

# Reporting Agency Legislative Liaisons

---

*A user manual for agencies required by Wisconsin Statutes to submit semi-annual legislative liaison reports to the Wisconsin Ethics Commission.*

# REPORTING AGENCY LEGISLATIVE LIAISONS

## Table of Contents

REPORTING AGENCY LEGISLATIVE LIAISONS .....	1
About Reporting Agency Legislative Liaisons.....	1
Introduction .....	1
What Is The Purpose Of Reporting Agency Legislative Liaisons? .....	1
Relevant Statutes .....	1
How To Log On To The Eye On Lobbying Website.....	3
How to Reset Your Password .....	3
How to Update the Agency’s Profile .....	4
Amend and Certify the Agency’s Legislative Liaison Report.....	4
How to Add a New Authorized Agency Legislative Liaison.....	4
How to Update Information Regarding an Existing Agency Legislative Liaison .....	6
How to Remove an Authorized Agency Legislative Liaison.....	7
How to Certify Your Agency’s Legislative Liaisons Report.....	7
View the Public Version of Your Agency’s Legislative Liaison Report.....	9
Download a Directory of All Wisconsin Agency Legislative Liaisons.....	9

Wisconsin Ethics Commission

<https://ethics.wi.gov>

<https://lobbying.wi.gov>

(608) 266-8123

## About Reporting Agency Legislative Liaisons

### Introduction

Wisconsin Statutes require state agencies to file a report twice a year with the Wisconsin Ethics Commission that identifies the name, title, and salary of each officer or employee whose duties include attempting to influence the legislature. The agency must also identify for each person the approximate percentage of time the person spends on legislative activity, and the general area(s) of legislative action that the person attempted to influence. Please refer to the section below on relevant statutes for a legal definition of which agencies are required to complete these reports. These reports must be filed by January 31 and July 31 each year, and be current to within 30 days of the filing deadline.

In 2015, we launched a new online reporting system as a part of the [Eye On Lobbying](#) website. This new online reporting system modernized the previous method of reporting agency legislative liaisons through a paper-based reporting system. Ethics Commission staff will provide each agency required to complete the report a username and password. The agency designee is strongly encouraged to change the given password.

### What Is The Purpose Of Reporting Agency Legislative Liaisons?

Agency legislative liaison reporting provides transparency and information to the public about which state officers and employees are participating in legislative activities, and the areas of legislative action. The reporting also provides a directory to members of the State Legislature, the Office of the Governor, other agencies and the media. This information makes it possible to identify the best person to contact regarding a particular legislative area within an agency.

### Relevant Statutes

#### [WIS STAT § 13.62\(2\)](#).

(2) “Agency means any board, commission, department, office, society, institution of higher education, council, or committee in the state government, or any authority created in subch. [II of ch. 114](#) or in ch. [231](#), [232](#), [233](#), [234](#), [237](#), [238](#), or [279](#), except that the term does not include a council or committee of the legislature.

#### [WIS STAT § 13.695](#).

#### **13.695 Legislative activities of state agencies.**

(1) Each agency shall file with the commission on or before January 31 and July 31 a statement which identifies the officers and employees of the agency who are paid a salary and whose regular duties include attempting to influence legislative action. The statement shall be attested by the agency head or such person's designee. Each statement shall contain the following information, which shall be current to within 30 days of the filing deadline, and cover the period since the last date covered in the previous statement:

- (a) The name of the agency filing the statement;
  - (b) The name, title and salary, which is paid by the state, of each officer or employee engaged in such legislative activity, the proportionate amount of time spent on legislative activity and the general area of legislative action which the officer or employee has attempted to influence.
- (2) Any change in the name of an officer or employee or a general area of legislative action which is disclosed in a statement required under sub. (1) shall be reported in writing to the commission within 10 days of the change.
- (3) Any officer or employee of an agency who attempts to influence legislative action which affects the financial interests of such employee, other than a regular or periodic adjustment in salary, wages or other benefits paid by the state, shall disclose the nature of such interest to any member or employee of the legislature with whom such person has a direct communication concerning such legislation.
- (4) No officer or employee of an agency who is identified in a statement filed under this section may engage in the prohibited practices set forth in s. [13.625 \(1\) \(a\)](#) or [\(d\)](#), or use state funds to engage in the practices set forth in s. [13.625 \(1\) \(b\)](#) or to make campaign contributions as defined in s. [11.01 \(6\)](#). This subsection does not prohibit an agency official who is identified in a statement filed under this section from authorizing salaries and other payments authorized by law to be paid to state officers, employees, consultants or contractors or candidates for state office, or from authorizing property or services of the agency to be provided for official purposes or other purposes authorized by law, whenever that action is taken in the normal course of affairs.

## How To Log On To The Eye On Lobbying Website

1. Go to <https://lobbying.wi.gov/>.
2. In the upper-right corner of the webpage, click on the link to **Log On**.
3. Enter your agency's username and password.
4. Click on the **Log On** button.

## How to Reset Your Password

1. Please visit the Eye On Lobbying website (<https://lobbying.wi.gov/>).
2. From the left-hand menu, click on **Reset My Password**.
3. Enter the username for your agency, and then click on the **Reset Password** button (*note: if you do not know the username for your agency, please contact the Ethics Commission*).
4. Within a few minutes you should receive an email with a new password consisting of randomly generated letters, numbers and symbols. If you do not receive an email within 15 minutes, please contact the Ethics Commission.
5. Highlight and copy the generated password from the email, and then return to the Eye On Lobbying website (<https://lobbying.wi.gov/>).
6. From either the left-hand menu or the link in the upper right corner of the webpage, click on **Log On**.
7. Enter your agency's username, then either type or paste in the password provided in the generated email, and then click on the **Log On** button.
8. You should now be logged on, but it is a good idea to change your password to something you can easily remember. Click on **Reset My Password** from the left-hand menu.
9. Either type in or paste the password provided from the generated email. In the next field, enter a unique password that you can easily remember, and then enter it again for confirmation. Click on the **Change Password** button.

## How to Update the Agency's Profile

Each agency required to file legislative liaison reports has a profile on the website with contact information for the agency. This information allows Ethics Commission staff to assist agencies in ensuring the information related to their legislative liaisons remains current and accurate. It also helps determine who each agency authorizes to edit and submit reports. The agency profile information is not viewable to the public through the website. The profile includes the agency's mailing address, main phone number and website. It also includes the name, phone number and email address of a primary (required) and alternate (optional) contact person for the agency. We strongly encourage agencies to list an alternate contact person in case the primary contact is unavailable, or in case of turnover. Please follow the steps below to view or update the profile for your agency.

1. Follow the instructions provided earlier about how to log on to the [Eye On Lobbying](#) website.
2. Click on the **Report Agency Legislative Liaisons** button on the menu on the left-hand side of the page.
3. Click on **Agency Profile** from either the grey button in the middle of the page, or the menu on the left side of the page. If you have permission to report for only one agency, the website will automatically direct you to the **Edit Agency Profile** screen.
4. If you manage multiple agencies, you must select your agency from the drop-down menu and then click on the **Amend Agency Profile** button.
5. In the **Edit Agency Profile** screen, update any of the fields you need to change.
6. If you have made changes, click on the **Update** button to save them; otherwise, click on the **Cancel** button.

## Amend and Certify the Agency's Legislative Liaison Report

While each agency is required to certify its report within 30 days of the reporting deadlines (January 31 and July 31), you may update the report as many times as necessary throughout the year. At any time, you may:

- add new agency legislative liaisons
- update information regarding an existing agency legislative liaison or
- remove an agency legislative liaison.

## How to Add a New Authorized Agency Legislative Liaison

Agencies should add new legislative liaisons to their report whenever a new employee or officer whose regular duties will include attempting to influence legislative activity is hired. Agencies

should also add a liaison when an existing employee or officer's duties change to include attempting to influence legislative activity.

If a liaison changes jobs titles within the organization (e.g., from policy analyst to division administrator), then you should edit the individual's record to enter an end date for the former position and create a new entry for the new position. If an agency legislative liaison moves to a new department or division and this move represents a change in responsibilities or areas of activities, then please enter an end date for that person and add a new entry for the new position. This facilitates maintaining an historical record of who the agency's legislative liaisons were and what their role with the agency was at any given time.

Please use the instructions to below to add a new agency legislative liaison.

1. Log on to the [Eye On Lobbying](#) website.
2. Select **Report Agency Legislative Liaisons** from the left-hand menu.
3. Select **Legislative Liaisons Report** from either the left-hand menu or the button in the middle of the page. If you have permission to report for only one agency, you will automatically go to the **Legislative Liaisons Report** screen.
4. If you manage multiple agencies, you must select an agency from the drop-down menu and click on the **Amend Legislative Liaisons Report** button.
5. Review the list of **Current Agency Legislative Liaisons** to verify that the person you wish to add is not in the list of current liaisons. If so, then you may use the **EDIT/REMOVE** button to modify their information. Please see the next section for instructions on updating information about an agency legislative liaison.
6. If the person you wish to add is not listed under current liaisons, then click on the **Add New Liaison** button towards the upper right corner of the page (*note: You cannot edit former agency legislative liaisons. If the person was previously a legislative liaison but removed from the active list, you will need to use the Add New Liaison button to make them an active liaison again.*).
7. Fill in all applicable information regarding the new agency legislative liaison (*note: required fields are marked with a red asterisk*). The form asks for the following information:
  - a. the liaison's name (at a minimum, their first and last name)
  - b. title
  - c. department or division
  - d. work phone number
  - e. work email
  - f. annual salary paid by the State of Wisconsin

- g. the proportion of time spent on legislative action, as selected from a drop-down menu, that best reflects the person's time on legislative activities
  - h. the effective date the person became a legislative liaison for the agency in the individual's current position (if the person changes positions, such as from policy analyst to division administrator, then you should enter an end date for the former position and add them as a new liaison in their new position)
  - i. the general area(s) of legislative action the person works on
  - j. whether or not the person is required to file a statement of economic interests (SEI) with the Ethics Commission (if you are not sure, please contact Ethics Commission staff).
8. Leave the **Effective End Date** field blank if the person is still an active legislative liaison for the agency.
  9. Click on the **Add** button to save all of the information you entered and add the person as a current agency legislative liaison. The new liaison will display alphabetically in the list of the agency's legislative liaisons.

### How to Update Information Regarding an Existing Agency Legislative Liaison

At various times you may need to edit information regarding an agency legislative liaison. Examples of this include a name change, changes in position or title, changes in contact information, annual salary, percentage of time spent on legislative activity or general areas of legislative activity the person works on.

If the person's title or position changes, please enter an end date under the previous position, and then add a new agency legislative liaison record for the person under the new title. If the name of the division or other area changed in name only (e.g., from division of human resources to the division of personnel management), then you should update the existing record.

If an agency legislative liaison moves to a new department or division and this move represents a change in responsibilities or areas of activities, then please enter an end date for that person and add a new entry for the new position.

This facilitates maintaining an historical record of who the agency's legislative liaisons were and what their role with the agency was at any given time.

Please follow the steps below to update information regarding an agency legislative liaison.

1. Log on to the [Eye On Lobbying](#) website.
2. Select **Report Agency Legislative Liaisons** from the left-hand menu.
3. Select **Legislative Liaisons Report** from either the left-hand menu or the button in the middle of the page. If you have permission to report for only one agency, you will automatically go to the **Legislative Liaisons Report** screen.

4. If you manage multiple agencies, you must select an agency from the drop-down menu and click on the **Amend Legislative Liaisons Report** button.
5. Find the person you wish to edit from the list of current agency legislative liaisons, and then click on the **EDIT/REMOVE** button in the box with their profile.
6. Update information regarding the selected agency legislative liaison as needed.
7. Click on the **Update** button to save the changes you made.

### How to Remove an Authorized Agency Legislative Liaison

If someone who was a designated agency legislative liaison is no longer an officer or employee of the agency you must remove the individual's record from the list of current agency legislative liaisons. Please follow the instructions below to remove a liaison from the list of current agency legislative liaisons.

1. Log on to the [Eye On Lobbying](#) website.
2. Select **Report Agency Legislative Liaisons** from the left-hand menu.
3. Select **Legislative Liaisons Report** from either the left-hand menu or the button in the middle of the page. If you have permission to report for only one agency, you will automatically go to the **Legislative Liaisons Report** screen.
4. If you manage multiple agencies, you must select an agency from the drop-down menu and click on the **Amend Legislative Liaisons Report** button.
5. Find the person you wish to remove from the list of current agency legislative liaisons, and then click on the **EDIT/REMOVE** button in the box with their profile.
6. In the field labeled **Effective End Date as a Legislative Liaison**, enter the last date the person was (or will be) authorized as an agency legislative liaison) in the position listed.
7. Click on the **Update** button to remove the person from the list of current agency legislative liaisons. This person will now appear under the heading of **Former Agency Legislative Liaisons** for your agency.

### How to Certify Your Agency's Legislative Liaisons Report

Each agency required by Wisconsin Statutes to submit an agency legislative liaisons report to the Ethics Commission must certify a report within 30 days of each filing deadline (*between January 1 and 31 for the January 31 deadline, and between July 1 and 31 for the July 31 deadline*). Agencies must also make changes to the reported information throughout the year, within 10 days of the change. You can view the date your report was last certified by finding the red text near the upper right corner of your agency report. Please follow the steps outlined below to certify your agency's report within 30 days of each filing deadline.

1. Log on to the [Eye On Lobbying](#) website.
2. Select **Report Agency Legislative Liaisons** from the left-hand menu.
3. Select **Legislative Liaisons Report** from either the left-hand menu or the button in the middle of the page. If you have permission to report for only one agency, you will automatically go to the **Legislative Liaisons Report** screen.
4. If you manage multiple agencies, you must select an agency from the drop-down menu and click on the **Amend Legislative Liaisons Report** button.
5. Follow the instructions in the sections regarding adding new liaisons, editing existing liaisons, and removing former liaisons as applicable.
6. After verifying that all listed information is correct, click on the **Certify** button near the upper right corner of the page.
7. You will see today's date listed in red font color at the top-right area of the agency's page next to **Date Last Certified/Updated**. As long as the report is certified at least once within 30 days of the reporting deadline, the agency has met its statutory responsibilities under [WIS STAT §13.695](#).

## View the Public Version of Your Agency’s Legislative Liaison Report

Do you want to see what information the public can see about your agency’s legislative liaisons? Anyone can look up information about agency legislative liaisons without having to log on to the [Eye On Lobbying](#) website; simply follow the steps outlined below. You can also see the same information if you are already logged on to the [Eye On Lobbying](#) website.

1. Go to <https://lobbying.wi.gov>.
2. Click on ‘**Who Is Lobbying?**’ from the menu options at the top of the page.
3. Click on **State Agency Legislative Liaisons** from the menu on the left-hand side of the page.
4. Use the search box to find the agency (*note: use a specific term that will help narrow the results; e.g., for the Ethics Commission; using “ethics” will only produce one result; using “commission” will produce 10 results*).
5. Double-click on the name of the agency, or click the name of the agency once and then click on the **View** button.
6. The public view of the agency’s legislative liaisons report will display.

## Download a Directory of All Wisconsin Agency Legislative Liaisons

Would you like to download a comprehensive directory of all Wisconsin Agency Legislative Liaisons? If so, please follow the instructions outlined below. This directory is available to the public, and does not require logging on to the [Eye On Lobbying](#) website.

1. Go to <https://lobbying.wi.gov>.
2. Click on **Directories** from the menu options at the top of the page.
3. Click on **State Agency Liaisons** from the menu on the left-hand side of the page.
4. Click on the **Generate PDF** button to create an up-to-date directory of all Wisconsin State Agency Legislative Liaisons (*note: this requires Adobe Acrobat, which you can download free*).