



Lobbyist eFiling System Guide

Annual *Registration Statement* for Individuals

1. Log in to the Lobbyist eFiling System, at <https://lobbyist.tempe.gov>.

2. Click on “the Officers/Employees” and “Clients” buttons. “Add Employee”, “Edit”, or “Delete” any necessary information.



3. Click on the “Registration” button.



4. Select the Registration Year and select the Active Clients.

5. Click on “Preview Registration” to review the *Registration Statement*.

6. Click on “File Registration” to file the *Registration Statement*.

At any time, click on “Main Menu” to return to the main screen.

Tempe Lobbyist eFiling System individual@tempe.gov Log off

Annual Lobbyist Registration Statement for Individuals Main Menu

(Due annually between January 1 and January 31 or within 10 calendar days after first lobbying.)

Legal Name of Lobbyist Russell Individual Lobbyist	Contact Phone/Email (480) 858-2504		
Name of Any Employee Who Acts as a Lobbyist			
Admin Only			
Business Address	City	State	Zip
200 E 6th Street, Floor 2	Tempe	AZ	85281

Select Registration Year
2017

Select all active clients.

Active Clients Select All

Name	Business Name	Address	Contact Phone/Email
<input type="checkbox"/> Client Second	My Second Client	1211 E Fifth Street, Chandler, AZ 85263	
<input type="checkbox"/> Client Third	My Third Client	31 E. 5th Street, Tempe, AZ 85281	
<input type="checkbox"/> Client Test	Demonstration	31 East Fifth Street, Tempe, AZ 85281	(480) 350-4311 / clerk@tempe.gov

Add Client

By clicking “File Registration”, I declare that the Annual Lobbyist Registration Statement for Individuals is true and correct, and fully shows all information required to be reported pursuant to Tempe City Code, Section 2-701.

File Registration Preview Registration Cancel

Tempe City Clerk’s Office
31 East Fifth Street
Tempe, AZ 85281
(480) 350-4311
clerk@tempe.gov

