

ACCESSING LOBBYIST REGISTRATION REPORTS

The lobbyist registration reports can be found at the Department of Business & Neighborhood Services' (DBNS) web-based Citizen Access Portal.

Citizen Access Portal User Requirements

Internet Browser

The Citizen Access Portal will need one of the following web browsers:

Internet Explorer 10
Mozilla Firefox 29

Google Chrome 34
Safari 6

Navigating to the Citizen's Access Portal

The direct link to the Citizen Access Portal is:

<https://accela9ca.indy.gov/citizenaccess>

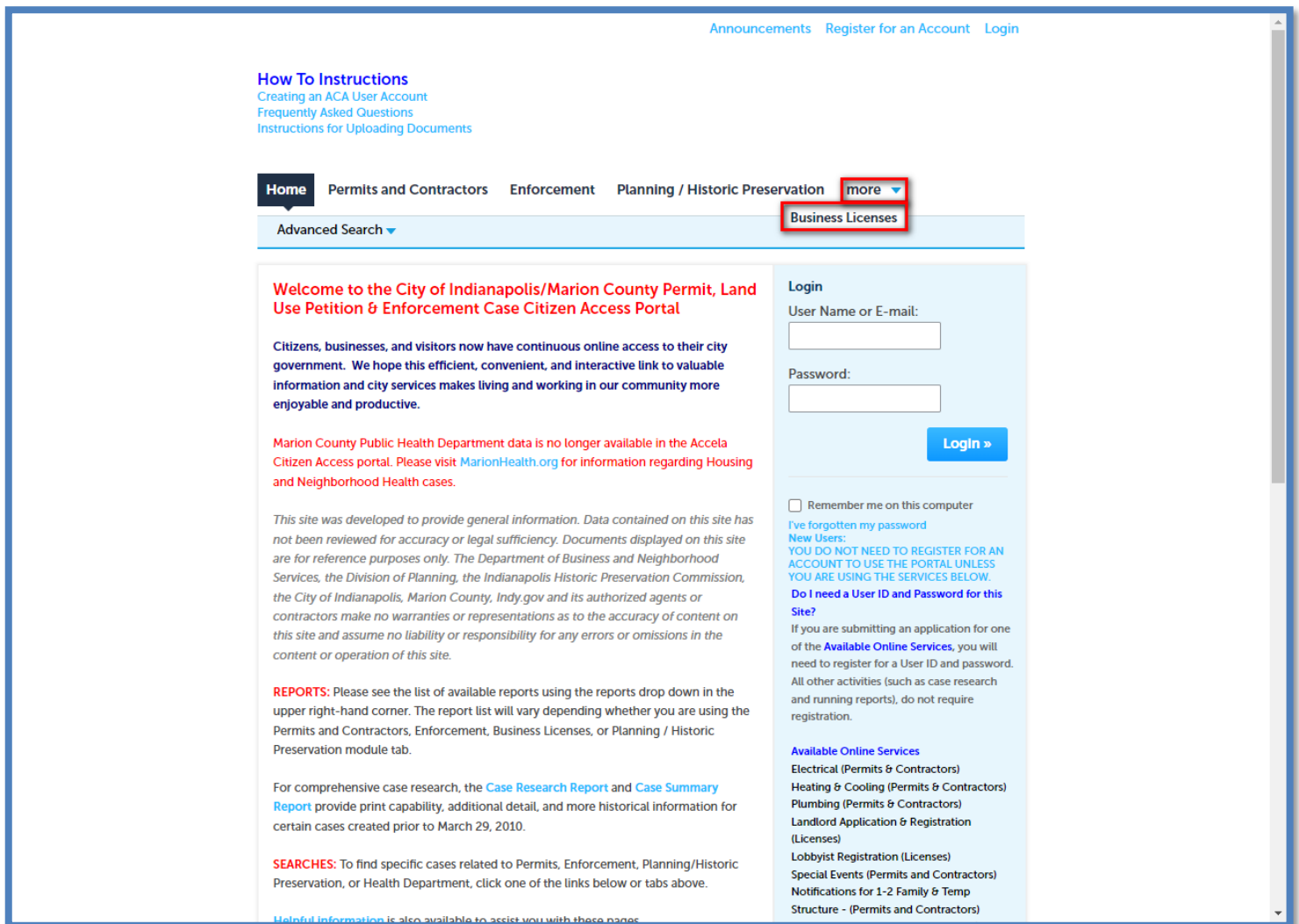
The Citizen Access Portal can be accessed through the DBNS website by using the link on the left side of the page.

www.indy.gov/BNS

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Accessing Lobbyist Reports

Once you are at the Citizen Access portal, click the tab for 'More' then 'Business License' from the drop-down.

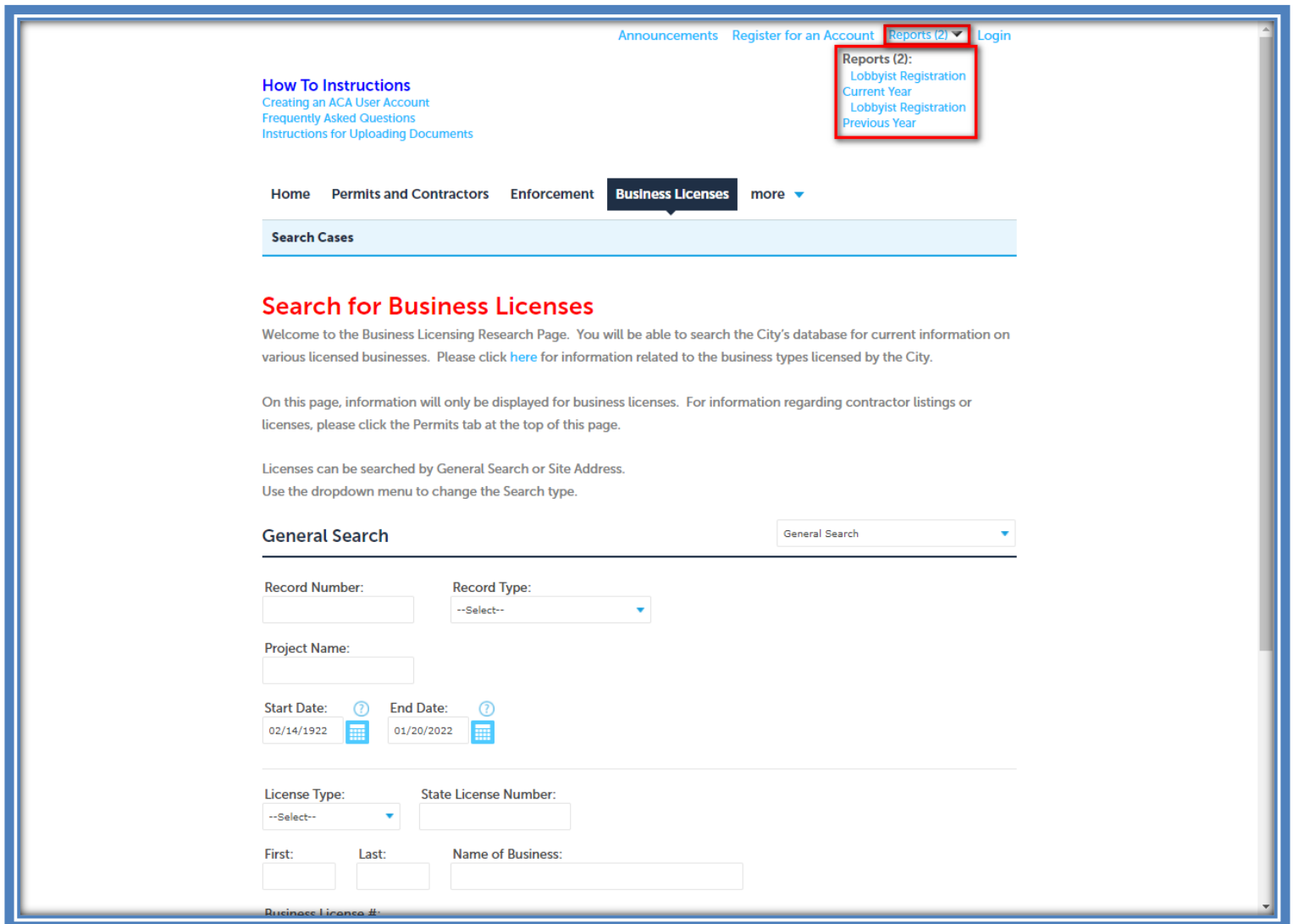


The screenshot shows the City of Indianapolis Citizen Access Portal. At the top right, there are links for "Announcements", "Register for an Account", and "Login". On the left, there are links for "How To Instructions", "Creating an ACA User Account", "Frequently Asked Questions", and "Instructions for Uploading Documents". The main navigation bar includes "Home", "Permits and Contractors", "Enforcement", "Planning / Historic Preservation", and a "more" dropdown menu. The "more" dropdown menu is open, showing "Business Licenses" as the selected option. Below the navigation bar, there is a search bar labeled "Advanced Search". The main content area is divided into two columns. The left column contains a welcome message, a notice about Marion County Public Health Department data, a disclaimer, and links for reports and searches. The right column contains a login form with fields for "User Name or E-mail" and "Password", a "Login" button, and a list of "Available Online Services" including "Electrical (Permits & Contractors)", "Heating & Cooling (Permits & Contractors)", "Plumbing (Permits & Contractors)", "Landlord Application & Registration (Licenses)", "Lobbyist Registration (Licenses)", "Special Events (Permits and Contractors)", and "Notifications for 1-2 Family & Temp Structure - (Permits and Contractors)".

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Click the tab for 'Reports' then Current or Previous year Lobbyist report from the dropdown. The report may take up to five minutes to load.



The screenshot shows the 'Business Licenses' section of the City of Indianapolis website. At the top right, there is a navigation bar with links: 'Announcements', 'Register for an Account', 'Reports (2)', and 'Login'. The 'Reports (2)' link is highlighted with a red box, and a dropdown menu is open showing three options: 'Lobbyist Registration Current Year', 'Lobbyist Registration Previous Year', and 'Lobbyist Registration Previous Year'. Below the navigation bar, there is a 'Search Cases' section with a 'Search for Business Licenses' heading. The page includes a 'General Search' section with various input fields: 'Record Number', 'Record Type' (a dropdown menu), 'Project Name', 'Start Date' (with a calendar icon), 'End Date' (with a calendar icon), 'License Type' (a dropdown menu), 'State License Number', 'First', 'Last', and 'Name of Business'. There is also a 'Business License #' field at the bottom.

USER HELP AND DBNS CONTACTS

For all questions related to the lobbyist registration, please contact:

[Department of Business & Neighborhood Services](#)

Phone: 317.327.4316

Email: licensing@indy.gov

Check registration status online:

<https://permitsandcases.indy.gov/citizenaccess/>