

Lobbying in Rhode Island

Getting Started with the Lobbying Registration Desk



A Guide for Entities



publicinfo@sos.ri.gov



401.222.3983



www.sos.ri.gov



@RISecState



This guide was produced by
the Rhode Island Department of State

Department of State
Office of Public Information

Important Reminders



Reporting of lobbying activity

All lobbying activity by registered lobbyists, entities, and lobbying firms must be filed using the online Lobbying Registration Desk according to the following schedule

MONTH OF ACTIVITY	REPORT DUE
January	February 15
February	March 15
March	April 17
April	May 15
May	June 15
June	July 17
July – September	October 16
October – December	January 16



Minor Infractions/Penalties

The following Minor Infractions will be subject to an automatic twenty-five dollar (\$25.00) fine with the possibility of a two dollars per day (\$2.00/day) accrual::

- Filing a late registration; and
- Filing a late report

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Getting started

Creating An Entity Account

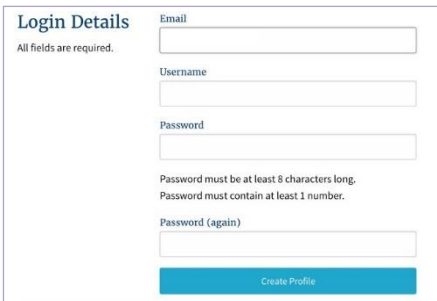
The RI Department of State recognizes three types of entities: for-profit, non-profit, and governmental. Follow these directions to create an entity account in the new Lobbying Registration Desk.

Step 1: Click “Create Profile”

Step 2: Select “Entity” under **Choose Your Profile Type**

Step 3: Select your entity type under **Choose Your Profile Type**

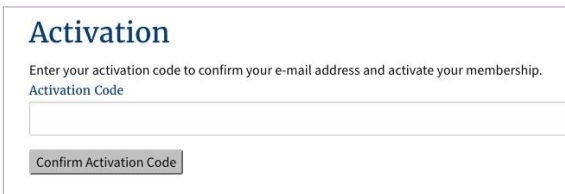
Step 4: Provide your login details. You will be sent an email to activate your account.



The screenshot shows a form titled "Login Details" with the instruction "All fields are required." The form contains five input fields: "Email", "Username", "Password", "Password (again)", and a "Create Profile" button at the bottom. Below the "Password" field, there are two lines of text: "Password must be at least 8 characters long." and "Password must contain at least 1 number."

A unique email must be used for each individual account.

Step 5: You will receive an email with an activation code and a link to the Profile Activation Page. Copy and paste the activation code on the Profile Activation Page.



The screenshot shows a form titled "Activation" with the instruction "Enter your activation code to confirm your e-mail address and activate your membership." The form contains one input field labeled "Activation Code" and a "Confirm Activation Code" button below it.

Step 6: Once you provide your activation code, you will be able to log in to the Lobbying Registration Desk and finish setting up your account profile.

Adding Your Profile Details

Once you have created your account, you will need to add your user profile details.

Step 1: Provide the name of your entity and contact information. *Contact information should be provided for the individual who can answer questions regarding your lobbying activities.*

Entity Name	Entity Contact Information	Entity Address
Non-Profit Entity Name *	Primary Email*	Address Line 1*
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Secondary Email	Address Line 2
	<input type="text"/>	<input type="text"/>
	Primary Phone*	City*
	<input type="text"/>	<input type="text"/>
	Secondary Phone	State*
	<input type="text"/>	Rhode Island
	Web Address	Zip*
	<input type="text"/>	<input type="text"/>
		Country*
		United States

or

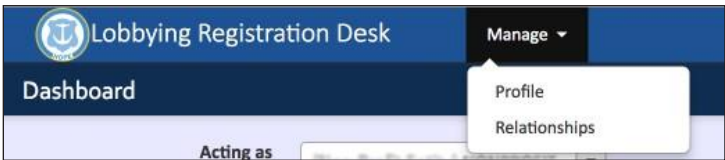
Step 2: All entities are also required to provide their Principal Contact. *This is typically the head of the entity or the person commonly seen as in charge of the organization. This information will be publicly available on the State’s Lobby Tracker Database.*


Registering Lobbying Relationships


Upon entering an agreement, your entity must register your relationship with a lobbying firm or lobbyist first. Then the lobbying firm or lobbyist will accept your registration.

! This information must be filed with the Department of State within seven (7) calendar days of your engagement of a lobbyist or lobbying firm.

Step 1: Click on “**Manage**” in the top blue navigation bar and select “**Relationships.**”



Step 2: Click on  if you are registering a relationship with an **individual Lobbyist.**


Click on  if you are registering a relationship with a **Lobbying Firm.**

Step 3: You can easily search for your lobbyist or firm by typing the first three letters of their name.

A screenshot of the 'Relationship Details' form. The form has a white background and a thin border. It contains several fields: 'Lobbyist*' with a dropdown menu showing 'Please select one ->' and 'Dwi' selected; a blue button below the dropdown with the text '(Lobbyist) DWIGHT SCHRUTE'; 'End Date*' with a text input field containing '2017-12-31'; and 'Compensation' with a text input field.

Select your lobbyist or firm and fill out the remaining information related to your contract.

Step 4: Click on .

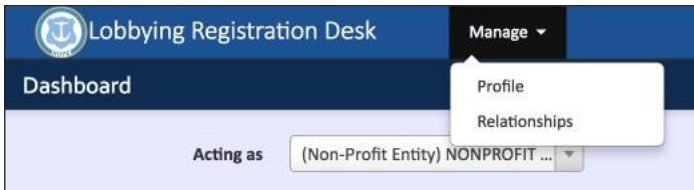
 You will be notified by email when your lobbyist and/or lobbying firm accepts your registration request.


Adding an Authorized User

As an entity, you may authorize another user to manage your account.

! Even if your entity authorizes another user to manage your account, your entity is still responsible for ensuring that all reports are filed on time and subject to any penalties associated with violations of the Rhode Island Lobbying Reform Act.

Step 1: Click on “**Manage**” in the top blue navigation bar and select “**Profile**”.




Step 2: At the bottom of the page, you will see “**Authorize Users**”. Click on .

Step 3: Enter the email address of the user you wish to authorize on your account. The email address must be associated with an existing user in the Lobbying Registration Desk.

Step 4: Click “**Authorize User**”. The user will then appear under your “**Authorized Users**” list.

You can delete this user by clicking the  button.

 Your authorized user will be notified by email.

Violations and Penalties

The Rhode Island Lobbying Reform Act clarifies the investigatory process of anyone that might be in violation of the law and strengthens penalties for these violations. This section details the investigatory process along with fines and penalties for anyone found in violation of the law.

Failure to Register Lobbying Relationships

The Secretary may initiate a preliminary investigation into the activities of any entity, firm or lobbyist that has allegedly been lobbying without registering their lobbying relationship in accordance with the Rhode Island Lobbying Reform Act.

If an entity, firm or lobbyist is under investigation, the Secretary will notify that entity, firm or lobbyist of investigation and the general nature of the alleged violation within thirty (30) calendar days of starting the investigation.

As part of the investigation, the Secretary may request books, papers or other documents directly relating to services rendered or compensation received in connection with lobbying.

If an entity, firm or lobbyist does not willingly provide the requested information to the Secretary within twenty (20) calendar days, the Secretary may file a complaint with the superior court. The complaint may request such relief as is reasonably required by the Secretary to conduct the investigation. The court may enter an order for the relief requested, including a penalty of up to five thousand dollars (\$5,000), or may modify the relief in the court's reasonable discretion.

Failure to File Reports and Non-Conforming Reports

If an entity, firm or lobbyist does not file a required report or your filed report does not comply with the Rhode Island Lobbying Reform Act and its regulations, the Secretary will notify the entity in writing.

That entity, firm or lobbyist must file or correct the report, as applicable within twenty (20) calendar days of receiving this notice.

If the entity, firm or lobbyist does not file or correct the report within those twenty (20) calendar days, the Secretary will issue a show cause order. The show cause order will require the entity, firm or lobbyist to establish facts which show why a penalty should not be imposed.

If the entity, firm or lobbyist does not establish facts as to why penalties should not be imposed, the Secretary may impose a penalty.

Penalties

The amount of the penalty imposed for a violation depends upon the facts and circumstances, and is up to the Secretary's discretion, based upon but not limited to:

1. Whether the violation was willful and knowing or unintentional;
2. Whether and to what degree there have been repeat violations by the same Person within the immediately preceding five (5) years;
3. The severity of the delinquency; and
4. The duration of time between initial notice of the delinquency by the Secretary and the date of compliance.

The Secretary may impose a penalty of up to five thousand dollars (\$5,000) per violation, and/ or revocation of the applicable registration for a period of up to three (3) years for failure to file reports or filing and not correcting non-conforming reports. Additionally, the Secretary may petition the Court to impose a penalty of up to five thousand dollars (\$5,000) and revoke applicable registrations for a period of up to three (3) years for failure to register.

The following are considered minor infractions and will result in an initial penalty of twenty-five dollars (\$25.00).

1. Filing a late registration;
2. Filing a late report; and
3. Failure to pay for badge.

If the minor infraction is not corrected within seven (7) days of the notice of non-compliance, an additional penalty of two dollars (\$2.00) per day (up to a maximum of two thousand dollars (\$2,000) per violation) will be assessed from the date of the non-compliance notice until the violation is corrected.