

**PASSWORD RESET – Responsible person has left the company.**

**DATE**

New York State Joint Commission on Public Ethics  
540 Broadway  
Albany, New York 12207

ATTN: Help Desk

I am writing on behalf of \_\_\_\_\_ to inform you that  
(Lobbyist, Client or Public Corporation Name)

\_\_\_\_\_ is no longer with our company and  
(Old Responsible Person's Name)

\_\_\_\_\_ is taking over as the responsible person.  
(New Responsible Person's Name)

I would like the email for the online reporting system to be changed from

\_\_\_\_\_ to \_\_\_\_\_.  
(Old E-mail) (New E-mail)

In addition, I would like to request my password be reset & emailed, along with the user id, to the new email listed.

Sincerely,

(CAO's Signature)