

Lobbyist eFiling System Guide Notification of Expenditure for Organizations

- 1. Log in to the Lobbyist eFiling System, at https://lobbyist.tempe.gov.
- 2. Click on the "eFiling" button.



- Click on "Expenditures" for the appropriate Filing Year.
- 4. Select the "Notification" checkbox to display lobbyists who were included on an Exemption Statement.
- 5. Enter information about the expenditure for which the Notification is being provided.
- Click on "Add Expenditure".

(Filing Year	Filing	Peri	od	Туре	Entered By	Registration I	Date		
205	2016	1/1/201	17 - 1	1/31/2017	Amended	Tim Mattix	12/19/2017 9:2	23:00 AM	Expenditures	View Exemptions
POF	2017	1/1/201	18 - 1	1/31/2018	Amended	Tim Mattix	12/19/2017 9:2	22:38 AM	Expenditures	Exemptions
Te	empe.	Lobbyis	t eFi	iling System						tim_mattix@tempe.gov L
Annua	I Lobbyis	st Expend	ditur	e Reports						Main Men
complete form. Notificati	e the form I	enditures a	re rec	on "Add Expend quired to be file ne "Notification"	diture". Once all d within 10 days checkbox, com	Expenditures have b of a lobbyist making plete the form below	een added, click on an expenditure, if th and click on "Add E)	"Preview Expen	diture" to review the foi included on or filed an l ce all entries have been	added, click on "Preview Notification
City Cler Chief Ex CEO Na Busines	Executive Officer/Managing Member or Members ame ss Address City State Zip Fifth Street Tempe AZ 85281									
31 East Fifth Street					ien	npe	AZ	85281		
Expenditures are due annually between January 1 a Expenditure Date Name and Address Cilent Test - 31 Eas				ne and Addres	s on Whose Be	half Expenditure wa	as Made	Nature Of E	xpenditure	
Type of			Воа	irds and Comn	nissions		Public Official Benefiting from Expenditure			
Amount 0.00			Officer/Employee Reported Jane Jones v				v ition ♥	Total of Expenditures: \$0.00		
Add Ex	penditure	Clear								

(continued on next page)

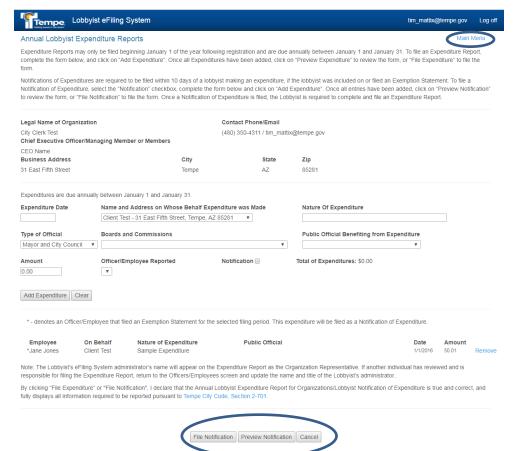
Note: The Lobbyist's eFiling System administrator's name will appear on the Expenditure Report as the Organization Representative. If another individual has reviewed and is responsible for filing the Expenditure Report, return to the Officers/Employees screen and update the name and title of the Lobbyist's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

By clicking "File Expenditure" or "File Notification", I declare that the Annual Lobbyist Expenditure Report for Organizations/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.

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



- 7. Click on "Preview Notification" to review the Notification of Expenditure.
- 8. 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.

