



# Lobbyist eFiling System Guide

## Annual *Exemption Statement* for Organizations

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.

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

4. Select the Registered Lobbyists for whom the *Exemption Statement* applies.

Annual Lobbyist Exemption Statement for Organization Main Menu

Complete the Annual Lobbyist Exemption Statement for Organizations if the organization and its lobbyists intend 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.

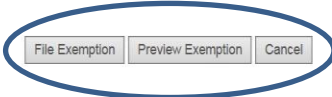
Legal Name of Organization City Clerk Demo Chief Executive Officer/Managing Member or Members City Clerk Test	Contact Phone/Email (480) 350-4311 / clerk@tempe.gov
Business Address 31 E. 5th Street	City State Zip Tempe AZ 85281

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

Registered Lobbyist				<input type="checkbox"/> Select All
LobbyistNo	Name	Title	Contact Phone/Email	
<input type="checkbox"/> LRO2017-032.01	City Clerk Test 3	Director	(480) 350-4311 / clerk@tempe.gov	
<input type="checkbox"/> LRO2017-032.03	City Clerk 5	Partner	(480) 350-4311	

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

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



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

31 East Fifth Street Tempe, Arizona 85281      Email: [clerk@tempe.gov](mailto:clerk@tempe.gov)      Phone: (480) 350-4311      © 2017 - City of Tempe

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

