

City of San José Weekly Reporting Form

The new [City of San José Weekly Reporting form](#) is available beginning March 5, 2018. In order to file weekly, you will need to register to create an account. Because the account will need to be approved, the PDF which can be submitted via email will continue to be available until March 12, so there will be no delay in filing. **Please note you only need to file if you have activity. If you have no activity, you will not need to file.**

Login

You are accessing the new site for City of San Jose's Weekly Lobbyist Reporting. Enter your email address and password to login.

Email Address

Password (forgot?)

Remember me

Need an account?

Select "Sign up as a Lobbyist"

Sign Up

If you are a registered lobbyist with the City of San Jose, sign up here to use our weekly reporting form. If you are not yet registered as a lobbyist, please visit [City of San Jose's City Clerk site](#) for more information.

Name *

Firm Name *

Email *

Password *

Password must be at least 8 characters long, have at least 1 number and 1 special character

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Enter your name, firm name, the email you will use to sign into the filing system, and a password that must be at least 8 characters long with 1 number AND 1 special character (such as #, @, %).

Submit.

This request will go to the administrators who will approve. Requests will only be approved during business hours. Allow at least a day for approval.

Thank you for submitting your request for a lobbyist account. Your approval is pending. See [San Jose municipal code Chapter 12.12](#) for your reporting requirements

Weekly Submissions Reports

New Lobbyist Weekly Form

Week Ending **!**

None

When you log in, select "New Weekly Lobbyist Form"

Weekly Submissions > Add Lobbyist Contact Logged in as Toni Taber - Log Out

Add Lobbyist Weekly Form

Please specify the Lobbyist firm, lobbyist and the clients contacted for the current week

Week Ending *	Lobbyist Name	Expenditure Quarter To Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Lobbyist Firm *	Lobbyist Phone	Compensation Quarter To Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Client *	Lobbyist Email *	
<input type="text"/>	<input type="text"/>	

Topic of Lobbyist action
Describe in detail the legislative or administrative actions the Lobbyist seeks to influence and the outcome sought

[Continue](#)

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Tab or click to move between fields. You will need to file a different weekly lobbyist form for each client and/or topic of lobbyist activity.

City of San Jose Lobbyist reporting

Edit Lobbyist Contact

Week Ending

02/23/2018

Lobbyist Firm

Toni Taber

Lobbyist

Toni Taber

Client

City of San Jose

Comp Quarter-To-Date

Topic of Lobbyist action

Test entry

Email

lobbyist@sanjoseca.gov

Phone

(408) 535-1260

Exp Quarter-To-Date

Add City Official Contact Detail

City Officials Contacted

Date of Contact	Lobbyist Representative	City Official
No Data		

Add Contribution Detail

Contribution Details

Date of Contribution	Beneficiary's Information	Name of City Official that made the request
No Data		

Add Expenditure Detail

Expenditure Details

Date of Expenditure	Beneficiary's Name, Office and/or campaign
No Data	

Add Consultant Payment Info

Consultant Payment Information

Date of Contribution	Payment Received from	Description of Services
No Data		

Add Activity Expense

Activity Expenses

Date of Activity	Name and Address of Payor	Name of City Official or City Official-Elect Benefiting including Benefits to Immediate Family	Description	Expenses
No Data				

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You will enter information for each item, and you may add as many lines as you need. Once you add the information, it will become immediately visible to the public. For example, if you enter the data on Friday, it will be available to the public on Friday, and you will not need to go in and file a report on Monday. You may edit the weekly entry throughout the week.

To enter contact detail, select "Add City Official Contact Detail"

To enter contributions, select "Add Contribution Detail."

To enter Expenditures, select "Add Expenditure Detail."

To enter Consultant payments, select "Add Consultant Payment Info."

To enter Activity expenses, select "Add Activity Expense."

Add CityOfficialContactDetail

City of San Jose Reporting > Add City Official Contact Detail

Date of Contact *

Lobbyist Representative *

City Official Contacted *

Type of Contact *

- Select...
- Email or Letter
- Scheduled Meeting
- Scheduled PhoneCall
- Unscheduled Meeting
- Unscheduled PhoneCall

Submit

Enter City Official Contacted detail. You can select from the drop down the type of contact.

After you submit it will take you back to the main form and you can add additional contacts if needed.

Add ContributionDetail ✕

Campaign Contributions, Independent Expenditures, Fundraising & Donations(SJMC 12.12.420.A-E;12.12.430.B)

Disclose all campaign and officeholder contributions (monetary and non-monetary) made, delivered, or acted as an intermediary for by the Lobbyist or any person acting on behalf of the Lobbyist during the preceding week to any elected City official or candidate for City office OR Disclose all campaign and officeholder contributions (monetary and non-monetary) made at the behest of any City Official during the preceding week to any other elected public official or candidate for public office.

Date of Contribution *

Amount or Description of in-kind Contribution

Beneficiary's Name, Office and/or Campaign *

If behested payment, name of City Official that made the request

Contributer's Name if other than Lobbyist

Submit

If you have items to report pursuant to San José Municipal Code 12.12.420.A-E; 12.12.430.B, you will enter that here.

After you submit it will take you back to the main form and you can add additional contributions if needed.

Add ConsultantPaymentInfo ✕

Payment for Consultant and Other Services (SJMC 12.12.420.F; 12.12.430.B)

Disclose any payment received in the preceding quarter to date for services to the city of San Jose, elected City Official, City Official-Elect, and/or their controlled committees or officeholder committees.

Date of Contribution *

Payment Received from *

Description of Service

Date(s) of Service *

Amount of Payment *

Submit

If you have items to report pursuant to San José Municipal Code 12.12.420.F; 12.12.430.B, you will enter that here.

After you submit it will take you back to the main form and you can add additional payments if needed.

Add ActivityExpense ✕

Activity Expenses (SJMC 12.12.420.H; 12.12.430.B)

Disclose all activity expenses in the preceding quarter to date that directly benefit a City Official, City Official-Elect, or member of his or her immediate family or domestic partner. Activity Expenses include payments, gifts as defined by Chapter 12.08, honoraria, consulting fees, salaries, and other forms of compensation.

Date of Activity Expense *

Name and Address of Payer(If other than Lobbyist) *

Name of City Official or City Official-Elect Benefiting including Benefits to Immediate Family

Description of Activity Expense

Amount or Value of Activity Expense

Submit

If you have items to report pursuant to San José Municipal Code 12.12.420.H; 12.12.430.B, you will enter that here.

After you submit it will take you back to the main form and you can add additional expenses if needed.

The form updates and is visible automatically with every entry. Please make sure you are done with your weekly entries by the filing deadline of Monday following the week of the activity. There is no final submission button. You may go in and edit entries.