



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/>.

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

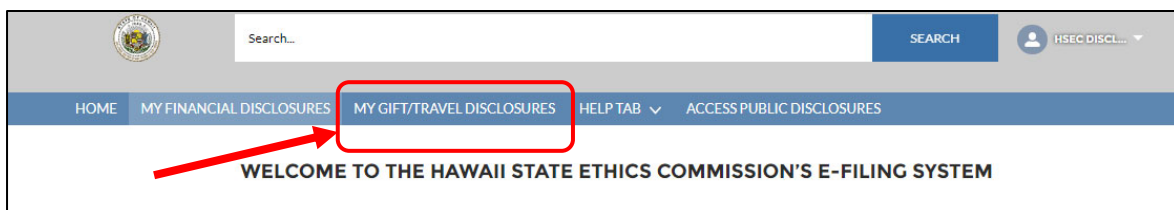
2. Log in to your existing account, or create a new account

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

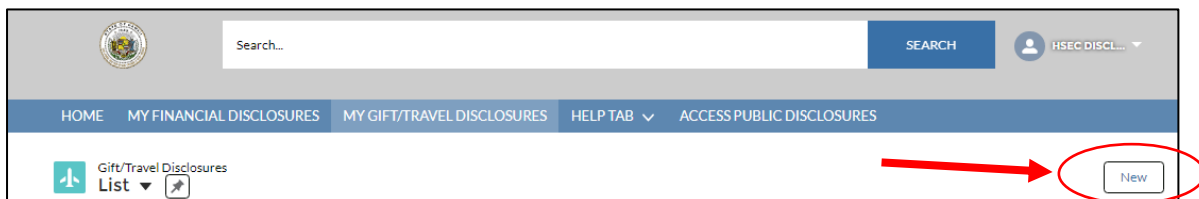
Forgot your password? Click **Forgot Password?** (and then check your email to reset your password).

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 current reporting year is the default.

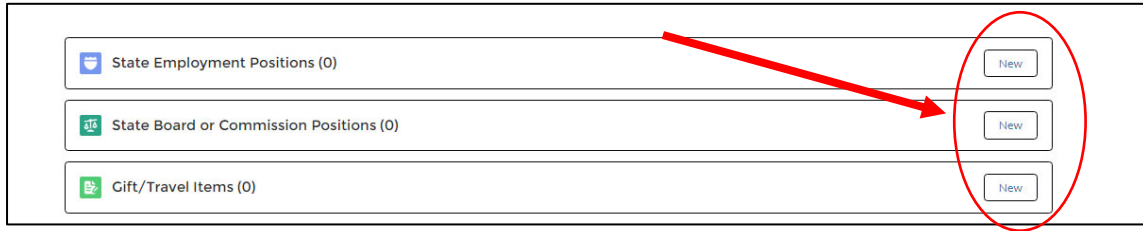
Your gifts disclosure covers gifts received between June 1 of the preceding calendar year and May 31 of the filing year. For example, select 2022 as the Filing Year if you are reporting gifts received between June 1, 2021 and May 31, 2022.

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.

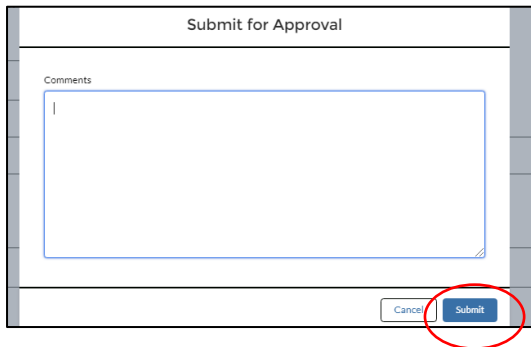


6. To file your form:

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

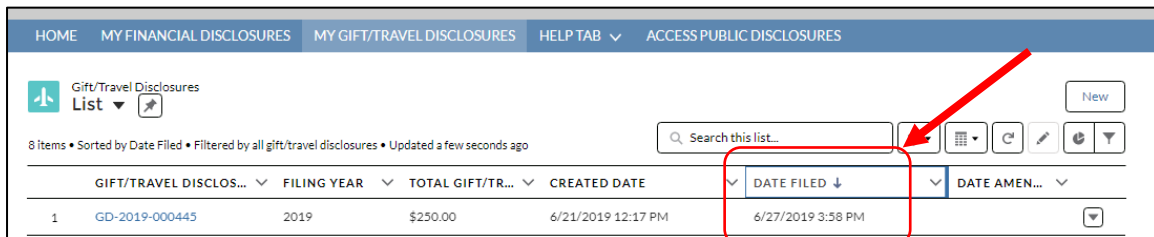


**STEP 1: Click
SUBMIT FOR
APPROVAL**



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.