

Terminating a Registration

If you will no longer engage in lobbying in Philadelphia and have concluded all Philadelphia lobbying activity, you may submit a **Notice of Termination** of a registration using the Philadelphia Lobbying Information System (PLIS). The owner of a PLIS registration must follow the steps described in this Help Document to submit a Notice of Termination.

The Board of Ethics will review the Notice of Termination and advise you when the registration has been terminated. After submitting a **Notice of Termination**, if a Lobbyist, Lobbying Firm or Principal begins to lobby again, a new Registration must be filed using PLIS.

However, if you will continue to engage in lobbying in Philadelphia, but have a new relationship with or changes to a relationship with one or more of your Lobbyists, Lobbying Firms, or Principals, or other information on your original registration has changed, you must file an **Amendment** to your registration to report this information.

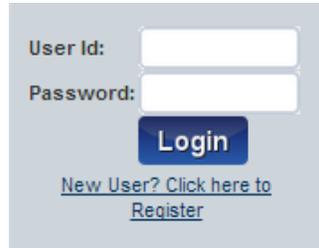
Step 1. [Access the PLIS Website:](#)

Enter www.phila.gov/Lobbying in your internet browser's address line for access to the Philadelphia Lobbying Information System (PLIS).



Step 2. [Log In to PLIS](#)

To Terminate a Registration, the user must be registered with the PLIS system. Enter your account credentials and click [Login].



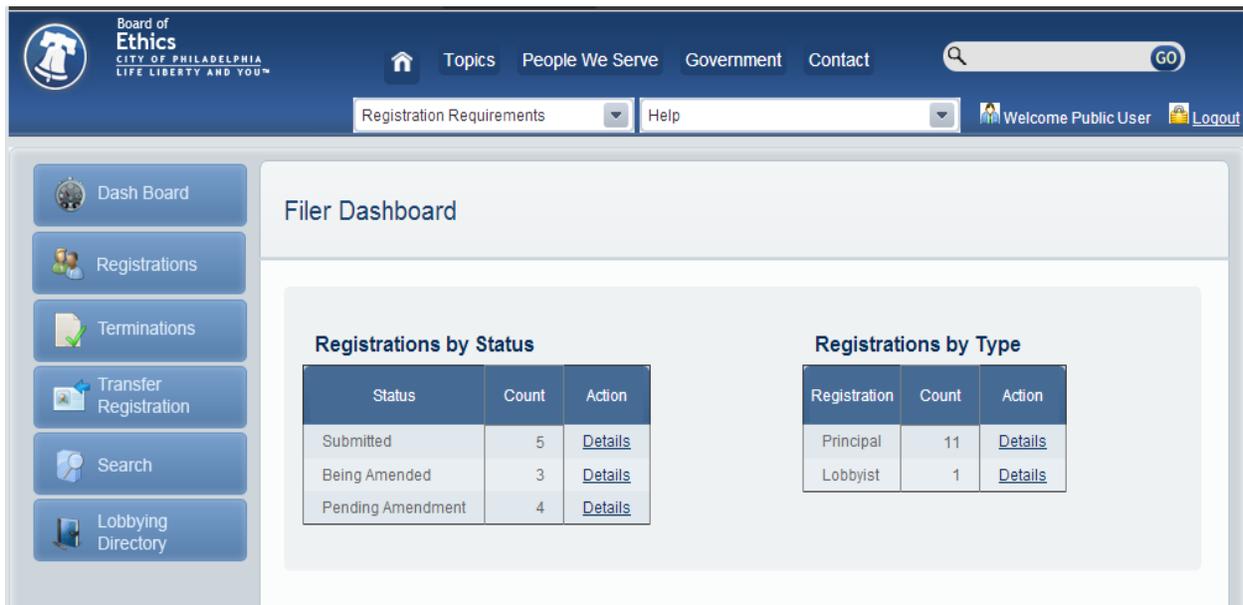
User Id:

Password:

Login

[New User? Click here to Register](#)

The Filer Dashboard, which contains the user’s existing registrations by Status and by Type, will be displayed.



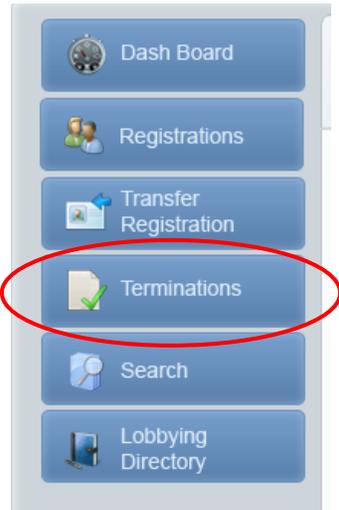
The screenshot shows the Filer Dashboard interface. On the left is a navigation sidebar with buttons for Dash Board, Registrations, Terminations, Transfer Registration, Search, and Lobbying Directory. The main content area is titled 'Filer Dashboard' and contains two tables:

Status	Count	Action
Submitted	5	Details
Being Amended	3	Details
Pending Amendment	4	Details

Registration	Count	Action
Principal	11	Details
Lobbyist	1	Details

Step 3. [Access the Terminations Page](#)

Click the **Terminations** button on the panel on the left.



The **Terminations Page** is displayed.

Notice of Termination

Note: If you are ending your relationship with one or some of your Lobbyist(s), Lobbying Firm(s), or Principal(s), rather than filing a notice of termination, amend your registration statement. Select the registration # you wish to terminate from the dropdown list and click the Select button. Enter the appropriate termination information and click the Submit button to complete the termination. The following registrations are available to terminate

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Action Filter Clear	Registration Name	Status	Registration No.	Registration Type	Last Update
View Terminate	Principal A	Submitted	P00055	Principal	01/03/2014
View Terminate	sample	Submitted	P00069	Principal	01/03/2014

Step 4. Select the Registration to be Terminated

Click Terminate for the registration you wish to terminate.

Notice of Termination

Note: If you are ending your relationship with one or some of your Lobbyist(s), Lobbying Firm(s), or Principal(s), rather than filing a notice of termination, amend your registration statement.
Select the registration # you wish to terminate from the dropdown list and click the Select button. Enter the appropriate termination information and click the Submit button to complete the termination
The following registrations are available to terminate

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Action	Registration Name	Status	Registration No.	Registration Type	Last Update
Filter Clear	<input type="text"/>	All <input type="button" value="v"/>	<input type="text"/>	All <input type="button" value="v"/>	
View Terminate	Principal A	Submitted	P00055	Principal	01/03/2014
View Terminate	sample	Submitted	P00069	Principal	01/03/2014

The termination reason and affirmation fields will be displayed:

Affirmation

Termination Reason

Affirmation

By affixing my signature to this Notice of Termination, I affirm that I have actual knowledge of the contents of this Notice of Termination and that the information reported herein is valid, accurate, and complete to the best of my knowledge. I acknowledge that this affirmation is being made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). I consent to receive service of notices, other official mailings, or process at the address or email provided to the Board of Ethics for this registrant.

First Name :

Middle Initial :

Last Name :

Title :

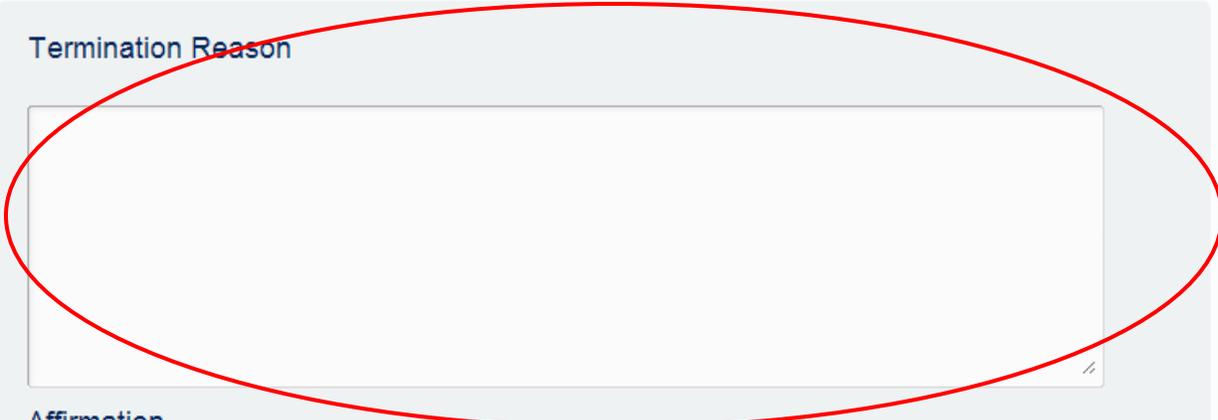
Submit

Step 5. [Enter a Reason for Termination](#)

You may enter a reason for submitting the Notice of Termination in the Termination Reason field.

Affirmation

Termination Reason



Affirmation

By affixing my signature to this Notice of Termination, I affirm that I have actual knowledge of the contents of this Notice of Termination and that the information reported herein is valid, accurate, and complete to the best of my knowledge. I acknowledge that this affirmation is being made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). I consent to receive service of notices, other official mailings, or process at the address or email provided to the Board of Ethics for this registrant.

First Name :

Middle Initial :

Last Name :

Title :

Submit

Step 6. Enter Affirmation and Submit the Request

Select the checkbox affirming your knowledge of the contents of the Notice of Termination.

Enter your First and Last Names and click **Submit**.

Affirmation

Termination Reason

No longer lobbying in the City of Philadelphia.

Affirmation



By affixing my signature to this Notice of Termination, I affirm that I have actual knowledge of the contents of this Notice of Termination and that the information reported herein is valid, accurate, and complete to the best of my knowledge. I acknowledge that this affirmation is being made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). I consent to receive service of notices, other official mailings, or process at the address or email provided to the Board of Ethics for this registrant.

First Name :

Pretend

Middle Initial :

Last Name :

Lobbyist

Title :

Submit

A message will be displayed asking the owner to confirm that he or she wishes to terminate the registration. Click **Confirm**.

Affirmation

By affixing my signature to this Notice of Termination, I affirm that I have actual knowledge of the contents of this Notice of Termination and that the information reported herein is valid, accurate, and complete to the best of my knowledge. I acknowledge that this affirmation is being made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). I consent to receive service of notices, other official mailings, or process at the address or email provided to the Board of Ethics for this registrant.

First Name : Middle Initial :

Last Name :

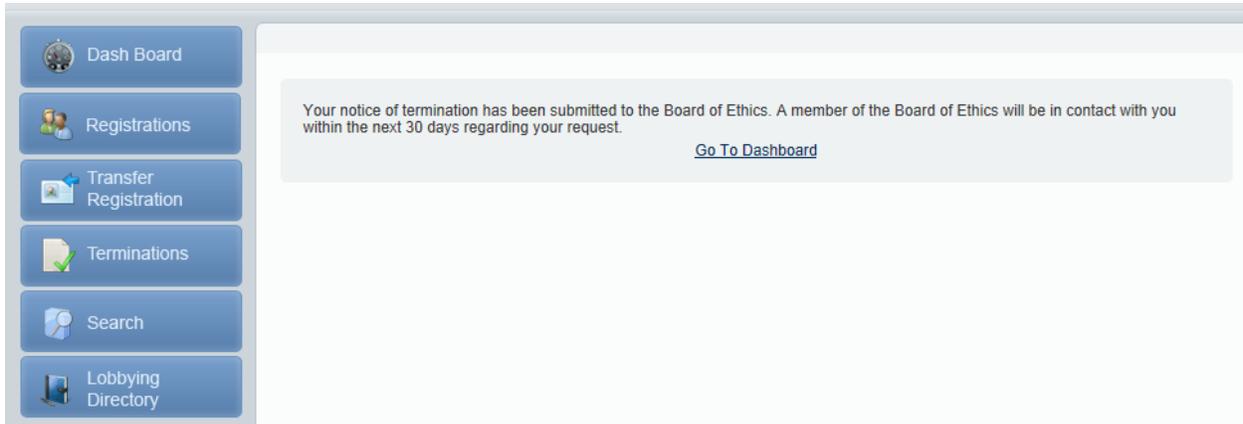
Title :

Please confirm that you wish to terminate your registration. Please be advised you may still be required to submit expense reports after you have terminated your registration. Additionally, if you register with the Philadelphia Board of Ethics in the future, you will receive a new registration number.

Note: If any fields are left blank, a message will appear stating the fields are blank. Either populate these fields and click Confirm or proceed without populating the fields and click Confirm.

Step 7. Board of Ethics Review

Upon clicking Confirm, the user will receive a message stating the request has been sent to the Board of Ethics. The Notice of Termination will be reviewed and a response will be sent to the Lobbyist, Lobbying Firm or Principal to advise when the registration has been terminated.



The screenshot shows a dashboard with a sidebar on the left containing navigation buttons: Dash Board, Registrations, Transfer Registration, Terminations, Search, and Lobbying Directory. The main content area displays a confirmation message: "Your notice of termination has been submitted to the Board of Ethics. A member of the Board of Ethics will be in contact with you within the next 30 days regarding your request." Below the message is a "Go To Dashboard" link.