

SOUTH CAROLINA

State Ethics Commission

*Electronic Filing
Lobbying Activity Account Set-Up and Registration*



IN PARTNERSHIP WITH
SC.GOV

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CREATE A USER ACCOUNT

In order to electronically file Lobbyist Registration, Lobbyist's Principal Registration, State Agency Annual Lobbying Information, Terminations of relationships, Lobbyist Disclosure Statements or Lobbyist's Principal Disclosure Statements, a user account must be created. Creating a user account will prevent you from having to enter demographic and similar data multiple times when filing electronically.

If you do not file your registration electronically for 2009, the State Ethics Commission will create an account for you using an administrative email address. Please contact the State Ethics Commission for your Username when you are ready to start filing your registrations and disclosure statements electronically. The email address associated with your account must be updated by the State Ethics Commission. Once your email address is updated you will be able to change your password using the username provided to you by the State Ethics Commission.

To create a new user account, go to: <https://ssl.sc.gov/EthicsRegistration/Login/Login.aspx>

Click on "create a user account".

SC.GOV Online Services ■ Agency Listing ■

SOUTH CAROLINA
State Ethics Commission
Public Disclosure and Accountability Reporting System

Public Disclosure
Electronic Filing
Help With Filing
SC State Ethics Commission
Contact Us

Electronic Filing
Accountability Reporting
Electronic Filing

Welcome to the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System.

If you are not currently enrolled with our online service, you'll need to [create a user account](#). You only need to do this once. Please do not signup multiple times.

The public will have access to these reports through the [Public Disclosure and Accountability Reporting System](#).

Login

Username [Forgot your username?](#)

Password [Forgot your password?](#)

Login

Electronic Filing | Help | SC State Ethics Commission | Contact

SC.GOV | Policies | Accessibility | Contact SC.GOV Copyright © 2007 State of South Carolina

Once you have clicked on “create a user account” you will see the following screen:



Step 1 - Enter a unique username in the space provided.

Step 2 - Choose a password and enter it in the space provided. Enter your password a second time in the space provided to confirm.

2. **Please select a password.**

Important! Please Read.

SC.gov cares about your online security. Therefore we require that you choose a strong password. Your password must meet the following requirements:

- It must be at least 7 characters in length and no more than 32 characters in length.
- At least one of the characters in your password must be a digit (0-9).
- Passwords can contain the special characters: ! @ # \$ % ^ & * () _ - { } [] ; : ? , + = .
- Other than the special characters above, all other characters must be either letters or numbers.

Please store your password in a safe location and do not share it with anyone. Also, remember that your password is case sensitive.

*Password	<input type="text"/>
*Confirm Password	<input type="text"/>

3. **Please enter your email address.**

The Administrator will have limited access to account usernames. An email address is required for the purpose of account management and to receive notices from the State Ethics Commission. By registering for an account you acknowledge the acceptance of notification emails from the State Ethics Commission regarding report filing and reporting deadlines.

*Email Address	<input type="text"/>
----------------	----------------------

Next →

Step 3 - Enter your email address in the space provided. When you file a report or another user initiates or terminates a lobbying relationship, an email confirmation or notification will be sent to this email account. Some email providers may prevent these confirmations from appearing in your inbox or may not allow you to receive the confirmation at all. Please be sure to check Junk, Spam or Bulk mail folders. It is known that filing confirmations are not being received by hotmail or email.com email accounts. It is suggested that you do not register with a hotmail email account.

Step 4 - Click “Next” to continue creating your account.

The State Ethics Commission has limited access to account usernames and email addresses in the event that you cannot recall your username, password and email address used to register your account.

ROLE SELECTION

Define your role by selecting from the given lobbying activity options:

[Electronic Filing](#) > Registration

Electronic Filing

Registration

There are several steps in the registration process. To begin, please select one of the following:

Individual

- [I am a candidate.](#)
I am running for office and have either solicited or spent money in pursuit of the office.
- [I only need to file a Statement of Economic Interests.](#)
I am a public official, a public member of a state board or commission, or a public employee with certain duties which require a filing.

Entity

- [I am filing for a non-candidate committee, political party, political party committee, legislative caucus or legislative caucus committee.](#)
I solicit contributions and spend money in excess of \$500 to influence the outcome of elections.
- [I am filing for a ballot measure committee.](#)
The committee solicits contributions or spends money in excess of \$2500 to influence the outcome of a ballot measure or referendum.
- [I am filing an Operating Disclosure Form.](#) A political party, legislative caucus committee, and a party committee that receives anything of value which totals in the aggregate \$500 or more. 'Anything of value' includes contributions received which may be used for the payment of operation expenses.

Lobbying Activity

- [Lobbyist's Principal](#)
A person who directly employs, appoints, or retains a lobbyist to engage in lobbying state government.
- [Non-State Employee Lobbyist](#)
An individual employed, appointed or retained to lobby state government.
- [State Agency](#)
PLEASE NOTE: You will not be able to file annual lobbying information until your Lobbyist has created an account.
View a [list of Lobbyists with accounts](#).
- [State Employee Lobbyist](#)
A state employee who lobbies state government on behalf of a state agency.

[← Back](#)

LOBBYIST'S PRINCIPAL

If you are a lobbyist's principal, you will need to complete contact information and enter a contact person for the lobbyist's principal. A lobbyist's principal is a person who directly employs, appoints or retains a lobbyist to engage in lobbying state government.

Electronic Filing > Registration

Electronic Filing

Account Set Up

Please complete the form below. Fields marked by an asterisk (*) are required.

Contact Information

*Entity Name	<input type="text"/>
*Mailing Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/>
*Zip Code	<input type="text"/>
*Phone Number	<input type="text"/>

Contact Person

*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Last Name	<input type="text"/>
Suffix	<input type="text" value="Select Suffix"/>



Step 1 - Contact Information

Enter the information related to the lobbyist's principal.

Step 2 - Contact Person

Enter the information for the lobbyist's principal contact person.

Click "Next" to finish creating your account.

After you have successfully created your account, you will see a screen that will allow you to login. Before you can register, the lobbyists you wish to register must also create an account. To see the list of lobbyists that have created an account, click on "list of

Lobbyists". You can also check the list of lobbyists by going to this page:
<https://ssl.sc.gov/EthicsRegistration/Signup/LobbyistList.aspx>

[Electronic Filing](#) > My Account

Electronic Filing

Account Set Up Complete

Your Lobbyist(s) must create an account before you can file a Lobbyist's Principal registration. View a [list of Lobbyists](#) who have set up their accounts.

[Log in to your account.](#)



NON-STATE EMPLOYEE LOBBYIST

If you are a non-state employee lobbyist, you will need to enter your personal information to create an account. A non-state employee lobbyist is a person who is employed, appointed or retained to lobby state government.

[Electronic Filing](#) > Registration

Electronic Filing

Account Set Up

Please complete the form below. Fields marked by an asterisk (*) are required.

Personal Information	
* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
Suffix	Select Suffix <input type="text"/>
*Mailing Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/>
*Zip Code	<input type="text"/>
*Phone Number	<input type="text"/> <input type="text"/> <input type="text"/>
*Social Security Number	<input type="text"/> <input type="text"/> <input type="text"/> <i>Used administratively to identify filers</i>
*Occupation	<input type="text"/>

Social security numbers will be encrypted. Social security numbers will only be made available to the State Ethics Commission administrators after written request. Social security numbers will **NOT** be made available to the public.

Click “Next” once you have finished entering all of the required information to finish creating your account.

After you have successfully created your account, you will see a screen that will allow you to login. Before you can register, the lobbyist’s principals and state agencies you wish to register must create an account AND file their registrations. If a lobbyist’s principal or state agency does not create an account and file their registration

electronically, you will not be able to include them on your electronic registration. You will need to submit your registration to the State Ethics Commission using the current forms.

[Electronic Filing](#) > My Account

Electronic Filing

Account Set Up Complete

The Lobbyist's Principal(s) must add you as a Lobbyist before you can register and pay the applicable registration fee(s). Your registration is not complete until you have paid all applicable registration fees.

[Log in to your account.](#)

STATE AGENCY

Step 1 - Agency Name

Select the agency name from the list provided.

[Electronic Filing](#) > Account Set-Up

Electronic Filing Account Set Up

Please complete the form below. Fields marked by an asterisk (*) are required.

Agency Name

<input type="text" value="* State Agency Name"/>	<input type="text" value="Select Agency..."/>
Agency Head	<input type="text" value="Select Agency..."/>
<input type="text" value="* First Name"/>	Adjutant General
<input type="text" value="Middle Initial"/>	Administrative Law Judge Div
<input type="text" value="* Last Name"/>	Agency Head Salary Comm
<input type="text" value="Suffix"/>	Agriculture, Dept Of
Agency Contact	Aiken Technical Col
<input type="text" value="* First Name"/>	Alcohol & Other Drug Abuse Ser
<input type="text" value="Middle Initial"/>	Appellate Defense, Comm
<input type="text" value="* Last Name"/>	Archives And History, Dept Of
<input type="text" value="Suffix"/>	Arts Commission
	Attorney General
	B & C Brd-Auditor
	B & C Brd-Economic Advisors
	B & C Brd-Executive Offices
	B & C Brd-Internal Audit
	Blind, Comm For The
	Central Carolina Technical Col
	Citadel
	Clemson University
	Coastal Carolina University



Step 2 - Agency Head

Enter the name of the person who serves as the head of the agency.

Agency Head

<input type="text" value="* First Name"/>	<input type="text"/>
<input type="text" value="Middle Initial"/>	<input type="text"/>
<input type="text" value="* Last Name"/>	<input type="text"/>
<input type="text" value="Suffix"/>	<input type="text" value="Select Suffix"/>

Step 3 - Agency Contact

Enter the name of the person who serves as the contact person of the agency.

Agency Contact

* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
Suffix	<input type="text" value="Select Suffix"/>

Step 4 - Agency Contact Information

Enter the contact information for the agency.

Agency Contact Information

* Mailing Address	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text"/>
* Zip Code	<input type="text"/>
* Phone Number	<input type="text"/>

Click “Next” to finish creating your account.

After you have successfully created your account, you will see a screen that will allow you to login. Before you can register, the lobbyists you wish to register must also create an account. To see the list of lobbyists that have created an account, click on “list of Lobbyists”. You can also check the list of lobbyists by going to this page:

<https://ssl.sc.gov/EthicsRegistration/Signup/LobbyistList.aspx>

[Electronic Filing](#) > [My Account](#)

Electronic Filing

Account Set Up Complete

Your lobbyist(s) must create an account before you can file an annual lobbyist information. View a [list of Lobbyists](#) who have set up their accounts.

[Log in to your account.](#)

STATE EMPLOYEE LOBBYIST

If you are a state employee lobbyist, you will need to enter your personal information to create an account. A state employee lobbyist is a person who lobbies state government on behalf of a state agency as a state agency employee.

[Electronic Filing](#) > Registration

Electronic Filing

Account Set Up

Please complete the form below. Fields marked by an asterisk (*) are required.

Personal Information

* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
Suffix	Select Suffix <input type="button" value="v"/>
* Mailing Address	<input type="text"/>
* City	<input type="text"/>
* State	<input type="button" value="v"/>
* Zip Code	<input type="text"/>
* Phone Number	<input type="text"/> <input type="text"/> <input type="text"/>
* Social Security Number	<input type="text"/> <input type="text"/> <input type="text"/> <i>Used administratively to identify filers</i>
* Occupation	<input type="text"/>

Social security numbers will be encrypted. Social security numbers will only be made available to the State Ethics Commission administrators after written request. Social security numbers will **NOT** be made available to the public.

Click “Next” once you have finished entering all of the required information to finish creating your account.

After you have successfully created your account, you will see a screen that will allow you to login. Before you can register, the lobbyist’s principals and state agencies you wish to register must create an account AND file their registrations. If a lobbyist’s principal or state agency does not create an account and file their registration

electronically, you will not be able to include them on your electronic registration. You will need to submit your registration to the State Ethics Commission using the current forms.

[Electronic Filing](#) > My Account

Electronic Filing

Account Set Up Complete

The state agency and/or lobbyist's principal(s) must add you as a lobbyist before you can register. If you are related with a non-state agency lobbyist's principal(s), your registration is not complete until you have paid all applicable registration fees.

[Log in to your account.](#)

LOGIN

LOGIN TO YOUR ACCOUNT

To login to your account go to <https://ssl.sc.gov/EthicsRegistration/Login/Login.aspx>

If you have already created a user account, enter your username and password and click “Login”.

CHANGE YOUR PASSWORD

Click on the “Forgot your password?” link:

Electronic Filing

Accountability Reporting

Electronic Filing

Welcome to the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System.

If you are not currently enrolled with our online service, you'll need to [create a user account](#). You only need to do this once. Please do not signup multiple times.

The public will have access to these reports through the [Public Disclosure and Accountability Reporting System](#).

Login

Username	<input type="text"/>	Forgot your username?
Password	<input type="password"/>	Forgot your password?

Login

Enter the username you selected to register for your account in the space provided and click “Next”.

Electronic Filing

Electronic Filing

Password Retrieval

To reset your account password, please enter your Username below and press the “Next” button. Instructions will be emailed to the registered account on file. If you cannot recall your username, password or email address used to register your account please contact the [State Ethics Commission](#), unless you are a House Representative or member of a House Legislative Caucus, then contact the House Ethics Committee or if you are a Senator or member of a Senate Legislative Caucus, then contact the Senate Ethics Committee.

Username:	<input type="text"/>
-----------	----------------------

Next →

A password reset link will be sent to the email address you used to create your account.

[Home](#) > [Electronic Filing](#)

Electronic Filing

Password Retrieval

Thank you, an email has been sent to the registered email account on file. Please check your email and follow the instructions to reset your password. Be sure to check "Junk" or "Spam" folders if you do not receive the email.

A Password Reset link will be contained in the email message sent to you:

SC.GOV has received a request to reset your Public Disclosure and Accountability Reporting System user account password. If you did not make this request, please contact SC.GOV at 866.340.7105 ext 102 to report possible account misuse. To complete the password reset process, please click on the link to display the password reset page. This password reset link is only valid for one time.

[Password reset](#)

TROUBLE WITH LOGIN

When attempting to login, you may not be able to recall your username, password or the email address you used when registering for your account.

If you do not know your username, click on the "Forgot your username?" link:

Accountability Reporting

Electronic Filing

Welcome to the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System.

If you are not currently enrolled with our online service, you'll need to [create a user account](#). You only need to do this once. Please do not signup multiple times.

The public will have access to these reports through the [Public Disclosure and Accountability Reporting System](#).

Login

Username	<input type="text"/>	Forgot your username?
Password	<input type="password"/>	Forgot your password?

Login

Enter the email address you used to register for your account in the space provided and click "Next".

Electronic Filing

Username Retrieval

Please enter your email address below and press the "Next" button. Username(s) associated with the email address will be emailed to you. If you cannot recall your username, password or email address used to register your account please contact the [State Ethics Commission](#), unless you are a House Representative or member of a House Legislative Caucus, then contact the House Ethics Committee or if you are a Senator or member of a Senate Legislative Caucus, then contact the Senate Ethics Committee.

Email Address:

Next →

Username(s) associated with the email address will be emailed to you. Be sure to check your 'Junk Mail' or 'Spam' mail folders.

Electronic Filing

Username Retrieval

Thank you, an email that contains all username(s) associated with this email address has been sent. Be sure to check "Junk" or "Spam" folders if you do not receive the email.

The email message will appear as shown:

SC.GOV has received a request to send Public Disclosure and Accountability Reporting System username(s). If you did not make this request, please contact SC.GOV at 866.340.7105 ext 102 to report possible account misuse. The following username(s) are associated with the email address.

username (1): jackson1997

If you do not know your password, click on the "Forgot your password?" link:

Electronic Filing

Accountability Reporting

Electronic Filing

Welcome to the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System.

If you are not currently enrolled with our online service, you'll need to [create a user account](#). You only need to do this once. Please do not signup multiple times.

The public will have access to these reports through the [Public Disclosure and Accountability Reporting System](#).

Login

Username [Forgot your username?](#)

Password [Forgot your password?](#)

Login

Enter the username you selected to register for your account in the space provided and click “Next”.

Electronic Filing Password Retrieval

To reset your account password, please enter your Username below and press the “Next” button. Instructions will be emailed to the registered account on file. If you cannot recall your username, password or email address used to register your account please contact the [State Ethics Commission](#), unless you are a House Representative or member of a House Legislative Caucus, then contact the House Ethics Committee or if you are a Senator or member of a Senate Legislative Caucus, then contact the Senate Ethics Committee.

Username:

Next →

A password reset link will be sent to the email address you used to create your account.

Electronic Filing Password Retrieval

Thank you, an email has been sent to the registered email account on file. Please check your email and follow the instructions to reset your password. Be sure to check “Junk” or “Spam” folders if you do not receive the email.

A Password Reset link will be contained in the email message sent to you:

SC.GOV has received a request to reset your Public Disclosure and Accountability Reporting System user account password. If you did not make this request, please contact SC.GOV at 866.340.7105 ext 102 to report possible account misuse. To complete the password reset process, please click on the link to display the password reset page. This password reset link is only valid for one time.

[Password reset](#)

If you do not know **your username, password or email address** used to register your account please contact the State Ethics Commission at (803) 253-4192,

SUCCESSFUL LOGIN

Once you have successfully logged in, you will be able to do the following using the “My Account” features:

Non-State Employee and State Employee Lobbyists

- View all Reports- Registrations and Disclosure Statements
- File a new Registration
- Edit a saved Registration
- Amend a Registration
- Terminate a Lobbyist’s Principal/State Agency Relationship
- File a new Disclosure Statement
- Edit a saved Disclosure Statement
- Amend a Disclosure Statement
- Update profile

Lobbyist’s Principals

- View all Reports- Registrations and Disclosure Statements
- File a new Registration
- Edit a saved Registration
- Amend a Registration
- Terminate a Lobbyist Relationship
- File a new Disclosure Statement
- Edit a saved Disclosure Statement
- Amend a Disclosure Statement
- Update profile

State Agencies

- View all Reports- Annual Lobbyist Information and Disclosure Statements
- File new Annual Lobbyist Information
- Edit saved Annual Lobbyist Information
- Amend Annual Lobbyist Information
- Terminate a Lobbyist Relationship
- File a new Disclosure Statement
- Edit a saved Disclosure Statement
- Amend a Disclosure Statement
- Update profile

This user guide contains information on Registration and Annual Lobbying Information as well as updating your profile. More details about filing a disclosure statement can be found in the user guides:

Electronic Filing - Lobbyist Disclosure Statement
Electronic Filing - Lobbyist’s Principal Disclosure Statement

LOBBYIST ACCOUNTS

NAVIGATION

Once you have logged in to your account, you are able to navigate through the various sections of the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System by using the menu on the left of each page. The picture shown on the next page is an example of the left menu.



Public Disclosure - this link provides online access to all Campaign Disclosure reports, Operating Disclosure reports, Statements of Economic Interest and Statements of Organization that have been filed electronically.

Electronic Filing - this will link to the Login Page for Electronic Filing of Registrations and Disclosure Reports.

Disclosure Filing - provides a menu of your filed and unfiled disclosure reports.

Lobbyist Profile - here you can change your contact information.

Registrations - provides a menu of your filed and unfiled registrations.

Help with Filing - this link will provide access to a glossary of terms and the user guides for filing reports online.

SC State Ethics Commission - direct link to the SC State Ethics Commission website.

Contact Us - provides information on how to contact the SC State Ethics Commission and who to contact for questions regarding specific topics.

Logout - this will end your session and close your account.

MY ACCOUNT

Once you have logged in to your account successfully, you will be able to do the following:

- View all Reports- Registrations and Disclosure Statements
- File a new Registration
- Edit a saved Registration
- Amend a Registration
- Terminate a Lobbyist’s Principal/State Agency Relationship
- File a new Disclosure Statement
- Edit a saved Disclosure Statement
- Amend a Disclosure Statement
- Update profile

When you login for the first time, your screen will appear as shown:

Home > [Electronic Filing](#)

Electronic Filing

Lobbyist Registration: Non-State Employee

Please complete a Registration before starting your Disclosure Filing.

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

[START A NEW REGISTRATION](#)

Current Filings Archived Filings

*** There are no reports. ***

Current Filings: This folder contains the most current filed version of your Registrations or Disclosure Statements and any “Saved” version of reports. “Saved” reports are originals or amendments that are in edit mode and have not yet been filed.

Archived Filings: This folder contains the outdated versions of all reports that have a more recent version located in the Current Filings folder. These reports can no longer be modified.

Use the left menu to navigate between report types. To view, edit a saved report, or amend a filed one, click the View, Edit or Amend link for the report you wish to work with.

To work with your Registrations, click “Registrations” on the left menu.

The screenshot shows the SC.GOV Electronic Filing interface. On the left is a navigation menu with the following items: Public Disclosure, Electronic Filing (with sub-items Disclosure Filing, Lobbyist Profile, and Registrations circled in green), Help With Filing, SC Ethics Commission, Contact Us, and Logout. The main content area shows the breadcrumb 'Home > Electronic Filing', the title 'Electronic Filing', and the sub-header 'Lobbyist Registration: Non-State Employee'. A yellow warning box contains the text: 'Please complete a Registration before starting your Disclosure Filing.' Below this is the instruction 'Select a registration to view, edit or amend below.' followed by a bulleted list: 'To add or remove a relationship, use the 'Edit' link', 'To file a Saved registration, use the 'Edit' link', and 'To add or terminate a relationship on a filed registration, use the 'Amend' link'. A yellow button labeled 'START A NEW REGISTRATION' with a lightning bolt icon is positioned below the list. At the bottom, there are two tabs: 'Current Filings' (active) and 'Archived Filings'. The 'Current Filings' tab displays a yellow box with the text '*** There are no reports. ***'.

You will be able to Start a New Registration, Edit or Amend a Registration or Delete a Registration by selecting from the available options for each report.

Electronic Filing



Lobbyist Registration: Non-State Employee

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

[START A NEW REGISTRATION](#) 

Current Filings Archived Filings

Date Filed	Status	Year	View	Edit/Amend	Delete
12/15/2008	 Filed	2009	Original		
12/10/2008	 Filed	2008	Original	Amend	
Not Filed	 <i>Saved</i>	2009	Amendment 1	Edit	Delete

To delete a report, see the section titled Deleting a Report in this user guide.

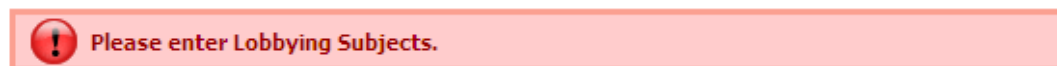
STATUS NOTIFICATIONS


Throughout the application you will receive messages at the top of your screen. These messages will appear when:

- you complete a step successfully
- you miskey information or leave a required item empty
- you enter information that may not be valid or acceptable

The error messages will help direct you to correct your mistake. The warning messages will ask you to verify the information you have entered and allow you to modify the information if necessary.

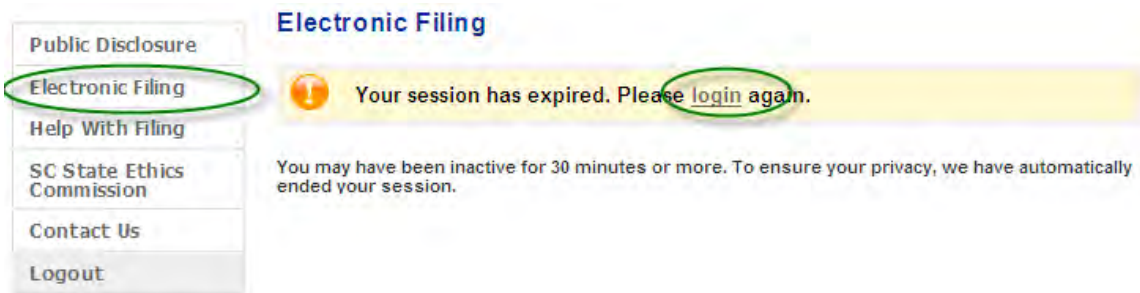
Examples are shown below:



 Please complete a Registration before starting your Disclosure Filing.

SESSION EXPIRED

Your session will expire after 30 minutes of inactivity. When your session expires, the system automatically logs you out of your session. To login to your account, you can use the link provided in the center of the page or click on ‘Electronic Filing’ from the menu on the left.



The screenshot shows a navigation menu on the left with the following items: Public Disclosure, Electronic Filing (circled in green), Help With Filing, SC State Ethics Commission, Contact Us, and Logout. To the right, under the heading 'Electronic Filing', there is a yellow warning banner that reads: 'Your session has expired. Please login again.' (with 'login again' circled in green). Below the banner, a message states: 'You may have been inactive for 30 minutes or more. To ensure your privacy, we have automatically ended your session.'


START A NEW LOBBYIST REGISTRATION

To start a new filing, click the “Start a New Registration” button.

NOTE: You will only be able to file your registration electronically for the lobbyist’s principals and state agencies that have already filed their registrations electronically and included you on their registration.

Electronic Filing

Lobbyist Registration: Non-State Employee

 **Please complete a Registration before starting your Disclosure Filing.**

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

START A NEW REGISTRATION 



Current Filings

Archived Filings

*** There are no reports. ***

Step 1 - Select the calendar year of your registration and click Next.

Electronic Filing

Lobbyist Registration: Non-State Employee

Select a calendar year for registration.

Please be sure to select the correct calendar year. **THIS INFORMATION CANNOT BE MODIFIED.**

For further clarification, please call (803) 253-4192 during business hours.

Calendar Year



← Back

Next →

Step 2 - Accept a Pending Principal who has already included you in its registration.

[Home](#) > [Electronic Filing](#)


Electronic Filing

My Account: Principals and State Agencies

Year: 2009


Select a Lobbyist's Principal name or State Agency to remove or terminate the relationship.

If you have pending principals to accept and are ready to pay the associated fees now, click the 'File' button below.

ACCEPT A PENDING LOBBYIST'S PRINCIPAL 



If no principals have filed their registrations electronically and included you in their registration, you will see the following message:

 *** No Lobbyist's Principals have added you at this time. ***

[← Back](#)

Until a lobbyist's principal has included you, you will not be able to register electronically.

Step 3 - Select the principal you would like to accept. Only select one principal at a time. Only select the principal if you are ready to pay the applicable fees (if any) at this time.

Step 4 - Enter the lobbying subjects which you lobby for on behalf of the principal you selected.

Electronic Filing

Lobbyist Registration: Non-State Employee

Select only one principal or agency to continue.

Accept	Principal/State Agency	Legislation	Lobbies for...
<input type="radio"/>	Forestry Commission, State	health	health
<input checked="" type="radio"/>	Union Law	All State Government House of Representatives State Senate	government

Enter the subjects you lobby for below.

*:Lobbying Subjects


[← Back](#) [Next →](#)

When you have selected a principal and entered the lobbying subjects, click “Next”.

Step 5 - If you have another pending principal you would like to accept at this time, select “Yes”. Complete steps 3 and 4 for each principal you accept. If you do not wish to add another principal at this time, select “No”. Click “Continue” to move on.

Electronic Filing

Lobbyist Registration: Non-State Employee

 **Union Law added successfully.**

Would you like to add another Principal/Agency to your account?

- Yes
- No

[Continue](#)

Step 6 - A summary of your registration will appear.

[Home](#) > [Electronic Filing](#)


Electronic Filing

My Account: Principals and State Agencies

Year: 2009

Select a Lobbyist's Principal name or State Agency to remove or terminate the relationship.

If you have pending principals to accept and are ready to pay the associated fees now, click the 'File' button below.

[ACCEPT A PENDING LOBBYIST'S PRINCIPAL](#) 

2009 Principal Relationships

Status	Principals	Lobbying Subjects	Termination Date
NOT FILED	Central Carolina Technical Col	Healthcare	
NOT FILED	Holland Law Firm	Education	

To edit the subjects click on the principal name

File with the SC State Ethics Commission

If you are satisfied with the list of principals above, you may file now by clicking the "File" button below.

Filing your Registration will notify any terminated parties and the SC State Ethics Commission of your lobbyist's principal relationships.

Return to Registration Filings

If you are finished viewing this registration, you can return to your list of filings by clicking the "Save" button below.

[Print](#) [Save](#) [File](#)

- If you have another pending principal you would like to accept at this time, click on the button. Complete steps 3 and 4 for each principal you accept.
- To edit the lobbying subjects, click on the principal name, modify the subjects and click Save.

Electronic Filing

My Account: Principals and State Agencies

Please update or verify the removal of the following:

- Central Carolina Technical Col

*Lobbying Subjects	Healthcare
--------------------	------------

[Remove](#) [Cancel](#) [Save](#)

c. If you do not want to include one of the principals in your registration and pay the applicable fees at this time, you can remove the principal from the registration by clicking on the principal name.

To remove a lobbyist's principal you have added, click on the lobbyist's principal name and then select "Remove" on the next screen. If you do not wish to remove the lobbyist's principal, click "Cancel".

d. If you do not wish to file at this time, click "Save" and you will return to the My Account section for your registrations.

e. If you are ready to file your registration and pay the applicable fees by credit card, click on the "File" button on the bottom right of your screen.

RETURNING TO YOUR SAVED REPORT

To work with or view a report, click one of the links to the right of the report.

Current Filings		Archived Filings			
Date Filed	Status	Year	View	Edit/Amend	Delete
Not Filed	Saved	2009	Original	Edit	Delete

When you select to edit your report you will be returned to this screen where you can perform the operations previously mentioned.


Electronic Filing

My Account: Principals and State Agencies

Year: 2009

Select a Lobbyist's Principal name or State Agency to remove or terminate the relationship.

If you have pending principals to accept and are ready to pay the associated fees now, click the 'File' button below.

ACCEPT A PENDING LOBBYIST'S PRINCIPAL 

2009 Principal Relationships

Status	Principals	Lobbying Subjects	Termination Date
NOT FILED	Central Carolina Technical Col	Healthcare	
NOT FILED	Holland Law Firm	Education	

To edit the subjects click on the principal name

File with the SC State Ethics Commission

If you are satisfied with the list of principals above, you may file now by clicking the "File" button below.

Filing your Registration will notify any terminated parties and the SC State Ethics Commission of your lobbyist's principal relationships.

Return to Registration Filings

If you are finished viewing this registration, you can return to your list of filings by clicking the "Save" button below.

Print **Save** **File**

FILING YOUR REPORT

When you are ready to file your report, click 'File' from within your report.

If you are a Non-State Employee Lobbyist, the registration fee is currently \$100.00 per lobbyist's principal and state agency and the online convenience fee is 4%.

If you are a State Employee Lobbyist registering for a non-state agency lobbyist's principal, the registration fee is currently \$100.00 per lobbyist's principal and the online convenience fee is 4%. There is no fee to register a state agency.

There is no filing or online convenience fee for amendments to reports.

Step 1 - Confirm you wish to continue your registration by selecting "Yes" and click "Continue". If you do not wish to file you can select "No" and click "Continue".

Electronic Filing

Lobbyist Registration: Non-State Employee

Registration is \$100.00 per Lobbyist's Principal / State Agency, plus a 4% online convenience fee.

YOUR TOTAL IS \$208.00.

Total Transaction

Principal / State Agency	Price
Holland Law Firm	\$100.00
Central Carolina Technical Col	\$100.00
Online Convenience Fee	\$8.00
Total	\$208.00

Are you sure you want to register?

- Yes, continue to payment.
- No, save my registration, I'll pay later.
- View my relationships.

Continue

Step 2 - Enter the required payment information. All fields are required except for email address and phone number. When you have entered the required information, click "Pay Now".

Electronic Filing

Lobbyist Registration: Non-State Employee

Please complete the form below. Fields marked by a red asterisk (*) are required.

Registration Payment: \$208.00

*Credit Card Type

Visa

MasterCard

Discover

**Account Number

**CVV Number

*Expiration

**First Name

*Last Name

*Billing Address

*City

*State

*Zip Code

E-mail Address

Phone Number

Step 3 - Confirm the total amount and the credit card information you entered. Click "Pay Now".

Electronic Filing

Lobbyist Registration: Non-State Employee

YOUR TOTAL IS \$208.00.

Please confirm you want to file your registration.

Please confirm payment to this credit or debit card: Visa ending in 1111, expires on 01/10.

Step 4 - Wait for your payment to be processed.

Processing Credit Card Payment. Please wait.

This page will be updated automatically.



Step 5 - Registration Complete. You will receive a confirmation number for your filed registration. This is also your payment receipt. Please note that your credit card statement will show this charge from SC.GOV.

[Home](#) > [Electronic Filing](#)

Electronic Filing

Lobbyist Registration: Non-State Employee



Your registration has been filed successfully on 12/17/2008 1:54:20 PM. Your confirmation number is LR153-RG127-3f15c2a0.

\$208.00 was charged to your Visa ending in 1111 on 12/17/2008 1:54:20 PM. Please note that your credit card statement will show this charge from SC.GOV.

Your confirmation has been sent to the email address on record. Please print this page for your records. Please click 'Continue' to return to your Registration Filings or logout if you are finished.

Thank you for registering.

Lobbyist's Principals with whom you are registered

Status	Principal / State Agency	Termination Date
FILED	Central Carolina Technical Col	
FILED	Holland Law Firm	



To return to your account, click "Continue". Your registration will now appear as FILED in the Status column.

[START A NEW REGISTRATION](#) 

Current Filings Archived Filings

Date Filed	Status	Year	View	Edit/Amend	Delete
12/17/2008	 Filed	2009	Original	Amend	
01/27/2008	 Filed	2008	Original	Amend	

You will also receive an email confirmation that you have filed your report. The email message will be sent to the address you have on record with your account. It will be similar to:

Subject: Filing Confirmation

State Ethics Commission
Public Disclosure and Accountability Reporting

Filing Year 2009
Lobbyist Registration, Original

You have successfully filed your report as of 12/17/2008 1:54:20 PM. Your confirmation number is LR153-RG127-3f15c2a0.
Please print this page for your records.

Some email providers may prevent the confirmation from appearing in your inbox or may not allow you to receive the confirmation at all. Please be sure to check Junk, Spam or Bulk folders. It is known that filing confirmations are not being received by hotmail and email.com email accounts. It is suggested that you do not register with a hotmail or email.com email account and if you have that you update your email address to a non-hotmail or email.com account.

Once your report is filed, the information you have submitted will be publicly accessible. If you need to change any information, you must file an amended report.

AMENDING A REPORT

In order to make a change to a report that has already been filed, you must file an amendment. To file an amendment, go to your Registrations Account page and click 'Amend' next to the report that you wish to amend.



- a. If you have another pending principal you would like to accept at this time, click on the button. Enter the lobbying subjects for each principal you accept.
- b. To edit the lobbying subjects, click on the principal name, modify the subjects and click Save.

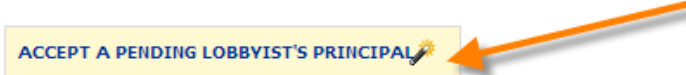
Electronic Filing

My Account: Principals and State Agencies

Year: 2009

Select a Lobbyist's Principal name or State Agency to remove or terminate the relationship.

If you have pending principals to accept and are ready to pay the associated fees now, click the 'File' button below.



2009 Principal Relationships

Status	Principals	Lobbying Subjects	Termination Date
FILED	Central Carolina Technical Col	Healthcare	
FILED	Holland Law Firm	Education	

To edit the subject click on the principal name

File with the SC State Ethics Commission

If you are satisfied with the list of principals above, you may file now by clicking the "File" button below.

Filing your Registration will notify any terminated parties and the SC State Ethics Commission of your lobbyist's principal relationships.

Return to Registration Filings

If you are finished viewing this registration, you can return to your list of filings by clicking the "Save" button below.



c. If you do not wish to file at this time, click “Save” and you will return to the My Account section for your registrations.

d. If you are ready to file your registration and pay the applicable fees by credit card, click on the “File” button on the bottom right of your screen.

DELETING A REPORT

Step 1 - You may delete a report that has not been filed. To delete a report, go to your Registrations Account page and click ‘Delete’ next to the report that you wish to delete.



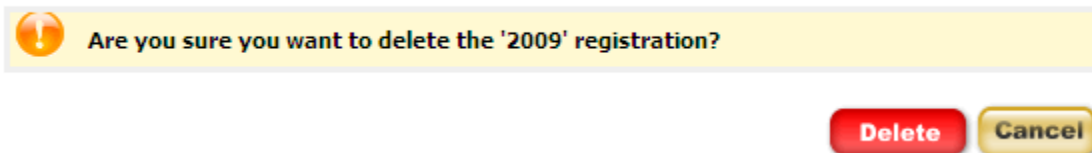
START A NEW REGISTRATION 


Current Filings Archived Filings

Date Filed	Status	Year	View	Edit/Amend	Delete
12/16/2008	 Filed	2009	Original		
Not Filed	 <i>Saved</i>	2009	Amendment 1	Edit	Delete

Step 2 - You will be asked if you are sure you want to delete the report. Click ‘Delete’ to delete the report or ‘Cancel’ to keep the report and return to your account page.

My Account: Registrations



 Are you sure you want to delete the '2009' registration?

[Delete](#) [Cancel](#)

Step 3 - If you choose to delete the report, you will see a confirmation message that the report was deleted successfully. Click ‘Continue’ to return to your account page.



Report was deleted successfully. Please click 'Continue' to return to your account.

Continue

PRINTING A REPORT

You can print a filed or unfiled copy of your report at any time. To print your report, click 'Print' at the bottom page.

File with the SC State Ethics Commission

If you are satisfied with the list of principals above, you may file now by clicking the "File" button below.

Filing your Registration will notify any terminated parties and the SC State Ethics Commission of your lobbyist's principal relationships.

Return to Registration Filings

If you are finished viewing this registration, you can return to your list of filings by clicking the "Save" button below.



Print **Save** **File**

The report will be shown in a print layout. Click 'Print' to print your report. Click 'Back' if you do not want to print your report and return to the report review.

Electronic Filing

My Account: Principals and State Agencies

Year: 2009

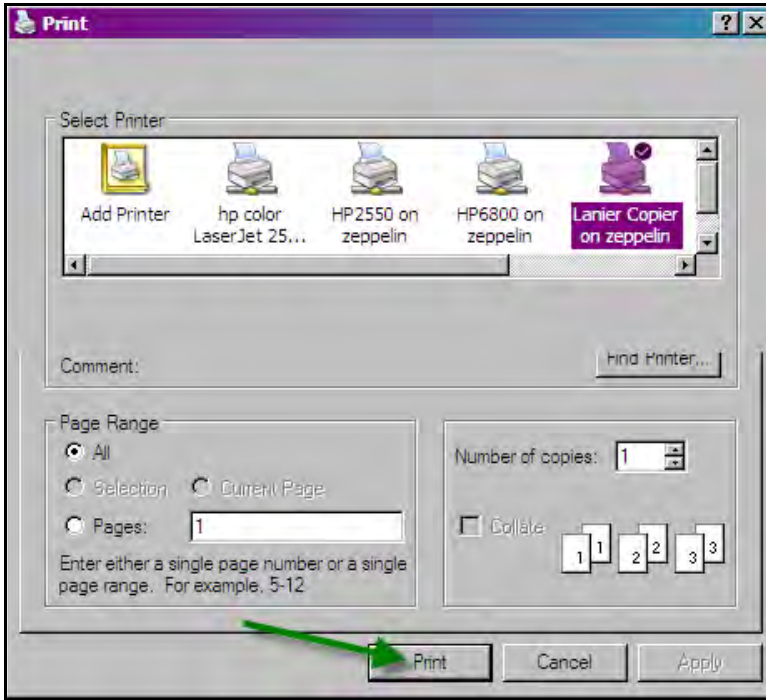
2009 Principal Relationships

Status	Principals	Lobbies For...	Termination Date
FILED	Central Carolina Technical Col	Healthcare	
FILED	Holland Law Firm	Education	



Print **← Back**

After you click 'Print' on the print preview, the print set-up window will appear. Select your printer and the number of copies you want to print and click 'Print'.



TERMINATING A LOBBYIST'S PRINCIPAL OR STATE AGENCY

You can only terminate a lobbyist relationship that has already been filed. Therefore, terminating requires making an amendment to your filed registration.

Step 1 - To file an amendment, go to your Registrations Account page and click 'Amend' next to the report that has the lobbyist relationship you wish to terminate.




Step 2 - To terminate a lobbyist's principal or state agency you have added, click on the name. The status should be FILED.

Year: 2009

Select a Lobbyist's Principal name or State Agency to remove or terminate the relationship.

If you have pending principals to accept and are ready to pay the associated fees now, click the 'File' button below.

ACCEPT A PENDING LOBBYIST'S PRINCIPAL 

2009 Principal Relationships

Status	Principals	Lobbying Subjects	Termination Date
FILED	Central Carolina Technical Col	Healthcare	
FILED	Holland Law Firm	Education	

Step 3 - Click "Terminate" on the next screen. If you do not wish to terminate the lobbyist, click "Cancel".

Electronic Filing

My Account: Principals and State Agencies

Please update or verify termination of the following:

- Holland Law Firm

*Lobbying Subjects

Terminate  **Cancel** **Save**

After you click "Terminate" you will see a screen like this showing you the termination date and the name of the lobbyist you are terminating:

Electronic Filing

My Account: Principals and State Agencies



Termination is pending. Please file to complete the termination of this relationship.

DISCLOSURE IS REQUIRED. You may either file your Lobbyist disclosure immediately upon termination or you may wait until the next filing deadline (January 31st or June 30th). Failure to file disclosure can result in late filing penalties being assessed and cease and desist orders being issued.

Termination Date: December, 17 2008

Name: Holland Law Firm

How would you like to continue?

- Add, remove or terminate another Lobbyist relationship
- I'm Done. Save my registration.
- I'm ready to file. File my registration now.

Continue

Termination is PENDING until the report is filed.

Step 4 - Select how you would like to continue and then click "Continue".

If you save your registration, the termination will appear as pending on your registration:


Electronic Filing

My Account: Principals and State Agencies

Year: 2009

Select a Lobbyist's Principal name or State Agency to remove or terminate the relationship.

If you have pending principals to accept and are ready to pay the associated fees now, click the 'File' button below.

ACCEPT A PENDING LOBBYIST'S PRINCIPAL 

2009 Principal Relationships

Status	Principals	Lobbying Subjects	Termination Date
FILED	Central Carolina Technical Col	Healthcare	
FILED	Holland Law Firm	Education	PENDING

File with the SC State Ethics Commission

If you are satisfied with the list of principals above, you may file now by clicking the "File" button below.

Filing your Registration will notify any terminated parties and the SC State Ethics Commission of your lobbyist's principal relationships.

Return to Registration Filings

If you are finished viewing this registration, you can return to your list of filings by clicking the "Save" button below.



Step 5 - To complete the termination, file your registration. Either select "I'm ready to file. File my registration now." Or the "File" button on the bottom right of your registration summary.

You will be asked if you are sure you want to file now. Click the "File" button.

Please confirm you want to file your registration.

Are you sure you want to file now?



You will now see a termination date on your registration.

Electronic Filing

Lobbyist Registration: Non-State Employee



Your registration has been filed successfully on 12/17/2008 2:26:14 PM. Your confirmation number is LR153-RG128-9118c42b.

Your confirmation has been sent to the email address on record. Please print this page for your records. Please click 'Continue' to return to your Registration Filings or logout if you are finished.

Thank you for registering.

Lobbyist's Principals with whom you are registered

Status	Principal / State Agency	Termination Date
FILED	Central Carolina Technical Col	
FILED	Holland Law Firm	12/17/2008

[Continue](#)

Click "Continue" to return to your Registration Account page.

When you terminate a principal relationship, notice will be sent to the principal that appears like this:

Subject: Termination Notice

Duke, Jill has terminated your lobbying relationship as of 12/17/2008. Please [login](#) to your account and file your termination of this relationship.

UPDATING YOUR PROFILE

If you need to update your profile you can do so at any time. You can update your profile by selecting Lobbyist Profile from the menu on the left of the page.

Home > [Electronic Filing](#)

Electronic Filing

Lobbyist Registration: Non-State Employee

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

[START A NEW REGISTRATION](#)

The location of how you enter into your profile will have the following effects on the reports in your account and any reports that you start after you update your profile. You will be able to update your profile from a saved disclosure statement.

For the Master profile

- If the profile is changed from the selecting Profile from the left menu, the profile change applies only to reports started after that change is made.
- No reports in edit or filed mode are updated.

After you have chosen to update your profile and you have modified the information necessary or want your profile to remain as shown without making changes, click ‘Save’ to update or keep your profile information.


Electronic Filing

My Account: Lobbyist Profile

Update your profile below and click save to continue. Fields marked by an asterisk (*) are required.

Personal Information

* First Name	Jill
Middle Initial	
* Last Name	Duke
Suffix	Select Suffix ▾
*Mailing Address	78 Main Street
*City	Columbia
*State	SC ▾
*Zip Code	29201
*Phone Number	803 777 5555
*Occupation	attorney
*Email	cblaschek@portal.sc.gov




[← Back](#) [Save](#)

You will receive a message indicating that your profile information has been updated successfully. Click ‘Continue’ to return to your report if you updated your profile from a report or your My Account page if you updated your profile by choosing Profile from the left menu.

Electronic Filing

Lobbyist Disclosure: Filing

 Lobbyist Profile has been updated successfully.

[Continue](#)

LOGOUT

If you are done working with your account and reports, please be sure to logout of the Public Disclosure and Accountability Reporting System by selecting 'Logout' from the menu on the left of the page. This will ensure that you have ended your session.



Home > [Electronic Filing](#)

Electronic Filing

Lobbyist Registration: Non-State Employee

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

[START A NEW REGISTRATION](#) 

Current Filings [Archived Filings](#)

Date Filed	Status	Year	View	Edit/Amend	Delete
12/17/2008	 Filed	2009	Amendment 1	Amend	
01/27/2008	 Filed	2008	Original	Amend	

When you have successfully logged out of the system you will see a message indicating that you have logged out. You can login again using the link on the page or by selecting Electronic Filing from the menu on the left.

Public Disclosure
Electronic Filing
Help With Filing
SC Ethics Commission
Contact Us
Logout

[Home](#) > [Electronic Filing](#) > My Account

Electronic Filing

Lobbyist: Logged Out

Logout

You have logged out successfully. Please [click here](#) to login to your account.

LOBBYIST'S PRINCIPAL ACCOUNTS

NAVIGATION

Once you have logged in to your account, you are able to navigate through the various sections of the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System by using the menu on the left of each page. The picture shown below is an example of the left menu.



Public Disclosure - this link provides online access to all Campaign Disclosure reports, Operating Disclosure reports, Statements of Economic Interest and Statements of Organization that have been filed electronically.

Electronic Filing - this will link to the Login Page for Electronic Filing of Registrations and Disclosure Reports.

Disclosure Filing - provides a menu of your filed and unfiled disclosure reports.

Principal Profile - here you can change the your contact information.

Registrations - provides a menu of your filed and unfiled registrations.

Help with Filing - this link will provide access to a glossary of terms and the user guides for filing reports online.

SC State Ethics Commission - direct link to the SC State Ethics Commission website.

Contact Us - provides information on how to contact the SC State Ethics Commission and who to contact for questions regarding specific topics.

Logout - this will end your session and close your account.

MY ACCOUNT

Once you have logged in to your account successfully, you will be able to do the following:

- View all Reports- Registrations and Disclosure Statements
- File a new Registration

- Edit a saved Registration
- Amend a Registration
- Terminate a Lobbyist Relationship
- File a new Disclosure Statement
- Edit a saved Disclosure Statement
- Amend a Disclosure Statement
- Update profile

When you login for the first time, your screen will appear as shown:

The screenshot displays the user interface for a lobbyist's principal registration. On the left is a vertical navigation menu with options: Public Disclosure, Electronic Filing (with sub-items: Disclosure Filing, Principal Profile, Registrations), Help With Filing, SC Ethics Commission, Contact Us, and Logout. The main content area shows a breadcrumb trail 'Home > Electronic Filing' and the title 'Electronic Filing Lobbyist's Principal Registration'. A prominent yellow warning box with an exclamation mark icon reads: 'Please complete a Registration before starting your Disclosure Filing.' Below the warning, text instructs the user to 'Select a registration to view, edit or amend below.' and lists three actions: 'To add or remove a relationship, use the 'Edit' link', 'To file a Saved registration, use the 'Edit' link', and 'To add or terminate a relationship on a filed registration, use the 'Amend' link'. A yellow button labeled 'START A NEW REGISTRATION' with a pencil icon is positioned below the instructions. At the bottom, there are two tabs: 'Current Filings' (which is selected) and 'Archived Filings'. The 'Current Filings' tab area contains the text: '*** There are no reports. ***'

Current Filings: This folder contains the most current filed version of your Registrations or Disclosure Statements and any “Saved” version of reports. “Saved” reports are originals or amendments that are in edit mode and have not yet been filed.

Archived Filings: This folder contains the outdated versions of all reports that have a more recent version located in the Current Filings folder. These reports can no longer be modified.

Use the left menu to navigate between report types. To view, edit a saved report, or amend a filed one, click the View, Edit or Amend link for the report you wish to work with.

To work with your Registrations, click “Registrations” on the left menu.

Home > [Electronic Filing](#)

Electronic Filing
Lobbyist's Principal Registration

Please complete a Registration before starting your Disclosure Filing.

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

START A NEW REGISTRATION

Current Filings Archived Filings

*** There are no reports. ***

You will be able to Start a New Registration, Edit or Amend a Registration or Delete a Registration by selecting from the available options for each report.

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

START A NEW REGISTRATION

Current Filings Archived Filings

Date Filed	Status	Year	View	Edit/Amend	Delete
12/15/2008	Filed	2009	Original		
12/10/2008	Filed	2008	Original	Amend	
Not Filed	<i>Saved</i>	2009	Amendment 1	Edit	Delete

To delete a report, see the section titled Delete a Report in this user guide.

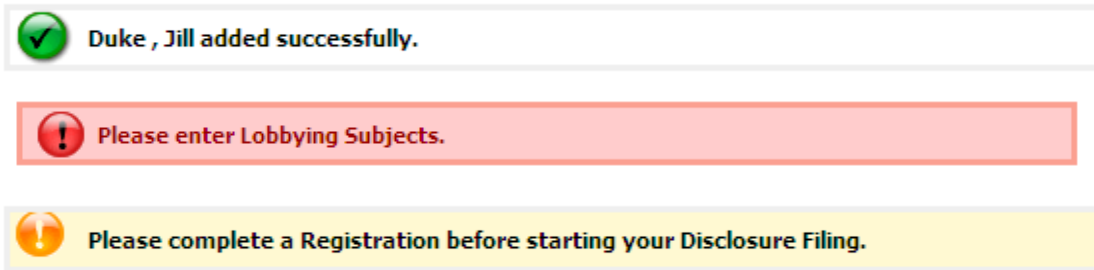
STATUS NOTIFICATIONS

Throughout the application you will receive messages at the top of your screen. These messages will appear when:

- you complete a step successfully
- you miskey information or leave a required item empty
- you enter information that may not be valid or acceptable

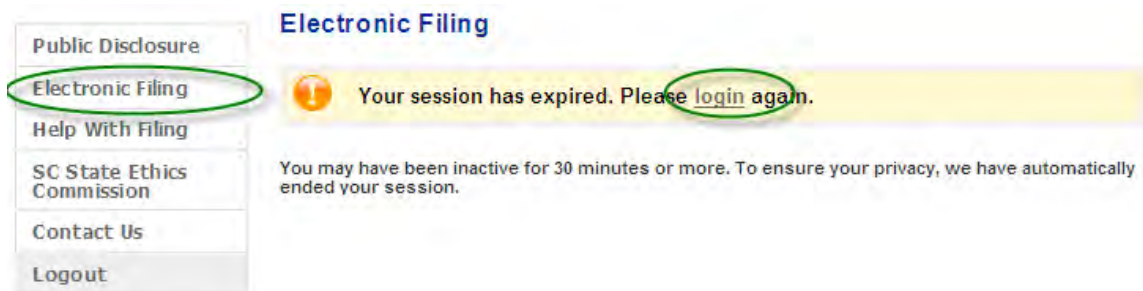
The error messages will help direct you to correct your mistake. The warning messages will ask you to verify the information you have entered and allow you to modify the information if necessary.

Examples are shown below:



SESSION EXPIRED

Your session will expire after 30 minutes of inactivity. When your session expires, the system automatically logs you out of your session. To login to your account, you can use the link provided in the center of the page or click on 'Electronic Filing' from the menu on the left.



START A NEW LOBBYIST'S PRINCIPAL REGISTRATION

To start a new filing, click the “Start a New Registration” button.

NOTE: You will only be able to file your registration electronically if the lobbyists you wish to include on your registration have created an account.

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

The screenshot shows a yellow button labeled "START A NEW REGISTRATION" with a lightning bolt icon. An orange arrow points to this button. Below the button are two tabs: "Current Filings" (active) and "Archived Filings". The "Current Filings" tab shows a yellow box with the text "*** There are no reports. ***".

Step 1 - Select the calendar year for your registration. Click Next.

[Home](#) > [Electronic Filing](#)

Electronic Filing

Lobbyist's Principal Registration

Select a calendar year for registration.

Please be sure to select the correct year. **THIS INFORMATION CANNOT BE MODIFIED.**

For further clarification, please call (803) 253-4192 during business hours.

The screenshot shows a form with a "Registration Year" label and a dropdown menu currently set to "2009". A green arrow points to the dropdown menu. To the right of the form are two buttons: "← Back" and "Next →". An orange arrow points to the "Next" button.

Step 2 - Mark the checkboxes of those which you are authorized to lobby.

Step 3 - Enter the subjects which you will authorize lobbying. Click Next.

Please indicate which specific office(s) or public body you have been authorized to lobby.

- All State Government
- House of Representatives
- State Senate
- Other:

Mark the checkboxes for those which you are authorized to lobby.

Enter the subject matter in which you will authorize lobbying:

*Lobbying Subjects

[← Back](#) [Next →](#)

Step 4 - Add a lobbyist to your registration. Enter at least the first two (2) letters of the lobbyist's last name to search for the lobbyist. Click Search.

Search to locate registered Lobbyists and add them to your account.

Search Registered Lobbyists

Enter at least the first two (2) letters of the Lobbyist's last name.

Last Name

[← Back](#)

Step 5 - From the list of results, click on the name of the lobbyist you wish to add.

Search to locate registered Lobbyists and add them to your account.

Search Registered Lobbyists

Enter at least the first two (2) letters of the Lobbyist's last name.

Last Name

Search Results

Select an existing Lobbyist to continue.

- [Duke , Jill - 78 Main Street](#)



If there are no lobbyists that match the criteria you entered, you will see the following message on your screen:

Search Results

Your search returned no results. Please search again.

Step 6 - If you have another lobbyist you would like to add at this time, select “Yes”. Complete steps 4 and 5 for each lobbyist you want to add. If you do not wish to add another lobbyist at this time, select “No”. Click “Continue” to move on.

[Home](#) > [Electronic Filing](#)

Electronic Filing

Lobbyist's Principal Registration

 **Duke , Jill added successfully.**

Would you like to add another Lobbyist to your account?

Yes

No



Step 7 - Review your registration

[Home](#) > [Electronic Filing](#)

Electronic Filing

Lobbyist's Principal Registration

Year: 2009
Lobbies for: All State Government
Lobbying Subjects: Education; Healthcare

To edit this information click on Edit Registration Info

Add a Lobbyist with the button below, or select a name to remove or terminate a Lobbyist relationship.



2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
NOT FILED	Duke, Jill	

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your registration will notify any terminated parties and the State Ethics Commission of your lobbyist relationships.

Return to Registration Filings

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.



- To edit the bodies for which you are authorized to lobby or the subject matter, click on "Edit Registration Info". Repeat Step 3.
- To add a lobbyist to your registration, click "Add a Lobbyist". Repeat Steps 4 and 5.
- To remove a lobbyist you have added, click on the lobbyist name and then select "Remove" on the next screen. If you do not wish to remove the lobbyist, click "Cancel".

Electronic Filing

My Account: Lobbyist Relationships

Please verify the removal of the following:

- Duke, Jill



d. If you do not wish to file at this time, click “Save” and you will return to the My Account section for your registrations.

e. If you are ready to file your registration and pay the applicable fees by credit card, click on the “File” button on the bottom right of your screen.

RETURNING TO YOUR SAVED REPORT

To work with or view a report, click one of the links to the right of the report.

Date Filed	Status	Year	View	Edit/Amend	Delete
Not Filed	Saved	2009	Original	Edit	Delete

When you select to edit your report you will be returned to this screen where you can perform the operations previously mentioned.

Electronic Filing

Lobbyist's Principal Registration

Year: 2009
Lobbies for: All State Government
Lobbying Subjects: Education; Healthcare

To edit this information click on Edit Registration Info

Add a Lobbyist with the button below, or select a name to remove or terminate a Lobbyist relationship.

[EDIT REGISTRATION INFO](#)  [ADD A LOBBYIST](#) 

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
NOT FILED	Duke, Jill	

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your registration will notify any terminated parties and the State Ethics Commission of your lobbyist relationships.

Return to Registration Filings

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.

[Print](#) [Save](#) [File](#)

FILING YOUR REPORT

When you are ready to file your report, click 'File' from within your report.

The registration fee is currently \$100.00 and the online convenience fee is 4%. The total for your lobbyist's principal electronic registration is \$104.00. There is no filing or online convenience fee for amendments to reports.

Step 1 - Confirm you wish to continue your registration by selecting "Yes" and click "Continue". If you do not wish to file you can select "No" and click "Continue".

[Home](#) > [Electronic Filing](#)

Electronic Filing

Lobbyist's Principal Registration

Registration is \$100.00 for the calendar year, plus a \$4.00 online convenience fee.

Your total is \$104.00.

Total Transaction

Principal	Price
Holland Law Firm	\$100.00
Online Convenience Fee	\$4.00
Total	\$104.00

Are you sure you want to register?

- Yes, continue to payment
- No, save my registration, I'll pay later
- No, review my registration

Continue

Step 2 - Enter the required payment information. All fields are required except for email address and phone number. When you have entered the required information, click "Pay Now".

Electronic Filing Lobbyist's Principal Registration

Please complete the form below. Fields marked by a red asterisk (*) are required.

Principal Registration Payment Information: \$104.00

*Credit Card Type

Visa

MasterCard

Discover

*Account Number

*CVV Number

*Expiration

*First Name

*Last Name

*Billing Address

*City

*State

*Zip Code

E-mail Address

Phone Number

Step 3 - Confirm the amount and the credit card information you entered. Click "Pay Now".

Electronic Filing Lobbyist's Principal Registration

YOUR TOTAL IS \$104.00.

Please confirm you want to file your registration.

Please confirm payment to this credit or debit card: : Visa ending in 1111, expires on 03/10.

Step 4 - Wait for your payment to be processed.

Processing Credit Card Payment. Please wait.

This page will be updated automatically.



Step 5 - Registration Complete. You will receive a confirmation number for your filed registration. This is also your payment receipt. Please note that your credit card statement will show this charge from SC.GOV.

Electronic Filing

Lobbyist's Principal Registration



Your report has been filed successfully on 12/16/2008 9:17:46 AM. Your confirmation number is LP88-RG187-440733d8.

\$104.00 was charged to your Visa ending in 1111 on 12/16/2008 9:17:46 AM. Please note that your credit card statement will show this charge from SC.GOV.

Your confirmation has been sent to the email address on record. Please print this page for your records. Please click 'Continue' to return to your Lobbyist's Principal Registration or logout if you are finished.

Thank you for registering. Lobbyist(s) whom you have selected:

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	



To return to your account, click "Continue". Your registration will now appear as FILED in the Status column.



You will also receive an email confirmation that you have filed your report. The email message will be sent to the address you have on record with your account. It will be similar to:

Subject: Filing Confirmation

State Ethics Commission
Public Disclosure and Accountability Reporting

Filing Year 2009
Lobbyist's Principal Registration, Original
You have successfully filed your report as of 12/16/2008 9:17:46 AM. Your confirmation number is LP88-RG187-440733d8.
Please print this page for your records.

Some email providers may prevent the confirmation from appearing in your inbox or may not allow you to receive the confirmation at all. Please be sure to check Junk, Spam or Bulk folders. It is known that filing confirmations are not being received by hotmail and email.com email accounts. It is suggested that you do not register with a hotmail or email.com email account and if you have that you update your email address to a non-hotmail or email.com account.

Once your report is filed, the information you have submitted will be publicly accessible. If you need to change any information, you must file an amended report.

A relationship notice will also be sent to the lobbyist(s) you included in your registration so that he/she knows that he/she can complete their registration electronically.

Subject: Relationship Notice

Holland Law Firm has filed a registered lobbying relationship with you for year 2009. You must now accept this relationship and pay any applicable fees to complete your registration. If you have any questions please [contact us](#).

AMENDING A REPORT

In order to make a change to a report that has already been filed, you must file an amendment. To file an amendment, go to your Registrations Account page and click ‘Amend’ next to the report that you wish to amend.



- To edit the bodies for which you are authorized to lobby or the subject matter, click on “Edit Registration Info”. Repeat Step 3 in the Start a New Registration section above.
- To add a lobbyist to your registration, click “Add a Lobbyist”. Perform the lobbyist search as previously described.
- If you do not wish to file at this time, click “Save” and you will return to the My Account section for your registrations.
- If you are ready to file your amended registration, click on the “File” button on the bottom right of your screen.

Electronic Filing

Lobbyist's Principal Registration

Year 2009

Lobbies for: All State Government

Lobbying Subjects: Education; Healthcare

To change this information, click on Edit Registration Info

Add a Lobbyist with the button below, or select a name to remove or terminate a Lobbyist relationship.

[EDIT REGISTRATION INFO](#)  [ADD A LOBBYIST](#) 

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your registration will notify any terminated parties and the State Ethics Commission of your lobbyist relationships.

Return to Registration Filings

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.

[Print](#) [Save](#) [File](#)

DELETING A REPORT

Step 1- You may delete a report that has not been filed. To delete a report, go to your Registrations Account page and click 'Delete' next to the report that you wish to delete.



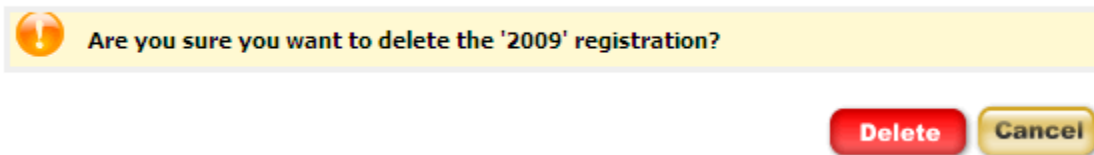
START A NEW REGISTRATION 


Current Filings Archived Filings

Date Filed	Status	Year	View	Edit/Amend	Delete
12/16/2008	 Filed	2009	Original		
Not Filed	 <i>Saved</i>	2009	Amendment 1	Edit	Delete

Step 2- You will be asked if you are sure you want to delete the report. Click 'Delete' to delete the report or 'Cancel' to keep the report and return to your account page.

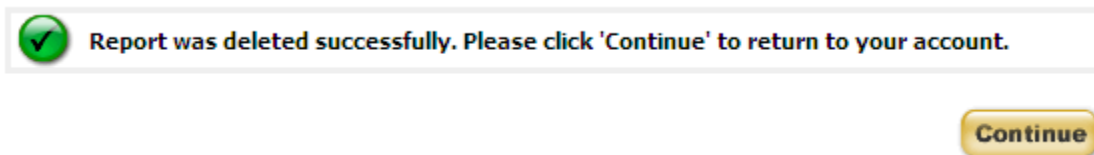
My Account: Registrations




 Are you sure you want to delete the '2009' registration?

[Delete](#) [Cancel](#)

Step 3- If you choose to delete the report, you will see a confirmation message that the report was deleted successfully. Click 'Continue' to return to your account page.



 Report was deleted successfully. Please click 'Continue' to return to your account.

[Continue](#)

PRINTING A REPORT

You can print a filed or unfiled copy of your report at any time. To print your report, click 'Print' at the bottom page.

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your registration will notify any terminated parties and the State Ethics Commission of your lobbyist relationships.

Return to Registration Filings

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.



The report will be shown in a print layout. Click 'Print' to print your report. Click 'Back' if you do not want to print your report and return to the report review.

Electronic Filing

Lobbyist's Principal Registration

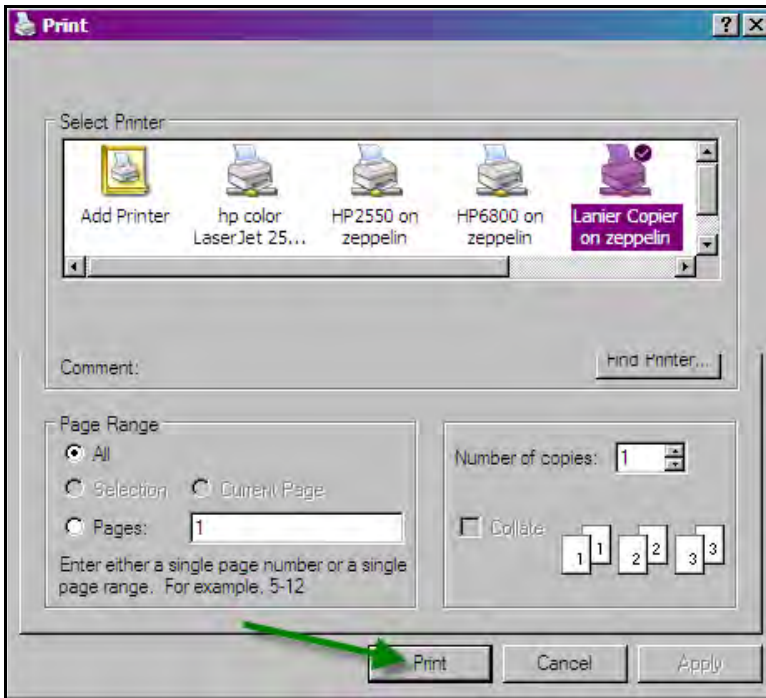
Year: 2009
Lobbies for: All State Government
Lobbying Subjects: Education; Healthcare

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	



After you click 'Print' on the print preview, the print set-up window will appear. Select your printer and the number of copies you want to print and click 'Print'.



TERMINATING A LOBBYIST

You can only terminate a lobbyist relationship that has already been filed. Therefore, terminating requires making an amendment to your filed registration.

Step 1 - To file an amendment, go to your Registrations Account page and click 'Amend' next to the report that has the lobbyist relationship you wish to terminate.



Step 2 - To terminate a lobbyist you have added, click on the lobbyist name. The status should be FILED.

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your registration will notify any terminated parties and the State Ethics Commission of your lobbyist relationships.

Return to Registration Filings

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.



Step 3 - Click "Terminate" on the next screen. If you do not wish to terminate the lobbyist, click "Cancel".

Electronic Filing

My Account: Lobbyist Relationships

Please verify termination of the following:

- Duke, Jill



After you click "Terminate" you will see a screen like this showing you the termination date and the name of the lobbyist you are terminating:

Electronic Filing

My Account: Lobbyist Relationships



Termination is pending. Please file to complete the termination of this relationship.

DISCLOSURE IS REQUIRED. You may either file your Lobbyist's Principal disclosure immediately upon termination or you may wait until the next filing deadline (January 31st or June 30th). Failure to file disclosure can result in late filing penalties being assessed and cease and desist orders being issued.

Termination Date: December, 16 2008

Lobbyist: Duke, Jill

How would you like to continue?

- Add, remove or terminate another Lobbyist relationship
- I'm Done. Save my registration.
- I'm ready to file. File my registration now.

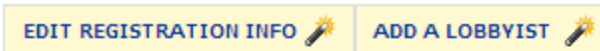
Continue

Termination is PENDING until the report is filed.

Step 4 - Select how you would like to continue and then click "Continue".

If you save your registration, the lobbyist termination will appear as pending on your registration:

Add a Lobbyist with the button below, or select a name to remove or terminate a Lobbyist relationship.



2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	PENDING
FILED	Waters Jr., Frank	

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your registration will notify any terminated parties and the State Ethics Commission of your lobbyist relationships.

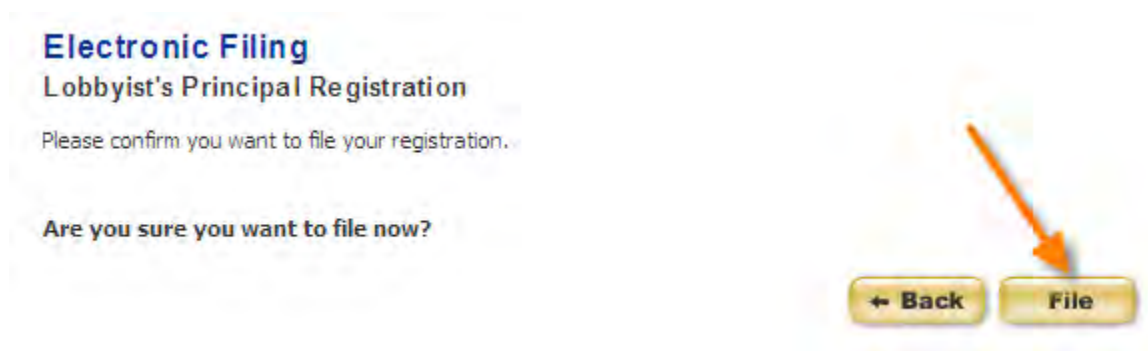
Return to Registration Filings

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.



Step 5 - To complete the termination, file your registration. Either select "I'm ready to file. File my registration now." Or the "File" button on the bottom right of your registration summary.

You will be asked if you are sure you want to file now. Click the "File" button.



You will now see a termination date on your registration.

Electronic Filing

Lobbyist's Principal Registration



Your report has been filed successfully on 12/16/2008 10:22:25 AM. Your confirmation number is LP83-RG190-d372cd35.

Your confirmation has been sent to the email address on record. Please print this page for your records. Please click 'Continue' to return to your Lobbyist's Principal Registration or logout if you are finished.

Thank you for registering. Lobbyist(s) whom you have selected:

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	12/16/2008
FILED	Waters Jr., Frank	

[Continue](#)

Click "Continue" to return to your Registration Account page.

When you terminate a lobbyist relationship, notice will be sent to the lobbyist that appears like this:

Subject: Termination Notice

Moore Law Firm has terminated your lobbying relationship as of 12/10/2008. Please [login](#) to your account and file your termination of this relationship.

UPDATING YOUR PROFILE

If you need to update your profile you can do so at any time. You can update your profile by selecting Principal Profile from the menu on the left of the page.

Home > [Electronic Filing](#)

Public Disclosure

Electronic Filing

- Disclosure Filing
- **Principal Profile**
- Registrations

Help With Filing

SC Ethics Commission

Contact Us

Logout

Electronic Filing

Lobbyist's Principal Registration

Year: 2009

Lobbies for: All State Government

Lobbying Subjects: Education; Healthcare

Add a Lobbyist with the button below, or select a name to remove or terminate a Lobbyist relationship.

EDIT REGISTRATION INFO
ADD A LOBBYIST

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	

The location of how you enter into your profile will have the following effects on the reports in your account and any reports that you start after you update your profile. You will be able to update your profile from a saved disclosure statement.

For the Master profile

- If the profile is changed from the selecting Profile from the left menu, the profile change applies only to reports started after that change is made.
- No reports in edit or filed mode are updated.

After you have chosen to update your profile and you have modified the information necessary or want your profile to remain as shown without making changes, click 'Save' to update or keep your profile information.

Electronic Filing

My Account: Lobbyist's Principal Profile

Update your profile below and click save to continue. Fields marked by an asterisk (*) are required.

Contact Information

*Entity Name	Holland Law Firm		
*Mailing Address	789 Main Street		
*City	Columbia		
*State	SC		
*Zip Code	29201		
*Phone Number	803	444	5555
*Email	cblaschek@portal.sc.gov		


Contact Person

*First Name	Greg		
Middle Initial			
*Last Name	Barnes		
Suffix			


Cancel **Save**

You will receive a message indicating that your profile information has been updated successfully. Click 'Continue' to return to your report if you updated your profile from a report or your My Account page if you updated your profile by choosing Profile from the left menu.

Electronic Filing

 **Principal Profile has been updated successfully.**

Continue

LOGOUT

If you are done working with your account and reports, please be sure to logout of the Public Disclosure and Accountability Reporting System by selecting 'Logout' from the menu on the left of the page. This will ensure that you have ended your session.

The screenshot shows the 'Electronic Filing' page. On the left is a navigation menu with items: Public Disclosure, Electronic Filing (with sub-items: Disclosure Filing, Principal Profile, Registrations), Help With Filing, SC Ethics Commission, Contact Us, and Logout. The 'Logout' item is highlighted in grey, and an orange arrow points to it from the left. The main content area shows the breadcrumb 'Home > Electronic Filing', the title 'Electronic Filing Lobbyist's Principal Registration', and instructions to select a registration to view, edit, or amend. Below this is a 'START A NEW REGISTRATION' button with a lightning bolt icon. A tabbed interface shows 'Current Filings' selected, displaying a table with columns: Date Filed, Status, Year, View, Edit/Amend, and Delete. The table contains two rows: one for a filing on 12/16/2008 with status 'Filed' and a link to 'Original', and another for a filing that was 'Not Filed' with status 'Saved' and links for 'Amendment 1', 'Edit', and 'Delete'.

When you have successfully logged out of the system you will see a message indicating that you have logged out. You can login again using the link on the page or by selecting Electronic Filing from the menu on the left.

The screenshot shows the 'Electronic Filing' page after a successful logout. The breadcrumb is 'Home > Electronic Filing >'. The title is 'Electronic Filing Lobbyist's Principal: Logged Out'. Below the title is a horizontal line with the word 'Logout' centered. Underneath, a message reads: 'You have logged out successfully. Please [click here](#) to login to your account.' The 'click here' link is circled in green. On the left navigation menu, the 'Electronic Filing' item is circled in green.

STATE AGENCY ACCOUNTS

NAVIGATION

Once you have logged in to your account, you are able to navigate through the various sections of the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System by using the menu on the left of each page. The picture shown below is an example of the left menu.



Public Disclosure - this link provides online access to all Campaign Disclosure reports, Operating Disclosure reports, Statements of Economic Interest and Statements of Organization that have been filed electronically.

Electronic Filing - this will link to the Login Page for Electronic Filing of Annual Lobbyist Information and Disclosure Reports.

Disclosure Filing - provides a menu of your filed and unfiled disclosure reports.

Agency Profile - here you can change the agency information entered when the account was created.

Annual Lobbyist Information - provides a menu of your filed and unfiled annual lobbyist information.

Help with Filing - this link will provide access to a glossary of terms and the user guides for filing reports online.

SC State Ethics Commission - direct link to the SC State Ethics Commission website.

Contact Us - provides information on how to contact the SC State Ethics Commission and who to contact for questions regarding specific topics.

Logout - this will end your session and close your account.

MY ACCOUNT

Once you have logged in to your account successfully, you will be able to do the following:

- View all Reports- Annual Lobbyist Information and Disclosure Statements
- File new Annual Lobbyist Information
- Edit saved Annual Lobbyist Information
- Amend Annual Lobbyist Information
- Terminate a Lobbyist Relationship
- File a new Disclosure Statement
- Edit a saved Disclosure Statement
- Amend a Disclosure Statement
- Update profile

When you login for the first time, your screen will appear as shown:

The screenshot shows the 'Electronic Filing' page. On the left is a navigation menu with options: Public Disclosure, Electronic Filing (with sub-items: Disclosure Filing, Agency Profile, Annual Lobbyist Information), Help With Filing, SC Ethics Commission, Contact Us, and Logout. The main content area has a breadcrumb 'Home > Electronic Filing' and the title 'Electronic Filing State Agency Annual Lobbyist Information'. A yellow warning box with an exclamation mark icon says 'Please complete an Annual Filing before starting your Disclosure Filing.' Below this is the instruction 'Select a registration to view, edit or amend below.' followed by three bullet points: 'To add or remove a relationship, use the 'Edit' link', 'To file a Saved registration, use the 'Edit' link', and 'To add or terminate a relationship on a filed registration, use the 'Amend' link'. A yellow button with a lightning bolt icon says 'START A NEW ANNUAL FILING'. At the bottom, there are tabs for 'Current Filings' and 'Archived Filings'. The 'Current Filings' tab is active and shows a yellow box with the text '*** There are no reports. ***'.

Current Filings: This folder contains the most current filed version of your Annual Lobbyist Information or Disclosure Statements and any “Saved” version of reports. “Saved” reports are originals or amendments that are in edit mode and have not yet been filed.

Archived Filings: This folder contains the outdated versions of all reports that have a more recent version located in the Current Filings folder. These reports can no longer be modified.

Use the left menu to navigate between report types. To view, edit a saved report, or amend a filed one, click the View, Edit or Amend link for the report you wish to work with.

To work with your Annual Lobbyist Information, click “Annual Lobbyist Information” on the left menu.

Public Disclosure

Electronic Filing

- Disclosure Filing
- Agency Profile
- Annual Lobbyist Information

Help With Filing

SC Ethics Commission

Contact Us

Logout

Home > Electronic Filing

Electronic Filing

State Agency Annual Lobbyist Information

Please complete an Annual Filing before starting your Disclosure Filing.

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

START A NEW ANNUAL FILING

Current Filings Archived Filings

*** There are no reports. ***

You will be able to Start a New Annual Lobbyist Information, Edit or Amend an Annual Lobbyist Information or Delete an Annual Lobbyist Information by selecting from the available options for each report.

Electronic Filing

State Agency Annual Lobbyist Information

Please complete an Annual Filing before starting your Disclosure Filing.

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

START A NEW ANNUAL FILING

Current Filings		Archived Filings			
Date Filed	Status	Year	View	Edit/Amend	Delete
12/15/2008	Filed	2009	Original		
12/10/2008	Filed	2008	Original	Amend	
Not Filed	Saved	2009	Amendment 1	Edit	Delete

To delete a report, see the section titled Delete a Report in this user guide.

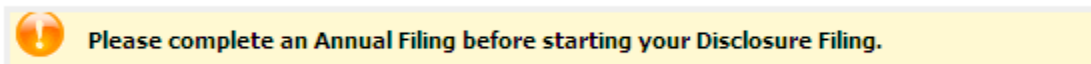
STATUS NOTIFICATIONS

Throughout the application you will receive messages at the top of your screen. These messages will appear when:

- you complete a step successfully
- you miskey information or leave a required item empty
- you enter information that may not be valid or acceptable

The error messages will help direct you to correct your mistake. The warning messages will ask you to verify the information you have entered and allow you to modify the information if necessary.

Examples are shown below:



SESSION EXPIRED

Your session will expire after 30 minutes of inactivity. When your session expires, the system automatically logs you out of your session. To login to your account, you can use the link provided in the center of the page or click on 'Electronic Filing' from the menu on the left.

Electronic Filing

- Public Disclosure
- Electronic Filing**
- Help With Filing
- SC State Ethics Commission
- Contact Us
- Logout

Your session has expired. Please login again.

You may have been inactive for 30 minutes or more. To ensure your privacy, we have automatically ended your session.

START A NEW ANNUAL FILING

To start a new filing, click the “Start a New Annual Filing” button.

NOTE: You will only be able to file your annual lobbyist information electronically if the lobbyists you wish to include have created an account.


Electronic Filing

State Agency Annual Lobbyist Information

Please complete an Annual Filing before starting your Disclosure Filing.

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

START A NEW ANNUAL FILING 

Current Filings Archived Filings

*** There are no reports. ***

Step 1 - Select the calendar year for your registration. Click Next.

[Home](#) > [Electronic Filing](#)

Electronic Filing

Lobbyist's Principal Registration

Select a calendar year for registration.

Please be sure to select the correct year. **THIS INFORMATION CANNOT BE MODIFIED.**

For further clarification, please call (803) 253-4192 during business hours.

Registration Year

[← Back](#) [Next →](#)

Step 2 - Mark the checkboxes of those which you are authorized to lobby.

Step 3 - Enter the subjects which you will authorize lobbying. Click Next.

Please indicate which specific office(s) or public body you have been authorized to lobby.

All State Government

House of Representatives

State Senate

Other:

Mark the checkboxes for those which you are authorized to lobby.

Enter the subject matter in which you will authorize lobbying:

*Lobbying Subjects

[← Back](#) [Next →](#)

Step 4 - Add a lobbyist to your registration. Enter at least the first two (2) letters of the lobbyist's last name to search for the lobbyist. Click Search.

Search to locate registered Lobbyists and add them to your account.

Search Registered Lobbyists

Enter at least the first two (2) letters of the Lobbyist's last name.

Last Name

Search

← Back

Step 5 - From the list of results, click on the name of the lobbyist you wish to add.

Search to locate registered Lobbyists and add them to your account.

Search Registered Lobbyists

Enter at least the first two (2) letters of the Lobbyist's last name.

Last Name

duke

Search

Search Results

Select an existing Lobbyist to continue.

- [Duke , Jill - 78 Main Street](#)

← Back

If there are no lobbyists that match the criteria you entered, you will see the following message on your screen:

Search Results

Your search returned no results. Please search again.

Step 6 - If you have another lobbyist you would like to add at this time, select “Yes”. Complete steps 4 and 5 for each lobbyist you want to add. If you do not wish to add another lobbyist at this time, select “No”. Click “Continue” to move on.

 **Duke , Jill added successfully.**

Would you like to add another Lobbyist to your account?

- Yes
- No

Continue

Step 7 - Review your annual lobbyist information.

Electronic Filing

State Agency Annual Lobbyist Information

Year: 2009
Lobbies for: All State Government
Lobbying Subjects: healthcare

To edit this information, click "Edit Registration Info"

Add a Lobbyist with the button below, or select a name to remove or terminate a Lobbyist relationship.

EDIT REGISTRATION INFO  **ADD A LOBBYIST** 

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
NOT FILED	<u>Duke, Jill</u>	

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your Annual Lobbyist information will notify any terminated parties and the SC State Ethics Commission of your lobbyist relationships.

Return to Annual Lobbyist information

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.

Print **Save** **File**

- a. To edit the bodies for which you are authorized to lobby or the subject matter, click on “Edit Registration Info”. Repeat Step 3.
- b. To add a lobbyist to your annual filing, click “Add a Lobbyist”. Repeat Steps 4 and 5.
- c. To remove a lobbyist you have added, click on the lobbyist name and then select “Remove” on the next screen. If you do not wish to remove the lobbyist, click “Cancel”.

Electronic Filing

My Account: Lobbyist Relationships

Please verify the removal of the following:

- Duke, Jill



- d. If you do not wish to file at this time, click “Save” and you will return to the My Account section for your annual filings.
- e. If you are ready to file your annual lobbyist information, click on the “File” button on the bottom right of your screen.

RETURNING TO YOUR SAVED REPORT

To work with or view a report, click one of the links to the right of the report.

Current Filings		Archived Filings			
Date Filed	Status	Year	View	Edit/Amend	Delete
Not Filed	Saved	2009	Original	Edit	Delete

When you select to edit your report you will be returned to this screen where you can perform the operations previously mentioned.

Electronic Filing

State Agency Annual Lobbyist Information

Year 2009

Lobbies for: All State Government

Lobbying Subjects: healthcare

To edit this information, click "Edit Registration Info"

Add a Lobbyist with the button below, or select a name to remove or terminate a Lobbyist relationship.



2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
NOT FILED	<u>Duke, Jill</u>	

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your Annual Lobbyist information will notify any terminated parties and the SC State Ethics Commission of your lobbyist relationships.

Return to Annual Lobbyist information

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.



FILING YOUR REPORT

When you are ready to file your report, click 'File' from within your report. You will be asked if you are sure you want to file your annual lobbyist information.

Electronic Filing

State Agency Annual Lobbyist Information

Please confirm you want to file your annual lobbyist information.

Are you sure you want to file now?



You will receive a confirmation number for your filed annual lobbyist information.



Your report has been filed successfully on 12/16/2008 11:25:02 AM. Your confirmation number is SA89-RG191-3fe87c4f.

Your confirmation has been sent to the email address on record. Please print this page for your records. Please click 'Continue' to return to your State Agency Annual Lobbyist Information or logout if you are finished.

Thank you for registering. Lobbyist(s) whom you have selected:

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	

Continue

To return to your account, click “Continue”. Your annual lobbyist information will now appear as FILED in the Status column.

Date Filed	Status	Year	View	Edit/Amend	Delete
12/16/2008	Filed	2009	Original	Amend	

You will also receive an email confirmation that you have filed your report. The email message will be sent to the address you have on record with your account. It will be similar to:

Subject: Filing Confirmation

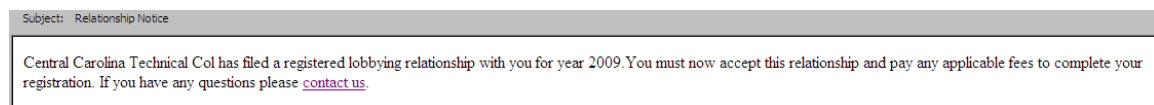
State Ethics Commission
Public Disclosure and Accountability Reporting

Filing Year 2009
State Agency Annual Lobbyist Information, Original
You have successfully filed your report as of 12/16/2008 11:25:02 AM. Your confirmation number is SA89-RG191-3fe87c4f.
Please print this page for your records.

Some email providers may prevent the confirmation from appearing in your inbox or may not allow you to receive the confirmation at all. Please be sure to check Junk, Spam or Bulk folders. It is known that filing confirmations are not being received by hotmail and email.com email accounts. It is suggested that you do not register with a hotmail or email.com email account and if you have that you update your email address to a non-hotmail or email.com account.

Once your report is filed, the information you have submitted will be publicly accessible. If you need to change any information, you must file an amended report.

A relationship notice will also be sent to the lobbyist(s) you included in your registration so that he/she knows that he/she can complete their registration electronically.



AMENDING A REPORT

In order to make a change to a report that has already been filed, you must file an amendment. To file an amendment, go to your Annual Lobbyist Information Account page and click 'Amend' next to the report that you wish to amend.

Date Filed	Status	Year	View	Edit/Amend	Delete
12/16/2008	Filed	2009	Original	Amend	

- To edit the bodies for which you are authorized to lobby or the subject matter, click on "Edit Registration Info". Repeat Step 3 in the Start a New Registration section above.
- To add a lobbyist to your annual filing, click "Add a Lobbyist". Repeat Steps 4 and 5 in the Start a New Annual Filing section above.
- If you do not wish to file at this time, click "Save" and you will return to the My Account section for your annual filings.
- If you are ready to file your amended annual lobbyist information, click on the "File" button on the bottom right of your screen.

Year 2009
Lobbies for: All State Government
Lobbying Subjects: Education; Healthcare

To change this information, click on Edit Registration Info

Add a Lobbyist with the button below, or select a name to remove or terminate a Lobbyist relationship.

[EDIT REGISTRATION INFO](#) 
[ADD A LOBBYIST](#) 

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your registration will notify any terminated parties and the State Ethics Commission of your lobbyist relationships.

Return to Registration Filings

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.

[Print](#)
[Save](#)
[File](#)

DELETING A REPORT

Step 1- You may delete a report that has not been filed. To delete a report, go to your Registrations Account page and click 'Delete' next to the report that you wish to delete.


[START A NEW REGISTRATION](#) 

[Current Filings](#)
[Archived Filings](#)

Date Filed	Status	Year	View	Edit/Amend	Delete
12/16/2008	 Filed	2009	Original		
Not Filed	 <i>Saved</i>	2009	Amendment 1	Edit	Delete

Step 2- You will be asked if you are sure you want to delete the report. Click 'Delete' to delete the report or 'Cancel' to keep the report and return to your account page.

My Account: Registrations

 Are you sure you want to delete the '2009' registration?

Delete **Cancel**

Step 3- If you choose to delete the report, you will see a confirmation message that the report was deleted successfully. Click 'Continue' to return to your account page.

 Report was deleted successfully. Please click 'Continue' to return to your account.

Continue

PRINTING A REPORT

You can print a filed or unfiled copy of your report at any time. To print your report, click 'Print' at the bottom page.

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your registration will notify any terminated parties and the State Ethics Commission of your lobbyist relationships.

Return to Registration Filings

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.

 **Print** **Save** **File**

The report will be shown in a print layout. Click 'Print' to print your report. Click 'Back' if you do not want to print your report and return to the report review.

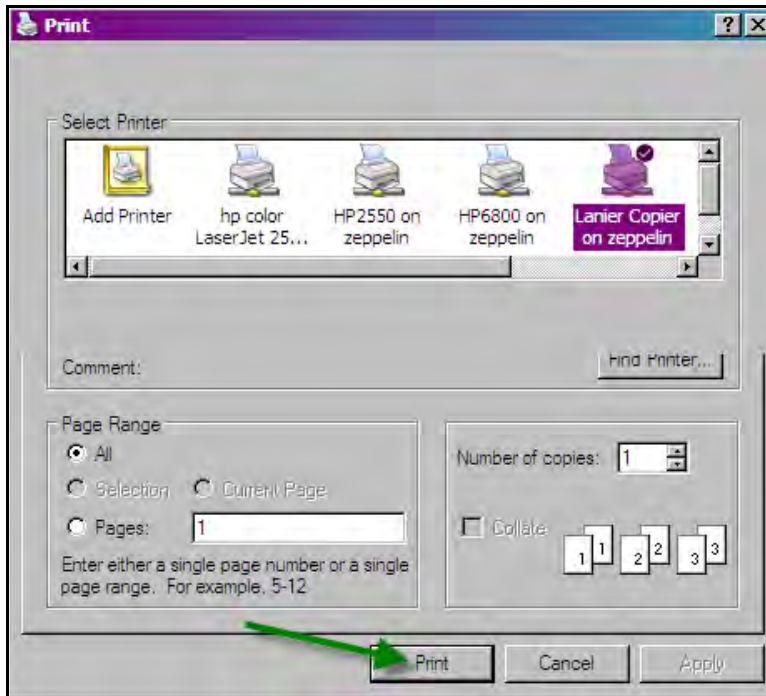
Year 2009
Lobbies for: All State Government
Lobbying Subjects: Education; Healthcare

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	



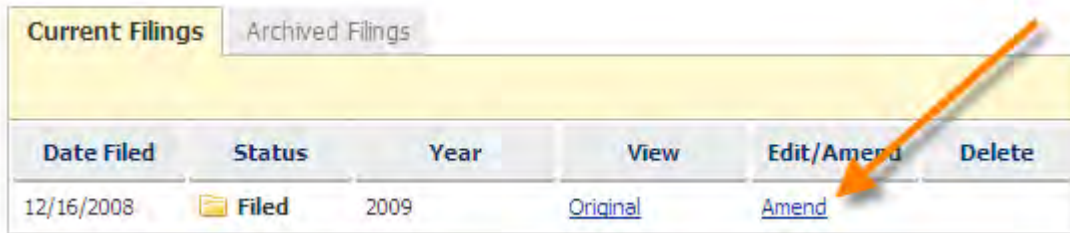
After you click 'Print' on the print preview, the print set-up window will appear. Select your printer and the number of copies you want to print and click 'Print'.




TERMINATING A LOBBYIST

You can only terminate a lobbyist relationship that has already been filed. Therefore, terminating requires making an amendment to your filed registration.

Step 1 - To file an amendment, go to your Annual Lobbyist Information Account page and click 'Amend' next to the report that has the lobbyist relationship you wish to terminate.



Date Filed	Status	Year	View	Edit/Amend	Delete
12/16/2008	 Filed	2009	Original	Amend	

Step 2 - To terminate a lobbyist you have added, click on the lobbyist name. The status should be FILED.

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	

File with the SC State Ethics Commission

If you are satisfied with the list of lobbyists above, you may file now by clicking the "File" button below.

Filing your Annual Lobbyist information will notify any terminated parties and the SC State Ethics Commission of your lobbyist relationships.

Return to Annual Lobbyist information

If you are finished viewing this information, you can return to your list of filings by clicking the "Save" button below.



Step 3 - Click “Terminate” on the next screen. If you do not wish to terminate the lobbyist, click “Cancel”.

Electronic Filing

My Account: Lobbyist Relationships

Please verify termination of the following:

- Duke, Jill



After you click “Terminate” you will see a screen like this showing you the termination date and the name of the lobbyist you are terminating:

Electronic Filing

My Account: Lobbyist Relationships



Termination is pending. Please file to complete the termination of this relationship.

DISCLOSURE IS REQUIRED. You may either file your Lobbyist's Principal disclosure immediately upon termination or you may wait until the next filing deadline (January 31st or June 30th). Failure to file disclosure can result in late filing penalties being assessed and cease and desist orders being issued.

Termination Date: December, 16 2008

Lobbyist: Duke, Jill

How would you like to continue?

- Add, remove or terminate another Lobbyist relationship
- I'm Done. Save my registration.
- I'm ready to file. File my registration now.



Termination is PENDING until the report is filed.

Step 4 - Select how you would like to continue and then click “Continue”.

If you save your annual filing, the lobbyist termination will appear as pending on your annual lobbyist information:

Add a Lobbyist with the button below, or select a name to remove or terminate a Lobbyist relationship.

[EDIT REGISTRATION INFO](#)  [ADD A LOBBYIST](#) 

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	PENDING
FILED	Waters Jr., Frank	

Step 5 - To complete the termination, file your registration. Either select “I’m ready to file. File my registration now.” Or the “File” button on the bottom right of your registration summary.


You will be asked if you are sure you want to file now. Click the “File” button.

Please confirm you want to file your registration.

Are you sure you want to file now?

[← Back](#) [File](#)

You will now see a termination date on your registration.

 **Your report has been filed successfully on 12/16/2008 10:22:25 AM. Your confirmation number is LP83-RG190-d372cd35.**

Your confirmation has been sent to the email address on record. Please print this page for your records. Please click 'Continue' to return to your Lobbyist's Principal Registration or logout if you are finished.

Thank you for registering. Lobbyist(s) whom you have selected:

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	12/16/2008
FILED	Waters Jr., Frank	

[Continue](#)

Click “Continue” to return to your Annual Lobbyist Information Account page.

When you terminate a lobbyist relationship, notice will be sent to the lobbyist that appears similar to this:

Subject: Termination Notice

Moore Law Firm has terminated your lobbying relationship as of 12/10/2008. Please [login](#) to your account and file your termination of this relationship.

UPDATING YOUR PROFILE

If you need to update your profile you can do so at any time. You can update your profile by selecting Agency Profile from the menu on the left of the page.



Home > [Electronic Filing](#)

Electronic Filing

State Agency Annual Lobbyist Information

Year 2009

Lobbies for: All State Government

Lobbying Subjects: healthcare

Add a Lobbyist with the button below, or select a name to remove or terminate a Lobbyist relationship.

[EDIT REGISTRATION INFO](#)  [ADD A LOBBYIST](#) 

2009 Lobbyist Relationships

Status	Lobbyist Name	Termination Date
FILED	Duke, Jill	

The location of how you enter into your profile will have the following effects on the reports in your account and any reports that you start after you update your profile. You will be able to update your profile from a saved disclosure statement.

For the Master profile

- If the profile is changed from the selecting Profile from the left menu, the profile change applies only to reports started after that change is made.
- No reports in edit or filed mode are updated.

After you have chosen to update your profile and you have modified the information necessary or want your profile to remain as shown without making changes, click 'Save' to update or keep your profile information.

My Account: State Agency Profile

Please complete the form below. Fields marked by an asterisk (*) are required.

Agency Name

* State Agency Name

Agency Head

* First Name

Middle Initial

* Last Name

Suffix

Agency Contact

* First Name

Middle Initial

* Last Name

Suffix

Agency Contact Information

* Mailing Address

* City

* State


* Zip Code

* Phone Number

* Email

You will receive a message indicating that the agency profile information has been updated successfully. Click 'Continue' to return to your report if you updated your profile from a report or your My Account page if you updated your profile by choosing Profile from the left menu.

Electronic Filing

 **State Agency Profile has been updated successfully.**

LOGOUT

If you are done working with your account and reports, please be sure to logout of the Public Disclosure and Accountability Reporting System by selecting 'Logout' from the menu on the left of the page. This will ensure that you have ended your session.

Home > [Electronic Filing](#)

Electronic Filing

State Agency Annual Lobbyist Information

Select a registration to view, edit or amend below.

- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

START A NEW ANNUAL FILING

Current Filings Archived Filings

Date Filed	Status	Year	View	Edit/Amend	Delete
12/16/2008	Filed	2009	Original		
Not Filed	<i>Saved</i>	2009	Amendment 1	Edit	Delete

When you have successfully logged out of the system you will see a message indicating that you have logged out. You can login again using the link on the page or by selecting Electronic Filing from the menu on the left.

Home > [Electronic Filing](#) >

Electronic Filing

Lobbyist's Principal: Logged Out

[Logout](#)

You have logged out successfully. Please [click here](#) to login to your account.