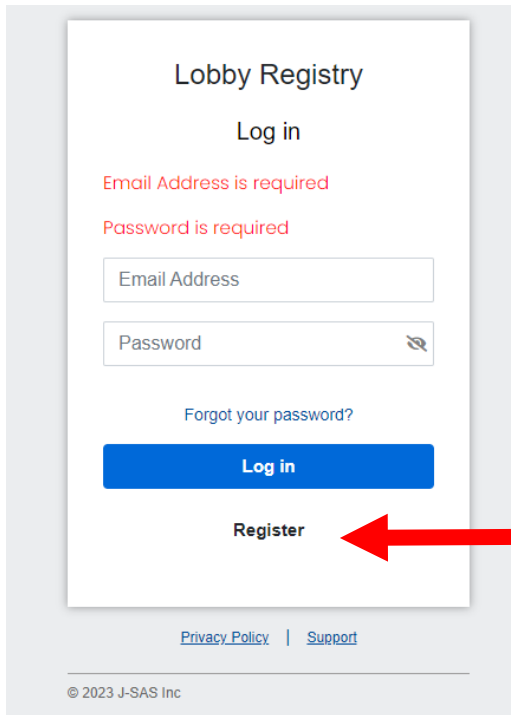


**Lobbyist Registry –
A Guide for Lobbyists on Registration**

— *City of* —
PICKERING

1. Click '**Register**' to get started.



Lobby Registry

Log in

Email Address is required

Password is required

Email Address

Password

Forgot your password?

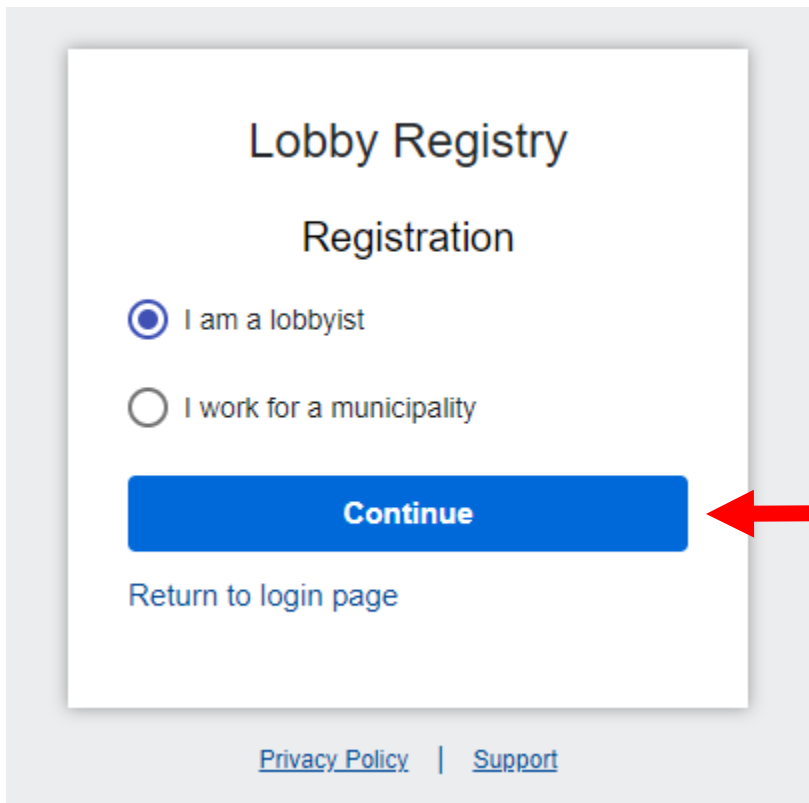
Log in

Register

[Privacy Policy](#) | [Support](#)

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2. Select '**I am a lobbyist**' and click '**Continue**'.



Lobby Registry

Registration

I am a lobbyist

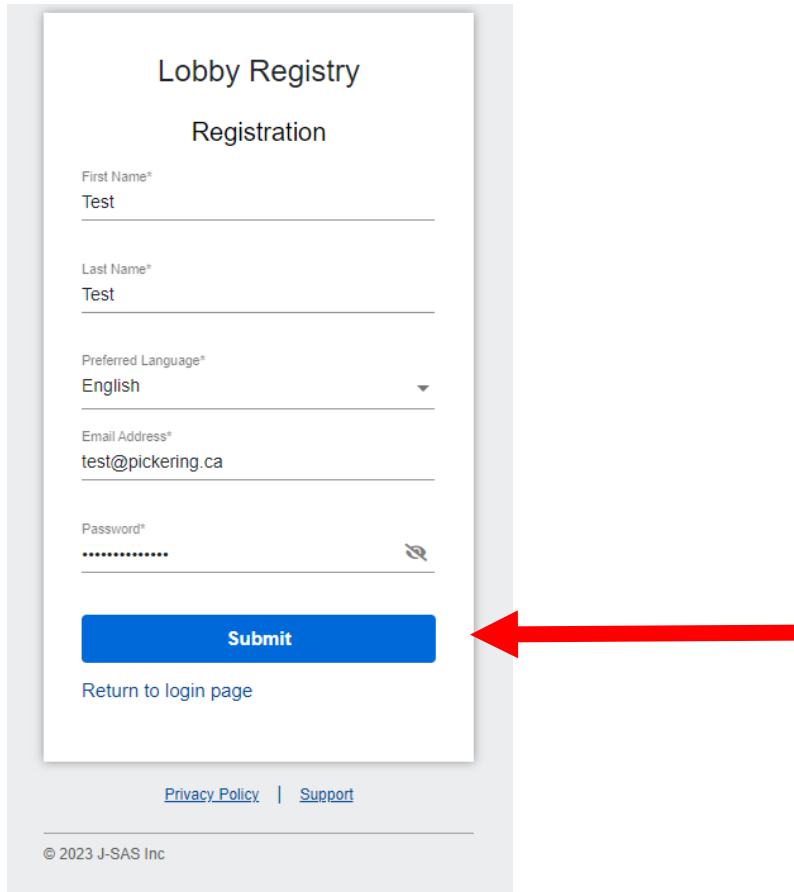
I work for a municipality

Continue

[Return to login page](#)

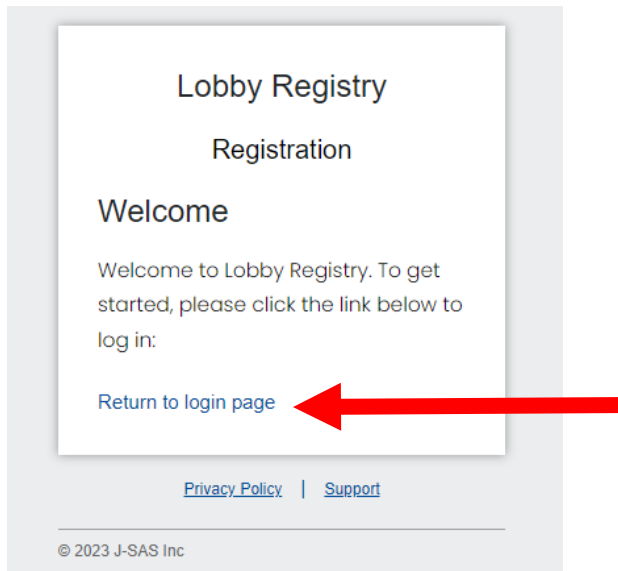
[Privacy Policy](#) | [Support](#)

3. Enter your First Name, Last Name, Preferred Language, Email Address, Password. Click **'Submit'**.



The screenshot shows the 'Lobby Registry Registration' form. The fields are filled with test data: First Name 'Test', Last Name 'Test', Preferred Language 'English', Email Address 'test@pickering.ca', and Password '.....'. A blue 'Submit' button is highlighted with a red arrow pointing to it from the right. Below the button is a link 'Return to login page'. At the bottom of the form are links for 'Privacy Policy' and 'Support', and a copyright notice '© 2023 J-SAS Inc'.

4. Click **'Return to login page'**.



The screenshot shows the 'Lobby Registry Registration' welcome page. It displays the heading 'Welcome' and a message: 'Welcome to Lobby Registry. To get started, please click the link below to log in:'. A blue link 'Return to login page' is highlighted with a red arrow pointing to it from the right. At the bottom of the page are links for 'Privacy Policy' and 'Support', and a copyright notice '© 2023 J-SAS Inc'.

5. Enter your email address and password. Click **'Log in'**.

Lobby Registry

Log in

clerks@pickering.ca

.....

[Forgot your password?](#)

Log in

[Register](#)

[Privacy Policy](#) | [Support](#)

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6. Enter the verification code that was sent to your email address. Click **'Verify'**.

Lobby Registry

Verify your email

We have sent you an email with your verification code that will expire in 20 minutes. This extra step shows it's really you trying to access your account.

Email Address
elections@pickering.ca

Remember this device

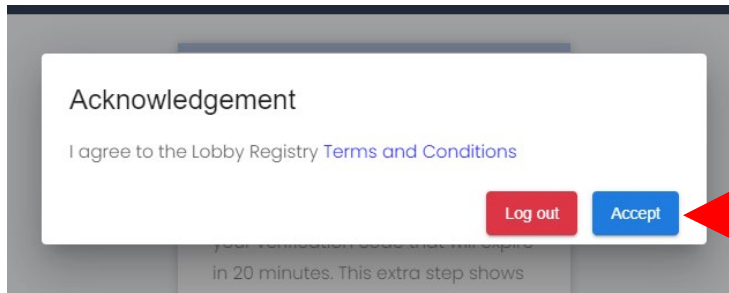
Verify

[Send a New Verification Code](#)

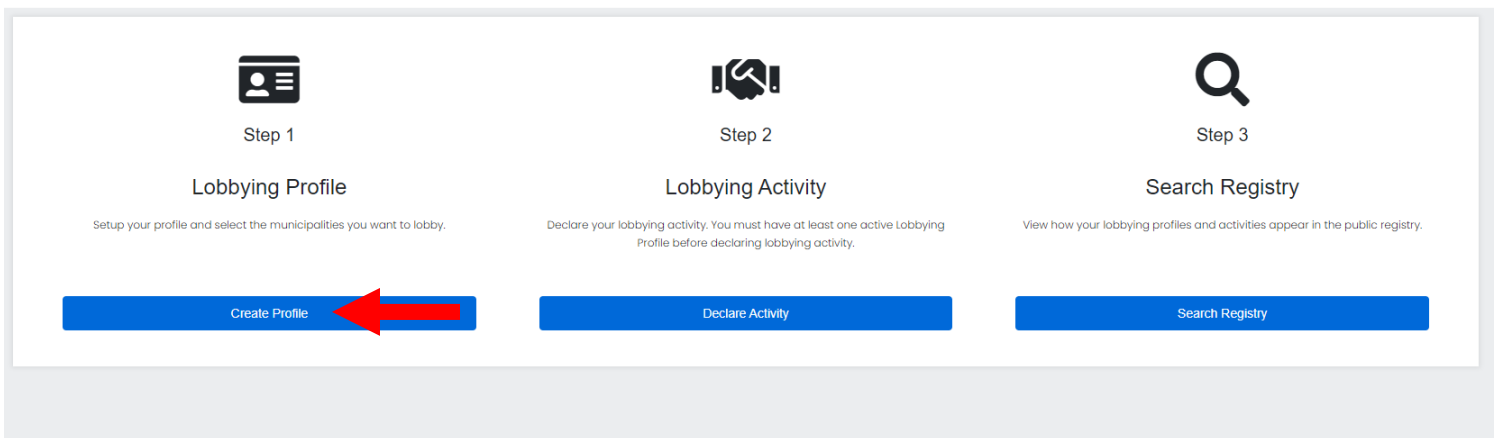
[Privacy Policy](#) | [Support](#)

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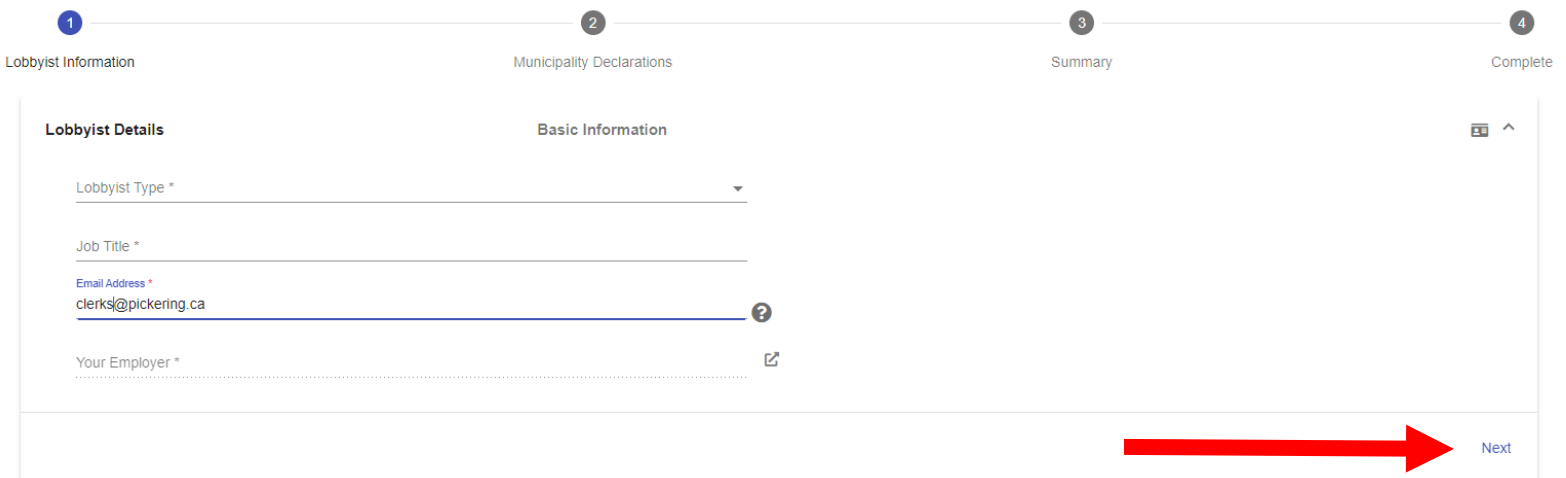
7. Read the Terms and Conditions and click '**Accept**' to continue.



8. Your account set up is now complete. The next step is to create a profile. Click '**Create Profile**'.



9. Enter Lobbyist Details and click '**Next**'.



10. Enter Client Details and click 'Continue to next step'.

The screenshot shows a four-step progress bar at the top: 1. Lobbyist Information, 2. Municipality Declarations, 3. Summary, and 4. Complete. The main content area is titled 'Lobbyist Details' and 'Basic Information'. Below this is a section for 'Client Details' with the heading 'Add your clients'. Under 'Client #1', there are several fields: 'Lobbying on behalf of *' with the value 'aacompany006', 'Is this client a subsidiary of another company? *' with radio buttons for 'Yes' and 'No' (selected), 'Does your client have any subsidiary beneficiaries?' with radio buttons for 'Yes' and 'No' (selected), and 'Select municipalities to be lobbied. *' with a dropdown menu showing 'City of Pickering'. At the bottom right of the form, there are two buttons: 'Previous' and 'Continue to next step'. A red arrow points to the 'Continue to next step' button.

11. To continue, you will need to select the check box to reading and agreeing to the City of Pickering Lobbyist Registry By-law and Lobbyist Code of Conduct. Click 'Continue to next step'.


The screenshot shows the same four-step progress bar. The main content area is titled 'City of Pickering'. It contains a single checkbox with the text: 'I have read and agree to abide by By-law No. 8003/23, being a by-law to establish and maintain a Lobbyist Registry for The Corporation of the City of Pickering, inclusive of Schedule A - Lobbyist Code of Conduct. View the by-law'. The checkbox is checked. At the bottom right, there are two buttons: 'Previous' and 'Continue to next step'. A red arrow points to the 'Continue to next step' button.

12. Review the information and click 'Save'.

Progress bar: 1. Lobbyist Information, 2. Municipality Declarations, 3. Summary, 4. Complete

Summary

Please review the information below. When satisfied, click the Save button to save your lobbying profile.

[Save](#) 

Lobbyist Details	
Lobbyist Type	Voluntary Lobbyist
Job Title	Volunteer
Email Address	elections@pickering.ca
Your Employer	A Foundation

[Edit](#) [Next](#)

Client Details

Municipality Declarations


13. You have successfully created your lobbyist profile, now click 'Declare Activity' to start entering lobbying activity details.

Progress bar: 1. Lobbyist Information, 2. Municipality Declarations



Complete


Your profile has been saved. You may now submit lobbying activity as part of this profile.


[Declare Activity](#) [Return to Lobbyist Profile Dashboard](#)




14. Select 'City of Pickering' under 'Municipality to be Lobbied' and click 'Next'.



Municipality to be Lobbied Select Municipality  



Municipality to be Lobbied *
City of Pickering 


 [Next](#)



Lobbying Activity Add details about your lobbying activity 

15. Enter Lobbying activity details and click 'Save'.



Municipality to be Lobbied Select Municipality  



Lobbying Activity Add details about your lobbying activity  

Lobbying Profile * + Add New 


Topic Categories (Select all that apply) *  Lobbying Purpose (Select all that apply) * 

Description 0 / 20000

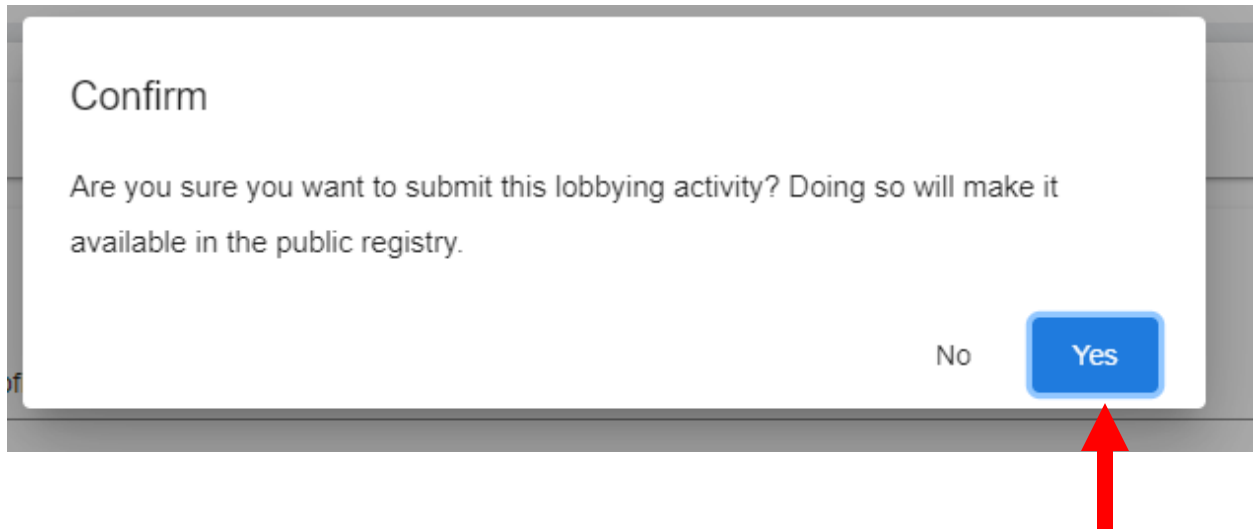
Communication Method (Select all that apply) *  Start/End Date of Lobbying Activity 

Department/Office being lobbied (Select all that apply) *  Council/Staff member being Lobbied (Select all that apply) 

[Previous](#) [Save](#)



16. Click **Yes** to confirm submitting the lobbying activity to the City of Pickering Lobbyist Registry.



17. You have successfully entered your lobbying activity details.

