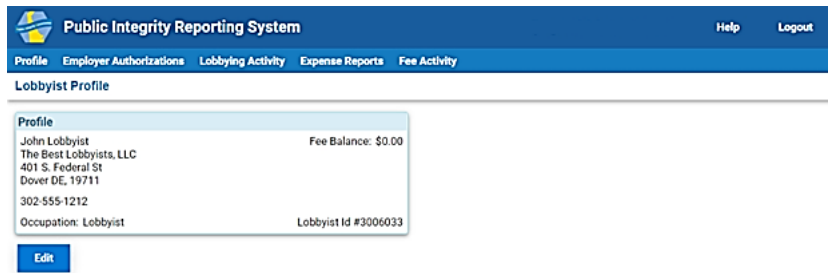


Filing a new Lobbying Activity

1. Login to the PIRS application



The screenshot shows the 'Public Integrity Reporting System' interface. The top navigation bar includes 'Profile', 'Employer Authorizations', 'Lobbying Activity', 'Expense Reports', and 'Fee Activity'. The 'Lobbyist Profile' section displays the following information:

Profile	Fee Balance: \$0.00
John Lobbyist	
The Best Lobbyists, LLC	
401 S. Federal St	
Dover DE, 19711	
302-555-1212	
Occupation: Lobbyist	Lobbyist Id #3006033

An 'Edit' button is located below the profile information.

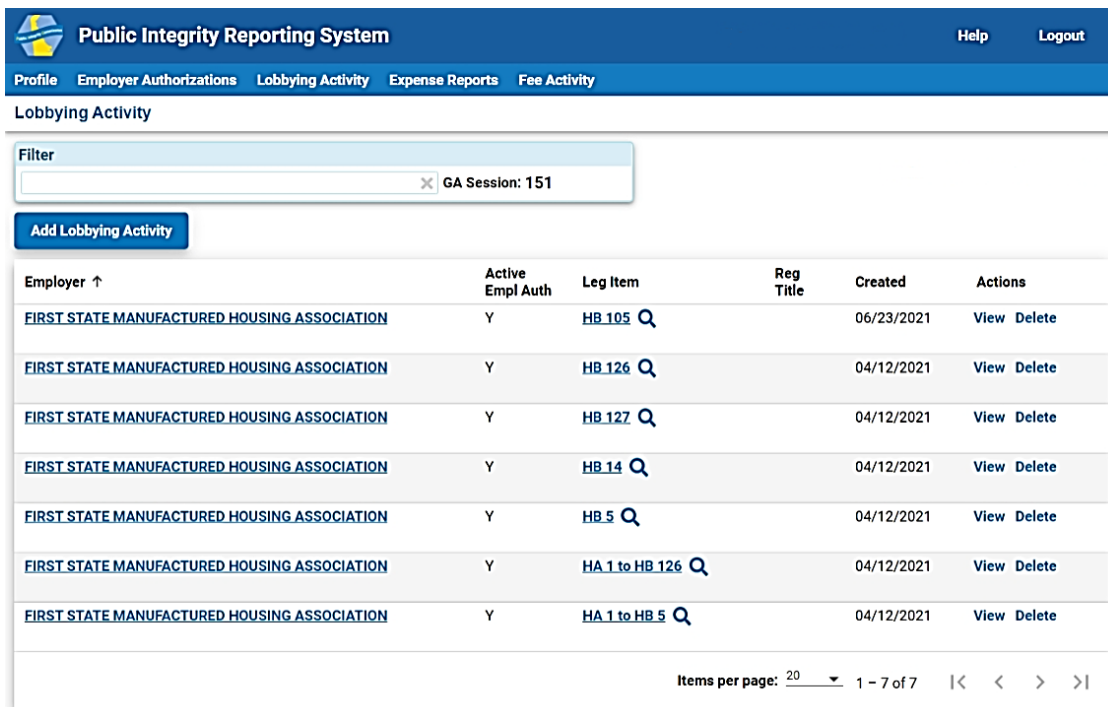
2. On the menu bar, click on "Lobbying Activity". You will be taken to the Lobbying Activity list page.

New Lobbyist:



The screenshot shows the 'Public Integrity Reporting System' interface with the 'Lobbying Activity' menu item selected. A filter box is present with the text 'GA Session: 151'. Below the filter is an 'Add Lobbying Activity' button. The main content area displays the message: 'No Lobbying Activities Found'.

Existing Lobbyist:



The screenshot shows the 'Public Integrity Reporting System' interface with the 'Lobbying Activity' menu item selected. A filter box is present with the text 'GA Session: 151'. Below the filter is an 'Add Lobbying Activity' button. The main content area displays a table of existing lobbying activities:

Employer ↑	Active Empl Auth	Leg Item	Reg Title	Created	Actions
FIRST STATE MANUFACTURED HOUSING ASSOCIATION	Y	HB 105 Q		06/23/2021	View Delete
FIRST STATE MANUFACTURED HOUSING ASSOCIATION	Y	HB 126 Q		04/12/2021	View Delete
FIRST STATE MANUFACTURED HOUSING ASSOCIATION	Y	HB 127 Q		04/12/2021	View Delete
FIRST STATE MANUFACTURED HOUSING ASSOCIATION	Y	HB 14 Q		04/12/2021	View Delete
FIRST STATE MANUFACTURED HOUSING ASSOCIATION	Y	HB 5 Q		04/12/2021	View Delete
FIRST STATE MANUFACTURED HOUSING ASSOCIATION	Y	HA 1 to HB 126 Q		04/12/2021	View Delete
FIRST STATE MANUFACTURED HOUSING ASSOCIATION	Y	HA 1 to HB 5 Q		04/12/2021	View Delete

At the bottom of the table, there is a pagination control: 'Items per page: 20' and '1 - 7 of 7' with navigation arrows.

Note: You must have identified at least one Employer through Employer Authorizations in order to be able to file Lobbying Activity.

3. Click on the "Add Lobbying Activity" button. The following screen displays for you to log the Lobbying Activity

Lobbying Activity

Employer Authorization

* For Employer

Lobbying Activity All (*) fields are required

Legislative

GA Session 151

* Legislative Item

* Budget DDS

Regulatory

GA Session 151

* Title

* Regulation Description

Save

- a. Select the Employer from the dropdown list for which you performed the lobbying
 - b. Choose where the lobbying activity was for a Legislative or Regulatory item
 - i. Legislative:
 1. A list of bills from the Legislative Information System (LIS) will be populated in the Legislative Item dropdown from which you can choose.
 2. If the Legislative Item is a Budget bill, you will need to identify the Budget DDS from the dropdown box. If the Legislative Item is not a Budget Bill, the Budget DDS dropdown is disabled.
 - ii. Regulatory
 1. The list of Regulatory Titles from the Legislative Information System (LIS) are populated in the Title dropdown from which you can choose.
 2. Enter a description of the regulation lobbying performed for the selected Title in the Regulation Description text box.
 - c. When all of the required information is completed, the Save button will become enabled. Click on the Save button to complete the filing of the Lobbying Activity.
4. Upon saving of the Lobbying Activity, you are returned to the Lobbying Activity list screen. If you have additional lobbying activity to report, click on the “Add Lobbying Activity” button and repeat the process.