



HAWAI‘I STATE ETHICS COMMISSION

State of Hawai‘i · Bishop Square, 1001 Bishop Street, ASB Tower 970 · Honolulu, Hawai‘i 96813

CANDIDATE FINANCIAL DISCLOSURES E-FILING INSTRUCTIONS & TIPS FOR FILERS

1. Go to <https://hawaiiethics.force.com/disclosures/s/>.

Do not use Internet Explorer. We recommend Google Chrome or Mozilla Firefox.

2. **Log in to your existing account, or create a new account**

- a. **Already have an account?** Click **LOGIN** and enter your email and password.

If you already have an e-filing account and file annual financial disclosures as a state employee or member of a state board or commission, log in to your existing account. **Do not** create a separate account for your candidate disclosures.

- b. **New Users?** Click **LOGIN** and **SIGN UP** to create a new account (and then check your email to complete your account set up).

3. Once you are logged in, click **MY CANDIDATE DISCLOSURES** on the menu bar.

4. Click on **NEW** button.

If you filed a candidate disclosure in 2018, do not click on the link for your 2018 form. You need to create a new form for 2020. If you click on your 2018 disclosure, you will be amending and writing over your 2018 filing, and you will not meet the requirement to file a 2020 candidate disclosure.

The screenshot shows the user interface of the Hawaii Ethics Commission's e-filing system. At the top, there is a search bar and a user profile icon labeled 'HSEC DISCL...'. Below this is a navigation menu with several options: 'HOME', 'MY FINANCIAL DISCLOSURES', 'MY GIFT/TRAVEL DISCLOSURES', 'MY CANDIDATE DISCLOSURES' (which is circled in red with a red arrow pointing to it), 'HELP TAB', and 'ACCESS PUBLIC DISCLOSURES'. Below the menu, there is a yellow banner with text: 'The Candidate Disclosure of Financial Interests is required if you are running for State Elective Office of Senate, House of Representative, or Office of Hawaiian Affairs Trustee for 2020.' Underneath the banner, there is a section titled 'Candidate Financial Disclosures List' with a search bar and a 'New' button (circled in red with a red arrow pointing to it). The 'List' section shows 0 items and includes sorting options for 'Candidate Financial Discl...', 'Filing Year', 'Created Date', 'Date Filed', and 'Date Amended'.

5. Complete each section. Candidates are required to report their own financial interests (including jointly held assets), but they are not required to report financial interests that are owned solely by a spouse or dependent child.

6. To file your form:

- Step 1: Click **SUBMIT FOR APPROVAL** (top of page). Only click one time!
- Step 2: Click **SUBMIT** on the pop-up window.

STEP 1: Click **SUBMIT FOR APPROVAL**

Candidate Financial Disclosure
CFD-2020-000185

Submit for Approval

Candidate Financial Disclosure Main Page

Filing Year
2020

State Elective Office
Senate

District (Statewide, District, Island)
District 1

Complete/Update Your Contact Information

Email Address
hawaiiethics+disc@gmail.com

Mailing Address
1001 Bishop Street, Suite 970

Additional Address

Submit for Approval

Comments

Cancel Submit

STEP 2: Click **SUBMIT**

7. **To check if your form was filed:** click **MY CANDIDATE DISCLOSURES** tab to see your list of disclosures in your account – your disclosure should be listed with the date & time when it was filed. You will also receive a confirmation e-mail – check your junk mailbox if you don't see it.

Search...

SEARCH

HSEC DISCL...

HOME MY FINANCIAL DISCLOSURES MY GIFT/TRAVEL DISCLOSURES MY CANDIDATE DISCLOSURES HELP TAB ACCESS PUBLIC DISCLOSURES

The Candidate Disclosure of Financial Interests is required if you are running for State Elective Office of Senate, House of Representative, or Office of Hawaiian Affairs Trustee for 2020.

Candidate Financial Disclosures List

1 Item • Sorted by Candidate Financial Disclosure • Filtered by all candidate financial disclosures • Updated a few seconds ago

Search this list...

Candidate Financial Disclosure	Filing Year	Created Date	Date Filed	Date Amended
1 CFD-2020-000185	2020	4/1/2020 1:45 PM	4/1/2020 1:51 PM	

For additional information, please refer to the Candidate Disclosures E-Filing Guide (under “HELP”) or contact the Commission’s office for filing assistance.