



Lobbying Disclosure Electronic Filing Lobby Registration and Reporting System

**Macintosh User Manual
July 2009**

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Introduction

This manual will explain the filing requirements and provide step by step instructions for completing and filing electronic Lobbying Disclosure forms. It is available online from the Lobbying Disclosure website, and in printed form. It has a table of contents and a comprehensive index for you to locate specific functions you may need help with.

The online version of this manual is interactive and you can select how you want to locate information by using the tabs that are displayed at the top of the screen. The Table of Contents tab displays a list of sections on the left hand side of the screen. You can display the topics for each section by clicking the arrow displayed next to the section name. To collapse the list of topics, click the arrow again. The Index tab displays a list of topics on the left hand side of the screen in alphabetical order. When you click on a topic name, the information is displayed in the right hand panel.

Where to Get Help

For information on the content that should be entered in Lobbying Disclosure form fields:

- Review the appendices of this manual for line by line instructions for each form.

For general technical difficulties, such as installing the software or downloading forms:

- Review the Troubleshooting Guide. Solutions to commonly reported problems will be listed in this section.

For help with your Senate password:

Senate Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510
(202) 224-0758

For help filing electronically:

Legislative Resource Center
B-106 Cannon House Office Building
Washington, DC 20515
(202) 226-5200

Senate Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510
(202) 224-0758

Before contacting, have the following information available:

- Registrant and client names, House and Senate ID numbers;
- Computer operating system;
- Location of your forms;
- Error codes or messages that are displayed when you are working with your form. It is also helpful if you can make note of the specific steps you were doing when the error occurred.

General Filing Requirements

The topics listed below provide general guidelines about registering for and reporting lobbying activity with the U.S. House of Representatives and the U.S. Senate.

Filing Guidelines

The Lobbying Disclosure Act of 1995, as amended (2 U.S.C. § 1601 et. Seq.), requires lobbying firms and organizations to register and file reports of the lobbying activities and certain contributions and expenses with the Secretary of the Senate and the Clerk of the House of Representatives.

Form LD-1 is used for the initial registration under Section 4 of the Act (2 U.S.C. § 1603). Form LD-2 is used for complying with the quarterly reporting requirements of Section 5 of the Act (2 U.S.C. § 1604). Form LD-203 is used for the semiannual disclosure of certain contributions pursuant to Section 5 of the Act (2 U.S.C. § 1604(d)).

Where to File Forms

Lobbying Registration (LD1-DS) and Lobbying Report (LD2-DS) forms must be filed with the offices listed below.

Clerk of the U.S. House of Representatives

Legislative Resource Center
B-106 Cannon House Office Building
Washington, DC 20515

Secretary of the U.S. Senate

Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510

Registrants must file registration and activity reports, as well as any amendments, with the Office of the Clerk of the U.S. House of Representatives electronically.

Review and Compliance

The Clerk of the House and the Secretary of the Senate must review, verify, and request corrections in writing to ensure the accuracy, completeness, and timeliness of registrations filed under the Act.

Penalties

Whoever knowingly fails: (1) to correct a defective filing within *60 days* after notice of such a defect by the Secretary of the Senate or the Clerk of the House; or (2) to comply with any other provision of the Act, may be subject to a civil fine of not more than \$200,000. Whoever knowingly and corruptly fails to comply with any provision of this Act may be imprisoned for not more than 5 years or fined under the title 18, United States Code, or both.

Public Availability

The Act requires the Secretary of the Senate and the Clerk of the House of Representatives to make all documents filed under the LDA available for public inspection over the Internet as soon as technically practicable after the report is filed.

Lobbying Registration Requirements

LOBBYING FIRMS, i.e. entities with one or more lobbyists, including self-employed individuals who act as lobbyists for outside clients are required to file a separate registration for each client. ORGANIZATIONS employing in-house lobbyists file a single registration.

A lobbying firm is exempt from registration for a particular **client** if its total income from that client for **lobbying activities** does not exceed and is not expected to exceed **\$3,000** during a quarterly period. An organization employing in-house lobbyists is exempt from registration if its total expenses for **lobbying activities** do not exceed and are not expected to exceed **\$11,500** during a quarterly period.

Filing Deadlines

Registration is required no later than 45 days after a lobbyist first makes a lobbying contact or is employed or retained to make a lobbying contact, whichever is earlier, or on the first business day after such if the 45th day is not a business day.

Where to Register

If you are NOT and NEVER HAVE BEEN registered with the Secretary of the Senate or the Clerk of the House, complete an electronic application to request a user ID and password. The Secretary of the Senate will activate your user ID and password within 24 hours of receipt of the signed hard copy application page. Complete the electronic form LD-1, print a copy for your records, sign with the user ID and password, and then file it electronically with the Clerk and Secretary. An existing registrant may file registrations for new clients or registration amendments electronically.

Registration Amendments

A registrant must **immediately** file an amended Form LD-1 in the format it was originally filed: (1) if notified of a defect in the original filing by the Secretary of the Senate or the Clerk of the House of Representatives; or (2) if erroneously reported information or an omission is discovered by the registrant. Once registered, updated information (name and address changes, new lobbyists, new issue area codes, etc.) must be disclosed in the registrant's next scheduled report.

Terminating Registrants or Clients

A registrant terminates a registration by submitting a completed Form LD-2 report, indicating termination, to the Secretary of the Senate and the Clerk of the House of Representatives.

Lobbying Activity Report Requirements

A registrant must file a report for the quarterly period for which it initially registered and for each quarterly period thereafter, including the reporting period during which it terminates. LOBBYING FIRMS, i.e., entities with one or more lobbyists, including self-employed individuals who act as lobbyists for outside clients, are required to file a separate report for each client covered by a registration. ORGANIZATIONS employing in-house lobbyists file a single report for each quarterly period.

Filing Deadlines

The quarterly report is required to be filed no later than 20 days after the end of the quarterly period beginning on the first day of January, April, July, and October, or on the first business day after such 20th day if the 20th day is not a business day. The filing deadlines for lobbying reports are:

- **April 20** * for the January 1 – March 31 first quarter reports;
- **July 20** * for the April 1 – June 30 second quarter reports;
- **October 20** * for the July 1 – September 30 third quarter reports;
- **January 20** * for the October 1 – December 31 fourth quarter reports;

*If the deadline falls on a weekend or holiday, the report is due the following business day.

Where to Report

Complete the electronic form LD-2, print a copy for your records, sign with the user ID and password, and then file it electronically with the Clerk and Secretary.

Activity Report Amendments

A registrant must **immediately** file an amended Form LD-2 in the format it was originally filed: (1) if notified of a defect in the original filing by the Secretary of the Senate or the Clerk of the House of Representatives; or (2) if erroneously reported information or omission is discovered by the registrant.

Terminating Registrants or Clients

A registrant terminates a registration by submitting a completed Form LD-2 report, indicating termination, to the Secretary of the Senate and the Clerk of the House of Representatives.

Getting Started

The topics listed below explain the requirements to file Lobbying Disclosure forms electronically. Please review each section carefully before you begin working with the forms to ensure that your computer is configured correctly to file Lobbying Disclosure forms electronically.

Decide Which Computer Will Be Used

The Lobbying Disclosure Electronic Filing System requires that you install Adobe Reader, obtain a Senate password, and download the forms from the Lobbying Disclosure website to complete and file lobbying disclosure registrations and reporting forms.

The computer to be used for form preparation and filing must have:

- A web browser (Safari version 2.0 or higher, Netscape version 7.0 or higher, or Firefox version 1.0 or higher);
- System configuration sufficient to run Adobe Reader software;
- Adobe Reader version 7.0.0 through 8.0.0, and;
- An internet connection.

It is possible to download and prepare a form at one computer, save it to a network folder or send it to another person, then submit the form from a second location.

Obtain a Senate Password

You may sign and file your registration and reporting forms with both the House and Senate using version 6.0x of the lobbying Disclosure forms and your Senate password. If you have not registered previously for any client, you may apply for a password online using the link below:

<http://soprweb.senate.gov>

If you are experiencing problems with the Senate Password Request form, or need additional information about your password, please contact:

Secretary of the U.S. Senate
Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510
(202) 224-0758

Filers should plan to obtain their passwords well in advance of a filing deadline; it will not be possible to activate a password the day before or the due date of a filing.

Create a Form Folder and Naming Convention

To ensure that you can easily locate your forms, it is recommended that you create a specific folder to store your forms and a naming convention for them before you begin. The following suggestions may assist you in determining the best way to manage your forms:

- Do not store your forms on your desktop. Store them in single folder so you can easily locate your forms. You can use **Finder** to select a location and create a folder to store your forms:
- Use **Lobbying Disclosure Forms** as the primary folder name for storing forms;
- Create a naming convention to help you distinguish between template and completed forms:
 - Use **Clientname_template** for reusable forms;
 - Use **Filingperiod_clientname** for completed forms;
- Download the forms from the Lobbying Disclosure website instead of opening them in a browser.

Install Adobe Reader

Adobe Reader is required to use the Mac version of Lobbying Disclosure forms. These forms work in version 7.0.0 through version 8.0.0 using a Macintosh computer that meets the minimum Adobe Reader system requirements. Earlier versions of Adobe Reader are not supported.

See [Forms and Software](#) to install Adobe Reader version 8 for Macintosh

Download Forms

The LD-1DS and LD-2DS forms are available from the Lobbying Disclosure website. It is recommended that you save the form instead of opening it so that you can use it again, if needed.

- Go to the **Macintosh** section of the Lobbying Disclosure website;
- Click the Register or Reporting tab;
The appropriate form is available in the Forms section of each page;
- Click on the **form icon** you want to download;
A window is displayed asking you if you want to open or save the file;
- Click the **Save** button;
A window is displayed that allows you to navigate to the location where you want to store your form;
- Modify the form name, if needed, and click the **Save** button.

Verify Adobe Reader and Form Versions

If you have previously filed with the House electronically, it is recommended that you verify your version of Adobe Reader and the Lobbying Disclosure forms before you begin preparing your forms for filing. A new version of the Lobbying Disclosure forms is available that does not require an ACES signature and files your forms with both the House and Senate with a single submission. It is suggested that you use the most current version of both the forms and software.

Note: If you are a new electronic filer, it is highly recommended that you review all of the instructions in this user manual before you download the forms and begin working with them.

Verifying Adobe Reader Version

To verify the version of Adobe Reader installed on your computer:

- Open the **Adobe** program;
- Select About Adobe Reader on the Help menu;



- The version of the program will be listed in the **About** window; You can also use these steps in Adobe Acrobat and Adobe Standard.

Verifying Lobbying Disclosure Form Version

All Lobbying Disclosure forms have a version number in the bottom left hand corner of each page, as shown below:

The image shows a screenshot of a PDF form titled "LD-2DS_MAC.pdf" in a window. The form is titled "Please fill out the following form. You can save data typed into this form." and includes a "Highlight Fields" button. The form is divided into two columns. The left column contains a text box with the instruction: "Provide a good faith estimate, rounded to the nearest \$20,000, of all lobbying related income from the client (including all payments to the registrant by any other entity for lobbying activities on behalf of the client)." The right column contains section "14. REPORTING METHOD. Check box to indicate expense accounting method. See instructions for description of options." with three options: "Method A. Reporting amounts using LDA definitions only", "Method B. Reporting amounts under section 6033(b)(3) of the Internal Revenue Code", and "Method C. Reporting amounts under section 162(e) of the Internal Revenue Code". Below the form, there is a "Printed Name and Title" field. At the bottom left, a box contains the text "LD-2DS (Rev. 5.00Mac)" with an arrow pointing to the "Printed Name and Title" field. At the bottom right, there is a "Go to Form Completed" button. The page number "Page 1 of 3" is visible at the bottom right.

Understanding Electronic Filing

The topics below explain the House electronic filing process and provide examples of responses you will receive from the system when you file.

Overview of the Filing Process

Lobbyists file Lobbying Disclosure Registrations and Reports with the Office of the Clerk and the Secretary of the Senate by downloading the forms from the Lobbying Disclosure website, completing the appropriate fields in the form, signing each form with a Senate password, and submitting them to the Congressional filing server.

Submitting Forms

After your form has been signed with your Senate password, you can submit it to both the House and Senate in a single submission using the “File with Congress” button.

- If the form was not received successfully, a failed message may be displayed depending on the problem with your submission;

See the [Troubleshooting Guide](#) for more information on how to correct submission problems

- If the form was received successfully, it is checked to ensure that it has not been altered since it was signed and that the Senate ID number and password are valid:
 - If the form or Senate ID number/password are not valid:

Lobbying Disclosure Submission

 **United States Congress**
Lobbying Disclosure Electronic Filing

Filing Status: Failed (Invalid ID Number/Password)

Your lobbying disclosure has failed because of an invalid Senate ID or password.
The reference number is listed below:

Reference number: 300011247
Received: Wednesday, November 28, 2007 2:54:59 PM
Registrant Name: QA Integration Test 02 Adobe
Client Name: QA Integration Test 02 Adobe
Report Year: 2007
Report Type: YY

Please correct your entry and refile it. If you need additional assistance, please contact the Office of Public Records at 202-224-0758.

 [Click here to print this receipt for your records.](#)

[House Lobbying Web Site](#) [Senate Lobbying Web Site](#)

The filing is failed. You must correct the and resubmit it;

- If the form and Senate ID/password are valid:

Lobbying Disclosure Submission



United States Congress
Lobbying Disclosure Electronic Filing

Filing Status: Submitted

This message only acknowledges the receipt of your document. In no way is it intended to serve as an evaluation of your filing or as a guarantee that you are compliant with your filing requirements.

Your lobbying disclosure has been received. The reference number is listed below:

Reference number: 300011246
Received: Wednesday, November 28, 2007 2:51:11 PM
Registrant Name: QA Integration Test 02 Adobe
Client Name: QA Integration Test 02 Adobe
Report Year: 2007
Report Type: YY

Your submitted form will be processed by the House and Senate, and you will receive status messages about your filing from each chamber separately.

[Click here to print this receipt for your records.](#)

[House Lobbying Web Site](#) [Senate Lobbying Web Site](#)

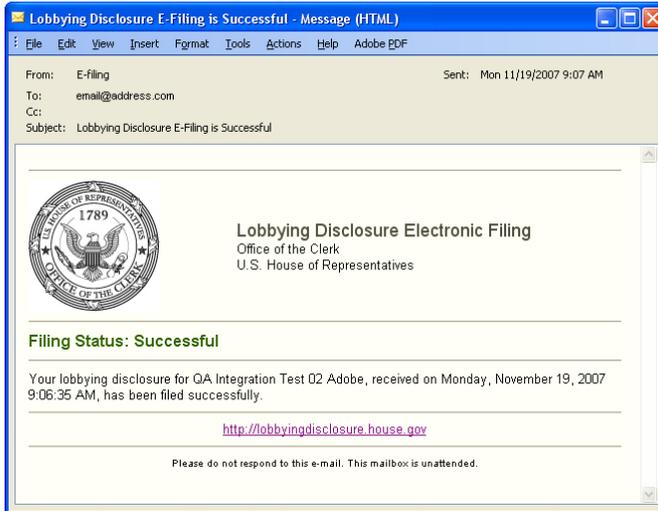
A single confirmation message will be displayed that contains a reference number, registrant and client name, filing year and period, as well as the date and time that you submitted your form.

After a form has been received it will be processed by the House and Senate separately. A second message will be sent from each chamber after it has been processed to notify you of the status of your filing.

House Forms Processing

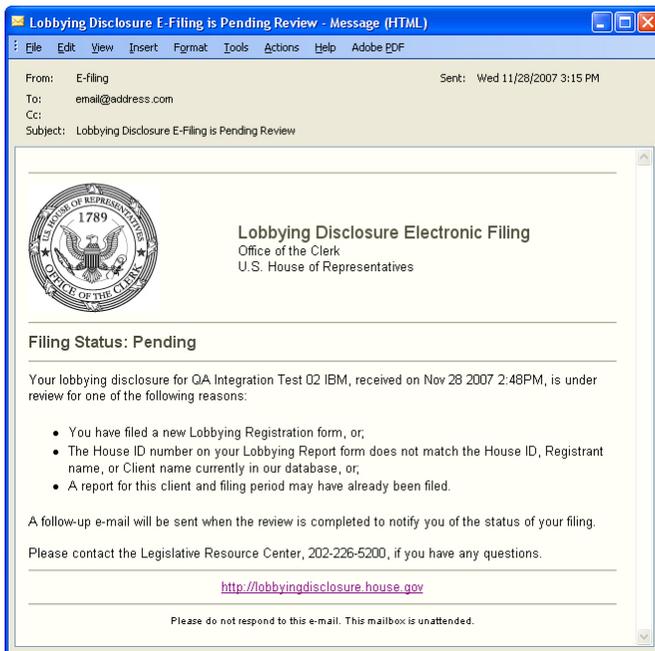
After your form has been received by the Legislative Resource Center the registration information in your form is compared with existing records in the database:

- If the House ID, Registrant, and Client names match:



Your filing is approved automatically and available to the public. A message is sent that the filing was successful;

- If the Registrant Name, Client Name or House ID does not match existing records on file, or if an activity report form has already been filing for the specific filing period:



The filing is considered pending and a message is sent that filing is pending review by the records and registration staff.

When the filing has been reviewed a message is sent with the results:

- If your filing is approved after the review:



It is made available to the public and a message is sent that the filing was approved;

- If the filing is rejected after the review:



A message is sent that the filing has been rejected. Please read the instructions in this message carefully. You must update your completed form and file it again.

Identification Numbers

House ID Numbers

When a new lobbying firm, or individual, registers with the House, a unique ID is created for that registrant. Each time a new client is registered for that registrant, a sequential 4 digit number is created and combined with the registrant ID to create the House ID for that client, as shown in the example below:

Complete House ID Number:	12345	6789
(9 digits)	Registrant ID (First 5)	Client ID (Last 4)

For example, lobbying registrant K Street Incorporated has three clients: Constitution Group, Independence Group, and Democracy Group. K Street Incorporated's House ID numbers are as follows:

Registrant Name: K Street Incorporated	12345
Client Name:	House ID:
Constitution Group	123450000
Independence Group	123450001
Democracy Group	123450002

Notice that the first 5 digits in this example remain the same, since all three clients are registered for the same lobbying firm. When you register a new client, you will use the first 5 digits, which is the registrant portion of your House ID. When you file a lobbying activity report, you will use the full 9 digit House ID for each client.

Senate ID Numbers

Your Senate ID number is made up of two numbers separated by a hyphen. The number before the hyphen is called your User ID/Registrant ID and is the same for all of your clients. The User ID is followed by a hyphen and your Client ID. Your Client ID is specific to each client.

For example, lobbying registrant K Street Incorporated has three clients: Constitution Group, Independence Group, and Democracy Group. K Street Incorporated's Senate ID numbers are as follows:

Registrant Name	Client Name	User/Registrant ID	Client ID	Complete Senate ID
K Street Incorporated	Constitution Group	12345	12	12345-12
K Street Incorporated	Independence Group	12345	24	12345-24
K Street Incorporated	Democracy Group	12345	36	12345-36

If you are filing a registration for a new client, you will use only your User ID/Registrant ID as your Senate ID number on the LD-1 form. You will be assigned a new Client ID after you submit the new client's registration.

If you are filing a registration amendment or lobbying report, you will need to use your complete Senate ID, composed of the User ID/Registrant ID, hyphen, and Client ID.

Working with Forms

The steps regarding form features, functions, and completing Lobbying Disclosure forms described in this section of the user manual are the same regardless of which form you are working with. To avoid the most commonly reported problems, it is recommended that you become familiar with the steps listed in this section before you begin working with your forms and adhere to the guidelines listed below:

- DO NOT use the Adobe features to manage the pages in your form. The forms have built in functions to add and remove pages, certify the document, and file it electronically. If you use Adobe form features you will corrupt your document and you will have to start all over again with a blank form;
- ALWAYS review and follow the instructions that pop up in message boxes on the screen. The form will tell you if there is a problem that must be resolved before it can be filed.

Form Stages, Navigation, and Functions

Stages

Forms have two states; the Edit mode and the Filing mode. When a form is downloaded from the Lobbying Disclosure website, it is in Edit mode. You can create templates and complete the form in this state. When the form is ready to be filed, the Form Complete process will change it to Filing mode so that it can be submitted electronically.

You can determine the state of your form by reviewing the buttons that are available when you are working on it.

Navigation

Navigation buttons are blue and appear where appropriate in the form. They will help you navigate to set locations on the form.

- Go to Form Complete button:



This button is located at the top right hand corner of every page and will move the cursor to the 'Form Complete' button;

- Adobe Page Number, Zooming, and Scroll bars:

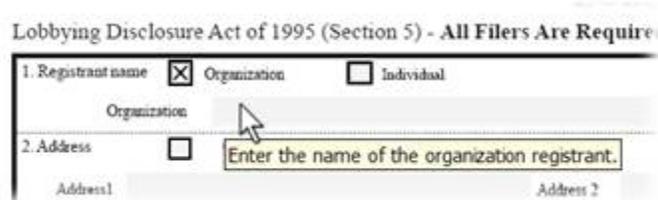


You can use the Adobe Reader paging buttons that appear at the top of the screen to page forward or backward, select a specific page number, and zoom in and out for viewing. You can also use the scroll bars on the right hand side of the window to view pages in the form.

Functions

Forms have several functions that will simplify preparation and increase accuracy in your filings:

- Instructions are available for form fields:



To display help, simply hold your cursor over the field you want more information about. Alerts are displayed automatically if you enter data incorrectly or make an invalid selection on the form;



- The form checks the data entered for compliance with filing requirements and alerts the filer about problems that must be fixed;
- Dynamic features allow extra pages to be added for information that will not fit on the basic form;
- When the form is complete and the data validated, it can be filed electronically with both the House and Senate using a single submission and the Senate password;
- The form can also be used by filers who want to complete the form on a computer and then print and submit by mail or hand delivery.

All functions to complete and file your forms have been built in and are available using buttons that are located in pertinent locations throughout the form. Functionality will vary based on the state of your form. Forms are downloaded in the Edit mode, and changed to Filing mode by the Form Complete process.

Using Templates and Populated Forms

You can create and reuse form templates that contain data that does not change so you do not have to enter redundant information each time you complete a form for new filings. Using templates will help you avoid common filing problems, such as wrong House/Senate ID numbers or misspelled registrant or client names.

To create a template:

- Open the form and complete the fields on page one;
- Select **Save As** on the Adobe Reader **File** menu, or click the **Save a Copy** button on the browser;
- Save the form using the appropriate naming convention;
- Click the **Save** button.

To reuse a template:

- Open the template you want to use in Adobe Reader;
- Select **Save As** on the **File** menu and give the form a unique name according to your naming convention.

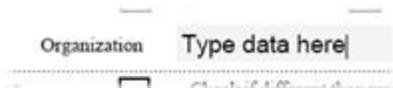
NOTE: It is important to perform these steps BEFORE you begin working with the form to ensure the template does not get modified

See Create a Form Folder and Naming Convention for more information

Completing Forms

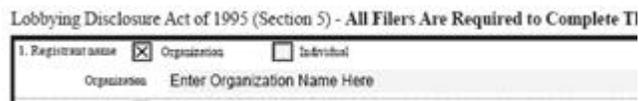
To complete your forms:

- Locate the form you want to work with;
- Double click on the form name to open it in Adobe Reader, and;
- Complete the fields for each page by:
 - Clicking on text fields and typing the information:



Note: You may also copy and paste material from other documents into text fields

- Selecting options from a checkbox by left clicking on the box, and;



- Selecting values from pull down lists by left clicking on the menu;



To move to the next field, press the tab key or click on the field with your mouse. In some cases, your selection may control the movement of the cursor to the next appropriate field.

It is recommended that you use the Form Complete process to validate your form when it is complete to ensure that all required fields are completed.

See [Appendices](#) for line by line instructions to complete the LD-1 and LD-2 forms

Filing Forms

To avoid the most commonly reported problems, it is recommended that you adhere to the guidelines listed below when you work with Lobbying Disclosure forms:

- **DO NOT** use the Adobe features to manage pages. The forms have built in functions to add and remove pages and certify the form. If you use Adobe form features you will corrupt your document and you will have to start all over again with a blank form;
- **ALWAYS** review and follow the instructions that pop up in message boxes on the screen. The form will tell you if there is a problem that must be resolved before it can be filed.

To file your form you must prepare it for electronic filing by running the **Form Complete** process, open the form in the browser, enter your Senate password, and then submit it to the Congressional filing server.

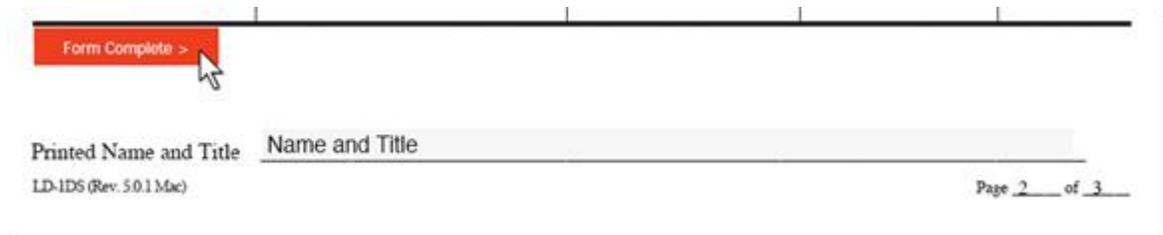
Preparing Forms for Filing

The Form Complete process performs three important functions to prepare your form for electronic filing:

- **Validation** – Document entries are checked for compliance with filing requirements and ensures that fields are completed correctly;
- **Form Preparation** – Blank pages and editing buttons are removed so that the document can be printed and submitted electronically;
- **Filing** – Displays the Password field and File with Congress button so that you can submit your form electronically.

To prepare your forms for filing:

- Click the **Form Complete** button;



A validation process is initiated that checks the required entries on your form for errors.

LOBBYING REGISTRATION
Lobbying Disclosure Act of 1995 (Section 4)

Check One New Registrant New Client for Existing Registrant Amendment

1. Effective Date of Registration (mm/dd/yyyy) 06/30/2007

2. House Identification Number 33333 Senate Identification Number

REGISTRANT

3. Registrant name Org
Address aa
City aa

4. Principal place of business
City

5. Telephone number
Telephone 2022222222

6. General description
aaa

CLIENT A Lobbying firm is required to file a separate registration for each client. Organizations employing in-house lobbyists should check the box labeled "Self" and proceed to Step 10.

Warning: JavaScript Window - Lobby Disclosure Filing: LD-1 Registra...

Please correct these errors...

Line 2: The Senate ID is not a valid number. Please enter all of the digits before the hyphen from a previous registration.

OK

If there are errors in your form, they are displayed in a message and highlighted in yellow on your form;

- Click the **OK** button. Your cursor will be returned to the first field that needs to be corrected. Correct all of the invalid fields on your form;
- Click the **Form Complete** button again. You may repeat this process until all the entries have been corrected.

Warning: JavaScript Window - Lobby Disclosure Filing: LD-1 Registra...

 Your form validated successfully. If you want to use this completed form as a starting point for future filings, you should save the document now. Are you ready to continue?

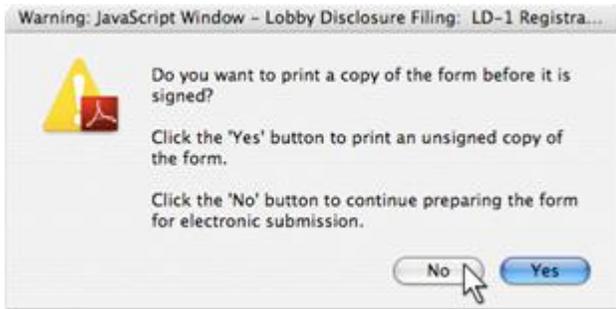
Click the 'No' button if you have not saved the form and you will be prompted with instructions on how to do so. This is recommended so that you can reuse the file, if needed.

Click the 'Yes' button if you have already saved the form. All empty or unused pages will be deleted and your form will be prepared for electronic filing.

No Yes

When there are no errors in your form a message is displayed that validation was successful;

- Click the **Yes** button:



A message is displayed asking you if you want to print your form;

- Click **Yes** to print the form and continue, or click **No** to continue without printing;

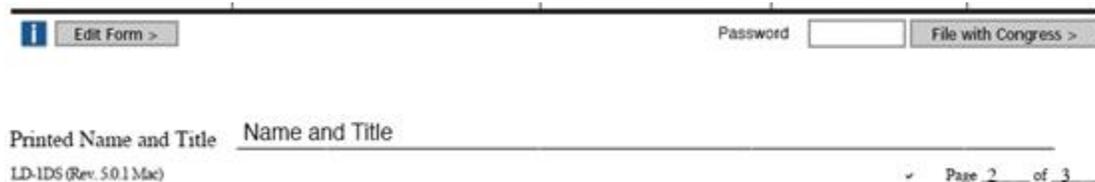
All blank pages, labels, and editing buttons are removed and a message is displayed asking if you want to print the form. At this point, blank pages cannot be re-inserted but you can edit existing pages if you are not ready to file your form;

NOTE: If you are using Adobe Reader 7.x, blank pages are not deleted. DO NOT DELETE THEM MANUALLY. Your form can still be filed electronically.



A final message is displayed asking you if you are ready to file your form;

- Click **No** if you want to return to the form;
- Click **Yes** to continue;



The password field and filing button is displayed;

- Save the form and close Adobe Reader.

You are now ready to file your form with the House and Senate.

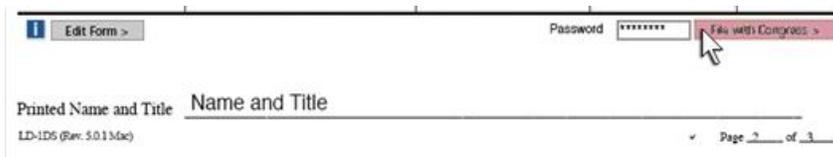
Filing Forms Electronically

To submit your form using your Senate password:

- Open your completed form in the Mac web browser **Safari** by dragging the file into the Safari icon on the toolbar;

Note: If you did not prepare your form it will not display the correct buttons to file electronically. You will need to click the Form Complete button when it is displayed before continuing

- Navigate to the **File with Congress** button located at the end of page one on the LD-2DS form or at the end of page two on the LD-1DS form;



- Enter your Senate password in the **Password** field and click the **File with Congress** button;

Note: Senate passwords are case sensitive. If you have entered your password incorrectly your filing will not be accepted



When your form has been submitted a status message will be displayed. If the filing was received successfully, the message will include a reference number, registrant and client name, filing year and period, as well as the date and time that you submitted your form. If the form was not received successfully, a failed message may be displayed depending on the problem with your submission.

Your submitted form will be processed by the House and Senate separately after it has been received. A second message will be sent from each chamber after it has been processed to notify you of the status of your filing.

See [Understanding Electronic Filing](#) for more information on filing messages

Frequently Asked Questions

[Frequently Asked Questions](#) are available on the Lobbying Disclosure website.

Frequently Asked Questions

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Printable Manual

A printable version of this manual is available in PDF format for easy printing: [E-Filing Manual \(PDF\)](#). The table of contents is located in the bookmark tab located to the left of your Adobe Reader screen, and the index is located at the very end of the document.

Appendices

Listed below are detailed instructions to help you complete your Lobbying Disclosure Forms.

Lobbying Issue Codes

The lobbying issue codes listed below can be selected using pull down lists for issue codes on the LD-1DS and LD-2DS forms.

Code	Description	Code	Description
ACC	Accounting	HOM	Homeland Security
ADV	Advertising	HOU	Housing
AER	Aerospace	IMM	Immigration
AGR	Agriculture	IND	Indian/Native American Affairs
ALC	Alcohol & Drug Abuse	INS	Insurance
ANI	Animals	INT	Intelligence and Surveillance
APP	Apparel/Clothing Industry/Textiles	LBR	Labor Issues/Antitrust/Workplace
ART	Arts/Entertainment	LAW	Law Enforcement/Crime/Criminal Justice
AUT	Automotive Industry	MAN	Manufacturing
AVI	Aviation/Aircraft/Airlines	MAR	Marine/Maritime/Boating/Fisheries
BAN	Banking	MIA	Media (Information/Publishing)
BNK	Bankruptcy	MED	Medical/Disease Research/Clinical Labs
BEV	Beverage Industry	MMM	Medicare/Medicaid
BUD	Budget/Appropriations	MON	Minting/Money/Gold Standard
CHM	Chemicals/Chemical Industry	NAT	Natural Resources
CIV	Civil Rights/Civil Liberties	PHA	Pharmacy
CAW	Clean Air & Water (Quality)	POS	Postal
CDT	Commodities (Big Ticket)	RRR	Railroads
COM	Communications/Broadcasting/Radio/TV	RES	Real Estate/Land Use/Conservation
CPI	Computer Industry	REL	Religion
CSP	Consumer Issues/Safety/Protection	RET	Retirement
CON	Constitution	ROD	Roads/Highway
CPT	Copyright/Patent/Trademark	SCI	Science/Technology
DEF	Defense	SMB	Small Business
DOC	District of Columbia	SPO	Sports/Athletics
DIS	Disaster Planning/Emergencies	TAR	Miscellaneous Tariff Bills
ECN	Economics/Economic Development	TAX	Taxation/Internal Revenue Code
EDU	Education	TEC	Telecommunications
ENG	Energy/Nuclear	TOB	Tobacco
ENV	Environmental/Superfund	TOR	Torts
FAM	Family Issues/Abortion/Adoption	TRD	Trade (Domestic & Foreign)
FIR	Firearms/Guns/Ammunition	TRA	Transportation
FIN	Financial Institutions/Investments/Securities	TOU	Travel/Tourism
FOO	Food Industry (Safety, Labeling, etc.)	TRU	Trucking/Shipping
FOR	Foreign Relations	URB	Urban Development/Municipalities
FUE	Fuel/Gas/Oil	UNM	Unemployment
GAM	Gaming/Gambling/Casino	UTI	Utilities

Code	Description	Code	Description
GOV	Government Issues	VET	Veterans
HCR	Health Issues	WAS	Waste (hazardous/solid/interstate/nuclear)
		WEL	Welfare

Federal Agency Names

The Federal Agency Names listed below can be selected on line 17 of any issue page on the LD-2DS form.

- A -

Administration for Children & Families (ACF)
Administration on Aging
Advisory Council on Historic Preservation (ACHP)
African Development Foundation
Agency for Health Care Policy & Research
Agency for Toxic Substances & Disease Registry
Agriculture, Dept of (USDA)
Air Force, Dept of
Alcohol & Tobacco Tax & Trade Bureau (TTB)
Alternative Agr Research & Commercialization Center
American Battle Monuments Comm
AMTRAK - Natl Railroad Passenger Corporation
Appalachian Regional Comm
Architect of the Capitol (AOC)
Architectural & Transportation Barriers Compliance Board
Army, Dept of (Corps of Engineers)
Army, Dept of (Other)

- B -

Bureau of Alcohol Tobacco & Firearms (ATF)
Bureau of Arms Control
Bureau of Economic Analysis
Bureau of Engraving & Printing
Bureau of Export Administration
Bureau of Indian Affairs (BIA)
Bureau of Justice Assistance
Bureau of Justice Statistics
Bureau of Labor Statistics (BLS)
Bureau of Land Management (BLM)
Bureau of Reclamation
Bureau of the Public Debt
Bureau of Transportation Statistics

- C -

Centers For Disease Control & Prevention (CDC)
Centers For Medicare and Medicaid Services (CMS)
Central Intelligence Agency (CIA)
Commerce, Dept of (DOC)
Commodity Futures Trading Comm (CFTC),

Congressional Budget Office (CBO)
Consumer Product Safety Comm (CPSC)
Corporation for Natl & Community Service
Corporation for Public Broadcasting
Corrections Program Office
Council of Economic Advisers (CEA)
Council on Environmental Quality (CEQ)

- D -

Defense Advanced Research Projects Agency (DARPA)
Defense Business Transformation Agency (BTA)
Defense Commissary Agency
Defense Contract Audit Agency (DCAA)
Defense Department Field Activities
Defense Finance & Accounting Agency (DFAS)
Defense Information Systems Agency
Defense Intelligence Agency (DIA)
Defense Investigative Service (DIS)
Defense Legal Services Agency
Defense Logistics Agency
Defense Nuclear Facilities Safety Board
Defense Security Cooperation Agency (DSCA)
Defense Security Services
Defense Special Weapons Agency
Defense Threat Reduction Agency (DTRA)
Defense, Dept of (DOD)
Director of National Intelligence (ODNI)
Drug Court Program Office
Drug Enforcement Administration (DEA)

- E -

Economic Development Administration
Education, Dept of
Election Assistance Comm (EAC)
Employment & Training Administration
Employment Standards Administration
Energy, Dept of
Environmental Protection Agency (EPA)
Equal Employment Opportunity Comm (EEOC)
Executive Office of the President (EOP)
Export-Import Bank of the United States (EXIM Bank)

- F -

Farm Credit Administration
Federal Accounting Standards Advisory Board (FASAB)
Federal Aviation Administration (FAA)

Federal Bureau of Investigation (FBI)
Federal Bureau of Prisons (BOP)
Federal Communications Comm (FCC)
Federal Deposit Insurance Comm (FDIC)
Federal Election Comm (FEC)
Federal Emergency Management Agency (FEMA)
Federal Energy Regulatory Commission (FERC)
Federal Highway Administration (FHA)
Federal Housing Finance Board (FHFB)
Federal Labor Relations Authority (FLRA)
Federal Law Enforcement Training Center
Federal Management Service
Federal Maritime Comm
Federal Mediation & Conciliation Service
Federal Mine Safety Health Review Comm (FMSHRC)
Federal Motor Carrier Safety Administration
Federal Railroad Administration
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Comm (FTC)
Federal Transit Administration (FTA)
Financial Crimes Enforcement Network (FinCEN)
Financial Management Service (FMS)
Food & Drug Administration (FDA)

- G -

General Services Administration (GSA)
Ginnie Mae
Government Accountability Office (GAO)
Government Printing Office (GPO)

- H -

Health & Human Services, Dept of (HHS)
Health Resources & Services Administration (HRSA)
Homeland Security, Dept of (DHS)
House of Representatives
Housing & Urban Development, Dept of (HUD)

- I -

Indian Health Service
Institute of Museum and Library Services (IMLS)
Inter-American Foundation
Interior, Dept of (DOI)
Internal Revenue Service (IRS)
Intl Trade Administration (ITA)

- J -

Job Corp
Joint Chiefs of Staff
Joint Service Schools
Justice, Dept of (DOJ)

- L -

Labor, Dept of (DOL)
Legal Services Corporation
Library of Congress (LOC)

- M -

Marine Mammal Comm
Maritime Administration (MARAD)
Medicare Payment Advisory Comm (MedPAC)
Merit Systems Protection Board
Mine Safety & Health Administration (MSHA)
Mine Safety & Health Review Comm
Minerals Management Service
Minority Business Development Agency

- N -

Natl Aeronautics & Space Administration (NASA)
Natl Archives & Records Administration (NARA)
Natl Bioethics Advisory Comm
Natl Capital Planning Comm (NCPC)
Natl Comm Libraries & Information Science (NCLS)
Natl Council on Disability
Natl Credit Union Administration (NCUA)
Natl Economic Council (NEC)
Natl Endowment for the Arts
Natl Endowment for the Humanities
Natl Foundation on the Arts & Humanities
Natl Geospatial Intelligence Agency
Natl Guard
Natl Highway Traffic Safety Administration (NHTSA)
Natl Indian Gaming Comm
Natl Institute of Justice
Natl Institute of Mental Health (NIMH)
Natl Institute of Standards & Technology (NIST)
Natl Institute on Alcohol Abuse & Alcoholism (NIAA)
Natl Institutes of Health (NIH)
Natl Labor Relations Board (NLRB),
Natl Mediation Board
Natl Oceanic & Atmospheric Administration (NOAA)

Natl Park Service (NPS)
Natl Science Foundation (NSF)
Natl Security Agency (NSA)
Natl Security Council (NSC)
Natl Technical Information Service
Natl Telecomm & Info Administration (NTIA)
Natl Transportation Safety Board (NTSB)
Navy, Dept of
Nuclear Regulatory Comm (NRC)

- O -

Occupational Safety & Health Administration (OSHA)
Occupational Safety & Health Review Comm
Office for Victims of Crime
Office of Administration
Office of Faith-Based & Community Initiatives
Office of Government Ethics (OGE)
Office of Justice Program
Office of Juvenile Justice & Delinquency Prevention
Office of Management & Budget (OMB)
Office of Natl AIDS Policy
Office of Natl Drug Control Policy (NDCP)
Office of Personnel Management (OPM)
Office of Policy Development
Office of Science & Technology Policy (OSTP)
Office of Special Counsel
Office of Surface Mining Reclamation & Enforcement
Office of the Comptroller of the Currency (OCC)
Office of the Secretary of Defense
Office of the Vice President of the United States
Office of Thrift Supervision (OTS)
On-Site Inspection Agency
Overseas Private Investment Corp (OPIC)

- P -

Panama Canal Comm
Patent & Trademark Office (PTO)
Peace Corps
Pension & Welfare Benefits Administration
Pension Benefit Guaranty Corporation (PBGC)
Pentagon Force Protection Agency
Pipeline & Hazardous Materials Safety Administration
Postal Rate Comm
Postal Regulatory Comm
President of the U.S.
Program Support Center

- R -

Railroad Retirement Board
Research & Innovative Technology Administration
Risk Management Agency

- S -

Securities & Exchange Comm (SEC)
Selective Service System
Senate
Small Business Administration (SBA)
Smithsonian Institution
Social Security Administration (SSA)
St. Lawrence Seaway Development Corporation
State Justice Institute
State, Dept of (DOS)
Substance Abuse & Mental Health Srv Admin (SAMHSA)
Surface Transportation Board (STB)

- T -

Technology Administration
Tennessee Valley Authority (TVA)
Trade & Development Agency (TDA)
Transportation Security Administration (TSA)
Transportation, Dept of (DOT)
Treasury, Dept of

- U -

U.S. Access Board - Architectural & Transportation Barriers Compliance Board
U.S. Agency for International Development (USAID)
U.S. Arms Control & Disarmament Agency
U.S. Botanic Garden
U.S. Chemical Safety & Hazard Investigation Board
U.S. Citizenship & Immigration Services (USCIS)
U.S. Coast Guard (USCG)
U.S. Comm of Fine Arts
U.S. Comm on Civil
U.S. Comm on International Religious Freedom
U.S. Copyright Office
U.S. Customs & Border Protection
U.S. Fish & Wildlife Service (USFWS)
U.S. Forest Service
U.S. Geological Survey (USGS)
U.S. Immigration & Customs Enforcement (ICE)
U.S. Information Agency (USIA)
U.S. Institute of Peace

U.S. International Development Cooperation Agency
U.S. International Trade Comm (ITC)
U.S. Marines
U.S. Marshals Service
U.S. Mint
U.S. Natl Central Bureau - Intl Criminal Police Org
U.S. Postal Service (USPS)
U.S. Secret Service
U.S. Trade Representative (USTR)
USA Freedom Corps

- V -

Veterans Affairs, Dept of (VA)
Veterans Employment & Training Service
Vice President of the U.S.
Violence Against Women Program
Voice of America

- W -

White House Office

Lobbying Registration (LD-1DS) Sample Form

LD1Qb.pdf - Adobe Reader

Clear all data and reset fields >
Go to 'Form Complete' >

Clerk of the House of Representatives Legislative Resource Center B-106 Cannon Building Washington, DC 20515 http://lobbyingdisclosure.house.gov	Secretary of the Senate Office of Public Records 232 Hart Building Washington, DC 20510 http://senate.gov/lobby
--	---

LOBBYING REGISTRATION

Lobbying Disclosure Act of 1995 (Section 4)

Check One New Registrant New Client for Existing Registrant Amendment (mm/dd/yyyy)

1. Effective Date of Registration _____

2. House Identification Number _____ Senate Identification Number _____

REGISTRANT Organization/Lobbying Firm Self Employed Individual

3. Registrant name Organization _____

Address _____ Address2 _____

City _____ State _____ Zip _____ Country USA

4. Principal place of business (if different than line 3)

City _____ State _____ Zip _____ Country _____

5. Telephone number and contact name Prefix Full Name

Telephone _____ Contact Mr. _____ E-mail _____

6. General description of registrant's business or activities _____

CLIENT *A Lobbying firm is required to file a separate registration for each client. Organizations employing in-house lobbyists should check the box labeled "Self" and proceed to line 10.*

Self

7. Client name _____

Address _____

City _____ State _____ Zip _____ Country _____

8. Principal place of business (if different than line 7)

City _____ State _____ Zip _____ Country _____

9. General description of client's business or activities _____

LOBBYISTS [Go to page 3 to add more lobbyists >](#)

10. Name of each individual who has acted or is expected to act as a lobbyist for the client identified on line 7. If any person listed in this section has served as a "covered executive branch official" or "covered legislative branch official" within twenty (20) years of first acting as a lobbyist for the client, state the executive and/or legislative position(s) in which the person served.

First	Name Last	Suffix	Covered Official Position (if applicable)

LD-1DS (Rev. 6.0.0 Mac) Page 1 of 3

LD1Qb.pdf - Adobe Reader Go to 'Form Complete' >

Registrant Name _____ Client Name _____

LOBBYING ISSUES Find the code to select below. Go to page 3 to add more lobbying issues >

11. General lobbying issue areas. Select all applicable codes listed in instructions and on the reverse side of Form LD-1, page 1.

12. Specific lobbying issues (current and anticipated)

AFFILIATED ORGANIZATIONS Go to page 3 to add more organizations >

13. Is there an entity other than the client that contributes more than \$5,000 to the lobbying activities of the registrant in a quarterly period and either actively participates in and/or in whole or in major part plans, supervises or controls the registrant's lobbying activities?

No --> Proceed to line 14.
 Yes --> Complete the rest of this section for each entity matching the criteria above, then proceed to line 14.

Internet Address: _____

Name	Address	Principal place of Business (city and state or country)
	Address C/S/Z/C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	City State <input type="checkbox"/> Country <input type="checkbox"/>
	Address C/S/Z/C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	City State <input type="checkbox"/> Country <input type="checkbox"/>
	Address C/S/Z/C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	City State <input type="checkbox"/> Country <input type="checkbox"/>

FOREIGN ENTITIES Go to page 3 to add more foreign entities >

14. Is there any foreign entity that:

a) holds at least 20% equitable ownership in the client or any organization identified on line 13; **OR**
 b) directly or indirectly, in whole or in major part, plans, supervises, controls, directs, finances or subsidizes activities of the client or any organization identified on line 13; **OR**
 c) is an affiliate of the client or any organization identified on line 13 and has a direct interest in the outcome of the lobbying activity?

No => Sign and date the registration.
 Yes => Complete the rest of this section for each entity matching the criteria above, then sign and date the registration.

Name	Address			Principal place of business (city and state or country)	Amount of contribution for lobbying activities	Ownership percentage in client
	Street Address	State/Province	Country			
	City			City State Country		%
	City			City State Country		%

Form Complete >

Printed Name and Title _____

LD-IDS (Rev. 6.0.0 Mac) Page 2 of 3

LD1Qb.pdf - Adobe Reader Go to 'Form Complete' >

Registrant Name _____ Client Name _____

ADDITIONAL LOBBYISTS [Return to page 2 to finish the form](#) <

10 Supplemental. List any additional lobbyists for this client not listed on page 1, number 10.

First	Name Last	Suffix	Covered Official Position (if applicable)

ADDITIONAL LOBBYING ISSUES [Return to page 2 to finish the form](#) <

11 Supplemental. General lobbying issue areas. Enter any additional codes for issues not listed on page 2, number 11.

Find the code to select below.

AFFILIATED ORGANIZATIONS [Return to page 2 to finish the form](#) <

13 Supplemental. List any other affiliated organization that meets the criteria specified and is not listed on page 2, number 13.

Name	Address	Principal place of Business (city and state or country)
	Address: _____ C/S/Z/C: _____	City: _____ State: _____ Country: _____
	Address: _____ C/S/Z/C: _____	City: _____ State: _____ Country: _____
	Address: _____ C/S/Z/C: _____	City: _____ State: _____ Country: _____

ADDITIONAL FOREIGN ENTITIES [Return to page 2 to finish the form](#) <

14 Supplemental. List any other foreign entity that meets the criteria specified and is not listed on page 2, number 14.

Name	Address	Principal place of business (city and state or country)	Amount of contribution for lobbying activities	Ownership percentage in client
	Street Address: _____ City: _____ State/Province: _____ Country: _____	City: _____ State: _____ Country: _____		%
		City: _____ State: _____ Country: _____		%
		City: _____ State: _____ Country: _____		%

[Add an additional supplementary information page](#) >

Printed Name and Title _____

LD-1DS (Rev. 6.0.0 Mac) Page 3 of 3

LD1 Instructions

The instructions listed below will help you enter the correct content on your LD-1DS form.

See [Working with Forms](#) for step by step instructions on how to enter information, inserting and deleting pages, and navigating the form.

Page One – Registrant/Client/Lobbyist Information

REGISTRATION TYPE: Select one:

- New Registrant - If the registrant is NOT registered with the Office of the Clerk or the Secretary of the Senate for any lobbying, check 'New Registrant';
- New Client - If the registrant has an existing registration but wishes to add a new client, click 'New Client';
- Amendment - If the registrant is amending information relating to this specific registration, check amendment.

LINE 1. EFFECTIVE DATE OF REGISTRATION: Enter the date that the registrant is retained by the client or first makes a lobbying contact, whichever is earlier. If the effective date is prior to the end of a quarterly reporting period, a lobbying report must be filed detailing the activity for that quarterly period.

LINE 2. HOUSE IDENTIFICATION NUMBER: The number to be placed in the House ID field depends on the filing type:

- New Registrant -- Leave this line blank if this is an initial registration. The House ID will be assigned by the Legislative Resource Center after the registration is processed and will be unique to each registrant-client relationship. After being notified of this number, use it in all correspondence pertaining to this relationship.
- New Client -- Locate the House ID number for a registration you have previously filed. The first five digits of the House ID for that registration represents your registrant identification. Enter those five digits. Example: A registrant's House ID for an existing client is 323450004. To add a new client, the registrant will enter 32345, the first five digits that identify the registrant. This number is required to complete the filing.
- Amendment -- Enter the nine-digit number for the specific registration to be amended. This number is required to complete the filing.

LINE 2. SENATE IDENTIFICATION NUMBER: The number to be placed in the Senate ID field depends on the filing type:

- New Registrant – You must enter the Senate ID number assigned to you when you requested your Senate password. After being notified of this number, use it in all correspondence pertaining to this relationship. . This number is required to complete the filing.
- New Client – Enter the Senate ID assigned to you when you requested your Senate password. You may also use all of the digits before the hyphen from a previous registration. This number is required to complete the filing.
- Amendment -- Enter the entire number for the specific registration to be amended. This number is required to complete the filing.

LINE 3. REGISTRANT NAME AND ADDRESS: If the registrant is a lobbying firm or an organization employing in-house lobbyists, enter the full legal name, any trade name, and mailing address. Individual lobbyists do not register unless they are self-employed, in which case they register as firms and **indicate their own names, and any trade or business name.** A full address is required to complete the filing.

LINE 4. PRINCIPAL PLACE OF BUSINESS: Indicate the city, state, and country of the registrant's principal place of business, if different from the address on line 3.

LINE 5. TELEPHONE NUMBER, CONTACT NAME AND E-MAIL: Enter the telephone number, including area code. Please use the (222)222-2222 or 222-222-2222 format. A US telephone number is preferred. Select the preferred prefix (Mr., Ms. Mrs.), and enter the full name of the person to contact for any questions concerning the registration. Enter the contact e-mail address. A telephone number, contact name and e-mail address in valid format are required to complete the filing.

LINE 6. GENERAL DESCRIPTION OF REGISTRANT'S BUSINESS OR ACTIVITIES: Provide a general description of the registrant's business or activities, e.g. "manufacturing," "computer software developer," "law firm," "public relations firm," "self-employed public affairs consultant," "social welfare organization," etc. The business description is required to complete the filing.

LINE 7. CLIENT NAME AND ADDRESS: For an organization lobbying on its own behalf, check the box labeled 'SELF'. When 'Self' is checked, the registrant name is inserted in the client name line. The client address, principal office address and business activity are 'skipped' and the focus moves to Line 10. An error message will be given on an attempt to enter information in those fields.

For a lobbying firm or self-employed lobbyist lobbying on behalf of a client, DO NOT check "Self". State the name and address of the client. Lobbying firms must file a separate registration for each client. The client address is required in this case.

LINE 8. CLIENT PRINCIPAL PLACE OF BUSINESS: If 'Self' is not checked, indicate the client's principal place of business (city and state and country), if different from line 7.

LINE 9. GENERAL DESCRIPTION OF CLIENT'S BUSINESS OR ACTIVITIES: If 'Self' is not checked, provide a general description of the business or activities of the client (see instructions to line 6 for examples). The client address is required in this case.

LINE 10. LOBBYISTS: List the name of each individual who acted or is expected to act as a lobbyist for the client identified on line 7. If any person listed in this section has served as a "covered executive branch official" or "covered legislative branch official" within twenty years of first acting as a lobbyist for the client, identify that person as a "covered official" and state the executive and/or legislative position in which the person served. Self-employed lobbyists must restate their names on this line and indicate any covered status as described above.

Note: an individual whose lobbying activities for the client are less than 20% of that individual's total services to the client (as measured by time spent during any three month period) is not considered a lobbyist.

At least one lobbyist must be listed to complete the filing. If more than five lobbyists are to be listed, complete the first five, then click the blue > button in the right margin labeled 'Go to Page 3 to add more lobbyists'. This will move the focus to the 'Additional Lobbyists' section on Page 3, where six more names may be added. If more than eleven lobbyists are to be listed, go to the bottom of page three, click the orange > button labeled 'Add an additional supplementary information page', and continue adding lobbyists on the next page. When all lobbyists have been entered, click the 'Return to page 2...' button in the right margin to return to Line 11.

Page Two – Lobbying Activity

LINE 11 LOBBYING ISSUES: Select categories from the following list that most closely match the client's lobbying issue areas. The form provides a list of descriptions and corresponding codes (for reference only) in a select box above the fields where the codes are to be entered.

Select each applicable code from the small select boxes on line 11. Enter as many as necessary to accurately reflect all actual and anticipated lobbying activities. If more than nine lobbying issues apply, click the blue > button in the right margin labeled 'Go to page 3 to add more lobbying issues'. This will move the focus to page 3, where nine more issues may be selected.

Please see [Lobbying Issue Codes](#) for a complete list

LINE 12. SPECIFIC LOBBYING ISSUES: Identify the client's specific issues that have been addressed (as of the date of the registration) or are likely to be addressed in lobbying activities. Include, for example, specific bills before Congress or specific executive branch actions.

BE SPECIFIC, but brief. Bill numbers alone do not satisfy the requirements for reporting on this line and restatement of the general issue code is insufficient. Use the following format to describe legislation: BILL NO, BILL TITLE, AND DESCRIPTION OF THE SPECIFIC SECTION(S) OF INTEREST, i.e.;

"H.R. 3610, Department of Defense Appropriations Act of 1996, Title 2, all provisions relating to environmental restoration."

For specific issues other than legislation, provide detailed descriptions of lobbying efforts. Do not leave line blank. No additional space is available, so please abbreviate and enter the information in paragraph format to maximize space.

LINE 13. AFFILIATED ORGANIZATIONS: Identify the name, address, and principal place of business of any entity other than the client that contributes in excess of \$5,000 toward the registrant's lobbying activities in a quarterly period **and** actively participates in the planning, supervision, or control of such activities.

*Either 'No' or 'Yes' must be checked for each level of affiliation. The LDA amendments require disclosure of some affiliates that were heretofore undisclosed, and retained the requirement for **listing** those affiliates that contribute in excess of \$5,000 **and** in whole or major part (20%) plans, supervises or controls such lobbying activities.*

If 'No' is checked, the affiliated organization lines will be 'skipped'. If 'Yes' is checked, at least one affiliated organization name and address is required. If 'No' is checked after information has been entered in the lines, the information will be deleted.

The LDA Amendments state in part: “No disclosure is required under paragraph (3)(B) if the organization that would be identified as affiliated with the client is listed on the client’s publicly accessible Internet website as being a member of or contributor to the client unless the organization in whole or in major part plans, supervises or controls such lobbying activities.” If a registrant relies upon the preceding sentence, the registrant must disclose the specific Internet address of the web page containing the information relied upon. If the registrant chooses to use the website, it is responsible for ensuring that the web page remains valid and accurate until a new LD-2 is filed with updated information. Please enter the URL underneath the address of any affiliates that apply.

If more than three affiliated organizations are to be listed, complete the first three, then click the blue > button in the right margin labeled 'Go to Page 3 to add more affiliated organizations'. This will move the focus to the 'Additional Affiliated Organizations' section on Page 3, where three more names may be added. If more than six affiliated organizations are to be listed, go to the bottom of page three, click the orange > button labeled 'Add an additional supplementary information page', and continue adding organizations on the next page. When all organizations have been entered, click the 'Return to page 2...' button in the right margin to return to Line 14.

LINE 14. FOREIGN ENTITIES: Identify the name, address, principal place of business, amount of any contribution in excess of \$5,000, and the approximate percentage of equitable ownership in the client of any foreign entity that:

- holds at least 20% equitable ownership in the client or any organization identified on line 13; **or**
- directly or indirectly, in whole or in major part, plans, supervises, controls, directs, finances, or subsidizes activities of the client or any organization identified on line 13; **or**
- is an affiliate of the client or any organization identified on line 13 and has direct interest in the outcome of the lobbying activity.

Either 'No' or 'Yes' must be checked. If 'No' is checked, the foreign entity lines will be 'skipped'. If 'Yes' is checked, at least one foreign entity name, address, principal place of business, contribution amount and percentage of ownership is required. If no contribution was made and no ownership exists, enter zero in those fields. If 'No' is checked after information has been entered in the lines, the information will be deleted.

If more than two foreign entities are to be listed, complete the first two, then click the blue > button in the right margin labeled 'Go to Page 3 to add more foreign entities'. This will move the focus to the 'Additional Foreign Entities' section on Page 3, where three more names may be added. If more than five foreign entities are to be listed, go to the bottom of page three, click the orange > button labeled 'Add an additional supplementary information page', and continue adding entities on the next page. When all entities have been entered, click the 'Return to page 2...' button in the right margin to return to Line 14.

PRINTED NAME AND TITLE. Enter the name and title of the person who is responsible for the accuracy of the information contained in the registration.

Page Three - Addendums

LINE 10 – 14 ADDENDUM: Additional information for lines 10 – 14 are entered on the Addendum page.

Lobbying Activity Report (LD-2DS) Sample Form

LD2_Quarterly.pdf

Please fill out the following form. You can save data typed into this form. Highlight Fields

[Clear all data and reset fields](#)

[Go to 'Form Completed'](#)

Clerk of the House of Representatives Legislative Resource Center B-106 Cannon Building Washington, DC 20515 http://lobbyingdisclosure.house.gov	Secretary of the Senate Office of Public Records 232 Hart Building Washington, DC 20510 http://senate.gov/lobby
--	---

LOBBYING REPORT

Lobbying Disclosure Act of 1995 (Section 5) - All Filers Are Required to Complete This Page

1. Registrant name Organization/Lobbying Firm Self Employed Individual

Organization _____

2. Address Check if different than previously reported

Address 1 _____ Address 2 _____

City _____ State _____ Zip Code _____ Country USA

3. Principal place of business (if different than line 2)

City _____ State _____ Zip Code _____ Country _____

4a. Contact Name Prefix Full Name b. Telephone number c. E-mail

Mr. _____ _____ _____

5. Senate ID # _____

6. House ID # _____

7. Client Name Self Click if the client is a state or local government or instrumentality

TYPE OF REPORT 8. Year _____ Q1 (1/1 - 3/31) Q2 (4/1 - 6/30) Q3 (7/1 - 9/30) Q4 (10/1 - 12/31)

9. Check if this filing amends a previously filed version of this report

10. Check if this is a Termination Report ⇔ Termination Date _____ 11. No Lobbying Issue Activity

INCOME OR EXPENSES - You MUST Complete Either Line 12 OR Line 13

<p style="text-align: center;">12. Lobbying Firms</p> <p>INCOME relating to lobbying activities for this reporting period was:</p> <p>Less than \$5,000 <input type="checkbox"/></p> <p>\$5,000 or more <input type="checkbox"/> ⇔ \$ _____</p> <p>Provide a good faith estimate, rounded to the nearest \$10,000, of all lobbying related income from the client (including all payments to the registrant by any other entity for lobbying activities on behalf of the client).</p>	<p style="text-align: center;">13. Organizations</p> <p>EXPENSES relating to lobbying activities for this reporting period were:</p> <p>Less than \$5,000 <input type="checkbox"/></p> <p>\$5,000 or more <input type="checkbox"/> ⇔ \$ _____</p> <p>14. REPORTING METHOD. Check box to indicate expense accounting method. See instructions for description of options.</p> <p><input type="checkbox"/> Method A. Reporting amounts using LDA definitions only</p> <p><input type="checkbox"/> Method B. Reporting amounts under section 6033(b)(8) of the Internal Revenue Code</p> <p><input type="checkbox"/> Method C. Reporting amounts under section 162(e) of the Internal Revenue Code</p>
--	--

Form Complete >

Printed Name and Title _____

LD-2DS (Rev. 6.0.0 Mac) Page 1 of 5

LD2_Quarterly.pdf

Please fill out the following form. You can save data typed into this form. Highlight Fields

[Go to Form Completed](#)

Registrant Name _____ Client Name _____

LOBBYING ACTIVITY. Select as many codes as necessary to reflect the general issue areas in which the registrant engaged in lobbying on behalf of the client during the reporting period. **Using a separate page for each code**, provide information as requested. Attach additional page(s) as needed.

15. General issue area code (one per page)

16. Specific lobbying issues

17. House(s) of Congress and Federal agencies contacted Check if None

House of Representatives Senate Administration for Children & Families (ACF) Administration on Aging Advisory Council on Historic Preservation (ACHP)	<input type="button" value="Add >"/> <input type="button" value="< Remove"/>	
---	---	--

18. Name of each individual who acted as a lobbyist in this issue area

First Name	Name Last Name	Suffix	Covered Official Position (if applicable)	New
				<input type="checkbox"/>

19. Interest of each foreign entity in the specific issues listed on line 16 above Check if None

[Add a page for a different issue](#)

Printed Name and Title _____

LD-2DS (Rev. 6.0.0 Mac) Page 2 of 5

LD2_Quarterly.pdf

Please fill out the following form. You can save data typed into this form. Highlight Fields

[Go to 'Form Completed'](#)

Registrant Name _____ Client Name _____

ADDENDUM for General Lobbying Issue Area _____

16. Specific lobbying issues (continued from previous page)

Add page to continue specific issues description for this issue >

LD-2DS Page 3 of 5

LD2_Quarterly.pdf

Please fill out the following form. You can save data typed into this form. Highlight Fields

[Go to 'Form Completed'](#)

Registrant Name _____ Client Name _____

Information Update Page - Complete ONLY where registration information has changed.

20. Client new address
 Address _____
 City _____ State _____ Zip Code _____ Country _____

21. Client new principal place of business (if different than line 20)
 City _____ State _____ Zip Code _____ Country _____

22. New general description of client's business or activities

LOBBYIST UPDATE

23. Name of each previously reported individual who is **no longer** expected to act as a lobbyist for the client

	First Name	Last Name	Suffix		First Name	Last Name	Suffix
1	_____	_____	_____	3	_____	_____	_____
2	_____	_____	_____	4	_____	_____	_____

ISSUE UPDATE Find the code to select below.

24. General lobbying issues that **no longer** pertain

AFFILIATED ORGANIZATIONS 25. Add the following affiliated organization(s)

Internet Address: _____

Name	Address	Principal place of Business (city and state or country)
_____	Address _____ C/S/Z _____	City _____ State _____ Country _____
_____	Address _____ C/S/Z _____	City _____ State _____ Country _____

26. Name of each previously reported organization that is **no longer** affiliated with the registrant or client

1 _____ 2 _____ 3 _____

FOREIGN ENTITIES

27. Add the following foreign entities

Name	Street Address	Address	Principal place of business (city and state or country)	Amount of contribution for lobbying activities	Ownership percentage in client
_____	City _____	State/Province _____ Country _____	City _____ State _____ Country _____	_____	_____ %

28. Name of each previously reported foreign entity that **no longer** owns, **or** controls, **or** is affiliated with the registrant, client or affiliated organization

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

[Add a page for more updates](#)

LD-2DS (Rev. 6.0.0 Mac) Page 5 of 5

LD2 Instructions

The instructions listed below will help you enter the correct content on your quarterly LD-2DS form. Please see Working with Forms for step by step instructions on how to enter information, inserting and deleting pages, and navigating the form.

Page One – Registrant and Report Type Information **ALL FILERS MUST COMPLETE THE FIRST PAGE.**

LINE 1. REGISTRANT NAME: Indicate the registrant's full legal name and any trade name. The name must be either the name of the lobbying firm or the name of the organization employing in-house lobbyists. Individual lobbyists do not file reports unless they are self-employed, in which case they file as firms, and indicate their own name and any trade or business names.

If the registrant is a self-employed lobbyist, click 'Individual' to switch to name fields, then select the preferred prefix and enter the first name and last name. If you used a middle name, initial or suffix when you filed, enter a middle name or initial with the first name and the suffix with the last name. For future electronic filing, it is important to enter the name exactly the same each time.

LINE 2. REGISTRANT ADDRESS: Enter the mailing address for correspondence. Mark the box if the address is different than previously reported. A full address is required to complete the filing.

LINE 3. PRINCIPAL PLACE OF BUSINESS: Indicate the city, state and country of the registrant's principal place of business, if different from the address on line 2.

LINE 4. TELEPHONE NUMBER AND CONTACT NAME: Enter the telephone number, including area code. Please use the (222)222-2222 or 222-222-2222 format. A US telephone number is preferred. Select the preferred prefix (Mr., Ms. Mrs.), and enter the full name of the person to contact for any questions concerning the report. Enter the contact e-mail address. A telephone number, contact name and email address in valid format are required to complete the filing.

LINE 5. SENATE IDENTIFICATION NUMBER: This number, assigned by the Office of Public Records, is unique to each registrant-client relationship. Enter the number and use it in all correspondence pertaining to this relationship.

LINE 6. HOUSE IDENTIFICATION NUMBER: This 9 digit number, assigned by the Legislative Resource Center, is unique to each registrant-client relationship. Enter the nine-digit number and use it in all correspondence pertaining to this relationship. This number is required to complete the filing.

LINE 7. CLIENT NAME AND ADDRESS: For an organization lobbying on its own behalf, check the box labeled 'SELF'. When 'Self' is checked, the registrant name is inserted in the client name line.

For a lobbying firm or self-employed lobbyist lobbying on behalf of a client, DO NOT check "Self". Instead, state the name and address of the client. Lobbying firms must file a separate report for each client. The client address is required in this case.

Check the box if client is a state or local government or a department, agency, special district, or other instrumentality controlled by one or more state or local governments.

LINE 8. YEAR: Enter the year and mark the appropriate box to indicate which quarterly reporting period is covered by this report. A separate report is required for each filing period. A valid four-digit year is required to be entered. (Electronic filing is only available for reports and amendments for the year-end 2004 report and later. However, older reports or amendments may be prepared on the form and printed for filing by mail or hand delivery.)

LINE 9. AMENDED REPORT If amending a previously filed version of this report, place a mark in the box. Otherwise, leave blank.

LINE 10. TERMINATION REPORT: If lobbying for the client has ended and the registrant wishes to terminate this registration, mark the box and enter the date that lobbying activities ceased. Enter the date in mm/dd/yyyy format. It is not necessary to put '0' in front of a single digit day or month. The date must be in the filing period you have marked in Line 8. If the date entered is not in that period, an error message will be returned.

LINE 11. NO LOBBYING ISSUE ACTIVITY BOX: If there were no **lobbying issue** activity, check the box. Otherwise, file a complete report (page 2 and addendum pages as necessary) detailing the lobbying activity. . If this box is checked, page 2 will no longer be displayed as it does not need to be part of the filing. If this box is checked after entering issue information, that information will be deleted.

INCOME OR EXPENSE SUMMARY (YOU MUST COMPLETE EITHER LINE 12 OR LINE 13 AS INSTRUCTED): The form will only allow the appropriate section to be completed. If you have completed the wrong line, you will receive a message when the form is validated to correct it.

INCOME OR EXPENSE SUMMARY (ANSWER LINE 12 OR LINE 13 AS INSTRUCTED): You must complete Line 12 if lobbying on behalf of a client. You must complete line 13 if you are lobbying on your own behalf.

LINE 12. LOBBYING FIRMS (INCOME): Indicate whether income relating to lobbying activities on behalf of the client identified on line 7 was less than \$5,000, or was \$5,000 or more, during this reporting period by checking the appropriate box. If income was \$5,000 or more, provide a good faith estimate of all lobbying related income from the client (include all payments to the registrant by any other entity for lobbying activities on behalf of the client). Round your estimate to the nearest \$10,000. (One selection is required for lobbying firms.) Any amount under \$5,000 entered in the line will return an error. (You must check one box or the other.)

LINE 13. ORGANIZATIONS (EXPENSES): Indicate whether expenses related to lobbying activities were less than \$5,000, or were \$5,000 or more, during the reporting period by checking the appropriate box. If expenses were \$5,000 or more, provide a good faith estimate of all lobbying expenses (include all payments to third parties for lobbying activities) and round estimates to the nearest \$10,000. (One selection is required for organizations lobbying on their own behalf.)

LINE 14. REPORTING METHODS: Mark the appropriate box to indicate the expense accounting method used to determine expenses. One selection is required if 'Self' is checked.

- Method A. Reporting amounts using LDA definitions only. This method is available to all organizations.
- Method B. Reporting amounts using Internal Revenue Code definitions as defined under Section 4911(d) of the IRC. This method is only available to a NON-PROFIT registrant that is required to report and does report under Section 6033(b)(8) of the IRC. The amount disclosed must pertain to the quarterly period covered by this report.

- Method C. Reporting amounts using Internal Revenue Code definitions of lobbying activities, of which the cost is not deductible pursuant to Section 162(e) of the IRC. This method is available to any registrant that is subject to Section 162(e) of the IRC. The amount disclosed must pertain to the quarterly period covered by this report. Grass-roots and state lobbying expenses **may not be subtracted from this amount.**

PRINTED NAME AND TITLE: Enter the name and title of the person who will sign the filing. The signer must be the officer or employee of the registrant who is responsible for the accuracy of the information contained in the registration.

Page Two – Lobbying Activity

The electronic form includes one lobbying issue page when it is opened. You can add additional pages for additional specific issues description and additional lobbyists related to each general lobbying issue. You can also add additional issue pages using the appropriate buttons on the form, but you must complete the current issue page before adding a new one.

If a supplementary or issue page is added in error, **DO NOT DELETE THE PAGES FROM THE MENU OR PAGES TAB. ALL BLANK PAGES WILL BE AUTOMATICALLY DELETED WHEN YOU CLICK THE FORM COMPLETE BUTTON.**

LINE 15. GENERAL LOBBYING ISSUE AREA: Select the applicable code(s) from the list below which accurately reflect all general areas in which the registrant engaged in lobbying during the reporting period, whether or not the issue area was previously disclosed. Complete a separate page for each code selected.

The issue code select box lists both the code and description for convenience. The code is required and must be entered before supplementary pages can be added. Additional issue pages can be added to the form using the orange button at the bottom of the issue page.

Note: You must complete an issue page before adding a new one. You cannot insert addendum pages for an issue code after a new issue page has been inserted.

See [Lobbying Issue Codes](#) for a complete list

LINE 16 SPECIFIC LOBBYING ISSUES: For each general lobbying area, list the specific issues which were actually lobbied during the quarterly period. Include, for example, specific bills before Congress or specific executive branch actions. **BE SPECIFIC. Bill numbers alone do not satisfy the requirements for reporting on this line and restatement of the general issue code is insufficient.** Use the following format to describe legislation: BILL NO., BILL TITLE, AND DESCRIPTION OF THE SPECIFIC SECTION(S) OF INTEREST.

i.e., "H.R. 3610, Department of Defense Appropriations Act of 1996, Title 2, all provisions relating to environmental restoration."

For specific issues other than legislation, provide detailed descriptions of lobbying efforts. Do not leave line blank.

To maximize space, use a paragraph format. When the available area is full, add another page by clicking the orange > button labeled 'Add more specific issues' in the right margin at the top of Line 16. If one additional page is not enough, another may be added from the button at the bottom of the supplementary page.

LINE 17 CONTACTS: Identify the Houses of Congress and Federal agencies contacted by the registrant in connection with the general issue area during the reporting period. Disclose only the houses or agencies, such as "Senate," "House of Representatives," "Department of Agriculture," or "Executive Office of the President," rather than the individual office.

If there were no contacts during the period, mark the box labeled "none." If there were contacts, select the agency names from the list on the left and click the **Add** button. The name will be added to the list on the right. A full formatted list of selected names will be inserted in the text box for line 17 if the form is printed.

LINE 18. LOBBYISTS: List the name of each **lobbyist** who had **any activity** in this general issue area. Enter the first name, last name and suffix in separate fields.

If there are lobbyists not previously disclosed, enter the names of the new lobbyist(s) under each pertinent issue code, and mark the box labeled "New." If any new lobbyist listed in this section has served as a "covered executive branch official" or "covered legislative branch official" within twenty years of first acting as a lobbyist for the client, identify that person as a "covered official," state the executive and/or legislative position in which the person served.

Note: The 20% threshold does not apply to this line and is only used for determining who may be considered a "lobbyist" for registration/updating purposes.

You may enter up to 9 lobbyist names on the issue page. If needed, you can add addendum pages to enter more names by clicking the orange > button labeled 'Add more lobbyist names' in the right margin at the top of Line 18.

LINE 19. FOREIGN INTEREST: Describe the interest of each foreign entity in the specific issues listed on line 16. **If there are no foreign entity interests in this issue, check the box marked 'None'.** If 'None' is checked an error message will be returned if data is also entered in the text box.

PAGE 3. Lobbying Issue Description Addendum Page

An addendum page can be inserted, if needed, for each Lobbying Issue Page to enter additional issue descriptions. This page will be added after the issue page by clicking the button on line 16.

Page Four – Lobbyist Names Addendum

An addendum page for line 18 can be inserted, if needed, for each Lobbying Issue Page to enter additional lobbyist names. This page will be added after the issue page, and any line 16 addendum pages, by clicking the button on line 18.

Page Five – Information Update Page

Complete only where registration information has changed. The electronic form includes one update page when it is opened. By clicking the orange > button at the bottom of the page, an additional update page may be added for more data. The pages will be automatically numbered.

If a supplementary page is added in error, do not delete the pages from the menu or pages tab. All blank pages will be automatically deleted when the form is prepared for filing.

LINE 20. CLIENT NEW ADDRESS: Enter complete address of the client if different than previously reported. No address may be entered here if 'Self' is check in the client name box.

LINE 21. CLIENT NEW PRINCIPAL PLACE OF BUSINESS: Indicate the client's new principal place of business (city, state and country), if different from line 20. No address may be entered here if 'Self' is check in the client name box.

LINE 22 NEW DESCRIPTION OF CLIENT'S BUSINESS OR ACTIVITIES: Provide a general description of the new business or activities of the client. No business description may be entered here if 'Self' is check in the client name box.

LINE 23 LOBBYIST DELETE: Enter the name of each individual who **no longer** acts as a lobbyist for the client identified on line 7. Enter the first name, last name and suffix in separate boxes. If there are no names to remove, skip to line 24.

Please see [Section 8 of the Guidance](#) for more information

LINE 24 GENERAL ISSUE AREA DELETE: Select the codes from the list on page 3 of the instructions of all previously reported issue areas that no longer apply and enter them on line 24. If there are no codes to be deleted, skip to line 25.

LINE 25. AFFILIATED ENTITY ADD: Identify the name, address, and principal place of business of any entity other than the client that contributes in excess of \$5,000 toward the registrant's lobbying activities in a quarterly period **and** actively participates in the planning, supervision, or control of such activities.

The LDA amendments require disclosure of some affiliates that were heretofore undisclosed, and retained the requirement for listing those affiliates that contribute in excess of \$5,000 and in whole or major part (20%) plans, supervises or controls such lobbying activities.

The LDA Amendments state in part: "No disclosure is required under paragraph (3)(B) if the organization that would be identified as affiliated with the client is listed on the client's publicly accessible Internet website as being a member of or contributor to the client unless the organization in whole or in major part plans, supervises or controls such lobbying activities." If a registrant relies upon the preceding sentence, the registrant must disclose the specific Internet address of the web page containing the information relied upon. If the registrant chooses to use the website, it is responsible for ensuring that the web page remains valid and accurate until a new LD-2 is filed with updated information. Please enter the URL underneath the address of any affiliates that apply.

LINE 26. AFFILIATED ENTITY DELETE: List the names of all previously reported organizations that no longer meet the disclosure requirement. If there are no organizations to remove, skip to line 27.

LINE 27. FOREIGN ENTITY ADD: Identify the name, address, principal place of business, amount of any contribution in excess of \$5,000, and the approximate percentage of equitable ownership in the client of any foreign entity that:

- holds at least 20% equitable ownership in the client or any organization identified on line 13 of the registration or line 25 of this report; **or**
- directly or indirectly, in whole or in major part, plans, supervises, controls, directs, finances, **or** subsidizes activities of the client or any organization identified on line 13 of the registration or line 25 of this report; **or**
- is an affiliate of the client or any organization identified on line 13 of the registration or line 25 of this report and has direct interest in the outcome of the lobbying activity.

LINE 28. FOREIGN ENTITY DELETE: List the names of all previously reported foreign entities that no longer meet the disclosure requirement. Leave this line blank if there are no deletions.

SIGNATURE: If you are printing the form and this is the last page of the report, sign and date this page and type or print the signer's name and title. Only the last page of the report need be signed. Form LD-2DS must be signed and dated by the officer or employee of the registrant who is responsible for the accuracy of the information contained in the report.

Troubleshooting Guide

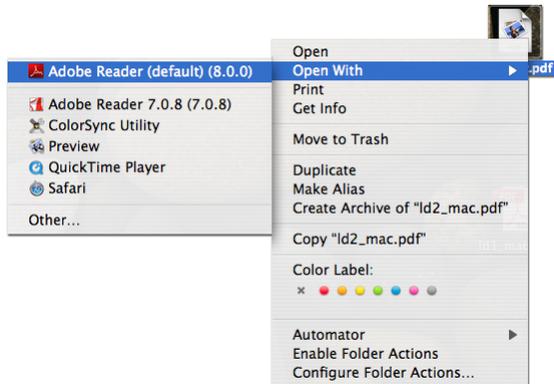
The topics listed below provide resolutions to commonly reported problems with the Lobbying Disclosure Electronic Filing System. Please contact the Legislative Resource Center if your issue is not listed in these areas.

Problems Editing Form Fields

If you cannot enter text or use the list fields on a form you have downloaded, the form is probably open in Preview and cannot be edited. To edit your form you must open it in Adobe Reader.

To open the form in Adobe Reader:

- Move the cursor over the file you downloaded and press the **CTRL** button and the **mouse**:
- A menu will be displayed. Click on **Open With**:

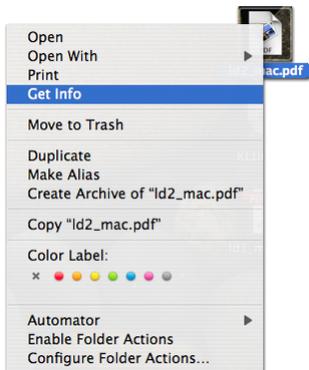


- Click on **Adobe Reader**.

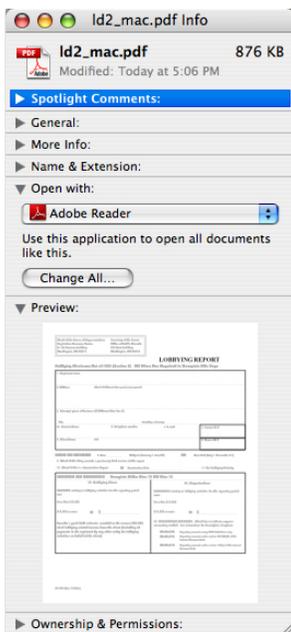
The form will be opened with Adobe Reader and editable. You can also change the default settings so that downloaded PDF forms always open in Adobe Reader.

To change the default settings:

- Move the cursor over the file you downloaded and press the **CTRL** button and the **mouse**:



- A menu is displayed. Click on **Get Info**:



- Select **Adobe Reader** from the **Open With** options and press the **Change All** button.

The default selection will be updated to always open PDF files with Adobe Reader.

Problems Submitting Forms Electronically

Your submission may time out due to slow internet connection speeds. If this happens, you can wait a few minutes and submit your form again. If you have many users on a DSL or cable connection you may want to try submitting your form earlier or later in the day when there aren't as many users accessing the connection.

If you continue to receive error messages, several factors may be causing the problem:

- Cannot handle content type. This message occurs if you try to submit the form from Adobe Reader. Please make sure the form is open in the browser BEFORE you click the "File with Congress" button;
- Virus protection restrictions. Some 3rd party virus scanning and firewall products will restrict you from sending files over the internet. Please review the security settings in any virus scanner and firewall applications and make the appropriate adjustments to allow transmission of files to "LD.CONGRESS.GOV";
- Network restrictions. Some registrants have firewall restrictions from within their network that do not allow users to transmit files over the internet. You will need to discuss this with your IT department for a solution. If the restrictions cannot be changed please contact LRC to discuss alternatives.

Problems receiving e-mail status messages

If you are not receiving activation or filing status messages that are being sent by the system, one of the following may be the problem:

- All system messages are sent to the point of contact email address listed on each form. Please check the email address and verify it is correct;
- Spam blockers may be rejecting the email, or filtering it to a junk mail folder. Add the domain name efiling@mail.house.gov to your address book or safe list and check the filers junk mail folder;
- Automated spam filters require a response from the sender before it will allow the email. These requests will not be responded to. You must contact your IT support staff if you need help in getting emails from efiling@mail.house.gov accepted automatically.

Glossary of Terms

Actively Participates

An organization “actively participates” in the planning, supervision, or control of lobbying activities of a client or registrant when that organization (or an employee of the organization in his or her capacity as an employee) engages directly in planning, supervising, or controlling at least some of the lobbying activities of the client or registrant. Examples of activities constituting active participation would include participating in decisions about selecting or retaining lobbyists, formulating priorities among legislative issues, designing lobbying strategies, performing a leadership role in forming an ad hoc coalition, and other similarly substantive planning or managerial roles, such as serving on a committee with responsibility over lobbying decisions.

Organizations that, though members of or affiliated with a client, have only a passive role in the lobbying activities of the client (or of the registrant on behalf of the client), are not considered active participants in the planning, supervision, or control of such lobbying activities. Examples of activities constituting only a passive role would include merely donating or paying dues to the client or registrant, receiving information or reports on legislative matters, occasionally responding to requests for technical expertise or other information in support of the lobbying activities, attending a general meeting of the association or coalition client, or expressing a position with regard to legislative goals in a manner open to, and on a par with that of, all members of a coalition or association – such as through an annual meeting, a questionnaire, or similar vehicle. Mere occasional participation, such as offering an *ad hoc* informal comment regarding lobbying strategy to the client or registrant, in the absence of any formal or regular supervision or direction of lobbying activities, does not constitute active participation if neither the organization nor its employee has the authority to direct the client or the registrant on lobbying matters and the participation does not otherwise exceed a *de minimis* role.

Affiliated Organization

An affiliated organization is any entity other than the client that contributes in excess of \$5,000 toward the registrant’s lobbying activities in a quarterly period, and actively participates in the planning, supervision, or control of such lobbying activities. The amendments did not change the way in which Pre-HLOGA identified affiliates, i.e., those that in whole or in major part plan, supervise, or control such lobbying activities, are disclosed on LD-1 and LD-2. Activity Report

Contributions

Form LD-203 is required to be filed semiannually by July 30th and January 30th (or next business day should either of those days fall on a weekend or holiday) covering the first and second calendar halves of the year. Registrants and listed lobbyists (who are not terminated for all clients) must file separate reports which detail FECA contributions, honorary contributions, presidential library contributions, and payments for event costs. (See discussion in Section 7 below.)

Client

Any person or entity that employs or retains another person for financial or other compensation to conduct lobbying activities on behalf of the person or entity. An organization employing its own lobbyists is considered its own client for reporting purposes.

Covered Executive Branch Official

The application of coverage of Section 3(3)(F) of the LDA (“who is a covered executive branch official?”) was intended for “Schedule C” employees only. Senior Executive Service employees are not covered executive branch officials as defined in the Act unless they fall within one of the categories below. Covered executive branch officials are: The President, The Vice President, Officers and employees of the Executive Office of the President, Any official serving in an Executive Level I-V position, Any member of the uniformed services serving at grade 0-7 or above, and Schedule C employees.

Covered Legislative Branch Official

: Covered legislative branch official are: a Member of Congress, an elected officer of either the House or the Senate, and an employee, or any other individual functioning in the capacity of an employee who works for a Member, committee, leadership staff of either the Senate or House, a joint committee of Congress, a working group or caucus organized to provide services to Members, and any other legislative branch employee serving in a position described under section 109(13) of the Ethics in Government Act of 1978.

Electronic Filing

An electronic process that replaces the method that registrants used to manually sign and file their forms on paper.

Entity

Any individual, corporation, company, foundation, association, labor organization, firm, partnership, society, joint stock company, group of organizations, or state or local government.

Electronic Form

An electronic Lobbying Disclosure form that is formatted to replicate the paper version for electronic filing.

In whole or major part

The term "in major part" means in substantial part. It is not necessary that an organization or foreign entity exercise majority control or supervision in order to fall within Sections 4(b)(3)(B) and 4(b)(4)(B). In general, 20 percent control or supervision should be considered "substantial" for purposes of these sections.

Lobbying Activities

Lobbying contacts **and** any efforts in support of such contacts, including preparation or planning activities, research and other background work that is intended, at the time of its preparation, for use in contacts and coordination with the lobbying activities of others.

Lobbying Contact

Any oral, written or electronic communication to a covered official that is made on behalf of a client with regard to the enumerated subjects at 2 U.S.C. § 1602(8)(A). Note the exceptions to the definition at 2 U.S.C. § 1602(8)(B). See Discussion at Section 5 below.

Lobbying Firm

A lobbying firm is a person or entity consisting of one or more individuals who meet the definition of a lobbyist with respect to a client other than that person or entity. The definition includes a self-employed lobbyist.

Lobbying Registration

An initial registration on Form LD-1 filed pursuant to Section 4 of the Act (2 U.S.C. § 1603).

Lobbying Report

A quarterly report on Form LD-2 filed pursuant to Section 5 of the Act (2 U.S.C. § 1604).

Lobbyist

Any individual (1) who is either employed or retained by a client for financial or other compensation (2) whose services include more than one lobbying contact; **and** (3) whose “lobbying activities” constitute 20 percent or more of his or her services on behalf of that client during any three month period.

Person or Entity

Any individual, corporation, company, foundation, association, labor organization, firm, partnership, society, joint stock company, group of organizations, or state or local government.

Public Official

A public official is an elected or appointed official, or an employee of a Federal, state or local government in the United States. There are five exceptions to this definition, including a college or university, a government-sponsored enterprise, a public utility, guaranty agency or an agency of any state functioning as a student loan secondary market. The 1998 amendments to the LDA expanded the definition of “public official” in Section 3(15)(F) to add a “group of governments acting together as an international organization.” Its purpose was to ensure those international organizations, such as the World Bank, would be treated in the same manner as the governments that comprise them.

Registrant

A lobbying firm or an organization employing in-house lobbyists that files a registration pursuant to Section 4 of the Act.

Registration

An initial registration on Form LD-1 filed pursuant to Section 4 of the Act (2 U.S.C. § 1603) which states that lobbying firms, (i.e., entities with one or more lobbyists), including self-employed individuals who act as lobbyists for outside clients, are required to file a single registration, and to file a separate registration for each client with the Secretary of the Senate and the Clerk of the House of Representatives.

Termination

A registrant who is no longer employed or retained by a client to conduct lobbying activities and does not anticipate any additional lobbying activities for a client, may so notify the Secretary of the Senate and the Clerk of the House of Representatives and terminate its registration.

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