



# 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.



3. 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.

The screenshot shows the Lobbyist eFiling System interface. At the top, there is a table with columns: Filing Year, Filing Period, Type, Entered By, and Registration Date. Two rows are visible for the years 2016 and 2017, both showing 'Amended' entries by 'Tim Mattix'. A blue circle highlights the 'Expenditures' link in the 2017 row. Below the table is a navigation bar with 'Main Menu' circled in blue. The main form area contains fields for 'Legal Name of Lobbyist', 'Contact Phone/Email', 'Name of Any Employee Who Acts as a Lobbyist', 'Business Address', 'City', 'State', and 'Zip'. Below these are dropdown menus for 'Expenditure Date', 'Name and Address on Whose Behalf Expenditure was Made', 'Nature Of Expenditure', 'Type of Official', 'Boards and Commissions', and 'Public Official Benefiting from Expenditure'. There is an 'Amount' field set to 0.00 and a 'Total of Expenditures: \$0.00' label. At the bottom of the form, there are buttons for 'Add Expenditure' (circled in blue), 'Clear', 'File Expenditure', 'Preview Expenditure', and 'Cancel' (all circled in blue). A disclaimer at the bottom states: 'By clicking "File Expenditure" or "File Notification", I declare that the Annual Lobbyist Expenditure Report for Individuals/Lobbyist Notification of Expenditure is true and correct, and fully displays all information required to be reported pursuant to Tempe City Code, Section 2-701.'

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