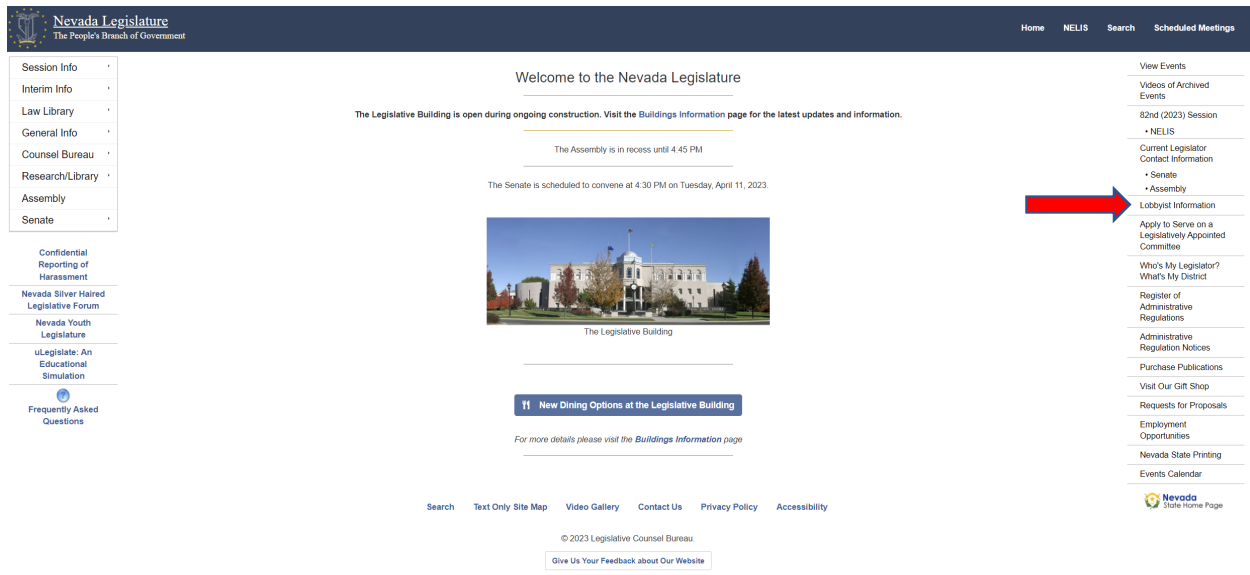


Lobbyist Quick Reference Guide

Creating a Nevada Legislature Account

To engage in lobbying activities in the State of Nevada, individuals must first establish an account with the Nevada Legislature.

1. To begin, visit www.leg.state.nv.us. On the right-hand side of the homepage, select “Lobbyist Information.”



2. The Lobbyist Registration and Reporting page will appear. From there, select “Create an Account with the Nevada Legislature.”
3. Complete the required fields on the next page, including selecting two security questions and completing the CAPTCHA verification. After all information has been entered, click “Register.” You will then receive an internal message prompting you to check your email to complete the registration process.
4. Verify your email address by clicking the confirmation link provided, then sign in to your Nevada Legislature account.
5. Once signed in, you will be directed to the “Link to Applications” page. From there, select the “Lobbyist” link.

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Link to Applications

- NELIS
- Lobbyist
- Interim Committees

6. Confirm whether registration is required by selecting “Who Should Register as a Lobbyist” and reviewing the provided criteria and questions.
7. If registration is required, select “Register as a Lobbyist,” then click the link labeled “Click on this link to begin the registration process.”



8. There are eight steps that must be completed to finalize the registration process. The following provides a brief overview of each step.

Registering as a Lobbyist Questions

You may pause the process at any time if you are unable to complete the registration in one session. Your information will be saved, allowing you to return and continue where you left off upon your next login.

1. Step 1: Your Information

In this section, provide your personal details, including **first and last name, business address (or personal address), and business phone number**, which are required. All other fields are optional. You may also verify if you are already registered as a lobbyist by clicking the “**Check if this Person is Already Registered**” blue button.

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Step 1 of 8: Your Information

The information you submit in each step of your registration is saved. If you need to sign out and then sign in later, the information you entered will display and you can begin where you left off. All information will be displayed on our public website unless you choose not to display your email address or business phone.

First Name*

Last Name*



Check if this Person is Already Registered (Not required)

2. Step 2: Choose Your Lobbyist Type

Review each description carefully and select the option that best represents your role at the Nevada Legislature. The available types are:

- **Paid Lobbyist** – Requires registration fee; documentation of employment or contract may be necessary.
- **Paid Non-Profit Lobbyist** – Requires registration fee; proof of non-profit affiliation is required.
- **Non-Paid Lobbyist** – No registration fee; no additional documentation required.
- **Non-Paid Military Veteran** – No registration fee; verification of veteran status is required.
- **Intern** – No registration fee; documentation of internship affiliation may be required.

3. Step 3: Select the Client You Represent

A client is the individual or organization you are lobbying on behalf of—typically your employer. Use the drop-down menu to see if your client is already listed.

- If your client is not listed or you are registering yourself, click the **“Add a New Client (one not listed above)”** link.
- Check the box labeled **“Check this box to add a new Client.”**
- Once you have added all applicable clients, click **“Done Adding Clients.”**

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4. **Step 4: Your Interest Category**

Interest categories represent the topics you will monitor or advocate for during the legislative session, such as **Education, Traffic, Banking**, and others.

- Select the relevant interest from the drop-down menu.
- Click **“Add Interest”** for each category you want to track.
- When all interests have been added, click **“Done Adding Interest Categories.”**

5. **Step 5: Associations and Partners**

This section addresses any professional relationships you may have with a legislator, including employment, business associations, or partnerships, in accordance with **NRS 281.571**.

- Read the provided information carefully, check the box confirming you understand, and click **Next Step**.
- You will then be asked whether you have had an association or partnership with a legislator. Select **Yes** or **No**, then click **Next Step**.
- If you select **Yes**, you will be prompted to provide details about the legislator you worked with or for. Enter the information, click **Submit**, and then click **Next**.
- If you select **No**, clicking **Submit** will automatically advance you to the next step.

6. **Step 6: Legislator Services**

This section pertains to **NRS 218H.21(3)** and inquires whether you have worked for, been retained by, or provided services related to a legislator’s political campaign between the previous and current legislative sessions.

- If you select **Yes**, you will be prompted to provide details about the legislator’s campaign you were involved with. Complete the information, click **Submit**, then proceed to **Next Step**.
- If you select **No**, simply click **Submit** to continue.

7. **Step 7: Lobbyist Declaration**

In this step, carefully read the **Lobbyist Declaration**, which is governed by **NRS 218H.010** and **NRS 218H.960**.

- After reviewing, check both boxes to indicate your agreement.
- Click **Submit**, then proceed by selecting **Next Step**.

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8. Step 8: Payment

In this step, you can submit your registration fee electronically for the lobbyist type you selected earlier.

- You may choose to **pay online** or **pay in person**.
- After payment, **sign out and then sign back in** to check the status of your registration. Note that your registration will not be approved until payment is received.
- You will also receive a confirmation email containing the information you provided during registration.

9. Badge Pickup

Visit the **Legislative Building, Room 1199 (Lobbyist Registrar's Office)** to collect your lobbyist badge.

Registered Lobbyist Access

Once your registration has been approved, you can log in as a lobbyist at the [Nevada Legislature Lobbyist Website](#). The following is an overview of the main sections you will encounter on the site:

1. Home Tab

- Provides useful information for lobbyists, including:
 - Guidance on who should register as a lobbyist
 - Contact information for the Lobbyist Registrar (email and phone)
 - Alphabetical list of registered lobbyists
 - Instructions for required lobbyist activities, such as submitting reports

2. Lobbyists Tab

- Displays all registered lobbyists and their clients for the current session.

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- Features a search tool to locate lobbyists by name, location, or the clients they represent.

3. Documents Tab

- Contains resources regarding lobbying laws, regulations, and official documentation relevant to lobbyists.

4. My Status Tab

- Allows lobbyists to:
 - Complete monthly expenditure reporting
 - Terminate lobbying activity
 - Purchase additional badges

5. My Information Tab

- Shows the information entered during registration, including personal details, lobbyist data, and client information.
- Enables you to:
 - Control whether your email and phone number are publicly displayed
 - Add or remove clients from your client list

6. Public Reports Tab

- Provides access to historical session information, including:
 - Lobbyists and clients from previous sessions
 - Deadlines for expenditure reports
 - Links to lobbyist guidelines and rules
 - Records of revoked lobbyists across all sessions

This structure allows registered lobbyists to manage their activities, compliance, and client relationships efficiently while staying informed on legislative requirements.

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