

## BALTIMORE CITY ETHICS BOARD

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410-396-4730

<http://ethics.baltimorecity.gov>

Welcome to the Baltimore City Ethics Board's online lobbying system! In 2018, the Baltimore City Council enacted the "Transparency in Lobbying Act," which made sweeping changes to how lobbyists are regulated in the City Baltimore. The final text of the law can be found [here](#). This document serves as basic guidance on how to utilize this system. Registration-specific and reporting-specific instructions are available on the respective online forms.

Preliminary, you must register yourself within the online lobbying system. Each individual lobbyist must do this *prior* to filing any new registrations or *semi-annual* reports. Once registered, log in to access your account portal.

**Please be advised that previously paper-filed lobbying registrations are still valid and DO NOT NEED TO BE RE-FILED. Further, you will file any year-end lobbying reports on paper.**

To file a new registration, click on the link "New Registration." Your information will be auto-populated based on the information submitted when you registered your account. You must enter in the specifics for the registration: identifying the principal, the matter(s) for which you are lobbying on the principal's behalf, etc.

Once completed, submit the registration. On submission, the system will:

- 1) send you a confirmation email;
- 2) send the principal a confirmation email; and
- 3) direct you to the portal page for online payment of the required registration fee.

**YOUR REGISTRATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL CONFIRMATIONS ARE VALIDATED AND PAYMENT IS SENT.**

Only after you submit a registration statement for a principal can you submit your *semi-annual* lobbying reports for that principal to be filed on the following schedule:

- on or before July 31, covering the *reporting period* immediately preceding January 1 through June 30; and
- on or before January 31, covering all of the *reporting period* immediately preceding January 1 through December 31.

As stated above, if you have previously filed a *paper* registration statement and you need to submit a year-end lobbying report, you must file that registration on paper.

Should you have any questions please feel free to call 410-396-4730.