



Lobbyist Registration

User Guide

Department of
Code Enforcement

Applicant's User Guide
January 2016

Department of Code Enforcement

1200 Madison Ave., Ste. 100 | Indianapolis, IN 46225 | Phone: (317) 327-8700 | www.indy.gov/dce
Fax Numbers: Building - 327-8475 | Business Licensing - 327-0817 | Contractor Licensing - 327-8401
Crafts - 327-5397 | Infrastructure/Right of Way - 327-3125 | Permits - 327-5174 | Zoning - 327-8696

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CREATING A CITIZEN ACCESS ACCOUNT

The lobbyist registration process is through the Department of Code Enforcement's (DCE) web-based Citizen Access Portal. This application process allows applicants to file the lobbyist registration 100% electronically without having to visit DCE's office.

Citizen Access Portal User Requirements

Internet Browser

The Citizen Access Portal will need one of the following web browsers:

Internet Explorer 10

Google Chrome 34

Mozilla Firefox 29

Safari 6

Navigating to the Citizen's Access Portal

The direct link to the Citizen Access Portal is:

<https://permitsandcases.indy.gov/citizenAccess/>

The Citizen Access Portal can be accessed through the DCE website by using the link on the left side of the page.

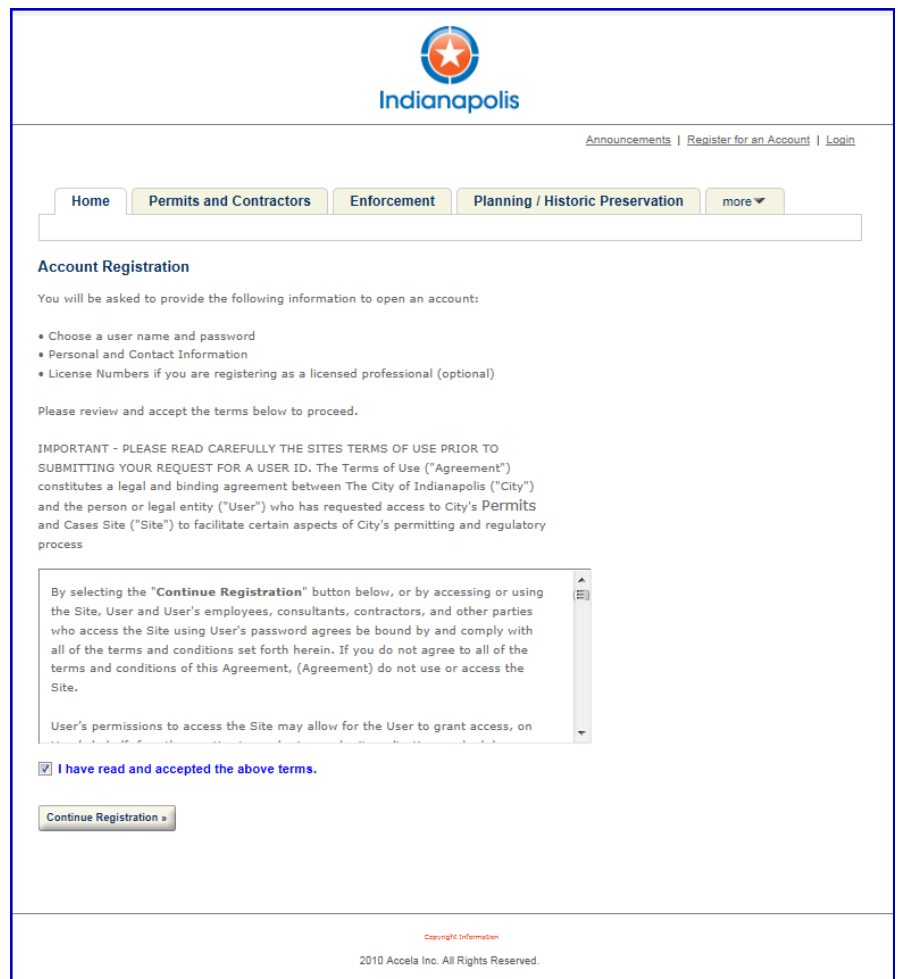
www.indy.gov/DCE

CREATING A CITIZEN ACCESS ACCOUNT

1. Account Login

On the Citizen Access Portal homepage, click the link labeled 'New Users,' located below the login fields, to create an account.

The next screen contains terms and conditions to create an account. Please read before proceeding.



The screenshot shows the 'Account Registration' page on the Indianapolis Citizen Access Portal. At the top, the Indianapolis logo is displayed. Below the logo, there are navigation links: 'Announcements', 'Register for an Account', and 'Login'. A horizontal menu contains 'Home', 'Permits and Contractors', 'Enforcement', 'Planning / Historic Preservation', and a 'more' dropdown. The main content area is titled 'Account Registration' and includes the following text:

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

IMPORTANT - PLEASE READ CAREFULLY THE SITES TERMS OF USE PRIOR TO SUBMITTING YOUR REQUEST FOR A USER ID. The Terms of Use ("Agreement") constitutes a legal and binding agreement between The City of Indianapolis ("City") and the person or legal entity ("User") who has requested access to City's Permits and Cases Site ("Site") to facilitate certain aspects of City's permitting and regulatory process

By selecting the "Continue Registration" button below, or by accessing or using the Site, User and User's employees, consultants, contractors, and other parties who access the Site using User's password agrees be bound by and comply with all of the terms and conditions set forth herein. If you do not agree to all of the terms and conditions of this Agreement, (Agreement) do not use or access the Site.

User's permissions to access the Site may allow for the User to grant access, on

I have read and accepted the above terms.

At the bottom of the page, there is a 'Copyright Information' section: 2010 Accela Inc. All Rights Reserved.

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CREATING A CITIZEN ACCESS ACCOUNT

2. Login Information

On the next screen, create a user name and password.

The user name and password created will be used to gain access into the portal.



The screenshot shows the 'Account Registration Step 2: Enter / Confirm Your Account Information' page. At the top is the Indianapolis logo and navigation links for 'Announcements', 'Register for an Account', and 'Login'. Below are menu buttons for 'Home', 'Permits and Contractors', 'Enforcement', 'Planning / Historic Preservation', and a 'more' dropdown. The main section is titled 'Login Information' and contains several required fields marked with an asterisk and a help icon: 'User Name', 'E-mail Address', 'Password', 'Type Password Again', 'Select a Security Question' (a dropdown menu), and 'Answer'.

CREATING A CITIZEN ACCESS ACCOUNT

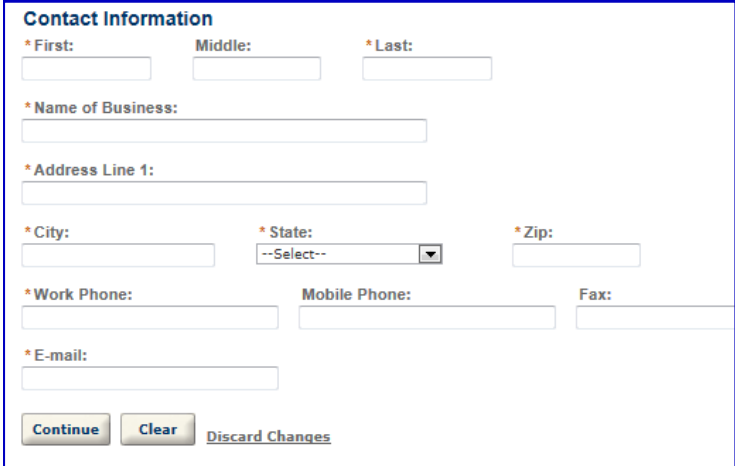
3. Contact Information

Below the Login Information, enter the contact information.

Click the 'Add New' button to proceed.

Input information in the popup screen and press the 'Continue' button.

Note: The email address entered will be used to verify the account in the next step.



The screenshot shows a 'Contact Information' form with the following fields:

- * First:
- Middle:
- * Last:
- * Name of Business:
- * Address Line 1:
- * City:
- * State:
- * Zip:
- * Work Phone:
- Mobile Phone:
- Fax:
- * E-mail:

Buttons at the bottom: [Discard Changes](#)

4. Continue Registration & Verification

After reviewing the contact information entered, click the 'Continue Registration' button to submit the new account request.



To complete the account creation, check your email for an email from dce.noreply@indy.gov. Click the link in this email to verify the account email address and be directed back to the Citizen Access login screen. Your account cannot be used until this email verification link is clicked.

Applicants can now log in with the username and password and create a lobbyist registration.

CREATING THE LOBBYIST REGISTRATION

1. Opening a new registration

After logging into the Portal, click the link 'Apply for a Registration' under the Business Licenses heading.

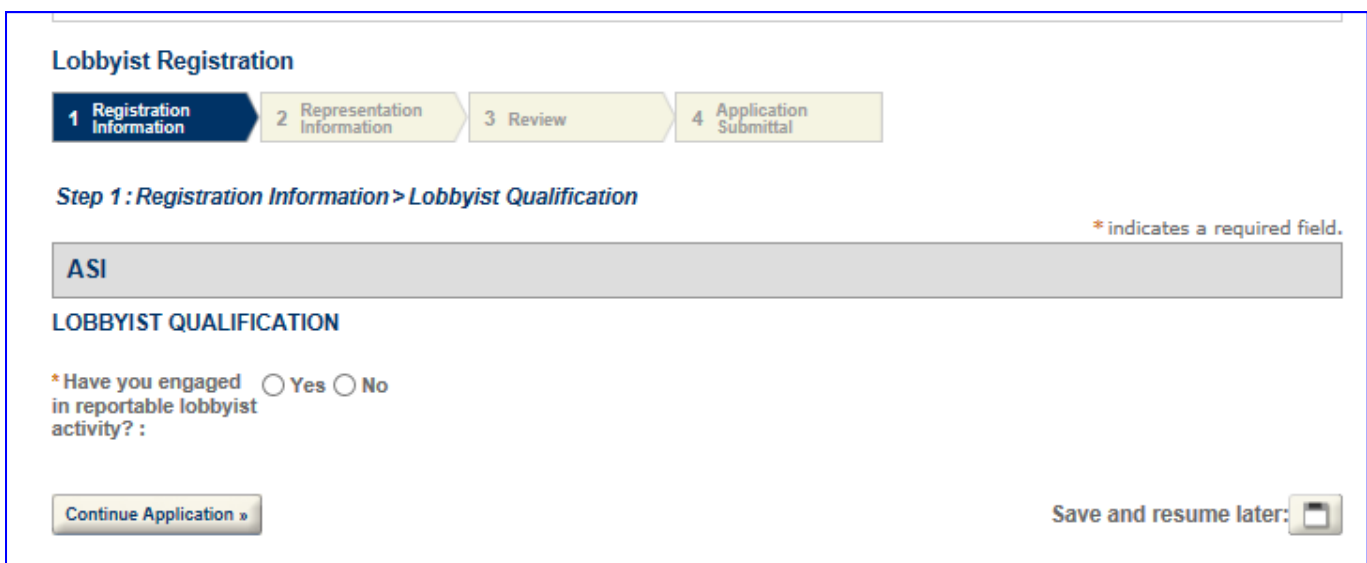
The screenshot shows the Indianapolis City Portal dashboard. At the top is the Indianapolis logo. Below it is a navigation bar with links for 'Announcements', 'Logged in as: Test Account', 'Folders (0)', 'Cart (0)', 'Reports (3)', 'Account Management', and 'Logout'. A search bar is located to the right of the navigation bar. Below the navigation bar are several tabs: 'Home', 'Permits and Contractors', 'Enforcement', 'Planning / Historic Preservation', and 'more'. The main content area includes a 'Welcome Test Account' message, a 'Cart (0)' notification, and sections for 'REPORTS' and 'SEARCHES'. At the bottom, there is a grid of service links. The 'Apply for a Registration' link under the 'Business Licenses' heading is circled in red.


Permits and Contractors Create an Application Search Cases Schedule an Inspection	Enforcement Search Cases
Planning / Historic Preservation Search Cases	Health Department Search Cases
Business Licenses Apply for a Registration Search Cases	

CREATING THE LOBBYIST REGISTRATION

After clicking the link to start the registration, review the terms and conditions page and select the check box to access the registration.

The progress bar at the top of the application guides applicants through the steps of the registration. The 'Save and resume later' button at the bottom right of the screen allows applicants to save entered information and resume the registration at a later time.



The screenshot shows the 'Lobbyist Registration' progress bar with four steps: 1. Registration Information (active), 2. Representation Information, 3. Review, and 4. Application Submittal. Below the progress bar, the current step is 'Step 1: Registration Information > Lobbyist Qualification'. A text input field contains 'ASI'. A note indicates that an asterisk (*) denotes a required field. Below the input field, the section is titled 'LOBBYIST QUALIFICATION'. A question asks, '*Have you engaged in reportable lobbyist activity? :', with radio buttons for 'Yes' and 'No'. At the bottom left is a 'Continue Application »' button, and at the bottom right is a 'Save and resume later: 

1. Qualification

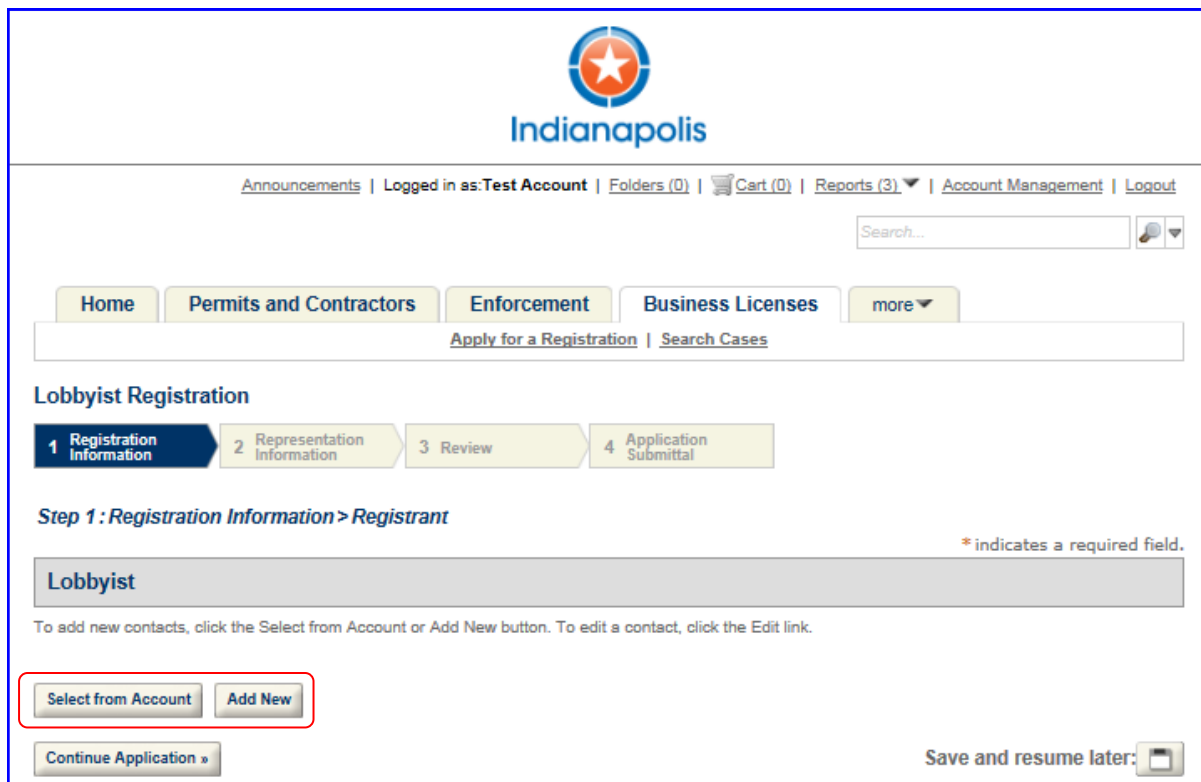
You will have to select whether or not you have engaged in lobbying activity at the City/County level that is required to be reported. The lobbyist registration ordinance with definitions and other resources can be found at www.indy.gov/lobbyist

If you select no, you do not need to report at this time. If needed, please use the 'Save and resume later' button and complete the application at a later date.

CREATING THE LOBBYIST REGISTRATION

2. Entering Lobbyist information on the registration

On the Registration Information page, enter the lobbyist's contact information. To use the contact information from the Citizen Access user account, click the 'Select from Account' button. Click the 'Add New' button to enter in new contact information.



CREATING THE LOBBYIST REGISTRATION

3. Entering the representation information

On the Representation Information page, you will need to enter in the information for both the lobbyist's employer as well as any Real Party in Interest.

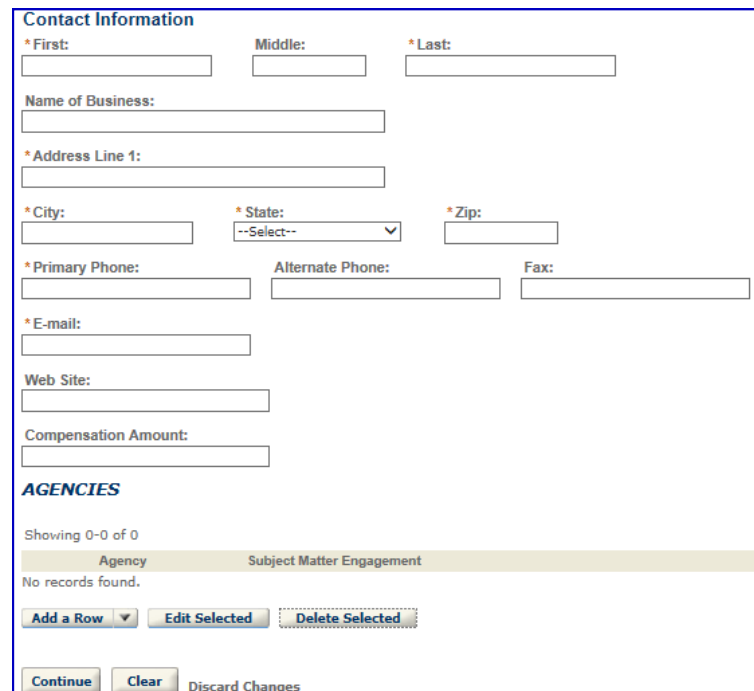
Employer

Select the 'Add new' button under the Employer heading. You will be prompted to enter in the information for business contact information.

Real Party in Interest

For each party the lobbyist represents, a new 'Real Party in Interest' contact will need to be added.

- Select the option for 'Add New'.
- You will be prompted to enter in the contact information for each Real Party in Interest.
- Before clicking the 'Continue' button, you will need to add the agencies that are lobbied to.
 - Click the button for 'Add a Row'
 - You will be prompted to select the agency and subject matter
 - Click submit.
- After all the agencies have been added, click the 'Continue' button.



Contact Information

* First: Middle: * Last:

Name of Business:

* Address Line 1:

* City: * State: * Zip:

* Primary Phone: Alternate Phone: Fax:

* E-mail:

Web Site:

Compensation Amount:

AGENCIES

Showing 0-0 of 0

Agency	Subject Matter Engagement
No records found.	

After all the parties in interest have been added, click the 'Continue Application' button.

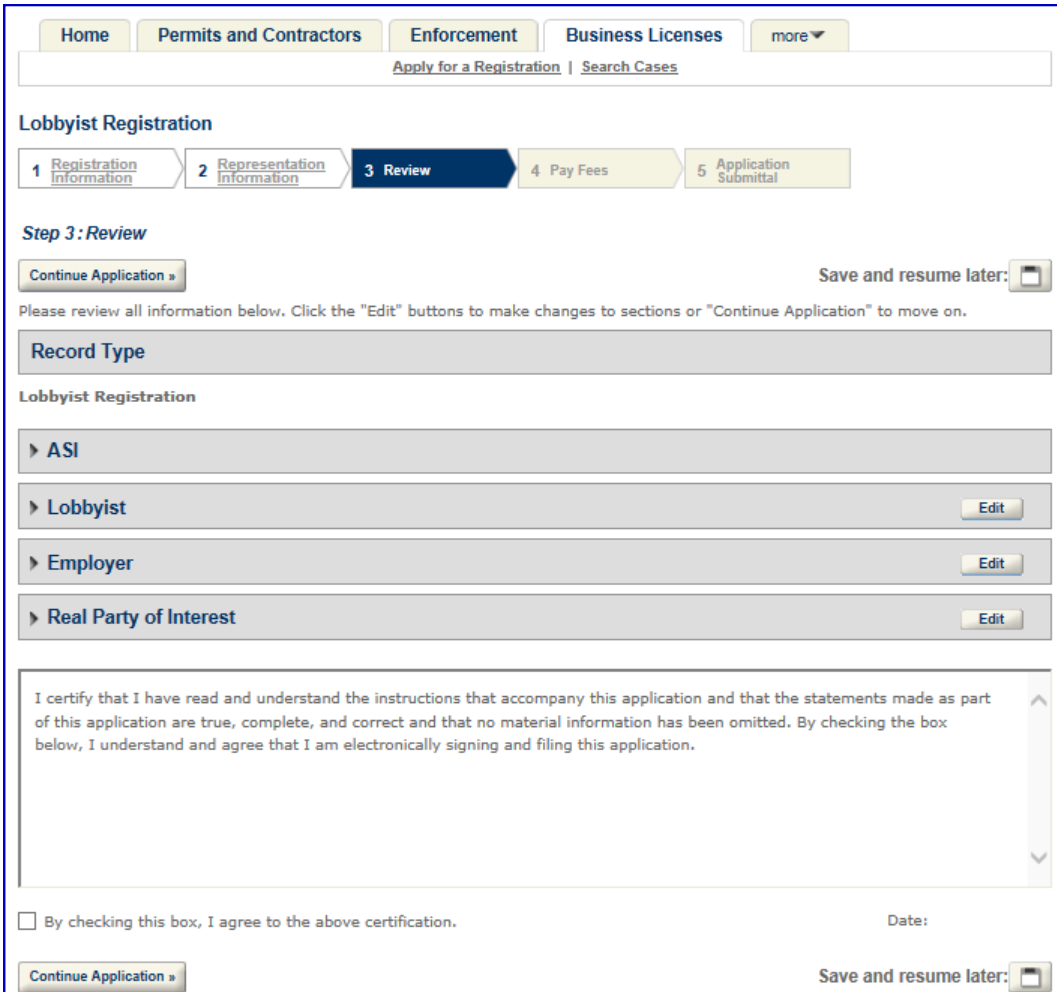
CREATING THE LOBBYIST REGISTRATION

4. Reviewing the submittal

This next screen provides a summary of the overall registration.

Please review the information entered.

Once you have reviewed your application, and read the disclaimer, check the box at the bottom and click the button for 'Continue Application.'



The screenshot shows a web application interface for 'Lobbyist Registration'. At the top, there are navigation tabs: Home, Permits and Contractors, Enforcement, Business Licenses, and a 'more' dropdown. Below these are links for 'Apply for a Registration' and 'Search Cases'. The main heading is 'Lobbyist Registration'. A progress bar shows five steps: 1. Registration Information, 2. Representation Information, 3. Review (highlighted in dark blue), 4. Pay Fees, and 5. Application Submittal. Under 'Step 3: Review', there is a 'Continue Application' button and a 'Save and resume later' option with a calendar icon. A message reads: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' Below this is a 'Record Type' section with a dropdown menu set to 'Lobbyist Registration'. There are four expandable sections: 'ASI', 'Lobbyist', 'Employer', and 'Real Party of Interest', each with an 'Edit' button. A large text area contains a certification statement: 'I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.' At the bottom, there is a checkbox for 'By checking this box, I agree to the above certification.', a 'Date:' field, and another 'Continue Application' button and 'Save and resume later' option.

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CREATING YOUR LOBBYIST REGISTRATION

5. Payment

The fees page outlines the registration fee. When you click the button for 'Check Out', the fee will be added to your shopping cart.

In the shopping cart, you will have two options:

- Click on the button for 'Continue Shopping'
This will allow you to go back to your list and start another registration. Using the shopping cart, you can pay for multiple registrations at the same time.
- Click the button for 'Check Out'
This will take you directly to the payment screen where it will ask for your payment information.

Once you click the option to 'Check Out', you will be redirected to the City's third party payment processor's page to pay the registration fee with a credit card or an echeck. Please note the third party processor will assess a processing fee (3.2% for a credit card payment and \$.95 for an echeck).

On the next few pages, you will be prompted to enter in the credit card information or account information for an echeck.

Note: The payment receipt will be sent to the email address entered on this page.

USER HELP AND DCE CONTACTS

For all questions related to the lobbyist registration, please contact:

[Department of Code Enforcement](#)

Phone: 317.327.4316

Email: licensing@indy.gov

For any questions regarding the online payment, contact the City's payment processor at:

[LogoIndiana](#)

Phone: 866-702-6008

Email: customerservice@logoindiana.com

Check registration status online:

<https://permitsandcases.indy.gov/citizenaccess/>

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