



LAUSD Lobbying Disclosure Program
Electronic Filing System (ELFS)

USER AGREEMENT

You are accessing the Electronic Lobbying Filing System (ELFS) in accordance with the Los Angeles Unified School District's Lobbying Disclosure Code. You understand that the Lobbying Disclosure Code provides penalties for those who violate the Code by knowingly submitting false or misleading information. **To complete your register with LAUSD's Lobbying Disclosure Program, you must initial, sign and send the original form (by mail or in person) of this agreement to the Ethics Office.**

Your Responsibilities:

You agree to (please initial each line):

- _____ Adhere to all provisions of the Lobbying Disclosure Code;
- _____ Review online Lobbying Disclosure Training and pass online Training Quiz before registering;
- _____ Use the Electronic Lobbying Filing System (ELFS) only for the purpose of registering and disclosing in accordance with the Lobbying Disclosure Code;
- _____ Keep your User ID, Password, and Lobbying Organization Number secure. If your login information is used by any other person to certify and transmit registrations or disclosures on behalf of your Lobbying Organization, you shall be held liable for the information submitted and the consequences thereof;
- _____ Provide, maintain, and repair your equipment and telecommunication lines required to enable registrations and disclosures to be submitted using ELFS and take necessary precautions to protect your equipment and software from computer viruses;
- _____ Amend your Lobbying Organization's disclosure status as soon as any changes in activities or status of Lobbying Representatives or the Lobbying Organization occur;
- _____ Renew your Lobbying Organization's registration by the renewal deadline each calendar year if your Lobbying Organization anticipates that it will meet the registration triggers in the new calendar year.

Failed Transmissions of Registrations

LAUSD is not liable for loss of data due to technical problems or system malfunctions.

In such instances, you agree that if a registration or disclosure submitted in electronic form is unreadable by the Lobbying Disclosure Program administrators or cannot be processed for any reason, the registration or disclosure will not be officially registered. In such circumstances, you agree that it is your responsibility to resubmit the registration or disclosure for review.

Please check the category you fall into. *If you qualify as both a Lobbying Representative and a Lobbying Filer, please check both boxes.*

Lobbying Filer

Lobbying Representative

I hereby certify that I understand and agree to the above terms and conditions.

Name of User

Title, Organization Name

Signature of User

Date

Email Address