

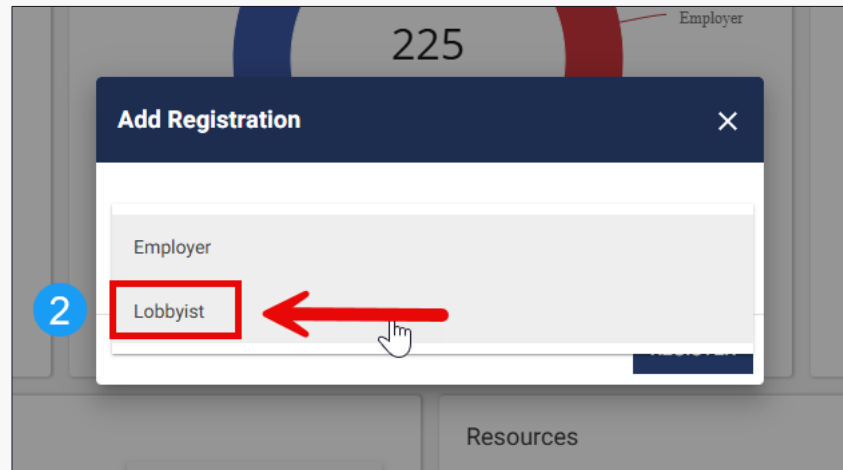
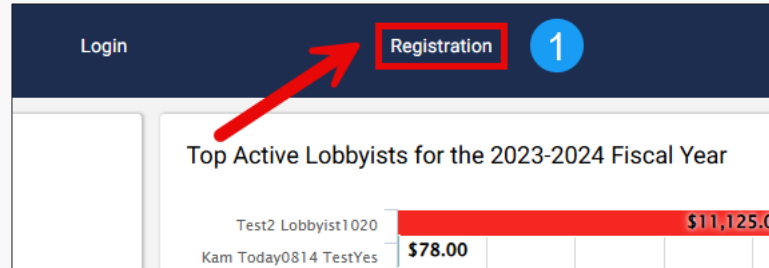
Kentucky Executive Branch Ethics Commission

Lobbyist System Quick Start Guide – New
Lobbyist Registration



New Lobbyist 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 Lobbyist and click *REGISTER*. This will open the lobbyist registration page.



New Lobbyist Registration

1. Complete the Lobbyist Information, Lobbyist Firm or Organization Information, Lobbyist Contact Information, and Permanent Business Address sections. Note: your email will be your username for login.
2. Select *REQUEST EMPLOYER AUTHORIZATION* to open the authorization request modal. This is where you can enter employer information.

The screenshot shows the 'Lobbyist Registration' form with the following sections:

- 1 a Lobbyist Information**: Registration for fiscal year (FY 25-26 Lobbyist Reporting Schedule), Prefix, First Name, Middle Name, Last Name, Suffix, Occupation, Title.
- b Lobbyist Firm or Organization Information**: Lobbyist's Firm.
- c Lobbyist Contact Information**: Country Code (+1), Phone, Lobbyist Email Address.
- d Permanent Business Address**: Country (UNITED STATES OF AMERICA), Street Address, Apartment, Building, Suite, etc., State (KY), City, Zip Code.

The screenshot shows the 'Employer Information (Required)' modal with the following elements:

- City, State (KY)
- REQUEST EMPLOYER AUTHORIZATION** button (highlighted with a red box and arrow)
- No records found
- Officers: + ADD OFFICERS AND AUTHORIZED AGENT
- Checkbox: I certify under penalty of law that the employer and agent have complied with KRS 11A.236 and that the information given in this Initial Registration Statement is false statement is in violation of state law and subject to fines and other penalties.

New Lobbyist Registration

1. Enter an employer name, click *SEARCH*, and select the employer from the search results. If the employer has not registered, select *EMPLOYER NOT FOUND*.
2. Enter information for real parties in interest (if the employer is not the real party in interest), Executive Branch agencies, Executive Branch Agency decisions, and the lobbyist's date of engagement with the employer. Click *SAVE* to save the employer's information.

Request Employer Authorization

Search for Registered Employers ?

Enter Employer Name

SAVE

false statement is in violation of state law and subject to fines and other penalties.

Request Employer Authorization

Search for Registered Employers ?

Employer Name
Test Employer 0722

Add Real Party in Interest if different from the employer ? a

Add Real Party

Listing of Executive Branch Agencies to which engagement relates:* ? b

Agency Selection

Other Agency + ADD OTHER AGENCY

Brief description of the Executive Agency Decision(s) to which EAL's engagement relates: c

Enter here 0 / 2000

Date of Engagement ? d

SAVE

New Lobbyist Registration

1. Enter officer information if another person will be helping manage your account. The email entered for the officer will be the username for login.
2. Check the attestation checkbox and enter an electronic signature.
3. Click *SUBMIT* to submit the registration. Note: the submit button will not enable if any required fields are not populated.
4. Click *OK/SUBMIT* in the confirmation popup to complete the submission.
5. You will be redirected back to the homepage with a final popup.

Employer Information (Required) [?] REQUEST EMPLOYER AUTHORIZATION

Actions	Employer	Phone	Authorization Status
⋮	Test Employer 0722	(444) 444-4444	Pending

1 - 1 of 1


Officers [?] + ADD OFFICERS AND AUTHORIZED AGENT 1

I certify under penalty of law that the employer and agent have complied with KRS 11A.236 and that the information given in this Initial Registration Statement 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 2 12/11/2025

Lobbyist Electronic Signature Date of Signature

CANCEL SUBMIT 3




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 4

12/11/2025 16:41:53 5

 **Kentucky Lobbyist Registration and Disclosure System**

Thank you for submitting your Lobbyist 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

CLOSE