SF Ethics Commission

Contact Lobbyist –

How To Amend Registration Statement
Filing Amendments to Registration Statements – Step 1

• Using Google Chrome Visit www.netfile.com/filer

• Login with the last* e-mail address associated with your account.

*E-mail recovery instructions on the next slide.
Filing Amendments to Registration Statements – Step 1.5

• If you do not remember the last e-mail address associated with your account visit https://netfile.com/lobbyist pub/#/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.

• If you no longer have access to the previous e-mail address send an e-mail to filerhelp@netfile.com to have the account linked to an e-mail address you control.
Filing Amendments to Registration Statements – Step 2

• Add/Remove/Update all changed information in the “Manage Registration”
Filing Amendments to Registration Statements – Step 3

- After the information has all been updated, create a draft registration statement.
Filing Amendments to Registration Statements – Step 4

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