

# SF Ethics Commission

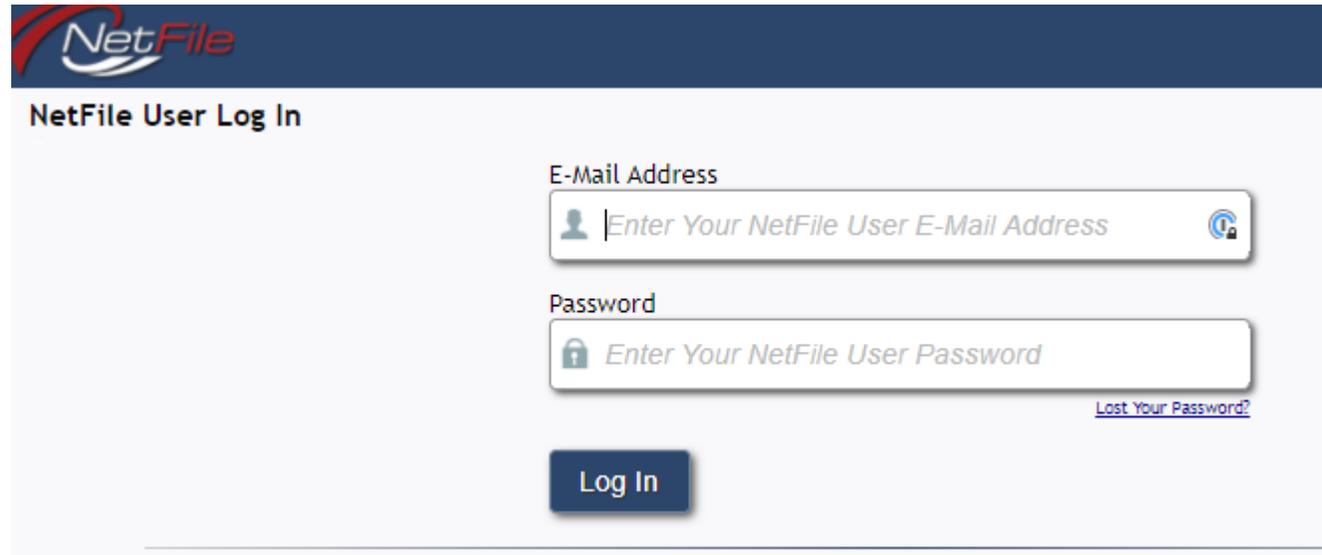
## Contact Lobbyist –

How To Amend  
Registration Statement



# Filing Amendments to Registration Statements – Step 1

- Using Google Chrome Visit [www.netfile.com/filer](http://www.netfile.com/filer)
- Login with the last\* e-mail address associated with your account.



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.

# 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](mailto:filerhelp@netfile.com) to have the account linked to an e-mail address you control.

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

## Directory of Individual Lobbyists 2021

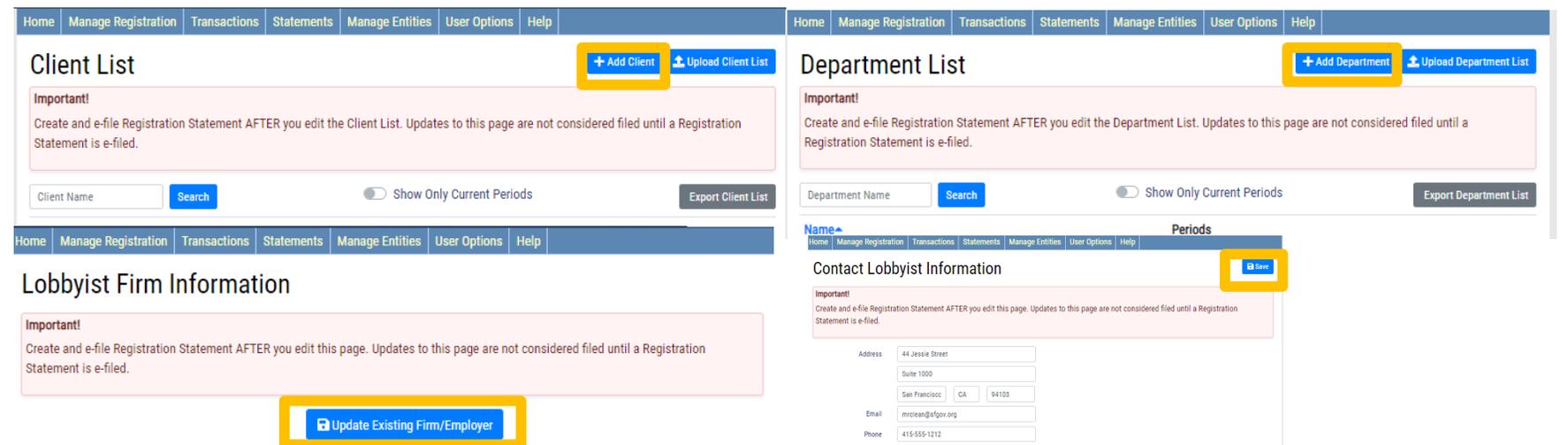
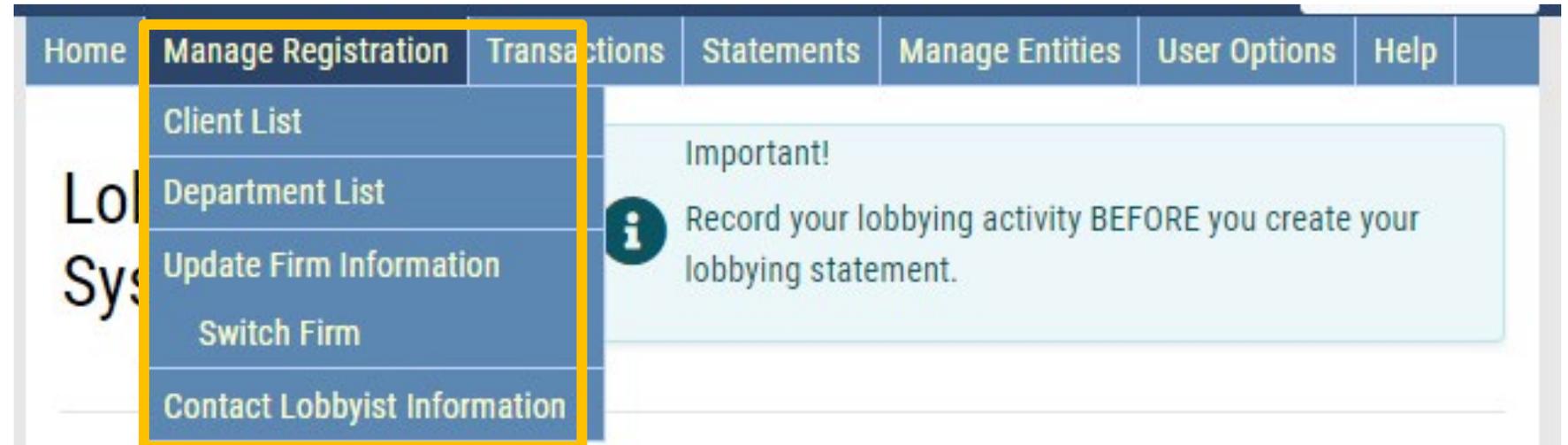
2021

100 >

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Registration Status: <b>Terminated</b> Details	Registration Status: <b>Registered</b> Details	Registration Status: <b>Registered</b> Details

# 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

The screenshot shows a web application interface with a blue 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' menu is open, showing three options: Registration Statement, New Monthly Statement, and Employment of City Officers or Employees. A yellow box highlights the 'Registration Statement' option. Below the navigation bar, the page title is 'Contact Lobbyist Regis'. There are two input fields: 'Name' with the value 'Clean Mrs' and 'Filing Date' with the value '06/21/2021'. A blue button labeled 'Create Draft' is located in the top right corner, highlighted with a yellow box.

Name	Filing Date
Clean Mrs	06/21/2021

# Filing Amendments to Registration Statements – 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 menu includes '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 title 'Lobbyist E-Filer System' and an 'Important!' notification: 'Record your lobbying activity BEFORE you create your lobbying statement.' Below the notification, a message 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 columns: 'Title', 'Created By', 'Created On', and 'Actions'. The table contains one row with the following data: 'Contact Lobbyist Registration - [REDACTED]', '06/21/2021 15:57:38', and 'View', 'Download Data File - Delete', 'E-File'. The 'View' and 'E-File' buttons in the 'Actions' column are highlighted with yellow boxes.

Title	Created By	Created On	Actions
Contact Lobbyist Registration - [REDACTED]		06/21/2021 15:57:38	<a href="#">View</a> <a href="#">Download Data File - Delete</a> <a href="#">E-File</a>