

Commonwealth of Virginia



Conflict of Interest and Ethics Advisory Council

User Guide for
Lobbyist Registrations and Disclosures

Lobbyist Registrations

- * All lobbyists must register with the Council prior to engaging in lobbying unless one of the exemptions set forth in [§ 2.2-420](#) of the *Code of Virginia* are satisfied.
 - * You must register for each principal whom you will represent.
 - * One who engages in lobbying entirely outside the city of Richmond must register within fifteen days of engaging in lobbying.
- * All lobbyist registrations are required annually and expire May 1. There is a \$50 fee for each principal you will represent
 - * Fee rises to \$100 as of January 1, 2016.

Online Registration Portal

- * In order to register online you must have a valid email address.

New Users

- * New users should click on “Create Account”



VIRGINIA CONFLICT OF INTEREST
AND ETHICS ADVISORY COUNCIL

[[Lobbyist Home](#)] [[Log On](#)] [[Create Account](#)] [[Forgot Password](#)]

Welcome to the Lobbyist Registration and Disclosure Portal!

The Lobbyist Registration and Disclosure portal allows lobbyists and lobbying principals to submit registration and disclosure forms online.

I would like to register as a lobbyist:

To register, use the link above to log-in to your account or create a new account.

You must register for each principal on whose behalf you will be lobbying. Lobbyist registrations are required annually and expire April 30. Your lobbyist registration must be received and approved prior to engaging in lobbying activity. One who engages in lobbying entirely outside the capital city must register within fifteen days of engaging in lobbying.

There is a \$50.00 registration fee per principal.

I need to submit my lobbyist disclosure statement:

To file your lobbyist disclosure statement online, use the link above to log-in to your account. If you submitted your registration by hardcopy and need to create a new account, you must use the same email address that you provided on your lobbyist registration form.

Lobbyist disclosure forms are now required to be filed semi-annually by **December 15** (to disclose activity from May 1 - October 31) and **June 15, 2015** (to disclose activity from November 1 - April 30).



You will need to provide your name, business address including city, state and zip as well as your business phone number and a valid email address. Once all required information has been provided click “Create Account” at the bottom of the form.

Activation Email

- * You will receive an activation email from noreply@dls.virginia.gov which will provide you with a link to activate your account. *Please check your spam/junk folder if you do not receive the email.*



The link provided is specific to your account. You will not be able to activate/access your account until you click the link provided in the email.

Account Activated

- * Once you receive the *Account Activated* screen you can click “Take me to the Login Page” and begin registering



VIRGINIA CONFLICT OF INTEREST
AND ETHICS ADVISORY COUNCIL

[\[Lobbyist Home \]](#) [\[Log On \]](#) [\[Create Account \]](#) [\[Forgot Password \]](#)

Account Activated

Your account has been activated. You are free to login with the email address and password you provided when setting up your account.

[Take me to the to Login Page](#)

Copyright © 2015 Commonwealth of Virginia. All rights reserved.
Designed and developed by the [Division of Legislative Automated Systems](#).



Online Registration Portal

Returning Users

- * Returning users should click on “Log-in to Existing Account”

Register as a Lobbyist

The first reports filed with the Council are due December 15, 2015. Prior to this date all registrations and reports were filed with the Secretary of the Commonwealth's office. You may contact them for information on previously filed registrations and reports.

[Registered Lobbyist Database](#) 

Forms

[Lobbyist Registration Form](#) 

[Lobbyist Disclosure Form](#) 

Create New Account

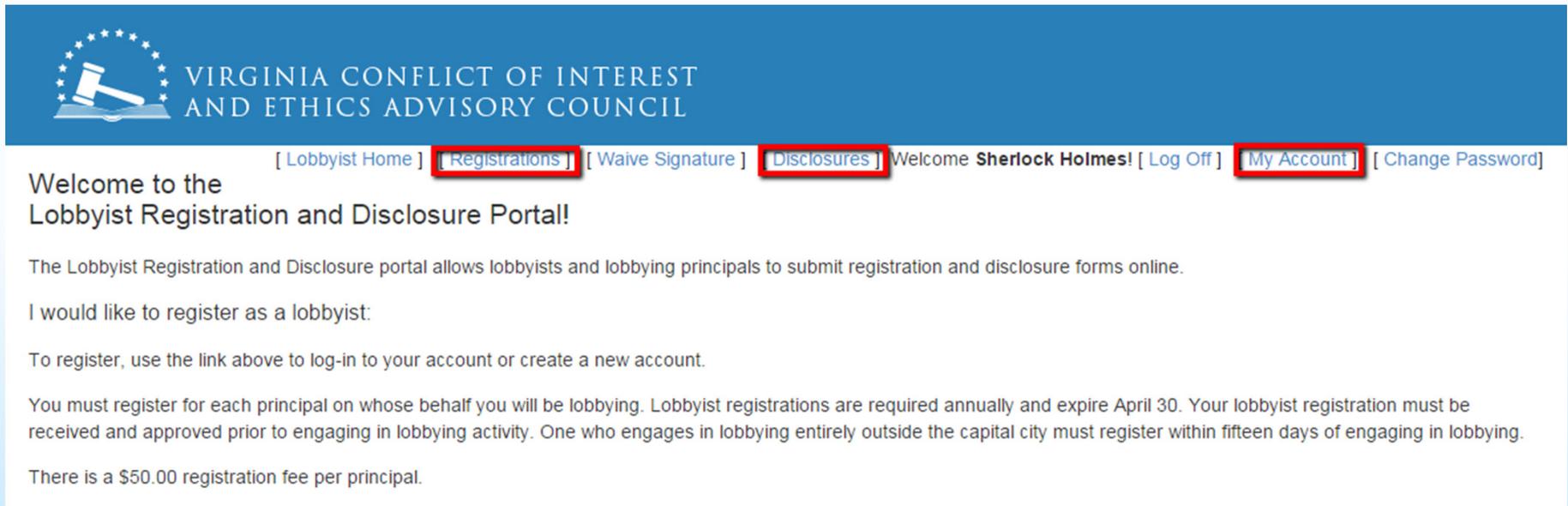
Log-in to Existing Account



If you have forgotten your password, click “Forgot Password” and a temporary password will be emailed to you to allow you to log in and change your password.

Navigation Screen

* Once you log in you will see the following screen



 VIRGINIA CONFLICT OF INTEREST
AND ETHICS ADVISORY COUNCIL

[Lobbyist Home] [Registrations] [Waive Signature] [Disclosures] Welcome **Sherlock Holmes!** [Log Off] [My Account] [Change Password]

Welcome to the
Lobbyist Registration and Disclosure Portal!

The Lobbyist Registration and Disclosure portal allows lobbyists and lobbying principals to submit registration and disclosure forms online.

I would like to register as a lobbyist:

To register, use the link above to log-in to your account or create a new account.

You must register for each principal on whose behalf you will be lobbying. Lobbyist registrations are required annually and expire April 30. Your lobbyist registration must be received and approved prior to engaging in lobbying activity. One who engages in lobbying entirely outside the capital city must register within fifteen days of engaging in lobbying.

There is a \$50.00 registration fee per principal.



From here you can navigate to your registrations, disclosures and also make any necessary changes to your profile by clicking “My Account”.

Navigation Screen

- * On your registration page you can create a new registration by clicking “+ Add New Lobbyist Registration”

[Lobbyist Home] [Registrations] [Waive Signature] [Disclosures] welcome

My Registration Forms

This view lists all of the registration forms that you have created or are party to and displays the current status of to work with a registration form.

The "Status" on bulk payments may take a minute to update.

[+ Add New Lobbyist Registration](#) [List all payable Registrations](#)

Lobbying Year	Lobbyist	Principal	Sta
No registrations found.			



The Wizard will guide you step-by-step through the registration process. Click “Next” in the bottom right to proceed.

Principal Information

- * Here you will add your principal name as well as the type of business they are engaged in

**Please add the name of the principal organization in the box, if the drop down shows the name, please select it*

The screenshot shows a web form titled "Registration Editor: Principal". The form includes the following elements:

- Registration Editor: Principal**
- Lobbying Year: 2015-2016**
- Lobbyist: (Not Selected)**
- A "Start" button.
- A sidebar menu with options: "Principal" (highlighted), "Principal Authorizing Officer", "Principal Records Storage", "Other Lobbyists", and "Lobbyist".
- A heading: **Choose the Principal for whom you will lobby.**
- Instruction: "Enter the name of the Principal in the box below."
- A dropdown menu containing "Scotland Yard Consulting", which is highlighted with a red box.
- A label: "What type of business the principal is engaged in:*" with a red asterisk.
- A text input field containing "Bee keeping and consulting services.", which is also highlighted with a red box.

Also enter the type of business the principal is engaged in and click "Next" at bottom

Authorizing Officer

- * Enter the name of the officer of the principal who is authorizing you to lobby on their behalf as well their address and contact information and click “Next”
 - * The Principal Authorizing Officer may not be the same as the lobbyist

**Please enter the officer’s name in the box and click the drop down to see if they are already in our system*

Registration Editor: Principal Authorizing Officer 2 of 10 Complete
Lobbying Year: 2015-2016
Lobbyist: (Not Selected) Principal :Scotland Yard Consulting

Start
Principal
Principal Authorizing Officer
Principal Records Storage
Other Lobbyists
Lobbyist Information
Lobbyist Records Storage
Lobbying Purpose
Lobbyist Compensation
Review

Officer of Principal authorizing your employment as a lobbyist, or to whom your expenditures will be reported. The authorizing officer may not be the same as the lobbyist.

I am the principal authorizing officer for this registration

Search for an existing contact by typing in the box below, or create a new contact if the contact does not appear in the list.

First Name*	Middle Name	Last Name*	Suffix
Captain	Thomas	Gregson	

Address Line 1*
11th Precinct Office

Address Line 2

City* New York **State*** NY **Zip*** 10005

Phone* 963-555-5555 **Email***

Click "Next" to continue...

Principal Records Storage

- * If the principal's lobby records will be stored in the same location as entered on the previous screen check the box for "Same as principal authorizing officer". If not, indicate where the records will be stored and click "Next".

Registration Editor: Principal Records Storage
Lobbying Year: 2015-2016
Lobbyist: (Not Selected)

Start
Principal
Principal Authorizing Officer
Principal Records Storage
Other Lobbyists
Lobbyist Information

Officer of Principal who will retain ALL records, on behalf of the principal organization.
Check the box to use the principal authorizing officer, or search for an existing contact. If a contact does not appear in the list you can create a new contact.

Same as principal authorizing officer

First Name* Middle Name Last Name* Suffix
Address Line 1*
Address Line 2

Other Lobbyists

- * List the name, address and phone number of all other lobbyists who are registered to represent the principal and click “Next”

Registration Editor: Other Lobbyists 4 of 10 Complete

Lobbying Year: 2015-2016

Lobbyist: (Not Selected) Principal :Scotland Yard Consulting

Start

Principal

Principal Authorizing Officer

Principal Records Storage

Please list the full name(s), business address(es), and telephone number(s) of all other individual(s) who are registered to lobby on behalf of the *PRINCIPAL* listed in the Principal section of your registration form.

Dr. Joan Watson, 123 Brownstone Lane, Richmond, VA 23219, 804-555-5555.

Det. Marcus Bell, 11th Precinct Office, New York, NY 10005, 963-555-5555.

Lobbyist Information

- * On the next screen your information will populate from the account information you entered when you set up your account, with the ability to edit if necessary

Registration Editor: Lobbyist Information 5 of 10 Complete

Lobbying Year: 2015-2016

Lobbyist :Sherlock Holmes

Principal :Scotland Yard Consulting

Start

Principal I am the lobbyist for this registration

Principal Authorizing Officer

Principal Records Storage

Other Lobbyists

Lobbyist Information

Lobbyist Records Storage

Lobbying Purpose

Lobbyist

The lobbyist who will represent the principal. *The lobbyist may not be the same as the authorizing officer.*

This is the information that you entered when you created your account. To modify this information, you must **update your account information.**

Sherlock Holmes (sherlockholmeslobby@y:

First Name*	Middle Name	Last Name*	Suffix
<input type="text" value="Sherlock"/>	<input type="text"/>	<input type="text" value="Holmes"/>	<input type="text"/>

Address Line 1*

Address Line 2

City*	State*	Zip*
<input type="text" value="Richmond"/>	<input type="text" value="VA"/>	<input type="text" value="23219"/>

Phone*	Email*
<input type="text" value="804-555-5555"/>	<input type="text" value="sherlockholmeslobby@yahoo.com"/>

Click "Next" once you are finished with this section

Lobbyist Records Storage

- * If your records will be stored at your business address entered in your profile check the box “Same as Lobbyist”. If your records will be stored at a separate location, please enter that information here

Registration Editor: Lobbyist Records Storage
Lobbying Year: 2015-2016
Lobbyist :Sherlock Holmes

Start
Principal
Principal Authorizing Officer
Principal Records Storage
Other Lobbyists
Lobbyist Information

Individual who will retain ALL records, on behalf of the Lobbyist, with respect to y
Check the box to use lobbyist, or search for an existing contact by typing in the box below. If create a new contact.

Same as lobbyist

Select an existing contact from the list below, or create a new contact if the contact does not e

(same as lobbyist)

First Name*	Middle Name	Last Name*	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address Line 1*

Address Line 2



Click “Next” once you are finished with this section

Lobbying Purpose

- * On this screen you will need to enter all matters for which you expect to lobby

Registration Editor: Lobbying Purpose 7 of 10 Complete

Lobbying Year: 2015-2016

Lobbyist :Sherlock Holmes Principal :Scotland Yard Consulting

Start

Principal

Principal Authorizing Officer

Principal Records

Storage

Matters and purpose for which you expect to lobby: (be as specific as possible in this response)*

Matters pertaining to the occupation of owning and breeding bees for honey.

Click “Next” once you are finished with this section

Lobbyist Employment

- * Here you will describe your relationship with the principal

Registration Editor: Lobbyist Employment
Lobbying Year: 2015-2016
Lobbyist :Sherlock Holmes

Start
Principal
Principal Authorizing Officer
Principal Records Storage

As a lobbyist you are:*

- Employed (Lobbyist is on payroll of principal)
- Retained (Lobbyist is not on payroll of principal, but is compensated)
- Not Compensated (Lobbyist not compensated, but expenses may be reimbursed)

If you are *employed* either part-time or full-time by the principal, please give your job title:



Employed – you are on the payroll of the principal and must provide your title within the organization

Retained – you are NOT on the payroll of the principal , but you are compensated

Not Compensated – you are not compensated by the principal; however, you may be reimbursed for your expenses incurred from lobbying activity

Click “Next” once you are finished with this section

Preview Registration

- * Now you have completed entering your information for your registration and must PREVIEW your registration before you can sign and submit it for approval

I, the undersigned lobbyist, do state that the information furnished on this registration statement and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Signature*

Sherlock Holmes

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION.

Signature*

Sherlock Holmes

Click "Preview" to review your registration...

Preview

Back

Submit

Click "Preview"

Preview Registration

- * Below is an example of a registration in PREVIEW status.

Virginia Conflict of Interest and Ethics Advisory Council
LOBBYIST REGISTRATION FORM (Rev. 4/05)

Please send the original and a copy with a \$50.00 registration fee, made payable to the Treasurer of Virginia to:

Secretary of the Commonwealth
Attn: Lobbyist Specialist
1111 E. Broad St
4th Floor
Richmond, Virginia 23219

FOR OFFICE USE ONLY
Principal Notification Date _____
Date Received _____
Fee Paid: Check # _____ Cash _____

(1) PRINCIPAL: Scotland Yard Consulting

(1a) What type of business is the principle engaged in:
Bee keeping and consulting services.

Officer of Principal authorizing your employment as a lobbyist, or to whom your expenditures will be reported. *The same name may not appear in items 2 and 5 of this form.*

(2) Name: Captain Thomas Gregson

(2a) Business Address: 11th Precinct Office New York, NY 10005

(2b) Business Telephone: 963-555-5555

Officer of Principal who will retain ALL records, in behalf of the principal, with respect to your lobbying activities for their organization. If records are physically stored in another location, please so indicate in the space provided by item 3c.

(3) Name: Captain Thomas Gregson

(3a) Business Address: 11th Precinct Office New York, NY 10005

(3b) Business Telephone: 963-555-5555

(3c) Business Address/Telephone number of location where records are stored:

(4) Please list the full name(s), business address(es), and telephone number(s) of all other individual(s) that are registered to lobby in behalf of the PRINCIPAL listed in item 1 of your registration form.

Dr. Joan Watson, 123 Brownstone Lane, Richmond, VA 23219, 804-555-5555.
Det. Marcus Bell, 11th Precinct Office, New York, NY 10005, 963-555-5555.



You have NOT submitted your registration at this point – please continue

Once you have confirmed all the information entered is correct you can close this window

Electronic Signature

- * After you have *PREVIEWED* your registration you will need to electronically sign your registration by typing your name in the boxes exactly as it appears and then click “Submit”

I, the undersigned lobbyist, do state that the information furnished on this registration statement and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Signature*

Sherlock Holmes

Sherlock Holmes

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION.

Signature*

Sherlock Holmes

Sherlock Holmes

Click "Submit" to submit your registration...

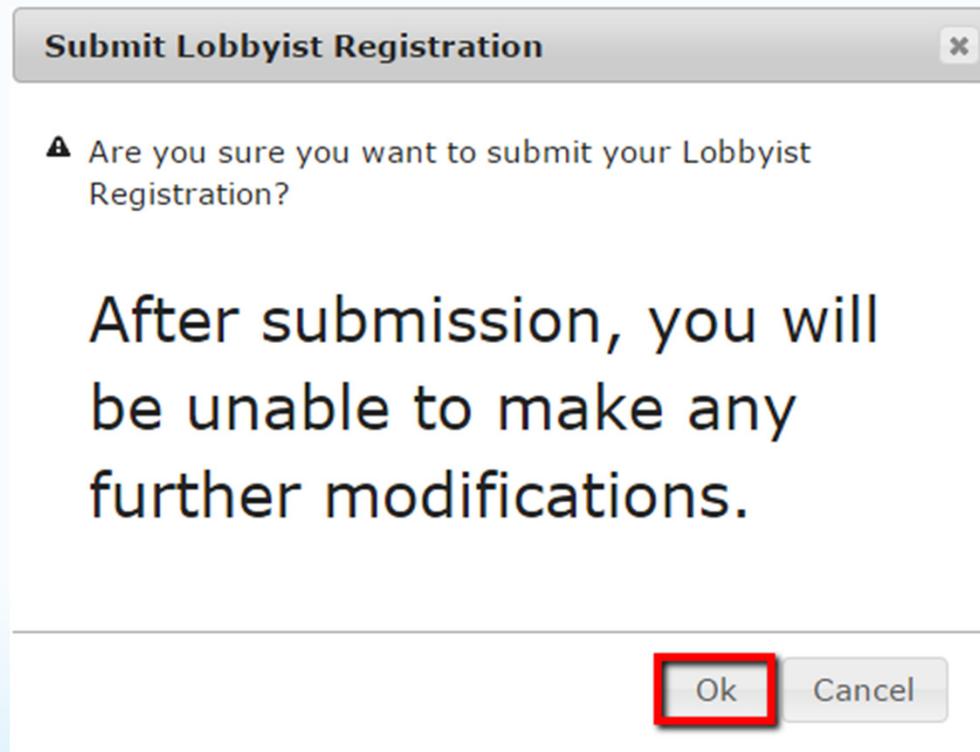
Preview Back **Submit**



You still have NOT submitted your registration at this point – please continue

Confirmation of Submission

- * In order to submit your registration you will need to click “OK”



Once payment has been received, your registration will be submitted to the Council for review and approval

Payment for Registration

- * You now have the option to either submit payment now or later. Click “Pay Now” if you wish to pay electronically, “Pay Later” if you intend to submit your payment via check.

Submission Successful ✕

✔ Your submission was successful.

Press Pay Now to pay, or press Pay Later to return to the registration listing.

Pay Now

- * Here you will enter your credit card information to pay for your registration. Once you have entered all required information click “Process”

SALE

Order Section

Description: Lobbyist Registration Fee
Amount: 50.00

Account Holder's Name: *

Card Number: *

Expiration Date(MMY): *

CVV2: *

Billing Address

Company:

First Name: Sherlock *

Last name: Holmes *

Address1: 123 Brownstone Lane

Address2:

City: Richmond

State/Province: VA

Postal Code: 23219

Country: Please select a Country ▼

Phone: 804-555-5555

Email Address: sherlockholmeslobby@yahoo.com *



Once payment has been received, your registration will be submitted to the Council for review and approval

Payment Receipt

- * You will receive a payment confirmation screen (shown below). Before clicking Return to Registrations List, you can print this screen for your records (Ctrl + P).

[Lobbyist Home] [Registrations] [Waive Signature] []

Payment: Approved

Summary

Transaction Number: 20151014-143021-bbff

Total: \$50.00

Payment Status: PAID

[Return to Registrations List](#)



Once payment has been received, your registration will be submitted to the Council for review and approval

Registration Status

- * Your registration status will now be “Paid, Pending Approval”

The "Status" on bulk payments may take a minute to update.

+ Add New Lobbyist Registration

List all payable Registrations

Lobbying Year	Lobbyist	Principal	Status	Avail
2015-2016	Holmes, Sherlock	Scotland Yard Consulting	Paid, pending approval	View

1 2 3 4 5 6 7 8 9 10 11 12

Approval of Registration

- * Upon approval of your registration by the Council, you will receive email notification that your registration has been approved

• Your Lobbyist Registration has been approved

• **Ethics Council** <no-reply@dls.virginia.gov>

Today at 3:04 PM

To Sherlock Holmes

Dear Sherlock Holmes:

Your Lobbyist Registration for principal Scotland Yard Consulting for Lobbying Year 2015-2016 has been approved. This notification will serve as your receipt; please retain this notification for your records.

Thank you for participating in the Lobbyist Registration process.

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Virginia Conflict of Interest and Ethics Advisory Council

201 N 9th St, 2nd Floor

Richmond, VA 23219

ethics@dls.virginia.gov



Your registration status will now be “Approved”

Approval of Registration

- * Your Principal Authorizing Officer listed on your registration will also receive an email notifying them of the registration and providing them with a waiver of signature form



Your principal officer can print and sign the form and email it to Council staff.

Additional Information

- * Should your registration require additional information before it can be approved, you will receive a detailed email (at the email address in your profile) from Council staff outlining what information is necessary before your registration can be approved.

- Your Lobbyist Registration has been returned

● **Ethics Council** <no-reply@dls.virginia.gov>

Today at 3:11 PM

To Sherlock Holmes

Dear Sherlock Holmes:

Your Lobbyist Registration for principal DLS for Lobbying Year 2015-2016 has been returned for the following reason(s):

Lobbying purpose is not complete

If you have any questions regarding this notice, please contact this office using the contact information given below.

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Virginia Conflict of Interest and Ethics Advisory Council

201 N 9th St, 2nd Floor

Richmond, VA 23219

ethics@dls.virginia.gov



You will need to log in to your account and update the registration as necessary

Additional Information

- * Once the required additional information has been entered you will then need to PREVIEW your registration, sign and submit to Council staff (follow steps outlined above to preview and sign your registration).
 - * Please select “Pay Later” and then email Council staff and let us know that you are re-submitting a returned registration. No additional payment will be necessary.



Your registration status will now be “Approved”

Lobbyist Disclosures

- * All lobbyists must file with the Council semi-annual disclosure statements as required by [§2.2-426](#) of the *Code of Virginia* for each principal they are registered to represent. The filing deadlines are **June 15** (for the period of November 1 to April 30) and **December 15** (for the period of May 1 to October 31).
- * Failure to meet these deadlines will result in a civil penalty of \$50 assessed to both the lobbyist and the lobbyist's principal. If the statement is not filed within 10 days of the deadline, on the 11th day, and until the statement has been filed, additional civil penalties of \$50 PER DAY will be imposed on both the lobbyist and the principal.
- * Please note that no individual who has failed to file a disclosure statement or who has failed to pay all penalties associated with a late filing will be permitted to register or act as a lobbyist as long as that person remains in default.
- * Online disclosure statements are encouraged. Beginning July 1, 2016 disclosure statements are required to be filed electronically per [§2.2-426](#) of the Code of Virginia.

Online Disclosures

- * Login to your account and click Disclosures



VIRGINIA CONFLICT OF INTEREST
AND ETHICS ADVISORY COUNCIL

[\[Lobbyist Home \]](#) [\[Registrations \]](#) [\[Waive Signature \]](#)

[\[Disclosures \]](#)

Welcome **Sherlock Holmes!** [\[Log Off \]](#) [\[My A](#)

Welcome to the Lobbyist Registration and Disclosure Portal!

The Lobbyist Registration and Disclosure portal allows lobbyists and lobbying principals to submit registration and disclosure forms online.

I would like to register as a lobbyist:

To register, use the link above to log-in to your account or create a new account.

You must register for each principal on whose behalf you will be lobbying. Lobbyist registrations are required annually and expire April 30. Your lobbyist

Edit or Preview Disclosures

- * From here you can edit your draft disclosure forms as well as Preview

[Lobbyist Home] [Registrations] [Waive Signature] [Disclosures] Welcome **Sherlock Holmes!** [Log Off] [My Account] [Change Password]

My Disclosure Forms

This view lists all of the disclosure forms that you have created or are party to and displays the current status of each disclosure. Use the buttons in the available actions section to work with a disclosure form.

Lobbying Year	Lobbyist	Principal	Status	Available Actions
2015-2016 December Filing	Holmes, Sherlock	DLS	Draft	 Preview
2015-2016 December Filing	Holmes, Sherlock	Scotland Yard Consulting	Draft	 Preview

1

Viewing submitted documents requires Adobe Reader®

Edit Disclosures

- * When you click the Edit button you will be taken to the disclosure wizard which will guide you through preparing your disclosure for submission through the portal – click Next to begin

Disclosure Editor: Start 0 of 9 Complete

Lobbying Year: 2015-2016

[+ Instructions](#) Rock Holmes Principal: Scotland Yard Consulting

- Start
- Principal Authorizing Officer
- Lobbying Activities
- Incorporated Filing
- Select Attached Schedules
- Lobbyist Information
- Lobbyist Compensation
- Expenditure Totals
- Review Disclosure

**Ethics Commission
Commonwealth of Virginia
Lobbyist Disclosure Statement**

This wizard will guide you through completing your Lobbyist Disclosure Statement. You can press the next button to advance through the wizard, which will also save your work throughout the process. To return to an earlier step in the process, click the back button. In addition, the step listing on the left will take you to any step you have previously visited during your session.

Do NOT press the back button in your browser as that will result in the loss of any unsaved data. Your session will timeout after 20 minutes of inactivity, which will also result the loss of any unsaved data. Incomplete forms can be accessed through the disclosure listing and resumed at a later date.

You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After previewing your form, you must complete the process by pressing Submit.

Click "Next" to continue...

[Next](#)

Principal Authorizing Officer

- * This information will prefill from your registration. If your principal officer has changed since registration you can contact Council staff at ethics@dls.virginia.gov to have this information updated – click Next to continue

Disclosure Editor: Principal Authorizing Officer 1 of 9 Complete

Lobbying Year: 2015-2016

[+ Instructions](#) Rock Holmes Principal: Scotland Yard Consulting

Start

Principal Authorizing Officer

Lobbying Activities

Incorporated Filing

Select Attached Schedules

Lobbyist Information

Lobbyist Compensation

Expenditure Totals

Review Disclosure

This is the name and contact information of the individual authorizing the employment of the lobbyist. The lobbyist filing this statement MAY NOT list his/her name below.

Captain Thomas Gregson (michelle.legates+c)

First Name*	Middle Name	Last Name*	Suffix
Captain	Thomas	Gregson	

Address Line 1*

11th Precinct Office

Address Line 2

City*	State*	Zip*
New York	NY	10005

Phone* 963-555-5555 **Email*** michelle.legates+captain@gmail.com

Click "Next" to continue...

Save & Exit Back Next



You can click Save & Exit at any time to save your progress and return at a later time to complete your filing

Lobbying Activity

- * On the next screen you will provide a list of your lobbying activities. If no direct lobbying was performed you can state that as well. Click Next to continue

Disclosure Editor: Lobbying Activities 2 of 9 Complete

Lobbying Year: 2015-2016

[+ Instructions](#) pck Holmes Principal: Scotland Yard Consulting

Start

Principal Authorizing Officer

Lobbying Activities

Incorporated Filing

Select

Provide a list of executive and legislative actions (with as much specificity as possible) for which you lobbied and a description of activities conducted. *

HB1, Budget Bills, Matters relating to beekeeping.

Incorporated Disclosures

- * If you are filing an incorporated disclosure – click the drop down button to pick which registered lobbyist will be filing the financial data – the fields will populate based on the selected individual's registration

Will this be an incorporated disclosure statement?

Yes No

Select the individual that will be filing financial information (whether that individual is you or someone else).

Sherlock Holmes

▼ ⓘ

First Name*	Middle Name	Last Name*	Suffix
Sherlock		Holmes	

Address Line 1*

123 Brownstone Lane

Address Line 2

City*	State*	Zip*
Richmond	VA ▼	23219

Phone*	Email*
804-555-5555	sherlockholmeslobby@yahoo.com

If you are filing financial information on behalf of other lobbyists, please specify these other lobbyists below.

You can add a party to the incorporated filing by double clicking on their name or the plus button in the list below. The list can be filtered by entering a value in the textbox.

To remove a contact, click on their name or click the minus button. You can add or remove all of the contacts in the list by clicking on the corresponding link.

Incorporated Disclosures

- * Below you will add the lobbyists who will be included in your disclosure

Parties to the Incorporated Filing

	Add all	1 items selected	Remove all
Michelle LeGates	+	↑ Sherlock Holmes	-



Only the lobbyist providing the financial data should report the consolidated compensation total and any schedules.

If you are not the lobbyist reporting the financial data for the disclosure, do NOT enter any dollar figure for compensation or schedules UNLESS you are individually compensated.



The lobbyists not filing financial data must still complete and sign a disclosure form

Schedules

- * Now you will indicate which schedules, if any, will be included in your disclosure. Check the box next to each schedule you will file. Click Next to continue

Disclosure Editor: Select Attached Schedules 4 of 12 Compl

Lobbying Year: 2015-2016

[+ Instructions](#) ock Holmes Principal: Scotland Yard Consul

Start 

Principal Authorizing Officer

Lobbying Activities

Please indicate below which schedules will be attached to your disclosure statement. You will be prompted to complete and attach these schedules to the disclosure statement before it can be submitted for approval.

- Schedule A: Entertainment Expenses**
- Schedule B: Gifts**
- Schedule C: Other Expenses**

Lobbyist Information

- * Your lobbyist information will prefill based on the information in your registration. If this needs to be updated please contact Council staff via email at ethics@dls.virginia.gov.

Disclosure Editor: Lobbyist Information
Lobbying Year: 2015-2016
+ Instructions **lock Holmes**

Start This is the name and contact information of the lobbyist that is representing the principal.

Principal Authorizing Officer

Lobbying Activities

Incorporated Filing

Select Attached Schedules

Lobbyist Information

Lobbyist Compensation

Schedule A Attachments

Schedule B Attachments

Schedule C Attachments

Expenditure Totals

Review Disclosure

First Name	Middle Name	Last Name	Suffix
<input type="text" value="Sherlock"/>	<input type="text"/>	<input type="text" value="Holmes"/>	<input type="text"/>

Organization

Address Line 1

Address Line 2

City	State	Zip
<input type="text" value="Richmond"/>	<input type="text" value="VA"/>	<input type="text" value="23219"/>

Phone **Email**

Relationship to Principal

List all Lobbyists other than yourself who registered to represent this Principal

Dr. Joan Watson, 123 Brownstone Lane, Richmond, VA 23219, 804-555-5555.

Det. Marcus Bell, 11th Precinct Office, New York, NY 10005, 963-555-5555.

Compensation

- * On the next screen you will enter data on your compensation for lobbying activities. If you are employed by the principal and are individually compensated you will not fill in this section.

Disclosure Editor: Lobbyist Compensation 6 of 12 Complete

Lobbying Year: 2015-2016

[+ Instructions](#) Lock Holmes Principal: Scotland Yard Consulting

Start

Principal Authorizing Officer

Lobbying Activities

Incorporated Filing

Select Attached Schedules

Lobbyist Information

Lobbyist Compensation

PLEASE NOTE: Some lobbyists are not individually compensated for lobbying activities. This may occur when several members of a firm represent a single principal. The principal, in turn, makes a single payment to the firm. If this describes your situation, do not fill out the "Individual Compensation" area. Instead, fill out the "Consolidated Compensation" area just below it.

Consolidated Compensation

Indicate the total amount paid to your firm, organization, association, corporation, or other entity for services rendered:

List all members of your firm, organization, association, corporation, or other entity who furnished lobbying services to your principal:



Enter numbers and decimals only, no special characters such as \$

Schedule A *(entertainment)*

- * If you selected Schedule A earlier, you will now enter entertainment information to complete Schedule A to be included in your filing. Click Add to enter your event information and Next to continue

Disclosure Editor: Schedule A Attachments
Lobbying Year: 2015-2016

[+ Instructions](#) [Lock Holmes](#)

	Schedule A Attachments		
	Event Date	Total Expense	Event Description
Start	Add		
Principal Authorizing Officer			
Lobbying Activities			
Incorporated			

Schedule A

- * For events totaling more than \$50 in value, enter the required information and click OK to add the schedule to your filing. When the event total is more than \$50 per person be sure to include names of legislative and executive officials and members of their immediate families.

Schedule A – No Names

Lobbyist Disclosure Statement: Schedule A Attachment [X]

PLEASE NOTE: Any single entertainment event included in the expense totals of the principal, with a value greater than \$50, should be itemized below. List the names of the attendees only if the average value for each person attending the event was greater than \$50. NOTE: Please enter decimal values only, no special characters.

Create New Schedule A Attachment

Event Details	Expenses
<p>Event Date* 10/15/2015</p> <p>Attendee Count* 45</p> <p>Event Location* Pig & Pearl, Richmond, VA</p> <p>Event Description* Reception</p> <p>Names of Attendees</p>	<p>Food 2249.55</p> <p>Beverages 0</p> <p>Transportation 0</p> <p>Lodging 0</p> <p>Live Entertainment 0</p> <p>Displays 0</p> <p>Rentals 0</p> <p>Service Personnel 0</p> <p>Miscellaneous 0</p>

required fields are marked with an asterisk

Ok Cancel

Schedule A – Names

Lobbyist Disclosure Statement: Schedule A Attachment [X]

PLEASE NOTE: Any single entertainment event included in the expense totals of the principal, with a value greater than \$50, should be itemized below. List the names of the attendees only if the average value for each person attending the event was greater than \$50. NOTE: Please enter decimal values only, no special characters.

Create New Schedule A Attachment

Event Details	Expenses
<p>Event Date* 10/13/2015</p> <p>Attendee Count* 3</p> <p>Event Location* The Hard Shell, Richmond, VA</p> <p>Event Description* Dinner</p> <p>Names of Attendees Senator Jamie Moriarty, Delegate Marcus Bell</p>	<p>Food 275.53</p> <p>Beverages 0</p> <p>Transportation 0</p> <p>Lodging 0</p> <p>Live Entertainment 0</p> <p>Displays 0</p> <p>Rentals 0</p> <p>Service Personnel 0</p> <p>Miscellaneous 0</p>

Ok Cancel

Schedule A – Unitemized Expenses

- * For those entertainment events that are less than \$50 in value – please complete one entry in Schedule A with the aggregate total of each event

Lobbyist Disclosure Statement: Schedule A Attachment [X]

PLEASE NOTE: Any single entertainment event included in the expense totals of the principal, with a value greater than \$50, should be itemized below. List the names of the attendees only if the average value for each person attending the event was greater than \$50. NOTE: Please enter decimal values only, no special characters.

Edit Schedule A Attachment	
Event Details	Expenses
Event Date* 10/31/2015	Food 155
Attendee Count* 1	Beverages 95
Event Location* Unitemized	Transportation 35
Event Description* Various unitemized entertainment events	Lodging 0
Names of Attendees not applicable to events totaling less than \$50 per person	Live Entertainment 0
	Displays 0
	Rentals 0
	Service Personnel 0
	Miscellaneous 0

Ok Cancel

Schedule A

- * On the next screen you can view a list of the Schedule A information you have added. You can also edit or delete. Once you are done, click Next to continue

Disclosure Editor: Schedule A Attachments 7 of

Lobbying Year: 2015-2016

[+ Instructions](#) Rock Holmes

Start

Principal Authorizing Officer

Lobbying Activities

Incorporated Filing

[Add](#)

Schedule A Attachments			
Event Date	Total Expense	Event Description	Available Actions
2015-06-09	250	Dinner	 
2015-10-15	2249.55	Reception	 

Edit **Delete**



Schedule B (gifts)

- * If you indicated that you need to complete Schedule B, you will be directed to click +Add Row to enter your schedule B information

Disclosure Editor: Schedule B Attachments
Lobbying Year: 2015-2016

[+ Instructions](#) **ock Holmes**

Start

Principal Authorizing Officer

Lobbying Activities

Incorporated Filing

Select

PLEASE NOTE: Any single gift reported in the expense totals of the | entertainment, and travel under Schedule A.

Gift Date	Gift Cost	Gift Recipient
+ Add Row		



Schedule B

- * Enter information on gifts in the rows provided. Once you are done, click Next to continue

Disclosure Editor: Schedule B Attachments 8 of 12 Complete

Lobbying Year: 2015-2016

Gift recipient is a required field, you can enter n/a if the gift amount does not require a person to be named

+ Instructions pck Holmes Principal: Scotland Yard Consulting

Start

Principal Authorizing Officer

Lobbying Activities

Incorporated Filing

Select

PLEASE NOTE: Any single gift reported in the expense totals of the principal, with a value greater than \$50, should be itemized below. Report meals, entertainment, and travel under Schedule A.

Schedule B Attachments				
Gift Date	Gift Cost	Gift Recipient	Gift Description	Delete
<input type="text" value="7/15/2015"/>	<input type="text" value="15.00"/>	<input type="text" value="n/a"/>	<input type="text" value="Binder"/>	<input type="button" value="🗑"/>
<input type="text" value="9/2/2015"/>	<input type="text" value="52.00"/>	<input type="text" value="Senator A"/>	<input type="text" value="Book about Bees"/>	<input type="button" value="🗑"/>

+ Add Row



Schedule C (other expenses)

- * If you indicated that you need to complete Schedule C, you will be directed to click +Add Row to enter other expenses incurred during the covered filing period

Disclosure Editor: Schedule C Attachments 9 of 12 Complete

Lobbying Year: 2015-2016

[+ Instructions](#) **Rock Holmes** Principal: Scotland Yard Consulting

Start

Principal Authorizing Officer

Lobbying Activities

Incorporated

PLEASE NOTE: This section is provided for any lobbying-related expenses not covered anywhere else on the disclosure statement. An example of an expenditure to be listed on Schedule C would be the rental of a bill box during the General Assembly session.

Schedule C Attachments			
Date	Description	Amount	Delete
+ Add Row			

Click "Next" to continue

Schedule C

- * Enter information on other expenses in the rows provided. Once done, click Next to continue

Disclosure Editor: Schedule C Attachments

Lobbying Year: 2015-2016

[+ Instructions](#) **Scott Holmes** Principal: Scott

Start

Principal Authorizing Officer

Lobbying Activities

Incorporated Filing

PLEASE NOTE: This section is provided for any lobbying-related expenses not covered anywhere else on the disclosure statement. An expenditure to be listed on Schedule C would be the rental of a bill box during the General Assembly session.

Schedule C Attachments			
Date	Description	Amount	Delete
10/15/2015	Lobbyist In A Box Service	600.00	

[+ Add Row](#)



Expenditure Totals

- * Now you will enter other expenditure totals for communications, personal living and travel, and Honoraria. If you have none to report, leave totals at 0.00. Click Next to continue

Disclosure Editor: Expenditure Totals
Lobbying Year: 2015-2016
+ Instructions **Rock Holmes**

Start
Principal Authorizing Officer
Lobbying Activities
Incorporated Filing
Select Attached Schedules
Lobbyist Information
Lobbyist Compensation
Schedule A Attachments
Schedule B Attachments
Schedule C Attachments

Expenditure Totals

Entertainment*
 (Itemized in Schedule A)

Gifts*
 (Itemized in Schedule B)

Communication*

Personal Living and Travel*

Honoraria*

Other*
 (Itemized in Schedule C)

Preview

- * You are required to preview your form before signing and submitting. Click Preview at the bottom

Your Lobbyist Disclosure Statement is ready for submission.

Please carefully review all the information on your Lobbyist Disclosure Statement and verify that it is accurate. After submission, you will no longer have the ability to modify this form.

To review your form, press the preview form button on the menu below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission.**

When you are ready to submit, please electronically sign the form by typing your name as it appears in the form into the box below. By entering your electronic signature, you certify that the data you are providing the Virginia Conflict of Interest and Ethics Advisory Council is true and accurate as of the date signed.

Once you are satisfied with your responses, press the Submit button. After you submit your Lobbyist Disclosure Statement, you will receive an automatically-generated confirmation email at the email address you provided at registration. That confirmation email will contain a link to the Lobbyist Registration website, where you will be able to view the official version of your submitted Lobbyist Disclosure. **IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE.** If the form is inaccurate or unavailable, contact Michelle LeGates.

I, the undersigned lobbyist, do state that the information furnished on this disclosure statement and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Signature*

Sherlock Holmes

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR LOBBYIST DISCLOSURE STATEMENT SHALL BE ELECTRONIC.

Signature*

Sherlock Holmes

Click "Preview" to review your form...

Preview

- * Your form will open with all the information you provided in the wizard. Once you have reviewed the information close the window to sign your disclosure

Virginia Conflict of Interest and Ethics Advisory Council
Commonwealth of Virginia
Lobbyist's Disclosure Statement (Rev. 10/14)

PART I:

(1) PRINCIPAL: Scotland Yard Consulting

In Part I, item 2a, provide the name of the individual authorizing your employment as a lobbyist. The lobbyist filing this statement MAY NOT list his name in item 2a.

(2a) Name: Captain Thomas Gregson

(2b) Permanent Business Address: 11th Precinct Office New York, NY 10005

(2c) Business Telephone: 963-555-5555

(3) Provide a list of executive and legislative actions (with as much specificity as possible) for which you lobbied and a description of activities conducted.
HB1, Budget Bills, Matters relating to beekeeping.

(4) INCORPORATED FILINGS: If you are filing an incorporated disclosure statement, please complete the following:

Individual filing financial information: Sherlock Holmes

Individuals to be included in the filing: Sherlock Holmes Michelle LeGates

(5) Please indicate which schedules will be attached to your disclosure statement:

- Schedule A: Entertainment Expenses
 Schedule B: Gifts
 Schedule C: Other Expenses

(6) EXPENDITURE TOTALS:

a) ENTERTAINMENT	\$2,499.55
b) GIFTS	\$67.00
c) COMMUNICATIONS	\$0.00
d) PERSONAL LIVING AND TRAVEL EXPENSES	\$0.00
e) COMPENSATION OF LOBBYISTS	\$5,000.51
f) HONORARIA	\$0.00
g) OTHER	\$600.00
TOTAL	\$8,167.06

PART II:

(1a) NAME OF LOBBYIST: Sherlock Holmes

(1b) Permanent Business Address: 123 Brownstone Lane Richmond, VA 23219

(1c) Business Telephone: 804-555-5555

- (2) As a lobbyist, you are (check one)
 EMPLOYED (on the payroll of the principal)
 RETAINED (not on the payroll of the principal, however compensated)
 NOT COMPENSATED (not compensated; expenses may be reimbursed)

Electronic Signature

- * Type your name in the two signature fields provided and click Submit

I, the undersigned lobbyist, do state that the information furnished on this disclosure statement and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Signature*

Sherlock Holmes
Sherlock Holmes

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR LOBBYIST DISCLOSURE STATEMENT SHALL BE ELECTRONIC.

Signature*

Sherlock Holmes
Sherlock Holmes

Click "Submit" to submit your form...

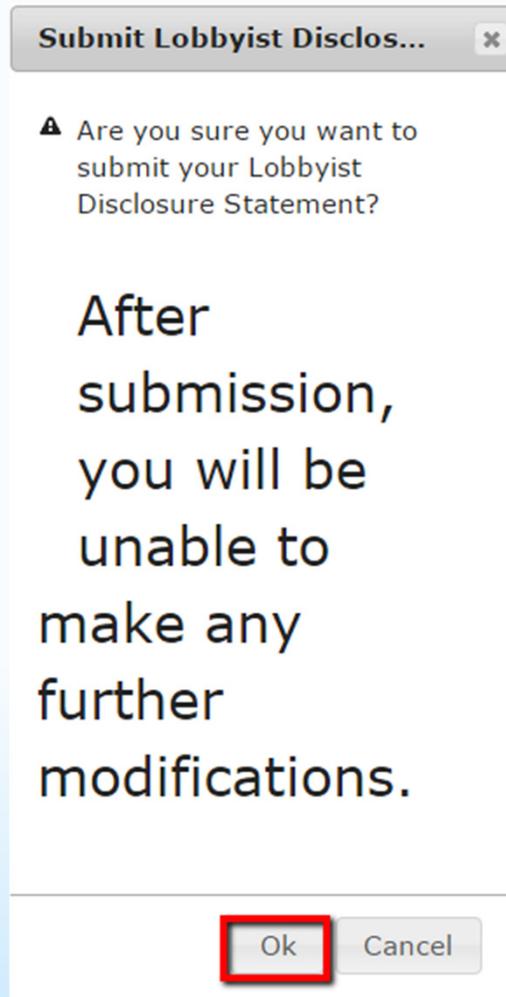
Preview

Back

Submit

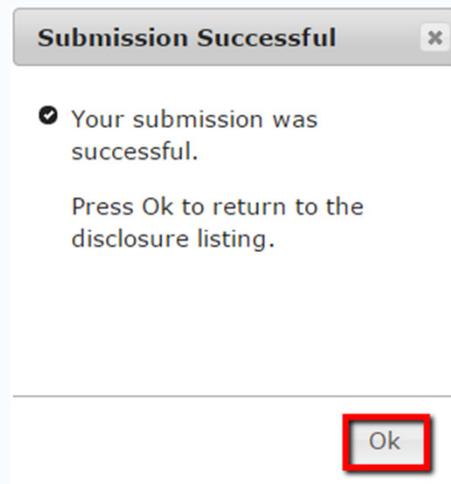
Electronic Signature

- * If you are sure no further information needs to be entered, click OK. Click cancel if you need to continue your review



Complete

- * If your principal officer has signed the signature waiver form, no further action on your part is necessary and your submission is complete. You will receive the following screen and your status will update to Submitted



Lobbying Year	Lobbyist	Principal	Status	Available Actions
2015-2016 December Filing	Holmes, Sherlock	Scotland Yard Consulting	Submitted	View

Principal Needs to Sign

- * If your principal officer has not signed the signature waiver form you will receive the following screen and your status will update to 'Needs Principal to Sign'

Next Step ✕

▲ Co-Signature needed

It is your responsibility to ensure that Chris Piper e-signs or signs and returns the signature page to the Secretary of the Commonwealth.

Lobbying Year	Lobbyist	Principal	Status	Available Actions
2015-2016 December Filing	LeGates, Michelle	DLS	Needs Principal to Sign	Preview

Principal Needs to Sign

- * Principal Officers have the following options for signing disclosures:
 - * Your Principal Officer can log in to their account, if they have one, and sign electronically (or waive the signature requirement)
 - * They can sign and email (or fax or mail) the signature page to Council staff, or direct their lobbyist to provide it on their behalf
 - * *Waivers are the best and most efficient option for principal signature. Your principal can still retain approval authority before your submission is made and still waive their signature*

Thank You!

To contact Ethics Council staff:

Call: 804-786-3591

Email: ethics@dls.virginia.gov