

LOBBYIST ON-LINE REGISTRATION INSTRUCTIONS

Begin at the Lobbyist Online Registration and Reporting System homepage:

<http://www.leg.state.nv.us/App/Lobbyist/A/Default.aspx>

- In the blue menu bar at the top of the page, click on **HOME** and then **CREATE ACCOUNT**.
- Create your account by entering your first name, last name, email address, username, password and security question and answer.
Note: *Your username and password will be used to log into the system for all future use of the website.*
- Click on the *Create User* button, then click on the *Continue* button.
- You are now logged into the system.
- To register to become a lobbyist, click on the link: *click here to continue your registration.*
- The lobbyist registration is presented in 8 steps.

<u>Step 1</u> Welcome	Click in one of the radio buttons to select your registration status. Then click on "Next" at the bottom of the page. <p style="text-align: right;">- Next</p>
<u>Step 2</u> Review Documentation	Open and read each on the documents provided in the links. To close a link, click on the (X) at the top hand corner of each page to continue. Acknowledge that you have read each link by checking the box to the right. Then click <p style="text-align: right;">- Next</p>
<u>Step 3</u> Provide Name and Address	If you were a lobbyist last session, click in the "Yes" box, and verify the information. If you were not a lobbyist, select "No" and fill in the boxes with your name and address. This information will be displayed on our public website. Click on the <i>Submit</i> button when you have completed this form, then click <p style="text-align: right;">- Next</p>
<u>Step 4</u> Organizations Represented	Select employers from last session by clicking in the dropdown box and clicking "add". You can add multiple employers. If your employer is not in the list, click in the box <i>Not available in this list</i> , and fill in the form. When you are done, Click on <i>Done Adding Employers</i> . Then click <p style="text-align: right;">- Next</p>
<u>Step 5</u> Associations and Partnerships	If you have Associations and Partnerships, fill in the form. If not just click on the <i>Submit</i> button, then click <p style="text-align: right;">- Next</p>
<u>Step 6</u> Legislator Services	If you have Legislator Services, fill in the form. If not just click on the <i>Submit</i> button, then click <p style="text-align: right;">- Next</p>
<u>Step 7</u> Interest Categories	Use the drop down box to select interest categories. Click on "add" after each selection. Click on the <i>Done Adding Interest Categories</i> button when you have completed this process, then click <p style="text-align: right;">- Next</p>
<u>Step 8</u> Declaration and Payment	Please read the declaration page carefully. Once your registration is submitted, changes to your personal data can only be made in the lobbyist administration office. You can add and remove employers and interest categories after your registration has been approved. Click in the box if you agree with the declaration statement, then click on the <i>Submit</i> button. If you are a PAID or NONPAID lobbyist, you will then be directed to the payment page where you can pay your fees by credit card or choose to pay by check.