




How to register a new employer/client lobbying engagement as a direct lobbyist:


Login to the lobbying reporting application:

Login

Username*



Password*



Sign in

[Forgot Password?](#)

- User names and passwords are NOT case sensitive.
- Pop-ups and Javascript must be enabled to use this eFiling application.
- The individual assigned this user name and password is responsible for the accuracy and completeness of the files certified.



From the home page after logging in click on the Employer/Client Information tab:

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

Basic Registration Filing History

Filing Date	New or Amendment
05/12/2022	New
05/16/2022	Amended
09/27/2022	Amended

Direct Lobbying Employer Registration Filing History

Filing Date	New or Amendment	Committee Name
05/17/2022	Amended	
05/16/2022	New	

Expenditure Filing History

Committee Name	Amendment Status	Filing Date	Period From
Campaign I	New	05/16/2022	04/01/2022
Campaign I	Amended	05/16/2022	04/01/2022

Indirect Lobbying Filing History

Committee Name	Amendment Status	Filing Date	Period From
Campaign I	New	05/16/2022	04/01/2022

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Click on the New Registration button

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

Employer/Client Information [New Registration](#)

Which registration would you like to work with?

Employer Name	Address	Telephone	Email	Business / Occupation	Registration Status	
ABC Corps	651 St Highland	512-232-2832	neelam-shah	IT Professional	Active	Edit / View More Details File
Neelam					Active	Edit / View More Details File
Koko entity	Abc 35 jrff	1232144564	koko.master@cat.com	Eating	Terminated	Edit / View More Details File



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Enter the information regarding the lobbying agreement between the lobbyist and the employer/client.

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

Edit Lobbyist Registration Save Cancel

Employer (Person or group for which you lobby)

Name	ABC Corp	Occupation, Business, or Purpose		Email	
Telephone		Address 1		Address 2	
City		State		Zipcode	

Lobbyist Registration Status

☒ Registration is Active

Employment Details

☒ I am Full time / Solely Lobbying

Reimbursement for Expenses		Expected Duration		Compensation (for lobbying)	
		Subjects of Lobbying (include legislation #)			

Employed through Lobbying Entity?

Name of Entity		Compensation to Entity	
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Employer is Business or Trade Association or Similar Organization? (Name and Address of all Members Required to be reported)

Click on the Save button after completing the fields.

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

Edit Lobbyist Registration Save Cancel

Employer (Person or group for which you lobby)

Name	ABC Corp	Occupation, Business, or Purpose	Government Affairs	Email	abc@corp.com
Telephone	800.800.8000	Address 1	123 Street Pl	Address 2	Suite 2020
City	Seattle	State	WA	Zipcode	98124

Lobbyist Registration Status

☒ Registration is Active

Employment Details



Click OK on the pop-up message acknowledging the registration has been saved.

The screenshot shows the 'Edit Lobbyist Registration' form. A pop-up message from 'webdev6.seattle.gov' states 'Lobbyist Registration has been updated successfully.' with an 'OK' button. The form fields include: Name (ABC Corp), Telephone (800.800.8000), City (Seattle), Occupation (Government Affairs), Email (abc@corp.com), Address 2 (Suite 2020), and Zipcode (98125). The 'Lobbyist Registration Status' is 'Registration is Active'.

Once the record has been saved, if the registration is complete and ready to be published then click on the File button.

The screenshot shows the 'Employer/Client Information' table. A blue arrow points to the 'File' button in the 'Action' column for the 'ABC Corp' entry. The table has columns: Employer Name, Address, Telephone, Email, Business / Occupation, Registration Status, and Action.

Employer Name	Address	Telephone	Email	Business / Occupation	Registration Status	Action
ABC Corp	123 Street Pl	800.800.8000	abc@corp.com	Government Affairs	Active	Edit / View More Details File

Clicking on the File button will show the registration statement for review. Certify the report by clicking into the button under Filing Step 2, and then clicking Proceed under Filing Step 3.

The screenshot shows the 'File Lobbyist Registration' page. It displays the 'SEEC - Lobbyist Registration Statement' form and the 'Filing Steps'.

SEEC - Lobbyist Registration Statement

Lobbyist	
Name	chrissy courtney

Employer of Lobbyist	
Name	ABC Corp
Street Address 1	123 Street Pl
Street Address 2	Suite 2020

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](#)



Click OK in the pop-up message confirming the report has been filed and the screen will return to the Home Page.

Lobbyist	
Name	Chrissy courtney
Reporting Period	
Start	webdev6.seattle.gov
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 is true and correct to the best of my knowledge.

Step 3

Once the registration has been filed, an authorization referencing that registration must be sent from the employer/client to the SEEC. Below is a template that can be used to provide the authorization.

I authorize [Lobbyist's Name] to lobby on [Employing Organization's] behalf. [Lobbyist Name] has registered as a Lobbyist for this purpose with the Client/Employer Registration report linked to here:

[\[Insert the link to the Client/Employer Registration report here\]](#)

Signed,

[Employing Officer's Name]



Authorization:

To provide a link for the authorization from the employer find the registration on the lobbying filing page here: <https://web6.seattle.gov/ethics/lobbying/LobbyistList.aspx>

Seattle.gov

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Wayne Barnett, Executive Director

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Disclosure
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Law & Filer Info

Lobbyist Name List

What lobbyist name would you like to search for? [Expand lobbyist list](#)

Search for the lobbyist's name. Find the Employer/Client Registration to be authorized. Click the word New next to the date of registration and this will pop up a new window with the details of the registration.

Lobbyist Name List

What lobbyist name would you like to search for? [Expand lobbyist list](#)

Person A. Person

Employer Reports

Client/Employer	Active/Terminate	Registration Status	Recent Expense Report								
<div>United Way of King County</div>	Active	New (9/19/2008)	2020 - Q4	2021 - Q1	2021 - Q2	2021 - Q3	2021 - Q4	2022 - Q1	2022 - Q2	2022 - Q3	Last 4 Quarters
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<div>YWCA Seattle-King County/SOWA</div>	Active	Amended (3/4/2010)	2020 - Q4	2021 - Q1	2021 - Q2	2021 - Q3	2021 - Q4	2022 - Q1	2022 - Q2	2022 - Q3	Last 4 Quarters
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Scroll down to the bottom of the new pop up window to find a link to the registration.

Example: [https://web6.seattle.gov/ethics/filings/popfiling.aspx?prguid=7A035AEE-A7AB-47GE-854713-KL5475122] Copy link to the Clipboard. Paste the link to the report into an email to the Employer/Client for them to review and submit.

The Employer/Client sends the completed authorization to ethicsandelections@seattle.gov

or Seattle Ethics and Elections Commission, PO Box 94729, Seattle, WA 98124-4729.