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129th OHIO GENERAL ASSEMBLY

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TO: All Interested Parties

FROM: The Office of the Legislative Inspector General (OLIG)

DATE: November 4, 2011

RE: 2012 Registration Renewal Changes

On December 31, 2011 all Executive Agency and Retirement System lobbying engagements will expire in OLAC*. The 2012 Registration Renewal process is as follows:

- Lobbyists will renew the Executive/Retirement engagements they plan on lobbying on behalf of in 2012 by clicking on the appropriate link under the 'Initials' heading in their OLAC accounts.
 - o For purposes of registration renewals only, the date of engagement listed should be **1/1/2012**.
- In order for renewed registrations to become active, an Invoice and filing fee must be received by the OLIG for each 2012 engagement. The 'Invoice' can be found by clicking on the 'Print Invoice' button located at the top of each registration confirmation page.
 - o This invoice must be mailed in with the \$25 filing fee per engagement.
- **Employers no longer need to sign a signature page for Registration Renewals.**

Note: New registrations filed in OLAC will still require a lobbyist and an employer signature.

The 2012 Registration Renewal and September-December 2011 Activity and Expenditure Report deadlines are as follows:

| | |
|-------------------|--|
| December 15, 2011 | Lobbyists can begin renewing their Executive and Retirement engagements. |
| January 1, 2012 | Lobbyists and Employers can begin filing their September-December 2011 Activity and Expenditure Reports. |
| January 31, 2012 | All 2012 Exec/Ret Registration renewals must be submitted in OLAC. All Lobbyist and Employer Activity and Expenditure Reports for the September-December 2011 reporting period must be filed. |
| February 21, 2012 | All renewal invoices/filing fees must be received by JLEC. |

If you have any questions, please call (614) 728-5100 or email:

Katie Reardon
kreardon@jlec-olig.state.oh.us

Jason Hastings
jhastings@jlec-olig.state.oh.us

*Legislative lobbying engagements expire on December 31, 2012 and do not need to be renewed until **2013**.