

## 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	<a href="https://www.lobbying.ie">https://www.lobbying.ie</a>
Login to site	<ul style="list-style-type: none"> <li>• CLICK <b>Login</b></li> <li>• ENTER your <b>email address</b></li> <li>• ENTER your <b>password</b></li> <li>• CLICK <b>Login</b></li> </ul>
Start a Return	<ul style="list-style-type: none"> <li>• CLICK on <b>Start a return</b></li> </ul>
1. Select Return Period	<ul style="list-style-type: none"> <li>• SELECT the <b>return period</b> (default to current period)</li> </ul>
2. What matter did you lobby about?	<ul style="list-style-type: none"> <li>• SELECT <b>Policy area</b> from dropdown</li> <li>• SELECT <b>Relevant matter</b> from dropdown</li> <li>• ENTER <b>Specific details</b> (e.g. the specific policy, piece of legislation etc..you lobbied on)</li> <li>• ENTER <b>Intended Results</b> (To add more results click the "Add another intended result" button).</li> </ul>
3. Who carried out the lobbying?	<ul style="list-style-type: none"> <li>• ENTER <b>name</b> of person responsible for lobbying</li> </ul>
Were there any Designated Public Officials or former Designated Public Officials who carried out lobbying activities related to this return	<ul style="list-style-type: none"> <li>• IF this is so CLICK <b>yes</b></li> <li>• If yes clicked above ENTER the <b>name of DPO or ex-DPO</b> who carried out lobbying</li> </ul>
Was this lobbying done on behalf of a client?	<ul style="list-style-type: none"> <li>• IF this is so CLICK <b>yes</b></li> <li>• ENTER the <b>Organisations CRO number</b></li> <li>• If your organisation has one</li> <li>• CLICK on the <b>search icon</b></li> <li>• SELECT <b>Main business or activity</b> from dropdown</li> <li>• ENTER <b>company website</b> if available</li> <li>• ENTER the contact <b>email address</b></li> <li>• ENTER the contact <b>phone number</b></li> <li>• ENTER the contact <b>address</b></li> </ul>
4. How was the lobbying carried out Are you managing or directing a grass roots campaign?	<ul style="list-style-type: none"> <li>• CLICK <b>Yes</b> if you are <b>managing a grass roots campaign</b></li> <li>• ENTER details of message</li> <li>• CLICK <b>yes</b> if you used any mass communications (eg. Bulk email or mass mailing)</li> <li>• SELECT the <b>target of these mass communications</b> from dropdown menu</li> <li>• ENTER <b>additional text</b> (optional)</li> </ul>

Lobbying activities	<ul style="list-style-type: none"> <li>• SELECT <b>activity type</b> from dropdown list</li> <li>• SELECT <b>activity extent</b> from dropdown list</li> <li>• ENTER <b>additional text</b> (optional)</li> </ul>
5. Who were the Designated Public Officials you lobbied?	<ul style="list-style-type: none"> <li>• START TYPING <b>DPO's name</b> to Search for DPO lobbied</li> <li>• CLICK on <b>DPO's name</b></li> <li>• CLICK on <b>plus</b> beside DPO's name to add to return</li> <li>• CLICK on <b>minus</b> beside DPO's name to remove from return</li> <li>OR</li> <li>• SELECT <b>the Organisation that the DPO lobbied belongs to</b> from a dropdown menu</li> <li>• CLICK on <b>DPO's name</b></li> <li>• CLICK on <b>plus</b> beside DPO's name to add to return</li> <li>• CLICK on <b>minus</b> beside DPO's name to remove from return</li> </ul>
Save as draft	<ul style="list-style-type: none"> <li>• CLICK on <b>Save as Draft</b> If you want to start a new return</li> </ul>