

GETTING STARTED WITH THE LOBBY ELECTRONIC FILING SOFTWARE

The Texas Ethics Commission Lobby Electronic Filing Software is designed to allow users to create and file lobby registration reports and lobby activities reports in accordance with Chapter 305 of the Texas Government Code.

ACCOUNT NUMBER AND PASSWORD

Filers must obtain an account number and electronic filing password issued by the Texas Ethics Commission in order to file electronically. You may obtain an account number and password by completing Form [LOBBY PASS](#) and submitting it to the Texas Ethics Commission. This form is available at www.ethics.state.tx.us on the Internet. We will send your password and account number to you after we receive your completed form. Filers who have an account number previously issued by the Ethics Commission will keep that account number and will receive only an electronic filing password.

Your password is different from your account number. You will use both your account number and your electronic filing password to file reports electronically.

LEGAL REQUIREMENTS

The online “HELP” explains most of the legal filing requirements for filing lobby reports. For further information about filing requirements, filers may refer to the [Guide to Lobbying in Texas](#) on our website. Additionally, filers may find the applicable instructions for completing paper reports to be useful. The instructions are also available on our website.

PHONE NUMBERS

You may call (888) 832-5445 during normal business hours if you have technical questions about electronic filing, or (512) 463-5800 or (800) 325-8506 if you have questions about the legal requirements.

INSTALLING THE SOFTWARE ON YOUR COMPUTER FOR THE FIRST TIME

If you downloaded Lobb_210.zip, unzip the file, open the folder where you unzipped it, then double click on the “Install.bat” icon to start the installation program. If you downloaded Lobb_210.exe, double click on the “Lobb_210.exe” icon and the installation will begin automatically. These are the “full install” versions of the software.

An installation screen will appear. Follow the instructions on the screen. **Do not change the default installation folder: C:\Program Files\Lobby Electronic Filing Application.** If you cannot install in the default location, then install in another location and follow the directions at the end of this document for manually upgrading. After you click “Finish,” you may be asked to restart your computer to complete installation. After you restart your computer, this Lobby Electronic Filing icon should appear on your screen:



UPGRADING FROM A PREVIOUS VERSION OF THE SOFTWARE ON YOUR COMPUTER


If you previously installed the Lobby software in the default location on your computer, please make sure it is NOT running, then open the folder where you unzipped the file LobUp210.zip and double click on the “Install.bat” icon to start the installation program. NOTE: IF you downloaded the file LobUp210.exe instead, double click on that file. It will automatically unzip the files into the folder “c:\temp\TX-LFS” and start the installation program.

NOTE: The upgrade will work **only** if you previously installed the Lobby software in the default location of “C:\Program Files\Lobby Electronic Filing Application”. **If you previously installed the Lobby software in a different location, cancel the upgrade and then follow the instructions for manually upgrading at the end of this document.**

STARTING THE SOFTWARE

Start the software by double clicking on the Lobby Electronic Filing icon on your desktop. The main menu will appear.

If there is no Lobby Electronic Filing icon on your desktop, take the following steps:

- Click on 
- Select “Programs” and then select Lobby Electronic Filing Software from the list of programs.

To start the program, click on this icon:



ADDING A LOBBYIST TO THE SOFTWARE

If you have not yet entered any filer information in the software, the top button will be labeled “Add a Lobbyist,” and only the “Add a Lobbyist” and “Exit Program” buttons will be activated. Select “Add a Lobbyist” to enter basic information about a lobby registrant. (If this button is not available on your screen, highlight the word “Lobbyist” on the left side of the screen.) Each document you file will include the information entered here. You may change basic information for purposes of future filings by highlighting the name of the lobbyist on the left side of the screen and selecting “Edit Selected Lobbyist.” (The button labeled “Edit Selected Lobbyist” will not be available unless you have entered basic information about at least one lobbyist and you have the name of the lobbyist highlighted.) The following screen will appear.

Filer ID/Acct #. Enter the account number issued by the Texas Ethics Commission. Be sure to include the three leading zeros.

Entity or Individual. Select “ENTITY” or “INDIVIDUAL,” as applicable. (Although the registration requirements apply to both individuals and entities, an entity that crosses one of the lobby registration thresholds may avoid registration if all activities that would be reportable by the entity are reported by one or more individual registrants. An individual employee of an entity must register if the individual crosses one of the registration thresholds, regardless of whether the entity is registered.)

Enter other information as applicable.

Saving Information. Click on “Save” if the information is correct. After saving, you may click on “Edit” if you need to change filer information, or click on “Close” to return to the main menu.

After you have entered filer information in the software, the lobbyist will be included in a list on the main menu.

Entering Information about More than One Filer. Although many users will enter information about only one filer in the software, it is possible to use the software to store information about and generate reports for more than one filer.

To add a new filer, make sure the word “Lobbyists” on the left side of the screen is highlighted and click on “Add a Lobbyist.” (Note: If a name in the filer list is highlighted the button on the top right side of the screen will read “Edit Selected Lobbyist,” instead of “Add a Lobbyist.”)

ADDING REGISTRATION INFORMATION

To create a lobby registration report, highlight the name of the lobbyist on the left side of the main menu screen and click the “Register to Lobby” button.

Registration Main Screen. Now that you have created a lobbyist in the software, you may begin entering registration information. To activate a screen, click on the button labeled “New.” Enter the appropriate information on the main lobby registration screen, and then click the “Save” button. After you have entered information on the main lobby registration screen, you may enter other information by clicking on the buttons labeled “Subject Matter,” “Form SSN,” “Docket Nos. or Other Designation,” “Employers, Clients,” and “Assistants.”

After you have entered all the appropriate registration information, click the “Close” button to return to the main menu of the software.

PREVIEWING A REPORT

To preview a report, highlight the report on the left side of the screen and click the “Preview a Report” button. You must have Adobe Reader to view a report. If you do not have Adobe Reader on your computer, you may download a free adobe acrobat reader from the website: <http://www.adobe.com/>

FILING A REGISTRATION

To file a registration, highlight the registration on the left side of the screen and click the “File a Document” button. In the window that appears, highlight the registration again and click the “File Registration” button. On the “File Report” screen, type the name of the registrant in the “Name” field.

There are two options available for filing the registration report electronically.

File Report Online. If you choose to file your report online, you must also pay your registration fee online with a credit card or an electronic check. The credit cards accepted are Visa, MasterCard, American Express, and Discover. There is a convenience fee for each payment made online. (To avoid the convenience fee, you may choose to file your registration electronically by copying it to a CD or floppy diskette and paying with a paper check. See information on this filing method under “File Report on CD/Disk” on the next page.)

Click “File Report Online,” and then choose the method of electronic payment and click “Continue.” The payment options screen will appear:

The screenshot shows a web browser window titled "Texas Ethics Commission - Lobby Reporting". Inside the browser, there is a "cPay" frame containing the "Texas Ethics Commission Lobby Registration Fee - Credit Card Payment" form. The form has several input fields: *Bill Name, *Billing Address, *City, *State (dropdown), *Zip Code, Home Phone, *Card Type (dropdown), *Card Number, *Expiration Month (dropdown), and *Expiration Year (dropdown). Below the form, there is a note: "* - Required Field" and "Please note that there is a convenience fee in addition to the Lobby Registration fee for each electronic payment transaction." followed by a fee breakdown: "Lobby Registration Fee: \$500.00 Electronic Payment Fee: 11.75 Total Fees: \$511.75". At the bottom of the form, there are two buttons: "Submit Payment" and "Close".

Enter either the credit card information or the checking/savings account information and click “Submit Payment.” You may click “Yes” or “No” to print the payment confirmation, and then click “OK.”

On the “File Report” screen, enter the password issued by the Texas Ethics Commission in the “Password” field. Then re-enter the password again for verification. Enter your e-mail address in the “E-mail” field and click “OK.”

The first time you file electronically using the Internet, a window may appear requesting the generation of random bits. Place your mouse in this window and keeping it in the window, move the mouse quickly until the bar at the bottom of the window moves completely from left to right.

A window will open. You will receive a message that your filing succeeded or failed. Note the confirmation number (TXL-xxxxxx).

If your filing did not succeed, call our office at (800) 325-8506 for technical assistance.

You will receive an acknowledgement of your registration at the e-mail address you provided.

File Report on CD/Disk. If you want to file your registration report electronically by CD or diskette, click on “File a Report on CD/Disk” on the “File Report” screen. Enter the password issued by the Texas Ethics Commission in the “Password” field. Then re-enter the password again for verification. Select the drive where you want to save the electronic filing. This can be the C:\ drive or the A:\ drive (3.5” diskette). You cannot copy the report directly to a CD or optical drive. Save the file first to the C:\ drive if you wish to submit a CD, the software will not automatically copy and burn files to CDs.

Click “File Report.” Click “OK,” then click “Yes” to mark the report as filed.

Remember to mail or hand-deliver the CD or diskette with the report to the Texas Ethics Commission. (If applicable, you must also send the registration fee.) Please be sure to label the CD or diskette with the lobbyist’s name, TEC account number and contact email or phone number.

Please see the “FREQUENTLY ASKED QUESTIONS” section in the “ELECTRONIC FILING INFORMATION FOR LOBBYISTS” section at www.ethics.state.tx.us on the Internet.

HOW TO MANUALLY UPGRADE if software is not installed in “C:\Program Files\Lobby Electronic Filing Application” Copy the following files from the folder where you unzipped the LobUp210.zip file to the folder where you installed the software on your computer. NOTE: If you downloaded LobUp210.exe instead, it will automatically unzip the files into the folder “c:\temp\TX-LFS.”

File location (or unzip location)	Your folder (if other than C:\Program Files\Lobby Electronic Filing Application)
c:\temp\TX-LFS \Lobby.exe	Lobby.exe
c:\temp\TX-LFS \disclose.dll	disclose.dll
c:\temp\TX-LFS \ipwss14.dll	ipwss14.dll
c:\temp\TX-LFS \Md5_32.dll	Md5_32.dll
c:\temp\TX-LFS \pgpw2x_32.dll	pgpw2x_32.dll
c:\temp\TX-LFS \pgpwck_32.dll	pgpwck_32.dll
c:\temp\TX-LFS \smp1pgp_32.dll	smp1pgp_32.dll
c:\temp\TX-LFS \xyp*.* (all Files)	xyp*.*
c:\temp\TX-LFS \help\lobhelp.hlp	help\lobhelp.hlp