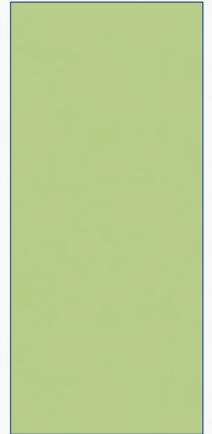




EYE ON LOBBYING: Obtaining And Amending A Lobbyist License

WISCONSIN ETHICS COMMISSION



DO I NEED A LOBBYIST LICENSE?

- A lobbying license is required if you:
 - Attempt to influence state legislation or an administrative rule
 - On behalf of a business or organization that pays you
 - And if you communicate with a state official or legislative employee about such matters on 5 or more days within a 6 month reporting period.

APPLY FOR A LOBBYIST LICENSE

- You must have a user account and be logged into the Eye On Lobbying website (<https://lobbying.wi.gov/>) to apply for, renew, or amend a lobbyist license
- Select “Registration and Licensing” from the left-hand menu
- Then select “Apply for a Lobbyist License”

Welcome
About Lobbying In Wisconsin
Frequently Asked Questions
Registration And Licensing 
Submit 15 Day Report
Enter Lobbyist Hours
Submit 6 Month Report
Pay Fees
Modify My User Account Profile
Change My Password
Log Out
Contact G.A.B

APPLY FOR A LOBBYIST LICENSE

- Select the Legislative Session
- First time applicants, click “For New Lobbyists”
- If you have ever had a license, click on “Previously Licensed Lobbyists”
- You can also resume or delete an incomplete application

The screenshot shows a web interface for applying for a lobbyist license. On the left is a navigation menu with the following items: Registration And Licensing, Register A Principal, Amend A Principal Registration, Cease Principal Activities, Apply For A Lobbyist License (highlighted with a red arrow), Amend A Lobbyist License, and Surrender A Lobbyist License. The main content area is titled 'Apply For A Lobbyist License' and includes a dropdown menu for 'During the 2013-2014 Legislative Session' (with a red arrow pointing to it). Below this are instructions for applying, including a link to create an account and a note for veterans. A section titled '2013-2014 Legislative Session' contains two buttons: 'For New Lobbyists' (with a red arrow) and 'Previously Licensed Lobbyists' (with a red arrow). Below that is a section for 'Incomplete Lobbyist License Applications' with a dropdown menu and two buttons: 'Resume An Incomplete Lobbyist License Application' and 'Delete An Incomplete Lobbyist License Application'.

APPLY FOR A NEW LOBBYIST LICENSE

- Enter your name and contact information (required fields are marked by an asterisk) then click on “Save and Continue”
- Select whether you will be lobbying on behalf of a single organization or multiple organizations, then click on “Save and Continue”

Please specify the type of lobbyist license you need

I need a license to lobby on behalf of only one organization

I need a license to lobby on behalf of two or more organizations

Start < Back Save And Continue >

APPLY FOR A NEW LOBBYIST LICENSE

- Upload a photo (optional – 16 MB max.)
- Review the image and then click on “Continue”

Please upload a photo of yourself



Photo Not Available

Upload

Start < Back Continue >

Please select a photo to upload, and then click OK

You may attach a photo of type *.jpg or *.gif only (file size must be less than 16MB).

Choose File American-Fl...kground.jpg

Cancel OK

Please upload a photo of yourself



Upload Delete

Start < Back Continue >

APPLY FOR A NEW LOBBYIST LICENSE

- Add additional user permissions (optional)
- Click on “Add User Permissions”
- Create a new user account if one does not exist
- Or search for an existing user
- Select desired permissions

Please search for and select a user account

If you cannot find an existing user account, you may create one.
However, you should only do so if you are absolutely sure one does not already exist for the user.

Search For User Accounts That Contain:



BBeckert - Becker, Barbara
DBecker - Becker, David
DBecker1 - Becker, Dismas
jbecker - Becker, Jonathan 
Jonathan - Becker, Jonathan

Found 5 Records



Set Lobbyist Permissions Assigned To

jbecker (Jonathan Becker)

Can Amend Lobbyist License
 Can Pay Lobbyist License Fees
 Can Perform Lobbyist 6 Month Time Reporting 



APPLY FOR A NEW LOBBYIST LICENSE

- Review assigned permissions and edit or delete permissions as needed

Assign permissions others can perform on behalf of this lobbyist

Assigning permissions enables other people to log in using their own user accounts to assist the lobbyist with licensing, registration, amending information, and filing reports.

User Name	Permissions	Commands
Becker, Jonathan (jbecker)	Can Amend Lobbyist License Can Pay Lobbyist License Fees Can Perform Lobbyist 6 Month Time Reporting	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Bell, Brian (bbell)	Can Amend Lobbyist License Can Pay Lobbyist License Fees Can Perform Lobbyist 6 Month Time Reporting	Lobbyist gets all permissions

APPLY FOR A NEW LOBBYIST LICENSE

- Review your lobbyist license application
- Enter your full 9-digit social security number
- Review certification statement
- Certify application

Social Security Number

Wisconsin Statutes [§13.63(1)] prohibit the Board to issue a license to an applicant (1) who does not provide his or her Social Security number; (2) whom the Department of Revenue certifies is liable for delinquent taxes; or (3) whom the Department of Workforce Development certifies has failed to make court ordered child or family support payments.

You must enter your **nine digit social security number** here:



Lobbyist Certification

I certify that I am the lobbyist named below and that the above information is true and correct to the best of my knowledge, information, and belief.

Lobbyist Name
Brian Bell

Application Date
9/30/2014

Important: **Only the actual lobbyist** should certify this lobbyist license application while logged into the system using their own user account.



RENEW A LOBBYIST LICENSE

- If you have ever had a lobbyist license in Wisconsin, you can renew it
- Follow the same initial steps as applying for a license for the first time
- Select “Previously Licensed Lobbyist”

Apply For A New Lobbyist License



Incomplete Lobbyist License Applications

Below is a list of Lobbyist Licenses that you may have started, but not completed.

Please Select An Incomplete Lobbyist License Application:

▼

RENEW A LOBBYIST LICENSE

- Must be done using the lobbyist's account
- Search for the previously licensed lobbyist
- Select the name from the list and click "Select Lobbyist"
- Verify the previous registration information
- Click on Continue

Select Lobbyist

bell Search Clear

Bell, Brian
Bell, Mary
Bellcock, Michael
Bellehumeur, Bonnie
Sybell, Debra

Found 5 Of 1843 Records

Select Lobbyist

Current Lobbyist Information Profile



Lobbyist Name: Brian Bell
Employer Name: GAB
Address: 123 Main St
City, State, Zip: sun pairie, wi 53590
Phone: (555) 867-5309
E-mail: brian.bell@wi.gov
License Issue Date: 12/04/2013

Start < Back Continue >

RENEW A LOBBYIST LICENSE

- Follow the on-screen instructions and review the contact information
- Select whether you will be lobbying on behalf of a single organization or multiple organizations
- Review your photo on file
- Assign user permissions for your account
- Review your application, enter your social security number, and complete the certification

AMEND A LOBBYIST LICENSE

- Login to the Eye On Lobbying website
- Select “Registration and Licensing” from the left-hand menu
- Select “Amend a Lobbyist License”
- Select the correct Legislative Session
- Select Lobbyist from drop-down menu
- Click “Amend A Lobbyist License”

Registration And Licensing

Register A Principal

Amend A Principal Registration

Cease Principal Activities

Apply For A Lobbyist License

Amend A Lobbyist License

Surrender A Lobbyist License

During the **2015-2016** Legislative Session

Amend Existing Lobbyist License

By selecting the lobbyist name from the dropdown below, you may:

- edit contact information
- upload a photo for the lobbyist profile
- switch from a single lobbyist license to a multiple lobbyist license
- grant another user permissions to access your account

2015-2016 Legislative Session

Select A Lobbyist License

Select One

Amend A Lobbyist License

CONTACT THE ETHICS COMMISSION

- For additional assistance please contact the Ethics Commission or visit our website.
- Email: lobbying@wi.gov
- Phone: (608) 266-8123
- Online: <https://ethics.wi.gov>
- Eye On Lobbying: <https://lobbying.wi.gov>