



DELBERT HOSEMANN
Secretary of State

TO: 2016 Registered Lobbyists

FROM: Mississippi Secretary of State's Office

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

1. **["Log on As Lobbyist"](#)**
2. Go to 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 where you don't have *any expenses*, simply click "**Submit Report**" (**Report is still required if you don't have expenses**)

If you have any questions please feel free to email Kenneth Jones at Kenneth.Jones@sos.ms.gov.
Thanks.