How to Update Municipal Lobbying Quarterly Reports in NonCompliance Portal

**Log In**

Sign in to [https://onlinepermitsandlicenses.boston.gov/cityclerk](https://onlinepermitsandlicenses.boston.gov/cityclerk)

On the right side of the screen, find your lobbying registration and click on the CCL# link.
From the Application Status screen, click the “Submit Reporting” button to begin your reporting.

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

You will see one row from the previous quarters marked as “NonCompliance” if you missed that reporting period.

You should add new items for the missed reporting period and submit your updates. Once these new rows are added with “No” activity or “Yes” activity, the NonCompliance row will be removed.

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

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

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”*
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”*
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.

On the Summary screen, click the acknowledgement checkbox and click the “Save” button to submit your reporting.
You will land on a confirmation screen and see that your application is back in a “Registered” 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:** CCL452376
- **Registration Type:** CLIENT REGISTRATION
- **Site Location:** 1 CITY HALL PLZ 03 BOSTON MA 02108
- **Primary Applicant:** KATHERINE MCCORMACK COB

**APPLICATION FEES**

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