[Insert the following after the auto-generated language – do NOT change any bracketed auto-generated language]

Your report is due \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please note that there is a $200 late filing fee and willful failure to file or falsification of report data requires referral to DOJ for action and carries civil penalties that may be more than $50,000.

Instructions:

1. OMB Max Account Required. You must have an OMB Max account. New users can self-register at <https://max.omb.gov/maxportal/registrationForm.action>. If you are unsure if you have an account, or previously had an account and have forgotten your account information, go to <http://Integrity.gov/> and click “Forgot, Set, or Change Your Password?” and follow the instructions. If you need assistance contact MAXSupport@omb.eop.gov or 202-395-6860.

2. Logging-In to Integrity. Go to <http://Integrity.gov/>. This will take you to the login page. (You may want to save this site in your "Favorites"). Scroll down until you see a yellow box with the words, "Login to Integrity (using MAX.gov)." Clicking on the yellow box will take you to the "MAX.gov" site for authentication. Click "Login with User ID" using your Max.gov User ID and password. If you have previously registered your CAC, you may also login by clicking "Login with PIV/CAC."

1. Initial Login. After you login through Max.gov, a new window will open in Integrity that asks for your contact information. Complete any required information. At the bottom of the screen, click on the "User Agreement and Rules of Behavior for Federal Employees." If this screen does not open up (you get a white screen with a small icon in the upper left hand corner), then go back to this "User Agreement and Rules" link, right click, and save the agreement to your H: drive. You should be able to open the agreement out of your H: drive folder. Once you've entered your contact information and read the user agreement, click on the box indicating "I have read and accept the terms of the applicable User Agreement and Rules of Behavior" and click the "Submit" box below it.

3. Starting Your Report. Once you have logged in and completed the initial login tasks, you should be taken to a screen entitled "My Tasks." You should see your assigned report under "My Current Reports." Click on "Start" to begin this report. Contact [Agency Ethics Office] at the below e-mail address if no report appears on this page.

4. Assigning a Designee. Once you are ready to start a report, you can assign a "Designee" if you would like someone to assist you in entering data. The primary Designee should be someone in your office whom you trust to enter your information into Integrity, and is usually an Executive Officer, Executive Secretary, or similar individual, though some individuals choose to use a spouse or personal advisor. Your Designee does not need to have a CAC. Once assigned, your Designee can enter information into the report on your behalf and can see all the information you can see in Integrity. To assign a Designee, first log in to Integrity.gov; after logging in, go to the "My Tools" section.

 a. Click on "Manage My Designees." This opens a "My Designee" page. Click "Add a New Designee."

 b. Add your Designee's information into the system.

 c. Click "Save Designee."

 d. Integrity confirms the addition of your Designee on the next screen.

 e. Your Designee will receive an email with login instructions.

 f. On the "My Designees" screen, you may add another Designee or remove any Designees you added previously. You can have more than one Designee.

5. Completing Reports. Once all of your data is entered, you will need to review the completed report for accuracy and electronically sign. (Your Designee cannot sign the report for you, nor can the Designee make any changes after you have signed the report.) Electronically signing the report will automatically submit the report and notify reviewers that the report is ready for action.

6. How to Report. OGE provides an excellent and easy to use Office of Government Ethics Nominee and New Entrant 278 Guide at: <https://www.oge.gov/Web/278eGuide.nsf>, which includes detailed instructions, organized by Form Part, as well as illustrations on how to report assets. This Guide will save you time.

7. Periodic Transaction Reports. OGE 278 filers are required to complete a periodic transaction report, OGE Form 278-T, for any sale, purchase, or exchange of stocks, bonds, or commodities (NOT mutual funds) if the transaction exceeds $1,000. 278-Ts are due within 30 days of when you receive notification of a transaction, but not later than 45 days after the transaction took place. You may "opt in" to receive a monthly reminder to check for transactions by e-mailing [Agency Ethics Office] at [Contact Information].

8. Help.

Integrity Functionality - The Integrity website has several job aids to assist you in navigating the system, which can be found at: <https://community.max.gov/pages/viewpage.action?spaceKey=OGEExternal&title=About+Integrity>.

If you experience technical difficulties with the site, please use the "Help" link on the Integrity webpage.

Filing Requirements - For questions concerning filing requirements, please contact [Agency Ethics Office] at [Contact Information].