

## 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

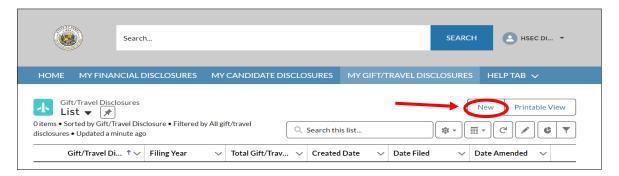
1. Go to https://hawaiiethics.my.site.com/disclosures/s/.

Use Google Chrome, Mozilla Firefox, Safari. Do not use Internet Explorer.

- 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?** (then check your email to reset your password).

- **b. New Users?** Click **LOGIN** and **SIGN UP** to create a new account (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: Select the Filing Year (the current year is the default). For example, select 2025 to report gifts received between June 1, 2024 and June 30, 2025.

**NOTE:** Per Act 189, the gift reporting year was amended to correspond with the state's fiscal calendar. For example, for 2026 gift disclosures, select 2026 to report gifts received during the 2025-2026 fiscal year, beginning July 1, 2025 and ending June 30, 2026.

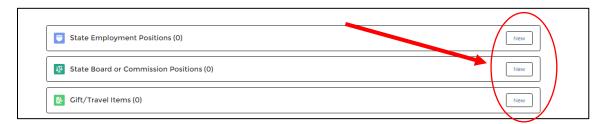
**Any Gifts to Report?** Select **YES** if you have gift or travel items to report. The gifts disclosure law does not require you to file a gift disclosure if you did not receive anything during the disclosure period, but you can file a \$0 gift report if you so choose.

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

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

#### 5. Complete your disclosure.

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

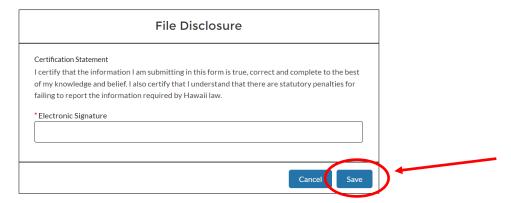


### 6. To file your form:

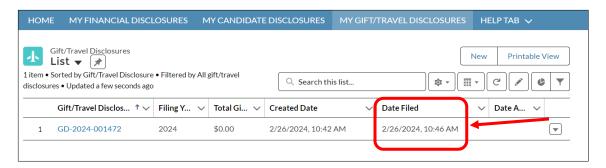
#### Click FILE DISCLOSURE



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 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.