

# Ohio Lobbying Activity Center (OLAC)

## II. Renewing Existing Engagements Tutorial

### A. Renewing Engagements:

1. Enter your User ID and Password. Click [Login](#).

[OLAC Home](#)

### Agent Filings Login

Please enter your User ID and Password below.

User ID:

Password:

[Forgot Password](#)

[I don't know my UID](#)

[Need Additional Help / Contact the OLIG](#)

2. **Following the welcome screen**, you will be directed to your Agent Homepage. This screen will serve as the main page where you will access all filings required by JLEC. To renew an engagement, select the link for the appropriate engagement type ([Executive](#), [Legislative](#), [Retirement](#)).

**Note:** for purposes of this tutorial, an Executive Engagement is displayed.

Agent Homepage

Agent Name: Jane Doe

[Log Out](#)

Initials (file, view)

[Executive](#) [Legislative](#) [Retirement System](#)

Activity Center (AER's - file termination notices, Activity and Expenditure Reports)

[Executive](#) [Legislative](#) [Retirement System](#)

[Financial Transactions](#)

[Change Contact Information and Notification Preferences](#)

[Change Password](#)

**Note:** Legislative engagements do not expire until December 31, 2012.

3. You will then be directed to your Registration Page for the corresponding type of engagement. To renew an engagement select the Renew Button.

### Executive Initials

[Agent Homepage](#) :: [Executive Initials](#)

**Agent: Jane Doe**

2010			
Date Of Engagement	Status		
Gunther's Toy Shop	9/20/2010	Filed	<input type="button" value="View"/> <input style="border: 2px solid red;" type="button" value="Renew"/>

4. From the Renew button, you will be provided with all previously filed registration information.
  - a. Please verify all contact information and make any necessary changes.

### Executive Initial Details

[Agent Homepage](#) :: [Executive Initials](#) :: [Executive Initial Details](#)

**Agent: Jane Doe**

Note: Your engagement is not complete until payment of a \$25 filing fee and signature page are received by the Office of the Legislative Inspector General.

**[Fields in BOLD are required]**

**I. Engagement Date**

**II. Employer Information**

Employer Name:	<input type="text" value="Gunther's Toy Shop"/>
Real Party In Interest: [If Applicable]	<input type="text"/>
Type of industry:	<input type="text" value="Toys"/>
Address:	<input type="text" value="1 Gunther Way"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Columbus"/>
State:	<input type="text" value="OH"/>
Zipcode:	<input type="text" value="46836"/>
Contact Person*:	<input type="text" value="Gunther"/>
Contact's Phone:	<input type="text" value="614-111-2222"/>
Contact's E-Mail:	<input type="text" value="Gunther@Gunther.com"/>

\* - Located at employer's address.

**III. Brief description of the Executive Agency Decision(s) to which the Executive Agency Lobbyist's engagement relates:**

Executive decisions relative to the toy industry.

**IV. Categorical listing of offices of Elected Executive Officials, Departments, or Executive Agencies to which the engagement relates. (Please check all that are applicable):**

Attorney General

Auditor of State

To update or change employer information, please do so in the employer OLAC account.

b. Review and/or edit all information relative to this engagement.

III. Brief description of the Executive Agency Decision(s) to which the Executive Agency Lobbyist's engagement relates:

Executive decisions relative to the toy industry.

IV. Categorical listing of offices of Elected Executive Officials, Departments, or Executive Agencies to which the engagement relates. (Please check all that are applicable):

<input checked="" type="checkbox"/> Attorney General	<input type="checkbox"/> Fair Plan Underwriting Association, Ohio, Board of Governors	<input type="checkbox"/> Psychology Board
<input checked="" type="checkbox"/> Auditor of State	<input type="checkbox"/> Faith-Based Community Initiatives, Advisory Board of Governor's Office of	<input type="checkbox"/> Public Defender
<input checked="" type="checkbox"/> Governor	<input type="checkbox"/> Farmland Preservation Advisory Board	<input type="checkbox"/> Public Library Information Network, Ohio
<input checked="" type="checkbox"/> Lieutenant Governor	<input type="checkbox"/> Fire Commission, State	<input type="checkbox"/> Public Safety
<input checked="" type="checkbox"/> Secretary of State	<input type="checkbox"/> Forestry Advisory Council	<input type="checkbox"/> Public Utilities Commission
<input checked="" type="checkbox"/> Treasurer of State	<input type="checkbox"/> Governor's Council on People with Disabilities	<input type="checkbox"/> Public Works Commission
<input type="checkbox"/> Accountancy Board	<input type="checkbox"/> Oil and Gas Commission	<input type="checkbox"/> War Orphans Scholarship Board, Ohio
<input type="checkbox"/> Adjutant General	<input type="checkbox"/> Optical Dispensers Board	<input type="checkbox"/> Water Advisory Council - ODNR
<input type="checkbox"/> Administrative Services	<input type="checkbox"/> Optometry Board	<input type="checkbox"/> Water and Sewer Rotary Commission
<input type="checkbox"/> African American Hall of Fame Governing Board	<input type="checkbox"/> Organized Crime Investigations Commission	<input type="checkbox"/> Water Development Authority
<input type="checkbox"/> Aging	<input type="checkbox"/> Orthotics, Prosthetics and Pedorthics Board	<input type="checkbox"/> Wildlife Council
<input type="checkbox"/> Aging, Ohio Advisory Council for	<input type="checkbox"/> Parole Board	<input type="checkbox"/> Worker's Compensation
<input type="checkbox"/> Emergency Medical Services	<input type="checkbox"/> Personnel Board of Review	<input type="checkbox"/> Youth Art Exhibition
<input type="checkbox"/> Energy Efficiency	<input type="checkbox"/> Petroleum Underground Storage Tank	<input type="checkbox"/> Youth Services
<input type="checkbox"/> Engineer & Surveyors Board	<input type="checkbox"/> Pharmacy Board	
<input type="checkbox"/> Environmental Protection Agency		
<input type="checkbox"/> Environmental Review Appeals Commission		
<input type="checkbox"/> eTech Ohio Commission		
<input type="checkbox"/> Ethanol Incentive Board		
<input type="checkbox"/> Ethics Commission		
<input type="checkbox"/> Exposition Commission		

Close Continue & File Save Print

5. Once you have entered the appropriate information for this engagement type, you have the options to Close, Continue & File, Save, or Print the registration. If you choose to discontinue entering the engagement the Close option will remove all changed information. The Save option allows you to save the information you have entered; so you may return to the form at a later time (note: Saving the engagement does not file the engagement).

**If all information is correct and you are ready to proceed in renewing the engagement select the Continue & File option.**

6. You will then be provided with a summary page. If you need to make corrections please click [Go Back & Edit](#). If the information is correct, click [File](#).

**Note:** Once you select file you will not be able to make changes.

[Log Out](#)

**Agent Executive Initial**

[Agent Homepage](#) :: [Executive Initials Home](#) :: Executive Initial Summary

**Agent: Jane Doe**

WARNING: Once you file this initial registration, you will no longer be able to modify it. If the information below is correct, please click on the 'File' button. Otherwise, you may click the 'Go Back and Edit' button to continue editing your registration statement.

Note: Your engagement is not complete until payment of a \$25 filing fee and invoice are received by the Office of the Legislative Inspector General.

**I. Engagement Date:**  
1/1/2012

**II. Employer Information:**

Employer Name: Gunther's Toy Shop  
Real Party In Interest:  
Type of industry: Toys  
Address: 1 Gunther Way  
Address 2:  
City: Columbus  
State: OH  
Zipcode: 48836  
Contact Person: Gunther  
Contact Phone: 614-111-2222  
Contact E-Mail: Gunther@Gunther.com

**III. Brief description of the Executive Agency Decision(s) to which this engagement relates:**  
Executive decisions relative to the toy industry.

**IV. Categorical listing of offices of Elected Executive Officials, Departments or Executive Agencies to which the engagement relates:**

- Attorney General
- Auditor of State
- Lieutenant Governor
- Secretary of State
- Treasurer of State
- Administrative Services
- Fire Commission, State
- Grain Marketing Program Operating Committee

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ANY PERSON WHO KNOWINGLY FILES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER O.R.C. SECTION 2921.13, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.

7. Once your registration renewal has been filed, you will be directed to a confirmation page. It is recommended that you print this page for your records. For the engagement to become active you must print and submit an invoice page along with the filing fee (\$25 for each engagement). Please select [Print Invoice](#) to access this form.

[Log Out](#)

**Agent Executive Initial**

[Agent Homepage](#) :: [Executive Initials Home](#) :: Engagement Confirmation

**Agent: Jane Doe**

**File Date:** 12/21/2011  
**Confirmation:** 20111221EINA40742

Note: Your engagement is not complete until payment of a \$25 filing fee and invoice are received by the Office of the Legislative Inspector General.

**I. Engagement Date:**  
1/1/2012

**II. Employer Information:**

Employer Name: Gunther's Toy Shop  
Real Party In Interest:  
Type of industry: Toys  
Address: 1 Gunther Way  
Address 2:  
City: Columbus  
State: OH  
Zipcode: 48836  
Contact Person: Gunther  
Contact Phone: 614-111-2222  
Contact E-Mail: Gunther@Gunther.com



**III. Brief description of the Executive Agency Decision(s) to which this engagement relates:**  
Executive decisions relative to the toy industry.

**IV. Categorical listing of offices of Elected Executive Officials, Departments or Executive Agencies to which the engagement relates:**

- Attorney General
- Auditor of State
- Lieutenant Governor
- Secretary of State
- Treasurer of State
- Administrative Services
- Fire Commission, State
- Grain Marketing Program Operating Committee

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8. You will need to send the Invoice page with your \$25 registration fee (you may include multiple Invoices and only one check). Your engagement will not be active until the invoice page and filing fee are received by the OLIG.

<b>Registration Renewal Invoice 2012</b>		 407701
Confirmation #: <b>20120105EINA40770</b>	<b>FILING FEE: \$25.00</b> (check or money order only)	
<b>EXECUTIVE AGENCY LOBBYIST/EMPLOYER INITIAL REGISTRATION VERIFICATION</b>		
<small>A REGISTRATION IS NOT COMPLETE UNTIL THIS FORM AND FILING FEE ARE RECEIVED BY THE OLIG.</small>		
1. Agent Name	<u>Jane Doe</u>	
2. Employer Name	<u>123 ohio</u>	
3. Date of Engagement as Executive Agency Lobbyist	<u>1/1/2012</u>	
4. Date Registration Submitted electronically	<u>1/5/2012</u>	
<b>ANY PERSON WHO KNOWINGLY FILES A FALSE STATEMENT IS GUILTY OF A FALSIFICATION UNDER SECTION 2921.13 OF THE OHIO REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.</b>		
<b>INVOICE</b>		
Please submit payment in the form of check or money order made payable to JLEC. Registrations are not active until payment is received by JLEC. All renewal registrations are due by February 21.		
* Please return this form along with payment by JLEC.		
Pay to the order of:		
Joint Legislative Ethics Committee 50 West Broad Street, Suite 1308 Columbus, Ohio 43215-5908		

**Note:** *Employer and Lobbyist signatures are not required for registration renewals. If registration renewals are not filed by January 31, 2012, a signature page will be required.*

9. Please submit the invoice page and filing fee to:  
**The Office of the Legislative Inspector General  
50 West Broad Street, Suite 1308  
Columbus, OH 43215**
10. Once you have printed the invoice page, you may return to your agent homepage to renew additional engagements or check the status of your submitted renewals.

**B. Viewing the Status of Submitted Renewals:**

1. From your agent homepage, under the Initials heading, select the appropriate engagement type (Executive, Legislative, Retirement).
2. A listing will display all filed engagements and/or renewed for the selected engagement type. You may select the View option to view the submitted initial. The Status of your initial will be marked as **Received**, **Filed**, or **Saved**. Any initial you have saved from a prior OLAC session will be available here.

Executive Initials  
[Agent Homepage](#) :: Executive Initials  
Agent: Jane Doe

2010				
	Date Of Engagement	Status		
Gunther's Toy Shop	9/20/2010	Filed	<input type="button" value="View"/>	<input type="button" value="Renew"/>
Gunther's Toy Shop	12/15/2010	<b>Received</b>	<input type="button" value="View"/>	

\*An Initial in **Received** status indicates that you have electronically submitted your initial and the OLIG is waiting to receive the invoice and filing fee. While the status of the engagement is listed as **Received**, you may reprint the invoice page if necessary. **Your engagement is not active until the invoice page and filing fee has been received by the OLIG.**

Executive Initials  
[Agent Homepage](#) :: Executive Initials  
Agent: Jane Doe

2010				
	Date Of Engagement	Status		
Gunther's Toy Shop	9/20/2010	Filed	<input type="button" value="View"/>	<input type="button" value="Renew"/>
Gunther's Toy Shop	12/15/2010	<b>Filed</b>	<input type="button" value="View"/>	<input type="button" value="Renew"/>

\*An Initial in **Filed** status indicates that your invoice page and filing fee have been received by the OLIG. **Your engagement is now active.** Once your engagement is listed as Filed, you will no longer be able to print an invoice page.

\*\*\*If you have any questions please feel free to contact our office at (614)728-5100.