



Lobbyist Renewal Reminder

Between December 1, 2012 and January 5, 2013 each lobbyist must “renew” their lobbyist status to remain an active lobbyist for the 2013 year.

A Missouri lobbyist is required to file an annual registration statement and a \$10.00 renewal fee with the Missouri Ethics Commission by January 5th of each year, pursuant to Section 105.473 RSMo. As January 5th falls on a weekend, the deadline is extended to January 7th. (For additional requirements and information regarding lobbyists, view our [Lobbying Resources](#) for tutorials, FAQs, publications and more.)

Your **renewal can be processed electronically** by logging into the Lobbyist Electronic Reporting System. *If* filing electronically the renewal fee must be paid with a credit or debit card. There will be a one dollar (\$1.00) processing fee per lobbyist.

Lobbyists also have the option to mail or hand deliver an updated Lobbyist [Registration Statement](#) to the Missouri Ethics Commission, indicating “Renewal” along with a check or money order in the amount of \$10.00 made payable to the State of Missouri.

FAILURE TO RENEW

If the Lobbyist Registration Statement marked “RENEWAL” and the \$10.00 renewal fee is **NOT RECEIVED** in the office of the Missouri Ethics Commission **by January 7, 2013**, the lobbyist’s status will be **TERMINATED** effective December 31, 2012. **You are still required** to file your December 2012 Lobbyist Monthly Expenditure Report by January 10, 2013. Failure to file timely will result in a \$10 per day late filing fee.

Instructions

➤ **To renew online:**

- 1) Log into the [Lobbyist Electronic Reporting System](#)
- 2) Select the “Renew Registration” button.
- 3) Select “Go” to the right of “Renew Online”.
 - a) Confirm your intent to renew by selecting “Continue/Process Payment”.
 - b) The screen will direct to a secure vendor to process your payment. At the payment cart, select “Check Out”.
 - c) Fill in the required fields and then select “Continue”.
 - d) Enter your payment information and select “Continue”.
 - e) Verify information and select “Submit”.

- f) You will then be taken to Registration Confirmation. **Note:** At this screen you have the option to add an additional email address in which to receive more than one renewal confirmation. When adding an additional email address **use a comma** between each address and **do not use a space** in between email addresses. This **will not** update the lobbyist's registered email address with our office.
 - g) All current contact information, employee information and principal information that is currently provided will be carried over to your renewal. If you have changed any of this information, it is your responsibility to log into the Lobbyist Electronic Reporting System to update any and all information electronically.
- **To renew via paper,**
- 1) Log into the [Lobbyist Electronic Reporting System](#)
 - 2) Select the "Renew Registration" button.
 - 3) Select "Go" to the right of "Renew by Mail".
 - a) You will then be taken to the fillable form [Lobbyist Registration Statement](#).
 - b) Complete the registration by marking "Renewal" at the top. You will only need to complete page one (1).
 - c) All current employee information and principal information that is currently provided will be carried over to your renewal. If you have changed any of this information, it is your responsibility to log into the Lobbyist Electronic Reporting System to update any and all information electronically.
 - d) Print and sign the Lobbyist Registration Statement. Attach a \$10 payment made payable to the State of Missouri and return to the mailing address located at the bottom of the form.

If you have any questions or need assistance, please contact us at:

Missouri Ethics Commission
Physical Address: 3411 A Knipp Drive, Jefferson City MO 65109
Mailing Address: PO Box 1370, Jefferson City MO 65102
Phone: 800-392-8660 or 573-751-2020
Or visit our Website: www.mec.mo.gov