US HOUSE OF REPRESENTATIVES
OFFICE OF THE CLERK

Lobbying Disclosure Electronic Filing System
Public User Guide

Contents

Introduction

About This Manual

This manual will explain the filing requirements for the Lobbying Disclosure Act and provides step by step instructions for completing and filing electronic Lobbying Disclosure forms. Online tutorials that demonstrate working with the forms, signing, and filing them are also available in the Help section of the Office of the Clerk Lobbying Disclosure website.

Lobbying Disclosure Filing Requirements

Lobbying registrations and reports of income and expenses are filed with the Clerk of the House pursuant to the Lobbying Disclosure Act of 1995 (PL104-65), and its predecessor, the Federal Regulation of Lobbying Act (1946).

The Lobbying Disclosure Act of 1995, as amended (2 U.S.C. § 1601 et. seq.), requires lobbying firms and organizations to register and file reports of their lobbying activities with the Secretary of the Senate and the Clerk of the U.S. House of Representatives. E-Filing services are available to both new and existing registrants. Using E-Filing, users may

- Register for the first time for lobbying;
- Add a new client for an existing registrant;
- Amend a current registration for a registrant/client;
- File a report for any reporting period beginning no earlier than July 1, 2004 (Year-End 2004 Report or later); or
- File an amended report for any reporting period beginning no earlier than July 1, 2004.

Form LD-1DS is used for initial registration under Section 4 of the Act (2 U.S.C. § 1603). Form LD-2DS is used for complying with the semiannual reporting requirements of Section 5 of the Act (2 U.S.C. § 1604).

Where to File Forms

Lobbying Registration (LD1-DS) and Lobbying Report (LD2-DS) forms must be filed with the offices listed below.

Clerk of the House of Representatives
Legislative Resource Center
B-106 Cannon House Office Building
Washington, DC 20515

Secretary of the Senate
Office of Public Records

232 Hart Senate Office Building
Washington, DC 20510

Registrants must file both forms electronically with the Office of the Clerk of the U.S. House of Representatives. Registrants may file new client registrations, amended registrations and lobbying report forms electronically with the Secretary of the Senate, but they do not accept new registrant registrations electronically; they must be filed on paper.

Review and Compliance

The Secretary of the Senate (Office of Public Records) and the Clerk of the House (Legislative Resource Center) shall review, verify, and request corrections in writing to ensure the accuracy, completeness, and timeliness of registrations filed under the Act.

Whoever knowingly fails: (1) to correct a defective filing within 60 days after notice of such a defect by the Secretary of the Senate or the Clerk of the House; or (2) to comply with any other provision of the Act, may be subject to a civil fine of not more than $50,000.

Public Availability

The Lobbying Disclosure Act of 1995 requires the Secretary of the Senate and the Clerk of the House of Representatives to make all registrations and reports available to the public as soon as practicable after they are received.

The Office of the Clerk provides the availability of filed reports from the Legislative Resource Center.

Registration Requirements

Lobbying firms, (i.e., entities with one or more lobbyists), including self-employed individuals who act as lobbyists for outside clients, are required to file a separate registration for each client. Organizations employing in-house lobbyists file a single registration.

A lobbying firm is exempt from registration for a particular client if its total income from that client for lobbying activities does not exceed and is not expected to exceed $6,000 during a semiannual period. An organization employing in-house lobbyists is exempt from registration if its total expenses for lobbying activities do not exceed and are not expected to exceed $24,500 during a semiannual period.

Filing Deadlines

Registration is required no later than 45 days after a lobbyist first makes a lobbying contact or is employed or retained to make a lobbying contact.

Registration Amendments

A registrant must immediately file an amended Form LD-1DS: (1) if notified of an error in the original filing by the Secretary of the Senate or the Clerk of the House of Representatives; or (2) if incorrect information is discovered by the registrant. Once registered, updated information (name and address changes, new lobbyists, new issue area codes, etc.) should be disclosed in the registrant's next semiannual report.

Terminating Registrants or Clients

A registrant terminates by submitting a completed LD-2DS report, indicating the termination date, no later than 45 days after the end of the reporting period in which it terminates.

Activity Report Requirements

Active lobbying registrants should file a report for the semiannual period for which it initially registered. This would be the effective date of registration and for each semiannual period thereafter, including the reporting period during which it terminates. Lobbying firms, i.e., entities with one or more clients, including self-employed individuals who act as lobbyists for outside clients, are required to file a separate report for each active client covered by a registration. Organizations employing in-house lobbyists file a single report for each semiannual period.

Filing Deadlines

The semiannual report is required no later than 45 days after the end of each semiannual period beginning on the first day of January and the first day of July of every year as long as the registrant remains active. The filing deadlines for lobbying reports are:

- August 14 or the next business day for January 1 – June 30 mid-year reports;
- February 14 or the next business day for July 1 - December 31 year-end reports.

Filing Amended Reports

A registrant should immediately file an amended Form LD-2DS: (1) if notified of an error in the original filing by the Secretary of the Senate or the Clerk of the House of Representatives; or (2) if incorrect information is discovered by the registrant. Once registered, updated information (name and address changes, new lobbyists, new issue area codes, etc.) should be disclosed in the registrant's next semiannual report.

Overview of the E-Filing Process

Forms and Processing

The Lobbying Disclosure Electronic Filing System allows filers to complete Lobbying Disclosure Registration and Reporting forms using Acrobat Reader on their computer and sign the forms with an authorized digital signature certificate from a web browser. When the forms are signed and saved they are submitted to the Office of the Clerk online from the browser. Using the same forms, registration amendments and reporting forms can also be submitted to the Secretary of the Senate electronically using a browser. Forms can be printed before they are signed and the Secretary of the Senate will accept paper copies of all forms filed electronically with the Clerk of the House.

These forms simplify compliance with the Lobbying Disclosure Act requirements as they validate the content before submission to ensure that required information is completed, and display instructions as they are being completed. The requirements to file Lobbying Disclosure forms electronically are listed below. Please review these steps before you begin working with the forms to ensure you are configured to file electronically.

Computer Configuration

Deciding Which Computer Will Be Used

The electronic filing system requires that a digital signature be obtained and downloaded onto the computer from which the filings will be submitted. It is important to decide who will sign the filings, and then select the appropriate computer for installation of that digital signature.

The Legislative Resource Center accepts the signature of any person approved by the registrant to sign the registration or report forms.

The computer to be used for form preparation and filing must have:

- A web browser (Internet Explorer version 5.0 or higher, Netscape version 7.0 or higher, or Firefox version 1.0 or higher);
- System configuration sufficient to run Adobe Reader software;
- Adobe Reader version 6.0.2 or higher, and;
- An internet connection.

It is possible to download and prepare a form at one computer, save it to a network folder or send it to another person, then sign, save and submit the form from a second location.

Obtaining an ACES Digital Signature Certificate

***NOTE:** Processing your application can take as little as 2 - 4 days. However, due to the identity and verification requirements, the entire process (from application to receipt of the digital signature certificate) can take as long as 1 to 2 weeks.*

The ACES Digital Signature program is a GSA initiative to assist in implementation of electronic filing with federal government agencies. The ACES digital signature certificate is the only type accepted by the Legislative Resource Center for Lobbying Disclosure filings.

Several ACES vendors provide digital signature certificates for the Lobbying Disclosure Electronic Filing System. A list of participating vendors is available on the Office of the Clerk website.

When you have selected a vendor, follow the vendor instructions to apply for a certificate. Once your application has been approved, follow the vendor instructions to download and install the certificate.

For more information on ACES vendors: Clerk.House.Gov/pd/Obtaining a digital signature

Checking Adobe Reader Version

Adobe Reader is required to use the Lobbying Disclosure forms. These forms work in version 6.0.2 through version 7.08.

Please see Required Software for more information

About ACES Digital Signatures

In order to facilitate electronic filing with government agencies, the General Services Administration (GSA) has implemented the Access Certificates for Electronic Services (ACES) program. The Office of the Clerk has approved the use of ACES digital signatures on Lobbying Disclosure registrations and reports.

With handwritten signatures, a person who accepts a written signature on a check or important document may require identification and compare the signature on the identification document with the signature on the new document. Signing before a notary public gives a higher level of authentication because an official verifies the signer's identity. Both are processes of verifying identity.

Digital signatures are now accepted as the electronic equivalent of an individual's verified written signature because they combine a process and a technology of identity verification.

An individual who wants to use a digital signature applies for a digital signature certificate from a certificate authority (CA). The CA uses various means to verify the individual's identity -- the process component. The more thoroughly the CA verifies the identity of the individual, the higher the level of trust given to the digital signature.

The certificate authority creates an electronic signature and issues one part of the digital signature to the individual and stores the other part to allow electronic validation -- the technology component.

Digital signatures consist of a pair of separate secure encrypted data components known as the 'public key' and the 'private key'. The public key, or identity key, is held by a certificate authority, which may be an authorized private vendor or a public agency. The private key, or signature key, is stored on an individual's computer.

When the individual who has access to the secure private key attaches it to a document and submits it to an agency, the private key is sent electronically to the certificate authority. If the public and private keys match, the signature is validated.

For agencies using the ACES program, the only certificate authorities that may issue ACES certificates are those authorized by GSA under the ACES contract as official ACES vendors. For more information on the GSA ACES Program, please visit http://www.gsa.gov/aces/.

The ACES program authorizes two types of certificates. They are:

- Transaction-based certificates, which are specific to one agency and require an agency code as part of the application; and

Subscription-based certificates, which are purchased by an individual and may be used with any agency adopting a subscription-based digital signature filing program. The Office of the Clerk has adopted the subscription-based program for Lobbying Disclosure filing.

Contact Information

If you are experiencing technical difficulties, or if you need more information on completing or filing your Lobbying Disclosure forms, please contact the appropriate offices listed below.

Clerk of the House of Representatives
Legislative Resource Center
B-106 Cannon House Office Building
Washington, DC 20515
(202) 226-5200

Secretary of the Senate
Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510
(202) 224-0758

Required Software

Applications and Forms

Adobe Reader is required to use the Lobbying Disclosure forms. Several changes were made to the filing process so that Lobbying Disclosure forms can be completed and filed using Adobe Reader 7. If you have upgraded to Adobe Reader 7, you should use the latest version of the Lobbying Disclosure forms for your filings. If you are still using Adobe Reader 6.x, and you have previously filed electronically, you can continue to use older versions of the forms.

Listed below are the Lobbying Disclosure Form requirements for Adobe Reader:

LD Form Version	Reader 6.0.2 – 6.0.4	Reader 7.0.0 – 7.0.8
Version 4.04	X	
Version 4.05	X	
Version 4.06	X	
Version 4.07	**X**	**X**

Currently, Adobe Reader runs on both the desktop and in browsers versions of Internet Explorer, Firefox, and Netscape that meet the minimum Adobe Reader system requirements.

For more information on Adobe Reader system requirements:
http://www.adobe.com/products/acrobat/acrrsystemreqs.html

If you have previously filed your forms using Adobe Reader 6.0.2 – 6.04, and you have not upgraded Adobe Reader to version 7, you may continue to use the forms you have already downloaded to file electronically.

If you have filed previously, but upgraded to Adobe Reader 7, you MUST use version 4.07 to file electronically. The only modifications that have been made to this version of the forms relate to the signing and filing process. The steps to download, save, and complete the forms remain the same.

For more information on form changes, please review the Signing and Filing Forms section of this manual

If you are a new electronic filer, it is highly recommended that you review all of the instructions in this user manual before you download the forms and begin working with them.

Verifying Adobe Reader Version

To verify the version of Adobe Reader installed on your computer:

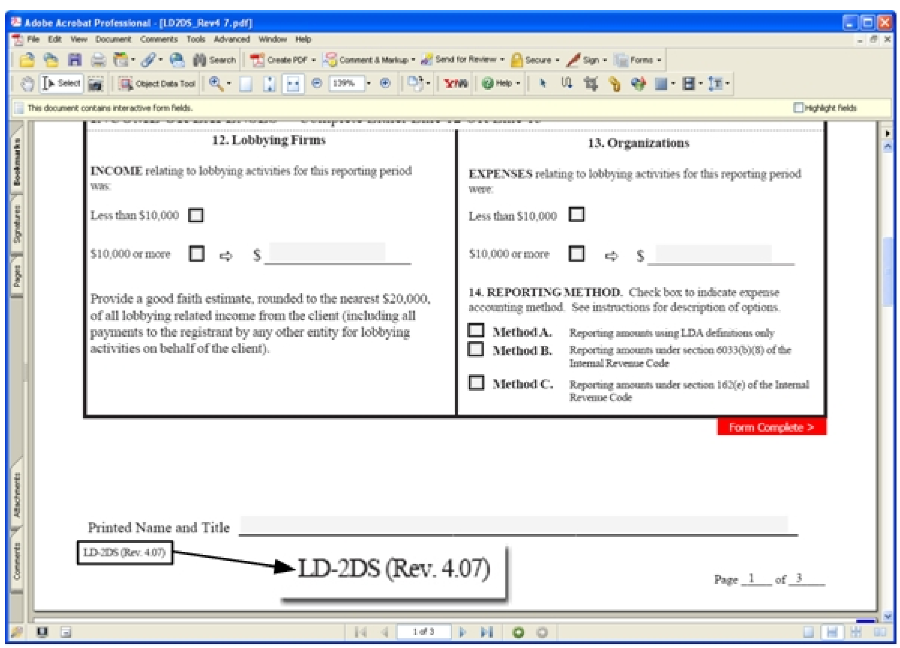
You can also use these steps in Adobe Acrobat.

- Open the **Adobe** program;
- Select **About Adobe Reader** on the **Help** menu;

- The version of the program will be listed in the **About** window.

Verifying Lobbying Disclosure Form Version

All Lobbying Disclosure forms have a version number in the bottom left hand corner of each page, as shown below:



Working with Forms

The steps regarding form features, functions, and completing Lobbying Disclosure forms described in this section of the user manual are the same regardless of whether you are working on a PC or a Macintosh and applies to all versions of the forms and Adobe Reader. Any discrepancies that may occur between versions of either the form or Adobe Reader will be listed in the notes section on the left hand side of the page.

The examples in this section were created using Microsoft Windows. Filers using Macintosh computers will have different screens for browsers and locating forms that will not be displayed in this section.

Managing Your Forms and Filings

To ensure that you can easily locate your forms, it is recommended that you select a location and naming convention before you begin. The following suggestions may assist you in determining the best way to manage your forms:

Please consult your IT Support staff for additional information on choosing the right location to store your forms.

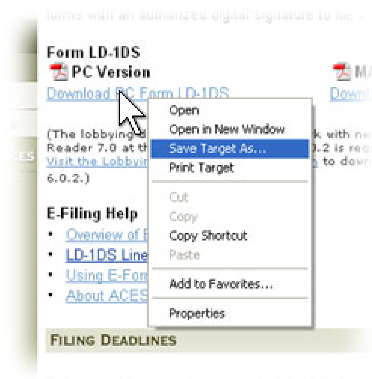
- Do not store your forms on your desktop. Store them in single folder so you can locate all versions of your forms easily;
    - If you are working on a PC, most browsers automatically select the My Documents folder when the document is saved. Using this folder will make your forms easy to locate but they may not be selected for backup the way a network drive usually is;
    - If you are working on a Macintosh, use Finder to select a location and create a folder to store your forms;
- Create a naming convention to help you distinguish between template, completed, and signed forms:
    - Use Lobbying Disclosure Forms as the primary folder name for storing downloaded and saved forms;
    - Use Clientname_template for reusable forms;
    - Use Filingperiod_ clientname for completed forms;
    - Add the text _signed when you save a copy of the form after signing it;
- Download the forms from the Clerk’s website instead of opening them in a browser.

Downloading Forms

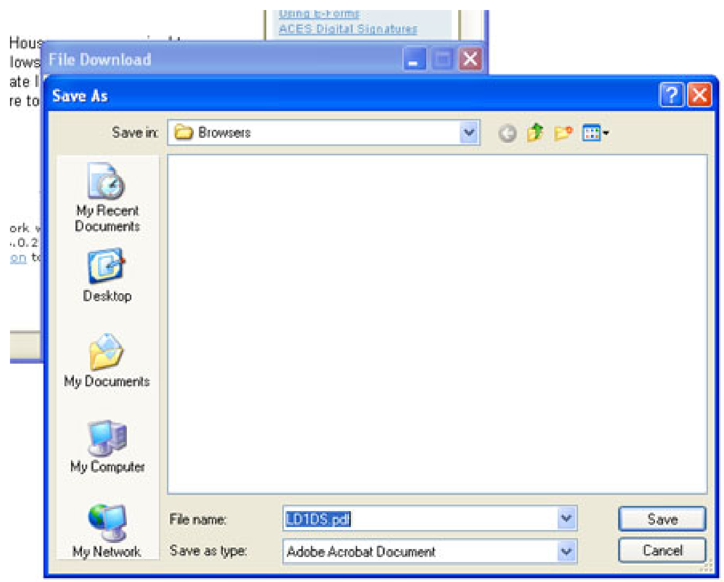
*NOTE: Different browsers use similar names for this function, such as **Save Link As**, **Save Link Target As**, or **Download Linked File As**.*

Please select the appropriate function from this menu to save the form on your computer.

- Locate the name of the form you want to download from the Office of the Clerk website;



- **Right click** on the form name if you are using a PC, or;
- Press **CTRL + click** on the name if you are using a Mac, and;
- Select Save Target As:



A window is displayed that allows you to navigate to the location where you want to save your form;

- Modify the form name, if needed, and click the **Save** button.

The saved form is now available for you to use in either Adobe Reader or in a browser.

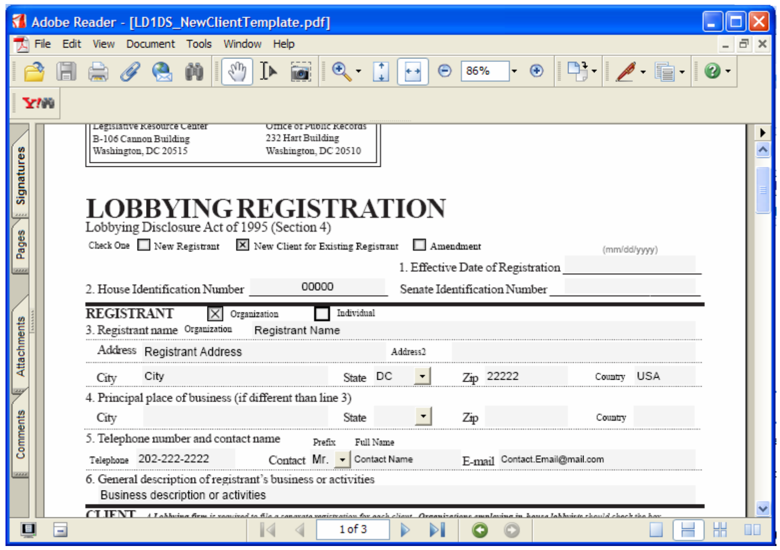
Using Form Templates

You can create and reuse form templates to avoid common filing problems, such as wrong House ID numbers or misspelled registrant or client names.

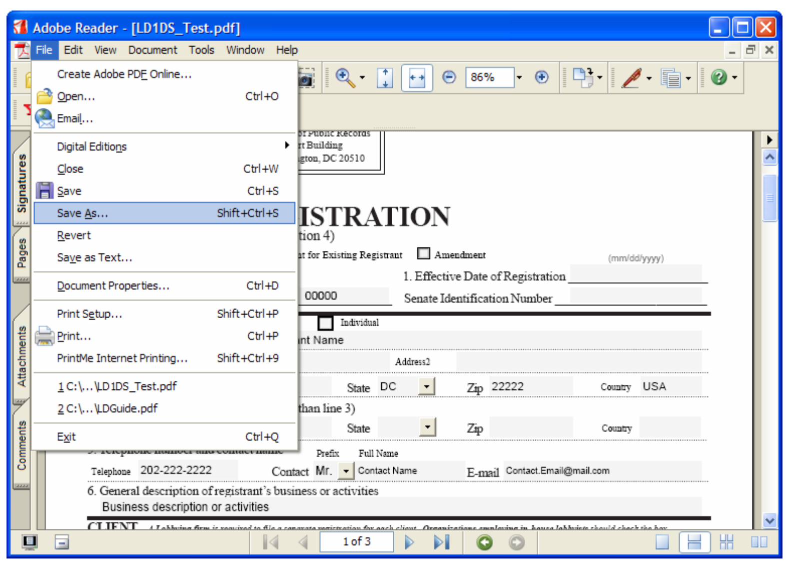
To create a template:

The forms listed in this manual are examples only. The steps can be used for both the LD1 and LD2 forms.

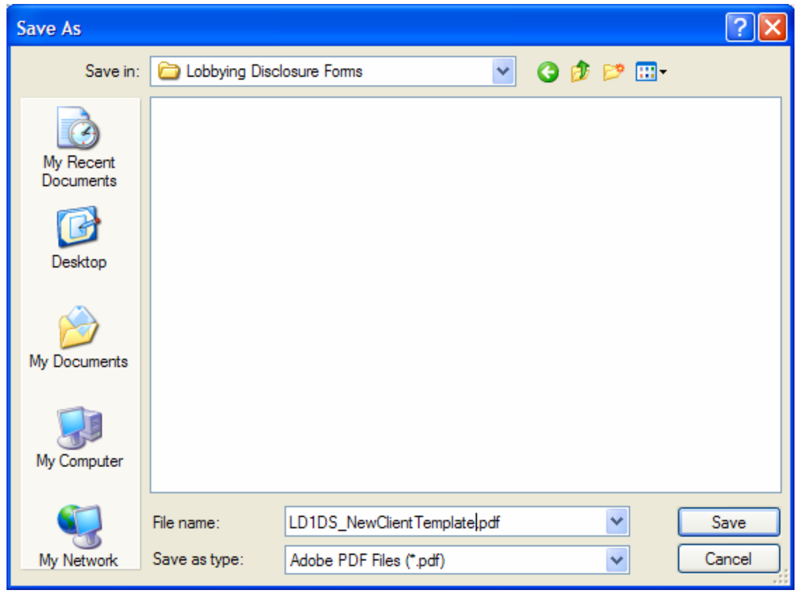
- Open the form and complete the fields on page one;



- Select **Save As** on the Adobe Reader **File** menu, or click the **Save a Copy** button on the browser;



- Save the form using the appropriate naming convention;



- Click the **Save** button.

To reuse a template:

NOTE: It is important to perform these steps BEFORE you begin working with the form to ensure the template does not get modified.

- Open the template you want to use in **Adobe Reader**;
- Select **Save As** on the **File** menu and give the form a unique name according to your naming convention.

Form Stages, Navigation, and Functions

It is recommended that you become familiar with the features and functions of the Lobbying Disclosure forms before you begin working with them. Understanding how they perform will help you avoid commonly reported problems with completing and filing forms.

Stages

Forms have two states; the Edit mode and the Filing mode. When a form is downloaded from the Clerk's website, it is in Edit mode. You can create templates and complete the form in this state. When the form is ready to be filed, the Form Complete process will change it to Filing mode so that it can be signed and submitted electronically.

You can determine the state of your form by reviewing the buttons that are available when you are working on it.

Navigation

Navigation buttons are blue and appear where appropriate in the form. They will help you navigate to set locations on the form.

- Go to Form Complete button:

This button is located at the top right hand corner of every page and will allow you to jump to the 'Form Complete' button;

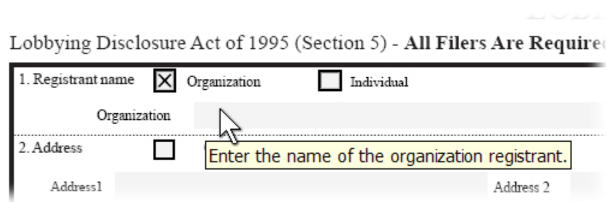
- Adobe **Page Number** and **Scroll** bars:

You can use the Adobe Reader paging buttons that appear at the bottom of the screen to page forward or backward, select a specific page number, or jump to the beginning or end of the form. You can also use the scroll bars on the right hand side of the window to move up and down.

Functions

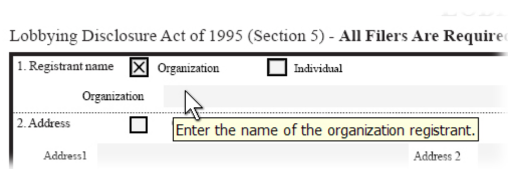
Forms have several functions that will simplify preparation and increase accuracy in your filings:

- Instructions have been added to form fields:



To display help, simply hold your cursor over the field you want more information about;

- Alerts are displayed automatically if you enter data incorrectly or make an invalid selection on the form;



- The form checks the data entered for compliance with filing requirements and alerts the filer about problems that must be fixed;
- Dynamic features allow extra pages to be added for information that will not fit on the basic form;
- When the form is complete and the data validated, it can be signed with a digital signature submitted electronically;
- The form can also be used by filers who want to complete the form on a computer and then print and submit by mail or hand delivery.

NOTE: *Paper filings are no longer accepted by the House. You must, however, file new registrations with the Senate on paper.*

All functions to complete and file your forms have been built in and are available using buttons that are located in pertinent locations throughout the form. Functionality will vary based on the state of your form. Forms are downloaded in the Edit mode, and changed to Filing mode by the Form Complete process.

Form Reset

- Form Reset:

NOTE: If you have added additional pages to your form, they will be deleted.

This orange button is visible in the top right hand corner of Page 1 until your form is signed:

Clicking this button will remove all data in the form and resets the fields to edit mode.

Edit Mode Buttons

You can create templates, or edit your form while it is in the edit mode. The buttons listed below are available to assist you in moving to another location in the form, to add more information or to add addendum pages when you do not have room for all of the information.

- **Add** more data:

These blue buttons are located directly above the fields where you can add additional information;

- **Add** more pages:

NOTE: If you add pages to your document and don't use them, DO NOT DELETE THE PAGE MANUALLY. The Form Complete process will delete them for you before you print or file the form.

These orange buttons are located directly above the fields where you can add additional pages. If you are adding a new issue page on the LD2-DS form, it is located at the end of the page;

- **Form Complete**:

NOTE: Printing is a step in the Form Complete process.

This red button initiates a multi-step process that validates the form and prepares it for printing and electronic filing.

While most functions work the same on both forms, there are several conditions on each form that will behave differently.

- On the LD1 form, supplemental information can only be added on the third page;
- On the LD2 form, you can add addendum pages for Specific Lobbying issues and Lobbyist fields on a Lobbying Activity page until you are ready to add a new one. When the new Activity page is added, the buttons to insert addendum pages from the previous Activity page are removed.

Please see Preparing Forms for Electronic Submission for more information

Filing Mode Buttons

The buttons listed below are available when the Form Complete process has finished. They will help you sign and file your form electronically or return the form to Edit Mode. These buttons are grouped together and listed at the end of Page 2 on the LD1-DS form and at the end of page 1 on the LD2-DS form.

- Filing Instructions:

  The blue 'I' button displays additional instructions to file your form electronically;

- Edit Form:

  The gray Edit Form button removes the signature line and filing buttons and displays the add information and page buttons;

- Signature Line and File with House:

  The red arrow on the signature line allows you to insert your digital signature certificate. The gray File with House button displays the Form Upload Page after you have signed your form so that you can submit it electronically to LRC;

- Senate Password and File with Senate:

  The Senate Password text field allows you to enter your assigned Senate password. The gray File with Senate button is active after you have entered your Senate Password so that you can submit the filing electronically to OPR.

Please see Signing and Submitting Forms Electronically for more information

Completing Forms

General Guidelines

To avoid the most commonly reported problems, it is recommended that you adhere to the guidelines listed below when you work with Lobbying Disclosure forms:

If you use Adobe form features you will corrupt your document and you will have to start all over again with a blank form.

- DO NOT use the Adobe features to manage pages or sign your form:

  The forms have built in functions to add and remove pages, certify the document, and sign it;

- ALWAYS review and follow the instructions that pop up in message boxes on the screen:

  The form will tell you if there is a problem that must be resolved before it can be filed;

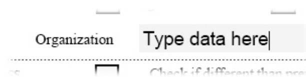
Entering Form Content

To complete your forms:

- Locate the form you want to work with;
- Double click on the form name to open it in **Adobe Reader**, and;
- Complete the fields for each page by:

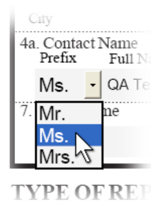
You may also copy and paste material from other documents into text fields.

  - Clicking on text fields and typing the information;



  - Selecting options from a checkbox by left clicking on the box, and;

  - Selecting values from pull down lists by left clicking on the menu;



To move to the next field, press the tab key or click on the field with your mouse. In some cases, your selection may control the movement of the cursor to the next appropriate field.

It is recommended that you use the Form Complete process to validate your form when it is complete to ensure that all required fields are completed.

Please see Appendix A - Completing the LD-1 form and Appendix B - Completing the LD-2 form for detailed instructions on completing form fields

Understanding House ID Numbers

When a new lobbying firm, or individual, registers with the House, a unique ID is created for that registrant. Each time a new client is registered for that registrant, a sequential 3 digit number is created and combined with the registrant ID to create the House ID for that client, as shown in the example below:

Complete House ID number:	12345	678
(8 digits)	Registrant ID (First 5)	Client ID (Last 3)

For example, lobbying registrant K Street Incorporated has three clients: Constitution Group, Independence Group, and Democracy Group. K Street Incorporated's House ID numbers are as follows:

Registrant Name: K Street Incorporated 12345

Client Name:	House ID:
Constitution Group	12345000
Independence Group	12345001
Democracy Group	12345002

Notice that the first 5 digits in this example remain the same, since all three clients are registered for the same lobbying firm.

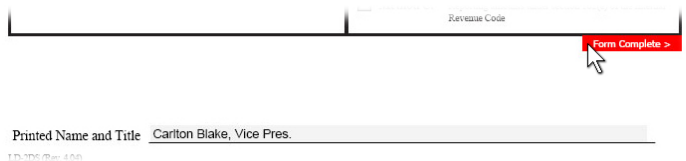
When you register a new client, you will use the first 5 digits, which is the registrant portion of your House ID. When you file a lobbying activity report, you will use the full 8 digit House ID for each client.

Validating Forms

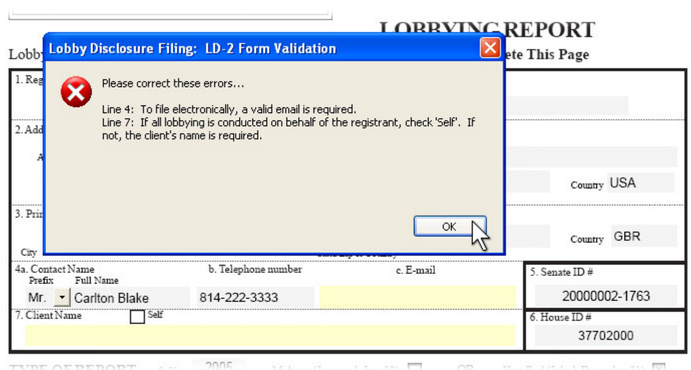
When you have completed your form, you should validate and save it. This will delete blank pages in your form, ensure that all required fields are complete, verify that your entries are formatted correctly. After your form has validated, save it so that it can be filed electronically.

To validate forms:

- Click the **Form Complete** button;



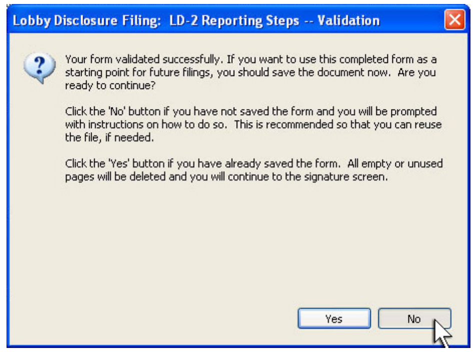
A validation process is initiated that checks the required entries on your form for errors.



If there are errors in your form, they are displayed in a message and highlighted in yellow on your form;

You may repeat this process until all the entries have been corrected.

- Click the **OK** button when have finished reviewing the errors. Your cursor will be returned to the first field that needs to be corrected;
- Click the **Form Complete** button again when you have corrected all the entries in your form;



When there are no errors in your form a message is displayed that validation was successful.

- Click the **No** button;
- Click the **diskette** icon, or select **Save** from the **File** menu.

A complete, saved version of your form is now ready to be filed. If you experience problems signing or filing your form, you can always go back to the completed form and file it again.

Preparing Forms for Filing

The steps to prepare a Lobbying Disclosure form for electronic submission are the same regardless of whether you are working on a PC or a Macintosh. This applies to all versions of the forms and Adobe Reader. Any discrepancies that may occur between versions of either the form or Adobe Reader will be listed in the notes section on the left hand side of the page.

The examples in this section were created using Microsoft Windows. Filers using Macintosh computers will have different screens for browsers and locating forms that are not displayed in this section.

General Guidelines

To avoid the most commonly reported problems, it is recommended that you adhere to the guidelines listed below when you work with Lobbying Disclosure forms:

- USE THE FORM COMPLETE BUTTON TO INSERT YOUR SIGNATURE:

  The Form Complete process will insert the signature line and filing buttons for you. If you use the Adobe 'Sign' function in the toolbar your form will not be accepted.

The Form Complete Process

The Form Complete process performs three important functions to prepare your form for electronic filing:

- **Validation** – Document entries are checked for compliance with filing requirements and ensures that fields are completed correctly;
- **Form Preparation** – Blank pages and editing buttons are removed so that the document can be printed and submitted electronically;
- **Filing** – Inserts the current date in the Signature Date field and displays the signature line and filing buttons so you can sign and submit your form.

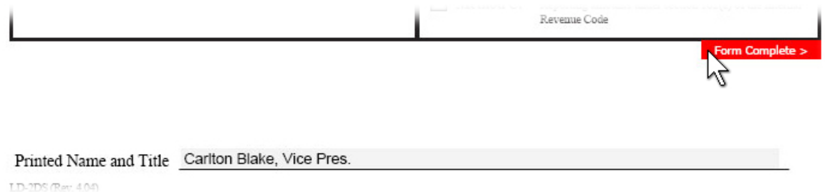
If you are working on a PC, you can run the Validation and Form Preparation processes in Adobe Reader, but you must open the form in the browser to prepare the form for electronic filing. When you are ready to file it, open the completed form in a browser and run the entire Form Complete process.

See Appendix E for more information on opening forms in a browser

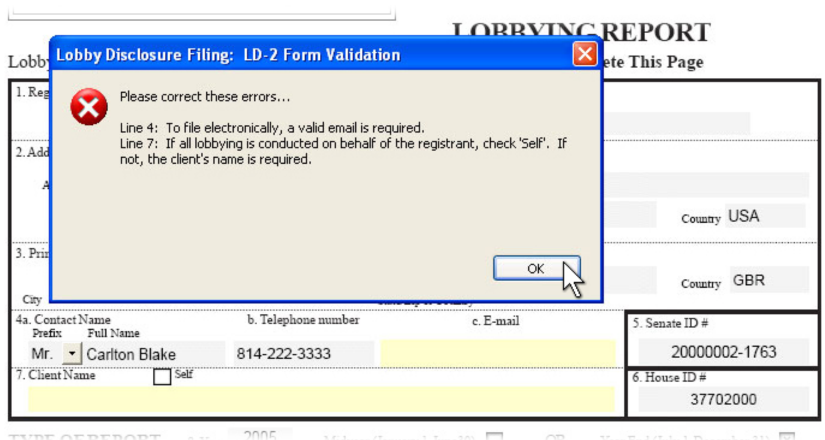
If you are working on a Mac, you can run the entire Form Complete process in Adobe Reader.

To prepare your form for filing:

- Click the **Form Complete** button;



A validation process is initiated that checks the required entries on your form for errors.

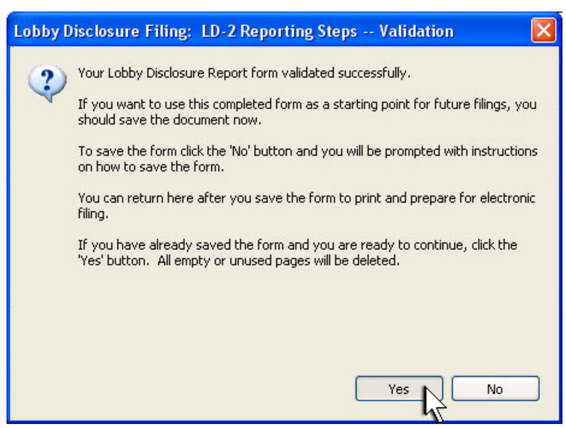


If there are errors in your form, they are displayed in a message and highlighted in yellow on your form;

You may repeat this process until all the entries have been corrected

- Click the **OK** button when have finished reviewing the errors. Your cursor will be returned to the first field that needs to be corrected;
- Click the **Form Complete** button again when you have corrected all the entries in your form;

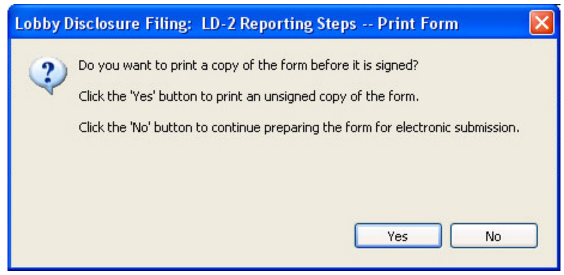
NOTE: If you made changes to the form, it is recommended that you click the ***No*** *button and save the form to ensure you have a completed version before you file it.*



When there are no errors in your form, a message is displayed that validation was successful;

- Click the **Yes** button:

__NOTE:__ If you are using Adobe Reader 7.x, blank pages are not deleted. DO NOT DELETE THEM MANUALL. Your form can still be filed electronically.

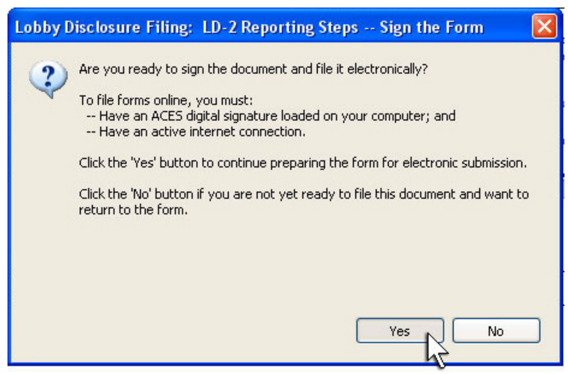


All blank pages, labels, and editing buttons are removed and a message is displayed asking if you want to print the form;

- Click **Yes** if you want to print the form, or;
- Click **No** to continue without printing;

__NOTE:__ At this point blank pages cannot be re-inserted but you can edit existing pages.

If you are working on a PC and your form is open in Adobe Reader, the process is stopped and a message is displayed telling you that you must open the form in a browser.



A final message is displayed asking you if you are ready to file your form;

- Click **No** if you want to return to the form;
- Click **Yes** to continue;

A message may be displayed telling you that the form has been scrolled and zoomed to the field where the digital signature will be attached;

- Click **OK**;

The signature line and filing buttons are displayed;

- **Save** the form.

You are now ready to file your form with the Senate or sign and file your form with the House.

Signing and Submitting Forms

To file your Lobbying Disclosure forms electronically you must have an ACES digital signature, a browser, and an internet connection. If you are filing electronically with the Senate, you must have a Senate password. The steps to submit forms vary depending on whether you are working on a PC or a Macintosh computer and which version of the form you are using.

See Applications and Forms for more information

General Guidelines

To avoid the most commonly reported problems, it is recommended that you adhere to the guidelines listed below when you file Lobbying Disclosure forms:

- CLICK THE RED ARROW ON THE SIGNATURE LINE TO INSERT YOUR SIGNATURES:

  If you try to sign your document using the Signature Tab under Bookmarks in Adobe, you will disable the filing functions on your form.

- DO NOT USE PERSONAL SIGNATURES:

  You must use an ACES Digital Signature to file your form with the House;

- SAVE THE FORM BEFORE YOU SIGN IT:

  If you have problems filing it, you can go back to the completed version and insert the filing buttons and signature line again;

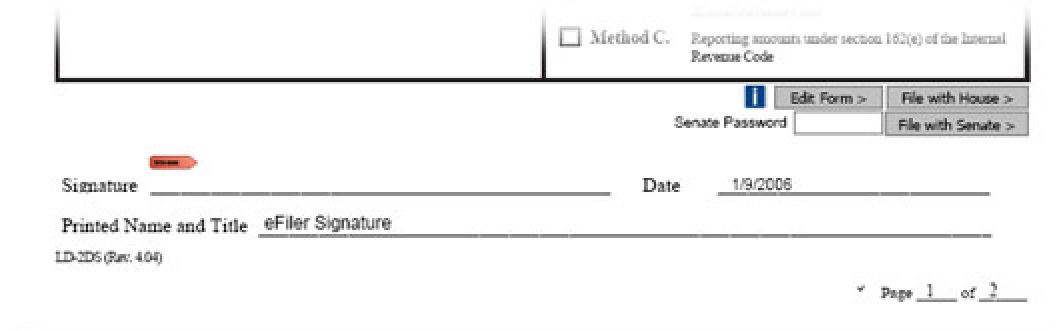
This change has been implemented for version 4.07 of the LD forms. This change will allow you to use using Adobe Reader 7.

- LD FORM VERSION 4.07 ONLY - SAVE THE FORM AFTER YOU SIGN IT:

  Due to changes in the filing process, you must submit your saved form with the signature on it;

- DO NOT TRY TO FILE YOUR FORM WITH THE HOUSE AND SENATE AT THE SAME TIME:

  You can use a completed Lobbying Disclosure form to file with both the House and the Senate, but when a form is digitally signed, it is locked and cannot be altered; the electronic filing process for each Chamber must be executed separately.



To simplify the filing process, it is recommended that you use the completed version of your form to file it electronically.

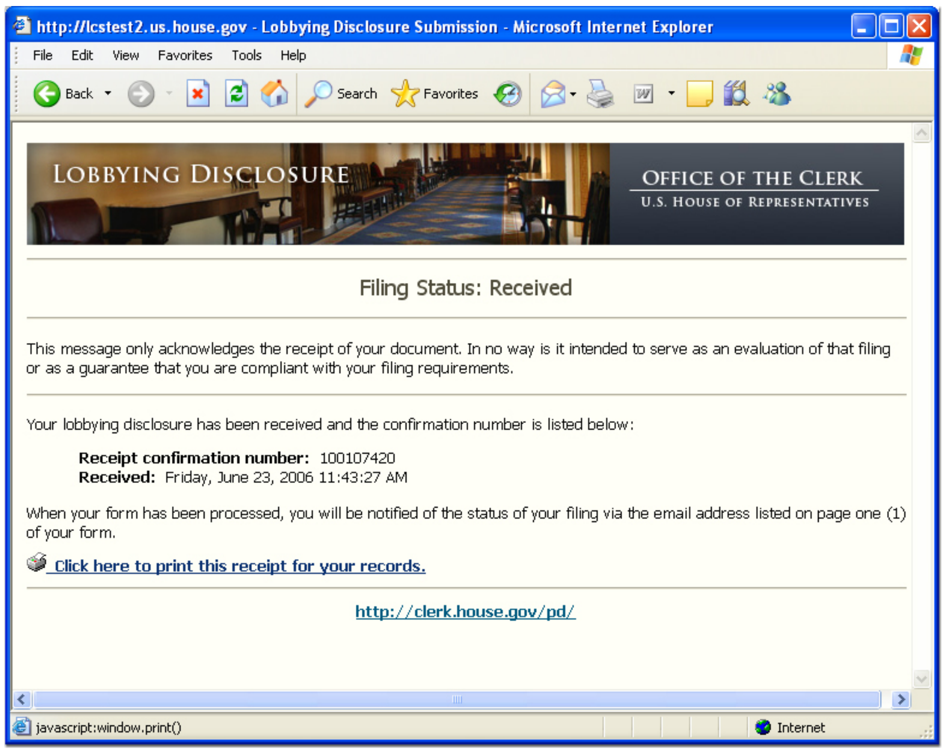
Signing and Filing Forms with the House

House Filing Process

Each form that is filed with the House is checked to verify that the form has been signed with a valid ACES digital signature, that it has not been altered since it was signed, and that the registration data in the form matches existing records. After you have submitted your form, you will receive several messages from the system to notify you of the filing status:

When your filing is received:

- A receipt confirmation notice is displayed in the browser:



After your filing is received, several processes occur:

- A process extracts the signature in your document and sends it to the ACES certificate authority for validation;
- If the signature is valid, and your filing is for an existing registration,
- The registrant, client and House ID data is extracted and compared to existing Lobbying disclosure records.

When your filing has been processed, the results are e-mailed to the point of contact email address entered on the form. Several results are possible:

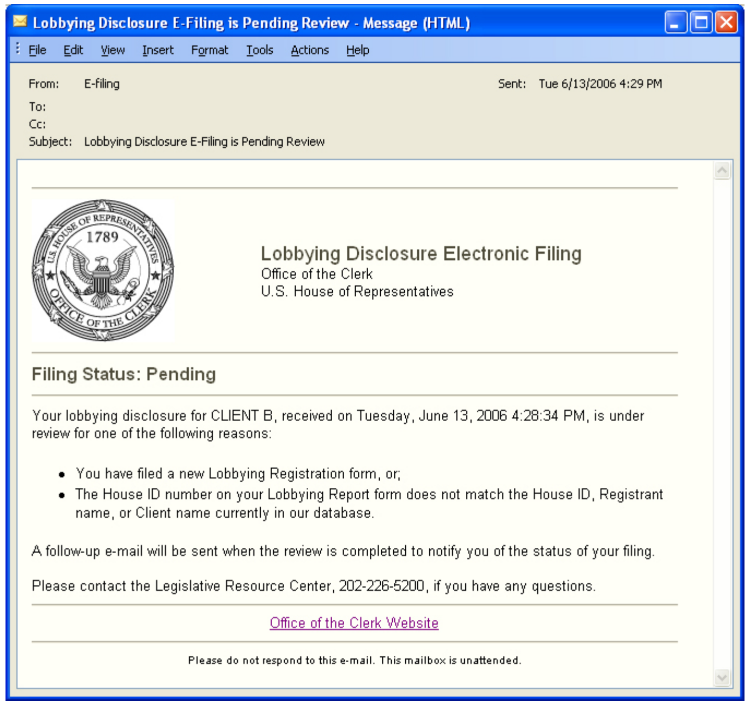
- If the signature is valid and the record matched:

You will receive a message that the filing was successful;

- If you did not sign the form with a valid ACES digital signature:

You will receive a message that the filing failed due to a specific problem with your signature. Please contact your certificate authority. You can re-file your form when the issue is resolved;

- If your signature was valid, but the Registrant Name, Client Name or House ID did not match existing records on file:



You will receive a message that the filing is Pending Review;

- When the Records and Registration staff have reviewed your filing a message is sent with the results:
    - If the registrant or client names were updated to match your filing:

You will receive a message that the filing was approved;

- If the House ID on your form does not match existing records:

Lobbying Disclosure Electronic Filing - Rejected - Message (HTML)

File Edit View Insert Format Tools Actions Help

From: E-filing Sent: Tue 6/13/2006 3:13 PM

To:

Cc:

Subject: Lobbying Disclosure Electronic Filing - Rejected

Lobbying Disclosure Electronic Filing
Office of the Clerk
U.S. House of Representatives

Filing Status: Rejected

Your lobbying disclosure for House ID 50213001 CLIENT 2, received on 6/13/2006 3:11:58 PM, has been rejected for one of the following reasons:

- The House ID # on your LD2 form is incorrect;
- You have selected 'New Registration' on your LD1 form, and our database indicates that you are already registered for existing clients. To register a new client, please select 'New Client for Existing Registration' on your LD1 form and enter the existing five digit root of your House ID

Please correct your form and re-file it.

If you are unsure of your House ID, click on the link below to search for it.If you have additional questions, contact the Legislative Resource Center 202-226-5200.

To locate your House ID: http://clerk.house.gov/pd/houseID.html

Please do not respond to this e-mail. This mailbox is unattended.

You will receive a message that the filing has been rejected. If this occurs, you can locate the correct House ID on the Office of the Clerk website. You will need to update your completed form and file it again.

Signing and Filing on a PC

To submit your form electronically on a PC, you must open the saved, completed form in a web browser. Because the process to sign and submit forms to the House has been modified for Adobe version 7, separate instructions have been written based on the version of the form you are using.

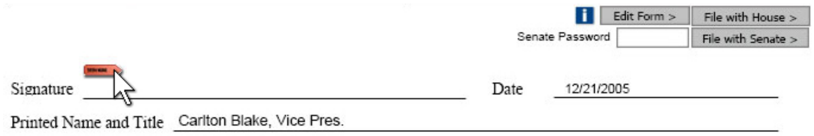
There is only one difference between the old and new forms. In previous versions, which only worked in Adobe Reader 6, you signed and filed the form directly to the House without saving it. In the current version, you must create a copy of the form with the signature on it and upload the signed copy to the House.

Because of the change in process, you may still file older versions of the Lobbying Disclosure forms if you are still using Adobe Reader 6; the sign and filing process remains the same. **<u>If you have upgraded to Reader 7, you must download version 4.07 of the forms, complete them again, and use the new filing process to submit them.</u>**

See Appendix E for more information on opening forms in a browser

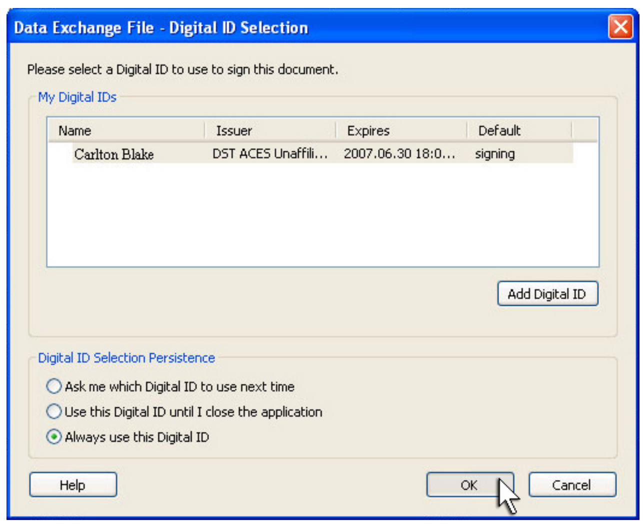
LD Form Version 4.04 – 4.06

- Open the completed form in a browser;



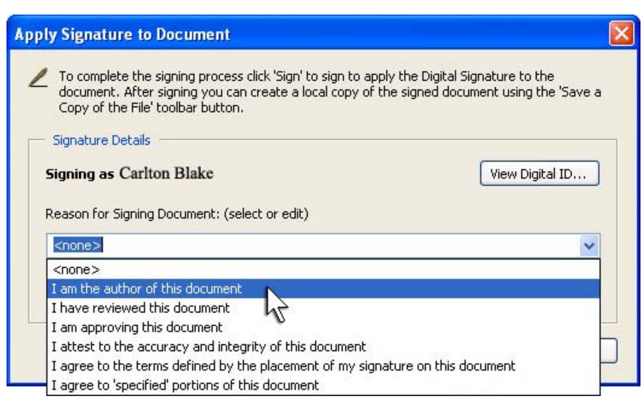
- Click the **red arrow** on the **signature** line. A warning message may be displayed notifying you about trusting the source of the document;
- If this message is displayed, click the **Continue Signing** button;
- The **Insert Signature** window is displayed with a list of installed signatures:

See Appendix D if your signature does not appear on the list



If you selected to always use a specific signature when you installed it, this message will not be displayed;

- If **Digital ID Selection** message is displayed, select a digital signature certificate and click the **OK** button;



The **Apply Signature to Document** window is displayed:

- Select a reason for signing from the pull down menu, if needed;

More than one option to sign your form may be displayed depending on the version of Reader you are using:

- Click the **Sign** button, or;

- Click the **Sign and Save As** button. You will be prompted to save the form with a different name;

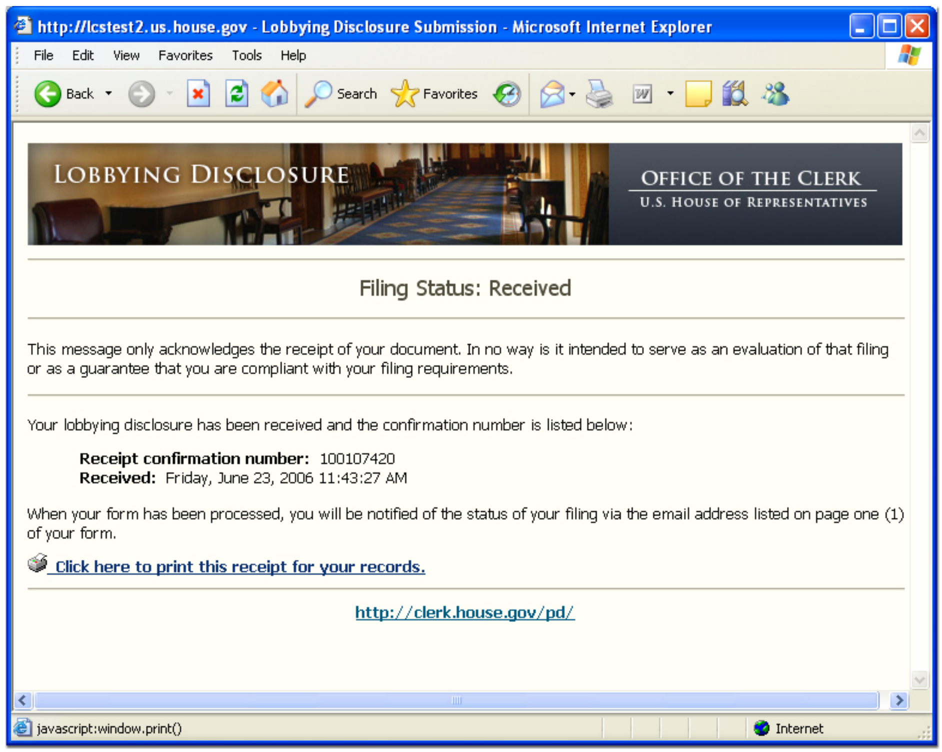
A certificate Security Alert is displayed that you have successfully signed your document;

- Click the **OK** button:

DO NOT CLICK THE BUTTON MORE THAN ONCE. The transmission time for your document will vary depending on the speed of your connection and the size of your form.

This signature is now attached to your form and ready to be filed electronically. Do not save your form again. You must file it after signing to avoid document modifications that will cause your filing to fail;

- Click the **File with House** button;

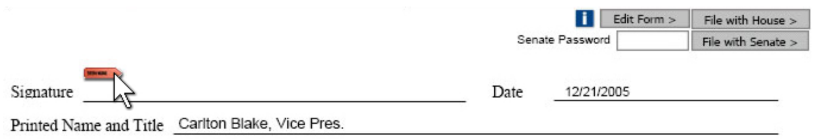


When your filing has been received a receipt confirmation number will be displayed. Please print this receipt for your records.

After your form is processed, you will receive an e-mail notification with the status of your filing.

LD Form Version 4.07

- Open the completed form in a browser;



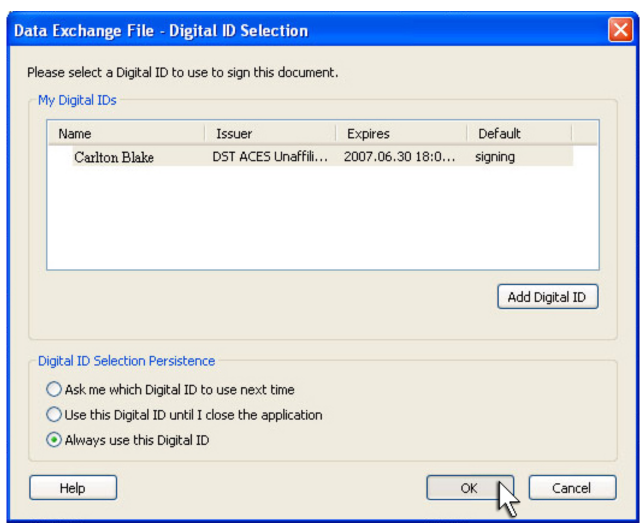
- Click the **red arrow** on the **signature** line:

A warning message may be displayed notifying you about trusting the source of the document;

- If this message is displayed, click the **Continue Signing** button;

The Insert Signature window is displayed with a list of installed signatures:

See Appendix D if your signature does not appear on the list



If you selected to always use a specific signature when you installed it, this message will not be displayed;

- If this message is displayed, click the **OK** button;

The **Apply Signature to Document** window is displayed:

- Select a reason for signing from the pull down menu, if needed;

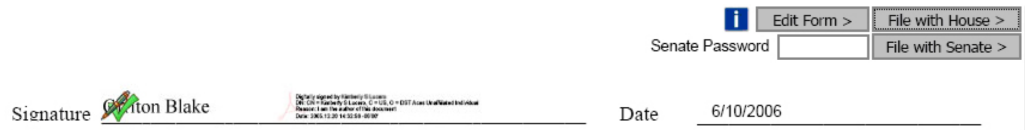
More than one option to sign your form may be displayed depending on the version of Reader you are using:

  - Click the **Sign** button, or;

- Click the **Sign and Save As** button. You will be prompted to save the form with a different name;

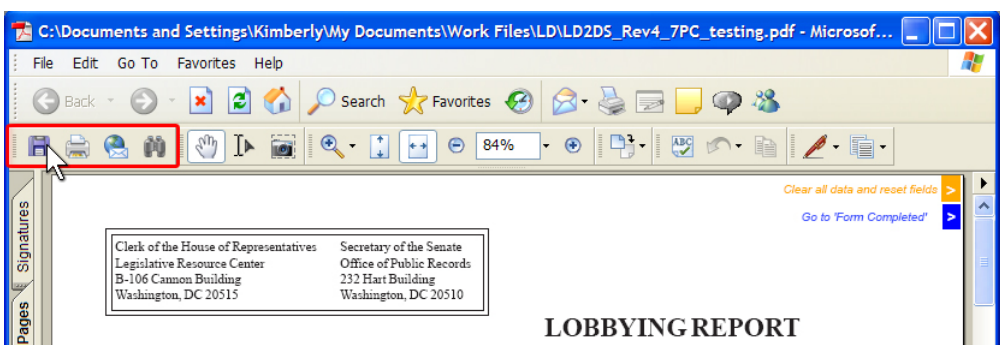
A certificate Security Alert is displayed that you have successfully signed your document;

- Click the **OK** button:



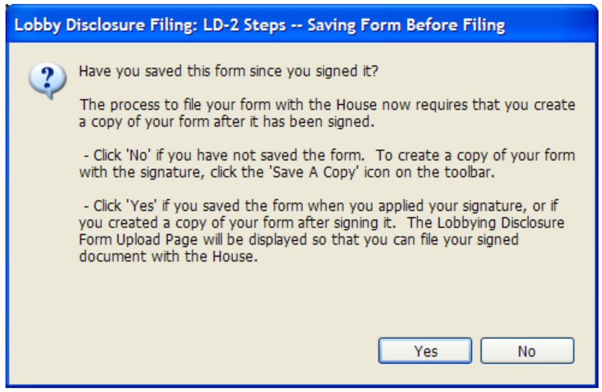
This signature is now attached to your form and ready to be filed electronically. If you did use the Sign and Save As button to sign your form, YOU MUST CREATE A NEW VERSION OF YOUR FORM AFTER YOU SIGN IT IN ORDER TO UPLOAD IT. IF YOU SUBMIT THE FORM WITHOUT THE SIGNATURE, THE FILING WILL FAIL;

- Click the **Diskette**, or **Save a Copy**, icon on the **Adobe** toolbar:



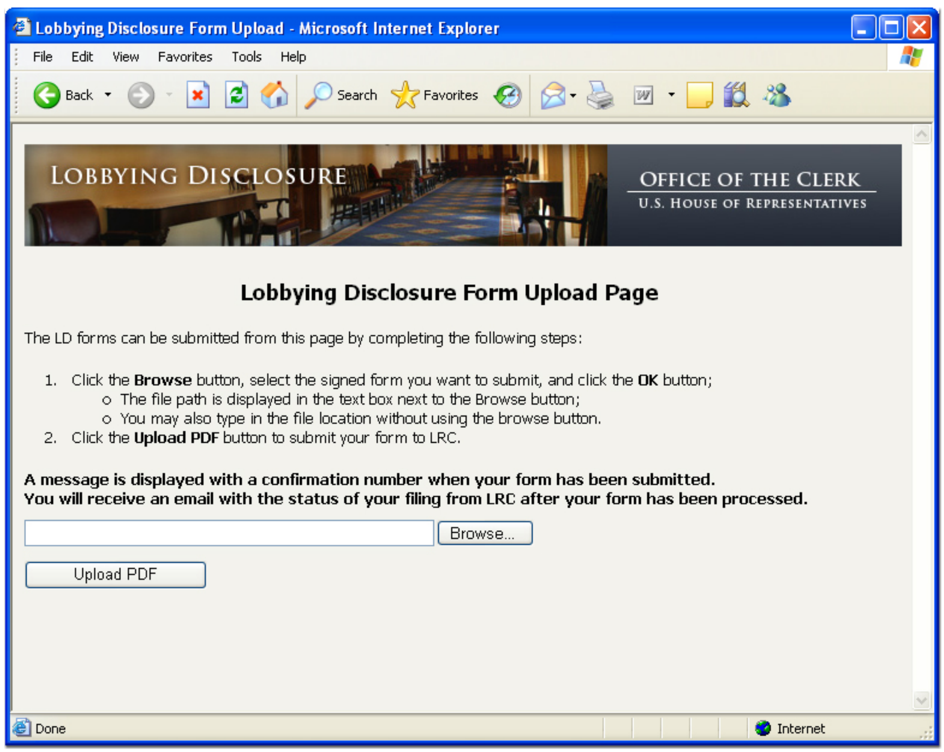
Windows Explorer is displayed. Select the location where you want to save your document and give it a new name according to your naming convention;

- Click the **File with House** button;



A message is displayed reminding you to save the document before filing it;

- Click the **Yes** button;



The PDF Upload page is displayed;

- Click the **Browse** button;

  Windows Explorer is displayed;

NOTE: If you know the path of your signed form, you can simply enter it in the text field.

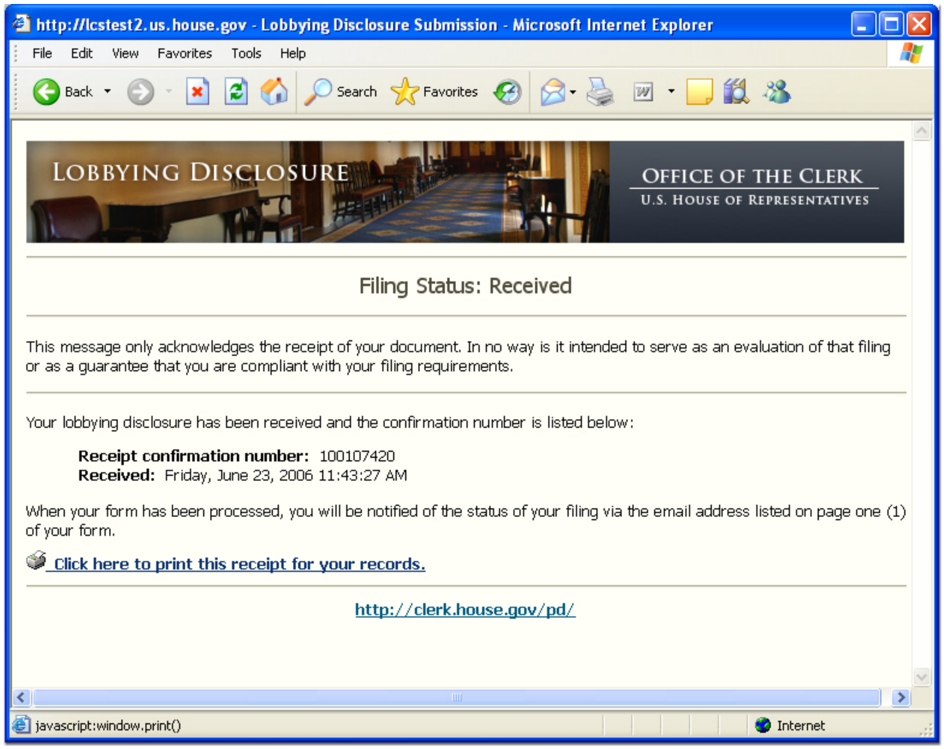
- Select the location where you saved the signed version of your document and click **OK**:

  The location of your signed form is entered in the text field;

- Click the **Upload PDF** button;.

DO NOT CLICK THE BUTTON MORE THAN ONCE.

The transmission time for your document will vary depending on the speed of your connection and the size of your form.



When your filing has been received a receipt confirmation number will be displayed. Please print this receipt for your records.

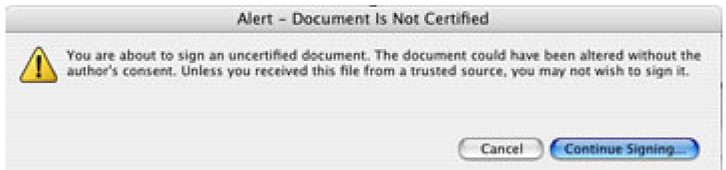
After your form is processed, you will receive an e-mail notification with the status of your filing.

Signing and Filing on a Macintosh

To submit your form electronically on a Macintosh computer, you must sign the completed form in Adobe Reader, save it, and submit the signed form using a browser. The process is the same no matter which version of the form you are using.

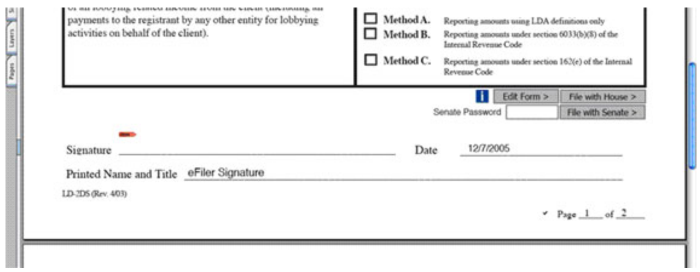
To Sign and File Lobbying Disclosure forms from a Mac:

- Open the completed form you want to file in **Adobe Reader**;



  A dialog window is displayed concerning the status of the document;

- Click the **Continue Signing** button;

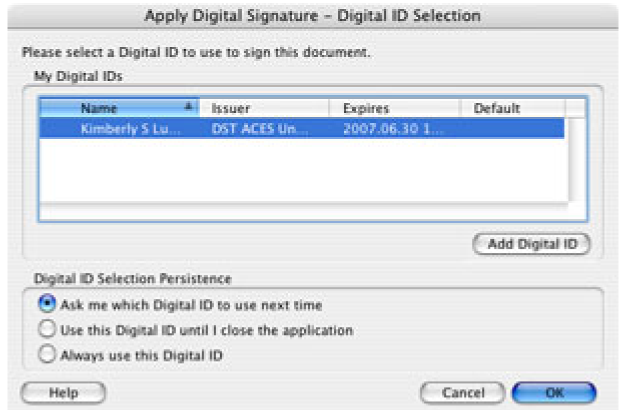


  A signature line and buttons for you to file with the House and Senate are inserted in the document;

- Click the red arrow in the **Signature** field;

  A dialog window is displayed to select your Digital ID. If prompted, enter the password for your Digital ID file in the User Password field;

- Click the **OK** button;

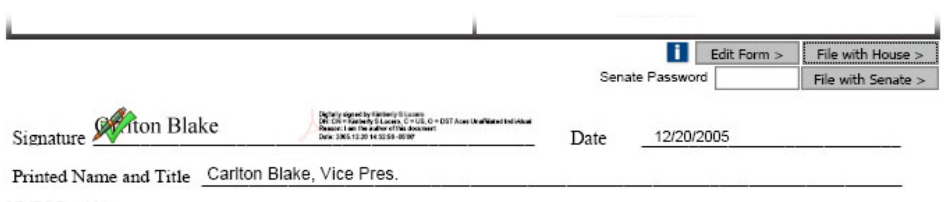


The **Apply Digital Signature** window is displayed with a list of installed digital signatures;

- Select a name from this list and click the **OK** button:

The **Apply Signature to Document** window is displayed;

- Enter the password you assigned to your digital signature, select a signing reason if applicable, and click the **Sign and Save As** button;
- Select a location, name the file according to your naming convention, and click the **OK** button;

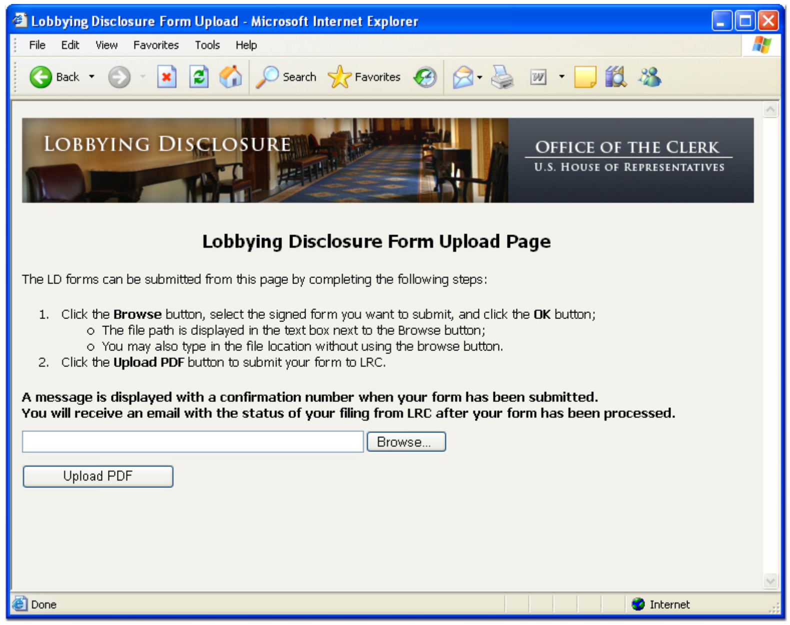


The signature line is updated with your digital signature;

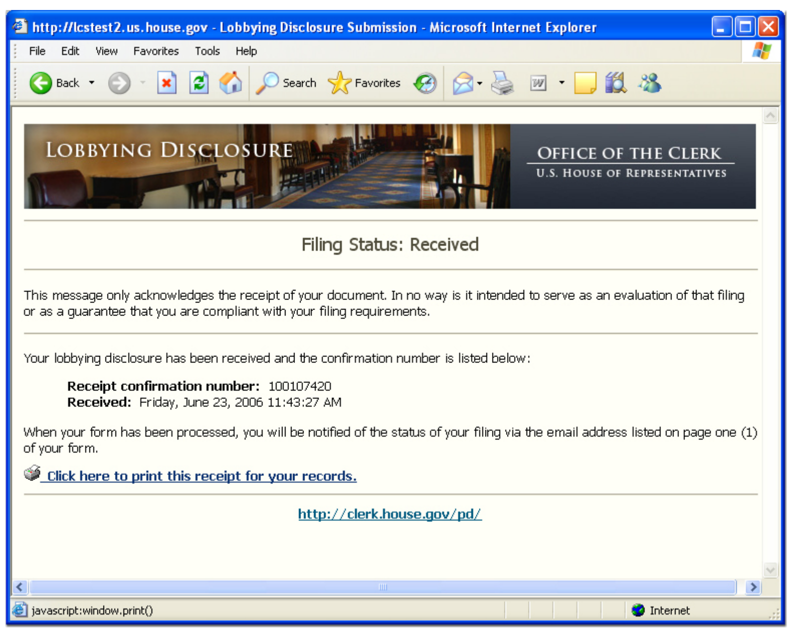
NOTE: This step is only necessary if you are using LD form version 4.04 – 4.06. The upload page is displayed automatically in version 4.07

- Close Adobe Reader;
- Open your browser and go to the **Macintosh Upload Page** link on the Clerk's website;

The **Lobbying Disclosure Form Upload Page** is displayed;



- Click the **Browse** button to locate your signed form, or enter the location in the **text** field;
- Click the **Upload PDF** button;



When your filing has been received a receipt confirmation number will be displayed. Please print this receipt for your records.

After your form is processed, you will receive an e-mail notification with the status of your filing.

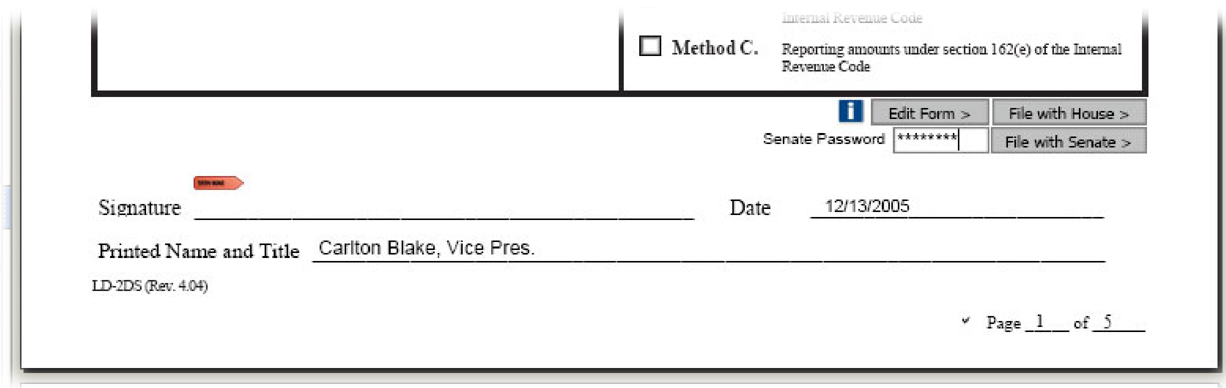
Filing Forms with the Senate

The steps listed below are the same whether you are working on a PC or a Macintosh with the following exception:

- PC users must perform these steps when the form is open in a browser;
- Macintosh users must perform these steps when the form is open in Adobe Reader.

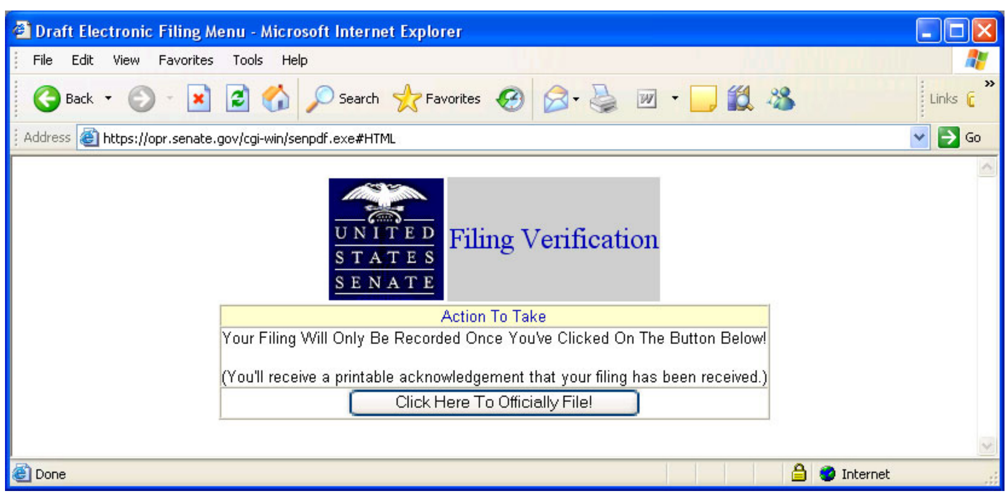
To file your form with the Senate:

- Click the **Form Complete** button to insert the filing buttons;



- Enter your password in the **Senate Password** field and click the **File with Senate** button:

If you are working on a Mac, the browser window will be opened from Adobe Reader.



A Filing Verification screen is displayed;

- Click the button to **Officially File** your document with the Senate:

When the filing has been received the web page is updated with a confirmation number.

Please contact OPR if you have questions about your filing.

Appendix A – Completing the Registration (LD-1) form

The instructions listed below include both information relating to filing requirements under the Lobbying Disclosure Law, and technical information about using the registration form.

LINE 1. EFFECTIVE DATE OF REGISTRATION: Enter the date that the registrant is retained by the client or first makes a lobbying contact, whichever is earlier. If the effective date is prior to the end of a semiannual reporting period, a lobbying report form LD-2 must be filed detailing the activity for that semiannual period. Enter the date in mm/dd/yyyy format. It is not necessary to put '0' in front of a single digit day or month.

LINE 2. HOUSE IDENTIFICATION NUMBER: The number to be placed in the House ID field depends on the filing type:

- New Registrant -- Leave this line blank if this is an initial registration. The House ID will be assigned by the Legislative Resource Center after the registration is processed and will be unique to each registrant-client relationship. After being notified of this number, use it in all correspondence pertaining to this relationship.
- New Client -- Locate the House ID number for a registration you have previously filed. The first five digits of the House ID for that registration represent your registrant identification. Enter those five digits. Example: A registrant's House ID for an existing client is 32345004. To add a new client, the registrant will enter 32345, the first five digits that identify the registrant. This number is required to complete the filing.

Please see Understanding your House ID for more information

- Amendment -- Enter the eight-digit number for the specific registration to be amended. This number is required to complete the filing.

LINE 2. SENATE IDENTIFICATION NUMBER: If a Senate Identification number has been assigned for this registrant-client registration, please enter it here. If not, the Office of Public Records will assign this number.

See Contact Information for more information

LINE 3. REGISTRANT NAME AND ADDRESS: NAME: If the registrant is a lobbying firm or an organization employing in-house lobbyists, enter the full legal name. If the registrant is a self-employed lobbyist, click 'Individual' to switch to name fields, then select the preferred prefix and enter the first name and last name. If you wish, you may enter a middle name with the first name or a suffix with the last name. For future electronic filing, it is important to enter the name exactly the same each time.

ADDRESS: Enter the mailing address to which correspondence should be addressed. A US mailing address and contact information is preferred. A full address is required to complete the filing.

LINE 4. PRINCIPAL PLACE OF BUSINESS: Indicate the city, state and country of the registrant's principal place of business, if different from the address on line 3.

LINE 5. TELEPHONE NUMBER, CONTACT NAME AND E-MAIL: Enter the telephone number, including area code. Please use the (222)222-2222 or 222-222-2222 format. A US telephone number is preferred. Select the preferred prefix (Mr., Ms., Mrs.), and enter the full name of the person to contact for any questions concerning the registration. Enter the contact e-mail address. A telephone number, contact name and e-mail address in valid format are required to complete the filing.

LINE 6. GENERAL DESCRIPTION OF REGISTRANT'S BUSINESS OR ACTIVITIES: Provide a general description of the registrant's business or activities, e.g. 'manufacturing,' 'computer software developer,' 'law firm,' 'public relations firm,' 'self-employed public affairs consultant,' 'social welfare organization,' etc. The business description is required to complete the filing.

LINE 7. CLIENT NAME AND ADDRESS: For an organization lobbying on its own behalf, check the box labeled 'SELF'. When 'Self' is checked, the registrant name is inserted in the client name line. The client address, principal office address and business activity are 'skipped' and the focus moves to Line 10. An error message will be given on an attempt to enter information in those fields.

For a lobbying firm or self-employed lobbyist lobbying on behalf of a client, DO NOT check self. State the name and address of the client. Lobbying firms must file a separate registration for each client. The client address is required in this case.

LINE 8. CLIENT PRINCIPAL PLACE OF BUSINESS: If 'Self' is not checked, indicate the client's principal place of business (city and state and country), if different from line 7.

LINE 9. GENERAL DESCRIPTION OF CLIENT'S BUSINESS OR ACTIVITIES: If 'Self' is not checked, provide a general description of the business or activities of the client (see instructions to line 6 for examples). The client address is required in this case.

LINE 10. LOBBYISTS: List the name of each individual who acted or is expected to act as a lobbyist for the client identified on line 7. Enter the first name, last name and suffix in the separate fields provided. If any person listed in this section has served as a 'covered executive branch official' or 'covered legislative branch official' within two years of first acting as a lobbyist for the client, identify that person as a 'covered official' and state the executive and/or legislative position in which the person served. Self-employed lobbyists must restate their names on this line and indicate any covered status as described above.

At least one lobbyist must be listed to complete the filing. If more than five lobbyists are to be listed, complete the first five, then click the blue '>' button in the right margin labeled 'Go to Page 3 to add more lobbyists'. This will move the focus to the 'Additional Lobbyists' section on Page 3, where six more names may be added. If more than eleven lobbyists are to be listed, go to the bottom of page three, click the orange '>' button labeled 'Add an additional supplementary information page', and continue adding lobbyists on the next page. When all lobbyists have been entered, click the 'Return to page 2...' button in the right margin to return to Line 11.

LINE 11 LOBBYING ISSUES: Select categories from the following list that most closely match the client's lobbying issue areas. The form provides a list of descriptions and corresponding codes (for reference only) in a select box above the fields where the codes are to be entered. Select each applicable code from the small select boxes on line 11. Enter as many as necessary to accurately reflect all actual and anticipated lobbying activities. If more than nine lobbying issues apply, click the blue ‘>‘ button in the right margin labeled 'Go to page 3 to add more lobbying issues'. This will move the focus to page 3, where nine more issues may be selected.

Please see Appendix C for a complete list of Lobbying Issue Codes

LINE 12. SPECIFIC LOBBYING ISSUES: Identify the client's specific issues that have been addressed (as of the date of the registration) or are likely to be addressed in lobbying activities. Include, for example, specific bills before Congress or specific executive branch actions. BE SPECIFIC, but brief. Bill numbers alone do not satisfy the requirements for reporting on this line and restatement of the general issue code is insufficient. Use the following format to describe legislation: BILL NO, BILL TITLE, and DESCRIPTION OF THE SPECIFIC SECTION(S) OF INTEREST:

‘H.R. 3610, Department of Defense Appropriations Act of 1996, Title 2, all provisions relating to environmental restoration.’

For specific issues other than legislation, provide detailed descriptions of lobbying efforts. Do not leave line blank. No additional space is available, so please abbreviate and enter the information in paragraph format to maximize space.

LINE 13. AFFILIATED ORGANIZATIONS: Identify the name, address, and principal place of business of any entity other than the client that contributes in excess of $10,000 toward the registrant's lobbying activities in a semiannual period and in whole or in major part plans, supervises, or controls such lobbying activities.

Either 'No' or 'Yes' must be checked. If 'No' is checked, the affiliated organization lines will be 'skipped'. If 'Yes' is checked, at least one affiliated organization name and address is required. If 'No' is checked after information has been entered in the lines, the information will be deleted.

If more than three affiliated organizations are to be listed, complete the first three, then click the blue ‘>‘ button in the right margin labeled 'Go to Page 3 to add more affiliated organizations'. This will move the focus to the 'Additional Affiliated Organizations' section on Page 3, where three more names may be added. If more than six affiliated organizations are to be listed, go to the bottom of page three, click the orange ‘>‘ button labeled 'Add an additional supplementary information page', and continue adding organizations on the next page. When all organizations have been entered, click the 'Return to page 2...' button in the right margin to return to Line 14.

LINE 14. FOREIGN ENTITIES: Identify the name, address, principal place of business, amount of any contribution in excess of $10,000, and the approximate percentage of equitable ownership in the client of any foreign entity that:

- holds at least 20% equitable ownership in the client or any organization identified on line 13; or
- directly or indirectly, in whole or in major part, plans, supervises, controls, directs, finances, or subsidizes activities of the client or any organization identified on line 13; or
- Is an affiliate of the client or any organization identified on line 13 and has direct interest in the outcome of the lobbying activity.

Either 'No' or 'Yes' must be checked. If 'No' is checked, the foreign entity lines will be 'skipped'. If 'Yes' is checked, at least one foreign entity name, address, principal place of business, contribution amount and percentage of ownership is required. If no contribution was made and no ownership exists, enter zero in those fields. If 'No' is checked after information has been entered in the lines, the information will be deleted.

If more than two foreign entities are to be listed, complete the first two, then click the blue ‘>‘ button in the right margin labeled 'Go to Page 3 to add more foreign entities'. This will move the focus to the 'Additional Foreign Entities' section on Page 3, where three more names may be added. If more than five foreign entities are to be listed, go to the bottom of page three, click the orange ‘>‘ button labeled 'Add an additional supplementary information page', and continue adding entities on the next page. When all entities have been entered, click the 'Return to page 2...' button in the right margin to return to Line 14.

PRINTED NAME AND TITLE. Enter the name and title of the person who will sign the filing, either with a digital signature for electronic filing, or a handwritten signature for paper filing. The signer must be the officer or employee of the registrant who is responsible for the accuracy of the information contained in the registration.

SIGNATURE. Form LD-1DS must be signed and dated by the officer or employee of the registrant who is responsible for the accuracy of the information contained in the registration.

Appendix B - Completing the Reporting (LD-2) Form

The instructions listed below include both information relating to filing requirements under the Lobbying Disclosure Law, and technical information about using the reporting form.

LINE 1. NAME: If the registrant is a lobbying firm or an organization employing in-house lobbyists, enter the full legal name exactly as you originally registered. If the registrant is a self-employed lobbyist, click 'Individual' to switch to name fields, then select the preferred prefix and enter the first name and last name. If you used a middle name, initial or suffix when you filed, enter a middle name or initial with the first name and the suffix with the last name. For future electronic filing, it is important to enter the name exactly the same each time.

LINE 2. REGISTRANT ADDRESS. Enter the mailing address for correspondence. Mark the box if the address is different than previously reported. A full address is required to complete the filing.

LINE 3. PRINCIPAL PLACE OF BUSINESS. Indicate the city, state and country of the registrant's principal place of business, if different from the address on line 2.

LINE 4. TELEPHONE NUMBER AND CONTACT NAME. Enter the telephone number, including area code. Please use the (222)222-2222 or 222-222-2222 format. A US telephone number is preferred. Select the preferred prefix (Mr., Ms. Mrs.), and enter the full name of the person to contact for any questions concerning the registration. Enter the contact e-mail address. A telephone number, contact name and email address in valid format are required to complete the filing.

LINE 5. SENATE IDENTIFICATION NUMBER. This number, assigned by the Office of Public Records, is unique to each registrant-client relationship. Enter the number and use it in all correspondence pertaining to this relationship.

LINE 6. HOUSE IDENTIFICATION NUMBER. This number, assigned by the Legislative Resource Center, is unique to each registrant-client relationship. Enter the eight-digit number and use it in all correspondence pertaining to this relationship. This number is required to complete the filing.

LINE 7. CLIENT NAME.

- For an organization lobbying on its own behalf, check the box labeled 'SELF'. When 'Self' is checked, the registrant name is inserted in the client name line.
- For a lobbying firm or self-employed lobbyist lobbying on behalf of a client, DO NOT check Self. State the full name of the client exactly as you listed it in the registration. Lobbying firms must file a separate report for each client. The client name is required to complete the filing.

LINE 8. YEAR. Enter the year and mark the appropriate box to indicate which semiannual reporting period is being covered by this report. A separate report is required for each filing period. A valid four-digit year is required. Electronic filing is only available for reports and amendments for the year-end 2004 report and later. However, older reports or amendments may be prepared on the form and printed for filing by mail or hand delivery.

LINE 9. AMENDED REPORT. If amending a previously filed version of this report, place a mark in the box. Otherwise, leave blank.

LINE 10. TERMINATION REPORT. If lobbying for the client has ended and the registrant wishes to terminate this registration, mark the box and enter the date that lobbying activities ceased. Enter the date in mm/dd/yyyy format. It is not necessary to put '0' in front of a single digit day or month. The date must be in the filing period you have marked in Line 8. If the date entered is not in that period, an error message will be returned.

LINE 11. NO ACTIVITY BOX. If there was no reportable lobbying activity, mark the box. Otherwise, file a complete report detailing the lobbying activity. If this box is checked, page 2 will no longer be displayed as it does not need to be part of the filing. If this box is checked after entering issue information, that information will be deleted.

INCOME OR EXPENSE SUMMARY (ANSWER LINE 12 OR LINE 13 AS INSTRUCTED). The form will only allow the appropriate section to be completed. Any attempt to check a box or enter an amount in the incorrect area will return an error message. Lobbying firms who represent clients SHOULD NOT click on the self button.

LINE 12. LOBBYING FIRMS (INCOME). Indicate whether income relating to lobbying activities on behalf of the client identified on line 7 was less than $10,000, or was $10,000 or more, during this reporting period by placing a mark in the appropriate box. If income was $10,000 or more, provide a good faith estimate of all lobbying related income from the client (include all payments to the registrant by any other entity for lobbying activities on behalf of the client). Round estimates to the nearest $20,000. One selection is required for lobbying firms. Any amount under $10,000 entered in the line will return an error.

LINE 13. ORGANIZATIONS (EXPENSES). Indicate whether expenses related to lobbying activities were less than $10,000, or were $10,000 or more, during the reporting period by placing a mark in the appropriate box. If expenses were $10,000 or more, provide a good faith estimate of all lobbying expenses (include all payments to third parties for lobbying activities) and round estimates to the nearest $20,000. One selection is required for organizations lobbying on their own behalf. Any amount under $10,000 entered in the line will return an error. **LINE 14. REPORTING METHODS.** Mark the appropriate box to indicate the expense accounting method used to determine expenses. One selection is required if 'Self' is checked.

- **Method A.** Reporting amounts using LDA definitions only. This method is available to all organizations.
- **Method B.** Reporting amounts using Internal Revenue Code definitions as defined under Section 4911(d) of the IRC. This method is only available to a NON-PROFIT registrant that is required to report and does report under Section 6033(b)(8) of the IRC. The amount disclosed must pertain to the semiannual period covered by this report.
- **Method C.** Reporting amounts using Internal Revenue Code definitions of lobbying activities, of which the cost is not deductible pursuant to Section 162(e) of the IRC. This method is available to any registrant that is subject to Section 162(e) of the IRC. The amount disclosed must pertain to the semiannual period covered by this report.

Grass-roots and state lobbying expenses may not be subtracted from this amount.

FIRST PAGE SIGNATURE. This signature line will appear after the form is validated and prepared for printing and/or electronic submission.

- Electronic Filing -- When the report is complete and validation successful, the digital signature will be applied on this line.

PRINTED NAME & TITLE. Enter the name and title of the person who will sign the filing. This entry is required to complete the filing.

PAGE 2. The electronic form includes one lobbying issue page when it is opened. By clicking the orange '>' button at the bottom of the page, the next issue may be added. The pages will be automatically numbered. In addition, supplementary pages for additional specific issues and additional lobbyists related to one general lobbying issue are also available and may be added to the document by orange '>' buttons in the right margin of those sections. When supplementary pages are added to a general issue, the general issue code will be automatically entered on the issue line. If a supplementary or issue page is added in error, DO NOT DELETE THE PAGES FROM THE MENU OR PAGES TAB. ALL BLANK PAGES WILL BE AUTOMATICALLY DELETED IN THE FINAL STEPS.

LINE 15. GENERAL LOBBYING ISSUE AREA. Select the applicable code(s) from the list below which accurately reflect all general areas in which the registrant engaged in lobbying during the reporting period, whether or not the issue area was previously disclosed. Add a separate page for each code selected, using the orange button at the bottom of the issue page just completed. The select box lists both the code and description for convenience. The code is required and must be entered before supplementary pages can be added.

Please see Appendix C for a complete list of Lobbying Issue Codes

LINE 16. SPECIFIC LOBBYING ISSUES. For each general lobbying area, list the specific issues which were actually lobbied during the semiannual period. Include, for example, specific bills before Congress or specific executive branch actions. BE SPECIFIC. Bill numbers alone do not satisfy the requirements for reporting on this line and restatement of the general issue code is insufficient. Use the following format to describe legislation: BILL NO., BILL TITLE, and DESCRIPTION OF THE SPECIFIC SECTION(S) OF INTEREST, as shown in the example below:

'H.R. 3610, Department of Defense Appropriations Act of 1996, Title 2, all provisions relating to environmental restoration.'

For specific issues other than legislation, provide detailed descriptions of lobbying efforts. Do not leave line blank.

To maximize space, use a paragraph format. When the available area is full, add another page by clicking the orange '>' button labeled 'Add more specific issues' in the right margin at the top of Line 16. If one additional page is not enough, another may be added from the button at the bottom of the supplementary page.

LINE 17. CONTACTS. Identify the Houses of Congress and Federal agencies contacted by the registrant in connection with the general issue area during the reporting period. Disclose only the houses or agencies, such as 'Senate,' 'House of Representatives,' 'Department of Agriculture,' or 'Executive Office of the President,' rather than the individual office. If there were no contacts during the period, mark the box labeled 'none.' This line is required to complete the filing.

Checkboxes are available on line 17 in LD Form version 4.07. You may select ‘None’ or any combination of the ‘House’, ‘Senate’, and ‘Other’ checkboxes. If you select ‘Other’, you be required to enter the names of the agencies that were contacted.

LINE 18. LOBBYISTS. List the name of each lobbyist who had any activity in this general issue area. Enter the first name, last name and suffix in separate fields. If there are lobbyists not previously disclosed, enter the names of the new lobbyist(s) under each pertinent issue code, and mark the box labeled ‘New.’ If any new lobbyist listed in this section has served as a ‘covered executive branch official’ or ‘covered legislative branch official’ within two years of first acting as a lobbyist for the client, identify that person as a ‘covered official,’ state the executive and/or legislative position in which the person served. NOTE: The 20% threshold does not apply to this line and is only used for determining who may be considered a ‘lobbyist’ for registration/updating purposes.

LINE 19. FOREIGN INTEREST. Describe the interest of each foreign entity in the specific issues listed on line 16. If there are no foreign entity interests in this issue, check the box marked 'None'. If 'None' is checked, an error message will be returned if data is also entered in the text box.

SIGNATURE. If this is the last page of the report, sign and date this page and type or print the signer's name and title. Only the last page of the report need be signed. Form LD-2DS must be signed and dated by the officer or employee of the registrant who is responsible for the accuracy of the information contained in the report.

PAGE 3. INFORMATION UPDATE PAGE. Complete only where registration information has changed. The electronic form includes one update page when it is opened. By clicking the orange ‘>‘ button at the bottom of the page, an additional update page may be added for more data. The pages will be automatically numbered.

If a supplementary page is added in error, do not delete the pages from the menu or pages tab. All blank pages will be automatically deleted when the form is prepared for filing.

LINE 20. CLIENT NEW ADDRESS. Enter complete address of the client if different than previously reported. No address may be entered here if 'Self' is check in the client name box.

LINE 21. CLIENT NEW PRINCIPAL PLACE OF BUSINESS. Indicate the client's new principal place of business (city, state and country), if different from line 20. No address may be entered here if 'Self' is check in the client name box.

LINE 22. NEW DESCRIPTION OF CLIENT'S BUSINESS OR ACTIVITIES. Provide a general description of the new business or activities of the client. No business description may be entered here if 'Self' is check in the client name box.

LINE 23. LOBBYIST DELETE. Enter the name of each individual who no longer acts as a lobbyist for the client identified on line 7. Enter the first name, last name and suffix in separate boxes. If there are no names to remove, skip to line 24.

LINE 24. GENERAL ISSUE AREA DELETE. Select the codes from the list on page 3 of the instructions of all previously reported issue areas that no longer apply and enter them on line 24. If there are no codes to be deleted, skip to line 25.

LINE 25. AFFILIATED ENTITY ADD. Identify the name, address, and principal place of business of any entity other than the client that contributes in excess of $10,000 toward the registrant's lobbying activities in a six-month period, and in whole or in major part plans, supervises, or controls such lobbying activities. If an entity name is entered, the address is required.

LINE 26. AFFILIATED ENTITY DELETE. List the names of all previously reported organizations that no longer meet the disclosure requirement. If there are no organizations to remove, skip to line 27.

LINE 27. FOREIGN ENTITY ADD. Identify the name, address, principal place of business, amount of any contribution in excess of $10,000, and the approximate percentage of equitable ownership in the client of any foreign entity that:

- holds at least 20% equitable ownership in the client or any organization identified on line 13 of the registration or line 25 of this report; or
- directly or indirectly, in whole or in major part, plans, supervises, controls, directs, finances, or subsidizes activities of the client or any organization identified on line 13 of the registration or line 25 of this report; or
- Is an affiliate of the client or any organization identified on line 13 of the registration or line 25 of this report and has direct interest in the outcome of the lobbying activity.

LINE 28. FOREIGN ENTITY DELETE. List the names of all previously reported foreign entities that no longer meet the disclosure requirement. Leave this line blank if there are no deletions.

SIGNATURE FOR PAPER FILING. If this is the last page of the report, sign and date this page and type or print the signer's name and title. Only the last page of the report needs to be signed. Form LD-2 must be signed and dated by the officer or employee of the registrant who is responsible for the accuracy of the information contained in the report.

Appendix C – Lobbying Issue Codes

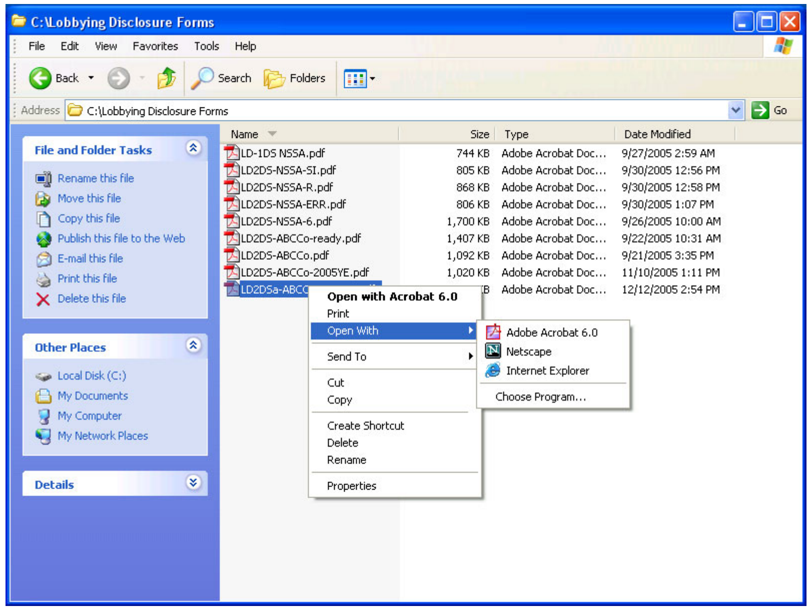
The lobbying issue codes listed below can be selected using a pull down list on line 11 in the LD2 form.

Code	Description	Code	Description
ACC	Accounting	HCR	Health Issues
ADV	Advertising	HOM	Homeland Security
AER	Aerospace	HOU	Housing
AGR	Agriculture	IMM	Immigration
ALC	Alcohol & Drug Abuse	IND	Indian/Native American Affairs
ANI	Animals	INS	Insurance
APP	Apparel/Clothing Industry/Textiles	LBR	Labor Issues/Antitrust/Workplace
ART	Arts/Entertainment	LAW	Law Enforcement/Crime/Criminal Justice
AUT	Automotive Industry	MAN	Manufacturing
AVI	Aviation/Aircraft/Airlines	MAR	Marine/Maritime/Boating/Fisheries
BAN	Bankruptcy	MIA	Media (Information/Publishing)
BNK	Banking	MED	Medical/Disease Research/Clinical Labs
BEV	Beverage Industry	MMM	Medicare/Medicaid
BUD	Budget/Appropriations	MON	Minting/Money/Gold Standard
CHM	Chemicals/Chemical Industry	NAT	Natural Resources
CIV	Civil Rights/Civil Liberties	PHA	Pharmacy
CAW	Clean Air & Water (Quality)	POS	Postal
CDT	Commodities (Big Ticket)	RRR	Railroads
COM	Communications/Broadcasting/Radio/TV	RES	Real Estate/Land Use/Conservation
CPI	Computer Industry	REL	Religion
CSP	Consumer Issues/Safety/Protection	RET	Retirement
CON	Constitution	ROD	Roads/Highway
CPT	Copyright/Patent/Trademark	SCI	Science/Technology
DEF	Defense	SMB	Small Business
DOC	District of Columbia	SPO	Sports/Athletics
DIS	Disaster Planning/Emergencies	TAX	Taxation/Internal Revenue Code
ECN	Economics/Economic Development	TEC	Telecommunications
EDU	Education	TOB	Tobacco
ENG	Energy/Nuclear	TOR	Torts
ENV	Environmental/Superfund	TRD	Trade (Domestic & Foreign)
FAM	Family Issues/Abortion/Adoption	TRA	Transportation
FIR	Firearms/Guns/Ammunition	TOU	Travel/Tourism
FIN	Financial Institutions/Investments/Securities	TRU	Trucking/Shipping
FOO	Food Industry (Safety, Labeling, etc.)	URB	Urban Development/Municipalities
FOR	Foreign Relations	UNM	Unemployment
FUE	Fuel/Gas/Oil	UTI	Utilities
GAM	Gaming/Gambling/Casino	VET	Veterans
GOV	Government Issues	WAS	Waste (hazardous/solid/interstate/nuclear)
		WEL	Welfare

Appendix D – PC Instructions

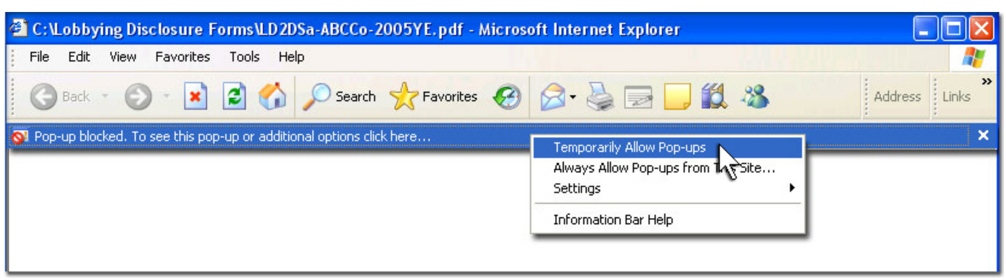
Opening Forms in a Browser

- Open the folder where the completed form was saved;



If the browser is not a listed program, select **Choose Program** and then select a browser;

- **Right click** on the file name, select **Open With**, and then select the browser you want to use:

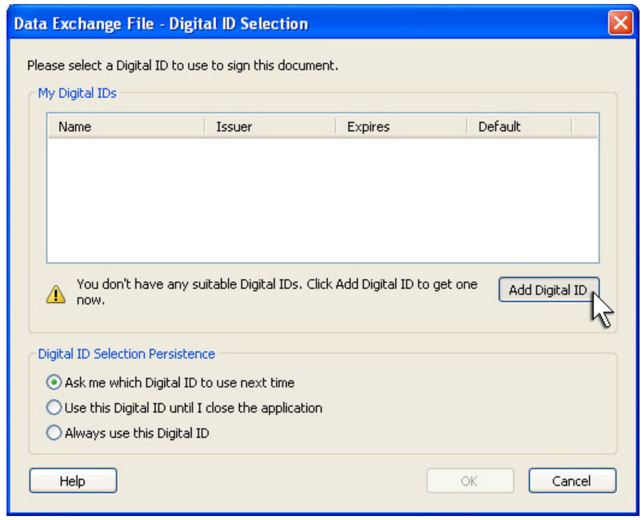


Some browser setting will block the form before it is opened. Click **Temporarily Allow Pop-ups**, or **Allow Blocked Content** to display the form if this needed;

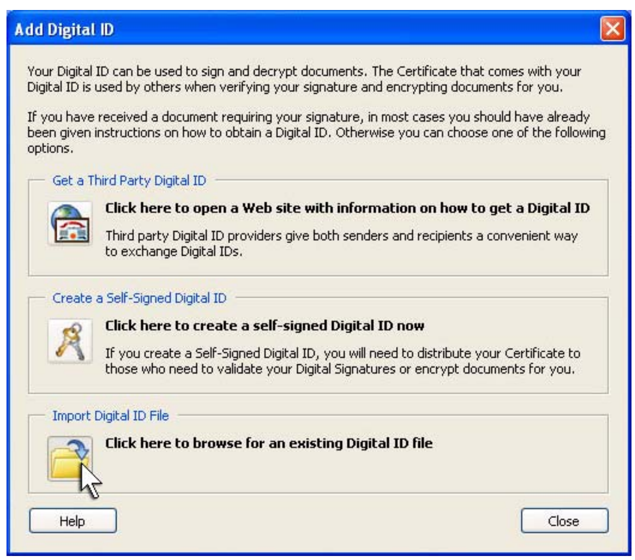
The form is opened in the browser and ready to be prepared for filing.

Installing a Digital Signature

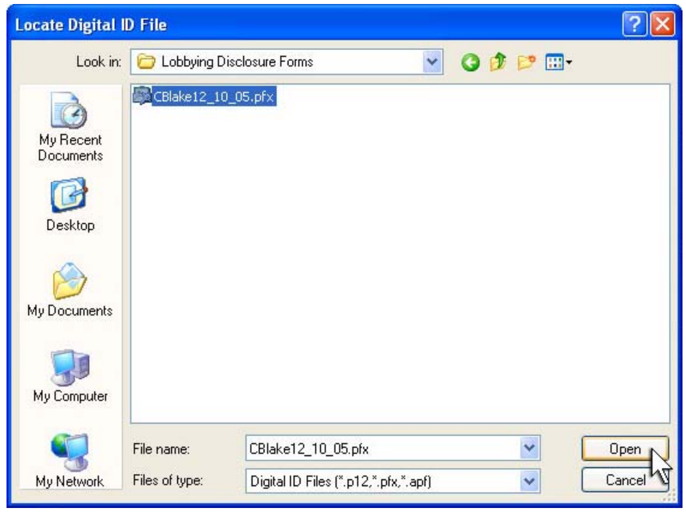
If you ACES digital signature does not appear on this list, you can install it from a backup copy:



- Click the **Add Digital ID** from the **Digital ID Selection** screen;

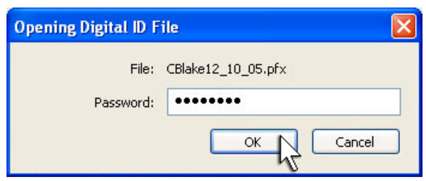


- Click the third button, **Browse for an Existing Digital ID file**;



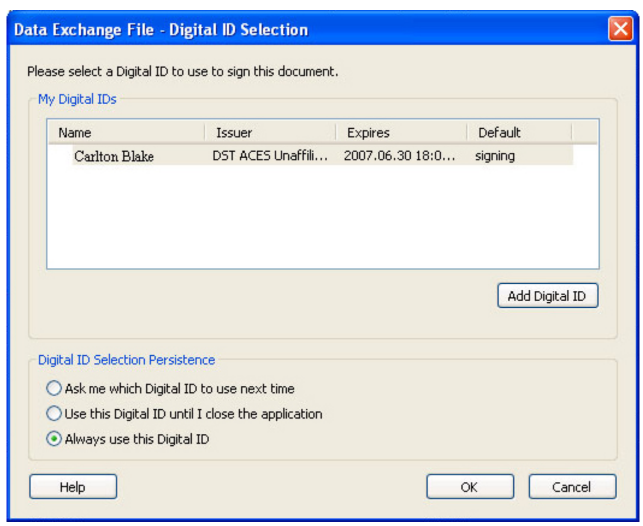
Windows Explorer is displayed;

- Locate your digital signature file and click the **Open** button;



If you created your digital signature file with a password, you will be prompted to enter it;

- Click the **OK** button:



Your signature is now available. You may select to use this signature for all documents, or to ask you which signature to use each time you sign a new document by selecting one of the radio buttons listed on the screen;

- Click the **OK** button to continue.

Appendix E – Mac Instructions

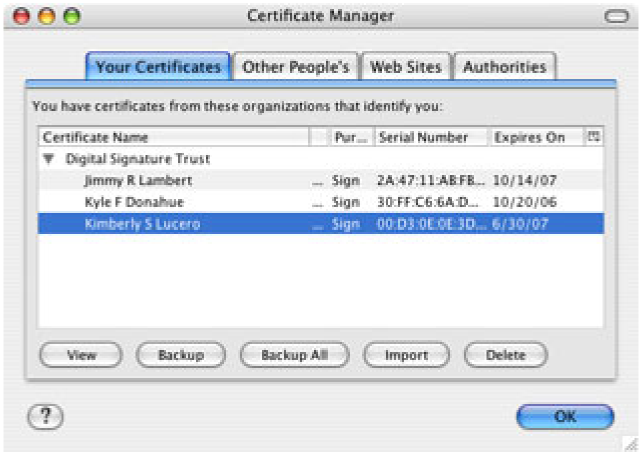
Creating a Backup Copy of a Digital Signature

To digitally sign Lobby Disclosure forms, a backup copy of the signature file must be copied from Firefox so that it can be installed on Adobe Reader.

To create a backup copy of a digital signature certificate from Firefox:

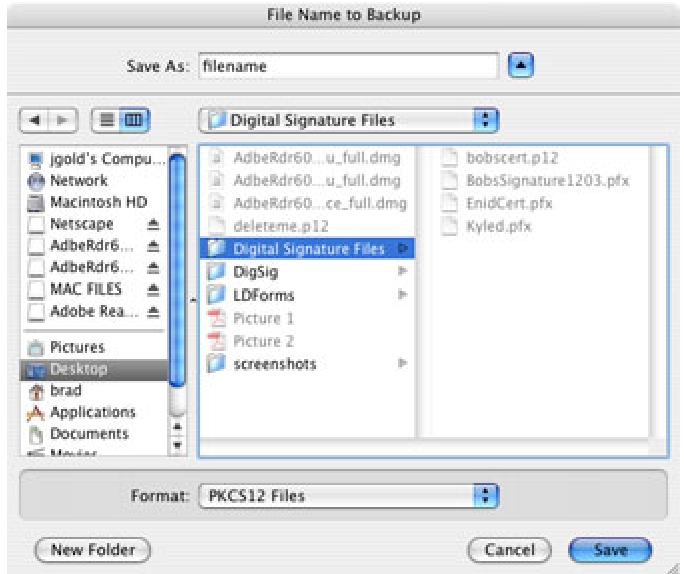
- Open **Firefox** and select **Preferences** from the **Firefox** menu;
- Select **Advanced** from the **Preferences** option;

- Click the **Manage Certificates** button:



- A list of installed certificates is displayed;

- Select the name of the certificate you want to back up and click the **Backup** button;



- Select a location, enter a file name in the **Save As** field, and click the **Save** button:

A dialog window is displayed for the certificate password;

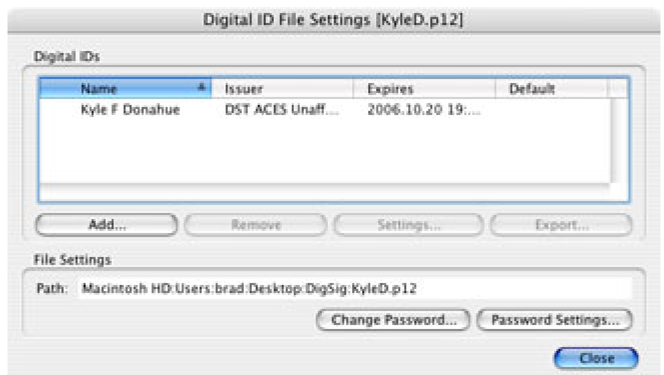
- Enter a unique password in the **Certificate backup password** field, enter the same password in the **Certificate backup password (again)** field, and click the **OK** button:

- A dialog window is displayed indicating that you have successfully created a copy of your certificate;
- Click the **OK** button;
- Click the **OK** button to close the **Manage Certificates** window;
- Click the **OK** button to close the **Preferences** window.

Installing a Digital Signature in Adobe Reader

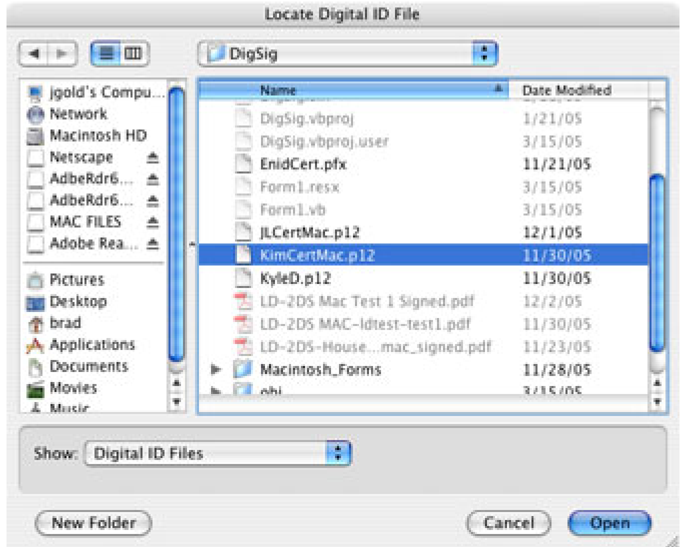
To install a digital signature certificate in Adobe Reader:

- Open **Adobe Reader**;
- Select **Manage Digital ID's** from the **Document** menu;
- Select **My Digital ID File Settings** from the **Manage Digital ID's** menu;



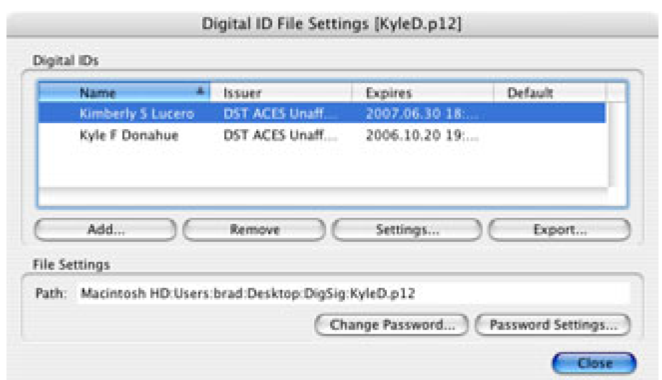
- Click the **Add** button;

- Click the **Import Digital ID File** icon;



- Locate the backup file for your digital signature, select the name, and click the **Open** button;
- If prompted, enter the **Software Security Device Password**;

Enter the password you assigned when you created the backup file in the **Enter Password** field:



The dialog window is updated with the backup file name;

- Click the **Close** button to close the **Digital ID File Settings** window.

Your digital signature certificate is now available to sign Lobby Disclosure forms.

Appendix F – Frequently Asked Questions

Appendix G - Troubleshooting

Opening Forms in a Browser

Occasionally one of our forms will show that it has loaded but it still does not appear in the browser. If this happens, click the **Reload** or **Refresh** button on your browser. If the form still does not display, make sure you have Adobe Acrobat Reader 6.0.2 – 7.08 installed.

For more information on configuring Adobe Reader, please see the following troubleshooting tips from Adobe:
http://www.adobe.com/support/techdocs/325875.html

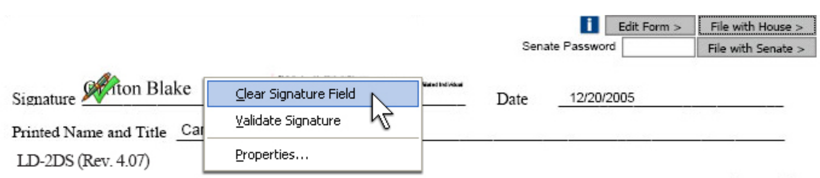
File with Senate Button is Locked

If you need to file your form with the Senate, but you have saved the signed version of your form, you can unlock the Senate Password field and File with Senate button by removing the signature.

The signature should only be removed to file your form with the Senate. If you modify the contents of your form after you have removed the signature, you may damage the integrity of the document and have problems validating and filing it with the House. If you need to edit the contents of the form and re-file it, you should make your edits in the unsigned version of the form.

To remove a digital signature from a form:

- Move your cursor over the signature line;



- **Right click** if you are using a PC, or press **CTRL + click** if you are using a Mac, and select **Clear Signature field**,
- The digital signature is removed and the Senate Password field and File with Senate button are unlocked.

Glossary of Terms

E-Form

An electronic Lobbying Disclosure form that is formatted to replicate the paper version for electronic filing.

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