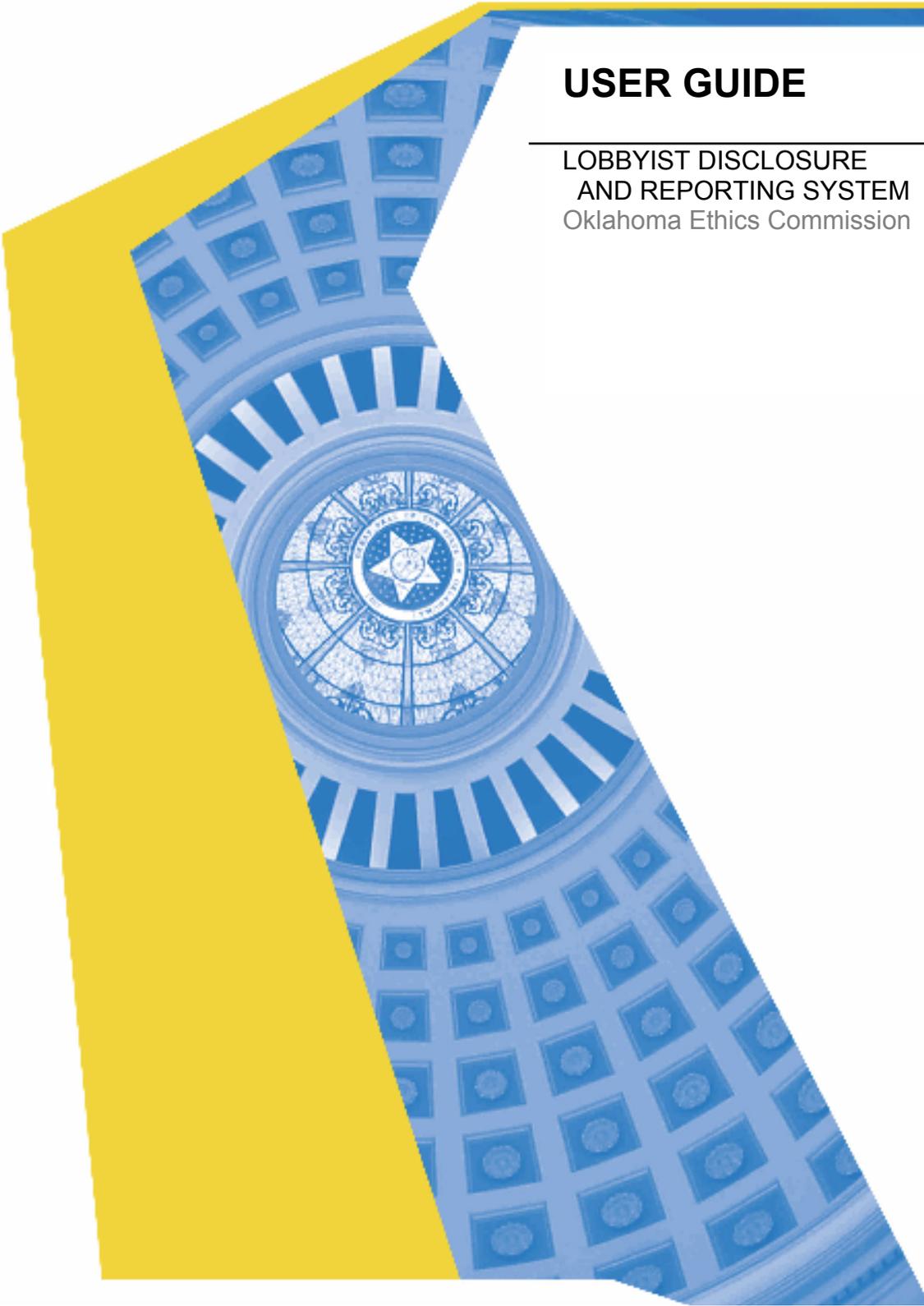


## **USER GUIDE**

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**LOBBYIST DISCLOSURE  
AND REPORTING SYSTEM**  
Oklahoma Ethics Commission



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### Purpose of the System

The Lobbyist Reporting & Disclosure system was created to provide Oklahoma Lobbyists an opportunity to complete their paperwork processes in an online environment. OEC lobbyist registrants can complete every aspect of their annual registration obligations online including initial registration, filing required gift reports to the Ethics Commission, as well as renewing their registration annually. Registration payment is handled by Ok.gov's secure payment system which allows registrants to pay online via credit card or electronic funds transfer. The application provides users a seamless experience that will streamline their semi-annual processes as well as decrease paperwork for OEC.

### General Information

When navigating the Lobbyist Disclosure Reporting System, keep the following in mind to aid in successfully entering and saving your data.

- **Creating a shortcut to the system:**

- 1) From Windows, begin by opening a Web browser such as Internet Explorer.
- 2) In the Web browser field (URL field), enter the Ethics Lobbyist Reporting & Disclosure address (<https://www.ok.gov/ethics/lobbyist/index.php>), and select **Enter**.
- 3) Once the application is displayed on the screen, select the **Favorites** menu on the Internet Explorer browser. Next, select **Add to Favorites**. In the Add Favorite window, select **Links** from folder list, and select **OK** to create the favorite in the **Links** folder. The shortcut button appears in the **Links** toolbar on the browser.

- **In addition to creating a shortcut to the Ethics Lobbyist Reporting & Disclosure System, you may want to create a shortcut from your desktop:**

- 4) Follow the instructions from above (Numbers 1&2) to open a Web browser and display the Lobbyist Reporting & Disclosure System.
- 5) Once the application is displayed, select the **File** menu on the Internet Explorer and scroll down to **Send To** → **Shortcut to Desktop**.
- 6) An icon for the Online Reporting System will be displayed on your desktop.

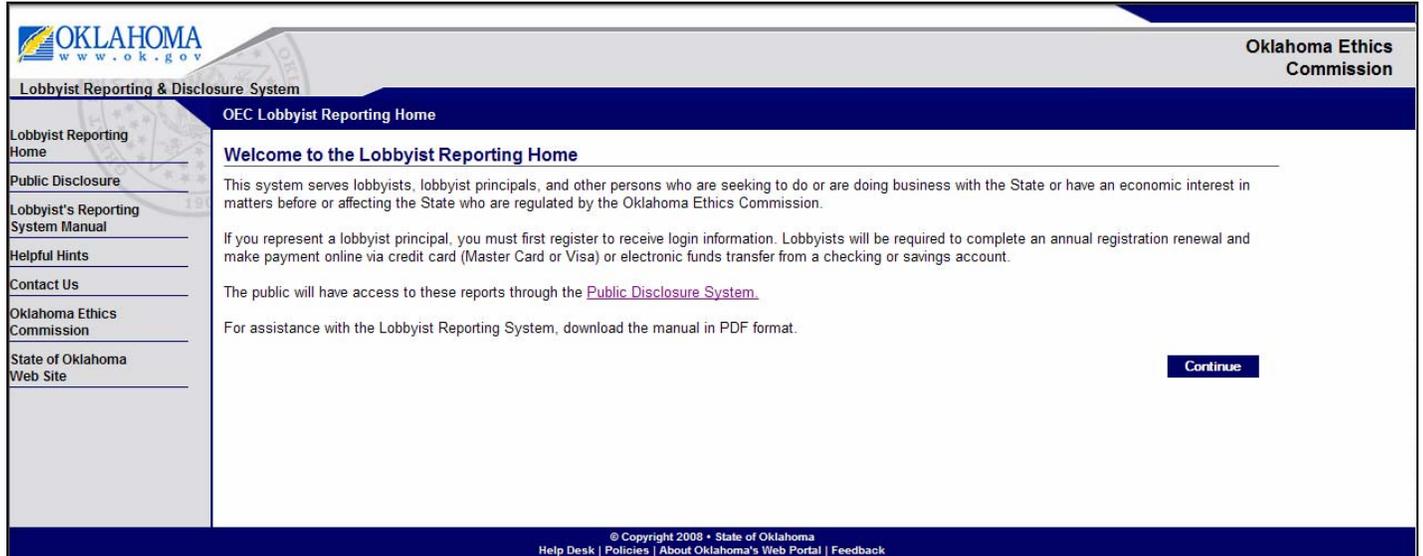
- **Time-out feature:** The system is designed to time out after 24 minutes of non-use. We encourage you to save often, even if you plan to be away from your desk only for a short while.

- **Navigation buttons:** Throughout the system you will see navigation buttons that say things such as **"Previous Screen" or "Back"**. Use these navigation buttons instead of your web browser's arrow buttons. Use of the web-browser buttons could interrupt your session and cause you to lose data. Additionally, if you select the **Previous Page or Back** button while filling out a form, all of the entered data is lost unless it was saved to the database by selecting the **Save** button.

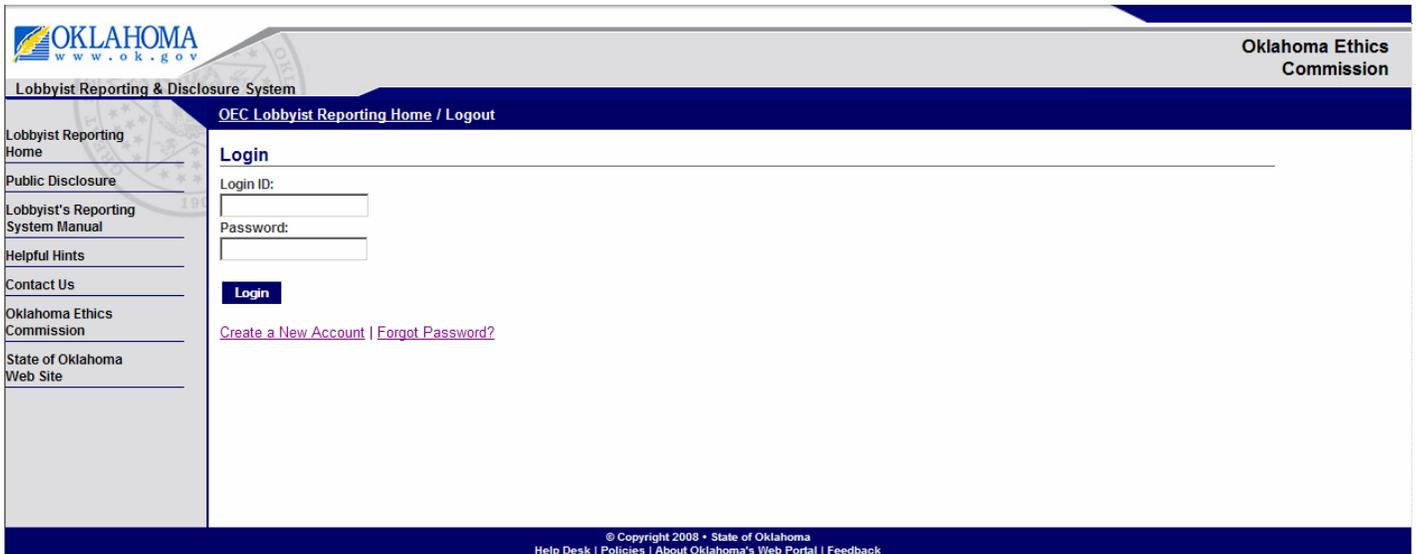
- **Drop-down boxes:** You must Click out of drop-down boxes before you can use your scroll feature on your mouse to scroll up or down on the page, otherwise using the scroll feature on your mouse will alter your selection.

The Ethics Lobbyist Reporting & Disclosure System is designed to allow Lobbyists to register, report gift giving, and renew their registration online.

**Step 1:** To access the Lobbyist Reporting & Disclosure System, type <https://www.ok.gov/ethics/lobbyist/index.php> in your Web browser's URL field or follow the shortcut option you developed earlier. The Welcome page will appear.



**Step 2:** Select the continue button to get to the Login Page.



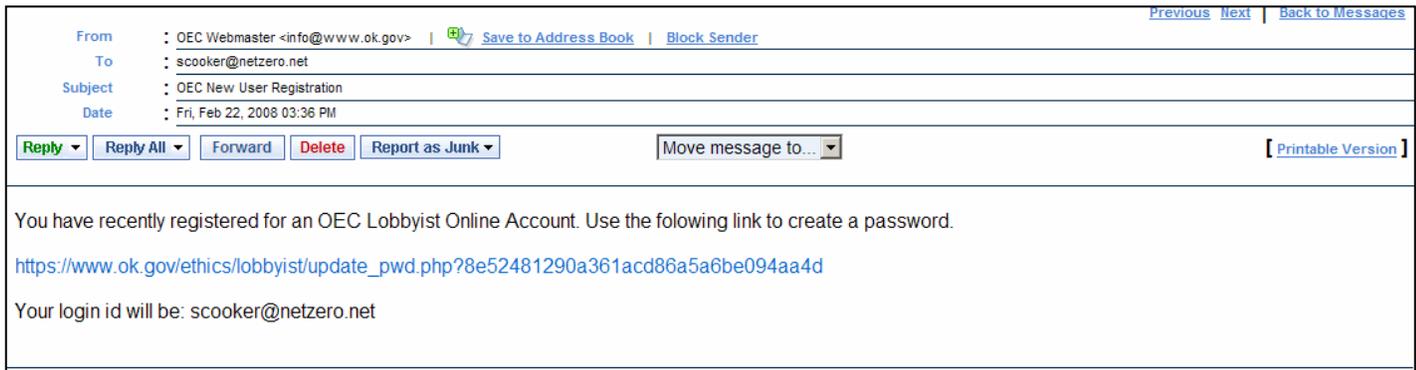
**Step 3:** Select the “Create a New Account” link and the screen below will appear. Enter your name, address, home phone, and email address. Select the ‘Register account’ button.

The screenshot shows the 'New User Account Registration' page. At the top left is the Oklahoma logo with 'www.ok.gov'. At the top right is 'Oklahoma Ethics Commission'. Below the logo is 'Lobbyist Reporting & Disclosure System'. The main header is 'OEC Lobbyist Reporting Home / Registration'. On the left is a navigation menu with links: 'Lobbyist Reporting Home', 'Public Disclosure', 'Lobbyist's Reporting System Manual', 'Helpful Hints', 'Contact Us', 'Oklahoma Ethics Commission', and 'State of Oklahoma Web Site'. The main content area is titled 'New User Account Registration' and includes a note: '(\*) Indicates Required Field'. The form fields are: 'First Name: \*', 'Middle Initial: \*', 'Last Name: \*', 'Address: \*', 'City: \*', 'State: \*' (a dropdown menu), 'Zip Code: \*' (with '(No dashes or spaces)') and 'Home Phone: \*' (with '(No dashes or spaces)'). There is an 'Email: \*' field at the bottom. A blue 'Register Account' button is positioned below the email field. At the bottom of the page, there is a copyright notice: '© Copyright 2008 • State of Oklahoma' and links for 'Help Desk | Policies | About Oklahoma's Web Portal | Feedback'.

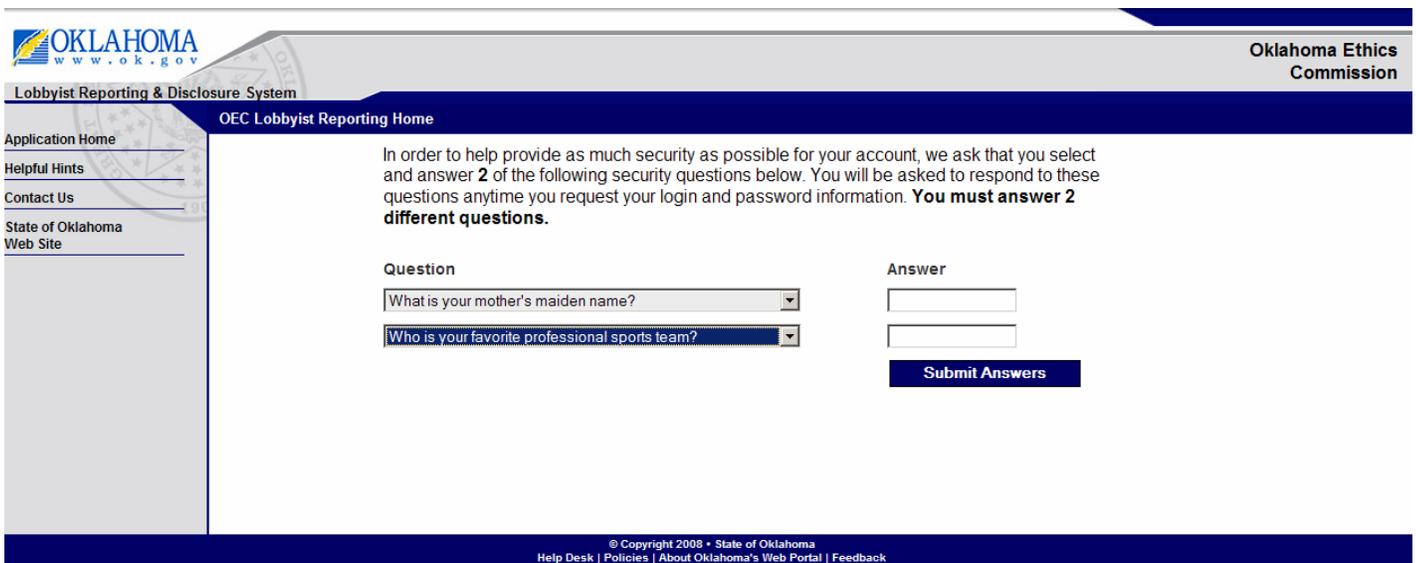
**Step 4:** You will receive the following screen advising you that an email has been sent to the email address you registered. You will need to login to your email account and check for an email from OEC Webmaster ([info@www.ok.gov](mailto:info@www.ok.gov)).

The screenshot shows the confirmation page after registration. It features the same header and navigation menu as the previous page. The main content area displays the message: 'Your account was successfully added, to maintain security and validity of your OK.gov login account, an email has been sent to scooker@netzero.net to verify your account. Within the email there will be a link for you to either click or copy and paste to your browser that will allow you to finish the account setup process.' Below this message is a blue 'Back to Login' button. The footer contains the same copyright notice and links as the previous page.

**Step 5:** Open the email, which will look similar to the email below. You must use the link included in the email to finish setting up your account.



**Step 6:** Click on the link. The following page will appear prompting you to select and answer two security questions:



**Step 7:** At the next screen, you will be prompted to set up your Password. You will be required to reset your password every 90 days.

Your password must:

- Be a minimum of 8 characters and digits long.
- Not based on anything somebody could easily guess (birth date, telephone number, etc.).
- Be free of consecutive identical characters or digits.
- Not be all-numeric or all-alphabetical characters.
- An example of a valid password is A9f3Z4b0
- Password **IS** case sensitive

- Application Home
- Helpful Hints
- Contact Us
- State of Oklahoma  
Web Site



Results:  
Security answers updated.

Security answers updated.

Enter a password to be used to login. Your password must match the following criteria in order to be successful:

- Must be a minimum of 8 characters long.
- Not based on anything someone could easily guess (birth date, telephone number, etc.)
- Free of consecutive identical characters.
- Cannot be all-numeric or all-alphabetical groups.
- Examples of valid passwords are: adef4356, A9d2Z4b0, etc.

Password:

Re-Enter Password:

**Submit**

After setting up your password, you will automatically be taken back to the login page:

- Lobbyist Reporting Home
- Public Disclosure
- Lobbyist's Reporting System Manual
- Helpful Hints
- Contact Us
- Oklahoma Ethics Commission
- State of Oklahoma Web Site



Results:  
Your password has been updated. You will need to log in.

**Login**

Login ID:

Password:

**Login**

[Create a New Account](#) | [Forgot Password?](#)

**Step 1:** If you have forgotten your password, from the login screen click on the link that says Forgot Password. You will be taken to the following page:

OKLAHOMA  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Forgot Password

Lobbyist Reporting Home

Public Disclosure

Lobbyist's Reporting System Manual

Helpful Hints

Contact Us

Oklahoma Ethics Commission

State of Oklahoma Web Site

Please enter and submit the e-mail that was used during your registration process.

E-mail:

**Submit**

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Help Desk | Policies | About Oklahoma's Web Portal | Feedback

**Step2:** Enter your email address that was given in your login setup and select the submit button.

OKLAHOMA  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Forgot Password / Password Sent

Lobbyist Reporting Home

Public Disclosure

Lobbyist's Reporting System Manual

Helpful Hints

Contact Us

Oklahoma Ethics Commission

State of Oklahoma Web Site

**RESULTS** Results:  
You will receive an email instructing you on how to obtain a new password.

**Login**

Login ID:

Password:

**Login**

[Create a New Account](#) | [Forgot Password?](#)

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Help Desk | Policies | About Oklahoma's Web Portal | Feedback

The following page will appear:

**Step3:** You will receive an email with a link to reset your password. Use the link in the email to be taken to the page to reset your password. See below:

**Read Message** [Previous](#) [Next](#) | [Back to Messages](#)

**From :** OEC Webmaster <info@www.ok.gov> | [Save to Address Book](#) | [Block Sender](#)

**To :** scooker@netzero.net

**Subject :** Ethics Lobbyist Account Help

**Date :** Mon, Mar 17, 2008 03:41 PM

[Reply](#) | [Reply All](#) | [Forward](#) | [Delete](#) | [Report as Junk](#) |  | [Printable Version](#)

You have requested to reset your password through the forgot password function on the Ethics Lobbyist Registration System. Please use the link below to complete this operation.

[https://www.ok.gov/ethics/lobbyist/reset\\_password.php?e3004d9abb64b96e8cc838cebbcc81e9](https://www.ok.gov/ethics/lobbyist/reset_password.php?e3004d9abb64b96e8cc838cebbcc81e9)

Have a nice day  
OEC Webmaster

**Step 4:** You will first be prompted to answer the security questions exactly the way you answered them in setting up your account.

 **OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home

Lobbyist Reporting Home

Public Disclosure

Lobbyist's Reporting System Manual

Helpful Hints

Contact Us

Oklahoma Ethics Commission

State of Oklahoma Web Site

### Security Question Verification

Please answer the security questions you answered previously to help us verify your account.

What is your mother's maiden name?

What was the name of your first pet?

[Submit Answers](#)

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Help Desk | Policies | About Oklahoma's Web Portal | Feedback

**Step 5:** You will then be prompted to setup a new password. Please note you cannot use a password that has been used for this account during the past year.

The screenshot shows the 'OEC Lobbyist Reporting Home' page. At the top left is the Oklahoma logo and 'www.oke.gov'. At the top right is 'Oklahoma Ethics Commission'. Below the header is 'Lobbyist Reporting & Disclosure System' and 'OEC Lobbyist Reporting Home'. On the left is a navigation menu with links: 'Application Home', 'Helpful Hints', 'Contact Us', 'State of Oklahoma Web Site'. The main content area contains the following text: 'Enter a password to be used to login to the OEC Lobbyist Reporting & Disclosure System. Your password must match the following criteria in order to be successful:' followed by a bulleted list: '• Must be a minimum of 8 characters long', '• Not based on anything somebody could easily guess (birth date, telephone number, etc.)', '• Free of consecutive identical characters.', '• Can not be all-numeric or all-alphabetical groups.', '• Examples of valid passwords are: ade#435c, A9d2Z4b0, etc.'. Below the list are two input fields: 'Password: [text box]' and 'Re-Enter Password: [text box]', followed by a 'Submit' button. At the bottom is a footer with '© Copyright 2008 - State of Oklahoma' and links for 'Help Desk', 'Policies', 'About Oklahoma's Web Portal', and 'Feedback'.

A confirmation will be shown that you have successfully set a new password:

The screenshot shows the 'OEC Lobbyist Reporting Home / Finish Password' page. At the top left is the Oklahoma logo and 'www.oke.gov'. At the top right is 'Oklahoma Ethics Commission'. Below the header is 'Lobbyist Reporting & Disclosure System' and 'OEC Lobbyist Reporting Home / Finish Password'. On the left is a navigation menu with links: 'Lobbyist Reporting Home', 'Public Disclosure', 'Lobbyist's Reporting System Manual', 'Helpful Hints', 'Contact Us', 'Oklahoma Ethics Commission', 'State of Oklahoma Web Site'. The main content area features a yellow box with a 'RESULTS' icon and the text: 'Results: Your password has been updated. You will need to log in.'. Below this is a horizontal line, followed by 'Login ID: [text box]', 'Password: [text box]', and a 'Login' button. At the bottom are links for 'Create a New Account' and 'Forgot Password?'. At the very bottom is a footer with '© Copyright 2008 - State of Oklahoma' and links for 'Help Desk', 'Policies', 'About Oklahoma's Web Portal', and 'Feedback'.

The first time you login, you will see a message asking you to call the Ethics Commission if you have previously filed paper reports with them. This is to make sure you do not duplicate work that the Ethics Commission has entered for you and to keep from having multiple Ethics Lobbyist numbers for the same year.

The screenshot shows the Oklahoma Ethics Commission website. At the top left is the logo for OKLAHOMA (www.ok.gov). The page title is "Lobbyist Reporting & Disclosure System". The breadcrumb trail reads "OEC Lobbyist Reporting Home / Account List". A yellow box with a "RESULTS" icon contains the following text: "Results: If you have sent in paperwork to the Ethics Commission prior to 2008, please contact us at 405.521.3451 before you proceed, because your Form L1 and first Form L2 for 2007 could have been keyed into the system to keep you from doubling your workload." Below this is a "New Users" section with a "Choose a Year" dropdown menu and a "Continue" button. A footer contains copyright information for 2008 and links for Help Desk, Policies, About Oklahoma's Web Portal, and Feedback.

If you have filed paper reports before, please call the Ethics commission. They will ask for your email address and set your account up so that you are reporting on the correct Ethics Lobbyist Number.

If you are a brand new lobbyist:

**Step 1:** Select a year in the drop down (shown above) for which you are registering:

**Step 2:** You will be required to select whether you are a Lobbyist or a Non-Lobbyist and report personal and Business Information. Fields with an asterisk beside them are required (First Name, Last Name, Mailing Address, City, State, Zip, and Telephone.)

The screenshot shows the "Create an Account" page on the Oklahoma Ethics Commission website. The breadcrumb trail is "OEC Lobbyist Reporting Home / Account List / Create an Account". The form is titled "Create an Account" and includes the following sections: "Account Type" with a dropdown menu set to "Lobbyist"; "Personal Information" with fields for "First Name \*", "Middle Name", and "Last Name \*"; "Mailing Address \*"; "City \*", "State \*", and "Zip Code \*"; and "Telephone \* (No spaces or dashes)".

Additional fields are required if you are a Lobbyist, such as Business Name, Business Address, City, State, Zip Code, Business Telephone, and Contact Email.

Business Information

Same Address as Above

Business Name \*

Business Address \*

City \* State \* Zip Code \*

 OK 

Telephone \* (No dashes or spaces)

Contact Email \*

[Add Account](#) [Back](#)

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[Help Desk](#) | [Policies](#) | [About Oklahoma's Web Portal](#) | [Feedback](#)

### Step 3: Select the Add Account Button

The Account List screen (below) will now appear along with an Ethics Lobbyist Number for the Lobbyist/Non-Lobbyist previously entered. If you would like to use this login account to report for multiple lobbyists, you may add additional lobbyists to manage by selecting the Add Lobbyist File Button and repeating Steps 1-3.

OKLAHOMA  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Account List

Lobbyist's Reporting Home

Public Disclosure

Lobbyist's Reporting System Manual

Helpful Hints

Contact Us

Oklahoma Ethics Commission

State of Oklahoma Web Site

Account List

Logout

**Account List**

2006 Lobbyist Accounts

*	Ethics Number	First Name	Last Name	Email Address
<input type="radio"/>	L060416	Katrina	Phillips	sherri.cook@www.ok.gov

2008 Lobbyist Accounts

*	Ethics Number	First Name	Last Name	Email Address
<input type="radio"/>	L080332	Katrina	Phillips	sherri.cook@www.ok.gov

You must choose a Lobbyist file to open or press the 'Add Lobbyist File' button to start a new file.

[Open Lobbyist File](#) [Add Lobbyist File](#)

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[Help Desk](#) | [Policies](#) | [About Oklahoma's Web Portal](#) | [Feedback](#)

Select the radio button next to your Lobbyist Number and select Open Lobbyist File to work with the selected Lobbyist.

You must register a lobbyist each year before you can file reports. When you first login, you will see the screen below which prompts you to register your lobbyist account.

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Account List / Control Panel

**Control Panel**

Welcome back, Katrina Phillips.

Use the links below to manage your account. Remember that all renewals are due by midnight on December 31st of each year. The lobbyist renewal fee of \$100 is due upon submission.

**L-1**

[Register this Lobbyist for 2006](#)

**Back**

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Help Desk | Policies | About Oklahoma's Web Portal | Feedback

**Step 1:** Select the link to Register this lobbyist which will also begin filing your L-1.

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Account List / Control Panel / Form L1

**Form L1**

**Personal Information**

First Name \* Middle Name Last Name \*

Katrina Phillips

Mailing Address \*

4234 N Santa Fe

City \* State \* Zip Code \*

OKC OK 73118

Telephone \* (No spaces or dashes)

4058447982

**Business Information**

Business Name \*

Katrina's Lobbying

Business Address \*

4234 N Santa Fe

City \* State \* Zip Code \*

OKC OK 73118

Telephone \* (No dashes or spaces)

4058447982

Contact Email \*

sherr.cook@www.ok.gov

**Principal Information**

You must add at least one lobbyist principal to your list. Use the button below to search through the list of lobbyist principals that are on file, or add a new one.

**Search Principal List**

Register Continue without Payment

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Help Desk | Policies | About Oklahoma's Web Portal | Feedback

You can update your personal or business information at this time.

**Step 2:** You must select at least one Principal before you can complete your registration by using the Search Principal List button.

**Step 3:** You must first search to see if the Principal is already entered in the system. Enter the principal name that you would like to search for and select the Find Principal button.

The screenshot shows the 'Lobbyist Principals' search interface. At the top left is the Oklahoma logo and 'www.ok.gov'. The page title is 'Lobbyist Reporting & Disclosure System'. The breadcrumb trail reads 'OEC Lobbyist Reporting Home / Account List / Control Panel / Form L1'. On the left is a navigation menu with links: Lobbyist's Reporting Home, Public Disclosure, Lobbyist's Reporting System Manual, Helpful Hints, Contact Us, Oklahoma Ethics Commission, State of Oklahoma Web Site, Account List, Control Panel, and Logout. The main content area has a 'Principal Name' input field and two buttons: 'Find Principal' and 'See All Principals'. The footer contains copyright information for 2008 and links for Help Desk, Policies, About Oklahoma's Web Portal, and Feedback.

The principals that match your search criteria will be displayed.

The screenshot shows the search results page. At the top right is the copyright notice: '© Copyright 2008 • State of Oklahoma | Help Desk | Policies | About Oklahoma's Web Portal | Feedback'. A 'Back to Form L-1' button is at the top left. Below it are three buttons: 'See Principal Locations', 'Add New Principal', and 'Search Principal List'. A table lists search results with radio buttons for selection. The results are:
 

<input type="radio"/>	Nation Council of America
<input type="radio"/>	Veterans Enterprise
<input type="radio"/>	Verizon Wireless
<input type="radio"/>	Ventec Solutions, LLC
<input type="radio"/>	Variable Annuity Life Insurance Company
<input type="radio"/>	Walt Telecommunications

 Below the table is a 'Principal Name' field with a search bar containing 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #'. A note states: 'Please Note: You must select the Principal and press the "See Principal Locations" button before you can proceed—each Principal must have at least one location before it can be used. Select the Principal from the list or use the Add New Principal button to add a new principal to the list.' Below this is a 'Lobbyist Principals' section with a 'OEC Lobbyist Reporting Home' button. The footer includes the Oklahoma logo and 'Commission Oklahoma Ethics'.

**Step 4:** You must then select the principal then select the See Principal Locations button to select the appropriation address for the principal.

**Lobbyist Principals**  
Select the Correct Address for the Principal or use the Add New Location button to add a new address.

Principal: Verizon Wireless				
*	Address	City	State	Zip
<input type="radio"/>	1505 Sand Canyon Ave	Irvine	CA	92618

**Step 5:** Either select the address displayed if it is correct and select the Select Location button or select the Add New Location to add a new address.

Repeat these steps to add additional principals for the lobbyist.

**Form L1**

**Personal Information**

First Name \* Middle Name Last Name \*

Mailing Address \*

City \* State \* Zip Code \*

Telephone \* (No spaces or dashes)

**Business Information**

Business Name \*

Business Address \*

City \* State \* Zip Code \*

Telephone \* (No dashes or spaces)

Contact Email \*

**Principal Information**  
Name and Address of persons whom the lobbyist is reimbursed, retained, or employed to lobby, or on whose behalf the registrant is to lobby.

Principal Name	Address	City	State	Zip
<input type="radio"/> Verizon Wireless	1505 Sand Canyon Ave	Irvine	CA	92618

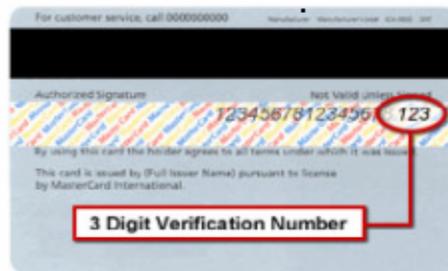
**Step 6:** Once all principals have been added for the lobbyist, select the Register button to continue with the lobbyist registration.

You will then be taken to the payment screen to pay for your registration.

**Step 7:** Select Visa, MasterCard or EFT then select the Continue button. Different information is required depending on the payment selected.

### Credit Card Payment:

Your CCV number is a three digit number located on the back of most credit card types .



# EFT Payment:

Oklahoma Ethics Commission

Ethics Lobbyist Reporting Online System

Ethics Lobbyist Reporting Online System / Payment Type / Enter Payment Info

Contact Us  
State of Oklahoma Web Site

### Enter Payment Information

Ethics Lobbyist Reporting Online System

\* - Indicates Required Field

#### Billing Information:

Name on Account:	* Katrina Phillips
Billing Address :	* 4234 N Santa Fe
Billing City:	* OKC
Billing State: (If living outside U.S., select Outside U.S.)	* OK
Billing Zip:	* 73118

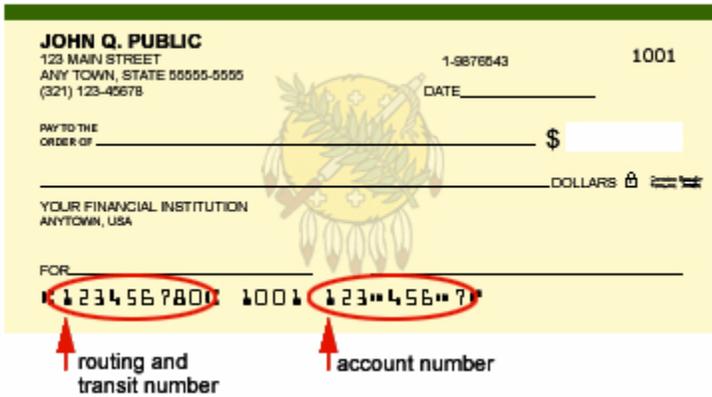
#### Payment Information

Payment Type:	EFT (Checking or Savings Account)
Routing Number:	* 111111111
Re-Enter Routing Number:	* 111111111 <a href="#">Help?</a>
Account Number:	* 123456789
Re-Enter Account Number:	* 123456789

[Continue](#) [Back](#)

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Your account and routing number can be found at the bottom part of your checks.



# Verify Payment Information:



Contact Us

State of Oklahoma Web Site

### Verify Payment Information

Ethics Lobbyist Reporting Online System

NOTE: Verify that all the information entered below is correct. If correct, select the Process Payment button or select the Back button to make changes.

#### Billing Information

Katrina Phillips  
4234 N Santa Fe  
OKC, OK 73118

#### Payment Information

Credit Card Type: Visa  
Credit Card Number: xxxxxxxxxxxx4444  
Credit Card Expiration Date: 2 / 2015  
CV Code: 444

#### Itemized Cost:

Item/Descr.	Quantity	Unit Price	Total
<b>Ethics Lobbyist Registration Fee</b>			
Registration Fee for L060416	1	\$ 100.00	\$ 100.00
		<b>Sub-Total:</b>	\$ 100.00
		<b>Online Fee :</b>	\$ 3.50
		<b>Grand Total:</b>	\$ 103.50

Please do not hit the Refresh or Back button on your browser during the processing of this transaction. Only hit the PROCESS PAYMENT button once. Please allow up to 60 seconds for this transaction to finish. Once complete, an invoice page will be provided for you to print.

[Process Payment](#)

[Back](#)

Review your payment information. If all is correct, then select the Process Payment button to process the payment.

A successful payment will show that the transaction was successfully processed.

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Ethics Lobbyist Reporting Online System

Ethics Lobbyist Reporting Online System / Receipt

Contact Us  
State of Oklahoma Web Site

**RESULTS**  
Results:  
Transaction successfully processed.

**Ethics Lobbyist Reporting Online System - Receipt**

[Printable Receipt](#)

NOTE: This is confirmation that your payment for the items below has been processed successfully.  
A copy of this receipt has been emailed to sherri.cook@www.ok.gov.

If a more detailed confirmation is needed, please click the button below to return to Ethics Lobbyist Reporting Online System for further instructions.  
[Return to Ethics Lobbyist Reporting Online System](#)

**Billing Information:**  
KATRINA PHILLIPS  
4234 N Santa Fe  
OKC, OK 73118

**Transaction Information:**  
Date: 03/30/2008 11:20:38pm  
Transaction ID: 4392154  
Payment For: Katrina Phillips  
Paid By: Visa  
Account#: \*\*\*\*\*4444

**Itemized Cost:**

Item/Descr.	Quantity	Unit Price	Total
Ethics Lobbyist Registration Fee Registration Fee for L060416	1	\$ 100.00	\$ 100.00
		<b>Sub-Total:</b>	\$ 100.00
		<b>Online Fee :</b>	\$ 3.50
		<b>Grand Total:</b>	\$ 103.50

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Help Desk | Policies | About Oklahoma's Web Portal | Feedback

Also, a receipt will be automatically emailed to the email address associated with this lobbyist.

### Print Receipt:

To print a receipt, select the Printable Receipt link which will open a printable receipt in a new window.

Ethics Lobbyist Reporting Online System - Receipt

[Print Receipt / Close Window](#)

NOTE: This is confirmation that your payment for the items below has been processed successfully.

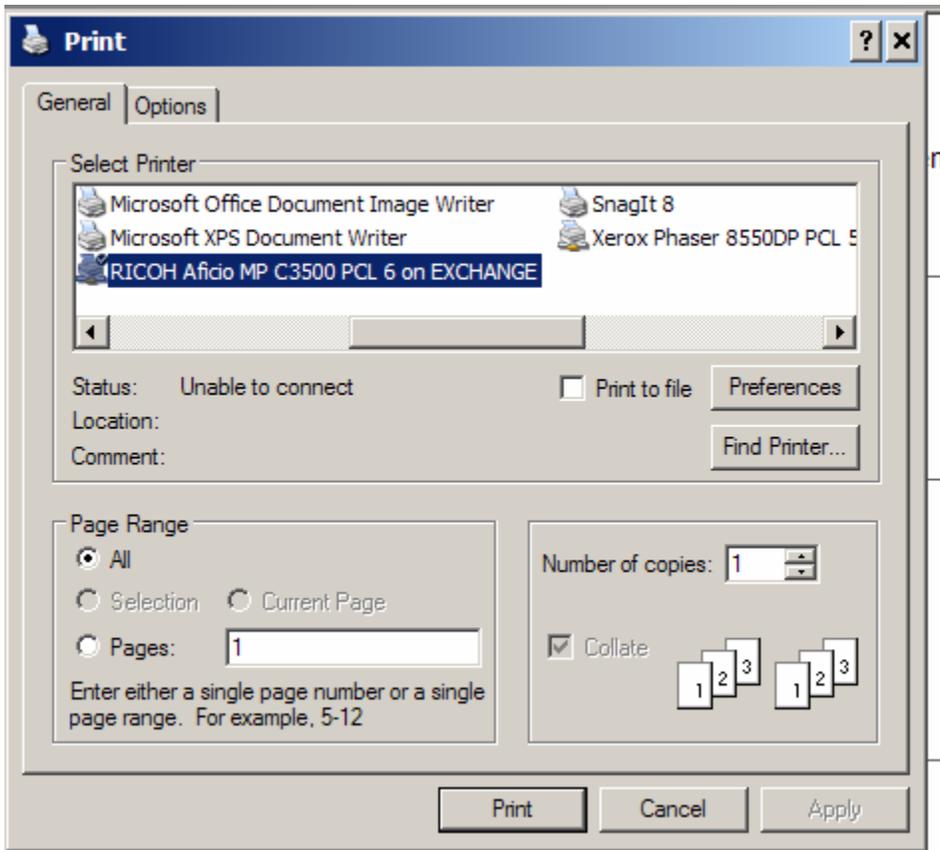
**Billing Information:**  
KATRINA PHILLIPS  
4234 N Santa Fe  
OKC, OK 73118

**Transaction Information:**  
Date: 03/30/2008 11:20:38pm  
Transaction ID: 4392154  
Payment For: Katrina Phillips  
Paid By: Visa  
Account#: \*\*\*\*\*4444

**Itemized Cost:**

Item/Descr.	Quantity	Unit Price	Total
Ethics Lobbyist Registration Fee Registration Fee for L060416	1	\$ 100.00	\$ 100.00
		<b>Sub-Total:</b>	\$ 100.00
		<b>Online Fee :</b>	\$ 3.50
		<b>Grand Total:</b>	\$ 103.50

Click on the Print Receipt link in the middle of the page and you will be prompted to select your printer and select the Print button (see image below).



Registration Fee for L 060416

Once you have printed your receipt, select the link to close the window of the receipt. You should be returned to the window showing your payment confirmation.


Oklahoma Ethics Commission

---

Ethics Lobbyist Reporting Online System

---

Ethics Lobbyist Reporting Online System / Receipt

**RESULTS** Results:  
Transaction successfully processed.

**Ethics Lobbyist Reporting Online System - Receipt**

[Printable Receipt](#)

NOTE: This is confirmation that your payment for the items below has been processed successfully.  
A copy of this receipt has been emailed to sherri.cook@www.ok.gov.

If a more detailed confirmation is needed, please click the button below to return to Ethics Lobbyist Reporting Online System for further instructions.  
Return to Ethics Lobbyist Reporting Online System

---

**Billing Information:**  
 KATRINA PHILLIPS  
 4234 N Santa Fe  
 OKC, OK 73118

---

**Transaction Information:**  
 Date: 03/30/2008 11:20:38pm  
 Transaction ID: 4392154  
 Payment For: Katrina Phillips  
 Paid By: Visa  
 Account#: \*\*\*\*\*4444

Select the button in the middle of the page to return to the Ethics Lobbyist Reporting Online System.

You will receive a confirmation that your L-1 has been validated and updated in the database.

- Lobbyist's Reporting Home
- Public Disclosure
- Lobbyist's Reporting System Manual
- Helpful Hints
- Contact Us
- Oklahoma Ethics Commission
- State of Oklahoma Web Site
- Account List
- Control Panel
- Logout

**Congratulations**

Your form L1 has been validated and updated in our database.

[Back to Account List](#)

## Select the Back to Account List

- Lobbyist's Reporting Home
- Public Disclosure
- Lobbyist's Reporting System Manual
- Helpful Hints
- Contact Us
- Oklahoma Ethics Commission
- State of Oklahoma Web Site
- Account List
- Logout

**Account List**

**2006 Lobbyist Accounts**

* Ethics Number	First Name	Last Name	Email Address
<input type="radio"/> L060416	Katrina	Phillips	sherri.cook@www.ok.gov

**2008 Lobbyist Accounts**

* Ethics Number	First Name	Last Name	Email Address
<input type="radio"/> L080332	Katrina	Phillips	sherri.cook@www.ok.gov

You must choose a Lobbyist file to open or press the 'Add Lobbyist File' button to start a new file.

[Open Lobbyist File](#)

[Add Lobbyist File](#)

To enter additional information for this lobbyist, you must select the lobbyist account and select the Open Lobbyist File button.

Once the lobbyist account has been registered, you will see different options on the Lobbyist Control Panel.

- [Lobbyist's Reporting Home](#)
- [Public Disclosure](#)
- [Lobbyist's Reporting System Manual](#)
- [Helpful Hints](#)
- [Contact Us](#)
- [Oklahoma Ethics Commission](#)
- [State of Oklahoma Web Site](#)
- [Account List](#)
- [Logout](#)

### Control Panel

Welcome back, Katrina Phillips.

Use the links below to manage your account. Remember that all renewals are due by midnight on December 31st of each year. The lobbyist renewal fee of \$100 is due upon submission.

<b>L-1</b> <a href="#">Renew Your Annual Registration for 2007</a>	<b>L-2</b> <a href="#">Lobbyist Gift Reports</a>	<b>L-3</b> <a href="#">Termination of Lobbyist Principals</a>
<b>L-1</b> <a href="#">Archived Reports in the Online System</a>	<b>Printable</b> <a href="#">Printable Lobbyist Card</a>	

[Back](#)

Remember that all renewals are due by midnight on December 31st of each year. The lobbyist renewal fee of \$100 is due upon submission.

**OKLAHOMA**  
www.ok.gov

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Account List / Control Panel

**Control Panel**

Welcome back, Katrina Phillips.

Use the links below to manage your account. Remember that all renewals are due by midnight on December 31st of each year. The lobbyist renewal fee of \$100 is due upon submission.

- L-1**  
[Renew Your Annual Registration for 2007](#)
- L-2**  
[Lobbyist Gift Reports](#)
- L-3**  
[Termination of Lobbyist Principals](#)
- L-1**  
[Archived Reports in the Online System](#)
- Printable**  
[Printable Lobbyist Card](#)

[Back](#)

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**Step 1:** From the Lobbyist Control Panel (above), select the link to Renew Your Annual Registration. **You will now see the screen below.**

OKLAHOMA  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OECS Lobbyist Reporting Home / Account List / Control Panel / Form L1

Lobbyist's Reporting Home  
Public Disclosure  
Lobbyist's Reporting System Manual  
Helpful Hints  
Contact Us  
Oklahoma Ethics Commission  
State of Oklahoma Web Site  
Account List  
Control Panel  
Logout

### Form L1

#### Personal Information

First Name \* Middle Name Last Name \*

Mailing Address \*

City \* State \* Zip Code \*

Telephone \* (No spaces or dashes)

#### Business Information

Business Name \*

Business Address \*

City \* State \* Zip Code \*

Telephone \* (No dashes or spaces)

Contact Email \*

#### Principal Information

Name and Address of persons whom the lobbyist is reimbursed, retained, or employed to lobby, or on whose behalf the registrant is to lobby.

Principal Name	Address	City	State	Zip
<input type="checkbox"/> Verizon Wireless	1505 Sand Canyon Ave	Irvine	CA	92618

**Step 2:** Update any information necessary including business name, addresses, telephone numbers, email address.

**Step 3:** Add or remove any principals necessary, then select the Renew button. This will take you to the Payment Screen.

You will then be taken to the payment screen to pay for your registration.

OKLAHOMA  
www.ok.gov

Oklahoma Ethics Commission

Ethics Lobbyist Reporting Online System

Ethics Lobbyist Reporting Online System / Payment Type

Contact Us  
State of Oklahoma Web Site

Ethics Lobbyist Reporting Online System

Choose Payment Type:

Visa

MasterCard

EFT (Checking or Savings Account)

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**Step 4:** Select Visa, MasterCard or EFT then select the Continue button. Different information is required depending on the payment selected.

## Credit Card Payment:

For a credit card payment, you are required to enter the Credit Card Number along with the CCV number and the Credit Card Expiration Date. Please confirm that your billing information is correct.

 **OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Ethics Lobbyist Reporting Online System

Ethics Lobbyist Reporting Online System / Payment Type / Enter Payment Info

Contact Us  
State of Oklahoma Web Site

### Enter Payment Information

Ethics Lobbyist Reporting Online System

\* - Indicates Required Field

#### Billing Information:

Name on Account: \* Katrina Phillips  
Billing Address : \* 4234 N Santa Fe  
Billing City: \* OKC  
Billing State: (If living outside U.S., select Outside U.S.) \* OK  
Billing Zip: \* 73118

#### Payment Information

Payment Type: Visa  
Credit Card Number: (no dashes or spaces) \* 4444444444444444  
Re-Enter Credit Card Number: (no dashes or spaces) \* 4444444444444444  
CCV: \* 444 [Help?](#)  
Credit Card Expiration Date: \* February 2015

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Your CCV number is a three digit number located on the back of most credit card types.



## EFT Payment:

To pay via an EFT (Electronic Funds Transfer) payment, enter your bank's routing number and your account number. Also, please verify that your billing information is correct.

 **OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Ethics Lobbyist Reporting Online System

Ethics Lobbyist Reporting Online System / Payment Type / Enter Payment Info

Contact Us

State of Oklahoma Web Site

---

**Enter Payment Information**

Ethics Lobbyist Reporting Online System

\* - Indicates Required Field

**Billing Information:**

Name on Account: \* Katrina Phillips

Billing Address: \* 4234 N Santa Fe

Billing City: \* OKC

Billing State: (If living outside U.S., select Outside U.S.) \* OK

Billing Zip: \* 73118

---

**Payment Information**

Payment Type: EFT (Checking or Savings Account)

Routing Number: \* 111111111

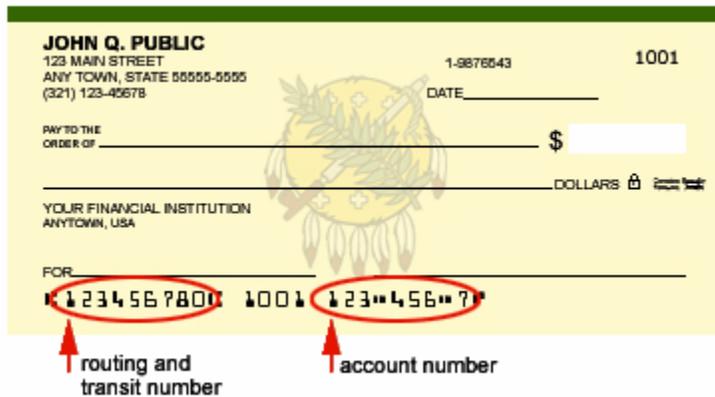
Re-Enter Routing Number: \* 111111111 [Help?](#)

Account Number: \* 123456789

Re-Enter Account Number: \* 123456789

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Your account and routing number can be found at the bottom part of your checks.



# Verify Payment Information:

Contact Us

State of Oklahoma Web Site

## Verify Payment Information

Ethics Lobbyist Reporting Online System

NOTE: Verify that all the information entered below is correct. If correct, select the Process Payment button or select the Back button to make changes.

### Billing Information

Katrina Phillips  
4234 N Santa Fe  
OKC, OK 73118

### Payment Information

Credit Card Type: Visa  
Credit Card Number: xxxxxxxxxxxx4444  
Credit Card Expiration Date: 2 / 2015  
CV Code: 444

### Itemized Cost:

Item/Descr.	Quantity	Unit Price	Total
<b>Ethics Lobbyist Registration Fee</b>			
Registration Fee for L060416	1	\$ 100.00	\$ 100.00
		<b>Sub-Total:</b>	\$ 100.00
		<b>Online Fee :</b>	\$ 3.50
		<b>Grand Total:</b>	\$ 103.50

Please do not hit the Refresh or Back button on your browser during the processing of this transaction. Only hit the PROCESS PAYMENT button once. Please allow up to 60 seconds for this transaction to finish. Once complete, an invoice page will be provided for you to print.

[Process Payment](#)

[Back](#)

Review your payment information. If all is correct, then select the Process Payment button to process the payment.

A successful payment will show that the transaction was successfully processed.

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Ethics Lobbyist Reporting Online System

Ethics Lobbyist Reporting Online System / Receipt

Contact Us  
State of Oklahoma Web Site

**RESULTS**  
Results:  
Transaction successfully processed.

**Ethics Lobbyist Reporting Online System - Receipt**

[Printable Receipt](#)

NOTE: This is confirmation that your payment for the items below has been processed successfully.  
A copy of this receipt has been emailed to sherri.cook@www.ok.gov.

If a more detailed confirmation is needed, please click the button below to return to Ethics Lobbyist Reporting Online System for further instructions.  
[Return to Ethics Lobbyist Reporting Online System](#)

**Billing Information:**  
KATRINA PHILLIPS  
4234 N Santa Fe  
OKC, OK 73118

**Transaction Information:**  
Date: 03/30/2008 11:20:38pm  
Transaction ID: 4392154  
Payment For: Katrina Phillips  
Paid By: Visa  
Account#: \*\*\*\*\*4444

**Itemized Cost:**

Item/Descr.	Quantity	Unit Price	Total
Ethics Lobbyist Registration Fee Registration Fee for L060416	1	\$ 100.00	\$ 100.00
		<b>Sub-Total:</b>	\$ 100.00
		<b>Online Fee :</b>	\$ 3.50
		<b>Grand Total:</b>	\$ 103.50

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Also, a receipt will be automatically emailed to the email address associated with this lobbyist.

### Print Receipt:

To print a receipt, select the Printable Receipt link which will open a printable receipt in a new window.

Ethics Lobbyist Reporting Online System - Receipt

[Print Receipt / Close Window](#)

NOTE: This is confirmation that your payment for the items below has been processed successfully.

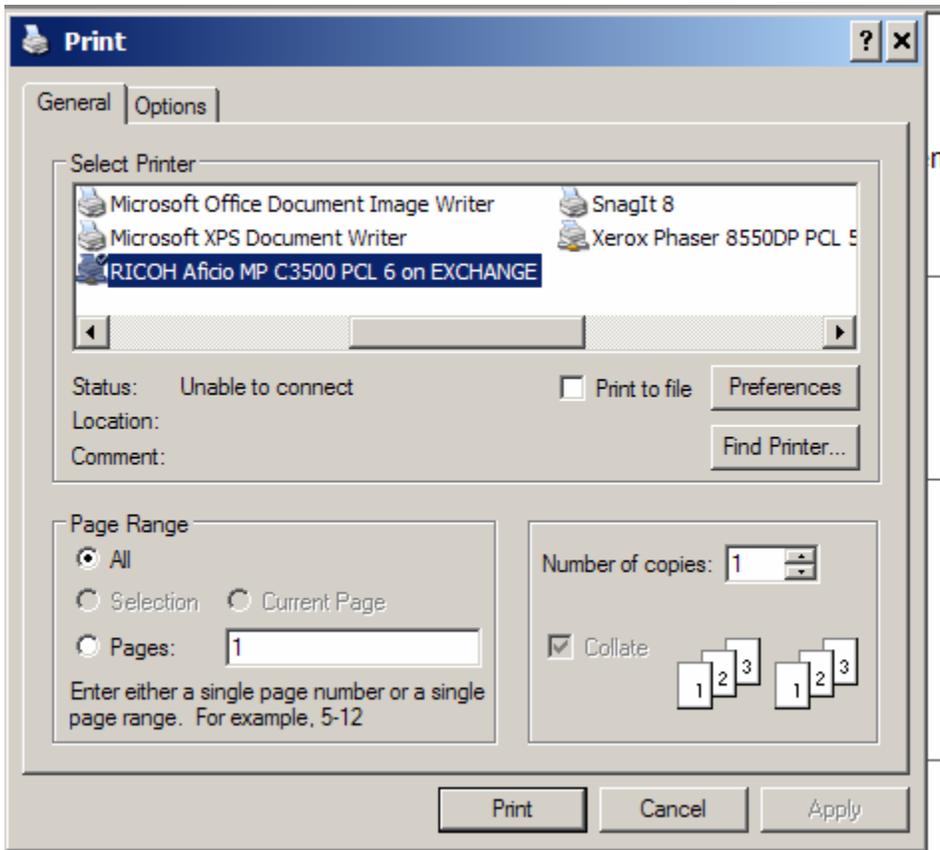
**Billing Information:**  
KATRINA PHILLIPS  
4234 N Santa Fe  
OKC, OK 73118

**Transaction Information:**  
Date: 03/30/2008 11:20:38pm  
Transaction ID: 4392154  
Payment For: Katrina Phillips  
Paid By: Visa  
Account#: \*\*\*\*\*4444

**Itemized Cost:**

Item/Descr.	Quantity	Unit Price	Total
Ethics Lobbyist Registration Fee Registration Fee for L060416	1	\$ 100.00	\$ 100.00
		<b>Sub-Total:</b>	\$ 100.00
		<b>Online Fee :</b>	\$ 3.50
		<b>Grand Total:</b>	\$ 103.50

Select the Print Receipt link in the middle of the page and you will be prompted to select your printer and then select the Print button (see image below).



Registration Fee for L 060416

Once you have printed your receipt, select the link to close the window of the receipt. You should be returned to the window showing your payment confirmation.


www.ok.gov
Oklahoma Ethics Commission

---

Ethics Lobbyist Reporting Online System

---

Ethics Lobbyist Reporting Online System / Receipt

**RESULTS** Results:  
Transaction successfully processed.

**Ethics Lobbyist Reporting Online System - Receipt**

[Printable Receipt](#)

NOTE: This is confirmation that your payment for the items below has been processed successfully.  
A copy of this receipt has been emailed to sherri.cook@www.ok.gov.

If a more detailed confirmation is needed, please click the button below to return to Ethics Lobbyist Reporting Online System for further instructions.  
Return to Ethics Lobbyist Reporting Online System

---

**Billing Information:**  
 KATRINA PHILLIPS  
 4234 N Santa Fe  
 OKC, OK 73118

---

**Transaction Information:**  
 Date: 03/30/2008 11:20:38pm  
 Transaction ID: 4392154  
 Payment For: Katrina Phillips  
 Paid By: Visa  
 Account#: \*\*\*\*\*4444

Select the button in the middle of the page to return to the Ethics Lobbyist Reporting Online System.

You will receive a confirmation that your L-1 has been validated and updated in the database.

- Lobbyist's Reporting Home
- Public Disclosure
- Lobbyist's Reporting System Manual
- Helpful Hints
- Contact Us
- Oklahoma Ethics Commission
- State of Oklahoma Web Site
- Account List
- Control Panel
- Logout

**Congratulations**

Your form L1 has been validated and updated in our database.

[Back to Account List](#)

Select the Back to Account List

- Lobbyist's Reporting Home
- Public Disclosure
- Lobbyist's Reporting System Manual
- Helpful Hints
- Contact Us
- Oklahoma Ethics Commission
- State of Oklahoma Web Site
- Account List
- Logout

**Account List**

2006 Lobbyist Accounts				
*	Ethics Number	First Name	Last Name	Email Address
<input type="radio"/>	L060416	Katrina	Phillips	sherri.cook@www.ok.gov
<input type="radio"/>	L060417	Katrina	Phillips	sherri.cook@www.ok.gov
2007 Lobbyist Accounts				
*	Ethics Number	First Name	Last Name	Email Address
<input type="radio"/>	L070451	Katrina	Phillips	sherri.cook@www.ok.gov
<input type="radio"/>	L070452	Katrina	Phillips	sherri.cook@www.ok.gov
2008 Lobbyist Accounts				
*	Ethics Number	First Name	Last Name	Email Address
<input type="radio"/>	L080332	Katrina	Phillips	sherri.cook@www.ok.gov
<input type="radio"/>	L080335	Katrina	Phillips	sherri.cook@www.ok.gov

You must choose a Lobbyist file to open or press the 'Add Lobbyist File' button to start a new file.

[Open Lobbyist File](#)

[Add Lobbyist File](#)

Select the new Lobbyist Number created for your lobbyist and select the Open Lobbyist file button.

**Step 1:** From the Lobbyist Control Panel, select the Lobbyist Gift Reports link.

**Control Panel**

Welcome back, Katrina M Phillips.

Use the links below to manage your account. Remember that all renewals are due by midnight on December 31st of each year. The lobbyist renewal fee of \$100 is due upon submission.

<b>L-1</b> <a href="#">Renew Your Annual Registration for 2008</a>	<b>L-2</b> <a href="#">Lobbyist Gift Reports</a>	<b>L-3</b> <a href="#">Termination of Lobbyist Principals</a>
<b>L-1</b> <a href="#">Archived Reports in the Online System</a>	<b>Printable</b> <a href="#">Printable Lobbyist Card</a>	

[Back](#)

You will now see the following screen displaying the report period you are working on and list of gifts already entered.

**Form L-2**

Lobbyist / Non-Lobbyist name: Katrina M Phillips

These transactions occurred between January 1, 2007 and June 30, 2007

Recipient Name and Position	Date Given	Nature of thing of value given	Amount & Aggregate	Name of Lobbyist Principal or Non-Lobbyist on whose behalf it was given
No recipients at this time				

Recipient Controls

[Search for Recipient](#) [See All Recipients](#)

[Go Back](#) [Close without Submitting](#) [Submit L-2](#)

*Hint: You must submit a report for January 1 – June 30 before you can submit a report for July 1 – December 31. If you had no gifts to list for the first period, simply select the Submit L-2 to submit an L-2 for the period with no transactions. You will then be able to enter gifts for the next reporting period.*

**Step 2:** To enter a gift or transaction, you are first required to search for the recipient by selecting the Find Recipient button or the See All Recipients button.

*Hint: Since there are many Recipients entered in the database, the See All Recipients screen takes a while to load. It is much faster to use the Find Recipient search.*

*Hint: For specific instructions for the Search using the Find Recipient button, turn to the Find Recipient instructions in Chapter \_\_\_\_*

	Recipient First & Middle Name	Recipient Last Name	Recipient Position	Elected Official?
<input type="radio"/>	Entire	.	Senate	Yes
<input type="radio"/>	Republican	.	Senate Republican Caucus	Yes
<input type="radio"/>	Senate	.	Appropriations Committee	Yes
<input checked="" type="radio"/>	Tom	Adelson	Senator	Yes
<input type="radio"/>	Dennis	Adkins	Representative	Yes
<input type="radio"/>	Cliff	Aldridge	Senator	Yes
<input type="radio"/>	Karl	Algren	Senate Staff	No
<input type="radio"/>	Maynard	Alsup	Senate Staff	No
<input type="radio"/>	Donna	Ambler	Legislative Staff	No
<input type="radio"/>	Marilyn	Anderson	House Staff	No

**Step 3:** From the screen above, select the correct recipient and select the Add Gift button.

**Form L-2**

This transaction occurred between January 1, 2007 and June 30, 2007

**Recipient**  
Tom Adelson

**Recipient Position**  
Senator

**Date Given (mm/dd/yyyy) \***

**Nature of thing given of value \***

**Amount of Expenditure \*** \$0.00

**Name of Lobbyist principal on whose behalf it was given \***  
Verizon Wireless

**Step 4:** Enter the date the gift was given (mm/dd/yyyy), the nature of the thing given of value, the amount of the expenditure.

**Step 5:** If you represent more than one principal, you will see a dropdown under Name of Lobbyist principal on whose behalf it was give. You must select which principal is appropriate.

**Step 6:** Select the Add Transaction button.

You will now see a summary of your L-2.

**Form L-2**

Lobbyist / Non-Lobbyist name: Katrina M Phillips

These transactions occurred between January 1, 2007 and June 30, 2007

	Recipient Name and Position	Date Given	Nature of thing of value given	Amount & Aggregate	Name of Lobbyist Principal or Non-Lobbyist on whose behalf it was given
<input type="checkbox"/>	Tom Adelson Senator	01/02/07	test	\$ 40.00 \$ 40.00	Verizon Wireless
Form L2 Total				\$ 40.00	

**Recipient Controls**

To add another gift for the same recipient, select the recipient and select the Add Gift Button.

To add another gift for a different recipient, select the search for Recipient Button.

Continue adding gifts until all of the gifts for this Form L-2 have been entered.

## Find Recipient

1. Select a field you would like to use to search (First Name, Middle Name, Last Name or Position)
2. Enter the term to use for your search depending on your selection in the previous step (example: Henry or Governor).
3. Select the Find Recipient button.

You now see the following results:

The screenshot shows the Oklahoma Ethics Commission website. The header includes the Oklahoma logo and the text 'OKLAHOMA www.ok.gov' and 'Oklahoma Ethics Commission'. The main navigation bar contains 'Lobbyist Reporting & Disclosure System' and 'OEC Lobbyist Reporting Home / Account List / Control Panel / Recipients'. A left sidebar lists various links: 'Lobbyist's Reporting Home', 'Public Disclosure', 'Lobbyist's Reporting System Manual', 'Helpful Hints', 'Contact Us', 'Oklahoma Ethics Commission', 'State of Oklahoma Web Site', 'Account List', 'Control Panel', and 'Logout'. The main content area displays a message: 'Before adding a new Recipient, please search to see if the Recipient you want to use already exists.' Below this message are four buttons: 'Add Gift', 'Add Recipient', 'New Search', and 'Back'. A table with the following data is shown:

	Recipient First & Middle Name	Recipient Last Name	Recipient Position	Elected Official?
<input type="radio"/>	Brad	Henry	Governor	Yes

Below the table is an 'Add Gift' button. At the bottom of the main content area are three buttons: 'Add Recipient', 'New Search', and 'Back'. The footer contains copyright information: '© Copyright 2008 • State of Oklahoma' and links for 'Help Desk', 'Policies', 'About Oklahoma's Web Portal', and 'Feedback'.

If your recipient is shown, select that recipient and then select the Add Gift button.

If your recipient is not shown, you can now add a new recipient, by selecting the Add Recipient button.

## Add Recipient

**Step 1:** Select the Add Recipient button.

**Step 2:** At the following page, enter the recipient's First Name, Last Name, Position and select whether they are an elected official. (These fields are required.)

The screenshot shows the 'Add Recipient' page of the Oklahoma Ethics Commission's Lobbyist Reporting & Disclosure System. The page header includes the Oklahoma logo and 'OKLAHOMA www.ok.gov' on the left, and 'Oklahoma Ethics Commission' on the right. Below the header is a navigation bar with 'Lobbyist Reporting & Disclosure System' and a breadcrumb trail: 'OEC Lobbyist Reporting Home / Account List / Control Panel / Recipients'. A left sidebar contains a menu with items like 'Lobbyist's Reporting Home', 'Public Disclosure', 'Lobbyist's Reporting System Manual', 'Helpful Hints', 'Contact Us', 'Oklahoma Ethics Commission', 'State of Oklahoma Web Site', 'Account List', 'Control Panel', and 'Logout'. The main content area contains a form with the following fields: 'First Name \*', 'Middle Name', 'Last Name \*', and 'Position \* (Do Not Abbreviate)'. Below these fields is a question 'Is this an elected official? \*' with radio buttons for 'Yes' and 'No'. At the bottom of the form are two buttons: 'Save Recipient' and 'Back'. The footer contains copyright information: '© Copyright 2008 • State of Oklahoma' and links for 'Help Desk | Policies | About Oklahoma's Web Portal | Feedback'.

**Step 3:** Select the Save Recipient button.

**Step 4:** You will be prompted to confirm that you have searched for your recipient, so you do not enter a duplicate. If you have already searched and not found your recipient, select the Add Recipient button.

The screenshot shows a search confirmation page in the Oklahoma Ethics Commission's Lobbyist Reporting & Disclosure System. The header and navigation bar are identical to the previous screenshot. The left sidebar is also present. The main content area displays the message: 'Before adding a new Recipient, please search to see if the Recipient you want to use already exists.' Below this message are four buttons: 'Add Gift', 'Add Recipient', 'New Search', and 'Back'.

**Step 5:** You can now select your recipient's name and select the Add Gift button to begin adding their gift.

Once all of the gifts for that reporting period have been entered, you can submit your Form L-2 from your Form L-2 Lobbyist Gift Report.

**Lobbyist Reporting & Disclosure System** Oklahoma Ethics Commission

OEC Lobbyist Reporting Home / Account List / Control Panel / Form L2

**Form L-2**

Lobbyist / Non-Lobbyist name: Sherri Test

These transactions occurred between January 1, 2006 and June 30, 2006

Recipient Name and Position	Date Given	Nature of thing of value given	Amount & Aggregate	Name of Lobbyist Principal or Non-Lobbyist on whose behalf it was given
<input type="radio"/> test test test	01/20/06	test	\$ 0.01 \$ 0.01	Test
Form L2 Total			\$ 0.01	

**Recipient Controls**

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 Help Desk | Policies | About Oklahoma's Web Portal | Feedback

If you are not ready to submit, select Close without Submitting. You can return to this report later.

**Step 1:** Select the Submit L-2 button

You will receive a confirmation that your L-2 has been validated and updated in the database.

**Lobbyist Reporting & Disclosure System** Oklahoma Ethics Commission

OEC Lobbyist Reporting Home / Account List / Control Panel / Form L2

**Congratulations**

Your form L2 has been validated and updated in our database.

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**Step 1:** From the Lobbyist Control Panel, Select the link Termination of Lobbyist Principals.

**Lobbyist Reporting & Disclosure System** Oklahoma Ethics Commission

OEC Lobbyist Reporting Home / Account List / Control Panel

**Control Panel**

Welcome back, Sherri Test.

Use the links below to manage your account. Remember that all renewals are due by midnight on December 31st of each year. The lobbyist renewal fee of \$100 is due upon submission.

<b>L-1</b> <a href="#">Renew Your Annual Registration for 2007</a>	<b>L-2</b> <a href="#">Lobbyist Gift Reports</a>	<b>L-3</b> <a href="#">Termination of Lobbyist Principals</a>
<b>L-1</b> <a href="#">Archived Reports in the Online System</a>	<b>L-2</b> <a href="#">Archived Reports in the Online System</a>	<b>Printable</b> <a href="#">Printable Lobbyist Card</a>

[Back](#)

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You will see the following screen:

**Lobbyist Reporting & Disclosure System** Oklahoma Ethics Commission

OEC Lobbyist Reporting Home / Account List / Control Panel / Form L3

Sherri Test, hereby terminates his or her registration as a lobbyist for the following persons by whom he or she is reimbursed, retained, or employed to lobby, or on whose behalf he or she lobbies:

	Principal Name	Address	City	State	Zip
<input type="checkbox"/>	Test	test	test	OK	12121

I understand that a Lobbyist or Other Persons Gift Report [Form L-2] is required for any semi-annual period or portion thereof in which I am a registered lobbyist. I also understand that once I have terminated my registration, I must file a new Lobbyist Registration Form within five days of lobbying for the above person(s) or other person(s) in the future. All registrations are terminated, unless a renewal registration fee is paid in advance, on the last day of December of each year.

Date: Apr 16, 2008      Signature: Sherri Test

[Continue](#)   [Back](#)

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**Step 2:** Select the principal you wish to terminate with the checkbox at the left beside their name, then select the Continue button.

You will then receive a confirmation screen asking you to confirm you wish to terminate your association with the lobbyist principal.

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Account List / Control Panel / Form L3

**Form L3 Confirmation**

Are you sure that you want to terminate your association with the following lobbyist principals listed?

Test

**This Cannot Be Undone!**

Once you submit this page, your registration for the lobbyist principals in this list will be terminated.

[Yes, Terminate Principals in List](#) [No, Go Back to Control Panel](#)

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**Step 3:** Select the Yes, Terminate Principals in List button.

You will then receive a message confirming that your L-3 has been submitted:

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Account List / Control Panel / Form L3

**Form L3 Submitted**

A Form L-3 has been submitted to the Ethics Commission.

[Go Back to Control Panel](#)

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Edit Archived L-1

Step 1: From the Lobbyist Control Panel, Select the link L-1 Archived Reports in the Online System.

Step 2: From the Form L-1 Archives, Select the archived link you wish to open.

**Step 3:** From the Form L-1 Archives, Select Amend if you wish to amend your information.

The screenshot shows the Oklahoma Ethics Commission website. The header includes the logo and 'Oklahoma Ethics Commission'. The navigation bar shows 'Lobbyist Reporting & Disclosure System'. The left sidebar contains links like 'Lobbyist's Reporting Home', 'Public Disclosure', 'Lobbyist's Reporting System Manual', 'Helpful Hints', 'Contact Us', 'Oklahoma Ethics Commission', 'State of Oklahoma Web Site', 'Account List', 'Control Panel', and 'Logout'. The main content area is titled 'Form L1' and contains sections for 'Personal Information' and 'Business Information'. The 'Personal Information' section shows 'Sherri Test' at '124 Testing Street, OKC, OK 77777'. The 'Business Information' section shows 'My Test Lobbyist' at the same address with email 'sherri.cook@www.ok.gov'. Below these is the 'Principal Information' section with a table listing a principal named 'Test' at 'test' street in 'test' city, 'OK' state, and '12121' zip. At the bottom right, there are buttons for 'Amend', 'Print', and 'Back'.

**Step 4:** From the Form L-1 Archives, Select Amend Form L-1 after you amend your information.

This screenshot shows the 'Form L1' page with input fields for personal and business information. The 'Personal Information' section includes fields for 'First Name \*', 'Middle Name', 'Last Name \*', 'Mailing Address \*', 'City \*', 'State \*', 'Zip Code \*', and 'Telephone \*'. The 'Business Information' section includes fields for 'Business Name \*', 'Business Address \*', 'City \*', 'State \*', 'Zip Code \*', 'Telephone \*', and 'Contact Email \*'. The 'Principal Information' section has a table with one principal: 'AAA Oklahoma' at '722 N. Broadway #401', 'Oklahoma City', 'OK', '73102'. There is an 'Add Another Principal' button below the table. At the bottom right, there is an 'Amend Form L-1' button.

**Step 5:** You will then see the screen notifying you that your L-1 has been updated.

The screenshot displays the Oklahoma Ethics Commission's Lobbyist Reporting & Disclosure System. At the top left is the Oklahoma logo with the text 'OKLAHOMA www.ok.gov'. At the top right is the text 'Oklahoma Ethics Commission'. Below the logo is the title 'Lobbyist Reporting & Disclosure System'. A breadcrumb trail reads 'OEC Lobbyist Reporting Home / Account List / Control Panel / Form L1'. The main content area features a 'Congratulations' heading followed by the message: 'Your form L1 has been validated and updated in our database.' Below this message is a red button labeled 'Back to Account List'. On the left side, there is a vertical navigation menu with the following items: 'Lobbyist's Reporting Home', 'Public Disclosure', 'Lobbyist's Reporting System Manual', 'Helpful Hints', 'Contact Us', 'Oklahoma Ethics Commission', 'State of Oklahoma Web Site', 'Account List', 'Control Panel', and 'Logout'. At the bottom of the page, a footer contains the text: '© Copyright 2008 • State of Oklahoma Help Desk | Policies | About Oklahoma's Web Portal | Feedback'.

## Edit Archived L-2

**Step 1:** From the Lobbyist Control Panel, Select the link L-2 Archived Reports in the Online System.

The screenshot shows the Oklahoma Ethics Commission website. The header includes the logo and the text "OKLAHOMA www.ok.gov" and "Oklahoma Ethics Commission". The main navigation bar reads "Lobbyist Reporting & Disclosure System". On the left is a sidebar menu with links: "Lobbyist's Reporting Home", "Public Disclosure", "Lobbyist's Reporting System Manual", "Helpful Hints", "Contact Us", "Oklahoma Ethics Commission", "State of Oklahoma Web Site", "Account List", "Control Panel", and "Logout". The main content area is titled "OEC Lobbyist Reporting Home / Account List / Control Panel" and "Control Panel". It contains a welcome message: "Welcome back, Sherri Test." and a notice: "Use the links below to manage your account. Remember that all renewals are due by midnight on December 31st of each year. The lobbyist renewal fee of \$100 is due upon submission." Below this are six buttons in a 2x3 grid. The top row buttons are: "L-1" (This Account Has Been Renewed), "L-2" (Use Archive List To Amend L-2 Forms), and "L-3" (Termination of Lobbyist Principals). The bottom row buttons are: "L-1" (Archived Reports in the Online System), "L-2" (Archived Reports in the Online System), and "Printable" (Printable Lobbyist Card). A "Back" button is at the bottom left. The footer contains "© Copyright 2008 • State of Oklahoma".

**Step 2:** From the Form L-2 Archives, Select the archived link you wish to open.

The screenshot shows the Oklahoma Ethics Commission website. The header includes the logo and the text "OKLAHOMA www.ok.gov" and "Oklahoma Ethics Commission". The main navigation bar reads "Lobbyist Reporting & Disclosure System". On the left is a sidebar menu with links: "Lobbyist's Reporting Home", "Public Disclosure", "Lobbyist's Reporting System Manual", "Helpful Hints", "Contact Us", "Oklahoma Ethics Commission", "State of Oklahoma Web Site", "Account List", "Control Panel", and "Logout". The main content area is titled "OEC Lobbyist Reporting Home / Account List / Control Panel / Archived L-2 Forms" and "Form L-2 Archives". It contains a list of links: "Most Recent Form L2 for 1/1 to 6/30 (Submitted 03/26/2008)", "Most Recent Form L2 for 7/1 to 12/31 (Submitted 06/19/2008)", "Amended Form L2 for 7/1 to 12/31 (Submitted 06/19/2008)", and "Original Form L2 for 7/1 to 12/31 (Submitted 04/04/2008)". A "Back to Control Panel" button is at the bottom left. The footer contains "© Copyright 2008 • State of Oklahoma" and "Help, Back, Policies, Lobbyist Oklahoma's Web Portal, Feedback".

**Step 3:** From the Form L-2 Archives, Select the Amend This L-2 button.

The screenshot shows the Oklahoma Ethics Commission website. The header includes the logo and 'OKLAHOMA www.ok.gov' on the left and 'Oklahoma Ethics Commission' on the right. Below the header is a navigation bar with 'Lobbyist Reporting & Disclosure System'. A sidebar on the left contains links: 'Lobbyist's Reporting Home', 'Public Disclosure', 'Lobbyist's Reporting System Manual', 'Helpful Hints', 'Contact Us', 'Oklahoma Ethics Commission', 'State of Oklahoma Web Site', 'Account List', 'Control Panel', and 'Logout'. The main content area shows the breadcrumb 'OEC Lobbyist Reporting Home / Account List / Control Panel / Archived L-2 Forms / Archived L-2'. The title is 'Form L-2' and the lobbyist name is 'Sherri Test'. Below this, it states 'These transactions occurred between July 1, 2007 and December 31, 2007'. A table lists transactions:

Recipient Name and Position	Date Given	Nature of thing of value given	Amount & Aggregate	Name of Lobbyist Principal or Non-Lobbyist on whose behalf it was given
Dennis Adkins Representative	07/17/07	Dinner	\$ 25.00	Test
Form L2 Total			\$ 25.00	

At the bottom right of the table area, there are three buttons: 'Amend This L-2', 'Back', and 'Print'. The footer contains '© Copyright 2008 • State of Oklahoma'.

**Step 4:** After amending the L-2, select the Save Amended L-2 button.

This screenshot shows the same system after the L-2 form has been amended. The layout is identical to the previous screenshot, but the main content area now displays 'Amending Form L-2' and 'These transactions occurred between July 1, 2007 and December 31, 2007'. The table below has a radio button next to the first transaction:

Recipient Name and Position	Date Given	Nature of thing of value given	Amount & Aggregate	Name of Lobbyist Principal or Non-Lobbyist on whose behalf it was given
<input type="radio"/> Dennis Adkins Representative	07/17/07	Dinner	\$ 25.00	Test
Form L2 Total			\$ 25.00	

Below the table, there are three buttons: 'Edit Transaction', 'Delete Transaction', and 'Add Gift'. Under the heading 'Recipient Controls', there are two buttons: 'Search for Recipient' and 'See All Recipients'. At the bottom right, there are two buttons: 'Back' and 'Save Amended L-2'. The footer contains '© Copyright 2008 • State of Oklahoma' and a link to 'Help Desk | Policies | About Oklahoma's Web Portal | Feedback'.

Print Lobbyist Card

Step 1: From the Lobbyist Control Panel, Select the link Printable Lobbyist Card.

Step 2: Select the print option to print you Lobbyist Card.

Search by Non-Lobbyist Principal

Step 1: On the OEC Lobbyist Reporting Home Page, select the Continue button.

Step 2: On the Public Disclosure Control Panel, select Search Transactions for Recipients & Principals.

**Step 3:** On the Public Disclosure Control Page, select By Non-Lobbyist Principal, add a Search Term, Select Year, and select the Search button.

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OEC Lobbyist Reporting Home / Public Disclosure

**Public Disclosure**

Select a field to search \*

By Non-Lobbyist Principal

By Lobbyist Principal

By Recipient Name/Position

By Lobbyist Name

Search Term \*

Select Year 2008

Would you like to filter results to forms filed within the last 24 hours?

Yes  No

Search Back

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**Step 4:** On the Public Disclosure Page, select the appropriate Ethics Number and select See Non-Lobbyist Transactions.

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**Public Disclosure**

Select a field to search \*

By Non-Lobbyist Principal

By Lobbyist Principal

By Recipient Name/Position

By Lobbyist Name

Search Term \*

Oklahoma

Select Year 2007

Would you like to filter results to forms filed within the last 24 hours?

Yes  No

Search Back

**Results**

	Ethics Number	Name	Aggregate Total
<input checked="" type="radio"/>	P070418	Oklahoma State University	\$ 23040.00

See Non-Lobbyist Transactions

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**Step 5:** Select the New Search button to begin a new search. Select the Back to Results button to return to the previous screen.

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OECLobbyist Reporting Home / Public Disclosure / Search Results

**Public Disclosure**

Transaction results for principal: Oklahoma State University

Date	Recipient	Amount
08/27/2007	Al Lindley	\$ 288.00
08/27/2007	Ben Sherrer	\$ 288.00
08/27/2007	Bill Brown	\$ 288.00
08/27/2007	Brian Crain	\$ 288.00
08/27/2007	Brian Renegar	\$ 288.00
08/27/2007	Charles Wyrick	\$ 288.00
08/27/2007	Charlie Laster	\$ 288.00
08/27/2007	Chris Benge	\$ 288.00
08/27/2007	Chuck Hoskin	\$ 288.00
08/27/2007	Cliff Aldridge	\$ 288.00
08/27/2007	Constance Johnson	\$ 288.00
08/27/2007	Dale DeMitt	\$ 288.00
08/27/2007	Dale Turner	\$ 288.00
08/27/2007	Danny Morgan	\$ 288.00
08/27/2007	David Braddock	\$ 288.00
08/27/2007	David Myers	\$ 288.00
08/27/2007	Dennis Adkins	\$ 288.00
08/27/2007	Don Armes	\$ 288.00
08/27/2007	Don Barrington	\$ 288.00
08/27/2007	Douag Cox	\$ 288.00
08/27/2007	Earl Garrison	\$ 288.00
08/27/2007	Earl Sears	\$ 288.00
08/27/2007	Fred Jordan	\$ 288.00
08/27/2007	George Faught	\$ 288.00
08/27/2007	Greg Piatt	\$ 288.00
08/27/2007	Gus Blackwell	\$ 288.00
08/27/2007	Harry Coates	\$ 288.00
08/27/2007	Jabar Shumate	\$ 288.00
08/27/2007	Jeff Hickman	\$ 288.00
08/27/2007	Mike Brown	\$ 288.00
08/27/2007	Mike Jackson	\$ 288.00
08/27/2007	Mike Mazzei	\$ 288.00
08/27/2007	Mike Reynolds	\$ 288.00
08/27/2007	Mike Schulz	\$ 288.00
08/27/2007	Mike Shelton	\$ 288.00
08/27/2007	Mike Thompson	\$ 288.00
08/27/2007	Nancy Riley	\$ 288.00
08/27/2007	Neil Brannon	\$ 288.00
08/27/2007	Paul Roan	\$ 288.00
08/27/2007	Paul Wesselhoff	\$ 288.00
08/27/2007	Phil Richardson	\$ 288.00
08/27/2007	Purcy Walker	\$ 288.00
08/27/2007	R. C. Pruett	\$ 288.00
08/27/2007	Randy Bass	\$ 288.00
08/27/2007	Randy Terrill	\$ 288.00
08/27/2007	Ray McCarter	\$ 288.00
08/27/2007	Rex Duncan	\$ 288.00
08/27/2007	Richard Morrisette	\$ 288.00
08/27/2007	Roger Ballenger	\$ 288.00
08/27/2007	Ron Peterson	\$ 288.00
08/27/2007	Ryan Kiesel	\$ 288.00
08/27/2007	Ryan McMullen	\$ 288.00
08/27/2007	Sally Kern	\$ 288.00
08/27/2007	Sean Burrage	\$ 288.00
08/27/2007	Shane Jeff	\$ 288.00
08/27/2007	Steve Martin	\$ 288.00
08/27/2007	Sue Tibbs	\$ 288.00
08/27/2007	Susan Paddock	\$ 288.00
08/27/2007	Tad Jones	\$ 288.00
08/27/2007	Terry Harrison	\$ 288.00
08/27/2007	Todd Lamb	\$ 288.00
08/27/2007	Todd Thomsen	\$ 288.00
08/27/2007	Tom Ivester	\$ 288.00
08/27/2007	Trebor Worthen	\$ 288.00
08/27/2007	Wes Hilliard	\$ 288.00
Aggregate Total		\$ 23040.00

[New Search](#) [Back to Search Results](#)

## Search by Lobbyist Principal

**Step 1:** On the OEC Lobbyist Reporting Home Page select the Continue button.

**Lobbyist Reporting & Disclosure System**

**Oklahoma Ethics Commission**

**OEC Lobbyist Reporting Home**

**Welcome to the Oklahoma Ethics Commission's Lobbyists Public Disclosure System**

You will be able to search and retrieve reports and data filed by registered and non-lobbyists in the State of Oklahoma.

This system is designed to provide accurate and timely information to the public.

You can search for data by the following means:

- Transactions of recipients and principals
- Oklahoma Registered Principal List
- Oklahoma Registered Lobbyists
- Lobbyist Expenditures 1/1/07 to 6/30/07
- Lobbyist Expenditures 7/1/06 to 12/31/06
- Lobbyist Expenditures 1/1/06 to 6/30/06

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**Step 2:** On the Public Disclosure Control Panel, select Search Transactions for Recipients & Principals.

**Lobbyist Reporting & Disclosure System**

**Oklahoma Ethics Commission**

**OEC Lobbyist Reporting Home**

**Public Disclosure Control Panel**

<b>TRANSACTIONS</b> <a href="#">Search Transactions for Recipients &amp; Principals</a>	<b>'08 PRINCIPALS</b> <a href="#">Oklahoma Registered Principal List *</a>	<b>'08 LOBBYISTS</b> <a href="#">Oklahoma Registered Lobbyists List *</a>
<b>'06 GIFTS</b> 1/1/06 to 6/30/06 or 7/1/06 to 12/31/06 <a href="#">Annual Totals</a>	<b>'06 PRINCIPALS</b> <a href="#">Oklahoma Registered Principal List *</a>	<b>'06 LOBBYISTS</b> <a href="#">Oklahoma Registered Lobbyists List *</a>
<b>'07 GIFTS</b> 1/1/07 to 6/30/07 or 7/1/07 to 12/31/07 <a href="#">Annual Totals</a>	<b>'07 PRINCIPALS</b> <a href="#">Oklahoma Registered Principal List *</a>	<b>'07 LOBBYISTS</b> <a href="#">Oklahoma Registered Lobbyists List *</a>

\* - Reports are printed best in landscape layout

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**Step 3:** On the Public Disclosure Control Page, select By Lobbyist Principal, add a Search Term, Select Year, and select the Search button.

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**Public Disclosure**

Select a field to search \*

By Non-Lobbyist Principal

By Lobbyist Principal

By Recipient Name/Position

By Lobbyist Name

Search Term \*

Select Year 2008

Would you like to filter results to forms filed within the last 24 hours?

Yes  No

Search Back

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**Step 4:** On the Public Disclosure Page, select the appropriate Name and select See Lobbyist Transactions.

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**Public Disclosure**

Select a field to search \*

By Non-Lobbyist Principal

By Lobbyist Principal

By Recipient Name/Position

By Lobbyist Name

Search Term \*

Police

Select Year 2007

Would you like to filter results to forms filed within the last 24 hours?

Yes  No

Search Back

**Results**

	Name	Aggregate Total
<input type="radio"/>	Oklahoma County Deputy Sheriff's Office Fraternal Order of Police Lodge 155	\$ 0.00
<input checked="" type="radio"/>	Oklahoma Fraternal Order of Police	\$ 178.75

See Lobbyist Transactions

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**Step 5:** Select the New Search button to begin a new search. Select the Back to Results button to return to the previous screen.

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**Public Disclosure**

Transaction results for principal: Oklahoma Fraternal Order of Police

Date	Recipient	Lobbyist	Amount
03/12/2007	Roger Ballenger	Robert Ernest Stem	\$ 10.00
04/11/2007	Ben Sherrer	Robert Ernest Stem	\$ 7.25
04/11/2007	Bill Nations	Robert Ernest Stem	\$ 7.25
04/11/2007	Danny Morgan	Robert Ernest Stem	\$ 7.25
04/11/2007	David Braddock	Robert Ernest Stem	\$ 7.25
04/11/2007	Eric Proctor	Robert Ernest Stem	\$ 7.25
04/11/2007	Erin Groce	Robert Ernest Stem	\$ 7.25
04/11/2007	Jeannie McDaniel	Robert Ernest Stem	\$ 7.25
04/11/2007	Jerry McPeak	Robert Ernest Stem	\$ 7.25
04/11/2007	John Auffet	Robert Ernest Stem	\$ 7.25
04/11/2007	Lucky Lamons	Robert Ernest Stem	\$ 7.25
04/11/2007	Purcy Walker	Robert Ernest Stem	\$ 7.25
04/11/2007	Scott Bighorse	Robert Ernest Stem	\$ 7.25
04/11/2007	Scott Inman	Robert Ernest Stem	\$ 7.25
04/11/2007	Terry Harrison	Robert Ernest Stem	\$ 7.25
04/11/2007	Vinay Patel	Robert Ernest Stem	\$ 7.25
04/12/2007	Bill Brown	Robert Ernest Stem	\$ 10.00
04/12/2007	Clark Jolley	Robert Ernest Stem	\$ 10.00
04/12/2007	Don Barrington	Robert Ernest Stem	\$ 10.00
04/12/2007	Matt Denning	Robert Ernest Stem	\$ 10.00
04/12/2007	Pat Padgett	Robert Ernest Stem	\$ 10.00
04/12/2007	Sandra Jay	Robert Ernest Stem	\$ 10.00
Aggregate Total			\$ 178.75

[New Search](#)

[Back to Search Results](#)

## Search by Recipient Name/Position

**Step 1:** On the OEC Lobbyist Reporting Home Page select the Continue button.

**Lobbyist Reporting & Disclosure System**

**Oklahoma Ethics Commission**

**OEC Lobbyist Reporting Home**

**Welcome to the Oklahoma Ethics Commission's Lobbyists Public Disclosure System**

You will be able to search and retrieve reports and data filed by registered and non-lobbyists in the State of Oklahoma.

This system is designed to provide accurate and timely information to the public.

You can search for data by the following means:

- Transactions of recipients and principals
- Oklahoma Registered Principal List
- Oklahoma Registered Lobbyists
- Lobbyist Expenditures 1/1/07 to 6/30/07
- Lobbyist Expenditures 7/1/06 to 12/31/06
- Lobbyist Expenditures 1/1/06 to 6/30/06

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**Step 2:** On the Public Disclosure Control Panel, select Search Transactions for Recipients & Principals.

**Lobbyist Reporting & Disclosure System**

**Oklahoma Ethics Commission**

**OEC Lobbyist Reporting Home**

**Public Disclosure Control Panel**

<b>TRANSACTIONS</b> <a href="#">Search Transactions for Recipients &amp; Principals</a>	<b>'08 PRINCIPALS</b> <a href="#">Oklahoma Registered Principal List *</a>	<b>'08 LOBBYISTS</b> <a href="#">Oklahoma Registered Lobbyists List *</a>
--	---	--

**Archives**

<b>'06 GIFTS</b> <a href="#">1/1/06 to 6/30/06 or 7/1/06 to 12/31/06 Annual Totals</a>	<b>'06 PRINCIPALS</b> <a href="#">Oklahoma Registered Principal List *</a>	<b>'06 LOBBYISTS</b> <a href="#">Oklahoma Registered Lobbyists List *</a>
<b>'07 GIFTS</b> <a href="#">1/1/07 to 6/30/07 or 7/1/07 to 12/31/07 Annual Totals</a>	<b>'07 PRINCIPALS</b> <a href="#">Oklahoma Registered Principal List *</a>	<b>'07 LOBBYISTS</b> <a href="#">Oklahoma Registered Lobbyists List *</a>

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**Step 3:** On the Public Disclosure Control Page, select By Recipient Name/Position, add a Search Term, Select Year, and select the Search button.

The screenshot shows the Oklahoma Ethics Commission website interface. The top navigation bar includes the Oklahoma logo and the text "Oklahoma Ethics Commission". Below this is a red banner with "Lobbyist Reporting & Disclosure System". The main content area is titled "Public Disclosure" and contains search filters. The search term is "Adkins" and the year is "2007". The search results table shows one entry for "Dennis Adkins" with a position of "Representative" and an aggregate total of "\$ 4992.33". A "See Gifts" button is located below the results table.

**Public Disclosure**

Select a field to search \*

By Non-Lobbyist Principal

By Lobbyist Principal

By Recipient Name/Position

By Lobbyist Name

Search Term \*  
Adkins

Select Year | 2007

Would you like to filter results to forms filed within the last 24 hours?  
 Yes  No

**Results**

Name	Position	Aggregate Total
<input type="radio"/> Dennis Adkins *	Representative	\$ 4992.33

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**Step 4:** On the Public Disclosure Control Page, select the name and then select See Gifts.

The screenshot shows the "Gift results for recipient: Representative Dennis Adkins" page. It displays a table of gifts received by the representative, including the date, principal, lobbyist, nature of gift, and amount.

**Gift results for recipient: Representative Dennis Adkins**

Date	Principal	Lobbyist	Nature of Gift	Amount
01/03/2007	Tarrant Regional Water District	Hopper Thomas Smith	Meal	\$ 12.00
01/05/2007	Cox Communications	Timothy Neal Tippit	Dinner	\$ 16.17
01/09/2007	American Academy of Ophthalmology	Brett Robinson	Meal/Dinner	\$ 50.78
01/10/2007	AT&T Inc. & its subsidiaries	Michael G. Cooper	2 Meals	\$ 81.94
01/16/2007	Oklahoma Veterinary Medical Association	Spencer W. Guinn	Food	\$ 4.75
01/16/2007	Oklahoma Veterinary Medical Association	Spencer W. Guinn	Food	\$ 6.50
01/16/2007	Oklahoma Veterinary Medical Association	Spencer W. Guinn	Food	\$ 10.50
01/19/2007	Oklahoma Veterinary Medical Association	Spencer W. Guinn	Food	\$ 16.50
01/22/2007	American Academy of Ophthalmology	Brett Robinson	Meal	\$ 25.02
01/23/2007	Oklahoma Malt Beverage Association	Brett Robinson	Meal/Dinner	\$ 123.44
01/24/2007	Oklahoma Heart Hospital, LLC	Brett Robinson	Meal/Lunch	\$ 12.61
01/25/2007	AT&T Inc. & its subsidiaries	Donald E. Cain	Meal	\$ 59.00
01/25/2007	Association of Oklahoma General Contractors	Brett Robinson	Meal/Lunch	\$ 27.60
01/25/2007	Oklahoma Malt Beverage Association	Brett Robinson	Meal/Dinner	\$ 29.63
01/26/2007	Cox Communications	Timothy Neal Tippit	Dinner	\$ 16.05
01/26/2007	Oklahoma Malt Beverage Association	Brett Robinson	Meal/Dinner	\$ 16.50
02/02/2007	Oklahoma Malt Beverage Association	Brett Robinson	Meal/Lunch	\$ 13.62
02/04/2007	Association of Oklahoma General Contractors	Brett Robinson	Meal/Dinner	\$ 53.48

04/24/2007	Oklahoma Association of Youth Services, Inc.	Lisette M. Barnes	Meal	\$ 5.00
04/30/2007	Chesapeake Energy Corporation	Sarah Katherine Gainer	Entertainment	\$ 31.00
04/30/2007	Chesapeake Energy Corporation	Sarah Katherine Gainer	Gift	\$ 82.00
05/01/2007	Cox Communications	Timothy Neal Tippit	Gift Basket	\$ 32.00
05/02/2007	Marathon Oil Company	Scott Adkins	Meal & Beverage	\$ 19.00
05/02/2007	Smaligo Group LLC, The	Lesla Kaye Jolly Borin-Smaligo	Food & Drink	\$ 8.15
05/07/2007	3M Traffic Safety Systems Division	Spencer W. Guinn	Food	\$ 15.70
05/08/2007	Oklahoma Association of Realtors	Richard Phillips	Refreshments	\$ 16.67
05/08/2007	Tarrant Regional Water District	Hopper Thomas Smith	Meal	\$ 49.57
05/09/2007	Oklahoma Trial Lawyers Association	Stephen Charles Lewis	Dinner	\$ 104.92
05/17/2007	Devon Energy Corporation	Derek Michael Albro	Lunch	\$ 6.11
05/23/2007	Farmers Insurance Group	Kimberly D. Decker	Dinner	\$ 102.47
06/15/2007	Chesapeake Energy Corporation	Sarah Katherine Gainer	Meal	\$ 20.00
06/29/2007	Devon Energy Corporation	Derek Michael Albro	Dinner	\$ 44.75
06/30/2007	ConocoPhillips	H J Hugh Reed	Meals within period	\$ 83.86
07/17/2007	Test	Sherri Test	Dinner	\$ 25.00
08/08/2007	Capital City Associates, Inc.	Brett Robinson	Dinner	\$ 156.71
08/09/2007	AT&T Inc. & its subsidiaries	Michael G. Cooper	Meal	\$ 42.33
08/09/2007	Anadarko Petroleum Corporation	Larry D Rice	Golf, Foo & Beverage	\$ 142.85
08/10/2007	AT&T Inc. & its subsidiaries	Michael G. Cooper	Ticket to PGA Championship	\$ 45.00
08/12/2007	SemGroup, LP	Somerlyn Cothran	Golf Ticket	\$ 150.00
08/14/2007	Capital City Associates, Inc.	Brett Robinson	Breakfast	\$ 9.16
08/14/2007	Capital City Associates, Inc.	Brett Robinson	Lunch	\$ 13.44
08/15/2007	Capital City Associates, Inc.	Brett Robinson	Dinner	\$ 20.48
08/27/2007		Oklahoma State University	Season football ticket	\$ 288.00
08/29/2007	Capital City Associates, Inc.	Brett Robinson	Breakfast	\$ 7.23
09/04/2007	Oklahoma Education Association	Patricia J. Smith	Meal	\$ 6.00
09/05/2007	Capital City Associates, Inc.	Brett Robinson	Dinner	\$ 9.16
09/10/2007	Capital City Associates, Inc.	Brett Robinson	Breakfast	\$ 9.16
09/10/2007	Wind Coalition, The	Larry D Rice	Food & Beverage w/ Spouse	\$ 51.23
09/13/2007	Capital City Associates, Inc.	Brett Robinson	Breakfast	\$ 9.00
09/14/2007	Capital City Associates, Inc.	Brett Robinson	Lunch	\$ 13.45
10/31/2007	Chesapeake Energy Corporation	Sarah Katherine Gainer	Meal	\$ 9.00
11/08/2007	Chesapeake Energy Corporation	Sarah Katherine Gainer	Meal	\$ 40.00
11/12/2007	Sunoco, Inc.	Robert C. Keaton	Dinner	\$ 113.00
11/19/2007	Chesapeake Energy Corporation	Sarah Katherine Gainer	Documentary	\$ 9.58
11/27/2007	WGRG Inc	Don Williams	Food and beverage	\$ 88.87
11/28/2007	Oklahoma Veterinary Medical Association	Spencer W. Guinn	Food	\$ 64.75
12/13/2007	Enbridge Energy Company, Inc.	Larry D Rice	Food & Beverage w/ Spouse	\$ 91.00
12/18/2007	Oklahoma Association of Optometric Physicians	Spencer W. Guinn	Food	\$ 43.98
Aggregate Total				\$ 4992.33

[New Search](#) [Back to Search Results](#)

**Step 5:** Select the New Search button to begin a new search. Select the Back to Results button to return to the previous screen.

## Search by Lobbyist Name

**Step 1:** On the OEC Lobbyist Reporting Home Page select the Continue button.

**Lobbyist Reporting & Disclosure System**

Oklahoma Ethics Commission

**OEC Lobbyist Reporting Home**

**Welcome to the Oklahoma Ethics Commission's Lobbyists Public Disclosure System**

You will be able to search and retrieve reports and data filed by registered and non-lobbyists in the State of Oklahoma.

This system is designed to provide accurate and timely information to the public.

You can search for data by the following means:

- Transactions of recipients and principals
- Oklahoma Registered Principal List
- Oklahoma Registered Lobbyists
- Lobbyist Expenditures 1/1/07 to 6/30/07
- Lobbyist Expenditures 7/1/06 to 12/31/06
- Lobbyist Expenditures 1/1/06 to 6/30/06

[Continue](#)

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**Step 2:** On the Public Disclosure Control Panel, select Search Transactions for Recipients & Principals.

**Lobbyist Reporting & Disclosure System**

Oklahoma Ethics Commission

**OEC Lobbyist Reporting Home**

**Public Disclosure Control Panel**

<b>TRANSACTIONS</b> <a href="#">Search Transactions for Recipients &amp; Principals</a>	<b>'08 PRINCIPALS</b> <a href="#">Oklahoma Registered Principal List *</a>	<b>'08 LOBBYISTS</b> <a href="#">Oklahoma Registered Lobbyists List *</a>
--	---	--

**Archives**

<b>'06 GIFTS</b> <a href="#">1/1/06 to 6/30/06 or 7/1/06 to 12/31/06 Annual Totals</a>	<b>'06 PRINCIPALS</b> <a href="#">Oklahoma Registered Principal List *</a>	<b>'06 LOBBYISTS</b> <a href="#">Oklahoma Registered Lobbyists List *</a>
<b>'07 GIFTS</b> <a href="#">1/1/07 to 6/30/07 or 7/1/07 to 12/31/07 Annual Totals</a>	<b>'07 PRINCIPALS</b> <a href="#">Oklahoma Registered Principal List *</a>	<b>'07 LOBBYISTS</b> <a href="#">Oklahoma Registered Lobbyists List *</a>

\* - Reports are printed best in landscape layout

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**Step 3:** On the Public Disclosure Page, select By Lobbyist Name, add a Search Term, Select Year, and select the Search button.

OKLAHOMA  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Public Disclosure

**Public Disclosure**

Select a field to search \*

- By Non-Lobbyist Principal
- By Lobbyist Principal
- By Recipient Name/Position
- By Lobbyist Name

Search Term \*  
Albro

Select Year | 2007 |

Would you like to filter results to forms filed within the last 24 hours?  
 Yes  No

Search Back

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**Step 4:** On the Public Disclosure Page, select the name and then select See Form L-1 to view the L-1.

OKLAHOMA  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Public Disclosure

**Public Disclosure**

Select a field to search \*

- By Non-Lobbyist Principal
- By Lobbyist Principal
- By Recipient Name/Position
- By Lobbyist Name

Search Term \*  
Albro

Select Year | 2007 |

Would you like to filter results to forms filed within the last 24 hours?  
 Yes  No

Search Back

**Results**

Ethics Number	Name
<input checked="" type="radio"/> L070046	Derek Michael Albro

See Form L1 See Form L2 See Form L3

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**Step 5:** On the Public Disclosure Page, select the New Search to initiate a new search or Back to Search Results to view the previous page.

Lobbyist Reporting & Disclosure System

- Lobbyist Reporting Home
- Public Disclosure
- Lobbyist's Reporting System Manual
- Helpful Hints
- Contact Us
- Oklahoma Ethics Commission
- State of Oklahoma Web Site

OEC Lobbyist Reporting Home / Public Disclosure / Search Results

Public Disclosure

Form L1 results:

Personal Information	Business Information
Robert P. Adams 9411 Lee Hwy Circle Towers Pl, Ste B Fairfax, VA 22031 703.934.1212	Alliance for Marriage Foundation 9411 Lee Highway Ste B Fairfax, VA 22031 703.934.1212 <a href="mailto:none@none.com">none@none.com</a>

Principal Name	Address	City	State	Zipcode
Alliance for Marriage Foundation	9411 Lee Highway Ste B	Fairfax	VA	22031

Form Submitted: 01/10/08

[New Search](#) [Back to Search Results](#)

**Step 6:** On the Public Disclosure Page, select the name and then select See Form L-2 to view the L-2.

Lobbyist Reporting & Disclosure System

- Lobbyist's Reporting Home
- Public Disclosure
- Lobbyist's Reporting System Manual
- Helpful Hints
- Contact Us
- Oklahoma Ethics Commission
- State of Oklahoma Web Site
- Account List
- Control Panel
- Logout

OEC Lobbyist Reporting Home / Public Disclosure

Public Disclosure

Select a field to search \*

- By Non-Lobbyist Principal
- By Lobbyist Principal
- By Recipient Name/Position
- By Lobbyist Name

Search Term \*

Select Year

Would you like to filter results to forms filed within the last 24 hours?

- Yes
- No

[Search](#) [Back](#)

Results

Ethics Number	Name
<input checked="" type="radio"/> L070046	Derek Michael Albro

[See Form L1](#) [See Form L2](#) [See Form L3](#)

**Step 7:** On the Public Disclosure Page, select the New Search to initiate a new search or Back to Search Results to view the previous page.

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Public Disclosure / Search Results

**Public Disclosure**

Form L2 results for Lobbyist: Robert P. Adams

Reporting Period: 01/01/07 to 06/30/07

Date	Recipient	Principal	Nature of Gift	Amount
No Transactions				
Form Aggregate Total				\$ 0.00

Form Submitted: 01/18/08

Reporting Period: 07/01/07 to 12/31/07

Date	Recipient	Principal	Nature of Gift	Amount
No Transactions				
Form Aggregate Total				\$ 0.00
Aggregate Total				\$ 0.00

Form Submitted: 01/18/08

[New Search](#) [Back to Search Results](#)

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**Step 8:** On the Public Disclosure Page, select the name and then select See Form L-3 to view the L-3.

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home / Public Disclosure

**Public Disclosure**

Select a field to search \*

- By Non-Lobbyist Principal
- By Lobbyist Principal
- By Recipient Name/Position
- By Lobbyist Name

Search Term \*

Select Year

Would you like to filter results to forms filed within the last 24 hours?  
 Yes  No

[Search](#) [Back](#)

**Results**

Ethics Number	Name
<input checked="" type="radio"/> L070046	Derek Michael Albro

[See Form L1](#) [See Form L2](#) [See Form L3](#)

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**Step 9:** On the Public Disclosure Page, select the New Search to initiate a new search or Back to Search Results to view the previous page.

The screenshot shows the Oklahoma Ethics Commission website. At the top left is the logo for OKLAHOMA with the URL www.ok.gov. At the top right is the text "Oklahoma Ethics Commission". Below this is a dark red header with the text "Lobbyist Reporting & Disclosure System". A navigation bar below the header contains "OEC Lobbyist Reporting Home / Public Disclosure / Search Results". On the left side, there is a vertical menu with links: "Lobbyist Reporting Home", "Public Disclosure", "Lobbyist's Reporting System Manual", "Helpful Hints", "Contact Us", "Oklahoma Ethics Commission", and "State of Oklahoma Web Site". The main content area is titled "Public Disclosure" and shows "Form L3 results:". Below this is a table with two columns: "Personal Information" and "Business Information". The table contains the following data:

Personal Information	Business Information
Robert P. Adams 9411 Lee Hwy Circle Towers Pl, Ste B Fairfax, VA 22031 703.934.1212	Alliance for Marriage Foundation 9411 Lee Highway Ste B Fairfax, VA 22031 703.934.1212 <a href="mailto:none@none.com">none@none.com</a>

Below the table is a search filter box with fields for "Principal Name", "Address", "City", "State", and "Zipcode". Below these fields, it says "No Principals Found". At the bottom of the search results area are two buttons: "New Search" and "Back to Search Results". At the very bottom of the page, there is a dark red footer with the text: "© Copyright 2008 • State of Oklahoma. Help Desk | Policies | About Oklahoma's Web Portal | Feedback".

# Download List of Registered Principals

**Step 1:** On the Public Disclosure Control Panel select Archives Oklahoma Registered Principal List '06 or '07 for the years 2006 or 2007.

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Lobbyist Reporting & Disclosure System

OEC Lobbyist Reporting Home

**Public Disclosure Control Panel**

TRANSACTIONS	'08 PRINCIPALS	'08 LOBBYISTS
<a href="#">Search Transactions for Recipients &amp; Principals</a>	<a href="#">Oklahoma Registered Principal List *</a>	<a href="#">Oklahoma Registered Lobbyists List *</a>

Archives

'06 GIFTS	'06 PRINCIPALS	'06 LOBBYISTS
<a href="#">1/1/06 to 6/30/06 or 7/1/06 to 12/31/06 Annual Totals</a>	<a href="#">Oklahoma Registered Principal List *</a>	<a href="#">Oklahoma Registered Lobbyists List *</a>

'07 GIFTS	'07 PRINCIPALS	'07 LOBBYISTS
<a href="#">1/1/07 to 6/30/07 or 7/1/07 to 12/31/07 Annual Totals</a>	<a href="#">Oklahoma Registered Principal List *</a>	<a href="#">Oklahoma Registered Lobbyists List *</a>

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# Download List of Registered Lobbyists

**Step 1:** On the Public Disclosure Control Panel select Archives Oklahoma Registered Lobbyists List '06 or '07 for the years 2006 or 2007.

The screenshot shows the Oklahoma Ethics Commission's Lobbyist Reporting & Disclosure System. At the top left is the Oklahoma logo with the URL www.ok.gov. At the top right is the text "Oklahoma Ethics Commission". Below this is a navigation bar with "Lobbyist Reporting & Disclosure System" and "OEC Lobbyist Reporting Home". A left sidebar contains links for "Lobbyist's Reporting Home", "Public Disclosure", "Lobbyist's Reporting System Manual", "Helpful Hints", "Contact Us", "Oklahoma Ethics Commission", "State of Oklahoma Web Site", "Account List", and "Logout". The main content area is titled "Public Disclosure Control Panel" and features three columns of links under "Archives":

- '08 LOBBYISTS:** Oklahoma Registered Lobbyists List \*
- '08 PRINCIPALS:** Oklahoma Registered Principal List \*
- TRANSACTIONS:** Search Transactions for Recipients & Principals
- '06 LOBBYISTS:** Oklahoma Registered Lobbyists List \*
- '06 PRINCIPALS:** Oklahoma Registered Principal List \*
- '06 GIFTS:** 1/1/06 to 6/30/06 or 7/1/06 to 12/31/06 Annual Totals
- '07 LOBBYISTS:** Oklahoma Registered Lobbyists List \*
- '07 PRINCIPALS:** Oklahoma Registered Principal List \*
- '07 GIFTS:** 1/1/07 to 6/30/07 or 7/1/07 to 12/31/07 Annual Totals

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## Download Archive of Gifts

**Step 1:** On the Public Disclosure Control Panel select Archives Gifts '06 or '07 for the years 2006 or 2007.

The screenshot shows the Oklahoma Ethics Commission's Lobbyist Reporting & Disclosure System. The header includes the Oklahoma logo and the text "OKLAHOMA www.ok.gov" and "Oklahoma Ethics Commission". The main navigation bar contains "Lobbyist Reporting & Disclosure System" and "OEC Lobbyist Reporting Home". A left sidebar lists various links: "Lobbyist's Reporting Home", "Public Disclosure", "Lobbyist's Reporting System Manual", "Helpful Hints", "Contact Us", "Oklahoma Ethics Commission", "State of Oklahoma Web Site", "Account List", and "Logout". The main content area is titled "Public Disclosure Control Panel" and features three columns of buttons for "TRANSACTIONS", "'08 PRINCIPALS", and "'08 LOBBYISTS". Below these is an "Archives" section with a grid of buttons for "'06 GIFTS", "'06 PRINCIPALS", and "'06 LOBBYISTS", and another row for "'07 GIFTS", "'07 PRINCIPALS", and "'07 LOBBYISTS". Each button contains a search link and a link to "Annual Totals". A footer note states: "\* - Reports are printed best in landscape layout". The bottom of the page has a copyright notice: "© Copyright, 2008 • State of Oklahoma. Help Desk | Policies | About Oklahoma's Web Portal | Feedback".

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please contact the state portal,

[www.OK.gov](http://www.OK.gov)

Phone: 405.524.3468 ext 121 or

Toll free: 800.955.3468

Fax: 405.524.3469

Email: [info@www.ok.gov](mailto:info@www.ok.gov)

For other questions, please contact:

Oklahoma Ethics Commission

2300 N. Lincoln Blvd Rm. B-5

Oklahoma City, OK 73105

Phone: 405.521.3451

Fax: 405.521.4905