

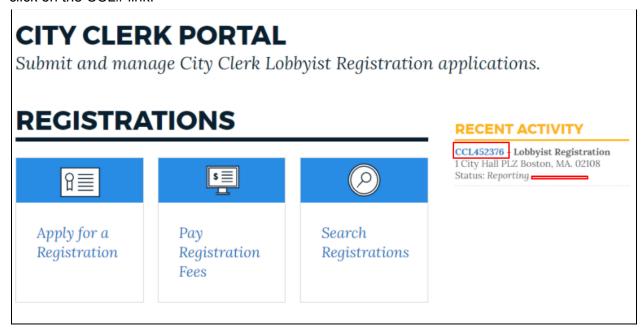
HOW TO SUBMIT QUARTERLY REPORTING - CITY CLERK PORTAL

Begin Your Report

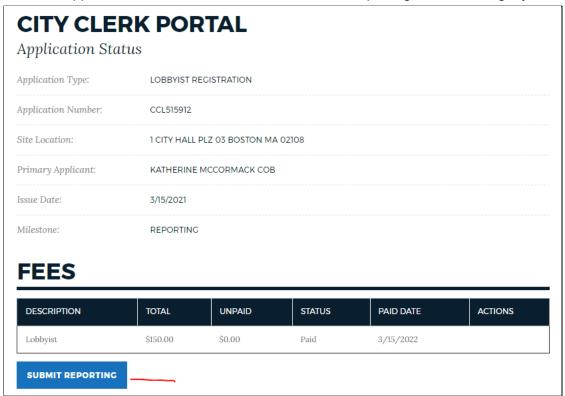
Sign in to https://onlinepermitsandlicenses.boston.gov/citvclerk

	If this is your first time registering as a Lobbyist,
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.	Lobbying Entity or Client , a CCL Number will be assigned to you once you have completed your registration.
USER NAME:	First time here?
PASSWORD:	Forgot user name or password?
SIGN IN □ Remember me on this computer	The second secon

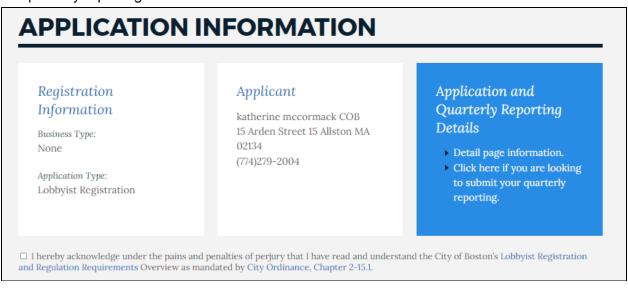
On the right side of the screen, find your lobbying registration that is in a "Reporting" Status and click on the CCL# link.



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.

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.

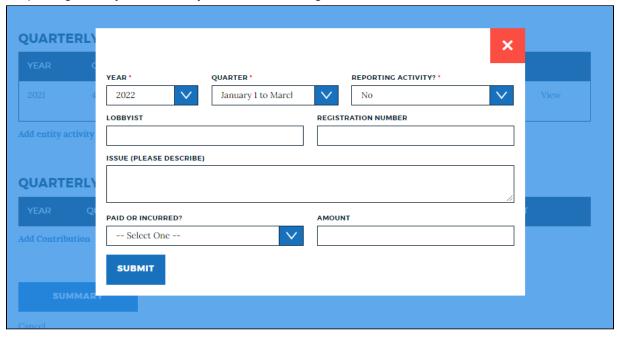
To add an item into any of the grids, click on the "Add...." link below the grid.



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'

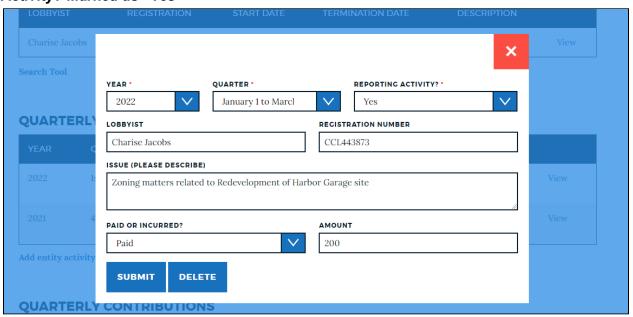


You can continue to the Summary Page and submit your report of no activity.

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"

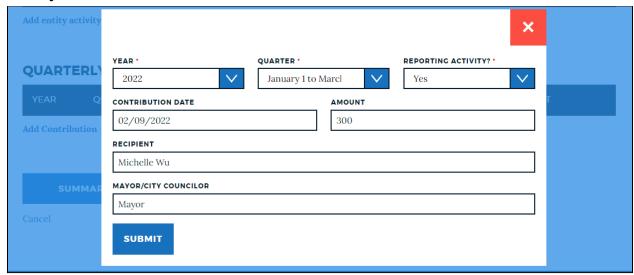
Note: if you have more than one activity to report, you can enter multiple rows with Activity? Marked as "Yes"

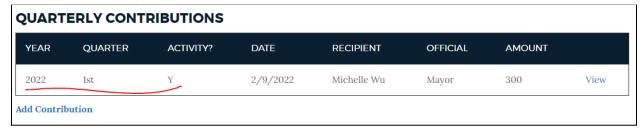




If you have contributions for the quarter, you can enter contribution rows with the "Reporting Activity?" marked as "Yes"

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





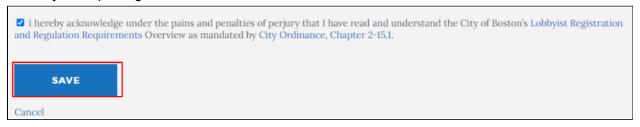
Once you are done with your reporting you can continue to the <u>Summary page</u> and submit your report.

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; 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.

APPLICAT	ION 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:	REPORTING