Respectful Workplace Training Reporting Instructions

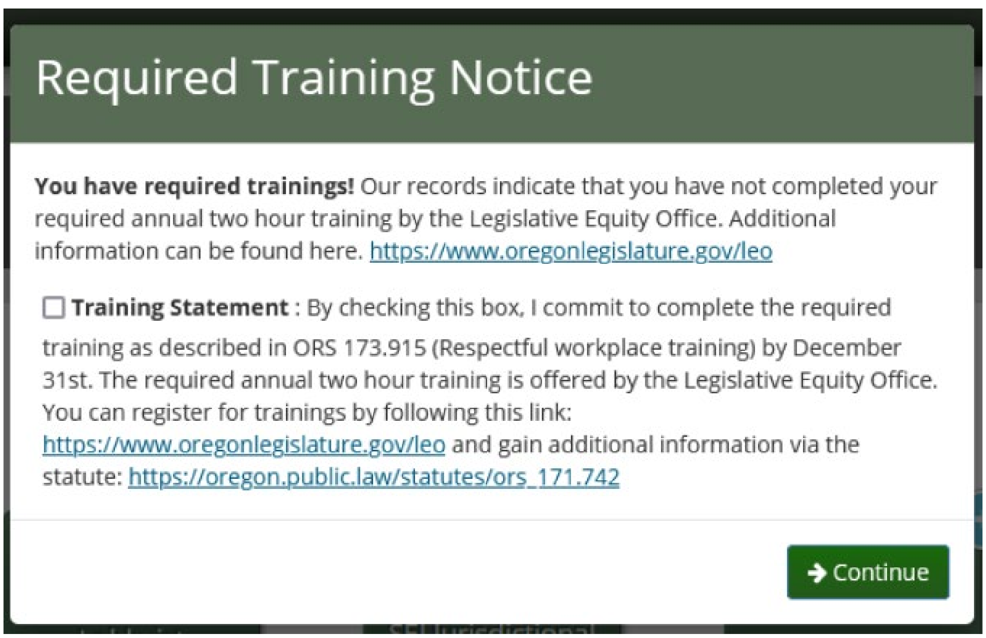
In 2019, Oregon Legislation passed HB3377 which requires all lobbyists that were active lobbyists for any period during a year to complete a two-hour training presented by the Oregon Legislative Equity Office (LEO). This training is currently available on the LEO's website here.

Lobbyists are required to report their commitment to taking this training and the completion of the training in OGEC's Electronic Filing System (EFS).

Registered Lobbyists

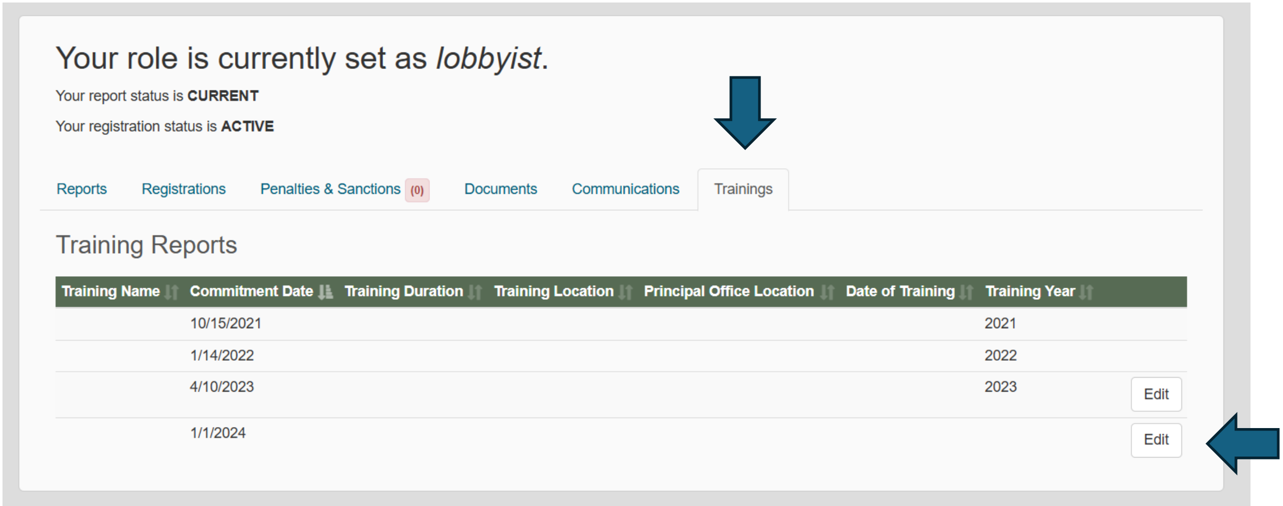
For established and already registered lobbyists, the steps are simple:

A lobbyist will need to log into their personal lobbyist account in EFS. When they log in for the first time, they will see a pop up that advises of the training requirement and commitment.



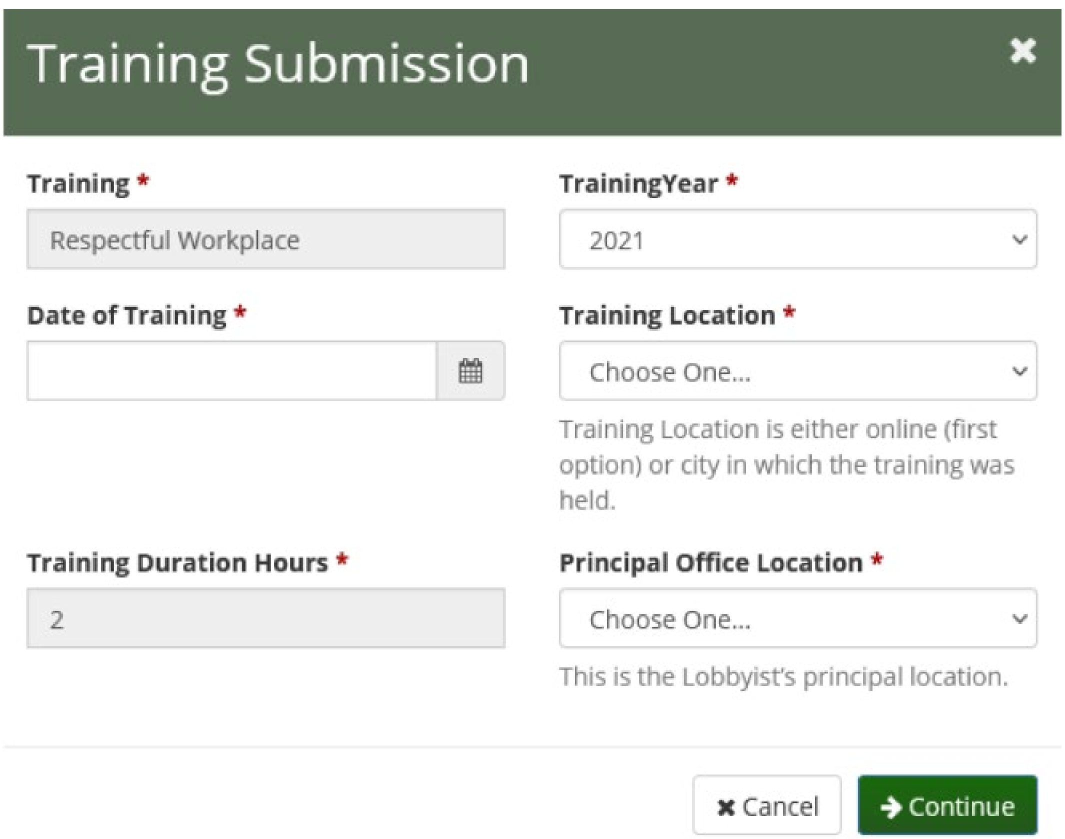
Once a lobbyist submits their commitment to the training, they will be able to continue their login process. When they are logged in, they will go to their Trainings Tab. From there they will see a list of the confirmation dates and trainings completed.

They will need to select edit next to the year of the training that needs to be reported.



A Training Submission pop-up will appear with the fields that need to be completed when reporting a completed training.

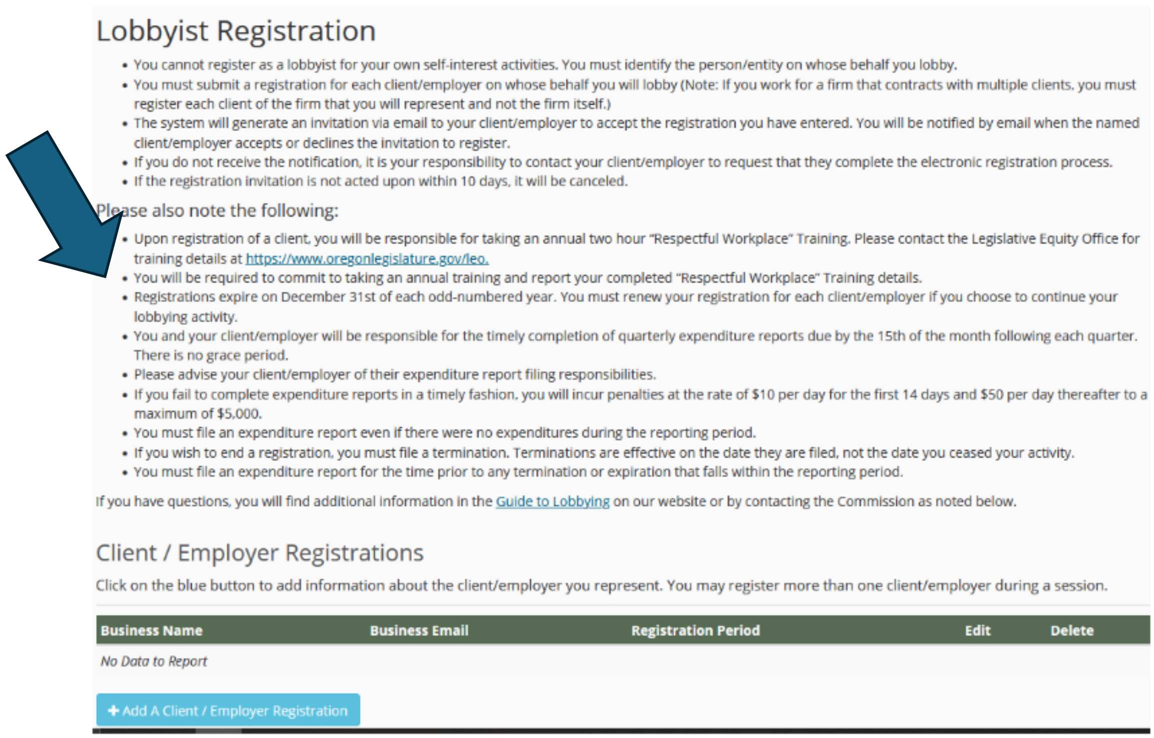
A lobbyist needs to report the date of the training, the training year, the training location, and the lobbyist's principal office location.



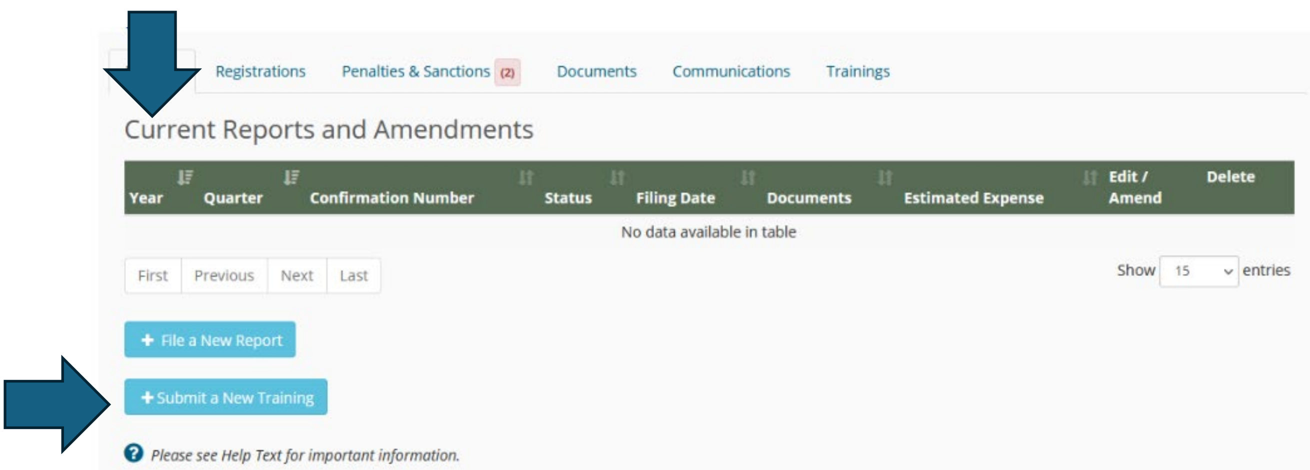
When adding a new client or employer registration, there is also an added section that requires the lobbyist to acknowledge the Respectful Workplace training requirement.

New Lobbyists

When a new lobbyist is registering with OGEC via EFS, they will create their username and password and acknowledge any legislative members before adding client/employer registrations. At this point, they will see the below screen:



After their account creation is done, new lobbyists will click on the Reports Tab. To add the report of their first training, click the bright blue "Submit a New Training" button.



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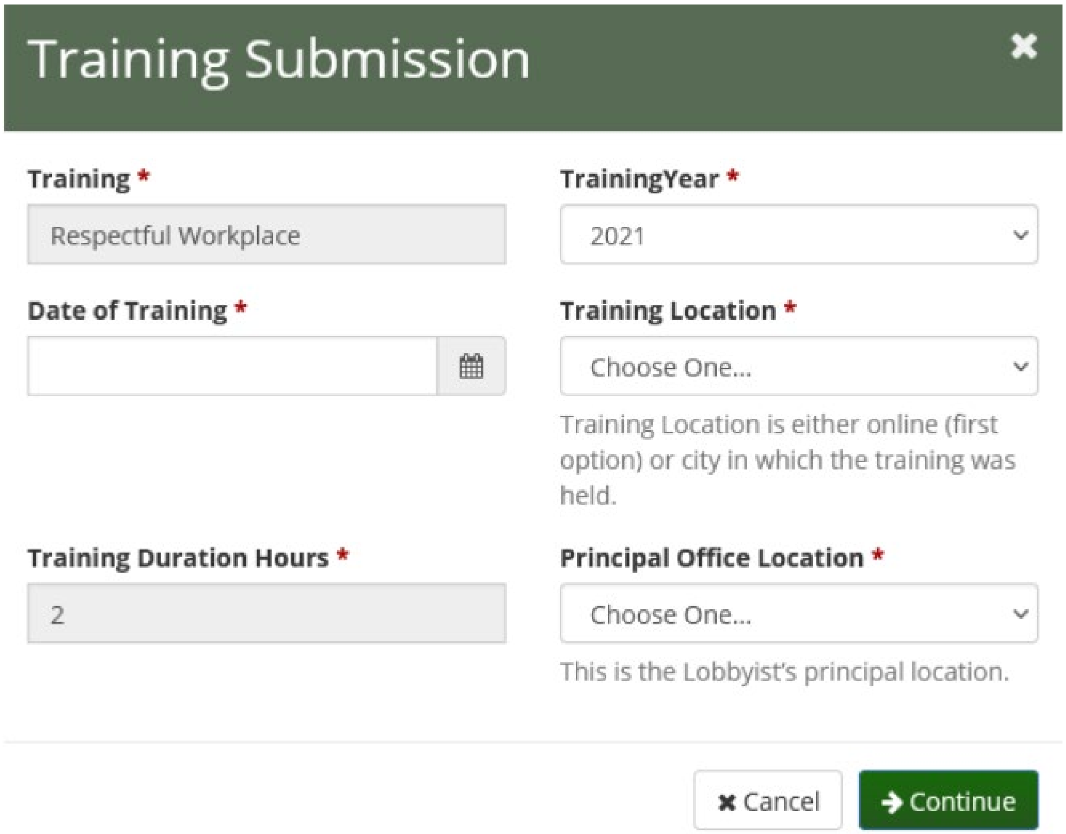

After the initial training report, lobbyists will follow the instructions in the "Registered Lobbyists" section to report trainings via the Trainings Tab.