



Direct Lobbying Guide to Quarterly Reporting

Login and click on the header at the top of the screen that says Quarterly Expenditure Reports.

Home Basic Registration Employer/Client Information **Quarterly Expenditure Reports** Employer Authorization Employer's Annual Certification Indirect Lobbying

Quarterly Expenditure Reports File

Prepare which Quarterly Report? 2022 4th Quarter

Reporting Activity from 10/1/2022 to 12/31/2022

ABC CORP COMPANY A

ABC CORP

Compensation to Reporting Lobbyist 0 Save

☐ Do you work for a lobbying entity, such as a law firm or PR firm or lobbying firm? If so, was that firm paid additional compensation for City of Seattle lobbying, beyond what you were paid?

Additional Compensation paid to Lobbying Entity 0 Total Compensation to Lobbying Entity 0

Then select the quarterly report from the drop down menu in the first grid.

Home Basic Registration Employer/Client Information **Quarterly Expenditure Reports** Employer Authorization Employer's Annual Certification Indirect Lobbying

Quarterly Expenditure Reports File

Prepare which Quarterly Report? 2022 4th Quarter

Reporting Activity from 01/01/2022 to 12/31/2022

ABC CORP

ABC CORP

Compensation to Reporting Lobbyist

☐ Do you work for a lobbying entity, such as a law firm or PR firm or lobbying firm? If so, was that firm paid additional compensation for City of Seattle lobbying, beyond what you were paid?

Additional Compensation paid to Lobbying Entity

If your employer/client paid for, reimbursed, or received reimbursement for lobbying expenses made to support their City of Seattle lobbying efforts, please enter the amounts paid or received.

Total Compensation to Lobbying Entity 0

Reporting Activity from 01/01/2022 to 12/31/2022

2022 4th Quarter
2022 3rd Quarter
2022 2nd Quarter
2022 1st Quarter
2021 4th Quarter
2021 3rd Quarter
2021 2nd Quarter
2021 1st Quarter
2020 4th Quarter
2020 3rd Quarter
2020 2nd Quarter
2020 1st Quarter
2019 4th Quarter
2019 3rd Quarter



All active employer registrations for the logged in lobbyist will be shown in a grid. All fields should be completed. Please put N/A for any questions that are not applicable instead of leaving blanks.

ABC CORP

Compensation to Reporting Lobbyist

Save

☐ Do you work for a lobbying entity, such as a law firm or PR firm or lobbying firm? If so, was that firm paid additional compensation for City of Seattle lobbying, beyond what you were paid?

Additional Compensation paid to Lobbying Entity

Total Compensation to Lobbying Entity

If your employer/client paid for, reimbursed you for, or reimbursed your lobbying entity for any of the following expenses made to support their City of Seattle lobbying efforts, please enter the amounts paid or reimbursed below.

Food & Refreshments

Travel

Others

Living Accommodations

Entertainment

The report can be saved at any time, whether completed or not, by clicking the Save button.

Home Basic Registration Employer/Client Information **Quarterly Expenditure Reports** Employer Authorization Employer's Annual Certification Indirect Lobbying

Quarterly Expenditure Reports

File

Prepare which Quarterly Report?

Reporting Activity from 10/1/2022 to 12/31/2022

ABC CORP COMPANY A

ABC CORP

Compensation to Reporting Lobbyist

Save

☐ Do you work for a lobbying entity, such as a law firm or PR firm or lobbying firm? If so, was that firm paid additional compensation for City of Seattle lobbying, beyond what you were paid?


Additional Compensation paid to Lobbying Entity

Total Compensation to Lobbying Entity



Once the report is complete, it can be published by clicking on the File button.

Home Basic Registration Employer/Client Information **Quarterly Expenditure Reports** Employer Authorization Employer's Annual Certification Indirect Lobbying

Quarterly Expenditure Reports File 

Prepare which Quarterly Report?

Reporting Activity from 10/1/2022 to 12/31/2022

ABC CORP

Compensation to Reporting Lobbyist Save

☐ Do you work for a lobbying entity, such as a law firm or PR firm or lobbying firm? If so, was that firm paid additional compensation for City of Seattle lobbying, beyond what you were paid?

Additional Compensation paid to Lobbying Entity Total Compensation to Lobbying Entity

The Filing screen will show a copy of the report that can be reviewed before proceeding.

File Quarterly Expenditure Reports

SEEC - Report of Expenditures	
Lobbyist	
Name	Chrissy courtney
Reporting Period	
Start	10/1/2022
End	12/31/2022
Employer I	
Contact Information	

Filing Step 1

Review Report and make sure it is accurate and complete. If you need to make changes choose "Cancel" under Step 2 below and you will return to the data entry screen without losing this data.

Filing Step 2

Certify Report by checking one box

☐ I am Chrissy courtney, or authorized to certify this on his or her behalf, and I certify this report to be true and correct to the best of my knowledge.

Filing Step 3

Edit Proceed Cancel



Certify the report by checking the box under Filing Step 2, then Click on Proceed to file the report.

File Quarterly Expenditure Reports

SEEC - Report of Expenditures	
Lobbyist	
Name	Chrissy courtney
Reporting Period	
Start	10/1/2022
End	12/31/2022
Employer I	

Filing Step 1

Review Report and make sure it is accurate and complete. If you need to make changes choose "Cancel" under Step 2 below and you will return to the data entry screen without losing this data.

Filing Step 2

Certify Report by checking one box

☒ I am Chrissy courtney, or authorized to certify this on his or her behalf, and I certify this report to be true and correct to the best of my knowledge.

Filing Step 3

[Edit](#) [Proceed](#) [Cancel](#)

There will be a pop up message confirming the report has been filed. Click OK to acknowledge the pop up message and return to the home page.

Lobbyist	
Name	Chrissy courtney
Reporting Period	
Start	
End	
Employer I	
Contact Information	
Name	ABC Corp

Review Report and make sure it is accurate and complete. If you need to make changes choose "Cancel" under Step 2 below and you will return to the data entry screen without losing this data.

Filing Step 2

Certify Report by checking one box

☒ I am Chrissy courtney, or authorized to certify this on his or her behalf, and I certify this report to be true and correct to the best of my knowledge.

Filing Step 3

[Edit](#) [Proceed](#) [Cancel](#)

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Your report has been filed and can be viewed under "Reports Filed in Past Week"

[OK](#)