



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.

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Steps	Actions
<p>1.</p>	<p>Access the LDR Website: Enter www.palobbyingservices.pa.gov in your internet browser's address line.</p> 

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2.	<p>Log In: Enter your Keystone Login account credentials and click [Login].</p> <div data-bbox="683 499 1040 772" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>User Id: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;">Login</p> <p style="text-align: center;">New User? Click here to Register</p> </div> <p>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.</p> <div data-bbox="436 911 1284 1719" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto;">  <p>The screenshot shows the 'Public Dashboard' with a sidebar menu and four main data sections:</p> <ul style="list-style-type: none"> Registrations by Status: <table border="1"> <thead> <tr><th>Status</th><th>Count</th><th>Action</th></tr> </thead> <tbody> <tr><td>Pending Amendment</td><td>21</td><td>Details</td></tr> <tr><td>Completed</td><td>27</td><td>Details</td></tr> <tr><td>Being Amended</td><td>18</td><td>Details</td></tr> <tr><td>Pending</td><td>56</td><td>Details</td></tr> </tbody> </table> Registrations by Type: <table border="1"> <thead> <tr><th>Registration</th><th>Count</th><th>Action</th></tr> </thead> <tbody> <tr><td>Principal</td><td>51</td><td>Details</td></tr> <tr><td>Lobbying Firm</td><td>26</td><td>Details</td></tr> <tr><td>Lobbyist</td><td>45</td><td>Details</td></tr> </tbody> </table> Expenses: <p>Year: <input type="text" value="2014"/> Quarter: <input type="text"/> <input type="button" value="Go"/></p> <table border="1"> <thead> <tr><th>Period</th><th>Due Date</th><th>Status</th><th>Action</th></tr> </thead> <tbody> <tr><td>Apr - Jun 2014</td><td>07/30/2014</td><td>Late</td><td>Details</td></tr> <tr><td>Jan - Mar 2014</td><td>04/30/2014</td><td>Late</td><td>Details</td></tr> </tbody> </table> Affirmations: <table border="1"> <thead> <tr><th>Status</th><th>Count</th><th>Action</th></tr> </thead> <tbody> <tr><td>Completed</td><td>16</td><td>Details</td></tr> <tr><td>Awaiting Affirmation</td><td>7</td><td>Details</td></tr> </tbody> </table> <p>Footer text: If you are having trouble with this website, email ra-lobbydisclosure@state.pa.us or call 717-787-5280 for assistance. This site works best with Internet Explorer version 7 and above. Any information submitted within this website is a public record under the Pennsylvania Right to Know Act. Privacy Policy and Security Policy. Copyright © 2012, Commonwealth of Pennsylvania. All rights reserved.</p> </div>	Status	Count	Action	Pending Amendment	21	Details	Completed	27	Details	Being Amended	18	Details	Pending	56	Details	Registration	Count	Action	Principal	51	Details	Lobbying Firm	26	Details	Lobbyist	45	Details	Period	Due Date	Status	Action	Apr - Jun 2014	07/30/2014	Late	Details	Jan - Mar 2014	04/30/2014	Late	Details	Status	Count	Action	Completed	16	Details	Awaiting Affirmation	7	Details
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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**].





Steps	Actions
5.	<p>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.</p>
6.	<p>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].</p> <div data-bbox="332 724 1388 1312"><p>Affirmations</p><p><input type="checkbox"/> I acknowledge that I have actual knowledge of the contents of this form and that I have received, read and understand the requirements of Act 134 of 2006 relating to lobbying disclosure. I also consent to receive service of notices, other official mailings or process from the Commonwealth of PA at the address, email or facsimile listed on this form. To the best of my knowledge, at all time relevant to the above reporting period, I have been in compliance with 65 Pa.C.S § 1307-A(d) (relating to conflict of interest.) I affirm that the information set forth above and in all attachments is true, correct and complete to the best of my knowledge, information and belief, and that this affirmation is being made subject to 18 Pa.C.S § 4904 (unsworn falsification to authorities).</p><p>Agreement to File Electronically</p><p><input type="checkbox"/> By submitting this registration electronically, a registrant agrees to electronically file all documents required by the Lobbying Disclosure Law for the current calendar year.</p><p>First Name : * <input type="text"/> Middle Initial : <input type="text"/></p><p>Last Name : * <input type="text"/> Suffix : <input type="text"/></p><p>Title : <input type="text"/></p><p><input type="checkbox"/> I represent a third-party.</p><p><input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Next"/></p></div>