

PROCEDURE FOR FILING FORM Q-4 **(QUARTERLY LOBBYING ACTIVITY)**

The Form Q-4 requires a four step process:

1. Obtain a Registration Number and PIN from ELEC. (If not previously obtained.)
(http://www.elec.state.nj.us/pdf/files/eforms/Reg_PIN_App.pdf)
2. Log into the Q-4 filing system with a registration number and PIN.
3. Complete the online form using the instructions below.
4. File the form with ELEC.

Q-4 FILING MANAGER ACTIONS

After logging into the Q-4 filing system, there are several actions that can be taken. Here is an overview of those actions:

Create New Q-4 –clicking on this button will open a new blank Q-4.

Edit – allows users to update a previously created, but not submitted Q-4.

Copy – copies the Lobbying Activity from the second page of the selected form into a new Q-4.

Delete – deletes the selected Q-4 from the Pending Q-4 list.

Amend - copies the contents of the previously filed form into a new Q-4.

FORM Q-4 – BUTTONS AND LINKS

Several button and links will be displayed while entering information in the Form Q-4. Here is an overview of those buttons and links:

Add / Edit – brings users to an input screen where lobbying activity is entered. *See ‘Lobbying Activity – Input Screen’ for more information.*

Back To Q-4 Filing Manager – takes users back to the Q-4 Filing Managers screen.

Back To Form Q-4 – takes users back to the Form Q-4 from the input screen.

Clear – clears the information entered in the Pending Records table of the input screen.

Delete – deletes the selected information from the Pending Records table of the input screen.

File With ELEC – files the form with ELEC. (A successfully filed Q-4 will appear on the Filed Q-4 List.)

Preview PDF – allows users to preview how the current form would appear when filed.

Save - saves the information entered in the Pending Records table of the input screen.

Save Q-4 – saves information entered anywhere on the form.

Select – allows users to edit an existing record.

Top - takes users to the top of page one of the form.

Upload CSV File – allows users to upload data into the lobbying activity page via a .csv file. See ‘CSV Instructions’ for more information.

INSTRUCTIONS FOR COMPLETING FORM Q-4

PAGE ONE

NAME OF GOVERNMENTAL AFFAIRS AGENT

Enter the name of the Governmental Affairs Agent reporting lobbying activity. EACH AGENT MUST FILE AN INDIVIDUAL REPORT.

BUSINESS NAME AND BUSINESS ADDRESS

Enter the Governmental Affairs Agent’s business name and complete business address, including city, state and zip code.

TELEPHONE NUMBER

Enter the business telephone number of the Governmental Affairs Agent. Leave this field blank if the telephone number is unlisted.

BADGE NUMBER

Enter the badge number assigned to the Governmental Affairs Agent as it appears on the ID Badge provided to them by the Commission.

QUARTERLY REPORT DATE

Select the quarter covered by the report and enter the relevant calendar year. Note that the 4th quarter (January) report will indicate the subsequent calendar year. A separate Form Q-4 is required for each quarter.

The filing dates are as follows:

<u>Due Date</u>	<u>Filing Period</u>	<u>Inclusion Dates</u>
April 10	1 st Quarter	January 1 to March 31
July 10	2 nd Quarter	April 1 to June 30
October 10	3 rd Quarter	July 1 to September 30
January 10	4 th Quarter	October 1 to December 31

*Note: Form Q-4 must be received **electronically** no later than 5:00 P.M. on the date the report is due for filing in order to be deemed timely filed. If any of these dates falls on a weekend or holiday, the next business day becomes the due date.*

AMENDMENT

When making a change to a previously filed Q-4 specify the nature of the amendment.

REPORTING ACTIVITY

Check the box in the middle of the front page to indicate that there was no activity during the quarter. If the “No Activity” box is not selected, lobbying activity must be indicated on the second page of the form.

SIGNATURE/DATE

In order to electronically sign the Form Q-4, the Governmental Affairs Agents must enter his/her Registration Number and PIN. The Registration Number and PIN will take the place of the Agent’s signature. When successfully entered, the Agent’s name will appear on the signature line. Enter the date the form was completed in the mm/dd/yy format.

PAGE TWO

The second page of the Form Q-4 displays several buttons and links. An overview of those buttons can be found above in the section labeled ‘FORM Q-4 – BUTTONS AND LINKS’. Lobbying activity can be added to the form by entering information into the Lobbying Activity – Input Screen by clicking the ‘Add / Edit’ button.

LOBBYING ACTIVITY – INPUT SCREEN

The input screen is used to enter activities related to influencing legislation, regulations and/or governmental processes. Each attempt to influence legislation, a regulation or a governmental process must be reported in full detail. However, communications to lower level officials and activities that are ministerial do not need to be reported. Also, multiple attempts to influence the same high level official on the same matter within the same quarter for the same Represented Entity do not need to be reported in duplicate.

GENERAL CATEGORY

Select the category that most accurately represents the subject matter of the legislation, regulation or governmental process. If none of the categories accurately represent the subject matter, then ‘Other’ may be selected.

SCHEDULE TYPE

Select L- Legislation, R-Regulation, or GP-Government Process to indicate what the agent sought to influence.

IDENTIFIER PREFIX

The identifier prefix will be blank until a ‘Schedule Type’ is selected. Select the relevant identifier prefix that represents the lobbying activities of the agent.

IDENTIFIER

This field is used to identify the specific legislation, regulation or governmental process that was lobbied on. *For example, if a Governmental Affairs Agent sought to influence bill A123, then A will be selected in the Identifier Prefix field and 123 will be typed in the Identifier field.* Enter the relevant identifier.

Note: Activities to create legislation, a regulation or a governmental process are considered lobbying and must be reported. However, the identifier can be left blank if ‘Pending Introduction’ is selected from the legislation identifier prefix.

POSITION

Select P-Promoted, O-Opposed, A-Amend or P/O-Promoted In Part/Opposed In Part to indicate the lobbying position taken by the Governmental Affairs Agent. *Note: Activities that monitor, but do not seek to influence, are not considered lobbying and do not need to be reported.*

HIGH LEVEL OFFICIAL AND/OR AGENCY

Indicate the High Level Official and/or Agency that was lobbied.

HIGH LEVEL OFFICIAL: High Level Official shall include but not be limited to, the Governor, the Governor's staff, members of the Legislature or Legislature's staff, an officer or staff member of the Executive Branch, or any authority, board, commission, or other agency or instrumentality in or of a principal department of the Executive Branch of State Government.

AGENCY: Agency shall include but not be limited to, the Office of the Governor, Legislature, Department within the Executive Branch, or any authority, board, commission or other administrative agency or instrumentality in or of a principal department of the Executive Branch of State Government.

DESCRIPTION OF BILL, RULE, GOVERNMENTAL PROCESS OR NOTES

Describe the bill, regulation or governmental process in general. For activity regarding an appropriation bill or any supplemental appropriation bill, report the particular items within the appropriation bill lobbied. For a regulation, provide the New Jersey Register title. Adequately describe the governmental process by using more than one sentence, if necessary.

REPRESENTED ENTITY

Provide the name of the represented entity or client.

PREVIOUS SESSION

Check the "Previous Session" box if the agent sought to influence legislation from a prior session. *For example, Governmental Affairs Agent John Doe sought to influence bill A101 (from the 2014-2015 session) on January 5, 2016. John Doe's 2016 first quarter report will indicate the previous session since the 2016-2017 legislative session already began.*

FILING THE FORM WITH ELEC

Click the 'File With ELEC' button after completing the form. A successfully filed Q-4 will appear on the FILED Q-4 List and can be viewed by clicking the PDF icon.