HOW TO: Register as a person engaged in lobbying

Take the following steps to Register as a person engaged in Lobbying. You can also view the Help section of the lobbying.ie website for further details.

STEP	ACTIONS
1. Access the Regulation of Lobbying website	**https://www.lobbying.ie**
2. Create an account	CLICK **Register as a Lobbyist**
3. Enter account contact details	• ENTER your **email address** • ENTER your preferred **password** • CONFIRM your **password** NOTE: your password must be 8 characters long and contain a number, a capital letter and a lowercase letter • ENTER **your phone number** • CLICK **Register**
4. Authenticate	• CLICK on **link** in email received • ENTER **code** received on your phone from lobbying.ie
5. Login to site	CLICK **Login** • ENTER your **email address** • ENTER your preferred **password** CLICK **Login**
6. Select Registration Type	CLICK **Individual** or **Organisation**
7. Register	ENTER your **name** NOTE: If your legal name differs from the name the business is most commonly known as, we recommend that registrants register under the legal name but include a reference to the most commonly known identity. For example: 12345 Ireland Ltd (trading as LobbyGroup). ENTER your **address** ENTER your **phone number** CLICK on **tick box** to confirm information provided is correct
8. Is there a valid reason to delay publication?	If there is a valid reason, CLICK on **yes** SELECT **reason** from list in dropdown menu ENTER **details** in text box ENTER **date** until registration should be delayed
9. Save	CLICK **Save**