Amending an Existing Registration

This job aid will outline the steps necessary to perform the below operations:

1. Amend an existing registration electronically with the Division of Lobbying Disclosure Registration and Reporting (LDR) at the Pennsylvania Department of State.
## Steps | Actions

1. Access the LDR Website:
   Enter [www.palobbyingservices.pa.gov](http://www.palobbyingservices.pa.gov) in your internet browser’s address line.

![LDR Website Screenshot](image-url)
### Steps | Actions
--- | ---
2. | **Log In:** Enter your Keystone Login account credentials and click [Login].

The user is presented with the Public Dashboard which displays the users ‘Registrations by Status’, ‘Registrations by Type’, any Expense reports which are late or due as well as the status of any Affirmations.
Steps | Actions
--- | ---
3. | **Access the My Registrations page:**
   
   A user may access the **My Registrations** page in two ways:
   
   1) Hover over the Registration button located in the left navigational pane to display the **Registrations** sub-menu options. From the sub-menu, select **My Registrations**.
   
   Or
   
   2) From the Public Dashboard’s Registration by Status or Registration by Type grid, click on the **Details** action link.

4. | **Select Registration to be Amended:**
   
   From the resulting **My Registrations** page, click the **Amend** action link in the row of the registration for which the user wants to amend. If the user has multiple registrations and would like to search for a specific registration, the user can enter the registration name or number in the appropriate field and click **Filter**.
<table>
<thead>
<tr>
<th>Steps</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 5.    | Make the Edits:  
After clicking Amend, the user is directed to the first page of the existing registration. The user may then proceed through the registration as they did when initially creating it and making the desired updates. |
| 6.    | Submit the Amendment:  
After making the desired changes, advance to the Review page, confirm the affirmation checkboxes are selected and the Name and Title fields are accurate and click [Submit]. |

![Image of the Review page with checkboxes and fields for Name and Title]