



Lobbyist eFiling System Guide

Annual *Exemption Statement* for Individuals

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

2. Click on the “eFiling” button.



3. Click on “Exemptions” for the appropriate Filing Year.

Filing Year	Filing Period	Type	Entered By	Registration Date	Expenditures	Exemptions	No Expenditures
2016	1/1/2017 - 1/31/2017	Amended	Tim Mattix	12/18/2017 5:15:30 PM	Expenditures	Exemptions	No Expenditures
2017	1/1/2018 - 1/31/2018	Renewal	Tim Mattix	12/12/2017 4:18:38 PM	Expenditures	Exemptions	

4. Click on “Preview Exemption” to review the *Exemption Statement*.

5. Click on “File Exemption” to file the *Exemption Statement*.

Tempe Lobbyist eFiling System individual@tempe.gov Log off

Annual Lobbyist Exemption Statement for Individual Main Menu

Complete the Annual Lobbyist Exemption Statement for Individuals if the lobbyist intends to make no reportable expenditures during the calendar year. If an exemption is filed and the lobbyist subsequently makes any reportable expenditure, the lobbyist shall file a Notification of Expenditure within 10 calendar days, and thereafter is subject to expenditure reporting requirements.

Legal Name of Lobbyist	Contact Phone/Email
Sample Individual Lobbyist	
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

Registered Lobbyist			
LobbyistNo	Name	Title	Contact Phone/Email
LRI2017-000	City Clerk	Sample	(480) 350-4311 / clerk@tempe.gov

By clicking "File Exemption", I declare that the Annual Lobbyist Exemption Statement for Individuals 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

