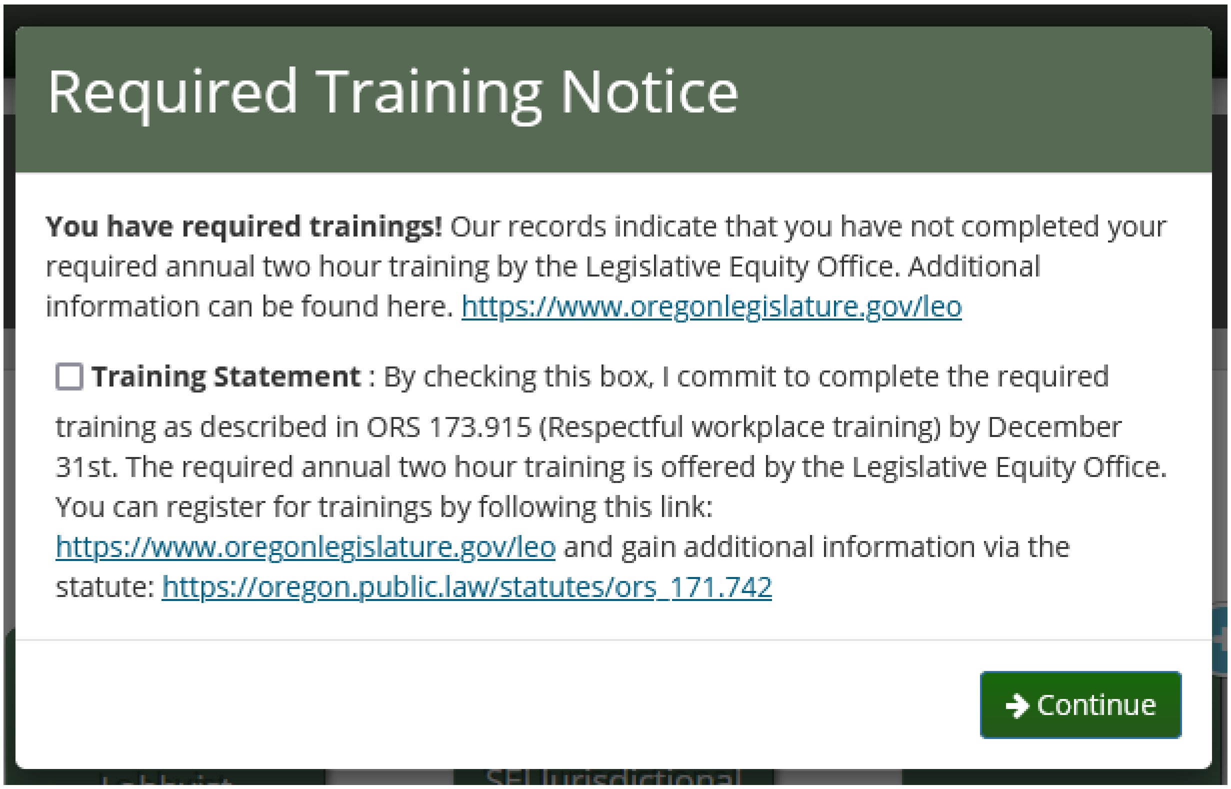
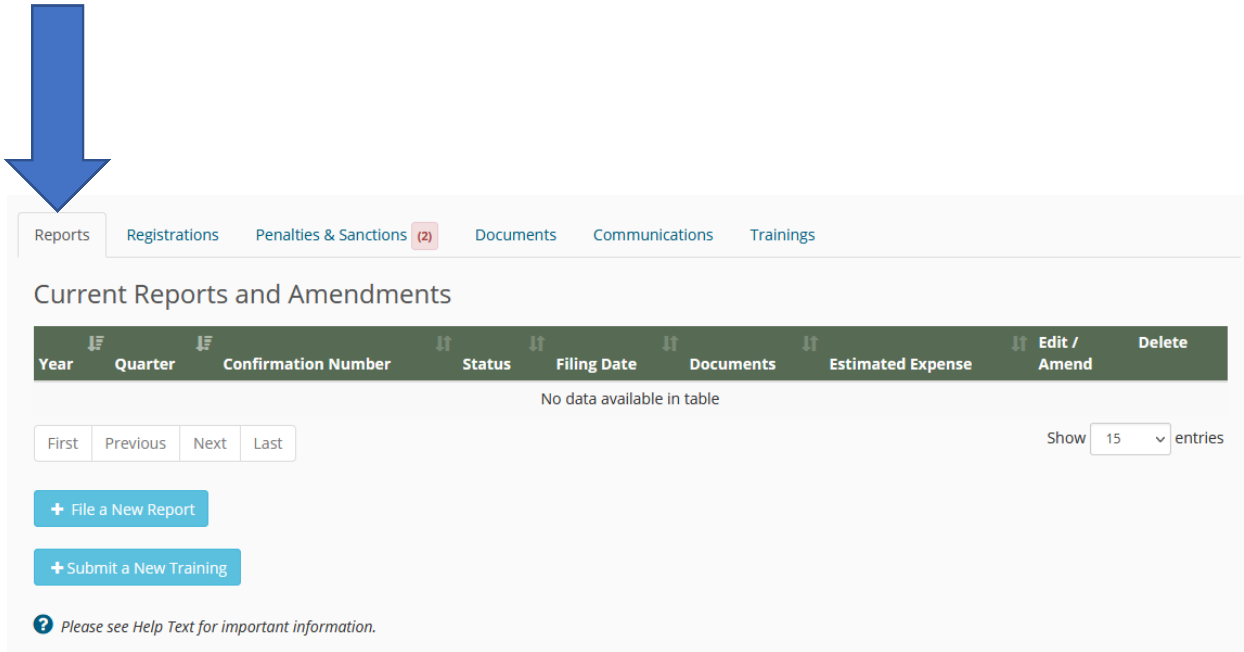
In 2019, Oregon Legislation passed HB3377 which requires all lobbyists that were active lobbyists for any period during a year to complete a two-hour training presented by the Oregon Legislative Equity Office (LEO). This training is currently available on the LEO's website here. Lobbyists are required to report their commitment to taking this training and the completion of the training in EFS. The system update to EFS will be completed the evening of October 5th and lobbyists will be able to report their completed "Respectful Workplace" training.

For established and already registered lobbyists, the steps are simple:

A lobbyist will need to log into their personal lobbyist account in EFS. When they log in for the first time, they will see a pop up that advises of the training requirement and commitment.

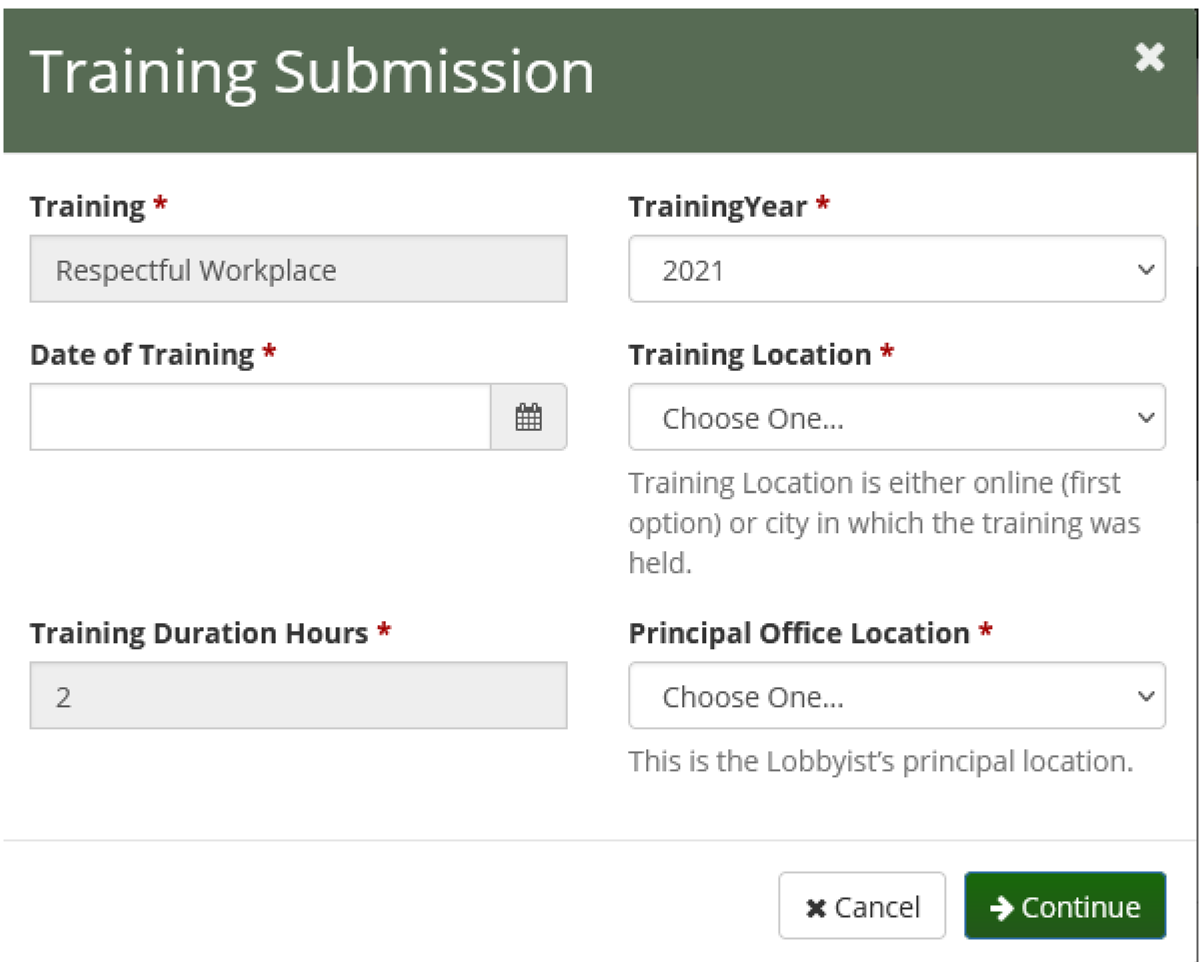


Once a lobbyist submits their commitment to the training, they will be able to continue their login process. When they are logged in, they will go to their Reports Tab. From there they will see two blue boxes; one box to file a new quarterly expenditure report and one box to submit a new training.

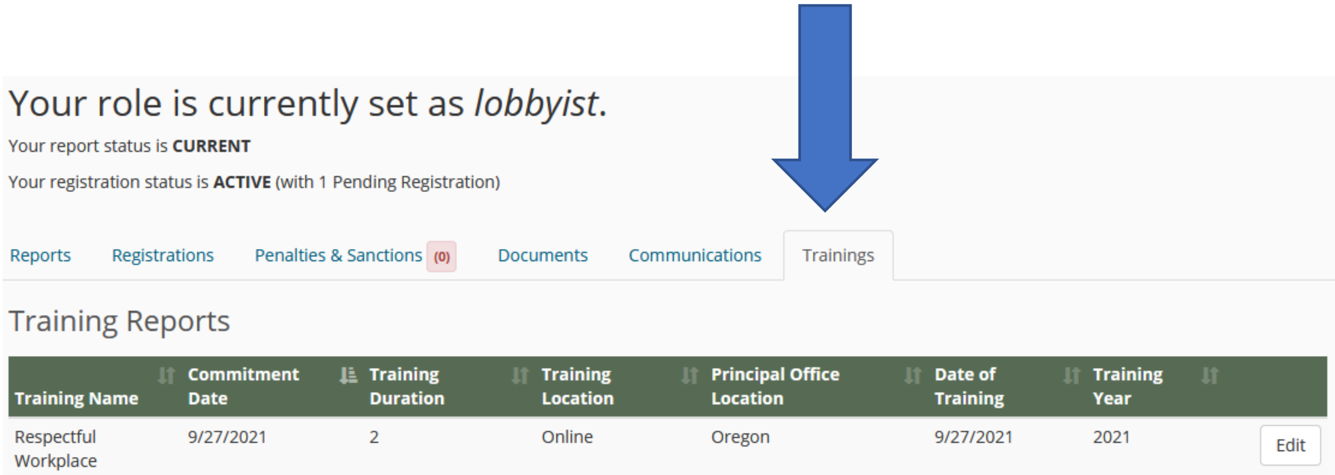


This screen shows the fields that need to be completed when reporting a completed training.

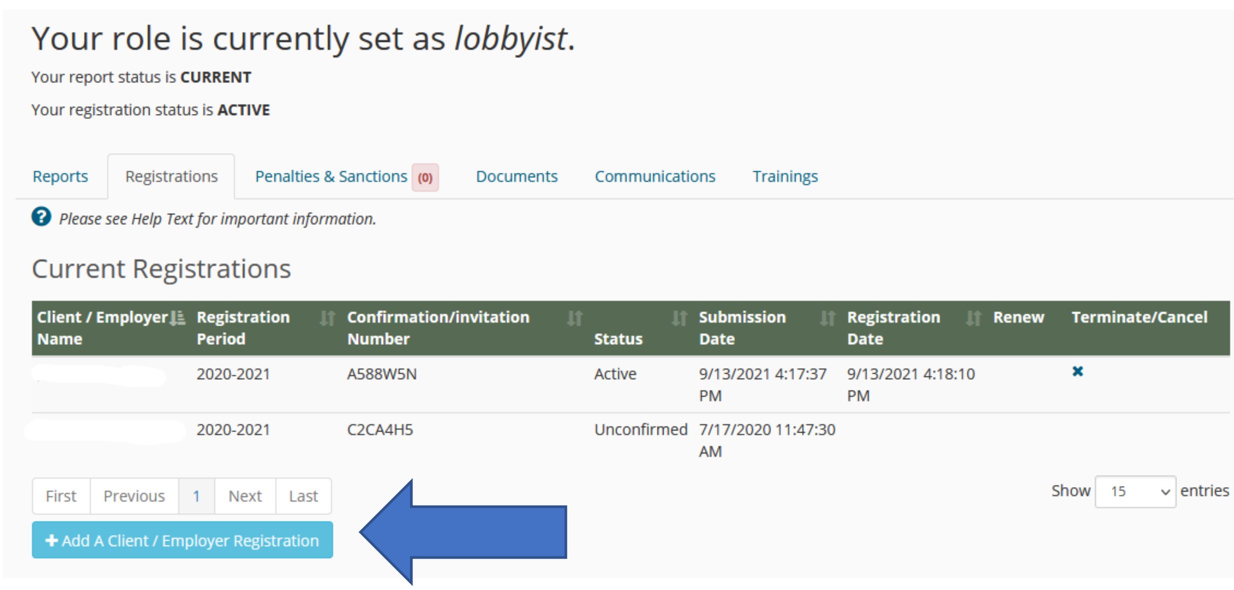
A lobbyist needs to report the date of the training, the training year, the training location, and the lobbyist's principal office location.



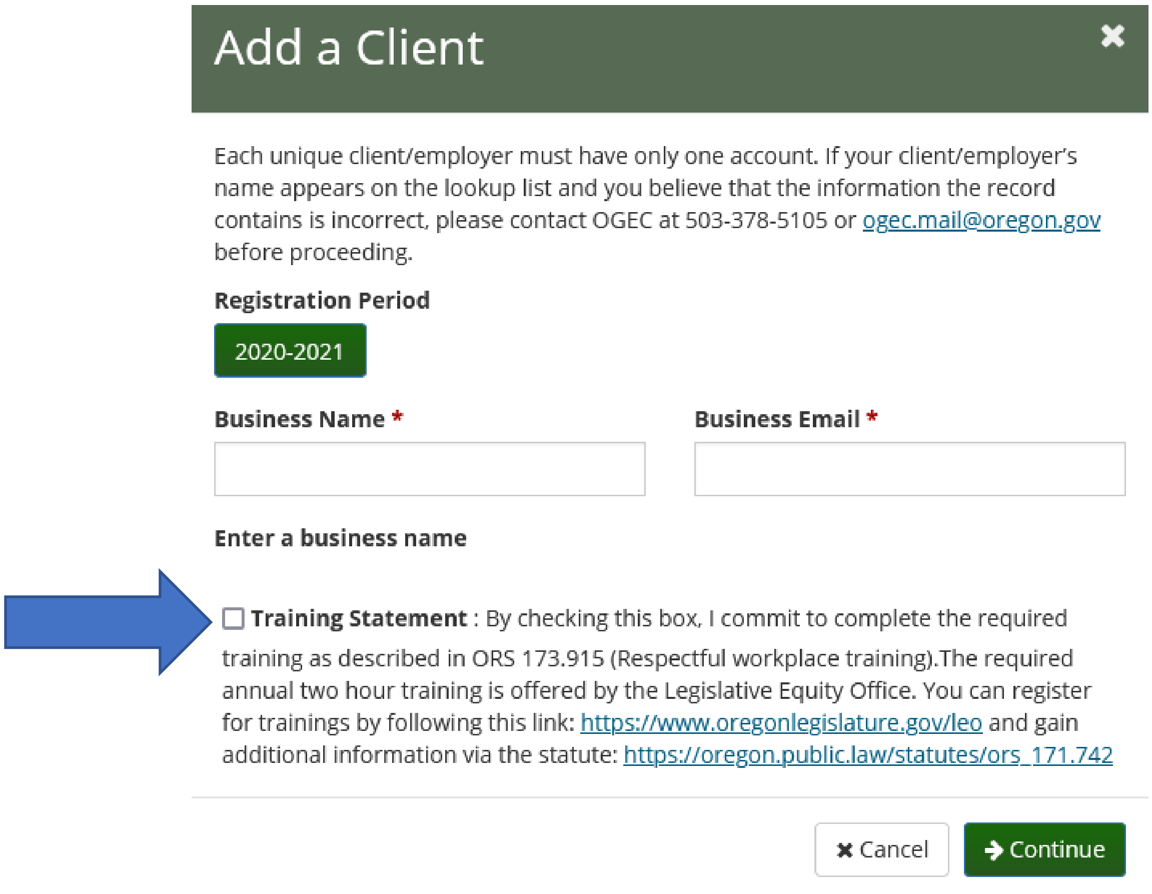
Lobbyists can view their reported trainings on the “Trainings” tab.



When adding a new Client/Employer Registration, under the “Registrations” tab, the lobbyist will click “+ Add a Client/Employer Registration” to start the registration process.



Once the Lobbyist clicks on "+ Add a Client/Employer Registration" the "Add a Client" modal will pop up. The top section has not changed, but there is an added section that requires the lobbyist to acknowledge the Respectful Workplace training requirement.



When a new lobbyist is registering with OGEC via EFS, they will see this screen after they have created their username/password, and acknowledged any legislative members, when they are adding their client/employer registrations. The notable changes are the first two bullet points following "Please also note the following:"

- Upon registration of a client, you will be responsible for taking an annual two hour "Respectful Workplace" Training. Please contact the Legislative Equity Office for training details at https://www.oregonlegislature.gov/leo.
- You will be required to commit to taking an annual training and report your completed "Respectful Workplace" Training details.

Lobbyist Registration

- You cannot register as a lobbyist for your own self-interest activities. You must identify the person/entity on whose behalf you lobby.
- You must submit a registration for each client/employer on whose behalf you will lobby (Note: If you work for a firm that contracts with multiple clients, you must register each client of the firm that you will represent and not the firm itself.)
- The system will generate an invitation via email to your client/employer to accept the registration you have entered. You will be notified by email when the named client/employer accepts or declines the invitation to register.
- If you do not receive the notification, it is your responsibility to contact your client/employer to request that they complete the electronic registration process.
- If the registration invitation is not acted upon within 10 days, it will be canceled.

Please also note the following:

- Upon registration of a client, you will be responsible for taking an annual two hour "Respectful Workplace" Training. Please contact the Legislative Equity Office for training details at https://www.oregonlegislature.gov/leo.
- You will be required to commit to taking an annual training and report your completed "Respectful Workplace" Training details.
- Registrations expire on December 31st of each odd-numbered year. You must renew your registration for each client/employer if you choose to continue your lobbying activity.
- You and your client/employer will be responsible for the timely completion of quarterly expenditure reports due by the 15th of the month following each quarter. There is no grace period.
- Please advise your client/employer of their expenditure report filing responsibilities.
- If you fail to complete expenditure reports in a timely fashion, you will incur penalties at the rate of $10 per day for the first 14 days and $50 per day thereafter to a maximum of $5,000.
- You must file an expenditure report even if there were no expenditures during the reporting period.
- If you wish to end a registration, you must file a termination. Terminations are effective on the date they are filed, not the date you ceased your activity.
- You must file an expenditure report for the time prior to any termination or expiration that falls within the reporting period.

If you have questions, you will find additional information in the Guide to Lobbying on our website or by contacting the Commission as noted below.

Client / Employer Registrations

Click on the blue button to add information about the client/employer you represent. You may register more than one client/employer during a session.

Business Name	Business Email	Registration Period	Edit	Delete
No Data to Report				

+ Add A Client / Employer Registration

Additional Help Modals have been added when lobbyists are filing their quarterly expenditure report.

Your role is currently set as *lobbyist*.

Your report status is **CURRENT**

Your registration status is **ACTIVE** (with 1 Pending Registration)

Reports | Registrations | Penalties & Sanctions (0) | Documents | Communications | Trainings

Current Reports and Amendments

Year	Quarter	Confirmation Number	Status	Filing Date	Documents
			No data available in table		

First | Previous | Next | Last

+ File a New Report

+ Submit a New Training

Please see Help Text for important information.

If a lobbyist clicks on the icon, this “Additional Information” screen will pop up. The last four bullet points address the “Respectful Workplace” Training requirements.

Additional Information

- You and your client/employer will be responsible for the timely completion of quarterly expenditure reports due by the 15th of the month following each quarter. There is no grace period.
- Please advise your client/employer of their expenditure report filing responsibilities.
- If you fail to complete expenditure reports in a timely fashion, you will incur penalties at the rate of $10 per day for the first 14 days and $50 per day thereafter to a maximum of $5,000.
- You must file an expenditure report even if there were no expenditures during the reporting period.
- You must file an expenditure report for the time prior to any termination or expiration that falls within the reporting period.
- As a lobbyist that is active during any given year, you are required to complete an annual two hour "Respectful Workplace" Training.
- The “Respectful Workplace” training is provided by the Legislative Equity Office, not the Oregon Government Ethics Commission.
- You must record your training by selecting "+ Submit a New Training".
- Your reported trainings are viewable on the "Trainings" tab.

✖ Dismiss