

The renewal process:

- Renewal registration window is now open and will close on January 15<sup>th</sup> for EXECUTIVE and RETIREMENT engagements only.
- As all renewals are prepopulated by OLAC you only need to submit electronic payment for the registration(s) you wish to keep active.
  - Please make payment using the link 'Add All Unpaid Items to Cart' on your agent homepage.
  - Note: JLEC only accepts Visa, MasterCard, and ACH.

The screenshot displays the 'Agent Homepage' for a 'Lobbying Agent'. It features several navigation panels. The 'Submit Registrations' panel on the left includes links for Executive, Legislative, Retirement System, and Incomplete Registrations. Below this is the 'My Online Transactions' panel, which contains the link 'Add All Unpaid Items To Cart' (highlighted with a red circle), 'My Shopping Cart [No items]', and 'Payment History'. To the right, the 'File Reports' panel lists Executive, Legislative, and Retirement System. The 'Other Agent Actions' panel on the far right includes links for Financial Transactions, Change Contact Information, Change Password, and Print Lobbying Card.

- Renewal registration deadline for payment is January 15, 2022. If payment is not received or you do NOT plan to continue your lobbying activity after December 31, 2021, OLAC will remove any unpaid renewals after this deadline.

If you have questions or concerns, please do not hesitate to contact JLEC at 614-728-5100.