

# Lobbyist Registration and Reporting System

## Quick Start Guide



Welcome to the City of Oakland’s Lobbyist Registration and Reporting System. This system allows users to register as an Oakland lobbyist, maintain a client list, enter lobbyist activity, draft disclosure reports, and submit them online.

### Create OakApps Account

1. First time users must create an [OakApps](#) account. Click **REGISTER** in the upper right side of the page. Provide the requested information to create your account. Note: Lobbyists should select “Business” as the type of account.
2. Verify your email and set your password.

### Registration

1. From [OakApps](#) click on the **PUBLIC ETHICS COMMISSION** button or enter <https://apps.oaklandca.gov/pec/> in your browser to proceed to Lobbyist Registration and Reporting.
2. Click the **REGISTRATION** icon and then the **REGISTER** link within the text.
3. Enter your contact and employer information.
4. Enter clients.
  - a. Contract lobbyists: Add information for each client.
  - b. In-house lobbyists: Your employer will automatically be entered as a client. Please click **EDIT** to complete the client information.
5. When the information is complete, click **REVIEW** to check your draft registration form for accuracy. Click the **BACK** button if you need to add, edit, or delete any data.
6. If the draft is satisfactory, check “I agree” in the declaration box at the bottom of the page and then click **REGISTER**.
7. Your registration is complete! You will receive a confirmation by email. You may print or download a copy of your registration for your records from your Profile page.

### Drafting and Submitting Lobbyist Activity Reports

1. Go to <https://apps.oaklandca.gov/pec/> . Click the **MY ACTIVITY REPORTS** icon and then the **REPORTS** link in the text below. If you are already logged in to your account, you can click **REPORTS** on the main menu.
2. Select the reporting period from the dropdown list in the upper right corner to start a new report. When a new report is added a draft is saved and will be displayed in the Drafts table until submitted.
3. In the Clients Represented section, click the **ADD** icon to add the clients you represented during the period, compensation received, and whether you have reportable activity on behalf of that client. Note: If you added a new client after submitting your registration, add the client from the Registration page and amend your registration before proceeding.
4. In the Contacts with City Officials section, click the **ADD** icon to make an entry for each contact with a City Official made to influence a governmental (municipal) decision on behalf of a client or employer. Enter elected officials and board and commission members by name. Enter City employees by Department and Title only.
5. In the Employment of a City Official or Candidate section, click the **ADD** icon to enter a City officeholder, candidate, employee, or member of their immediate family employed by you (or a client at your behest) during the reporting period.

6. In the Employment by a City Official or Candidate section, click the **ADD** icon to enter a City officeholder, candidate, employee, or member of their immediate family, who employed you during the reporting period.
7. In the Political Contributions section, click the **ADD** icon to enter each person or organization you solicited for political contributions to a City officeholder or candidate during the reporting period.
8. You may exit the system and return to continue editing your draft report by locating the draft on the Reports page and clicking **VIEW**. You may also print out your draft from the Reports page.
9. Once the draft is complete, click **REVIEW REPORT** to check your report for accuracy. Click the **BACK** button to continue editing.
10. If the draft is satisfactory, check “I agree” in the declaration box at the bottom of the page and click **SUBMIT**.
11. Your Quarterly Activity Report is filed! You will receive a confirmation of your filing by email. Submitted filings are shown in the bottom section of both the Reports page and your Profile page. You may print or download a copy of your report for your records from either location.

## Amending Your Registration

Any time your registration information changes, such as contact, employer or client information, you must amend your registration. It is a violation of the Lobbyist Registration Act to lobby on behalf of an employer or client before registering them with the Public Ethics Commission, so keep your registration information current.

1. Go to <https://apps.oaklandca.gov/pec/>. Click the **REGISTRATION** icon and then the **REGISTER** link within the text. If you are already logged in to your account, you can amend your registration by clicking **PROFILE** on the main menu and then the **AMEND** button to edit your registration information.
2. Make edits to your contact, employer, and client information, then click **REVIEW** to check your amended registration form for accuracy. Click the **BACK** button to continue editing.
3. If the draft is satisfactory, check “I agree” in the declaration box at the bottom of the page and click **AMEND**.
4. Your amended registration is complete! You will receive a confirmation of your amended registration by email. You may print or download a copy of your registration for your records from your Profile page.

## Amending Your Report

1. Go to <https://apps.oaklandca.gov/pec/>. Click the **MY ACTIVITY REPORTS** icon and then the **REPORTS** link in the text below. If you are already logged in to your account, you can click **REPORTS** on the main menu.
2. Locate the report you want to amend in the Reports Filed section and click **AMEND**. You may exit the system and return to continue editing your draft amendment by locating the draft on the Reports page and clicking **VIEW**. You may also print out your draft.
3. Use the **ADD**, **EDIT** and **DELETE** functions to revise your report.
4. Once the draft is complete, click **REVIEW REPORT** to check your report for accuracy. Click the **BACK** button to continue editing.
5. If the draft is satisfactory, check “I agree” in the declaration box at the bottom of the page and click **SUBMIT**.
6. Your Amendment is filed! You will receive a confirmation of your amendment by email. Submitted filings are shown in the bottom section of both the Reports page and your Profile page. You may print or download a copy of your report for your records from either location.

## Terminating Your Registration

If you will no longer be lobbying City of Oakland officials, you must notify the Public Ethics Commission by submitting a final Termination Report to be relieved of registration and reporting obligations. **Remember, once you terminate your registration it is a violation of the Lobbyist Registration Act to engage in any lobbying activity with the City of Oakland until you reactivate your registration.**

1. Go to <https://apps.oaklandca.gov/pec/> . Log into your account and click **PROFILE** from the main menu items.
2. Click the **TERMINATE** button on the right side of the page.
3. Complete the Termination Report covering activities up to the date of termination.
4. When the draft is satisfactory, check “I agree” in the declaration box at the bottom of the page and click **SUBMIT**.
5. Your registration is terminated! You will receive a confirmation by email. Your lobbyist status will be updated to terminated and you will no longer receive notices. However, you will still be able to log-in to access your account information and filing history. You may also submit reports and amends for periods prior to your termination. You may re-register at any time.

## Main Menu

The Oakland Lobbyist Registration and Reporting System main menu displays on each page and contains the following options:

- **HOME** - Returns your browser to the Lobbyist Registration and Reporting home page with links to Registration, Resources, and My Activity Reports.
- **PROFILE** - Displays your most recent registration status, registration information, and filing history. Allows you to amend or terminate your registration and print submitted registration and reports documents.
- **REGISTRATION** - Allows you to update registration information and client list, submit registration and amendments, and print or download your most recent registration.
- **REPORTS** - Allows you to draft and submit reports. Allows you to view, edit, print and delete draft reports as well as view, print and amend submitted reports.

**Logging out:** Click the  OakApps logo in the upper right corner to log out of your account.

## Get Help

- **Tool Tips** – Throughout the system you will see tool tips. Simply hover over the  icon to open a floating window with instructions and information specific to the section you are viewing
- **Additional Resources** – From the Home page, click Resources to find links to the Lobbyist Registration Act, the Commission’s Lobbyist Guide, and our searchable FAQ page.
- **Email Assistance** – Contact Commission staff for support. Send an email to [ethicscommission@oaklandca.gov](mailto:ethicscommission@oaklandca.gov) .