

# Kentucky Executive Branch Ethics Commission

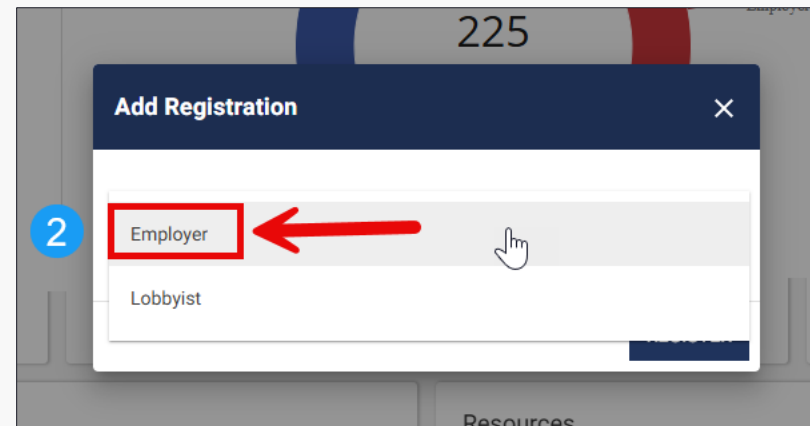
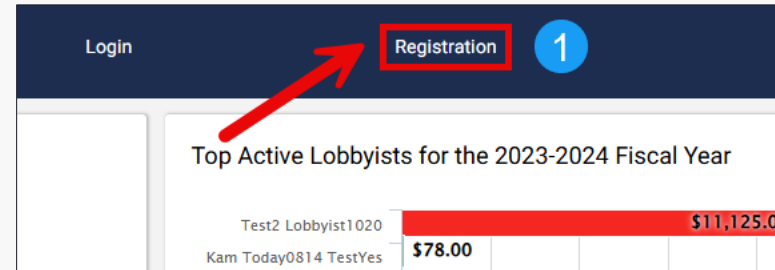
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Lobbyist System Quick Start Guide – New  
Employer Registration



# New Employer Registration

1. From the public site, select *Registration* on the top right of the page. This will open a popup.
2. Open the Registration Type dropdown and select *Employer* and click *REGISTER*. This will open the employer registration page.



# New Employer Registration

1. Complete the Employer Registration and Address sections.
2. Complete the Lobbyist Information section if you received a lobbyist authorization request ID in an email. Using this ID will link you to and authorize the lobbyist.
3. Add officers in the Officers section. Officers are people with access to manage the employer's account. Click **+ADD OFFICERS AND AUTHORIZED AGENTS** to select the type of officer. At least one Authorizing Officer is required. Note: the officer's email will be the username for login.

The screenshot shows a multi-step registration form. Section 1a, 'Employer Registration', includes a dropdown for 'Registration for fiscal year' (FY 25-26 Employer Reporting Schedule) and input fields for 'Employer Name' and 'Business Interest'. Section 1b, 'Address', includes dropdowns for 'Country' (UNITED STATES OF AMERICA), 'State' (KY), and 'Country Code' (+1), along with input fields for 'Street Address', 'Apartment, Building, Suite, etc.', 'City', and 'Zip Code'. Section 2, 'Lobbyist Information', features a blue button labeled 'AUTHORIZE LOBBYIST'. Section 3, 'Officers (Required)', features a blue button labeled '+ ADD OFFICERS AND AUTHORIZED AGENTS'.

The screenshot shows the 'Add Authorizing Officer' form. It has a dark blue header with the title 'Add Authorizing Officer' and a close icon. Below the header is a blue button labeled 'CONTACT INFO SAME AS REGISTRANT'. The form includes input fields for 'Prefix', 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. There is a 'Title' field, a 'Country' dropdown (UNITED STATES OF AMERICA), and address fields for 'Street Address' and 'Apartment, Building, Suite, Etc.'. There are also fields for 'City', 'State' (KY), 'Zip Code', 'Country Code' (+1), and 'Phone'. An 'Email' field is at the bottom.

# New Employer Registration

1. Check the attestation checkbox and enter an electronic signature.
2. Click *SUBMIT* to submit the registration. Note: the submit button will not enable if any required fields are not populated.
3. Click *OK/SUBMIT* in the confirmation popup to complete the submission.
4. You will be redirected back to the homepage with a final popup.

Officers (Required) ? [+ ADD OFFICERS AND AUTHORIZED AGENTS](#)


Actions	Name	Address	Phone	Email
⋮	Test Officer1211	123 Main St., Lexington, KY 33333	(444) 444-4444	testofficer1211@test.com

I certify under penalty of law that the employer and agent have complied with KRS 11A.236 and that the information given 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.

Type Name Here 1 12/11/2025

Electronic Signature of Employer, Agent, or Authorized Representative Date of Signature 2

[CANCEL](#) [SUBMIT](#)




**Attention:**

Please review all of your information. Once you submit your system registration, you will NOT be able to make any changes until your registration is accepted. If you would like to make any changes, click "Cancel" and make the necessary changes. Otherwise, if all of your information is correct, please click "OK/Submit". Thank you.

[Cancel](#) [OK/Submit](#) 3

12/11/2025 19:43:10 4

 Kentucky Lobbyist Registration and Disclosure System

Thank you for submitting your registration.

If your registration is accepted, your username and password will be sent to the email address that you provided.

If your registration is not accepted, you will be notified of what corrective actions you must take to correct your registration.

If you have any questions or need further assistance, please contact us at (502) 564-7954 during regular business hours (8:00 a.m. to 4:30 p.m.) or via email at [ethicsfiler@ky.gov](mailto:ethicsfiler@ky.gov)

[CLOSE](#)