



Create In-house Organization Registration

Step 1 — Information about Responsible Officer and Organization

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 five tutorials dealing with the creation of a new in-house lobbyist (organization) registration. It describes Step 1, which deals with information about the registrant and the organization.

Go to the home page of the Office of the Commissioner of Lobbying's website at www.ocl-cal.gc.ca. Click on "I have a user account" in the top right corner of the page.

If you do not have a user account, you will have to create one. To learn how to create a new account, go to the tutorial called "Creating a User Account." If you have an account, enter your username and password and click "Login."

You are now at the "Registrant Dashboard", which allows you to manage your registration and communication reports.

Under the "New Activities" tab, click "In-House Organization." This will take you to the first of five steps that must be completed in order to register lobbying activities.

Note that the registrant's name and email address were taken from the account profile previously created by the registrant.

The registrant is the most senior paid officer in the organization and the officer responsible for submitting the registration.

At this stage, you must provide the responsible officer's title, the organization's contact information, a description of the organization's activities, and a description of the members or type of members of the organization. Note that fields marked with an asterisk (*) are mandatory. If you leave them blank, the information cannot be saved.

If the organization has different legal names in English and in French, enter them in the appropriate fields; this will yield more Registry search results.

In this tutorial, the registrant's title is "President", and the organization is "Textile Producers Union."

Enter a brief description of the organization's activities.

You have now completed the first step in creating a new registration. "Step 1 of 5: Information about Responsible Officer and Organization."

To save your information, click "Save" or "Save and Continue."

If you select "Save and Continue", the system will save your information and go straight

to the next step so that you can enter information about the organization's lobbyists.

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

For the purposes of our demonstration, select "Save." You will be taken back to the "Organization Summary" page, where you can check the information that you have entered. If you find one or several errors, simply return to the section by clicking "Edit Information about Responsible Officer and Organization" to make the corrections.

Note that the system identifies completed sections with a green check in the "Status" column on the left. Incomplete sections are marked with an empty icon.

At this point, we want to pause our session to go back to the Registrant Dashboard by clicking "Return to Registrant Dashboard."

You will see that the registration was saved under the "Current Activities" tab, in a table containing a list of all of your active and pending registrations. You can use this list to manage your registrations if you have more than one.

The table contains information on the status of registrations and reports. For our purposes, because only the first of the five steps in your registration has been completed, the empty icon is displayed as well as "Pending Registration: Incomplete", "Delete" and "No active registration exists."

This concludes the tutorial on the first step of completing a new in-house lobbyist (organization) registration. The next step, "Step 2 of 5 Organizational Lobbyists", deals with the reporting of information about paid employees of the organization who carry out lobbying activities.

To access other tutorials or view the next steps in creating a new In-house Organization 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 Web site at www.ocl-cal.gc.ca.