TEXAS ETHICS COMMISSION

P. O. Box 12070, Capitol Station
Austin, Texas 78711-2070

TO: **Monthly Filers of Lobby Activity Reports**
FROM: **David A. Reisman, Executive Director**
DATE: **September 26, 2005**
RE: **New Lobby Reporting Software**

Please find enclosed a CD containing new software that will allow you to file monthly or annual lobby activity reports and lobby registrations. This software contains revisions made necessary by laws enacted by the 79th Legislature and other upgrades. If you are a monthly filer, please install this software and use it to file your October activities report and all subsequent monthly filings and registrations. Annual filers must also use this software for filing annual activity reports and lobby registrations.

Instructions for installing the software are provided below. If you have technical questions about installing the software or filing a report, please call (512) 463-5800 or (800) 325-8506.

INSTALLING THE SOFTWARE ON YOUR COMPUTER

If this is the first time you are installing lobby reporting software on your computer:

1. Load the CD; the installation of the software should start automatically. If the installation does not start, double click on the CD and then double click on setup.exe.

If you have previously installed a version of the lobby software on your computer:

1. Make sure that any previously installed version of the lobby reporting software is NOT running.
2. Load the CD; the installation of the software should occur automatically.
3. If your computer does not install the software automatically, double click on the CD drive, and then double click on the install.bat icon. The program will then install the necessary files to update the software to include the revisions and other upgrades.
4. If a previous version of the software is not found in the default install location, you will see a warning against continuing with the upgrade**. Continuing with the installation when a previous version was not installed in the default location will result in a loss of your data.** Cancel the installation and follow the steps below to manually install the software:

    a) Copy the files lobby.exe from the CD into the folder on your computer where you previously installed the software.
    b) Copy all the files from the xyp folder on the CD into the xyp folder on your computer where you previously installed the software.
    c) Copy the files from the help folder on the CD into the help folder on your computer where you previously installed the software.