

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.



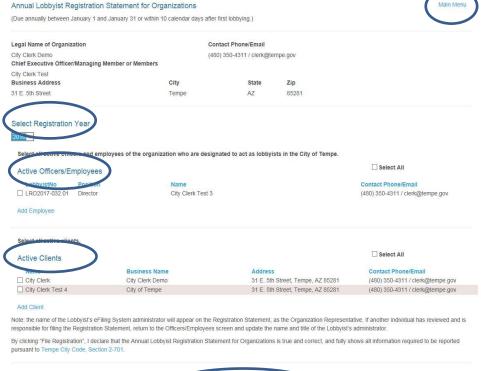


3. Click on the "Registration" button.



- 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.

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



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