

Lobbying Filing Upload and Payment Portal

<https://lobbying.az.gov/>

Test User Guide – October 18, 2019

The screenshot shows the homepage of the Arizona Lobbying Filing Upload and Payment Portal. At the top, there is a dark blue header with a profile picture of Katie Hobbs, Secretary of State, and the text "KATIE HOBBS SECRETARY OF STATE" and "STATE OF ARIZONA". To the right of the header are social media icons for email, Twitter, Facebook, and Instagram. Below the header is a navigation bar with a home icon and the text "CONTACT US". The main content area features a large banner image with the Great Seal of the State of Arizona in the center. The seal is circular with "GREAT SEAL OF THE STATE OF ARIZONA" around the perimeter and "DITAT DEUS" and "1912" in the center. The banner also includes images of the Arizona State Capitol building, a desert landscape, and a legislative chamber. Below the banner, there are two columns of text. The left column is titled "Welcome" and contains a welcome message, a statement about processing time (3-5 business days), and a list of instructions for submitting a registration or renewal form. The right column is titled "Important Links" and contains a list of links: "Lobbying Home Page", "Lobbyist Records", "Electronic Lobbyist Filing", "Historical Expenditure Summaries", and "Calendar".

Welcome

Welcome to the Lobbying filing upload site and payment portal. Thank you for filing with the Arizona Secretary of State.

Your submission will be processed within three to five (3-5) business days, and a separate confirmation email will be issued once your filing has been processed.

If you are submitting a Principal or Public Body Registration or Registration Renewal and accompanying \$25.00 payment, a receipt will be generated at check out.

- It is absolutely vital that the Principal/Public Body Registration/Renewal form, including the Record of Lobbyists attachment form, be uploaded at the time of payment. Please verify that the principal/public body name, designated lobbyist name, registration/renewal fee payment, and contact information are accurate. Failure to include this information will slow processing of your filing.
- If your principal/public body registration/renewal filing is deficient, your ability to lobby will be affected. Your lobbying specialist will contact you to help correct any deficiency or defects found in the filing.

Please allow extra time for processing during heavy filing periods.

Important Links

- [Lobbying Home Page](#)
- [Lobbyist Records](#)
- [Electronic Lobbyist Filing](#)
- [Historical Expenditure Summaries](#)
- [Calendar](#)

Welcome Screen

Welcome

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Please give extra time for processing during heavy filing periods.

Thank you for filing with us!

For more information on Lobbying in Arizona, please see our home page at <https://azsos.gov/elections/lobbyists>

If you have any questions, or if we may be of any assistance, please do not hesitate to contact us.

Secretary of State Katie Hobbs
Lobbying Division
602 364 3219

Important Links

[Lobbying Home Page](#)

[Lobbyist Records](#)

[Electronic Lobbyist Filing](#)

[Historical Expenditure Summaries](#)

[Calendar](#)

PRINCIPAL



LOBBYIST



PUBLIC BODY



Enter the payment portal and document upload site via one of the three icons on the bottom of the Welcome screen



For a transaction for a Principal, click on the Principal icon on the bottom of the Welcome screen.



This will take you to the Principal transaction landing page

Principal

Principal/Public Body Registration (Payment) Principal/Public Body Registration (Non Payment) Change of Name or Address Form

Principal Annual Report Change of Designated Lobbyist Terminate Registration Request

Add/Remove Lobbyist/Employee from PPB/Lobbyist Registration

Important Links

- [Lobbying Home Page](#)
- [Lobbyist Records](#)
- [Electronic Lobbyist Filing](#)
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Principal Filings

- [Registration](#)
- [Record of Lobbyists](#)
- [Annual Report](#)
- [Add or Remove Lobbyists or Employees](#)
- [Change Designated Lobbyist](#)
- [Change of Name/Address](#)
- [Terminate Registration](#)

For Principal and Pubic Body Registration, click on the tab ‘Principal/Public Body Registration Payment’



***If you are requesting a waiver of the \$25.00 registration fee, click on the Non-Payment option and mark the waiver request checkbox.**

Request for Waiver of Principal/Public Body Registration Fee Checkbox

Pursuant to A.R.S. §§ 41-1232 (E) & 41-1232.01 (E), I avow that I am the designated lobbyist/designated public lobbyist for the above-named principal/public body and I request a waiver of the \$25.00 principal/public body registration fee. I hereby certify that this principal/public body: 1. Does not have a lobbyist for compensation; and 2. The designated lobbyist/designated public lobbyist for this entity does not receive compensation for lobbying[1] [1] If the designated lobbyist/designated public lobbyist is compensated by the principal/public body and the duties of the lobbyist include lobbying on behalf of the principal/public body, then the principal/public body does not qualify for this waiver.

Submit

Please complete all fields with an asterisk

Submit Payment

Welcome to the Lobbying payment portal for principal and public body registration and registration renewal fees. Thank you for filing with the Arizona Secretary of State.

Your payment submission will be processed within three (3) business days, and your principal/public body registration record updated to reflect this registration/renewal.

It is absolutely vital that the principal/public body registration/renewal form, including the Record of Lobbyists attachment form, be uploaded at the time of payment. Please verify that the principal/public body name, designated lobbyist name, registration/renewal fee payment and contact information are accurate. Please double check it.

If your principal/public body registration/renewal application is deficient, your principal/public body ability to lobby will be affected. Your lobbying specialist will contact you to work to correct the deficiency or defects found in the registration/renewal filing.

Thank you for filing with us!

* Fields marked with an asterisk are required and must be completed prior to clicking Pay Now

Contact Information
Contact Name *
<input type="text"/>
Contact Phone Number *
<input type="text"/>
Contact Email *
<input type="text"/>

Principal / Public Body
Principal / Public Body Name *
<input type="text"/>
Principal / Public Body ID Number
<input type="text"/>
Principal/Public Body Phone Number *
<input type="text"/>
Principal/Public Body Address
<input type="text"/>

Select "Choose File" to upload your registration form, select your file, and click the blue Upload button

Note: Only one document may be uploaded at a time. In order to facilitate processing, please scan your registration form and record of lobbyists attachment as one continuous document and upload as one document.

File *



[More information](#)

Click the Fee Confirmation radio button acknowledging that there is a non-refundable \$0.40 convenience fee associated with any credit card payment. Click “Pay Now”

How many Principal / Public Body Registrations are you submitting? *

If you are submitting payment for more than one Principal/Public Body Registration, combine all registration forms into a single document and upload here.

File *

No file chosen

[More information](#)

Fee Confirmation *

I understand that a convenience fee of \$0.40 will be charged for all credit/debit card payments. All fees are non-refundable.

Complete the payment screen and click ‘Continue’



Payment Information

CHECKOUT - PAYMENT INFORMATION

*First Name	<input type="text"/>	*Last Name	<input type="text"/>
*Billing Address	<input type="text"/>	*City	<input type="text"/>
*State	<input type="text" value="---Click to Select---"/>	*Zip	<input type="text"/>
*Email	<input type="text"/>	*Phone Number	<input type="text"/>

Credit Card
 Electronic Check

Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

*Credit Card Number

*Expiration Date

*CW/CSV

Proceed to the payment authorization screen, review your payment information and if correct, click 'Authorize'

ACCOUNT INFORMATION

VISA
4*****1111

Edit

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
35	STLOBFEE	Lobbyist Fee	\$25.00	1	\$25.00
35	STLOBCNV	Lobbyist Portal Credit Card Convenience Fee	\$0.40	1	\$0.40
Total					\$25.40

Note:

You are responsible for ensuring you have submitted all required forms and are paying the correct amount. Failure to pay for each Principal / Public Body Registration could result in a delay in processing your registration.

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
SECRETARY OF STATE (DEPT OF STATE)	\$25.40

The total amount to be billed to your credit card is \$25.40.

Previous

Authorize

If your payment is successful you will receive the Checkout Utility confirmation screen



State of Arizona Checkout Utility
State of Arizona

Receipt

Thank you for your payment. Your payment was successful.

Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.

Your authorization number is 453270.

Please reference this number in any correspondence regarding your transaction. [Get the Adobe Acrobat Reader](#)

Download receipt

Continue

Click continue and you will receive a second Confirmation screen

The screenshot shows the top navigation bar with a profile picture of Katie Hobbs, her name 'KATIE HOBBS SECRETARY OF STATE', and the text 'STATE OF ARIZONA'. There are social media icons for email, Twitter, Facebook, and Instagram. A 'CONTACT US' button is visible. Below the navigation bar is a breadcrumb trail: 'Home » Submit Payment » Submit Payment'. The main content area has a heading 'THANK YOU FOR YOUR PAYMENT.' followed by a separator line. The text reads: '***TEST TRANSACTION*** Thank you for your Principal/Public Body registration/renewal payment. Your payment was processed successfully. Your submission will be processed within three to five (3-5) business days, and a separate confirmation email will be issued once your filing has been processed. If you have any questions, or if we may be of any assistance, please do not hesitate to contact us. Secretary of State Katie Hobbs Lobbying Division 602 364 3219 Go back to the form'.

You will receive a confirmation email once your payment has posted

The screenshot shows an email interface. The subject is 'Lobbying Payment Portal | PAYMENT MADE' with an 'Inbox x' tag. The sender is 'Arizona Secretary of State via sendgrid.net' and the recipient is 'to me'. The email content is: '***TEST TRANSACTION*** Thank you for your Principal/Public Body registration/renewal payment. Your payment was processed successfully. Your submission will be processed within three to five (3-5) business days, and a separate confirmation email will be issued once your filing has been processed. This email is your reference for future inquiries. In the event that you have questions about this payment, use the following information for reference. If you have any questions, or if we may be of any assistance, please do not hesitate to contact us. Secretary of State Katie Hobbs Lobbying Division 602 364 3219 INFORMATION PROVIDED: Date: Tuesday, October 15, 2019 – 14:13 Forms Submitted: 1 Contact Information: Contact Name: Vincent Salgado Contact Email: vincent.salgado@azdoa.gov Phone Number: (602) 955-5555 Principal/Public Body: Name: Some Name ID: ID-9999 Phone Number: (602) 955-5555 Address: , PHOENIX, AZ 85032 Designated Lobbyist: Name: Some other name ID: ID 99999 Email: test@email.com'.

For Lobbyist filings please click the Lobbyist Icon and select your filing and upload your document

(NOTE: No lobbyist filings require payment. Only Principal or Public Body Registrations and registration renewals require payment)

 **Lobbyist**

[Lobbyist Registration](#) [Change of Name or Address Form](#) [Change of Designated Lobbyist](#)

[Lobbyist Quarterly Expenditure Report](#) [Add/Remove Lobbyist/Employee from PPB/Lobbyist Registration](#)

Important Links
[Lobbying Home Page](#)
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Lobbyist Filings
[Registration](#) [Record of Employees](#)
[Quarterly Expenditure Report](#)
[Change Name/Address](#)

For Principal or Public Body filings that do not require a payment, please select your filing type and upload your document

 **Public Body**

[Principal/Public Body Registration \(Payment\)](#) [Principal/Public Body Registration \(Non Payment\)](#) [Change of Name or Address Form](#)

[Public Body Annual Report](#) [Change of Designated Lobbyist](#) [Terminate Registration Request](#)

[Add/Remove Lobbyist/Employee from PPB/Lobbyist Registration](#)

Public Body Filing
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Important Links
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Submit Filing

Thank you for filing with the Arizona Secretary of State.

Your submission will be processed within three to five (3-5) business days, and a separate confirmation email will be issued once your filing has been processed.

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If you have any questions, or if we may be of any assistance, please do not hesitate to contact us.

Secretary of State Katie Hobbs
Lobbying Division
602 364 3219

Form *

Contact Information

Contact Name *

Contact Email *

Phone Number *

Address

City

State

Principal Filings

- [Registration](#)
- [Record of Lobbyists](#)
- [Annual Report](#)
- [Add or Remove Lobbyists or Employees](#)
- [Change Designated Lobbyist](#)
- [Change of Name/Address](#)
- [Terminate Registration](#)

Public Body Filing

- [Registration](#)
- [Record of Lobbyists](#)
- [Annual Report](#)
- [Add or Remove Lobbyists or Employees](#)
- [Change Designated Public Lobbyist](#)
- [Change Name/Address](#)
- [Terminate Registration](#)

Lobbyist Filings

- [Registration](#)
- [Record of Employees](#)
- [Quarterly Expenditure Report](#)
- [Change Name/Address](#)

Click Browse, select your file to be uploaded, click Upload and once the file is uploaded, click Submit

Designated Lobbyist

Designated Lobbyist Name *

Designated Lobbyist ID Number

Designated Lobbyist Email *

File *

[More information](#)

You will receive an email confirmation that your document upload is complete, and a follow up confirmation email from your lobbying specialist once your filing has been reviewed and processed.

Thank you for filing with us!

If you have any questions, please do not hesitate to call.

Regards,

Gina Swoboda
Campaign Finance & Lobbying Supervisor
602 364 3219
gswoboda@azsos.gov