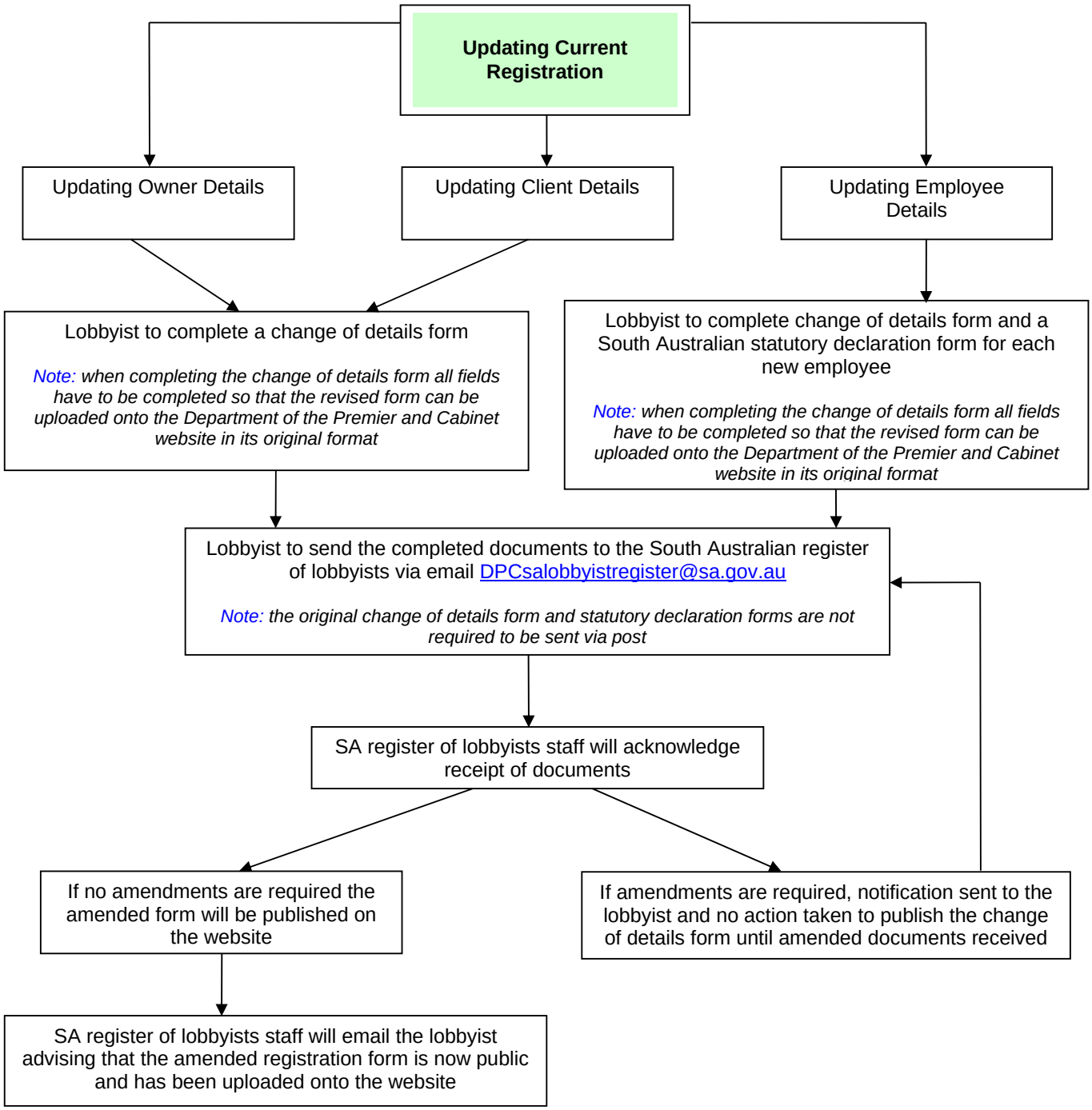PROCESS OVERVIEW FOR UPDATING CURRENT INFORMATION FOR REGISTERED LOBBYISTS