



How to Submit a Registration Termination in the Online Lobbying Application ('LA')

Step-by-step instructions for Lobbyists and Public Corporations

TERMINATION FUNCTIONS BEGINNING FOR 2023 FILINGS

Automatic Registration Terminations | Online and PDF 'Paper Filers'

The Lobbying Application automatically terminates Registrations with lobbying agreements that reach the end date specified in the agreement – with **no action required by the Lobbyist or Client**.

Similarly, since all Registrations expire on December 31st of the second year of a biennial period, **no action is required by the Lobbyist or Client under that scenario**; the Lobbying Application automatically terminates these Registrations.

Registrations Terminating Early | Lobbyists and Public Corporations¹

If a Lobbyist wants to terminate **early**, Lobbyists can use the 'Termination' button in LA to easily terminate the relationship online.

This document provides step-by-step instructions on how Lobbyists can:

1. Terminate a Registration **early** in LA.
2. Re-establish the Lobbying relationship if, *after the Registration has been terminated*, the same Client re-engages the Lobbyist within the same Biennial Period.

HELPFUL RECOMMENDATIONS PRIOR TO BEGINNING A TERMINATION

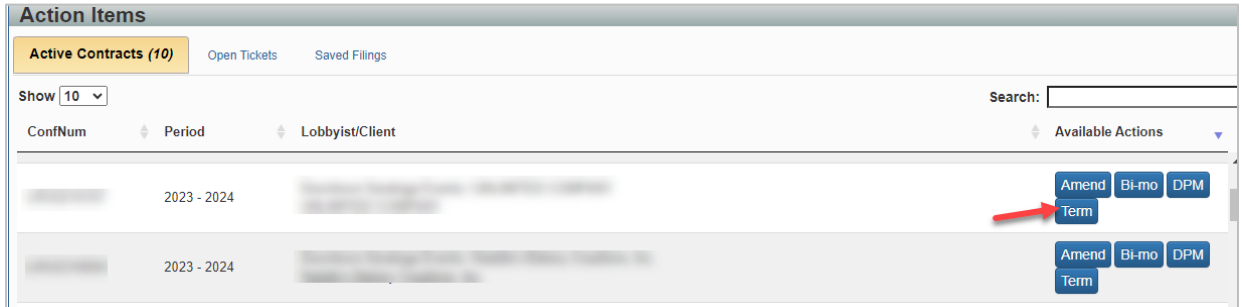
Before terminating an active Registration:

1. Review that all information contained in the filing is correct and up to date before submitting a termination. If amendments to the Registration have previously been submitted, you are only required to review the most recently submitted amendment.
2. Review the corresponding Lobbyist or Public Corporation Bi-monthly reports to ensure all applicable filings have been submitted prior to the Termination.

¹ **NOTE:** Client Terminations have not yet been implemented in LA. Clients should continue to notify the Commission via email or regular mail if the lobbying relationship ends early. More information is available on the website.

HOW TO SUBMIT A TERMINATION

1. From the **'Action Items'** window, click the **'Term'** button that corresponds to the applicable Lobbyist/Client pairing you want to Terminate.

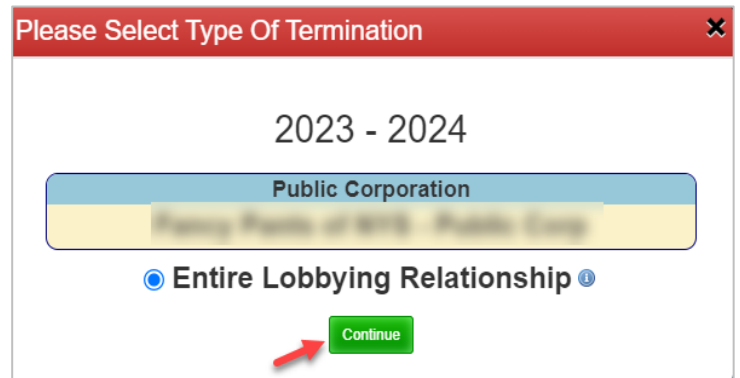


2. Review the information on the pop-up screen. If the information is correct, select the **'Entire Lobbying Relationship'** radio button and click **'continue'**.

LOBBYIST VIEW



PUBLIC CORPORATION VIEW



Tool Tip icons  provide more detailed information on Filings in LA.

An additional confirmation pop-up screen will appear. To confirm you want to terminate the Registration, click the **'Are you sure you want to terminate this lobbying relationship?'** check box. Otherwise, click **'close'** to cancel.

LOBBYIST VIEW

PUBLIC CORPORATION VIEW

Entire Lobbying Relationship Termination

2023 - 2024

Principal Lobbyist

Contractual Client

Beneficial Clients

Lobbying Agreements
01/01/2024 - 12/31/2024

Are you sure you want to terminate this lobbying relationship?

Close

Entire Lobbying Relationship Termination

2023 - 2024

Public Corporation

Lobbying Agreements
01/01/2023 - 12/31/2023

Are you sure you want to terminate this lobbying relationship?

Close

INFORMATION CONTAINED IN A LOBBYIST TERMINATION REPORT

The Termination Report contains the following fields for a Lobbyist. Items denoted with a red asterisk * are required fields.

BIENNIAL PERIOD

PRINCIPAL LOBBYIST/CONTRACTUAL CLIENT/BENEFICIAL CLIENT

LOBBYING AGREEMENT DATES

EFFECTIVE DATE* (The day the relationship between the Lobbyist and Client ended)

Select the Effective Date of the Registration Termination by clicking the green calendar icon, or by manually typing the date using the mm/dd/yyyy format.

COMMENT (Optional)

INFORMATION CONTAINED IN A PUBLIC CORPORATION TERMINATION REPORT

Entire Lobbying Relationship Termination

2023 - 2024

Principal Lobbyist

Contractual Client

Beneficial Clients

Lobbying Agreements
01/01/2023 - 12/31/2024

Are you sure you want to terminate this lobbying relationship?

Effective Date

09/21/2023

Sep 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

I certify that the information provided in this filing is true, correct, and in good faith and belief. I understand that I must file monthly reports through the Effective Date of Termination and that I must submit them by the deadline.

Submit Close

The Termination Report contains the following fields for a Public Corporation. Items denoted with a red asterisk * are required fields.

BIENNIAL PERIOD

PUBLIC CORPORATION

LOBBYING AGREEMENT DATES

EFFECTIVE DATE* (The last day the Public Corporation was authorized to lobby on its own behalf)

Select the Effective Date of the Registration Termination by clicking the green calendar icon, or by manually typing the date using the mm/dd/yyyy format.

COMMENT (Optional)

Entire Lobbying Relationship Termination

2023 - 2024

Public Corporation
Public Corp. Name

Lobbying Agreements
01/01/2023 - 12/31/2024

Are you sure you want to terminate this lobbying relationship?

Effective Date
09/21/2023

Sep 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

ned in this filing is true, correct, and and belief.
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Submit Close

ATTESTATION

An attestation is required for every filing prior to submission.

1. Review and select the 'Attestation' check-box.
2. Click the 'Submit' button. After the filing has been submitted, you may either *view the filing* or *return to the dashboard*.

LOBBYIST VIEW

Entire Lobbying Relationship Termination

2023 - 2024

Principal Lobbyist

Contractual Client

Beneficial Clients

Lobbying Agreements
01/01/2024 - 12/31/2024

Are you sure you want to terminate this lobbying relationship?

Effective Date
11/06/2024

Comment

I declare that I am the Responsible Party for this filing and the information contained in this filing is true, correct, and complete to the best of my knowledge and belief. Pursuant to the Lobbying Act, all Bi-Monthly Reports through the Effective Date of Termination are required to be submitted.

Submit Close

PUBLIC CORPORATION VIEW

Entire Lobbying Relationship Termination

2023 - 2024

Public Corporation

Lobbying Agreements

Are you sure you want to terminate this lobbying relationship?

Effective Date
11/06/2024

Comment

I declare that I am the Responsible Party for this filing and the information contained in this filing is true, correct, and complete to the best of my knowledge and belief. Pursuant to the Lobbying Act, all Bi-Monthly Reports through the Effective Date of Termination are required to be submitted.

Submit Close

Congratulations you are all done!

NOTE: Terminations that are submitted in LA will create a system-generated Registration Amendment and a Termination (TRM) Filing to reflect the Termination. Both filings are viewable and available in LA.

HOW TO RE-ACTIVATE THE LOBBYING RELATIONSHIP WHEN A REGISTRATION HAS BEEN TERMINATED

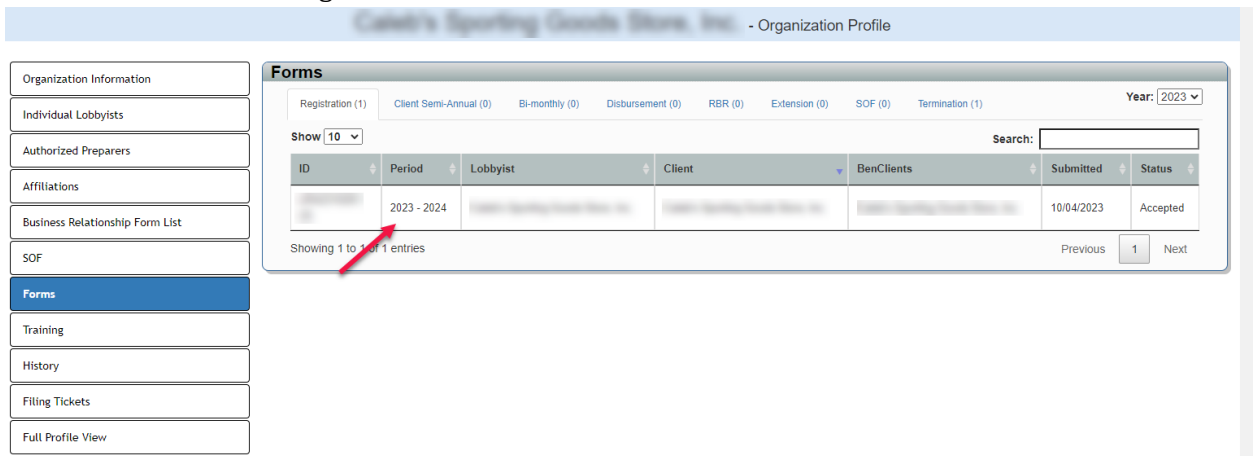
Please note you no longer have to withdraw the Termination if the lobbying relationship re-activates within the Biennial Period. You can re-activate by submitting an amendment to the terminated Registration in LA. The Registration amendment is required to be filed within 10 days after the lobbying relationship begins again.

PDF 'Paper Filers' are required to mail a Registration Amendment to re-activate a Registration that has been previously terminated within the same biennial (beginning in 2023).

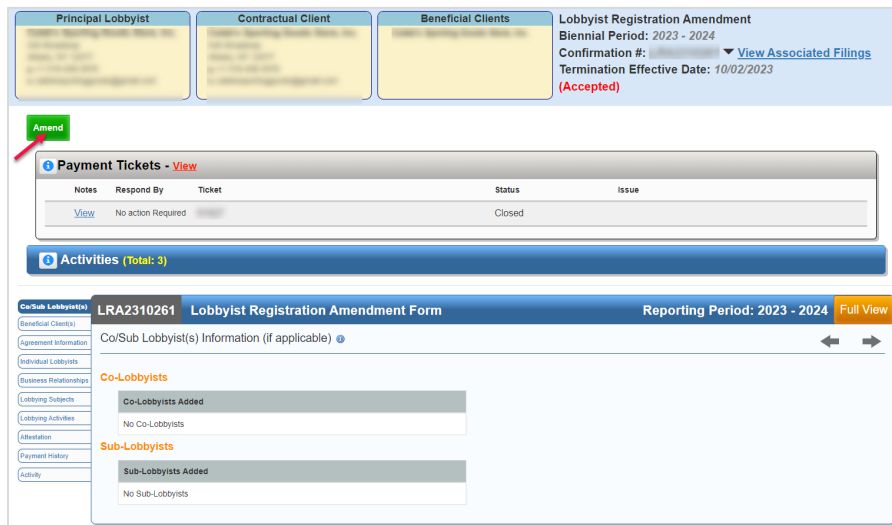
Steps for online Filers when re-activating the lobbying relationship:

The process is the same in the following screenshots whether you file as a Lobbyist or Public Corporation.

1. Select the Terminated Registration.



2. Then select the green **AMEND** button.



- Select the **Agreement Information** tab, then click the green **Add Lobbying Agreement** button. Enter the required information, upload the new lobbying agreement, then select **Add**.

Lobbyist Registration Amendment Form Reporting Period: 2023 - 2024 Full View

Agreement Information

Entire Lobbying Relationship Terminated
Termination Effective Date: 10/02/2023

Type/Level of Government

Type of Lobbying Relationship: Employed

Level of Government: State/Municipal (Both)

Lobbying Relationship Start and End Dates
(For your convenience, the Start and End Date disclosed in your original (or amended) Lobbying Agreement Section is available as a read only)

Lobbying Start Date: 01/01/2023 Lobbying End Date: 12/31/2024

Lobbying Agreements

You must upload and attach a scanned copy of your lobbying agreement(s)

Add Lobbying Agreement

| Contract Name | Description | Client Signatory | Duration | Compensation | |
|--------------------------------|-------------|------------------|-------------------------|--------------|---------------------|
| Terminated Lobbying Agreements | | | | | |
| Contract Name | Description | Client Signatory | Duration | Compensation | Term Effective Date |
| | Will Exceed | | 01/01/2023 - 12/31/2024 | \$20,000 /Mo | 10/02/2023 |

Supporting Documents/Information

Upload Document

Document(s)

Continue

Lobbyist Registration Amendment Form Reporting Period: 2023 - 2024 Full View

Agreement Information

Entire Lobbying Relationship Terminated
Termination Effective Date: 10/02/2023

Type/Level of Government

Type of Lobbying Relationship: Employed

Level of Government: State/Municipal (Both)

Lobbying Relationship Start and End Dates
(For your convenience, the Start and End Date disclosed in your original (or amended) Lobbying Agreement Section is available as a read only)

Lobbying Start Date: 01/01/2023 Lobbying End Date: 12/31/2024

Lobbying Agreements

You must upload and attach a scanned copy of your lobbying agreement(s)

Add Lobbying Agreement

| Contract Name | Description | Client Signatory | Duration | Compensation |
|---------------|-------------|------------------|-------------------------|--------------|
| | Will Exceed | | 10/09/2023 - 12/31/2024 | \$10,000 /Mo |

Terminated Lobbying Agreements

| Contract Name | Description | Client Signatory | Duration | Compensation | Term Effective Date |
|---------------|-------------|------------------|-------------------------|--------------|---------------------|
| | Will Exceed | | 01/01/2023 - 12/31/2024 | \$20,000 /Mo | 10/02/2023 |

Supporting Documents/Information

Upload Document

Document(s)

Continue

- Review the Registration amendment to ensure the information is still correct. Click the **Attestation check box** and enter the **Effective Date of Change (the date the lobbying begins)**, then click **Submit Filing**.

The screenshot shows the 'Lobbyist Registration Amendment Form' for the reporting period '2023 - 2024'. At the top, there are buttons for 'Submit Filing', 'Discard', 'Save for Later', and 'Extension Request'. Below this is a blue bar indicating 'Activities (Total: 3)'. On the left, a sidebar lists various sections: 'Co/Sub Lobbyist(s)', 'Beneficial Client(s)', 'Agreement Information', 'Individual Lobbyists', 'Business Relationships', 'Lobbying Subjects', 'Lobbying Activities', 'Attestation', 'Payment History', and 'Activity'. The 'Attestation' section is active and contains the following text: 'I declare under penalty of perjury that I am the Responsible Party listed below and the information contained in this filing is true, correct and complete to the best of my knowledge and belief.' Below this is a 'Filer Name' text input field. Then, there is a '*Responsible Party Name' dropdown menu. A note says 'Provide the date the change became effective (Effective Date of Change) (MM/DD/YYYY)'. A date input field shows '08/20/2024'. At the bottom of the form is a 'Continue' button with a right-pointing arrow.

Congratulations you are all done!

- For navigational questions please email Lobbyinghelpdesk@ethics.ny.gov.
- For filing related questions email Registrations@ethics.ny.gov.