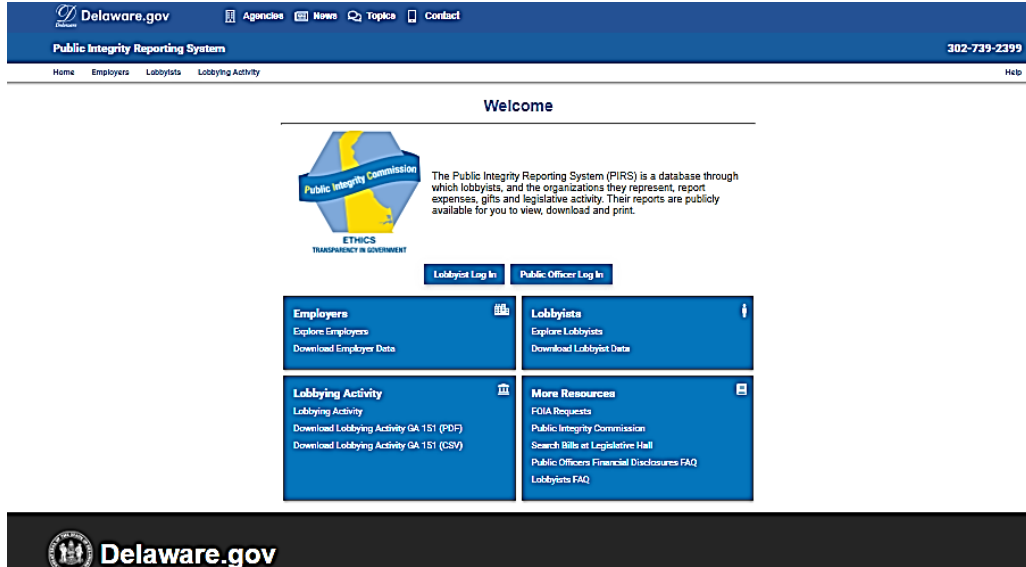


Account Setup for New Lobbyists

Logging into (new) PIRS (Public Integrity Reporting System) for the first time:

1. Begin by going to <https://pirs.delaware.gov>



2. Click on the Lobbyist Login Button



(Continued on the next page)

3. You will be directed to the My.Delaware.Gov sign-in page similar to the one below

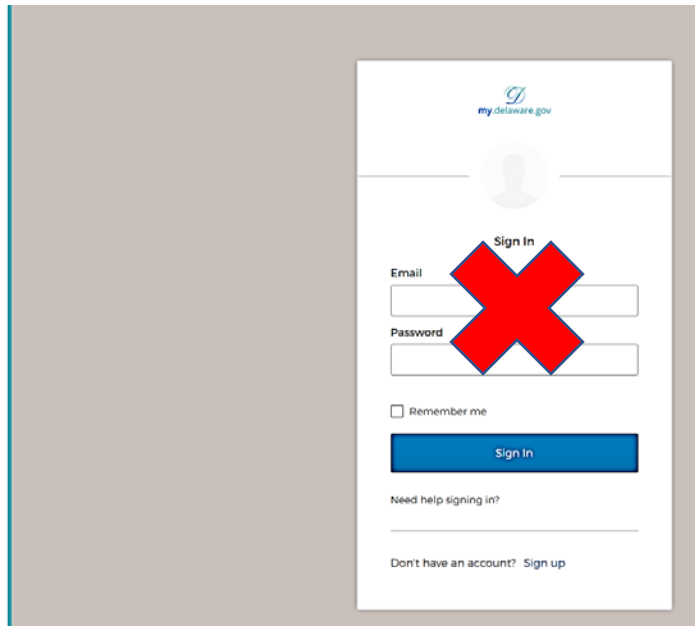


Welcome to my.delaware.gov!

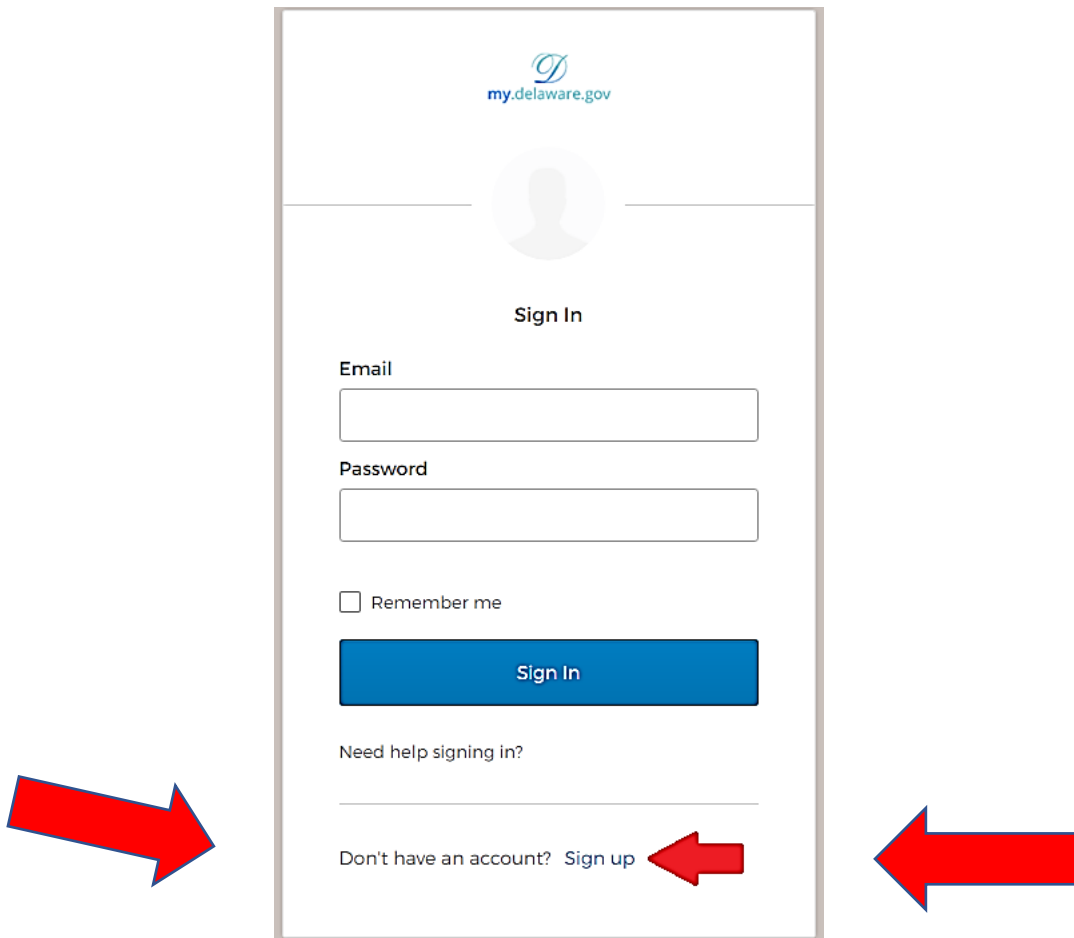
Delaware is improving security, transitioning from each system requiring its own username and password to having a new single authentication method. Your single ID validates who you are to the different state systems and applications. When you login, you will see a single view with your applications access. The new intelligent solution leverages modern technologies like artificial intelligence (AI) to secure citizen accounts and state resources, requiring additional validations that only you will have.

For best experience, please use a recent version of Apple **Safari**, Mozilla **Firefox**, Google **Chrome** or Microsoft **Edge** browser.

- Secure access to all state resources
- Single account to access applications



4. Click on the "Sign-up" link after "Don't have an account?" at the bottom of the sign-in area



5. The registration page similar to the one below will display. **Note: Each lobbyist must have a separate email address, you may not use the same email address for another user.**

my.delaware.gov

Welcome to my.delaware.gov!

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- Secure access to all state resources
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Email

Email *

Password *

Primary phone

First name *

Middle name

Last name *

Street address *

City *

Zip code *

State Delaware

Country USA

* Indicates required field

Register

Back to Sign In

6. Fill in the requested information and click on the “Register” button

- When entering your Primary phone number, just provide the numbers. Ex. 3025551212

7. Upon successful submission, the registration page will change to the following.

my.delaware.gov

Welcome to my.delaware.gov!

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- Secure access to all state resources
- Single account to access applications

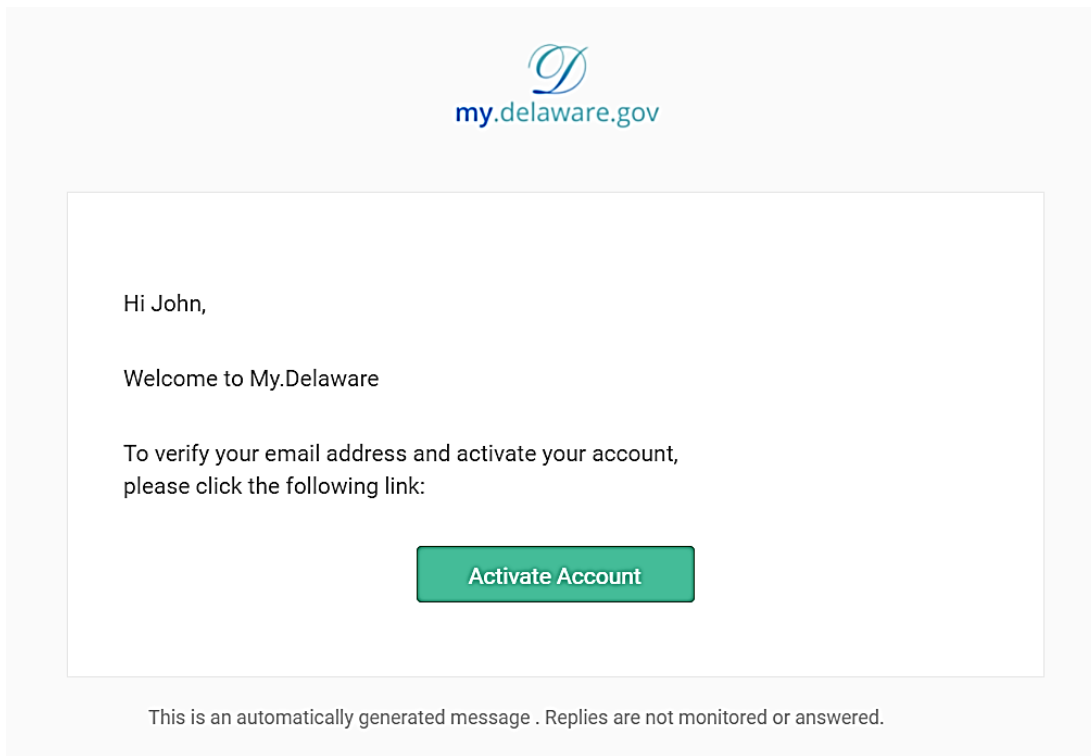
my.delaware.gov

Verification email sent

To finish signing in, check your email.

Back to Sign In

8. You can close this browser tab if you wish. Proceed to the email account you specified on the registration page and locate the email from My Delaware (NoReply@my.delaware.gov) with the subject line “Activate Account” and open the email. An email similar to the one below will display.



9. Click on the “Activate Account” button.

(Continued on the next page)

10. You will be returned to the My.Delaware.Gov application to specify the two required methods of multifactor identification: Voice Call Authentication and Secret Question. These will be used to verify your login and will also provide you the ability to use a different method should you forget one



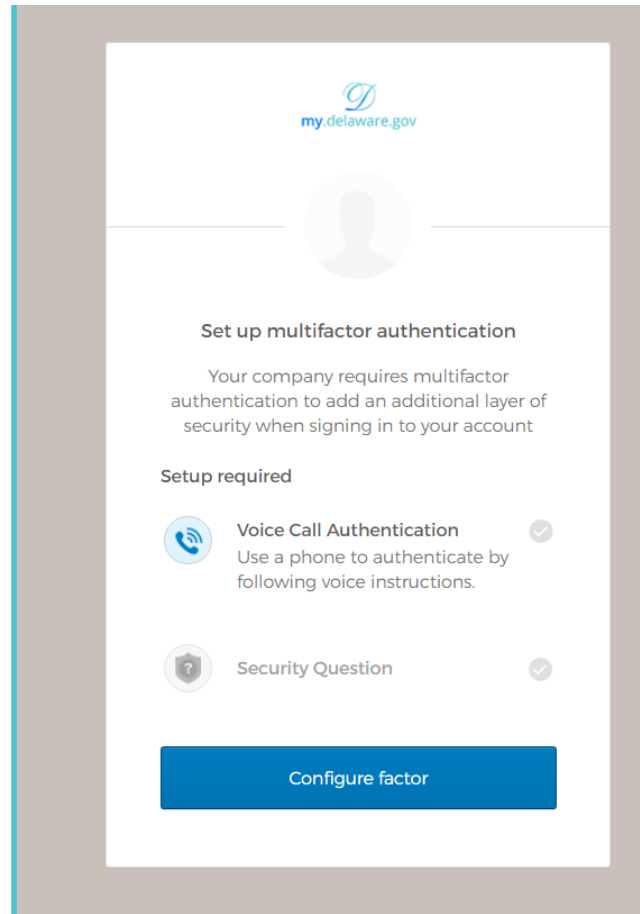
Welcome to my.delaware.gov!

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➔ Secure access to all state resources

➔ Single account to access applications



11. Click on the “Configure factor” button to complete the enrollment for Voice Call Authentication

(Continued on the next page)

12. The screen will change to the following. Enter a phone number and click on the Call button



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- ➔ Secure access to all state resources
- ➔ Single account to access applications

A screenshot of the phone authentication screen on my.delaware.gov. At the top is the my.delaware.gov logo. Below it is a circular icon with a blue telephone handset and signal waves. The text 'Follow phone call instructions to authenticate' is centered. Below this is a dropdown menu showing 'United States'. Underneath are two input fields: 'Phone number' with a '+1' prefix and 'Extension'. A blue 'Call' button is positioned below the input fields. At the bottom, there is a link that says 'Back to factor list'.

(Continued on the next page)

13. You will receive an automated call at the number specified and a verification code will be provided twice for you to enter in the Enter Code box



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- ➔ Secure access to all state resources
- ➔ Single account to access applications

my.delaware.gov

Follow phone call instructions to authenticate

United States

Phone number Extension

+1 3025551212

Calling

Enter Code

Verify

Back to factor list

14. Enter the code provided and click on the Verify button.

(Continued on the next page)

15. The screen will progress for you to provide the second multifactor identification. Click on the “Configure next factor” button.

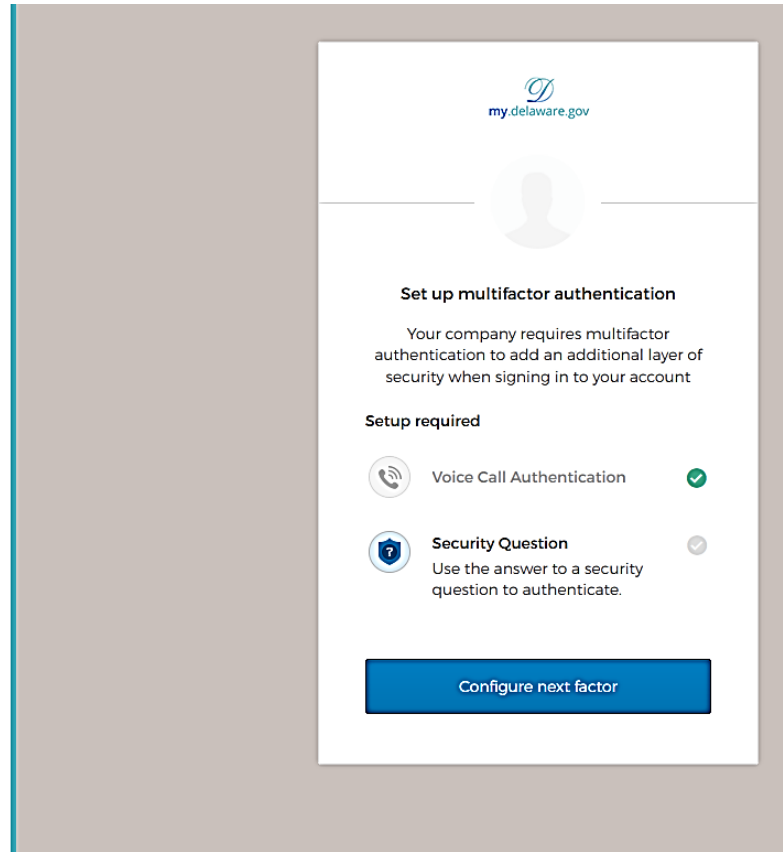


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- ➔ Secure access to all state resources
- ➔ Single account to access applications



(Continued on the next page)

16. On the 'Setup secret question authentication page', choose one the questions from the dropdown box. Provide a value in the Answer box and click on the "Save" button"



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- ➔ Secure access to all state resources
- ➔ Single account to access applications

A screenshot of the 'Setup secret question authentication' page on my.delaware.gov. The page has a white background with a blue border on the left. At the top, there is the my.delaware.gov logo and a circular icon containing a question mark. Below this, the title 'Setup secret question authentication' is displayed. A dropdown menu is open, showing the question 'What is the food you least liked as a chi...'. Below the dropdown is an empty text input field labeled 'Answer'. At the bottom of the form is a blue 'Save' button. A link 'Back to factor list' is located at the very bottom of the page.

(Continued on the next page)

17. You will be returned to the Set up multifactor authentication screen. You may optionally choose to configure either one or both of the additional authentication methods. After you have configured all the authentication methods you chose, click on the “Finish” button.

The screenshot displays the 'my.delaware.gov' multifactor authentication setup interface. On the left, a welcome message states: 'Welcome to my.delaware.gov! Delaware is improving security, transitioning from each system requiring its own username and password to having a new single authentication method. Your single ID validates who you are to the different state systems and applications. When you login, you will see a single view with your applications access. The new intelligent solution leverages modern technologies like artificial intelligence (AI) to secure citizen accounts and state resources, requiring additional validations that only you will have. For best experience, please use a recent version of Apple **Safari**, Mozilla **Firefox**, Google **Chrome** or Microsoft **Edge** browser.' Below this, two blue arrows point to the following features: 'Secure access to all state resources' and 'Single account to access applications'. The right panel, titled 'Set up multifactor authentication', includes a user profile icon and the instruction: 'You can configure any additional optional factor or click finish'. It lists 'Enrolled factors' as 'Voice Call Authentication' and 'Security Question', both with green checkmarks. Under 'Additional optional factors', there are two options: 'Okta Verify' (with a 'Setup' button) and 'SMS Authentication' (with a 'Setup' button'). A large blue 'Finish' button is located at the bottom of the right panel.

(Continued on the next page)

18. New lobbyists will be brought to the PIRS Lobbyist Profile screen, similar to the one below.

The screenshot shows the 'Public Integrity Reporting System' interface. At the top, there is a navigation bar with the system name, a user email 'djm.govt+lobdoc@gmail.com', and links for 'Help' and 'Logout'. Below this is a secondary navigation bar with tabs for 'Profile', 'Employer Authorizations', 'Lobbying Activity', 'Expense Reports', and 'Fee Activity'. The main content area is titled 'Lobbyist' and contains a 'Welcome!' message. The message states: 'If you are a new lobbyist, please begin by creating your profile below. If you are a returning lobbyist and have already created a profile, DO NOT create another profile! Your credentials need to be mapped to your Lobbyist profile. Please contact the PIC at 302-739-2399 for assistance.' Below the message is a form titled 'Lobbyist' with a note 'All (*) fields are required'. The form includes the following fields: '* First Name:', '* Last Name:', 'Lobbying Firm Name:', '* Street Address:', '* City / State / Zip Code:' (with a dropdown for state and a separate field for zip code), '* Phone:', and '* Occupation:'. There is also a checkbox labeled 'Check to enter International Address'. A 'Save' button is located at the bottom left of the form.

19. Fill in the information on the page and click on the “Save” button.

20. The application page will refresh to an image similar to the one below.

The screenshot shows the 'Public Integrity Reporting System' interface with the 'Lobbyist Profile' screen. The navigation bar and secondary navigation bar are the same as in the previous screenshot. The main content area is titled 'Lobbyist Profile' and contains a 'Profile' section. The profile information is as follows: Name: John Lobbyist; Employer: The Best Lobbyists, LLC; Address: 401 S. Federal St, Dover DE, 19711; Phone: 302-555-1212; Occupation: Lobbyist; Fee Balance: \$0.00; Lobbyist Id #3006033. An 'Edit' button is located at the bottom left of the profile section.

New lobbyists--You are now able to add an Employer. Once you have added an Employer you will be able to submit Lobbying Activity and quarterly Expense Reports.