



City of Boston
City Clerk

How to Update Municipal Lobbying Quarterly Reports in NonCompliance Portal

Log In

Sign in to <https://onlinepermitsandlicenses.boston.gov/cityclerk>

CITY CLERK PORTAL

Please continue to utilize the same "CCL Number" each year during the Annual Registration period when you register as a Lobbyist, Lobbying Entity or Client. No need to create a new account or obtain a new CCL Number.

Your "CCL Number" will stay the same as you register each year.

If this is your first time registering as a Lobbyist, Lobbying Entity or Client, a CCL Number will be assigned to you once you have completed your registration.

USER NAME:

[First time here?](#)

[CREATE ACCOUNT](#)

PASSWORD:

[Forgot user name or password?](#)

[SIGN IN](#)

Remember me on this computer

On the right side of the screen, find your lobbying registration and click on the CCL# link.

REGISTRATIONS



Apply for a
Registration



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Registration
Fees



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Registrations

RECENT ACTIVITY

[CCL515907](#) - Lobbyist Registration
1 City Hall PLZ Boston, MA. 02108
Status: NonCompliance

From the Application Status screen, click the “Submit Reporting” button to begin your reporting.

CITY CLERK PORTAL

Application Status

Application Type: LOBBYIST REGISTRATION

Application Number: CCL515912

Site Location: 1 CITY HALL PLZ 03 BOSTON MA 02108

Primary Applicant: KATHERINE MCCORMACK COB

Issue Date: 3/15/2021

Milestone: REPORTING

FEES

DESCRIPTION	TOTAL	UNPAID	STATUS	PAID DATE	ACTIONS
Lobbyist	\$150.00	\$0.00	Paid	3/15/2022	

[SUBMIT REPORTING](#)

On the next screen, click on the **Application And Quarterly Reporting Details** box to get to the quarterly reporting screen.

APPLICATION INFORMATION

Registration Information

Business Type:
None

Application Type:
Lobbyist Registration

Applicant

katherine mccormack COB
15 Arden Street 15 Allston MA
02134
(774)279-2004

Application and Quarterly Reporting Details

- ▶ Detail page information.
- ▶ Click here if you are looking to submit your quarterly reporting.

I hereby acknowledge under the pains and penalties of perjury that I have read and understand the City of Boston's Lobbyist Registration and Regulation Requirements Overview as mandated by City Ordinance, Chapter 2-15.1.

On the next screen you will see grids for quarterly reporting entries. These grids may differ if you are registered as an entity, client or lobbyist.

You will see one row from the previous quarters marked as “NonCompliance” if you missed that reporting period.

You should add new items for the missed reporting period and submit your updates. Once these new rows are added with “No” activity or “Yes” activity, the NonCompliance row will be removed.

QUARTERLY LOBBYIST ACTIVITIES

YEAR	QUARTER	ACTIVITY?	CLIENT	SUBJECT	SUPPORT?	
2022	1st	<u>Noncompliant</u>				View
2021	4th	Yes	massport CCL515912	runway extensions LegAct	S	View
2021	4th	Yes	location survey CCL515912	store location Decision	S	View

[Add Lobbyist Activities](#)

To add an item into any of the grids, click on the “Add...” link below the grid.

QUARTERLY ENTITY ACTIVITY

YEAR	QUARTER	ACTIVITY?	LOBBYIST	INCURRED OR PAID	
2021	4th	Y	katherine m CCL678667	paid \$234.00	View

[Add entity activity](#)

QUARTERLY CONTRIBUTIONS

YEAR	QUARTER	ACTIVITY?	DATE	RECIPIENT	OFFICIAL	AMOUNT
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[Add Contribution](#)

When you click the “Add...” link, a window will pop-up for you to enter information.

Scenario 1: No Activities or Contributions

If you do not have anything to report for the quarter, you can enter the “Year”, “Quarter”, and “Reporting Activity?” fields only on the Activities grid and then click “Submit”

The screenshot shows a pop-up form with a red close button in the top right corner. The form contains the following fields:

- YEAR: 2022
- QUARTER: January 1 to March
- REPORTING ACTIVITY?: No
- LOBBYIST: (empty)
- REGISTRATION NUMBER: (empty)
- ISSUE (PLEASE DESCRIBE): (empty)
- PAID OR INCURRED?: -- Select One --
- AMOUNT: (empty)
- SUBMIT button

This will add a row to the grid with the “Activity?” column marked with ‘No’

QUARTERLY ENTITY ACTIVITY					
YEAR	QUARTER	ACTIVITY?	LOBBYIST	INCURRED OR PAID	
2022	1st	N		\$0.00	View
2021	4th	Y	katherine m CCL678667	paid \$234.00	View

[Add entity activity](#)

You can continue to the [Summary Page](#) and submit your report of no activity.

Scenario 2: Activities and/or Contributions

If you have activity for the quarter, you can enter all of the fields into the pop-up window and click submit. This will add a row to the grid with the Activity? Column marked with “Yes”

Note: if you have more than one activity to report, you can enter multiple rows with Activity? Marked as “Yes”

LOBBYIST	REGISTRATION	START DATE	TERMINATION DATE	DESCRIPTION
Charise Jacobs				View

Search Tool

QUARTERLY CONTRIBUTIONS

YEAR *

QUARTER *

REPORTING ACTIVITY? *

LOBBYIST

REGISTRATION NUMBER

ISSUE (PLEASE DESCRIBE)

PAID OR INCURRED?

AMOUNT

QUARTERLY ENTITY ACTIVITY

YEAR	QUARTER	ACTIVITY?	LOBBYIST	INCURRED OR PAID	
2022	1st	Y	Charise Jacobs CCL443873	PAID \$200.00	View
2021	4th	Y	katherine m CCL678667	paid \$234.00	View

[Add entity activity](#)

If you have contributions for the quarter, you can enter contribution rows with the “Reporting Activity?” marked as “Yes”

Note: if you have more than one contribution to report, you can enter multiple rows with Activity? Marked as “Yes”

Add entity activity

QUARTERLY

YEAR 2022

QUARTER January 1 to March

REPORTING ACTIVITY? Yes

CONTRIBUTION DATE 02/09/2022

AMOUNT 300

RECIPIENT Michelle Wu

MAYOR/CITY COUNCILOR Mayor

SUBMIT

Cancel

QUARTERLY CONTRIBUTIONS

YEAR	QUARTER	ACTIVITY?	DATE	RECIPIENT	OFFICIAL	AMOUNT	
2022	1st	Y	2/9/2022	Michelle Wu	Mayor	300	View

[Add Contribution](#)

Once you are done with your reporting you can continue to the [Summary page](#) and submit your report.

Finalize Your Report

Upon completion of adding your reporting information, click on the “Summary” button at the bottom of the screen.

QUARTERLY CONTRIBUTIONS

YEAR	QUARTER	ACTIVITY?	DATE	RECIPIENT	OFFICIAL	AMOUNT	
2022	1st	Y	2/9/2022	Michelle Wu	Mayor	300	View

[Add Contribution](#)

SUMMARY

Cancel

On the Summary screen, click the acknowledgement checkbox and click the “Save” button to submit your reporting.

I hereby acknowledge under the pains and penalties of perjury that I have read and understand the City of Boston's [Lobbyist Registration and Regulation Requirements Overview](#) as mandated by [City Ordinance, Chapter 2-15.1](#).

SAVE

Cancel

You will land on a confirmation screen and see that your application is back in a "Registered" status. You can come back to this screen and click "Edit" at any time throughout the reporting period (1st-20th) if you need to adjust your reporting entry.

APPLICATION CONFIRMATION

Your application details and next steps are summarized below.

Registration Number: CCL452376

Registration Type: CLIENT REGISTRATION

Site Location: 1 CITY HALL PLZ 03 BOSTON MA 02108

Primary Applicant: KATHERINE MCCORMACK COB

Milestone: REGISTERED

APPLICATION FEES

DESCRIPTION	AMOUNT	ACTION
Lobbyist Client	\$150.00	

EDIT APPLICATION