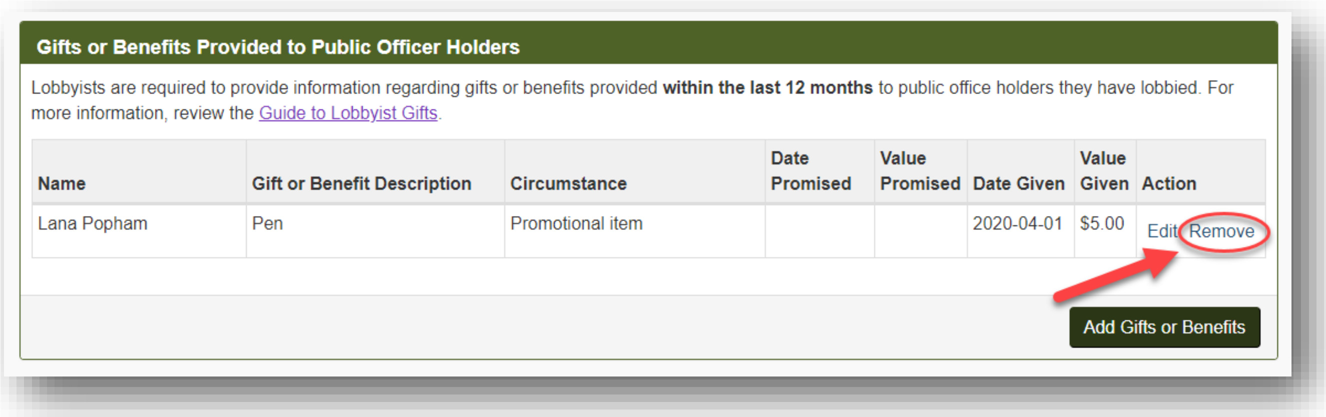
vii) The gifts promised or given will be listed. To record another gift promised or given, click on "**Add Gifts or Benefits**" again and repeat the process above.



viii) To edit a recorded gift or benefit, click the "**Edit**" link.



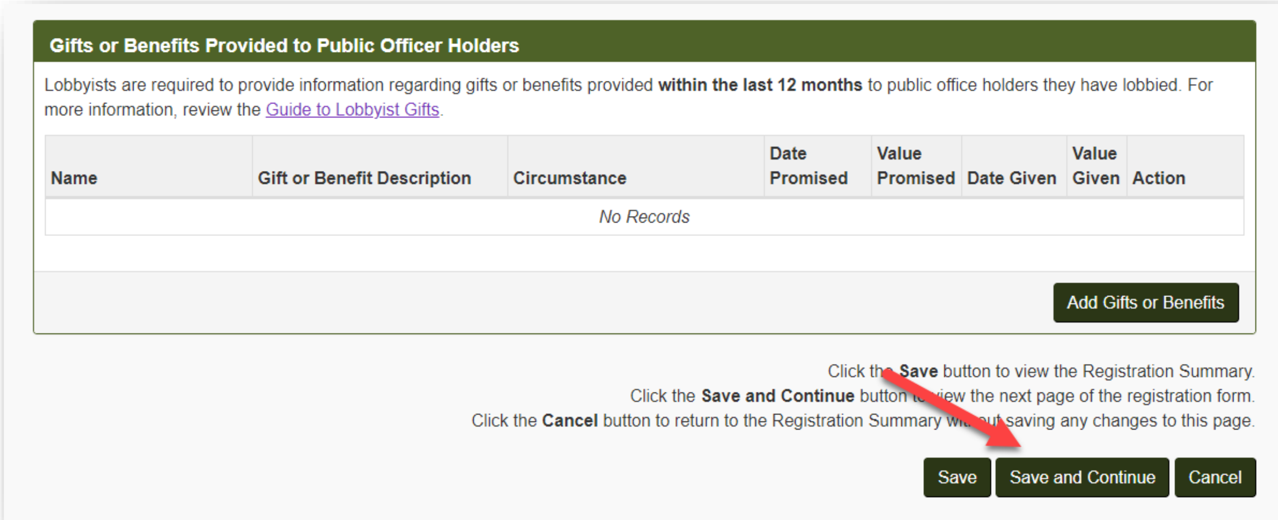
ix) If you entered a gift or benefit in error, delete it clicking on the "**Remove**" link.



Save Information

10. When all information on Step 1 is complete, click "**Save and Continue**" to continue to the next section.

    *If you wish to save and finish later, click the "**Save**" link instead.*

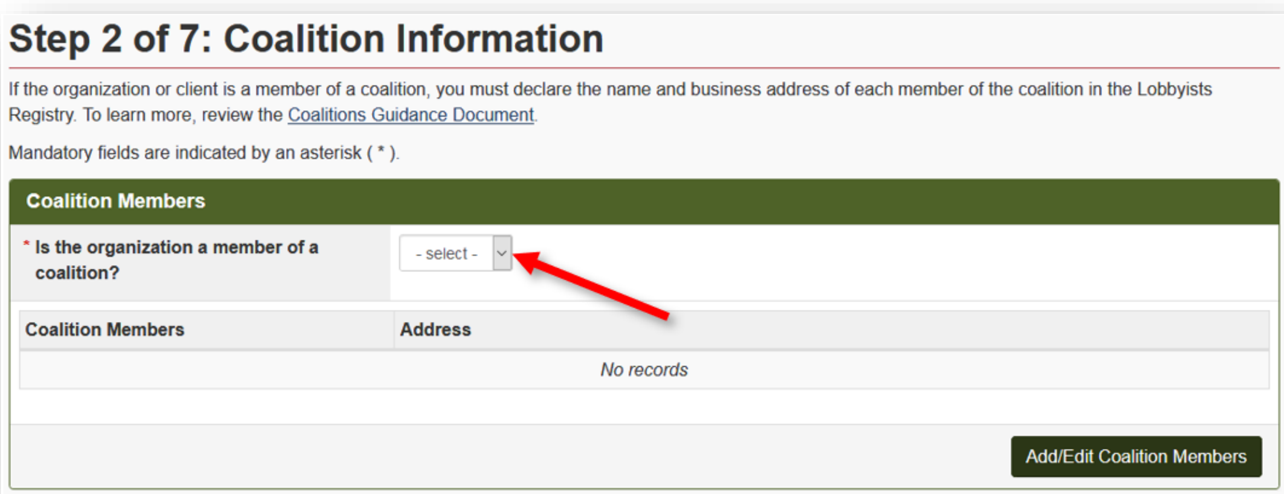


Step 2 of 7: Coalition Information

For more information, see our [Coalitions guidance document].

Coalition Members

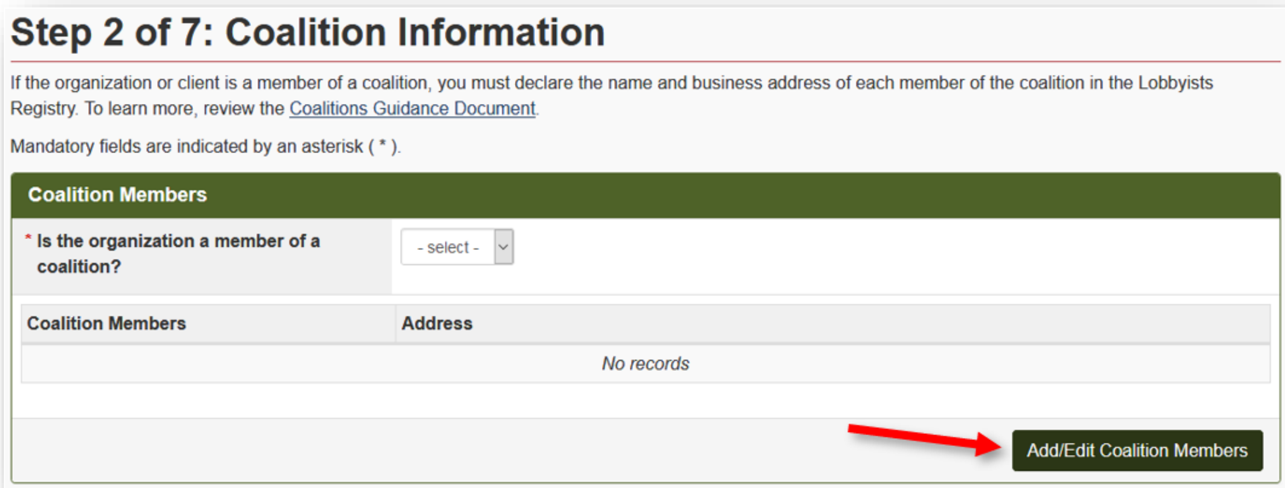
11. Declare whether or not your organization is a member of a coalition: select **Yes** or **No** from the drop-down menu.



If No, proceed to Step 12 below.

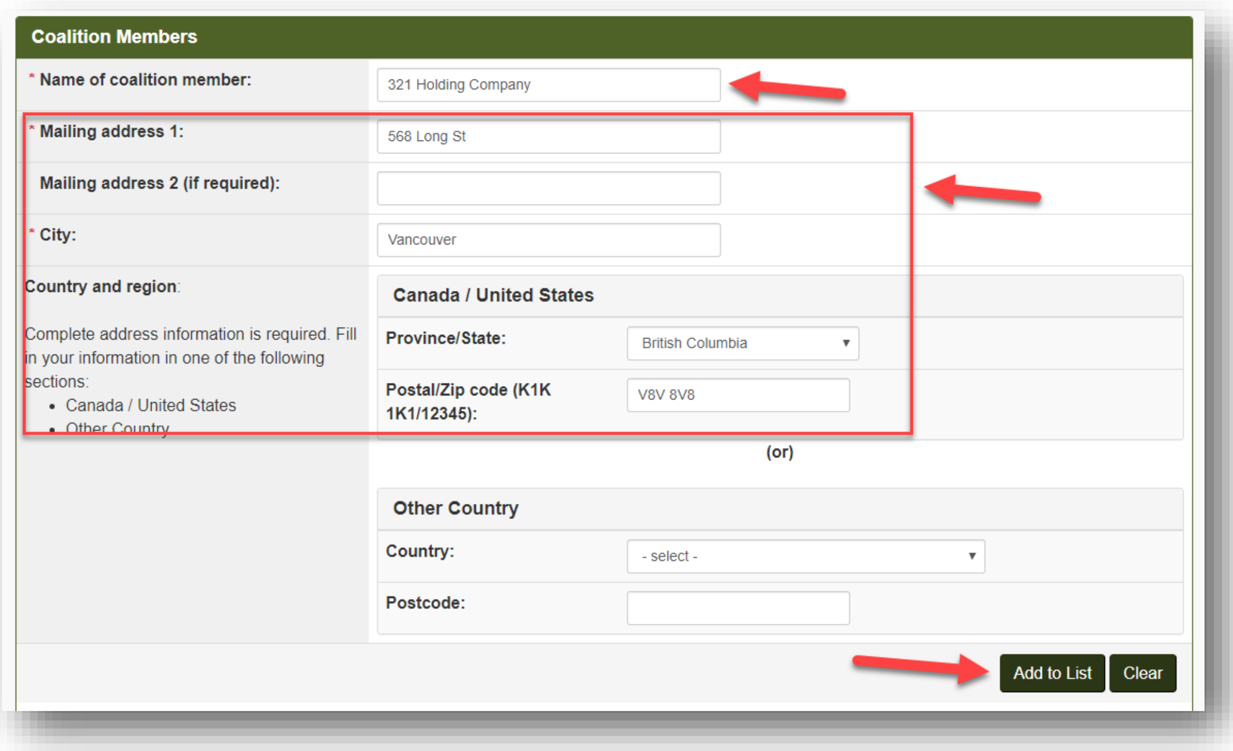
If Yes, continue with the following steps:

i) If your organization is a member of a coalition the purposes of section 4(1)(h) of the LTA (see Coalitions), you must enter the names and business addresses of the other organizations that are coalition members. Click "**Add/Edit Coalition Members**".



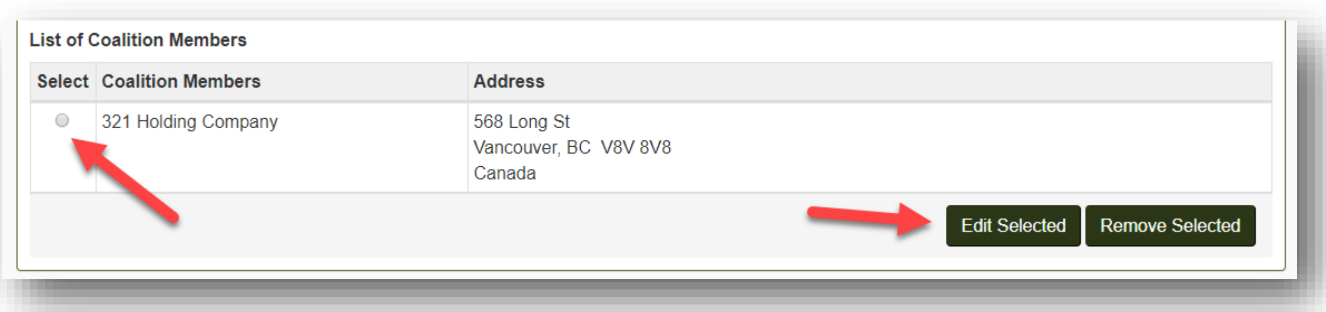
ii) Enter the **Name of coalition member**, and the **mailing address**. Then click "**Add to List**".

If the coalition member is outside of Canada and the United States, fill out the "Other Country" section below instead.

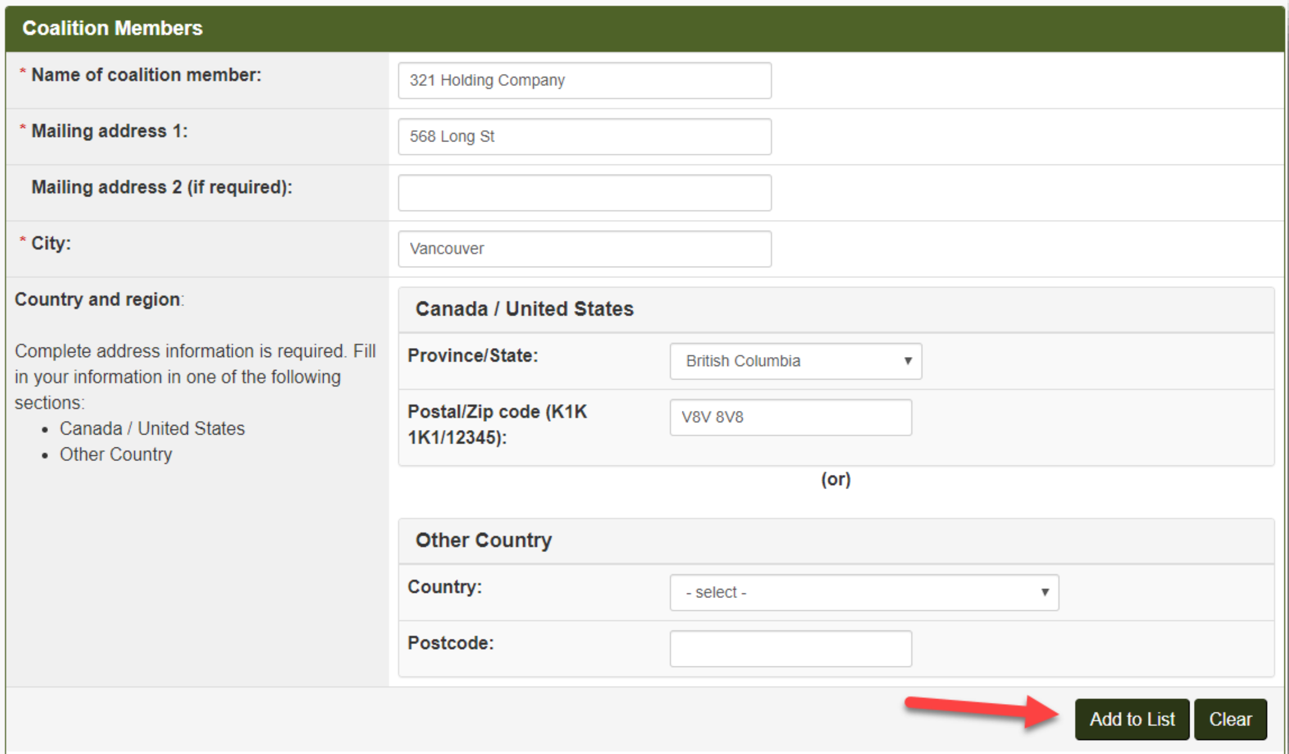


iii) The list of coalition members will be shown near the bottom of the screen. Repeat the process until the names of all organizations that are members of a coalition to which your client belongs have been entered.

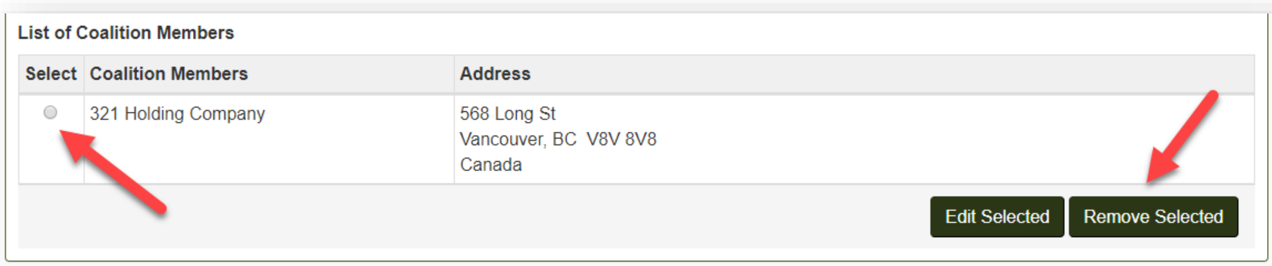
iv) To edit a coalition member, **select the radio button** and click "**Edit Selected**".



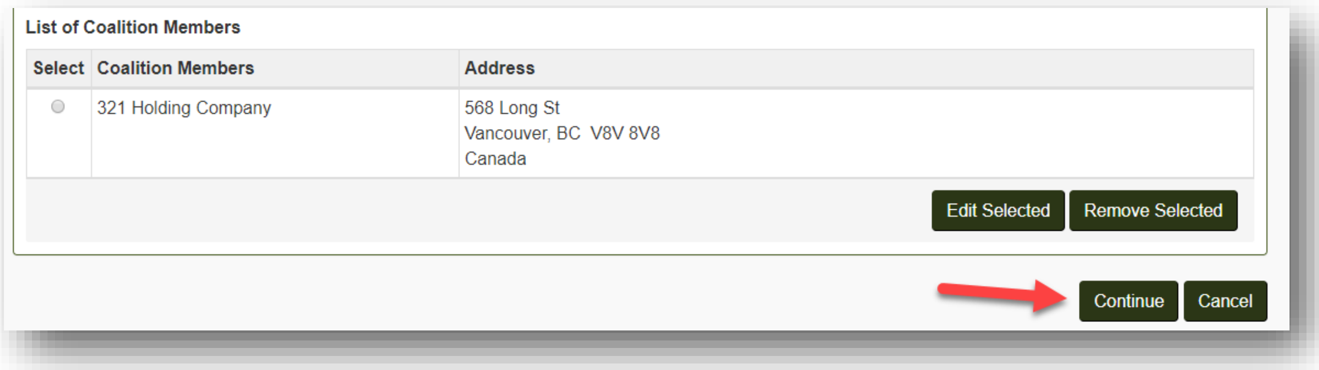
When the details have been updated, click "**Add to List**" to save the changes.



v) If you enter a coalition member in error, delete by **selecting the radio button** and clicking "**Remove Selected**".



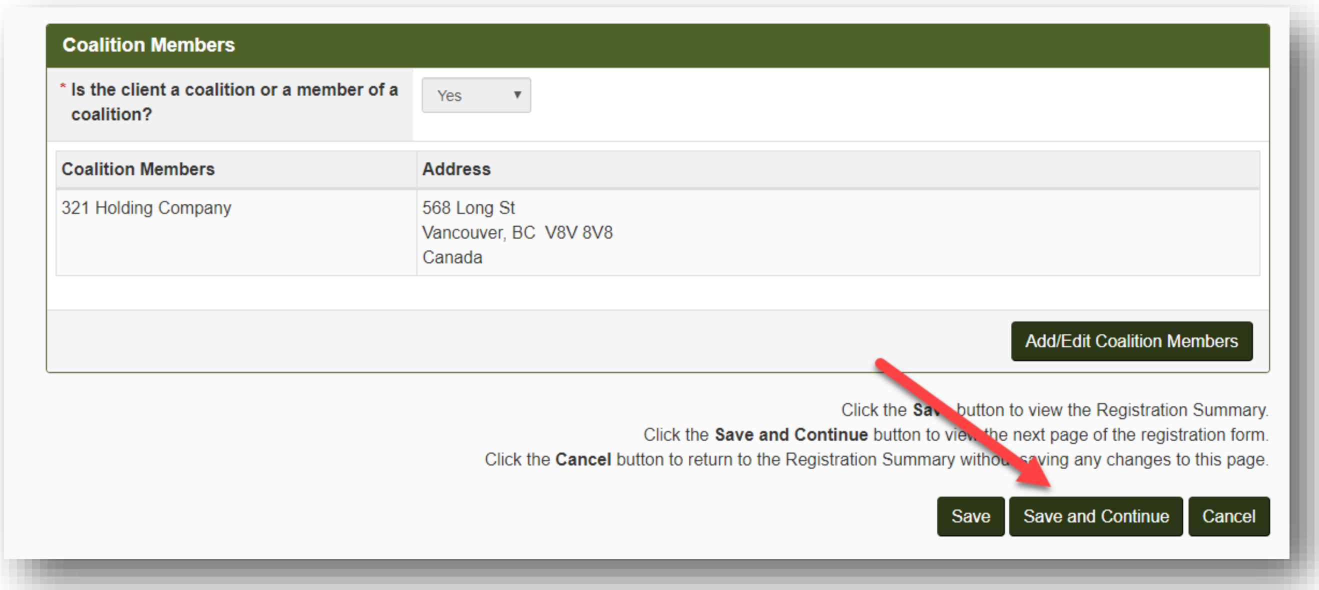
vi) When the list of coalition members is complete and accurate, click "**Continue**".



Save Information

12. When all information on Step 2 of 7 is complete, click "**Save and Continue"** to continue to Step 3.

    *If you wish to save and finish later, click the "**Save**" link instead.*



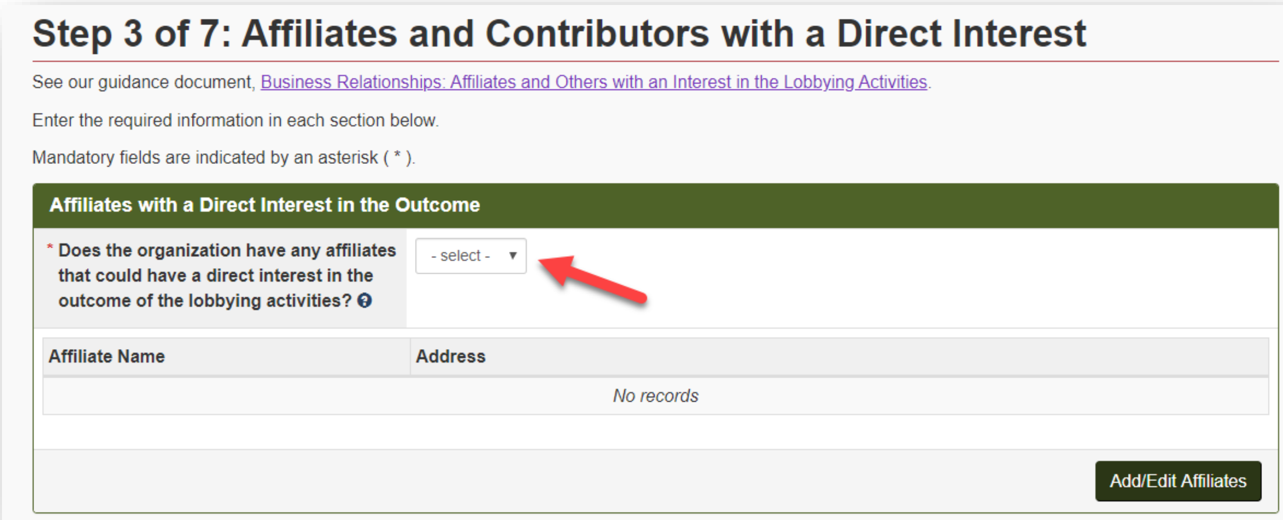
Step 3 of 7: Affiliates and Contributors with a Direct Interest

For more information, see [Business Relationships: Affiliates and Others with an Interest in the Lobbying Activities]

Affiliates with a Direct Interest in the Outcome

13. Declare whether your organization has affiliates that could have a direct interest in the outcome of the lobbying activities: select **Yes** or **No** from the drop-down menu.

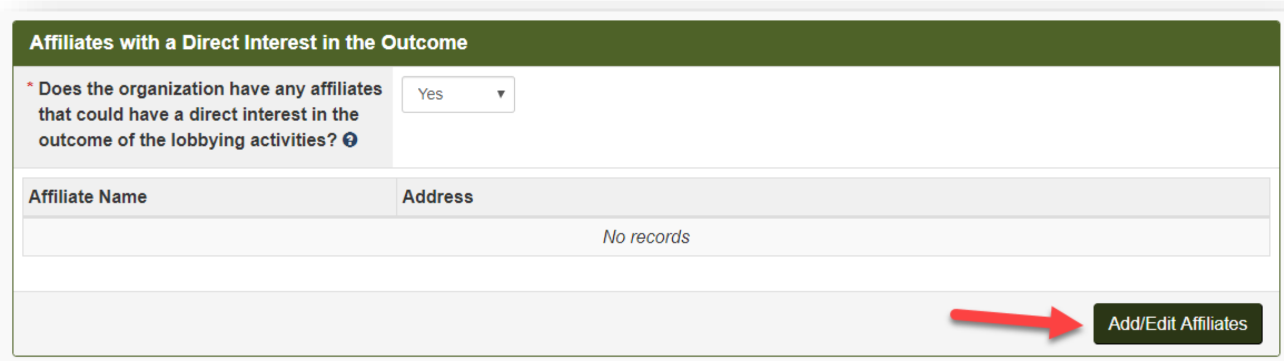
    For more information, click the button.



If No, proceed to Step 14 below.

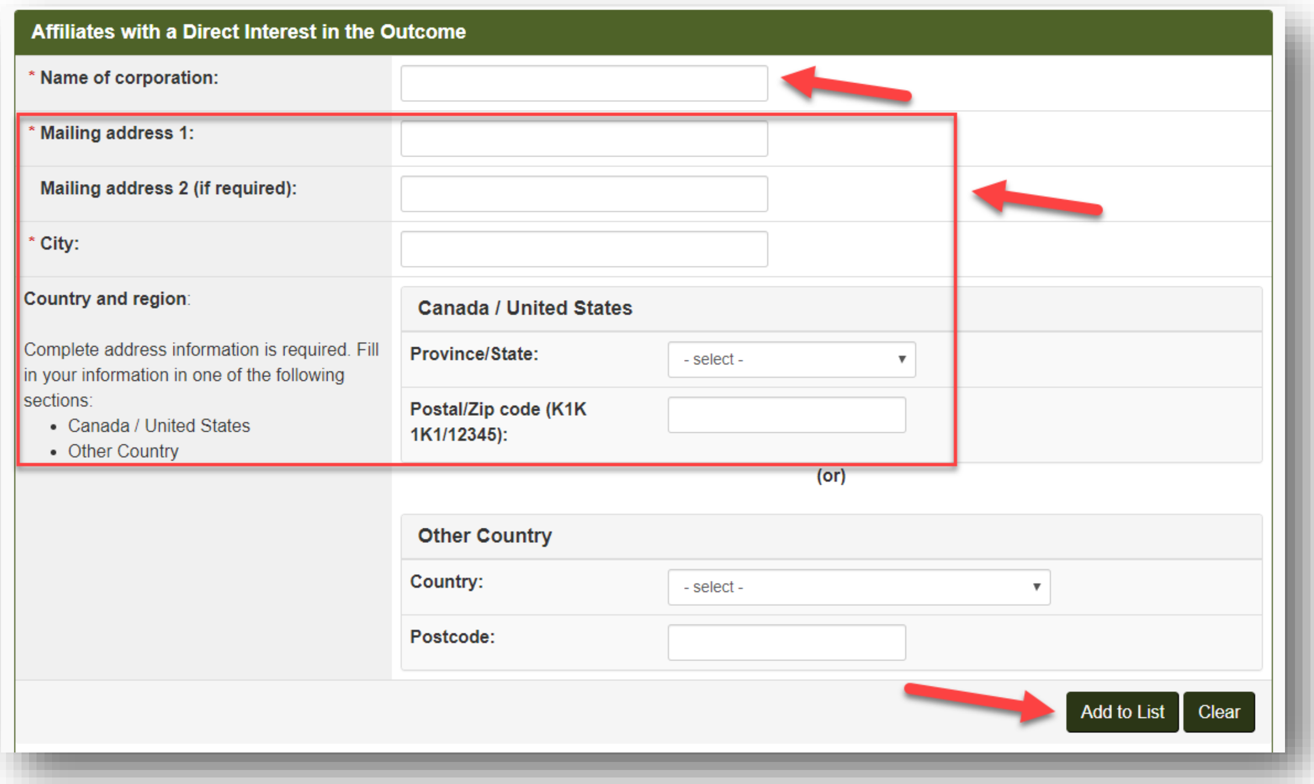
If Yes, continue with the following steps:

i) If you select **Yes**, you must record at least one affiliate. Click "**Add/Edit Affiliates**".



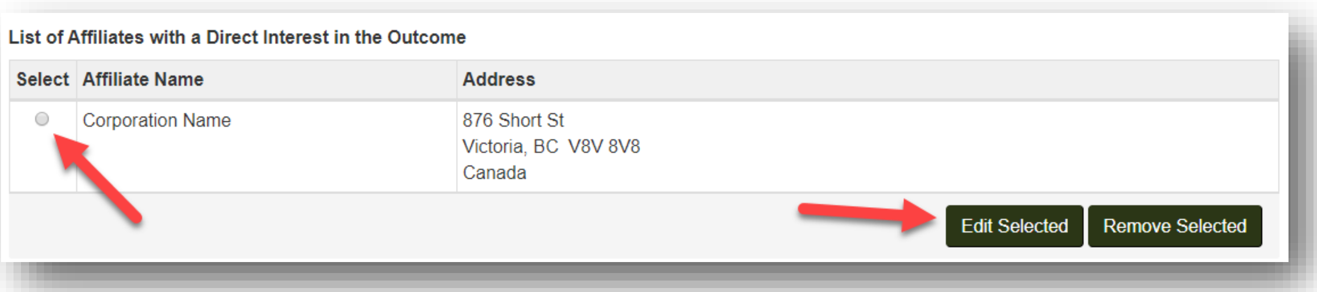
ii) Enter the **Name of corporation**, and the **mailing address**. Then click "**Add to List**.

If the affiliate is outside of Canada and the United States, fill out the "Other Country" section below instead.

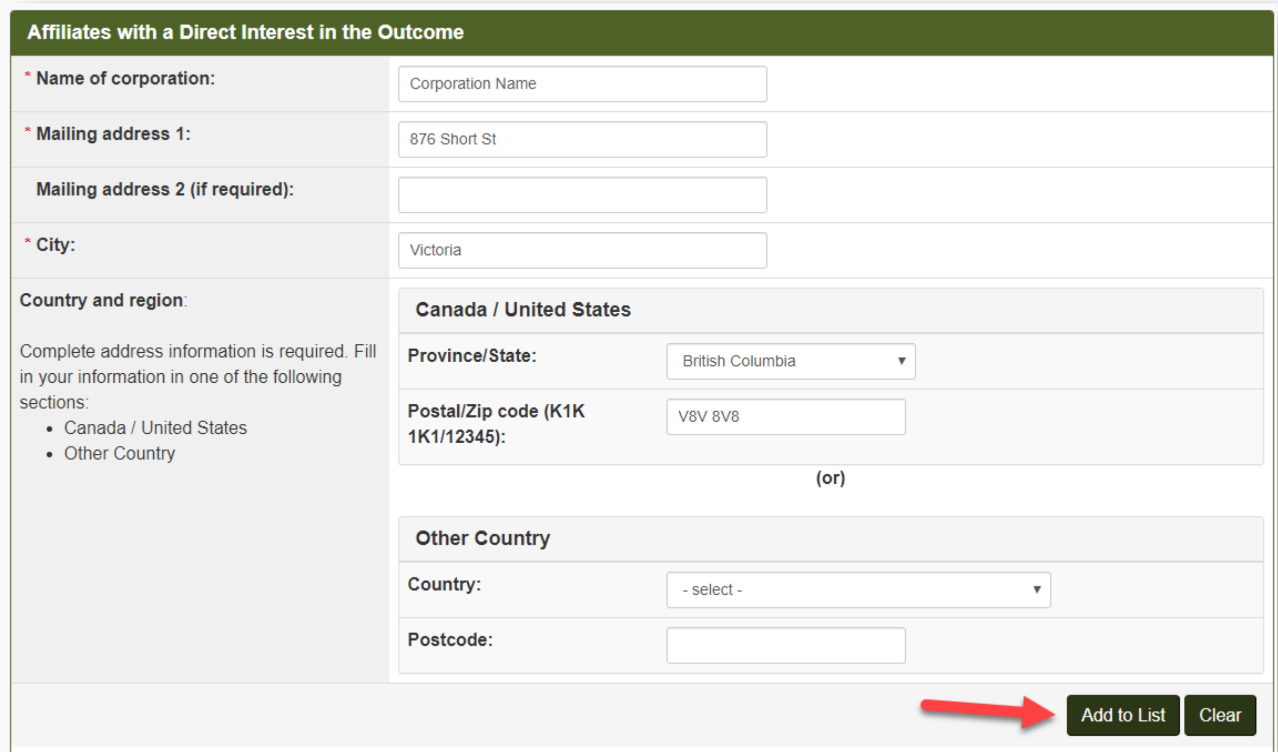


iii) The affiliates will be shown near the bottom of the screen. To add another affiliate, repeat the process shown above.

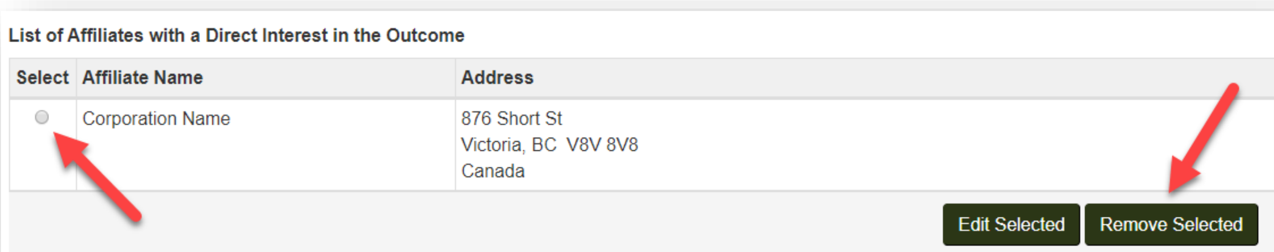
iv) To edit information about an affiliate, select **the radio button** and click "**Edit Selected**".



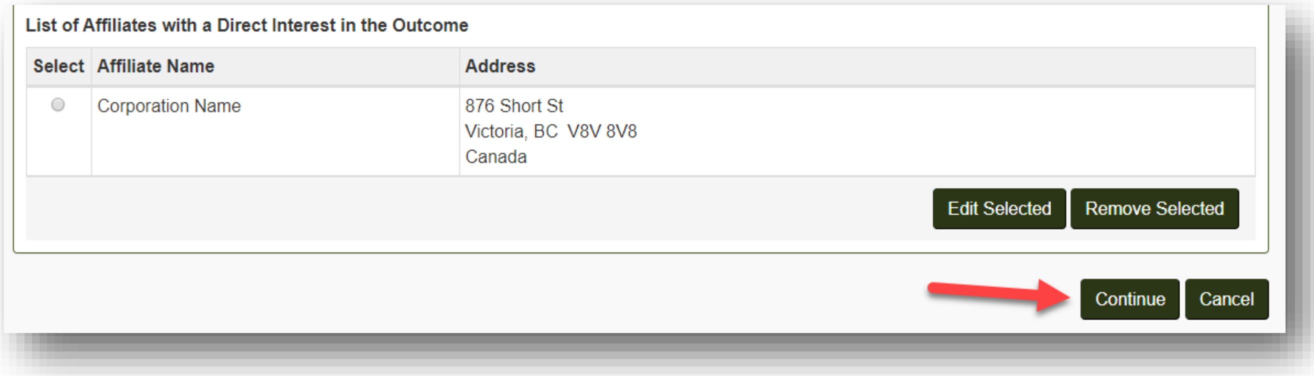
When the details have been updated, click "**Add to List**" to save the changes.



v) If you enter an affiliate in error, delete by **selecting the radio button** and clicking "**Remove Selected**".

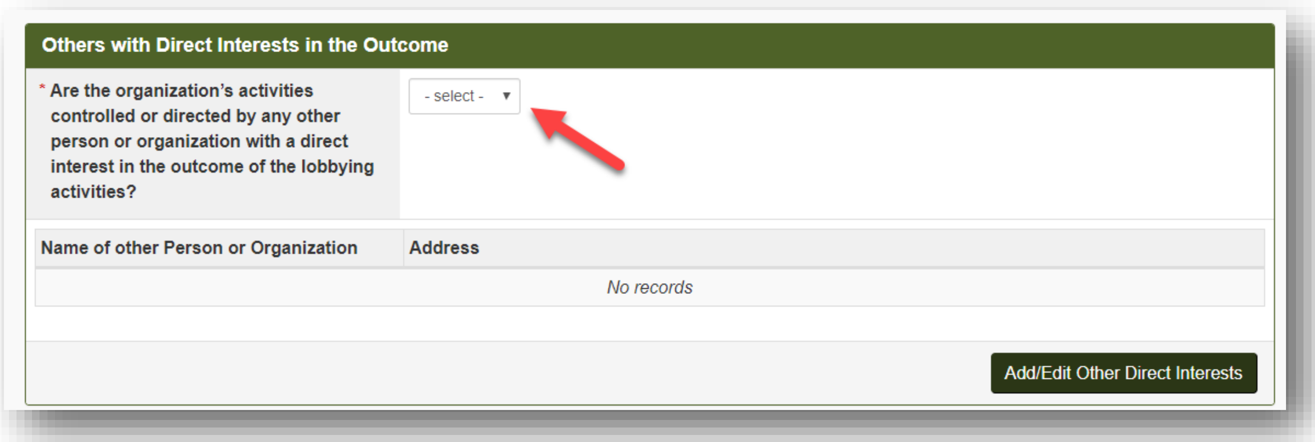


vi) When the list of affiliates is complete and accurate, click "**Continue**".



Others with a Direct Interest in the Outcome

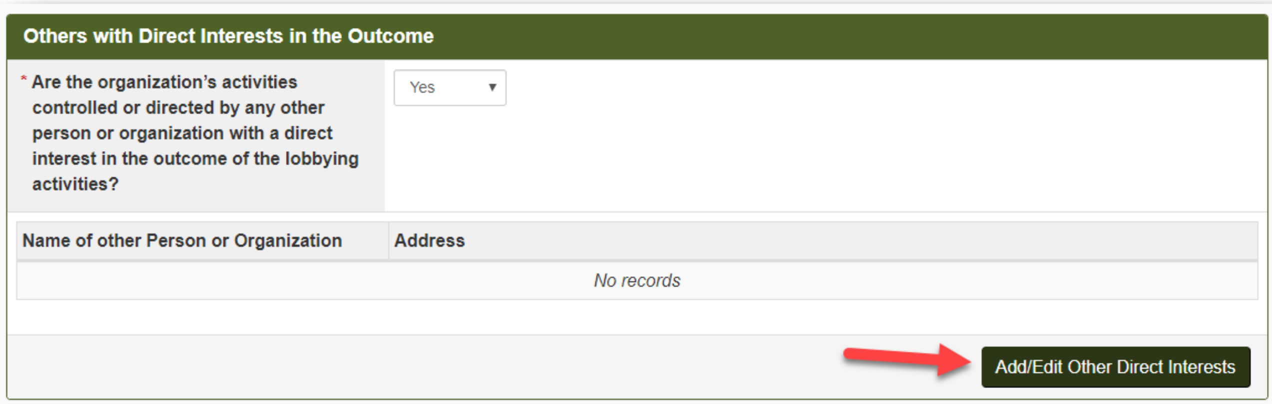
14. Declare whether your organization's activities are controlled or directed by another person or organization with a direct interest in the outcome of the lobbying activities: select **Yes** or **No** from the drop-down menu.



If No, proceed to Step 15 below.

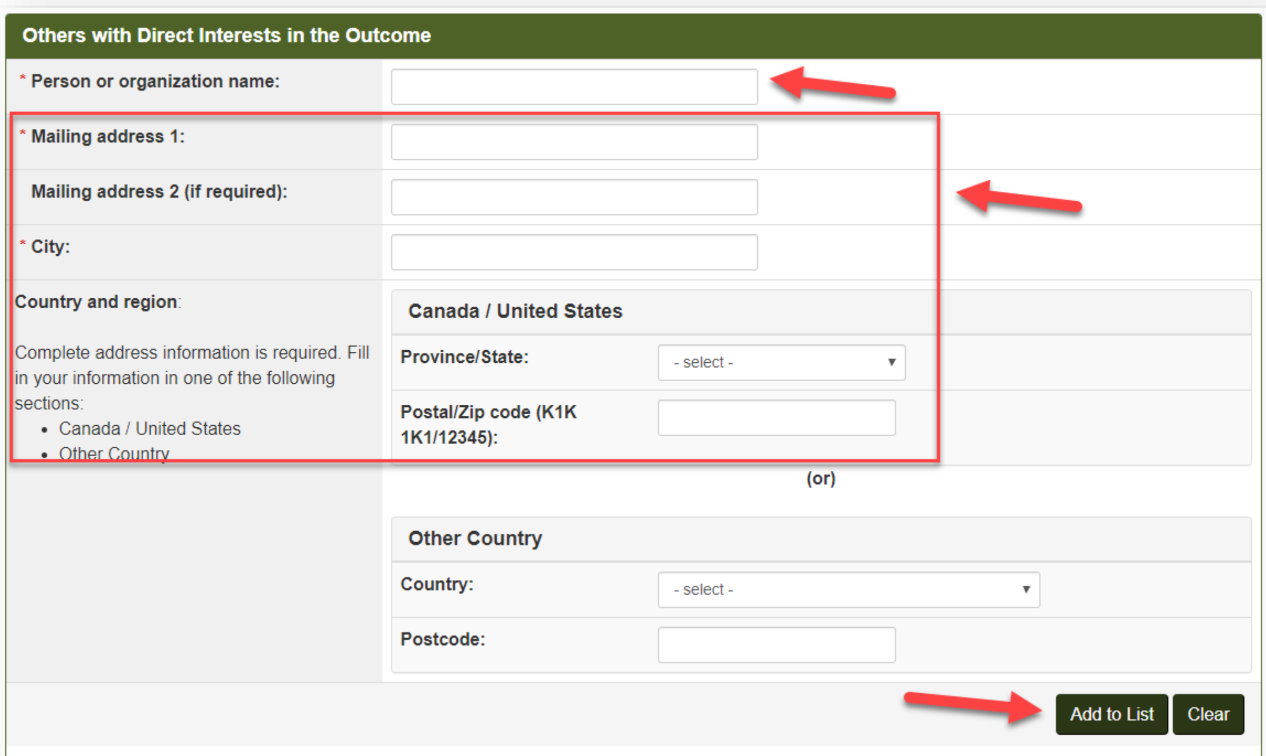
If Yes, continue with the following steps:

i) If you select **Yes**, you must record at least one other person or organization with a direct interest. Click "**Add/Edit Other Direct Interests**".



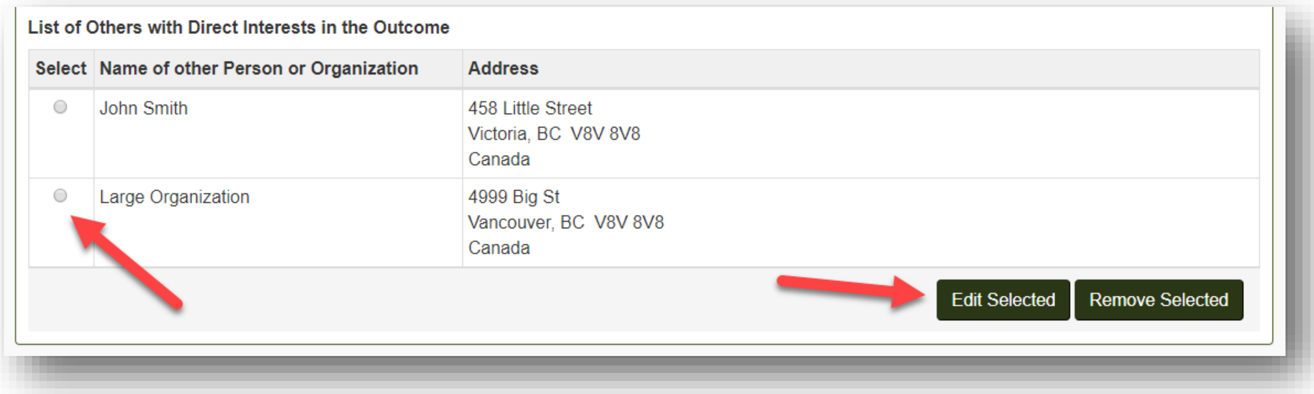
ii) Enter the **Person or organization name**, and the **mailing address**. Then click "**Add to List**.

If the person or organization is outside of Canada and the United States, fill out the "Other Country" section below instead.



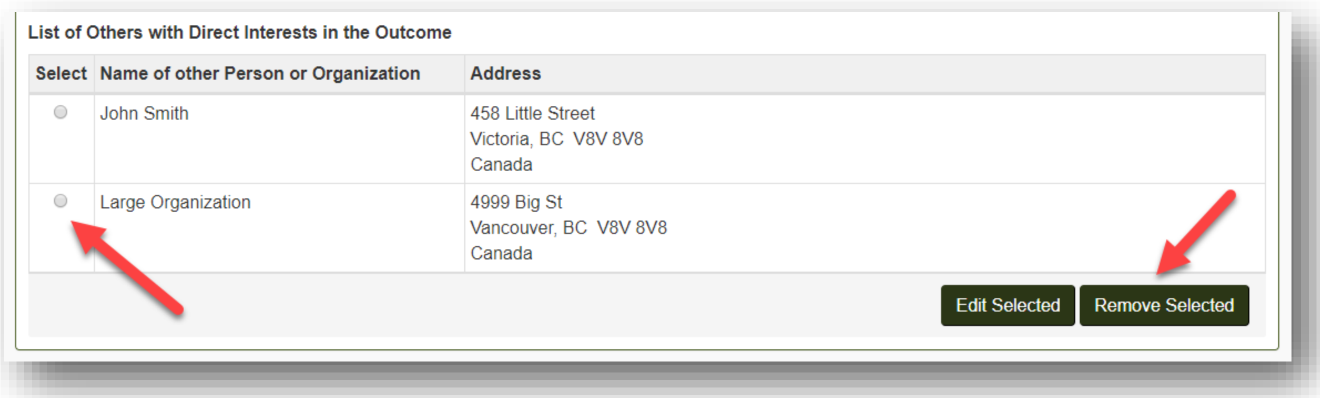
iii) The information you enter in this section will be shown near the bottom of the screen. To add another entry, repeat the process shown above.

iv) To edit an entry, **select the radio button** and click "**Edit Selected**".

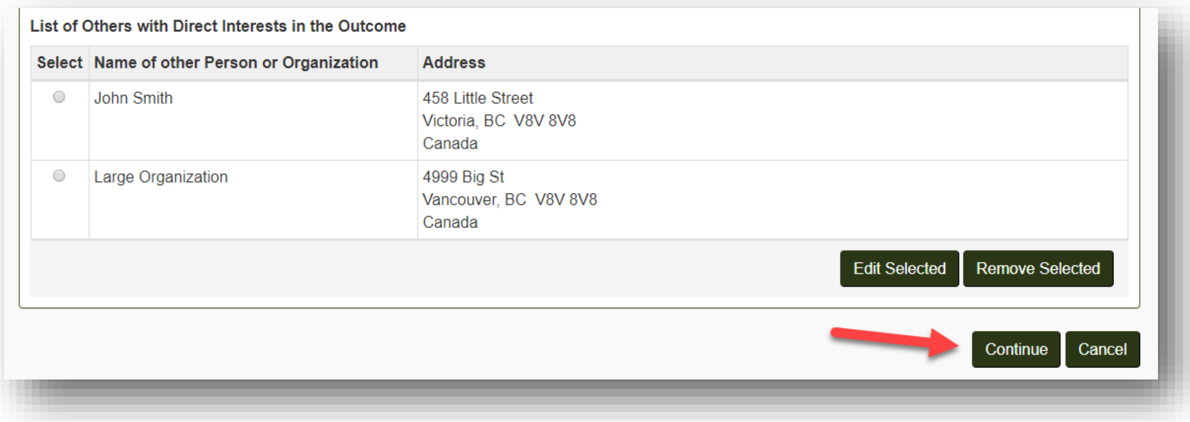


When the details have been updated, click "**Add to List**" to save the changes.

v) If you entered information in error, delete by **selecting the radio button** and clicking on "**Remove Selected**".

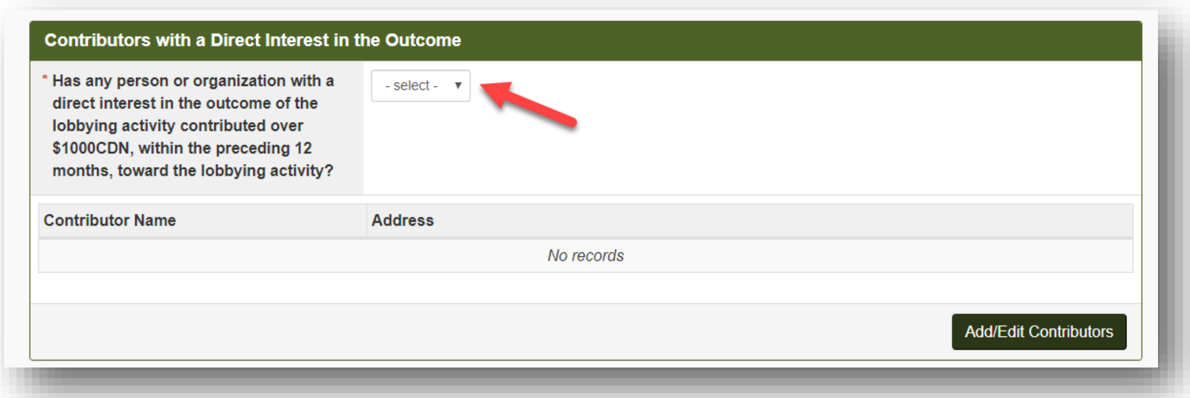


vi) When the list is complete and accurate, click "**Continue**".



Contributors with a Direct Interest in the Outcome

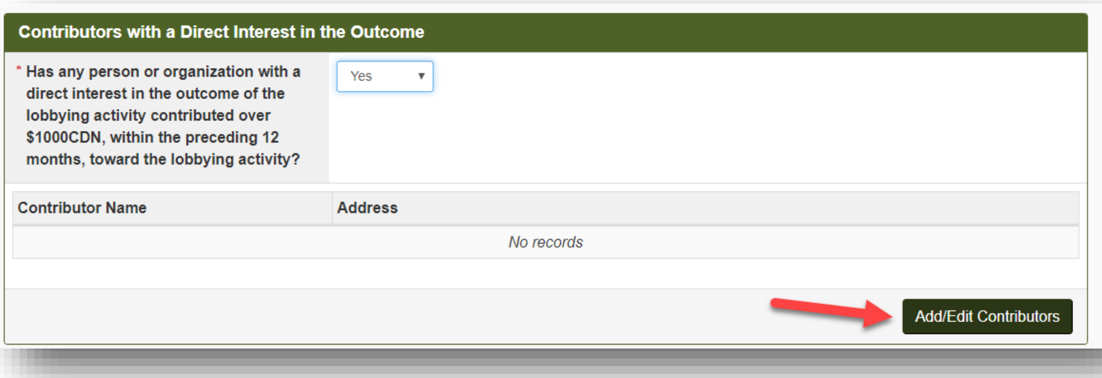
15. Declare whether any person or organization with a direct interest in the outcome of the lobbying activities contributed over $1,000 CDN **in the past 12 months**: select **Yes** or **No** from the drop-down menu.



If No, proceed to Step 16 below.

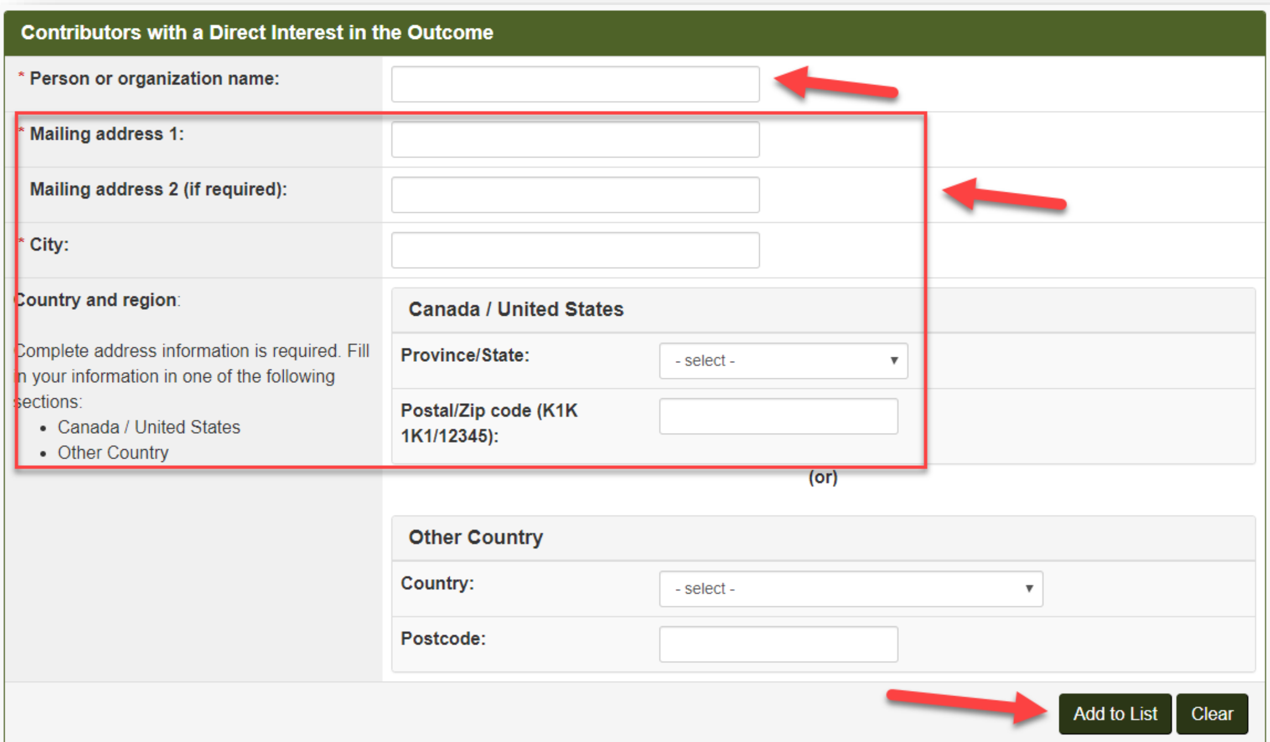
If Yes, continue with the following steps:

i) If you select **Yes**, you must record at least one contributor. Click "**Add/Edit Contributor**".



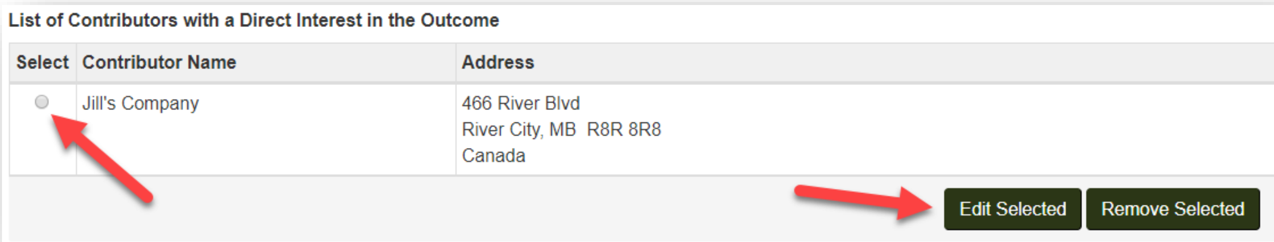
ii) Enter the **Person or organization name**, and the **mailing address**. Then click "**Add to List**.

If the contributor is outside of Canada and the United States, fill out the "Other Country" section below instead.

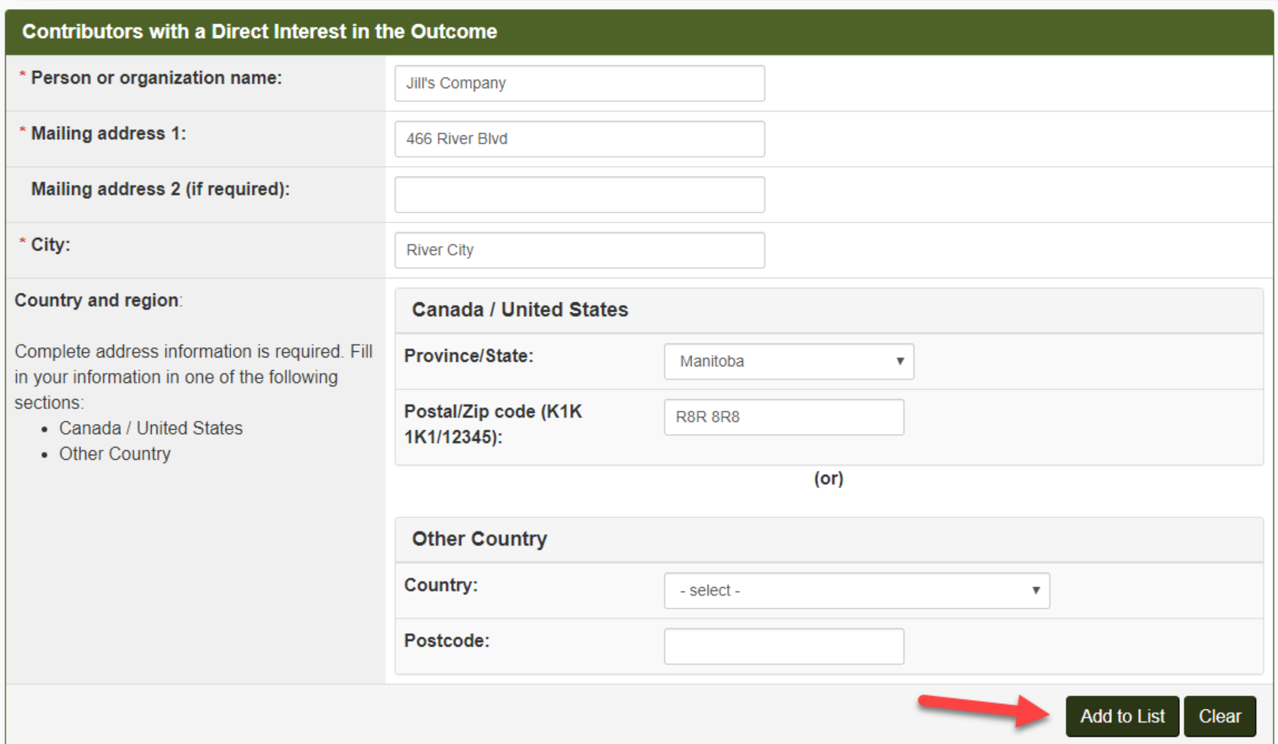


iii) The contributor(s) will be shown near the bottom of the screen. To add another contributor, repeat the process shown above.

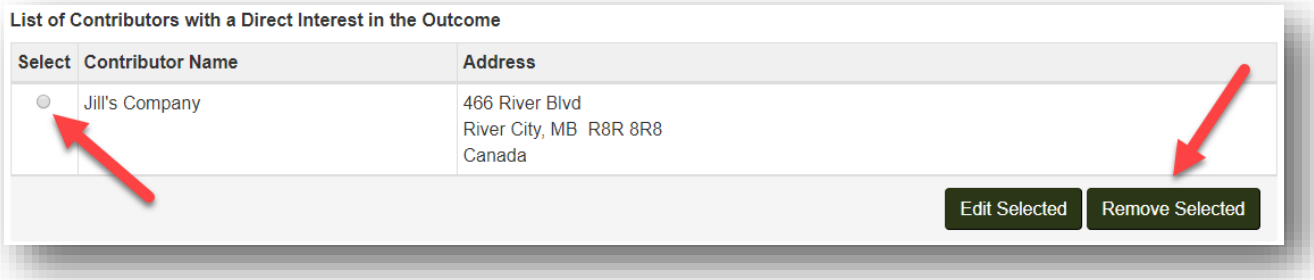
iv) To edit a contributor, **select the radio button** and click "**Edit Selected**".



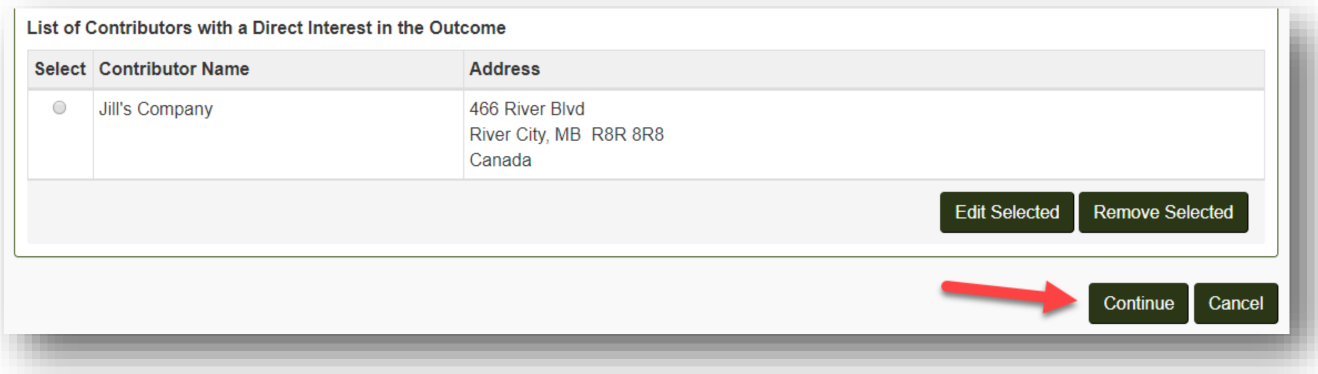
When the details have been updated, click on "**Add to List**" to save the changes.



v) If you entered a contributor in error, or if that contributor has not contributed within the past 12 months, delete the person or organization by **selecting the radio button** and clicking "**Remove Selected**".



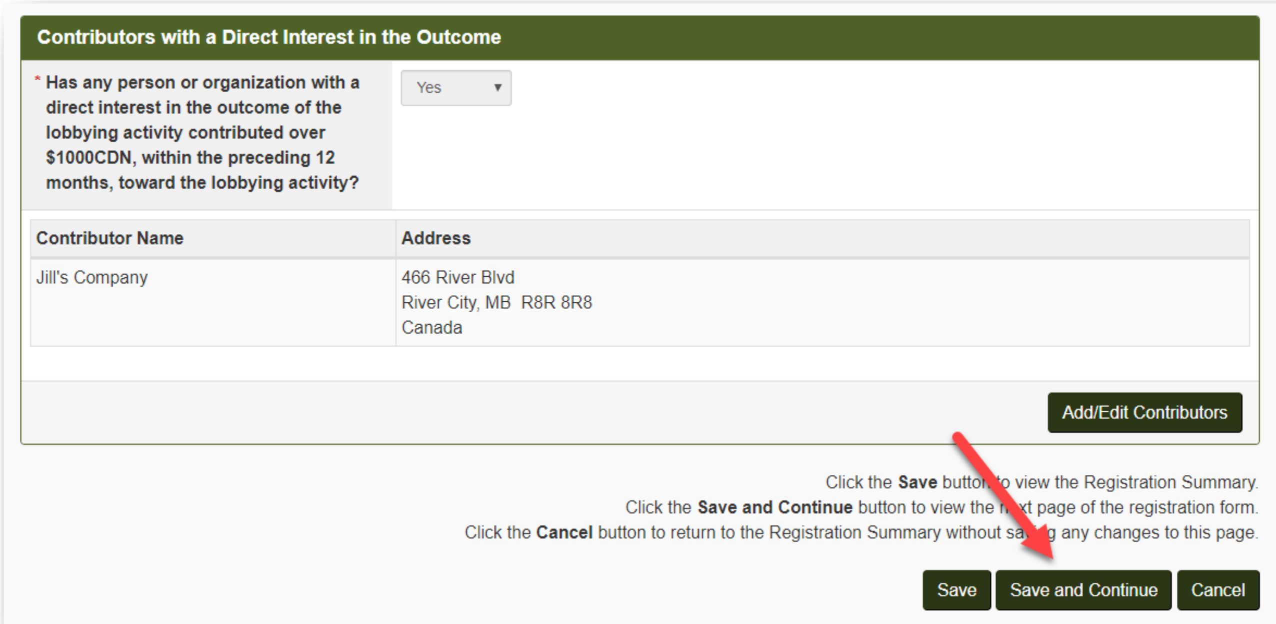
vi) When the list of contributors is complete and accurate, click "**Continue**".



Save Information

16. When all information on Step 3 is complete, click "**Save and Continue"** to continue to Step 4 of 7.

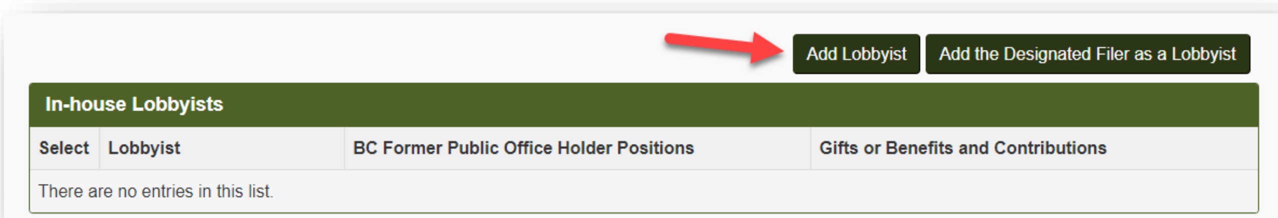
*If you wish to save and finish later, click the "**Save**" link instead.*



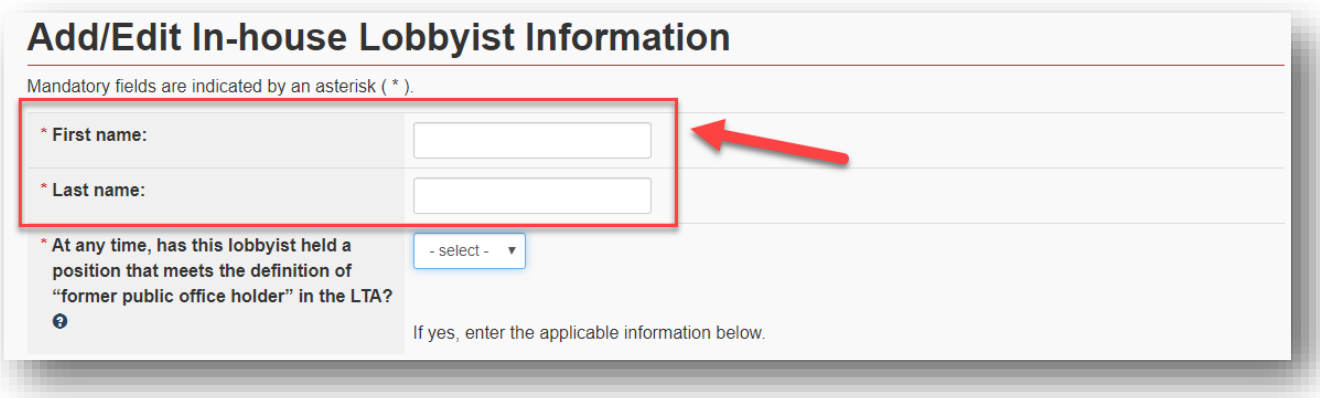
Step 4 of 7: In-House Lobbyists

Add In-House Lobbyists

17. Click the “**Add Lobbyist**” button.



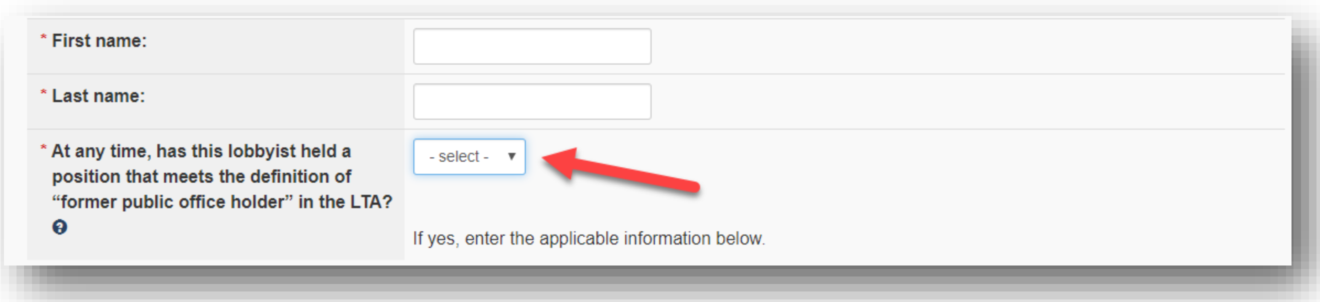
18. Enter the **First name** and **Last name** of the lobbyist.



Former Public Office Holders

19. Declare whether or not the lobbyist was a BC former public office holder: select **Yes** or **No** from the drop-down menu.

    If you're not sure, click on the button for more information.



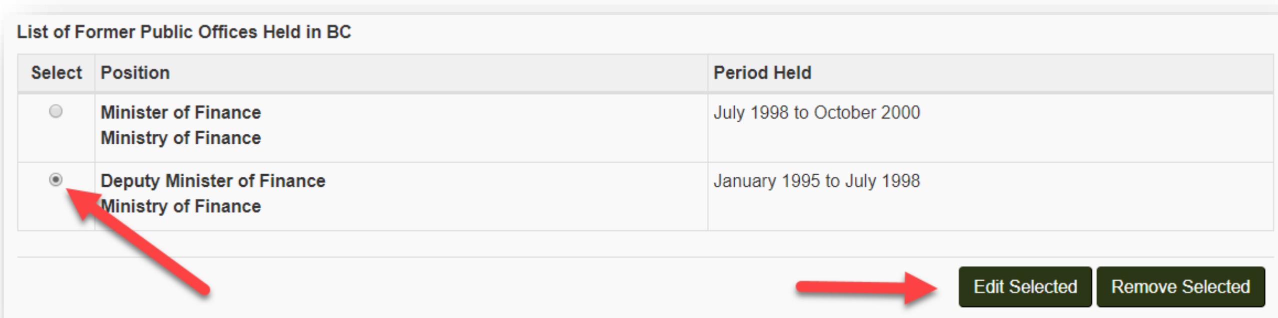
If No, the lobbyist was never a BC former public office holder, proceed to Step 20 below.

If Yes, continue with the following steps:

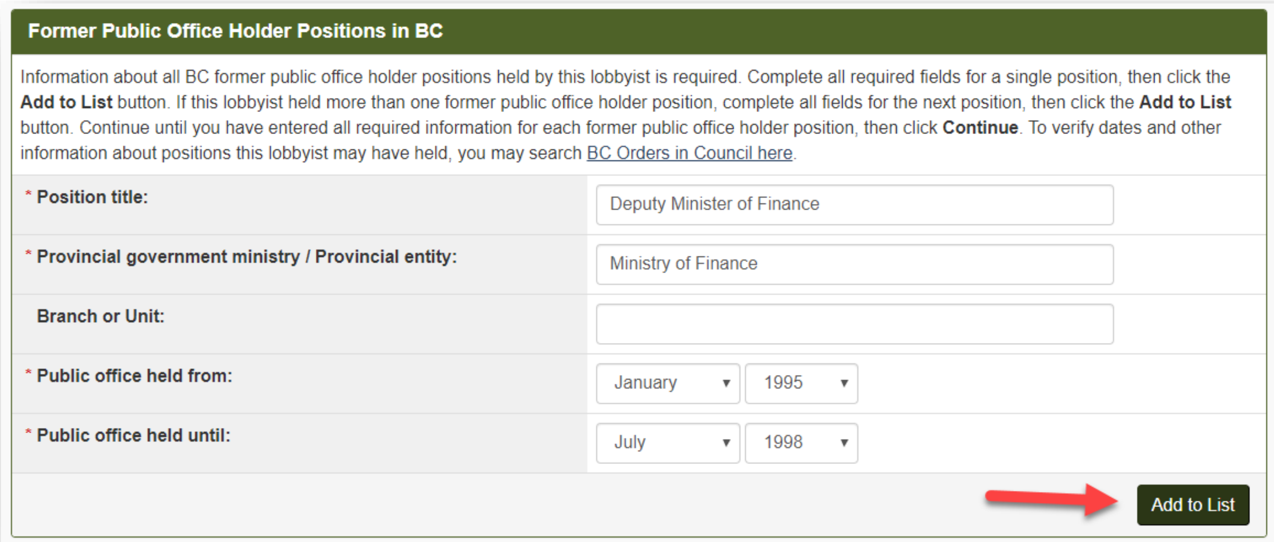
i) Enter the **position title**, **provincial government ministry / provincial entity**, and the **dates** the public office positions were held. Then click "**Add to List**".

ii) The former public office positions will be shown near the bottom of the screen. To add another former public office position, repeat the process.

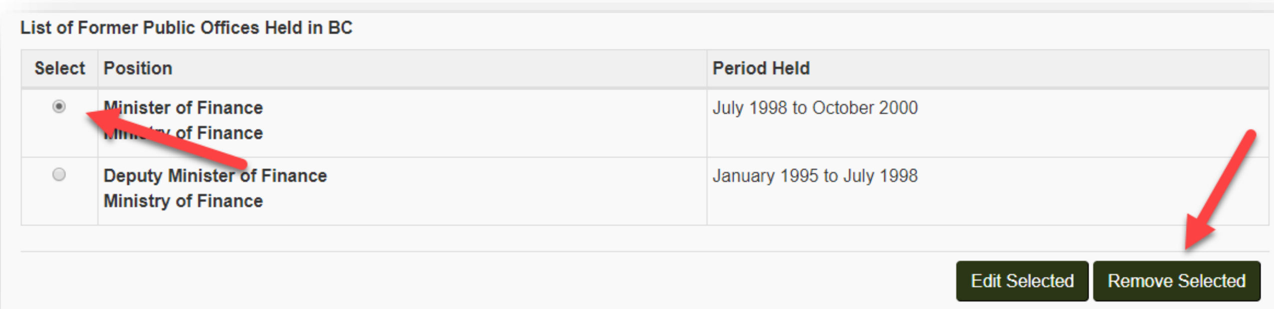
iii) To edit a former public office position, **select the radio button** and click "**Edit Selected**".



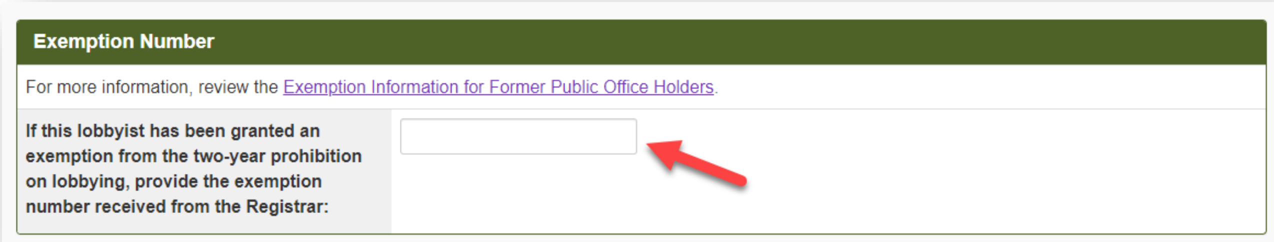
When the details have been updated, click "**Add to List**" to save the changes.



iv) If you enter a former public office holder position in error, delete by **selecting the radio button** and clicking “**Remove Selected**”.



20. If the lobbyist held a former public office holder position within the past two years, they are only permitted to lobby if an exemption has been granted by the Registrar. Enter their **exemption number** in the field given.



Exemption Number

For more information, review the Exemption Information for Former Public Office Holders.

If this lobbyist has been granted an exemption from the two-year prohibition on lobbying, provide the exemption number received from the Registrar:

For information on applying for an exemption, please see [Exemption Information for Former Public Officer Holders]

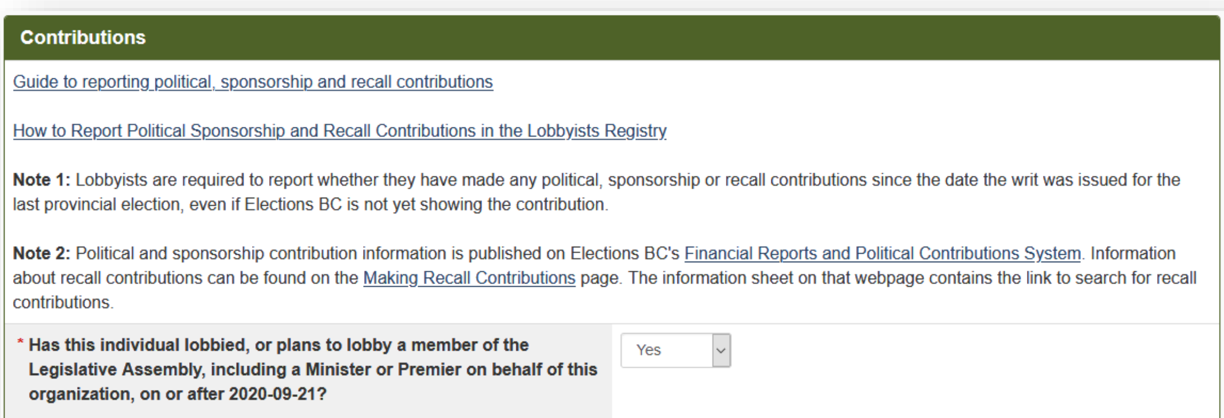
Contributions

If the lobbyist has lobbied or plans to lobby a member of the Legislative Assembly (MLA), including a Minister or the Premier, you then declare whether the lobbyist made a political, sponsorship or recall contribution since the date of writ for the last provincial election.

For more information, see:

- Political, Sponsorship and Recall Contributions
- How to Report Political, Sponsorship or Recall Contributions in the Lobbyists Registry

21. First, declare whether the lobbyist has lobbied or plans to lobby a member of the Legislative Assembly (MLA), including a Minister or the Premier, since the date of writ for the last provincial election.



Contributions

Guide to reporting political, sponsorship and recall contributions

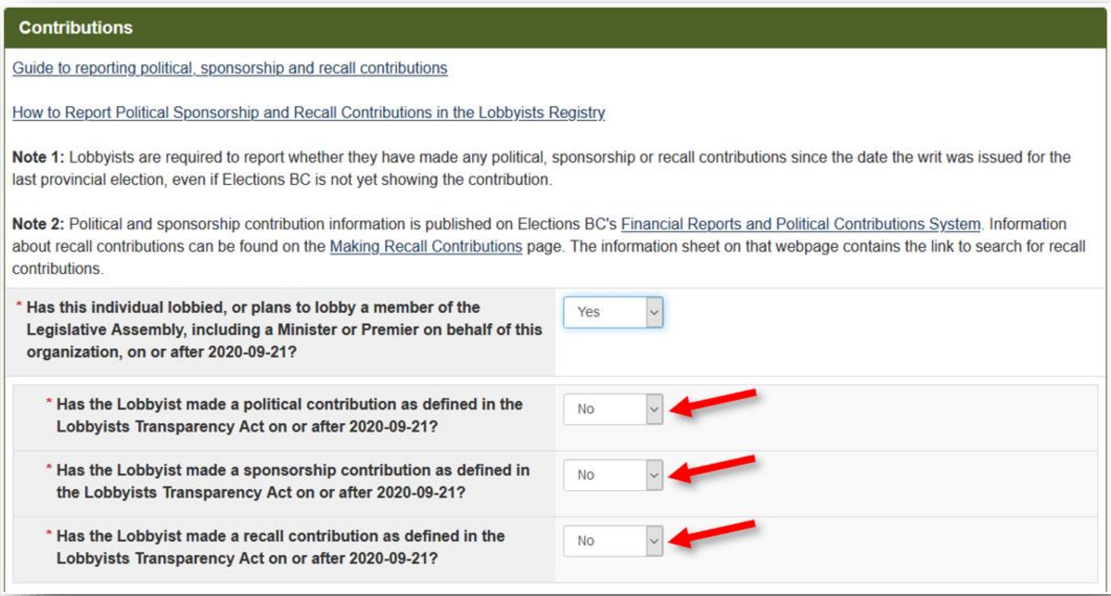
How to Report Political Sponsorship and Recall Contributions in the Lobbyists Registry

Note 1: Lobbyists are required to report whether they have made any political, sponsorship or recall contributions since the date the writ was issued for the last provincial election, even if Elections BC is not yet showing the contribution.

Note 2: Political and sponsorship contribution information is published on Elections BC's Financial Reports and Political Contributions System. Information about recall contributions can be found on the Making Recall Contributions page. The information sheet on that webpage contains the link to search for recall contributions.

* **Has this individual lobbied, or plans to lobby a member of the Legislative Assembly, including a Minister or Premier on behalf of this organization, on or after 2020-09-21?** Yes

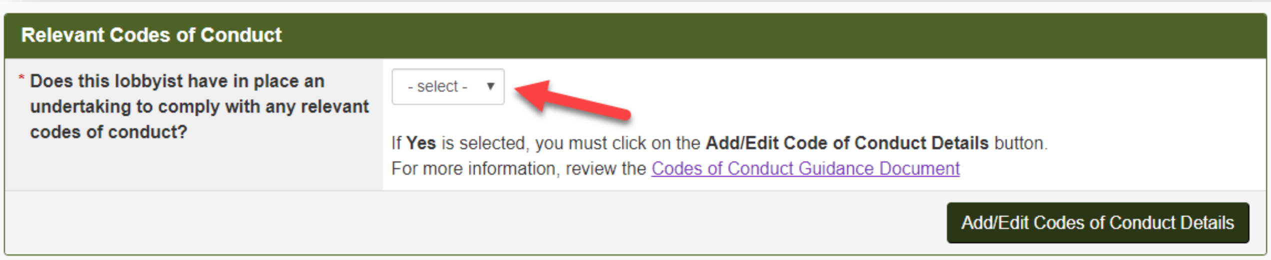
22. If the answer is yes to the question about lobbying an MLA, the questions about whether the lobbyist made a political, sponsorship or recall contribution then appear. Declare whether the lobbyist made a political, sponsorship or recall contribution since the date of writ for the last provincial election (Yes/No).



Relevant Codes of Conduct

See CODES OF CONDUCT.

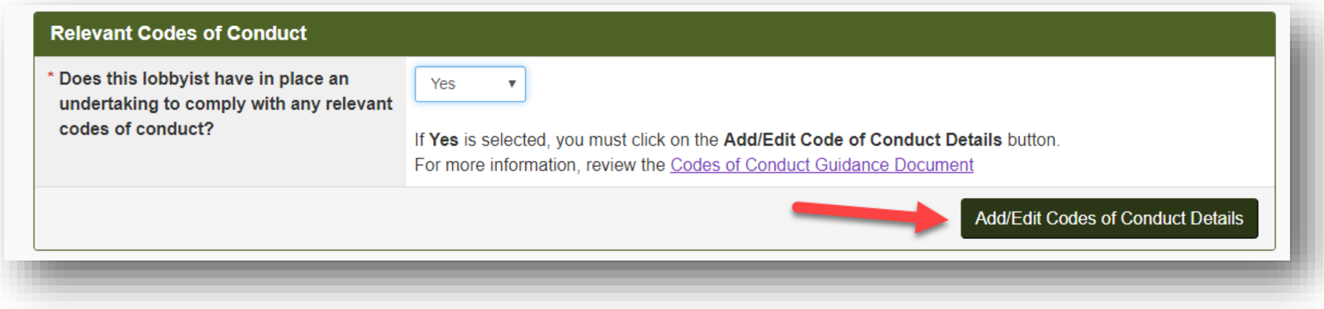
23. Declare whether the lobbyist is bound to comply with any **relevant codes of conduct** by selecting **Yes** or **No** from the drop-down menu.



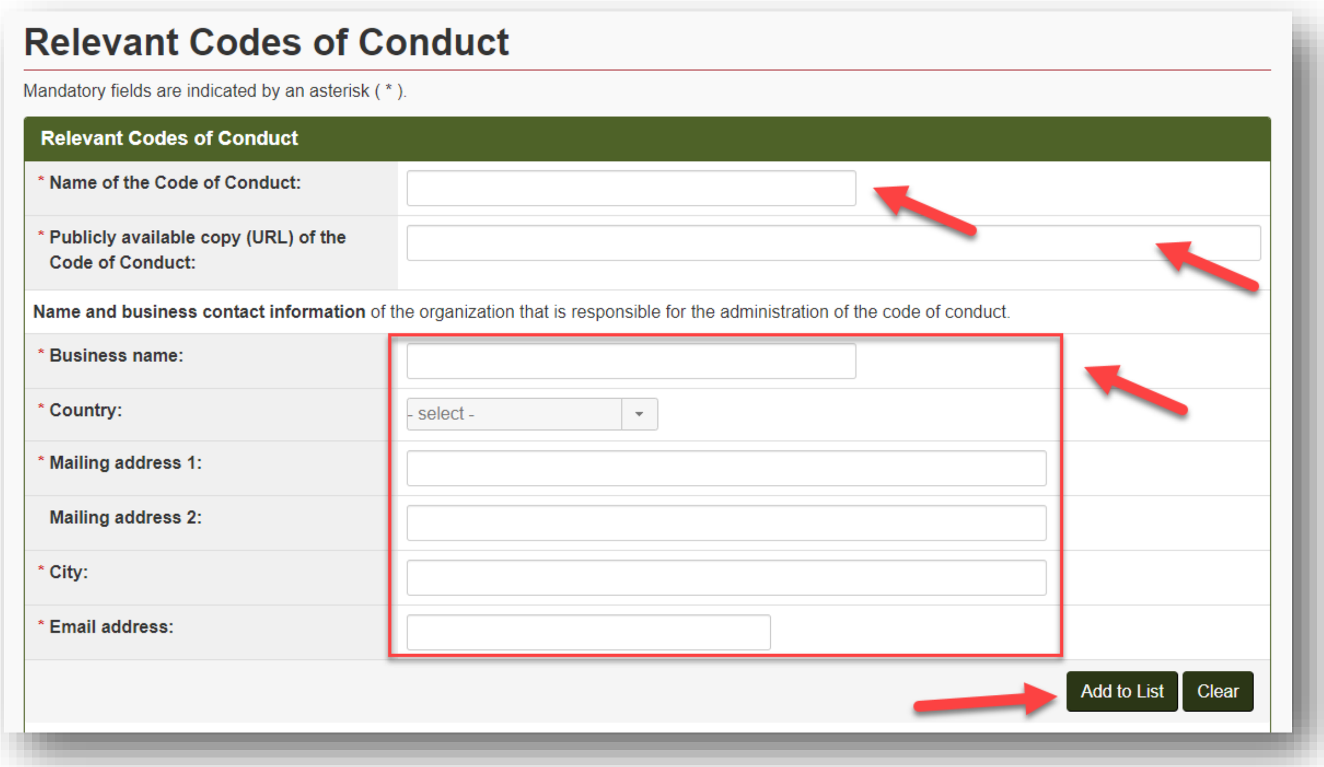
If No, proceed to Step 24 below.

If Yes, continue with the following steps:

i) To add a code of conduct, or edit an existing code of conduct, click on "**Add/Edit Codes of Conduct Details**".



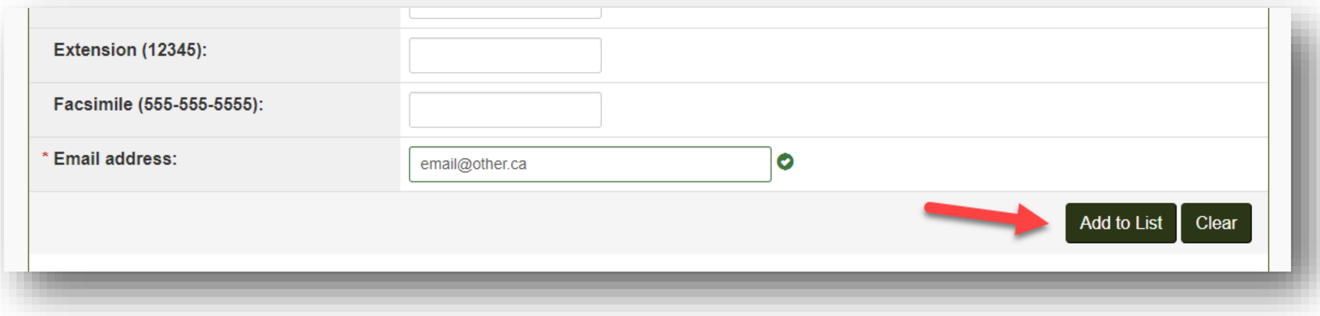
ii) Enter the **name of code of conduct**, **publicly available URL**, and the **name and business contact information** for the organization that is responsible for managing the administration of the code of conduct. Then click "**Add to List**".



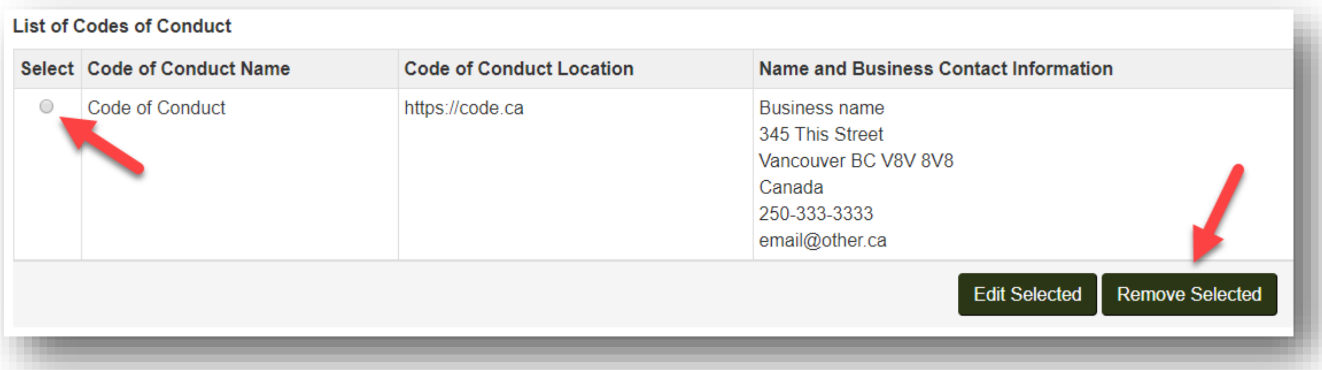
iii) The code of conduct will be shown near the bottom of the screen. To add another code of conduct, repeat the process shown above.

iv) To edit a code of conduct, **select the radio button** and click "**Edit Selected**".

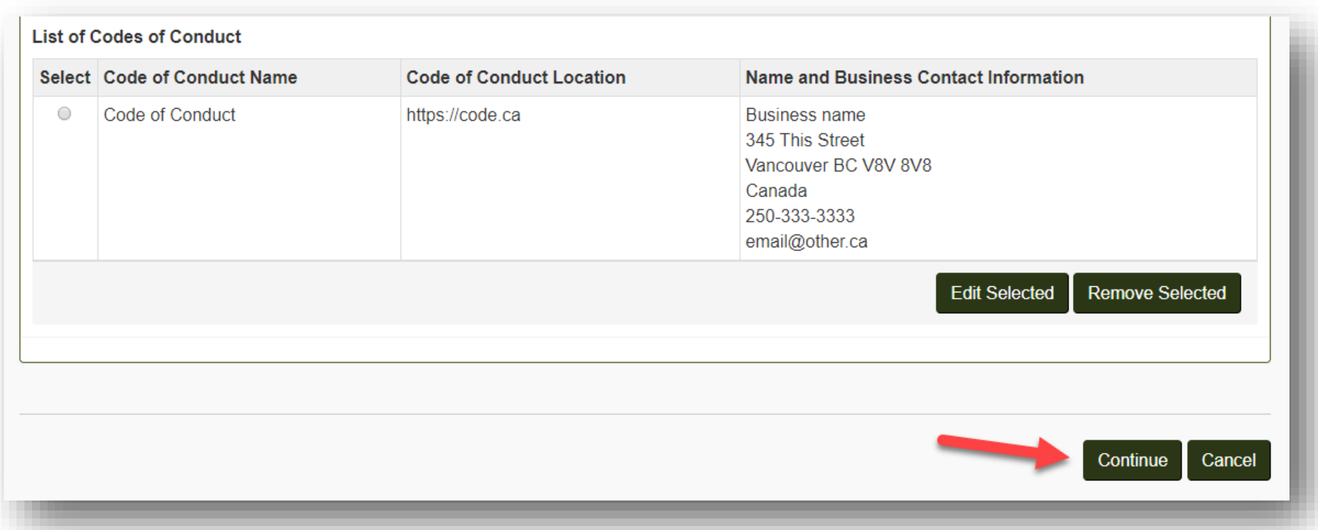
When the details have been updated, click "**Add to List**" to save the changes.



v) If you enter a code of conduct in error, delete by **selecting the radio button** and click "**Remove Selected**".



vi) When your list of codes of conduct is complete and accurate, click "**Continue**".



Save In-House Lobbyist Information

24. When you have entered all details for this in-house lobbyist, click "**Continue**" or "**Save**".

Add More In-House Lobbyists

25. Repeat the steps as many times as necessary until all in-house lobbyists have been recorded.

    If you have information about many in-house lobbyists to enter, we recommend you click "Save" at the bottom of this screen periodically to ensure the in-house lobbyists you have entered so far are saved to your Registration Return. Clicking "Save" will take you to the Organization Summary page. From there, click the "Edit" button in the heading of the In-House Lobbyists section and enter additional lobbyists.

Adding the Designated Filer as an In-House Lobbyist

26. If the Designated Filer is also an in-house lobbyist, click "**Add the Designated Filer as a Lobbyist**".

27. Record any [Contributions] and [Relevant Codes of Conduct] information for the designated filer. Click "**Continue**".

Editing an In-House Lobbyist's Details

28. To edit details entered for an in-house lobbyist, **click the pencil icon** in the row for that lobbyist.

In-house Lobbyists

Lobbyist	Contributions		Action
In-House Lobbyist 1 Subscribes to a Code of Conduct: **No** Former Public Office Holder in BC: **No**	Lobbied or plans to lobby a member of the Legislative Assembly, including a Minister or Premier, on behalf of this organization, on or after 2020-09-21: **Yes**	Political: **No** Sponsorship: **No** Recall: **No**	
In-House Lobbyist 2 Subscribes to a Code of Conduct: **No** Former Public Office Holder in BC: **No**	Lobbied or plans to lobby a member of the Legislative Assembly, including a Minister or Premier, on behalf of this organization, on or after 2020-09-21: **No**		

Deleting an In-House Lobbyist

29. If you enter an in-house lobbyist in error, **click the trash icon** in the row for that lobbyist to delete the entry.

Save Information

30. When all information in Step 4 is complete, click "**Save and Continue** to continue to Step 5 of 7.

    *If you wish to save and finish later, click the "**Save**" link instead.*

Step 5 of 7: Government Funding Information

Government Funding

31. Declare whether your organization **requested** and/or **received** funding from any government, government agency or Provincial entity **in the 12 months preceding the effective date of the registration or update** by selecting **Yes** or **No** from the drop-down menu.

    For more information, see ORL guidance on Government Funding and How to Report Government Funding in the Lobbyists Registry.

If No, proceed to Step 32 below.

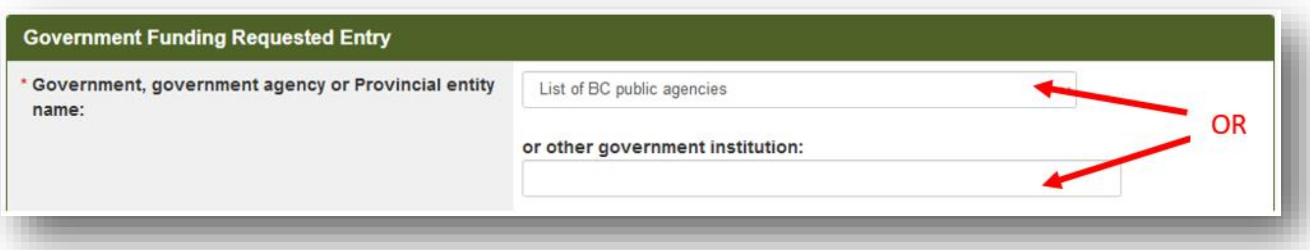
If Yes, continue with the following steps as necessary for adding "**Requested Government Funding**" and "**Received Government Funding**" entries:

i) <u>**Adding "Requested Government Funding" Entries:**</u>

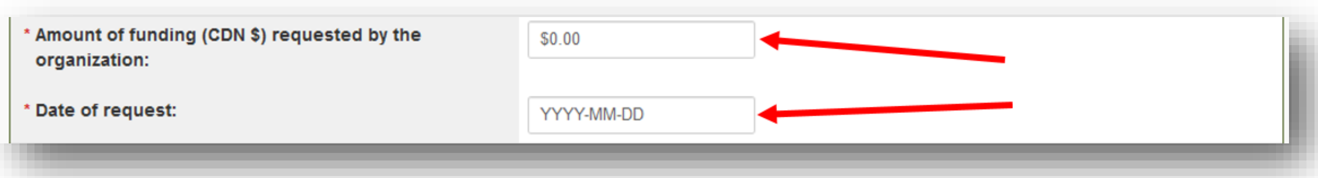
To create a "Requested Government Funding" entry, select "**Add Requested Funding**".

Enter a **BC Government, government agency or Provincial entity name** by selecting it from the **drop-down list**.

If the organization requested funding from **another level of government**, type the name in the **other government institution** field.



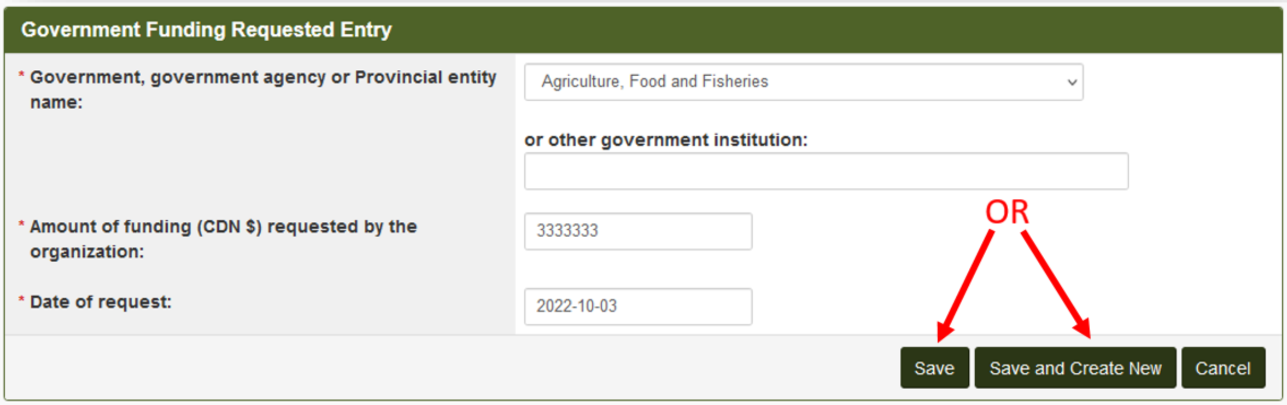
Enter the **amount of funding** (in Canadian dollars) requested by the organization, along with **the date the funding was requested on**.



Review to ensure all of the details entered are correct.

If this is the only "Government Funding Requested" entry you need to enter at this time, click "**Save**".

If there are additional "Government Funding Requested" entries you need to enter, click "**Save and Create New**" to add this entry and create another one.



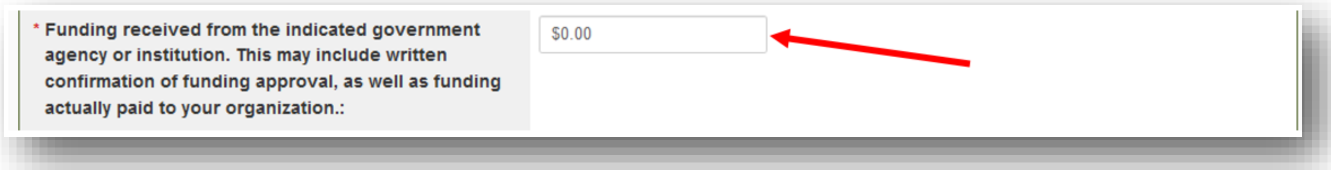
ii) **<u>Adding "Received Government Funding" Entries:</u>**

To create a "Received Government Funding" entry, select "**Add Received Funding**".

Enter a **BC Government, government agency or Provincial entity name** by selecting it from the **drop-down list**.

If the organization received funding from **another level of government**, type the name in the **other government institution** field.

Enter the amount of funding received by your organization. Funding "received" may include written confirmation of funding approval and/or funding actually paid to your organization.



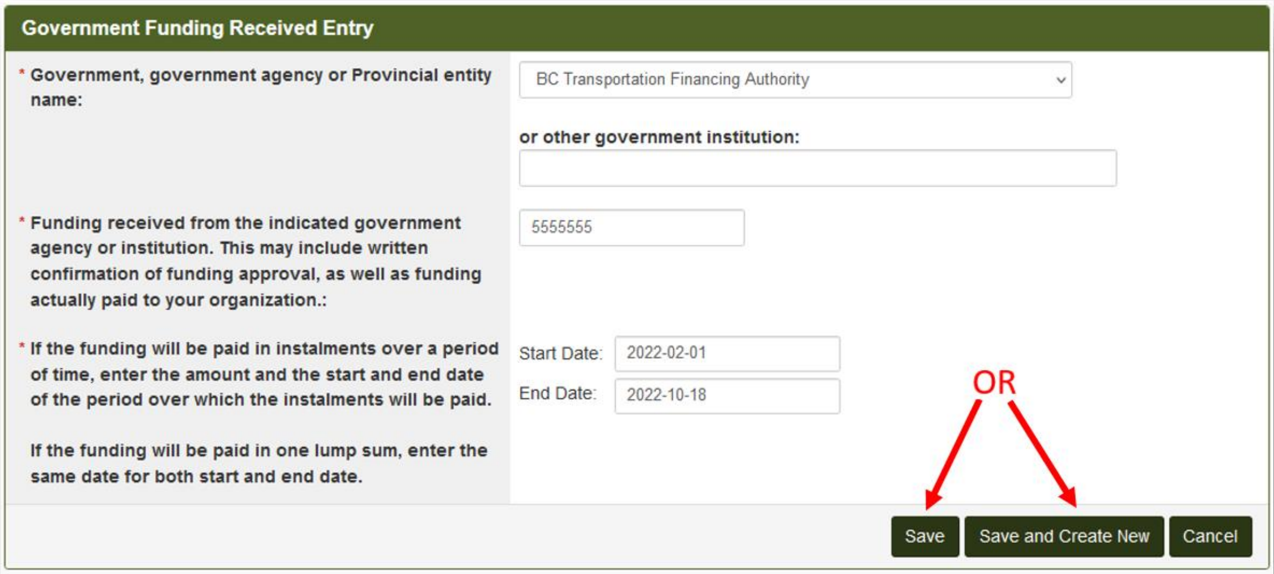
If you are declaring the total amount of funding received over a period of time, enter the start and end date of the funding period.

If you are declaring one-time funding, enter the same date in the start date and end date fields.

Review to ensure all of the details entered are correct.

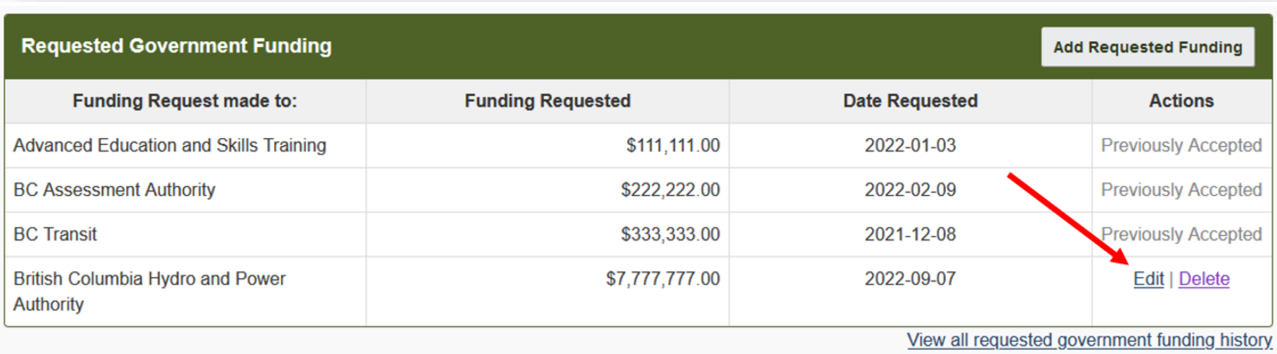
If this is the only “Government Funding Received” entry you need to enter at this time, click “**Save**”.

If there are additional “Government Funding Received” entries you need to enter, click “**Save and Create New**” to add this entry and create another one.



iii) When back at the "**Step 5: Government Funding Information**" page, review all of the funding entries you have created.

If you see information in a new entry that requires correction, click the "Edit" button for that entry and revise as necessary.



Requested Government Funding — Add Requested Funding

Funding Request made to:	Funding Requested	Date Requested	Actions
Advanced Education and Skills Training	$111,111.00	2022-01-03	Previously Accepted
BC Assessment Authority	$222,222.00	2022-02-09	Previously Accepted
BC Transit	$333,333.00	2021-12-08	Previously Accepted
British Columbia Hydro and Power Authority	$7,777,777.00	2022-09-07	Edit | Delete

View all requested government funding history

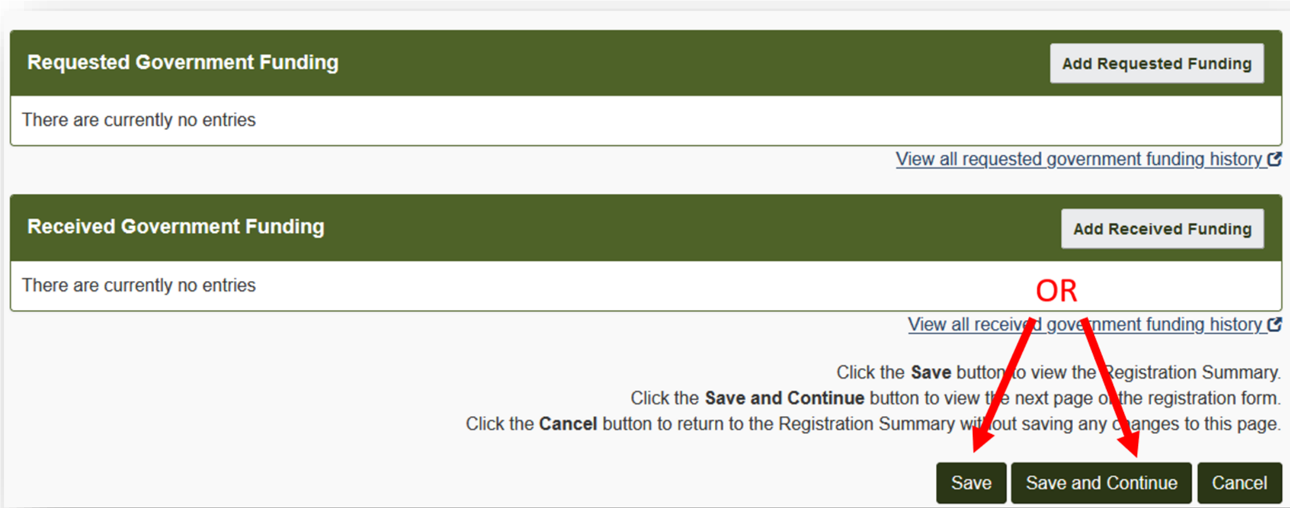
Remember to click "Save" after you have made the revisions.

Note on previously activated entries
You will only be able to "Edit" new entries. Entries that were part of a previously activated Registration Return can no longer be edited here. You will see the text "Previously Accepted" beside such entries. If you see a government funding entry in your Registration Return that requires correction or deletion, please email Registry Staff at info@bcorl.ca for assistance.

Save Information

32. When all information for Step 5 is complete, click "**Save and Continue"** to continue to Step 6 of 7.

    If you wish to save and finish later, click the "**Save**" link instead.



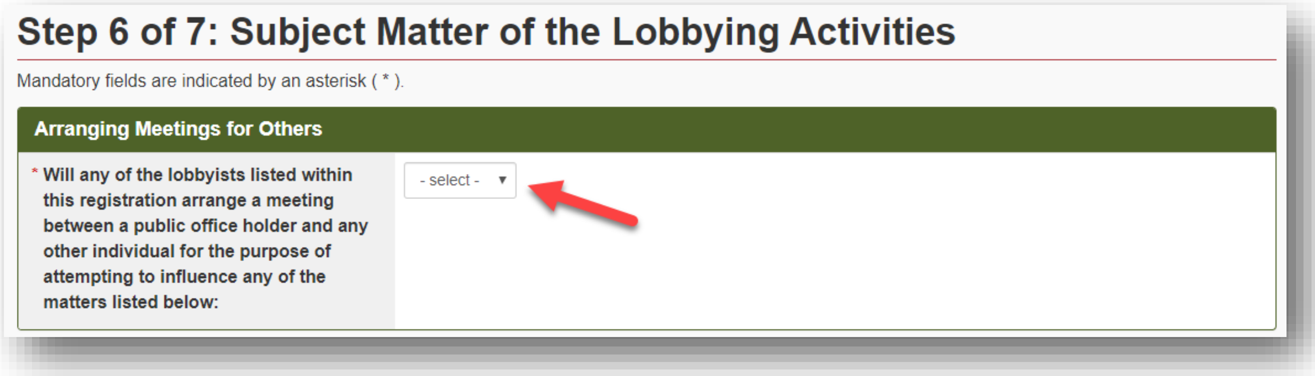
Step 6 of 7: Subject Matter of the Lobbying Activities

For more information, see GETTING STARTED - REFERENCE GUIDE sections on

- **Arranging a meeting** and
- **Subject Matter of the Lobbying Activities**

Arranging Meetings for Others

33. Declare whether a lobbyist for your organization will be arranging meetings between a public office holder and another individual for the purpose of lobbying; select **Yes** or **No**.



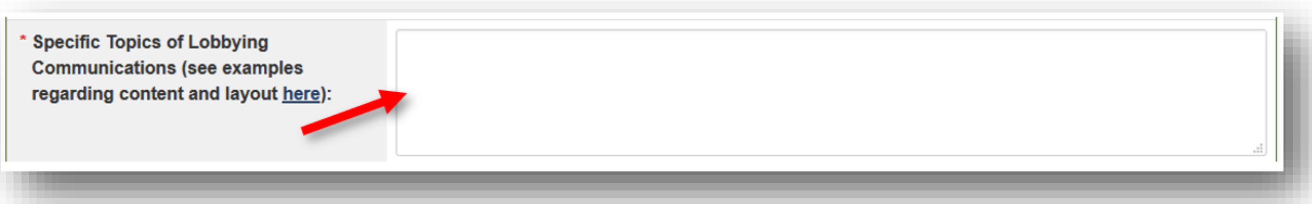
Details, Intended Outcomes and Subject Matter of Lobbying Activities

If the organization is lobbying about more than one topic, create separate rows: enter one specific topic description together with the intended outcomes and associated subject matters for that specific topic, then click “**Add to List**”. Repeat as needed.

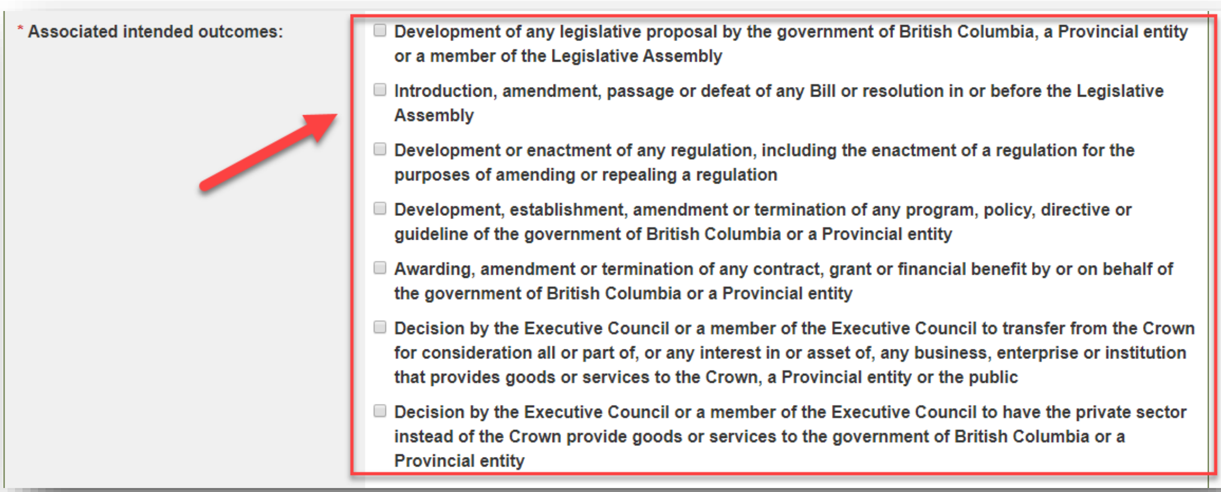
34. Describe a specific topic about which you are lobbying in concise language. Provide enough detail for the general reader to understand the legislation, government policies or decisions you are seeking to influence.

    Do not use wording such as “providing information”, “educating” or “making the government aware”. These activities do not meet the definition of “lobby” and will not be accepted.

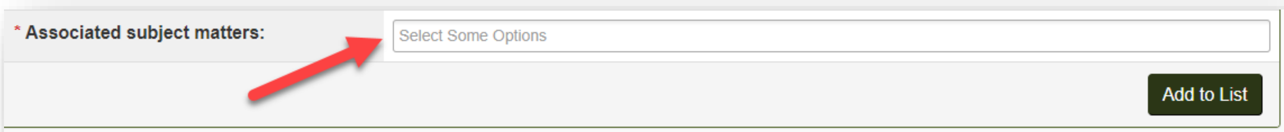
    Do not use acronyms or abbreviations unless the meaning will be clear to all readers.



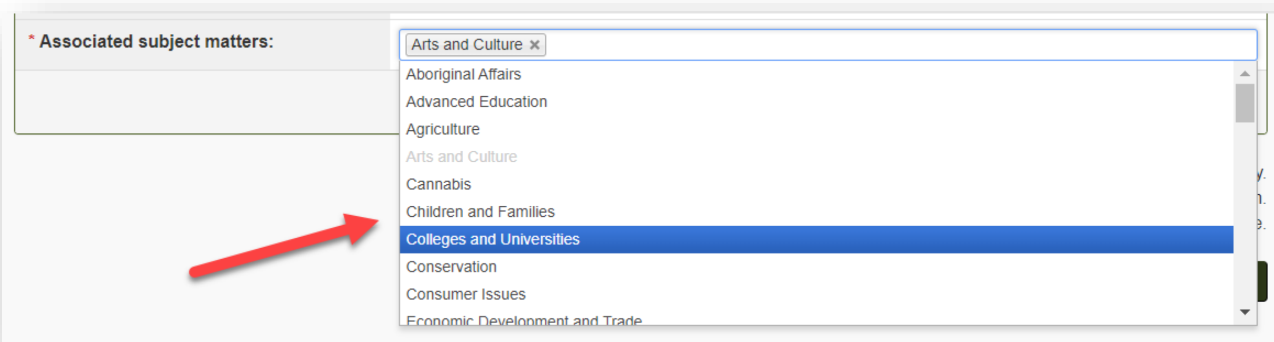
35. Indicate the **associated intended outcomes** of your lobbying activities by selecting the appropriate **tick boxes**.



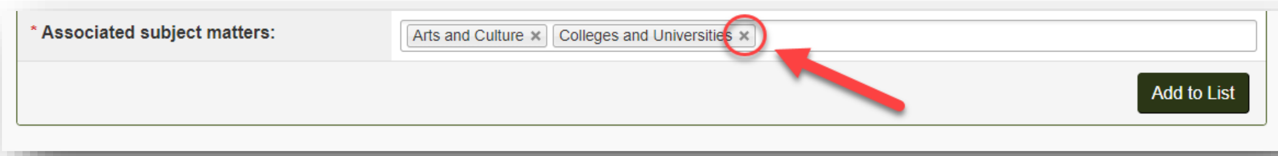
36. Indicate the **associated subject matters** in the box provided.



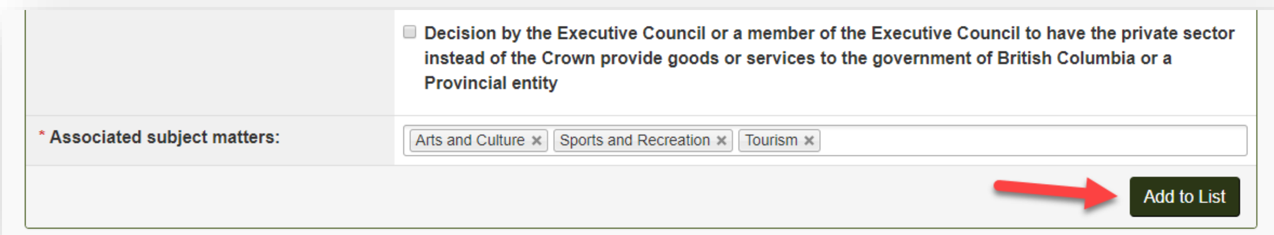
Click in the box to **select subject matters from the list**. You can select one or more subject matters.



37. If you select a subject matter in error, click the **x** to remove it.

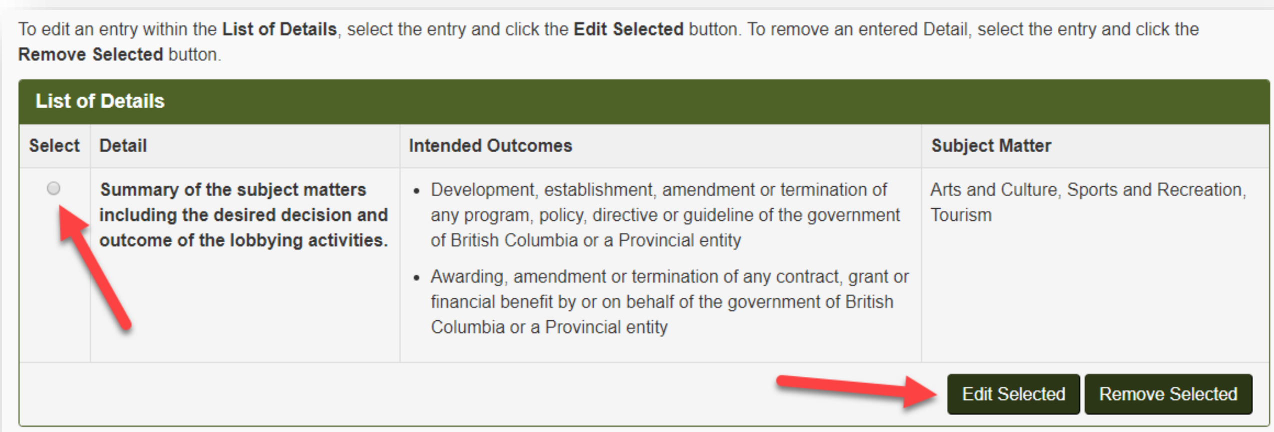


38. When all details, intended outcomes and subject matters have been recorded, click "**Add to List**".

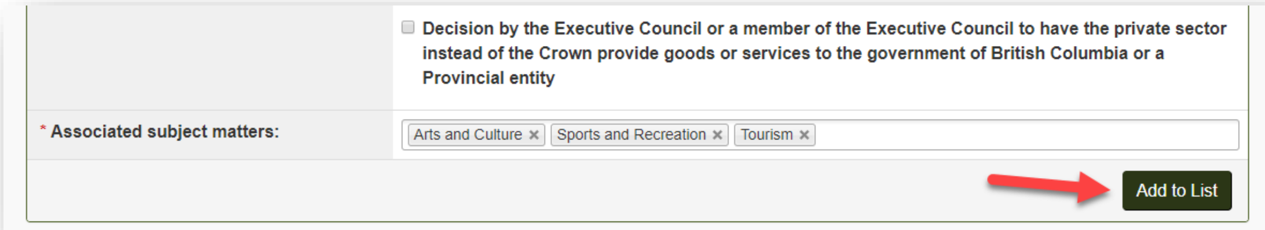


39. The lobbying activities(s) will be shown near the bottom of the screen. To add another set of lobbying activities, repeat the process shown above.

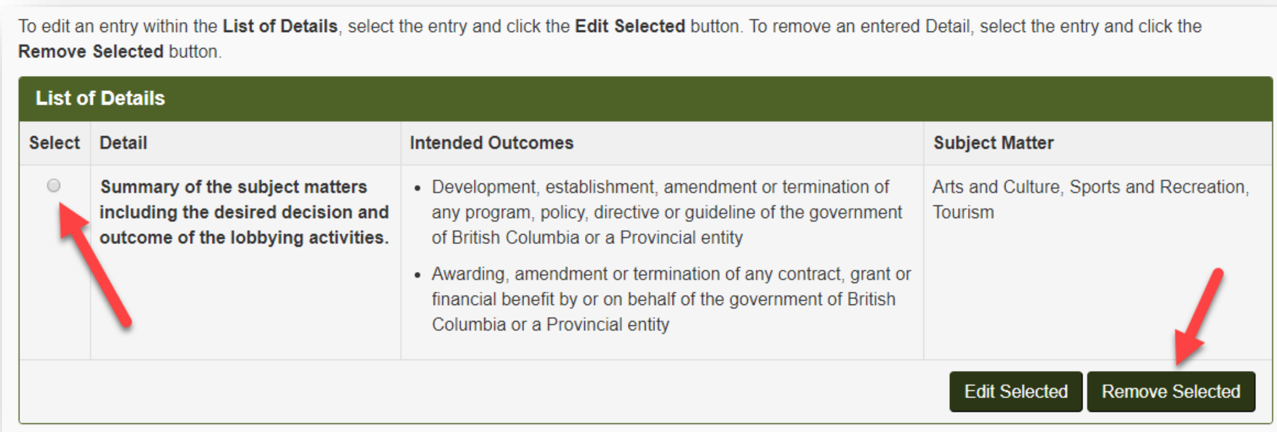
40. To edit lobbying details, **select the radio button** and click "**Edit Selected**".



When the details have been updated, click "**Add to List**" to save the changes.



41. If you entered lobbying activities in error, delete by **selecting the radio button**. Click "**Remove Selected**".



Save Information

42. When all information for Step 6 is complete, click "**Save and Continue"** to continue to Step 7.

*If you wish to save and finish later, click the "**Save**" link instead.*

Step 7 of 7: Public Agencies and Members of the BC Legislative Assembly Information

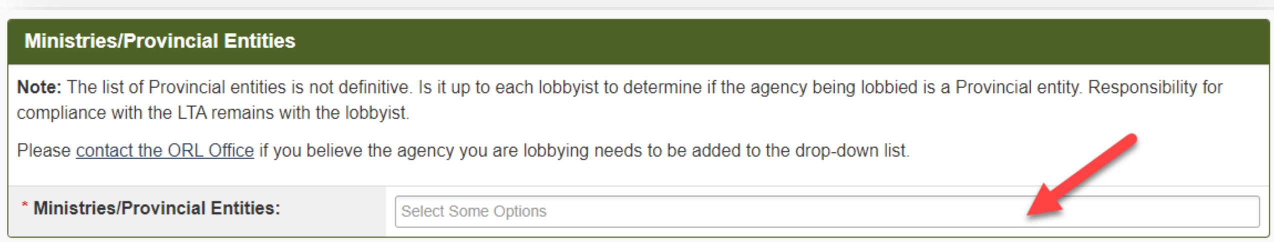
Enter Ministries and Provincial Entities

43. Select all the **Ministries** and **Provincial Entities** that your organization is lobbying or intends to lobby in the box provided.

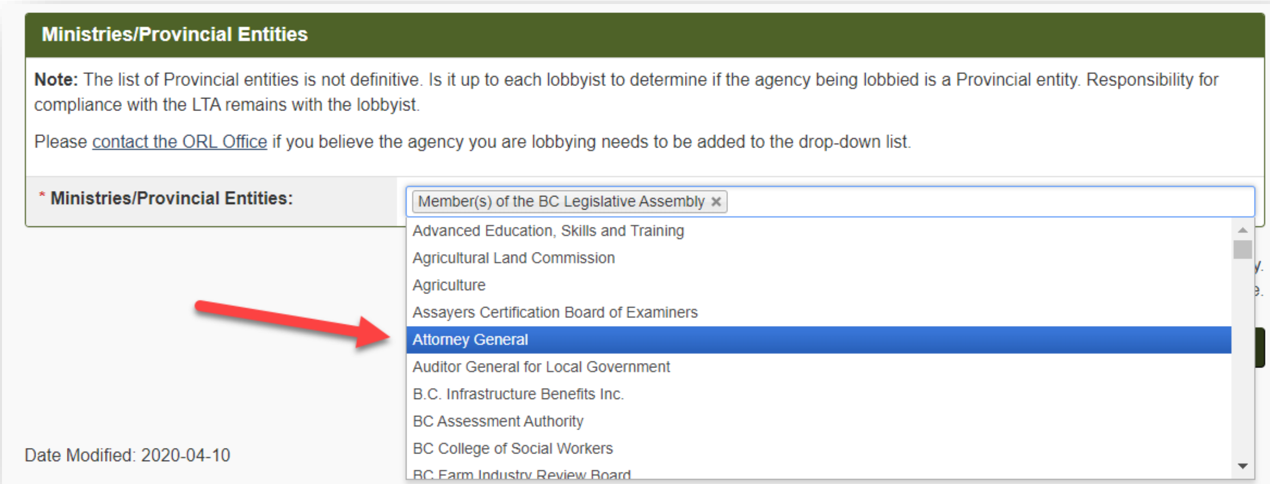
    If your organization is lobbying or intends to lobby a **Member of the Legislative Assembly (MLA)**, select "**Member(s) of the Legislative Assembly**" from the list. (You will be required to identify the specific MLAs in your monthly Lobbying Activity Reports, but not here in the Registration Return.)

    For more information about provincial government bodies other than government ministries and MLAs, see [PROVINCIAL ENTITIES].

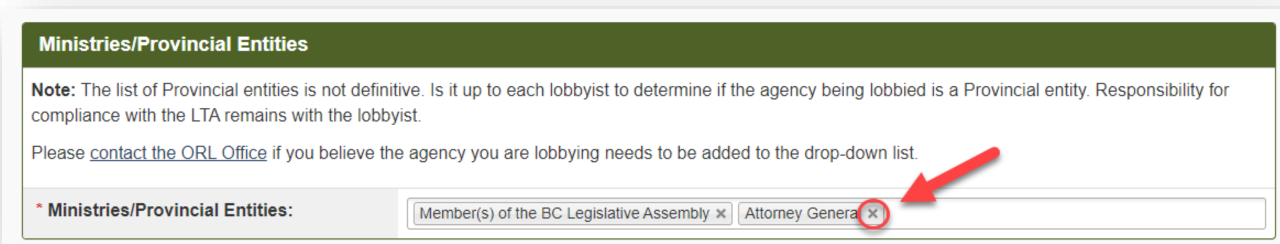
    If you do not see a government agency on the list that you believe should be there, please contact Registry staff at [info@bcorl.ca].



Click in the box to select from the list of Ministries and Provincial Entities. You may select Member(s) of the Legislative Assembly together with one or more Ministries and Provincial Entities.

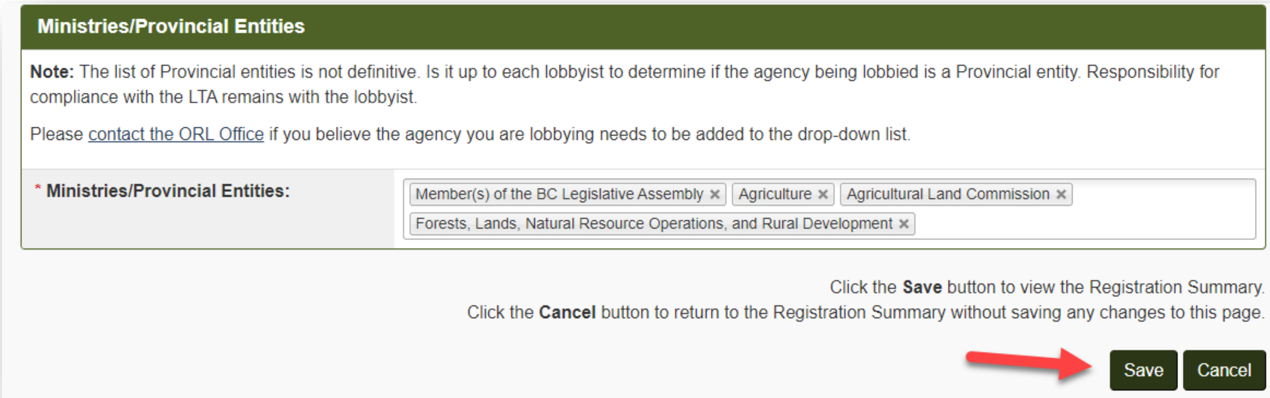


44. If you select a Ministry or Provincial Entity in error, click the **x** to remove it.



Save Information

45. When you have entered all Public Agencies being lobbied by your organization, click "**Save**" to go to the Organization Summary screen.

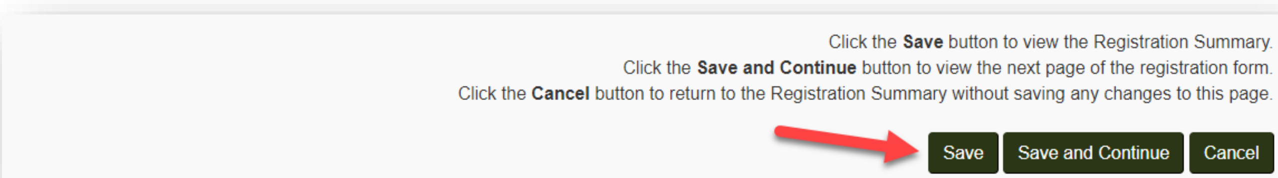


Organization Registration Summary

Review Your Registration Return

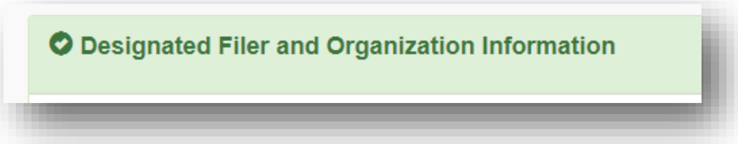
46. **Review your Organization Summary** for completeness and accuracy. If any sections are incomplete or inaccurate, click the "**Edit**" button to be returned to the screen.

When updates are complete, click "**Save**" to be returned to the Organization Summary screen.

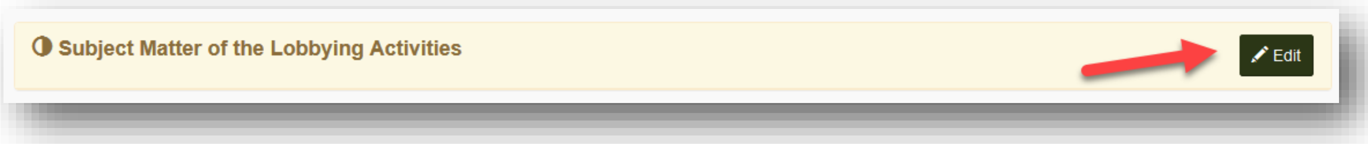


Certify and Submit Your Registration Return

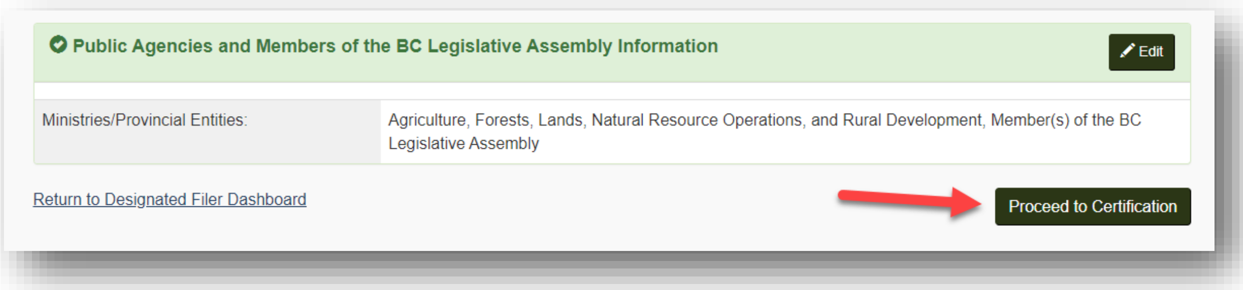
You will only be able to submit your registration once all sections are complete. A completed section is indicated in green with a check mark.



If you have an incomplete section (indicated by a yellow/brown half-circle), click the "**Edit**" button in the heading to complete the information.

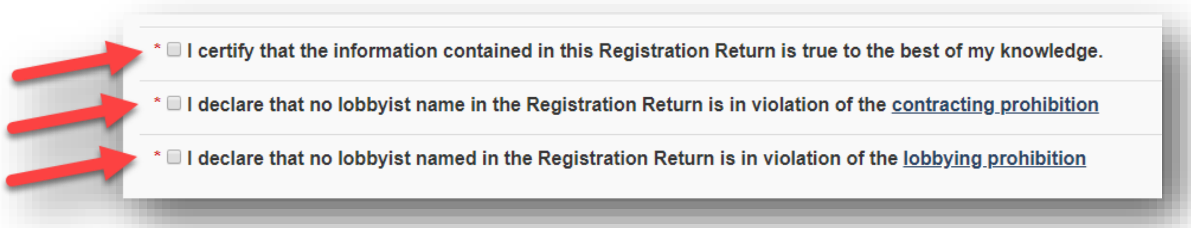


47. Verify that the information in your Registration Return is complete and accurate, then click the "**Proceed to Certification**" button in the lower right of the screen.



48. Check that the date(s) are correct.

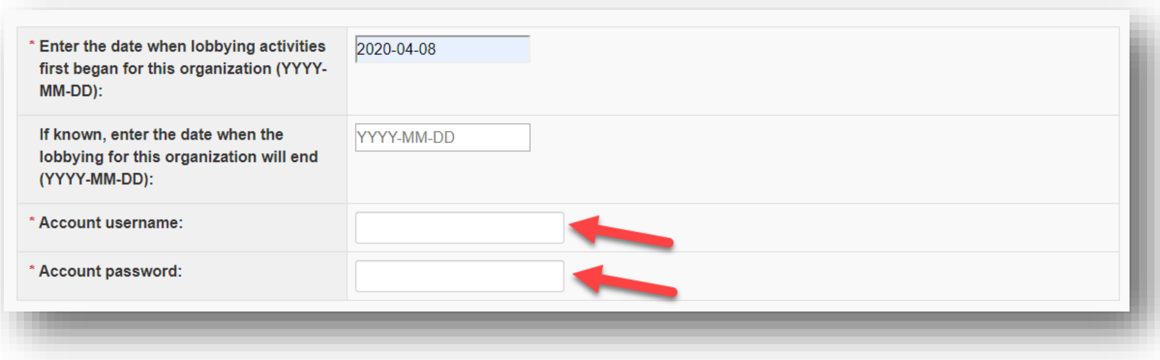
49. Read the three statements and confirm compliance by ticking the **check boxes**.



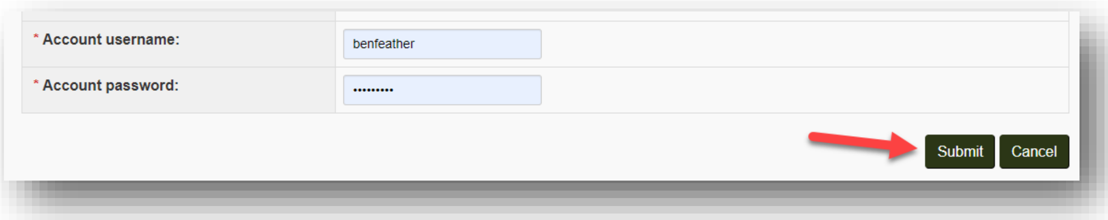
50. Enter the Designated Filer's **username** and **password**.

    If you are a Representative preparing this registration on behalf of the Designated Filer, you will not be able to submit the registration with your own user name and password. The

Registration Return can only be submitted after entering Designated Filer's username and password.



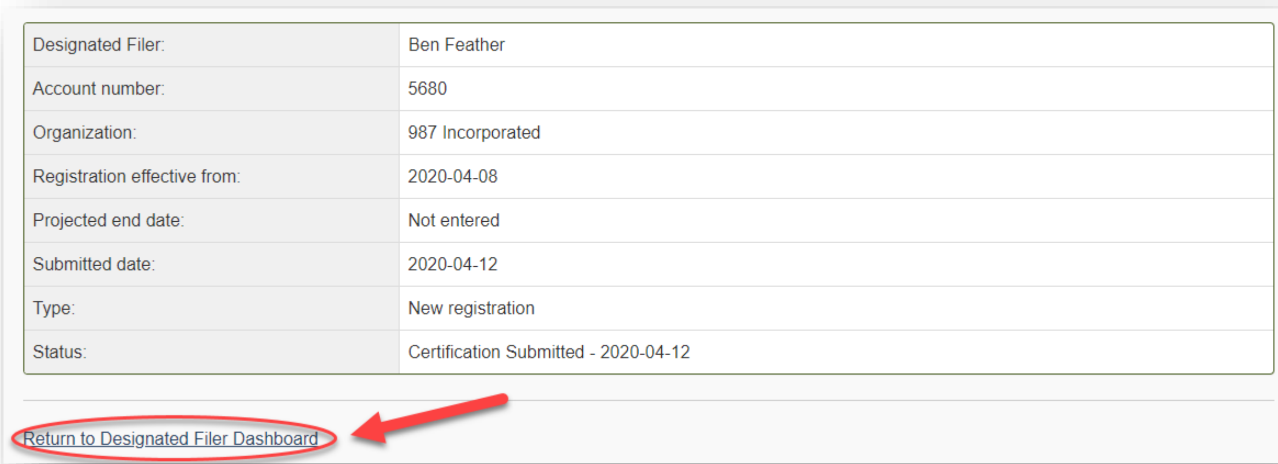
51. Click "**Submit**".



52. The Confirmation of Filing screen confirms that you have **successfully submitted** your Registration Return. You will also receive a **confirmation email**.

    NOTE: Your **Registration Return** is now locked and cannot be updated until Registry staff has activated or sent it back to you for corrections/updates.

    If you need to create a Lobbying Activity Report, click the "**Return to Designated Filer Dashboard**" link.

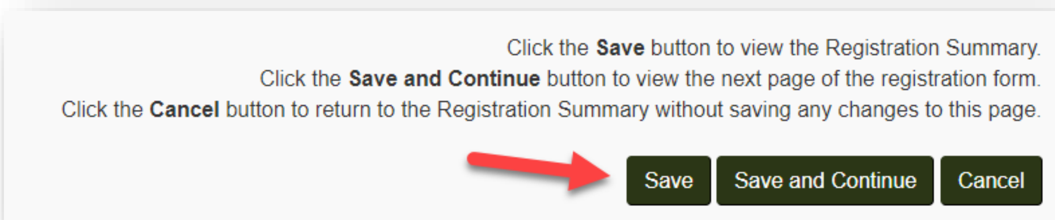


Other Functionality

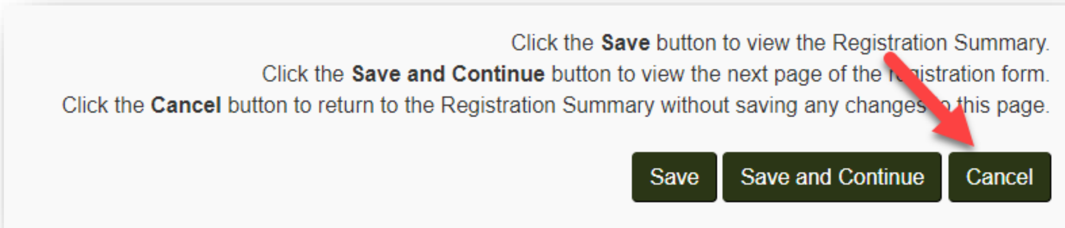
Save and Resume a Partially Completed Registration Return

1. At the end of any step of your Registration Return, you can choose to save and finish later, rather than continuing to the next step.

   To do so, click the "**Save**" button at the end of the step. If all required information has been completed for that step, your information will be saved and you'll be taken to the Organization Summary screen.



If you are working on a step in your Registration Return and realize you do not have the information to complete the screen, click "**Cancel**" instead. Completed information from **previous** screens will not be lost.

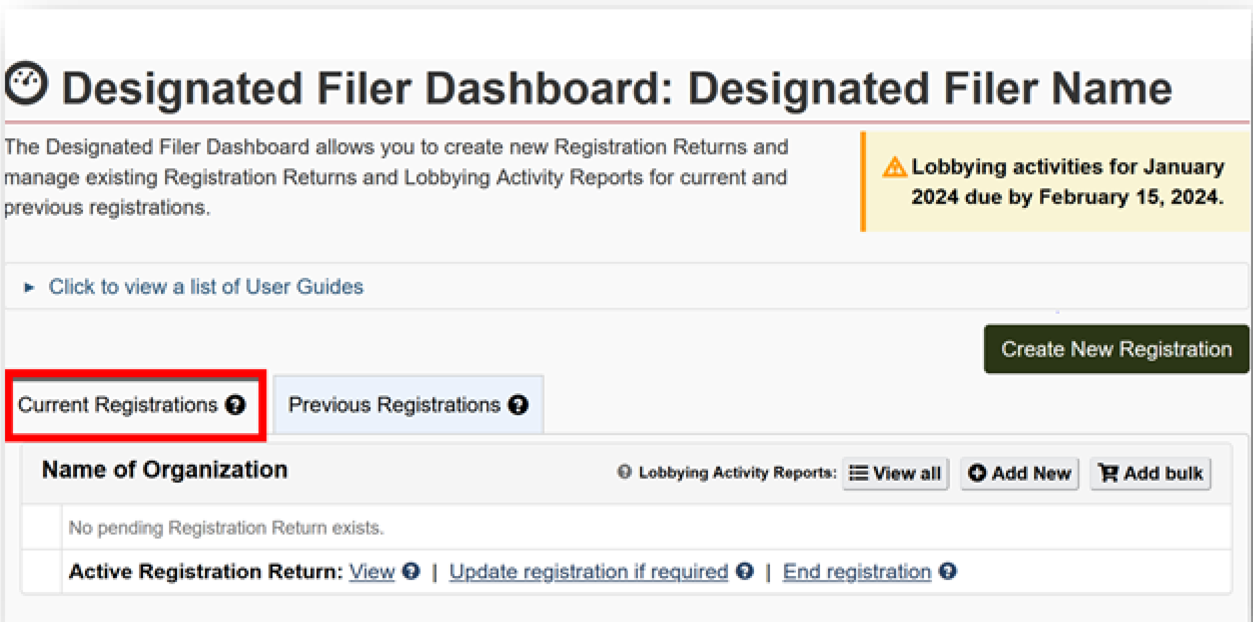


PRINT OR SHARE A REGISTRATION RETURN

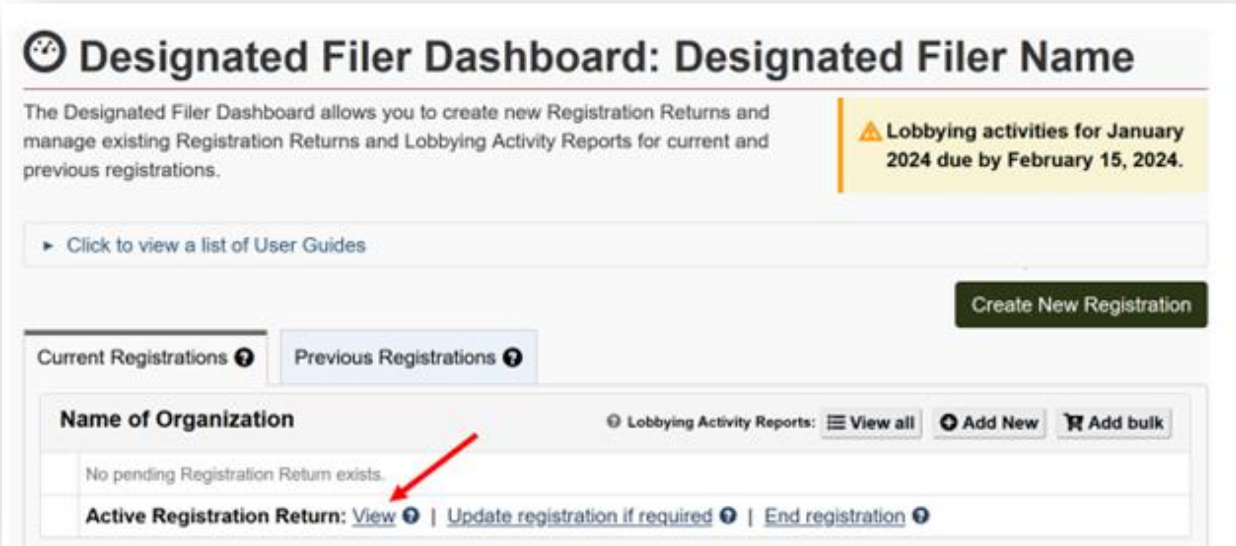
Print your Registration Return

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. Once signed in you'll be on the Designated Filer Dashboard. Make sure you are on the "**Current Registrations**" tab.



3. Locate the Registration Return you wish to print and click "**View**" in the row for **Active Registration Return**.



4. Once the Registration Return is loaded on the screen, use your **browser's print function**. Usually this can be accessed via **File > Print** or by **CTRL+P**.

   The Registry will format the Registration Return and print the entire current version in one document.

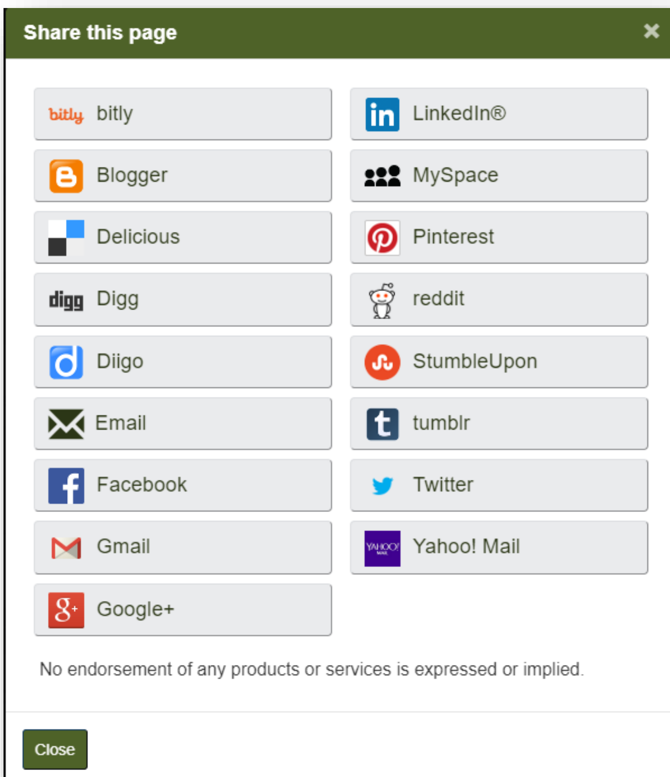
Share your Registration Return

You can share your Registration Return via email or a variety of social media options.

1. Locate and open your Registration Return as described above in the printing section (starting on page 53).

2. Near the upper right of your registration, click "**Share this page**".

3. Select the method of sharing by clicking on your desired option.



UPDATE A REGISTRATION RETURN

Notes:

- If you start an update but have yet to certify & submit it to the Registry for activation, there will be a link beside the "Pending Registration Return" to click when you are ready to complete the update and submit the changes to the Registry.

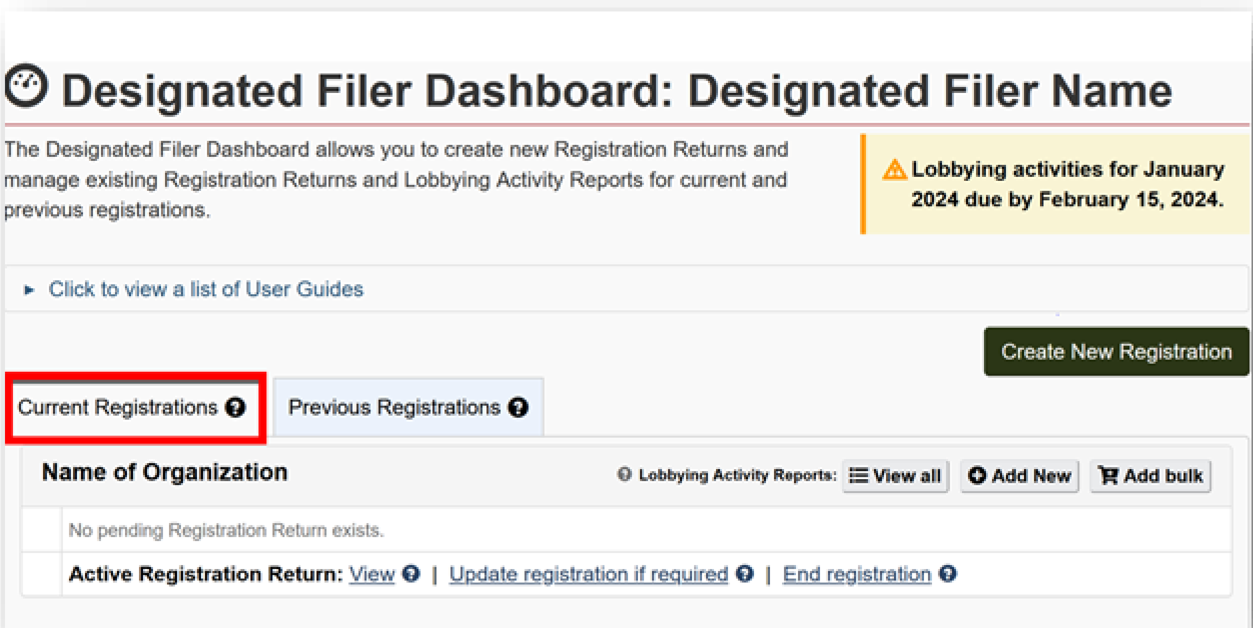
- Once you certify & submit a Registration Return, it is locked until it has been reviewed by Registry staff. Registry staff will either activate your Registration Return or send it back for revisions. In either case, you will then be able to edit the Registration Return.

Update Your Registration Return and Re-Submit

You are required to keep your Registration Return up to date. If any of the information in your Registration Return changes, update your Registration Return and re-submit it to the Registry by the 15th of the month following the month in which the change occurred.

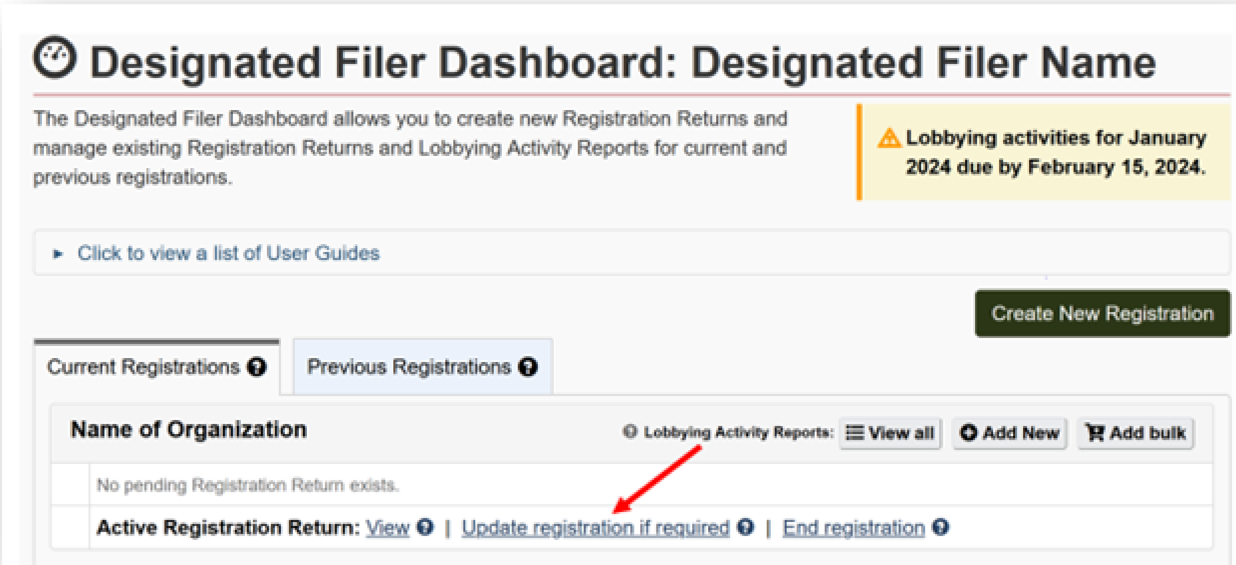
1. Go to the Lobbyists Registry sign in page https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn and **Sign in** to your account.

2. On the Designated Filer Dashboard, make sure the tab "**Current Registrations**" is selected.

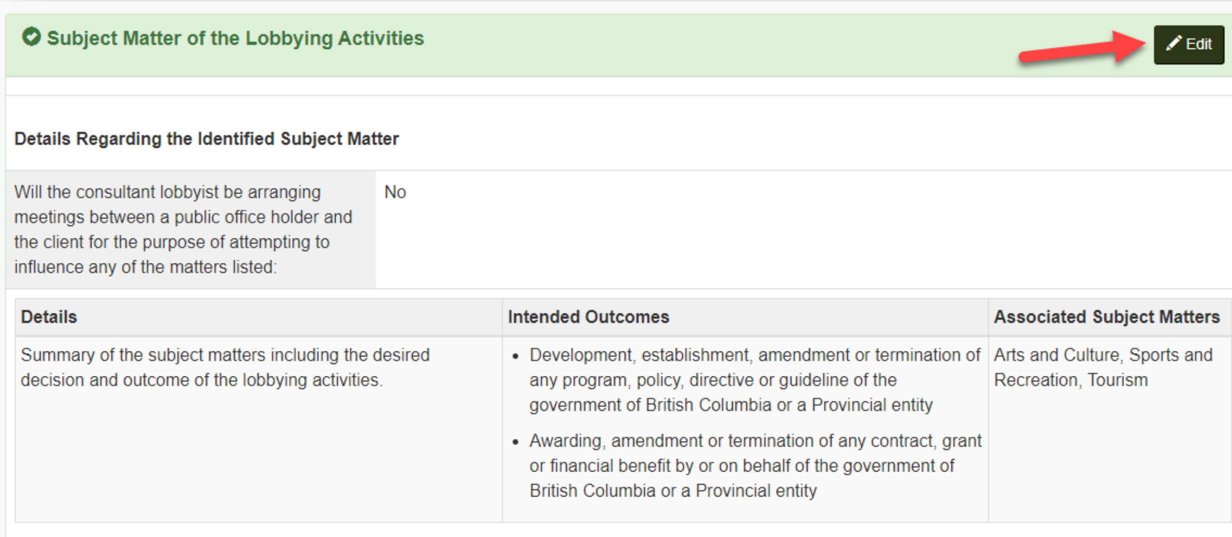


3. Locate the Registration Return to be updated. Click the appropriate link. See explanation of links here: Links beside Pending Registration Return/Active Registration Return.

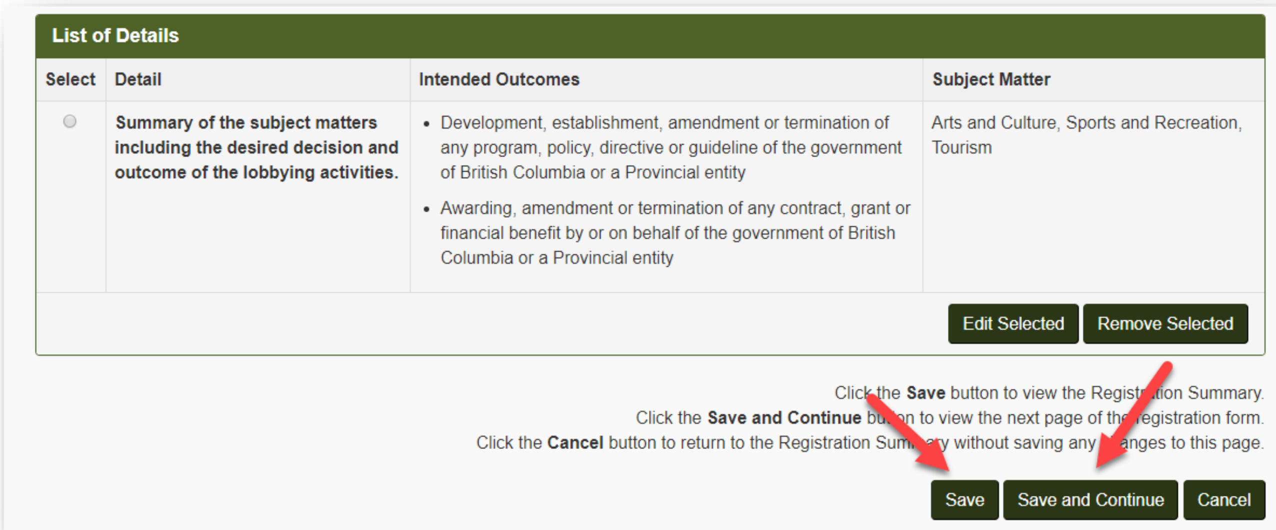
For example:



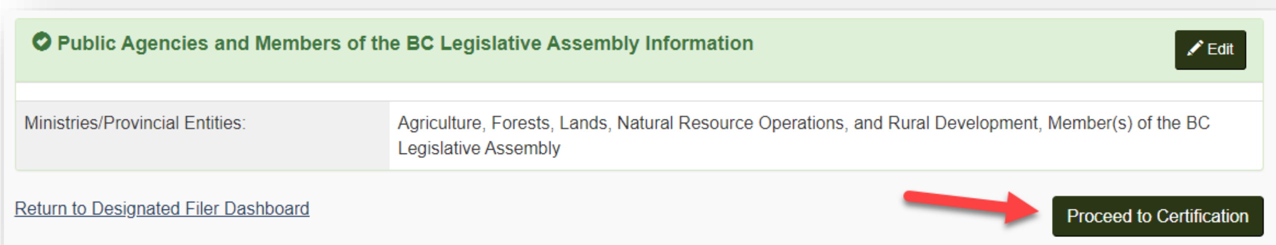
4. On the Organization Summary screen, scroll down to find the sections that need updating and click "**Edit**".



5. Make the required changes and then click "**Save**" to return to the Organization Summary screen or "**Save and Continue**" to move to the next step of the Registration Return.



6. Once all updates are complete, submit the changes by clicking "**Proceed to Certification**".

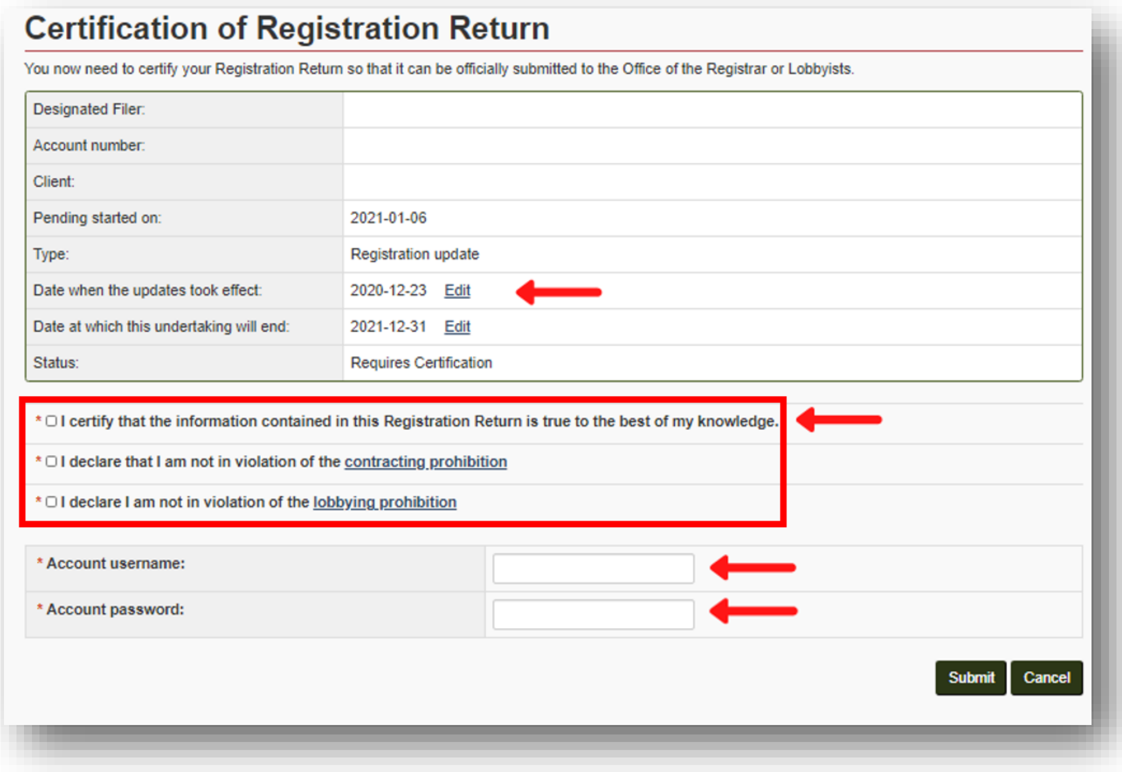


7. Confirm compliance by **ticking the check boxes**.

   Check that you entered the correct date that the change occurred. If not, click "**Edit**" beside the date to revise, then "**Continue**" to return to the Organization Summary screen, then click "**Proceed to Certification**" again.

   Enter the Designated Filer's **Account username** and **Account password** and click "**Submit**".

   If you are a Representative preparing this registration on behalf of the Designated Filer, you will not be able to submit the registration with your own username and password. The Registration Return can only be submitted after entering Designated Filer's username and password.



Change an Answer in your Registration Return from Yes to No

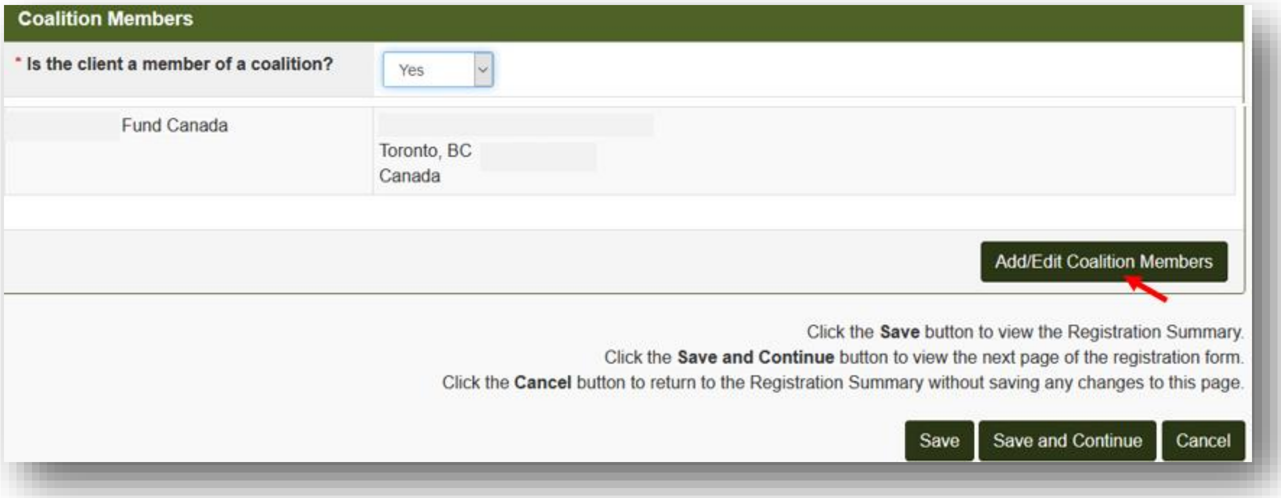
This applies to the following information in your Registration Return:

- Step 2: Members of a coalition
- Step 3: Affiliates with a direct interest in the outcome
- Step 3: Others with a direct interest in the outcome
- Step 3: Contributors with a direct interest in the outcome
- Step 4: Former public office holder positions in BC
- Step 4: Relevant codes of conduct
- Step 5: Government funding

If you previously declared “yes” to questions about these items of information, and entered the details, you will not be able to change your answer to “no” until you remove the details. Delete the details, then change your answer to ‘no’.

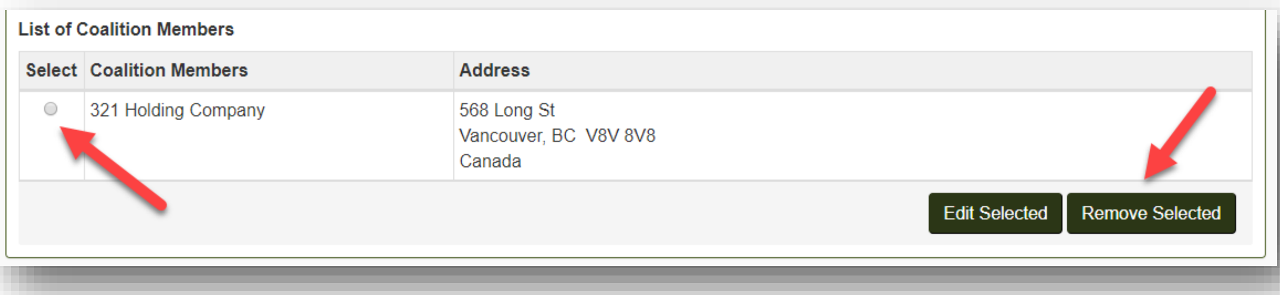
1. Locate the information you need to change. To illustrate how to change an answer from “yes” to “no” we have used the Coalition section.

Locate the table of details you previously entered, such as coalition members information. Click the “**Add/Edit**” button.



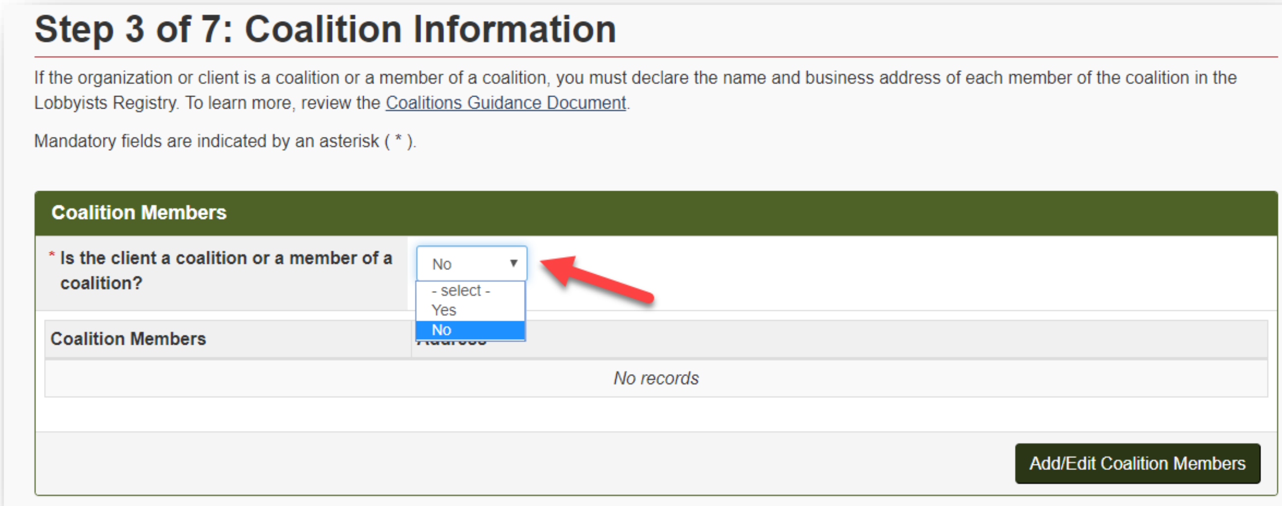
2. **Select the radio button** beside the information and click on "**Remove Selected**".

   Repeat this process for each piece of information that needs to be removed.

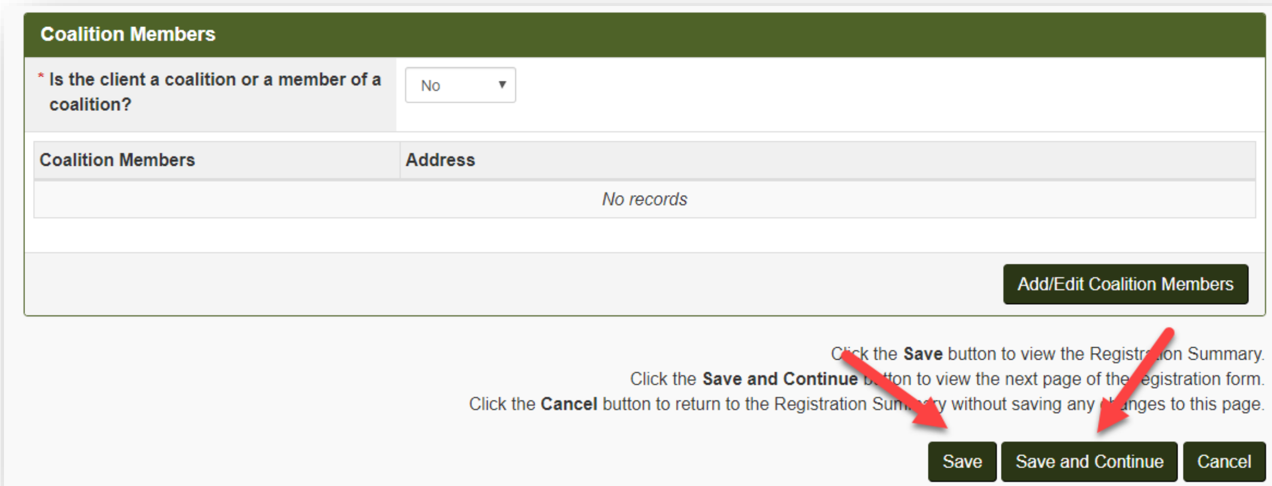


In some sections (e.g. In-house Lobbyists), you must use the pencil icon to edit, and the trash icon to delete information.

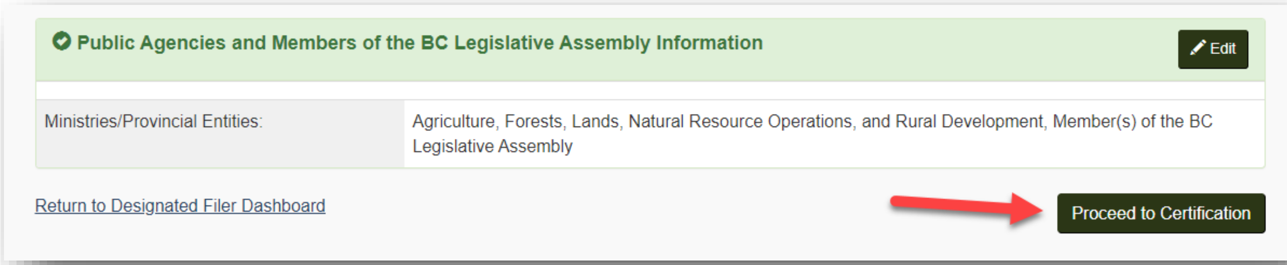
3. When the table is empty, you can change the answer to “No”.



4. Make sure you click on "**Save**" (or "**Save and Continue**") at the bottom of the screen to save the update.



5. Certify and submit your changes.

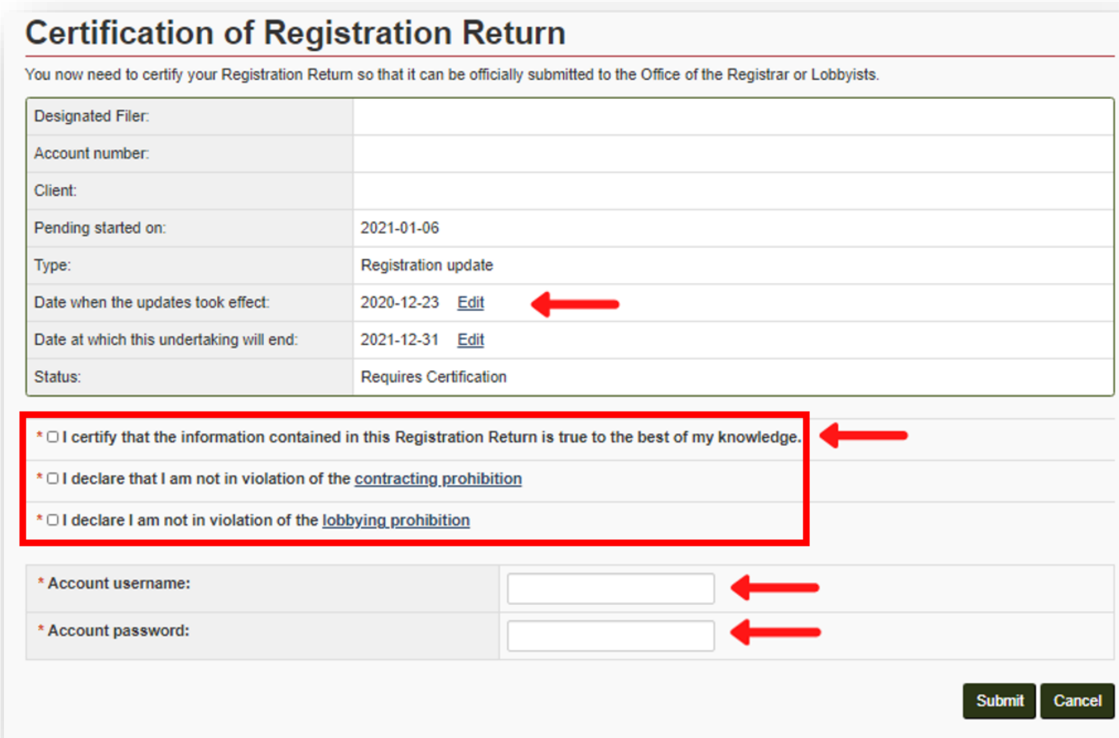


6. Confirm compliance by **ticking the check boxes**.

   Check that you entered the correct date that the change occurred. If not, click "**Edit**" beside the date to revise, then "**Continue**" to return to the Organization Summary screen, then click "**Proceed to Certification**" again.

   Enter the Designated Filer's **Account username** and **Account password** and click "**Submit**".

   If you are a Representative preparing this registration on behalf of the Designated Filer, you will not be able to submit the registration with your own username and password. The Registration Return can only be submitted after entering Designated Filer's username and password.

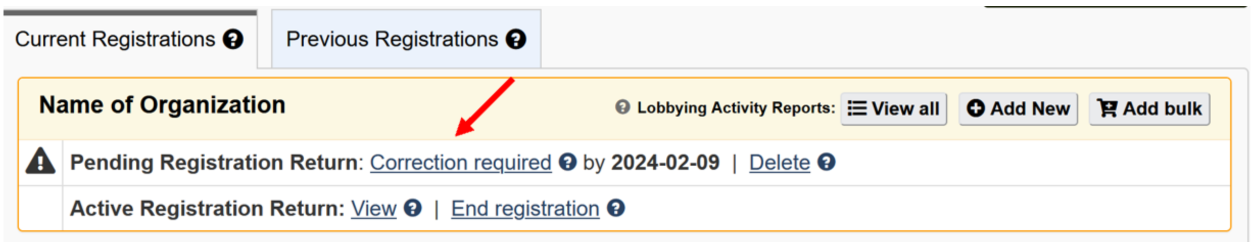


Registration Return Sent Back to You for Revisions / Notes from Registry Staff

If your Registration Return is sent back to you for revisions, Registry staff entered notes in one or more sections of your Registration Return. You may receive more details in an email from a Registry officer.

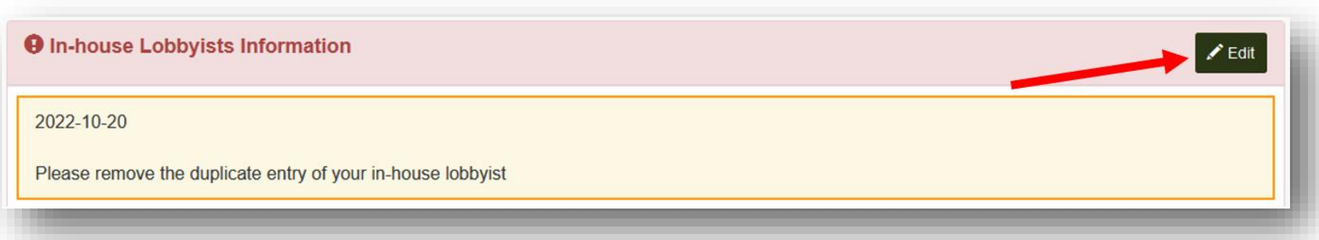
1. On the Designated Filer Dashboard, under the Current Registrations tab, you will see the Registration Return with the link: "**Correction required**" or "**Corrections overdue**".

2. Click on "**Correction required**" link.

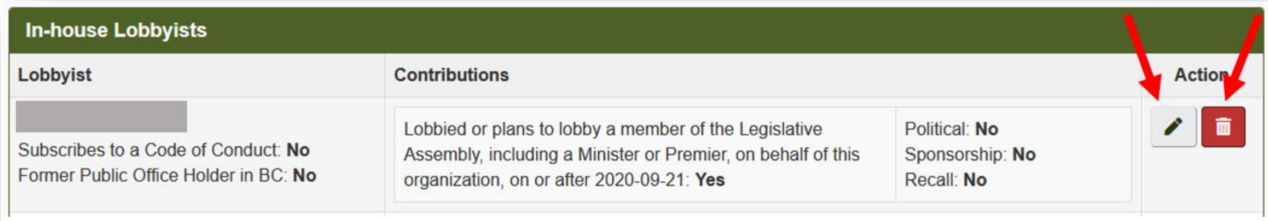


3. Scroll through your Registration Return. The sections where corrections are required will be indicated with a red symbol. There will also be a note included from Registry staff. Refer to the note or email from Registry staff for details of actions required.

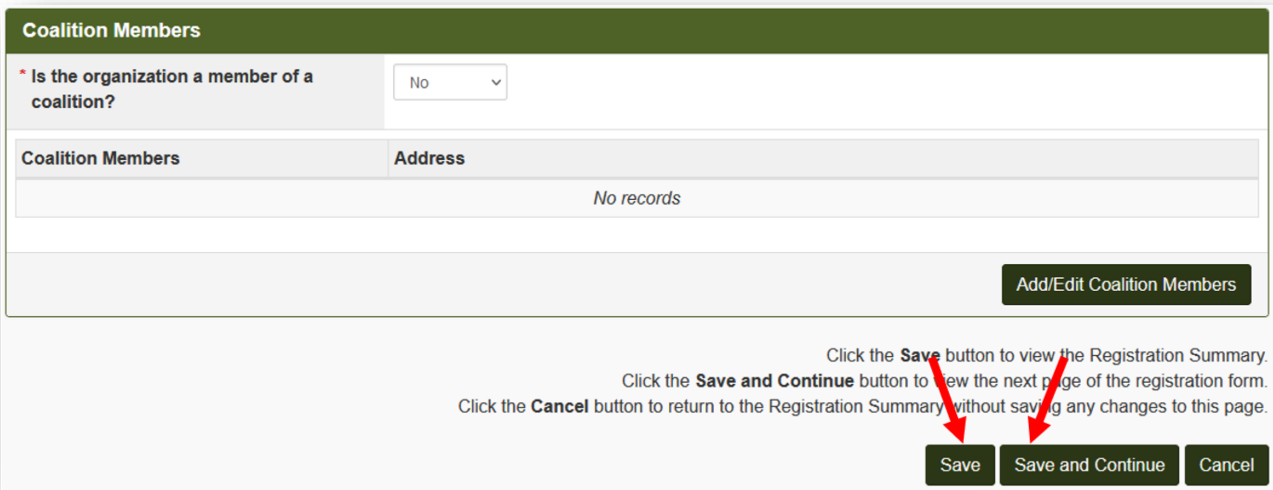
4. Click on the "**Edit**" button to be taken to the screen to fix your registration details.



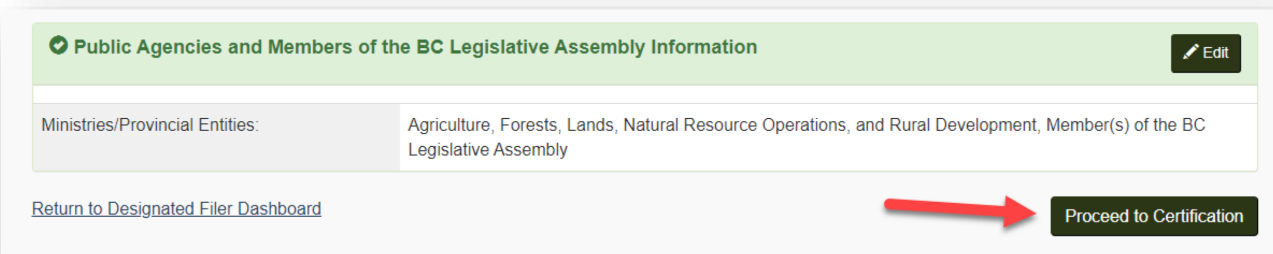
Use the pencil icon to edit, and the trash icon to delete information.



5. Once the updates are complete, click on "**Save**" or "**Save and Continue**" at the bottom of the screen.



6. Once all required changes have been made, certify and submit your changes.



Confirm that you have reviewed the notes and updated the information required by ticking the **check box**.

Confirm compliance by **ticking the remaining check boxes**.

Enter the Designated Filer's **username** and **password** and click "**Submit**".

If you are a Representative preparing this update on behalf of the Designated Filer, you will not be able to submit it with your own username and password. The updated Registration Return can only be submitted after entering the Designated Filer's username and password.

CHANGE SENIOR OFFICER/DESIGNATED FILER

If the Most Senior Paid Officer of your organization has changed, the Registration Returns and Lobbying Activity Reports must be transferred to the new Most Senior Paid Officer 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 paid 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) must be transferred from the previous senior officer to the new Designated Filer in one of two ways:

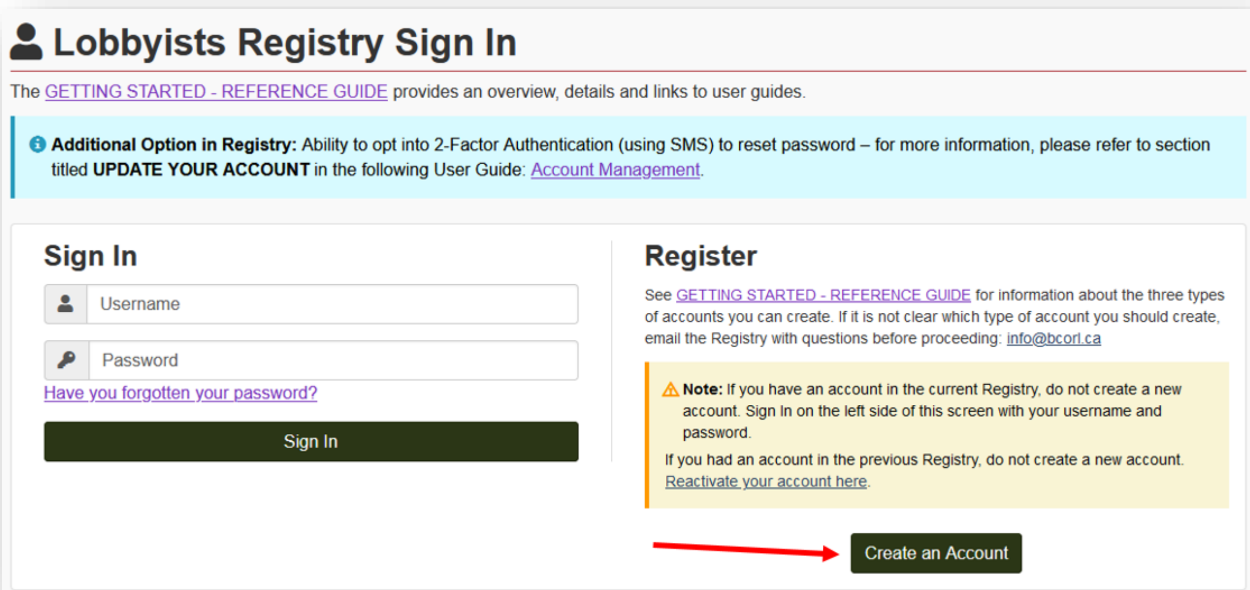
1. If the new Most Senior Paid Officer has an **existing account** (as a Designated Filer for another organization or as a consultant lobbyist or Representative), they must contact Registry staff at info@bcorl.ca to have the Registration Returns and Lobbying Activity Reports transferred to the existing account.

2. If the new Most Senior Paid Officer has **no existing account**, they must create a new account. In the process of creating the new account, the system will transfer the Registration Returns and Lobbying Activity Reports for the organization and attach them to the new account.

Transfer Registration Return and Lobbying Activity Reports via a NEW Most Senior Paid Officer account/Designated Filer's account

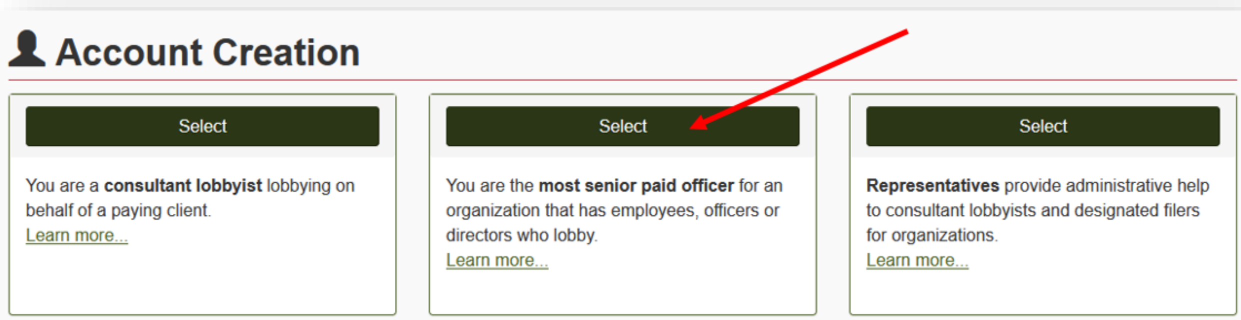
1. To begin the new account creation process, go to the Lobbyists Registry sign-in page: https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn

2. The new most senior officer of the organization will create their Designated Filer account by clicking on "**Create an Account**".

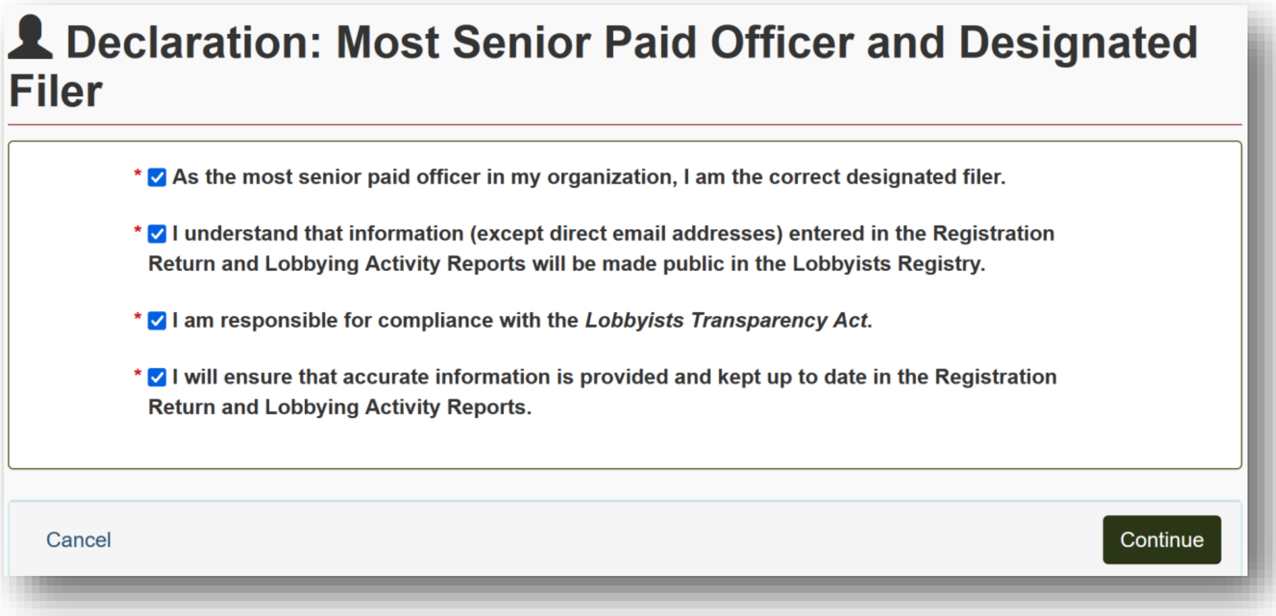


3. Confirm that you do not have an existing account in the Lobbyists Registry by **ticking the check box**, then click "**Continue**".

4. On the Account Creation screen, select the middle box (most senior paid officer for an organization that has employees, officers or directors who lobby).

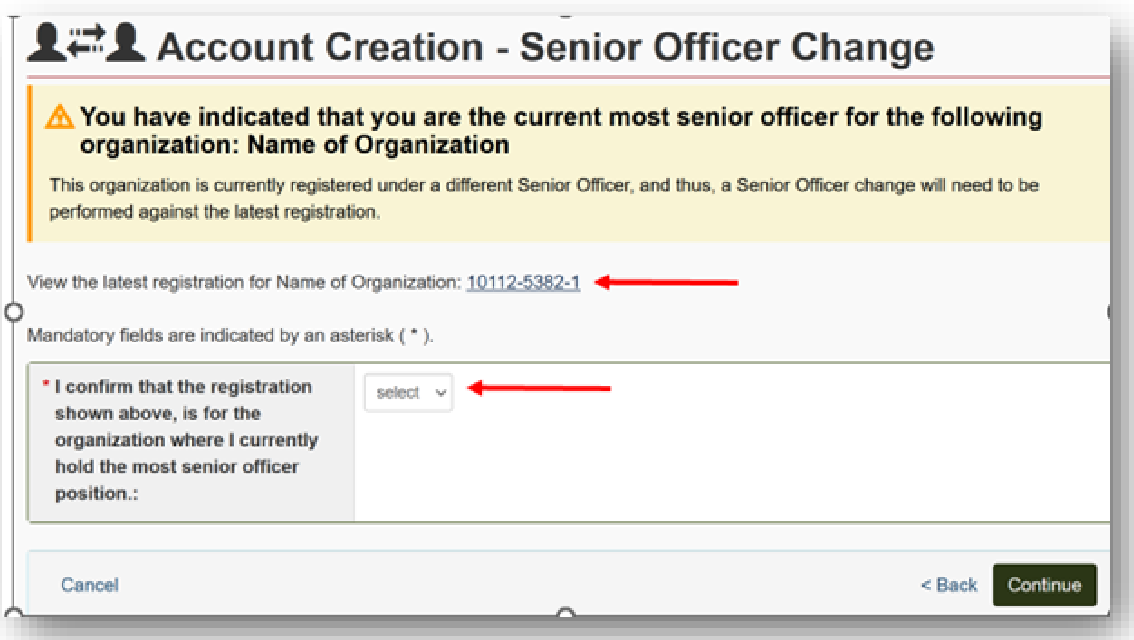


5. On the Account Creation - Most Senior Paid Officer Declaration screen, read the statements, tick each box, click "**Continue**".

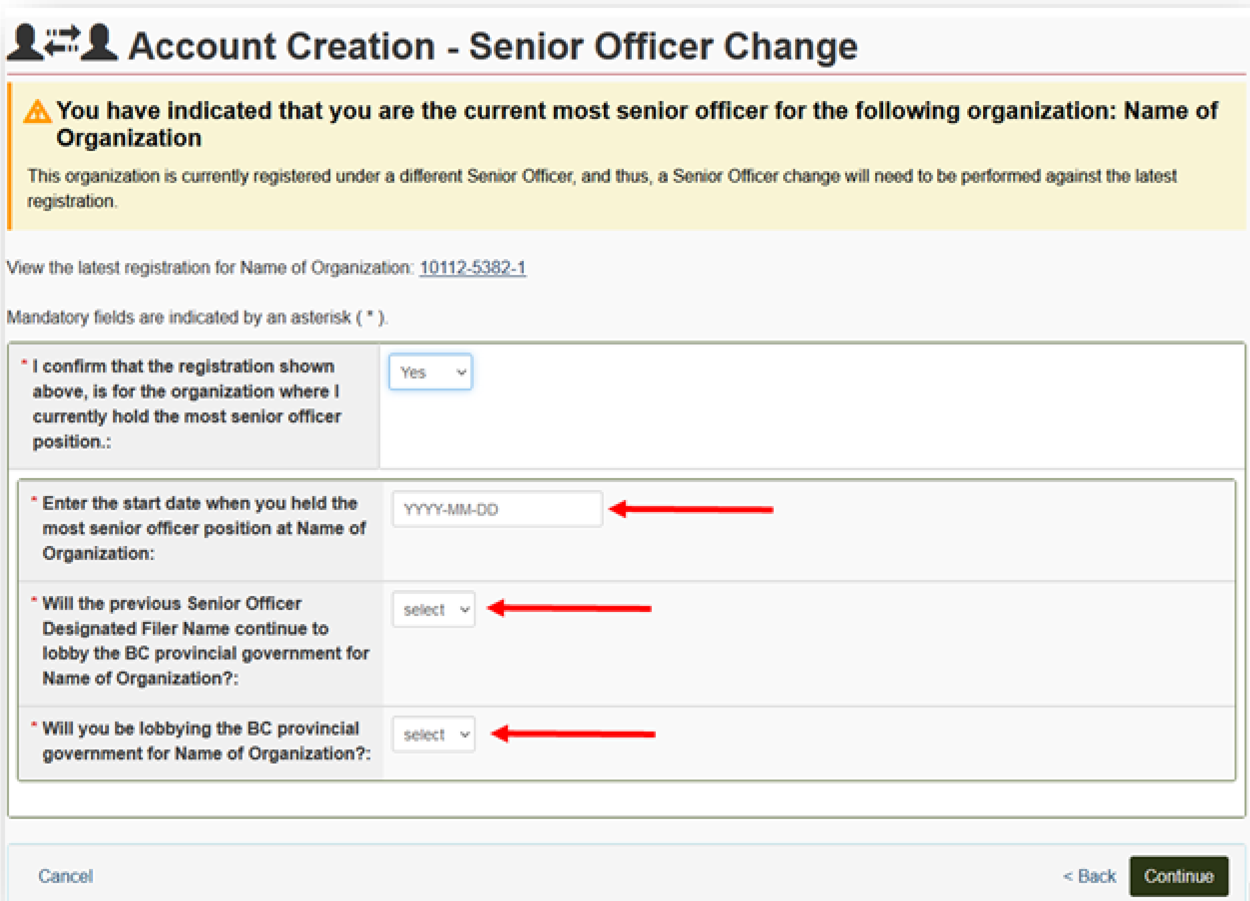


6. Enter your first name, last name, and position title, together with the **exact legal name** of the organization.

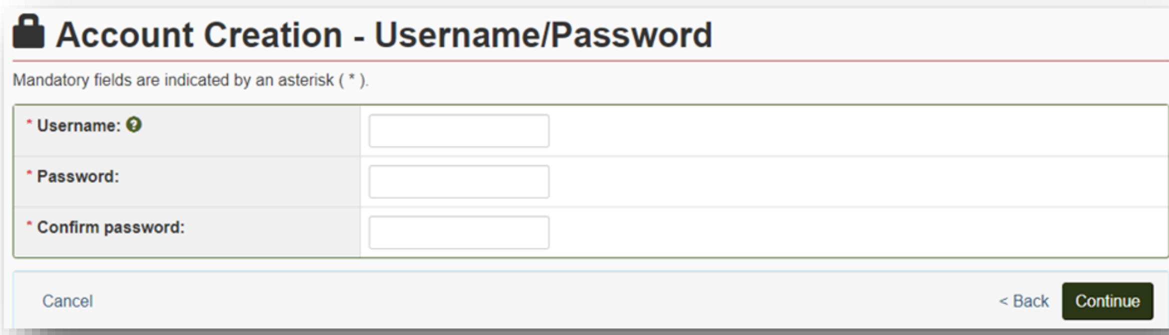
7. If the name of the organization matches the name shown in the current Registration Return, the Registry will suggest a Senior Officer Change is needed. Click the registration number link in the pop-up screen to see the current active Registration Return for the organization. Then select "**Yes**" to continue with the Senior Officer Change.



8. 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**".



9. Create your username and password, then click "**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 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.

PREVIOUS VERSIONS OF YOUR REGISTRATION RETURN

A new public version of your Registration Return is created each time you submit updates to the Registry and those updates are activated by Registry staff.

The updated version is not visible to the public until Registry staff have activated it.

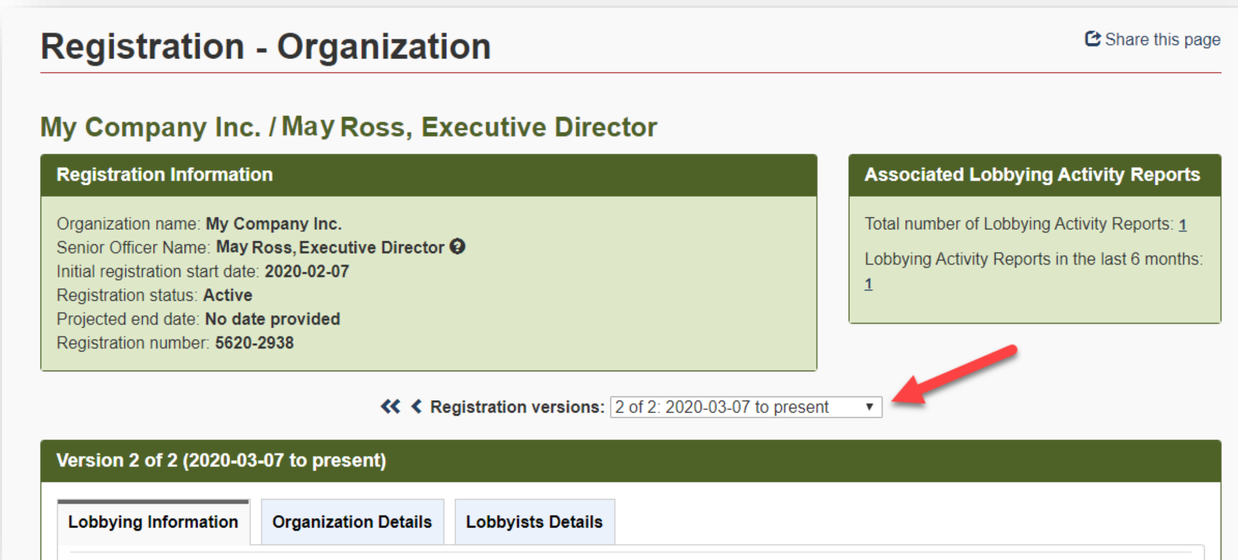
The current activated version, and all previous activated versions, are visible to you and the public.

View a Previous Version of your Registration Return

1. You may view previous versions in the Registry without logging in. From the [Lobbyists Registry landing page](), under Registry Search Tools, choose "Advanced Registry Search" to complete a search.

2. If you want to view previous versions when you are logged in: from your Designated Filer Dashboard, find the Active Registration Return and click "**View**".

3. Click the **Registration versions drop-down menu** to select a previous version of the Registration Return. Versions are shown in a "7 of 8" format with the date range for each version beside it.



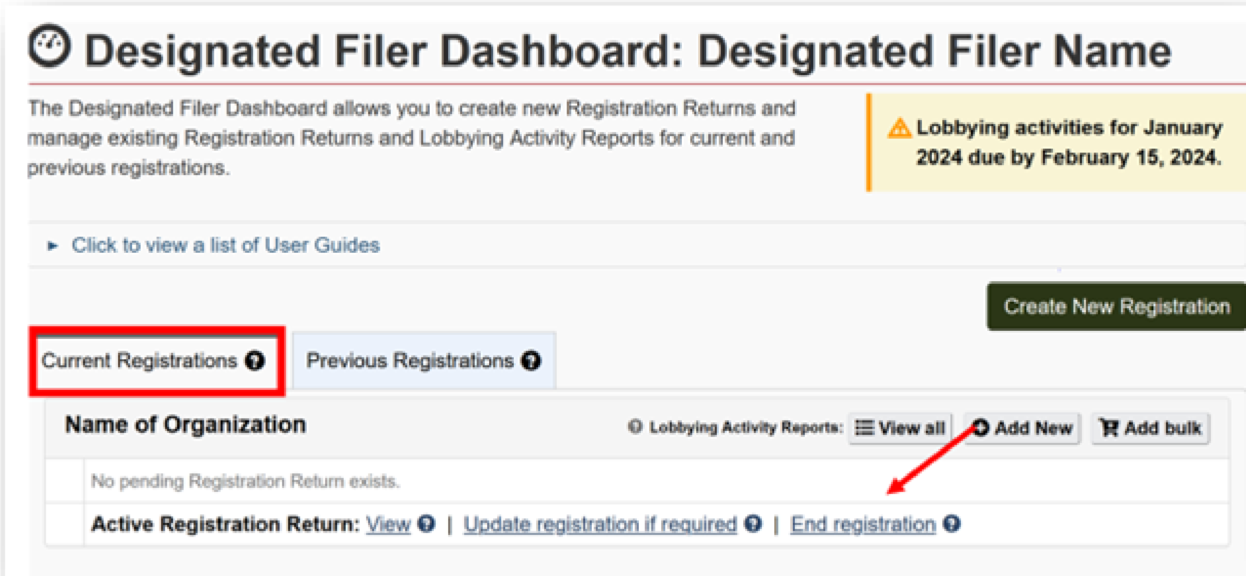
END, RE-ACTIVATE, OR DELETE A REGISTRATION RETURN

End a Registration Return Manually

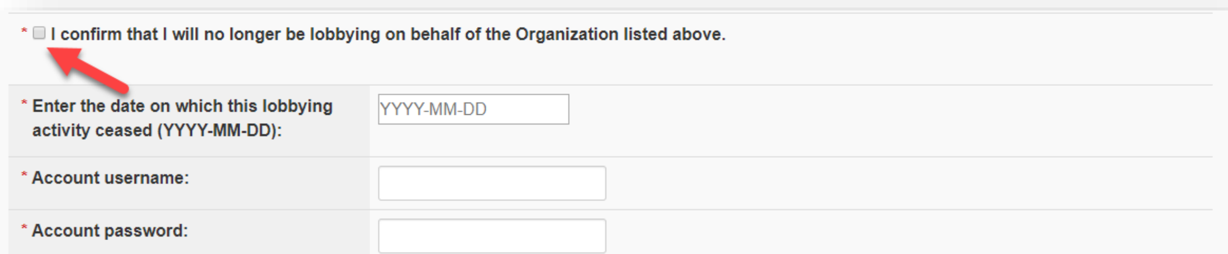
If your organization's lobbying activities have come to an end, you will need to inactivate your Registration Return.

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, make sure you are working under the "**Current Registrations**" tab. Find the Registration Return and click "**End registration**".

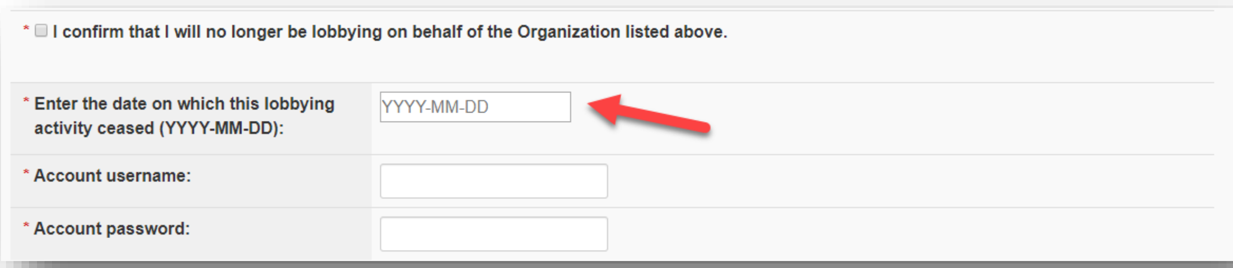


3. Confirm that your organization will no longer be lobbying by checking the **tick box**.



4. Enter the **date** on which the lobbying activity ceased.

   You may only enter today's date and previous dates. If you have not yet ceased lobbying for this client, wait until your lobbying is complete before manually inactivating your Registration Return. **Alternative**: to enter a date in the future you must follow the instructions to [End a Registration Return by setting a Future End Date]() (next section).

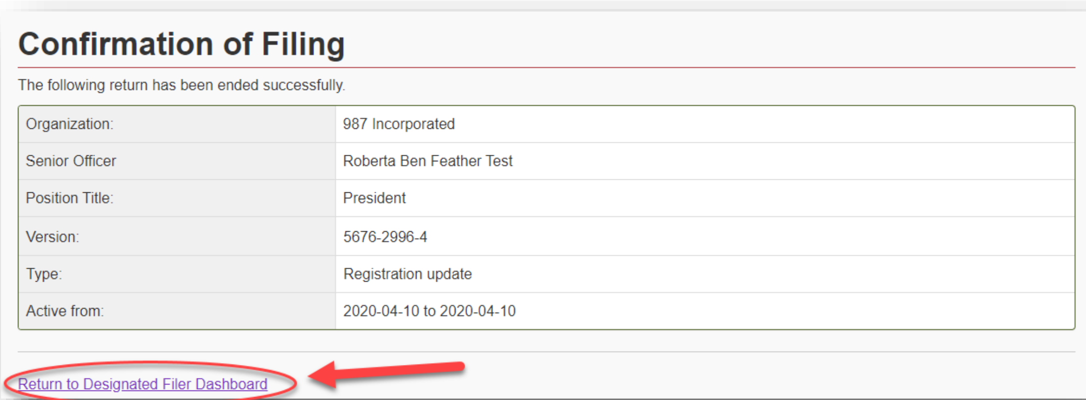


5. Enter the Designated Filer's username and password and click "Submit".

   If you are a Representative preparing this update on behalf of the Designated Filer, you will not be able to submit it with your own username and password. The updated Registration Return can only be submitted after entering the Designated Filer's username and password.

6. The next screen confirms that you have successfully ended your Registration Return.

   You can now either **Sign out** or click on "**Return to Designated Filer Dashboard**".

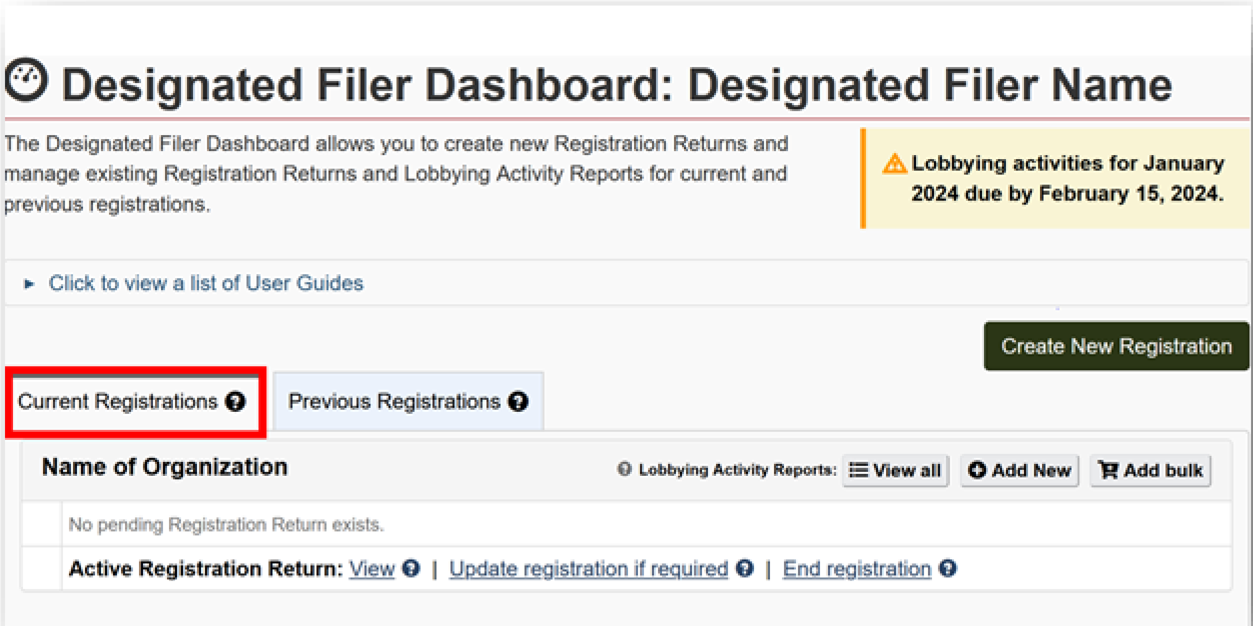


End a Registration Return by setting a Future End Date

If you enter a "Date when the lobbying for this organization will end", your Registration Return will automatically be ended on that date.

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.

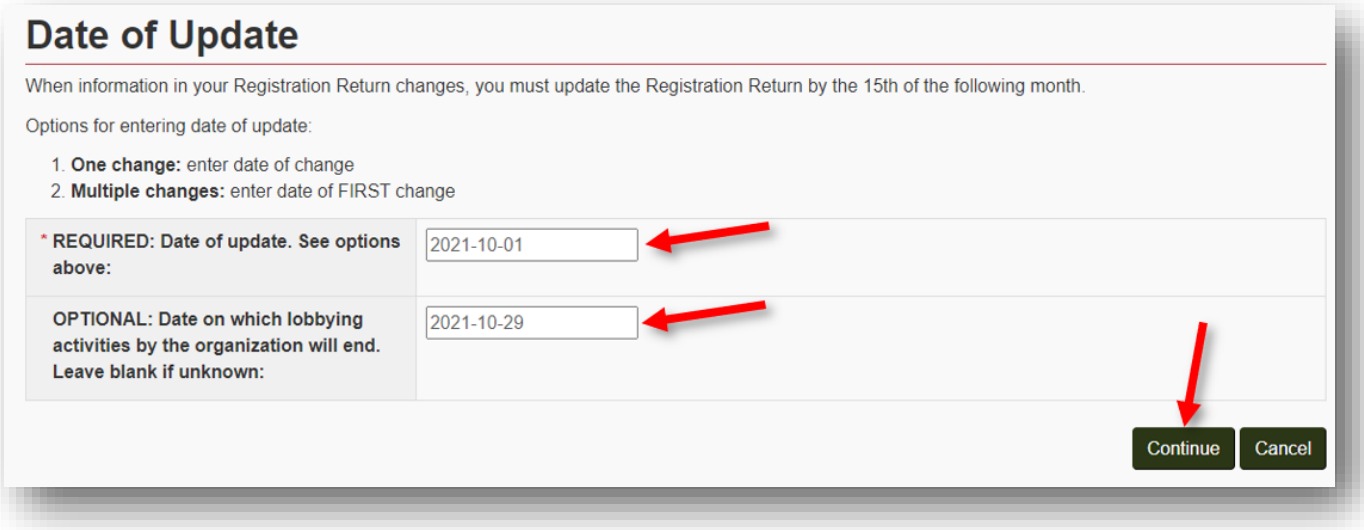
   On the Designated Filer Dashboard, make sure you are working under the "**Current Registrations**" tab.



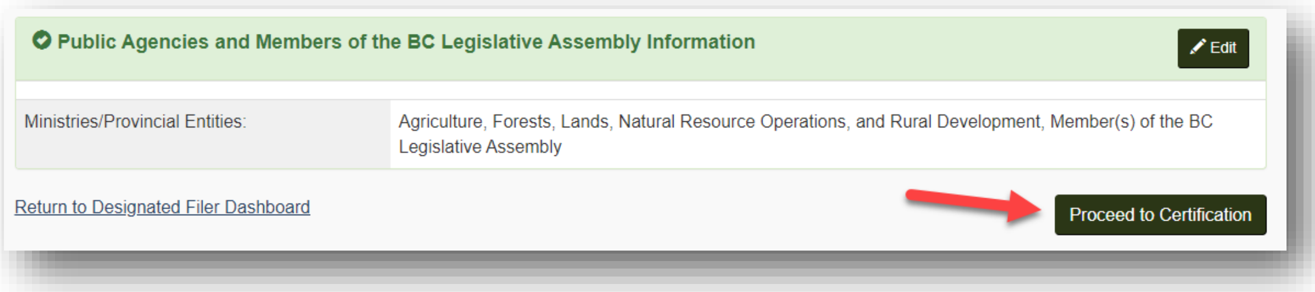
2. Locate the Registration Return and click the link beside **Pending Registration Return** or **Active Registration Return** to access the Organization Summary screen. (For explanation of links, see Links beside Pending Registration Return/Active Registration Return)

3. On the Date of Update screen, enter the **Date when the update took effect**: this is the date you knew your lobbying activity is coming to an end.

4. Below that, enter the **Date when the lobbying for this organization will end**. Then click "**Continue**".



5. Scroll to the bottom of the Organization Summary screen and click "**Proceed to Certification**".



6. Confirm compliance by **ticking the check boxes** and check that the dates are correct.

7. Enter the Designated Filer's username and password and click "Submit".

   If you are a Representative preparing this update on behalf of the Designated Filer, you will not be able to submit it with your own username and password. The updated Registration Return can only be submitted after entering the Designated Filer's username and password.

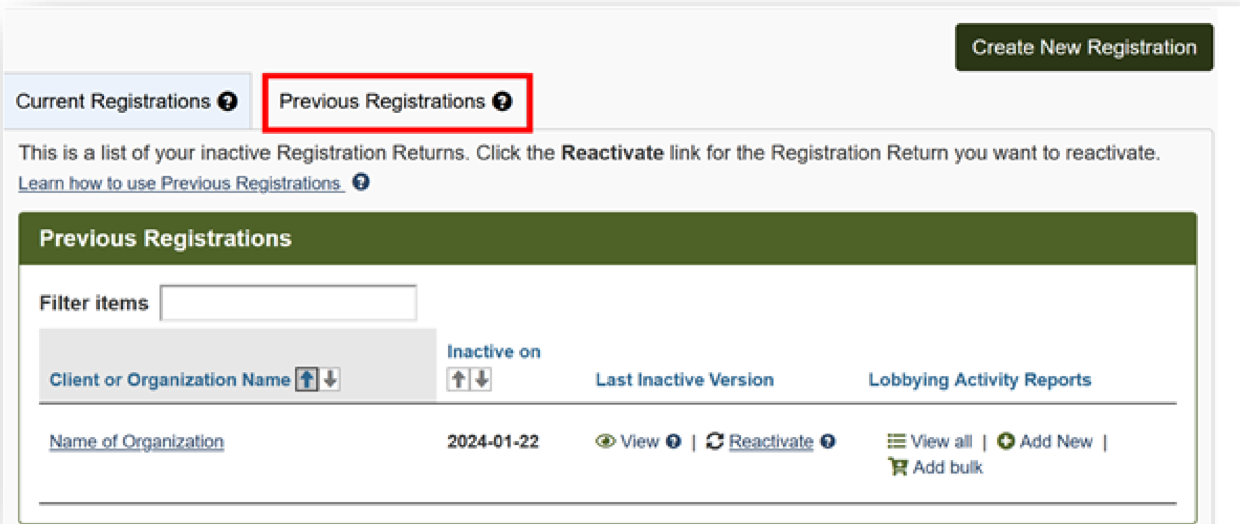
8. The lobbying end date is now set and the Registry will automatically inactivate your Registration Return on that date.

Re-activate a Registration Return

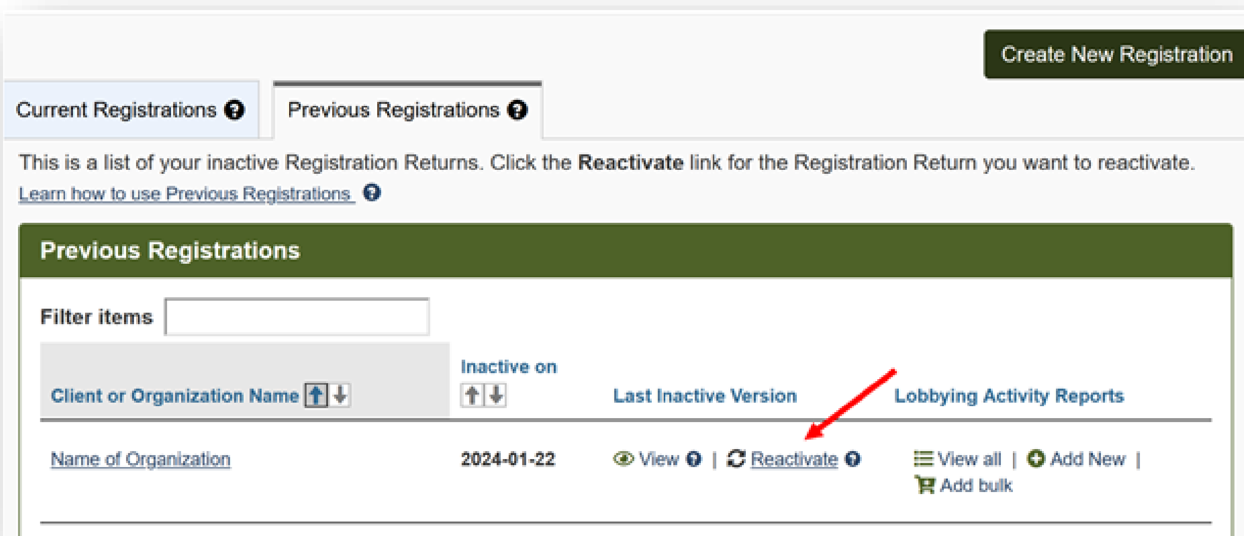
If you resume lobbying activities while the Registration Return is deactivated, you must re-activate the registration within 10 calendar days of resuming lobbying activities.

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, click on the "**Previous Registrations**" tab.



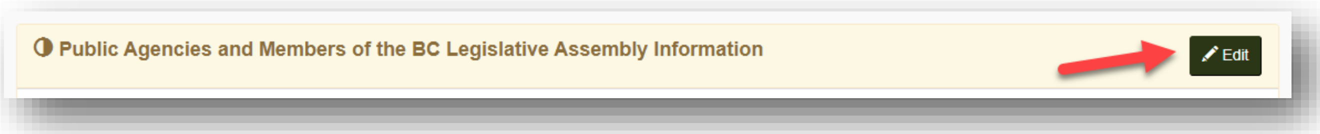
3. Locate the Registration Return you need to re-activate and click "**Reactivate**".



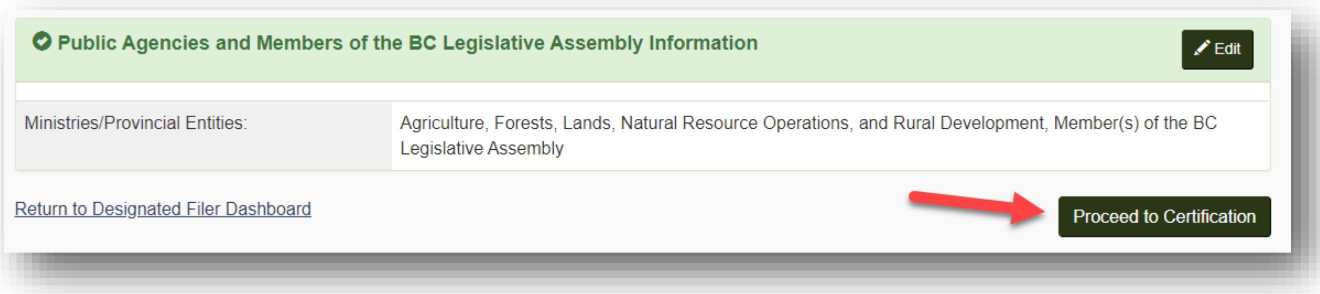
4. Review the details of the Registration Return and make updates by clicking on "**Edit**" in the heading for the relevant sections.

   If your Registration Return has been inactive for over 12 months you will need to re-enter much of your information.

   Sections where you need to re-enter the data will be indicated as incomplete . Click on the "**Edit**" link to enter the information required.



5. Once all updates are complete, submit the changes by clicking "**Proceed to Certification**".



6. Confirm compliance by **ticking the check boxes**.

   Check the **Date when the lobbying activities restarted**.

   Enter the Designated Filer's username and password and click "**Submit**".

   If you are a Representative preparing this reactivation on behalf of the Designated Filer, you will not be able to submit it with your own username and password. The reactivated Registration Return can only be submitted after entering the Designated Filer's username and password.

Delete a New Registration Return / Delete Recent Updates Made to your Registration Return

You can delete a new, not-yet-activated Registration Return. You can also delete updates made to an existing Registration Return before the updates have been activated by Registry staff.

You cannot delete a version of your Registration Return that has been activated.

If your Registration Return or updates to your Registration Return were submitted in error and have already been activated, contact Registry staff at info@bcorl.ca.

1. To delete a not-yet-approved version of your Registration Return, locate the registration under the **Current Activities** tab of your Designated Filer Dashboard. Beside **Pending Registration Return** click “**Delete**”.

2. Read the note on the next screen carefully. If you are sure you wish to delete this version of the Registration Return, click “**Yes**”.

   If you delete an update to a previously activated Registration Return, the Designated Filer Dashboard will show the most recent activated version.

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/lta-guidance-documents/

Frequently Asked Questions:
https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-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 complete your 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.