



Lobbyist eFiling System Guide

Notification of Expenditure for Organizations

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.

Filing Year	Filing Period	Type	Entered By	Registration Date	Expenditures	View Exemptions
2016	1/1/2017 - 1/31/2017	Amended	Tim Mattix	12/19/2017 9:23:00 AM	Expenditures	View Exemptions
2017	1/1/2018 - 1/31/2018	Amended	Tim Mattix	12/19/2017 9:22:38 AM	Expenditures	Exemptions

4. Select the “Notification” checkbox to display lobbyists who were included on an Exemption Statement.

Tempe City Clerk's Office Lobbyist eFiling System tim_mattix@tempe.gov Log off

[Annual Lobbyist Expenditure Reports](#) [Main Menu](#)

Expenditure Reports may only be filed beginning January 1 of the year following registration and are due annually between January 1 and January 31. To file an Expenditure Report, complete the form below, and click on “Add Expenditure”. Once all Expenditures have been added, click on “Preview Expenditure” to review the form, or “File Expenditure” to file the form.

Notifications of Expenditures are required to be filed within 10 days of a lobbyist making an expenditure, if the lobbyist was included on or filed an Exemption Statement. To file a Notification of Expenditure, select the “Notification” checkbox, complete the form below and click on “Add Expenditure”. Once all entries have been added, click on “Preview Notification” to review the form, or “File Notification” to file the form. Once a Notification of Expenditure is filed, the Lobbyist is required to complete and file an Expenditure Report.

Legal Name of Organization City Clerk Test Chief Executive Officer/Managing Member or Members CEO Name	Contact Phone/Email (480) 350-4311 / tim_mattix@tempe.gov		
Business Address 31 East Fifth Street	City Tempe	State AZ	Zip 85281

5. Enter information about the expenditure for which the Notification is being provided.

Expenditures are due annually between January 1 and January 31.

Expenditure Date <input type="text"/>	Name and Address on Whose Behalf Expenditure was Made Client Test - 31 East Fifth Street, Tempe, AZ 85281	Nature Of Expenditure <input type="text"/>
Type of Official Mayor and City Council	Boards and Commissions <input type="text"/>	Public Official Benefiting from Expenditure <input type="text"/>
Amount 0.00	Officer/Employee Reported Jane Jones	Notification <input checked="" type="checkbox"/>
Add Expenditure <input type="button" value="Clear"/>		Total of Expenditures: \$0.00

6. Click on “Add Expenditure”.

Note: The Lobbyist's eFiling System administrator's name will appear on the Expenditure Report as the Organization Representative. If another individual has reviewed and is responsible for filing the Expenditure Report, return to the Officers/Employees screen and update the name and title of the Lobbyist's administrator.


By clicking “File Expenditure” or “File Notification”, I declare that the Annual Lobbyist Expenditure Report for Organizations/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.

(continued on next page)

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



7. Click on “Preview Notification” to review the *Notification of Expenditure*.
8. Click on “File Notification” to file the *Notification of Expenditure*.

 Lobbyist eFiling System
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[Main Menu](#)

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Legal Name of Organization		Contact Phone/Email	
City Clerk Test		(480) 350-4311 / tim_mattix@tempe.gov	
Chief Executive Officer/Managing Member or Members			
CEO Name			
Business Address	City	State	Zip
31 East Fifth Street	Tempe	AZ	85281

Expenditures are due annually between January 1 and January 31.

Expenditure Date	Name and Address on Whose Behalf Expenditure was Made	Nature Of Expenditure
<input type="text"/>	Client Test - 31 East Fifth Street, Tempe, AZ 85281	<input type="text"/>
Type of Official	Boards and Commissions	Public Official Benefiting from Expenditure
Mayor and City Council		
Amount	Officer/Employee Reported	Notification <input type="checkbox"/>
0.00		Total of Expenditures: \$0.00

* - denotes an Officer/Employee that filed an Exemption Statement for the selected filing period. This expenditure will be filed as a Notification of Expenditure.

Employee	On Behalf	Nature of Expenditure	Public Official	Date	Amount	
*Jane Jones	Client Test	Sample Expenditure		1/1/2016	50.01	Remove

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By clicking “File Expenditure” or “File Notification”, I declare that the Annual Lobbyist Expenditure Report for Organizations/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](#).

File Notification
Preview Notification
Cancel

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

Note: once a *Notification of Expenditure* has been filed, the Lobbyist is subject to expenditure reporting requirements for that calendar year, and must file an *Expenditure Report* between January 1 and January 31 of the subsequent calendar year.

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