



The City Clerk's Office has launched an online electronic filing system, called the E-Filing System, for lobbyists and business entities to file their registration and quarterly activity reports and pay their registration and late fees online.

All filers are required to submit Registration and Quarterly Activity Reports online starting with the July Quarterly Activity Report, due July 1 - July 12, 2021.

The E-Filing System will allow filers more quickly and easily file their lobbyist reports and pay their lobbyist fees. The new system will streamline the filing process by providing built in validation checks to eliminate errors while filing a lobbyist report and allow filers to pay their lobbyist fees with a credit card online.

New Reporting Requirements and City Clerk Regulations

[Ordinance No. 20190619-172](#) was passed by City Council on June 19, 2019 and updated City Code Chapter 4-8 (Regulation of Lobbyists). The updated regulations will be implemented in the new electronic filing application alongside new business rules from the City Clerk's Office.

New Reporting Requirements

Starting with the July 2021 Quarterly Activity Report, business entities registered with the City of Austin are required to submit Registration and Quarterly Activity Reports alongside their registered lobbyists. When a business entity files their report, the business entity will be provided the filing option to submit a *No Additional Reportable Information* affidavit for their Registration and Quarterly Activity Reports if no additional reporting is required beyond the registered lobbyists' reports. Each quarter, business entities must submit a Quarterly Activity Report by the filing deadline, otherwise the business entity will receive a late fee.

New City Clerk Rules

Lobbyists and business entities will not be able to submit their Registration or Quarterly Activity Report until all outstanding late fees and registration fees have been paid to the City Clerk's Office.

After filing a new registration report, if a lobbyist or business entity has not paid a new registration fee by the 10th day after filing their report, the lobbyist or business entity will receive a late fee.

All filers are required to submit Registration and Quarterly Activity Reports online starting with the July Quarterly Activity Report, due July 1 - July 12, 2021.

Filers will be able to file the following reports using the E-Filing System.

- New Registration Report
- Update to Registration Report
- January, April, July, and October Quarterly Activity Reports
- Termination of Registration/Final Activity Report

Online Payment for Registration Fees and Late Fees

The new electronic filing system will also allow filers to pay the following lobbyist fees online, through the E-Filing System.

- Registration, Business Entity Registration: \$100.00
- Registration, Individual Registered by Business Entity: \$50.00
- Registration, Individual Registration: \$300.00
- Registration, Nonprofit Registration: \$25.00
- Late Fee, New Registration Report: \$50.00
- Late Fee, Quarterly Activity Report: \$50.00

The online payment system will accept all major credit cards, including American Express, Visa, MasterCard, and Discover.

Filers will still be able to submit payment for their registration and late fees in person or mail, by cash, check, or money order. **Lobbyists and business entities will not be able to submit their registration or quarterly activity report until all outstanding late fees and registration fees have been paid to the City Clerk's Office.**

If a filer wants to pay by cash or check, the filer will need to either mail or hand-deliver the payment to City Hall. Due to the COVID-19 Health Crisis, if a filer wants to hand-deliver the payment, the filer will need to email lobbyists@austintexas.gov to schedule an appointment, at least 48 hours in advance, to come into the City Clerk's Office. If a filer wants to mail their payment, the filer will need to mail the payment, at least, two weeks in advance of the filing deadline to ensure they are able to file their Quarterly Activity Report.

E-Filing System Trainings

The City Clerk's Office will host a series of training to introduce filers to the new reporting requirements and E-Filing System. The trainings will cover how to request a new E-Filing lobbyist account, an overview of the new reporting requirements, how to file both a Registration and Quarterly Activity Report, and how to make an online payment to a lobbyist fee. Below is a list of dates and times of scheduled trainings. Attendees must register at least 48 hours in advance by emailing the City Clerk's Office at: lobbyists@austintexas.gov.

- April 27, 2021 10:00am – 12:00pm (New Reporting Requirements)
- April 29, 2021 2:00pm – 4:00pm (New Reporting Requirements)
- May 24, 2021 10:00am – 12:00pm (E-Filing System Introduction)
- May 25, 2021 2:00pm – 4:00pm (E-Filing System Introduction)
- June 23, 2021 10:00am – 12:00pm (E-Filing System Introduction)
- June 25, 2021 2:00pm – 4:00pm (E-Filing System Introduction)

Due to the COVID-19 Health Crisis, the City Clerk's Office will be hosting all trainings virtually. Please register in advance to ensure you receive updated details relating to the scheduled trainings, including how to access the trainings. As needed, the City Clerk's Office will announce more trainings leading up to filing deadlines occurring in the fall of 2021.