

# Kentucky Executive Branch Ethics Commission

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Lobbyist System Quick Start Guide – Using Your  
Account – Lobbyists



# Using Your Account – Lobbyists – 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.

The screenshot shows a user dashboard for the Executive Branch Ethics Commission, Commonwealth of Kentucky, Executive Agency Lobbying. The dashboard is titled "Immediate To Do" with a notification badge "1". Below the title, there is a red warning icon and the text "Update Requirements Not Met". A red link below this icon reads "Click on any Immediate To Do to see additional information or click on the link within the Immediate To Do to take action." Below this, there is a green icon with a building and the text "Pay Fee: Employer Registration Fee Due: Now" with a "VIEW FEES AND FINES" link. Below that, there is a green checkmark icon and the text "Test 2 Employer 1104 authorized lobbyist." with a "DISMISS" link. The dashboard also has an "Upcoming Reports" section with a notification badge "2" and a sub-section "Reports Filed in the Last 30 Days". Below this, there is a grey checkmark icon and the text "FY 24-25 Lobbyist Activity Report (Due on Jul 31, 2025) 07/01/2024 - 06/30/2025" with a "VIEW" link and a red note "This report was filed on 12/11/2025". The dashboard includes a left sidebar with navigation options: Home, Filer's Dashboard, Reports, Public Site, and Logout. At the bottom left, the user's name "Lobbyist1104, Test2" is displayed.

# Using Your Account – Lobbyists – Filer’s Dashboard

1. The next page in the menu is the Filer’s Dashboard. This contains important information and account controls.
2. The Employer grid allows you to view associated Employers 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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Executive Agency Lobbying

Home  
Filer's Dashboard 1  
Reports  
Public Site  
Logout

5 FY 24-25 Lobbyist Reporting Schedule (2025)  
6 USER SETTINGS  
7 UPDATE REGISTRATION  
8 TERMINATE REGISTRATION

2 EMPLOYER(S) 3 FEES AND FINES 4 CORRESPONDENCE / DOCUMENT IMAGES

Actions	Employer	Authorization Status	Authorized Date	Lobbyist Request Authorization ID	Employer Registration Status	Terminated
10	Test 2 Employer 1104	Authorized	11/04/2025		Registered	

Payment History

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

Lobbyist ID: 689  
Lobbyist Name: Lobbyist1104, Test2  
Lobbyist Email: test2lobbyist1104@test.com  
Status: Active  
Permanent Business Address: 123 Main St., Lexington, KY 33333 UNITED STATES OF AMERICA  
(444) 444-4444  
VIEW REGISTRATION 11  
Filer/Authorized Agents

Lobbyist1104, Test2  
Lobbyist1104, Test2

# Using Your Account – Lobbyists – 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 Employer grid action menu allows you to view or terminate an employer or real party in interest relationship.
11. View Registration allows you to view your registration form.

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Home  
Filer's Dashboard 1  
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5 FY 24-25 Lobbyist Reporting Schedule (2025)

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2 3 4

EMPLOYER(S) FEES AND FINES CORRESPONDENCE / DOCUMENT IMAGES

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Lobbyist1104, Test2  
Lobbyist1104, Test2

Lobbyist Details 9

Filer ID  
689

Lobbyist Name  
Lobbyist1104, Test2

Lobbyist Email  
test2lobbyist1104@test.com

Status  
Active

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

VIEW REGISTRATION 11

Filer/Authorized Agents

# Using Your Account – Lobbyists – Reports

1. The Reports page is where you will file your annual lobbyist 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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Home  
Filer's Dashboard  
Reports (1)  
Public Site  
Logout

Reports (4)  
UNFILED FILED PENDING

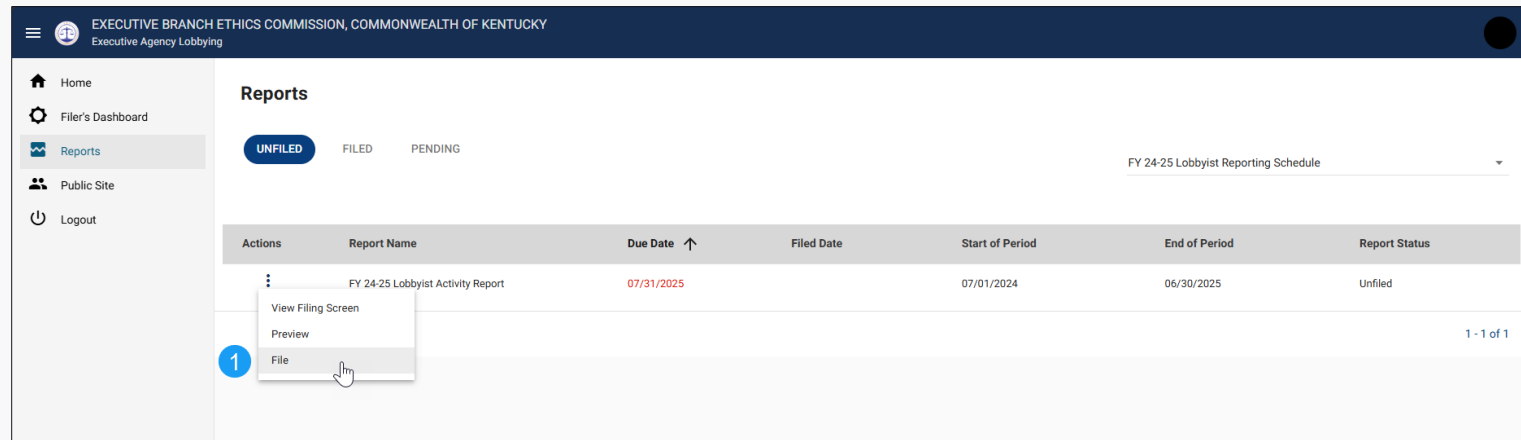
(3) FY 24-25 Lobbyist Reporting Schedule

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

1 - 1 of 1

# Using Your Account – Lobbyists – 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.



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Home  
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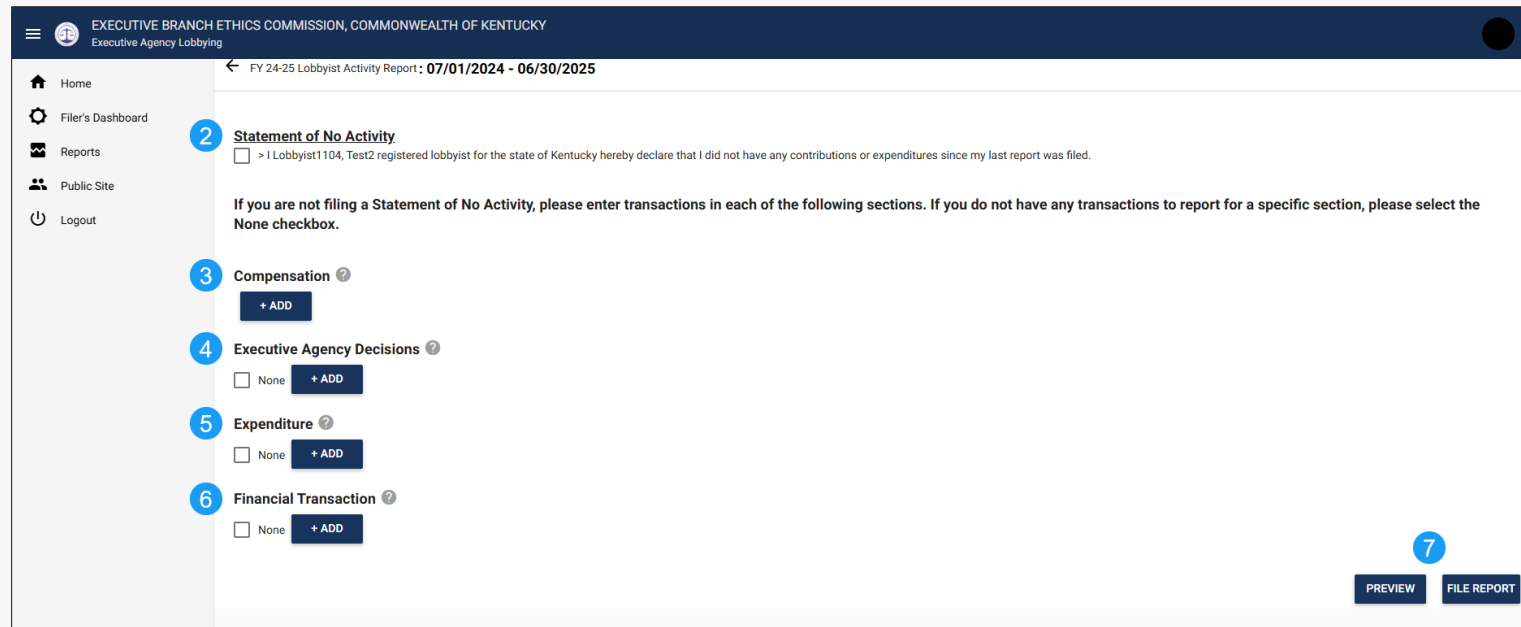
Reports

UNFILED FILED PENDING

FY 24-25 Lobbyist Reporting Schedule

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

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FY 24-25 Lobbyist Activity Report: 07/01/2024 - 06/30/2025

2 **Statement of No Activity**

> I Lobbyist1104, Test2 registered lobbyist for the state of Kentucky hereby declare that I did not have any contributions or expenditures since my last report was filed.

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.

3 **Compensation**

+ ADD

4 **Executive Agency Decisions**

None + ADD

5 **Expenditure**

None + ADD

6 **Financial Transaction**

None + ADD

7 PREVIEW FILE REPORT

# Using Your Account – Lobbyists – 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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Executive Agency Lobbying

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Filer's Dashboard  
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Logout

Reports 1

UNFILED FILED PENDING

FY 24-25 Lobbyist Reporting Schedule

Actions	Report Name	Due Date ↓	Filed Date	Start of Period	End of Period	Report Status
⋮	FY 24-25 Lobbyist Activity Report	07/31/2025	12/11/2025	07/01/2024	06/30/2025	Filed

1 - 1 of 1

2  
3

- View Filing Screen
- View PDF Filing
- Amend