



Office of the
Registrar of Lobbyists
Saskatchewan

Saskatchewan Lobbyist Registry User Manual

Table of Contents

Table of Contents

1. Overview.....	4
Accounts.....	4
Dashboard	4
Registrations	5
2. Accounts - Creating and Closing	7
Former Public Office Holders.....	7
Create an Account.....	8
Close Account	10
3. Registry – Log in/Log out.....	11
Login to Registry	11
Log Out from Registry	12
Forgot Password	13
4. Account Profile Maintenance.....	14
Update Account Profile.....	14
Add Administrative Filer to Designated Filer Account	15
Remove Administrative Filer from Designated Filer Account.....	15
5. Registering Lobbying Activities	16
Create Consultant Lobbyist Registration	16
Certify and Submit Consultant Registration	17
Create In-house Lobbyist Registration	18
Certify and Submit In-House Registration	20
Update or Delete Pending Registration.....	21
Correct Sent Back Registration.....	21
Update Active Registration	22
End Active Registration.....	22
Reactivate Inactive Registration.....	23

Renew Active Registration	23
<i>6. Search Registry and Reports</i>	<i>24</i>
Search Registrations.....	24
View Public Registry Reports.....	25
<i>Glossary of Terms and Abbreviations</i>	<i>26</i>

1. Overview

Welcome to the Saskatchewan Lobbyists Registry.

This document contains information about the Saskatchewan Lobbyist Registry (SLR) website and registry database system (“Registry”) and includes helpful instructions on how to navigate through the account creation and registration process.

For a glossary of terms and abbreviations, see [Glossary of Terms and Abbreviations](#).

Accounts

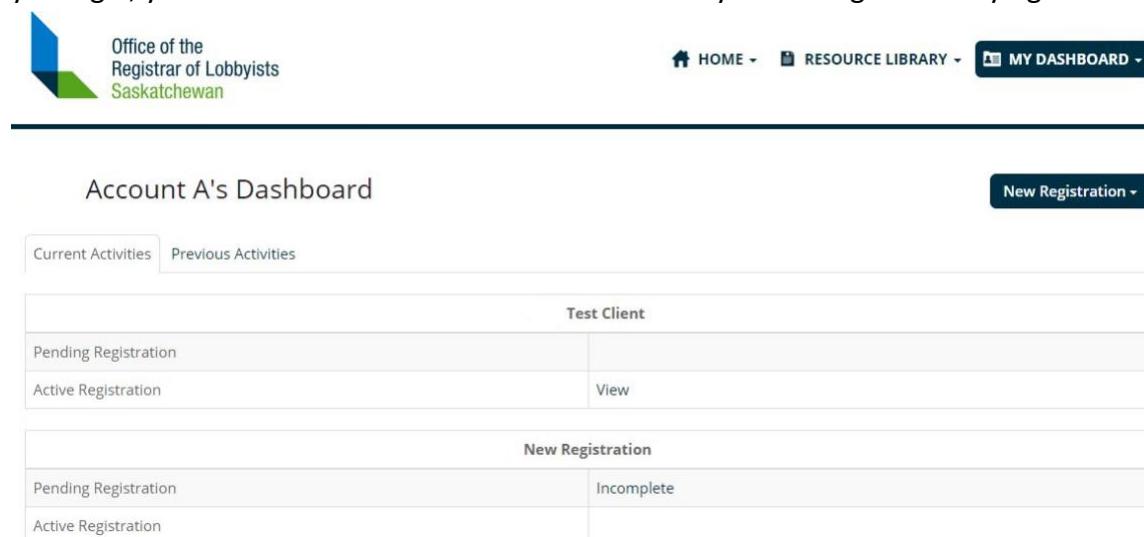
Before you can submit lobbying information to the Registry, you must [Create Your Account](#).

- If you have formerly held a public office with the Province of Saskatchewan, you may require an exemption to perform lobbying activities. Please reference c.9 of *The Lobbyists Act* for further information. If you would like to request an exemption, refer to Section 2 [Former Public Office Holders](#).
- When the Account is created, it will be in “Pending” status until approved by the Registrar. During this time you will not be able to register any lobbying activities until you receive a further email from the Registrar.
- The Registrar will review the Account and you will receive an email when it is “Active”.

With an active Account, you may [Login to the Registry](#) and create a Registration.

Dashboard

Once your account has been approved, the system creates a dashboard specific to you. When you login, you are connected to the dashboard where you can register lobbying activities.

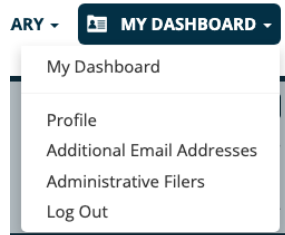


The screenshot shows the 'Account A's Dashboard' with a header bar containing the logo and navigation links: HOME, RESOURCE LIBRARY, and MY DASHBOARD. Below the header, there's a 'New Registration' button. The main content area has two tabs: 'Current Activities' (selected) and 'Previous Activities'. Under 'Current Activities', there are two tables. The first table, titled 'Test Client', shows 'Pending Registration' and 'Active Registration' with a 'View' link. The second table, titled 'New Registration', shows 'Pending Registration' as 'Incomplete' and 'Active Registration'.

Test Client	
Pending Registration	
Active Registration	View

New Registration	
Pending Registration	Incomplete
Active Registration	

On the upper right corner of the Dashboard, the MY DASHBOARD will be darkened. Click on it to pull down and a number of administrative options will be presented to you.



This dashboard contains a number of fields in addition to your name:



- If you are linked to another filer, a **Change** button beside your name enables you to view the other filer's Dashboard. (see [Glossary](#) for definition of Administrative Filer)
- Current Activities and Previous Activities.
- New registration button **New Registration** allows you to create a new [Registration](#).


Registrations

After creating an Account and logging in, you may create one of two types of Registration:

- If you are a Consultant Lobbyist, you may [Create Consultant Lobbyist Registration](#).
- If you are an In-house Lobbyist, you may [Create In-house Lobbyist Registration](#).

Notes about the Registration process:

- a)   buttons at top show steps to be completed.
 - You may click buttons to go to steps to be completed.
 - All steps must be marked "Sufficient" prior to submission.
- b) Click **View: Pages** (top right):
 - Pages - step by step through the Registration process.
 - Full Form - the entire Registration form.
- c) Registration is automatically saved ("auto-saved") when you tab out of a field.
 - You can return to the Dashboard at any time to edit or delete an "Incomplete" Registration.

Note that while the Registration is auto-saved, screens with a Save button require the user to click Save or entries will not be saved.
- d) Help icons  will provide additional information when completing a Registration.

- Each new registration form has a red (insufficient detail) and green (sufficient detail) button at the top of the form.

New Registration

Insufficient Detail 15

Sufficient Detail 1

View: Pages ▾

For: Paul Account A

Status: Incomplete

Step 1 of 16: Designated Filer Information

Sufficient Detail

Name and Business Address of Designated Filer

These buttons provide a changing view of the status of your form as you fill it out. They are an indicator of whether the information you have provided is sufficient to move to the next page. If you would like to view pages with insufficient detail, click on the red button and each page requiring further attention will be listed. You can then click on the page to be taken directly to it.

Note: While these buttons may indicate you have sufficiently filled out the form, the Registrar may request further information upon review.

- You can view all pages at once or separately by choosing “pages” or “full form” under the view button, located on far right of the registration form.

For Registrations prior to submission:

- A new Registration will be automatically saved at each step as “Incomplete” status.
- When you have entered sufficient detail in each step of the new Registration, you must [Certify and Submit Registration](#) for review by the Registrar.
 - ◆ Registration will show on Dashboard as “Certification Submitted”.
 - ◆ You may Delete a Pending Registration at any time prior to it becoming “Active”.
- After Registrar review of the submission, you will receive an email when Registration is:
 - ◆ Active - available for Public search and viewing.
 - ◆ Sent Back - corrections and resubmission are required.
 - ◆ Rejected - email shows reason and registration no longer shows on Dashboard.

For Registrations which are “Active”:

- When lobbying activities change, you are required to [Update Active Registration](#).
- When lobbying activities are complete, you will need to [End Active Registration](#).
- You are required to [Renew Active Registration](#) every 6 months.
 - ◆ You will get a reminder email 30 days prior to renewal date.
 - ◆ Renewal must be completed no later than 30 days after the renewal date or the Registration will go into “Active Non-Compliant” status.

2. Accounts - Creating and Closing

Former Public Office Holders

There are prohibitions on former public office holders to lobbying. If you have formerly held a public office with the Province of Saskatchewan and want to lobby before the end of the prohibition period you will need an exemption to perform lobbying activities.

To request an exemption for a Lobbyist Registry account:

1. Open a browser window and go to <https://www.sasklobbyistregistry.ca>.
2. At **Home** page, click **Resource Library > Exemptions**.
3. Click the **Request Exemption** button to open up the Exemption Request form.
4. Fill in all required fields - and click **Submit**.

Note: Once the Registrar has reviewed your request you will receive an email advising you whether your request has been approved or denied. If your request is denied then you cannot lobby until the period of prohibition is completed.

5. If your request is approved, you will receive an email with an **Exemption Number** : **<exemption number>**.

Note: Take note of the Exemption Number as you will need it when creating an account.

Create an Account

To create a new Lobbyist Registry Account:

1. Open a browser window and go to <https://www.sasklobbyistregistry.ca>.
2. At **Home** page, click **Lobbyists**.
3. At **Lobbyists** page, click **Create Your Account** to go to the following screen:

Contact Information

First Name:

Last Name:

Business Email:

Confirm Email:

Business Phone Number:

Position Title:

Business Address

Street Address:

Address Line 2:

City:

Province:

Country:

Postal Code:

Former Public Office Holders

Have you ever held a public office
with the Province of
Saskatchewan:

Primary Intention

The primary intention of this account is to (you must select only one):

☐ File lobbying registrations as a consultant lobbyist
☐ File a lobbying registration as the most senior officer for an organization which employs in-house lobbyists
☐ Act as an administrative filer for an existing account holder

Login Details

Please enter a username and password below. Password must be minimum 8 characters and maximum 64 characters in length, including 3 of 4 character classes (uppercase, lowercase, number, and symbol).

Username:

Password:

Confirm Password:

Acknowledgment

☐ I understand that I am responsible for ensuring that I or my organization is duly registered and in compliance with the registration requirements of the Act.

Submit

4. At **Create Account** page, fill in the required fields.

- a. Contact Information - Position Title is your position with the client or employer organization - e.g. Consultant, Chief Executive Officer, Director, etc.
- b. Address - enter account holder's business address. Phone number should be entered using hyphens and area code or international dialing codes. Client and employer company information will be entered in the Registration process.
- c. Former Public Office Holders - enter the Exemption number provided by the SLR, as described in Section 2 [Former Public Office Holders](#). If you received an exemption and forget the number, you may check the list of exemptions at <https://www.sasklobbyistregistry.ca/resource-library/exemptions>.
- d. Primary Intention – it is possible to be both a lobbyist type and an administrative filer. However, select the option which **best describes** what function you will be performing for this activity. If you are a Designated Filer who also happens to be performing the function of an Administrative Filer, select Designated Filer.
- e. Login Details – we recommend you do not use an email as your username.
- f. Acknowledgement – read and confirm by checking the box.

5. Click **Submit**.

Any errors will be flagged after you click submit.

Close Account

To close a Lobbyist Registry account:

1. Open a browser window and go to <https://www.sasklobbyistregistry.ca>.
2. At **Home** page, click the menu item **RESOURCE LIBRARY** and select [Contact Us](#).
3. At **Contact Us** page, enter
 - a. Name - full name (first and last) of Account holder.
 - b. Email address.
 - c. Message - Contact Number found in the Account Profile and message requesting that the account be closed.
4. Click **Send Message**.


Note: Lobbyist Registry staff will inactivate the account and the user will no longer be able to login. The account will remain in the database for historical records.

3. Registry – Log in/Log out

After your account has been approved, you may log in and begin registering your lobbying activities. The System automatically connects to your personal Dashboard upon login. If you need to create new accounts for another Designated Filer, log out of the System and then follow the steps noted in [Create an Account](#).

Login to Registry

To login to the Lobbyist Registry website:

1. Open a browser window and go to <https://www.sasklobbyistregistry.ca>.
2. At **Home** page, click **Lobbyists**.
3. At **Lobbyists** page, click **Log In**:

4. At **Sign in** page, enter Username and Password.
5. Click **Sign in**.

Note: Log in will take you to your personal account “Dashboard”.

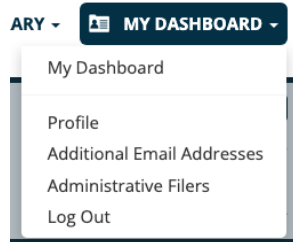
Important message regarding accounts created prior to 2024-03-19:

1. The Saskatchewan Lobbyist Registry updated its security measures on 2024-03-19 which requires current account holders to update their accounts.
2. If you have not logged in since 2024-03-18, you must update your account by clicking the **click here** link in the message shown at the bottom of the page. You will be required to:
 - Enter your username
 - Enter your current password
 - Enter your primary email associated to the account
3. If your existing password does not meet the new minimum requirements (see below) , a page will be presented which will allow you to enter a new password.
 - Passwords must be minimum 8 characters and maximum 64 characters in length, including 3 of 4 character classes (uppercase, lowercase, number, and symbol).
4. Once this is complete, you will be able to proceed and login to the registry.

Log Out from Registry

To log off from the Lobbyist Registry:

1. At **Dashboard** page, click **My Dashboard > Log Out:**



Note: If user does not log out or goes to a different browser window or tab, the last account logged in will remain logged in for one hour from last browser activity.

Forgot Password

If a user forgets their password:

1. Open a browser window and go to <https://www.sasklobbyistregistry.ca>.
2. At **Home** page, click **Lobbyists**.
3. At **Lobbyists** page, click **Log In**:



4. At **Sign in** page, click **Forgot your password?** (beside the **Password** field):

Username

Password [Forgot your password?](#)

Sign In

5. At **User Details** page, enter the primary email associated to your account and click **Send verification code**:

Email Address

Send verification code

6. In the received email, copy the verification code. This is a 6-digit number.
7. Returning to the **User Details** page, enter the 6-digit verification code within the **Verification Code** field and then click the **Verify code** button.

A verification code has been sent to your email. Enter the code below and click the Verify code button.

Email Address

Verification Code

8. The screen will update to now allow you to enter your Username. Enter your username and then click the **Continue** button

Username

Verification code is correct. Enter your username and click Continue.

Continue

9. You will now be prompted to enter in a new, and confirm password. Once entered, click the **Continue** button which will apply the change and log you in to the registry.

New Password

Confirm New Password

Continue **Cancel**

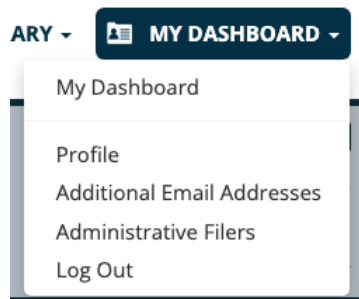
- **Note: Passwords must be minimum 8 characters and maximum 64 characters in length, including 3 of 4 character classes (uppercase, lowercase, number, and symbol).**

4. Account Profile Maintenance

Update Account Profile

There may be occasions when your profile needs to be updated. To update a Lobbyist Registry account profile:

1. [Login to the Registry.](#)
2. At **Dashboard** page, click **My Dashboard > Profile**:



3. At **Profile** page, update fields as required.
4. Click **Save Changes**.

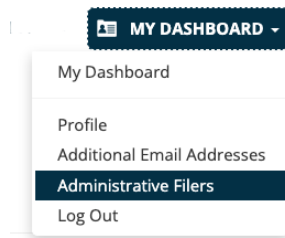
Note: There is no prompt to save if you leave this screen before clicking Save Changes and your changes will not automatically save.

Add Administrative Filer to Designated Filer Account

In order for an Administrative Filer to be able to view and update Registrations on behalf of a Designated Filer, the Designated Filer must add the Administrative Filer. Note that the Administrative Filer cannot add or remove a Designated Filer to/ from their account - and the Administrative Filer cannot update the Designated Filer profile or password.

To add an Administrative Filer as delegate to a Designated Filer account:

1. Designated Filer will [Login to the Registry](#).
2. At **Dashboard** page, click **My Dashboard > Administrative Filers**:



3. A new page will open requesting you to input the Administrative Filer's Registry User ID as found in the Administrative Filer's Account Profile - and click **Add**.

Registry User ID:

Add

Remove Administrative Filer from Designated Filer Account

To remove an Administrative Filer from a Designated Filer account:

1. Designated Filer will [Login to the Registry](#).
2. At **Dashboard** page, click **My Dashboard > Administrative Filers**.
3. At **Administrative Filers** page, click the **Remove** button to right of Administrative Filer:

Remove

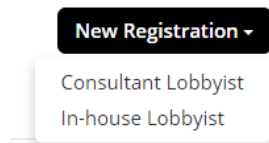
Note: This does NOT delete the Administrative Filer Account. The Administrative Filer can still log in and function but is no longer able to access the files of the Designated Filer.

5. Registering Lobbying Activities

Create Consultant Lobbyist Registration



To create a new Consultant Registration:


1. [Login to the Registry.](#)
2. If you are the administrative filer, you must click the **Change** button beside your name and select the Designated Filer's name before proceeding any further.
3. At **Dashboard** page, click **New Registration > Consultant Lobbyist**.




A new consultant lobbyist registration form will open.

There are 16 steps to complete this form.


4. At **New Registration** page, complete each step prior to submitting the Registration.
 - Step 1.** Designated Filer – For phone number, be sure to use hyphens and include area code or international phone number.
 - Step 2.** Consulting Company – (no assistance needed)
 - Step 3.** Consultant Lobbyists – The first individual who should be listed is the Designated Filer who is filling out this registration. Then, list all remaining lobbyists who will participate on the file.
 - On the popup window for **Add Designated Filer as Lobbyist**, “public office” will be defined in Help button .
 - “Government Institution” is based on current Saskatchewan government institutions. Use “Other Government Institution” if the government institution you worked for has changed names, was in a jurisdiction other than Saskatchewan or no longer exists.
 - Step 4.** Client Contact – Select client's name from a list that has been populated by other registrations or add your own client name and address. Note that Client Name will be the Registration identifier as shown on your Dashboard.
 - Step 5.** Government Funding – Enter client's Previous Fiscal Year-end Date and Amount.
 - Step 6.** Control or Direct Client's Activities – Select “yes” if your client has partners, is not the head of the organization or has a parent company that is controlling the outcome of the lobbying activities.
 - Step 7.** Contribution to Lobbying Activities – client fiscal year may differ from contributor.
 - Step 8.** Affiliates – “Affiliate” is defined in Help button .

Step 9. Parent – “Subsidiary” is defined in Help button .

Step 10. Coalition – “Coalition” is defined in Help button .

Step 11. Government Institution – is defined in the Act and all the current Saskatchewan government institutions are presented. You must select at least one.

Steps 12.-14. – For the next three steps, you can select the Public Office holders you are most likely to lobby. If you plan to lobby a Minister who is also a Member of the Legislative Assembly only specify that person as a Minister once in Step 12.

Step 14. Other Senior Public Office Holder – “Senior Public Office Holder” is defined in Help button .

Step 15. Communication Techniques – “Grassroots” is defined in Help button .

Step 16. Details of the Lobbying Activity – Be very specific when describing your lobbying activities. This summary should include what you hope to accomplish and why.

→ “Categories” are taken directly from the Act. For greater detail please refer to the definition of lobby c.2(i)(i) in the Act.

Certify and Submit Consultant Registration

Note: Delegated administrative filers can certify a registration on behalf of a designated filer.

To certify and submit a Registration:

1. At **Registration** page after completing “Sufficient Detail”, scroll to bottom and click:



2. At Certify popup window:
 - a. Enter required dates and the username of the currently logged in account holder. **Note:** Delegated Administrative Filers must use their username when filing on behalf of a Designated Filer.
 - b. Click **Certify**.

Note: By clicking Certify, the Registration will be submitted to the Registrar for review. The Registration will show on the Dashboard > Current Activities > Pending Registration as “Submitted for Review” and waiting on Registrar review.

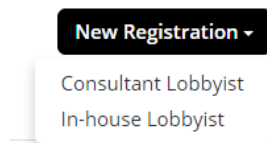
After Registrar review, the Registration will show on the **Dashboard > Current Activities** as:

- a) Pending Registration “Corrections Required” - see [Correct a Sent Back Registration](#); or
- b) Active Registration “View” - active for public search and viewing

Create In-house Lobbyist Registration

To create a new In-house Registration:

1. [Log in to the Registry](#). (if not already logged in)
2. If you are the administrative filer, you must click the **Change** button beside your name and select the Designated Filer's name before proceeding any further.
3. At **Dashboard** page, click **New Registration > In-house Lobbyist**.



A new in-house lobbyist registration form will open.

There are 15 steps to complete this form.

4. At **New Registration** page, complete each step prior to submitting the Registration.
Step 1. Senior Officer – For phone number, be sure to use hyphens and include area code or international phone number. Note that Registration updates are specific to the Registration - to update the account, go to [Update Account Profile](#).

Step 1 of 15: Senior Officer Information
Sufficient Detail

The designated filer for an in-house registration is the most senior officer of the organization who receives payment for performing his or her functions; or if there is no senior officer, the most senior in-house lobbyist of the organization.

Full Name:	Paul Account A
Position Title:	Tester
Address Line 1:	166 Church Dr
Address Line 2:	
City:	Regina
Province:	Saskatchewan
Country:	Canada
Postal Code:	S4X 1L9
Business Phone Number:	306-539-7522

Edit Designated Filer Information

Step 2. Organization Contact – Note that the Organization name will identify the Registration on your Dashboard.

Step 2 of 15: Organization Contact Information
Insufficient Detail

Enter the business name and details of the in-house organization.

Add

Step 3. In-house Lobbyists – List all lobbyists who will participate on the file.

Step 4. Government Funding – “Government Institution” is based on the current list.

Step 4 of 15: Government Funding Information
Insufficient Detail

In your last completed fiscal year, did any government or government institution fund or partly fund the organization?

Yes No

Previous Fiscal Year-end Date:

List the amount of funding received and from which government institution.

Show 10 entries

Amount	Government Institution	Actions
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next


Add


→ Use “Other Government Institution” if the government institution you worked for has changed names, was in a jurisdiction other than Saskatchewan or no longer exists.

Step 5. Control or Direct Client's Activities – Select “yes” if your organization has partners, is not the head of the organization or has a parent company that is controlling the outcome of the lobbying activities.

Step 6. Contribution to Lobbying Activities – Client fiscal year may differ from contributor.


Step 7. Affiliates of the Client – “Affiliate” is defined in Help button .


Step 8. Parent – “Subsidiary” is defined in Help button .

Step 9. Coalition – “Coalition” is defined in Help button .

Step 10. Government institutions – is defined in the Act and all the current Saskatchewan government institutions are presented. You must select at least one.

Step 11.-13. – For the next three steps, you can select the Public Office holders you are most likely to lobby. For example, if you plan to lobby a Minister who is also a Member of the Legislative Assembly, only specify that person as a Minister once in Step 11.

Step 13. Other Senior Public Office Holder – is defined in Help button .

Step 14. Communication Techniques – “Grassroots” is defined in Help button .

Step 15. Details of the Lobbying Activity – Be very specific when describing your lobbying activities. This summary should include what you hope to accomplish and why.

→ “Categories” are taken directly from the Act. For greater detail please refer to the definition of lobby c.2(i)(i) in the Act.

5. When you have entered sufficient detail, you must [Certify and Submit Registration](#).

Certify and Submit In-House Registration

Note: Delegated administrative filers can certify a registration on behalf of a designated filer.

To certify and submit a Registration:

1. At **Registration** page after completing “Sufficient Detail”, scroll to bottom and click:



2. At Certify popup window:
 - a. Enter required dates and the username of the currently logged in account holder. **Note:** Delegated Administrative Filers must use their username when filing on behalf of a Designated Filer.
 - b. Click **Certify**.

Note: By clicking Certify, the Registration will be submitted to the Registrar for review. The Registration will show on the Dashboard > Current Activities > Pending Registration as “Submitted for Review” and waiting on Registrar review.

After Registrar review, the Registration will show on the **Dashboard > Current Activities** as:

- a) Pending Registration “Corrections Required” - see [Correct a Sent Back Registration](#); or
- b) Active Registration “View” - now active for public search and viewing

Update or Delete Pending Registration

To update or delete a pending or “Incomplete” Registration:

1. [Log in to the Registry.](#)
2. At **Dashboard** page, go to **Current Activities > Pending Registration**.
3. Click **Incomplete** to open Registration.
4. To update Registration:
 - a. Go to step(s) and change information.
 - b. When updates are complete, [Certify and Submit Registration](#).
5. To delete Registration:
 - a. Scroll to bottom and click **Delete Pending Registration**.

Note: Registration will be deleted from database - this action cannot be undone.

Correct Sent Back Registration

The Registrar may review a Registration and require additional information. In this case, the Registrar will enter comments and you will receive a “Corrections Required” email.

To correct a “Sent Back” Registration:

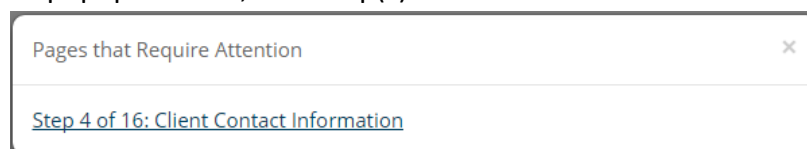
1. [Log in to the Registry.](#)
2. At **Dashboard** page, go to **Current Activities > Pending Registration**.
3. Click **Corrections Required** to open Registration.

Note: Corrections are considered late if not corrected and resubmitted by date shown.

4. At Registration, click **Requires Attention** (at top):



5. At popup window, click step(s) to be corrected:

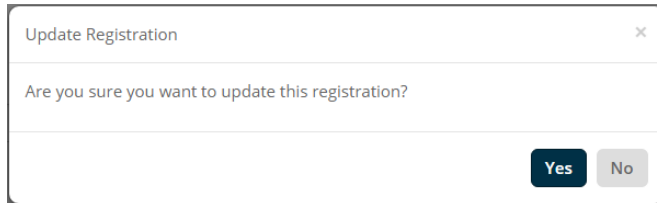


6. Find Registrar Comments at top of step(s) to be corrected.
7. Make corrections as applicable.
8. When corrections are complete, [Certify and Submit Registration](#).

Update Active Registration

To update an “Active” Registration:

1. [Log in to the Registry.](#)
2. At **Dashboard** page, go to **Current Activities > Active Registration**.
3. Click **View** to open Registration.
4. Scroll to bottom and click **Update**.
5. At **Update Registration** popup window, click **Yes** to continue.



Note: A pending version of the Registration is created and ready for update and certification. The current “Active” Registration remains searchable by the public.

6. Update any field(s) as required.
7. When updates are complete, [Certify and Submit Registration](#).

End Active Registration

“Ending” a Registration will make the Registration “Inactive” in public searches and move the Registration to the Designated Filer’s **Dashboard > Previous Activities**.

To end a Registration:

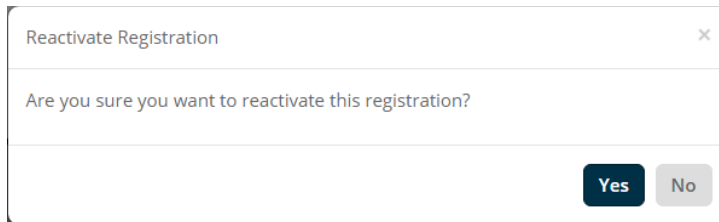
1. [Log in to the Registry.](#)
2. At **Dashboard** page, go to **Current Activities > Active Registration**.
3. Click **View** to open Registration.
4. Scroll to bottom and click **End**.
5. At popup window:
 - a. Enter date the lobbying activity ended and the username of the currently logged in account holder. **Note:** Delegated Administrative Filers must use their username when filing on behalf of a Designated Filer.
 - b. Click **End**.

Note: By clicking End, the Registration will change to “Inactive” status.

Reactivate Inactive Registration

To reactivate a Registration:

1. [Log in to the Registry.](#)
2. At **Dashboard** page, go to **Dashboard > Previous Activities**.
3. Click **Reactivate** to open Registration.
4. Scroll to bottom and click **Reactivate**.
5. At Reactivate Registration popup window, click **Yes**:



The image shows a 'Reactivate Registration' popup window. It has a title bar with the text 'Reactivate Registration' and a close button (X). The main content area contains the question 'Are you sure you want to reactivate this registration?'. At the bottom right, there are two buttons: 'Yes' (highlighted in dark blue) and 'No' (light grey).

Note: A pending version of the Registration is created and ready for update and certification. The Registration will remain “Inactive” until submitted and the Registrar approves it as “Active”.

6. Update any field(s) if required.
7. When updates are complete, [Certify and Submit Registration](#).

Renew Active Registration

To renew a Registration:

1. [Log in to the Registry.](#)
2. At **Dashboard** page, go to **Dashboard > Current Activities**.
3. Click **Renewal Required** to open Registration.

Note: Renewal is considered late if not renewed by date shown.

4. At this point, you may:
 - a. [End Active Registration](#) if lobbying activities are complete.
 - b. [Update Active Registration](#) if lobbying activities have changed.
 - c. Renew Registration if lobbying activities have not changed and are still active.

5. To Renew Registration, scroll to bottom and click **Renew**.

6. At Renew popup window:

- a. Enter the username of the currently logged in account holder. Note: Delegated Administrative Filers must use their username when filing on behalf of a Designated Filer.
- b. Click **Certify**.

Note: By clicking Certify, the Registration will show on the Dashboard > Current Activities > Active Registration as “View” or active and available for public search and viewing.

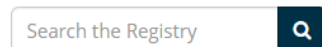
6. Search Registry and Reports

Following are processes and procedures for the public and other stakeholders when searching and reporting on the Registry.

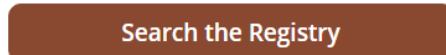
Search Registrations

To search the registry database:

1. Open a browser window and go to <https://www.sasklobbyistregistry.ca>.
2. At **Home** page, user can search via one of two methods:
 - a. Search box at top by entering a keyword and clicking the Search the Registry icon:



- b. Click **Lobbyists** page and click **Search the Registry**:



Note: By default, all Registrations are listed by Effective Date in descending order.

3. At **Search the Registry** page, enter any of the **Search by** criteria on the left.

Notes regarding Search:

- a. To clear Search Parameters listed at top of page, click **Clear** (top right)
 - b. To show more than 50 rows (default), click **Show 50 entries**
 - c. To sort by any column, click **↑↓**
4. To view a Registration, click anywhere on the Registration row.

Notes regarding Search Details:

- a. To see Lobbyists details, click **View Details** or anywhere on the Lobbyist line.
 - b. To see past “versions” of the Registration, scroll to the bottom.

- c. To compare the current Registration displayed to another version, click **Compare**

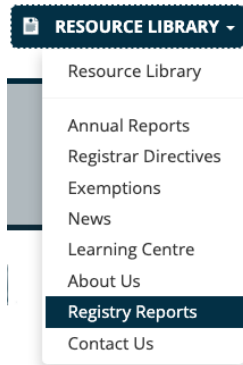
Note: Differences between current and other version will show as color

- d. To view another Registration version, click **View**.

View Public Registry Reports

To search the registry public reports:

1. Open a browser window and go to <https://www.sasklobbyistregistry.ca>.
2. At **Home** page, click **Resource Library > Registry Reports**:



3. At **Registry Reports** page, select a report and click **Run Report**:



Glossary of Terms and Abbreviations

Term	Definition
Account	A Saskatchewan Lobbyist Registry system Account is required to perform functions within the Registry system. An Account is also known as “Contact” in the database.
Administrative Filer	A person other than the Designated Filer who has been given the authority to register and update lobbyist activities for the organization. An Administrative Filer is able to view the Designated Filer Dashboard and update Registrations on behalf of the Designated Filer. However, only the Designated Filer may certify and submit a Registration. See also Designated Filer .
Affiliate	An organization that is officially attached or connected to the client or another organization. (ie. Sask Poly Tech is affiliated with the University of Regina)
Contract for providing paid advice	Contract with a Saskatchewan government ministry or another government institution as listed in the Lobbyist Registry. This does not include employees of a Saskatchewan government ministry or another government institution as listed in the Lobbyist Registry.
Controls	An individual or organization that has control over, or directs, the client's activities and has a direct interest in the outcome of the lobbying activities. See also Direct Interests .
Designated Filer	For a Consultant Registration, may be a Consultant who acts as Designated Filer for a client. For an In-house Registration, the Designated Filer is always the Senior Officer for the organization. See also Senior Officer .
Direct Interests	An individual or organization that has a direct interest in the outcome of the lobbying activities. See also Controls .
Effective Date	Date on which lobbying activities started. <ul style="list-style-type: none"> • Consultant (new or reactivation): When the consultant was engaged by the client to lobby on their behalf. • In-house (new or reactivation): When the organization met the requirements to register. • Consultant or In-house (update): When the update came into effect.
End Date	Date on which lobbying activities are completed or ended for a registration or

	In-house Lobbyist. For an In-house Lobbyist, this may be the date when the person left the company or changed to a position where they no longer lobby.
Exemption	If you have held a public office with the Province of Saskatchewan, you may require an exemption to perform lobbying activities. Complete an Exemption Request online. See also Public Office Holder .
Paid Advice	See Contract for providing paid advice .
Position Title	Position with a client or employer organization - e.g. Consultant, Chief Executive Officer (CEO), Director, etc.
Projected End Date	Date on which lobbying activities are projected to be completed or ended.
Public Office Holder	A senior position in a Saskatchewan government ministry or other government institution such as Member of Legislature or Member of Parliament.
Registration	The official form which prescribes lobbyist activities.
Registry	For purposes of this document, "Registry" means the Saskatchewan Lobbyist Registry website and database system.
Senior Officer	A senior management position in an organization such as Chief Executive Officer (CEO) or Chief Financial Officer (CFO).
SLR	Saskatchewan Lobbyist Registry
Subsidiary	A company controlled or owned by another company - i.e., CTV is a subsidiary of Bell Media.