



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.my.site.com/disclosures/s/>

We recommend Google Chrome, Mozilla Firefox, or 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.

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 User?** 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 during the last election, do not click on the link for previous filing. **You need to create a new form for current election year.** If you click on your previous disclosure, this will only amend your previous filing.

The screenshot shows the top navigation bar with the following items: HOME, MY FINANCIAL DISCLOSURES, MY CANDIDATE DISCLOSURES (highlighted with a red box and arrow), MY GIFT/TRAVEL DISCLOSURES, and HELP TAB. Below the navigation bar is a yellow banner with the text: "The Candidate Disclosure of Financial Interests is required if you are running for State Elective Office of Governor, Lt. Governor, Senate, House of Representative, or Office of Hawaiian Affairs Trustee for 2026." Below the banner is the main content area. On the left, there is a section titled "Candidate Financial Disclosures" with a "List" dropdown and a search icon. On the right, there is a "New" button (circled in red with an arrow) and a "Printable View" button. Below the buttons is a search bar with the text "Search this list...". At the bottom, there is a table with the following columns: Candidate Financial Discl... (with sort arrows), Filing Year (with a dropdown arrow), Created Date (with a dropdown arrow), Date Filed (with a dropdown arrow), and Date Amended (with a dropdown arrow).

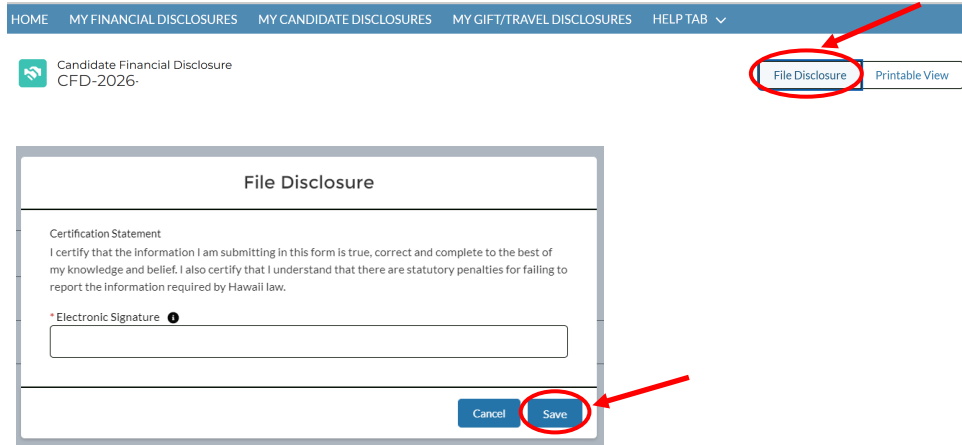
5. **Complete each section.** Candidates are required to report their own financial interests (including jointly held assets), but they are not required to report financial interests that are owned solely by a spouse or dependent child.

continued...

6. To file your form:

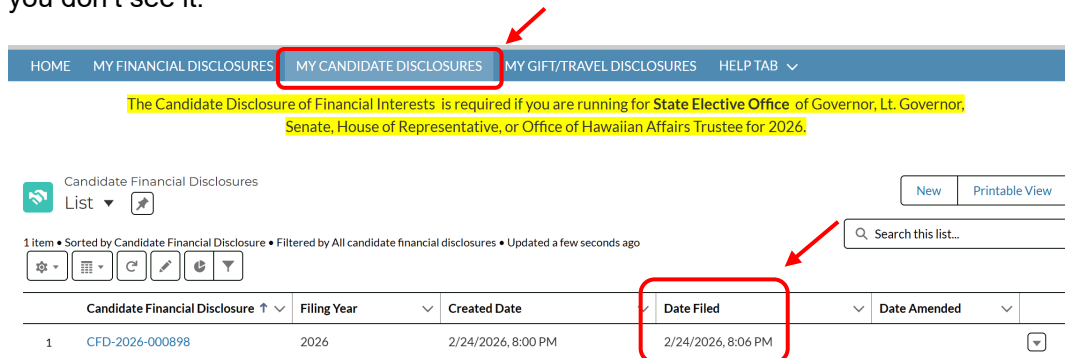
Click **FILE DISCLOSURE** (top of page). A pop-up window will appear on your screen.

Type your name in the Electronic Signature field and click **SAVE** to file your form.



7. To check if your form was filed:

Click on **MY CANDIDATE DISCLOSURES**. Your form 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 Candidate Disclosures E-Filing Guide (under “HELP”) or contact the Commission’s office for filing assistance.

Mahalo!