

Illinois Lobbyists

Electronic Expenditure Filing Instructions



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State of Illinois

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INTRODUCTION

Lobbyist expenditure reporting for 2012 does not require any new mandates for information to be submitted. There are, however, edits to clarify some procedures, and we have added a method to enter multiple officials who received the same expenditure to provide a quicker, less duplicative reporting process.

This Guide provides information about these changes and how to prepare reports in the most efficient manner in order to maintain compliance with the Lobbyist Registration Act. Included are copies of the web site screens that will be used to perform all the data entry requirements. The review of this guide prior to entering the reporting system should help you to prepare for filing and reduce questions that may arise during filing.

A registrant's Authorized Agent must file an expenditure report even when no reportable expenditures were incurred during the reporting period. The report should contain the reportable expenditures of all the entity's lobbyists. Lobbyists registered exclusively under an entity are not required to submit their own report.

EXPENDITURE INFORMATION

Entity Responsible For Reporting

The reporting of expenditures is determined by who actually made a reportable expenditure. Specifically:

- If an expenditure is made by a registered entity or by that entity's exclusive lobbyist, the expenditure is reported by the registered entity.
- If an expenditure is made by a contractual lobbying entity and a client did not reimburse the contractual lobbying entity, the contractual lobbying entity reports the expenditure.
- If an expenditure is made by a contractual lobbying entity and a client reimbursed the contractual lobbying entity during the reporting period, the client reports the expenditure.

Non-reportable Expenditures

Examples of non-reportable expenditures include the following:

- Campaign contributions;
- Lobbyist's personal expenses;
- Office, clerical or support staff expenses;
- Salary, fees and other compensation paid to registrant for lobbying; and
- Expenditures made on behalf of an official that are returned or reimbursed prior to the filing deadline for submission of the report.

Reporting Schedules

Expenditure reporting is performed by using the different types of schedules and reports listed below:

- **Itemized Schedule** - Use this schedule to report any single, individual expenditure made on behalf of an "Official."
- **Large Gatherings Schedule** - Use this schedule to report expenditures incurred when hosting a reception or benefit to which **25 or more** "Officials" are invited.
- **Giveaways Schedule** - Use this schedule to report expenditures incurred for generic gifts, product samples or substantially identical items given to **25 or more** "Officials."
- **Grass Roots Lobbying Statement** - Use this statement to report an expenditure made by an individual who participates in a Grass Roots communication and makes an expenditure on an "Official" during a Grass Roots communication or event sponsored by the registered entity. *These statements allow member organizations or individual members to make and report expenditure(s) through the registered umbrella organization without having to register themselves as lobbyists.*
- **Expenditure Summary Report** - This report summarizes the amounts of all reported expenditures by category. The report is automatically generated as a result of the expenditures entered into the system through the above-mentioned schedules.

Report Deadlines/Late Fees

Expenditure Reports for 2012 are required as follows:

- Expenditure reporting is semi-monthly.
- All reports must be filed by 11:59 p.m. on the day of the filing deadline. There is no extension of a filing deadline when holidays or weekends are part of the filing period.
- Entities that fail to file expenditure/activity reports by the required deadlines are subject to a \$50 late fee. Filings submitted more than 15 days after the deadline also will be charged a \$100 penalty fee when submitting the report.

2012 Expenditure Reporting Calendar

Reporting Period:

January 1 – 15
January 16 – 31
February 1 – 15
February 16 – 29
March 1 – 15
March 16 – 31
April 1 – 15
April 16 – 30
May 1 – 15
May 16 – 31
June 1 – 15
June 16 – 30
July 1 – 15
July 16 – 31
August 1 – 15
August 16 – 31
September 1 – 15
September 16 – 30
October 1 – 15
October 16 – 31
November 1 – 15
November 16 – 30
December 1 – 15
December 16 – 31

Filing Period Opens:

January 1
January 16
February 1
February 16
March 1
March 16
April 1
April 16
May 1
May 16
June 1
June 16
July 1
July 16
August 1
August 16
September 1
September 16
October 1
October 16
November 1
November 16
December 1
December 16

Filing Deadline (11:59 p.m.):

January 20
February 5
February 20
March 5
March 20
April 5
April 20
May 5
May 20
June 5
June 20
July 5
July 20
August 5
August 20
September 5
September 20
October 5
October 20
November 5
November 20
December 5
December 20
January 5, 2013

Officials Required to Report

The electronic expenditure reporting system provides a reporting mechanism only for Officials or Official Titles, which are listed on pages 27 and 28. If expenditures were made on behalf of other individuals, they are not required in an expenditure report.

Notification to an Official

The law requires that lobbyists who make an expenditure on behalf of an official must inform the official in writing contemporaneously with the official's receipt of the expenditure, that the expenditure is a reportable expenditure and that the official will be included in the report submitted to the Secretary of State.

Within 30 days after a filing deadline, each official shall be notified again that an expenditure made on his or her behalf has been reported. No specific notification form is required; however, the notification should include the name of the lobbying entity, the total amount of the expenditure, the date on which the expenditure occurred, a description of the expenditure, location of the expenditure, and the subject matter of the lobbying activity.

NOTE: THESE NOTIFICATIONS MUST BE FILED ONLY WITH THE OFFICIAL AND NOT WITH THE SECRETARY OF STATE.

Lobbyist Responsibilities When Terminating Employment

Should a lobbyist terminate employment from a registered lobbying entity for which he or she is an exclusive lobbyist, a letter containing the following information must be filed with the Secretary of State Index Department within 30 days of termination:

- A statement that the lobbyist is or has terminated employment with a registered entity, including date of registration and date of termination.
- Forwarding contact information, including new e-mail address.
- A report of expenditures incurred by the lobbyist since the last expenditure report was made by the entity. If no expenditures were incurred, indicate such.
- Include a statement under his/her signature that **"This letter of termination is submitted under oath and subject to penalties within the Lobbyist Registration Act, and pursuant to Section 1-109 of the Code of Civil Procedure."**
- Indicate that a copy of the letter has been provided to the authorized agent of his/her employer/entity.

In addition to the information that is to be included in the letter, a final affirmation must be submitted online attesting to the accuracy of expenditure reports filed during any portion of the semi-annual period that the lobbyist was registered.

Affirmations

Lobbyists are required to file an online affirmation attesting to the accuracy of any expenditure reports filed with the Secretary of State as those reports pertain to itemized expenditures made by the lobbyist. An affirmation is required for any lobbying entity with whom the lobbyist is or was registered as an exclusive lobbyist during the semi-annual period.

Affirmations will pertain to any of the semi-monthly expenditure reports or amendments filed by an employing lobbying entity during the periods of January 1 through June 30, and July 1 through December 31. Notification of impending filing periods will be e-mailed to each lobbyist and each entity's Authorized Agent. Lobbyists have 30 days from the date of the notice to file their affirmation(s).

It is critical to this process that Authorized Agents perform two important tasks in order to provide their lobbyists with the ability to file an accurate Affirmation:

- All semi-monthly expenditure reports must be filed.
- All lobbyists' e-mail addresses are current in the entity's registration file.

Lobbyists may review expenditure reports filed by his or her entity at www.cyberdriveillinois.com:

- Select ***Lobbyist Activities***.
- Select ***Lobbyist Information Search***.
- Select ***Enter Lobbying Information Search***.
- Select ***Expenditure Report Search*** and click ***Submit***.

At the ***Expenditure Report Search*** screen:

- Select the registration year; type the employer/entity name and click ***Submit***.
- Select and click on the Entity Name.
- Select ***View Expenditure*** for each semi-monthly report within the semi-annual affirmation period.

At this point lobbyists will compare his or her personal expenditure records with those reported to the Secretary of State by the Authorized Agent of the employer/entity. If the lobbyist's personal records of expenditures and the expenditure reports match, the lobbyist is then ready to file his or her affirmation.

If the comparison of the lobbyist's records and the employer's expenditure reports indicate errors or omissions of expenditure information, the lobbyist must reconcile the error or omission with the Authorized Agent of the employer entity. Once reconciled, the Authorized Agent must amend the appropriate report, after which the lobbyist may file the Affirmation.

If the lobbyist needs additional time to acquire receipts, credit or debit card records or other expenditure information in order to file the Affirmation, a request for a filing extension must be made in writing to the Index Department **at least two business days prior to the deadline** for filing the Affirmation. The request for extension may be mailed to the Lobbyist Division, Index Department, 111 E. Monroe St., Springfield, IL 62756; or faxed to 217-557-8919; or e-mailed to elobbyist@ilsos.net. A request for an extension must include the name of the lobbyist and the employer/entity and a detailed reason for the need of an extension. Lobbyists receiving extensions will have the deadline extended by 45 days.

Lobbyists may access the Affirmation statement online at www.cyberdriveillinois.com:

- Select ***Lobbyist Activities***.
- Select ***Mandated Filings for Exclusive Lobbyists***.
- Enter your **PIN ID** and **Entity ID** in appropriate fields.
- Proceed with submitting Affirmation statement.

ELECTRONIC EXPENDITURE FILING INSTRUCTIONS

To file an Expenditure Report for a registered entity, visit the Secretary of State's Web site at www.cyberdriveillinois.com:

- Select **Lobbyist Activities**.
- On the next page, select **Lobbyist Registration and Reporting System**.
- On the next page, review information presented and/or select **Lobbyist Registration & Reporting System**.
- At Login page, enter the Authorized Agent's **User Name** and **Password**.

Access to the expenditure filing system will be opened on the first day of each reporting period. The deadline is 11:59 p.m. on the last day of the filing period. There is no extension of a filing deadline when holidays or weekends are part of the filing period. The system is programmed to retain expenditure information as it is being entered during the filing period. Your file can serve as a data repository until all entries for the reporting period are completed and the Authorized Agent clicks **Submit Expenditures** to file the report.

Entering and storing information in the expenditure system does not constitute a filing. The actual filing procedure must be executed by the required deadline or late fees will be assessed.

Updating registration files prior to filing the Expenditure Report is important. It is a requirement that the registration file be amended, if necessary, by adding or terminating exclusive lobbyists or clients whose status has changed since the last report. Such updates will automatically populate required fields in the Expenditure Report and make filing expenditures more convenient.

NEW!!! Reporting Multiple Officials for Identical Expenditures

Often, multiple state officials are the beneficiaries of the same or identical expenditures. This type of expenditure most frequently occurs when multiple officials are at the same dinner or event with a lobbyist and the expenditure is prorated equally. Example: A lobbyist and 5 legislators have a dinner. The bill total for the meal is \$120.60. The bill is divided equally by 6, the number of attendees, resulting in an individual expenditure amount of \$20.10.

In the past, each of the five legislators would be reported separately using an Itemized Expenditure Schedule, and the Authorized Agent would be required to enter the expenditure data five times. Now, the expenditure data may be entered once, after which the 5 legislators' information may be entered.

Helpful Tips for Preparing to File

- Update the registration file for names of clients, contractual lobbyists and exclusive lobbyists who have been added or deleted since the previous report.
- Update the registration file for changes in e-mail addresses.

Have available the following information for expenditure reporting:

Itemized Expenditures:

- Date of Expenditure;
- Amount of Expenditure;
- Category of Expenditure;
 - Gifts
 - Gifts Based on Personal Friendship
 - Honoraria
 - Meals, Beverages and Entertainment
 - Travel and Lodging
 - Other: Any item or service of value that is not of the categories above
- Name and job title of official on whose behalf the expenditure is made;
- Official's employer;
- Name of lobbyist present;
- Type of lobbying – Executive, Legislative or Administrative;
- Subject matter of the lobbying;
 - HB123, SB789, HR456, etc.
 - Categorical Subject, or
 - Goodwill
- Description of the expenditure;
- Purveyor or vendor of expenditure;
- Address or location of expenditure;
- Name of client that benefitted from the expenditure.

Large Gatherings:

- Date of expenditure;
- Total amount of expenditure;
- Estimated number of attendees;
- Estimated number of officials attending;
- Brief description of the event (150 characters).

Giveaways:

- Date of the expenditure;
- Total amount of the expenditure;
- Estimated number of officials receiving the item;
- Brief description of the item(s) given to officials (150 characters).

Grass Roots Expenditures:

- Date & amount of expenditure;
- Category of expenditure;
- Name of official who is recipient of the expenditure;
- Name, address and phone number of person making the grass roots expenditure.

Login

CYBERDRIVEILLINOIS JESSE WHITE
SECRETARY OF STATE

Welcome to the Illinois Lobbyist System! [Contact Us](#)

User Name:

Password:

Login

[Check Login Rules](#)

[Forgot your User Name or Password?](#)

If you are a new user, [register now!](#) [Privacy Policy](#)

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

To login to the Illinois Lobbyist System:

- Enter User Name,
- Enter Password,
- Click *Login*.

If you have forgotten your User Name and Password click ***Forgot your User Name or Password?*** Enter the e-mail address registered for the Authorized Agent. The information will be returned only to the registered e-mail address of the Authorized Agent.

If during the expenditure reporting process a period of inactivity by the user occurs, the system will automatically timeout and close.

Once logged in it is important to click the *Logout* link rather than clicking the X to close the browser. Improper logout will result in the system being unavailable for a period of time; therefore, a delay will occur if you choose to re-enter the system immediately.

Select Entity

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SECRETARY OF STATE

Authorized Agent's Entity List

JOHN DOE is logged in! [Agent Management](#) | [Contact Us](#) | [Logout](#)

The following is a list of all the lobbying entities for which you are the Authorized Agent on record. To perform an activity related to any of these entities, select the radio button next to the Entity Name and then select the appropriate Registration Year for your intended transaction and click 'Continue' at the bottom of the page.

<input type="radio"/>	Company Name:	ABC LOBBYING SERVICES
	Entity ID:	6314
	Address:	123 FIRST STREET SPRINGFIELD, IL 62701
	Year:	SELECT ONE ▼

[Add New Entity](#) (Use this link if you wish to register an entity that has never before been registered by you or any other authorized agent.)

Continue →

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To select the entity for which an expenditure report needs to be filed:

- Click radio button beside desired **Company Name**,
- Select **Year***
- Click *Continue*.

***Be sure to select the correct year for the expenditure filing.**

Authorized Agent Menu



The screenshot shows the 'Authorized Agent Menu' page. At the top, there is a blue header with the 'CYBERDRIVEILLINOIS' logo on the left, a portrait of Jesse White in the center, and his name and title 'JESSE WHITE SECRETARY OF STATE' on the right. Below the header, the page title 'Authorized Agent Menu' is displayed. A status bar indicates 'JOHN DOE is logged in!' and provides links for 'Lobbyist Home', 'Contact Us', and 'Logout'. The user's registration details are shown: 'Reg Year: 2011', 'Entity ID: 6314', and 'Entity Name: ABC LOBBYING SERVICES'. There are two main sections: 'Registrations' and 'Expenditures', both with underlined links. A message at the bottom of the content area says 'Please select Registrations or Expenditures by clicking on the link'. At the very bottom of the page, there is a link that says 'BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE'.

All expenditure filings are accessed through this menu, including Original and Amended reports.

- Click *Expenditures*.

Select Expenditure

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Authorized Agent Expenditure Menu

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Reg Year: 2011 **Entity ID:** 6314
Entity Name: ABC LOBBYING SERVICES

Please select for which period you want to file Expenditures or Amend the Expenditures filed earlier.

2011 Dec 01 - Dec 15 - Period 23	Due: 12/20/2011	<input type="button" value="Create"/>
2011 Nov 16 - Nov 30 - Period 22		<input type="button" value="Amend"/>
2011 Nov 01 - Nov 15 - Period 21		<input type="button" value="Amend"/>

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

Enter expenditure reports by clicking on the *Create* button. If expenditure records have been entered but not yet submitted, the button will appear as **Continue**. Once expenditure records have been submitted, the button will appear as **Amend**.

Expenditure Reporting Menu

Expenditures

JOHN DOE is logged in! [Lobbyist Home](#) | [Contact Us](#) | [Logout](#)

Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

Expenditure Reporting Menu

If there are no expenditures to report click "Continue".

To Report Expenditures click the "Add" button next to expenditure type for which you want to enter an expenditure. Click the "Modify" button to view or edit existing expenditure entries.

Expenditure Definitions

Itemized Schedule	<input type="button" value="Add"/>	<input type="button" value="Modify"/>
Large Gatherings Schedule	<input type="button" value="Add"/>	<input type="button" value="Modify"/>
Giveaways Schedule	<input type="button" value="Add"/>	<input type="button" value="Modify"/>
Grass Roots Lobbying Statement	<input type="button" value="Add"/>	<input type="button" value="Modify"/>

After completion of all expenditure entries, click "Continue" to complete the information about the expenditure(s) that have been entered.

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If there were no reportable expenditures made during the reporting period click *Continue* and proceed to page 25.

If there are expenditures to report, click *Add* next to expenditure type that should be reported. If you need to amend previously entered records, click *Modify* next to expenditure type to be amended. Proceed to pages 14-23 for specific Expenditure Schedule instructions.

Itemized Schedule



JESSE WHITE
SECRETARY OF STATE

Itemized Schedule

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Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

Expenditure Date (MM/DD/YYYY):* **Expenditure Amount:***
[]/[]/2011 \$ []

Expenditure Category:*
Select One [v]

Other Information

Lobbyist Name:*
Select One [v]

Check the applicable types of action the lobbying involved:*
 Executive Legislative Administrative

Subject Matter: For example HB01 and/or categorical topics; or, goodwill. (100 character limit):*
[]

Description of the expenditure (100 character limit):*
[]

Vendor Name:*
[]

Vendor Location:
[]

Vendor Address:
[]

Vendor City:* **State:***
[] Select One [v]

Select Official

Identify official(s) on whose behalf the expenditure was made by completing the data fields. Select the official who was the beneficiary of the expenditure, click **Add Official** to identify the official with the expenditure. If only one official is the beneficiary of the expenditure click **Save and Continue**.

If multiple officials benefit equally from the same expenditure, complete the data fields for each official, click **Add Official** after each entry of an official until all the officials for the expenditure have been listed. Then click **Save and Continue**. If you have any questions about this new process, please consult "Itemized Expenditures" in the online Expenditure Report Filing Guide

Official's Employer:*
Select One [v]

* = Required

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See instructions on next page.

Itemized Schedule Instructions

This schedule is used for reporting any single expenditure made on behalf of an Official. The following information must be provided for each expenditure record:

- ❑ Enter Expenditure Date and Amount,
- ❑ Select Expenditure Category,
- ❑ Select the Name of the Lobbyist who made the expenditure,
- ❑ Select type(s) of lobbying action,
- ❑ Enter Subject Matter,
- ❑ Enter Description of Expenditure,
- ❑ Enter Vendor Name,
- ❑ Enter Vendor Address or Location (e.g., Capitol Bldg., Soldier Field, Rend Lake State Park),
- ❑ Enter Vendor City and State,
- ❑ Select Official's Employer,
(Follow all steps through the Agency, Title, and Name of Official)
- ❑ Click *Add Official*, (If multiple officials equally benefit from the same expenditure continue to enter the information for the additional official(s) then click *Add Official* after each entry)
- ❑ Click *Save and Continue*.

Itemized Schedule (continued)

The screenshot shows the 'Itemized Schedule (cont'd.)' page on the CyberDrive Illinois website. At the top, there is a header with the 'CYBERDRIVE ILLINOIS' logo, a photo of Jesse White, Secretary of State, and his name and title. Below the header, the page title 'Itemized Schedule (cont'd.)' is displayed. A user login status 'JOHN DOE is logged in!' is shown on the left, and navigation links 'Lobbyist Home | Contact Us | Logout' are on the right. The main content area displays the following information: Entity ID: 6314, Entity Name: ABC LOBBYING SERVICES, Reg Year: 2011, Filing Period: Dec 01 - Dec 15 - Period 23, and Filing Type: Original. Below this, a section titled 'Clients' contains the instruction 'Select all the clients who were beneficiaries of this expenditure:'. A table lists three clients with checkboxes: Entity ID 6314 (ABC LOBBYING SERVICES), Entity ID 6312 (EMPLOYEE SERVICES), and Entity ID 6313 (XYZ HEALTHCARE). At the bottom of the table are 'Save' and 'Return to Reporting Menu' buttons. A note '* = Required' is present, and a footer link 'BACK TO CYBERDRIVE ILLINOIS.COM HOME PAGE' is at the very bottom.

Itemized Schedule (cont'd.)

JOHN DOE is logged in! [Lobbyist Home](#) | [Contact Us](#) | [Logout](#)

Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

Clients

Select all the clients who were beneficiaries of this expenditure:

Entity ID	Client Name
<input type="checkbox"/> 6314	ABC LOBBYING SERVICES
<input type="checkbox"/> 6312	EMPLOYEE SERVICES
<input type="checkbox"/> 6313	XYZ HEALTHCARE

* = Required

[BACK TO CYBERDRIVE ILLINOIS.COM HOME PAGE](#)

Use this screen to indicate all clients who were beneficiaries of the itemized expenditure.

- Click radio button beside the Entity ID of each client,
- Click Save.

If your entity does not list any clients, only your registered entity's name is available to be selected as a beneficiary.

Itemized Records View Screen

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Expenditures - View Screen

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Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

List of Itemized records

Rec#	Date Created	Exp Date	Exp Amount	Expenditure Category	Official's Name	
1	2011-12-14	2011-12-02	\$50.00	MEALS, BEVERAGES & ENTERTAINMENT	QUINN, PATRICK J.	Edit Delete
2	2011-12-14	2011-12-04	\$200.00	TRAVEL & LODGING	WHITE, JESSE	Edit Delete

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Review each entered record.

- If record information needs to be changed, click *Edit*.
- If record needs to be removed, click *Delete*.
- If an additional expenditure record must be reported, click *Add*.
- If all itemized expenditure records are complete, click *Return to Reporting Menu* to add additional types of expenditure records and/or proceed to Expenditure Summary Report.

Large Gatherings Schedule

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Large Gatherings Schedule

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Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

Expenditure Date (MM/DD/YYYY):* **Expenditure Amount:***
[] / [] / 2011 \$ []

Estimated number of attendees:* **Estimated number of officials attending:***
[] []

Description (150 characters):*
[]

* = Required

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

This schedule is used when expenditures are incurred for hosting a reception or benefit to which 25 or more Officials are invited.

- Enter Expenditure Date of the event,
- Enter Total Expenditure Amount,
- Enter Estimated number of attendees,
- Enter Estimated number of officials attending,
- Enter brief Description of the gathering,
- Click Save.

Large Gatherings View Screen

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Expenditures - View Screen

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Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

List of Large Gatherings records

Rec#	Date Created	Exp Date	Exp Amount	Expenditure Category		
1	2011-12-14	2011-12-05	\$5,000.00	LARGE GATHERINGS	Edit	Delete
2	2011-12-14	2011-12-10	\$2,500.00	LARGE GATHERINGS	Edit	Delete

[Add](#) [Return to Reporting Menu](#)

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

Review each entered record.

- If record information needs to be changed, click *Edit*.
- If record needs to be removed, click *Delete*.
- If an additional expenditure record must be reported, click *Add*.
- If all Large Gatherings expenditure records are complete, click *Return to Reporting Menu* to add additional types of expenditure records and/or proceed to Expenditure Summary Report.

Giveaways Schedule

The screenshot shows the 'Giveaways Schedule' form on the CyberDrive Illinois website. At the top, there is a header with the logo 'CYBERDRIVEILLINOIS' and a photo of Jesse White, Secretary of State. Below the header, the user 'JOHN DOE' is logged in. The form displays the following information: Entity ID: 6314, Entity Name: ABC LOBBYING SERVICES, Reg Year: 2011, Filing Period: Dec 01 - Dec 15 - Period 23, and Filing Type: Original. The form includes input fields for Expenditure Date (MM/DD/YYYY)* and Expenditure Amount*, with the year 2011 pre-filled in the date field. There is also a field for the Estimated number of officials receiving Giveaway* and a large text area for the Description (150 characters)*. At the bottom of the form, there are three buttons: 'Save', 'Clear Form', and 'Return to Reporting Menu'. A note indicates that asterisks (*) denote required fields. A footer link reads 'BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE'.

Giveaways Schedule

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Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

Expenditure Date (MM/DD/YYYY):* **Expenditure Amount:***
 / / 2011 \$

Estimated number of officials receiving Giveaway:*

Description (150 characters):*

* = Required

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This schedule is used when expenditures are incurred for generic gifts, product samples or substantially identical items given to 25 or more officials.

- Enter Expenditure Date,
- Enter Total Expenditure Amount,
- Enter Estimated number of officials receiving Giveaway,
- Enter brief Description of the giveaway,
- Click Save.

Giveaways View Screen

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Expenditures - View Screen

JOHN DOE is logged in! [Lobbyist Home](#) | [Contact Us](#) | [Logout](#)

Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

List of Giveaways records

Rec#	Date Created	Exp Date	Exp Amount	Expenditure Category		
1	2011-12-14	2011-12-02	\$950.00	GIVEAWAYS	Edit	Delete
2	2011-12-14	2011-12-11	\$400.00	GIVEAWAYS	Edit	Delete

[Add](#) [Return to Reporting Menu](#)

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

Review each entered record.

- If record information needs to be changed, click *Edit*.
- If record needs to be removed, click *Delete*.
- If an additional expenditure record must be reported, click *Add*.
- If all Giveaway expenditure records are complete, click *Return to Reporting Menu* to add additional types of expenditure records and/or proceed to Expenditure Summary Report.

Grass Roots Lobbying Statement

The screenshot shows the 'Grass Roots Lobbying Statement' form on the CyberDrive Illinois website. At the top, there is a header with the logo 'CYBERDRIVEILLINOIS' and a photo of Jesse White, Secretary of State. Below the header, the form title 'Grass Roots Lobbying Statement' is displayed. A user login status 'JOHN DOE is logged in!' is shown on the left, and navigation links 'Lobbyist Home | Contact Us | Logout' are on the right. The form contains several sections: 1. Entity Information: 'Entity ID: 6314', 'Entity Name: ABC LOBBYING SERVICES', 'Reg Year: 2011', 'Filing Period: Dec 01 - Dec 15 - Period 23', and 'Filing Type: Original'. 2. Expenditure Details: 'Expenditure Date (MM/DD/YYYY):*' with a date picker set to 2011, 'Expenditure Amount:*\$' with a text input field, and 'Expenditure Category:*' with a dropdown menu. 3. Official Information: 'Select Official' section with the instruction 'Identify official on whose behalf the expenditure was made.', and 'Official's Employer:*' with a dropdown menu. 4. Grass Roots Lobbyist Information: A section with fields for 'First Name:*', 'Middle Name:', 'Last Name:*', 'Address:*', 'City:*', 'State: *' (dropdown), 'Zip Code: *', 'Phone Number:*', and 'Extension:'. At the bottom of the form are buttons for 'Save', 'Clear Form', and 'Return to Reporting Menu', followed by a note '* = Required'. A footer link 'BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE' is at the very bottom.

Use this statement to report an expenditure made by an individual as a result of a Grass Roots communication or event sponsored by the registered entity. *These statements allow member organizations or individual members to make and report expenditure(s) through the registered umbrella organization without having to register themselves as lobbyists.*

The following information must be provided for each expenditure record:

- Enter Expenditure Date and Amount,
- Select Expenditure Category,
- Select Official's Employer,
(Follow all steps through the Agency, Title, and Name of Official).
- Enter Name, Address and Phone Number of Grass Roots Lobbyist who made the expenditure,
- Click Save.

Grass Roots Lobbying Statement View Screen

Expenditures - View Screen

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Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

List of Grass Roots records

Rec#	Date Created	Exp Date	Exp Amount	Expenditure Category	Official's Name	
1	2011-12-14	2011-12-03	\$23.00	MEALS, BEVERAGES & ENTERTAINMENT	TOPINKA, JUDY BAAR	Edit Delete
2	2011-12-14	2011-12-05	\$15.00	MEALS, BEVERAGES & ENTERTAINMENT	WHITE, JESSE	Edit Delete

[Add](#) [Return to Reporting Menu](#)

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

Review each entered record.

- If record information needs to be changed, click *Edit*.
- If record needs to be removed, click *Delete*.
- If an additional expenditure record must be reported, click *Add*.
- If all Grass Roots expenditure records are complete, click *Return to Reporting Menu* to add additional types of expenditure records and/or proceed to Expenditure Summary Report.

Expenditure Reporting Menu

The screenshot shows the 'Expenditures' section of the CyberDrive Illinois website. At the top, there is a header with the 'CYBERDRIVEILLINOIS' logo, a photo of Jesse White, and his title 'JESSE WHITE SECRETARY OF STATE'. Below the header, the user 'JOHN DOE' is logged in, with links for 'Lobbyist Home', 'Contact Us', and 'Logout'. The user's details are: Entity ID: 6314, Entity Name: ABC LOBBYING SERVICES, Reg Year: 2011, Filing Period: Dec 01 - Dec 15 - Period 23, and Filing Type: Original. The main heading is 'Expenditure Reporting Menu', followed by the instruction: 'If there are no expenditures to report click "Continue"'. A box contains instructions: 'To Report Expenditures click the "Add" button next to expenditure type for which you want to enter an expenditure. Click the "Modify" button to view or edit existing expenditure entries.' Below this is a table of 'Expenditure Definitions' with four rows: 'Itemized Schedule', 'Large Gatherings Schedule', 'Giveaways Schedule', and 'Grass Roots Lobbying Statement'. Each row has 'Add' and 'Modify' buttons. At the bottom of the box, it says: 'After completion of all expenditure entries, click "Continue" to complete the information about the expenditure(s) that have been entered.' Below the box are two buttons: 'Continue' and 'Previous Screen'. At the very bottom of the page is a link: 'BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE'.

Expenditures

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Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

Expenditure Reporting Menu

If there are no expenditures to report click "Continue".

To Report Expenditures click the "Add" button next to expenditure type for which you want to enter an expenditure. Click the "Modify" button to view or edit existing expenditure entries.

Expenditure Definitions

Itemized Schedule	<input type="button" value="Add"/>	<input type="button" value="Modify"/>
Large Gatherings Schedule	<input type="button" value="Add"/>	<input type="button" value="Modify"/>
Giveaways Schedule	<input type="button" value="Add"/>	<input type="button" value="Modify"/>
Grass Roots Lobbying Statement	<input type="button" value="Add"/>	<input type="button" value="Modify"/>

After completion of all expenditure entries, click "Continue" to complete the information about the expenditure(s) that have been entered.

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

After all expenditure records or amendments have been entered on the appropriate schedules, click *Continue*.

Expenditure Summary Report



JESSE WHITE
SECRETARY OF STATE

Expenditure Summary Report

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Entity ID: 6314 **Entity Name:** ABC LOBBYING SERVICES
Reg Year: 2011 **Filing Period:** Dec 01 - Dec 15 - Period 23 **Filing Type:** Original

Below is a summary of totals by category. If anything needs to be changed, please go back to the Reporting Menu and correct the appropriate expenditure schedule. Grass Roots Expenditure Totals do not appear on the Expenditure Summary Report.

Itemized Expenditure Totals

Category Type	Dec 01 - Dec 15 - Period 23
MEALS, BEVERAGES & ENTERTAINMENT	\$50.00
TRAVEL & LODGING	\$200.00
GIFTS	\$0.00
GIFTS BASED ON PERSONAL FRIENDSHIP	\$0.00
HONORARIA	\$0.00
OTHER	\$0.00
Total Amount	\$250.00

Totals for All Expenditures

Category Type	Dec 01 - Dec 15 - Period 23
MEALS, BEVERAGES & ENTERTAINMENT	\$50.00
TRAVEL & LODGING	\$200.00
GIFTS	\$0.00
GIFTS BASED ON PERSONAL FRIENDSHIP	\$0.00
HONORARIA	\$0.00
LARGE GATHERINGS	\$7,500.00
GIVEAWAYS	\$1,350.00
OTHER	\$0.00
Total Amount	\$9,100.00

As authorized agent, I certify, pursuant to the Lobbyist Registration Act and Section 1-109 of the Code of Civil Procedure, the information contained in this report is true and complete to the best of my knowledge.

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

This report summarizes all reported expenditure amounts by category. The totals are automatically calculated based on the amounts entered on any of the expenditure schedules.

Verify the amount. If changes are necessary, click *Return to Reporting Menu* to access the schedules to be corrected. If all records are complete and the amounts are correct, click *Submit Expenditures*.

NOTE: Grass Roots Expenditure Totals do not appear on the Expenditure Summary Report.

An expenditure report is not considered filed until the *Submit Expenditures* button has been clicked and the information is sent to the system.

Expenditure Filing Receipt

CYBERDRIVEILLINOIS JESSE WHITE
SECRETARY OF STATE

Expenditure Filing Receipt

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Do not use your browser's Back or Refresh button on this screen. Doing so may submit your expenditure filing multiple times.

Your transaction has been successfully completed!
(Please print this receipt and keep it for your records)

Date & Time of Expenditure Filing: 2011-12-14 13:52:04.482(Central Time)
Expenditure Filing Period: Dec 01 - Dec 15 - Period 23
Expenditure Filing Type: Original
Registration Year: 2011
Entity ID: 6314
Entity Name: ABC LOBBYING SERVICES

Email with the above information has been sent to the Authorized Agent at:
(JDOE@TEST.COM).

Printable version of your Expenditure Filings: [Expenditure Filings](#)

(The printable version is viewable with [Adobe® Reader®](#) version 6.0 and above)

[Return to Authorized Agent's Entity List >>>](#)

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

Print this screen, as it is your receipt of the filed report. The Index Department is unable to reproduce this screen again for the Authorized Agent.

In addition, click **Printable version of your Expenditure Filings: [Expenditure Filings](#)** to obtain copies of all filed expenditure reports and schedules. **This is the only opportunity available to print these reports.**

The reports will print in the following order:

- Expenditure Summary Report,
- Itemized Schedule,
- Large Gatherings Schedule,
- Giveaways Schedule, and
- Grass Roots Lobbying Statement.

To complete additional transactions for this entity or for other entities, click **[Return to Authorized Agent's Entity List](#)**.

If transactions are complete, click **Logout** in the upper-right corner.

LISTING OF OFFICIALS REQUIRED TO REPORT

The following is a list of positions and position titles deemed to be "Officials" for reporting purposes under The Lobbyist Registration Act (25 ILCS 170).

MEMBERS OF THE GENERAL ASSEMBLY

CONSTITUTIONAL OFFICERS

Governor
Lieutenant Governor
Attorney General
Secretary of State
Comptroller
Treasurer

ATTORNEY GENERAL'S OFFICE

Chief Deputy Attorney General
Chief of Staff
Counsel to the Attorney General
Deputy Attorney General/Child Support Enforcement
Deputy Attorney General/Civil Litigation
Deputy Attorney General/Criminal Justice
Deputy Attorney General/Springfield & Regional Coordination
Deputy Chief of Staff/Administration
Deputy Chief of Staff/Policy & Legislative Affairs
Senior Counsel to the Attorney General
Solicitor General

COMPTROLLER'S OFFICE

Assistant Comptroller – Fiscal Policy
Assistant Comptroller – Operations
Assistant Comptroller – Policy & Planning
Chief of Staff
Deputy Director of Legal Affairs
Director of Administrative Services & Budget
Director of Cemetery Care & Burial Trusts
Director of Communications
Director of Financial Reporting
Director of Human Resources
Director of Information Technology
Director of Internal Audits
Director of Issues Development
Director of Legal Affairs
Director of Legislative Affairs
Director of Local Government
Director of Research & Fiscal Information
Director of State Accounting
Legislative Liaison
Press Secretary
Purchasing Agent

LIEUTENANT GOVERNOR'S OFFICE

Chief of Staff
Deputy Chief of Staff - Communications
Deputy Chief of Staff - External Affairs
Deputy Chief of Staff - Legislative Affairs
Deputy Chief of Staff - Policy
General Counsel

SECRETARY OF STATE'S OFFICE

Chief Auditor
Deputy Chief Auditor
Deputy Chief of Staff
Deputy Director of Intergovernmental Affairs
Deputy Secretary of State/Chief of Staff
Director of Intergovernmental Affairs
Director of Policy and Programs
General Counsel
Inspector General
Press Secretary

Directors, Chief Deputy Directors and Deputy Directors of the following departments:

Accounting Revenue
Administrative Hearings
Archives
Budget and Fiscal Management
Business Services
Communications
Court of Claims
Driver Services
Index
Information Technology
Legislative Affairs
Library
Personnel
Physical Services
Police
Securities
Vehicle Services

TREASURER'S OFFICE

Chief Internal Auditor
Chief of Staff
Chief Procurement Officer
Deputy Chief of Staff for Administration
Deputy Chief of Staff for Programs
Deputy Director of Legislative Affairs
Deputy Press Secretary
Deputy Treasurer/Chief Fiscal Officer
Director of College Savings
Director of Communications
Director of Community Affairs
Director of Financial Education
Director of Human Resources
Director of Illinois Funds
Director of Information Technology
Director of Invest in Illinois
Director of Legislative Affairs
Director of Marketing
Director of Scheduling and Advance
Director of Technical and Support Services
Director of Unclaimed Property
General Counsel
Manager of Accounting
Manager of Banking
Manager of Warrant
Portfolio Manager
Press Secretary

GOVERNOR'S OFFICE

Chief of Staff
Deputy Chief of Staff - Economy & Labor
Deputy Chief of Staff - Education
Deputy Chief of Staff - Intergovernmental Affairs
Deputy Chief of Staff - Legislative Affairs
Deputy Chief of Staff - Operations
Deputy Chief of Staff - Public Safety
Deputy Chief of Staff - Social Services
Deputy Governor
Director of Communications
Director of Office of Management & Budget
Director of Policy Development
General Counsel

CODE DEPARTMENTS:

Directors, Assistant Directors and General Counsel of the following agencies:

Aging
Agriculture
Central Management Services
Children and Family Services
Commerce and Economic Opportunity
Corrections
Employment Security
Financial and Professional Regulation
Healthcare and Family Services
Human Rights
Human Services **
Illinois Power Agency
Insurance
Juvenile Justice
Labor
Natural Resources
Public Health
Revenue
State Police
Transportation **
Veterans Affairs

** Secretary, Assistant Secretary and General Counsel of these agencies.

NON-CODE DEPARTMENTS:

Directors, Assistant Directors and General Counsel of the following agencies:

Emergency Management Agency
Environmental Protection Agency
State Fire Marshal
Historic Preservation Agency
Military Affairs ***

*** Adjutant General, Assistant General and Judge Advocate General of this agency.

BOARDS, COMMISSIONS, TASK FORCES AND AUTHORITIES:

Members, Executive Directors and General Counsel of the following:

Boiler and Pressure Vessel Rules Board
Capital Development Board

Carnival-Amusement Safety Board
Charitable Trust Stabilization Committee
Chicago Transit Authority Board
Civil Service Commission
Commerce Commission
Comprehensive Health Insurance Board
Conservation Foundation
Court of Claims
Credit Union Advisors Board
Currency Exchange Advisors Board
Downstate Illinois Sports Facilities Authority Board
Education Labor Relations Board
Environmental Health Practitioners Board
Executive Ethics Commission
Gaming Board
General Assembly Retirement System, Board of Trustees
Health Facilities and Services Review Board
Higher Education, Board of
Historic Preservation Agency, Board of Trustees
Hospital Licensing Board
Human Rights Commission
Illinois Arts Council
Illinois Finance Authority
Illinois Global Partnership, Inc., Board of Directors
Illinois Housing Development Authority
Illinois Juvenile Justice Commission
Illinois Math and Science Academy, Board of Trustees
Illinois Medical District Commission
Illinois Public Safety Agency Network, Inc., Board of Directors
Illinois State Board of Investment
Illinois State Toll Highway Authority
Illinois Student Assistance Commission
Illinois Workers Compensation Commission
Joint Committee on Administrative Rules
Judges' Retirement System, Board of Trustees
Labor Relations Boards, State and Local
Liquor Control Commission
Local Records Commission
Lottery Control Board
Merit Commission for the Office of the Comptroller
Merit Commission for the Secretary of State
Metropolitan Pier and Exposition Authority
Motor Vehicle Review Board
Personnel Review Board for the Treasurer
Pollution Control Board
Prisoner Review Board
Property Tax Appeal Board
Purchased Care Review Board
Racing Board
Savings Institutions Board
Small Business Utility Advocate
Sports Facilities Authority Board
State Board of Education
State Board of Elections
State Employees' Retirement System, Board of Trustees
State Mining Board
State Police Merit Board
State Universities Retirement System, Board of Trustees
Teachers' Retirement System, Board of Trustees
Workforce Investment Board

FOR MORE INFORMATION

For more information about lobbyist expenditure reporting, please call the Secretary of State's Index Department at 217-782-7017. Index Department hours are Monday through Friday, 8 a.m. to 4:30 p.m., except official state holidays. You also may contact the Index Department by e-mail by clicking **Contact Us** at the top of each screen in the electronic lobbyist system.