



Region of Waterloo

Lobbyist Registry

A Guide for Lobbyists on how to Register

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Create an Account

1. From the Region of Waterloo's Lobbyist Registry webpage, click the "**Register as a Lobbyist Button**".



Register as a Lobbyist

Create an Account

2. Select "Sign up now"

LOBBY REGISTRY
Sign in
Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

3. Enter you E-mail Address and Click Send Verification Code

< Cancel

LOBBY REGISTRY
User Details

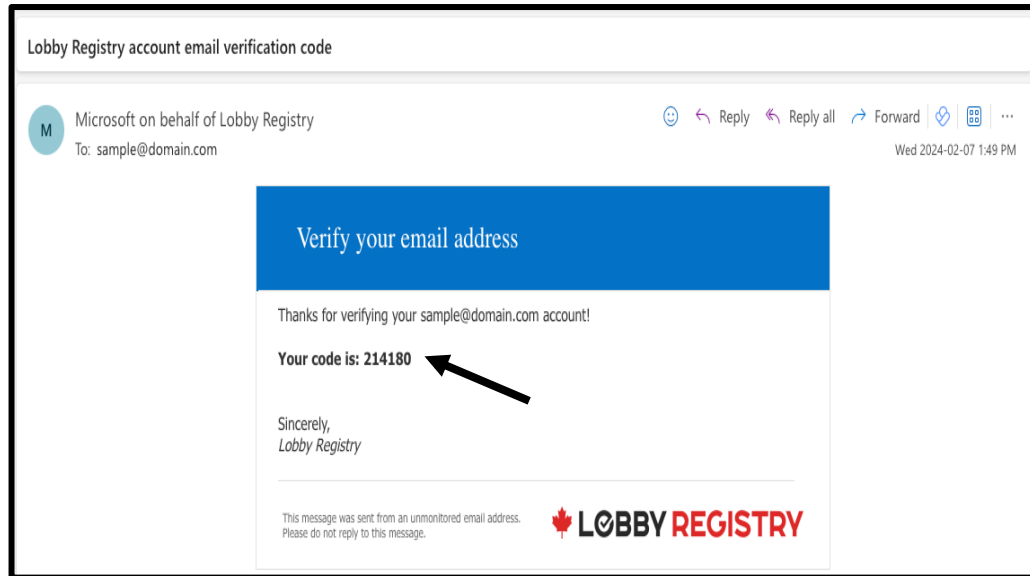
Email Address

Send verification code

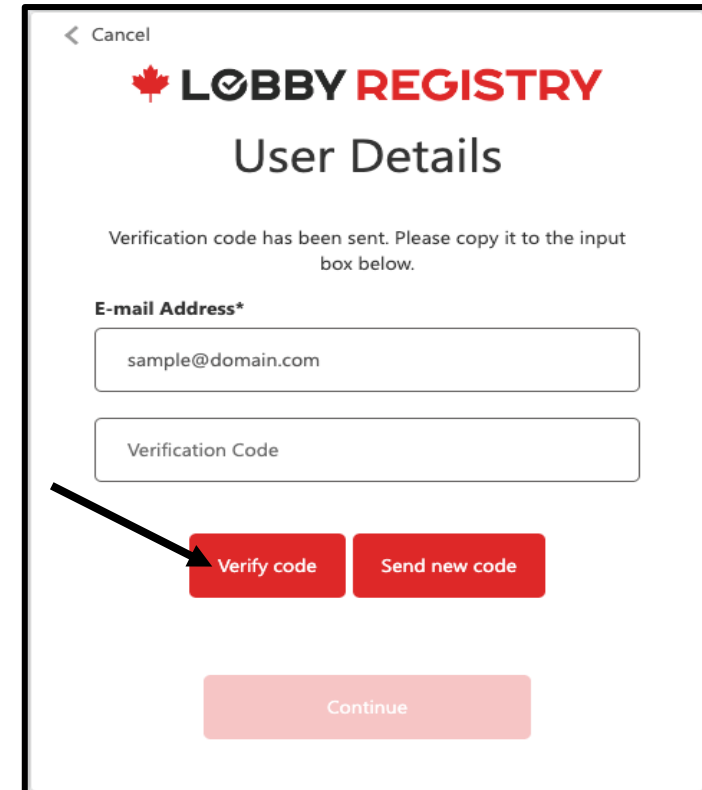
Continue

Create an Account

4. You will receive your Verification Code in your E-mail

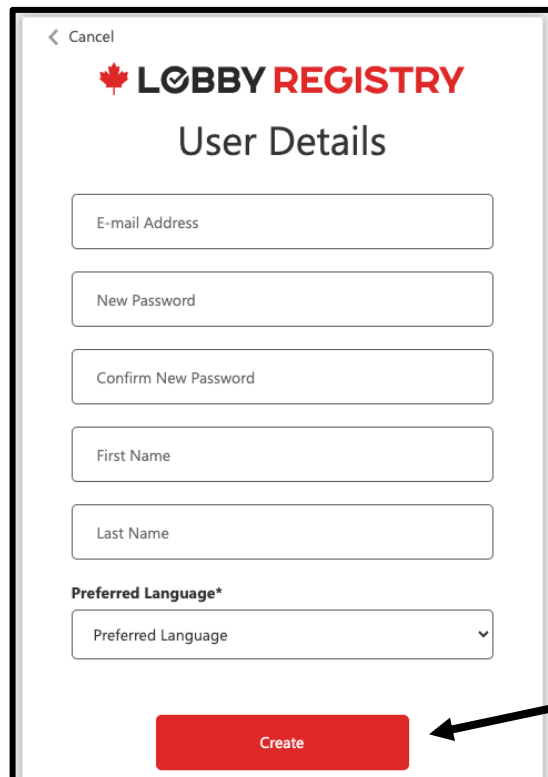


5. Enter your Code and click "Verify Code"



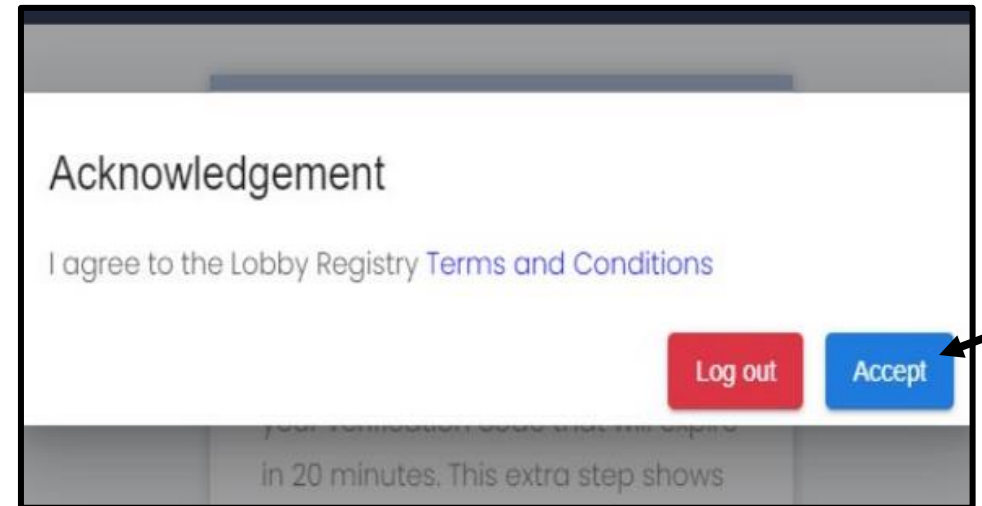
Create an Account

6. Enter your e-mail address, new password, First Name and Last Name, and Preferred language. Then click "Create".



The screenshot shows a mobile application interface for creating an account. At the top left is a '< Cancel' link. Below it is the 'LOBBY REGISTRY' logo with a red maple leaf icon. The title 'User Details' is centered. The form contains several input fields: 'E-mail Address', 'New Password', 'Confirm New Password', 'First Name', and 'Last Name'. Below these is a 'Preferred Language*' dropdown menu with 'Preferred Language' selected. At the bottom center is a red 'Create' button, which is pointed to by a black arrow.

7. Read the Terms and Conditions and click "Accept" to continue.

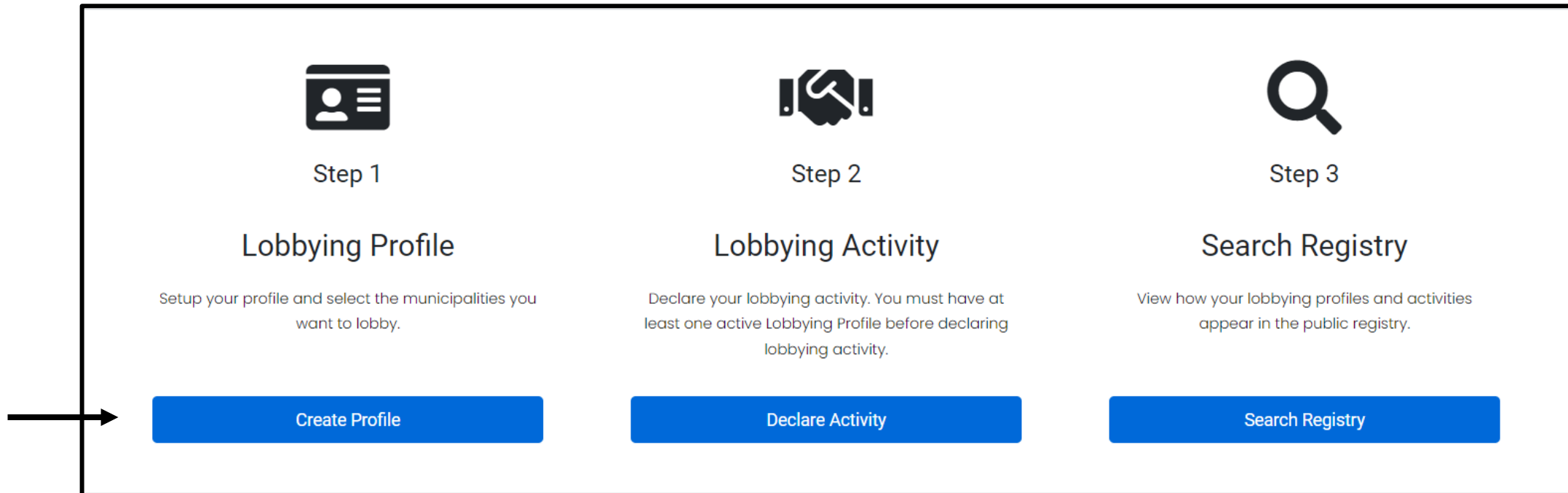


The screenshot shows an 'Acknowledgement' screen. The title 'Acknowledgement' is at the top. Below it is the text 'I agree to the Lobby Registry Terms and Conditions'. At the bottom right are two buttons: a red 'Log out' button and a blue 'Accept' button. A black arrow points to the 'Accept' button. Below the buttons, there is a partially visible sentence: 'your information will expire in 20 minutes. This extra step shows'.

Create a Profile

Congratulations, your Lobbyist Registry Account is now set up!

1. The next step is to create a profile. Click "Create Profile"



Create a Profile

2. Enter Lobbyist Details and click "Next".

The screenshot shows a progress bar at the top with four steps: 1 (Lobbyist Information), 2 (Municipality Declarations), 3 (Summary), and 4 (Complete). Step 1 is active. Below the progress bar, the 'Lobbyist Information' section is titled 'Lobbyist Details' and 'Basic Information'. It contains the following fields:

- Lobbyist Type * (dropdown menu)
- Job Title * (text input)
- Email Address * (text input with value 'sample@domain.com' and a help icon)
- Your Employer * (text input with an external link icon)

A blue 'Next' button is located at the bottom right of the form.

3. Enter Employer Details and Select Municipality to be Lobbied, click "Continue to next step".

The screenshot shows the same progress bar as the previous step, but step 2 (Municipality Declarations) is now active. The 'Lobbyist Details' section is collapsed, and the 'Employer Details' section is expanded. It contains the following fields:

- Employer Details: Add details about your employer
- Is your employer a subsidiary of another company? (radio buttons for Yes and No, with 'No' selected)
- Does your employer have any subsidiary beneficiaries? (radio buttons for Yes and No, with 'No' selected)
- Select municipalities to be lobbied. * (tagged list with 'The Regional Municipality of Waterloo' selected and a help icon)

A blue callout box with a white background and a black border contains the text: **Note:** Make sure to Select the Regional Municipality of Waterloo. At the bottom right, there are 'Previous' and 'Continue to next step' buttons.

Create a Profile

4. Answer the following Municipal Declarations, then click "Continue to next step".

The screenshot shows a progress bar at the top with four steps: 1. Lobbyist Information, 2. Municipality Declarations (highlighted), 3. Summary, and 4. Complete. The main content area is titled "The Regional Municipality of Waterloo" and contains three questions with radio button options:

- Did your company receive any municipal funding in its last fiscal year? For example, contract, RFP, etc.
 Yes No
- Have you previously served as an elected official or staff of this municipality?
 Yes No
- Would your anticipated lobbying activity place a Municipal Staff or Elected Official in a real, perceived, or potential conflict of interest.
 Yes No

Below the questions are three checkboxes:

- I agree to abide by the Lobbyist Code of Conduct as set out by this Municipality .
- I agree that I have read and understood the Region of Waterloo's Lobbyist Registry By-Law. [View the by-law.](#)
- I confirm that the information I have provided about myself, and/or my client is accurate .

At the bottom right, there are two buttons: "Previous" and "Continue to next step".

5. Review your information and click "Save" to complete your profile!

The screenshot shows a progress bar at the top with four steps: 1. Lobbyist Information, 2. Municipality Declarations, 3. Summary (highlighted), and 4. Complete. The main content area is titled "Summary" and contains the following text:

Please review the information below. When satisfied, click the Save button to save your lobbying profile.

A blue "Save" button is highlighted with a black arrow pointing to it from the right.

Below the text is a section titled "Lobbyist Details" with a collapse icon (^) on the right. It contains the following information:

Lobbyist Type	In-House Lobbyist
Job Title	manager
Email Address	sample@domain.com
Your Employer	Sample Name

At the bottom of the "Lobbyist Details" section, there are two buttons: "Edit" on the left and "Next" on the right.

Below the "Lobbyist Details" section are two more sections, each with a collapse icon (v):

- Employer Details
- Municipality Declarations

Create a Profile

Congratulations, your Lobbyist Registry Profile is complete!

- 6. Your lobbyist profile will be submitted for review prior to becoming available in the public registry. You will receive an e-mail to let you know that your profile is under review.**

Submission Received

Dear FirstName LastName,

Your Lobbyist Profile information has been submitted for review. Details are below:

Municipality: The Regional Municipality of Waterloo

Reference ID: 210

Lobbyist Name: FirstName Last Name

Employer: Sample Company

Please note that the Lobbyist is solely responsible for meeting the requirements of Lobbyist Registration according to the Lobbyist Registry By-law.

Thank you,
Lobby Registry

Create a Profile

7. Once the Lobbyist Registry Administrator reviewed your profile submission, you will receive an e-mail notifying you that your status has been updated, and your profile is "Active". If there are any issues with your profile, the administrator will contact you.

The status of your lobbyist profile has changed

Dear FirstName LastName,

The status of your lobbyist profile has changed. Details are below:

Municipality: The Regional Municipality of Waterloo

Reference ID: 323

Previous Status: Pending Review

New Status: Active

Comments: None

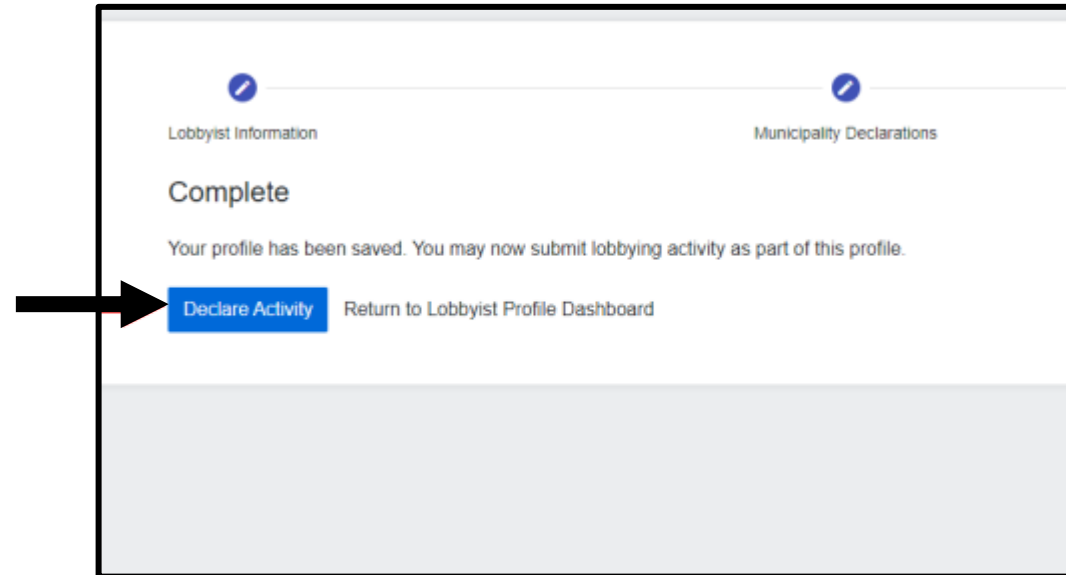
If you have any questions or concerns regarding this status change, please contact the municipality.

Thank you,
Lobby Registry

Registering your Lobbying Activity

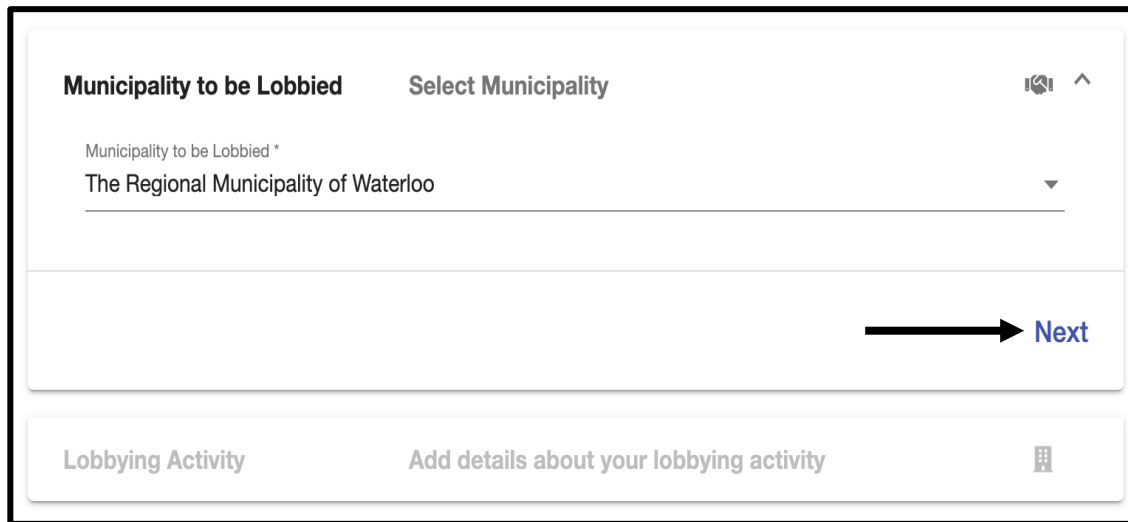
Now that you have successfully created your profile, it is time for you to declare your lobbying activity.

1. Go back to your profile and click "Declare Activity" to begin.



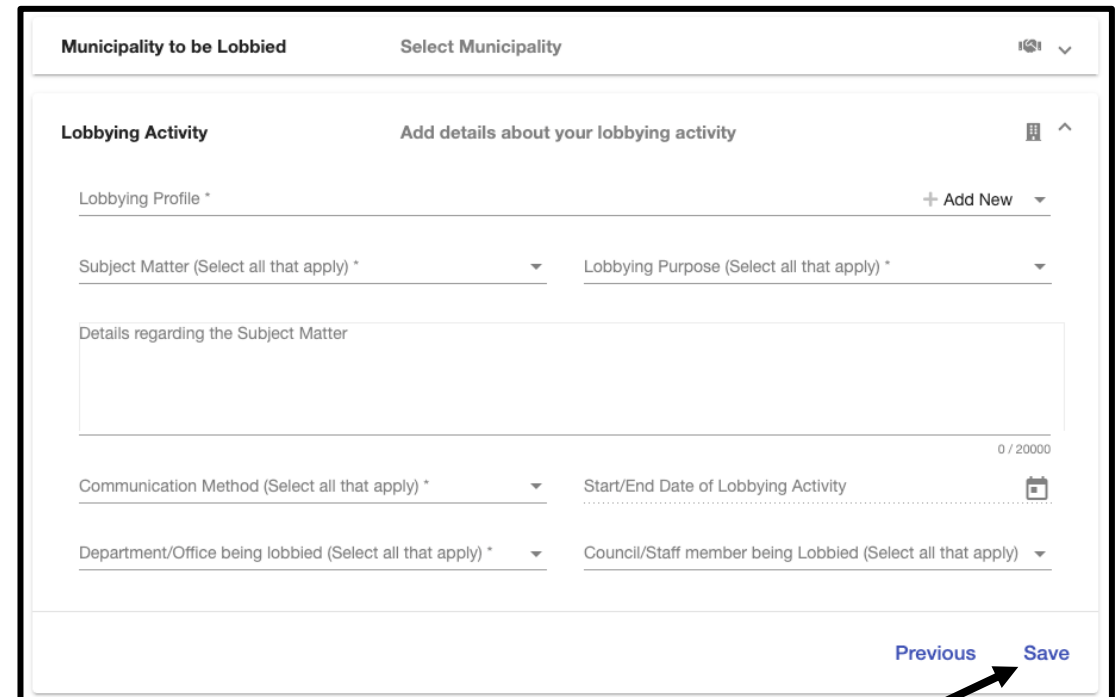
Registering your Lobbying Activity

2. Under "Municipality to be Lobbied", select "The Regional Municipality of Waterloo".



This screenshot shows the first step of the registration process. The form is titled "Municipality to be Lobbied" with a subtitle "Select Municipality". Below the title is a dropdown menu labeled "Municipality to be Lobbied *" with the selected option "The Regional Municipality of Waterloo". To the right of the dropdown is a "Next" button with a blue arrow pointing to it.

3. Enter your Lobbying Activity details outlined below and click "Save".



This screenshot shows the second step of the registration process. The form is titled "Lobbying Activity" with a subtitle "Add details about your lobbying activity". It contains several fields: "Lobbying Profile *" with a "+ Add New" button; "Subject Matter (Select all that apply) *" and "Lobbying Purpose (Select all that apply) *" dropdown menus; a text area for "Details regarding the Subject Matter" with a "0 / 20000" character count; "Communication Method (Select all that apply) *" and "Start/End Date of Lobbying Activity" (with a calendar icon); and "Department/Office being lobbied (Select all that apply) *" and "Council/Staff member being Lobbied (Select all that apply)". At the bottom right, there are "Previous" and "Save" buttons, with a blue arrow pointing to the "Save" button.

Registering your Lobbying Activity

4. Click "Yes" to confirm submitting the lobbying activity to the Region of Waterloo's Registry.

Confirm

Are you sure you want to submit this lobbying activity? It will be sent to the municipality for review prior to being available in the public registry.

No

5. Your lobbying activity has been submitted. Your activity is now in review, before going public.

Complete

Your lobbying activity has been submitted to the municipality for review.

[Return to Lobbying Activity Dashboard](#)

Registering your Lobbying Activity

Your Application Status will now show as "Pending Review"

ID	Municipality	Client	Employer	Application Status	Created Date	Last Updated Date	
192	The Regional Municipality of Waterloo		→	Pending Review	2024-09-09	2024-09-09	⋮

Review Process

Please Note:

The Review Process is to check for administrative issues only!

This process is not to police or check for accuracy, the onus is on the Lobbyist to ensure their declared activity is accurate and legitimate.

Review Process

- Once the lobbyist submits their activity, the lobbyist will receive the following e-mail notification.
- Please ensure to check your Junk and/or Spam folder if you do not find the e-mail in your inbox.

Submission Received

Dear FirstName LastName,

Your Lobbyist Profile information has been submitted for review. Details are below:

Municipality: The Regional Municipality of Waterloo

Reference ID: 210

Lobbyist Name: FirstName Last Name

Employer: Sample Company

Please note that the Lobbyist is solely responsible for meeting the requirements of Lobbyist Registration according to the Lobbyist Registry By-law.

Thank you,
Lobby Registry

Review Process

- Once your lobbyist activity was reviewed by the Lobbyist Registry Administrator, the lobbying profile/activity will become publicly available!
- If your activity is **declined**, the lobbyist will receive an automated notification email with comments from the administrators, and the ability to edit your activity.



The status of your lobbyist activity has changed

Dear FirstName LastName,

The status of your lobbyist activity has changed. Details are below:

Municipality: The Regional Municipality of Waterloo

Reference ID: 180

Previous Status: Pending Review

Details regarding the Subject Matter: To discuss accessibility along the path of the waterfront

New Status: Declined

Comments: Please add additional details regarding the subject matter of this activity and resubmit.

If you have any questions or concerns regarding this status change, please contact the municipality.

Thank you,
Lobby Registry

Contact Information

If you have any questions or concerns about your registration process please contact the Region's Lobbyist Registry Administrator, at lobbyistregistry@regionofwaterloo.ca.