

State of Tennessee



Bureau of Ethics and Campaign Finance **Tennessee Ethics Commission**

Information for 2011 Registration - Lobbyists and Employers of Lobbyists

1. Beginning Wednesday, December 1, 2010, the lobby portal will be available for 2011 registration. If you register before December 1, you will be registering for 2010. The Commission's website is www.tn.gov/sos/tec. If you are currently registered for 2010 but do not intend to register for 2011, you do not need to do anything.
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 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.
3. If you are a returning user, please check the contact information and update it, if necessary, **before** you register. The Commission uses e-mail to provide information to lobbyists and employers. Therefore, it is very important that the e-mail contact be up to date.
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 2010, click on "renew" instead of "add a registration."
6. The registration fee remains the same - \$150 per registration. Lobbyists must pay the \$40.00 training fee at the time of the first 2011 registration, for an initial total of \$190.00. Subsequent lobbyist registrations are \$150.00. If paying by check, make sure the training fee is included. Employers, when registering, are not charged for ethics training.
7. 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.