



City of Boston
City Clerk

HOW TO REGISTER FOR LOBBYING - CITY CLERK PORTAL

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Create an Account

Navigate to <https://onlinepermitsandlicenses.boston.gov/cityclerk>

If you have not registered already, Select Register in BLUE

CITY CLERK PORTAL

USER NAME:

PASSWORD:

SIGN IN

Remember me on this computer

First time here?

REGISTER

Forgot user name or password?

If you are a Lobbyist or Client, Enroll as an Individual.

SIGN UP FOR NEW ACCOUNT

- ▶ Enter your preferred user name for login purposes. Use something you will remember like your email address.
- ▶ Enter your email address. This email address will be used to mail your initial enrollment confirmation and for submission notifications. You will be able to change your password later in "Modify Account".
- ▶ Enter your contact information to be used with your submittals.
- ▶ Click "Next".

ENROLL AS A:

- Individual
- Company

CREATE USER NAME:

Please use email account

TYPE YOUR PASSWORD:

TYPE YOUR PASSWORD:

RETYPE PASSWORD:

SELECT A SECRET QUESTION TO RESET PASSWORD:

Select One



ENTER YOUR SECRET ANSWER:

USER INFORMATION

CONTACT TYPE:

Applicant



FIRST NAME:

MI:

LAST NAME:

COMPANY NAME:

POSITION:

ADDRESS:

ADDRESS CONTINUED

CITY:

STATE/PROVINCE:

Massachusetts



POSTAL CODE/ZIP:

COUNTRY:	
<input type="text"/>	
DAYTIME PHONE:	EVENING PHONE:
<input type="text"/>	<input type="text"/>
FAX NUMBER:	MOBILE PHONE:
<input type="text"/>	<input type="text"/>
EMAIL:	
<input type="text"/>	

If you are an Entity, Enroll as a Company:

Note: First and Last Name are not options when enrolling as a Company/ Entity.

USER INFORMATION		
CONTACT TYPE:		
<input type="text" value="Applicant"/>		<input type="button" value="v"/>
COMPANY NAME:		
<input type="text"/>		
ADDRESS:	ADDRESS CONTINUED	
<input type="text"/>	<input type="text"/>	
CITY:	STATE/PROVINCE:	POSTAL CODE/ZIP:
<input type="text"/>	<input type="text" value="Massachusetts"/>	<input type="text"/>
	<input type="button" value="v"/>	
COUNTRY:		
<input type="text"/>		

DAYTIME PHONE:	EVENING PHONE:
<input type="text"/>	<input type="text"/>
FAX NUMBER:	MOBILE PHONE:
<input type="text"/>	<input type="text"/>
EMAIL:	
<input type="text"/>	

Select Next in BLUE once you have answered and completed the new account questions.

COUNTRY: USA	
DAYTIME PHONE: (617)635-0702	EVENING PHONE:
FAX NUMBER:	MOBILE PHONE:
EMAIL: charise.jacobs@boston.gov	
CANCEL	NEXT

After selecting Next, the following page will display the page below. Select click here

CITY of BOSTON | Mayor Martin J. Walsh

New Portal Account Confirmation
Congratulations! You have successfully registered for a new online utility billing web user account.
To login using this account [click here](#)

Once you have created a web user account you can now login the portal with your username and password you created.

Log In and Apply for a Registration

Enter your username and password and click "Sign in"

CITY CLERK PORTAL

USER NAME: [First time here?](#)

PASSWORD: [Forgot user name or password?](#)

Remember me on this computer

SIGN IN **REGISTER**




Once you sign in, the Registration screen appears

Select, Apply for a Registration

CITY CLERK PORTAL

Submit and manage City Clerk Lobbyist Registration a

REGISTRATIONS

 Apply for a Registration	 Pay Registration Fees	 Search Registrations
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Lobbyist Registration

Select Application Type: Lobbyist Registration (from the drop down)

Select Category: Lobbyist Registration

Select Next


CITY CLERK PORTAL

Application Type


- ▶ Please select the application type
- ▶ Enter the required fields for selected application type
- ▶ Click "Next"

All Lobbyists associated with Lobbying Entities must register individually under the Lobbyist Registration as described by the city ordinance. Lobbying Entities must also register.

APPLICATION TYPE:

Lobbyist Registration 

CATEGORY:

Lobbyist Registration 

On Applicant Information page, select Next

CITY CLERK PORTAL

Applicant Information

- ▶ Confirm Your Information
- ▶ Click "Next"

PRIMARY APPLICANT

CHARISE JACOBS
1 CITY HALL PLAZA
BOSTON MA 02110

NEXT

[Previous](#) | [Cancel](#)

Review your information

Click once on the Acknowledgement and select "Apply"

CITY CLERK PORTAL

Review & Submit

To submit your application:

- ▶ Confirm the application information is correct.
If changes need to be made, click the section to edit.
- ▶ Click the "Apply" button to submit your registration. To continue applying at a later time, click "Save For Later"

APPLICATION INFORMATION

Registration Information

Business Type:
None

Category:
Lobbyist Registration

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.

APPLY

The Applicant Confirmation Page displays summarized details of your Lobbyist Registration.

APPLICATION CONFIRMATION

You have successfully submitted a(n) Lobbyist Registration application. Your application details and next steps are summarized below.

Registration Number: CCL609468

Registration Type: LOBBYIST REGISTRATION

Site Location: 1 CITY HALL PLZ 03 BOSTON MA 02108

Primary Applicant: CHARISE JACOBS

Milestone: PAY FEES

NEXT STEPS

Proceed to [Pay fees](#)

Client Registration

Select Category: Client Registration

APPLICATION TYPE:

Lobbyist Registration

CATEGORY:

-- Select One --

-- Select One --

Client Registration

Entity Registration

Lobbyist Registration

View Applicant Information Page and Select Next:

CITY CLERK PORTAL

Applicant Information

- ▶ Confirm Your Information
- ▶ Click "Next"

PRIMARY APPLICANT

CHARISE JACOBS
1 CITY HALL PLAZA
BOSTON MA 02110

NEXT

[Previous](#) | [Cancel](#)

Select the Search Tool

CITY CLERK PORTAL

Application Details

- ▶ Enter in the details.
- ▶ Click "Next"

There are no Lobbyists or Entities associated with this application. Please note, you cannot continue until assigned a Lobbyist or Entity to this application. Use the search tool below to search for registered Lobbyists and Entities.

Search Tool

NEXT

[Previous](#) | [Cancel](#) | [Save For Later](#)

Enter a lobbyist name who you are the client of and select the magnifying glass”

There are no Lobbyists or Entities associated with this application. Please note, you cannot continue until assigned a Lobbyist or Entity to this application. Use the search tool below to search for registered Lobbyists and Entities.

Lobbyist Search ...

Cancel Search

NEXT

[Previous](#) | [Cancel](#) | [Save For Later](#)

Once your lobbyist name appears click on “Select”

CITY CLERK PORTAL

Application Details

- ▶ Enter in the details.
- ▶ Click "Next"

There are no Lobbyists or Entities associated with this application. Please note, you cannot continue until assigned a Lobbyist or Entity to this application. Use the search tool below to search for registered Lobbyists and Entities.

charise

LOBBYIST	ADDRESS	REGISTRATION	
Charise Jacobs	1 City Hall Plaza Boston, MA. 02110	CCL609365	Select
Charise Jacobs	1 City Hall Plaza Boston, MA. 02110	CCL609414	Select
Charise Jacobs	1 City Hall Plaza Boston, MA. 02110	CCL609415	Select

Enter Start Date and Description Details and Select Add Lobbyist. You can add multiple lobbyists who lobby on your behalf.

CITY CLERK PORTAL

Application Details

- ▶ Enter in the details.
- ▶ Click "Next"

There are no Lobbyists or Entities associated with this application. Please note, you cannot continue until assigned a Lobbyist or Entity to this application. Use the search tool below to search for registered Lobbyists and Entities.

Charise Jacobs
1 City Hall Plaza
Boston, MA. 02110

START DATE * **TERMINATION DATE**

DESCRIPTION *

ADD LOBBYIST

Once all of your lobbyists are added, select Next

CITY CLERK PORTAL

Application Details

- ▶ Enter in the details.
- ▶ Click "Next"

LOBBYIST	REGISTRATION	START DATE	TERMINATION DATE	DESCRIPTION	
Charise Jacobs	CCL609414	5/11/2019		Charise is my Lobbyist	Edit

There are no Lobbyists or Entities associated with this application. Please note, you cannot continue until assigned a Lobbyist or Entity to this application. Use the search tool below to search for registered Lobbyists and Entities.

[Search Tool](#)

NEXT

Select the checkbox to agree with the Lobbyist Registration and Regulations Requirement and click "Apply"

CITY CLERK PORTAL

Review & Submit

To submit your application:

- ▶ Confirm the application information is correct.
If changes need to be made, click the section to edit.
- ▶ Click the "Apply" button to submit your registration. To continue applying at a later time, click "Save For Later"

APPLICATION INFORMATION

Registration Information

Business Type:
None

Category:
Client Registration

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.

APPLY

An Application Confirmation Page will appear

APPLICATION CONFIRMATION

You have successfully submitted a(n) Lobbyist Registration application. Your application details and next steps are summarized below.

Registration Number:	CCL609474
<hr style="border-top: 1px dashed #ccc;"/>	
Registration Type:	CLIENT REGISTRATION
<hr style="border-top: 1px dashed #ccc;"/>	
Site Location:	1 CITY HALL PLZ 03 BOSTON MA 02108
<hr style="border-top: 1px dashed #ccc;"/>	
Primary Applicant:	CHARISE JACOBS
<hr style="border-top: 1px dashed #ccc;"/>	
Milestone:	PAY FEES

NEXT STEPS

Registration fees are due. Pay online with a credit card (2.75% service fee applies). If fees are not paid within two weeks, your application will be automatically closed.

Proceed to [pay fees](#)

Entity Registration

Enter your username and password and click "Sign in"

CITY CLERK PORTAL

USER NAME:

First time here? **REGISTER**

PASSWORD:

Forgot user name or password?

SIGN IN

Remember me on this computer




Once you sign in, the Registration screen appears

Select, Apply for a Registration

CITY CLERK PORTAL

Submit and manage City Clerk Lobbyist Registration a

REGISTRATIONS

 <i>Apply for a Registration</i>	 <i>Pay Registration Fees</i>	 <i>Search Registrations</i>
--	---	--

Select Application Type: Entity Registration (from the drop down) and click Next

APPLICATION TYPE:

CATEGORY:

-- Select One --
Client Registration
Entity Registration
Lobbyist Registration

Review Applicant Information and Select Next

CITY CLERK PORTAL

Applicant Information

- ▶ Confirm Your Information
- ▶ Click "Next"

PRIMARY APPLICANT
CHARISE JACOBS
1 CITY HALL PLAZA
BOSTON MA 02110

NEXT

[Previous](#) | [Cancel](#)

Click once on the Acknowledgement and Select Apply

CITY CLERK PORTAL

Review & Submit

To submit your application:

- ▶ Confirm the application information is correct.
If changes need to be made, click the section to edit.
- ▶ Click the "Apply" button to submit your registration. To continue applying at a later time, click "Save For Later"

APPLICATION INFORMATION

<h4>Registration Information</h4> <p>Business Type: None</p> <p>Category: Entity Registration</p> <p>Application Type: Lobbyist Registration</p>	<h4>Applicant</h4> <p>katherine mccormack COB 15 Arden Street 15 Allston MA 02134 (774)279-2004</p>	<h4>Application and Quarterly Reporting Details</h4> <ul style="list-style-type: none">▶ Detail page information.▶ Click here if you are looking to submit your quarterly reporting.
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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.

APPLY

APPLICATION CONFIRMATION

You have successfully submitted a(n) Lobbyist Registration application. Your application details and next steps are summarized below.

Registration Number: CCL609477

Registration Type: ENTITY REGISTRATION

Site Location: 1 CITY HALL PLZ 03 BOSTON MA 02108

Primary Applicant: CHARISE JACOBS

Milestone: PAY FEES

NEXT STEPS

Registration fees are due. Pay online with a credit card (2.75% service fee applies). If fees are not paid within two weeks, your application will be automatically closed.

Continue to [Pay fees](#)

Pay Registration Fees

In the Next Steps Section, Application Fees are due
Select Add To Cart:

NEXT STEPS

Registration fees are due. Pay online with a credit card (2.75% service fee applies). If fees are not paid within two weeks, your application will be automatically closed.

APPLICATION FEES

DESCRIPTION	AMOUNT	ACTION
Lobbyist	\$150.00	Add to Cart

Select "1 ITEMS IN MY CART"

1 ITEMS IN MY CART \$150.00

APPLICATION CONFIRMATION

You have successfully submitted a(n) Lobbyist Registration application. Your application details and next steps are

On Pay Fees Page, Select the CheckBox and click once on Next

atsh PUBLIC

1 ITEMS IN MY CART \$150.00

PAY FEES

- ▶ Review the selected application(s) to be paid and the amount due.
- ▶ Click on "Next" to proceed with payment.
- ▶ Otherwise, click "Cancel" to exit.

Select All Items in My Cart

	ITEM DESCRIPTION	AMOUNT
<input checked="" type="checkbox"/>	CCL609468 - Lobbyist Registration 1 City Hall PLZ 03 Boston MA 02108 Lobbyist	\$150.00

[Remove Selected Fees](#) Subtotal: \$150.00

[NEXT](#)

[Cancel](#)

On Payment Options Page, select "Continue to Payment Information Page"

Payment Options Payment Information Review Payment

How would you like to pay?

Credit Card

How much would you like to pay?

Pay Full Invoice \$150.00

[Continue to Payment Information >](#)

Payment Summary

Invoice #	Amount
52201911617230	\$150.00
<hr/>	
SUBTOTAL	\$150.00
<hr/>	
GRAND TOTAL	\$150.00

Any applicable service fees and/or discounts will be displayed before processing your payment

Powered by InvoiceCloud | Privacy Policy | Trustwave Secure Site

Enter Credit card information as seen below which includes, Card Number, CVV, and Expiration Date
Select "Continue to Review Payment"

Payment Options **Payment Information** Review Payment

Please enter your card information

Cardholder Name *
Jacobs Charise

Card Number * **CVV *** [WHAT'S THIS?](#)
4111111111111111 123

Expiration Date *
May 2019

Billing Address *
1 City Hall Plaza

Country *
United States

City * **State *** **Zip ***
Boston Massachusetts 02110

Email *
charise.jacobs@boston.gov

[Continue to Review Payment >](#) | [Go back to Payment Options](#)

On the Review Payment Page select Process Payment

Payment Options Payment Information **Review Payment**

Review your Information

Your Credit Card [Edit](#)
Jacobs Charise
XXXXXXXXXXXX1111
5 / 2019

Billing Address
1 City Hall Plaza
Boston, MA
02110
charise.jacobs@boston.gov

Invoice #	Amount
522019113412603	\$150.00
SUBTOTAL	\$150.00
SERVICE FEE *	+ \$0.00
GRAND TOTAL	\$150.00

[Process Payment \\$150.00](#)

Payer agrees to the [Invoice Cloud Payer Terms and Conditions](#)

* Service fees are assessed by Invoice Cloud, a third party service provider contracted by the City of Boston, for processing online payments. Payments made by debit or credit card are assessed a nonrefundable service fee of 2.75% of the total payment amount (\$1.00 minimum). For more information please call (617) 635-4000. Service fees are non-refundable. If you think there is an error on the Credit Card, ACH or Service Fee charge, please contact Invoice Cloud Customer Service at 877-256-8330, Option 2.

You will then receive the following below. Select the Printer icon for your receipt.

Thank you for your payment!

A Receipt for this transaction has been sent via email for your records.
[Click here to Print a receipt with additional details](#)


Total Payment Amount
\$150.00


Payment Message
APPROVED 842572

Payment Method
Visa
XXXXXXXXXXXX1111

[Return to home page >](#)

You will then receive an email stating you're Registered.

TEST EMAIL - Lobby Application Status Update - CCL609468 

 NoReplyPermit@cityofboston.gov
to me ▾

City of Boston



Update as of: 5/2/2019 11:39:48 AM

You are registered for the year 2019 Lobbyist Registration. Application details:

- **Type:** Lobbyist Registration
- **Number:** CCL609468

[VIEW YOUR APPLICATION](#)

You can opt out of email alerts by logging in and adjusting your email preferences under the Account section of the portal.

 Reply  Forward