



GUIDANCE DOCUMENT

**BC LOBBYISTS REGISTRY USER GUIDE: CONSULTANT
LOBBYIST REGISTRATION RETURNS**

February 6, 2024

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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.

Use 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.

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”.

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), please see [User Guide – Monthly Returns and Lobbying Activity Reports](#).

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](#).

If you had registrations in the previous BC lobbyists registry (between 2010 and May 4, 2020), those registrations have been migrated into the current Lobbyists Registry. See [User Guide - Accounts and Registrations from the Previous Registry](#) if you need to reactivate an existing account and/or registrations.

Accounts

You will only ever have one account with the Lobbyists Registry. You will use this account to maintain separate Registration Returns for each of your clients. (If you are also the designated filer for an Organization, you will use the same account to declare lobbying activities for that Organization, in a separate Registration Return for the Organization.)

Registration Returns for Clients

Create a separate Registration Return for each client when you begin lobbying for that client. All activities for that client will be declared via that Registration Return and the Lobbying Activity Reports associated with that Registration Return.

DESIGNATED FILER DASHBOARD

Once you sign in to the Registry with your account username and password, you will see the Designated Filer Dashboard. From the Dashboard, you can create and update your Registration Returns and Lobbying Activity Reports. You can also update your account information.

Designated Filer Menu

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

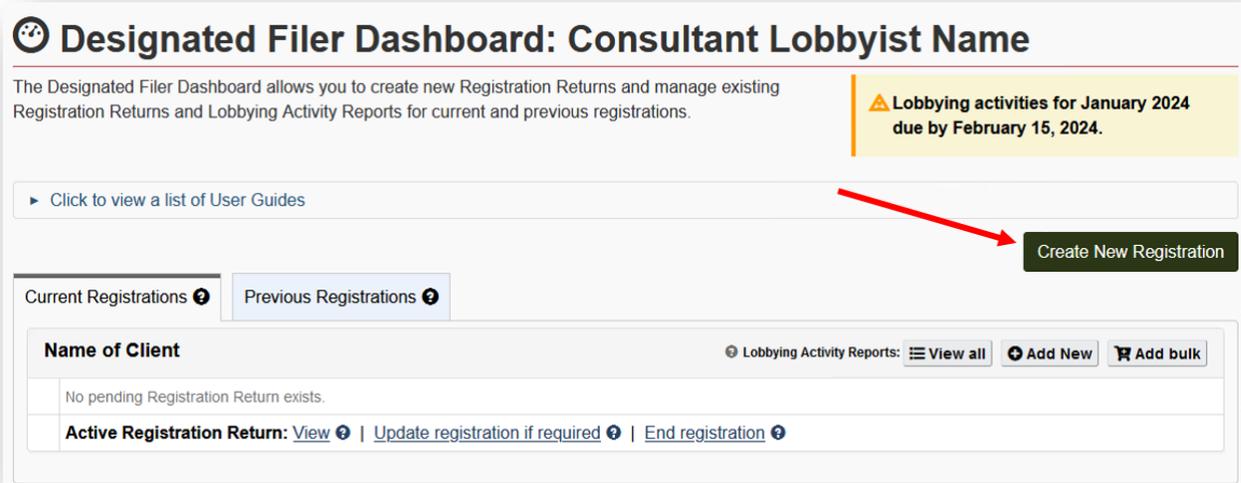
- Return to your Dashboard
- Update your Account Profile
- Update your Firm Profiles
- Sign out of the Lobbyists Registry

The screenshot displays the Designated Filer Dashboard. At the top, there is a navigation bar with 'Registry Search Tools', 'Reporting Tools', 'Lobbying Statistics', and 'Help'. The user 'NewTestCL' is logged in, and a dropdown menu is open, showing options: 'Designated Filer Dashboard', 'Account Profile', 'Firm Profiles (Consultants only)', and 'Sign out'. A red arrow points to the user's name in the menu bar. Below the navigation bar, the dashboard title is 'Designated Filer Dashboard: Consultant Lobbyist Name'. A description states: '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.' A yellow alert box indicates: 'Lobbying activities for January 2024 due by February 15, 2024.' A button 'Click to view a list of User Guides' is present. A 'Create New Registration' button is in the top right. Below, there are tabs for 'Current Registrations' and 'Previous Registrations'. The 'Current Registrations' tab shows a table with the header 'Name of Client' and a message: 'No pending Registration Return exists.' Below the message, there are links: 'Active Registration Return: View | Update registration if required | End registration'. A 'Lobbying Activity Reports' section includes 'View all', 'Add New', and 'Add bulk' buttons.

TABS: New Registrations, Current Registrations, Previous Registrations

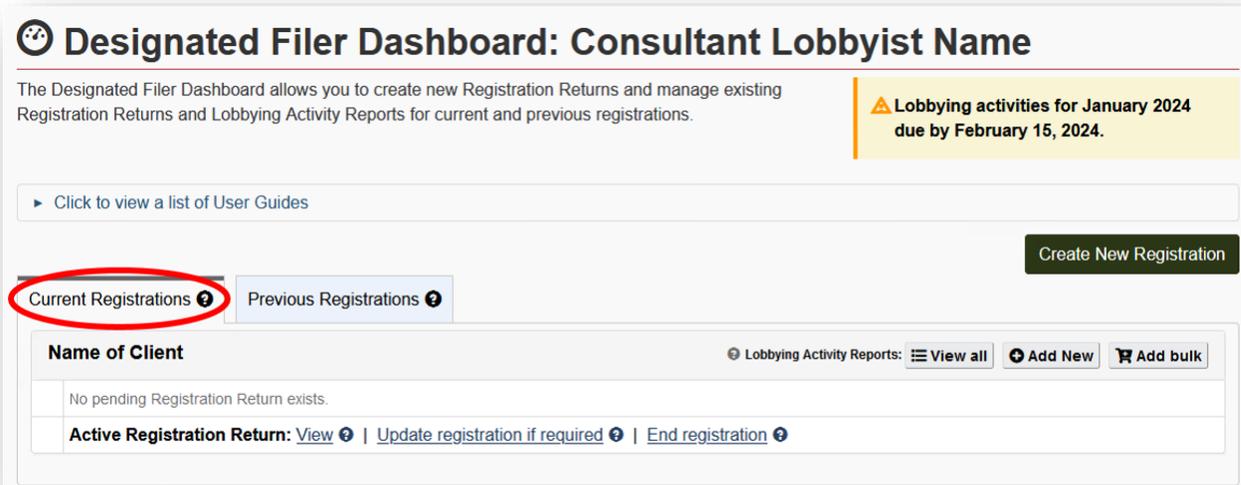
New Registrations

Create new Registration Returns by clicking the “**Create New Registration**” button.



TAB: Current Registrations

View/update active Registration Returns under “**Current Registrations**” tab.



Status of Registration Returns Under the Current Registrations Tab

Active Registration Returns and Pending Registration Returns are just different versions of the same Registration Return.

An **Active Registration Return** is the most recent version that the public sees in the Registry. It has been activated by Registry staff. You can view, update, or end this Registration Return. You can also create Lobbying Activity Reports for this registration.

A **Pending Registration Return** is created when you begin a new Registration Return, or an update or reactivation, but have not yet certified & submitted it to the Registry for activation.

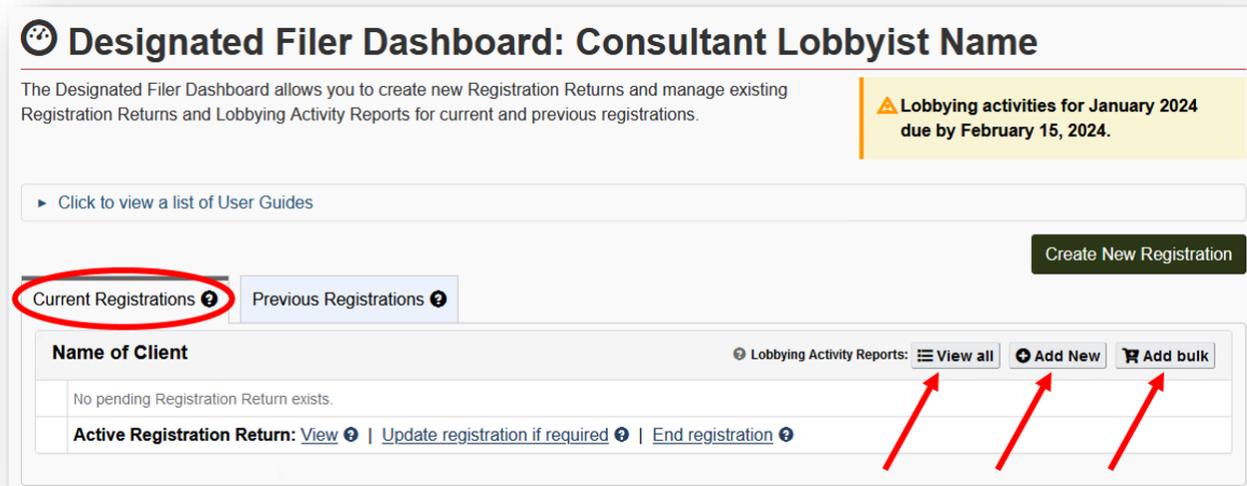
You will see one or more links beside **Pending Registration Return/Active Registration Return**. Click the information buttons  beside each link to see an explanation.

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 pending 	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 for this client.
--	--

View and Create Lobbying Activity Reports Under the “Current Registrations” Tab

View/create/amend Lobbying Activity Reports under the “Current Registrations” tab.



You will see the following links under **Lobbying Activity Reports**:

View all ⓘ	Click to open the list of existing Lobbying Activity Reports for this registration. You can amend or cancel an existing Lobbying Activity Report in the list.
Add New ⓘ	Click to create a single new Lobbying Activity Report for this registration.
Add bulk	Click to create multiple Lobbying Activity Reports at one time for this registration

TAB: Previous Registrations

View/reactivate previous inactive Registration Returns under the “**Previous Registrations**” tab.

See [PREVIOUS VERSIONS OF YOUR REGISTRATION RETURNS](#) below.

Designated Filer Dashboard: Consultant Lobbyist 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 ?

This is a list of your inactive Registration Returns. Click the **Reactivate** link for the Registration Return you want to reactivate. [Learn how to use Previous Registrations.](#)

Previous Registrations

REPRESENTATIVE FILING ON BEHALF OF A CONSULTANT LOBBYIST

If you have a **Representative account**, a Consultant Lobbyist may authorize your access to the Consultant Lobbyist’s Registration Returns and Lobbying Activity Reports so you can keep their filings up to date. See [Quick Reference Guide for Representatives](#).

Sign in as Representative and Go to Designated Filer’s Dashboard:

1. Go to the Lobbyists Registry sign-in page
<https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. **Sign in** to your account with your username and password.
3. You will be on your Representative Dashboard. Click on the “**Client List**” tab to access a list of the Designated Filers (Consultant Lobbyists and/or Organizations) you represent.

Representative Dashboard: Representative Name

⚠ Lobbying activities for January 2024 due by February 15, 2024.

Action list  **Client list** 

Filter items

Name of Organization

Designated Filer

Active Registration Return

Pending Registration Return

Lobbying Activity Reports

Designated Filer Name

 Submitted |  Delete

 View all |  Add New |  Add bulk

4. Click on a **Designated Filer's** name in the table.

Representative Dashboard: Representative Name

⚠ Lobbying activities for January 2024 due by February 15, 2024.

Action list  **Client list** 

Filter items

Name of Organization

Designated Filer

Active Registration Return

Pending Registration Return

Lobbying Activity Reports

Designated Filer Name 

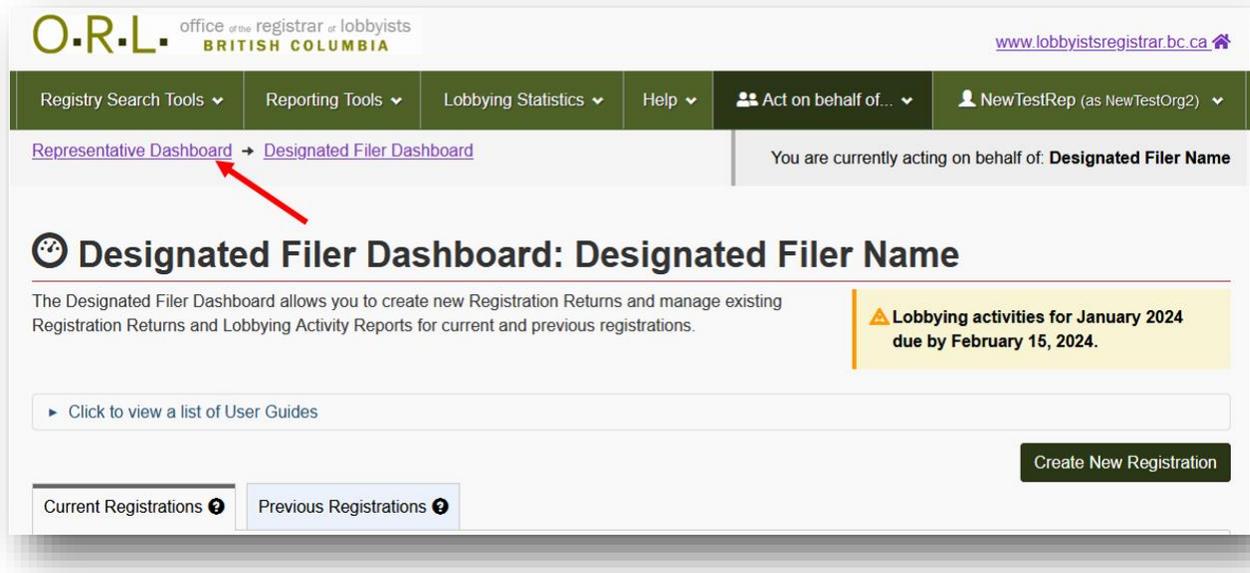
 Submitted |  Delete

 View all |  Add New |  Add bulk

5. You will be taken to that person's Designated Filer Dashboard.

From their Dashboard, you can create and update Registration Returns and Lobbying Activity Reports for that Designated Filer.

6. To return to your own Representative Dashboard, click "**Representative Dashboard**" link.



NOTE: when signed in with a Representative account, you can prepare and update Registration Returns and Lobbying Activity Reports, but you cannot certify & submit documents to the Registry with your own username and password. Documents can only be certified & submitted after entering the Designated Filer’s username and password.

CREATE A NEW CONSULTANT LOBBYIST REGISTRATION RETURN

Create a New Registration Return

1. Go to the Lobbyists Registry sign-in page
<https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. **Sign in** with your username & password.
3. On the Designated Filer’s Dashboard, click the **“Create New Registration”** button.

Designated Filer Dashboard: Consultant Lobbyist 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.

▶ Click to view a list of User Guides

Lobbying activities for January 2024 due by February 15, 2024.

Create New Registration

Current Registrations | Previous Registrations

Name of Client Lobbying Activity Reports: View all | Add New | Add bulk

No pending Registration Return exists.

Active Registration Return: View | Update registration if required | End registration

4. To create a new Consultant Lobbyist Registration Return, click on “**Consultant Lobbyist**” for the Registration Type.

If you are working with another Consultant Lobbyist who has already created a Registration Return for the same client, there is an option to copy that other lobbyist’s details rather than re-creating the entire Registration Return. For information on creating a new Registration Return based on someone else’s Return, please see the section “Create a new Registration Return by copying details from another lobbyist’s registration” below in this User Guide.

New Registrations - Consultant Lobbyist Name

To create a new Registration Return, select one of the Registration types.

Consultant Lobbyist
Select this registration type if you are an individual who, for payment, will lobby on behalf of a client.

Create a new registration from an existing consultant lobbyist registration.
Select this registration type to copy an existing Registration Return activated by another consultant lobbyist. For the next step, you must know the registration number of the existing Registration Return.

Organization
Select this registration type if you are the most senior officer of an organization that is lobbying BC public office holders.

5. New Registration - Start Date screen: enter the date of your **first** lobbying activity for this client and click **“Continue”**.

New Registration - Start Date

The **start date** is the date you first lobbied on behalf of this client.

Do not submit a Registration Return for this client until you have engaged in the first lobbying activity for this client. **After the date of the first lobbying activity, you have 10 calendar days to file a Registration Return.**

Not sure if an activity is a lobbying activity or what date you should enter? Email the ORL Office at info@bcorl.ca prior to registering.

* REQUIRED: Date of the first lobbying activity for this client:	<input type="text" value="YYYY-MM-DD"/>
OPTIONAL: Date on which your lobbying activities for this client will end. Leave blank if unknown:	<input type="text" value="YYYY-MM-DD"/>

Continue
Cancel

6. To get started, click **“Edit”** in the Consultant Lobbyist Information section heading.

Consultant Lobbyist Summary

[Return to Designated Filer Dashboard](#)

Designated Filer:	
Account number:	
Client:	N/A
Pending started on:	2021-01-25
Type:	New registration
Date when lobbying activities first began:	2020-12-31 Edit
Date at which this undertaking will end:	2021-04-14 Edit
Status:	Incomplete
Registration action:	Delete this pending registration

The summary below sets out the status of each section of the registration. You may modify any section by clicking its associated edit button. You may modify any section by clicking its associated edit button.

Please verify carefully that the information you are submitting is correct. Designated Filers must certify their Registration Return using their personal password, before it can be submitted to the Registry for activation. Account Representatives can enter and save information but cannot certify the Registration Return. If the **Proceed to Certification** button is not visible at the bottom of the page, it is probably because one or more sections of your Registration Return is incomplete.

- Represents an incomplete section
- Represents a completed section
- Review of section required (see note from Registry staff)

● **Consultant Lobbyist Information** [Edit](#)

Step 1 of 7: Consultant lobbyist information

7. If you need to make changes to correct your contact information, click **“Edit Contact Profile”**.

Consultant Lobbyist	
Lobbyist name:	Joan James
Note: To modify your profile or add email addresses to which system notifications will also be sent, click on the Edit Contact Profile button.	
Contact profile:	Self-employed <input type="button" value="Apply"/>
Business address of the lobbyist:	123 Test St. Victoria, BC V8V 8V8 Canada
Telephone:	250-333-3333
Note: Email addresses are used solely for notifications and will not be available to the public.	
Primary email:	noemail@other.ca
	<input type="button" value="Edit Contact Profile"/>

- If you are employed by a firm to lobby on behalf of your client, select the firm name in the **“Contact profile”** drop-down menu and click **“Apply”**.

Consultant Lobbyist	
Lobbyist name:	Joan James
Note: To modify your profile or add email addresses to which system notifications will also be sent, click on the Edit Contact Profile button.	
Contact profile:	<div style="border: 1px solid black; padding: 2px;"> Self-employed ▾ Self-employed Firm Name </div> <input type="button" value="Apply"/>
Business address of the lobbyist:	Victoria, BC V8V 8V8 Canada
Telephone:	250-333-3333

If the firm name is not showing in the drop-down menu, create a profile for the firm before continuing. You will need to leave the Registration Return and go back to the Designated Filer Dashboard.

Click on the **“Dashboard”** link in the upper left-hand corner and then select **“Consultant Lobbyist’s Firm Profiles”** from the dashboard left hand menu.

Follow the instructions on the screen to Create/Edit/Remove a Consultant Lobbyist Firm Profile. See the document [“User Guide - Account Management”](#) for more information on creating Firm Profiles.

Former Public Office Holder Positions (BC)

9. Declare whether you are a BC former public office holder by selecting **Yes** or **No** from the drop-down menu.

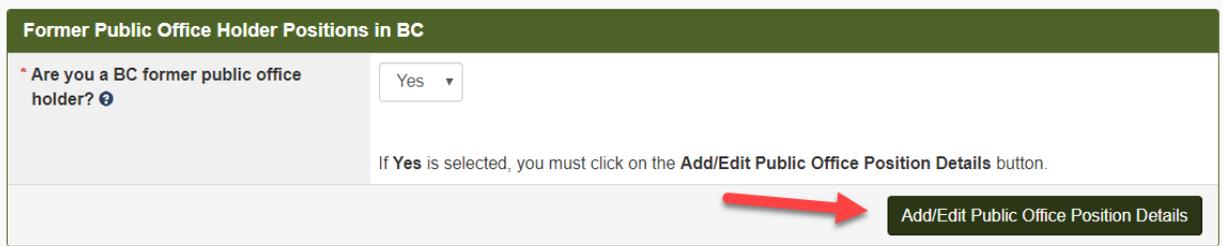
If you're not sure, click on the  button for more information.

If No, proceed to Step 11 below.

If Yes, continue with the following steps:

- i) To add a BC former public office holder position, click "**Add/Edit Public Office Position Details**".

If you declared that you were a BC former public office holder and entered your BC former public office positions in a previous Registration Return, those details will be automatically copied into your new Registration Return. Verify that the details are correct.



Former Public Office Holder Positions in BC

* Are you a BC former public office holder? 

Yes ▾

If **Yes** is selected, you must click on the **Add/Edit Public Office Position Details** button.

Add/Edit Public Office Position Details

- ii) Enter the **position title, provincial government ministry / provincial entity**, and the **dates (month/year)** you held the public office position. Then click "**Add to List**".

Former Public Office Holder Positions in BC

Mandatory fields are indicated by an asterisk (*).

Former Public Office Holder Positions in BC

Information about all BC former public office holder positions held by this lobbyist is required. Complete all required fields for a single position, then click the **Add to List** button. If this lobbyist held more than one former public office holder position, complete all fields for the next position, then click the **Add to List** button. Continue until you have entered all required information for each former public office holder position, then click **Continue**. To verify dates and other information about positions this lobbyist may have held, you may search [BC Orders in Council here](#).

* Position title:	<input type="text"/>
* Provincial government ministry / Provincial entity:	<input type="text"/>
Branch or Unit:	<input type="text"/>
* Public office held from:	- month - - year -
* Public office held until:	- month - - year -

- iii) The former public office position(s) will be shown near the bottom of the screen. To add another former public office position, repeat the process shown above.
- iv) To edit a former public office position, **select the radio button** beside that position and click **“Edit Selected”**.

List of Former Public Offices Held in BC

Select	Position	Period Held
<input type="radio"/>	Minister of Finance Ministry of Finance	July 1998 to October 2000
<input checked="" type="radio"/>	Deputy Minister of Finance Ministry of Finance	January 1995 to July 1998

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

Former Public Office Holder Positions in BC

Information about all BC former public office holder positions held by this lobbyist is required. Complete all required fields for a single position, then click the **Add to List** button. If this lobbyist held more than one former public office holder position, complete all fields for the next position, then click the **Add to List** button. Continue until you have entered all required information for each former public office holder position, then click **Continue**. To verify dates and other information about positions this lobbyist may have held, you may search [BC Orders in Council here](#).

* **Position title:** Deputy Minister of Finance

* **Provincial government ministry / Provincial entity:** Ministry of Finance

Branch or Unit:

* **Public office held from:** January 1995

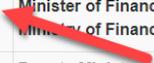
* **Public office held until:** July 1998

 **Add to List**

v) If you entered a former public office holder position in error, you can delete it by selecting the radio button and clicking on “Remove Selected”.

List of Former Public Offices Held in BC

Select	Position	Period Held
<input checked="" type="radio"/>	Minister of Finance Ministry of Finance	July 1998 to October 2000
<input type="radio"/>	Deputy Minister of Finance Ministry of Finance	January 1995 to July 1998

Edit Selected **Remove Selected**

vi) When your list of former BC public office holder positions is complete and accurate, click “Continue”.

List of Former Public Offices Held in BC

Select	Position	Period Held
<input type="radio"/>	Minister of Finance Ministry of Finance	July 1998 to October 2000
<input type="radio"/>	Deputy Minister of Finance Ministry of Finance	January 1995 to July 1998

Edit Selected **Remove Selected**

 **Continue** **Cancel**

10. If you held a BC former public office holder position within the past two years, you may not lobby unless an exemption has been granted by the Registrar. Enter your **exemption number** in the field given.

Information on applying for an exemption can be found here:

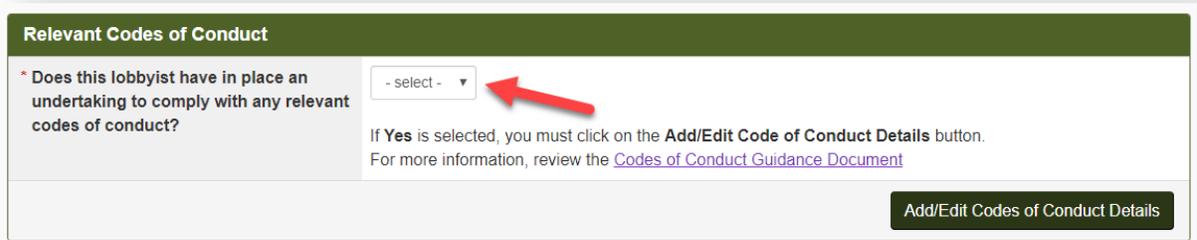
<https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/exemption-information-for-former-public-office-holders/>



The screenshot shows a form section titled "Exemption Number" with a green header. Below the header, there is a text box containing the instruction: "For more information, review the [Exemption Information for Former Public Office Holders](#)." Below this, a label asks: "If this lobbyist has been granted an exemption from the two-year prohibition on lobbying, provide the exemption number received from the Registrar:". To the right of the label is an empty text input field, which is pointed to by a red arrow.

Relevant Codes of Conduct

11. Declare whether you are bound to comply with any **relevant codes of conduct** by selecting **Yes** or **No** from the drop-down menu. More information can be found in our [Codes of Conduct](#) guidance.



The screenshot shows a form section titled "Relevant Codes of Conduct" with a green header. Below the header, a label asks: "* Does this lobbyist have in place an undertaking to comply with any relevant codes of conduct?". To the right of the label is a drop-down menu currently showing "- select -", which is pointed to by a red arrow. Below the drop-down menu, there is a note: "If **Yes** is selected, you must click on the **Add/Edit Code of Conduct Details** button. For more information, review the [Codes of Conduct Guidance Document](#)". At the bottom right of the form, there is a button labeled "Add/Edit Codes of Conduct Details".

If you listed one or more codes of conduct in a previous Registration Return, those details will be automatically copied into your new Registration Return. Verify that the details are correct.

If No, proceed to Step 13 below.

If Yes, continue with the following steps:

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

Relevant Codes of Conduct

* Does this lobbyist have in place an undertaking to comply with any relevant codes of conduct?

If **Yes** is selected, you must click on the **Add/Edit Code of Conduct Details** button.
For more information, review the [Codes of Conduct Guidance Document](#)

Add/Edit Codes of Conduct Details

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

Relevant Codes of Conduct

Mandatory fields are indicated by an asterisk (*).

Relevant Codes of Conduct

* Name of the Code of Conduct:

* Publicly available copy (URL) of the Code of Conduct:

Name and business contact information of the organization that is responsible for the administration of the code of conduct.

* Business name:

* Country:

* Mailing address 1:

Mailing address 2:

* City:

* Email address:

Add to List **Clear**

- iii) The code(s) 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, **select the radio button** beside the code of conduct & click **“Edit Selected”**.

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

Extension (12345):	<input type="text"/>
Facsimile (555-555-5555):	<input type="text"/>
* Email address:	<input type="text" value="email@other.ca"/>

Add to List **Clear**

- v) If you entered a code of conduct in error, delete it by **selecting the radio button** then click **“Remove Selected”**.

Select	Code of Conduct Name	Code of Conduct Location	Name and Business Contact Information
<input checked="" type="radio"/>	Code of Conduct	https://code.ca	Business name 345 This Street Vancouver BC V8V 8V8 Canada 250-333-3333 email@other.ca

Edit Selected **Remove Selected**

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

Select	Code of Conduct Name	Code of Conduct Location	Name and Business Contact Information
<input type="radio"/>	Code of Conduct	https://code.ca	Business name 345 This Street Vancouver BC V8V 8V8 Canada 250-333-3333 email@other.ca

Edit Selected **Remove Selected** **Continue** **Cancel**

Gifts or benefits provided to Public Office Holders

12. If you have given gifts or provided benefits to public office holders you are lobbying **within the last 12 months**, you must declare those in your Registration Return.

More information can be found in our [guidance on Lobbyist Gifts](#), and we recommend you contact our office to discuss.

If you have no gifts or benefits to declare, proceed to Step 15 below.

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

i) To add a gift or benefit, click “Add Gifts or Benefits”.

Gifts or Benefits Provided to Public Officer Holders

Lobbyists are required to provide information regarding gifts or benefits provided **within the last 12 months** to public office holders they have lobbied. For more information, review the [Guide to Lobbyist Gifts](#).

Name	Gift or Benefit Description	Circumstance	Date Promised	Value Promised	Date Given	Value Given	Action
No Records							

 **Add Gifts or Benefits**

ii) Select a **name** from the drop-down menu (available 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.

Add/Edit Gift or Benefit Entry

Mandatory fields are indicated by an asterisk (*).

Add/Edit Gift or Benefit Entry

* Public Office Holder name: **or Enter New**
 First name:
 Last name:

* Description of gift or benefit:

* Circumstances under which the gift or benefit was given or promised to be given:

* Select Benefit/Gift type:

Click the **Continue** button to pass data back to list to save.
 Click the **Cancel** button to return to previous form without saving any changes on this page.

Continue **Cancel**

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

Add/Edit Gift or Benefit Entry

Mandatory fields are indicated by an asterisk (*).

Add/Edit Gift or Benefit Entry	
* Public Office Holder name:	- Select - <input type="button" value="or Enter New"/>
	First name: <input type="text"/>
	Last name: <input type="text"/>
* Description of gift or benefit:	<input type="text"/>
* Circumstances under which the gift or benefit was given or promised to be given:	<input type="text"/>
* Select Benefit/Gift type:	- Select - <input type="button" value="Continue"/> <input type="button" value="Cancel"/>

Click the **Continue** button to pass data back to list to save.
Click the **Cancel** button to return to previous form without saving any changes on this page.

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

Add/Edit Gift or Benefit Entry

* Public Office Holder name:	- Select - <input type="button" value="or Enter New"/>
	First name: <input type="text"/>
	Last name: <input type="text"/>
* Description of gift or benefit:	<input type="text"/>
* Circumstances under which the gift or benefit was given or promised to be given:	<input type="text"/>
* Select Benefit/Gift type:	- Select - <input type="button" value="Continue"/> <input type="button" value="Cancel"/>

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

* Select Benefit/Gift type:	Enter Given/Received amount and date <input type="button" value="Continue"/> <input type="button" value="Cancel"/>
-----------------------------	--

Add/Edit Given/Received Benefit/Gift Information

* Value of given gift or benefit:	<input type="text"/>
* Date given:	YYYY-MM-DD <input type="text"/>

vi) Once the details of the gift or benefit are complete, click “Continue”.

Add/Edit Given/Received Benefit/Gift Information

* Value of given gift or benefit:	<input type="text" value="5"/>
* Date given:	<input type="text" value="2020-04-01"/>

Click the **Continue** button to pass data back to list to save.
Click the **Cancel** button to return to previous form without saving any changes on this page.

Continue
Cancel

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

Gifts or Benefits Provided to Public Officer Holders

Lobbyists are required to provide information regarding gifts or benefits provided **within the last 12 months** to public office holders they have lobbied. For more information, review the [Guide to Lobbyist Gifts](#).

Name	Gift or Benefit Description	Circumstance	Date Promised	Value Promised	Date Given	Value Given	Action
Lana Popham	Pen	Promotional item			2020-04-01	\$5.00	Edit Remove

Add Gifts or Benefits

viii) To edit a recorded gift or benefit, click the “Edit” link.

Gifts or Benefits Provided to Public Officer Holders

Lobbyists are required to provide information regarding gifts or benefits provided **within the last 12 months** to public office holders they have lobbied. For more information, review the [Guide to Lobbyist Gifts](#).

Name	Gift or Benefit Description	Circumstance	Date Promised	Value Promised	Date Given	Value Given	Action
Lana Popham	Pen	Promotional item			2020-04-01	\$5.00	Edit Remove

Add Gifts or Benefits

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

Name	Gift or Benefit Description	Circumstance	Date Promised	Value Promised	Date Given	Value Given	Action
Lana Popham	Pen	Promotional item			2020-04-01	\$5.00	Edit Remove

[Add Gifts or Benefits](#)

Save information

15. When all information on Step 1 is complete, click “**Save and Continue**” to continue to the next section of the Registration Return.

If you wish to save and finish later, click the “**Save**” link instead. That takes you back to the Consultant Lobbyist Summary screen.

Click the **Save** button to view the Registration Summary.
 Click the **Save and Continue** button to view the next page of the registration form.
 Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

[Save](#) [Save and Continue](#) [Cancel](#)

Step 2 of 7: Client information

Client contact information

16. Enter the **exact legal name of the client** and a **description of the client’s business activities**.

Do not use acronyms or abbreviations unless the meaning will be clear to all readers. If there is an acronym or abbreviation in the legal name of the client (e.g. as registered in the Corporate Registry), enter the legal name.

Step 2 of 7: Client Information

The client is the legal entity (organization or individual) that obtained the services of the consultant lobbyist.

Mandatory fields are indicated by an asterisk (*).

Client Information	
Provide the exact legal name of the client:	
* Client name:	<input type="text"/>
* Description of client's business activities:	<input type="text"/>

17. Enter the client's **business address**.

If your client is outside of Canada and the United States, complete the "Other Country" section.

Business Address											
* Mailing address 1:	<input type="text"/>										
Mailing address 2 (if required):	<input type="text"/>										
* City:	<input type="text"/>										
Country, region and telephone number:	Canada / United States										
Complete address information is required. Fill in your information in one of the following sections:	<table border="1"> <tr> <td>Province/State:</td> <td>- select -</td> </tr> <tr> <td>Postal/Zip code (K1K 1K1/12345):</td> <td><input type="text"/></td> </tr> <tr> <td>Telephone (555-555-5555):</td> <td><input type="text"/></td> </tr> <tr> <td>Extension (12345):</td> <td><input type="text"/></td> </tr> <tr> <td>Facsimile (555-555-5555):</td> <td><input type="text"/></td> </tr> </table>	Province/State:	- select -	Postal/Zip code (K1K 1K1/12345):	<input type="text"/>	Telephone (555-555-5555):	<input type="text"/>	Extension (12345):	<input type="text"/>	Facsimile (555-555-5555):	<input type="text"/>
Province/State:	- select -										
Postal/Zip code (K1K 1K1/12345):	<input type="text"/>										
Telephone (555-555-5555):	<input type="text"/>										
Extension (12345):	<input type="text"/>										
Facsimile (555-555-5555):	<input type="text"/>										
<ul style="list-style-type: none"> Canada / United States Other Country 											
Note: Extension and facsimile numbers are not mandatory fields.											

18. Enter the **client contact email address**.

You can also record your client's website address (optional).

* Client contact email address:	<input type="text"/>
Client website address:	<input type="text"/>

Political, Sponsorship and Recall Contributions

If you have lobbied or plan to lobby a member of the Legislative Assembly (MLA), including a Minister or the Premier, on behalf of this client, you must declare whether you or your client

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](#)

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.

* Have you lobbied, or plan to lobby a member of the Legislative Assembly, including a Minister or Premier, on behalf of this client, on or after 2020-09-21? - Select - ▾

If you answer yes to the question about lobbying an MLA, the questions about whether you or your client made a political, sponsorship or recall contribution then appear. Select Yes or No.

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.

* Have you lobbied, or plan to lobby a member of the Legislative Assembly, including a Minister or Premier, on behalf of this client, on or after 2020-09-21? Yes ▾

* Indicate if you or your client has made a political contribution as defined in the Lobbyists Transparency Act on or after 2020-09-21:	You (consultant): Yes ▾
	Client: - Select - ▾
* Indicate if you or your client has made a sponsorship contribution as defined in the Lobbyists Transparency Act on or after 2020-09-21:	You (consultant): No ▾
	Client: - Select - ▾
* Indicate if you or your client has made a recall contribution as defined in the Lobbyists Transparency Act on or after 2020-09-21:	You (consultant): No ▾
	Client: - Select - ▾

Other individuals you hired to lobby on behalf of the client

19. If you hired or subcontracted other consultant lobbyists to lobby for this client, provide their names in this section of your Registration Return. **NOTE: they also need to create their own Registration Return and report their lobbying activities on behalf of the client.**

If you have not hired/subcontracted consultant lobbyists to lobby for this client, skip this and proceed to Step 20 below.

- i) Enter the **First name** and **last name** of another consultant lobbyist you hired/subcontracted, then click **“Add to List”**.

Individuals Hired or Subcontracted to Lobbying on behalf of the Client

Complete this section only if you have hired another consultant lobbyist to assist you.

First name:

Last name:

List of Individuals Engaged

Select	First name	Last name
No records		

- ii) Repeat as needed.

- iii) To edit a name, **select the radio button** and click **“Edit Selected”**.

List of Individuals Engaged

Select	First name	Last name
<input type="radio"/>	Jill	James
<input type="radio"/>	Joe	Smith

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

Individuals Hired or Subcontracted to Lobbying on behalf of the Client

Complete this section only if you have hired another consultant lobbyist to assist you.

First name:

Last name:



Select	First name	Last name
<input type="radio"/>	Jill	James

- iv) If you entered an individual in error, you can delete their name by **selecting the radio button** and clicking **“Remove Selected”**.

Select	First name	Last name
<input type="radio"/>	Jill	James
<input type="radio"/>	Joe	Smith

Contingency payment

20. Declare whether your payment is contingent upon **the outcome of the lobbying activity** and/or **the success in arranging a meeting on behalf of your client** by selecting the relevant **check box(es)**.

Contingency Payment

Complete this section only if payment is contingent on one of the choices.  The outcome of the lobbying activity as described within this registration

Is payment to you by the client, in whole or in part, contingent on:  The success in arranging a meeting with public office holders on behalf of your client

Save information

When all information on Step 2 of 7 is complete, click **“Save and Continue”** to continue to the next section of the Registration Return.

If you wish to save and finish later, click the **“Save”** link instead. That takes you back to the Consultant Lobbyist Summary screen.

Contingency Payment

Complete this section only if payment is contingent on one of the choices.

Is payment to you by the client, in whole or in part, contingent on:

The outcome of the lobbying activity as described within this registration

The success in arranging a meeting with public office holders on behalf of your client

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Save **Save and Continue** **Cancel**

Step 3 of 7: Coalition information

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

Coalition members

21. Declare whether your client is a member of a coalition by selecting **Yes** or **No** from the drop-down menu.

Step 3 of 7: Coalition Information

If the organization or client is a member of a coalition, you must declare the name and business address of each member of the coalition in the Lobbyists Registry. To learn more, review the [Coalitions Guidance Document](#).

Mandatory fields are indicated by an asterisk (*).

Coalition Members

* Is the client a member of a coalition?

Coalition Members	Address
No records	

Add/Edit Coalition Members

If No, proceed to Step 22 below.

If Yes, continue with the following steps:

- i) If your client 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"**.

Step 3 of 7: Coalition Information

If the organization or client is a member of a coalition, you must declare the name and business address of each member of the coalition in the Lobbyists Registry. To learn more, review the [Coalitions Guidance Document](#).

Mandatory fields are indicated by an asterisk (*).

Coalition Members

* Is the client a member of a coalition? Yes

Coalition Members	Address
No records	

Add/Edit Coalition Members

- ii) Enter the name of one organization that is a member of the coalition, and the business mailing address of the organization. Click **“Add to List”**.

Coalition Members

* Name of coalition member: 321 Holding Company

* Mailing address 1: 568 Long St

Mailing address 2 (if required):

* City: Vancouver

Country and region:

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Canada / United States

Province/State: British Columbia

Postal/Zip code (K1K 1K1/12345): V8V 8V8

(or)

Other Country

Country: - select -

Postcode:

Add to List
Clear

- iii) The list of coalition members will be shown near the bottom of the screen.
- iv) **Repeat** the process until the names of all organizations that are members of a coalition to which your client belongs have been entered.
- v) To edit a coalition member, **select the radio button** and click on **“Edit Selected”**.

Select	Coalition Members	Address
<input checked="" type="radio"/>	321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada

When the details have been updated, click “Add to List” to save the changes.

Coalition Members

* Name of coalition member:

* Mailing address 1:

Mailing address 2 (if required):

* City:

Country and region:

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

Postcode:

vi) If you entered a coalition member in error, delete the entry by **selecting the radio button** and clicking “**Remove Selected**”.

Select	Coalition Members	Address
<input checked="" type="radio"/>	321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada

vii) When the list of coalition members is complete and accurate, click **“Continue”**.

Select	Coalition Members	Address
<input type="radio"/>	321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada

Note: If you previously selected “Yes” and entered coalition members, and need to change your answer to “No”, you first need to delete all entries for coalition members by clicking “Add/Edit Coalition Members”.

Save information

22. When all information on Step 3 of 7 is complete, click **“Save and Continue”** to continue to the next section of the Registration Return.

If you wish to save and finish later, click the **“Save”** link instead. That takes you back to the Consultant Lobbyist Summary screen.

Coalition Members

Is the client a coalition or a member of a coalition? Yes

Coalition Members	Address
321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada

Click the **Save** button to view the Registration Summary.
 Click the **Save and Continue** button to view the next page of the registration form.
 Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

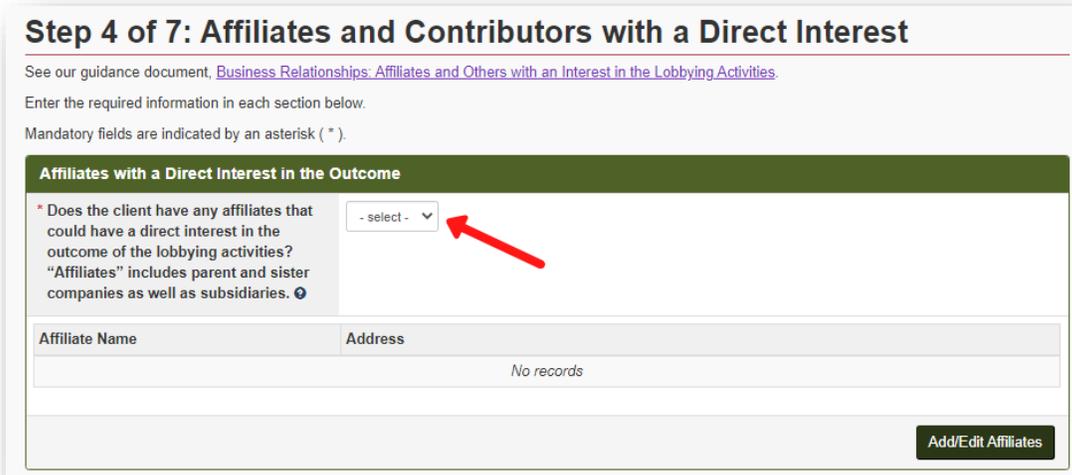
Step 4 of 7: Affiliates and contributors with a direct interest

For more information, see the guidance document [Business Relationships: Affiliates and Others with an Interest in the Lobbying Activities](#).

Affiliates with a direct interest in the outcome

23. Declare whether your client has any affiliates that could have a direct interest in the outcome of the lobbying activities by selecting **Yes** or **No** from the drop-down menu.

For more information, click on the  button.



Step 4 of 7: Affiliates and Contributors with a Direct Interest

See our guidance document, [Business Relationships: Affiliates and Others with an Interest in the Lobbying Activities](#).

Enter the required information in each section below.

Mandatory fields are indicated by an asterisk (*).

Affiliates with a Direct Interest in the Outcome

* Does the client have any affiliates that could have a direct interest in the outcome of the lobbying activities? "Affiliates" includes parent and sister companies as well as subsidiaries. 

- select - 

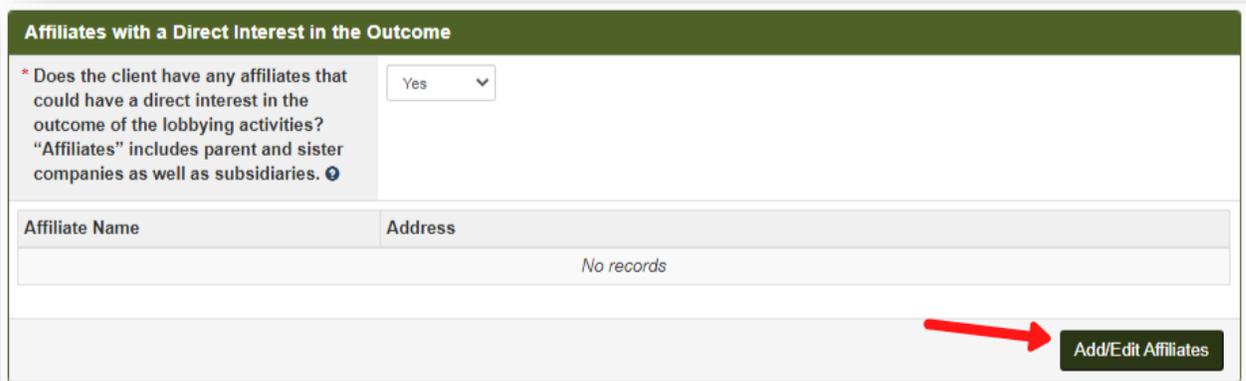
Affiliate Name	Address
No records	

[Add/Edit Affiliates](#)

If No, proceed to Step 24 below.

If Yes, continue with the following steps:

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



Affiliates with a Direct Interest in the Outcome

* Does the client have any affiliates that could have a direct interest in the outcome of the lobbying activities? "Affiliates" includes parent and sister companies as well as subsidiaries. 

Yes 

Affiliate Name	Address
No records	

 [Add/Edit Affiliates](#)

- ii) Enter **Name of corporation** and **business mailing address**. Click **"Add to List"**.

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

Affiliates with a Direct Interest in the Outcome

* Name of corporation:

* Mailing address 1:

Mailing address 2 (if required):

* City:

Country and region:

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

Postcode:

- iii) The affiliate(s) will be shown near the bottom of the screen. To add another affiliate, repeat the process shown above.
- iv) To edit information, select the radio button beside an affiliate and click “**Edit Selected**”.

List of Affiliates with a Direct Interest in the Outcome

Select	Affiliate Name	Address
<input type="radio"/>	Corporation Name	876 Short St Victoria, BC V8V 8V8 Canada

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

- v) If you entered an affiliate in error, delete it by **selecting the radio button** and clicking **“Remove Selected”**.

List of Affiliates with a Direct Interest in the Outcome

Select	Affiliate Name	Address
<input type="radio"/>	Corporation Name	876 Short St Victoria, BC V8V 8V8 Canada

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

Others with a direct interest in the outcome

24. Declare whether your client’s activities are controlled or directed by another person or organization with a direct interest in the outcome of the lobbying activities by selecting **Yes** or **No** from the drop-down menu.

Others with Direct Interests in the Outcome

* Are the client's activities controlled or directed by another person or organization with a direct interest in the outcome of the lobbying activities? - select -

Name of other Person or Organization	Address
No records	

[Add/Edit Other Direct Interests](#)

If No, proceed to Step 25 below.

If Yes, continue with the following steps:

- i) If you select **Yes**, click **“Add/Edit Other Direct Interests”**.

Others with Direct Interests in the Outcome

* Are the client's activities controlled or directed by another person or organization with a direct interest in the outcome of the lobbying activities? Yes

Name of other Person or Organization	Address
No records	

[Add/Edit Other Direct Interests](#)

- ii) Enter the **person or organization name** and **business mailing address**. Click **“Add to List”**.

If the person or organization is outside of Canada and the United States, fill out the **“Other Country”** section.

Others with Direct Interests in the Outcome

* Person or organization name:

* Mailing address 1:

Mailing address 2 (if required):

* City:

Country and region:

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

Postcode:

iii) Information about the other persons or organizations you add in this section will be shown near the bottom of the screen. To add another person or organization, repeat the process shown above.

iv) To edit an entry, **select the radio button** for that entry and click **“Edit Selected”**.

List of Others with Direct Interests in the Outcome

Select	Name of other Person or Organization	Address
<input type="radio"/>	John Smith	458 Little Street Victoria, BC V8V 8V8 Canada
<input type="radio"/>	Large Organization	4999 Big St Vancouver, BC V8V 8V8 Canada

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

Others with Direct Interests in the Outcome

*** Person or organization name:**

*** Mailing address 1:**

Mailing address 2 (if required):

*** City:**

Country and region:

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

Postcode:

➔

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

List of Others with Direct Interests in the Outcome

Select	Name of other Person or Organization	Address
<input type="radio"/>	John Smith	458 Little Street Victoria, BC V8V 8V8 Canada
<input type="radio"/>	Large Organization	4999 Big St Vancouver, BC V8V 8V8 Canada

➔

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

Select	Name of other Person or Organization	Address
<input type="radio"/>	John Smith	458 Little Street Victoria, BC V8V 8V8 Canada
<input type="radio"/>	Large Organization	4999 Big St Vancouver, BC V8V 8V8 Canada

Contributors with a direct interest in the outcome

25. Declare whether any person or organization with a direct interest in the outcome of the lobbying activity has contributed over \$1,000 CDN toward the lobbying activities **in the past 12 months** by selecting **Yes** or **No** from the drop-down menu.

Contributors with a Direct Interest in the Outcome

* Has any person or organization with a direct interest in the outcome of the lobbying activity contributed over \$1000CDN, within the preceding 12 months, toward the lobbying activity? - select - ▼

Contributor Name	Address
No records	

If No, proceed to Step 26 below.

If Yes, continue with the following steps:

i) If you select **Yes**, click on **“Add/Edit Contributor”**.

Contributors with a Direct Interest in the Outcome

* Has any person or organization with a direct interest in the outcome of the lobbying activity contributed over \$1000CDN, within the preceding 12 months, toward the lobbying activity? Yes ▼

Contributor Name	Address
No records	

- ii) Enter the **person or organization name** and **business mailing address**. Then click **“Add to List”**.

If the contributor is outside of Canada and the United States, fill out the “Other Country” section.

- iii) The contributor 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”**.

List of Contributors with a Direct Interest in the Outcome

Select	Contributor Name	Address
<input type="radio"/>	Jill's Company	466 River Blvd River City, MB R8R 8R8 Canada

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

Contributors with a Direct Interest in the Outcome

* Person or organization name:

* Mailing address 1:

Mailing address 2 (if required):

* City:

Country and region:

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

Postcode:

- 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”**.

List of Contributors with a Direct Interest in the Outcome

Select	Contributor Name	Address
<input checked="" type="radio"/>	Jill's Company	466 River Blvd River City, MB R8R 8R8 Canada

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

List of Contributors with a Direct Interest in the Outcome

Select	Contributor Name	Address
<input checked="" type="radio"/>	Jill's Company	466 River Blvd River City, MB R8R 8R8 Canada

Save information

26. When all information on Step 4 of 7 is complete, click **“Save and Continue”** to continue to the next section of the Registration Return.

If you wish to save and finish later, click the **“Save”** link instead. That takes you back to the Consultant Lobbyist Summary screen.

Contributors with a Direct Interest in the Outcome

* Has any person or organization with a direct interest in the outcome of the lobbying activity contributed over \$1000CDN, within the preceding 12 months, toward the lobbying activity? Yes ▾

Contributor Name	Address
Jill's Company	466 River Blvd River City, MB R8R 8R8 Canada

Add/Edit Contributors

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Save Save and Continue Cancel

Step 5 of 7: Government funding information

Government funding

27. Declare whether your client received funding, or requested funding, from any government, government agency or Provincial entity **in the last 12 months** 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](#).

Mandatory fields are indicated by an asterisk (*).

* Was the client funded in whole or in part by any government, government agency or Provincial entity in the last 12 months, or did the client request any such funding in the last 12 months? - select - ▾

If Yes, enter the information below.

If No, proceed to Step 28 below.

If Yes, continue with the following steps:

- i) Select **“Add New”**.

The screenshot shows a green header bar with the text "List of Government Funding" on the left and an "Add New" button on the right. Below the header is a yellow warning box with a triangle icon and the text: "There are no government funding details entered. Before you can save this page, you must enter at least one detail." A red arrow points from the "Add New" button to the warning box.

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

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

The screenshot shows a form section titled "Government, government agency or Provincial entity name". It contains two input fields. The first is a dropdown menu with the text "- select -" and a downward arrow. The second is a text input field with the label "or other government institution:". A red "or" is placed between the two fields. Two red arrows point to each of the input fields.

- iii) State whether the client **received** funding from the government agency within the past 12 months by selecting **Yes** or **No**. Funding 'received' may include written confirmation of funding approval within the last 12 months and/or funding paid to the organization within the last 12 months.

The screenshot shows a form section with a question: "* Did your client *receive* funding from the indicated government agency or institution in the last 12 months? This may include written confirmation of funding approval within the last 12 months, as well as funding actually paid to your organization within the last 12 months." To the right of the question is a dropdown menu with the text "- select -" and a downward arrow. A red arrow points to the dropdown menu. Below the question, it says "If Yes is selected, the amount of funding must be entered below."

If Yes, enter the amount of funding **received** within the last 12 months.

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.

* Did your client *receive* funding from the indicated government agency or institution in the last 12 months? This may include written confirmation of funding approval within the last 12 months, as well as funding actually paid to your organization within the last 12 months.

Yes

If **Yes** is selected, the amount of funding must be entered below.

Amount of funding (CDN \$) received or confirmed in the last 12 months:

If the funding will be paid in instalments over a period of time, enter the amount and the start and end date of the period over which the instalments will be paid.

Start Date: 

End Date: 

If the funding will be paid in one lump sum, enter the same date for both start and end date.

iv) Next, state whether your client **requested** funding from that government agency within the past 12 months by selecting **Yes** or **No**.

* Did your client *request* funding from the indicated government agency or institution in the last 12 months? 

If **Yes** is selected, the amount of funding must be entered below.

If **Yes**, enter the amount of funding **requested**, and the **date of the request**.

* Did your client *request* funding from the indicated government agency or institution in the last 12 months?

If **Yes** is selected, the amount of funding must be entered below.

Amount of funding (CDN \$) requested by the client in the last 12 months: 

Date of request: 

v) Once the details are correct, click on **“Add to List”**.

Government, government agency or Provincial entity name	
* Government, government agency or Provincial entity name:	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Mediation and Arbitration Board</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">or other government institution:</div>
* Did your client <i>receive</i> funding from the indicated government agency or institution in the last 12 months? This may include written confirmation of funding approval within the last 12 months, as well as funding actually paid to your organization within the last 12 months.	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">- select -</div> <p>If Yes is selected, the amount of funding must be entered below.</p> <p>Amount of funding (CDN \$) received or confirmed in the last 12 months:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">4000</div> <p>If the funding will be paid in instalments over a period of time, enter the amount and the start and end date of the period over which the instalments will be paid.</p> <p>Start Date: <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">2021-02-01</div></p> <p>End Date: <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">2021-10-31</div></p> <p>If the funding will be paid in one lump sum, enter the same date for both start and end date.</p>
* Did your client <i>request</i> funding from the indicated government agency or institution in the last 12 months?	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Yes</div> <p>If Yes is selected, the amount of funding must be entered below.</p> <p>Amount of funding (CDN \$) requested by the client in the last 12 months:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">2000</div> <p>Date of request:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">2021-02-01</div>
<div style="display: inline-block; border: 1px solid #ccc; padding: 5px 10px; background-color: #333; color: white; text-decoration: none;">Add to List</div>	

- vi) The list of government funding will be shown near the bottom of the screen (you may need to scroll down). To add government funding from another source, repeat the process shown above.

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

Government, government agency or Provincial entity name

* Government, government agency or Provincial entity name:

or other government institution:

* Did your client *receive* funding from the indicated government agency or institution in the last 12 months? This may include written confirmation of funding approval within the last 12 months, as well as funding actually paid to your organization within the last 12 months.

If **Yes** is selected, the amount of funding must be entered below.

Amount of funding (CDN \$) received or confirmed in the last 12 months:

If the funding will be paid in instalments over a period of time, enter the amount and the start and end date of the period over which the instalments will be paid.

Start Date:

End Date:

If the funding will be paid in one lump sum, enter the same date for both start and end date.

* Did your client *request* funding from the indicated government agency or institution in the last 12 months?

If **Yes** is selected, the amount of funding must be entered below.

Amount of funding (CDN \$) requested by the client in the last 12 months:

Date of request:

 **Add to List**

vii) Working from the List of Government Funding, add funding by clicking “Add New”.

viii) To edit an entry for government funding, click the pencil /eraser icon for that entry.

List of Government Funding			Add New
Source of Government Funding	Funding Received	Funding Requested	Actions
Government of Canada	\$378,385.00 Received: 2021-04-14	\$378,385.00 Requested: 2020-12-31	 

- ix) If you entered that government funding in error, delete the entry by clicking the red trash icon for that entry.

List of Government Funding			Add New
Source of Government Funding	Funding Received	Funding Requested	Actions
Government of Canada	\$378,385.00 Received: 2021-04-14	\$378,385.00 Requested: 2020-12-31	 

Save information

28. When all information on Step 5 of 7 is complete, click **“Save and Continue”** to continue to the next section of the Registration Return.

If you wish to save and finish later, click the **“Save”** link instead. That takes you back to the Consultant Lobbyist Summary screen.

List of Government Funding			Add New
Source of Government Funding	Funding Received	Funding Requested	Actions
Government of Canada	\$378,385.00 Received: 2021-04-14	\$378,385.00 Requested: 2020-12-31	 

Click the **Save** button to view the Registration Summary.
 Click the **Save and Continue** button to view the next page of the registration form.
 Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Step 6 of 7: Subject Matter of the Lobbying Activities

Arranging meetings for others

29. Declare whether the lobbyist will be arranging meetings for others with a public office holder for the purpose of lobbying by selecting **Yes** or **No**.

Step 6 of 7: Subject Matter of the Lobbying Activities

Mandatory fields are indicated by an asterisk (*).

Arranging Meetings for Others

* I will be arranging meetings between my client and a public office holder for the purpose of lobbying. Details regarding the subject matter of these meetings will be provided below:

- select -



Details, intended outcomes and subject matter of lobbying activities
See [GETTING STARTED - REFERENCE GUIDE](#) pages 20 – 22.

30. Enter one **specific topic of lobbying communications** in the text box.

* Specific Topics of Lobbying Communications (see examples regarding content and layout [here](#)):



Describe a specific topic about which you are lobbying in concise language.

Refer to the government decision, policy area or type of regulation, etc you are seeking to influence or change.

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 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.

31. Choose the **intended outcomes** of your lobbying activities; select from the **tick boxes**.

* Associated intended outcomes:

- Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly
- Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly
- Development or enactment of any regulation, including the enactment of a regulation for the purposes of amending or repealing a regulation
- Development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entity
- Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity
- Decision by the Executive Council or a member of the Executive Council to transfer from the Crown for consideration all or part of, or any interest in or asset of, any business, enterprise or institution that provides goods or services to the Crown, a Provincial entity or the public
- Decision by the Executive Council or a member of the Executive Council to have the private sector instead of the Crown provide goods or services to the government of British Columbia or a Provincial entity

32. Choose the **associated subject matters** in the box provided.

* Associated subject matters:

Select Some Options

Add to List

Click the text box to see a drop-down menu of subject matters. **Select one or more subject matters from the list that are related to the specific topic you have entered.**

* Associated subject matters:

- Advanced Education
- Agriculture
- Arts and Culture
- Cannabis
- Children and Families
- Colleges & Universities
- Conservation
- Consumer Issues
- COVID-19
- Economic Development and Trade

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

* Associated subject matters:

Arts and Culture x Colleges and Universities x

Add to List

34. When one topic of lobbying communications, the intended outcomes and subject matters for that topic have been recorded, click **“Add to List”**.

A screenshot of a web form. At the top, there is a checkbox with the text: "Decision by the Executive Council or a member of the Executive Council to have the private sector instead of the Crown provide goods or services to the government of British Columbia or a Provincial entity". Below this is a field labeled "* Associated subject matters:" containing three tags: "Arts and Culture x", "Sports and Recreation x", and "Tourism x". At the bottom right, there is a dark green button labeled "Add to List". A red arrow points to this button.

35. That Specific Topic of Lobbying Communications will be shown in the List of Details near the bottom of the screen. To add another Specific Topic of Lobbying Communications, repeat the process.

36. If you are lobbying about more than one topic, do not enter more than one specific topic of lobbying communication in a single **“Specific Topic of Lobbying Communication”** entry.

37. Enter each Specific Topic of Lobbying Communications, its intended outcomes and subject matters, then click **“Add to List”** to create a separate row for each topic.

38. Work from the List of Details to edit an entry in this section. **Select the radio button** beside the entry and click **“Edit Selected”**.

A screenshot of a table titled "List of Details". The table has four columns: "Select", "Specific Topics of Lobbying Communications", "Intended Outcomes", and "Associated Subject Matters". The first row contains a radio button in the "Select" column, the text "Topics of lobbying communications." in the second column, a bulleted list of outcomes in the third column, and "Agriculture, Colleges & Universities, Consumer Issues" in the fourth column. Below the table are two buttons: "Edit Selected" and "Remove Selected". A red arrow points to the radio button, and another red arrow points to the "Edit Selected" button.

Select	Specific Topics of Lobbying Communications	Intended Outcomes	Associated Subject Matters
<input type="radio"/>	Topics of lobbying communications.	<ul style="list-style-type: none"> Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly 	Agriculture, Colleges & Universities, Consumer Issues

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

A screenshot of a web form, identical to the one in step 34. It shows the checkbox for the Executive Council decision, the "Associated subject matters:" field with tags "Arts and Culture x", "Sports and Recreation x", and "Tourism x", and the "Add to List" button. A red arrow points to the "Add to List" button.

39. Work from the List of Details to remove an entry in this section. Select the radio button beside the entry and click “**Remove Selected**”.

Select	Specific Topics of Lobbying Communications	Intended Outcomes	Associated Subject Matters
<input type="radio"/>	Topics of lobbying communications.	<ul style="list-style-type: none"> Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly 	Agriculture, Colleges & Universities, Consumer Issues

Save information

40. When all information on Step 6 of 7 is complete, click “**Save and Continue**” to continue to the next section of the Registration Return.

If you wish to save and finish later, click the “**Save**” link instead. That takes you back to the Consultant Lobbyist Summary screen.

Select	Specific Topics of Lobbying Communications	Intended Outcomes	Associated Subject Matters
<input type="radio"/>	Topics of lobbying communications.	<ul style="list-style-type: none"> Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly 	Agriculture, Colleges & Universities, Consumer Issues

Click the **Save** button to view the Registration Summary.
 Click the **Save and Continue** button to view the next page of the registration form.
 Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

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

Enter Ministries and Provincial Entities

41. Select all the **Ministries** and **Provincial Entities** you are lobbying.

Ministries/Provincial Entities

Note: The list of Provincial entities is not definitive. Is it up to each lobbyist to determine if the agency being lobbied is a Provincial entity. Responsibility for compliance with the LTA remains with the lobbyist.

Please [contact the ORL Office](#) if you believe the agency you are lobbying needs to be added to the drop-down list.

* **Ministries/Provincial Entities:**



Click the text box to see the list of Public Agencies. Include each Ministry and Provincial Entity you are lobbying.

Ministries/Provincial Entities

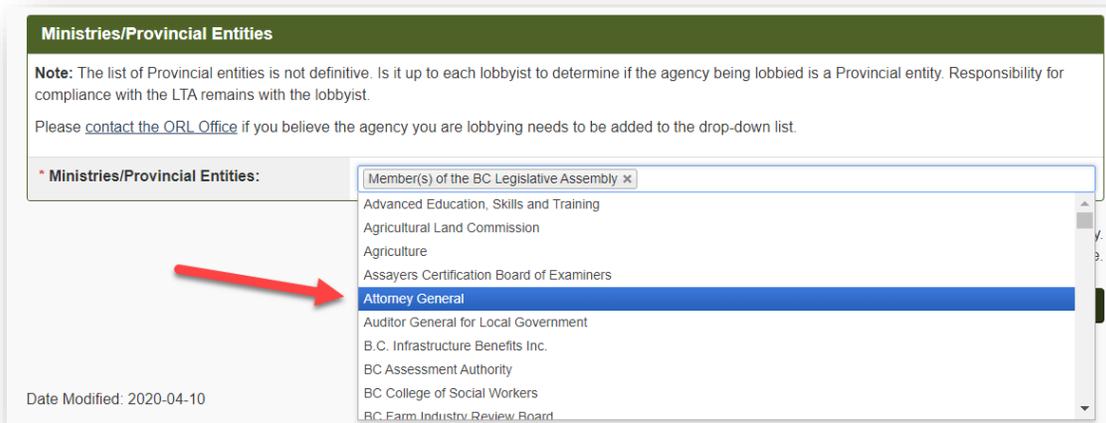
Note: The list of Provincial entities is not definitive. Is it up to each lobbyist to determine if the agency being lobbied is a Provincial entity. Responsibility for compliance with the LTA remains with the lobbyist.

Please [contact the ORL Office](#) if you believe the agency you are lobbying needs to be added to the drop-down list.

* **Ministries/Provincial Entities:**

- Advanced Education, Skills and Training
- Agricultural Land Commission
- Agriculture
- Assayers Certification Board of Examiners
- Attorney General**
- Auditor General for Local Government
- B.C. Infrastructure Benefits Inc.
- BC Assessment Authority
- BC College of Social Workers
- BC Farm Industry Review Board

Date Modified: 2020-04-10



If lobbying a **Member of the Legislative Assembly (MLA)** as an MLA, select '**Member(s) of the Legislative Assembly**' from the list.

Ministries/Provincial Entities

Note: The list of Provincial entities is not definitive. Is it up to each lobbyist to determine if the agency being lobbied is a Provincial entity. Responsibility for compliance with the LTA remains with the lobbyist.

Please [contact the ORL Office](#) if you believe the agency you are lobbying needs to be added to the drop-down list.

* **Ministries/Provincial Entities:**



If lobbying an MLA in their capacity as a Minister, select the name of the Ministry from the list.

If lobbying a Parliamentary Secretary in their capacity as Parliamentary Secretary, select the relevant entry from the list (e.g. Parliamentary Secretary for Environment).

If lobbying the Premier in their capacity as Premier, select 'Office of the Premier' from the list.

For information about Provincial entities, please see [PROVINCIAL ENTITIES](#) guidance document.

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

42. If you selected a Ministry or Provincial Entity in error, or are no longer lobbying that public agency, click the **x** to remove it.

Ministries/Provincial Entities

Note: The list of Provincial entities is not definitive. Is it up to each lobbyist to determine if the agency being lobbied is a Provincial entity. Responsibility for compliance with the LTA remains with the lobbyist.

Please [contact the ORL Office](#) if you believe the agency you are lobbying needs to be added to the drop-down list.

* **Ministries/Provincial Entities:** Member(s) of the BC Legislative Assembly x Attorney General x

Save information

43. When all information on Step 7 of 7 is complete, click **“Save”** to go the Consultant Lobbyist Summary screen.

Ministries/Provincial Entities

Note: The list of Provincial entities is not definitive. Is it up to each lobbyist to determine if the agency being lobbied is a Provincial entity. Responsibility for compliance with the LTA remains with the lobbyist.

Please [contact the ORL Office](#) if you believe the agency you are lobbying needs to be added to the drop-down list.

* **Ministries/Provincial Entities:** Member(s) of the BC Legislative Assembly x Agriculture x Agricultural Land Commission x Forests, Lands, Natural Resource Operations, and Rural Development x

Click the **Save** button to view the Registration Summary.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Save Cancel

Consultant Lobbyist registration summary

Review your Registration Return

44. **Review the Consultant Lobbyist Summary.** If any information is incomplete/inaccurate, click the **“Edit”** button in the heading of the section to edit that section.

Coalition Information	
Is the client a coalition or a member of a coalition?	Yes
Coalition Members	Address
321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada

When your updates are complete, click **“Save”** to be returned to the Consultant Lobbyist Summary screen.

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Save **Save and Continue** **Cancel**

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 a green heading with a check mark.

✔ Consultant Lobbyist Information

Incomplete sections are indicated by a half-circle symbol and a yellow/brown heading. Click the **“Edit”** button in the heading to complete the information.

ⓘ Subject Matter of the Lobbying Activities **Edit**

45. Once the information in your Consultant Lobbyist Registration Return is complete and accurate, click the **“Proceed to Certification”** button in the lower right of the Consultant Lobbyist Summary screen.

Public Agencies and Members of the BC Legislative Assembly Information Edit

Ministries/Provincial Entities: Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly

[Return to Designated Filer Dashboard](#) Proceed to Certification

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

* I certify that the information contained in this Registration Return is true to the best of my knowledge.

* I declare that I am not in violation of the [contracting prohibition](#)

* I declare I am not in violation of the [lobbying prohibition](#)

47. Enter the Designated Filer's **account username** and **account password**.

Note: If you are an Account Representative creating this registration on behalf of a Consultant Lobbyist, you will not be able to submit the registration with your username and password. Documents can only be submitted to the Registry once the Consultant Lobbyist's username and password are entered.

* Account username:

* Account password:

With the Consultant Lobbyist's username and password entered, click "**Submit**".

* Account username:

* Account password:

Submit Cancel

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

Note: The **Registration Return is now locked** and cannot be updated until Registry staff has either activated it or sent it back to you for updating.

However, you can now **create a Lobbying Activity Report** for this Registration Return. Click the **“Return to Designated Filer Dashboard”** link to return to the Dashboard if you need to create a Lobbying Activity Report. See [User Guide - Monthly Reports and Lobbying Activity Reports](#) for more information.

Designated Filer:	
Account number:	1588
Client:	test
Submitted date:	2021-02-04
Type:	New registration
Date when lobbying activities first began:	2020-01-30
Date at which this undertaking will end:	Not provided
Status:	Certification Submitted - 2021-02-04

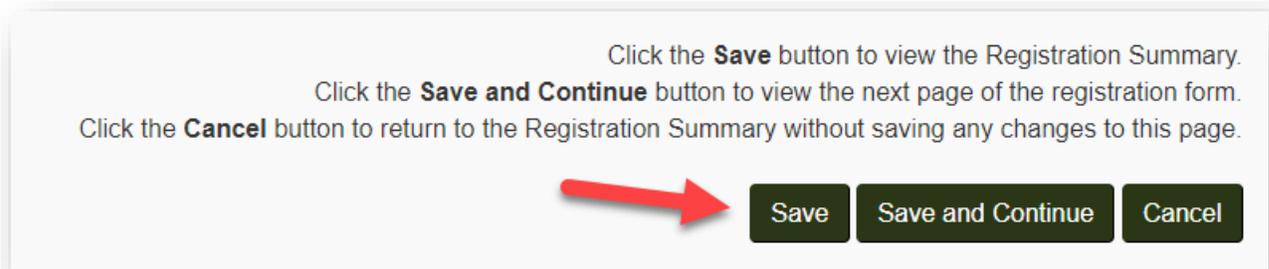
[Return to Designated Filer Dashboard](#)

Other functionality

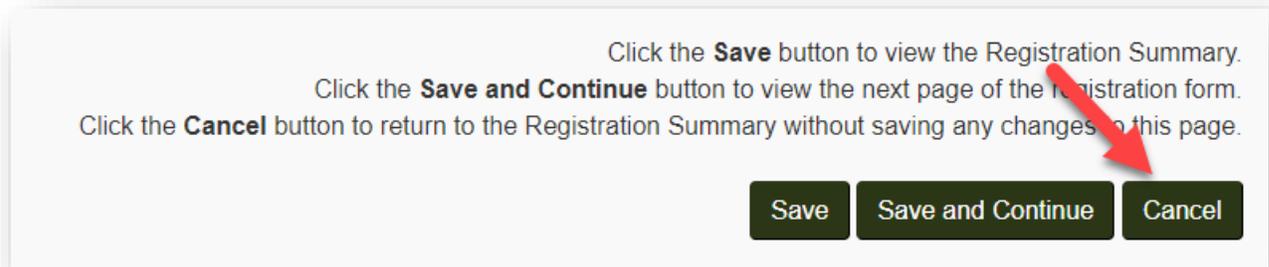
Save and resume a partially completed Registration Return

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 Consultant Lobbyist 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.



Create a new Registration Return by copying details from another lobbyist’s registration

If another Consultant Lobbyist is lobbying for the same client and they have already created a Registration Return for these lobbying activities, you can copy their registration rather than starting a new one, and then revise as needed.

To do this, you need the **Registration Number** of the existing registration you wish to copy. Registration Numbers are only available once the registration has been reviewed and activated by Registry staff.

1. Locate the **Registration Number** of the Registration Return you wish to copy. You can request the registration number from the other Consultant Lobbyist or you can locate the registration via a public search.

The number will be two sets of digits separated by a dash: XXXX-XXXX.

If you see the number displayed XXXX-XXXX-X, the final digit(s) are the version number(s) of the Registration Return. Only record the first two sets of digits for the purpose of copying a registration. Disregard the version number in this case.

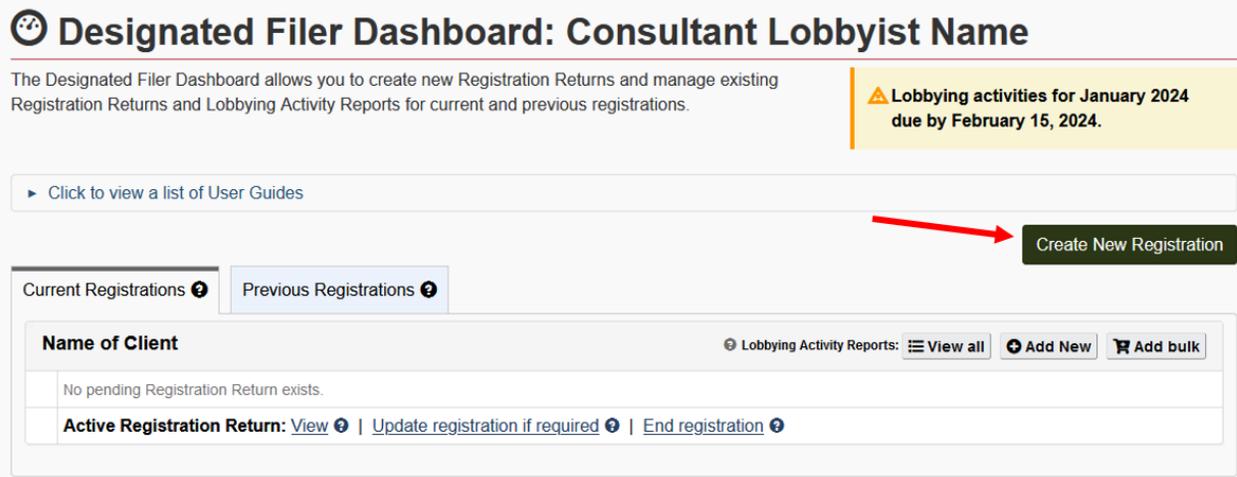


Registration Information

Client name: **Tree Planters of BC**
Lobbyist name: **John Davis, Consultant Lobbyist**
Initial registration start date: **2020-03-01**
Registration status: **Active**
Projected end date: **No date provided**
Registration number: **5660-2946**

A red circle highlights the registration number "5660-2946", and a red arrow points to it from the right.

2. On your Designated Filer Dashboard, click the “**Create New Registration**” button.



Designated Filer Dashboard: Consultant Lobbyist 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 Client Lobbying Activity Reports: [View all](#) [Add New](#) [Add bulk](#)

No pending Registration Return exists.

Active Registration Return: [View](#) **?** | [Update registration if required](#) **?** | [End registration](#) **?**

A red arrow points to the "Create New Registration" button.

3. Click “Create a new registration from an existing consultant lobbyist registration”.

Registration types

[Consultant Lobbyist](#)
Use this registration type if you are an individual who, for payment, will lobby on behalf of a client.

[Create a new registration from an existing consultant lobbyist registration.](#)
Use this registration type if you would like to copy an existing consultant lobbyist Registration Return. For the next step, you must know the registration number of the existing Registration Return.

[Organization](#)
Use this registration type if you are the most senior officer for an organization which has lobbied or will be lobbying BC public office holders. The registration must include the names of all employees, officers or directors of the organization who perform lobbying activities.

4. Enter the **registration number** and click “Continue”.

Copy Registration

Enter the registration number for the consultant lobbyist Registration Return you wish to copy.

Important! Once the registration is copied to your account, you must ensure that all the details are valid and up to date before your certify. Please review the content thoroughly.

Registration number (two sets of digits separated by a dash | e.g. 222222-222):

5. Review the registration to confirm that it is the correct registration and correct version you wish to copy. Then click on “Proceed with copy” in the lower left.

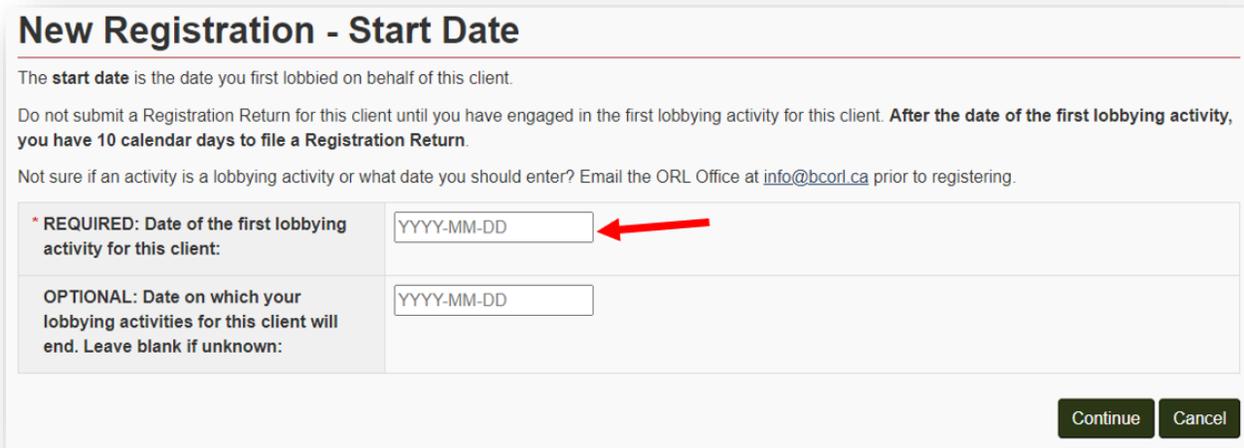


Test City, BC V8V 8V8
Canada

[Return to Designated Filer Dashboard](#)

Proceed with copy

6. A copy has now been made for you.
7. **Start Date screen:** Enter the date of **your** first lobbying activity for this client. Click Continue.



New Registration - Start Date

The **start date** is the date you first lobbied on behalf of this client.

Do not submit a Registration Return for this client until you have engaged in the first lobbying activity for this client. **After the date of the first lobbying activity, you have 10 calendar days to file a Registration Return.**

Not sure if an activity is a lobbying activity or what date you should enter? Email the ORL Office at info@bcorl.ca prior to registering.

* REQUIRED: Date of the first lobbying activity for this client:	<input type="text" value="YYYY-MM-DD"/>
OPTIONAL: Date on which your lobbying activities for this client will end. Leave blank if unknown:	<input type="text" value="YYYY-MM-DD"/>

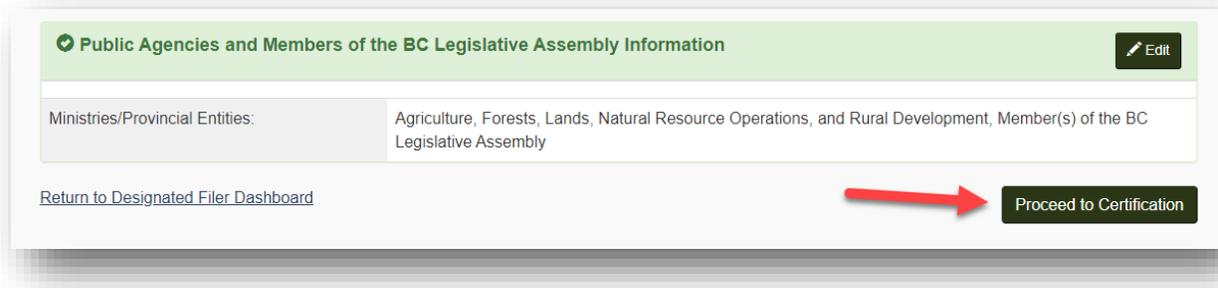
Continue Cancel

8. **Review the information in the Registration Return carefully** and edit as needed.

For instructions to update a Registration Return, see [Updating a Consultant Lobbyist Registration Return](#).

9. When all information in your Registration Return is correct, click “**Proceed to Certification**” on the bottom right.

For instructions to certify & submit a Registration Return, see “[Certify and submit your Registration Return.](#)”



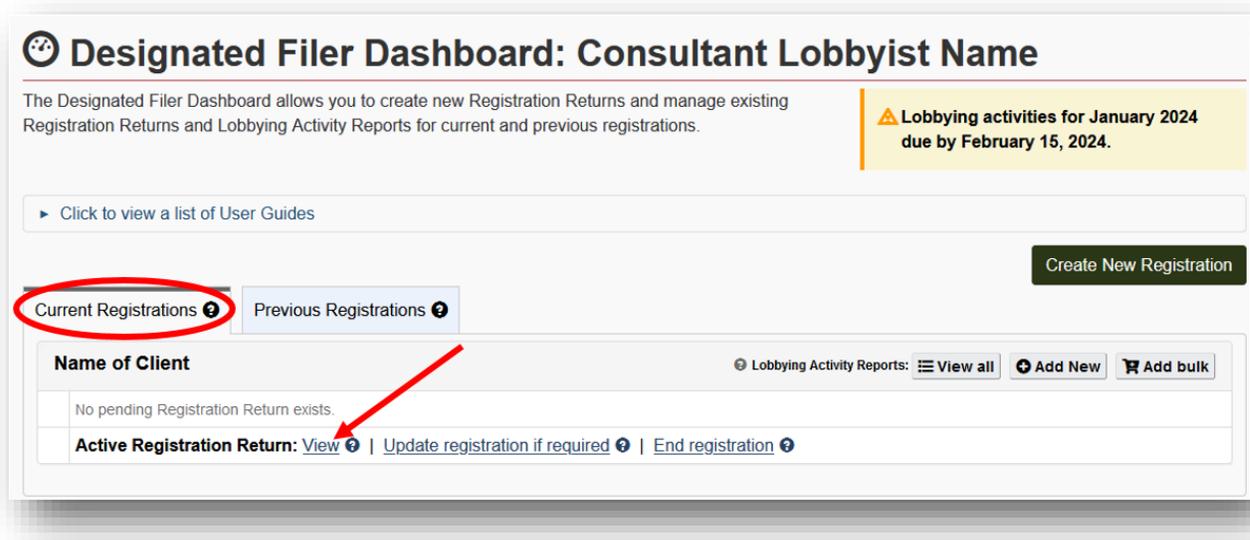
The screenshot shows a web interface for the BC Lobbyists Registry. At the top, there is a green header bar with the text "Public Agencies and Members of the BC Legislative Assembly Information" and an "Edit" button. Below this is a table with two columns: "Ministries/Provincial Entities:" and "Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly". At the bottom left, there is a link "Return to Designated Filer Dashboard". At the bottom right, there is a dark green button labeled "Proceed to Certification" with a red arrow pointing to it.

PRINTING OR SHARING 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. Location the Registration Return you wish to print and click “**View**”.

Note that if the current version of your registration is pending review by the Registry staff, it cannot be opened for printing. Wait for Registry staff to approve your registration and try again.



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

The Lobbyists Registry will print your entire registration in one document.

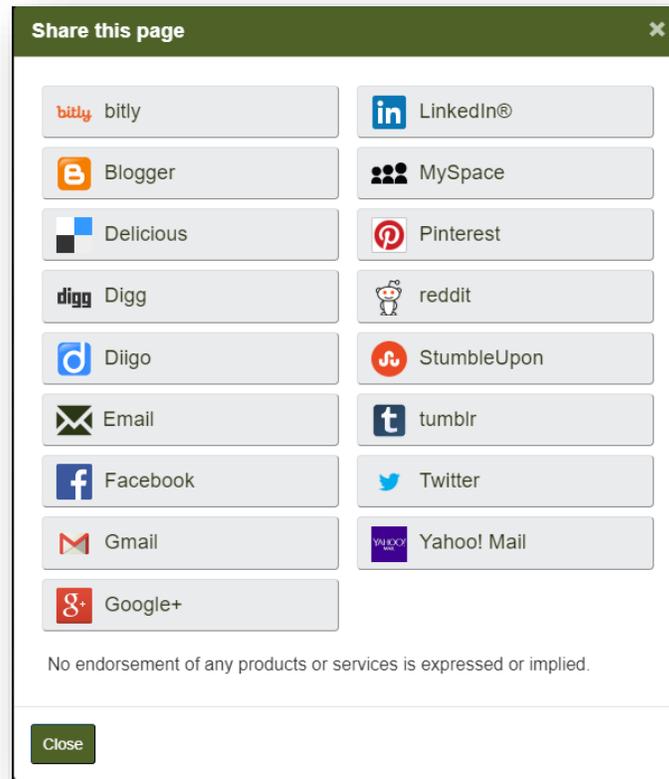
Share your Registration Return

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



3. Click on the desired method of sharing.



UPDATING A CONSULTANT LOBBYIST 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’s been reviewed by Registry staff. Registry staff will either activate your registration or send it back for revisions. In either case, you will then be able to edit the Registration Return again.

Update your Registration Return and re-submit when changes occur

You are required to keep your Registration Return up to date. If any of the information in your Registration Return has changed, 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>
2. **Sign in** to your account.
3. Make sure the “**Current Registrations**” tab is selected on the Designated Filer Dashboard.
4. Locate the Registration Return to be updated. Click the appropriate link (see explanation of links under the heading **Status of Registration Returns under the Current Registrations Tab** near the beginning of this user guide).



5. **On the Date screen:** enter the date the information changed. If more than one item of information changed, enter the date of the first change. Then click “**Continue**”.

Date of Update

When information in your Registration Return changes, you must update the Registration Return by the 15th of the following month.

Options for entering date of update:

1. **One change:** enter date of change
2. **Multiple changes:** enter date of FIRST change

* **REQUIRED:** Date of update. See options above:

YYYY-MM-DD

OPTIONAL: Date on which your lobbying activities for this client will end. Leave blank if unknown:

2022-01-29

Continue Cancel

6. On the Consultant Lobbyist Summary screen, find the section that needs updating and click “**Edit**” in the heading of that section.

✎ Edit

Subject Matter of the Lobbying Activities

Details Regarding the Identified Subject Matter

Will the consultant lobbyist be arranging meetings between a public office holder and the client for the purpose of attempting to influence any of the matters listed: Yes

Specific Topics of Lobbying Communications	Intended Outcomes	Associated Subject Matters
	<ul style="list-style-type: none"> Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly Development or enactment of any regulation, including the enactment of a regulation for the purposes of amending or repealing a regulation Development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entity Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity 	Consumer Issues, Health, Taxation and Finance

7. Enter the changes, then click “**Save**” (to return to the Consultant Lobbyist Summary screen) or “**Save and Continue**” to move to the next step of the Registration Return.

List of Details			
Select	Specific Topics of Lobbying Communications	Intended Outcomes	Associated Subject Matters
<input type="radio"/>	Topics of lobbying communications.	<ul style="list-style-type: none"> Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly 	Agriculture, Colleges & Universities, Consumer Issues

Click the **Save** button to view the Registration Summary.
 Click the **Save and Continue** button to view the next page of the registration form.
 Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

- Once all updates to the Registration Return are complete, submit the changes to the Registry by clicking **“Proceed to Certification”**.

Public Agencies and Members of the BC Legislative Assembly Information

Ministries/Provincial Entities:	Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly
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[Return to Designated Filer Dashboard](#)

- 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 Summary screen, then click **“Proceed to Certification”** again.

Certification of Registration Return

You now need to certify your Registration Return so that it can be officially submitted to the Office of the Registrar or Lobbyists.

Designated Filer:	
Account number:	
Client:	
Pending started on:	2021-01-06
Type:	Registration update
Date when the updates took effect:	2020-12-23 Edit 
Date at which this undertaking will end:	2021-12-31 Edit
Status:	Requires Certification

* I certify that the information contained in this Registration Return is true to the best of my knowledge.

* I declare that I am not in violation of the [contracting prohibition](#)

* I declare I am not in violation of the [lobbying prohibition](#)

* Account username:

* Account password:

Submit

Cancel

10. Certify & confirm compliance by **ticking the check boxes.**

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

Note: The Consultant Lobbyist is the Designated Filer. **If you are an Account Representative** who is updating this registration on behalf of a Consultant Lobbyist, you will not be able to submit the updated registration with your username and password. The updated registration can only be submitted to the Registry after the Designated Filer's username and password are entered.

TIP: to Change an answer in your Registration Return from yes to no

This tip applies to the following information in your Registration Return:

- Step 1: Former public office holder positions in BC
- Step 1: Relevant codes of conduct
- Step 3: Members of a coalition
- Step 4: Affiliates with a direct interest in the outcome
- Step 4: Others with a direct interest in the outcome
- Step 4: Contributors with a direct interest in the outcome

- 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. You must delete the details first, before you can 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 such as coalition members information. Click the “**Add/Edit**” button.

Coalition Members

* Is the client a member of a coalition? Yes

Fund Canada	Toronto, BC Canada
-------------	-----------------------

Add/Edit Coalition Members

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Save **Save and Continue** **Cancel**

2. **Select the radio button** beside the information and click "**Remove Selected**".
3. Repeat this process for each entry/item of information to be removed.

List of Coalition Members

Select	Coalition Members	Address
<input type="radio"/>	321 Holding Company	568 Long St Vancouver, BC V6V 8V8 Canada

Edit Selected **Remove Selected**

4. When the table of details is empty, click “**Continue**”.

List of Coalition Members

Select	Coalition Members	Address
No records		



5. You can now change the answer to the question to “No”.

Coalition Members

* Is the client a member of a coalition?

Coalition Members

Coalition Members	Address
No records	

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

6. Make sure you click “Save” (or “Save and Continue”) at the bottom of the screen to save the update.

Coalition Members

* Is the client a member of a coalition?

Coalition Members

Coalition Members	Address
No records	

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

7. Certify and submit your changes.

Public Agencies and Members of the BC Legislative Assembly Information Edit

Ministries/Provincial Entities: Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly

[Return to Designated Filer Dashboard](#) Proceed to Certification

Certify & confirm compliance by **ticking the check boxes**.

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

Note: The Consultant Lobbyist is the Designated Filer. **If you are an Account Representative** updating this registration on behalf of a Consultant Lobbyist, you will not be able to submit the updated registration with your username and password. The updated registration can only be submitted to the Registry after the Designated Filer's username and password are entered.

TIP: 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"** or **"Corrections overdue"** link.

Current Registrations ? Previous Registrations ?

Name of Client Lobbying Activity Reports: [View all](#) [Add New](#) [Add bulk](#)

! Pending Registration Return: Correction required ? by 2024-02-09 Delete ?
Active Registration Return: View ? End registration ?

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.

Government Funding Information Edit

2020-04-11

Please review government funding to ensure it is complete and accurate.

The client was funded in whole or in part by a domestic or foreign government institution in the **last 12 months**, or the client requested funding in the **last 12 months**. Yes

Government Agency or Institution	Funding Received in the Last 12 months	Funding Requested in the Last 12 months
Legal Services Society	None	Yes \$10,000.00
Mediation and Arbitration Board	Yes \$4,000.00	None

4. Click the “**Edit**” button in the heading to enter corrections/updates.

Government Funding Information Edit

2020-04-11

Please review government funding to ensure it is complete and accurate.

5. Once the corrections/updates are complete, click “**Save**” or “**Save and Continue**” at the bottom of the screen.

List of Government Funding

Select	Government Agency or Institution	Funding Received in the Last 12 months	Funding Requested in the Last 12 months
<input type="radio"/>	Legal Services Society	No	Yes \$10,000.00
<input type="radio"/>	Mediation and Arbitration Board	Yes \$4,000.00	No
<input type="radio"/>	BC Human Rights Tribunal	Yes \$2,500.00	Yes \$10,000.00

Edit Selected Remove Selected

Click the **Save** button to view the Registration Summary.
 Click the **Save and Continue** button to view the next page of the registration form.
 Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Save Save and Continue Cancel

6. If no other sections require updates, scroll to the bottom and click “**Proceed to Certification**” to submit your changes to the Registry.

The screenshot shows a web interface for updating registration information. At the top, there is a green header with the text "Public Agencies and Members of the BC Legislative Assembly Information" and an "Edit" button. Below this is a table with two columns: "Ministries/Provincial Entities" and "Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly". At the bottom left, there is a link "Return to Designated Filer Dashboard". At the bottom right, there is a "Proceed to Certification" button, which is highlighted with a red arrow.

Confirm you reviewed the notes and updated the information (tick the **check box**).

Certify & confirm compliance by **ticking the check boxes**.

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

Note: The Consultant Lobbyist is the Designated Filer. **If you are an Account Representative** updating this registration on behalf of a Consultant Lobbyist, you will not be able to submit the updated registration with your username and password. The updated registration can only be submitted to the Registry after the Designated Filer's username and password are entered.

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 can 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.

Registration - Consultant Lobbyist Share this page

123 Corp / May Ross, Consultant Lobbyist

Registration Information	Associated Lobbying Activity Reports
Client name: 123 Corp Lobbyist name: May Ross, Consultant Lobbyist Initial registration start date: 2020-01-14 Registration status: Active Projected end date: No date provided Registration number: 5620-2903	Total number of Lobbying Activity Reports: 4 Lobbying Activity Reports in the last 6 months: 4

Registration versions: 4 of 4: 2020-03-17 to present

Version 4 of 4 (2020-03-17 to present)

Lobbying Information | Client Details | Lobbyist Details

Details Regarding the Identified Subject Matter

Will the consultant lobbyist be arranging meetings between a public office holder and the client for the purpose of attempting to influence any of the matters listed:

END, RE-ACTIVATE OR DELETE A REGISTRATION RETURN

End a Registration Return manually

If your undertaking to lobby for a client has ended, you must end the Registration Return within 30 days. If lobbying activity for a client has ended temporarily, you have the option to inactivate your Registration Return for the time being.

1. Go to the Lobbyists Registry sign-in page
<https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. **Sign in** with your username & password.
3. On the Designated Filer Dashboard, work under the “**Current Registrations**” tab. Find the Registration Return and click “**End registration**”.

Current Registrations Previous Registrations

N/A

Pending Registration Return: [Incomplete](#) | [Delete](#)

No active registration exists.

Name of Client Lobbying Activity Reports: [View all](#) [Add New](#) [Add bulk](#)

No pending Registration Return exists.

Active Registration Return: [View](#) | [Update registration if required](#) | [End registration](#)

4. Read the notes on the new screen and if appropriate, confirm that you will no longer be lobbying on behalf of the client by checking the **tick box**.

I confirm that I will no longer be lobbying on behalf of the Client listed above.

* Enter the date on which this lobbying activity ceased (YYYY-MM-DD):

* Account username:

* Account password:

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

Note: 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).

I confirm that I will no longer be lobbying on behalf of the Client listed above.

* Enter the date on which this lobbying activity ceased (YYYY-MM-DD):

* Account username:

* Account password:

6. Enter the **Designated Filer’s Account username** and **Account password** and click on **“Submit”**.

Note: The Consultant Lobbyist is the Designated Filer. **If you are an Account Representative** updating this registration on behalf of a Consultant Lobbyist, you will not be able to submit the updated registration with your username and password. The updated registration can only be submitted to the Registry after the Designated Filer's username and password are entered.

7. 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”**.

Confirmation of Filing	
The following return has been ended successfully.	
Lobbyist:	Joan James
Consulting firm:	Firm Name
Client:	Client Name
Version:	5676-2996-4
Type:	Registration update
Active from:	2020-04-10 to 2020-04-10

[Return to Designated Filer Dashboard](#)

End a Registration Return by setting a future end date

If you enter the date on which your lobbying activities for a client will end, the system will automatically de-activate your Registration Return on that date.

To set a future end date:

1. Go to the Lobbyists Registry sign-in page
<https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. **Sign in** with your username & password.
3. On the Designated Filer Dashboard, work under the **“Current Registrations”** tab.
4. Locate the Registration Return and click **“Update registration if required”** or **“Incomplete”** or **“Requires certification”**, as appropriate.
5. **Date screen:** Enter today's date in the box for **Date of update**. Below that, in the box for **Date on which your lobbying activities for this client will end**, enter the date on which the undertaking and/or the lobbying for this client will end.

Date of Update

When information in your Registration Return changes, you must update the Registration Return by the 15th of the following month.

Options for entering date of update:

1. **One change:** enter date of change
2. **Multiple changes:** enter date of FIRST change

* REQUIRED: Date of update. See options above:	<input type="text" value="YYYY-MM-DD"/>
OPTIONAL: Date on which your lobbying activities for this client will end. Leave blank if unknown:	<input type="text" value="YYYY-MM-DD"/>

6. Scroll to the bottom of the Consultant Lobbyist Summary screen and click “**Proceed to Certification**”.

Public Agencies and Members of the BC Legislative Assembly Information Edit

Ministries/Provincial Entities:	Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly
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[Return to Designated Filer Dashboard](#)

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

Enter the **Designated Filer’s Account username** and **Account password** and click on “**Submit**”.

Note: The Consultant Lobbyist is the Designated Filer. **If you are an Account Representative** updating this registration on behalf of a Consultant Lobbyist, you will not be able to submit the updated registration with your username and password. The updated registration can only be submitted to the Registry after the Designated Filer’s username and password are entered.

8. You will receive confirmation of filing. The Registry system will automatically de-activate your Registration Return on the date you entered in the box for **Date on which your lobbying activities for this client will end**. The Registration Return can be re-activated if/when you resume lobbying for this client.

Re-activate a Registration Return

If you resume lobbying activities while your Registration Return for the client is inactive, you must re-activate the Registration Return within 10 days after resuming lobbying activities.

1. Go to the Lobbyists Registry sign-in page
<https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. **Sign in** with your username & password.
3. Once signed in, you'll be on the Designated Filer Dashboard. Click the “**Previous Registrations**” tab.
4. Locate the Registration Return you need to re-activate and click “**Reactivate**”.

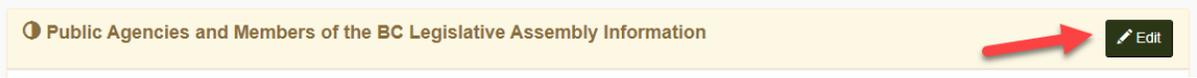


5. Reactivate Registration - Start Date: on the date screen, enter the date lobbying activities resumed for this client. Click “**Continue**”.

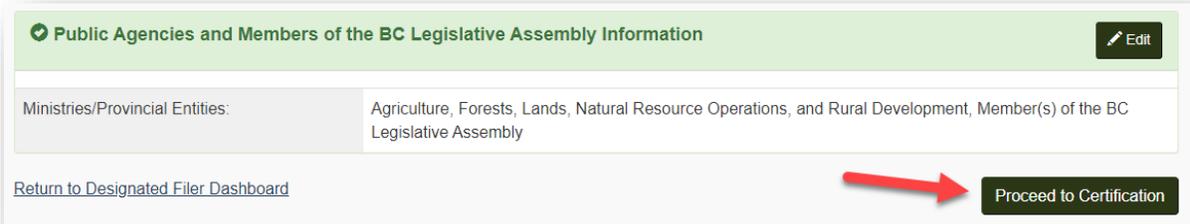
The screenshot shows the 'Reactivate Registration - Start Date' form. The title is 'Reactivate Registration - Start Date'. Below the title, there is a paragraph: 'Enter the date the consultant lobbyist resumed lobbying on behalf of this client. You have 10 days to reactivate the Registration Return after resuming lobbying activities for this client.' Below this, there is a note: 'Not sure if an activity is a lobbying activity or what date you should enter? Email the ORL Office at info@bcorl.ca prior to reactivating.' The form has two input fields: one for the required date (YYYY-MM-DD) and one for the optional end date (YYYY-MM-DD). A red arrow points to the first input field. At the bottom right, there are two buttons: 'Continue' and 'Cancel'. A red arrow points to the 'Continue' button.

6. Review the Registration Return and enter updates as needed. See “[Update your Registration Return and re-submit when changes occur](#)”.

Note: If your Registration Return has been inactive for over 12 months you may need to re-enter much of the information. If the heading of a section indicates it is incomplete , you must update it in order to proceed. Click “**Edit**” to enter information in that section.



7. Once all updates are complete, submit the changes. Click “**Proceed to Certification**”.



8. Confirm your compliance by **ticking the check boxes**.

Enter the **Designated Filer’s Account username** and **Account password** and click on “**Submit**”.

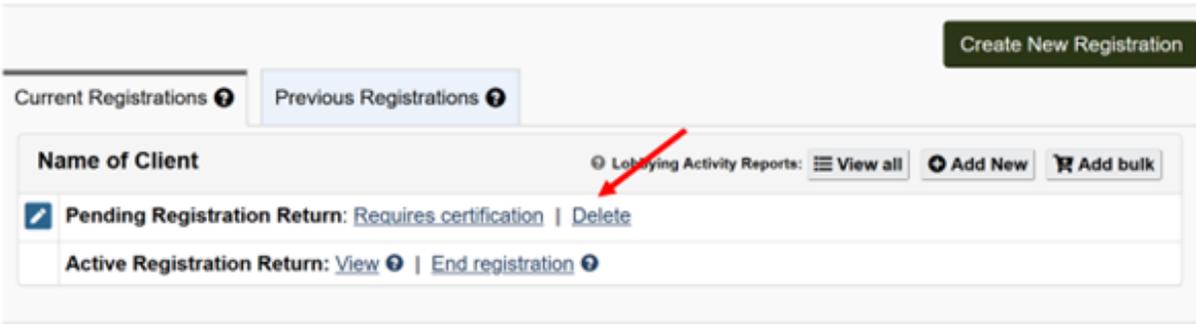
Note: The Consultant Lobbyist is the Designated Filer. **If you are an Account Representative** updating this registration on behalf of a Consultant Lobbyist, you will not be able to submit the updated registration with your username and password. The updated registration can only be submitted to the Registry after the Designated Filer’s username and password are entered.

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

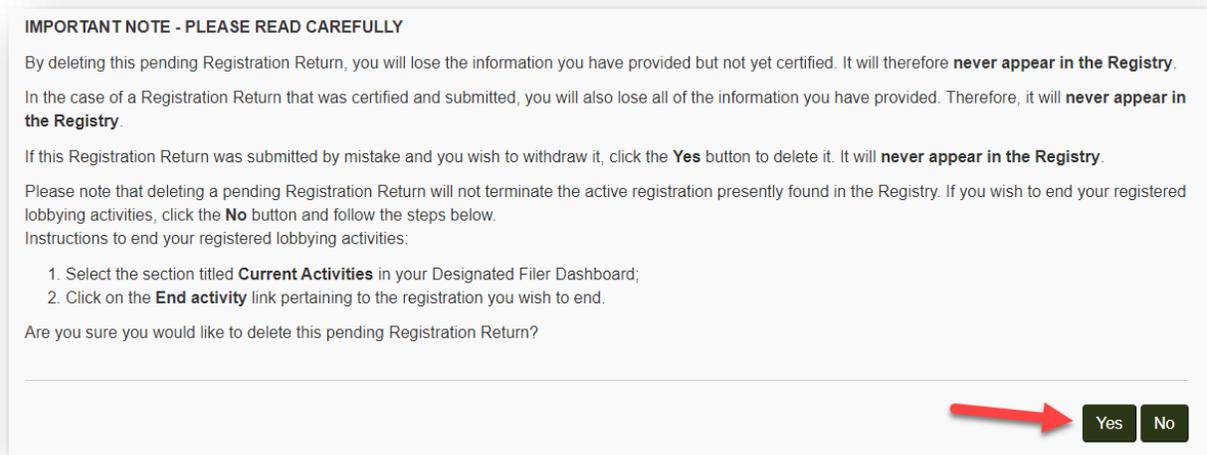
You can delete a new Registration Return that has been submitted but not yet activated by Registry staff. You can also delete updates to an existing Registration Return prior to activation of the updates by Registry staff. You cannot delete a version that has been activated.

Note: 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 version of your Registration Return that has not yet been activated, locate the Registration Return under the **Current Activities** tab of your Designated Filer Dashboard and click “**Delete**”.



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



3. You will be returned to the Designated Filer Dashboard. If you delete updates to a previously activated Registration Return, the Registration Return shown on your dashboard will be the most recent activated version.

GETTING HELP

Lobbyists Transparency Act and Frequently Asked Questions

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

[Lobbyists Transparency Act \(LTA\)](#)

[LTA Guidance Documents](#)

[Frequently Asked Questions](#)

Full Length User Guides

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

Quick User Guides

- [Quick Reference Guide for Representatives](#)

Contacting Registry Staff

If you are unable to complete your Registration Return, **send us an email** at info@bcorl.ca

Describe the steps you followed and the problem you have encountered. Include any relevant screen captures to help us understand your issue. Also include a **phone number** we can call if needed.