

1. Who is required to file the Annual Equity Report?
 - a. Registered lobbyists and Registered Lobbying Firms
2. Where do I file?
 - a. Online at PA Lobbying Services www.palobbyingservices.com . To submit a report, the individual must be signed into our website using their keystone login. [Pennsylvania Keystone Login Portal \(pa.gov\)](http://Pennsylvania Keystone Login Portal (pa.gov))
3. My affiliated principal files the expense reports, do I need my own login?
 - a. Yes, you will need to sign up for a Keystone Login account to access the form.
4. What if I need to make a change?
 - a. There isn't an option to amend the submitted form, a new form will need to be submitted.
5. What does equity mean?
 - a. Equity means any interest or ownership. The term "interest or ownership" includes, but is not limited to: any interest in any shares (however designated, whether voting or nonvoting); membership interests (however designated, whether voting or nonvoting); partnership interests (whether general or limited); and, any other interest that confers the right to receive a share of the profits and losses of, or distributions of property of, any partnership or business.
6. What information must be disclosed?
 - a. How much equity a lobbyist or lobbying firm holds or has help in an affiliated principal; for whom that lobbyist or firm lobbied during the reporting period.
7. What is the reporting period for the equity report?
 - a. The reporting period for the annual report runs from July 1st through June 30th.
8. Can I file the report early?
 - a. Yes, you can file early. Please note, it is your responsibility to report any activity that was not reported after the early submission.
9. What if I terminate during the reporting year, do I still have to file?
 - a. Yes, you will have to file a report as you were active during the reporting period.
10. Can someone file on my behalf?
 - a. Yes, if the individual has all the required information to file on your behalf. The individual will have to affirm they have knowledge of all required information.
11. Does the amount reported have to be a dollar amount?
 - a. No, a percentage can be listed.
12. What if I have more than five principals to list equity for?
 - a. You can email a completed [spreadsheet](#) to ra-lobbyingdisclosure@pa.gov
13. Are the completed equity reports available for public view?
 - a. Yes, report can be viewed here on our PA Lobbying Services website.
14. Can I email a report to your office?
 - a. No, the report must be submitted using the link once you are logged into our system.
15. Are late fees assessed for late submission of this report?
 - a. Enforcement for Lobbying Disclosure is handled by the Pennsylvania State Ethics Commission. They may be reached by phone at 717-783-1610.
16. I can't remember my password for my Keystone Login. How do I reset my password?

- a. Below, the Log In option, click on forgot username or forgot password for assistance.
[Pennsylvania Keystone Login Portal \(pa.gov\)](#)