## Instructions to "Sign" Lobby Forms

These forms are Adobe "AEM" (Adobe Experience Manager) Forms and as such can only be opened and properly used in Adobe Acrobat Pro or Adobe Acrobat Reader (free)

In order to "Sign" the form you will have to follow these steps:

Download the Form and save it to your computer Desktop or Documents folder.

DO NOT SAVE TO A NETWORK OR SHARED COMPUTER DRIVE

Open the form in Adobe Acrobat ONLY. Confirm this by viewing the text at the top of the form.



Enter the Registration and PIN number and click the "Verify..." Button.



You may get a message asking to "Allow" this operation. Click "OK"

You may also get a message stating, "Couldn't post data to..."

## Click the "OK" Button



Click on the "Options" Arrow in the upper right of screen and select "Trust This Document Always"

()	Some f	features have been disabled to avoid potential secur	ity risks. Only enable these f	eatures if you trust this document.		Options
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Д						
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Ó.		I hereby certify that the foregoing sta willfully false, I may be subject to puni	Adobe Acrobat		egoing state	ments made by me are
		То	Couldn't post data to	'https://www.elec.state.nj.us/webservice/service.asmx'.		
					Number ***	****
		Name of Authorized Person		ОК		
	•			PIN ****	*****	Verify Registration Number & PIN
		Title				



## Click "Yes" to the "do you want to save changes ... "Message Box

The form should Save and re-open.

Adobe	Acrobat				6.0	×
<u>^</u>	Do you want to save o	hanges to 'L-	3_Saveable.po	df' before closing?		
	-		Yes	No	Cancel	

Now, click the "Reset..." button and re-enter the Registration and PIN information.

Registration Number	****
PIN *********	Reset Registration Number & PIN
	1
Date	

Click the "Verify..." Button.

Registration Number	******
PIN *********	Verify Registration Number & PIN
	+
Date	

When the "Alert" Message Box Appears, Click "OK"



Your "Signature" Name will appear in the Signature Box

	To be signed by an authoriz
Name of Authorized Person	
Title	
ELEC TEST TRAINING3	
Authorized Signature	
* Your name must appear or	n the signature line *

If the "Signature" does not appear, try Resetting the Registration and PIN information again.

## SAVE the Form, noting the name and location of the Form.

You may now proceed to the "File Annual Forms" link.

Electronic Filing Instructions for Lobbying Forms     Upload completed form to ELEC. File the Form  L1-L - Represented Entity     Instructions L1-A - Governmental Affairs Agent     Instructions L1-G - Grass Roots Lobbying     Instructions	Obtain a Commission issued Registration/PIN. Registration/PIN Application Form     Eollow the instructions to enable "Trust This Decumpat"	n ⊳
• Upload completed form to ELEC. File the Form ▶         L1-L - Represented Entity ▶         L1-A - Governmental Affairs Agent ▶         L1-G - Grass Roots Lobbying ▶	Flectronic Filing Instructions for Lobbying Forms	
L1-L - Represented Entity ▶ Instructions L1-A - Governmental Affairs Agent ▶ Instructions L1-G - Grass Roots Lobbying ▶ Instructions	<ul> <li>Upload completed form to ELEC. File the Form </li> </ul>	
L1-L - Represented Entity     Instructions       L1-A - Governmental Affairs Agent     Instructions       L1-G - Grass Roots Lobbying     Instructions		
L1-A - Governmental Affairs Agent  Instructions L1-G - Grass Roots Lobbying  Instructions Instructions	L1-L - Represented Entity	Instructions
L1-G - Grass Roots Lobbying  Instructions	L1-A - Governmental Affairs Agent 🕨	Instructions
	L1-G - Grass Roots Lobbying 🕨	Instructions
L-2 - Designation of Governmental Affairs Agent  Instructions	L-2 - Designation of Governmental Affairs Agent 🕨	Instructions
L-3 - Consent to Service Form  Instructions	L-3 - Consent to Service Form 🕨	Instructions