



Create In-house Corporate Registration

Certification and Submission of Registration

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

This tutorial describes the process of certifying and submitting a return to the Office of the Commissioner of Lobbying.

Begin by logging into the registration system to access the Registrant Dashboard.

You may recall that after we entered the information in the last step for creating an entry for a corporation, we decided to pause our session. You may 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 process, click that link.

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

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

If you find any errors, you must return to the section or sections in question and make corrections.

For the purposes of our demonstration, let us assume there is an error in the section on information about government funding.

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

Scroll down to the section and click "Edit Information about Government Funding" to make the 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. Then click "Edit Selected."

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

Change the amount from \$378,000 to \$278,000. Remember that the amount must be in Canadian dollars.

Then click the "Add to List" button. You will see that the information on the "List of Government Funding" has been updated. Click "Save" to go back to "Corporation Summary."

Once you have verified 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 right column.

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

Use the calendar to enter the effective date of the current registration. Under the Lobbying Act, in-house lobbyists (corporations) must file their return no later than two months after the date which the requirement to file a return first arises.

For the purposes of our demonstration, select January 5, 2010.

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

Please note that the officers responsible for filing disclosures are the only ones authorized to complete this step.

A representative cannot use his or her username and password to certify a return on behalf of an officer responsible for filing disclosures.

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

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

We recommend that you print the confirmation 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 return to the Office of the Commissioner of Lobbying. To access other tutorials, 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 Web site at www.ocl-cal.gc.ca.