



Lobbyist Registration

User Guide

Department of
Business & Neighborhood Services

Applicant's User Guide
January 2022

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CREATING A CITIZEN ACCESS ACCOUNT

The lobbyist registration process is through the Department of Business & Neighborhood Services' (DBNS) web-based Citizen Access Portal. This application process allows applicants to file the lobbyist registration 100% electronically without having to visit DBNS's office.

Citizen Access Portal User Requirements

Internet Browser

The Citizen Access Portal will need one of the following web browsers:

Internet Explorer 10
Mozilla Firefox 29

Google Chrome 34
Safari 6

Navigating to the Citizen's Access Portal

The direct link to the Citizen Access Portal is:

<https://accela9ca.indy.gov/citizenaccess>

The Citizen Access Portal can be accessed through the DBNS website by using the link on the left side of the page.

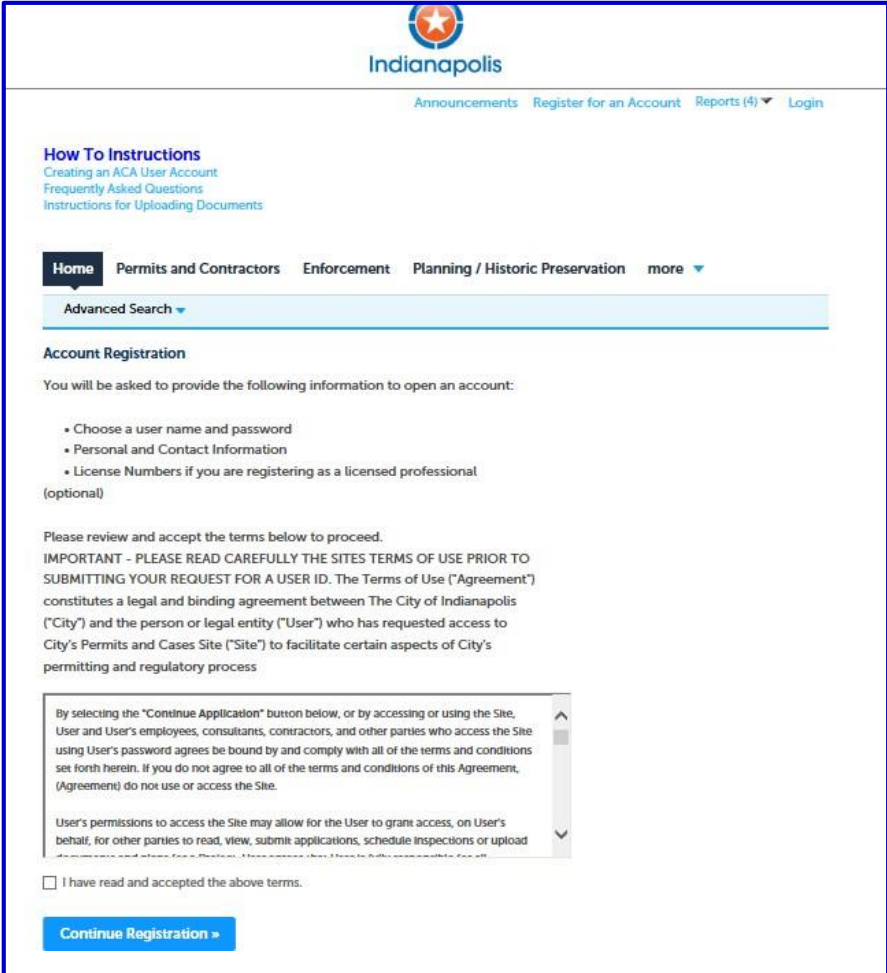
www.indy.gov/BNS

CREATING A CITIZEN ACCESS ACCOUNT

1. Account Login

On the Citizen Access Portal homepage, click the link labeled 'New Users,' located below the login fields, to create an account.

The next screen contains terms and conditions to create an account. Please read before proceeding.



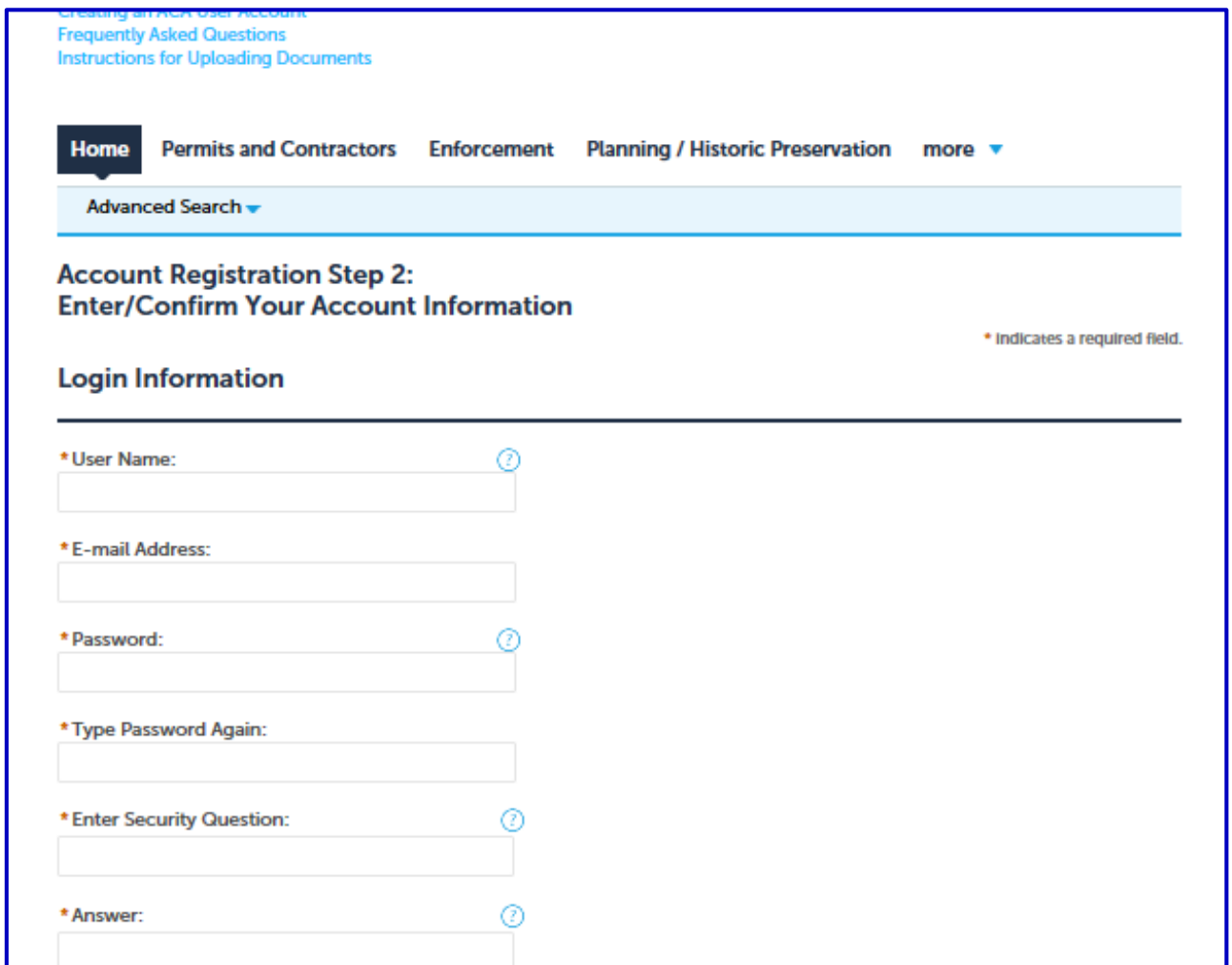
The screenshot shows the Indianapolis Citizen Access Portal homepage. At the top is the Indianapolis logo and navigation links: Announcements, Register for an Account, Reports (4), and Login. Below this is a 'How To Instructions' section with links for Creating an ACA User Account, Frequently Asked Questions, and Instructions for Uploading Documents. A main navigation bar includes Home, Permits and Contractors, Enforcement, Planning / Historic Preservation, and a 'more' dropdown. An 'Advanced Search' bar is also present. The 'Account Registration' section states that users will be asked to provide information to open an account, including a user name and password, personal and contact information, and license numbers (optional). It then presents the terms of use, which state that by using the site, the user agrees to be bound by the terms and conditions. A checkbox for 'I have read and accepted the above terms.' is shown, followed by a 'Continue Registration »' button.

CREATING A CITIZEN ACCESS ACCOUNT

2. Login Information

On the next screen, create a user name and password.

The user name and password created will be used to gain access into the portal.



Creating an ACR User Account
Frequently Asked Questions
Instructions for Uploading Documents

Home Permits and Contractors Enforcement Planning / Historic Preservation more ▼

Advanced Search ▼

**Account Registration Step 2:
Enter/Confirm Your Account Information**

* Indicates a required field.

Login Information

* User Name: ?

* E-mail Address:

* Password: ?

* Type Password Again:

* Enter Security Question: ?

* Answer: ?

CREATING A CITIZEN ACCESS ACCOUNT

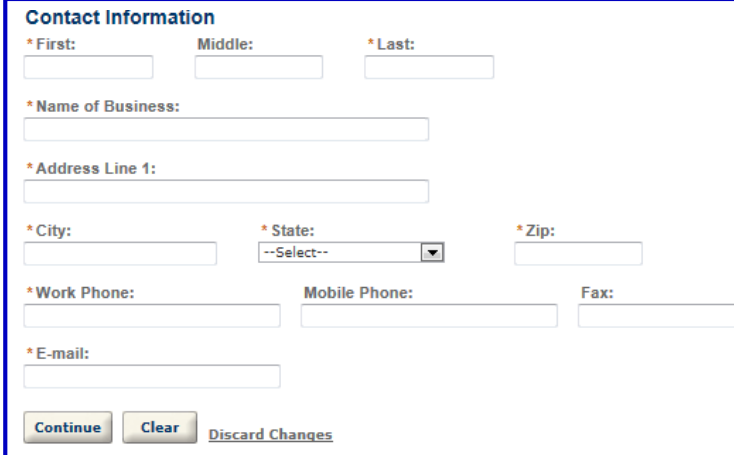
3. Contact Information

Below the Login Information, enter the contact information.

Click the 'Add New' button to proceed.

Input information in the popup screen and press the 'Continue' button.

Note: The email address entered will be used to verify the account in the next step.



Contact Information

* First: Middle: * Last:

* Name of Business:

* Address Line 1:

* City: * State: * Zip:

* Work Phone: Mobile Phone: Fax:

* E-mail:

[Discard Changes](#)

4. Continue Registration & Verification

After reviewing the contact information entered, click the 'Continue Registration' button to submit the new account request.



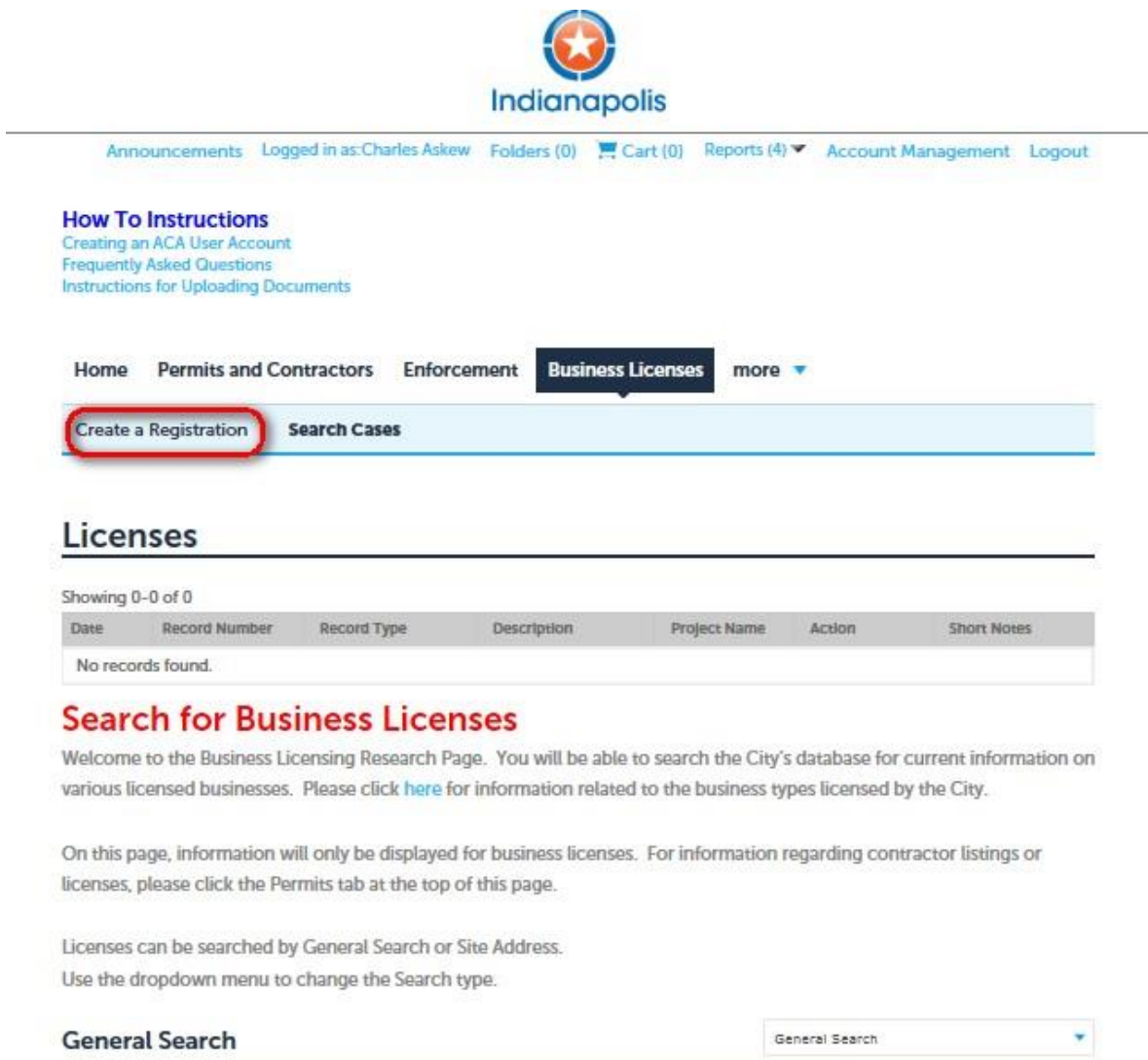
To complete the account creation, check your email for an email from BNS.noreply@indy.gov. Click the link in this email to verify the account email address and be directed back to the Citizen Access login screen. Your account cannot be used until this email verification link is clicked.

Applicants can now log in with the username and password and create a lobbyist registration.

CREATING THE LOBBYIST REGISTRATION

1. Opening a new registration

After logging into the Portal, click the link 'Create Registration' under the Business Licenses heading.



The screenshot shows the Indianapolis Business Licensing Portal. At the top is the Indianapolis logo. Below it is a navigation bar with links: Announcements, Logged in as: Charles Askew, Folders (0), Cart (0), Reports (4), Account Management, and Logout. A 'How To Instructions' section lists links for Creating an ACA User Account, Frequently Asked Questions, and Instructions for Uploading Documents. A main navigation bar includes Home, Permits and Contractors, Enforcement, Business Licenses (highlighted), and a 'more' dropdown. Under 'Business Licenses', there are two buttons: 'Create a Registration' (circled in red) and 'Search Cases'. Below this is a 'Licenses' section with a table showing 0 records. A 'Search for Business Licenses' section follows, with a welcome message and a link to business types. It also includes instructions on how to search and a dropdown menu set to 'General Search'.

How To Instructions
[Creating an ACA User Account](#)
[Frequently Asked Questions](#)
[Instructions for Uploading Documents](#)

Home Permits and Contractors Enforcement **Business Licenses** more ▾

Create a Registration Search Cases

Licenses

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Action	Short Notes
No records found.						

Search for Business Licenses

Welcome to the Business Licensing Research Page. You will be able to search the City's database for current information on various licensed businesses. Please click [here](#) for information related to the business types licensed by the City.

On this page, information will only be displayed for business licenses. For information regarding contractor listings or licenses, please click the Permits tab at the top of this page.

Licenses can be searched by General Search or Site Address.
 Use the dropdown menu to change the Search type.

General Search General Search ▾

CREATING THE LOBBYIST REGISTRATION

After clicking the link to start the registration, review the terms and conditions page and select the check box to access the registration.

The progress bar at the top of the application guides applicants through the steps of the registration. The 'Save and resume later' button at the bottom right of the screen allows applicants to save entered information and resume the registration at a later time.



The screenshot shows the 'Lobbyist Registration' web application. At the top, a progress bar has four steps: 1. Registration Information (highlighted in blue), 2. Representation Information, 3. Review, and 4. Application Submittal. Below the progress bar, the text 'Step 1 : Registration Information > Lobbyist Qualification' is displayed. A text input field contains 'ASI'. To the right of the field is a note: '* indicates a required field.' Below the input field, the section 'LOBBYIST QUALIFICATION' is shown. It includes a question: '*Have you engaged in reportable lobbyist activity? :'. There are two radio buttons: 'Yes' and 'No'. At the bottom left is a button labeled 'Continue Application »'. At the bottom right is a button labeled 'Save and resume later:' with a floppy disk icon.

1. Qualification

You will have to select whether or not you have engaged in lobbying activity at the City/County level that is required to be reported. The lobbyist registration ordinance with definitions and other resources can be found at www.indy.gov/lobbyist

If you select no, you do not need to report at this time. If needed, please use the 'Save and resume later' button and complete the application at a later date.

CREATING THE LOBBYIST REGISTRATION

2. Entering Lobbyist information on the registration

On the Registration Information page, enter the lobbyist's contact information. To use the contact information from the Citizen Access user account, click the 'Select from Account' button. Click the 'Add New' button to enter in new contact information.

HOW TO INSTRUCTIONS
[Creating an ACA User Account](#)
[Frequently Asked Questions](#)
[Instructions for Uploading Documents](#)

Home Permits and Contractors Enforcement **Business Licenses** more ▾

Create a Registration Search Cases

Lobbyist Registration




1 Registration Information	2 Lobbying Detail Info	3 Review	4 Pay Fees	5 Application Submittal
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Step 2: Lobbying Detail Info > Lobbying Detail Info

* Indicates a required field.

Lobbying Detail Info

Please include all details on the Lobbyist, Employer and Real Party in Interest below. For Real Party in Interest, please assure you enter at least one entry into the AGENCIES table. You cannot proceed to the next page unless this information is provided.

Required Contact Type	Minimum
 Lobbyist	1
 Lobbyist Employer	1
 Lobbyist Real Party in Interest 1	

Select from Account
Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	Email	Action
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CREATING THE LOBBYIST REGISTRATION

3. Entering the representation information

On the Representation Information page, you will need to enter in the information for both the lobbyist's employer as well as any Real Party in Interest.

Employer

Select the 'Add new' button under the Employer heading. You will be prompted to enter in the information for business contact information.

Real Party in Interest

For each party the lobbyist represents, a new 'Real Party in Interest' contact will need to be added.

- Select the option for 'Add New'.
- You will be prompted to enter in the contact information for each Real Party in Interest.
- Before clicking the 'Continue' button, you will need to add the agencies that are lobbied to & and log any compensation.

- Click the button for 'Add a Row'
- You will be prompted to select the agency and subject matter
- Click submit.

After all the agencies have been added, click the 'Continue' button.

After all the parties in interest have been added, click the 'Continue Application' button.

Contact Information

* First:

Middle:

* Last:

Name of Business:

* Address Line 1:

* City:

* State:

* Zip:

* Primary Phone:

Alternate Phone:

Fax:

* E-mail:

Web Sites:

AGENCIES

Showing 0-0 of 0

Agency	Subject Matter Engagement	Monetary Compensation	Non-Monetary Compensation	Individual Recipient
No records found.				

Add a Row

Edit Selected

Delete Selected

AGENCIES

* Agency:

* Subject Matter Engagement:

* Monetary Compensation:

* Non-Monetary Compensation:

* Individual Recipient:

Submit

Cancel

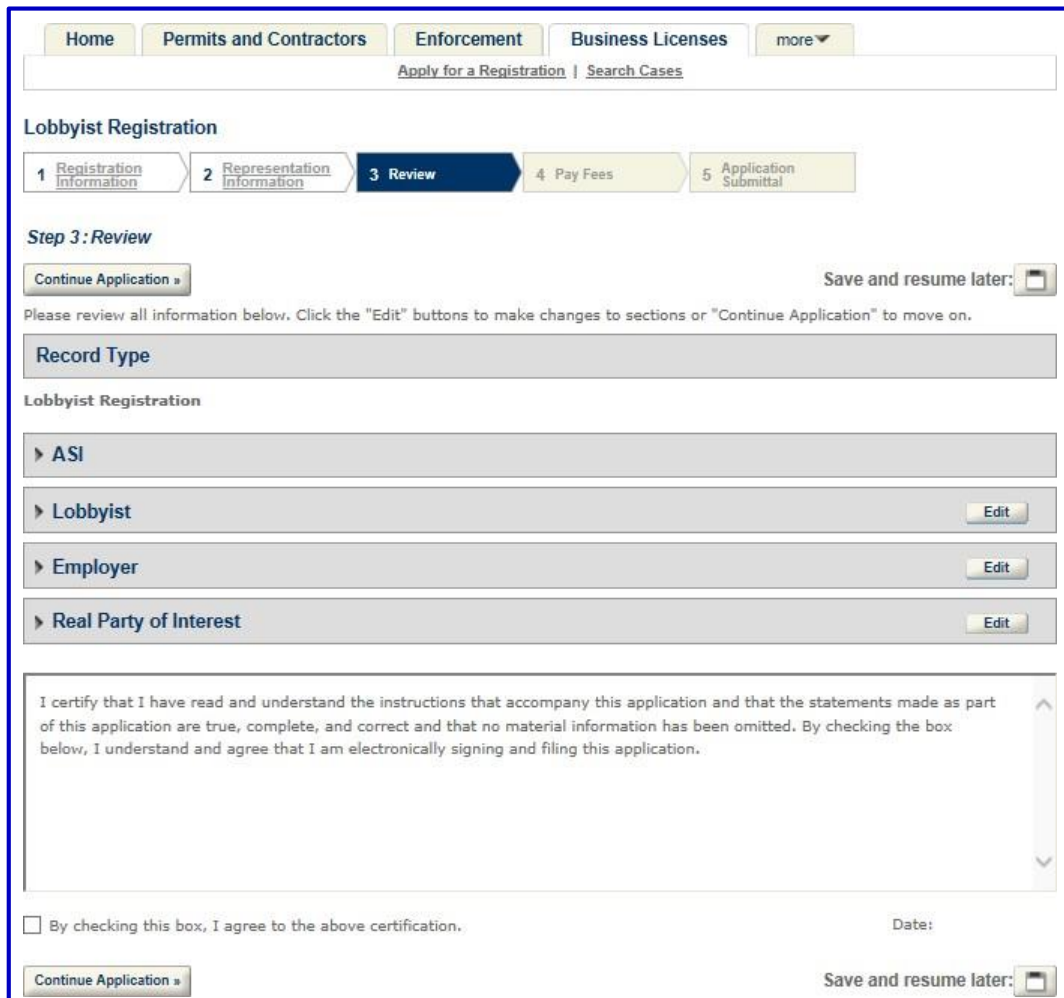
CREATING THE LOBBYIST REGISTRATION

4. Reviewing the submittal

This next screen provides a summary of the overall registration.

Please review the information entered.

Once you have reviewed your application, and read the disclaimer, check the box at the bottom and click the button for 'Continue Application.'



The screenshot shows the 'Lobbyist Registration' process at Step 3: Review. The navigation bar includes 'Home', 'Permits and Contractors', 'Enforcement', 'Business Licenses', and a 'more' dropdown. Below the navigation bar are links for 'Apply for a Registration' and 'Search Cases'. The 'Lobbyist Registration' section features a progress bar with five steps: 1 Registration Information, 2 Representation Information, 3 Review (current step), 4 Pay Fees, and 5 Application Submittal. The 'Step 3: Review' section contains a 'Continue Application' button and a 'Save and resume later' option. A message states: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' Below this is a 'Record Type' section with 'Lobbyist Registration' selected. The 'Lobbyist Registration' section lists four categories: 'ASI', 'Lobbyist', 'Employer', and 'Real Party of Interest', each with an 'Edit' button. A large text area contains a certification statement: 'I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.' Below the text area is a checkbox labeled 'By checking this box, I agree to the above certification.' and a 'Date:' field. At the bottom are 'Continue Application' and 'Save and resume later' buttons.

CREATING YOUR LOBBYIST REGISTRATION

5. Payment

The fees page outlines the registration fee. When you click the button for 'Check Out', the fee will be added to your shopping cart.

In the shopping cart, you will have two options:

- Click on the button for 'Continue Shopping'
This will allow you to go back to your list and start another registration. Using the shopping cart, you can pay for multiple registrations at the same time.
- Click the button for 'Check Out'
This will take you directly to the payment screen where it will ask for your payment information.

Once you click the option to 'Check Out', you will be redirected to the City's third party payment processor's page to pay the registration fee with a credit card or an echeck. Please note the third party processor will assess a processing fee (3.2% for a credit card payment and \$.95 for an echeck).

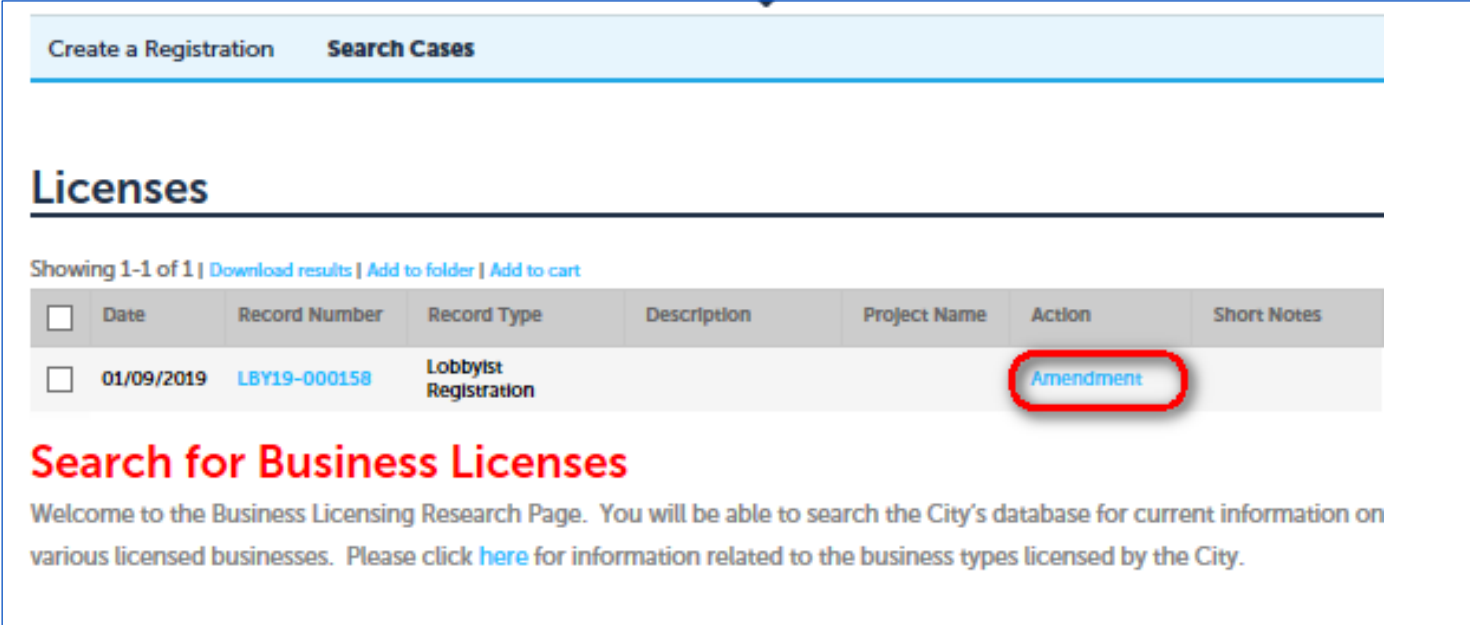
On the next few pages, you will be prompted to enter in the credit card information or account information for an echeck.

Note: The payment receipt will be sent to the email address entered on this page.

AMENDING A LOBBYIST REGISTRATION

1. Navigate to the registration

After logging into the Portal, click the tab for 'Business Licenses'
*You may have to click the tab for 'More' first.



Create a Registration Search Cases

Licenses

Showing 1-1 of 1 | [Download results](#) | [Add to folder](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Action	Short Notes
<input type="checkbox"/>	01/09/2019	LBV19-000158	Lobbyist Registration			Amendment	

Search for Business Licenses

Welcome to the Business Licensing Research Page. You will be able to search the City's database for current information on various licensed businesses. Please click [here](#) for information related to the business types licensed by the City.

Select the lobbyist you want to modify by clicking the word 'Amendment' in the right column.

Please note, this option will not be available after the January 15th reporting cut-off.

2. Updating your information

After you click the 'Amendment' option, you will see the same screens as the initial registration. This will give you the option to edit any currently reported information and to add additional information.

On Step 2, Contact List, you can use the 'Add New' button to add any additional Real Parties in Interest.

You can click Contact name or use the 'Edit' link on the right side to change any information and Update Annual Report.

Lobbyist Amendment

1 Step 1
2 Step 2
3 Review
4 Application Submittal

Step 2 : Step 2 > Page 1

* indicates a required field.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
✓ Lobbyist	1
✓ Lobbyist Employer	1
✓ Lobbyist Real Party in Interest	1

Select from Account
Add New

✓ Contact removed successfully.

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Jane Customer	Company Name	Lobbyist Real Party in Interest	317-327-8976		Email@email.com	Edit Delete
Mary Jones	Lobbying Company	Lobbyist Employer	317-327-8976		Mary@email.com	Edit Delete
John Lobbyist	Lobbying Firm/Employer	Lobbyist	317-327-8976		John.lobbyist@testemail.com	Edit Delete

Continue Application »
Save and resume later:

Click the link for 'Continue Application' when all changes have been made to the registration.

3. Review and submittal

Upon continuing the application, you will be shown a summary page where you can review the changes prior to submitting the changes.

If you need to make additional changes, you can use the 'Save and Resume later' option or you will also be able to start over with a new amendment later on.

[Continue Application »](#)

Save and resume later: 

Once all changes are verified, click the button for 'Continue Application.' This will take you to the confirmation page and apply your changes to the registration record.


[Home](#)
[Permits and Contractors](#)
[Enforcement](#)
[Business Licenses](#)
[more ▾](#)

[Create a Registration](#) | [Search Cases](#)

1 Select item to pay
2 Payment information
3 **Receipt/Record issuance**

Step 3: Receipt/Record issuance

Receipt



Your submittal has been processed. If payment was applied, you should receive an email with your payment confirmation.

Still Have Questions?

Permits: Structural, Electrical, Heating & Cooling, Plumbing, Improvement Location & Wrecking permits email PermitQuestions@Indy.gov or call 317-327-8700.

Right of Way & Encroachment Permits – Right-of-Way and Encroachments permits email Row@Indy.gov or call 317-327-8700.

Infrastructure Permits – Drainage, Flood, Street Construction, Driveway email Infrastructure@Indy.gov or call 317-327-8700.

Notifications and Inspections: Please email ConstructionServices@Indy.gov.

Licenses, Landlord Registration, Lobbyist Registration, Contractor Licensing, Fees/Payments and other Questions or Additional Assistance: Contact Contractors@Indy.gov or call 317-327-8700.

[Print/View Summary](#)

There is no limit on the number of times a registration can be amended prior to the January 15th reporting deadline.

ACCESSING LOBBYIST REGISTRATION REPORTS

Accessing Lobbyist Reports

View Lobbyist Registration Reports online: indy.gov/activity/lobbyist-registration-reports

Click on the report that is to be viewed.

Lobbyist Registration Reports

Review the most recent data available

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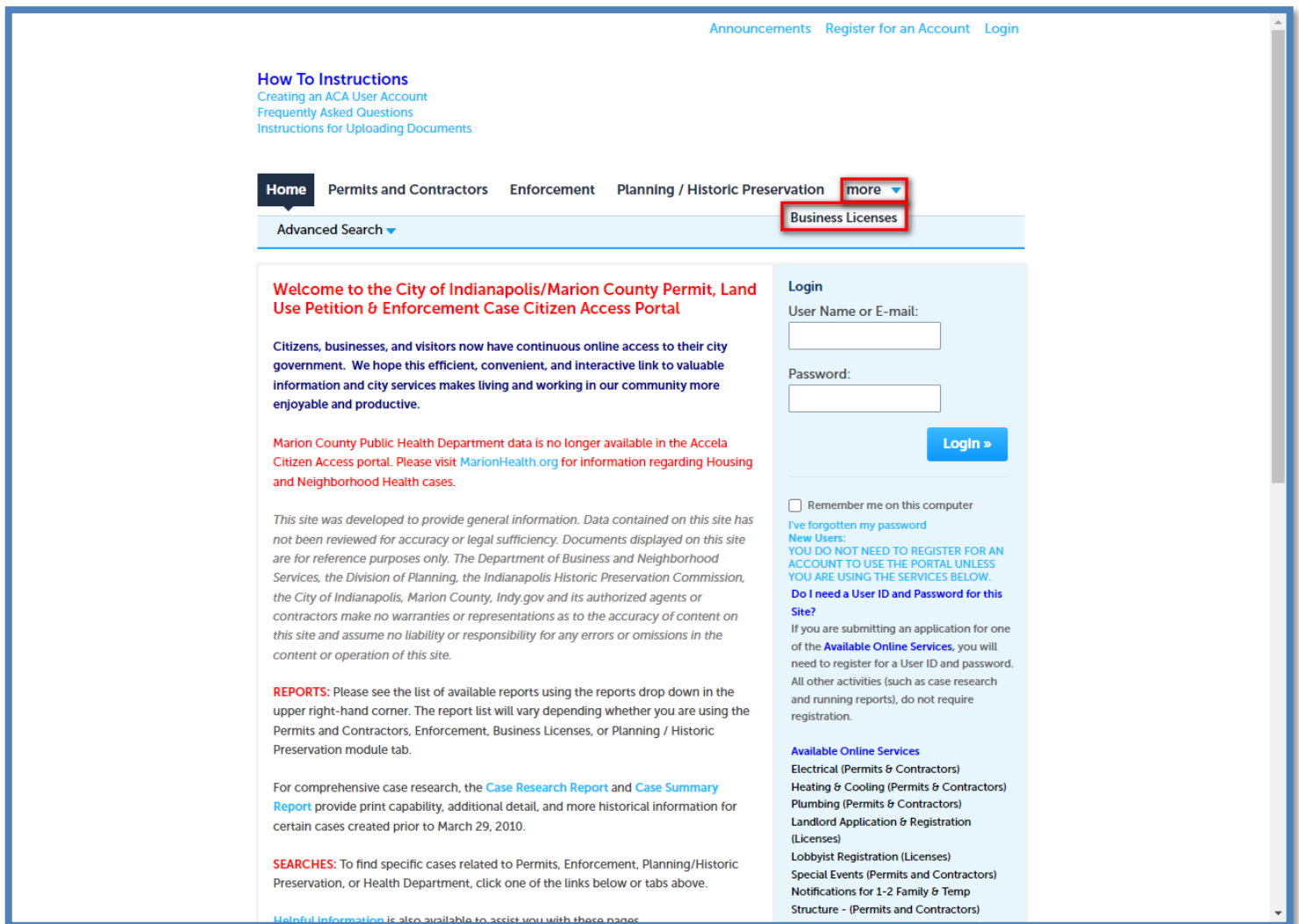
You can view registered lobbyists in the city-county based on the most up-to-date reported data. It may take up to five minutes for each report to load.

- [2021 Lobbyist Registration Report](#)
- [2020 Lobbyist Registration Report](#)

ACCESSING LOBBYIST REGISTRATION REPORTS

Accessing Lobbyist Reports

Click the tab for 'More' then 'Business License' from the dropdown.

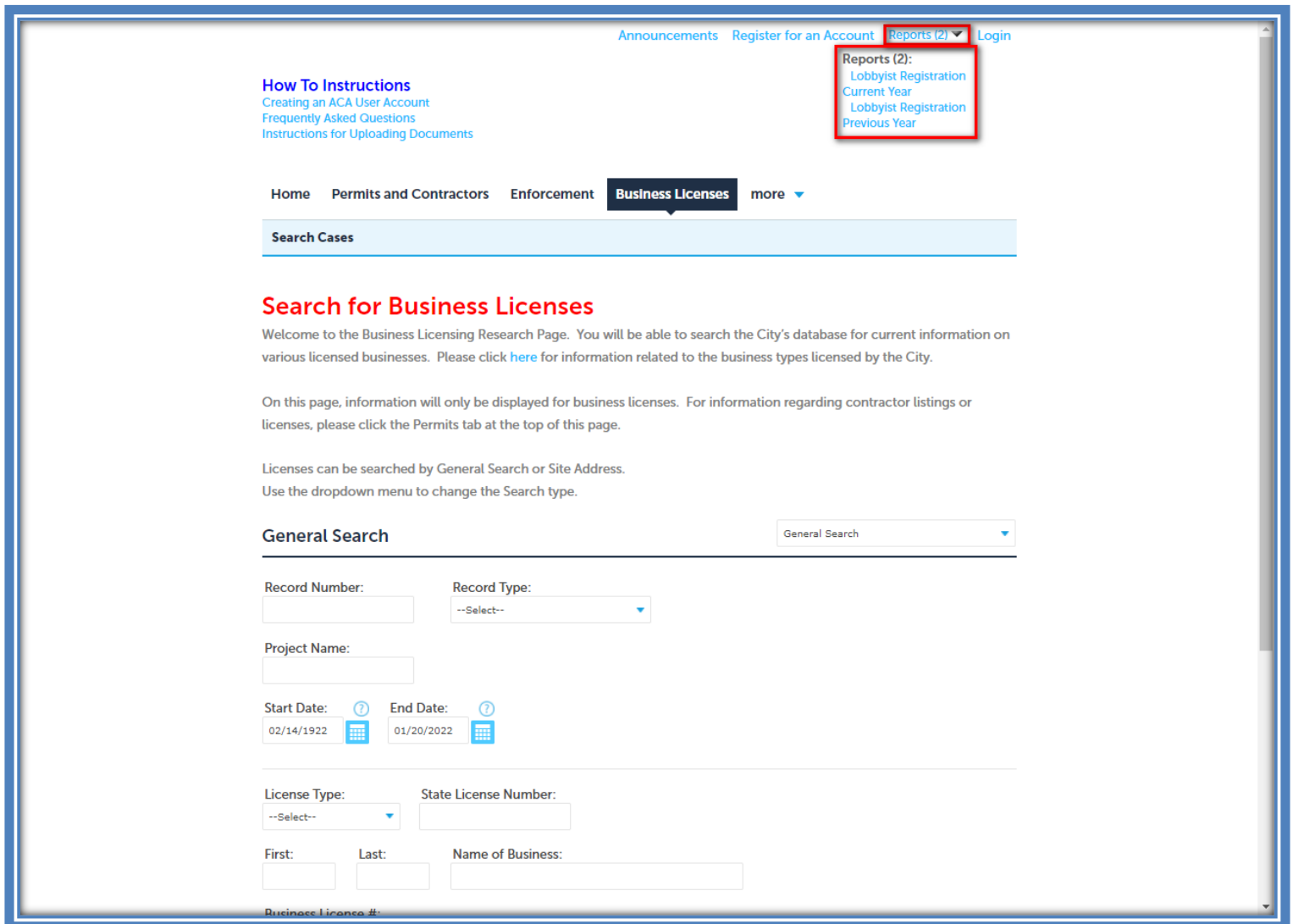


The screenshot shows the City of Indianapolis Citizen Access Portal. At the top right, there are links for "Announcements", "Register for an Account", and "Login". On the left, there are links for "How To Instructions", "Creating an ACA User Account", "Frequently Asked Questions", and "Instructions for Uploading Documents". The main navigation bar includes "Home", "Permits and Contractors", "Enforcement", "Planning / Historic Preservation", and a "more" dropdown menu. The "more" dropdown is open, showing "Business Licenses" highlighted. Below the navigation bar is an "Advanced Search" field. The main content area has a welcome message and a login section. The login section includes fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a "Remember me on this computer" checkbox. Below the login section is a list of "Available Online Services" including Electrical (Permits & Contractors), Heating & Cooling (Permits & Contractors), Plumbing (Permits & Contractors), Landlord Application & Registration (Licenses), Lobbyist Registration (Licenses), Special Events (Permits and Contractors), Notifications for 1-2 Family & Temp Structure - (Permits and Contractors).

ACCESSING LOBBYIST REGISTRATION REPORTS

Accessing Lobbyist Reports

Click the tab for 'Reports' then Current or Previous year Lobbyist report from the dropdown.



The screenshot shows the 'Business Licenses' section of the City of Indianapolis website. At the top, there are navigation links: 'Announcements', 'Register for an Account', 'Reports (2)', and 'Login'. The 'Reports (2)' link is highlighted with a red box, and a dropdown menu is open showing three options: 'Lobbyist Registration Current Year', 'Lobbyist Registration Previous Year', and 'Lobbyist Registration Previous Year'. Below the navigation bar, there is a 'Search Cases' section with a 'Search for Business Licenses' heading. The page includes a welcome message and instructions on how to search for business licenses. There are several search filters: 'Record Number', 'Record Type' (a dropdown menu), 'Project Name', 'Start Date' (with a calendar icon), 'End Date' (with a calendar icon), 'License Type' (a dropdown menu), 'State License Number', 'First' and 'Last' names, and 'Name of Business'. The 'Business License #' field is partially visible at the bottom.

USER HELP AND DBNS CONTACTS

For all questions related to the lobbyist registration, please contact:

[Department of Business & Neighborhood Services](#)

Phone: 317.327.4316

Email: licensing@indy.gov

Check registration status online:

<https://permitsandcases.indy.gov/citizenaccess/>