

Lobbying in Rhode Island

Getting Started with the Lobbying Registration Desk



A Guide for Profile Managers



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This guide was produced by
the Rhode Island Department of State

Department of State
Office of Public Information

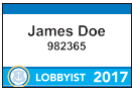
Important Reminders



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



Lobbying Identification

Your badge **MUST** be visible while engaged in any lobbying activity in any state government building.

You only need one lobbyist badge annually, regardless of the number of registered lobbying relationships.

The badge fee is ten dollars (\$10.00). If you lose your badge, you may request a replacement badge for an additional ten dollar (\$10.00) replacement fee.



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;
- Filing a late report; and
- Failure to make payment for lobbying badge.

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Getting Started

Profile Managers are either lobbyists tasked with managing several accounts or users who do not need to register their lobbying activity, but may be tasked with managing the account(s) for an entity, firm or lobbyist. In order to be authorized to manage another account, you must have your own account in the Lobbying Registration Desk.

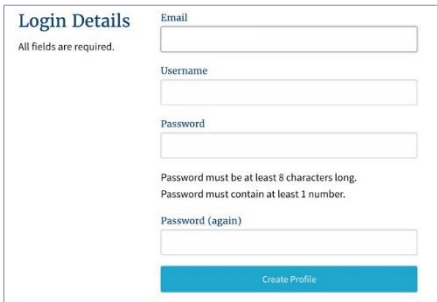
Creating A Profile Manager Account

Below are directions to create a Profile Manager account in the new Lobbying Registration Desk.

Step 1: Click “Create Profile”

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

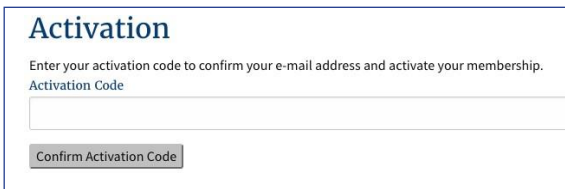
Step 3: Provide your login details. You will be sent an email to activate your account.



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 4: 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 5: After 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 your name and contact information.
This information will NOT be publicly available on the State’s Lobby Tracker Database.

Profile Manager Name	Profile Manager Contact Information	Profile Manager Address
Prefix <input type="text"/>	Primary Email* <input type="text"/>	Address Line 1* <input type="text"/>
First Name* <input type="text"/>	Secondary Email <input type="text"/>	Address Line 2 <input type="text"/>
Middle Name <input type="text"/>	Primary Phone* <input type="text"/>	City* <input type="text"/>
Last Name* <input type="text"/>	Secondary Phone <input type="text"/>	State* Rhode Island <input type="text"/>
Suffix <input type="text"/>	Web Address <input type="text"/>	Zip* <input type="text"/>
		Country* United States <input type="text"/>

or

- Step 2:** Once you click “Add Profile Details”, you will be brought to your Profile Manager Dashboard.



The Dashboard will display important information and reminders from the Public Information Office.


Adding Additional Profiles

As a Profile Manager, you can create multiple profiles under your one account and easily toggle between your profiles.

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



Step 2: At the top of the page, you will see   allowing you to edit or add a profile.

Step 3: Click the  button.

Step 4: You will have the option to create a new profile as a lobbyist, lobbying firm, entity, or profile manager. Select the profile type you would like to create.



The following pages will guide you through the steps of setting up these different user profiles and the process for registering relationships.

Adding Lobbyist Profile Details

Step 1: Provide your name and contact information.
This information will be publicly available on the State’s Lobby Tracker Database.

Lobbyist Name	Lobbyist Contact Information	Lobbyist Address
Prefix <input type="text"/>	Primary Email* <input type="text"/>	Address Line 1* <input type="text"/>
First Name* <input type="text"/>	Secondary Email <input type="text"/>	Address Line 2 <input type="text"/>
Middle Name <input type="text"/>	Primary Phone* <input type="text"/>	City* <input type="text"/>
Last Name* <input type="text"/>	Secondary Phone <input type="text"/>	State* Rhode Island ▾
Suffix <input type="text"/>	Web Address <input type="text"/>	Zip* <input type="text"/>
		Country* United States ▾

or

Step 2: Once you click “Add Profile Details”, you will be brought to your Dashboard.

You can easily toggle back and forth between user profiles by clicking on the “Acting as” pulldown menu at the top of the page.



! The color of your dashboard header will change depending on the type of user you are acting as. (Purple for entities, yellow for lobbyists, and green for lobbying firms.)

Adding Entity Profile Details

Step 1: Provide the name of your entity and entity contact information. *This information will be publicly available on the State’s Lobby Tracker Database.*

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: Once you click “Add Profile Details”, you will be brought to your Dashboard.

You can easily toggle back and forth between user profiles by clicking on the “Acting as” pulldown menu at the top of the page.

The screenshot shows the top header of the 'Managing Relationships' dashboard. On the left, the text 'Acting as' is displayed. To its right is a dropdown menu with a blue background. The menu is currently open, showing three options: '(For-Profit Entity) 123 BIG CORP' with a small upward-pointing triangle, an empty text input field, and '(Lobbyist) MR DWIGHT SCHRUTE'. The first option is highlighted with a blue background, and the third option is highlighted with a darker blue background.

! The color of your dashboard header will change depending on the type of user you are acting as. (Purple for entities, yellow for lobbyists, and green for lobbying firms.)

Adding Lobbying Firm Profile Details

Step 1: Provide the name of your entity and entity contact information. *This information will be publicly available on the State’s Lobby Tracker Database.*

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

or

Step 2: Once you click “Add Profile Details”, you will be brought to your Dashboard.

You can easily toggle back and forth between user profiles by clicking on the “Acting as” pulldown menu at the top of the page.

Managing Relationships

Acting as (Lobbying Firm) BOOLEAN FIR... ▾

- (For-Profit Entity) 123BIG CORP -
- (Lobbying Firm) BOOLEAN FIRM -

! The color of your dashboard header will change depending on the type of user you are acting as. (Purple for entities, yellow for lobbyists, and green for lobbying firms.)

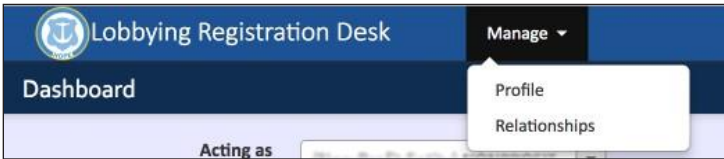
Working as an Entity


Registering Lobbying Relationships


Upon entering an agreement, the entity must register the lobbying relationship with a lobbying firm or lobbyist first. Below are directions for acting as an entity user profile.

! This information must be filed with the Department of State within seven (7) calendar days of engagement.

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. It has a search field for 'Lobbyist*' with a dropdown menu showing 'Please select one ->' and 'Dwi'. Below the search field, a blue button highlights the selection '(Lobbyist) DWIGHT SCHRUTE'. There are also fields for 'End Date*' (2017-12-31) and 'Compensation'.

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.

Working as a Lobbying Firm

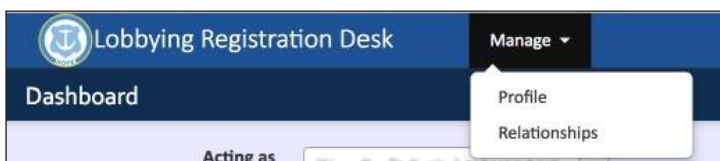
Registering Lobbying Relationships


Once you have registered a relationship request as an entity, you can toggle to either the firm or lobbyist profile to accept the registration request. Below are directions for acting as a lobbying firm user profile.


! This information must be filed with the Department of State within seven (7) calendar days of engagement.

Relationship registration requests from entities will appear on your Lobbyist Dashboard. Below are steps to confirming a relationship registration request.

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



Step 2: Click on . You will see a page with your entity relationship details. Note: You may edit the term of your contract, but you may not edit compensation. Any edits will be sent back to the entity for approval.

Step 3: Click . You will see a list of entities you have registered relationships with.

Relationships for BOOLEAN FIRM			
Entity Name	Start Date - End Date	Compensation	Actions
▶ 123 BIG CORP	Jan 01, 2017 - Dec 31, 2017	\$10,000.00 / annually	   

Working as a Lobbying Firm

Assigning Lobbying Relationships

As a lobbying firm, you must assign a lobbyist to the entity. You also have the option of subcontracting with another lobbying firm.

Assigning a lobbyist:

Step 1: Click on 

Step 2: Assign a lobbyist by typing the first three letters of your lobbyist's name.

Step 3: Click “Assign Lobbyist”

Relationships for BOOLEAN FIRM			
Entity Name	Start Date - End Date	Compensation	Actions
▼ 123 BIG CORP	Jan 01, 2017 - Dec 31, 2017	\$10,000.00 / annually	   
▶ DWIGHT A SCHRUTE	Jan 01, 2017 - Dec 31, 2017		 

You can assign as many lobbyists to your entity relationships as necessary.

The entity relationship and lobbyist assigned will appear under your relationships. The assigned lobbyist will then have to provide details on anticipated lobbying activities such as subjects, bills, and executive officials.



You will be notified by email when the Public Information Office approves your registration.

Working as a Lobbyist

Registering Lobbying Relationships

Once you have registered a relationship request as an entity, you can toggle to either the firm or lobbyist profile to accept the registration request. Below are directions for acting as a lobbyist user profile.

! This information must be filed with the Department of State within seven (7) calendar days of engagement to lobby.

Pending Relationships for JOHN SMITH			
Entity Name	Start Date - End Date	Compensation	Actions
123 BIG ENTITY	Jan 01, 2017 - Dec 31, 2017	\$4,00.00 / monthly	  
Bills	Subjects	Executive Bodies	Executive Officials

Step 1: Click on .

You will see a page with your entity relationship details.
Note: You may edit the term of your contract, but you may not edit compensation. Any edits you make will be sent back to the entity for approval.

Step 2: Fill out information about your lobbying activity. You must fill out the subject you will be lobbying about. Start typing the subject and a drop down menu will appear.

Step 3: Click “confirm relationship.”



You will be notified by email when the Public Information Office approves your registration.

Lobbying Details

Executive Officials to be lobbied

Executive Entities to be lobbied

Subjects to be lobbied

|

Adoption

Advertising

Agriculture

Aids

Airports

Alcoholic Beverages

Working as a Lobbyist

Badge Payment



All lobbyists are required to wear a lobbying badge while engaging in their lobbying activities.

With the Rhode Island Lobbying Reform Act, you are only required to have one badge.

Step 1: You will see the following at the top of your dashboard when you receive your first lobbying registration request.

You have not yet paid for your badge. [Please pay for it now](#)

Step 2: Click “**Please pay for it now**” to initiate your online badge payment. Contact the Public Information Office if you wish to pay in person.

Your payment history will then appear on our profile page.

Description	Amount	Quantity	Item Total	Paid On
Lobbying Badge	\$10.00	x 1	\$10.00	2016-12-22



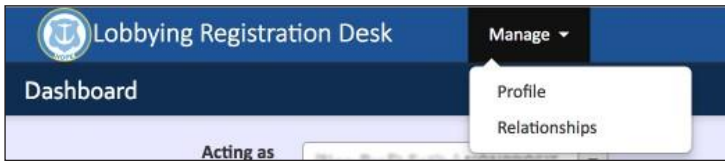
Lobbying relationship registrations will not be approved by the Public Information Office until badge payment has been made.

Working as a Lobbyist

Managing Lobbying Relationships

Once you have confirmed your lobbying relationships as an entity, lobbyist, and/or lobbying firm, you will be able to easily keep track of your registered information.

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



Step 2: You will see a list of entities you have registered relationships with.

Click the **>** next to the entity name to expand the view. You will see the anticipated lobbying activity you have registered for that entity including executive branch officials, subjects, and bills you may be monitoring.

Relationships for JOHN SMITH			
Entity Name	Start Date - End Date	Compensation	Actions
▼ 123 BIG ENTITY	Jan 01, 2017 - Dec 31, 2017	\$4,00.00 / monthly	 
Bills	Subjects	Executive Bodies	Executive Officials
	<ul style="list-style-type: none">▶ Agriculture▶ Animals		

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.