



Lobbyist eFiling System Guide

Annual *Registration Statement* for Organizations

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 Officers/Employees and the Active Clients.

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

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

Annual Lobbyist Registration Statement for Organizations
(Due annually between January 1 and January 31 or within 10 calendar days after first lobbying.)

[Main Menu](#)

Legal Name of Organization: City Clerk Demo
 Chief Executive Officer/Managing Member or Members: City Clerk Test
 Business Address: 31 E. 5th Street
 City: Tempe, State: AZ, Zip: 85281
 Contact Phone/Email: (480) 350-4311 / clerk@tempe.gov

Select Registration Year: 2010

Select Active Officers and employees of the organization who are designated to act as lobbyists in the City of Tempe.

Active Officers/Employees	Lobbyist No.	Position	Name	Contact Phone/Email
<input type="checkbox"/>	LRO2017-032.01	Director	City Clerk Test 3	(480) 350-4311 / clerk@tempe.gov

Add Employee

Select Active Clients:

Active Clients	Name	Business Name	Address	Contact Phone/Email
<input type="checkbox"/>	City Clerk	City Clerk Demo	31 E. 5th Street, Tempe, AZ 85281	(480) 350-4311 / clerk@tempe.gov
<input type="checkbox"/>	City Clerk Test 4	City of Tempe	31 E. 5th Street, Tempe, AZ 85281	(480) 350-4311 / clerk@tempe.gov

Add Client

Note: the name of the Lobbyist's eFiling System administrator will appear on the Registration Statement, as the Organization Representative. If another individual has reviewed and is responsible for filing the Registration Statement, return to the Officers/Employees screen and update the name and title of the Lobbyist's administrator.

By clicking "File Registration", I declare that the Annual Lobbyist Registration Statement for Organizations is true and correct, and fully shows all information required to be reported pursuant to [Tempe City Code, Section 2-701](#).

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

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

