



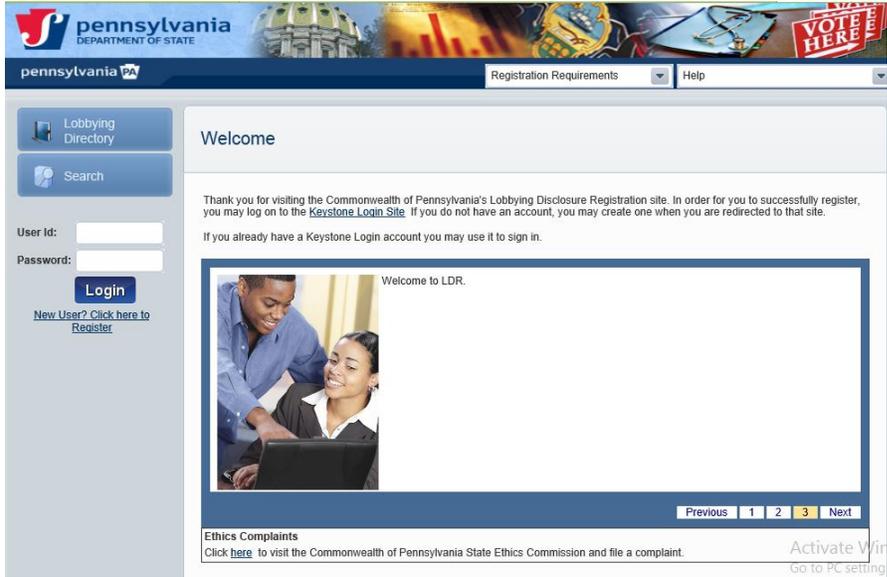
Terminate a Registration

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

1. Terminate a Lobbying Disclosure Registration (LDR)

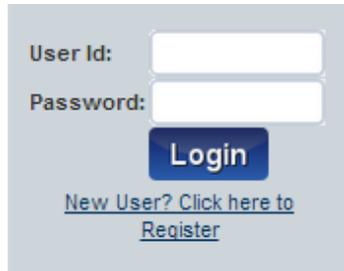
Terminate a Registration

Follow these steps to terminate a Lobbying Disclosure Registration.

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

Steps	Actions
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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.



Registrations by Status

Status	Count	Action
Pending Amendment	20	Details
Completed	25	Details
Being Amended	17	Details
Pending	56	Details

Registrations by Type

Registration	Count	Action
Principal	49	Details
Lobbying Firm	25	Details
Lobbyist	44	Details

Expenses

Year: Quarter:

Period	Due Date	Status	Action
Apr - Jun 2014	07/30/2014	Late	Details
Jan - Mar 2014	04/30/2014	Late	Details

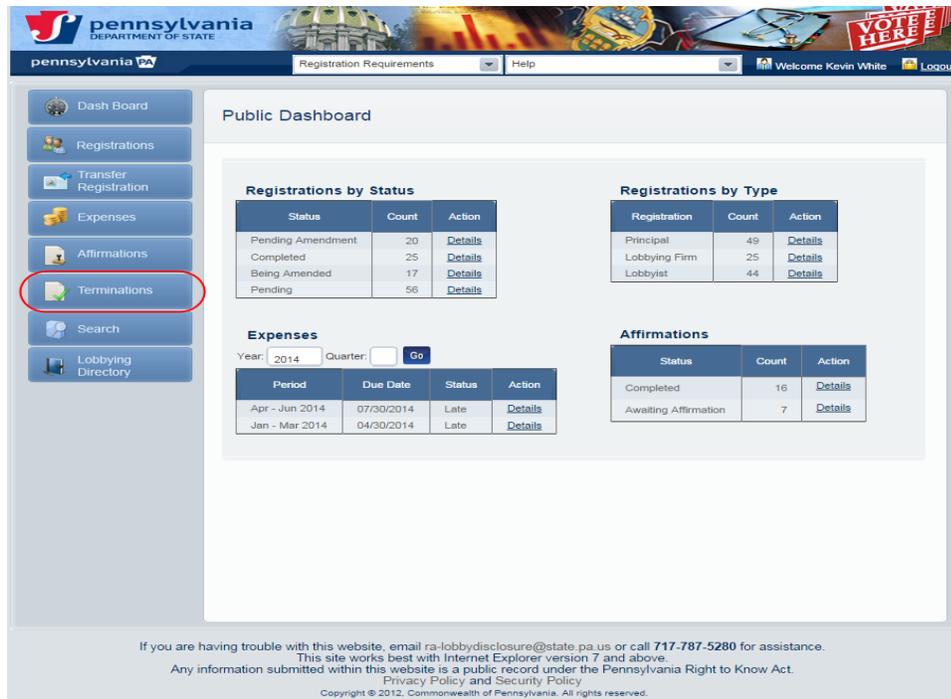
Affirmations

Status	Count	Action
Completed	16	Details
Awaiting Affirmation	7	Details

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Steps	Actions
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- Access the Terminations page:
 Select *Terminations* from the left navigation.



Public Dashboard

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The **Terminations** page is displayed:

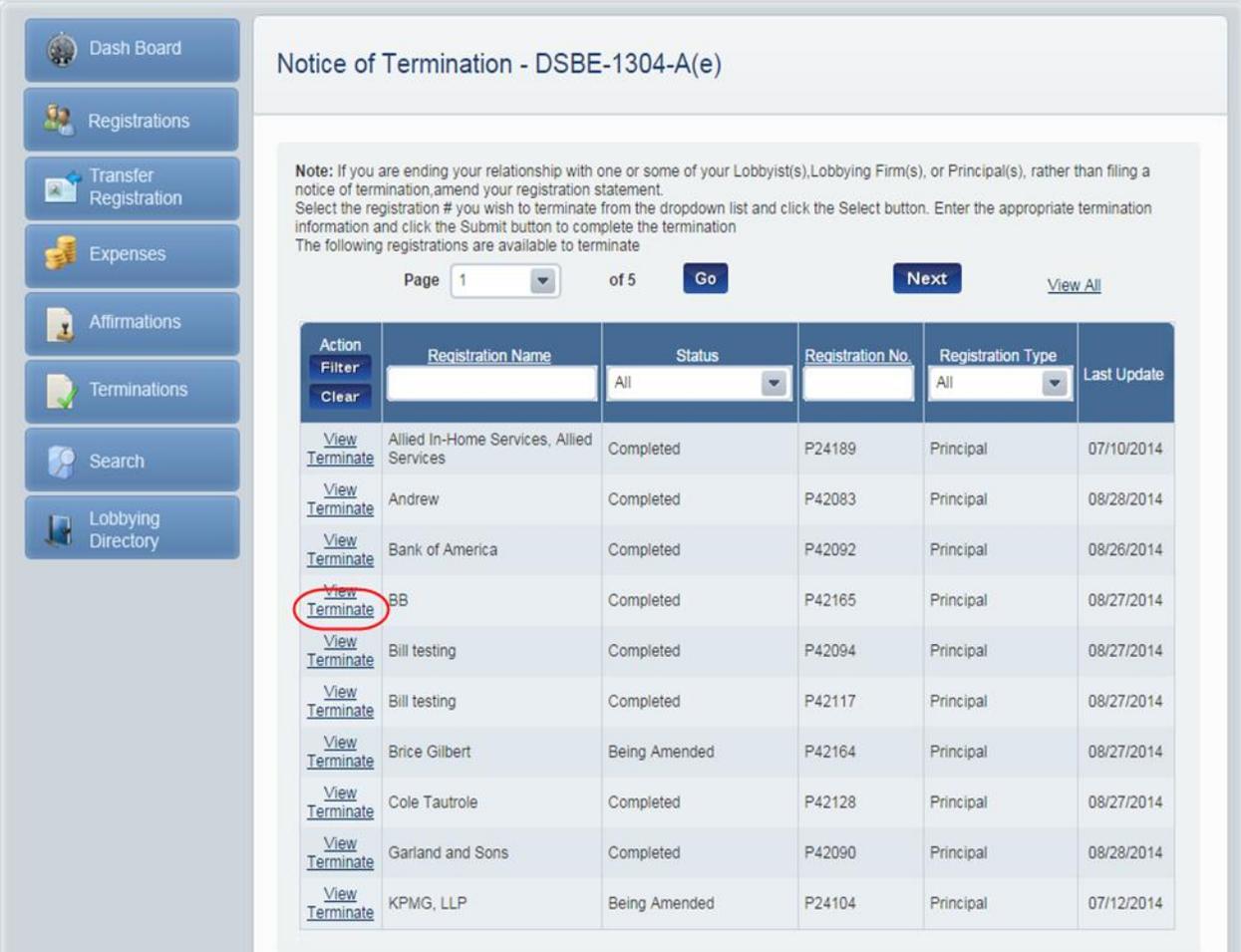


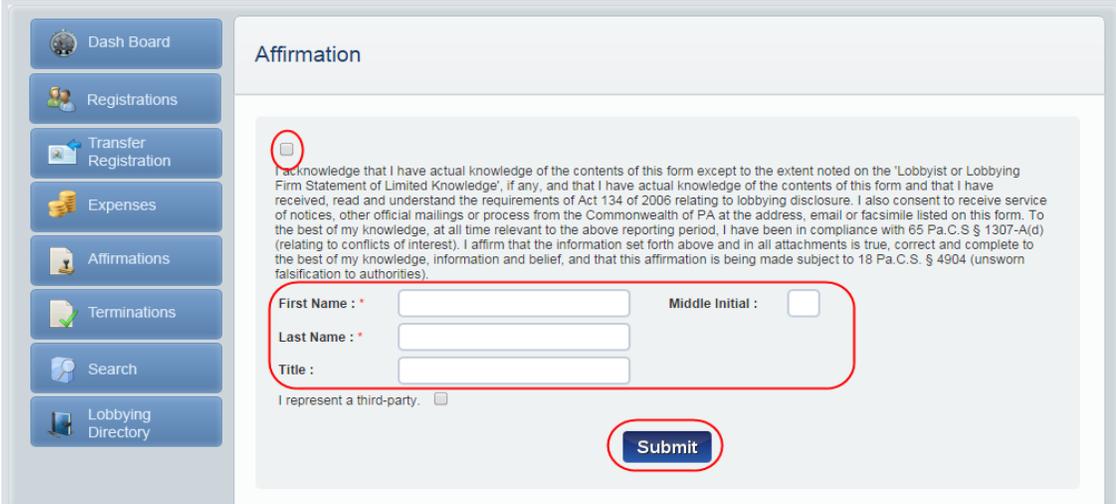
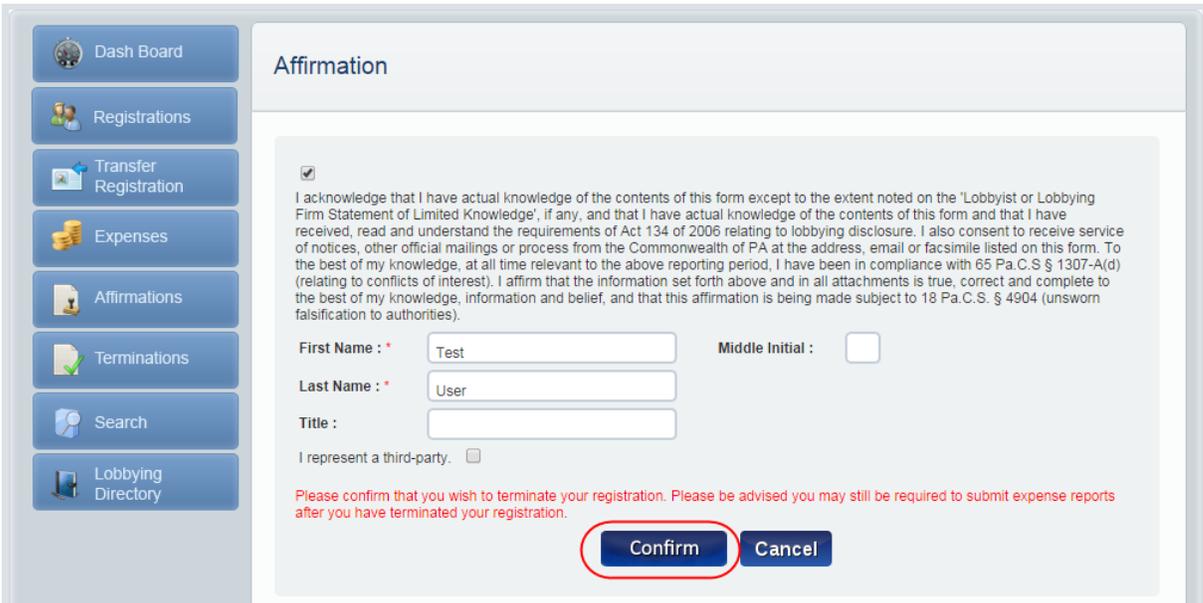
Notice of Termination - DSBE-1304-A(e)

Note: If you are ending your relationship with one or some of your Lobbyist(s), Lobbying Firm(s), or Principal(s), rather than filing a notice of termination, amend your registration statement. Select the registration # you wish to terminate from the dropdown list and click the Select button. Enter the appropriate termination information and click the Submit button to complete the termination. The following registrations are available to terminate.

Page of 5 [View All](#)

Action Filter	Registration Name	Status	Registration No.	Registration Type	Last Update
Clear		All		All	
View Terminate	Allied In-Home Services, Allied Services	Completed	P24189	Principal	07/10/2014
View Terminate	Andrew	Completed	P42083	Principal	08/28/2014
View Terminate	Bank of America	Completed	P42092	Principal	08/28/2014
View Terminate	BB	Completed	P42165	Principal	08/27/2014
View Terminate	Bill testing	Completed	P42094	Principal	08/27/2014
View Terminate	Bill testing	Completed	P42117	Principal	08/27/2014
View Terminate	Brice Gilbert	Being Amended	P42164	Principal	08/27/2014
View Terminate	Cole Tautrole	Completed	P42128	Principal	08/27/2014
View Terminate	Garland and Sons	Completed	P42090	Principal	08/28/2014
View Terminate	KPMG, LLP	Being Amended	P24104	Principal	07/12/2014

Steps	Actions																																																																		
<p>4.</p>	<p>Terminate the Desired Registration:</p> <p>From the 'Action' column, click 'Terminate' for the registration which the user would like to terminate.</p> <div data-bbox="240 552 1485 1507">  <p>Notice of Termination - DSBE-1304-A(e)</p> <p>Note: If you are ending your relationship with one or some of your Lobbyist(s), Lobbying Firm(s), or Principal(s), rather than filing a notice of termination, amend your registration statement. Select the registration # you wish to terminate from the dropdown list and click the Select button. Enter the appropriate termination information and click the Submit button to complete the termination. The following registrations are available to terminate</p> <p>Page 1 of 5 Go Next View All</p> <table border="1"> <thead> <tr> <th>Action Filter</th> <th>Registration Name</th> <th>Status</th> <th>Registration No.</th> <th>Registration Type</th> <th>Last Update</th> </tr> </thead> <tbody> <tr> <td>View Terminate</td> <td>Allied In-Home Services, Allied Services</td> <td>Completed</td> <td>P24189</td> <td>Principal</td> <td>07/10/2014</td> </tr> <tr> <td>View Terminate</td> <td>Andrew</td> <td>Completed</td> <td>P42083</td> <td>Principal</td> <td>08/28/2014</td> </tr> <tr> <td>View Terminate</td> <td>Bank of America</td> <td>Completed</td> <td>P42092</td> <td>Principal</td> <td>08/26/2014</td> </tr> <tr> <td>View Terminate</td> <td>BB</td> <td>Completed</td> <td>P42165</td> <td>Principal</td> <td>08/27/2014</td> </tr> <tr> <td>View Terminate</td> <td>Bill testing</td> <td>Completed</td> <td>P42094</td> <td>Principal</td> <td>08/27/2014</td> </tr> <tr> <td>View Terminate</td> <td>Bill testing</td> <td>Completed</td> <td>P42117</td> <td>Principal</td> <td>08/27/2014</td> </tr> <tr> <td>View Terminate</td> <td>Brice Gilbert</td> <td>Being Amended</td> <td>P42164</td> <td>Principal</td> <td>08/27/2014</td> </tr> <tr> <td>View Terminate</td> <td>Cole Tautrole</td> <td>Completed</td> <td>P42128</td> <td>Principal</td> <td>08/27/2014</td> </tr> <tr> <td>View Terminate</td> <td>Garland and Sons</td> <td>Completed</td> <td>P42090</td> <td>Principal</td> <td>08/28/2014</td> </tr> <tr> <td>View Terminate</td> <td>KPMG, LLP</td> <td>Being Amended</td> <td>P24104</td> <td>Principal</td> <td>07/12/2014</td> </tr> </tbody> </table> </div>	Action Filter	Registration Name	Status	Registration No.	Registration Type	Last Update	View Terminate	Allied In-Home Services, Allied Services	Completed	P24189	Principal	07/10/2014	View Terminate	Andrew	Completed	P42083	Principal	08/28/2014	View Terminate	Bank of America	Completed	P42092	Principal	08/26/2014	View Terminate	BB	Completed	P42165	Principal	08/27/2014	View Terminate	Bill testing	Completed	P42094	Principal	08/27/2014	View Terminate	Bill testing	Completed	P42117	Principal	08/27/2014	View Terminate	Brice Gilbert	Being Amended	P42164	Principal	08/27/2014	View Terminate	Cole Tautrole	Completed	P42128	Principal	08/27/2014	View Terminate	Garland and Sons	Completed	P42090	Principal	08/28/2014	View Terminate	KPMG, LLP	Being Amended	P24104	Principal	07/12/2014
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Steps	Actions
<p>5.</p>	<p>Enter the Affirmation Details:</p> <p>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].</p>  <p>The screenshot shows a sidebar with navigation options: Dash Board, Registrations, Transfer Registration, Expenses, Affirmations, Terminations, Search, and Lobbying Directory. The main content area is titled 'Affirmation' and contains a checkbox (circled in red) for affirmation. Below it is a paragraph of text. Further down are input fields for 'First Name', 'Last Name', and 'Title', and a 'Middle Initial' dropdown (circled in red). A 'Submit' button is also circled in red.</p>
<p>6.</p>	<p>Confirm the Termination:</p> <p>Click [Confirm] to confirm the termination of the registration. Upon confirmation of the termination, the user is returned to the Terminations page.</p>  <p>The screenshot shows the same sidebar and 'Affirmation' title. The checkbox is now checked. The 'First Name' field contains 'Test' and the 'Last Name' field contains 'User'. A red message at the bottom reads: 'Please confirm that you wish to terminate your registration. Please be advised you may still be required to submit expense reports after you have terminated your registration.' The 'Confirm' button is circled in red.</p>