



State of Wisconsin  
Ethics Commission

# Wisconsin Lobbying

User's Guide

July 2022

lobbying@wisconsin.gov; ethlobbying@wisconsin.gov  
<https://lobbying.wi.gov>  
(608) 266-8123

# TABLE OF CONTENTS

---

Wisconsin Lobbying .....	1
General Site Overview .....	3
Searching.....	3
User Accounts and Passwords .....	4
Creating an Account.....	4
Resetting a Password .....	5
Change Password.....	6
Forgotten Account Information .....	6
Lobbyist Licenses.....	7
Applying for a New Lobbyist License .....	8
Amending a Lobbyist License.....	10
Surrendering a Lobbyist License .....	11
Principal Registration and Lobbyist Authorization .....	12
Principal Registration and Lobbyist Authorization .....	13
Amending a Principal Registration.....	17
Ceasing a Principal Registration.....	18
Paying Fees.....	19
Lobbying Interest/15-Day Reporting .....	21
Legislative Proposals .....	21
Budget Bill Subjects.....	22
Administrative Rules .....	23
Topics .....	24
Amending a Lobbying Interest/15-Day Report .....	25
Statements of Lobbying Activities and Expenditures (SLAEs).....	26
Lobbyist Time Report .....	27
Non-Lobbyist Time Report .....	31
Time and Expenditure Summary.....	33
Allocation of Lobbying Effort .....	38
FOCUS .....	42
Subscribe to <i>FOCUS</i> .....	42
Manage <i>FOCUS</i> Subscription.....	42
Contact the Ethics Commission.....	44

# General Site Overview

Lobbying.wi.gov (WI Lobbying) is Wisconsin’s lobbying activity reporting system. The system is used for:

- Lobbyist licensing and authorization;
- Lobbyist principal registration;
- Reporting lobbying activities and expenditures; and
- Viewing lobbying-related information by the public.

Members of the public do not need a user account to access the site.

## Searching

There are two ways to search for lobbyist and principal information. You can click either:

- “Who is Lobbying?,” or
- “What are they Lobbying About?”.

The Lobbying website uses an inclusive search technique. For example, searching for “tax” would return results for tax, taxes, taxpayer, taxation, payroll tax, and other terms that include the word tax. Using a more specific term like “taxation,” would not match with the word “tax.”

When searching for statutes, use a broad search term like “13” which would match with any reference to Chapter 13 of the Wisconsin Statutes. A more specific term like “13.63” would limit results to only those related to Wis. STAT. § 13.63 which covers lobbyist licensing.

If you are searching using a lobbyist’s name and are unsure of spelling, use a partial name such as “Beth” for someone named Elizabeth or Elisabeth.

Full directories can be generated and downloaded by clicking “**Who Is Lobbying?**”. From there, choose licensed lobbyists, lobbying principals, or state agency legislative liaisons. Finally, click *Generate Directory PDF* or *Generate Directory Excel* at the top of the page.

## Search Lobbying Principals

2021-2022 Legislative Session

You may use the search function below to find principals, or an export of the full directory is available in the following formats: [Generate Directory PDF](#) [Generate Directory Excel](#)

Enter full or partial name of Principal or select from list below:

Displaying 25 of 782 results. 25 per page ▼

Name ▲	Organization Type	Interest
--------	-------------------	----------

# User Accounts and Passwords

User accounts are not necessary to search for and view lobbying information. A user account is needed to:

- Register a lobbying principal or amend a current registration;
- Obtain a lobbyist license or amend a current license; or
- Complete a report of lobbying interest, statement of lobbying activities and expenditures, or legislative liaisons report.

## Creating an Account

1. To create a user account, click **Log On** in the header menu.
2. Click **Create User Account**.
3. Enter First Name, Last Name, Email Address, preferred Username, and Password. Usernames generally use the formula FirstnameLastname (e.g. JoeJones).
4. Click **Create Account**. The user account has been created! A confirmation email will be sent to the email address used to create the account.

The image shows two overlapping screenshots from the WI Lobbying website. The top screenshot is the 'Log On' page, which includes a header with 'WI Lobbying', navigation links for 'Home', '2021-2022 Legislative Session', 'FOCUS', and 'FAQs', and a 'Log On' button highlighted with a red box and the number 1. Below the header, the page says 'Log On' and 'If you already have a username and password for this site, please log on.' A light blue box contains the text: 'You do not have to create a User Account to use this site if you want to search and view lobbying information that is available to the public.' Below this are input fields for 'User Name\*' and 'Password\*', a 'Forgot Password?' link, and a 'Remember me?' checkbox. At the bottom of these fields are 'Log On' and 'Create User Account' buttons, with the latter highlighted by a red box and the number 2. To the right of the input fields is a grey box with the heading 'You must create a User Account and log on if you would like to:' followed by a list of requirements: 'Register a lobbying principal or amend a current registration', 'Obtain a lobbyist license or amend a current license', 'Complete a 15 day notification or 6 month report', and 'Subscribe to the FOCUS notification service'.

The bottom screenshot is the 'Create User Account' form. It has the heading 'Create User Account' and the text 'If you already have a username and password for this site, please log on.' Below this is a light blue box with the text: 'You do not have to create a User Account to use this site if you want to search and view lobbying information that is available to the public.' The form contains several input fields: 'First Name\*', 'Last Name\*', 'Email address\*', 'User Name\*', 'Password\*', and 'Confirm password'. A red box and the number 3 highlight the 'First Name' field. At the bottom of the form is a 'Create Account' button highlighted by a red box and the number 4. A note at the bottom of the form states: 'Passwords are required to be a minimum of 4 characters in length.'

## Resetting a Password

User Account passwords can be reset if forgotten.

1. Click **Log On** in the header menu.
2. Click the **Forgot Password?** link on the screen.

WI Lobbying Home 2021-2022 Legislative Session FOCUS FAQs Log On

# Log On

If you already have a username and password for this site, please log on.

You do not have to create a User Account to use this site if you want to search and view lobbying information that is available to the public.

User Name\*

Password\*

[Forgot Password?](#)

Remember me?

Log On Create User Account

**You must create a User Account and log on if you would like to:**

- Register a lobbying principal or amend a current registration
- Obtain a lobbyist license or amend a current license
- Complete a 15 day notification or 6 month report
- Subscribe to the FOCUS notification service

3. Enter the Username in the available field.
4. Click **Reset Password**. A new system-assigned password will be sent to the email associated with the account.

## Reset My Password

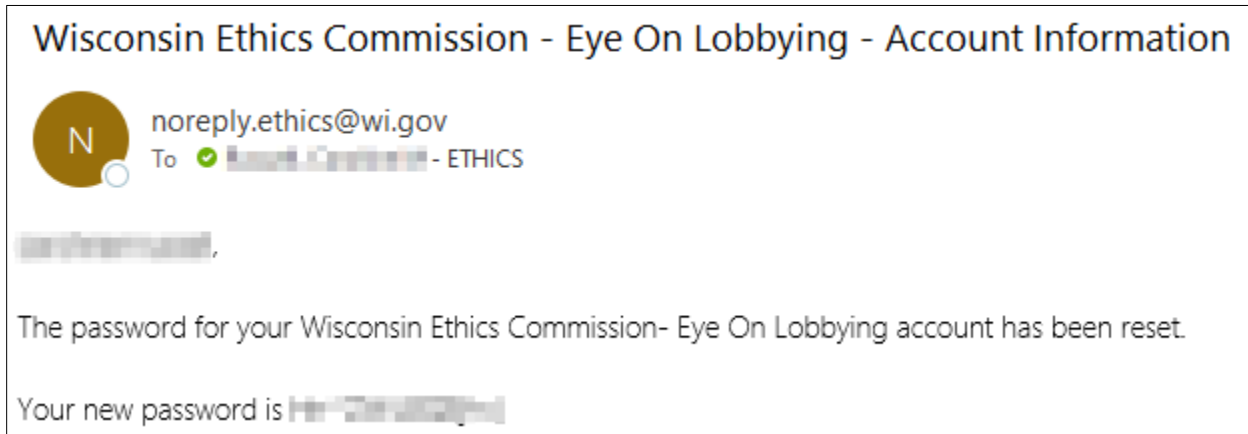
Use the form below to change your password.

You can request a new password by providing your User Name and the Password will be sent to the email address you provided during user account creation.

User Name

Reset Password

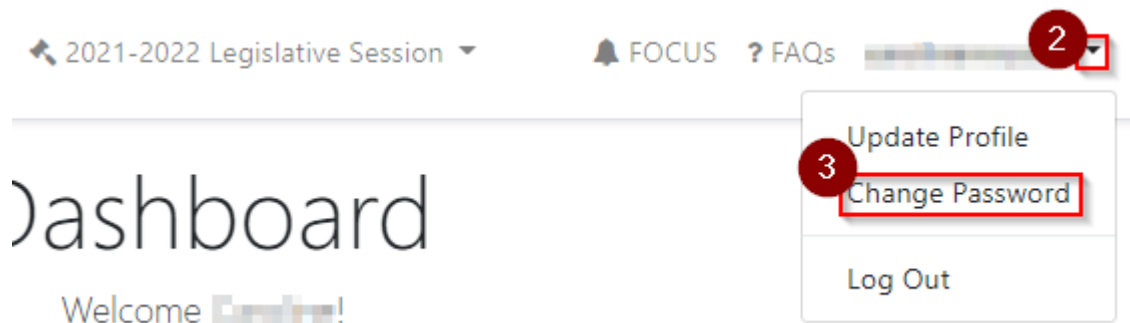
5. The reset password email will come from [noreply.ethics@wi.gov](mailto:noreply.ethics@wi.gov), and will look like this:



## Change Password

User Account passwords can be changed at any time.

1. Log into your user account (not pictured).
2. In the upper-right-hand corner of the screen, click the **dropdown arrow** next to your username in the header menu.
3. Click **Change Password**.



4. Enter the current password first and the new password in the New Password and Confirm New Password fields, then click **Change Password** (not pictured).

## Forgotten Account Information



**Do not** create a new user account if there are problems logging in. Contact the Ethics Commission if there are any issues: (608)266-8123 or [lobbying@wisconsin.gov](mailto:lobbying@wisconsin.gov).



# Lobbyist Licenses

An individual must obtain a lobbyist license if they are employed by and/or receive compensation from a lobbying principal for the purpose of lobbying (attempting to influence legislative or administrative action by oral or written communication) on behalf of that principal and if they:

- Make any lobbying communications if their duties are limited exclusively to the statutory definition of lobbying
- OR**
- Make lobbying communications on each of at least 5 days within a reporting period if their duties are not limited to the statutory definition of lobbying

Wis. STAT. § [13.62\(11\)](#)

Exceptions:

- Individuals acting on behalf of themselves need *not* be licensed or authorized.
- Individuals representing the views of a business or organization but doing so as an unpaid volunteer need *not* be licensed or authorized.
- Individuals representing the views of a business or organization they receive payment from but convey those views only to legislators elected from the Senate and Assembly districts in which they reside, need *not* be licensed or authorized.

Wis. STAT. § [13.621](#)

Lobbyist licenses are valid for one legislative session and expire on December 31<sup>st</sup> of every even-numbered year. The Ethics Commission accepts lobbyist license renewals starting on December 1<sup>st</sup> of every even-numbered year.

## Information on the Lobbyist License Form

- Lobbyist name;
- Residential address (optional, this information is kept confidential and is only used during the Commission's [lobbyist campaign contribution audit](#));
- Title/Division (optional);
- Employer;
- Mailing address;
- Location address (if different than mailing);
- Phone number(s);
- Email address;
- Single/multiple principal license;
- Usernames to give lobbyist permissions to; and
- Social security number (this information is kept confidential and is only used to perform statutorily required checks).

Wis. STAT. § [13.63](#)

## Applying for a New Lobbyist License

1. Log in to the lobbyist's user account and click **Dashboard** at the top of the page.
2. Click **Start Application** in the Lobbyist Licenses tile.
3. Enter the lobbyist's information. All fields with an asterisk are required (not pictured). Choose either a *single principal lobbyist license* or a *multiple principal lobbyist license*. This will place the appropriate fees in the Fees Cart.

WI Lobbying Dashboard 2021-2022 Legislative Session ? FAQs eth\_test

### Dashboard

Welcome Harry!

#### 2021-2022 Legislative Session

The lobbyist personal campaign contribution window is now open. See this [memo](#) for more information.

New training materials now available:

- New Lobbying Website: Recorded Webinar 5/6/22 (approx. 1 hour)
- Lobbyist Time Reporting Tutorial (7 minutes)
- SLAE Tutorial (8 minutes)

#### Lobbyist Licenses

No lobbyist licenses found.

Start Application

#### Principal Registration

No principal registrations found.

Start Application

## License Type

Please specify the type of lobbyist license you need

- I need a license to lobby on behalf of only one organization (Cost \$250)
- I need a license to lobby on behalf of two or more organizations (Cost \$400)

4. Optional: Upload a photo of the user for their profile page.
5. Add User Permissions is *optional* and allows other users access to this account to pay fees, file reports, or edit information. Click **Add User Permission**, then enter a username and assign permissions. Please be sure to click **Save** before moving on to the next section.
6. Click **Save And Continue** at the bottom of the page (not pictured).

## Assigned Lobbyist User Permissions

Add User Permission

User Account \*

Permissions

- Can Amend Lobbyist License
- Can Pay Lobbyist License Fees
- Can Perform Lobbyist 6 Month Time Reporting
- Select All

Remove Cancel Save



7. Enter the lobbyist's **Social Security Number**. The Ethics Commission uses this in collaboration with other agencies to verify eligibility to hold a lobbyist license. WIS. STAT. § [13.63\(1\)b](#).
8. **Certify** that the information is correct. *Once eligibility is confirmed and the lobbyist license fee is paid*, the user is able to legally lobby in the state of Wisconsin for the current session. WIS. STAT. § [13.63\(1\)](#).

### Social Security Number

[Edit Html Content](#)

Wisconsin Statutes §13.63(1) prohibit the Commission to issue a license to an applicant (1) who does not provide his or her Social Security number; (2) whom the Department of Revenue certifies is liable for delinquent taxes; (3) whom the Department of Children and Families certifies has failed to make court ordered child or family support payments; or (4) whom the Department of Workforce Development has certifies has failed to make required unemployment insurance contributions.

Wisconsin Statutes §13.69(6m) states that any principal, lobbyist or other individual acting on behalf of a principal who files a statement which he or she does not believe to be true is guilty of a Class H felony.

You must enter your nine digit social security number here:

7

### Lobbyist Certification

I certify that I am the lobbyist named below and that the above information is true and correct to the best of my knowledge, information, and belief.

<b>Lobbyist Name</b>	Harry Broderick
<b>Application Date</b>	7/19/2022

Important: Only the actual lobbyist should certify this lobbyist license application while logged into the system using their own user account.

[Back](#)

8

[Certify](#)



**NOTE:** Lobbyists are **not licensed** until the Ethics Commission receives the lobbyist's license fee payment and eligibility is confirmed with the Department of Children and Families, Department of Workforce Development, and Department of Revenue.

## Amending a Lobbyist License

1. Log into the lobbyist's user account and go to the **Dashboard**.
2. Find the **Lobbyist Licenses** tile and click the **pencil icon** to the left of the lobbyist's name.

The screenshot shows the top navigation bar with 'WI Lobbying', a 'Dashboard' link (circled in red with a '1'), and a dropdown for '2021-2022 Legislative Session'. Below the navigation is a large 'Dashboard' heading and a 'Welcome Harry!' message. A light blue banner indicates the '2021-2022 Legislative Session'. There are two main sections: 'Lobbyist Licenses' and 'Principal Registration'. The 'Lobbyist Licenses' section contains a table with one entry for Harry Broderick, with a pencil icon circled in red and a '2' next to it. The 'Principal Registration' section contains a table with one entry for ETH Test Principal and a 'Start Application' button.

Name	Application Date	Status
Harry Broderick	7/6/2022	Amend - Approved

Name	Application Date	Status
ETH Test Principal	7/6/2022	Amend - Approved

3. View a lobbyist license by clicking **View Details**.
4. Click **Amend Lobbying License** to edit the license.

### Lobbyist License: Harry Broderick

License Type: Multiple

608-266-8123

harry.broderick@wi.gov

[View Details >](#)

[Surrender Lobbying License](#)

[Amend Lobbying License](#)

5. Edit lobbyist contact information, residential address, license type, photo, or user permissions. Click **Save and Continue** at the bottom of the page when finished (not pictured).
6. Click **Certify**. If you changed from a single principal license to a multiple principal license, a new fee will be available in your Fees Cart on the Dashboard.

## Surrendering a Lobbyist License

1. Log into your user account, go to the **Dashboard** and click the **pencil icon** next to the lobbyist name (see steps 1 & 2 above).
2. Click **Surrender Lobbyist License** (not pictured).
3. Select a Lobbying Surrender Status. If you have any time for the current reporting period, you must file your time report before surrendering your license.

### Lobbying Surrender Status

Upon receipt of this form and the filing of withdrawals of authorization by all organizations on whose behalf you are currently authorized to lobby, the Wisconsin Ethics Commission will terminate your listing as a licensed lobbyist. File this form if you are terminating all lobbying activity on behalf of all organizations for the remainder of the 2021-2022 legislative session and you will not, prior to January 1, 2023 be preparing to influence state legislation or administrative rules.

File this form if you are terminating all lobbying activity on behalf of all organizations for the remainder of the 2021-2022 legislative session and you will not, prior to January 1, 2023, be preparing to influence state legislation or administrative rules.

Please choose one of the following: \*

3

- I have furnished each organization for which I have been authorized to lobby a time report for the current reporting period.
- I have not engaged in lobbying activity during the current reporting period.

4. Scroll to the bottom of the page and click **Certify** (not pictured).

# Principal Registration and Lobbyist Authorization

A “principal” is any business, organization, or person which employs or pays a lobbyist in any capacity. Wis. STAT. § [13.62\(12\)](#). Principals registered during a previous registration need to *renew* their registration each session. Please contact the Wisconsin Ethics Commission if there are any questions about past registration information.

Any person who is a principal by statutory definition and does not anticipate spending \$500 or more on lobbying activities may register with the Wisconsin Ethics Commission as a Limited Principal. Persons who believe they are eligible for a limited principal registration *must* contact the Ethics Commission before their application will be approved. Wis. STAT. § [13.621](#).

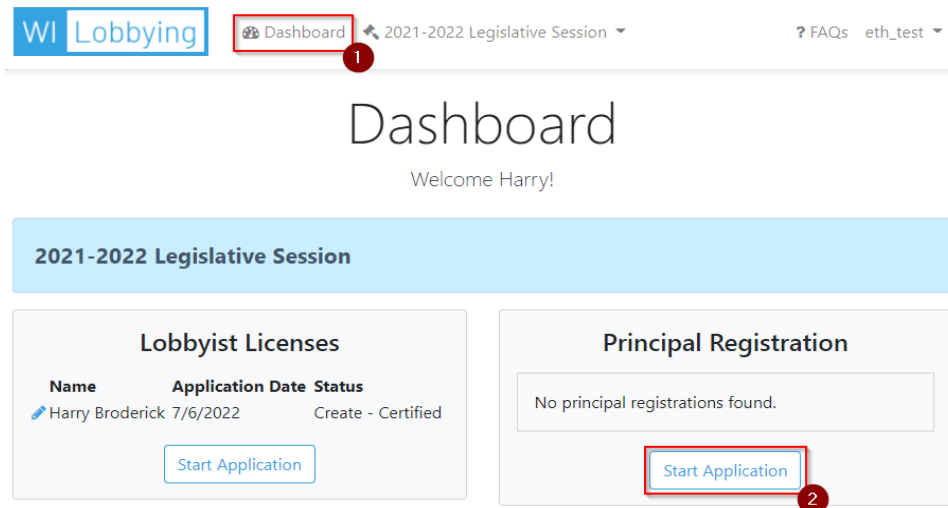
## Information on the Principal Registration Form:

- Principal name;
- Contact person;
- Principal mailing address;
- Location address (if different than mailing);
- Correspondence contact person (optional);
- Principal nature/interest – business entity, industry/trade/professional association, governmental (not for profit), labor union (not for profit), charitable/religious/civic/other not for profit, or individual;
- Agencies to be lobbied;
- Full or limited lobbying status;
- Lobbyists to authorize; and
- Additional user permissions (optional).

Wis. STAT. §§ [13.64](#), [13.65](#)

## Principal Registration and Lobbyist Authorization

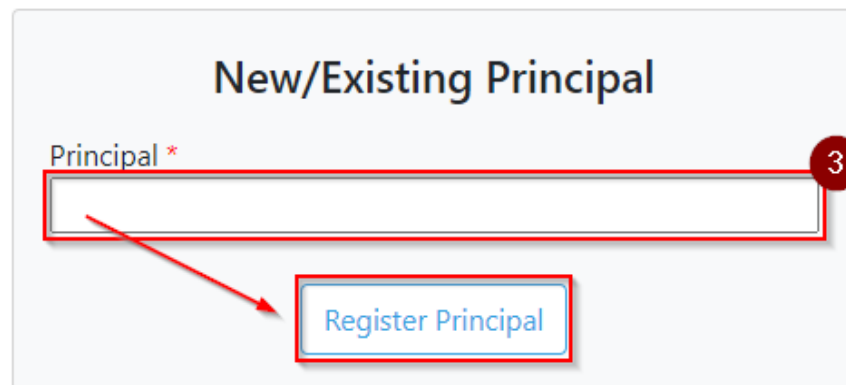
1. Log in to your user account and navigate to your **Dashboard**.
2. Click **Start Application** in the Principal Registration tile.



The screenshot shows the user's dashboard. At the top left, there is a navigation bar with 'WI Lobbying' and a 'Dashboard' link highlighted with a red box and a red circle containing the number '1'. To the right of the navigation bar, it says '2021-2022 Legislative Session' and 'FAQs eth\_test'. The main heading is 'Dashboard' with a sub-heading 'Welcome Harry!'. Below this is a light blue banner for the '2021-2022 Legislative Session'. There are two main tiles: 'Lobbyist Licenses' and 'Principal Registration'. The 'Lobbyist Licenses' tile shows a table with columns 'Name', 'Application Date', and 'Status'. It lists 'Harry Broderick' with an application date of '7/6/2022' and a status of 'Create - Certified'. Below the table is a 'Start Application' button. The 'Principal Registration' tile shows the text 'No principal registrations found.' and a 'Start Application' button highlighted with a red box and a red circle containing the number '2'.

3. Type in the name of your principal in the **Principal** field. If the principal was registered in the previous session, it should appear for you to select in the dropdown menu. Once you are done, click **Register Principal**.

### Principal Registration



The screenshot shows a modal window titled 'Principal Registration' with a close button (X) in the top right corner. The main heading inside the modal is 'New/Existing Principal'. Below the heading is a form with a label 'Principal \*' and a text input field. The input field is highlighted with a red box and a red circle containing the number '3'. Below the input field is a 'Register Principal' button, also highlighted with a red box. A red arrow points from the input field to the button.

4. Enter the principal information; all fields with an asterisk are required (not pictured).
5. Select the appropriate area of interest that best suits the principal (not pictured).
6. Enter the information for your type of principal. All fields with a red asterisk are required (not pictured).

7. Enter the policy areas that the organization may attempt to influence during the legislative session. Do not provide vague and uninformative statements such as “All matters related to the regulation of manufacturing.” Instead, be as descriptive as possible. WIS. STAT. § [13.67\(1\)](#). This will assist members of the public, legislative employees, and others in finding the principal in searches. Please also select the appropriate response regarding whether the principal will be lobbying state agencies, and if so, which agencies. If you are not certain, it is recommended that you leave ‘All’ selected.

### Areas To Lobby

Areas Of Lobbying \*

Provide a reasonably specific descriptive narrative of the policy areas your organization may attempt to influence during the legislative session. Do not provide a vague and uninformative statement like “all matters affecting the organization.”

Will Lobby State Agencies

Your registration authorizes you to lobby before all state agencies unless you select one of the other options below: \*

All

None

We will only appear before the state agencies listed below:

State Agencies To Be Lobbied

**7**

8. Designate whether the principal will perform full or limited lobbying activities.

### Principal Lobbying Status

Please choose one of the following: \*

this organization anticipates performing full lobbying activities.

this organization does not anticipate exceeding \$500 in lobbying expenditures in a calendar year. In the event that the organization’s lobbying expenditures exceed \$500 in one year, I will advise the Wisconsin Ethics Commission and register the organization within 10 days of exceeding the threshold.

**8**

9. Click **Add Lobbyist**.
10. Type in the search field the lobbyist's name. Click on the name of the lobbyist to authorize. The lobbyist's information will autofill. Choose the correct choice for the relationship between principal and lobbyist: duties exclusively limited to attempting to influence legislative or administrative action *or* duties not exclusively limited to attempting to influence legislative or administrative action. Wis. STAT. § [13.62\(11\)](#). Lastly, click **Save**.

## Authorized Lobbyists

Add Lobbyist

Lobbyist \* 10

Please choose one of the following: \*

Lobbyist's duties on behalf of the principal are exclusively limited to attempting to influence legislative or administrative action.

Lobbyist's duties on behalf of the principal are not exclusively limited to attempting to influence legislative or administrative action.

Cancel
Save

11. If more lobbyists need to be authorized, repeat steps 9 and 10. If you need to remove or edit an authorization, click the **Edit** button.

## Authorized Lobbyists

Add Lobbyist

	<p><b>Caroline Russell (Licensed)</b>            Self-Employed Lobbyist - No Firm or Org            Non-Exclusive Lobbyist  <b>License Issued:</b> 9/22/2021  <b>Authorized:</b> 7/6/2022</p>	<span style="border: 1px solid red; padding: 2px 5px; color: white; background-color: #007bff;">Edit</span>
	<p><b>Harry Broderick (Licensed)</b>            Self-Employed Lobbyist - No Firm or Org            Non-Exclusive Lobbyist  <b>License Issued:</b> 7/6/2022  <b>Authorized:</b> 7/6/2022</p>	<span style="border: 1px solid red; padding: 2px 5px; color: white; background-color: #007bff;">Edit</span>



12. Verify user permissions to the principal's account. The principal controls which users have the ability to pay fees, submit reports, and amend registration information. If other users do not need to be added at this time, click **Save and Continue** at the bottom of the page. To add other users, click **Add User Permission**, type the username, select the account, and choose the permissions. Then click **Save and Continue**.

### Assigned Principal User Permissions

Add User Permission

User Account \*

Permissions

Can Amend Principal Registration  
 Can Pay Principal Fees  
 Can Perform Principal 15 Day Reporting  
 Can Perform Principal 6 Month Reporting  
 Select All

Remove
Cancel
Save

**Harry Broderick**

- Can Amend Principal Registration
- Can Pay Principal Fees
- Can Perform Principal 15 Day Reporting
- Can Perform Principal 6 Month Reporting

Edit

Back

Save And Continue >

13. Verify the Principal Registration page for accuracy and click **Certify** at the bottom of the page (not pictured). This will place the appropriate fees in the Fees Cart. Once fees are paid and Commission staff activate the account, the principal can register for or against legislative matters and complete all required lobbying reporting activities.

## Amending a Principal Registration

Principals may amend their registration statement if they need to update contact information, add or delete user permissions, or authorize or withdraw lobbyists.

1. Log into your user account and go to the **Dashboard** (not pictured).
2. Find the Principal Registration tile and click the **pencil icon** next to the principal name.
3. You can click **View Details** to look at the principal's registration information without editing.
4. To edit information, click **Amend Principal Registration**.
5. Make your changes. Please see the previous section for more information on how to fill out a principal registration, edit user permissions, or authorize lobbyists.
6. To withdraw a lobbyist's authorization, click **Edit**. Then check the Withdraw Lobbyist box and save.
7. Once you are done editing the registration, click **Save and Continue** at the bottom of the page (not pictured).

Name	Application Date	Status
ETH Test Principal	7/6/2022	Amend - Approved

[Start Application](#)

### Principal Registration: ETH Test Principal

Principal Type: Full Lobbying

608-266-8123

harry.br...@wi.gov

[View Details](#)

[Cease Principal Activities](#)

[Amend Principal Registration](#)

**Colette Greve (Licensed)**  
Self-Employed Lobbyist - No Firm or Org  
Exclusive Lobbyist

[Edit](#)

**Caroline Russell**  
Please choose one of the following: \*

Lobbyist's duties on behalf of the principal are exclusively limited to attempting to influence legislative or administrative action.

Lobbyist's duties on behalf of the principal are not exclusively limited to attempting to influence legislative or administrative action.

License Issued: 9/22/2021

Authorized: 7/6/2022

[Withdraw Lobbyist](#)

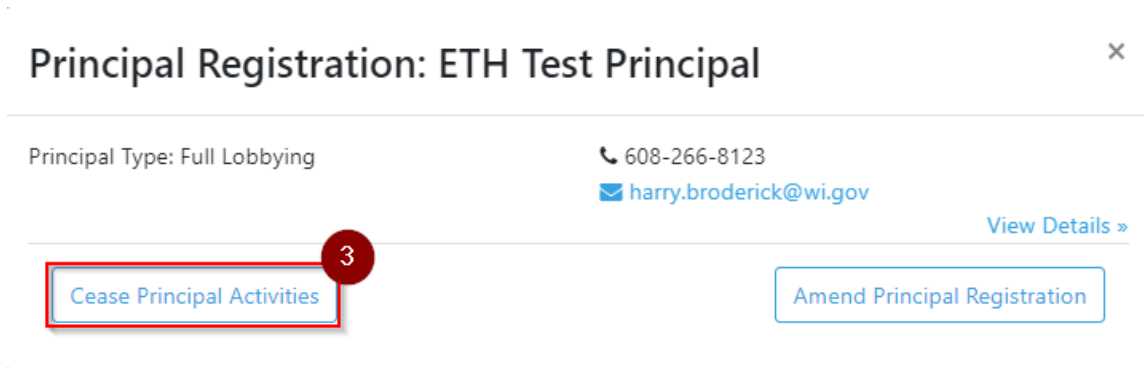
[Cancel](#) [Save](#)

8. Click **Certify** at the bottom of the next page (not pictured). Please be sure to pay any new fees if you authorized new lobbyists.

## Ceasing a Principal Registration

Principal registrations are valid for one legislative session and expire on December 31<sup>st</sup> of every even-numbered year. WIS. STAT. § [13.64\(2\)](#). Starting on December 1<sup>st</sup> of every even-numbered year, the Ethics Commission accepts principal registration renewals. Use the following steps to cease a principal registration prior to the end of a legislative session.

1. Log into your user account and go to your **Dashboard** (not pictured).
2. Find the **Principal Registration** tile and click the **pencil icon** next to the name of the principal that you would like to cease (not pictured).
3. Click **Cease Principal Activities**.

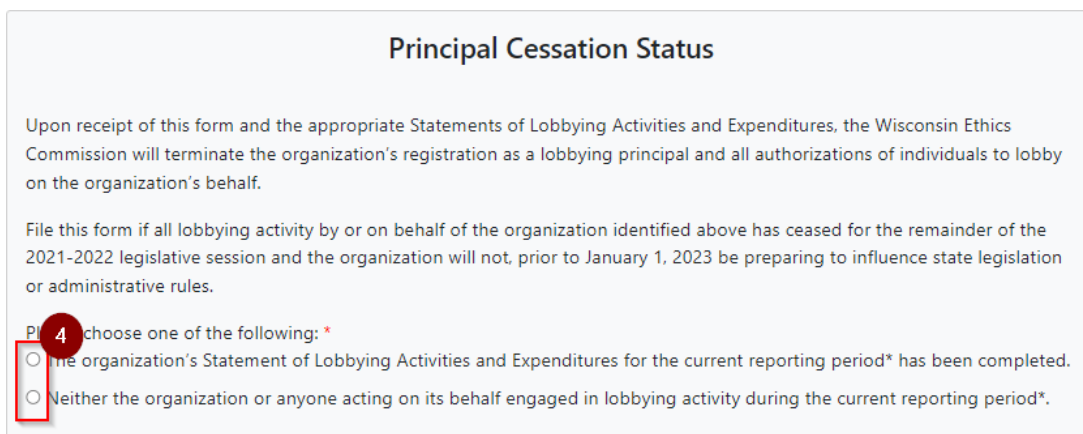


Principal Registration: ETH Test Principal ×

Principal Type: Full Lobbying 608-266-8123  
harry.broderick@wi.gov [View Details >](#)

**3**

4. Select one of the options in the Principal Cessation Status area. Any activity must be reported before ceasing principal activities.



**Principal Cessation Status**

Upon receipt of this form and the appropriate Statements of Lobbying Activities and Expenditures, the Wisconsin Ethics Commission will terminate the organization's registration as a lobbying principal and all authorizations of individuals to lobby on the organization's behalf.

File this form if all lobbying activity by or on behalf of the organization identified above has ceased for the remainder of the 2021-2022 legislative session and the organization will not, prior to January 1, 2023 be preparing to influence state legislation or administrative rules.

Please choose one of the following: \*

The organization's Statement of Lobbying Activities and Expenditures for the current reporting period\* has been completed.

Neither the organization or anyone acting on its behalf engaged in lobbying activity during the current reporting period\*.

5. Click **Certify** at the bottom of the page (not pictured).



2. Select the fees to pay by checking **Select All** or checking the box to the left of each itemized fee that you would like to pay. Then click **Checkout**.
3. Click **Pay Online** or **Pay with Cash or Check** (not pictured).
4. If you select **Pay**

Online, an e-Payment Services window will come up. Make sure the **Amount Due** is correct and save the **Reference**



## State of Wisconsin e-Payment Services

### Make a Payment

My Payment

Wisconsin - Eye On Lobbying	4
Amount Due \$1,055.00	
Reference Number 10079	

**Number** for record keeping. Fill out the contact information and choose the payment method.

5. Fill in credit card or bank account information and click **Continue**.

#### Payment Method

Payment Method

Card Number

Expiration Date

Card Security Code

Process this credit card as an ATM debit card if eligible

Card Billing Address  Use my contact information address  
 Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

**Continue** [Cancel](#)

6. Verify the payment details, payment method, billing address, and contact information. Click **Confirm** (not pictured). Please keep a paper or electronic copy of the payment confirmation for records.
7. For cash or check payments click **Pay with Cash or Check** to generate a PDF invoice in an additional browser window. Print and return it either by mail or in-person to pay by check, or in-person only for cash.



Veterans – please visit the Wisconsin Department of Veterans Affairs website to check for eligibility for a free lobbyist license.

<http://dva.state.wi.us/Pages/educationEmployment/Fee-Waiver-List.aspx>

# Lobbying Interest/15-Day Reporting

Once registered, principals must report to the Ethics Commission each bill, budget bill subject, proposed rule, and topic on which the organization makes a lobbying communication. These reports must be filed with the Ethics Commission *within 15 days of the first lobbying communication on the bill/subject/topic/rule*. WIS. STAT. § [13.67](#). Do not wait until Statements of Lobby and Expenditures (SLAE) are due to file Lobbying Interest/15-day reports.

If a topic is going through many legislative transformations, the reporting on that topic should reflect the state of the matter at the time of communication with officials. For example: if a principal lobbies on a topic and believes it may be included in the upcoming budget proposal, it must be reported as a *topic* first. If the topic is then taken up in the budget bill and the principal continues to lobby on it, the topic should now be reported as a *budget bill subject*. If that is removed from the budget but is still being lobbied on as a standalone bill, it should again be reported as a *topic*. If that *topic* is introduced as a standalone bill, lobbying activity on it must now be reported as a *legislative proposal*.

## Required Information for Submitting a Lobbying Interest/15-Day Report:

- Legislative Proposal:
  - House (Senate/Assembly)
  - Proposal type (bill, resolution, joint resolution)
  - Bill number
  - Session
  - Interest communication date (if applicable)
  - Reporting period
  - Position
  - Comments
- Budget Bill Subject:
  - Name of budget bill subject
  - Interest communication date (if applicable)
  - Reporting period
  - Position
  - Comments
- Proposed Rules:
  - Agency name
  - Proposed rule number
  - Interest communication date (if applicable)
  - Reporting Period
  - Position
  - Comments
- Topics:
  - Interest communication date (if applicable)
  - Reporting period
  - Topic subject
  - Action type (legislative matter/Rule by state agency/both legislative matter and rule)



Budget Bill Subjects are published generally within a few days of the proposal of the budget, with titles from their “relating to” clause, and may not exactly match a topic. This is not an error, but is because topic titles are determined by principals when they self-report.

## Filing a Lobbying Interest/15-Day Report

1. Log into your user account and go to your **Dashboard**. If a principal has given you permission to file Lobbying Interest/15-Day Reports, you will see a tile titled **Lobbying Interests**.
2. Click **Manage Interests** in the Lobbying Interests tile.

WI Lobbying Dashboard 2021-2022 Legislative Session ? FAQs eth\_test

### Dashboard

Welcome Harry!

#### 2021-2022 Legislative Session

##### Lobbyist Licenses

Name	Application Date	Status
Harry Broderick	7/6/2022	Amend - Approved

Start Application

##### Principal Registration

Name	Application Date	Status
ETH Test Principal	7/6/2022	Amend - Approved

Start Application

##### Fees Cart

No pending fees found.

Checkout

##### Lobbying Interests

No recent interests found.

Manage Interests

3. Click **Add Interest** next to the type of report you would like to file. To filter existing reports, use the **Principal** and **Interest Type** dropdown menus.

### Specify Principal and Interest Type

Principal: Select One

Interest Type: Any

#### Administrative Rules

No administrative rule interests found.

Add Interest

#### Budget Bill Subject

No budget bill interests found.

Add Interest

#### Legislative Proposals

No legislative proposal interests found.

Add Interest

#### Topics

No topic interests found.

Add Interest



## Legislative Proposals

1. Select a **Principal** and then use the **Legislative Proposal** field to search for the bill, joint resolution, or resolution by number or by keyword in the bill's "relating to" clause. Then select a **Reporting Period**. The Notification Date will default to the date you are submitting the report. You cannot change this date.
2. Make a selection in the **Communication Information** section. If you indicate that you have already communicated on the matter, you will also be asked to report a **Communication Date**, which should be the date of your first communication on the matter (not pictured).
3. Select a **Position**.
4. Optional: Enter comments, an external URL, or upload a supporting document. The site supports .doc, .docx, and .pdf documents.
5. Click **Save** to file the report. Once the report is filed, a confirmation email will be sent to the principal's contact email address.

The screenshot shows a web form for filing a legislative proposal report. It includes the following fields and sections:

- Principal \***: A dropdown menu with "Select One" as the current selection. (Callout 1)
- Legislative Proposal \***: A text input field for searching bills or resolutions.
- Reporting Period**: A dropdown menu currently set to "July 2022 to December 2022".
- Notification Date**: A label with the date "7/6/2022" below it.
- Communication Information**: A section with the heading "Please choose one of the following: \*". It contains three radio button options:
  - The principal, a lobbyist authorized by the principal, or another individual acting on behalf of the principal has communicated on this matter. (Callout 2)
  - The principal, a lobbyist authorized by the principal, or another individual acting on behalf of the principal has not yet communicated on this matter, but intends to do so at a later date.
  - The principal, a lobbyist authorized by the principal, or another individual acting on behalf of the principal do not intend to communicate on this matter.
- Position \***: A section with three radio button options:
  - For (Callout 3)
  - Against
  - Other
  - Undisclosed
- Comments**: A text area for entering remarks. (Callout 4)
- Supporting Document**: A section with an "Upload a file" button and a large dashed box containing the text "Drop a file to upload".
- External Url**: A text input field for providing an external link.
- Buttons**: "Remove", "Cancel", and "Save" buttons at the bottom right. (Callout 5)

## Budget Bill Subjects

Budget bill subjects are published by the Wisconsin Ethics Commission after publication by the Legislative References Bureau. Until budget bills subjects are published, they should be reported as topics in Lobbying Interest/15-day reports.

Principal \*  
Select One

Budget Bill Subject \*  
Administration: Attached Divisions and Other Bodies

Reporting Period  
July 2022 to December 2022

Notification Date  
7/6/2022

**Communication Information**

Please choose one of the following: \*

- The principal, a lobbyist authorized by the principal, or another individual acting on behalf of the principal has communicated on this matter.
- The principal, a lobbyist authorized by the principal, or another individual acting on behalf of the principal has not yet communicated on this matter, but intends to do so at a later date.
- The principal, a lobbyist authorized by the principal, or another individual acting on behalf of the principal do not intend to communicate on this matter.

Comments

Supporting Document  
Upload a file  
Drop a file to upload

External Url

Remove Cancel Save

1. Select a **Principal, Budget Bill Subject, and Reporting Period.**

The Notification Date will default to the date you are submitting the report. You cannot change this date.

2. Make a selection in the **Communication Information** section. If you indicate that you have already communicated on the matter, you will also be asked to report a **Communication Date**, which should be the date of your first communication on the matter (not pictured).

3. Optional: Enter comments, an external URL, or upload a supporting document. The site supports .doc, .docx, and .pdf documents.

4. Click **Save** to file the report. Once the report is filed, a confirmation email will be sent to the principal's contact email address.

## Administrative Rules

1. Select a **Principal** then select the **Agency** that is proposing the rule from the drop-down menu. Next, use the **Administrative Rule** field to search for the rule by number or name. The Notification Date will default to the date you are submitting the report. You cannot change this date.
2. Make a selection in the **Communication Information** section. If you indicate that you have already communicated on the matter, you will also be asked to report a **Communication Date**, which should be the date of your first communication on the matter (not pictured).
3. Select a **Position**.
4. Optional: Enter comments, an external URL, or upload a supporting document. The site supports .doc, .docx, and .pdf documents.
5. Click **Save** to file the report. Once the report is filed, a confirmation email will be sent to the principal's contact email address.

The screenshot shows a web form for filing an Administrative Rule report. The form is divided into several sections:

- Principal \***: A text input field containing "ETH Test Principal".
- Agency \***: A dropdown menu showing "Department of Administration (Adm)".
- Administrative Rule \***: An empty text input field.
- Reporting Period**: A dropdown menu showing "July 2022 to December 2022".
- Notification Date**: A text field showing "7/6/2022".
- Communication Information**: A section with the heading "Please choose one of the following: \*". It contains three radio button options:
  - The principal, a lobbyist authorized by the principal, or another individual acting on behalf of the principal has communicated on this matter.
  - The principal, a lobbyist authorized by the principal, or another individual acting on behalf of the principal has not yet communicated on this matter, but intends to do so at a later date.
  - The principal, a lobbyist authorized by the principal, or another individual acting on behalf of the principal do not intend to communicate on this matter.
- Position \***: A section with four radio button options:
  - For
  - Against
  - Other
  - Indisclosed
- Comments**: A large text area for entering comments.
- Supporting Document**: A section with an "Upload a file" button and a "Drop a file to upload" instruction.
- External Url**: A text input field for an external URL.

At the bottom right of the form, there are three buttons: "Remove", "Cancel", and "Save".

## Topics

1. Select a **Principal** and type in a **Topic Subject**. Then select an **Action Type**, **Topic Category**, and **Reporting Period**. Action Type can be thought of as the goal of the communication. The Notification Date will default to the date you are submitting the report. You cannot change this date.
2. Make a selection in the **Communication Information** section. If you indicate that you have already communicated on the matter, you will also be asked to report a **Communication Date**, which should be the date of your first communication on the matter (not pictured).
3. Optional: Enter comments, an external URL, or upload a supporting document. The site supports .doc, .docx, and .pdf documents.
4. Click **Save** to file the report. Once the report is filed, a confirmation email will be sent to the principal's contact email address.

The screenshot shows a web form for submitting a report. It includes several sections: a top section with dropdown menus for Principal, Action Type, Topic Category, and Reporting Period; a Communication Information section with radio button options; a Comments section with a text area; a Supporting Document section with an upload button and a file drop area; and a Web Site URL section. At the bottom right are buttons for Remove, Cancel, and Save. Red boxes and numbers 1-4 highlight specific areas: 1 points to the Principal dropdown, 2 points to the first radio button option, 3 points to the Comments text area, and 4 points to the Save button.



NOTE: Do **not** use “All matters relating to X” as a topic. Topics must be specific and should be similar to a bill’s “relating to clause.” If you have questions about how to title a topic, please contact the Ethics Commission.

Do **not** describe the communication that took place (e.g., “Spoke with Rep. X’s office about the possible effects Y could have on Z and set up another meeting”). Be as *informative* as possible while remaining *succinct*.

## Amending a Lobbying Interest/15-Day Report

If information in a previous Lobbying Interest/15-Day Report was entered incorrectly, or the principal or lobbyist would like to change any information in the Lobbying Interest/15-Day Report, they can do so by *amending that report*. The site will only allow you to delete a Lobbying Interest/15-day report within 24 hours of first reporting it. If you need to delete a report after the initial 24 hours, please contact Ethics Commission staff.

1. Log into your user account and go to your **Dashboard** (not pictured).
2. Click **Manage Interests** in the Lobbying Interests tile (not pictured).

**Specify Principal and Interest Type**

Principal  
Select One 3

Interest Type  
Any

3. Optional: If you have reporting permissions for multiple principals and/or have a large number of reported interests, you can use the **Principal** and **Interest Type** dropdown menus to filter your reports.

### Administrative Rules

[Add Interest](#)

**Ethics Commission (ETH) - Practice and procedure**

<b>Subject</b>	Practice and procedure	4
<b>Agency Name</b>	Ethics Commission (ETH)	
<b>Principal Name</b>	ETH Test Principal	
<b>Notification Date</b>	7/6/2022	
<b>First Communication Date</b>	N/A	
<b>Communication Information</b>	The principal, a lobbyist authorized by the principal, or another individual acting on behalf of the principal do not intend to communicate on this matter.	5
<b>Reporting Period</b>	January 2022 to June 2022	
<b>Comments</b>		
<b>Supporting Document</b>		
<b>Web Site URL</b>		

[Edit](#)

4. To view (but not edit) the details for a report, click the **arrow icon** next to the Edit button.

5. Click **Edit** to modify or delete a report.

6. Click **Remove** to delete a report (not pictured).

7. Once you are done editing, be sure to click **Save** before leaving the page (not pictured).

### Budget Bill Subject

[Add Interest](#)

Administration: Departmentwide

[Edit](#)

### Legislative Proposals

[Add Interest](#)

Assembly Resolution 1

[Edit](#)



NOTE: Please refrain from amending reports more than necessary. If you are experiencing issues with how to report or find yourself consistently amending information, please contact the Ethics Commission.

# Statements of Lobbying Activities and Expenditures (SLAEs)

Each registered lobbying principal must complete a Statement of Lobbying Activity and Expenditures (SLAE) every six months of the two-year legislative session. There are five steps to complete an SLAE, which are outlined in the following subsections.

## Required Information for the Statement of Lobbying Activity and Expenditures:

- Lobbyist time report;
- Non-Lobbyist time report;
- Time and Expenditure Summary;
  - Lobbyists: Hours and Payments;
    - Lobbying payments;
    - Reimbursement for travel expenses;
    - Reimbursement for all other expenses;
  - Non-Lobbyist Employees: Hours, Compensation, and Reimbursement;
    - Salary attributable to lobbying;
    - Reimbursement for travel expenses;
  - Public Relations, Research, Volunteer Expenses, and Other Lobbying;
    - Public relations;
    - Paid advertising (if in excess of \$500 in one six-month period);
    - Research Expenses;
    - Volunteer expenses/reimbursement for travel expenses;
    - All other lobbying expenses;
  - Non-Lobbyist Employees Who Devoted time to Lobbying Communication;
  - Payment or Reimbursement to Officials;
- Allocation of Lobbying Effort;
  - Bills;
  - Budget Bill Subjects;
  - Administrative Rules;
  - Topics;
  - Minor Efforts;
  - Other Matters; and
- Verification of Totals and Certification.

Wis. STAT. § [13.68](#)

## Lobbyist Time Report

1. Log into your user account, go to your **Dashboard**, and then find the **Lobbyist Time Reporting** tile (not pictured). If you do not see a Lobbyist Time Reporting Tile, this likely means that a principal has not yet authorized you to lobby on its behalf.
2. There are two ways to enter time. The first way is to enter hours on the Dashboard. To do this, click the **Enter Time** button.

The screenshot shows a light gray box titled "Lobbyist Time Reporting". At the top, there are three columns: "Time Entry", "Com.", and "Other". Below these columns is a large white rectangular area containing the text "No time entries found." At the bottom left of the box is a blue link labeled "Time Reports". At the bottom right is a blue button labeled "Enter Time". A red circle with the number "2" is positioned above the "Enter Time" button, and a red rectangular box highlights the button itself.

3. Select Lobbyist and Principal names, then enter the date, hours communicating, and hours other, and then click **Save**.

The screenshot shows the "Lobbyist Time Reporting" form. It has the same header as the previous screenshot. The form contains several input fields: "Lobbyist" (a dropdown menu with "Select One" selected), "Principal" (a dropdown menu with "Select One" selected), "Date" (a text input field), "Hours (Comm.)" (a text input field with "0" entered), and "Hours (Other)" (a text input field with "0" entered). At the bottom of the form are three buttons: "Remove", "Cancel", and "Save". A red circle with the number "3" is positioned above the "Save" button, and a red rectangular box highlights the "Save" button. A red arrow points from the "Save" button back to the form fields.



- The second time entry method allows you to create multiple date entries at the same time. Click **Time Reports**. *You will also click Time Reports when you are ready to file your time report.*
- Select a Reporting Period, Lobbyist, and Principal.
- If you have no hours to report for a reporting period, you can simply click **File 6-Month Time Report** at the bottom of the page.

### Lobbyist Time Reporting

<b>Time Entry</b>	<b>Com.</b>	<b>Other</b>
-------------------	-------------	--------------

No time entries found.

[Time Reports](#)

Enter Time

### Specify Reporting Period, Lobbyist, And Principal

Reporting Period

Lobbyist

Principal

### Time Entries

Date	Communication	Other
No entries found.		
<b>Total Hours:</b>	0.00	0.00

Certified Reports

- Clicking **Enter Time** will create five blank rows. Enter a date by either typing it or selecting it from the calendar. If you are typing the date, you can use any separator (period, comma, slash, hyphen, etc.). Five new rows will be created each time you click Enter Time. This can be done as many times as needed. You do *not* need to create an entry for dates on which you had no hours to report. Only create entries for days on which you have time to report.
- Enter hours communicating and hours other and click **Save**. Please be sure to click the Save button for each row where you have entered time.

### Time Entries

Date	Communication	Other																																																	
<input type="text"/> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p style="text-align: center;">« July 2022 »</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> </table> </div>	Su	Mo	Tu	We	Th	Fr	Sa	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	<input type="text" value="0"/>	<input type="text" value="0"/> <input type="button" value="Remove"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>
Su	Mo	Tu	We	Th	Fr	Sa																																													
26	27	28	29	30	1	2																																													
3	4	5	6	7	8	9																																													
10	11	12	13	14	15	16																																													
17	18	19	20	21	22	23																																													
24	25	26	27	28	29	30																																													
31	1	2	3	4	5	6																																													
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/> <input type="button" value="Remove"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>																																																	
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/> <input type="button" value="Remove"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>																																																	
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/> <input type="button" value="Remove"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>																																																	
<b>Total Hours:</b>	<b>0.00</b>	<b>0.00</b>																																																	

- Once you have entered all hours for a principal, click **File 6-Month Time Report** at the bottom of the page. Then click **Certify** (not pictured). You will receive a confirmation email once your time has been successfully submitted.

10. To view previously submitted time reports, click **Certified Reports** on the Lobbyist Time Reporting Page. Then use the dropdown menus to select the Reporting Period, Lobbyist, and Principal (not pictured).

**Time Entries** Enter Time

Date	Communication	Other
7/29/2022	1.00	0.00
8/2/2022	2.00	1.00
7/18/2022	0.50	2.00
9/28/2022	3.00	0.00
10/3/2022	1.00	4.00
<b>Total Hours:</b>	<b>7.50</b>	<b>7.00</b>

10
Certified Reports

9
File 6-Month Time Report >

Back to Dashboard

11. If you need to edit a time report, you can unlock your report up until the deadline for the reporting period. To do this, click **Time Reports** in the Lobbyist Time Reporting tile on the Dashboard (not pictured). Then find the time report using the dropdown menus and click **Unlock 6-Month Time Report**. Please be sure to recertify the report after you unlock it. If you need to edit a time report after the deadline, please contact Ethics Commission staff by email.

**Specify Reporting Period, Lobbyist, And Principal**

Reporting Period  
July 2022 to December 2022 ▼

Lobbyist  
Broderick, Harry ▼

Principal  
ETH Test Principal ▼

**6-Month Report Certified**  
This report was certified on 7/8/2022.

**Time Entries**

Date	Communication	Other
7/18/2022	0.50	2.00
7/29/2022	1.00	0.00
8/2/2022	2.00	1.00
9/28/2022	3.00	0.00
10/3/2022	1.00	4.00
<b>Total Hours:</b>	<b>7.50</b>	<b>7.00</b>

11
Unlock 6-Month Time Report

Back to Dashboard

## Non-Lobbyist Time Report

Non-Lobbyist Time is time that governmental affairs directors, senior managers, non-clerical employees (other than lobbyists), and others who act under the organization's supervision or direction spent on lobbying-related activities. WIS. STAT. § [13.68\(1\)\(cm\)](#). Do not record the time of lobbyists; that time is already reported in each lobbyist's time report.

This time report must accurately reflect a daily accounting of time the organization spends on lobbying-related activities. There are a number of ways the organization can have individuals account for time spent on lobbying-related activities. Use any reasonable method that helps accurately record time spent on lobbying-related activities.

### **Lobbying-related activities include:**

- Efforts pertaining to the development, drafting, introduction, consideration, modification, adoption, rejection, review, enactment, or defeat of any bill, resolution, amendment, report, nomination, administrative rule, or other matter by either house of the legislature;
- Efforts pertaining to the proposal, drafting, development, consideration, promulgation, amendment, repeal, or rejection by any agency of a rule;
- Communication, which includes talking (in person or by telephone) and meeting with elected officials, legislative employees, agency officials, and other state employees with decision-making authority for legislative or administrative action, as well as speaking at public hearings. This category does not include letter-writing; and
- Other lobbying-related activities.

This category includes time spent monitoring legislative and state agency activities writing letters; meeting with members or employees of the organization, colleagues, and others to discuss lobbying issues and strategy; collecting, compiling, or analyzing facts, data, or other information; preparing to communicate with elected officials, legislative employees, agency officials, and other state employees with decision-making authority for legislative or administrative action; preparing correspondence; and preparing others to lobby.

### **DO NOT record time spent:**

- By the organization's licensed lobbyist(s) (that time should be recorded in each lobbyist's Time Report);
- By clerical staff;
- By unpaid volunteers;
- By employees who have spent no more than 10 hours in lobbying-related activities;
- Furnishing information in response to the request of an agency official (but include time furnishing information requested by legislators or legislative employees); or
- Traveling that does not include any lobbying-related activity.

1. Log into your user account and go to the **Dashboard**. Find the Lobbyist Time Reporting tile and click **Time Reports** in the bottom left corner of the tile (not pictured).
2. Choose the reporting period and principal and use the Lobbyist dropdown menu to select **Non-Lobbyist**.
3. Click **Enter Time**.
4. Enter information for each day on which non-lobbyist time occurred, making sure to differentiate between direct communication and “other,” such as preparation for a meeting or a phone call. See steps 7 & 8 under Lobbyist Time Reporting for more information on time entry. Please be sure to click **Save** for each row.
5. Non-Lobbyist time does not need to be certified. Once the time has been saved, you can return to the dashboard by clicking **Back to Dashboard** at the bottom of the page or the **Dashboard** button at the top of the page (not pictured).

### Specify Reporting Period, Lobbyist, And Principal

Reporting Period

Lobbyist 2

Principal

### Time Entries

3 Enter Time

Date	Communication	Other	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	<span style="color: blue; font-size: small;">Remove</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Cancel</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px; color: blue;">Save</span>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	<span style="color: blue; font-size: small;">Remove</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Cancel</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px; color: blue;">Save</span>

4

## Time and Expenditure Summary

### Starting an SLAE

Log into your account and go to the **Dashboard** (not pictured). Find the Statements of Lobbying Activity and Expenditures tile and click the **File** button that corresponds to the principal and reporting period you would like to file.

### Time Reports

All lobbyist and non-lobbyist time will automatically be transferred to the principal's report once the lobbyist has certified their time report and any non-lobbyist hours have been entered.

1. Review the **Time Reports** section of the SLAE page. If you see a green check mark next to Time Reports *and* have entered any non-lobbyist time, no action is required in this section. For more information on what to report for non-lobbyist time, please see the previous section of the User's Guide.
2. If you see a red exclamation point, this means that one or more lobbyists have not yet certified their time reports. The table in the Time Reports section will indicate which lobbyists have certified time. If your account has permission to enter and report time for a lobbyist, you will have the option to file their report by clicking the link in the right column. If a lobbyist has certified their time, you can open their report by clicking the View Report link in the right column.
3. To go to the Lobbyist Time Reporting page, click the pencil icon at the top right of the section.

### Statements of Lobbying Activity and Expenditures

**January 2021 to June 2021**  
ETH Test Principal [File](#)

**July 2021 to December 2021**  
ETH Test Principal [File](#)

**January 2022 to June 2022**  
ETH Test Principal [File](#)

**July 2022 to December 2022**  
ETH Test Principal [File](#)

[View All](#)

ETH Test Principal

July-December 2022

At any time, feel free to generate printer-friendly reports.

[Print Reports before SLAE certification](#)

### Time Reports



Name Of Authorized Lobbyist(s)	Date Lobbyist(s) Certified Time Report
<del>Harry Broderick</del>	Has Not Certified
Caroline Russell	7/8/2022
Harry Broderick	
Non-Lobbyist	N/A

**No Permission to File**  
[View Report](#)  
[Enter Time](#)

## **Time & Expenses**

### **Lobbyists: Hours and Payments**

For Lobbyists, enter payments and obligations the organization made or incurred during the reporting period to each lobbyist for lobbying and lobbying-related activities (including retainers, fees, other compensation, and reimbursement of expenses that were charged separately). If two or more lobbyists were retained from the same lobbying firm and are unable to allocate the portion of the total lobbying payment attributable to each, payment to the lobbying firm can be listed instead of to an individual lobbyist.

For lobbyists employed by the principal, enter the portion of salaries the organization paid each employee-lobbyist for lobbying-related activities during the reporting period.

If the principal's compensation to the lobbyist's combined payments for lobbying represents 85% or more of the individual's total compensation, the entire amount of compensation paid to the lobbyist can be reported.

### **Non-Lobbyist Employees: Hours, Compensation, and Reimbursement**

Enter the portion of salaries attributable to lobbying-related activities.

When making the computation, disregard payments to an employee who devoted no more than 10 hours to lobbying-related activities during the reporting period. If the organization compensates an employee, and the combined payments for lobbying represent 85% or more of the individual's compensation, the entire amount of the compensation paid to the employee can be reported. WIS. STAT. § [13.68\(2\)\(a\)](#). Include salaries earned but not yet paid. Do not report amounts reported in a prior period.

### **Public Relations, Research, Volunteer Expenses, and Other Lobbying Costs**

Identify all lobbying expenses and obligations the organization made or incurred during the reporting period not already reported and not included in overhead. WIS. STAT. § [13.68\(1\)](#). Do not include fees paid to the Ethics Commission.

#### **Include the following items:**

- Contract Research. Payments and obligations for conducting, compiling, or preparing research, information, statistics, or analyses that would not have been incurred but for lobbying and costs of providing it to state officials.
- Research undertaken and used solely for lobbying. Report the total amount of expenditures if research is used within 3 years of completion.
- Research undertaken for lobbying and used for additional purposes. Report only that portion of expenditures allocated for lobbying research (if used within 3 years of completing the research).
- Research undertaken for non-lobbying purposes and used in lobbying. Do not report an expenditure for research that would have been undertaken regardless of its use in lobbying.
- Public Relations. Costs for advertising and activities to urge the public to attempt to influence state legislation or administrative rules (if payments and obligations exceed \$500 for the reporting period).

- **Volunteers' Expenses.** Costs of persuading and assisting members or volunteers to attempt to influence state legislation or administrative rules and reimbursements of members and volunteers for activities that pertained to lobbying. Exclude travel-related expenses already reported for lobbyists and non-lobbyist employees.

### Overhead Expenses

Overhead refers to things like office space, utilities, and supplies utilized in preparation for lobbying communications. WIS. STAT. § [13.68\(1\)\(b\)](#). Principals are not required to itemize overhead costs if those costs have been included in the "Payments Attributable to Lobbying" section. Please note that only overhead expenses that are directly attributable to a principal's lobbying efforts in Wisconsin should be reported.

### Non-Lobbyist Employees Who Devoted Time to Lobbying Communications

List the names of the organization's paid employees who, although not lobbyists, spoke in person or by phone or wrote to a legislator, legislative employee, or agency official during the reporting period in order to attempt to influence legislative action or administrative rulemaking. WIS. STAT. § [13.68\(1\)\(cm\)](#)

### Payment or Reimbursement to Officials

If the organization or its lobbyist paid or reimbursed an elected state official, state agency official, legislative employee, or candidate for elective state office, provide the date, the name of the recipient, and the amount of each payment. WIS. STAT. § [13.68\(1\)\(b\)](#). The organization is responsible for obtaining this information from its lobbyists and reporting it. Note that many state officials report to the Ethics Commission their receipt of payments exceeding \$50.

### How to Enter Expenses

1. Find the **Time & Expenses** section of the Time and Expenditure Summary page, which can be accessed from the Statements of Lobbying Activity and Expenditures tile on the Dashboard (not pictured).
2. Click the **pencil icon** in the top right of the Time & Expenses section to edit. If you do not have anything to report for the period, you can continue to the Allocation of Effort section without editing the Time & Expenses section.

## Time & Expenses



Expenditure	Amount
Total payments to lobbyists	\$0
Total payments to non-lobbyist employees	\$0
Total other living expenses	\$0
Overall total lobbying expenditures	\$0



- Click the **Edit** button for Lobbyists: Hours and Payments.

**Lobbyists: Hours and Payments** Edit

	Hours Attributable To Lobbying		Payments Attributable To Lobbying	Reimbursement For Travel Expenses	Reimbursement For All Other Expenses
	(Communicating)	(Other)			
<b>Self-Employed Lobbyist - No Firm or Org</b>			\$0.00	\$0.00	\$0.00
<del>Harry Broderick</del>	<del>0.00</del>	<del>0.00</del>	<del>\$0.00</del>	<del>\$0.00</del>	<del>\$0.00</del>
Caroline Russell	0.00	0.00	\$0.00	\$0.00	\$0.00
Harry Broderick	7.50	7.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	7.50	7.00	\$0.00	\$0.00	\$0.00
<b>Total Hours</b>	7.50	7.00	<b>Total Dollars</b>		\$0.00

3

**Non-Lobbyist Employees: Hours, Compensation And Reimbursement** Edit

	Hours Attributable To Lobbying		Salary Attributable To Lobbying	Reimbursement For Travel Expenses
	(Communicating)	(Other)		
<b>Totals</b>		0.00	0.00	\$0.00

- Fill in the details for the section using the available fields. Please click **Save** before moving on to the next section.

### Lobbyists: Hours and Payments

	Hours Attributable To Lobbying		Payments Attributable To Lobbying	Reimbursement For Travel Expenses	Reimbursement For All Other Expenses
	(Communicating)	(Other)			
<b>Self-Employed Lobbyist - No Firm or Org</b>			\$0.00		\$0.00
Caroline Russell	9.50	9.00	\$900.00	\$200.00	\$0.00
Harry Broderick	7.50	7.00	\$725.00	\$150.00	\$0.00
<b>Subtotal =</b>	17.00	16.00	\$1625.00	\$350.00	\$0.00
<b>Total Hours =</b>	17.00	16.00	<b>Totals Dollars =</b>		\$1975.00
Comments <input style="width: 100%; height: 30px;" type="text"/>					
<small>When hours are reported, dollars should be reported (or vice versa); if this is not the case, provide comments explaining why. (255 max characters)</small>					
<input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Save"/>					

- Repeat steps 3 & 4 for subsequent sections (Non-Lobbyist Employees, Public Relations, Research, and Volunteer Expenses, Overhead Expenses, etc.) as needed (not pictured).
- At the bottom of the page, click **Continue** to go to the Allocation of Effort section of the SLAE. You can also click **Report Menu** to return to the Time and Expenditure Summary Page (not pictured).

## Allocation of Lobbying Effort

Under Wisconsin's lobbying law, every organization that employs a lobbyist identifies to the Ethics Commission matters on which they make lobbying communications (Lobbying Interest/15-Day Reports). These communications may concern a bill, budget bill subject, proposed administrative rule, or a topic not assigned a bill or clearinghouse rule number. For each matter they reported on a Lobbying Interest/15-Day Report, the organization must provide a reasonable estimate of the percentage of the organization's total lobbying-related time during the reporting period that is associated with that item. [Wis. Stat. § 13.68\(2\)\(b\)](#).



NOTE: Interests reported in your SLAE that *should* have been reported earlier due to 15-Day reporting requirements may result in a late filing penalty. You will still need to report those interests to include them in your SLAE and accurately allocate effort.

When estimating the portion of the organization's lobbying-related time associated with an item, account for development, planning, research, internal discussions, and communications with state officials and staff. If applicable, include time spent developing or seeking introduction of a proposal and time that may have been spent prior to the organization's identification of an item. Account for the reported time of all lobbyists as well as all time reported for non-lobbyist officers, directors, and employees. Express time as a whole percent from 1 to 100.

When estimating the portion of the organization's lobbying-related time associated with an item, treat each budget bill subject as a separate item. If the organization lobbied on two or more related items, use best judgment in assigning a reasonable estimate of the percentage of lobbying-related time associated with each item as a whole percent from 1 to 100.

### Minor Efforts

If it is estimated that the organization spent less than 10% of its lobbying-related time on a specific bill, proposed rule, budget bill subject, or topic, the organization may choose to record that estimate next to the item as described above. The organization may also choose to record one or more matters under "Minor lobbying efforts," which documents the amount of time the organization spent on minor items which accounted for less than 10% of the organization's total lobbying-related time.

### No Lobbying Communication

If the organization directed a portion of its total lobbying-related time toward matters on which the organization made no lobbying communication, record an estimate of the percentage of lobbying-related time the organization spent on those matters during this reporting period.

## How to Allocate Effort

1. If you are not already on the Allocation of Lobbying Effort page after having continued from the Time & Expense page, navigate to the Allocation page by starting on the **Dashboard**, clicking **File** in the Statements of Lobbying Activity and Expenditures tile, and then clicking the **pencil icon** at the top right of the Allocation of Effort section of the Time and Expenditure Summary page (not pictured).
2. Click the **Edit** button to allocate effort (not pictured). *If you do not have any effort to allocate, click **Continue**. You do not need to click Edit.*
3. Type percentages into the fields corresponding to the various interests that have been reported by the principal. Once you are done allocating effort, click **Save**.
4. Click **Continue** to proceed to the summary and certification page (go to step 7). You can also click **Report Menu** to return to the Time and Expenditure Summary page (continue to step 5).

**Allocation of Lobbying Effort**

Bills	
Assembly Resolution 1 ⓘ	<input type="text" value="25"/> %
Subtotal =	25%
<small>If you are reporting a matter late, that you want to appear on this report, be sure to select the appropriate report period on the next screen.</small>	
Budget Bill Subjects	
Administration: Departmentwide	<input type="text" value="25"/> %
Subtotal =	25%
Administrative Rules	
Ethics Commission (ETH) ⓘ	<input type="text" value="25"/> %
Subtotal =	25%
Topics	
<small>No topics found.</small>	
Minor Efforts	
	<input type="text" value="25"/> %
Subtotal =	25%
Other Matters	
	<input type="text" value=""/> %
Subtotal =	0%
<b>Total =</b>	<b>100%</b>

3

Cancel Save

4

Report Menu Continue

5. Review all of the information displayed on the screen for accuracy. Note that the Time Reports and Allocation of Effort sections now have green check marks, indicating that the report can be certified.
6. Scroll to the bottom of the page and click **Finalize Report**.
7. Click **Certify and Submit SLAE**. Do not certify the report until all time, expenditures, and effort have been entered for the reporting period.
8. A confirmation email will be sent if the report was certified successfully. Once the report is certified you will have the option to view, download, and print PDF copies of the report (not pictured). Retain a copy of the SLAE for 3 years from its due date. WIS. STAT. § [13.68\(5\)](#).

### Time Reports

Name Of Authorized Lobbyist(s)	Date Lobbyist(s) Certified	Time Report
Caroline Russell	7/8/2022	<a href="#">View Report</a>
Harry Broderick	7/8/2022	<a href="#">View Report</a>
Non-Lobbyist	N/A	<a href="#">Enter Time</a>

### Time & Expenses

Expenditure	Amount
Total payments to lobbyists	\$1,975
Total payments to non-lobbyist employees	\$0
Total other living expenses	\$0
Overall total lobbying expenditures	\$1,975

### Allocation of Effort

Category	Amount
Topics	0 %
Legislative Proposals	25 %
Administrative Rules	25 %
Budget Bill Subjects	25 %
Minor Efforts	25 %
Other Efforts	0 %

### Verification Of Totals And Certification

Once all steps are complete, the report can be filed. Some more details here.

**5** [Finalize Report](#)

### Certification and Electronic Signature

I certify I am Harry Broderick and certify that the information entered and reported to the Wisconsin Ethics Commission is an accurate record of the lobbying activities of ETH Test Principal.

I further understand that if I know or believe that the records I submit are not complete or that any part of it is not true, I may be fined \$10,000 or imprisoned for 5 years or both. I understand that Wisconsin Statutes require me to retain until 3 years from the date that the records are filed documents necessary to substantiate these reports.

By clicking "Certify and Submit SLAE" you are submitting all parts of the Statement of Lobbying Activities and Expenditures for the period.

**7** [Certify and Submit SLAE](#)

### **Unlocking a Report**

If you need to edit an SLAE, you can unlock your report up until the deadline for the reporting period. Please be sure to recertify the report after you unlock it. If you need to edit a time report after the deadline, please contact Ethics Commission staff by email.

1. Log into your account and go to the **Dashboard** (not pictured).
2. Find the Statements of Lobbying Activity and Expenditures tile and click **View All** (not pictured).
3. Use the dropdown menus to select the reporting period and principal.
4. Click **Unlock Lobbying Activities and Expenditures**.
5. Make any necessary changes, then recertify the report (not pictured).

### Specify Reporting Period, Lobbyist, And Principal

3 Reporting Period  
July 2022 to December 2022 ▼

Principal  
ETH Test Principal ▼

4 [Unlock Lobbying Activities And Expenditures](#)

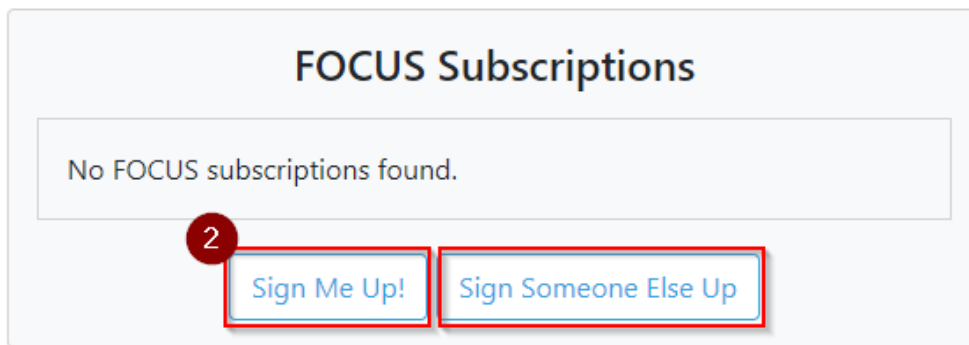
[View/Enter Lobbying Activities And Expenditures](#)

# 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*

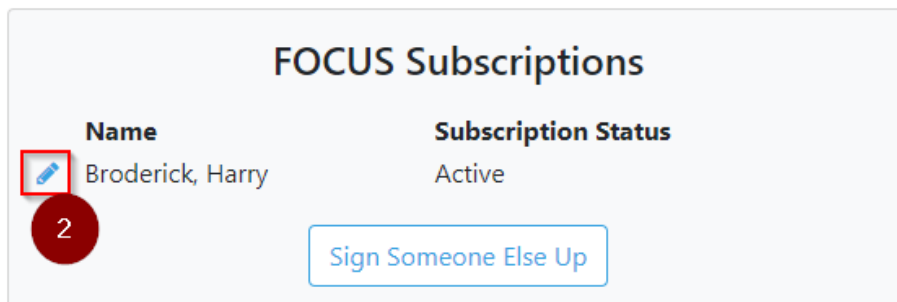
1. Log into your user account and go to the **Dashboard** (not pictured).
2. Find the *FOCUS* Subscriptions tile and select **Sign Me Up!** or **Sign Someone Else Up**.



3. Enter all of the required information: first and last name, email address, subscription type, and billing information (not pictured).
4. **Add User Permission** is optional and allows the user to give another person with a user account the ability to update or modify that person's *FOCUS* subscription (not pictured).
5. Click **Save and Continue** (not pictured).
6. Verify that the information is correct and click **Submit**. This will place the *FOCUS* subscription fee in your **Fees Cart**, which can be found on the **Dashboard**. Please see the Paying Fees section of the User's Guide for directions on paying fees.

## Manage *FOCUS* Subscription

1. To manage a *FOCUS* subscription, go to your **Dashboard** and find the *FOCUS* Subscriptions tile.
2. Click the **pencil icon** to the left of your name.



3. Click **Edit Notification Criteria**

## FOCUS Subscription: Broderick, Harry



Subscription Status: Active

✉ [harry.broderick@wi.gov](mailto:harry.broderick@wi.gov)

[Update Subscriber Information](#)

3

[Edit Notification Criteria](#)

4. Click the **Add** button to be notified about keywords, statute chapters and sections, bills, budget bill subjects, administrative rules, and principals. Helpful tips for selecting keywords are listed towards the top of the page.
5. Click **Save** for each new search criterium that you add (not pictured).
6. Remove existing criteria by clicking **Edit**, then remove (not pictured).

### Keywords

[Add Keyword](#)

4

No keywords found

### Statute Chapters and Sections

[Add Chapter](#)

No chapter statutes or sections found

### Bill(s)

[Add Bill](#)

**Bill Name**  
**Related To**

[Assembly Resolution 1](#)  
Relating to: notifying the senate and the governor that the 2021-2022 assembly is organized.

[Edit](#)

### Budget Bill Subjects

[Add Budget Bill Subject](#)

**Subject**

[Administration Departmentwide](#)

[Edit](#)

### Administrative Rule(s)

[Add Rule](#)

**Subject**

[Practice and procedure](#)

[Edit](#)

### Principal(s)

[Add Principal](#)

**Principal Name**

[ETH Test Principal](#)

[Edit](#)



# Contact the Ethics Commission

If you have any questions regarding this manual or lobbying regulation in Wisconsin, please contact us at:

**lobbying@wisconsin.gov**  
**<https://lobbying.wi.gov>**  
**(608) 266-8123**

