



City of Boston
City Clerk

HOW TO SUBMIT QUARTERLY REPORTING - CITY CLERK PORTAL

Begin Your Report

Sign in to <https://onlinepermitsandlicenses.boston.gov/cityclerk>

CITY CLERK PORTAL

Please continue to utilize the same "CCL Number" each year during the Annual Registration period when you register as a Lobbyist, Lobbying Entity or Client. No need to create a new account or obtain a new CCL Number.

Your "CCL Number" will stay the same as you register each year.

If this is your first time registering as a Lobbyist, Lobbying Entity or Client, a CCL Number will be assigned to you once you have completed your registration.

USER NAME:

First time here?

[CREATE ACCOUNT](#)

PASSWORD:

[Forgot user name or password?](#)

[SIGN IN](#)

Remember me on this computer

On the right side of the screen, find your lobbying registration that is in a "Reporting" Status and click on the CCL# link.

CITY CLERK PORTAL

Submit and manage City Clerk Lobbyist Registration applications.

REGISTRATIONS



Apply for a
Registration



Pay
Registration
Fees



Search
Registrations

RECENT ACTIVITY

CCL452376 - Lobbyist Registration
1 City Hall PLZ Boston, MA. 02108
Status: Reporting

From the Application Status screen, click the “Submit Reporting” button to begin your reporting.

CITY CLERK PORTAL

Application Status

Application Type: LOBBYIST REGISTRATION

Application Number: CCL515912

Site Location: 1 CITY HALL PLZ 03 BOSTON MA 02108

Primary Applicant: KATHERINE MCCORMACK COB

Issue Date: 3/15/2021

Milestone: REPORTING

FEES

DESCRIPTION	TOTAL	UNPAID	STATUS	PAID DATE	ACTIONS
Lobbyist	\$150.00	\$0.00	Paid	3/15/2022	

[SUBMIT REPORTING](#)

On the next screen, click on the **Application And Quarterly Reporting Details** box to get to the quarterly reporting screen.

APPLICATION INFORMATION

Registration Information

Business Type:
None

Application Type:
Lobbyist Registration

Applicant

katherine mccormack COB
15 Arden Street 15 Allston MA
02134
(774)279-2004

Application and Quarterly Reporting Details

- ▶ Detail page information.
- ▶ Click here if you are looking to submit your quarterly reporting.

I hereby acknowledge under the pains and penalties of perjury that I have read and understand the City of Boston's Lobbyist Registration and Regulation Requirements Overview as mandated by City Ordinance, Chapter 2-15.1.

On the next screen you will see grids for quarterly reporting entries. These grids may differ if you are registered as an entity, client or lobbyist.

Note: you will see reporting history from previous quarters, but you should only add new items for the current reporting quarter, unless you missed a previous reporting quarter.

To add an item into any of the grids, click on the “Add...” link below the grid.

QUARTERLY ENTITY ACTIVITY

YEAR	QUARTER	ACTIVITY?	LOBBYIST	INCURRED OR PAID	
2021	4th	Y	katherine m CCL678667	paid \$234.00	View

[Add entity activity](#)

QUARTERLY CONTRIBUTIONS

YEAR	QUARTER	ACTIVITY?	DATE	RECIPIENT	OFFICIAL	AMOUNT
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[Add Contribution](#)

When you click the “Add...” link, a window will pop-up for you to enter information.

Scenario 1: No Activities or Contributions

If you do not have anything to report for the quarter, you can enter the “Year”, “Quarter”, and “Reporting Activity?” fields only on the Activities grid and then click “Submit”

QUARTERLY

YEAR	QUARTER	REPORTING ACTIVITY?	LOBBYIST	REGISTRATION NUMBER	ISSUE (PLEASE DESCRIBE)	PAID OR INCURRED?	AMOUNT
2021	4th	Y	katherine m CCL678667			paid \$234.00	

[Add entity activity](#)

QUARTERLY

YEAR	QUARTER	REPORTING ACTIVITY?	LOBBYIST	REGISTRATION NUMBER	ISSUE (PLEASE DESCRIBE)	PAID OR INCURRED?	AMOUNT
2022	January 1 to March	No				-- Select One --	

[Add Contribution](#)

SUBMIT

This will add a row to the grid with the “Activity?” column marked with ‘No’

QUARTERLY ENTITY ACTIVITY					
YEAR	QUARTER	ACTIVITY?	LOBBYIST	INCURRED OR PAID	
2022	1st	N		\$0.00	View
2021	4th	Y	katherine m CCL678667	paid \$234.00	View

[Add entity activity](#)

You can continue to the [Summary Page](#) and submit your report of no activity.

Scenario 2: Activities and/or Contributions

If you have activity for the quarter, you can enter all of the fields into the pop-up window and click submit. This will add a row to the grid with the Activity? Column marked with “Yes”

Note: if you have more than one activity to report, you can enter multiple rows with Activity? Marked as “Yes”

LOBBYIST REGISTRATION START DATE TERMINATION DATE DESCRIPTION

Charise Jacobs View

Search Tool

QUARTERLY

YEAR	QUARTER	ACTIVITY?	LOBBYIST	INCURRED OR PAID	
2022	1st	N		\$0.00	View
2021	4th	Y	katherine m CCL678667	paid \$234.00	View

Add entity activity

QUARTERLY CONTRIBUTIONS

Charise Jacobs View

Search Tool

QUARTERLY

YEAR *	QUARTER *	REPORTING ACTIVITY? *			
2022	January 1 to March	Yes			
LOBBYIST		REGISTRATION NUMBER			
Charise Jacobs		CCL443873			
ISSUE (PLEASE DESCRIBE)					
Zoning matters related to Redevelopment of Harbor Garage site					
PAID OR INCURRED?		AMOUNT			
Paid		200			
SUBMIT		DELETE			

Add entity activity

QUARTERLY CONTRIBUTIONS

Charise Jacobs View

Search Tool

QUARTERLY

YEAR	QUARTER	ACTIVITY?	LOBBYIST	INCURRED OR PAID	
2022	1st	Y	Charise Jacobs CCL443873	PAID \$200.00	View
2021	4th	Y	katherine m CCL678667	paid \$234.00	View

Add entity activity

QUARTERLY CONTRIBUTIONS

QUARTERLY ENTITY ACTIVITY					
YEAR	QUARTER	ACTIVITY?	LOBBYIST	INCURRED OR PAID	
2022	1st	Y	Charise Jacobs CCL443873	PAID \$200.00	View
2021	4th	Y	katherine m CCL678667	paid \$234.00	View

[Add entity activity](#)

If you have contributions for the quarter, you can enter contribution rows with the “Reporting Activity?” marked as “Yes”

Note: if you have more than one contribution to report, you can enter multiple rows with Activity? Marked as “Yes”

YEAR * 2022

QUARTER * January 1 to March

REPORTING ACTIVITY? * Yes

CONTRIBUTION DATE 02/09/2022

AMOUNT 300

RECIPIENT Michelle Wu

MAYOR/CITY COUNCILOR Mayor

SUBMIT

QUARTERLY CONTRIBUTIONS

YEAR	QUARTER	ACTIVITY?	DATE	RECIPIENT	OFFICIAL	AMOUNT	
2022	1st	Y	2/9/2022	Michelle Wu	Mayor	300	View

[Add Contribution](#)

Once you are done with your reporting you can continue to the [Summary page](#) and submit your report.

Finalize Your Report

Upon completion of adding your reporting information, click on the “Summary” button at the bottom of the screen.

QUARTERLY CONTRIBUTIONS

YEAR	QUARTER	ACTIVITY?	DATE	RECIPIENT	OFFICIAL	AMOUNT	
2022	1st	Y	2/9/2022	Michelle Wu	Mayor	300	View

[Add Contribution](#)

SUMMARY

[Cancel](#)

On the Summary screen, click the acknowledgement checkbox and click the “Save” button to submit your reporting.

I hereby acknowledge under the pains and penalties of perjury that I have read and understand the City of Boston's [Lobbyist Registration and Regulation Requirements Overview](#) as mandated by [City Ordinance, Chapter 2-15.1](#).

SAVE

Cancel

You will land on a confirmation screen; this means that you have successfully submitted your report.

You will see that your application remains in the “Reporting” status. You can come back to this screen and click “Edit” at any time throughout the reporting period (1st-20th) if you need to adjust your reporting entry.

APPLICATION CONFIRMATION

Your application details and next steps are summarized below.

Registration Number:	CCL515909
Registration Type:	LOBBYIST REGISTRATION
Site Location:	1 CITY HALL PLZ 03 BOSTON MA 02108
Primary Applicant:	KATHERINE MCCORMACK COB
Milestone:	<u>REPORTING</u>