



Hawai'i State Ethics Commission



Financial Disclosures

Electronic Filing System
User Guide

January 2025

Table of Contents

The Financial Disclosure Law.....1

Who is Required to File?.....1

Who is a Public Filer?1

Filing Deadlines.....2

Extensions of Time to File.....2

Financial Interests to be Reported.....2

Public Records.....2

Penalties.....2

E-Filing Procedures

 How to File a Financial Disclosure3

 Accessing the E-Filing System3

 Creating an Account.....3

 Logging In to Your Account4

 Creating a New Disclosure5

 Completing Your Disclosure.....6

 Filing Your Disclosure12

 Saving & Filing Later13

 How to Log Out.....13

 Editing a Draft Disclosure14

 Amending a Filed Disclosure17

 Forgot Your Password?18

 Update Your Profile & Account Settings18

FAQs19

Disclaimer

This guide is intended for instructional purposes only and is not meant to be a comprehensive summary of the Hawai'i State Ethics Code. If there is a conflict between this Guide and the Hawai'i State Constitution, statutes, or administrative rules, Hawai'i law shall apply.

The Financial Disclosure Law

The Financial Disclosure Law, Hawai'i Revised Statutes ("HRS") § 84-17, requires state elected officials, members of state boards and commissions, and state employees holding certain positions to file an annual Disclosure of Financial Interests with the Hawai'i State Ethics Commission ("Commission").

Financial disclosures help to ensure governmental accountability and transparency by identifying financial interests that may conflict with a state official's duties and responsibilities to the public.

Who is Required to File?

Elected officials: governor, lieutenant governor, state legislators, Office of Hawaiian Affairs trustees, and constitutional convention delegates.

Agency and department heads: directors, deputy directors, division chiefs, and executive directors and their deputies of every state agency.

Legislative Branch: permanent employees of the legislature and its service agencies, other than persons employed in secretarial or similar positions.

Offices of the Governor and Lt. Governor: the administrative director and permanent employees of the Offices of the Governor and Lieutenant Governor, other than persons employed in secretarial or similar positions.

University of Hawai'i: Board of Regents, the president, vice-presidents, assistant vice-presidents, and chancellors of UH and its community colleges. (Other UH filers may fall under one of the other categories.)

Department of Education: Board of Education, the superintendent, deputy superintendent, assistant superintendents, complex area superintendents, state librarian, and assistant to the state librarian. (Other DOE filers may fall under one of the other categories.)

State Judiciary: administrative director and deputy director of the courts. (Other JUD filers may fall under one of the other categories.)

Office of Hawaiian Affairs: administrator and assistant administrator of OHA. (Other OHA filers may fall under one of the other categories.)

State boards and commissions: members whose original terms of office are more than one year and whose duties are not solely advisory.

Purchasing agents, fiscal officers, and hearings officers

Who is a Public Filer?

Legislators, certain state officials (highlighted in color above), and members of the following state boards are public filers under HRS § 84-17(d):

Agribusiness Dev. Corp.	Hawaiian Homes Commission
Board of Agriculture	Land Use Commission
Board of Education	Legacy Land Conservation Comm.
Board of Land & Natural Resources	Natural Area Reserves System Comm.
Comm. on Water Resource Mgmt.	Natural Energy Lab. of Hawai'i Auth.
Hawai'i Community Dev. Auth.	Public Utilities Commission
Hawai'i Housing Finance & Dev. Corp.	Stadium Authority
Hawai'i Public Housing Authority	UH Board of Regents
Hawai'i State Ethics Commission	



If you are running for state elective office, please see the [Candidate Disclosure Guide](#) for more information on how to file a candidate financial disclosure.



This is not a complete list of filers. To verify your filing status, please contact the Commission at:

1001 Bishop St., Ste. 970
Honolulu, HI 96813
(808) 587-0460
info.ethics@hawaii.gov

Filing Deadlines

State Legislators	January 31 (each year)
Current Employee & Board filers	May 31 (each year)
New filers	Within 30 days of election or appointment to a state position that is required to file
Exit filers	Within 30 days of leaving your state position (if your last disclosure was filed more than 180 days prior)



Annual financial disclosures may be filed beginning on January 1 of the filing year.

Extensions of Time to File

Filers may submit a written request for a 15-day extension of time to file. Extension requests must be submitted **prior to** the filing deadline.

Financial Interests to be Reported

Filers are required to report certain types of financial interests, such as 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.

In addition, state legislators, state board members, and state employee filers are required to disclose their own financial interests, as well as those held by a spouse or dependent child.

State legislators are required to disclose certain lobbying affiliations and identify the names of lobbyists from whom they receive income.

Public Records

Financial disclosures filed by state legislators and certain state officials are designated as public records. All other financial disclosures that are filed with the Commission are confidential as a matter of law. Public financial disclosures are available for inspection at the Commission's office or via the Commission's website at <http://ethics.hawaii.gov>.

Penalties

Failure to file a financial disclosure as required by HRS § 84-17 constitutes a violation of state law. State legislators, state board members, and state employee filers who fail to file a disclosure by the statutory deadline may be assessed a **\$50 administrative fine**.

In addition, the Commission may publish a list of delinquent filers, and may assess an additional **\$250 administrative fine** if the disclosure has not been filed within thirty days after the original deadline.



Disclosure Period:

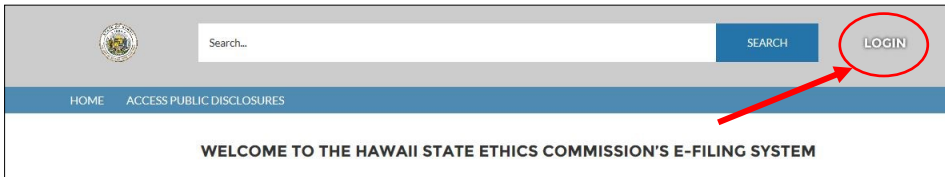
For initial filers: report all financial interests held or sold between January 1 of the preceding calendar year and the date of filing.

For continuing filers: report all financial interests owned or sold between the date of your previous filing and the date of your current filing.

E-Filing Procedures: How to File a Financial Disclosure

Step 1: Access the Commission's E-Filing System

Open your web browser. Go to <https://hawaiiethics.my.site.com/disclosures/s/> and click **LOGIN** (upper right corner of page).



To file disclosures using the E-Filing system, you must have an account. If you already have an existing e-filing account, skip to **Step 2B**.

Step 2A: Create an Account (for New Users)

- a. Click **Sign Up** to create a new account.

- b. Enter your first, middle, and last name. Enter your email address twice (the second time is to confirm your email). Then click **Sign Up**.

- c. **Check Your Email.** A separate email will be sent to your email address with instructions on how to finish creating your account.

e-Tips

You can also access the E-filing system from the Commission's website at <http://ethics.hawaii.gov>

Browser Requirements:
We recommend that you use **Google Chrome**, **Microsoft Edge**, **Mozilla Firefox**, or **Safari**.

Do not use Internet Explorer as it is not compatible with the system.

e-Tips

Select an email address that you check on a regular basis.

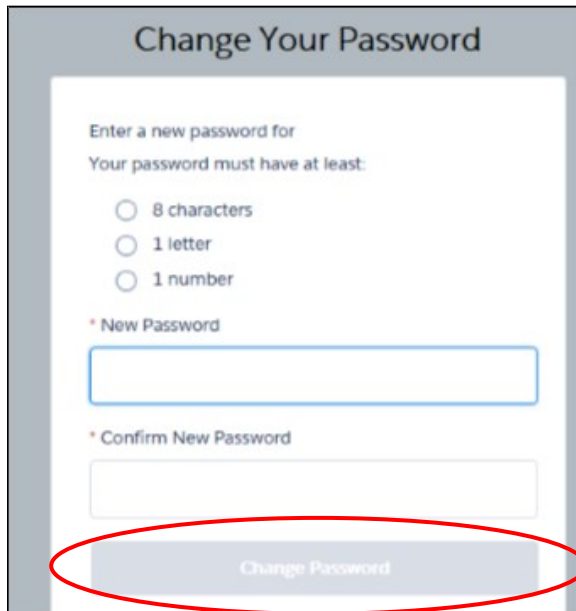
Your email address will serve as the primary address for all email notices and reminders sent by the Commission.

Remember to adjust your junk mail/spam filter to receive email notices.

If you change your email address, please contact the Commission to update your account.

- d. After you receive the email, click on the link within the email. A new window on your web browser will open asking you to set your password.

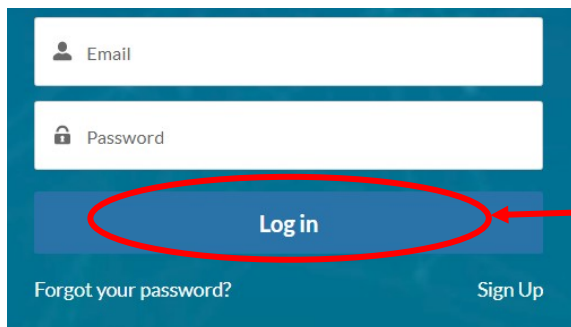
Enter your password, re-enter your password to confirm, and then click **Change Password**.



After you have successfully created an account, you should see the homepage for the E-Filing system.

Step 2B: Log Into Your Account (if you already have one)

If you already have an account, enter your email and password, and click **Log In**.



After you have successfully logged into your account, you should see the homepage for the E-Filing system.

e-Tips

Your password is case sensitive. It must contain a minimum of 8 characters, and must include at least one letter and one number.

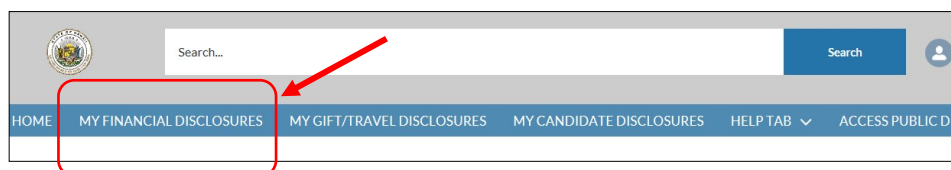
e-Tips

Use the same email address that you used to create your account.

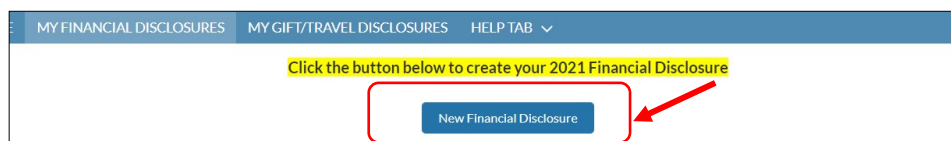
If you change your email address, please contact the Commission to update your account.

Step 3: Create a New Financial Disclosure

After you log in, click on **MY FINANCIAL DISCLOSURES** on the menu bar. This will direct you to the **Financial Disclosures LIST** view.



Click **New Financial Disclosure** to create a new disclosure.



This will take you to the **Financial Disclosure Form Wizard** (which will walk you through each of the sections of the form).

- a. Select the **Filing Year** (the current calendar year is the default).

The **Filing Year** is the year in which you file the disclosure. For example, select 2025 if you are filing in 2025.

- b. Enter your **address** and **phone number**.

NOTE: If you have filed once before using this e-filing system, your contact information will automatically populate on your form. If your contact information has changed, please enter your current address and phone number. **In the State field, enter "HI" for Hawai'i.**

- c. Click **Next Section**.

CONTINUING FILERS: If you filed last year using this e-filing system and have no changes to report, check the **No Change** box for each section; otherwise click **Add New Item** or **Remove** to update your form. Click **Next Section** to save your data and go on to the next section.

e-Tips

The **LIST** view displays a list of your filed disclosures, as well as any draft disclosures that have not yet been submitted and filed with the Commission.

e-Tips

The **Form Wizard** will assist you in completing your disclosure. If you filed last year using the E-Filing system, the **Form Wizard** will pull data from your most recent financial disclosure.

NOTE: If you exit or log-out prior to filing your form, you will not be able to return to the wizard feature when you log back onto the system. You must complete your form in the **Edit mode** (see **Editing a Draft Disclosure**).

e-Tips

Items with an **asterisk *** must be completed.

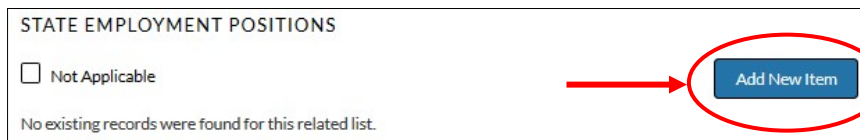
e-Tips

For public filers, your contact information will be redacted before your disclosure is posted and made publicly available.

Step 4: Complete Your Disclosure

a. State Employment Position

If you are a state legislator or state employee, click **Add New Item** to add your state position. (If you are filing as a state board member, check the **Not Applicable** box, then click **Next Section**).



STATE EMPLOYMENT POSITIONS

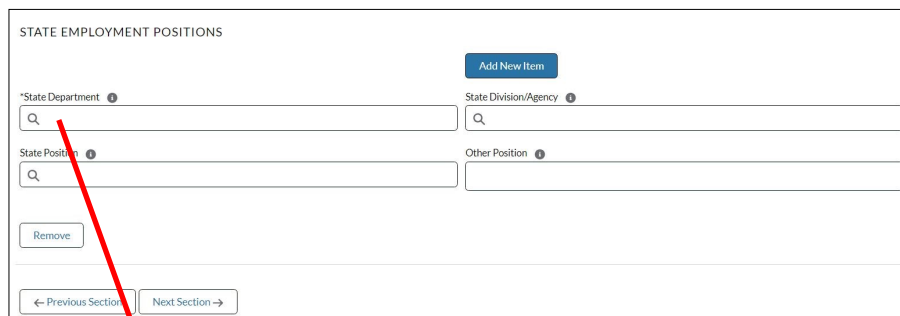
☐ Not Applicable

No existing records were found for this related list.

Add New Item

Select your state department, state division or agency, and state position using the **search field**.

How to Use Search Field: Type the name of your department, division, or position in the search field (partial terms are ok). A list of results will appear in the drop-down list. Select one of the options.



STATE EMPLOYMENT POSITIONS

Add New Item

*State Department ⓘ

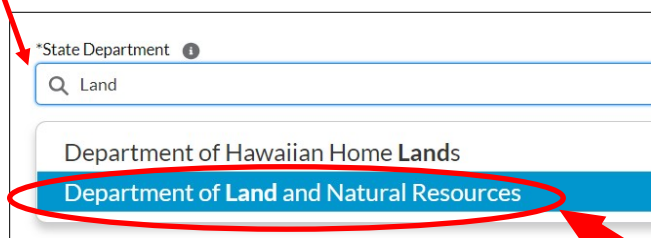
State Division/Agency ⓘ

State Position ⓘ

Other Position ⓘ

Remove

← Previous Section Next Section →



*State Department ⓘ

Q Land

Department of Hawaiian Home Lands

Department of Land and Natural Resources

Click **Add New Item** if you have another State position. To delete an item, click **Remove**. When you are done, click **Next Section**.

e-Tips

If your state board or commission is not listed, select "Other" and enter the name of your board or commission in the field below.

* Board/Commission ⓘ

Search Disclosure Board Commissions...

Help Bubbles: Certain sections include instructions on what type of information to report. To view these help guides, move your cursor over the small gray circles with a lower-case letter i.

e-Tips

The list of state positions includes job titles that are most commonly used by filers. Please select the one that is closest to your position (it does not have to match your exact job title).

If your position is not listed, type "**Other**" in the search field and select "**Other**" from the drop-down list. Then enter your position title in the space provided.

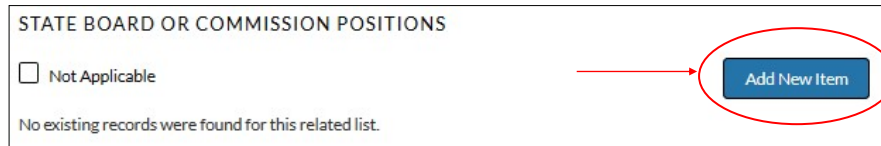
e-Tips

The **Remove** button is only available if you are using the **Form Wizard**.

To edit your disclosure in the **Edit** mode, see **Editing a Draft Disclosure**.

Step 4: Complete Your Disclosure (continued)**b. State Board or Commission**

If you are a member of a state board or commission, click **Add New Item** to add your board position. Otherwise, check the **Not Applicable** box, and click **Next Section**.



STATE BOARD OR COMMISSION POSITIONS

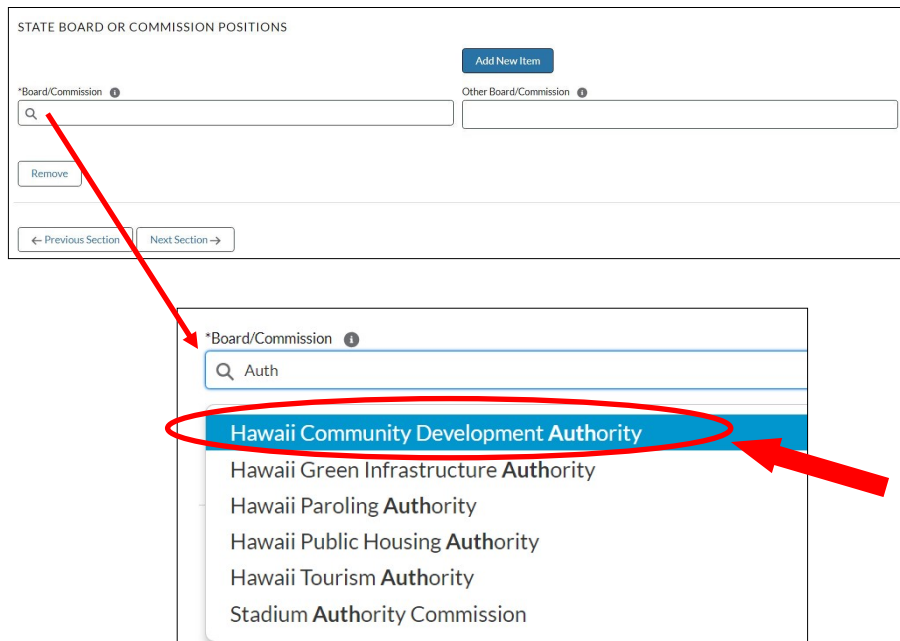
☐ Not Applicable

No existing records were found for this related list.

Add New Item

Select your state board or commission using the **search field**.

How to Use Search Field: Type the name of your board or commission in the search field (partial terms are ok). A list of results will appear in the drop-down list. Select one of the options.



STATE BOARD OR COMMISSION POSITIONS

Add New Item

*Board/Commission ⓘ

Q Auth

Remove

Other Board/Commission ⓘ

← Previous Section Next Section →

Hawaii Community Development Authority

Hawaii Green Infrastructure Authority

Hawaii Paroling Authority

Hawaii Public Housing Authority

Hawaii Tourism Authority

Stadium Authority Commission

Ex-Officio Board Members: If you serve on multiple state boards by virtue of your state employment position, click **Add New Item** to add other board positions.

To delete an item, click **Remove**. When you are done, click **Next Section**.

e-Tips

If your state board or commission is not listed, select "Other" and enter the name of your board or commission in the field below.

* Board/Commission ⓘ

Search Disclosure Board Commissions...

Help Bubbles: Certain sections include instructions on what type of information to report. To view these help guides, move your cursor over the small gray circles with a lower-case letter i.

e-Tips**New Board?**

If your board is not listed, type "**Other**" in the search field and select "**Other**" from the drop-down list. Then enter the name of your board in the space provided.

e-Tips

The **Remove** button is only available if you are using the **Form Wizard**.

To edit your disclosure in the **Edit** mode, see **Editing a Draft Disclosure**.

Step 4: Complete Your Disclosure (continued)**c. Spouse/Partner and Dependent Children**

If you have a spouse or civil union partner, or a dependent child, click **Add New Item** and enter your information as directed. Otherwise, check the **Not Applicable** box, and click **Next Section**.

To enter additional information, click **Add New Item**. When you are done, click **Next Section**.

SPOUSE/DEPENDENT CHILDREN

☐ Not Applicable

No existing records were found for this related list.

[← Previous Section](#) [Next Section →](#)

[Add New Item](#)

SPOUSE/DEPENDENT CHILDREN

[Add New Item](#)

Last Name

First Name

Middle Name

*Relationship

NOTE: For each of the following sections, disclose all financial interests held by you, your spouse, and your dependent child.

d. Income

To report a source of income, click **Add New Item** and enter your information as directed. **NOTE: If you are a state employee, be sure to include you state salary here.**

If you have nothing to report, check the **No Items to Report** box, then click **Next Section**.

INCOME

[Add New Item](#)

Name of Employer or Source of Income

*Who Holds Interest?

*Type of Service

*Amount Earned or Received

To report additional items, click **Add New Item**. When you are done, click **Next Section**.



A **dependent child** is a child that you claim as a dependent on your federal or state income tax return.

e-Tips**Items to be Reported?**

Income of \$1,000 or more received between Jan. 1 and Dec. 31 last year for services rendered, such as income for employment and contract services, rental income, compensation for serving on a board, etc.

You do not need to report retirement-based income or government benefits, such as social security, pension, and disability payments.

Step 4: Complete Your Disclosure (continued)**e. Creditors**

To report loans held during the disclosure period, click **Add New Item** and enter your information as directed. If you have nothing to report, check the **No Items to Report** box, then click **Next Section**.

CREDITORS

[Add New Item](#)

Creditor Name *Who Holds Interest? ⓘ

-- Please select --

*Balance Outstanding *Original Amount Owed

-- Please select --

To report additional items, click **Add New Item**. When you are done, click **Next Section**.

f. Properties

If you owned or sold any real property interests during the disclosure period, click **Add New Item** and enter your information as directed. If you have nothing to report, check the **No Items to Report** box, then click **Next Section**.

PROPERTIES

[Add New Item](#)

*Who Holds Interest? Current Value of the Property

-- Please select --

*Purchased within the Last Year *Property Sold within the Last Year

☐ ☐

Is this Your Personal Residence? Street Address ⓘ

Tax Map Key No. ⓘ

*Purchased within the Last Year

☐

*Property Sold within the Last Year

☐

Indicate whether the property was purchased or sold during the disclosure period, and then enter the additional information as directed (e.g., date purchased/acquired, name of seller, etc.).

To report additional items, click **Add New Item**. When you are done, click **Next Section**.

e-Tips**Items to be Reported?**

All creditors to whom \$3,000 or more is owed (mortgage, home equity loan, personal loan, etc.). You do not need to include credit card debt, retail installment payments, or other accounts payable for retail goods and services.

e-Tips**Items to be Reported?**

All real property interests (valued at \$10,000 or more), including your personal residence, any property owned for commercial or investment purposes, and any property interests located outside of the state.

Personal Residence?

Select **"Yes"** if the property is your personal residence. You do not need to disclose the street address and tax map key number of your personal residence.

Step 4: Complete Your Disclosure (continued)**g. Business Interests**

To report any business interests that were owned or sold during the disclosure period, click **Add New Item** and enter your information as directed. If you have nothing to report, check the **No Items to Report** box, then click **Next Section**.

BUSINESS INTERESTS

Add New Item

Select Shares or Percentage ¹
 -- Please select --

Enter Number of Shares Or Percentage ¹

*Who Holds Interest? ¹
 -- Please select --

Select Value
 -- Please select --

*Type of Interest
 -- Please select --

Name of Company or Investment Fund

Nature of Business ¹

*Business Int Sold within the Last Year
☐

Remove

← Previous Section **Next Section →**

*Business Int Sold within the Last Year
☐

To report valuation, you may select **Shares or Percentage** OR the **Value** option. If you select **Shares/Percentages**, enter the amount of shares owned or the percentage of your ownership interest in the space provided. For the **Value** option, select the value range in the drop-down menu.

Indicate whether the business interest was sold during the disclosure period and enter the additional information as directed.

To report additional items, click **Add New Item**. When you are done, click **Next Section**.

h. Officers & Directors

If you are an officer, director, or a trustee of a private business or non-profit organization, click **Add New Item** and enter your information as directed. If you have nothing to report, check the **No Items to Report** box, then click **Next Section**.

OFFICERS/DIRECTORS

Add New Item

Position Name

*Who Holds Interest?
 -- Please select --

*Name of Organization/Business

*Annual Compensation
 -- Please select --

To report additional items, click **Add New Item**. When you are done, click **Next Section**.

e-Tips**Items to be Reported?**

Stocks, bonds, mutual funds, and other ownership interests in a company, where the value of the interest is \$5,000 or more, or equal to 10% or more of the company.

Mutual Funds/Stocks:

Individual items in a mutual fund do not need to be listed. If you sold mutual funds or stocks, report the sale only if you sold all shares in the fund or stock.

You do not need to report personal savings, checking accounts, certificate of deposits, or money market funds; tax deferred retirement accounts (deferred compensation plans, IRAs, 401k plans); tax-deferred qualified tuition plans (529 college savings plans); tax-deferred health savings accounts; or social security benefits.

e-Tips**Items to be Reported?**

Any officer, director, trustee, or other fiduciary position held in a private business, including a corporation, association, union, partnership, trust, foundation, and non-profit organization.

Step 4: Complete Your Disclosure (continued)**i. Clients**

To report clients assisted or represented before a state agency for a fee or other compensation during the disclosure period, click **Add New Item** and enter the information as directed. If you have nothing to report, check the **No Items to Report** box, then click **Next Section**.

CLIENTS	
Add New Item	
Client Name	*Who Holds Interest?
	-- Please select --
*Name of State Agency Remove	
← Previous Section Next Section →	

To report additional items, click **Add New Item**. When you are done, click **Next Section**.

j. Creditor of Insolvent Businesses

To report a creditor interest in an insolvent business, click **Add New Item** and enter your information as directed. If you have nothing to report, check the **No Items to Report** box, then click **Next Section**.

CREDITOR OF INSOLVENT BUSINESSES	
Add New Item	
Business Name	*Describe the Nature of Your Interest
*Who Holds Interest? ⓘ	*Nature of Business
-- Please select --	
*Value	Remove
-- Please select --	
← Previous Section Next Section →	

To report additional items, click **Add New Item**. When you are done, click **Next Section**.

e-Tips**Items to be Reported?**

Clients assisted or represented before a state agency for a fee or other compensation.

You do not need to include representations that solely involve ministerial matters; matters in which you were acting in your official state capacity; and legal matters before the courts.

e-Tips**Items to be Reported?**

Any creditor interest in an insolvent business, where the value of the creditor interest is \$5,000 or more.

An insolvent business is a company that has filed for bankruptcy protection under the federal bankruptcy code.

Step 4: Complete Your Disclosure (continued)**k. Lobbyist Affiliations (for Legislators Only)**

State legislators must disclose the name of any person or entity who is subject to the lobbying expenditure reporting requirements of the Lobbyist law, HRS § 97-3, and is:

- A business partner;
- An employer;
- An officer or director of the legislator's employer; or
- A client of the legislator, the legislator's spouse, or the legislator's employer; where the client is a state registered lobbyist who has provided at least \$5,000 of income during the preceding calendar year.

For state legislators, select **Yes**.

AFFILIATED LOBBYISTS (LEGISLATORS ONLY)

Legislators are required to disclose the name of any organization or lobbyist (who is subject to HRS section 97-3) who is:

- a business partner;
- an employer;
- an officer or director of the legislator's employer; or
- a client of the legislator, the legislator's spouse, or the legislator's employer; where the client is a state registered lobbyist who has calendar year.

For more info, see the [Quick Guide to Affiliated Lobbyists](#).

Are you a Legislator?

[←Previous Section](#)

[Next Section→](#)

--None--

✓ --None--

Yes

To report an item, click **Add New Item**. Select lobbying firm/organization, **OR** lobbyist field and enter information using the **search field** (one item per row entry).

Add New Item

Lobbying Firm/Organization

Q

Lobbyist

Q

Remove

How to Use Search Field: Type the name in the search field (partial terms are ok). A partial list of results will appear in the drop-down list (click on the magnifying glass icon below the search field to see the full list of results). Select one of the options.

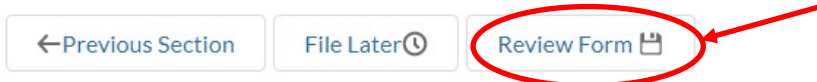
To report additional items, click **Add New Item**. When you are done, click **Next Section**.

If you have nothing to report, check the **No Items to Report** box, then click **Next Section**.

For state employees and board members, select **No** and click **Next Section**.

Step 5A: File Your Disclosure

Ready to file?

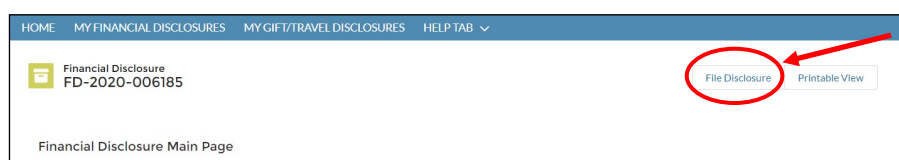


Click **Review Form**.

The E-Filing system will exit the **Form Wizard** and take you to the **Financial Disclosure Main Page** (or the **Edit** mode).

Review and make final edits. See **Editing a Draft Disclosure** on how to add, edit, and delete items.

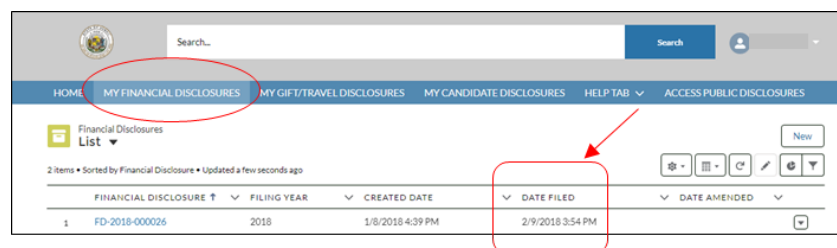
To file your form, click **FILE DISCLOSURE**.



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

To check if your form was properly submitted:

Click on **MY FINANCIAL DISCLOSURES** to return to the **LIST** view. Your disclosure will be listed with the date and time when it was filed.



After you file, you will receive an automatic email confirmation. If you don't receive one within a few minutes, contact the Commission at 587-0460 or info.ethics@hawaii.gov.

e-Tips

Navigational Tips

The **Main Page** view will display a maximum of 6 items per section.

Select **View All** to see all items entered in a section.

To go back to a previous page, use the **Back Arrow** button on your browser.

e-Tips

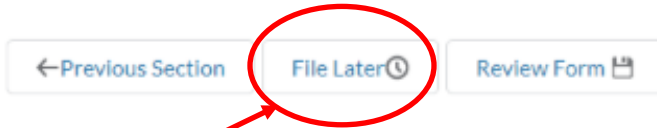
Check Your Junk Mail

Check your junk email folder if you don't see the email confirmation in your regular inbox.

If your disclosure was properly submitted, the filing date and time should be displayed under the **Date Filed** column on the **LIST** view.

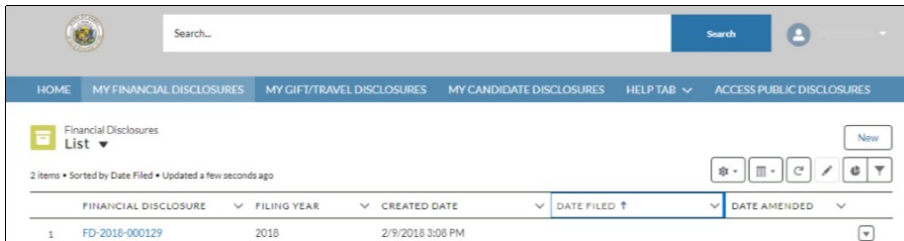
Step 5B: Save Disclosure and File Later

Not Ready to File?



Click **File Later** to save your draft disclosure and file it at a later time.

On the **Financial Disclosures LIST** view, you should see a list of all your disclosures, including your draft reports.



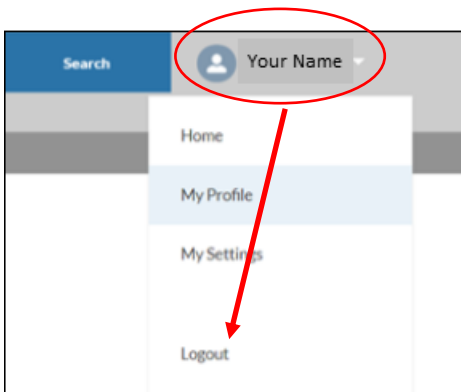
Please remember to complete your disclosure and file it by the applicable deadline.

e-Tips

Once you click **File Later**, you will exit the **Form Wizard**. You will not be able to use the wizard feature when you log back onto the system to complete your draft disclosure. You must complete your form in the **Edit** mode. (See **Editing a Draft Disclosure**).

How to Log Out

To log out of the E-Filing system, click on your username (in the upper right corner of the menu bar) and select **Logout**.

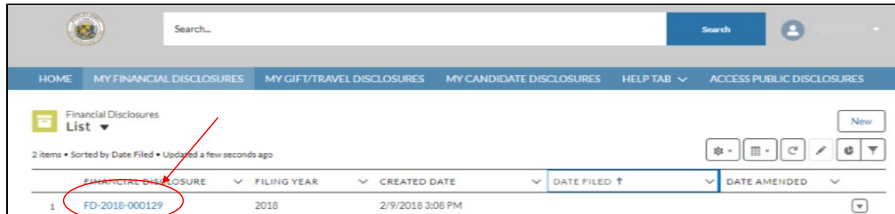


E-Filing Procedures: Editing a Draft Disclosure

To continue working on your draft disclosure:

Log in and click on **MY FINANCIAL DISCLOSURES**.

On the **Financial Disclosures LIST**, click on the **FD#** to open your draft disclosure.



This will open a window called the **Financial Disclosure Main Page** (or the **Edit mode**).

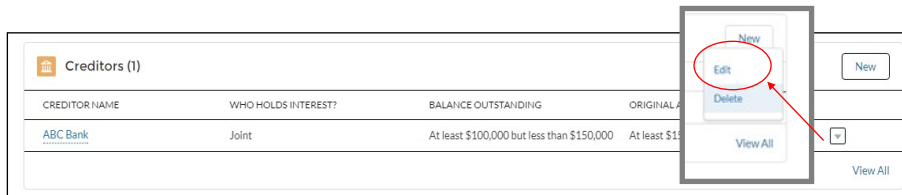
To add an item:

Scroll down to the specific section and click **New** to add a new item. Enter your information as directed. To report additional items, click **Save & New**; otherwise click **Save**.



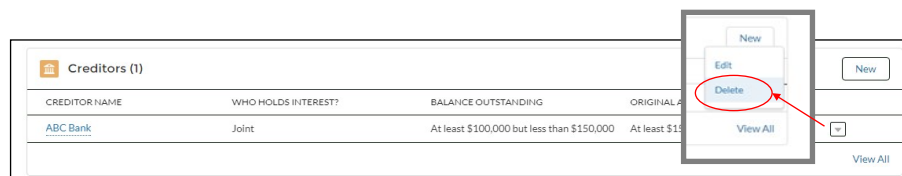
To edit an item:

Scroll down to the specific section. Click on the arrow button for the particular item, and select **Edit**. Enter your changes and click **Save**.



To delete an item:

Scroll down to the specific section. Click on the arrow button for the particular item, and select **Delete**. The message window will ask you "Are you sure you want to delete this Item?" If yes, click **Delete**.



e-Tips

In the **Edit** mode, some of the command buttons and functions are different from those in the **Form Wizard**.

e-Tips

Navigational Tips

The **Main Page** view will display a maximum of 6 items per section.

Select **View All** to see all items entered in a section.

To go back to a previous page, use the **Back Arrow** button on your browser.

E-Filing Procedures: Editing a Draft Disclosure (con't)

State Employment and State Board Sections:

How to Use Search Field in the Edit mode: Type the name of your department, division, or position in the search field (partial terms are ok). A partial list of results will appear in the drop-down list (click on the magnifying glass icon below the search field to see the full list of results). Select one of the options.

The screenshot shows the 'New State Employment Position' form. On the left, there are search fields for 'State Department', 'State Division/Agency', 'State Position', and 'Other Position'. Red arrows point from these fields to search result windows on the right. The 'State Department' window shows a search for 'Department of Health' with a magnifying glass icon circled in red. A red arrow points to this icon with the text 'Click on icon to select option'. The 'State Division/Agency' window shows a search for 'Envi' with a magnifying glass icon circled in red. A red arrow points to this icon with the text 'Click here to see full list of results'.

The screenshot shows the 'New State Board or Commission Position' form. On the left, there are search fields for 'Board/Commission' and 'Other Board/Commission'. Red arrows point from these fields to a search result window on the right. The 'Board/Commission' window shows a search for 'Health' with a magnifying glass icon circled in red. A red arrow points to this icon with the text 'Click here to see full list of results'. Below the search field, a list of results is shown, with 'Statewide Health Coordinating Council' circled in red. A red arrow points to this option with the text 'If your board is listed, click on the icon to select option'.

e-Tips

In the **Edit** mode, some of the command buttons and functions are different from those in the **Form Wizard**.

E-Filing Procedures: Editing a Draft Disclosure (con't)

Properties Section:

When you are in the **Edit** mode, click **New** to add real property interests that you owned or sold during the disclosure period. A new window will appear; select one of the options indicated and then enter your information as directed.

- If you own a personal residence, select **Property Owned, Personal Residence**.
- If you own investment or commercial property (i.e., it is not your primary residence/home), select **Property Owned**.
- If you sold your personal residence during the disclosure period, select **Property Sold, Personal Residence**.
- If you sold your investment or commercial property during the disclosure period, select **Property Sold**.

Business Interests Section:

When you are in the **Edit** mode, click **New** to report any business interests that were owned or sold during the disclosure period. A new window will appear; select one of the options indicated and then enter your information as directed.

To File Your Disclosure:

Click **FILE DISCLOSURE** button (top right), then type your name in the **Electronic Signature** box and click **SAVE**.

Click on **MY FINANCIAL DISCLOSURES** to return to the **LIST** view. Your disclosure will be displayed with the date and time when it was filed. You will also receive an email confirmation.

e-Tips

In the **Edit** mode, some of the command buttons and functions are different from those in the **Form Wizard**.

e-Tips

Check Your Junk Mail

Check your junk email folder if you don't see the email confirmation in your regular inbox.

If your disclosure was properly submitted, the filing date and time should be displayed under the **Date Filed** column on the **LIST** view.

E-Filing Procedures: Amending a Filed Disclosure

To amend your disclosure after it is filed:

Log in and click **MY FINANCIAL DISCLOSURES**, then click on the **FD#** to open your disclosure.

	FINANCIAL DISCLOSURE	FILING YEAR	CREATED DATE	DATE FILED	DATE AMENDED
1	FD-2018-000026	2018	1/8/2018 4:39 PM	2/9/2018 3:54 PM	

Scroll down to the specific section and make your changes. To add an item, click **New**. To edit or delete an item, click on the arrow button for a particular item, and select **Edit** or **Delete**.

CREDITOR NAME	WHO HOLDS INTEREST?	BALANCE OUTSTANDING	ORIGINAL A
ABC Bank	Joint	At least \$100,000 but less than \$150,000	At least \$15

To file your amended form, click **FILE AMENDMENT** and **SAVE**.

Financial Disclosure Main Page

To check if your form was properly submitted:

Click on **MY FINANCIAL DISCLOSURES** to return to the **LIST** view. The date and time when your amended disclosure was filed will be displayed under the **Date Amended** column.

	FINANCIAL DISCLOSURE	FILING YEAR	CREATED DATE	DATE FILED	DATE AMENDED
1	FD-2018-000026	2018	1/8/2018 4:39 PM	2/9/2018 3:54 PM	2/9/2018 4:14 PM

After you file, you will receive an automatic email confirmation. If you don't receive one within a few minutes, contact the Commission at 587-0460 or info.ethics@hawaii.gov.

e-Tips

Your changes will not be filed unless you click **FILE AMENDMENT** and **SAVE**.

e-Tips

Check Your Junk Mail

Check your junk email folder if you don't see the email confirmation in your regular inbox.

If your disclosure was properly submitted, the filing date and time should be displayed under the **Date Amended** column.

Forgot Your Password?

If you forgot your password, click on **Forgot Your Password?**

The screenshot shows a login form with fields for 'Email' and 'Password', a 'Log in' button, and a 'Sign Up' link. The 'Forgot your password?' link is circled in red, and a red arrow points to it from the right.

Enter your email address to request instructions on re-setting your password, and then click on **Send Password Reset Email**.

The screenshot shows the 'PASSWORD RESET' page. It includes instructions: 'Please enter the email address that you used when creating your account. An email will be sent to that address with further instructions on how to reset your password.' Below this is an 'Email Address' input field and a 'Send Password Reset Email' button, which is circled in red. A red arrow points to the button from the right. A 'Cancel' link is visible at the bottom.

A separate email will be sent to your email address with instructions on how to change your password. After you receive the email, click on the link in the email to change your password.

Update Your Profile & Account Settings

From the homepage of the E-Filing system, click on your username (in the upper right corner) and select **My Profile** to update your profile information.

The screenshot shows the user profile dropdown menu. At the top, it says 'Search' and 'Your Name' with a dropdown arrow. The menu options are 'Home', 'My Profile' (highlighted in blue), 'My Settings', and 'Logout'.

To change your password, select **My Settings**.
Click on the **HOME** tab to return to the homepage.

e-Tips

If you have any problems logging in, please contact the Commission at:

(808) 587-0460

or

info.ethics@hawaii.gov

e-Tips

If you reside out-of-state, select **My Settings** to change your time zone.

Note: Your time zone settings only affect what is shown on your computer screen.

Your time zone settings do not affect the actual filing date and time that is recorded by the Commission's E-Filing system (which is set to Hawai'i Standard Time).

FAQs

Filing Status

Q: I am a new state employee. Am I required to file a financial disclosure?

A: It depends on your state position. Only certain state officials are required to file (**Who is Required to File**). If you are unsure whether you are required to file, please contact the Commission to check your filing status.

Ex-Officio State Board Members

Q: I serve as an ex-officio member of a state board due to my state employee position. Do I have to file separately for each position?

A: If you already file a financial disclosure based on your state employee position, you just need to add your board position to your disclosure. You do not have to file a separate disclosure for your board position.

Filing Confirmation

Q: I tried submitting my disclosure on-line, but I did not receive an email confirmation. What should I do?

A: Check your junk mail folder and adjust your junk email/spam filter. If you do not receive a confirmation, please contact the Commission immediately to make sure that your disclosure was filed.

Exit Disclosure

Q: I am resigning from my legislative position, effective August 1st. Do I need to file an exit disclosure?

A: Yes. If your term of office has ended or you are resigning from your state position, you must file a financial disclosure within 30 days of leaving your state position if your most recent financial disclosure was filed more than 180 days prior to your last day of state service. Please file an amended disclosure to update your financial interests. Your amended disclosure will then serve as your exit filing.

Transferring to a New State Position

Q: I filed my financial disclosure earlier this year. Do I have to file a new disclosure if I transfer to another state filing position next month?

A: If you are transferring from a confidential to a public filer position, please file an amended disclosure to update your contact information, state position, and report any changes with respect to your financial interests.

If you are moving from one public filer position to another, or to a confidential filer position, you do not need to file another disclosure until next year. But you should update your profile and account information to make sure your contact information is current.



Additional Resources

Please see Commission's website for additional ethics resources:

<http://ethics.hawaii.gov>



Questions?

Please contact us at:

1001 Bishop St., Ste. 970
Honolulu, HI 96813
(808) 587-0460
info.ethics@hawaii.gov

FAQs

Update Your Email Address

- Q:** I changed my email address since the last time I filed a disclosure. What do I need to do?
- A:** The email address that you originally used to create your account serves as your log-in and contact information for all email notifications and reminders sent by the Commission. If you change your email address, please contact the Commission to update your account.

Viewing and Printing Your Disclosure

- Q:** Can I print a copy of my financial disclosure?
- A:** Yes. Click on the **FD#** to open the form and click **PRINTABLE VIEW**. Then click **Print This Page**.

Candidate Disclosures

- Q:** I am running for state elective office. I already filed a regular financial disclosure earlier this year based on my state position. Do I need to file a separate Candidate Disclosure?
- A:** Yes. During an election year, all candidates for state elective office are required to file a Candidate Disclosure, even if the person has already filed a regular financial disclosure form based on his or her position as a state legislator, state employee, or state board member. State candidates are only required to disclose their own financial interests (and not their spouse's or dependent child's interests).

Amending a Disclosure

- Q:** I forgot to report my spouse's financial interests on my disclosure. What should I do?
- A:** If you omitted items on your disclosure or need to make corrections, file an amended disclosure as soon as possible.
- Q:** I filed my annual financial disclosure in May. If I sell or acquire property later this year, do I need to amend my disclosure?
- A:** No. You are not required to amend your financial disclosure to report changes that occur after you file. As long as you have accurately reported your financial interests as of the filing date, you do not have to amend your disclosure. Subsequent changes with respect to your income, assets, and other financial interests should be reported as part of your annual disclosure next year.



Questions?

Please contact us at:

1001 Bishop St., Ste. 970
Honolulu, HI 96813
(808) 587-0460
info.ethics@hawaii.gov