



DELBERT HOSEMANN
Secretary of State

TO: 2016 Registered Lobbyists
FROM: Mississippi Secretary of State's Office
DATE: May 4, 2016
RE: 2016 End - Session Report Reminder

REMINDER — The deadline to file your 2016 End-Session Report is May 4, 2016.

To file the report, please follow these instructions:

1. Click [“Log on As Lobbyist”](#)
2. Go to the year “2016”
3. Select **Details** next to your Lobbyist registration
4. Select “**Create Mid/End Session Report**” then select “**End-Session**”. 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 Kenneth Jones at Kenneth.Jones@sos.ms.gov.
Thanks.