

MEMORANDUM

TO: Interested NY Nonprofit Organizations
FROM: Laura Abel, Senior Policy Counsel
RE: Registering as a lobbyist with NY State and NY City
DATE: December 19, 2022

This memo describes how a nonprofit organization can register as a lobbyist if the organization uses its own employees to lobby.

NYS Commission on Ethics and Lobbying in Government ("COELIG")

1. **Enroll** in COELIG online Lobbying Application. Start the process by clicking on
on this page <https://ethics.ny.gov/lobbying-online-filing-systems>

ENROLLMENT LINK

This is a multi-step process, requiring the user to set up a personal online ny.gov ID account, create a User Profile, and create or claim an Organization Profile. Step by step instructions can be found here: <https://icope.ny.gov/user-and-organization-profiles>.

2. **Register as a lobbyist** Start the process by clicking on
on this page <https://ethics.ny.gov/lobbying-online-filing-systems>

RETURNING USERS LINK

Step by step instructions can be found here:

https://icope.ny.gov/system/files/documents/2020/12/registration-and-registration-amendment-information_final-12_17_20-.pdf

- a. As part of the registration process you will need to upload a Lobbyist Authorization Letter. For employed lobbyists, COELIG provides a form here:
https://ethics.ny.gov/system/files/documents/2022/11/coelig_lobbying-agreement-form-employed-lobbyists_writable_11_2_22_0.pdf
 - b. You will also have to pay the registration fee at this time (this is usually \$200, but may be prorated in some instances).
3. **Submit Lobbyist Bi-monthly Reports** on March 15, May 15, July 15, September 15, November 15, and January 15. You can do this online through COELIG's online Lobbying Application at:
<https://ethics.ny.gov/lobbying-online-filing-systems>
 - a. If you are registering after March 15, **submit Lobbyist Bi-monthly Forms** back to the beginning of the calendar year.

NYC Clerk's Lobbying Bureau

1. **Create an E-lobbyist account** here: <https://www1.nyc.gov/elobbyist/>. You can find (extremely detailed) E-lobbyist instructions here: http://www.nyc.gov/html/misc/pdf/elobbyist_user_guide.pdf
2. **Register as a client/lobbyist** (not a lobbyist) in the E-lobbyist system. You will need to fill out and upload the lobbyist authorization letter, which you can find here: <https://www.cityclerk.nyc.gov/assets/cityclerk/downloads/pdf/SAMPLE%20AUTHORIZATION%20LETTER%20.pdf>
3. **Submit lobbyist bimonthly periodic reports** using the E-lobbyist system here <https://www1.nyc.gov/elobbyist/>
4. If you are registering after March 15, use the E-lobbyist system to submit lobbyist bimonthly periodic reports back to the beginning of the calendar year.

This memo is meant to provide general information only, not legal advice.

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