# Submitting an Expense Report Amendment

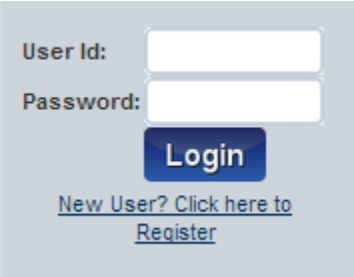
This job aid will outline the steps necessary to electronically submit an expense report amendment to the Division of Lobbying Discloser at the Pennsylvania Department of State.

## Step 1. Access the LDR Website:

Enter www.palobbyingservices.state.pa.us in your internet browser's address line.

## Step 2. Log In

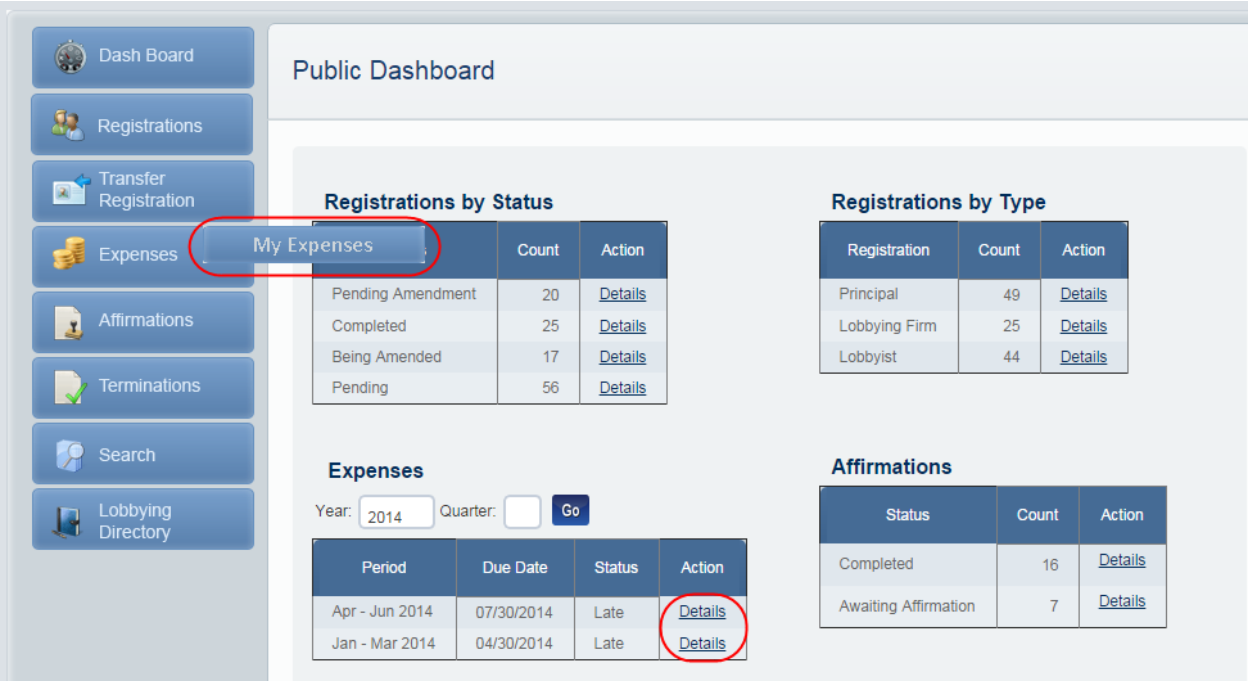
Enter your Commonwealth of Pennsylvania Login account credentials and click [Login].



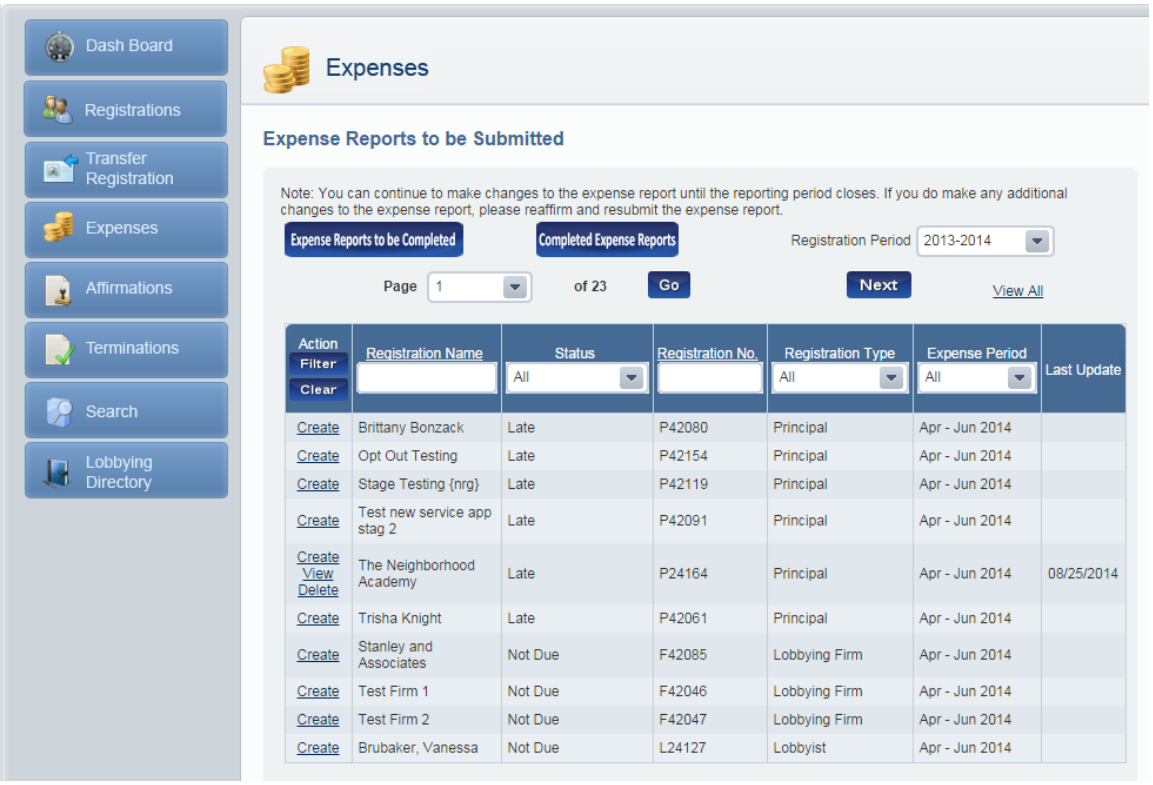

The user is presented with the Public Dashboard which displays the users Number of Registrations by Status, Number of Registrations by Type, any Expense reports which are late or due as well as the status of any Affirmations.

## Step 3. Access the My Expense page

To access the **Expense** page, select [**My Expenses**] from the ***Expenses*** sub-menu or by clicking the Details link in the **Expenses** grid.

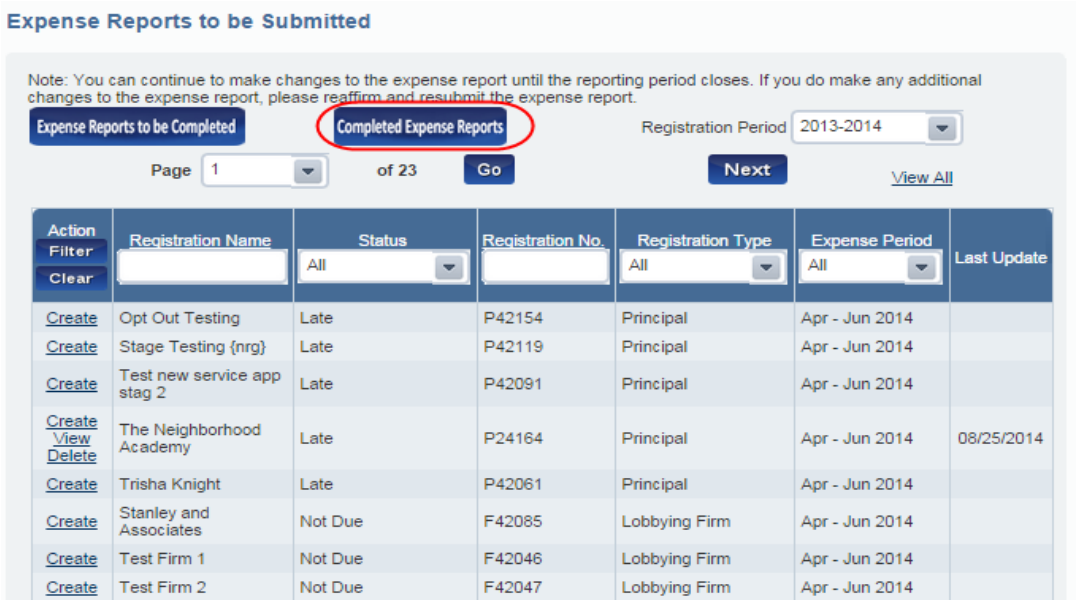



The **Expense Reports to be Submitted** page is displayed:

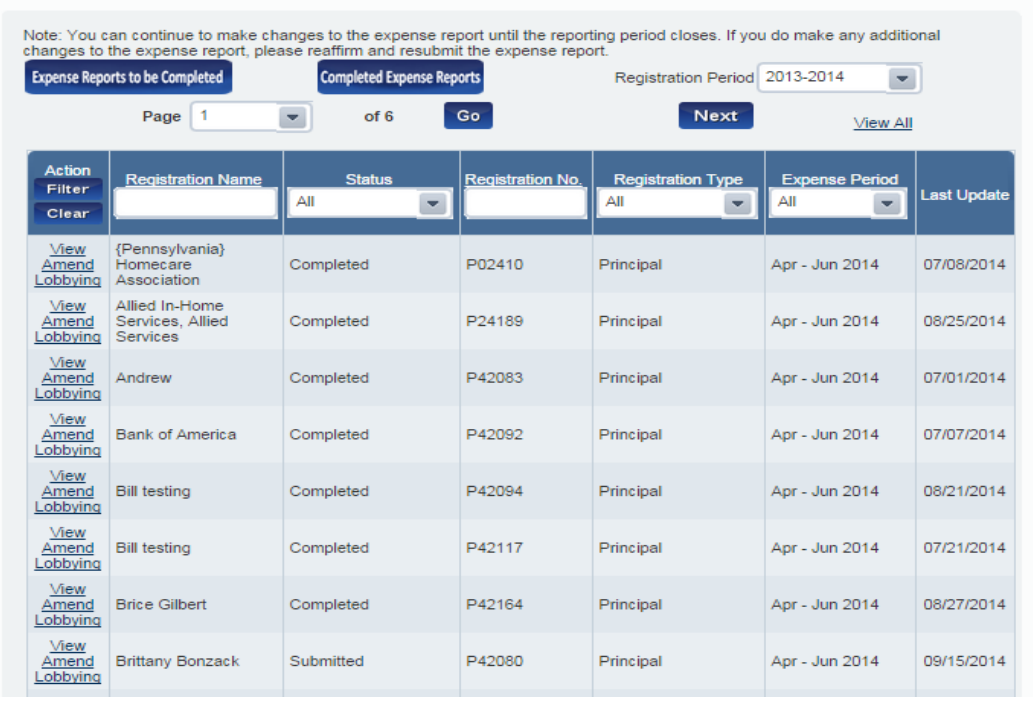


## Step 4. Access the Completed Expense Reports Page

Click the [**Completed Expense Reports**] button.




Based on the registration period selected from the 'Registration Period' drop-down, the grid on the **Completed Expense Reports** page will display all submitted expense reports for that registration period.




Note: If a previously submitted expense reports is currently being amended, the status of the submitted report is 'Being Amended'.

## Step 5. Select the Expense Report to be Amended

Click the Amend link for the desired expense report.

Note: You can continue to make changes to the expense report until the reporting period closes. If you do make any additional changes to the expense report, please reaffirm and resubmit the expense report.

Expense Reports to be Completed | Completed Expense Reports | Registration Period 2013-2014

Page 1 of 6 Go | Next | View All

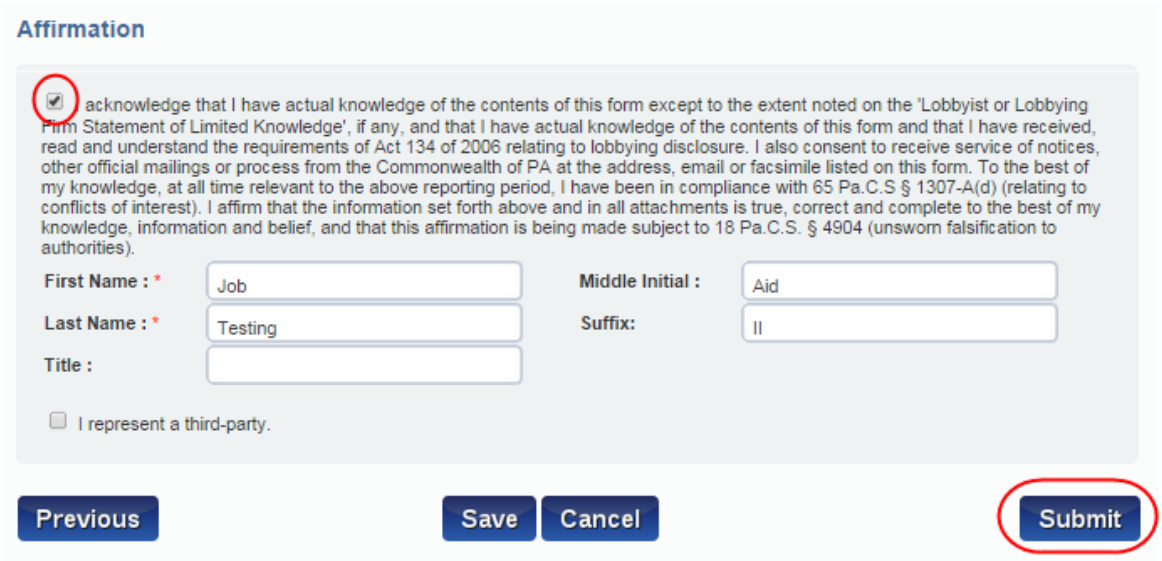
| Action<br>Filter<br>Clear | Registration Name | Status<br>All | Registration No. | Registration Type<br>All | Expense Period<br>All | Last Update |
|---|---|---|---|---|---|---|
| View Amend Lobbying | {Pennsylvania} Homecare Association | Completed | P02410 | Principal | Apr - Jun 2014 | 07/08/2014 |
| View Amend Lobbying | Allied In-Home Services, Allied Services | Completed | P24189 | Principal | Apr - Jun 2014 | 08/25/2014 |
| View Amend Lobbying | Andrew | Completed | P42083 | Principal | Apr - Jun 2014 | 07/01/2014 |
| View Amend Lobbying | Bank of America | Completed | P42092 | Principal | Apr - Jun 2014 | 07/07/2014 |
| View Amend Lobbying | Bill testing | Completed | P42094 | Principal | Apr - Jun 2014 | 08/21/2014 |
| View Amend Lobbying | Bill testing | Completed | P42117 | Principal | Apr - Jun 2014 | 07/21/2014 |
| View Amend Lobbying | Brice Gilbert | Completed | P42164 | Principal | Apr - Jun 2014 | 08/27/2014 |
| View Amend Lobbying | Brittany Bonzack | Submitted | P42080 | Principal | Apr - Jun 2014 | 09/15/2014 |
| View Amend Lobbying | Cole Tautrole | Completed | P42128 | Principal | Apr - Jun 2014 | 08/25/2014 |
| View Amend Lobbying | Garland and Sons | Completed | P42090 | Principal | Apr - Jun 2014 | 07/03/2014 |

## Step 6. Amend the Submitted Expense Report

Navigate through the expense report to the page which needs to be edited. Make the desired changes and then navigate to the final page.

## Step 7. Review the Expense Report

After all expense report data has been entered, click [**Next**] to preview the expense report. The filer should review the data and if it is correct, select the 'Affirmation' checkbox, enter the filer name and title and click [**Submit**].




Note: Clicking **[Save]** saves a copy of the submitted report containing the amendment, but does not submit the amended report. When viewed under the **[Expense Reports to be Completed]** button, the report status will be 'Pending Amendment' until it is submitted.