

SF Ethics Commission

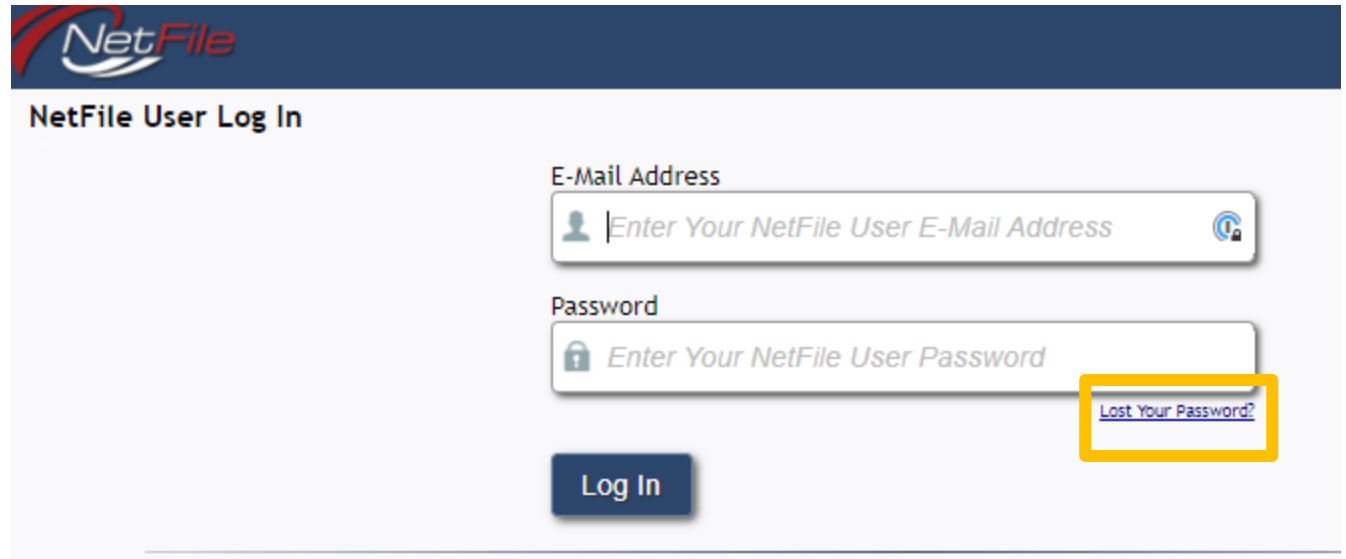
Contact Lobbyist –

How To Amend
Monthly Statement



Logging into Netfile

- Using Google Chrome Visit www.netfile.com/filer
- Login with the last *e-mail address associated with your account.
- Use the “Lost the Password” if needed.



NetFile User Log In

E-Mail Address
Enter Your NetFile User E-Mail Address

Password
Enter Your NetFile User Password

[Lost Your Password?](#)

Log In

* E-mail recovery instructions on the next slide

Logging into Netfile



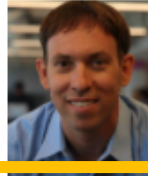
- If you do not remember the login e-mail address associated with your account visit: <https://netfile.com/lobbyistpub/#/sfo/directory/lobbyists/2021> adjust the page to reflect the last year you were a registered lobbyist, the e-mail is under your name/image.

Home > Disclosures > Lobbyist Disclosure > Directories & Search > Lobbyist Directory

Directory of Individual Lobbyists 2021

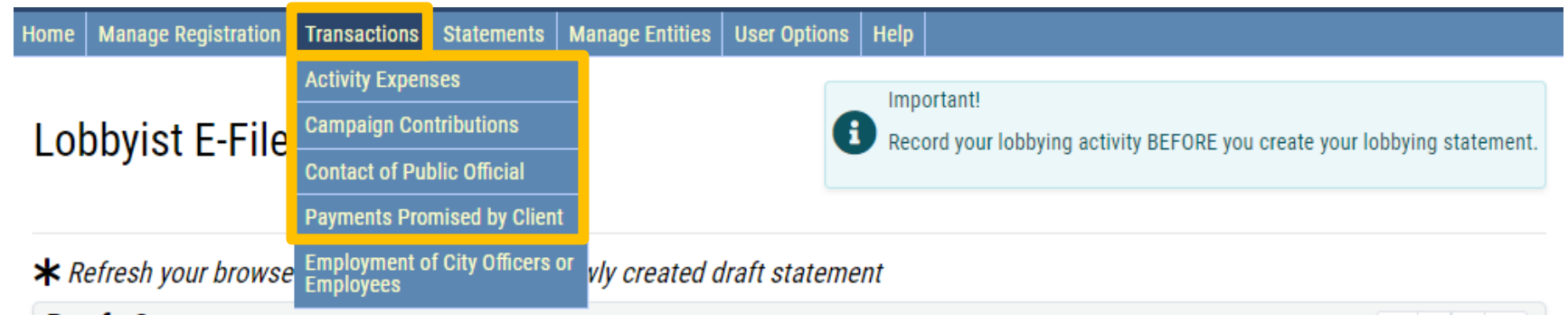
2021

100 >

 <p>Abraham, Emily 235 Montgomery Street, Suite 760 San Francisco, CA, 94104 (415) 392-4520 lobbying@sfchamber.com</p> <p>Registration Status: Terminated Details</p>	 <p>Aguilar, Lauren 51 Franklin Street Boston, MA, 02110 (916) 718-9079 laguilar@serinhaley.com</p> <p>Registration Status: Registered Details</p>	 <p>Alborg, Tim 450 Mission St., 4th Floor San Francisco, CA, 94105 (770) 595-0190 tim.alborg@gopuff.com</p> <p>Registration Status: Registered Details</p>
---	---	--

Amend a Monthly Statement – Step 1

- Amend/Add/Remove/Update the Transaction(s) that need to be corrected BEFORE creating Monthly Statement
 - Activity Expenses
 - Campaign Contributions
 - Contacts
 - Payments Promised



Amend a Monthly Statement – Step 2

- Go to the Home Screen
- Under the “E-Filed Statements” section find the “Individual Lobbyist Statement” (monthly statement) that needs to be corrected
- Click on Amend button

The screenshot shows the Lobbyist E-Filer System interface. At the top is a navigation bar with tabs: Home (highlighted), Manage Registration, Transactions, Statements, Manage Entities, User Options, and Help. Below the navigation bar is a header area with the title "Lobbyist E-Filer System" and an "Important!" notification box that says "Record your lobbying activity BEFORE you create your lobbying statement." Below the notification is a note: "* Refresh your browser if you do not see your newly created draft statement".

The interface is divided into two main sections: "Draft Statements" and "E-Filed Statements".

The "Draft Statements" section is currently empty, displaying "No Statements Have Been Created".

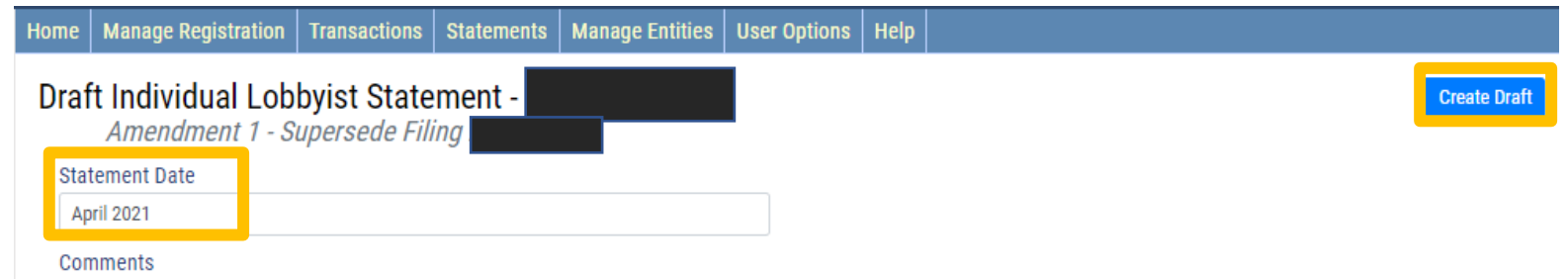
The "E-Filed Statements" section contains a table with the following data:

Title	E-Filed By	Date Filed	Actions
Individual Lobbyist Statement (05/01/2021 to 05/31/2021)	[Redacted]	06/14/2021 11:42:30	Amend - View - Download Data File
Individual Lobbyist Statement (04/01/2021 to 04/30/2021)	[Redacted]	05/14/2021 15:42:36	Amend - View - Download Data File

The "Amend" button for the second row (04/01/2021 to 04/30/2021) is highlighted with a yellow box. The "Home" tab in the navigation bar is also highlighted with a yellow box.

Amend a Monthly Statement – Step 3

- Make sure you are creating an amendment for the correct monthly period
- Click “Create Draft”



The screenshot shows a web application interface with a blue navigation bar at the top containing the following tabs: Home, Manage Registration, Transactions, Statements, Manage Entities, User Options, and Help. Below the navigation bar, the main content area displays the title "Draft Individual Lobbyist Statement - [REDACTED]" and the subtitle "Amendment 1 - Supersede Filing [REDACTED]". A yellow box highlights a "Statement Date" field containing the text "April 2021". To the right of the title, a blue button with the text "Create Draft" is highlighted with a yellow border. Below the date field, there is a "Comments" section with a text input area.

Amend a Monthly Statement – Step 4

- Go to the Home Page
- View the Newly Created Draft
- E-file the Statement

The screenshot shows the Lobbyist E-Filer System interface. At the top, there is a navigation menu with the following items: Home, Manage Registration, Transactions, Statements, Manage Entities, User Options, and Help. The 'Home' button is highlighted with a yellow box. Below the navigation menu, there is a header area with the text 'Lobbyist E-Filer System' and an 'Important!' notification box that says 'Record your lobbying activity BEFORE you create your lobbying statement.' Below the notification, there is a note: '* Refresh your browser if you do not see your newly created draft statement'. The main content area is titled 'Draft Statements' and features a table with the following columns: Title, Created By, Created On, and Actions. The table contains one row with the following data: Title: 'Individual Lobbyist Statement (04/01/2021 to 04/30/2021) - Amendment 1', Created By: [Redacted], Created On: '06/22/2021 12:46:07', and Actions: 'View', 'Download Data File - Delete', and 'E-File'. The 'View' button and the 'E-File' button are highlighted with yellow boxes.

Title	Created By	Created On	Actions
Individual Lobbyist Statement (04/01/2021 to 04/30/2021) - Amendment 1	[Redacted]	06/22/2021 12:46:07	View Download Data File - Delete E-File