

Kentucky Executive Branch Ethics Commission

Lobbyist System Quick Start Guide – Using Your
Account – Employers



Using Your Account – Employers – Home

1. Once credentials are set, and you have logged in, you will land on the Home page. This page includes cards in the Immediate To Do section that give you an overview of your account.
2. The Home page also lists upcoming reports and recently filed reports, so you are informed about your filing obligations.

EXECUTIVE BRANCH ETHICS COMMISSION, COMMONWEALTH OF KENTUCKY
Executive Agency Lobbying

Home
Filer's Dashboard
Reports
Public Site
Logout

Immediate To Do 1
Click on any Immediate To Do to see additional information or click on the link within the Immediate To Do to take action.

Update Requirements Not Met

Pay Fee: Employer Registration Fee
Due: Now VIEW FEES AND FINES

Upcoming Reports 2
Reports Filed in the Last 30 Days

FY 24-25 Employer Activity Report (Due on Jul 31, 2025) 07/01/2024 - 06/30/2025 VIEW
This report was filed on 12/12/2025

Officer1104, Test2
Test 2 Employer 1104

Using Your Account – Employers – Filer’s Dashboard

1. The next page in the menu is the Filer’s Dashboard. This contains important information and account controls.
2. The Lobbyist grid allows you to view associated lobbyists and real parties in interest.
3. You can view and make payments in the Fees and Fines tab.
4. The Correspondence tab includes a history of your system generated communications.
5. The filing year dropdown allows you to view relationships by year.

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USER SETTINGS 6
UPDATE REGISTRATION 7
TERMINATE REGISTRATION 8

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LOBBYISTS FEES AND FINES CORRESPONDENCE / DOCUMENT IMAGES

Actions	Lobbyist	Authorization Status	Authorized Date	Terminated Date	Lobbyist Registration Status	Email
10	Lobbyist1104, Test2	Authorized	11/04/2025		Registered	test2lobbyist1104@

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Payment History

Payment Date	Payment Reason	Transaction ID	Confirmation Number	Payment Amount	Convenience Fee	Payment Type	Payment Status
No Payment History.							

Officer1104, Test2
Test 2 Employer 1104

Employer Details 9

Filer ID
688
Employer Name
Test 2 Employer 1104
Status
Active
Permanent Business Address
123 Main St., Lexington, KY 33333 UNITED STATES OF AMERICA
(444) 444-4444
Business Interest
Maintenance for State Equipment
VIEW REGISTRATION 11
Filer/Authorized Agents
Test2 Officer1104
Authorizing Officer
(444) 444-4444
test2officer1104@test.com Active

Using Your Account – Employers – Filer’s Dashboard

6. User Settings allows you to change your password and security questions.
7. Update Registration (when available) allows you to submit an updated registration for the new fiscal year.
8. Terminate Registration allows you to mark your account as inactive if you are no longer conducting lobbying activity.
9. Amend (pencil icon) allows you to amend your registration in the event you need to update any information.
10. The Lobbyist grid action menu allows you to view, authorize, and terminate a lobbyist relationship.
11. View Registration allows you to view your registration form.

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5 FY 24-25 Employer Reporting Schedule (2025)

USER SETTINGS 6
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Officer1104, Test2
Test 2 Employer 1104

Employer Details 9

Filer ID
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Employer Name
Test 2 Employer 1104

Status
Active

Permanent Business Address
123 Main St., Lexington, KY 33333 UNITED STATES OF AMERICA
(444) 444-4444

Business Interest
Maintenance for State Equipment
VIEW REGISTRATION 11

Filer/Authorized Agents

Test2 Officer1104
Authorizing Officer
(444) 444-4444
test2officer1104@test.com Active

Using Your Account – Employers – Reports

1. The Reports page is where you will file your annual employer activity reports. The Date Due will be shown in red if the report is late.
2. The action menu allows you to preview and file your report.
3. The year dropdown allows you filter by year.
4. The status tabs allow you to view reports by status.

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Reports (4)
UNFILED FILED PENDING

(3) FY 24-25 Employer Reporting Schedule

Actions	Report Name	Due Date ↑	Filed Date	Start of Period	End of Period	Report Status
(2) ⋮	FY 24-25 Employer Activity Report	07/31/2025		07/01/2024	06/30/2025	Unfiled

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Using Your Account – Employers – Filing

1. To file, first select File from the action menu for the report.
2. On the filing page, select Statement of No Activity if you had no activity.
3. Enter Compensation information for the reporting period.
4. Enter any Executive Agency Decisions you sought to influence.
5. Enter any expenditures made during the reporting period.
6. Enter any financial transactions made by you or your immediate family during the reporting period.
7. Preview a draft version of the report and file when ready.

The screenshot shows the 'Reports' section of the Executive Branch Ethics Commission website. The page has a dark blue header with the logo and 'EXECUTIVE BRANCH ETHICS COMMISSION, COMMONWEALTH OF KENTUCKY' and 'Executive Agency Lobbying'. A left sidebar contains navigation links: Home, Filer's Dashboard, Reports (highlighted), Public Site, and Logout. The main content area has a 'Reports' title and three tabs: UNFILED (selected), FILED, and PENDING. A dropdown menu for 'FY 24-25 Employer Reporting Schedule' is visible. Below is a table with columns: Actions, Report Name, Due Date, Filed Date, Start of Period, End of Period, and Report Status. One report is listed: 'FY 24-25 Employer Activity Report' with a due date of '07/31/2025', start of period '07/01/2024', end of period '06/30/2025', and status 'Unfiled'. An action menu is open for this report, showing options: View Filing Screen, Preview, and File. A blue circle with the number '1' is next to the 'File' option.

The screenshot shows the filing page for the 'FY 24-25 Employer Activity Report: 07/01/2024 - 06/30/2025'. The page has a dark blue header with the logo and 'EXECUTIVE BRANCH ETHICS COMMISSION, COMMONWEALTH OF KENTUCKY' and 'Executive Agency Lobbying'. A left sidebar contains navigation links: Home, Filer's Dashboard, Reports (highlighted), Public Site, and Logout. The main content area has a title 'FY 24-25 Employer Activity Report: 07/01/2024 - 06/30/2025' and a back arrow. Below is a 'Statement of No Activity' section with a checkbox and text: '> I Test 2 Employer 1104 registered lobbyist for the state of Kentucky hereby declare that I did not have any contributions or expenditures since my last report was filed.' Below this is a section: 'If you are not filing a Statement of No Activity, please enter transactions in each of the following sections. If you do not have any transactions to report for a specific section, please select the None checkbox.' There are six sections, each with a '+ ADD' button: 3 Compensation, 4 Executive Agency Decisions, 5 Expenditure, and 6 Financial Transaction. Each section has a 'None' checkbox and a '+ ADD' button. A blue circle with the number '2' is next to the 'Statement of No Activity' section. A blue circle with the number '3' is next to the 'Compensation' section. A blue circle with the number '4' is next to the 'Executive Agency Decisions' section. A blue circle with the number '5' is next to the 'Expenditure' section. A blue circle with the number '6' is next to the 'Financial Transaction' section. At the bottom right, there are two buttons: 'PREVIEW' and 'FILE REPORT'. A blue circle with the number '7' is next to the 'FILE REPORT' button.

Using Your Account – Employers – Reports

1. Once you have filed, you can go to the Filed tab to see your filed report.
2. You can view the PDF using the action menu.
3. You can also amend your report using the action menu. This will take you back to the filing page and allow you to edit or add any necessary data.

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Reports

UNFILED FILED PENDING

FY 24-25 Employer Reporting Schedule

Actions	Report Name	Due Date ↓	Filed Date	Start of Period	End of Period	Report Status
⋮	FY 24-25 Employer Activity Report	07/31/2025	12/12/2025	07/01/2024	06/30/2025	Filed

View Filing Screen
View PDF Filing
Amend

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