LOBBYING.ie
An Clár Brústocaireachta
Register of Lobbying

HOW TO: Submit a return

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
Access the Regulation of Lobbying website	**https://www.lobbying.ie**
Login to site	• CLICK **Login** • ENTER your **email address** • ENTER your **password** • CLICK **Login**
Start a Return	□ CLICK on **Start a return**
1. Select Return Period	□ SELECT the **return period** (default to current period)
2. What matter did you lobby about?	• SELECT **Policy area** from dropdown • SELECT **Relevant matter** from dropdown • ENTER **Specific details** (e.g. the specific policy, piece of legislation etc..you lobbied on) • ENTER **Intended Results** (To add more results click the "Add another intended result" button).
3. Who carried out the lobbying?	□ ENTER **name** of person responsible for lobbying
Were there any Designated Public Officials or former Designated Public Officials who carried out lobbying activities related to this return	• IF this is so CLICK **yes** • If yes clicked above ENTER the **name of DPO or ex-DPO** who carried out lobbying
Was this lobbying done on behalf of a client?	• IF this is so CLICK yes • ENTER the **Organisations CRO numbe**r If your organisation has one • CLICK on the **search icon** • SELECT **Main business or activity** from dropdown • ENTER **company website** if available • ENTER the contact **email address** • ENTER the contact **phone number** • ENTER the contact **address**

4. How was the lobbying carried out Are you managing or directing a grass roots campaign?	• CLICK Yes if you are **managing a grass roots campaign** • ENTER details of message • CLICK **yes** if you used any mass communications (eg. Bulk email or mass mailing) • SELECT the **target of these mass communications** from dropdown menu • ENTER **additional text** (optional)

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Lobbying activities	SELECT **activity type** from dropdown list SELECT **activity extent** from dropdown list ENTER **additional text** (optional)
5. Who were the Designated Public Officials you lobbied?	START TYPING **DPO's name** to Search for DPO lobbied CLICK on **DPO's name** CLICK on **plus** beside DPO's name to add to return CLICK on **minus** beside DPO's name to remove from return OR SELECT **the Organisation that the** DPO lobbied belongs to from a dropdown menu CLICK on **DPO's name** CLICK on **plus** beside DPO's name to add to return CLICK on **minus** beside DPO's name to remove from return
Save as draft or publish now	CLICK on **Save as Draft or Publish Now** ***If you are unable to publish the return please ensure you have administrator access. Further information on this can be viewed at our Frequently Asked Questions section here.