

SF Ethics Commission

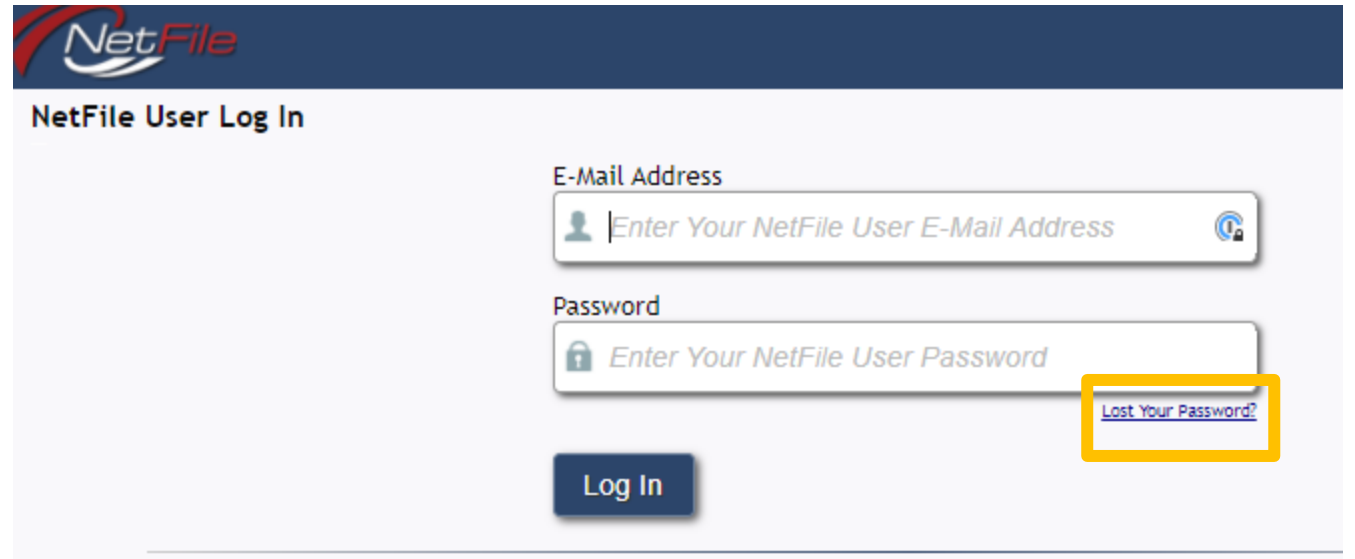
Contact Lobbyist –

How To File
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

Log In

[Lost Your Password?](#)

* E-mail recovery instructions on the next slide

Logging into Netfile



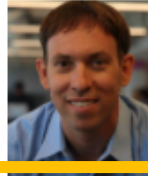
- If you do not remember the login e-mail address associated with your account visit: <https://netfile.com/lobbyistpub/#/sfo/directory/lobbyists/2021> adjust the page to reflect the last year you were a registered lobbyist, the e-mail is under your name/image.

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>
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File a Monthly Statement– Step 1

- If there is No Transactions to Report Skip to Step 2.
- Add all Disclosable Transactions BEFORE Creating Draft Monthly Statement
 - Activity Expenses
 - Campaign Contributions
 - Contacts
 - Payments Promised

The screenshot displays the 'Lobbyist E-File' web application interface. At the top, a navigation bar includes 'Home', 'Manage Registration', 'Transactions', 'Statements', 'Manage Entities', 'User Options', and 'Help'. The 'Transactions' menu is open, listing 'Activity Expenses', 'Campaign Contributions', 'Contact of Public Official', and 'Payments Promised by Client'. A yellow box highlights this menu. Below the menu, a notification box states: 'Important! Record your lobbying activity BEFORE you create your lobbying statement.' The main content area shows a list of transaction types, each with a yellow box around its title and a '+ New' button. The items are: 'Activity Expenses' with '+ New Activity Expense', 'Campaign Contributions' with '+ New Campaign Contribution', 'Contact of Public Official' with '+ New Contact', and 'Payments Promised by Client' with '+ New Payment Promised'. Each item also has an 'Export Transaction List' button.

File a Monthly Statement– Step 2

- Hover Over Statements
- Select “New Monthly Statement”

The screenshot shows a web application interface with a navigation bar at the top. The navigation bar contains the following items: Home, Manage Registration, Transactions, Statements, Manage Entities, User Options, and Help. The 'Statements' item is highlighted with a yellow border. Below the navigation bar, there is a form titled 'Draft Individual Lobbyist State' with a 'tello' label. The form includes a 'Statement Date' field, a 'Comments' field, and a 'Create Draft' button. A dropdown menu is open under the 'Statements' navigation item, showing three options: 'Registration Statement', 'New Monthly Statement', and 'Employment of City Officers or Employees'. The 'New Monthly Statement' option is highlighted with a yellow border.

Home	Manage Registration	Transactions	Statements	Manage Entities	User Options	Help
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Draft Individual Lobbyist State tello [Create Draft](#)

Statement Date

Comments

- Registration Statement
- New Monthly Statement
- Employment of City Officers or Employees

File a Monthly Statement– Step 3

- Click in the box under “Statement Date”
- Click on the month you are filing for
- If you want to **Terminate** your status as a Lobbyist, check the “Termination Statement” box
 - Terminated lobbyists no longer need to file monthly reports, but if they qualify as a lobbyist later in the year will need to pay the \$500 registration fee again.
- Click on the “Create Draft”

Home Manage Registration Transactions Statements Manage Entities User Options Help

Draft Individual Lobbyist Statement [Redacted] [Create Draft](#)

Statement Date

[Empty text box]

« 2021 »

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

nt, you must not
If you engage
st re-register
with the Ethics Commission or be subject to
penalties.

Termination Statement

File a Monthly Statement– Step 4

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

The screenshot displays the Lobbyist E-Filer System interface. At the top, a navigation bar includes links for Home, Manage Registration, Transactions, Statements, Manage Entities, User Options, and Help. Below the navigation bar, the title "Lobbyist E-Filer System" is shown. An important message box states: "Important! Record your lobbying activity BEFORE you create your lobbying statement." Below this, a note reads: "* 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 data:

Title	Created By	Created On	Actions
Individual Lobbyist Statement (05/01/2021 to 05/31/2021)	[REDACTED]	06/22/2021 11:19:19	View Download Data File - Delete E-File

The "Home" link in the navigation bar, the "View" button, and the "E-File" button are highlighted with yellow boxes. A pagination control at the top right of the table shows page 1 of 3.