

# SF Ethics Commission

## Contact Lobbyist –

How To File  
Registration Statement  
For New Lobbyists



# New Lobbyists Registration – Step 1

- Using Google Chrome Visit <https://www.netfile.com/Filer/Authentication/Lobbyists>

The screenshot shows the NetFile website interface for lobbyist registration. The browser address bar displays "netfile.com/Filer/Authentication/Lobbyists". The page features a dark blue header with the NetFile logo and a "Get Help for this Page" button. The main content area is titled "Lobbyist Registration and Links" and is organized into four distinct sections, each with a dark blue header:

- San Francisco Lobbyist Filers:** Includes links for "Contact Lobbyists Registration" (with a sub-link "Register as a San Francisco Contact Lobbyist"), "Expenditure Lobbyists Registration" (with a sub-link "Register as a San Francisco Expenditure Lobbyist"), "Register as a Representative for an Existing Lobbyist" (with a sub-link "Register as a Representative"), and "Documents" (with a sub-link "SFEC Lobbyist Forms & Manuals").
- Berkeley Lobbyist Filers:** Includes "New Lobbyists" (with a sub-link "New Berkeley Lobbyist? Request a Password") and "Documents" (with sub-links for "Berkeley Lobbyist Manual 2020 Edition", "Berkeley Lobbyist Registration Form", and "Berkeley Quarterly/Annual Disclosure of Lobbying Activities Form").
- Newport Beach Lobbyist Filers:** Includes "New Lobbyists" (with a sub-link "New Newport Beach Lobbyist? Request a Password") and "Documents" (with sub-links for "City of Newport Beach Lobbying Ordinance", "City of Newport Beach Lobbyist Registration Filing Information", and "City of Newport Beach Lobbyist Registration Form").
- Sacramento Lobbyist Filers:** Includes "New Lobbyists" (with a sub-link "New Sacramento Lobbyist? Request a Password") and "Documents" (with sub-links for "City of Sacramento Lobbyist Information", "City of Sacramento Lobbyist Registration Fees", and "Sacramento Beach Lobbyist Registration Form").

At the bottom left of the page, there is a link: "Back to NetFile User Log-In Page".

# New Lobbyists Registration – Step 2

- Click on “Register as a San Francisco Contact Lobbyist”

netfile.com/Files/Authentication/Lobbyists

**NetFile**

**Lobbyist Registration and Links** [Get Help for this Page](#)

**San Francisco Lobbyist Filers**

- Contact Lobbyists Registration**
  - [Register as a San Francisco Contact Lobbyist](#)
- Expenditure Lobbyists Registration**
  - [Register as a San Francisco Expenditure Lobbyist](#)
- Register as a Representative for an Existing Lobbyist**
  - [Register as a Representative](#)
- Documents**
  - [SFECA Lobbyist Forms & Manuals](#)

**Berkeley Lobbyist Filers**

- New Lobbyists**
  - [New Berkeley Lobbyist? Request a Password](#)
- Documents**
  - [Berkeley Lobbyist Manual 2020 Edition](#)
  - [Berkeley Lobbyist Registration Form](#)
  - [Berkeley Quarterly/Annual Disclosure of Lobbying Activities Form](#)

**Newport Beach Lobbyist Filers**

- New Lobbyists**
  - [New Newport Beach Lobbyist? Request a Password](#)
- Documents**
  - [City of Newport Beach Lobbying Ordinance](#)
  - [City of Newport Beach Lobbyist Registration Filing Information](#)
  - [City of Newport Beach Lobbyist Registration Form](#)

**Sacramento Lobbyist Filers**

- New Lobbyists**
  - [New Sacramento Lobbyist? Request a Password](#)
- Documents**
  - [City of Sacramento Lobbyist Information](#)
  - [City of Sacramento Lobbyist Registration Fees](#)
  - [Sacramento Beach Lobbyist Registration Form](#)

[Back to NetFile User Log-In Page](#)

Copyright © 1999 - 2014 NetFile. All rights reserved.

# New Lobbyists Registration – Step 3

- Complete all steps “registering through verification”

The screenshot shows a web browser window with the URL `netfile.com/Filer/SanFranciscoLobbyist/Registration/#contact`. The page header includes the City & County of San Francisco Ethics Commission logo and a navigation bar with the following steps: Registering (highlighted), Agreement, Firm Information, Lobbyist Information, Client & Departments, Representatives, Verification, and Next Steps. The main heading is "Contact Lobbyist Registration". Below this, a paragraph explains that the system allows individuals to create an online account to file lobbyist registration and disclosure forms. A prompt asks the user to choose their type of filer, with two buttons: "I am a Contact Lobbyist" (highlighted with a yellow border) and "I Represent a Contact Lobbyist".

netfile.com/Filer/SanFranciscoLobbyist/Registration/#contact

City & County of San Francisco  
Ethics Commission

Registering Agreement Firm Information Lobbyist Information Client & Departments Representatives Verification Next Steps

## Contact Lobbyist Registration

The San Francisco Lobbyist Registration System allows an individual who qualifies as a lobbyist under San Francisco's Lobbyist Ordinance or as a lobbyist representative filing on behalf of a lobbyist to create an online account to complete and file lobbyist registration and disclosure forms with the San Francisco Ethics Commission.

In order to establish an account and file a lobbyist registration filing, please choose what type of filer you are:

[I am a Contact Lobbyist](#) [I Represent a Contact Lobbyist](#)

# New Lobbyists Registration – Step 4

- Pay \$500 Registration Fee

<https://services.paysf.co/service/ethics-commission>

services.paysf.co/service/ethics-commission

City and County of  
San Francisco Payment Portal

Ethics Commission

### Fees, Penalties, & Settlements

Name of fee, penalty, or settlement  
Lobbyist Registration Fee -\$500

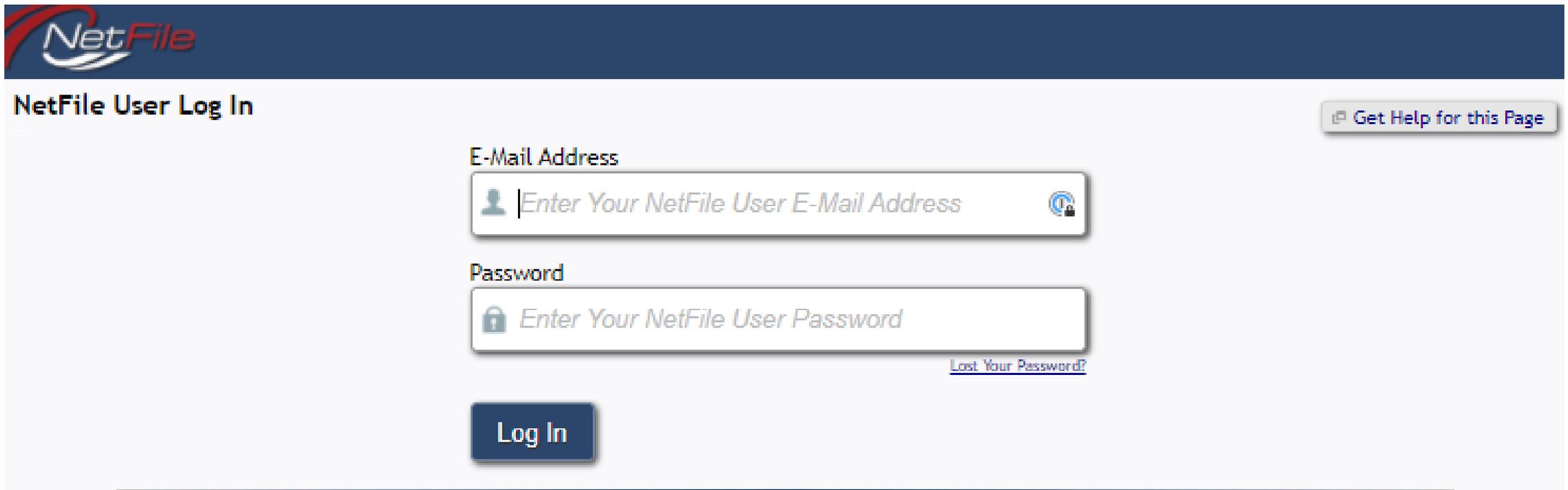
Lobbyist name

Would you like to add another payment? (optional)

Yes No

# New Lobbyists Registration – Step 5

- You can now access your Netfile Account ([www.netfile.com/filer](http://www.netfile.com/filer)), file amendments to your registration statement, file monthly statements



The image shows a screenshot of the NetFile user login page. At the top left is the NetFile logo. Below it, the text "NetFile User Log In" is displayed. In the top right corner, there is a button labeled "Get Help for this Page". The main form area contains two input fields: "E-Mail Address" with a placeholder "Enter Your NetFile User E-Mail Address" and a "Go" button, and "Password" with a placeholder "Enter Your NetFile User Password" and a "Lost Your Password?" link. A "Log In" button is positioned below the password field.

**NetFile**

NetFile User Log In [Get Help for this Page](#)

E-Mail Address  
 [Go](#)

Password  
 [Lost Your Password?](#)

**Log In**