

# Lobbyist Registry

A Guide for Lobbyists on Registration

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# Creating an Account

1. From the City of Pickering Lobbyist Registry webpage, click the “Register as a Lobbyist” button.

## How Do I Register?

**Step 1:** Read the [Lobbyist Registry By-law and Lobbyist Code of Conduct](#)

**Step 2:** Complete the online form to register as a lobbyist by clicking the button below.

[Register as a Lobbyist](#)



# Creating an Account

2. Select “Sign up now

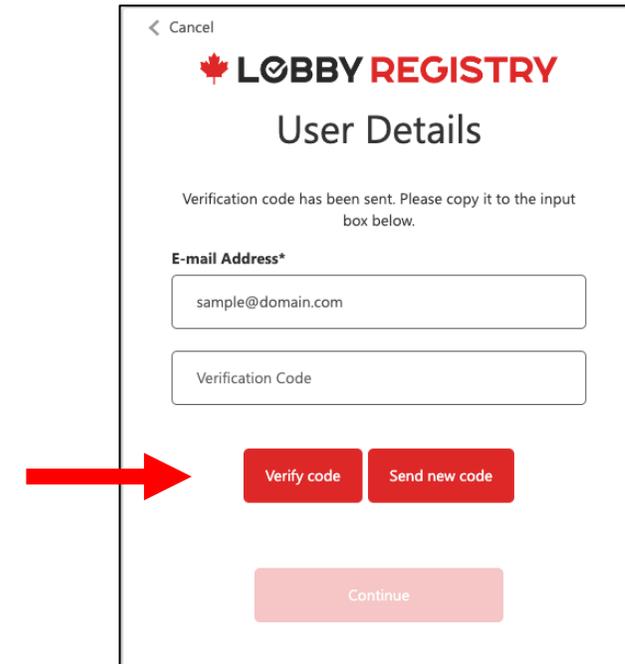
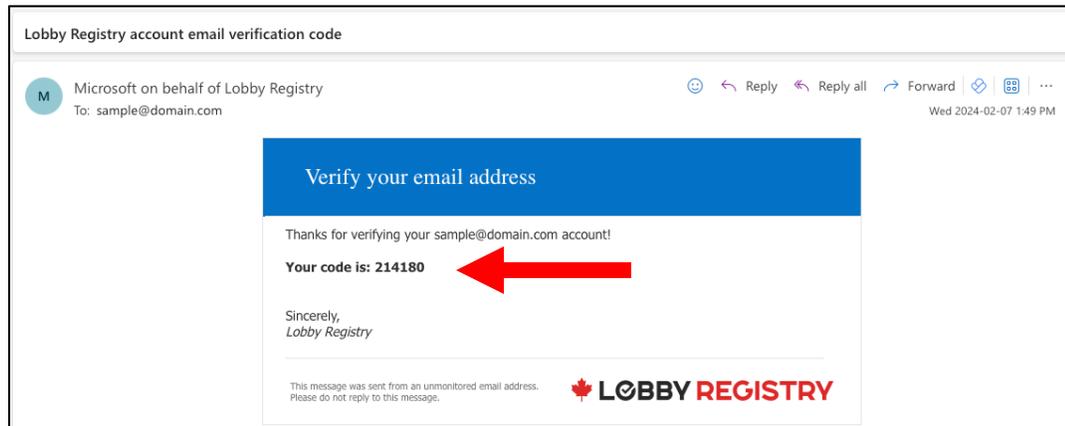
**LOBBY REGISTRY**  
Sign in  
Sign in with your email address  
Email Address  
Password  
[Forgot your password?](#)  
Sign in  
Don't have an account? [Sign up now](#)

3. Enter your Email Address and Click “Send Verification Code”.

< Cancel  
**LOBBY REGISTRY**  
User Details  
Email Address  
Send verification code  
Continue

# Creating an Account

4. Once you receive the Verification Email, enter your Code and click “Verify Code”.



# Creating an Account

5. Enter your email address, password, confirm password, First Name, and Last Name. Select Preferred Language, Click “Create”.

< Cancel

**LOBBY REGISTRY**

User Details

E-mail Address

New Password

Confirm New Password

First Name

Last Name

Preferred Language\*

Preferred Language

Create

6. Read the Terms and Conditions and click “Accept” to continue.

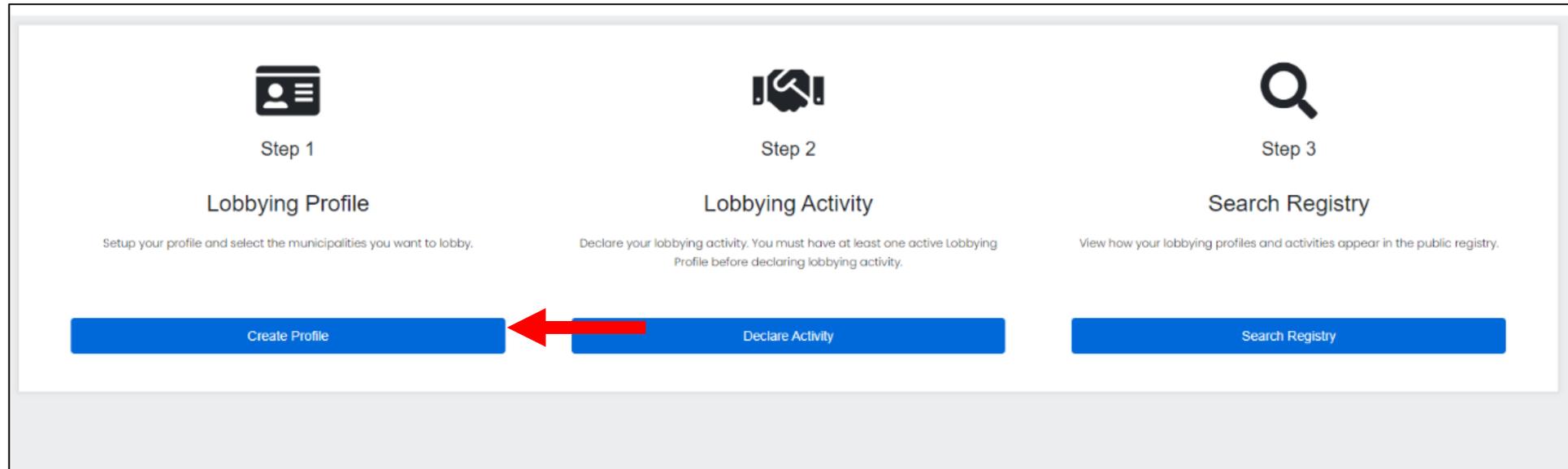
Acknowledgement

I agree to the Lobby Registry [Terms and Conditions](#)

Log out Accept

# Creating a Profile

1. Your account set up is now complete. The next step is to create a profile. Click “Create Profile”.



# Creating a Profile

2. Enter Lobbyist Details and click “Next”.

The screenshot shows a progress bar at the top with four steps: 1 (Lobbyist Information), 2 (Municipality Declarations), 3 (Summary), and 4 (Complete). Step 1 is active. Below the progress bar, the form is titled 'Lobbyist Details' and 'Basic Information'. It contains the following fields:

- Lobbyist Type \* (dropdown menu)
- Job Title \* (text input)
- Email Address \* (text input with value 'sample@domain.com' and a help icon)
- Your Employer \* (text input with a help icon)

A red arrow points to the 'Next' button at the bottom right of the form.

3. Enter Client Details and click “Continue to next step”.

The screenshot shows the same progress bar as the previous step, with step 1 (Lobbyist Information) active. The form is titled 'Employer Details' and 'Add details about your employer'. It contains the following fields:

- Is your employer a subsidiary of another company? (radio buttons for Yes and No, with 'No' selected)
- Does your employer have any subsidiary beneficiaries? (radio buttons for Yes and No, with 'No' selected)
- Select municipalities to be lobbied. \* (tagged input field with 'City of Pickering' and a close button 'x')

A red arrow points to the 'Continue to next step' button at the bottom right of the form.

# Creating a Profile

4. Read and agree to the City of Pickering Lobbyist Registry By-law and Lobbyist Code of Conduct. Click “Continue to next step”.

Lobbyist Information      Municipality Declarations      Summary      Complete

City of Pickering

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.](#)

Continue to next step

5. Review the information and click “Save”.

Lobbyist Information      Municipality Declarations      Summary      Complete

Summary

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

Save

**Lobbyist Details**

Lobbyist Type	In-House Lobbyist
Job Title	manager
Email Address	sample@domain.com
Your Employer	Sample Name

Edit      Next

Employer Details

Municipality Declarations

# Creating a Profile

6. Your lobbyist profile has been created and will be submitted for review prior to becoming available in the public registry. You will receive an email notification indicating that your submission is under review.

## Submission Received

Dear FirstName LastName,

Your Lobbyist Profile information has been submitted for review. Details are below:

Municipality: City of Pickering

Reference ID: 210

Lobbyist Name: FirstName Last Name

Employer: Sample Company

Please note that the Lobbyist is solely responsible for meeting the requirements of Lobbyist Registration according to the Lobbyist Registry By-law.

Thank you,  
Lobby Registry

# Creating a Profile

7. Once the Lobbyist Registry Administrator has reviewed the submission, you will receive an email notifying you that your status has been updated. Should your submission require any edits, you will receive an email notifying you of the item that requires clarification. If sufficient information is submitted, you will receive an email notifying you that your status is now Active.

This is an automated email. Please do not reply.

## **The status of your lobbyist profile has changed**

Dear FirstName LastName,

The status of your lobbyist profile has changed. Details are below:

Municipality: City of Pickering  
Reference ID: 323  
Previous Status: Pending Review

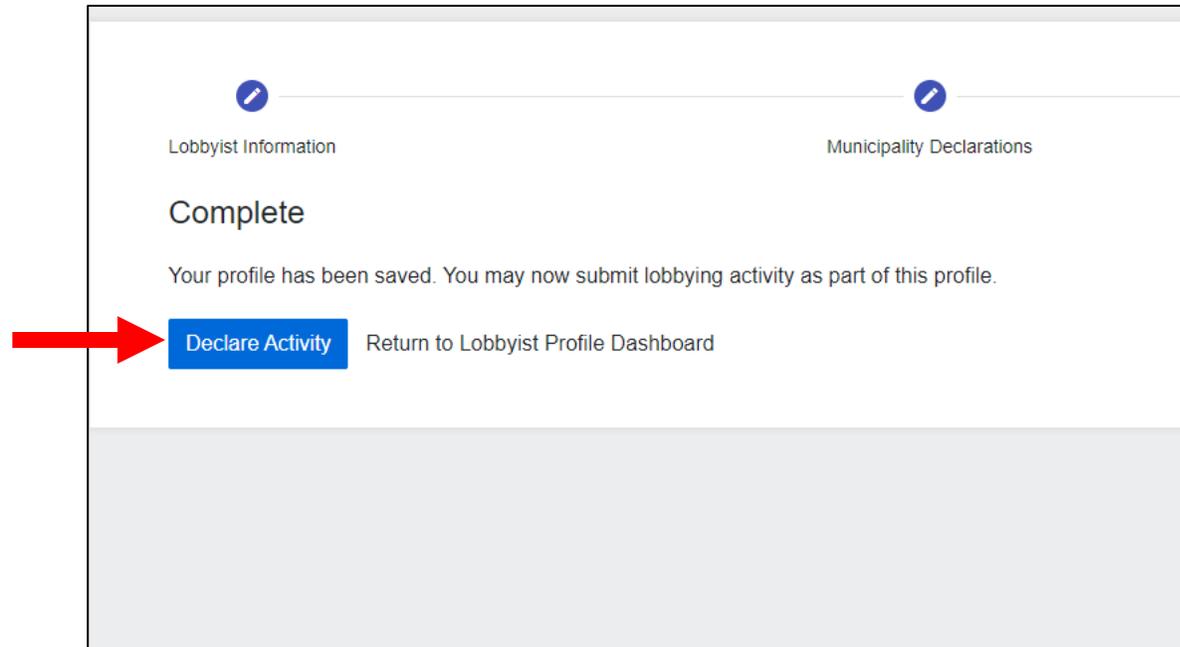
**New Status: Active**  
Comments: None

If you have any questions or concerns regarding this status change, please contact the municipality.

Thank you,  
Lobby Registry

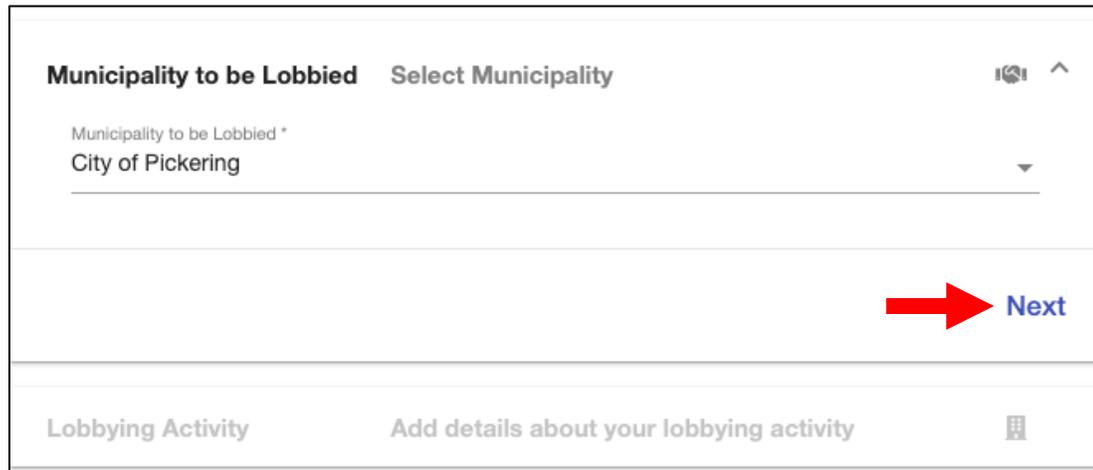
# Registering Lobbying Activity

8. You have successfully created your lobbyist profile, now click “Declare Activity” to start entering lobbying activity details.



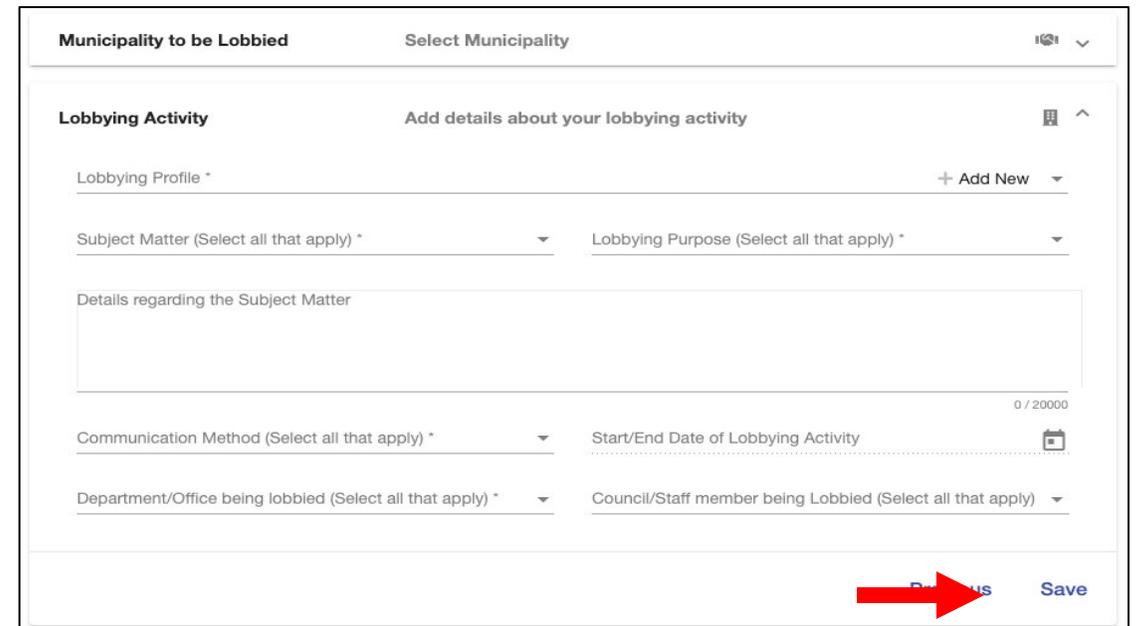
# Registering Lobbying Activity

9. Select “City of Pickering” under “Municipality to be Lobbied” and click “Next”.



The screenshot shows a form titled "Municipality to be Lobbied" with a subtitle "Select Municipality". Below the title is a dropdown menu labeled "Municipality to be Lobbied \*" with "City of Pickering" selected. At the bottom right of the form, there is a blue "Next" button with a red arrow pointing to it.

10. Enter Lobbying Activity details and click “Save”.



The screenshot shows a form titled "Lobbying Activity" with a subtitle "Add details about your lobbying activity". The form contains several fields: "Lobbying Profile \*" with a "+ Add New" dropdown; "Subject Matter (Select all that apply) \*" and "Lobbying Purpose (Select all that apply) \*" dropdowns; a text area for "Details regarding the Subject Matter" with a "0 / 20000" character count; "Communication Method (Select all that apply) \*" and "Start/End Date of Lobbying Activity" (with a calendar icon); and "Department/Office being lobbied (Select all that apply) \*" and "Council/Staff member being Lobbied (Select all that apply) \*" dropdowns. At the bottom right, there is a blue "Save" button with a red arrow pointing to it.

# Registering Lobbying Activity

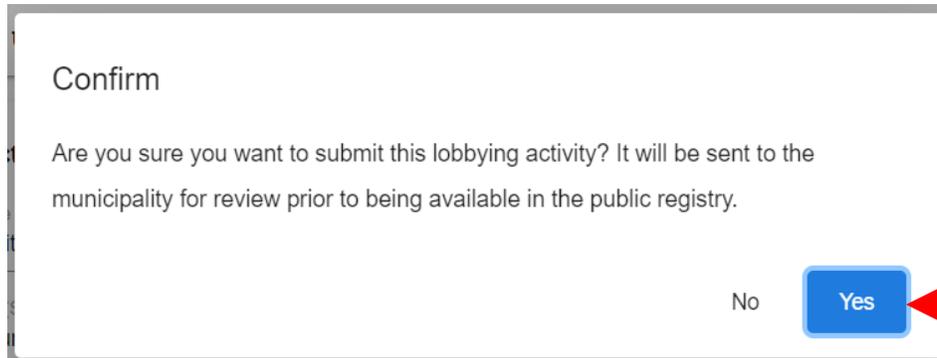
11. Click “Yes” to confirm submitting the lobbying activity to the City of Pickering Lobbyist Registry.

12. Your lobbying activity has been created and will be submitted for review prior to becoming available in the public registry.

Confirm

Are you sure you want to submit this lobbying activity? It will be sent to the municipality for review prior to being available in the public registry.

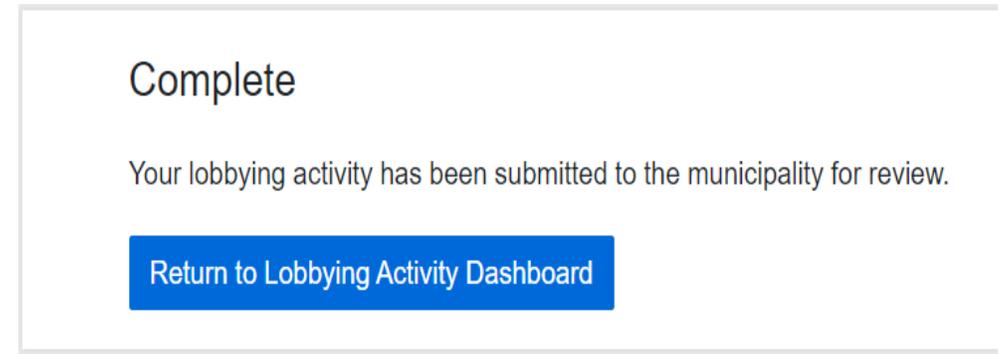
No



Complete

Your lobbying activity has been submitted to the municipality for review.

[Return to Lobbying Activity Dashboard](#)



# Registering Lobbying Activity

13. Your Application Status will now show as “Pending Review”.

ID	Municipality	Client	Employer	Application Status	Created Date	Last Updated Date	
181	City of Pickering			 Pending Review	2024-02-06	2024-02-06	⋮

# Review Process

NOTE: The Review Process is to check for administrative issues only. The review process does not imply that any submissions have been vetted or checked for accuracy and legitimacy. The Lobbyist will ultimately be responsible for ensuring accurate Lobbyist Registration.

# Review Process

14. Upon submission of a lobbyist profile/activity, the lobbyist will receive an email notification:
- ❖ If you do not receive a notification email at any stage throughout the Registry Process, remember to check your Junk and/or Spam Folder

## Submission Received

Dear Lobbyist Name,

Your Lobbyist Profile Information has been submitted for review: Details are below:

Municipality: City of Pickering  
Reference ID: 228  
Lobbyist Name: John Lobbyist

Please note that the Lobbyist is solely responsible for meeting the requirements of Lobbyist Registration according to the Lobbyist Registry By-law.

Thank you,  
Lobby Registry

# Review Process

15. Once reviewed by the City Administrator, the lobbying profile/activity will become available in the public search.

- ❖ In the event a profile/activity is declined, the lobbyist will receive an automated notification email with comment from the Administrator and the ability to edit according to the administrators comments and resubmit.

## The status of your lobbyist activity has changed

Dear FirstName LastName,

The status of your lobbyist activity has changed. Details are below:

Municipality: City of Pickering

Reference ID: 180

Previous Status: Pending Review

Details regarding the Subject Matter: Discussion with Councillor

### **New Status: Declined**

Comments: Please add additional details regarding the subject matter of this activity and resubmit.

If you have any questions or concerns regarding this status change, please contact the municipality.

Thank you,  
Lobby Registry



# Resetting Your Password

1. Click “Forgot your password?” from the sign in page.

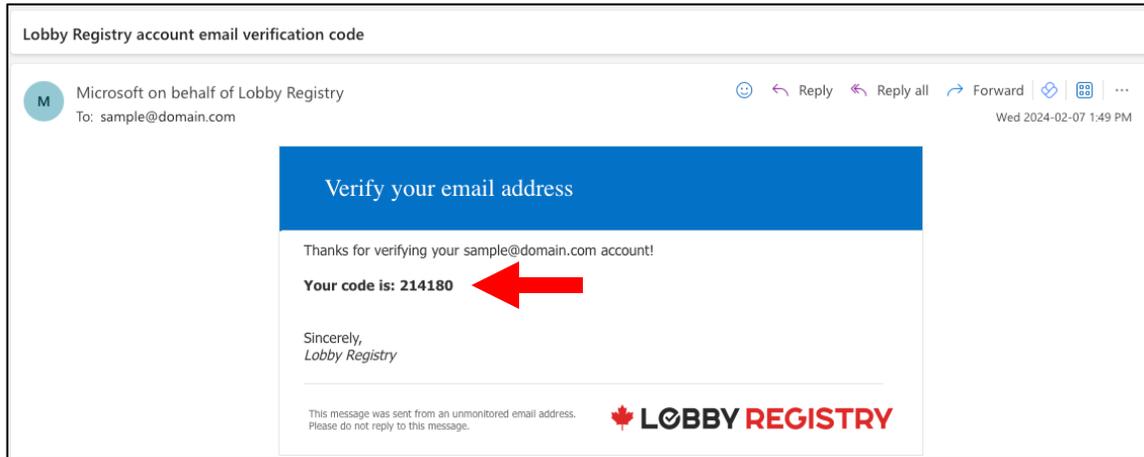
LOBBY REGISTRY  
Sign in  
Sign in with your email address  
Email Address  
Password  
Forgot your password?  
Sign in  
Don't have an account? [Sign up now](#)

2. Enter your email address and click “Send verification code”.

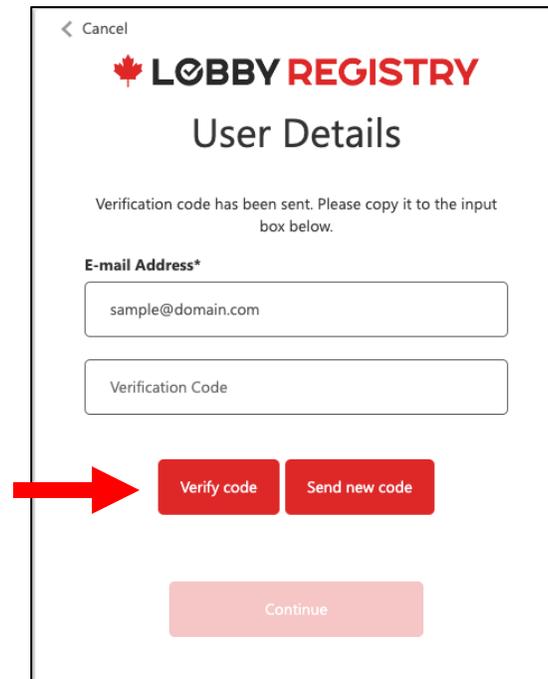
< Cancel  
LOBBY REGISTRY  
User Details  
Email Address  
Send verification code  
Continue

# Resetting Your Password

3. Receive email with verification code.



4. Copy/paste verification code and click "Verify code".



# Resetting Your Password

5. Enter a new password and “Continue”.

< Cancel

**LOBBY REGISTRY**

User Details

New Password

Confirm New Password

Continue

6. User is logged into Lobby Registry.

Step 1  
Lobbying Profile  
Setup your profile and select the municipalities you want to lobby.

Step 2  
Lobbying Activity  
Declare your lobbying activity. You must have at least one active Lobbying Profile before declaring lobbying activity.

Step 3  
Search Registry  
View how your lobbying profiles and activities appear in the public registry.

Create Profile

Declare Activity

Search Registry