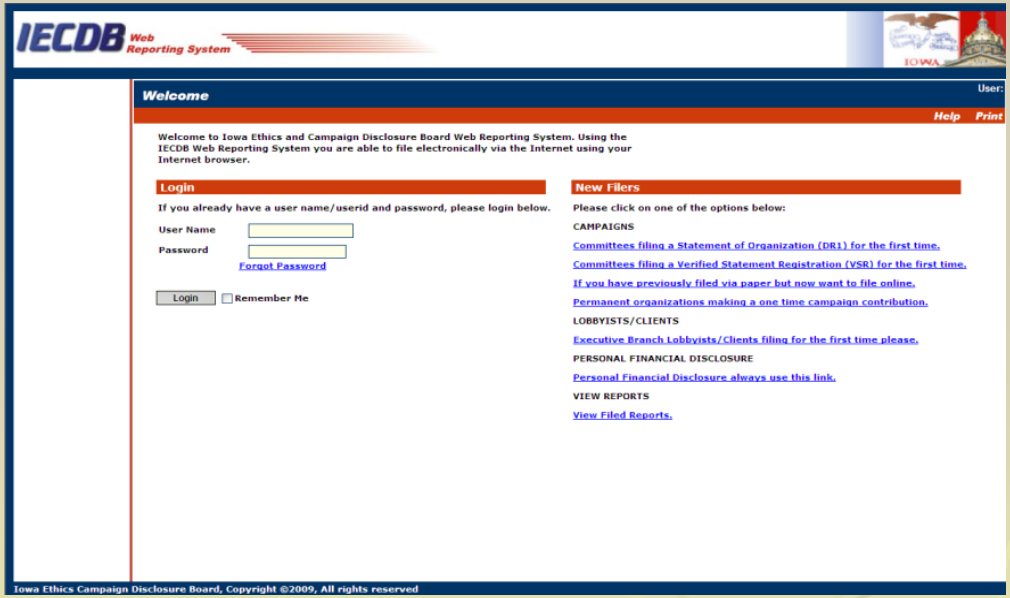
# Iowa Ethics & Campaign Disclosure Board

How to Use the Web Reporting System

# First Step

- Finding 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/**

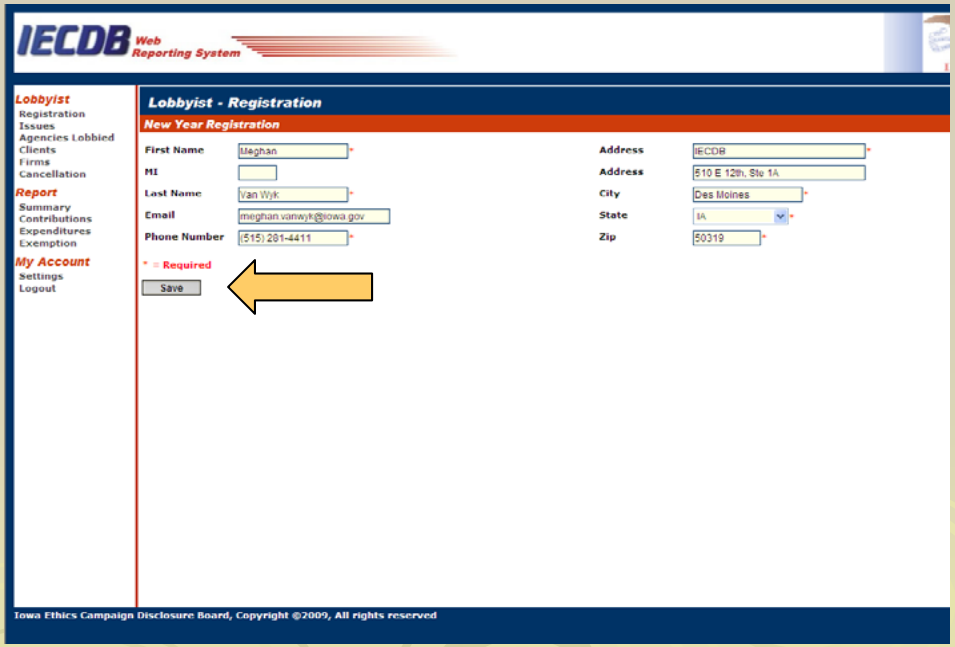


# User Name & Password

- 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.

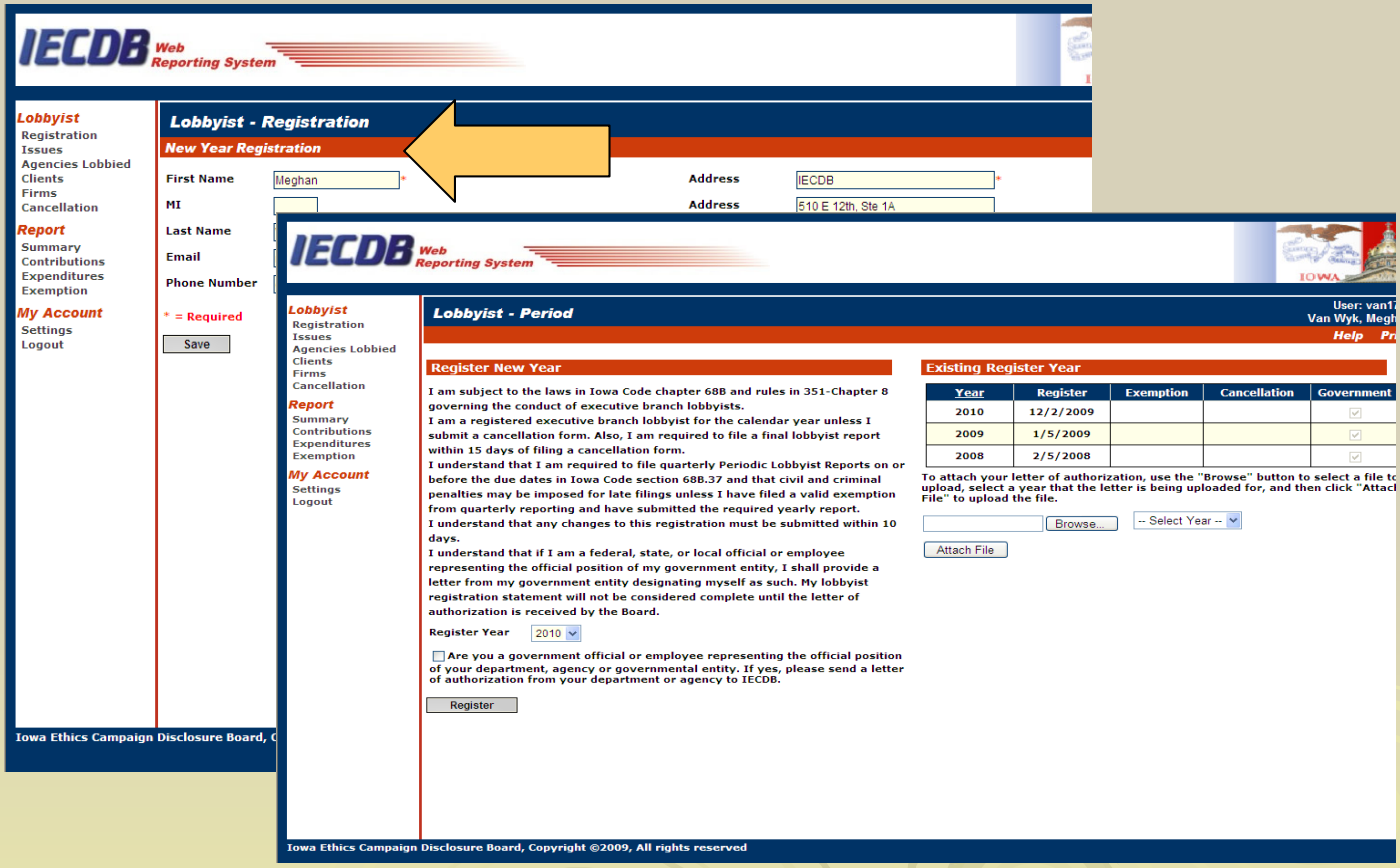
# Changing Information

- Once you log in if you need to change any information this is the screen that you will do it on.
- Then click SAVE to save the changes.



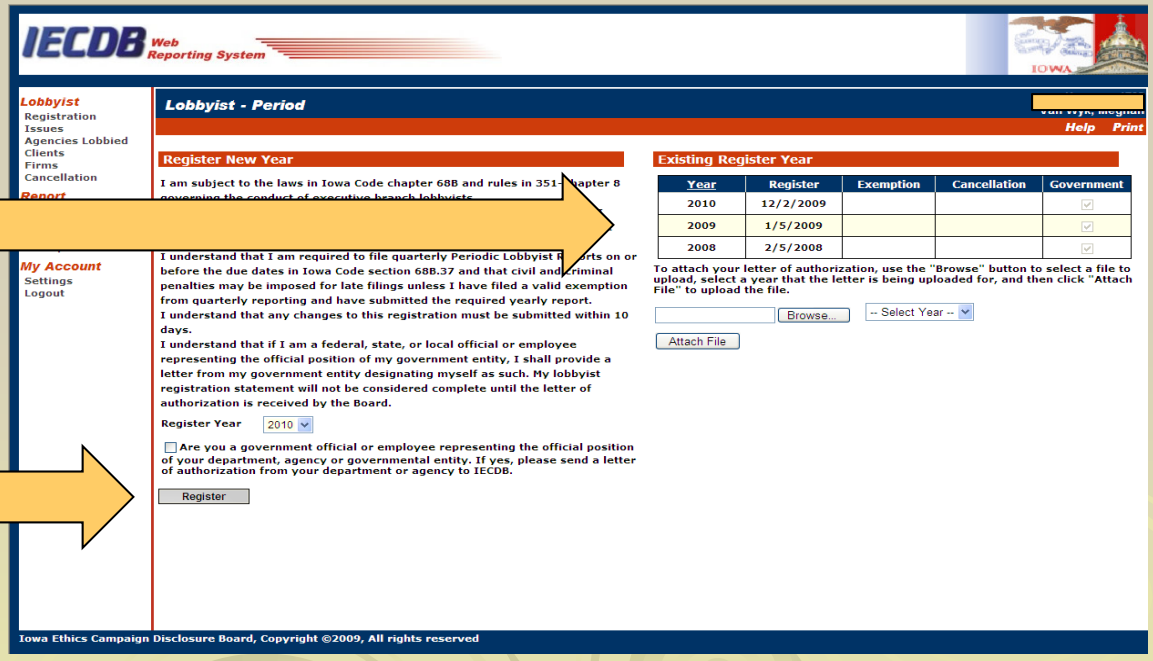
# Registering for a New Year

- To register for a new year click on New Year Registration.



# Verifying Registration

- To verify your registration or to see what years you were previously registered in on the new year registration.
- Existing Years
- New Year

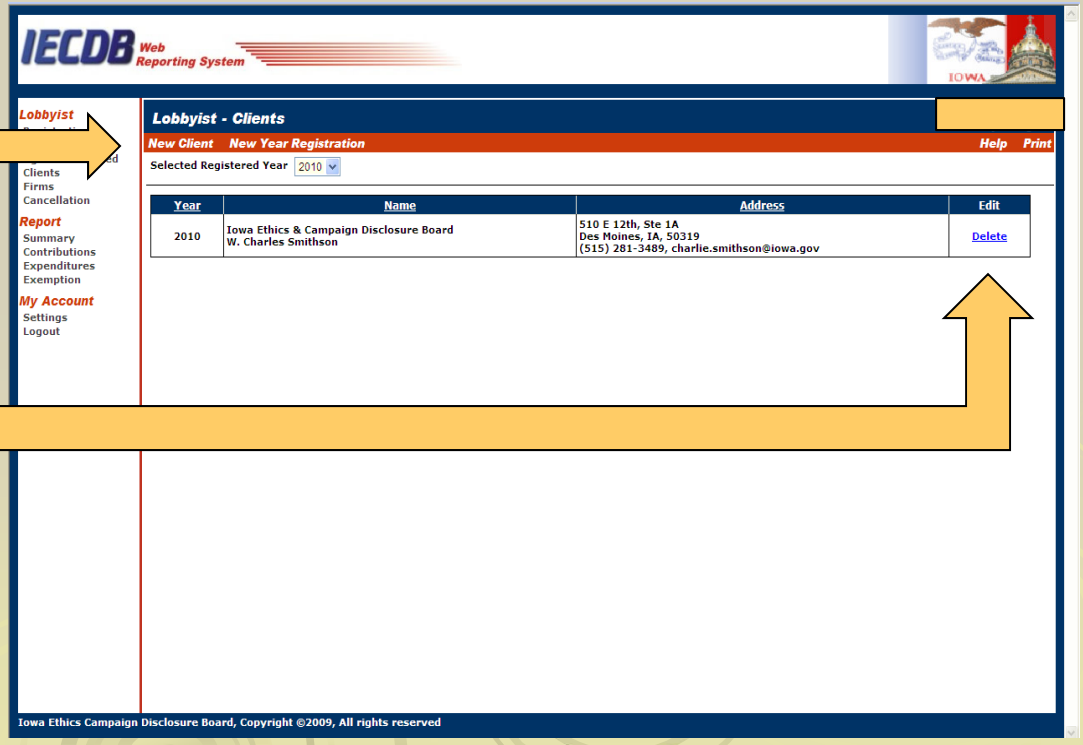


# Clients

- Click Clients under Lobbyist on the left side and this will show the current list; from here you can add and delete them.
- **Client information may not be edited by Lobbyist**

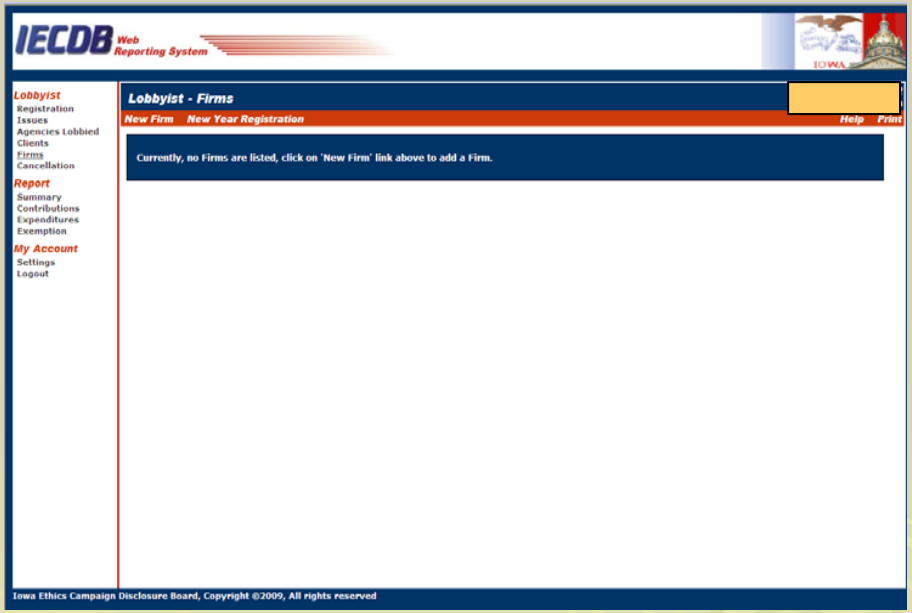
- Add new Client here

- Delete Client here



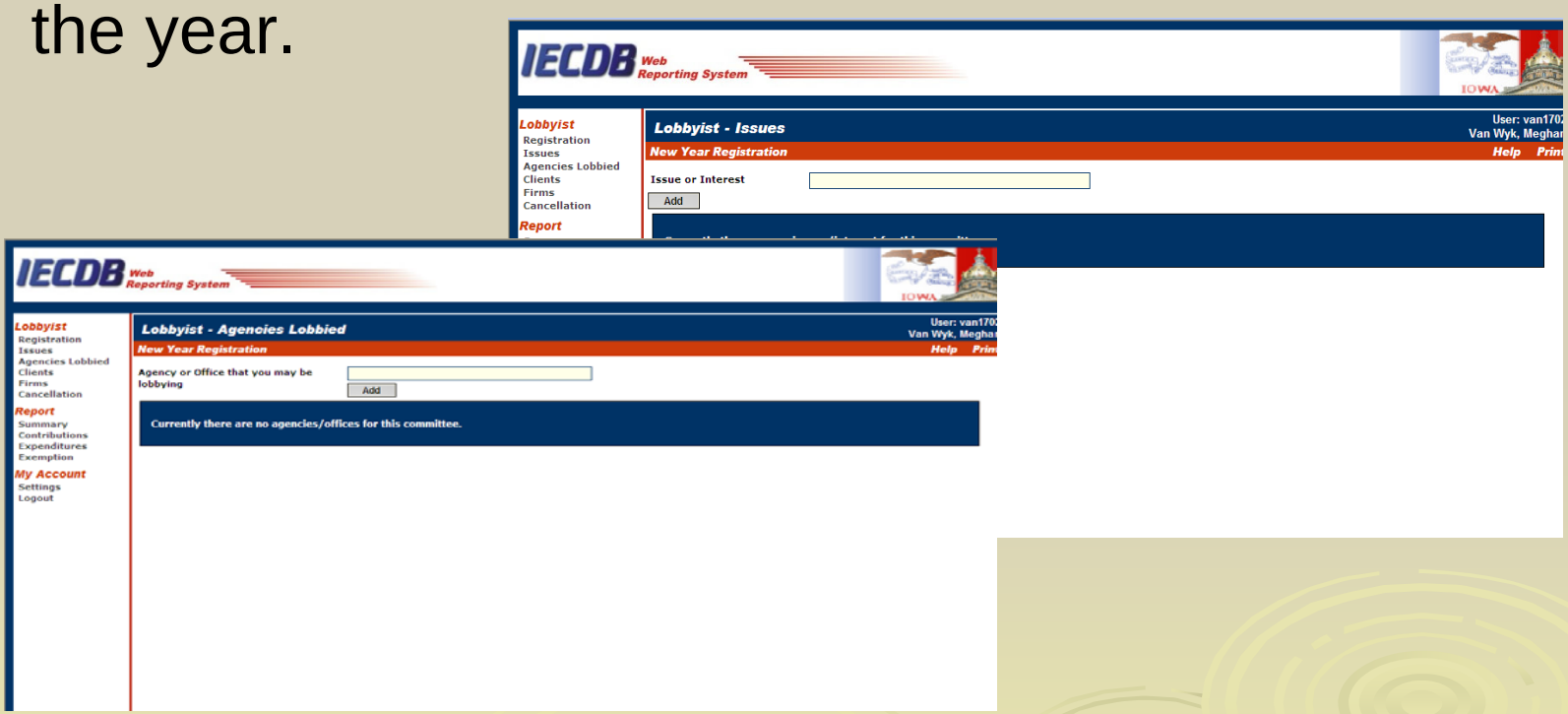
# Firms

- Click Firms under Lobbyist on the left side and add or delete your firms just like Clients.  This is an optional area if you are not part of a firm then you do not fill this out.



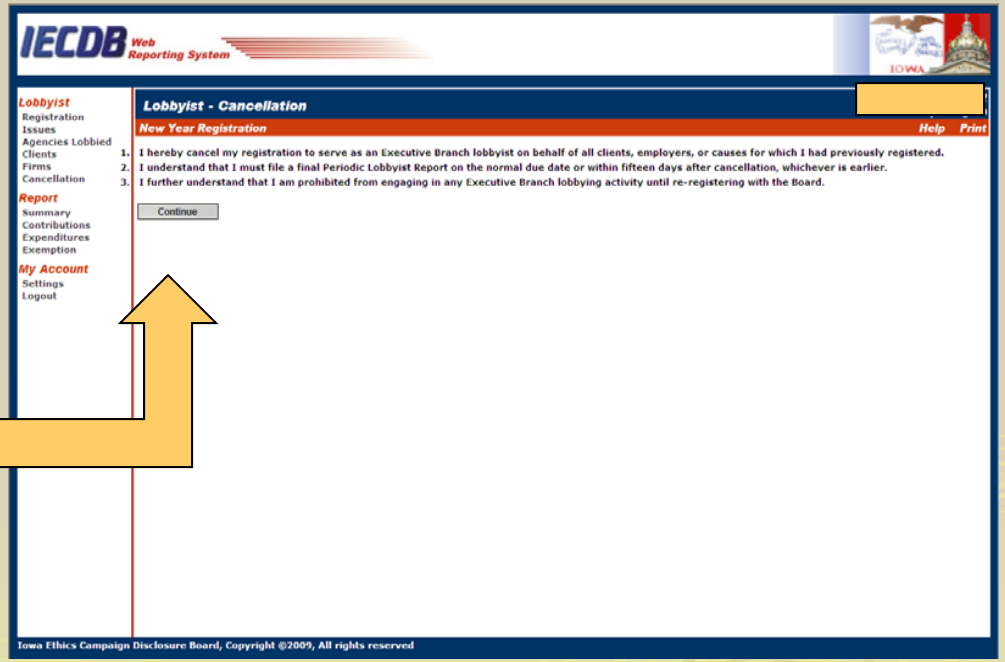
# Issues/ Agencies

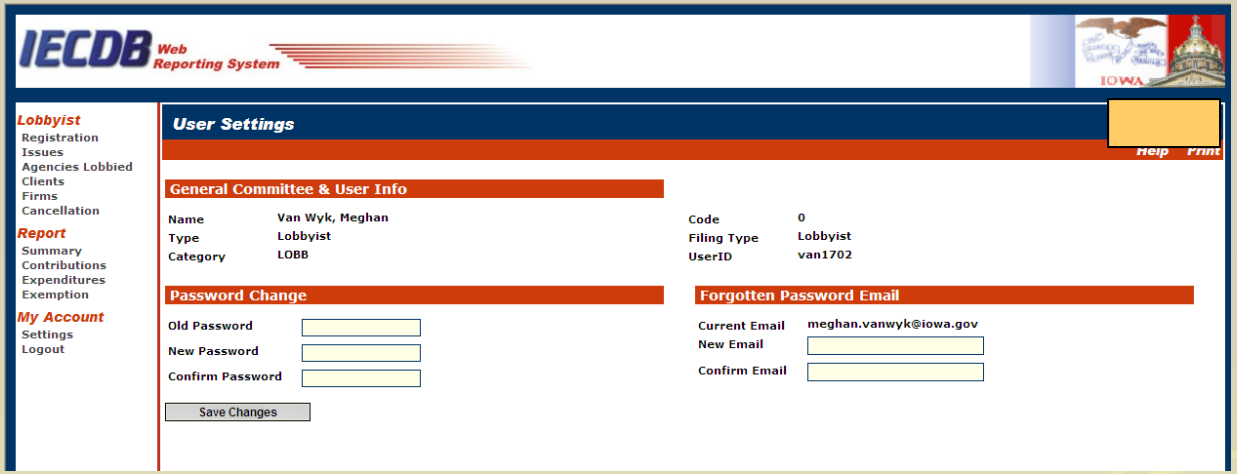
- Please list Agencies that you plan to lobby.
- Please list what issues or interests you have during the year.



# Cancellation

- If you are no longer going to be lobbying the executive branch then you may cancel your registration. That can be done here.
- Click Cancellation here
- Then continue here



# Settings

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