



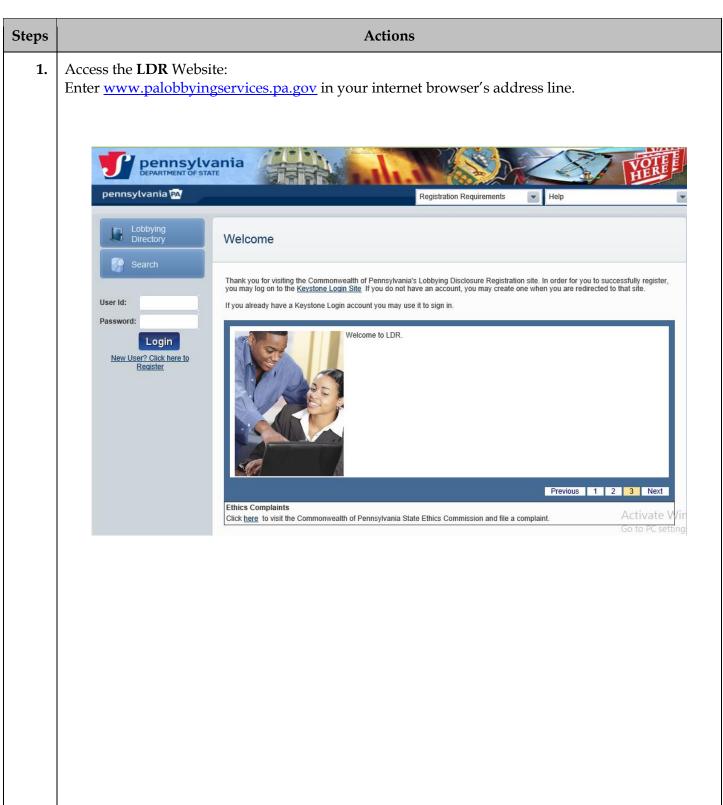
Amending an Existing Registration

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.

Amending an Existing Registration







Steps **Actions** 2. Log In: Enter your Keystone Login account credentials and click [Login]. User Id: Password: Login New User? Click here to Register 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. pennsylvania pennsylvania 🔼 Public Dashboard Transfer Registration Registrations by Status Registrations by Type Details Details Details Details 18 Being Amended Details Details Terminations Details Search Affirmations Lobbying Directory Year: 2014 Quarter: Details Details Apr - Jun 2014 07/30/2014 Late If you are having trouble with this website, email ra-loobydisclosure@state.pa.us or call **171-787-5280** for assistance.
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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 <u>Details</u> action link. Dash Board Public Dashboard Registrations by Status Registrations by Type Expenses Details **Details** Affirmations Being Amended Search Affirmations Expenses Details

4. | Select Registration to be Amended:

From the resulting **My Registrations** page, click the <u>Amend</u> 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.	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]. Affirmations lacknowledge 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 knowledge, at all time relevants 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 attachements 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). Agreement to File Electronically By submitting this registration electronically, a registrant agrees to electronically file all documents required by the Lobbying Disclosure Law for the current calendar year. Middle Initial: Suffix: Suffix:
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