

FOCUS

FOCUS is a subscription notification service managed by the Ethics Commission that provides a daily email summary of activities related to a user's lobbying interests. One subscription lasts for an entire 2-year legislative session, including special and extraordinary sessions, and only costs \$100 per email address. *FOCUS* allows you to choose to receive notifications based on keywords, statute chapters and sections, bills, budget bill subjects, administrative rules, and principals.

Subscribe to *FOCUS*

1. To create a user account, click **FOCUS** on the top navigation bar.
2. Click **Subscribe to FOCUS**.

The screenshot shows the top navigation bar with links: Home, Who Is Lobbying?, What Are They Lobbying About?, Principal Lobbying Efforts, Directories, **FOCUS** (highlighted with a red box and a circled '1'), and Frequently Asked Questions. Below the navigation bar, there is a sidebar with 'FOCUS' and three options: 'Subscribe To FOCUS' (highlighted with a red box and a circled '2'), 'Manage FOCUS Subscription', and 'Pay Fees'. The main content area displays 'Subscribe To FOCUS' and '2017-2018 Legislative Session'.

3. Log in using the user account (Not pictured).
4. Click either **A New FOCUS Subscription for You** or **A New Focus Subscription For Another User** (Not Pictured).
5. Enter all of the required information: first and last name, email, address, phone number.
6. **Assign Permissions** is *optional* and allows the user to give another person with an Eye on Lobbying User Account the ability to update or modify that person's FOCUS subscription.
7. Click **Continue**.
8. Verify that the information is correct, and click **Confirm**. This will place the *FOCUS* subscription fee under **Pay Fees** on the left navigation bar.

The screenshot shows a 'Subscription Cost' section with a text box containing '\$100.00'. Below this, there are two buttons: '< Back' and 'Confirm' (highlighted with a red box and a circled '8').

The screenshot shows the 'FOCUS Subscriber' form. It includes fields for 'First Name *', 'Last Name *', 'Email *', 'Billing Address' (with sub-fields 'Address1 *', 'Address2', 'City *', 'State *', 'Zip *', and 'Phone *'). A red box highlights the entire form area, with a circled '5' at the bottom right corner.

The screenshot shows the 'The subscriber is a:' section with radio button options: Lobbyist, Administrative Professional, Member of the media, Legislative Employee, Student, and Other.

The screenshot shows the 'Assign Permissions for Other Users' section with a button labeled 'Assign Permissions' (highlighted with a red box and a circled '6'). Below this, there are two buttons: '< Back' and 'Continue >' (highlighted with a red box and a circled '7').

Manage *FOCUS* Subscription

1. To manage a *FOCUS* subscription, click **FOCUS** on the top navigation bar.
2. Click **Manage FOCUS Subscription**.
3. Choose the appropriate subscription.
4. Click **Manage FOCUS Notification Criteria**.

Home | Who Is Lobbying? | What Are They Lobbying About? | Principal Lobbying Efforts | Directories | **FOCUS** | Frequently Asked Questions

FOCUS | During the 2017-2018 Legislative Session

Subscribe To FOCUS

Manage FOCUS Subscription

Pay Fees

Manage FOCUS Subscription

2017-2018 Legislative Session

- What would you like to receive notifications about? Click "Manage FOCUS Notification Criteria" to manage statutes, administrative rules, bills, budget subjects and principals for this subscription.

Manage FOCUS Notification Criteria

To add the keywords, bills, chapters or statutes, administrative rules, budget bill subjects, or principals you want in your FOCUS subscription, click Manage FOCUS Subscription below.

Please Select A FOCUS Subscriber:

My Focus subscription for the 2017-2018 session -Expires on 12/31/2018

Manage FOCUS Notification Criteria

5. Choose to be notified about keywords, statute chapters and sections, bills, budget bill subjects, administrative rules, and principals. Helpful tips are listed under each section..
6. For this example we chose to add a new bill.

Keyword(s)

Statute Chapter(s) and Section(s)

Bill(s)

Edit Html Content

- If you are a registered principal or lobbyist and the principal has registered an interest on a bill, you will be notified when any other principal reports lobbying on that legislation. You do not need to manually add these bills to your subscription.
- You can also add other bills you are interested in following.
- When you subscribe to a bill you will receive notification when any principal reports any activity on that particular bill.
- Please be aware that similar legislation may be introduced in both the Assembly and the Senate, and you may wish to subscribe to a similar bill in each house.
- You can choose an unlimited number of bills to follow.

Add New Bill(s) | Print Bill(s)

Budget Bill Subject(s)

Administrative Rule(s)

Principal(s)

Subscription active - Expires on 12/31/2018

Back to FOCUS Subscription | Print FOCUS Subscription

7. Click **Add** for the appropriate bill. The bill will now be sent in the next *FOCUS* notification.

Bill Number	Related to	Commands
Assembly Bill 1	Relating to: changing the 12 percent rule regarding the total value of taxable property included in the creation of, or amendment to, a tax incremental financing district in the village of Oostburg. (FE)	<input type="button" value="Add"/> 7
Assembly Bill 2	Relating to: various changes to bingo and raffles (suggested as remedial legislation by the Department of Administration).	<input type="button" value="Add"/>
Assembly Bill 3	Relating to: removing the gross income reporting requirement for wage garnishment and changing a reference to federal law (suggested as remedial legislation by the Department of Children and	<input type="button" value="Add"/>