



## INSTRUCTIONS FOR CHANGING OR ADDING A MATTER ONLINE

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)  
[www.milwaukee.gov/lobby](http://www.milwaukee.gov/lobby)

Persons registered as lobbyists are required to amend their original registration filings so that their files reflect at all times the areas of legislative or administrative action they are attempting to influence on behalf of a principal. Changes must be reported **within 10 days** of the changes taking place.

Changes and additions may be reported to the License Division or lobbyists can change or add their administrative or legislative action information by using the online amendment form available at [www.milwaukee.gov/lobby](http://www.milwaukee.gov/lobby).

Prior to amending online any original registration filings, a user-id and password must be established with the City of Milwaukee's E-Services System. Go to <http://itmdapps.ci.mil.wi.us/login/login/notificationsignin.jsp> to establish an account.

After an E-Services account has been established:

1. Log on to the Lobbyist home page [www.milwaukee.gov/lobby](http://www.milwaukee.gov/lobby) and click on "Change Add/Administrative Action Online"

Or log on directly at [www.milwaukee.gov/lobbyist](http://www.milwaukee.gov/lobbyist)

2. Enter your Lobbyist License #. This number is located in on the upper right hand corner of the lobbyist license.
3. Enter the your email address and password used with the City of Milwaukee's E-Services System. Go to the following link to request a forgotten password: <http://itmdapps.ci.mil.wi.us/login/login/getpassword.jsp>

Enter the Principal's First Name and Last Name. This is located on the bottom of the lobbyist license, and must be entered as originally entered at the time of initial registration.

Examples: First Name: ABC  
First Name: JOHN

Last Name: INC.  
Last Name: ADAMS

### TO CHANGE A MATTER

5. Click change matter
6. Select matter you wish to change
7. Click on submit
8. Make changes as needed and click on update
9. If no changes are needed, click on no changes

### TO ADD A MATTER

5. Click add matter
6. Enter information as appropriate
7. Click add matter
8. Enter more changes as needed

Please contact the License Division if you have any questions or concerns.