



# 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.

The screenshot shows the user interface of the Hawaii State Ethics Commission's e-filing system. At the top, there is a search bar and a user profile dropdown labeled 'HSEC DI...'. Below this is a navigation menu with tabs: HOME, MY FINANCIAL DISCLOSURES, MY CANDIDATE DISCLOSURES, MY GIFT/TRAVEL DISCLOSURES (which is selected), and HELP TAB. Under the 'MY GIFT/TRAVEL DISCLOSURES' tab, there is a section titled 'Gift/Travel Disclosures List' with a sub-header '0 items • Sorted by Gift/Travel Disclosure • Filtered by All gift/travel disclosures • Updated a minute ago'. To the right of this section, there is a 'New' button circled in red with a red arrow pointing to it, and a 'Printable View' button. Below the list header, there is a search bar labeled 'Search this list...' and several icons for list management. At the bottom, there is a table with columns: Gift/Travel Di..., Filing Year, Total Gift/Trav..., Created Date, Date Filed, and Date Amended.

**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**.

## 5. Complete your disclosure.

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

State Employment Positions (0) [New]

State Board or Commission Positions (0) [New]

Gift/Travel Items (0) [New]

## 6. To file your form:

Click **FILE DISCLOSURE**

Gift/Travel Disclosure  
GD-2024-001472

[File Disclosure] [Printable View]

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

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  
[Text Field]

[Cancel] [Save]

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.

HOME MY FINANCIAL DISCLOSURES MY CANDIDATE DISCLOSURES MY GIFT/TRAVEL DISCLOSURES HELP TAB ▾

Gift/Travel Disclosures  
List ▾ [New] [Printable View]

1 item • Sorted by Gift/Travel Disclosure • Filtered by All gift/travel disclosures • Updated a few seconds ago

Search this list...

|   | Gift/Travel Disclos... | Filing Y... | Total Gi... | Created Date        | Date Filed          | Date A... |
|---|------------------------|-------------|-------------|---------------------|---------------------|-----------|
| 1 | GD-2024-001472         | 2024        | \$0.00      | 2/26/2024, 10:42 AM | 2/26/2024, 10:46 AM |           |

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