



# Hawaii State Ethics Commission



# Financial Disclosures

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Electronic Filing System  
User Guide

March 2018

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### **Disclaimer**

This guide is intended for instructional purposes only and is not meant to be a comprehensive summary of the Hawaii State Ethics Code. If there is a conflict between this Guide and the Hawaii State Constitution, statutes, or administrative rules, Hawaii law shall apply.

## The Financial Disclosure Law

The Financial Disclosure Law, Hawaii Revised Statutes (“HRS”) § 84-17, requires state elected officials, members of state boards and commissions, and state employees holding certain positions to file an annual Disclosure of Financial Interests with the Hawaii State Ethics Commission (“Commission”).

Financial disclosures help to ensure governmental accountability and transparency by identifying financial interests that may conflict with a state official’s duties and responsibilities to the public.

## Who is Required to File?

**Elected officials:** governor, lieutenant governor, state legislators, Office of Hawaiian Affairs trustees, and constitutional convention delegates.

**Agency and department heads:** directors, deputy directors, division chiefs, and executive directors and their deputies of every state agency.

**Legislative Branch:** all permanent employees of the legislature and its service agencies, except for persons employed in secretarial, or similar positions.

**Offices of the Governor and Lt. Governor:** the administrative director and all permanent employees of the Offices of the Governor and the Lieutenant Governor, except for persons employed in secretarial, or similar positions.

**University of Hawaii:** Board of Regents, the president, vice-presidents, assistant vice-presidents, and chancellors of UH and its community colleges.

**Department of Education:** Board of Education, the superintendent, deputy superintendent, assistant superintendents, complex area superintendents, state librarian, and deputy state librarian.

**State Judiciary:** administrative director and deputy director of the courts

**Office of Hawaiian Affairs:** administrator and assistant administrator

**State boards and commissions:** members whose original terms of office are more than one year and whose duties are not solely advisory.

**Purchasing agents, fiscal officers, and hearings officers**

## Who is a Public Filer?

Legislators, certain state officials (highlighted in color above), and members of the following state boards are public filers under HRS § 84-17(d):

Agricultural Dev. Corp.	Ethics Commission
Board of Agriculture	Land Use Commission
Board of Land & Natural Resources	Legacy Land Conservation Comm.
Comm. on Water Resource Mgmt.	Natural Area Reserves System Comm.
Hawaii Community Dev. Auth.	Natural Energy Lab. of Hawaii Auth.
Hawaiian Homes Commission	Hawaii Public Housing Authority
Housing Finance & Dev. Corp.	Hawaii Public Utilities Commission



If you are running for state elective office, please see the [Candidate Disclosure Guide](#) for more information on how to file a candidate financial disclosure.



This is not a complete list of filers. To verify your filing status, please contact the Commission at:

**1001 Bishop St., Ste. 970  
Honolulu, HI 96813  
(808) 587-0460  
[ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org)**

## Filing Deadlines

State Legislators	<b>January 31 (each year)</b>
Current Employee & Board filers	<b>May 31 (each year)</b>
New filers	Within <b>30 days of election or appointment</b> to a state position that is required to file
Exit filers	Within <b>30 days</b> of leaving your state position (if your last disclosure was filed more than 180 days prior)

## Extensions of Time to File

Filers may submit a written request for a 15-day extension of time to file. Extension requests must be submitted **prior to** the filing deadline.

## Financial Interests to be Reported

Filers are required to report certain types of financial interests, such as income; business ownership; stocks, bonds, and mutual funds; officer or director positions in for-profit or non-profit business; real property; loans; names of clients represented before state agencies; and creditor interests in an insolvent business.

In addition, state legislators, state board members, and state employee filers are required to disclose their own financial interests, as well as those held by a spouse or dependent child.

## Public Records

Financial disclosures filed by state legislators and certain state officials are designated as public records. All other financial disclosures that are filed with the Commission are confidential as a matter of law. Public financial disclosures are available for inspection at the Commission's office or via the Commission's website at <http://ethics.hawaii.gov>.

## Penalties

Failure to file a financial disclosure as required by HRS § 84-17 constitutes a violation of state law. State legislators, state board members, and state employee filers who fail to file a disclosure by the statutory deadline shall be assessed a **\$75 late penalty**.

In addition, the Commission may publish a list of delinquent filers, and may assess additional administrative fines as authorized by law.



Annual financial disclosures may be filed beginning on January 1 of the filing year.



### Disclosure Period:

**For initial filers:** report all financial interests held or sold between January 1 of the preceding calendar year and the date of filing.

**For continuing filers:** report all financial interests owned or sold between the date of your previous filing and the date of your current filing.

## E-Filing Procedures: How to File a Financial Disclosure

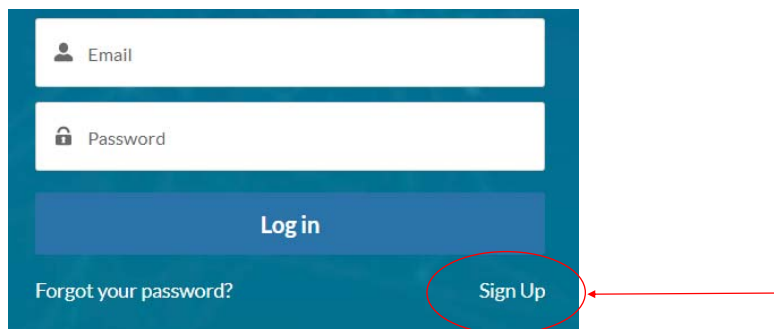
### Step 1: Access the Commission's E-Filing System

To access the Commission's E-Filing system, go to <https://hawaiiethics.force.com/disclosures/s/> and click **LOGIN**.

In order to file disclosures electronically through the E-Filing system, you must have an account.

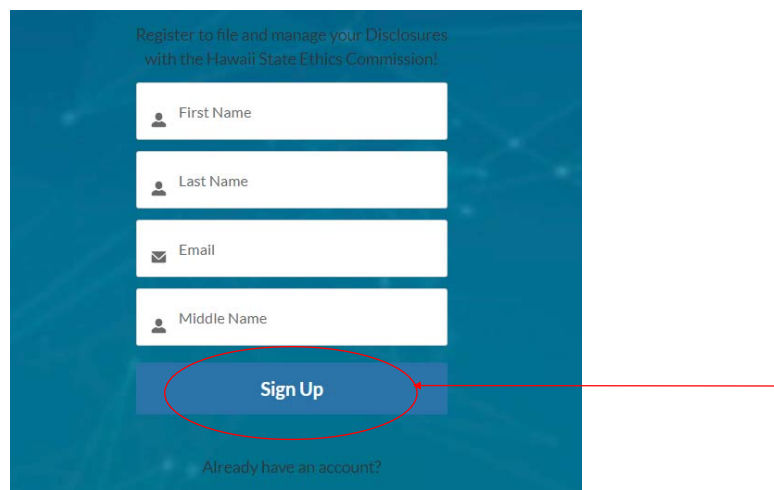
### Step 2A: Create an Account (for New Users)

- a. Click **Sign Up** to create an account. If you already have an account, skip to **Step 2B**.



The screenshot shows a login form with two input fields: 'Email' and 'Password'. Below the fields is a blue 'Log in' button. At the bottom left, there is a link 'Forgot your password?'. At the bottom right, there is a 'Sign Up' button, which is circled in red with a red arrow pointing to it from the right.

- b. Enter your first, middle, and last name, your email address, and click **Sign Up**.



The screenshot shows a registration form titled 'Register to file and manage your Disclosures with the Hawaii State Ethics Commission!'. It has four input fields: 'First Name', 'Last Name', 'Email', and 'Middle Name'. Below the fields is a blue 'Sign Up' button, which is circled in red with a red arrow pointing to it from the right. At the bottom, there is a link 'Already have an account?'.

- c. A separate email will be sent to your email address with further instructions on how to finish creating your account.

### e-Tips

You can also access the E-filing system from the Commission's website at <http://ethics.hawaii.gov>

**Browser Requirements:** We recommend that you use **Google Chrome**, **Mozilla Firefox**, or **Safari**. If you use Internet Explorer, you may experience some delays on certain functions (like drop-down menus).

### e-Tips

Select an email address that you check on a regular basis.

Your email address will serve as the primary address for all email notices and reminders sent by the Commission.

Remember to adjust your junk mail/spam filter to receive email notices.

**If you change your email address, please contact the Commission to update your account.**

- d. After you receive the email, click on the link within the email. A new window on your web browser will open asking you to set your password.

Enter your password and click return. Re-enter your password to confirm, and click **Change Password**.

After you have successfully created an account, you should see the homepage for the E-Filing system.

**Step 2B: Log Into Your Account (if you already have one)**

If you already have an account, enter you email and password, and click **Log In**.

After you have successfully logged into your account, you should see the homepage for the E-Filing system.

**e-Tips**

Your password is case sensitive. It must contain a minimum of 8 characters, and must include at least one letter and one number.

**e-Tips**

Use the same email address that you used to create your account.

**If you change your email address, please contact the Commission to update your account.**

### Step 3: Create a New Financial Disclosure

After you have logged in, click on **MY FINANCIAL DISCLOSURES** on the menu bar.



This will direct you to the **Financial Disclosures LIST** view, which displays a list of your filed disclosures, as well as any draft disclosures that have not yet been submitted and filed with the Commission.



Click **New** to create a new disclosure.

This will open a new window called the **Financial Disclosure Main Page**.

a. Select the **Filing Year** (the current calendar year is the default).

The **Filing Year** is the year in which you file the disclosure. For example, select 2018 if you are filing in 2018.

b. Enter your **address** and **phone number**.

**NOTE:** If you have filed once before using this e-filing system, your contact information will automatically be entered on your form. If your contact information has changed, please enter your current address and phone number.

c. Enter your **electronic signature** and click **Save**.

**NOTE:** do not click **Save & New** since this will create another blank form. If you click **Save & New** by mistake, click **Cancel**.

This will bring you back to the **Financial Disclosure Main Page**.

#### e-Tips

Items with a **red asterisk \*** must be completed.

#### e-Tips

For public filers, your contact information will be redacted before your disclosure is posted and made publicly available.

**Step 4: Complete Your Disclosure**

**a. State Employment Position**

If you are a state legislator or state employee, scroll down to **State Employment Positions**, and click **New** to add your state position. (If you are a state board or commission member, skip to the next section).



Select your state department, state division or agency, and state position using the **search field**.

**How to Use Search Field:** Type the name of your department, division, or position in the search field (partial terms are ok). A partial list of results will appear in the drop-down list (click on the magnifying glass icon below the search field to see the full list of results). Select one of the options.

Click on icon to select option

Click here to see full list of results

Click here to see full list of results

When you are done, click **Save**. This will bring you back to the **Financial Disclosure Main Page**. Your position should now be listed in the **State Employment Position** section.

DEPARTMENT NAME	STATE DIVISION/AGENCY	STATE POSITION	OTHER POSITION
Department of Health	Environmental Health Administration	Program Administrator	

View All

**e-Tips**

The list of state positions includes job titles that are most commonly used by filers. Please select the one that is closest to your position (it does not have to match your exact job title).

If your position is not listed, type **“Other”** in the search field and select **“Other”** from the drop-down list. Then enter your position title in the space provided.

**e-Tips**

**Navigational Tips**

The **Main Page** view will display a maximum of 6 items per section.

Select **View All** to see all items entered in a section.

To go back to a previous page, use the **Back Arrow** button on your browser.



**Step 4: Complete Your Disclosure (continued)**

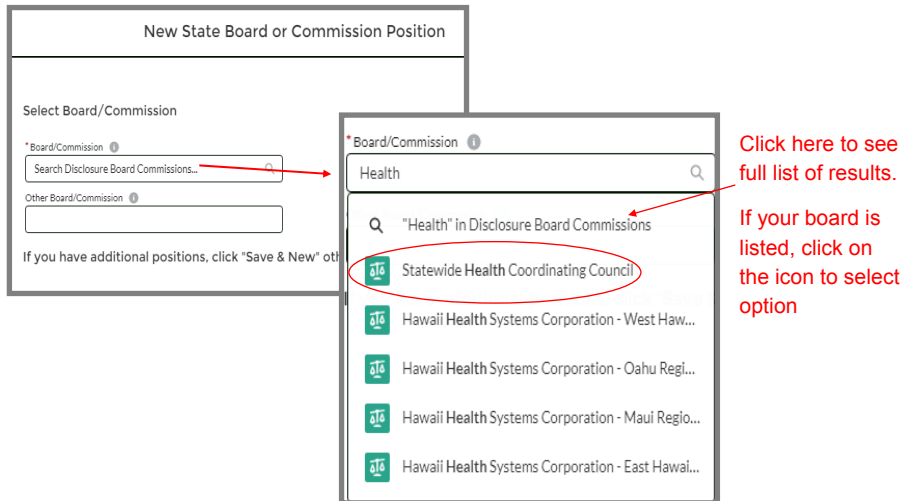
**b. State Board or Commission**

If you are a member of a state board or commission, scroll down to **State Board or Commission Positions**, and click **New** to add your board position.



Select your state board or commission using the **search field**.

**How to Use Search Field:** Type the name of your board or commission in the search field (partial terms are ok). A partial list of results will appear in the drop-down list (click on the magnifying glass icon below the search field to see the full list of results). Select one of the options.



**Ex-Officio Board Members:** If you serve on multiple state boards by virtue of your state employment position, click **Save & New** to add other board positions.

If you have no other positions to add, click **Save**.

This will bring you back to the **Financial Disclosure Main Page**. Your position should now be listed in the **State Board or Commission Position** section.



**e-Tips**

**New Board?**

If your board is not listed, type **“Other”** in the search field and select **“Other”** from the drop-down list. Then enter the name of your board in the space provided.

**e-Tips**

If your state board or commission is not listed, select **“Other”** and enter the name of your board or commission in the field below.



**Help Bubbles:** Certain sections include instructions on what type of information to report. To view these help guides, move your cursor over the small gray circles with a lower-case letter i.

**Step 4: Complete Your Disclosure (continued)**

**c. Spouse/Partner and Dependent Children**

Scroll down to **Spouse/Civil Union Partner/Dependent Children**.

If you have a spouse or civil union partner, or a dependent child, click **New** and enter your information as directed. To enter additional information, click **Save & New**; otherwise click **Save**.

The screenshot shows a header bar for 'Spouse/Civil Union Partner/Dependent Children (0)' with a 'New' button circled in red. Below is a form titled 'New Spouse/Dependent Child'. The form has two main sections: 'Spouse/Dependent Information' and 'System Information (For HSEC USE ONLY)'. The first section includes dropdowns for 'Relationship' (set to 'None'), and text boxes for 'Last Name', 'First Name', and 'Address Name'. A note says 'If you have additional children, click "Save & New" otherwise click "Save"'. The second section includes a dropdown for 'Financial Disclosure' (set to 'FD-2017-000027'). At the bottom are 'Cancel', 'Save & New', and 'Save' buttons.

**NOTE: For each of the following sections, disclose all financial interests held by you, your spouse, and your dependent child.**

**d. Income**

Scroll down to **Income**. To report a source of income, click **New** and enter your information as directed. **NOTE: If you are a state employee, be sure to include your state salary here.**

To report additional items, click **Save & New**; otherwise click **Save**.

The screenshot shows a header bar for 'Income (0)' with a 'New' button circled in red. Below is a form titled 'New Income'. The form has two main sections: 'Income Information' and 'System Information (For HSEC USE ONLY)'. The first section includes dropdowns for 'Financial Interest' (set to 'None'), 'Type of Service' (set to 'None'), 'Type of Income to be Reported' (set to 'None'), and 'Amount Earned or Received' (set to 'None'). There is also a text box for 'Name of Employer or Source of Income' and another for 'Description of Services'. A note says 'If you have additional income, click "Save & New" otherwise click "Save"'. The second section includes a dropdown for 'Financial Disclosure' (set to 'FD-2017-000027'). At the bottom are 'Cancel', 'Save & New', and 'Save' buttons.

**e-Tips**

**Items to be Reported?**

Income of \$1,000 or more received between Jan. 1 and Dec. 31 last year for services rendered, such as income for employment and contract services, rental income, compensation for serving on a board, etc.

You do not need to report retirement-based income or government benefits, such as social security, pension, and disability payments.

**Step 4: Complete Your Disclosure (continued)**

**e. Creditors**

Scroll down to **Creditors**. To report loans held during the disclosure period, click **New** and enter your information as directed. If you have nothing to report, skip to the next section. To report additional items, click **Save & New**; otherwise click **Save**.

The screenshot shows a web interface for reporting creditors. At the top, there is a header 'Creditors (0)' with a 'New' button circled in red. Below this is a 'New Creditor' form. The form has two main sections: 'Creditor Information' and 'System Information (For HSEC USE ONLY)'. Under 'Creditor Information', there are dropdown menus for 'Who Holds Interest?' (set to '--None--'), 'Creditor Name', 'Original Amount Owed' (set to '--None--'), and 'Balance Outstanding' (set to '--None--'). A note says 'If you have additional creditors, click "Save & New" otherwise click "Save"'. Under 'System Information', there is a 'Financial Disclosure' field with a dropdown menu showing 'FD-2017-000027'. At the bottom of the form are 'Cancel', 'Save & New', and 'Save' buttons.

**f. Properties**

Scroll down to **Properties**. If you owned or sold any real property interests during the disclosure period, click **New**. If you have nothing to report, skip to the next section.

The screenshot shows a web interface for reporting properties. At the top, there is a header 'Properties (0)' with a 'New' button circled in red. Below this is a 'New Property' form. The form has a section 'Select a record type' with four radio button options: 'Property Owned', 'Property Owned, Personal Residence' (which is selected), 'Property Sold', and 'Property Sold, Personal Residence'. At the bottom of the form are 'Cancel' and 'Next' buttons.

A new window will appear; select one of the options indicated.

- If you own a personal residence, select **Property Owned, Personal Residence**.
- If you own investment or commercial property (i.e., it is not your primary residence), select **Property Owned**.
- If you sold your personal residence during the disclosure period, select **Property Sold, Personal Residence**.
- If you sold your investment or commercial property during the disclosure period, select **Property Sold**.

**e-Tips**

**Items to be Reported?**

All creditors to whom \$3,000 or more is owed (mortgage, home equity loan, personal loan, etc.). You do not need to include credit card debt, retail installment payments, or other accounts payable for retail goods and services.

**e-Tips**

**Items to be Reported?**

All real property interests (valued at \$10,000 or more), including your personal residence, any property owned for commercial or investment purposes, and any property interests located outside of the state.

You do not need to disclose the street address and tax map key number of your personal residence.

**Step 4: Complete Your Disclosure (continued)**

Enter your information as directed. To report additional items, click **Save & New**; otherwise click **Save**.

**g. Business Interests**

Scroll down to **Business Interests**. To report any business interests that were owned or sold during the disclosure period, click **New** and select one of the options. If you have nothing to report, skip to the next section.

**e-Tips**

**Items to be Reported?**

Stocks, bonds, mutual funds, and other ownership interests in a company, where the value of the interest is \$5,000 or more, or equal to 10% or more of the company.

You do not need to report personal savings, checking accounts, certificate of deposits, or money market funds; tax deferred retirement accounts (deferred compensation plans, IRAs, 401k plans); tax-deferred qualified tuition plans (529 college savings plans); tax-deferred health savings accounts; or social security benefits.

**Step 4: Complete Your Disclosure (continued)**

Enter your information as directed. To report additional items, click **Save & New**; otherwise click **Save**.

**h. Officers & Directors**

Scroll down to **Officers/Directors**. If you are an officer, director, or a trustee of a private business or non-profit organization, click **New** and enter your information as directed. If you have nothing to report, skip to the next section.

To report additional items, click **Save & New**; otherwise click **Save**.

**e-Tips**

**Items to be Reported?**

Any officer, director, trustee, or other fiduciary position held in a private business, including a corporation, association, union, partnership, trust, foundation, and non-profit organization.

**Step 4: Complete Your Disclosure (continued)**

**i. Clients**

Scroll down to **Clients**. If you personally represented clients before a state agency for a fee or other compensation during the disclosure period, click **New** and enter your information as directed. If you have nothing to report, skip to the next section.

The screenshot shows a header bar for 'Clients (0)' with a 'New' button circled in red. Below is the 'New Client' form. The 'Client Information' section includes:
 

- 'Who Holds Interest?' dropdown menu with 'Self' selected.
- 'Client Name' text input field.
- 'Name of State Agency' text input field.

 The 'System Information (For HSEC USE ONLY)' section includes:
 

- 'Financial Disclosure' dropdown menu with 'FD-2017-000027' selected.

 At the bottom are 'Cancel', 'Save & New', and 'Save' buttons.

To report additional items, click **Save & New**; otherwise click **Save**.

**j. Creditor of Insolvent Businesses**

Scroll down to **Creditor of Insolvent Businesses**. To report a creditor interest in an insolvent business, click **New** and enter your information as directed. If you have nothing to report, continue to the next step.

The screenshot shows a header bar for 'Creditor of Insolvent Businesses (0)' with a 'New' button circled in red. Below is the 'New Creditor of Insolvent Business' form. The 'Financial Interest Information' section includes:
 

- 'Who Holds Interest?' dropdown menu with '--None--' selected.
- 'Business Name' text input field.
- 'Nature of Business' text input field.
- 'Describe the Nature of Your Interest' text input field.
- 'Value' dropdown menu with '--None--' selected.

 The 'System Information (For HSEC USE ONLY)' section includes:
 

- 'Financial Disclosure' dropdown menu with 'FD-2017-000027' selected.

 At the bottom are 'Cancel', 'Save & New', and 'Save' buttons.

To report additional items, click **Save & New**; otherwise click **Save**.

**e-Tips**

**Items to be Reported?**

Clients that you personally represented before a state agency for a fee or other compensation.

You do not need to include representations that solely involve ministerial matters; matters in which you were acting in your official state capacity; and legal matters before the courts.

**e-Tips**

**Items to be Reported?**

Any creditor interest in an insolvent business, where the value of the creditor interest is \$5,000 or more.

An insolvent business is a company that has filed for bankruptcy protection under the federal bankruptcy code.

## Step 5A: File Your Disclosure

### Ready to file?

Review your disclosure one more time.

When you are ready to file, click **SUBMIT FOR APPROVAL** at the top of **Financial Disclosure Main Page**.

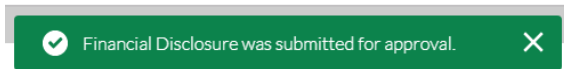


This will open a new window. Click **SUBMIT** to file your disclosure.

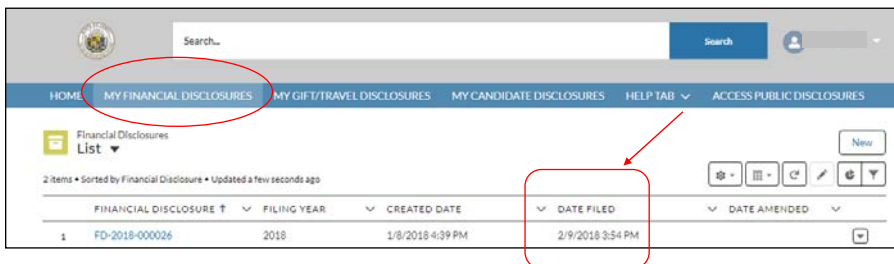
**Note:** Do not enter filing comments or notes on the **Comments** screen, as the information will not be included on your disclosure.



After you submit your disclosure, you should see the following pop-up message on your screen.



Click on **MY FINANCIAL DISCLOSURES** on the menu bar to return to the **Financial Disclosures LIST** view. Your disclosure will be listed with the date and time when it was electronically filed.



After you file, you will receive an automatic email confirmation. If you don't receive one within a few minutes, contact the Commission at 587-0460 or [ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org).

### e-Tips

#### Check Your Junk Mail

Check your junk email folder if you don't see the email confirmation in your regular inbox.

If your disclosure was properly submitted, the filing date and time should be displayed under the **Date Filed** column.

## Step 5B: Save Disclosure and File Later

### Not Ready to File?

You can save your disclosure and file it later. Each time you enter information and click **Save**, your information will be saved under your account.

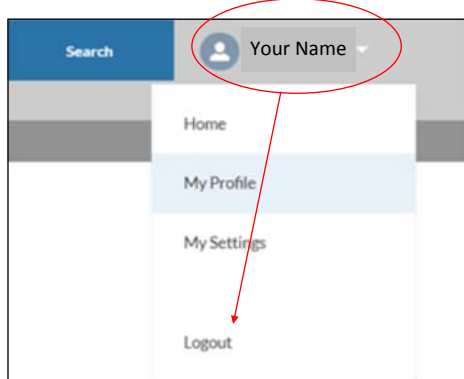
Click on **MY FINANCIAL DISCLOSURES** on the menu bar to return to the **Financial Disclosures LIST**. You should see a list of all your disclosures, including your draft reports.



**Please remember to complete your disclosure and file it by the applicable deadline.**

## How to Log Out

To log out of the E-Filing system, click on your username (in the upper right corner of the menu bar) and select **Logout**.



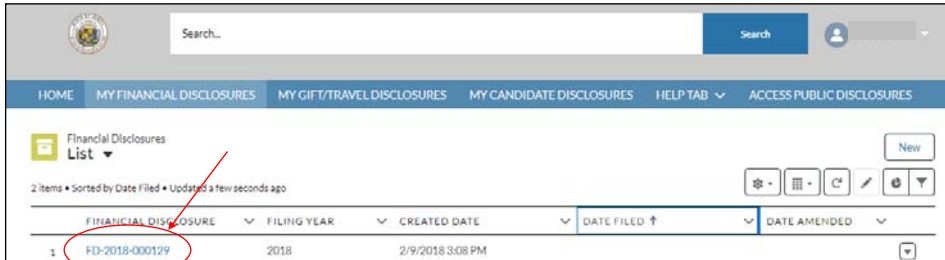


## E-Filing Procedures: Editing a Draft Disclosure

### To continue working on your draft disclosure:

Log-in and click on **MY FINANCIAL DISCLOSURES**.

On the **Financial Disclosures LIST**, click on the **FD#** to open your draft disclosure.

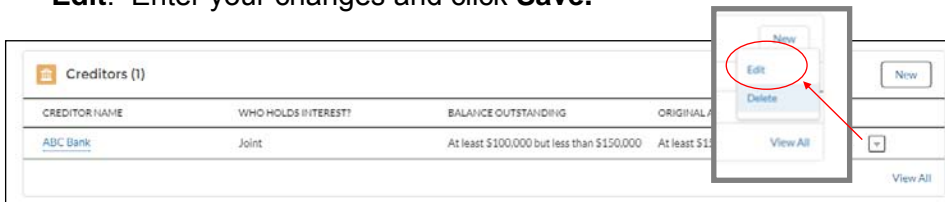


### To add an item:

On the **Financial Disclosure Main Page**, scroll down to the specific section and click **New** to add a new item.

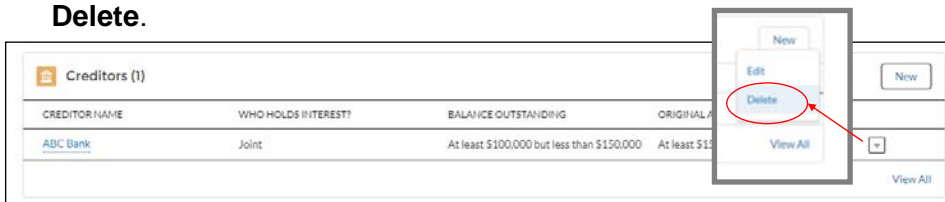
### To edit an item:

On the **Financial Disclosure Main Page**, scroll down to the specific section. Click on the arrow button for the particular item, and select **Edit**. Enter your changes and click **Save**.



### To delete an item:

On the **Financial Disclosure Main Page**, scroll down to the specific section. Click on the arrow button for the particular item, and select **Delete**.

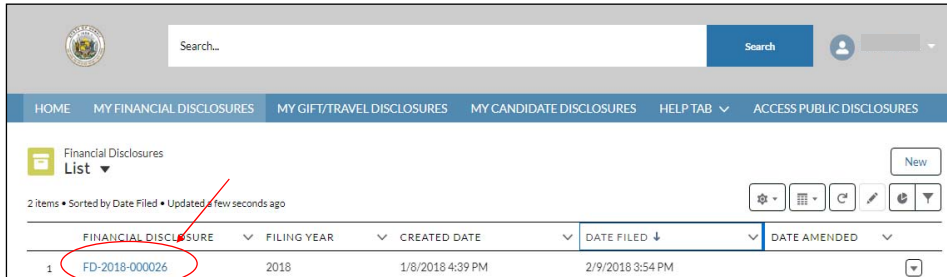


The message window will ask you “Are you sure you want to delete this Item?” If yes, click **Delete**.

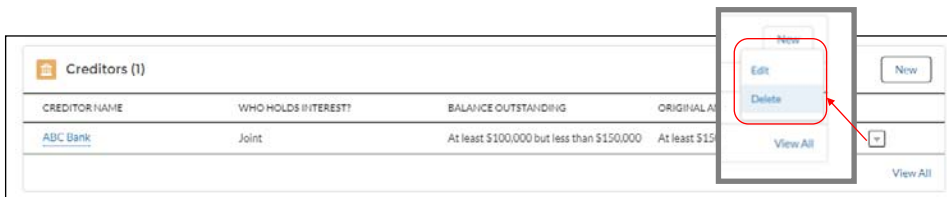
## E-Filing Procedures: Amending a Filed Disclosure

### To amend your disclosure after it is filed:

Log-in and click on **MY FINANCIAL DISCLOSURES**. On the **Financial Disclosures LIST**, click on the **FD#** to open your disclosure.



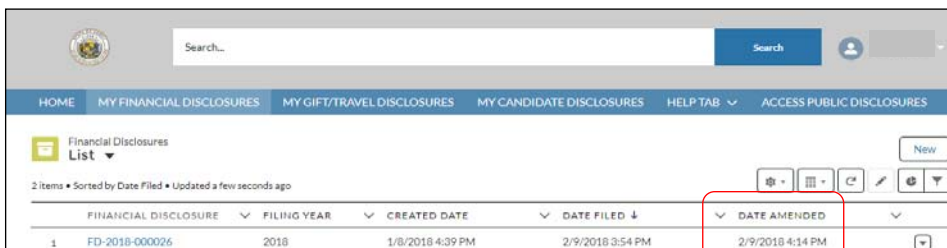
On the **Financial Disclosure Main Page**, scroll down to the specific section and make your changes. To add an item, click **New**. To edit or delete an item, click on the arrow button for a particular item, and select **Edit** or **Delete**.



When you are ready to file your amended disclosure, click **SUBMIT FOR APPROVAL**, and click **SUBMIT**.

**NOTE: Your changes will not be filed with the Commission unless you click SUBMIT FOR APPROVAL.**

Click on **MY FINANCIAL DISCLOSURES** on the menu bar to return to the **Financial Disclosures LIST** view. The date and time when your amended disclosure was filed will be displayed under the **Date Amended** column.



After you file, you will receive an automatic email confirmation. If you don't receive one within a few minutes, contact the Commission at 587-0460 or [ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org).

### e-Tips

After you click **SUBMIT FOR APPROVAL**, do not enter filing comments or notes on the **Comments** screen, as the information will not be included on your disclosure.

### e-Tips

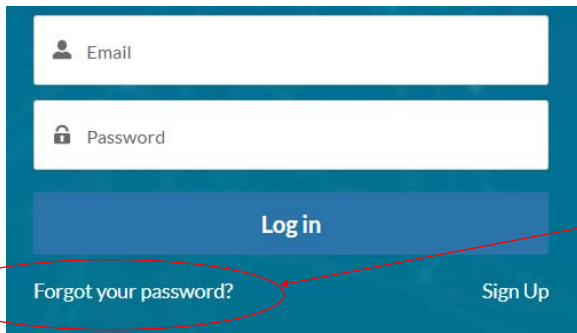
#### Check Your Junk Mail

Check your junk email folder if you don't see the email confirmation in your regular inbox.

If your disclosure was properly submitted, the filing date and time should be displayed under the **Date Amended** column.

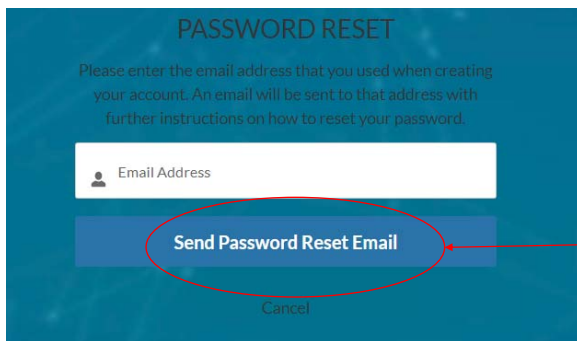
## Forgot Your Password?

If you forgot your password, click on **Forgot Your Password?**



A screenshot of a login interface with a teal background. It features two input fields: 'Email' with a person icon and 'Password' with a lock icon. Below these is a blue 'Log in' button. At the bottom, there are two links: 'Forgot your password?' on the left and 'Sign Up' on the right. A red circle highlights the 'Forgot your password?' link, with a red arrow pointing to it from the right.

Enter your email address to request instructions on re-setting your password, and then click on **Send Password Reset Email**.

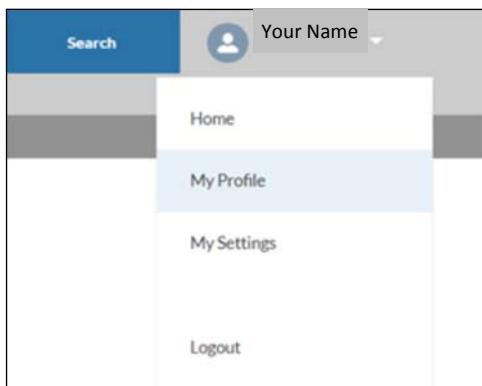


A screenshot of a 'PASSWORD RESET' page with a teal background. It contains a text box labeled 'Email Address' with a person icon. Below the text box is a blue button labeled 'Send Password Reset Email' and a smaller 'Cancel' button. A red circle highlights the 'Send Password Reset Email' button, with a red arrow pointing to it from the right.

A separate email will be sent to your email address with instructions on how to change your password. After you receive the email, click on the link in the email to change your password.

## Update Your Profile & Account Settings

From the homepage of the E-Filing system, click on your username (in the upper right corner) and select **My Profile** to update your profile information.



A screenshot of a user profile dropdown menu. At the top, it says 'Search' on the left and 'Your Name' with a dropdown arrow on the right. The menu items are: 'Home', 'My Profile' (highlighted in light blue), 'My Settings', and 'Logout'.

To change your password, select **My Settings**.  
Click on the **HOME** tab to return to the homepage.

### e-Tips

If you have any problems logging in, please contact the Commission at:

**(808) 587-0460**

or

[ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org)

### e-Tips

If you reside out-of-state, select **My Settings** to change your time zone.

**Note:** Your time zone settings only affect what is shown on your computer screen.

Your time zone settings do not affect the actual filing date and time that is recorded by the Commission's E-Filing system (which is set to Hawaii Standard Time).

## FAQs

### Filing Status

**Q:** I am a new state employee. Am I required to file a financial disclosure?

**A:** It depends on your state position. Only certain state officials are required to file (**Who is Required to File**). If you are unsure whether you are required to file, please contact the Commission to check your filing status.

### Ex-Officio State Board Members

**Q:** I serve as an ex-officio member of a state board due to my state employee position. Do I have to file separately for each position?

**A:** If you already file a financial disclosure based on your state employee position, you just need to add your board position to your disclosure. You do not have to file a separate disclosure for your board position.

### Filing Confirmation

**Q:** I tried submitting my disclosure on-line, but I did not receive an email confirmation. What should I do?

**A:** Check your junk mail folder and adjust your junk email/spam filter. If you do not receive a confirmation, please contact the Commission immediately to make sure that your disclosure was filed.

### Exit Disclosure

**Q:** I am resigning from my legislative position, effective August 1st. Do I need to file an exit disclosure?

**A:** Yes. If your term of office has ended or you are resigning from your state position, you must file a financial disclosure within 30 days of leaving your state position if your most recent financial disclosure was filed more than 180 days prior to your last day of state service. Please file an amended disclosure to update your financial interests. Your amended disclosure will then serve as your exit filing.

### Transferring to a New State Position

**Q:** I filed my financial disclosure earlier this year. Do I have to file a new disclosure if I transfer to another state filing position next month?

**A:** If you are transferring from a confidential to a public filer position, please file an amended disclosure to update your contact information, state position, and report any changes with respect to your financial interests.

If you are moving from one public filer position to another, or to a confidential filer position, you do not need to file another disclosure until next year. But you should update your profile and account information to make sure your contact information is current.



#### Additional Resources

Please see Commission's website for additional ethics resources:

<http://ethics.hawaii.gov>



#### Questions?

Please contact us at:

**1001 Bishop St., Ste. 970  
Honolulu, HI 96813  
(808) 587-0460  
[ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org)**

## FAQs

### Update Your Email Address

- Q:** I changed my email address since the last time I filed a disclosure. What do I need to do?
- A:** The email address that you originally used to create your account serves as your log-in and contact information for all email notifications and reminders sent by the Commission. If you change your email address, please contact the Commission to update your account.

### Viewing and Printing Your Disclosure

- Q:** Can I request a copy of my financial disclosure?
- A:** Since all of your disclosures are saved on your account, you can view your disclosures on your computer by clicking on **MY FINANCIAL DISCLOSURES** on the menu bar. A Print/Preview option is currently being developed and will be available in the near future. If you need a copy of your disclosure that was filed using our old system, please contact us.

### Candidate Disclosures

- Q:** I am running for state elective office this year. I already filed a regular financial disclosure earlier this year based on my state position. Do I need to file a separate Candidate Disclosure?
- A:** Yes. All candidates for state elective office are required to file a Candidate Disclosure, even if the person has already filed a regular financial disclosure form based on his or her position as a state legislator, state employee, or state board member. State candidates are only required to disclose their own financial interests (and not their spouse's or dependent child's interests).

### Amending or Updating a Disclosure

- Q:** I forgot to report my spouse's financial interests on my disclosure. What should I do?
- A:** If you omitted items on your disclosure or need to make corrections, file an amended disclosure as soon as possible.
- Q:** I filed my annual financial disclosure in May. If I sell or acquire property later this year, do I need to amend my disclosure?
- A:** No. You are not required to amend your financial disclosure to report changes that occur after you file. As long as you have accurately reported your financial interests as of the filing date, you do not have to amend your disclosure. Subsequent changes with respect to your income, assets, and other financial interests should be reported as part of your annual disclosure next year.



#### Questions?

Please contact us at:

**1001 Bishop St., Ste. 970**  
**Honolulu, HI 96813**  
**(808) 587-0460**  
[ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org)