

## How to Renew Registration

<https://financial-disclosures.sos.arkansas.gov/index.html#/index>

- Go to Financial Disclosure Link.
- Click on the “Administration” tab.
- Click on “Renew Registration” button.

-This will open up your registration. ANY changes that you need to make (add or remove officers, change of address, change of email, or change of contact number) do now. If you do make any changes to officers, the system will prompt you to print a new Signature Card. You WILL NOT have access to the account until we receive and approve your signature card

-Make sure you change the year to the New Year that you are renewing for at the top of the screen.

-If you don't have any changes or have finished making your changes, scroll down to the bottom of the page and click on the blue “Update” button. You will not have to do another Signature Card.

❖ Lobbyist have to submit a New Signature Card EVERY YEAR when renewing.

If you have any questions or concerns please don't hesitate to call.  
501-682-5070