



# HAWAI‘I STATE ETHICS COMMISSION

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

## GIFT 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.

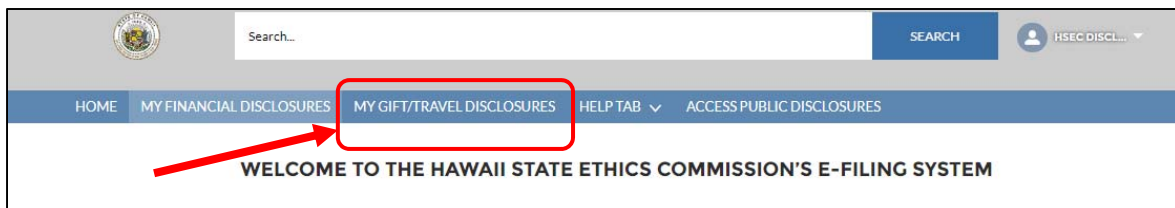
2. Log in to your existing account, or create a new account

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

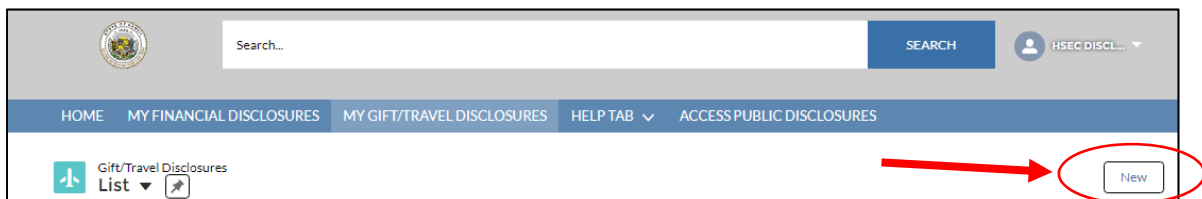
**Forgot your password?** Click **Forgot Password?** (and then check your email to reset your password).

**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 GIFT/TRAVEL DISCLOSURES** on the menu bar.



4. Click **NEW** to create a new gift disclosure form.



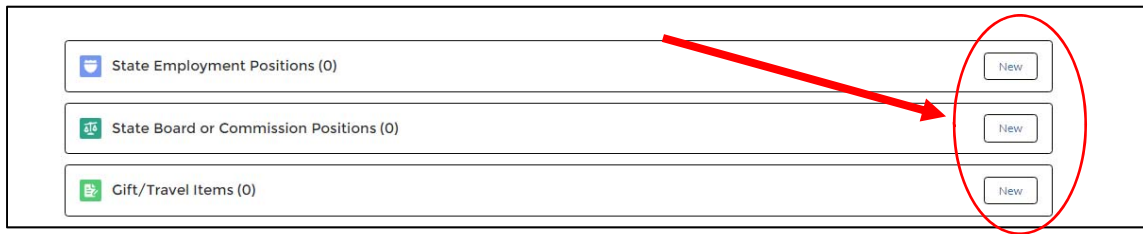
**Filing Year:** The default filing year is 2020 (this covers June 1, 2019 to May 31, 2020).

**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**.

5. Complete your disclosure.

Click **NEW** to add your **STATE EMPLOYMENT** or **STATE BOARD POSITION**, and **GIFT/TRAVEL** items.

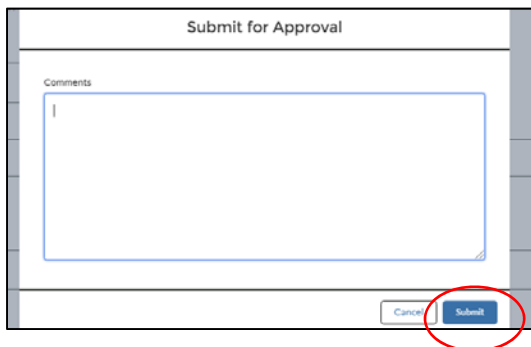


6. To file your form:

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

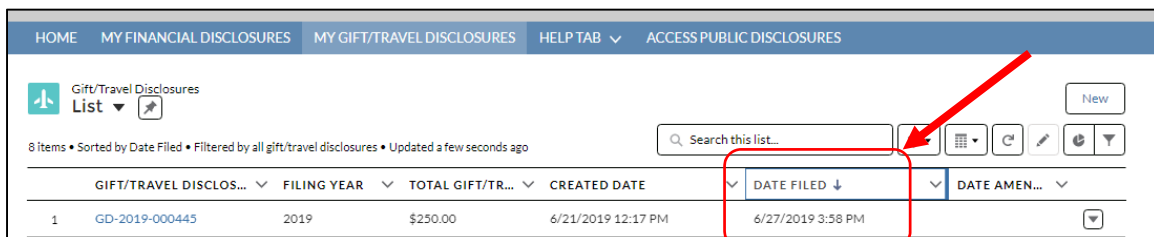


**STEP 1: Click  
SUBMIT FOR  
APPROVAL**



**STEP 2: Click SUBMIT**

7. **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. You will also receive a confirmation e-mail – check your junk mailbox if you don't see it.



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