

Lobbyist Function Pre-Registration

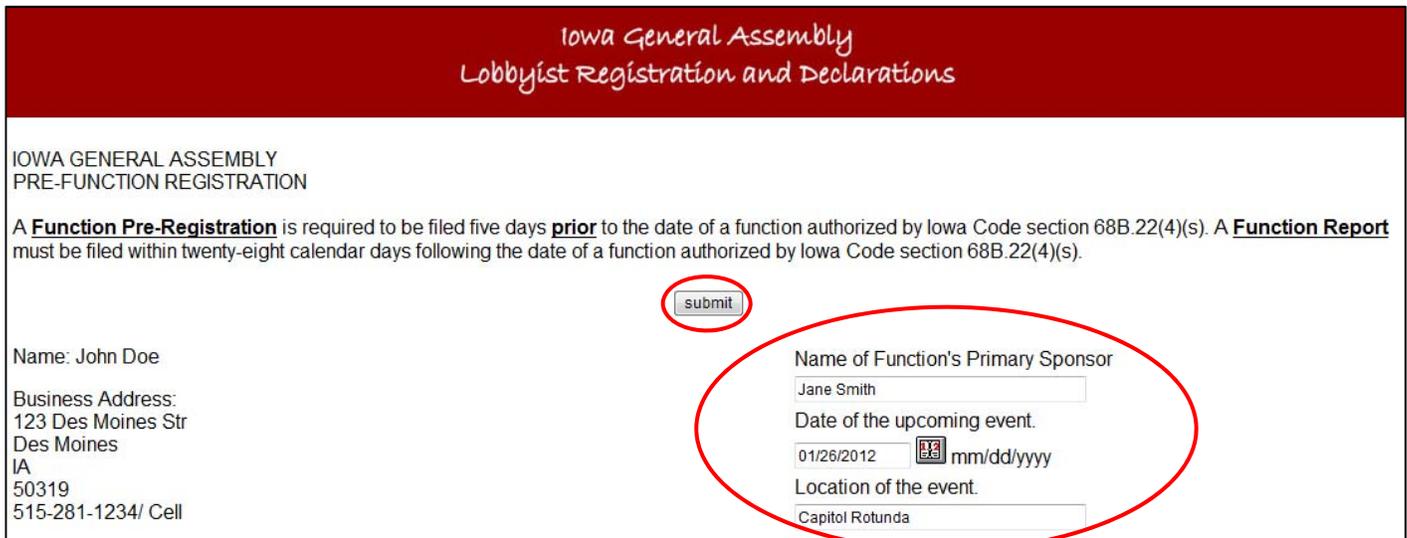
A **Function Pre-Registration** is required to be filed five days **prior** to the date of a function. A **Function Report** must be filed within twenty-eight calendar days following the date of a function (see Iowa Code Section 68B.22(4) "s").

To File a Pre-Function Registration:

1. Sign in to the Lobbyist System using your **User-ID** and **Password**.
<https://coolice.legis.state.ia.us/secure/default.asp?Category=ISLS1201&Service=default>
2. Once you have signed in, click on the **Function Reports Menu** tab along the left-hand side of your screen. You will see the page below:



3. Click on the first option, **Iowa General Assembly Pre-Function Registration**. (See above)
4. On the page that appears, enter the **Function's Primary Sponsor**, the **Date**, and the **Location** of the event. Then click the **Submit** button. (See below)



The screenshot shows the "Iowa General Assembly Lobbyist Registration and Declarations" form. The title is "IOWA GENERAL ASSEMBLY PRE-FUNCTION REGISTRATION". Below the title is a paragraph explaining the requirements for filing a Function Pre-Registration and a Function Report. The form contains several fields: "Name" (John Doe), "Business Address" (123 Des Moines Str, Des Moines, IA, 50319, 515-281-1234/ Cell), "Name of Function's Primary Sponsor" (Jane Smith), "Date of the upcoming event" (01/26/2012), and "Location of the event" (Capitol Rotunda). A "submit" button is circled in red. The date field is also circled in red.

5. You will see a confirmation screen with the message “**This Event is now Registered**” and instructions to update the event data after the completion of the event. (See below)

*Iowa General Assembly
Lobbyist Registration and Declarations*

IOWA GENERAL ASSEMBLY
PRE-FUNCTION REGISTRATION

A **Function Pre-Registration** is required to be filed five days **prior** to the date of a function authorized by Iowa Code section 68B.22(4)(s). A **Function Report** must be filed within twenty-eight calendar days following the date of a function authorized by Iowa Code section 68B.22(4)(s).

Name: John Doe
Business Address:
123 Des Moines Str
Des Moines
IA
50319
515-281-1234/ Cell

Name of Function's Primary Sponsor
Jane Smith
Date of the upcoming event.
01/26/2012
Location of the event.
Capitol Rotunda

This Event is now Registered.

Please update event data after the completion of the event.