

LOBBYIST ON-LINE REGISTRATION INSTRUCTIONS

Begin at the Lobbyist Online Registration and Reporting System homepage:

<http://www.leg.state.nv.us/App/Lobbyist/A/Default.aspx>

- Create your account by entering your first name, last name, email address, username, password and security question and answer.
Note: *Your username and password will be used to log into the system for all future use of the website.*
- Click on the *Create User* button, then click on the *Continue* button.
- You are now logged into the system.
- To register to become a lobbyist, click on the link: *click here to continue your registration.*
- The lobbyist registration is presented in 8 steps.

<u>Step 1</u> Welcome	Click one of the buttons to select your registration category. Then click on "next" at the bottom of the page.
<u>Step 2</u> Review Documentation	Open and read each of the documents provided in the links. To close a document, click on the (X) at the top right corner, then click on "Close current tab" to continue. You must review each document.
<u>Step 3</u> Provide Name and Address	Fill in the boxes with your name and address. This information will be displayed on our public website. Click on the <i>Submit</i> button when you have completed this form, then click "next" at the bottom of the page.
<u>Step 4</u> Organizations/Employers Represented	Select employers from previous session by clicking in the dropdown box and clicking "add". You can add multiple employers. If your employer is not listed, click the box " NOT AVAILABLE IN THIS LIST, " and complete the form. Click on " Add Employer. " When finished, Click on Done Adding Employers. Then click "next"
<u>Step 5</u> Associations and Partnerships	If you have Associations and Partnerships, complete the form. If not just click on the <i>Submit</i> button, then click "next"
<u>Step 6</u> Legislator Services	If you provided Legislator Services (read the explanation), complete the form. If not just click on the <i>Submit</i> button, then click "next"
<u>Step 7</u> Interest Categories	Use the drop down box to select interest categories. Click on "Submit" after each selection. Click on the <i>Done Adding Interest Categories</i> button when you have completed this process.
<u>Step 8</u> Declaration and Payment	Please read the declaration page carefully. Click in the box to agree and submit. Once your registration is submitted, changes to your personal data can only be made by staff (Room 1140). You will then be directed to the payment page where you can pay your fees by credit card or choose to pay by check.