Create New Consultant Registration

Certifying and Submitting a Disclosure

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 Office of the Commissioner of Lobbying.

This tutorial describes the process for certifying and submitting a registration to the Commissioner of Lobbying.

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

You will recall that after we entered the information in the last step of creating a consultant lobbyist registration, we decided to pause our session. You will also recall that because we completed all the sections of the registration, the link beside "Pending Registration" changed from "Incomplete" to "Requires certification".

To begin the certification, click that link.

This will take you to the "Consultant Summary" page.

Before you can certify and submit your new registration, the information in all the sections has to be verified.

If you find any errors, you have to go back to the section or sections concerned and make corrections.

For the purpose of this demonstration, assume there is an error in the section on information about government funding.

The actual amount received in the last completed fiscal year was $278,000, not $378,000.

Scroll down to the section and click "Edit information about Government Funding" to make corrections.

Scroll down to "List of government funding" at the bottom of the page.

Select the item to be modified by clicking the button to the right. Click "Edit Selected."

You will see that the registration system has deleted the item from the list and displayed the information in the corresponding fields.

Change the amount from 378000 to 278000.

Remember that the amount must be in Canadian dollars, with no dollar sign and no decimal points.

Click the “Add to List” button. You will see that the information on the “List of Government Funding” is refreshed. Click “Save” to go back to the “Consultant Summary” page.

Once you have checked all the information, scroll down to the bottom of the page and click “Certify and Submit”.

If you do not see the “Certify and Submit” button, it is because one or more sections are incomplete. You will have to go back and complete the section or sections. Incomplete sections are marked with a small circle in the left column.

To certify the information, check the box beside the statement, “I certify that the information contained in this return is true to the best of my knowledge.”

You must also certify that the payment made for the undertaking respects the provision for the prohibition of contingency fees in the Lobbying Act. Any person required to file a return is prohibited from receiving any payment that is in whole or in part contingent on the outcome of their lobbying efforts. Place a checkmark in the box.

Use the calendar to enter the effective date of the current registration. Under the Lobbying Act, consultant lobbyists must file their return not later than ten days after the undertaking.

For the purpose of this example, select January 5, 2010.

Enter your username and password, then click the “Submit” button.

Note that because consultant lobbyists are required to file a return, they are the only ones authorized to complete this step.

A representative cannot use his or her user name and password to certify a return on behalf of a consultant lobbyist.

If you change your mind and decide you do not want to certify the return immediately, click “Cancel” to go back to the “Consultant Summary” page.

You have now certified your return and submitted it for approval. A confirmation page will display.

We recommend that you print the confirmation of filing page for your records.

To return to the dashboard, click “Return to Registrant Dashboard.”

Notice that the link beside “Pending Registration” under the “Current Activities” tab has changed from "Requires Certification" to “Submitted.” Notice also that the icon which used to be empty is now half green.

This concludes the tutorial on the process of certifying and submitting a consultant lobbyist return to the Office of the Commissioner of Lobbying.

To access other tutorials or view previous 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.