



Secretary of State
Elaine F. Marshall

North Carolina Secretary of State

IT

Lobbying

KB Website Manual

February 1, 2024


Version 1.0


About the Lobbying Manual

This manual gives an overview of all the pages and features of the Lobbying section of the KB website.

The screenshot shows the official website of the North Carolina Secretary of State, Elaine F. Marshall. The header includes the state seal, the title "Secretary of State Elaine F. Marshall", and navigation links for "About", "Contact", "Fees", "FAQs", "News & Events", "Topics A-Z", "Search", "Sign In", and a notification bell. A secondary navigation bar lists "Home", "Divisions", "Programs", "Agency Information", "Online Services", "Forms", and "Popular". The main content area features a banner for "Rural RISE NC" with a description of the initiative and a photograph of Secretary Marshall speaking at a podium. Below the banner are four colored buttons: "Business Creation" (blue), "Business Annual Report" (yellow), "Reinstatement/Requal" (green), and "Renew Notary" (orange).

Official website of the State of North Carolina [Here's how you know](#) ▾

 **Secretary of State**
Elaine F. Marshall

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[Home](#) | [Divisions](#) | [Programs](#) | [Agency Information](#) | [Online Services](#) | [Forms](#) | [Popular](#) ▾

North Carolina Secretary of State's Office

Rural RISE NC
Our Rural RISE NC initiative connects you with mentors, business counselors, funding sources, and more—within your community and beyond. And even better, many of these resources are free.

[Business Creation](#) | [Business Annual Report](#) | [Reinstatement/Requal](#) | [Renew Notary](#)

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Lobbying

The Home page is the first thing you see when visiting the North Carolina Secretary of State's website at <https://sosnc.gov/>.

Select **Divisions** from the NC SOS Home page.

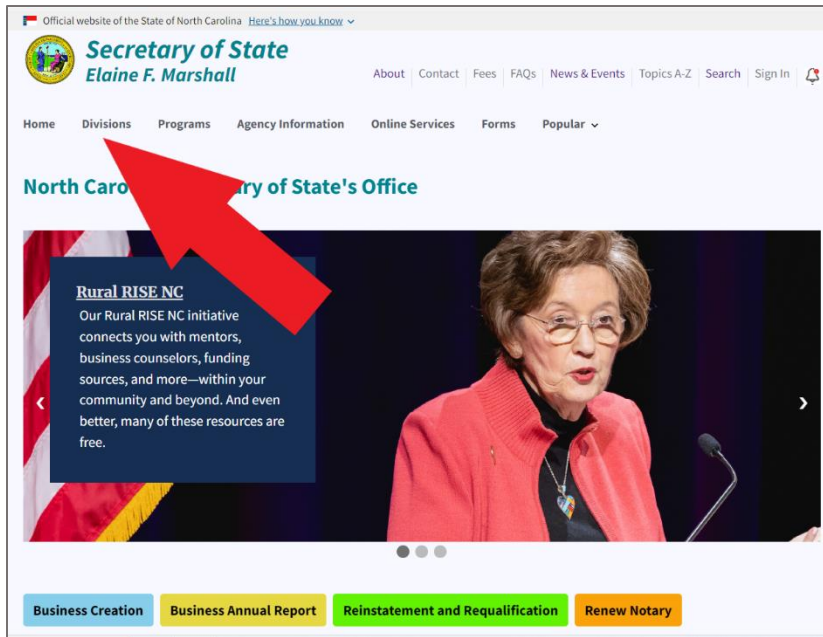


Figure 1. Select Divisions

Select **Lobbying** from the **Browse Divisions** section of the Divisions page.

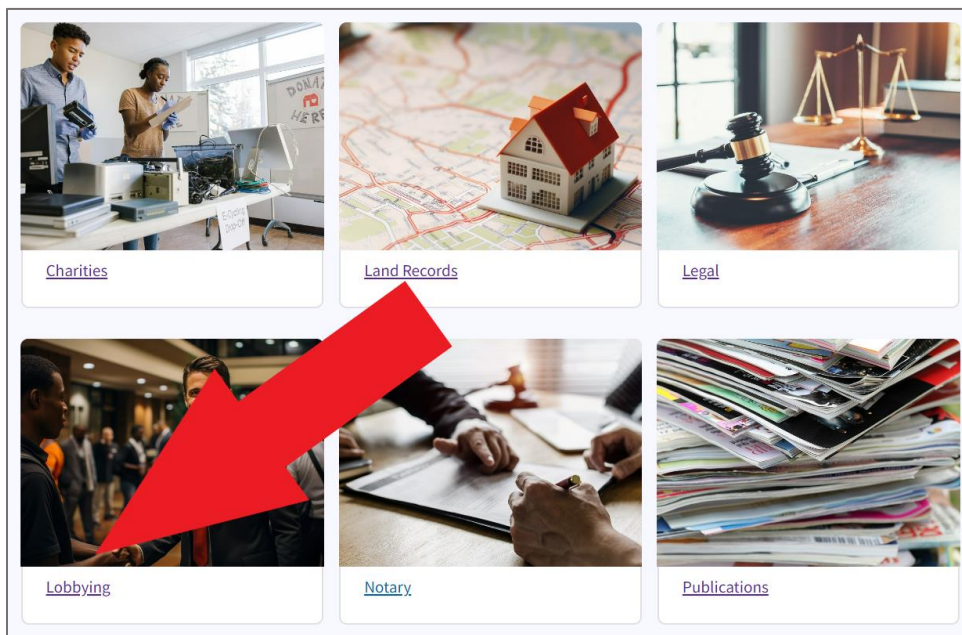


Figure 2. Select Lobbying

Lobbying

This takes you to the **Lobbying** Compliance Division’s main page.

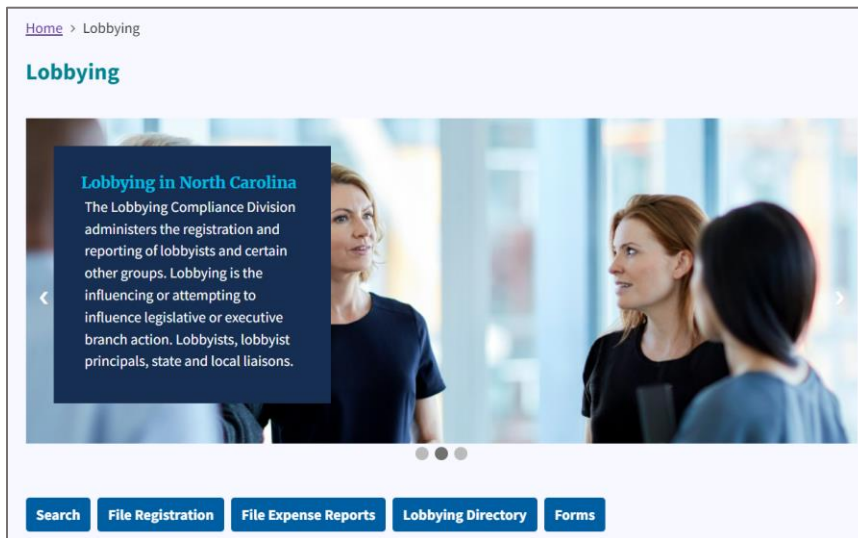


Figure 3. Lobbying page

This **Lobbying** page contains links and contact information for the Lobbying Compliance Division. See **Figure 3**.

The first thing you’ll notice is the large image at the top with a description of Lobbying in North Carolina.

The definition says: *“The Lobbying Compliance Division administers the registration and reporting of lobbyists and certain other groups. Lobbying is the influencing or attempting to influence legislative or executive branch action. Lobbyists, lobbyist principals, state and local liaisons (those representing state and local governments), must register annually to lobby certain elected and appointed governmental officials. All must report quarterly and all of this information is accessible in our Directory.”*

This explains what the Lobbying Compliance Division does.

Below the main image are five blue action buttons:

- [Search](#)
- [File Registration](#)
- [File Expense Reports](#)
- [Lobbying Directory](#)
- [Forms](#)



Figure 4. Five blue action buttons

Let’s take a look at each of the action buttons.

Search

The Search button takes you to the **Search Lobbying Compliance** tool. This is the same tool that is also shown on the main Lobbying page.

The search tool has four dropdown entry fields and one name field. See **Figure 5**.

Select the dropdowns that apply to the lobbyist you are searching for as well as the name.

Click **Search**.

A screenshot of a web application interface titled "Search Lobbying Compliance". At the top, there is a breadcrumb trail: "Home > Lobbying Compliance > Search Lobbying Compliance". Below the title, there are five input fields, each with a dropdown arrow on the right side. The first field is labeled "Search for" and contains "Lobbyists". The second field is labeled "Term" and contains "All". The third field is labeled "Include resigned" and contains "Yes". The fourth field is labeled "Words" and contains "All". The fifth field is labeled "Lobbyist Name" and is currently empty. At the bottom left of the form area, there is a blue button with the word "Search" in white text.

Figure 5. Search Lobbying Compliance

For this example, we selected the year “2023” and entered the name “Jones.”

The **Lobbying Compliance Results** show the lobbyist name.

Home > Lobbying > Search > Lobbying Compliance Results

Lobbying Compliance Results

3 Results

Name Jones **Search for** Lobbyists **Term** 2023; **Resigned** Yes **Words** All Words **Search Time** 1/30/2024 08:42 AM

Key Lobbyists Name

[Search Again](#)

Jones, Christy	+
Jones, Henry W., Jr.	+
Jones, Linwood	+

Figure 6. Search Results

Select the plus (+) sign at the end of one of the name rows. This opens an accordion tile with links to six other online lobbying services:

- File Registration
- File Amendment
- File Resignation
- File EIP Registration
- File Expense Report
- More Information

Home > Lobbying > Search > Lobbying Compliance Results

Lobbying Compliance Results

3 Results

Name Jones **Search for** Lobbyists **Term** 2023; **Resigned** Yes **Words** All Words **Search Time** 1/30/2024 08:42 AM

Key Lobbyists Name

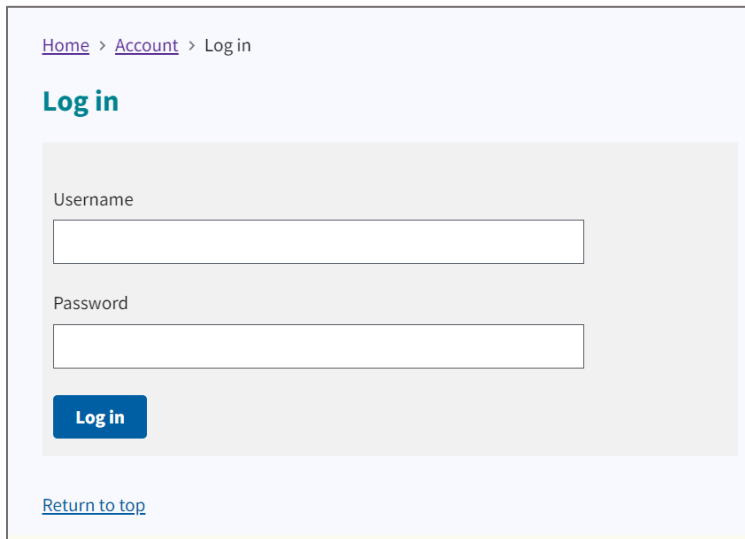
[Search Again](#)

Jones, Christy	—
<p>Phone (336) 905-0428</p> <p>File Registration</p> <p>File Amendment</p> <p>File Resignation</p> <p>File EIP Registration</p> <p>File Expense Report</p> <p>More Information</p>	
Jones, Henry W., Jr.	+
Jones, Linwood	+

Figure 7. Accordion tile with online lobbying services

File Registration

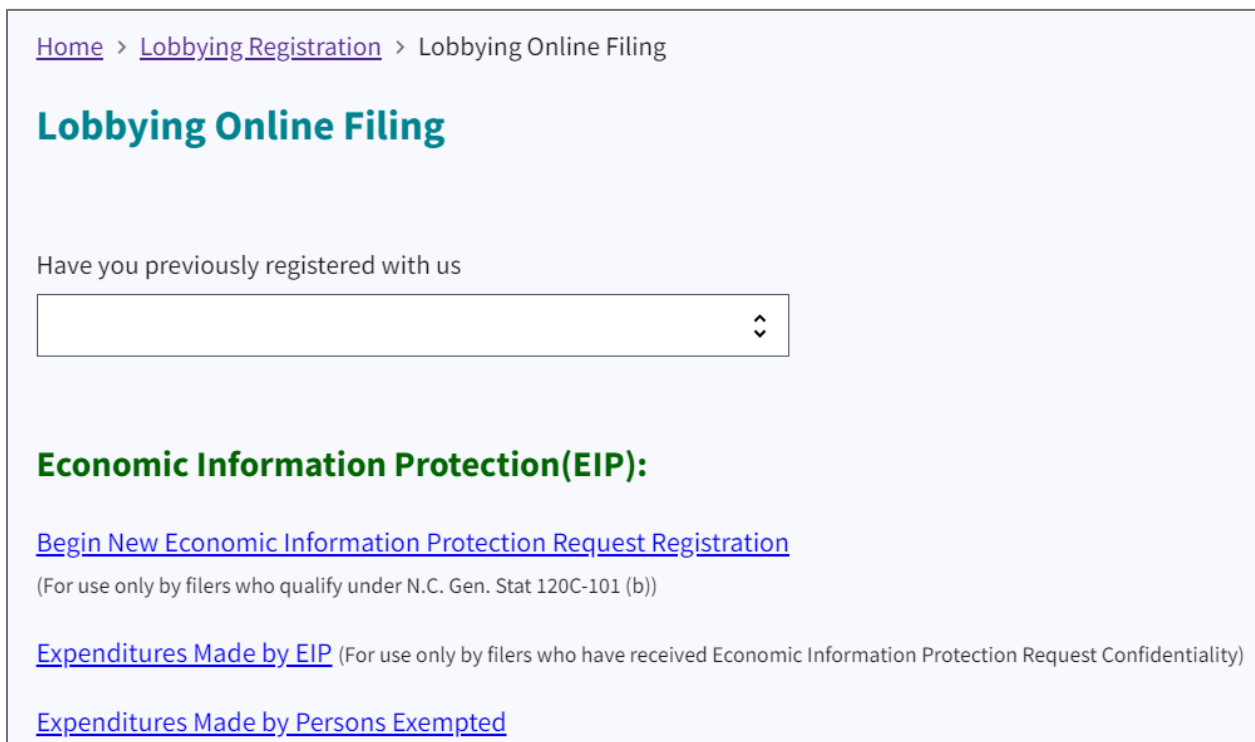
The **File Registration** action button on the Lobbying page takes you to the NC SOS website **Log In** page.



The screenshot shows the 'Log In' page of the NC SOS website. At the top, there is a breadcrumb trail: [Home](#) > [Account](#) > Log in. Below this is the heading 'Log in' in a teal color. The main content area is a light gray box containing two input fields: 'Username' and 'Password'. Below the password field is a blue 'Log in' button. At the bottom left of the gray box, there is a link for 'Return to top'.

Figure 8. Log In page

After logging into your NC SOS website account, you are taken to the **Lobbying Online Filing** page.



The screenshot shows the 'Lobbying Online Filing' page of the NC SOS website. At the top, there is a breadcrumb trail: [Home](#) > [Lobbying Registration](#) > Lobbying Online Filing. Below this is the heading 'Lobbying Online Filing' in a teal color. Underneath is the text 'Have you previously registered with us' followed by a dropdown menu. Below the dropdown menu is the heading 'Economic Information Protection(EIP):' in green. Underneath this heading are three links: [Begin New Economic Information Protection Request Registration](#) (For use only by filers who qualify under N.C. Gen. Stat 120C-101 (b)), [Expenditures Made by EIP](#) (For use only by filers who have received Economic Information Protection Request Confidentiality), and [Expenditures Made by Persons Exempted](#).

Figure 9. Lobbying Online Filing page

Using the dropdown, select your answer to the question: Have you previously registered with us?

At the bottom of this page is an **Economic Information Protection (EIP)** section with links.

[What is EIP?](#)

EIP stands for Economic Information Protection Request Confidentiality.

Economic information protection is the process of safeguarding sensitive data that relates to the economy, such as trade secrets, financial transactions, market analysis, or business strategies. Confidentiality is the principle of keeping such information private and secure, and only disclosing it to authorized parties.

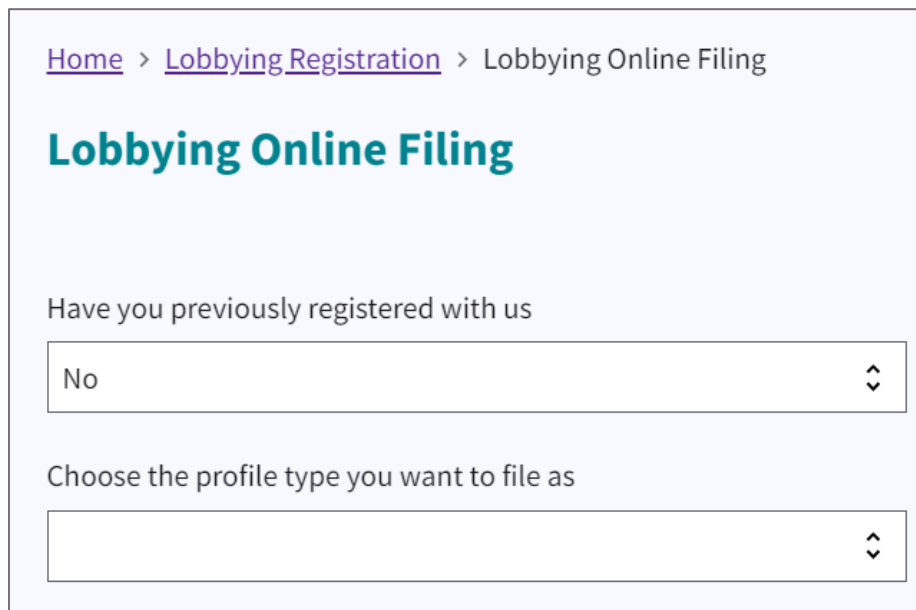
There are different laws and regulations like the Freedom of Information Act (FOIA) that govern the protection and confidentiality of economic information, depending on the context and the jurisdiction.

File Registration (cont'd)

For this example, we answer the answer “No” from the dropdown.

After you answer the question, you are taken to the **Lobbying Online Filing** page.

Select the **profile type** using the dropdown.



The screenshot shows a web page with a breadcrumb trail: [Home](#) > [Lobbying Registration](#) > Lobbying Online Filing. Below the breadcrumb is the heading **Lobbying Online Filing**. There are two dropdown menus. The first is labeled 'Have you previously registered with us' and has 'No' selected. The second is labeled 'Choose the profile type you want to file as' and is currently empty.

Figure 10. Choose the profile type you want to file as

For this example, we selected “**Lobbyist**” for the profile type.

[Home](#) > [Lobbying Registration](#) > Lobbying Online Filing

Lobbying Online Filing

Have you previously registered with us

No

Choose the profile type you want to file as

Lobbyist

Begin New Registration

Figure 11. Select your profile type

Click **Begin New Registration**.

[Home](#) > [Lobbying Registration](#) > [Online Filing](#) > Lobbyist Registration

Lobbyist Registration

Lobbyist name

Select registration year

2024

First *

Middle

Last *

Suffix

Next

Page 1 of 14

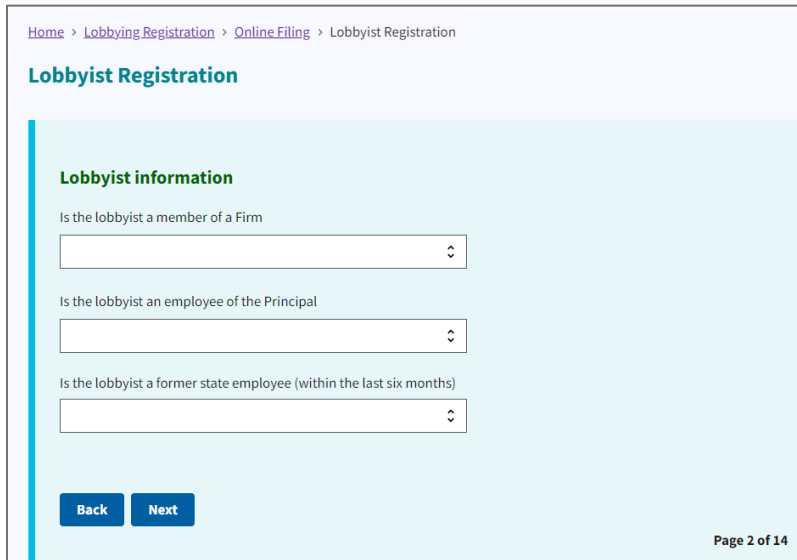
Figure 12. Lobbyist Name page

Select the **registration year** in the dropdown.

Enter your **name** in the entry fields.

Click **Next**.

Answer the questions in the dropdowns. These are questions about firm membership, principal employment, and state employment. See **Figure 13**.



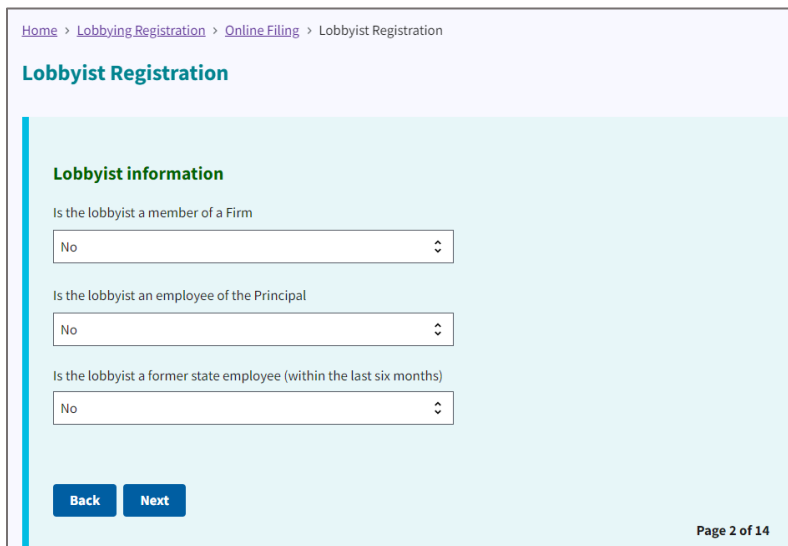
The screenshot shows a web page titled "Lobbyist Registration" with a breadcrumb trail: Home > Lobbying Registration > Online Filing > Lobbyist Registration. The page has a light blue header and a light green main content area. Under the heading "Lobbyist information", there are three questions, each with a dropdown menu:

- Is the lobbyist a member of a Firm
- Is the lobbyist an employee of the Principal
- Is the lobbyist a former state employee (within the last six months)

At the bottom left, there are two buttons: "Back" and "Next". At the bottom right, it says "Page 2 of 14".

Figure 13. Firm, Principal, and State Employee questions

For this example, we select “No” in each dropdown.



This screenshot is identical to Figure 13, but the dropdown menus are now populated with the word "No".

- Is the lobbyist a member of a Firm: No
- Is the lobbyist an employee of the Principal: No
- Is the lobbyist a former state employee (within the last six months): No

The "Back" and "Next" buttons and the "Page 2 of 14" text are also present.

Figure 14. Example

Click **Next**.

Enter the **Lobbyist Business Address** in the entry fields. See **Figure 15**.

[Home](#) > [Lobbying Registration](#) > [Online Filing](#) > Lobbyist Registration

Lobbyist Registration

Lobbyist business address

Address (Not a post office Box) *

City *

State *

Zip *

[Back](#) [Next](#)

Page 3 of 14

Figure 15. Lobbyist Business Address

Click **Next**.

Enter the **Lobbyist Mailing Address**.

[Home](#) > [Lobbying Registration](#) > [Online Filing](#) > Lobbyist Registration

Lobbyist Registration

Lobbyist mailing address

Address

City

State

Zip

[Back](#) [Next](#)

Page 4 of 14

Figure 16. Lobbyist Mailing Address

Click **Next**.

Enter the **Lobbyist Contact Information**. See **Figure 17**.

The screenshot shows a web browser window with a breadcrumb trail: Home > Lobbying Registration > Online Filing > Lobbyist Registration. The page title is "Lobbyist Registration". The main heading is "Lobbyist Contact Information". Below this heading are four input fields: "Phone", "Fax", "Email", and "Email address for the second point of contact, such as your Executive Assistant:". At the bottom left are "Back" and "Next" buttons. At the bottom right is the text "Page 5 of 14".

Figure 17. Lobbyist Contact Information

Click **Next**.

Enter the **Principal Information**.

The screenshot shows a web browser window with a breadcrumb trail: Home > Lobbying Registration > Online Filing > Lobbyist Registration. The page title is "Lobbyist Registration". The main heading is "Principal information". Below this heading is a dropdown menu labeled "Is the principal a business entity *" with "Yes" selected. Below the dropdown is a text input field labeled "Complete name of principal(The principal is the entity (usually the name of a company) for which the lobbyist lobbies.)". At the bottom left are "Back" and "Next" buttons. At the bottom right is the text "Page 6 of 14".

Figure 18. Principal Information

For this example, we selected "No."

Enter the principal's **name** and answer the question: Is the principal a business entity?

Home > Lobbying Registration > Online Filing > Lobbyist Registration

Lobbyist Registration

Principal information

Is the principal a business entity *
No

First
John

Middle

Last
Doe

Suffix

Back Next

Page 6 of 14

Figure 19. Is the principal a business entity?

Click **Next**.

Enter the **Principal Street Address**.

Home > Lobbying Registration > Online Filing > Lobbyist Registration

Lobbyist Registration

Principal street address

Address (Not a post office box) *
[Empty text box]

City *
[Empty text box]

State *
[Empty dropdown menu]

Zip *
[Empty text box]

Back Next

Page 7 of 14

Figure 20. Principal Street Address

Click **Next**.

Enter the **Authorized Officer Name and Title.**

The screenshot shows a web form titled "Lobbyist Registration" with a breadcrumb trail: Home > Lobbying Registration > Online Filing > Lobbyist Registration. The form section is titled "Authorized officer name & title" and contains five input fields: "Officer first name *", "Middle", "Last *", "Suffix", and "Authorized officer title *". Each field is a simple text box. At the bottom left of the form are two buttons: "Back" and "Next". At the bottom right, it says "Page 8 of 14".

Figure 21. Authorized Officer Name and Title

Click **Next.**

Enter **Authorized Office Mailing Address.**

The screenshot shows a web form titled "Lobbyist Registration" with a breadcrumb trail: Home > Lobbying Registration > Online Filing > Lobbyist Registration. The form section is titled "Authorized officer mailing Address" and contains four input fields: "Address *", "City *", "State *", and "Zip *". The "Address" field is a larger text box with a small icon in the bottom right corner. The "State" field is a dropdown menu. At the bottom left of the form are two buttons: "Back" and "Next". At the bottom right, it says "Page 9 of 14".

Figure 22. Authorized Officer Mailing Address

Click **Next.**

Enter the Authorized Officer's **phone, fax, and email address.**

The screenshot shows a web form titled "Lobbyist Registration" with a breadcrumb trail: Home > Lobbying Registration > Online Filing > Lobbyist Registration. The form section is titled "Authorized officer information" and contains four input fields: "Phone", "Fax", "Email", and "Email address for the second point of contact, such as your Executive Assistant:". Below the fields are two buttons: "Back" and "Next". The page number "Page 10 of 14" is visible in the bottom right corner.

Figure 23. Authorized Officer's phone, fax, and email

Click **Next**.

Review the list of **Lobbyist Subjects** with checkboxes.

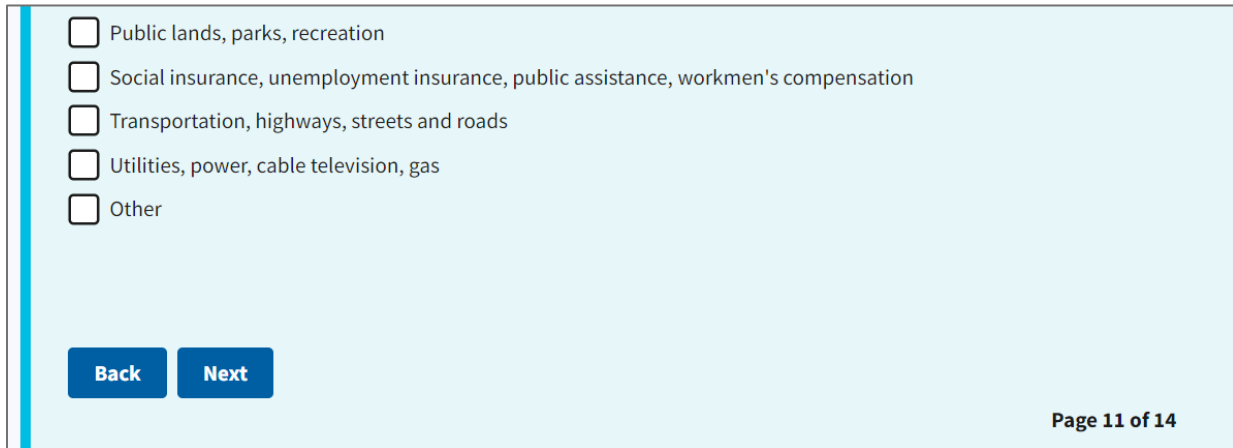
Select the category checkbox that applies to you.

The screenshot shows a web form titled "Lobbyist Registration" with a breadcrumb trail: Home > Lobbying Registration > Online Filing > Lobbyist Registration. The form section is titled "Lobbyist Subjects" and includes the instruction "Pick all applicable categories". Below this are ten checkboxes, each followed by a category name: Agriculture, horticulture, farming, and livestock; Amusements, games, athletics, and sports; Banking, finance, credit and investments; Children, minors, youth, seniors; Church and religion; Communications, newspaper, television, radio, computers and information technology; Consumer affairs; Ecology, environment, pollution, conservation, zoning, land and water use; and Education.

Figure 24. Lobbyist Subjects List

For this example, we selected "Education."

Click **Next**. See **Figure 25**.



Public lands, parks, recreation
 Social insurance, unemployment insurance, public assistance, workmen's compensation
 Transportation, highways, streets and roads
 Utilities, power, cable television, gas
 Other

Back **Next**

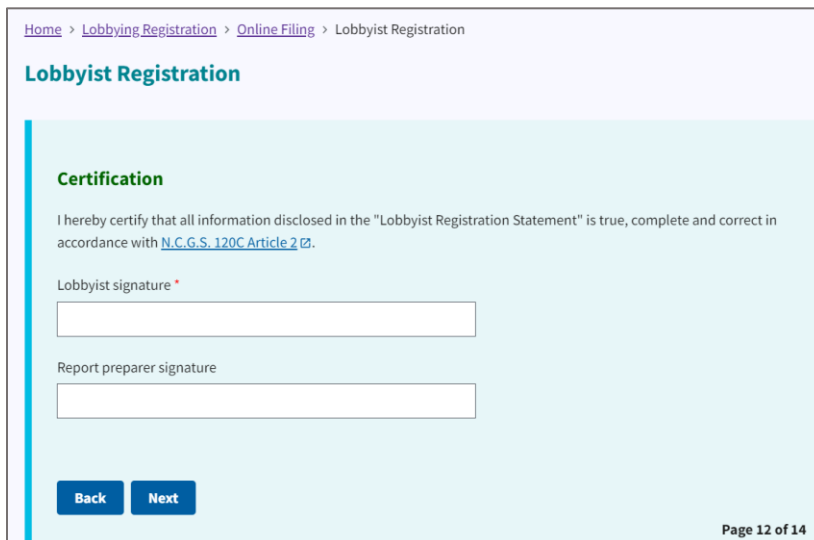
Page 11 of 14

Figure 25. Click Next

The **Certification** page has the **Lobbyist Signature** and **Report Preparer Signature** entry fields.

Enter your **Lobbyist Signature**.

Enter your **Report Preparer Signature**.



[Home](#) > [Lobbying Registration](#) > [Online Filing](#) > Lobbyist Registration

Lobbyist Registration

Certification

I hereby certify that all information disclosed in the "Lobbyist Registration Statement" is true, complete and correct in accordance with [N.C.G.S. 120C Article 2](#).

Lobbyist signature *

Report preparer signature

Back **Next**

Page 12 of 14

Figure 26. Certification

Click **Next**.

Review the electronic **preview** of your filing. Make sure there are no errors.

If there are errors, you can click the **Back** button to correct them.

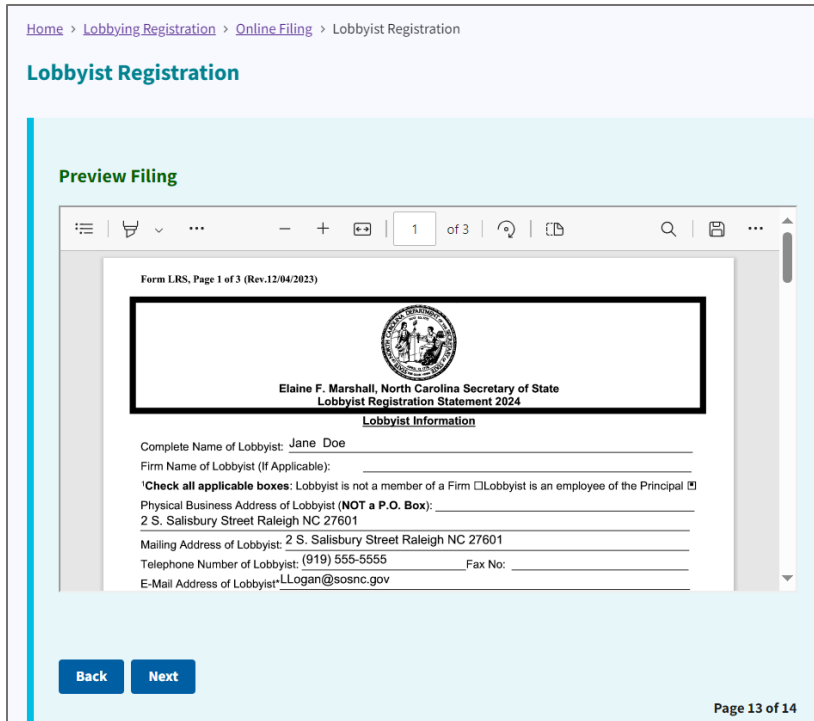


Figure 27. Preview Filing

If the preview is error-free, click **Next**.

The **Fees and Payment** page displays the fees and total payment amount.

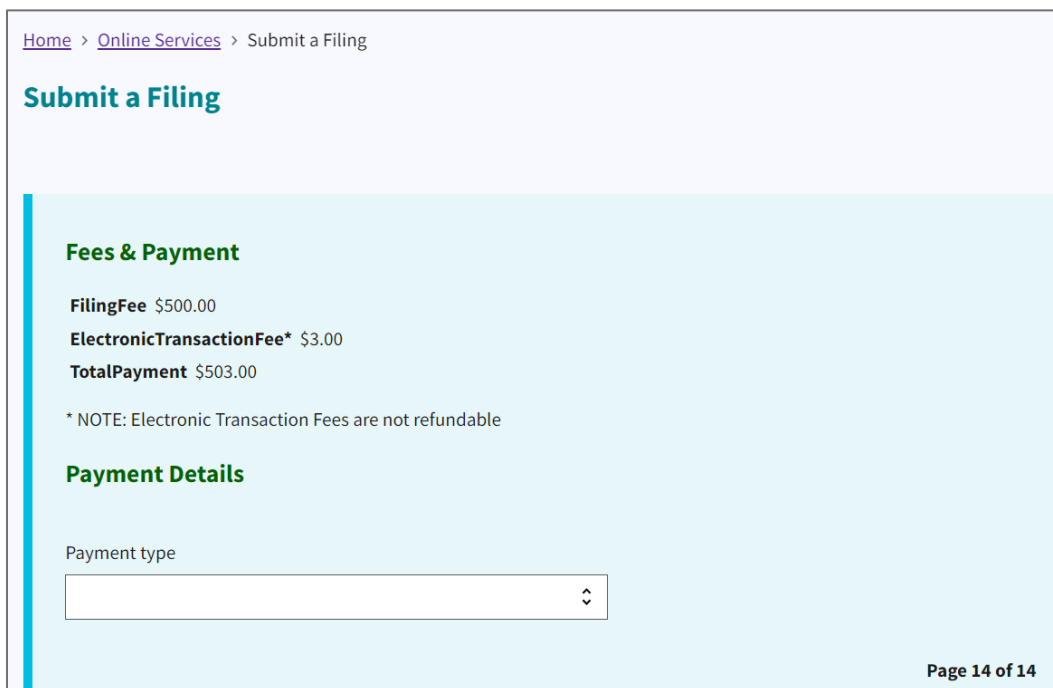


Figure 28. Fees and Payment

For this example, we selected Checking Account (ACH).

The screenshot shows a light blue form with a dark blue border. At the top left, the heading "Fees & Payment" is in bold green. Below it, the following items are listed: "FilingFee \$500.00", "ElectronicTransactionFee* \$3.00", and "TotalPayment \$503.00". A note below reads: "* NOTE: Electronic Transaction Fees are not refundable".

The next section is titled "Payment Details" in bold green. It contains a "Payment type" label above a dropdown menu. The dropdown menu is open, showing "Checking Account (ACH) 0015" with a small up/down arrow icon on the right.

Below the dropdown, there is a paragraph of text: "By clicking 'Submit' below, I authorize the Secretary of State to debit my pre-established ACH (Automatic Clearing House) [bank account](#) for the total amount of fees indicated above." The word "bank" is underlined and blue, and "account" is underlined and blue.

At the bottom left of the form is a dark blue button with the text "Pay and Submit" in white. At the bottom right of the form, the text "Page 14 of 14" is displayed.

Figure 29. Example - Select Checking Account (ACH)

Click **Pay and Submit**.

Your receipt will appear with a green background. See **Figure 30**.

You can download your receipt by clicking on the **Download a Receipt for Your Records** link.

Fees & Payment

FilingFee \$500.00

ElectronicTransactionFee* \$3.00

TotalPayment \$503.00

* NOTE: Electronic Transaction Fees are not refundable

Payment Details

[Download a receipt for your records: 14000734\(PDF\)](#)

[Click here to download your registration\(PDF\)](#)

Receipt

The screenshot shows a receipt from the Test Carolina Department of The Secretary of Test. The receipt number is 14000734. It includes billing information for Sample Order 19, located at 232 S Salisbury Stpo Box 12, Raleigh, NC 27601-2903. The contact is sample order 19. The invoice date is 1/30/2024, and the account type is Monthly Billing. The ship via is Online. The invoice includes two items: Lobbyist Registration Jane Doe (File/Task#) with a certificate number of 100993569, and an Electronic Transaction Fee (File/Task#) with a certificate number of 100993570. The total amount due is \$503.00.

Description	Certificate Number	Customer Reference	Qty	Pages	Item Cost	Total	Due
Lobbyist Registration Jane Doe (File/Task#)	100993569		1		\$500.00	\$500.00	
Electronic Transaction Fee (File/Task#)	100993570		1		\$2.00	\$2.00	

Page 14 of 14

Figure 30. Receipt

At the same time, you should receive an email confirmation of your lobbyist registration.

The confirmation email can be seen in **Figure 31**.

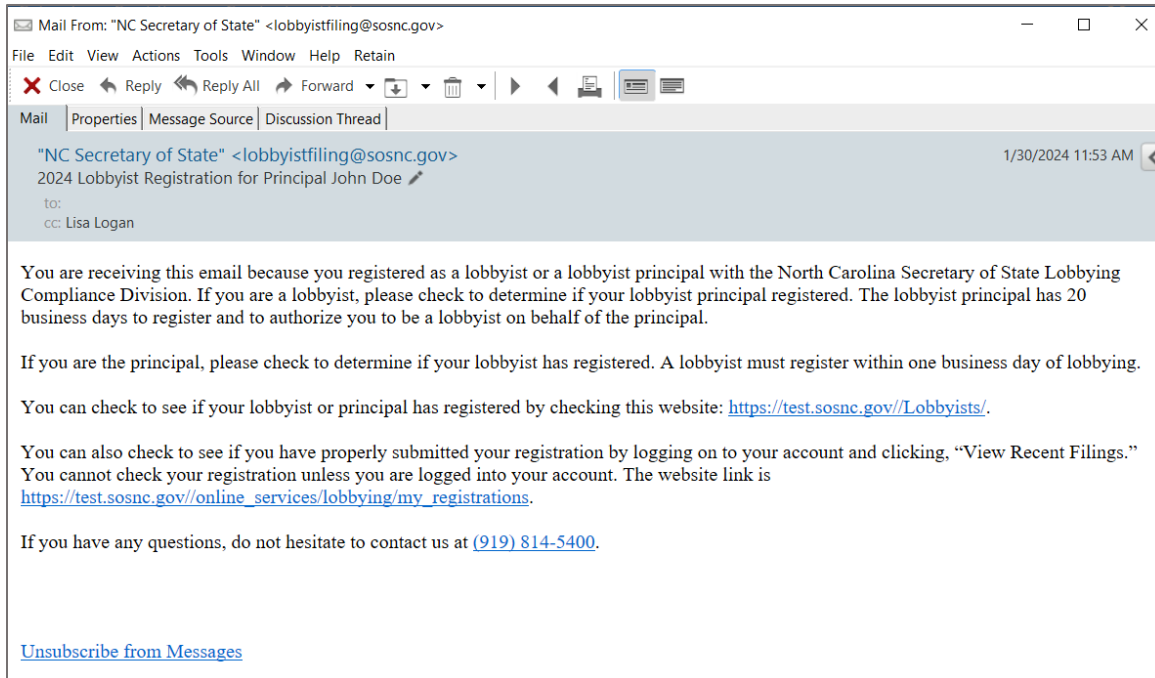


Figure 31. Confirmation Email

File Expense Reports

On the main Lobbying page, click the blue **File Expense Reports** button.

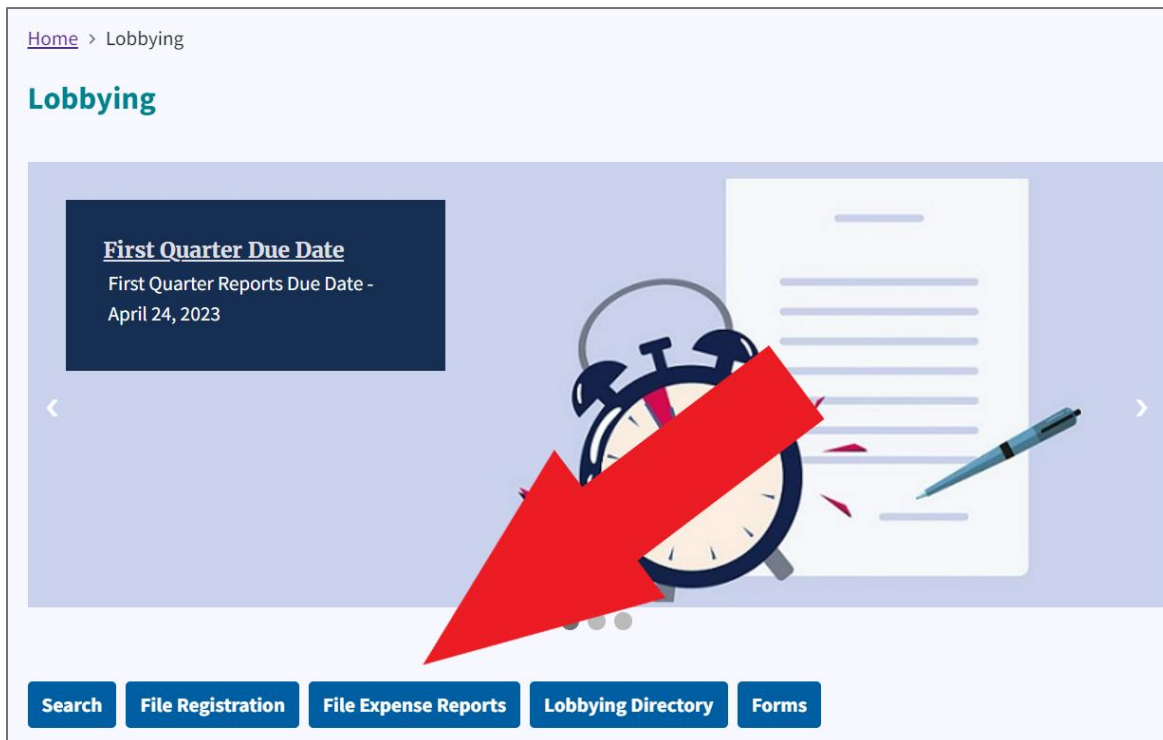
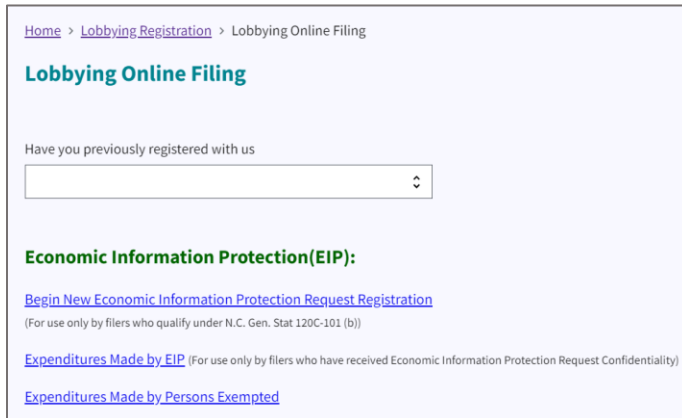


Figure 32. Click File Expense Reports

This takes you to the first step in the online process of filing your lobbying expense reports.



Home > Lobbying Registration > Lobbying Online Filing

Lobbying Online Filing

Have you previously registered with us

Economic Information Protection(EIP):

[Begin New Economic Information Protection Request Registration](#)
(For use only by filers who qualify under N.C. Gen. Stat 120C-101 (b))

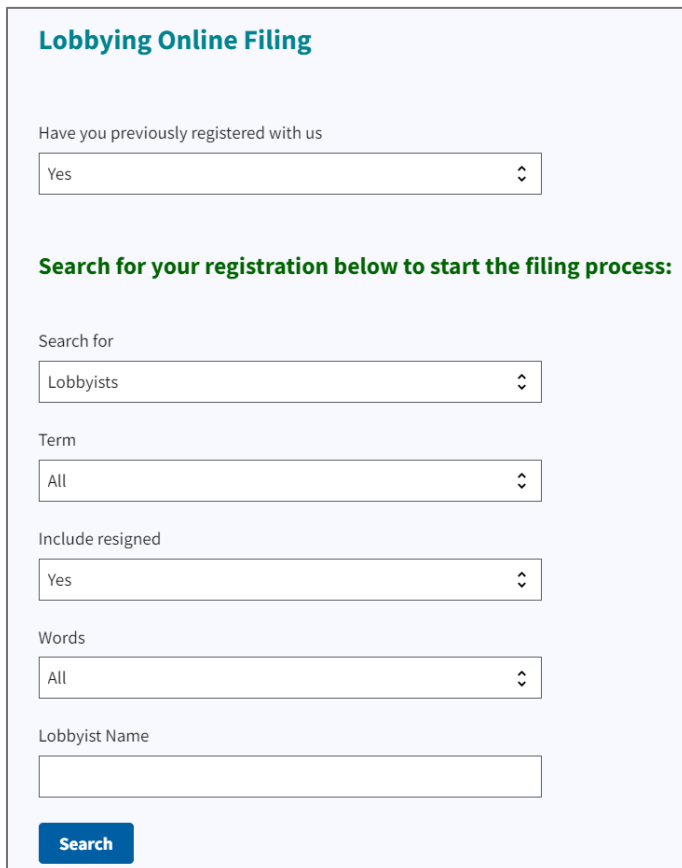
[Expenditures Made by EIP](#) (For use only by filers who have received Economic Information Protection Request Confidentiality)

[Expenditures Made by Persons Exempted](#)

Figure 33. Previous registration question

For the question “Have you previously registered with us?” we select “Yes.”

The **Search** tool expands below the question dropdown.



Lobbying Online Filing

Have you previously registered with us

Search for your registration below to start the filing process:

Search for

Term

Include resigned

Words

Lobbyist Name

Figure 34. Search tool

Enter your lobbyist name in the search entry fields.

For this example, we entered the last name “Jones.”

Click **Search**.

The **Lobbying Compliance Results** lists the lobbyists that fit the search criteria.

Select the **plus (+) sign** beside the name of the lobbyist for which you are searching.



Figure 35. Lobbying Compliance Results

The accordion of options expands below the lobbyist’s name.

Select **File Expense Report**.

Enter the **Entity Type** and **Document Type**.

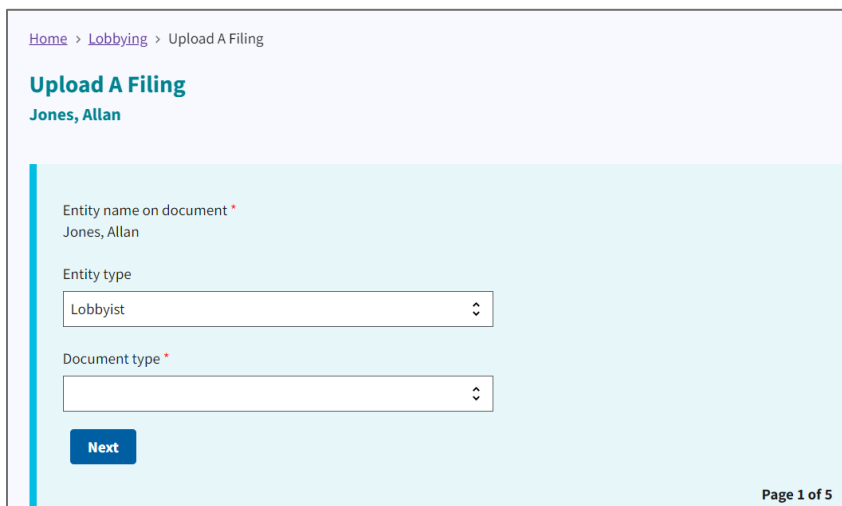


Figure 36. Entity and Document Types

Click **Next**.

For this example, we selected “Lobbyist Expense Long Form.”

Home > Lobbying > Upload A Filing

Upload A Filing

Jones, Allan

Entity name on document *
Jones, Allan

Entity type
Lobbyist

Document type *
Lobbyist Expense Long Form

Next

Page 1 of 5

Figure 37. Lobbyist Expense Long Form

Select the **Document Retention** option that applies to you. See **Figure 38**.

Enter the **Customer Reference Number**.

Click **Next**.

Home > Lobbying > Upload A Filing

Upload A Filing

Jones, Allan

Document Retention

I choose to maintain the paper original inked, signed, and notarized lobbying expense report in my own records for three years as required by Administrative Rule 18 NCAC 12 .1301.

I choose to deliver the paper original inked, signed, and notarized lobbying expense report to the Lobbying Compliance Division of the Secretary of State within seven days as required by Administrative Rule 18 NCAC 12 .0214.

Customer reference number ⓘ

Back Next

Page 2 of 5

Figure 38. Document Retention

For this example, we typed in our customer reference number.

Home > Lobbying > Upload A Filing

Upload A Filing

Jones, Allan

Document Retention

I choose to maintain the paper original inked, signed, and notarized lobbying expense report in my own records for three years as required by Administrative Rule 18 NCAC 12 .1301.

I choose to deliver the paper original inked, signed, and notarized lobbying expense report to the Lobbying Compliance Division of the Secretary of State within seven days as required by Administrative Rule 18 NCAC 12 .0214.

Customer reference number ⓘ

Practice1302024

Back **Next**

Page 2 of 5

Figure 39. Example

Click **Next**.

Select or drag PDF attachment to **Upload a Filing**.

Home > Lobbying > Upload A Filing

Upload A Filing

Jones, Allan

Select the PDF attachment*

Drag files here or [choose from folder](#)

* Filename cannot contain \<>#\\$*%^!

Back **Next**

Page 3 of 5

Figure 40. Upload a Filing

Click **Next**.

The selected file is listed.

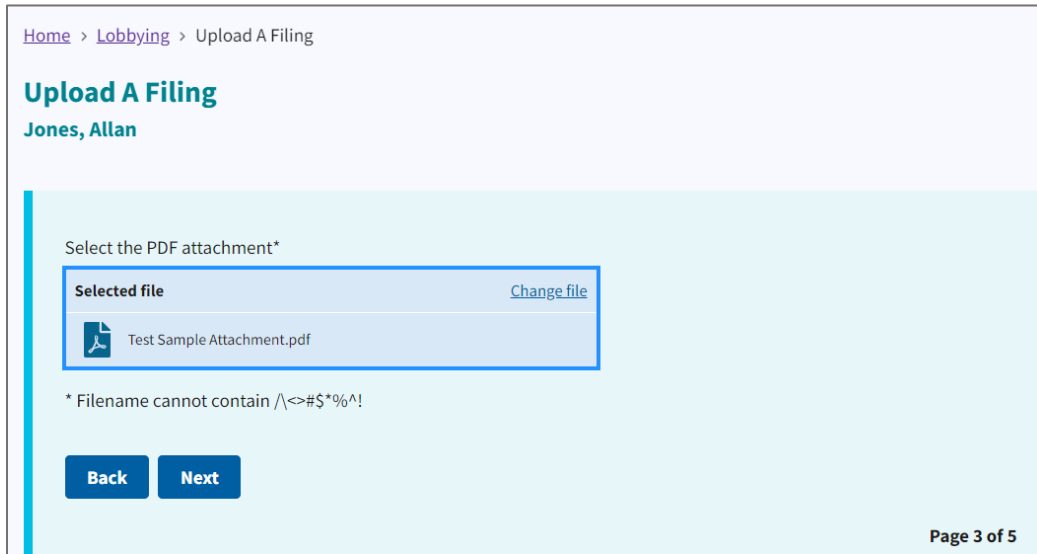


Figure 41. Upload a Filing -- Selected file listed

Click **Next**.

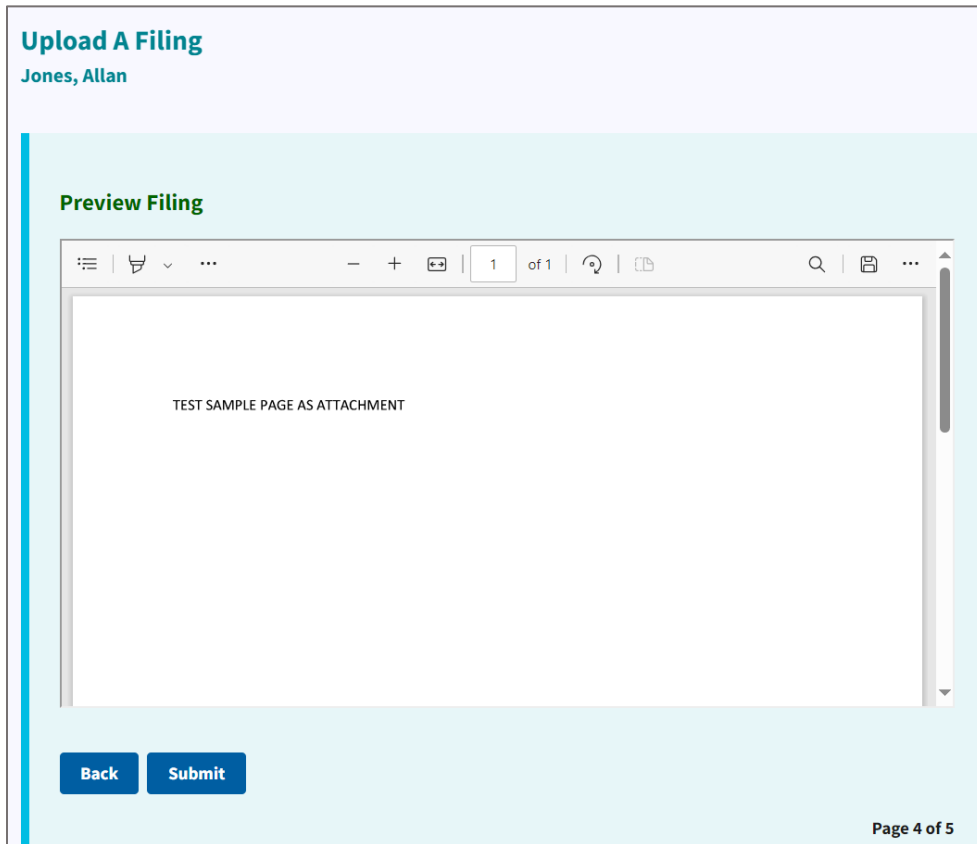


Figure 42. Preview Filing

Review your filing for errors in the **Preview Filing** window. See **Figure 43**.

If your filing is error-free, click **Submit**.

The **Filing Submitted** screen displays your filing in a preview window.

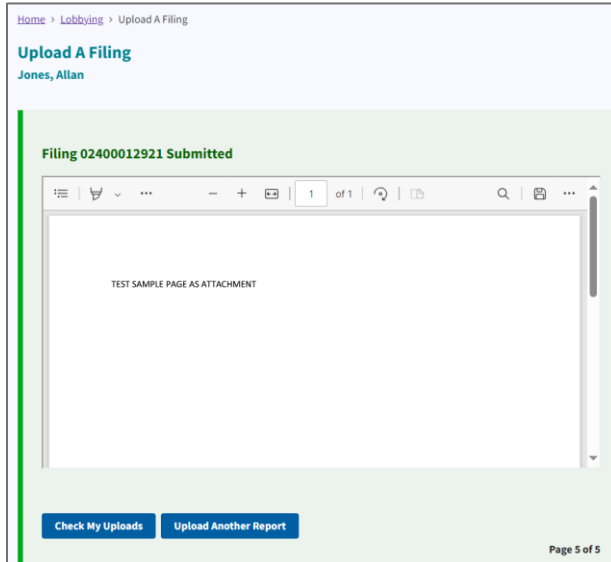


Figure 43. Filing Submitted

If you think there may be an error, click **Check My Uploads**.

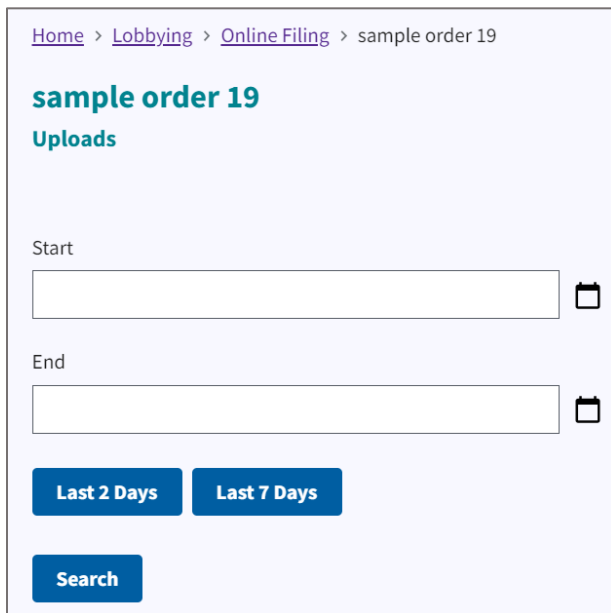


Figure 44. Check My Uploads

If your filing is error-free, click **Upload Another Report (Figure 43)** or you can stop because this is the end of the process of filing an expense report.

Lobbying Directory

On the main Lobbying page, click **Lobbying Directory**.

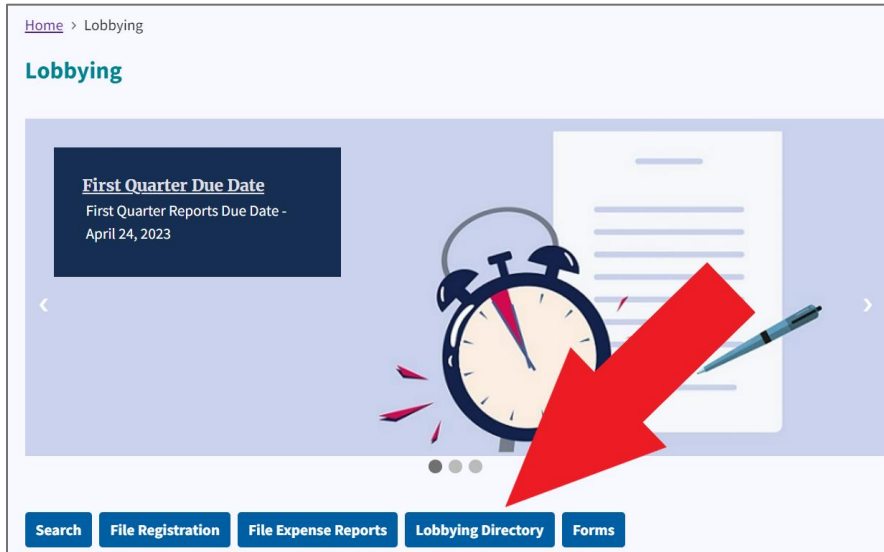


Figure 45. Click Lobbying Directory

This takes you to the **Lobbying Directory**.

You find a list of downloadable (PDF) lobbying directories listed by year.

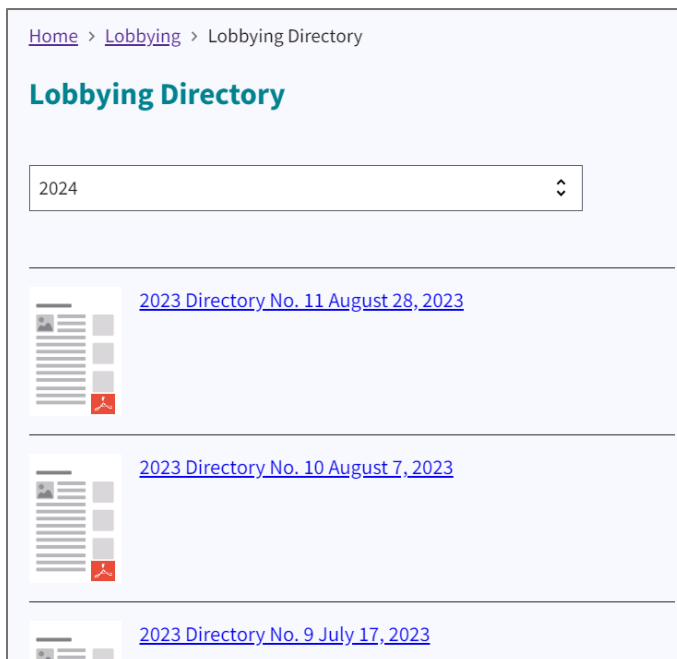


Figure 46. Lobbying Directory

These are downloadable PDF files. See **Figure 47**.

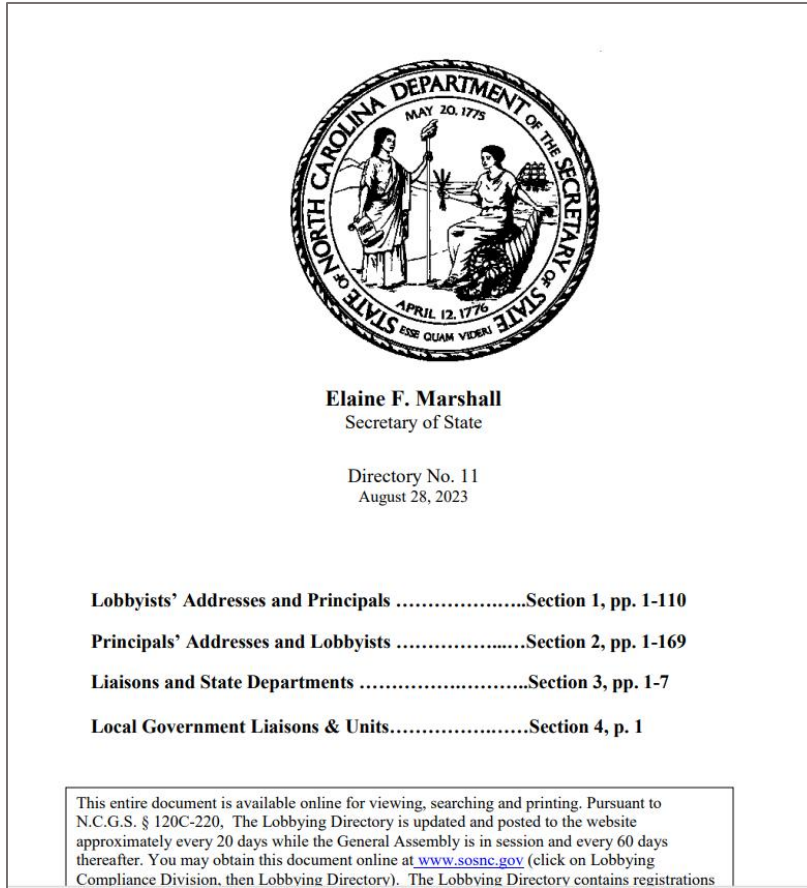


Figure 47. Lobbying Directory

Forms

On the main Lobbying page, click the blue **Forms** button.

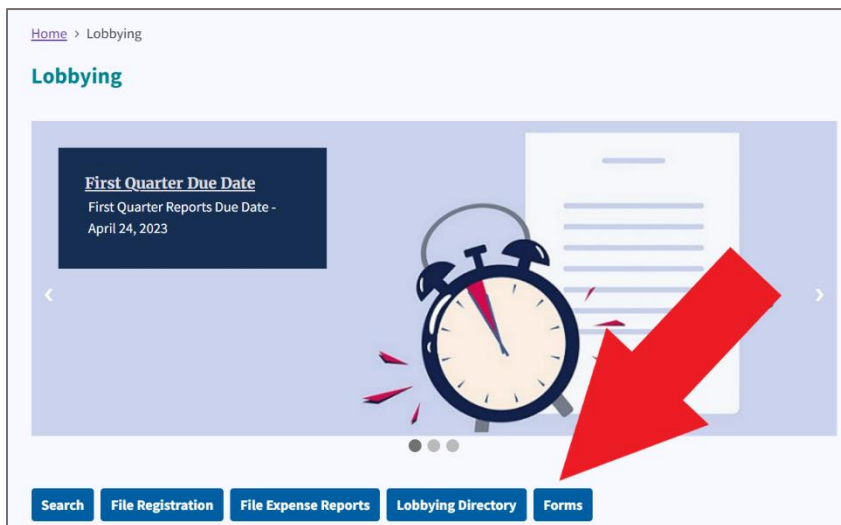


Figure 48. Click Forms button

This takes you to the **Lobbying Forms** page.

On this page, you find a list of downloadable (PDF) lobbying forms like the Lobbyist Zero Expense Short Form and the Lobbyist Monthly Expense Report Form.

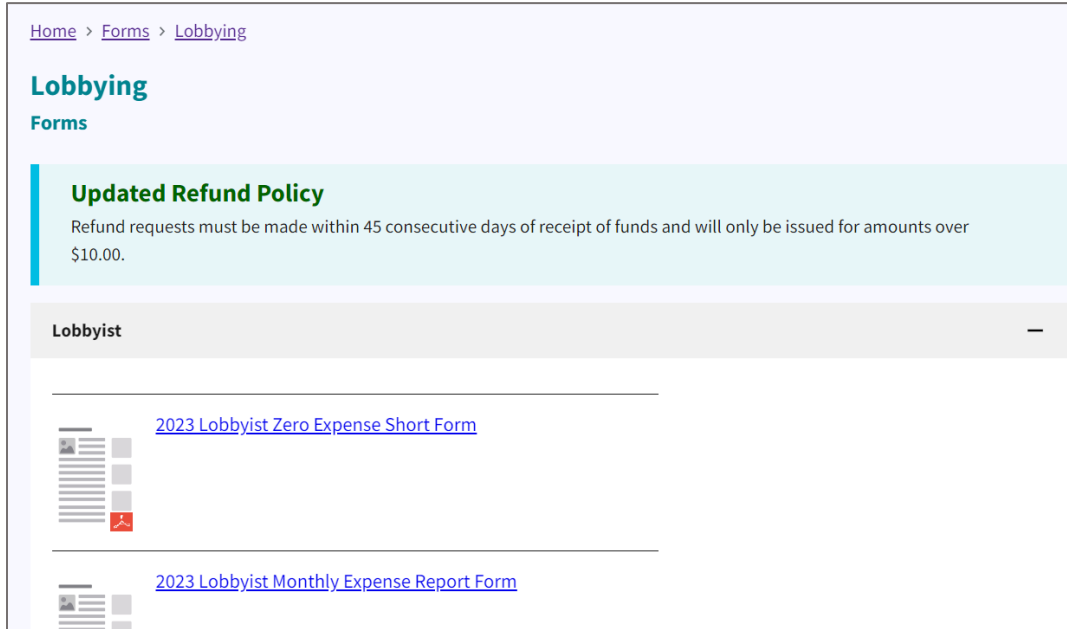


Figure 49. Lobbying Forms page

Scroll down to the bottom of the page to find other categories of forms like **Principal**, **Liaison**, and **Other**.

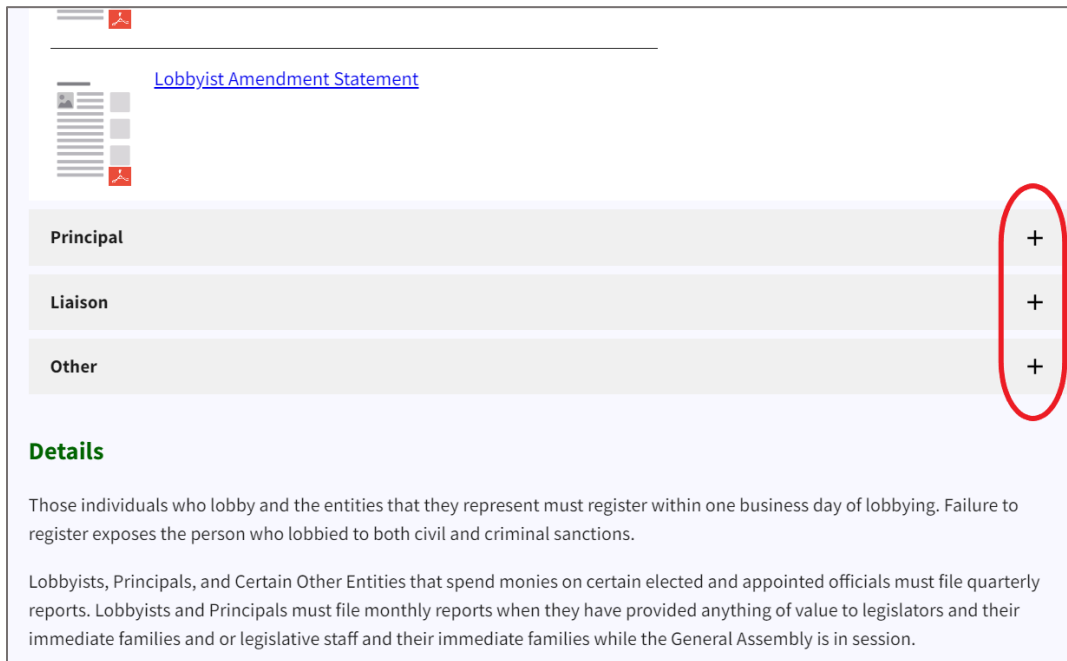


Figure 50. Expandable accordion of options

If you click the plus (+) sign beside the form category, a list of forms will display.

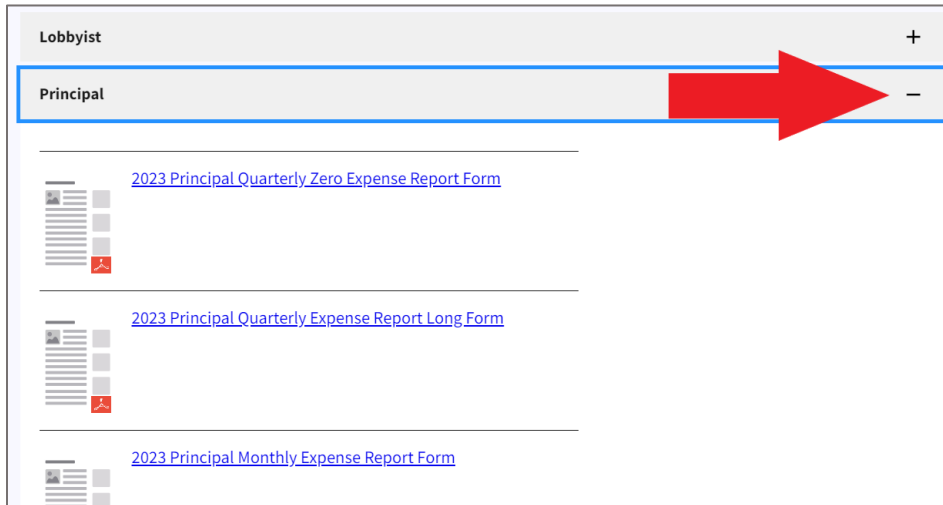


Figure 51. Form categories

The files are downloadable PDF files like the ones shown for the Lobbyist category.

Search Lobbying

In the middle of the main Lobbying page is the **Search Lobbying** tool. Using this tool, you can find lobbyists in North Carolina by name.

A screenshot of the 'Search Lobbying' tool. The tool has a title 'Search Lobbying' in teal. Below the title, there are several search criteria: 'Search for' with a dropdown menu set to 'Lobbyists', 'Term' with a dropdown menu set to 'All', 'Include resigned' with a dropdown menu set to 'Yes', and 'Words' with a dropdown menu set to 'All'. There is also a text input field for 'Lobbyist Name'. At the bottom of the tool is a blue 'Search' button.

Figure 52. Search Lobbying tool

Browse Lobbying

In the Browse Lobbying section, you find eleven box image links:

- [Online Filing](#)
- [Search](#)
- [Directory](#)
- [Download](#)
- [Daily Directory Download](#)
- [Forms](#)
- [Compilation Reports](#)
- [Alerts](#)
- [Frequently Asked Questions](#)
- [Fees](#)
- [Statutes and Rules](#)



Figure 53. Browse Lobbying section

Online Filing

This is the same as the File Registration action button at the top portion of the main Lobbying page. For the online filing (registration) steps, see [File Registration](#).

Search

This is the same as the Search action button at the top portion of the main Lobbying page. For the Search steps, see [Search](#).

Directory

This is the same as the **Lobbying Directory** action button at the top portion of the main Lobbying page. For the Lobbying Directory, see [Lobbying Directory](#).

Download

Select **Download** from the Browse Download section of the Lobbying page.

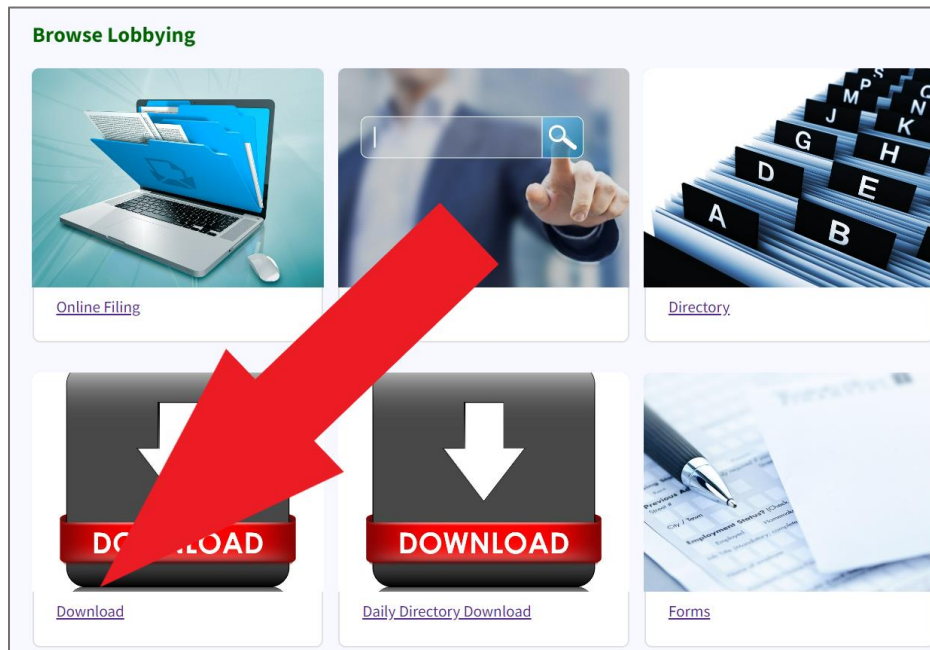


Figure 54. Select Download

The **Lobbying Download** page has a search tool with two dropdowns: **Term** and **Include Resigned**.

After you have made your selections, click **Download**.

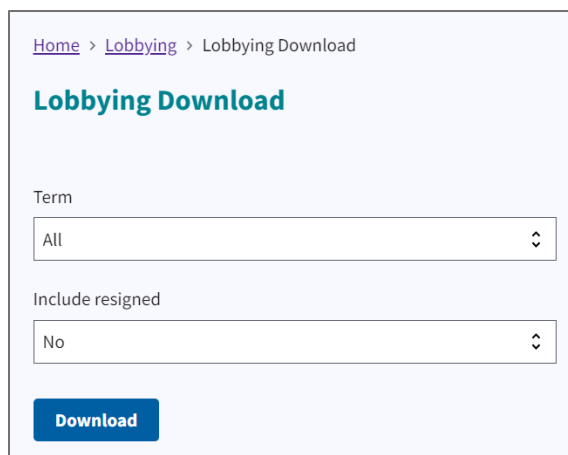


Figure 55. Lobbying Download page

For this example, we select “All” and “No.”

The Search Results display two links in **Figure 56**.

For a compressed file (zip file) for faster downloading, select “Click Here to Download.”

For a text-only file, right-click the link “Click Here to Download Text-Only.” (**Note:** Right click.)

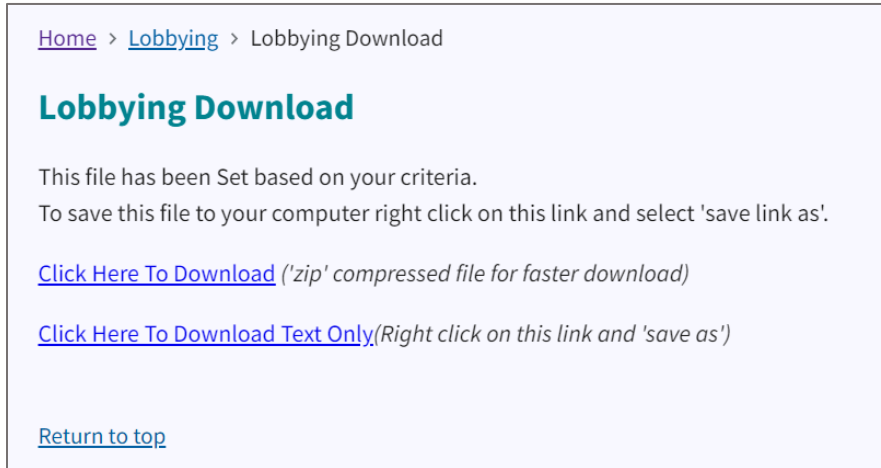


Figure 56. Download links

Daily Directory Download

Select **Daily Directory Download** from the box image links in the Browse Lobbying section of the Lobbying page.



Figure 57. Select Daily Directory Download link

This link takes you to a list of **Lobbying Directories**. Each Excel file is downloadable via the corresponding links. See **Figure 58**.

[Home](#) > Lobbying Directory Updated January 31, 2024

Lobbying Directory Updated January 31, 2024

 [2017 Lobbyists' Addresses and Principals \(Excel\)](#)

 [2017 Principals' Addresses and Lobbyists \(Excel\)](#)

 [2017 Legislative Liaisons \(Excel\)](#)

Figure 58. Lobbying Directory List

Forms

Select **Forms**.


Browse Lobbying



[Online Filing](#)



[Search](#)




[Directory](#)



[Download](#)



[Daily Directory Download](#)



[Forms](#)

A large red arrow points from the top row to the 'Forms' tile in the bottom row.

Figure 59. Select Forms

For more details, see [Forms](#).

Compilation Reports

Select **Compilation Reports**.

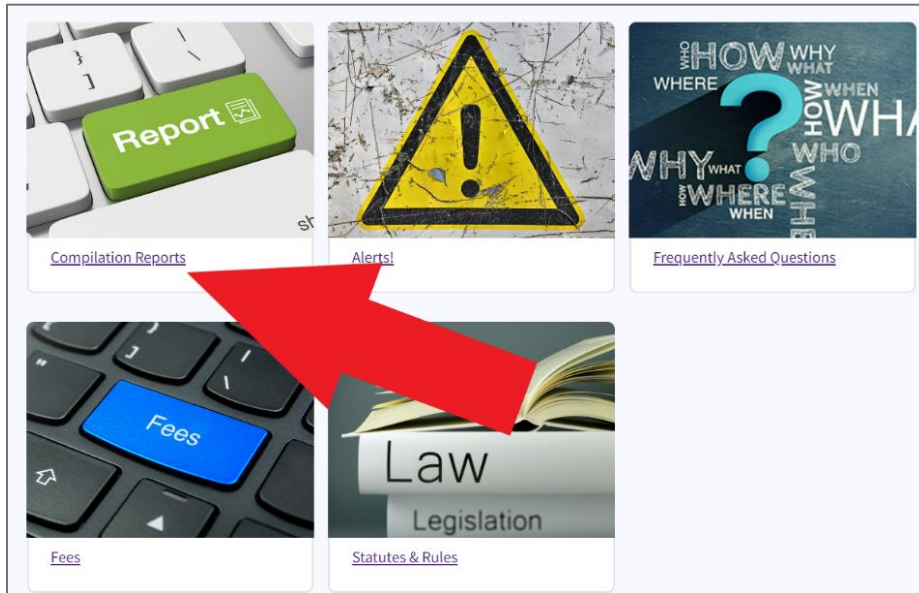


Figure 60. Select Compilation Reports

The Compilation Reports lists several downloadable PDF and Excel files. These reports are compilation reports listed by year.



Figure 61. Compilation Reports

Alerts

Select Alerts.

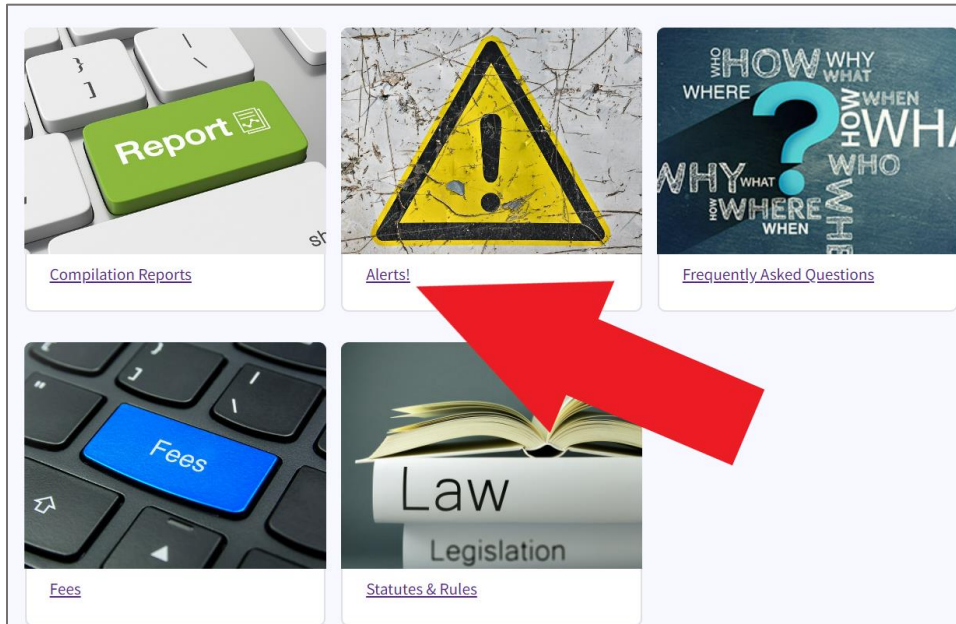


Figure 62. Select Alerts

The **Lobbying Alerts** page has a list of **2024 Expense Report Due Dates**.



Figure 63. Monthly expense reports

Monthly expense reports must be filed if the lobbyist or principal incurs reportable expenditures with respect to lobbying legislators and legislative staff members in any month while the General Assembly is in session.

Frequently Asked Questions

Select **Frequently Asked Questions**.

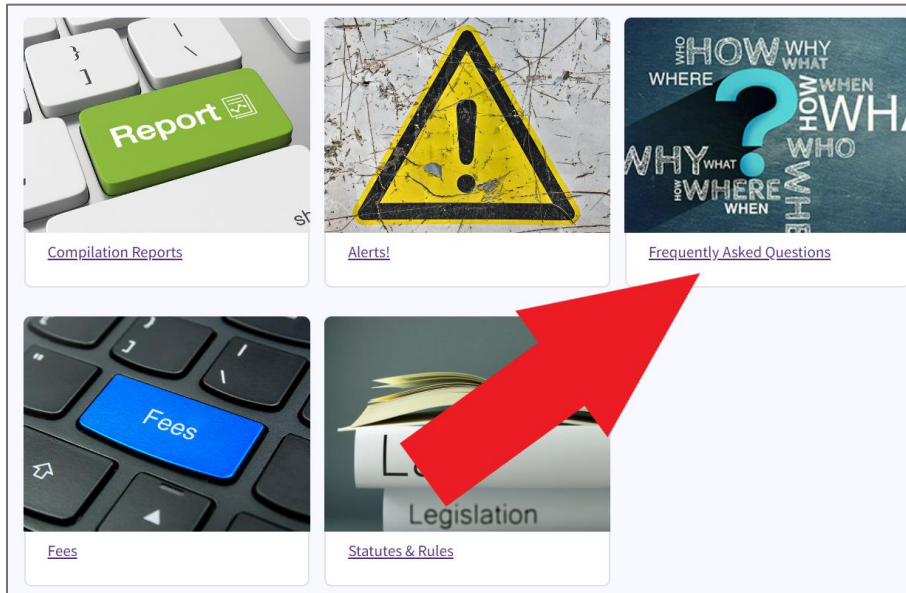


Figure 64. Select Frequently Asked Questions

The **Frequently Asked Questions** page has a list of questions with answers in an expandable accordion tile.



Figure 65. Frequently Asked Questions page

There are six categories of questions: **General Public**, **Online Filing**, **Registration Reporting General**, **Registration & Reporting Lobbyist**, and **Registration & Reporting Principal**.

Fees

Select Fees.

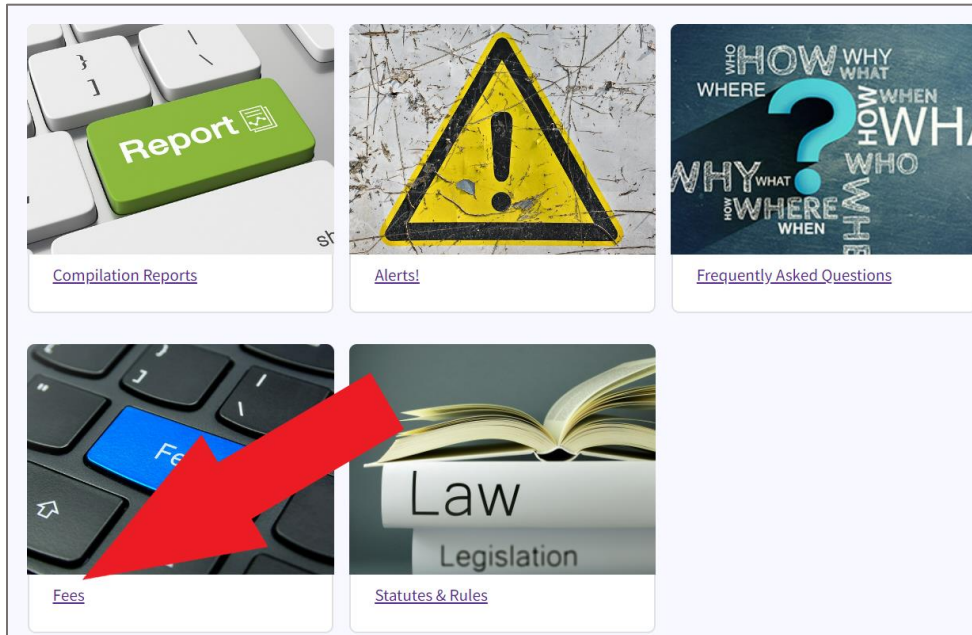


Figure 66. Select Fees

The **Fees** page has the following information:

“On Oct.3. 2023, Session Law 2023-134 became law which requires lobbyists and lobbyist principals to pay a \$500 fee at the time of each registration. The principal's fee is the same regardless of the number of lobbyists representing the principal. The Secretary of State is required to collect this fee and deposit the amount into the state’s General Fund. There is a \$3.00 nonrefundable electronic fee.”

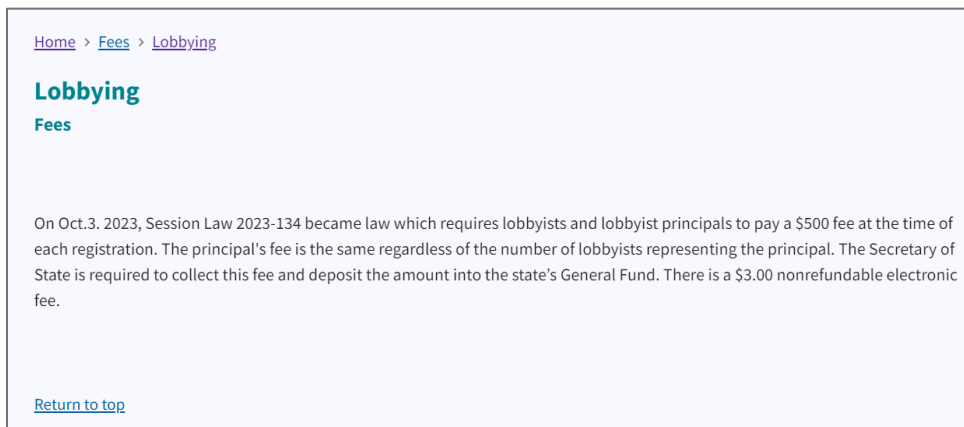


Figure 67. Lobbying Fees page

Statutes and Rules

Select **Statutes and Rules**.

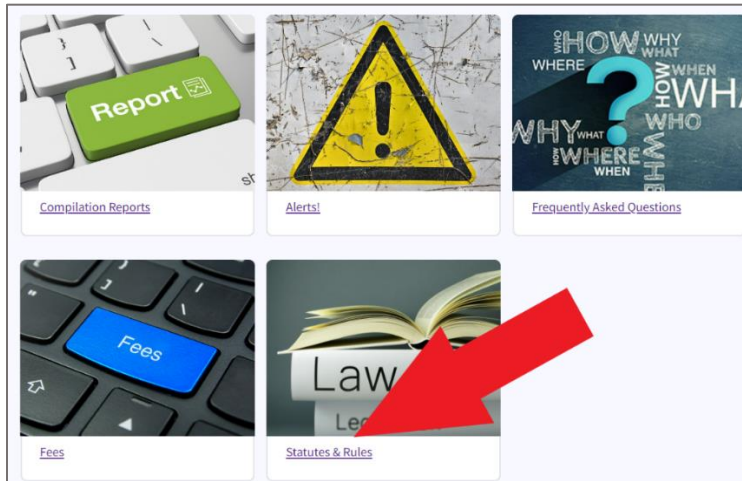


Figure 68. Select Statutes and Rules

The **Statutes and Rules** page has a list of downloadable links to the North Carolina statutes and rules that pertain to lobbying in North Carolina.

Statutes

- [Chapter 120C Lobbying Act](#)
- [Chapter 138A Ethics Act](#)

Rules

- [Chapter 10 Lobbying Rules \(PDF\)](#)
- [Chapter 12 Lobbying Rules \(PDF\)](#)

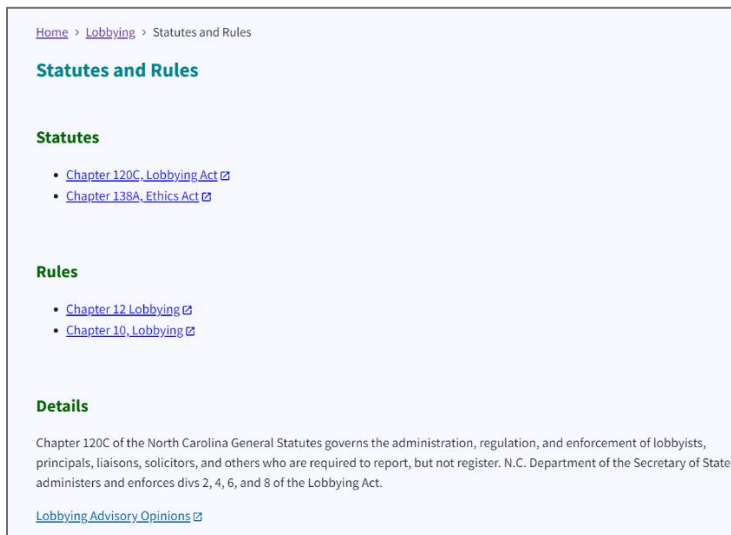


Figure 69. Statutes and Rules