



Information for Registration and Filing Expenditure Reports - Lobbyists and Employers of Lobbyists

2012 Registration

1. Beginning Thursday, December 15, 2011, the lobby portal will be available for 2012 registration. If you are renewing a 2011 registration and the lobbyist and employer have a continuing agreement, then you must register by January 8, 2012. For all other registrations, the lobbyist and employer must register within seven (7) days of entering into an agreement.

Go to <https://apps.tn.gov/ilobby/> to register. If you are currently registered for 2011 but do not intend to register for 2012, you do not need to do anything as the 2011 registration expires December 31. However, if you (employer of lobbyist) were registered between April 1, 2011 and December 31, 2011 you will be required to file the Employer of Lobbyist expenditure report due by February 14, 2012. See *Employer Expenditure Reports* below for more information.

2. You will need your username and password to access your account. If you do not have your username and password, you will have the option to retrieve this information on the login page of the lobby application. If you need further username or password assistance, please call the **Help Desk at 615-313-0300**. Any other questions should be directed to the Bureau staff at 615-741-7959 or email at ethics.counsel@tn.gov. **Do not** create a new account if you have forgotten your username or password **or** if you have changed firms or companies.
3. If you are a returning user, please check your contact information and update it, if necessary, **before** you register or **before** filing the expenditure report.
4. A volunteer lobbyist falls into one of the following categories:
 - a. You do not receive any compensation for services other than reimbursement of actual out-of-pocket expenses and the reimbursement does not exceed ten (10) days. You are not required to register.
 - b. You do not receive any compensation for services other than reimbursement of actual out-of-pocket expenses and the reimbursement exceeds ten (10) days. You are required to register but do not pay the registration fee. You must pay the \$40 training fee.
5. If a lobbying relationship is continued from 2011, click on “renew” instead of “add a registration.”

6. The registration fee remains the same - \$150 per registration (for lobbyists and employers each per registration). Lobbyists must pay the \$40.00 training fee at the time of the first 2012 registration, for an initial total of \$190.00. If paying by check, make sure the training fee is included.

Payment is due within 30 days after registering and you will not receive an invoice. If paying by credit card online, print the confirmation page for your records. We will mail you a receipt if you pay by check.

7. If the lobbying relationship is terminated during the year, log in to your account to withdraw. Open the registration by clicking on the date; then click on the “withdraw” button at the bottom of the registration and submit.
8. T.C.A. § 3-6-302(a)(3) requires that each lobbyist submit a photo to the Commission within 30 days after registering. If you have not previously provided a photo, please do so this year. The photo should be jpeg format and no larger than 180 x 255 pixels. Email the photo to ethics.pics@tn.gov.

Employer Expenditure Reports

Filing for the next expenditure report will begin **January 3, 2012**.

The reporting periods for filing the employer of lobbyist expenditure reports have been changed. *T.C.A. § 3-6-303(a)*

The next report to be filed will cover the dates April 1, 2011 through December 31, 2011 and will be due by **February 14, 2012** (forty-five days after reporting period ends). If you were registered with the Tennessee Ethics Commission at any time during this period, you will be required to file. If you ended the lobbying relationship with your lobbyist but did not withdraw the registration, you must file.

Beginning 2012, the reporting periods will be January 1 through June 30 with the report due by August 14, and July 1 through December 31 with the report due by February 14.

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