



Terminating an employer/client registration as a lobbyist:

Login to: <https://webdev6.seattle.gov/ethics/LobbyFilerCore/Home/Login>

You will see the homepage, similar to below. Navigate to the Employer/Client Information tab along the top menu.

[Home](#) [Basic Registration](#) [Employer/Client Information](#) [Quarterly Expenditure Reports](#) [Employer Authorization](#) [Employer's Annual Certification](#) [Indirect Lobbying](#)

Reports Filed in the Past Week

Report Type	New / Amendment	Filing Date
Direct Lobbying	Amended	05/17/2022
Basic Registration	New	05/12/2022
Quarterly Expenditure	New	10/24/2022
Basic Registration	Amended	05/16/2022
Direct Lobbying	New	05/16/2022
Basic Registration	Amended	09/27/2022
Direct Lobbying	Amended	10/06/2022
Indirect Lobbying	New	05/16/2022
Indirect Lobbying	Amended	05/16/2022

Basic Registration

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Click on Edit/View More Details for the registration that has ended.

[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 Corp	123 Street Pl	800.800.8000	abc@corp.com	Government Affairs	Active	Edit / View More Details File
Company A	123 Address Street	800.888.8000	Company@a.com	Government watch group	Active	Edit / View More Details File



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On the following screen as you scroll down you will see a slide button that says Registration is Active. Simply click into that circle and then complete the effective date of Termination field.

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)

Employer Name 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 Expected Duration Compensation (for lobbying)

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Then hit Save on the right side of the screen.

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)

Employer Name Occupation, Business, or Purpose Email

Telephone Address 1 Address 2

City State Zipcode

Lobbyist Registration Status

☐ Registration is Active Effective date of Termination

Employment Details

☒ I am Full time / Solely Lobbying Expected Duration Compensation (for lobbying)

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After clicking Save, the screen returns to the main Employer/Client Information grid, and the Registration Status is updated to Terminated. Click on File to publish the termination.

[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 Corp	123 Street Pl	800.800.8000	abc@corp.com	Government Affairs	Terminated	Edit / View More Details File
Company A	123 Address Street	800.888.8000	Company@a.com	Government watch group	Active	Edit / View More Details File

This will bring a copy of the terminated registration up for review. Certify the accuracy by clicking into the box under Filing Step 2, then click on Proceed.

[Home](#) [Basic Registration](#) [Employer/Client Information](#) [Quarterly Expenditure Reports](#) [Employer Authorization](#) [Employer's Annual Certification](#) [Indirect Lobbying](#)

File Lobbyist Registration

SEEC - Lobbyist Registration Statement

This Registration was Terminated on 10/25/2022 12:00:00 AM

Lobbyist

Name

chrissy courtney

Employer of Lobbyist

Name

ABC Corp

Street Address 1

123 Street Pl

Street Address 2

Suite 2020

City

Seattle

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](#)

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After clicking on Proceed, a pop-up message will appear confirming that the registration termination has been filed. Click OK to finish and return to the Home Page.

[Home](#) [Basic Registration](#) [Employer/Client Information](#) [Quarterly Expenditure Reports](#) [Employer Authorization](#) [Employer's Annual Certification](#) [Indirect Lobbying](#)

File Lobbyist Registration

SEEC - Lobbyist Registration Statement	
This Registration was Terminated on 10/25/2022 12:00:00 AM	
Lobbyist	
Name	
Employer of Lobbyist	
Name	ABC Corp
Street Address 1	123 Street Pl
Street Address 2	Suite 2020
City	Seattle

webdev6.seattle.gov

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

OK

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.

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Filing Step 3

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

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