

City of Coral Gables-City Clerk

Lobbyist Registration Portal Instruction

<http://cgwebapps.coralgables.local:8080/SignIn.aspx?ReturnUrl=%2fAdminNewPrincipal.aspx>

- ✓ First time Lobbyist must register as a *New User*. Please see registration process attached.
- ✓ Returning Lobbyist please enter email address and password.

A screenshot of the City Clerk Sign In portal. The header is red with the text "CORAL GABLES THE CITY BEAUTIFUL" on the left, a home icon and "Back To City Clerk Homepage" in the center, and a search bar on the right. Below the header, the page is titled "Sign In". A central form box contains an "Email:" field, a "Password:" field, a "Log In" button, a "New User?" button (highlighted with a red box), and a "Forgot Password?" button. The background of the sign-in area shows a large, classical building with a dome and columns.

New Users – Registration

Complete the following form and select “*Submit*”

Please note when registering, an E-mail address can only be utilized one time in our system.

- Verify the information entered before completing the registration. Once you have verified it, select “*Submit*”

Lobbyist User Registration

*Email:

*Name:

*Business Name:

*Phone Number: (____) ____ - ____

*Address:

*City:

*State:

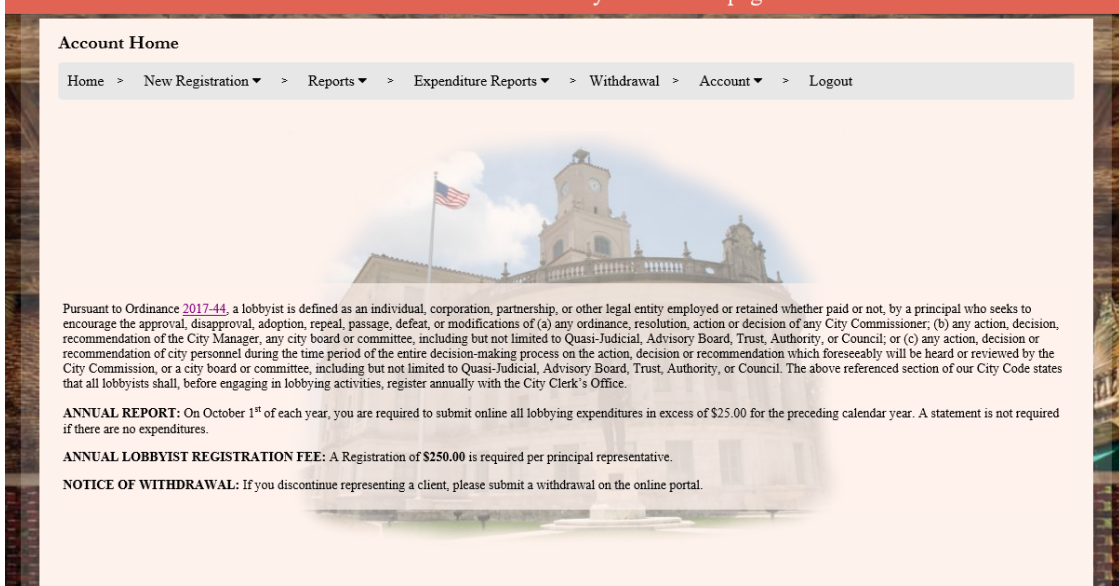
*Zip Code:

*Password:

*Confirm Password:

By clicking Submit above, I hereby swear or affirm under penalty of per-jury that I have read the provisions of the City of Coral Gables Ordinance 2006-11, governing Lobbying and that all of the facts I submitted.

Web Portal



- **New Registration-** It allows you to register a “New Principal”, “New Issues” or Re-Register Principal” and make payments.

○ **If you are a Not-For-Profit, a Federal ID# is required to be entered.**

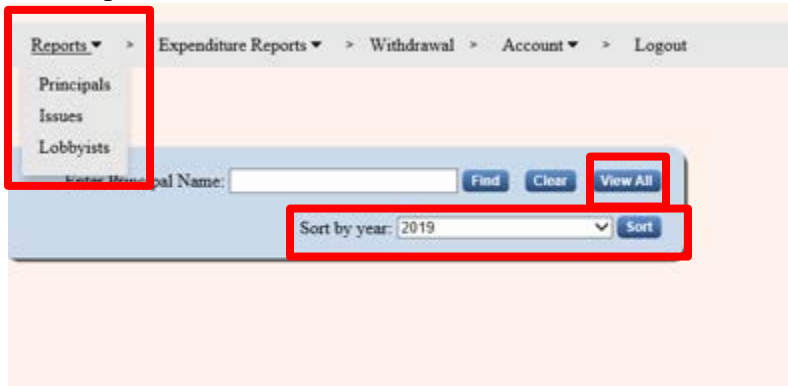
Please make sure not to leave this page while payment is processing. Doing so could cause you to lose your payment.

*Principal Name:
*Street Address:
*City:
*State:
*Zip Code:
*Phone Number: () -
*Year Registering For: 2020
Issue:
Not-for-Profit Approval (ignore if paid principal):
Submit Cancel

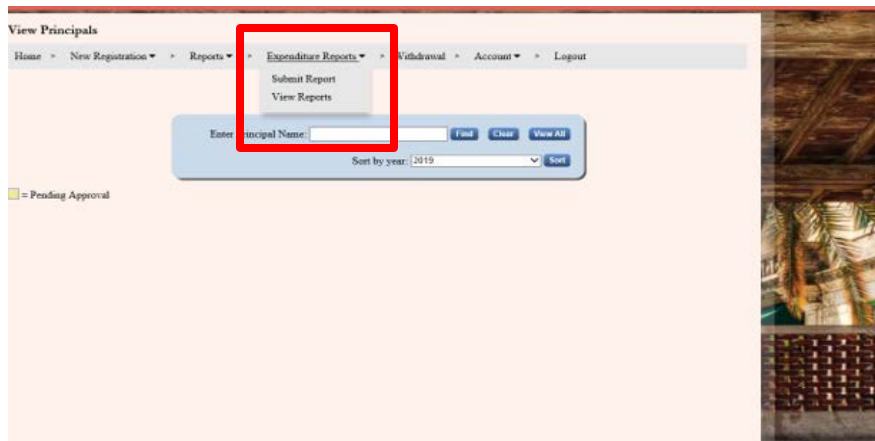
City of Coral Gables cardconnect.
New Principal Payment Page

Qty	Item	Price
-----	------	-------

- **Reports-** If you would like to run a report on all the “Principals”, “Issues” or “Lobbyist(s)” you have registered.
 - This allows you to search for a specific Principal or “View All”. You may also sort by year. You will only view information that has been registered through the portal.



- **Expenditure Reports** – To submit or review any and all Expenditure reports.
 - **Any lobbyist who has registered must file an Expenditure form detailing any expenditure per principal from the period of January 1, through December 31 of the preceding year.**



Any lobbyist who has registered must file an expenditure form detailing any expenditure related to lobbying for each issue the lobbyist has been engaged to lobby in the period from January 1, through December 31 of the preceding year.

Enter Principal Name:

CATEGORIES OF EXPENDITURES	AMOUNT
Food & Beverage	\$ <input type="text" value="0.00"/>
Entertainment	\$ <input type="text" value="0.00"/>
Research	\$ <input type="text" value="0.00"/>

- **Withdrawal-** To withdraw any principal(s) submitted.
 - **Please select the date in which to you will withdraw. If you have made a mistake and withdrew a principal, simply complete the process again.**

Principal Name:

Address:

City:

State:

Zip Code:

Phone Number: () -

Issue:

Amount Paid:

Withdraw/Un-Withdraw:

New Payment Date:

November 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Status:

- **Account-** To update any information or to reset your password.

- Update Info
- Reset Password

Lobbyist Name	Business Name	Phone	Address
Desiree Liguori	City Clerks Office	(305)569-1848	3140 NE 164th Street, Miami, FL 33160

Name:

Business Name:

Phone Number: () - -

Address: