Getting Started with DigaSign
NC SOS Lobbyist

Creating Lobbyist Expense Reports:

1. Open DigaSign and login.
2. Click the Main Menu button, navigate to Lobbyist Reports, then click **Lobbyist Report**.
3. On the *Welcome to the Lobbyist Expense Report Wizard* window, click **Next** to continue.
4. On the *Report Task* window, choose if you want to prepare a report for immediate signing or prepare a report for signing later. Click **Next**.
5. On the *Period* window, choose the time period for which the report is being prepared. Click **Next**.
6. On the *Lobbyist and Principal* window, enter the information of the lobbyist and principal. Click **Next**.
7. On the *Lobbyist Made and Principal Reimbursed* window, enter the reimbursements for the period. Click **Next**.
8. On the *Lobbyist Made and Principal Did Not Reimburse* window, enter the non-reimbursements for the period. Click **Next**.
9. On the *Arrangements* window, enter all arrangements in effect over the past 12 months. Click **Next**.
10. On the *Solicitation* window, enter all solicitations. Click **Next**.
11. On the *Payment for Services* window, select all services that apply. Click **Next**.
12. On the *Save File* window, browse for a location on disk where the report should be saved.
13. On the *Preparer* window, the report preparer should enter his or her signature into the signature pad and the required information. If the lobbyist is preparing the report, this step may be skipped. Click **Next**.
14. Review the information, then click the **Finish** button.

Creating Principal Expense Reports:

1. Open DigaSign and login.
2. Click the Main Menu button, navigate to Lobbyist Reports, then click **Principal Report**.
3. On the *Welcome to the Lobbyist Expense Report Wizard* window, click **Next** to continue.
4. On the *Report Task* window, choose if you want to prepare a report for immediate signing or prepare a report for signing later. Click **Next**.
5. On the *Period* window, choose the time period for which the report is being prepared. Click **Next**.
6. On the *Lobbyist(s) and Principal* window, enter the information of the lobbyist(s) and principal. Click **Next**.
7. On the *Direct Expenses* window, enter all of the expenses that the principal made directly. Click **Next**.
8. On the *Principal Reimbursed to Lobbyist* window, enter the reimbursements for the period. Click **Next**.
9. On the *Arrangements* window, enter all arrangements in effect over the past 12 months. Click **Next**.
10. On the *Arrangements* window, enter all arrangements in effect over the past 12 months. Click **Next**.
11. On the *Payment for Services* window, select all services that apply. Click **Next**.
12. On the *Save File* window, browse for a location on disk where the report should be saved.
13. On the *Preparer* window, the report preparer should enter his or her signature into the signature pad and the required information. If the lobbyist is preparing the report, this step may be skipped. Click **Next**.
14. Review the information, then click the **Finish** button.