Lobbyist eFiling System Guide
Notification of Expenditure for Individuals

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

2. Click on the "eFiling" button.

3. Click on "Expenditures" for the appropriate Filing Year.

	Filing Year	Filing Period	Type	Entered By	Registration Date		
PDF	2016	1/1/2017 - 1/31/2017	Amended	Tim Mattix	12/19/2017 9:23:00 AM	Expenditures	View Exemptions	
PDF	2017	1/1/2018 - 1/31/2018	Amended	Tim Mattix	12/19/2017 9:22:38 AM	Expenditures	Exemptions	

4. Enter information about the expenditure for which the Notification is being provided.

5. Click on "Add Expenditure".

Lobbyist eFiling System   individual@tempe.gov   Log off

Annual Lobbyist Expenditure Reports   Main Menu

Expenditure Reports may only be filed beginning January 1 of the year following registration and are due annually between January 1 and January 31. To file an Expenditure Report, complete the form below, and click on "Add Expenditure". Once all Expenditures have been added, click on "Preview Expenditure" to review the form, or "File Expenditure" to file the form.

Notifications of Expenditures are required to be filed within 10 days of a lobbyist making an expenditure, if the lobbyist was included on or filed an Exemption Statement. To file a Notification of Expenditure, complete the form below and click on "Add Expenditure". Once all entries have been added, click on "Preview Notification" to review the form, or "File Notification" to file the form. Once a Notification of Expenditure is filed, the Lobbyist is required to complete and file an Expenditure Report.

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

Expenditures are due annually between January 1 and January 31.

Expenditure Date	**Name and Address on Whose Behalf Expenditure was Made**	**Nature Of Expenditure**
	Client Third - 31 E. 5th Street, Tempe, AZ 85281 ▼	

Type of Official	**Boards and Commissions**	**Public Official Benefiting from Expenditure**
Mayor and City Council ▼	▼	Mayor Mark Mitchell ▼

Amount   **Total of Expenditures:** $0.00
0.00

[Add Expenditure] [Clear]

(continued on next page)

By clicking "File Expenditure" or "File Notification", I declare that the Annual Lobbyist Expenditure Report for Individuals/Lobbyist Notification of Expenditure is true and correct, and fully displays all information required to be reported pursuant to Tempe City Code, Section 2-701.

[File Expenditure] [Preview Expenditure] [Cancel]

Tempe
City Clerk's Office

6. Click on "Preview Notification" to review the *Notification of Expenditure*.

7. Click on "File Notification" to file the *Notification of Expenditure*.

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

Note: once a *Notification of Expenditure* has been filed, the Lobbyist is subject to expenditure reporting requirements for that calendar year, and must file an *Expenditure Report* between January 1 and January 31 of the subsequent calendar year.

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