

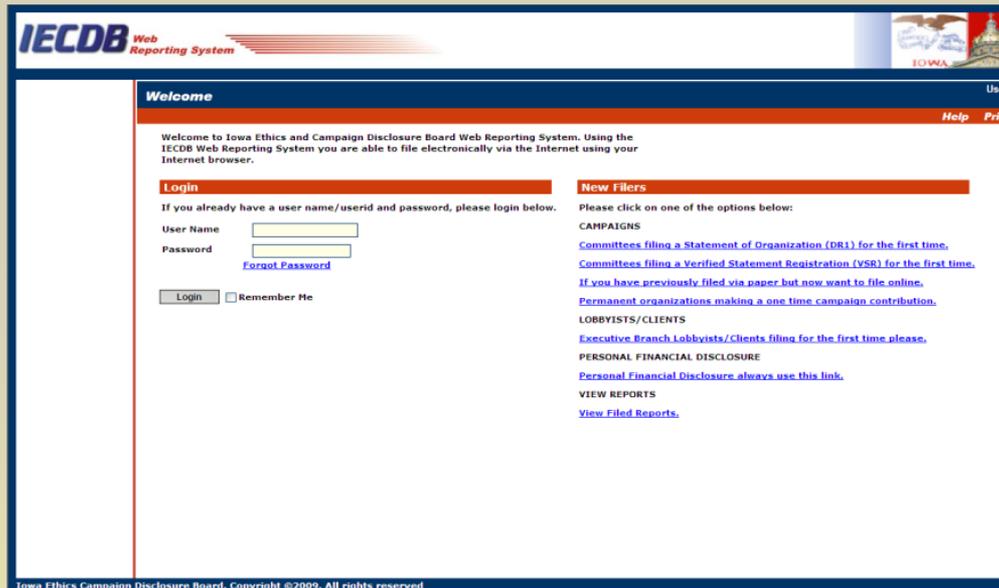
Iowa Ethics & Campaign Disclosure Board

How to Use the Web Reporting
System



First Step

- Find the log in site: our Web site www.iowa.gov/ethics click Filing Reports Electronically (on the left side 2nd from the bottom) click Executive Branch Lobbyist/Clients; or enter the direct link <https://webapp.iecdb.iowa.gov/>



The screenshot shows the IECDDB Web Reporting System login page. The page has a blue header with the IECDDB logo and the text "Web Reporting System". Below the header, there is a "Welcome" section with a "User:" field and "Help" and "Print" links. The main content area is divided into two columns. The left column is titled "Login" and contains a message: "If you already have a user name/userid and password, please login below." It includes input fields for "User Name" and "Password", a "Forgot Password" link, and a "Login" button with a "Remember Me" checkbox. The right column is titled "New Filers" and contains a message: "Please click on one of the options below:". It lists several options with blue hyperlinks: "CAMPAIGNS", "Committees filing a Statement of Organization (DRI) for the first time.", "Committees filing a Verified Statement Registration (VSR) for the first time.", "If you have previously filed via paper but now want to file online.", "Permanent organizations making a one time campaign contribution.", "LOBBYISTS/CLIENTS", "Executive Branch Lobbyists/Clients filing for the first time please.", "PERSONAL FINANCIAL DISCLOSURE", "Personal Financial Disclosure always use this link.", "VIEW REPORTS", and "View Filed Reports." The footer of the page reads "Iowa Ethics Campaign Disclosure Board, Copyright ©2009, All rights reserved".

User Name & Password

- Your staff contact will provide your user name and password.
 - You will be required to change your password the first time you log in.
 - Enter E-mail address for a password reminder.
- 
- The bottom of the slide features a decorative graphic of several concentric, light-colored circles resembling water ripples on a light green background.

Settings

- Click on Settings under My Account and you will be able to change your password or email address.

The screenshot shows the 'User Settings' page of the IECDB Web Reporting System. The page is divided into several sections: 'General Committee & User Info', 'Password Change', and 'Forgotten Password Email'. The user's name is 'Van Wyk, Meghan', and their filing type is 'Lobbyist'. The current email address is 'meghan.vanwyk@iowa.gov'. There are input fields for 'New Password', 'Confirm Password', and 'New Email'. A 'Save Changes' button is located at the bottom of the 'Password Change' section.

IECDB Web Reporting System

Lobbyist

- Registration
- Issues
- Agencies Lobbied
- Clients
- Firms
- Cancellation

Report

- Summary
- Contributions
- Expenditures
- Exemption

My Account

- Settings
- Logout

User Settings

General Committee & User Info

| | | | |
|----------|-----------------|-------------|----------|
| Name | Van Wyk, Meghan | Code | 0 |
| Type | Lobbyist | Filing Type | Lobbyist |
| Category | LOBB | UserID | van1702 |

Password Change

Old Password

New Password

Confirm Password

Forgotten Password Email

Current Email **meghan.vanwyk@iowa.gov**

New Email

Confirm Email

[help](#) [print](#)

Verifying Registration

- Verify your registration- you can update any information on this page.

The screenshot shows the 'Lobbyist Client - Registration' page of the IECDB Web Reporting System. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links for 'Lobbyist Client', 'Registration', 'Lobbyist', 'Report', 'Summary', 'Expenditures', 'My Account', 'Settings', and 'Logout'. The main content area is titled 'Lobbyist Client - Registration' and includes a user identification 'User: iowaecdb' and 'iowa Ethics & Campaign Disclosure Board' with 'Help' and 'Print' links. The registration form contains several fields: 'Client Name' (Iowa Ethics & Campaign Disclosure), 'Contact Name' (W. Charles Smithson), 'Email' (charlie.smithson@iowa.gov), and 'Phone Number' (515) 281-3489. On the right side, there are fields for 'Address' (510 E 12th, Ste 1A), 'City' (Des Moines), 'State' (IA), and 'Zip' (50319). A legend indicates that an asterisk (*) denotes required fields. A 'Save' button is located at the bottom of the form.

| Field | Value |
|--------------|-------------------------------------|
| Client Name | Iowa Ethics & Campaign Disclosure * |
| Contact Name | W. Charles Smithson * |
| Email | charlie.smithson@iowa.gov |
| Phone Number | (515) 281-3489 * |
| Address | 510 E 12th, Ste 1A * |
| City | Des Moines * |
| State | IA * |
| Zip | 50319 * |

* = Required

Save

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Filing Reports

- Create a new period by clicking “Summary” under Report. Then click “New Period”. Select year and click “Create Period”.

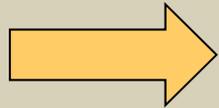
The top screenshot shows the 'Lobbyist - Filing History' page. The left sidebar contains links for 'Lobbyist Client', 'Registration', 'Lobbyist', 'Report', 'Summary', 'Expenditures', 'My Account', 'Settings', and 'Logout'. The main content area displays a table with the following data:

| Year | Expenditure | States | Penalty |
|------|-------------|--------|--------------------------------|
| 2009 | \$111.50 | | Filed <input type="checkbox"/> |
| 2008 | \$132.20 | | Filed <input type="checkbox"/> |
| 2007 | \$88.32 | | Filed <input type="checkbox"/> |
| 2006 | \$245.22 | | Filed <input type="checkbox"/> |

The bottom screenshot shows the 'Lobbyist Client - Period' page. The left sidebar is identical to the top screenshot. The main content area features a 'Period Year' dropdown menu with options: '-- Select Year --', '-- Select Year --', 2009, 2008, 2007, and 2006. Below the dropdown is a 'Create Period' button.

Adding Expenditures

- Start by clicking Expenditures and then New Expenditures for each of your lobbyist.



IECDB Web Reporting System

Lobbyist Client - Expenditures

User: lowecdb
Iowa Ethics & Campaign Disclosure Board

Registration
Lobbyist
Report
Summary
Expenditures
My Account
Settings
Logout

New Expenditure Submit Report

Year: 2010 File Status: Not Filed

Currently, no Expenditures are listed for this filing period or meet your criteria.

Add Note

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Add Payee by starting to type the name: Last Name, First Name

IECDB Web Reporting System

Lobbyist Client - Expenditures

User: lowecdb
Iowa Ethics & Campaign Disclosure Board

Registration
Lobbyist
Report
Summary
Expenditures
My Account
Settings
Logout

New Expenditure

Payee

Date

Amount

Expense Type

Explanation

Address

City

State

Zip

Phone Number

Add Expenditure

Add Note

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Submitting your Report

- To submit your report go back to the Summary page and click Submit Report.

IECDB Web Reporting System

Lobbyist Client - Expenditures

User: iowaecdb
Iowa Ethics & Campaign Disclosure Board

New Expenditure Submit Report Help Print

Year: 2010 File Status: Not Filed

Currently, no Expenditures are listed for this filing period or meet your criteria.

IECDB Web Reporting System

Lobbyist - Submit

User: iowaecdb
Iowa Ethics & Campaign Disclosure Board

Executive Branch Lobbyist Client Reporting

On or before July 31 of each year the clients of an executive branch lobbyist shall file with the Iowa Ethics and Campaign Disclosure Board a report disclosing all salaries, fees, retainers, and reimbursements of expenses paid to the lobbyist for executive branch lobbying activities. The report covers the period from July 1 of the previous year through June 30 of the current year.

NOTE: The failure to make a report on or before the required due date results in the assessment of an automatic civil penalty and may lead to the imposition of additional civil and criminal penalties.

Submit

IECDB Web Reporting System

Lobbyist - Filing History

User: iowaecdb
Iowa Ethics & Campaign Disclosure Board

New Period Help Print

Filing Period: No Period Selected

| Year | Expenditure | Status | Penalty |
|------|-------------|--------|--------------------------|
| 2009 | \$111.58 | Filed | <input type="checkbox"/> |
| 2008 | \$132.20 | Filed | <input type="checkbox"/> |
| 2007 | \$88.32 | Filed | <input type="checkbox"/> |
| 2006 | \$245.22 | Filed | <input type="checkbox"/> |

This is where you can check to see if your report has been filed.