

HAWAI'I STATE ETHICS COMMISSION

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

FINANCIAL DISCLOSURES E-FILING QUICK GUIDE FOR FILERS

1. Go to <https://hawaiiethics.my.site.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.

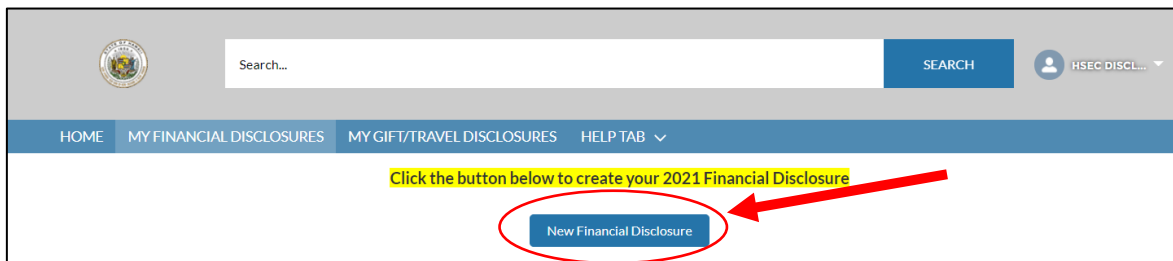
Forgot your password? Click **Forgot Your Password?** (then check your email to reset your password).

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 for State Legislators Only: Effective January 2025, state legislators are required to disclose certain lobbying affiliations and lists the names of lobbyists they receive income from.

6. To file your form:

Ready to File? Click **Review Form**. Review and file your disclosure.

Not Ready to File? Click **File Later** to save your draft disclosure until the applicable deadline.

← Previous Section File Later **Review Form**

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

HOME MY FINANCIAL DISCLOSURES MY GIFT/TRAVEL DISCLOSURES HELP TAB

Financial Disclosure FD-2020-006185

File Disclosure Disclosure View

Financial Disclosure Main Page

STEP 2: Click **FILE DISCLOSURE**

File Disclosure

Certification Statement:
I certify that the information I am submitting in this form is true, correct and complete to the best of my knowledge and belief. I also certify that I understand that there are statutory penalties for failing to report the information required by Hawaii law.

* Electronic Signature

Cancel **Save**

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.

HOME **MY FINANCIAL DISCLOSURES** MY GIFT/TRAVEL DISCLOSURES HELP TAB

Click the button below to create your 2021 Financial Disclosure

New Financial Disclosure

Financial Disclosures List

15 Items • Sorted by Date Filed • Filtered by All financial disclosures • Updated a few seconds ago

Search this list...

Financial Disclosure	Filing Year	Created Date	Date Filed	Date Amended
1 FD-2020-006185	2021	12/11/2020 11:28 AM	12/11/2020 11:38 AM	

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