



## Lobbyist Frequently Asked Questions

*Q - I'm a registered lobbyist but I need an account set up.*

A - Every registered lobbyist has an account in the Lobbyist Registration and Declaration system. You'll need to call the **House Lobbyist Clerk at (515) 281-5498**, the **Senate Lobbyist Clerk at (515)281-5932**, or the **Help Desk at (515)281-6506** to retrieve your sign in information.

*Q – How do I register for the first time as a lobbyist?*

A – The registration period begins on **December 1**. You can register using this link: <https://coolice.legis.iowa.gov/secure/default.asp?Category=ISLS1201&Service=reglob&ft=1>. There are also instructions on the General Assembly website for the lobbyist online system here: <http://www.legis.iowa.gov/DOCS/Lobbyist/QuickRefLobbyist.pdf>.

*Q - What reports can I file online?*

A - Lobbyist registration/reregistration, declarations on bills, client reports, and reception reports can be filed online.

*Q - Do I have to file a monthly/quarterly lobbyist report?*

A - No, changes in 2010 have eliminated the lobbyist report. The annual client report is still required. The client report is due each year on or before July 31. If the lobbyist has questions refer them to the **Chief Clerk at 515-281-5381** or **Secretary of the Senate at 515-281-5307**.

*Q - Is there documentation on the Lobbyist Registration and Declaration system?*

A - Yes, documentation that can be viewed online or printed is located here: <http://www.legis.iowa.gov/DOCS/Lobbyist/QuickRefLobbyist.pdf>.

*Q - Can I file the Lobbyist Client report online?*

A - Yes, the Lobbyist Client report can be filed online by either the client or the lobbyist. More detailed instructions can be found here: <https://www.legis.iowa.gov/docs/Lobbyist/ClientReportInstructionsForLobbyists.pdf> for Lobbyists or <https://www.legis.iowa.gov/docs/Lobbyist/ClientReportInstructionsForClients.pdf> for Clients.

*Q - I am no longer a registered lobbyist. How do I cancel my registration?*

A - Sign in to the Lobbyist Registration and Declaration system, click on the My Account page, then click on the Inactive radio button. Your name will still display on the webpage the public views, but there will be a note by your name stating you are no longer a registered lobbyist with the date.

*Q - Is there someone I can contact if I have questions?*

A - You can contact the **Chief Clerk's Office at (515)281-5381**, the **Secretary of the Senate at (515)281-5307 for questions about filing**, or you can call the **legislative help desk at 515-281-6506** or email [helpdesk@legis.iowa.gov](mailto:helpdesk@legis.iowa.gov) if you have questions regarding the online system.

*Q – Do I also need to register to lobby the Executive Branch?*

A – Registrations for both the Legislative and Executive branches are now done through the General Assembly. Simply check the box on the registration page that asks if you will also be lobbying the Executive Branch.