NEWPORT BEACH LOBBYIST FILING INFORMATION

NEW LOBBYISTS

If you are a new lobbyist registering for the first time, you will need to submit your registration on paper. Download the document by clicking the following link:

https://ssl.netfile.com/static/agency/cnb/Lobbyist/NewportBeachLobbyistRegistration.pdf

Deliver the completed, signed registration document to:

> Bay E, 2nd Floor
> 100 Civic Center Drive
> Newport Beach, CA 92660

Or mail the completed, signed registration document to:

> Office of the City Clerk
> P.O. Box 1768
> Newport Beach, CA 92658

REGISTERED LOBBYISTS

Download the Newport Beach Lobbyist Registration document by clicking the following link:

https://ssl.netfile.com/static/agency/cnb/Lobbyist/NewportBeachLobbyistRegistration.pdf

To electronically file your registration or registration amendment:

1. Log in at https://netfile.com/filer:
2. Click the "Upload unscheduled filing" link. The *Select unscheduled filing's form* page opens.
3. Click the "Select" button for the *Lobbyist Registration* form. The *Upload a PDF to complete an Unscheduled Filing* page opens.
4. Complete the *Form Information* section:
   a. Start Date – Enter the Start Date for the registration.
   b. End Date – Enter the End Date for the registration.
   c. Click the Browse… button.
   d. Locate and select the PDF of the Lobbyist Registration you want to upload.

5. Complete the Sign and Complete section:
   a. Date Signed – The system pre-populates this field with the current date. Do not change the date.
   b. Signature (your name as signed) - Enter your name as you would normally do when signing a document.
   c. Response E-Mail – The system pre-populates this field with the e-mail address you use to log in with. You may change this to a different e-mail address if you want the response e-mail from the system to go to a different e-mail address. (This does not change the e-mail address you use to log into the system.)
   d. E-File Form - Click the E-File Form button to electronically file your PDF with the City of Newport Beach.
   e. Check your e-mail for a response from the system.