

## HOW TO FILE YOUR ANNUAL LOBBYIST STATEMENT 201 REPORT FILED FOR ACTIVITY FROM 1/1/201 – 12/31/201

### 1. LOG IN

- To file an annual report, you must first log in using the username and password established when you created your lobbyist registration. Go to [www.indy.gov/lobbyist](http://www.indy.gov/lobbyist) and click on the “CLICK HERE TO REGISTER ONLINE” link.
- Delegates may log in using their delegate username and password.
- If you cannot recall your username or password, please click on the “Forgot your password?” link and the information will be sent to the email account linked to your registration. If you cannot remember your username, please email [ethics@indy.gov](mailto:ethics@indy.gov) (please allow at least 48 hours for a response).



Department of Code Enforcement

Department of Code Enforcement Lobbyist Registration

**Please Login**

Please enter your username and password and click the *Login* button.

If you do not have a login, please create **an account by clicking an appropriate link below:**

[Create a Lobbyist Registration](#)

[Create a 3rd Party Account](#)

[Forget your password?](#)

**Username**

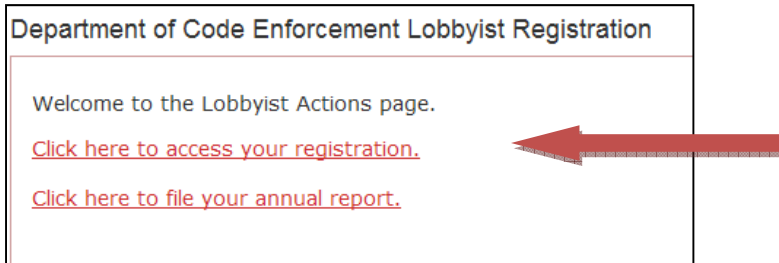
**Password**

[Privacy Statement](#) | [IndyBiz](#) | [Email LoGO](#) | [IndyGov](#) | [Terms of Use](#)

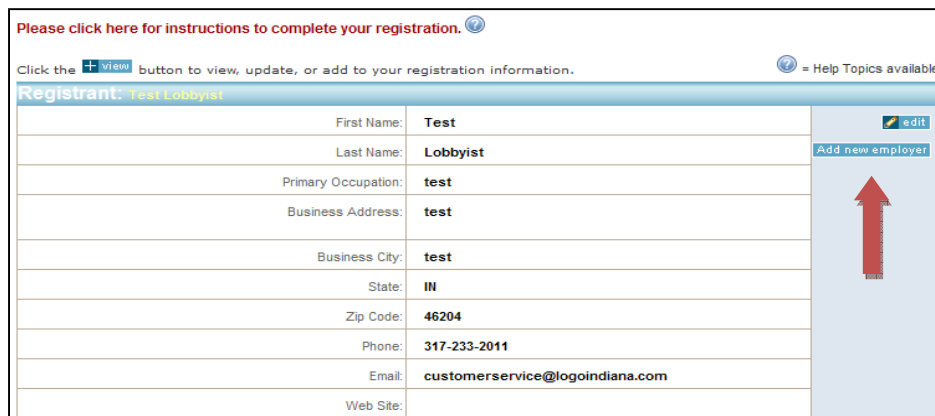
Questions? Contact the Office of Corporation Counsel at 317.327.4055 or email [ethics@indy.gov](mailto:ethics@indy.gov)

**2. ENSURE THAT YOUR REGISTRATION IS COMPLETE**

- Check to ensure that your current registration is up-to-date. Information contained in your registration will automatically be filled into your filing. To check if your registration is complete, click on the link to access your registration to update it.



- **All registrations must have all three sections filled out: Registrant, Employer and Real Party in Interest.**
  - After completing the Registrant section, click on the “add new employer” button to the right of the registrant’s last name to expand that section.



- Complete the employer information. Once complete, click on the “+ new party” button to the right of the employer’s address.



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- Complete all information for the new Real Party in Interest. Once complete, click on the “+ new subject” button to enter specific information regarding your lobbying engagement.

Real Party in Interest test		Remove this Party of Interest	hide
Termination Date: NA			
Subject Matter(s):			
Full Legal Name of Real Party in Interest:	test	   	
Common Name or Acronym of Real Party in Interest:	test		
Business Address:	test		
Business City:	Indianapolis		
State:	IN		
Zip Code:	46204		
Phone:	317-233-2011		
Email:	customerservice@logoindiana.com		
Web Site:			
 Termination Date:	NA		

- Repeat all steps as necessary to accurately record all employers, real parties in interest and subject matter engagements.
- Once all information is complete, save final registration data by clicking “File Annual Report.”

**Ethics Certification**

I hereby certify and affirm, under the penalties for perjury pursuant to IC 35-44-2-1, that in the course of engaging in any lobbying activity, I have read and complied with the Consolidated City of Indianapolis and Marion County ordinances governing ethics and lobbying activity as set forth in Chapter 293 and Chapter 909 of the Revised Code of the Consolidated City of Indianapolis and Marion County.

**Verification**

I swear or affirm under the penalties for perjury pursuant to IC 35-44-2-1, that the foregoing representations are true to the best of my knowledge and ability.


[File Annual Report](#) 

### 3. OPEN UP YOUR FILING

- Click to Return to Main Page

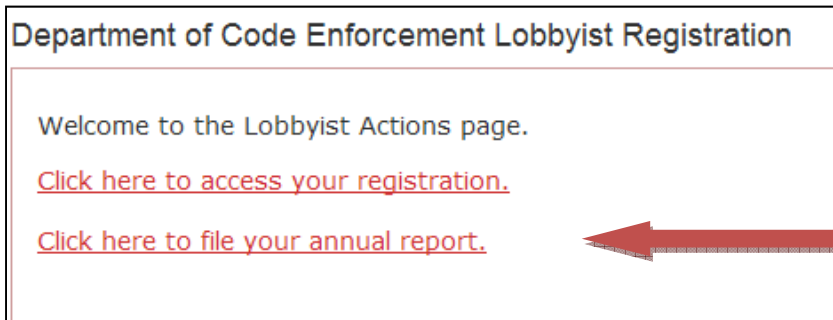
Department of Code Enforcement Lobbyist Registration

Thank you for registering with the City of Indianapolis/Marion County. Please remember to file your annual report between January 1st and January 15th of the following year.

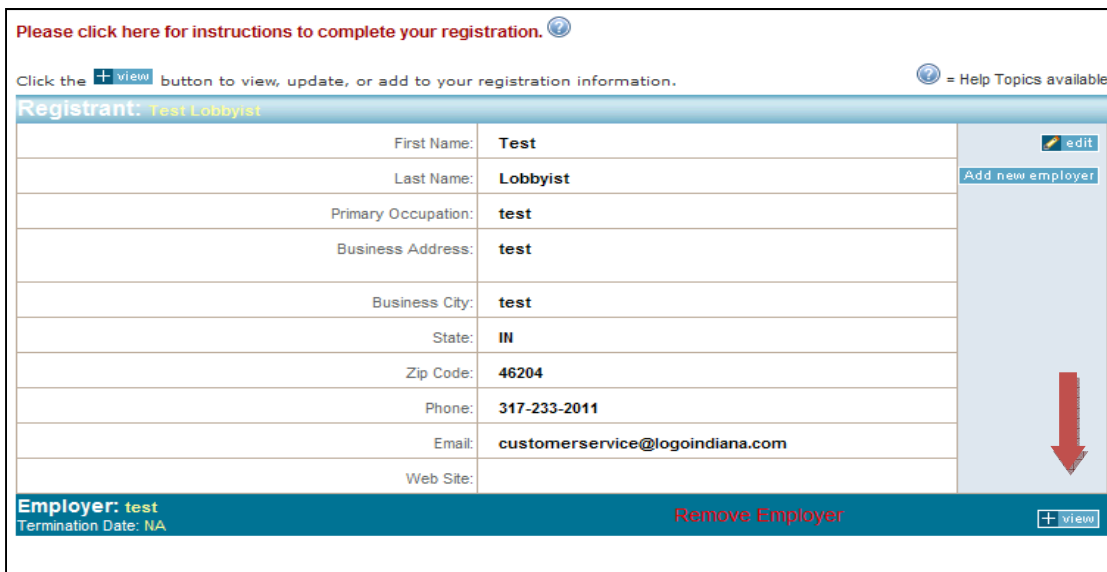
[Return to Main Page](#) 

[Log Off](#)

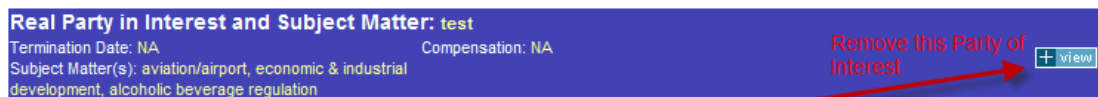
- Click on the link to file your annual report



- Expand viewing panes by clicking on “view” next to the Employer heading.



- Click on “view” next to the first Real Party in Interest until that section is fully visible.



**4. EDIT ANNUAL REPORT DATA**

- *Complete Compensation Amount for all Real Parties In Interest*
  - The annual report form will include a new box for you to include the amount you were compensated for lobbying on behalf of a real party in interest. Compensation amounts should reflect the compensation received for that particular lobbying effort. In the event that your compensation is not clearly divided among clients, it is your responsibility to estimate the amount compensated per real party in interest.

Real Party in Interest <i>test</i>		Remove this Party of Interest <span>hide</span>
Termination Date: NA	Compensation: \$1,500.00	
Subject Matter(s):		
Party Same As Employer:	<input checked="" type="checkbox"/>	<span>save</span>
Full Legal Name of Real Party in Interest:	<input type="text" value="test"/>	<span>cancel</span>
Common Name or Acronym of Real Party in Interest:	<input type="text" value="test"/>	<span>+ new subject</span>
Business Address:	<input type="text" value="test"/> <input type="text"/> <input type="text"/>	
Business City:	<input type="text" value="test"/>	
State:	<input type="text" value="IN"/>	
Zip Code:	<input type="text" value="46204"/> (ex. ##### or #####-####)	
Phone:	<input type="text" value="317-233-2011"/> (ex. ###-###-####)	
Email:	<input type="text" value="customerservice@logoindiana.com"/> (ex. abc@efg.com)	
Web Site:	<input type="text"/> (ex. http://www.sitename.com)	
Termination Date:	<input type="text"/> (ex. ##/##/####)	
Compensation Amount:	<input type="text" value="1,500.00"/> (ex. ####.##)	



- **Add Gifts**

- To add a gift given to a City appointee, employee or official, you must select the “Add Gifts” button shown below. The gift should be reported or “tied” to the Subject Matter of Engagement in which the gift was given. (For example, if you gave Jane Doe a gift while lobbying on behalf of ABC Company regarding elections, the gift should be entered directly under the section in which you report what the subject matter of engagement is for the Real Party in Interest (ABC Company), and the related agencies your lobbied on that subject matter).
- Remember that any gift worth less than \$25 is not required to be included on an annual report. If you have questions as to what constitutes a “gift” for the purposes of this annual report, please consult Sections [909-103\(a\)\(7\)](#) and [293-201\(b\)](#) of the Revised Code. When identifying gifts, you will be asked to identify the recipient of the gift as well as its value, type, and provide a brief description. If you are unable to provide the exact amount of the gift, it is your responsibility to estimate its value.

## 5. ETHICS CERTIFICATION/VERIFICATION

- Prior to submitting your annual report, please read and review the Ethics Certification and Verification. This step must be completed by the lobbyist, not the delegate. You will have to agree to the statements included within for your annual report to be accepted.

Questions? Contact the Office of Corporation Counsel at 317.327.4055 or email [ethics@indy.gov](mailto:ethics@indy.gov)

**6. FILE REPORT**

- Once you have verified your registration information, entered all information relative to your compensation received and gifts given, and agreed to the Ethics Certification and Verification, complete your report by clicking the “File Report” button to proceed to payment for your report.

**Ethics Certification**

I hereby certify and affirm, under the penalties of perjury and of engaging in any lobbying activity, I have read and comprehend the rules governing ethics and conflicts of interest set forth in

**Verification**

I swear or affirm under the penalties of perjury pursuant to the rules governing ethics and conflicts of interest that my representations are true to the best of my knowledge and

File Report    Modify This Information    Cancel

**7. ENTER CREDIT CARD PAYMENT INFORMATION**

- All payments must be made with a debit or credit card. If you are unable to make a payment with a debit or credit card, please contact [ethics@indy.gov](mailto:ethics@indy.gov) for alternative arrangements.

**CREDIT CARD INFORMATION**

Name on Card:

Credit Card Type:

Credit Card Number:   
(no spaces or dashes ex.: 1111222233334444)

Expiration Date:

CVV Code:

**ACCOUNT HOLDER BILLING INFORMATION**

Country:

Street Address:

Street Address Line 2:

City:

State:

Postal Code:   
(ex.: 12345 OR 12345-6789)

Phone Number:

Email Address:

CANCEL    SUBMIT

Questions? Contact the Office of Corporation Counsel at 317.327.4055 or email [ethics@indy.gov](mailto:ethics@indy.gov)

**8. CONFIRM PAYMENT INFORMATION**

- Click on I Agree to process your payment.

**CONFIRM PAYMENT INFORMATION**

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**Credit Card Account Information**  
 Name On Card: test  
 Card Type: VISA  
 Card Number: \*\*\*\*\*0019  
 Exp. Date: 01/11

**Billing Information**  
 Address: test  
 test, IN 46204  
 United States  
 Phone: 317-233-2011  
 Email: customerservice@logoindiana.com

**Transaction Details**  
 Filing Year: 2010  
 Lobbyist Name: Test Lobbyist

Description	Amount
2010 Statutory Filing Fee	\$100.00
<b>Total</b>	<b>\$100.00</b>

A CVV Code, expiration date, address, or zip code that does not match the payment to fail. As funds are authorized prior to payment processing for up to 48 business hours (or possibly longer depending on your bank account).

I confirm the information above to be accurate and I understand that my account. Your credit card statement will identify the charge as "Indiana

Check if you would like to receive an email receipt

MODIFY
I DISAGREE
I AGREE

### 9. PAYMENT SUCCESS PAGE

- Your payment confirmation serves as the confirmation that your filing was received by the deadline.

**PAYMENT SUCCESS**

**Thank you! Your online payment has been received.**

**Credit Card Account Information**  
Name On Card: test  
Card Type: VISA  
Card Number: \*\*\*\*\*0019  
Exp. Date: 01/11

**Billing Information**  
Address: test  
test, IN 46204  
United States  
Phone: 317-233-2011  
Email: customerservice@logoindiana.com

**Transaction Details**  
Filing Year: 2010  
Lobbyist Name: Test Lobbyist  
Order ID: 102600  
Date: 12/17/2010 2:07 PM

Description	Amount
2010 Statutory Filing Fee	\$100.00
<b>Total</b>	<b>\$100.00</b>

If you have any question regarding your ticket, please contact Department of Code Enforcement at 317.327.1291. If you have questions regarding the online payment option, please contact IndyBiz at 317.233.2114 or by email at [customerservice@logoindiana.com](mailto:customerservice@logoindiana.com)

Please print this receipt for your records. You will also receive email confirmation regarding your payment.

**PRINT**      **CONTINUE**