DELBERT HOSEMANN
*Secretary of State*

**TO:** **2017 Registered Lobbyists**

**FROM:** **Mississippi Secretary of State's Office**

**RE:** **2017 End - Session Report Reminder**

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**REMINDER —<u>The deadline to file your 2017 End-Session Report is April 12, 2017.</u>**

To file the report, please follow these instructions:

1. Click **<u>"Log on As Lobbyist"</u> .**
2. Go to the year **"2017".**
3. Select **Details** next to your Lobbyist registration.
4. Select **"Create Mid/<u>End Session Report</u>"** then select "**<u>End-Session"</u>**. From here, you can either **"Add Expenses"** or **"Import from Spreadsheet."** (**Remember to use expense template**).
5. In the event you don't have *any expenses*, simply click **"Submit Report". (Report is still required if you don't have expenses.)**

Please remember your email address is your user name. In the event you forgot your password, click "Forgot Password".

If you have any questions please feel free to email our office at Lobbying@sos.ms.gov. Thanks.