



## Hillsborough County

### LIRA – Lobbyist Information & Registration Application

#### User's Guide

#### LIRA

#### Registration Portal

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## Who

Lobbyists, Visitors, Commissioners and “affected personnel”, which includes the County Administrator, County Attorney, County Auditor, Department Directors and certain other designated staff, will interact with the Meeting Logs.

## What

LIRA – Lobbyist Information & Registration Application is an account registration system enabling Lobbyists to create their own account and manage their Principal and Employer relationships. Hillsborough County staff will manage account activation, payments and maintenance.

## Where

This application is available from any computer or mobile phone with internet access.

## Why

Ordinance 16-1 defines requirements to maintain active standing with Hillsborough County, annual payment and a record of attended meetings via the Meeting Log Application. These actions serve public information request requirements as well as a method to manage the Lobbyists’ accounts.

## When

All Lobbyists (Individuals being compensated to attend meetings) must maintain an active account with Hillsborough County Board of County Commissioners. Annually, this registration must be renewed by verifying the Lobbyist’s information and by submittal of the yearly fee. Please view the Ordinance 16-1 for additional information.

## How

To create a LIRA Account, complete the following steps.

1. [Click Register New Account](#) in the Registration Portal (see diagrams below).
  - a. Complete profile details and click Register button (upper right corner) when done.
  - b. Check your email to validate your account. If you do not receive an email to verify, please check your email provider’s spam folder. Follow email directions, then
2. [Log into LIRA](#) – Lobbyist Information & Registration Application to create the actual account.
3. [Verify](#) that you read and agree to the terms in the Ordinance.
4. Enter [method of payment](#) for the annual fee (i.e.- Will Mail Payment within 5 Days) via [EDIT](#) button

then Step 5 fields will appear.

5. [Enter details for Employer and/or Principals \(clients\)](#) represented. You can create and list more than one Principal or Employer by clicking [Create New Principal](#) or [Create New Employer](#).
6. Once completed entering required information click [Apply Changes](#) to initiate activation process.

**NOTE:** At Least one Principal or Employer must be entered.

***DIAGRAMS:***

The screenshot shows the 'Hillsborough County Florida LIRA Lobbyist Information & Registration Application' page. It includes a login section with 'Username' and 'Password' fields, a 'Login' button, and a 'Request Help' link. Below the login section, there are four links: '> Click here to register an account.', '> Click here if you need to reset your account password.', '> Download Lobbying Ordinance', and '> Download User Guide'. A red arrow points from the first link to a blue box labeled 'Register New Account'.

**Register User Profile**

The screenshot shows the 'Register User Profile' form. It has a 'Profile Details' header with 'Cancel' and 'Register' buttons. The form contains several input fields: 'Email Address \*', 'Confirm Email Address \*', 'Password \*', 'Confirm Password \*', 'First Name', 'Last Name', 'Work Phone', and 'Agency'. A red arrow points from the 'Register' button to a blue box labeled 'Register New Account'. Another red arrow points from the asterisk on the 'Confirm Email Address' field to a blue box labeled '\* Required Fields'.

Please Validate your new Registration



apex-app to A. [redacted]

Thank you for registering an account profile with Hillsborough County. Please use this link to validate your registration: [http://apex-app.hillsboroughcounty.org/apex/?p=REG\\_LOB:VALIDATION::::VALIDATE:FF0AA3CC5AA0FE39D86FAA1C5AF5422C](http://apex-app.hillsboroughcounty.org/apex/?p=REG_LOB:VALIDATION::::VALIDATE:FF0AA3CC5AA0FE39D86FAA1C5AF5422C)

Email received – Click the link to validate.

## REGISTERED USERS PROFILE PORTAL

Thank you for validating your Profile Registration! You can now use your email address and password to log in.

**NOTE:** Your profile might still need staff approval for application access.

[LIRA - Lobbyist Information & Registration Application](#)

Success! Click to login and create account.

Hillsborough County Florida GOVERNMENT LIRA  
Lobbyist Information & Registration Application

Username Use the Email Address used to register your account.  
you@email.com

Password [masked] Login

> Click here to create or manage an account to access this system.

Enter your email address.  
Choose a password.

Cancel/Back Apply Changes

First \* Steve Last \* Rogers Login Name \* cptamerica@marvelcomics.com

Email \* cptamerica@marvelcomics.com Business Phone \* 727-895-9874

Business Address \* Marvel Comics

Address 2 \* 123 Comics Way

City \* USA City State \* FL Zip \* 33601

Do you have any direct business association or partnership with any current member of the Board of County Commissioners? If Yes, give details.

\* No Yes

List the nature and extent of any direct business association or partnership with any current member of the Board of County Commissioners:

Provide protection on weekends, part-time

You must provide details on your associated partnership before moving on.

Lobbyist Record

Cancel/Back Home View And Confirm Ordinance

Edit

Login Name cptamerica@marvelcomics.com Last Rogers First Steve Email cptamerica@marvelcomics.com Business Phone 727-895-9874 Business Address 1 Marvel Comics Address 2 123 Comics Way City USA City State FL Zip 33601 Associated Partnership Y Partnership Details Provide protection on weekends, part-time Comments Its hard work!

Complete the required fields and click Create/Apply Changes.

Click View and Confirm Ordinance

Ordinance - Scroll down to read and then confirm

**StatementViewer** 6 / 6

January 21, 2016, by a vote of 7 voting yes and 0 voting no, as the same appears in record in Minute Book 476 of the Public Records of Hillsborough County, Florida.

WITNESS my hand and official seal this 29th day of January, 2016.

PAT FRANK  
CLERK OF THE CIRCUIT COURT

By: *Diana M. [Signature]*  
Deputy Clerk

Approved as to form and  
Legal sufficiency:  
By: *May Helen Farris*  
General Counsel

**Confirm Agreement**

Scroll through the ordinance and click "Confirm Agreement"

Lobbyist Record

Cancel/Back Home

**Edit**

Login Name cptamerica@marvelcomics.com  
Last Rogers  
First Steve  
Email cptamerica@marvelcomics.com  
Business Phone 727-895-9874  
Business Address 1 Marvel Comics  
Address 2 123 Comics Way  
City USA City  
State FL  
Zip 33601  
Associated Partnership Y  
Partnership Details Provide protection on weekends, part-time  
Comments Its hard work!

Click > or V below to expand/collapse details

Please click "Edit" under "Payments" to add a method of payment.  
When returned to this page, add "Principle" or "Employer" details.

Payments

Add Payment Info **Edit**

Click "Edit" to indicate the method of payment.

Cancel/Back Apply Changes

Payment Details \* Transaction Date

-Choose- [Calendar Icon]

Choose the method of payment and date. Click "Apply Changes"

▼ Employer(s) Represented

Name Sharon Carter  
 Phone/Email 698-789-6587 - shieldsrus@shieldinc.com  
 Address 123 Beach Lane  
 Richmond, VA 90210  
 General Interest Working with Captain America

▼ Principle(s) Represented

No Principles Entered

Edit existing Principal or Employer records by clicking the associated "Edit" button.

Create New Principal or Employer records by clicking the relevant "Create New..." Button

Name and business address of your employer if your principal responsibility to the employer is overseeing the employer's various relationships with government or representing the employer in its contacts with the government:

Business Name \*

First \*  Last \*

Email \*  Phone \*

Business Address

Address 2

City  State  Zip

List the general and specific areas of interest below:

General Area of Interest \*

Specific Area of Interest \*

Comments

Is Active  
 No  Yes

Enter details and click "Create" or "Apply Changes"

**\*\*Please note\*\***  
 At least one Principal or Employer must be saved.

Records are not deleted – If no longer affiliated with an Employer or Principal, set Is Active to "No". Otherwise, Choose "Yes"

## When am I done?

- Repeat the above processes until all of your affiliations are accurately represented in this system.
- Each start of the calendar year, accounts will require verification and new payments. Accounts not renewed prior to 01/01 will be deactivated.
- Please review the Ordinance 16-1 to determine other scenarios that will result in account deactivation.
- Please contact Dave Couvertier, Lobbyist Registration Manager, with any questions or needed assistance at [CouvertierD@HillsboroughCounty.org](mailto:CouvertierD@HillsboroughCounty.org)

### ***Related resources:***

[Lobbyist Information and Registration Application \(LIRA\)](#)

[Lobbyist.HillsboroughCounty.org](http://Lobbyist.HillsboroughCounty.org)

[Online Meeting log application](#)

[MeetingLog.HillsboroughCounty.org](http://MeetingLog.HillsboroughCounty.org)

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