

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.

Required Training Notice

You have required trainings! Our records indicate that you have not completed your required annual two hour training by the Legislative Equity Office. Additional information can be found here. <https://www.oregonlegislature.gov/leo>

Training Statement : By checking this box, I commit to complete the required training as described in ORS 173.915 (Respectful workplace training) by December 31st. The required annual two hour training is offered by the Legislative Equity Office. You can register for trainings by following this link: <https://www.oregonlegislature.gov/leo> and gain additional information via the statute: https://oregon.public.law/statutes/ors_171.742

[Continue](#)

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.

Your role is currently set as *lobbyist*.

Your report status is **CURRENT**

Your registration status is **ACTIVE**

Reports Registrations Penalties & Sanctions (0) Documents Communications **Trainings**

Training Reports

Training Name	Commitment Date	Training Duration	Training Location	Principal Office Location	Date of Training	Training Year
	10/15/2021					2021
	1/14/2022					2022
	4/10/2023					2023
	1/1/2024					

Edit Edit

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.

Training Submission
✕

Training *

TrainingYear *

Date of Training *

Training Location *

Training Location is either online (first option) or city in which the training was held.

Training Duration Hours *

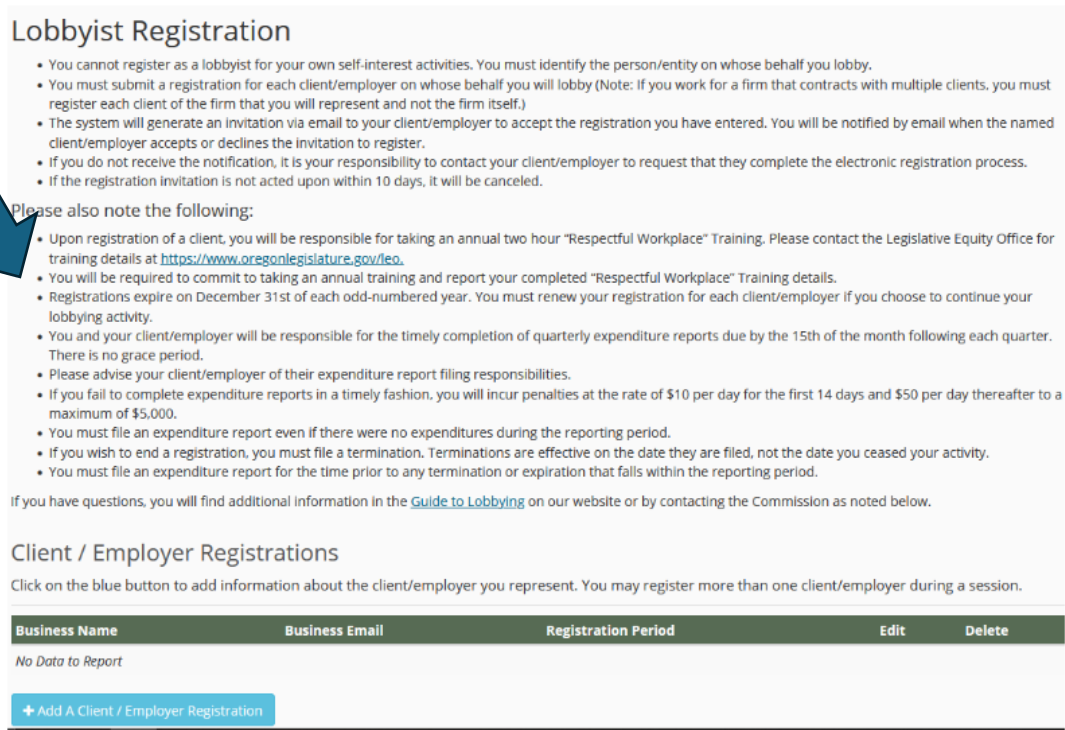
Principal Office Location *

This is the Lobbyist's principal 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 OGEK 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:



Lobbyist Registration

- You cannot register as a lobbyist for your own self-interest activities. You must identify the person/entity on whose behalf you lobby.
- You must submit a registration for each client/employer on whose behalf you will lobby (Note: If you work for a firm that contracts with multiple clients, you must register each client of the firm that you will represent and not the firm itself.)
- The system will generate an invitation via email to your client/employer to accept the registration you have entered. You will be notified by email when the named client/employer accepts or declines the invitation to register.
- If you do not receive the notification, it is your responsibility to contact your client/employer to request that they complete the electronic registration process.
- If the registration invitation is not acted upon within 10 days, it will be canceled.

Please also note the following:

- Upon registration of a client, you will be responsible for taking an annual two hour "Respectful Workplace" Training. Please contact the Legislative Equity Office for training details at <https://www.oregonlegislature.gov/leo>.
- You will be required to commit to taking an annual training and report your completed "Respectful Workplace" Training details.
- Registrations expire on December 31st of each odd-numbered year. You must renew your registration for each client/employer if you choose to continue your lobbying activity.
- You and your client/employer will be responsible for the timely completion of quarterly expenditure reports due by the 15th of the month following each quarter. There is no grace period.
- Please advise your client/employer of their expenditure report filing responsibilities.
- If you fail to complete expenditure reports in a timely fashion, you will incur penalties at the rate of \$10 per day for the first 14 days and \$50 per day thereafter to a maximum of \$5,000.
- You must file an expenditure report even if there were no expenditures during the reporting period.
- If you wish to end a registration, you must file a termination. Terminations are effective on the date they are filed, not the date you ceased your activity.
- You must file an expenditure report for the time prior to any termination or expiration that falls within the reporting period.

If you have questions, you will find additional information in the [Guide to Lobbying](#) on our website or by contacting the Commission as noted below.

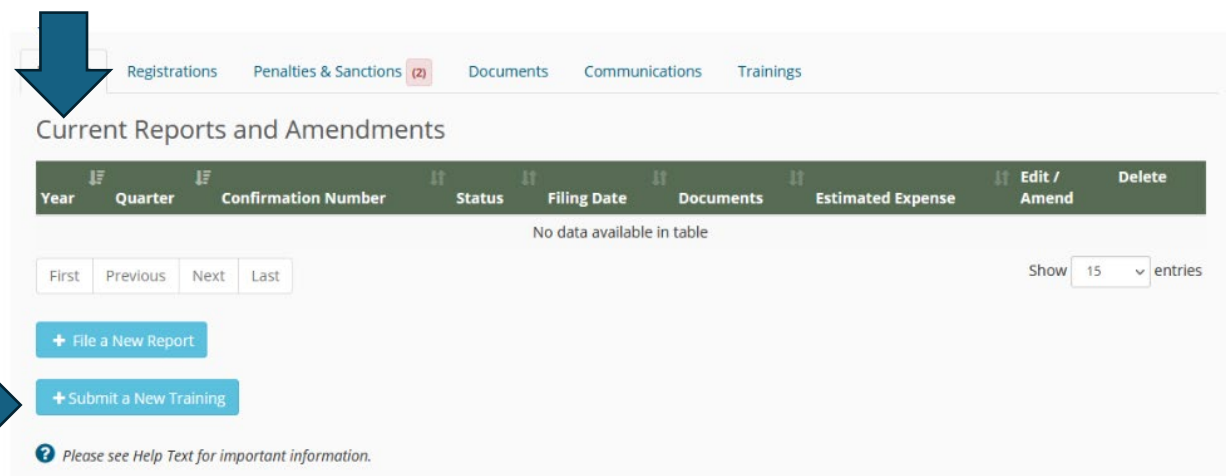
Client / Employer Registrations

Click on the blue button to add information about the client/employer you represent. You may register more than one client/employer during a session.

Business Name	Business Email	Registration Period	Edit	Delete
No Data to Report				

[+ Add A Client / Employer Registration](#)

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.



Registrations Penalties & Sanctions (2) Documents Communications Trainings

Current Reports and Amendments

Year	Quarter	Confirmation Number	Status	Filing Date	Documents	Estimated Expense	Edit / Amend	Delete
No data available in table								

First Previous Next Last Show 15 entries

[+ File a New Report](#)


[+ Submit a New Training](#)

? Please see Help Text for important information.

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.

Training Submission ✕

Training * <input type="text" value="Respectful Workplace"/>	TrainingYear * <input type="text" value="2021"/>
Date of Training * <input type="text" value=""/> 	Training Location * <input type="text" value="Choose One..."/>
Training Duration Hours * <input type="text" value="2"/>	Principal Office Location * <input type="text" value="Choose One..."/>

Training Location is either online (first option) or city in which the training was held.

This is the Lobbyist's principal location.

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