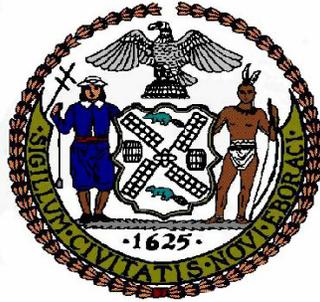


Office of the City Clerk



Clerk of the Council

Welcome to the

Office of the City Clerk Lobbying Bureau

e-Lobbyist Training Session

2009 e-Lobbyist Enhancements:
Adding Targets &
Filing Termination Notices on e-Lobbyist

November 30, 2009

10:00 AM

e-Lobbyist: Adding Targets

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Lobbyists Adding Targets

This is the “Home” page that appears after logging into e-Lobbyist. The Home page lists all Lobbyist and Client entities for which you are a Principal Officer or Designee.

Clicking on an entity name displays the next page.

The screenshot shows the E-LOBBYIST interface. At the top, there is a navigation bar with links for Residents, Business, Visitors, Government, Office of the Mayor, Search, Email Updates, and Contact Us. Below this is a header for 'E-LOBBYIST | New York City Lobbyist Filing System' with a user email 'rkennedy@doitt.nyc.gov' and buttons for 'Home' and 'Log Out'. The main content area contains a warning message, a user status message, and a note about pending enrollment. Below these messages is a table with two columns: 'Entity' and 'Lobbyist/Client'. The table lists two entries for 'Kennedy Psych Associates', one as a LOBBYIST and one as a CLIENT.

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E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

WARNING: Do not open multiple browser windows or tabs while using this application.

You are an authorized user for the businesses listed below. Please select a business to view its account.

NOTE: If a business enrollment has been submitted, but is not listed below and you have not received a rejection email, its enrollment is pending the City Clerk's review.

Entity	Lobbyist/Client
Kennedy Psych Associates	LOBBYIST
Kennedy Psych Associates	CLIENT

This page lists clients for whom you filed a Statement of Registration. To view the status for a Periodic Report or Termination Report, click the green **“View Details”** button to the right of the Client name.

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E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

Information for Kennedy Psych Associates

WARNING: Do not open multiple browser windows or tabs while using this application.

Please Note: All filers must file a Termination Report for Statement of Registrations other than those ending on 12/31 within 30 days.

Clients For: 2009 Fund/Political Consulting Employees Entity Profile Payments Filings FILE CLIENT REGISTRATION

Client Name	Client Address	Last Updated	Status	Details
ABC Inc.	234 Weigan St Manhattan, NY 11005 (232) 323-6457	09/23/2009	Filed	VIEW DETAILS 
Apple iPhone	123 Apple drive asda, NY 12312 (123) 523-2345	09/22/2009	Draft	VIEW DETAILS 
D&V Services, Inc	512 4th Ave Brooklyn, NY 11201 (718) 222-4444	10/28/2009	Filed	VIEW DETAILS 
December 4	VZXXV ZZXVV, NY 14141 (252) 525-2525	11/23/2009	Filed	VIEW DETAILS 

The client details expand. Click on the **“File Report”** button to the right of the Period you want to report (e.g., P1, P2, etc...).

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E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

Information for Kennedy Psych Associates

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Please Note: All filers must file a Termination Report for Statement of Registrations other than those ending on 12/31 within 30 days.

Clients For: 2009 Fund/Political Consulting Employees Entity Profile Payments Filings FILE CLIENT REGISTRATION

Client Name	Client Address	Last Updated	Status	Details
ABC Inc.	234 Weigan St Manhattan, NY 11005 (232) 323-6457	09/23/2009	Filed	HIDE DETAILS 
	Begin Date	End Date	Last Updated	Status
P1 Report	03/01/2009	03/15/2009	-----	-----
P2 Report	05/01/2009	05/15/2009	-----	-----
P3 Report	07/01/2009	07/15/2009	-----	-----
P4 Report	09/01/2009	09/15/2009	-----	-----
P5 Report	11/01/2009	11/16/2009	10/28/2009	Draft
P6 Report / Annual Report	01/01/2010	01/15/2010	-----	-----
	Termination Date	Date Filed	Status	
Termination Report	12/30/2009	09/23/2009	Deleted	FILE REPORT 

Click the yellow **“Continue”** button to proceed to the next page.

Residents | Business | Visitors | Government | Office of the Mayor | Search | Email Updates | Contact Us

E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov Home Log Out

P5 Periodic Report for ABC Inc.

LOBBYIST INFO & CLIENT INFO | EMPLOYEES LOBBYING FOR CLIENT | ADD EMPLOYEES | ADD ACTIVITIES | ACTIVITY INFORMATION | SUMMARY OF COMPENSATION | LOBBYING EXPENSES | ITEMIZED EXPENSE | CERTIFY REPORT (R.O. ONLY)

LOBBYIST INFORMATION

Principal Officer Name: Kennedy, Robert
 Principal Officer Title: President
 Principal Officer Email: rkennedy@doitt.nyc.gov
 Principal Officer Phone: (212) 211-1111

Lobbyist Business Name: Kennedy Psych Associates
 Lobbyist Business Address: 123 Maiden Lane, NEW YORK, NY 10001
 Lobbyist Business Phone: (212) 122-2122

CLIENT INFORMATION

Client Name: ABC Inc.
 Business Address: 234 Weigan St, Manhattan, NY 11005
 Client P.O. Name: James, Lebron
 Business Phone: (232) 323-6457
 Business Email: tmigliani@doitt.nyc.gov

Continue » Cancel Delete Report

Click the yellow **“Continue”** button to proceed to the next page or click the yellow **“Add Employee”** button if you need to add an Employee.

Residents | Business | Visitors | Government | Office of the Mayor | Search | Email Updates | Contact Us

E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov Home Log Out

P5 Periodic Report for ABC Inc.

LOBBYIST INFO & CLIENT INFO | EMPLOYEES LOBBYING FOR CLIENT | ADD EMPLOYEES | ADD ACTIVITIES | ACTIVITY INFORMATION | SUMMARY OF COMPENSATION | LOBBYING EXPENSES | ITEMIZED EXPENSE | CERTIFY REPORT (R.O. ONLY)

EMPLOYEES LOBBYING FOR CLIENT

You may add employees to this list by pressing the "Add Employee" button and delete them by pressing the "Remove" button. Editing existing employees can only be performed on the "Employee" tab outside of this report. Press continue to return to the Lobbying Activities list.

Please enter employees specifically engaged in lobbying for this client in this period, whether or not they were reported in any statement of registration. You need not include support staff.

Employee Name	
Kennedy, Marge	VIEW DETAILS REMOVE

Back Add Employee Continue » Cancel Delete Report

This page is identical to a page in the Client Annual Report (CAR).

If you have no lobbying activities to report for this period, click the **“NO ACTIVITIES”** checkbox (Statements of Registration will not include this option) and click on the yellow **“Continue”** button. Otherwise, click the yellow **“Add Activity”** button.

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Residents | Business | Visitors | Government | Office of the Mayor | [Search](#) | [Email Updates](#) | [Contact Us](#)

E-LOBBYIST | New York City Lobbyist Filing System
rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

P5 Periodic Report for ABC Inc.

LOBBYIST INFO & CLIENT INFO

EMPLOYEES LOBBYING FOR CLIENT

ADD EMPLOYEES

ADD ACTIVITIES

ACTIVITY INFORMATION

SUMMARY OF COMPENSATION

LOBBYING EXPENSES

ITEMIZED EXPENSE

CERTIFY REPORT (P.O. ONLY)

LOBBYING ACTIVITIES

You may add activities to this list by clicking the 'Add Activity' button below.

Subject Category	Target
No activities have been added. Please click on the 'Add Activity' button to add an activity. -- OR -- If there are no activities for this report, select the 'NO ACTIVITIES' checkbox and click 'Continue'.	
<input type="checkbox"/> NO ACTIVITIES	

Back
Add Activity
Continue »

Cancel
Delete Report

This is the new Lobbying Activity form page for Lobbyists.

- Select a **“Subject Category”** from the dropdown menu.
- Expand on your Subject Category selection by entering **“Details”** in the text box.
- Enter a keyword in the **“Filter by:”** field, choosing the entry that corresponds to your keyword (e.g., “Board of Elections”), then click the **“Add Target”** button to add the Target Agency.

Residents | Business | Visitors | Government | Office of the Mayor | Search | Email Updates | Contact Us

E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov Home Log Out

P5 Periodic Report for ABC Inc.

LOBBYIST INFO & CLIENT INFO | EMPLOYEES LOBBYING FOR CLIENT | ADD EMPLOYEES | **ADD ACTIVITIES** | ACTIVITY INFORMATION | SUMMARY OF COMPENSATION | LOBBYING EXPENSES | ITEMIZED EXPENSE | CERTIFY REPORT (R.O. ONLY)

All fields marked with red asterisk * are required fields.

LOBBYING ACTIVITY

Every Lobbying Activity must have atleast one Target. Select 'Add Target' to add all Targets pertaining to a particular Lobbying Activity. Please Select 'Back to Activities' button to go back to view/add more Lobbying Activities.

Subject Category * Determination of Board or Commission

Include a description of the subject(s) the lobbyist(s) lobbied to sufficiently identify: the local law/introduction/resolution/rule (number & year required); the location of real property (address or block/lot number/borough); the procurement of goods, services or construction; any agreement involving the disbursement of public money; the rate making proceeding; the determination of a board or commission; or any other matter lobbied.

Details * This deals with new rules for Term Limits for elected officials.

Activity Targets (0) HIDE

Target

No target Agencies have been added. Please select a Target Agency and click 'Add Target'.

» ADD TARGET

Target Agency * Filter by: board

- Board of Correction (BOC)
- Board of Environmental Indicators (BEI)
- Community Boards
- Conflicts of Interest Board (COIB)
- Environmental Control Board
- Loft Board
- New York City Off Track Betting Site Selection Board
- NYC Campaign Finance Board (CFB)
- NYC Employees Retirement System Board of Trustees
- Procurement Policy Board (PPB)
- Rent Guidelines Board (RGB)

Add Target

Back to Activities Cancel

The Contact form page appears. Lobbyists must add Contacts for each Target selected.

- Add a Last Name and First Name (at the bottom of the Activities Form), then click the gray **“Add Contact”** button. You may add as many as 10 contacts for each Target.
- When you are finished adding Contacts, click the yellow **“Submit”** button.

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E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov Home Log Out

P5 Periodic Report for ABC Inc.

LOBBYIST INFO & CLIENT INFO | EMPLOYEES LOBBYING FOR CLIENT | ADD EMPLOYEES | **ADD ACTIVITIES** | **ACTIVITY INFORMATION** | SUMMARY OF COMPENSATION | LOBBYING EXPENSES | ITEMIZED EXPENSE | CERTIFY REPORT (R.O. ONLY)

LOBBYING ACTIVITY

Subject Category Determination of Board or Commission Edit

Details This deals with term limits for elected officials.

Target Agency Board of Elections (BOENY)

Added Contacts(0)

ADD CONTACT

Last Name

First Name

Add Contact

Submit Cancel

Your Lobbying Activity details are displayed. You can add additional Targets by clicking the **“Add Target”** button. Once the Activity page is complete, click the yellow **“Back to Activities”** button.

The screenshot shows the NYC E-LOBBYIST interface for a 'P5 Periodic Report for ABC Inc.'. At the top, there is a navigation bar with links for Residents, Business, Visitors, Government, Office of the Mayor, Search, Email Updates, and Contact Us. Below this is a header for 'E-LOBBYIST | New York City Lobbyist Filing System' with a user email 'rkennedy@doitt.nyc.gov' and buttons for Home and Log Out.

The main content area features a navigation flowchart with steps: LOBBYIST INFO & CLIENT INFO, EMPLOYEES LOBBYING FOR CLIENT, ADD EMPLOYEES, ADD ACTIVITIES, ACTIVITY INFORMATION, SUMMARY OF COMPENSATION, LOBBYING EXPENSES, ITEMIZED EXPENSE, and CERTIFY REPORT (RO. ONLY). Below the flowchart, a note states: 'All fields marked with red asterisk * are required fields.'

The 'LOBBYING ACTIVITY' section is expanded, showing:

- Subject Category:** Determination of Board or Commission (with an Edit link)
- Details:** This deals with new rules for Term Limits for elected officials.

The 'Activity Targets (1) HIDE' section contains a table with one target:

Target	
Board of Elections (BOENY)	VIEW DETAILS OPEN TARGET DELETE

Below the table is an 'ADD TARGET' section with a 'Filter by:' input field and a dropdown menu listing various agencies such as 'Administration for Children's Services', 'Anti-Graffiti Task Force', 'Board of Standards And Appeals (BSA)', and various Borough Presidents. An 'Add Target' button is located below the dropdown.

At the bottom of the page, there are two buttons: a yellow 'Back to Activities' button and a grey 'Cancel' button.

This concludes adding most Target agencies. Exceptions to these (Community Boards, Council Members, Council Members-Staff and Office of the Mayor) are covered later in this document.

- To add another Activity, click the “**Add Activity**” button.
- If you are finished adding activities, click the “**Continue**” button. The report will proceed to the existing “Summary of Compensation” page.

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E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

P5 Periodic Report for ABC Inc.

```

  graph LR
    A[LOBBYIST INFO & CLIENT INFO] --> B[EMPLOYEES LOBBYING FOR CLIENT]
    B --> C[ADD EMPLOYEES]
    C --> D[ADD ACTIVITIES]
    D --> E[ACTIVITY INFORMATION]
    E --> F[SUMMARY OF COMPENSATION]
    F --> G[LOBBYING EXPENSES]
    G --> H[ITEMIZED EXPENSE]
    H --> I[CERTIFY REPORT (P.O. ONLY)]
  
```

LOBBYING ACTIVITIES

You may add activities to this list by clicking the 'Add Activity' button below.

Subject Category	Target	
Procurement	Brooklyn Navy Yard Development Corporation	OPEN ACTIVITY DELETE

[Back](#) [Add Activity](#) [Continue »](#) [Cancel](#) [Delete Report](#)

Clients Adding Targets

Clients must report Target activity when filing a Client Annual Report (CAR).

This is the “Home” page that appears after logging into e-Lobbyist. The “Home” page lists all Lobbyist and Client entities for which you are a Principal Officer or Designee.

Clicking on an entity name displays the next page.

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E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

WARNING: Do not open multiple browser windows or tabs while using this application.

You are an authorized user for the businesses listed below. Please select a business to view its account.

NOTE: If a business enrollment has been submitted, but is not listed below and you have not received a rejection email, its enrollment is pending the City Clerk's review.

Entity	Lobbyist/Client
Kennedy Psych Associates	LOBBYIST
Kennedy Psych Associates	CLIENT

After logging in, click a green “File Report” button in the “Annual Reports” tab that corresponds to the Annual Report you want to file.

Residents | Business | Visitors | Government | Office of the Mayor | Search | Email Updates | Contact Us

E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov Home Log Out

Information for Kennedy Psych Associates

WARNING: Do not open multiple browser windows or tabs while using this application.

Annual Reports Entity Profile Terminations → FILE TERMINATION REPORT

Reporting Year	Lobbyists	Begin Date	End Date	Last Updated	Status	Details
2009		01/01/2010	01/15/2010	-----	-----	VIEW DETAILS
2008		01/01/2009	02/17/2009	11/24/2009	Draft	VIEW DETAILS
2007		01/01/2008	01/15/2008	11/24/2009	Draft	VIEW DETAILS
2006		01/01/2007	01/15/2007	-----	-----	VIEW DETAILS FILE REPORT

Click the “Save & Continue” button.

Residents | Business | Visitors | Government | Office of the Mayor | Search | Email Updates | Contact Us

E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov Home Log Out

Client Annual Report 2006 for Kennedy Psych Associates

REPORTING PERIOD & CLIENT INFO → ADD LOBBYISTS LOBBYIST INFORMATION → ADD ACTIVITIES ACTIVITY INFORMATION → REIMBURSED CLIENT EXPENSES ITEMIZED EXPENSE → CERTIFICATION (P.O. ONLY)

REPORTING PERIOD

Please select the year you would like to file for.

Year

CLIENT INFORMATION

Client Name

Business Address

Client P.O. Name

Business Phone

Business Email

[Save & Continue »](#) [Cancel](#) [Delete Report](#)

Click the **“Select Lobbyists”** button to add Lobbyists. When you are finished adding Lobbyists, click the **“Continue”** button.

Residents | Business | Visitors | Government | Office of the Mayor | [Search](#) | [Email Updates](#) | [Contact Us](#)

E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

Client Annual Report 2006 for Kennedy Psych Associates

REPORTING PERIOD & CLIENT INFO → **ADD LOBBYISTS** → LOBBYIST INFORMATION → ADD ACTIVITIES → ACTIVITY INFORMATION → REIMBURSED CLIENT EXPENSES → ITEMIZED EXPENSE → CERTIFICATION (R.O. ONLY)

LOBBYIST ENTITY

Please enter Lobbyist Entity name and Compensation paid for each Entity that engaged in lobbying for the Client. You may add Lobbyist Entities to this list by clicking the 'Select Lobbyists' button below. After selecting Lobbyist(s), please click on a Lobbyist Entity name to view Lobbyist information and enter Compensation amount.

Lobbyist Entity Name

No entities have been added. Please click on 'Select Lobbyists' button to select Lobbyist Entities.

[Back](#) [Select Lobbyists](#) [Continue »](#) [Cancel](#) [Delete Report](#)

Click the **“Add Activity”** button to begin adding an Activity.

Residents | Business | Visitors | Government | Office of the Mayor | [Search](#) | [Email Updates](#) | [Contact Us](#)

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Client Annual Report 2006 for Kennedy Psych Associates

REPORTING PERIOD & CLIENT INFO → ADD LOBBYISTS → LOBBYIST INFORMATION → **ADD ACTIVITIES** → ACTIVITY INFORMATION → REIMBURSED CLIENT EXPENSES → ITEMIZED EXPENSE → CERTIFICATION (R.O. ONLY)

LOBBYING ACTIVITIES

You may add activities to this list by clicking the 'Add Activity' button below.

Subject Category	Target
No activities have been added. Please click on the 'Add Activity' button to add an activity. -- OR -- If there are no activities for this report, select the 'NO ACTIVITIES' checkbox and click 'Continue'.	
<input type="checkbox"/> NO ACTIVITIES	

[Back](#) [Add Activity](#) [Continue »](#) [Cancel](#) [Delete Report](#)

- Select a **“Subject Category”** from the dropdown menu, then enter **“Details”** in the box below, providing more information on your relationship to the Subject.
- Next, enter a keyword in the **“Filter by:”** field and highlight the Agency you want, then click the **“Add Target”** button.

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E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

Client Annual Report 2006 for Kennedy Psych Associates

All fields marked with red asterisk * are required fields.

LOBBYING ACTIVITY

Every Lobbying Activity must have atleast one Target. Select 'Add Target' to add all Targets pertaining to a particular Lobbying Activity. Please Select 'Back to Activities' button to go back to view/add more Lobbying Activities.

Subject Category * Procurement

Include a description of the subject(s) the lobbyist(s) lobbied to sufficiently identify: the local law/introduction/resolution/rule (number & year required); the location of real property (address or block/lot number/borough); the procurement of goods, services or construction; any agreement involving the disbursement of public money; the rate making proceeding; the determination of a board or commission; or any other matter lobbied.

Details * Vending relating to Yankee Stadium concessions.

Activity Targets (0) HIDE

Target
No target Agencies have been added. Please select a Target Agency and click 'Add Target'.

» ADD TARGET

Target Agency *

Filter by:

- Board of Standards And Appeals (BSA)
- Borough Historical Societies
- Borough President - Queens
- Borough President - Staten Island
- Brooklyn Navy Yard Development Corporation
- Brooklyn Public Library (BPL)
- Business Integrity Commission (BIC)
- Center for Economic Opportunity
- Charter Revision Commission
- City Civil Service Commission (CCSC)
- City Clerk & Clerk of the Council

[Add Target](#)

[Back to Activities](#) [Cancel](#)

- You must enter at least one contact in the Contact field by clicking the “**Add Contact**” button.
- When you are finished adding Contacts, click “**Submit**.”

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Residents | Business | Visitors | Government | Office of the Mayor | Search | Email Updates | Contact Us

E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

Client Annual Report 2006 for Kennedy Psych Associates

REPORTING PERIOD & CLIENT INFO | ADD LOBBYISTS | LOBBYIST INFORMATION | **ADD ACTIVITIES** | **ACTIVITY INFORMATION** | REIMBURSED CLIENT EXPENSES | ITEMIZED EXPENSE | CERTIFICATION (R.O. ONLY)

LOBBYING ACTIVITY

Subject Category Procurement [Edit](#)

Details Vending relating to Yankee Stadium concessions.

Target Agency Borough President - Bronx

Added Contacts

Davis, Glen	Delete
-------------	------------------------

ADD CONTACT

Last Name

First Name

The selected Target is displayed. You can click **"Add Target"** to add another Target, or click **"Back to Activities"** to return to the Activities page.

Residents | Business | Visitors | Government | Office of the Mayor | [Search](#) | [Email Updates](#) | [Contact Us](#)

E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

Client Annual Report 2006 for Kennedy Psych Associates

All fields marked with red asterisk * are required fields.

LOBBYING ACTIVITY

Subject Category Procurement [Edit](#)

Details Vending relating to Yankee Stadium concessions.

Activity Targets (1) [HIDE](#)

Target	
Borough President - Bronx	VIEW DETAILS OPEN TARGET DELETE

▶ ADD TARGET

Target Agency *

Filter by:

- Administration for Children's Services
- Anti-Graffiti Task Force
- Attaches of the Council
- Banking Commission
- Borough President - Queens
- Borough President - Bronx
- Borough President - Brooklyn
- Borough President - Manhattan
- Borough President - Queens
- Borough President - Staten Island
- Brooklyn Navy Yard Development Corporation

[Add Target](#)

[Back to Activities](#) [Cancel](#)

You can add another activity by clicking the “**Add Activity**” button, or click the “**Continue**” button to continue completing the Report.

Residents | Business | Visitors | Government | Office of the Mayor | [Search](#) | [Email Updates](#) | [Contact Us](#)

E-LOBBYIST | New York City Lobbyist Filing System rkennedy@doitt.nyc.gov [Home](#) [Log Out](#)

Client Annual Report 2006 for Kennedy Psych Associates

REPORTING PERIOD & CLIENT INFO → ADD LOBBYISTS → LOBBYIST INFORMATION → **ADD ACTIVITIES** → ACTIVITY INFORMATION → REIMBURSED CLIENT EXPENSES → ITEMIZED EXPENSE → CERTIFICATION (RO. ONLY)

LOBBYING ACTIVITIES

You may add activities to this list by clicking the 'Add Activity' button below.

Subject Category	Target	
Procurement	Borough President - Bronx	OPEN ACTIVITY DELETE

[Back](#)
[Add Activity](#)
[Continue »](#)
[Cancel](#)
[Delete Report](#)

Special Target: COMMUNITY BOARDS

The following illustrates COMMUNITY BOARDS Target Agency selections.

In the “Lobbying Activity” page,

- enter the word “**Community**” or “**Boards**” in the “**Filter by:**” field
- highlight “**Community Boards**” and
- click the “**Add Target**” button.

P5 Periodic Report for ABC Inc.

All fields marked with red asterisk * are required fields.

LOBBYING ACTIVITY

Subject Category: Local Law [Edit](#)

Details: Subject Details...

Activity Targets (2) [HIDE](#)

Target	
NYC Council Members	VIEW DETAILS OPEN TARGET DELETE
NYC Council Members - Staff	VIEW DETAILS OPEN TARGET DELETE

ADD TARGET

Target Agency *

Filter by:

- Community Affairs Unit
- Community Boards**
- Department of Youth & Community Development (DYCD)

[Add Target](#)

[Back to Activities](#) [Cancel](#)

The Target “Community Boards” is added and Borough checkboxes are displayed:

- check the box(es) next to the Borough(s) you want to add, then
- click the “**Continue**” button.

P5 Periodic Report for ABC Inc.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Target Agency Community Boards

Borough

Bronx
 Brooklyn
 Manhattan
 Queens
 Staten Island

[Continue >](#) [Cancel](#)

The Boroughs are added and the Community Boards selections are displayed. You must add at least one Board Number for each selected Borough.

To add Community Boards,

- Highlight a Board Number in the left-side window (click the **Ctrl** button for multiple selections) and click the “**Add**” button to move it the right-side window.
- Click the “**Remove**” button to reverse your selection.
- When you are finished selecting Board Numbers, click the “**Continue**” button.

P5 Periodic Report for ABC Inc.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Target Agency Community Boards

Boroughs Bronx
 Manhattan

All Community Boards

Borough	Board No.	Action
Bronx Community Boards	Board No. 1	Add >
	Board No. 2	Add >
	Board No. 3	Add >
	Board No. 4	Add >
	Board No. 5	Add >
Manhattan Community Boards	Board No. 1	Add >
	Board No. 2	Add >
	Board No. 3	Add >
	Board No. 4	Add >
	Board No. 5	Add >

Selected Community Boards

Board No. 1	Remove <
Board No. 3	Remove <

[Continue >](#) [Cancel](#)

The Contact form appears. You must enter at least one Contact for each Board Number (you may enter up to ten).

- To enter Contacts, add a Last Name and First Name in their respective fields, then click the “**Add Contact**” button.
- When you have finished adding Contacts, click the yellow “**Submit**” button.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Target Agency Community Boards

Boroughs Bronx
Manhattan [Edit](#)

Community Boards Bronx Board No. 1
Manhattan Board No. 3 [Edit](#)

Bronx Board No. 1

Added Contacts

Test, Test [Delete](#)

▶ ADD CONTACT

Last Name

First Name

[Add Contact](#)

Manhattan Board No. 3

Added Contacts

Test2, Test2 [Delete](#)

▶ ADD CONTACT

Last Name

First Name

[Add Contact](#)

[Submit](#) [Cancel](#)

You can add another Target or click the yellow **“Back to Activities”** button to return to the main Activity page.

All fields marked with red asterisk * are required fields.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)
Details Subject Details...

Activity Targets (3) **HIDE**

Target		
NYC Council Members		VIEW DETAILS OPEN TARGET DELETE
NYC Council Members - Staff		VIEW DETAILS OPEN TARGET DELETE
Community Boards		HIDE DETAILS OPEN TARGET DELETE
Bronx Board No. 1	Test, Test	
Manhattan Board No. 3	Test2, Test2	

» **ADD TARGET**

Target Agency * **Filter by:**

- Administration for Children's Services
- Anti-Graffiti Task Force
- Attaches of the Council
- Banking Commission
- Board of Correction (BOC)
- Board of Elections (BOENY)
- Board of Standards And Appeals (BSA)
- Borough Historical Societies
- Borough President - Bronx
- Borough President - Brooklyn
- Borough President - Manhattan

[Add Target](#)

[Back to Activities](#) [Cancel](#)

Special Target: COUNCIL MEMBERS

The following illustrates COUNCIL MEMBERS Target Agency selections.

NOTE: You may select “Council Members” or “Council Members – Staff.” If you select “Council Members” you are not required to enter a Contact for each Council Member, as Council Members are also Staff Members. However, if you select “Council Members – Staff,” you must enter a Contact person for each Staff member you select.

To select a Council Member,

- In the “Lobbying Activity” form page, enter the keyword **“Council”** in the **“Filter by:”** field, then highlight **“NYC Council Members”** in the “Target Agency” window.
- Click **“Add Target”**

LOBBYING ACTIVITY

Every Lobbying Activity must have atleast one Target. Select 'Add Target' to add all Targets pertaining to a particular Lobbying Activity. Please Select 'Back to Activities' button to go back to view/add more Lobbying Activities.

Subject Category * Local Law

Include a description of the subject(s) the lobbyist(s) lobbied to sufficiently identify: the local law/introduction/resolution/rule (number & year required); the location of real property (address or block/lot number/borough); the procurement of goods, services or construction; any agreement involving the disbursement of public money; the rate making proceeding; the determination of a board or commission; or any other matter lobbied.

Details * Subject Details...

Activity Targets (0) **HIDE**

Target
No target Agencies have been added. Please select a Target Agency and click 'Add Target'.

▶ **ADD TARGET**

Target Agency * **Filter by:** Council

- Attaches of the Council
- City Clerk & Clerk of the Council
- NYC Council Members**
- NYC Council Members - Staff

Add Target

Back to Activities **Cancel**

The Council Members selection list is displayed. To add Council Members,

- Highlight a Council Member in the left-side window (click the **Ctrl** button for multiple selections or the **“Select All”** button to select all names) and click the **“Add”** button to move it the right-side window.
- Click the **“Remove”** button to reverse your selection.
- When you are finished selecting Council Members, click the **“Continue”** button.

E-LOBBYIST | New York City Lobbyist Filing System

P5 Periodic Report for ABC Inc.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Target Agency NYC Council Members

Council Members

Falder, Simcha - District No. 44	<input type="button" value="Add >"/> <input type="button" value="< Remove"/>	Gerson, Alan - District No. 1
White, Jr., Thomas - District No. 28		Vann, Albert - District No. 35
Avella, Tony - District No. 19		Palma, Annabel - District No. 18
Ignizio, Vincent - District No. 51		DeBlasio, Bill - District No. 39
Gentile, Vincent J. - District No. 43		Barron, Charles - District No. 42

[Select All](#) [Select All](#)

The selected Council Members are listed. From here, you can:

- Click the **“Edit”** link to the right of the list to change your selections.
- Click **“Cancel”** to clear your selections or
- Click the **“Submit”** button to submit these Council Members and return to the main Activities page.

P5 Periodic Report for ABC Inc.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Target Agency NYC Council Members

Council Members [Edit](#)

- Gerson, Alan - District No. 1
- Vann, Albert - District No. 36
- Palma, Annabel - District No. 18
- DeBlasio, Bill - District No. 39
- Barron, Charles - District No. 42
- Quinn, Christine - District No. 3
- Garodnick, Daniel - District No. 4
- Mealy, Darlene - District No. 41
- Weprin, David - District No. 23
- Yassky, David - District No. 33
- Reyna, Diana - District No. 34
- Recchia, Jr., Domenic M. - District No. 47
- Crowley, Elizabeth - District No. 30
- Gioia, Eric - District No. 26
- Ulrich, Eric - District No. 32
- Dilan, Erik Martin - District No. 37
- Koppell, G. Oliver - District No. 11
- Brewer, Gale - District No. 6
- Foster, Helen - District No. 16
- Sears, Helen - District No. 25
- Dickens, Inez - District No. 9
- Gennaro, James - District No. 24
- Oddo, James - District No. 50
- Sanders, Jr., James - District No. 31
- Vacca, James - District No. 13
- Lappin, Jessica - District No. 5

Submit **Cancel**

Special Target: OFFICE OF THE MAYOR

The following illustrates Office of the Mayor Target (OTM) Agency selections.

After selecting “**Office of the Mayor (OTM)**” as a Target, you must add at least one selection from the Offices/Departments list.

- Highlight an Office or Department in the left-side window (click the **Ctrl** button for multiple selections) and click the “**Add**” button to move it the right-side window.
- Click the “**Remove**” button to reverse your selection.
- When you are finished selecting Offices and/or Departments, click the “**Continue**” button.

P5 Periodic Report for ABC Inc.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Target Agency Office of The Mayor (OTM)

Offices/Departments

Administrative Justice Coordinator	<input type="button" value="Add >"/> <input type="button" value="< Remove"/>	Administrative Services
Administrative Services		
Adult Education		
Advisory Committee on the Judiciary Art Commission		

When the Contact Form opens at the bottom of the page,

- Add the Last Name and First Name of at least one Contact for each Office/Department, then click the **“Add Contact”** button.
- When you are finished adding Contacts, click the yellow **“Submit”** button.

P5 Periodic Report for ABC Inc.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Target Agency Office of The Mayor (OTM)

Offices/Departments Administrative Services [Edit](#)

Administrative Services

Added Contacts

Test, Test	Delete
------------	------------------------

» ADD CONTACT

Last Name

First Name

You return to the Target page. Here, you can:

- Add more Targets
- Edit existing Targets
- Delete existing Targets or
- Click the yellow **“Back to Activities”** button to return to the Activities page.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Activity Targets (4) [HIDE](#)

Target	
NYC Council Members	VIEW DETAILS OPEN TARGET DELETE
NYC Council Members - Staff	VIEW DETAILS OPEN TARGET DELETE
Community Boards	VIEW DETAILS OPEN TARGET DELETE
Office of The Mayor (OTM)	HIDE DETAILS OPEN TARGET DELETE
Administrative Services	Test, Test

» **ADD TARGET**

Target Agency *

Filter by:

- Administration for Children's Services
- Anti-Graffiti Task Force
- Attaches of the Council
- Banking Commission
- Board of Correction (BOC)
- Board of Elections (BOENY)
- Board of Standards And Appeals (BSA)
- Borough Historical Societies
- Borough President - Bronx
- Borough President - Brooklyn
- Borough President - Manhattan

[Add Target](#)

[Back to Activities](#)

[Cancel](#)

Editing Selected Targets

The following illustrates how to edit selected targets.

- In the **Lobbying Activity** page, select the green **“View Details”** button to the right of a Target you want to review.
- Click the **“Open Target”** button to edit part of a Target (or click the **“Delete”** button to remove a target completely).

All fields marked with red asterisk * are required fields.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)
Details Subject Details...

Activity Targets (4) [HIDE](#)

Target	
NYC Council Members	VIEW DETAILS OPEN TARGET DELETE
NYC Council Members - Staff	VIEW DETAILS OPEN TARGET DELETE
Community Boards	HIDE DETAILS OPEN TARGET DELETE
Bronx Board No. 1	Test, Test
Manhattan Board No. 3	Test2, Test2
Brooklyn Board No. 2	New Contact, New Contact
Office of The Mayor (OTM)	VIEW DETAILS OPEN TARGET DELETE

ADD TARGET

Target Agency * **Filter by:**

Administration for Children's Services
 Anti-Graffiti Task Force
 Attaches of the Council
 Banking Commission
 Board of Correction (BOC)
 Board of Elections (BOENY)
 Board of Standards And Appeals (BSA)
 Borough Historical Societies
 Borough President - Bronx
 Borough President - Brooklyn
 Borough President - Manhattan

[Add Target](#)

[Back to Activities](#)

[Cancel](#)

The Lobbying Activity page opens for editing. From here, you can:

- Add Contacts for the Borough Boards (using the open form fields) or
- Edit the Boards (clicking the **“Edit”** link to the far right of the label) or
- Edit the Boroughs (clicking the **“Edit”** link to the far right of the label).

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Target Agency Community Boards

Boroughs Bronx
 Manhattan [Edit](#)

Community Boards Bronx Board No. 1
 Manhattan Board No. 3 [Edit](#)

Bronx Board No. 1

Added Contacts

Test, Test [Delete](#)

» ADD CONTACT

Last Name

First Name

Manhattan Board No. 3

Added Contacts

Test2, Test2 [Delete](#)

» ADD CONTACT

Last Name

First Name

The “**Edit**” link to the right of the Boroughs label has been clicked and the “**Edit Boroughs**” form (shaded in blue) appears.

Change your Borough selections, then click “**Continue**” when you are finished (or “**Cancel**” to return to the previous page).

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Target Agency Community Boards

Edit Boroughs

Borough

- Bronx
- Brooklyn
- Manhattan
- Queens
- Staten Island

Community Boards Bronx Board No. 1 [Edit](#)
 Manhattan Board No. 3

Bronx Board No. 1

Added Contacts

Test, Test [Delete](#)

» ADD CONTACT

Last Name

First Name

Manhattan Board No. 3

Added Contacts

Test2, Test2 [Delete](#)

» ADD CONTACT

Last Name

First Name

After selecting Boroughs, you must click the **“Edit”** link to the right of Community Boards and the Community Boards form appears.

- Select the Board numbers you want from the left-side window (press the **Ctrl** key to move multiple Boards) and click the **“Add”** button to move them to the right-side window.
- Click **“Remove”** to remove any selections you want to reverse.
- When you are finished selecting Community Boards, click the **“Update Boards”** button.

LOBBYING ACTIVITY

Subject Category Local Law [Edit](#)

Details Subject Details...

Target Agency Community Boards

Boroughs Bronx
 Manhattan
 Brooklyn [Edit](#)

Edit Community Boards

	All Community Boards		Selected Community Boards
Bronx Community Boards	Board No. 1 Board No. 2 Board No. 3 Board No. 4 Board No. 5	Add > < Remove	Board No. 1
Manhattan Community Boards	Board No. 1 Board No. 2 Board No. 3 Board No. 4 Board No. 5	Add > < Remove	Board No. 3
Brooklyn Community Boards	Board No. 1 Board No. 2 Board No. 3 Board No. 4 Board No. 5	Add > < Remove	

Update Boards Cancel

Bronx Board No. 1

Added Contacts

Test, Test [Delete](#)

» ADD CONTACT

Last Name

First Name

Add Contact

Manhattan Board No. 3

The Contacts form appears.

- Add new Contacts by entering a Last Name and First Name and clicking the “**Add Contact**” button (or select the **Delete** link to remove Contacts).
- When you are finished adding Contacts to the Contact form, click the yellow “**Submit**” button to complete editing Targets.

Boroughs	Bronx Manhattan Brooklyn	Edit
<hr/>		
Community Boards	Bronx Board No. 1 Manhattan Board No. 3 Brooklyn Board No. 2	Edit
<hr/>		
Bronx Board No. 1		
Added Contacts		
Test, Test		Delete
» ADD CONTACT		
Last Name	<input type="text"/>	
First Name	<input type="text"/>	
<input type="button" value="Add Contact"/>		
<hr/>		
Manhattan Board No. 3		
Added Contacts		
Test2, Test2		Delete
» ADD CONTACT		
Last Name	<input type="text"/>	
First Name	<input type="text"/>	
<input type="button" value="Add Contact"/>		
<hr/>		
Brooklyn Board No. 2		
Added Contacts		
» ADD CONTACT		
Last Name	<input type="text"/>	
First Name	<input type="text"/>	
<input type="button" value="Add Contact"/>		
<hr/>		
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>

Filing Termination Reports

Who Must File Termination Reports?

Clients and Lobbyists who terminate their retainer agreement with each other must also file a Termination Report within e-Lobbyist. Termination Report is not needed if the retainer ends on 12/31 of the Registration year.

Requirements for Filing Terminations

Please note the following requirements for filing Termination Reports:

- Terminations must be filed within 30 days of the relationship termination and include the effective date of termination (not to be confused with the termination filing date).
- Late terminations are those filed anytime after 30 days from the End Date of the Statement of Registration.
- All terminations must be certified.

Please review the following about Statement of Registrations:

- Changes to Start and End Dates in the Statement of Registration are not allowed after filing the Termination Report. You must first delete the Termination Report (refer to the section below) in order to change the Start and End Dates in the Registration.
- Termination Reports are only available for current year and prior year registrations that do not end on 12/31.

Lobbyists Filing Termination Reports

How to File a Termination Report

Log in to the system. All Clients for whom you filed a Statement of Registration are displayed under the “Clients” tab (it becomes “Clients For:” after it opens). To file a Termination Report for a Client, first click the green “View Details” button to the right of the Client name:

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'Clients For: 2009', 'Fund/Political Consulting', 'Employees', 'Entity Profile', 'Payments', 'Filings', and 'FILE CLIENT REGISTRATION'. Below the navigation bar is a table with the following columns: 'Client Name', 'Client Address', 'Last Updated', 'Status', and 'Details'. The table contains two rows of data. The first row is for 'ABC Inc.' with address '234 Weigan St, Manhattan, NY 11005 (232) 323-6457', last updated '09/23/2009', and status 'Filed'. The 'Details' column for this row contains a green 'VIEW DETAILS' button circled in red, along with a printer icon and a document icon. The second row is for 'Apple iPhone' with address '123 Apple drive, asda, NY 12312 (123) 523-2345', last updated '09/22/2009', and status 'Draft'. The 'Details' column for this row also contains a green 'VIEW DETAILS' button and a printer icon.

Client Name	Client Address	Last Updated	Status	Details
ABC Inc.	234 Weigan St Manhattan, NY 11005 (232) 323-6457	09/23/2009	Filed	VIEW DETAILS  
Apple iPhone	123 Apple drive asda, NY 12312 (123) 523-2345	09/22/2009	Draft	VIEW DETAILS 

After the Client details appear, locate the “Termination Report” row, then click the orange “File Report” button to the right:

Clients For: 2009		Fund/Political Consulting	Employees	Entity Profile	Payments	Filings	FILE CLIENT REGISTRATION
Client Name	Client Address			Last Updated	Status	Details	
ABC Inc.	234 Weigan St Manhattan, NY 11005 (232) 323-6457			09/23/2009	Filed	HIDE DETAILS 	
	Begin Date	End Date	Last Updated	Status			
P1 Report	03/01/2009	03/16/2009	-----	-----	FILE REPORT		
P2 Report	05/01/2009	05/15/2009	-----	-----	FILE REPORT		
P3 Report	07/01/2009	07/15/2009	-----	-----	FILE REPORT		
P4 Report	09/01/2009	09/15/2009	-----	-----	FILE REPORT		
P5 Report	11/01/2009	11/16/2009	-----	-----	FILE REPORT		
P6 Report / Annual Report	01/01/2010	01/15/2010	-----	-----	FILE REPORT		
	Termination Date	Date Filed	Status				
Termination Report				FILE REPORT 			
Apple iPhone	123 Apple drive asda, NY 12312 (123) 523-2345			09/22/2009	Draft	VIEW DETAILS 	

The system displays the following warning. **NOTE: the Termination Date is the End Date entered in the Statement of Registration. You can verify that End Date in this warning message.**

Clients For: 2009		Fund/Political Consulting	Employees	Entity Profile	Payments	Filings	FILE CLIENT REGISTRATION
Client Name	Client Address			Last Updated	Status	Details	
ABC Inc.	234 Weigan St Manhattan, NY 11005 (232) 323-6457			09/23/2009	Filed	HIDE DETAILS 	
	Begin Date	End Date	Last Updated	Status			
P1 Report					FILE REPORT		
P2 Report					FILE REPORT		
P3 Report					FILE REPORT		
P4 Report					FILE REPORT		
P5 Report					FILE REPORT		
P6 Report / Annual Report					FILE REPORT		
	Termination Date	Date Filed	Status				
Termination Report				FILE REPORT			
Apple iPhone	123 Apple drive asda, NY 12312 (123) 523-2345			09/22/2009	Draft	VIEW DETAILS 	

WARNING

The termination date is taken from the End Date you entered in your Statement of Registration. The current End Date entered in your Statement of Registration is 12/30/2009 .

If this is the correct termination date, click on Proceed to continue filing your termination report.

Please click Cancel and do not proceed any further if you wish to enter a different termination date of your agreement. You are first required to amend your Statement of Registration to reflect the new End Date before certifying your termination report.

After amending and certifying the End Date in the Registration, please proceed with filing your termination report.

.....

Proceed **Cancel**

To continue, click “Proceed” and the Termination Report is displayed (refer to the graphic below) containing both you and your Client’s information. **NOTE: The system adds the Termination Date with the End Date specified in the Statement of Registration. You cannot edit this date.**

Scroll down the page (graphic below) and

- check the box below the heading “**Termination Date**” and
- enter your password, then
- click the yellow “**Certify Termination**” button.

NOTE: You are still required to file a Periodic Report for the period in which the termination occurs. You must also file your P6/Annual Report for the year of the termination.

TERMINATION DATE

Termination Date 12/30/2009

PLEASE NOTE THESE REPORTING REQUIREMENTS : Pursuant to Sec 3-215, you are still required to file a Periodic Report for the period in which the termination occurs. You must also file your P6/Annual Report for the year of termination.

I have read, and agree to abide by the above mentioned reporting requirement.

CERTIFICATION

Only the Principal Officer can certify each Termination Report.

I certify that all statements made on this report are true and correct to the best of my knowledge and belief and I understand that the willful false statement of any material fact herein will subject me to the provisions of law relevant to the making of false instruments and will render such statement null and void.

Required fields are indicated by *.

Principal Officer Kennedy, Robert

Password *

Certify Termination > Cancel

The status for the Termination Report changes to “Completed” and the system sends an email confirmation to **both** you and your terminated Client. **NOTE: You will not be able to make any changes to the Start and End Dates in the Registration once the Termination Report is filed. You must delete this (just filed) Termination Report in order to change the Start and End Dates in the Registration (refer to the section below for this procedure).**

Clients For: 2009		Fund/Political Consulting	Employees	Entity Profile	Payments	Filings	FILE CLIENT REGISTRATION
Client Name	Client Address			Last Updated	Status	Details	
ABC Inc.	234 Weigan St Manhattan, NY 11005 (232) 323-6457			09/23/2009	Filed	HIDE DETAILS	
	Begin Date	End Date	Last Updated	Status			
P1 Report	03/01/2009	03/16/2009	-----	-----	FILE REPORT		
P2 Report	05/01/2009	05/15/2009	-----	-----	FILE REPORT		
P3 Report	07/01/2009	07/15/2009	-----	-----	FILE REPORT		
P4 Report	09/01/2009	09/15/2009	-----	-----	FILE REPORT		
P5 Report	11/01/2009	11/16/2009	-----	-----	FILE REPORT		
P6 Report / Annual Report	01/01/2010	01/15/2010	-----	-----	FILE REPORT		
	Termination Date	Date Filed	Status				
Termination Report	12/30/2009	09/23/2009	Completed	FILE REPORT	DELETE		
Apple iPhone	123 Apple drive asda, NY 12312 (123) 523-2345			09/22/2009	Draft	VIEW DETAILS	

How to Delete a Filed Termination Report

You can delete a filed Termination Report at any time:

Log in to the system. All Clients for whom you filed a Statement of Registration are displayed on the “Client” tab (it becomes “Clients For:” after it opens). Click the green “View Details” button to the right of the Client you have filed a Termination Report for:

Clients For: 2009		Fund/Political Consulting	Employees	Entity Profile	Payments	Filings	FILE CLIENT REGISTRATION
Client Name	Client Address			Last Updated	Status	Details	
ABC Inc.	234 Weigan St Manhattan, NY 11005 (232) 323-6457			09/23/2009	Filed	VIEW DETAILS	
Apple iPhone	123 Apple drive asda, NY 12312 (123) 523-2345			09/22/2009	Draft	VIEW DETAILS	

When the Client details appear, locate the “Termination Report” row and click the orange “Delete” button to its right:

Clients For: 2009		Fund/Political Consulting	Employees	Entity Profile	Payments	Filings	FILE CLIENT REGISTRATION
Client Name	Client Address			Last Updated	Status	Details	
ABC Inc.	234 Weigan St Manhattan, NY 11005 (232) 323-6457			09/23/2009	Filed	HIDE DETAILS	
	Begin Date	End Date	Last Updated	Status			
P1 Report	03/01/2009	03/16/2009	-----	-----	FILE REPORT		
P2 Report	05/01/2009	05/15/2009	-----	-----	FILE REPORT		
P3 Report	07/01/2009	07/15/2009	-----	-----	FILE REPORT		
P4 Report	09/01/2009	09/15/2009	-----	-----	FILE REPORT		
P5 Report	11/01/2009	11/16/2009	-----	-----	FILE REPORT		
P6 Report / Annual Report	01/01/2010	01/15/2010	-----	-----	FILE REPORT		
	Termination Date	Date Filed	Status				
Termination Report	12/30/2009	09/23/2009	Completed	FILE REPORT	DELETE		
Apple iPhone	123 Apple drive asda, NY 12312 (123) 523-2345			09/22/2009	Draft	VIEW DETAILS	

The system displays a warning message:

Clients For: 2009		Fund/Political Consulting	Employees	Entity Profile	Payments	Filings	FILE CLIENT REGISTRATION
Client Name	Client Address			Last Updated	Status	Details	
ABC Inc.	234 Weigan St Manhattan, NY 11005 (232) 323-6457			09/23/2009	Filed	HIDE DETAILS	
	Begin Date	End Date	Last Updated	Status			
P1 Report					FILE REPORT		
P2 Report					FILE REPORT		
P3 Report					FILE REPORT		
P4 Report					FILE REPORT		
P5 Report					FILE REPORT		
P6 Report / Annual Report	01/01/2010	01/15/2010	-----	-----	FILE REPORT		
	Termination Date	Date Filed	Status				
Termination Report	12/30/2009	09/23/2009	Completed	FILE REPORT	DELETE		
Apple iPhone	123 Apple drive asda, NY 12312 (123) 523-2345			09/22/2009	Draft	VIEW DETAILS	

WARNING

Upon deletion of this termination, please amend your Statement of Registration to reflect the new End Date.

After amending and certifying the End Date in the Registration, please proceed with filing your termination report.

.....

Proceed **Cancel**

To continue, click “Proceed” and the previously filed Termination Report is displayed (refer to the graphic below). **NOTE: You are still required to fulfill all necessary reporting requirements after deleting the Termination Report.** Scroll down the page and

- check the box below the heading “Termination Date”
- enter your password, then
- click the yellow “Delete Termination” button.

TERMINATION DATE

Termination Date 12/30/2009

PLEASE NOTE : Upon deletion of this termination, you are still required to fulfill all necessary reporting requirements.

have read, and agree to abide by the above mentioned reporting requirement.

CERTIFICATION

Only the Principal Officer can certify each Termination Report.

I certify that all statements made on this report are true and correct to the best of my knowledge and belief and I understand that the willful false statement of any material fact herein will subject me to the provisions of law relevant to the making of false instruments and will render such statement null and void.

Required fields are indicated by *.

Principal Officer Kennedy, Robert

Password * [masked]

Delete Termination >> **Cancel**

The system sends an email confirmation to **both** you and your terminated Client, confirming the deletion. **NOTE: You can now make changes to Start and End Dates in the Registration.**

NOTE: The effect of the End Date on your Client Periodic Report (CPR):
You must file all CPRs up to the End Date entered in the Statement of Registration. After the End Date in the Registration lapses, you must file a Termination Report and P6/Annual Report. Termination is not needed if the End Date is 12/31. For any other End Date, a Termination Report is needed.

Clients Filing Termination Reports

How to File a Termination Report

When you want to terminate a relationship with any Lobbyist in the e-Lobbyist system, you must file a “Termination Report” for that Lobbyist. **NOTE: You may file a termination without having filed a Client Annual Report (CAR) for that year.**

To terminate a Lobbyist from the system:

Select the orange “File Termination Report” button on your “Home” page:

[→ FILE TERMINATION REPORT](#)

Details

[VIEW DETAILS](#)

[VIEW DETAILS](#) [FILE REPORT](#)

[VIEW DETAILS](#) [FILE REPORT](#)

[VIEW DETAILS](#) [FILE REPORT](#)

After the Lobbyist list appears, select the Lobbyist you wish to Terminate (should be actively enrolled in order to appear in this list) Lobbyist (you can only terminate one Lobbyist at a time):

View Lobbyists Alphabetically By: [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [0](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#)

Lobbyist Name	Lobbyist Address
345345	75 Park Place New York, NY 10007
ABC Inc.	234 Weigan St Manhattan, NY 11005
Antique Show	234 5 Ave Brooklyn, NY 11235
Apple iPhone	123 Apple drive asda, NY 12312

After the Lobbyist’s information appears, enter an effective “Termination Date” and mark the box that reads “I have read, and agree to abide by the above mentioned reporting requirement.”:

TERMINATION DATE

Termination Date * (mm/dd/yyyy)

PLEASE NOTE THIS REPORTING REQUIREMENT: Pursuant to Sec 3-215, you are still required to file an Annual report for the year of termination.

I have read, and agree to abide by the above mentioned reporting requirement.

Next, enter your “Password,” then certify the termination by clicking the yellow “Certify Termination” button:

CERTIFICATION

Only the Principal Officer can certify each Termination Report.

I certify that all statements made on this report are true and correct to the best of my knowledge and belief and I understand that the willful false statement of any material fact herein will subject me to the provisions of law relevant to the making of false instruments and will render such statement null and void.

Required fields are indicated by *

Principal Officer Kennedy, Robert

Password * [REDACTED]

Certify Termination » Cancel

The system sends an email confirmation to **both** you and the terminated Lobbyist confirming the termination. The Termination Report status changes to “Completed” (refer to the graphic below). **NOTE: You will be able to include this Lobbyist on the CAR.**

Only one Termination Report can be filed for a Lobbyist for a given Reporting Year, unless the Termination Report is in ‘Deleted’ status (then the Termination Report can be filed again for the same Lobbyist).

To view or print a PDF copy of the filed Termination Report, click the “Terminations” tab on your “Home” page, then click the “Page” icon to the far right of your terminated Lobbyist’s name:

Annual Reports		Entity Profile		Terminations		→ FILE TERMINATION REPORT	
Lobbyist Name	Reporting Year	Termination Date	Date Filed	Status	Details		
Apple iPhone	2009	09/22/2009	09/22/2009	Completed	DELETE		

How to Delete a Filed Termination Report

You can delete a filed Termination Report for a Lobbyist at any time.

Log in to the system and click the “Terminations” tab. The system displays all Termination Reports filed by Clients for their Lobbyists.

Select the green “Delete” button to the right of the Lobbyist’s name whose termination you want to reverse (you can only delete one Termination Report at a time):

Annual Reports		Entity Profile		Terminations		→ FILE TERMINATION REPORT	
Lobbyist Name	Reporting Year	Termination Date	Date Filed	Status	Details		
Apple iPhone	2009	09/22/2009	09/22/2009	Completed	DELETE		

A page appears with the heading: **Certify & Submit Termination of Lobbyist's Retainer**
 This page contains both your and your terminated Lobbyist's information. Scroll down the page and

- check the box below the heading "Termination Date,"
- enter your password, then
- click the yellow "Delete Termination" button.

TERMINATION DATE

Termination Date 09/22/2009

PLEASE NOTE: Upon deletion of this termination, you are still required to fulfill all necessary reporting requirements.

Check this box, Certify, and select the 'Delete Termination' button to delete this Termination.

CERTIFICATION

Only the Principal Officer can certify each Termination Report.

I certify that all statements made on this report are true and correct to the best of my knowledge and belief and I understand that the willful false statement of any material fact herein will subject me to the provisions of law relevant to the making of false instruments and will render such statement null and void.

Principal Officer Kennedy, Robert

Password

Delete Termination » Cancel

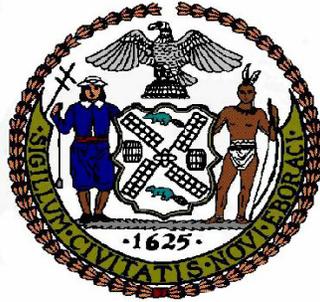
The system sends an email confirmation to **both** you and your terminated Lobbyist confirming the deletion of the termination.

You will be able to view and print a PDF copy of the filed deletion (below the "Status" column has changed to "Deleted" and the PDF icon is available in the far right column):

Annual Reports		Entity Profile		Terminations		→ FILE TERMINATION REPORT	
Lobbyist Name	Reporting Year	Termination Date	Date Filed	Status	Details		
Apple iPhone	2009	09/22/2009	09/23/2009	Deleted	DELETE		

NOTE: You will be able to include this Lobbyist on the CAR.

Office of the City Clerk



Clerk of the Council

Office of the City Clerk

Lobbying Bureau

Michael McSweeney, City Clerk, Clerk of the Council
Patrick Synmoie, General Counsel
Arnie Wolsky, Deputy Counsel
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Thank you for attending!