

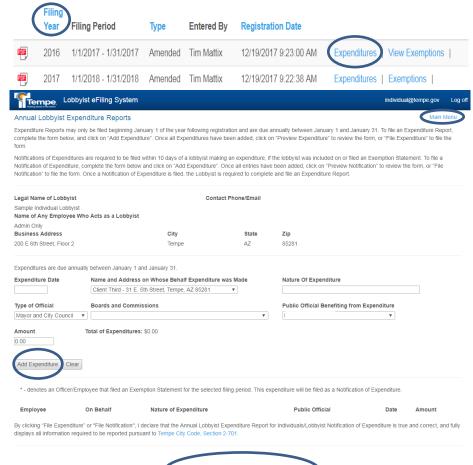
Lobbyist eFiling System Guide Expenditure Report for Individuals

- 1. Log in to the Lobbyist eFiling System, at https://lobbyist.tempe.gov.
- 2. Click on the "eFiling" button.



- Click on "Expenditures" for the appropriate Filing Year.
- 4. Enter the expenditure information.
- 5. After each entry, click on "Add Expenditure".
- 6. Once all entries have been added, click on "Preview Expenditure" to review the Expenditure Report before filing.
- 7. Click on "File Expenditure" to file the Expenditure Report.

At any time, click on "Main Menu" to return to the main screen.



File Expenditure Preview Expenditure Cano

Tempe City Clerk's Office 31 East Fifth Street Tempe, AZ 85281 (480) 350-4311 clerk@tempe.gov

