HOW TO REGISTER FOR LOBBYING - CITY CLERK PORTAL

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Log In and Apply for a Registration
Lobbyist Registration
Client Registration
Entity Registration
Pay Registration Fees

Create an Account
Navigate to https://onlinepermitsandlicenses.boston.gov/cityclerk
If you have not registered already, Select Register in BLUE.
If you are a Lobbyist or Client, Enroll as an Individual.

**SIGN UP FOR NEW ACCOUNT**

- Enter your preferred user name for login purposes. Use something you will remember like your email address.
- Enter your email address. This email address will be used to mail your initial enrollment confirmation and for submission notifications. You will be able to change your password later in “Modify Account”.
- Enter your contact information to be used with your submittals.
- Click “Next”.

**ENROLL AS A:**
- Individual
- Company

**CREATE USER NAME:**
- Please use email account

**TYPE YOUR PASSWORD:**

**RETYPE PASSWORD:**

**SELECT A SECRET QUESTION TO RESET PASSWORD:**
- Select One

**ENTER YOUR SECRET ANSWER:**

**USER INFORMATION**

**CONTACT TYPE:**
- Applicant

**FIRST NAME:**

**MI:**

**LAST NAME:**

**COMPANY NAME:**

**POSITION:**

**ADDRESS:**

**ADDRESS CONTINUED:**

**CITY:**

**STATE/PROVINCE:**
- Massachusetts

**POSTAL CODE/ZIP:**
If you are an Entity, Enroll as a Company:

Note: First and Last Name are not options when enrolling as a Company/Entity.
Select Next in BLUE once you have answered and completed the new account questions.

COUNTRY:
USA

DAYTIME PHONE: EVENING PHONE:
(617)635-0702

FAX NUMBER: MOBILE PHONE:

EMAIL:
charise.jacobs@boston.gov

CANCEL NEXT

After selecting Next, the following page will display the page below. Select click here

CITY of BOSTON | Mayor Martin J. Walsh

New Portal Account Confirmation
Congratulations! You have successfully registered for a new online utility billing web user account. To login using this account click here

Once you have created a web user account you can now login the portal with your username and password you created.
**Log In and Apply for a Registration**

Enter your username and password and click “Sign in”

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**CITY CLERK PORTAL**

Enter your username and password and click “Sign in”

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Once you sign in, the Registration screen appears
Select, Apply for a Registration

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**CITY CLERK PORTAL**

Submit and manage City Clerk Lobbyist Registration

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**REGISTRATIONS**

- Apply for a Registration
- Pay Registration Fees
- Search Registrations
**Lobbyist Registration**
Select Application Type: Lobbyist Registration (from the drop down)
Select Category: Lobbyist Registration
Select Next

**CITY CLERK PORTAL**

Application Type

- Please select the application type
- Enter the required fields for selected application type
- Click "Next"

All Lobbyists associated with Lobbying Entities must register individually under the Lobbyist Registration as described by the city ordinance. Lobbying Entities must also register.

APPLICATION TYPE:

- Lobbyist Registration

CATEGORY:

- Lobbyist Registration

On Applicant Information page, select Next

**CITY CLERK PORTAL**

Applicant Information

- Confirm Your Information
- Click "Next"

**PRIMARY APPLICANT**

CHARISE JACOBS
1 CITY HALL PLAZA
BOSTON MA 02110

NEXT

Previous | Cancel
Review your information
Click once on the Acknowledgement and select “Apply”

CITY CLERK PORTAL
Review & Submit

To submit your application:

- Confirm the application information is correct.
  If changes need to be made, click the section to edit.
- Click the "Apply" button to submit your registration. To continue applying at a later time, click "Save For Later".

APPLICATION INFORMATION

<table>
<thead>
<tr>
<th>Registration Information</th>
<th>Applicant</th>
<th>Application and Quarterly Reporting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Type: None</td>
<td>katherine mccormack COB 15 Arden Street 15 Allston MA 02134 (774)279-2004</td>
<td></td>
</tr>
<tr>
<td>Category: Lobbyist Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Type: Lobbyist Registration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

APPLY
The Applicant Confirmation Page displays summarized details of your Lobbyist Registration.

**APPLICATION CONFIRMATION**

You have successfully submitted a(n) Lobbyist Registration application. Your application details and next steps are summarized below:

<table>
<thead>
<tr>
<th>Registration Number:</th>
<th>CCL609468</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Type:</td>
<td>LOBBYIST REGISTRATION</td>
</tr>
<tr>
<td>Site Location:</td>
<td>1 CITY HALL PLZ 03 BOSTON MA 02108</td>
</tr>
<tr>
<td>Primary Applicant:</td>
<td>CHARISE JACOBS</td>
</tr>
<tr>
<td>Milestone:</td>
<td>PAY FEES</td>
</tr>
</tbody>
</table>

**NEXT STEPS**

Proceed to [Pay fees](#)
Client Registration
Select Category: Client Registration

APPLICATION TYPE:

Lobbyist Registration

CATEGORY:

-- Select One --

-- Select One --

Client Registration
Entity Registration
Lobbyist Registration

View Applicant Information Page and Select Next:

CITY CLERK PORTAL
Applicant Information

» Confirm Your Information
» Click "Next"

PRIMARY APPLICANT
CHARISE JACOBS
1 CITY HALL PLAZA
BOSTON MA 02110

NEXT

Previous | Cancel

Select the Search Tool

CITY CLERK PORTAL
Application Details

» Enter in the details.
» Click "Next"

There are no Lobbyists or Entities associated with this application. Please note, you cannot continue until assigned a Lobbyist or Entity to this application. Use the search tool below to search for registered Lobbyists and Entities.

Search Tool

NEXT

Previous | Cancel | Save For Later
Enter a lobbyist name who you are the client of and select the magnifying glass.

There are no Lobbyists or Entities associated with this application. Please note, you cannot continue until assigned a Lobbyist or Entity to this application. Use the search tool below to search for registered Lobbyists and Entities.

Once your lobbyist name appears click on “Select”.

There are no Lobbyists or Entities associated with this application. Please note, you cannot continue until assigned a Lobbyist or Entity to this application. Use the search tool below to search for registered Lobbyists and Entities.
Enter Start Date and Description Details and Select Add Lobbyist. You can add multiple lobbyists who lobby on your behalf.

Once all of your lobbyists are added, select Next

Search Tool

NEXT
Select the checkbox to agree with the Lobbyist Registration and Regulations Requirement and click “Apply”

**CITY CLERK PORTAL**

Review & Submit

To submit your application:

- Confirm the application information is correct.
  
  If changes need to be made, click the section to edit.
- Click the "Apply" button to submit your registration. To continue applying at a later time, click "Save For Later"

---

**APPLICATION INFORMATION**

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<tr>
<td>Business Type: None</td>
<td>katherine mccormack COB 15 Arden Street 15 Allston MA 02134 (774)279-2004</td>
<td>Detail page information. Click here if you are looking to submit your quarterly reporting.</td>
</tr>
<tr>
<td>Category: Client Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Type: Lobbyist Registration</td>
<td></td>
<td></td>
</tr>
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☐ 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.

[APPLY]
An Application Confirmation Page will appear

APPLICATION CONFIRMATION

You have successfully submitted a(n) Lobbyist Registration application. Your application details and next steps are summarized below:

Registration Number: CCL609474
Registration Type: CLIENT REGISTRATION
Site Location: 1 CITY HALL PLZ 03, BOSTON MA 02108
Primary Applicant: CHARISE JACOBS
Milestone: PAY FEES

NEXT STEPS

Registration fees are due. Pay online with a credit card (2.75% service fee applies). If fees are not paid within two weeks, your application will be automatically closed.

Proceed to pay fees
**Entity Registration**
Enter your username and password and click “Sign in”

Once you sign in, the Registration screen appears
Select, Apply for a Registration

Select Application Type: **Entity Registration (from the drop down)** and click Next
Review Applicant Information and Select Next

CITY CLERK PORTAL
Applicant Information

- Confirm Your Information
- Click "Next"

PRIMARY APPLICANT
CHARISE JACOBS
1 CITY HALL PLAZA
BOSTON MA 02110

NEXT

Previous | Cancel

Click once on the Acknowledgement and Select Apply

CITY CLERK PORTAL
Review & Submit

To submit your application:
- Confirm the application information is correct.
- If changes need to be made, click the section to edit.
- Click the "Apply" button to submit your registration. To continue applying at a later time, click "Save For Later"

APPLICATION INFORMATION

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</thead>
<tbody>
<tr>
<td>Business Type: None</td>
<td>katherine mccormack COB 15 Arden Street 15 Allston MA 02134 (774)270-2004</td>
<td>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.</td>
</tr>
<tr>
<td>Category: Entity Registration</td>
<td></td>
<td>▶ Detail page information.  ▶ Click here if you are looking to submit your quarterly reporting.</td>
</tr>
<tr>
<td>Application Type: Lobbyist Registration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPLY
Review the Application Confirmation Page

**APPLICATION CONFIRMATION**

You have successfully submitted a(n) Lobbyist Registration application. Your application details and next steps are summarized below.

- **Registration Number:** CCL609477
- **Registration Type:** ENTITY REGISTRATION
- **Site Location:** 1 CITY HALL PLZ 03 BOSTON MA 02108
- **Primary Applicant:** CHARISE JACOBS
- **Milestone:** PAY FEES

**NEXT STEPS**

Registration fees are due. Pay online with a credit card (2.75% service fee applies). If fees are not paid within two weeks, your application will be automatically closed.

Continue to [Pay fees](#)
**Pay Registration Fees**

In the Next Steps Section, Application Fees are due

Select Add To Cart:

### NEXT STEPS

Registration fees are due. Pay online with a credit card (2.75% service fee applies). If fees are not paid within two weeks, your application will be automatically closed.

### APPLICATION FEES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobbyist</td>
<td>$150.00</td>
<td>Add to Cart</td>
</tr>
</tbody>
</table>

Select “1 ITEMS IN MY CART”

### APPLICATION CONFIRMATION

You have successfully submitted a(n) Lobbyist Registration application. Your application details and next steps are

On Pay Fees Page, Select the CheckBox and click once on Next

### PAY FEES

- Review the selected application(s) to be paid and the amount due.
- Click on “Next” to proceed with payment.
- Otherwise, click “Cancel” to exit.

Select All Items in My Cart

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCL505468 - Lobbyist Registration</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Remove Selected Fees

Subtotal: $150.00

Click: NEXT
On Payment Options Page, select “Continue to Payment Information Page”

Enter Credit card information as seen below which includes, Card Number, CVV, and Expiration Date
Select “Continue to Review Payment”
On the Review Payment Page select Process Payment

You will then receive the following below. Select the Printer icon for your receipt.
You will then receive an email stating you’re Registered.

TEST EMAIL - Lobby Application Status Update - CCL609468

NoReplyPermit@cityofboston.gov
to me -

City of Boston

Update as of: 5/2/2019 11:39:48 AM

You are registered for the year 2019 Lobbyist Registration. Application details:

- **Type:** Lobbyist Registration
- **Number:** CCL609468

VIEW YOUR APPLICATION

You can opt out of email alerts by logging in and adjusting your email preferences under the Account section of the portal.