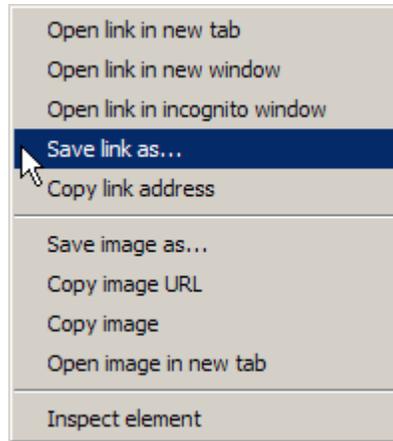


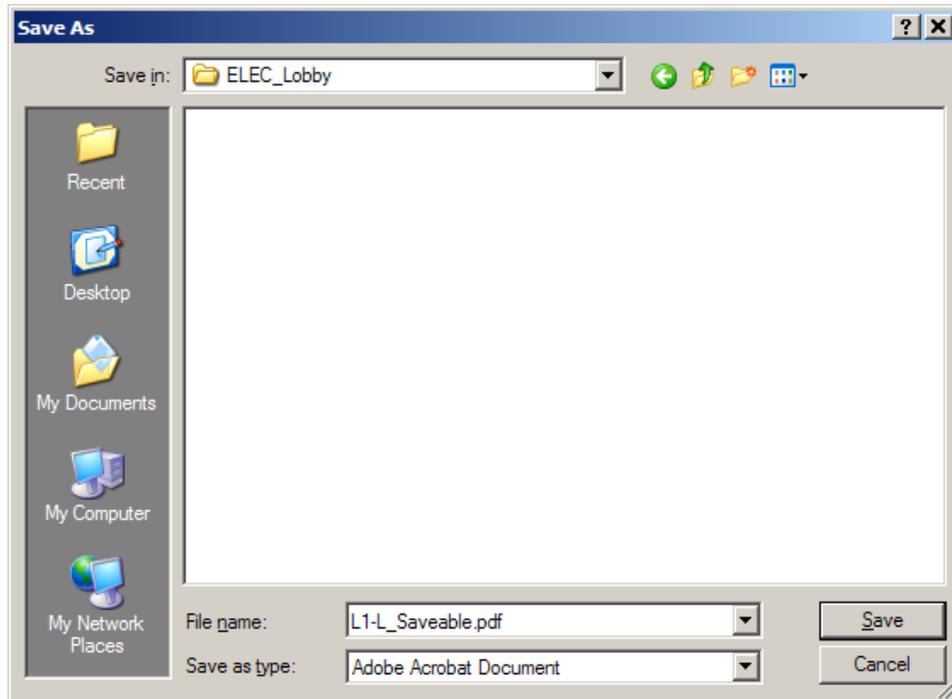
ELECTRONIC FILING INSTRUCTIONS FOR LOBBYING FORMS

- Step 1. Read and follow the Step-by-step instructions to enable the “Trust This Document” security feature to accept the Registration Number & PIN and display the signature. For more detailed instructions view the short video to show how to successfully sign the annual lobbying forms.
- Step 2. After creating the ELEC_Lobby folder that Step 1 will have you do, download the form(s) you need to the ELEC_Lobby folder.
 - a. Right click on the form icon 

Select “Save link as...”



- b. Save the form to the ELEC_Lobby folder



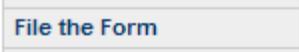
Note that the name listed in “File name:” above will be different depending upon the form you have selected. You may choose to give it a different name. For example: 20XX_L1-L.pdf.

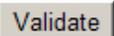
Step 3. Close the Internet Browser, open, complete and save the downloaded form. You are now ready to file the form with ELEC.

Step 4. File the form with ELEC.
a. Go to www.elec.state.nj.us

b. Click on Lobbying

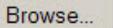
c. Click on the Electronic Filing button 

d. Click on File the Form 

e. Enter your registration and pin number, 
PIN 
then click Validate 
ALERT! ONLY ANNUAL REPORTS WILL BE ACCEPTED

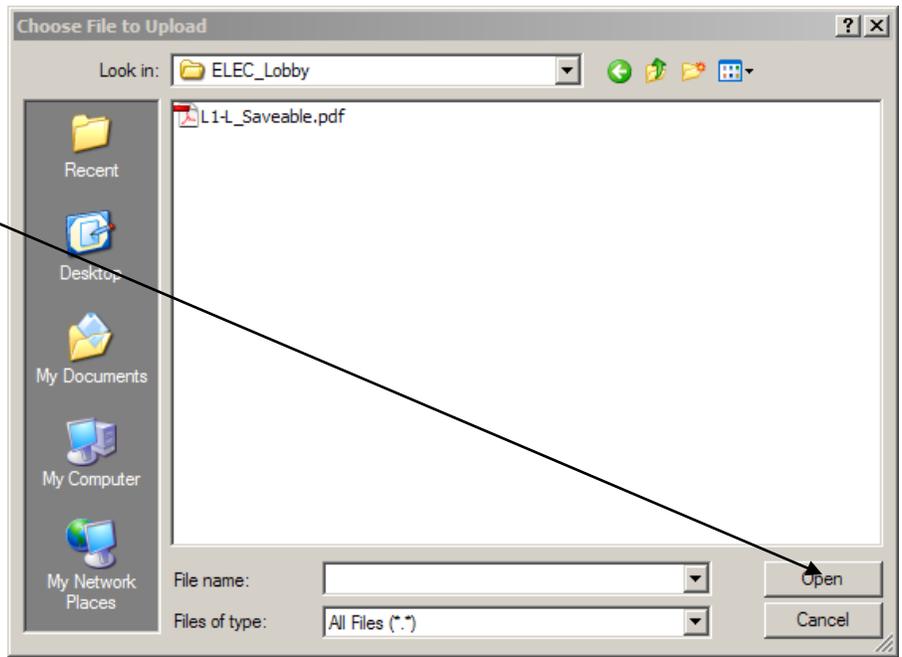
f. Fill in the filing Entity Name 

g. Select the Filing year. 

h. Select the completed form by clicking on the Browse button. 
ALERT! ONLY ANNUAL REPORTS WILL BE ACCEPTED

(Note: if you are using an internet browser other than Internet Explorer the button may say "Choose File")

Then click Open



i. Fill in contact information:

Name

Phone Number

Email Address

Same email

Address

Contact Information

Contact Person:

Daytime Telephone Number:
(optional)

Email Address:

Confirm Email Address: Enter only one email address

j. Click Submit

SUBMIT

Step 5. Read and confirm that the information being submitted is correct.

STOP - YOU HAVE NOT FILED YET

YOU MUST CONFIRM THE FORM BEING FILED

Please confirm that the file selected is the Governmental Affairs Agent, Represented Entity or Reporting Entity's Annual Report, Designation of Government Affairs Agent or Certification of Consent to Service of Process and Submission to Jurisdiction in the State of New Jersey.

If the following information is correct, press Continue.

File Name : L1-L_Saveable.pdf

Filing Entity Name : ABC COMPANY

Filing Year : 20XX

Continue **Cancel**

Then click continue

Step 6. You will receive a confirmation page that will look something like this ...
Print this page for your records.

 PRINT AND SAVE THIS PAGE FOR YOUR RECORDS.

Filing Confirmation

Thank you for filing electronically.

The Commission has received a report from:

Filing Entity Name: ABC COMPANY

Filing Year: 20XX

The information was received on: 2/15/20XX 11:32:54 AM

Your Confirmation Number Is: 20121515

 PRINT AND SAVE THIS PAGE FOR YOUR RECORDS.

Your filing is complete.