

# SF Ethics Commission

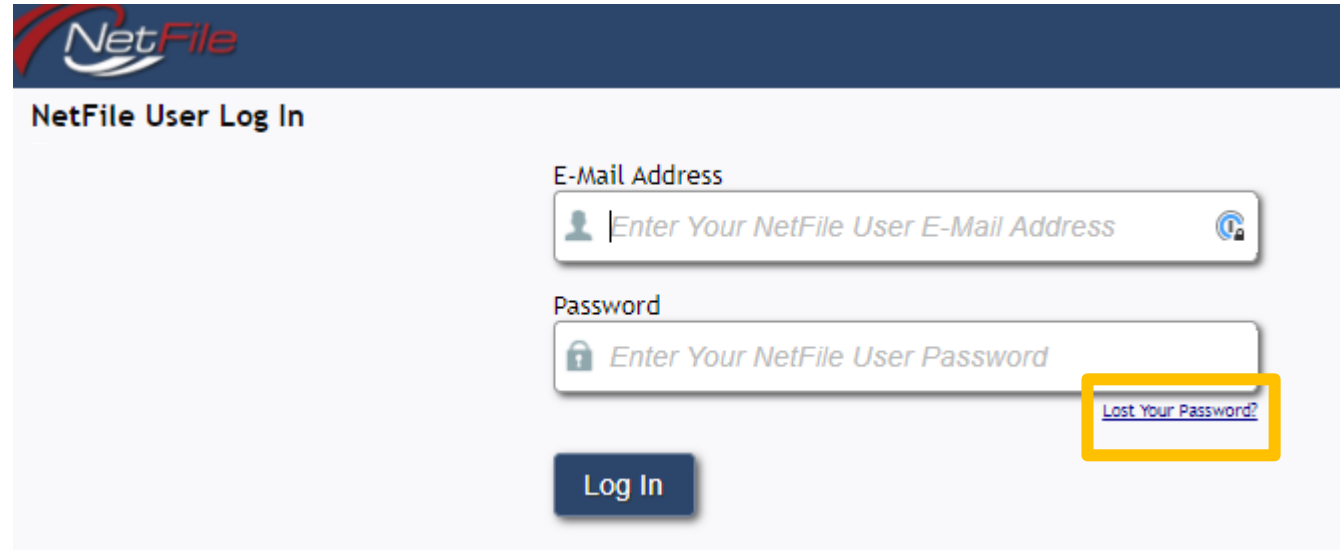
## Contact Lobbyist –

How To File  
Registration Statement  
For Returning Lobbyists



# Returning Lobbyists Registration – 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.
- 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.

# Returning Lobbyists Registration – Step 1.5



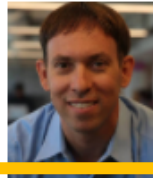
- If you do not remember the last e-mail address associated with your account visit: <https://netfile.com/lobbyist/pub/#/sfo/directory/lobbyists/2021> adjust the page to reflect the last year you were a registered lobbyist, the e-mail is under your name/image.
- If you no longer have access to the previous 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

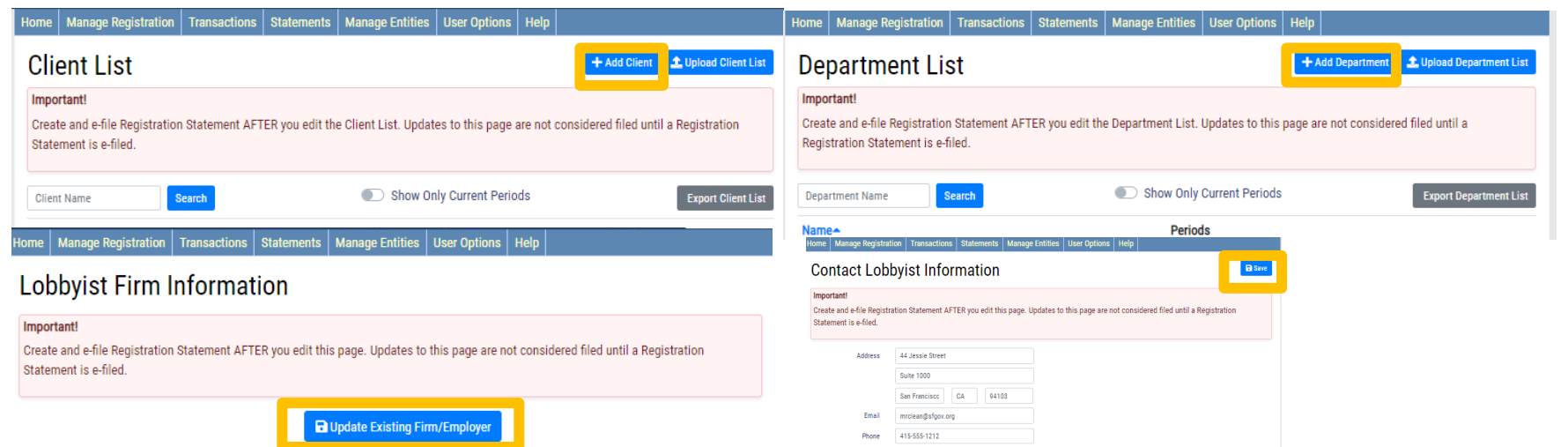
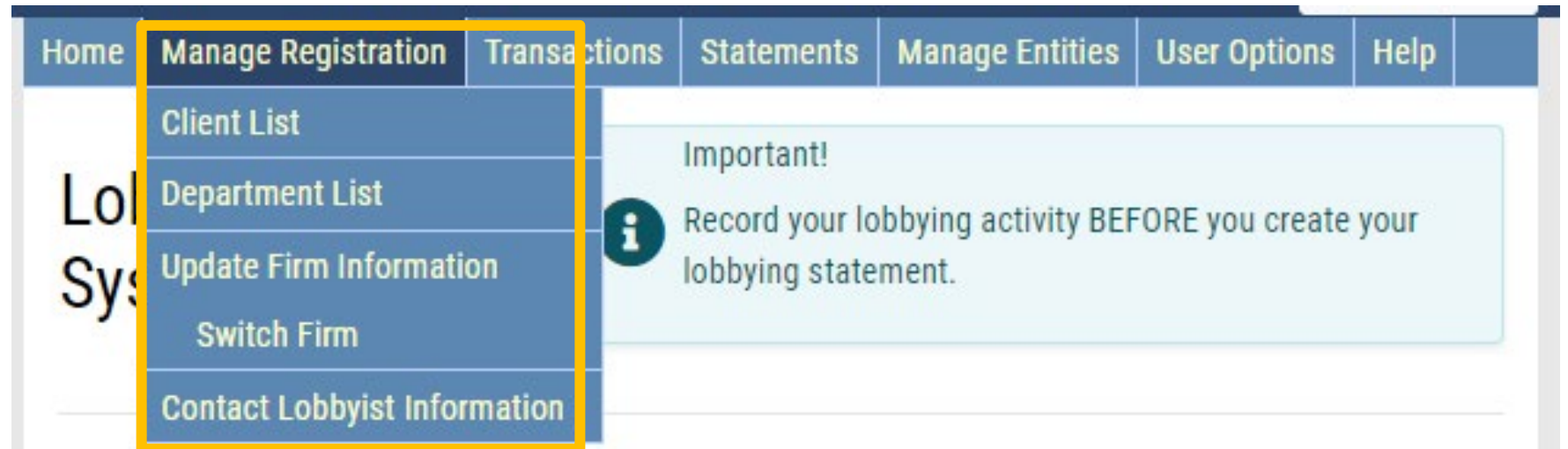
2021

100 >

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

# Returning Lobbyists Registration – Step 2

- Update all changed information in the “Manage Registration”



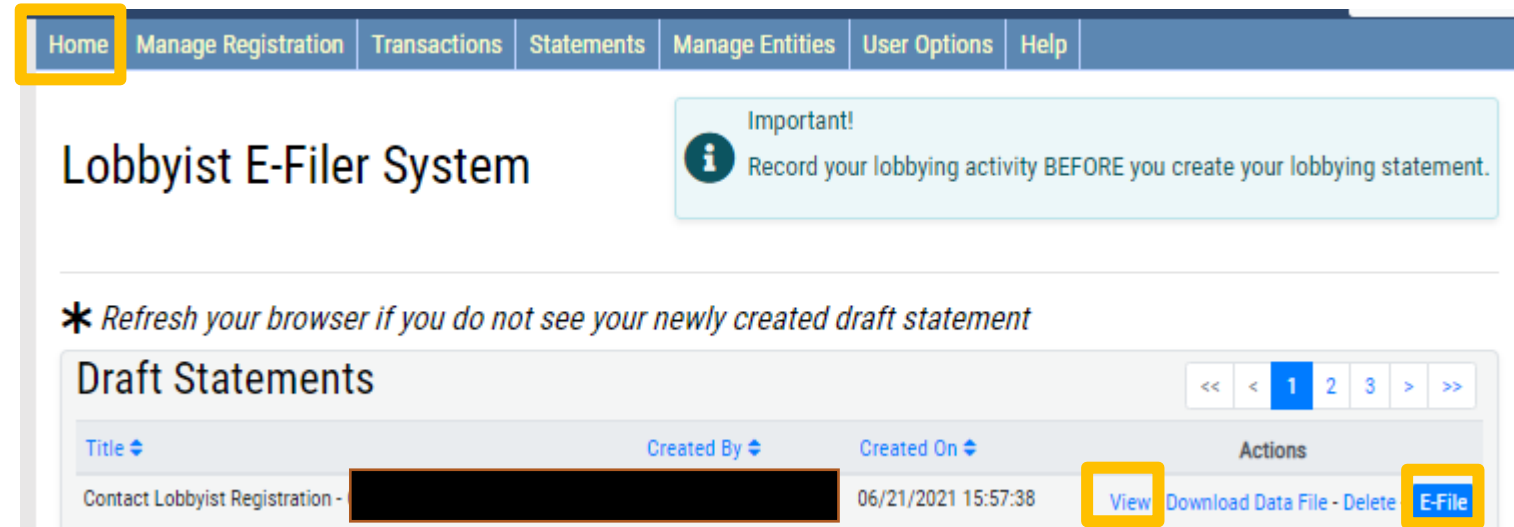
# Returning Lobbyists Registration – Step 3

- 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 tabs: Home, Manage Registration, Transactions, Statements, Manage Entities, User Options, and Help. The 'Statements' tab is highlighted with a yellow box. Below the navigation bar, the page title is 'Contact Lobbyist Regis'. A dropdown menu is open under 'Statements', showing the following options: 'Registration Statement' (highlighted with a yellow box), 'New Monthly Statement', and 'Employment of City Officers or Employees'. In the top right corner of the page, there is a blue button labeled 'Create Draft' with a white border, also highlighted with a yellow box. Below the navigation bar, there are several input fields. The first field is labeled 'Name' and contains the text 'Clean, Mrs'. The second field is labeled 'Employment of City Officers or Employees'. The third field is labeled 'Filing Date' and contains the text '06/21/2021'.

# Returning Lobbyists Registration – 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. The Home link is highlighted with a yellow box. Below the navigation bar, the title "Lobbyist E-Filer System" is displayed. To the right, an "Important!" message states: "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 shows a "Draft Statements" table with a pagination control (pages 1, 2, 3) and a table with columns for Title, Created By, Created On, and Actions. The first row in the table is highlighted with a yellow box and contains the following data: Title: "Contact Lobbyist Registration - [REDACTED]", Created By: [REDACTED], Created On: "06/21/2021 15:57:38", and Actions: "View", "Download Data File - Delete", and "E-File". The "View" and "E-File" buttons are highlighted with yellow boxes.

Title	Created By	Created On	Actions
Contact Lobbyist Registration - [REDACTED]	[REDACTED]	06/21/2021 15:57:38	View Download Data File - Delete E-File

# New Lobbyists Registration – Step 5

- Pay \$500 Registration Fee

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

The screenshot shows a web browser window with the URL `services.paysf.co/service/ethics-commission`. The page header includes the City and County of San Francisco logo and the text "San Francisco Payment Portal". Below the header, the text "Ethics Commission" is displayed. The main content area is titled "Fees, Penalties, & Settlements" and contains a form with the following elements:

- A dropdown menu labeled "Name of fee, penalty, or settlement" with the selected option "Lobbyist Registration Fee -\$500".
- A text input field labeled "Lobbyist name".
- A question: "Would you like to add another payment? (optional)" with two buttons: "Yes" and "No".