



Create Consultant Registration

Step 2 — Information about Client

Welcome to the Office of the Commissioner of Lobbying's Online Assistance. This tutorial has been designed as part of the educational program and awareness efforts by the Office of the Commissioner of Lobbying.

This is one of seven tutorials dealing with the creation of a new consultant lobbyist registration. It describes Step 2, which deals with information about the client of the consultant lobbyist.

Begin by logging into the registration system and going to the Registrant Dashboard.

You will recall that after we entered the information in Step 1, we decided to pause our session. Because of this, when you look under the "Current Activities" tab, you will see a link beside "Pending Registration" indicating that the registration is incomplete.

To open the registration and proceed to Step 2, click "Incomplete."

This will take you to the "Consultant Summary" page. Scroll down to the second section, "Information about Client."

Open this section by clicking "Edit Information about Client" at the bottom right.

This will take you to the "Step 2 of 7: Information about Client" page.

A "client" is defined as a company, organization or person who employs a consultant lobbyist to conduct lobbying activities on its behalf in exchange for payment.

Enter the name of the company, organization or person. If the subject has different corporate names in each of the two official languages, enter them in the appropriate fields. This will yield more results when the registry is searched.

For the purpose of this example, the client is a company, "Simple Textile Incorporated / Simple Textile Incorporé."

The next two questions are for lobbyists who are part of the board of directors of a company or organization.

If the chair or a member of the board of directors is not an employee of a company or organization, meaning that there is no employee-employer relationship but that payment in addition to reimbursement of costs is made, the chair or member of the board of directors is required to file a registration as a consultant lobbyist if he or she participates in lobbying activities.

For more information, please consult the Office of the Commissioner of Lobbying website.

In this case, the client is not a member of a board of directors, so we can proceed to the next section. Enter the client's address. The client's website must also be provided, if the client has one.

Enter the first name, last name and title of the client's principal representative. The principal representative is the person who acts as the principal contact for the consultant lobbyist.

Now that all the information about the client has been entered, save the information provided by clicking "Save" or "Save and Continue."

If you select "Save and Continue", the system will save your information and take you straight to the next step so that you can enter information about the client's business relationships.

Clicking the "Cancel" button will delete all the information you entered and take you back to the Registrant Dashboard.

For the purpose of this demonstration, select "Save." This takes you to the "Consultant Lobbyist Summary" page, where you can verify the information you just entered. If you find any errors, simply click "Edit Information about Client" to go back and make corrections.

We want to pause our session at this point, so we go back to the Registration Dashboard by clicking "Return to Registrant Dashboard".

This concludes the tutorial for the second of seven steps in the process of completing a new consultant lobbyist registration. The next step, "Step 3 of 7: Business Relationships of the Client", will deal with clients that are subsidiaries of another company or members of a coalition.

To access other tutorials or view the next steps in creating a new consultant lobbyist registration, use the navigation bar at the top of the page.

If you have any comments or questions about this tutorial, please contact us by phone at 613-957-2760 or by e-mail at QuestionsLobbying@ocl-cal.gc.ca. You can also visit our website at www.ocl-cal.gc.ca.