

Integrity User Guide

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Introduction

This guide provides instructions for using *Integrity*, the web-based system developed by the U.S. Office of Government Ethics (OGE) for Filers and Reviewers of executive branch public financial disclosure reports (OGE Form 278e and OGE Form 278-T).

Objectives

In this guide, you will learn how to:

- access *Integrity* and change your user settings;
- file the OGE Form 278e and OGE Form 278-T;
- review the OGE Form 278e and OGE Form 278-T; and
- perform administrative functions for a Group or an entire Agency.

Contents

The guide contains eight sections:

- Section 1 provides a brief overview of the purpose and design of *Integrity*.
- Section 2 explains the technical requirements for using *Integrity* as well as the steps for logging into and out of the system.
- Section 3 explains how to change your user settings.
- Section 4 explains how a Filer can complete an OGE Form 278e, respond to Reviewer comments, and view old OGE Form 278e reports.
- Section 5 explains how a Filer can complete an OGE Form 278-T, respond to Reviewer comments, and view old OGE Form 278-T reports.
- Section 6 explains the Reviewer functions available to an authorized Agency user, including instructions on locating reports that require review, adding comments or public annotations, editing entries, approving the report, and managing records.
- Section 7 explains the administrative functions available to an authorized Agency user, including instructions on configuring an Agency, creating or modifying a Group, assigning users to Groups, assigning reports to Filers, and accessing management reports.
- Section 8 explains the special processes and features applicable to Nominee reports.

Section 1: System Overview

Section 1 provides a brief overview of the purpose and design of *Integrity*.

1.1 - Purpose

Integrity provides a secure, web-based system through which individuals may file an executive branch public financial disclosure report. A combination of data entry grids and context-dependent questions helps Filers to identify all of their reportable interests and to report those interests correctly. *Integrity* also provides ethics officials with a way to assign, review, and manage the reports electronically.

1.2 - Types of Public Financial Disclosure Forms

The Ethics in Government Act of 1978, as amended, requires certain current and prospective Government officials to make public disclosures of specified financial interests and affiliations. The Act charges OGE with developing forms for making the required disclosures.

OGE currently provides two forms for public financial disclosures.

- OGE Form 278e: Used to file Candidate, Nominee, New Entrant, Annual (also known as “Incumbent”), and Termination reports. In certain cases, Filers may need to complete multiple reports and are permitted to use a single form (e.g., a combined Annual and Termination report).
- OGE Form 278-T: Used to file Periodic Transaction reports.

1.3 - Forms Supported by *Integrity*

Integrity currently supports the following reports and forms:

- Nominee, New Entrant, Annual, and Termination reports using the OGE Form 278e. Filers may also complete a combined Annual and Termination report if appropriate.
- Periodic Transaction reports using the OGE Form 278-T.

1.4 - Design of the Forms

1.4.1 - OGE Form 278e

Content

The OGE Form 278e consists of a Cover Page and nine substantive Parts.

- **Part 1 – Filer’s Positions Held Outside United States Government:** Part 1 discloses positions that the Filer held at any time during the reporting period (excluding positions with the United States Government). Positions are reportable even if the Filer did not receive compensation. This Part does not include the following: (1) positions with religious, social, fraternal, or political organizations; (2) positions solely of an honorary nature; (3) positions held as part of the Filer’s official duties with the United States Government; (4) mere membership in an organization; and (5) passive investment interests as a limited partner or non-managing member of a limited liability company.
- **Part 2 – Filer’s Employment Assets & Income and Retirement Accounts:** Part 2 discloses sources of earned and other non-investment income for the Filer greater than \$200 during the reporting period (e.g., salary, fees, partnership share, honoraria, scholarships, and prizes) and assets related to the Filer’s business, employment, or other income-generating activities (1) that ended the reporting period with a value greater than \$1,000 or (2) from which more than \$200 in income was received during the reporting period (e.g., equity in a business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, deferred compensation, and intellectual property, such as book deals and patents). This Part does not include assets or income from United States Government employment or assets that were acquired separately from the Filer’s business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account). Note: The type of income is not required if the amount of income is \$0 - \$200 or if the asset qualifies as an excepted investment fund (EIF).
- **Part 3 – Filer’s Employment Agreements and Arrangements:** Part 3 discloses agreements or arrangements that the Filer had during the reporting period with an employer or former employer (except the United States Government) for the following: future employment; leave of absence; continuing payments from an employer, including severance and payments not yet received for previous work (excluding ordinary salary from a current employer); continuing participation in an employee welfare, retirement, or other benefit plan, such as a pension or a deferred compensation plan; and retention or disposition of employer-awarded equity, sharing in profits, or carried interests (e.g., vested and unvested stock options, restricted stock, future share of a company’s profits, etc.).
- **Part 4 – Filer’s Sources of Compensation Exceeding \$5,000 in a Year:** Part 4 discloses sources (except the United States Government) that paid more than \$5,000 in a calendar year for the Filer’s services during any year of the reporting period. The

Filer discloses employers and any clients to whom the Filer personally provided services. The Filer discloses a source even if the source made its payment to the Filer's employer and not to the Filer. The Filer does not disclose a client who paid the Filer's employer if the Filer did not provide the services for which the client made the payment.

- **Part 5 – Spouse's Employment Assets & Income and Retirement Accounts:** Part 5 discloses the following for the Filer's spouse: sources of earned income (excluding honoraria) greater than \$1,000 during the reporting period (e.g., salary, consulting fees, and partnership share); sources of honoraria greater than \$200 during the reporting period; and assets related to the spouse's business, employment, or other income-generating activities (1) that ended the reporting period with a value greater than \$1,000 or (2) from which more than \$200 in income was received during the reporting period (e.g., equity in a business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, deferred compensation, and intellectual property, such as book deals and patents). This Part does not include assets or income from United States Government employment or assets that were acquired separately from the spouse's business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account). Note: The type of income is not required if the amount of income is \$0 - \$200 or if the asset qualifies as an excepted investment fund (EIF). Amounts of income are not required for a spouse's earned income (excluding honoraria).
- **Part 6 – Other Assets and Income:** Part 6 discloses assets, not already reported, (1) that ended the reporting period with a value greater than \$1,000 or (2) from which more than \$200 in investment income during the reporting period. For purposes of the value and income thresholds, the Filer aggregates the Filer's interests with those of the Filer's spouse and dependent children. This Part does not include the following types of assets: (1) a personal residence (unless it was rented out during the reporting period); (2) income or retirement benefits associated with United States Government employment (e.g., Thrift Savings Plan); and (3) cash accounts (e.g., checking, savings, CDs, money market accounts) at a single financial institution with a value of \$5,000 or less (unless more than \$200 in income was received). Additional exceptions apply. Note: The type of income is not required if the amount of income is \$0 - \$200 or if the asset qualifies as an excepted investment fund (EIF).
- **Part 7 – Transactions:** Part 7 discloses purchases, sales, or exchanges of real property or securities in excess of \$1,000 made by the Filer, the Filer's spouse, or dependent child during the reporting period. This Part does not include transactions that concern the following: (1) a personal residence, unless rented out; (2) cash accounts (e.g., checking, savings, CDs, money market accounts) and money market mutual funds; (3) U.S. Treasury bills, notes, and bonds; and (4) holdings within a Thrift Savings Plan account. Additional exceptions apply.
- **Part 8 – Liabilities:** Part 8 discloses liabilities over \$10,000 that the Filer, the Filer's spouse, or dependent child owed at any time during the reporting period. This Part does not include the following types of liabilities: (1) mortgages on a personal

residence, unless rented out (exception not available to many PAS Filers); (2) loans secured by a personal motor vehicle, household furniture, or appliances, unless the loan exceeds the item's purchase price; and (3) revolving charge accounts, such as credit card balances, if the outstanding liability did not exceed \$10,000 at the end of the reporting period. Additional exceptions apply.

- **Part 9 – Gifts and Travel Reimbursements:** Part 9 discloses (1) gifts totaling more than \$390 that the Filer, the Filer's spouse, and dependent children received from any one source during the reporting period and (2) travel reimbursements totaling more than \$390 that the Filer, the Filer's spouse, and dependent children received from any one source during the reporting period. The Filer need not include any gift or travel reimbursement with a value of \$156 or less. In addition, this Part does not include the following items: (1) anything received from relatives; (2) anything received from the United States Government, the District of Columbia, a State, or a local government; (3) bequests and other forms of inheritance; (4) gifts and travel reimbursements given to the Filer's agency in connection with the Filer's official travel; (5) gifts of hospitality (food, lodging, entertainment) at the donor's residence or personal premises; and (6) anything received by the Filer's spouse or dependent children totally independent of their relationship to the Filer. Additional exceptions apply.

Reporting Period

The type of public financial disclosure report being filed will determine which Parts a Filer must complete and the applicable reporting periods covered by those Parts.

Part	New Entrant / Nominee	Annual	Termination	Annual / Termination
1	Preceding Two Calendar Years to Filing Date	Preceding Calendar Year to Filing Date	Current Calendar Year to Term Date (in addition, the preceding calendar year if an Annual report for that year is required but has not yet been filed)	Preceding Calendar Year to Term Date
2	Preceding Calendar Year to Filing Date	Preceding Calendar Year	Same as Part 1	Same as Part 1
3	As of Filing Date	Preceding Calendar Year to Filing Date	Same as Part 1	Same as Part 1
4	Preceding Two Calendar Years to Filing Date	N/A – Leave this Part blank	N/A – Leave this Part blank	N/A – Leave this Part blank

Part	New Entrant / Nominee	Annual	Termination	Annual / Termination
5	Preceding Calendar Year to Filing Date	Preceding Calendar Year	Same as Part 1	Same as Part 1
6	Preceding Calendar Year to Filing Date	Preceding Calendar Year	Same as Part 1	Same as Part 1
7	N/A – Leave this Part blank	Preceding Calendar Year	Same as Part 1	Same as Part 1
8	Preceding Calendar Year to Filing Date	Preceding Calendar Year	Same as Part 1	Same as Part 1
9	N/A – Leave this Part blank	Preceding Calendar Year	Same as Part 1	Same as Part 1

1.4.2 - OGE Form 278-T

Content

The OGE Form 278-T consists of a general information section and a section for reporting transactions. Filers report purchases, sales, or exchanges of securities in excess of \$1,000 made by the Filer, the Filer's spouse, or dependent child. Filers need not disclose (1) mutual funds and other excepted investment funds; (2) certificates of deposit, savings or checking accounts, and money market accounts; (3) U.S. Treasury bills, notes, and bonds; (4) Thrift Savings Plan accounts; (5) real property; and (6) transactions that are solely by and between the Filer, the Filer's spouse, and the Filer's dependent children.

Reporting Period

Periodic transaction reporting is subject to two different deadlines. Under the Ethics in Government Act, a covered individual must file a report within 30 days of receiving notification of a transaction, but not later than 45 days after the transaction.

1.5 - Basic Navigation Structure

1.5.1 - Primary v. Secondary Windows

Primary Window

Upon logging into *Integrity*, you will have a single browser window open. That window is your "primary" window, which contains your main menu options. You need to keep that window open while you are working within *Integrity*. Closing the primary window will log you out of the system.

Secondary Windows

Performing certain functions within *Integrity*, such as opening a report to file or review, will open a secondary window. The menu options within that window are specific to the task you are performing in that window. Once you are finished with that task, you may close the window. Closing a secondary window will not affect the primary window.

1.5.2 - Primary Window Menu Options

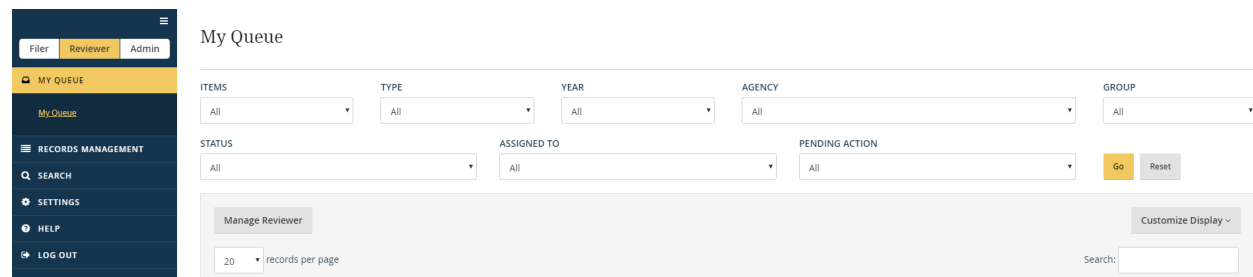
In the upper left corner of the primary window, you will see one or more tabs, depending on your access rights. These tabs form the top-level menu of navigation options within the system and provide access to three major groupings of functions (or “interfaces”).

Underneath each tab, you will see a second-level menu of navigation options, which display along the left side of the page. The options will vary depending on the tab selected. This guide will refer to the second-level menu as your “left-side navigation menu” within the interface.

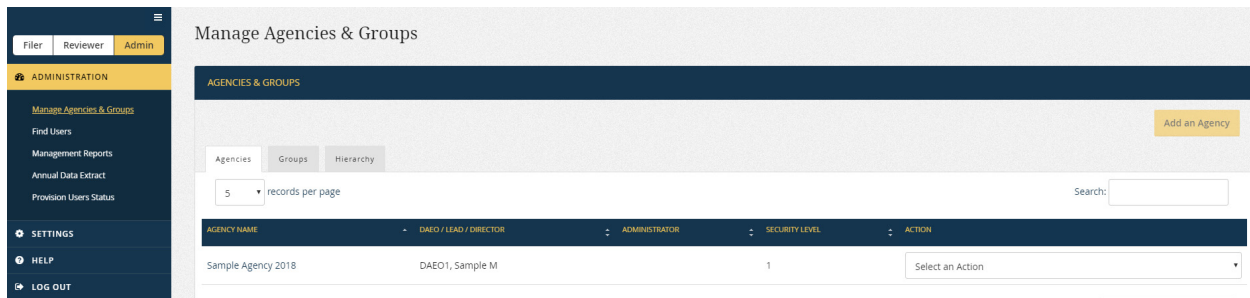
- **Filer Interface:** Used to file a report and view old reports.



- **Reviewer Interface:** Used to review reports filed by others and to manage records.



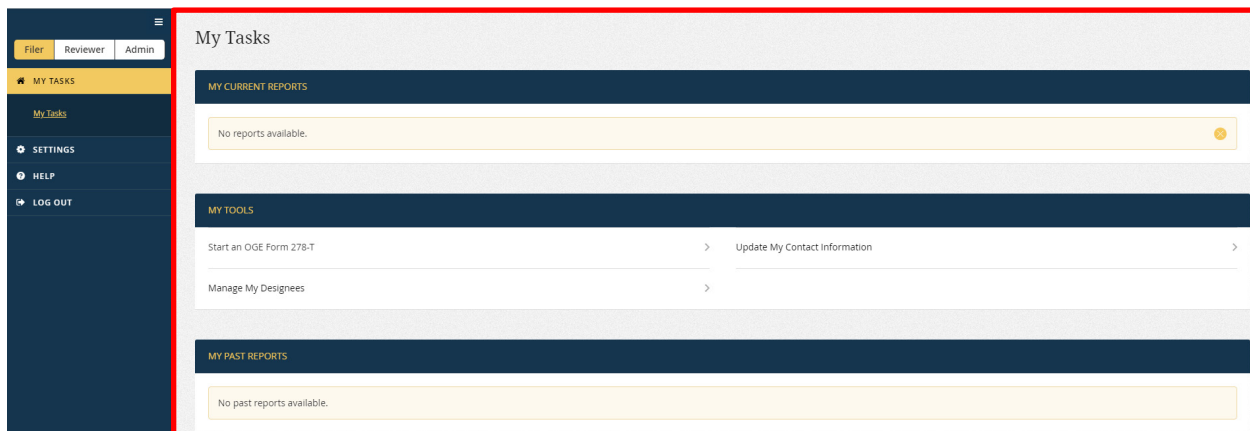
- **Admin Interface:** Used to set up Agencies and Groups, assign Reviewers and Filers to Groups, assign reports to Filers, and access management reports.



1.5.3 - Display within a Primary Window

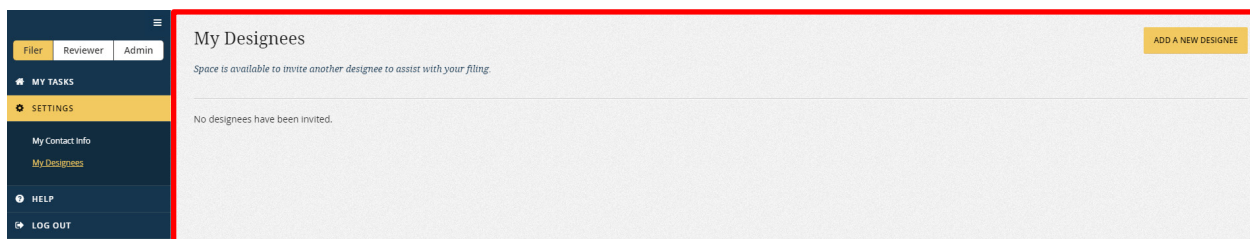
The content of a page will display to the right of the left-side navigation menu.

Example – Display of the My Tasks Page within the Filer Menu



Selecting a different menu option will change the content displayed.

Example – Display of the My Designees Page within the Filer Menu



1.5.4 - Secondary Window Menu Options and Display

Secondary windows will have menu options that are specific to that window. The menu options will also display on the left side of the screen. The content of the page will display to the right of the menu.






1.5.5 - Navigate within a Window

There are two ways to navigate within a window. First, use the menu options at the left to move between pages. Second, if available, select buttons within the right-side display area to move between pages. These buttons are usually labeled “Next” to go forward and “Previous” to go back.



1.5.6 - Icons

Integrity uses a number of icons in place of labeled action buttons. The most commonly used icons are included below.

Icon	Name	Description
	Menu	Also known as the “Hamburger” icon (found in the left-side navigation menu, upper right corner). Click to hide or display the left-side navigation menu.
	Tool Tip	Click the white question mark in a blue circle to see explanatory information on the topic.
	Down Arrow	Click the down-pointing arrow to display a drop-down list of choices.
	Comments / Annotations	Also known as the “Caption” icon (found within filed reports). The icon heads the column used to indicate whether a comment or public annotation exists for a particular line entry.
	View / Add	Also known as the “+” or “Plus” icon (found within filed reports). Click to view or add comments and public annotations.

1.6 - Organizational Hierarchy

Integrity organizes user roles and reports according to Agencies and Groups.

1.6.1 - Agency

Description

“Agency” is the highest organizational level within the system. Certain configuration decisions are made at the Agency level for all Groups within the Agency. Users who are assigned access rights at the Agency level will have access rights to all Groups within that Agency.

Types

There are two main types of Agencies.

- **Regular Agency:** The most common type of Agency, which generally corresponds to an “agency” as defined for purposes of ethics program management (i.e., each organizational unit with its own Designated Agency Ethics Official is a single Agency within *Integrity*). Almost all users are assigned rights to Groups within one or more Regular Agencies. Unless otherwise noted, all references to “Agency” or “Agencies” in this guide refer to Regular Agencies.
- **OGE Oversight:** This Agency supports the central *Integrity* Helpdesk and OGE’s role in the review of reports filed by PAS and DAEO Filers.

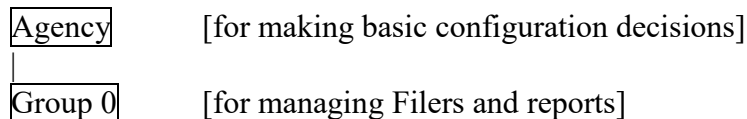
Integrity supports additional “Special Agency” types for use in the Nominee report workflow. Discussion of those Agency types is beyond the scope of this guide.

1.6.2 - Group

Description

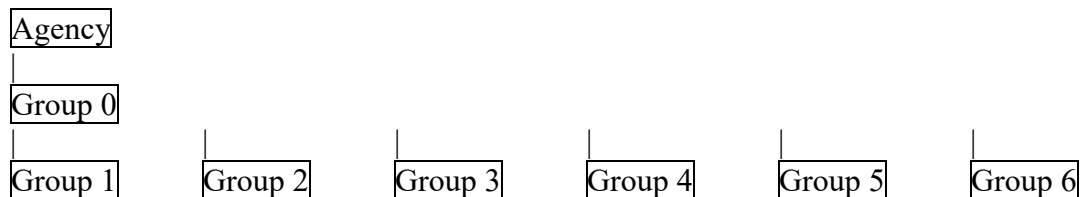
“Group” is the primary organizational unit within the system. All units below the Agency level are Groups. Each Agency must have at least one Group because Filers and reports are assigned at the Group level.

Example 1

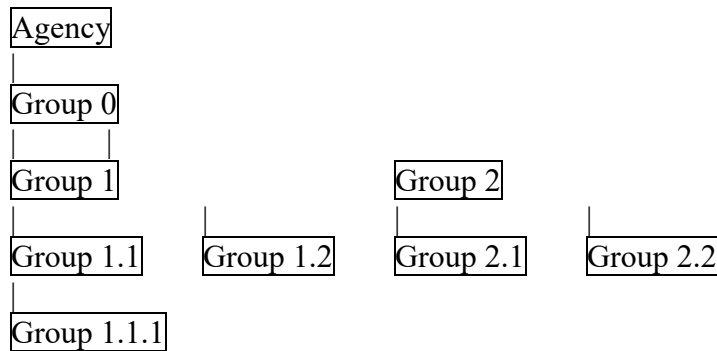


However, an Agency may establish more Groups as needed, using a flat or tiered structure.

Example 2



Example 3



A user with Reviewer rights to one Group will have rights to all Groups below that Group within the same hierarchy. In example 3 above, a Reviewer in Group 1 will have rights to Groups 1, 1.1, 1.2, and 1.1.1 but not to Groups 2, 2.1, or 2.2. A Reviewer in Group 1.1 will have rights to 1.1 and 1.1.1. The scope of a Reviewer's rights within a Group hierarchy will depend on whether the Reviewer is a Primary or Alternate role holder and whether the Agency has enabled the Cascade All Roles feature. See [section 1.9.1](#) for more information.

Types of Groups

Groups are the same across Agencies in terms of basic functionality. However, a Group supports only the workflows and roles authorized for that Agency.

1.7 - Report Lifecycle

A report goes through a standard lifecycle in *Integrity* as it proceeds from initial assignment to final destruction, which varies based on whether the report is reviewed by OGE (called "PAS/DAEO" reports) or not (called "General 278" reports).

1.7.1 - General 278 Lifecycle

#	Lifecycle Step	<i>Integrity</i> Status Code
1	The report is assigned by the Agency or, in the case of an OGE Form 278-T, self-assigned by the Filer.	Not Started
2	The Filer starts working on the report but has not yet filed the report.	Draft, Pre-Review
3	The Filer files the report. The report is reviewed by authorized users at the Agency. As needed, the Agency Reviewers ask follow-up questions of the Filer and/or return the report to the Filer for updates.	Report, Under Agency Review
4	The Agency ends the review process by certifying the report or declining certification.	Report, Agency Certified OR Report, Closed w/o Agency Certification

#	Lifecycle Step	Integrity Status Code
5	The report is retained for the duration specified by the applicable records retention rules. During this period, users may view the report but can no longer edit the report data. Any required amendments are addressed through an amendment notation and supplemental documents. See section 6.7.8 .	Report, Agency Certified OR Report, Closed w/o Agency Certification
6	Once the report has reached the applicable disposition age, the Agency deletes the report record, unless otherwise required to retain. (Optional) If the report has reached the applicable disposition age but the Agency needs related materials such as review notes for reports that have not yet reached the disposition age, the Agency may “purge” the expired report while keeping the related materials.	N/A – Once deleted, the report no longer exists. Report, Agency Certified OR Report, Closed w/o Agency Certification
7	(Optional) If the Agency “purged” the report but kept related materials, the Agency must delete the entire report record, including related materials, at a later date once those materials are no longer needed.	N/A – Once deleted, the report no longer exists.

1.7.2 - PAS/DAEO Lifecycle (excluding Nominee reports)

#	Lifecycle Step	Integrity Status Code
1	The report is assigned by the Agency or, in the case of an OGE Form 278-T, self-assigned by the Filer.	Not Started
2	The Filer starts working on the report but has not yet filed the report.	Draft, Pre-Review
3	The Filer files the report. The report is reviewed by authorized users at the Agency. As needed, the Agency Reviewers ask follow-up questions of the Filer and/or return the report to the Filer for updates.	Report, Under Agency Review
4	The Agency ends its review process by certifying the report, which forwards the report to OGE for review. As needed, the OGE Reviewer asks follow-up questions of the Agency and/or returns the report to the Agency for updates.	Report, Under OGE Review
5	OGE ends the review process by certifying the report or declining certification.	Report, OGE Certified OR Report, Closed w/o OGE Certification

#	Lifecycle Step	Integrity Status Code
6	The report is retained for the duration specified by the applicable records retention rules. During this period, users may view the report but can no longer edit the report data. Any required amendments are addressed through an amendment notation and supplemental documents. See section 6.7.9 .	Report, OGE Certified OR Report, Closed w/o OGE Certification
7	Once the report has reached the applicable disposition age, OGE deletes the report record, unless otherwise required to retain. <i>(Optional)</i> If the report has reached the applicable disposition age but OGE needs related materials such as review notes for reports that have not yet reached the disposition age, OGE may “purge” the expired report while keeping the related materials.	N/A – Once deleted, the report no longer exists. Report, OGE Certified OR Report, Closed w/o OGE Certification
8	<i>(Optional)</i> If OGE “purged” the report but kept related materials, OGE must delete the entire report record, including related materials, at a later date once those materials are no longer needed.	N/A – Once deleted, the report no longer exists.

1.7.3 - PAS/DAEO Nominee Report Lifecycle

See [section 8.1.2](#).

1.8 - Workflows

Within the standard report lifecycle, the sequence of steps can vary based on the workflows that are specified at the Agency level. Each Agency selects one workflow for PAS/DAEO reports and another workflow for all other reports (“General 278” reports).

1.8.1 - General 278 Workflow Options

Used for reports that do not go to OGE for additional review.

- Filer to Certifying Official
- Filer to Supervisor to Certifying Official
- Filer to Screener to Certifying Official
- Filer to Ethics Official to Certifying Official
- Filer to Supervisor to Ethics Official to Certifying Official
- Filer to Supervisor to Screener to Ethics Official to Certifying Official

1.8.2 - PAS/DAEO Workflow Options (excluding Nominees)

Used for reports filed by Designated Agency Ethics Officials (DAEO) and reports filed by Presidential appointees to positions that require Senate confirmation (PAS).

- Filer to Certifying Official
- Filer to Screener to Certifying Official
- Filer to Ethics Official to Certifying Official
- Filer to Screener to Ethics Official to Certifying Official

These reports are first reviewed at the Agency level and then reviewed again by OGE. Certain individuals who hold positions subject to Presidential appointment and Senate confirmation do not file public financial disclosure reports that are reviewed by OGE. These Filers are considered “General 278” Filers for purposes of *Integrity* and this guide. Once released to OGE, a PAS/DAEO report follows a single workflow, regardless of the originating Agency: OGE Reviewer to OGE Certifying Official.

1.8.3 - PAS/DAEO Nominee Report Workflow Options

All Nominee reports follow a single workflow while in draft status: Filer to Special Agency (or Agencies) to Agency Nominee Router and OGE Nominee Router to Agency Nominee Reviewer and OGE Nominee Reviewer to OGE Program Manager. As needed, draft reports can skip the Agency Nominee Reviewer and/or OGE Nominee Reviewer roles, proceeding directly to the OGE Program Manager step. After a Nominee Filer has been nominated and files a formal report, the report follows the standard PAS/DAEO workflow selected by the Agency before going to OGE.

1.9 - Roles

A user can access data or take actions for an Agency or Group only if the user has the appropriate role within that Agency or Group. Users may have multiple roles within the same Agency/Group or across different Agencies/Groups. A user with the requisite permissions for an Agency/Group can assign roles to other users within that Agency/Group. A user cannot self-assign roles.

1.9.1 - Primary v. Alternate Role Holders

Primary Role Holders

Each role, whether assigned at the Agency or Group level, has a single Primary role holder. Every Agency needs a Primary DAEO role holder. In addition, the routing of reports requires a Primary role holder for each step in the workflow. To facilitate proper routing, *Integrity* will automatically assign an “acting” Supervisor, Screener, Ethics Official, or Certifying Official to a Group if (1) your Agency uses that role in its workflow; (2) you did not assign the role to any user; and (3) an individual holds that role in a parent Group. For example, Sample Reviewer1 is the Certifying Official of Group 1

and Sample Reviewer1.1 is the Certifying Official of Group 1.1. If you remove Sample Reviewer1.1 as the Certifying Official of Group 1.1 without selecting a replacement, *Integrity* will assign Sample Reviewer1 as the “acting” Primary Certifying Official for Group 1.1. An “acting” Primary role holder has all the same rights as an individual who was manually assigned as the Primary role holder.

Alternate Role Holders

Many roles allow for the addition of optional “Alternate” role holders. Because these roles are not required, *Integrity* does not assign “acting” Alternate role holders to Groups.

Primary v. Alternate Rights for Agency-Level Roles

There are no differences in rights between Primary and Alternate role holders for those roles assigned at the Agency level.

Primary v. Alternate Rights for Group-Level Roles in the Assigned Group

Primary and Alternate role holders have the same access rights to the Group in which they have been assigned as a Primary or Alternate. For example, Sample Reviewer1 is the Primary Certifying Official for Group 1 and Sample Reviewer2 is the Alternate Certifying Official. Sample Reviewer1 and Sample Reviewer2 can take all the same actions within Group 1.

The only difference between these roles is that the Primary role holder will receive a report, by default, once the report reaches the appropriate stage in the workflow. For example, assume that the Agency has chosen the Filer to Certifying Official workflow. After a Group 1 Filer files a report, the report will go to Sample Reviewer1, by default, and Sample Reviewer1 will receive an email notification. Sample Reviewer2, however, can still take actions on the report. See [section 6.2.4](#) for more information about assignments and re-assignments.

Primary v. Alternate Rights for Group-Level Roles in the Subordinate Groups

As noted in section 1.6.2, Agencies can have multiple levels of Groups.

If your Agency has enabled the Cascade All Roles feature, Primary and Alternate role holders at one level of the Group hierarchy will have the same access rights to subordinate Groups at lower levels in the Group hierarchy. For example, Agency A assigned Sample Reviewer1 as the Primary Certifying Official for Group 1, Sample Reviewer2 as the Alternate Certifying Official for Group 1, and Sample Reviewer3 as the Primary Certifying Official for Group 1.1. Sample Reviewer1 and Sample Reviewer2 can act as Certifying Officials in Group 1 and Group 1.1. Sample Reviewer3 can act as a Certifying Official only in Group 1.1. However, for purposes of report assignments and email notifications, a report filed in Group 1 is assigned, by default, to Sample Reviewer1 and a report filed in Group 1.1 is assigned, by default, to Sample Reviewer3.

If your Agency has not enabled the Cascade All Roles feature, then Primary and Alternate role holders at one level of the Group hierarchy will have only partial rights to subordinate Groups at lower levels in the Group hierarchy. Specifically, these role holders will not be able to edit data or perform workflow functions within reports at lower levels in the Group hierarchy. So, using the same example above, Sample Reviewer1 and Sample Reviewer2 could open reports filed in Group 1.1, but they would not be able to edit row entries within the report, certify the report, or return the report to the Filer.

See [section 7.2.5](#) for more information about enabling the Cascade All Roles feature.

1.9.2 - Regular Agency Roles

Role	#	Description
Filer	No limit	Permits user to file reports in a particular Group. A user may have a Filer role in multiple Groups at once or may move between Groups over time. A user has access to all of his or her reports filed within <i>Integrity</i> until they are removed as part of the records management process.
Filer Designee	No limit	Permits user to log in and view reports associated with a particular Filer across all of the Filer's Groups. A Filer Designee can also edit information and respond to Reviewer comments; however, a Filer Designee may not file the report. Only a Filer may file the Filer's report. Filer Designee roles are assigned by the Filer. Each Filer Designee role for each Filer receives a unique user name.
DAEO	1 per Agency (required)	Serves as "super-user" for an Agency. The DAEO may change Agency-level configuration settings, such as workflow and email notification defaults. The DAEO may also add/edit all Groups within the Agency and act as a Certifying Official and Records Manager in those Groups. The DAEO role may only be assigned by the <i>Integrity</i> Helpdesk.
DAEO (Alternate)	No limit	Has same rights as the DAEO role. The DAEO (Alternate) role may only be assigned by the <i>Integrity</i> Helpdesk.
Agency Administrator	1 per Agency	Permits user to change Agency-level configuration settings, add/edit all Groups, and assign roles and reports for those Groups. The Agency Administrator role, however, does not have access rights to view or edit report data.

Role	#	Description
Agency Administrator (Alternate)	No limit	Has same rights as the Agency Administrator role.
Certifying Official	1 per workflow per Group (required)	<p>Permits user to add/edit subordinate Groups, assign roles, assign reports, and certify reports. The user, by default, receives reports pending action by a Certifying Official, but such reports may be re-assigned to Alternates. A Certifying Official also has the authority to “pull” a report forward directly to the Certifying Official step in the workflow, bypassing any intermediate steps.</p> <p>The signature of the Certifying Official displays on the Cover Page of the report in the section for the “Agency Ethics Official’s Opinion.”</p>
Certifying Official (Alternate)	No limit	Has same rights as the Certifying Official role to the Group in question. Also has the same administrative rights to subordinate Groups. Reviewer rights to edit or certify subordinate Group reports depend on whether the Agency uses the Cascade All Roles feature.
Ethics Official	1 per workflow per Group (required if role used in workflow)	<p>Permits user to add/edit subordinate Groups, assign the Filer role, assign reports, and sign reports. The user, by default, receives reports pending action by an Ethics Official, but such reports may be re-assigned to Alternates.</p> <p>The signature of the Ethics Official reflects a determination that the report meets the requirements of 5 C.F.R. § 2634.605(b) (i.e., same standard as the Certifying Official). The signature displays on the Cover Page of the report in the section for “Other Review.”</p>
Ethics Official (Alternate)	No limit	Has same rights as the Ethics Official role to the Group in question. Also has the same administrative rights to subordinate Groups. Reviewer rights to edit or sign subordinate Group reports depend on whether the Agency uses the Cascade All Roles feature.
Screener	1 per workflow per Group (required if role used in workflow)	Permits user to add/edit subordinate Groups, assign the Filer role, assign reports, and sign reports. The user, by default, receives reports pending action by a Screener, but such reports may be re-assigned to Alternates.

Role	#	Description
		The signature of a Screener reflects a determination that the report meets the technical reporting requirements. The signature does not display on the Cover Page, unless the Agency enables that option.
Screener (Alternate)	No limit	Has same rights as the Screener role to the Group in question. Also has the same administrative rights to subordinate Groups. Reviewer rights to edit or sign subordinate Group reports depend on whether the Agency uses the Cascade All Roles feature.
Supervisor	1 per workflow per Group (required if role used in workflow)	Permits user to add/edit subordinate Groups, assign the Filer role, assign reports, and sign reports. The signature of a Supervisor reflects a determination that, on the basis of the information contained in the report, the Filer does not have any apparent conflicts of interest. The signature does not display on the Cover Page, unless the Agency enables that option.
Supervisor (Alternate)	No limit	Has same rights as the Supervisor role to the Group in question. Also has the same administrative rights to subordinate Groups. Reviewer rights to edit or sign subordinate Group reports depend on whether the Agency uses the Cascade All Roles feature.
Records Manager	1 per Group	Permits user to manage records for the Group.
Records Manager (Alternate)	No limit	Has same rights as the Records Manager role.
Nominee Router	1 per Agency (required)	Permits user to access a draft Nominee report once the draft is released to the Agency. The user can route the draft to the Nominee Reviewer step.
Nominee Router (Alternate)	No limit (within Nominee Group)	Has same rights as the Nominee Router role.
Nominee Reviewer	1 per Agency	Permits user to access a draft Nominee report once the Nominee Router routes the draft to Nominee Reviewers.
Nominee Reviewer (Alternate)	No limit (within Nominee Group)	Has same rights as the Nominee Reviewer role.
POC	1 per Group	Stands for “Point-of-Contact.” Permits user to add/edit subordinate Groups, assign the Filer role, and assign the Supervisor role. The POC role, however, does not have access rights to view or edit report data.

Role	#	Description
POC (Alternate)	No limit	Has same rights as the POC role.

1.9.3 - OGE Oversight Roles

Role	#	Description
OGE Director	1 (required)	Permits user to assign most OGE Oversight roles. The OGE Director can also view all Regular Agency Groups and PAS/DAEO reports within those Groups. The <i>Integrity</i> Helpdesk must assign the OGE Director role.
OGE Administrator	1	Permits user to change OGE Oversight configuration settings, add/edit OGE Oversight Groups, and assign roles for those Groups. The OGE Administrator role, however, does not have access rights to report data.
OGE Administrator (Alternate)	No limit	Has the same rights as the OGE Administrator role.
OGE Certifying Official	1 (required)	Permits user to assign Reviewer and Certifying Official roles within OGE Oversight and certify PAS/DAEO reports (excluding Nominee reports). The user, by default, receives PAS/DAEO reports pending action by an OGE Certifying Official, but such reports may be re-assigned to Alternates. An OGE Certifying Official also has the authority to “pull” a report forward directly to the OGE Certifying Official step in the workflow, bypassing the OGE Reviewer step. The signature of the OGE Certifying Official displays on the Cover Page of the report in the section for the “U.S. Office of Government Ethics Certification.”
OGE Certifying Official (Alternate)	No limit	Has same rights as the OGE Certifying Official role.
OGE Reviewer	1 (required)	Permits user to sign PAS/DAEO reports as an intermediate Reviewer (excluding Nominee reports). The user, by default, receives PAS/DAEO reports pending action by an OGE Reviewer, but such reports may be re-assigned to Alternates.

Role	#	Description
		The signature of the OGE Reviewer reflects a determination that the report meets the requirements of 5 C.F.R. § 2634.605(b)(i.e., same standard as the Certifying Official). The signature does not display on the Cover Page.
OGE Reviewer (Alternate)	No limit	Has same rights as the OGE Reviewer role.
OGE Records Manager	1	Permits user to manage PAS/DAEO records across the system once those records have reached OGE for review (excluding Nominee reports).
OGE Records Manager (Alternate)	No limit	Has same rights as the OGE Records Manager role.
OGE Nominee Certifying Official	1 (required)	Permits the same rights as the OGE Certifying Official but specific to Nominee reports.
OGE Nominee Certifying Official (Alternate)	No limit	Has same rights as the OGE Nominee Certifying Official role.
OGE Program Manager	1 (required)	Permits user to preclear a draft Nominee report. The user, by default, receives draft Nominee reports pending action by an OGE Program Manager, but such drafts may be re-assigned to Alternates. An OGE Program Manager also has the authority to “pull” a draft forward from the OGE Nominee Reviewer step to the OGE Program Manager step.
OGE Program Manager (Alternate)	No limit	Has same rights as the OGE Program Manager role.
OGE Nominee Router	1 (required)	Permits user to access a draft Nominee report once the draft is released to OGE. The user can route the draft to the OGE Nominee Reviewer step or route the draft directly to the OGE Program Manager step.
OGE Nominee Router (Alternate)	No limit	Has same rights as the OGE Nominee Router role.
OGE Nominee Reviewer	1 (required)	Permits user to access a draft Nominee report once the OGE Nominee Router routes the draft to OGE Nominee Reviewers. The user submits the draft for preclearance review by forwarding the draft to the OGE Program Manager step.

Role	#	Description
OGE Nominee Reviewer (Alternate)	No limit	Has same rights as the OGE Nominee Reviewer role.
OGE Nominee Records Manager	1	Permits user to manage Nominee records across the system once those records have reached OGE for review.
OGE Nominee Records Manager (Alternate)	No limit	Has same rights as the OGE Nominee Records Manager role.
<i>Integrity</i> Helpdesk	1 (required)	Permits user to change Agency-level configuration settings at all Regular Agencies, add/edit all Groups, and assign roles for those Groups. The <i>Integrity</i> Helpdesk may also change the DAEO, DAEO (Alternate), and OGE Director roles. The <i>Integrity</i> Helpdesk can see report assignments but cannot assign, open, or edit reports.
<i>Integrity</i> Helpdesk (Alternate)	No limit	Has same rights as the <i>Integrity</i> Helpdesk role.
<i>Integrity</i> Helpdesk Assistant	1	Serves as a resource for Agencies. Permits user to view Agency-level configuration settings at all Regular Agencies as well as to view Groups and roles. The <i>Integrity</i> Helpdesk Assistant can see report assignments but cannot assign, open, or edit reports.
<i>Integrity</i> Helpdesk Assistant (Alternate)	No limit	Has same rights as the <i>Integrity</i> Helpdesk Assistant role.

Section 2: Accessing the System

Section 2 explains the technical requirements for using *Integrity* as well as the steps for logging into and out of the system.

2.1 - Technical Requirements

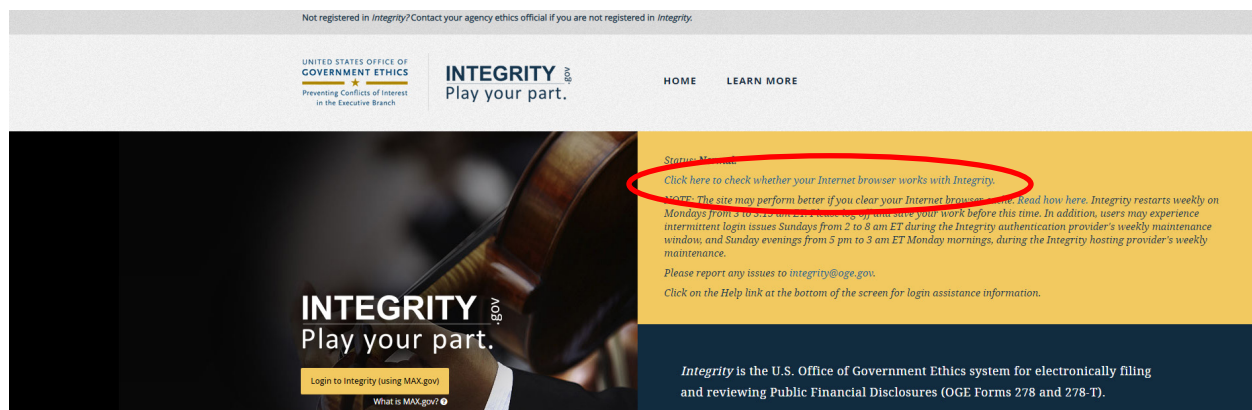
2.1.1 - System Requirements

Your system must have JavaScript, cookies, and Transport Layer Security (TLS) enabled. The recommended minimum screen resolution is 1280 x 1024 for desktops and 1366 x 768 for laptops.

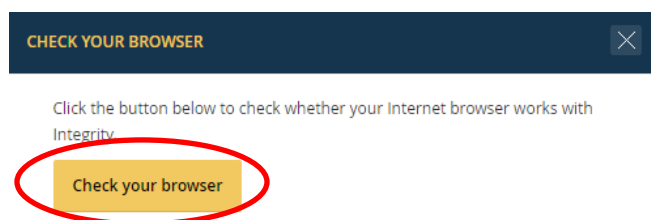
2.1.2 - Internet Browser Requirements

Integrity works best with Microsoft Internet Explorer 11.0; Google Chrome 36.0 and above; Mozilla Firefox 31.0 and above; and Apple Safari 5 and above. Users of Internet Explorer should disable “Compatibility View.” In addition, if you use Microsoft Internet Explorer 9.0, you must have Adobe Flash Player installed and enabled.

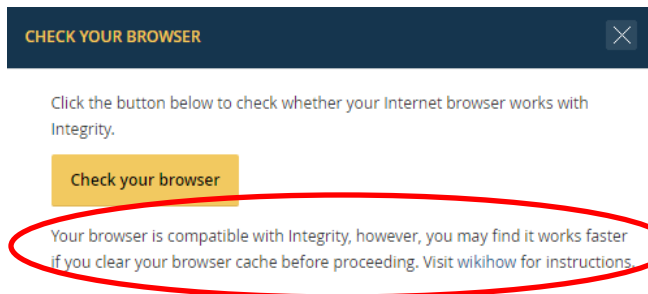
The *Integrity* login page provides a way to check whether your internet browser meets these requirements. Click the link on the right side of the page that reads: “Click here to check whether your Internet browser works with *Integrity*.”



In the pop-up window that appears, click the “Check your browser” button.




The results will appear below the button.



2.1.3 - Disabling Compatibility View in Internet Explorer

Disable Compatibility View in Internet Explorer (IE) 11

1. Click the gear icon in the top right corner. 
2. Click “Compatibility View” settings.
3. If “integrity.gov” displays under “Websites you’ve added to Compatibility View,” select “integrity.gov” from the list and click “Remove.”

Disable Compatibility View in Internet Explorer (IE) 9 and IE 10

If Compatibility View is on, the icon next to your address/URL bar will look similar to one of the two icons below:

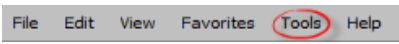


Clicking the icon will toggle Compatibility View on and off.

To use *Integrity*, turn Compatibility View OFF by clicking the icon until it looks similar to one of the two icons below:



Alternate way to turn OFF Compatibility View in IE9, IE10, and IE11

1. Press the “Alt” key on your keyboard, which will make the menu bar appear.
2. Click the “Tools” menu item. 
3. Click “Compatibility View” settings.

4. Make sure the “Display all websites in Compatibility View” checkbox is unchecked.
5. Make sure the “Display intranet sites in Compatibility View” checkbox is unchecked.
6. If “integrity.gov” displays under “Websites you’ve added to Compatibility View,” select “integrity.gov” from the list and click “Remove.”

2.2 - *Integrity* Security and Available Login Methods

2.2.1 - Relationship to MAX.gov

Users log into *Integrity* through MAX.gov’s FISMA accredited Central Authentication Service, run by the Budget Formulation and Execution Line of Business.

2.2.2 - Login Methods by Security Level

Integrity has three levels of login security.

- Level 1: Allows users to log into *Integrity* with either of the following methods:
 - A User ID and password
 - Any Level 2 or Level 3 authentication method
- Level 2: Allows users to log into *Integrity* with any of the following methods:
 - A User ID and password plus a short message service (SMS) text message, where the SMS device is only linked to an email account, but not associated with a PIV/CAC card
 - Secure Agency Federated Partner Automated Login verified at Level 2
 - Any Level 3 authentication method
- Level 3: Allows users to log into *Integrity* with any of the following methods:
 - PIV/CAC card
 - User ID and password plus a SMS device, where the SMS device is linked to a PIV/CAC card
 - Secure Agency Federated Partner Automated Login verified at Level 3

2.2.3 - Determining Your Security Level

Your security level is determined by the role(s) that you hold within *Integrity* and the security selections made by the Agency associated with the role(s).

- Filers and Filer Designees: You may use Level 1 (regardless of the Agency) if you are only a Filer or Filer Designee.
- Any Other Roles: You will use the security level that your Agency has selected. If you hold other roles at multiple Agencies, you will use the most-restrictive security level chosen by the different Agencies at which you hold roles. For example, if you hold the Supervisor role at a Level 2 Agency and the Supervisor role at a Level 3 Agency, you will log into *Integrity* using Level 3.

Users with the DAEO and Agency Administrator roles (and their Alternates) may change the security level selections for their Agency. See [section 7.2.5](#).

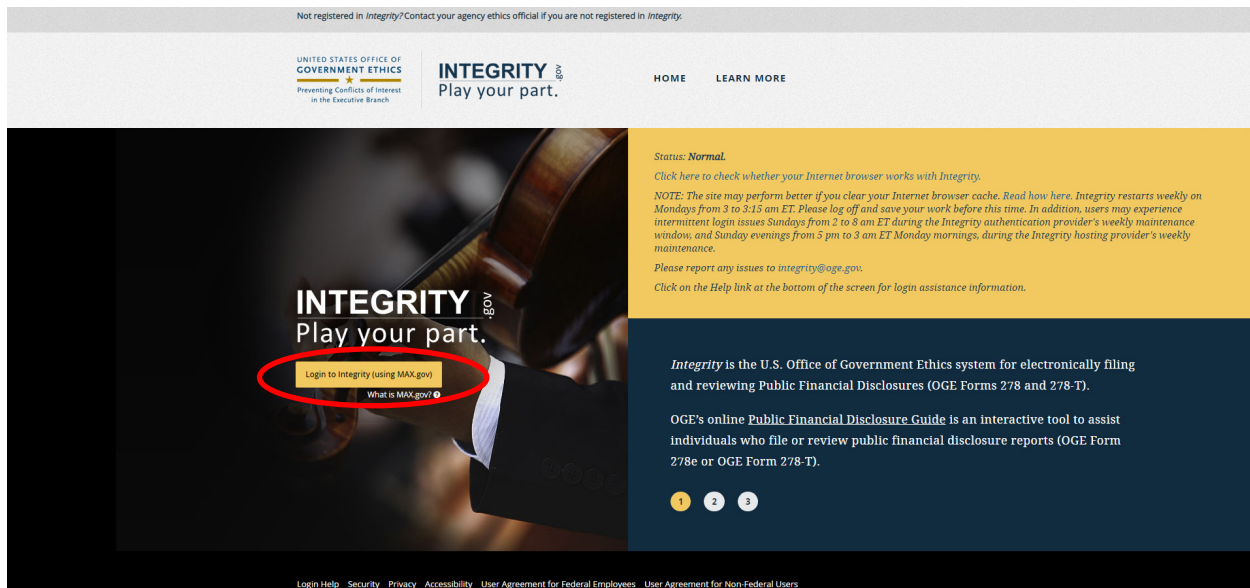
2.3 - Logging In

2.3.1 - Get to the *Integrity* Home Page

Open an Internet browser. Go to <https://integrity.gov>.

2.3.2 - Start the Login Process

Click the “Login” button.



After you click the “Login” button, the login screen will appear.

LOGIN WITH ...

PIV OR CAC CARD

LOGIN WITH YOUR
PIV OR CAC

*Remember to plug in
your PIV/CAC card*

☐ Register a Secure+ SMS 2-Factor Device

LOGIN WITH PIV/CAC

MAX.GOV USER ID & PASSWORD

User ID

Password [Forgot, Set, or Change Your Password?](#)

☐ Use MAX Secure+ SMS 2-Factor

LOGIN WITH USER ID

MAX AGENCY FEDERATED PARTNER AUTOMATED LOGIN

2.3.3 - Complete Initial Login with an Existing MAX Account (Filers)

Use your existing MAX User ID and password. If you receive a message that your login information is incorrect, click the “Forgot, Set, or Change Your Password?” link. If you are unable to reset the password, the email address has not been registered with MAX.gov. Contact your Agency *Integrity* administrator or an ethics official for assistance.

2.3.4 - Complete Initial Login with an Existing MAX Account (Other Roles)

Your login method will depend on the security level that applies to you. See [section 2.2](#) above to determine the applicable security level.

User Name and Password Only (available only at Level 1)

Use your existing MAX User ID and password. If you receive a message that your login information is incorrect, click the “Forgot, Set, or Change Your Password?” link. If you are unable to reset the password, the email address has not been registered with MAX.gov. Contact your Agency *Integrity* administrator or an ethics official for assistance.

User Name and Password plus SMS (available at Level 1 and Level 2)

Enter your existing MAX User ID and password and check the box next to “Use Max Secure+ SMS 2-Factor.” If you have not already registered a SMS device, follow the instructions that will appear for registering the device.

PIV/CAC Card (available at Level 1, Level 2, and Level 3)

Use your existing PIV/CAC card and pin. If you have not already registered your PIV/CAC with MAX.gov, follow the instructions that will appear.

Agency Federated Partner Automated Login (available only at participating agencies)

Log into *Integrity* as you typically would with this option.

2.3.5 - Complete Login for a New Account (Filers and Filer Designees)

Before you can log into *Integrity* for the first time, you will need to set a password.

In some cases, the Agency registering a new user will direct *Integrity* to send the user a registration notice, which includes a link to resetting a password. If you did not receive or cannot find this notice, you can set your password from the MAX Login page by clicking the “Forgot, Set, or Change Your Password?” link.

The screenshot displays the MAX.gov login interface. At the top, it says 'LOGIN WITH ...'. Below this are three main login options, each with a help icon (question mark in a blue circle):

- PIV OR CAC CARD**: Includes an image of a PIV/CAC card, the text 'LOGIN WITH YOUR PIV OR CAC', a reminder 'Remember to plug in your PIV/CAC card', a checkbox for 'Register a Secure+ SMS 2-Factor Device', and a blue button labeled 'LOGIN WITH PIV/CAC'.
- MAX.GOV USER ID & PASSWORD**: Includes input fields for 'User ID' and 'Password'. A red circle highlights the link 'Forgot, Set, or Change Your Password?' next to the password field. Below the fields is a checkbox for 'Use MAX Secure+ SMS 2-Factor' and a blue button labeled 'LOGIN WITH USER ID'.
- MAX AGENCY FEDERATED PARTNER AUTOMATED LOGIN**: A grey button with a help icon.

The MAX.gov Password Request page will appear. Enter your MAX User ID as specified by your Agency. Normally, the MAX User ID will be your official email address; however, in some cases, users may have several valid email addresses (e.g., integrityuser@agency.gov, integrity.user@agency.gov, and iuser@agency.gov). Check with your Agency if you are unsure of the email address used to register you.



TO CREATE PASSWORD, CHANGE PASSWORD, OR RESET A FORGOTTEN PASSWORD:

Enter the MAX Personal Username or email address you use as your MAX ID and select the Submit button. You will receive an email containing a link to create a new password.

MAX Personal Username or Email Address:

integrityuser@agency.gov

Submit

(If you do not have immediate access to your registered e-mail address but need access right away, please contact MAX Support using the contact information provided below.)

After clicking “Submit,” you will receive an email from MAX.gov. Click the password reset link in that email.

Dear Integrity User Integrity User,

You have requested the setting/resetting of your MAX.gov account password on the MAX.gov Manage Password page.

To set your password, click on the Password Reset Link below within 2 hours (i.e. by 07:06 PM, February 02, 2016).

PASSWORD RESET LINK (you may need to copy and paste this link into your browser):

<https://test.max.gov/chpw?token=4cb26d52&email>

Then follow the instructions on the webpage.

A page will open that will ask you to agree to the MAX User Agreement. After you agree, you will be able to set a password. Return to the Login page and enter your MAX User ID and your newly set password.

2.3.6 - Complete Login for a New Account (Other Roles)

Your login method will depend on the security level that applies to you. See [section 2.2](#) above to determine the applicable security level.

User Name and Password Only (available only at Level 1)


Follow the instructions in [section 2.3.5](#) to set your password.

User Name and Password plus SMS (available at Level 1 and Level 2)

Follow the instructions in [section 2.3.5](#) to set your password. Next, return to the Login page and check the box next to “Use Max Secure+ SMS 2-Factor.” Follow the instructions that will appear for registering the device.


LOGIN WITH ...

PIV OR CAC CARD ?



LOGIN WITH YOUR
PIV OR CAC

*Remember to plug in
your PIV/CAC card*


☐  Register a Secure+ SMS 2-Factor Device ?

LOGIN WITH PIV/CAC

MAX.GOV USER ID & PASSWORD ?

User ID

Password [Forgot, Set, or Change Your Password?](#)

☐  Use MAX Secure+ SMS 2-Factor ?

LOGIN WITH USER ID

MAX AGENCY FEDERATED PARTNER AUTOMATED LOGIN ?

PIV/CAC Card (available at Level 1, Level 2, and Level 3)

Follow the instructions in [section 2.3.5](#) to set your password. Next, return to the Login page and choose “Login with PIV/CAC.” Follow the instructions that will appear.

Agency Federated Partner Automated Login (available only at participating agencies)

Log into *Integrity* as you typically would with this option.

2.3.7 - Multiple Login IDs

Most *Integrity* users will have a single MAX User ID and password.

Each Filer Designee role, however, is associated with a unique MAX User ID. Therefore, if you serve as a Filer Designee, you may have more than one MAX User ID. Log in using the information appropriate for the actions you plan to take in *Integrity*. For example, if you are planning to edit information as a Filer Designee for John Smith, log in using your Filer Designee ID and password for John Smith.




If you plan on using multiple IDs, you will need to log out of *Integrity*, close your Internet browser session, and, then, log in again with another ID.

2.3.8 - Login Problems

If You Receive a “Login Information Is Incorrect” Message

Your login information is incorrect, please try again.

LOGIN WITH ...

PIV OR CAC CARD ?	MAX.GOV USER ID & PASSWORD ?
<div><p>LOGIN WITH YOUR PIV OR CAC</p><p><i>Remember to plug in your PIV/CAC card</i></p></div> <div><input type="checkbox"/>  Register a Secure+ SMS 2-Factor Device ?</div> <div>LOGIN WITH PIV/CAC</div>	<div>User ID <input type="text" value="integrityuser@agency.gov"/></div> <div>Password Forgot, Set, or Change Your Password? <input type="password"/></div> <div><input type="checkbox"/>  Use MAX Secure+ SMS 2-Factor ?</div> <div>LOGIN WITH USER ID</div>

Typically, this message results from one of the following issues:

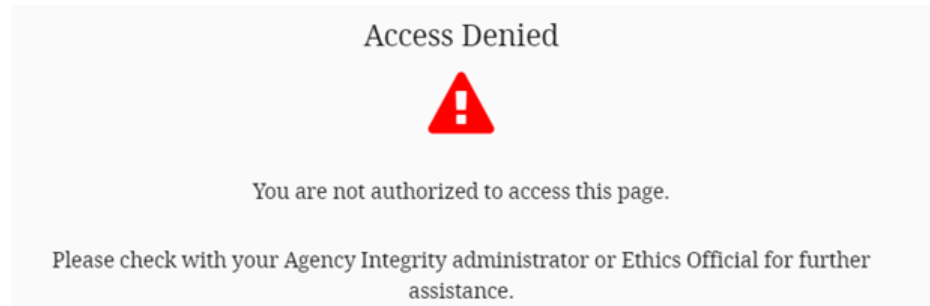
1. You are not using an email address registered with MAX.gov. Click the “Forgot, Set, or Change Your Password?” link. If you are unable to reset the password, the email address has not been registered with MAX.gov. Contact your Agency *Integrity* administrator or an ethics official for assistance.
2. You are not entering the correct password or have not yet set a password. Click the “Forgot, Set, or Change Your Password?” link to reset your password.

Contact MAX Support for login assistance if you have confirmed that you are a registered user but continue to receive this error message. MAX Support can be reached by email at: maxsupport@max.gov or by telephone at 202-395-6860. MAX Support team members are available weekdays between the hours of 8:30 AM and 9:00 PM EST and weekends between the hours of 9:00 AM and 6:00 PM EST.

Note for Cloaked Users: Certain users log into *Integrity* with “cloaked accounts,” which take the form of inactive, system-generated email addresses (e.g., AAB11111-1111-11BB-BBB-1AAB1B11BB1B@integrity.gov). The users falling into this category include Filer Designees and Filers of Nominee reports who are not already *Integrity* users. The identity of a cloaked user is hidden from MAX Support.

- Filer Designees: Contact the Filer who added you as a Filer Designee.
- Nominee Filer: If you have not yet filed a Nominee draft, contact the office that added you as a Nominee (e.g., the Presidential Personnel Office). If you have already filed a Nominee draft that is under review or has been reviewed by an Agency, contact that Agency.

If You Receive an “Access Denied” Message



Typically, this message results from one of the following two issues:

1. Your Agency has not yet added you to *Integrity* as a Filer or Reviewer.
2. Your Agency has added you to *Integrity* using a different email address. For example, you are attempting to log in using `jsmith@agency.gov`, but your Agency has added you to *Integrity* using `john.smith@agency.gov`.

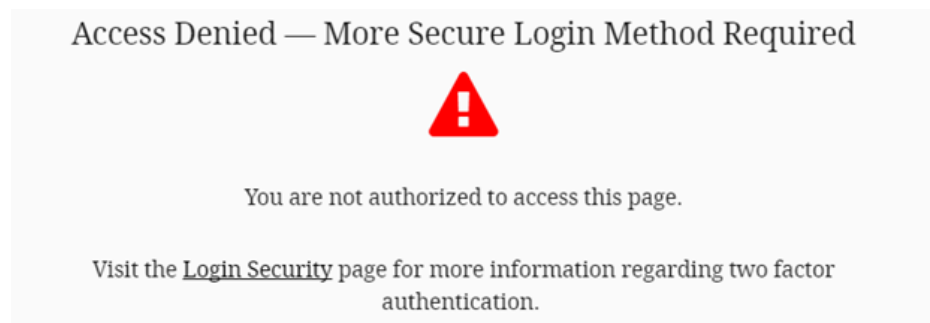
Contact your Agency *Integrity* administrator or an ethics official for assistance.

If You Receive an “Internal system error occurred...” Message

Typically, this message means there is a temporary disruption with MAX.gov, and *Integrity* is unable to access the MAX.gov failover site.

Please try going to <https://max.gov> and log in with your normal credentials. Open another browser tab or window (without closing the original tab or window) and go to <https://integrity.gov>. Click the “Login” button. If you continue to have difficulties, contact your Agency *Integrity* administrator or an ethics official.

If You Receive a “More Secure Login Method Require” Message



Typically, this message occurs if you log in with only a user name and password (Level 1 security) but hold a Reviewer/Administrator role at an Agency that has required a more secure login method (Level 2 or Level 3). See [section 2.2](#). If you have a PIV/CAC card or can use Agency Federated Partner Automated Login (which will work for Level 2 and Level 3), close your browser and log back into *Integrity* using one of those two methods. Otherwise, please contact your Agency *Integrity* administrator or an ethics official.

If the Screen Freezes after Login

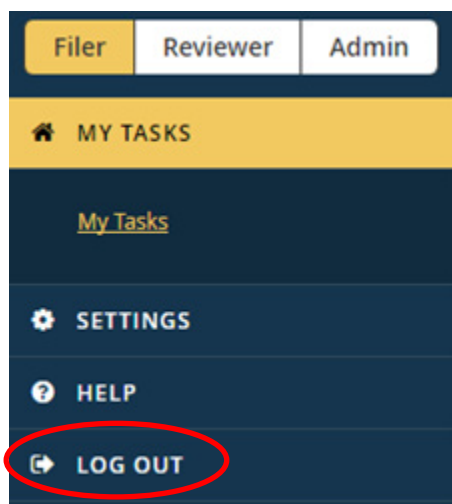
Typically, this message results from one of the following two issues:

1. You are using an incompatible Internet browser or a browser with incompatible settings. To use *Integrity*, you must have Internet Explorer (IE) 10 or greater, Google Chrome 36 or greater, Firefox 31 or greater, or Safari 6 or greater. *Integrity* also works with IE 9 if Adobe Flash Player is installed and enabled. Contact your Agency IT Helpdesk for assistance.
2. You need to clear your Internet browser's cache. A browser's cache stores various pieces of information from web pages that you visit. Occasionally, the cache can prevent you from seeing updated content or cause functional problems. You can fix many browser problems by simply clearing your cache. To clear your browser's cache (temporary files), visit <http://www.wikihow.com/Clear-Your-Browser's-Cache> for instructions. After clearing your cache, close your Internet browser window(s) completely and, then, open a new browser window to begin the login process again.

2.4 - Logging Out

2.4.1 - Use the Log Out Button

To log out of *Integrity*, select “Log Out” from the list of menu options in the left-side navigation menu.



After logging out, you will see a log out confirmation page. Close your Internet browser to complete the exit process.



2.4.2 - Close Your Internet Browser

Closing your Internet browser will end your *Integrity* session; however, you should always log out using the “Log Out” button before closing your browser.

Section 3: User Settings

Section 3 explains how to change your user settings.

3.1 - Login ID

Access to *Integrity* is associated with a MAX User ID (normally the email address used to register you in *Integrity*). In most cases, you will not change a MAX User ID once assigned, unless you change Agencies.

3.1.1 - Changed Agencies

Contact your Agency *Integrity* Administrator if you changed Agencies and did not receive a new MAX User ID.

3.1.2 - Did Not Change Agencies

Contact your Agency *Integrity* Administrator if you need to change your MAX User ID but are not changing Agencies.

3.1.3 - Missing Access to Your Reports

In order to provide you with access to your reports filed with a prior Agency, *Integrity* will relate your old MAX User ID to your new MAX User ID. Contact your Agency *Integrity* Administrator if, after logging in with your new MAX User ID, you can no longer see your old reports.

Note that you will not have access to reports that you reviewed at a prior Agency.

3.2 - Login Password or Pin

3.2.1 - MAX Password

Follow the instructions on the Login page to reset your password.

3.2.2 - Personal Identity Verification (PIV) Card / Common Access Card (CAC) Pin

Contact the PIV Card or CAC issuing authority at your Agency.

3.3 - Contact Information

3.3.1 - View at Initial Login

You will be asked to verify your contact information when you log into *Integrity* for the first time.

3.3.2 - View at a Later Date

You can view your contact information at any time by selecting, first, “Settings” and, then, “My Contact Info” from the left-side navigation menu on your primary window. The menu option is available in all three interfaces.

The screenshot shows the 'My Contact Info' form within the 'UNITED STATES OFFICE OF GOVERNMENT ETHICS' interface. The left sidebar contains navigation links: MY TASKS, SETTINGS (highlighted), My Contact Info (active), My Designees, HELP, and LOG OUT. The form fields are as follows:

- LAST NAME: Filer1
- FIRST NAME: Sample
- MIDDLE INITIAL: M
- SUFFIX: Please Select (dropdown)
- MAX LOGIN: TR_OGE_0450@training.integrity.gov
- Address section with a note: "Provide your current Government office address. If you do not have a Government office address, provide your mailing address."
- ADDRESS LINE 1: 1201 New York Ave.
- ADDRESS LINE 2 (OPTIONAL): Please enter your Answer
- CITY: Washington
- STATE: District of Columbia (dropdown)
- COUNTRY: United States (dropdown)
- ZIP CODE (ZIP + 4 OPTIONAL): 20005
- TELEPHONE: Please enter your Answer
- EMAIL TO USE FOR INTEGRITY NOTIFICATIONS: TR_OGE_0450@training.integrity.gov
- SECONDARY E-MAIL (OPTIONAL): Please enter your Answer

A 'Done' button is located at the bottom left of the form.

3.3.3 - Change Contact Information

You can change your office address and telephone number on the “My Contact Info” page. Contact your Agency *Integrity* Administrator or your ethics official if you need to change your name or your MAX login (i.e., the email that you need to use when logging into MAX and *Integrity*).

3.4 - Filer Designees

3.4.1 - What Does a Filer Designee Do?

The Filer Designee role permits a user to log in and view reports associated with a particular Filer. A Filer Designee can also edit information and respond to Reviewer comments; however, a Filer Designee may not file the report. Only a Filer may file the Filer’s report.

Filer Designee roles are assigned by the Filer. Each Filer Designee role for each Filer receives a unique user name that the Filer Designee must use to login.

3.4.2 - Filer Designee v. Reviewer

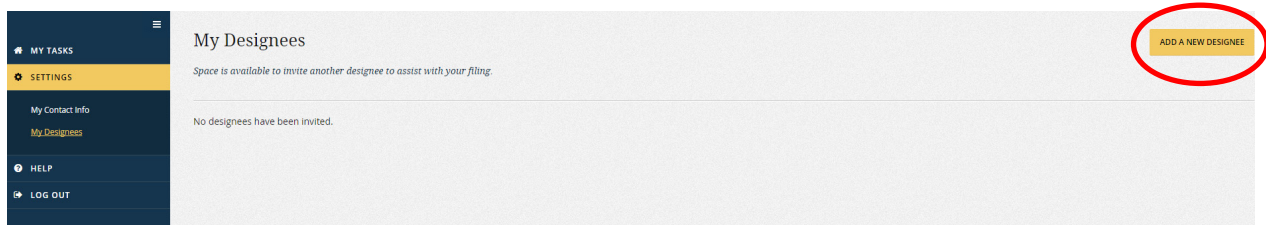
Both a Filer Designee and an Agency Reviewer (e.g., Supervisor, Screener, Ethics Official, and Certifying Official) may edit entries on a Filer's report but lack the ability to file the report on the Filer's behalf. The Filer Designee and Reviewer roles, nonetheless, differ substantially as discussed below.

1. A Filer Designee sees all of the Filer's reports, which would include past reports filed with other Agencies and Groups. This access permits the Filer Designee to reference such information when helping to complete a new report. A Reviewer, by contrast, can see reports only in Groups to which the Reviewer has access.
2. A Filer Designee, when working on a report, operates in the Filer interface, experiencing the form as a Filer does. Therefore, a Filer Designee has access to Filer interface features such as the filing wizards and pre-population. A Reviewer accesses and edits a report through the Reviewer interface. A Reviewer cannot use the pre-populate feature to copy data from a prior report into a new report.
3. A Filer Designee receives his or her access from the Filer. A Reviewer receives access from another *Integrity* user with staff assignment rights, such as the Certifying Official for that Group.
4. A Filer Designee role is specific to that Filer. Therefore, if a user is a Filer Designee for multiple Filers, that user will have multiple User IDs for each of those Filer Designee roles. A Reviewer uses his or her own MAX User ID.
5. A Filer Designee's User ID is "cloaked," meaning that the MAX User ID does not reference the individual, and the individual will not appear in the general directory of MAX users. Cloaking is required to protect the privacy of Filer Designees who may not be Government employees (e.g., the Filer's personal attorney or accountant). Reviewers, by contrast, are Government employees and, as noted above, use their own MAX User IDs.

In most cases, if a Filer wishes to receive assistance from a user who is already a Reviewer with access to the Group in question, that user would provide the assistance using the Reviewer role. However, if the Filer requires assistance from an individual who is not a Reviewer, the Filer would need to grant that individual Filer Designee access. The Filer would also make an individual a Filer Designee if that individual requires access to all of the Filer's past reports or requires the ability to pre-populate a report from a prior report. See Section 4 for more information on pre-population.

3.4.3 - Add a Filer Designee

Add a Filer Designee by selecting, first, “Settings” and, then, “My Designees” from the left-side navigation menu on your primary window. The “My Designees” screen will appear to the right. Click the “Add a New Designee” button.



A new screen will appear that contains fields to identify the designee. Complete those fields and click the “Save Designee” button.

Your Filer Designee will receive an email notification to set up the MAX User ID for this Filer Designee role.

3.4.4 - Remove a Filer Designee

Remove a Filer Designee by selecting, first, “Settings” and, then, “My Designees” from the left-side navigation menu on your primary window. The “My Designees” screen will appear to the right. Select the “Remove” button.

3.4.5 - Resend a Notice to a Filer Designee

If a Filer Designee did not receive a set-up notice from *Integrity* or if the Filer Designee cannot remember the login ID, you can resend the notice. Go to “Settings” and, then, “My Designees” from the left-side navigation menu on your primary window. The “My Designees” screen will appear to the right. Select the “Reinvite” button.

3.5 - Display Size

3.5.1 - Increase or Decrease Display Size

You can increase or decrease the display size of text within *Integrity* by using the zoom command within your Internet browser.

Increase Size

Hold the “Ctrl” button (or “Command” if you are using an Apple Macintosh) AND rotate your mouse roller wheel away from you. Your browser may support other methods of zooming as well.

Decrease Size

Hold the “Ctrl” button (or “Command” if you are using an Apple Macintosh) AND rotate your mouse roller wheel toward you. Your browser may support other methods of zooming as well.

3.5.2 - Issues Related to Increased Display Size

Increasing the display size of text and images within *Integrity* by zooming may result in certain buttons or fields appearing off the screen. Scroll left/right or up/down to see these buttons or fields.

At higher levels of zoom, the formatting and arrangement of certain screen elements may become distorted. Reduce the display size to correct the issue.

3.6 - Font Compatibility

If text or buttons within *Integrity* are not displaying as expected, your Agency may be blocking the required fonts.

You can verify whether your system accepts the required fonts by running the *Integrity* Font Test, which is available at the following link:

<https://integrity.gov/efeds-forms-harness/ui/font-test.html>

Ask your Agency IT Help Desk for assistance if you do not see the icons at the bottom of the test screen.

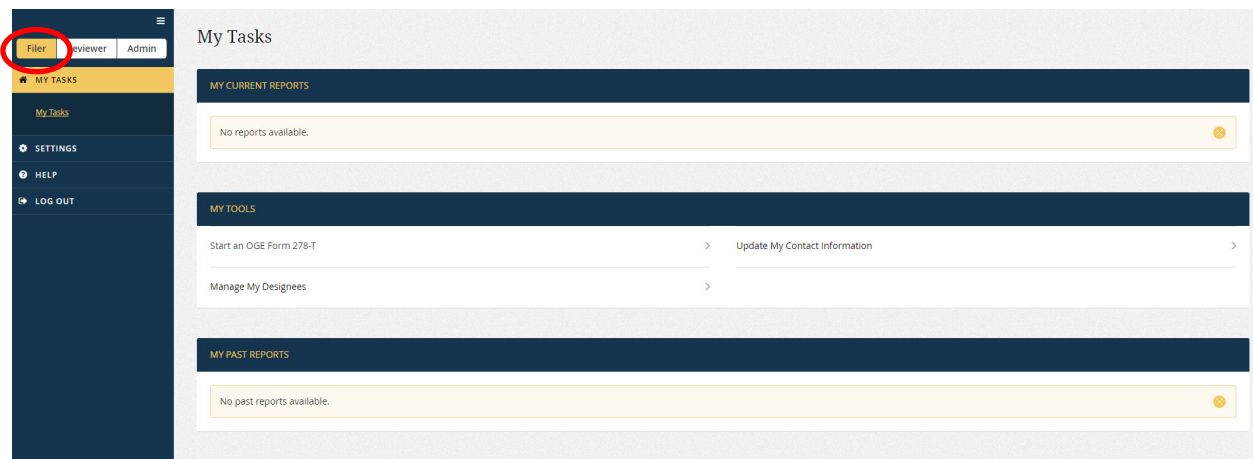
Section 4: Filer Actions (OGE Form 278e)

Section 4 explains how a Filer can complete an OGE Form 278e, respond to Reviewer comments, and view old OGE Form 278e reports.

4.1 - Primary Filer Window

4.1.1 - Filer Interface

Reports are filed in the Filer interface. If you only use *Integrity* as a Filer, then you will be routed to the Filer interface automatically after login. If you have other roles in *Integrity*, however, you will be routed to the Reviewer interface after login. Switch to the Filer interface by selecting the “Filer” tab in the upper left corner of the screen.



4.1.2 - Menu Options

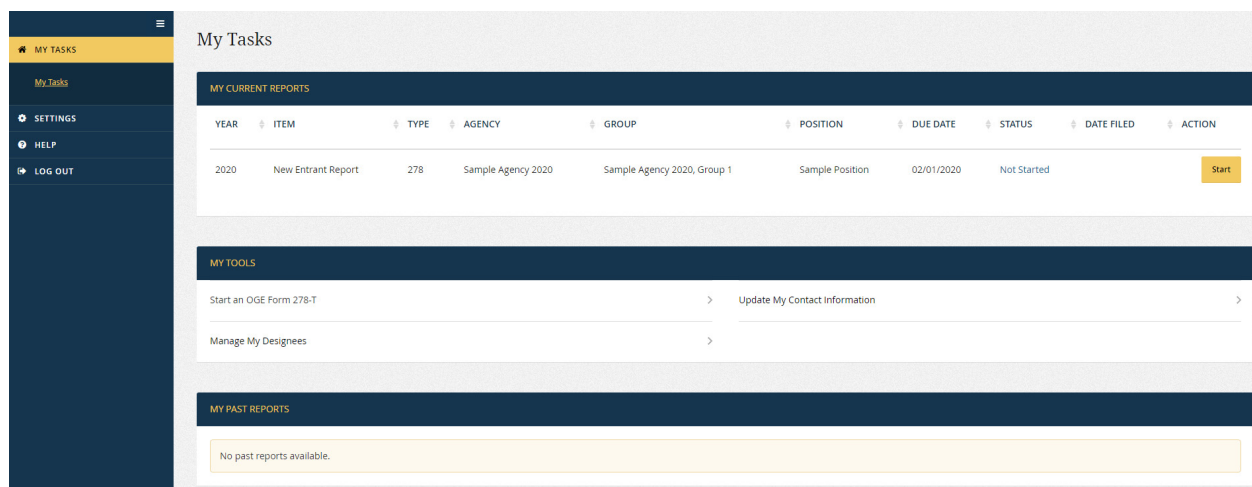
The menu options on the primary Filer interface window are:

- **My Tasks:** Use this page to file reports, respond to Reviewer questions, and view past reports.
- **Settings:** Use the “Settings” page to review/update your contact information and manage your Filer Designees. See section 3 for more information.
- **Help:** Use the “Help” page to find basic information about *Integrity* and the public financial disclosure forms.
- **Log Out:** Select “Log Out” to exit *Integrity*.

4.1.3 - My Tasks

“My Tasks” is the default landing page within the Filer interface. On the left side of the screen, the “My Tasks” tab will be highlighted. On the right side of the screen, you will see the “My Tasks” work area, which is divided into three parts.

- My Current Reports: Displays any assigned, started, or review-in-progress reports you have.
- My Tools: Displays links for self-assigning a 278-T, viewing/editing your contact information, and adding/removing your Filer Designees.
- My Past Reports: Displays your previously completed reports.



4.2 - Start a Report

4.2.1 - Select an Assigned Report

If you see an assigned OGE Form 278e under “My Current Reports,” click the “Start” button at the far right. The report will open in a new, secondary window.

4.2.2 - Self-Assign a Report

You cannot self-assign an OGE Form 278e within *Integrity*. If you do not see an assigned report and think you need to file one, contact your ethics official.

4.2.3 - Pre-Population

The pre-population feature allows you to copy entries from a prior OGE Form 278e into a new report. Pre-population will save you time because you can start with the previously entered information and make changes as needed rather than typing in everything again. In addition, *Integrity* will track any changes that you make between the selected prior report and the new report. After you complete the new report, the record of these

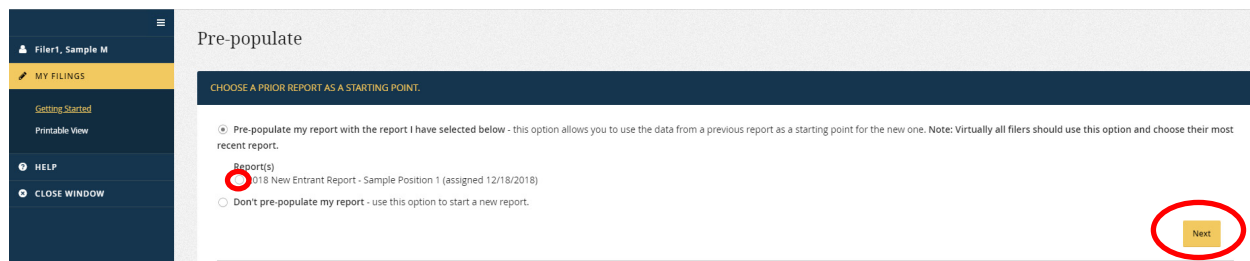
changes will be available to you and Reviewers in the “Compare” feature, which should speed the review process (see [section 4.5.7](#)). For these reasons, you should generally use the pre-population feature if available.

Availability of the Pre-Population Feature

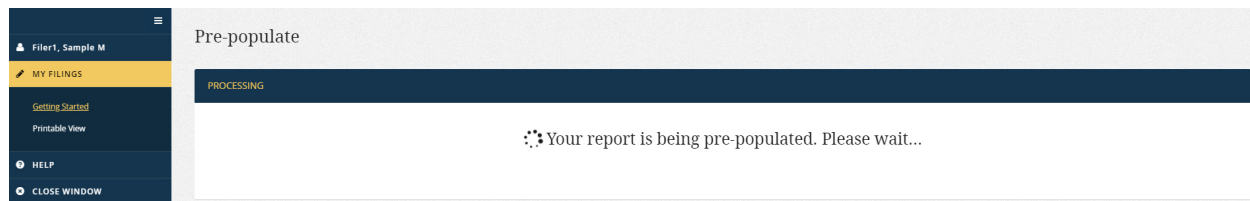
The “Pre-Populate” page appears the first time that you open a report if you have any other previously assigned OGE Form 278e reports in *Integrity*. The page will also appear after you reset a started report (see [section 4.2.5](#)).

Select a Report to Pre-Populate

You will see a list of available reports, organized from the most recently assigned report to the oldest. Select a report and then click “Next” button.



Integrity will display the following message as your report is being pre-populated.



Depending on the size of your report and your connection speed, the process may take a few minutes. Do not close the report or attempt to move to a different page while pre-population is running. If pre-population does not finish after a few minutes, exit the report and then reset the report (see [section 4.2.5](#)) before attempting pre-population again.

Change a Pre-Populate Selection

You cannot revisit the “Pre-Populate” page after you make a selection, unless you reset the report (see [section 4.2.5](#)).

4.2.4 - Getting Started Page

The “Getting Started” page contains questions that populate the Cover Page of the OGE Form 278e. This page also collects additional background information to be used by the Reviewer, including a job description if required by your Agency.

Getting Started: New Entrant Report 278

Reset Filing

GENERAL INFORMATION

YOUR NAME
As it will appear in your public financial disclosure report.

LAST NAME [?] Filer 1

FIRST NAME [?] Sample

MIDDLE INITIAL [?] M

If your name is not shown correctly above, please contact your Agency Ethics Official for assistance before you submit your report.

POSITION & AGENCY
Provide the title and agency of the position for which you are filing.

AGENCY Sample Agency 2020

GROUP Sample Agency 2020, Group 1

POSITION TITLE Sample Position

DUE DATE 02/01/2020

FILER CATEGORY
Please select a filer category.

Career SES

SPOUSE
If you are married, you will need to report your spouse's assets and income. Select the one answer that best describes the application of the disclosure rules to your marital status. This question is required to proceed to the next question.

☐ I have a spouse [?] and the spousal disclosure requirement applies.

☐ This requirement does not apply.

DATE OF APPOINTMENT
Start Date

01/02/2020

Tip about reporting periods: Different parts of your financial disclosure report will need to cover different periods of time. Click the "?" icon on a page to see the reporting period applicable to the questions being asked.

Getting Started Fields

The “Getting Started” page has the following fields:

- **Last Name, First Name, and Middle Initial:** You cannot edit these fields. If a correction is needed, contact your Agency **before** submitting your report. Submitting your report constitutes your electronic signature and the signature cannot be revised after being added to the report. To make a change after submission, your Agency would need to assign you a new report.
- **Agency and Group:** You cannot edit these fields. If you do not believe you should be filing this type of report with this Agency or Group, contact your Agency **before** submitting your report.
- **Position Title:** You can edit this field if your title is incorrect.
- **Due Date:** You cannot edit this field. If you that believe the due date is incorrect or you need an extension, contact your Agency **before** submitting your report.
- **Filer Category:** Your Agency may have assigned a default Filer Category to you when adding you as a Filer. That default Filer Category pre-populated this field. You can change the Filer Category if it is incorrect for this position.
- **Spouse:** You must complete this field to continue with your report. If you select “Yes,” *Integrity* will later ask you questions about assets or income that may be reportable for your spouse. If you answer “No,” *Integrity* will bypass those questions. Do not select “No” simply because you think your spouse lacks reportable assets and income.

- **Date of Appointment (excluding Nominee Reports):** You must complete this field before submitting a New Entrant report. The field is optional for Annual, Termination, and Annual/Termination reports, but it is helpful if you complete it.
- **Date of Termination (Termination and Annual/Termination Reports):** You must complete this field before submitting a Termination or Annual/Termination report.
- **Job Description (if required by your Agency):** Some Agencies require Filers to upload job descriptions as part of the filing process. If you see this field on the “Getting Started” page, you must upload a copy before submitting your report.

Saving Changes

You can save changes to the fields on the “Getting Started” by clicking the “Save” button or the “Next” button.

DATE OF APPOINTMENT
Start Date 01/02/2020

Tip about reporting periods: Different parts of your financial disclosure report will need to cover different periods of time. Click the “?” icon on a page to see the reporting period applicable to the questions being asked.

Save Next

4.2.5 - Reset a Report

You may reset a report at any point prior to filing. Resetting a report deletes all of the information that you have entered already and takes you back to the starting point of the filing process. This feature is generally only used by Filers who wish to make a different selection on the “Pre-Populate” page.

To reset a report, click the “Reset Filing” button that appears in the upper right corner of the “Getting Started” page.

Getting Started: Annual Report 278

Reset Filing

GENERAL INFORMATION

YOUR NAME
As it will appear in your public financial disclosure report.

LAST NAME First Name Middle Initial
Filer1 Sample M

If your name is not shown correctly above, please contact your Agency Ethics Official for assistance before you submit your report.

POSITION & AGENCY
Provide the title and agency of the position for which you are filing.

AGENCY GROUP POSITION TITLE DUE DATE
Sample Agency 2019 Sample Agency 2019, Group 1 Sample Position 1 05/15/2019

Integrity will ask you to confirm your decision.

⚠️ CONFIRM RESET ⚠️



Are you sure you want to reset the filing? This will delete all previously entered information and return you to the prepopulation screen. **This cannot be undone.**

Cancel

Reset Filing

4.3 - File a Report

4.3.1 - Basics

Navigating Your Report

You can navigate through your report in two ways. First, where available, you can use the “Next” and “Previous” buttons that appear in the right-side display. After you reach a section of the report, a menu option, corresponding to that section, will appear on the left-side of the page. You can use the left-side menu options to skip around the report without going through each page in sequence using the “Next” and “Previous” buttons.

Grids

After reviewing some general information about yourself and your position on the “Getting Started” page, you report your interests in data entry grids that correspond to the substantive parts of the form.

Wizards

To help you complete the data entry grids, *Integrity* routes first-time Filers through a series of questions that vary based on your entries in prior grids as well as your answers to prior questions. You must complete these questions before you can move forward to the next part in the filing. We call these context-dependent questions “Filing wizards.”

After your initial filing, you will go through the wizards for future reports only if (1) you choose not to pre-populate your report from a prior report; (2) you add a new non-federal position; or (3) you did not report any information for your spouse on the prior report.

Submission and Printing

Once you have completed each required section, you will have a chance to review your work before signing and submitting the report electronically. You can also print a copy of the report.

4.3.2 - Steps and Menu Options

The menu options on the left-side navigation menu correspond to the steps to completing the report within *Integrity*. However, you will see only (1) the step that you are currently completing; (2) the steps you have already completed; and (3) a link to a view of what the OGE Form 278e will look like once printed, including the data you have entered so far. In addition, some menu options will disappear after you complete the corresponding step.

- **Getting Started:** This page contains questions that populate the Cover Page of the OGE Form 278e. “Getting Started” also collects additional background information to be used by the Reviewer, including a job description if required by your Agency. See [section 4.2.4](#) for more information.
- **Your Prior Federal Positions:** This page is a data entry grid used to populate the relevant section of the Cover Page of the OGE Form 278e.

The screenshot shows the 'Your Prior Federal Position(s)' page. On the left is a dark blue navigation menu with options: 'Filer1, Sample M', 'MY FILINGS', 'Getting Started', 'Federal Positions', 'Printable View', 'HELP', and 'CLOSE WINDOW'. The main content area has a title 'Your Prior Federal Position(s)' and an 'Add New Federal Position' button. Below the title is a text box with instructions: 'Report any prior positions that you held with the United States federal government during the last 12 months. Do not include the position for which you are filing.' There is a '25 records per page' dropdown and a search box. A table header is visible with columns: '#', 'POSITION', 'FROM', and 'TO'. Below the header, it says 'No rows to display' and 'Showing 0 to 0 of 0 entries'. Navigation buttons include 'Previous Step', 'Next Step', and 'Previous/Next' arrows. At the bottom, there is a checkbox labeled 'I do not have any Federal Positions to report.'

- **Filer’s (your) Positions Held Outside the United States Government:** This page is a data entry grid equivalent to Part 1 of the OGE Form 278e.

The screenshot shows the 'Part 1: Filer's Positions Held Outside United States Government' page. The navigation menu is identical to the previous screenshot. The main content area has a title 'Part 1: Filer's Positions Held Outside United States Government' and an 'Add New Position' button. Below the title is a text box with instructions: 'Report any positions that you held at any time during the reporting period for this section (excluding positions with the United States federal government).'. It lists exclusions: (1) positions with religious, social, fraternal, or political organizations; (2) positions solely of an honorary nature; (3) positions held as part of your official duties with the United States federal government; (4) mere membership in an organization; and (5) passive investment interests as a limited partner or non-managing member of a limited liability company. It also states: 'In addition, you do not need to report service as a member of an advisory board or committee if the following criteria are met: (1) the advisory board or committee is that of a non-profit organization or governmental organization; (2) your service is unpaid; and (3) you have no fiduciary duties of the sort exercised by officers, directors, or trustees.' There is a '25 records per page' dropdown and a search box. A table header is visible with columns: '#', 'ORGANIZATION NAME', 'ORGANIZATION TYPE', 'POSITION HELD', 'TYPE', 'FROM', and 'TO'. Below the header, it says 'No rows to display' and 'Showing 0 to 0 of 0 entries'. Navigation buttons include 'Previous Step', 'Next Step', and 'Previous/Next' arrows. At the bottom, there is a checkbox labeled 'I do not have any positions to report.'

- **Filer’s (your) Position-Related Interests:** This page begins a filing wizard that appears if you add a position to the “Positions” grid. The answers to the filing wizard questions are used to complete portions of “Filer’s Employment Assets & Income and Retirement Accounts”; “Filer’s Employment Agreements and Arrangements”; and “Filer’s Sources of Compensation Exceeding \$5,000 in a Year.”

Position-Related Interests

YOUR EMPLOYMENT-RELATED ASSETS AND INCOME

Under the financial disclosure rules, you need to report assets and income related to your business, employment, and other income-generating activities. To help you identify and report these interests, we will ask you a series of questions based on the positions that you have reported. We will also ask you questions related to any retirement plans or accounts that you might have. After you answer these questions, we will show you what has been reported so far and ask you to make any additions, subtractions, or changes as needed.

Please select the "Next" button below and we will get started.

[Previous](#) [Next](#)

Your Position-Related Interests

MY PROGRESS

You will see a "Start/Edit" button next to each position. Select that button. Integrity will ask you several questions about interests commonly associated with the type of position that you reported. After answering those questions, you will return to this page. Potentially reportable items will appear underneath the position. Click the "Start/Edit" button next to each item to answer questions about that item. Once you have completed all of the items for each position, select the "Next" button to continue.

Allied Business Computing, Chief Financial Officer [Start/Edit](#)

[Previous](#) [Next](#)

- **Filer's (your) Retirement Plans/Accounts:** This page begins a filing wizard that appears for first-time Filers and for Filers that add a position to the "Positions" grid. The answers to the filing wizard questions are used to complete portions of "Filer's Employment Assets & Income and Retirement Accounts" and "Filer's Employment Agreements and Arrangements." After you exit the "Filer's Retirement Plans/Accounts" wizard, both the "Position-Related Interests" and "Retirement Plans" menu options will disappear.

Retirement Plans/Accounts

IDENTIFY THE TYPES OF RETIREMENT PLANS

In this section, you will report your retirement plans or accounts for the reporting period (excluding United States federal government retirement plans, which are not reportable).

TYPE OF PLAN
Select each type of retirement plan or account that you held during the reporting period.

☐ individual account (e.g., IRA, Roth IRA, SEP IRA, and Keogh Plans)
 ☐ defined contribution plan (e.g., 401k, 403b, 401a, 457, and TIAA-CREF accounts obtained through employment)
 ☒ defined benefit plan (i.e., traditional pension)
 ☐ cash balance pension plan
 ☐ other retirement plan not specified
 ☐ no retirement plans or accounts (other than from United States federal government employment)

[Previous](#) [Save](#) [Next](#)

Your Retirement Plans/Accounts

MY PROGRESS

You will see an "Add" button next to each type of retirement plan or account selected on the prior page. Select the "Add" button to report a particular plan or account of that type. If you need to edit one of the plans or accounts that you already reported, select the "Edit" button. Once you have reported all of your retirement plans or accounts, select the "Next" button to continue.

DEFINED BENEFIT PLAN (I.E., TRADITIONAL PENSION)

[Add Defined Benefit Plan](#)

Progress Company

[Previous](#) [Next](#)

- **Filer's (your) Employment Assets & Income and Retirement Accounts:** This page is a data entry grid equivalent to Part 2 of the OGE Form 278e. If you were routed through the filing wizards, some entries will have been added to this grid automatically. You can change these entries as needed.

Part 2: Filer's Employment Assets & Income and Retirement Accounts

In order to have a complete financial disclosure report, you need to report all of the following:

- Each source from which you received more than \$200 in earned and other non-investment income during the reporting period for this section (e.g., salary, fees, partnership share, honoraria, scholarships, and prizes).
- Each asset related to your business, employment, or other income-generating activities if the asset has a value greater than \$1,000 or if you received more than \$200 in income from the asset during the reporting period (e.g., equity in business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, anticipated payments such as severance, deferred compensation, and intellectual property such as book deals and patents). Click the question mark for more examples.
- Do not include assets or income from United States federal government employment. In addition, do not include assets that were acquired separately from your business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account) because you will report these assets in Part 6, Other Assets and Income.

25 records per page

Search:

#	DESCRIPTION	EIP	VALUE	INCOME TYPE	INCOME AMOUNT
No rows to display					

Showing 0 to 0 of 0 entries

Previous Step Next Step

☐ I do not have any assets or income to report for this section.

- **Filer's (your) Employment Agreements and Arrangements:** This page is a data entry grid equivalent to Part 3 of the OGE Form 278e. If you were routed through the filing wizards, some entries will have been added to this grid automatically. You can change these entries as needed.

Part 3: Filer's Employment Agreements and Arrangements

In order to have a complete financial disclosure report, you need to report any agreements or arrangements that you have with an employer or former employer (except the United States federal government) for the following:

- future employment;
- leave of absence;
- continuing payments (e.g., severance, bonus, final partnership distribution);
- continuing participation in an employee welfare, retirement, or other benefit plan (e.g., defined benefit pension plan, deferred compensation, life insurance coverage); and
- retention or disposition of employer-awarded equity, sharing in profits or carried interests (e.g., vested and unvested stock options, restricted stock, etc.).

The table below lists the agreements and arrangements that you have reported so far. Add, update, or remove entries as needed to satisfy the reporting requirements.

25 records per page

Search:

#	EMPLOYER OR PARTY	CITY/STATE	STATUS AND TERMS	DATE
No rows to display				

Showing 0 to 0 of 0 entries

Previous Step Next Step

☐ I do not have any arrangements to report.

- **Filer's (your) Sources of Compensation Exceeding \$5,000 in a Year (*New Entrant and Nominee Reports only*):** This page is a data entry grid equivalent to Part 4 of the OGE Form 278e. If you were routed through the filing wizards, some entries will have been added to this grid automatically. You can change these entries as needed.

Filer1, Sample M

MY FILINGS

Getting Started
Federal Positions
Positions
Employment Assets & Income
Employment Arrangements
Sources of Compensation
Printable View

HELP

CLOSE WINDOW

Part 4: Filer's Sources of Compensation Exceeding \$5,000 in a Year

Add New Source of Compensation

Before we finish the part of your report that deals with your business and employment activities, we will check whether we have captured all of your reportable sources of compensation.

In this section, you need to report any source (except the United States federal government) that paid more than \$5,000 for your services in any year of the reporting period, which covers the current calendar year and the two preceding calendar years. Reportable sources include your employer, your business, and any clients to whom you provided more than \$5,000 in services.

Based on your responses to the previous sections, the table below has been pre-populated with sources of compensation. Review these entries and edit, add, or remove any entries as needed, making sure to include a description of your duties.

* In certain rare cases, you need not publicly disclose the identity of confidential clients. In those cases, you must indicate in the report that such information has been excluded, the number of sources excluded, and, if applicable, a citation to the statute, regulation, rule of professional conduct, or other authority pursuant to which disclosure of the information is specifically prohibited. For Presidential nominees, the non-disclosure of confidential clients must be approved in advance by OGE.

25 records per page

Search:

#	SOURCE NAME	CITY/STATE	BRIEF DESCRIPTION OF DUTIES
No rows to display			

Showing 0 to 0 of 0 entries

Previous
Next

Previous Step

Next Step

☐ I do not have any sources of compensation to report.

- Spouse's Employment Interests:** This page begins a wizard that appears for first-time Filers who indicate that they have a spouse. The wizard also appears for Filers who indicate that they have a spouse but who did not report assets for a spouse on the prior report. The answers to the wizard questions are used to complete portions of "Spouse's Employment Assets & Income and Retirement Accounts."

Filer1, Sample M

MY FILINGS

Getting Started
Federal Positions
Positions
Employment Assets & Income
Employment Arrangements
Sources of Compensation
Spouse's Employment
Printable View

HELP

CLOSE WINDOW

Spouse's Employment Interests

YOUR SPOUSE'S EMPLOYMENT-RELATED ASSETS AND INCOME

The next several sections address your spouse's business, employment, and other income-generating activities. Similar to the process used for your interests, we will first ask you a series of questions specific to the types of interests that your spouse has. We will then show you what has been reported so far and ask you to make any additions, subtractions, or changes as needed.

Please select the "Next" button below and we will get started.

Previous

Next

Filer1, Sample M

MY FILINGS

Getting Started
Federal Positions
Positions
Employment Assets & Income
Employment Arrangements
Spouse's Employment
Printable View

HELP

CLOSE WINDOW

Spouse's Employment Interests

QUESTIONS RELATED TO A SPOUSE'S EMPLOYMENT INTERESTS

In this section, you will report your spouse's employment-related assets and income (excluding retirement plans).

EARNED INCOME (EXCLUDING HONORARIA)
Did your spouse receive any earned income from a single source totaling more than \$1,000 during the reporting period? Do not include honoraria (which we ask about separately below) or income from employment with the United States federal government.

☐ Yes
☐ No

- Examples of reportable earned income: (1) salary and/or bonus; (2) consulting fees; (3) director fees; (4) legal fees from a solo legal practice; (5) LLC distribution; (6) partnership share; (7) severance; and (8) trustee fees.

HONORARIA
Did your spouse receive honoraria from any one source totaling more than \$200 during the reporting period?

☐ Yes
☐ No

ASSETS
Did your spouse hold any assets related to employment during the reporting period? Do not include interests held in a retirement plan. We will ask about retirement plans later.

☐ Yes
☐ No

Previous

Save

Next

- **Spouse’s Retirement Plans/Accounts:** This page begins a wizard that appears for first-time Filers who indicate that they have a spouse. The wizard also appears for Filers who indicate that they have a spouse but who did not report assets for a spouse on the prior report. The answers to the wizard questions are used to complete portions of “Spouse’s Employment Assets & Income and Retirement Accounts.” After you exit the “Spouse’s Retirement Plans/Accounts” wizard, both the “Spouse’s Employment” and “Spouse’s Retirement Plans” menu options will disappear.

- **Spouse’s Employment Assets & Income and Retirement Accounts:** This page is a data entry grid equivalent to Part 5 of the OGE Form 278e. The grid appears only if the Filer indicates that he or she has a spouse. Otherwise, *Integrity* automatically notes “None” on the OGE Form 278e for Part 5.

Filer1, Sample M.

MY FILINGS

Getting Started

Federal Positions

Positions

Employment Assets & Income

Employment Arrangements

Sources of Compensation

Spouse's Employment Assets & Income

Printable View

HELP

CLOSE WINDOW

Part 5: Spouse's Employment Assets & Income and Retirement Accounts

Add New Item

For this section, you need to report all of the following for your spouse:

- Each source from which your spouse received earned income (excluding honoraria) greater than \$1,000 during the reporting period for this section (e.g., salary, consulting fees, and partnership share).
- Each source from which your spouse received honoraria greater than \$200 during the reporting period.
- Each asset related to your spouse's business, employment, or other income-generating activities if the asset has a value greater than \$1,000 or if your spouse received more than \$200 in income from the asset during the reporting period (e.g., equity in business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, deferred compensation, and intellectual property, such as book deals and patents). Click the question mark for more examples.
 - Do not include assets or income from United States federal government employment. In addition, do not include assets that were acquired separately from your spouse's business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account) because you will report these assets in Part 6, Other Assets and Income.

25 records per page

Search:

Bulk Action

#

DESCRIPTION

EF

VALUE

INCOME TYPE

INCOME AMOUNT

No rows to display

Showing 0 to 0 of 0 entries

Previous Step

Next Step

☐ I do not have any assets or income to report for this section.

- Other Assets and Income: This page is a data entry grid equivalent to Part 6 of the OGE Form 278e.

Filer1, Sample M.

MY FILINGS

Getting Started

Federal Positions

Positions

Employment Assets & Income

Employment Arrangements

Sources of Compensation

Spouse's Employment Assets & Income

Other Assets & Income

Printable View

HELP

CLOSE WINDOW

Part 6: Other Assets and Income

Add New Item

In the previous sections, you reported employment-related assets and income for you and your spouse. Now, you will report any other assets and investment income that we have not yet collected. This section applies to you, your spouse, and any dependent children that you may have.

For this section, report:

- Each asset, not already reported in prior sections, that has a value greater than \$1,000.
- Each asset, not already reported in prior sections, from which more than \$200 in investment income was received during the reporting period for this section. Click the question mark for examples of reportable assets. For purposes of the value and income thresholds, aggregate your interests with those of your spouse and your dependent children.
 - Do not report the following types of assets: (1) your personal residence (unless it was rented out during the reporting period); (2) income or retirement benefits associated with United States federal government employment (e.g., Thrift Savings Plan); and (3) cash accounts (e.g., checking, savings, money market accounts) at a single financial institution with a value of \$5,000 or less (unless more than \$200 of income was produced).

25 records per page

Search:

Bulk Action

#

DESCRIPTION

EF

VALUE

INCOME TYPE

INCOME AMOUNT

OWNER

No rows to display

Showing 0 to 0 of 0 entries

Previous Step

Next Step

☐ I do not have any assets or income to report for this section.

- Transactions (*Annual, Termination, and Annual/Termination Reports only*): This page is a data entry grid equivalent to Part 7 of the OGE Form 278e.

Filer1, Sample M.

MY FILINGS

Getting Started

Federal Positions

Positions

Employment Assets & Income

Employment Arrangements

Spouse's Employment Assets & Income

Other Assets & Income

Transactions

Printable View

HELP

CLOSE WINDOW

Part 7: Transactions

Add New Transaction

In this section, you will report transactions involving your assets and those of your spouse and your dependent child, if applicable.

Specifically, report any purchase, sale, or exchange of real property or securities in excess of \$1,000 that was made by you or by your spouse or your dependent child during the reporting period for this section.

- Do not report transactions that concern the following: (1) a personal residence, unless the personal residence was rented out at any point during the reporting period; (2) cash accounts (e.g., checking, savings, CDs, money market accounts) and money market mutual funds; (3) Treasury bills, bonds, notes, and United States savings bonds; (4) holdings within a federal Thrift Savings Plan account; and (5) holdings within an excepted investment fund (e.g., report your purchase of a mutual fund but do not report the mutual fund's purchases of stock).
- In addition, you do not need to report transactions that occurred when you were not a public filer or an employee of the United States federal government or transactions that occurred solely between you, your spouse, and your dependent children.

ADD TRANSACTIONS FROM A PREVIOUS 278-T REPORT

Pick a Report

Add to Grid

25 records per page

Search:

#

DESCRIPTION

TYPE

DATE

AMOUNT

OWNER

IMPORTED

No rows to display

Showing 0 to 0 of 0 entries

Previous Step

Next Step

☐ I do not have any transactions to report.

- **Liabilities:** This page is a data entry grid equivalent to Part 8 of the OGE Form 278e.

Filer1, Sample M

MY FILINGS

Getting Started
Federal Positions
Positions
Employment Assets & Income
Employment Arrangements
Spouse's Employment Assets & Income
Other Assets & Income
Transactions
Liabilities
Printable View

HELP
CLOSE WINDOW

Part 8: Liabilities

Add A New Liability

For this section, report:

- Liabilities over \$10,000 that you, your spouse, or your dependent child owed at any time during the reporting period for this section.
- Do not report the following types of liabilities: (1) loans secured by a personal motor vehicle, household furniture, or appliances, unless the loan exceeds the item's purchase price; (2) revolving charge accounts, such as credit card balances, if the outstanding liability did not exceed \$10,000 at the end of the reporting period; (3) personal liabilities owed to a spouse, parent, sibling, or child of yours, your spouse, or your dependent child; and (4) obligations arising from divorce or permanent separation.
- You do not need to report a mortgage or home equity loan on your personal residence, unless (1) you rented out the residence during the reporting period or (2) you are a nominee or appointee to a Presidential-appointed, Senate-confirmed (PAS) position. A PAS nominee or appointee generally must report a mortgage or home equity loan on a personal residence unless a specific additional exclusion applies.

25 records per page

Search:

#	CREDITOR NAME	TYPE	AMOUNT	YEAR INCURRED	RATE	TERM	OWNER
No rows to display							

Showing 0 to 0 of 0 entries

Previous Step
Next Step

☐ I do not have any liabilities to report.

- **Gifts and Travel Reimbursements (*Annual, Termination, and Annual/Termination Reports only*):** This page is a data entry grid equivalent to Part 9 of the OGE Form 278e.

Filer1, Sample M

MY FILINGS

Getting Started
Federal Positions
Positions
Employment Assets & Income
Employment Arrangements
Spouse's Employment Assets & Income
Other Assets & Income
Transactions
Liabilities
Gifts & Reimbursements
Printable View

HELP
CLOSE WINDOW

Part 9: Gifts and Travel Reimbursements

Add New Gift/Reimbursement

For this final section, report:

- Gifts totaling more than \$390 that you, your spouse, and your dependent children received from any one source during the reporting period for this section.
- Travel reimbursements totaling more than \$390 that you, your spouse, and your dependent children received from any one source during the reporting period.
- If more than one gift or travel reimbursement was received from a single source: (1) Determine the value of each item received from that source. (2) Ignore each item valued at \$156 or less. (3) Add the value of those items valued at more than \$156. If the total is more than \$390, then you must report each item valued at more than \$156.
- Regardless of the value, however, you do not need to report the following: (1) anything received from relatives; (2) anything received from the United States federal government or from the District of Columbia, state, or local governments; (3) bequests and other forms of inheritance; (4) gifts and travel reimbursements given to your agency in connection with your official travel; (5) gifts of hospitality (food, lodging, entertainment) at the donor's residence or personal premises; and (6) anything received by your spouse or your dependent children totally independent of their relationship to you. Additional exceptions apply.

25 records per page

Search:

#	SOURCE NAME	CITY/STATE	BRIEF DESCRIPTION	VALUE
No rows to display				

Showing 0 to 0 of 0 entries

Previous Step
Next Step

☐ I do not have any gifts or travel reimbursements to report.

- **Report Data (Summary):** This page displays the information that you provided for each data entry grid.

Filer1, Sample M

MY FILINGS

Getting Started
Federal Positions
Positions
Employment Assets & Income
Employment Arrangements
Spouse's Employment Assets & Income
Other Assets & Income
Transactions
Liabilities
Gifts & Reimbursements
Report Data (Summary)
Printable View

HELP
CLOSE WINDOW

Preview

Next

YOU CAN REVIEW YOUR ENTIRE OGE FORM 278E ON THIS PAGE. SELECT THE "NEXT" BUTTON AT THE TOP OR BOTTOM OF THE PAGE TO CONTINUE.

Annual Report 2020 for Calendar Year 2019 | U.S. Office of Government Ethics; 5 C.F.R. part 2634 | Form Approved: OMB No. (3209-0001) (Updated Nov. 2019)

Executive Branch Personnel
Public Financial Disclosure Report (OGE Form 278e)

Filer's Information

Edit Part

Filer1, Sample M.
Sample Position, Sample Agency 2020
Report Year: 2020

Other Federal Government Positions Held During the Preceding 12 Months:
None

Integrity User Guide, Section 4
v. 2.3, March 2020

51

- **Submit:** You file your report on this page by certifying that the information provided is true, complete, and correct to the best of your knowledge and by clicking the “Submit” button.

- **Printable View:** This page is used to print a hard copy of your report.

4.3.3 - Filing Wizards

Overview

Integrity has two sets of filing wizards that help Filers complete the various data entry grids. One set helps with your interests as a Filer. The other set helps with the interests of your spouse.

- **Filer Wizards**
 - **Filer’s (your) Position-Related Interests Wizard:** This wizard will appear if you report a new position on the “Positions” grid. If you are a first-time Filer or chose not to pre-populate your report, any position would be new, so you will go through this wizard, unless you left the “Positions” grid blank.
 - **Filer’s (your) Retirement Plans/Accounts Wizard:** This wizard will appear for all first-time Filers. After your first report, you will go through this wizard only if you chose not to pre-populate a subsequent report or added a new, non-Federal position to the “Positions” grid.

Integrity displays an “Exit Confirmation” screen before you leave the Filer wizards. After you confirm that you are finished using those wizards, *Integrity* will take your answers to the wizard questions and populate the appropriate data entry grids.

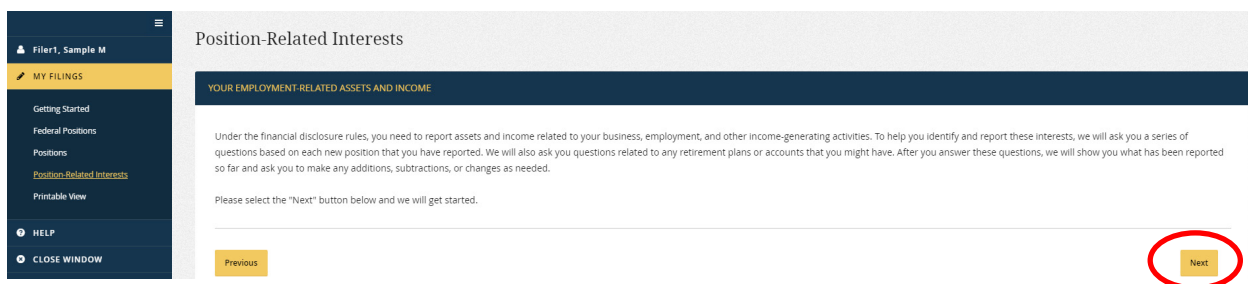
Depending on the specific interests reported in the wizards, entries may be added to Part 2 (Filer's Employment Assets & Income and Retirement Accounts), Part 3 (Filer's Employment Agreements and Arrangements), and/or Part 4 (Filer's Sources of Compensation Exceeding \$5,000 in a Year). You cannot return to the Filer wizards once you exit the wizards, so you will need to use the data entry grids to make any further changes.

- Spouse Wizards
 - Spouse's Employment Interests Wizard: This wizard will appear for first-time Filers who indicate that they have a spouse. After your first report, you will go through this wizard only if you chose not to pre-populate a subsequent report or if you did not report any assets for your spouse on the prior report.
 - Spouse's Retirement Plans/Accounts Wizard: This wizard will appear for first-time Filers with spouses. After your first report, you will go through this wizard only if you chose not to pre-populate a subsequent report or if you did not report any assets for your spouse on the prior report.

Integrity displays an "Exit Confirmation" screen before you leave the Spouse wizards. After you confirm that you are finished using those wizards, *Integrity* will take your answers to the wizard questions and populate the appropriate data entry grid for Part 5 (Spouse's Employment Assets & Income and Retirement Accounts). You cannot return to the Spouse wizards once you exit the wizards, so you will need to use the Part 5 data entry grid to make any further changes.

Using the Filer's Position-Related Interests Wizard

1. Introduction: The first page of the wizard is a screen that explains the wizard process. Click "Next" to continue.



2. Chapter Page – Selecting a Position: The second page of the wizard is a list of the new positions you added on the "Positions" grid. A progress bar underneath each position indicates whether you have answered questions related to that position yet. At the right, you will see a "Start/Edit" button. Select that button.

Your Position-Related Interests

MY PROGRESS

You will see a "Start/Edit" button next to each position. Select that button. Integrity will ask you several questions about interests commonly associated with the type of position that you reported. After answering those questions, you will return to this page. Potentially reportable items will appear underneath the position. Click the "Start/Edit" button next to each item to answer questions about that item. Once you have completed all of the items for each position, select the "Next" button to continue.

Allied Business Computing, Chief Financial Officer

Start/Edit

Previous **Next**

Note: If you do not see a “Start/Edit” button, please try zooming out or exiting “full screen” view on your browser. See [section 3.5](#) for more information.

3. Basic Questions about the Position: *Integrity* will ask you several questions about assets, income, and/or arrangements commonly associated with the type of position that you reported.

Corporate Position

QUESTIONS RELATED TO OFFICERS, DIRECTORS, AND EMPLOYEES OF CORPORATIONS

CORPORATE POSITION
Questions Related to Officers, Directors, and Employees of Corporations

ORGANIZATION:
Allied Business Computing

POSITION:
Chief Financial Officer

INCOME
In connection with this position, did you earn any income in excess of \$200 during the reporting period?

☒ Yes
☐ No

Select all of the following forms of income in excess of \$200 that you received from this position during the reporting period (include earned income owed to you following your separation from the company).

☒ salary and/or bonus
☐ director fees - paid in cash or deferred
☐ severance payment
☐ other (excluding income from assets)

ASSETS
Select all of the following assets that you held with the organization above at any time during the reporting period.

☒ stock
☐ employee stock ownership plan (ESOP)
☐ employee stock purchase plan (ESPP)

TYPE OF COMPANY
Is the organization above a privately held company?
☐ Yes
☐ No

Save - I need to finish the rest later **Save - Item Completed**

Click the “Item Completed” button at the bottom of the page if you have answered all of the questions.

Click “I need to finish the rest later” if you need to go back to these questions later.

TYPE OF COMPANY

Is the organization above a privately held company?

- ☐ Yes
☐ No

Save - I need to finish the rest later

Save - Item Completed

4. Chapter Page – Selecting an Interest: You will return to the Chapter Page after you exit the questions related to a position. Entries will appear below for any potentially reportable interests that you identified when completing the questions for the position.

In the prior example for the Chief Financial Officer position, the Filer checked the box for “salary and/or bonus” and the box for “stock.” The Chapter Page, therefore, lists entries for “Salary & Bonus” and “Stock.”

MY PROGRESS

You will see a “Start/Edit” button next to each position. Select that button. Integrity will ask you several questions about interests commonly associated with the type of position that you reported. After answering those questions, you will return to this page. Potentially reportable items will appear underneath the position. Click the “Start/Edit” button next to each item to answer questions about that item. Once you have completed all of the items for each position, select the “Next” button to continue.

Allied Business Computing, Chief Financial Officer

Hide Details Start/Edit

Progress Section

Salary & Bonus Start/Edit

Stock Start/Edit

Click the “Start/Edit” button next to an entry to answer additional questions about the income or asset. In this example, the Filer would click “Start/Edit” next to the “Salary & Bonus” entry in order to answer questions about income received from Allied Business Computing.

Salary & Bonus Start/Edit

Stock Start/Edit

5. Specific Questions about an Interest: After you click the “Start/Edit” button, you will see a new page with questions specific to the type of asset or income. *Integrity* will use your responses to these questions to create entries on subsequent data entry grids.

Click the “Item Completed” button at the bottom of the page if you have answered all of the questions. Click “I need to finish the rest later” if you need to go back to these questions later.

- Chapter Page – Finished: After you have clicked “Item Completed” for all positions and the interests associated with each position, the progress bar for each item will be completely blue.

If you clicked “I need to finish the rest later” for an item, the progress bar for that item will be half blue.

Allied Business Computing, Chief Financial Officer

Progress Section

Salary & Bonus Start/Edit

Stock Start/Edit

Click “Next” to move forward to the next section.

File1, Sample M

MY FILINGS

Getting Started

Federal Positions

Positions

Position-Related Interests

Printable View

HELP

CLOSE WINDOW

Your Position-Related Interests

MY PROGRESS

You will see a “Start/Edit” button next to each position. Select that button. Integrity will ask you several questions about interests commonly associated with the type of position that you reported. After answering those questions, you will return to this page. Potentially reportable items will appear underneath the position. Click the “Start/Edit” button next to each item to answer questions about that item. Once you have completed all of the items for each position, select the “Next” button to continue.

Allied Business Computing, Chief Financial Officer

Section Completed

Hide Details Start/Edit

Progress Section

Salary & Bonus Start/Edit

Stock Start/Edit

Previous

Next

Using the Filer’s Retirement Plans/Accounts Wizard

1. **Identify Plan/Account Types:** The first page of the wizard asks whether you have various types of retirement plans or accounts to report. Select all of the types that are applicable and, then, click “Next” to continue.

File1, Sample M

MY FILINGS

Getting Started

Federal Positions

Positions

Position-Related Interests

Retirement Plans

Printable View

HELP

CLOSE WINDOW

Retirement Plans/Accounts

IDENTIFY THE TYPES OF RETIREMENT PLANS

In this section, you will report your retirement plans or accounts for the reporting period (excluding United States federal government retirement plans, which are not reportable).

TYPE OF PLAN

Select each type of retirement plan or account that you held with a new position during the reporting period.

☐ individual account (e.g., IRA, Roth IRA, SEP IRA, and Keogh Plans)

☐ defined contribution plan (e.g., 401k, 403b, 401a, 457, and TIAA-CREF accounts obtained through employment)

☒ defined benefit plan (i.e., traditional pension)

☐ cash balance pension plan

☐ other retirement plan not specified

☐ no retirement plans or accounts (other than from United States federal government employment)

Previous

Save

Next

2. **Chapter Page – Add a Specific Plan/Account:** The second page of the wizard is a list of the plan/account types that you selected on the prior screen. A progress bar underneath each type indicates whether you have provided an entry for that plan/account type. At the right, you will see an “Add” button. Click that button.

Note: To add a type of plan/account not listed on the Chapter Page, you will need to return to the initial “Retirement Plan” page by clicking the “Previous” button.

3. Questions about the Plan/Account: *Integrity* will ask you several questions about the particular plan/account that you wish to report. The questions will differ based on the type of plan/account.

Click “Item Completed” at the bottom of the page if you have answered all of the questions. Click “I need to finish the rest later” if you need to go back to these questions later. Click “Add Another” to add another plan/account of that same type.

4. Chapter Page – Editing Plans/Accounts: You will return to the Chapter Page after you exit the questions related to a plan/account type. Entries will appear below a

plan/account type for the specific plan(s) or account(s) that you reported. A progress bar will indicate whether you completed the questions or whether you need to finish the rest later. Click the “Edit” button to resume answering the questions for an entry.

The screenshot shows the 'Your Retirement Plans/Accounts' page. On the left is a sidebar with navigation links: 'Filer1, Sample M', 'MY FILINGS', 'Getting Started', 'Federal Positions', 'Positions', 'Position-Related Interests', 'Retirement Plans', 'Printable View', 'HELP', and 'CLOSE WINDOW'. The main content area is titled 'Your Retirement Plans/Accounts' and has a 'MY PROGRESS' section. It contains a message: 'You will see an "Add" button next to each type of retirement plan or account selected on the prior page. Select the "Add" button to report a particular plan or account of that type. If you need to edit one of the plans or accounts that you already reported, select the "Edit" button. Once you have reported all of your retirement plans or accounts, select the "Next" button to continue.' Below this is a section for 'DEFINED BENEFIT PLAN (I.E., TRADITIONAL PENSION)' with a progress bar that is partially blue. To the right of the progress bar are 'Hide Details' and 'Add Defined Benefit Plan' buttons. Below the progress bar is a table with one row: 'Allied Business Computing' with an 'Edit' button highlighted by a red box. At the bottom are 'Previous' and 'Next' buttons.

5. Chapter Page – Finished: After you have clicked “Item Completed” for all of your plans and accounts, the progress bar for each item will be completely blue. Click “Next” to move forward to the next section.

The screenshot shows the 'Your Retirement Plans/Accounts' page. The progress bar for the 'DEFINED BENEFIT PLAN (I.E., TRADITIONAL PENSION)' is now completely blue, and a green checkmark with the text 'Section Completed' is visible. The 'Edit' button is still present but is no longer highlighted. The 'Next' button at the bottom right is now highlighted with a red box.

Exit Confirmation for the Filer Wizards

You will have to confirm that you are finished using the Filer wizards before you can proceed to the next step. Then, *Integrity* will take your answers and populate the appropriate data entry grids. You cannot return to these wizards once population occurs, so you will need to use the data entry grids to make any further changes.

The screenshot shows the 'Position-Related Interests' page. It has a sidebar with navigation links: 'Filer1, Sample M', 'MY FILINGS', 'Getting Started', 'Federal Positions', 'Positions', 'Position-Related Interests', 'Retirement Plans', 'Printable View', 'HELP', and 'CLOSE WINDOW'. The main content area is titled 'Position-Related Interests' and has an 'IMPORTANT NOTICE' section. It contains a message: 'You have finished answering the questions related to your employment-related assets and income. The system will now use your answers to populate several parts of your financial disclosure report, which will be displayed in a table format. You will have a chance to review and make any needed changes, including additions and deletions, to these tables. However, you will not be able to return to the narrative questions you have just answered.' Below this is a checkbox labeled 'Click here if you wish to continue to the next' which is checked. At the bottom are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red box.

Using the Spouse's Employment Interests Wizard

1. Introduction: The first page of the wizard is a screen that explains the wizard process. Click “Next” to continue.

The screenshot shows the 'Spouse's Employment Interests' wizard introduction page. On the left is a dark blue sidebar with a menu containing 'Filer1, Sample M', 'MY FILINGS', 'Getting Started', 'Federal Positions', 'Positions', 'Employment Assets & Income', 'Employment Arrangements', 'Spouse's Employment' (highlighted), and 'Printable View'. Below the menu are 'HELP' and 'CLOSE WINDOW' buttons. The main content area has a title 'Spouse's Employment Interests' and a sub-header 'YOUR SPOUSE'S EMPLOYMENT-RELATED ASSETS AND INCOME'. The text explains that the next sections address the spouse's business, employment, and other income-generating activities, and asks the user to select the 'Next' button. At the bottom right, a yellow 'Next' button is circled in red.

2. Identify Assets/Income: The second page of the wizard asks whether you have any earned income, honoraria, or employment-related assets to report for your spouse. Select the applicable categories and, then, click “Next” to continue.

The screenshot shows the 'Spouse's Employment Interests' wizard 'Identify Assets/Income' page. The sidebar is identical to the previous page. The main content area has a title 'Spouse's Employment Interests' and a sub-header 'QUESTIONS RELATED TO A SPOUSE'S EMPLOYMENT INTERESTS'. The text states: 'In this section, you will report your spouse's employment-related assets and income (excluding retirement plans)'. There are three sections with radio button questions: 'EARNED INCOME (EXCLUDING HONORARIA)' with a 'Yes' selection, 'HONORARIA' with a 'No' selection, and 'ASSETS' with a 'No' selection. Below these is a list of examples of reportable earned income. At the bottom right, a yellow 'Next' button is circled in red.

3. Chapter Page – Add a Source or Asset: The third page of the wizard is a list of the categories that you selected on the prior screen. A progress bar underneath each category indicates whether you have provided an entry for that category. At the right, you will see an “Add” button. Click that button.

The screenshot shows the 'Your Spouse's Employment Assets' wizard 'Add a Source or Asset' page. The sidebar is identical to the previous pages. The main content area has a title 'Your Spouse's Employment Assets' and a sub-header 'MY PROGRESS'. The text instructs the user to select 'Add' to report spouse's employment-related assets and sources of income, and to select 'Next' after reporting all. Below this is a progress bar for 'SPOUSE EARNED INCOME'. At the bottom right, a yellow 'Add Spouse Earned Income' button is circled in red.

Note: To add a category not listed on the Chapter Page, you will need to return to the initial “Spouse’s Employment Interests” page by clicking the “Previous” button.

4. Questions about the Source or Asset: *Integrity* will ask you several questions about the source or asset that you wish to report. The questions will differ based on whether you are reporting a source of earned income (excluding honoraria), a source of honoraria, or an employment-related asset. Click “Item Completed” if you have answered all of the questions. Click “I need to finish the rest later” if you need to go back to these questions later. Click “Add Another” to add another source or asset.

Spouse's Employment Interests, Earned Income (excluding honoraria)

QUESTIONS RELATED TO A SPOUSE'S EMPLOYMENT INTERESTS

In this section, report your spouse's sources of earned income in excess of \$1,000 during the reporting period, excluding honoraria and income from employment with the United States federal government. Report each source as a separate entry.

NAME OF SOURCE
Provide the name of the source (e.g., employer, law firm, or business).

TYPE OF SOURCE
Is this a privately held company?

INCOME TYPE
Select all of the types of earned income that your spouse received from this source during the reporting period (excluding honoraria).

Save - Add Another Source Save - I need to finish the rest later **Save - Item Completed**

5. Chapter Page – Editing Sources or Assets: You will return to the Chapter Page after exiting questions for a given category. Entries will appear below a category for the source(s) or asset(s) that you reported. A progress bar will indicate whether you completed the questions or whether you need to finish the rest later. Click the “Edit” button to resume answering questions.

Your Spouse's Employment Assets

MY PROGRESS

Select "Add" to report your spouse's employment-related assets and sources of income. If you need to edit an asset or source of income that you already reported, select the "Edit" button. Once you have reported all of your spouse's employment-related assets and income (excluding retirement plans), select the "Next" button to continue.

SPOUSE EARNED INCOME

Progress Asset

Continental Logistics **Edit**

Previous Next

6. Chapter Page – Finished: After you have clicked “Item Completed” for all sources and assets, the progress bar for each item will be completely blue. Click “Next” to move forward to the next section.

Your Spouse's Employment Assets

MY PROGRESS

Select "Add" to report your spouse's employment-related assets and sources of income. If you need to edit an asset or source of income that you already reported, select the "Edit" button. Once you have reported all of your spouse's employment-related assets and income (excluding retirement plans), select the "Next" button to continue.

SPOUSE EARNED INCOME

Progress: 100% Section Completed

Asset: Continental Logistics

Buttons: Previous, Next (circled in red)

Using the Spouse's Retirement Plans/Accounts Wizard

1. **Identify Plan/Account Types:** The first page of the wizard asks whether you have various types of retirement plans or accounts to report for your spouse. Select all of the types that are applicable and, then, click "Next" to continue.

Spouse's Retirement Plans/Accounts

IDENTIFY THE TYPES OF RETIREMENT PLANS

In this section, you will report any retirement plans that your spouse has or had (excluding United States federal government retirement plans, which are not reportable).

TYPE OF PLAN
From the list below, select a types of retirement plans or accounts that your spouse has or had during the reporting period.

- ☐ individual account (e.g., IRA, Roth IRA, SEP IRA, and Keogh Plans)
- ☐ defined contribution plan (e.g., 401k, 403b, 401a, 457, and TIAA-CREF accounts obtained through employment)
- ☒ defined benefit plan (i.e., traditional pension)
- ☐ cash balance pension plan
- ☐ other retirement plan not specified
- ☐ no retirement plans or accounts (other than from United States federal government employment)

Buttons: Previous, Save, Next (circled in red)

2. **Chapter Page – Add a Specific Plan/Account:** The second page of the wizard is a list of the plan/account types that you selected on the prior screen. A progress bar underneath each type indicates whether you have provided an entry for that plan/account type. Click the "Add" button at the right.

Your Spouse's Retirement Plans/Accounts

MY PROGRESS

You will see an "Add" button next to each type of retirement plan or account selected on the prior page. Select the "Add" button to report a particular plan or account of that type. If you need to edit one of the plans or accounts that you already reported, select the "Edit" button. Once you have reported all of your spouse's retirement plans or accounts, select the "Next" button to continue.

DEFINED BENEFIT PLAN (I.E., TRADITIONAL PENSION)

Progress: 0% Company

Buttons: Previous, Add Defined Benefit Plan (circled in red), Next

Note: To add a type of plan/account not listed on the Chapter Page, you will need to return to the initial "Retirement Plan" page by clicking the "Previous" button.

3. **Questions about the Plan/Account:** *Integrity* will ask you several questions about the particular plan/account that you wish to report. The questions will differ based on the type of plan/account. Click "Item Completed" if you have answered all of the

questions. Click “I need to finish the rest later” if you need to go back to these questions later. Click “Add Another” to add another plan/account of that same type.

4. Chapter Page – Editing Plans/Accounts: You will return to the Chapter Page after you exit the questions related to a plan/account type. Entries will appear below a plan/account type for the specific plan(s) or account(s) that you reported. A progress bar will indicate whether you completed the questions or whether you need to finish the rest later. Click the “Edit” button to resume answering questions for an entry.

5. Chapter Page – Finished: After you have clicked “Item Completed” for all plans and accounts, the progress bar for each item will be completely blue. Click “Next” to move forward to the next section.

Exit Confirmation for the Spouse Wizards



You will have to confirm that you are finished using the Spouse wizards before you can proceed to the next step. Then, *Integrity* will take your answers and populate the data entry grid for Part 5. You cannot return to these wizards once population occurs, so you will need to use the data entry grid to make any further changes.

4.3.4 - Data Entry Grids: Introduction

Instructions

The instructions for completing the data entry grid appear at the top of the screen above the grid. These instructions are similar to the instructions that would accompany a paper version of the OGE Form 278e; however, the instructions within *Integrity* will vary based on the type of report being filed and whether you were routed through the filing wizards.

The tool tip (“?”) icon indicates that additional information is available. Click the icon to view that information.

Each source of your earned and other non-investment income  totaling more than \$200 during the reporting period 

Grid

The data entry grid appears in the center of the screen below the instructions. Entries are displayed in the order that they were entered. You can temporarily sort the entries by clicking the sort icon; however, sorting will not permanently change the order of the entries.

Part 2: Filer's Employment Assets & Income and Retirement Accounts

In order to have a complete financial disclosure report, you need to report all of the following:

- Each source from which you received more than \$200 in earned and other non-investment income during the reporting period for this section (e.g., salary, fees, partnership share, honoraria, scholarships, and prizes).
- Each asset related to your business, employment, or other income-generating activities if the asset had a value greater than \$1,000 at the end of the preceding calendar year or if you received more than \$200 in income from the asset during the reporting period (e.g., equity in business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, anticipated payments such as severance, deferred compensation, and intellectual property such as book deals and patents). Click the question mark for more examples.
- Do not include assets or income from United States federal government employment. In addition, do not include assets that were acquired separately from your business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account) because you will report income.

25 records per page

Search:

Bulk Action	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable; 2000/monthly at 65	N/A			None (or less than \$201)

Showing 1 to 3 of 3 entries

Previous Step Next Step

Nothing to Report

If you have nothing to report for a grid, select the checkbox next to the “I do not have...” statement that appears below the grid. The statement does not appear if you have reported entries for that grid.

20 records per page

#	DESCRIPTION
No rows to display	

Showing 0 to 0 of 0 entries

Previous Step

☐ I do not have any assets or income to report for this section.

Change the Number of Entries Displayed on a Page

You can change the number of row entries displayed on a page by selecting the “records per page” drop-down field.

25 records per page

Search:

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1 Allied Business Computing	N/A		Salary/Bonus	\$456,955

Move to a Different Page within a Grid

The number of row entries within a grid might exceed the number that can be displayed on a single page. To access these additional row entries, click the “Next” button at the bottom of the grid.

5 records per page

Search:

Bulk Action	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable); 2000/monthly at 65	N/A			None (or less than \$201)
<input type="checkbox"/>	4	Sample Asset 1	N/A	\$50,001 - \$100,000		None (or less than \$201)
<input type="checkbox"/>	5	Sample Asset 2	Yes	\$100,001 - \$250,000		\$2,501 - \$5,000

Showing 1 to 5 of 6 entries

Previous Step

Next Step

Move to a Different Step

Click the “Next Step” and “Previous Step” buttons to move between steps in the filing process. To visit a step you have already completed, you can also use the left-side navigation menu.

Showing 1 to 5 of 6 entries

Previous Step

Next Step

4.3.5 - Data Entry Grids: Add an Entry

Add an Entry

Click the “Add” button to display the “Add” section on the right.

Filer1, Sample M.

MY FILINGS

Getting Started

Federal Positions

Positions

Employment Assets & Income

Part 2: Filer's Employment Assets & Income and Retirement Accounts

In order to have a complete financial disclosure report, you need to report all of the following:

- Each source from which you received more than \$200 in earned and other non-investment income during the reporting period for this section (e.g., salary, fees, partnership share, honoraria, scholarships, and prizes).
- Each asset related to your business, employment, or other income-generating activities if the asset had a value greater than \$1,000 at the end of the preceding calendar year or if you received more than \$200 in income from the asset during the reporting period (e.g., equity in business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, anticipated payments such as severance, deferred compensation, and intellectual property such as book deals and patents). Click the question mark for more examples.
- Do not include assets or income from United States federal government employment. In addition, do not include assets that were acquired separately from your business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account) because you will report these assets in Part 6, Other Assets and Income.

Add New Item

Complete the fields in the “Add” section and click the “Save” button at the bottom of the “Add” section. You will notice that the information you entered in the “Add” section now appears in the data entry grid.

The screenshot shows the 'ADD A NEW ASSET/INCOME' form on the right and the data entry grid on the left. The form includes fields for EIF (Select a Response), ITEM VALUE (Choose Item Value), INCOME TYPE (Select all that apply or one of the options below: Dividends, Capital Gains, Interest, Rent or Royalties, Other), and INCOME AMOUNT (Choose Income Amount). The data entry grid shows a table with columns for DESCRIPTION, EIF, VALUE, INCOME TYPE, and INCOME AMOUNT. The 'Save' button is highlighted with a red circle.

You can hide the “Add” section by clicking the “X” in the upper right.

The screenshot shows the 'ADD A NEW ASSET/INCOME' form with the 'X' button in the upper right corner highlighted with a red circle.

Add an Underlying Asset

Filers sometimes need to report an asset that is held within another asset (e.g., the holdings of an investment fund that does not qualify as an excepted investment fund).

Before reporting an underlying asset, you may first want to read the definition of “excepted investment fund” by clicking the tool tip next to the “EIF” field.

The screenshot shows the 'ADD A NEW ASSET/INCOME' form with the EIF tooltip open. The tooltip provides a definition of an excepted investment fund (EIF) and lists three criteria: 1. independently managed, 2. widely held, and 3. either publicly traded or available or widely diversified. The EIF field is highlighted with a red circle.

After you are sure that you need to report an underlying asset, you should next consider whether the underlying asset must specifically be reported as an underlying asset of its “parent.” For example, according to the current rules for executive branch public financial disclosure, a Filer needs to report assets held within an IRA or brokerage account but need not specify that the assets are held in such an account. Reporting the underlying assets as separate line entries is sufficient. Consult the “Public Financial Disclosure Guide,” which is available on OGE’s website, for assistance with the substantive reporting requirements for various investment vehicles.

If you are sure that you need to report an underlying asset and you are sure that you need to associate that underlying asset with its parent asset (or would like to do so), you would start the process of adding the underlying asset by adding the parent asset. For example, if you are trying to report a stock held within an IRA and would like to specify the IRA as the parent asset, you would add an entry for the IRA first.

25 records per page

Search:

Bulk Action	#	DESCRIPTION	EF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable): 2000/monthly at 65	N/A			None (or less than \$201)
<input type="checkbox"/>	4	IRA #1	No			

Showing 1 to 4 of 4 entries

Previous

1

Next

Previous Step

Next Step

The “Add” section should still be open at the right. If the “Add” section is closed, click the “Add” button again. Enter a description for the underlying asset. For example, if the IRA holds “Allied Business Computing” stock, type the name of the stock into the “Item Description” field.

ADD A NEW ASSET/INCOME

ITEM DESCRIPTION

Allied Business Computing

If this is an honorarium for a speech or appearance, provide the date.

PARENT ASSET (IF APPLICABLE).

Enter the name of the parent asset in the “Parent Asset” field. In this example, you would type “IRA #1.” As you type, *Integrity* will suggest a list of options from the list of assets that you have already reported.

ADD A NEW ASSET/INCOME ✕

ITEM DESCRIPTION ?

Allied Business Computing

If this is an honorarium for a speech or appearance, provide the date.

PARENT ASSET (IF APPLICABLE). ?

IR

4 IRA #1

Please select a parent asset from the auto-complete suggestion list. You may only select an asset that has already been reported. Leave this field blank if you are not reporting a sub-asset.

Select the name of the parent asset. The name of that asset will now appear in the “Parent Asset” field.

ADD A NEW ASSET/INCOME ✕

ITEM DESCRIPTION ?

Allied Business Computing

If this is an honorarium for a speech or appearance, provide the date.

PARENT ASSET (IF APPLICABLE). ?

4 IRA #1

You will receive an error message if you type the name of an asset that does not appear in the list of options presented.

ADD A NEW ASSET/INCOME ✕

ITEM DESCRIPTION ?

Allied Business Computing

If this is an honorarium for a speech or appearance, provide the date.

PARENT ASSET (IF APPLICABLE). ?

IRA #2

Please select a parent asset from the auto-complete suggestion list. You may only select an asset that has already been reported. Leave this field blank if you are not reporting a sub-asset.

Complete the remaining fields for the underlying asset and, then, click the “Save” button. The underlying asset will now appear in the grid, and the row number will show its relationship to the parent asset.

25 records per page

Search:

Bulk Action	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable): 2000/monthly at 65	N/A			None (or less than \$201)
<input type="checkbox"/>	4	IRA #1	No			
<input type="checkbox"/>	4.1	Allied Business Computing	N/A	\$1,001 - \$15,000		None (or less than \$201)

Showing 1 to 5 of 5 entries

Previous Step Next Step

4.3.6 - Data Entry Grids: Edit or Move an Entry

Edit an Entry

Select the text that appears in the first column of the grid after the entry “#.” For example, to edit an employment-related asset, select the text in the “Description” column. You will see the entry data appear in the “Add” section at the right side of the screen. Change the fields as needed and click the “Save” button.

Part 2: Filer's Employment Assets & Income and Retirement Accounts

Add New Item

In order to have a complete financial disclosure report, you need to report all of the following:

- Each source from which you received more than \$200 in earned and other non-investment income during the reporting period for this section (e.g., salary, fees, partnership share, honoraria, scholarships, and prizes).
- Each asset related to your business, employment, or other income-generating activities if the asset had a value greater than \$1,000 at the end of the preceding calendar year or if you received more than \$200 in income from the asset during the reporting period (e.g., equity in business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, anticipated payments such as severance, deferred compensation, and intellectual property such as book deals and patents). Click the question mark for more examples.
 - Do not include assets or income from United States federal government employment. In addition, do not include assets that were acquired separately from your business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account because you will report these assets in Part 6, Other Assets and Income).

25 records per page

Search:

Bulk Action	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable): 2000/monthly at 65	N/A			None (or less than \$201)

Showing 1 to 3 of 3 entries

Previous Step Next Step

Allied Business Computing

ITEM DESCRIPTION

Allied Business Computing

If this is an honorarium for a speech or appearance, provide the date.

PARENT ASSET (IF APPLICABLE)

EIF

N/A = No underlying assets

ITEM VALUE

-- Choose Item Value --

INCOME TYPE

Select all that apply or one of the options below:

☐ Not applicable (less than \$201)

☐ Dividends

☐ Capital Gains

☐ Interest

☐ Rent or Royalties

☒ Other

AMOUNT DESCRIPTION

Salary/Bonus

Move Entries among Parts 2, 5, and 6

In certain cases, you may need to move an entry from Part 2, 5, or 6 of your report to another one of those Parts. For example, an entry originally added to Part 2 (Filer's Employment Assets & Income and Retirement Accounts) may better meet the requirements for Part 6 (Other Assets and Income). To move an entry among these three Parts, you would first open the entry by selecting the text in the “Description” column.

Bulk Action	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable): 2000/monthly at 65	N/A			None (or less than \$201)
<input type="checkbox"/>	4	Sample Text	N/A	\$1,001 - \$15,000		None (or less than \$201)

Scroll to the bottom of the “Add” section that appears to the right and click the “Move Asset” button.

The screenshot shows a list of assets with columns for #, DESCRIPTION, EIF, VALUE, INCOME TYPE, and INCOME AMOUNT. The fourth asset, 'Sample Text', is highlighted. To the right, there is a form with various options and a 'Move Asset' button at the bottom, which is highlighted with a red box. A red arrow points from the 'Sample Text' entry to the 'Move Asset' button.

In the pop-up window that appears, select the Part to which you want to move the asset and click the “Move” button. Moving an underlying asset will move just that one underlying asset; however, moving a parent asset will move both the parent asset and all of its underlying assets.

The screenshot shows a 'Move Asset' pop-up window. It contains a dropdown menu with the text 'Part 6: Other Assets & Income' selected. Below the dropdown, there is a list of options: '-- Select a Target Grid --', 'Part 5: Spouse's Employment Assets & Income', and 'Part 6: Other Assets & Income'. At the bottom right, there are two buttons: 'Cancel' and 'Move'. The 'Move' button is highlighted with a red box.

Note that “Over \$1,000,000” is a valid option for the “Value” and “Income Amount” fields in Parts 5 and 6, but this option is not available in Part 2.

4.3.7 - Data Entry Grids: Delete an Entry

Follow the instructions for editing an entry and click the “Delete” button. Deleting a parent asset will delete all of the underlying assets linked to that parent asset. For example, deleting row 4 (“IRA #1”) in the grid below will also delete row number 4.1 (“Allied Business Computing”). Deletions are irreversible.

Bulk Action~	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable): 2000/monthly at 65	N/A			None (or less than \$201)
<input type="checkbox"/>	4	IRA #1	No			
<input type="checkbox"/>	4.1	Allied Business Computing	N/A	\$1,001 - \$15,000		None (or less than \$201)

4.3.8 - Data Entry Grids: Endnotes

You may use endnotes in the rare case that you have additional information to disclose that does not fit within the standard data entry fields provided.

How Endnotes Differ from Comments and Public Annotations

An endnote is considered an integral part of the associated line entry. Therefore, the endnote will be included on the printable, publicly releasable report and will be retained until the report reaches the end of the applicable records retention period. Do not use endnotes to communicate information meant only for the Reviewer.

The “Comments” feature provides a way for Filers and Reviewers to communicate with each other in *Integrity* after a report has been filed (i.e., the equivalent of an email or phone call about the report). Comments are not part of the releasable report and are removed at the conclusion of the review process. See [section 4.5.4](#).

The “Public Annotation” feature provides a way for Reviewers to add a note that will be included on the printable, publicly releasable version of the report (i.e., the equivalent of a pen-and-ink note on the face of a paper form). These annotations will be retained until the report reaches the end of the applicable records retention period. See [section 4.5.5](#).

Add Endnotes

Open the “Add” section at the right side of the screen by clicking the “Add” button (for a new entry) or selecting the text in the “Description” column (for an existing entry).

Filer1, Sample M.

MY FILINGS

Getting Started
Federal Positions
Positions
Employment Assets & Income
Employment Arrangements
Spouse's Employment Assets & Income
Other Assets & Income
Transactions
Liabilities
Gifts & Reimbursements
Report Data (Summary)
Submit
Printable View

HELP
CLOSE WINDOW

Part 2: Filer's Employment Assets & Income and Retirement Accounts

In order to have a complete financial disclosure report, you need to report all of the following:

- Each source from which you received more than \$200 in earned and other non-investment income during the reporting period for this section (e.g., salary, fees, partnership share, honoraria, scholarships, and prizes).
- Each asset related to your business, employment, or other income-generating activities if the asset had a value greater than \$1,000 at the end of the preceding calendar year or if you received more than \$200 in income from the asset during the reporting period (e.g., equity in business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, anticipated payments such as severance, deferred compensation, and intellectual property such as book deals and patents). Click the question mark for more examples.
 - Do not include assets or income from United States federal government employment. In addition, do not include assets that were acquired separately from your business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account) because you will report these assets in Part 6, Other Assets and Income.

25 records per page

Search:

Bulk Action	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable); 2000/monthly at 65	N/A			None (or less than \$201)

Showing 1 to 3 of 3 entries

Previous Step
Next Step

Allied Business Computing

ITEM DESCRIPTION
Allied Business Computing

If this is an honorarium for a speech or appearance, provide the date.

PARENT ASSET (IF APPLICABLE).

EIF
N/A = No underlying assets

ITEM VALUE
-- Choose Item Value --

INCOME TYPE
Select all that apply or one of the options below:
☐ Not applicable (less than \$201)
☐ Dividends
☐ Capital Gains
☐ Interest
☐ Rent or Royalties
☒ Other

AMOUNT DESCRIPTION
Salary/Bonus

Scroll to the bottom of the “Add” section and click the “Add/Edit Endnote” button.

Submit
Printable View
HELP
CLOSE WINDOW

Bulk Action	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable); 2000/monthly at 65	N/A			None (or less than \$201)

Showing 1 to 3 of 3 entries

Previous Step
Next Step

INCOME TYPE
Select all that apply or one of the options below:
☐ Not applicable (less than \$201)
☐ Dividends
☐ Capital Gains
☐ Interest
☐ Rent or Royalties
☒ Other

AMOUNT DESCRIPTION
Salary/Bonus

INCOME AMOUNT
456955

OPTIONAL ENDNOTE
This will be visible to the public.
Add/Edit Endnote

In the “Endnote” window that appears, enter the text of the endnote and click “Save.”

ENDNOTE

Sample text

Cancel
Save

Click the “Save” button at the bottom of the “Add” section.

Showing 1 to 3 of 3 entries

Previous Step Next Step

Save Delete Cancel

You will notice that the phrase “See Endnote” now appears in the Description field for the line entry associated with the endnote.

Showing 1 to 3 of 3 entries

Previous Step Next Step

Save Delete Cancel

View Endnotes

You can view an endnote directly from the data entry grid by clicking the word “Endnote” in the “Description” column.

Showing 1 to 3 of 3 entries

Previous Step Next Step

You will not be able to edit the endnote within the window that appears. To edit an endnote, see the “Edit Endnotes” section below.

You can also view endnotes on the “Report Data (Summary)” and “Printable View” pages. The endnotes are grouped together at the end of the report in a special “Endnotes” section. The “Part” column indicates the Part of the report; the “#” column indicates the entry number within that Part; and the “Endnote” column includes the text of the endnote.

8. Liabilities
None

9. Gifts and Travel Reimbursements
None

Endnotes

PART	#	ENDNOTE
2.	1	Sample Text

Summary of Contents

1. Filer's Positions Held Outside United States Government
Part 1 discloses positions that the filer held at any time during the reporting period (excluding positions with the United States Government). Positions are reportable even if the filer did not receive compensation. This section does not include the following: (1) positions with religious, social, fraternal, or political organizations; (2) positions solely of an honorary nature; (3) positions held as part of the filer's official duties with the United States Government; (4) mere membership in an organization; and (5) passive investment interests as a limited partner or non-managing member of a limited liability company.

2. Filer's Employment Assets & Income and Retirement Accounts

Edit Endnotes

Open the “Add” section at the right side of the screen by selecting the text in the “Description” column. Scroll to the bottom of the “Add” section and click the “Add/Edit Endnote” button.

Gifts & Reimbursements
Report Data (Summary)
Printable View

HELP
CLOSE WINDOW

PART	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing See Endnote.	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable); 2000/monthly at 65	N/A			None (or less than \$201)

Showing 1 to 3 of 3 entries

Previous Step Next Step

Choose Item Value --

INCOME TYPE ⓘ
Select all that apply or one of the options below.
☐ Not applicable (less than \$201)

☐ Dividends
☐ Capital Gains
☐ Interest
☐ Rent or Royalties

☐ Other

INCOME AMOUNT ⓘ
-- Choose Income Amount --

OPTIONAL ENDNOTE ⓘ
This will be visible to the public.

Add/Edit Endnote

Save Delete Cancel

In the “Endnote” window that appears, make the desired changes and click “Save.”

The screenshot shows a dark blue header bar with the word "ENDNOTE" in yellow and a close button (X) on the right. Below the header is a large white text input field with a blue border. Inside the field, the text "Sample text - edit" is visible. At the bottom right of the input field is a small blue icon. Below the input field is a light gray bar containing two buttons: "Cancel" and "Save". The "Save" button is yellow and is circled in red.

Complete the process by clicking the “Save” button at the bottom of the “Add” section.

The screenshot shows the main application window. On the left is a dark blue sidebar with "HELP" and "CLOSE WINDOW" options. The main area contains a table with 3 columns: "Allied business Computing", "N/A", and "\$1,001". The table has 3 rows. Below the table are "Previous Step" and "Next Step" buttons. On the right is a light gray panel with various input fields and checkboxes. At the bottom of this panel are "Save", "Delete", and "Cancel" buttons. The "Save" button is yellow and is circled in red.

Delete Endnotes

Follow the basic steps for editing an endnote; however, when the “Endnote” window is open, delete all of the endnote text and click “Save” in the now-empty window.

The screenshot shows the "ENDNOTE" window with a dark blue header bar. Below the header is a large white text input field with a blue border. The field is empty. At the bottom right of the input field is a small blue icon. Below the input field is a light gray bar containing two buttons: "Cancel" and "Save". The "Save" button is yellow and is circled in red.

4.3.9 - Data Entry Grids: Bulk Actions

Import Transactions from a Periodic Transaction Report into the Transactions Grid

If you are required to report transactions on an Annual or Termination report that have been previously disclosed on a Periodic Transaction report (or if you would prefer to make such duplicate reporting), *Integrity* allows you to import transactions directly from prior Periodic Transaction reports into the “Transactions” grid.

To import transactions, go to the “Transactions” grid and select a report from the “Add Transactions” drop-down field. Then, click the “Add to Grid” button.

Part 7: Transactions

In this section, you will report transactions involving your assets and those of your spouse and your dependent child, if applicable.

Specifically, report any purchase, sale, or exchange of real property or securities in excess of \$1,000 that was made by you or by your spouse or your dependent child during the reporting period for this section.

- Do not report transactions that concern the following: (1) a personal residence, unless the personal residence was rented out at any point during the reporting period; (2) cash accounts (e.g., checking, savings, CDs, money market accounts) and money market mutual funds; (3) Treasury bills, bonds, notes, and United States savings bonds; (4) holdings within a federal Thrift Savings Plan account; and (5) holdings within an excepted investment fund (e.g., report your purchase of a mutual fund but do not report the mutual fund's purchases of stock).
- In addition, you do not need to report transactions that occurred when you were not a public filer or an employee of the United States federal government or transactions that occurred solely between you, your spouse, and your dependent children.

ADD TRANSACTIONS FROM A PREVIOUS 278-T REPORT

Pick a Report -
Pick a Report -
02/04/2020 12:56 pm

Add to Grid

25 records per page

Search:

The transaction(s) from the selected report will appear in the data entry grid. The “Imported” column will display the date of the imported report. This column does not appear on the printable, publicly releasable version of the report.

#	DESCRIPTION	TYPE	DATE	AMOUNT	OWNER	IMPORTED
1	Allied Business Computing	Sale	12/18/2019	\$100,001 - \$250,000		02/04/2020

If you edit an imported transaction, the “Imported” column will note the edit.

#	DESCRIPTION	TYPE	DATE	AMOUNT	OWNER	IMPORTED
1	Allied Business Computing edit	Sale	12/18/2019	\$100,001 - \$250,000		02/04/2020 Edited

Bulk Action Button - Delete, Move, or Select a Parent

Part 2, Part 5, and Part 6 have a “Bulk Action” button at the far left of the data entry grid. Below that button, there is a column of checkboxes. You can use this button to delete, move, or select a parent asset for multiple entries.

To begin, select the checkbox for each entry that you wish to delete, move, or select a parent. The “Bulk Action” button is inactive until you check at least one box.

Bulk Action	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
<input type="checkbox"/>	1	Allied Business Computing See Endnote.	N/A		Salary/Bonus	\$456,955
<input type="checkbox"/>	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable): 2000/monthly at 65	N/A			None (or less than \$201)
<input type="checkbox"/>	4	IRA #1	No			
<input checked="" type="checkbox"/>	5	Sample Asset 1	N/A	\$1,001 - \$15,000		None (or less than \$201)
<input checked="" type="checkbox"/>	6	Sample Asset 2	Yes	\$15,001 - \$50,000		None (or less than \$201)

Click the “Bulk Action” button and choose Delete, Move to Different Part, or Select Parent Asset.

Bulk Action	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
DELETE MOVE TO DIFFERENT PART SELECT PARENT ASSET	1	Allied Business Computing See Endnote.	N/A		Salary/Bonus	\$456,955
	2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000
<input type="checkbox"/>	3	Allied Business Computing, defined benefit plan (value not readily ascertainable): 2000/monthly at 65	N/A			None (or less than \$201)
<input type="checkbox"/>	4	IRA #1	No			
<input checked="" type="checkbox"/>	5	Sample Asset 1	N/A	\$1,001 - \$15,000		None (or less than \$201)
<input checked="" type="checkbox"/>	6	Sample Asset 2	Yes	\$15,001 - \$50,000		None (or less than \$201)

If you chose Delete, you will be asked to confirm the entries to be deleted by clicking the “Delete” button. Deleting a parent asset will delete that asset and its underlying assets.

Confirm Delete

Selected row entries will be deleted and that action cannot be reversed.
Are you sure you want to delete the selected items?

- #5 Sample Asset 1
- #6 Sample Asset 2

Cancel
Delete

If you chose Move to Different Part, you will be asked to specify the Part to which you wish to move the selected entries. Choose a Part from the drop-down list and click the “Move” button. Moving a parent asset will move that asset and its underlying assets.

Confirm Move

The selected row entries will be moved to the Part of the report that you designate. Are you sure you want to move the selected items?

- #5 Sample Asset 1
- #6 Sample Asset 2

Move asset and all of its sub-assets to:

-- Select a Target Grid --
-- Select a Target Grid --
Part 5: Spouse's Employment Assets & Income
Part 6: Other Assets & Income

Cancel
Move

If you chose Select Parent Asset, you will be asked to specify the entry that should be made the parent asset of the selected entries. Enter the name of the parent asset in the “Parent Asset” field. In this example, you would type “IRA #1.” As you type, *Integrity* will suggest a list of options from the list of assets that you have already reported. Choose the name of the parent asset and click the “Select Parent” button.

Confirm Parent Assignment

The selected row entries will be made child/subordinate assets of the selected Parent. Are you sure you want to make the selected items child/subordinate assets?

- #5 Sample Asset 1
- #6 Sample Asset 2

PARENT ASSET

IRA

4 IRA #1

suggestion list. you may only select an asset that has already been reported.

Cancel

Select Parent

4.3.10 - Review the Report Data (Summary)

The “Report Data (Summary)” page displays all of the information that you have provided. If you wish to make a change, select the “Edit” button for that section. You can also use the left-side navigation menu.

Filer1, Sample M.

MY FILINGS

Getting Started

Federal Positions

Positions

Employment Assets & Income

Employment Arrangements

Spouse's Employment Assets & Income

Other Assets & Income

Transactions

Liabilities

Gifts & Reimbursements

Report Data (Summary)

Preview

YOU CAN REVIEW YOUR ENTIRE OGE FORM 278E ON THIS PAGE. SELECT THE “NEXT” BUTTON AT THE TOP OR BOTTOM OF THE PAGE TO CONTINUE.

Annual Report 2020 for Calendar Year 2019 | U.S. Office of Government Ethics, 5 C.F.R. part 2634 | Form Approved: OMB No. (3209-0001) (Updated Nov. 2019)

Executive Branch Personnel

Public Financial Disclosure Report (OGE Form 278e)

Filer's Information

Filer1, Sample M.

Sample Position, Sample Agency 2020

Report Year: 2020

1. Filer's Positions Held Outside United States Government

None

2. Filer's Employment Assets & Income and Retirement Accounts

#	DESCRIPTION	EF	VALUE	INCOME TYPE	INCOME AMOUNT
1	Allied Business Computing	See Endnote	N/A	Salary/Bonus	\$456,955
2	Allied Business Computing	N/A	None (or less than \$1,001)	Dividends Capital Gains	\$100,001 - \$1,000,000

To edit “Getting Started”

Edit Part

To edit “Part 1”

Edit Part

To edit “Part 2”

Edit Part

4.3.11 - Submit the Report

To sign and submit the report, take the following actions:

1. Scroll to the portion of the “Submit” page that displays the Filer Statement checkbox. Select that checkbox to indicate your agreement with the corresponding statement.
2. Click the “Submit” button. You will receive a message stating that you have submitted your report.

Submit Executive Branch Public Financial Disclosure Report (OGE Form 278e)

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

☒ I certify that the statements I have made in this report are true, complete, and correct to the best of my knowledge.

Submit OGE Form 278e

4.3.12 - Submit an Early Termination Report

Agencies may permit Filers to submit Termination and Annual/Termination reports up to 15 days prior the actual termination date, provided that the Filer agrees to update the report if there are any changes between the filing date and the termination date.

Today’s Date is No More Than 15 Days before Termination Date

If today’s date is no more than 15 days before the termination date on the “Getting Started” page, the “Submit” page will display the following additional text in the Filer statement: “I understand that I am responsible for reporting information effective through my termination date. As a condition to filing before that date, I agree to report to the certifying official any changes in the information I reported. I will do so not later than thirty (30) days after my actual termination date.”

Submit Executive Branch Public Financial Disclosure Report (OGE Form 278e)

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

I understand that I am responsible for reporting information effective through my termination date. As a condition to filing before that date, I agree to report to the certifying official any changes in the information I reported. I will do so not later than thirty (30) days after my actual termination date.

☒ I certify that the statements I have made in this report are true, complete, and correct to the best of my knowledge.

Submit OGE Form 278e

After submitting the report, your commitment to update, as needed, will appear on the Cover Page of the report.

Comments of Reviewing Officials (public annotations):

PART	#	REFERENCE	COMMENT
------	---	-----------	---------

N/A	N/A	General	(01/31/20, Filer 2, Sample M.): The filer agreed to update the reported information if it changes before or on the indicated termination date.
-----	-----	---------	--

Today's Date is More Than 15 Days before Termination Date

If today's date is more than 15 days before the termination date on the "Getting Started" page, the "Submit" page will display an error message.

You cannot sign this report more than 15 days prior to your termination date.

You will not be able to submit your report until you are within the 15-day period prior to the termination date. If the termination date on the "Getting Started" page is incorrect, you can update the date and then submit the report.

Your Agency Does Not Permit Early Filing

If your Agency does not permit early filing, the "Submit" page will display an error message. You will not be able to submit your report until your termination date. If you have any questions about your Agency's policy regarding early Termination reports, please contact an ethics official at your Agency.

You cannot sign this report before your termination date.

4.3.13 - Print the Report

To print your OGE Form 278e, select the "Printable View" menu option. After the "Printable View" page opens, you can print directly from your Internet browser or you can first export the report to PDF.

Print after Exporting to PDF

Click the "Export to PDF" button in the upper right corner of the screen. The PDF will appear in a new window.



If you do not see where to print or save the PDF, try moving your mouse on the screen.

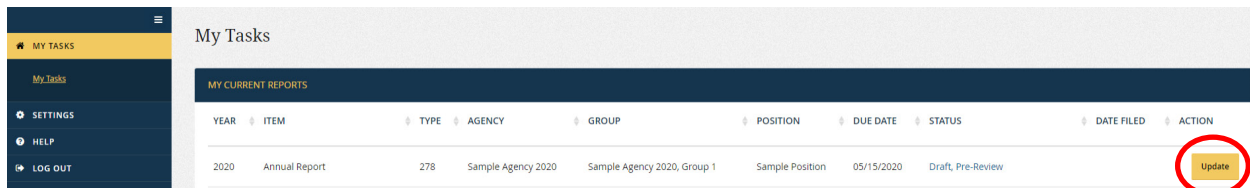
Print from Internet Browser

Print the page as you would normally print a web page in your Internet browser. If you experience any difficulties printing from your browser, try clicking the "Enable Basic

Fonts” button. If you still experience difficulties printing, you will need to use the “Export to PDF” option.

4.4 - Resume a Report Prior to Filing

You may have to end a session prior to filing a report that you started. After logging back into *Integrity*, go to the “My Tasks” page within the Filer interface and look for your partially completed report under “My Current Reports.” Instead of a “Start” button, you will see an “Update” button next to the report. Click that button to open the report.



YEAR	ITEM	TYPE	AGENCY	GROUP	POSITION	DUE DATE	STATUS	DATE FILED	ACTION
2020	Annual Report	278	Sample Agency 2020	Sample Agency 2020, Group 1	Sample Position	05/15/2020	Draft, Pre-Review		Update

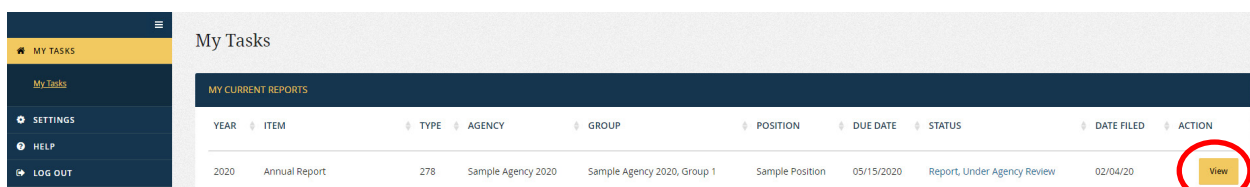
You will begin the report on “Getting Started” again; however, you can use the left-side navigation menu or the “Next” buttons to move forward to the appropriate section that you wish to resume completing.

4.5 - View and Edit a Report under Review

In many cases, you will not have to view or edit your report while it is under review by your Agency. In some cases, however, your Agency may have questions or request changes. *Integrity* permits you to view your report, respond to Agency comments within the system, and, with your Agency’s permission, make changes.

4.5.1 - Open a Report

To open a report that is under review, go to the “My Tasks” page within the Filer interface and look for the report in “My Current Reports.” You will see a “View” or “Update” button at the far right. “View” means that you cannot edit the report but can respond to Reviewer comments. “Update” means that a Reviewer has returned the report to you for editing. Click the “View” or “Update” button to open the report.



YEAR	ITEM	TYPE	AGENCY	GROUP	POSITION	DUE DATE	STATUS	DATE FILED	ACTION
2020	Annual Report	278	Sample Agency 2020	Sample Agency 2020, Group 1	Sample Position	05/15/2020	Report, Under Agency Review	02/04/20	View

4.5.2 - Menu Options

The left-side navigation menu for the report provides the following options:

- Review Report: “Review Report” includes links to the main data entry grids of your report and to a page for re-submitting a report that has been returned to you.
 - General Information: This page displays information that was collected on the “Getting Started” page or was provided by Reviewers.
 - General Comments: This page provides access to comments and public annotations that are not linked to a specific grid entry.
 - Filer’s Federal Positions: This page displays information that you provided on the “Federal Positions” data entry grid prior to filing. This page also displays comments and public annotations linked to specific grid entries.
 - Filer’s Positions: This page displays information that you provided on the “Positions” data entry grid prior to filing. This page also displays comments and public annotations linked to specific grid entries.
 - Filer’s Employment-Related Assets and Income: This page displays information that you provided on the “Employment Assets & Income” data entry grid prior to filing. This page also displays comments and public annotations linked to specific grid entries.
 - Filer’s Employment-Related Arrangements: This page displays information that you provided on the “Employment Arrangements” data entry grid prior to filing. This page also displays comments and public annotations linked to specific grid entries.
 - Filer’s Sources of Compensation (*New Entrant and Nominee Reports only*): This page displays information that you provided on the “Sources of Compensation” data entry grid prior to filing (if applicable). This page also displays comments and public annotations linked to specific grid entries.
 - Spouse’s Employment-Related Assets and Income: This page displays information that you provided on the “Spouse’s Employment Assets & Income” data entry grid prior to filing. This page also displays comments and public annotations linked to specific grid entries.
 - Other Assets and Income: This page displays information that you provided on the “Other Assets & Income” data entry grid prior to filing. This page also displays comments and public annotations linked to specific grid entries.
 - Transactions (*Annual, Termination, and Annual/Termination Reports only*): This page displays information that you provided on the “Transactions” data entry grid prior to filing (if applicable). This page also displays comments and public annotations linked to specific grid entries.

- Liabilities: This page displays information that you provided on the “Liabilities” data entry grid prior to filing. This page also displays comments and public annotations linked to specific grid entries.
 - Gifts and Reimbursements (*Annual, Termination, and Annual/Termination Reports only*): This page displays information that you provided on the “Gifts & Reimbursements” data entry grid prior to filing (if applicable). This page also displays comments and public annotations linked to specific grid entries.
 - Report Data (Summary): This page displays information provided on the preceding data entry grids. Comments and public annotations are displayed in special sections at the top of the page.
 - Submit Report: You would use this page to re-submit your report if the report was returned to you by a Reviewer.
 - Printable View: This page is used to print a hard copy of your OGE Form 278e. The printout will include any public annotations made by Reviewers but will not include comments.
- Compare: The “Compare” feature will track changes made to a report that you pre-populated from another report. You and Reviewers can check the “Compare” page to see if there are any differences between the reports. See [section 4.5.7](#) for more information.
 - Documents: The “Documents” page provides a location for you or a Reviewer to upload documents related to your report (e.g., a job description or ethics counseling memo). See [section 4.5.8](#) for more information.
 - Audit Trail: The “Audit Trail” page provides a record of workflow actions and edits to reports after filing. See [section 4.5.9](#) for more information.
 - Notifications: The “Notifications” page provides a record of email notifications sent to you through *Integrity*. See [section 4.5.10](#) for more information.

4.5.3 - Edit Entries

You cannot edit the entries on your report after filing, unless a Reviewer returns the report to you.

Report Returned

You will ordinarily receive an email notice if a Reviewer returns the report to you for updating. The notice will originate from *Integrity* or the Reviewer directly, depending on the settings selected by your Agency. A returned report will appear on your “My Tasks” page with an “Update” action button. If the button reads “View” instead, the report has not been returned and you cannot make edits.

Edit entries on a returned report in the same manner as you made edits to the data entry grids before filing the report. See [section 4.3.6](#) for more information.

Report Not Returned

A report that has not been returned will appear on your “My Tasks” page with a “View” action button. You cannot edit the report data.

4.5.4 - Comments

The “Comments” feature allows Filers and Reviewers to communicate with each other within the *Integrity* after a report has been filed (i.e., the equivalent of an email or phone call about the report).

How Comments Differ from Endnotes and Public Annotations

See [section 4.3.8](#).

Access to Comments

A comment is visible to any *Integrity* user with access rights to the report, which would include you, your Filer Designee(s), and Reviewers. Comments, however, do not display on the printable, publicly releasable version of your OGE Form 278e. *Integrity* removes all comments after the review process ends.

Ability to Add or Delete Comments

Filers can add comments. Reviewers can add or delete comments.

General Comments

General comments are comments made by a Filer or Reviewer that are not linked to any particular line entry. To access these comments, go to the “General Comments” page.

At the top of the page, you will see a space in which you can enter text for a new comment. Enter your comment and click the “Share as Comment” button.

The screenshot shows the 'General Comments' interface. On the left is a sidebar with a menu including 'Filer1, Sample M', 'REVIEW REPORT', and various report sections like 'General Information', 'General Comments', 'Filer's Federal Positions', etc. The 'General Comments' section is currently selected. The main area has a dark blue header with the text 'GENERAL COMMENTS'. Below this is a large text input field with the placeholder 'COMMENT OR PUBLIC ANNOTATION' and 'Type a comment'. Below the input field are two buttons: 'Share as Comment' (which is circled in red) and 'Clear'. At the bottom of the main area are two yellow buttons: 'Previous' and 'Next'.

Comments display from most recent to oldest, so the newly added comment will appear at the top of the list of comments.

Filer1, Sample M.

REVIEW REPORT

General Information
General Comments
Filer's Federal Positions
Filer's Positions
Filer's Employment-Related Assets and Income
Filer's Employment-Related Arrangements
Spouse's Employment-Related Assets and Income
Other Assets and Income
Transactions
Liabilities
Gifts and Reimbursements
Report Data (Summary)
Submit Report

General Comments

GENERAL COMMENTS

Type a comment

Share as Comment
Clear

Filer1, Sample M. Comment:
February 4th 2020, 2:13:37 pm EST
Second comment

Filer1, Sample M. Comment:
February 4th 2020, 2:13:23 pm EST
First comment

Line Entry Comments

Line entry comments are comments made by a Filer or Reviewer that are linked to a particular line entry in a data entry grid.

Within a data entry grid, the caption (🗨️) column indicates whether a line entry has an existing comment. Click the “+” icon to the left of the entry to access this comment or to add a new comment for this entry.

	#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
🗨️	1	Allied Business Computing	N/A		Salary/Bonus	\$456,955

After clicking the “+” icon, the row will expand to show a space in which you can enter text for a new comment. Enter your comment and click the “Share as Comment” button.

🗨️

1

Allied Business Computing

N/A

Salary/Bonus

\$456,955

Type a comment

Share as Comment
Clear

Comments display from most recent to oldest, so the newly added comment will appear at the top of the list of comments.

🗨️

1

Allied Business Computing

N/A

Salary/Bonus

\$456,955

Type a comment

Share as Comment
Clear

Filer1, Sample M. Comment:
Created at Feb 4th 2020, 2:19:00 pm EST
Line entry comment

Report Data (Summary)

The “Report Data (Summary)” page groups all comments together into one section at the top of the report. The section also notes the author of the comment, the date of the comment, and, for line entry comments, the line reference.

Comments of Reviewing Officials (not publicly displayed on report):

PART	#	REFERENCE	COMMENT
N/A	N/A	General	(02/04/20, Filer1, Sample M.): First comment
N/A	N/A	General	(02/04/20, Filer1, Sample M.): Second comment
2.	1	Allied Business Computing	(02/04/20, Filer1, Sample M.): Line entry comment

To add a new comment, you need to go to the appropriate page (i.e., go to “General Comments” for general comments or to the data entry grid on which a line entry comment should appear). To open a particular comment, you can go to the appropriate page using the navigation buttons or you can click the text in the “Reference” column.

Printable View

Comments do not appear on the “Printable View” page because comments are not part of the final version of the OGE Form 278e that is printed and releasable to the public.

4.5.5 - Public Annotations

The “Public Annotations” feature allows Reviewers to add a note that will be included on the printable, publicly releasable version of the report (i.e., the equivalent of a pen-and-ink note on the face of a paper form).

How Public Annotations Differ from Endnotes and Comments

See [section 4.3.8](#).

Access to Public Annotations

A public annotation is visible to any *Integrity* user with access rights to the report, which would include you, your Filer Designee(s), and Reviewers. In addition, public annotations will display on the printable, publicly releasable version of the report and will be retained until the report reaches the end of the applicable records retention period.

Ability to Add or Delete Public Annotations

Filers cannot add or delete public annotations.

General Public Annotations

General public annotations are annotations made by a Reviewer that are not linked to any particular line entry. To access these public annotations, go to the “General Comments”

page. Public annotations display from most recent to oldest in the same list as comments; however, a public annotation will be marked as a “Public Annotation.”

Line Entry Public Annotations

Line entry public annotations are annotations made by a Reviewer that are linked to a particular line entry in a data entry grid.

Within a data entry grid, the caption (🗨️) column indicates whether a line entry has an existing public annotation. Click the “+” icon to the left of the entry to access this public annotation. Public annotations display from most recent to oldest in the same list as comments; however, a public annotation will be marked as a “Public Annotation.”

The screenshot shows a data entry grid with columns: #, DESCRIPTION, EIF, VALUE, INCOME TYPE, and INCOME AMOUNT. The first row has a checkmark in the # column, '1' in the DESCRIPTION column, 'Allied Business Computing' in the EIF column, 'N/A' in the VALUE column, 'Salary/Bonus' in the INCOME TYPE column, and '\$456,955' in the INCOME AMOUNT column. Below the grid, there is a comment box with a red circle around the '+' icon. The comment box contains the text: 'Reviewer1, Sample M. Public Annotation: Created at Feb 4th 2020, 2:21:59 pm EST' and 'Line entry public annotation'.

Report Data (Summary)

The “Report Data (Summary)” page groups all public annotations together into one section at the top of the report. The section also notes the author of the public annotation, the date of the annotation, and, for line entry annotations, the line reference.

Comments of Reviewing Officials (public annotations):

PART	#	REFERENCE	COMMENT
2.	1	Allied Business Computing	(02/04/20, Reviewer1, Sample M.): Line entry public annotation

Printable View

Public annotations appear on the “Printable View” page because they are part of the final version of the OGE Form 278e that is printed and releasable to the public.

4.5.6 - Re-Submit a Report

If a Reviewer has returned a report to you for editing, you will need to re-submit the report after you have made those edits. Go to the “Submit” page, check the box next to the Filer Statement, and select the “Submit” button. A new signature will not appear on the Cover Page of the report because you have already filed the report; however, a re-submission will be tracked in the “Audit Trail” of the report.

4.5.7 - Compare

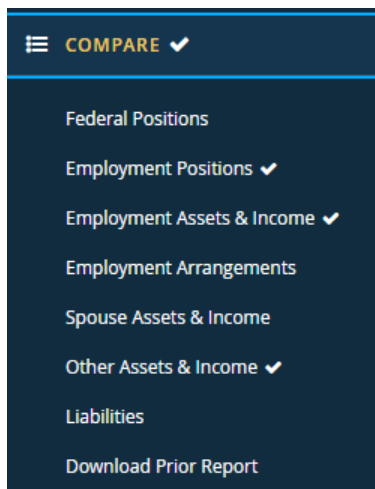
The “Compare” feature will track changes made to a report that you pre-populated from another report. You and Reviewers can check the “Compare” page to see if there are any differences between the reports.

Requirements for Compare

The “Compare” feature will work only if you choose to pre-populate your report from a previous report. If you do not pre-populate, the system will not have any way to track changes and compare your new report to a previous report. In addition, “Compare” is available only after you file the new report.

Using Compare

A checkmark appears next to the “Compare” menu option if there are changes between the current report and the prior report from which you pre-populated. Additional checkmarks appear next to the specific data entry grids that have changes. For example, in the image below, the checkmark next to “Other Assets & Income” indicates that there are differences between the “Other Assets & Income” data entry grid of your current report and the “Other Assets & Income” data entry grid of your prior report.



Select a link for which there is a checkmark to see any differences between that grid on your new report and the grid as it appeared on your prior report (if applicable). You can use the filter conditions to view all differences, all entries, only unchanged entries, only new entries, only changed entries, or only deleted entries.

All Differences

By default, “Compare” displays all of the entries that have been added, changed, or deleted. The “Change” column at the left will display the letter “N” for each added entry, the letter “C” for each changed entry, and the letter “D” for each deleted entry.

Compare 2020 Annual Report with 2019 New Entrant Report - Filer1, Sample M.

All New, Changed, and Deleted **Go**

20 records per page

Search:

#	CHANGE	DESCRIPTION	PARENT ASSET	EIF	VALUE	TYPE	AMOUNT	OWNER	ENDNOTE
D		Positron Fund	n/a	Yes	\$100,001 - \$250,000		\$2,501 - \$5,000		
1	C	XYZ Corporation	n/a	N/A	\$1,001 - \$15,000	Not applicable (less than \$201)	None (or less than \$201)		
3	N	Widgets, Inc.	n/a	N/A	\$15,001 - \$50,000	Dividends	\$201 - \$1,000		

Showing 1 to 3 of 3 entries

Previous 1 Next

All Entries

To see all entries that appeared on either report, select the “All Entries” filter option. In addition to the added, changed, and deleted entries, this filter option displays unchanged entries, which are marked with the letter “U.”

Compare 2020 Annual Report with 2019 New Entrant Report - Filer1, Sample M.

All Entries **Go**

20 records per page

Search:

#	CHANGE	DESCRIPTION	PARENT ASSET	EIF	VALUE	TYPE	AMOUNT	OWNER	ENDNOTE
D		Positron Fund	n/a	Yes	\$100,001 - \$250,000		\$2,501 - \$5,000		
1	C	XYZ Corporation	n/a	N/A	\$1,001 - \$15,000	Not applicable (less than \$201)	None (or less than \$201)		
2	U	WQX Systems, Inc.	n/a	N/A	\$15,001 - \$50,000	Not applicable (less than \$201)	None (or less than \$201)		
3	N	Widgets, Inc.	n/a	N/A	\$15,001 - \$50,000	Dividends	\$201 - \$1,000		

Showing 1 to 4 of 4 entries

Previous 1 Next

Unchanged Entries

To see just entries that did not change relative to the prior report, select the “All Unchanged Entries” filter option.

Compare 2020 Annual Report with 2019 New Entrant Report - Filer1, Sample M.

All Unchanged Entries **Go**

20 records per page

Search:

#	CHANGE	DESCRIPTION	PARENT ASSET	EIF	VALUE	TYPE	AMOUNT	OWNER	ENDNOTE
2	U	WQX Systems, Inc.	n/a	N/A	\$15,001 - \$50,000	Not applicable (less than \$201)	None (or less than \$201)		

Showing 1 to 1 of 1 entries

Previous 1 Next

New Entries

To see just entries that were added to the current report, select the “All New Entries” filter option.

For example, let’s say that you purchased stock in Widgets, Inc., in 2019 after completing your 2019 New Entrant report. “Compare” will track the addition as a “new” entry.

The row will show the new, added entry as it appears on your 2020 Annual report. The “Change” column at the left will display the letter “N,” indicating that the row was added and did not appear on the 2019 New Entrant report.

Compare 2020 Annual Report with 2019 New Entrant Report - Filer1, Sample M.

All New Entries Go

20 records per page Search:

#	CHANGE	DESCRIPTION	PARENT ASSET	EIF	VALUE	TYPE	AMOUNT	OWNER	ENDNOTE
3	N	Widgets, Inc.	n/a	N/A	\$15,001 - \$50,000	Dividends	\$201 - \$1,000		

Showing 1 to 1 of 1 entries (filtered from 3 total entries) Previous 1 Next

Changed Entries

To see just entries from the prior report that were changed on the current report, select the “All Changed Entries” filter option.

For example, let’s say your 2019 New Entrant report included an entry for XYZ Corporation stock with a value of \$1,001 - \$15,000 and dividends of \$201 - \$1,000. You did not receive any reportable income during the period covered by your 2020 Annual report. You, therefore, updated the entry for XYZ Corporation. “Compare” will track the update as a “changed entry.”

The row will show the entry as it now appears on your 2020 Annual report. The “Change” column at the left will display the letter “C,” which indicates that the row was changed relative to the 2019 New Entrant report.

Compare 2020 Annual Report with 2019 New Entrant Report - Filer1, Sample M.

All Changed Entries Go

20 records per page Search:

#	CHANGE	DESCRIPTION	PARENT ASSET	EIF	VALUE	TYPE	AMOUNT	OWNER	ENDNOTE
1	C	XYZ Corporation	n/a	N/A	\$1,001 - \$15,000	Not applicable (less than \$201)	None (or less than \$201)		

Showing 1 to 1 of 1 entries (filtered from 3 total entries) Previous 1 Next

Click the “+” icon to see the entry as it appeared on your 2019 New Entrant report.

#	CHANGE	DESCRIPTION	PARENT ASSET	EIF	VALUE	TYPE	AMOUNT	OWNER	ENDNOTE
1	C	XYZ Corporation	n/a	N/A	\$1,001 - \$15,000	Not applicable (less than \$201)	None (or less than \$201)		
1		XYZ Corporation	n/a	N/A	\$1,001 - \$15,000	Dividends	\$201 - \$1,000		

Deleted Entries

To see just entries from the prior report that were deleted from the current report, select the “All Deleted Entries” filter option.

For example, let’s say that you sold your investment in the Positron Fund in 2019 after completing your 2019 New Entrant report. You did not receive any reportable income from the fund, so you removed the fund from your 2020 Annual report. “Compare” will track the deletion as a “deleted entry.”

The row will show the old, deleted entry as it appeared on your 2019 New Entrant report; however, the entry will appear “grayed out,” and the “Change” column at the left will display the letter “D,” indicating that the row was deleted and does not appear on the 2020 Annual report.

The screenshot shows the 'Compare' report interface. The left sidebar has a menu with 'Filer1, Sample M.', 'REVIEW REPORT', 'COMPARE' (selected), 'Federal Positions', 'Employment Positions', 'Employment Assets & Income', 'Employment Arrangements', 'Spouse Assets & Income', 'Other Assets & Income', 'Liabilities', and 'Download Prior Report'. The main area is titled 'Compare 2020 Annual Report with 2019 New Entrant Report - Filer1, Sample M.'. It features a filter dropdown set to 'All Deleted Entries' with a 'Go' button, a '20 records per page' selector, and a search bar. Below is a table with columns: #, CHANGE, DESCRIPTION, PARENT ASSET, EF, VALUE, TYPE, AMOUNT, OWNER, and ENDNOTE. The first row shows a red circle with a 'D' in the 'CHANGE' column, 'Positron Fund' in the 'DESCRIPTION' column, 'n/a' in the 'PARENT ASSET' column, 'Yes' in the 'EF' column, '\$100,001 - \$250,000' in the 'VALUE' column, and '\$2,501 - \$5,000' in the 'AMOUNT' column. At the bottom, it says 'Showing 1 to 1 of 1 entries (filtered from 3 total entries)' and has 'Previous', '1', and 'Next' navigation buttons.

#	CHANGE	DESCRIPTION	PARENT ASSET	EF	VALUE	TYPE	AMOUNT	OWNER	ENDNOTE
	D	Positron Fund	n/a	Yes	\$100,001 - \$250,000		\$2,501 - \$5,000		

Download Prior Report

You can also access the prior report from which you pre-populated by clicking the “Download Prior Report” link. The report will download as a PDF file.

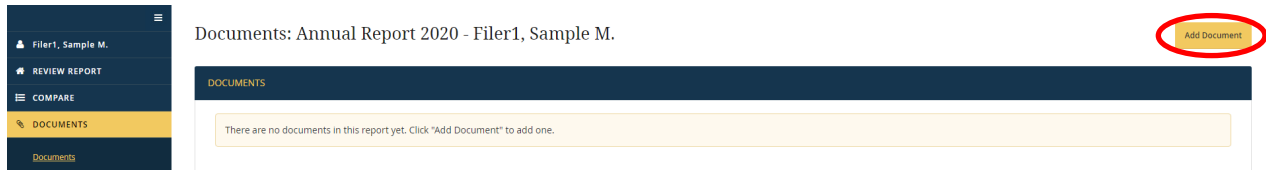
The screenshot shows the 'COMPARE' menu in the sidebar. The menu items are: 'Federal Positions', 'Employment Positions', 'Employment Assets & Income', 'Employment Arrangements', 'Spouse Assets & Income', 'Other Assets & Income', 'Liabilities', and 'Download Prior Report'. The 'Download Prior Report' link is highlighted with a red circle.

4.5.8 - Documents

“Documents” provides a location for you or a Reviewer to upload documents related to your report (e.g., a job description or ethics counseling memo).

Add a Document

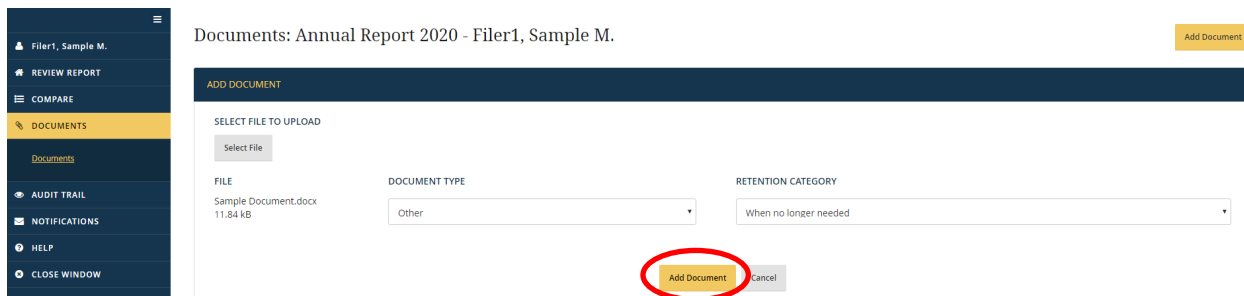
On the “Documents” page, select the “Add Document” button at the upper right.



A “Select File to Upload” section will appear. Click the “Select File” button and choose the document you wish to upload.



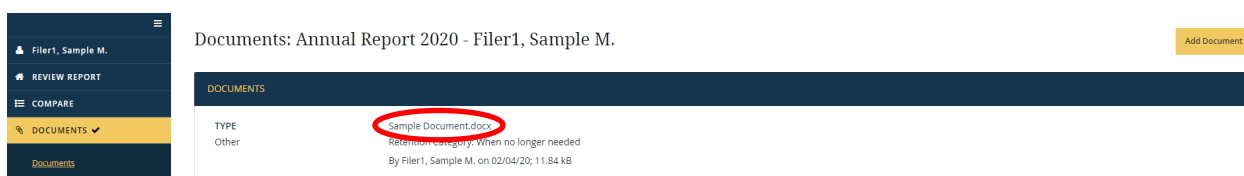
After you have chosen the document, additional fields will appear that permit you to specify the document type and retention category. These fields are primarily for use by Reviewers and Agency records personnel. Click the “Add Document” button in the lower part of the screen to complete the process.



A checkmark will appear next to the “Documents” menu option, signaling that a document exists.

View a Document

On the “Documents” page, you will see a list of documents along with basic metadata, such as the type of document, the retention category, who added the document, and when the document was added. Select the file name of the document to open the document.



Delete a Document

Filers cannot delete documents. To delete a document, contact a Reviewer for your report.

Edit Document Metadata

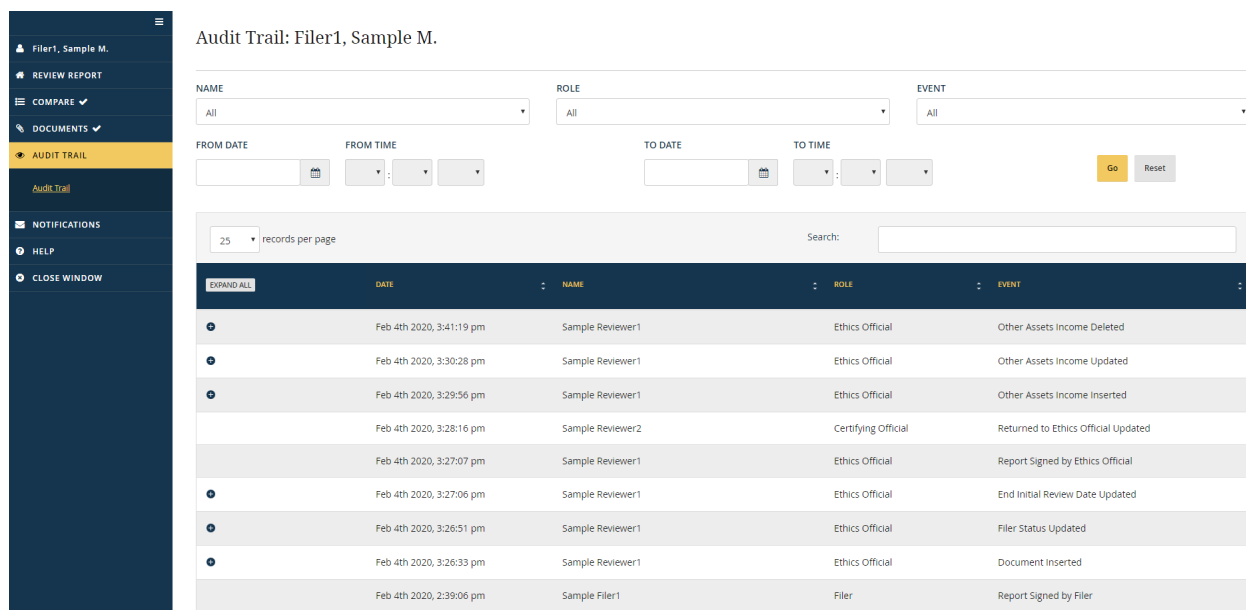
Filers cannot edit metadata for a document.

Auditing Changes to Documents

Additions, deletions, and edits to metadata are tracked on the “Audit Trail” page.

4.5.9 - Audit Trail

The “Audit Trail” page provides a record of workflow actions, edits to reports after filing, and changes to uploaded documents. Auditable events are ordered from the most recent event to the oldest.



Audit Trail: Filer1, Sample M.

NAME: All ROLE: All EVENT: All

FROM DATE: FROM TIME: TO DATE: TO TIME: Go Reset

25 records per page Search:

EXPAND ALL	DATE	NAME	ROLE	EVENT
+	Feb 4th 2020, 3:41:19 pm	Sample Reviewer1	Ethics Official	Other Assets Income Deleted
+	Feb 4th 2020, 3:30:28 pm	Sample Reviewer1	Ethics Official	Other Assets Income Updated
+	Feb 4th 2020, 3:29:56 pm	Sample Reviewer1	Ethics Official	Other Assets Income Inserted
	Feb 4th 2020, 3:28:16 pm	Sample Reviewer2	Certifying Official	Returned to Ethics Official Updated
	Feb 4th 2020, 3:27:07 pm	Sample Reviewer1	Ethics Official	Report Signed by Ethics Official
+	Feb 4th 2020, 3:27:06 pm	Sample Reviewer1	Ethics Official	End Initial Review Date Updated
+	Feb 4th 2020, 3:26:51 pm	Sample Reviewer1	Ethics Official	Filer Status Updated
+	Feb 4th 2020, 3:26:33 pm	Sample Reviewer1	Ethics Official	Document Inserted
	Feb 4th 2020, 2:39:06 pm	Sample Filer1	Filer	Report Signed by Filer

Filters

You may limit “Audit Trail” events based on several filter conditions. To change the filters, select the desired filter conditions and click the “Go” button. If you wish to return to the default filter conditions, click the “Reset” button.

- Name: The “Name” filter limits results based on the name of the individual who took the action.
- Role: The “Role” filter” limits results based on the role in which the user took the action.

- Event: The “Event” filter limits results based on the type of action that occurred.
- From Date / From Time: The “From Date” filter limits results to any action that occurred on or after the date specified. Once you select a date, you may filter results further by selecting a time.
- To Date / To Time: The “To Date” filter limits results to any action that occurred on or before the date specified. Once you select a date, you may filter results further by selecting a time.

Columns

The columns on the “Audit Trail” page provide the following information:

- Date: The “Date” column indicates when the action occurred.
- Name: The “Name” column indicates who took the action.
- Role: The “Role” column indicates the role in which the user took the action.
- Event: The “Event” column briefly describes the action that occurred. A “+” icon appears for certain types of auditable events that allows you to find out more information about the event.

Workflow Events

“Audit Trail” will identify when a role holder has signed the report (i.e., submitted the report), returned the report to another user, declined to certify the report, or “pulled” the report forward to the Certifying Official.

EXPAND ALL	DATE	NAME	ROLE	EVENT
	Feb 4th 2020, 3:28:16 pm	Sample Reviewer2	Certifying Official	Returned to Ethics Official Updated

Changes to Documents

“Audit Trail” will identify that a document has been inserted, deleted, or has had its metadata changed. Click the “+” icon for more information.

EXPAND ALL	DATE	NAME	ROLE	EVENT
+	Feb 4th 2020, 3:26:33 pm	Sample Reviewer1	Ethics Official	Document Inserted
FILE	DOCUMENT TYPE	RETENTION CATEGORY		
Sample Document.docx	Other	When no longer needed		

Changes to the General Information Page

“Audit Trail” will identify the field that was changed on the “General Information” page. Click the “+” icon to see the new and previous values for that field.

EXPAND ALL	DATE	NAME	ROLE	EVENT
+	Feb 4th 2020, 3:26:51 pm	Sample Reviewer1	Ethics Official	Filer Status Updated
FILER STATUS				
Full-Time				
No values entered by user				

New Grid Entry

“Audit Trail” will identify the addition of a grid entry on a report after filing as an “insertion.” Click the “+” icon to see the values of the entry that was inserted.

EXPAND ALL							DATE	NAME	ROLE	EVENT
-							Feb 4th 2020, 3:29:56 pm	Sample Reviewer1	Ethics Official	Other Assets Income Inserted
DESCRIPTION		PARENT ASSET	EIF	VALUE	TYPE	AMOUNT	OWNER			
Widgets, Inc.		n/a	N/A	\$1,001 - \$15,000	Not applicable (less than \$201)	None (or less than \$201)				

Changed Grid Entry

“Audit Trail” will identify a change to a grid entry on a report after filing as an “update.” Click the “+” icon to see the new and previous values for that entry.

EXPAND ALL						
DATE	NAME	ROLE	EVENT			
Feb 4th 2020, 3:30:28 pm	Sample Reviewer1	Ethics Official	Other Assets Income Updated			
DESCRIPTION	PARENT ASSET	EIF	VALUE	TYPE	AMOUNT	OWNER
WQX Systems, Inc.	n/a	N/A	\$15,001 - \$50,000	Dividends	\$201 - \$1,000	
WQX Systems, Inc.	n/a	N/A	\$15,001 - \$50,000	Not applicable (less than \$201)	None (or less than \$201)	

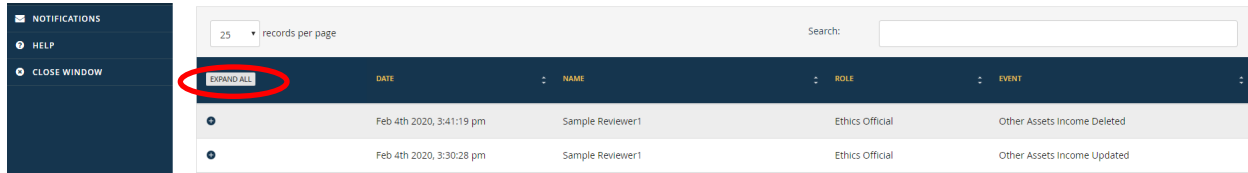
Deleted Grid Entry

“Audit Trail” will identify the deletion of a grid entry on a report after filing as a “deletion.” Click the “+” icon to see the values of the entry that was deleted.

EXPAND ALL						
DATE		NAME		ROLE		EVENT
Feb 4th 2020, 3:41:19 pm		Sample Reviewer1		Ethics Official		Other Assets Income Deleted
DESCRIPTION	PARENT ASSET	EIF	VALUE	TYPE	AMOUNT	OWNER
XYZ Corporation	n/a	N/A	\$1,001 - \$15,000	Not applicable (less than \$201)	None (or less than \$201)	

See Details for All Events

To see the details for all events, click the “Expand All” button that appears in the header row of the “Audit Trail” table.



The screenshot shows the 'Audit Trail' table with a sidebar on the left containing 'NOTIFICATIONS', 'HELP', and 'CLOSE WINDOW'. The table has a header row with columns: DATE, NAME, ROLE, and EVENT. The 'Expand All' button is highlighted in the header row. Below the header, two rows of data are visible, each with a plus icon in the first column.

	DATE	NAME	ROLE	EVENT
+	Feb 4th 2020, 3:41:19 pm	Sample Reviewer1	Ethics Official	Other Assets Income Deleted
+	Feb 4th 2020, 3:30:28 pm	Sample Reviewer1	Ethics Official	Other Assets Income Updated

To hide the details for all events, click the “Collapse All” button.

NOTIFICATIONS

HELP

CLOSE WINDOW

25 records per page

Search:

COLLAPSE ALL

DATE

NAME

ROLE

EVENT

Feb 4th 2020, 3:41:19 pm

Sample Reviewer1

Ethics Official

Other Assets Income Deleted

DESCRIPTION

PARENT ASSET

EF

VALUE

TYPE

AMOUNT

OWNER

XYZ Corporation

n/a

N/A

\$1,001 - \$15,000

Not applicable (less than \$201)

None (or less than \$201)

Feb 4th 2020, 3:30:28 pm

Sample Reviewer1

Ethics Official

Other Assets Income Updated

DESCRIPTION

PARENT ASSET

EF

VALUE

TYPE

AMOUNT

OWNER

WQX Systems, Inc.

n/a

N/A

\$15,001 - \$50,000

Dividends

\$201 - \$1,000

WQX Systems, Inc.

n/a

N/A

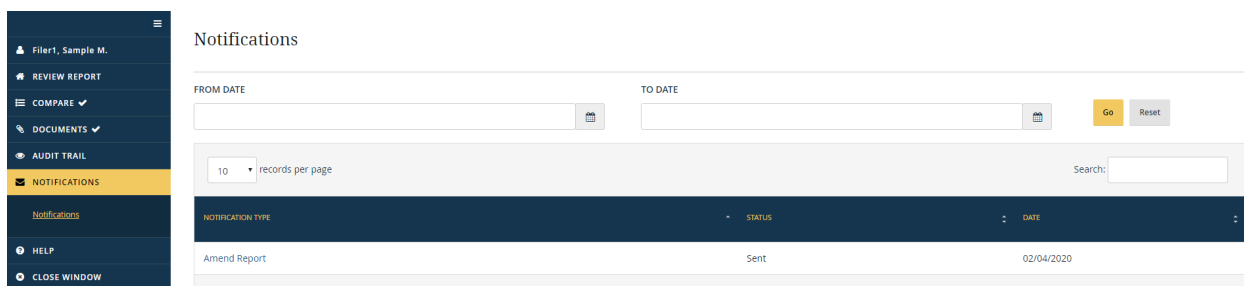
\$15,001 - \$50,000

Not applicable (less than \$201)

None (or less than \$201)

4.5.10 - Notifications

The “Notifications” page provides a record of email notifications sent to you through *Integrity* for the report being viewed. Notifications are ordered from the most recent notice to the oldest.

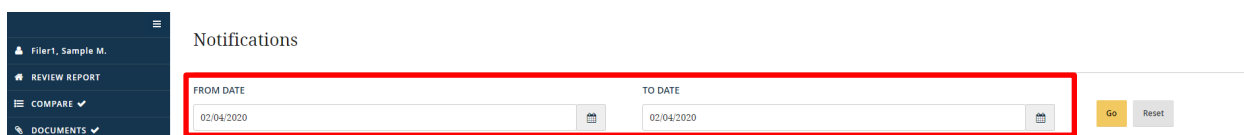


The screenshot shows the 'Notifications' page with a sidebar on the left containing 'Filer1, Sample M.', 'REVIEW REPORT', 'COMPARE', 'DOCUMENTS', 'AUDIT TRAIL', 'NOTIFICATIONS', 'HELP', and 'CLOSE WINDOW'. The 'NOTIFICATIONS' section is highlighted. The main area has filters for 'FROM DATE' and 'TO DATE', a 'Go' button, and a 'Reset' button. Below the filters is a table with columns: NOTIFICATION TYPE, STATUS, and DATE.

NOTIFICATION TYPE	STATUS	DATE
Amend Report	Sent	02/04/2020

Filters

At the top of the “Notifications” page, you will see two date filters. Use these filters to display only notifications sent within a specific date range.



The screenshot shows the 'Notifications' page with the 'FROM DATE' and 'TO DATE' filters highlighted in a red box. The 'FROM DATE' is set to 02/04/2020 and the 'TO DATE' is set to 02/04/2020. The 'Go' and 'Reset' buttons are also visible.

FROM DATE	TO DATE
02/04/2020	02/04/2020

Columns

The columns on the “Notifications” page provide the following information:

- **Notification Type:** The “Notification Type” column specifies the general type of notification sent (e.g., notification of a new report assignment or notification that the report needs to be amended).
- **Status:** The “Status” column indicates whether the notification request was sent.
- **Date:** The “Date” column indicates when the notice was sent.

Notification Text

Click the text in the “Notification Type” field to read the text of the notification.



Notification Displayed but Not Received

If the “Notifications” page displays a notification that you did not receive, first check your junk/spam folder. If you still cannot find a record of having received the notification, contact your Agency *Integrity* administrator or an ethics official.

4.6 - View and Amend a Certified Report

Certified OGE Form 278e reports are ordinarily retained for 6 years from the date that you filed the report. You will have access to all of your old certified reports still held within *Integrity*. Some features, however, will not be available because final certification prevents any further changes to the report data.

4.6.1 - Open a Report

To open a report that has already been certified, go to the “My Tasks” page within the Filer interface and look for the report in “My Past Reports.” Instead of a “Start” button, you will see a “View” button next to the report. Click that button to open the report.

4.6.2 - View a Report

You cannot make any changes or comments to a report after the review is complete, so you cannot access the data entry grids. However, you can view the final version of information as displayed on the “Printable View” page.

4.6.3 - Compare

If the report was originally pre-populated from a prior report, you can still view the differences between the two reports using the “Compare” feature. See [section 4.5.7](#) for more information.

4.6.4 - Documents

You can still upload documents related to this report. See [section 4.5.8](#) for more information.

4.6.5 - Audit Trail

You can still view the history of workflow events and changes to your report after filing. See [section 4.5.9](#) for more information.

4.6.6 - Notifications

You can still view the notifications sent to you for this report. See [section 4.5.10](#) for more information.

4.6.7 - Amendments

Contact your ethics official if you need to amend a report after it has been certified and moved to “My Past Reports.” In lieu of an edit within the system, you may be asked to provide an amendment letter or other document that will be uploaded into *Integrity* as a separate document under “Documents.”

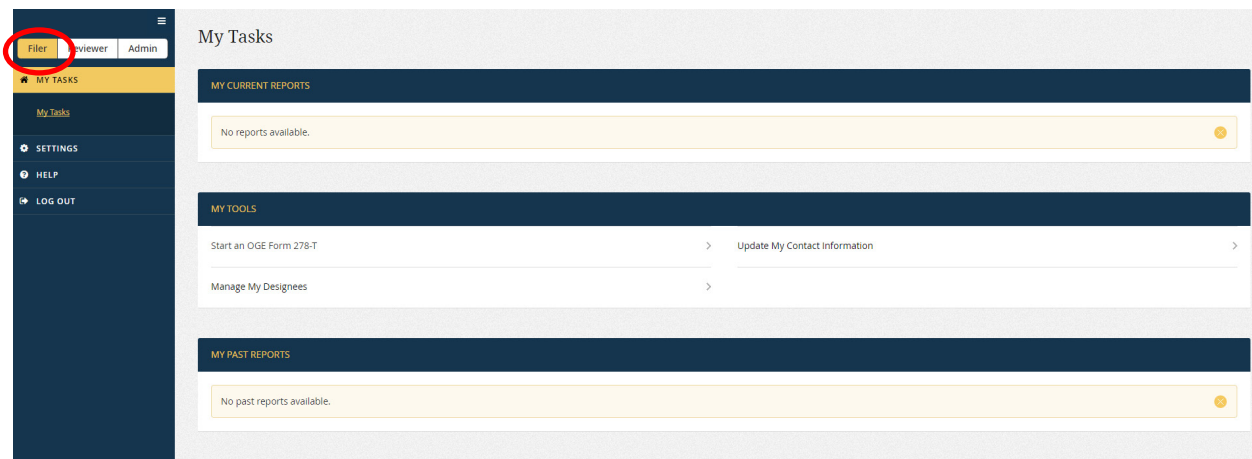
Section 5: Filer Actions (OGE Form 278-T)

Section 5 explains how a Filer can complete an OGE Form 278-T, respond to Reviewer comments, and view old OGE Form 278-T reports.

5.1 - Primary Filer Window

5.1.1 - Filer Interface

Reports are filed in the Filer interface. If you only use *Integrity* as a Filer, then you will be routed to the Filer interface automatically after login. If you have other roles in *Integrity*, however, you will be routed to the Reviewer interface after login. Switch to the Filer interface by selecting the “Filer” tab in the upper left corner of the screen.



5.1.2 - Menu Options

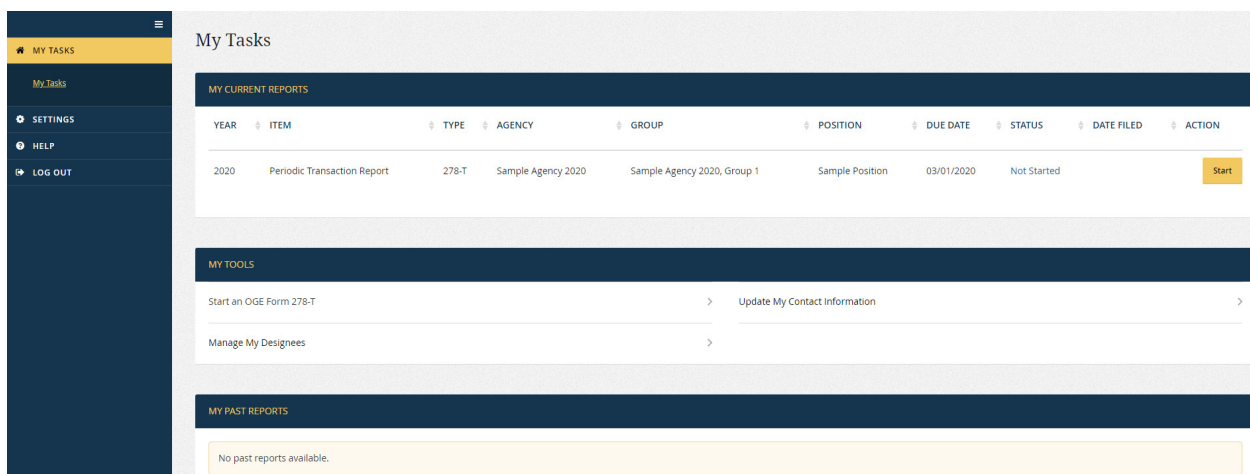
The menu options on the primary Filer interface window are:

- **My Tasks:** Use this page to file reports, respond to Reviewer questions, and view past reports.
- **Settings:** Use the “Settings” page to update your contact information and manage your Filer Designees. See section 3 for more information.
- **Help:** Use the “Help” page to find basic information about *Integrity* and the public financial disclosure forms.
- **Log Out:** Select “Log Out” to exit *Integrity*.

5.1.3 - My Tasks

“My Tasks” is the default landing page within the Filer interface. On the left side of the screen, the “My Tasks” tab will be highlighted. On the right side of the screen, you will see the “My Tasks” work area, which is divided into three parts.

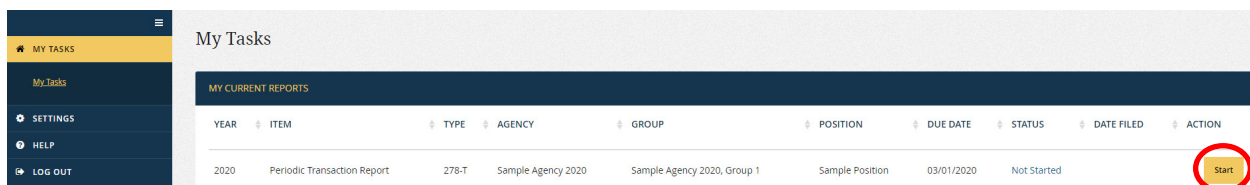
- My Current Reports: Displays any assigned, started, or review-in-progress reports you have.
- My Tools: Displays links for self-assigning a 278-T, viewing/editing your contact information, and adding/removing your Filer Designees.
- My Past Reports: Displays your previously completed reports.



5.2 - Start a Report

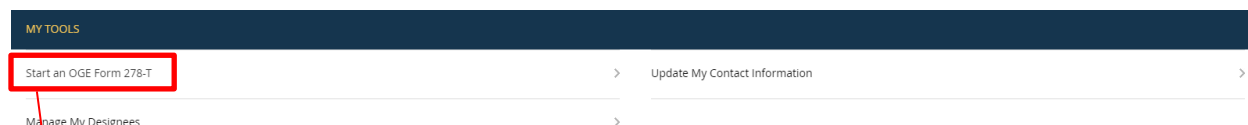
5.2.1 - Select an Assigned Report

If you see an assigned OGE Form 278-T under “My Current Reports,” click the “Start” button at the far right. The report will open in a new, secondary window.



5.2.2 - Self-Assign a Report

You can self-assign an OGE Form 278-T within *Integrity*. Go to “My Tools” and select “Start an OGE Form 278-T.”



A pop-up window will appear that asks you to specify your position and the Group in which you want to file the report. You can choose only Groups in which you are a Filer.

A screenshot of a pop-up window titled 'Enter details for your Periodic Transaction Report' with a close button (X) in the top right corner. The window has a white background and a dark blue header. It contains three sections: 'GROUP' with a dropdown menu showing 'Sample Agency 2020 - Sample Agency 2020, Group 1'; 'POSITION' with a text input field containing 'Sample Position|'; and 'DUE DATE' with the text 'Earlier of the following: 30 Days from Notification or 45 Days from Transaction.' At the bottom right of the window are two buttons: a yellow 'Start' button and a grey 'Cancel' button.

Click “Start.” The report will open in a new, secondary window.

5.2.3 - Getting Started Page

The “Getting Started” page has the following fields:

- Last Name, First Name, and Middle Initial: You cannot edit these fields. If a correction is needed, contact your Agency **before** submitting your report. Submitting your report constitutes your electronic signature and the signature cannot be revised after being added to the report. To make a change after submission, your Agency would need to assign you a new report.
- Agency and Group: You cannot edit these fields on this page. If you self-assigned this report but chose the incorrect Group, you can start a new Group with the correct Group. Contact your Agency to delete the report with the incorrect Group. If you believe the Agency is incorrect or if you believe the Group is incorrect for a report assigned by someone else, contact your Agency **before** submitting your report.
- Position Title: You can edit this field if your title is incorrect.
- Filer Category: Your Agency may have assigned a default Filer Category to you when adding you as a Filer. That default Filer Category pre-populated this field. You can change the Filer Category if it is incorrect for this position.

5.3 - File a Report

5.3.1 - Basics

Navigating Your Report

You can navigate through your report in two ways. First, where available, you can use the “Next” and “Previous” buttons that appear in the right-side display. After you reach a section of the report, a menu option, corresponding to that section, will appear on the left-side of the page. You can use the left-side menu options to skip around the report without going through each page in sequence using the “Next” and “Previous” buttons.

Grid

After reviewing some general information about yourself and your position on the “Getting Started” page, you report your periodic transactions in a data entry grid.

Submission and Printing

Once you have completed the report, you will have a chance to review your work before signing and submitting the report electronically. You can also print a copy of the report.

5.3.2 - Steps and Menu Options

The menu options on the left-side navigation menu correspond to the steps for completing the report within *Integrity*. However, you will see only (1) the step that you are currently completing; (2) the steps you have already completed; and (3) a link to a view of what the OGE Form 278-T will look like once printed, including the data you have entered so far.

- Getting Started: This page contains questions that populate the Cover Page of the OGE Form 278-T. “Getting Started” also collects information about your “Filer Category” (i.e., appointment type). See [section 5.2.3](#) for more information.

- **278-T:** This page is the data entry grid used to report transactions.

Transactions

You are required to report the following transactions in a Periodic Transaction Report:

- Any purchase, sale, or exchange by you, your spouse, or dependent child of stocks, bonds, commodity futures, and other securities if the amount of the transaction exceeded \$1,000, unless a reporting exception applies.
- Exceptions.
- Voluntary Reporting of Annual/Termination Information.

IMPORT FROM SPREADSHEET [Download Template](#)

No file chosen

25 records per page

Search:

#	DESCRIPTION	TYPE	DATE	NOTIFICATION RECEIVED OVER 30 DAYS AGO	AMOUNT	OWNER
No rows to display						

Showing 0 to 0 of 0 entries

[Previous Step](#) [Next Step](#)

- **Preview & Submission:** You file your report on this page by certifying that the information provided is true, complete, and correct to the best of your knowledge.

REPORT READY FOR SUBMISSION

Periodic Transaction Report | U.S. Office of Government Ethics; 5 C.F.R. part 2634 (Updated Nov. 2019)

Executive Branch Personnel
Public Financial Disclosure Report:
Periodic Transaction Report (OGE Form 278-T)

Filer's Information

Filer2, Sample M
Sample Position, Sample Agency 2020

Electronic Signature - I certify that the statements I have made in this form are true, complete and correct to the best of my knowledge.

Agency Ethics Official's Opinion - On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations (subject to any comments below).

Other review conducted by

U.S. Office of Government Ethics Certification

Submit Executive Branch Public Financial Disclosure Report (OGE Form 278-T)

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

☐ I certify that the statements I have made in this report are true, complete, and correct to the best of my knowledge.

[Submit OGE 278-T](#)

- **Printable View:** This page is used to print a hard copy of your OGE Form 278-T.

5.3.3 - Data Entry Grid: Introduction

Instructions

The instructions for completing the data entry grid appear at the top of the screen above the grid. These instructions are similar to the instructions accompanying the paper version of the OGE Form 278-T.

Transactions

You are required to report the following transactions in a Periodic Transaction Report:

- Any purchase, sale, or exchange by you, your spouse, or dependent child of stocks, bonds, commodity futures, and other securities if the amount of the transaction exceeded \$1,000, unless a reporting exception applies.
- Exceptions. ?
- Voluntary Reporting of Annual/Termination Information. ?

IMPORT FROM SPREADSHEET [Download Template](#)

[Choose File](#) No file chosen

25 records per page

Search:

#	DESCRIPTION	TYPE	DATE	NOTIFICATION RECEIVED OVER 30 DAYS AGO	AMOUNT	OWNER
1	Sample Asset	Purchase	01/31/2020	No	\$1,001 - \$15,000	

Showing 1 to 1 of 1 entries

Previous Step Next Step

The tool tip (“?”) icon indicates that additional information is available. Click the icon to view that information.

- Exceptions. ?
- Tool tip

Exceptions

You need not report: (1) mutual funds and other excepted investment funds; (2) certificates of deposit, savings or checking accounts, and money market accounts; (3) U.S. Treasury bills, notes, and bonds; (4) Thrift Savings Plan accounts; (5) real property (e.g., rental building or farmland); and (6) transactions that are solely by and between you, your spouse or dependent child.

Grid

The data entry grid appears in the center of the screen below the instructions. Entries are displayed in the order they were entered. You can temporarily sort the entries by clicking the sort icon; however, sorting will not permanently change the order of the entries.

Transactions

You are required to report the following transactions in a Periodic Transaction Report:

- Any purchase, sale, or exchange by you, your spouse, or dependent child of stocks, bonds, commodity futures, and other securities if the amount of the transaction exceeded \$1,000, unless a reporting exception applies.
- Exceptions. ?
- Voluntary Reporting of Annual/Termination Information. ?

IMPORT FROM SPREADSHEET [Download Template](#)

[Choose File](#) No file chosen

25 records per page

Search:

#	DESCRIPTION	TYPE	DATE	NOTIFICATION RECEIVED OVER 30 DAYS AGO	AMOUNT	OWNER
1	Sample Asset	Purchase	01/31/2020	No	\$1,001 - \$15,000	

Showing 1 to 1 of 1 entries

Previous Step Next Step

5.3.4 - Data Entry Grid: Add an Entry

Click the “Add” button to display the “Add” section on the right. Complete the fields in the “Add” section and click the “Save” button.

The screenshot shows the 'Transactions' page. On the left is a sidebar with navigation links. The main content area has a header 'Transactions' and a sub-header 'You are required to report the following transactions in a Periodic Transaction Report:'. Below this are three bullet points: 'Any purchase, sale, or exchange by you, your spouse, or dependent child of stocks, bonds, commodity futures, and other securities if the amount of the transaction exceeded \$1,000, unless a reporting exception applies.', 'Exceptions.', and 'Voluntary Reporting of Annual/Termination Information.'. There are links for 'IMPORT FROM SPREADSHEET' and 'Download Template'. Below these is a 'Choose File' button and 'No file chosen' text. A table shows transaction data with columns: #, DESCRIPTION, TYPE, DATE, NOTIFICATION RECEIVED OVER 30 DAYS AGO, AMOUNT, and OWNER. The table has one entry: '1 Sample Asset Purchase 01/31/2020 No \$1,001 - \$15,000'. Below the table are 'Previous Step' and 'Next Step' buttons. On the right, the 'ADD A NEW TRANSACTION' form is shown with fields for ITEM DESCRIPTION, TYPE OF TRANSACTION, DATE OF TRANSACTION, NOTIFICATION, AMOUNT OF TRANSACTION, ITEM OWNER, and OPTIONAL ENDNOTE. The 'Add New Transaction' button is circled in red.

You can hide the “Add” section by clicking the “X” in the upper right.

This screenshot is similar to the previous one, but the 'Add New Transaction' button is circled in red. The 'Add a New Transaction' form on the right is also visible, showing the same fields as before.

5.3.5 - Data Entry Grid: Import Entries from a Spreadsheet

You can import up to 100 entries at one time from a Microsoft Excel spreadsheet.

First, click the “Download Template” link above the data entry grid.

This screenshot shows the 'Transactions' page with the 'Download Template' link circled in red. The 'Add New Transaction' button is also visible in the top right corner.

Specify where you would like to save a copy of the template. Open the template and begin adding information. The first row of the template has the header labels for each column, which correspond to fields on the data entry grid. The second row is a sample entry, which shows how to enter data into the template.

	A	B	C	D	E	F	G
1	Item Description	Type of Transaction	Date of Transaction	Notification	Amount of Transaction	Item Owner	Optional Endnote
2	Item 1	Purchase	04/01/2019	No	\$1,001 - \$15,000	Filer (Me)	
3							
4							
5							

After you have added the rows that you wish to import, save the template. Click the “Choose File” button.

The screenshot shows the 'Transactions' page with a sidebar on the left containing 'MY FILINGS', 'Getting Started', '278-T', 'Preview & Submission', and 'Printable View'. The main content area has a header 'Transactions' and a sub-header 'You are required to report the following transactions in a Periodic Transaction Report:'. Below this are three bullet points: 'Any purchase, sale, or exchange by you, your spouse, or dependent child of stocks, bonds, commodity futures, and other securities if the amount of the transaction exceeded \$1,000, unless a reporting exception applies.', 'Exceptions.', and 'Voluntary Reporting of Annual/Termination Information.'. The 'IMPORT FROM SPREADSHEET' section has a 'Download Template' link and a 'Choose File' button circled in red.

Select the template from the location in which you saved it. Click the “Upload” button.

This screenshot is similar to the previous one, but the 'Upload' button next to the file '278TImportTemplate.xlsx' is circled in red.

The entries from the spreadsheet will be added after the existing entries.

The screenshot shows the 'Import from Spreadsheet' section with a table of imported entries. The table has columns: #, DESCRIPTION, TYPE, DATE, NOTIFICATION RECEIVED OVER 30 DAYS AGO, AMOUNT, and OWNER. The entries are:

#	DESCRIPTION	TYPE	DATE	NOTIFICATION RECEIVED OVER 30 DAYS AGO	AMOUNT	OWNER
1	Sample Asset	Purchase	01/31/2020	No	\$1,001 - \$15,000	
2	Sample Asset 2	Sale	01/24/2020	No	\$15,001 - \$50,000	J
3	Sample Asset 3	Sale	01/24/2020	No	\$15,001 - \$50,000	J

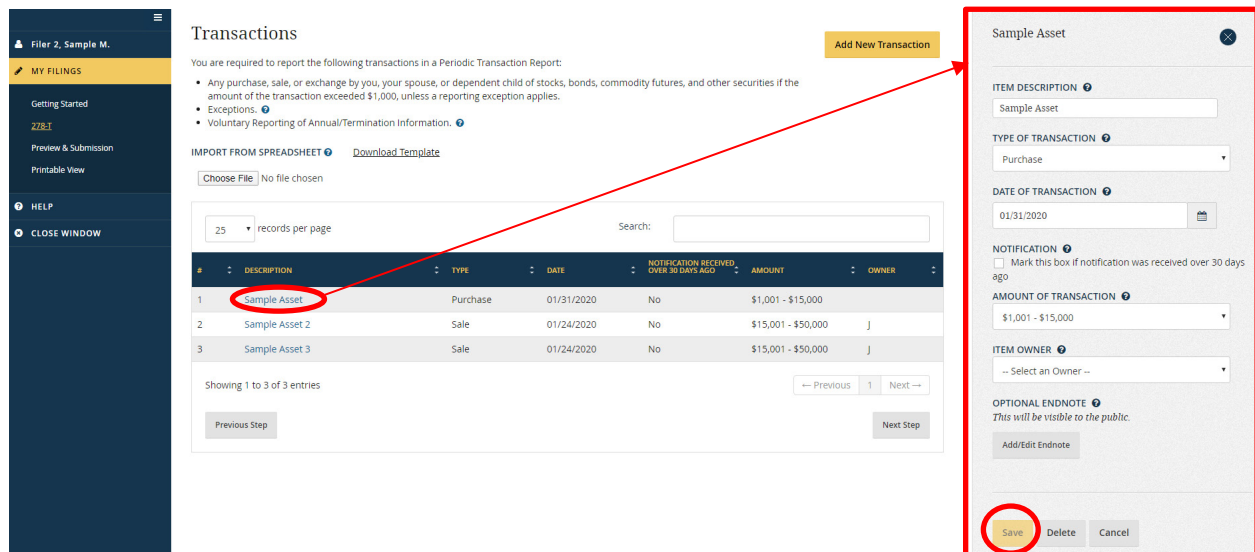
Imported entries must include a description in the Item Description field. If you leave that field blank for any entry, the import process will fail and you will receive an error message that identifies the problematic row in the template.

The screenshot shows a dark blue banner with the text 'Import from Spreadsheet' and a close button (X).

Item Description on row 5 is required.

5.3.6 - Data Entry Grid: Edit an Entry

Select the text that appears in the “Description” field. You will see the entry data appear in the “Add” section at the right side of the screen. Change the fields as needed and click the “Save” button.

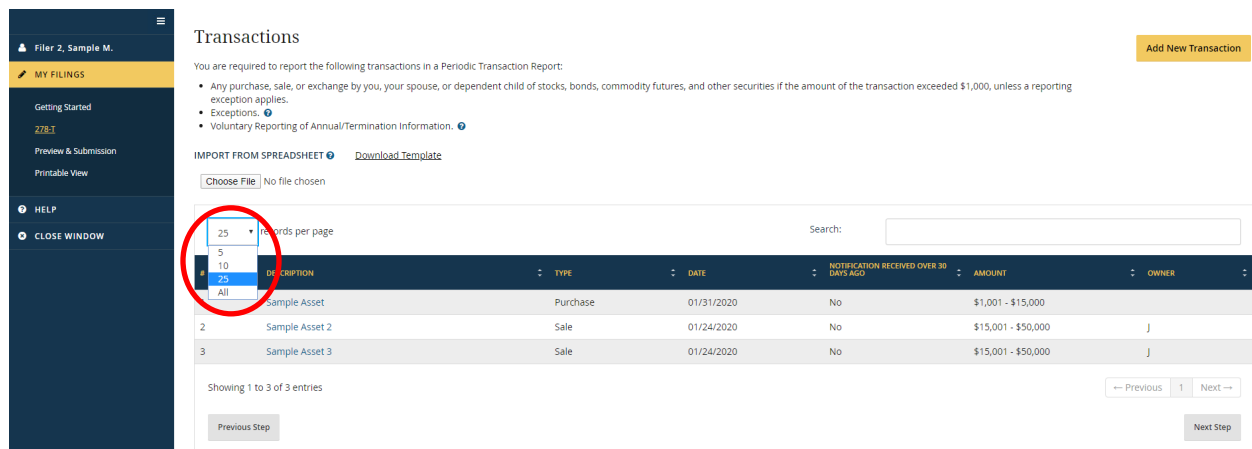


5.3.7 - Data Entry Grid: Delete an Entry

Select the text that appears in the “Description” field. You will see the entry data appear in the “Add” section at the right side of the screen. Click the “Delete” button. Deletions are irreversible.

Change the Number of Entries Displayed on a Page

You can change the number of row entries displayed on a page by selecting the “records per page” drop-down field.



Move to a Different Page within a Grid

The number of row entries within a grid might exceed the number that can be displayed on a single page. To access these additional row entries, click the “Next” button at the bottom of the grid.

5 records per page Search:

#	DESCRIPTION	TYPE	DATE	NOTIFICATION RECEIVED OVER 30 DAYS AGO	AMOUNT	OWNER
1	Sample Asset	Purchase	01/31/2020	No	\$1,001 - \$15,000	
2	Sample Asset 2	Sale	01/24/2020	No	\$15,001 - \$50,000	J
3	Sample Asset 3	Sale	01/24/2020	No	\$15,001 - \$50,000	J
4	Sample Asset 4	Purchase	01/23/2020	No	\$1,001 - \$15,000	J
5	Sample Asset 5	Sale	01/23/2020	No	\$1,001 - \$15,000	J

Showing 1 to 5 of 6 entries

Previous Step ← Previous 1 **Next →** Next Step

Move to a Different Step

Select the “Next Step” and “Previous Step” buttons to move between the “Getting Started”; “278-T”; and “Preview & Submission” pages. To visit a step you have already completed, you can also use the left-side navigation menu.

5 records per page Search:

#	DESCRIPTION	TYPE	DATE	NOTIFICATION RECEIVED OVER 30 DAYS AGO	AMOUNT	OWNER
1	Sample Asset	Purchase	01/31/2020	No	\$1,001 - \$15,000	
2	Sample Asset 2	Sale	01/24/2020	No	\$15,001 - \$50,000	J
3	Sample Asset 3	Sale	01/24/2020	No	\$15,001 - \$50,000	J
4	Sample Asset 4	Purchase	01/23/2020	No	\$1,001 - \$15,000	J
5	Sample Asset 5	Sale	01/23/2020	No	\$1,001 - \$15,000	J

Showing 1 to 5 of 6 entries

Previous Step ← Previous 1 2 **Next →** **Next Step**

5.3.8 - Submit the Report

To sign and submit the report, take the following actions:

1. Scroll to the portion of the “Preview & Submission” page that displays the Filer Statement checkbox. Select that checkbox to indicate your agreement with the corresponding statement.
2. Click the “Submit” button. You will receive a message stating that you have submitted your report.

Submit Executive Branch Public Financial Disclosure Report (OGE Form 278-T)

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

☒ certify that the statements I have made in this report are true, complete, and correct to the best of my knowledge.

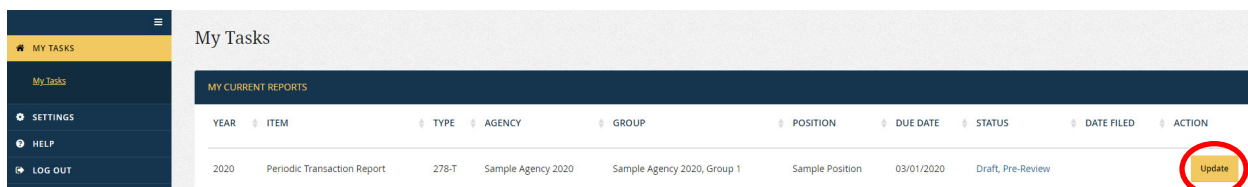
Submit OGE 278-T

5.3.9 - Print the Report

To print your OGE Form 278-T, select the “Printable View” menu option. After the “Printable View” page opens, you can print directly from your Internet browser or you can first export the report to PDF.

5.4 - Resume a Report Prior to Filing

You may have to end a session prior to filing a report that you started. After logging back into *Integrity*, go to the “My Tasks” page within the Filer interface and look for your partially completed report in “My Current Reports.” Instead of a “Start” button, you will see a “Update” button next to the report. Click that button.



YEAR	ITEM	TYPE	AGENCY	GROUP	POSITION	DUE DATE	STATUS	DATE FILED	ACTION
2020	Periodic Transaction Report	278-T	Sample Agency 2020	Sample Agency 2020, Group 1	Sample Position	03/01/2020	Draft, Pre-Review		Update

You will begin the report on “Getting Started” again; however, you can use the left-side navigation menu or the “Next” buttons to move forward to the appropriate section that you wish to resume completing.

5.5 - View and Edit a Report under Review

In many cases, you will not have to view or edit your report while it is under review by your Agency. In some cases, however, your Agency may have questions or request changes. *Integrity* permits you to view your report, respond to Agency comments within the system, and, with your Agency’s permission, make changes.

5.5.1 - Open a Report

To open a report that is under review, go to the “My Tasks” page within the Filer interface and look for the report in “My Current Reports.” You will see a “View” or “Update” button at the far right. “View” means that you cannot edit the report but can respond to Reviewer comments. “Update” means that a Reviewer has returned the report to you for editing. Click the “View” or “Update” button to open the report.

5.5.2 - Menu Options

The left-side navigation menu for the report provides the following options:

- Review Report: “Review Report” includes links to your transaction data and the screen used to re-submit a report that has been returned to you.

- General Information: This page displays information that was collected on the “Getting Started” page or was provided by Reviewers.
- General Comments: This page provides access to comments and public annotations that are not linked to a specific grid entry.
- 278-T Transactions: This page displays information that you provided on the “278-T” data entry grid prior to filing. This page also displays comments and public annotations linked to specific grid entries.
- Report Data (Summary): This page displays your transactions from the “278-T” data entry grid as well as any comments or public annotations in special sections at the top.
- Submit Report: You would use this page to re-submit your report if the report was returned to you by a Reviewer.
- Printable View: This page is used to print a hard copy of your OGE Form 278-T. The printout will include any public annotations made by Reviewers but will not include comments.
- Documents: The “Documents” page provides a location for you or a Reviewer to upload documents related to your report (e.g., a job description or ethics counseling memo). See [section 4.5.8](#) for more information.
- Audit Trail: The “Audit Trail” page provides a record of workflow actions and edits to reports after filing. See [section 4.5.9](#) for more information.
- Notifications: The “Notifications” page provides a record of email notifications sent to you through *Integrity*. See [section 4.5.10](#) for more information.

5.5.3 - Edit Entries

You cannot edit the entries on your report after filing, unless a Reviewer returns the report to you.

Report Returned

You will ordinarily receive an email notice if a Reviewer returns the report to you for review. The notice will originate from *Integrity* or the Reviewer directly, depending on the settings selected by your Agency. A returned report will appear on your “My Tasks” page with an “Update” action button. If the button reads “View” instead, the report has not been returned and you cannot make edits.

Edit entries on a returned report in the same manner as you made edits to the data entry grids before filing the report. See [section 5.3.6](#) for more information.

Report Not Returned

A report that has not been returned will appear on your “My Tasks” page with a “View” action button. You cannot edit the report data.

5.5.4 - Comments

The “Comments” feature allows Filers and Reviewers to communicate with each other within the system.

Access to Comments

A comment is visible to any *Integrity* user with access rights to the report, which would include you, your Filer Designee(s), and Reviewers. Comments, however, do not display on the printable, publicly releasable version of your OGE Form 278-T. In addition, comments are retained only for the duration of the review process. *Integrity* removes all comments after the review process ends.

Ability to Add or Delete Comments

Filers can add comments. Reviewers can add or delete comments.

General Comments

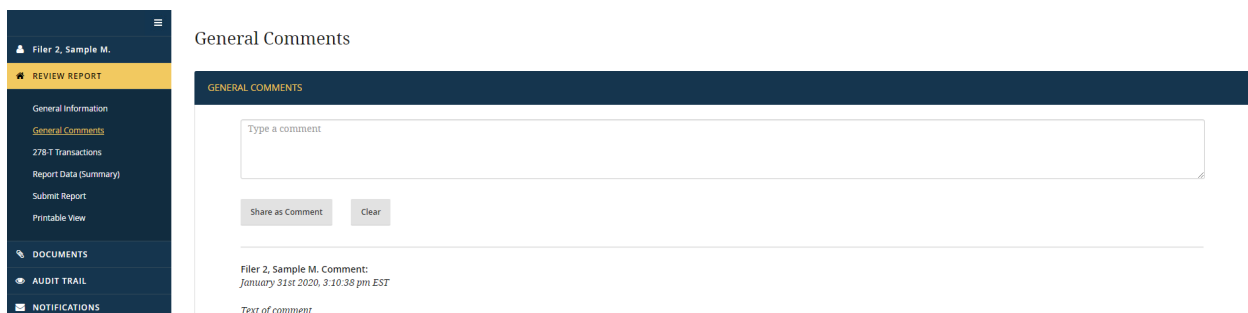
General comments are comments made by a Filer or Reviewer that are not linked to any particular line entry. To access these comments, go to the “General Comments” page.

At the top of the page, you will see a space in which you can enter text for a new comment. Enter your comment and click the “Share as Comment” button.



The screenshot shows the 'General Comments' page. On the left is a dark blue sidebar with a menu. The top of the sidebar shows 'Filer 2, Sample M.' and 'REVIEW REPORT'. Below that are links for 'General Information', 'General Comments' (highlighted), '278-T Transactions', 'Report Data (Summary)', 'Submit Report', and 'Printable View'. At the bottom of the sidebar are 'DOCUMENTS', 'AUDIT TRAIL', and 'NOTIFICATIONS'. The main content area has a header 'General Comments' and a sub-header 'GENERAL COMMENTS'. Below the sub-header is a large text input field with the placeholder 'Text of comment'. At the bottom of the input field are two buttons: 'Share as Comment' (circled in red) and 'Clear'.

Comments display from most recent to oldest, so the newly added comment will appear at the top of the list of comments.



This screenshot shows the 'General Comments' page with a list of comments. The sidebar is identical to the previous screenshot. The main content area shows the 'GENERAL COMMENTS' header and the input field. Below the input field are the 'Share as Comment' and 'Clear' buttons. Below these buttons is a list of comments. The first comment is from 'Filer 2, Sample M.' and is dated 'January 31st 2020, 3:10:38 pm EST'. Below the date is the text 'Text of comment'.

Line Entry Comments

Line entry comments are comments made by a Filer or Reviewer that are linked to a particular line entry in the “278-T Transactions” data entry grid.

Within the data entry grid, the caption (🗨️) column indicates whether a line entry has an existing comment. Click the “+” icon to the left of the entry to access this comment or to add a new comment for this entry.

The screenshot shows the 'Transactions' page for 'Filer 2, Sample M.'. The left sidebar has a 'REVIEW REPORT' section with '278-T Transactions' highlighted. The main content area shows a table with columns: #, DESCRIPTION, TYPE, DATE, NOTIFICATION RECEIVED OVER 30 DAYS AGO, AMOUNT, and OWNER. The first row is for 'Sample Asset' (Sale, 01/15/2020, \$15,001 - \$50,000). A '+' icon in the first column of this row is circled in red.

After clicking the “+” icon, the row will expand to show a space in which you can enter text for a new comment. Enter your comment and click the “Share as Comment” button.

This screenshot shows the same 'Transactions' page, but the first row is expanded. Below the row, there is a text input field labeled 'Text of line entry comment'. Below the input field, the 'Share as Comment' button is circled in red.

Comments display from most recent to oldest, so the newly added comment will appear at the top of the list of comments.

This screenshot shows the 'Transactions' page with the first row expanded. The 'Type a comment' input field is visible. Below it, the 'Share as Comment' button is highlighted. Below the button, a comment is displayed: 'Filer 2, Sample M. Comment: Created at Jun 31st 2020, 3:14:48 pm EST. Text of line entry comment'.

Report Data (Summary)

The “Report Data (Summary)” page groups all comments together into one section at the top of the report. The section also notes the author of the comment, the date of the comment, and, for line entry comments, the line reference.

Comments of Reviewing Officials (not publicly displayed on report):

PART	#	REFERENCE	COMMENT
N/A	N/A	General	(01/31/20, Filer 2, Sample M.): Text of comment
Transactions	1	Sample Asset	(01/31/20, Filer 2, Sample M.): Text of line entry comment

To add a new comment, you need to go to the appropriate page (i.e., go to “General Comments” for general comments or to the “278-T Transactions” data entry grid for a line entry comment). To open a particular comment, you can go to the appropriate page using the navigation buttons or you can click the text in the “Reference” column.

Printable View

Comments do not appear on the “Printable View” page because comments are not part of the final version of the OGE Form 278-T that is printed and releasable to the public.

5.5.5 - Public Annotations

The “Public Annotations” feature allows Reviewers to add a note that will be part of the printable, publicly releasable version of the OGE Form 278-T. Public annotations are the equivalent of pen-and-ink notes added to the face of a hard copy report.

Access to Public Annotations

A public annotation is visible to any *Integrity* user with access rights to the report, which would include you, your Filer Designee(s), and Reviewers. In addition, public annotations will display on the printable, publicly releasable version of your report.

Ability to Add or Delete Public Annotations

Filers cannot add or delete public annotations.

General Public Annotations

General public annotations are annotations made by a Reviewer that are not linked to any particular line entry. To access these public annotations, go to the “General Comments” page. Public annotations display from most recent to oldest in the same list as comments; however, a public annotation will be marked as a “Public Annotation.”

General Information
General Comments
278-T Transactions
Report Data (Summary)
Submit Report
Printable View

DOCUMENTS
AUDIT TRAIL
NOTIFICATIONS
HELP
CLOSE WINDOW

COMMENT OR PUBLIC ANNOTATION

Type a comment

Share as Comment Clear

Reviewer1, Sample M Public Annotation:
February 1st 2019, 11:03:21 am EST

Text of public annotation

Filer2, Sample M Comment:
February 1st 2019, 10:41:20 am EST

Text of comment

Line Entry Public Annotations

Line entry public annotations are annotations made by a Reviewer that are linked to a particular line entry in the “278-T Transactions” data entry grid.

Within the data entry grid, the caption (🗨️) column indicates whether a line entry has an existing public annotation. Click the “+” icon to the left of the entry to access this public annotation.

Filer 2, Sample M.

REVIEW REPORT

General Information
General Comments
278-T Transactions
Report Data (Summary)
Submit Report
Printable View

DOCUMENTS
AUDIT TRAIL
NOTIFICATIONS
HELP
CLOSE WINDOW

Transactions

You are required to report the following transactions in a Periodic Transaction Report:

- Any purchase, sale, or exchange by you, your spouse, or dependent child of stocks, bonds, commodity futures, and other securities if the amount of the transaction exceeded \$1,000, unless a reporting exception applies.
- Exceptions. ⓘ
- Voluntary Reporting of Annual/Termination Information. ⓘ

25 records per page Search:

		TRANSACTION	DESCRIPTION	TYPE	DATE	NOTIFICATION RECEIVED OVER 30 DAYS AGO	AMOUNT	OWNER
+	<input checked="" type="checkbox"/>	1	Sample Asset	Sale	01/15/2020	No	\$15,001 - \$50,000	

Type a comment

Share as Comment Clear

Reviewer 1, Sample M. Public Annotation:
Created at Jan 31st 2020, 3:27:36 pm EST

Text of line public annotation

Filer 2, Sample M. Comment:
Created at Jan 31st 2020, 3:14:48 pm EST

Text of line entry comment

Public annotations display from most recent to oldest in the same list as comments; however, a public annotation will be marked as a “Public Annotation.”

Report Data (Summary)

The “Report Data (Summary)” page groups all public annotations together into one section at the top of the report. The section also notes the author of the public annotation, the date of the annotation, and, for line entry annotations, the line reference.

Comments of Reviewing Officials (public annotations):

PART	#	REFERENCE	COMMENT
N/A	N/A	General	(01/31/20, Reviewer 1, Sample M.): Text of public annotation
Transactions	1	Sample Asset	(01/31/20, Reviewer 1, Sample M.): Text of line public annotation

Printable View

Public annotations appear on the “Printable View” page because public annotations are part of the final version of the report that is printed and releasable to the public.

5.5.6 - Re-Submit a Report

If a Reviewer has returned a report to you for editing, you will need to re-submit the report after you have made those edits. Go to the “Submit” page, check the box next to the Filer Statement, and click the “Submit” button. A new signature will not appear on the Cover Page of the report because you have already filed the report; however, a re-submission will be tracked in the “Audit Trail” for the report.

5.5.7 - Documents

The “Documents” page for the OGE Form 278-T functions in the same way as the “Documents” page for the OGE Form 278e. See [section 4.5.8](#) for more information.

5.5.8 - Audit Trail

The “Audit Trail” page for the OGE Form 278-T functions in the same way as the “Audit Trail” page for the OGE Form 278e. See [section 4.5.9](#) for more information.

5.5.9 - Notifications

The “Notifications” page for the OGE Form 278-T functions in the same way as the “Notifications” page for the OGE Form 278e. See [section 4.5.10](#) for more information.

5.6 - View and Amend a Certified Report

Certified OGE Form 278-T reports are ordinarily retained for 7 years from the date that you filed the report. You will have access to all of your old certified reports still held within *Integrity*. Some features, however, will not be available because certification prevents any further changes to the report data.

5.6.1 - Open a Report

To open a report that has already been certified, go to the “My Tasks” page within the Filer interface and look for the report in “My Past Reports.” Instead of a “Start” button, you will see a “View” button next to the report. Click that button.

5.6.2 - View a Report

You cannot make any changes or comments to a report after the review is complete, so you cannot access the data entry grid. However, you can view the final version of information as displayed on the “Printable View” page.

5.6.3 - Documents

You can still upload documents related to this report. See [section 4.5.8](#).

5.6.4 - Audit Trail

You can still view the history of workflow events and changes to your report after filing. See [section 4.5.9](#).

5.6.5 - Notifications

You can still view the notifications sent to you for this report. See [section 4.5.10](#).

5.6.6 - Amendments

Contact your ethics official if you need to amend a report after it has been certified and moved to “My Past Reports.” In lieu of an edit within the system, you may be asked to provide an amendment letter or other document that will be uploaded into *Integrity* as a separate document on the “Documents” page.

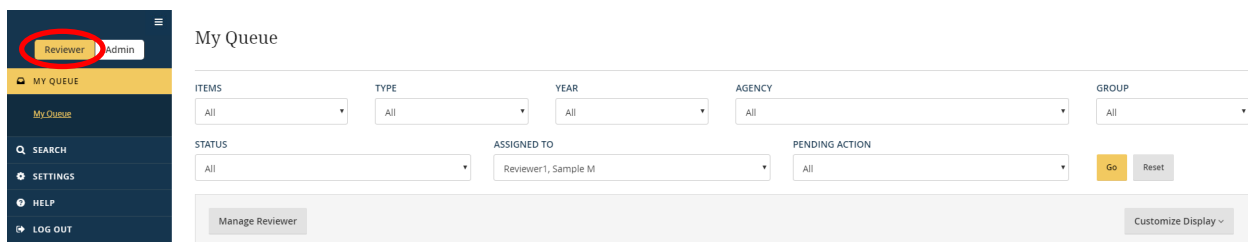
Section 6: Reviewer Actions

Section 6 explains the Reviewer functions available to an authorized Agency user, including instructions on locating reports that require review, adding comments or public annotations, editing entries, approving the report, and managing records.

6.1 - Primary Reviewer Window

6.1.1 - Reviewer Interface

Reports are filed in the Filer interface but reviewed in the Reviewer interface. If you only use *Integrity* as a Filer, then you will be routed to the Filer interface automatically after login and will not have access to the Reviewer interface. If you have other roles in *Integrity*, however, you will be routed to the Reviewer interface after login. Select the “Reviewer” tab in the upper left corner of the screen in order to switch to the Reviewer interface from either the Filer or Admin interface.



6.1.2 - Menu Options

The menu options on the primary Reviewer interface window are:

- **My Queue:** Use this page to find reports that are awaiting review, assign reports to Reviewers, and open reports.
- **Records Management (*if available*):** Use this page to purge records, delete records, or mark records for retention.
- **Search:** Use this page to find any reports in Groups to which you have access, whether currently awaiting review or not.
- **Settings:** Use the “Settings” page to update your contact information. See section 3 for more information.
- **Help:** Use the “Help” page to find basic information about *Integrity*.
- **Log Out:** Select “Log Out” to exit *Integrity*.

6.2 - My Queue

“My Queue” is the default landing page within the Reviewer interface and the primary area for managing reports that require review. On the “My Queue” page, Reviewers can see all “current” reports in Groups to which they have access. A report is “current” if the report has not reached the end of the review process through either certification or an administrative determination by the Certifying Official that the report cannot be certified.

“My Queue” consists of two sections – a set of filter conditions and the results generated by the use of those filter conditions.

The screenshot displays the 'My Queue' interface. On the left is a dark blue sidebar with navigation links: 'MY QUEUE', 'My Queue', 'SEARCH', 'SETTINGS', 'HELP', and 'LOG OUT'. The main content area has a header 'My Queue' and a 'Filters' section. The 'Filters' section contains several dropdown menus: 'ITEMS' (set to 'All'), 'TYPE' (set to 'All'), 'YEAR' (set to 'All'), 'AGENCY' (set to 'All'), 'GROUP' (set to 'All'), 'STATUS' (set to 'All'), 'ASSIGNED TO' (set to 'Reviewer1, Sample M'), and 'PENDING ACTION' (set to 'All'). There are 'Go' and 'Reset' buttons. Below the filters is a 'Results' section. It includes a 'Manage Reviewer' button, an 'Export to Excel' button, a 'Customize Display' button, and a search bar. A table shows one result: 'Filer1, Sample M' with columns for ITEM, TYPE, YEAR, AGE, GROUP, POSITION, STATUS, ASSIGNED TO, PENDING ACTION, and REASSIGN. The table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous' and 'Next'.

6.2.1 - Filter Options

At the top of the “My Queue” page, you will see a number of drop-down fields. These fields are filter conditions that limit the number of “current” reports displayed in the results table. Upon opening the “My Queue” page, *Integrity* will display results based on the filter conditions that you selected most recently. To filter the results differently, specify the desired results within each filter condition field and click the “Go” button. If you wish to return to the default filter conditions, click the “Reset” button.

- **Item:** The “Item” filter limits results based on whether the report is a New Entrant, Nominee, Annual, Termination, Annual/Termination, or Periodic Transaction report. By default, the filter is set to “All” so that reports are displayed regardless of the Item.
- **Type:** The “Type” filter limits results based on the general form type used – the OGE Form 278e (“278”) or the OGE Form 278-T (“278-T”). By default, the filter is set to “All” so that reports are displayed regardless of the Type.
- **Year:** The “Year” filter limits results based on the Year label assigned to a report. By default, the filter is set to “All” so that reports are displayed regardless of the Year. See [section 7.6.10](#) for the Year labeling convention.

- **Agency:** The “Agency” filter limits results based on the Agency in which the report was filed. For most Reviewers, the filter will have a single option because the Reviewer has access to only a single Agency. By default, the filter is set to “All” so that reports are displayed regardless of the Agency.
- **Group:** The “Group” filter limits results based on the Group in which the report was filed. For some Reviewers, the filter will have a single option because the Reviewer has access to only a single Group. By default, the filter is set to “All” so that reports are displayed regardless of the Group.
- **Status:** The “Status” filter limits results based on the status of the report within a workflow. By default, the filter is set to “All” so that reports are displayed regardless of the Status. Note that the filter does not include options for the “Certified” or “Closed without Certification” status codes because a report that has reached the end of the review process no longer appears in “My Queue.”
- **Assigned To:** The “Assigned To” filter limits results based on whether the report is currently assigned to you for action or not. By default, the filter is set to your name so that only reports assigned to you are displayed.
- **Pending Action:** The “Pending Action” filter limits results based on the role that must act next in the workflow applicable to that report. For example, if the report follows a Filer to Supervisor to Certifying Official workflow, the report will be “Pending Action” for the Filer until the Filer files the report. After the Filer files, the report will be “Pending Action” for the Supervisor role, and, after the Supervisor submits the report, the report will be “Pending Action” for the Certifying Official role. By default, the filter is set to “All” so that reports are displayed regardless of which role must take action next in the workflow.

6.2.2 - Customize and Further Filter the Display of Results

Integrity, by default, displays only some of the available columns in the results table. You can show or hide columns by clicking the “Customize Display” button in the upper right corner of the results table.

The screenshot shows the 'My Queue' page in the Integrity system. The left sidebar contains navigation links: 'My Queue', 'SEARCH', 'SETTINGS', 'HELP', and 'LOG OUT'. The main content area has a header 'My Queue' and a series of filters: ITEMS (All), TYPE (All), YEAR (All), AGENCY (All), GROUP (All), STATUS (All), ASSIGNED TO (Reviewer1, Sample M), and PENDING ACTION (All). Below the filters are buttons for 'Manage Reviewer' and 'Export to Excel'. A table displays a list of reports with columns: FILER, ITEM, TYPE, YEAR, AGE, GROUP, POSITION, STATUS, and ASSIGNED TO. A 'Customize Display' button is highlighted in the top right corner of the table area.

A list of column names will appear. The columns that are currently displayed will have a checkmark in the box next to their names. Show or hide columns by checking or unchecking the boxes. *Tip:* Do not hide the “Item” column. You will need that column to open a report.

If using the filter conditions at the top of the page returns too many results, you can filter the results further by typing text into the “Search” box. The “Search” box appears below the “Customize Display” button in the upper right corner of the results table.

The screenshot shows the top of the Integrity system interface. At the top left, there are buttons for 'Manage Reviewer' and 'Export to Excel'. Below these is a dropdown for 'records per page' set to 20. To the right is a 'Customize Display' dropdown and a 'Search' box. Below this is a table with columns: FILER, ITEM, TYPE, YEAR, AGE, GROUP, POSITION, STATUS, ASSIGNED TO, PENDING ACTION, and REASSIGN. The first row of data shows 'Filer1, Sample M', 'Annual', '278', '2020', '0 Days', 'Sample Agency 2020, Group 1', 'Sample Position', 'Report, Under Agency Review', 'Reviewer1, Sample M', 'Ethics Official', and a 'Reassign' button.

Integrity will limit the displayed results to records that have matching text in any of the fields that are available in the “Customize Display” list. For example, if you type “Filer2,” the results table will display only records in which “Filer2” appears. Note that the “Search” box searches and filters only those records that already match the filter conditions set at the top of the page. For example, let’s say you set the “Item” filter at the top of the page to “Annual” and then type “Filer2” into the “Search” box, the results table will display Annual reports in which “Filer2” appears.

6.2.3 - Check the Workflow Status

The “Status” column indicates where the report is in its lifecycle. Depending on the workflow, however, a report may go through several levels of review within a single Status. To check where a report is within the workflow, click the hyperlinked text in the “Status” column. A new window will appear.

The screenshot shows the 'My Queue' section of the Integrity system. It includes filters for ITEMS, TYPE, YEAR, AGENCY, and GROUP, all set to 'All'. There are also filters for STATUS and ASSIGNED TO (Reviewer1, Sample M), and a PENDING ACTION filter set to 'All'. Below the filters are 'Go' and 'Reset' buttons. The main table has columns: FILER, ITEM, TYPE, YEAR, AGE, GROUP, POSITION, STATUS, ASSIGNED TO, PENDING ACTION, and REASSIGN. The first row of data shows 'Filer1, Sample M', 'Annual', '278', '2020', '0 Days', 'Sample Agency 2020, Group 1', 'Sample Position', 'Report, Under Agency Review', 'Reviewer1, Sample M', 'Ethics Official', and a 'Reassign' button. The 'Report, Under Agency Review' text in the STATUS column is circled in red. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Workflow		
ROLE	ROLE HOLDER	ESIGNED/SIGNATURES
Filer	Filer1, Sample M	02/05/20 - Filer1, Sample M
Ethics Official	Reviewer1, Sample M	
Certifying Official	Reviewer2, Sample M	

The window displays the workflow for that report and the Primary role holder at each step within that workflow. The far right column specifies whether a role holder has taken action for a particular step, including the name. In many cases, the user who took action will be the Primary role holder, but the user may instead be an Alternate role holder. See [section 1.9.1](#) for a discussion of Primary and Alternate role holders.

6.2.4 - Assign a Report

Users Available for Report Assignments

You can assign reports only to users who hold the role that can act next in the workflow for that Group. See [section 1.9.1](#) for an overview of Primary and Alternate role holders and see [section 1.9.2](#) for a description of the various roles.

- Example 1: Let's say a report in Group 1.1 follows the Filer to Certifying Official workflow. The Primary Certifying Official is Martha Jones. After the report is filed, the report is assigned, by default, to Martha Jones as the Primary Certifying Official. The report can be reassigned to an Alternate Certifying Official in Group 1.1 if an Alternate exists.
- Example 2: Let's say a report in Group 1.1 follows the Filer to Supervisor to Ethics Official to Certifying Official workflow. After the report is filed, the report is assigned, by default, to the Primary Supervisor. The report can be reassigned to an Alternate Supervisor in Group 1.1 if an Alternate exists. However, the report cannot be assigned to an Ethics Official because the Supervisor, not an Ethics Official, must act next in the workflow. Note that the Certifying Official has the ability to "pull" a report forward directly to the Certifying Official step, bypassing all intermediate workflow steps. This "pull" forward option is not an "assignment" function that occurs in "My Queue" but rather an exception process managed through the "Submit" page. See [section 6.4.7](#) for more information about the "pull" forward option.

If your Agency has not enabled the Cascade All Roles feature, the list of available users includes only the Primary and Alternate role holders in that Group. So, in example 1 above, you could not reassign the report to a Primary or Alternate Certifying Official in

Group 1. Those role holders could view the report but could not edit the report or perform any workflow functions. By contrast, if your Agency has enabled the Cascade All Roles feature, the list of users available for reassignment include each Primary and Alternate role holder in that Group and each Group above it in your Agency’s Group hierarchy. So, in example 1 above, you could reassign the report to a Primary or Alternate Certifying Official in Group 1 and Group 1.1. See [section 7.2.5](#) for information about enabling the Cascade All Roles feature.

Assign a Single Report

To assign a single report, find the report in the results table. Click the “Reassign” button at the far right. If no other users hold the role that must act next in the workflow for that report, the “Reassign” button will not appear.

The screenshot shows the 'My Queue' interface. On the left is a sidebar with navigation links: Reviewer, Admin, MY QUEUE, My Queue, SEARCH, SETTINGS, HELP, and LOG OUT. The main area has filters for ITEMS, TYPE, YEAR, AGENCY, and GROUP, all set to 'All'. Below these are filters for STATUS (set to 'All') and ASSIGNED TO (set to 'Reviewer1, Sample M'). There are 'Go' and 'Reset' buttons. Below the filters are buttons for 'Manage Reviewer' and 'Export to Excel', and a 'Customize Display' dropdown. A table shows one report with columns: FILER, ITEM, TYPE, YEAR, AGE, GROUP, POSITION, STATUS, ASSIGNED TO, PENDING ACTION, and REASSIGN. The 'REASSIGN' button for the first report is circled in red. The table shows 1 of 1 entries.

Assuming you can assign the report, a new window will appear after your click the “Reassign” button.

The screenshot shows the 'REASSIGN REPORT' dialog box. It has a title bar with a close button. Below the title bar is a section 'SELECT AN ALTERNATE REVIEWER' with a dropdown menu showing 'Please select' and 'Assign Report' and 'Cancel' buttons. Below this is a section 'MESSAGE (OPTIONAL)' with a text area containing a message template: 'A [[year]] [[item]] report for [[name]] is pending your action as [[role]]. You may access the report by logging into Integrity at www.integrity.gov.' There is a checkbox labeled 'Notify alternate reviewer of assignment' which is checked.

Select the name of an available role holder to whom you wish to assign the report.

REASSIGN REPORT

SELECT AN ALTERNATE REVIEWER

Please select

Please select

Reviewer3, Sample M

Assign Report

Cancel

If you wish to notify the user of the report assignment, leave the “Notify alternate reviewer of assignment” box checked. By default, *Integrity* will use the “Report Assignment” notice text specified by your Agency in the Admin interface.

REASSIGN REPORT

SELECT AN ALTERNATE REVIEWER

Reviewer3, Sample M

Assign Report

Cancel

MESSAGE (OPTIONAL)

A [[year]] [[item]] report for [[name]] is pending your action as [[role]]. You may access the report by logging into Integrity at www.integrity.gov.

☒ Notify alternate reviewer of assignment

You can supply a different message by entering substitute text in the “Message (Optional)” box.

REASSIGN REPORT

SELECT AN ALTERNATE REVIEWER

Reviewer3, Sample M

Assign Report

Cancel

MESSAGE (OPTIONAL)

Sample text for a substitute assignment notice

☒ Notify alternate reviewer of assignment

Click the “Assign Report” button to complete the assignment.

Assign Multiple Reports

To assign multiple reports to the same role holder, click the “Manage Reviewer” button in the upper left of the results table.

The screenshot shows the 'My Queue' interface. On the left is a sidebar with navigation links: Reviewer, Admin, MY QUEUE, My Queue, SEARCH, SETTINGS, HELP, and LOG OUT. The main content area has filters for ITEMS, TYPE, YEAR, AGENCY, and GROUP, all set to 'All'. Below these are filters for STATUS (All) and ASSIGNED TO (Reviewer1, Sample M). A 'PENDING ACTION' dropdown is set to 'All'. There are 'Go' and 'Reset' buttons. Below the filters is a table with columns: FILER, ITEM, TYPE, YEAR, AGE, GROUP, POSITION, STATUS, ASSIGNED TO, PENDING ACTION, and REASSIGN. Two rows of data are visible. The 'Manage Reviewer' button is circled in red. Below the table is a 'Showing 1 to 2 of 2 entries' message and pagination controls.

A new window will appear.

The 'MANAGE REVIEWER' modal window is shown. It has a dark blue header with the title 'MANAGE REVIEWER' and a close button. The main content area has two sections: 'GROUP' and 'ROLE'. Each section has a dropdown menu with 'Please select' and a 'Go' button. Below these is a section titled 'SELECT AN ALTERNATE REVIEWER' with a dropdown menu, a 'Cancel' button, and an 'Assign Reports' button. At the bottom is a 'MESSAGE (OPTIONAL)' section with a text area for 'Type your note or comment' and a checkbox labeled 'Notify alternate reviewer of assignment'.

Select the Group and the role for which you wish to make assignments. Click the “Go” button.

This screenshot shows the 'MANAGE REVIEWER' modal window with the 'GROUP' dropdown set to 'Sample Agency 2020, Group 1' and the 'ROLE' dropdown set to 'Ethics Official (General)'. The 'Go' button is circled in red.

Integrity will display the reports within the Group that are pending action for that role. Check the boxes next to the reports that you wish to assign and select a Reviewer from the “Select an Alternate Reviewer” drop-down field.

MANAGE REVIEWER

GROUP

Sample Agency 2020, Group 1

ROLE

Ethics Official (General)

Go

SELECT AN ALTERNATE REVIEWER

Reviewer3, Sample M

Cancel

Assign Reports

MESSAGE (OPTIONAL)

A [[year]] [[item]] report for [[name]] is pending your action as [[role]]. You may access the report by logging into Integrity at www.integrity.gov.

☒ Notify alternate reviewer of assignment

AVAILABLE REPORTS

FILER	ITEM	TYPE	YEAR	AGE	POSITION	ASSIGNED TO
<input checked="" type="checkbox"/> Filer2, Sample M	Periodic Transaction	278-T	2020	5 Days	Sample Position	Reviewer1, Sample M

If you wish to notify the user of the report assignment, leave the “Notify alternate reviewer of assignment” box checked. By default, *Integrity* will use the “Report Assignment” notice text specified by your Agency in the Admin interface. You can supply a different message by entering substitute text in the “Message (Optional)” box. Click “Assign Reports” to complete the process.

6.2.5 - Open a Report Assigned to You

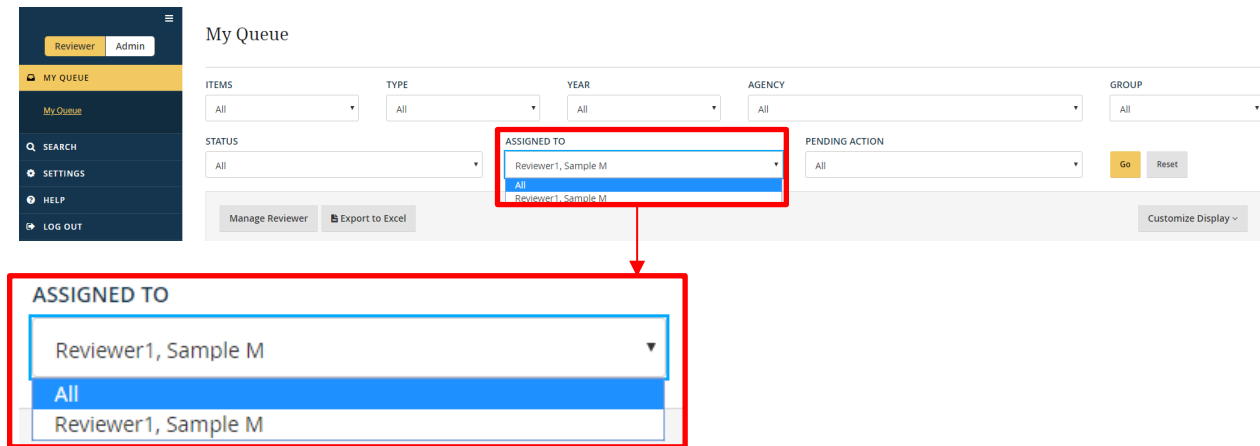
You open a report by clicking the hyperlinked text in the “Item” column for that report. The report will appear in a new, secondary window.

FILER	ITEM	TYPE	YEAR	AGE	GROUP	POSITION
Filer2, Sample M	Periodic Transaction	278-T	2020	5 Days	Sample Agency 2020, Group 1	Sample Position

If you do not see the “Item” column, check the “Customize Display” button to make sure the column has not been hidden.

6.2.6 - Open a Report Assigned to Another Reviewer

To open a report assigned to another Reviewer, you first need to set the “Assigned To” filter to “All.”



Once you find the report, you can open the report by clicking the hyperlinked text in the “Item” column for that report.

6.2.7 - Cannot Find a Report?

There are five main reasons why you might not be able to find a particular report on the “My Queue” page:

1. The report is not assigned to you. Make sure that the “Assigned To” filter condition is set to “All.”
2. The report does not yet exist. Check whether a report assignment is visible in the Admin interface for this report.
3. You do not have access to the Group in which the report was filed. Check whether another Reviewer with access to the Group can find the report.
4. The report has reached the end of the review process. Check whether you can find the report using the “Search” page.
5. The report has been deleted. Go to the Admin interface and run a management report of deleted records (or ask a Reviewer with sufficient Admin permissions to run such a management report).

6.3 - Search

The “Search” page allows you to find reports in Groups to which you have access. “Search” consists of two sections – a set of filter conditions and the results generated by the use of those filter conditions.

Records Search

Filters

AGENCY: Sample Agency 2020 | ITEM: All | TYPE: All | YEAR: All | GROUP: All | STATUS: All

FIRST NAME: Search by First Name | MIDDLE INITIAL: Search by Middle Initial | LAST NAME: Search by Last Name | POSITION: Search by Position | MEMO: Search by Memo

INTEREST NAME: Search by Interest Name | AMENDMENT: All | **Go** | **Reset**

Results

20 records per page

AGENCY	ITEM	TYPE	YEAR	GROUP	FILER	POSITION	STATUS
Sample Agency 2020	Annual Report	278	2020	Sample Agency 2020, Group 1	Filer1, Sample M	Sample Position	Report, Under Agency Review
Sample Agency 2020	Periodic Transaction Report	278-T	2020	Sample Agency 2020, Group 1	Filer2, Sample M	Sample Position	Report, Under Agency Review

6.3.1 - Search v. My Queue

“Search” includes more reports than does “My Queue” because it includes reports that have already reached the end of the review process. The larger universe of potential results, however, means that looking for a report in “Search” could take longer than looking for the same report in “My Queue.” The “Search” page also lacks the ability to filter reports based on assignment or to assign reports to different Reviewers. For this reason, you should generally use “My Queue” to manage your current workload.

6.3.2 - Filter Options

At the top of the “Search” page, you will see a number of drop-down fields. These fields are filter conditions that limit the number of reports displayed in the results table. Upon opening the “Search” page, *Integrity* will display the filter conditions that you selected most recently. Click the “Go” button to retrieve results based on these filter conditions. To filter the results differently, specify the desired results within each filter condition field and click the “Go” button. If you wish to return to the default filter conditions, click the “Reset” button.

- **Agency:** The “Agency” filter limits results based on the Agency in which the report was filed. For most Reviewers, the filter will have a single option because the Reviewer has access to only a single Agency.
- **Item:** The “Item” filter limits results based on whether the report is a New Entrant, Nominee, Annual, Termination, Annual/Termination, or Periodic Transaction report. By default, the filter is set to “All” so that reports are displayed regardless of the Item.
- **Type:** The “Type” filter limits results based on the general form type used – the OGE Form 278e (“278”) or the OGE Form 278-T (“278-T”). By default, the filter is set to “All” so that reports are displayed regardless of the Type.

- **Year:** The “Year” filter limits results based on the Year label assigned to a report. By default, the filter is set to “All” so that reports are displayed regardless of the Year. See [section 7.6.10](#) for the Year labeling convention.
- **Group:** The “Group” filter limits results based on the Group in which the report was filed. For some Reviewers, the filter will have a single option because the Reviewer has access to only a single Group. By default, the filter is set to “All” so that reports are displayed regardless of the Group.
- **Status:** The “Status” filter limits results based on the status of the report within a workflow. By default, the filter is set to “All” so that reports are displayed regardless of the Status.
- **First Name:** The “First Name” filter limits results based on the first name or part of a first name and wildcard characters. See also [section 6.3.3](#).
- **Middle Initial:** The “Middle Initial” filter limits results based on the middle initial(s) or some text and wildcard characters. See also [section 6.3.3](#).
- **Last Name:** The “Last Name” filter limits results based on the last name or part of a last name and wildcard characters. See also [section 6.3.3](#).
- **Position:** The “Position” filter limits results based on the position title or part of the position title and wildcard characters. See also [section 6.3.3](#).
- **Memo:** The “Memo” filter limits results based on whether the text you entered, including wildcards, matches text that appears in the “Memo” page of the report. See [section 6.3.3](#) for more information on wildcard searches. See [section 6.6.2](#) for more information on the “Memo” page.
- **Interest Name:** The “Interest Name” filter limits results based on whether the text you entered, including wildcards, matches text that appears in the first field of an entry listed on the report. The table below specifies which field is searched on each Part of the OGE Form 278e or OGE Form 278-T.

Type	Part	“Interest Name” Filter Searches...
OGE Form 278e	Part 1 – Filer’s Positions Held Outside United States Government	“Organization Name” field
OGE Form 278e	Part 2 – Filer’s Employment Assets & Income and Retirement Accounts	“Description” field
OGE Form 278e	Part 3 – Filer’s Employment Agreements and Arrangements	“Employer or Party” field
OGE Form 278e	Part 4 – Filer’s Sources of Compensation Exceeding \$5,000 in a Year	“Source Name” field
OGE Form 278e	Part 5 – Spouse’s Employment Assets & Income and Retirement Accounts	“Description” field

Type	Part	“Interest Name” Filter Searches...
OGE Form 278e	Part 6 – Other Assets and Income	“Description” field
OGE Form 278e	Part 7 – Transactions	“Description” field
OGE Form 278e	Part 8 – Liabilities	“Creditor Name” field
OGE Form 278e	Part 9 – Gifts and Travel Reimbursements	“Source Name” field
OGE Form 278-T	Main Data Entry Grid	“Description” field

- Amendment: The “Amendment” filter limits results based on whether the “Amendment” field on the “General Information” page has been set to “Yes.” See [section 6.7.8](#) for more information about amendments to certified reports.

6.3.3 - Wildcard Searches

The “Search” page permits wildcard searches in certain fields.

Wildcard	Use...
*	At the beginning or end of a text string in order to match any results containing the text string (ex.) Enter “abc*” in the “Position” field. This search will return results for reports in which the position title starts “abc,” including “abc 1 position” and “abcdef position.”
&	To search for a match of one text string AND another text string (ex.) Enter “abc & xyz” in the “Position” field. This search will return results for reports in which the position title is “abc xyz.”
	To search for a match of one text string OR another text string (ex.) Enter “abc xyz” in the “Position” field. This search will return results for reports in which the position title is “abc” or “xyz.”
()	To group together text strings in a search (ex.) Enter “(abc xyz) & position” in the “Position” field. This search will return results for reports in which the position title is “abc position” and reports in which the position title is “xyz position.” This entry will not return results for reports in which the position title is “abc” or “position.”

6.3.4 - Customize and Further Filter the Display of Results

Integrity, by default, displays only some of the columns available on “Search.” You can change the displayed columns by clicking the “Customize Display” button in the upper right corner of the results table.

Records Search

AGENCY: Sample Agency 2020 | ITEM: All | TYPE: All | YEAR: All | GROUP: All | STATUS: All

FIRST NAME: Search by First Name | MIDDLE INITIAL: Search by Middle Initial | LAST NAME: Search by Last Name | POSITION: Search by Position | MEMO: Search by Memo

INTEREST NAME: Search by Interest Name | AMENDMENT: All | Go | Reset

Export to Excel | 20 records per page

AGENCY	ITEM	TYPE	YEAR	GROUP	FILER	POSITION
Sample Agency 2020	Annual Report	278	2020	Sample Agency 2020, Group 1	Filer1, Sample M	Sample Position
Sample Agency 2020	Periodic Transaction Report	278-T	2020	Sample Agency 2020, Group 1	Filer2, Sample M	Sample Position

Customize Display

A list of column names will appear. The columns that are currently displayed will have a checkmark in the box next to their names. Show or hide columns by checking or unchecking the boxes. *Tip:* Do not hide the “Item” column. You will need that column to open a report.

If using the filter conditions at the top of the page returns too many results, you can filter the results further by typing text into the “Search” box. The “Search” box appears below the “Customize Display” button in the upper right corner of the results table.

Export to Excel | 20 records per page | Customize Display

Search:

AGENCY	ITEM	TYPE	YEAR	GROUP	FILER	POSITION	STATUS
Sample Agency 2020	Annual Report	278	2020	Sample Agency 2020, Group 1	Filer1, Sample M	Sample Position	Report, Under Agency Review
Sample Agency 2020	Periodic Transaction Report	278-T	2020	Sample Agency 2020, Group 1	Filer2, Sample M	Sample Position	Report, Under Agency Review

Integrity will limit the displayed results to records that have matching text in any of the fields that are available in the “Customize Display” list. For example, if you type “Filer2,” the results table will display only records in which “Filer2” appears. Note that the “Search” box searches and filters only those records that already match the filter conditions set at the top of the page. For example, let’s say you set the “Item” filter at the top of the page to “Annual” and then type “Filer2” into the “Search” box, the results table will display Annual reports in which “Filer2” appears.

6.3.5 - Open a Report

You open a report by clicking the hyperlinked text in the “Item” column for that report. The report will appear in a new, secondary window.

AGENCY	ITEM	TYPE	YEAR	GROUP	FILER	POSITION	STATUS
Sample Agency 2020	Annual Report	278	2020	Sample Agency 2020, Group 1	Filer1, Sample M	Sample Position	Report, Under Agency Review
Sample Agency 2020	Periodic Transaction Report	278-T	2020	Sample Agency 2020, Group 1	Filer2, Sample M	Sample Position	Report, Under Agency Review

If you do not see the “Item” column, check the “Customize Display” button to make sure the column has not been hidden.

6.3.6 - Cannot Find a Report?

There are three main reasons why you might not be able to find a particular report on the “Search” page:

1. The report does not yet exist. Check whether a report assignment is visible in the Admin interface for this report.
2. You do not have access to the Group in which the report was filed. Check whether another Reviewer with access to the Group can find the report.
3. The report has been deleted. Go to the Admin interface and run a management report of deleted records (or ask a Reviewer with sufficient Admin permissions to run such a management report).

6.4 - Review an OGE Form 278e

6.4.1 - Basics

When to Review

In general, you will open and review a report when that report has been assigned to you and is currently awaiting your action. Use the “My Queue” page to determine whether you have any assigned reports.

How to Review

The basic requirements of a review within *Integrity* are no different from the requirements when reviewing a hard copy version of a report – Examine the report and work with the Filer until you are satisfied that the report meets the criteria needed to certify the report or, for intermediate Reviewers, that the report meets the criteria needed to submit the report to the next step in the workflow.

How to End Your Review

You end your review of a report by going to the “Submit” page, affirming your agreement that the report meets the applicable criteria for certification or submission to the next level of review, and clicking the “Submit” button. See [section 6.4.7](#) for more information.

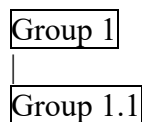
Access to a Report within Your Group

The Filer and all Reviewers for that report can view a report at any time during the review process. These users can also take certain supplemental actions related to a report, such as make comments. However, a user cannot edit the report data on a filed report (i.e., change an entry as it would appear on the printed report) if the user does not hold the role that can act next in the workflow. For example, after the Filer submits the report for review, the Filer cannot edit the report, unless the Reviewer returns the report to the Filer. Similarly, after an intermediate Reviewer submits the report for review by the Certifying Official, the intermediate Reviewer cannot edit the report, unless the Certifying Official returns the report.

Access to a Report within a Subordinate Group

Reviewers can view reports in any Group that is subordinate to a Group in which they have access.

For example, assume Group 1 is the parent Group for Group 1.1.



A Supervisor within Group 1 can view a report in Group 1.1. Reviewers in a parent Group can also take certain supplemental actions related to a report, such as make comments. However, a Reviewer in a parent Group cannot edit the report data of a report within a subordinate Group, unless your Agency has enabled the Cascade All Roles feature. In the example above, the Supervisor of Group 1 could not edit a report filed with Group 1.1, unless the Supervisor directly holds a role within Group 1.1 or unless the Cascade All Roles feature is enabled. As an exception to this rule, the DAEO and DAEO (Alternate) are treated as Certifying Officials in every Group at the Agency; therefore, these role holders can edit all reports at the Agency. See [section 7.2.5](#) for information about enabling the Cascade All Roles feature.

Auditing

Workflow actions and other changes to the report after filing are tracked in the “Audit Trail.” See [section 4.5.9](#) for more information.

Printing

You can print a copy of the report from the “Printable View” page.

6.4.2 - Menu Options

The left-side navigation menu for the report provides the following options.

- Review Report: “Review Report” includes links to the main data entry grids that correspond to parts of the OGE Form 278e. “Review Report” also contains a summary, “whole report” view and a page used to take workflow actions, such as certifying the report.
 - General Information: This page displays background information about the Filer, report, and review process, such as details concerning any extension granted. Certain fields on this page are ultimately displayed on the Cover Page of the printable, publicly releasable version of the report.
 - General Comments: This page provides access to comments and public annotations that are not linked to a specific grid entry.
 - Filer’s Federal Positions: This page displays the Filer’s prior Federal positions as they will appear on the Cover Page of the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries.
 - Filer’s Positions: This page displays entries that will appear on Part 1 of the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries.
 - Filer’s Employment-Related Assets and Income: This page displays entries that will appear on Part 2 of the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries.
 - Filer’s Employment-Related Arrangements: This page displays entries that will appear on Part 3 of the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries.
 - Filer’s Sources of Compensation (*New Entrant and Nominee Reports only*): This page displays entries that will appear on Part 4 of the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries.
 - Spouse’s Employment-Related Assets and Income: This page displays entries that will appear on Part 5 of the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries. The page is not available if the Filer indicated that he or she does not have a spouse.
 - Other Assets and Income: This page displays entries that will appear on Part 6 of the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries.

- Transactions (*Annual, Termination, and Annual/Termination Reports only*): This page displays entries that will appear on Part 7 of the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries.
- Liabilities: This page displays entries that will appear on Part 8 of the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries.
- Gifts and Reimbursements (*Annual, Termination, and Annual/Termination Reports only*): This page displays entries that will appear on Part 9 of the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries.
- Report Data (Summary): This page displays entries provided on the preceding data entry grids as well as links back to each data entry grid. For a simple report, you may find it easier to start with this page and go to the data entry grids only if you have to edit an entry or make a comment. Comments and public annotations are displayed in special sections at the top of the page.
- Submit Report: You use this page to take workflow actions, such as submitting/signing the report, returning the report to the Filer or an earlier Reviewer, and “pulling” a report forward to the Certifying Official step.
- Printable View: This page is used to print a hard copy of the OGE Form 278e. The printout will include any public annotations but will not include comments.
- Compare: The “Compare” page will show changes made to a report that the Filer pre-populated from another report.
- Documents: The “Documents” page provides a location to upload documents related to a report (e.g., a job description or ethics counseling memo).
- Audit Trail: The “Audit Trail” page provides a record of workflow actions and edits to reports after filing.
- Notifications: The “Notifications” page provides a record of email notifications sent to the Filer through *Integrity*.
- Help: The “Help” page provides links to basic information about *Integrity* and the public financial disclosure forms.

6.4.3 - General Information Page

The “General Information” page presents background information about the Filer, report, and review process in four sections. Reviewers with the DAEO or DAEO (Alternate) role may also use this page to change the workflow of reports.

General Information: Filer1, Sample M

REPORT SUMMARY

FILER SNAPSHOT

Filer:	Filer1, Sample M	Item:	Annual Report	Appointment Date:	04/2015
Agency:	Sample Agency 2020	Report Type:	278	Status:	Report, Under Agency Review
Group:	Sample Agency 2020, Group 1	Report Year:	2020	Spouse:	Yes
Position:	Sample Position				
Existing Workflow: General					

REVIEWER & FILER INFORMATION

Filer Category:	Career SES	Public Availability:		Agency Reviewer:	
Filer Status:				OGE Reviewer:	
DAEO:					

DUE DATES & EXTENSIONS

Filer Snapshot

This section displays general background information about the Filer and the report.

FILER SNAPSHOT Edit

Filer:	Filer1, Sample M	Item:	Annual Report	Appointment Date:	04/2015
Agency:	Sample Agency 2020	Report Type:	278	Status:	Report, Under Agency Review
Group:	Sample Agency 2020, Group 1	Report Year:	2020	Spouse:	Yes
Position:	Sample Position				
Existing Workflow: General					

FILER SNAPSHOT Cancel

Position:

Spouse:

Report Year:

Appointment Date:

Save

- **Filer:** This field displays the name of the Filer as it appeared in the Filer's contact information when the report was completed. Subsequent name changes do not affect the name displayed on the report.
- **Agency:** This field displays the name of the Agency that must review the report. *Integrity* populates this field based on the Agency in which the Filer was assigned the report. Reports are assigned in the Admin interface.
- **Group:** This field displays the name of the Group that must review the report. *Integrity* populates this field based on the Group in which the Filer was assigned the report.
- **Position:** This field displays the name of the position for which the Filer must file the report. *Integrity* initially populates this field based on information supplied by the user who assigned the report in the Admin interface; however, the Filer can update

the position name when filing the report. Reviewers can also update the position name using this field.

- **Existing Workflow:** This field displays whether the report follows the General 278 workflow (i.e., report is not reviewed by OGE) or the PAS/DAEO workflow (i.e., report is also reviewed by OGE). Reviewers with the DAEO (or DAEO Alternate) roles will see a “Change Workflow” button. See [section 6.4.8](#) for assistance with changing the workflow of a report.
- **Item:** This field displays whether the Filer completed a New Entrant, Nominee, Annual, Termination, Annual/Termination, or Periodic Transaction report. *Integrity* populates this field based on information supplied by the user who assigned the report in the Admin interface. The Item cannot be changed once the Filer starts the report.
- **Report Type:** This field displays whether the Filer completed an OGE Form 278e (“278”) or OGE Form 278-T (“278-T”). *Integrity* populates this field based on information supplied by the user who assigned the report. The Report Type cannot be changed once the Filer starts the report.
- **Report Year:** This field displays the year of the report filed. *Integrity* initially populates this field based on information supplied by the user who assigned the report in the Admin interface; however, the Reviewer can update this field. See [section 7.6.10](#) for the Year labeling convention.
- **Appointment Date:** This field displays the appointment date provided by the Filer. Reviewers can update this field if necessary.
- **Status:** This field indicates where the report is in its lifecycle. Depending on the workflow, however, a report may go through several levels of review within a single Status. To check where a report is within the workflow, click the hyperlinked text in the “Status” column. A new window will appear.

FILER SNAPSHOT				Edit
Filer:	Filer1, Sample M	Item:	Annual Report	Appointment Date: 04/2015
Agency:	Sample Agency 2020	Report Type:	278	Status: Report, Under Agency Review
Group:	Sample Agency 2020, Group 1	Report Year:	2020	Spouse: Yes
Position:	Sample Position			
Existing Workflow:	General			

Workflow		
ROLE	ROLE HOLDER	SIGNED/SIGNATURES
Filer	Filer1, Sample M	02/05/20 - Filer1, Sample M
Ethics Official	Reviewer1, Sample M	
Certifying Official	Reviewer2, Sample M	

The window displays the workflow for that report and the Primary role holder at each step within that workflow. The far right column specifies whether a role holder has taken action for a particular step, including the name of that role holder.

- **Spouse:** This field indicates whether the Filer answered “Yes” on the “Getting Started” page as to whether the reporting requirement for a spouse applies. Reviewers can update this field if necessary.

Reviewer & Filer Information

This section records additional information about the Filer and report. Also included are optional fields for designating a primary Reviewer point-of-contact on the report.

REVIEWER & FILER INFORMATION Edit

Filer Category: Career SES Public Availability: Please Select Agency Reviewer: OGE Reviewer:

Filer Status: Please Select

☐ DAEO

Save

- **Filer Category:** This field identifies the Filer as belonging to one of several appointment types. Agencies and OGE use this information for the Annual Ethics Questionnaire and other management reporting functions. A default Filer Category can be assigned to a Filer when adding a Filer to a Group. The default Filer Category pre-populates the Filer Category for each report assigned to the Filer in that Group; however, the Filer can revise the field on the “Getting Started” page when completing the report. Reviewers can also update the selection here if needed.
- **Filer Status:** This field identifies whether the Filer is a full-time employee, a part-time employee, or a special Government employee for purposes of the ethics rules. Select “other” if none of the three status codes apply.
- **DAEO:** This field indicates whether the report is for a Filer’s position as DAEO. Note that “DAEO” in this context means the individual appointed as DAEO within the meaning of 5 C.F.R. § 2638.104(a). This individual may or may not hold the “DAEO” role within *Integrity*.

- **Public Availability:** This field indicates whether the report is releasable to the public or not. In most cases, an OGE Form 278e or OGE Form 278-T is releasable to the public. An Admin user makes an initial determination when assigning the report. Reviewers can update this determination if needed.
- **Agency Reviewer (*optional use*):** *Integrity* records the standard workflow that a report will follow as well as the Reviewer who is currently assigned the report. In some cases, however, the Agency may wish to record a single point-of-contact for the report regardless of its current place in the workflow. For example, the Agency may wish that OGE direct all follow-up questions on a PAS/DAEO report to an individual other than the Certifying Official. Entering the name of a preferred point-of-contact in this field helps communicate this request and avoid the re-routing of questions.
- **OGE Reviewer (*optional use*):** OGE may use this field to record the name of primary point-of-contact on a report that goes to OGE for review.

Due Dates and Extensions

This section records the due date of the report as well as information about any extension, late filing fee, or late filing fee waiver. These fields can be updated on the “General Information” page by a Reviewer or on the “Manage Assigned Reports” page by an Admin user.

DUE DATES & EXTENSIONS Edit

Extension: 0 days Original Due Date: 05/15/2020 Due Date: 05/15/2020
 Extension Comments: Due Date Comments: Late Fee Waiver: Late Fee Paid: No

DUE DATES & EXTENSIONS Cancel

Extension: Days Original Due Date: Late Fee Waiver:

Extension Comments: Characters left: 300 Due Date Comments: Characters left: 300 ☐ Late Fee Paid

Save

- **Extension:** If the Filer received an extension, enter the total number of days for all of the extensions received. If the Filer previously received an extension, you will need to add any new extension to the old extension to calculate the correct total number of days. For example, if the Filer first received a 15-day extension and later receives a 30-day extension, you would enter “45” in the extension field.
- **Extension Comments:** Enter comments needed to explain why the extension was granted.

- **Original Due Date:** The original due date is determined at the time the report is assigned. Reviewers can modify the date here if the original due date is incorrect.
- **Due Date Comments:** Enter comments needed to explain modifications to the original due date.
- **Due Date:** *Integrity* automatically calculates the due date based on the original due date and the number of days of any extension granted.
- **Late Fee Waiver:** Complete if the Filer received a late filing fee waiver.
- **Late Fee Paid:** Complete if the Filer paid a late filing fee.

Review Dates

This section records when an initial review of the report was conducted and when the review process ended.

REVIEW DATES Edit

End Initial Review:	Final Status Date:	Filing Date: 02/05/2020
Final Status:	Status Comment:	Amendment Public Annotation:
Amendment:	Amendment Comment:	

REVIEW DATES Cancel

End Initial Review:

Status Comment: Characters left: 500

Save

- **Filing Date:** *Integrity* automatically populates this field after the Filer submits (i.e., files) the report. The date will correspond to the signature date that appears on the printed report.
- **End Initial Review:** A Reviewer completes this field with the date on which the initial review of the report was completed. Note that an “initial review” means a full review of the report for both technical sufficiency and potential conflicts. Therefore, you do not complete this field if you are reviewing the report as a Supervisor or Screener. Complete this field only if you are performing the initial review for your Agency as an Ethics Official or Certifying Official.
- **Final Status:** *Integrity* automatically populates this field after the Certifying Official certifies a General 278 report or closes the report without certification. For PAS/DAEO reports, *Integrity* populates this field after the OGE Certifying Official certifies the report or closes the report without certification.

- Final Status Date: *Integrity* automatically populates this field with the date on which the report was certified or closed without certification.
- Status Comment (*optional use by Agencies*): You may use this field to document information related to the review process timeline. Do not use this field for general notes about your review. Enter those notes in the “Memo” page or upload the notes as a separate file to the “Documents” page.
- Amendment (*Certifying Officials only*): You would make a selection in this field if the report was amended after it reached the end of the review process. You can edit this field only if (1) you hold the correct permissions and (2) the report has reached the end of the review process. For more information, see [section 6.7.8](#).
- Amendment Comment (*Certifying Officials only*): You can use this field to provide an internal explanation for an amendment. You can edit this field only if (1) you hold the correct permissions and (2) the report has reached the end of the review process. For more information, see [section 6.7.8](#).
- Amendment Public Annotation (*Certifying Officials only*): You can use this field to provide a public explanation for an amendment. The text will display on the Cover Page of the printable, publicly releasable version of the report. You can edit this field only if (1) you hold the correct permissions and (2) the report has reached the end of the review process. For more information, see [section 6.7.8](#).

6.4.4 - Edit Grid Entries

Reviewers can edit grid entries in the same way that a Filer would edit entries. See [section 4.3.6](#) for more information on working with the data entry grids.

6.4.5 - Comments

Reviewers view and add comments in the same way that a Filer would view and add comments. In addition, unlike a Filer, a Reviewer can delete comments by selecting the “Delete Comment” link below the desired comment. See [section 4.5.4](#) for more information on comments.

6.4.6 - Public Annotations

Reviewers view public annotations in the same way that a Filer would view public annotations. In addition, unlike a Filer, a Reviewer can add and delete public annotations. *Integrity* records these additions and deletions to a filed report in the “Audit Trail.” See [section 4.5.5](#) for more information on public annotations.

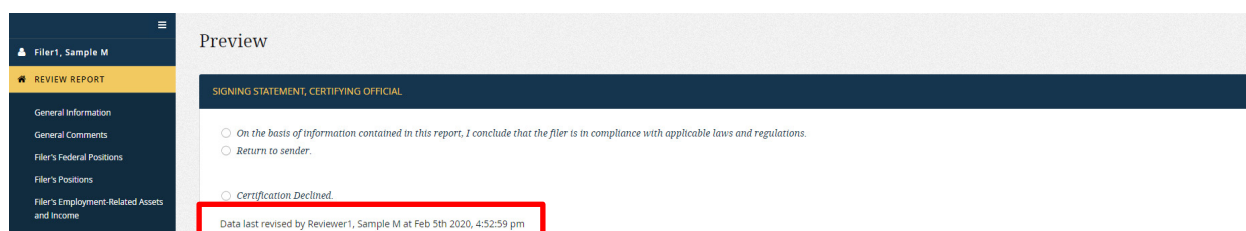
6.4.7 - Submit, Return, or Close a Report

Submit (“Sign”) a Report

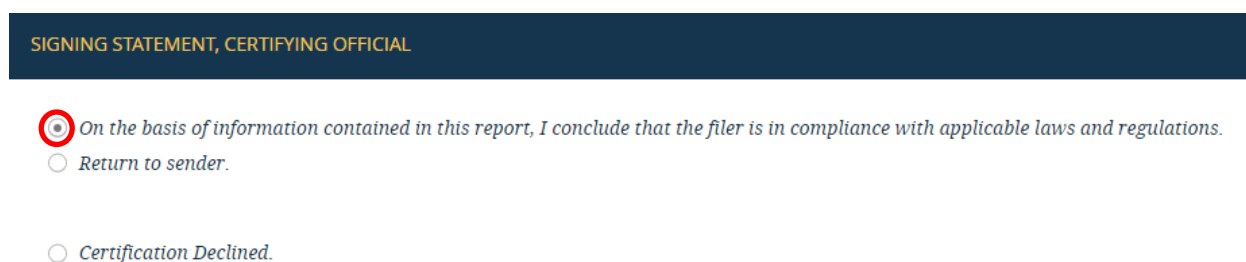
Submitting a report in *Integrity* is the equivalent of approving or signing the report. For the Certifying Official, submission certifies the report and ends the review process. For intermediate Reviewers, submission forwards the report to the next level of review.

To submit a report:

1. Go to the “Submit” page. A “Data last revised...” message is displayed if the report was revised after the Filer initially submitted the report. The message will specify the last user to make a change as well as the date/time of the change. Consult the “Audit Trail” if you would like additional information before submitting/signing the report.



Select the option that indicates your agreement with the Review Statement.



The Review Statement will differ depending on your role. In addition, only the signatures of Reviewers who performed both a technical and conflicts review appear on the Cover Page of the printable, publicly releasable version of the report, unless your Agency has enabled the Display Signatures for Intermediate Reviewers option. See [section 7.2.5](#) for information about enabling this option. All submissions are always recorded in the “Audit Trail.”

Role	Text of Review Statement	Recorded in Audit Trail?	Displayed on Cover Page?
Supervisor	On the basis of information contained in this report, I conclude that the filer does not have any apparent conflicts of interest.	Yes	No (unless option enabled)

Role	Text of Review Statement	Recorded in Audit Trail?	Displayed on Cover Page?
Screener	On the basis of information contained in this report, I conclude that the filer is in compliance with applicable financial disclosure requirements.	Yes	No (unless option enabled)
Ethics Official	On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations.	Yes	Yes
Certifying Official	On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations.	Yes	Yes

2. Click the “Submit” button.

SIGNING STATEMENT, CERTIFYING OFFICIAL

☒ On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations.
☐ Return to sender.

☐ Certification Declined.

Data last revised by Reviewer1, Sample M at Feb 5th 2020, 4:52:59 pm

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature. I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

Submit Report

If submitting the report will end the review process (e.g., submitting as a Certifying Official for a General 278 report), *Integrity* will ask you to confirm your decision.

CONFIRM CERTIFICATION

Certification will end the review process, and the cover page will show that the report was certified. You cannot reverse this selection. Do you still wish to certify this report?

No Yes

Important: You cannot re-open a report once the review process ends. Do not click “Yes” on the confirmation screen unless you are sure the report should be certified.

After you have completed all of these steps, you will receive a message stating that you have submitted the report.

Return a Report

Integrity does not permit a Filer or Reviewer to edit report data once that user has submitted the report. The Filer and earlier Reviewers can use the comment feature and upload documents as needed; however, the next Reviewer in the workflow has control over the report data. If an update or correction to the report data is required, the Reviewer currently in control of the report can take the required action or return the report to the Filer or an earlier Reviewer. If the report is returned, the Filer or earlier Reviewer would make the requested changes and re-submit the report. *Integrity* records the return action, any edits to report data, and the re-submission in the “Audit Trail.”

To return a report:

1. Go to the “Submit” page.
2. Select the “Return to” option and then select the user to whom you wish to return the report.

SIGNING STATEMENT, CERTIFYING OFFICIAL

- ☐ On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations.
- ☒ Return to sender.

☐ Certification Declined.

Data last revised by Reviewer1, Sample M at Feb 5th 2020, 4:52:59 pm

Return To

Return To

Filer (Filer1, Sample M)

Ethics Official (Reviewer1, Sample M)

RETURNED?

☐ YES - Notify Now

Specify whether you wish to notify the Filer or Reviewer that the report has been returned and whether you wish to copy alternate reviewers on this notice. If you choose to copy alternate reviewers, *Integrity* will display a list of reviewers who also have permission to take action for the current workflow step (i.e., if returning a report from the Certifying Official step, you can select other reviewers who can act as a Certifying Official for the report).

WOULD YOU LIKE TO NOTIFY THE FILER THAT THE REPORT HAS BEEN RETURNED?

- ☒ Yes - Notify Now
- ☐ No - Do not notify at this time

WOULD YOU LIKE TO CC ALTERNATE REVIEWERS?

- ☒ Yes
- ☐ No

SELECT ALTERNATE REVIEWERS TO CC

DAEO, Sample M

Reviewer3, Sample M

By default, the notice uses the text specified by your Agency in the Admin interface. You can supply a different message by entering text in the “Comments” box.

COMMENTS

Dear [[filer]].

Substitute text for a notice

Characters left: 455

3. Click the “Return Report” button. You will receive a message stating that you have returned the report.

SIGNING STATEMENT, CERTIFYING OFFICIAL

☐ On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations.

☒ Return to sender.

☐ Certification Declined.

Data last revised by Reviewer1, Sample M at Feb 5th 2020, 4:52:59 pm

Filer (Filer1, Sample M)

WOULD YOU LIKE TO NOTIFY THE FILER THAT THE REPORT HAS BEEN RETURNED?

☐ Yes - Notify Now

☒ No - Do not notify at this time

Return Report

Decline Certification (*Certifying Officials only*)

In rare cases, a Certifying Official may need to close a report without certification. *Integrity* notes on the Cover Page of the printable report that the Certifying Official declined to certify.

Important: You cannot re-open a closed report; therefore, you should not choose this option unless you are sure that you wish to close the report and that such action is in conformance with rules set by OGE and your Agency. Do not decline certification if the report was created in error or if a report must be re-started to address a system issue. Instead, remove the unneeded report through the Records Management function or contact an authorized Records Manager role holder for your Group.

To decline certification:

1. Go to the “Submit” page.
2. Select the “Certification Declined” option.
3. Click the “Close without Certification” button.

SIGNING STATEMENT, CERTIFYING OFFICIAL

- ☐ On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations.
- ☐ Return to sender.

4 Certification Declined.

Data last revised by Reviewer1, Sample M at Feb 5th 2020, 4:52:59 pm

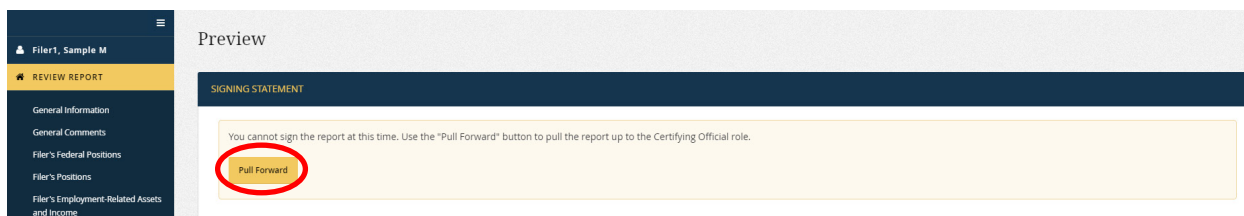
Close Without Certification

Integrity will ask you to confirm your decision. After you have confirmed your decision, you will receive a message stating that the report has been closed.

Pull a Report Forward (Certifying Officials only)

Reports follow a standard workflow according to settings established at the Agency level. For example, if the Agency has specified that General 278 reports follow the Filer to Supervisor to Certifying Official workflow, a report will be available for certification only after the Supervisor submits the report. *Integrity*, however, permits a Certifying Official to “pull” a report directly to the Certifying Official step in the workflow, skipping all intermediate Reviewers. *Integrity* will record the request to “pull” a report forward in the “Audit Trail.”

To pull a report forward: Go to the “Submit” page. Click the “Pull Forward” button. This option will not appear if you are not a Certifying Official for the Group or if the report is already pending action by a Certifying Official.



You will receive a message stating that you have pulled the report forward. You can now edit, certify, or decline to certify the report.

Review Flags for Submit or Close Actions

A number of fields are required by *Integrity*, either on the “General Information” page or when the Filer is completing the form. In other cases, though, *Integrity* provides flexibility early in the data entry process by not requiring a field value and, instead, performs a data validation check on the “Submit” page before you can submit or close a report. If there is an item that fails a data validation check, you generally need to return to the affected page and address the deficiency.

6.4.8 - Change the Workflow of a Started Report (DAEOs only)

A report is sometimes assigned using the incorrect workflow. For example, a General 278 report (not reviewed by OGE) might be assigned using the PAS/DAEO workflow. If the Filer has not yet started the report, any user with report-assignment rights can change the workflow in the Admin interface. See [section 7.6.7](#). If the Filer has already started the report, however, only a Reviewer with the DAEO or DAEO (Alternate) role can change the workflow of the report.

Basic Steps to Changing a Workflow

To change the workflow:

1. Go to the “General Information” page and select the “Change Workflow” button.

The screenshot shows the 'General Information' page for a report titled 'Filer1, Sample M'. The left sidebar contains a menu with options: 'General Information', 'General Comments', 'Filer's Federal Positions', 'Filer's Positions', 'Filer's Employment-Related Assets and Income', 'Filer's Employment-Related Arrangements', and 'Spouse's Employment-Related Assets and Income'. The main content area is titled 'General Information: Filer1, Sample M' and contains a 'REPORT SUMMARY' section. Below this is a 'FILER SNAPSHOT' table with the following data:

Filer:	Filer1, Sample M	Item:	Annual Report	Appointment Date:	04/2015
Agency:	Sample Agency 2020	Report Type:	278	Status:	Report, Under Agency Review
Group:	Sample Agency 2020, Group 1	Report Year:	2020	Spouse:	Yes
Position:	Sample Position				
Existing Workflow:	General				

At the bottom of the 'FILER SNAPSHOT' section, there is a 'Change Workflow' button, which is circled in red.

Select how you would like to change the workflow and select the “Change Workflow” button.

The screenshot shows a dialog box titled 'CONFIRM WORKFLOW CHANGE'. It asks 'How would you like to change the workflow?' and provides two options:

- ☒ Change from General to PAS workflow in the current group "Sample Agency 2020, Group 1"
- ☐ Change from General to PAS workflow in a different group.

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Change Workflow'. The 'Change Workflow' button is circled in red.

You will receive the following notification if the change was processed successfully.

The screenshot shows a dialog box titled 'CONFIRM WORKFLOW CHANGE' with a success message: 'The filing workflow has successfully been changed to PAS.'

Changing Workflows in the Current Group

You can change the workflow of a report without changing the Group if the current Group supports both the General 278 and PAS/DAEO workflows. If the Group does not support both workflows, you can either change the report to the workflow of a different Group or add a workflow to the current Group. See [section 7.3.4](#) for information about adding a workflow to a Group.

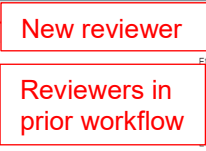
Changing Workflows and Moving the Report to a Different Group

In some cases, you cannot change the workflow of a report within a current Group because the Group does not support that workflow and you do not want to edit the number of permissible workflows for that Group. In such cases, you can change the workflow of the report and move the report to a different Group that does support the correct workflow. However, before you change the workflow of the report, you will need to add the Filer to the new Group. See [section 7.5.3](#) for information about adding a Filer to a Group.

Effect of Changing Workflows

Changing the workflow of a report resets the review process. If the Filer has not yet submitted the report, this reset has no effect. The report, once submitted, will go to the first step in the new workflow. If the Filer has already submitted the report, the reset has the effect of sending the report back to the first review step in the new workflow. Any Reviewer signatures applied to the report will be removed; however, any auditable actions taken by prior Reviewers will remain in the “Audit Trail.”

EXPAND ALL	DATE	NAME	ROLE	EVENT
+	Feb 4th 2019, 4:28:23 pm	Sample Reviewer7	Ethics Official	Filer Category Updated
	Feb 4th 2019, 3:34:44 pm	Sample Reviewer1	Ethics Official	Report Signed by Ethics Official
+	Feb 4th 2019, 3:34:15 pm	Sample Reviewer1	Ethics Official	Filer Status Updated
+	Feb 4th 2019, 10:41:58 am	Sample Reviewer1	Ethics Official	Other Assets Income Updated
	Feb 4th 2019, 9:13:09 am	Sample Filer1	Filer	Report Signed by Filer



6.5 - Review an OGE Form 278-T

6.5.1 - Basics

The basic elements of the review process are the same for the OGE Form 278e and the OGE Form 278-T. See [section 6.4.1](#) for a discussion of the review process in *Integrity*.

6.5.2 - Menu Options

The left-side navigation menu for the report provides the following options.

- **Review Report:** “Review Report” provides access to the OGE Form 278-T data, comments, and public annotations. You also use “Review Report” to print the report and to take workflow actions, such as certifying the report.
 - **General Information:** This page displays background information about the Filer, report, and review process, such as details concerning any extension granted. Certain fields on this page are ultimately displayed on the Cover Page of the printable, publicly releasable version of the report.
 - **General Comments:** This page provides access to comments and public annotations that are not linked to a specific grid entry.
 - **278-T Transactions:** This page displays the periodic transactions that will appear on the printable, publicly releasable version of the report. This page also displays comments and public annotations linked to specific grid entries.
 - **Report Data (Summary):** This page displays the information from the “General Information” page and the “278-T Transactions” page as well as any comments and public annotations.
 - **Submit Report:** You use this page to take workflow actions, such as submitting/signing the report, returning the report to the Filer or an earlier Reviewer, and “pulling” a report forward to the Certifying Official.
 - **Printable View:** This page is used to print a hard copy of the OGE Form 278-T. The printout will include any public annotations but will not include comments.
- **Documents:** The “Documents” page provides a location to upload documents related to a report (e.g., ethics counseling memo).
- **Audit Trail:** The “Audit Trail” page provides a record of workflow actions and edits to reports after filing.
- **Notifications:** The “Notifications” page provides a record of email notifications sent to the Filer through *Integrity*.
- **Help:** The “Help” page provides links to basic information about *Integrity* and the public financial disclosure forms.

6.5.3 - General Information Page

The “General Information” page for the OGE Form 278-T has all the same fields as the “General Information” page with just one exception.

The “Due Dates & Extensions” section for the OGE Form 278-T has an additional field, “Due Date by Earliest Transaction.” Unlike reports submitted using the OGE Form 278e, reports submitted using the OGE Form 278-T are subject to a due date that varies based on the data contained within the report. Specifically, the statute and regulation governing

public financial disclosure requires Filers to report certain transactions on an OGE Form 278-T within 30 days of receiving notification of a transaction but not later than 45 days after the transaction. Because the due date varies with the dates of the transactions within the report, *Integrity* has no information at report assignment for use in sending reminder notices. In addition, reports submitted using the OGE Form 278-T are often self-assigned so that Agency users are not in a position to assign due dates manually. *Integrity*, therefore, calculates a default “Original Due Date” that is 30 days from the date of report assignment. This calculated date, plus any extensions, yields the “Due Date” applied for notice purposes. After the Filer has actually added transactions, *Integrity* then calculates a “Due Date by Earliest Transaction” by adding 30 days to each date for which the “Notification Received Over 30 Days Ago” field is “Yes” and adding 45 days to each date for which the field is “No.”

See [section 6.4.3](#) for information on the “General Information” page fields that also appear for the OGE Form 278e.

6.5.4 - Edit Entries

Reviewers edit grid entries in the same way that a Filer would edit entries. See [section 5.3.3](#) for more information on working with the “278-T” data entry grid.

6.5.5 - Comments

Reviewers view and add comments in the same way that a Filer would view and add comments. In addition, unlike a Filer, a Reviewer can delete comments by selecting the “Delete Comment” link below the desired comment. See [section 5.5.4](#) for more information on comments.

6.5.6 - Public Annotations

Reviewers view public annotations in the same way that a Filer would view public annotations. In addition, unlike a Filer, a Reviewer can add and delete public annotations. *Integrity* records these additions and deletions to a filed report in the “Audit Trail.” See [section 5.5.5](#) for more information on public annotations.

6.5.7 - Submit, Return, or Close a Report

Reviewers submit an OGE Form 278-T and perform other workflow actions in the same way as they would for an OGE Form 278e. See [section 6.4.7](#) for more information.

6.5.8 - Change the Workflow of a Started Report (*DAEOs only*)

Reviewers with the DAEO or DAEO (Alternate) role may change the workflow for a started OGE Form 278-T through the same steps used to change the workflow of an OGE Form 278e. See [section 6.4.8](#) for more information.

6.6 - Additional Report-Level Features

The following additional features are available when reviewing a report.

6.6.1 - Compare

For an OGE Form 278e, the “Compare” feature works the same way for Reviewers as it does for Filers with one exception. Reviewers can download the prior report only if the report is in a Group to which they have access. See [section 4.5.7](#) for more information on the basic functioning of “Compare.”

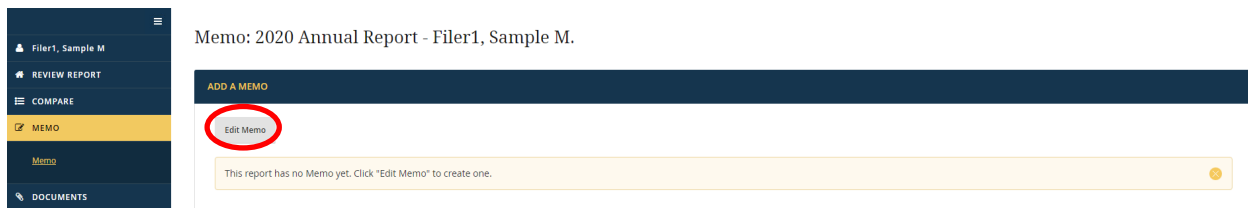
Integrity does not provide a “Compare” feature for an OGE Form 278-T.

6.6.2 - Memo

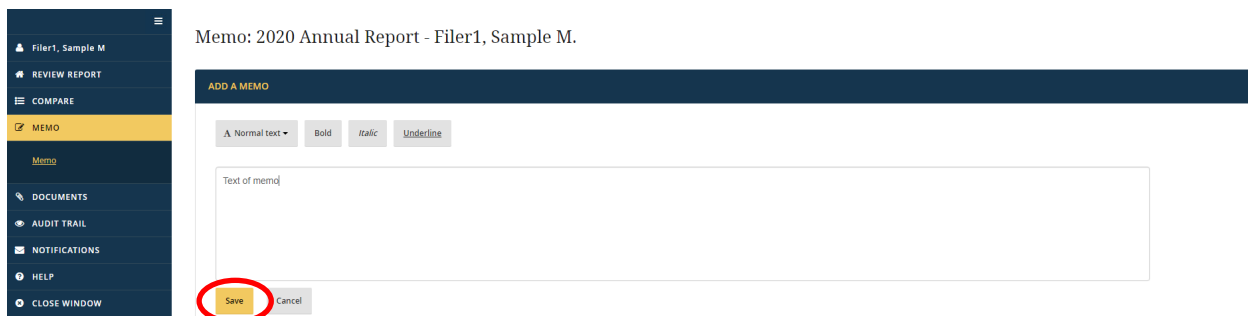
The “Memo” page provides a space for Reviewers to record notes that should be retained with the report after the review process ends. The Filer does not have access to the “Memo” page, and the “Memo” page is not part of the printable, publicly releasable report. Notes entered into the “Memo” page, therefore, differ from “comments,” which are temporary communications between the Filer and Reviewers. Notes entered on the “Memo” page also differ from “public annotations,” which are part of the printable, publicly releasable report.

Add a Memo

Click the “Edit Memo” button.



Enter the desired text into the blank text box and click the “Save” button.



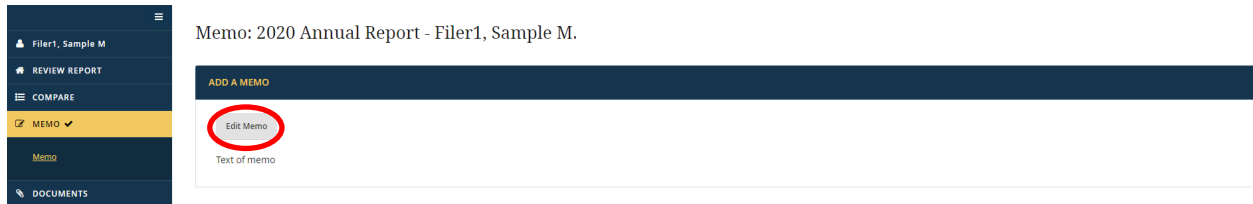
A checkmark will appear next to the “Memo” menu option, signaling that a memo exists.

Delete a Memo

Click the “Edit Memo” button and delete all of the text that appears in the text box. Click the “Save” button to complete your deletion.

Edit a Memo

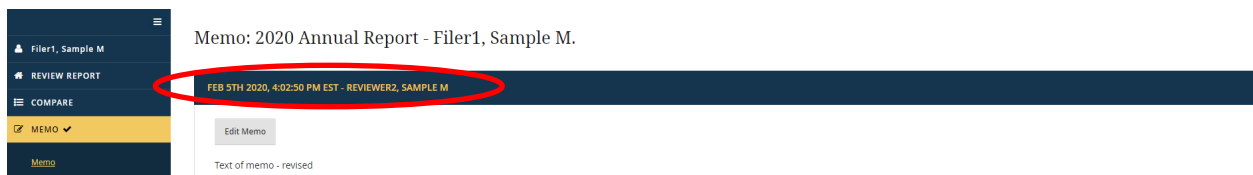
Click the “Edit Memo” button and make the desired change in the text box.



Click the “Save” button to complete your edit.

Identify a Change

The last user to edit the “Memo” page will appear at the top of the page along with the date of that change. *Integrity* does not record specific changes to the “Memo” page in the “Audit Trail.”



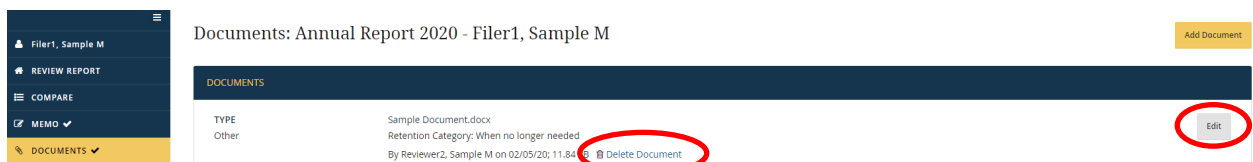
To save notes that cannot be updated by another Reviewer, you can upload your notes as a static document (e.g., a scanned page or an Adobe PDF file) on the “Documents” page.

Search Memo Text

Text entered into the “Memo” page is searchable from the “Search” page. See [section 6.3](#) for more information about the “Search” feature.

6.6.3 - Documents

The “Documents” page works in much the same way for Reviewers as it does for Filers; however, Reviewers can also delete documents and edit document properties. Delete a document by selecting the “Delete Document” link. Edit document properties by selecting the “Edit” button. See [section 4.5.8](#) for information about adding documents.



6.6.4 - Audit Trail

The “Audit Trail” page works the same way for Reviewers as it does for Filers, so see [section 4.5.9](#) for more information.

6.6.5 - Notifications

The “Notifications” page works the same way for Reviewers as it does for Filers, so see [section 4.5.10](#) for more information.

6.7 - View and Amend a Certified or Closed Report

Certified OGE Form 278e reports are ordinarily retained for 6 years from the date of filing. Certified OGE Form 278-T reports are ordinarily retained for 7 years from the date of filing. You will have access to old reports that have been certified or closed without certification, provided those reports were filed in Groups to which you currently have access as a Reviewer. Some features, however, will not be available because final certification prevents any further changes to the report data.

6.7.1 - Open a Report

To open a report that has already been certified, go to the “Search” page within the Reviewer interface. Find the report and select the hyperlinked text in the “Item” column. You can also find and open the report through the “Records Management” page if you have the Records Manager role for that Group (or if you have the DAEO role).

6.7.2 - View a Report

You cannot make any changes or comments to the entries on a report after the review is complete, so you cannot access the data entry grids. However, you can view the final version of the information entered as displayed on the “Printable View” page.

6.7.3 - Edit General Information Page Fields

You can still edit certain fields on the “General Information” page after the review is complete for a General 278 report. OGE has similar edit rights for PAS/DAEO reports.

- Report Year
- Filer Category
- Filer Status
- DAEO
- Public Availability
- Agency Reviewer
- OGE Reviewer
- Late Fee Waiver

- Late Fee Paid
- End Initial Review

In addition, Certifying Officials can use the Amendment, Amendment Comment, and Amendment Public Annotation fields to address amendments that occur after the review is complete. See section 6.7.8 for more information.

6.7.4 - Compare

If the report was originally pre-populated from a prior report, you can still view the differences between the two reports.

6.7.5 - Documents

You can still add documents, delete documents, and edit document properties for a certified or closed report.

6.7.6 - Audit Trail

You can still view the history of workflow events and changes to a report after the review is complete. The “Audit Trail” page works the same way for Reviewers as it does for Filers, so see [section 4.5.9](#) for more information.

6.7.7 - Notifications

You can still view the notifications sent to the Filer for this report. The “Notifications” page works the same way for Reviewers as it does for Filers, so see [section 4.5.10](#) for more information.

6.7.8- Amendments to General 278 Reports

Make an Amendment

Neither Filers nor Reviewers have the ability to edit the entries of a report after the review is complete. In lieu of an edit to a report entry, an amendment letter or other document can be uploaded into *Integrity* on the “Documents” page. Brief amendments can also be addressed through a public annotation.

Flag an Amended Report (*Certifying Officials only*)

To indicate that a report has been amended, go to the “Review Dates” section of the “General Information” page for the report. Click the “Edit” button.

REVIEW DATES

Edit

End Initial Review:

Final Status Date: 2/4/19

Filing Date: 02/04/2019

Final Status: Certified

Status Comment:

Amendment:

Amendment
Comment:

Amendment Public
Annotation:

Select “Yes” in the “Amendment” field and click the “Save” button.

Amendment: Amendment Comment: Amendment Public Annotation:

Characters left: 500 Characters left: 500

Save

Integrity will ask you to confirm your decision.

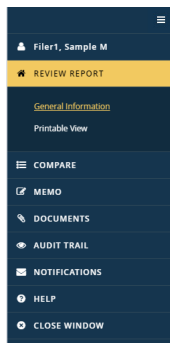
CONFIRM AMENDMENT

Changes to the Amendment and Amendment Public Annotation fields will be displayed on the version of the report that is releasable to the public. Do you wish to continue?

No

Yes

The word “Amended” will now appear at the top of the “General Information” page and the “Printable View” page.



General Information: Filer1, Sample M **Amended**

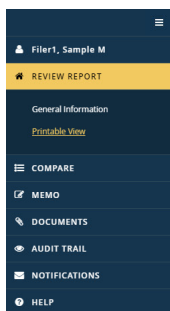
REPORT SUMMARY

FILER SNAPSHOT

Filer:	Filer1, Sample M	Item:	New Entrant Report	Appointment Date:	02/04/2019
Agency:	Sample Agency 2019	Report Type:	278	Status:	Report, Agency Certified
Group:	Sample Agency 2019, Group 1	Report Year:	2019	Spouse:	Yes
Position:	Sample Position				
Existing Workflow:	General				

[Change Workflow](#)

REVIEWER & FILER INFORMATION



Preview: **Amended**

[Enable Basic Fonts](#)
[Export to PDF](#)

REVIEW REPORT

New Entrant Report | U.S. Office of Government Ethics; 5 C.F.R. part 2634 | Form Approved: OMB No. (3209-0001) (Updated Jan. 2019)

Executive Branch Personnel

Public Financial Disclosure Report (OGE Form 278e)

Filer's Information

Filer1, Sample M
Sample Position, Sample Agency 2019
Date of Appointment: 02/04/2019

Amendment Comments (*Certifying Officials only*)

You can enter text into the “Amendment Comment” field to provide a brief, internal explanation of the amendment. The text in this field is only visible on the “General Information” page.

Amendment Public Annotations (*Certifying Officials only*)

You can enter text into the “Amendment Public Annotation” field to provide a brief, public explanation of the amendment. If the amendment is too lengthy or complex to address in this field, you can use the field to direct the reader to an amendment letter or other document that has been uploaded into *Integrity* on the “Documents” page.

Any text entered into this field will appear in the “Comments of Reviewing Officials” section of the Cover Page. The text, therefore, is part of the printable, publicly releasable version of the report.

Report Amended After Review Concluded.

Comments of Reviewing Officials (public annotations):

PART	#	REFERENCE	COMMENT
N/A	N/A	General	(02/04/19, DAEO1, Sample M): Text of an amendment

Finding Amended Reports

To identify which reports have been amended, go to the “Search” page and set the “Amendment” filter to “Yes.”

Records Search

AGENCY All	ITEM All	TYPE All	YEAR All	GROUP All	STATUS All
FIRST NAME Search by First Name	MIDDLE INITIAL Search by Middle Initial	LAST NAME Search by Last Name	POSITION Search by Position	MEMO Search by Memo	
INTEREST NAME Search by Interest Name	AMENDMENT Yes	Go	Reset		

Alternatively, you can select the “Amendment” field from the “Customize Display” drop-down list.

Export to Excel	20 records per page	Customize Display								
AGENCY	ITEM	TYPE	YEAR	GROUP	FILER	POSITION	DATE SUBMITTED	END INITIAL REVIEW	AMENDMENT	RESEARCH REVIEWER
Sample Agency 2020	Annual Report	278	2020	Sample Agency 2020, Group 1	Filer1, Sample M	Sample Position				

Audit Trail

Changes to the amendment fields will appear in the “Audit Trail.”

6.7.9- Amendments to PAS/DAEO Reports

Contact OGE to amend a PAS/DAEO report after the report has been certified or closed by OGE. Entries of such reports cannot be edited; however, OGE can flag the report as having been amended and enter a public annotation using the amendment fields discussed in section 6.7.8. OGE can also upload an amendment letter or other document on the “Documents” page.

6.8 - Manage Records

This section explains how to view, retain, purge, and delete reports.

6.8.1 - Access the Records Management Page

You can access the “Records Management” page from the main menu of the Reviewer interface if you hold a Records Manager role in at least one Group or if you hold the DAEO or DAEO (Alternate) role for the Agency.

“Records Management” consists of two sections – a set of filter conditions and the results generated by the use of those filter conditions.

The screenshot displays the 'Records Management' interface. On the left is a sidebar with navigation links: 'MY QUEUE', 'RECORDS MANAGEMENT' (highlighted), 'Records Management', 'SEARCH', 'SETTINGS', and 'HELP'. The main content area is titled 'Records Management' and is divided into two sections. The top section, labeled 'Filters', contains several dropdown menus for 'AGENCY' (All), 'GROUP' (All), 'ITEM' (All), 'YEAR' (All), 'TYPE' (All), and 'STATUS' (All). It also includes checkboxes for 'EXPIRED RECORDS' (Expired, Not Expired, N/A), 'RETAINED RECORDS' (Retained, Not Retained), and 'PURGED RECORDS' (Purged, Not Purged). A 'SEARCH BY NAME' checkbox and 'Go'/'Reset' buttons are also present. The bottom section, labeled 'Results', features an 'Export to Excel' button, a 'Customize Display' dropdown, and a 'records per page' selector set to 20. Below this is a table with columns: FILER, ITEM, YEAR, POSITION, STATUS, RETAINED, PURGED, GROUP, and ACTION. The table contains three rows of data.

FILER	ITEM	YEAR	POSITION	STATUS	RETAINED	PURGED	GROUP	ACTION
Filer1, Sample M	Annual Report	2020	Sample Position	Report, Under Agency Review	No	No	Sample Agency 2020, Group 1	Action
Filer2, Sample M	Periodic Transaction Report	2020	Sample Position	Report, Under Agency Review	No	No	Sample Agency 2020, Group 1	Action
Filer3, Sample M	Nominee Report	2019	Sample Nominee Report 1	Report, OGE Certified	No	No	Sample Agency 2020, Nominee Group	

6.8.2 - View and Edit Rights

You can view, retain, purge, or delete any report in a Group if you have the Records Manager role for that Group or if you are the DAEO or DAEO (Alternate). You can also view, retain, purge, or delete reports in any subordinate Group in the organizational hierarchy.

6.8.3 - View Reports

Upon opening the “Records Management” page, *Integrity* will display results based on the filter conditions that you selected most recently. To filter the results differently, specify the desired results within each filter condition field and click the “Go” button. If you wish to return to the default filter conditions, click the “Reset” button.

- Agency: The “Agency” filter limits results based on the Agency in which the report was filed. For most users, the filter will have a single option because the user has access to only a single Agency.
- Group: The “Group” filter limits results based on the Group in which the report was filed.
- Search by Name: Selecting the “Search by Name” option reveals additional filter conditions for First Name, Last Name, and Position.

Records Management

AGENCY: All

GROUP: All

☒ SEARCH BY NAME

ITEM: All

YEAR: All

TYPE: All

STATUS: All

EXPIRED RECORDS: ☒ Expired, ☒ Not Expired, ☒ N/A

RETAINED RECORDS: ☒ Retained, ☒ Not Retained

PURGED RECORDS: ☒ Purged, ☒ Not Purged

Go Reset

FIRST NAME: Search by First Name

LAST NAME: Search by Last Name

POSITION: Search by Position

- Item: The “Item” filter limits results based on whether the report is a New Entrant, Nominee, Annual, Termination, Annual/Termination, or Periodic Transaction report. By default, the filter is set to “All” so that reports are displayed regardless of the Item.
- Type: The “Type” filter limits results based on the general form type used – the OGE Form 278e (“278”) or the OGE Form 278-T (“278-T”). By default, the filter is set to “All” so that reports are displayed regardless of the Type.
- Year: The “Year” filter limits results based on the Year label assigned to a report. By default, the filter is set to “All” so that reports are displayed regardless of the Year. See [section 7.6.10](#) for the Year labeling convention.
- Status: The “Status” filter limits results based on the status of the report within a workflow. By default, the filter is set to “All” so that reports are displayed regardless of the Status.
- Expired Records: The “Expired Records” filter limits results based on whether a report has expired, has not expired, or is not yet subject to the expiration rules. By default, all three expiration status choices are marked so that reports are displayed regardless of their expiration status. See [section 6.8.5](#) for more information.

- **Retained Records:** The “Retained Records” filter limits results based on whether a report has been marked for retention or not. By default, both choices are marked so that reports are displayed regardless of whether they have been marked for retention. See section 6.8.4 for more information.
- **Purged Records:** The “Purged Records” filter limits results based on whether a report has been purged or not. By default, both choices are marked so that reports are displayed regardless of whether they have been purged. See section 6.8.5 for more information.
- **Confirmed Records (*displays for OGE only*):** The “Confirmed Records” filter limits results based on whether OGE has entered a confirmation date for the report. By default, both choices are marked so that reports are displayed regardless of whether OGE has entered a confirmation date.

6.8.4 - Retain a Report

Marking a report for retention prevents another Records Manager from purging or deleting a report, unless that Records Manager first removes the retention indicator. Use the “Retain” action when you need to signal an administrative hold on removing any records related to the report (e.g., the report is part of an ongoing investigation).

To retain a report, click the “Action” button next to the report and select the “Retain” option that appears.

FILER	ITEM	YEAR	POSITION	STATUS	RETAINED	PURGED	GROUP	ACTION
Filer1, Sample M	Annual Report	2020	Sample Position	Report, Under Agency Review	No	No	Sample Agency 2020, Group 1	Action ▾
Filer2, Sample M	Periodic Transaction Report	2020	Sample Position	Report, Agency Certified	No	No	Sample Agency 2020, Group 1	Action ▾
Filer3, Sample M	Nominee Report	2019	Sample Nominee Report 1	Report, OGE Certified	No	No	Sample Agency 2019, Group 1	Action ▾

Reverse the action by clicking the “Action” button and selecting “Do Not Retain.”

FILER	ITEM	YEAR	POSITION	STATUS	RETAINED	PURGED	GROUP	ACTION
Filer1, Sample M	Annual Report	2020	Sample Position	Report, Under Agency Review	No	No	Sample Agency 2020, Group 1	Action ▾
Filer2, Sample M	Periodic Transaction Report	2020	Sample Position	Report, Agency Certified	Yes	No	Sample Agency 2020, Group 1	Action ▾
Filer3, Sample M	Nominee Report	2019	Sample Nominee Report 1	Report, OGE Certified	No	No	Sample Agency 2019, Group 1	Action ▾

6.8.5 - Purge or Delete a Report

Purging or deleting a report is an irreversible action. Do not purge or delete a report, unless you are sure that the action is appropriate. You can purge or delete a report only if (1) the report has an expiration status of “N/A” or “Expired” AND (2) the report is not marked for retention. You can override a retention determination but cannot override the expiration status.

Expiration Status

Reports have an expiration status of “N/A” until certified or closed without certification. After a report is certified or closed without certification, *Integrity* changes the expiration status of the report to “Not Expired.” The expiration status changes to “Expired” after the report reaches the appropriate age under the records retention rules for that type of report. A more detailed explanation of the expiration status rules is included below.

OGE Form 278e		
Workflow	Report Status	Expiration Status Rules
General 278	Not Started	The expiration status is “N/A,” and the report can be purged or deleted at any time.
	Report Started but Not Certified or Closed without Certification	The expiration status is “N/A,” and the report can be purged or deleted at any time.
	Report Certified or Closed without Certification	The expiration status is “Not Expired.” The report expires 6 years from the date of filing.
PAS/DAEO	Not Started	The expiration status is “N/A,” and the report can be purged or deleted at any time.
	Report Started but Not Certified or Closed without Certification by OGE	The expiration status is “N/A,” and the report can be purged or deleted at any time.
	Report Certified or Closed without Certification by OGE (excluding Nominees)	The expiration status is “Not Expired.” The report expires 6 years after OGE certifies the report or closes the report without certification.
	Report Certified or Closed without Certification (Nominees)	The expiration status is “N/A” until a date is added to the “Confirmed” field on the “General Information” page. After a confirmation date is added, the expiration status is “Not Expired,” and the report expires 6 years after OGE certifies the report.

OGE Form 278-T		
Workflow	Report Status	Expiration Status Rules
General	Not Started	The expiration status is “N/A,” and the report can be purged or deleted at any time.
	Report Started but Not Certified or Closed without Certification	The expiration status is “N/A,” and the report can be purged or deleted at any time.
	Report Certified or Closed without Certification	The expiration status is “Not Expired.” The report expires 7 years from the date of filing.
PAS/DAEO	Not Started	The expiration status is “N/A,” and the report can be purged or deleted at any time.

OGE Form 278-T		
	Report Started but Not Certified or Closed without Certification by OGE	The expiration status is “N/A,” and the report can be purged or deleted at any time.
	Report Certified or Closed without Certification by OGE	The expiration status is “Not Expired.” The report expires 7 years after OGE certifies the report or closes the report without certification.

Purge a Report

Purging a report is the equivalent of destroying a paper OGE Form 278e without destroying the review notes and other supporting materials in the file. Use the purge option if you still require access to the review notes and other supporting materials as background information for other reports that have not yet reached the appropriate age for purge or deletion.

To purge a report, click the “Action” button next to the report and select the “Purge” option that appears. Confirm that you wish to purge the report to complete the process.

FILER	ITEM	YEAR	POSITION	STATUS	RETAINED	PURGED	GROUP	ACTION
Filer1, Sample M	Annual Report	2020	Sample Position	Report, Under Agency Review	No	No	Sample Agency 2020, Group 1	Action
Filer2, Sample M	Periodic Transaction Report	2020	Sample Position	Report, Agency Certified	No	No	Sample Agency 2020, Group 1	Retain Purge Delete Permanently
Filer3, Sample M	Nominee Report	2019	Sample Nominee Report 1	Report, OGE Certified	No	No	Sample Agency 2019, Group 1	Action

After you purge a report, you can still find the report on the “Search” and “Records Management” pages; however, upon opening the report, you will see only the “General Information” page, “Memo” page, and “Documents” page.

Delete a Report

Deleting a report is the equivalent of destroying a paper OGE Form 278e as well as all supporting materials in the file. Use the delete option if you do not require access to the review notes and other supporting materials as background information for other reports that have not yet reached the appropriate age for purge or deletion.

To delete a report, click the “Action” button next to the report and select the “Delete Permanently” option that appears. Confirm that you wish to delete the report to complete the process.

FILER	ITEM	YEAR	POSITION	STATUS	RETAINED	PURGED	GROUP	ACTION
Filer1, Sample M	Annual Report	2020	Sample Position	Report, Under Agency Review	No	No	Sample Agency 2020, Group 1	Action
Filer2, Sample M	Periodic Transaction Report	2020	Sample Position	Report, Agency Certified	No	No	Sample Agency 2020, Group 1	Retain Purge Delete Permanently
Filer3, Sample M	Nominee Report	2019	Sample Nominee Report 1	Report, OGE Certified	No	No	Sample Agency 2019, Group 1	Action

Deleting a report removes the report entirely from *Integrity*. Authorized Agency users can run a management report to identify deleted reports and who deleted the reports; however, the report itself cannot be recovered.

Section 7: Administrative Actions

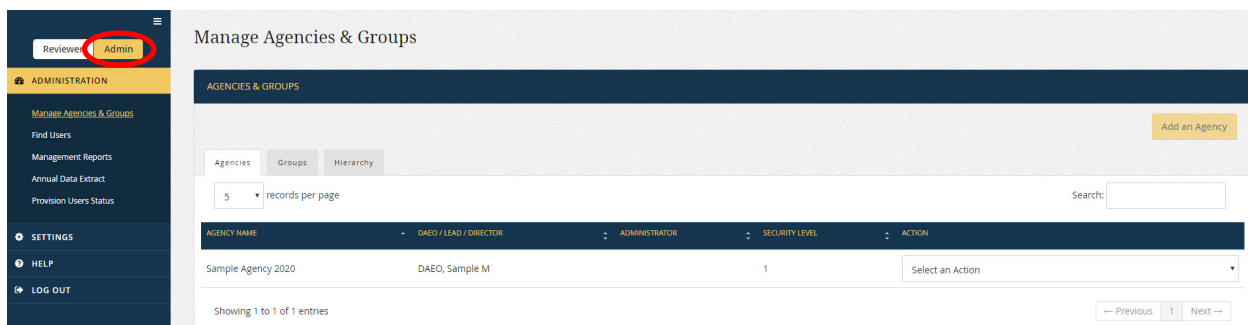
Section 7 explains the administrative functions available to an authorized Agency user, including instructions on configuring an Agency, creating or modifying a Group, assigning users to Groups, assigning reports to Filers, and accessing management reports.

7.1 - Primary Admin Window

7.1.1 - Admin Interface

Reports are filed in the Filer interface and reviewed in the Reviewer interface. The Admin interface is used to select Agency-level configuration options; add, edit, delete, and move Groups; add and remove staff permissions to Groups; add Filers to and remove Filers from Groups; add, edit, or remove report assignments prior to filing; and access management reports.

Select the “Admin” tab in the upper left corner of the screen in order to switch to the Admin interface. If you do not see the “Admin” tab, you do not have access to this interface.



7.1.2 - Menu Options

The menu options on the primary Admin interface window are:

- **Administration:** The “Administration” menu option provides links to all the major activities you can take within the Admin interface.
 - **Manage Agencies & Groups:** Use the “Manage Agencies & Groups” page to set up Agencies, manage Groups, manage staff roles, manage Filers, and manage report assignments.
 - **Find Users:** Use the “Find Users” page to view and update a user’s profile and roles.
 - **Management Reports:** Use the “Management Reports” page to obtain lists of Filers and reports.

- Annual Data Extract (*DAEOs only*): Use the “Annual Data Extract” page to obtain data for the Annual Agency Ethics Program Questionnaire.
- Provision Users Status: Use the “Provision Users Status” page to check whether *Integrity* has completed a bulk provisioning request. Bulk provisioning requests are used to add multiple Filers to one or more Groups.
- Settings: Use the “Settings” page to update your contact information. See section 3 for more information.
- Help: Use the “Help” page to find basic information about *Integrity*.
- Log Out: Select “Log Out” to exit *Integrity*.

7.2 - Agency Set-up

Users with sufficient permissions can view and edit Agency-level settings.

7.2.1 - Access the Agency Set-up Page

Agency DAEOs, Agency Administrators, and their Alternates can access the “Agency Set-up” page from either the “Agencies” or “Hierarchy” tab within the “Manage Agencies & Groups” menu option.

Agencies Tab

Select “Manage Agencies & Groups” from the list of options in the left-side navigation menu. Three tabs will appear. The tab for “Agencies” is highlighted by default.

The screenshot shows the 'Manage Agencies & Groups' interface. On the left is a navigation menu with 'ADMINISTRATION' and 'SETTINGS' sections. The 'ADMINISTRATION' section includes 'Manage Agencies & Groups', 'Find Users', 'Management Reports', 'Annual Data Extract', and 'Provision Users Status'. The 'SETTINGS' section includes 'HELP' and 'LOG OUT'. The main content area is titled 'Manage Agencies & Groups' and has three tabs: 'AGENCIES & GROUPS', 'AGENCIES', 'Groups', and 'Hierarchy'. The 'AGENCIES & GROUPS' tab is active. Below the tabs is a table with columns: 'AGENCY NAME', 'DAEO / LEAD / DIRECTOR', 'ADMINISTRATOR', 'SECURITY LEVEL', and 'ACTION'. The table contains one entry: 'Sample Agency 2020', 'DAEO, Sample M', and '1'. A dropdown menu for the 'ACTION' column is open, showing options: 'Select an Action', 'Select an Action', 'Edit', 'Add Group', and 'Bulk Add Filers'. The 'Edit' option is highlighted in blue. A red box highlights the dropdown menu, and a red arrow points from the dropdown to a larger, detailed view of the dropdown menu below.

Select an Action

Select an Action

Edit

Add Group

Bulk Add Filers

Select “Edit” from the “Select an Action” drop-down field at the far right. The “Agency Set-up” page will appear.

Hierarchy Tab

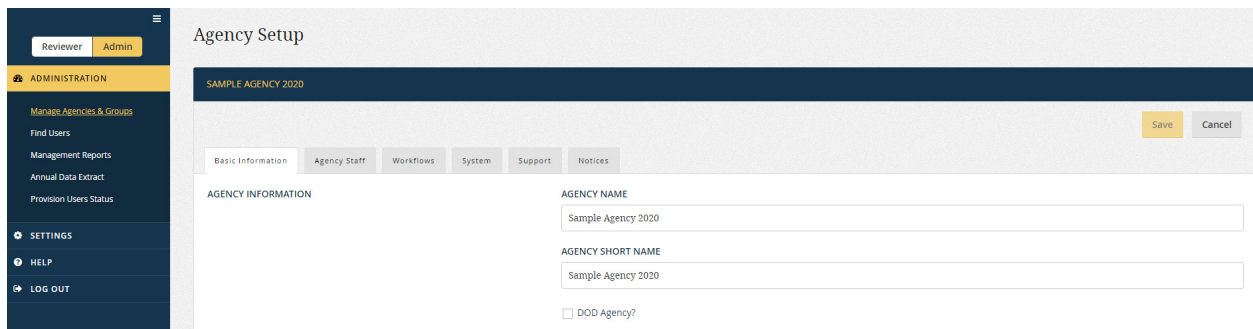
Select “Manage Agencies & Groups” from the list of options in the left-side navigation menu. Three tabs will appear. Click the “Hierarchy” tab.



Select “Edit” from the “Select an Action” drop-down field for the Agency level of the hierarchy. The “Agency Set-up” page will appear.

7.2.2 - Edit the Basic Information Tab

This section displays the Agency name and indicates whether the Agency is part of the Department of Defense.



- **Agency Name (view only):** This field specifies the name of the Agency for all user-facing parts of *Integrity*. The “Agency Name” also displays on the Cover Page of OGE Form 278e and OGE Form 278-T reports.
- **Agency Short Name (view only):** This field supports the use of an abbreviation for the Agency (e.g., “OGE” for “U.S. Office of Government Ethics”). At present, *Integrity* does not use the Agency Short Name for any user-facing pages or management reports. However, the field may be used in the future for management reports that aggregate across Agencies.
- **DOD Agency? (view only):** This field specifies whether an Agency within *Integrity* is part of the Department of Defense. DOD Agencies will have the DOD Annual Post-Employment and Section 804 Notice option set to “Yes.” See [section 7.2.5](#).

7.2.3 - Edit the Agency Staff Tab

This section displays the users who hold the DAEO and Agency Administrator roles for the Agency. See [section 1.9.2](#) for a definition of the roles. For assigned roles, click the user's name to see that user's contact information.

The screenshot shows the 'Agency Setup' page for 'SAMPLE AGENCY 2020'. The left sidebar contains navigation links: 'ADMINISTRATION' (with sub-links: 'Manage Agencies & Groups', 'Find Users', 'Management Reports', 'Annual Data Extract', 'Provision Users Status'), 'SETTINGS', 'HELP', and 'LOG OUT'. The main content area has tabs: 'Basic Information', 'Agency Staff' (selected), 'Workflows', 'System', 'Support', and 'Notices'. The 'Agency Staff' tab displays a table with the following rows:

AGENCY DAEO	DAEO, Sample M
AGENCY DAEO (ALTERNATES)	Not Assigned
AGENCY ADMINISTRATOR	Not Assigned Assign
AGENCY ADMINISTRATOR (ALTERNATES)	Not Assigned Add an Alternate

Buttons for 'Save' and 'Cancel' are located at the top right of the main content area.

- Agency DAEO (*view only*): Every Agency must have one and only one individual who holds the DAEO role. Contact the *Integrity* Helpdesk if the Agency needs to change who holds the DAEO role.
- Agency DAEO (Alternates) (*view only*): Every Agency can have one or more than one individual who holds the DAEO (Alternate) role. Agencies may also leave the role empty. Contact the *Integrity* Helpdesk if the Agency needs to change who holds the DAEO (Alternate) role.
- Agency Administrator: The DAEO or DAEO (Alternate) may assign the Agency Administrator role here. Every Agency can have one and only one individual who holds the Agency Administrator role, but Agencies may leave the role empty. The role assignment function operates the same way as it does for all staff roles. See [section 7.4](#) for more information on assigning roles.
- Agency Administrator (Alternates): The DAEO or DAEO (Alternate) may assign the Agency Administrator (Alternate) role here. Agencies can assign the Agency Administrator (Alternate) role to multiple individuals or leave the role empty. The role assignment function operates the same way as it does for all staff roles. See [section 7.4](#) for more information on assigning roles.

Note: For assigned roles, click the user's name to see that user's contact information.

This close-up screenshot shows the 'Agency Staff' tab with the 'AGENCY DAEO' row. The text 'DAEO, Sample M' is highlighted with a red rectangular box, indicating that clicking this text would lead to the user's contact information.

7.2.4 - Edit the Workflows Tab

This section displays the workflows that apply to reports filed at the Agency. Workflows are set when the Agency is first created.

Agency Setup

SAMPLE AGENCY 2020

Save Cancel

Basic Information Agency Staff Workflows System Support Notices

GENERAL 278 FILINGS

Check the option at right that reflects how your agency processes general 278 filings.

Please contact the OGE e-filing program office if your agency uses a different process.

PAS/DAEO 278 FILINGS

Check the option at right that reflects how your agency processes PAS/DAEO 278 filings before forwarding to OGE.

Integrity will automatically transmit PAS/DAEO filings to the OGE reviewer when the agency reviewer certifies the filings.

Filer to ethics official to certifying official

Filer to ethics official to certifying official

- General 278 Filings: The displayed option will show the workflow for all reports filed at your Agency that do not go to OGE for additional review.
- PAS/DAEO 278 Filings: The displayed option will show the workflow for all reports filed at your Agency that go to OGE for additional review.

7.2.5 - Edit the System Tab

This section displays options for login security, requiring a job description, requiring the DOD Annual Post-Employment and Section 804 notice, cascading roles, displaying intermediate review signatures, and permitting early Termination reports.

Agency Setup

SAMPLE AGENCY 2020

Save Cancel

Basic Information Agency Staff Workflows System Support Notices

REQUIRE JOB DESCRIPTION

Yes No

DOD ANNUAL POST EMPLOYMENT & SECTION 804 NOTICE

Yes No

- Require Job Description: Selecting “Yes” requires Filers to attach a job description before filing an OGE Form 278e.
- DOD Annual Post-Employment and Section 804 Notice (*DOD Agencies only*): This option applies only to those Agencies which require the DOD Annual Post-Employment and Section 804 notice. If “Yes” is selected, the notice will appear on the “Submit” page when a Filer completes a report.

- **Minimum Authentication Level for Privileged Users:** This option specifies the permissible login methods for users with any role at the Agency other than Filer or Filer Designee. Section 2.2 provides basic information about the security levels and login methods. For a more detailed explanation, click the word “here.” You will be directed to the “Secure Login” guidance page on the MAX.gov *Integrity* User Community site.

MINIMUM AUTHENTICATION LEVEL FOR PRIVILEGED USERS ⓘ
Caution: Before selecting or changing the security level, read more on stronger authentication [here](#).

- ☒ Security Level 1 (User ID & Password) ⓘ
☐ Security Level 2 (User ID & Password + SMS) ⓘ
☐ Security Level 3 (PIV/CAC Card Level 3 SSO; or PIV/CAC-backed SMS) ⓘ

- **Cascade All Roles:** Selecting “Yes” enables Primary and Alternate role holders in a parent Group to edit data and perform workflow actions for reports in subordinate Groups to the same extent that they can for reports in the parent Group. Selecting “No” prevents role holders in a parent Group from editing data or performing workflow actions for reports in subordinate Groups. The role holders, however, can still view and open reports in subordinate Groups to the same extent that they can in the parent Group. Note that this option was not available until February 2020, so the option would be set to “No,” unless your Agency has updated the “System” tab since then. See [section 1.9.1](#).

CASCADE ALL ROLES
This setting controls whether primary and alternate roles (Point of Contact, Records Manager, Ethics Official, Certifying Official, Screener, Supervisor, etc) will cascade as alternates from higher-level groups to subordinate groups within this agency. Regardless of this setting, primary roles will cascade as primaries to subgroups where no superseding primary is assigned. Only primary role holders will receive relevant email notifications.

- ☒ Yes
☐ No

- **Display Signatures for Intermediate Reviewers:** Selecting “Yes” displays the signatures of Supervisors and Screeners on the Cover Page of a report in the “Other review conducted by” section. If “No” is selected, these signatures do not display on the Cover Page; only the signature of a reviewer with the Ethics Official role will display. The approval actions of a Supervisor and Screener are always recorded in the “Audit Trail” regardless of whether this option is set to “Yes” or “No.” Note this option was not available until February 2020, so the option would be set to “No,” unless your Agency has updated the “System” tab since then. See [section 6.4.7](#).

DISPLAY SIGNATURES FOR INTERMEDIATE REVIEWERS
Check Yes to display the name(s) and role(s) of intermediate reviewers (e.g., Supervisor, Screener) on the report's cover page. This is an agency option. OGE does not require the public display of intermediate reviewers' names/roles. This information is always tracked in a report's audit trail.

- ☐ Yes
☒ No

- **Early Termination:** Selecting “Yes” permits a Filer to submit a Termination or Annual/Termination report up to 15 days before the termination date entered on the “Getting Started” page. In such a case, the Filer will see an early filing notice on the “Submit” page, which confirms the Filer’s agreement to update the report if any information changes prior to the Filer’s termination date. Once the Filer submits the report, *Integrity* adds the following public annotation to the Cover Page of the printable, publicly releasable version of the report: “The filer agreed to update the

reported information if it changes before or on the indicated termination date.” See [section 4.3.12](#).

EARLY TERMINATION

☒ Yes
☐ No

7.2.6 - Edit the Support Tab

This section displays the current settings for the “Agency Support” link under the “Help” tab. Note that some *Integrity* users have access to multiple Agencies. Those users will see the “Help” text supplied by each of their Agencies.

The screenshot shows the 'Agency Setup' page with the 'Support' tab selected. The left sidebar contains a navigation menu with 'ADMINISTRATION' highlighted, and sub-items like 'Manage Agencies & Groups', 'Find Users', 'Management Reports', and 'Annual Data Extract'. The main content area has a header 'SAMPLE AGENCY 2020' and a row of tabs: 'Basic Information', 'Agency Staff', 'Workflows', 'System', 'Support' (active), and 'Notices'. A 'Save' button is visible in the top right corner.

- **Use Default Settings:** By default, when a user clicks the “Agency Support” link under the “Help” tab, the user sees the text in the “Default Help Text” box.

This screenshot shows the 'AGENCY HELP AND RESOURCES PAGE' settings. It includes a description: 'Agency portal for help and support for Integrity users. Contains links to the agency's Integrity help center and user support e-mail addresses & phone numbers.' There are two radio buttons: 'Use Default Settings' (selected) and 'Use Custom Settings'. Below is a text box labeled 'DEFAULT HELP TEXT' containing the text: 'Visit the [integrity.gov](https://www.integrity.gov) website to access the Integrity User Guide, quick job aids, and other reference materials.'

- **Use Custom Settings:** Select “Use Custom Settings” to provide alternate text, a custom link, or attach help files.

This screenshot shows the 'AGENCY HELP AND RESOURCES PAGE' settings with 'Use Custom Settings' selected. It includes the same description as the previous screenshot. Below the radio buttons is a text box labeled 'CUSTOM HELP TEXT' which is empty. To the right of this box is a character count: 'Characters left: 5000'. Below the text box is a section titled 'ATTACHED HELP FILES' with a note: 'Note that attachment changes are effective immediately. Even if you later decide not to save your edits to this agency record, the file changes will still persist.' There is a 'No files attached.' message, a 'Choose File' button, and a 'Save File' button. At the bottom is a text box labeled 'CUSTOM HELP LINK' which is empty.

7.2.7 - Edit the Notices Tab

This section displays the different types of notices that *Integrity* can generate. Note that certain *Integrity* notices can make use of variable parameters (i.e., text that changes based on the specific Filer, Report Type, etc.). Click the question mark (?) to learn how the parameters function for that notice.

- **Send test email:** This field allows you to test whether you can receive emails being sent from *Integrity*. Click the “Send Test Email” button. If you do not receive the test email, the security settings at your Agency may be blocking delivery. Consult with IT support at your Agency and the *Integrity* Helpdesk as needed.

- **Customize reply-to-email (available to *Integrity* Helpdesk only):** This field controls whether your Agency will specify an email address to receive any replies that users make to system notices. If your agency does not use this option, users cannot reply directly to system notices.

- **Customize CC email (available to *Integrity* Helpdesk only):** This field controls whether your Agency will specify an email address to be copied on system notices. For example, if Agency 1 uses this option and adds “ethics@agency1.gov,” the ethics@agency1.gov inbox will be copied on all notices sent to Filers and Reviewers.

- ***Integrity* notifications / User provisioning notification:** This field controls whether users at your Agency will receive a notice when added to *Integrity*.

- ***Integrity* notifications / Cloaked user provisioning notification:** This configuration option is currently inactive.
- ***Integrity* notifications / Annual profile update:** This configuration option is currently inactive.

- **Filer notifications / Report assignment:** This field controls the default text of the report assignment notice that users can send when assigning a report at your Agency. Users may modify the text of an individual notice or choose not to send a notice.

FILER NOTIFICATIONS/REPORT ASSIGNMENT

NOTIFICATION MESSAGE ⓘ

Dear [[filer]],

[[name]] has assigned you a report in Integrity at www.integrity.gov.

Characters left: 4914

- **Filer notifications / Filing reminders assignment:** This field controls whether Filers at your Agency will receive reminders that they have a pending report to complete. You can also set the frequency of the reminders and the text used.

FILER NOTIFICATIONS/FILING REMINDERS ASSIGNMENT

USE

- ☒ Yes
☐ No

FREQUENCY

Every 7 Days ▾

NOTIFICATION MESSAGE ⓘ

This notice is a reminder that your [[year]] [[item]] report is due on [[date]]. You may access the report by logging into Integrity at www.integrity.gov.

Characters left: 4846

- **Filer notifications / Past due reminders:** This field controls whether Filers at your Agency will receive reminders that they have a pending report to complete that is past due. You can also set the frequency of the reminders and the text used.

FILER NOTIFICATIONS/PAST DUE REMINDERS

USE

- ☒ Yes
☐ No

FREQUENCY

Every 7 Days ▾

NOTIFICATION MESSAGE ⓘ

This notice is a reminder that your [[year]] [[item]] report was due on [[date]]. You may access the report by logging into Integrity at www.integrity.gov.

Characters left: 4845

- **Filer notifications / Amend report notification:** This field controls the default text of the notice that users can send when returning a report to a Filer for further action. Users may modify the text of an individual notice or choose not to send a notice.

FILER NOTIFICATIONS/AMEND REPORT NOTIFICATION

NOTIFICATION MESSAGE ⓘ

Dear [[filer]],

[[name]] has requested that you amend your [[year]] [[item]] filed [[date]]. You may access the report by logging into Integrity at www.integrity.gov.

Characters left: 4833

- **Filer notifications / Amend report reminder notification:** This field controls whether Filers at your Agency will receive reminders that a report has been returned for further action. You can also set the text used.

FILER NOTIFICATIONS/AMEND REPORT REMINDER NOTIFICATION

USE

- ☒ Yes
☐ No

NOTIFICATION MESSAGE ⓘ

Dear [[filer]],

[[name]] has requested that you amend your [[year]] [[item]] filed [[date]]. You may access the report by logging into Integrity at www.integrity.gov.

Characters left: 4833

- **Filer notifications / Filing certification notification:** This field controls whether Filers at your Agency will receive a notice when a report has been certified. You can also set the text used.

FILER NOTIFICATIONS/FILING CERTIFICATION NOTIFICATION

USE

- ☒ Yes
☐ No

NOTIFICATION MESSAGE ⓘ

Your [[year]] [[item]] report has been certified by [[agency]]. You may view the certified copy of your report by logging into Integrity at www.integrity.gov.

Characters left: 4842

- **Filer notifications / Agency closes report:** This field controls whether Filers at your Agency will receive a notice when a report has been closed without certification. You can also set the text used.

FILER NOTIFICATIONS/AGENCY CLOSES REPORT

USE

- ☒ Yes
☐ No

NOTIFICATION MESSAGE ⓘ

Your [[year]] [[item]] report has been closed without certification by [[agency]]. www.integrity.gov. If you have any questions concerning this notice, please contact [[to be entered by Agency]].

Characters left: 4807

- **Reviewer notifications / Reporting pending action notification:** This field controls whether Reviewers at your Agency will receive a notice when a report is pending their action. You can also set the text used.

REVIEWER NOTIFICATIONS/REPORTING PENDING ACTION NOTIFICATION

USE

- ☒ Yes
☐ No

NOTIFICATION MESSAGE ⓘ

A [[year]] [[item]] report for [[name]] is pending your action as [[role]]. You may access the report by logging into Integrity at www.integrity.gov.

Characters left: 4851

- **Reviewer notifications / Pending action reminders:** This field controls whether Reviewers at your Agency will receive reminders that a report is pending their action. You can also set the frequency of the reminders and the text used.

REVIEWER NOTIFICATIONS/PENDING ACTION REMINDERS

USE

- ☒ Yes
☐ No

FREQUENCY

Every 7 Days ▾

NOTIFICATION MESSAGE ⓘ

A [[year]] [[item]] report for [[name]] is pending your action as [[role]]. The report has been pending for [[days]] days. You may access the report by logging into Integrity at www.integrity.gov.

Characters left: 4804

7.2.8 - Save Edits to the Agency Set-up Page

Save edits to one or multiple tabs by clicking the “Save” button at the upper right.

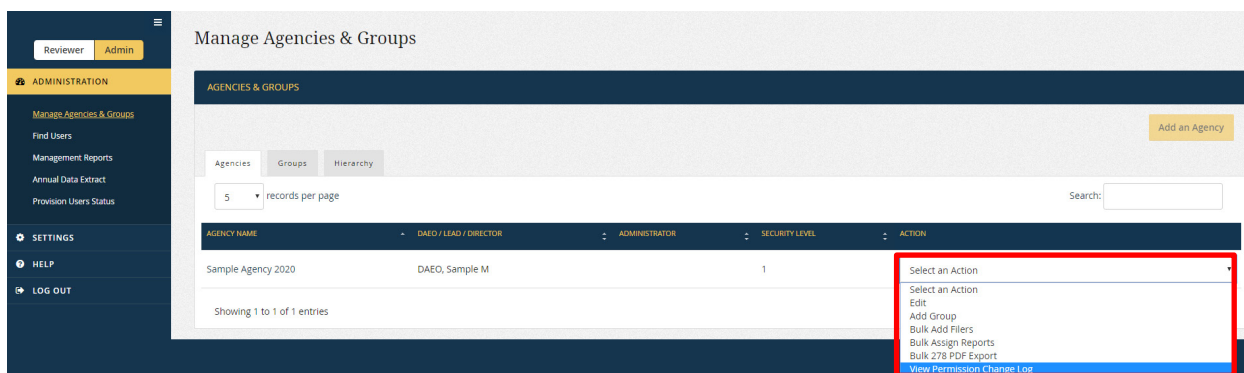


After clicking “Save,” you will return to either the “Agencies” or “Hierarchy” tab, depending on how you accessed the “Agency Set-up” page.

Note: You will lose your edits if you navigate away from this page or are logged out due to inactivity before you can click “Save.”

7.2.9 - View the Permission Change Log

The “Permission Change Log” lists the individuals who have had roles at the Agency level. To access the log, go to the “Agencies” or “Hierarchy” tab within the “Manage Agencies & Groups” menu option. Select “View Permission Change Log” from the “Select an Action” drop-down field.



The log will appear in a pop-up window. Changes to permissions are listed from the most recent change to the oldest.

Permission Change Log - Sample Agency 2020				
TIMESTAMP	EDITOR	ROLE	ADDED	REMOVED
12/05/2019 10:07:00 am	TR_OGE_0400, testFirst mi (A927768)	Agency DAEO	DAEO, Sample M (A928135)	

7.3 - Manage Groups

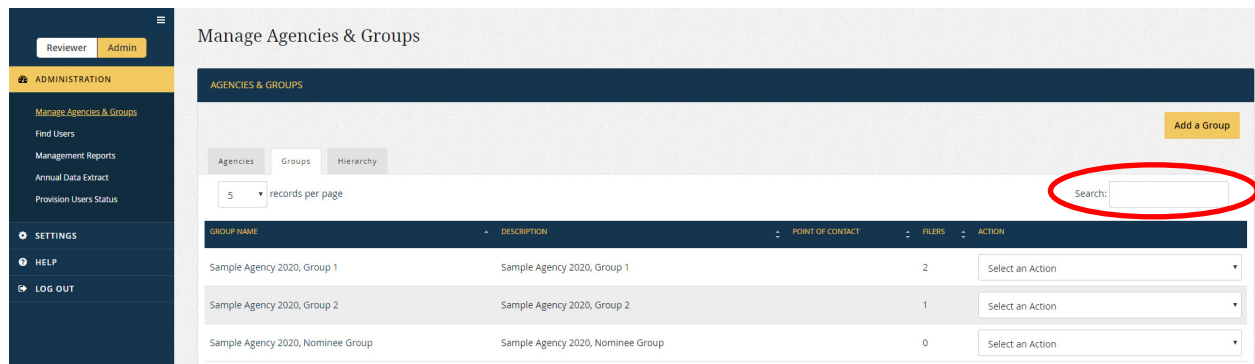
This section explains how to add, remove, and move Groups as well as how to edit basic information about the Group that controls staff, Filer, and report assignments.

7.3.1 - Access Groups

Select the “Manage Agencies & Groups” menu option. You will see a “Groups” tab and a “Hierarchy” tab. You can access a Group from either tab.

Groups Tab

Select “Manage Agencies & Groups” from the list of options in the left-side navigation menu. A tab will appear labeled “Groups,” which will be highlighted by default, unless you have access to the “Agencies” tab. *Integrity* will show you all of the Groups to which you have access. Enter the name of an existing Group in the “Search” box at the right to limit the number of Groups that are displayed.



Manage Agencies & Groups

AGENCIES & GROUPS

Agencies Groups Hierarchy

5 records per page

Search:

GROUP NAME	DESCRIPTION	POINT OF CONTACT	FILERS	ACTION
Sample Agency 2020, Group 1	Sample Agency 2020, Group 1		2	Select an Action
Sample Agency 2020, Group 2	Sample Agency 2020, Group 2		1	Select an Action
Sample Agency 2020, Nominee Group	Sample Agency 2020, Nominee Group		0	Select an Action

Hierarchy Tab

Select “Manage Agencies & Groups” from the list of options in the left-side navigation menu. A tab will appear labeled “Hierarchy.” Click that tab. *Integrity* will permit you to see all of the Groups to which you have access; however, the organizational hierarchy is collapsed by default. Click the “+” button to see the subordinate Groups that are below a Group in the hierarchy. Click the “-” button to hide these subordinate Groups. The ID in parentheses is the unique system identifier for that Group.



Manage Agencies & Groups

AGENCIES & GROUPS

Agencies Groups Hierarchy

Sample Agency 2020 (ID: 9B687A3C48F54101B317C52AFE153851)

Sample Agency 2020, Group 1 (ID: 9ECB5497EAD640899393E5B6080DFDCB8)

Sample Agency 2020, Group 2 (ID: D08762B2F940416E8E7ED029F60E002A)

Sample Agency 2020, Nominee Group

Agency-Level Users

Users with the DAEO, DAEO (Alternate), Agency Administrator, or Agency Administrator (Alternate) role will have access to every Group within the Agency. All Groups will appear in both the “Groups” and “Hierarchy” tabs.

7.3.2 - View and Edit Rights

You may add, remove, move, and edit “Basic Information” for a Group if you have a staff role within that Group or if you hold one of the Agency-level roles (i.e., DAEO, Agency Administrator, and their Alternates). You may also add, remove, move, and edit “Basic Information” for any subordinate Group below that Group in the organizational hierarchy. For example, if you are a Certifying Official in Group 1, you have view and edit rights to Group 1 as well as its subordinate Group, Group 1.1.

7.3.3 - Add a Group

On the “Groups” or “Hierarchy” tab, click the “Add Group” button. A new box will appear that asks you to select the parent of this Group (i.e., specify the new Group’s place in the organizational hierarchy).

The screenshot displays the 'Manage Agencies & Groups' interface. On the left is a sidebar with navigation options: Reviewer, Admin, ADMINISTRATION, Manage Agencies & Groups, Find Users, Management Reports, Annual Data Extract, Provision Users Status, SETTINGS, HELP, and LOG OUT. The main content area is titled 'Manage Agencies & Groups' and contains a tabbed interface with 'AGENCIES & GROUPS', 'Agencies', 'Groups', and 'Hierarchy'. The 'Groups' tab is active, showing a table with columns: GROUP NAME, DESCRIPTION, POINT OF CONTACT, FILERS, and ACTION. The table lists three groups: 'Sample Agency 2020, Group 1', 'Sample Agency 2020, Group 2', and 'Sample Agency 2020, Nominee Group'. An 'Add a Group' button is circled in red in the top right corner of the main content area. A red arrow points from this button to a dialog box titled 'New Group - Select Parent'. The dialog box has a close button (X) in the top right corner. It contains a list of parent options: 'Sample Agency 2020', 'Sample Agency 2020, Group 1', 'Sample Agency 2020, Group 2', and 'Sample Agency 2020, Nominee Group'. Each option has a 'Select' button to its right. A 'Cancel' button is located at the bottom right of the dialog box.

GROUP NAME	DESCRIPTION	POINT OF CONTACT	FILERS	ACTION
Sample Agency 2020, Group 1	Sample Agency 2020, Group 1	2		Select an Action
Sample Agency 2020, Group 2	Sample Agency 2020, Group 2	1		Select an Action
Sample Agency 2020, Nominee Group	Sample Agency 2020, Nominee Group	0		Select an Action

New Group - Select Parent

- ☐ Sample Agency 2020 Select
- ☐ Sample Agency 2020, Group 1 Select
- ☐ Sample Agency 2020, Group 2 Select
- ☐ Sample Agency 2020, Nominee Group Select

Cancel

For example, if you want to create a new Group that is below Group 1 (e.g., Group 1.1), select Group 1 as the parent.

New Group - Select Parent

☒ Sample Agency 2020 Select

Sample Agency 2020, Group 1 Select

After you select the parent Group, the main “Group Set-up” page will appear.

Group Setup

ADD A NEW GROUP Save Cancel

Basic Information **Group Staff** **Filers**

GROUP INFORMATION

GROUP NAME
Sample Agency 2020, Group 1.1

GROUP DESCRIPTION

PARENT GROUP OR AGENCY
Each group has a parent (the larger organizational unit to which it belongs).
Child groups help to organize filings so that they can be properly routed for review.

Sample Agency 2020
• Sample Agency 2020, Group 1

FILING TYPES
What types of filings will members of this group complete?

☐ General 278 Filings
☐ PAS/DAEO 278 Filings

The “Group Set-up” page has three tabs: “Basic Information”; “Group Staff”; and “Filers.” Complete the necessary information for each tab and click the “Save” button in the upper right to complete the process. You can see the relationship between the new Group and its parent Group on the “Hierarchy” tab.

Manage Agencies & Groups

AGENCIES & GROUPS Add a Group

Agencies **Groups** **Hierarchy**

☒ Sample Agency 2020 (ID: 9B687A3C48F54101B317C52AFE153851) Select an Action

☒ Sample Agency 2020, Group 1 (ID: 9EC85497EAD640899393E5B608DFDCB8) Select an Action

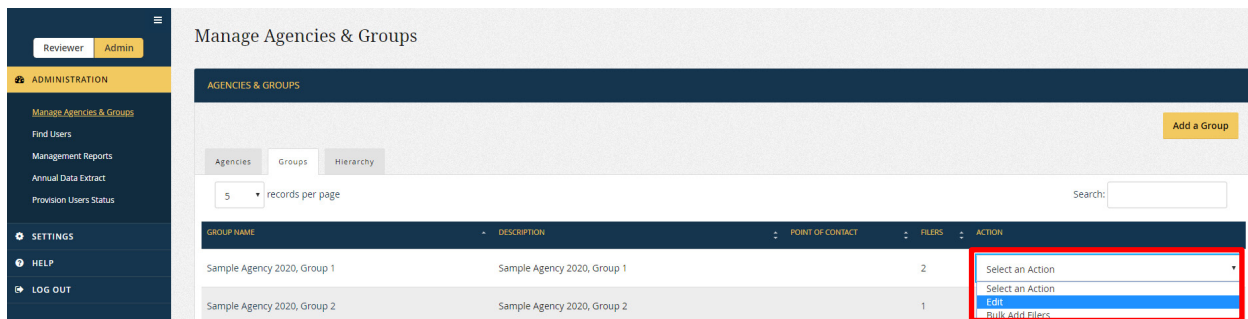
Sample Agency 2020, Group 1.1 (ID: C9B5A843A2B04CF39BF877EECC829337) Select an Action

Sample Agency 2020, Group 2 (ID: D08762D2F946416EBE7ED029F60E002A) Select an Action

Sample Agency 2020, Nominee Group Select an Action

7.3.4 - Edit Basic Information for a Group

On the “Groups” or “Hierarchy” tab, select “Edit” from the “Select an Action” drop-down field. The “Group Set-up” page will appear.



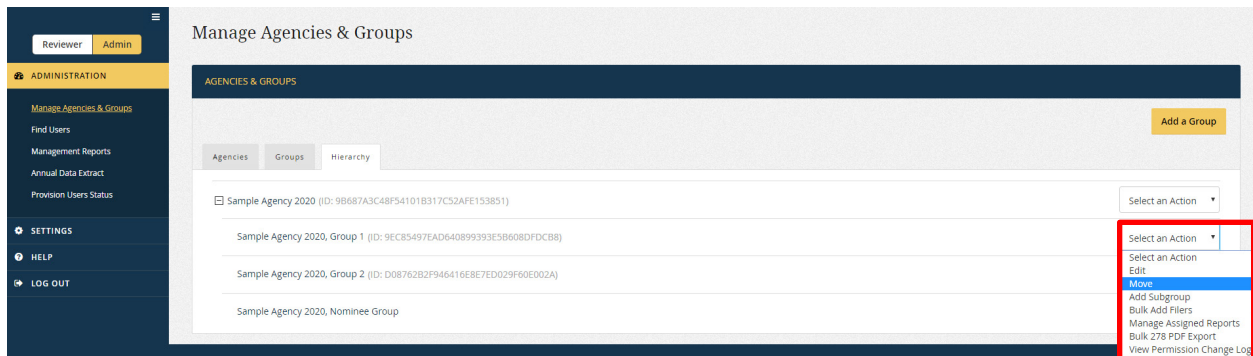
The “Basic Information” tab is selected by default.

- **Group Name:** This field controls what appears in the “Group” column on various pages within *Integrity*. You cannot give two Groups the same name if they are at the same organizational level within an Agency. For example, if Group 1 is a parent, the two subordinate Groups cannot both be called “Group 2.” Although you may give the same name to Groups at different organizational levels, it is recommended that Agencies give each Group a unique name.
- **Group Description:** This field provides supplemental information about the Group.
- **Group Identifier (*visible to Agency-level users / view only*):** This field specifies the Group’s unique identification code. This code is helpful in cases where the same name has been applied to more than one Group.
- **Parent Group or Agency (*view only*):** This field specifies where a Group is located within the organizational hierarchy of the Agency.
- **Filing Types:** This field specifies whether the Group handles only General 278 reports, only PAS/DAEO reports, or both. Your selection will determine which roles must be completed on the “Group Staff” tab. In addition, if a Group can handle only

one type of report, you may assign only that type of Filer to the Group, and all report assignments will, by default, follow that workflow.

7.3.5 - Move a Group

On the “Hierarchy” tab, find the Group that you wish to move, using the “+” button on the left to expand the levels of the organizational hierarchy. Select “Move” from the “Select an Action” drop-down field.



In the “Move” pop-up window, select a new parent Group. The moved Group will become a subordinate of that parent.



Permission to Move Groups

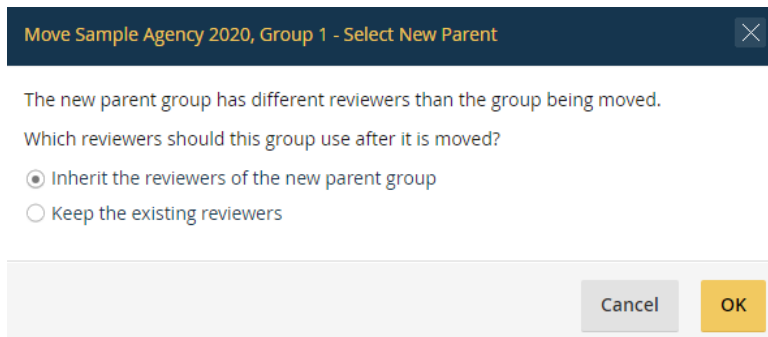
You may move a Group only if you have access to the current Group and the new parent Group. In the example above, you could make Group 2 the parent of Group 1 only if you have a staff role giving you access to both Group 1 and Group 2.

Treatment of Subordinate Groups

All subordinate Groups of a Group move with that Group. For example, let's say you click the "Move" button for Group 1 in the example above and select Group 2 as the parent. Both Group 1 and Group 1.1 would move underneath Group 2.

Treatment of Staff

You may choose to move staff with the Group ("Keep the existing reviewers..." option) or use the staff role assignments of the new parent Group ("Inherit the reviewers of the new parent..." option). Click the "OK" button to complete the move.



Move Sample Agency 2020, Group 1 - Select New Parent

The new parent group has different reviewers than the group being moved.
Which reviewers should this group use after it is moved?

☒ Inherit the reviewers of the new parent group
☐ Keep the existing reviewers

Cancel OK

Treatment of Filers

All current Filers move with a moved Group. If you do not wish to move a Filer, you need to transfer or remove that Filer from the Group prior to moving the Group.

Treatment of Reports

All reports filed in a Group move with a moved Group. To the extent that the staff roles have changed, the change affects future actions on the report. A move does not affect review actions that have already taken place.

7.3.6 - Delete a Group

On the "Hierarchy" tab, select "Delete" from the "Select an Action" drop-down field. You may delete a Group only if the Group does not have any Filers or uncertified reports associated with it. In addition, you may not delete a Group with certified reports if the Group is at the top level of the Group Hierarchy (i.e., it has no parent Group).

7.3.7 - View the Permission Change Log

The "Permission Change Log" lists the individuals who have had roles within a Group. To access the log, go to the "Groups" or "Hierarchy" tab within the "Manage Agencies & Groups" menu option. Select "View Permission Change Log" from the "Select an Action" drop-down field.

ReviewerAdmin

ADMINISTRATION

Manage Agencies & Groups
Find Users
Management Reports
Annual Data Extract
Provision Users Status

SETTINGS

HELP

LOG OUT

Manage Agencies & Groups

AgenciesGroupsHierarchy

5 records per page

Search:

GROUP NAME	DESCRIPTION	POINT OF CONTACT	FILERS	ACTION
Sample Agency 2020, Group 1	Sample Agency 2020, Group 1		2	<div>Select an Action</div> <div>Select an Action</div> <div>Edit</div> <div>Bulk Add Filers</div> <div>Add Subgroup</div> <div>Manage Assigned Reports</div> <div>Bulk 278 PDF Export</div> <div>View Permission Change Log</div>

| Sample Agency 2020, Group 2 | Sample Agency 2020, Group 2 | | 1 | |
| Sample Agency 2020, Nominee Group | Sample Agency 2020, Nominee Group | | 0 | |

Showing 1 to 3 of 3 entries

The log will appear in a pop-up window. Changes to permissions are listed from the most recent to the oldest.

Permission Change Log - Sample Agency 2020, Group 1

TIMESTAMP	EDITOR	ROLE	ADDED	REMOVED
02/06/2020 02:37:34 pm	DAEO, Sample M (A928135)	Filers	Filer3, Sample M (A928141)	
02/06/2020 09:14:23 am	DAEO, Sample M (A928135)	General 278 Certifying Official (Alternates)	Reviewer3, Sample M (A928136)	
02/05/2020 09:29:48 am	DAEO, Sample M (A928135)	General 278 Ethics Official (Alternates)	Reviewer3, Sample M (A928139)	

7.4 - Manage Staff

This section explains how to view, add, and remove staff roles for Groups.

7.4.1 - Access Staff Roles

You can access Group staff roles from either the “Groups” or “Hierarchy” tab within the “Manage Agencies & Groups” menu option. See [section 7.3.1](#) for more information about the “Groups” and “Hierarchy” tabs. After opening a Group, click the “Group Staff” tab.

ReviewerAdmin

ADMINISTRATION

Manage Agencies & Groups
Find Users
Management Reports
Annual Data Extract
Provision Users Status

SETTINGS

HELP

Group Setup

SAMPLE AGENCY 2020, GROUP 1, SAMPLE AGENCY 2020, GROUP 1

SaveCancel

Basic InformationGroup StaffFilers

GROUP CONTACTS

POINT OF CONTACTNot Assigned
Assign

7.4.2 - View Rights

You may view who holds staff roles for a Group if you have a staff role within that Group or if you hold one of the Agency-level roles (i.e., DAEO, Agency Administrator, and their Alternates). You may also view the staff roles for any subordinate Group below that Group in the organizational hierarchy.

Within a Group, click a user's name to see that user's contact information.

GENERAL 278 REVIEWERS

ETHICS OFFICIAL

Reviewer1, Sample M

Change Remove

PROFILE: Reviewer1, Sample M

Profile Name History

BIO INFO

NAME

Reviewer1, Sample M (A928143)

CONTACT INFO

PHONE

202-482-9300

EMAIL

TR_OGE_0586@training.integrity.gov

ADDRESS

1201 New York Avenue, NW
Washington, District of Columbia 20005
United States

7.4.3 - Edit Rights

You may edit staff roles for a Group only if you have certain staff roles.

POC ("Point of Contact")

A POC or POC (Alternate) may add or remove the Supervisor and the Supervisor (Alternate) roles within the Group and any subordinate Group below that Group in the organizational hierarchy.

Certifying Official

A Certifying Official or Certifying Official (Alternate) may add or remove the POC role, the Records Manager role, and their Alternates within the Group and any subordinate Group. In addition, a Certifying Official or Certifying Official (Alternate) may edit Reviewer roles, but these permissions are limited to the workflow in which the user holds the Certifying Official or Certifying Official (Alternate) role. For example, a Certifying Official in the General 278 workflow may add or remove any General 278 Reviewer role within the Group and any subordinate Group; however, that Certifying Official cannot add or remove Reviewer roles in the PAS/DAEO workflow.

Agency DAEO and Agency Administrator

A user with the DAEO, DAEO (Alternate), Agency Administrator, or Agency Administrator (Alternate) role can add or remove staff roles in any Group at the Agency.

No Self-Assignments

Regardless of your current role(s), you may not add, remove, or change roles for yourself.

7.4.4 - Add a Primary Role

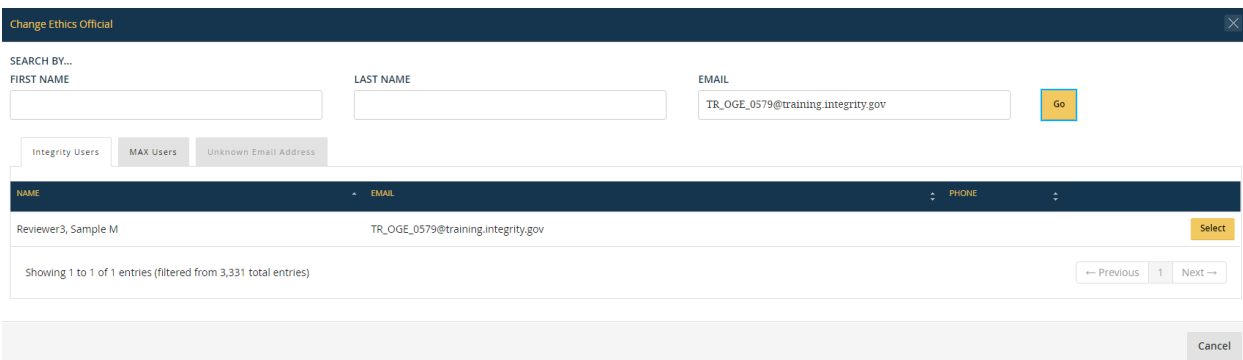
Integrity permits only a single individual to hold a Primary role at a time. On the “Group Staff” tab, click the “Assign” button if the role is currently empty or the “Change” button if another user already holds that role.



GENERAL 278 REVIEWERS

ETHICS OFFICIAL
Reviewer1, Sample M
Change Remove

The “Add/Assign/Change Role” box will appear. Type the email address of the individual you wish to designate as the new role holder. Click the “Go” button. You can search by name as well; however, the results will not be as limited.



Change Ethics Official

SEARCH BY...

FIRST NAME

LAST NAME

EMAIL

TR_OGE_0579@training.integrity.gov

Go

Integrity Users MAX Users Unknown Email Address

NAME	EMAIL	PHONE
Reviewer3, Sample M	TR_OGE_0579@training.integrity.gov	

Select

Showing 1 to 1 of 1 entries (filtered from 3,331 total entries)

Previous 1 Next

Cancel

The next steps will depend on which of the following applies: (1) the individual has an active *Integrity* account; (2) the individual has an inactive *Integrity* account; (3) the individual does not have an *Integrity* account but does have a MAX account; or (4) the individual does not have an *Integrity* or MAX account.

- Existing, Active *Integrity* Account: The individual’s name will appear in the “*Integrity* Users” results. The individual will also appear in the “MAX Users” results but you do not need to go to this tab because you can select the user directly from the “*Integrity* Users” tab. Click the “Select” button to assign the role. Once back at the “Group Staff” tab, click the “Save” button in the upper right of the screen to complete the process.

- Existing, Inactive *Integrity* Account: The “Name” field will display the word “inactive.” In this case, contact the *Integrity* Helpdesk. Typically, if the individual will be using the same email address as the one associated with the inactive account, the preferred approach will be to reactivate the account. If the individual will be using a new email address, the preferred approach will be to merge the old, inactive account with the individual’s new email address.
- MAX Account Only: The individual will not appear in the “*Integrity* Users” results but will appear in the “MAX Users” results. Click the “Add & Select” button to add that individual as an authorized *Integrity* user and to assign the role in a single step. Once back at the “Group Staff” tab, click the “Save” button in the upper right of the screen to complete the process.
- No *Integrity* or MAX Account: You will not find the individual in your search results. Click “Unknown Email Address.” Provide contact information for the user and select “Create Account & Select New User.”

Once back at the “Group Staff” tab, click the “Save” button in the upper right of the screen to complete the process.

7.4.5 - Remove a Primary Role

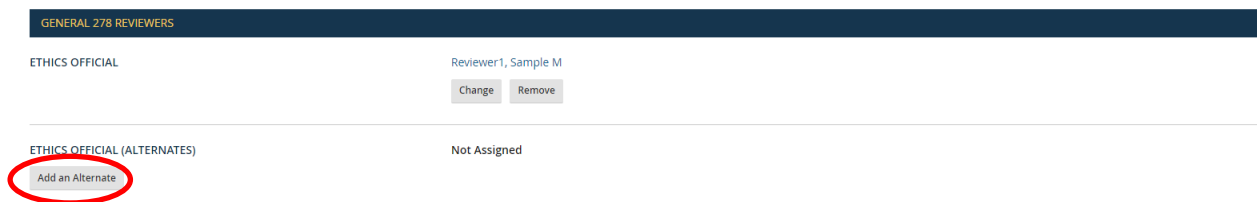
On the “Group Staff” tab, click the “Remove” button under the user’s name. Click the “Save” button in the upper right of the screen to complete the process.

Note: The routing of reports requires a Primary role holder for each step in the workflow. To facilitate proper routing, *Integrity* will automatically assign an “acting” Supervisor, Screener, Ethics Official, or Certifying Official to a Group if (1) your Agency

uses that role in its workflow; (2) you did not assign the role to any user; and (3) an individual holds that role in a parent Group. For example, Sample Reviewer1 is the Certifying Official of Group 1 and Sample Reviewer1.1 is the Certifying Official of Group 1.1. If you remove Sample Reviewer1.1 as the Certifying Official of Group 1.1 without selecting a replacement, *Integrity* will assign Sample Reviewer1 as the “acting” Certifying Official for Group 1.1.

7.4.6 - Add an Alternate Role

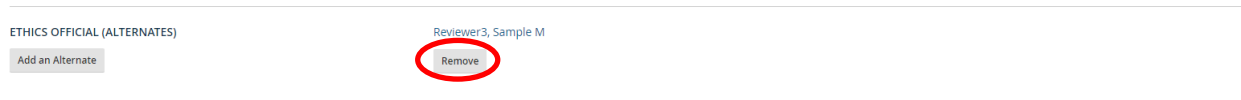
On the “Group Staff” tab, click the “Add an Alternate” button that appears under the Alternate role that you wish to add. The “Add/Assign/Change Role” box will appear. See [section 7.4.4](#) for more information about the “Add/Assign/Change Role” box.



Integrity permits multiple Alternates for each Group-level role. Therefore, you can add new Alternates without removing roles from other Alternates.

7.4.7 - Remove an Alternate Role

On the “Group Staff” tab, click the “Remove” button underneath the user’s name to remove an Alternate role. Click the “Save” button in the upper right of the screen to complete the process.



Use of Alternate roles is optional, so you can remove Alternates without identifying replacements or having “acting” role holders assigned.

7.5 - Manage Filers

This section explains how to view and edit a Group’s Filers.

7.5.1 - Access Filer Information

You can access a Group’s Filers from either the “Groups” or “Hierarchy” tab within the “Manage Agencies & Groups” menu option. See [section 7.3.1](#) for more information about the “Groups” and “Hierarchy” tabs. After opening a Group, click the “Filers” tab.

The results table displays the following information:

- **Name:** This field displays the Filer’s name. If the name requires updating, go to the “Find Users” page. See [section 7.7.5](#).
- **Email:** This field displays the email address that the Filer uses to log into *Integrity* and to receive *Integrity* notices. If the email address requires updating, you would typically add the Filer to *Integrity* again with the new, correct email address and then merge that account with the old account. See [section 7.7.6](#).
- **Phone:** This field displays the Filer’s telephone number. A staff user initially provides a telephone number for the Filer when adding the Filer to *Integrity*. After the Filer has been added, the Filer can update the telephone number on the “My Contact Info” page under “Settings.” See [section 3.3.3](#).
- **Default Filing Type:** This field controls whether reports assigned to the Filer in the Group follow the General 278 or PAS/DAEO workflow by default. If the Group supports only General 278 or PAS/DAEO reports, this field does not display because the default Filing Type must match the type required by the Group.
- **Current Filer Category:** This field controls the Filer Category applied to reports assigned to the Filer in the Group. For example, if the Filer Category for Sample Filer1 is Career SES, then a report assigned to Sample Filer1 in the Group will show “Career SES” in the Filer Category on the “Getting Started” page (Filer interface) and the “General Information” page (Reviewer interface). Both the Filer and Reviewers can update the Filer Category for that report without changing the Filer Category specified at the Group level.

The screenshot shows the 'Group Setup' page for 'SAMPLE AGENCY 2020, GROUP 1'. The page has a sidebar on the left with navigation links: 'ADMINISTRATION' (Manage Agencies & Groups, Find Users, Management Reports, Annual Data Extract, Provision Users Status), 'SETTINGS', 'HELP', and 'LOG OUT'. The main content area has tabs for 'Basic Information', 'Group Staff', and 'Filers'. Under the 'Filers' tab, there are buttons for 'Add a Filer', 'Bulk Add Filers', 'Notify Filers', 'Transfer Filers', and 'Remove Filers'. Below these buttons is a table with 5 records per page. The table has columns: NAME, EMAIL, PHONE, DEFAULT FILING TYPE, CURRENT FILER CATEGORY, and ACTION. Two Filers are listed: Filer1, Sample M and Filer2, Sample M. Both have email addresses starting with TR_OGE_0590@training.integrity.gov and TR_OGE_0589@training.integrity.gov respectively. Both have 'General 278 Filings' as the default filing type and 'Career SES' as the current filer category. The action column for each Filer has a dropdown menu with 'Select an Action'.

7.5.2 - View and Edit Rights

You may view, add, edit, remove, transfer, and notify Filers within a Group if you have a staff role within that Group or if you hold one of the Agency-level roles (i.e., DAEO, Agency Administrator, and their Alternates). You also have the same rights in any subordinate Group below that Group in the organizational hierarchy.

7.5.3 - Add a Single Filer

On the “Filers” tab, click the “Add a Filer” button.

The screenshot shows the 'Group Setup' page with the 'Filers' tab selected. The 'Add a Filer' button is circled in red. The page displays a table of filers with columns: NAME, EMAIL, PHONE, DEFAULT FILING TYPE, CURRENT FILER CATEGORY, and ACTION. Two filers are listed: Filer1, Sample M and Filer2, Sample M. The 'Add a Filer' button is located at the top left of the filers table.

The “Add/Assign/Change Role” box will appear. Type the email address of the individual you wish to add as a Filer. Click the “Go” button. You can search by name as well; however, the results will not be as limited.

The screenshot shows the 'Add a Filer' modal box. It has a search section with fields for 'FIRST NAME', 'LAST NAME', and 'EMAIL'. The 'EMAIL' field contains 'TR_OGE_0584@training.integrity.gov'. The 'Go' button is highlighted. Below the search section, there are tabs for 'Integrity Users', 'MAX Users', and 'Unknown Email Address'. The 'Integrity Users' tab is selected, showing a table with one entry: Filer3, Sample M, with email TR_OGE_0584@training.integrity.gov. The 'Select' button is highlighted. At the bottom right, there is a 'Cancel' button.

The next steps will depend on which of the following applies: (1) the individual has an active *Integrity* account; (2) the individual has an inactive *Integrity* account; (3) the individual does not have an *Integrity* account but does have a MAX account; or (4) the individual does not have an *Integrity* or MAX account.

- Existing, Active *Integrity* Account: The individual’s name will appear in the “*Integrity* Users” results. Click the “Select” button to assign the role. You will return to the “Filers” tab. Once back at that tab, you will need to specify the Filer’s default Filing Type if the Group processes both General 278 reports and PAS/DAEO reports. You can also set the Filer’s default Filer Category. Click the “Save” button in the upper right of the screen to complete the process.

The screenshot shows the 'Group Setup' page with the 'Filers' tab selected. The 'Save' button is circled in red. The page displays a table of filers with columns: NAME, EMAIL, PHONE, DEFAULT FILING TYPE, CURRENT FILER CATEGORY, and ACTION. Two filers are listed: Filer1, Sample M and Filer2, Sample M. The 'Add a Filer' button is located at the top left of the filers table.

- Existing, Inactive *Integrity* Account: The “Name” field will display the word “inactive.” In this case, contact the *Integrity* Helpdesk. Typically, if the individual will be using the same email address as the one associated with the inactive account, the preferred approach will be to reactivate the account. If the individual will be using a new email address, the preferred approach will be to merge the old, inactive account with the individual’s new email address.
- MAX Account Only: The individual will not appear in the “*Integrity* Users” results but will appear in the “MAX Users” results. Click the “Add & Select” button to add that individual as an authorized *Integrity* user and to add the individual as Filer in that Group. You will return to the “Filers” tab. Once back at that tab, you will need to specify the Filer’s default Filing Type if the Group processes both General 278 reports and PAS/DAEO reports. You can also set the Filer’s default Filer Category. Click the “Save” button in the upper right of the screen to complete the process.
- No *Integrity* or MAX Account: You will not find the individual in your search results. Click the “Unknown Email Address” button. Provide contact information for the individual and select “Create Account & Select New User.” You will return to the “Filers” tab. Once back at that tab, you will need to specify the Filer’s default Filing Type if the Group processes both General 278 reports and PAS/DAEO reports. You can also set the Filer’s default Filer Category. Click the “Save” button in the upper right of the screen to complete the process.

7.5.4 - Remove a Single Filer

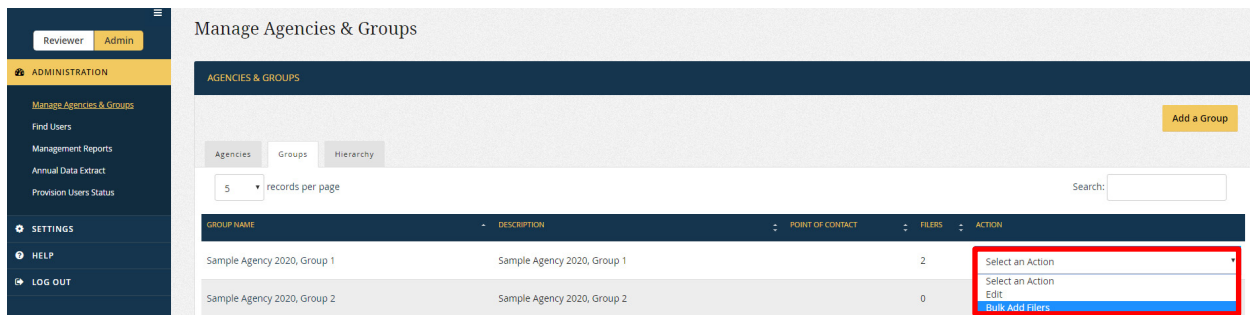
On the “Filers” tab, select “Remove” from the “Select an Action” drop-down field. Click the “Save” button in the upper right of the screen to complete the process.

The screenshot displays the 'Group Setup' page for 'SAMPLE AGENCY 2020, GROUP 1, SAMPLE AGENCY 2020, GROUP 1'. The 'Filers' tab is active. A table lists two filers: 'Filer1, Sample M' and 'Filer2, Sample M'. The 'Action' column for 'Filer1' has a dropdown menu open, showing options: 'Select an Action', 'Select an Action', 'Notify', 'Transfer', and 'Remove'. The 'Remove' option is highlighted in blue. The 'Save' button is visible in the top right corner.

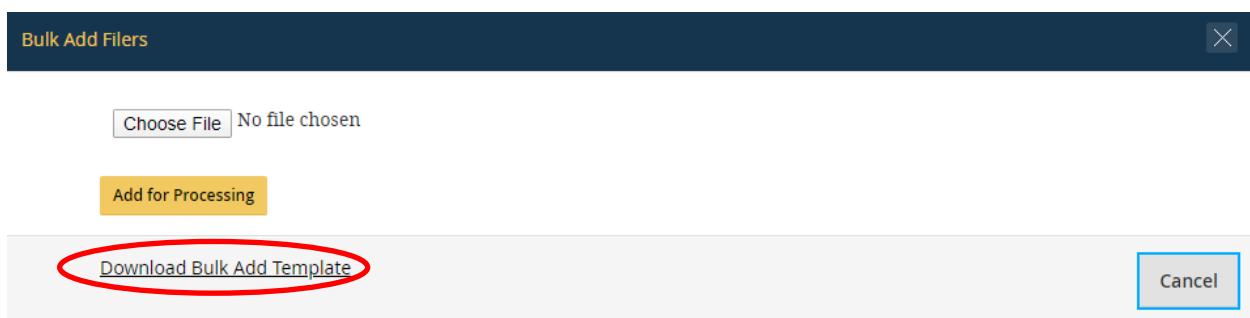
Removing a Filer does not remove any assigned or completed reports associated with that Filer. You can remove assigned-but-not-started reports from the “Manage Assigned Reports” page. Remove all other reports from the “Records Management” page.

7.5.5 - Add Multiple Filers to One Group (Bulk Add - Group Level)

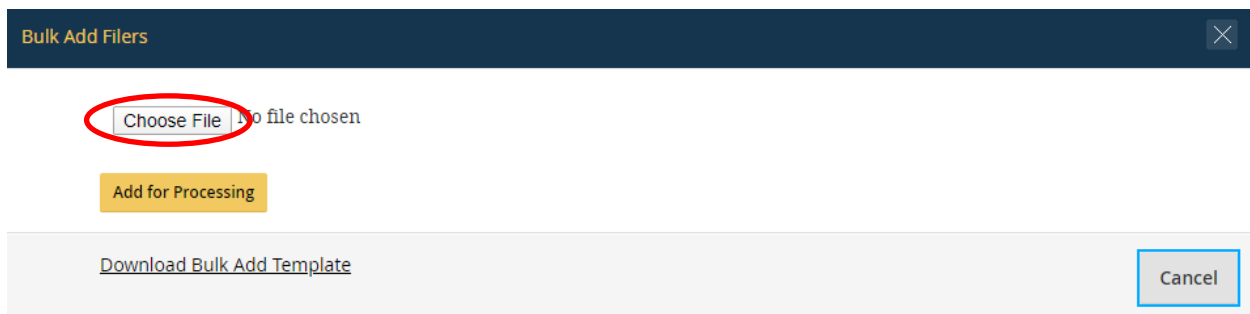
To bulk add Filers to a Group, go to the “Groups” or “Hierarchy” tab. Find the correct Group and select “Bulk Add Filers” from the “Select an Action” drop-down field.



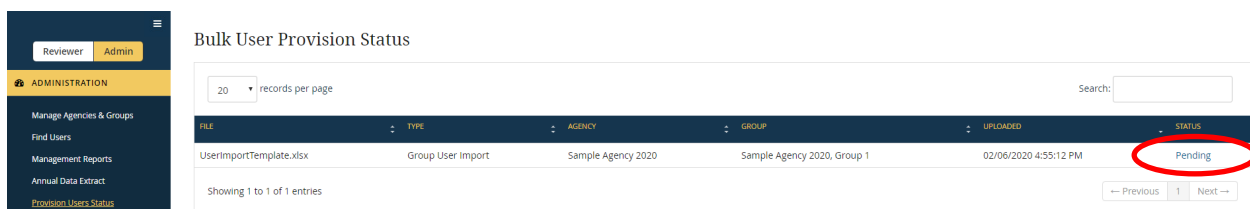
Alternatively, you can click the “Bulk Add Filers” button that appears on the “Filers” tab within the Group. In either case, click the “Download Bulk Add Template” link in the pop-up window that appears.



Download the template and follow the instructions to add Filers. After completing the template, return to this page and click the “Choose File” button.

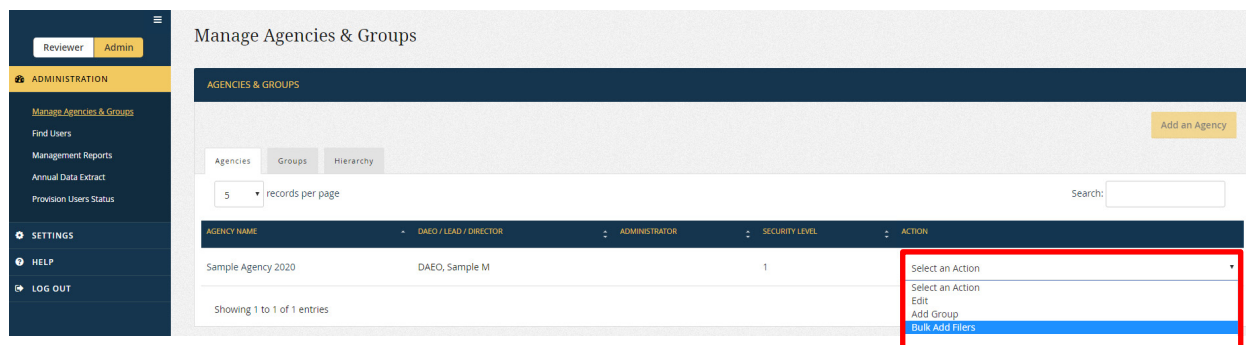


Select the template that you downloaded and completed. Click the “Add for Processing” button to add your list to the queue of pending bulk provisioning requests. It may take up to 20 minutes before *Integrity* adds all of the Filers from your list. You can check the status of your bulk provisioning request on the “Provision Users Status” page. Click the link in the “Status” field for additional information.

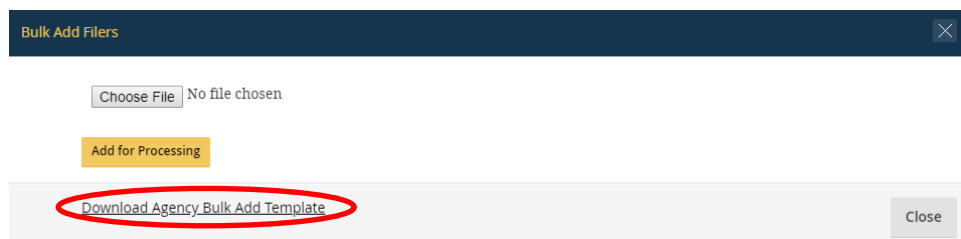


7.5.6 - Add Multiple Filers to Different Groups (Bulk Add - Agency Level)

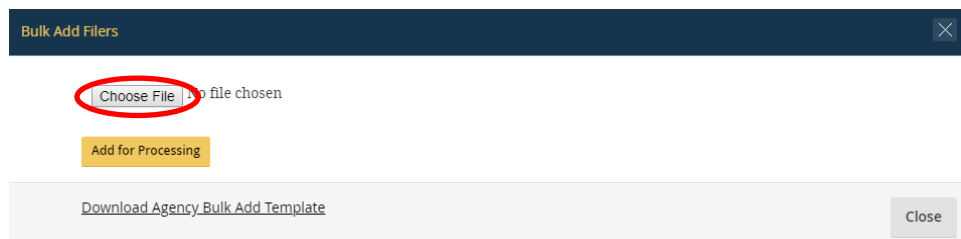
You may “bulk” add multiple Filers to different Groups at the same time if you hold the DAEO, DAEO (Alternate), Agency Administrator, or Agency Administrator (Alternate) role. To bulk add Filers, go to the “Agencies” or “Hierarchy” tab. Select “Bulk Add Filers” from the “Select an Action” drop-down field.



Click the “Download Agency Bulk Add Template” link. Download the template and follow the instructions to add Filers.



After you have completed the template, return to this page and click the “Choose File” button.



Select the template that you downloaded and completed. Click the “Add for Processing” button to add your list to the queue of pending bulk provisioning requests. It may take up to 20 minutes before *Integrity* adds all of the Filers from your list. You can check the status of your bulk provisioning request on the “Provision Users Status” page.

7.5.7 - Delete Multiple Filers

On the “Filers” tab, select the box to the left of each Filer you wish to delete. Click the “Remove Filers” button, and, then, click the “Save” button in the upper right of the screen to complete the process.

Group Setup

SAMPLE AGENCY 2020, GROUP 1, SAMPLE AGENCY 2020, GROUP 1

Save Cancel

Basic Information Group Staff Filers

Add a Filer Bulk Add Filers Notify Filers Transfer Filers Remove Filers

5 records per page Search:

	NAME	EMAIL	PHONE	DEFAULT FILING TYPE	CURRENT FILER CATEGORY	ACTION
<input checked="" type="checkbox"/>	Filer1, Sample M	TR_OGE_0590@training.integrity.gov		General 278 Filings	Career SES	Select an Action
<input checked="" type="checkbox"/>	Filer2, Sample M	TR_OGE_0589@training.integrity.gov		General 278 Filings	Career SES	Select an Action

7.5.8 - Notify Filers

Select “Notify” from the “Select an Action” drop-down field. To notify multiple Filers, select the box to the left of each Filer you wish to notify and click the “Notify Filers” button.

Group Setup

SAMPLE AGENCY 2020, GROUP 1, SAMPLE AGENCY 2020, GROUP 1

Save Cancel

Basic Information Group Staff Filers

Add a Filer Bulk Add Filers Notify Filers Transfer Filers Remove Filers

5 records per page Search:

	NAME	EMAIL	PHONE	DEFAULT FILING TYPE	CURRENT FILER CATEGORY	ACTION
<input type="checkbox"/>	Filer1, Sample M	TR_OGE_0590@training.integrity.gov		General 278 Filings	Career SES	Select an Action Select an Action Notify Transfer Remove
<input type="checkbox"/>	Filer2, Sample M	TR_OGE_0589@training.integrity.gov		General 278 Filings	Career SES	Select an Action

Click the “Schedule Now” button to send a user provisioning notification. The default notification text follows the template specified at the Agency level on the “Notices” tab. See [section 7.2.7](#) for more information.

7.5.9 - Transfer Filers to a Group at Your Agency

Transferring a Filer moves both the Filer and the Filer’s reports to a new Group. Therefore, users with staff roles in the original Group will no longer have access to the Filer’s reports. If you do not want to transfer the Filer’s reports, you can instead remove the Filer from the original Group and add the Filer to the new Group. The old reports will remain with the original Group. Although a transfer moves reports, the transfer does not change any actions already taken. For example, if a Supervisor at the original Group has signed the report, the report will not repeat the Supervisor step of the workflow at the new Group but will rather continue through the workflow.

On the “Filers” tab, find the Filer you want to transfer. Select “Transfer” from the “Select an Action” drop-down field. To transfer multiple Filers, select the box to the left of each Filer you wish to transfer and click the “Transfer Filers” button.

Group Setup

SAMPLE AGENCY 2020, GROUP 1, SAMPLE AGENCY 2020, GROUP 1

Save Cancel

Basic Information Group Staff Filers

Add a Filer Bulk Add Filers Notify Filers Transfer Filers Remove Filers

5 records per page Search:

	NAME	EMAIL	PHONE	DEFAULT FILING TYPE	CURRENT FILER CATEGORY	ACTION
<input type="checkbox"/>	Filer1, Sample M	TR_OGE_0590@training.integrity.gov		General 278 Filings	Career SES	Select an Action Select an Action Notify Transfer Remove
<input type="checkbox"/>	Filer2, Sample M	TR_OGE_0589@training.integrity.gov		General 278 Filings	Career SES	

A list of Groups will appear in a pop-up window. Select the new Group to which you are transferring the Filer. You can select a Group only if (1) you have a staff role in that Group and (2) the Group permits the same Filing Types as the original Group (i.e., you cannot move a Filer from a Group that permits General 278 reports and PAS/DAEO reports to a Group that only permits General 278s). In addition, you cannot transfer Filers into a Nominee Group.

Select New Group for Sample M Filer1

Sample Agency 2020 Select

Sample Agency 2020, Group 1 Select

Sample Agency 2020, Group 2 Select

Sample Agency 2020, Nominee Group Select

Cancel

7.5.10 - Transfer Filers to a Group at a Different Agency

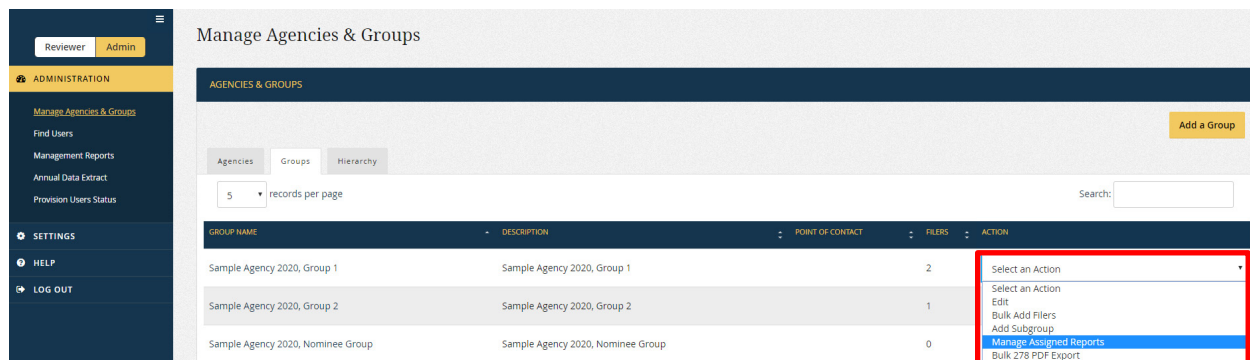
Contact the *Integrity* Helpdesk if you need to transfer a Filer to a Group at another Agency. In most cases, a Filer who moves to a new Agency will not be “transferred” within *Integrity*. Instead, the new Agency will add the individual as a Filer using a new email address, and the *Integrity* Helpdesk will merge the Filer’s two accounts. The Filer will have access to all of his or her reports filed at either Agency; however, an Agency will only have access to reports filed at that Agency. See [section 7.7.6](#) for additional information.

7.6 - Manage Assigned Reports

This section explains how to assign reports to Filers as well as how to edit and remove such assignments.

7.6.1 - Access the Manage Assigned Reports Page

You can access the “Manage Assigned Reports” page from either the “Groups” or “Hierarchy” tab within the “Manage Agencies & Groups” menu option. Select “Manage Assigned Reports” from the “Select an Action” drop-down field.



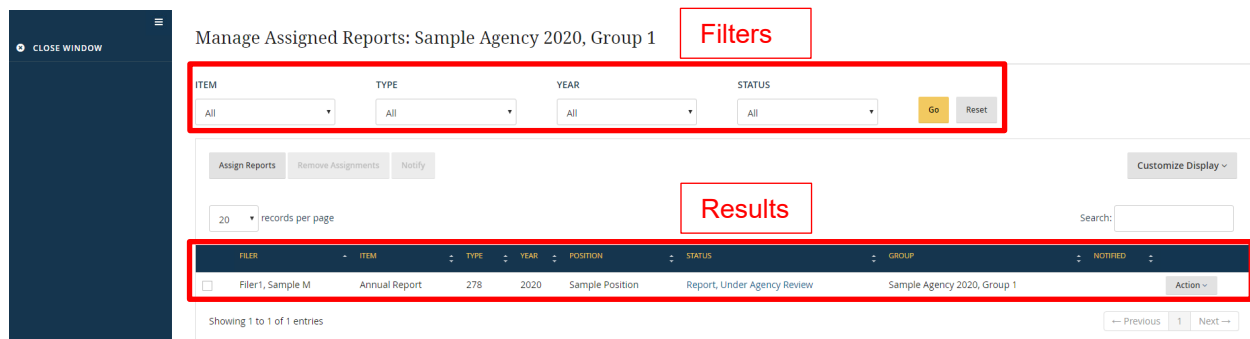
The “Manage Assigned Reports” page will open in a secondary window.

7.6.2 - View and Edit Rights

You may view, make, edit, or remove any report assignment for a Group if you have a staff role within that Group or if you hold one of the Agency-level roles (i.e., DAEO, Agency Administrator, and their Alternates). You may also view, make, edit, or remove report assignments for any subordinate Group below that Group in the organizational hierarchy.

7.6.3 - View Current Reports

The “Manage Assigned Reports” page displays reports within a Group that have not yet been certified or closed without certification. You can filter the results by changing the filter condition fields at the top of the screen and selecting “Go.”



- **Item:** The “Item” filter limits results based on whether the report is a New Entrant, Annual, Termination, Annual/Termination, or Periodic Transaction report. By default, the filter is set to “All” so that reports are displayed regardless of the Item.
- **Type:** The “Type” filter limits results based on the general form type used – the OGE Form 278e (“278”) or the OGE Form 278-T (“278-T”). By default, the filter is set to “All” so that reports are displayed regardless of the Type.
- **Year:** The “Year” filter limits results based on the Year label assigned to a report. By default, the filter is set to “All” so that reports are displayed regardless of the Year. See [section 7.6.10](#) for the Year labeling convention.
- **Status:** The “Status” filter limits results based on the status of the report within a workflow. By default, the filter is set to “All” so that reports are displayed regardless of the Status.

If there are subordinate Groups beneath the selected Group, the “Manage Assigned Reports” page will have an additional filter option, the “Include Sub-Groups” checkbox.

Checking that box will return results for the selected Group and for all subordinate Groups in the organizational hierarchy. For example, if the hierarchy includes a Group 1.1 and a Group 1.1.1 beneath Group 1, checking the box will display report assignments for Group 1, Group 1.1, and Group 1.1.1.

Integrity, by default, displays only some of the available columns in the results table. You can show or hide columns by clicking the “Customize Display” button in the upper right corner of the results table.

If using the filter conditions at the top of the page returns too many results, you can filter the results further by typing text into the “Search” box. The “Search” box appears in the upper right corner of the results table.

7.6.4 - Assign Reports to Filers in a Group and Any Subordinate Groups

On the “Manage Assigned Reports” page, click the “Assign Reports” button. The “Assign Report” box will appear.

Manage Assigned Reports: Sample Agency 2020, Group 1

ITEM: All | TYPE: All | YEAR: All | STATUS: All | ☐ INCLUDE SUB-GROUPS | Go | Reset

Assign Reports | Remove Assignments | Notify | Customize Display

View the Eligible Filer(s)

By default, the “Assign Report” box displays all current Filers within the Group. You can filter the results by changing the filter condition fields and selecting “Go.”

ASSIGN REPORT - Check the filers you would like to assign the report to

Filters

SAMPLE AGENCY 2020, GROUP 1 | CURRENT FILER CATEGORY: All

☐ INCLUDE SUB-GROUPS

FILTER BY EXISTING REPORTS:

INCLUDE FILERS: All | Go | Reset

5 records per page

Results

NAME	EMAIL	PHONE	GROUP	CURRENT FILER CATEGORY
<input type="checkbox"/> Filer1, Sample M	TR_OGE_0590@training.integrity.gov		Sample Agency 2020, Group 1	Career SES
<input type="checkbox"/> Filer2, Sample M	TR_OGE_0589@training.integrity.gov		Sample Agency 2020, Group 1	Career SES

Showing 1 to 2 of 2 entries

← Previous | 1 | Next →

Cancel | Next

- **Include Sub-Groups:** If there are subordinate Groups beneath the selected Group, this checkbox will be available. Checking the box will apply the filters and return results for Filers in the selected Group and all subordinate Groups.
- **Current Filer Category:** The “Current Filer Category” filter limits results based on the Filer Category specified for the Filer on the “Filers” tab within the Group. For example, if you set the filter to “Career SES,” you will see only those Filers who have been added to the Group (and any subordinate Group if applicable) with the Filer Category of Career SES.

- **Include Filers:** The “Include Filers” filter specifies whether you want to see Filers who have pending report assignments that match or do not match certain criteria. By default, the filter is set to “All” so that the Filer list is not limited based on existing reports.

Select “with matching reports” or “without matching reports” to view the additional filtering criteria.

- **Item:** If “Include Filers” is set to “with matching reports,” you will see only those Filers with a pending report assignment of the same Item (e.g., New Entrant reports if set to “New Entrant”). If “Include Filers” is set to “without matching reports,” you will see only those Filers without a pending report assignment of that Item. This filter will not limit any results if set to “All.”
- **Type:** If “Include Filers” is set to “with matching reports,” you will see only those Filers with a pending report assignment of the same Type (e.g., 278-T reports if set to “278-T”). If “Include Filers” is set to “without matching reports,” you will see only those Filers without a pending report assignment of that Type. This filter will not limit any results if set to “All.”
- **Year:** If “Include Filers” is set to “with matching reports,” you will see only those Filers with a pending report assignment for the same Year (e.g., 2019 reports if set to “2019”). If “Include Filers” is set to “without matching reports,” you will see only those Filers without a pending report assignment for that Year. This filter will not limit any results if set to “All.”
- **Status:** If “Include Filers” is set to “with matching reports,” you will see only those Filers with a pending report assignment with the same Status in the workflow (e.g., Not Started reports if set to “Not Started”). If “Include Filers” is set to “without matching reports,” you will see only those Filers without a pending report assignment with the same Status. This filter will not limit any results if set to “All.”

If using the filter conditions at the top of the page returns too many results, you can filter the results further by typing text into the “Search” box. The “Search” box appears in the upper right corner of the results table.

Select the Filer(s)

Select the box to the left of each Filer to whom you wish to assign a report. Click the “Next” button at the bottom of the “Assign Report” box.

ASSIGN REPORT - Check the filers you would like to assign the report to

SAMPLE AGENCY 2020, GROUP 1

CURRENT FILER CATEGORY

☒ INCLUDE SUB-GROUPS

All

FILTER BY EXISTING REPORTS:

INCLUDE FILERS

All

Go

Reset

5 records per page

Search:

	NAME	EMAIL	PHONE	GROUP	CURRENT FILER CATEGORY
<input checked="" type="checkbox"/>	Filer1, Sample M	TR_OGE_0590@training.integrity.gov		Sample Agency 2020, Group 1	Career SES
<input type="checkbox"/>	Filer2, Sample M	TR_OGE_0589@training.integrity.gov		Sample Agency 2020, Group 1	Career SES
<input checked="" type="checkbox"/>	Filer3, Sample M	TR_OGE_0584@training.integrity.gov		Sample Agency 2020, Group 1.1	Other

Showing 1 to 3 of 3 entries

← Previous

1

Next →

Cancel

Next

Note that each selected Filer will receive an assignment with the same characteristics specified on the next page. If the characteristics of the reports will differ, assign the reports separately. For example, if you have to assign one Annual report and one Termination report, select only the Filer who will receive the Annual report and complete the assignment process. Then, repeat the process for the Termination report. Because the Filer Category is not specified on the next page, you can assign reports to Filers who do not share the same Filer Category. *Integrity* assigns the Filer Category automatically based on the designation provided on the “Filers” tab.

Specify the Type of Report Assignment

On the next page, specify the type of report assignment you wish to make.

- **Report Type:** The field specifies whether the Filer will complete an OGE Form 278e (“278”) or OGE Form 278-T (“278-T”) report. You can edit this field later through the “Edit Assignment” function if the Filer has not yet started the report. You cannot change the Type once the Filer has started completing the report.
- **Item:** The field specifies whether the Filer will complete a New Entrant, Annual, Termination, Annual/Termination, or Periodic Transaction report. You can edit this

field later through the “Edit Assignment” function if the Filer has not yet started the report. You cannot change the Item once the Filer has started completing the report.

- **Filing Type:** The field specifies whether the report will follow the General 278 or PAS/DAEO workflow. If the Group has been set to accept only one Filing Type, you will not be able to make a different selection here. You would, instead, need to edit the Group settings under “Basic Information.” See [section 7.3.4](#). If the Group has been set to accept both Filing Types, *Integrity* will default the Filing Type specified for the selected Filer. If you selected multiple Filers with different Filing Types, *Integrity* will not select a default Filing Type.
- **Year:** The field specifies the Year of the report filed. You can edit this field later through the “Edit Assignment” function or on the “General Information” page of the report. See [section 7.6.10](#) for the Year labeling convention.
- **Original Due Date:** The field specifies when the report would have been due absent any extensions (i.e., without an extension, the “Original Due Date” and “Due Date” will match). *Integrity* will suggest an original due date that is 30 days from today for a New Entrant report and an original due date of 5/15 for an Annual report. You can override this suggested original due date. You can also edit this field later through the “Edit Assignment” function or on the “General Information” page of the report.
- **Due Date Comments:** Enter any comments needed to explain modifications to the original due date. You can edit this field later through the “Edit Assignment” function or on the “General Information” page of the report.
- **Extension:** If the Filer received an extension, enter the total number of days for all of the extensions received. You can edit this field later through the “Edit Assignment” function or on the “General Information” page of the report.
- **Extension Comments:** Enter any comments needed to explain why the extension was granted. You can edit this field later through the “Edit Assignment” function or on the “General Information” page of the report.
- **Due Date:** *Integrity* automatically calculates the due date based on the original due date and the number of days of any extension granted.
- **Public Availability:** This field specifies whether the report is releasable to the public or not. In most cases, an OGE Form 278e or OGE Form 278-T is releasable to the public. You can edit this field later through the “Edit Assignment” function or on the “General Information” page of the report.
- **Position:** The field specifies the name of the position for which the Filer must file the report. The Filer can update this field when filing. You can also edit this field later through the “Edit Assignment” function or on the “General Information” page of the report. Note that you should leave the field blank when assigning multiple reports, unless each report should have the same position name.

After you have completed all of the necessary fields, click the “Next” button.

ASSIGN REPORT - Fill out the fields for the new report(s)

REPORT TYPE	ITEM	FILING TYPE	YEAR
278	Annual	General	2020
ORIGINAL DUE DATE		DUE DATE COMMENTS	
05/15/2020			
EXTENSION		EXTENSION COMMENTS	
0 Days			
DUE DATE			
05/15/2020			
PUBLIC AVAILABILITY		POSITION	
Please Select			

Previous

Next

Notify the Filer

Specify whether you wish to send the Filer(s) a system-generated email notification of the report assignment. The text box, by default, displays the message specified at the Agency level on the “Notices” tab; however, you can edit the message in the text box.

ASSIGN REPORT - Notifications

WOULD YOU LIKE TO NOTIFY YOUR FILERS OF THE REPORT ASSIGNMENT?

☒ Yes - Notify Now

☐ No - Do not notify at this time

Dear [[filer]],

[[name]] has assigned you a report in Integrity at www.integrity.gov.

Complete the Assignment

Once you are finished, click the “Make Assignments” button. You will return to the “Manage Assigned Reports” page. If you do not see the newly assigned report, refresh your browser. Also, if you have assigned reports to Filers in subordinate Groups, make sure the “Include Sub-Groups” checkbox is selected. When finished, close the window to return to the “Groups” or “Hierarchy” tab.

Check the Notification Status

The “Manage Assigned Reports” page will show the newly assigned report. The “Notified” column will display “Pending” if *Integrity* has not yet sent the notice. The date of notification will appear after *Integrity* actually sends the notice to the Filer, which may occur several minutes after report assignment.

7.6.5 - Assign a Termination Report to a Filer Using a Personal Email Address

In some cases, a Filer will not complete a Termination report until after the Agency has deactivated the Filer’s Agency email address. Deactivation of the email address will also deactivate the Filer’s ability to log into *Integrity* using that email address. In such cases, the Agency will need to add the individual as a Filer using a personal email address and send a request to the *Integrity* Helpdesk to merge the account associated with the Filer’s Agency email address with this new account associated with the Filer’s personal email address. See [section 7.7.6](#) for more information on account mergers. After the accounts have been merged, the Agency can assign the Termination report to the new account.

7.6.6 - Assign Annual Reports to Multiple Filers across an Agency (Bulk Assign)

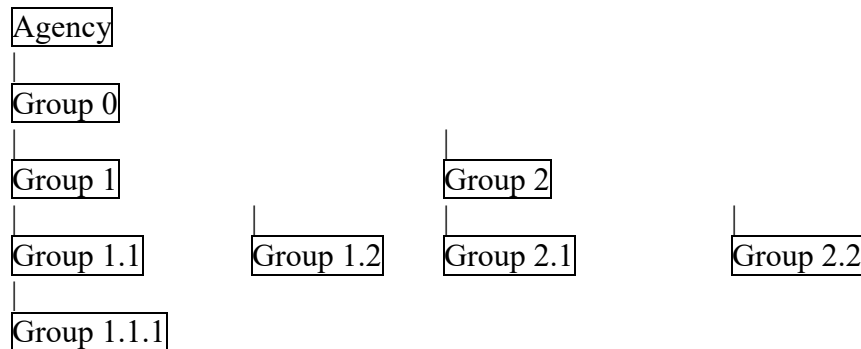
You may “bulk” assign Annual reports to Filers in different Groups across the Agency if you hold the DAEO, DAEO (Alternate), Agency Administrator, or Agency Administrator (Alternate) role.

Differences between Group-level Assignments and Bulk Annual Assignment

There are three important differences between the Bulk Annual Assignment process and the Group-level assignment process described in section 7.6.4.

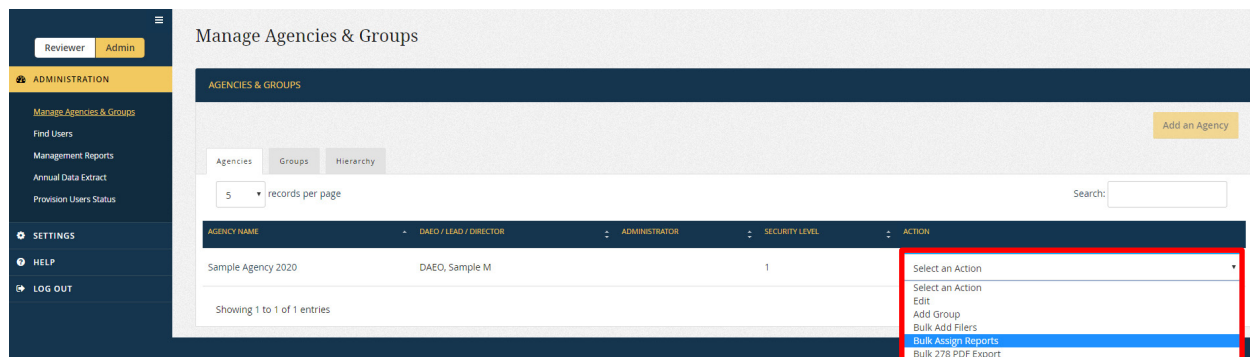
- **Authorized Roles:** The Bulk Annual Assignment process is limited to users with the DAEO, DAEO (Alternate), Agency Administrator, or Agency Administrator (Alternate) role. The Group-level assignment process is available to any user with a staff role for the selected Group.
- **Type/Item of Report Assignments:** The Bulk Annual Assignment process can only be used to assign Annual reports. The Group-level assignment process can be used to assign New Entrant, Annual, Termination, Annual/Termination, and Periodic Transaction reports.
- **Eligible Filers:** The Bulk Annual Assignment process can reach Filers in any Group at the Agency. The Group-level assignment process reaches Filers in the selected Group and any subordinate Group. However, depending on the organizational hierarchy at your Agency, the Group-level assignment process might reach almost as many reports as covered by this Agency-wide feature.

For example, if an Agency has the hierarchy outlined below, then a user with a staff role in Group 0 could assign reports to Filers in Group 1, Group 1.1, Group 1.1.1, Group 2, Group 2.1, and Group 2.2 using the process in section 7.6.4. A user with a staff role in Group 1 could assign reports to Filers in Group 1, Group 1.1, and Group 1.1.1 but not to Filers in Group 2, Group 2.1, or Group 2.2.

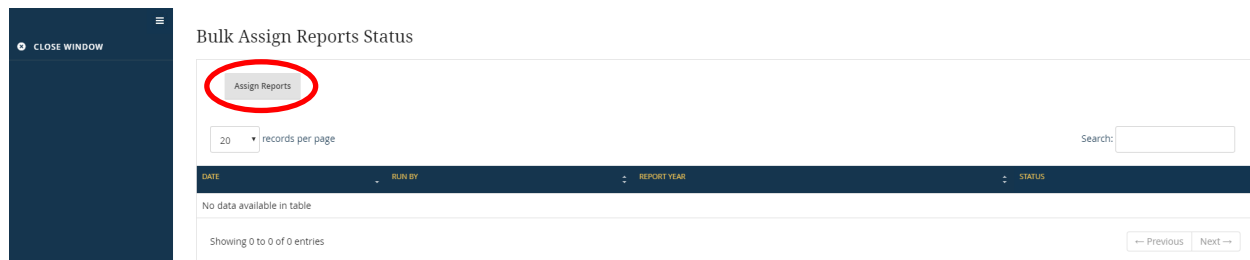


Annual Bulk Assignment Steps

To bulk assign Annual reports, go to the “Agencies” or “Hierarchy” tab. Select “Bulk Assign Reports” from the “Select an Action” drop-down field.



The “Bulk Assign Reports Status” page will open in a new window. The page will display the status of any prior bulk assignments. Click the “Assign Reports” button.



The “Assign Reports” page will appear as a pop-up window. Select the “Report Year” and the “Calendar Year.” Complete the other fields as appropriate and click “Next.”

ASSIGN REPORTS - Select the report year and calendar year for the Annual Reports you will assign

REPORT YEAR

2020

COVERING CALENDAR YEAR

2019

e.g., 2016 Annual covering CY2015

ORIGINAL DUE DATE

05/15/2020

DUE DATE COMMENTS

DUE DATE

05/15/2020

EXTENSION

0

Days

EXTENSION COMMENTS

PUBLIC AVAILABILITY

Please Select

Next

On the following page, you will see a list of Filers at the Agency.

ASSIGN REPORTS - Check the filers you would like to assign the reports to

5 records per page

Search:

	NAME	EMAIL	PHONE	GROUP	CURRENT FILER CATEGORY
<input type="checkbox"/>	Filer1, Sample M	TR_OGE_0590@training.integrity.gov		Sample Agency 2020, Group 1	Career SES
<input checked="" type="checkbox"/>	Filer2, Sample M	TR_OGE_0589@training.integrity.gov		Sample Agency 2020, Group 1	Career SES
<input type="checkbox"/>	Filer3, Sample M	TR_OGE_0584@training.integrity.gov		Sample Agency 2020, Group 1.1	Other

Showing 1 to 3 of 3 entries

← Previous
1
Next →

Note: Filers are initially unchecked if they meet any of the following conditions:

Previous
Next

Checkmarks appear next to the Filers who will receive an Annual report assignment. *Integrity*, by default, checks each Filer except for those Filers who: (1) have already received an Annual report assignment for the selected Report Year; (2) have a New Entrant report with an appointment date on or after November 2 of the preceding year; or (3) have a Termination or Annual/Termination report on or after January 1 of the preceding year. Check or uncheck names as necessary to complete your assignment list and click the “Next” button at the bottom right corner of the “Assign Reports” box.

ASSIGN REPORTS - Check the filers you would like to assign the reports to

5 records per page
Search:

	NAME	EMAIL	PHONE	GROUP	CURRENT FILER CATEGORY
<input type="checkbox"/>	Filer1, Sample M	TR_OGE_0590@training.integrity.gov		Sample Agency 2020, Group 1	Career SES
<input checked="" type="checkbox"/>	Filer2, Sample M	TR_OGE_0589@training.integrity.gov		Sample Agency 2020, Group 1	Career SES
<input checked="" type="checkbox"/>	Filer3, Sample M	TR_OGE_0584@training.integrity.gov		Sample Agency 2020, Group 1.1	Other

Showing 1 to 3 of 3 entries
← Previous
1
Next →

Note: Filers are initially unchecked if they meet any of the following conditions:

Previous
Next

Specify whether you wish to send the Filer(s) a system-generated email notification of the report assignment. If you wish to send a notification, you can edit the notification text in the text box below. Click “Make Assignments” to complete the process.

ASSIGN REPORTS - Notifications

WOULD YOU LIKE TO NOTIFY YOUR FILERS OF THE REPORT ASSIGNMENT?

☒ Yes - Notify Now
☐ No - Do not notify at this time

Dear [[filer]],

[[name]] has assigned you a report in Integrity at www.integrity.gov.

Previous
Make Assignments

It may take up to 20 minutes for *Integrity* to assign reports to all of the Filers from your list. You can check the status of your bulk assignment request by clicking the “Check Processing Status” link on the “Processing” page or by clicking the link in the “Status” column on the “Bulk Assign Reports Status” page.

ASSIGN REPORTS - Processing

Your bulk 2020 Annual Report assignments are being processed. This may take several minutes to complete.

[Check Processing Status](#)

After a bulk assignment process has finished, you can review the results by going to the “Bulk Assign Reports Status” page and clicking the link in the “Status” column.

DATE	RUN BY	REPORT YEAR	STATUS
02/07/2020 1:37:19 PM	DAEO, Sample M	2020	Completed

The results page will list the Filers who received assignments as well as the Filers who did not receive assignments due to errors.

7.6.7 - Edit a Report Assignment

On the “Manage Assigned Reports” page, click the “Action” button next to the report assignment you wish to edit. Click the “Edit” choice that appears.

FILER	ITEM	TYPE	YEAR	POSITION	STATUS	GROUP	ACTION
Filer1, Sample M	Annual Report	278	2020	Sample Position	Report, Under Agency Review	Sample Agency 2020, Group 1	Action
Filer2, Sample M	Annual Report	278	2020	Not Started	Sample Agency 2020, Group 1	Action	Remove Assignment Notify Edit Assignment

Edit a Report that the Filer Has Not Started

If the Filer has not yet started the report, you can edit any field from the original report assignment. Make the desired changes in the “Edit Report” box and click the “Save” button.

Edit a Report that the Filer Has Started

If the Filer has started the report, you cannot edit the Report Type, Item, and Filing Type fields. You can still edit the other fields. Make the desired changes in the “Edit Report” box and click the “Save” button.

7.6.8 - Notify a Filer after Report Assignment

If you did not notify the Filer of a report assignment at the time you made the assignment, you can notify the Filer at a later date by using the “Notify” feature.

Notify the Filer

On the “Manage Assigned Reports” page, click the “Action” button next to the report assignment for which you wish to send a notice. Click the “Notify” choice that appears.

Manage Assigned Reports: Sample Agency 2020, Group 1

ITEM: All, TYPE: All, YEAR: All, STATUS: All, INCLUDE SUB-GROUPS: ☐

Assign Reports, Remove Assignments, Notify, Customize Display

20 records per page, Search:

FILER	ITEM	TYPE	YEAR	POSITION	STATUS	GROUP	NOTIFIED	Action
<input type="checkbox"/> Filer1, Sample M	Annual Report	278	2020	Sample Position	Report, Under Agency Review	Sample Agency 2020, Group 1		Action
<input type="checkbox"/> Filer2, Sample M	Annual Report	278	2020		Not Started	Sample Agency 2020, Group 1	02/07/2020	Action

Showing 1 to 2 of 2 entries

Remove Assignment, Notify, Edit Assignment

Edit the default notice text, as needed, and click the “Notify” button.

Notify Filer2, Sample M about 2020 Annual Report

Dear [[filer]],

[[name]] has assigned you a report in Integrity at www.integrity.gov.

Cancel, Notify

Check the Notification Status

The “Notified” column will display “Pending” initially. The date of notification will appear after *Integrity* actually sends the notice to the Filer, which may occur several minutes after you clicked the “Notify” button.

7.6.9 - Remove a Report Assignment

You can remove a report assignment from the “Manage Assigned Reports” page only if the Filer has not yet started the report. Once the Filer has started a report, the report must

be removed from the “Records Management” page, which is restricted to those users with the Records Manager role. See [section 6.8](#).

Remove a Single Report Assignment

On the “Manage Assigned Reports” page, click the “Action” button next to the report assignment you wish to remove. Click the “Remove” choice that appears. Confirm that you wish to remove the assignment to complete the action. You can also delete a single report by selecting the box that appears next to the report and clicking the “Remove Assignments” button. Confirm that you wish to remove the assignment.

Manage Assigned Reports: Sample Agency 2020, Group 1

ITEM: All, TYPE: All, YEAR: All, STATUS: All, INCLUDE SUB-GROUPS: ☐

Assign Reports, Remove Assignments, Notify, Customize Display

20 records per page, Search:

	FILER	ITEM	TYPE	YEAR	POSITION	STATUS	GROUP	NOTIFIED	
<input type="checkbox"/>	Filer1, Sample M	Annual Report	278	2020	Sample Position	Report, Under Agency Review	Sample Agency 2020, Group 1		Action
<input type="checkbox"/>	Filer2, Sample M	Annual Report	278	2020		Not Started	Sample Agency 2020, Group 1	02/07/2020	Action

Showing 1 to 2 of 2 entries

Remove Assignment, Notify, Edit Assignment

Remove Multiple Report Assignments

On the “Manage Assigned Reports” page, select the boxes that appear next to the report assignments and click the “Remove Assignments” button. Confirm that you wish to remove the assignments to complete the action.

7.6.10 - Year Labeling Convention

When completing the Year field, users should follow these guidelines:

- **New Entrant:** The Year is the calendar year in which the Filer was appointed. For example, a Filer with a date of appointment of October 15, 2020, would file a 2020 New Entrant report.
- **Annual:** The Year is the calendar year in which the report is due, not the year covered. For example, an Annual report filed by May 15, 2020, that covers* calendar year 2019 would be a 2020 Annual report.

* Note that Parts 1 and 3 of an Annual report cover the preceding calendar year and the current calendar year up to the date of filing.

- **Termination:** The Year is the calendar year in which the Filer terminated. For example, a Filer with a date of termination of October 15, 2020, would file a 2020 Termination report.

- **Annual/Termination:** The Year is the calendar year in which the Filer terminated. For example, a Filer with a date of termination of August 12, 2020, would file a 2020 Annual/Termination report.
- **Periodic Transaction Report:** The Year is the calendar year in which the report was filed. For example, a Periodic Transaction report filed October 15, 2020, would be a 2020 Periodic Transaction report.

7.6.11 - Bulk Export Reports (*DAEOs only*)

Users with the DAEO or DAEO (Alternate) role at a Regular Agency can export multiple reports to PDF with a single request. Certain users at Special Agencies (e.g., OGE) can also bulk export reports but those permissions are outside the scope of this guide.

Reports Eligible for Bulk Export

The ability to bulk export a report depends on the Report Type and the status of the report in its particular workflow.

- **Nominee Reports:** Any Nominee report that has been released to the Agency for review, whether still in draft status, under review, or certified.
- **General 278 Reports:** Any report that has been certified or closed without certification by the Agency.
- **PAS/DAEO Reports (excluding Nominees):** Any report that has been certified or closed without certification by OGE.

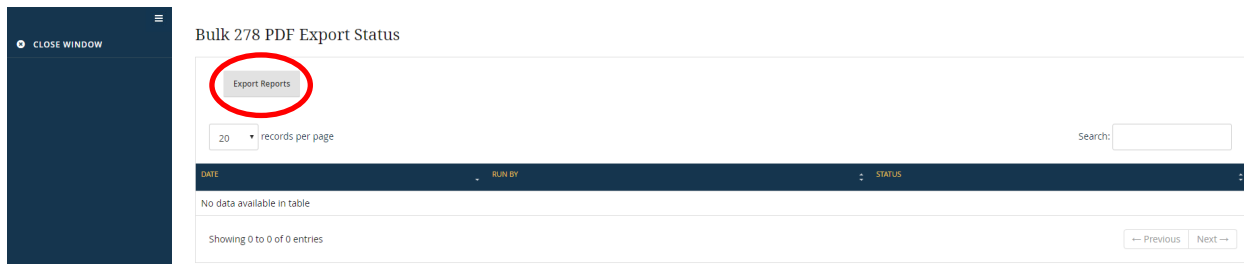
Because the export rules differ by Report Type, you will need to run the bulk export process for Nominee reports, General 278 reports, and PAS/DAEO reports (excluding Nominees) separately.

Initiate a Bulk Export: Group and Any Subordinate Groups

To bulk export a selection of reports from a Group and all subordinate Groups, go to the “Manage Agencies & Groups” page and open the “Groups” or “Hierarchy” tab. Select “Bulk 278 PDF Export” from the “Select an Action” drop-down field.

The screenshot shows the 'Manage Agencies & Groups' interface. On the left is a sidebar with navigation links: Reviewer, Admin, ADMINISTRATION (Manage Agencies & Groups, Find Users, Management Reports, Annual Data Extract, Provision Users Status), SETTINGS, HELP, and LOG OUT. The main content area is titled 'Manage Agencies & Groups' and contains a tabbed interface with 'AGENCIES & GROUPS', 'AGENCIES', 'Groups', and 'Hierarchy'. The 'Groups' tab is active, showing a table with columns: GROUP NAME, DESCRIPTION, POINT OF CONTACT, FILERS, and ACTION. The table lists three groups: 'Sample Agency 2020, Group 1', 'Sample Agency 2020, Group 1.1', and 'Sample Agency 2020, Group 2'. The 'ACTION' column for the first group has a dropdown menu open, displaying options: 'Select an Action', 'Edit', 'Bulk Add Filers', 'Add Subgroup', 'Manage Assigned Reports', and 'Bulk 278 PDF Export'. The 'Bulk 278 PDF Export' option is highlighted in blue.

The “Bulk 278 PDF Export Status” page will open in a new window. The page will display the status of any prior bulk exports. Click the “Export Reports” button.



The “Export Reports” page will appear as a pop-up window. Specify whether you want to export just Nominee reports (Nominee Group only), just Periodic Transaction reports, or Non-Nominee, OGE Form 278e reports (i.e., New Entrant, Annual, Termination, and Annual/Termination).

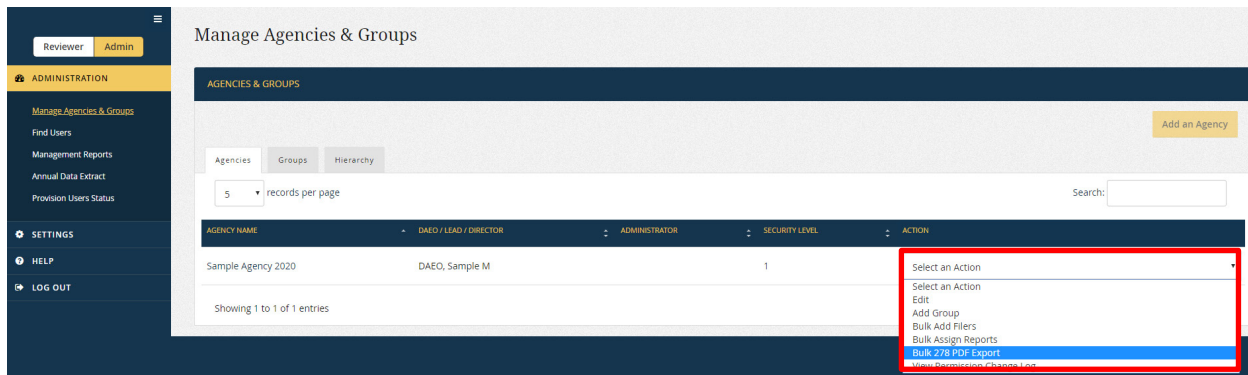
If you are exporting Nominee reports, you need to enter a date, which will limit the results to reports that were released to your Agency after that date. You can also choose to limit results based on the status of the Nominee report.

If you are exporting Non-Nominee reports, you will need to specify whether you want to export General 278 reports or PAS/DAEO reports. You will also need to enter a date, which will limit the results to reports assigned/created after that date. There is no “Status” filter for Non-Nominee reports because you can export only reports that have reached the end of the review process. Check the “Include Sub-Groups” checkbox to export the eligible reports for this Group and any subordinates.

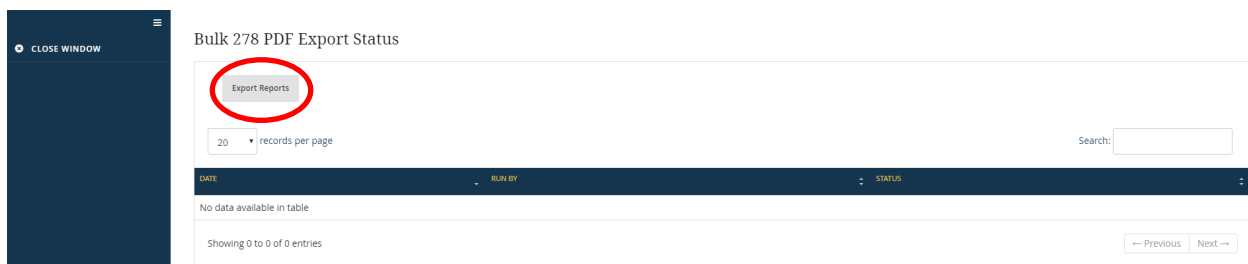
Click the “Export Now” button to complete the process.

Initiate a Bulk Export: Entire Agency

To bulk export a selection of reports from across the entire Agency, go to the “Manage Agencies & Groups” page and open the “Agencies” or “Hierarchy” tab. Select “Bulk 278 PDF Export” from the “Select an Action” drop-down field.



The “Bulk 278 PDF Export Status” page will open in a new window. The page will display the status of any prior bulk exports. Click the “Export Reports” button.



The “Export Reports” page will appear as a pop-up window. Specify whether you want to export Nominee reports or Non-Nominee, OGE Form 278e reports (i.e., New Entrant, Annual, Termination, and Annual/Termination).

EXPORT REPORTS - Which reports do you wish to export?

ITEM

Other (Terminal Only)

Nominee

Other (Terminal Only)

FILING TYPE

General

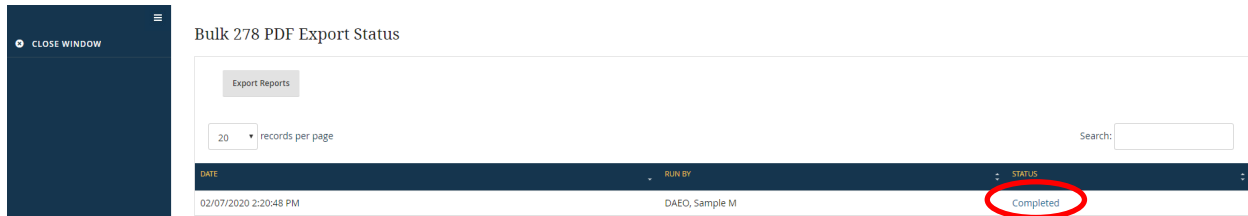
If you are exporting Nominee reports, you need to enter a date, which will limit the results to reports that were released to your Agency after that date. You can also choose to limit results based on the status of the Nominee report.

If you are exporting Non-Nominee reports, you will need to specify whether you want to export General 278 reports or PAS/DAEO reports. You will also need to enter a date, which will limit the results to reports assigned/created after that date. There is no “Status” filter for Non-Nominee reports because you can export only reports that have reached the end of the review process.

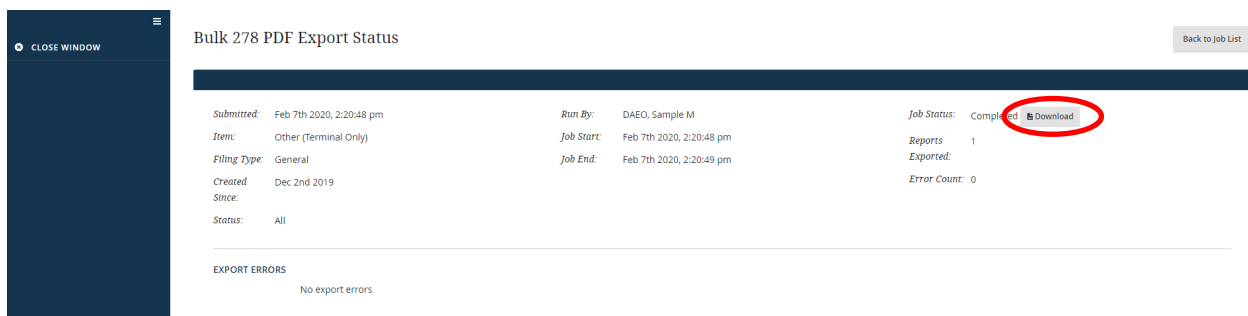
Click the “Export Now” button to complete the process.

Download Exported Reports

After the bulk export process has finished, you can download the reports from the “Bulk 278 PDF Export Status” page. Click the text in the “Status” column.



On the next page, click the “Download” button.



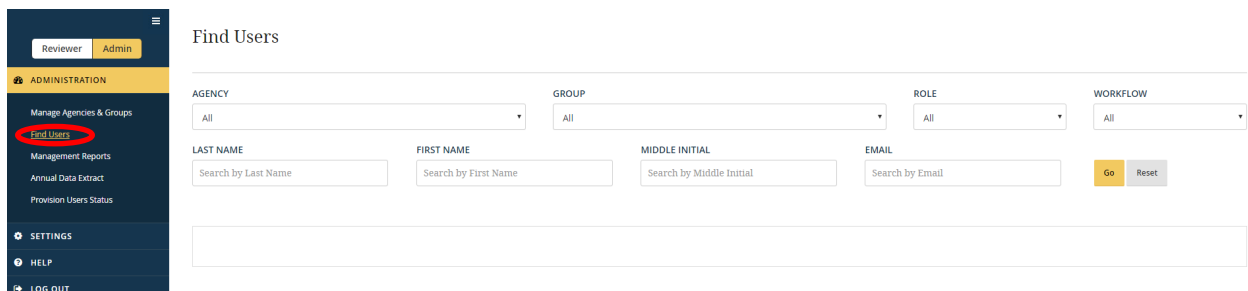
The reports will be downloaded as a zip file. Note that bulk export reports are only available for 24 hours. If you do not download the reports within that time period, you will need to run the bulk export process again.

7.7 - Find Users

This section explains how to find an *Integrity* user as well as how to view and update the user’s profile information and roles.

7.7.1 - Access Find Users

Select the “Find Users” option from the left-side navigation menu of the Admin interface.



7.7.2 - View Rights

You can find only users who hold roles (Filer, Supervisor, Certifying Official, etc.) in a Group to which you have access, including any subordinate Groups. For example, if John Smith's roles are all in Group 2 but you have access only to Group 1, you will not be able to find John Smith. Similarly, you can see only the roles that a user has in the Groups to which you have access, including any subordinate Groups. For example, if John Smith is a Supervisor in Group 1 and Group 2 but you have access only to Group 1, you will not see the role that John Smith has in Group 2.

You can see Agency-level roles, such as DAEO and Agency Administrator, only if you also have an Agency-level role.

7.7.3 - Find a Specific User

“Find User” consists of two sections – a set of filter conditions and the results generated by the use of those filter conditions.

Find Users

Filters

AGENCY: All, GROUP: All, ROLE: All, WORKFLOW: All

LAST NAME: Search by Last Name, FIRST NAME: Search by First Name, MIDDLE INITIAL: Search by Middle Initial, EMAIL: Search by Email

Go, Reset

Results

20 records per page

NAME	EMAIL	PHONE	AGENCY / GROUP (IF APPLICABLE) / ROLE / WORKFLOW (IF APPLICABLE)
DAEO, Sample M	TR_OGE_0578@training.integrity.gov		Sample Agency 2020 / Agency DAEO Sample Agency 2020 / Sample Agency 2020, Group 1 / Certifying Official / General Sample Agency 2020 / Sample Agency 2020, Group 1 / Certifying Official / PAS/DAEO Sample Agency 2020 / Sample Agency 2020, Group 2 / Certifying Official / General Sample Agency 2020 / Sample Agency 2020, Group 2 / Certifying Official / PAS/DAEO Sample Agency 2020 / Sample Agency 2020, Nominee Group / Certifying Official / PAS/DAEO
Filer1, Sample M	TR_OGE_0590@training.integrity.gov		Sample Agency 2020 / Sample Agency 2020, Group 1 / Filer
Filer2, Sample M	TR_OGE_0589@training.integrity.gov		Sample Agency 2020 / Sample Agency 2020, Group 1 / Filer
Reviewer1, Sample M	TR_OGE_0586@training.integrity.gov		Sample Agency 2020 / Sample Agency 2020, Group 1 / Ethics Official / General Sample Agency 2020 / Sample Agency 2020, Group 1 / Ethics Official / PAS/DAEO

Filter Options

By default, when you click the “Go” button, *Integrity* will display the names of every user who holds at least one role in a Group to which you have access. You can narrow the results by changing the filter conditions at the top and clicking the “Go” button again. If you wish to return to the default filter conditions, click the “Reset” button.

- Agency: The “Agency” filter limits results based on the Agency in which the user has a role. You will have just one option if you have access to only a single Agency.
- Group: The “Group” filter limits results based on the Group in which the user has a role. By default, the filter is set to “All” so that users are displayed regardless of the Group in which they have a role. To filter by a specific Group, you will first need to

select an Agency from the “Agency” filter. The “Group” filter will update and display the available Groups for that Agency.

- **Role:** The “Role” filter limits results based on the role held by the user. By default, the filter is set to “All” so that users are displayed regardless of the roles held.
- **Workflow:** The “Workflow” filter limits results based on the type of workflow in which the user holds a Reviewer role. By default, the filter is set to “All” so that users are displayed regardless of the roles held. Note that you cannot currently use this filter to limit results based on a Filer’s default Filing Type.
- **Last Name, First Name, Middle Initial, and Email:** These filters limit results based on the user’s name or email address. You can enter a partial name or email address, but you cannot use wildcard characters.

If using the filter conditions at the top of the page returns too many results, you can filter the results further by typing text into the “Search” box. The “Search” box appears in the upper right corner of the results table.

7.7.4 - View a User’s Information

On the “Find Users” page, you can see the user’s name, the email address with which the user logs into *Integrity*, and the user’s telephone number. You can also see the roles that the user has. Click the hyperlinked text of the user’s name to open the user’s profile.

NAME	EMAIL	PHONE	AGENCY / GROUP (IF APPLICABLE) / ROLE / WORKFLOW (IF APPLICABLE)
Reviewer1, Sample M	TR_OGE_0586@training.integrity.gov		Sample Agency 2020 / Sample Agency 2020, Group 1 / Ethics Official / General Sample Agency 2020 / Sample Agency 2020, Group 1 / Ethics Official / PAS/DAEO

Profile

The “Profile” tab displays the email address with which the user logs into *Integrity*, a secondary email address (if applicable), and the user’s telephone number and address.

PROFILE: Sample M Reviewer1

Profile

Roles & Groups

Update Profile

BIO INFO

NAME
Sample M Reviewer1

CONTACT INFO

PHONE
EMAIL
TR_OGE_0586@training.integrity.gov

ADDRESS

1201 New York Avenue, NW
Washington, District of Columbia 20005
United States

Roles and Groups

The “Roles and Groups” tab displays the roles that the user has in each Group to which you have access.

PROFILE: Sample M Reviewer1

Profile

Roles & Groups

Update Profile

20 records per page

Search:

AGENCY NAME	GROUP NAME	GROUP DESCRIPTION	ROLE	WORKFLOW	ACTION
Sample Agency 2020	Sample Agency 2020, Group 1	Sample Agency 2020, Group 1	Ethics Official	PAS/DAEO	Edit Group
Sample Agency 2020	Sample Agency 2020, Group 1	Sample Agency 2020, Group 1	Ethics Official	General	Edit Group

Showing 1 to 2 of 2 entries

← Previous

1

Next →

7.7.5 - Update a User's Name

Users can update their office address, telephone number, and alternate email address by accessing the “My Contact Info” page. A user, however, cannot update his or her name on that page. To update a user's name, go to the “Find Users” page and click the user's name. Select the “Update Profile” tab.

PROFILE: Sample M Reviewer1

Profile

Roles & Groups

Update Profile

FIRST NAME

Sample

Update

MIDDLE INITIAL

M

LAST NAME

Reviewer1

Make the needed changes and click the “Update” button. Updating a user's name will not change the way in which the name displays on a previously signed report. For example, Robert Norton filed his report before realizing that *Integrity* displays his name as “Roger Norton.” An Agency user with access to the “Update Profile” feature may change the Filer's name so that future reports properly display “Robert Norton”; however, the filed report will continue to display “Roger Norton.” To fix this issue, the Agency will need to assign the Filer a new report, which the Filer can pre-populate from

the version that displays the incorrect name. Pre-population will copy over the entries added to the various Parts of that report but will not copy over the incorrect name.

7.7.6 - Merge Multiple Login IDs for a Single User

In certain cases, a single user may have multiple login IDs. For example, assume that Martha Jones was a Filer at Agency 1 and completed several reports in *Integrity* using a login ID associated with her Agency 1 email address (marthajones@agency1.gov). Martha Jones subsequently transferred to Agency 2. She cannot continue to log into *Integrity* with her @agency1.gov email address because Agency 1 will deactivate that account. Agency 2 will need to add Martha Jones as a Filer using her new, Agency 2 email address (marthajones@agency2.gov). Martha Jones, however, will want access to the reports that she filed using her Agency 1 email address, especially with respect to pre-populating her next Annual report.

Integrity provides a process to merge two accounts. In the example above, the *Integrity* Helpdesk could merge the Agency 1 and Agency 2 accounts for Martha Jones. After the merger, Martha Jones would log into *Integrity* using her @agency2.gov login but would have access to reports filed with Agency 1 and Agency 2. Agency 1 staff would still have access to the reports that Martha Jones filed with Agency 1 but would not see any reports filed with Agency 2. Similarly, Agency 2 would see only those reports that Martha Jones filed with Agency 2.

Authority to Merge Accounts

Only the *Integrity* Helpdesk may merge accounts.

Request a Merger of Accounts

To request the merger of two accounts, an Agency should send an email request to the *Integrity* Helpdesk after the “new” email address has been added to *Integrity*. In the example above, Agency 2 should not send a merger request until Martha Jones has been added as a Filer within Agency 2 using the @agency2.gov email address. The request should include the user’s name, the user’s “old” email address, and the user’s “new” email address. In the event that the Filer’s new Agency has not yet added the Filer, the *Integrity* Helpdesk will request that that new Agency complete that step before proceeding with account merger. After completing the merger, the *Integrity* Helpdesk will remove the Filer from the prior Agency.

7.7.7 - Update a User’s Roles

The “Roles and Groups” tab provides a convenient way to edit a user’s permissions in a Group without navigating away from the “Find Users” page. You can also use this tab to initiate changes to other users’ roles in that same Group; however, in many cases, you will find it easier to make such changes by selecting the “Manage Agencies & Groups” link from the main left-side navigation menu. See [section 7.4](#).

Select a Group

On the “Roles and Groups” tab, click the “Edit Group” button for the Group in which you need to change the user’s permissions.

PROFILE: Sample M Reviewer1

Profile Roles & Groups Update Profile

20 records per page Search:

AGENCY NAME	GROUP NAME	GROUP DESCRIPTION	ROLE	WORKFLOW	ACTION
Sample Agency 2020	Sample Agency 2020, Group 1	Sample Agency 2020, Group 1	Ethics Official	PAS/DAEO	Edit Group

Clicking the “Edit Group” button opens a new “Edit Group” window.

EDIT GROUP: Sample Agency 2020, Group 1

Basic Information Group Staff Filters

GROUP INFORMATION

GROUP NAME
Sample Agency 2020, Group 1

GROUP DESCRIPTION
Sample Agency 2020, Group 1

GROUP IDENTIFIER
9EC85497EAD640899393ESB608DEDCB8

PARENT GROUP OR AGENCY
Sample Agency 2020

Each group has a parent (the larger organizational unit to which it belongs).
Child groups help to organize filings so that they can be properly routed for review.

Save Cancel

Make Updates to a User’s Staff Role

After opening the “Edit Group” window, click the “Group Staff” tab.

EDIT GROUP: Sample Agency 2020, Group 1

Basic Information Group Staff Filters

GROUP CONTACTS

POINT OF CONTACT Not Assigned
Assign

POINT OF CONTACT (ALTERNATES) Not Assigned
Add an Alternate

RECORDS MANAGER Not Assigned
Assign

RECORDS MANAGER (ALTERNATES) Not Assigned
Add an Alternate

Save Cancel

Assign, remove, or change roles by clicking the appropriate button next to that role. Use the scroll bar on the right side of the screen if you do not see the role that needs updating.

GROUP CONTACTS	
POINT OF CONTACT	Not Assigned Assign
POINT OF CONTACT (ALTERNATES)	Not Assigned Add an Alternate
RECORDS MANAGER	Not Assigned Assign
RECORDS MANAGER (ALTERNATES)	Not Assigned Add an Alternate

Click the “Save” button in the bottom right to complete your updates. You will be returned to the “Roles and Groups” tab for the selected user. Close that window to return to the main “Find Users” page.

7.8 - Reporting Tools

This section explains how to view management reports for Filers, staff roles, and reports.

7.8.1 - Access Management Reports

Select the “Management Reports” option from the left-side navigation menu of the Admin interface.

Management Reports

REPORTS: [Dropdown] AGENCY: All GROUP: All [Go](#) [Reset](#)

7.8.2 - View Rights to Management Reports

The list of available reports will vary based on the staff roles that you hold. Assuming you can access a report, the results will be limited to those Groups to which you otherwise have access (i.e., any Group in which you have a staff role and all subordinate Groups of that Group).

7.8.3 - Open a Management Report

On the “Management Reports” page, select the desired management report from the “Reports” drop-down field.

Management Reports

REPORTS: List of reports in system

AGENCY: All

GROUP: All

Go Reset

If you want to limit the results, select from the available filter conditions, which vary based on the management report. Click the “Go” button to generate the results.

Management Reports

REPORTS: List of reports in system

AGENCY: All

GROUP: All

Go Reset

☐ INCLUDE SUB-GROUPS

ITEM: All TYPE: All YEAR: All REVIEW STATUS: All

CREATED FROM: CREATED TO:

Note that certain management reports include an “Include Sub-Groups” filter. To use this filter, select an Agency and a specific Group from the “Group” filter and check the box next to “Include Sub-Groups.” *Integrity* will limit results to records associated with that Group and all subordinate Groups in the hierarchy. For example, if you select Group 1, this filter will limit results to Group 1, Group 1.1., Group 1.1.1, etc.

Management Reports

REPORTS: List of reports in system

AGENCY: Sample Agency 2020

GROUP: Sample Agency 2020, Group 1

Go Reset

☒ INCLUDE SUB-GROUPS

ITEM: All TYPE: All YEAR: All REVIEW STATUS: All

CREATED FROM: CREATED TO:

You can adjust the number of columns that display by clicking the “Customize Display” button in the upper right corner of the results table.

Management Reports

REPORTS: List of reports in system

AGENCY: Sample Agency 2020

GROUP: Sample Agency 2020, Group 1

Go Reset

☒ INCLUDE SUB-GROUPS

ITEM: All TYPE: All YEAR: All REVIEW STATUS: All

CREATED FROM: CREATED TO:

Export to Excel

20 records per page

Customize Display

FILER NAME ITEM YEAR AGENCY GROUP POSITION WORKFLOW FILER CATEGORY REVIEW STATUS FILE DATE

If using the filter conditions at the top of the page returns too many results, you can filter the results further by typing text into the “Search” box. The “Search” box appears in the upper right corner of the results table.

The screenshot shows the 'Management Reports' interface. On the left is a sidebar with navigation links: Reviewer, Admin, ADMINISTRATION (Manage Agencies & Groups, Find Users, Management Reports, Annual Data Extract, Provision Users Status), SETTINGS, HELP, and LOG OUT. The main area has filter sections for REPORTS (List of reports in system), AGENCY (Sample Agency 2020), GROUP (Sample Agency 2020, Group 1), ITEM (All), TYPE (All), YEAR (All), REVIEW STATUS (All), and date ranges (CREATED FROM, CREATED TO). There are 'Go' and 'Reset' buttons. Below filters is an 'Export to Excel' button and a 'Customize Display' dropdown. A search box with the text 'filer3' is highlighted with a red rectangle. Below the search box is a table with columns: FILER NAME, ITEM, YEAR, AGENCY, GROUP, POSITION, WORKFLOW, FILER CATEGORY, REVIEW STATUS, FILE DATE, AGENCY CERTIFICATION / CLOSED DATE, and OGE CERTIFICATION / CLOSED DATE. The first row of data shows: Filer3, Sample M, New Entrant Report, 2019, Sample Agency 2020, Sample Agency 2020, Group 1, Sample Position, General, Career SES, Report, Agency Certified, 12/06/2019, 12/06/2019.

7.8.4 - Export a Management Report to Excel

After clicking the “Go” button for a particular report, an “Export to Excel” button will appear above the results table. Click the “Export to Excel” button.

This screenshot is similar to the previous one, but the 'Export to Excel' button is highlighted with a red circle. The search box is now empty.

Integrity will provide a Microsoft Excel file ready for download. The download process will vary depending on your Internet browser.

7.8.5 - Annual Data Extract

Users with the DAEO or Agency Administrator roles at a Regular Agency (or their Alternates) can access a special management report that aggregates data relevant for the Annual Agency Ethics Program Questionnaire.

Annual Data Extract Specifications

The following specifications are used to generate the Annual Data Extract.

- Part 1: OGE Form 278e Reports Filed, Reviewed, and Certified, by Filer Category and Type of Report

- Required
 - All reports, excluding Nominee reports: A report is recorded as “required” if either of the following applies:
 1. The report was filed in the specified calendar year (regardless of the due date).
 - or
 2. The due date for the report falls within the specified calendar year, unless the report was filed in a preceding year (i.e., take all reports with a due date within the calendar year and subtract any report for which the filing date falls within a prior calendar year).
 - Nominee reports: A Nominee report is recorded as “required” if the Filer formally filed after nomination during the specified calendar year (regardless of the due date or the date that the initial draft was submitted).
- Filed
 - All reports, excluding Nominee reports: A report is recorded as “filed” if the Filer filed (i.e., initially submitted the report) during the specified calendar year. Note that this specification does not look to the “Year” label of the report, so a 2019 New Entrant report due in December 2019 and filed in January 2020 will be counted as having been filed in 2020.
 - Nominee reports: A Nominee report is recorded as “filed” if the Filer formally filed after nomination during the specified calendar year.
- Of reports certified/closed: Initial review completed within 60 days: A report is counted if the date in the “End Initial Review” field is no more than 60 days after the filing date. The “End Initial Review” field is completed by an Agency reviewer on the “General Information” page of the report.
- Of reports certified/closed: Certified/closed within 60 days: A report is counted if the Agency certified or closed the report no more than 60 days after the filing date.
- Filer Category
 - PAS, DAEO PAS, Non-Career SES, Career SES, Schedule C, DAEO Non-PAS, Other: These fields include reports in which the corresponding option was selected for the “Filer Category.”

Note 1: The “Other” category includes members of the Uniformed Services, Administrative Law Judges, Senior Level employees (SES Equivalent), administratively-determined positions, officials in the Executive Office of the President who do not otherwise meet the criteria of another category, etc.

Note 2: The “DAEO PAS” and “DAEO Non-PAS” categories are blank in the current version of the Annual Data Extract. Reports filed by the DAEO are instead included in the total for the individual’s specific “Filer Category.” For example, if the DAEO is a career SES, then the DAEO’s Annual report will be included in the total for Annual reports filed by career SES.

- Unspecified: This field includes reports in which an option was not selected for the “Filer Category.” In many cases, reports will be “Unspecified” until filing because neither the Filer nor a Reviewer will have made a selection for “Filer Category,” unless the Filer has a default Filer Category.
- Part 2: OGE Form 278e Reports Filed, by Filer Status
 - Number of OGE Form 278e reports filed, excluding SGEs: A report is counted here if an option other than “SGE” was selected for the “Filer Status” field, which appears on the “General Information” page.
 - Number of OGE Form 278e reports filed, by SGEs: A report is counted here if “SGE” was selected for the “Filer Status” field.
 - Number of OGE Form 278e reports filed, filer status unspecified: A report is counted here if no selection was made for the “Filer Status” field.
- Part 3: Extension and Late Fees for OGE Form 278e Reports
 - The number filed fields have the same specifications as in Part 2.
 - Filing Extension: A report is recorded as having received an extension if (1) the report was included as required in Part 1 and (2) a selection was made in the “Extension” field, which appears on the “General Information” page.
 - Waiver of Late Filing Fee: A report is recorded as having received a late filing fee waiver if (1) the report was included as required in Part 1 and (2) text was entered into the “Late Fee Waiver” field, which appears on the “General Information” page.
 - Late Filing Fee: A report is recorded as having a paid late filing fee if (1) the report was included as required in Part 1 and (2) the “Late Fee Paid” box was checked on the “General Information” page.

- Part 4: OGE Form 278-T Reports Filed, by Filer Status
 - The field specifications are similar to Part 2.
- Part 5: Extension and Late Fees for OGE Form 278-T Reports
 - The field specifications are similar to Part 3.

Access the Annual Data Extract

Select “Annual Data Extract” from the list of options in the left-side navigation menu. A single tab will appear.

Annual Data Extract

AGENCY (HOLD CONTROL KEY WHILE CLICKING TO SELECT MULTIPLE)

Select All

YEAR

2020

Go Reset

Export to Excel

Select one or more Agencies if you are a DAEO or Agency Administrator for multiple Agencies. Otherwise, you will have a single choice for the “Agency” filter. Next, select the “Year,” which corresponds to the year covered by the Annual Agency Ethics Program Questionnaire (i.e., select “2020” for the questionnaire completed in 2021 because that questionnaire covers calendar year 2020). Click the “Go” button.

Export the Annual Data Extract to Excel

You may export the results to Excel by clicking the “Export to Excel” button.

Annual Data Extract

AGENCY (HOLD CONTROL KEY WHILE CLICKING TO SELECT MULTIPLE)

Select All

YEAR

2020

Go Reset

Export to Excel

Section 8: Nominee Reports

Section 8 explains the special processes and features applicable to Nominee reports.

8.1 - Overview

8.1.1 - Scope

The processes and features discussed in this section apply only to public financial disclosure reports that (1) are filed by Nominees to positions requiring Presidential appointment and Senate confirmation (PAS) and (2) are subject to review by the U.S. Office of Government Ethics (OGE).

8.1.2 - Nominee Report Lifecycle

#	Lifecycle Step	<i>Integrity Status Code</i>
1	The report is assigned by a Special Agency* user. The report is associated with the Agency to which the Filer would be nominated (“Target Agency”).	Not Started
2	The Filer starts working on the report but has not yet filed the draft report.	Draft, Pre-Review
3	The Filer submits the draft report for review.	Draft, Pending Release
4	The draft report is released by a Special Agency user to Routers at OGE and the Nominee Group for the Target Agency.	Draft, Under Review
5	As needed, the Target Agency Router and OGE Router release the report to the broader group of Target Agency Nominee Reviewers and OGE Nominee Reviewers. If the report is not released, the Routers review the report. The Filer, Filer Designee, Target Agency, and OGE have simultaneous access to make changes to the draft report as needed.	Draft, Under Review
6	The OGE Nominee Reviewer forwards the draft report to the OGE Program Manager.	Draft, Under Review
7	The OGE Program Manager preclears the draft report. The draft report remains in draft status until OGE enters a nomination date.	Draft, Pre-Cleared
8	The Filer files the official report after nomination. The report is reviewed by the role(s) specified for PAS/DAEO reports at the Target Agency.	Report, Under Agency Review

#	Lifecycle Step	Integrity Status Code
9	The Target Agency ends its review process by certifying the report, which forwards the report to OGE for review. As needed, the OGE Nominee Reviewer asks follow-up questions of the Agency and/or returns the report to the Agency for updates.	Report, Under OGE Review
10	<p>OGE ends the review process by certifying the report. OGE transmits a copy of the Nominee report and related documents to the Senate.</p> <p>Users may view the report but can no longer edit the report data. Any required amendments are addressed through an amendment notation and supplemental documents. See section 6.7.9.</p>	Report, OGE Certified
11	<p>After the Filer is confirmed:</p> <p>OGE enters a confirmation date for the report on the “General Information” page.</p> <p>The Target Agency adds the confirmed appointee as a Filer to a Group within the Agency. The Target Agency also grants Reviewers within that Group access to the Nominee report.</p> <p>The <i>Integrity</i> Helpdesk merges the appointee’s Nominee ID with the appointee’s new Agency ID (if necessary). The <i>Integrity</i> Helpdesk also removes the Filer from the Nominee Group.</p>	Report, OGE Certified
12	The report is retained for the duration specified by the applicable records retention rules.	Report, OGE Certified
13	<p>Once the report has reached the applicable disposition age, OGE deletes the report record, unless otherwise required to retain.</p> <p><i>(Optional)</i> If the report has reached the applicable disposition age but OGE needs related materials such as review notes for reports that have not yet reached the disposition age, OGE may “purge” the expired report while keeping the related materials.</p>	<p>N/A – Once deleted, the report no longer exists.</p> <p>Report, OGE Certified</p>
14	<i>(Optional)</i> If OGE “purged” the report but kept related materials, OGE must delete the entire report record, including related materials, at a later date once those materials are no longer needed.	N/A – Once deleted, the report no longer exists.

Note: *Integrity* supports additional “Special Agency” types for use in the draft Nominee report preclearance process (e.g., Presidential Personnel Office and White House Counsel’s Office). Discussion of those Agency types is beyond the scope of this guide.

8.1.3 - Functionality Specific to Nominee Reports

Certain features within *Integrity* are unique to Nominee reports or apply differently to Nominee reports. The key differences are as follows:

- **Cloaked Accounts for Filers New to *Integrity*:** Filers who already have *Integrity* accounts may be assigned Nominee reports using their existing User IDs. If a Filer is not already an *Integrity* user, the Special Agency assigning the Filer a Nominee report would create a cloaked account for the Filer. The cloaked account ensures that the Filer’s real identity is not added to the MAX.gov User Directory and takes the form of an inactive, system-generated email address. Once created, the Filer receives a notice at the real email address associated with the cloaked account. That notice contains a link for setting a password, which the Filer will use when logging in with the cloaked account.

Note: Cloaked Nominee accounts do not appear in the “Find User” feature and are not visible to MAX Support or the *Integrity* Helpdesk. Agency Nominee Reviewers can find a Filer’s cloaked ID by clicking the Filer’s name on the “My Queue” page or on the “General Information” page within a report. If the Filer’s report has not yet been released to the Agency, the Filer will need to contact the Special Agency that added the account.

- **Nominee is not a Filer within the Target Agency:** An individual assigned a Nominee report is not a Filer in the Target Agency at the point of report assignment; rather, the individual is a Filer within the Special Agency that assigned the Nominee report. The individual is added as a Filer within the Nominee Group of the Target Agency after OGE certifies the officially filed report.
- **Conditional Visibility of the Report to Reviewers:** A Nominee report is not visible to the Target Agency or OGE until a Special Agency user releases the report to the Target Agency and OGE. At the point of release, the report is visible to the Routers at the Target Agency and OGE but not to the Nominee Reviewers. The report is visible to the Nominee Reviewers at the Target Agency if and when the Router at the Target Agency “routes” the report to the Nominee Reviewers.
- **No Reassign Button for Drafts:** “My Queue” does not include a “Reassign” button for draft Nominee reports. To record a Reviewer assignment, one would enter the name of the Reviewer on the “General Information” page. This record does not affect the “Assigned To” or “Pending Action” filters on “My Queue.”
- **Simultaneous Edit Rights in Draft Status:** The Filer, Filer Designee, Target Agency, and OGE can edit a Nominee report simultaneously while the report is in draft status. Reviewers need not “return” the report to a Filer in order to make changes.

- **Change History for Drafts:** A supplemental “Change History” feature tracks workflow events and changes to draft report data. *Integrity* removes the changes to draft report data from “Change History” after OGE certifies the official report.
- **Data Validation for Official Filing:** A Filer may not officially submit a Nominee report until OGE has precleared the draft report and entered a date in the “Nominated” field on the “General Information” page.
- **Signature Date is the Date of Draft Submission:** A Filer submits a Nominee report twice during its lifecycle – once when forwarding the draft to begin the clearance process and again when officially filing after nomination. Although the “Audit Trail” records the Filer’s second submission, the printed OGE Form 278e reflects the original submission of the draft, which better corresponds to the reporting period used. If an update to the reporting period is required, the Filer would be assigned a new report, which the Filer can pre-populate from the prior report.
- **Records Management Permissions Tied to the Confirmation Date:** For other reports in *Integrity*, the minimum retention period is known once the report reaches the terminal point in the workflow. After that point, users cannot purge or delete the report until the retention period has expired. See [section 6.8](#) for more information. For Nominee reports, the minimum retention period is unknown until OGE enters a confirmation date on the “General Information” page. If a Filer is not confirmed, OGE will remove the report in accordance with the applicable retention rules.
- **Report Can Be Shared with Another Group:** In many cases, Reviewers responsible for a confirmed appointee’s Annual report will not serve as Reviewers in the Nominee Group at the Target Agency. Access to the Nominee report and related documentation, however, can facilitate the review of the Annual report. For this reason, *Integrity* allows a Reviewer within the Nominee Group to share the Nominee report with another Group at the Target Agency. Reviewers in the selected Group can open the report as if they held a role in the Nominee Group, but those Reviewers cannot access other Nominee reports.

8.2 - Agency Nominee Group

8.2.1 - Set-up Requirements

Each Agency within *Integrity* can have only one Nominee Group.

8.2.2 - Staff Roles

Nominee Group Roles for Draft Reports

Role	#	Rights to Nominee Group and Reports
Router	1 per Agency (required)	The Router can see and edit a draft Nominee report once the draft is released to the Agency.

Role	#	Rights to Nominee Group and Reports
Router (Alternate)	No limit	Same rights as the Router.
Nominee Reviewer	1 per Agency	The Nominee Reviewer can see and edit a draft Nominee report once the Router routes the draft to Nominee Reviewers.
Nominee Reviewer (Alternate)	No limit	Same rights as the Nominee Reviewer.

The purpose of the Router role is to avoid the immediate sharing of a draft Nominee report with all of the individuals holding the Nominee Reviewer role. In certain cases, a position or a prospective Nominee's identity will be particularly sensitive, and, in those cases, a Router can review the draft without involving the Nominee Reviewers.

Nominee Group Roles for Officially Filed Reports

An officially filed Nominee report goes through the same workflow steps as other PAS/DAEO reports at the Target Agency. Therefore, in setting up its Nominee Group, an Agency would fill Primary and Alternate Reviewer roles based on the PAS/DAEO workflow set at the Agency level. For example, if the Agency has selected the Filer-to-Ethics-Official-to-Certifying-Official workflow for PAS/DAEO reports, the Agency would specify a Primary Ethics Official and a Primary Certifying Official for the Nominee Group. The Agency could also specify one or more Alternate Ethics Officials and Alternate Certifying Officials.

A Certifying Official within a Nominee Group has the authority to edit staff roles within the Group and to remove Filers.

Nominee Group Roles Not Tied to Report Status

Role	#	Rights to Nominee Group and Reports
POC	1 per Agency	The POC can see Nominee reports in both "Draft" and officially filed "Report" status but cannot open the reports.
POC (Alternate)	No limit	Same rights as the POC.
Records Manager	1 per Agency	The Records Manager can delete draft Nominee reports and officially filed Nominee reports up to the point of Agency certification. In most cases, however, OGE will perform records management tasks for Nominee reports.
Records Manager (Alternate)	No limit	Same rights as the Records Manager.

Agency-Level Roles

Role	#	Rights to Nominee Group and Reports
DAEO	1 per Agency (required)	The DAEO can see and edit Nominee reports in both “Draft” and officially filed “Report” status. The DAEO can edit staff roles within the Nominee Group.
DAEO (Alternate)	No limit	Same rights as the DAEO.
Agency Administrator	1 per Agency	The Agency Administrator can see Nominee reports in both “Draft” and officially filed “Report” status but cannot open the reports. The Agency Administrator can edit staff roles within the Nominee Group.
Agency Administrator (Alternate)	No limit	Same rights as the Agency Administrator.

8.2.3 - Filers

Add Filers

Prior to official filing, an individual is considered a Filer for the Special Agency that assigned the Nominee report and, therefore, does not appear in the Nominee Group of the Target Agency. After the officially-filed report is certified by OGE, the Filer’s name is added automatically to the “Nominees” tab of the Nominee Group at the Target Agency. This addition is used to facilitate post-confirmation account mergers. Filers cannot be added to the “Nominees” tab manually.

Remove Filers

After the Filer is confirmed, the Filer should be removed from the Nominee Group because the individual would file any subsequent Periodic Transaction or Annual reports in a different Group at the Target Agency. The Filer would also need to be removed if the Filer is never confirmed. Only the *Integrity* Helpdesk can remove Filers from the Nominee Group. See [section 8.5](#) for more information.

8.3 - Draft Reports

8.3.1 - Submission by the Filer

A Filer completes and submits a draft Nominee report in much the same manner as he or she would file a New Entrant report. For assistance with the substantive reporting requirements, the Filer should consult the “Public Financial Disclosure Guide,” which is available on OGE’s website.

The primary difference is the method of login for new users. If a prospective Nominee is not an existing *Integrity* user, the Special Agency assigning the Nominee report would add the prospective Nominee through the creation of a “cloaked” account. The cloaked account ensures that the Filer’s real identity is not added to the MAX.gov User Directory and takes the form of an inactive, system-generated email address. Once created, the Filer receives a notice at the real email address associated with the cloaked account. That notice contains a link for setting a password, which the Filer will use when logging in with the cloaked account. See [section 2.3.5](#) for more information about setting a password for a new account.

Note: At this point in the review process, cloaked Nominees are not visible to the Target Agency, OGE, or the *Integrity* Helpdesk. A Filer who forgets his or her cloaked account ID needs to contact the Special Agency that added the account.

8.3.2 - Release by a Special Agency

The Special Agency that assigned a Nominee report receives a notice after the Filer submits a draft. The Special Agency controls the release of the draft, which moves the draft forward in the workflow. The draft then goes to another Special Agency for additional review before release to the Target Agency and OGE. The Special Agencies continue to have view access rights to the draft after release.

8.3.3 - Receipt by a Router

Upon release to the Target Agency, a draft Nominee report is initially assigned to the Primary Router of the Nominee Group. The notice to the Primary Router will follow the template set at the Agency level for the “Reviewer notifications / Reporting pending action” notification.

Note: From this point forward, any Reviewer with access to the Nominee report can find the cloaked ID associated with the Nominee. Click the Filer’s name on the “My Queue” page or the “General Information” page. See [section 8.6.2](#).

8.3.4 - Review by a Router

Routers can perform all of the same tasks as the Nominee Reviewer role. Therefore, a Primary Router or an Alternate Router can review the draft at the Router level without releasing the draft to the Nominee Reviewers.

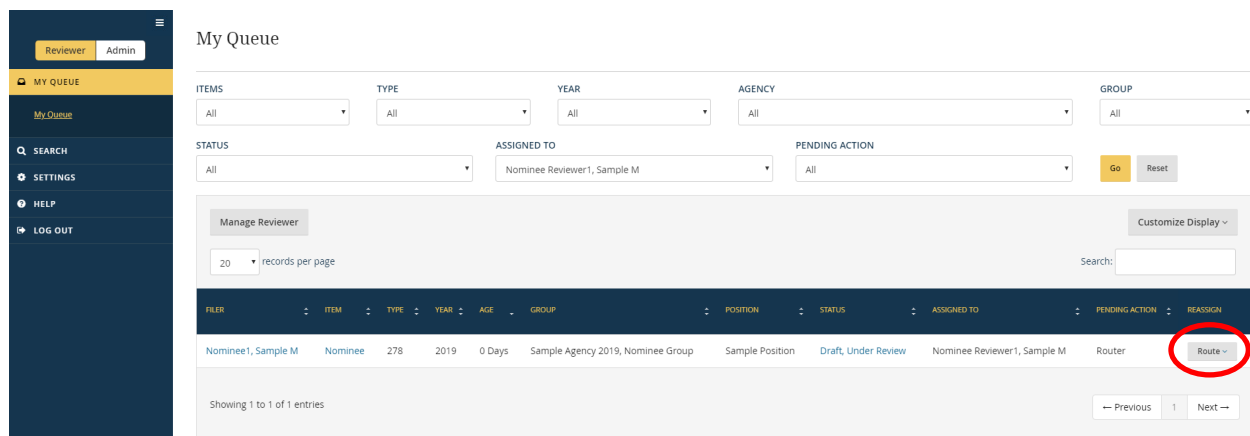
8.3.5 - Route a Draft Report

Effects of Routing

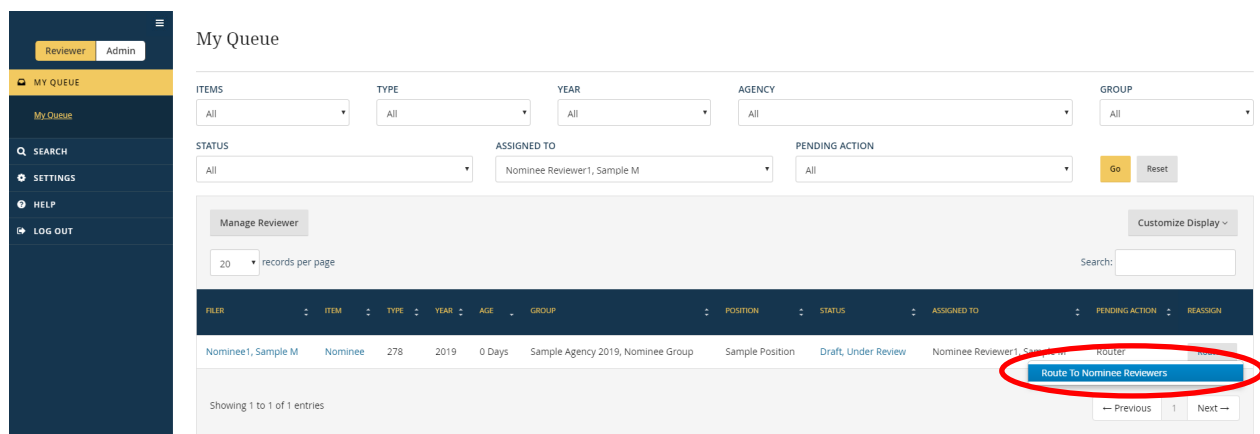
Routers grant Nominee Reviewers access to a draft Nominee report by “routing” the draft. Once routed, any individual who holds the Nominee Reviewer role can see and edit the draft. Routing does not change the person to whom the draft is assigned or the role for which action is pending (i.e., the “Assigned To” column displays the Primary Router’s name and the “Pending Action” column displays the Router role).

Route Command

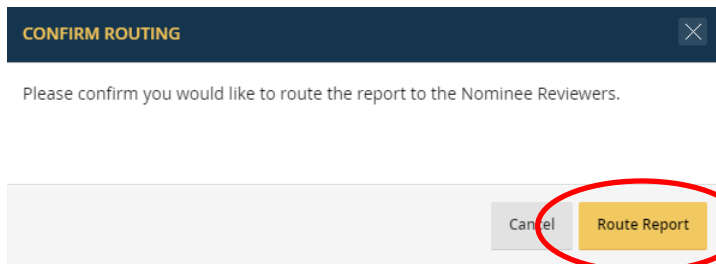
Go to the “My Queue” page and locate the draft. Click the “Route” button.



A small action window will appear with a single, “Route to Nominee Reviewers” option. Click that option.



You will be asked to confirm whether you want to route the draft. Click “Route Report.”



A dark blue dialog box titled "CONFIRM ROUTING" with a close button (X) in the top right corner. Below the title bar, the text reads: "Please confirm you would like to route the report to the Nominee Reviewers." At the bottom of the dialog, there are two buttons: a grey "Cancel" button and a yellow "Route Report" button. The "Route Report" button is circled in red.

8.3.6 - Assign a Draft Report

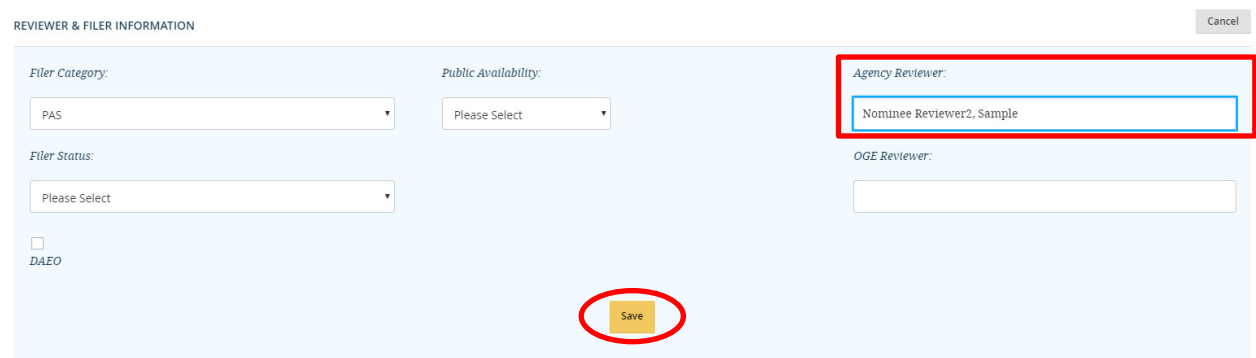
Record an Assignment

“My Queue” does not display a “Reassign” button for draft Nominee reports. To record a Reviewer assignment, open the draft report and go to the “General Information” page. Click the “Edit” button at the far right side of the “Reviewer & Filer Information” section.



A screenshot of the "General Information: Nominee1, Sample M" page. The left sidebar shows a menu with "REVIEW REPORT" selected. The main content area is titled "REPORT SUMMARY" and contains two sections: "FILER SNAPSHOT" and "REVIEWER & FILER INFORMATION". The "FILER SNAPSHOT" section displays details about the filer, agency, group, position, and existing workflow. The "REVIEWER & FILER INFORMATION" section displays details about the filer category, public availability, agency reviewer, and OGE reviewer. An "Edit" button is located at the far right of the "REVIEWER & FILER INFORMATION" section, circled in red.

Type the name of the Reviewer in the “Agency Reviewer” field and click “Save.”



A screenshot of the "REVIEWER & FILER INFORMATION" form. The form contains several fields: "Filer Category" (set to PAS), "Public Availability" (set to Please Select), "Agency Reviewer" (set to Nominee Reviewer2, Sample), "Filer Status" (set to Please Select), and "OGE Reviewer" (empty). A "Save" button is located at the bottom center of the form, circled in red. A "Cancel" button is located at the top right of the form.

Effect of Assignment

Entering a Reviewer's name on the "General Information" page does not affect the "Assigned To" or "Pending Action" columns on the "My Queue" page. The "Assigned To" column will continue to display the name of the Primary Router and the "Pending Action" column will continue to display the role as "Router." Consequently, a Reviewer will need to set the "Assigned To" filter on "My Queue" to "All" in order to locate the draft. See [section 6.2.6](#) for more information.

Identify Reviewers on "My Queue"

You can identify which Reviewer is assigned to a report from "My Queue" without opening the report. To do so, click the "Customize Display" drop-down button on "My Queue" and select the "Agency Reviewer" option.

The screenshot shows the 'My Queue' page with a sidebar on the left containing navigation links: Reviewer, Admin, MY QUEUE, My Queue, SEARCH, SETTINGS, HELP, and LOG OUT. The main content area has filters for ITEMS, TYPE, YEAR, AGENCY, and GROUP, all set to 'All'. Below these are filters for STATUS (set to 'All') and ASSIGNED TO (set to 'Nominee Reviewer1, Sample M'). A 'PENDING ACTION' filter is also present. A 'Go' button and a 'Reset' button are to the right of the filters. Below the filters is a 'Manage Reviewer' section with a 'records per page' dropdown set to '20'. A table with columns: FILER, ITEM, TYPE, YEAR, AGE, GROUP, POSITION, STATUS, and ASSIGNED TO. The table contains one entry: 'Nominee1, Sample M', 'Nominee', '278', '2019', '0 Days', 'Sample Agency 2019, Nominee Group', 'Sample Position', 'Draft, Under Review', and 'Nominee Reviewer'. Below the table is a 'Showing 1 to 1 of 1 entries' message. A red circle highlights the 'Customize Display' button in the top right corner of the table area. A red arrow points from this button to a dropdown menu on the right side of the page. The dropdown menu lists various roles with checkboxes: FILER (checked), ITEM (checked), TYPE (checked), YEAR (checked), AGE (checked), AGENCY (checked), GROUP (checked), DATE SUBMITTED (unchecked), END INITIAL REVIEW (unchecked), NOMINATION (unchecked), AGENCY REVIEWER (checked), OGE REVIEWER (unchecked), AGENCY CERTIFICATION (unchecked), and POSITION (checked). The 'AGENCY REVIEWER' option is highlighted with a red box.

FILER	ITEM	TYPE	YEAR	AGE	GROUP	POSITION	STATUS	ASSIGNED TO
Nominee1, Sample M	Nominee	278	2019	0 Days	Sample Agency 2019, Nominee Group	Sample Position	Draft, Under Review	Nominee Reviewer

Showing 1 to 1 of 1 entries

- ☒ FILER
- ☒ ITEM
- ☒ TYPE
- ☒ YEAR
- ☒ AGE
- ☒ AGENCY
- ☒ GROUP
- ☐ DATE SUBMITTED
- ☐ END INITIAL REVIEW
- ☐ NOMINATION
- ☒ AGENCY REVIEWER
- ☐ OGE REVIEWER
- ☐ AGENCY CERTIFICATION
- ☒ POSITION

The name of the Reviewer entered on the "General Information" page will now appear in the "My Queue" results table.

Identify Prior Reviewers

The “Change History” feature will record edits to the “Agency Reviewer” field. In the example below, “Change History” shows that the Router listed Sample Nominee Reviewer2 as the “Agency Reviewer.”

8.3.7 - Edit a Draft Report

Edit Rights

The following users have simultaneous edit rights to a draft Nominee report:

- Filer
- Filer Designees
- Agency Routers
- Agency Nominee Reviewers (if an Agency Router has “routed” the draft)
- OGE Routers
- OGE Nominee Reviewers (if an OGE Router has “routed” the draft)

To edit a draft, simply open the draft and make any needed additions, deletions, or changes to report data.

Request that a User Make a Change

The “Return To” feature is not available for draft Nominee reports because the Filer, Filer Designees, and Reviewers have editing rights already. To request that a user make a change, you can add a comment within *Integrity* or you can contact the user offline.

Edit a Draft at the Same Time

Multiple users can edit the same draft Nominee report at the same time. Refresh your Internet browser to see the changes made by the other users. You can also check the “Change History” feature for a list of changes.

Although multiple users can edit the same draft at the same time, multiple users cannot edit the same row of data simultaneously. In such cases, *Integrity* will warn a user, upon saving, that the row has been changed since he or she first opened the row.

ERROR



This record was recently changed by another Integrity user and the information displayed on your screen is now out of date. Please refresh this browser window to retrieve the latest version of the record.

OK

Click “OK” to close the warning. Refresh your Internet browser and review the revised row entry to determine whether your proposed changes are still appropriate.

8.3.8 - Comments

The “Comments” feature works in the same manner for all report types, including draft Nominee reports.

8.3.9 - Additional Features

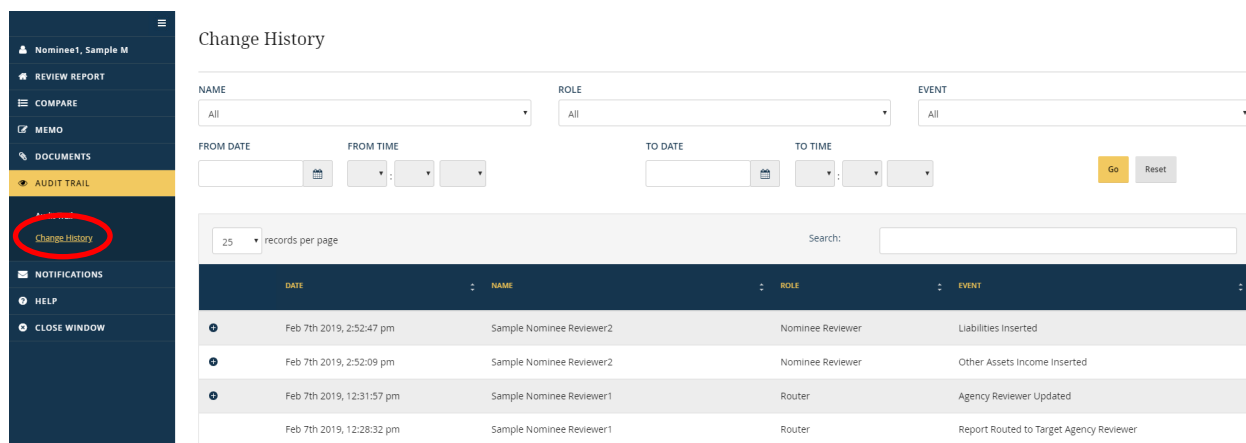
Compare, Memo, and Documents

The “Compare” and “Memo” feature work in the same manner for all report types, including draft Nominee reports. With respect to the “Documents” feature, users add, delete, and edit metadata in same manner as they would for other reports; however, any changes during the draft stage will be tracked in “Change History” rather than in the main “Audit Trail” feature.

Audit Trail / Change History

The main “Audit Trail” feature tracks workflow events and changes to report data for officially filed reports. A supplemental “Change History” feature tracks workflow events and changes to draft report data for Nominee drafts. This “Change History” feature starts when a Special Agency user releases the draft to the Target Agency and OGE and ends when the Filer officially submits the report. The “Change History” feature allows users to identify changes that may have occurred since the last time they accessed the draft report during the draft clearance process. *Integrity* removes the changes to draft report data from “Change History” after OGE certifies the official report.

To access “Change History,” click the “Audit Trail” tab and select “Change History.” “Change History” displays events in the same manner as the main “Audit Trail” feature.



Change History

NAME: All ROLE: All EVENT: All

FROM DATE: FROM TIME: TO DATE: TO TIME: Go Reset

25 records per page Search:

DATE	NAME	ROLE	EVENT
Feb 7th 2019, 2:52:47 pm	Sample Nominee Reviewer2	Nominee Reviewer	Liabilities Inserted
Feb 7th 2019, 2:52:09 pm	Sample Nominee Reviewer2	Nominee Reviewer	Other Assets Income Inserted
Feb 7th 2019, 12:31:57 pm	Sample Nominee Reviewer1	Router	Agency Reviewer Updated
Feb 7th 2019, 12:28:32 pm	Sample Nominee Reviewer1	Router	Report Routed to Target Agency Reviewer

8.3.10 - Preclearance

Submit Draft for Preclearance

Once the draft report is ready for preclearance review, the OGE Nominee Reviewer forwards the draft to the OGE Program Manager. The OGE Program Manager can either preclear the draft or return the draft to the OGE Nominee Reviewer for further action.

Effects of Preclearance

Preclearing a draft changes its status from “Draft, Under Review” to “Draft, Pre-Cleared.” *Integrity* will permit a Filer to edit a precleared draft; however, the Filer should consult with ethics officials at his or her Target Agency before making any edits. *Integrity* will not permit a Filer to submit a precleared draft as an officially filed report until OGE enters a date in the “Nominated” field on the “General Information” page.

8.4 - Official Reports

8.4.1 - Preconditions for Filing

A Filer cannot officially submit a Nominee report until OGE preclears the draft and enters a date in the “Nominated” field on the “General Information” page. If a Filer attempts to submit before these events occur, *Integrity* will provide a warning on the “Submit” page.

Report Data (Summary)
Submit Report
Printable View

COMPARE
DOCUMENTS
AUDIT TRAIL
NOTIFICATIONS
HELP
CLOSE WINDOW

U.S. Office of Government Ethics Certification

Warnings

Knowing and willful falsification of information, or failure to file or report information required to be reported by section 102 of the Ethics in Government Act of 1978, as amended (the Act), may subject you to a civil monetary penalty and to disciplinary action by your employing agency or other appropriate authority under section 104 of the Act. Knowing and willful falsification of information required to be filed by section 102 of the Act may also subject you to criminal prosecution.

Privacy Act Statement

Title I of the Ethics in Government Act of 1978, as amended (the Act), 5 U.S.C. app. § 101 et seq., as amended by the Stop Trading on Congressional Knowledge Act of 2012 (Pub. L. 112-105) (STOCK Act), and 5 C.F.R. Part 2634 of the U. S. Office of Government Ethics regulations require the reporting of this information. The primary use of the information on this report is for review by Government officials to determine compliance with applicable Federal laws and regulations. This report may also be disclosed upon request to any requesting person in accordance with sections 105 and 402(b)(1) of the Act or as otherwise authorized by law. You may inspect applications for public access of your own form upon request. Additional disclosures of the information on this report may be made: (1) to any requesting person, subject to the limitation contained in section 208(b)(1) of title 18, any determination granting an exemption pursuant to sections 208(b)(1) and 208(b)(3) of title 18; (2) to a Federal, State, or local law enforcement agency if the disclosing agency becomes aware of violations or potential violations of law or regulation; (3) to another Federal agency, court or party in a court or Federal administrative proceeding when the Government is a party or in order to comply with a judge-issued subpoena; (4) to a source when necessary to obtain information relevant to a conflict of interest investigation or determination; (5) to the National Archives and Records Administration or the General Services Administration in records management inspections; (6) to the Office of Management and Budget during legislative coordination on private relief legislation; (7) to the Department of Justice or in certain legal proceedings when the disclosing agency, an employee of the disclosing agency, or the United States is a party to litigation or has an interest in the litigation and the use of such records is deemed relevant and necessary to the litigation; (8) to reviewing officials in a new office, department or agency when an employee transfers or is detailed from one covered position to another; (9) to a Member of Congress or a congressional office in response to an inquiry made on behalf of an individual who is the subject of the record; (10) to contractors and other non-Government employees working on a contract, service or assignment for the Federal Government when necessary to accomplish a function related to an OGE Government-wide system of records; and (11) on the OGE Website and to any person, department or agency, any written ethics agreement filed with OGE by an individual nominated by the President to a position requiring Senate confirmation. See also the OGE/GOVT-1 executive branch-wide Privacy Act system of records.

Public Burden Information

This collection of information is estimated to take an average of ten hours per response, including time for reviewing the instructions, gathering the data needed, and completing the form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Program Counsel, U.S. Office of Government Ethics (OGE), Suite 500, 1201 New York Avenue, NW, Washington, DC 20005-3917.

Pursuant to the Paperwork Reduction Act, as amended, an agency may not conduct or sponsor, and no person is required to respond to, a collection of information unless it displays a currently valid OMB control number (that number, 3209-0001, is displayed here and at the top of the first page of this OGE Form 278e).

You cannot sign this report until a nomination date has been entered. Please contact your ethics official for further assistance.

You cannot sign this report until a nomination date has been entered. Please contact your ethics official for further assistance.

8.4.2 - File an Official Report

To file an official report, the Filer would go to the “My Tasks” page and click the “Sign” button next to the Nominee report.

MY TASKS
My Tasks
SETTINGS
HELP
LOG OUT

My Tasks

MY CURRENT REPORTS

YEAR	ITEM	TYPE	AGENCY	GROUP	POSITION	DUE DATE	STATUS	DATE FILED	ACTION
2019	Nominee Report	278	Sample Agency 2019	Sample Agency 2019, Nominee Group	Sample Position		Draft, Pre-Cleared		Sign

After the report opens in a new window, the Filer would click the “Submit Report” link on the left side of the page.

General Information: Nominee1, Sample M

REPORT SUMMARY

FILER SNAPSHOT

Filer:	Nominee1, Sample M	Item:	Nominee Report	Status:	Draft, Pre-Cleared
Agency:	Sample Agency 2019	Report Type:	278	Spouse:	Yes
Group:	Sample Agency 2019, Nominee Group	Report Year:	2019		
Position:	Sample Position				
Existing Workflow:	PAS/DAEO				

REVIEWER & FILER INFORMATION

Filer Category:	PAS	Public Availability:		Agency Reviewer:	Nominee Reviewer2, Sample
Filer Status:				OGE Reviewer:	
DAEO:					

The “Submit OGE Form 278e” page will display.

Submit OGE Form 278e.

TO SUBMIT YOUR OGE FORM 278e, CHECK THE BOX AT THE BOTTOM OF THIS PAGE AND SELECT THE “SUBMIT OGE FORM 278e” BUTTON.

Nominee Report | U.S. Office of Government Ethics, 5 C.F.R. part 2634 | Form Approved: OMB No. (3209-0001) (Updated Jan. 2019)

Executive Branch Personnel

Public Financial Disclosure Report (OGE Form 278e)

Electronic Signature - I certify that the statements I have made in this form are true, complete and correct to the best of my knowledge.
/s/ Nominee1, Sample M [electronically signed on 02/07/19 by Nominee1, Sample M in Integrity.gov]

Agency Ethics Official's Opinion - On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations (subject to any comments below).

Other review conducted by

U.S. Office of Government Ethics Certification

The Filer would scroll to the bottom of the page and check the box next to the certification statement.

Submit Executive Branch Public Financial Disclosure Report (OGE Form 278e)

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

☐ I certify that the statements I have made in this report are true, complete, and correct to the best of my knowledge.

Submit OGE Form 278e

Checking the box will enable the “Submit OGE Form 278e” button. The Filer would click the button.

Submit Executive Branch Public Financial Disclosure Report (OGE Form 278e)

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

☒ I certify that the statements I have made in this report are true, complete, and correct to the best of my knowledge.

Submit OGE Form 278e

A message will display stating that the report has been submitted.

Your Nominee Report has been signed. You may now close this window.

In addition, the status of the report will change from “Draft, Pre-Cleared” to “Report, Under Agency Review.”

8.4.3 - Display of the Signature Date

The “Audit Trail” records the date that the Filer submitted the official Nominee report. The signature line on the printed OGE Form 278e, however, will display the date that the Filer originally submitted the draft report because that date better reflects the reporting period used (i.e., the period to which the Filer is certifying compliance). In certain cases, a Filer needs to update the reporting period used for a Nominee report. In most of these cases, the update would be accomplished by assigning the Filer a new report, which the Filer can pre-populate from the prior report.

8.4.4 - Review an Official Report

An officially filed Nominee report goes through the same workflow steps at the Target Agency as other PAS/DAEO reports. For example, if the Target Agency has selected the Filer-to-Ethics-Official-to-Certifying-Official workflow for PAS/DAEO reports, the Nominee report will first go to the Primary Ethics Official within the Nominee Group at the Target Agency. After the Target Agency certifies the report, the report will go to OGE for additional review and final certification.

8.5 - After OGE Certification

8.5.1 - Effects of OGE Certification

OGE certification of a Nominee report has the following effects:

- Users cannot make any changes or comments to the report after certification because all links under the “Review Report” tab are removed except for the “General Information” page and the “Printable View” page. See [section 6.7.9](#) for information on how to process amendments after final certification.

General Information: Nominee1, Sample M

REPORT SUMMARY			
FILER SNAPSHOT			
Filer:	Nominee1, Sample M	Item:	Nominee Report
Agency:	Sample Agency 2019	Report Type:	278
Group:	Sample Agency 2019, Nominee Group	Report Year:	2019
Position:	Sample Position	Status:	Report, OGE Certified
Existing Workflow: PAS/DAEO		Spouse:	Yes
REVIEWER & FILER INFORMATION			
Filer Category:	PAS	Public Availability:	
		Agency Reviewer:	Nominee Reviewer2, Sample

- Comments made during the review process are removed.
- “Change History” will display only workflow events. Changes to draft report data are no longer available. The “Audit Trail,” however, will continue to provide a record of all workflow events and changes to report data that occurred after the Filer officially submitted the report.
- The report will no longer be available on the “My Queue” page. To find the report, go to the “Search” page. You can also find the report on the “Records Management” page if you have Records Management permissions.

8.5.2 - Required Actions if the Filer is Confirmed

Step 1: Add the Confirmation Date

OGE will enter a date in the “Confirmed” field on the “General Information” page.

NOMINEE REPORT INFORMATION (OGE ONLY)

Committee(s):	Committee on Rules and Administration	Nominated:	02/07/2019	Recess Appointment:	
		Sent to Senate:	02/07/2019	Withdrawn:	
		Confirmed:	02/07/2019	Update:	No

Entering a confirmation date will prevent the report from being purged or deleted until the 6-year retention period has expired.

Step 2: Create a New *Integrity* Account for the Filer (if necessary)

If the Filer does not already use *Integrity* at the Target Agency, the Filer will have completed the Nominee report using a cloaked account ID or an account linked to a different Agency. In either case, the Target Agency will need to create a new *Integrity* account for the Filer. See [section 7.5.3](#) for more information about adding Filers.

Step 3: Add the Filer to a New Group

The Target Agency will need to add the appointee as a Filer to a new Group at the Agency because the Nominee Group can be used only for Nominee reports. The Filer would file subsequent Periodic Transaction and Annual reports in the new Group.

Step 4: Merge the Filer’s Old *Integrity* Account with a New Account (if necessary)

If a new *Integrity* account was created for the Filer (Step 2), that new account will need to be merged with the Filer’s old *Integrity* account. Merging accounts gives the Filer continued access to the Nominee report and any other report filed using the old account. The Filer will then be able to use the Nominee report to pre-populate future reports in the new position.

To request an account merger, the Target Agency would send an email to the *Integrity* Helpdesk. The email should include the login ID/email address associated with both the

new and the old *Integrity* account. The Target Agency can locate the Filer's old login ID by going to the "Nominees" tab within the Nominee Group or by clicking the Filer's name on the "General Information" page within the Nominee report.

Note: The *Integrity* Helpdesk cannot process an account merger request until the Target Agency completes Step 2 and Step 3.

Step 5: Remove the Filer from Unnecessary Roles/Groups

As part of the account merger process (Step 4), the *Integrity* Helpdesk will remove a Filer from the Nominee Group and, if applicable, contact the Filer's former Agency.

If an account merger was not required, the Target Agency should notify the *Integrity* Helpdesk after adding the Filer to a new Group (Step 3). The *Integrity* Helpdesk will remove the Filer from the Nominee Group. The Target Agency is responsible for making any needed changes to the Filer's other roles at the Target Agency.

Step 6: Share the Nominee Report with the Filer's New Group

A confirmed appointee would not file subsequent Periodic Transaction or Annual reports in the Nominee Group but rather in some other Group at the Target Agency. In many cases, the Reviewers in that Group will not hold Reviewer roles in the Nominee Group and, thus, will not have access to the Nominee report. A Reviewer in the Nominee Group can provide such access through use of the "Share" feature.

To share a Nominee report, go the "General Information" page and scroll down to the "Nominee Report Access" section. Click the "Edit" button.

NOMINEE REPORT ACCESS

Edit

Shared with Group: None

The "Shared With" field will display a drop-down list of Group choices. Select the Group with which you wish to share the Nominee report and click the "Save" button. Reviewers in the selected Group will now be able to find the report on the "Search" page and open the report in the same manner as Reviewers within the Nominee Group.

NOMINEE REPORT ACCESS

Cancel

Shared With

Please Select

Please Select

Sample Agency 2019, Group 1

Sample Agency 2019, Group 2

Save

8.5.3 - Required Actions if the Filer is Not Confirmed

Delete the Nominee Report

OGE will remove the Nominee report 1 year after the Filer is no longer under consideration for the position by the Senate.

Remove Filer from the Nominee Group

The *Integrity* Helpdesk will remove the Filer from the “Nominees” tab of the Nominee Group after OGE removes the Nominee report.

8.5.4 - Required Actions if a Filer is Re-nominated

In certain cases, the Senate may return a PAS Nominee’s nomination to the President. If the individual is not re-nominated to the position, the Nominee report for that position will be processed in accordance with section 8.5.3. If the individual is re-nominated to the position, the processing of the report will vary based on whether its reporting period requires an update.

Reporting Period Does Not Require an Update

OGE will re-process the existing report. The Filer will not need to take any action in *Integrity*.

Reporting Period Requires an Update

The Special Agency that originally assigned the Filer a report will need to assign the Filer a new Nominee report. The Filer should pre-populate this new report from the prior report. This new report will then follow the standard workflow for Nominee reports described in [section 8.1.2](#).

8.6 - Locate a Cloaked ID

8.6.1 - Locate a Cloaked ID prior to OGE/Agency Review

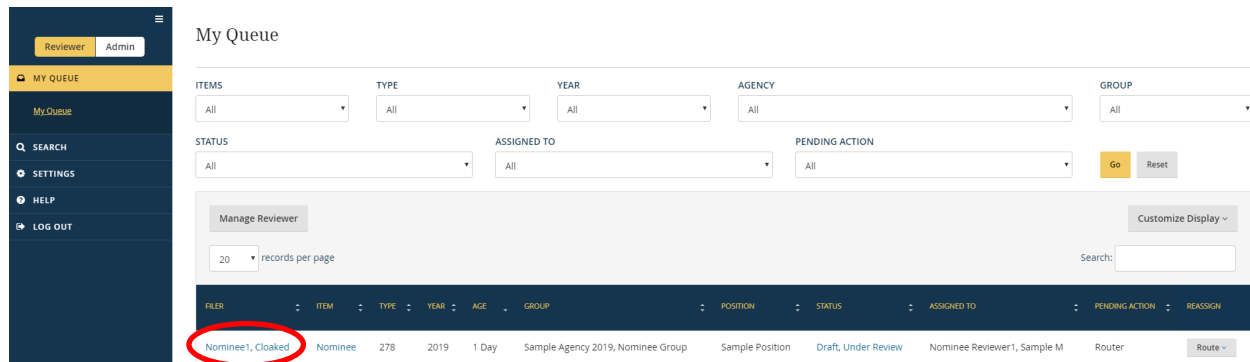
A Nominee is not visible to OGE or the Target Agency until the Nominee draft report has been released for review. Therefore, if a Nominee needs to locate his or her cloaked ID at this stage in the process, the Nominee will need to contact the office that added the Nominee (e.g., the Presidential Personnel Office).

8.6.2 - Locate a Filer’s Cloaked ID during the Review Process

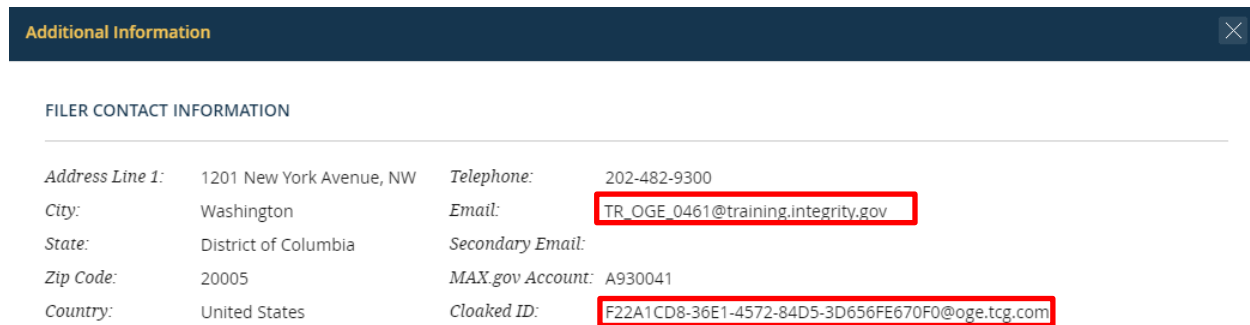
Reviewers with access to a Nominee report can locate a Filer’s cloaked ID in two ways during the review process.

Reviewer Interface: My Queue

To locate a Filer's cloaked ID on the "My Queue" page, click the Filer's name.

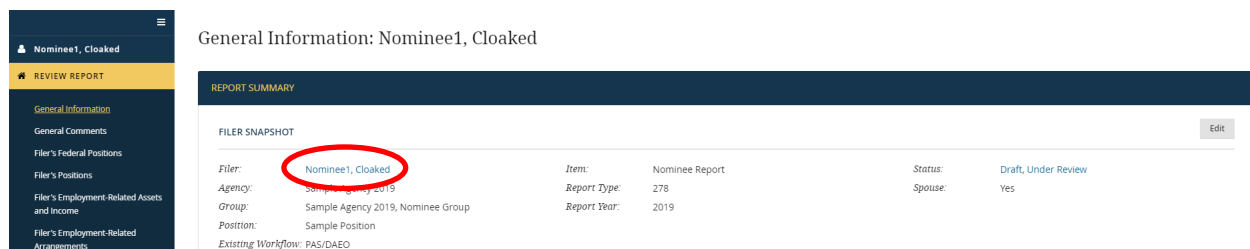


The cloaked ID is displayed in the "Cloaked ID" field. The "Email" field displays the Filer's actual email address to which *Integrity* sends notifications.



Reviewer Interface: General Information Page

You can locate a Filer's cloaked ID within the Nominee report by clicking the Filer's name on the "General Information" page.



8.6.3 - Locate a Filer's Cloaked ID after Certification

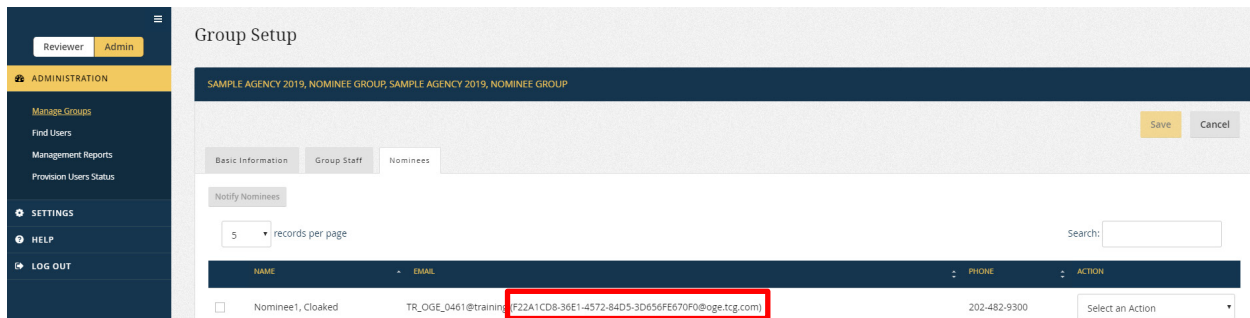
A Filer's cloaked ID is accessible in two ways after the report has been certified. Note, however, that the cloaked ID will be removed once the Filer's cloaked ID has been merged with a regular Agency-created account.

Reviewer Interface: General Information Page

You can locate a Filer's cloaked ID within the Nominee report by clicking the Filer's name on the "General Information" page.

Admin Interface: Nominee Group

You can locate a Filer's cloaked ID within the Nominee Group by clicking the "Nominees" tab. The Filer's actual email address will be listed first in the "Email" field, followed by the cloaked ID in parentheses.



Group Setup

SAMPLE AGENCY 2019, NOMINEE GROUP, SAMPLE AGENCY 2019, NOMINEE GROUP

Save Cancel

Basic Information Group Staff Nominees

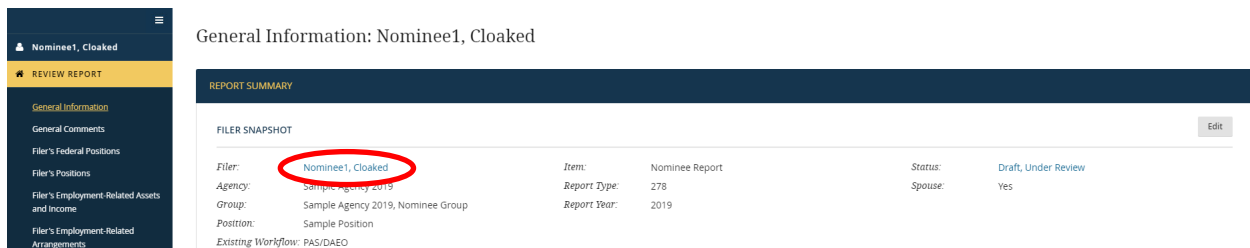
Notify Nominees

5 records per page Search:

NAME	EMAIL	PHONE	ACTION
<input type="checkbox"/> Nominee1, Cloaked	TR_OGE_0461@training.(F22A1CD8-36E1-4572-84D5-3D656FE670F0@oge.tcg.com)	202-482-9300	Select an Action

8.6.4 - Locate a Filer Designee's Cloaked ID

To locate the cloaked ID of a Filer Designee, open the Filer's Nominee report and click the Filer's name on the "General Information" page. The cloaked ID is displayed in the "MAX.gov Account" field. The "Email" field displays the Filer Designee's actual email address to which *Integrity* sends notifications.



Nominee1, Cloaked

General Information: Nominee1, Cloaked

REPORT SUMMARY

FILER SNAPSHOT

Edit

Filer:	Nominee1, Cloaked	Item:	Nominee Report	Status:	Draft, Under Review
Agency:	Sample Agency 2019	Report Type:	278	Spouse:	Yes
Group:	Sample Agency 2019, Nominee Group	Report Year:	2019		
Position:	Sample Position				
Existing Workflow:	PAS/DAEO				

FILER DESIGNEE'S CONTACT INFORMATION

DESIGNEE #1

Name: Sample Designee1

Email: TR_OGE_0462@training.integrity.gov

Phone: 202-482-9300

MAX.gov Account: 35017274-C819-48BD-AC53-33A308415F14@oge.tcg.com