



Create In-house Organization Registration

Certifying and Submitting a disclosure

Welcome to the Office of the Commissioner of Lobbying's Online Assistance. This tutorial describes the process of certifying and submitting a registration to the Office of 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 Step 5, Information about communication 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 "Organization 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, simply return to the section or sections in question and make the necessary corrections.

For the purposes of our demonstration, let's 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 corrections.

Scroll down to "List of Government Funding."

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

Change the amount from \$378,000 to \$278,000.

The amount must be in Canadian dollars, with no dollar sign and no comma if there is no decimal.

Then 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 "Organization Summary".

Once you have checked all of 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 registration 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 organizations must file their registration no later than two months after the date on which the requirement to file a registration first arises.

For that reason, the selected date may not be more than two months earlier than the certification date.

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

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

Please note that because the responsible officer is required to submit a registration, the officer is therefore the only person who can complete this step. The responsible officer is the most senior officer of the organization.

A representative cannot use his or her username and password to certify a registration on behalf of a responsible officer.

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

You have now certified your registration 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 "Registration Pending" under the "Current Activities" tab has changed from "Requires Certification" to "Submitted."

Note 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 registration 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 website at www.ocl-cal.gc.ca.