
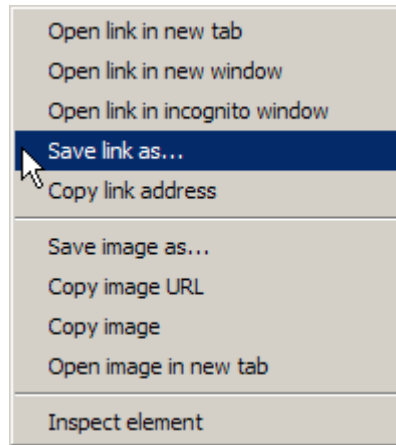
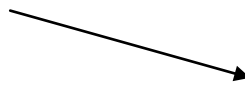


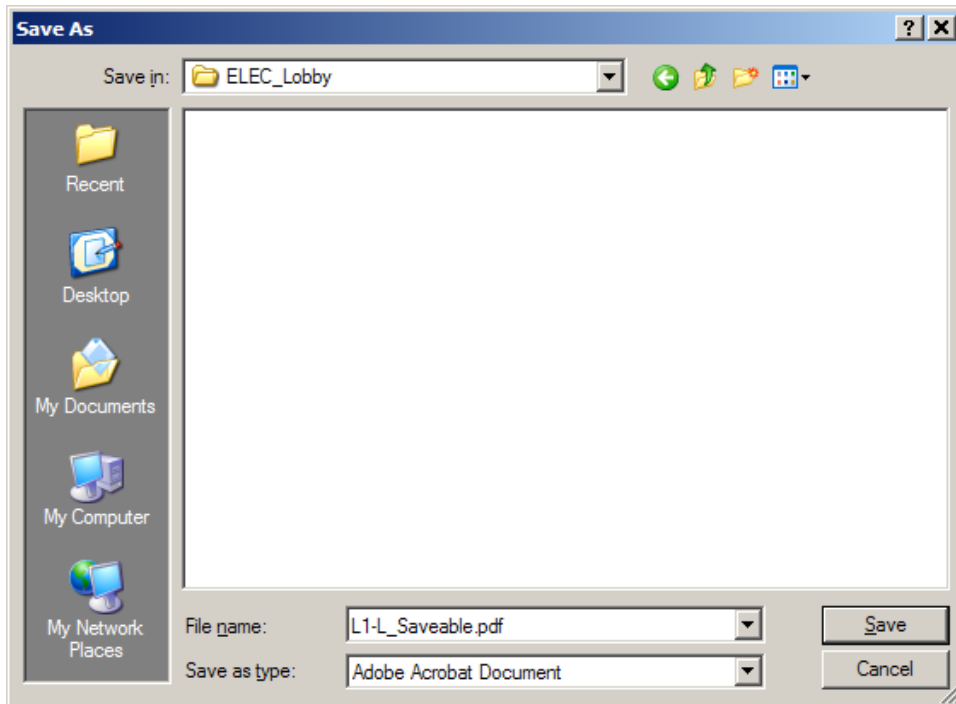
ELECTRONIC FILING INSTRUCTIONS FOR LOBBYING FORMS

- Step 1. Read and follow the Step-by-step instructions to enable the “Trust This Document” security feature to accept the Registration Number & PIN and display the signature. For more detailed instructions view the short video to show how to successfully sign the annual lobbying forms.
- Step 2. After creating the ELEC\_Lobby folder that Step 1 will have you do, download the form(s) you need to the ELEC\_Lobby folder.
  - a. Right click on the form icon 

Select “Save link as...”



- b. Save the form to the ELEC\_Lobby folder



Note that the name listed in “File name:” above will be different depending upon the form you have selected. You may choose to give it a different name. For example: 20XX\_L1-L.pdf.

Step 3. Close the Internet Browser, open, complete and save the downloaded form. You are now ready to file the form with ELEC.

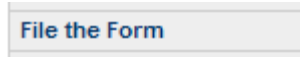
Step 4. File the form with ELEC.  
a. Go to [www.elec.state.nj.us](http://www.elec.state.nj.us)

b. Click on Lobbying

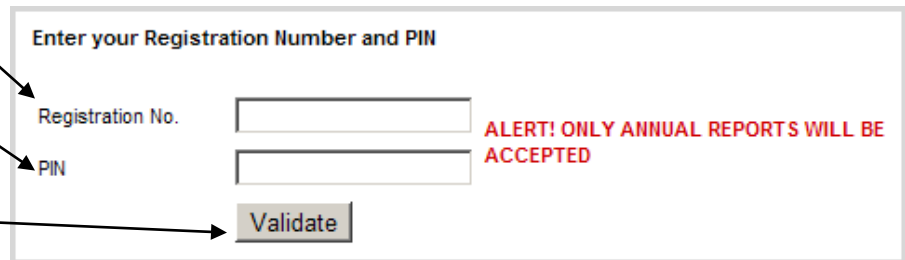
c. Click on the Electronic Filing button



d. Click on File the Form



e. Enter your registration and pin number,

A form titled "Enter your Registration Number and PIN". It contains two input fields: "Registration No." and "PIN". To the right of the fields is a red alert message: "ALERT! ONLY ANNUAL REPORTS WILL BE ACCEPTED". Below the fields is a "Validate" button. Arrows from the text "Enter your registration and pin number," point to the two input fields.

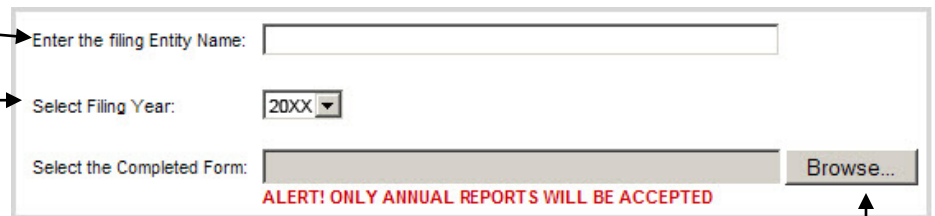
then click Validate



f. Fill in the filing Entity Name

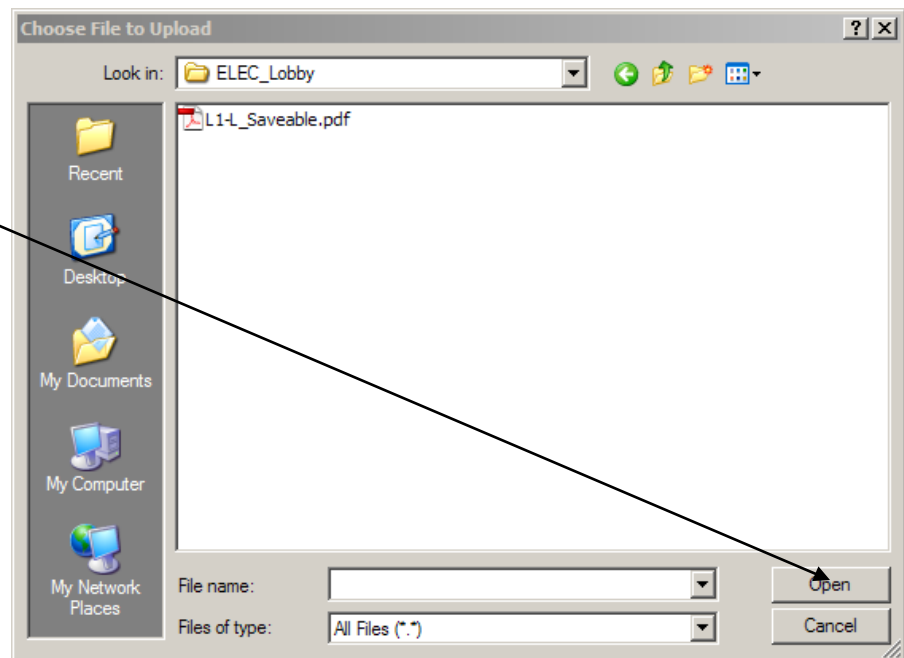
g. Select the Filing year.

h. Select the completed form by clicking on the Browse button.

A form with three sections: "Enter the filing Entity Name:" followed by an input field; "Select Filing Year:" followed by a dropdown menu showing "20XX"; and "Select the Completed Form:" followed by a greyed-out input field and a "Browse..." button. A red alert message "ALERT! ONLY ANNUAL REPORTS WILL BE ACCEPTED" is at the bottom. Arrows from the text "Fill in the filing Entity Name" and "Select the Filing year." point to the respective fields. An arrow from the text "Select the completed form by clicking on the Browse button." points to the "Browse..." button.

(Note: if you are using an internet browser other than Internet Explorer the button may say "Choose File")

Then click Open



i. Fill in contact information:

Name

Phone Number

Email Address

Same email

Address

**Contact Information**

Contact Person:

Daytime Telephone Number:   
(optional)

Email Address:

Confirm Email Address:  Enter only one email address

j. Click Submit

**SUBMIT**

**Step 5.** Read and confirm that the information being submitted is correct.

**STOP - YOU HAVE NOT FILED YET**

**YOU MUST CONFIRM THE FORM BEING FILED**

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Please confirm that the file selected is the Governmental Affairs Agent, Represented Entity or Reporting Entity's Annual Report, Designation of Government Affairs Agent or Certification of Consent to Service of Process and Submission to Jurisdiction in the State of New Jersey.

If the following information is correct, press Continue.

File Name : L1-L\_Saveable.pdf


Filing Entity Name : ABC COMPANY

Filing Year : 20XX

**Continue**      **Cancel**

Then click continue

**Step 6.** You will receive a confirmation page that will look something like this ...  
Print this page for your records.

 PRINT AND SAVE THIS PAGE FOR YOUR RECORDS.

**Filing Confirmation**

Thank you for filing electronically.


The Commission has received a report from:

Filing Entity Name: ABC COMPANY

Filing Year: 20XX

The information was received on: 2/15/20XX 11:32:54 AM

**Your Confirmation Number Is: 20121515**

 PRINT AND SAVE THIS PAGE FOR YOUR RECORDS.

Your filing is complete.