Terminate a Registration

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

1. Terminate a Lobbying Disclosure Registration (LDR)

Terminate a Registration

Follow these steps to terminate a Lobbying Disclosure Registration.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Access the LDR Website: Enter <a href="http://www.palobbyingservices.pa.gov">www.palobbyingservices.pa.gov</a> in your internet browser’s address line.</td>
</tr>
<tr>
<td>Steps</td>
<td>Actions</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| 2.    | **Log In:**  
Enter your Keystone Login account credentials and click [Login]. |

The user is presented with the Public Dashboard which displays the user’s 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.
### Steps | Actions
---|---
3. Access the Terminations page: Select **Terminations** from the left navigation.

The **Terminations** page is displayed:
Steps | Actions
--- | ---
4. | Terminate the Desired Registration: From the ‘Action’ column, click ‘Terminate’ for the registration which the user would like to terminate.

![Screenshot of SURE system showing the termination process](https://example.com/screenshot.png)
### Steps | Actions
--- | ---
5. | **Enter the Affirmation Details:**
   After clicking ‘Terminate’, the user is presented with the Affirmation details screen. Select the affirmation checkbox, enter the name and title of the person submitting the termination request, then click [Submit].

![Affirmation Screen](image)

6. | **Confirm the Termination:**
   Click [Confirm] to confirm the termination of the registration. Upon confirmation of the termination, the user is returned to the **Terminations** page.

![Confirmation Screen](image)