2015 ETHICS AND COMPLIANCE TRAINING

FOR LOBBYISTS AND EMPLOYERS OF LOBBYISTS

Alaska Public Offices Commission

WHO AND WHAT IS APOC?

The Alaska Public Offices Commission (APOC) administers four disclosure laws:

- *AS 15.13 Campaign Disclosure*
- *AS 24.45 Regulation of Lobbying*
- *AS 24.60 Legislative Financial Disclosure*
- *AS 39.50 Public Official Financial Disclosure*

These laws "follow the money" by requiring disclosure that permits citizens to trace the influence of private interests on public decision-making. This disclosure, in turn, helps to limit privileged influence through revealing special interests.

WHO ADMINISTERS ETHICS AND FINANCIAL DISCLOSURE LAWS?

- ***Public Officials:*** *Department of Law, APOC (AS 39.50)*
- ***Candidates, groups, state and local elected officials, lobbyists and their employers:*** *APOC (AS 15.13 and AS 24.45)*
- ***Legislators and legislative staff:*** *Select Committee on Legislative Ethics, APOC (AS 24.60)*

ABOUT THE LOBBYING LAW

Alaska's lobbying law (AS 24.45) provides that the public has the right to know the identity, income, expenditures, and activities of those who receive compensation or those who make payments in efforts to influence the actions of appointed or elected state officials.

REVIEW AND LEARN THE FOLLOWING:

Alaska's lobbying statute: AS 24.45

Lobbying regulations: 2 AAC 50.550 - 2 AAC 50.990

Important definitions in AS 24.45 and 2 AAC 50

MORE RESOURCES

Alaska Public Offices Commission: *History, Commissioners, Staff, Office locations* ***http://doa.alaska.gov/apoc/public.html***

Alaska's Lobbying Manual:

http://doa.alaska.gov/apoc/pdf/manual-lobbying.pdf

Advisory Opinions:

http://aws.state.ak.us/apocInterim/ViewCommissionAdvisoryOpinions.aspx

APOC Notifications: ***http://list.state.ak.us/soalists/APOCnotifications/jl.htm***

APOC ETHICS TRAINING- WHY ?

- *Training is statutorily required for BOTH lobbyists and employers AS 24.45.031(a)(6)*

- *Lobbyists MUST complete training as a pre-requisite of registration AS 24.45.041(b)(8)*

- *Training protects you from making errors because you didn't know the law and reduces your exposure to civil penalties*

WILL THIS COURSE TEACH YOU TO BE ETHICAL?

The course shall: "promote adherence to high ethical standards" and "teach lobbyists and employers of lobbyists how to comply with laws."

AS 24.45.031(a)(6)

ETHICS IN ALASKA - PROHIBITED ACTS

AS 24.45.121 – LOBBYISTS MAY NOT:

- *Lobby prior to registering,*
- *Place a public official under personal obligation to the lobbyist or employer,*
- *Intentionally misrepresent facts to a public official regarding administrative or legislative action,*
- *Influence the introduction of legislation in order to later be hired to lobby on the same issue,*
- *Communicate with a public official in another's name without consent,*
- *Accept a payment contingent on specific outcome of administrative or legislative action,*
- *Serve on a state board or commission if an employer stands to gain from decisions of that board or commission.*

LOBBYIST - DEFINED AS 24.45.171(11)(B)

Do you represent yourself as engaging in the influencing of legislative or administrative action as a business, occupation or profession?

If yes, *then you are a* ***professional lobbyist*** *and must register with APOC* ***BEFORE*** *engaging in ANY lobbying activity*

ORR

LOBBYIST - DEFINED

AS24.45.171(11)(A)

Do you receive $$ (either as an employee or via contract) to communicate directly with public officials to influence legislative or administrative action?

AND

Do you communicate directly to influence legislative or administrative action for ***more than 10 hours in any 30 day period in a calendar year?***

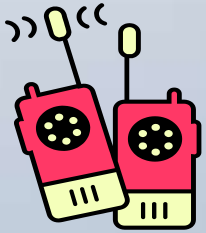
If yes, *then you are an* ***other compensated lobbyist*** *and must register with APOC once you reach the threshold activity level of 10 hours in any 30-day period.*

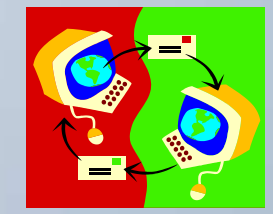
DEFINITIONS (AS 24.45.171)

"Influencing legislative or administrative action"

means to communicate directly for the purpose of introducing, promoting, advocating, supporting, modifying, opposing or delaying, or seeking to do the same with respect to any legislative or administrative action.

"Communicate directly" *means to speak with a legislator, legislative employee, or public official in person, by telephone, or by two-way electronic communication (including e-mail).*





REPRESENTATIONAL LOBBYISTS
(2 AAC 50.550)

IF: *You receive ONLY reimbursement for travel and expenses but no other compensation and are not employed by the person/group you are representing, you are a representational lobbyist.*

- *You must register BEFORE engaging in any lobbying (the ten hour threshold doesn't apply).*
- *You are not required to file lobbyist reports or pay the registration fee.*
- *You are not required to take the lobbyist ethics course but are strongly encouraged to do so.*

- ***EMPLOYERS NOTE:*** ***The entity reimbursing a representational lobbyist must file quarterly employer of lobbyist reports.***

YOU MAY NOT REGISTER AS A LOBBYIST IF YOU:

- *Have been convicted of a felony crime of moral turpitude*
- *Are the spouse or domestic partner of an Alaska legislator*
- *Are a former member of the legislature (must wait one year)*
- *Have held any positions listed in AS 39.52.180 (d) in the past year (Governor, Lt. Gov, Commissioner or Deputy Commissioner, Director, legislative liaison, certain policy-making positions in Governor/Lt. Gov office …)*

LOBBYING LAW EXEMPTIONS

The lobbying law does NOT apply to you IF:

You are not being paid or reimbursed

AND

You limit your activity solely to public sessions of the legislature or other public hearings or proceedings

MORE EXEMPTIONS:

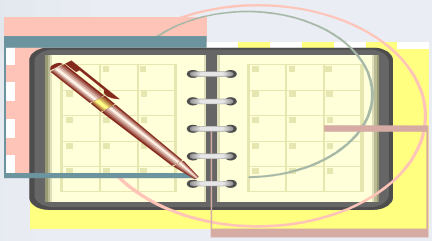
- *Elected or appointed state or municipal public officers, state/municipal employees acting in official capacity*

- *Newspapers, radio, TV stations, members of the press*

- *Persons appearing before the legislature or a committee in response to an* ***invitation*****

** *AS 24.45.161(4)(c) specifies guidelines for issuing invitations that must be met to qualify for this exemption*

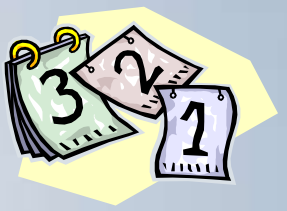
LOBBYIST AND EMPLOYER REPORTS:



- ***Lobbyists:*** *File monthly reports when the Alaska Legislature is in Session. Reports are DUE the last day of the month following the reporting month*

- ***Employers:*** *File quarterly reports year round regardless of whether the legislature is in session. Reports are DUE the last day of the month following the end of the quarter.*
  AS 24.45.081

MONTHLY REPORTING IMPACT ON QUARTERLY LOBBYIST REPORTS



IF *you have reported for one or more months in the quarter because the legislature was in session,*

DO NOT INCLUDE THESE TOTALS IN YOUR QUARTERLY REPORT OR YOU WILL BE DUPLICATE REPORTING

"…The period covered shall not include any months covered in previous reports filed by the same person." AS 24.45.081

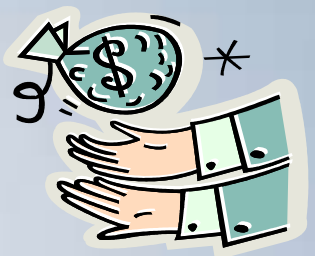
WHAT IF MY REPORT IS LATE ?

- ***You are responsible for ensuring reports are filed timely.*** *Insight records a date/time stamp for reports once you "certify and submit". Check your Insight account to ensure the report has been submitted and is not a "pending" form.*

- *Reports received after the deadline are subject to a civil penalty of $10 per day for each day the report is late. AS 24.45.141*

- *Filers are entitled to file an appeal. If you do not agree with the civil penalty assessment, you may file an appeal within 30 days of the notice that you owe a CPA. Please review the Mitigation Criteria on the APOC website PRIOR to submitting an appeal.*

LOBBYISTS MUST REPORT:



- ***Compensation for lobbying***

  (fee, salary, other: stocks, car, etc.)

  The $250 registration fee is NOT compensation. This amount should be reported as a lobbying expense. (Either as reimbursable or non-reimbursable under "Other".)

- *Any payment/reimbursement received for a lobbyist related expense: "in consideration for or* ***directly or indirectly in support of or in connection with*** *influencing legislative or administrative action" AS 24.45.051(1)*

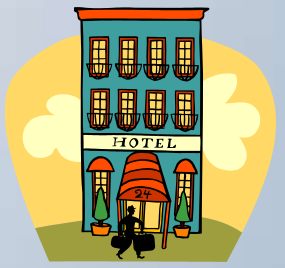
Report your income and costs based on what you earned during the period ***(accrual method)*** *rather than what you received* ***(cash method)***

2 AAC 50.570

WHICH NON-REIMBURSED LOBBYIST EXPENSES MUST BE REPORTED ?

- ***Food/beverages:*** *If related to lobbying, must include on report. Does not cover food consumed in your home.*

- ***Living accommodation:*** *Report hotel or rental if for lobbying purposes or business.*



- ***Travel:*** *Report airfare and/or travel related to lobbying work, not personal travel.*

LOBBYIST REPORT – SCHEDULE A-1

Report Food & Beverage > $15.00 for each legislator, legislative staffer, or spouse/ domestic partner of either.

Each individual's name should be listed.

Each individual's amount must be reported. <u>Do not divide the bill equally unless everyone had the exact same meal & beverage</u>.

GIFTS: LOBBYIST GUIDELINES

*The **only** gifts **lobbyists** may present to legislators or legislative employees are:*

- *Food or beverage for **immediate** consumption (at a restaurant or the lobbyist's home are allowable)*
- *Tickets to a **pre-approved** charity event or contributions to a charity event on behalf of a legislator per AS 24.60.080*
- *Compassionate gift*

WHAT IS A "COMPASSIONATE GIFT"?

"… a solicited or unsolicited gift intended to aid or comfort a recipient or a member of the recipient's immediate family in contending with a catastrophe, a tragedy, or a health-related emergency."

AS 24.60.075

Compassionate Gifts must be pre-approved by the Legislative Council.

ADDITIONAL DISCLOSURE REQUIRED ON LOBBYIST REPORTS:

- *Gifts or series of gifts worth > $100 to any public official (The cost of tickets to charity events must be included in calculating the total value of a series of gifts.)*

- *Exchanges of money, goods, services > $100 with public officials or members of their immediate family or such exchanges with business entities known by the lobbyist to be owned or controlled by a public official.*

EXCEPTIONS TO GIFT GIVING PROHIBITIONS

If the legislator or legislative employee is a family member, lobbyists may give a gift as long as:

- *The gift is not connected to the legislator/legislative employee's legislative status*

AND

- *The recipient is a member of the lobbyist's immediate family as defined in AS 24.60.990(a)*

(Spouse/domestic partner; parent, child or sibling if financially dependent on the lobbyist)

MAY LOBBYISTS GIVE GIFTS TO STATE EMPLOYEES? AS 39.52.130(A)

A gift from a registered lobbyist to "a public officer or a public officer's immediate family member is "presumed to be intended to influence the performance of official duties, actions, or judgment" ***unless:***

- *the lobbyist is an immediate family member of the public officer.* ***"Immediate family member"*** *is defined broadly to include Spouse/domestic partner, child, parent, sibling, grandparent, aunt/uncle, parent or sibling of person's spouse.*

Gifts to public officers and their immediate family members should be cleared with the designated executive branch ethics supervisor.

***** "Public Officer" includes any state employee and is not limited to high ranking public officials.***

PROHIBITIONS ON POLITICAL ACTIVITIES FOR LOBBYISTS, NOT EMPLOYERS

[AS 24.45.121(A)(8)]

(Prohibitions apply to Governor, Lt. Governor, and Legislative Campaigns)

A Lobbyist May NOT:

- *Serve as campaign manager or director*
- *Serve as treasurer or deputy treasurer on a fund-raising committee*
- *Host a fund-raising event*
- *Collect or deliver contributions*
- *Engage in any fund-raising activities*

(<u>does not apply to representational lobbyists</u>)

- *Lobbyists are allowed to contribute up to the yearly limit of $500.00 to a legislative candidate in their home district. However, a **Form 15-5A** must be filed with APOC within 30 days of the contribution.*

EMPLOYER REPORTS: WHAT IS DISCLOSABLE?

- *Fees, salaries, reimbursements for expenses paid to lobbyists:* ***Schedule A*** *- one for each registered lobbyist*

  *{Report the income and costs based on when services were rendered or what the lobbyist earned during the reporting period (**accrual method**) rather than what was paid (**cash method**)} 2 AAC 50.570 and 50.575*

- *All expenditures in support of lobbying, whether paid to employees ("in-house") or vendors/contractors ("outsourced"):* ***Schedule B***

- *Gifts to public officials exceeding $100 in value*

LEVEL OF DETAIL REQUIRED FOR SCHEDULE B EXPENSES FOR EMPLOYER REPORTS:

- *Report any "payments made to influence legislative or administrative action" during the reporting period. AS 24.45.171(13)*

- *Payments made to employees performing services that support the company's legislative or administrative goals* ***ARE*** ***reportable regardless of whether the employee "communicated directly" with a public official*** *if the employee spends more than 10 hours per month directly supporting the employer's lobbying goals. (2 AAC 50.575)*

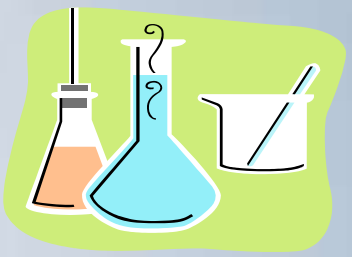
MORE SCHEDULE B GUIDANCE

(SEE AO 08-06-LOB AT HTTP://DOA.ALASKA.GOV/APOC/ADVISORY/)

- ✓ *Employee compensation … "for* ***or in connection with*** *direct communication with a public official" is reportable AS 24.45.171(13)(D)*

- ✓ *General overhead costs: Payments to employees not associated with the agency's lobbying efforts, not supporting a registered lobbyist or not supporting a project linked to the agency's lobbying agenda are* ***NOT reportable*** *(i.e. payroll, technology, janitorial, admin staff not assisting lobbyist or lobbying agenda)*

LITMUS TEST FOR SCHEDULE B "IN-HOUSE" EMPLOYEE PAYMENT:



Does the employee engage in activities that:

- *Influence legislative or administrative action? AS 24.45.061(b)(3);*
- *Provide support or assistance to a lobbyist or lobbyist's activities for more than 10 hours per month? AS 24.45.171(13)(B) and 2 AAC 50.575;*
- *Are for or in connection with direct communication with a public official? AS 24.45.171(13)(D)*

SCHEDULE B: "LOBBYING ACTIVITY" VS. "IN SUPPORT OF LOBBYING ACTIVITY"

REGULATION 2 AAC 50.575 (B)(2)

Support of lobbying activity includes but is not limited to, "research, drafting, preparation, or adaptation of documents",

Lobbying activity includes communication "with any public official for the purpose of influencing legislation or administrative action" - 24.45.171(11)(A)

Employers must report the direct cost for each employee who expends more than 10 hours per month working in support of lobbying activity.

For employees working in support of lobbying activity, their 10 hours "resets" at the end of any given month. If this threshold is exceeded, you report all of the 10 hours.

For an individual doing lobbying activity, the 10 hours they are keeping track of is for **any** 30-day period.

MAY EMPLOYERS OF LOBBYISTS GIVE GIFTS TO LEGISLATORS OR PUBLIC OFFICIALS?

YES, since the gift prohibitions in AS 24.45.121 ***<u>do not apply</u>*** *to employers. BUT,*

- *Employers may NOT have their lobbyists give gifts to legislators or legislative employees since lobbyists may not: "**offer, solicit, initiate, facilitate, or provide** …" a gift under AS 24.45.121*

- ***Employers must report gifts to public officials over $100 in value on their employer report form***

WHAT ABOUT EMPLOYER PROHIBITIONS?

- *AS 24.45 doesn't contain an explicit list of prohibited acts for employers of lobbyists*

- *Employers don't have the same restrictions on their campaign activity or gift giving as lobbyists.*

Follow all provisions of AS 24.45

REGISTRATION: HOW DO LOBBYISTS AND EMPLOYERS GET STARTED?

- *BOTH the lobbyist and employer must register with APOC*
- *Follow rules for timing of registration*
- *All registrations must be done electronically in Insight – APOC Forms Online*

ELECTRONIC REGISTRATION IN "INSIGHT"

Insight Account Creation:

- *Create a "MyAlaska" account . You may go to https://my.alaska.gov/ or to the APOC website and click on the Insight Version 3 link on the home page.*
- *WRITE DOWN your user name and password*
- *You may use an existing MyAlaska account, but this is **NOT** recommended for employers due to staff changes and mixing up your personal account with your APOC reporting*

Electronic Registration in "Insight"

Electronic Registration

- ***Step 1:*** *Lobbyist fills out registration form and certifies it.*

- ***Step 2:*** *Employer will receive an automatically generated email, employer signs into Insight, reviews and certifies the registration (employer can make payment before certifying if they are submitting payment).*

- ***Step 3:*** *Lobbyist will receive an email notification that the employer has signed and submitted the registration and the registration will now be listed as submitted on the Lobbying Forms page.*

HOW TO FILE (AND AMEND) REPORTS IN INSIGHT V3

State of Alaska MYALASKATEST

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

APOC - Disclosure Forms has sent you here to sign in.

myAlaska Login

Username:

Password:

Sign-In

Forgot my Username

Forgot my Password

New User: Register for a myAlaska Account

Help Privacy Policy User Agreement Browser Compatibility

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

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THE FIRST PAGE YOU WILL SEE

The first page you will see when you sign in will have a series of tabs along the top. You can either click on the “Lobbying” tab or simply “hover” your cursor over the lobbying tab and a menu will appear. From here you can start or continue a lobbyist registration, begin or continue to work on lobbyist or employer of lobbyist reports, or if you are a lobbyist you can create a form 15-5A “Statement of Contributions to Legislative Candidates”.

State of Alaska MyAlaska TEST myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (joanstest) Logout

-TEST- POFD/LFD REGISTER CAMPAIGN FORMS LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying

Lobbying Forms

Lobbyist

Lobbyist Profile

Create a new or manage existing Lobbyist Profile.
A lobbyist profile must be created before filing electronic Lobbyist Reports or Registrations.

Lobbyist Registration

Professional and/or compensated lobbyists must register with APOC prior to doing any lobbying that calendar year.

Lobbyist Reports

Registered Lobbyists must file expected reports electronically after Lobbying Start Date.

Lobbyist Contributions to Legislative Candidates Report 15-5A

Registered Lobbyists who make contributions in any amount to Legislative Candidates must file a 15-5A report within 30 days of the contribution.

Lobbyist Representatives and Preparers

Manage Preparers for Lobbyist Forms

Employer of Lobbyist

Employer of Lobbyist Profile

Create a new or manage existing Employer of Lobbyists Profile.
An Employer of Lobbyists profile must be created before filing electronic Employer of Lobbyists Reports or Registrations.

Employer Review of Lobbyist Registrations

Employer of Lobbyists must electronically sign the Lobbyist Registration of any employed lobbyist active during the calendar year.

Employer of Lobbyist Reports

Registered Employers of Lobbyists with active Lobbyists during the calendar year must file expected reports electronically.

Employer of Lobbyist Representatives and Preparers

Manage Administrators and Preparers for Employer of Lobbyists Forms

Need Help?

If you are unsure of which form to file or have any questions, please contact a member of APOC Staff before filing:

- Email: doa.poc.apocforms_feedback@alaska.gov
- Phone: (800) 478-4176 Statewide Toll Free
  (907) 276-4176 Anchorage

If you click on the “Lobbying” tab at the top, this is the page you will be taken to. This is simply a more expanded page than the drop down menu that appears when you hover you cursor over the “Lobbying” tab at the top.

Let’s go through the lobbyist registration process. First we click on the “Lobbyist Registration” link in the “Lobbyist” section of this screen.

LOBBYIST REGISTRATION PROCESS

If you intend to create a new lobbyist registration, you will need to click on the “Start New Form” red button on the left side of the screen. Also, any previous registrations that you have started will appear on this page, below the horizontal line with the various categories. If you intended to amend a previous registration or continue a registration that had not yet certified, you would do that from this screen as well. Let’s click on the “Start New Form” button.

State of Alaska MyAlaska TEST myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (joanstest) Logout

-TEST- POFD/LFD REGISTER CAMPAIGN FORMS LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Registration

Lobbyist Registration Form

Instructions

You must file a lobbyist registration before lobbying if you receive compensation for communicating directly with state public officials, including legislators, legislative staff, or executive branch officials, in efforts to influence administrative or legislative action.

If communicating directly with public officials is not a primary part of your employment or professional services, you must register if you spend more than ten hours in any 30-day period communicating with public officials.

A separate lobbyist registration statement must be filed for each employer or client.

Each registration statement must include the $250.00 registration fee unless you are a representational or volunteer lobbyist.

Lobbyist registration is valid for the current calendar year only. This registration expires on December 31. You must file a new registration form each year.

NOTE: All filings submitted to APOC are public records and are available to the public as submitted. DO NOT include any of the following personal information: social security numbers, account numbers, credit card numbers, copies of checks, financial records with account numbers or access codes, or any documents with personal identification numbers.

Cancel Next

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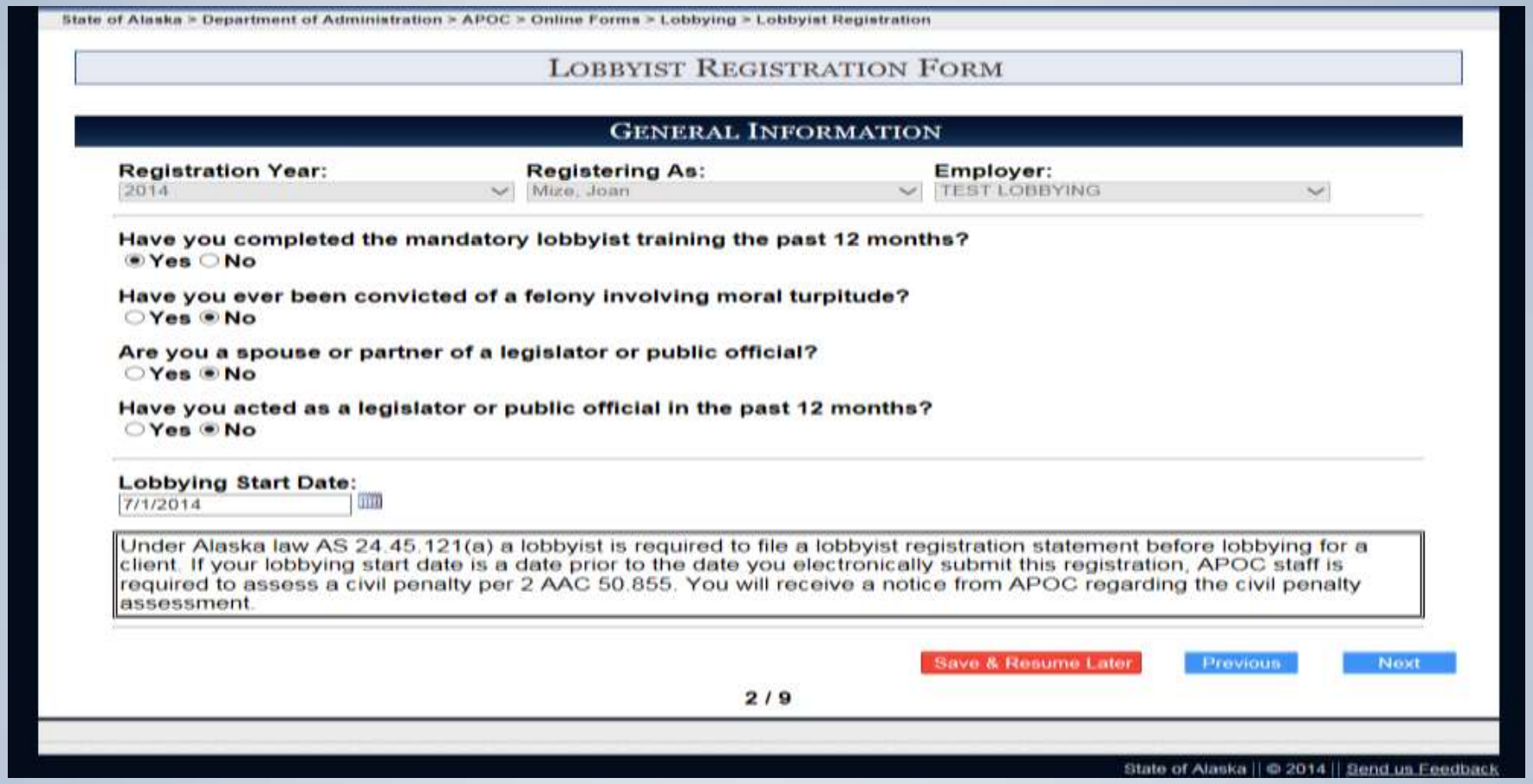
The first page of the registration is mostly instructions and general information about the registration process that you may need to be reminded of. Also note the general layout of the page. Your navigation buttons are in the lower right area of the screen, and your page number is displayed at the bottom center. When you are ready to proceed, simply click on the blue “Next” button.



This page is asking you to indicate who you are registering with. You will need to select your intended client or employer from the drop-down menu on the top right of the screen. You will also be asked a series of “Yes” or “No” questions. Please be aware that the purpose of this is to make you aware of any potential violations of state law that you may be at risk of committing if you were to proceed with your registration. When you are ready to continue, simply click on the blue “Next” button in the lower right of the screen.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Registration

Lobbyist Registration Form

Lobbyist Information

Update Lobbyist Information?

☐

First Name: Joan

Middle Name:

Last Name: Mize

Lobbyist's Business Name (Optional):

Voter Registration District: 4B - Juneau / Mendenhall Valley

Permament Mailing Address: Lob Street

City: Juneau

State: Alaska

Zip Code: 99801

Country: United States

Phone: 9074654865

E-Mail: brenda.mize@alaska.gov

Fax (Optional):

Legislative Address Same As Permanent Mailing Address?

☑

Save & Resume Later | Previous | Next

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This page is auto-populated from your profile page. If you see anything that is inaccurate, you need to click on the “Update Lobbyist Information” button in the upper left of the screen (see the red arrow). This will allow you to alter the information in the various fields. Once you are happy with everything, hit the blue “Next” button.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Registration

Lobbyist Registration Form

Employer / Client Information

Employer:
TEST LOBBYING

Contact Person First Name: Test
Contact Person Middle Name:
Contact Person Last Name: Lob

Address:
240 Main St

City: Juneau
State: Alaska
Zip Code: 99801
Country: United States

Phone: 907-465-4864
E-Mail: brenda.mize@alaska.gov
Fax (Optional):

Save & Resume Later | Previous | Next

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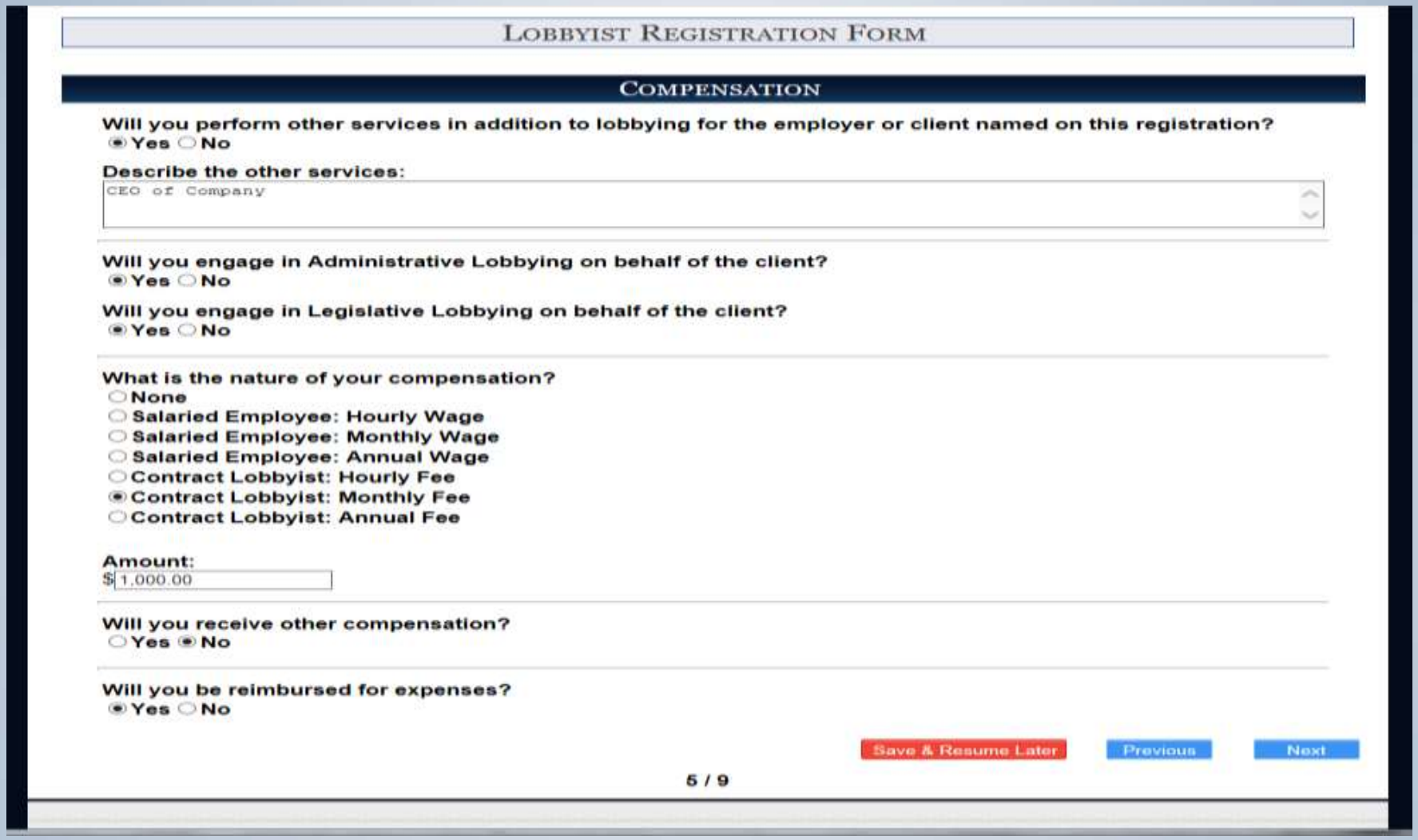
This page shows the employer information. This is also auto-populated from the employer account profile. Make any changes necessary and hit the blue “Next” button.



LOBBYIST REGISTRATION FORM

COMPENSATION

Will you perform other services in addition to lobbying for the employer or client named on this registration?
(•) Yes ( ) No

Describe the other services:
CEO of Company

Will you engage in Administrative Lobbying on behalf of the client?
(•) Yes ( ) No

Will you engage in Legislative Lobbying on behalf of the client?
(•) Yes ( ) No

What is the nature of your compensation?
( ) None
( ) Salaried Employee: Hourly Wage
( ) Salaried Employee: Monthly Wage
( ) Salaried Employee: Annual Wage
( ) Contract Lobbyist: Hourly Fee
(•) Contract Lobbyist: Monthly Fee
( ) Contract Lobbyist: Annual Fee

Amount:
$ 1,000.00

Will you receive other compensation?
( ) Yes (•) No

Will you be reimbursed for expenses?
(•) Yes ( ) No

Save & Resume Later | Previous | Next

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On page 5 of 9 you will need to indicate a few things regarding the nature of your lobbying activity for this employer. In the case of a company employee who is compelled to register as a lobbyist, they would indicate that they do perform “Other” services for the employer or client. Below that, simply select the appropriate compensation method and the amount that pertains to that method.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Registration

Lobbyist Registration Form

Lobbying Interests

Describe the subjects or matters on which you will lobby for the employer or client named on this registration, including bill numbers if applicable. Putting the matters of interest to the employer is not sufficient.

Testing the lobbying filing program and making sure it works.

Save & Resume Later | Previous | Next

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On this page you simply need to write a sentence or two about the nature or specific interest of your lobbying activity. If there are specific bills that you will be lobbying for or against you should include their numbers. You may write more if you want but a couple sentences will suffice. Putting “matters of interest to my employer” is not sufficient.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Registration

Lobbyist Registration Form

Qualification or Waiver for an AS 24.45.171(11)(A) Lobbyist

If you are a professional lobbyist, you may skip this step.

If you are a part-time lobbyist, such as an employee whose job responsibilities do not specifically require you to lobby legislators and other state public officials, AS 24.45.171(11)(A) applies to you and you must complete this page as part of your registration.

- Enter the date when you reached the 10 hours in 30 days lobbying limit
  OR
- Specify below that you have NOT reached the time limit

- (●) **Does Not Apply**
- ( ) **I HAVE reached the 10 hours in 30 days lobbying limit**
- ( ) **I have NOT reached the 10 hours in 30 days lobbying limit**

Save & Resume Later | Previous | Next

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If you are a professional lobbyist then you can simply move past this page. If however you are registering because you are going to exceed the 10 hours in any 30 day period threshold then you should select indicate this by selecting the middle button. In this case, the system will then ask you to indicate what date you reached your 10 hour limit of lobbying activity.

The third option is for those individuals who have not necessarily met the 10 hour threshold, but still want to register. Remember, if you register you are under the same prohibitions as a professional lobbyist in regard to campaign activities and gift giving.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Registration

Lobbyist Registration Form

Payment

Payment:

- ○ Return To Lobbyist For Payment
- ○ Cash Or Check
- ◉ Credit Card

Save & Resume Later | Previous | Next

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Page 8 is the payment page. Select your method of payment and follow the instructions. The registration fee is $250 and must be paid by either the lobbyist or the employer prior to the registration being submitted.

-TEST- | POFD/LFD | REGISTER | CAMPAIGN FORMS | LOBBYING | INDEPENDENT EXPENDITURES | ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Registration

Lobbyist Registration Form

Review Submission

- **You MUST click SIGN AND SUBMIT and electronically sign this form to submit it for review by TEST LOBBYING. This form is NOT final until TEST LOBBYING has signed the form.**
- Please carefully review your Lobbyist Registration Form below.
  If corrections are needed use the blue "Previous" and "Next" buttons below to navigate to the appropriate page(s) and make changes before submitting.

Lobbyist Registration Form

Incomplete

Registration Year: **2014**
Lobbying Start Date: **07/01/2014**

Filer First Name: **Joan**
Filer Middle Name:
Filer Last Name: **Mize**

Lobbyist Information

First Name: **Joan**
Middle Name:
Last Name: **Mize**

Business Name:

Voter Registration District: **4B - Juneau / Mendenhall Valley**

Permanent Mailing Address: **Lob Street**
City, State Zip: **Juneau, Alaska 99801**
Phone: **9074654865**
E-mail: **brenda.mize@alaska.gov**
Fax:

This and the next two slides all show the final page of the registration. This is essentially an overview of the final form. This is your chance to go through it one more time looking for any additional errors. If you need to go back to a previous page just hit the blue “Previous” button in the lower right corner.

Legislative Mailing Address: **Lob Street**
City, State Zip: **Juneau, Alaska 99801**
Phone: **9074654865**
E-mail: **brenda.mize@alaska.gov**
Fax:

Employee / Client Information

Employer: **TEST LOBBYING**
Contact Person First Name: **Test**
Contact Person Middle Name:
Contact Person Last Name: **Lob**
Address: **240 Main St**
City, State Zip: **Juneau, Alaska 99801**
Phone: **907-465-4864**
E-mail: **brenda.mize@alaska.gov**
Fax:

Compensation

Will you perform other services in addition to lobbying for the employer or client named on this registration?
Yes

CEO of Company

Will you engage in Administrative Lobbying on behalf of the client/employer?
Yes

Will you engage in Legislative Lobbying on behalf of the client/employer?
Yes

What is the nature of your compensation? **Contract Lobbyist: Monthly Fee**
Amount: **$1,000.00**

Will you be Reimbursed for Expenses?
Yes

Will you receive other compensation?
No

Lobbying Interests

Testing the lobbying filing program and making sure it works.

This page is a continuation of the overview of the lobbyist registration form.

Qualification or Waiver

Does Not Apply

Affirmation

Pursuant to AS 09.63.010, by signing this document I affirm, under penalty of perjury, that:

I have completed the appropriate training course administered by the Commission within the last 12 months [AS 24.45.041(b)];
I have not been previously convicted of a felony involving moral turpitude [AS 24.45.041(b)];
I am not prohibited from registering as a lobbyist by AS 24.45.121(c), (d), or (e);

Save & Resume Later | Previous | Sign and Submit

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When you are ready to certify the registration, simply click on the “Sign and Submit” button in the lower right corner. Insight Version 3 will allow lobbyists to certify their registrations prior to the employer.

State of Alaska MYALASKATEST myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

Signed in as joanstest: Sign Out

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

Return to APOC - Disclosure Forms

SIGNING CEREMONY

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the myAlaska Help Center.

Document Details

Title:	Lobbyist Registration
Description:	Mize, Joan
Department:	Department of Administration
Division:	Public Offices Commission
Size:	10941 bytes
Certified Date:	
	View Document

Password:

Sign and Submit Cancel

Clicking on the “Sign and Submit” button will take you here. Simply enter you password, the same one you used to sign into your Insight account, and click on the “Sign and Submit” button.

-TEST- | POFD/LFD | REGISTER | CAMPAIGN FORMS | LOBBYING | INDEPENDENT EXPENDITURES | ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms

Lobbyist Registration Form

Pending - Awaiting Employer Signature...

Your form is not yet complete!

For the form to be filed, the employer must sign it.

Please print the form for your records. Click 'Print' to show a popup with the form just submitted.

Print | My Filings

Other Users: Administrators and Preparers

Manage Users

Add other Administrators and Preparers in the "Administration" section, or click the link above.

You will then be taken this page where you can either print what you just did, or you can return to your filings. If you chose to go to “My Filings” you will see the registration that you just certified and it will indicate in the status column, that it is waiting for employer review.

-TEST- | POFD/LFD | REGISTER | CAMPAIGN FORMS | LOBBYING | INDEPENDENT EXPENDITURES | ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Registration

Lobbyist Registration Form Filings

Start New Form

Lobbyist	Employer	Year	Status	Date Filed	Action
Mize, Joan	TEST LOBBYING	2014	Waiting for Employer Review		View / Print Resume Delete

Alaska Department of Administration
Alaska Public Offices Commission

Mize, Joan has filed a registration with TEST LOBBYING and listed you (Test Lob) as the contact person.

The Lobbyist Registration Form is not complete until a representative of TEST LOBBYING has signed the form.

The form can be found in Registration Form Filings.

Access APOC Forms at https://myalaska.state.ak.us/apoc/form/
This is a courtesy email, please do not respond to this email address.

ubject: MYALASKATEST | myAlaska - Electronic Signature Confirmation

This message was sent to you by a computer program, DO NOT REPLY to this message.

This email is being sent to notify you that your electronically signed document was successfully received.

Document Confirmation Code: 3D226559C1FBA6A30285A5E9C26B40C7

Title: Lobbyist Registration
Department: Department of Administration
Division: Public Offices Commission
Certified Date: 10/24/2014 12:57 PM
Attachments: 0

This document is available from your myAlaska account under the myDocuments tab or by visiting the following URL:

https://mytest.alaska.gov/ESignature/DocumentDetails.aspx?doc=3D226559C1FBA6A30285A5E9C26B40C7

If you have not recently used myAlaska to electronically sign a document, this message may be evidence of unauthorized use of your myAlaska account, and you should consider contacting the myAlaska Help Center.

No unsolicited email will be sent to you from myAlaska, and myAlaska will not share your email address with other parties without your authorization.

The myAlaska Team

myAlaska Help Center Phone:
In Anchorage: 1-907-269-6311
In Fairbanks: 1-907-451-5911
In Juneau: 1-907-465-5211
Email: myalaska.help@alaska.gov

At this point an email has been sent to the employer/client that looks like the top picture. However, there is nothing wrong with touching base with the client and informing them that the registration is waiting for their certification. Remember, you are not considered “registered” with this client until both parties have certified the registration. The bottom picture is a copy of an automatically generated email that you will receive when you have certified your registration.

From: no_reply@apoc.alaska.gov
To: Mize, Brenda J (DOA)
Cc:
Subject: Lobbyist Registration Complete: Mize, Joan

Alaska Department of Administration
Alaska Public Offices Commission

TEST LOBBYING has reviewed and signed the Lobbyist Registration for Mize, Joan.

The Lobbyist Registration Form is now complete and you may begin lobbying for TEST LOBBYING.

Access APOC Forms at https://myalaska.state.ak.us/apoc/form/
This is a courtesy email, please do not respond to this email address.

Once the employer has signed into their Insight account and certified the lobbyist registration, this email will be automatically generated and sent to the lobbyist, indicating that the registration is now complete. You are now free to lobby for the duration of the year.

A couple things you should be aware of. If the employer changes anything in the compensation section or lobbying interest sections of the registration, the lobbyists certification will be revoked and the lobbyist will have to review the changes and certify the registration again in order for the process to proceed.

STARTING AND FILLING OUT A LOBBYIST REPORT

To begin a lobbyist report, hover your mouse over the “Lobbying” tab at the top and click on the “Lobbyist Reports” link in the menu that appears. On the following page, click on the red “Start New Form” button on the left, or if you already have a report that you want to continue or amend you will be able to do that from this page as well.

-TEST- | POFD/LFD | REGISTER | CAMPAIGN FORMS | LOBBYING | INDEPENDENT EXPENDITURES | ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

LOBBYIST REPORT FORM

INSTRUCTIONS

THIS REPORT MUST BE FILED FOR EACH REPORTING PERIOD DURING WHICH YOU ARE ACTIVELY REGISTERED AS A PAID LOBBYIST, EVEN IF THE REPORT IS ZERO.

The law requires you to disclose the amount of your accrued compensation and expenditures related to lobbying, gifts and exchanges with public officals or family members of public officials, and exchanges with business entities owned or controlled by public officals.

The APOC manual for lobbyists and employers of lobbyists provides detailed instructions for completing this form.

For further instructions, call staff in the Juneau APOC office at 907-465-4864 or 1-866-465-4864.

NOTE: All filings submitted to APOC are public records and are available to the public as submitted. DO NOT include any of the following personal information: social security numbers, account numbers, credit card numbers, copies of checks, financial records with account numbers or access codes, or any documents with personal identification numbers.

Cancel | Next

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This first page you come to will have some basic information on resources and requirements regarding the lobbyist report. Take a moment and review them. Then click on the blue Next button on the bottom right of the page to continue.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

GENERAL INFORMATION

Report Year:	Reporting As:	Report:
2014	2014 - Mize, Joan	3rd Quarter

Save & Resume Later | Previous | Next

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On page 2 you indicate what report you are doing. You will need to select a report year as well as which report you wish to start.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

Lobbyist Report Form

3rd Quarter: 7/1/2014 to 9/30/2014

Lobbyist Information

Update Lobbyist Information?

☐

First Name: Joan

Middle Name:

Last Name: Mize

Lobbyist's Business Name (Optional):

Voter Registration District: 4B - Juneau / Mendenhall Valley

Permament Mailing Address: Lob Street

City: Juneau

State: Alaska

Zip Code: 99801

Country: United States

Phone: 9074654865

E-Mail: brenda.mize@alaska.gov

Fax (Optional):

Legislative Address Same As Permanent Mailing Address?

☑

Save & Resume Later | Previous | Next

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Page 3 is the lobbyist basic information. Be aware that this information is auto-populated from you profile, and if your profile is accurate, there is no need to change this info. However, if anything is not correct, then you can Update your information by clicking in the box on the upper left of the form. When you are ready to move on, simply click on the blue “Next” button in the lower right corner

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

Lobbyist Report Form

3rd Quarter: 7/1/2014 to 9/30/2014

Gifts and Exchanges

Provide information regarding any gifts, charitable contributions or exchanges provided to legislators, legislative employees or public officals.

Did you give one or more legislators or legislative employees tickets or donations to charity events?
◉ Yes ○ No

Did you give one or more legislators or legislative employees a compassionate gift as defined in AS 24.60.075?
○ Yes ◉ No

Did you present a gift, or a series of gifts, of more than $100 in value to any public official during this reporting period? (The cost of tickets to charity events must be included in calculating the total value of a series of gifts)
○ Yes ◉ No

Did you have any exchange of more than $100 in value, of money, goods, or services, with any public official or a member of the immediate family of a public official?
○ Yes ◉ No

Did you have any exchange of more than $100 in value with a business entity that is owned or controlled by a public official?
◉ Yes ○ No

Because you answered Yes to one of the previous questions, you must provide the details requested below.

Public Official / Family Member	Description	Date	Amount	Action
No Gifts / Exchanges				
Add Gift / Exchange				

Summary

Total Gifts / Exchanges: **$0.00**

Save & Resume Later | Previous | Next

- *You must provided the details of the gift / exchange made.*

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On the “Gifts and Exchanges” page you will need to answer the yes-or-no questions. If you answer “yes” to any of the questions you will need to click on the “Add Gift/Exchange” link toward the bottom of the page. After you enter the gift or exchange information you will need to hit the “Add Item” button below in order to proceed.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

NOTICE OF TERMINATION

Name	Termination Date
TEST LOBBYING	

Save & Resume Later | Previous | Next

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The notice of termination page is in case you wish to terminate the contract with the employer. Keep in mind that the termination date should fall within the reporting period. Also be aware that the employer should also enter the same date of termination in their relevant report. If you do terminate, you will not be able to re-register with that employer for the duration of the calendar year.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

SCHEDULE A (COMPENSATION AND EXPENSES)

Action	Employer Name	Compensation	Reimbursed Expenses	Non-Reimbursed Expenses
Edit | Zero Report: ☐	TEST LOBBYING	$3,000.00	$500.00	$0.00

Save & Resume Later | Previous | Next

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Page 6 is the Schedule A or lobbyist compensation and expenses page. To specify compensation earned during the reporting period, you will need to click on the “Edit” button.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

SCHEDULE A (COMPENSATION AND EXPENSES)

Action	Employer Name	Compensation	Reimbursed Expenses	Non-Reimbursed Expenses
TEST LOBBYING				

Reimbursable Expenditures

	Food/Beverage	Living Accomodations	Travel	Other	
This Report:	$100.00	$100.00	$300.00	$0.00	
Previous Total:	$0.00	$0.00	$0.00	$0.00	$0.00
New Total:	$100.00	$100.00	$300.00	$0.00	$500.00

Non-Reimbursable Expenditures

	Food/Beverage	Living Accomodations	Travel	
This Report:	$0.00	$0.00	$0.00	
Previous Total:	$0.00	$0.00	$0.00	$0.00
New Total:	$0.00	$0.00	$0.00	$0.00

Compensation

	Fee / Salary	Other	
This Report:	$3,000.00	$0.00	
Previous Total:	$0.00	$0.00	$0.00
New Total:	$3,000.00	$0.00	$3,000.00

Cancel Update

Save & Resume Later Previous Next

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This is what the Schedule A section page looks like when you go into the detailed breakdown of the information. Notice you have three sections, Reimbursable, Non-Reimbursable and Compensation. Make sure you enter numbers only, do not use dollar signs. Remember that compensation should be reported based on when services were rendered as opposed to when checks where cut.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

SCHEDULE A-1 (FOOD AND BEVERAGES > $15)

Date	Recipient	Reimbursable Amount	Non-Reimbursable Amount	Action
No Food / Beverage Expenses above $15				
Add Food / Beverage				

Summary

Total: $0.00

Save & Resume Later | Previous | Next

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State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

SCHEDULE A-1 (FOOD AND BEVERAGES > $15)

Date	Recipient	Reimbursable Amount	Non-Reimbursable Amount	Action

Date Provided: 8/14/2014

Reimbursed By: None

Recipient: Senator X

Is Recipient NOT a Legislator/Legislative Employee? ☐

Non-Reimbursable Amount: $ 38.59

Cancel | Add Item

Summary

Total: $0.00

Save & Resume Later | Previous | Next

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Schedule A-1 is for reporting food and beverage over $15 that you may have provided to a public official during the reporting period. The bottom screen is the one you will see if you have chosen to add food or beverage. Notice that once you have entered the relevant information you need to click on the blue “Add Item” button in the middle of the screen.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

SCHEDULE A-1 (FOOD AND BEVERAGES > $15)

Date	Recipient	Reimbursable Amount	Non-Reimbursable Amount	Action
8/14/2014	Senator X	$0.00	$38.59	Edit Delete

Date Provided: 8/14/2014

Reimbursed By: None

Recipient: Jane X

Is Recipient NOT a Legislator/Legislative Employee? ☑

Recipient Relationship to Legislator/Legislative Employee: Spouse

Legislator/Legislative Employee which whom relationship exists: Senator X

Non-Reimbursable Amount: $ 34.98

Cancel | Add Item

Summary

Total: **$38.59**

Save & Resume Later | Previous | Next

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If the recipient is not a legislator or legislative employee, you will need to click on the corresponding box and then state what the recipients relationship is to the public official and the name of the public official. When you have hit the “Add Item” button, click on the blue “Next” button in the lower right.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

Lobbyist Report Form

3rd Quarter: 7/1/2014 to 9/30/2014

Schedule A-1 (Food and Beverages > $15)

Date	Recipient	Reimbursable Amount	Non-Reimbursable Amount	Action
8/14/2014	Senator X	$0.00	$38.59	Edit Delete
8/14/2014	Jane X	$0.00	$34.98	Edit Delete
Add Food / Beverage				

Summary

Total: **$73.57**

Save & Resume Later | Previous | Next

Food / Beverage Successfully Added

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If you have multiple individuals for whom you provided food and beverage to then you can add multiple lines. Just keep clicking on the “Add Food/Beverage” link shown roughly in the middle of the screen.

Schedule A (Compensation and Expenses)

Employer Name	Compensation		Reimbursable Expenses		Non-Reimbursable Expenses	
TEST LOBBYING	**Fee / Salary**	$3,000.00	**Food / Beverage**	$100.00	**Food / Beverage**	$0.00
	Other	$0.00	**Living**	$100.00	**Living**	$0.00
			Travel	$300.00	**Travel**	$0.00
			Other	$0.00		
	Totals		**Totals**		**Totals**	
	This Report	**$3,000.00**	**This Report**	**$500.00**	**This Report**	**$0.00**
	Previous Total	**$0.00**	**Previous Total**	**$0.00**	**Previous Total**	**$0.00**
	New Total	**$3,000.00**	**New Total**	**$500.00**	**New Total**	**$0.00**

Schedule A-1 (Food and Beverages > $15)

Date	Recipient	Recipient Detail	Reimbursed By	Reimbursable Amount	Non-Reimbursable Amount
08/14/2014	Senator X	None	Not Reimbursed	$0.00	$38.59
08/14/2014	Jane X	**Official's Name:** Senator X **Relationship:** Spouse	Not Reimbursed	$0.00	$34.98
Total Food and Beverage Costs Reported: $73.57					

Save & Resume Later | Previous | Sign and Submit

The final page has everything in the report on a single page for you to review. If you need to change anything use the blue “Previous” button in the lower right corner. Just scroll you way to the bottom of the page and when you are happy with everything, click on the blue “Sign and Submit” button in the lower right corner.

myAlaska

Signed in as joanstest: Sign Out

HOME | SERVICES | MYPROFILE | MYDOCUMENTS | HELP

Return to APOC - Disclosure Forms

SIGNING CEREMONY

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the **myAlaska Help Center**.

Document Details

Title: Lobbyist Report
Description: Mize, Joan
Department: Department of Administration
Division: Public Offices Commission
Size: 15890 bytes
Certified Date:

View Document

Password:

Sign and Submit | Cancel

You will be taken to a page which has a window in which you can enter your password, the same password you used to sign in to your account. When you are ready, click on the "Sign and Submit" button.

State of Alaska > Department of Administration > APOC > Online Forms

Lobbyist Report Form

Form Submitted

Please print the form for your records. Click 'Print' to show a popup with the form just submitted.

Print My Filings

Other Users: Administrators and Preparers

Manage Users

Add other Administrators and Preparers in the "Administration" section, or click the link above.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Lobbyist Report

Lobbyist Report Form Filings

Start New Form

Name	Report	Status	File Date	Action
Mize, Joan	2014 - 3rd Quarter	**Submitted**	10/24/2014	View / Print Copy Amend

You will be taken to a page that will let you know that the form has been submitted. You will then have the option to either print the report you just filed, or return to your filings. From the filings page you can also see clearly that the status of your report is “Submitted”. Congratulations, you are done with that report.

HOW TO FILE AN EMPLOYER OF LOBBYIST REPORT

State of Alaska | MyAlaska TEST | myAlaska | Government | Resident | Business in Alaska | Visiting Alaska | State Employees

APOC Online Forms (joanstest) Logout

-TEST- | POFD/LFD | REGISTER | CAMPAIGN FORMS | LOBBYING | INDEPENDENT EXPENDITURES | ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying

LOBBYING FORMS

LOBBYIST

Lobbyist Profile
Create a new or manage existing Lobbyist Profile.
A lobbyist profile must be created before filing electronic Lobbyist Reports or Registrations.

Lobbyist Registration
Professional and/or compensated lobbyists must register with APOC prior to doing any lobbying that calendar year.

Lobbyist Reports
Registered Lobbyists must file expected reports electronically after Lobbying Start Date.

Lobbyist Contributions to Legislative Candidates Report 15-5A
Registered Lobbyists who make contributions in any amount to Legislative Candidates must file a 15-5A report within 30 days of the contribution.

Lobbyist Representatives and Preparers
Manage Preparers for Lobbyist Forms

EMPLOYER OF LOBBYIST

Employer of Lobbyist Profile
Create a new or manage existing Employer of Lobbyists Profile.
An Employer of Lobbyists profile must be created before filing electronic Employer of Lobbyists Reports or Registrations.

Employer Review of Lobbyist Registrations
Employer of Lobbyists must electronically sign the Lobbyist Registration of any employed lobbyist active during the calendar year.

Employer of Lobbyist Reports
Registered Employers of Lobbyists with active Lobbyists during the calendar year must file expected reports electronically.

Employer of Lobbyist Representatives and Preparers
Manage Administrators and Preparers for Employer of Lobbyists Forms

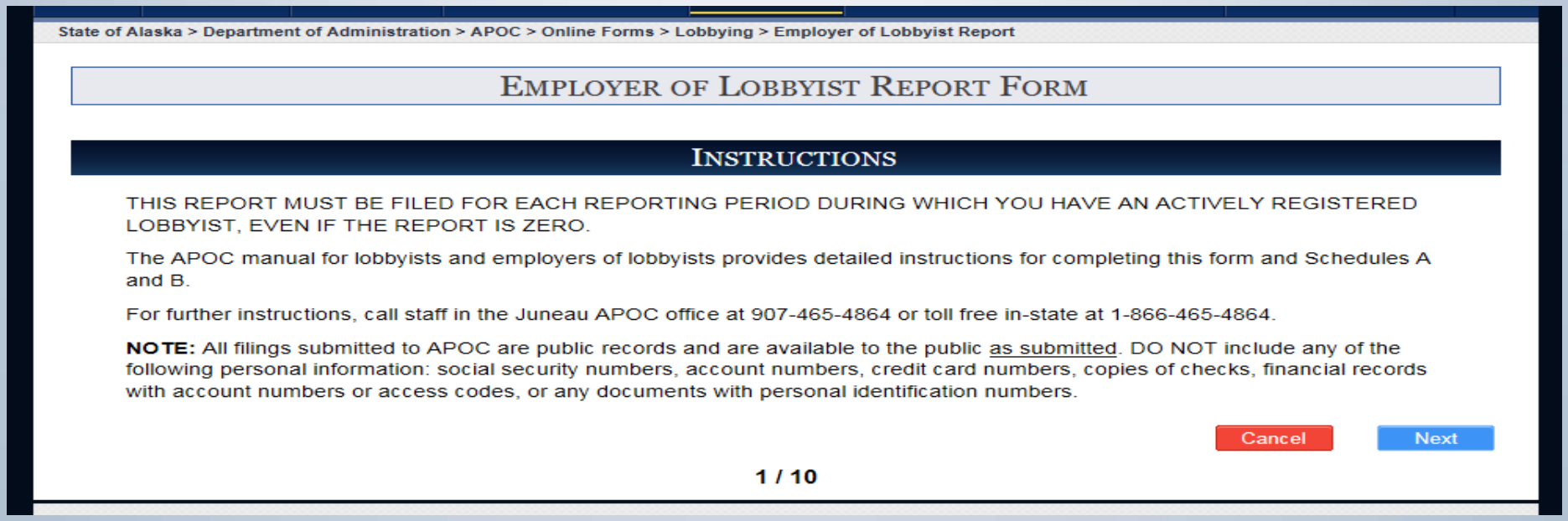
NEED HELP?

If you are unsure of which form to file or have any questions, please contact a member of APOC Staff before filing:

- Email: doa.poc.apocforms_feedback@alaska.gov
- Phone: (800) 478-4176 Statewide Toll Free
  (907) 276-4176 Anchorage

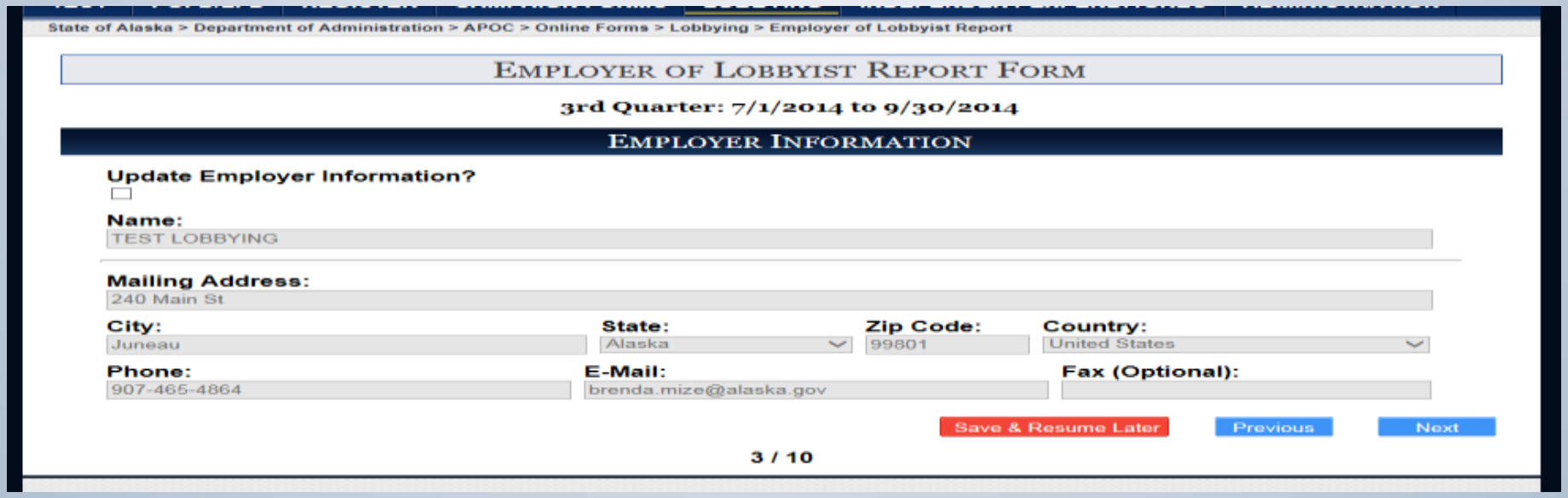
In order to start an employer of lobbyist report you make sure you're on the main navigation page for lobbying reporting by clicking on the "Lobbying" tab at the top. Then in the employer of lobbyist section of the page that comes up, click on the "Employer of Lobbyist Reports" link.

If you want to create a new employer report, simply click on the red “Start New Form” button in the upper left of the screen.



This will take you to the first page of the employer report. This page has some good basic information about the reporting process, including contact info for you if you get stuck. When you are ready to proceed, click on the blue “Next” button in the bottom right corner.

On page 2 you need to indicate a few specifics about the quarterly report you wish to fill out.



Page 3 is the employer contact information that is auto-populated based on the employers profile. If you want to update anything on the page, simply click on the “Update Employer Information” box in the upper left of the screen.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Employer of Lobbyist Report

Employer of Lobbyist Report Form

3rd Quarter: 7/1/2014 to 9/30/2014

Employer Gifts

Please report the date and nature of any gift exceeding $100 made to any public official during this reporting period. AS 24.45.061(b)(4)

Date	Name	Position	Nature of Gift	Value	Action
No Gifts					
Add Gift					

Summary

Total Gifts / Exchanges: **$0.00**

Save & Resume Later | Previous | Next

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This is the gifts section of the employer report. If you have nothing to report, just click the blue “Next” button in the lower right. If you do have something to report, click on the “Add Gift” link in the middle of the page.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Employer of Lobbyist Report

Employer of Lobbyist Report Form

3rd Quarter: 7/1/2014 to 9/30/2014

Employer Gifts

Please report the date and nature of any gift exceeding $100 made to any public official during this reporting period. AS 24.45.061(b)(4)

Date	Name	Position	Nature of Gift	Value	Action
7/23/2014	Rep Test	Representative	Whalebone Carving	$275.00	Edit Delete

Date: **Value:** $

Public Official Name: **Public Official Position:**

Nature of Gift:

Cancel Add Item

Summary

Total Gifts / Exchanges: **$275.00**

Save & Resume Later Previous Next

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This is the screen in which you will detail any gifts that were given during the reporting period. When you have entered all the relevant information, be sure to click on the blue “Add Item” button in the middle of the screen.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Employer of Lobbyist Report

Employer of Lobbyist Report Form

3rd Quarter: 7/1/2014 to 9/30/2014

Employer Gifts

Please report the date and nature of any gift exceeding $100 made to any public official during this reporting period. AS 24.45.061(b)(4)

Date	Name	Position	Nature of Gift	Value	Action
7/23/2014	Rep Test	Representative	Whalebone Carving	$275.00	Edit Delete
8/14/2014	Senator X	State Senator	Painting	$125.00	Edit Delete
Add Gift					

Summary

Total Gifts / Exchanges: **$400.00**

Save & Resume Later | Previous | Next

Gift Successfully Added

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This is what the gift information will look like once it is all entered. At this point simply hit the “Next” button to continue filling out the report.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Employer of Lobbyist Report

EMPLOYER OF LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

NOTICE OF TERMINATION

Please enter the last date of lobbying activities for any lobbyist on whose behalf you terminated lobbying activities during this reporting period.

Name	Termination Date
2014 - Mize, Joan	
2014 - Dalberg, Heather	

Save & Resume Later | Previous | Next

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Page 5 is where you will enter a date of termination if you ended the contract with the lobbyist during the reporting period. Be aware that once you have terminated your lobbyist, you will not be able to re-register with them for the remainder of the calendar year.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Employer of Lobbyist Report

EMPLOYER OF LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

INTERESTS OF EMPLOYER

Provide a general description of the legislative and administrative action the employer of lobbyist attempted to influence during the period. Report specific bill numbers when possible. AS 24.45.061(a)(5).

Passage of oil and gas bill - SB 138.
Lobbying pictures in lobbyist directory.

Describe the nature and interest of the entity employing or retaining lobbying services.

Lobbying activities in the State of Alaska.

Save & Resume Later | Previous | Next

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On page 6 we just need a sentence or two about the legislative and administrative action the employer is lobbying during the reporting period. Also write a simple statement about the business interest of the employer.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Employer of Lobbyist Report

Employer of Lobbyist Report Form

3rd Quarter: 7/1/2014 to 9/30/2014

Schedule A (Compensation and Expenses Paid To or On Behalf of the Lobbyist)

Action	Lobbyist Name	Compensation	Expenses
Edit | Zero Report: ☐	2014 - Mize, Joan	$0.00	$0.00
Edit | Zero Report: ☐	2014 - Dalberg, Heather	$0.00	$0.00

Save & Resume Later | Previous | Next

- *Please either provide Compensation and Expense Details for 2014 - Mize, Joan before continuing OR mark as No Activity.*
- *Please either provide Compensation and Expense Details for 2014 - Dalberg, Heather before continuing OR mark as No Activity.*

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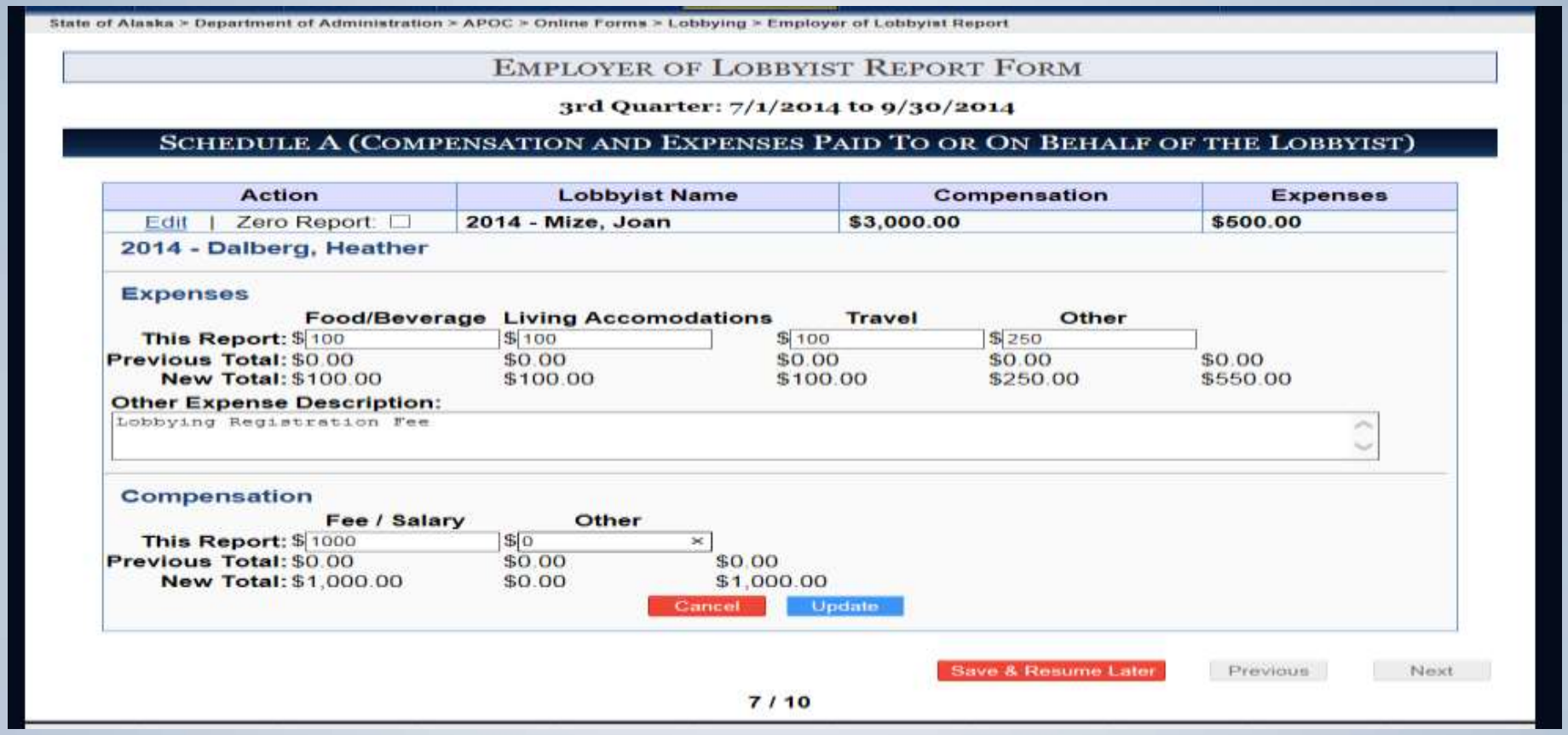
Schedule A is the section in which you will report any compensation during the reporting period. Notice the left “Action” column where you will choose to either click on the “Edit” link if you have something to report, or click on the “Zero Report” box.



If you have something to report, this is where you will do it. Any expenses reimbursed to the lobbyist for food or beverages, living accommodation, travel or “Other” which is anything that doesn’t fit into the other fields. A common example of an “other” reimbursement is if the employer reimbursed the lobbyist registration fee to the lobbyist. Below that we have the area where you will enter the compensation. In this section the “Other” field is to report any type of compensation that was not in the form of money, for example investments, real-estate, etc. When you have entered all the required information, be sure to click on the blue “Update” button. Click on the “Next” button in the lower right corner when you are ready to move to the next section.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Employer of Lobbyist Report

EMPLOYER OF LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

SCHEDULE B (IN-HOUSE COSTS RELATED TO LOBBYING)

Please report expenses incurred in support of lobbying activities but not paid to or on behalf of your registered lobbyist. AS 24.45.061(b)(3).

Employee Name	Lobbying Activity	Support of Lobbying	Amount	Action
No In-House Costs Related to Lobbying				
Add In-House Lobbying Cost				

In-House Costs Related to Lobbying

In-House Total: **$0.00**
Previous In-House Total: **$0.00**
New In-House Total: **$0.00**

Save & Resume Later | Previous | Next

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Schedule B consists of either “In-House” expenses or “Out-Sourced” expenses incurred by the employer during the reporting period. Page 8 is where you would enter any In-House lobbying costs. Click on the “Add In-House Lobbying Cost” link in the middle of the screen if you have something to report. If not, click on the blue “Next” button in the lower right of the screen.

EMPLOYER OF LOBBYIST REPORT FORM

3rd Quarter: 7/1/2014 to 9/30/2014

SCHEDULE B (IN-HOUSE COSTS RELATED TO LOBBYING)

Please report expenses incurred in support of lobbying activities but not paid to or on behalf of your registered lobbyist. AS 24.45.061(b)(3).

Employee Name	Lobbying Activity	Support of Lobbying	Amount	Action

Employee Name: John Test

Amount: $ 545.00

Lobbying Activity:
Meeting with Sen X for 1 hour on 8/14/14. Reimbursement of taxi, hotel and meals.

Support of Lobbying:
Scheduled meetings, developed materials, printed materials, and prepared lobbyist for meetings. 14 hours.

Cancel | Add Item

In-House Costs Related to Lobbying

In-House Total: **$0.00**
Previous In-House Total: **$0.00**
New In-House Total: **$0.00**

Save & Resume Later | Previous | Next

8 / 10

In-house lobbying costs are if you had an employee of your organization who spent more than 10 hours in a calendar month doing activity in support of lobbying (such as making copies, setting up meetings). You would pro-rate their time and report it here.

If you had an employee spend any time doing lobbying activity (communicating with a public official for the purpose of influencing legislative or administrative action) then you would pro-rate their time and report it here. Keep in mind, if the employee spends more than 10 hours in any 30 day period doing lobbying activity they need to register as a lobbyist.

Click on the blue “Add Item” button in the middle of the screen when you have entered the requisite information. Click on the blue “Next button to proceed to the following page.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Employer of Lobbyist Report

Employer of Lobbyist Report Form

3rd Quarter: 7/1/2014 to 9/30/2014

Schedule B (Outsourced Costs Related to Lobbying)

Please report expenses incurred in support of lobbying activities but not paid to or on behalf of your registered lobbyist. AS 24.45.061(b)(3).

Date	Payee/Vendor	Purpose	Amount	Action
No Outsourced Costs Related to Lobbying				
Add Outsourced Lobbying Cost				

Outsourced Costs Related to Lobbying Summary

Outsourced Total: **$0.00**
Previous Outsourced Total: **$0.00**
New Outsourced Total: **$0.00**

Save & Resume Later | Previous | Next

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This page is where you will report any outsourced costs related to lobbying. An example of an outsourced lobbying cost is if you flew employees to Juneau during the legislative session, you would put the airfare and hotel fees in this section. Another common listing is if your organization had a reception during legislative session, you would report the catering costs here as well as any associated room reservation fees. If you have something to report, click on the “Add Outsourced Lobbying Cost” link in the middle of the screen. If you have nothing to report, click on the blue “Next” button in the lower right of the screen.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Employer of Lobbyist Report

Employer of Lobbyist Report Form

3rd Quarter: 7/1/2014 to 9/30/2014

Schedule B (Outsourced Costs Related to Lobbying)

Please report expenses incurred in support of lobbying activities but not paid to or on behalf of your registered lobbyist. AS 24.45.061(b)(3).

Date	Payee/Vendor	Purpose	Amount	Action

Date: 7/9/2014

Amount: $ 1200

Payee/Vendor Name: Alaska Airlines

Address: International Drive

City: Seattle

State: Washington

Zip Code: 98111

Country: United States

Compensation or Purpose of Expenditure:

Airfare for Joan Test, Sen X, and Jane X to attend event.

Cancel | Add Item

Outsourced Costs Related to Lobbying Summary

Outsourced Total: **$0.00**
Previous Outsourced Total: **$0.00**
New Outsourced Total: **$0.00**

Save & Resume Later | Previous | Next

This is the page that shows the specifics of the outsourced costs. Be sure to click on the blue “Add Item” button in the middle of the screen when you have entered everything that you need to. Click on the “Next” button in the lower right of the screen when you are happy with everything.

Outsourced Costs Related to Lobbying

Date	Payee/Vendor	Address	Purpose	Amount
07/09/2014	Alaska Airlines	International Drive Seattle, Washington 98111	Airfare for Joan Test, Sen X, and Jane X to attend event.	$1,200.00
08/14/2014	Alaska Airlines	International Drive Seattle, Washington 98111	Airfare for John Test to go to Juneau.	$400.00
09/15/2014	Mize Consulting	Main St Juneau, Alaska 99801	Research on lobbying laws and requirements for lobbyists to wear ID badges.	$3,500.00
			Total	**$5,100.00**

Costs Related to Lobbying Totals

This Report	**$5,645.00**
Previous Total	**$0.00**
New Total	**$5,645.00**

Save & Resume Later | Previous | Sign and Submit

On page 10 or 10 you will see the report in its entirety. Scroll through it looking for anything that you would like to change. If you need to return to a previous page, simply click on the blue “Previous” button in the lower right corner. When you are ready to submit the report, click on the “Sign and Submit” button in the lower right corner.

myAlaska

Signed in as joanstest: Sign Out

HOME | SERVICES | MYPROFILE | MYDOCUMENTS | HELP

Return to APOC - Disclosure Forms

SIGNING CEREMONY

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the **myAlaska Help Center**.

Document Details

Title: Employer of Lobbyist Report
Description: TEST LOBBYING
Department: Department of Administration
Division: Public Offices Commission
Size: 15380 bytes
Certified Date:

View Document

Password:

Sign and Submit | Cancel

You will the be taken to the submit page. Enter your password in the field in the middle of the screen. You should be using the same password you used to sign into the Insight filing system. Then click on the “Sign and Submit” button just below you password.

State of Alaska > Department of Administration > APOC > Online Forms

Employer of Lobbyists Report Form

Form Submitted

Please print the form for your records. Click 'Print' to show a popup with the form just submitted.

Print My Filings

Other Users: Administrators and Preparers

Manage Users

Add other Administrators and Preparers in the "Administration" section, or click the link above.

This page indicates that you have submitted your form and gives you the choice to either print the report you just submitted or go back to your filings page.

State of Alaska > Department of Administration > APOC > Online Forms > Lobbying > Employer of Lobbyist Report

Employer of Lobbyist Report Form Filings

Start New Form

Name	Report	Status	File Date	Action
TEST LOBBYING	2014 - 3rd Quarter	**Submitted**	10/24/2014	View / Print Copy Amend

From your filings page you can see clearly in the “Status” column that the report you were working on is submitted. Also, if you ever start a report but do not finish it, you can return to this page to continue to work on it. In addition you can choose to amend a report that you have already submitted by clicking on the “Amend” link in the far right column.

COURSE REVIEW QUESTIONS

Thank you for taking the
Ethics and Compliance
training for lobbyists and employers of lobbyists.

To fulfill your statutory requirement please type in the address below to go through the review questions and then send us the ethics training verification form when you are done:

http://doa.alaska.gov/apoc/lobbytest