

Multnomah County Lobbyist Registration: User Guide

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Part 1: Creating a New Account

Welcome to the Multnomah County Lobbyist Accountability Portal user guide. This section walks you through how to determine if you are required to register under County ordinance and how to set up your lobbyist account.

Navigating the Landing Page

The [Accountability Portal Landing Page](#) will help you determine your registration status, access the public registry, or sign in to manage your account.

- **Do I Need to Register?:** Click **Check now** to open the exemption checker tool.
- **Search Lobbyist Registry:** Click **Search now** to view the public database of registered lobbying entities and their filed expense reports.
- **Sign In:** Located in the top-right corner of the page, this button allows existing users to log in or create a new account.

Evaluating if You Need to Register

Before creating an account, you can use the interactive **Exemption Checker** to verify your legal obligation to register. The system applies Multnomah County Code thresholds to evaluate your specific situation.

1. **Enter Your Lobbying Hours.** In the hours field, enter the cumulative number of hours you spend on lobbying activities per calendar quarter.
 - **What to include:** Time spent communicating with public officials to influence legislative or administrative action.
 - **What to exclude:** Travel time.

Compliance Threshold: If you spend 10 hours or less per calendar quarter lobbying, you are generally exempt from registration. Registration is triggered once you exceed 10 cumulative hours in a quarter.

2. **Identify Potential Exemptions.** Check any of the following boxes if they apply to your role:

- **I am news media:** You are an employee or agent of the news media publishing or broadcasting content that urges legislative action in the ordinary course of business, and you engage in no other lobbying activities.
- **I am a government official:** You are a current public official acting within your official capacity.
- **I only give public testimony:** You receive no additional consideration for lobbying and strictly limit your activities to formal public testimony before the County Board or its committees.
- **I am responding to a County request:** You are solely responding to direct inquiries or requests for information made by the County.
- **I serve on an advisory committee:** You are participating as a designated member of a County advisory committee, commission, or workgroup.

3. **Review Your Status Result.** Click **Check My Status**. If your activities exceed the 10-hour threshold and no exemptions apply, a warning panel will appear:

 **You MUST register as a lobbyist** Under County rules, you must electronically register within **three (3) business days** of exceeding the 10-hour quarterly limit. The tool will calculate and display your exact deadline date based on the current calendar day.

4. Click the orange **Sign In to Register** button to proceed.

Accessing the Account Portal

On the Lobbying Accountability Portal gateway screen, select the appropriate login method:

1. Multnomah County Staff: Reserved for internal County employees using single sign-on (Sign in with County Account).
2. Lobbyists & Employers: Click the green Sign in / Register button to access public user accounts.

Creating Your Account & Verifying Email

1. If you do not have an account, click the **Create an account** link at the bottom of the log-in box. Enter your preferred **Email Address** and click **Verify My Email Address**.
2. The system will automatically send a 6-digit security code to your inbox.
3. Enter the Verification Code
4. Copy the code from your email.

5. Paste or type it into the **Verification code** field.
6. Click **Verify & Continue** (or click *Send new code* if the email hasn't arrived within a few minutes). You may also need to check your spam folder.

Completing Account Details

Once your email is verified, fill out the final account details on the **Create Account** screen:

- **New Password:** Create a password that is at least 8 characters long. It must contain at least 3 of the following: a lowercase letter, an uppercase letter, a number, or a symbol.
- **Confirm New Password:** Re-enter your password exactly as typed above.
- **Full Name for Display:** Enter your full name as you want it to appear publicly on the registry.
- **First Name & Last Name:** Input your legal first and last name into their respective fields.
- Click **Create**.

Your Welcome Dashboard

Upon successful account creation, you will automatically be logged in and redirected to the **Welcome Page**. From here, you can launch the specific workflows required for your role under the **Quick Actions** section.

 Note that you should register as a lobbyist if you [meet the criteria](#) under Multnomah County ordinance. If you employ lobbyists who meet the criteria you should register as an employer. If you are both a lobbyist and an employer you will need to create two separate accounts using different email addresses.

- **Register as Lobbyist:** Select this option to fill out your professional profile, list your subjects of legislative interest, and link your employers.
- **Register as Employer:** Select this option if you are an officer or designated contact authorizing a lobbyist to act on behalf of your business or organization.

Part 2: Registering as a Lobbyist

Once your account is created, you must complete your registration.

 Note that your contact information and expenses submitted on the Lobby Portal will be made available to the public through the Search Registry.

Registration Deadline: You must submit this registration within **three (3) business days** after exceeding more than 10 cumulative hours of lobbying activity in a calendar quarter, excluding travel time. Failure to register on time may result in civil penalties of up to \$500 per violation. Once registered, you will remain active in the system until you terminate your account, and you do not need to re-register.

Personal Information

The first registration step establishes your public lobbyist profile.

- **Read-Only Profile Fields:** Your **Full Name** and **Email Address** are automatically pulled from your account setup and cannot be edited on this screen.
- **Phone Number:** Enter your primary contact number.
- **Mailing Address:** Input your complete mailing address.
- **Estimated Hours Spent Lobbying This Quarter:** Enter the cumulative number of hours you have logged during the current quarter, excluding travel time.
- **Subjects of Legislative Interest:** Provide a clear description of the general subjects, trades, or specific County policies and ordinances you plan to lobby on (e.g., *Technology policy, healthcare funding, etc.*).

Click the blue **Next: Employer Information** button to proceed. Your progress is automatically saved as a draft at the bottom of the window.

Employer Information

County rules require you to disclose each business, organization, person, or public agency that you represent. This step allows you to link your employer(s) to your profile to establish official authorization. While the system marks this step as optional to allow for flexible setups, it is highly recommended to add your employers immediately.

Click the appropriate button based on your employer's current status in the system:

Option A: Search Existing Employer

1. Click the Search Existing Employer button.
2. In the pop-up dialog, type at least 2 characters of the employer's name into the search bar.
3. Select the matching company profile from the drop-down results.
4. The Authorization Workflow: Once your registration is fully submitted, the system will automatically email the designated contact at that organization. They will be prompted to log in and approve or deny your official lobbying relationship. You will receive an email confirming their response.

Option B: Add New Employer

1. Click the + Add New Employer button.
2. In the pop-up dialog, enter the Employer Name and the Employer Email for their designated contact person.
3. Click the blue Add Employer button to attach them to your file.

4. **The Onboarding Workflow:** After you finish registration, the portal sends an automated email invitation to the new employer. They will be directed to create a portal account and formally confirm or deny their relationship with you. You will receive an email notification once they take action.

Click **Next: Review & Submit** to continue.

Review & Submit

This is the final step where you verify your profile before it becomes part of the public record.

1. **Verify Summaries:** Review the Personal Information and Employer selections carefully to ensure all information is correct.
 - 💡 **The 30-Day Update Rule:** If any of this information changes in the future (such as your address, phone number, or clients), you are required to update your profile in this portal within 30 days of the change.
2. **Attestation Checkbox:** You must check the box next to the Attestation statement. This certifies, under penalty of law, that all details provided are true and accurate, and that you have official authorization to lobby on behalf of your listed employers.
3. **Digital Signature:** Type your name exactly as it appears in your profile into the Signature (Type Full Name) field. The Signature Date is automatically locked to the current calendar date.
4. **Submit:** Click the green Submit Registration button to finalize your filing.

Part 3: Lobbyist Portal Features

Once registered, logging into the Multnomah County Lobbyist Accountability Portal brings you to your dashboard. This section details the diagnostic tools, filing systems, and maintenance dashboards available to fully registered lobbyists.

The Main Lobbyist Dashboard

You can navigate back to this screen at any time by opening the **Profile Menu** in the upper-right corner of the top navigation bar and selecting **Dashboard**.

The dashboard organizes your compliance requirements into three distinct cards under **Quick Actions**:

- **Update Registration:** Modify or add employers, change contact details, or terminate your lobbyist account.
- **My Expense Reports:** Draft, edit, and submit required quarterly expense reports.
- **My Violations:** Track outstanding compliance notices and review your appeal rights.

Updating or Terminating Your Registration

Under County rules, you are legally required to keep your registration parameters accurate, and updates must be finalized within **30 days** of any change. You can access this page via the dashboard card or directly from your top-right **Profile Menu**.

Managing User Profiles

Within the **Update Registration** interface, you can modify the following active data fields:

- **Contact Logistics:** Change your phone number or physical mailing address.
- **Scope of Engagement:** Update your subjects of legislative interest as your active portfolio changes.
- **Employer Management:** Add newly retained clients via the search or creation screens, or terminate a client relationship with an employer.

Terminating Active Status

If you are no longer actively lobbying or have fallen safely back below the legal registration threshold, you may permanently close your registry file.

1. Navigate to Update Registration.
2. Scroll to the bottom panel outlined in red.
3. Click the red Terminate Registration button.

You may terminate your registration at your discretion provided you are no longer legally required to be registered under the ordinance.

The Expense Reports Page

Selecting **My Expense Reports** from your dashboard opens your financial reporting center.

If you have not yet created or filed any expense logs, the center presents an empty dashboard displaying a "**No expense reports yet**" message. To initiate a filing file, click either the central **Create Report** button or the top-right **New Report** button.

After generating one or more reports, the dashboard will display the following information:

- **Quarter & Year:** Tracks the specific filing timeline (e.g., Q1 2026).
- **Total & Items:** Shows the cumulative dollar amount and raw count of distinct itemized items inside the file.
- **Status Badge:** Indicates if a report is a **Draft** or a **Submitted** official record.

- **Submitted & Due Date:** Displays verification timestamps alongside legal filing deadlines.
- **Actions:** Use the action icons to **View** (eye icon), **Edit** (pencil icon), or **Delete** (red trash can icon) any active *Draft* report.

Submitting a Quarterly Expense Report

When creating or editing a **Quarterly Expense Report**, you must first select your target **Reporting Period** using the *Quarter* and *Year* dropdown selectors.

	Calendar Filing Window	Electronic Submission Deadline
Q1	January 1 – March 31	April 15 by 5:00 PM
Q2	April 1 – June 30	July 15 by 5:00 PM
Q3	July 1 – September 30	October 15 by 5:00 PM
Q4	October 1 – December 31	January 15 by 5:00 PM

All reports must be submitted within two weeks of the active filing window. Any entry finalized after 5:00 PM on the respective deadline date is flagged by the system as late.

No Lobbying Activity Affirmation

If you logged zero expenditures during an active quarter, check the box labeled "**No lobbying activity this quarter.**" This populates a zero-activity legal attestation, allowing you to submit your report without expenses.

Disclosure Thresholds & Rules

Your data entries must include the total sum of all dollars expended for food, refreshments, gifts, or entertainment incurred for lobbying activities.

- **Exclusions:** You do *not* need to report personal living costs, personal travel expenses, or basic office overhead (such as staff salaries or utility overhead).
- **Itemization Trigger:** Any single transaction that **exceeds \$50** made to or for the benefit of any individual public official on any single occasion must be itemized with their name, date, payee, purpose, and exact amount.

Methods for Adding Expense Items

The portal provides three tabs for inputting financial data:

Tab A: Manual Entry

Best optimized for short lists of 1–5 discrete items. Complete the targeted fields:

1. **Public Official Name:** The target official benefiting from the expenditure.
2. **Date:** Calendar date of the event or transaction.
3. **Payee:** The specific restaurant, commercial vendor, or recipient of the cash transaction.
4. **Purpose:** A text explanation of the subject matter discussed (e.g., Lunch meeting to discuss technology infrastructure policy).
5. **Amount:** The financial cost of the transaction.
6. **This is an estimate:** Check this box if the exact amount is unknown. The system will mark this item as an Estimated entry, and you must provide the correct amount as soon as possible.
7. Click **Add Expense Item** to commit it to the staging table below.

Tab B: CSV Upload

Best optimized for larger data volumes (10+ items).

1. Click **Download Template** to obtain a pre-formatted spreadsheet file containing the necessary software column headers.
2. Populate your local spreadsheet, save it as a .csv file, and click **Browse...** to select your file.
3. Review the staged data items on your screen, and click **Import Expense Items**.

Tab C: Bulk Paste

Best optimized for copying 5–10 items directly from external spreadsheet software without exporting a standalone file.

1. Format your external sheet rows to match the column pattern: Official Name, Date (YYYY-MM-DD), Payee, Purpose, Amount, Is Estimate (TRUE/FALSE).
2. Highlight, copy, and paste raw data directly into the blank text entry box.
3. Click **Parse Data**. Review the green generation preview table, and click **Import Expense Items**.

Supporting Document Attachments (Optional)

At the bottom of the reporting layout, a drag-and-drop file uploader allows you to store confirming documentation directly with your submission—such as digital receipts, catering bills, or formal statutory notices filed pursuant to ORS 244.100.

- **Capacity Limit:** Maximum of 10 distinct files per quarterly submission.
- **Size Constraint:** Up to 10MB per file.
- **Allowed Extensions:** .pdf, .jpg, .jpeg, and .png.

Submitting Your Financial Disclosure

Once all line items are correctly staged in your preview calculation matrix, click the green **Submit Report** button

in the lower-right corner. This surfaces a confirmation dialog.

1. **Attestation Check:** You must click the Attestation checkbox, certifying under penalty of law that your itemizations are true, correct, and fully accurate to the best of your knowledge.
2. **Digital Signature:** Type your full legal name into the Signature field. **The input must exactly match your account's display name.**
3. **Submit:** Click Confirm Submit. The system immediately seals the file, switches its status state to Submitted, logs the time stamp, and renders the data discoverable on the public portal database.

Compliance Violations & Appeal Mechanics

The **My Violations** page displays compliance violations issued by the County Chief Operating Officer. The portal logs various compliance infractions against user records, including:

- *Late Registration* (Failing to register within 3 working days of breaking the quarter hour cap).
- *Late Report Submission* or *Missing Report* (Missing a standard quarterly window).
- *False Statements, Prohibited Conduct, or Missing Authorization.*

Reviewing Active Violations

The **My Violations** page displays the nature of an infraction, the descriptive context, and the associated warning or fine.

- **Warnings:** For first-time simple reporting omissions within a specific calendar year, the system may register an initial **\$0 (Warning)** classification alongside an official letter of education.
- **Subsequent Offenses:** Repeated calendar infractions may result in fines reaching up to **\$500 per violation.**

The Appeals Process

Every formal violation item retains a statutory right to appeal.

- **Timeline Constraint:** Your written appeal must be submitted to the Office of the COO within **30 calendar days** of the original violation issuance date.
- **Filing Contents:** Your appeal form must contain a clear, evidentiary explanation detailing why you believe the finding is incorrect, supported by documents or mitigating factors.
- **Resolution Window:** Timely appeals are evaluated entirely on the strength of your submitted portal materials without a live hearing. The County will issue an official determination affirming, withdrawing, or modifying the fine within **45 calendar days.**

Submit all materials pertaining to your appeal by email to lobby@multco.us or by mail to:

Lobby Registration Complaints
Multnomah COO
501 SE Hawthorne Blvd
Portland Suite 290, OR 97214

Make sure to reference the specific violation you are appealing.

Notification History

This dashboard displays a paged history of every automated notification issued to your email address (such as *Lobbyist Registration Confirmation* messages or employer authorization status alerts). Each row displays the transmission date, subject, recipient email, and delivery status.

To check emails sent to you by the system, click your top-right **Profile Menu** icon and select **Notification History**.

Part 4: Employer Portal Features

Authorized employers of lobbyists play a critical role in Multnomah County's transparency effort. If a registered lobbyist lists your organization on their profile, the system will notify you via email. This section guides you through managing relationships and filing your required employer expenditures.

The Onboarding & Invitation Process

When a lobbyist initiates a connection to your business during their registration workflow, the portal sends an automated email notification to the contact specified by the lobbyist.

- **Unregistered Entities:** If your organization does not yet have an account, the email will include a secure registration link prompting you to create an account.
- **Registered Entities:** If you already maintain an active account, the message invites you to log in directly to your relationship dashboard to review the association request.

Approving or Denying Pending Requests

Navigate to your portal dashboard. In the menu under **My Work** click on **Relationships**.

- **Review Details:** The page presents the lobbyist's name, their request status, and the date the request was made.
- **Action Fields:** Click the green **Approve** button to authorize the lobbyist to work on behalf of your organization. Click the red **Deny** button to reject the request if the individual is not authorized to represent you.

- **Notification:** The system immediately sends an automated email notification to the lobbyist with your response.

Maintaining Active Status & Terminating Relationships

Once you click approve, the relationship transitions to an **APPROVED** status.

- **Duration:** This authorization remains active until either you or the lobbyist terminates it in the system.
- **Relationship Termination:** If a lobbyist leaves your service or completes their contract, locate their profile in your active relationships list and click the red **Terminate** button. The system updates the public database with an entry end date and automatically notifies the lobbyist via email.

Employer Quarterly Expense Reporting

Registered employers of lobbyists must file independent quarterly disclosure reports mirroring the active periods utilized by lobbyists. To submit a new report click on **My Work** in the menu and then click **Expense Reports**.

Reporting Windows & Deadlines

Reports must be submitted by the deadlines below:

	Calendar Quarter Window	Electronic Submission Deadline
Q1	January 1 – March 31	April 15 by 5:00 PM
Q2	April 1 – June 30	July 15 by 5:00 PM
Q3	July 1 – September 30	October 15 by 5:00 PM
Q4	October 1 – December 31	January 15 by 5:00 PM

Zero-Activity Affirmation

If your organization made no payments to registered lobbyists and logged zero lobbying-related expenses during a quarter, check the box labeled "No payments to lobbyists this quarter." This populates a zero-activity legal attestation, allowing you to submit your report without entering payments to lobbyists.

Reporting Payments Made to Registered Lobbyists

To declare financial compensation paid to an active lobbyist for services rendered on your behalf:

1. Find the **Payments to Registered Lobbyists** section.
2. Open the Lobbyist Name dropdown field and choose a lobbyist. If an employee is missing from this dropdown menu, you must first navigate to your relationship screen and approve their pending request.

3. Input the exact monetary amount under Amount Paid.
4. Click Add Lobbyist Payment to save the entry to your report.

Reporting Payments on Behalf of Employed Lobbyists

Employers may submit expense reports on behalf of their actively employed lobbyists. To view previously submitted reports, or to create a new one, click **My Work** and select **Employee Expense Reports**.

To create a new expense report:

1. Click the **New Report** button.
2. Select a lobbyist from the drop down menu.
3. Follow the guidance for [submitting a lobbyist expense report](#).

Violations, Enforcement, and History Archives

The portal tracks employer accounts against the same legal compliance policies governing lobbyists.

Enforcement Ledgers & Fine Schedules

If a filing window closes without a submission from your organization, a violation may be issued which you will find on the **My Violations** page:

- **Warnings:** For first-time simple reporting omissions within a specific calendar year, the system may register an initial **\$0 (Warning)** classification alongside an official letter of education.
- **Subsequent Offenses:** Repeated calendar infractions may result in fines reaching up to **\$500 per violation**.

Notification History

This dashboard displays a paged history of every automated notification issued to your email address (such as *Employer Registration Confirmation* messages). Each row displays the transmission date, subject, recipient email, and delivery status.

To check emails sent to you by the system, click your top-right **Profile Menu** icon and select **Notification History**.

Part 5: Board Staff Portal Features

Staff members reporting directly to a member of the Board of County Commissioners or designated County Officials are responsible for maintaining a transparent record of lobbying encounters. Under Multnomah County accountability policies, staff must use this portal to document and declare lobbying receipts.

When presented with the sign-in screen, choose **Sign in With County Account** to log in as a Board staff member.

Compliance Rules & Requirements

- **Filer Scope:** This module is customized for designated staff members submitting records on behalf of County Commissioners and the County Chair.
- **Filing Window:** Quarterly lobbying receipts must be officially submitted within **15 days after a calendar quarter ends** (e.g., Q1 receipts must be posted by April 15).
- **The \$50 Itemization Trigger:** Staff must itemize any food, refreshments, gifts, or entertainment received from lobbyists during the quarter if the value **exceeds \$50**.
- **Exempted Reporting Items:** Submissions do not include standard personal living costs, personal travel expenses, or office overhead incurred by the lobbyist.
- **Public Ledger Rule:** In compliance with Ordinance Requirement (§3.001), all finalized data will remain publicly posted and searchable for a minimum of **1 year**.

Managing Your Receipt Submissions ("My Submissions")

When you click **My Submissions** from your primary dashboard, you are taken to a page where you can view all of your submissions.

Filtering Submissions

Use the **Filter by Elected Official** dropdown menu to see filings for a specific Commissioner.

Different actions are available depending on the status of the record:

- **Drafts** can be edited or deleted at any time using the action icons.
- **Submitted** reports cannot be directly edited or deleted. However, if changes to a submission are necessary they can be amended by clicking the **View** action and then clicking **Submit Amendment**.

Creating a New Receipt Submission

To submit a new receipt, click **My Work** in the menu and then click **Receipts**.

1. **Define the Reporting Period:** Select the **Elected Official** from the dropdown menu, followed by the specific **Quarter** and **Year** fields. The system allows **only one report** to be officially submitted for a given quarter per individual Commissioner.
2. **Choose Your Input Format:** Select one of three data-entry tabs:
 - a. **Manual Entry:** Best for individual entries. Complete the required fields—*Lobbyist Name, Date, Payee* (restaurant or venue name), *Purpose* (the legislative topic discussed), and the exact

Amount. Click **Add Receipt** to push it to your staging table.

- b. **Bulk Paste**: Paste text rows directly from internal tracking spreadsheets.
 - c. **CSV Upload**: Download the standardized template matrix, fill out your rows offline, and upload the file to process multiple items at once.
3. Click **Save as Draft** to preserve your progress
 4. Click **Submit** to complete the receipt and make it available for public searching.

Amend Submitted Receipts

If an omission or error is identified after a report has been submitted, you must file an amendment. The system preserves previous versions to maintain a transparent public ledger audit trail.

Amendment Lifecycle

[Submitted Report] → [Click View] → [Submit Amendment Button] → [Provide Reason] → [New Live Draft]

How to Amend a Receipt

1. Locate the receipt on your **My Submissions** dashboard.
2. Click the **View** icon (the blue eye graphic) to open the detailed view.
3. In the blue alert panel at the top of the screen, click the **Submit Amendment** button.
4. **Provide a Reason**: A pop-up dialog box will appear requiring an explicit entry in the **Reason for Amendment** field. Detail why the revision is necessary (e.g., *Correcting catering transaction total for Q1 meeting*).
5. Click **Continue**.

The system duplicates all data from your original submission into a **new, editable Draft version**. The original file remains locked in the system marked as AMENDED for transparency, while your new draft can be modified, appended, and re-submitted. Note that a report may be amended as many times as necessary.

All Submissions

This page shows receipts submitted for all county commissioners. Users can review submissions, filter records by an elected official, and open the details page of a receipt to see itemized expenses.

Part 6: Public Search Registry

The Public Search Registry enables the general public to review lobbying expenditures. To access this database without logging in, open the primary navigation menu at the top of the screen and select **Public Data > Search Registry**.

Using the Search Feature

The search interface allows you to run simple search queries as well as more advanced filtering to identify individual lobbyists, employers of lobbyists, and subjects of legislative interest.

Basic Filters and Search Targets

- **The Search Bar:** Type names of individuals, employers, or policy topics into the search box.
- **Search Scope:** Limit your query by choosing one of the target radio buttons:
 - All Results
 - Lobbyists
 - Employers
 - Elected Officials

Advanced Filters panel

Click **Show Advanced Filters** to narrow down search criteria:

- **Date Parameters:** Filter items using the **Date From** and **Date To** calendar fields to track seasonal activity.
- **Financial Ranges:** Enter dollar values into the **Min Expense Amount** and **Max Expense Amount** input boxes to find specific ranges of total expenditures.

Historical Record Policy

To maintain an unedited and transparent public ledger, all accounts that have been officially terminated or elected officials who are no longer actively in office remain completely searchable within this registry.

Exporting Registry Data

Below the search area, the interface displays the count of matching entries found. Click the green **Export to CSV** button to download the query results to your computer.

Search Summary Lists

When you execute a search, the system displays summary cards grouped by the target role.

Lobbyist Results Summary

Each summary card displays a snapshot of the individual's profile:

- The employers currently represented.
- Declared subjects of legislative or administrative interest.

- The official registration effective date.
- The total of all reported expenses to date.

Employer Results Summary

Each summary card displays a snapshot of the employer's profile:

- Description of the business.
- The number of active registered lobbyists.
- The total of all reported expenses to date.

Elected Official Results Summary

Each summary card displays a snapshot of the elected official's profile:

- The official's elected position.
- The number of reports filed to date.
- The number of receipts submitted to date.
- The total of all reported receipts to date.
- The date of the most recently submitted report.

Viewing Report Details

Click the blue **View Details** button on the right side of a summary card to view additional report details.

The Lobbyist Detail View

This page displays a lobbyist's details, including:

- **Metrics Ribbon:** Displays the original registration date, the active employer count, and total expenses.
- **Contact Details:** Shows the verified email, phone number, and physical mailing address.
- **Employers and Subjects:** Lists verified employers and subjects of legislative interest.
- **Quarterly Expense Reports:** Itemizes quarterly reports, including the submission date, total expenditures, and report status.

The Employer Detail View

This page displays an employer's details, including:

- **Metrics Ribbon:** Displays active lobbyist counts, number of reports filed, and total reported spend.
- **Primary Contact Details:** Shows the name, verified email, phone number, and physical mailing address of the primary contact.
- **Active Lobbyists** associated with the employer

- **Quarterly Expense Reports:** Itemizes quarterly reports, including the submission date, total expenditures, and report status.

The Elected Official Detail View

This page displays an elected official's details, including:

- **Metrics Ribbon:** Displays the number of reports filed, total reported spend, and number of receipts submitted.
- **Published Receipt Reports:** Itemizes quarterly reports, including the submission date, number of receipts included in each report, total expenditures, and report status.

Viewing Line Item Expense Details

Click the blue **View Details** button on the right side of a quarterly report summary to view line item expenses. For each line item in a report the following information regarding lobbyist activity is displayed: the date of the activity, the lobbyist or official involved, the payee, purpose, and amount spent.