

Chapter 13

STAR Web Portal

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Introduction

The STAR Web Portal is designed to provide filing search functionality to the general public and online filing to registered users.

Registering as a Lobbyist

While you can search for reports without logging in to the Web Portal, you must log in to submit filings.

To log in to the Web Portal, you must be a registered user.

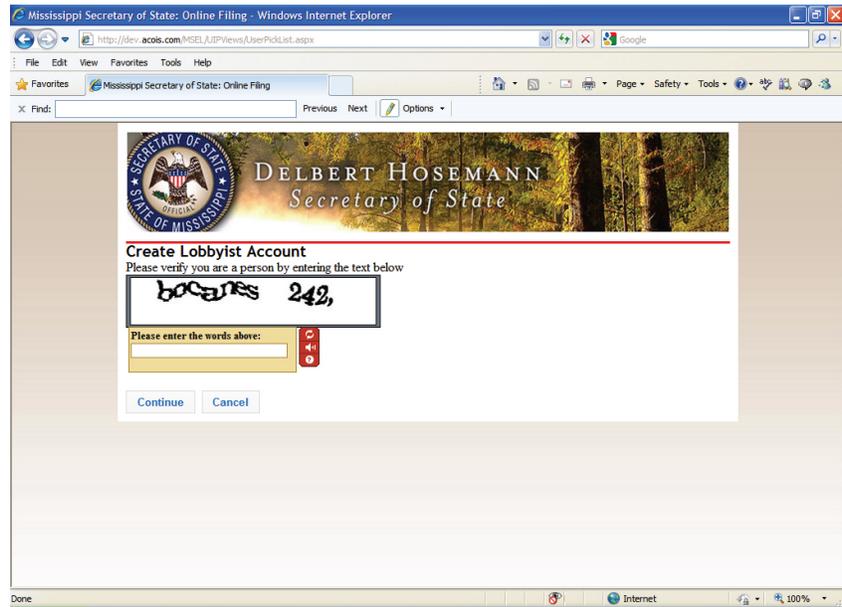
- 1** In your web browser, go to <http://dev.acois.com/msel>. The Elections home page displays.



Shortcut
Click the Register as a Lobbyist icon.



- 2** On the left side of the page, click Lobbyists.
A Registered Lobbyist pane displays.
- 3** Click New Users.
A Create Lobbyist Account screen displays.



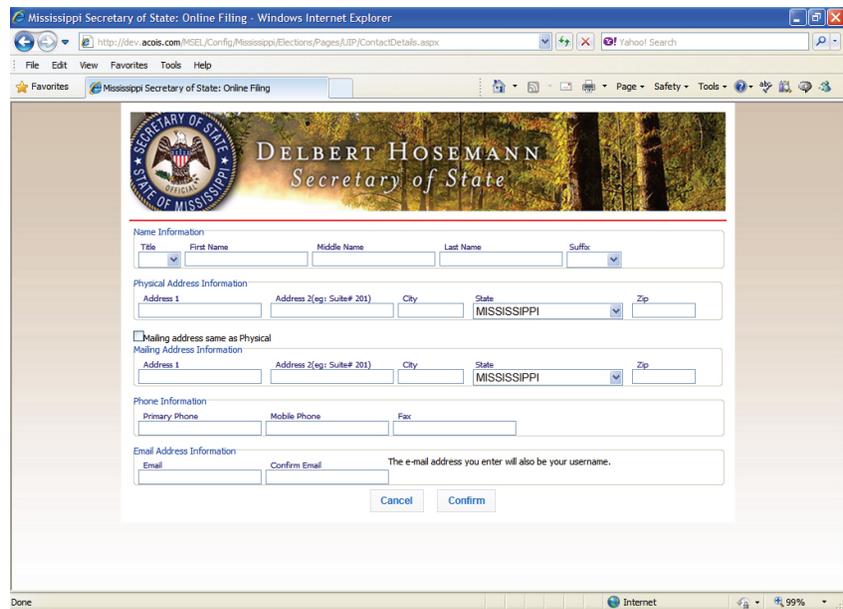
- 4** In the Please Enter the Words Above text box, type the words displayed in the box immediately above.
This is to verify that you are a person and not an automated program attempting to gain access to the system.

Note

If you can't read the words, you can either click the  (Reload) button, which will automatically generate another set of words, or click the  (Audio) button, which provides a set of words for you to listen to and type for verification.

5 Click Continue.

A form for gathering your personal information displays.



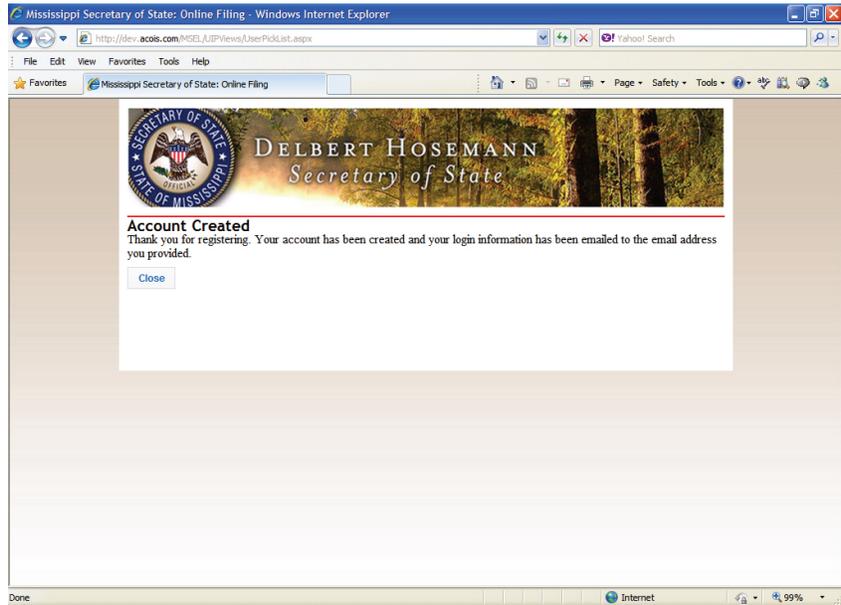
The screenshot shows a web browser window titled "Mississippi Secretary of State: Online Filing". The address bar displays "http://dev.acois.com/MSGL/Config/Mississippi/Elections/Pages/UITP/ContactDetails.aspx". The page header features the Mississippi Secretary of State's seal and the name "DELBERT HOSEMANN Secretary of State". The form is titled "Name Information" and includes fields for Title, First Name, Middle Name, Last Name, and Suffix. Below this is the "Physical Address Information" section with fields for Address 1, Address 2 (e.g., Suite# 201), City, State (set to MISSISSIPPI), and Zip. A checkbox labeled "Mailing address same as Physical" is present. The "Mailing Address Information" section has identical fields. The "Phone Information" section includes fields for Primary Phone, Mobile Phone, and Fax. The "Email Address Information" section has fields for Email and Confirm Email, with a note: "The e-mail address you enter will also be your username." At the bottom of the form are "Cancel" and "Confirm" buttons.

6 Fill out the form.

7 Click Confirm.

A confirmation screen displays, and a message is sent to your email address with your username and temporary password.

You are now a registered Lobbyist user on the Mississippi Secretary of State Elections web site.



Note

If the form redisplay with the message “The address you entered could not be validated!” you have two choices:

If the address is correct as you typed it, select (check) the check box next to “Check the box to confirm that the entered address is correct,” and then click Confirm again.

If the address is not correct, make any necessary changes on the form, and then click Confirm again.

The screenshot shows a web browser window titled "Mississippi Secretary of State: Online Filing". The page header features the Mississippi Secretary of State's seal and the name "DELBERT HOSEMANN, Secretary of State". A red error message states: "The address you entered could not be validated!". Below this, the form contains the following sections:

- Name Information:** Title (Dr.), First Name (Kenneth), Middle Name (E.), Last Name (Gadomski), Suffix.
- Physical Address Information:** Address 1 (1509 Government Street), Address 2 (Fifth Floor), City, State (ALABAMA), Zip (36604). A red error message is present below the address fields: "The address you entered could not be validated!". A checkbox is present: "Check the box to confirm the entered address is correct".
- Mailing address same as Physical
- Phone Information:** Primary Phone ((251) 378-7827), Mobile Phone, Fax ((251) 378-7100).
- Email Address Information:** Email (ken.gadomski@acois.com), Confirm Email (ken.gadomski@acois.com). A note states: "The e-mail address you enter will also be your username."

Buttons for "Cancel" and "Confirm" are located at the bottom of the form.

8 Click Close.

The Elections home page redisplay.

**9** Retrieve your username and password from your email.**10** You'll need this username and password to log in to the Elections Web Portal for the first time as a lobbyist.

Logging in to the Web Portal as a Lobbyist

Use the following procedure to log in to the Web Portal as a lobbyist.

Note

You must have a lobbyist account (that is, already have a username and password) to log in to the Web Portal. If you are not already registered, use the instructions in "Registering as a Lobbyist" on page 224.

- 1** In your web browser, go to <http://dev.acois.com/msel>.
The Elections home page displays.



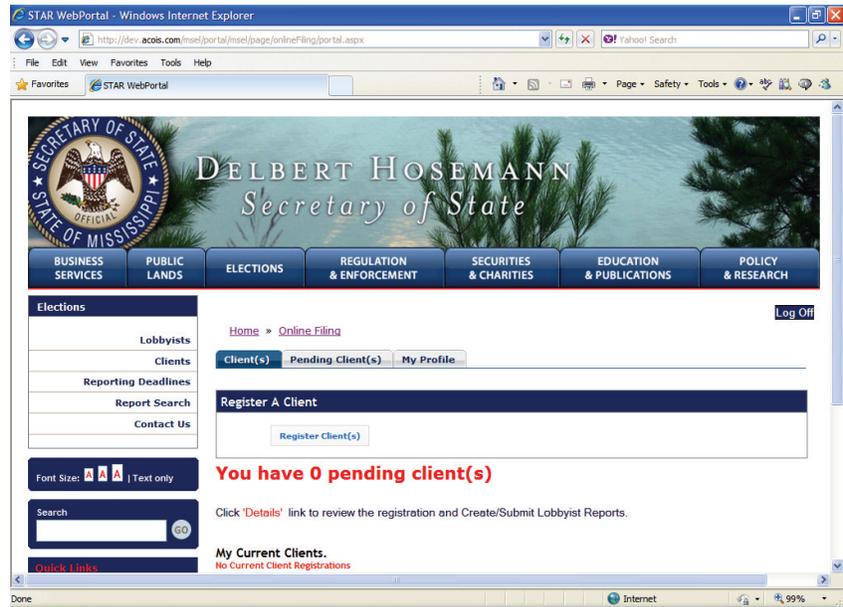
- 2** On the left side of the page, click **Lobbyists**.
A Registered Lobbyist pane displays.
- 3** In the Registered Lobbyist pane enter your username and password in the appropriate text boxes.

Note

Your username is the email address you used to register as a lobbyist, and the temporary password is the one you retrieved from your email.

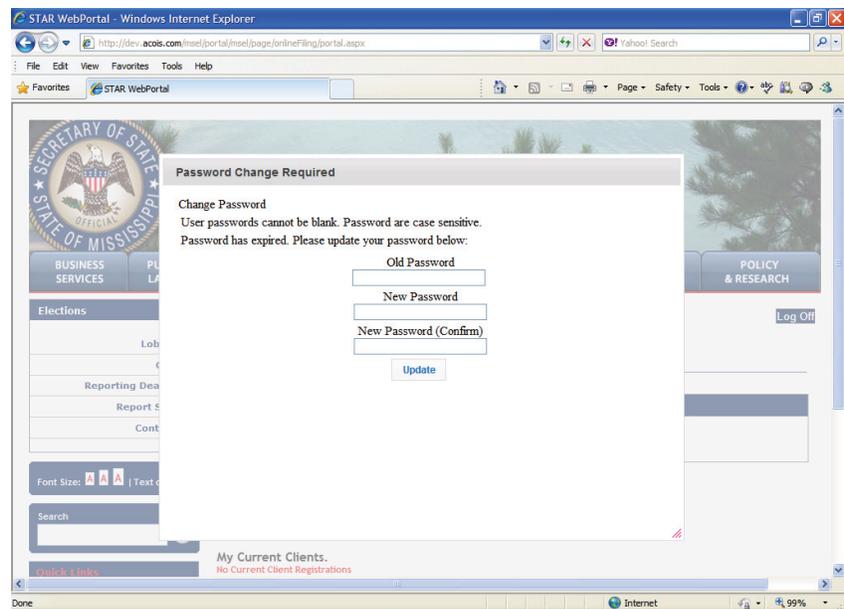
4 Click Login.

The system logs you in, three client-related tabs and the Register a Client pane display along with a Log Off button near the top-right corner of the screen.



Note

If this is your first time logging in as a lobbyist, a Password Change Required dialog displays before the screen shown above.



- *In the appropriate text boxes, enter your old password (the one you retrieved from your email) and then your new password twice.*
- *Click Update.*

These steps are required only the first time you log in as a lobbyist.

Registering a Client

Use the following procedure to register a client.

Note

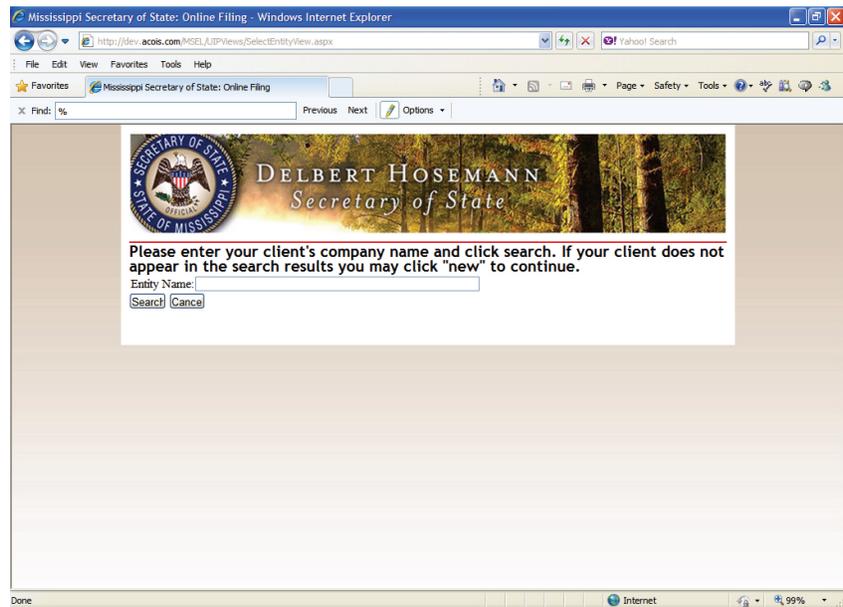
You need to perform this procedure for each client you register.

- 1** In your web browser, go to <http://dev.acois.com/msel>.
The Elections home page displays.



- 2** On the left side of the page, click **Lobbyists**.
A Registered Lobbyist pane displays.
- 3** Log in as a lobbyist.

For More Info — See “Logging in to the Web Portal as a Lobbyist” on page 229.

4 In the Register a Client pane, click the Register Client(s) link.**5** In the Entity Name text box, type the client's name.**6** Click Search.

A list of entities matching your search criteria displays.

7 If the appropriate entity name is displayed in the list, click its list.

If the appropriate entity name is not displayed, click New.

8 When the client's data form displays, enter the required information.**9** Click Next.

A Client Business Details form displays.

10 Enter the required information.**11** Click Next.

A Lobbyist Employment and Issues form displays.

12 Enter the required information.

13 Click Next.

A screen displays, summarizing the Lobbyist and Client Details.

14 Click Submit.

A Check Out? screen displays.

15 If you want to complete this registration and pay now

a Click Pay Now.

b Follow the instructions on the screen.

The Pending Client(s) screen and My Pending Client Registrations pane display with the new pending client listed.

If you want to complete this registration and pay later

a Click Pay Later.

b When the Warning!! screen displays, click OK.

The Pending Client(s) screen and My Pending Client Registrations pane display with the new pending client listed.

If you want to register another client and pay for all of them at the same time

a Click I Want to Register Another Client.

b Repeat steps 5-15.

The Pending Client(s) screen and My Pending Client Registrations pane display with the new pending clients listed.

16 On the right side of the screen, click Log Off.

You are logged off, and the Elections home page redisplay.

Viewing a Lobbyist's Current and Pending Clients

- 1** In your web browser, go to <http://dev.acois.com/mse1>.
The Elections home page displays.



- 2** On the left side of the page, click **Lobbyists**.
A Registered Lobbyist pane displays.

- 3** Log in as a lobbyist.

- 4** Click the **Pending Client(s)** tab.

The My Pending Client Registrations pane displays, listing all pending registrations.

If no registrations are listed, none are currently pending.

- 5** On the right side of the screen, click **Log Off**.

You are logged off, and the Elections home page redisplay.

For More Info —
See “Logging in to the Web Portal as a Lobbyist” on page 229.

Note

Viewing/Editing a Lobbyist's Profile

- 1** In your web browser, go to <http://dev.acois.com/msel>.
The Elections home page displays.



- 2** On the left side of the page, click **Lobbyists**.
A Registered Lobbyist pane displays.

- 3** Log in as a lobbyist.

- 4** Click the **My Profile** tab.
The My Profile pane displays.

- 5** Click the **View/Update Profile** link.
A form displays with your user profile information.

- 6** Make any necessary changes.

- 7** Click **Confirm**.
An “Information Updated” message displays.

For More Info —
See “Logging in to the
Web Portal as a
Lobbyist” on
page 229.

Note

If the form redisplay with the message “The address you entered could not be validated!” you have two choices:

If the address is correct as you typed it, select (check) the check box next to “Check the box to confirm that the entered address is correct,” and then click Confirm again.

If the address is not correct, make any necessary changes on the form, and then click Confirm again.

8 Click OK.

The My Profile pane redisplay.

9 On the right side of the screen, click Log Off.

You are logged off, and the Elections home page redisplay.

Changing a Lobbyist's Password

1 In your web browser, go to <http://dev.acois.com/msel>.

The Elections home page displays.

**2** On the left side of the page, click Lobbyists.

A Registered Lobbyist pane displays.

For More Info —
See “Logging in to the
Web Portal as a
Lobbyist” on
page 229.

3 Log in as a lobbyist.

4 Click the My Profile tab.

The My Profile pane displays.

5 Click the Change Password link.

A Change Password screen displays.

6 In the Old Password text box, type your current password.

7 In both the New Password and New Password (Confirm) text boxes, type a new password.

8 Click Update.

A message screen displays, stating “Your password has been changed successfully.”

9 Click OK.

The Online Filing screen and My Profile pane redisplay.

10 On the right side of the screen, click Log Off.

You are logged off, and the Elections home page redisplay.

Logging in to the Web Portal as a Client

- 1** In your web browser, go to <http://dev.acois.com/msel>.
The Elections home page displays.



- 2** On the left side of the page, click **Clients**.
A Client Portal screen displays with a Registered Applicants pane.
- 3** In the **Registered Lobbyist** form on the **Online Filing** screen enter your username and password.

Note

Your username and password were emailed to you when your lobbyist registered you as a client.

- 4** Click **Login**.
You are logged in to the Client Portal, and a series of tabs displays.

Checking a Client's Pending Lobbyist Registrations

- 1** In your web browser, go to <http://dev.acois.com/mse1>.
The Elections home page displays.



- 2** On the left side of the page, click **Clients**.
A Client Portal screen displays with a Registered Applicants pane.

For More Info —
See “Logging in to the Web Portal as a Client” on page 240.

- 3** Log in as a client.

- 4** Click the **Pending Lobbyist** tab.

The Lobbyist Registrations Pending Approval pane displays.

If no lobbyists are listed, none are currently pending approval.

- 5** On the right side of the screen, click **Log Off**.

You are logged off, and the Elections home page redisplay.

Checking a Client's Current Lobbyist Registrations and Pending Reports

- 1** In your web browser, go to <http://dev.acois.com/mse1>. The Elections home page displays.



- 2** On the left side of the page, click **Clients**.
A Client Portal screen displays with a Registered Applicants pane.

- 3** Log in as a client.

- 4** If the current lobbyist screen is not already displayed, click the **Current Lobbyist** tab.

The Lobbyist Registration Current Filings, New Reports, and pending Reports panes display.

If no lobbyists are listed, there are no current clients. If no reports are listed, none are currently pending.

For More Info —
See “Logging in to the Web Portal as a Client” on page 240.

- 5** On the right side of the screen, click **Log Off**.
You are logged off, and the Elections home page redisplay.

Recording a Client's Lobbyist Expenses

- 1** In your web browser, go to <http://dev.acois.com/msel>.
The Elections home page displays.



- 2** On the left side of the page, click **Clients**.
A Client Portal screen displays with a Registered Applicants pane.

- 3** Log in as a client.

- 4** If the current lobbyists screen isn't already displayed, click the **Current Lobbyist** tab.

- 5** Near the bottom of the current lobbyist screen, click the **Lobbyist Expenses Template** link.

For More Info —
See “Logging in to the Web Portal as a Client” on page 240.

Note

6 When the File Download dialog displays, click Open.

The Lobbyist Expenses template opens in Microsoft Excel.

You must have Microsoft Excel installed on your workstation to open the template file.

7 Enter the appropriate details in the spreadsheet.

8 Save your file, and exit Excel.

The Lobbyist Expenses Template is saved, and the Client Portal redisplay.

9 On the right side of the screen, click Log Off.

You are logged off, and the Elections home page redisplay.

Recording a Client's Lobbyist Expenses

1 In your web browser, go to <http://dev.acois.com/msel>.

The Elections home page displays.


2 On the left side of the page, click Clients.

A Client Portal screen displays with a Registered Applicants pane.

For More Info —
See “Logging in to the
Web Portal as a
Client” on page 240.

3 Log in as a client.

4 If the current lobbyists screen isn't already displayed, click the Current Lobbyist tab.

5 In the New Reports pane, click create Annual Report.
A Form C - Client Annual Report screen displays.

6 In the Client Administrative Costs section, click the Add/Edit Admin Costs link.
A Client Administrative Costs form displays.

7 Enter the appropriate information.

8 Click Next.
The Form C - Client Annual Report screen redisplay with the information you just added displayed.

9 In the Compensation Actions section, click Add Compensation.
A Client's Lobbyists Compensations screen displays.

10 Enter the appropriate information.

11 Click Next.
The Form C - Client Annual Report screen redisplay with the information you just added displayed.

12 In the Expenses Actions section, click Import Expenses from Spreadsheet.
An Upload File screen displays.

13 Browse for an open the Lobbyist Expenses Template file.

14 Click Submit.
The Form C - Client Annual Report screen redisplay with the expenses you just added.

For More Info —
See “Recording a
Client's Lobbyist
Expenses” on
page 243.

15In the Receptions Actions section, click Add Receptions.

A Lobbyist Receptions screen displays.

16Enter the appropriate information.

17Click Submit.

The Form C - Client Annual Report screen redisplay with the information you just added displayed.

18In the Report Actions section, click the Submit Annual Report link.

A Submit Report screen displays.

19Click Submit.

A message screen displays, stating "Form C - Client Annual Report submitted!!"

20Click OK.

The Submitted Reports screen of the Client Portal displays with the report you just submitted.

21On the right side of the screen, click Log Off.

You are logged off, and the Elections home page redisplay.

Viewing/Printing a Client's Submitted Reports

- 1** In your web browser, go to <http://dev.acois.com/mse1>.
The Elections home page displays.



- 2** On the left side of the page, click **Clients**.
A Client Portal screen displays with a Registered Applicants pane.

- 3** Log in as a client.

- 4** Click the **Submitted Reports** tab.

The Submitted Reports pane displays.

- 5** Select (check the check box next to the report you want to view).

- 6** Click the **View/Print Report(s)** link.

The report opens in a new browser window.

- 7** View and/or print the report.

For More Info —
See “Logging in to the
Web Portal as a
Client” on page 240.

- 8** On the right side of the screen, click **Log Off**.
You are logged off, and the Elections home page redisplay.

Viewing/Editing a Client's Profile

- 1** In your web browser, go to <http://dev.acois.com/msel>.
The Elections home page displays.



- 2** On the left side of the page, click **Clients**.
A Client Portal screen displays with a Registered Applicants pane.
- 3** Log in as a client.
- 4** Click the **My Profile** tab.
The My Profile pane displays.
- 5** Click the **View/Edit My Profile** link.
A form displays with the client's user profile information.
- 6** Make any necessary changes.

For More Info —
See “Logging in to the
Web Portal as a
Client” on page 240.

Note

7 Click Next.

The Client Business Details form displays.

If the previous form redisplay with the message “The address you entered could not be validated!” you have two choices:

If the address is correct as you typed it, select (check) the check box next to “Check the box to confirm that the entered address is correct,” and then click Confirm again.

If the address is not correct, make any necessary changes on the form, and then click Confirm again.

8 Make any necessary changes.**9** Click Next.

A message screen displays, stating “Lobbyist Client information updated.”

10 Click OK.

The My Profile screen redisplay.

11 On the right side of the screen, click Log Off.

You are logged off, and the Elections home page redisplay.

Changing a Client's Password

- 1** In your web browser, go to <http://dev.acois.com/mse1>.
The Elections home page displays.



- 2** On the left side of the page, click **Clients**.
A Client Portal screen displays with a Registered Applicants pane.

- 3** Log in as a client.

- 4** Click the **My Profile** tab.
The My Profile pane displays.

- 5** Click the **Change Password** link.
A Change Password screen displays.

- 6** In the **Old Password** text box, type your current password.

- 7** In both the **New Password** and **New Password (Confirm)** text boxes, type a new password.

For More Info —
See “Logging in to the
Web Portal as a
Client” on page 240.

8 Click Update.

A message screen displays, stating “Your password has been changed successfully.”

9 Click OK.

The My Profile pane redisplay.

10 On the right side of the screen, click Log Off.

You are logged off, and the Elections home page redisplay.

Checking Reporting Deadlines

1 In your web browser, go to <http://dev.acois.com/msel>.

The Elections home page displays.

**2 On the left side of the page, click Reporting Deadlines.**

The Lobbyist Reporting Deadlines screen displays.

3 Click the Details link for the appropriate year.

A Year Lobbyist Reporting Deadlines screen displays.

4 At the top of the screen, click the Home link.

The Elections home page redispays.

Searching for Lobbyist and Client Reports

The following types of report searches are available via the STAR Web Portal:

- Lobbyist Search by Year
- Lobbyist Search by Client and Year
- Client Reports Search
- Lobbyist Reports Search

Searches can be performed whether or not you are logged in. The same search criteria are available.

Performing the Search

1 In your web browser, go to <http://mselections.acois.com/star>

The home page displays.

Shortcut
Click the Report Search icon.



2 On the left side of the page, click the Report Search link.
The Search Regulated Entities screen displays.



3 Click the radio button next to the type of search you want to make.
The type of search you select dictates the search fields that display.

Search Type	Search Fields
Lobbyist Search by Year	Year Last Name (of lobbyist) First Name (of lobbyist)
Lobbyist Search by Client and Year	Year Name (of client)

Client Reports Search	Lobbyist First Name Lobbyist Last Name Full Name of Client Cycle Year Salary Range From Salary Range To
Lobbyist Reports Search	Lobbyist First Name Lobbyist Last Name Full Name of Client Cycle Year Recipient Title Recipient First Name Recipient Last Name Start Date End Date Report Type Item Description Amount Spent on Recipient

Note

4 Enter the appropriate search criteria.

The system automatically adds a wildcard to the beginning and end of the characters you type. For example, typing “e” in the Lobbyist Last Name field finds all lobbyists show last name contains an “e.”

5 Click the Search button to begin the search.

When the search is complete, the results are listed at the bottom of the screen.

Note

If no results display at the bottom of the screen, no matches were found for the specified search criteria. You can re-search by clicking the Reset button and then entering different search criteria.

6 At the top of the screen, click the Home link.

The Elections home page redisplay.

Viewing/ Printing Reports

1 Perform the search, as described in “Performing the Search” on page 252.

The search results are listed at the bottom of the screen.

2 Click the link of the report you want to view.

The report displays.

Exporting the Search Results

3 View and/or print the report.

4 Click the browser back button.

The Search Regulated Entities screen redisplay.

5 At the top of the screen, click the Home link.

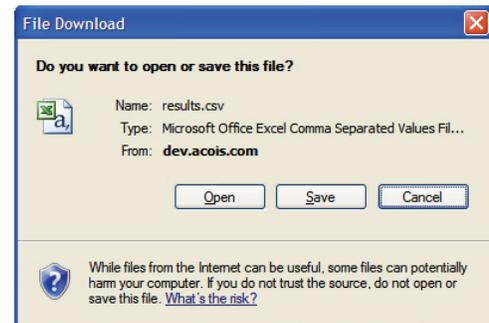
The Elections home page redisplay.

1 Perform the search, as described in “Performing the Search” on page 252.

The search results are listed at the bottom of the screen.

2 Click the Export to CSV/Excel button.

A File Download dialog displays.



3 If you want to view and/or edit the file immediately

a Click Open.

The file opens in Microsoft Excel.

b View, print, and/or save the file.

c Close the file.

The Search Regulated Entities screen redisplay.

If you only want to save the file

a Click Save.

You are prompted to save the file.

b Save the file in the appropriate location.

The file is saved, and the Search Regulated Entities screen redisplay.

- 4** At the top of the screen, click the Home link.
The Elections home page redisplay.

