

Pre-Function and Function Registration

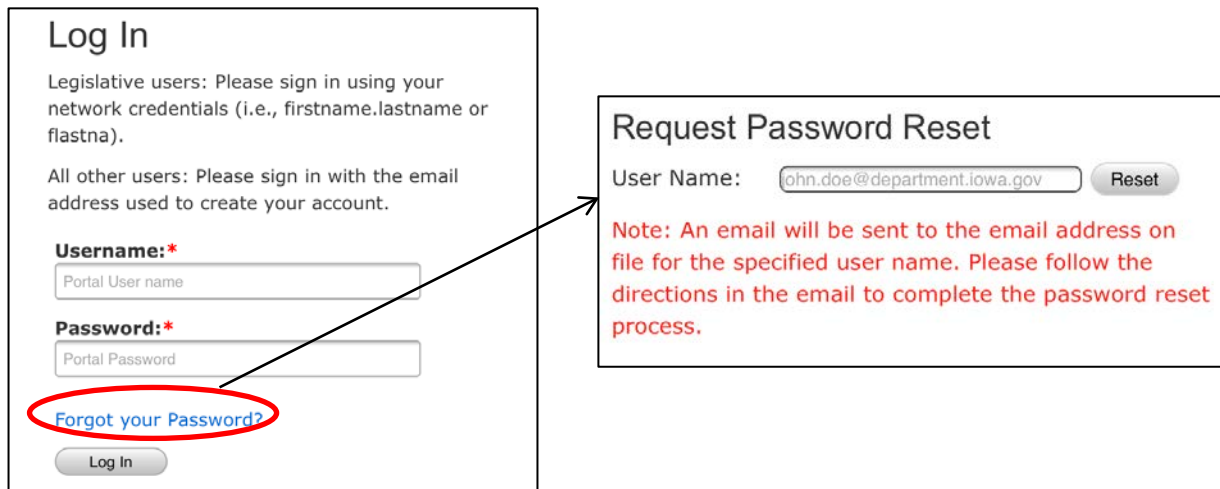
Reporting is required for functions that Iowa Code section [68B.22\(4\)\(s\)](#) exempts from the \$3.00 limitation on gifts of food, beverage, and entertainment when (1) the function takes place during a regular session of the General Assembly, and (2) all 150 members of the General Assembly are invited to attend.

A **Pre-Function 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 28 calendar days following the date of a function authorized by Iowa Code section [68B.22\(4\)\(s\)](#).

Contact the Senate Lobbyist Clerk, Kathy Stachon, at 515.281.5932 or kathy.stachon@legis.iowa.gov for guidance with pre-function and function reports.

To Log In to the Lobbyist System:

Go to the legislative website (www.legis.iowa.gov) and click the **Applications** link at the bottom of the page to navigate to the log in screen. (See below)



Log In

Legislative users: Please sign in using your network credentials (i.e., firstname.lastname or lastname).

All other users: Please sign in with the email address used to create your account.

Username:*

Password:*

[Forgot your Password?](#)

Request Password Reset

User Name:

Note: An email will be sent to the email address on file for the specified user name. Please follow the directions in the email to complete the password reset process.

Users will sign in using their email address as their Username. Enter your username, password, and then click the **Log In** button to sign in to the Lobbyist System.

***NOTE:** If you forget your password, click the “Forgot your Password?” link provided on the sign in page. (Outlined in red on the image above) On the screen that appears, enter your email address into the text box and click the **Reset** button. An email will be sent to the address you entered with instructions on resetting your password.

Once signed in, click the **Lobbyist System** link in the left navigation pane for access.

Pre-Function & Function Reports:

Once in the Lobbyist System, click the **Function Reports** link at left. The page that appears shows the list of pre-function and function reports that have been filed for the current session.

If you have not filed any pre-function or function reports for the current session, you will have an empty table. (See below)

Function Date	Function Sponsor(s)	Location	Pre-Function Registration Date	Filing Date	Filed By	Edit
*** No function reports in the system ***						

If you have filed any pre-function or function reports for the current session, you will see a screen like the one below.

Function Reports (John Doe)



General Assembly: 87 Session: 1 (01/09/2017 - 01/07/2018) ▼

- [General Assembly: 87 Session: 1 \(01/09/2017 - 01/07/2018\)](#)
- [General Assembly: 86 Session: 2 \(01/11/2016 - 01/08/2017\)](#)
- [General Assembly: 86 Session: 1 \(01/12/2015 - 01/10/2016\)](#)
- [General Assembly: 85 Session: 2 \(01/13/2014 - 01/11/2015\)](#)
- [General Assembly: 85 Session: 1 \(01/14/2013 - 01/12/2014\)](#)

Public Function Reports - Displays public facing function reports filed during session.

This page shows the list of pre-function and function reports filed for the current session.

You may edit the pre-function report until the function report is filed. Once the function report is filed, the pre-function report will be overwritten. You may edit the function report at any time using the icon in the Action column of the table below. A record of each amended copy of the function report will be saved with the date and time stamp that the change was made. A red date indicates a report filed late. The word "Due" preceding a date indicates a report has not been filed.

Function Date	Function Sponsor(s)	Location	Pre-Function Registration Date	Filing Date	Filed By	Edit
08/08/2017	3M Company	Capitol Rotunda	09/05/2017	09/05/2017 12:15 PM (Amended Report)	Emily Kramer	
08/08/2017	3M Company	Capitol Rotunda	09/05/2017	09/05/2017 12:14 PM	Emily Kramer	

The screen will always display pre-function and function reports filed for the current session by default.

If you have lobbied in the past and wish to view or edit previously filed function reports, click the arrow (circled in red on the screen above) and choose a previous session. The screen will then refresh and the reports filed for that session will display.

***NOTE:** Only lobbyists that have filed function reports in the past will be able to view function reports from previous years in the Lobbyist System.

File a Pre-Function Report:

To file a new pre-function report (which must be done at least five days prior to the function date), click the yellow **Pre-Function Registration** button in the upper left corner.

[Pre-Function Registration](#)

You will see a screen like the one below:

Pre-Function Registration (John Doe)

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 Oak Ave
Des Moines, IA 50319
515.281.3155

2 **Date of the event:***

Time of the event:* **3** **4** **End Time:**

Other

5 **Location of the event:***

6 **Sponsors:**

Available

- AARP Iowa
- ABATE of Iowa
- Accountants Association of
- AFLAC
- Agribusiness Association of
- Arconic (Formerly Alcoa)
- Alliance of Automobile Mar
- Alliance Pipeline, Inc.
- Alliant Energy Corporation
- Allied Insurance

Hold Ctrl key and click to select multiple sponsors

(OR)

New Sponsor

->

Click -> button to add new sponsor

You can select multiple clients from the list of 'Available' clients and make them as sponsors. If you want to add a new sponsor, enter sponsor name in the 'New Sponsor' field and click on -> buttons.

7 **Notes:**

(Maximum of 500 characters allowed)

8

1. The name of the lobbyist, business address and phone number will be filled in automatically according to your account information.


***NOTE:** You cannot edit these fields on this page. If you wish to edit this information, click the **Edit Account** link at left, make the necessary changes on that page and click **Save**. Return to the Function Reports section by clicking **Function Reports** at left and then clicking the yellow **Pre-Function Registration** button in the upper left-hand corner. The information on the page that appears will have updated to reflect the changes made on your Edit Account page.

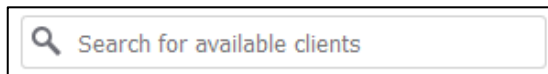
2. Enter the date of the function by clicking in the “Date of the event” text box and either choosing the date from the calendar or typing the date into the field. (If typing the date, use “mm/dd/yyyy” format.)
3. Enter the start time of the event by clicking in the text field and using the slider provided to select the event start time. When finished, click the **Done** button. You may also type the time into the field. (If typing the time, use “hh:mm AM/PM” as the format.)
4. Enter the end time of the event by clicking in the text field and using the slider provided. When finished, click the **Done** button. You may also type the time into the field. (If typing the time, use “hh:mm AM/PM” as the format.)

***NOTE:** If the function has an approximate time such as “upon adjournment,” select the second radio button under the “Time of the event” field. This denotes an “Other” time. Enter the approximate time by typing it into the text box next to “Other”. (See below)



The screenshot shows a form field labeled "Time of the event:*" with a red asterisk. To the right of the label is a radio button. Below the radio button are two options: "Other" (selected with a radio button) and "Upon adjournment" (in a text box). To the right of these options is another radio button and the label "End Time:" followed by a greyed-out text box.


5. Enter the location of the event by clicking in that text field and typing where the event is to take place. This is a free-form text box.
6. Choose sponsor(s) from the list of available clients in the drop-down on the left and click the  button to add the client as a sponsor for the function.




A search box with a magnifying glass icon and the text "Search for available clients".

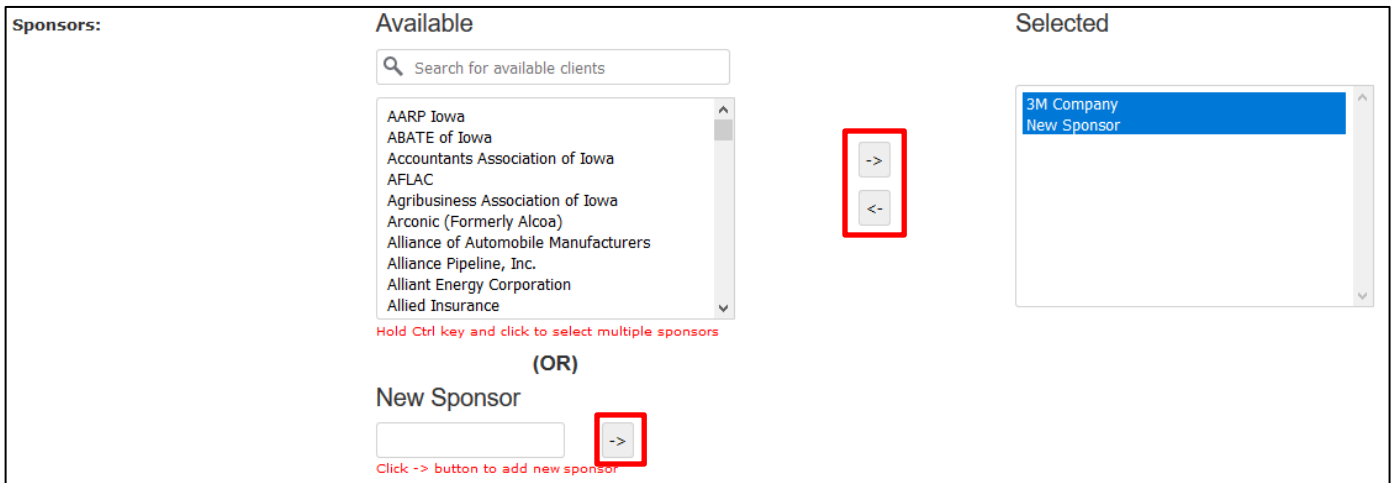
You may use the “Search for available clients” box (above) to filter out certain clients. For example, typing the word “iowa” into the search box will narrow the list of available clients down to only clients whose name contains the word “iowa”.

You may select more than one sponsor at once by holding down the Ctrl key and left clicking each client until all are selected.

To add a sponsor that is not currently in the list of **Available Clients**, enter the sponsor name in the **New Sponsor** text box and click the  button. This will add the new sponsor as a sponsor of the function.

To remove selected client(s), click on the client(s) in the **Selected** list on the right and then click the  button.

See page below:



Sponsors:

Available

Search for available clients

AARP Iowa
ABATE of Iowa
Accountants Association of Iowa
AFLAC
Agribusiness Association of Iowa
Arconic (Formerly Alcoa)
Alliance of Automobile Manufacturers
Alliance Pipeline, Inc.
Alliant Energy Corporation
Allied Insurance

Hold Ctrl key and click to select multiple sponsors

(OR)

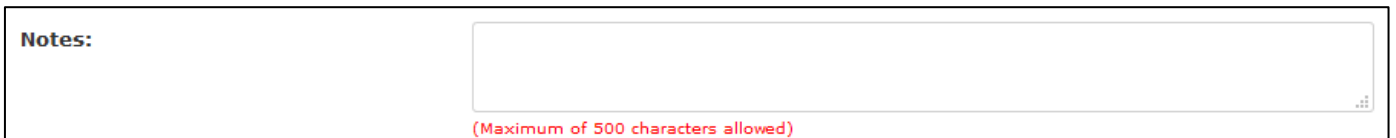
Selected

3M Company
New Sponsor

New Sponsor

Click -> button to add new sponsor

7. Add any notes in the field provided. (This is optional.)
 - Often times, if a function is cancelled due to inclement weather, the user will put “Function cancelled due to weather” in the notes section.



Notes:


(Maximum of 500 characters allowed)

8. After entering all of the required information, click the **Submit** button to file the pre-function report. You will be taken back to the main Function Reports screen and the new pre-function report will be added to the table.

***NOTE:** You may edit the pre-function report until the function report is filed. Once the function report is filed, the pre-function report will be overwritten.




To File A Function Report:

You will do this *after* the scheduled date of the function has passed.

1. Click the **Function Reports** link in the left navigation pane of the Lobbyist System to begin. All previously filed pre-function and function reports for the current session will be shown on the page. A Function Report must be filed within 28 calendar days following the date of a function.
2. In the table on the Function Reports page, click the **Edit** icon  next to the appropriate pre-function report to file the function report.
3. You will be taken to the screen where you previously entered information for the pre-function report, with additional fields to fill in. All the information entered when filing the pre-function report will be filled in. You can make changes to the date of the event, time of the event, location, sponsor information, and notes if necessary.
4. Enter the expenditure information requested in the appropriate field(s).
5. When finished, click the **Submit** button to file the function report. You will be taken back to the Function Reports main page.

***NOTE:** You may edit the function report at any time using the icon in the **Edit** column of the table. A record of each amended copy of the function report will be saved with the date and time stamp that the change was made. A red date indicates a report filed late. The word "Due" preceding a date indicates a report has not been filed.

The Lobbyist Clerk would like to see each time a function report is updated. You will notice that when you edit/update a function report, you will see the original version as well as an amended version which will be noted with "(Amended Report)" in the Filing Date column. You will see a new version of the report each time you make a change to the function report. Only the most recently updated function report will display on the website.

Function Date	Function Sponsor(s)	Location	Pre-Function Registration Date	Filing Date	Filed By	Edit
09/01/2017	3M Company New Sponsor	capitol rotunda	09/05/2017	09/05/2017 01:03 PM	Emily Kramer	
08/08/2017	3M Company	Capitol Rotunda	09/05/2017	09/05/2017 12:15 PM (Amended Report)	Emily Kramer	
08/08/2017	3M Company	Capitol Rotunda	09/05/2017	09/05/2017 12:14 PM	Emily Kramer	

*To view public function reports (those that display on the legislative website) filed during the current session, click the **Public Function Reports** link on the Function Reports home page. (See below)

Function Reports (John Doe)

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Public Function Reports - Displays public facing function reports filed during session.