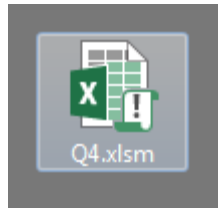
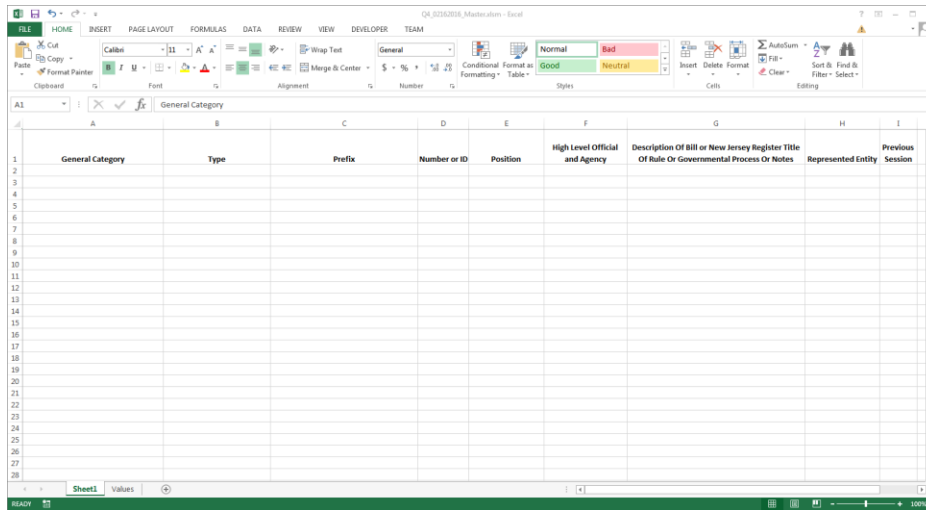


Completing the Lobbying Activity Schedule

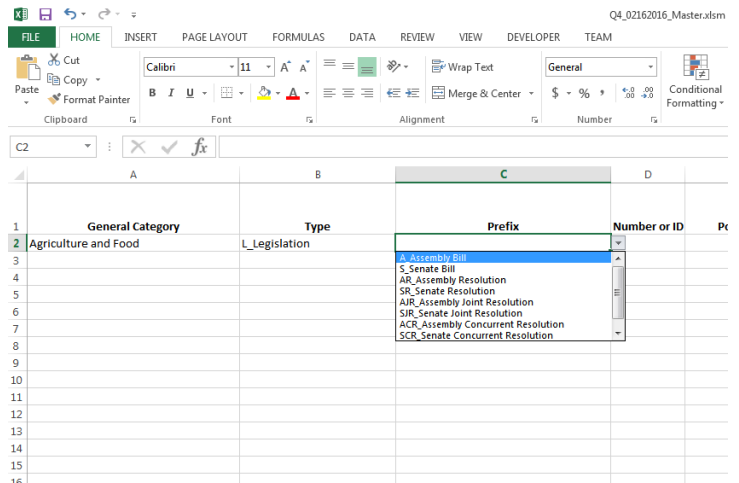
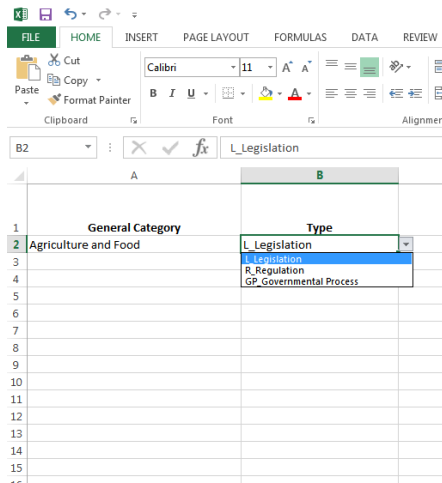
1. Download the Excel (Macro-enabled) Form.
Then Click open.



2. You will see the following:



3. In order to enter information utilizing the drop-down selections, click on the box under the column. A border will appear around the box with a drop-down arrow to the right. Click the arrow to select the desired information over Columns A (General Category), B (Type), C (Prefix), E (Position) and I (Previous Session).



- Column D (Number or ID) requires you to type directly in the box. Click in the box to enter the required information. Please note that only numbers can be entered when “Legislation” is selected in Column B (Type). Letters and numbers may be entered when “Regulation” and “Governmental Process” are selected. ****NO COMMAS may be entered in the excel form****.

	A	B	C	D	E	F	G
1	General Category	Type	Prefix	Number or ID	Position	High Level Official and Agency	Description of Rule Or
2	Agriculture and Food	L_Legislation	A_Assembly Bill	45852eja			
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

- Columns F (Agency), G (Description of Bill ...) and H (Represented Entity) also require you to type directly in the box. No commas may be entered in the Excel form.

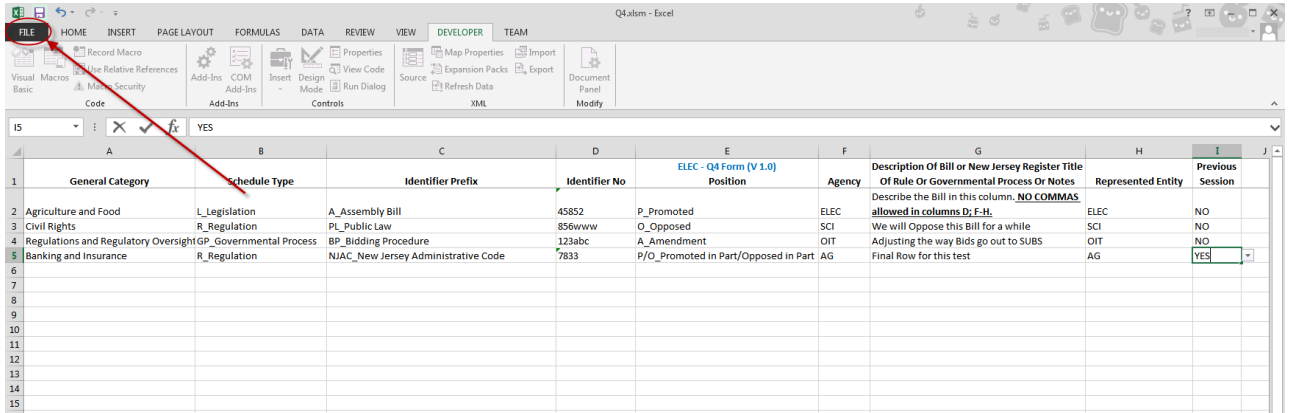
D	E	F	G	H
Number or ID	Position	High Level Official and Agency	Description Of Bill or New Jersey Register Title Of Rule Or Governmental Process Or Notes	Represented Entity
45852	P_Promoted	ELEC	Describe in this colmn. <u>NO COMMAS allowed in columns D-F-H.</u>	

- All Columns on the Excel Form are required to be completed, except for Column G (Description of Bill or NJ Register Title or Rule or Governmental Process Or Notes) in order to upload the information for filing.

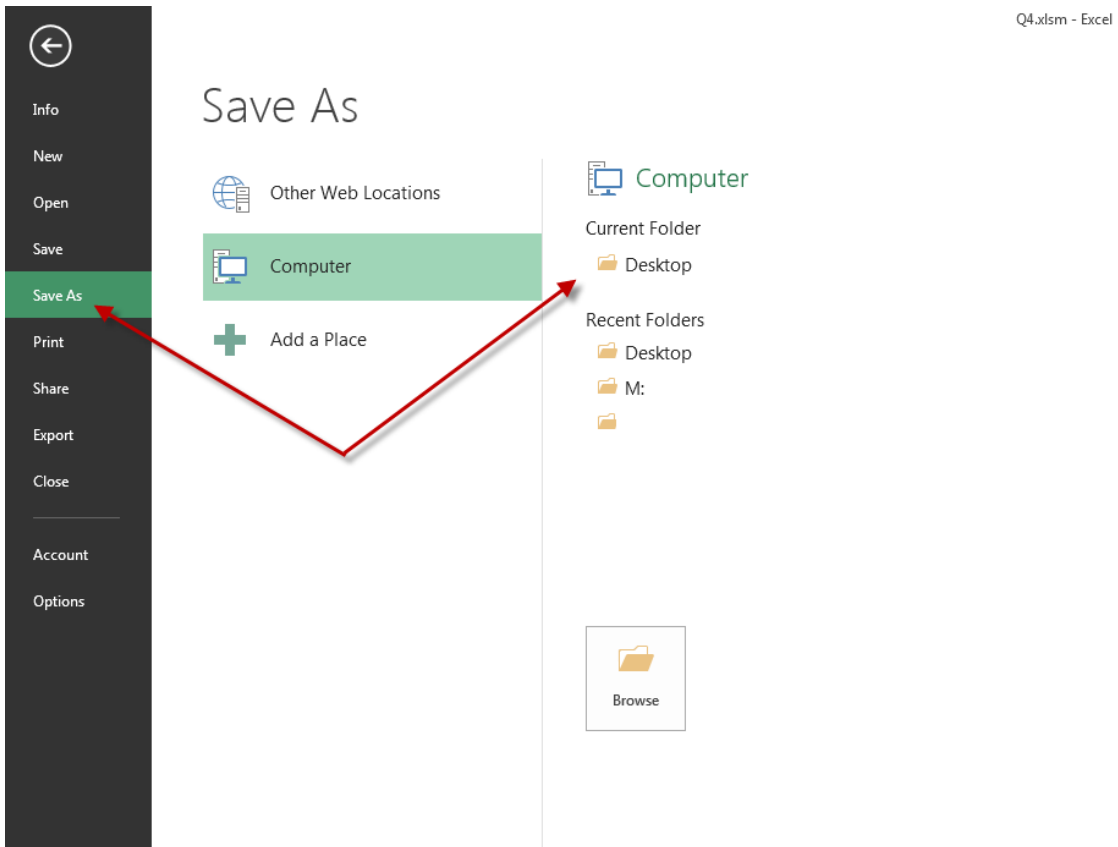
Saving as a .CSV file

1. Click "FILE".

[To upload the file, you will need to save the Excel Spreadsheet as a .CSV file (comma delimited).]

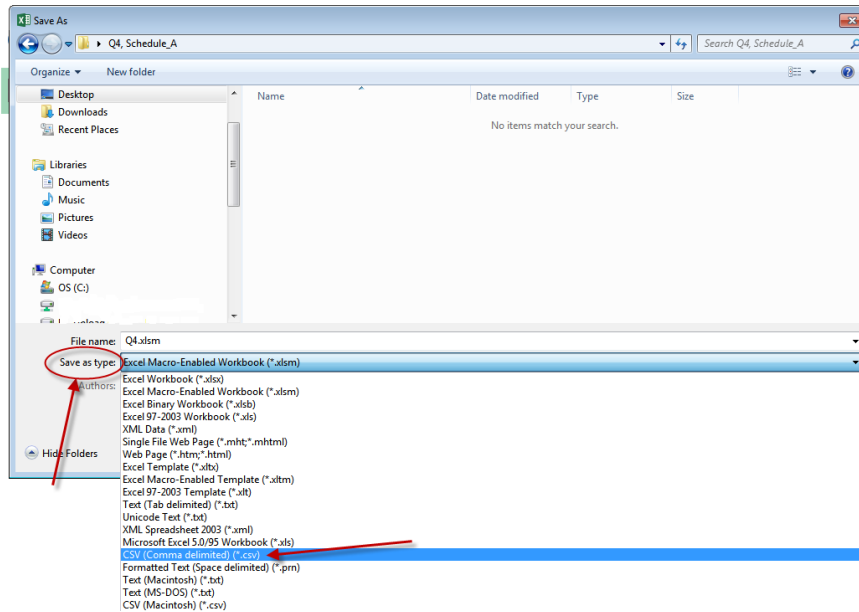


2. Click "SAVE AS" and select a location to save your document.

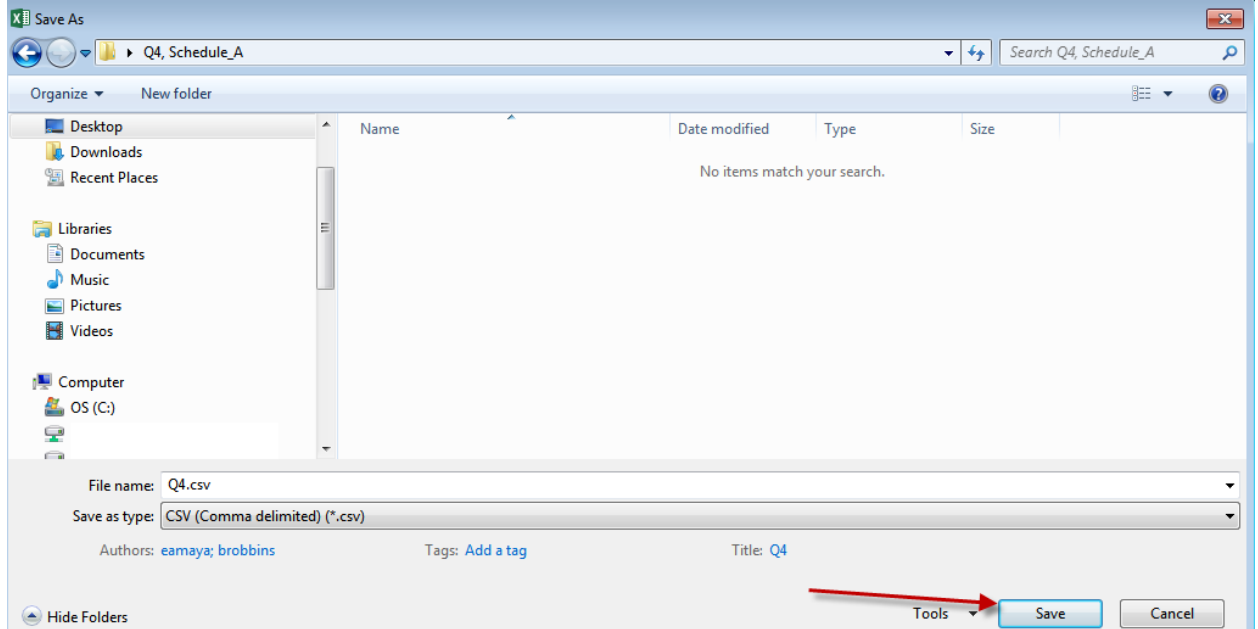


3. Click on the “Save As Type:” and select “CSV (Comma Delimited)”

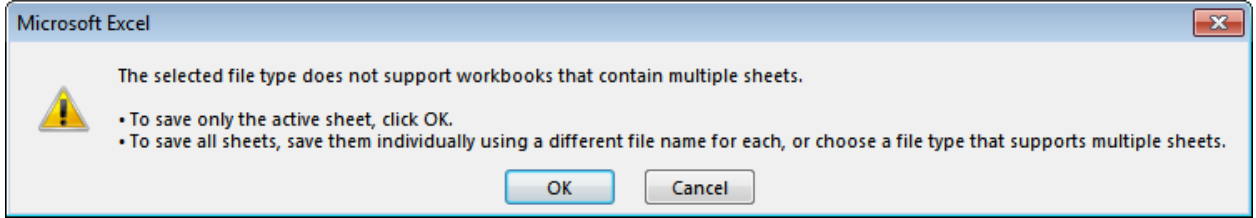
Save As



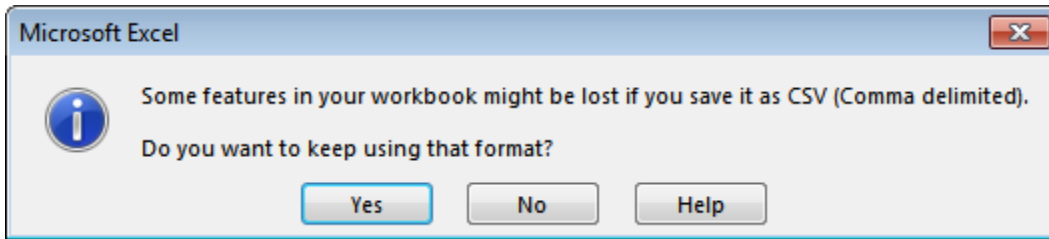
4. Click on the “SAVE” button.



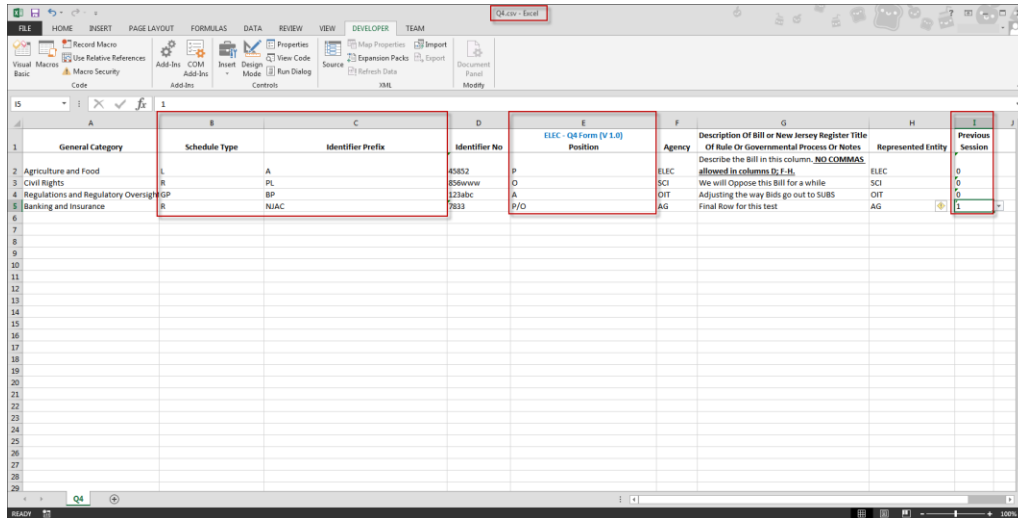
5. Click “OK”



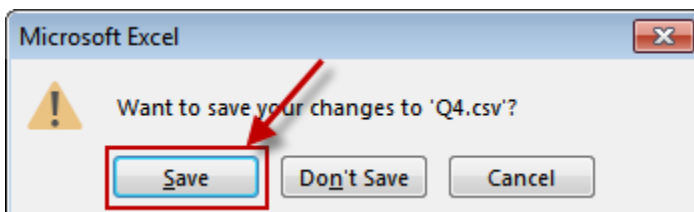
6. Click “YES”



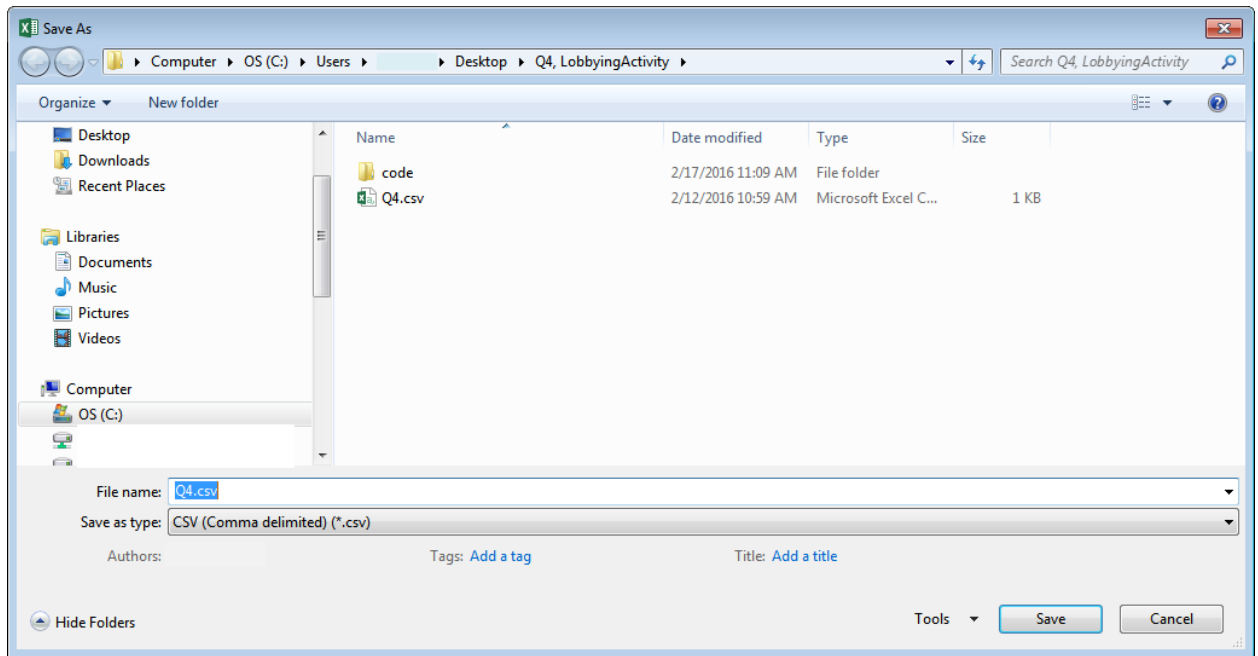
7. You will notice that certain columns have been programmatically (or abbreviated). This is programmed to occur upon saving the excel spreadsheet as a .csv file.



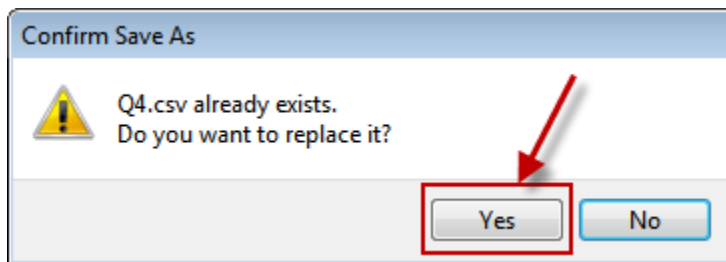
8. Close the “CSV” file.
9. You will receive a prompt “Want to Save your changes.....”. Click on “SAVE”.



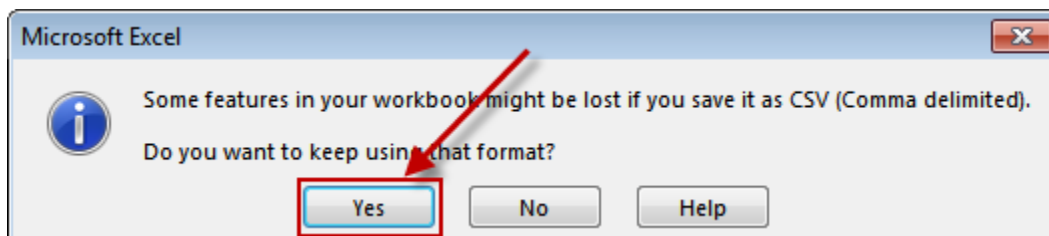
10. Select a location to save your file.



11. You will be prompted, that it already exists. Click...."YES".

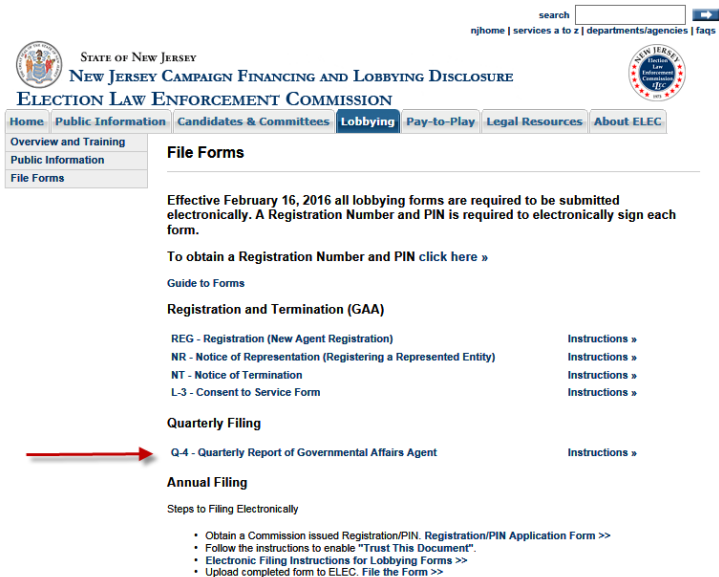
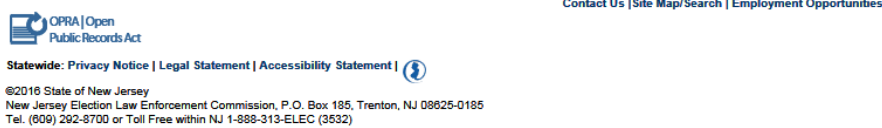
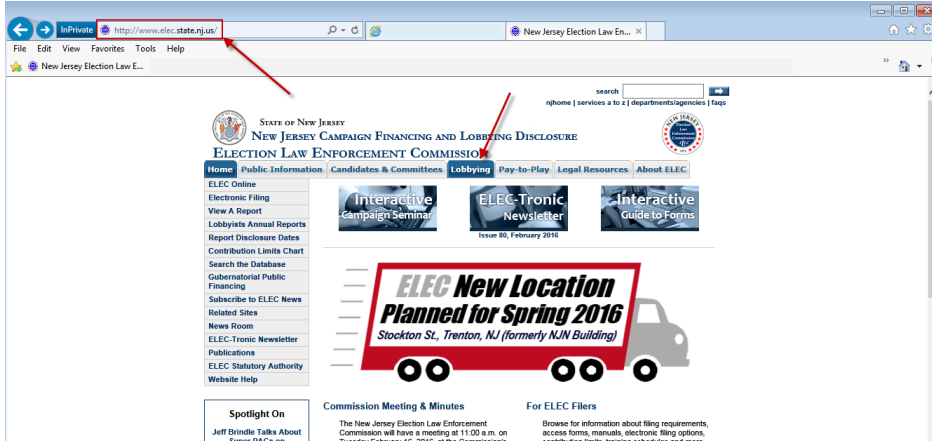


12. Click "YES" on the final prompt.



Upload the .CSV file

1. On ELEC's homepage, click "LOBBY", "File Forms" and "Q-4-Quarterly Report of Governmental Affairs Agent".



2. Enter your "Registration Number" and "PIN".

STATE OF NEW JERSEY
NEW JERSEY CAMPAIGN FINANCING AND LOBBYING DISCLOSURE
ELECTION LAW ENFORCEMENT COMMISSION

Home | Public Information | Candidates & Committees | **Lobbying** | Pay-to-Play | Legal Resources | About ELEC.

Lobby E-Filing
View Lobbyist Reports
Registration/PIN Application
Instructions to Electronically File
File the Form
Annual Report
Summary Data

Electronic Filing For Quarterly Lobbying Reports Forms Q-4

Click here for the annual forms and instructions. Complete and save the form on your computer.
Enter the information below to access the electronic filing web page to file electronically.

Enter your Registration Number and PIN

Get Adobe Reader

Registration No.
PIN

ALERT! ONLY QUARTERLY REPORTS WILL BE ACCEPTED

Validate

Adobe Reader is required to view and print PDF (Portable Document Format) Files. Upgrade today by downloading the latest version of Adobe Reader software for FREE.

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New Jersey Election Law Enforcement Commission, P.O. Box 185, Trenton, NJ 08626-0185
Tel. (609) 292-8700 or Toll Free within NJ 1-888-313-ELEC (3532)

3. Click on "Create New Q-4 button".
(Your name should appear at the top-right corner of the webpage.)

STATE OF NEW JERSEY
NEW JERSEY CAMPAIGN FINANCING AND LOBBYING DISCLOSURE
ELECTION LAW ENFORCEMENT COMMISSION

Welcome **YOUR NAME** ! [Logout](#)

Q-4 Filing Manager

[Create New Q-4](#)

4. Fill out Page 1 of the Q-4 Form.

GOVERNMENTAL AFFAIRS AGENT
QUARTERLY REPORT
FORM Q-4
ISSUED 06/2014

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
600 WEST WASHINGTON STREET, 10TH FLOOR
TRENTON, NJ 08626-0185
TEL: (609) 292-8700 FAX: (609) 292-8701
WWW.NJ.ELECTIONLAW.COM

Name of Governmental Affairs Agent Party Number

Business Name Quarterly Report Period

Address (City, State) (Zip)

City (City, State) (Zip)

State (State) (Year)

Registration Number PIN

Signature of Governmental Affairs Agent Date

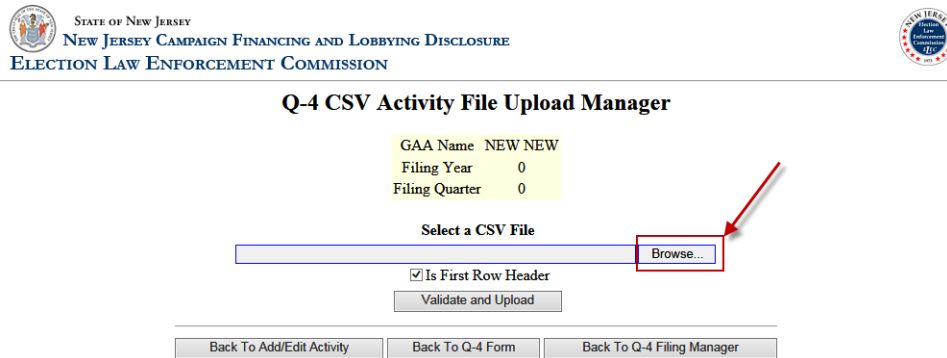
Page 1 of 1

5. Scroll to the bottom of the page to “Upload CSV File”.

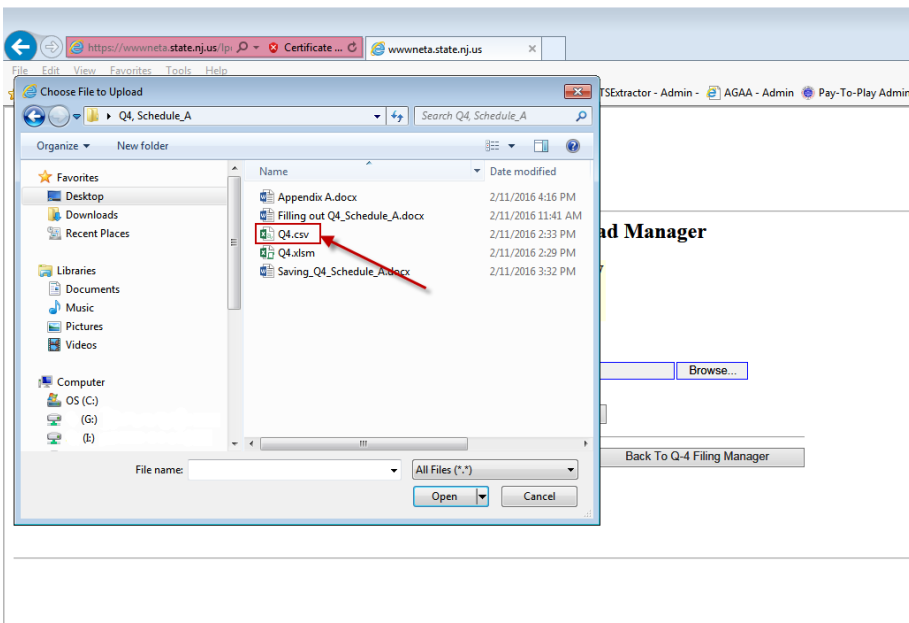
Message(s) : Activity rows - 0



6. Click the “Browse” button to locate the .CSV file.



7. Locate your file and select it, then click ‘Open’.



- Verify that the checkbox “First Row Header” is selected.
Click the “Validate and Upload” button.



Q-4 CSV Activity File Upload Manager

GAA Name NEW NEW
Filing Year 0
Filing Quarter 0

Select a CSV File
C:\Users\... \Desktop\Q4, Schedule_A\Q4.csv Browse...

Is First Row Header

Validate and Upload

Back To Add/Edit Activity Back To Q-4 Form Back To Q-4 Filing Manager

- Verify your Information and Click on one of the 3 buttons.

Q-4 CSV Activity File Upload Manager

GAA Name NEW NEW
Filing Year 0
Filing Quarter 0

Select a CSV File
Browse...

Is First Row Header

Validate and Upload

Back To Add/Edit Activity Back To Q-4 Form Back To Q-4 Filing Manager

Uploaded the following 4 records.

Valid Rows List - 4

GeneralCategory	ScheduleType	IdentifierPrefix	IdentifierNumber	Position	Agency	Description	RepEntity	PreviousSession
Agriculture and Food	L	A	45852	P	ELEC	Describe the Bill in this column. NO COMMAS allowed in columns D; F-H.	ELEC	<input type="checkbox"/>
Civil Rights	R	PL	856www	O	SCI	We will Oppose this Bill for a while	SCI	<input type="checkbox"/>
Regulations and Regulatory Oversight	GP	BP	123abc	A	OIT	Adjusting the way Bids go out to SUBS	OIT	<input type="checkbox"/>
Banking and Insurance	R	NJAC	7833	P/O	AG	Final Row for this test	AG	<input checked="" type="checkbox"/>

- Your information will now be displayed in the Lobbying Activity Page.

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION

Page 2

Form Q-4 Revised Jan. 2016

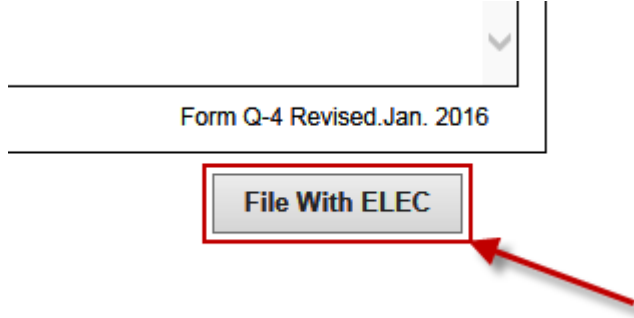
HIGH LEVEL OFFICIAL:
High Level Official shall include but not be limited to: the Governor, the Governor's staff, members of the Legislature or Legislature's staff, governor or chief manager of the Executive Branch, or any authority, board, commission, or other agency or instrumentality in or of a principal department of the Executive Branch of State Government.

AGENCY:
Agency shall include but not limited to: the Office of the Governor, Legislature, Department within the Executive Branch, or any authority, board, commission or other administrative agency or instrumentality in or of a principal department of the Executive Branch of State Government.

Lobbying Activity - Legislation, Regulations, and Governmental Processes

General Category	Type	Prefix	Number or ID	Position	High Level Official and Agency	Description of Bill or New Jersey Register Title of Rule or Governmental Process or Notes	Represented Entity	Previous Session
Agriculture and Food	L	A	45852	P	ELEC	Describe the Bill in this column. NO COMMAS allowed in columns D; F-H.	ELEC	
Civil Rights	R	PL	856www	O	SCI	We will Oppose this Bill for a while	SCI	
Regulations and Regulatory Oversight	GP	BP	123abc	A	OIT	Adjusting the way Bids go out to SUBS	OIT	
Banking and Insurance	R	NJAC	7833	P/O	AG	Final Row for this test	AG	

11. Click “File With ELEC” button in order to file the form.



12. You will receive a message stating that your “Q-4 has been submitted”.
You may proceed to Logout.

A screenshot of the New Jersey Campaign Financing and Lobbying Disclosure website. At the top left is the State of New Jersey logo and the text "STATE OF NEW JERSEY NEW JERSEY CAMPAIGN FINANCING AND LOBBYING DISCLOSURE ELECTION LAW ENFORCEMENT COMMISSION". At the top right is another logo for the "NEW JERSEY Election Law Enforcement Commission". Below the logos, the text "Welcome Your Name" is followed by a "Logout" button. A red arrow points to the "Logout" button. Below this, the text "Q-4 Filing Manager" is displayed, followed by a red message: "Q-4 has been Submitted". To the right of this message is a green button labeled "Create New Q-4". Below the message is a table titled "FILED Q-4 List".

Document	Action	Last Name	First Name	Badge No.	Filing Year	Filing Quarter	Amend No.	Business Name	Business Address	Business City	Business State	Business Zip	Business Phone	Report No.
	Amend Copy	LName	FName	1234-1234	2015	4	0	ELEC	28 W. State St	Trenton	NJ	08611	609-292-8700	15