

We have updated the online registration to provide you with a list of the principals you registered the previous year and to make searching for principals and categories more productive. When you login, you will select your categories of subject matter on which you will be communicating directly with a member of the legislative body to influence legislation or legislative action. The categories must be as specific as possible and may not include "All Matters that Impact My Principal." If you need to add categories of subject matter after you register initially, you may contact us to do that. Please be sure to search for the category before simply creating a new one. When you have selected all of the categories, select "Continue."

### Previous Principal list

You will see a list of all your registered principals at the top of the page like the list below:

## Ethics Commission Lobbyist Registration

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### Principal Information

Please review the list below of the principals you registered for last year. You may remove any principals you do not wish to register for or edit their principal information by clicking "edit" or "remove."

| Principal Name            | Principal Contact | Principal Email               | Number of People in Group | Actions                                     |
|---------------------------|-------------------|-------------------------------|---------------------------|---|
| Test Principal Name-05GLJ | sdfsdf            | <a href="#">Email Address</a> | 1-5                       | <a href="#">Edit</a> <a href="#">Remove</a> |
| Test Principal Name-00D3X | sdfsdf            | <a href="#">Email Address</a> | 6-10                      | <a href="#">Edit</a> <a href="#">Remove</a> |
| Test Principal Name-00D3X | sdfsdf            | <a href="#">Email Address</a> | 6-10                      | <a href="#">Edit</a> <a href="#">Remove</a> |

Please check here if you wish to register for all of the above principals for the current registration year.

If you don't need to add any additional principals, please click CONTINUE to complete your registration.

Please review each principal listing and confirm the e-mail address is accurate for that principal to ensure they receive the verification e-mail for your registration. If you do not wish to register for a particular principal for this year, please remove them from your list.

### Adding a new principal

If you need to add a principal to your existing list, please enter the principal's name in the Search bar to determine whether that principal is a part of our database. If you do not enter a name into the Search bar, you will not be able to add any additional principals.

Search:  Enter a principal name to search the below drop down box.

Highlight the principal name in the box below and complete the principal contact information below.

\*Principal Name:

- Test Principal Name-00AY0
- Test Principal Name-00D3X
- Test Principal Name-00III
- Test Principal Name-01JP3
- Test Principal Name-02CN1
- Test Principal Name-048CU
- Test Principal Name-04LEG
- Test Principal Name-05GLJ
- Test Principal Name-06E6I

NOTE: All Principals from the previous year are listed above.

You must search for your principal before you can add a new principal. Please type your principal's name in the search bar above.

When you search for the principal using their name, your search will yield a list of principals with that name. Please search different variations of the name to determine whether they are in the database. For example, if your principal is known by an acronym or has a legal name that is different than the commonly used name, please search all variations to avoid duplicating a principal listing. See the example below:

Search:  Enter a principal name to search the below drop down box.

Highlight the principal name in the box below and complete the principal contact information below.

\*Principal Name:

- Test Principal Name-OOGT3
- Test Principal Name-T3K6T
- Test Principal Name-WXST3

NOTE: All Principals from the previous year are listed above.

You must search for your principal before you can add a new principal. Please type your principal's name in the search bar above.

If you do not find your principal after your search, you may add a new principal to the database. If your principal already exists by some other name, creating a new principal will delay your registration if the addition is a duplicate of an existing principal. If you have questions or want to confirm with us that the principal does not already exist, please e-mail us at [lobbyistprincipal@ethics.alabama.gov](mailto:lobbyistprincipal@ethics.alabama.gov) or call Kayla Pfeil at 334-242-3748, and she will be able to assist you.

If you do need to create a new principal, you may do so by confirming that you have searched for your principal without success and check the box to create a new principal:

Search:  Enter a principal name to search the below drop down box.

Highlight the principal name in the box below and complete the principal contact information below.

\*Principal Name:

**NOTE:** All Principals from the previous year are listed above.

You must search for your principal before you can add a new principal. Please type your principal's name in the search bar above.

If your search does not return the correct principal, please check here to add a new principal

You will not be able to check the box unless there is a name in the Search bar indicating that you have attempted to search for the principal before creating a new principal. Once you have done this, you may enter the new principal's name, contact, e-mail, and the number of people in the group.

If your search does not return the correct principal, please check here to add a new principal

New Principal Name:

Chosen Principal Name: Jane Doe's Company

\*Principal Contact:

\*Principal Email:  (ex: address@host.com)

\*Number of People in Group:  1-5

6-10

11-25

Over 25

Corporation

Public Entity

Note: If your activity is done on behalf of a group other than a corporation, the number of persons in that group is as follows.

When you hit "Continue," that principal will then appear in the list at the top of the page of the previous year's principals. Once you have the list of principals you wish to register for, check the box confirming you want to register for all those principals in the list and hit "Continue."

**ERRORS OCCURRED**

- Please indicate that you wish to register for all of the selected principals for the current registration year by checking the checkbox.

**Principal Information**

Please review the list below of the principals you registered for last year. You may remove any principals you do not wish to register for or edit the principal information by clicking "edit" or "remove."

| Principal Name            | Principal Contact | Principal Email               | Number of People in Group | Actions                                     |
|---------------------------|-------------------|-------------------------------|---------------------------|---|
| Test Principal Name-05GLJ | sdfsdfsf          | <a href="#">Email Address</a> | 1-5                       | <a href="#">Edit</a> <a href="#">Remove</a> |
| Test Principal Name-00D3X | sdfsdfsf          | <a href="#">Email Address</a> | 6-10                      | <a href="#">Edit</a> <a href="#">Remove</a> |
| Test Principal Name-00D3X | sdfsdfsf          | <a href="#">Email Address</a> | 6-10                      | <a href="#">Edit</a> <a href="#">Remove</a> |
| Jane Doe's Company        | Jane Doe          | <a href="#">Email Address</a> | 6-10                      | <a href="#">Edit</a> <a href="#">Remove</a> |

Please check here if you wish to register for all of the above principals for the current registration year.

If you don't need to add any additional principals, please click CONTINUE to complete your registration. **Continue**

You will then be able to review your registration and select your payment method to complete your registration.