Go Ethics Platform: Lobbyist Reporting User Manual

KENTUCKY EXECUTIVE
BRANCH ETHICS COMMISSION

INITIAL DRAFT:

March 19, 2026
Version 1.0

Welcome to the Civix Go Ethics Platform Lobbyist Reporting System User Guide. This document provides detailed instructions and reference information for users of the Kentucky Executive Branch Ethics Commission's Lobbyist Reporting System.

This guide will help you:

- Navigate the Lobbyist Reporting System interface.
- Authorize and terminate Lobbyist/Employer relationships.
- File lobbying activity reports.
- Conduct annual registration updates.
- Terminate registrations.
- View data on the public site related to Lobbyists, Employers, Real Parties in Interest, and lobbying activity.

Contents

1. Introduction

1.1. PURPOSE

This User Guide aims to facilitate training of filers on the usage of the Kentucky Executive Branch Ethics Commission's Lobbyist Reporting System. It is designed to serve as a comprehensive reference to the application. A separate Quick Reference Guide has been developed to provide condensed functionality outlines for quick user reference by filers (both Lobbyists and Employers).

1.2. DOCUMENT SCOPE

The Lobbyist Reporting System offers a diverse range of functionalities. Role-based security ensures that users can access only the functionalities relevant to their assigned roles. This User Guide covers all aspects of the Lobbyist Reporting System features, which may not be applicable to all users or accessible to all roles. Users may encounter functions described in this document that are not visible in their interface due to role restrictions or availability settings.

1.3. DOCUMENT ORGANIZATION

This User Guide is structured into distinct sections, as detailed in the Table of Contents above. Each section is designed to provide comprehensive guidance and instructions to users of the Lobbyist Reporting System, ensuring clarity and ease of use across all functionalities.

1.4. SCREEN EXAMPLES

Screenshots of sample Lobbyist Reporting System Screens are included in most functional content discussions. Descriptions are provided for all screenshots and are located below the image.

1.5. NOTES

Notes will be included for additional information where appropriate. These boxes are found at the end of the related section in this document and will appear as follows:

NOTE: This box contains additional information concerning a feature or function in the application and is located at the end of the related section of the document.

2. System Overview

2.1. COMMON SCREEN ELEMENTS

- Information Icon ? :
  - These appear in various places throughout the application.
  - Move your cursor over the icon (no need to click) to see a small pop-up of text which contains information relevant to the function or screen you are on.
- Data grid and lists:
  - In many places, you will see data that is displayed in rows contained within multi-paged, sortable data grids or lists.
  - The grids default to 10 rows per page. At the bottom is a small dropdown where you can choose to change the grid to show 25 or 50 rows per page.
  - Rows can be sorted by any column by clicking on the column heading. Click again to toggle the sort between ascending and descending sequence.
  - Most rows will have one or more actions that can be taken by the user. These will appear in an Action Menu on each row, which is shown as an ellipse ⋮ icon. Click the icon to view and select the available actions.
- Dates:
  - When clicking into an editable date field, a calendar will pop open for you to select a date. It will default to showing the selection on the current date.
  - You may scroll the calendar to get to past or future months. As an alternative, you may also click a specific month/year to get to a specific timeframe immediately.
  - Clicking a date will select that date, close the calendar, and display the date in the entry field.
- Dropdown Lists:
  - Dropdown lists are used for data entry purposes when there are established standardized choices for the data needed. Examples include Expenditure Type, Business Interest, and State.
  - In some cases, the list includes an "Other" option. If this is selected, a textbox will be shown for you to enter details or a short explanation.

- Textboxes:
  - Textboxes are used for free form entry of data (examples: names, addresses, city, explanations, or descriptions).
- Checkboxes:
  - Often checkboxes will be used to select options.
- Action menus:
  - In a list, Action Menus are shown as an ellipse ⋮ which can be clicked to show the list of options.
  - Action menus may also show up as buttons. When clicked, it shows the options in a dropdown list.

2.2. REQUIRED FIELDS

Required fields are underlined in red. If the red is not present, the field is optional.

Occasionally a field may first be displayed as an optional entry (no red underline), but during the data entry process it becomes required (red underline appears). This can occur because of other data values or dropdown selections that have been made which now require additional data to be provided.

If required fields do not contain data, dialogs cannot be saved. In most cases, the Save or Update buttons are disabled until all required data is present. In other cases, error messages will be shown to remind you of missing required data if you attempt to save before all required data is entered.

Figure 1 - Example required fields on the Employer registration page.

NOTE: Using the browser control buttons may result in unexpected results from within the Civix Go Ethics Platform.

2.3. SYSTEM NOTIFICATIONS

2.3.1. Toast Messages

These provide simple feedback in a small panel at the bottom of the screen. They are visible for a short period, long enough to be read, then disappear. There is no need to respond to toast messages. An example of a toast message would be “The Lobbyist Registration has been amended.”

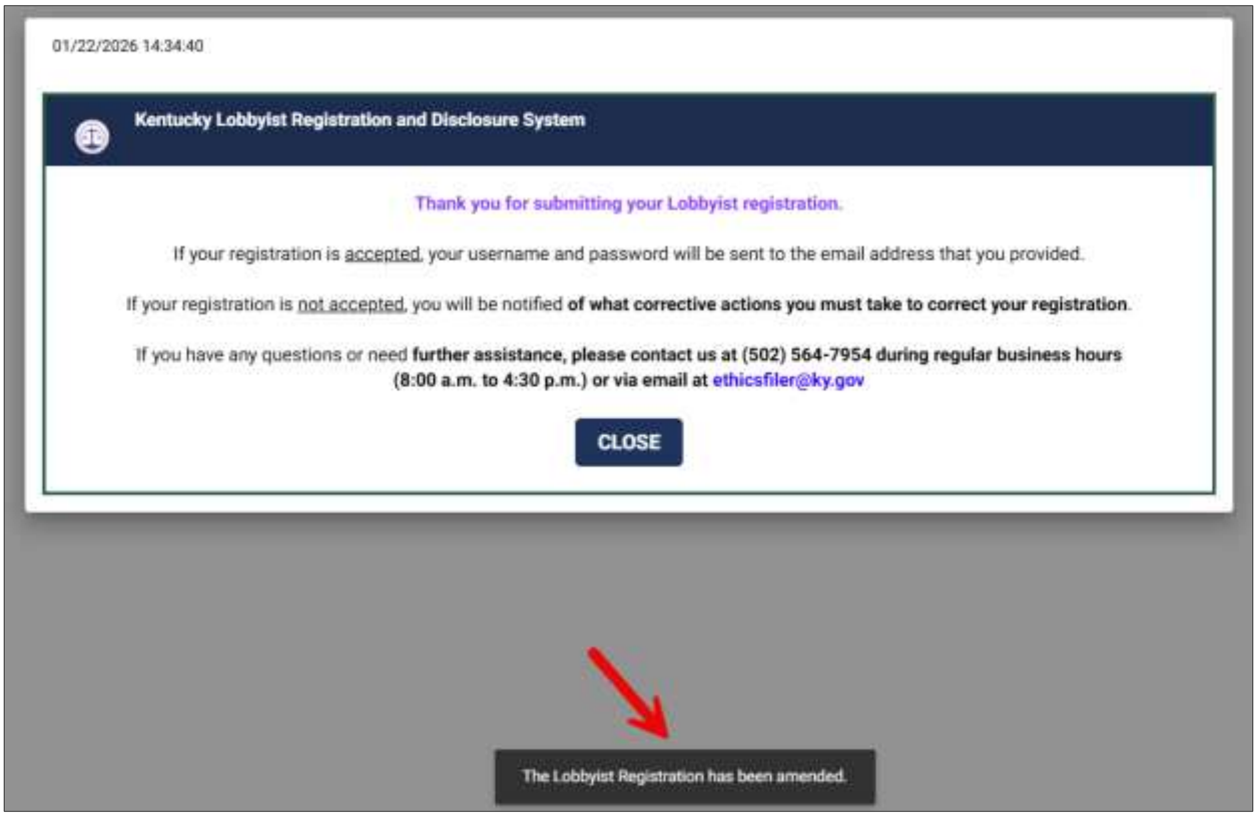


Figure 2 - Example toast message.

2.3.2. Popups

When a message needs to be acknowledged, or you need to verify an action before it can continue, a pop-up message will be shown. You will not be able to proceed without clicking *OK* or *Cancel*. For example, if you edit an expenditure and then close the dialog before saving the updates, a pop-up will be shown at the top of the screen which says, “Closing before saving will discard all progress.” If you click *OK*, the dialog is closed as intended. If you click *Cancel*, you are returned to the dialog which remains open.

2.3.3. Emails

The system automatically sends email notifications which include requested information, reminders, or may be triggered by system events. For this reason, it is important to be sure the system has your up- to-date email address. For information on updating your email address, see Amending Your Registration.

---

3. Registration

3.1. SUMMARY

To use the Lobbyist Reporting System in the Civix Go Ethics Platform to input data and file reports, you must register in the system and be assigned login credentials. The Lobbyist Reporting System requires that you provide an email before you can log in for the first time.

3.2. NAVIGATION

The application can be accessed from your web browser by going to the following URL:

https://lob-1-prod.kyethics.civixapps.com

3.3. INSTRUCTIONS

From the Homepage, click on *Registration*.

Figure 3 - Homepage Registration button.

In the *Add Registration* pop-up window, select either *Employer* or *Lobbyist*. The registration type will determine what information is requested at the time of registration.

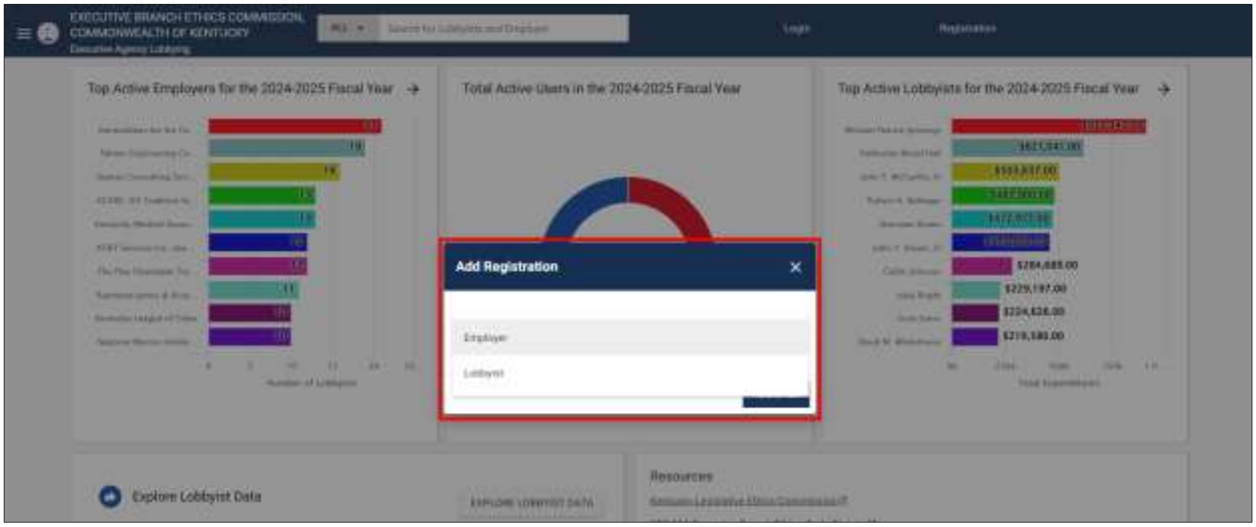


Figure 4 - Add Registration dialog.

Select the desired registration type and click the *REGISTER* button to proceed with the process.

NOTE: Each user of the system needs their own unique set of credentials. Do not share credentials. One reporting entity may have multiple users, for example, a Lobbyist Employer with an authorizing officer and an authorized agent. Each would be issued their own set of credentials; however, they would log in the same reporting entity dashboard.

3.3.1. Registering a Lobbyist

All Lobbyists must register in the Lobbyist Reporting System. The Lobbyist Registration screen captures the information required to register a Lobbyist.

Fill out all required fields in the Lobbyist Information, Firm or Organization Information, Contact Information, and Business Address sections.

- Select the current fiscal year for which you are registering as a Lobbyist.
- Enter the Lobbyist's name.
- Enter the Lobbyist's occupation and title.
- Enter the Lobbyist's firm name.
- Enter the Lobbyist's phone number and email address.
- Enter the Lobbyist's permanent business address.

Figure 5 - Lobbyist Information Section.

NOTE: The email address entered here will be the User ID for the Lobbyist for logging into the Lobbyist Reporting System.

Enter Employer information by clicking on the *REQUEST EMPLOYER AUTHORIZATION* button to input the name of the Employer you are registering. This step is essential to link the Lobbyist to their respective Employer accurately.

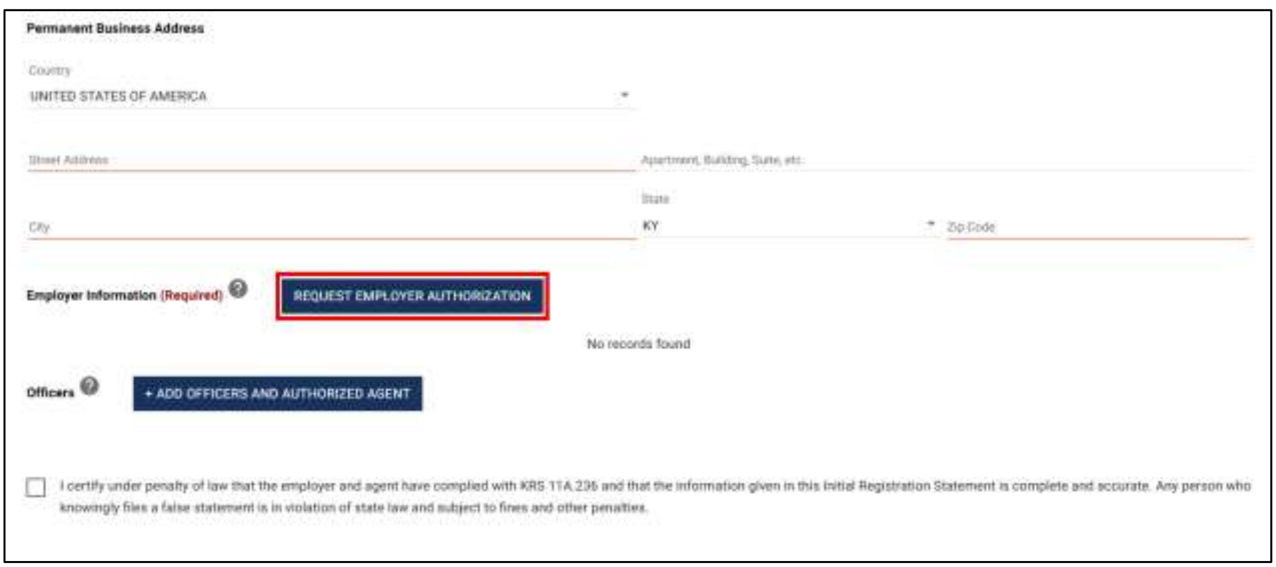


Figure 6 - Request Employer Authorization button.

Once clicked, the Request Employer Authorization window will appear that lets you search for and add an Employer, including if the Employer has not yet registered in the Lobbyist Reporting System.

- Enter the Employer's name and click *SEARCH*.

- Select the Employer from the list of search results.

Figure 7 - Request Employer Authorization window.

- Once you select the Employer, their name will automatically be populated in the Employer Name field.
- If the Employer is not found in the system, you may select *Employer Not Found* and enter the Employer's name and email which will generate an email containing an authorization ID to the address provided asking the Employer to register in the system. Upon completion of Employer registration using this authorization ID, the Employer will automatically authorize the Lobbyist who sent the request.
- Enter information for the Real Party in Interest if the Real Party is different from the Employer. Multiple Real Parties in Interest can be entered for every Employer. If the Real Party has already been created by the Lobbyist, it will be available for selection in the dropdown results. If the Real Party has not been created, it can be created using the *+ADD NEW REAL PARTY* option in the dropdown.
- Select the Executive Branch agencies that the Lobbyist's engagement relates to. Check the checkbox on the left of each agency to select it. Use the search bar above the agencies to search for a specific one. To enter an agency that is not listed, enter the name in the Other Agency field below the dropdown and click *+ADD OTHER AGENCY*. To remove an agency, select the red X to the right of the listed agencies or click the *CLEAR AGENCY SELECTION* button to clear all selected agencies.
- Enter a description of the executive agency decisions that the Lobbyist's engagement relates to in the large text box.
- Select a date of engagement using the *Date of Engagement* date selector. This is the date the Lobbyist began its engagement with the Employer.
- Click the *SAVE* button to save your changes.

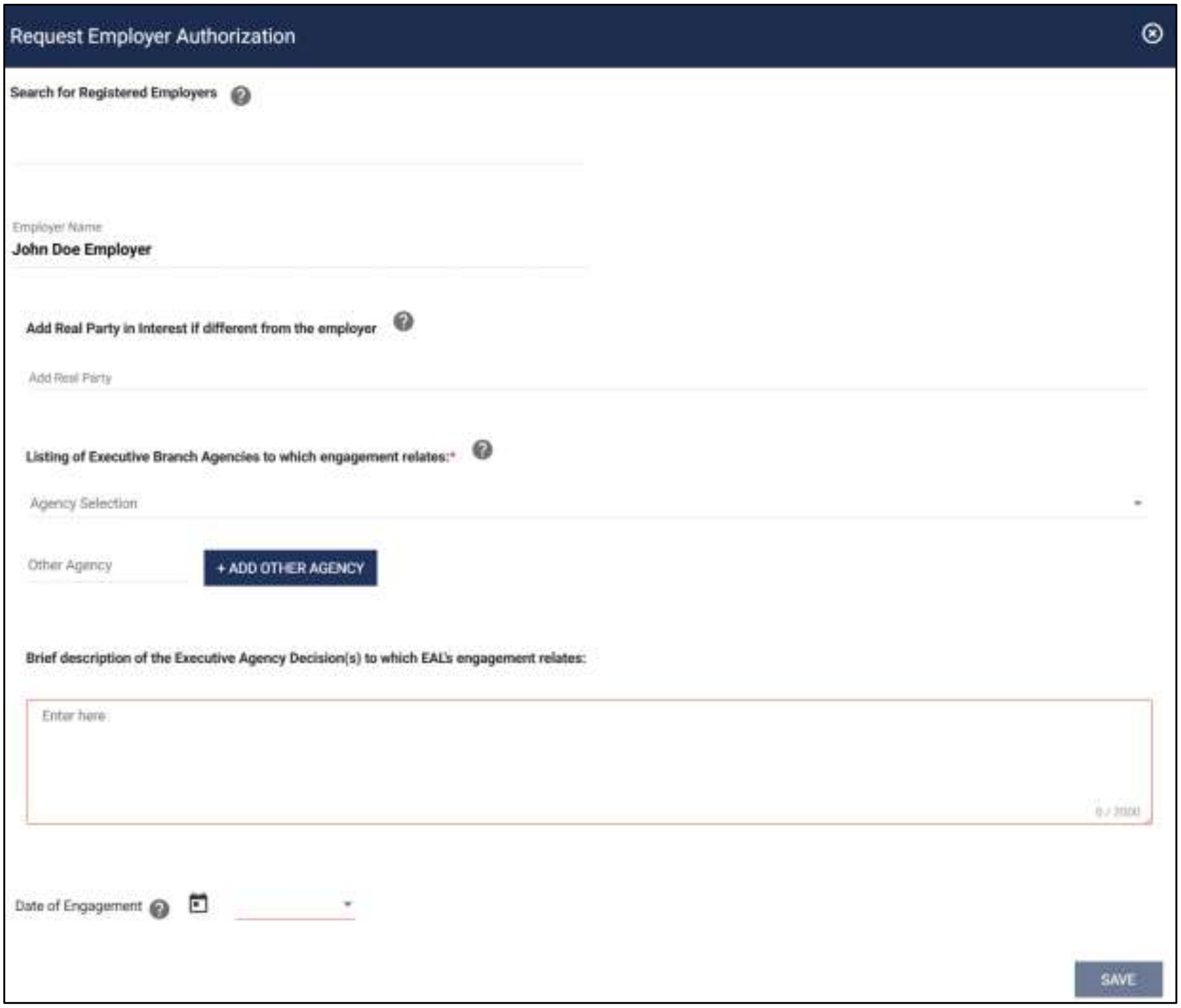


Figure 8 - Fields shown when selecting an Employer.

After saving an Employer the window will close, and the saved Employer will appear in a grid on the filing page. A row will be shown for every Employer, and the Action Menu can be used to edit or remove Employers.

Complete the remaining required fields in order to submit the registration.

- Add an authorizing officer or authorized agent if another person (such as office staff) will need to access the Lobbyist's account. Authorizing officers have full access to the account and can perform actions like amending and updating registrations and filing reports. Authorized agents have limited access to the account and cannot modify data through actions like amendments. The email entered for the officer(s) will be the User ID used to log in.
- Certify that the information provided is true and accurate using the attestation checkbox.
- Provide your electronic signature.

- The signature is dated with the current date.

The submit button will now be enabled if all previous required fields have been filled out. Any required fields with missing data will be shown with a red underline.

- Click *SUBMIT* to submit your registration.
- A submission confirmation popup will appear asking if you are sure you want to submit your registration.
- Click *OK/Submit* in the confirmation popup to complete the registration. Click *Cancel* if any changes need to be made before submission.
- Upon confirmation, the registration will be submitted, and the Lobbyist will be redirected back to the homepage with a confirmation message informing the Lobbyist of next steps.

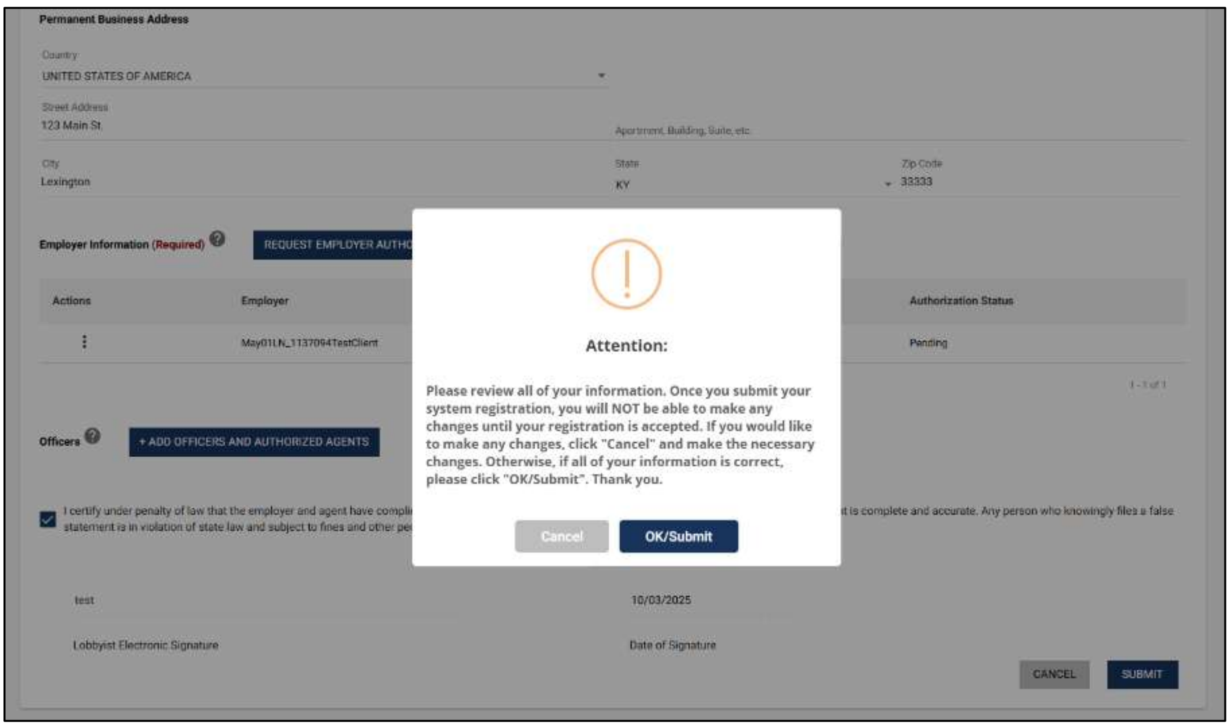


Figure 9 - Registration submission confirmation popup.

Figure 10 - Lobbyist Registration Confirmation window.

NOTE: The Lobbyist Registration will be conditionally accepted until an Employer authorizes. While accounts are in a Conditional status, Lobbyists can create credentials and sign in but cannot file reports.

3.3.2. Registering an Employer

The Employer Registration page captures all the required information for an Employer to register. To register as an Employer in the Lobbyist Reporting System, you need to complete several steps to ensure your information is correctly captured and processed.

- Select the current fiscal year for which the Employer is registering.
- Enter the full name of the Employer.
- Select the Employer's business interest (type of industry). If the correct business interest is not an available dropdown option, select Other at the bottom of the dropdown list and enter the correct business interest in the Explanation field that appears.
- Enter the Employer's business address and phone number.

Figure 11 - Employer Information section.

The Lobbyist Information section is optional for Employer registration. This should be used if the Employer received a Lobbyist Authorization Request ID (token) via email correspondence. This token would be generated if the Lobbyist selected *Employer not Found* when searching for Employers on registration. You can search for the registered Lobbyist that sent the request by typing in or copying and pasting the Lobbyist Authorization Request ID (found in the authorization request email) and clicking *FIND LOBBYIST*.

Click *AUTHORIZE* to add the selected Lobbyist. The Authorized Lobbyist window will close, and Lobbyist information will be displayed on the Employer Registration screen. The Lobbyist will be linked and authorized once the Employer registration is submitted.

Figure 12 - Authorize Lobbyist window.

The Officers section is mandatory for Employer registration – at least one Authorized Officer is required. Authorizing officers have full access to the account and can perform actions like amending and updating registrations and filing reports. Authorized agents have limited access to the account and cannot modify data through actions like amendments. The email entered for the officer(s) will be the User ID used to log in.

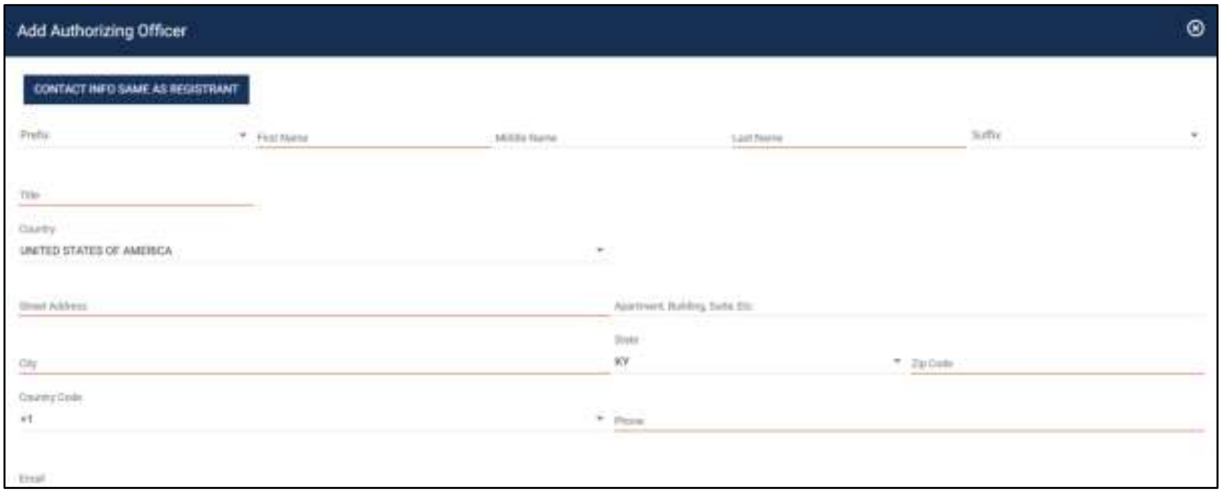


Figure 13 - Add Officer window.

Complete the electronic signature section.

- Certify that the information provided is true and accurate using the attestation checkbox.
- Provide your electronic signature.
- The signature is dated with the current date.

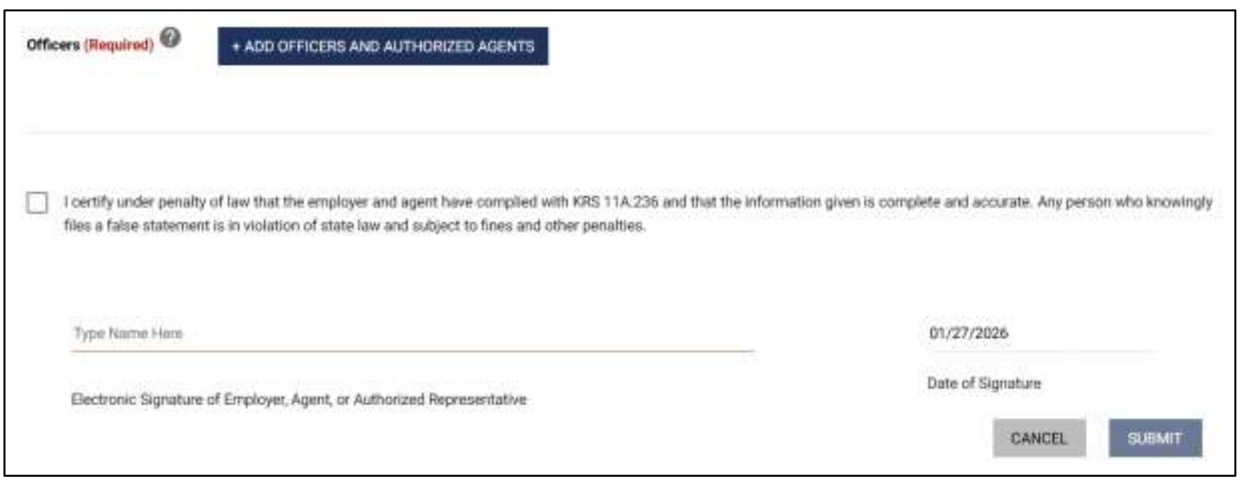


Figure 14 - Electronic signature section.

The submit button will now be enabled if all previous required fields have been filled out. Any required fields with missing data will be shown with a red underline.

- Click *SUBMIT* to submit your registration.

- A submission confirmation popup will appear asking if you are sure you want to submit your registration.
- Click *OK/Submit* in the confirmation popup to complete the registration. Click *Cancel* if any changes need to be made before submission.

Upon confirmation, the registration will be submitted, and the Employer will be redirected back to the homepage with a confirmation message informing the Employer of next steps.

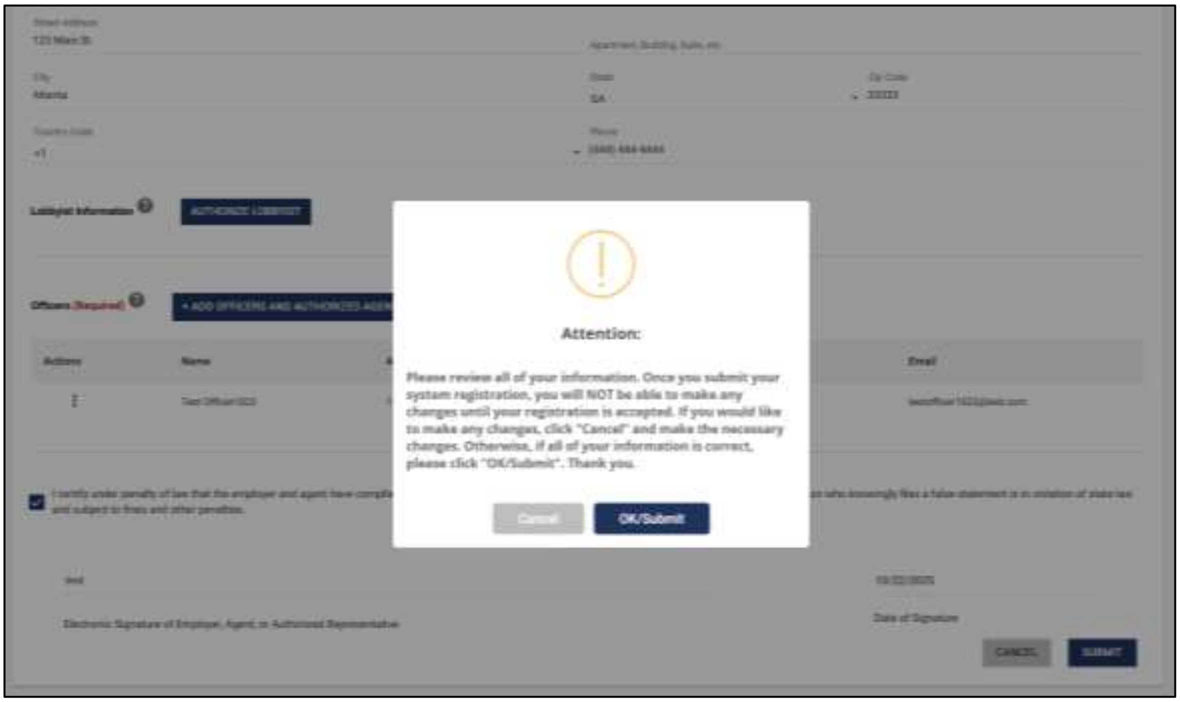


Figure 15 - Registration submission confirmation popup.

Figure 16 - Employer Registration Confirmation window.

3.4. WHEN YOUR REGISTRATION IS ACCEPTED

After submitting your registration, you will receive a confirmation email that the registration has been received and is awaiting admin review and approval. If you are a Lobbyist, the system will automatically conditionally approve your registration allowing you to set credentials via the credentials email and log in. If you are an Employer, the registration will enter a pending status until approval by an admin. The system Administrator can approve, conditionally approve, or reject the registration.

- Approval:
    - If approved, your filer account becomes active.
    - You and any listed officers will receive a confirmation email.
- Rejection:
    - If rejected, an email will be sent with the reason for rejection.
- Conditional Acceptance:
    - If conditionally accepted, an email will explain the reason.
    - You can log into the system, pay fees, and amend your registration info until the issue is resolved.
    - Lobbyists will stay conditionally accepted until they are authorized by at least 1 Employer.

3.5. RECEIVING LOGIN CREDENTIALS

Login credentials are automatically assigned when the registration is accepted or conditionally accepted.

- Login Credentials Will Be Assigned To:
    - All registered Lobbyists.
    - All registered Employers.
    - Any officers.
- Instructions:
    - The registered individuals will receive an email containing instructions for logging in.
    - The credentials generated by following the instructions received will allow access to the Lobbyist Reporting System.

4. Filer's Workspace

4.1. SIGNING IN

4.1.1. Summary

To begin the sign-in process, navigate to the Lobbyist Reporting System's public site. Select the *Login* link in the page header to display the *Registered User Login* window.

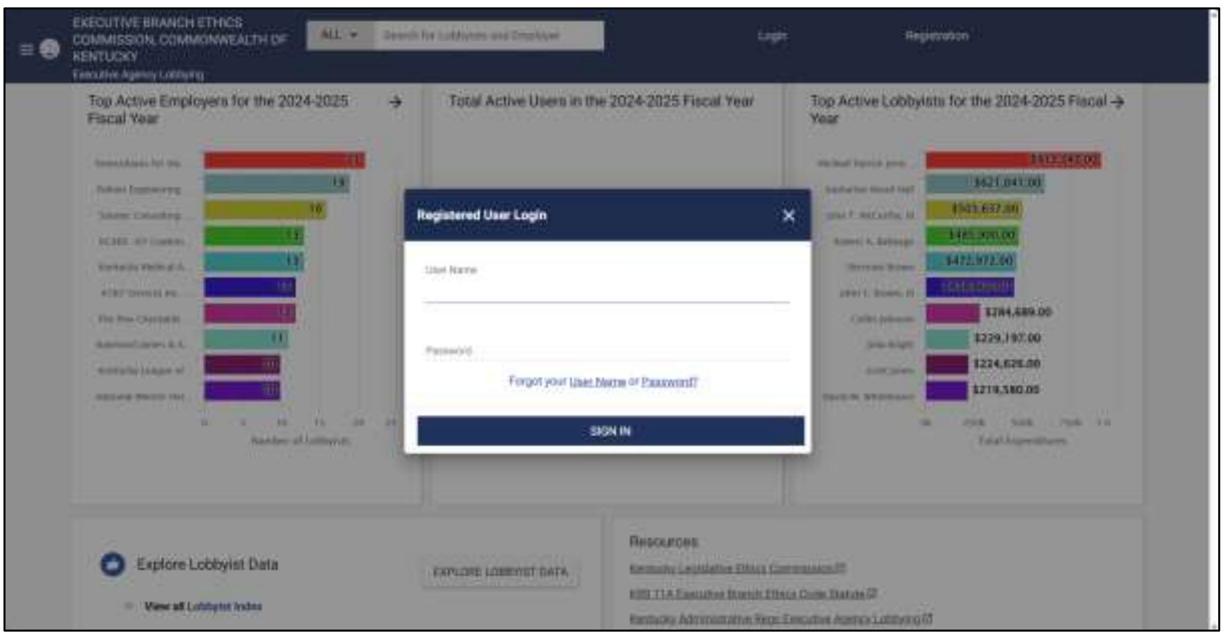


Figure 17 - Registered User Login window.

4.1.2. Instructions

- Enter your username and password in the login window.
- Click the *Sign In* button.
- If your email is associated with a single lobbying entity, you will be taken directly to the Lobbying Filer Dashboard.
- If you have access to multiple lobbying entities, you will see a list of all associated entities. Select the desired reporting entity to be directed to the home page for your selected entity. This is common for officers that are managing multiple Lobbyist and/or Employer accounts.

NOTE: *If you have forgotten your Username or Password, there are links to retrieve your Username and reset your password on the login dialog.*

4.2. HOME PAGE

4.2.1. Overview

Upon logging into the system, you will be on the *Home* page for your Workspace. When the *Home* page is first opened, the center portion of the screen shows the Immediate To Do list, the Upcoming Reports list, and the Reports Filed in the Last 30 Days list.

As you work, the center portion of the screen may be overlaid with various functions as you select menu options. Clicking the *Home* link returns the screen to its initial format with the three lists.

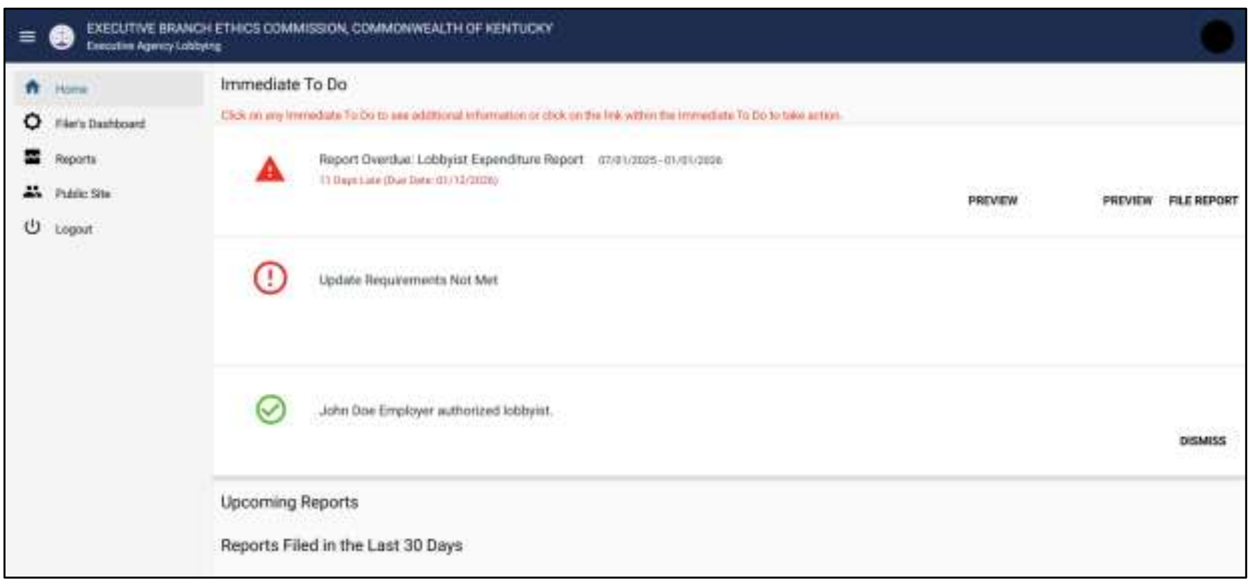


Figure 18 - Filer's Workspace Home page.

4.2.2. Immediate To Do

The Immediate To Do list shows you information that you need to be aware of or actions that need to be completed. For example, when a report is due in the next 14 days, a notification will appear to remind you to file the report. A notification will show up to remind you to file an amendment for a previous report because you have added to or updated information in the report. On each of these reminders, there is a link to preview the report without submitting it, and a link to directly open the *File Report* page where the selected report can be filed.

4.2.3. Upcoming Reports

The Upcoming Reports list shows you which reports are going to be due in the future.

4.2.4. Reports Filed in the Last 30 Days

The Reports Filed in the Last 30 Days list shows you the reports filed within the last 30 days. On each, there is a View link which will open a PDF of the filed report.

4.3. FILER'S DASHBOARD

4.3.1. Summary

The *Filer's Dashboard* page provides various administrative functions and general information about the lobbying entity. This includes managing Lobbyist/Employer relationships and updating registration information.

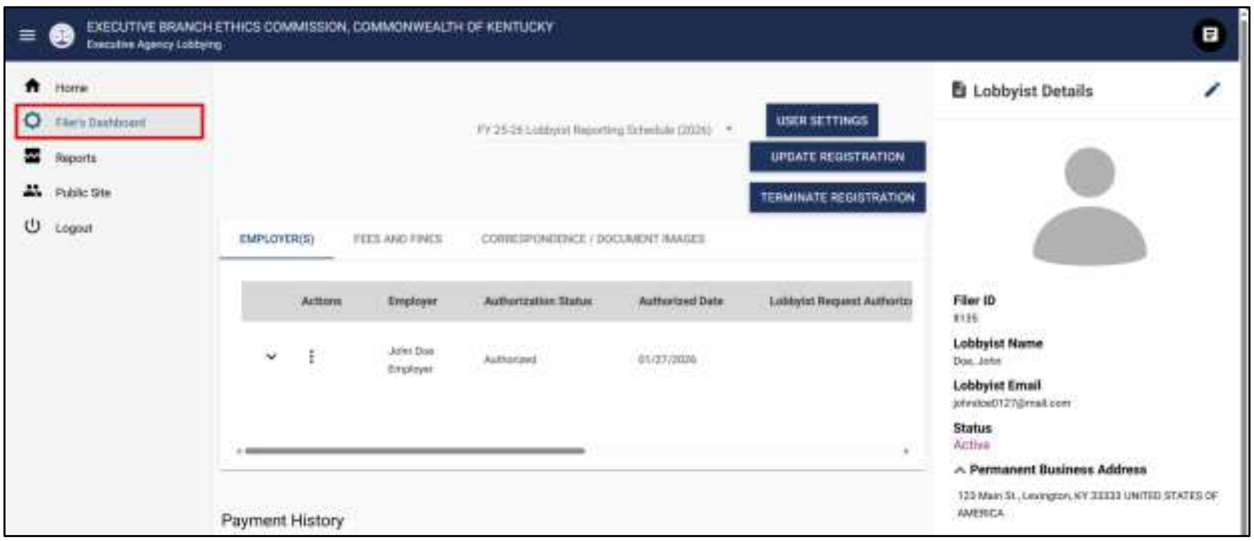


Figure 19 - Filer's Dashboard for Lobbyists.

4.3.2. Lobbyist Relationship Management

The Lobbyist's dashboard allows you to view and manage your account information and relationships. Initially, if the Employer relationship has not been confirmed, you will be considered "conditionally accepted" and will not have full access to file reports.

NOTE: Lobbyists must have an authorized Lobbyist Employer before any lobbying activity can occur. The Lobbyist must specify an Employer, the Employer will be notified, and the Lobbyist Employer must authorize the Lobbyist.

If awaiting Employer authorization, contact your Employer to expedite the process.

4.3.2.1. Viewing Employers

The Employer tab provides a comprehensive view of all Employers associated with the Lobbyist for the selected lobbying year. To access Employer information from different lobbying years, choose the appropriate Lobbying Filing Cycle from the dropdown menu.

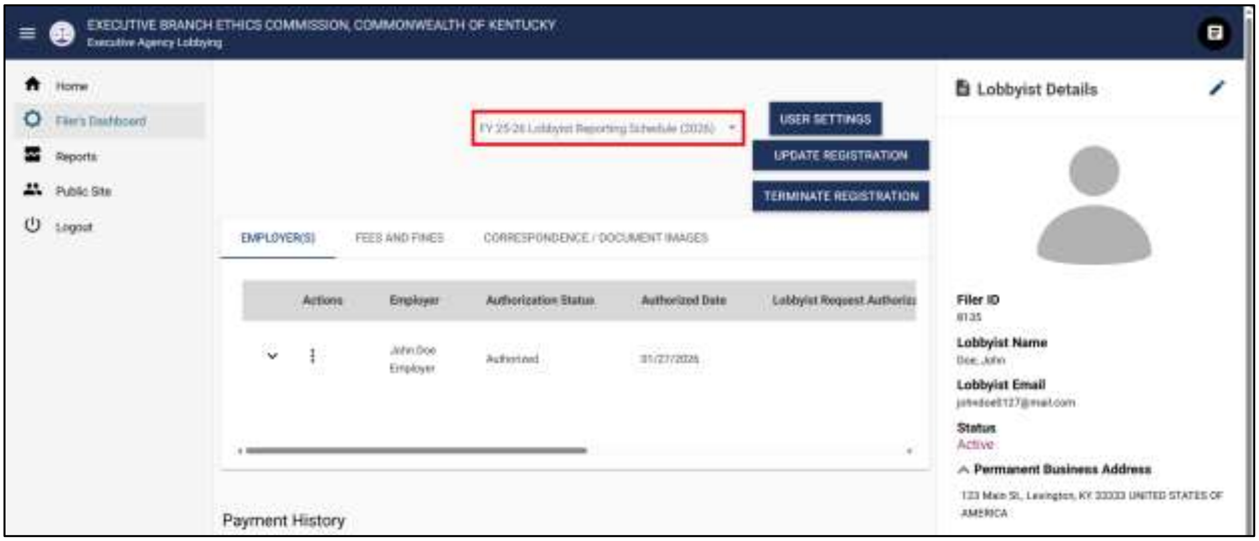


Figure 20 - Filing cycle dropdown on Lobbyist's dashboard.

4.3.2.2. Viewing Employer Details

To view detailed information about an Employer related to the Lobbyist:

- From the list of Employers, find the name of the Employer whose details you wish to view.
- Click on the Action Menu associated with the selected Employer. This menu provides options for further actions and information.
- Select *View* from the Action Menu. This will open the View Employer Information window.

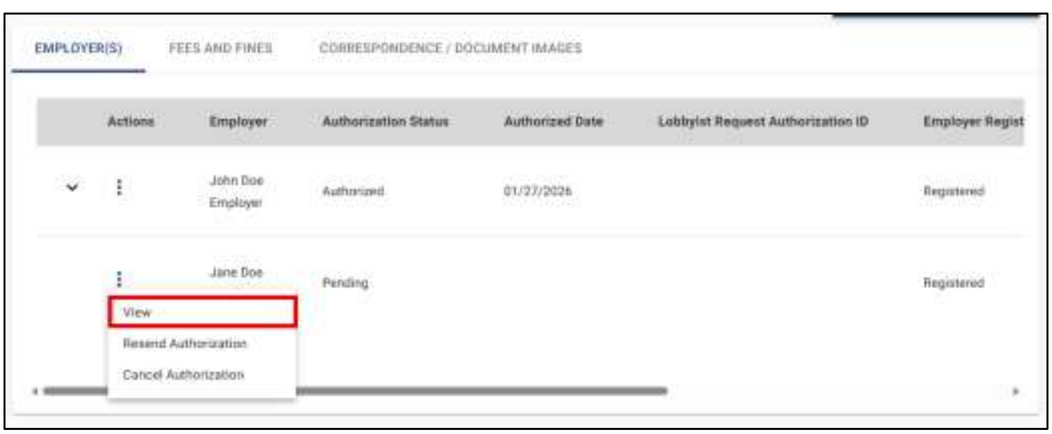


Figure 21 - View Employer Action Menu option on Lobbyist's dashboard.

NOTE: Ensure the selected Lobbying filing cycle includes the correct period.

The View Employer window displays detailed information about the selected Employer.

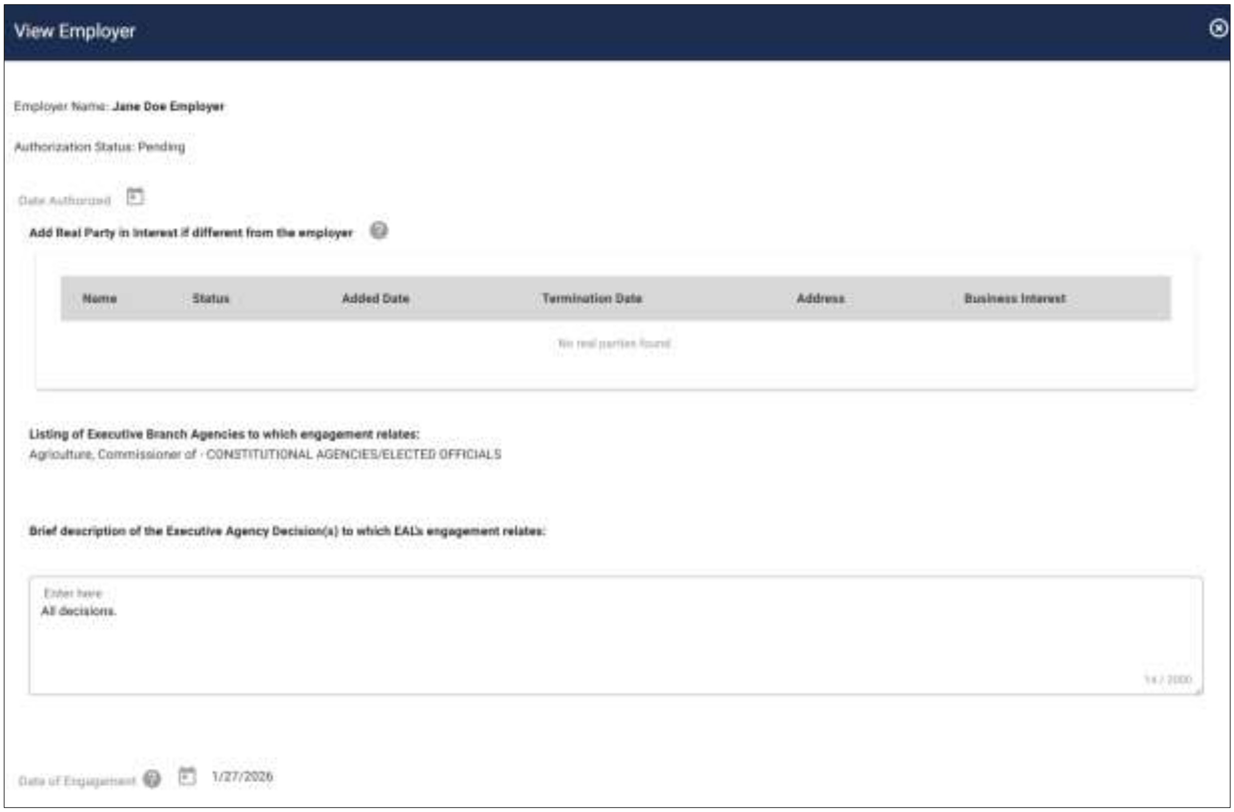


Figure 22 - View Employer window.

The View Employer window will show:

- The official name of the Employer.
- Employer authorization status.
- Employer's Date Authorized.
- Employer's engagement with the Lobbyist, including any Real Parties in Interest, listing of Executive Branch agencies, Executive Agency decisions, and date of engagement.

NOTE: Verify that the Employer has been confirmed and is not listed as pending or inactive.

4.3.2.3. Resending Authorization Requests

Lobbyists are able to resend authorization request emails to Employers in the event the Employer does not see the original email or needs a reminder. Emails can be sent to both Employers that are already registered in the Lobbyist Reporting System and Employers that still need to register and use the Authorization Request ID (token).

To resend an authorization request email:

- From the list of Employers, find the name of the Employer who you wish to resend the request.
- Click on the Action Menu associated with the selected Employer.
- Select *Resend Authorization* from the Action Menu. This will resend the authorization request email and display a toast at the bottom of the page confirming the email was sent.

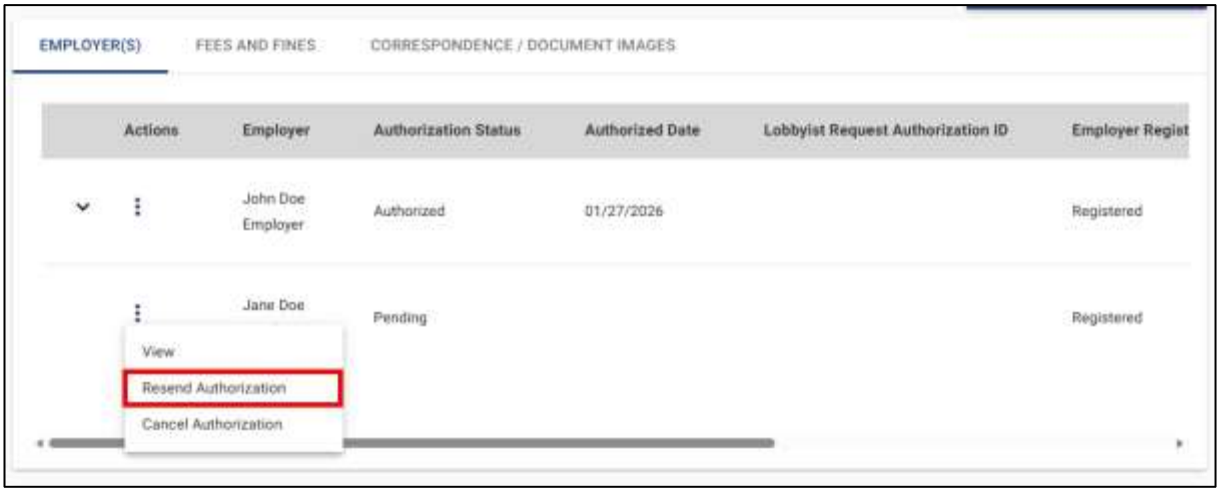


Figure 23 - Resend Authorization Action Menu option on Lobbyist's dashboard.

4.3.2.4. Cancelling Authorization Requests

In the case a Lobbyist adds the wrong Employer by mistake, the Lobbyist can cancel the authorization request. This will remove the pending relationship from the Lobbyist and Employer dashboards.

To cancel an authorization request:

- From the list of Employers, find the name of the Employer who you wish to cancel the request.
- Click on the Action Menu associated with the selected Employer.
- Select *Cancel Authorization* from the Action Menu.
- Click *Confirm* in the confirmation popup that appears asking if you want to remove the relationship. This will remove the pending relationship and display a toast at the bottom of the page confirming the relationship was removed.

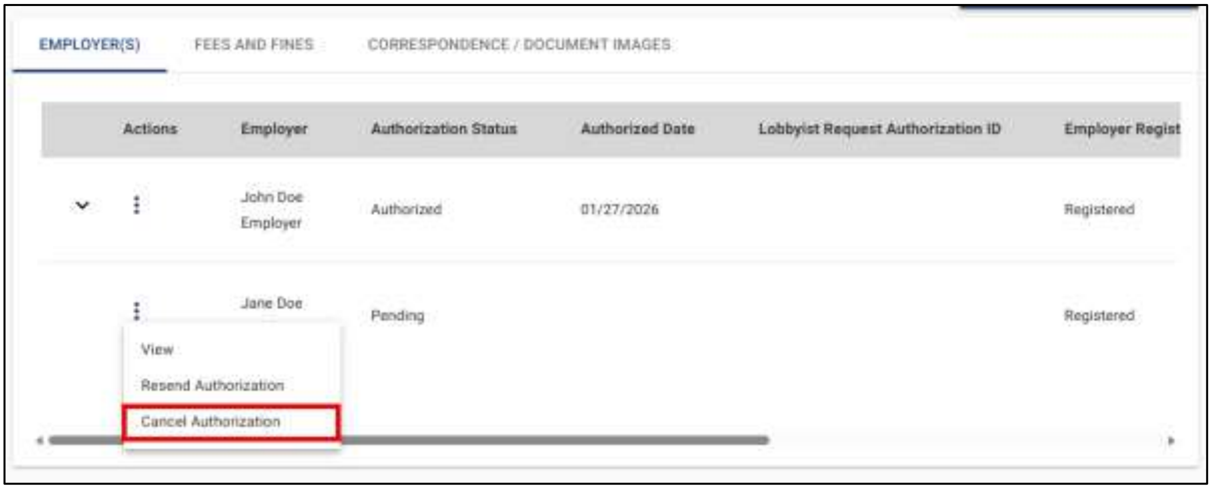


Figure 24 - Cancel Authorization Action Menu option on Lobbyist's dashboard.

Figure 25 - Cancel action confirmation popup.

NOTE: Cancelling is only an option when the relationship status is Pending. If the Employer has already authorized the Lobbyist, a system Administrator will need to be contacted to delete the relationship as an admin.

4.3.2.5. Viewing Real Parties in Interest

If the Lobbyist added one or more Real Parties in Interest to a specific Employer, they can be viewed from the dashboard. Entities with an associated Real Party in Interest will have a caret to the left of the Action Menu. Clicking the caret will expand the grid and show the Real Party with its associated information.

Figure 26 - Caret on grid used to show associated Real Parties in Interest.

4.3.2.6. Terminating Employers

A Lobbyist can terminate their employment from authorized Employers. It is necessary to report when employment is concluded to comply with statutory requirements. Termination of relationships is only allowed once the annual lobbying activity report has been filed.

To terminate employment:

- From the list of Employers, find the name of the Employer who you wish to terminate employment. Ensure the authorization status is Authorized in order to terminate.
- Click on the Action Menu associated with the selected Employer.
- Select *Terminate* from the Action Menu. This will open the termination window.
- Enter the termination date, check the attestation checkbox, and enter an electronic signature in the termination window. The termination date can be any date on or after the authorization date.
- Click *TERMINATE* to complete the termination. This will close the window, display a toast at the bottom of the page confirming the termination has been completed, and generate a termination form that is stored in the correspondence tab as a public document. The termination form will list any associated Real Parties in Interest if there are any.

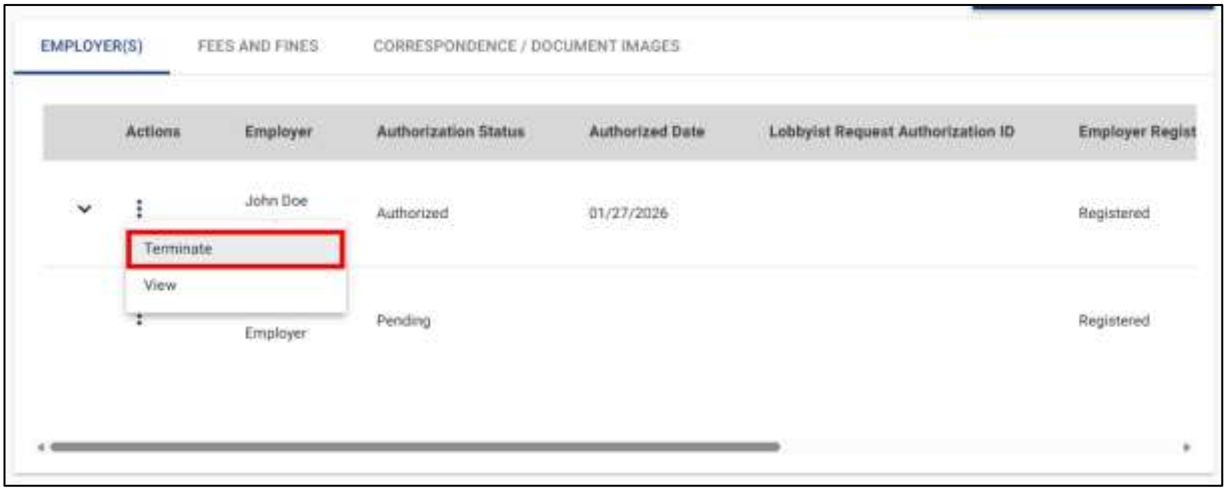
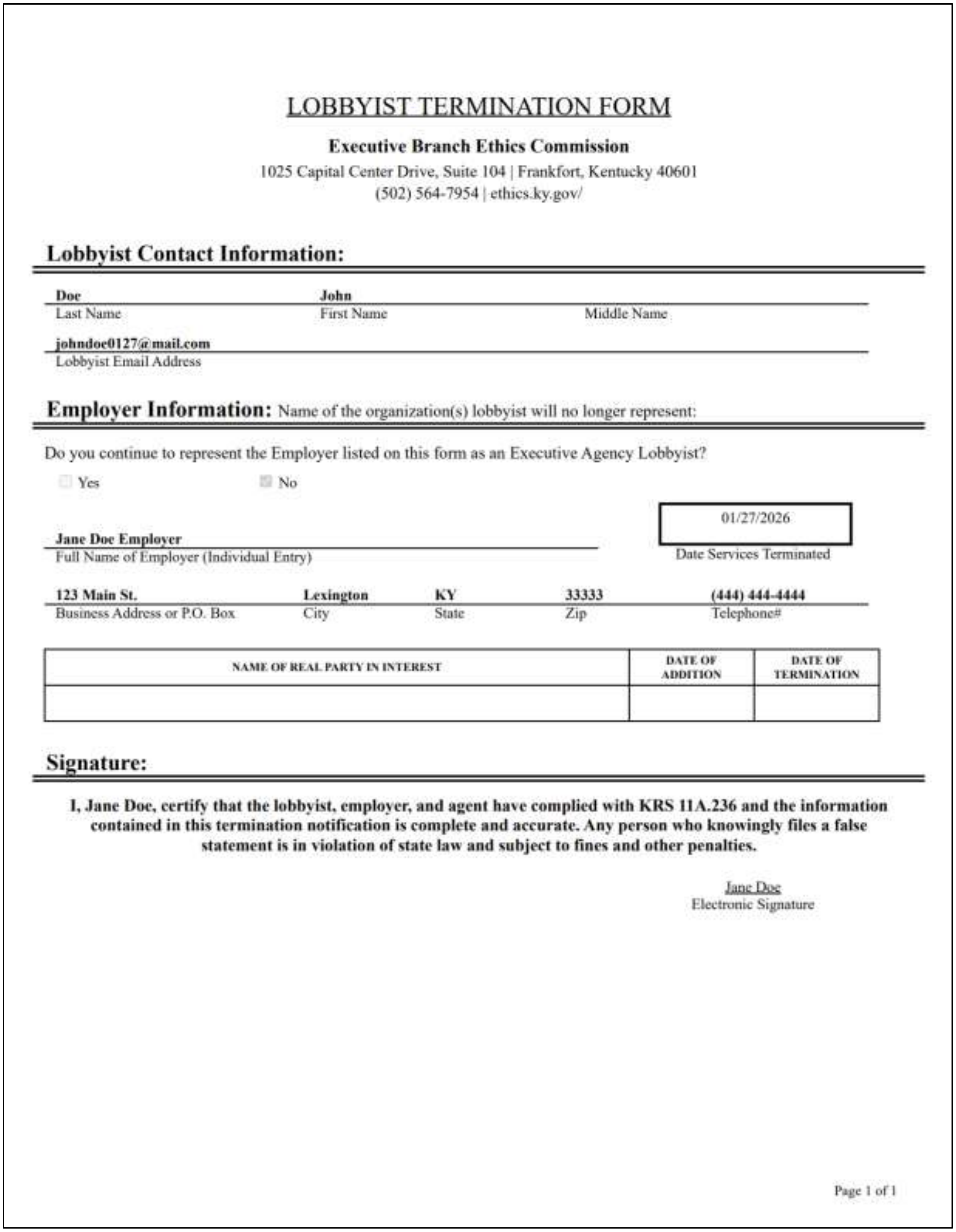


Figure 27 - Terminate Action Menu option on Lobbyist's dashboard.

Figure 28 - Termination window.



LOBBYIST TERMINATION FORM

Executive Branch Ethics Commission
1025 Capital Center Drive, Suite 104 | Frankfort, Kentucky 40601
(502) 564-7954 | ethics.ky.gov/

Lobbyist Contact Information:

Doe	John	
Last Name	First Name	Middle Name

johndoe0127@mail.com
Lobbyist Email Address

Employer Information: Name of the organization(s) lobbyist will no longer represent:

Do you continue to represent the Employer listed on this form as an Executive Agency Lobbyist?

☐ Yes ☒ No

Jane Doe Employer
Full Name of Employer (Individual Entry)

01/27/2026
Date Services Terminated

123 Main St.	Lexington	KY	33333	(444) 444-4444
Business Address or P.O. Box	City	State	Zip	Telephone#

NAME OF REAL PARTY IN INTEREST	DATE OF ADDITION	DATE OF TERMINATION

Signature:

I, Jane Doe, certify that the lobbyist, employer, and agent have complied with KRS 11A.236 and the information contained in this termination notification is complete and accurate. Any person who knowingly files a false statement is in violation of state law and subject to fines and other penalties.

Jane Doe
Electronic Signature

Page 1 of 1

Figure 29 - Termination form.

NOTE: Terminations cannot be performed if there are unfiled reports.

4.3.2.7. Terminating Real Parties in Interest

A Lobbyist can terminate Real Parties in Interest independently from Employers. It is necessary to report when employment is concluded to comply with statutory requirements.

To terminate employment:

- From the list of Employers, find the name of the Employer associated with the Real Party in Interest who you wish to terminate employment.
- Click on the caret associated with the selected Employer. This will expand the grid to show all associated Real Parties in Interest.
- Click on the Action Menu associated with the selected Real Party in Interest.
- Select *Terminate* from the Action Menu. This will open the termination window.
- Enter the termination date, check the attestation checkbox, and enter an electronic signature in the termination window. The termination date can be any date on or after the authorization date.
- Click *TERMINATE* to complete the termination. This will close the window, display a toast at the bottom of the page confirming the termination has been completed, and generate a termination form that is stored in the correspondence tab as a public document. The termination form will list the Employer and Real Party in Interest.

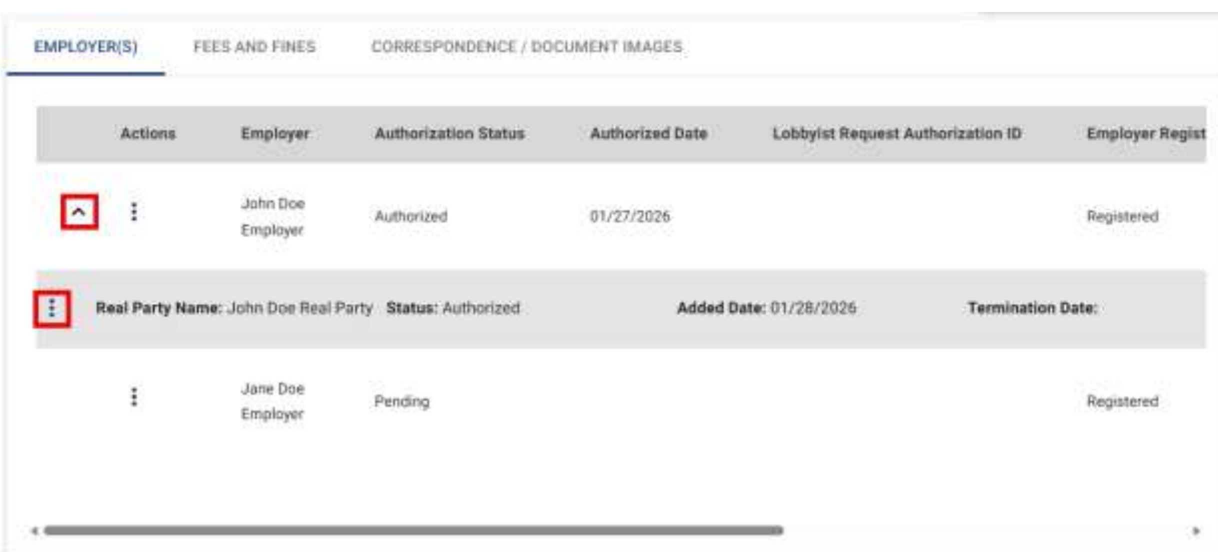


Figure 30 - Caret and Action Menu used to view and terminate the Real Party in Interest.

NOTE: Lobbyists can only terminate Real Parties in Interest that have not already been terminated. Terminating Employers automatically terminates all related real partes in interest.

4.3.3. Employer Relationship Management

The Employer's dashboard is similar to the Lobbyist's dashboard. It allows you to view and manage account information and relationships. The Lobbyist tab displays all the Lobbyists that are currently working for the Lobbyist Employer. Lobbyists from different lobbying years can also be viewed by selecting the Lobbying Filing Cycle from the dropdown.

4.3.3.1. Viewing Lobbyists

The Lobbyist tab displays all the Lobbyists that are currently working for the Lobbyist Employer. Lobbyists from different lobbying years can also be viewed by selecting the Lobbying Filing Cycle from the dropdown.

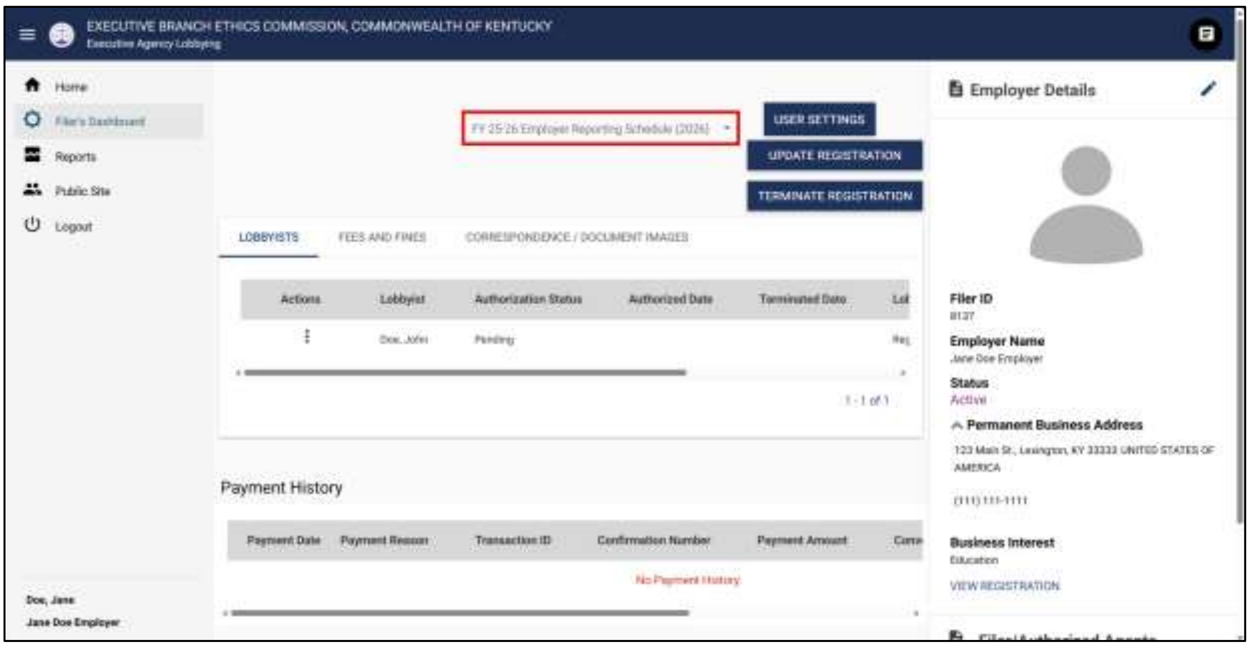


Figure 31 - Filing Cycle dropdown on Employer's dashboard.

4.3.3.2. Authorizing Lobbyists

Employers are able to authorize Lobbyists that request authorization. This establishes the Lobbyist-Employer relationship in the system and allows the Lobbyist to file reports.

To authorize a Lobbyist:

- From the list of Lobbyists, find the name of the Lobbyist who you wish to authorize.
- Click on the Action Menu associated with the selected Lobbyist.
- Select *Authorize* from the Action Menu. This will open the authorization window.
- Check the attestation checkbox and enter an electronic signature.

- Click *AUTHORIZE* to complete the authorization. This will close the window, display a toast at the bottom of the page confirming the authorization has been completed, and generate an authorization form that is viewable when clicking the Lobbyist's name and viewing the registration form on the right of the page.

Figure 32 - Authorize Action Menu option on Employer's dashboard.

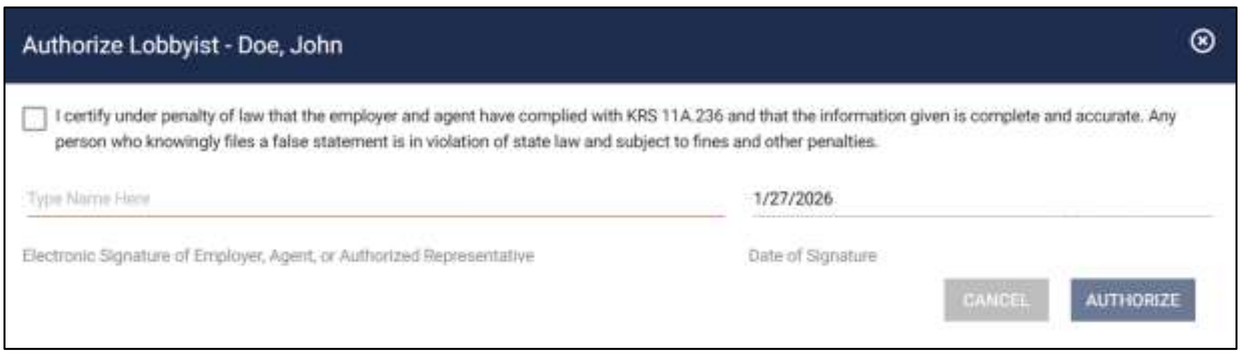


Figure 33 - Authorization window.

4.3.3.3. Denying Lobbyists

Employers are able to deny Lobbyists that request authorization. This is the opposite of authorizing and informs the system that the Lobbyist is not employed by the Employer.

To deny a Lobbyist:

- From the list of Lobbyists, find the name of the Lobbyist who you wish to deny.
- Click on the Action Menu associated with the selected Lobbyist.
- Select *Deny* from the Action Menu. This will open a confirmation popup.
- Click *YES* in the popup. This will close the popup and display a toast at the bottom of the page confirming the Lobbyist was denied. The Lobbyist will not be able to add transactions on behalf of any Employer that denies an authorization request.

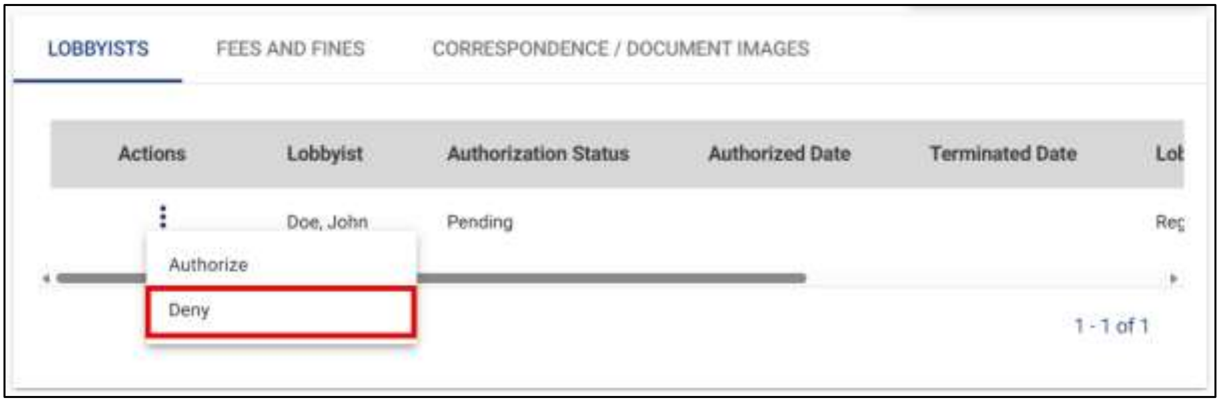


Figure 34 - Deny Action Menu option on Employer's dashboard.

Figure 35 - Deny action confirmation popup.

4.3.3.4. Terminating Lobbyists

An Employer can terminate the employment of any authorized Lobbyists. It is necessary to report when employment is concluded to comply with statutory requirements. To terminate employment:

- From the list of Lobbyists, find the name of the Lobbyist who you wish to terminate employment. Ensure the authorization status is Authorized in order to terminate.
- Click on the Action Menu associated with the selected Lobbyist.
- Select *Terminate* from the Action Menu. This will open the termination window.
- Enter the termination date, check the attestation checkbox, and enter an electronic signature in the termination window. The termination date can be any date on or after the authorization date.
- Click *TERMINATE* to complete the termination. This will close the window, display a toast at the bottom of the page confirming the termination has been completed, and generate a termination form that is stored in the correspondence tab as a public document. The termination form will list any associated Real Parties in Interest if there are any.

Figure 36 - Terminate Action Menu option on Employer's dashboard.

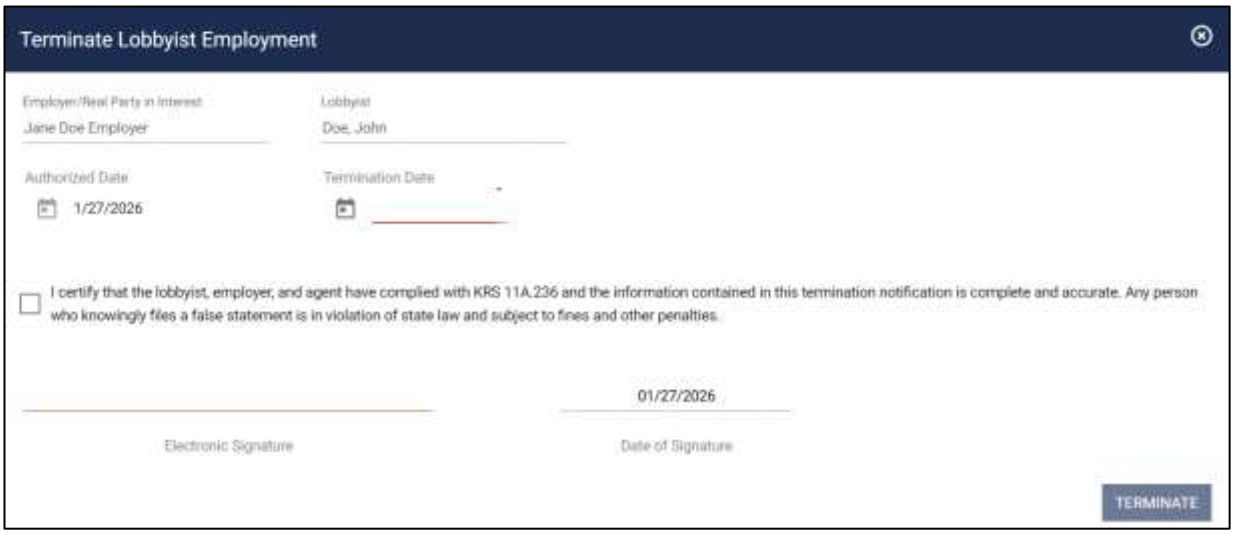


Figure 37 - Termination window.

LOBBYIST TERMINATION FORM

Executive Branch Ethics Commission

1025 Capital Center Drive, Suite 104 | Frankfort, Kentucky 40601

(502) 564-7954 | ethics.ky.gov/

Lobbyist Contact Information:

Doe	John	
Last Name	First Name	Middle Name

johndoe0127@mail.com

Lobbyist Email Address

Employer Information: Name of the organization(s) lobbyist will no longer represent:

Do you continue to represent the Employer listed on this form as an Executive Agency Lobbyist?

☐ Yes ☑ No

Jane Doe Employer

Full Name of Employer (Individual Entry)

01/27/2026

Date Services Terminated

123 Main St.	Lexington	KY	33333	(444) 444-4444
Business Address or P.O. Box	City	State	Zip	Telephone#

NAME OF REAL PARTY IN INTEREST	DATE OF ADDITION	DATE OF TERMINATION

Signature:

I, Jane Doe, certify that the lobbyist, employer, and agent have complied with KRS 11A.236 and the information contained in this termination notification is complete and accurate. Any person who knowingly files a false statement is in violation of state law and subject to fines and other penalties.

Jane Doe

Electronic Signature

Page 1 of 1

Figure 38 - Termination form.

NOTE: Terminations cannot be performed if there are unfiled reports.

4.3.4. Fees and Fines

4.3.4.1. Viewing Fees and Fines

The Fees and Fines tab provides a detailed overview of all fees and fines due from the lobbying entity. This tab lists each fee or fine, along with relevant details such as the amount, date assessed, and status.

The Total Outstanding Balance represents the sum of all unpaid fees and/or fines. A red dot will appear next to the Fees and Fines tab if there are outstanding balances, indicating that action is required. The system also automatically generates an Immediate To Do notification when a fee or fine is assigned. Clicking *VIEW FEES AND FINES* from the immediate to do takes you to the Fees and Fines tab on the filer's dashboard.

Figure 39 - Immediate To Do created for an outstanding fee.

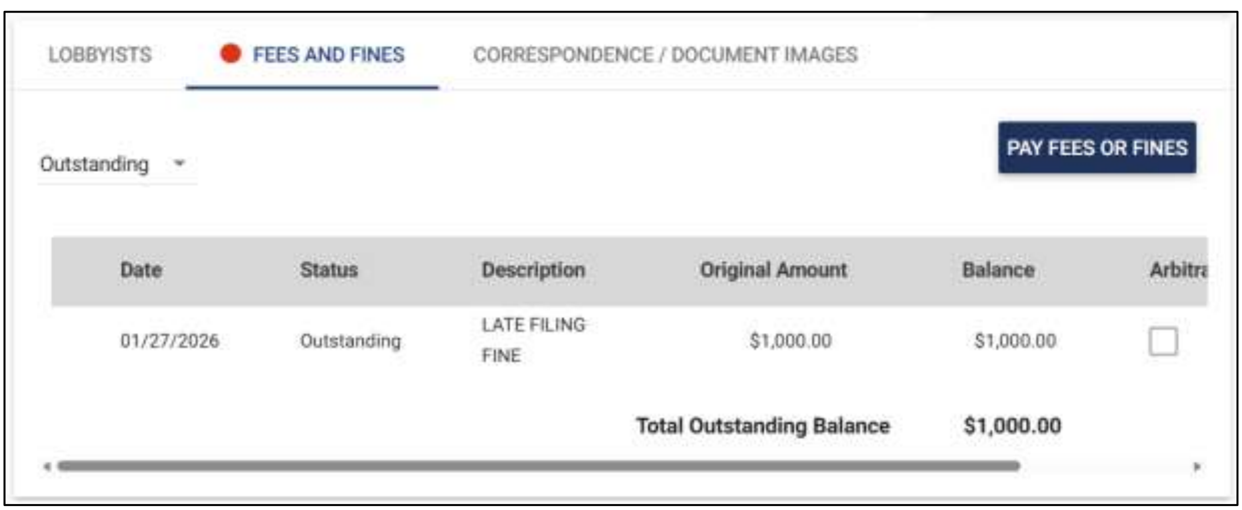


Figure 40 - Fees and Fines tab with an outstanding fee.

4.3.4.2. Making a Payment

From the Fees and Fines tab, you have the option to make payments of any outstanding fees or fines. When you click on *PAY FEES OR FINES*, you will be shown an Add Payment window where you can enter the details of your payment.

A window will display all outstanding fees and fines eligible for payment. Select the checkbox to the left of each fee or fine to include it in the total payment amount. When submitting a payment as a filer, you will be redirected to the Tyler Technologies payment gateway to enter credit card or e-check information. Upon successful payment, you will automatically be returned to the lobbying module.

The window shows:

- The type of fee/fine.
- The date the fee/fine is assessed.
- The original amount and outstanding balance.
- The total amount to pay in this transaction.

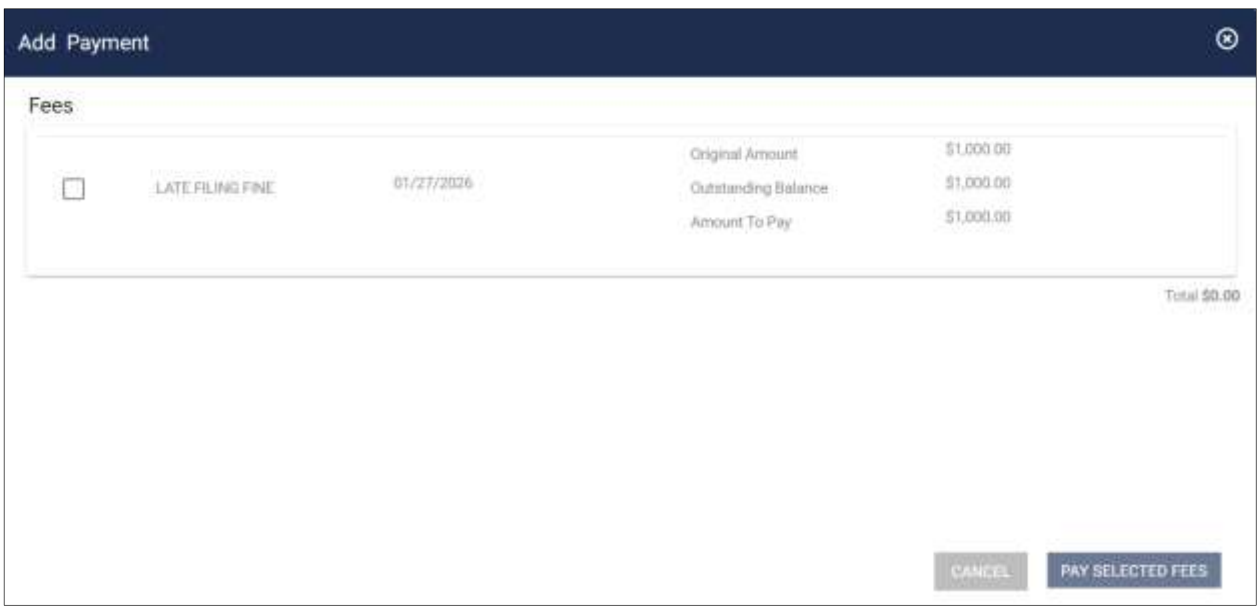
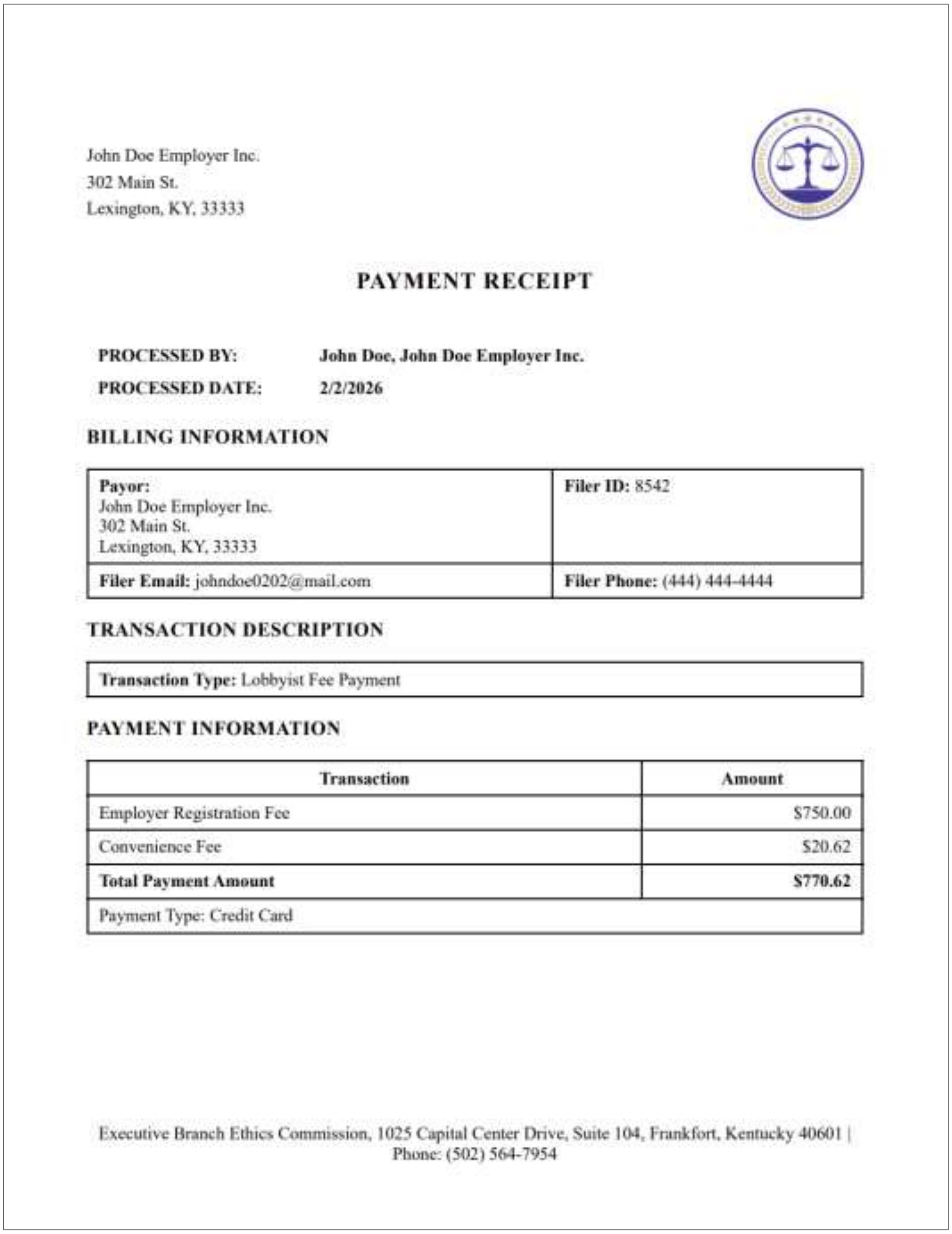


Figure 41 - Add Payment window shown to a filer.

On successful payment, a payment receipt will be generated and shown in a new tab. The payment receipt will be stored in the Correspondence/Document Images tab for future reference. The filer will be redirected back from the Tyler Technologies payment gateway to their filer's dashboard in the Lobbyist Reporting System. The payment receipt will show an itemized list of every fee/fine that was paid. The payment type section on the receipt will list the method of payment and include necessary payment gateway information (such as the last 4 digits of the credit card).



John Doe Employer Inc.
302 Main St.
Lexington, KY, 33333

PAYMENT RECEIPT

PROCESSED BY: **John Doe, John Doe Employer Inc.**
PROCESSED DATE: **2/2/2026**

BILLING INFORMATION

Payor: John Doe Employer Inc. 302 Main St. Lexington, KY, 33333	**Filer ID:** 8542
Filer Email: johndoe0202@mail.com	**Filer Phone:** (444) 444-4444

TRANSACTION DESCRIPTION

Transaction Type: Lobbyist Fee Payment

PAYMENT INFORMATION

Transaction	Amount
Employer Registration Fee	$750.00
Convenience Fee	$20.62
Total Payment Amount	**$770.62**
Payment Type: Credit Card	

Executive Branch Ethics Commission, 1025 Capital Center Drive, Suite 104, Frankfort, Kentucky 40601 | Phone: (502) 564-7954

Figure 42 - Payment receipt for Credit Card payments.

4.3.4.3. Viewing Payment History

All payments that you make will be visible in the Payment History grid on the filer's dashboard. The grid will show the Payment Date, Payment Reason, Transaction ID, Confirmation Number (if paying from the payment gateway), Payment Amount, Convenience Fee (if any), Payment Type, and Payment Status.

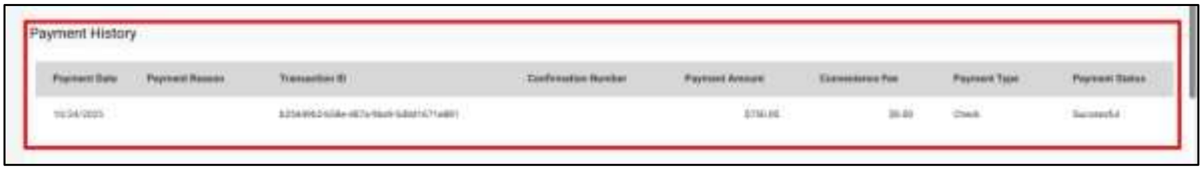


Figure 43 - Payment History grid on the filer's dashboard.

4.3.5. Viewing Correspondence and Document Images

The Correspondence/Document Images tab provides a comprehensive view of all documents and correspondence related to your account. For each entity with multiple officers or authorized agents, each individual may receive correspondence. Each recipient's version will be stored in the Correspondence/Document Images tab.

The Correspondence/Document Images tab includes the following information:

- Document Name: The name assigned to the document or correspondence.
- Document Type: The type of document or correspondence (e.g., Payment Receipt, Auto-Imaged Correspondence, etc.)
- Date Received: The date on which the document or correspondence was received or uploaded.
- Document Privacy: The privacy level of the document. Private documents can only be viewed from the Correspondence/Document Images tab while public documents can be viewed from the public site.

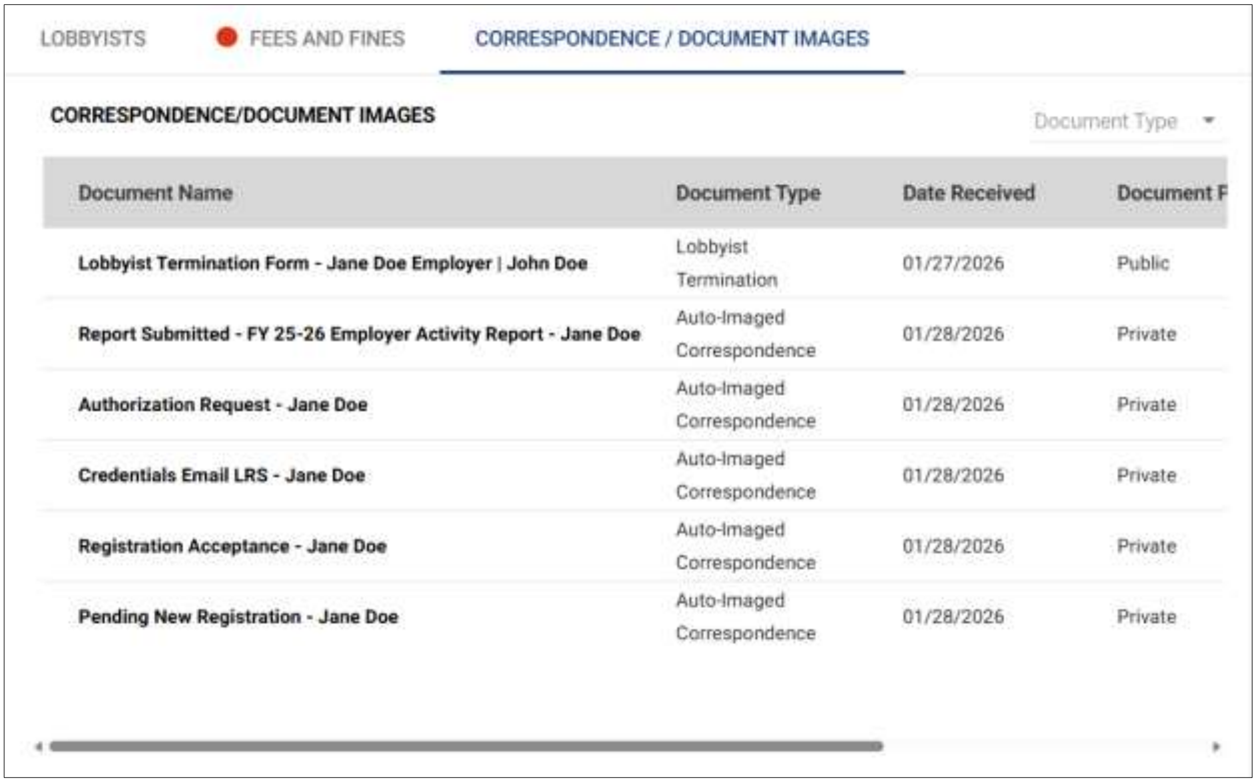


Figure 44 - Figure 49 - Correspondence/Document Images tab.

NOTE: Only the admin can upload correspondence to a filer's account.

4.3.6. User Login Maintenance

To maintain your user login credentials and security settings, you can update your password and security questions through the *User Settings* menu when logged in as a filer.

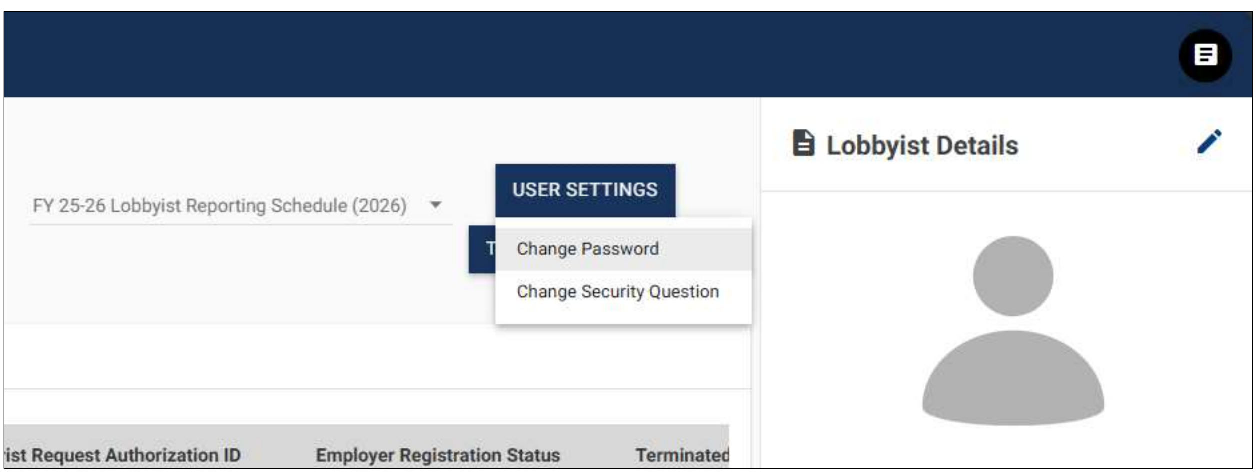


Figure 45 - User settings menu shown to a filer.

4.3.6.1. Changing Password

You have the ability to change your password in the Lobbyist Reporting System by following these steps:

- Log in as a filer.
- On the filer's dashboard, go to *USER SETTINGS > Change Password*.
- Input your current password and your new password.
- Click *SAVE*.

Figure 46 - Change Password window.

4.3.6.2. Changing Security Question(s)

You have the ability to change Security Question(s) in the Lobbyist Reporting System by following these steps:

- Log in as a filer.
- On the filer's dashboard, go to *USER SETTINGS > Change Security Question*.
- Enter questions and answers.
- Click *SAVE CHANGES*.

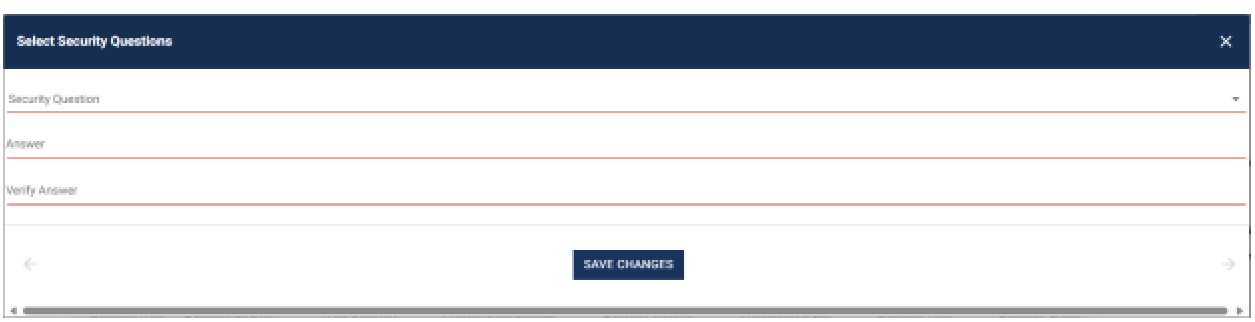


Figure 47 - Select Security Questions window.

NOTE: Use the arrows to navigate between different security questions and answers that have been set up.

4.3.7. Maintaining Lobbying Entity Registration

On the Filer's Dashboard some basic registration information is displayed on the right-hand side panel. You can customize your dashboard by displaying or hiding this basic information. Click the  icon located in the top right corner to hide/display the panel on the right side of the Filer's Dashboard.

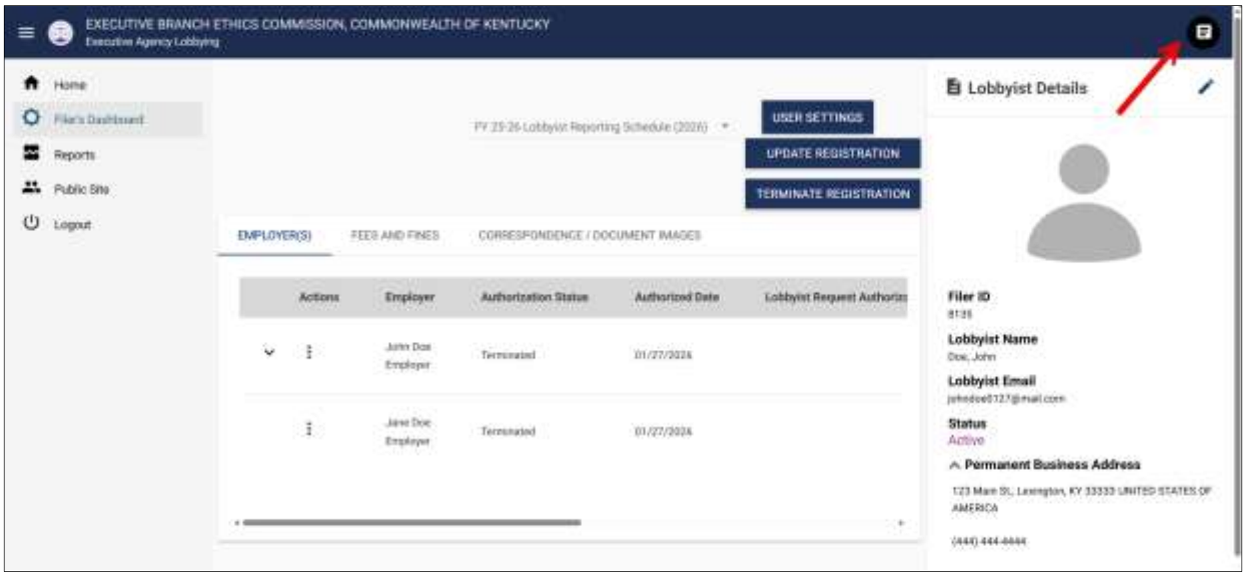


Figure 48 - Filer details panel visibility control on the top right of the filer's dashboard.

4.3.7.1. Viewing Lobbying Entity Details

The Filer Details panel shows general information about the lobbying entity's registration. To view the PDF of the registration form, click the *View Registration* action link. If the registration has been amended or updated, instead of *View Registration* you will see a *View Registrations* action link. This will list all versions of the registration, including the registration date and any registration amendment and update dates. Click on any of the dates to view that version of the registration form.

Figure 49 - Filer Details panel for Lobbyists.

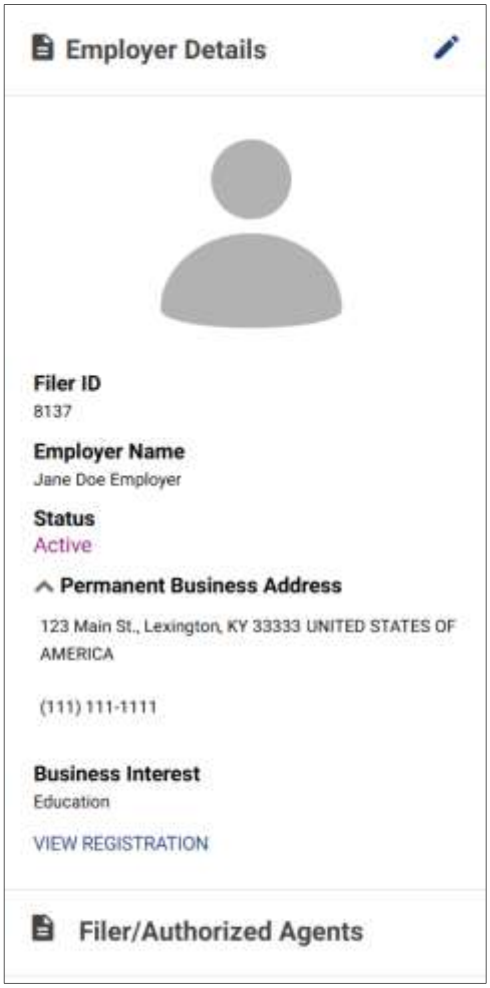


Figure 50 - Filer Details panel for Employers.

4.3.7.2. Amending your Registration

Amending your registration allows you to update or correct information in your existing registration record. This process is essential if there have been changes to your personal details (such as your email address) or Lobbyist/Employer-related information that need to be reflected in your official records.

To amend your registration:

- On the Filer's Dashboard, locate the pencil icon at the top of the Filer Details panel.
- Clicking this icon opens the *Amend Registration* page.

On the *Amend Registration* page you can enter or update necessary information in the appropriate sections.

Lobbyists can add additional Employers by using the Request Employer Authorization button just like on initial registration. Lobbyists can also update details for previously added Employers by clicking the Action Menu next to the appropriate Employer and clicking *Edit*.

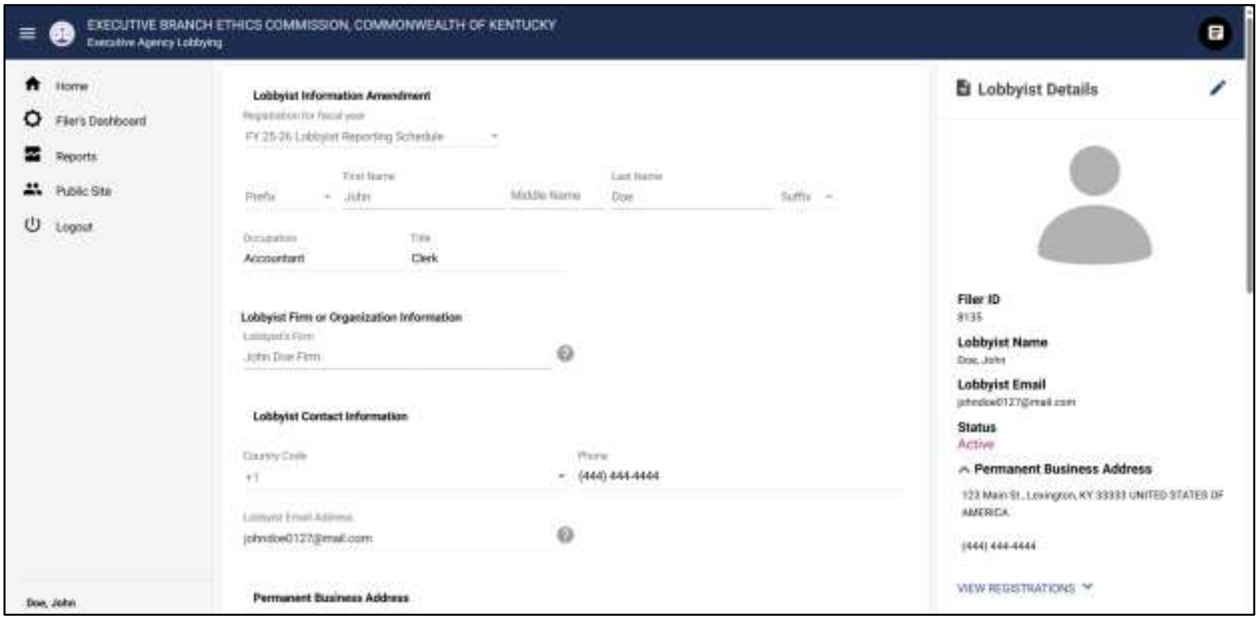


Figure 51 - Lobbyist registration amendment page.

Employers can use outstanding Authorization Request IDs (tokens) to authorize Lobbyists by using the Authorize Lobbyist button just like on initial registration. This is useful if the Employer forgot to use any IDs on initial registration or received additional requests from Lobbyists after registering.

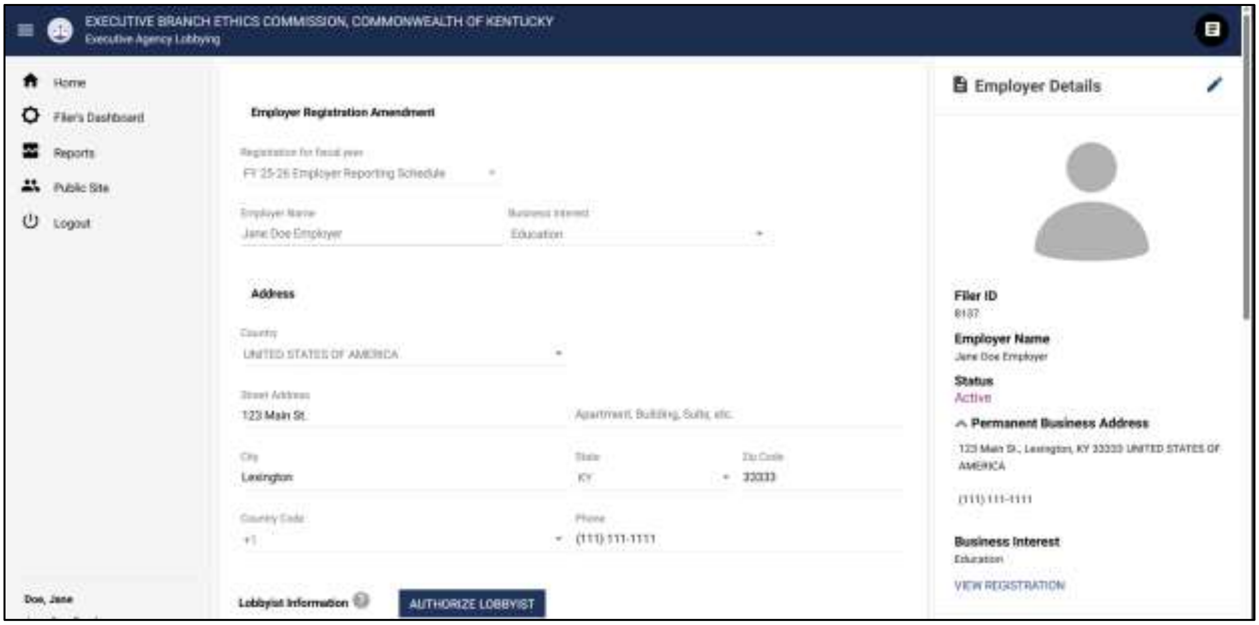


Figure 52 - Employer registration amendment page.

After making the necessary adjustments, click *AMEND* to save your changes.

When you submit a registration amendment, the new registration record will be visible in *the View Registrations* dropdown.

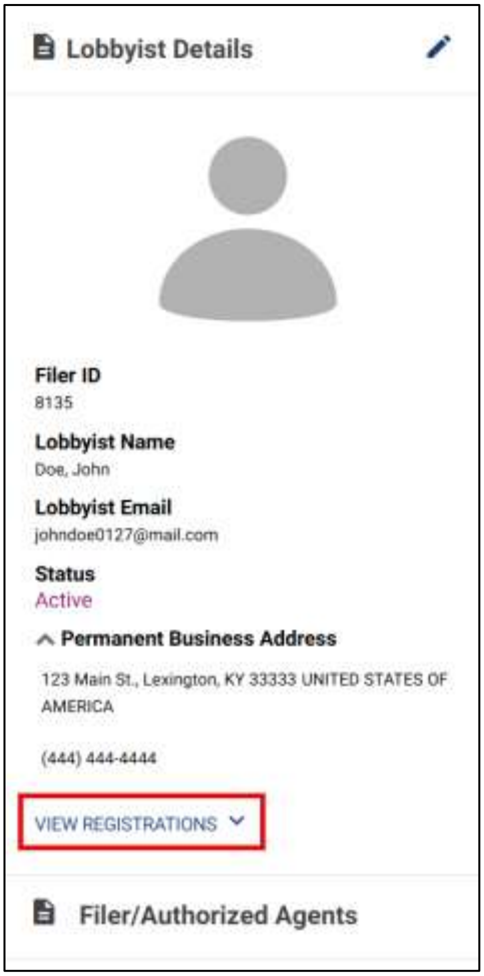


Figure 53 - View Registrations option in the filer details panel.

4.3.7.3. Viewing Officers/Authorized Agents

Any individual who has access to the filer's dashboard will be listed in this section. Both officers and authorized agents will be displayed. Officer and agent information must be updated through a registration amendment. This panel will be blank if there are no officers/agents on a Lobbyist's dashboard.

Figure 54 - Filer/Authorized Agents list.

4.3.7.4. Updating Your Registration

Lobbyists and Employers are both required to Update their registration for the upcoming lobbying year. Updates can be initiated as soon as the *Update Registration* button and *Registration for Upcoming Year* notice become visible on the Filer's Dashboard and Home page. The button and notification appear when the registration period for the new fiscal year opens.

Figure 55 - Registration for Upcoming Year Immediate To Do notification.

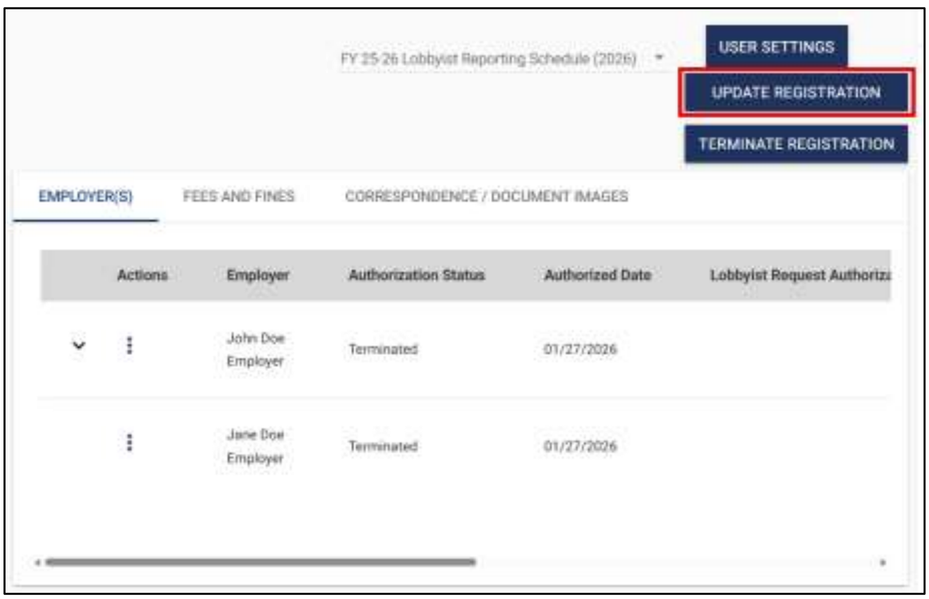


Figure 56 - Filer's Dashboard UPDATE REGISTRATION button.

Criteria for updating registrations:

- No unfiled late (overdue) reports.
- No outstanding fees or fines.

Any user not eligible for updating their registration because they do not meet all requirements will be told why when they click the *UPDATE REGISTRATION* button on the Filer's Dashboard. The Immediate To Do on the Home page will also update to inform the user that they do not meet the requirements.

To perform the Update process:

- Click the *UPDATE REGISTRATION* button. The filer's *Information Update* page will be displayed, pre-populated with your current year's registration information.
- Update any outdated information such as the email address, mailing address, or phone number.
- If you are updating a Lobbyist's registration, you will be able to select which Employer(s) you are working for in the new year.
  - Check *Update* for each Employer that you will be lobbying for in the upcoming year.
    - Employers that never authorized you in the previous year (relationship status is Pending or Denied) will not appear in the grid.
    - Employers that authorized you in the previous year (relationship status is Authorized or Terminated) will appear in the grid.
    - Authorized relationships remain Authorized in the new year.
    - Terminated relationships move into a Pending status in the new year and require re-authorization.
  - Leaving any Employer unchecked means that you will not be lobbying on behalf of that Employer in the upcoming year.
    - Leaving an authorized Employer unchecked will automatically terminate the Employer in the past (current) year and generate a termination form.
  - If you need to update the relationship information for an Employer (such as the list of agencies or Real Parties in Interest), you can use the *Edit* option in the Action Menu to edit the data.
  - If you need to add a new Employer, use the *Request Employer Authorization* button. This follows the same process used during registration and amendment.
- If you are updating an Employer's registration, you will be able to use any Authorization Request IDs (tokens) generated for the new year by using the *Authorize Lobbyist* button. This follows the same process used during registration and amendment.
- You must check the attestation checkbox and sign electronically. This confirms the accuracy of the provided information under penalties of perjury.
- Once all required information is entered, the *UPDATE* button will be enabled. Click this button and confirm to complete your annual registration update.

- Once completed, you will be returned to the Filer's Dashboard. If you are updating an Employer registration, you will be assigned a $750 Employer Registration Fee that covers the previous filing cycle. This fee must be paid in order to complete the registration update process. Registration updates will enter a conditionally approved state until the fee is paid, disabling the ability to authorize new Lobbyists and file lobbying activity reports.
- The updated registration form will be visible in the *Filer Details* panel by clicking on the *View Registrations* action link.
- On the Filer's Dashboard and Reports page, you will see both your past filing cycle and the new filing cycle in the dropdown.

NOTE: Both Lobbyists and Employers must update their registrations independently to continue their relationship in the new year. One entity updating its registration does not result in the other entity being updated. Current email addresses are required.

4.3.7.5. Terminating Your Registration

If you do not plan to continue lobbying in the upcoming year, you do not need to Update. You can click *TERMINATE REGISTRATION* (located below the *UPDATE REGISTRATION* button) instead to mark the registration status as inactive. You are still able to continue logging into the Lobbyist Reporting Module. You will not be assigned any additional lobbying reports. Amending or Updating your registration will result in your registration being re-activated.

To terminate, you must:

- File any unfiled reports.
- Pay any outstanding fees and fines.
- Terminate all authorized relationships.

You will be blocked from terminating and told why if you click the *TERMINATE REGISTRATION* button without meeting all requirements.

Employers terminating registrations will be assigned a $750 Employer Registration Fee covering the current filing cycle. The termination will not be completed until the fee is paid.

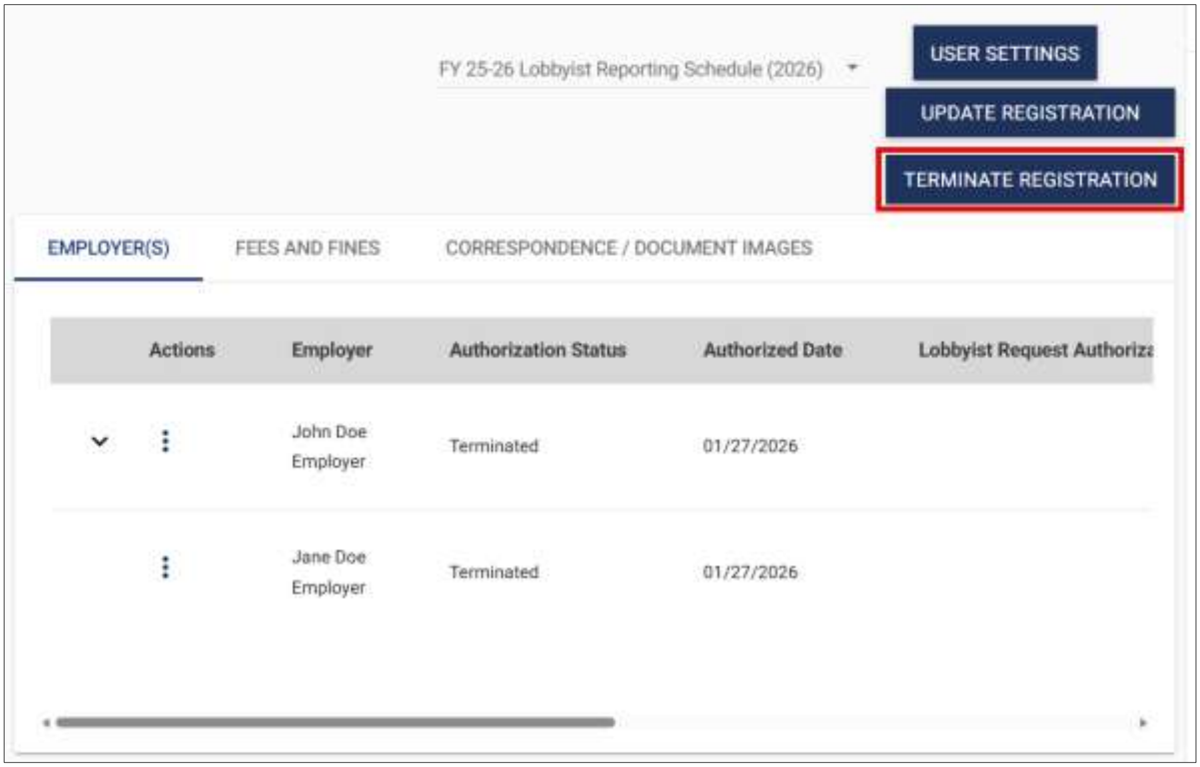


Figure 57 - Filer's Dashboard TERMINATE REGISTRATION button.

4.4. REPORTS PAGE

When the registration is conditionally or fully accepted, the lobbying entity will be assigned filing obligations. The Reports page is accessed from the Reports link on the left-hand side navigational menu. In Kentucky there is a single lobbying activity report due at the end of every fiscal year.

The Reports Screen contains both the reporting entity's filing schedule and listings of filed, unfiled and pending reports. You will be able to preview, file, and amend reports. In each tab, the reports have an Action Menu which is obtained by clicking the ⋮ icon. The available options depend on the unfiled or filed, pending status of the report.

Figure 58 - Reports page showing the Unfiled tab.

4.4.1. Unfiled Reports

The *Unfiled Reports* list shows each report that has been scheduled but is not yet filed. This list also includes access to unscheduled (optional) reports that can be pulled down into the filing schedule (if configured).

- Scheduled but Not Filed: Reports that have been scheduled but are not yet filed will appear here.
- Unscheduled Reports: Any unscheduled (optional) reports that can be added to your filing schedule are also listed.
- Saved Reports: If the report has been started and saved but not yet submitted, it still shows in the Unfiled list with the status Saved for Later.
- Order of Filing: Reports are listed in the order they are due, and the system requires that reports be filed in the order in which they are due.
- Immediate To Do List: A report whose period end date is the current date or in the past will also appear in the Immediate To Do list on the Home page. You may preview and file the report from there as well.

Options Available on *Unfiled Reports*:

- *View Filing Screen*: Opens the report's detailed view, where you can see all the sections and fields to be completed before filing.
- *Preview*: Review the contents of a report without filing it. A PDF of the report in a draft version will be displayed. This action does not file the report.
- *File*: Opens the File Reports Screen. From here, you can file a report.

4.4.2. Filed Reports

The *Filed Reports* list shows each filed report and any amendments associated with that report.

- Filed Reports Display: Once a report is filed, it is shown in the Filed list and is removed from the Unfiled list.
- Amended Reports: If a report has had an amendment, it is also shown. All versions of a report (original filing and amendments) are shown in the expandable/collapsible panel under the main report row. This panel is opened and closed by clicking the caret icon next to the report name.

Options Available on *Filed Reports*:

- *View Filing Screen*: Opens the report's detailed view, where you can see all the sections and fields to be completed before filing.
- *View PDF Filing*: Displays a PDF of the filed report. For amended reports, each version can be viewed. This is also the version visible on the public site.
- *Resume*: Allows you to continue working on an amendment to the filed report. If you exit the amendment process, the report will be placed in the Pending Reports List for completion later.

4.4.3. Pending Reports

The *Pending Reports* list shows any report where the filing process has been started but has not been submitted. This includes amendments that have been started but not submitted.

- Pending Initial Reports: A pending unfiled report will be found in both Unfiled and Pending.
- Pending Amendments: A pending amendment will be found in both Filed and Pending.

Options Available on *Pending Reports*:

- *View Filing Screen*: Opens the report's detailed view, where you can see all the sections and fields to be completed before filing.
- *Preview*: Provides a preview of the report in its current state, allowing you to review all the details and sections as they will appear when filed.
- *Resume*: Allows you to continue working on a report that has been saved as a draft or partially filled out, enabling you to complete the remaining sections before filing.

4.5. FILING PAGE

Filing a report in the Lobbyist Reporting System involves entering transaction details and then submitting the completed report. The platform integrates transaction entry with the filing process, making it efficient for users to meet their reporting obligations.

Figure 59 - Filing page for Lobbyists.

4.5.1. Ways to Access Reporting Functionality

From the *Filer's Dashboard*:

- Use the Dashboard Navigational Menu to click on the *Reports* option. This is the primary method to access the *Reports* screen.

Home page Immediate To Do List:

- Reports that have a period end date on or before the current date will appear in the Immediate To Do list on the *Home* page. You can preview and file these reports directly from this list.

Unfiled Reports List:

- Scheduled and unscheduled reports that are not yet filed can be accessed from the Unfiled Reports list on the Reports Screen.

Pending Reports List:

- Reports that have been started but not yet submitted can be accessed from the Pending Reports list on the Reports Screen.

Filed Reports List:

- Previously filed reports and any amendments can be accessed from the Filed Reports list on the Reports Screen.

4.5.2. Entering Transactions

Entering transactions in the *File Report* section of the Lobbyist Reporting System involves recording financial activities associated with lobbying efforts. Users access the *File Report* screen, where they can input details into various categories such as Expenditures. The category expands to allow detailed entries, ensuring comprehensive and accurate reporting. Users can preview the report before submission to verify all information. If no transactions occur, a Statement of No Activity can be filed.

- Navigate to the *Reports* screen from the Dashboard navigational menu.
- Select the report you wish to file by clicking the *File* option in the Action Menu.
- The header displays the report's details, including the filing period, status, and a countdown of days until the report is due.
- The *File Report* screen lists various transaction categories relevant to your filing type. These categories include Compensation, Executive Agency Decisions, Expenditures, and Financial Transactions.
- The *None* checkbox can be checked next to categories that do not apply for the filing period of the report.

4.5.2.1. Compensation

- Click *+ADD* on the Compensation category, this will expand the panel to allow data entry.
- Enter compensation for each party listed. Entering a value is required even if it is $0.
- Click *CREATE* when finished to add the Compensation data to the filing page.
- Clicking *EDIT* under Compensation will allow for changes to any entered data.

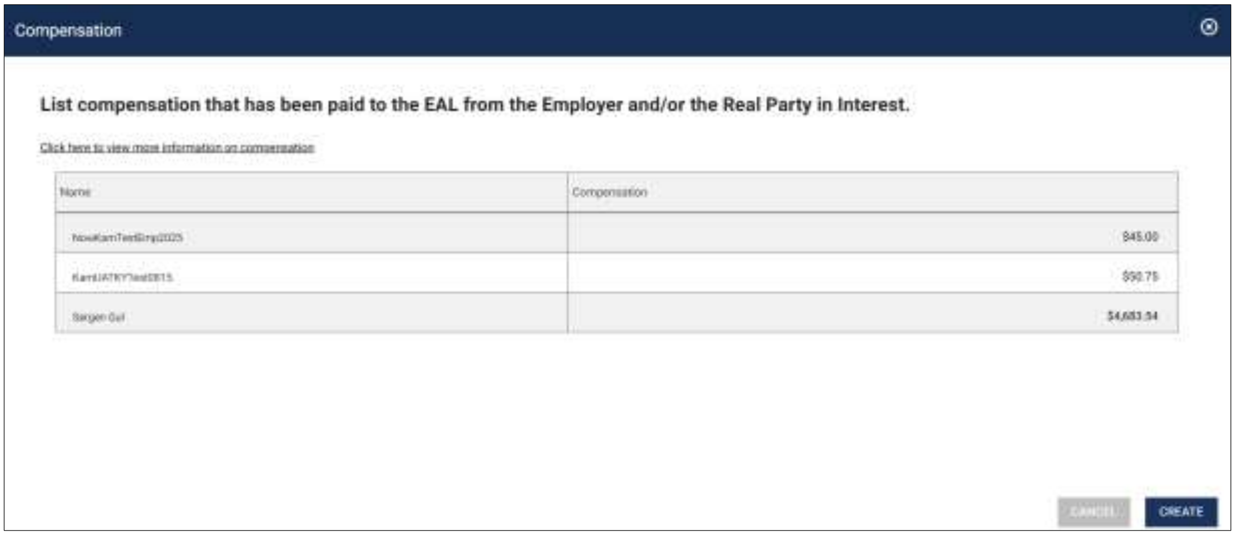


Figure 60 - Add Compensation window.

4.5.2.2. Executive Agency Decisions

- Click *+ADD* on the Executive Agency Decisions category, this will expand the panel to allow data entry.
- Enter information for an executive agency decision and click *CREATE*.
- The decision entered will appear as a row in the Executive Agency Decision grid on the filing page.
- Click *+ADD* to enter another decision. You can add as many decisions as required.

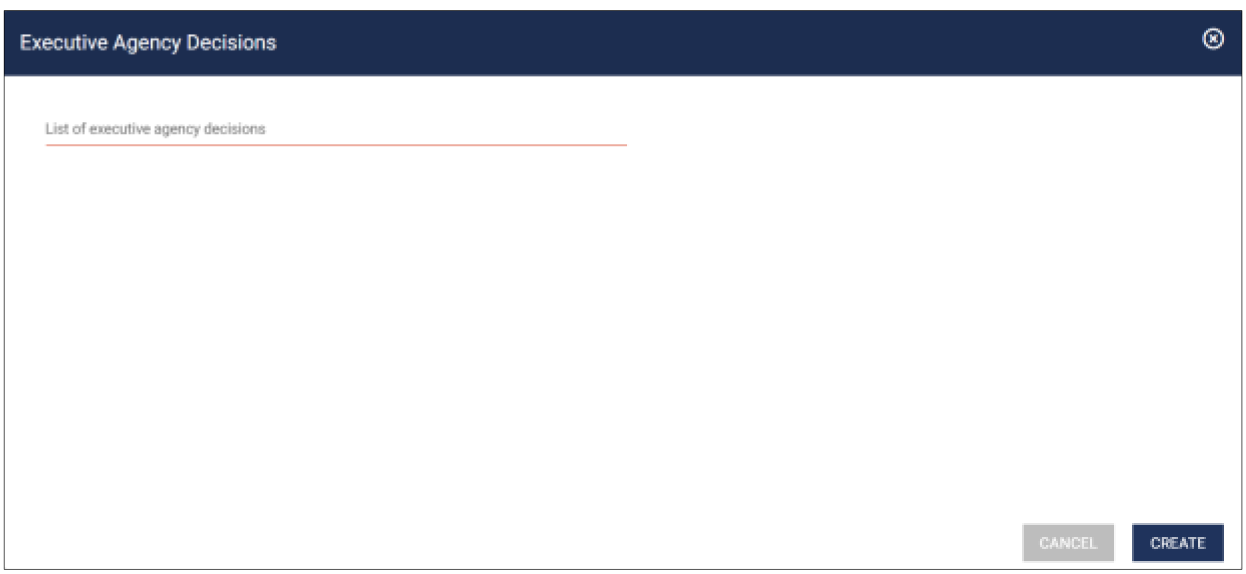


Figure 61 - Executive Agency Decision window.

4.5.2.3. Expenditure

- Click *+ADD* on the Expenditure category, this will expand the panel to allow data entry.
- Fill all the required fields and click *CREATE*.
- The expenditure data entered will appear as a row in the Expenditure grid on the filing page.
- Click *+ADD* to add another expenditure. You can add as many expenditures as required.

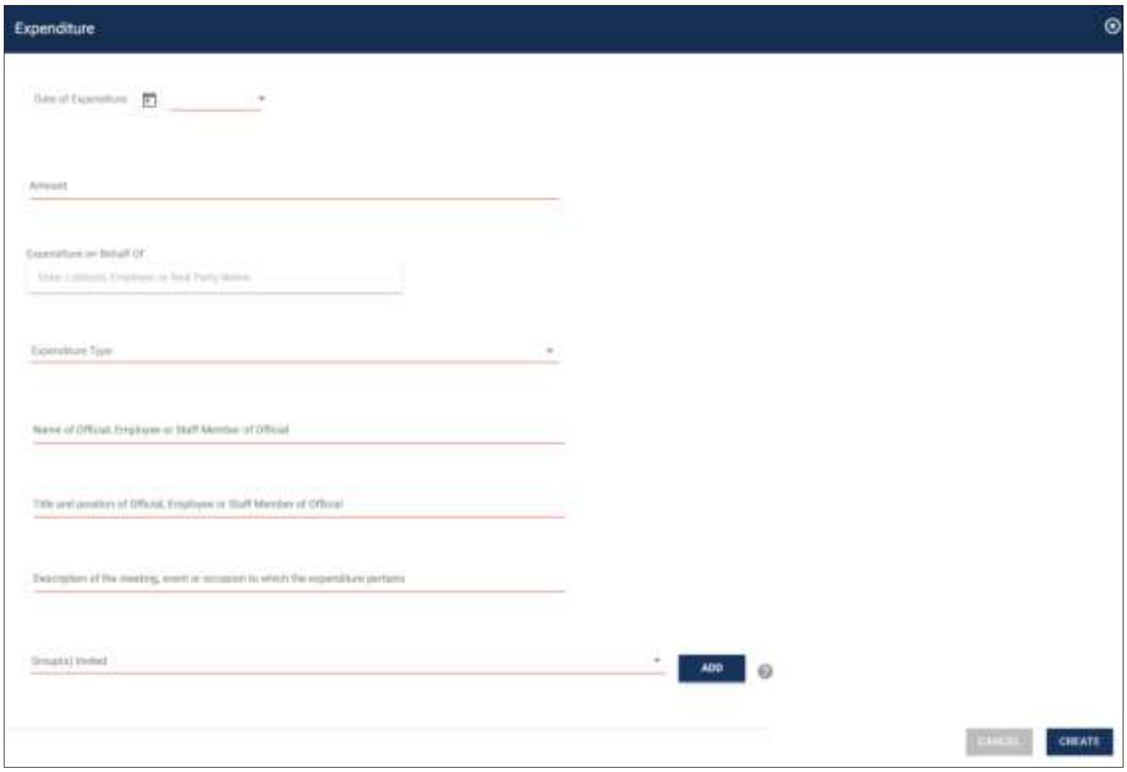


Figure 62 - Add Expenditure window.

4.5.2.4. Financial Transactions

- Click *+ADD* on the Financial Transaction category, this will expand the panel to allow data entry.
- Fill all the required fields and click *CREATE*.
- The financial transaction data entered will appear as a row in the Financial Transaction grid on the filing page.
- Click *+ADD* to add another financial transaction. You can add as many financial transactions as required.

Figure 63 - Add Financial Transaction window.

Complete the Filing Process:

- Before filing, you can preview the report to review all entered transactions in a draft format.
- Once all transactions are entered and reviewed, click *FILE REPORT* button to submit the report.
- If no transaction occurred during the reporting period, you could file a Statement of No Activity by checking the relevant box and making the declaration.

NOTE: At this point, transactions are not saved. If you click refresh on the browser, the File Report Screen is reset, and any unsaved transactions are lost. Report information is saved when you click the back arrow on the File Report screen or when you file the report.

4.5.3. Previewing and Filing the Report

After all transactions have been entered, you can preview or file the report.

Figure 64 - Preview and File Report buttons for Lobbyists and Employers.

4.5.3.1. Preview the Report

Click the *Preview* action link to review the contents of a report without filing it. A PDF of the report in a draft version will be displayed.

Lobbyist Report Form

Executive Branch Ethics Commission

1025 Capital Center Drive, Suite 104 | Frankfort, Kentucky 40601

(502) 564-7954 | ethics.ky.gov/

July 1, 2025 - June 30, 2026

Lobbyist Identification:

John Doe

123 Main St.
Lexington, KY 33333
(444) 444-4444
Lobbyist Firm: John Doe Firm

Summary of All Spending Classified by Categories

Meals	$9789.50
Tickets	$0.00
Travel	$0.00
Other--- Test	$0.00
Other Expenditures	$0.00
Meal and Beverage Expenses	$0.00
Other Entertainment expenditures	$0.00
KamTest -- Relaxing Time	$0.00

Expenditures Section:

Name of Official, Employee or Staff Member of Official	Title and position of Official, Employee or Staff Member of Official	Category Date Lobbied Amount	Description of the meeting, event or occassion to which the expenditure pertains	Expenditure on behalf of	Group(s) Invited
Bob Jones	Staffer	Meals 1/27/2026 $9789.50	Fundraiser	John Doe Employer	Legislative Staff

Page 1 of 2

Figure 65 - Draft PDF preview of Lobbying Report, page 1.

Financial Transactions Section:

Name of Official, Employee or Staff Member of Official	Brief description of the purpose and nature of the transaction	Date	Other pertinent details	Financial transaction on behalf of
Doug Jones	Real estate	1/27/2026	None	John Doe Real Party

Compensation Section:

Name of Employer or Real Party in Interest	Compensation
John Doe Employer - Education	$456.00
John Doe Real Party - Entertainment	$45.65
Jane Doe Employer - Education	$500.00

Executive Agency Decisions Section:

Decision 1; Decision 2

DRAFT

Electronically submitted by John Doe on 1/27/2026 10:13:43 PM

John Doe

July 1, 2025 - June 30, 2026

Page 2 of 2

Figure 66 - Draft PDF preview of Lobbying Report, page 2.

4.5.3.2. File the Report

- Click the *File* action link to submit the filling. The Electronic Signature Confirmation dialog will be displayed.
- Enter your name in the Electronic Signature field.
- Enter your title. The date will be defaulted to the current date and cannot be edited.
- Click the *AGREE* button.
- After you file your report, it is moved to the *Filed Reports* list on your *Reports* screen. You will receive an email confirming that the report was successfully filed. The report and all transactions included on it are now available for view on the public site.

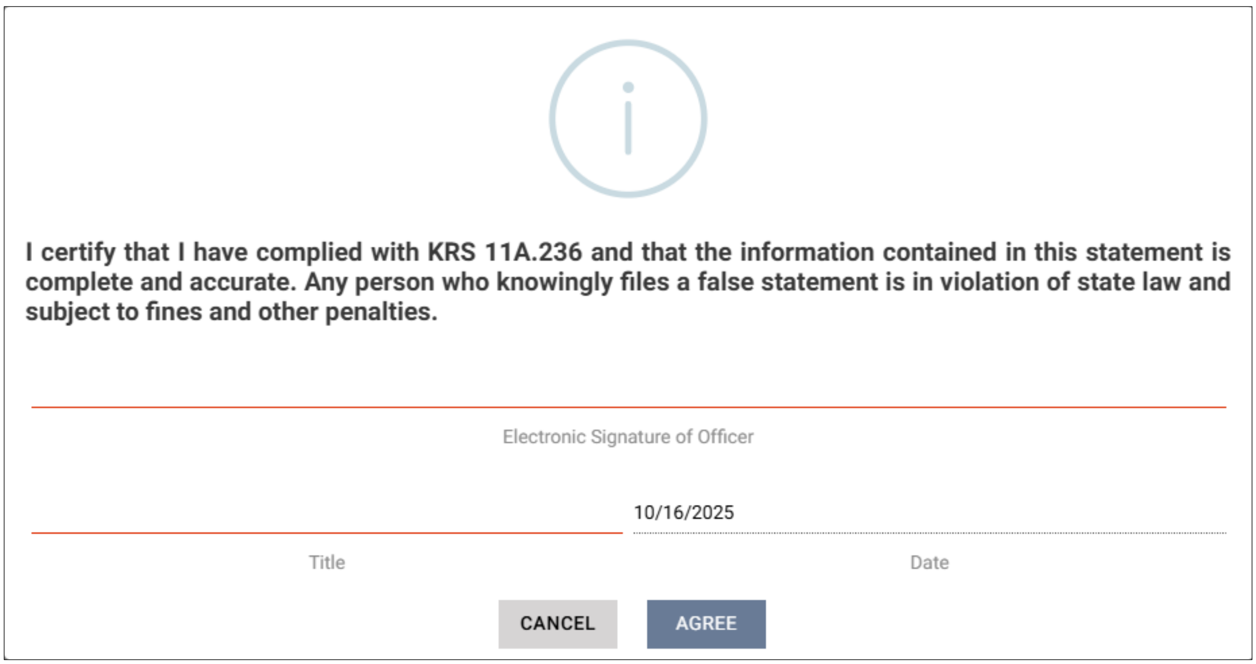


Figure 67 - File Report Signature Dialog.

4.5.4. Managing Transactions

The *File Report* screen includes a transaction summary grid for each transaction type that is relevant to the lobbying entity. You can edit any transaction here.

4.5.4.1. Editing Compensation

To edit Compensation, select the *EDIT* button in the Compensation section of the filing page.

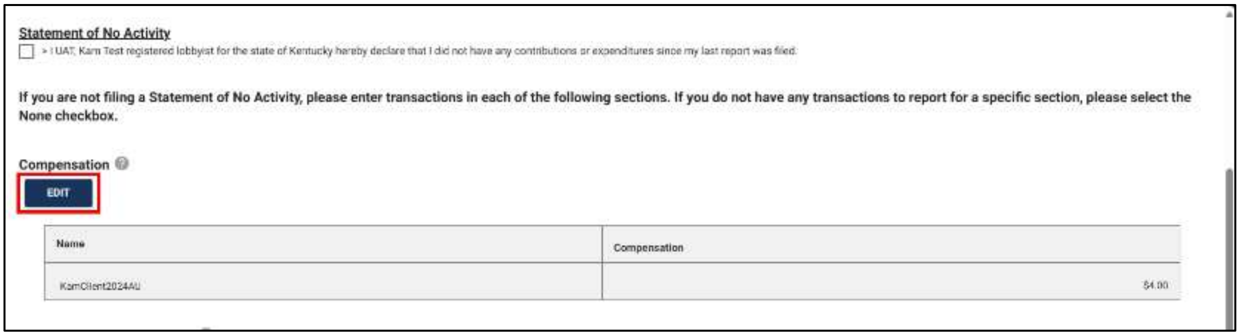


Figure 68 - File Report page Compensation Edit button.

4.5.4.2. Editing and Removing Executive Agency Decisions, Expenditures, or Financial Transactions

To edit a transaction, select the Action Menu in the row with the desired transaction and click *Edit*.

Figure 69 - File Report page Edit Action Menu option.

To remove a transaction, select the Action Menu in the row with the desired transaction and click *Remove*.

Figure 70 - Filed Report page Remove Action Menu option.

4.5.4.3. Editing vs Amending Transactions

When a transaction is first entered on the *File Report* screen and until it is filed on the report, it can be updated or removed without the system saving any history of the prior version. This process is referred to as an **Edit**.

Once a transaction is filed on a report, that version of the transaction is preserved and saved in history. Any updates to that transaction will create the latest version of the transaction listed on the amended report. This process is referred to as an **Amend**.

Anytime a transaction is added, edited, or removed from a filed report, you will be required to refile (amend) the report on which it was reported. A reminder for this will show up in your Immediate To Do list.

4.5.5. Amending Your Report

A report will need to be amended if a new transaction needs to be added or if a previously filed transaction needs to be modified or deleted from a report. You can amend a report for the current period or from previous reporting periods. Prior versions of filings are preserved and can be viewed even after filing amended reports.

Figure 71 - Amend option for Filed Reports.

To amend a Filed Report, follow these steps:

- Navigate to *Filed Reports*:
    - Go to the *Filed Reports* tab on the *Reports* page.
    - From the Action Menu, select *Amend*. The *File Report* page will be displayed with the filed information.
- Enter Changes:
    - Make the necessary changes to the report.
    - File the amended report.

After you file the amendment, the report is moved back to the *Filed Report* page on your reports screen. You will receive an email confirming that the report was successfully filed. The report and all transactions included in it are now available for view on the public site.

If you start the amendment but do not file it, an Immediate To Do item will appear on your *Home* page as a reminder.

Figure 72 - Immediate To Do reminder for filing a Pending Amended Report.

4.5.5.1. Completing the Immediate To Do Reminder

There are two ways to finish filing the Amended Report.

- From the Immediate To Do reminder:
  - Click *File Amended Report* directly from the reminder.
- From the Pending or Filed Reports list:
  - Click the *Resume* option on the Action Menu. The report will have a status of Amendment Saved for Later.

4.5.6. Viewing Filed Reports

To view your filed reports in the Lobbyist Reporting system:

- On the *Reports* page, click the *Filed* tab.
- A list of all filed reports will be displayed, filtered by the selected filing cycle shown in the dropdown menu.
- Select the Action Menu and click *View PDF Filing* to open a PDF of the filed report in a new tab.

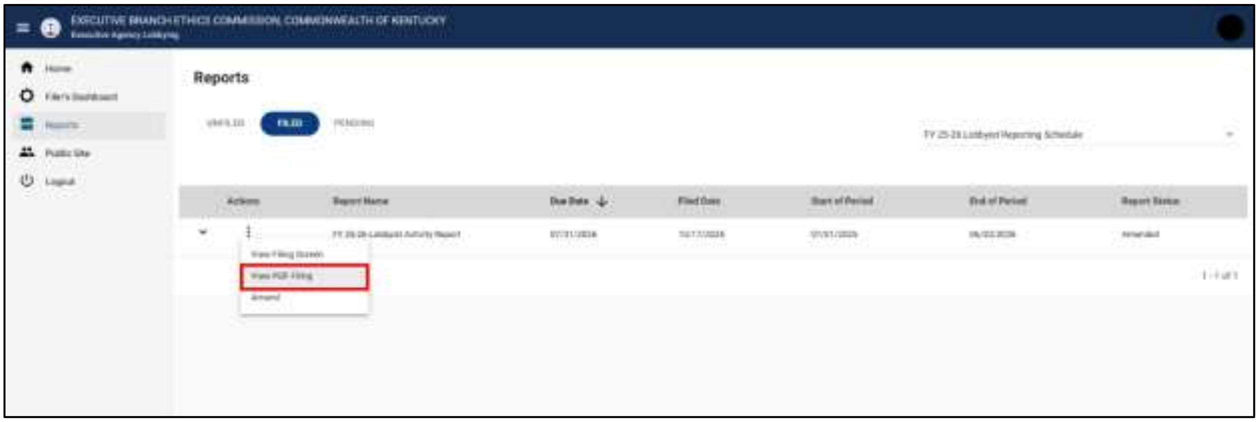


Figure 73 - View PDF Filing option on Filed Reports tab.

4.5.7. If You File Late

If you file after the report due date, the system will automatically assess the appropriate fine against the reporting entity. Fines will continue to accrue until the report is filed based on the configured fine settings.

Unfiled late reports will generate a "Report Overdue" Immediate To Do notification.

Figure 74 - Report Overdue Immediate To Do.

4.6. PUBLIC SITE LINK

If you have login credentials for the system, you may go into the public site and return to your *Filer's Dashboard*, and go back and forth, without continually logging in and out.

- If you are logged in, click *Public Site* on the Dashboard Navigational Menu.
- You will be transferred to the public site.
- In the *Public Site*, if you have gone there while logged into your dashboard, you will see a *Home* link in the left hand *Public Site* hamburger menu. Click this link to be returned to your Workspace.
- If you stay logged in, you may use these two links to go back and forth.

- Once you log out, you can access the public site anytime, but you cannot get back to your dashboard without logging in again.

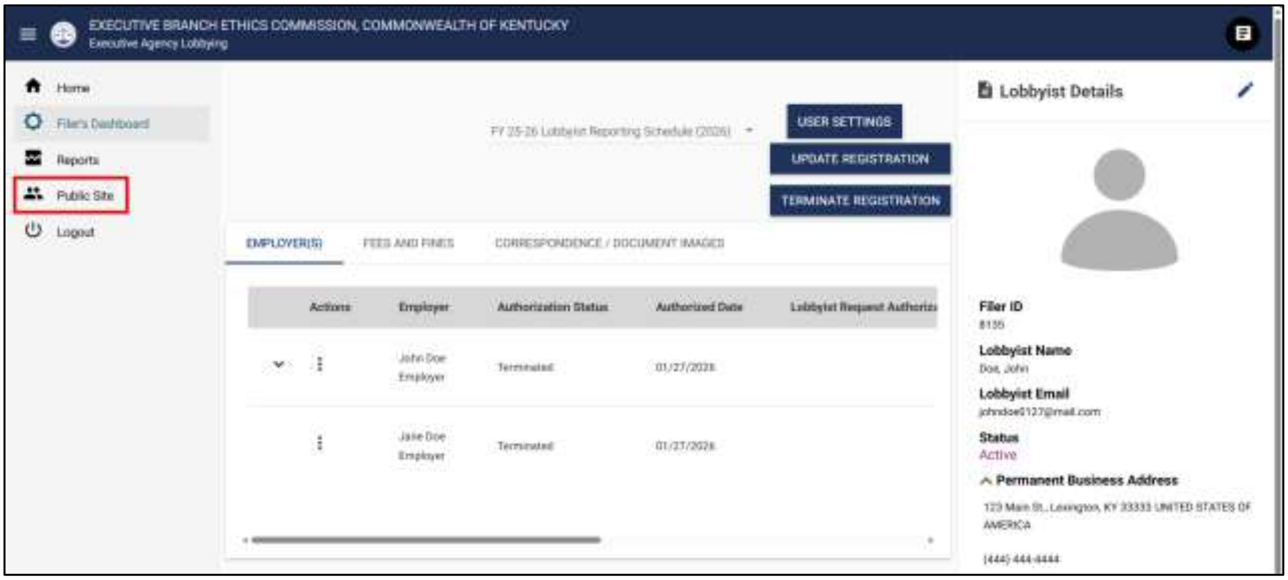


Figure 75 - Public Site link for logged in filers.

5. Public Site

5.1. OVERVIEW

The public site is accessible to anyone without the need for login credentials. It provides an overview of general information of interest to the public, including visual representations of transactions by reporting entity types.

5.2. HOMEPAGE

The Public Homepage serves as the primary landing page for all users. This interface is designed to provide high-level transparency regarding Executive Branch lobbying activity. It contains a search field at the top allowing users to quickly locate specific Lobbyists or Employers. The Homepage also features several sections (charts and links) containing general information of interest to the public. Each section includes a navigation arrow. Clicking this arrow redirects the user to a dedicated Explore Screen, which provides granular details related to that specific section.

Sections include:

- *Top Active Employers* (the top 10 active Employers with the most authorized Lobbyists in a specified year).
- *Total Active Users* (total number of all active Lobbyists and Employers in a specified year).
- *Top Active Lobbyists* (the top 10 Lobbyists with the highest total filed expenditures).
- *Explore Lobbyist Data* (links to Lobbyist and Employer explore pages).
- *Resources* (links to useful external resources and contact information for the Kentucky Executive Branch Ethics Commission).

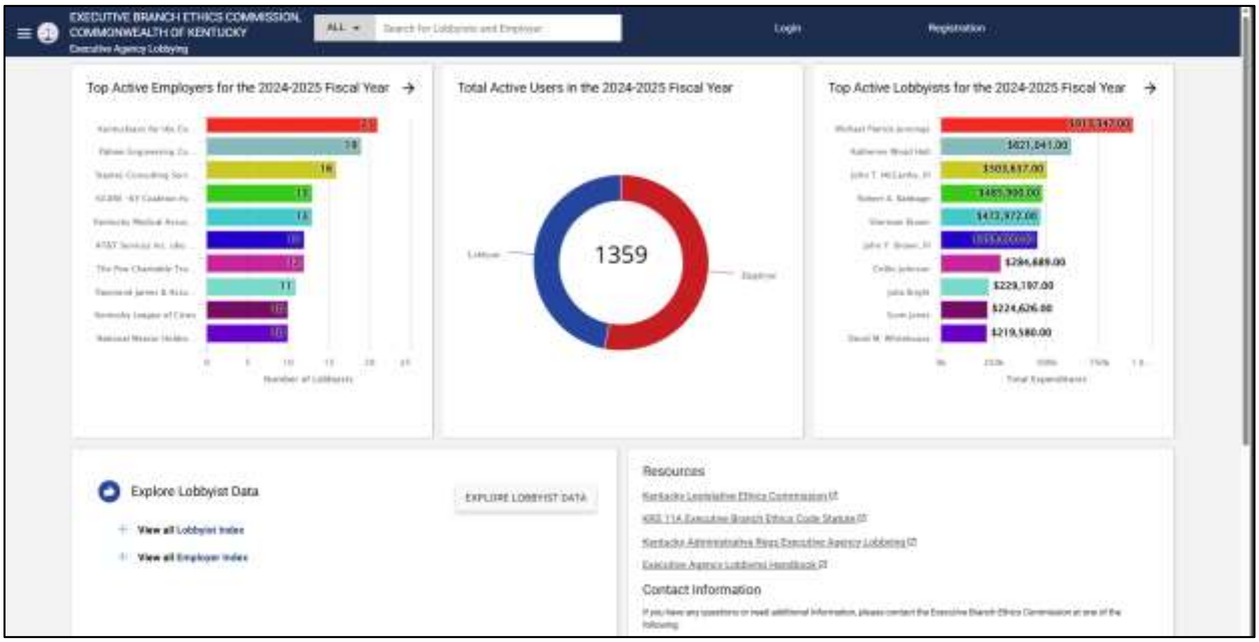


Figure 76 - Public site Homepage.

NOTE: The top row sections will display "No records to view" if there is no data to present.

5.3. PUBLIC EXPLORE AND SEARCH

The public site provides two basic ways to find and obtain information: Explore pages show lists of lobbying entities based on selected filters, and searches using the search feature at the top of the public site.

5.3.1. Explore Pages

Explore pages are a way to look at general lists of information such as Lobbyists, Employers, filed reports, and filed transactions. By using the available filters, the contents of the lists can be made more specific. Data columns can be added or removed from the lists. The available explore pages include *Lobbyists*, *Employers*, *Transactions*, and *Reports*. Filers are available on the left side panel on the *Lobbyist*, *Employer*, and *Reports* explore pages. The *Explore Transactions* page filters appear in a popup window when clicking on the link in the left side menu.

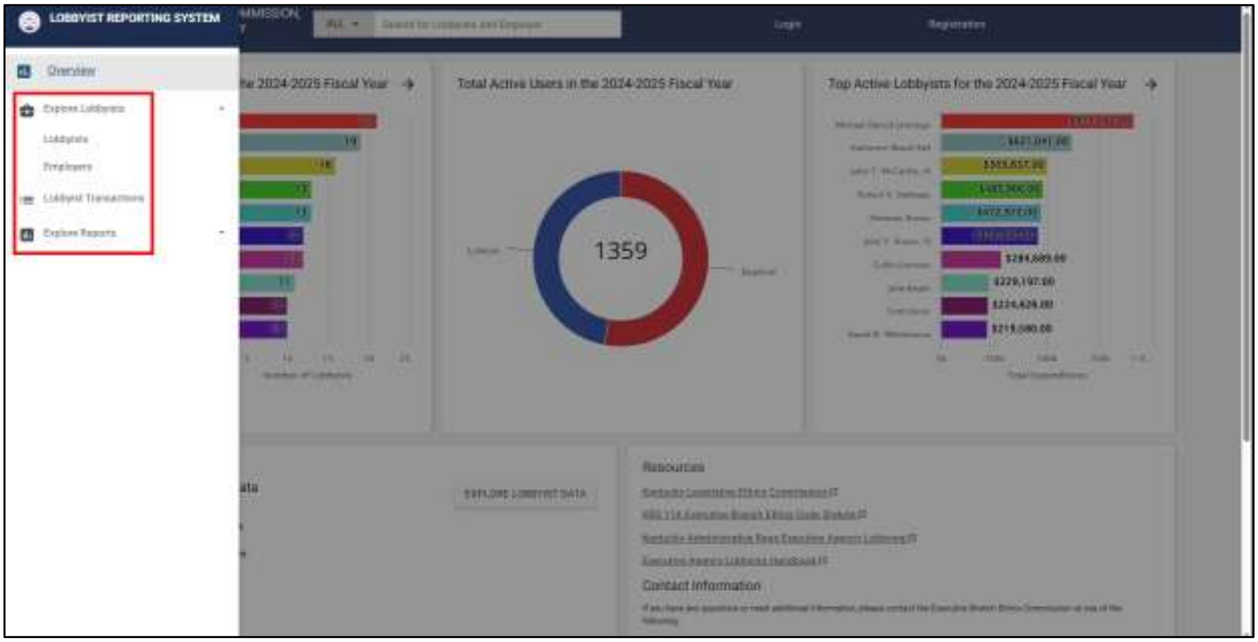


Figure 77 - Explore Pages on the Public Site.

5.3.1.1. Lobbyists/Employers

Select one of the explore page links on the left side menu. This will direct you to the relevant explore page with results for the current active cycle which can be filtered. Results can be downloaded by clicking on the *Export Search Results* button on the explore pages. Clicking the button will download the result set in a .csv format.

Clicking on the *Additional Columns* button 

on the top right of the page will allow you to customize the information displayed in your result set. Certain columns can be hidden or displayed based on your data needs.

The *Lobbyist* and *Employer* explore pages also have a *Lobbyist Index* and *Employer Index* report that can be downloaded. These files contain information such as the Registration Year, Lobbyist and Employer Relationships, and Registration Related Information.

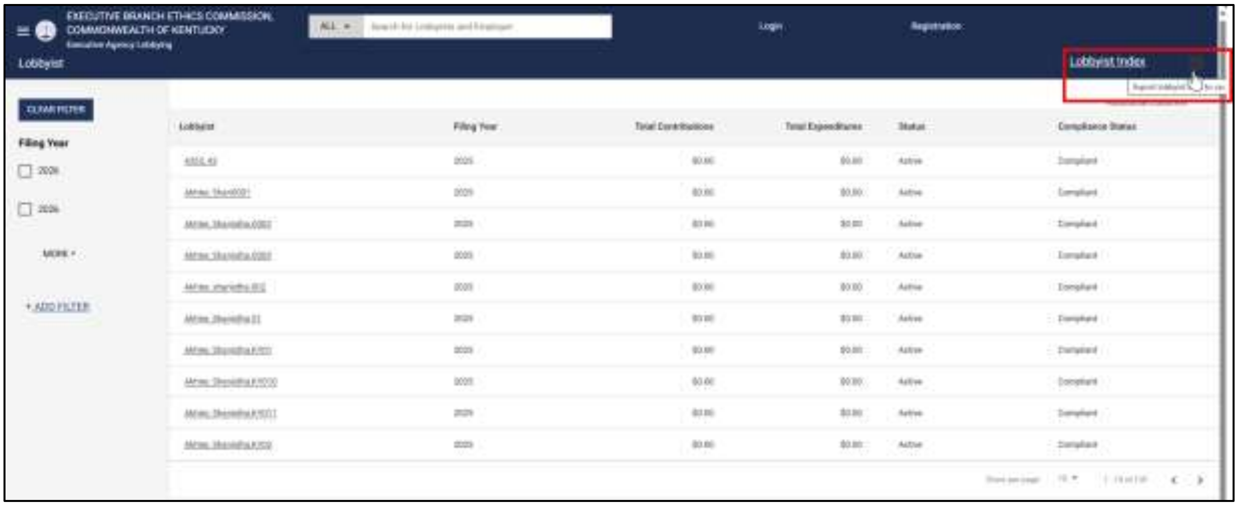


Figure 78 - Lobbyist Index and Export Search Result download buttons.

5.3.1.2. Reports

Filed lobbying activity reports can also be accessed by clicking on the *Explore Reports* option on the public site navigational menu. Like the other Explore pages, there are filters available so that the group of reports shown in the list can be made more specific (such as viewing reports filed by Lobbyists vs Employers).

Clicking on the report name will display the filed lobbying report in a .pdf format. Clicking on the filer's name will allow you to drill down to the *View Details* screen for the filer where all previously filed lobbying reports can be viewed.

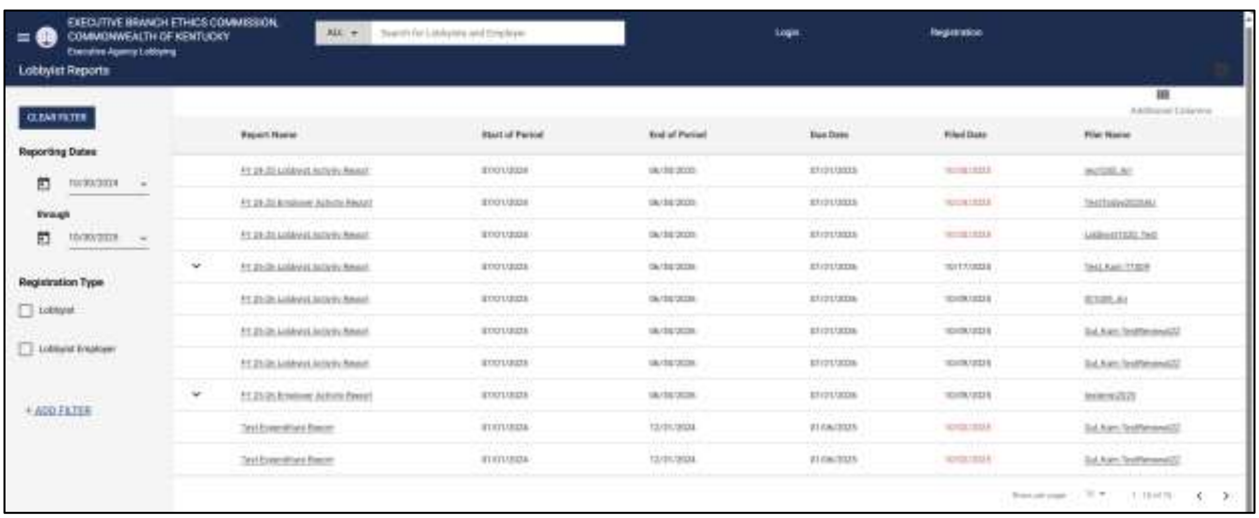


Figure 79 - Explore Reports page.

NOTE: Only filed reports will be visible.

5.3.1.3. Transactions

Using the public site, you can review all reported monetary transactions for a specific lobbying entity type. You can narrow your results by specifying a specific transaction type, such as expenditures. You can further narrow down the search by specifying a specific Lobbyist or Employer. Additional filtering parameters are available.

To explore lobbying transactions:

- From the navigational menu, click on the *Lobbyist Transactions* menu option. The *Transaction Search* dialog will display.
- Enter search criteria and click on the *SEARCH* button. Only filed transactions are searched.
- *Transaction Search Results* will be displayed.
- You can further refine the search from the *Search Results* screen by clicking on *Edit Search*.
- Click on the reporting entity name to display the *View Details* page for the filer.

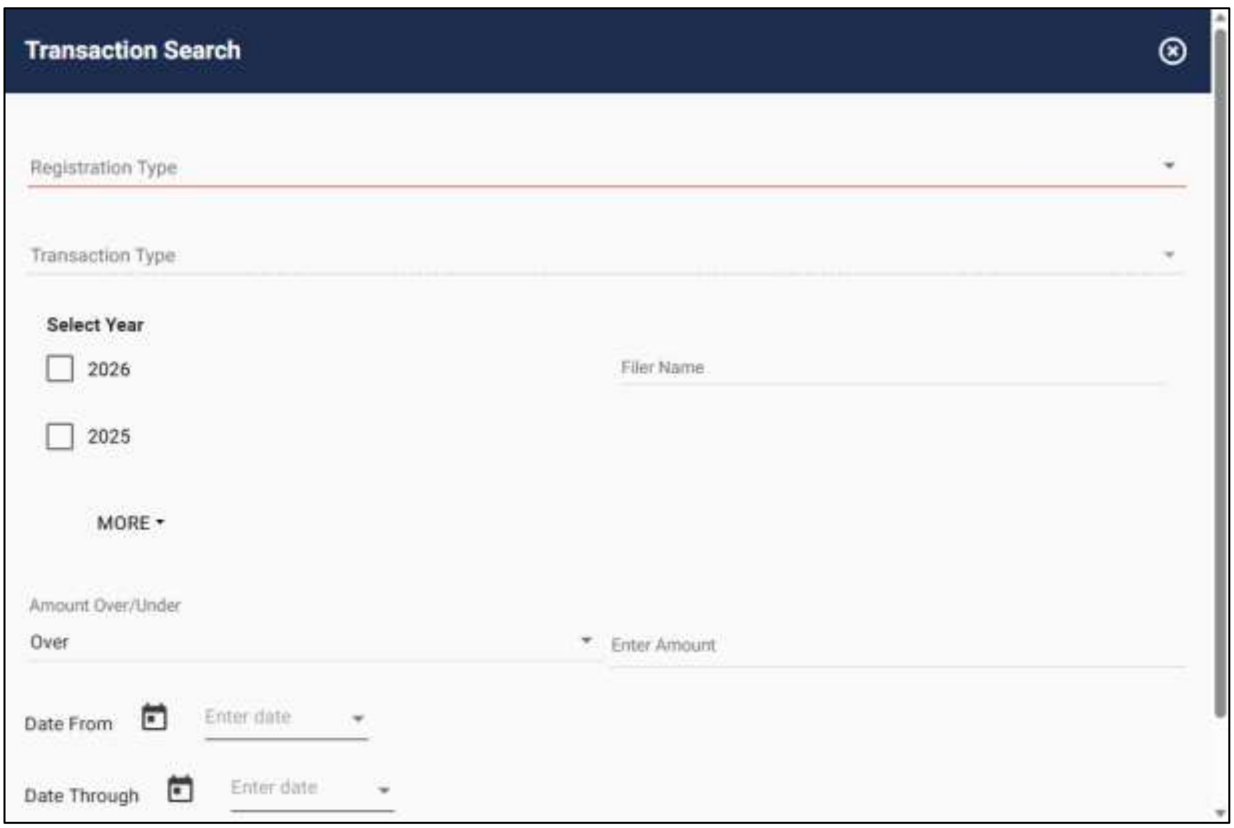


Figure 80 - Transaction Search filers.

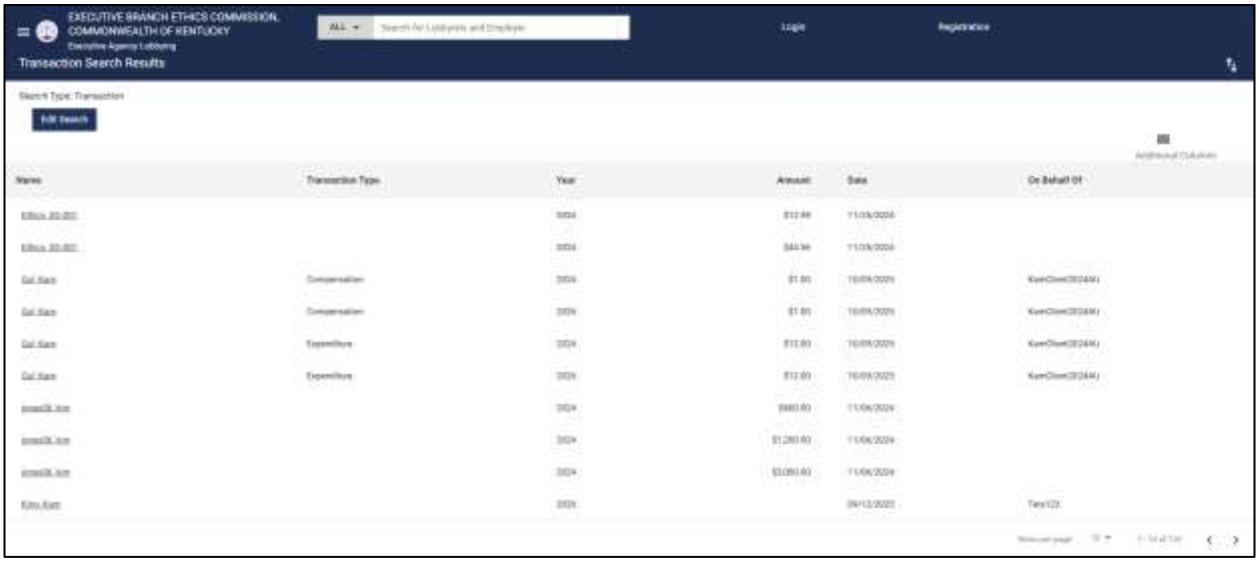


Figure 81 - Transaction Search Results page.

5.3.2. Search

The Search tool provides a direct way to find specific records, such as a particular Lobbyist or Lobbyist Employer, without navigating through the broader Explore pages. While the Explore section is useful for browsing, the Search tool is more efficient for users who already know which entity they are looking for. Using this feature allows for quicker access to individual records.

To search using the entity search bar located at the top of the screen:

- You can search across all entities, or you can select a specific type of reporting entity (Lobbyist or Employer).
- Enter the name of the Lobbyist or Employer. When ready, click the search icon on the right of the text field to conduct the search. *Quick Results* will display the first three matches for each entity type (if not filtered).
- Clicking on *SEE ALL RESULTS* will display a page with all relevant entities who match the entered search criteria. Clicking on a specific entity will take you to the *View Detail* page for that entity.

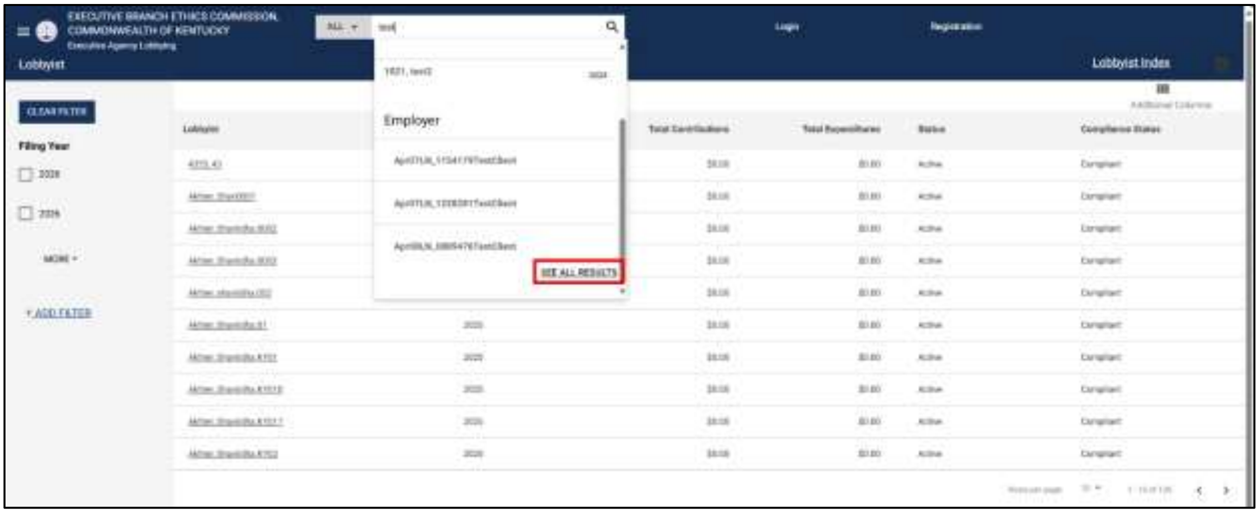


Figure 82 - Public Site search results.

NOTE: Entering a "%" into the search bar will return all results.

5.4. VIEWING DETAILS

In both the public explores and searches, each specific entity in the lists can be selected to view in more detail. The information shown depends on the type of entity being viewed. Information can be viewed by opening the tab of interest.

5.4.1. Lobbyists

- **Employers:** See a comprehensive list of all Employers associated with the Lobbyist.
    - **Real Parties in Interest:** See a list of all Real Parties in Interest associated with a specific Employer by expanding the caret "v" next to the year column.
- **Filings:** Access a list of all filed reports, each of which is viewable in detail.
- **Fines:** Review any fines that have been assessed against the Lobbyist, along with their compliance status (if enabled).
- **Documents:** View all correspondence and uploaded public documents.
- **Registration Information:** Access links to view detailed registration information for the Lobbyist.

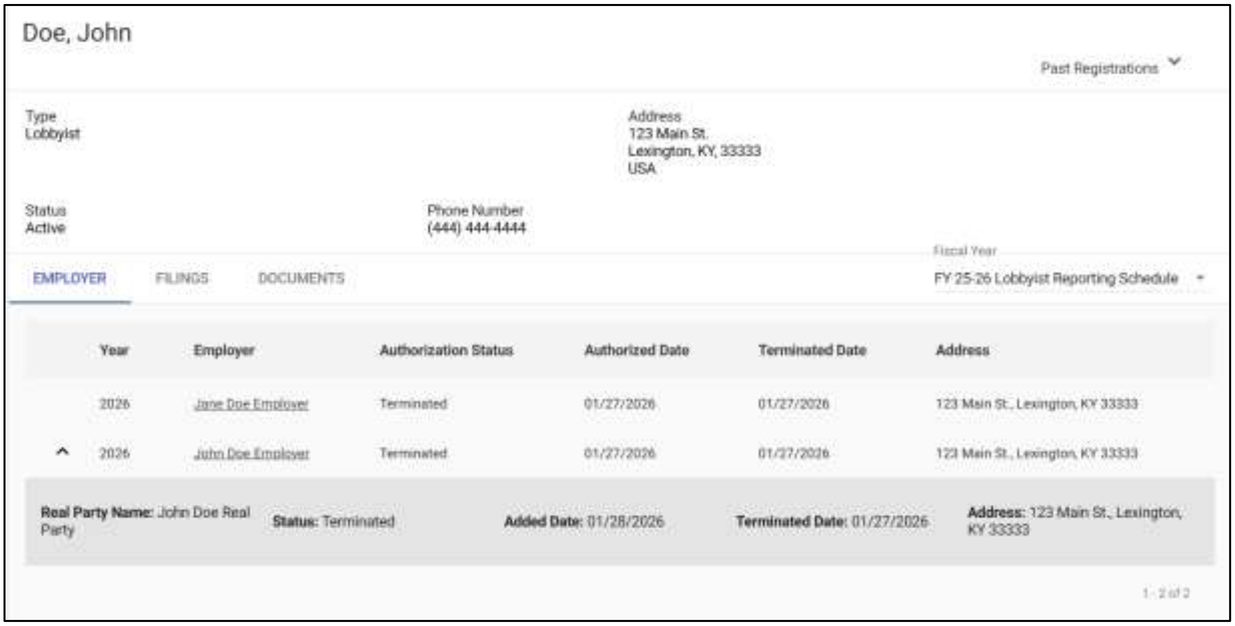


Figure 83 - Example of a Lobbyist's View Detail page on the Public Site.

5.4.2. Employers

- **Lobbyists:** See a list of all Lobbyists and issues associated with the Employer.
  - **Real Parties in Interest:** See a list of all Real Parties in Interest associated with a specific Lobbyist by expanding the caret "v" next to the year column.
- **Filings:** Access a list of all filed reports related to the Employer, each of which is viewable in detail.
- **Fines:** Review any fines that have been assessed against the Employer, along with their compliance status (if enabled).
- **Documents:** View all correspondence and uploaded documents that are public.
- **Registration Information:** Access links to view detailed registration information for the Employer.

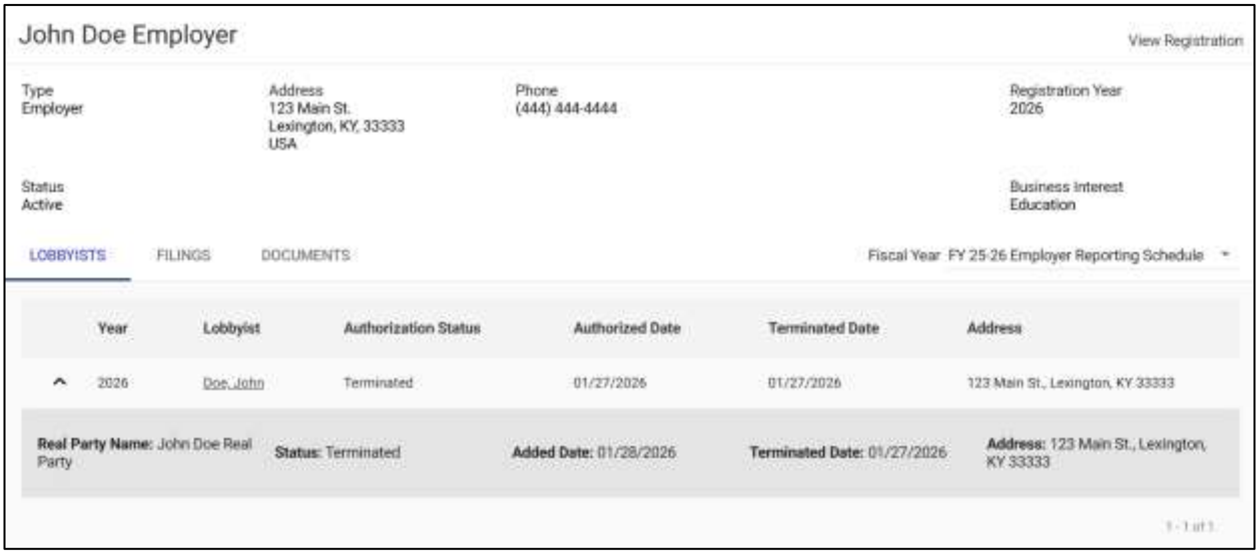


Figure 84 - Example of an Employer's View Detail page on the Public Site.

End of User Guide