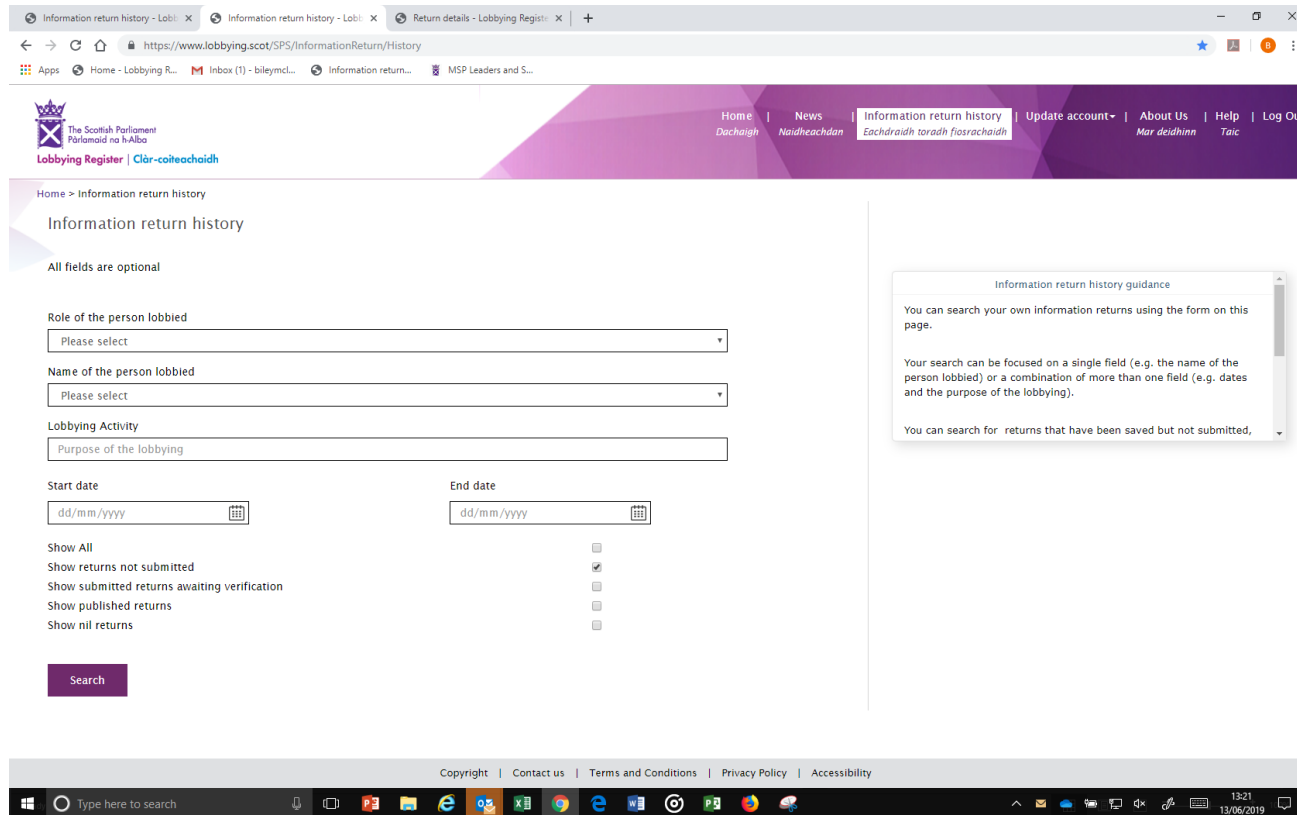


## HOW TO SUBMIT INFORMATION RETURNS USING THE 'BULK UPLOAD' FEATURE

Please log into your account at [www.lobbying.scot](http://www.lobbying.scot).

1. Access your 'draft' Information Returns by choosing Information Return History on the top tool bar.
2. Tick the Show returns not submitted box and then Click the **Search** button at the foot of the screen (see **Image 1** below).


**Image 1**




## HOW TO SUBMIT INFORMATION RETURNS USING THE 'BULK UPLOAD' FEATURE

3. Your draft Information return(s) will then show on screen (see **Image 2**). If you have more than one return, then the Bulk submit returns option appears (see Image 2).
4. Tick the box next to all the Information Returns you wish to submit and click **Submit Information Return**.

**Image 2**

Start date  

End date  

Show All

Show returns not submitted

Show submitted returns awaiting verification

Show published returns

Show nil returns

Date of lobbying activity	Information return summary	Bulk submit returns
12/06/2019	<a href="#">lobbying.scot/return/1169/</a>	<input checked="" type="checkbox"/>
03/06/2019	<a href="#">lobbying.scot/return/1163/</a>	<input type="checkbox"/>
03/06/2019	<a href="#">lobbying.scot/return/1167/</a>	<input checked="" type="checkbox"/>
10/05/2019	<a href="#">lobbying.scot/return/1164/</a>	<input checked="" type="checkbox"/>
11/04/2019	<a href="#">lobbying.scot/return/1165/</a>	<input type="checkbox"/>
21/11/2018	<a href="#">lobbying.scot/return/1166/</a>	<input checked="" type="checkbox"/>
21/11/2018	<a href="#">lobbying.scot/return/1168/</a>	<input type="checkbox"/>

**VERY IMPORTANT: PLEASE ONLY SELECT THE INFORMATION RETURNS THAT YOU ARE SURE ARE FINAL VERSIONS AND NOW NEED TO BE SUBMITTED TO THE LOBBYING REGISTER TEAM.**

## HOW TO SUBMIT INFORMATION RETURNS USING THE 'BULK UPLOAD' FEATURE

5. You will see a notification as per the following screenshot (**Image 3**) to confirm that this has been actioned.

**Image 3**

