



Lobbying Disclosure Electronic Filing Lobby Registration and Reporting System

**Windows User Manual
February 2013**

Contents

Introduction	3
Where to Get Help	3
General Filing Requirements	5
Filing Guidelines.....	5
Where to File Forms	5
Review and Compliance	5
Penalties	6
Public Availability	6
Lobbying Registration Requirements.....	6
Filing Deadlines	6
Where to Register	6
Registration Amendments.....	7
Terminating Registrants or Clients	7
Lobbying Activity Report Requirements.....	7
Filing Deadlines	7
Where to Report.....	7
Activity Report Amendments.....	8
Terminating Registrants or Clients	8
Getting Started	9
Decide Which Computer Will Be Used	9
Obtain a Senate Password	10
Create a Form Folder and Naming Convention.....	10
Install the IBM Workplace Viewer	11
Download Forms.....	14
Understanding Electronic Filing	18
Overview of the Filing Process	18
Submitting Forms	18
House Forms Processing.....	21
Identification Numbers	24
House ID Numbers	24
Senate ID Numbers	25

Working with Forms	26
Form Features.....	27
Form Navigation.....	27
Function Buttons.....	28
Entering Form Content.....	29
Required Fields.....	31
Shortcuts.....	32
Using Templates and Populated Forms.....	33
Creating Templates.....	33
Using Templates.....	34
Re-Using Signed Forms.....	35
Completing Forms.....	37
Completing Form Fields.....	38
Importing Form Content.....	38
Signing and Filing Forms	40
Signing forms with the Senate password.....	40
Submitting forms to the House and Senate.....	43
Appendices	45
Lobbying Issue Codes.....	45
Federal Agency Names.....	47
Lobbying Registration (LD-1DS) Sample Form.....	54
LD-1DS Instructions.....	57
Page One – Registrant/Client/Lobbyist Information.....	57
Page Two – Lobbying Activity.....	58
Page Three - Addendums.....	59
Lobbying Report (LD-2DS) Sample Form.....	60
LD-2DS Instructions.....	65
Page One – Registrant and Report Type Information.....	65
Page Two – Lobbying Activity.....	68
Page Three - Line 16 Addendum Page.....	69
Page Four – Lobbyist Names Addendum.....	69
Page Five – Information Update Page.....	69
Import Tool.....	72
IBM Workplace Viewer System Requirements.....	72
Troubleshooting Guide	73
Problems Downloading or Installing the IBM Viewer Software.....	73
Problems Working with the Forms.....	74
Problems Submitting Forms.....	75
Problems receiving e-mail status messages.....	77
Frequently Asked Questions	79
Glossary of Terms	81
Index	85

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
135 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
135 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 **\$13,000** 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 the IBM Workplace Forms Viewer, obtain a Senate password, and download the forms from the Lobbying Disclosure website to complete and file lobbying disclosure registrations and reporting forms. The software is purchased by the U.S. House of Representatives and provided to all lobbying registrants free of charge, but it should only be installed for the individuals who will actually be working with the forms.

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

- A web browser (Internet Explorer version 5.0 or higher, Netscape version 7.0 or higher, or Firefox version 1.0 or higher);
- System configuration sufficient to run the IBM Workplace Form software;
- IBM Workplace Forms version 2.5, 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 sign, save and submit the form from a second location if the IBM Workplace software is installed.

See [IBM Workplace Viewer System Requirements](#) for more information

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 a single folder so you can easily locate your forms;
- Most browsers automatically select the My Documents folder when the document is saved. Using this folder will make your forms easy to locate. It is recommended that you consult your IT Support Staff (if available) for additional information on choosing the right location to store your forms;
- Create a naming convention to help you distinguish between templates, completed, and signed forms;
- Use Lobbying Disclosure Forms as the primary folder name for storing forms;
- Pre-populated forms are already named using the client ID. It is recommended that you save the template as Filingperiod_ clientname before you edit it;
- Download the forms from the Lobbying Disclosure website instead of opening them in a browser.

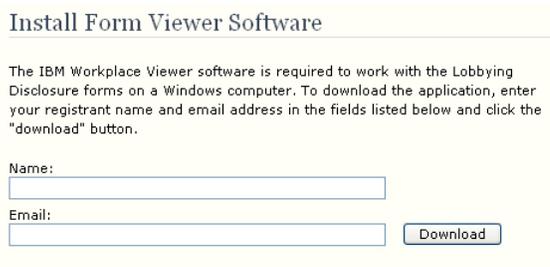
Install the IBM Workplace Viewer

The IBM Workplace Viewer software is required to work with Lobbying Disclosure forms. Once it is installed on your computer it is available from the Start menu. You can download and install the application from the Lobbying Disclosure website.

See the [Troubleshooting Guide](#) if you have problems downloading or installing the software

To install the software from the Lobbying Disclosure website:

- Go to the **Windows** section of the **Lobbying Disclosure** website;
- Go to the **Install Form Viewer Software** section of the Forms and Software page;



- Enter your registrant name and email address in the appropriate fields and click the **Download** button:

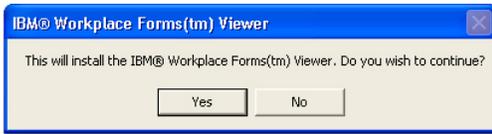
Note: You might experience a pause while the installation is registered.



A window is displayed asking if you want to save the file or run the installation;

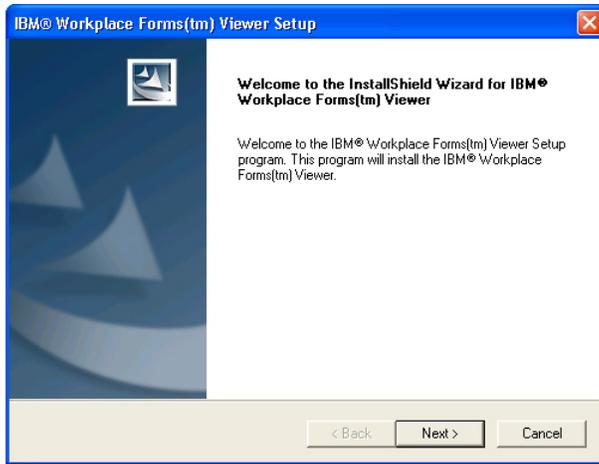
- Click the **Run** button;

Note: If you click the save button, you will be prompted for a location. When the download is complete, you will need to navigate to that location and “run” the installation.



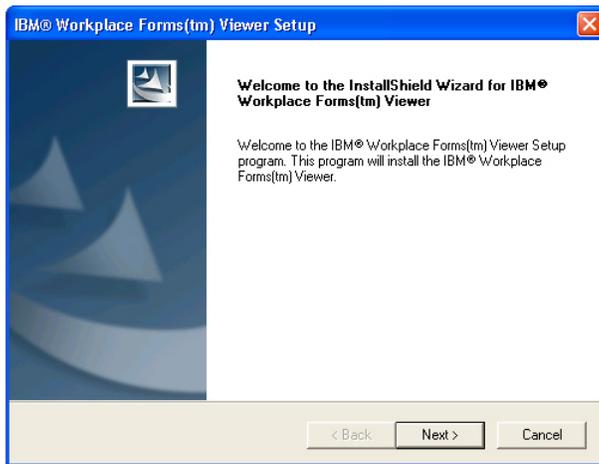
A window is displayed asking if you want to install the IBM Workplace Viewer;

- Click the **Yes** button:



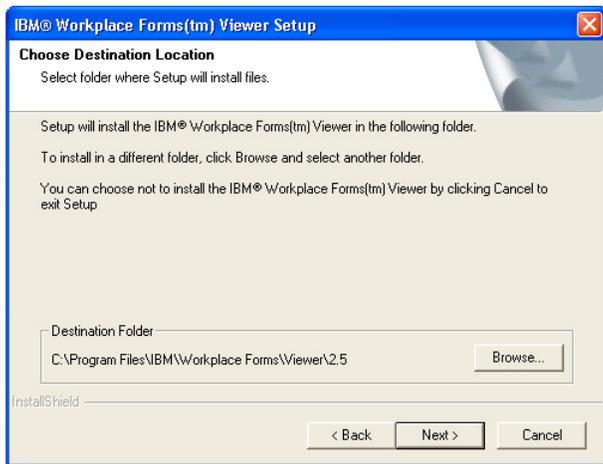
The installation files are extracted and a window is displayed;

- Click the **Next** button:



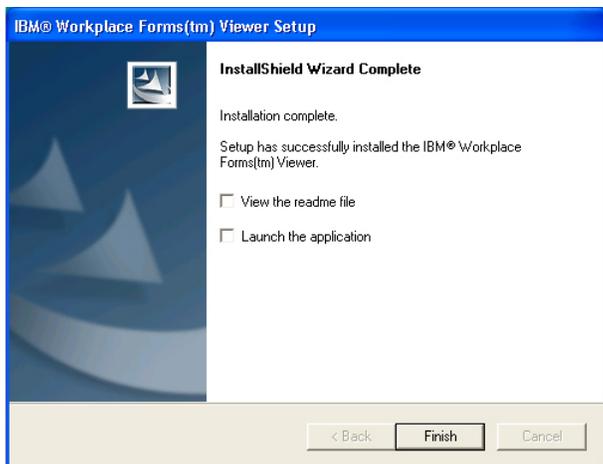
The default installation path is displayed. It is recommended that you do not change these settings;

- Click the **Next** button:



The setup folder settings are displayed. It is recommended that you do not change these settings;

- Click the **Next** button to begin the installation:



When the installation is complete a window is displayed;

- Uncheck the Launch the application box;
- Click the **Finish** button to close this window.

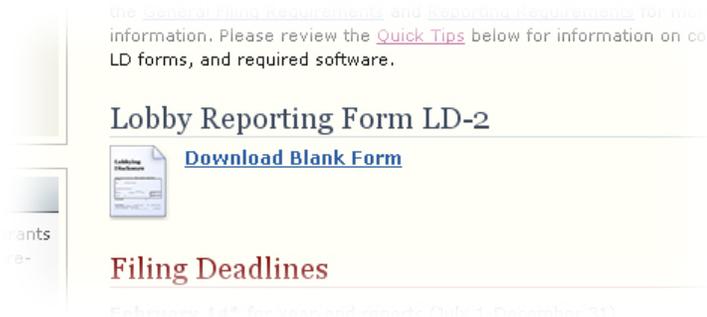
The IBM Workplace Viewer is now installed on your computer.

Download Forms

You can download blank forms to register for the first time, or pre-populated forms for each registered client, from the Lobbying Disclosure website.

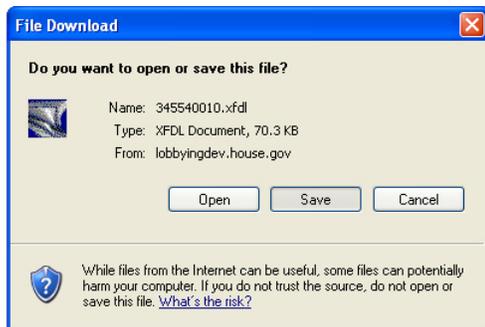
To download blank forms:

- Go to the **Windows** section of the **Lobbying Disclosure** website;
- Click the Register or Report Activity tab;



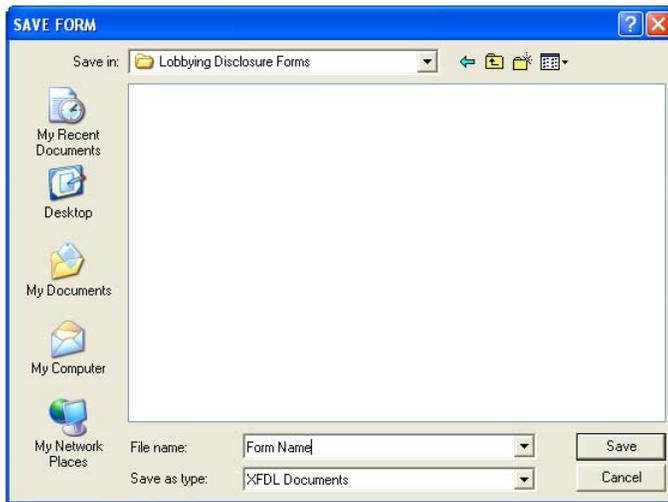
The appropriate form is available in the Forms section of each page;

- 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. Your form is now downloaded and available for use.

Note: You can open a form for editing by double-clicking on the file name, or by clicking the Open button in the IBM Workplace Viewer toolbar. Do not try to open the forms using other applications such as MS Word or Corel WordPerfect.

To download pre-populated templates:

- Go to the **Windows** section of the **Lobbying Disclosure** website;
- Click on the Forms and Software tab;

Download Template Forms

Currently **active** lobbying registrants may download Template Forms pre-filled with your organization name, address, client and House ID number.

Registrant Name:

View Alphabetically:
[#s](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#)
[U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

- Enter the registrant name in the Download Template Forms section and click the **Search** button:

Download Template Forms

If you are an active registrant, you can download IBM Workplace forms that are pre-populated with your registrant and client information. To locate your forms, enter your registrant name in the field below and click the "Search" button. If you are not sure of the Registrant name, you can view the list of active registrant names in alphabetical order using the links below.

If you have just registered a new client and a link to the pre-populated form is not available, please check the download page again later in the day. The icon will be displayed when the new form is available.

Registrant Name:

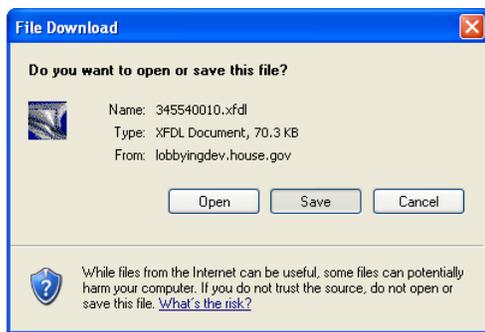
View Alphabetically:

[#s](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#)
[U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Registrant Name	Registrant ID	LD-1 Form
Training Seminar	38749	
Download all client forms		
Client Name	House ID	LD-2 Form
Client Five	387490006	
Client Four	387490005	
Client One	387490002	
Client Three	387490004	
Client Two	387490003	
Windows Testing	387490000	

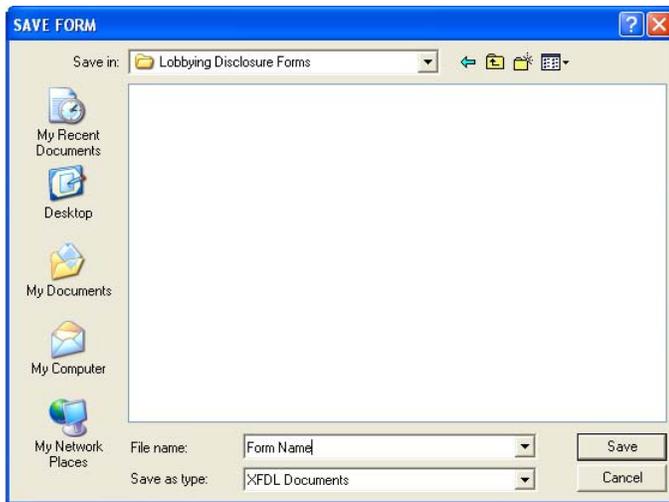
A list of client names, House ID's, and a link to download new client registrations and reports for each client are displayed. If you have more than 5 clients, a link to the zip file with all client templates is also displayed;

- 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. Your form is now downloaded and available for use;
- If you have downloaded the zipped forms, right click on the zipped file and select **Extract All** after it has been downloaded;

A window is displayed that allows you to navigate to the location where you want to store your forms. Pre-populated forms will be extracted and named using the House ID for each client.

Your forms are now saved in your Lobbying Disclosure folder and ready to be used.

Note: You can open a form for editing by double-clicking on the file name, or by clicking the Open button in the IBM Workplace Viewer toolbar. Do not try to open the forms using other applications such as MS Word or Corel WordPerfect.

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:



The filing is failed. You must delete the signature, correct the form (if necessary) and sign it again, then resubmit it;

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



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

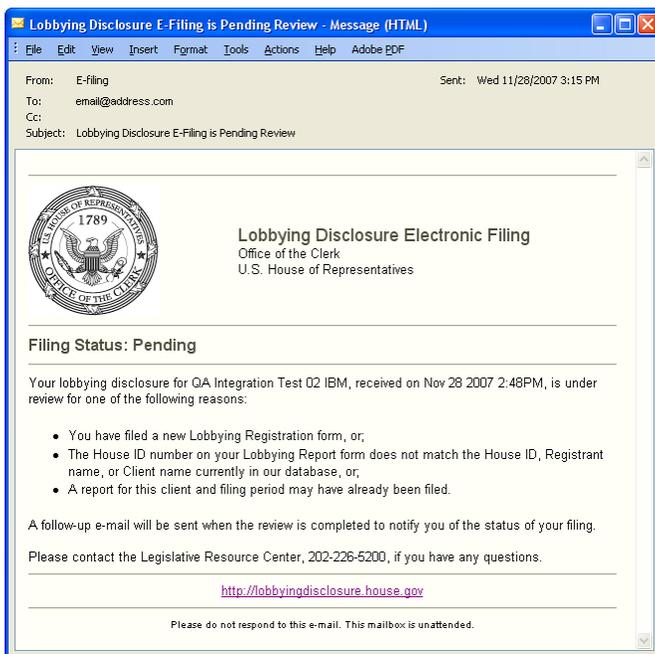
After your form has been received by the Legislative Resource Center the registration information in your form is compared with existing records in the database:

- 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.

Note: You can avoid rejected filings by using the pre-populated IBM Workplace forms.

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 Lobbying Disclosure Electronic Filing System allows filers to complete Lobbying Disclosure Registration and Reporting forms using the IBM Workplace Viewer. These forms are opened on the filer's computer and completed, signed with a Senate password, and then submitted to the House. The electronic forms have the following features:

- Blank forms can be downloaded from the Lobbying Disclosure website for first time registrants. If you are already registered, you can download registration and reporting templates that are pre-populated with the House ID and registrant information for each client;
- As you complete the forms you can add and delete new issue, addendum, and update pages when needed. You can also navigate to any page in the form;
- Form data is validated for compliance with filing requirements and alerts you about problems that must be corrected before the form can be filed;
- Forms can be submitted to both the House and Senate from your desktop using any internet connection;
- Forms can be edited by removing the signature and modifying the appropriate fields, then signed and submitted again;
- The user manual can be accessed from the header in each form page should you need help while completing the form.

The topics listed below explain the features and functions of the Lobbying Disclosure electronic forms and step by step instructions on how to complete forms and use form templates.

See [Appendices](#) for sample LD-1 and LD-2 forms

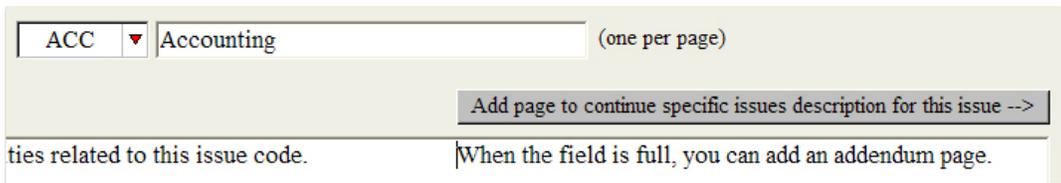
Function Buttons

As you work with the forms, function buttons are available in the appropriate locations that allow you to:



A screenshot of a form with a light green background. In the bottom right corner, there is a button with a grey background and black text that reads "Add Additional Issue Page -->".

- Add new issue pages on the LD-2 form;



A screenshot of a form with a light green background. At the top left, there is a dropdown menu with "ACC" selected. To its right is a text input field containing the word "Accounting". Further right, the text "(one per page)" is displayed. In the bottom right corner, there is a button with a grey background and black text that reads "Add page to continue specific issues description for this issue -->". Below the input field, there is a line of text: "ties related to this issue code. When the field is full, you can add an addendum page."

- Add addendum pages for issue descriptions on the LD-2 form;



A screenshot of a form with a light green background. At the top left, there is a text label "who acted as a lobbyist in this issue area". To its right, there is a button with a grey background and black text that reads "Add a page to continue adding lobbyists for this issue -->". Below this, there is a table with three columns: "Name", "Covered Official Position (if applicable)", and "New".

- Add addendum pages for lobbyists on the LD-2 form;



A screenshot of a button with a grey background and black text that reads "Add Additional Update Page -->".

- Add update pages to the LD-1 and LD-2 form;



A screenshot of a form with a light green background. On the left, there is a text label "Signature". To its right, there is a button with a blue background and white text that reads "Click here to digitally sign this form with your password".

- Sign the forms, and;



A screenshot of two buttons. The top button has a grey background and black text that reads "File with Congress". Below it is a button with a grey background and black text that reads "Submit".

- Submit the form to the House and Senate.

Entering Form Content

Information must be entered in the fields using the proper format before you can sign or submit them. The formatting types are:

- List Fields



Values can be selected from a list by clicking the down arrow and left clicking on a value;

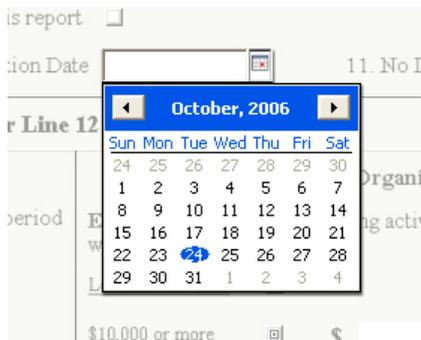
Note: You can deselect a value by clicking the blank space in the list menu if you are editing a previously filed form.

- Check Boxes



Option boxes can be selected by left clicking on the box;

- Date Fields



Dates can be entered by manually typing it in or by clicking the down arrow and selecting it from a calendar screen. All typed dates must be entered as MM/DD/YYYY;

- Currency Fields

Less than
\$10,000 or more \$ 30000
Provide a good faith estimate, rounded to the nearest \$20

Expenses must be entered as numbers and are automatically formatted as currency. You can enter whole numbers, or dollars and cents;

Less than
\$10,000 or more \$ 30,000.00
Provide a good faith estimate, rounded to the nearest \$20

The entry is formatted when you move the cursor to the next field, as shown in the example above;

- Text Fields

Printed Name and Title

All other form fields are text. You can enter information by typing it in or copying and pasting it from other electronic sources. You can create multiple line entries by pressing the enter key at the end of a sentence. You can also enter text in a single line, using comma, dashes, and spaces so the content is readable. There are no requirements for how the text is formatted.

Note: Each text field does have a space requirement. If you have entered too much text in a field, it will turn red when you move to the next field. You must edit the text to fit in the field or move the additional text to an addendum page.

Required Fields

Required fields and fields with incorrect entries are color coded to assist you:

- Required fields are highlighted in yellow;

4a. Contact Name	b. Telephone Number	c. E-mail	5. Senate ID#
<input type="text"/>	<input type="checkbox"/> International Number () -	<input type="text"/>	<input type="text"/>
7. Client Name	<input type="checkbox"/> Self		6. House ID#
<input type="text"/>	<input type="text"/>		<input type="text"/>

- If a field contains the wrong type of entry, the color is changed to red:

4a. Contact Name	b. Telephone Number	c. E-mail	5. Senate ID#
Mr. Contact Name	<input type="checkbox"/> International Number (202) 222-2222	emailaddress	<input type="text"/>
7. Client Name	<input type="checkbox"/> Self		6. House ID#
<input type="text"/>	<input type="text"/>		<input type="text"/>

You can view more information on how to correct the problem by holding your cursor over the field;

emailaddress	<input type="text"/>
An email address is required for the contact person (name@provider.domain).	

When the entry is corrected, the field color is changed to white.

4a. Contact Name	b. Telephone Number	c. E-mail	5. Senate ID#
Mr. Contact Name	<input type="checkbox"/> International Number (202) 222-2222	emailaddress@domain.com	<input type="text"/>
7. Client Name	<input type="checkbox"/> Self		6. House ID#
<input type="text"/>	<input type="text"/>		<input type="text"/>

Shortcuts

Keystrokes can be used to move your cursor through the form, and to use functions, such as open, without using the mouse buttons.

- **Alt + space** - Opens the context menu so that you can resize or close the Viewer's window
- **Left, Right Arrow** - Moves the cursor between letters in a field
- **Ctrl + O** - Displays the Windows Explorer window so that you can open a form
- **Up, Down Arrow** - The down arrow key displays a list of choices in a popup or combo box. When the list is displayed the up and down arrow keys move the cursor through the list
- **Ctrl + S** - Saves the form
- **Space Bar** - Activates buttons and selects the current choice in a list and closes it
- **Ctrl + Alt + S** - Displays the Windows Explorer window so that you can save the form with a new name
- **Alt + F7** - Spell checks a selected item
- **Ctrl + P** - Prints the form
- **Shift + F7** - Spell checks the current page of the form
- **Ctrl + Shift +** - Increases the zoom
- **Ctrl + A** - Selects all the text in a field
- **Ctrl + -** - Decreases the zoom
- **Ctrl + X** - Cuts selected text from a text field
- **Tab** - Moves the cursor forward to the next form field
- **Ctrl + C** - Copies selected text from a text field
- **Shift + tab** - Moves the cursor backwards to the previous form field
- **Ctrl + V** - Pastes copied or cut text into a text field

Using Templates and Populated Forms

You can create and reuse form templates that contain data that does not change frequently. This will eliminate the need to re-enter the same data each time you complete a new form for filings. Using templates will help you avoid common filing problems, such as wrong House ID numbers or misspelled registrant or client names. It is recommended that you use the pre-populated forms for each client that is available on the Lobbying Disclosure website.

Note: Templates for new registrations are updated approximately 20 minutes after they have been approved by the Legislative Resource Center. Please check the website for new templates after you receive the approval email.

See [Download Forms](#) for more information on how to obtain pre-populated templates

Creating Templates

If you are working with a blank form, you can create a pre-populated template using the steps listed below.

To create a template:



- Open the form in **IBM Workplace Viewer** and complete the fields in section one;



- Click the **Save as** button on the toolbar, or press **Ctrl+Alt+S**:



Windows Explorer is displayed. Navigate to the folder where you are storing your Lobbying Disclosure forms;

- Enter a form name in the **File Name** field using the appropriate naming convention;



- Click the **Save** button, or press **Ctrl+S**.

Your form is now saved and available to use for future filings.

Note: You can open a form for editing by double-clicking on the file name, by clicking the Open button in the IBM Workplace Viewer toolbar. Do not try to open the forms using other applications such as MS Word or Corel WordPerfect.

See [Create a Form Folder and Naming Convention](#) for more information

Using Templates

To use a template to create a new filing:

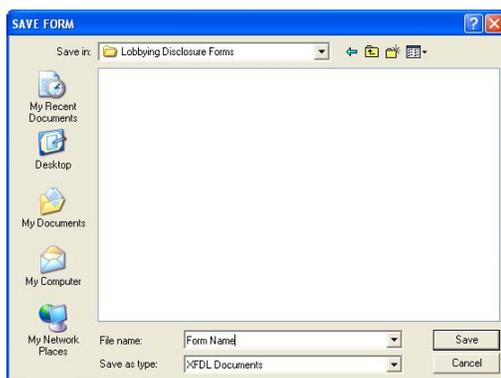
- Navigate to the folder where your forms are stored and double click on the template name you want to use;

The template will be opened in IBM Workplace Forms;

Note: You can open a form from IBM Workplace Viewer by clicking the Open button in the toolbar or pressing Ctrl+O. Do not try to open the forms using other applications such as MS Word or Corel WordPerfect.



- Click the **Save as** button on the toolbar, or press **Ctrl+Alt+S**:



Windows Explorer is displayed. Navigate to the folder where you are storing your Lobbying Disclosure forms;

- Enter a form name in the **File Name** field using the appropriate naming convention, and click the **Save** button:

Your form is now saved with a new name and ready to be completed for a new filing.

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

Re-Using Signed Forms

It is possible to use previously filed forms for new filings, such as amendments to an original filing, by deleting the signature and modifying the content.

NOTE: It is important to remember to save the form with a new name before you modify it or you will overwrite the original form.

To re-use a form:

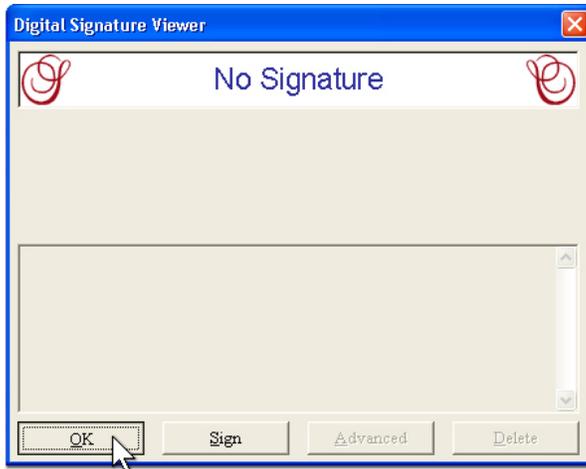
- Navigate to the folder where your forms are stored, click on the form name, and press the **Open** button. The form will be opened automatically in IBM Workplace Viewer and Page 1 will be displayed;

- Click on the **Signature** field;



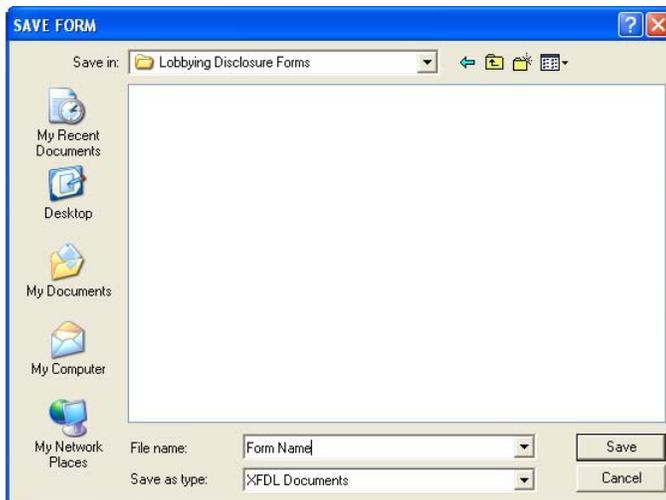
The Digital Signature Viewer window is displayed;

- Click the **Delete** button;



The signature is removed from the form;

- Click the **OK** button;
- Click the **Save As** button on the **IBM Workplace Viewer** toolbar, or press **Ctrl+Alt+S**:



Windows Explorer is displayed;

- Navigate to the folder where you are storing your Lobbying Disclosure forms, enter a form name in the File Name field using the appropriate naming convention, and click the **Save** button.

Your form is now saved with a new name and ready to be edited.

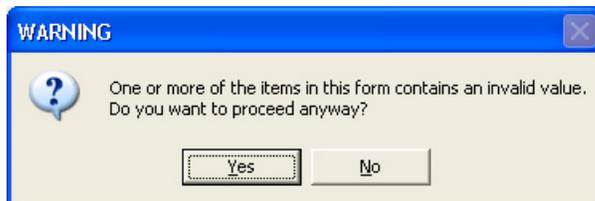
Completing Forms

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:

- Forms can be completed manually by completing the fields on each page, or by importing the data using an XML data source. The import tool is designed for populating large forms by IT professionals familiar with using XML files;
- New issue, update and addendum pages can be added and deleted at any time while you are working on the form using the appropriate buttons located on the form;



- The form is validated when you sign the document. A message will be displayed if required fields in your form are not completed. You must review any messages that appear and correct your form before you can sign and file it;



- When you save the form you will be reminded if there are required fields in the form that are incomplete.

Completing Form Fields

To complete your forms manually:

- Navigate to the folder where your forms are stored, click on the form name, and press the **Open** button. The form will be opened automatically in IBM Workplace Viewer and Page 1 will be displayed;

If you are using a form template, it is recommended that you click the **Save As** button on the **IBM Workplace Viewer** toolbar, or press **Ctrl+Alt+S** and give the form a new name according to your naming convention. This will ensure that your template can be easily used for other filings;

- Press the **Tab** key, or click on the field with your mouse, to move your cursor to the first field on the form and enter the appropriate information;

When page 1 is complete, you can use the navigation buttons in the form header to advance to the next page;

Repeat these steps until all pages in the form are complete. You may add new pages as needed to complete your form using the appropriate buttons on each page. You can also jump to any page in the form using the navigation buttons in the form header;

- When your form is complete, press the **Save** button on the **IBM Workplace Viewer** toolbar, or press **Ctrl+S**;

Your form is now ready to be signed and submitted to the House and Senate.

See [Appendices](#) for form samples and line by line instructions to complete the forms

Importing Form Content

If you are using a database to track your lobbying activity, you can export the information from your database as XML and import it directly into a lobbying disclosure form. This tool is designed for lobbying firms that are currently using a database with technical support that is familiar with using XML files. A sample MS Access database has been created to give you a working example of how to export your data into an XML import file.

See [Import Tool](#) in the Appendices for downloads and the XML schema

To install the Import Tool:

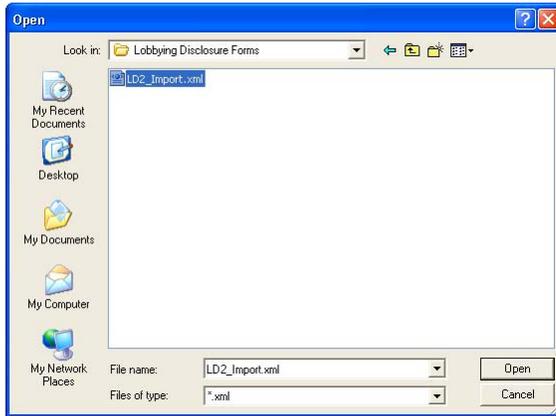
- Download the ushrIFX.ifx file and copy it to the C:\Program Files\IBM\Workplace Forms\Viewer\2.5\extensions folder;
- Open a blank form in **IBM Workplace viewer**;

The **Import XML** button will appear in the left hand side of the form header.

To populate your forms using an XML data source:

- Prepare your XML Import file according to the appropriate XML schema:
- Open the blank LD-1 or LD-2 form in **IBM Workplace Viewer**;

- Click the **Import XML** button:



A window is displayed to select your XML import file;

- Select the XML file you want to import and click the **Open** button:

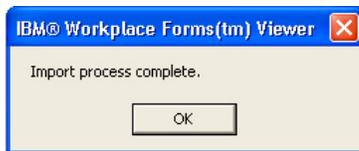
The form screen will be displayed as the form is being built. The length of time to import your file will vary depending on the number of pages your form will contain;

- If the XML import file was not formatted properly:



A message is displayed that your file contains invalid data and lists the specific elements that are invalid according to the schema;

- Click the **Ok** button, fix the formatting in your import file, and click the **Import XML button** on the form again;
- If the import was successful:



A message is displayed that the import completed;

- Click the **OK** button:

Your completed form has been created. If the fields on the first page are not displayed, navigate to any other page on the form and go back to page 1. The fields will show as populated. Review each page in the form to ensure that all fields are valid. If a field contains invalid data, it is shown in red. You must correct the entries before you can sign and file your form.

Signing and Filing Forms

Version 5.0.1, or later, of the lobbying disclosure forms have been modified to streamline the process to sign and submit your forms. These new forms have the following features:

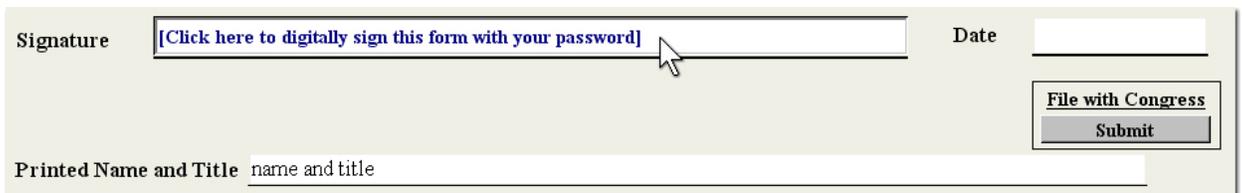
- The steps to sign your form are very similar to previous version. Form entries are still validated and your form must still be digitally signed;
- ACES signatures are no longer supported. The signer identity has been modified to use a Senate password;
- A new screen is displayed so that you can enter your name and Senate password when you click the **Sign** button;
- The process to submit your form has been modified. When you click the Submit button to file with Congress, your form is sent to both the House and Senate.

The topics listed below explain the features and functions of the Lobbying Disclosure electronic forms and step by step instructions on how to complete forms and use form templates.

Signing forms with the Senate password

When your form is complete, it is ready to be signed and submitted to both the House and Senate using your Senate password.

To sign your form:



The screenshot shows a digital signing form interface. On the left, there is a "Signature" field with a blue link that says "[Click here to digitally sign this form with your password]". A mouse cursor is pointing at this link. To the right of the signature field is a "Date" field. Below these fields is a "Printed Name and Title" field with the placeholder text "name and title". On the right side of the form, there are two buttons: "File with Congress" and "Submit".

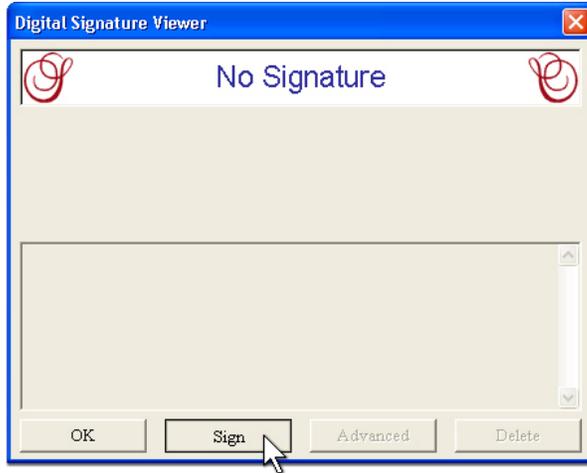
- Click on the form **Signature** field;

A validation process is run that checks all required entries for completed:



- If any field on your form is not valid or is incomplete, a message will be displayed. Please review this message carefully and click the **OK** button. You must go through the form and correct the invalid fields or complete the required fields;

When the form passes validation, the Digital Signature Viewer window is displayed;



- Click on the **Sign** button:
A signature screen is displayed;



- Enter the signer name, Senate password, then enter it again;

Note: Senate passwords are case sensitive so it is important that you enter the password correctly

- Click on the **Sign** button:



The signature screen is updated with your signature;

Note: A signature status message is displayed that the signature is verified, but not authenticated. This is normal. The Senate ID number and password will be authenticated when you submit your form

- Click the **Ok** button.

Signature	✓ <u>Digitally Signed By: Signer Name</u>	Date	11/28/2007
		<input type="button" value="File with Congress"/> <input type="button" value="Submit"/>	
Printed Name and Title	name and title		

The signature and sign date are inserted, the form fields are locked, and the form is ready to be submitted to the House and Senate.

Submitting forms to the House and Senate

To submit your signed form to both the House and Senate:

Signature Digitally Signed By: Signer Name

Date 11/28/2007

Printed Name and Title name and title

[File with Congress](#)
Submit

- Click the **File with Congress** button:



When your form has been submitted a browser window will be displayed with a status message. 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
See the [Troubleshooting Guide](#) for solutions to commonly reported submission problems

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

LD10.xfd
75%

Prev. Page Next Page Go To Page Online Help Page 1 of 3

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://www.senate.gov/lobby	<input type="button" value="Add Additional Update Page ->"/>
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LOBBYING REGISTRATION

Lobbying Disclosure Act of 1995 (Section 4)

Check One: New Registrant New Client for Existing Registrant Amendment

1. Effective Date of Registration

2. House Identification Senate Identification

REGISTRANT Organization/Lobbying Firm Self Employed Individual

3. Registrant Organization

Address Address2

City State Zip - Country

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

City State Zip - Country

5. Contact name and telephone number International Number

Contact Telephone () - 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

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 years of first acting as a lobbyist for the client, *state the executive and/or legislative position(s) in which the person served.*

Name			Covered Official Position (if applicable)
First	Last	Suffix	

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Prev. Page Next Page Go To Page Online Help Page 2 of 3

Registrant _____ Client Name _____

LOBBYING ISSUES

11. General lobbying issue areas (Select all applicable codes).

12. Specific lobbying issues (current and anticipated)

AFFILIATED 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 --> Go 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
Street City	State/Province Zip Code Country	City

FOREIGN ENTITIES

14. Is there any foreign entity

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 the registration.

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

Signature [\[Click here to digitally sign this form with your password\]](#) Date _____

Printed Name and Title _____

File with Congress
Submit

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Prev. Page Next Page Go To Page Online Help Page 3 of 3 Delete Page

Registrant _____ Client Name _____

ADDITIONAL LOBBYISTS

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

Name			Covered Official Position (if applicable)
First	Last	Suffix	

ADDITIONAL LOBBYING ISSUES

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

ADDITIONAL AFFILIATED ORGANIZATIONS

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
	Street City	State/Province	Zip Code	Country	
					City State Country
					City State Country
					City State Country

ADDITIONAL FOREIGN ENTITIES

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
	Street City	State/Province	Country			
				City State Country		%
				City State Country		%
				City State Country		%

Add Additional Update Page -->

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LD-1DS Instructions

The instructions listed below will help you enter the correct content on your LD-1DS 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/Client/Lobbyist Information

REGISTRATION TYPE: Select one. This selection will not appear on the final printed form.

- 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. Please note that the amendment is only for the client specified.

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. IDENTIFICATION NUMBER: 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. The Senate ID will be assigned by the Office of Public Records and will be unique to each registrant-client relationship. After being notified of this number, use it in all correspondence pertaining to this relationship.

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 full name of the person to contact for any questions concerning the registration. Enter the telephone number, including area code. Please use the 222-222-2222 format. Enter the contact e-mail address. A telephone number, contact name and e-mail address 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 automatically 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 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).

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 that 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.

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.

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.

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.

See [Signing and Filing Forms](#) for more information

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 Three - Addendums

LINE 10 – 14 ADDENDUM: If you need to enter additional information for lines 10 – 14, insert an addendum page and enter the appropriate information.

Lobbying Report (LD-2DS) Sample Form

LD-2DS.xfdl
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Prev. Page Next Page Go To Page Online Help Import XML Page 1 of 5

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://www.senate.gov/lobby	Add Additional Update Page -->
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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

2. Address Check if different than previously reported

Address1 _____ Address2 _____

City _____ State _____ Zip Code _____ Country _____

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

City _____ State _____ Zip Code _____ Country _____

4a. Contact Name	b. Telephone Number	c. E-mail	5. Senate ID#
_____	() - _____	_____	_____

7. Client Name <input type="checkbox"/> Self <input type="checkbox"/> Check if client is a state or local government or instrumentality	6. House ID#
_____	_____

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</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>EXPENSE 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 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>
--	--

Signature [\[Click here to digitally sign this form with your password\]](#) Date _____

File with Congress
Submit

Printed Name and Title _____

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LD-2DS.xfdl Page 2 of 5

Prev. Page Next Page Go To Page Online Help

Registrant _____ 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. Add additional page(s) as needed.

15. General issue area code [Select] _____ (one per page)

16. Specific lobbying issues Add page to continue specific issues description for this issue -->

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

Complete List of Agencies: Selected Agencies:

U.S. HOUSE OF REPRESENTATIVES	Add -->	
U.S. SENATE		
Administration for Children & Families (ACF)		
Administration on Aging	<---Remove	
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 Agricultural Research & Commercialization Center		
American Battle Monuments Commission		

18. Name of each individual who acted as a lobbyist in this issue area Add a page to continue adding lobbyists for this issue -->

First 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 Additional Issue Page -->

Printed Name and Title _____

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LD-2DS.xfdl

Prev. Page Next Page Go To Page Online Help Page 3 of 5 Delete Page

ADDENDUM for General Lobbying Issue Area:

Add page to continue specific issues description for this issue ->

Printed Name and Title _____

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LD-2DS.xfdl

Prev. Page Next Page Go To Page Online Help Page 4 of 5 Delete Page

Registrant _____ Client Name _____

ADDENDUM for General Lobbying Issue

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

Add a page to continue adding lobbyists for this issue -->

Printed Name and Title _____

v6.0.1

LD-2DS.xfdl

Prev. Page Next Page Go To Page Online Help Page 5 of 5 Delete Page

Registrant _____ 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	Title	First Name	Last Name	Title
1			3		
2			4		

ISSUE UPDATE

24. General lobbying issue that no longer pertains

AFFILIATED ORGANIZATIONS

25. Add the following affiliated organization(s)

Internet Address: _____

Name	Address				Principal Place of Business (city and state or country)		
	Street Address City	State/Province	Zip	Country	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	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 _____		%

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	3	5
2	4	6

Printed Name and Title _____

v6.0.1 [Add Additional Update Page -->](#)

LD-2DS 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.

Note: If you enter a new address and you do not check this box, the pre-populated templates will not be updated.

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.

Note: You cannot check this box if you have entered information on an issue page. You must delete the entries before you can select No lobbying activity.

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. Any attempt to check a box or enter an amount in the incorrect area will return an error message.

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.**

FIRST PAGE SIGNATURE: This signature line is used to apply your digital signature using the Senate password. The signer name will appear after you have completed the signing process.

See [Signing and Filing Forms](#) for more information

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

LOBBYING ISSUE PAGE: The electronic form includes one lobbying issue page when it is opened. You may add additional issue pages as needed. Each new issue page is inserted at the end of the form and numbered automatically. You may also insert addendum pages for issue descriptions and additional lobbyist names related to each general lobbying issue. Each addendum page is inserted after the issue page you are adding it to and numbered automatically.

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 select box lists both the code and description for convenience. The code is required and must be entered before supplementary pages can be added.

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. If needed, you can add addendum pages to enter more descriptions.

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." This line is required to complete the filing.

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.

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 after data has been entered in this field, it will be deleted.

Page Three - Line 16 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

This page is not automatically inserted and only needs to be completed when registration information has changed. To insert an update page, click the button at the top of the first page. The update page is inserted at the end of the form and numbered automatically.

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: This line is populated automatically if you are signing the form electronically. 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.

Import Tool

The following files are available for downloading to help you work with the import tool:

Import Tool:

[Import.zip](#)

This zip file contains the following files:

ushrlFX.ifx (viewer import feature)

ld1.xml (sample import file)

Ld2.xml (sample import file)

ld1_schema.xsd (LD1 Schema)

ld1_schema.xsd (LD2 Schema)

Sample Database:

[import_sample.zip](#)

This zip file contains an Access database with sample lobbying disclosure activity. The database has an export function that will demonstrate how to export as XML so that you can import the data directly into each form. The database schema and mappings to the LD forms are located in a MS Word document.

IBM Workplace Viewer System Requirements

IBM Workplace Viewer requires the following minimum system configuration:

- 500 MHz processor;
- Microsoft Windows 2000 SP2 or Microsoft Windows XP SP1;
- 256 Mb Ram;
- 200 Mb disk space;
- 800 X 600, 16 bit screen resolution.

Troubleshooting Guide

The topics listed below provide solutions to commonly reported problems with the Lobbying Disclosure Electronic Filing System. Please contact the Legislative Resource Center if the problem you are experiencing is not listed in these areas.

Problems Downloading or Installing the IBM Viewer Software

Error Messages

The most common problems that occur when you are downloading or installing the IBM Workplace Viewer are related to permissions. Listed below are solutions to error messages that have been reported from filers:

Error Message	Resolution
Problem inserting data into db Microsoft ODBC SQL server drive sql server	This message occurs if you have entered special characters or a very long name in the registrant name field on the Forms and Software page. To correct it, shorten the registrant name to less than 50 characters and make sure the name does not contain any special characters.
Page load error	This message is sometimes displayed if you are being restricted from downloading the IBM Viewer software by your network. Please see your IT Administrator to resolve the issue.
Download is corrupted	This message is displayed if you downloaded the software install from our website unsuccessfully. To correct it, download the software again. If the download is not successful a second time, you may not have write permissions on the folder you are trying to save the file to. Please see your IT Administrator to resolve this issue. If they are not able to download the file successfully you can request an install CD from the Legislative Resource Center.
The system cannot find the path specified	This message is displayed when the installation files are extracted and you do not have access rights to the local folder under your Windows profile. Please see your IT Administrator to resolve this issue
error message (7020)	This message may occur if you are trying to install the software on Citrix. The required configuration is to install it on the local drive.
An error occurred during the move data process: -2147024891	This message is displayed when the application is being installed and you do not have the proper access rights to install new software. Please see your IT Administrator to resolve this issue
Catastrophic error messages:	Catastrophic errors have been known to occur if a driver has been corrupted, your virus software is restricting the installation, or if there are problems with the computer's configuration:
Other messages	Try adjusting the settings on your virus protection to allow the IBM software to run.
topaz driver	Please contact the Legislative Resource Center and request technical support. There is an additional install from IBM that will fix this problem.
at dispatch invoke	This error is displayed if the user profile is corrupted. Please see your IT Administrator to troubleshoot this issue. The only known resolution at this time is to delete the current user profile and create a new one.
An error has occurred: Internal function call failed Set-up failed to initialize Copy file failed Copy file notice file failed	Any of these error messages may be displayed if the user who is trying to install the software does not have write permissions on the program folder. Please see your IT Administrator to resolve this issue

Problems Working with the Forms

Error Messages

The most common problems reported after the IBM Viewer software is installed are related to the configuration on your computer or permissions. It is also important that you keep your computer drivers and applications up to date when working with the IBM software.

Error Message	Resolution
Failure to launch can not find viewer	The IBM Viewer software has been removed or corrupted. Reinstall the software to resolve the problem.
IBM has encountered a problem and needs to close	The IBM Viewer software has been corrupted. Reinstall the software to resolve the problem.
You have a previous version of the IBM Workplace Forms Viewer installed on your computer. You must uninstall this previous version before installing a newer one.	This message is displayed if you downloaded the install on your desktop and try to use it to open the software after it's installed. The install does not create a shortcut on the desktop after it's installed. You should delete the shortcut. And open the software from the start/programs/ menu or by opening a form.
An error has occurred The program PE_URL could either not be found	This message may occur if you are trying to use the IBM software from a network drive. The required configuration is to install it on the local drive.
A save file operation was not successful. The file may be read only, access to the file may be restricted, or the disk may be full or non-writable. Please try again.	This message is displayed if you do not have write permissions to the location where you are trying to save your form. Please see your IT Administrator to resolve this issue.
Printer Driver's EndPage() Failed at PRINT ERROR(.\src\FormViewer\Print Engine\CPrintEngine.cpp:1834	This message is related to the print driver installed on your computer. Check for updates from the printer's manufacturer.
Internet Explorer has encountered a problem and needs to close. Sorry for the inconvenience... app name iexplore.exe.	This message occurs if Internet Explorer becomes corrupted. You must repair or remove and re-install the application to resolve the problem.

Forms aren't being displayed properly

If the form displays like the example shown below when you open it, IBM Workplace Viewer is probably not installed on your computer and you are attempting to open it using the wrong application:

```
application/vnd.xfdl:content-encoding="base64-gzip"
H4eIAAAAAAAAAACy9e3fjNpI4/PebT8Hp/HbtrncQc6+eLdN0eS3E3Ee1yLD1J90y0y1Bh0213CUE
L/3pXwAksReAkajBUTL67E4eEK0Bho3ThUKhcFp5XEmPQHDUDT147vy/sE7Cagjbayo04/vuoP4E
3cFR/Xiv/07T2QmE1y0exIacx0I3z5T5y9KHP+ct6/2uigh56C/2H2WJ13o3j9+9ur4HloY2jx8E
Y0T5F7mE1Ch3jV8E/6m21TRe1deM0D67pJ0D04A0Pp9p9n71BeeTVTaQ2E0+1Hudmde
c3K4IEMZ33kn/b2eua+179DeiaY/KmPPE/TQVW200c99/evk0d8W4PGR2Aj2AuVNFpt9euv58E
Wa20XpAV+S2uni0D/c2+UX1anNuvfzazecXqapKQjd72X7dQq7zrBQwV63jkt+T7x12bLwFna5E
oL5f09pvn3acJ54e1E3d0L3fj3E2FqN8mV6vfpBQ45mm1EnxMgPRTzrXPdWk632D3DHF3FaE
0E9vfbm30/Gagm/O13D0qI9w40Ekt0Q0WEL3K8K+emTKTc3M0p633edC9649pp4MEfC8
6XVc6BR25c+V4bv4F5533egN2V2NR4VND3NgTp+CPLWAKYJF+mNCE1yH3hmc1CD11V5W679stobdE
37de3EdauV1rzn3F03Eoxdvt1X79vKw3Fm0kn7T65+5Jy20e91GheN9Hez3e+FNm011JYghE
84U3F5Dpe7E+cmTP871pd055933m2AB8/7m3atqgd3Kj26w7R0yo70+/0C0JcG6CLarukh1eE
L2ZF0828mC8y3H1REpPFe11T8w94E/EP4CF2k/CO0K02B89upcEzIFZaeYAK0E1eay5b9E
7eNv4U4/vTT/v1ME9E6+K+UBJLNB1TTdc5Kz/+NL819B6qY2me7Ara1SHUWH8L2hHb6d347HFavE
9uWqTeB6EYpB1cHe1B/1F33kzfP0o75R1yt2+knTmAGGh3p9107C8r3D00H/gLca03d8vKkHyE
jC4/9vKk06n3W1L7/ObxjThP3SVIom0Q3w/6w2F29eXVWac28E113UhbQO23BhC0U3j64932E
XvhdT8HcL7T7v220B120019Foyk8Twa355do28PQw9ab1Ej1evr22e9F8eLj3BMy77C2U/QE
Fgh2p2pPc/K8sqEC1ng1e3RC6UeT1veM2S2h2uKwHf93upKhT7vQ6e450r0v04QVbQv/Q/
76o77M3jya3d7T0oWcb15AFL1e0B00zjFfS+de3FHcxG/nFbJkHj3X44e0cKAlH961pcWavB0v3E
r6xw0EfaEhb63Pvnd6C1yb42m8/IT1cVY2d3WU7q31/3b3WqvZrEzPbdHeZeeujpQVx1eLLE
U21y7Hk41vL57v8R666+e1Inact1y8dE1YK0K0/2MB7/czDP7E8001P8E0K4TePP8
F65dgedNmo4Ic2du11fP0C0yUfE6Qw6V711u4Eqj/wUp1e4b08cG0Uc1w2E8C+Hcy/30F2M1
g2Vb+Pw0kmoEFDR6T1IKVQFzjF00Wg5oAIX956dXA76EKk0iv6T0//vo1sddNght88P/NNJUMH
kP22aeV8q2exy3wgaE93+by5eEJ8JzowGuxVVPcY48Ev7Yh3/s43o8F3r1e12CgNTh1coouE
S8E8eScR+nWg19/30yly6nda0CqzKdH19NNUW/5wK5omLau113R/6HsqGcV8/Vryynq07Hqno+6E
```

You must install the IBM Workplace Viewer on your computer to use the forms.

Problems Submitting Forms

Submission Errors

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 time out or error messages, several factors may be causing the problem:

- Transmittals are being restricted to trusted sites. Some users are restricted to submitting only to trusted sites. Adding "LD.CONGRESS.GOV" to the list of trusted sites on your browser will allow you to submit the form;
- 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. If you receive any one of the following messages you are being blocked by your firewall:

Can't connect to the server failed AT MasqueURLWinNETT hreadStart;

An error has occurred the request has timed out;

Error code 502 Proxy Error;

The website not accessible to because it's hosting content on a non standard web server port;

The requested URL could not be retrieved;

An attempt to connect to the server failed;

An error has occurred. Request has timed out;

An error has occurred. Request is "error" state;

Error Code: 502 Proxy Error. The specified Secure Sockets Layer (SSL) port is not allowed. ISA Server is not configured to allow SSL requests from this port;

Waiting for browser;

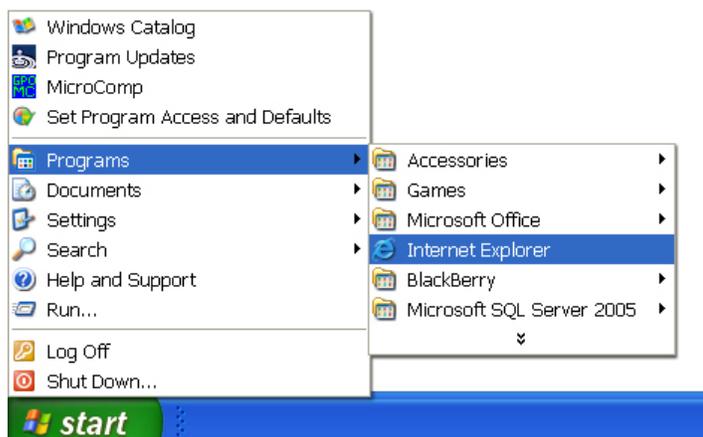
Please have your IT department contact the Legislative Resource Center for additional information if they are not able to grant access to our servers.

Submissions do not complete

If you are not using MS Internet Explorer as your default browser, the message “Waiting for browser” is displayed and the submission does not complete. This is due to the confirmation message that is displayed after your form is submitted.

To allow the confirmation window to display in other browsers:

- Close any browsers (AOL, Firefox, Safari, or others) that you have open;
- Press the **Start** button on your toolbar and click on **Programs**;



- Click on **Internet Explorer** from the program list;

Note: The Start Menu has many options for display. Your version may not appear exactly as the example does, but all Start Menus will have an option for programs. That is where you will find the link for Internet Explorer.

- When the browser is completely open, minimize it using the icon in the top right hand corner of the window;
- Navigate to the folder where your form is stored, click on the file name, then click the **Open** button:

The file will be opened in IBM Workplace Viewer;

- Click the **submit** button.

When the form has been submitted, the confirmation message will be displayed in your browser. Please print the receipt and save it for your records.

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.

Frequently Asked Questions

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

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.

Index

A

Activity Report Amendments 5
Appendices 39

C

Completing Form Fields 32
Completing Forms 31
Create a Form Folder and Naming Convention 7
Creating Templates 27

D

Decide Which Computer Will Be Used 6
Download Forms 10

E

Entering Form Content 24

F

Federal Agency Names 41
Filing Deadlines 4, 5
Filing Guidelines 3
Form Features 22
Form Navigation 22
Frequently Asked Questions 73
Function Buttons 23

G

General Filing Requirements 3
Getting Started 6
Glossary of Terms 75

H

House Forms Processing 16
House ID Numbers 20

I

IBM Workplace Viewer System Requirements 66
Identification Numbers 20
Import Tool 65
Importing Form Content 32
Install the IBM Workplace Viewer 7

Introduction 2

L

LD-1DS Instructions 52
LD-2DS Instructions 61
Lobbying Activity Report Requirements 4
Lobbying Issue Codes 39
Lobbying Registration (LD-1DS) Sample Form 48
Lobbying Registration Requirements 4
Lobbying Report (LD-2DS) Sample Form 55

O

Obtain a Senate Password 6
Overview of the Filing Process 14

P

Page Five - Information Update Page 64
Page Four - Lobbyist Names Addendum 64
Page One - Registrant and Report Type Information 61
Page One - Registrant/Client/Lobbyist Information 52
Page Three - Addendums 54
Page Three - Line 16 Addendum Page 64
Page Two - Lobbying Activity 53, 63
Penalties 3
Printable Manual 74
Problems Downloading or Installing the IBM Viewer
Software 67
Problems receiving e-mail status messages 70
Problems Submitting Forms 69
Problems Working with the Forms 68
Public Availability 4

R

Registration Amendments 4
Required Fields 25
Re-Using Signed Forms 29
Review and Compliance 3

S

Senate ID Numbers 20
Shortcuts 26
Signing and Filing Forms 35
Signing forms with the Senate password 35
Submitting Forms 14
Submitting forms to the House and Senate 37

T

Terminating Registrants or Clients 4, 5
Troubleshooting Guide 67

U

Understanding Electronic Filing 14

Using Templates 28

Using Templates and Populated Forms 27

W

Where to File Forms 3

Where to Get Help 2

Where to Register 4

Where to Report 5

Working with Forms 22