

SOUTH CAROLINA

# State Ethics Commission

*Lobbyist Disclosure Filing  
User Guide*



IN PARTNERSHIP WITH  
**SC.GOV**

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# LOGIN

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## LOGIN TO YOUR ACCOUNT

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

You must have already created an account and have an online registration filed in order to file an electronic disclosure statement.

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  [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

### 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.

[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"/>	<a href="#">Forgot your username?</a>
Password	<input type="password"/>	<a href="#">Forgot your password?</a>

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

This user guide contains information for electronically filing Lobbyist Disclosure Statements.

# LOBBYIST ACCOUNTS

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## 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.

Lobbyist 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 into 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 Disclosure Statements, click “Disclosure Filing” on the left menu.

The screenshot shows a web interface for "Electronic Filing". On the left is a vertical navigation menu with the following items: "Public Disclosure", "Electronic Filing", "Disclosure Filing" (highlighted with a green circle), "Lobbyist Profile", "Registrations", "Help With Filing", "SC Ethics Commission", "Contact Us", and "Logout". The main content area has a breadcrumb "Home > Electronic Filing" and a title "Electronic Filing". Below the title is "Lobbyist Registration: Non-State Employee" and a sub-header "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 labeled "START A NEW REGISTRATION" with a pencil icon is present. Below this is a tabbed interface with "Current Filings" selected and "Archived Filings" as an alternative. A table displays the following data:

Date Filed	Status	Year	View	Edit/Amend	Delete
02/01/2008	Filed	2008	<a href="#">Amendment 2</a>	<a href="#">Amend</a>	
01/14/2009	Filed	2009	<a href="#">Amendment 1</a>	<a href="#">Amend</a>	

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

## Electronic Filing

### My Account: Disclosure Filing

#### Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click on one of the links to the right of the report.

#### Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "saved" report.

Click the 'Amend' link for the report you need to amend, make necessary changes and file the report again

[START A NEW DISCLOSURE FILING](#) 

**Current Filings** Archived Filings

Date Filed	Status	Report Period	View	Edit/Amend	Delete
08/04/2008	 <b>Filed</b>	2008, January 1 - May 31 Dale and Earnhardt	<a href="#">Original</a>	<a href="#">Amend</a>	
08/01/2008	 <b>Filed</b>	2008, January 1 - May 31 Edgefield Farms	<a href="#">Original</a>		<a href="#">Delete</a>
Not Filed	 <i>Saved</i>	2008, January 1 - May 31 Edgefield Farms	<a href="#">Amendment 1</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

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

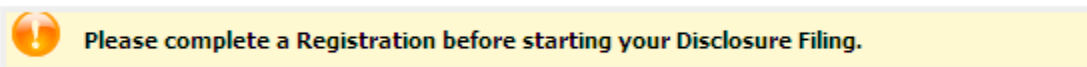
## STATUS NOTIFICATIONS

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

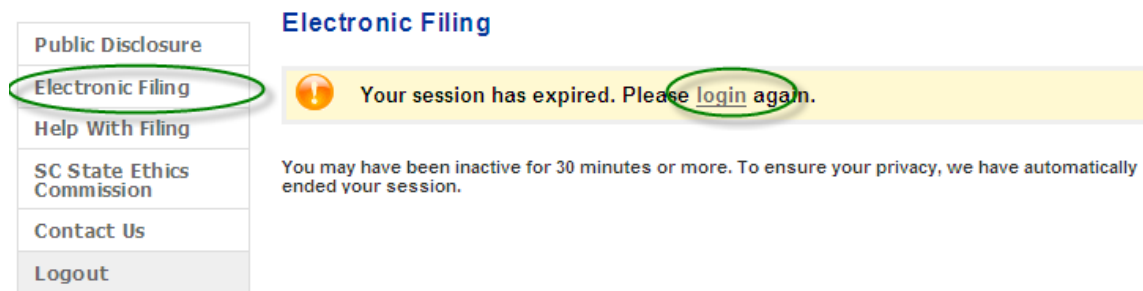
The error messages will help direct you to correct your mistake. The warning messages will ask you to verify the information you have entered and allow you to modify the information if necessary.

Examples are shown below:



## 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 DISCLOSURE FILING

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To start a new filing, click the "Start a New Disclosure Filing" button.

**NOTE: You will only be able to file your disclosure statement electronically for the lobbyist's principals and state agencies that have been registered electronically. If you registered using the paper forms, contact the State Ethics Commission at 803-253-4192 for your account username and instructions on how to obtain and change your password.**

## Electronic Filing

### My Account: Disclosure Filing


#### Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click on one of the links to the right of the report.

#### Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "saved" report.

Click the 'Amend' link for the report you need to amend, make necessary changes and file the report again

[START A NEW DISCLOSURE FILING](#) 

**Current Filings** Archived Filings

Date Filed	Status	Report Period	View	Edit/Amend	Delete
------------	--------	---------------	------	------------	--------


**Step 1** - Select the calendar year and Report Period for your disclosure filing and click Next.

## Electronic Filing

### Lobbyist Disclosure Filing: Report Period

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

**Reporting Period**

\*Calendar Year  

\*Report Period  January 1 - May 31  
 June 1 - December 31

[← Back](#) [Next →](#)

**Step 2** – Select the Lobbyist’s Principal or State Agency for which you would like to file the disclosure statement and click Next. All principals and agencies that have been registered electronically will appear in the list. You **MUST** file a separate Lobbyist Disclosure Statement for each principal and state agency.

## Electronic Filing

### Lobbyist Disclosure Filing

Please select a Lobbyist's Principal. **You must file a Lobbyist Disclosure Statement for each Lobbyist's Principal.**

Dale and Earnhardt



## INCOME

**Step 1** – Enter the income amount received or that you will receive and click Save.

Option: If you do not have any contributions to enter at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

## Electronic Filing

### Lobbyist Disclosure Filing: Income

Please complete the form below. At least one Amount must be entered to continue. To skip this section, use the checkbox below.

**Income**

Amount Received \$

Amount to be Paid \$



SKIP FOR NOW

After you click 'Save' you will see a message that the information you entered for that section was saved successfully.

**Step 2** – You may continue to the next section or review or edit the information you have already entered. Select how you would like to continue and click Next.

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

## Electronic Filing

### Lobbyist Disclosure Filing: Income



Income saved successfully.

How would you like to continue?

- Continue to Itemized Expenditures
- Review or edit information

**Continue**

## EXPENDITURES

---

You may begin entering expenditures you have paid out by following the steps outlined below:

**Step 1** - Select if you have entered this vendor before.

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

## Electronic Filing

### Lobbyist Disclosure: Itemized Expenditures

Please complete the form below. Fields marked by an asterisk (\*) are required. To skip this section, use the checkbox below.

#### Itemized Expenditure: Vendor

\* Have you entered this vendor before?

- Yes
- No
- Not Sure

SKIP FOR NOW

Optional

**← Back**

**Continue**

Option: If you do not have any expenditures to enter at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

**Step 2 -** Click Continue when you are finished making your selections.

A. If you selected **No**, then complete the information on the page. Fields marked with an asterisk (\*) are required.

**Step 1 -** Enter the vendor's name, address, city, state, and zip code.

**Step 2 -** Enter the date the expenditure was paid, the amount of the expenditure, and the purpose of the expenditure.

**Step 3 -** Click Save to save this expenditure.

### Electronic Filing

#### Lobbyist Disclosure Filing: Itemized Expenditures

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

---

**Vendor Information**

\*Vendor Name

\*Mailing Address

\*City

\*State

\*Zip Code

---

**Expenditure**

\*Date

\*Amount \$

\*Purpose

- Supplies
- Rent
- Utilities
- Compensation of Support Personnel
- Other



B. If you selected **Yes or Not Sure**, then


**Step 1** - Enter the vendor name or as many letters as you can recall and click 'Search'. If you have not entered this vendor before, click 'Back' and select 'No' from the previous screen.

## Electronic Filing

### Lobbyist Disclosure Filing: Itemized Expenditures

#### Search Your Existing Vendors

Enter at least two (2) letters of the vendor name to locate an existing vendor.

Vendor Name   

---

Your search will return a list of matching vendors that you have already entered.

#### Search Your Existing Vendors


Enter at least two (2) letters of the vendor name to locate an existing vendor.

Vendor Name

---

#### Search Results

Select an existing vendor, search again, or use the 'Back' button to add a new vendor.

- [ABC Supplies - 601 Jackson Blvd](#) 

**Step 2** - Select the vendor you have paid by clicking on the vendor name. If you do not see the vendor on this list, update your search criteria and search again or click 'Back' to add a new vendor. If there are no results, click on the link that will be provided to add a new vendor.

**Step 3** - Once you have selected your vendor, the vendor information will be completed for you so that you do not have to enter this information repeatedly. Verify the vendor

information is correct and make any changes necessary. Any changes you make will apply to all expenditures entered for this vendor.

## Electronic Filing

### Lobbyist Disclosure Filing: Itemized Expenditures

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

If you make any changes to the vendor information it will update all expenditures associated with this vendor.

#### Vendor Information

*Vendor Name	ABC Supplies
**Mailing Address	601 Jackson Blvd
**City	Columbia
*State	SC
*Zip Code	78900

#### Expenditure

*Date	<input type="text"/>
*Amount \$	<input type="text"/>
*Purpose	<input type="radio"/> Supplies <input type="radio"/> Rent <input type="radio"/> Utilities <input type="radio"/> Compensation of Support Personnel <input type="radio"/> Other

[← Back](#) [Save](#)

**Step 4 -** Enter the date the expenditure was paid, the amount of the expenditure, and the purpose of the expenditure.

**Step 5 -** Click 'Save' to save this expenditure.

For every expenditure, after you click 'Save' you will see a message that the expenditure was saved successfully. To continue, select add another expenditure, continue to the next section or review or edit the information you have already entered and click 'Next'.



Expenditure saved successfully.

How would you like to continue?

- Add another Itemized Expenditure
- Continue to Expenditures Made on Behalf of Judiciary
- Review or edit information

Next →

If you selected add another expenditure, you will be taken back to the screen shown first in this section. You may enter all of your expenditures at once or come back to add more later.

## EXPENDITURES ON BEHALF OF JUDICIARY MEMBERS

**Step 1 –** Enter the name of the member of the judiciary.

**Step 2 -** Enter the date the expenditure was paid, the amount of the expenditure, and the description of the expenditure.

Option: If you do not have any contributions to enter at this time, mark the checkbox next to ‘Skip for Now’ to move on to the next section.

## Electronic Filing

### Lobbyist Disclosure Filing: Expenditures Made on Behalf of Members of Judiciary

Please complete the form below. Fields marked with an asterisk (\*) are required. To skip this section, use the checkbox below.

#### Expenditure

*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Last Name	<input type="text"/>
Suffix	<input type="text"/>
*Date	<input type="text"/> <input type="text"/> <input type="text"/>
*Amount \$	<input type="text"/>
*Description	<input type="text"/>


SKIP FOR NOW

Optional

← Back

Save

**Step 3 -** Click 'Save' to save this expenditure.

 Expenditure saved successfully.

How would you like to continue?

- Add another Expenditure Made on Behalf of Member of Judiciary
- Continue to Direct Business Relationship
- Review or edit information

Continue

For every expenditure, after you click 'Save' you will see a message that the expenditure was saved successfully. To continue, select add another expenditure on behalf of a judiciary member, continue to the next section or review or edit the information you have already entered and click Continue.

## DIRECT BUSINESS RELATIONSHIPS

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For the purposes of this item, direct business association **does not** include:

(a) ownership interests held by a lobbyist or a lobbyist's principal and a member of the General Assembly, the Governor, the Lieutenant Governor, any other statewide constitutional officer, any public official of any state agency who engaged in covered agency actions, or any of their employees in the same corporation or partnership unless the interest of each exceeds five percent of the total shares outstanding or partnership interests in the entity;

(b) an interest held by a member of the General Assembly, the Governor, the Lieutenant Governor, any other statewide constitutional officer, any public official of any state agency who engaged in covered agency actions, or any of their employees in a partnership or corporation represented by a lobbyist or a lobbyist's principal if the interest is less than five percent of the total shares outstanding or partnership interests in such entity; or

(c) any commercial transaction between a lobbyist or lobbyist's principal and a member of the General Assembly, the Governor, the Lieutenant Governor, any other statewide constitutional officer, any public official of any state agency who engaged in covered agency actions, or any of their employees in which the fair market value of the goods transferred or services rendered is paid;

**Step 1 –** Enter the name of the direct business relationship.

**Step 2 -** Enter the type of business association.

Option: If you do not have any business relationships to enter at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

**Direct Business Relationship**

\*First Name

Middle Initial

\*Last Name

Suffix

\*Type of Business Association

SKIP FOR NOW

Optional

← Back Save

**Step 3 -** Click ‘Save’ to save this business relationship.

 **Direct Business Relationship saved successfully.**

How would you like to continue?

- Add another Direct Business Relationship
- Review or edit Business Relationship
- Review Report Summary

Next →

For every entry, after you click ‘Save’ you will see a message that the entry was saved successfully. To continue, select add another direct business relationship, review or edit the information in this section or review the report summary and click Next.

## REVIEW YOUR REPORT

### GENERAL INFORMATION

(1) After each section of the Lobbyist Disclosure form you have the option to “Review or edit information”. If you select this item you will be taken to the review tab of that section.

(2) If you select “Review Report Summary” following the Direct Business Relationships section, you will start your report review on the summary page. The heading displays your name, report type, report period and report version that you are working in. The Summary tab displays your demographic information, lobbyist’s principal for whom you are filing this disclosure, report period, income and expenditures summary.

## Electronic Filing

### Lobbyist Disclosure: Review

#### Report Review

**Name:** Kevin King  
**Report Period:** 2009, January 1 - May 31  
**Report Deadline:** July 10, 2009  
**Filing Type:** Original, Not Filed

#### Summary [Income](#) [Itemized Expenditures](#) [More »](#)

##### Demographic Information

[Kevin King](#)  
123 Franklin  
Columbia, SC 29201  
456.132.4564

##### Lobbyist's Principal

[Dale and Earnhardt](#)

##### Report Period

[2009, January 1 - May 31](#)

<b>I. Total Income Received For Lobbying</b>	<b>Amount</b>	<b>YTD Amount</b>
Income	\$25,000.00	\$25,000.00

<b>II. Expenditures</b>	<b>Amount</b>	<b>YTD Amount</b>
A. Supplies	\$700.00	\$700.00
B. Rent	\$0.00	\$0.00
C. Utilities	\$0.00	\$0.00
D. Compensation of Support Personnel	\$0.00	\$0.00
E. Other Expenditures	\$0.00	\$0.00
F. Expenditures made on behalf of Judiciary	\$250.00	\$250.00
Total Other Expenditures (II)	<b>\$950.00</b>	<b>\$950.00</b>

<b>III. Total</b>	<b>Amount</b>	<b>YTD Amount</b>
Total of Sections I and II	<b>\$25,950.00</b>	<b>\$25,950.00</b>

#### File with the SC State Ethics Commission

If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

#### Return to Disclosure Filings

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

[Print](#)

[Save](#)

[File](#)



## Electronic Filing

### Lobbyist Disclosure: Review

Report Review

Name: Kevin King  
Report Period: 2009, January 1 - May 31  
Report Deadline: July 10, 2009  
Filing Type: Original, Not Filed

Summary   Income   Itemized Expenditures   [More »](#)

---

**Demographic Information**

[Kevin King](#) ← (3)  
123 Franklin  
Columbia, SC 29201  
456.132.4564

---

**Lobbyist's Principal**

[Dale and Earnhardt](#) ← (4)

---

**Report Period**

[2009, January 1 - May 31](#) ← (5)

(3) You can edit your demographic information by clicking on your name. Refer to the section Updating your Profile in this User Guide to see how your changes may affect other reports.

(4) You can edit the lobbyist's principal for whom you are filing this report by clicking on the Lobbyist's Principal name. Follow the page instructions to select another principal. **Note: Once you file your report, you will NOT be able to amend the lobbyist's principal/state agency for which you filed this report. You must file a separate disclosure form for each lobbyist's principal/state agency.**

(5) You can edit your report period by clicking on the report period link.

**Reporting Period**

\*Calendar Year

\*Report Period


January 1 - May 31

June 1 - December 31

[← Back](#) [Save](#)

Modify your report period as necessary and click ‘Save’ to continue. If you do not want to modify your report period, click Back.

If you change your report type, you will receive a message that the report type has been updated successfully. Click ‘Continue’ to move on.

 **Report type has been updated successfully. Please click 'Continue' to review report.**

[Continue](#)


(6) Once you are in the report review, you can navigate between sections of the Lobbyist Disclosure using the tabs. The income is displayed in the Income tab. All of the itemized expenditures you have entered this period are displayed in the Itemized Expenditures tab. All of the expenditures made on behalf of a member of the judiciary you have entered this period are displayed in the Judiciary Expenditures tab. All of the direct business relationships you have entered this period are displayed in the Business Relationships tab.

(7) You can add, edit and delete items in each section.

(8) If you have not entered any items in a section, the tab will be empty. The tab will contain a link for you to add an item to that section.

[« Back](#) [Judiciary Expenditures](#) **[Business Relationships](#)**

\*\*\* No Direct Business Relationships Reported. \*\*\*

[Add a Direct Business Relationship](#) 

(9) If at any time you are done working with your report and want to return to your account page, you can click Save at the bottom of each of the review tab pages or click Disclosure Filings from the menu on the left.

**File with the SC State Ethics Commission**

If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

**Return to Disclosure Filings**

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



- Electronic Filing**
  - Disclosure Filing
  - Lobbyist Profile
  - Registrations
- Help With Filing**
- SC Ethics Commission**
- Logout**

Home > [Electronic Filing](#)

**Electronic Filing**

Lobbyist Disclosure: Review

Report Review

**Name:** Kevin King  
**Report Period:** 2009, January 1 - May 31  
**Report Deadline:** July 10, 2009  
**Filing Type:** Original, Not Filed

- [« Back](#)
- Judiciary Expenditures**
- [Business Relationships](#)

[Add Expenditure: Judiciary](#)

Date	Name	Description	Amount
<a href="#">01/05/2009</a>	Brett H Hall	Enter description here	\$250.00
<b>Total</b>			<b>\$250.00</b>

**ADD OR EDIT INCOME**

To add or edit Income, click on one of the amount links. Follow the steps previously outlined in this user guide to enter the information required for this section and Click Save when you are done.

Summary		<b>Income</b>	Itemized Expenditures	More »
<b>Amount Received</b>		<b>Amount To Be Paid</b>		
<a href="#">\$25,000.00</a>		<a href="#">\$0.00</a>		
<b>Total Received</b>		<b>\$25,000.00</b>		

After you have made the changes, you will see a message that the Income section has been updated. Click Continue to review your report.



Income has been updated successfully. Please click 'Continue' to review report.

**Continue**

## ADD ANOTHER ENTRY

To add another expenditure or direct business relationship, click on the ‘Add a ‘Section Name’” link on the on the section tab.

Summary		Income		<b>Itemized Expenditures</b>	More »
					<a href="#">Add Itemized Expenditures</a>
Date	Name	Address	Purpose	Amount	
<a href="#">02/19/2009</a>	ABC Supplies	601 Jackson Blvd Columbia, SC 78900	Supplies	\$200.00	
<a href="#">02/01/2009</a>	ABC Supplies	601 Jackson Blvd Columbia, SC 78900	Supplies	\$500.00	
<b>Total</b>				<b>\$700.00</b>	

Follow the steps previously outlined in this user guide to enter the information required for this section.

When you have successfully added the item, you will see a successful message. Make a selection and click ‘Next’ to continue.

## EDIT OR DELETE AN ENTRY

(1) To edit or delete an entry, navigate to the section tab. Click on the link within the entry you wish to edit or delete. This link will be the date or name.

(2) Once you have modified the information necessary, click ‘Save’ to update this entry.

**Vendor Information**

*Vendor Name	ABC Supplies
*Mailing Address	601 Jackson Blvd
*City	Columbia
*State	SC
*Zip Code	78900

**Expenditure**

*Date	February	19	2009
*Amount \$	200.00		
*Purpose	<input checked="" type="radio"/> Supplies <input type="radio"/> Rent <input type="radio"/> Utilities <input type="radio"/> Compensation of Support Personnel <input type="radio"/> Other		

**Delete**

**Save**



(3) You will see a message indicating that your entry has been updated successfully. Click 'Continue' to return to the review section of your report.

(4) To delete the entry, click 'Delete'.

**Vendor Information**

*Vendor Name	ABC Supplies
*Mailing Address	601 Jackson Blvd
*City	Columbia
*State	SC
*Zip Code	78900

**Expenditure**

*Date	February	19	2009
*Amount \$	200.00		
*Purpose	<input checked="" type="radio"/> Supplies <input type="radio"/> Rent <input type="radio"/> Utilities <input type="radio"/> Compensation of Support Personnel <input type="radio"/> Other		

**Delete**

**Save**

(5) You will be asked to confirm that you really want to delete this contribution. Click 'Delete' on this page to delete the entry or 'Cancel' to return to the review section of your report.



**Are you sure you want to delete this expenditure?**

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

### Vendor Information

*Vendor Name	ABC Supplies
*Mailing Address	601 Jackson Blvd
*City	Columbia
*State	SC
*Zip Code	78900

### Expenditure

*Date	February	19	2009
*Amount \$	200.00		
*Purpose	<input checked="" type="radio"/> Supplies <input type="radio"/> Rent <input type="radio"/> Utilities <input type="radio"/> Compensation of Support Personnel <input type="radio"/> Other		

**Delete**

**Cancel**

(6) If you have chosen to delete the item, you will see a message that the item has been deleted successfully. Click 'Continue' to return to the review section of your report.



**Expenditure has been deleted successfully. Please click 'Continue' to review report.**


**Continue**

## RETURNING TO YOUR SAVED REPORT

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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	Report Period	View	Edit/Amend	Delete
08/04/2008	<b>Filed</b>	2008, January 1 - May 31 Dale and Earnhardt	<a href="#">Original</a>	<a href="#">Amend</a>	
08/01/2008	<b>Filed</b>	2008, January 1 - May 31 Edgefield Farms	<a href="#">Original</a>	<a href="#">Amend</a>	
Not Filed	<i>Saved</i>	2009, January 1 - May 31 Dale and Earnhardt	<a href="#">Original</a>	<a href="#">Edit</a>	<a href="#">Delete</a>



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

## FILING YOUR REPORT

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**Step 1** - When you are ready to file your report, click 'File' from within your report.

### File with the SC State Ethics Commission

If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

### Return to Disclosure Filings

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



**Step 2** - Confirm you wish to file your disclosure statement for this lobbyist's principal/state agency and click File.

Note: Once you file your report, you will NOT be able to amend the lobbyist's principal/state agency for which you filed this report.



## Electronic Filing

### Lobbyist Disclosure: Filing Confirmation

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.

**CERTIFICATION:** I certify that the contents of this statement are true, correct, and complete to the best of my knowledge and belief. I understand that if this statement is not received within ten (10) days of the deadline, a late filing penalty of \$100.00 will be levied.

#### Are you sure you want to file now?

Report Period: 2009, January 1 - May 31

Lobbyist's Principal/State Agency: Dale and Earnhardt

**Note: Once your report is filed, you will not be able to amend the Lobbyist's Principal/State Agency for which you filed.**

← Back

File

**Step 3 – Filing Complete.** You will receive a confirmation number for your filed disclosure statement.

## Electronic Filing

### Lobbyist Disclosure: Filing confirmation



**Your report has been filed successfully on 2/24/2009 12:46:49 PM. Your confirmation number is LDF6-R19-788575b1.**

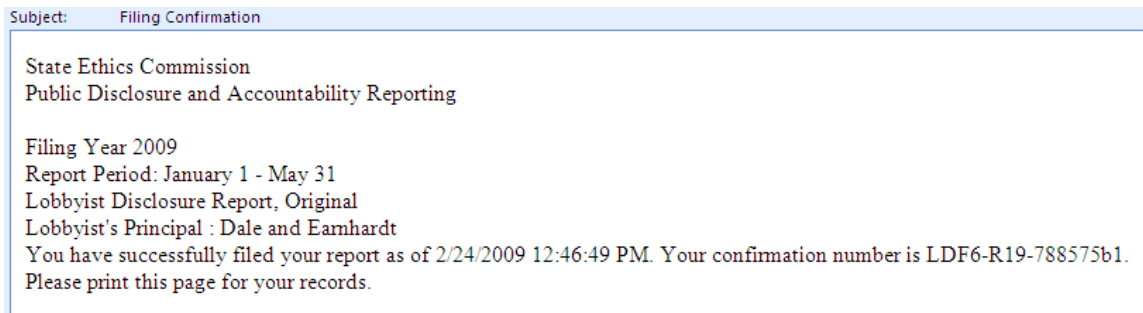
Your confirmation has been sent to the email address on record. Please print this page for your records. Please click 'Continue' to return to your Lobbyist Filings or logout if you are finished.

Continue

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

Current Filings		Archived Filings			
Date Filed	Status	Report Period	View	Edit/Amend	Delete
08/04/2008	 <b>Filed</b>	2008, January 1 - May 31 Dale and Earnhardt	<a href="#">Original</a>	<a href="#">Amend</a>	
08/01/2008	 <b>Filed</b>	2008, January 1 - May 31 Edgefield Farms	<a href="#">Original</a>	<a href="#">Amend</a>	
02/24/2009	 <b>Filed</b>	2009, January 1 - May 31 Dale and Earnhardt	<a href="#">Original</a>	<a href="#">Amend</a>	

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:



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

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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.

Current Filings		Archived Filings			
Date Filed	Status	Report Period	View	Edit/Amend	Delete
08/04/2008	<b>Filed</b>	2008, January 1 - May 31 Dale and Earnhardt	<a href="#">Original</a>	<a href="#">Amend</a>	
08/01/2008	<b>Filed</b>	2008, January 1 - May 31 Edgefield Farms	<a href="#">Original</a>	<a href="#">Amend</a>	
02/24/2009	<b>Filed</b>	2009, January 1 - May 31 Dale and Earnhardt	<a href="#">Original</a>	<a href="#">Amend</a>	



To modify the information contained in the report, please refer to the Review your Report section.

You will NOT be able to amend the lobbyist’s principal/state agency for which you filed this report.

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

If you are ready to file the changes you have made, click on the “File” button on the bottom right of your screen.

## DELETING A REPORT

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

Current Filings		Archived Filings			
Date Filed	Status	Report Period	View	Edit/Amend	Delete
08/04/2008	<b>Filed</b>	2008, January 1 - May 31 Dale and Earnhardt	<a href="#">Original</a>	<a href="#">Amend</a>	
08/01/2008	<b>Filed</b>	2008, January 1 - May 31 Edgefield Farms	<a href="#">Original</a>	<a href="#">Amend</a>	
Not Filed	<i>Saved</i>	2009, January 1 - May 31 Dale and Earnhardt	<a href="#">Original</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

**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.

### Electronic Filing

My Account: Disclosure Filing

Are you sure you want to delete the '2009, January 1 - May 31 Dale and Earnhardt' filing?

[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

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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 information you have entered, you may file your report by clicking the "File" button below.

### **Return to Disclosure Filings**

If you are finished viewing this report, 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 Disclosure: Review

#### Report Review

Name: Kevin King  
Report Period: 2009, January 1 - May 31  
Report Deadline: July 10, 2009  
Filing Type: Original, Not Filed

#### SUMMARY

##### Demographic Information

Kevin King  
123 Franklin  
Columbia, SC 29201  
456.132.4564

##### Lobbyist Principal

Dale and Earnhardt

##### Report Period

2009, January 1 - May 31

I. Total Income	Amount	YTD Amount
Lobbyist Income	\$25,000.00	\$25,000.00

II. Itemized Expenditures	Amount	YTD Amount
A. Supplies	\$500.00	\$500.00
B. Rent	\$0.00	\$0.00
C. Utilities	\$0.00	\$0.00
D. Compensation of Support Personnel	\$0.00	\$0.00
E. Other Expenditures	\$0.00	\$0.00
G. Expenditures Made on Behalf of Members of the Judiciary	\$250.00	\$250.00
Total Other Expenditures (II)	\$750.00	\$750.00

III. Total	Amount	YTD Amount
Total of Sections I and II	\$25,750.00	\$25,750.00

##### Itemized Income

Amount Received	Amount To Be Paid
\$25,000.00	\$0.00
<b>Total</b>	<b>\$25,000.00</b>

##### Itemized Expenditures

Date	Name	Address	Purpose	Amount
02/01/2009	ABC Supplies	601 Jackson Blvd Columbia, SC 78900	Supplies	\$500.00
<b>Total</b>				<b>\$500.00</b>

##### Expenditures Made on Behalf of Members of the Judiciary

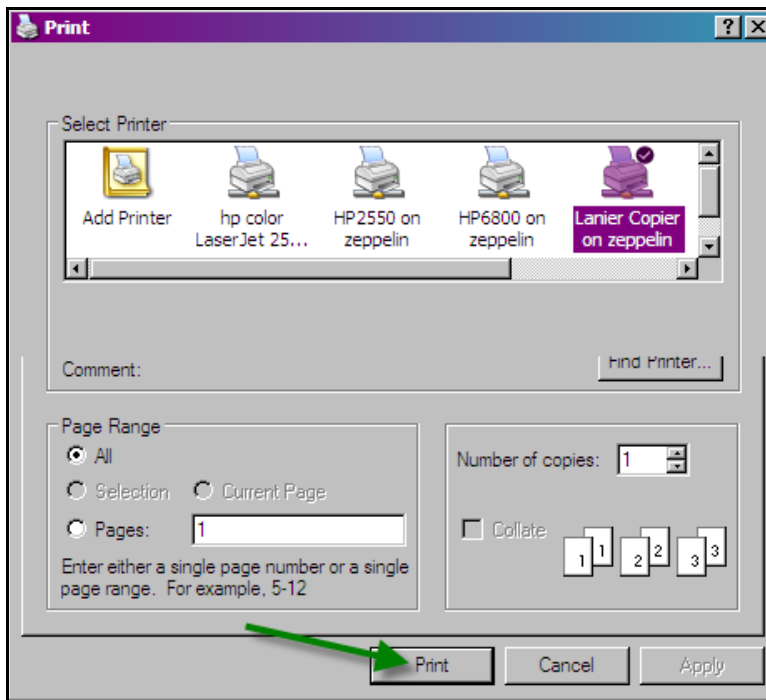
Date	Name	Description	Amount
01/05/2009	Brett H Hall	Enter description here	\$250.00
<b>Total</b>			<b>\$250.00</b>

##### Direct Business Relationship

Name	Type
Jill Holly	Co-owner

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'.



## UPDATING YOUR PROFILE

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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.



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.

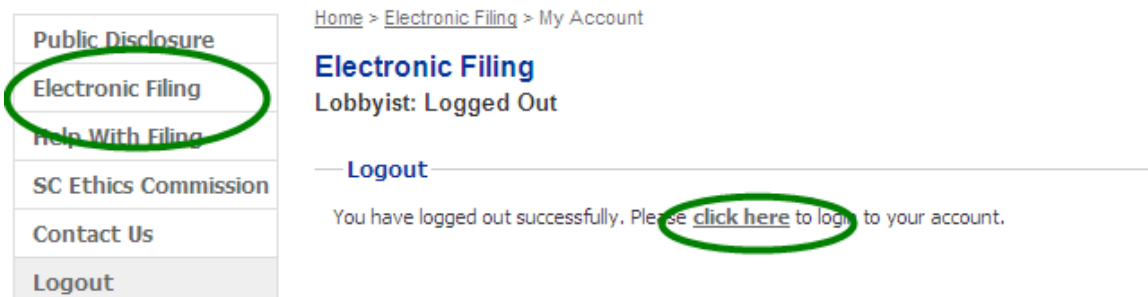
- To add or remove a relationship, use the 'Edit' link
- To file a Saved registration, use the 'Edit' link
- To add or terminate a relationship on a filed registration, use the 'Amend' link

**START A NEW REGISTRATION** 

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

Date Filed	Status	Year	View	Edit/Amend	Delete
12/17/2008	 <b>Filed</b>	2009	<a href="#">Amendment 1</a>	<a href="#">Amend</a>	
01/27/2008	 <b>Filed</b>	2008	<a href="#">Original</a>	<a href="#">Amend</a>	

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](#) > My Account

### Electronic Filing

Lobbyist: Logged Out

**Logout**

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