



## Lobbyist Frequently Asked Questions

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

A - You will need to create an account. Click the **Applications** link at the bottom of the legislative website, click the **Create an Account** button and then enter the required information. Contact the Senate Lobbyist Clerk, Kathy Stachon, at 515.281.5932 or [kathy.stachon@legis.iowa.gov](mailto:kathy.stachon@legis.iowa.gov) if you have questions.

**NOTE:** If you already use the legislative portal for other applications, you will use the same sign in information for the Lobbyist System.

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

A – The registration period for the 88<sup>th</sup> GA, Session 2 begins on **December 2, 2019**. To sign in to the Lobbyist System, click [here](#).

*Q - What can I do using the Lobbyist System?*

A - Lobbyist registration/re-registration, declarations on bills, client reports, and pre-function and function reports can be filed online. You can edit your account information at any time. You can change when you will be notified of certain actions in the system via email. You can add associates that can declare on bills on your behalf. You can also terminate your account at any time.

*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 or client has questions, contact the Senate Lobbyist Clerk, Kathy Stachon, at 515.281.5932 or [kathy.stachon@legis.iowa.gov](mailto:kathy.stachon@legis.iowa.gov) for guidance with filings.

*Q - Is there documentation on the Lobbyist System?*

A - Yes, documentation is located [here](#).

*Q - Can I file the Client Report online?*

A - Yes, the Client Report can be filed online by either the client or the lobbyist. More detailed instructions can be found [here](#).

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

A - Sign in to the Legislative Portal, click on the **Lobbyist System** link in the left pane under the Applications heading, and then click on the **Terminate Account** link in the left pane. You will see a message stating that by terminating your registration, you will no longer have access to the Lobbyist System for the current Legislative Session. Click **Confirm** to terminate your account.

**NOTE:** Once you terminate your account, you will need to contact the Lobbyist Clerk to re-activate your account.

Your name will still display on the website as a lobbyist for the current session, but there will be a note by your name stating you are no longer a registered lobbyist with a date stamp of when the account was terminated.

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

A – Contact the Senate Lobbyist Clerk, Kathy Stachon, at 515.281.5932 or [kathy.stachon@legis.iowa.gov](mailto:kathy.stachon@legis.iowa.gov) for guidance with filings.

*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 Lobbyist System. Check the appropriate boxes on the **Registration/Edit Account** page to register to lobby the Legislative Branch, the Executive Branch, and/or represent the Governor's Office.



## Legislative Services Agency – Computer Services Division Iowa Legislature

### Lobbyist Glossary

**Associate**—a lobbyist who is granted rights to declare on another lobbyist’s behalf. Associates can be added or removed at any time using the Associates link in the left navigation pane of the Lobbyist System.

**Client**—the organization on behalf of whom the lobbyist is declaring.

**Client Contact**—this is a person who can be contacted concerning a particular client. This person may be a lobbyist or they may be a representative of the client who can be contacted if legislative staff have questions or problems relating to the client. This person will receive an email each year when the Client Reports are due.

**Firm**—the organization for which a lobbyist works. When a lobbyist enters a firm name in the system, it helps to tie Associates and Support Staff to the Firm.

**Support Staff**—previously referred to as “sub administrators” in the lobbyist system. Support staff will have their own account in the system, but do not function as lobbyists. They can, however, make declarations on behalf of one lobbyist or several if a lobbyist enters their information under the Support Staff heading on the Registration/Edit Account page of the Lobbyist System.

**User Type**—the user’s role in the system. There are three different user types: lobbyist, support staff, and client contact.