

# BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY LOBBYIST WORKSHOP



Presented by:  
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# Course Overview:

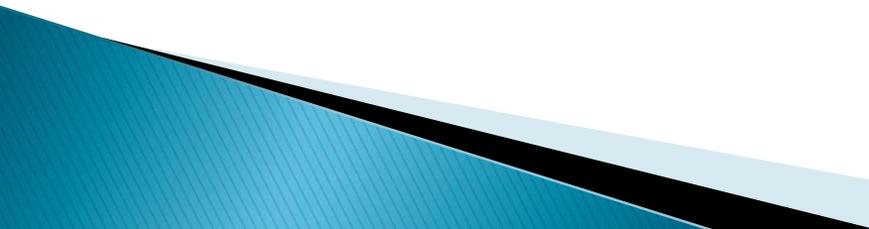
This presentation covers:

- ▶ The District of Columbia's laws and regulations pertaining to lobbyists.
  - ▶ Registration and Reporting requirements for lobbyists, lobbying entities, and their clients.
  - ▶ The Board of Ethics and Government Accountability's revamped online filing system.
- 

# Definition of “Lobbying”

- ▶ **“Lobbying” means communicating directly with any official in the legislative or executive branch of the District government with the purpose of influencing any legislative action or an administrative decision.**
  
- ▶ **However, the term “lobbying” does not include:**
  - a) The appearance or presentation of written testimony by a person on his or her own behalf, or representation by an attorney on behalf of any such person in a rulemaking (which includes a formal public hearing), rate-making, or adjudicatory hearing before an executive agency or the Tax Assessor;
  - b) Information supplied in response to written inquiries by an executive agency, the Council, or any public official;
  - c) Inquiries concerning only the status of specific actions by an executive agency or the Council;
  - d) Testimony given before the Council or a committee of the Council, during which a public record is made of such proceedings or testimony submitted for inclusion in such a public record;
  - e) A communication made through the instrumentality of a newspaper, television, or radio of general circulation, or a publication whose primary audience is the organization's membership; and
  - f) Communications by a bona fide political party.

# Definition of “Lobbyist”

- ▶ A lobbyist is any person or group of persons who communicate directly or solicit others to do so with any official in the legislative or executive branches of the District of Columbia Government with the purpose of influencing any legislative action or an administrative decision.
  - ▶ This includes lobbyists who work for a lobbying entity, and in-house lobbyists.
- 

# Lobbyist Registration Requirement

- ▶ You are required to file a Lobbyist Registration form and pay the applicable fee each year, if you:
  - Receive compensation in an amount of \$250 or more in any 3-consecutive-calendar-month period for lobbying.
    - This includes receiving compensation from more than one source that amounts to more than \$250 in the aggregate.
  - Expend funds in an amount of \$250 or more in any 3-consecutive-calendar-month period for lobbying.
- ▶ This includes all lobbyists, lobbying entities, and clients who meet the above monetary standard.
- ▶ If a lobbyist or lobbying entity has more than one client, a separate Lobbyist Registration Form must be filed for each client.
  - D.C. Official Code, §1-1162.27(a) (2014 supp.)

# Exempt from Lobbyist Registration

- ▶ The following people are ***NOT*** required to submit a Lobbyist Registration Form to BEGA:
  - A public official, or an employee of the United States acting in his or her official capacity;
  - A publisher or working member of the press, radio, or television who, in the ordinary course of business, disseminates news or editorial comment to the general public;
  - A candidate, member, or member-elect of an Advisory Neighborhood Commission; or
  - Civic leagues or organizations and municipal associations which are devoted exclusively to charitable, educational, or recreational purposes, whose activities do not consist of lobbying, the result of which shall inure to the financial gain or benefit of the entity.
    - D.C. Official Code, §1-1162.28(a) (2014 supp.)

# Lobbyist Registration Form: When

- ▶ Every lobbyist, lobbying entity, or client, who plans to engage in lobbying activity, or to compensate someone else to lobby on their behalf in the District of Columbia must file a Lobbyist Registration Form with BEGA on or before

**JANUARY 15<sup>th</sup> of each year.**

- ▶ Or no later than 15 days after becoming a Lobbyist
  - D.C. Official Code, §1-1162.29(a) (2014 supp.)

# Lobbyist Registration Form: Where

- ▶ You may complete all Lobbyist forms online at [www.bega-dc.gov](http://www.bega-dc.gov). If you file online, there is no need to submit a signed paper copy as well. Your electronic certification is sufficient.
- ▶ If you choose not to submit the forms electronically, you must mail or hand-deliver your Lobbyist forms by close of business on the date due to:

The Board of Ethics and Government Accountability  
441 4th Street, NW  
Suite 830 South  
Washington, DC 20001

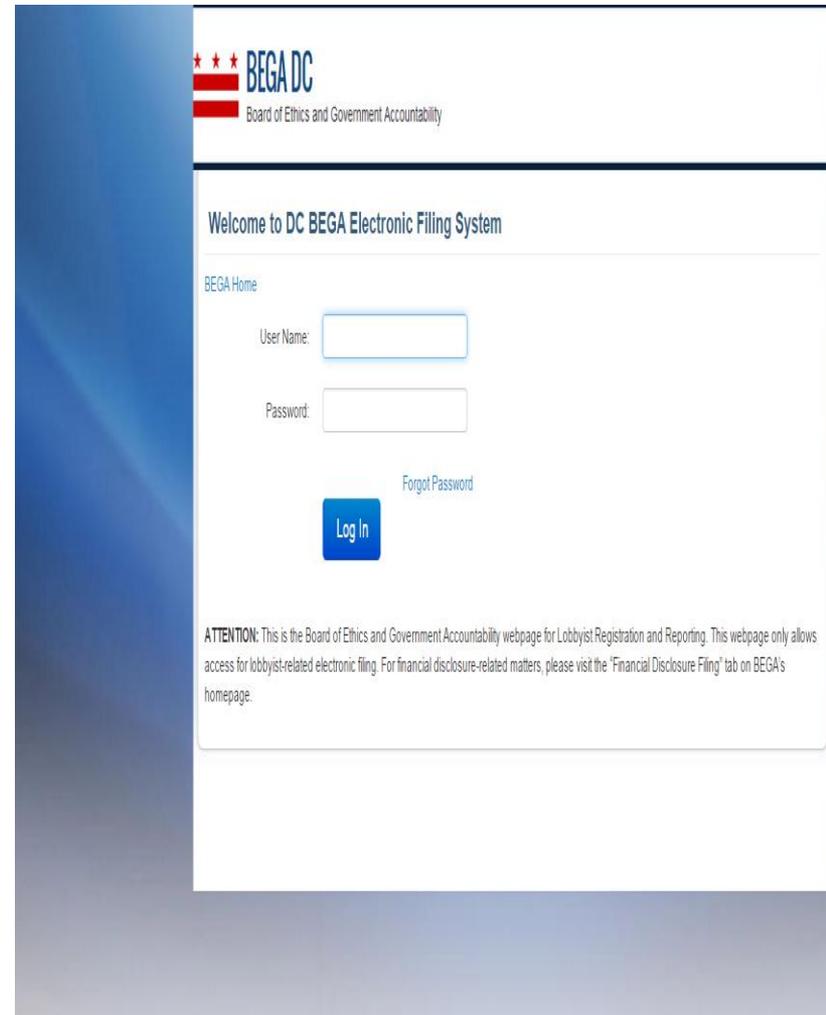
# BEGA Electronic Filing System

We encourage you to use the DC BEGA Electronic Filing System.

To access the system:

1. Go to **bega-dc.gov**.
2. Click on **“Lobbyist Info & Filing”**
3. Click on the button on the right hand side titled **“Lobbyist Filing System”**

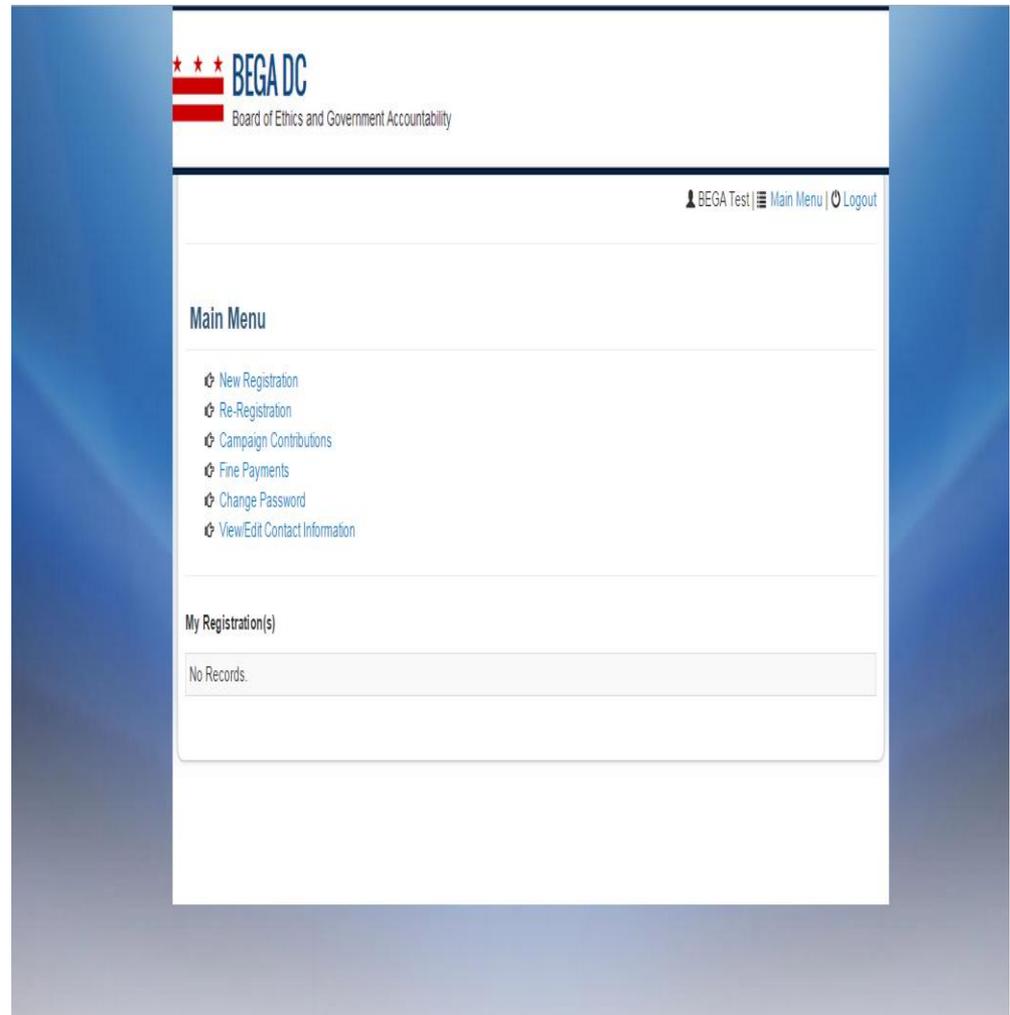
You should have received a letter with your User Name, Password, and PIN in an e-mail or letter from BEGA. If you did not, or if you have never registered before, please call BEGA to obtain your log-in information.



The screenshot shows the login interface for the BEGA DC Electronic Filing System. At the top left, there is a logo with three red stars and the text "BEGA DC" and "Board of Ethics and Government Accountability". Below the logo, the text "Welcome to DC BEGA Electronic Filing System" is displayed. Underneath, there is a "BEGA Home" link. The login form consists of two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a "Forgot Password" link. Below the input fields is a blue "Log In" button. At the bottom of the page, there is an "ATTENTION" notice: "This is the Board of Ethics and Government Accountability webpage for Lobbyist Registration and Reporting. This webpage only allows access for lobbyist-related electronic filing. For financial disclosure-related matters, please visit the 'Financial Disclosure Filing' tab on BEGA's homepage."

# BEGA Electronic Filing System

- ▶ Select New Registration if you have never filed a Lobbyist Registration Form for this particular client.
- ▶ Select Re-registration if you have previously filed a Lobbyist Registration Form with BEGA.



# BEGA Electronic Filing System

- ▶ After selecting Re-registration, you will be taken to a page that will show each registration you filed for 2014. Once you select the entity for which you want to re-register you will be taken to the first page of the registration form, with the information automatically filled in from your 2014 registration.

Board of Ethics and Government Accountability

Re-Registration

Registrant Name	Client Name	Reporting Year	Payment Received	Status
BEGA Test		2014	Confirmed	

Click on the registrant name to re-register.

- ▶ **Be sure that any information that is automatically filled in is correct, especially the registrant name, contact information, and non-profit or for profit designation.**
  - The non-profit or for profit designation on this page determines the amount that is automatically filled in on the payment page. If you selected the wrong designation you will not be able to change the payment amount when you reach the payment portion of the registration.
    - Re-registration can be used only once, for each registration you filed previously, because you must file a separate registration for each client.

# Lobbyist Registration Form: Line by Line

- ▶ Designate whether you, your firm, or your client are Non-Profit or For-Profit.
    - Once you select Non-Profit or For-Profit that determines what amount will be automatically filled in on the payment page.
  - ▶ Indicate whether the filing fee is enclosed.
    - Your Lobbyist Registration Form will NOT be accepted if it is not accompanied by the proper payment, whether you file electronically or on paper.
  - ▶ Designate whether this registration form is an original or an amendment.
  - ▶ Enter the calendar year for which you are registering.
- 

# Lobbyist Registration Form: Line by Line

## 1. Name of Registrant

- ▶ If you are an independent lobbyist, you are the Registrant.
- ▶ If you are a lobbying entity who employs lobbyists, you are the Registrant. You must list the name of each lobbyist working for the lobbying entity with the specific client under Question 2 on the Lobbyist Registration Form.
  - Individual lobbyists employed by lobbying entities do not need to submit their own individual Lobbyist Registration Forms.
  - A client who employs in-house lobbyists should identify as a “Lobbying Entity” on the Registration Form.
- ▶ If you are a client who pays compensation in the amount of \$250 or more in a 3-consecutive calendar-month period to a lobbyist or lobbying entity for lobbying, you are the Registrant.

# Lobbyist Registration Form: Line by Line

## 1. Name of Registrant

- ▶ Please be sure to use the **EXACT** same registrant name across all forms of documentation submitted to BEGA. Inclusion of new words or name changes should be reflected in an amended registration form.
  - If you do not use the same name, BEGA may not recognize you have filed the requisite paperwork and you could face fines for failure to file.
- ▶ Please include a valid email address. BEGA will use this email address to contact you in the future regarding filing and training reminders.

# BEGA Electronic Filing System

## Lobbyist Registration

Reporting Year

Lobbyist Category  
 For-Profit (\$250)  
 Non-Profit (\$50)

### Registrant Information

Name of Registrant

Registrant Type  
 Lobbyist  
 Lobbying Entity  
 Client

E-mail

Daytime Telephone  
Number

Cellular Telephone  
Number

### Permanent Address

# Lobbyist Registration Form: Line by Line

## 2. Lobbyist(s) working for the Lobbying Entity

- ▶ Please list all lobbyists who engage in lobbying activity for your firm for this specific client, or on your behalf. This includes in-house and independent lobbyists.
  - If you employ both in-house and independent lobbyists they should be disclosed on the same form.
- ▶ If you are an independent lobbyist please enter N/A or Not Applicable.
- ▶ If you are filing on paper and need space to disclose additional lobbyists attach a supplemental sheet.

# BEGA Electronic Filing System

 **BEGA DC**  
Board of Ethics and Government Accountability

BEGA Test | Main Menu | Filer Menu | Logout

## 2. Lobbyist(s) working for Registrant

**Add New**

Name

Daytime Telephone Number

Cellular Telephone Number

Street Address

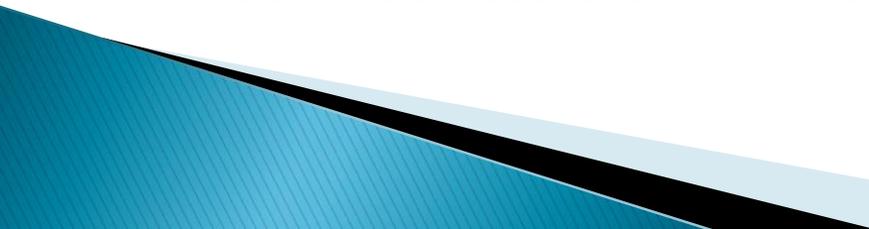
City

State

Zip Code

# Lobbyist Registration Form: Line by Line

## 3. Client of Registrant

- ▶ If you are a lobbyist or lobbying firm you must file a separate Lobbyist Registration Form for each client.
  - ▶ If you are a client, whether you identified as a client or lobbying entity, please enter N/A or Not Applicable.
  - ▶ Nature of Business: please briefly describe the subjects you will be lobbying on, examples include: health insurance, telecommunications, mobile food vendors.
- 

# BEGA Electronic Filing System

## 3. Client of Registrant

(when Registrant is a Lobbyist and/or Lobbying Entity)

**Note:** Registrants must file a separate Lobbyist Registration Form and Lobbyist Activity Report for each client.

### Client Information

Name

Nature of Business

Daytime Phone Number

Cellular Telephone Number

### Address

Street Address

City

State

Zip Code

# Lobbyist Registration Form: Line by Line

## 4. Terms of Compensation

- ▶ Please describe the terms of compensation between yourself and your lobbyist or client.
  - If the Registrant charges by the hour, the hourly rate should be listed.
  - If the Registrant pays a flat fee, list the flat fee.
  - If the Registrant is on retainer, listing “Retainer” is fine.
  - If the compensation arrangement involves two or more methods of compensation, all methods must be listed.
  - If the lobbyist is a salaried employee of your company, you may indicate “salaried” and “indefinite” for the terms and duration.
- ▶ If you employ lobbyists with different terms of compensation (i.e. in-house and independent lobbyists) and are filing on paper, please describe the terms and denote which terms apply to which lobbyist.

# BEGA Electronic Filing System

 **BEGA DC**  
Board of Ethics and Government Accountability

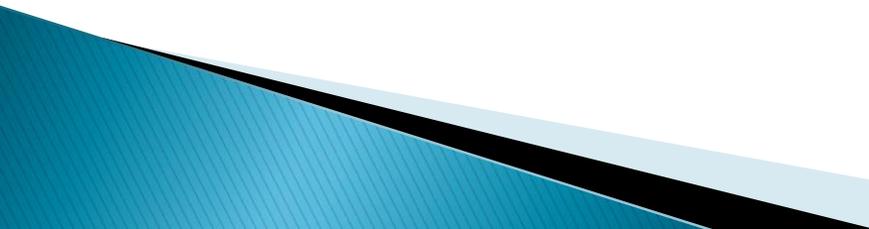
BEGA Test | Main Menu | Filer Menu | Logout

#### 4. Terms of Compensation

Hourly, Annual fee, Salary	Hourly, Annual fee, Salary
Duration of Engagement	Duration of Engagement

# Lobbyist Registration Form: Line by Line

## 5. Identify matter(s) by subject and formal designation on which the Lobbyist or Lobbying Entity expects to lobby on behalf of the client.

- ▶ Describe with some specificity the subjects on which you or your lobbyist will be lobbying.
  - ▶ Describe the legislation and/or contracts for which you plan to lobby the District of Columbia government.
- 

# BEGA Electronic Filing System



**BEGA DC**

Board of Ethics and Government Accountability

 BEGA Test |  Main Menu |  Filer Menu |  Logout

## 5. Lobbyist Matter(s)

Identify matter(s) by subject and formal designation on which the Lobbyist and/or Lobbying Entity expects to lobby on behalf of the client identified in (3) above.

Lobbyist Matter

[Save & Complete Registration >>](#)

# BEGA Electronic Filing System

This is the final page before payment in the electronic filing system. If you selected Re-registration this is the second page you will see.

Please review this information carefully.

## Review Registration

[Continue to Payment Screen to Complete the Registration >>](#)

### Registrant Information [\[Edit\]](#)

Reporting Year	2014
Registrant Name	BEGA Test
Registrant Type	Lobbyist Entity
Lobbyist Category	For Profit
Email Address	cristina.patzelt@dc.gov
Permanent Address	441 4th Street NW, Suite 830 S Washington District of Columbia 20001
Daytime Phone Number	202-481-3411
Cellular Phone Number	
Temporary Address (while lobbying)	

### Lobbyist(s) working for Registrant [\[Edit\]](#)

Name	Address	Daytime Phone	Cell Phone
John Doe	441 4th Street NW	202-481-3411	

### Client of Registrant [\[Edit\]](#)

Name	Address	Daytime Phone	Cell Phone	Nature of Business
Detroit Lions	1234 Ford Field, Detroit, MI, 48301	123-456-7890		Football

### Terms of Compensation [\[Edit\]](#)

Compensation Type | John Doe- 35\$/hour Jane Doe \$50,000 annual

# Lobbyist Registration Form: How Much

- ▶ The Registration fee for lobbyists is \$250.

Except:

- ▶ If you are a nonprofit organization OR a lobbyist who lobbies solely for nonprofit organizations, the registration fee is \$50.
  - ▶ D.C. Official Code, §§1-1162.27(b)(1-2) (2014 supp.)
- ▶ The Electronic Payment system accepts Visa or Mastercard.
- ▶ Checks should be made payable to the DC Treasurer. Cash is not accepted.

# BEGA Electronic Filing System

If you did not select the appropriate for profit or non-profit designation earlier, you will not be able to change the amount in the payment portion here. The amount is automatically filled in once you select for profit or non-profit.

The screenshot shows the BEGA DC website interface. At the top left is the logo for BEGA DC, Board of Ethics and Government Accountability, featuring three red stars above the text. In the top right corner, there is a user profile icon labeled 'BEGA Test' and navigation links for 'Main Menu', 'Filer Menu', and 'Logout'. The main heading of the page is 'Lobbyist Registration Payment'. Below this is a section titled 'Payment Information' which contains several input fields: 'Amount to Charge' with a value of '\$250.00', 'Card Type' with a dropdown menu showing 'Visa', 'Card Number' with a text input field containing 'Card Number', 'Name on Card' with a text input field containing 'Name on Card', 'Expiration' with two dropdown menus, and 'Card Security Code' with a text input field and a descriptive note: 'A code that is printed (not imprinted) on the back of a credit card. It consist of 3 or 4 digits.' At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

# BEGA Electronic Filing System

- ▶ If the electronic payment was successful you will be redirected to a “Receipt” page.
- ▶ A Receipt will also be emailed to the address you listed in your registration.

 **BEGA DC**  
Board of Ethics and Government Accountability

Taco Bell | Main Menu | Logout

  
**Board of Ethics and Government Accountability**  
441 4th Street, NW, 830 South  
Washington, DC 20001

### Receipt

Registrant/Filer	Taco Bell
Registrant/Filer EFRS UserName	LOB141003
Description	Registration Fee
Total Amount	\$50.00
Confirmation Number	A10A7CESAA7A
Date	1/2/2015 3:46:04 PM

Thank You!

[Print Receipt](#)

To: Patzelt, Cristina (BEGA)  
Cc:  
Subject: Your BEGA Registration Receipt

  
**Board of Ethics and Government Accountability**  
441 4th Street, NW, 830 South  
Washington, DC 20001

### Receipt

Registrant/Filer	Detroit Lions
Registrant/Filer EFRS UserName	LOB141006
Description	Registration
Total Amount	\$250.00
Confirmation Number	A70A7AF8B8D
Date	12/17/2014 9:57:03 AM

Thank You!

BEGA Automated Email

# BEGA Electronic Filing System

- ▶ When you have completed the registration your Main Menu will reflect your status as “Active” for the year you registered.
- ▶ If you need to edit your registration or file a new registration, change your password, pay a fine, or file a campaign contributions form you can also do so here.

The screenshot shows the user interface of the BEGA DC Electronic Filing System. At the top right, there is a user profile icon, the name 'BEGA Test', and navigation links for 'Main Menu', 'Help', and 'Logout'. Below this is a 'Main Menu' section with a list of links: 'New Registration', 'Re-Registration', 'Campaign Contributions', 'Fine Payments', 'Change Password', and 'View/Edit Contact Information'. Underneath is a section titled 'My Registration(s)' which contains a table with the following data:

Registrant Name	Client Name	Reporting Year	e-Filing	Status	
BEGA Test		2014	<a href="#">File Activity/Termination Report</a>		<a href="#">Edit Registration</a>

# Lobbyist Activity Report: Why?

- ▶ The Lobbyist Activity Report discloses all lobbying activity for the prior six-month period. The form informs the public of your specific lobbying activities and expenditures, including, what types of communications you are engaging in, with whom, the reasons for the communications, on whose behalf and for what purpose, and the funds expended.
- 

# Lobbyist Activity Report: Who?

- ▶ Each registrant must file a Lobbyist Activity Report.
  - ▶ A registrant must file a separate Lobbyist Activity report for each person from whom he or she receives compensation, or whom he or she compensates.
  - ▶ D.C. Official Code, §§1-1162.30(a) (2014 supp.)
- 

# Lobbyist Activity Report: When?

- ▶ Lobbyist Activity Reports are due twice a year:
- ▶ January 10 – Covers Reporting Period July 1 – December 31
  - You cannot submit a Lobbyist Activity Report for this period prior to January 1
- ▶ July 10– Covers Reporting Period January 1 to June 30
  - You cannot submit a Lobbyist Activity Report for this period prior to July 1
  - D.C. Official Code, §1-1162.30(a) (2014 supp.)

# BEGA Electronic Filing System

- From the Main Menu, click on “File Activity/Termination Report” next to the appropriate registration.
- You can and should only file one January and one July Activity Report per registration.
- The January 2015 Activity Report is linked to the 2014 registration because it reflects activity from 2014



Registrant Name	Client Name	Reporting Year	e-Filing	Status
BEGA Test		2015	<a href="#">File Activity/Termination Report</a>	<a href="#">Edit Registration</a>
BEGA Test		2014	<a href="#">File Activity/Termination Report</a>	<a href="#">Edit Registration</a>

# BEGA Electronic Filing System

- ▶ Click on “January Report 2015” to begin filing
- ▶ If you previously started a report and saved it, click on the report in the “Resume Filing” section



Filer (BEGA Test) | Main Menu | Filer Menu | Help | Logout

### Filer Menu

For security reasons, browser back button is disabled throughout your filing process. Please use the links Main Menu/Filer Menu above for navigation.

🔗 **File a New Report**  
This section display a new report, not previously submitted reports or the reports that you have begun filing but have not submitted.

📅 [January Report 2015](#)

🔗 **Resume Filing**  
This section display reports that you have begun filing, but have not submitted. This selection will re-insert you back to the page from where you last exited.

Delete	Report	Lobbyist(s) Working for Registrant	Client
✖	<a href="#">January Report 2015</a>		

🔗 **File an Amendment**  
This section display current reports that have been submitted.

🔗 **View Previously Filed Reports**  
Please note that this section display current reports that have been submitted.

Report	Lobbyist(s) Working for Registrant	Client	Filed Date
<a href="#">January Report 2015</a>	Matthew Stafford		12/17/2014

# Lobbyist Activity Report: Line by Line

## 1. Name of Registrant

- ▶ Please use the EXACT same name across all forms of documentation you submit to BEGA, or you run the risk of being cited for failing to file the proper forms.
- ▶ Email address: BEGA will use this email address to contact you regarding filing reminders and future training sessions, please be sure this email is sufficient for that purpose.
- ▶ Please identify yourself as a Lobbyist, Lobbying Entity, or Client.
  - Reminder: If you are a client who employs in-house lobbyists or in-house and independent lobbyists, please identify as a Lobbying Entity.

# BEGA Electronic Filing System

Filer (BEGA Test) | Main Menu | Filer Menu | Help | Logout

**January Report 2015** Period Covering from July 01, 2014 through December 31, 2014

<b>Registrant Information</b>
Lobbyist(s) Working for Registrant
Client of Registrant
Terms of Compensation
Lobbyist Matter(s)
Lobbyist Relationship(s)
Lobbyist Communication(s)
Schedule A
Schedule A-1
Schedule A-2
Review Report
Schedule B - Certification

## 1. Registrant Information

Reporting Year: 2014

### Basic Information

Registrant Type  
 Lobbyist  
 Lobbying Entity  
 Client

E-mail:

Name of Registrant:

Daytime Telephone Number:

Cellular Telephone Number:

### Permanent Address

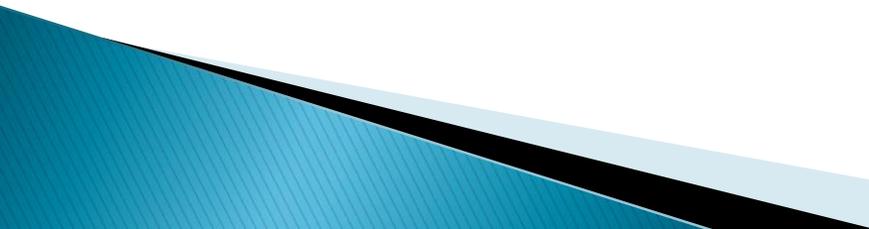
Street Address:

City:

State:

# Lobbyist Activity Report: Line by Line

## 2. Lobbyists working for Registrant

- ▶ Please list all lobbyists, both in-house and/or independent, currently working for the registrant.
  - ▶ If you are a solo lobbyist please enter your own name.
- 

# BEGA Electronic Filing System



Filer (BEGA Test) | Main Menu | Filer Menu | Help | Logout

## January Report 2015 Period Covering from July 01, 2014 through December 31, 2014

Registrant Information

**Lobbyist(s) Working for Registrant**

Client of Registrant

Terms of Compensation

Lobbyist Matter(s)

Lobbyist Relationship(s)

Lobbyist Communication(s)

Schedule A

Schedule A-1

Schedule A-2

Review Report

Schedule B - Certification

### 2. Lobbyist(s) working for Registrant

#### Add New

Name

Daytime Telephone Number

Cellular Telephone Number

Street Address

City

State

Zip Code

Save

Cancel

# Lobbyist Activity Report: Line by Line

## 3. Clients of Registrant

- ▶ A registrant must file separate Lobbyist Activity Reports and Lobbyist Registration Forms for each client.
  - ▶ List only one client on each Activity Report or Registration Form.
- 

# BEGA Electronic Filing System

Registrant Information
Lobbyist(s) Working for Registrant
<b>Client of Registrant</b>
Terms of Compensation
Lobbyist Matter(s)
Lobbyist Relationship(s)
Lobbyist Communication(s)
Schedule A
Schedule A-1
Schedule A-2
Review Report
Schedule B - Certification

### 3. Client of Registrant

(when Registrant is a Lobbyist and/or Lobbying Entity)  
**Note:** Registrants must file a separate Lobbyist Registration Form and Lobbyist Activity Report for each client.

#### Client Information

Name	<input type="text" value="Client Name"/>
Nature of Business	<input type="text" value="Nature of Business"/>
Daytime Phone Number	<input type="text" value="Daytime Phone Number"/>
Cellular Telephone Number	<input type="text" value="Cellular Telephone Number"/>

#### Address

Street Address	<input type="text" value="Street Address"/>
City	<input type="text" value="City"/>
State	<input type="text" value="-----Select-----"/>
Zip Code	<input type="text" value="Zip Code"/>

# Lobbyist Activity Report: Line by Line

## 4. Terms of Compensation

- ▶ Indicate the terms of compensation in the same way you did on the Lobbyist Registration Form, unless the terms have changed. Be sure to indicate the duration.
- ▶ If you are filing on paper and need to list more than one term of compensation please provide a supplemental sheet.

# BEGA Electronic Filing System



👤 Filer (BEGA Test) | ☰ Main Menu | ☰ Filer Menu | 🚪 Logout

## January Report 2015 - Amendment 1

Period Covering from July 01, 2014 through December 31, 2014

Registrant Information

Lobbyist(s) Working for Registrant

Client of Registrant

**Terms of Compensation**

Lobbyist Matter(s)

Lobbyist Relationship(s)

Lobbyist Communication(s)

Schedule A

Schedule A-1

Schedule A-2

Review Report

Schedule B - Certification

### 4. Terms of Compensation

Hourly, Annual fee, Salary	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;">John Doe - \$50,000 annual Jane Johnson- \$50,000 retainer</div>
Duration of Engagement	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;">John Doe- ongoing Jane Johnson-six months</div>

[Save](#) [Save & Continue to Next Step >>](#)



# Lobbyist Activity Report: Line by Line

**5. Identify matters by subject and formal designation on which the Lobbyist and/or Lobbying Entity expects to lobby on behalf of the client.**

- ▶ Indicate with some specificity the legislation and/or contracts the lobbyist worked on in the previous reporting period.

# BEGA Electronic Filing System



👤 Filer (BEGA Test) | ☰ Main Menu | ☰ Filer Menu | 🆘 Help | 🚪 Logout

## January Report 2015

Period Covering from July 01, 2014 through December 31, 2014

Registrant Information
Lobbyist(s) Working for Registrant
Client of Registrant
Terms of Compensation
<b>Lobbyist Matter(s)</b>
Lobbyist Relationship(s)
Lobbyist Communication(s)
Schedule A
Schedule A-1
Schedule A-2
Review Report
Schedule B - Certification

### 5. Lobbyist Matter(s)

Identify matter(s) by subject and formal designation on which the Lobbyist and/or Lobbying Entity expects to lobby on behalf of the client identified in (3) above.

Football matters in the District

# Lobbyist Activity Report: Line by Line

**6. Identify each official in the executive or legislative branch and any member of the official's staff who has a business relationship or professional services relationship with the Registrant.**

- ▶ “Business relationship” means a relationship established to provide for business services.
- ▶ “Professional services relationship” means a relationship where the functions are infrequent, technical or unique and, primarily performed by independent contractors or by consultants whose occupation is the rendering of such services.

# BEGA Electronic Filing System



**BEGA DC**

Board of Ethics and Government Accountability

Filer (BEGA Test) | Main Menu | Filer Menu | Help | Logout

## January Report 2015 Period Covering from July 01, 2014 through December 31, 2014

[Registrant Information](#)

[Lobbyist\(s\) Working for Registrant](#)

[Client of Registrant](#)

[Terms of Compensation](#)

[Lobbyist Matter\(s\)](#)

**[Lobbyist Relationship\(s\)](#)**

[Lobbyist Communication\(s\)](#)

[Schedule A](#)

[Schedule A-1](#)

[Schedule A-2](#)

[Review Report](#)

[Schedule B - Certification](#)

### 6. Lobbyist Business Relationship(s)

Identify (by name and nature of business relationship with the Registrant) each official in the executive or legislative branch and any member of the official's staff, including personal and committee staff, who has a business relationship or a professional services relationship with the Registrant.

[Add New](#)

[Next Step >>](#)

# Lobbyist Activity Report: Line by Line

**7. Identify each official in the executive or legislative branch with whom the Registrant has had written or oral communications during the reporting periods related to lobbying activities conducted by the Registrant.**

- ▶ Please be as specific as possible when listing the officials, the type of communication, and the nature/purpose of the communication.

# BEGA Electronic Filing System

## January Report 2015 Period Covering from July 01, 2014 through December 31, 2014

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Lobbyist(s) Working for Registrant

Client of Registrant

Terms of Compensation

Lobbyist Matter(s)

Lobbyist Relationship(s)

**Lobbyist Communication(s)**

Schedule A

Schedule A-1

Schedule A-2

Review Report

Schedule B - Certification

### 7. Lobbyist Communication(s)

Identify each official in the executive or legislative branch with whom the Registrant has had written or oral communications during the reporting periods related to lobbying activities conducted by the Registrant.

#### Add New

Name of Official

Title of Official

Date of Communication(s)  (mm/dd/yyyy)

Type of Communication(s) (i.e. telephone conversation, meeting, email, etc.)

Nature and Purpose of Communication(s)

Save

Cancel

# Lobbyist Activity Report: Line by Line

## Schedule A: Compensation paid by Registrant to the Lobbyist/Lobbying Entity for Lobbying

- ▶ Indicate the type of compensation paid to each lobbyist (for example, whether it was compensation or a retainer).
  - ▶ Include the total amount compensated during this reporting period, and the cumulative total paid to the lobbyist annually.
- 

# BEGA Electronic Filing System



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Board of Ethics and Government Accountability

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**Schedule A**

[Schedule A-1](#)

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### 8. Schedule A - Compensation paid by Registrant (i.e. Lobbying Entity, Client) to the lobbyist/lobbyist entity for lobbying

Compensation includes all consultant fees, salary, wages, etc. Note: The registrant must maintain detailed records of receipts and expenditures<sup>1</sup>. (Amounts may be rounded off to whole dollars).

Lobbyist/Lobbyist Entity	Compensation		Retainer	
	Total paid this period	Cumulative Annual Total paid	Total paid this Period	Cumulative annual total paid
John Doe	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Jane Johnson	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

[Save](#)

[Save and Continue to Next Step >>](#)

<sup>1</sup> D.C. Official Code § 1-1162.30(b).

# Lobbyist Activity Report: Line by Line

## Schedule A-1: Lobbyist Expenditures

- ▶ Total expenditures on lobbying are broken down into the following categories:
  - Office expenses;
  - Advertising and publications;
  - Personal sustenance;
  - Lodging;
  - Travel;
  - Other Expenses
- ▶ Each expenditure of \$50 or more must be itemized by the date, name, and address of the recipient, and the amount and purpose of the expenditure.
  - ▶ D.C. Official Code, §§1-1162.30(a)(2)(A-B) (2014 supp.)

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[Schedule A](#)

**Schedule A-1**

[Schedule A-2](#)

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### 9. Schedule A-1 - Lobbyist Expenditures

Note: The registrant must maintain detailed records of receipts and expenditures<sup>1</sup>. (Amounts may be rounded off to whole dollars).

Not Applicable

#### Add/Edit Expenditures

	Total this period	Annual Total
Office Expenses	<input type="text" value="500.00"/>	<input type="text" value="Annual Total"/>
Advertising & Publications	<input type="text" value="100.00"/>	<input type="text" value="Annual Total"/>
Personal Sustenance	<input type="text" value="Total this period"/>	<input type="text" value="Annual Total"/>
Lodging	<input type="text" value="1000.00"/>	<input type="text" value="Annual Total"/>
Travel	<input type="text" value="500.00"/>	<input type="text" value="Annual Total"/>
Other Expenses	<input type="text" value="100.00"/>	<input type="text" value="Annual Total"/>
<b>Total</b>	<b>2200.00</b>	<b>0.00</b>

[Save](#)

[Save & Continue to Next Step >>](#)

<sup>1</sup> Each registrant shall obtain and preserve all accounts, bills, receipts, books, papers, and documents necessary to substantiate the activity reports required to be made pursuant to this section for 5 years from the date of filing of the report containing these items. These materials shall be made available for inspection upon request by the Director after reasonable notice. (D.C. Official Code § 1-1162.30(b)).

# Lobbyist Activity Report: Line by Line

## Schedule A-2: Other Expenditures

- ▶ Any and all campaign contributions made by the lobbyist or lobbying entity on behalf of a client, should be disclosed on this form.
  - Contributions made NOT on behalf of a client are disclosed on a separate form: Schedule C-Campaign Contributions.
- ▶ Pursuant to the Ethics Act, you must disclose each political expenditure, loan, gift, honorarium or contribution of \$50 or more made by the registrant or anyone acting on behalf of the registrant to benefit an official in the legislative or executive branch.
  - ▶ D.C. Official Code, §1-1162.30(a)(3) (2014 supp.)

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Lobbyist Communication(s)

Schedule A

Schedule A-1

Schedule A-2

Review Report

Schedule B - Certification

### 10. Schedule A-2 - Other Expenditures

Each political expenditure, loan, gift, honorarium, or contribution of \$50 or more made by the Registrant or anyone acting on behalf of the Registrant to benefit an official in the legislative or executive branch, a member of his or her staff or household, or a campaign or testimonial committee established for the benefit of the official, shall be itemized by date, beneficiary, amount, and circumstances of the transaction, including the aggregate of all expenditures that are less than \$50<sup>1</sup>.

Not Applicable

#### Add New

Name of Beneficiary

Date of Transaction

Amount

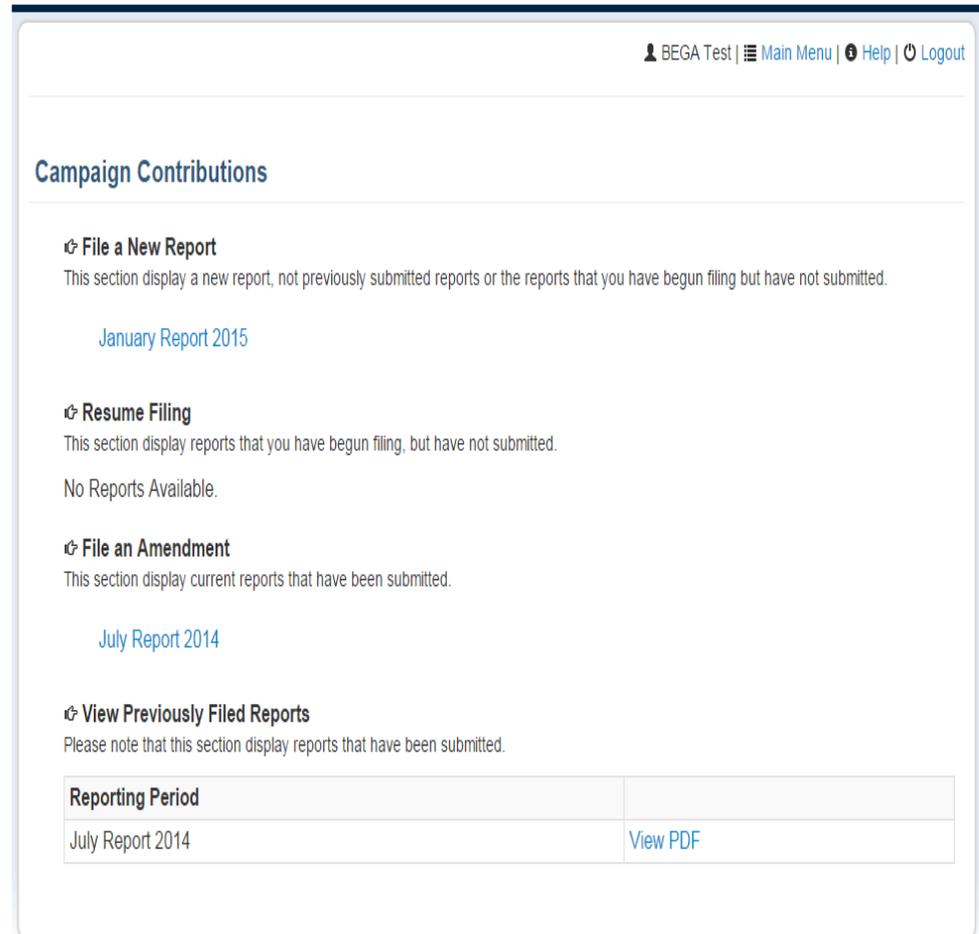
Type of Transaction   
(i.e. political expenditure, loan, gift, honorarium, contribution)

Circumstances/Purpose of the Transaction

Save

# BEGA Electronic Filing System

- ▶ If, as a lobbyist or lobbying entity, you made any campaign contributions NOT on behalf of a client, you should disclose those contributions on the optional form – Schedule C: Campaign Contributions.
- ▶ It can be accessed from the Main Menu. To file a Campaign Contribution form reflecting activity from July 1, 2014 through December 31, 2014, click on January Report 2015.



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## Campaign Contributions

**File a New Report**  
This section display a new report, not previously submitted reports or the reports that you have begun filing but have not submitted.

[January Report 2015](#)

**Resume Filing**  
This section display reports that you have begun filing, but have not submitted.  
No Reports Available.

**File an Amendment**  
This section display current reports that have been submitted.

[July Report 2014](#)

**View Previously Filed Reports**  
Please note that this section display reports that have been submitted.

Reporting Period	
July Report 2014	<a href="#">View PDF</a>

# BEGA Electronic Filing System

- After completing Schedule A-2 you will have an opportunity to review the information you have entered up to that point. You can click on “Edit” to return to any section.
- Please carefully review all the information.

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## January Report 2015

Period Covering from July 01, 2014 through December 31, 2014

### 11. Review Report

**Registrant Information** [\[Edit\]](#)

Registrant Type	Lobbyist Entity
Registrant Name	BEGA Test
Email Address	cristina.patzelt@dc.gov
Permanent Address	441 4th Street NW Washington, District of Columbia, 20001
Daytime Phone Number	202-481-3411
Cellular Phone Number	
Temporary Address (while lobbying)	

**Lobbyist(s) working for Registrant** [\[Edit\]](#)

Name	Address	Daytime Phone	Cell Phone
Jane Johnson	1234 K Street NW, Washington, DC, 20020	202-123-4567	
John Doe	441 4th Street NW, Washington, DC, 20001	202-481-3411	

# BEGA Electronic Filing System

- The review report page is also where you have an opportunity to upload any attachments to your report, such as lists of communications with District officials.
  - All uploads must be in PDF format.
  - All uploads must indicate which question or schedule they are in response to in the title of the document.
  - Ex. BEGA Test 1-January 2015 LAR-Responses to Question 7.pdf
- Any information uploaded will be published with the LAR on BEGA's website. BEGA will not redact the uploaded documents prior to posting, so caution should be exercised concerning information such as social security numbers or account numbers.

Jane Johnson	\$ 0.00	\$ 0.00	\$50,000.00	\$50,000.00
<b>Total</b>	\$25,000.00	\$50,000.00	\$50,000.00	\$50,000.00

## Schedule A-1 [Edit]

Expenditures	Total this period	Annual Total
Office Expenses	\$500.00	\$500.00
Advertising & Publications	\$100.00	\$100.00
Personal Sustenance	\$ 0.00	\$ 0.00
Lodging	\$1,000.00	\$1,000.00
Travel	\$500.00	\$500.00
Other Expenses	\$100.00	\$100.00
<b>Total</b>	\$2,200.00	\$2,200.00

## Schedule A-2 [Edit]

Beneficiary Name	Date Of Transaction	Amount	Type Of Transaction	Purpose Of Transaction
President Obama	November 12, 2014	\$100.00	campaign contribution	support of President

## Attachments

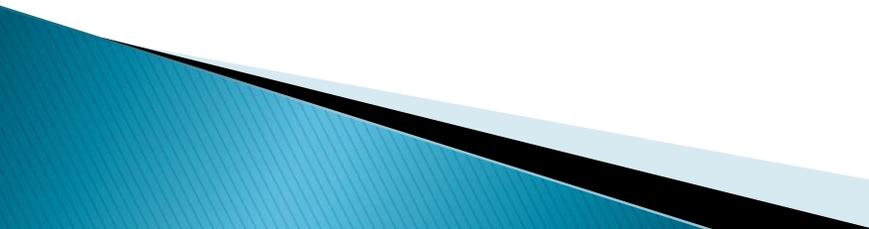
[Upload Attachments](#)

Note: Any information uploaded will be made public.

[Certify and Submit >>](#)

# Lobbyist Activity Report: Line by Line

## Schedule B: Certification

- The total amounts from the previous schedules (A, A-1, & A-2) are recorded on this page.
  - Be sure the amounts on this page match the amounts recorded on the previous schedule forms. BEGA audits all Lobbyist Activity Reports and miscalculations on this Schedule can create discrepancies that would need to be explained.
  - This is the FINAL PAGE before SUBMISSION.
- 

# BEGA Electronic Filing System



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## January Report 2015 Period Covering from July 01, 2014 through December 31, 2014

### 12. Schedule B - Certification

Please enter the total amounts paid for the reporting period for each of the categories indicated. The amounts should be taken from the Schedule indicated.

(1) Total compensation paid to the Lobbyist/Lobbying Entity:	\$	<input type="text" value="75000.00"/>	(Schedule A)
(2) Total of expenditures made for purposes of lobbying:	\$	<input type="text" value="2200.00"/>	(Schedule A-1)
(3) Total of other expenditures related to lobbying activities:	\$	<input type="text" value="100.00"/>	(Schedule A-2)
(4) Total expenditures:(Add Lines 2 and 3)	\$	<input type="text" value="2300.00"/>	

I, the undersigned, certify and declare under oath that all of my statements on this form is to the best of my knowledge and belief, true, correct, and complete. I understand that the making of a false statement on this form or materials submitted with this form is punishable by criminal penalties pursuant to D.C. Official Code § 22-2405 et seq. (2001).

Filer Name and Title

(If not an individual, the filer must be an authorized officer or agent of the Registrant)

PIN

Verify PIN

[Certify & Submit](#)

[<< Review Report](#)

# Enforcement and Penalties

- ▶ Any person who files a Lobbyist Activity Report after the deadline will be assessed a civil penalty of \$10 per day up to 30 days (excluding Saturdays, Sundays, and holidays) that the report or registration form is late.
  - The Ethics Board may waive the penalty imposed under this subsection for good cause shown.
- ▶ Failure to disclose contributions or expenditures on the Lobbyist Activity Report could also result in potential fines.
- ▶ The Board will only grant waivers of fines for “good cause”. Up to this point the Board has decided against registrants who have said they did not know they had to file, or that they filed with a different office.

# Frequently Asked Questions

- ▶ I didn't engage in any lobbying activity this reporting period, do I still have to file a Lobbyist Activity Report?
  - If you register as a lobbyist, lobbying entity, or client for a respective year, you must file a Lobbyist Activity Report for both reporting periods in a calendar year, even if you did not engage in any lobbying activity during the reporting period. You would write "0.00", "Nothing" or "No Activity" on all sections of the report.
- ▶ My relationship with a client/lobbyist has ended. How do I terminate my registration?
  - To terminate a registration, you can file a Termination Form, available in hard copy on BEGA's website, or file it electronically from the FILER MENU. You must to file a Lobbyist Activity Report for any lobbying activity prior to the termination.

# Questions about Lobbyist Filing Requirements or the Filing System?

- ▶ If you have questions about the Lobbyist Filing Requirements, Lobbyist Forms, or BEGA's Electronic Filing System, you may contact BEGA.
- ▶ Inquiries may be made by telephone or by email to:

Phone: (202) 481-3411

Email: [bega@dc.gov](mailto:bega@dc.gov)

