



# HAWAII STATE ETHICS COMMISSION

State of Hawaii · Bishop Square, 1001 Bishop Street, ASB Tower 970 · Honolulu, Hawaii 96813

## GIFT DISCLOSURES E-FILING INSTRUCTIONS & TIPS FOR FILERS

To Access the E-filing System, go to <https://hawaiiethics.force.com/disclosures/s/>.

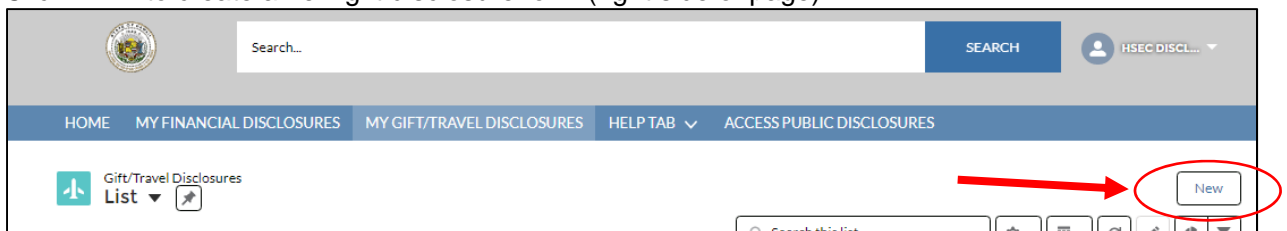
- **Recommended Browsers:** Google Chrome or Mozilla Firefox. **Do not use Internet Explorer as it is not compatible with the system.**
- **Already have an account?** Click **LOGIN** and enter your email and password
- **New Users?** Click **LOGIN** and **SIGN UP** to create a new account (and then check your email to complete your account set up)
- For additional information, refer to the Gift Disclosure E-Filing Guide (under **HELP TAB**) or contact the Commission's office for filing assistance.

### **FILING TIPS FOR 2019:**

1. Login to your account. Click **MY GIFT/TRAVEL DISCLOSURES** on the menu bar.



2. Click **NEW** to create a new gift disclosure form (right side of page).



**Filing Year:** The default filing year is 2019 (this covers June 1, 2018 to June 1, 2019).

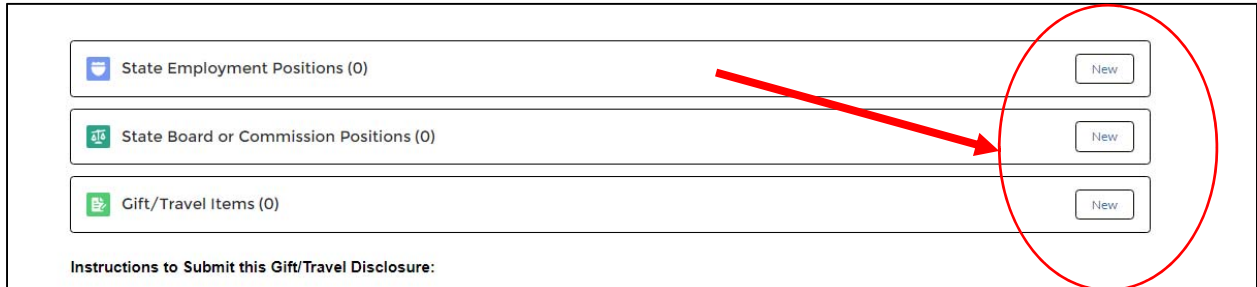
**Any Gifts to Report?** Select **Yes** if you have gift or travel items to report. The gifts disclosure law does not require you to file a gift disclosure if you did not receive anything during the disclosure period, but you can file a \$0 gift report if you so choose.

Enter your electronic signature and click **SAVE**.

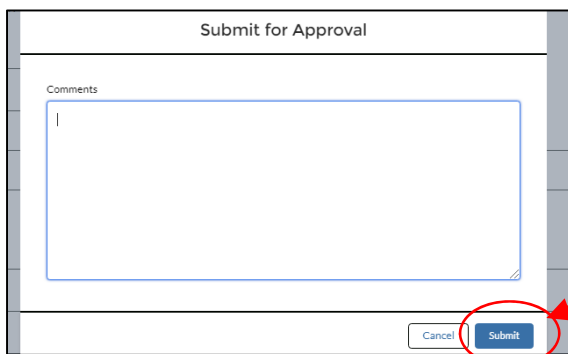
3. Complete your disclosure.

Under **STATE EMPLOYMENT POSITIONS** or **STATE BOARD** or **COMMISSION POSITIONS**, click **NEW** to add your state position.

Under **GIFT/TRAVEL ITEMS**, click **NEW** to enter your gift and travel items.



4. To file your form, click **SUBMIT FOR APPROVAL** (top of page) and **SUBMIT** on the pop-up window. **DO NOT CLICK SUBMIT FOR APPROVAL TWICE!!**



5. To check if your form was filed:

- Click **MY GIFT/TRAVEL DISCLOSURES** tab to see your list of disclosures in your account – your disclosure should be listed with the date & time when it was filed, OR
- Check your email (or your junk mail box) for the confirmation

