



COMMONWEALTH OF VIRGINIA

OFFICE OF THE SECRETARY OF THE COMMONWEALTH

Lobbyist Registration Portal User Manual

May 16, 2013

Process and Regulations:

Virginia law requires registration with the Office of the Secretary of the Commonwealth prior to engaging in lobbying, unless he or she satisfies one of the exemptions set forth in §2.2-420 of the Code of Virginia. A lobbyist is any individual who is employed in any manner or who is reimbursed for expenses, or who represents an organization, association or other group for the purpose of influencing or attempting to influence executive or legislative action through oral or written communication with an executive or legislative official; this includes anyone who solicits others to influence an executive or legislative official.

There is a \$50 fee for each principal that you will represent. You must register for each principal on whose behalf you will be lobbying. All lobbyist registrations are required annually and expire April 30. One who engages in lobbying entirely outside the capital city must register within fifteen days of engaging in lobbying.

The Secretary of the Commonwealth offers and encourages online registration, provided that you have a valid email address. You can register online by clicking on the following link:

www.commonwealth.virginia.gov and selecting the **Lobbyist** link located to the left of the screen.

Step #1: In order to use the online registration portal you will need to create an user account by clicking on **BEGIN NEW REGISTRATION**. If you have already created an account, please click on **LOGIN TO EXISTING ACCT**.

The screenshot shows the Virginia.gov website with a navigation bar at the top containing "Virginia.gov", "Online Services | Agencies | Governor | Help", and "Search Virginia.Gov". Below the navigation bar is a banner for the Secretary of the Commonwealth, Janet Vestal Kelly, with a search box. A breadcrumb trail reads "Home > State Government > Lobbyist > Lobbyists".

Lobbyists: Processes and Regulations

Virginia law requires registration with the Office of the Secretary of the Commonwealth prior to engaging in lobbying, unless he or she satisfies one of the exemptions set forth in statute. A lobbyist is any individual who is employed in any manner or who is reimbursed for expenses, or who represents an organization, association or other group for the purpose of influencing or attempting to influence executive or legislative action through oral or written communication with an executive or legislative official; this includes anyone who solicits others to influence an executive or legislative official.

Register as a Lobbyist:

To register, one must complete a registration form available below and pay a \$50 registration fee per principal. You must register for each principal on whose behalf you will be lobbying. All lobbyist registrations are required annually and expire April 30. One who engages in lobbying entirely outside the capital city must register within fifteen days of engaging in lobbying. One may terminate a lobbyist registration by filing a lobbyist disclosure report including information through the last day of lobbying activity.

Begin New Registration

Returning lobbyists:

Returning lobbyists can login and make changes to their account. If you have forgotten your password, click on the button below to reset your password.

Login to Existing Acct **I forgot my password**

Lobbyist Disclosure

Lobbyist disclosure forms must be filed with the Office of the Secretary of the Commonwealth by July 1 for the twelve-month period beginning May 1 and ending April 30.

Submit Disclosure

Online Services:

For online registration or online submittal of Disclosure Statements, see below.

Application	Purpose

th.virginia.gov/ Local intranet | Protected Mode: Off

Step #2: First-time users will need to provide their name, business address, city, state, zip code, and business telephone number. You will also need to provide a valid email address/password. Once all required information has been provided, please click **CREATE ACCOUNT**

Virginia.gov | [Omni Services](#) | [Commonwealth Sites](#) | [Help](#) | [Governor](#) | Search Virginia.gov

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Lobbyist Registration and Disclosure [Log On] [Forgot Password]

Lobbyist Registration/Disclosure
[Create Account](#)

Create a new User Account

Use the form below to create a new user account. Fields marked with a red asterisk (*) are required.

Account Information

First Name * Chris Middle Name Last Name * Frink Suffix

Organization

Address Line 1 * 1111 E Broad Street

Address Line 2

City * Richmond State * VA Postal Code * 23219

Primary Phone * 804-786-2441

Email Address * chris.frink@governor.virginia.gov

Passwords are required to be a minimum of 8 characters in length, and must contain 3 of the 4 attributes:

- 1) Special characters
- 2) Alphabetical characters
- 3) Numerical characters
- 4) Combination of upper and lower case characters

Password * Confirm password *

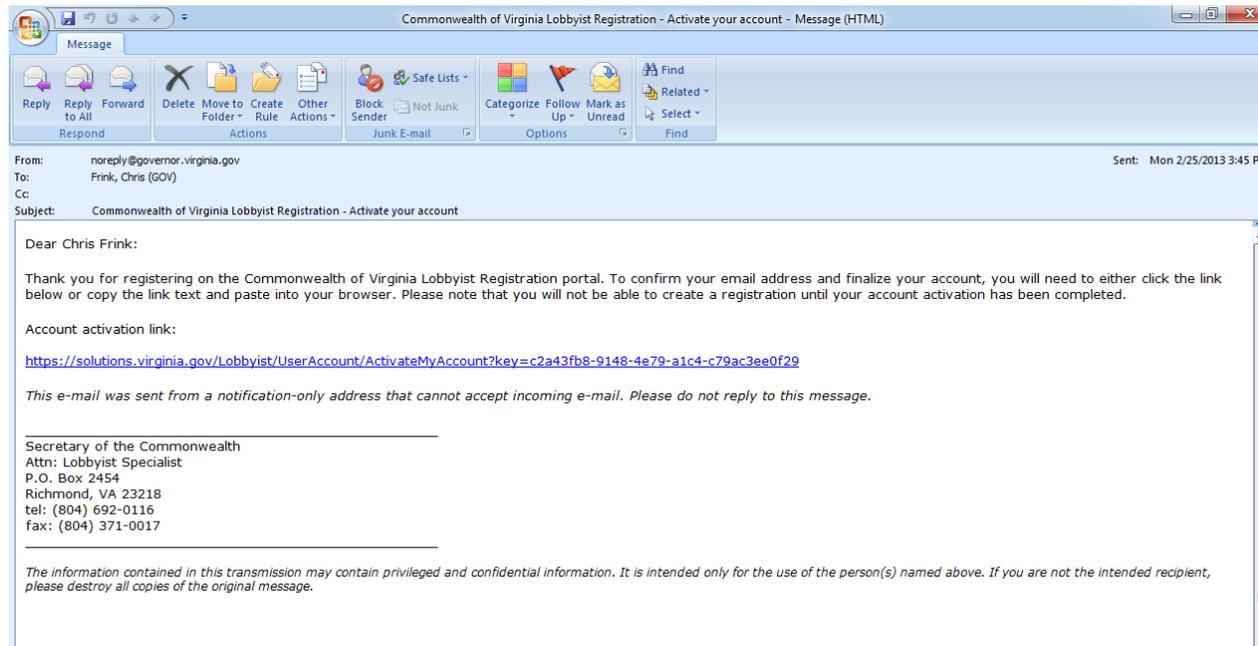
Create Account Reset

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

TIP: the information that you provide in the account set up screen can be used in the Lobbyist section of the registration process, which will save time in completing the registration.

Step #3: Once you have created your account, you will receive an Activation email, which will provide you with further instructions on how to finalize your account. The email will come from noreply@governor.virginia.gov. If you do NOT receive the email, please check your spam/junk folder.



Step #4: Once you receive the **Account Activated** screen, you are now free to login and register

The screenshot shows the Virginia.gov website interface. At the top, there is a navigation bar with the text "Virginia.gov Online Services | Commonwealth Sites | Help | Governor" and a search box labeled "Search Virginia.gov" with a "GO" button. Below this is a banner for the Secretary of the Commonwealth, Janet Vestal Kelly, with a search box and a "Search" button. The main content area is titled "Lobbyist Registration and Disclosure" and features a "Log On" and "Forgot Password" link. The central message is "Account Activated" with the text: "Your account has been activated. You are free to login with the email address and password you provided when setting up your account." Below this is a red link that says "Take me to the to Login Page". On the left side, there are links for "Lobbyist Registration/Disclosure" and "Create Account", a portrait of Governor Bob McDonnell, and a "View Secretariat Expenditures" link. The footer contains a grid of navigation links: Home | News, Photo Galleries, Notary Commissions, Authentications; Official Documents, Seals of the Commonwealth, Organization Registration; State Government Information, Appointments, Conflict of Interest, Lobbyists, Bluebook Reports, State Government Organizational Chart; Judicial System, Clemency, Extraditions, Service of Process, Forms; and SOC Office Information, Office Staff, Janet Vestal Kelly Bio, Contact Us, SOC Inquiry Form, Office Directions. The footer also includes the text "Office of the Governor Robert F. McDonnell | © Commonwealth of Virginia 2011".

Step #4: Returning users will need to provide their email address and password and click **Log On**. If you have forgotten your password, please click **Forgot Password** and a temporary password will be emailed to you.

The screenshot shows the Virginia.gov website interface. At the top, the navigation bar includes "Virginia.gov", "Online Services | Commonwealth Sites | Help | Governor", and a search box with "GO". Below this is a banner for Janet Vestal Kelly, Secretary of the Commonwealth, with a search box and "Search" button. The main content area is titled "Lobbyist Registration and Disclosure" and includes links for "[Log On]" and "[Forgot Password]". On the left, there is a sidebar with "Lobbyist Registration/Disclosure" and a "Create Account" link. Below this is a profile picture of Governor Bob McDonnell with the text "GOVERNOR OF VIRGINIA" and "Bob McDonnell". A button labeled "View Secretariat Expenditures" is also present. The main "Log On" section contains the text: "Please enter your user name and password. Fields marked with a red asterisk (*) are required. If you don't have an account, you can [create one here](#)." Below this is a form titled "Account Information" with fields for "Email Address*" (containing "chris.frink@governor.virginia.gov") and "Password*" (masked with dots). At the bottom of the form are "Log On" and "Forgot Password" buttons. The footer features the Virginia state seal.

Step #5: After you have provided your email address and password, you will see the following screen. If you would like to proceed with creating your registration form online, please click **My Registration Forms** link located to the left of the screen.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Lobbyist Registration and Disclosure Welcome **Chris Frink!** [Log Off] [My Account] [Change Password]

Lobbyist Registration/ Disclosure
[My Registration Forms](#)
[My Disclosure Forms](#)

Welcome to the Lobbyist Registration and Disclosure Portal!

The Lobbyist Registration and Disclosure portal allows lobbyists and lobbying principals to submit registration and disclosure forms online.

Lobbyists: Processes and Regulations

Virginia law requires registration with the Office of the Secretary of the Commonwealth prior to engaging in lobbying, unless he or she satisfies one of the exemptions set forth in statute. A lobbyist is any individual who is employed in any manner or who is reimbursed for expenses, or who represents an organization, association or other group for the purpose of influencing or attempting to influence executive or legislative action through oral or written communication with an executive or legislative official; this includes anyone who solicits others to influence an executive or legislative official.

I would like to register as a lobbyist:

To register, one must complete a registration form available below and pay a \$50.00 registration fee per principal. You must register for each principal on whose behalf you will be lobbying. All lobbyist registrations are required annually and expire April 30. One who engages in lobbying entirely outside the capital city must register within fifteen days of engaging in lobbying. One may terminate a lobbyist registration by filing a lobbyist disclosure report including information through the last day of lobbying activity.

I need to submit my lobbyist disclosure statement:

In order to file your lobbyist disclosure statement online, you will need to create an account, making sure that you are using the same email address that you provided on your lobbyist registration form.

Reminder: Lobbyist disclosure forms must be filed with the Office of the Secretary of the Commonwealth by July 1 for the twelve-month period beginning May 1 and ending April 30.

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Bob McDonnell

View Secretariat Expenditures

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Official Documents
Seals of the Commonwealth
Organization Registration

State Government Information
Appointments
Conflict of Interest
Lobbyists
Bluebook Reports

Judicial System
Clemency
Extraditions
Service of Process

SOC Office Information
Office Staff
Janet Vestal Kelly Bio
Contact Us
SOC Inquiry Form

gini.gov/ Local intranet | Protected Mode: Off

Step #6: To add a new registration, please click [+ Add New Lobbyist Registration](#)

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Lobbyist Registration and Disclosure Welcome **Chris Frink!** [Log Off] [My Account] [Change Password]

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms

My Registration Forms

This view lists all of the registration forms that you have created or are party to and displays the current status of each registration. Use the buttons in the available actions section to work with a registration form.

+ Add New Lobbyist Registration

Lobbying Year	Lobbyist	Principal	Status	Available Actions
No registrations found.				

Please note: Viewing submitted documents requires Adobe Reader®. [Get ADOBE READER®](#)

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

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SOC Office Information
Office Staff
Janet Vestal Kelly Bio
Contact Us
SOC Inquiry Form
Office Directions

Office of the Governor Robert F. McDonnell | © Commonwealth of Virginia 2011

Step #7: Wizard: Follow on screen instructions to advance through each page. Please click **NEXT** (bottom right) to begin filling out your registration

The screenshot shows the Virginia.gov website's Lobbyist Registration and Disclosure wizard. At the top, the Virginia.gov logo is on the left, and navigation links for Online Services, Commonwealth Sites, Help, and Governor are in the center. A search bar is on the right. Below this is a banner for Janet Vestal Kelly, Secretary of the Commonwealth, with another search bar. A navigation bar below the banner includes "Lobbyist Registration and Disclosure" and a welcome message for Chris Frink with links for Log Off, My Account, and Change Password.

The main content area is titled "Registration Editor: Start" and shows progress as "0 of 10 Complete". It includes fields for "Lobbying Year : 2012-2013", "Lobbyist : (Not Selected)", and "Principal : Not Selected". A sidebar on the left lists navigation options: "Lobbyist Registration/Disclosure", "My Registration Forms", "My Disclosure Forms", a profile for Governor Bob McDonnell, and "View Secretariat Expenditures".

The main content area contains a "Start" section with the following text:
**Office of the Secretary of the Commonwealth
Commonwealth of Virginia
Lobbyist's Registration Form**
This wizard will guide you through completing your Lobbyist Registration Form. You can press the next button to advance through the wizard, which will also save your work throughout the process. To return to an earlier step in the process, click the back button. In addition, the step listing on the left will take you to any step you have previously visited during your session.
Do NOT press the back button in your browser as that will result in the loss of any unsaved data. Your session will timeout after 20 minutes of inactivity, which will also result the loss of any unsaved data. Incomplete forms can be accessed through the registration listing and resumed at a later date.
For reference, definitions of the terms used in the form can be found by clicking on the Definitions link in the corner on the upper right.
You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After previewing your form, you must complete the process by pressing Submit.

At the bottom right of the main content area, it says "Click 'Next' to continue...". At the bottom of the page, there are "Save & Exit" and "Next" buttons.

Step #8: You will need to provide the name of your principal/client that you will be lobbying on behalf of, as well as the type of business in which the principal is engaged. You can also click to the right of the drop down menu to see if your principal is already in the system. If not, then you will need to type in the name of your principal. Once you have completed this page, please click **NEXT** (bottom right of the screen).

The screenshot shows a web browser window with the URL 'nmonwealth'. The page header includes 'Lobbyist Registration and Disclosure' and a welcome message for 'Chris Frink!'. The main content area is titled 'Registration Editor: Principal' and indicates '1 of 10 Complete'. The 'Lobbying Year' is set to '2012-2013', the 'Lobbyist' is '(Not Selected)', and the 'Principal' is 'Not Selected'. A sidebar on the left contains navigation links for 'Lobbyist Registration/Disclosure', 'My Registration Forms', 'My Disclosure Forms', and a 'View Secretariat Expenditures' button. The main form area has a 'Start' tab and a 'Principal' sub-tab. It prompts the user to 'Choose the Principal for whom you will lobby.' and provides a text input field containing 'LOBBY, Inc.'. Below this is a dropdown menu for 'What type of business the principal is engaged in: *' with 'LOBBY business' selected. At the bottom right of the form area, it says 'Click "Next" to continue...'. The footer contains 'Save & Exit', 'Back', and 'Next' buttons.

Step # 9: If you check the box *I am the principal authorizing officer for this registration*, the contact information that was entered in the **Create Account** screen will populate the fields below.

monwealth - Windows Internet Explorer provided by VA IT Infrastructure Partnership

://solutions.virginia.gov/Lobbyist/Registration/Edit/5eb6aa67-24d9-4830-8aea-a26ca2c0074d

avorites Tools Help

Suggested Sites Web Slice Gallery Washington Redskins

monwealth

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Janet Vestal Kelly

Lobbyist Registration and Disclosure Welcome Chris Frink! [Log Off] [My Account] [Change Password]

Lobbyist Registration/ Disclosure
My Registration Forms
My Disclosure Forms

Registration Editor: Principal Authorizing Officer 2 of 10 Complete
Lobbying Year : 2012-2013 Lobbyist : (Not Selected) Principal : LOBBY, Inc.

Start
Principal
Principal Authorizing Officer

I am the principal authorizing officer for this registration

Search for an existing contact by typing in the box below, or create a new contact if the contact does not appear in the list.

First Name * Middle Name Last Name * Suffix
John Lobbyist

Address Line 1 *
1111 E. Main Street

Address Line 2

City * State * Zip *
Richmond VA 23219

Phone * Email *
804-222-3333 john.lobbyist@aol.com

Click "Next" to continue...

Save & Exit Back Next

Local intranet | Protected Mode: Off

Step #10: Check the box to use the principal authorizing officer, or search for an existing contact by typing in the box below. If the contact does not appear in the list you can create a new contact.

Commonwealth - Windows Internet Explorer provided by VA IT Infrastructure Partnership

s://solutions.virginia.gov/Lobbyist/Registration/Edit/5eb6aa67-24d9-4830-8aea-a26ca2c0074d

James Gilmore bob mc

avorites Tools Help

Suggested Sites Web Slice Gallery Washington Redskins

Commonwealth

My Disclosure Forms

Lobbying Year : 2012-2013 Lobbyist : (Not Selected) Principal : LOBBY, Inc.

Start

Principal **Officer of Principal who will retain ALL records, on behalf of the principal, with respect to your lobbying activities for their organization.**

Principal Authorizing Officer **Check the box to use the principal authorizing officer, or search for an existing contact by typing in the box below. If the contact does not appear in the list you can create a new contact.**

Principal Records Storage Same as principal authorizing officer

(same as principal authorizing officer)

First Name * Middle Name Last Name * Suffix

Address Line 1 *

Address Line 2

City * State * Zip *

Phone * Email *

If the records are physically stored in another location, please indicate where in the section below.

Business Address / Telephone number of location where records are stored:

Same as address above

Storage Location Name

Address Line 1 Address Line 2

City State Zip Code

Telephone

Click "Next" to continue...

Save & Exit Back Next

Local intranet | Protected Mode: Off

Step #11: Please list the full name(s), business address, and telephone number(s) of all OTHER individual(s) who are registered to lobby on behalf of the PRINCIPAL

The screenshot shows a web browser window displaying the Virginia.gov website. The browser's address bar shows the URL: <https://solutions.virginia.gov/Lobbyist/Registration/Edit/5eb6aa67-24d9-4830-8aea-a26ca2c0074d>. The page header includes the Virginia.gov logo, navigation links for Online Services, Commonwealth Sites, Help, and Governor, and a search bar. Below the header is a banner for Janet Vestal Kelly, Secretary of the Commonwealth, with a search box and a 'Search' button. The main content area is titled 'Registration Editor: Other Lobbyists' and indicates '4 of 10 Complete'. It shows the current registration year as 2012-2013, the lobbyist as '(Not Selected)', and the principal as 'LOBBY, Inc.'. A sidebar on the left contains navigation options: Start, Principal, Principal Authorizing Officer, Principal Records Storage, Other Lobbyists (highlighted), Lobbyist Information, Lobbyist Records Storage, Lobbying Purpose, Lobbyist Compensation, and Review Registration. The main form area contains the instruction: 'Please list the full name(s), business address(es), and telephone number(s) of all other individual(s) who are registered to lobby on behalf of the PRINCIPAL listed in the Principal section of your registration form.' Below this instruction, two entries are listed: 'Tom Lobbyist, 1212 River Road, Richmond, Virginia 23219 804-111-4544' and 'Carol Lobbyist, 99999 Broad Street, Richmond, Virginia 23218 804-333-0000'. At the bottom of the form area, there is a 'Click "Next" to continue...' prompt. The footer of the form area includes 'Save & Exit', 'Back', and 'Next' buttons.

monwealth - Windows Internet Explorer provided by VA IT Infrastructure Partnership

s://solutions.virginia.gov/Lobbyist/Registration/Edit/5eb6aa67-24d9-4830-8aea-a26ca2c0074d

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monwealth

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Lobbyist Registration and Disclosure Welcome Chris Frink! [Log Off] [My Account] [Change Password]

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Registration Editor: Other Lobbyists 4 of 10 Complete

Lobbying Year : 2012-2013 Lobbyist : (Not Selected) Principal : LOBBY, Inc.

Start
Principal
Principal Authorizing Officer
Principal Records Storage
Other Lobbyists
Lobbyist Information
Lobbyist Records Storage
Lobbying Purpose
Lobbyist Compensation
Review Registration

Please list the full name(s), business address(es), and telephone number(s) of all other individual(s) who are registered to lobby on behalf of the PRINCIPAL listed in the Principal section of your registration form.

Tom Lobbyist, 1212 River Road, Richmond, Virginia 23219 804-111-4544
Carol Lobbyist, 99999 Broad Street, Richmond, Virginia 23218 804-333-0000

Click "Next" to continue...

Save & Exit Back Next

Step #13: If you click on the box *I am the lobbyist for this registration*, the contact information from the **Create Account** screen will populate the following fields, **including the email address**. After you have completed this section, click **NEXT**.

Commonwealth - Windows Internet Explorer provided by VA IT Infrastructure Partnership

/solutions.virginia.gov/Lobbyist/Registration/Edit/5eb6aa67-24d9-4830-8aea-a26ca2c0074d

James Gilmore bob r

Home | Favorites | Tools | Help

Suggested Sites | Web Slice Gallery | Washington Redskins

Commonwealth

Lobbyist Registration and Disclosure | Welcome **Chris Frink!** [Log Off] [My Account] [Change Password]

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms


GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Registration Editor: Lobbyist Information 5 of 10 Complete

Lobbying Year : 2012-2013 Lobbyist : Chris Frink Principal : LOBBY, Inc.

Start
Principal
Principal Authorizing Officer
Principal Records Storage
Other Lobbyists
Lobbyist Information
Lobbyist Records Storage
Lobbying Purpose
Lobbyist Compensation
Review Registration

The lobbyist who will represent the principal. *The lobbyist may not be the same as the authorizing officer.*

I am the lobbyist for this registration

This is the information that you entered when you created your account. To modify this information, you must **update your account information.**

Chris Frink (chris.frink@governor.virginia.gov)

First Name *	Middle Name	Last Name *	Suffix
Chris		Frink	

Address Line 1 *
1111 E Main Street

Address Line 2

City *	State *	Zip *
Richmond	VA	23860

Phone * 804-786-2441 **Email *** chris.frink@governor.virginia.gov

Click "Next" to continue...

Save & Exit Back Next

Step #14: Check the box to use lobbyist, or search for an existing contact by typing in the box below. If the contact does not appear in the list you can create a new contact. After you have completed this section, click **NEXT**.

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

- Start
- Principal
- Principal Authorizing Officer
- Principal Records Storage
- Other Lobbyists
- Lobbyist Information
- Lobbyist Records Storage**
- Lobbying Purpose
- Lobbyist Compensation
- Review Registration

Individual who will retain ALL records, on behalf of the Lobbyist, with respect to your lobbying activities for the Principal.

Check the box to use lobbyist, or search for an existing contact by typing in the box below. If the contact does not appear in the list you can create a new contact.

Same as lobbyist

Select an existing contact from the list below, or create a new contact if the contact does not appear in the list.

(same as lobbyist)

First Name * Middle Name **Last Name *** Suffix

Address Line 1 *

Address Line 2

City * **State *** **Zip ***

VA

Phone * **Email ***

If the records are physically stored in another location, please indicate where in the section below.

Business Address / Telephone number of location where records are stored:

Same as address above

Storage Location Name

Address Line 1 Address Line 2

City State Zip Code

VA

Telephone

Click "Next" to continue...

Save & Exit Back Next

Local intranet | Protected Mode: Off

Step #15: For this item, you will need to provide the matters and purpose for which you expect to lobby. After you have completed this section, click **NEXT**.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

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Janet Vestal Kelly Search

Lobbyist Registration and Disclosure Welcome **Chris Frink!** [Log Off] [My Account] [Change Password]

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms


GOVERNOR OF VIRGINIA
Bob McDonnell


View Secretariat Expenditures

Registration Editor: Lobbying Purpose 7 of 10 Complete

Lobbying Year : 2012-2013 Lobbyist : Chris Frink Principal : LOBBY, Inc.

Start
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Principal Authorizing Officer
Principal Records Storage
Other Lobbyists
Lobbyist Information
Lobbyist Records Storage
Lobbying Purpose
Lobbyist Compensation
Review Registration

Matters and purpose for which you expect to lobby: (be as specific as possible in this response)*

All matters related to Lobby, Inc.

Click "Next" to continue...

Save & Exit Back Next

Step #16: Please check ONLY one. If you selected EMPLOYED, please provide your job title. After you have completed this step, click NEXT.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Lobbyist Registration and Disclosure

Welcome **Chris Frink!** [Log Off] [My Account] [Change Password]

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms

Registration Editor: Lobbyist Employment 8 of 10 Complete
Lobbying Year : 2012-2013 Lobbyist : Chris Frink Principal : LOBBY, Inc.


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Start
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As a lobbyist you are:*

- Employed (Lobbyist is on payroll of principal)
- Retained (Lobbyist is not on payroll of principal, but is compensated)
- Not Compensated (Lobbyist not compensated, but expenses may be reimbursed)

If you are *employed* either part-time or full-time by the principal, please give your job title:

Click "Next" to continue...

Save & Exit Back Next

Step #18: After you have *PREVIEWED* your registration, please type your name exactly as it appears in the form into the boxes below and then click **SUBMIT**.

onwealth

Registration Editor: Review Registration 9 of 10 Complete

Lobbying Year : 2012-2013 Lobbyist : Chris Frink Principal : LOBBY, Inc.

Your Lobbyist Registration is ready for submission.

Please carefully review all the information on your Lobbyist Registration and verify that it is accurate. After submission, you will no longer have the ability to modify this form.

To review your form, press the preview form button on the menu below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission.**

When you are ready to submit, please electronically sign the form by typing your name as it appears in the form into the box below. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.

Once you are satisfied with your responses, press the Submit button. After you submit your Lobbyist Registration, you will receive an automatically-generated confirmation email at the email address you provided at registration. That confirmation email will contain a link to the Lobbyist Registration website, where you will be able to view the official version of your submitted Lobbyist Registration. **IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE.** If the form is inaccurate or unavailable, contact Chris Frink.

I, the undersigned lobbyist, do state that the information furnished on this registration statement and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Signature *
Chris Frink
Chris Frink

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR LOBBYIST REGISTRATION STATEMENT SHALL BE ELECTRONIC.

Signature *
Chris Frink
Chris Frink

Click "Submit" to submit your registration...

Save & Exit Preview Back Submit

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms


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Step #19: In order to submit your registration, you will need to click **OK**.

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms

Registration Editor: Review Registration 9 of 10 Complete
Lobbying Year : 2012-2013 Lobbyist : Chris Frink Principal : LOBBY, Inc.

Your Lobbyist Registration is ready for submission.

Please carefully review all the information on your Lobbyist Registration and verify that it is accurate. After submission, you will no longer have the ability to modify this form.

To review your form, press the preview form button on the menu below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission.**

When you are ready to submit, please electronically sign the form by typing your name as it appears in the form into the box below. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.

Once you are satisfied with your responses, press the Submit button. After you submit your Lobbyist Registration, you will receive an automatically-generated confirmation email at the email address you provided at registration. That confirmation email will contain a link to the Lobbyist Registration website, where you will be able to view the official version of your submitted Lobbyist Registration. **IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE.** If the form is inaccurate or unavailable, contact Chris Frink.

I, the undersigned lobbyist, do state that the information furnished on this registration statements attached thereto, is to the best of my knowledge, true and accurate.

My Electronic Signature ABOVE CONSTITUTES MY SIGNATURE AND I AGREE TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE TO BE BOUND BY THIS SUBMISSION.

Click "Submit" to submit your registration...

Submit Lobbyist Registration

⚠ Are you sure you want to submit your Lobbyist Registration?

After submission, you will be unable to make any further modifications.

Ok Cancel

Save & Exit Preview Back Submit

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Local intranet | Protected Mode: Off

Step #20: You now have the option of **PAY NOW** or **PAY LATER**. **If you select PAY LATER, your registration is NOT accepted as filed until** the Office of the Secretary of the Commonwealth receives the registration fee.

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms


GOVERNOR OF VIRGINIA
Bob McDonnell


View Secretariat Expenditures

Registration Editor: Review Registration 9 of 10 Complete

Lobbying Year : 2012-2013 Lobbyist : Chris Frink Principal : LOBBY, Inc.

Start
Principal
Principal Authorizing Officer
Principal Records Storage
Other Lobbyists
Lobbyist Information
Lobbyist Records Storage
Lobbying Purpose
Lobbyist Compensation
Review Registration

Your Lobbyist Registration is ready for submission.

Please carefully review all the information on your Lobbyist Registration and verify that it is accurate. After submission, you will no longer have the ability to modify this form.

To review your form, press the preview form button on the menu below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission.**

When you are ready to submit, please electronically sign the form by typing your name as it appears in the form into the box below. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.

Once you are satisfied with your responses, press the Submit button. After you submit your Lobbyist Registration, you will receive an automatically-generated confirmation email at the email address you provided at registration. That confirmation email will contain a link to the Lobbyist Registration website, where you will be able to view the official version of your submitted Lobbyist Registration. **IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE.** If the form is inaccurate or unavailable, contact Chris Frink.

I, the undersigned lobbyist, do state that the information furnished on this registration and statements attached thereto, is to the best of my knowledge, true and accurate.

Submission Successful ✕

✔ Your submission was successful.

Press Pay Now to pay, or press Pay Later to return to the registration listing.

Click "Submit" to submit your registration...

Save & Exit Pay Now Pay Later Preview Back Submit

Step #21: If you chose to **PAY NOW**, you will have the option of paying for some or all of your registrations in one transaction. Click the **List all payable registrations** tab and you will be provided with a list of your registrations that you can pay for.

The screenshot shows a web browser window displaying the 'My Registration Forms' page on the Virginia Secretary of the Commonwealth's website. The browser's address bar shows the URL: <https://bi.eadtest.vita.virginia.gov/Lobbyist/Registration/ListRegistrationForms?page=1>. The page features a navigation menu on the left with links for 'Lobbyist Registration/Disclosure', 'My Registration Forms', and 'My Disclosure Forms'. Below the navigation menu is a profile picture of Governor Bob McDonnell and a 'View Secretariat Expenditures' button. The main content area is titled 'My Registration Forms' and includes a sub-header: 'This view lists all of the registration forms that you have created or are party to and displays the current status of each registration. Use the buttons in the available actions section to work with a registration form.' Below this is a note: 'The "Status" on bulk payments may take a minute to update.' There are two tabs: 'Add New Lobbyist Registration' and 'List all payable Registrations'. A search box is also present. The main content is a table with the following data:

Lobbying Year	Lobbyist	Principal	Status	Available Actions
2013-2014	Frink, SR., Chris N.	taco bell	Paid, pending approval	
2013-2014	Frink, SR., Chris N.	chi-chis	Paid, pending approval	
2013-2014	Frink, SR., Chris N.	jack in the box	Paid, pending approval	
2013-2014	Frink, SR., Chris N.	Pep Boys	Draft	
2013-2014	Frink, SR., Chris N.	steak and ale	Draft	
2012-2013	Frink, SR., Chris N.	jack in the box	Approved	
2012-2013	Frink, SR., Chris N.	chi-chis	Approved	
2012-2013	Frink, SR., Chris N.	taco bell	Approved	
2013-2014	Frink, SR., Chris N.	yyy, real estate, inc.	Signed, awaiting payment	
2013-2014	Frink, SR., Chris N.	Boardwalk	Signed, awaiting payment	

Below the table is a pagination control showing '1 2 Next >'. A note states: 'Please note: Viewing submitted documents requires Adobe Reader®.' Below this is a 'Get ADOBE READER' button. The footer contains navigation links: Home | News | Photo Galleries | Notary Commissions | Authentications; Official Documents | Seals of the Commonwealth | Organization Registration; State Government Information | Appointments | Conflict of Interest | Lobbyists | Bluebook Reports | State Government Organizational Chart; Judicial System | Clemency | Extraditions | Service of Process | Forms; and SOC Office Information | Office Staff | Janet Vestal Kelly Bio | Contact Us | SOC Inquiry Form | Office Directions. The footer also includes 'Office of the Governor Robert F. McDonnell | © Commonwealth of Virginia 2011'. The browser's status bar at the bottom shows 'Local intranet | Protected Mode: Off' and a zoom level of 100%.

Step #22: You have the option of paying for all or some of your registrations. Once you have chosen the clients that you would like to pay for, click **PAY SELECTED** tab.

The screenshot shows a web browser window displaying the Virginia Secretary of the Commonwealth's website. The page title is "Payable Registrations for lobbying year 2013 - 2014". The user is logged in as Chris N. Frink, SR. The page contains a table of registrations with columns for "Last Modified", "Lobbyist Full Name", and "Principal Name". A "Pay Selected" button is visible above the table.

Secretary of the Commonwealth
Janet Vestal Kelly

Lobbyist Registration and Disclosure Welcome **Chris N. Frink, SR.!** [Log Off] [My Account] [Change Password]

Lobbyist Registration/ Disclosure
 My Registration Forms
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Payable Registrations for lobbying year 2013 - 2014
 This list contains the registrations with a Status of "Signed, awaiting payment" from "My Registration Forms"

Select/Unselect All Pay Selected

	Last Modified	Lobbyist Full Name	Principal Name
<input type="checkbox"/>	3/21/2013 1:28:31 PM	C Nelson Frink	the Tobacco Company Restaurant
<input checked="" type="checkbox"/>	3/21/2013 1:33:05 PM	C Nelson Frink, IV	Hardees
<input type="checkbox"/>	3/21/2013 1:36:42 PM	Chris Nelson Frink, Jr.	steak and ale
<input checked="" type="checkbox"/>	3/21/2013 2:02:19 PM	Christopher Nelson Frink, XI	Sidewalk Cafe
<input checked="" type="checkbox"/>	3/21/2013 2:16:38 PM	Christopher N. Frink, X	Cha-Chas
<input type="checkbox"/>	3/21/2013 2:25:23 PM	C. N. Frink, Jr.	Hooters
<input checked="" type="checkbox"/>	3/21/2013 3:00:01 PM	C. N. Frink, Jr.	623 Landfill, Inc
<input type="checkbox"/>	4/3/2013 9:56:27 AM	C. N. Frink, Jr.	Lowe's
<input checked="" type="checkbox"/>	4/3/2013 10:15:51 AM	C. N. Frink, Jr.	True Value
<input type="checkbox"/>	4/3/2013 10:51:21 AM	Chris N. Frink, SR.	Sears
<input checked="" type="checkbox"/>	4/18/2013 3:11:43 PM	Chris N. Frink, SR.	Bedford Chamber of Commerce
<input checked="" type="checkbox"/>	4/30/2013 1:09:59 PM	Chris N. Frink, SR.	Rocketts Landing
<input type="checkbox"/>	4/30/2013 1:11:59 PM	Chris N. Frink, SR.	Boardwalk
<input checked="" type="checkbox"/>	4/30/2013 1:14:00 PM	Chris N. Frink, SR.	yyy, real estate, inc.

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Step #23: You will be provided with a list of the number of registrations and the total amount due.

The screenshot shows a web browser window displaying the Virginia.gov website. The page title is "Secretary of the Commonwealth - Windows Internet Explorer provided by VA IT Infrastructure Partnership". The address bar shows the URL: "https://bi.eadtest.vita.virginia.gov/Lobbyist/PaymentOptions/Multiple".

The website header includes the Virginia.gov logo, navigation links for "Online Services", "Commonwealth Sites", "Help", and "Governor", and a search bar. Below the header is a banner for the Secretary of the Commonwealth, Janet Vestal Kelly, with a search box and a "Search" button.

The main content area is titled "Registration Payment Options" and includes a "Lobbyist Registration and Disclosure" sidebar. The sidebar contains links for "My Registration Forms" and "My Disclosure Forms", a photo of Governor Bob McDonnell, and a "View Secretariat Expenditures" button.

The main content area contains the following text:

Thank you for registering! To complete these registrations, you must submit the lobbyist registration fee. Please enter your payment information in the area below, then click the Process button to pay. You should only click the Process button once to prevent multiple charges.

Once your payment has been submitted and approved and the registration has been accepted, you will receive a confirmation email from the Lobbyist Registration office that will contain a copy of your payment receipt. You may review your completed registration at any time in the registration forms list page.

Payment Summary

Number of Registrations: 8
Total Amount Due: \$400.00

Last Modified	Lobbyist Full Name	Principal Name
3/21/2013 5:33:05 PM	C Nelson Frink, IV	Hardees
3/21/2013 6:02:19 PM	Christopher Nelson Frink, XI	Sidewalk Cafe
3/21/2013 6:16:38 PM	Christopher N. Frink, X	Cha-Chas
3/21/2013 7:00:01 PM	C. N. Frink, Jr.	623 Landfill, Inc
4/3/2013 2:15:51 PM	C. N. Frink, Jr.	True Value
4/18/2013 7:11:43 PM	Chris N. Frink, SR.	Bedford Chamber of Commerce
4/30/2013 5:09:59 PM	Chris N. Frink, SR.	Rocketts Landing
4/30/2013 5:14:00 PM	Chris N. Frink, SR.	yyy, real estate, inc.

Below the table is a "SALE" section with an "Order Section" containing the following information:

Description: Lobbyist Registration Fee
Amount: 400.00

The browser status bar at the bottom shows "Error on page." and "Local intranet | Protected Mode: Off".

Step #24: You will need to provide your credit card (Visa, MasterCard, or AMEX) payment information. Once you have provided your payment information, click **PROCESS**.

Registration / Disclosure

My Registration Forms
My Disclosure Forms



GOVERNOR OF VIRGINIA
Bob McDonnell



Thank you for registering! To complete your registration, you must submit the lobbyist registration fee. Please enter your payment information in the area below, then click the Process button to pay. You should only click the Process button once to prevent multiple charges.

Once your registration fee has been submitted and approved and your registration has been accepted, you will receive a confirmation email from the Lobbyist Registration office that will contain a copy of your payment receipt. You may review your completed registration at any time in the registration forms list page.

SALE

Payment Information

Description: Lobbyist Registration Fee

Name on Card: *

Amount: 50.00

Card Number: *

Expiration Date(MMY): *

CVV2: *

Billing Address

First Name: Chris *

Last name: Frink *

Company:

Address1: 1111 E Main Street *

Address2:

City: Richmond *

State: VA *

Zip Code: 23860 *

Country:

Phone: 804-786-2441

Email Address: chris.frink@governor.virginia.gov

Local intranet | Protected Mode: Off

Step #25: You will be provided with a confirmation receipt. If you would like to go back and pay for additional registrations, please click [Return to Registration List](#)

Secretary of the Commonwealth - Windows Internet Explorer provided by VA IT Infrastructure Partnership

https://bi.eadtest.vita.virginia.gov/Lobbyist/Payment/Sale/Result/lr_registration/299fa10b69ba412dbf522179a7f58775/3e705a4397984725a55f2f3afc

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Secretary of the Comm... GovShare - Pages - Home

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Lobbyist Registration and Disclosure Welcome **Chris N. Frink, SR.!** [Log Off] [My Account] [Change Password]

Lobbyist Registration/Disclosure
My Registration Forms
My Disclosure Forms

Payment: Approved

Summary

Transaction Number: 20130503-144354-299f
Total: \$400.00
Payment Status: PAID
[Return to Registrations List](#)

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

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SOC Office Information
Office Staff
Janet Vestal Kelly Bio
Contact Us
SOC Inquiry Form
Office Directions

Office of the Governor Robert F. McDonnell | © Commonwealth of Virginia 2011

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