



Miami-Dade County

Lobbyist System
Quick Start Guide



Agenda Overview

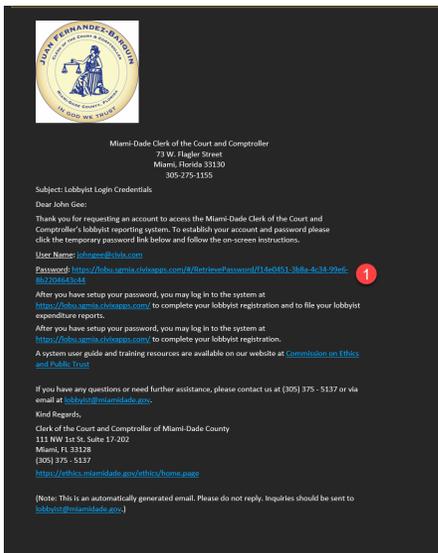
- Part 1 – Existing User Sign in
- Part 2 – New Lobbyist Registration
- Part 3 – New Principal Registration
- Part 4 – Using your account (Lobbyists)
- Part 5 – Training Course (Lobbyists)
- Part 6 – Using your account (Principals)

Part 1 – Existing User Sign in



Part 1 Existing User Sign in – Account creation

- Users registered in the legacy system with a valid email address will receive an email with a link to create credentials in the new system.
- Your email address will serve as your username in the new system
- Follow the Link to create a password in the email
- System will prompt you to create answers to security questions and a new password.



The screenshot shows a mobile application interface for selecting security questions. The title bar is blue with the text "Select Security Questions" and a close button (X). The main content area has a white background with a blue border. It contains a "Security Question" dropdown menu with the text "What year did you graduate from high school?". Below this is an "Answer" input field with a red underline and a cursor. At the bottom, there is a "Verify Answer" input field and a blue "SAVE CHANGES" button. Navigation arrows are visible at the bottom corners.

The screenshot shows a mobile application interface for entering a new password. The title bar is blue with the text "Current password" and a close button (X). The main content area has a white background with a blue border. It contains a "New Password" input field with a red underline. Below it is a "Verify New Password" input field with a red underline. At the bottom, there is a blue "SUBMIT" button.

Part 1 Existing User Sign in – Login

- Once you have created your security questions and password, you are ready to sign in from the public site. Follow the link to “Log In” from the top of the page.

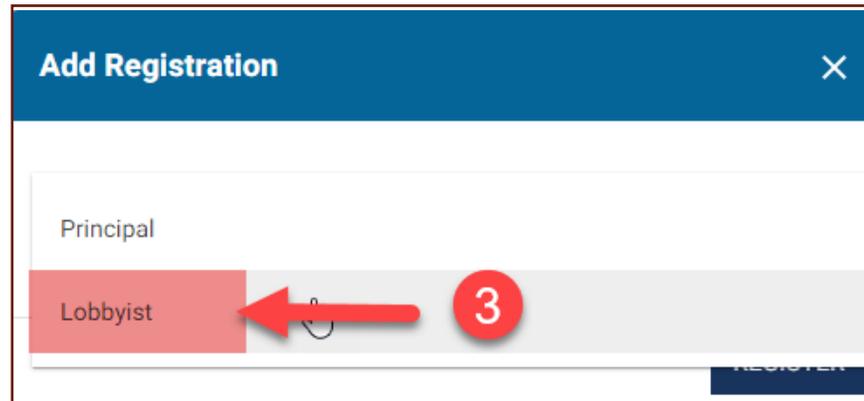
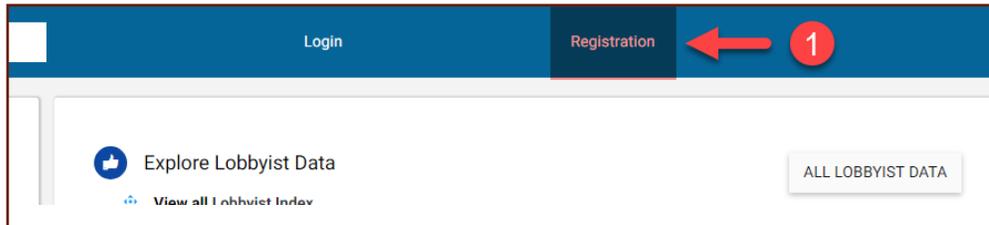
The screenshot shows the top navigation bar of the Miami-Dade Lobbyist Reporting System. On the left, there is a logo and the text "MIAMI-DADE LOBBYIST REPORTING SYSTEM CITY CLERK'S OFFICE". In the center, there is a search bar with a dropdown menu set to "ALL" and the text "Search for Lobbyists and Principal". On the right, there are links for "Login" and "Registration". A red circle with the number "1" is positioned above the "Login" link. Below the navigation bar, the page is divided into two main sections. The left section contains "Resources" with a link to "Commission on Ethics and Public Trust", "Contact Information" with a note about contacting the Clerk of the Court and Comptroller of Miami-Dade County, and contact details for the Clerk of the Court and Comptroller of Miami-Dade County. The right section contains "Explore Lobbyist Data" with two links: "View all Lobbyist Index" and "View all Principal Index". A button labeled "ALL LOBBYIST DATA" is also present in this section.

Part 2 – New Lobbyist Registration



Part 2 New Lobbyist Registration – Public Site

1. From the Public site, you will select “Registration”
2. Choose “Lobbyist Reporting”
3. Choose Registration type “Lobbyist” and select button to “Register”



Part 2 New Lobbyist Registration – Information

- Complete Lobbyist Information, Contact Information, and Address Information sections (Note email will be your username for login)

Lobbyist Information

Registration for year

Prefix First Name Middle Name Last Name Suffix

Have you been employed by the county within the last 2 years? (Required)

Yes No

Lobbyist Contact Information

Country Code +1 Phone

Lobbyist Email Address

Permanent Business Address

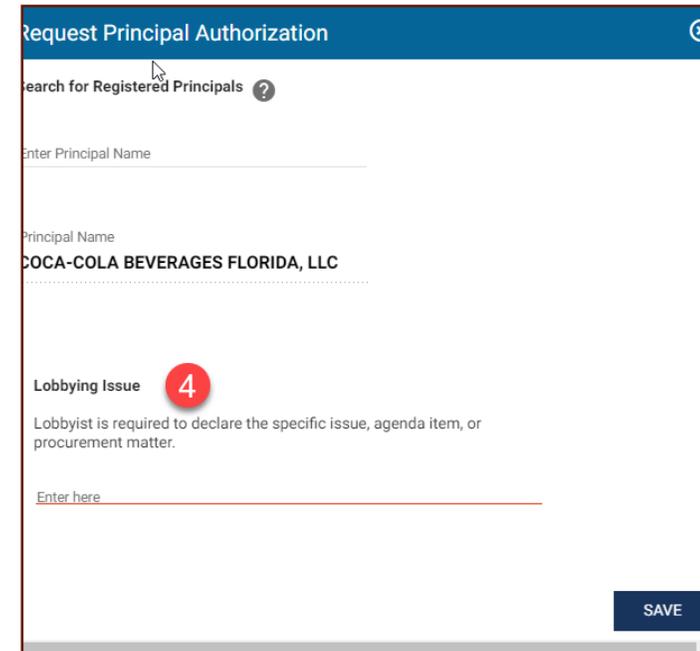
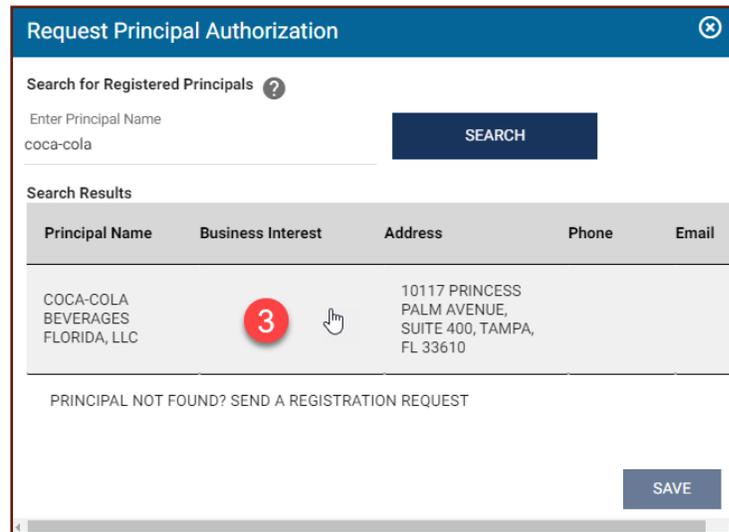
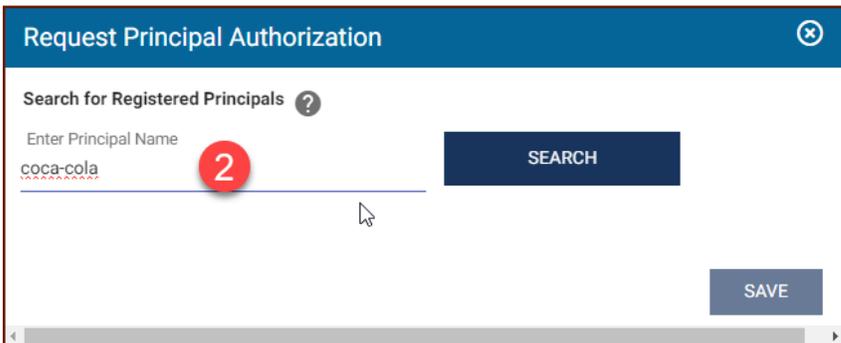
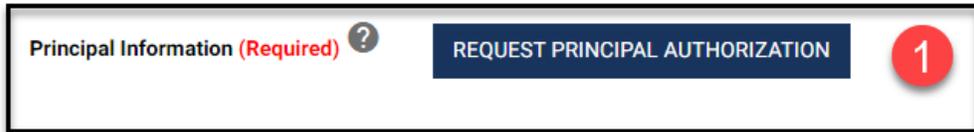
Country UNITED STATES OF AMERICA

Street Address Apartment, Building, Suite, etc.

City State FL Zip Code

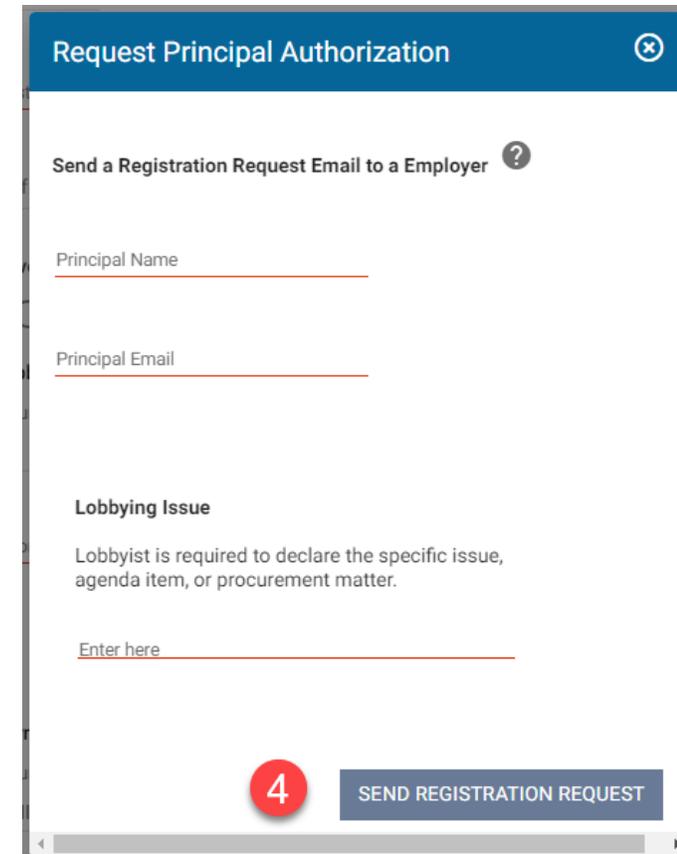
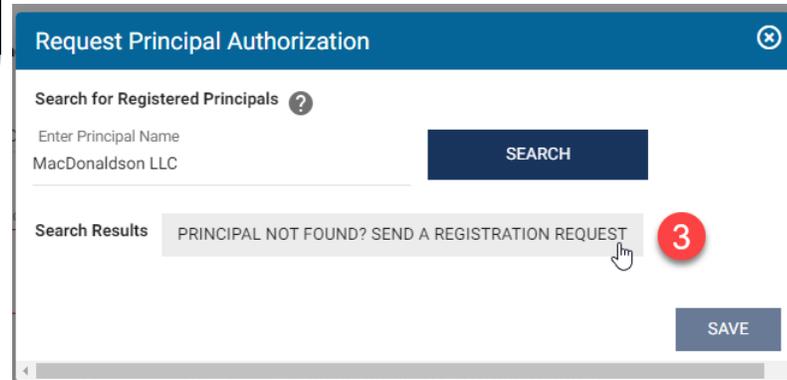
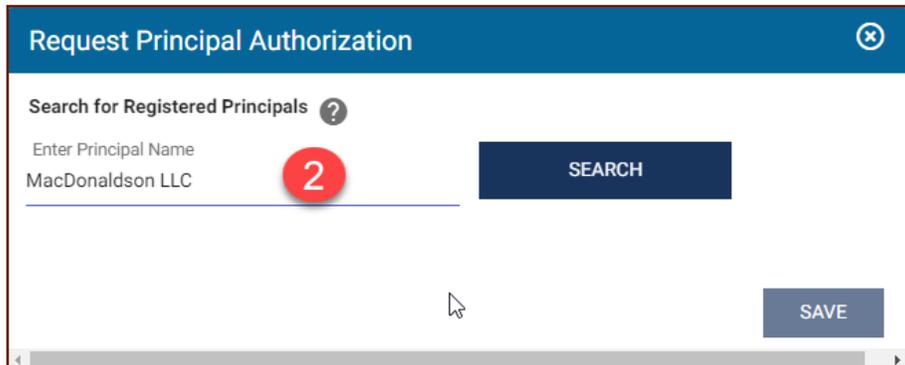
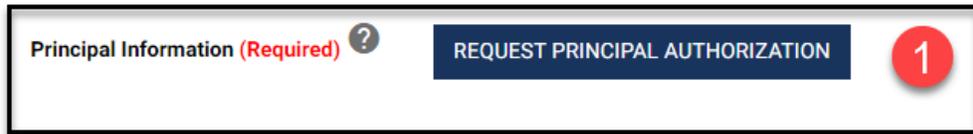
Part 2 New Lobbyist Registration – Request Registered Principal

1. Select “Request Principal Authorization”
2. Input a registered Principal in “Enter Principal Name” field and select “Search”
3. Select the desired Principal from the returned list of possible matches
4. Enter Lobbying Issue and Save



Part 2 New Lobbyist Registration – Request Unregistered Principal

1. Select “Request Principal Authorization”
2. Input an unregistered Principal in “Enter Principal Name” field and select “Search”
3. Select “Principal Not Found? Send a Registration Request” Button
4. Enter Name, Email, and Lobbying Issue fields and select “Send Registration Request” Button.
5. Upon reg completion, system will send an email w/ link and code for Principal to register.



Part 2 New Lobbyist Registration – Principal Grid

- 1. After Completing Request Principal Authorization, you will see a grid with requested principals below.
- 2. Selecting the action menu allows you to edit or remove any Principals in the grid.

Principal Information (Required) ? [REQUEST PRINCIPAL AUTHORIZATION](#)

Actions	Principal	Phone	Authorization Status
⋮	COCA-COLA BEVERAGES FLORIDA, LLC		Pending
⋮	MacDonaldson LLC		Pending

1 - 2 of 2



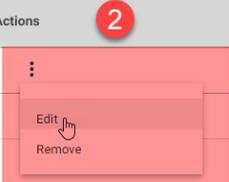
Principal Information (Required) ? [REQUEST PRINCIPAL AUTHORIZATION](#)

Actions	Principal	Phone	Authorization Status
⋮	COCA-COLA BEVERAGES FLORIDA, LLC		Pending
⋮	MacDonaldson LLC		Pending

2

Edit
Remove

1 - 2 of 2



Part 2 New Lobbyist Registration – Payment Exemption Questions

1. For Users who are not exempt, no action is required here
2. For Users who are exempt from Registration Fees, you must select the Exemption checkbox and then a subsequent selection from the options listed

Payment Exemption Confirmation

I'm Exempt from paying the lobbyist Registration Fee **1**

Payment Exemption Options

Select from below options if the lobbyist is the principal of, and is only appearing as a lobbyist on behalf of one of the following:

Not For Profit Agency

Or

Certified Level 1 C.S.B.E

Certified Micro Enterprise

Certified Tier 1 Community Business Enterprise

Corporation, Partnership or Other Entity (Owner/President/Chief Shareholder of Corp.)

By checking one of these options, the registration fee will be waived and the Lobbyist will only be permitted to represent the agency or company. Should the Lobbyist represent another agency or company, the payment of the fee of \$490.00 will be required.

Payment Exemption Confirmation

I'm Exempt from paying the lobbyist Registration Fee **2**

Payment Exemption Options (Required)

Select from below options if the lobbyist is the principal of, and is only appearing as a lobbyist on behalf of one of the following:

Not For Profit Agency

Or

Certified Level 1 C.S.B.E

Certified Micro Enterprise

Certified Tier 1 Community Business Enterprise

Corporation, Partnership or Other Entity (Owner/President/Chief Shareholder of Corp.)

By checking one of these options, the registration fee will be waived and the Lobbyist will only be permitted to represent the agency or company. Should the Lobbyist represent another agency or company, the payment of the fee of \$490.00 will be required.

Part 2 New Lobbyist Registration – Declaration, Signature, and Submit

1. Check the boxes for the Declaration of Lobbyist
2. Type in your Electronic Signature
3. Select the Submit Button
4. Popup will appear reminding you to double check your info – select OK/Submit when you are ready

1 Declaration of Lobbyist

I, as a registered Lobbyist, do hereby declare that I have not agreed to accept a contingency fee or success fee as defined in Section 2-11.1(s)(3)(f) of the Miami-Dade County Code, by the aforementioned Principal.

Under penalties of perjury, I declare that I have read the forgoing (document) and that the facts stated in it are true.

2 Type Name Here _____ 09/18/2024
Lobbyist Electronic Signature Date of Signature

3 CANCEL SUBMIT

4 Attention:

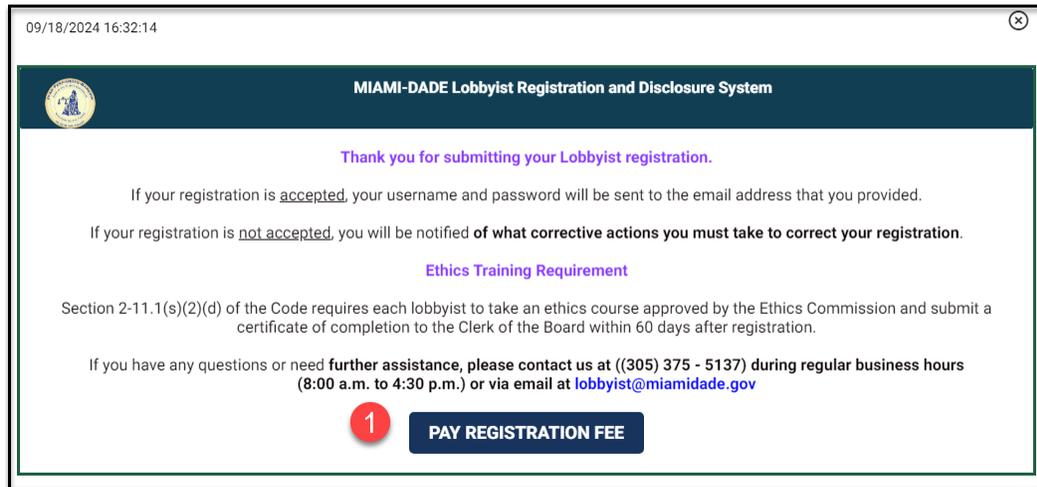
Please review all of your information. Once you submit your system registration, you will NOT be able to make any changes until your registration is accepted. If you would like to make any changes, click "Cancel" and make the necessary changes. Otherwise, if all of your information is correct, please click "OK/Submit". Thank you.

Cancel OK/Submit



Part 2 New Lobbyist Registration – Registration Payment

1. After you Submit your registration, you will be presented the link to pay your registration fee. Select Pay Registration Fee Button, and Select “Credit Card” option
2. System will display Basket app. Complete and pay.
3. After payment success, system will redirect you to public page.



BASKET

Total Amount Due: \$490.00

Billing Address

Country: United States

First Name: First name Last Name: Last name

Email: email@email.abc Email Confirmation: email@email.abc

Phone Number: [Empty]

Address Line #1: Address 1 Address Line #2 (Apt, floor, suite, PMB, etc): Address 2

City: City State: [Dropdown] Zip Code: Zip

Payment

Card Type: Card Number: Debit/Credit Card Number Card CVV: CVV

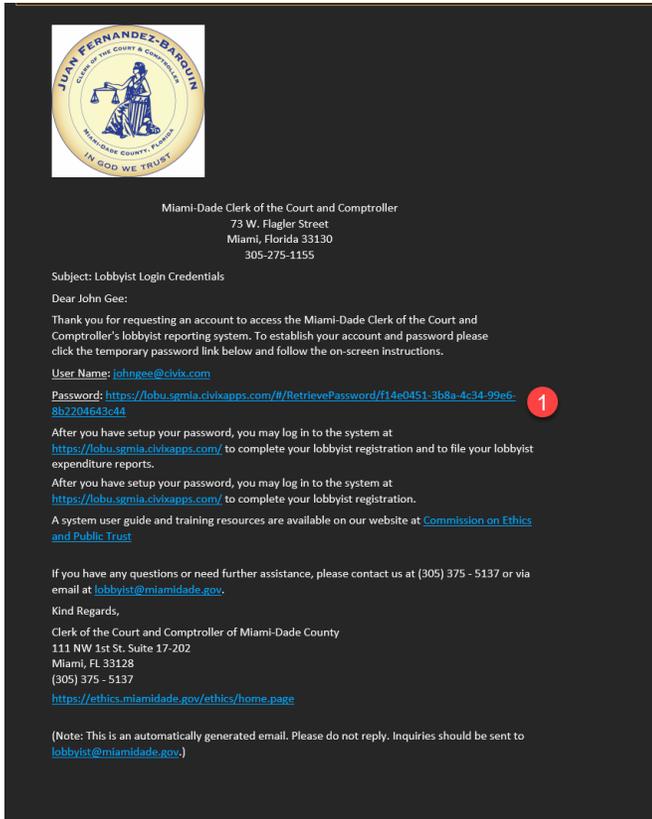
Expiration Month: 01 January Expiration Year: 2024

Please click the **Submit Payment** button found below only once. After clicking your payment will be verified.

[SUBMIT PAYMENT](#) [BACK TO BASKET](#)

Part 2 New Lobbyist Registration – Credentials Email

1. After you complete registration, the system will deliver a credentials email where you will set security questions and create a password. Once this step is complete, you are ready to log in to the application.

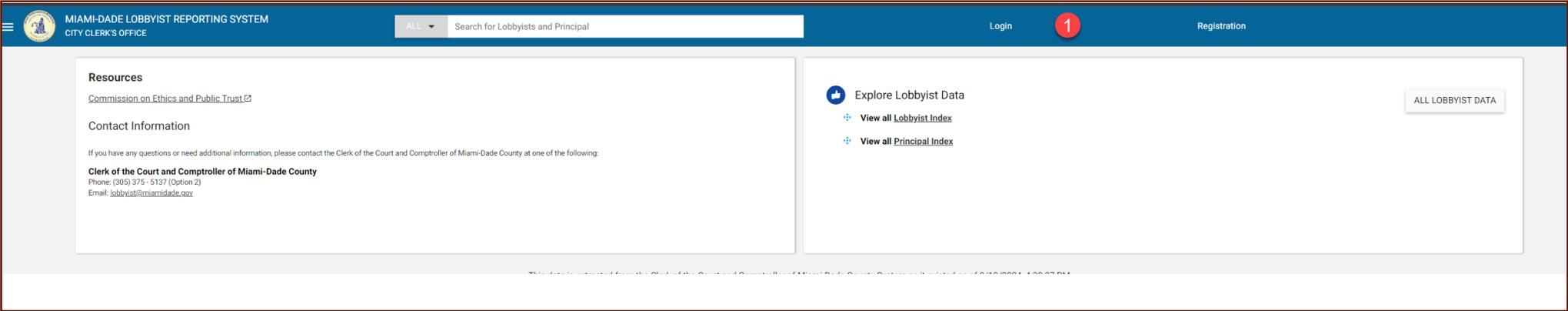


The screenshot shows a mobile application screen titled "Select Security Questions". It features a dropdown menu for "Security Question" with the selected option "What year did you graduate from high school?". Below this is an "Answer" input field with a cursor, followed by a "Verify Answer" input field. At the bottom of the screen is a "SAVE CHANGES" button and navigation arrows.

The screenshot shows a mobile application screen titled "Current password". It has two input fields: "New Password" and "Verify New Password". A "SUBMIT" button is located at the bottom right of the screen.

Part 2 New Lobbyist Registration – Signing in

- 1. Once Credentials and Password are set, you can log into the application by navigating to the Miami-Dade Lobbyist Reporting System Home page and selecting “Login”.

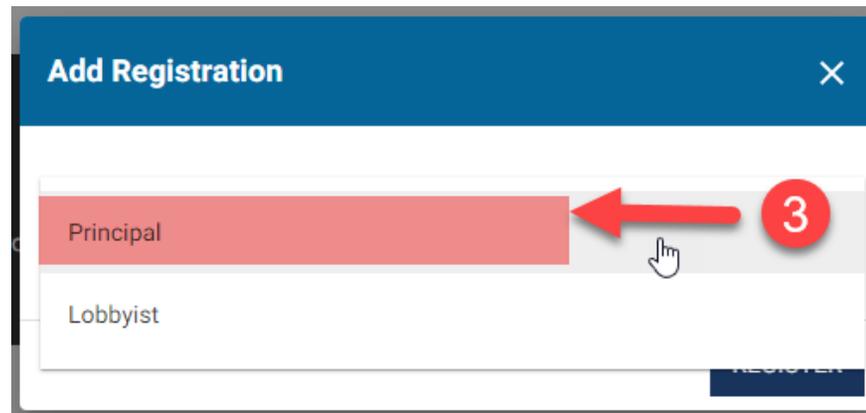
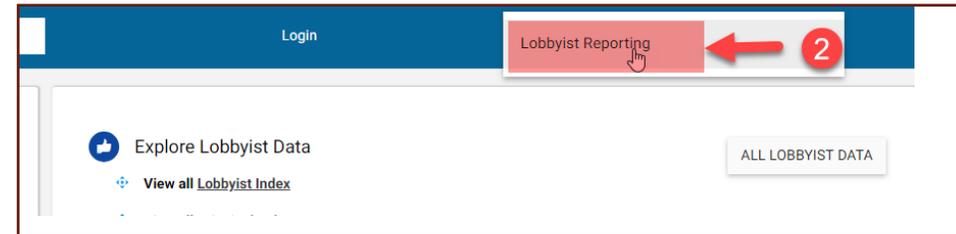
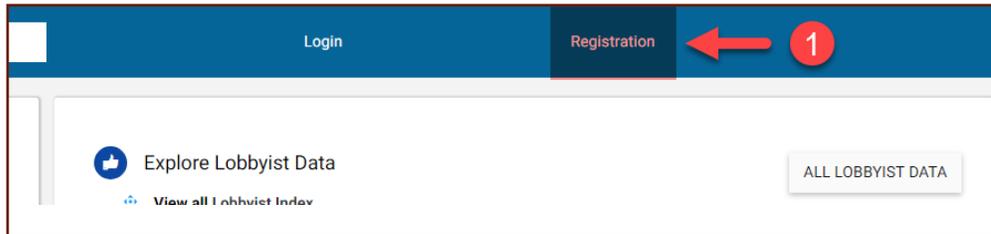


Part 3 – New Principal Registration



Part 3 New Principal Registration – Public Site

1. From the Public site, you will select “Registration”
2. Choose “Lobbyist Reporting”
3. Choose Registration type “Principal” and select button to “Register”



Part 3 New Principal Registration – Information

- Complete Principal Information and Address Information sections

Principal Registration

Registration for year

Principal Name

If the principal is a corporation, partnership, or trust, list all persons holding 5% or more ownership, either directly or indirectly

Address

Country
UNITED STATES OF AMERICA

Street Address Apartment, Building, Suite, etc.

City State
FL Zip Code

Country Code
+1 Phone

Part 3 New Principal Registration – Authorize Lobbyist

1. If you have received an email request from a lobbyist requesting you register, select “Authorize Lobbyist” button
2. Input the Request ID in the field and press “Find Lobbyist” button.
3. Once lobbyist has been entered, input your lobbying issue
4. Select “Authorize”.

John Gee has submitted a request to lobby on behalf of MacDonaldson LLC. You can approve the authorization request by submitting this lobbyist's token once you have a registered account. The token is only valid for the client relationship between MacDonaldson LLC and John Gee and can only be used once.

96BF368D

1

Lobbyist Information ?

AUTHORIZE LOBBYIST

1

The screenshot shows the 'Authorize Lobbyist' form with the following elements and callouts:

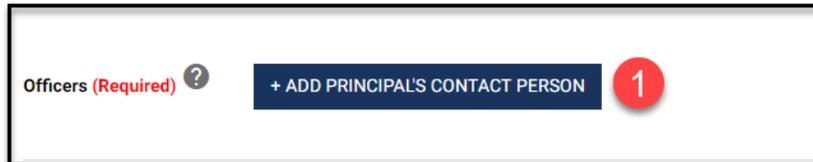
- 1:** A red circle highlighting the 'Lobbyist Authorization Request ID' field, which contains the token '96BF368D'.
- 2:** A red circle highlighting the 'FIND LOBBYIST' button.
- 3:** A red circle highlighting the 'Lobbying Issue' text input field.
- 4:** A red circle highlighting the 'AUTHORIZE' button.

Other visible form fields include 'Lobbyist Name', 'Date Employed' (with a calendar icon), and 'Lobbying Issue' (with a character count of 0 / 500). At the bottom are 'CANCEL' and 'AUTHORIZE' buttons.



Part 3 New Principal Registration – Add Principal Contact

1. Select “+Add Principal’s Contact Person”
2. Input Contact info (If info is the same as previously entered, you can use the “Contact info same as registrant” button to save time)
3. Input Email (this will be the login username for the account)
4. Press save when you are done

A screenshot of the "Add Principal's Contact Person" form. The form has a blue header with the title "Add Principal's Contact Person" and a close icon. Below the header is a button labeled "CONTACT INFO SAME AS REGISTRANT" with a red circle containing the number "2" next to it. The form fields are: Prefix (dropdown), First Name (text), Middle Name (text), Last Name (text), Suffix (dropdown), Country (dropdown, currently showing "UNITED STATES OF AMERICA"), Street Address (text), Apartment, Building, Suite, Etc. (text), City (text), State (dropdown, currently showing "FL"), Zip Code (text), Country Code (dropdown, currently showing "+1"), Phone (text), and Email (text) with a red circle containing the number "3" next to it. At the bottom right is a "SAVE" button with a red circle containing the number "4" next to it.

Part 3 New Principal Registration – Declaration and Signature

- 1. Select the check box for the Declarations
- 2. Enter you Electronic Signature
- 3. Submit
- 4. Confirm when the popup shows

Declaration of Principal

I, Steve Turner as Principal of MacDonalson LLC, do hereby declare that I have not offered a contingency fee or success fee as defined in Section 2-11.1(s)(3) (f) of the Miami-Dade County Code, to the named Lobbyist.

Under penalties of perjury, I declare that I have read the forgoing (document) and that the facts stated in it are true.

Type Name Here _____

Electronic Signature of Principal _____

09/19/2024

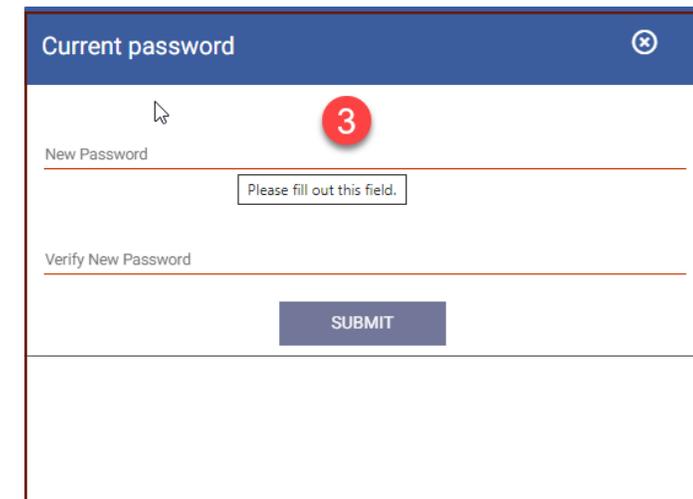
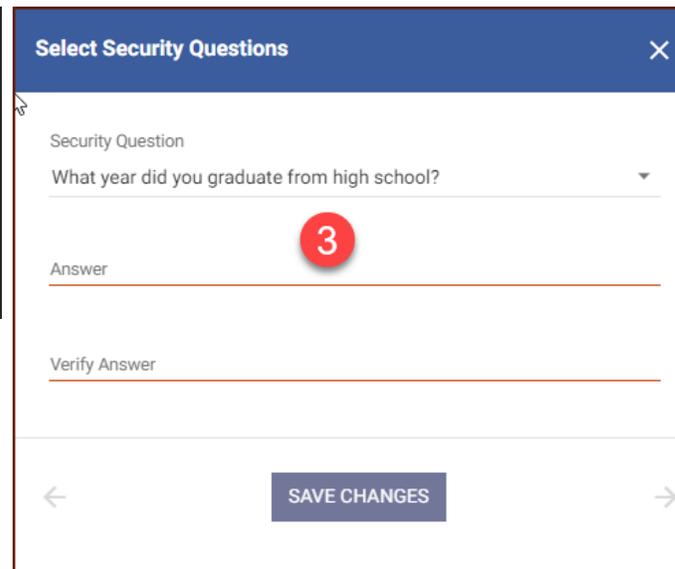
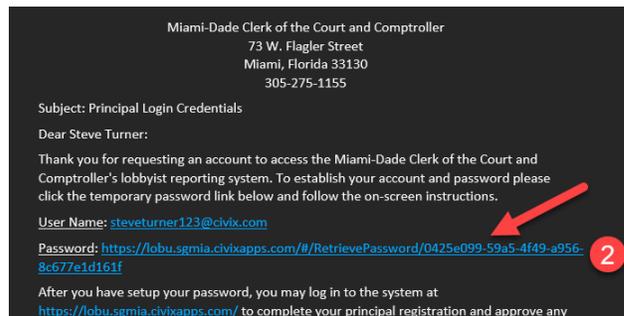
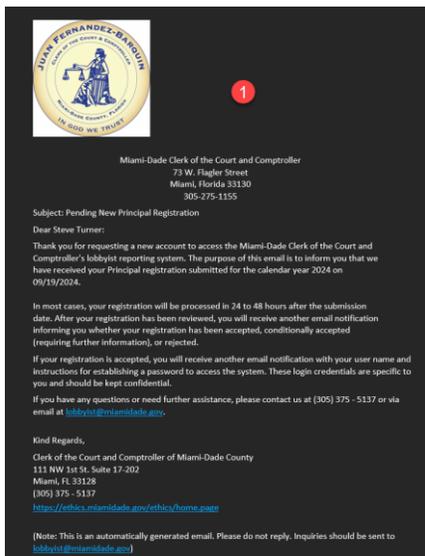
Date of Signature _____


4 Attention:

Please review all of your information. Once you submit your system registration, you will NOT be able to make any changes until your registration is accepted. If you would like to make any changes, click "Cancel" and make the necessary changes. Otherwise, if all of your information is correct, please click "OK/Submit". Thank you.

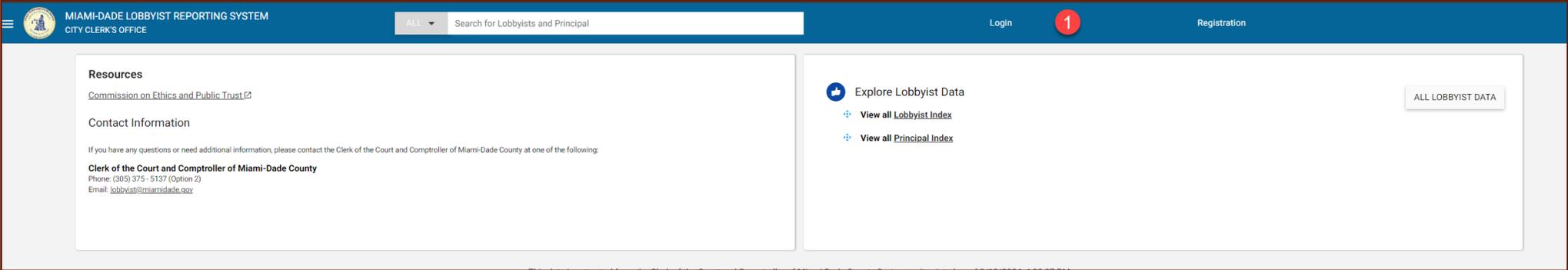
Part 3 New Principal Registration – Credentials Email

1. After you complete registration, the system will deliver a pending registration email to let you know your application has been received.
2. Once you have been accepted into the system, you will receive follow up email messages showing you are accepted and a credential email containing a link to create your credentials.
3. Follow the link and create your security questions and password.
4. You are now ready to log in to the application!



Part 3 New Principal Registration – Signing in

- 1. Once Credentials and Password are set, you can log into the application by navigating to the Miami-Dade Lobbyist Reporting System Home page and selecting “Login”.



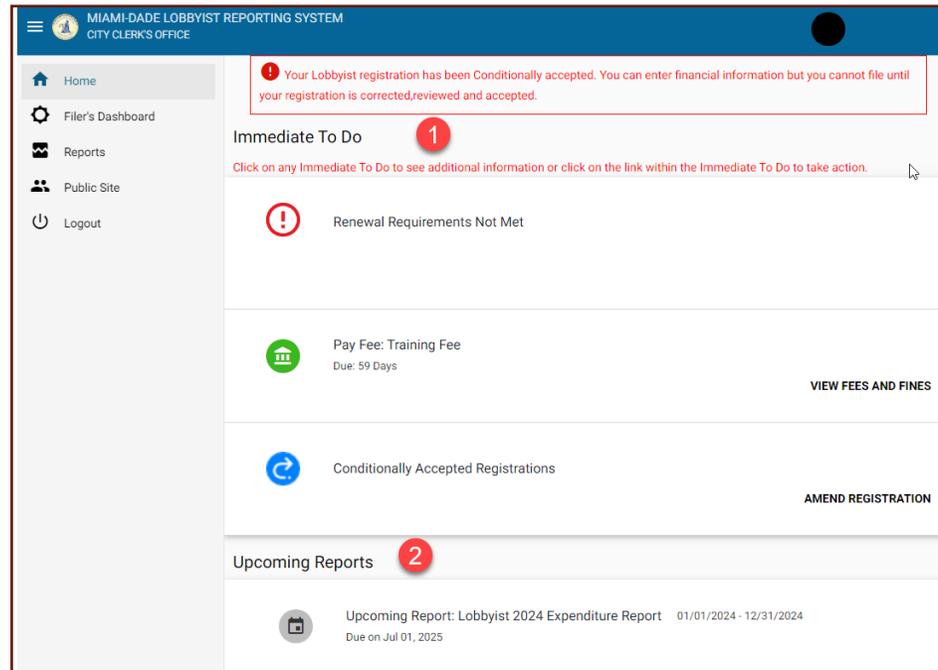
Part 4 – Using your account

Lobbyists



Part 4 Using your account (Lobbyists) – Home screen

1. Once Credentials are set, you can log into the application by navigating to the Miami-Dade Lobbyist Reporting System Public page and selecting “Login”. The first screen you see is the Home Screen, which includes to dos for common tasks. **Important to note – this screen will remind you when training fees and the training course is due, and includes links to take necessary action.**
2. The Home screen also lists upcoming reports.



Part 4 Using your account (Lobbyists) – Filer’s Dashboard

1. The next option in the menu is filer’s dashboard, which contains important information and account controls
2. The Principal Grid Allows you to view associated Principals and your relationship status
3. You can view and make payments on the Fees and Fines tab
4. Correspondence tab includes a history of your system generated communications
5. Filing year dropdown allows you to view info by year
6. User settings allows you to change password or security questions
7. Renew (when available) allows you to renew your registration
8. Amend (pencil icon) allows you to amend your registration.
 - To add additional Principals, you will want to amend your registration and follow the steps outlined in part 2 for requesting principal authorization.
9. Lobbyist Training – This section indicates when your next Lobbyist Ethics training is due.
10. Principal action menu – you can view or withdraw from a Principal relationship.
11. View Registration

MIAMI-DADE LOBBYIST REPORTING SYSTEM
CITY CLERK'S OFFICE

Home
Filer's Dashboard 1
Reports
Public Site
Logout

2 **3** **4** **5** **6** **7** **8**

10 **11**

Your lobbyist registration has been conditionally accepted. You can enter financial information but you cannot file until your registration is corrected, reviewed and accepted.

2024 Lobbyist Filing Schedule (2024) USER SETTINGS RENEW REGISTRATION

Actions	Principal	Authorization Status	Status Date	Lobbyist Request Authorization ID
10	MacDonaldson LLC	Authorized	09/19/2024	
	COCA-COLA BEVERAGES FLORIDA, LLC	Pending	09/18/2024	

Payment History

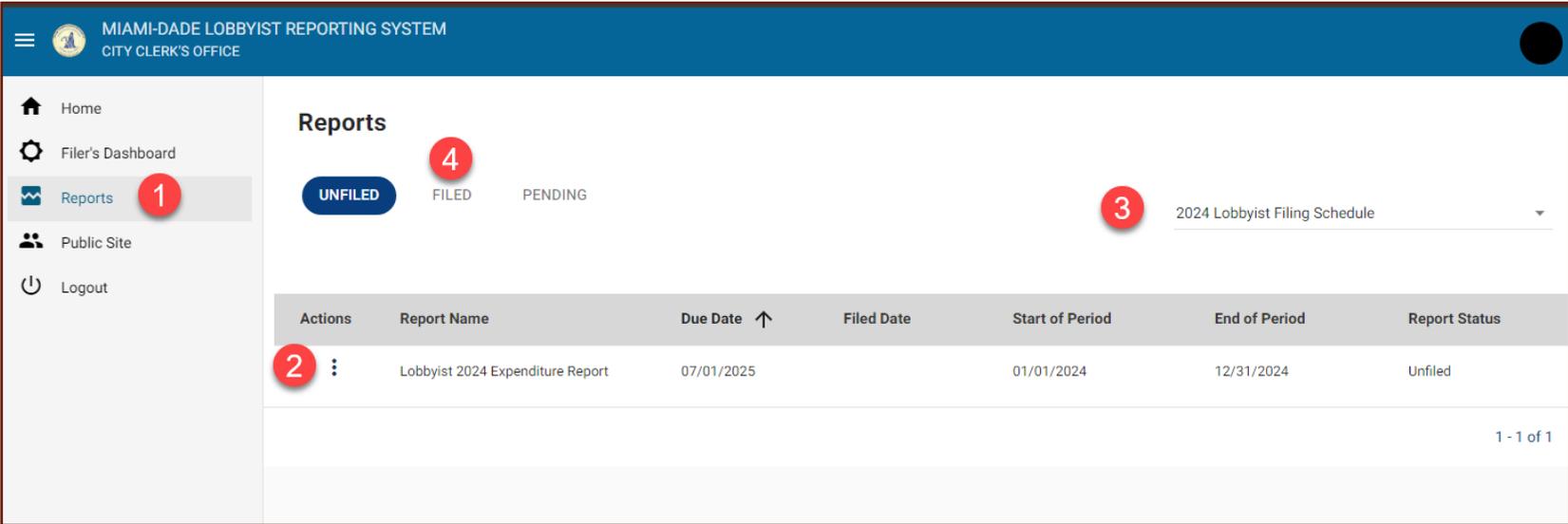
Payment Date	Payment Reason	Transaction ID	Confirmation Number	Payment Amount	Cc
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Lobbyist Details 8

Filer ID: 14440
Lobbyist Name: Gee, John
Lobbyist Email: johngee@clvix.com
Status: Active (Conditionally Accepted)
Permanent Business Address: 22 Fake St., Miami, FL 55555 UNITED STATES OF AMERICA (555) 555-5555
Business Address while Lobbying
Lobbyist Training: Next Ethics Training Due on 11/17/2024 9
VIEW REGISTRATION 11
Filer/Authorized Agents

Part 4 Using your account (Lobbyists) – Reports

1. The Reports section is where you will file your expenditure Reports
2. The action Menu allows you to preview and file your report
3. The year dropdown allows you to filter by year
4. The reports tabs allows you to sort by report status.

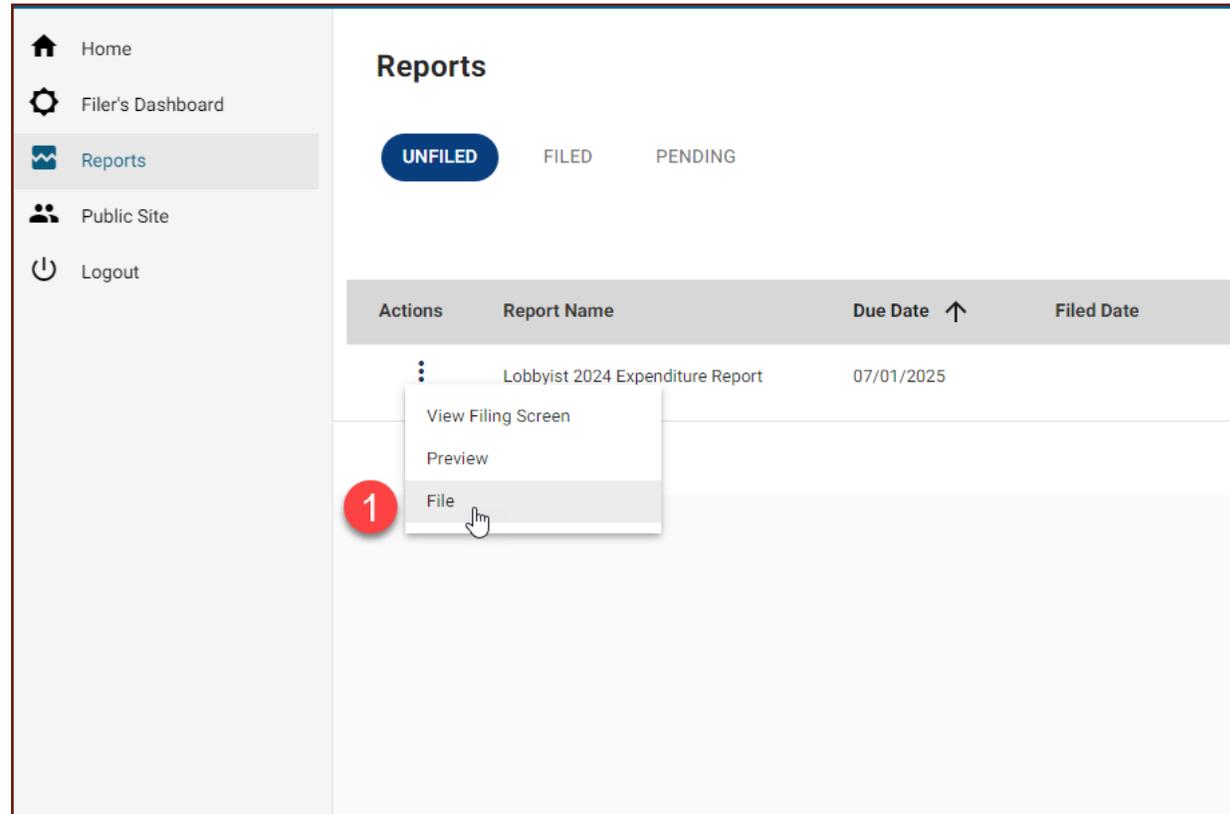


The screenshot displays the Miami-Dade Lobbyist Reporting System interface. The header includes the system name and the City Clerk's Office. A sidebar on the left contains navigation options: Home, Filer's Dashboard, Reports (highlighted with a red circle 1), Public Site, and Logout. The main content area is titled 'Reports' and features three tabs: UNFILED (highlighted with a red circle 4), FILED, and PENDING. A dropdown menu for the year is set to '2024 Lobbyist Filing Schedule' (highlighted with a red circle 3). Below the tabs is a table with the following columns: Actions, Report Name, Due Date, Filed Date, Start of Period, End of Period, and Report Status. A single report is listed: 'Lobbyist 2024 Expenditure Report' with a due date of 07/01/2025 and a status of 'Unfiled'. The Actions column for this report contains a menu icon (highlighted with a red circle 2). The page number '1 - 1 of 1' is visible at the bottom right.

Actions	Report Name	Due Date	Filed Date	Start of Period	End of Period	Report Status
	Lobbyist 2024 Expenditure Report	07/01/2025		01/01/2024	12/31/2024	Unfiled

Part 4 Using your account (Lobbyists) – Filing action menu

1. To file, first select file from the action menu dropdown for the report you'd like to file



Part 4 Using your account (Lobbyists) – Filing screen

1. On the filing screen, only select the inactive checkbox if you wish to make your account inactive after this filing (function may be disabled)
2. Statement of no activity – Only select this if you have no Expenditures to add for this reporting period.
3. Add Expenditure – Here you will enter expenditures per Principal
4. Preview/File report (Note you must be fully accepted and not conditionally accepted for File Report button to appear)

← Lobbyist 2024 Expenditure Report: 01/01/2024 - 12/31/2024
Due in 203 days (Due Date: 07/01/2025)

Inactivate ?
 Check here if you are filing your final report of the current calendar year. ? 1

Statement of No Activity
 > I testcond19, test registered lobbyist for the state of MIAMI-DADE hereby declare that I did not have any contributions or expenditures since my last report was filed. 2

If you are not filing a Statement of No Activity, please enter transactions in each of the following sections. If you do not have any transactions to report for a specific section, please select the None checkbox.

Expenditure ?
 None + ADD 3

PREVIEW 4 FILE REPORT



Part 4 Using your account (Lobbyists) – Enter Expenditures

- 1. On the Add Expenditure screen, we will see a list of every associated Principal for the given report. Enter expenditures for every category for every Principal listed, even if it is zero. Hit create when you are finished.

Expenditure

Expenditure by Principal / Type

	COCA-COLA BEVERAGES FLORIDA, LLC	MacDonaldson LLC
Communications	1	
Entertainment		
Food & Beverage		
Lodging		
Media/Advertising		
Other		
Publications		
Research		
Special Events		
Travel		

CANCEL CREATE

Part 4 Using your account (Lobbyists) – File Report

1. Once you have selected no activity or entered all transactions for associated Principals, you are ready to file your report. Select the file report button at the bottom of the screen (Note you must be fully accepted and not conditionally accepted for File Report button to appear)
2. System will prompt you to enter your title and Electronic Signature. Enter and select “Agree” to

Expenditure ⓘ

None [+ ADD](#)

	LASSO PARTNERS	pp19
Communications	1	1
Entertainment	0	0
Food & Beverage	0	0
Lodging	0	0
Media/Advertising	0	0
Other	0	0
Publications	0	0
Research	0	0
Special Events	0	0
Travel	0	0

[PREVIEW](#) [FILE REPORT](#)





Under penalties of perjury, I declare that I have read the forgoing (document) and that the facts stated in it are true.

[Electronic Signature of Officer](#)

09/19/2024

Title Date

[CANCEL](#) [AGREE](#)



Part 4 Using your account (Lobbyists) – Viewing Filed Report

- 1. Once you have filed, you can go to the Reports > Filed tab to view any filed reports by choosing the report and opening the action menu. You can also amend reports this way if you need to make a correction.

The screenshot shows a web interface for 'Reports'. At the top left, there are three tabs: 'UNFILED', 'FILED', and 'PENDING'. The 'FILED' tab is highlighted in blue and has a red circle with the number '1' above it. A red arrow points to the 'FILED' tab. To the right of the tabs is a dropdown menu labeled '2024 Lobbyist Filing Schedule' with a downward arrow. Below the tabs is a table with the following columns: 'Actions', 'Report Name', 'Due Date', 'Filed Date', 'Start of Period', 'End of Period', and 'Report Status'. A red arrow points to the 'Actions' column. The table contains one row with the following data: 'Lobbyist 2024 Expenditure Report', '07/01/2025', '09/19/2024', '01/01/2024', '12/31/2024', and 'Filed'. At the bottom right of the table, it says '1 - 1 of 1'.

Actions	Report Name	Due Date ↓	Filed Date	Start of Period	End of Period	Report Status
⋮	Lobbyist 2024 Expenditure Report	07/01/2025	09/19/2024	01/01/2024	12/31/2024	Filed

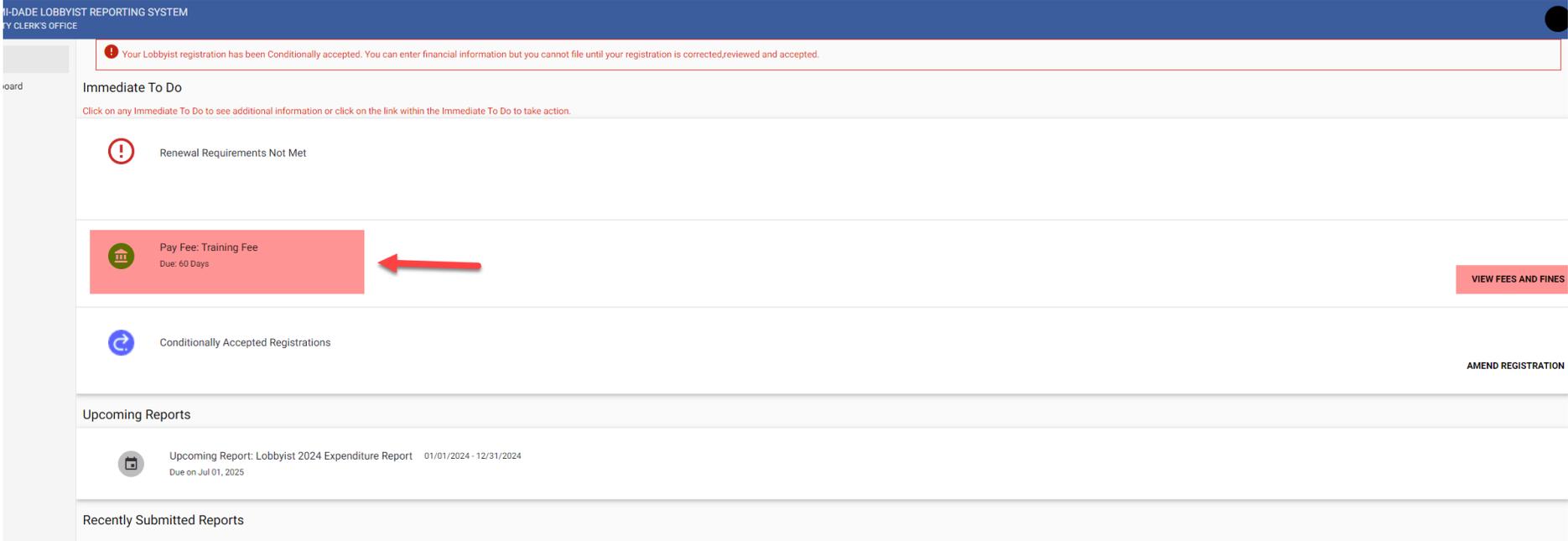
Part 5 – Training Course

Lobbyists



Part 5 Training Course (Lobbyists)

- 1. Once Credentials are set, you can log into the application by navigating to the Miami-Dade Lobbyist Reporting System Public page and selecting “Login”.
- 2. If you are due to pay and take training, on your home screen you will notice an immediate to do to Pay Fee: Training Fee



Part 5 Training Course (Lobbyists)

1. You can navigate using the to do on the Home screen or go to the filer's dashboard to access your fees/fines where you will find the link to pay for training. Select "Pay Fees or Fines". ***Note* You will pay for training here on the Miami-Dade Lobbyist Reporting System Application. Once you have paid, the system will supply you a link to take the lobbyist training course. It can be found on the Home screen to do list. Upon course completion, please email your certificate to Miami-Dade for validation and full acceptance into the application.**

The screenshot shows the 'MIAMI-DADE LOBBYIST REPORTING SYSTEM' interface. A notification at the top states: 'Your lobbyist registration has been conditionally accepted. You can enter financial information but you cannot file until your registration is corrected, reviewed and accepted.' The dashboard includes a sidebar with navigation options: Home, Filer's Dashboard (selected), Reports, Public Site, and Logout. On the right, there are buttons for 'USER SETTINGS' and 'RENEW REGISTRATION'. Below these, a dropdown menu shows '2024 Lobbyist Filing Schedule (2024)'. The main content area has three tabs: 'PRINCIPAL(S)', 'FEES AND FINES' (selected), and 'CORRESPONDENCE / DOCUMENT IMAGES'. A red arrow points from the 'FEES AND FINES' tab to a 'PAY FEES OR FINES' button. Below the tabs is a table of outstanding fees:

Date	Status	Description	Original Amount	Balance	Arbitration
10/04/2024	Outstanding	Training Fee	\$100.00	\$100.00	<input type="checkbox"/>
Total Outstanding Balance				\$100.00	

Part 5 Training Course (Lobbyists)

1. On the Add payment screen, select the checkbox for “Training Fee” and then press the “Pay selected fees” button.
2. System will redirect you to the payment basket app where you enter your information and submit payment.

Add Payment

Fees

<input checked="" type="checkbox"/>	Training Fee	10/04/2024	Original Amount	\$100.00	
			Outstanding Balance	\$100.00	
			Amount To Pay	\$100.00	

Total \$100.00

CANCEL

PAY SELECTED FEES



JUAN FERNANDEZ-BARQUIN, ESQ.
CLERK OF THE COURT AND COMPTROLLER
MIAMI-DADE COUNTY

Contact Us

BASKET

Total Amount Due: \$100.00

Billing Address

Country
United States

First Name
First name

Last Name
Last name

Email
email@email.abc

Email Confirmation
email@email.abc

Phone Number

Address Line #1
Address 1

Address Line #2 (Apt, floor, suite, PMB, etc)
Address 2

City
City

State
State

Zip Code
Zip

Payment

Card Type
Card Type

Card Number
Debit/Credit Card Number

Card CVV
CVV



Part 5 Training Course (Lobbyists)

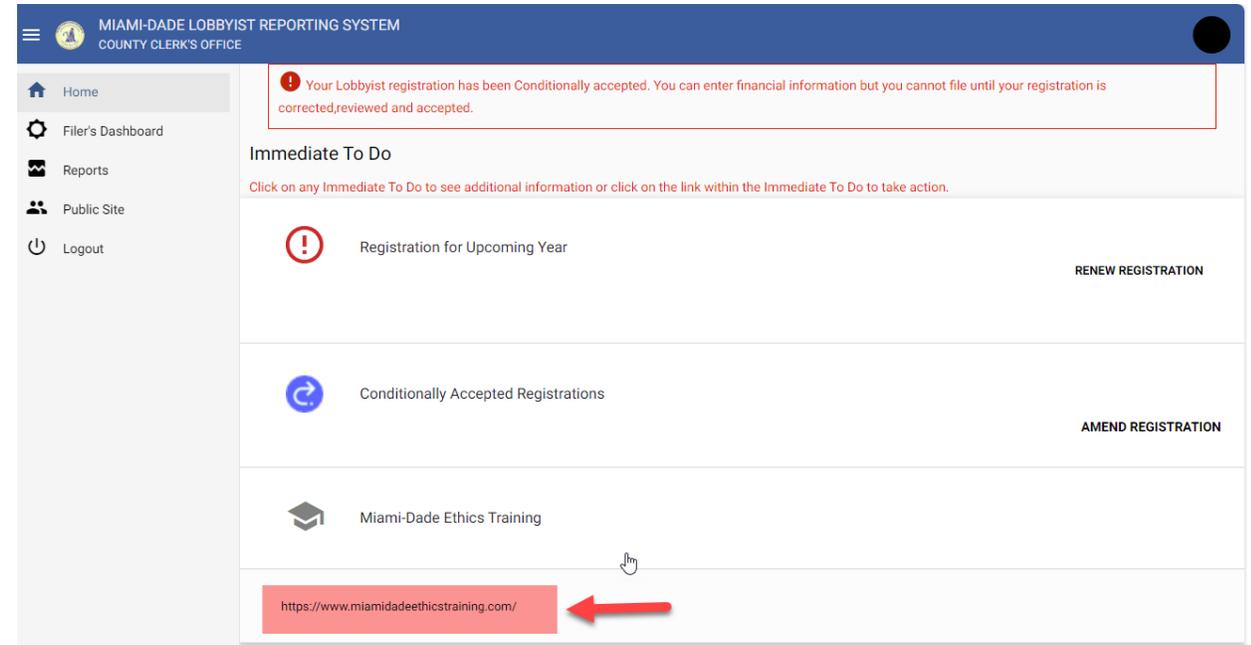
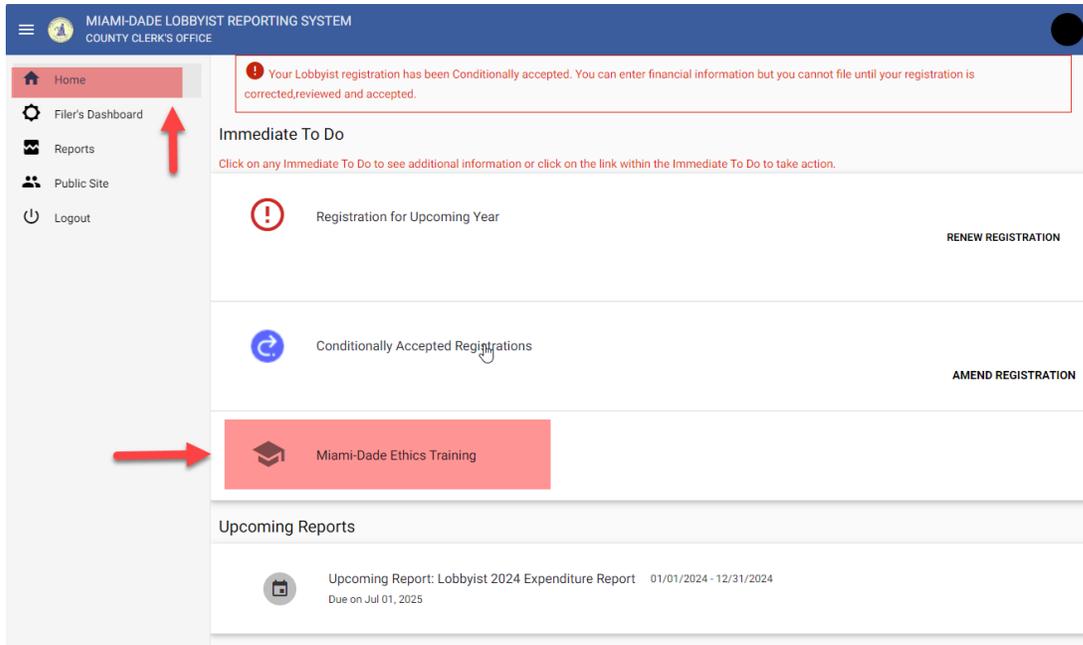
- 1. Once you successfully complete payment on the payment basket, the system will redirect you back to the Lobbyist Reporting System.
- 2. If successful, you will be able to see your payment in “Payment History” section. Additionally, in your Fees and Fines section, you can select “Paid” from the dropdown to view paid Fees and Fines.

The screenshot shows the Miami-Dade Lobbyist Reporting System interface. At the top, a blue header contains the system name and a user profile icon. A left sidebar lists navigation options: Home, Filer's Dashboard, Reports, Public Site, and Logout. A central notification box states: "Your lobbyist registration has been conditionally accepted. You can enter financial information but you cannot file until your registration is corrected, reviewed and accepted." Below this, there are buttons for "USER SETTINGS" and "RENEW REGISTRATION", along with a "2024 Lobbyist Filing Schedule (2024)" dropdown. The main content area has tabs for "PRINCIPAL(S)", "FEES AND FINES", and "CORRESPONDENCE / DOCUMENT IMAGES". A dropdown menu is currently set to "Outstanding". Below the tabs is a "Payment History" section with a table of transactions.

Payment Date	Payment Reason	Transaction ID	Confirmation Number	Payment Amount	Convenience Fee	Payment Method
10/04/2024	Training	bb0760eb-8352-46		\$100.00	\$0.00	Credit Card
10/04/2024	Registration	ccf56f76-e32d-4a		\$490.00	\$0.00	Credit Card

Part 5 Training Course (Lobbyists)

1. Next, to complete your training, you will want to select the “Home” button in your left hand side menu. In the list of Immediate to dos, you will notice an item “Miami-Dade Ethics Training. If you don't see the link, select the icon and it will expand to display your link to training.



Part 5 Training Course (Lobbyists)

- 1. Follow the link to training. You will be redirected to the training course page. Here you will enter existing credentials or create new ones and use those to log in to take your training course.



For technical questions regarding this website or if you wish to speak to one of our Ethics Commission attorneys please contact us at 305-579-2594 during office hours of Monday-Friday from 8:30AM - 5PM or email us at ethics@miamidade.gov.

About the Miami-Dade Commission on Ethics and Public Trust

Government employees and officials have a special duty to serve the public in a fair, just, and transparent manner. The Ethics Commission is dedicated to bolstering public trust in local governance. It is charged with educating local officials, employees, and the public on ethical governance and interpreting and enforcing local ethics and conflict of interest ordinances.



**Get Started with the Course
Login Here**

Email Address

Password

[Forgot your Password?](#)

Login

[Don't have an account? Create.](#)

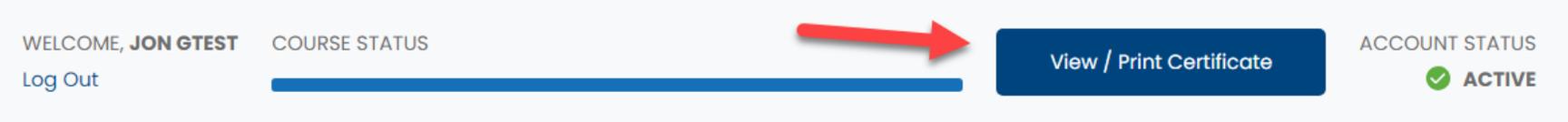
Part 5 Training Course (Lobbyists)

- 1. Once logged in, select “Play” to watch the lobbyist training course.

The screenshot shows the user interface for the Ethics Commission training course. At the top left is the Ethics Commission logo with the text "ETHICS COMMISSION INDEPENDENCE. TRUTH. FAIRNESS." and "MIAMI-DADE COUNTY". To the right, there is contact information: "to speak to one of our Ethics Commission attorneys please contact us at 305-579-2594 during office hours of Monday-Friday from 8:30AM - 5PM or email us at ethics@miamidadegov." Below this is a navigation bar with "WELCOME, ARIANNA MAROTTA" and "Log Out" on the left, "COURSE STATUS" in the center, and "ACCOUNT STATUS" with a green checkmark and "ACTIVE" on the right. The main content area features the title "Lobbyist/Lobbyist Refresher Training" and a video player. The video player shows a man in a suit speaking at a podium with the text "Hello,". A red arrow points to the "Play" button on the video player. Below the video player, there is a note: "Please note it's mandatory to watch the entire video to receive your certificate. The page will refresh automatically once completed." At the bottom of the page, there is a footer with the Ethics Commission logo, "© 2024 Miami-Dade County. All rights reserved.", and a "Privacy Statement" link.

Part 5 Training Course (Lobbyists)

- 1. Once you have complete the course, select the button to View/Print certificate.



The screenshot shows a user interface with the following elements:

- On the left: "WELCOME, **JON GTEST**" and "Log Out".
- In the center: "COURSE STATUS" with a blue progress bar below it.
- A red arrow points from the progress bar to a dark blue button labeled "View / Print Certificate".
- On the right: "ACCOUNT STATUS" with a green checkmark icon and the word "ACTIVE".

Part 5 Training Course (Lobbyists)

- 1. System will display your training certificate and present options below to download a PDF and Email the certificate. Please send this information along to the correct authority to complete your training.

Accredible
Credential.net

COMMISSION ON ETHICS AND PUBLIC TRUST
MIAMI-DADE COUNTY

Certificate of Completion
This is to certify that

Jon Gtest
has satisfactorily fulfilled the requirements for lobbyist training under section 2-11.1 (6), Miami-Dade County Code, by participating in

Miami-Dade Ethics Training
conducted by the Miami-Dade Commission on Ethics and Public Trust on

This Certificate is valid through
October 3, 2024 to October 3, 2026

Judith Bernier
Dr. Judith Bernier, Chairwoman
Miami-Dade Commission on Ethics and Public Trust

Miami-Dade Commission Ethics & Public Trust

Miami-Dade Ethics Training

PDF EMAIL EMBED HELP MORE

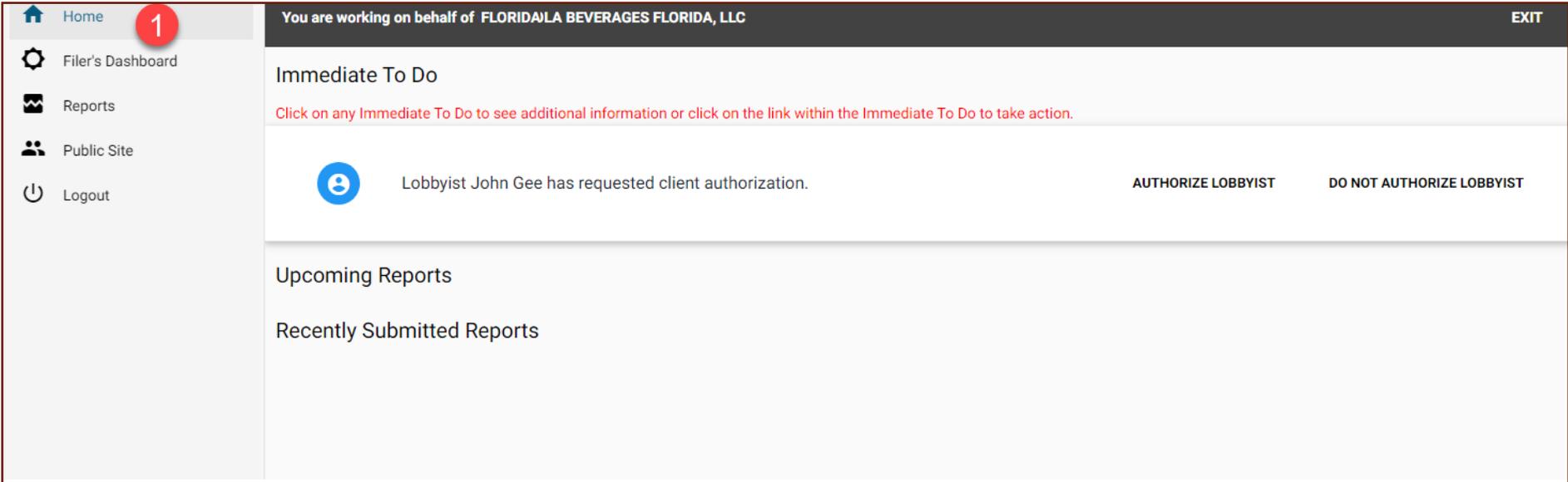
Part 6 – Using your account

Principals



Part 4 Using your account (Principals) – Home screen

- 1. Once Credentials are set, you can log into the application by navigating to the Miami-Dade Lobbyist Reporting System Public page and selecting “Login”. The first screen you see is the Home Screen, which includes To Dos for common tasks. You may see requests for Lobbyist authorization here.



Part 4 Using your account (Principals) – Home screen

1. Filer's Dashboard section shows your account information
2. Lobbyist Grid will show your active and pending relationships. Use the action menu to Authorize or Withdraw.
3. Fees and fines – view and pay
4. Correspondence – Emails sent to you are also stored here.
5. Year dropdown – filter your view by year
6. User settings – update security info or password
7. Amend (pencil) amend your registration
8. View Registration

The screenshot displays the Filer's Dashboard interface. On the left is a navigation sidebar with items: Home, Filer's Dashboard (1), Reports, Public Site, and Logout. The main content area has three tabs: LOBBYISTS (2), FEES AND FINES (3), and CORRESPONDENCE / DOCUMENT IMAGES (4). The LOBBYISTS tab shows a table with columns: Actions, Lobbyist, Authorization Status, Status Date, Withdrawal Date, and Email. A red arrow points to the Actions menu (5) for the entry 'Gee, John', which is 'Authorized' with a 'Status Date' of '09/19/2024'. Above the table is a '2024 Principal cycle (2024)' dropdown (5) and a 'USER SETTINGS' button (6). Below the table is a 'Payment History' section with columns: Payment Date, Payment Reason, Transaction ID, Confirmation Number, Payment Amount, and Conv. It shows 'No Payment History.' On the right is a 'Principal Details' sidebar (7) for 'MacDonaldson LLC', showing 'Filer ID 14441', 'Status Active', 'Permanent Business Address' (1 Fake St., Miami, FL 55555), and 'Business Address while Lobbying'. At the bottom of this sidebar is a 'VIEW REGISTRATION' button (8).



Thank You

