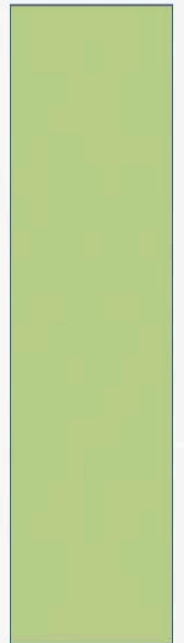




# EYE ON LOBBYING: Surrender A Lobbyist License, Withdraw Lobbyist Authorization, or Cease Principal Activities

WISCONSIN ETHICS COMMISSION



# CEASE PRINCIPAL ACTIVITIES

- Verify the principal information and legislative session
- Select surrender status
  - All required reports completed
  - Have not engaged in lobbying activity
- Review certification and click the “Certify” button
- Confirmation page

**Principal Cessation Status**

Upon receipt of this form and the appropriate Statements of Lobbying Activities and Expenditures, the Government Accountability Board will terminate the organization's registration as a lobbying principal and all authorizations of individuals to lobby on the organization's behalf.

File this form if all lobbying activity by or on behalf of the organization identified above has ceased for the remainder of the 2013-2014 legislative session and the organization will not, prior to January 1, 2015, be preparing to influence state legislation or administrative rules.

Please choose one of the following: \*

☒ The organization's Statement of Lobbying Activities and Expenditures for the current reporting period\* has been completed.


☐ Neither the organization or anyone acting on its behalf engaged in lobbying activity during the current reporting period\*.

**Principal Certification**

I certify that all lobbying activities by or on behalf of the organization identified above have ceased and that the organization will neither attempt to influence state legislation or administrative rules during the remainder of the 2013-2014 legislative session nor, prior to January 1, 2015, prepare to influence state legislation or administrative rules. I further certify that I am authorized by the organization to submit this document to the Government Accountability Board.

Certifier Name  
Brian Bell

Cessation Date  
10/9/2014



\* Reporting periods run from January through June and July through December each year.


# CONTACT THE ETHICS COMMISSION

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



# SURRENDER A LOBBYIST LICENSE

- You must complete all reporting requirements before surrendering your lobbyist license
- Login to the Eye On Lobbying Website  
<https://lobbying.wi.gov>
- Select “Registration and Licensing”
- Select “Surrender 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
Administration

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 

# SURRENDER A LOBBYIST LICENSE

- Verify the lobbyist information and legislative session
- Select surrender status
  - All required reports completed
  - Have not engaged in lobbying activity
- Review certification and click the “Certify” button
- Confirmation page

## Lobbying Surrender Status

Upon receipt of this form and the filing of withdrawals of authorization by all organizations on whose behalf you are currently authorized to lobby, the Government Accountability Board will terminate your listing as a licensed lobbyist. File this form if you are terminating all lobbying activity on behalf of all organizations for the remainder of the 2013-2014 legislative session and you will not, prior to January 1, 2015, be preparing to influence state legislation or administrative rules.

File this form if you are terminating all lobbying activity on behalf of all organizations for the remainder of the 2013-2014 legislative session and you will not, prior to January 1, 2015, be preparing to influence state legislation or administrative rules.

Please choose one of the following: \*



I have furnished each organization for which I have been authorized to lobby a time report for the current reporting period.



I have not engaged in lobbying activity during the current reporting period.

## Lobbyist Certification

I certify that I am no longer authorized to lobby on behalf of any organization, that I have ceased all lobbying activities on behalf of all organizations, and that I will neither attempt to influence state legislation or administrative rules during the remainder of the 2013-2014 legislative session nor, prior to January 1, 2015, prepare to influence state legislation or administrative rules.

Lobbyist Name

Brian Bell

Surrender Date

10/9/2014

Certify





# WITHDRAW A LOBBYIST AUTHORIZATION

- Lobbyist time reports must be complete before withdrawing authorization
- Login to the Eye On Lobbying website
- Select “Registration and Licensing”
- Select “Amend A Principal Registration”

The screenshot displays the 'Amend Principal Registration' page on the Eye On Lobbying website. On the left is a navigation menu with the following items: 'Registration And Licensing', 'Register A Principal', 'Amend A Principal Registration' (highlighted with a red arrow), 'Cease Principal Activities', 'Apply For A Lobbyist License', 'Amend A Lobbyist License', and 'Surrender A Lobbyist License'. The main content area at the top shows 'During the 2015-2016 Legislative Session'. Below this is the title 'Amend Principal Registration' and a 'Helpful Hints:' section stating, 'You may only amend a Principal registration if you have been'. Further down, there are two red-bordered boxes: '2015-2016 Legislative Session' and 'Select A Principal Registration'. Under the second box are two buttons: 'Test Principal' and 'Amend Principal Registration' (highlighted with a red arrow).

# WITHDRAW A LOBBYIST AUTHORIZATION

- Verify legislative session
- Select principal
- Click “Amend Principal Registration”
- Click on “Edit Authorized Lobbyists”

During the 2015-2016 Legislative Session

## Amend Principal Registration

Helpful Hints:  
You may only amend a Principal registration if you have been

**2015-2016 Legislative Session**

**Select A Principal Registration**

Test Principal

Amend Principal Registration

**Edit Authorized Lobbyists** Edit Principal Permissions

## 2015-2016 Legislative Session Test Principal

Please Enter Your Principal Name

Principal Name \*

Test Principal



# WITHDRAW A LOBBYIST AUTHORIZATION

- Verify the legislative session
- Select the lobbyist whose authorization you wish to withdraw
- Click on the “Withdraw” button

**2015-2016 Legislative Session**

**Test Principal**

**Authorized Lobbyists**

Lobbyist Name	Authorized	Withdrawn	Status	Type	Commands
Nagappala, Molly	10/9/2014		License Pending	Contract	<input type="button" value="Edit"/> <input type="button" value="Withdraw"/>





# WITHDRAW A LOBBYIST AUTHORIZATION

- Verify the authorizing principal
- Verify the lobbyist
- Click the “Yes” button to withdraw authorization
- Confirmation of withdrawal date

2015-2016 Legislative Session

Test Principal

Are you sure you want to withdraw this authorized lobbyist?

Lobbyist Name: Molly Nagappala

Employer Name: Self Employed Contract Lobbyist - No Firm or Org

Address: 212 east washington ave

City, State, Zip: madison, wi 53703-\_\_\_\_

Phone: (608) 888-8888

E-mail: [molly@sessler.com](mailto:molly@sessler.com)

License Issue Date: 09/30/2014

No

Yes

2015-2016 Legislative Session

Test Principal

## Authorized Lobbyists

Lobbyist Name	Authorized	Withdrawn	Status	Type	Commands
Nagappala, Molly	10/9/2014	10/9/2014	License Pending	Contract	

Authorize Lobbyist

Start

< Back

Continue >

# CEASE PRINCIPAL ACTIVITIES

- You must complete all reporting requirements for the lobbying principal AND ALL authorized lobbyists must complete their required time reports
- Login to the Eye On Lobbying website
- Select “Registration and Licensing”
- Select “Cease Principal Activities”

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



# CEASE PRINCIPAL ACTIVITIES

- Verify the legislative session
- Select the registered lobbying principal
- Click the “Cease Lobbying” button

During the **2013-2014** Legislative Session

## Cease Principal Lobbying Activities

If you would like to speak with GAB staff before ceasing all lobbying activities, please click the button below.

**2013-2014 Legislative Session**

**Select A Principal Registration**

People for Something 

Cease Lobbying 