

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	<ul style="list-style-type: none"> ENTER your email address ENTER your preferred password CONFIRM your password <p>NOTE: your password must be 8 characters long and contain a number, a capital letter and a lowercase letter</p> <ul style="list-style-type: none"> ENTER your phone number CLICK Register
4. Authenticate	<ul style="list-style-type: none"> CLICK on link in email received ENTER code received on your phone from lobbying.ie
5. Login to site	CLICK Login <ul style="list-style-type: none"> ENTER your email address ENTER your preferred password CLICK Login
6. Select Registration Type	CLICK Individual
7. Register	ENTER your name 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