HAWAIʻI STATE ETHICS COMMISSION

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

FINANCIAL DISCLOSURES
E-FILING QUICK GUIDE 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 sign up for an account if you are a new filer

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

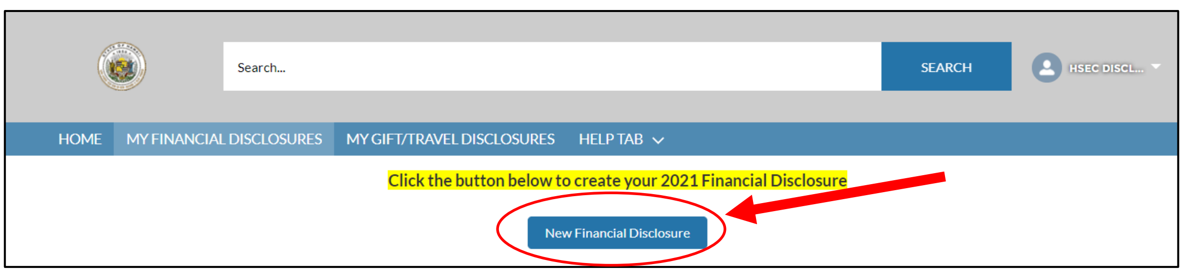
Forgot your password? Click **Forgot Your Password?** (then check your email to reset your password).

b. New User? Click **LOGIN** and **SIGN UP** to create an account (then check your email to complete your account set up).

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

4. Click on **NEW FINANCIAL DISCLOSURE** (blue button).

If you filed last year, do not click on your previous filing. You need to create a **new** disclosure. If you click on your old disclosure, you will be amending over your old filing and you will not meet the annual filing requirement for this year.

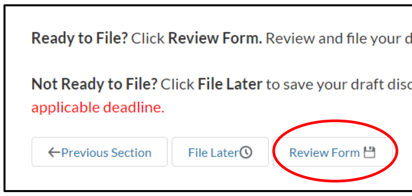


5. Complete each section. Please report financial interests, including income; business ownership; stocks, bonds, and mutual funds; officer or director positions in for-profit or non-profit business; real property; loans; names of clients assisted or represented before state agencies; and creditor interests in an insolvent business. Financial disclosure filers are required to report their own financial interests, as well as those held by a spouse or dependent child.

New Reporting Requirement as of 9/15/2020: Pursuant to Act 39, you must report the names of all clients assisted or represented before a state agency for a fee/compensation during the disclosure period (excluding ministerial actions and court proceedings).

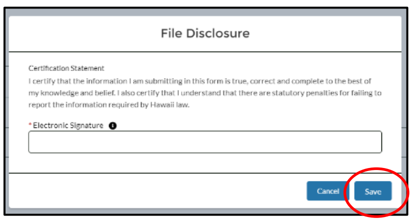
Telephone: (808) 587-0460 Email: ethics@hawaiiethics.org Website: http://ethics.hawaii.gov/

6. **To file your form:**



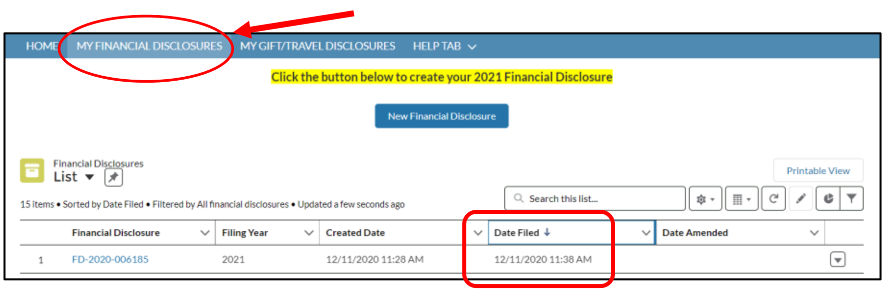
STEP 1: Click **REVIEW FORM**
Review and make final edits on the next page

STEP 2: Click **FILE DISCLOSURE**



STEP 3: Type your name in the Electronic Signature field and click **SAVE** to file your form

7. **To check if your form was filed:** click **MY FINANCIAL 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 get a confirmation e-mail – check your junk or spam folder if you don't see it.



For additional information, please refer to the Financial Disclosures E-Filing Guide (under **HELP**) or contact the Commission's office for filing assistance.

Jan 2021