

# Agenda



- Key information for the new to *INTEGRITY*
- Help Desk
- Login
- Dashboards
- Assign reports
- Filers – designees, pre-populate
- Reviewers – resources, Reviewer My Tasks, reviewing tips & best practices
- Admin – Group, manage filers, staff, assign reports, management status report, Find User, Management Status Reports – List of Filers, Reports in System – Status “Data Imported”
- Miscellaneous

Please mute your phone unless asking a question or providing a comment.

# New to *INTEGRITY*



- Key info – quick starts of key *INTEGRITY* information
- Quick Starts – DoD Reviewers, Admins, Filers (separate handouts)
- Learn about *INTEGRITY* site, <https://community.max.gov/x/vQApLg>
- *INTEGRITY* User Guide (IUG)
  - View the Table of Contents
  - Key sections:
    - §1.9, Roles
    - §6.4, Review an OGE Form 278e
    - §6.5, Review an OGE Form 278-T

<i>INTEGRITY</i> (see IUG §1.9)
Primary Ethics Official (EO) in a group – receives notices; ~ FDM SLC
Alternate EO in a group – can act by changing filters on My Queue dashboard; ~ FDM SLC EC
Group POC/Screeners – can add/remove filers, assign reports, Screeners can review reports; ~ FDM SLC Assistance
<i>INTEGRITY</i> DAEO role is at the agency, top level super user. Has Group Certifying Official (CO) permissions; can certify.
Group Alt CO – can act by changing filters on My Queue dashboard
Alternate <i>INTEGRITY</i> agency DAEO role at the agency top level. Can certify.



- OGE launched *INTEGRITY* in 2015.
- All Executive branch Presidentially-appointed, Senate-confirmed filers use *INTEGRITY*.
- OGE expects over 22,000 Executive branch filers will use *INTEGRITY* in 2020.
- Data is encrypted in transit and at rest.
- Login credentials:
  - Individual Filer or designee (ID/password alone or CAC) or
  - Reviewers (CAC or 2-Factor required).
- Uses modern Internet browsers, e.g., Internet Explorer, Google Chrome, Firefox.
- FDM 2019 data will be imported (*pending*).

# *User-Friendly*



- Filers may appoint a filer designee to start/draft a report – no CAC required (designee uses ID/password);
- Filers may pre-populate using 2019 data imported from FDM;
- Brief instructions on screen;
- Can electronically file 278-T and then “import” in a later 278e;
- Asset name auto-complete suggests possible matches for over 13,000 assets as the filer types either the asset name or ticker symbol; and
- Reviewers may make changes without returning the report to the filer to amend (substantive changes required documented filer approval).



Not registered in *Integrity*? Contact your agency ethics official if you are not registered in *Integrity*.

UNITED STATES OFFICE OF  
GOVERNMENT ETHICS  
Preventing Conflicts of Interest  
in the Executive Branch

INTEGRITY.gov  
Play your part.

HOME LEARN MORE

**Learn More:** links to  
Learn About Integrity  
resources on MAX.gov

INTEGRITY.gov  
Play your part.

Login to Integrity (using MAX.gov)

What is MAX.gov? ?

Login

Login Help

Status: *Normal*.

**Check browser**

*Click here to check whether your Internet browser works with Integrity.*

*NOTE: The site may perform better if you clear your Internet browser cache. Read how here. Integrity restarts weekly on Mondays from 3 to 3:15 am ET. Please log off and save your work before this time. In addition, users may experience intermittent login issues Sundays from 2 to 8 am ET during the Integrity authentication provider's weekly maintenance window, and Sunday evenings from 5 pm to 3 am ET Monday mornings, during the Integrity hosting provider's weekly maintenance.*

*Please report any issues to [integrity@oge.gov](mailto:integrity@oge.gov).*

*Click on the Help link at the bottom of the screen for login assistance information.*

**Clear cache**

*Integrity* is the U.S. Office of Government Ethics system for electronically filing and reviewing Public Financial Disclosures (OGE Forms 278 and 278-T).

OGE's online [Public Financial Disclosure Guide](#) is an interactive tool to assist individuals who file or review public financial disclosure reports (OGE Form 278e or OGE Form 278-T).

1 2 3

Login Help Security Privacy Accessibility User Agreement for Federal Employees User Agreement for Non-Federal Users



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**INTEGRITY**.gov  
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Login to Integrity (using MAX.gov)

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*Integrity* is the U.S. Office of Government Ethics system for electronically filing and reviewing Public Financial Disclosures (OGE Forms 278e and 278-T).

1

2

3



CHECK YOUR BROWSER

Click the button below to check whether your Internet browser works with Integrity.

Check your browser

CHECK YOUR BROWSER

Click the button below to check whether your Internet browser works with Integrity.

Check your browser

Your browser is compatible with Integrity, however, you may find it works faster if you clear your browser cache before proceeding. Visit [wikehow](#) for instructions.




# Login

- Must be registered (using precise email address) and have a role in *INTEGRITY* to access.
- Most DoD users will use CAC.

SIGN IN USING ...

**PIV OR CAC CARD**



PLUG IN YOUR  
PIV/CAC CARD

Continue with PIV/CAC

**MAX.GOV USER ID**

User ID

User ID (your email address)

Password

Your MAX.gov Password

☐ Use MAX Secure+ SMS Two-Factor

Continue with User ID

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

# Login

- Filers & designees with no other *INTEGRITY* role, may use ID/password alone.

## SIGN IN USING ...

**PIV OR CAC CARD** ?



PLUG IN YOUR  
PIV/CAC CARD

Continue with PIV/CAC

**MAX.GOV USER ID** ?

User ID:

Password:

☐  Use MAX Secure+ SMS Two-Factor ?

Continue with User ID

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





- Call MAX Support, 202-395-6860, to unlock account/assist in resetting password.
- Access denied – usually means user is not using the email address registered in *INTEGRITY*. Check on Admin – Find User.

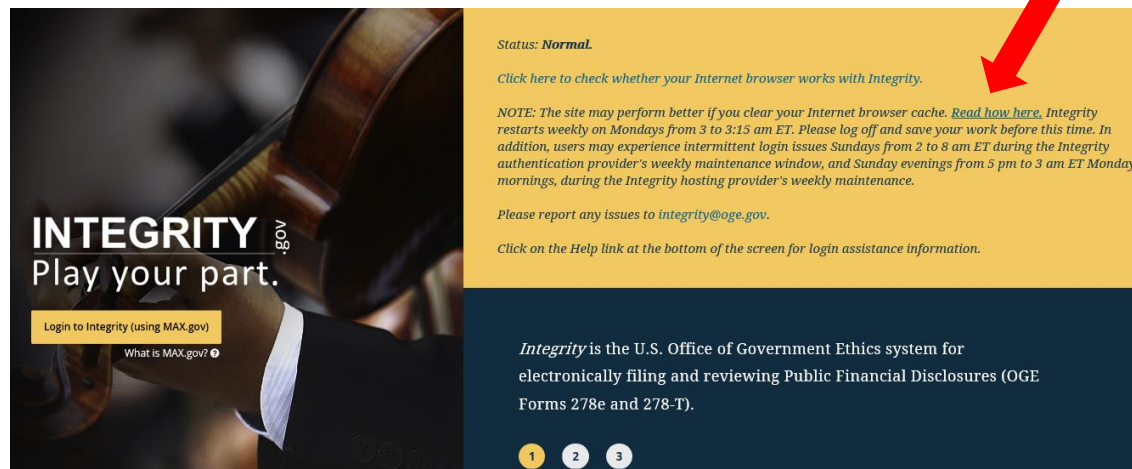


Troubleshooting Access Denied.mp4

- **Help** link at the bottom of the *INTEGRITY* landing page has login trouble shooting information. Links to:
  - Clear browser cache: <http://www.wikihow.com/Clear-Your-Browser's-Cache>
  - Filer: <https://www.integrity.gov/efeds-forms-harness/ui/wizard.html#/dashboard/mytasks>
  - Reviewer: <https://www.integrity.gov/efeds-forms-harness/ui/reviewer.html#/dashboard/myqueue>



- Cached information can help websites load faster, but it can also prevent loading the most up-to-date version of a webpage. It can also cause the webpage to fail to load correctly.
- Often necessary when a user changes ID/password that was stored (cached) in previous browser.



- Read how to clear Internet browser cache: <http://www.wikihow.com/Clear-Your-Browser's-Cache>.
- Sometimes useful to login to <https://max.gov> first, then login to *INTEGRITY*.



UNITED STATES OFFICE OF  
GOVERNMENT ETHICS  
Preventing Conflicts of Interest  
in the Executive Branch

*Integrity is the uniform system for electronically filing public financial disclosure reports across the executive branch.*

The system collects the information needed to complete your OGE Form 278 or OGE Form 278T through a combination of questions and data-entry tables, which vary based on your filing status and the types of interests you have.

LAST NAME

Please enter your Answer

FIRST NAME

Please enter your Answer

MIDDLE INITIAL

Please enter your Answer

SUFFIX

Please Select ▼

Enter your contact information

ADDRESS LINE 1

Please enter your Answer

ADDRESS LINE 2 (OPTIONAL)

Please enter your Answer

CITY

Please enter your Answer

STATE

Please Select ▼

COUNTRY

Please Select ▼

ZIP CODE (ZIP + 4 OPTIONAL)

Please enter your Answer

TELEPHONE

Please enter your Answer

E-MAIL

Please enter your Answer

CONFIRM E-MAIL

Please enter your Answer

SECONDARY E-MAIL (OPTIONAL)

Please enter your Answer

CONFIRM SECONDARY E-MAIL

Please enter your Answer

AGENCY

Please enter your Answer

Finish entering your contact information

☐ I have read and agree to the terms of the User Agreement.

Save and Proceed to Next Step



- Filer My Tasks: Submit own report and respond to reviewer questions
- Reviewer My Queue: Process filed reports records
- Admin: Assign reports, maintain reviewer permissions, set agency preferences, use reporting tools to extract data

ReviewerAdmin

ADMINISTRATION

Manage Agencies & Groups

Find Users

Management Reports

Annual Data Extract

Previous Users Status

SETTINGS

HELP

LOG OUT

### Manage Agencies & Groups

AGENCIES & GROUPS

AgenciesGroupsHierarchy

5 records per page

Search

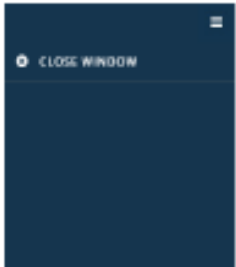
GROUP NAME	DESCRIPTION	POINT OF CONTACT	USERS	ACTION
Sample Agency 2019, Group 1	Sample Agency 2019, Group 1		2	<div>Select an Action</div> <div>Select an Action</div> <div>Edit</div> <div>Bulk Add Filers</div> <div>Add Subgroup</div> <div>Manage Assigned Reports</div> <div>View Permission Change Log</div>

| Sample Agency 2019, Group 2 | Sample Agency 2019, Group 2 |  | 0 |  |
| Sample Agency 2019, Nominee Group | Sample Agency 2019, Nominee Group |  | 0 |  |

Add a Group

# Assign Reports

IUG, § 7.6



## Manage Assigned Reports: Sample Agency 2019, Group 1

ITEM TYPE YEAR STATUS

All All All All

Go Reset

Assign Reports Remove Assignments

ASSIGN REPORT - Check the users you would like to assign the report to

INCLUDE USERS ITEM TYPE

All All All

YEAR STATUS

All All

Go Reset

5 records per page Search

	NAME	EMAIL	PHONE
<input type="checkbox"/>	TR_OGE_0302, twofirst	ghancock@oge.gov	555

Showing 1 to 1 of 1 entries

Previous 1 Next

Next



# Assign Reports

IUG, § 7.6

ASSIGN REPORT - Fill out the fields for the new report(s)

REPORT TYPE

ITEM

FILING TYPE

YEAR

Please select

Please select

General

Please select

ORIGINAL DUE DATE

DUE DATE COMMENTS

EXTENSION

EXTENSION COMMENTS

0

Days

DUE DATE

PUBLIC AVAILABILITY

POSITION

Please Select

Previous

Next

# Assign Reports

IUG, § 7.6

ASSIGN REPORT - Fill out the fields for the new report(s)

REPORT TYPE: 278    ITEM: New Entrant    FILING TYPE: General    YEAR: 2013

ORIGINAL DUE DATE: 09/28/2014    DUE DATE COMMENTS:

EXTENSION: 0 Days    EXTENSION COMMENTS:

DUE DATE: 09/28/2014

PUBLIC AVAILABILITY: Please Select    POSITION: Deputy

Previous Next

ASSIGN REPORT - Notifications

WOULD YOU LIKE TO NOTIFY YOUR FILERS OF THE REPORT ASSIGNMENT?

☐ Yes - Notify now  
☐ No - Do not notify at this time

[[name]] has assigned you a report in Integrity, <https://integrity.gov>.  
Login using your MAX gov user ID & Password.  
For substantive reporting assistance contact [Integrity@myagency.gov](mailto:Integrity@myagency.gov) or call 202.555.5555.

Previous Make Assignments

You can edit the default assignment notice information for this notice.

# Assignment Confirmed

IUG, § 7.6



ASSIGN REPORT - Summary

Successfully assigned to:

- TR\_OGE\_0302, testFirst

Close

A

Manage Assigned Reports: 1-Summit Slides

ITEM

TYPE

YEAR

STATUS

All

All

All

All

Go

Reset

Assign Reports

Remove Assignments

20

records per page

Search

	FILE#	ITEM	TYPE	YEAR	POSITION	STATUS	NOTIFIED	
<input type="checkbox"/>	TR_OGE_0302, testFirst	New Entrant Report	278	2013	Deputy	Not Started		Action

Showing 1 to 1 of 1 entries

Previous

1

Next

- Check Notification Status on the **Manage Assigned Reports** page, **Notified** column

Manage Assigned Reports: Nov Demo

ITEM

TYPE

YEAR

STATUS

All

All

All

All

Go

Reset

Assign Reports

Remove Assignments

20

 records per page

Search:

FILER	ITEM	TYPE	YEAR	POSITION	STATUS	NOTIFIED
<input type="checkbox"/>	Filer 1, Sample	New Entrant Report	278	2015	Not Started	Action

Click Action

- Remove Assignment
- Notify
- Edit Assignment

- Notified column
  - Blank = no notice
  - Pending = *Integrity* is processing a notice
  - Date = notice sent

- In an open filing click on “Notifications” to see a list of notices *INTEGRITY* sent related to that filing.

The screenshot displays the 'Notifications' interface. On the left, a dark blue sidebar contains a menu with items: Hancock, George; REVIEW REPORT; COMPARE; MEMO; DOCUMENTS; AUDIT TRAIL; **NOTIFICATIONS** (highlighted in yellow); Notifications (a link); HELP; and CLOSE WINDOW. A large red arrow points to the 'NOTIFICATIONS' menu item. The main content area has a title 'Notifications' and filters for 'FROM DATE' and 'TO DATE', each with a calendar icon and a 'Go' button. Below these are controls for 'records per page' (set to 10) and a 'Search' field. A table header is visible with columns: NOTIFICATION TYPE, STATUS, and DATE. The table body shows 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' navigation buttons.



ReviewerAdmin

ADMINISTRATION

Manage Agencies & Groups

Find Users

Management Reports

Annual Data Extract

Provision Users Status

SETTINGS

HELP

Management Reports

REPORTSAGENCYGROUPGoReset

List of filers (for given agency/group)

List of staff (for given agency/group)

List of reports in system

List of reports purged

List of reports permanently deleted

List of reports that require agency action(for given agency/group)

List of reports due to the agency (for given agency/group)

List of reports due to OGE [assigned PAS and DAEO reports]

List of reports that require OGE action [assigned PAS and DAEO reports if Date of agency certification = complete]

List of reports received



Management Reports - List of Filers.mp4



Management Reports - List of Reports that Require Agency Action.mp4

Export results to Excel (if desired).



Use List of Reports in System with Review Status filter  
= Data Imported to see filers with FDM data imported.

ReviewerAdmin

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LOG OUT

### Management Reports

REPORTS

AGENCY

GROUP

List of reports in system

All

All

Go

Reset

ITEM

TYPE

YEAR

REVIEW STATUS

All

All

All

Data Imported

CREATED FROM

CREATED TO



INFORMATION FOR FILERS

Created by Monica Ashar (OGE), last modified by Rodrigo Gamarra (OMB,Ctr) on Aug 12, 2019

- Home
- Secure Login
- For Filers
- For Reviewers
- For Administrators
- Nominee Functionality
- Integrity User Guide

Integrity Information for Filers

Welcome to the *Integrity* Filer resource page. The resources listed below provide information for users who will use *Integrity* to file executive branch public financial disclosure reports. These reports are the primary tool used to identify and resolve potential conflicts of interest between an employee's official duties and his or her private financial interests and affiliations.

Please note: These resources do not provide instructions concerning the substantive requirements for filing public financial disclosure reports. Please see *Helpful Resources for Public Financial Disclosure* which explains basic filing information and the *OGE Public Financial Disclosure Guide* which explains the data entry fields for the 278e and 278-T.

The table below links to video tutorials on a variety of topics. Click on one to go to the video on the appropriate tab.

Filers	Reviewers	Administrators
<ul style="list-style-type: none"><li>Introductory Video</li><li>Integrity Demo Video</li><li>How to File a 278T</li><li>New 278e vs Old 278</li><li>Welcome to Integrity</li><li>Before you Start</li><li>Logging In</li><li>Assigning a Designee</li><li>Starting your 278e</li></ul>	<ul style="list-style-type: none"><li>Reviewer Introductory Video</li><li>Reviewing Reports Electronically</li><li>Agency Nominee Report Processing</li></ul>	<ul style="list-style-type: none"><li>Intro for Administrators</li><li>Implementing <i>Integrity</i> Video</li><li>List of filers - shows an agency's filers registered in <i>Integrity</i> by group. Use to see that you have the right filers in the right groups and right category.</li><li>List of staff - shows who has which Integrity roles for an agency. Use to verify only those who need access to <i>Integrity</i> have it.</li><li>List of Reports that Require Agency Action - shows reports pending agency review</li><li>List of Reports By Extension Date</li><li>Agency Nominee Report Processing</li></ul>

Remember the Quick Start DoD *INTEGRITY* Filers, distributed separately. Adapt to your community.



- Prevents Filer submitting unless all parts have an item *or* nothing to report indicator checked.
- Filer can advance through report until Submit (can bypass no data reported warning).
- At Submit, a tailored warning appears if Filer hasn't answered. . .

For each Part of your report, you must either report items by adding entries to the data entry table or affirmatively state that you have nothing to report for that Part by marking the "I do not have..." checkbox, which appears below the data entry table. You have not marked the "I do not have..." check box for the following Parts even though no items have been reported:

- 1. Filer's Positions Held Outside United States Government

In order to submit your report, please review those Parts and either add items or mark the "I do not have..." checkbox.

# *Pre-Populate*

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★ **User Guide, § 4.2.3**

- Filer or designee.
- Select source report.
- Prepopulate enables “Compare” view of changes in new report.
- Filer or designee will click “Next Step” action button until the vertical, left-side navigation completely displays.
- Printable view available from the start.
- Remember: Filing Reset available for Filer to start over (next slide).
- OGE’s online Public Financial Disclosure Guide,  
<https://www2.oge.gov/Web/278eGuide.nsf>

# Reset Filing



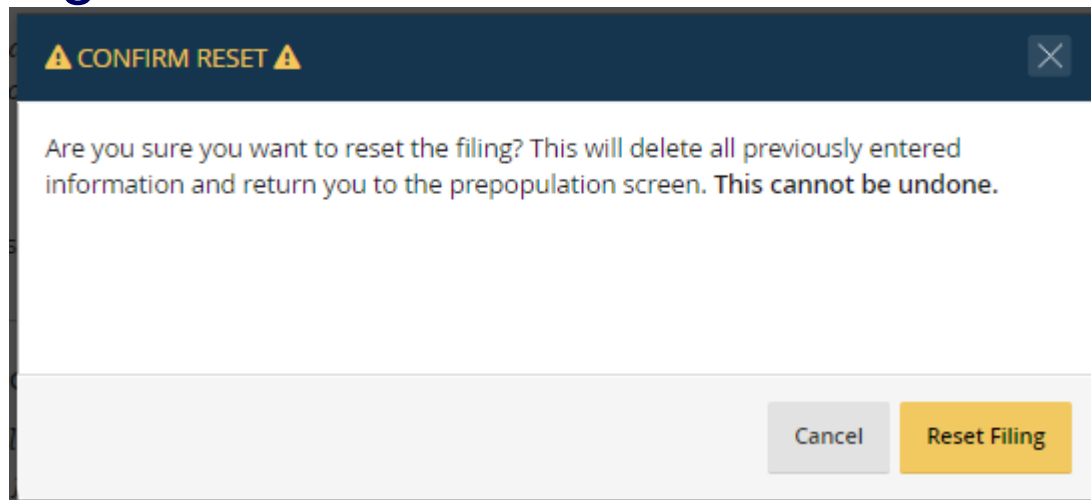
- Filer option in Getting Started to start report over (without agency assigning another one).

Getting Started: Annual Report 278

Reset Filing



- Only available until Filer submits (*or before someone adds documents, comments, public annotations*).
- A confirm warning appears when Filer clicks the “Reset Filing” action button.



- Filers appoint on the My Tasks | My Designees dashboard.
- Can be designee for more than one filer (will have separate special ID tied to the Filer).
- Can login with ID/password alone.
- Can start/draft a report for the Filer.
- Can pre-populate draft for the Filer.
- Designees **cannot** submit for Filer.
- Check the User Guide § 3.4 for details.
- Adapt our filer designee handout posted on the For Filers page on <https://community.max.gov/x/6gApLg> to distribute.

# Underlying Assets



## User Guide, § 4.3.5

- Sometimes need to report an asset that is held within another, e.g., the holdings of an investment fund that does not qualify as an excepted investment fund. (See Speaker Notes for this slide.)
- Example: to report a stock held in an IRA:
  - First add the IRA name, Save;
  - Add the stock held in the IRA:
    - Enter the Item Description field, *INTEGRITY* will auto-suggest a name. Select or finish typing the name.
    - Advance (Tab) to the Parent Asset field and start typing the IRA (or other parent asset name). *INTEGRITY* will suggest from the asset names already entered. Finish the data form. Save.
- Job aid on Learn about *INTEGRITY* site, For Filers tab.
- OGE's online Public Financial Disclosure Guide, <https://www2.oge.gov/Web/278eGuide.nsf>.





- DoD Post-Government Employment Certification on Filer signature page.
- Prevents DoD Filer submitting unless the checkboxes are checked.

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 I am aware of the disqualification and employment restrictions of 18 U.S.C. 207 and 208, and 41 U.S.C. 2103-2107, as summarized in the ANNUAL CERTIFICATION BY PUBLIC FINANCIAL DISCLOSURE FILERS [http://ogc.osd.mil/defense\\_ethics/resource\\_library/post\\_emp\\_cert.pdf](http://ogc.osd.mil/defense_ethics/resource_library/post_emp_cert.pdf), and that I have not violated those restrictions.

☐ 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

<https://community.max.gov/x/7AApLg>



## INFORMATION FOR REVIEWERS

Created by Monica Ashar(OGE), last modified by Tracy Hurston(OGE) on May 03, 2019

Home	Secure Login	For Filers	For Reviewers	For Administrators	Nominee Functionality	Integrity User Guide	Dates and Deadlines	Help Desk Open Houses	Suggestion Page
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### Integrity Information for Reviewers

Welcome to the *Integrity* Reviewer resource page. The resources listed below provide information for users who will use *Integrity* to review executive branch public financial disclosure reports. OGE and agency ethics officials use *Integrity* to review financial disclosure reports for conflicts of interest and manage the executive branch financial disclosure program.

Please note: These resources do not provide instructions concerning the substantive requirements for filing public financial disclosure reports, reviewing those reports, or administering a financial disclosure program at the Agency level. Please see Helpful Resources for Public Financial Disclosure and the OGE Public Financial Disclosure Guide which includes this section for Ethics Officials and explains basic filing information, the OGE 278e, the OGE 278-T, and reviewing filings.

**INTEGRITY**.gov  
Play your part.

A conflicts-prevention *instrument*.

### Reviewer Resources

2019 Reviewer Tasks job aid available under the Reviewer Resources.

Remember the Quick Start DoD *INTEGRITY* Reviewers, distributed separately.

# Reviewer Tasks

https://community.max.gov/x/7AApLg



Topics

(Click the hyperlink to see information & step-by-step instructions to complete the task.)

Reviewing reports filed in <i>INTEGRITY</i> (see the <i>INTEGRITY</i> User Guide, § 6)		
• <a href="#">Who can review</a>	• <a href="#">Print a report</a>	• <a href="#">Documents</a> (Brokerage Statement)
• <a href="#">Find reports to review</a>	• <a href="#">Edit a report</a>	• <a href="#">Memo</a>
• <a href="#">Transfer a report to an alternate reviewer in the group</a>	• <a href="#">Move an item</a> (Parts 2, 5, 6)	• <a href="#">Return a report</a>
• <a href="#">Indicate reviewer on a report</a>	• <a href="#">Transactions: importing 278-Ts</a>	• <a href="#">Pull forward</a>
• <a href="#">OGE review guidance</a>	• <a href="#">Comments</a>	• <a href="#">Certify a report</a>
• <a href="#">Review or navigate a report</a>	• <a href="#">Public annotations</a>	• <a href="#">Audit trail</a>
• <a href="#">Compare</a>	• <a href="#">Endnotes</a> (Filers)	• <a href="#">Customize Reviewer My Queue</a>
	• <a href="#">Indicate initial review</a>	
Nominee Reports in <i>INTEGRITY</i> (see the <i>INTEGRITY</i> User Guide, § 8)		
• <a href="#">Nominee reports</a>	• <a href="#">Comments</a>	• <a href="#">Submit</a>
• <a href="#">Nominee functionality resources</a>	• <a href="#">Compare</a>	• <a href="#">Merge</a>
• <a href="#">Change router</a>	• <a href="#">Memo</a>	• <a href="#">Share the Nominee Report</a>
• <a href="#">Route a Nominee draft</a>	• <a href="#">Change History</a>	• <a href="#">Unconfirmed Nominee</a>
• <a href="#">Peclearance</a>	• <a href="#">Audit Trail</a>	
Report oversight & management		
• <a href="#">Assign a Filer a report</a> (contrasted with bulk assign)	• <a href="#">Edit a report assignment</a>	• <a href="#">Delete an unneeded report after start</a>
• <a href="#">Notices – remind Filers</a>	• <a href="#">Record an extension on a report assignment</a>	• <a href="#">Status reports</a> (Export to Excel)
• <a href="#">Remove an Assigned, Not Started report assignment</a>	• <a href="#">Record an extension on a started report</a>	• <a href="#">See who has not started an assigned report</a>
• <a href="#">Change started report workflow</a>	• <a href="#">Search</a>	
Access		
• <a href="#">Operating status; scheduled maintenance outages</a>	• <a href="#">Login</a> (and self-help troubleshooting; Secure Login)	• <a href="#">Clear browser cache</a>
Maintenance		
• <a href="#">Update my contact information</a>	• <a href="#">Correct or change a Filer's email address in <i>INTEGRITY</i> (merge)</a>	• <a href="#">Transfer/move Filers and uncertified reports between groups in your agency</a>
• <a href="#">Edit a Filer's name</a>	• <a href="#">Assist a Filer designee reset an expired password</a>	• <a href="#">Departed Filers</a>
Miscellaneous		
• <a href="#">Filer prepopulation from a prior report</a>	• <a href="#">Other resources</a>	• <a href="#">INTEGRITY speed check</a>
• <a href="#">Reviewer data entry before Filer starts</a>	• <a href="#">Help</a>	• <a href="#">Display</a>
• <a href="#">Best practices other agencies recommended</a>	• <a href="#">OGE's Public Financial Disclosure Guide, For Ethics Officials</a> section content & links	• <a href="#">INTEGRITY icons</a>
• <a href="#">Filing reset</a>	• <a href="#">Suggestions to improve <i>INTEGRITY</i></a>	• <a href="#">Early termination filing</a>

2019 version





- My Queue dashboard (IUG, §6.2)
  - Defaults to reports pending your action
  - Has filters you set to see other reports, e.g., draft, pending at another level
- Edit filer data (until you submit) (IUG, §6.4.4)
- Can return to filer to amend (IUG, §6.4.7)
- Commenting functionality – globally or line item (IUG, §6.4.5)
- Compare (IUG, §6.6.1)
- Memo (IUG, §6.6.2)
- Documents (IUG, §6.6.3)
- Report Audit Trail (IUG, §6.6.4)
- Notifications (IUG, §6.6.5)



Reviewer Admin

MY QUEUE

My Queue

SEARCH

SETTINGS

HELP

LOG OUT

My Queue

Filters

ITEMS: All TYPE: All YEAR: All AGENCY: All GROUP: All

STATUS: All ASSIGNED TO: Reviewer1, Sample M PENDING ACTION: All Go Reset

Manage Reviewer

Results

20 records per page

Customize Display

Search:

FILE#	ITEM	TYPE	YEAR	AGE	GROUP	POSITION	STATUS	ASSIGNED TO	PENDING ACTION	REASSIGN
Filer1, Sample M	New Entrant	278	2019	8 Days	Sample Agency 2019, Group 1	Sample Position	Report, Under Agency Review	Reviewer1, Sample M	Ethics Official	Reassign
Filer2, Sample M	Periodic Transaction	278-T	2019	8 Days	Sample Agency 2019, Group 1	Sample Position	Report, Under Agency Review	Reviewer1, Sample M	Ethics Official	Reassign

Showing 1 to 2 of 2 entries

Previous 1 Next

Click the “Item” e.g., New Entrant to open the filing.

Click the Customize Display to check/uncheck column headings that you want displayed in the table.

Customize Display

☒ FILER

☒ ITEM

☒ TYPE

☒ YEAR

☒ AGE

☐ AGENCY

☒ GROUP

☒ POSITION

☒ STATUS

☒ ASSIGNED TO

☒ PENDING ACTION

# View Filing



INTEGRITY opens another browser tab to display the report you opened. Your My Queue is on another tab.



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

Filer's Sources of Compensation

Spouse's Employment-Related Assets and Income

Other Assets and Income

Liabilities

Report Data (Summary)

Submit Report

Printable View

COMPARE

MEMO

DOCUMENTS

AUDIT TRAIL

CLOSE WINDOW

General Information: TR\_OGE\_0302, testFirst

REPORT SUMMARY

FILER SNAPSHOT

Filer:

testFirst TR\_OGE\_0302

Agency:

1-George Test

Position:

Deputy

Date:

New Entrant Report

Report type:

278

Report Year:

2013

Appointment Date:

07/15/2013

Status:

Report, Under Agency Review

Edit

REVIEWER & FILER INFORMATION

Filer Category:

Non-Career SES

Public Availability:

Agency Reviewer:

Filer Status:

OGE Reviewer:

Edit

DUE DATES & EXTENSIONS

Extension:

0 days

Due Date:

09/28/2014

Late Fee Waiver:

Edit

ADDITIONAL INFORMATION

FILER CONTACT INFORMATION

Show Details

Edit

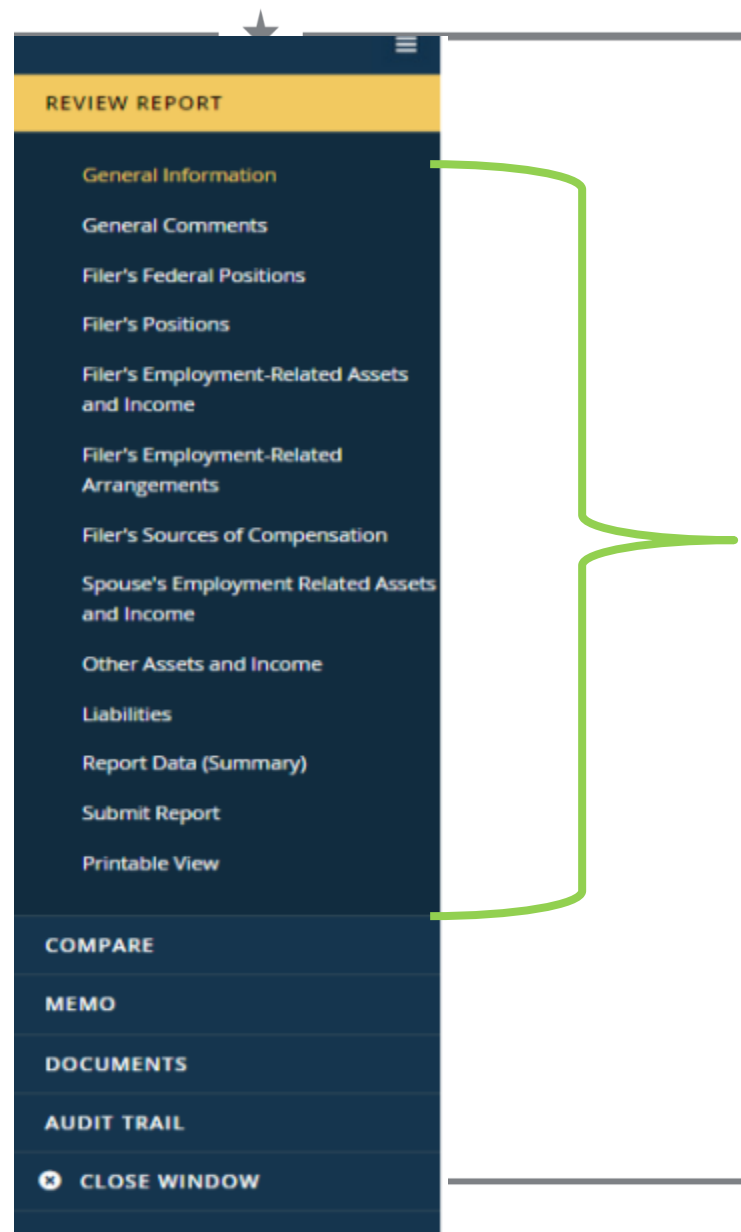
FILER DESIGNEES CONTACT INFORMATION

Show Details

Edit

Next

# View Filing



- The left-side navigation of the review report dashboard for the report open in a new tab.
- Links to the parts of this filer's New Entrant 278. You can navigate to a part by clicking on its name.
- Below the NE report part links, are buttons for Compare, Memo, Documents, Audit Trail and to close this window (tab).
- *INTEGRITY* overlays a work window over the home My Queue for reviewers. You will see more than one tab at the top of your Internet browser to represent where you are.

# View Filing



- As you start to review a filing, you can collapse the left-side navigation.
- Scroll down the page to view the General Information content. Use the “Edit” button at the right to jump to that section.

General Information: TR\_OGE\_0302, testFirst

REPORT SUMMARY

FILER SNAPSHOT

Filer:

testFirst TR\_OGE\_0302

Agency:

1-George Test

Position:

Deputy

Item:

New Entrant Report

Report type:

278

Report Year:

2013

Appointment Date:

07/15/2013

Status:

Report, Under Agency Review

Edit

REVIEWER & FILER INFORMATION

Filer Category:

Non-Career SES

Public Availability:

Agency Reviewer:

Filer Status:

OGE Reviewer:

Edit

DUE DATES & EXTENSIONS

Extension:

0 days

Due Date:

09/28/2014

Late Fee Waiver:

Edit

ADDITIONAL INFORMATION

FILER CONTACT INFORMATION

Show Details

Edit

FILER DESIGNEES CONTACT INFORMATION

Show Details

Edit



- 
- Presents background information about Filer, report and review process in 4 sections.
    - Filer snapshot (edit to set the year, Filer's position title\*, spouse asset indicator\*);
    - Reviewer & Filer information (Filer category, e.g., career SES, PAS);
    - Due Dates & Extensions; and
    - Review Dates (can Edit to enter End Initial Review date).

\*Complete these fields to enable Filer to use this report later as a pre-population data source.

## Best practices:

- Verify filer category is correct. Edit if not and pick from drop down.
- Agency Reviewer: whoever is assigned the substantive review should add his/her name in case higher level reviewer has questions.
- Extensions – reflects extension recorded in Integrity. Per the STOCK Act, extensions must be recorded.
- Extension Comments – use to add information, e.g., reason
- Due date comments – use to note report was filed after due date but within grace period.
- Late Fee Waiver fields – use to track/document payment of late filing fees.
- Will be able to edit select fields after certification starting in December (DoD will see this benefit in the Annual Questionnaire in 2021).

## Best practices:

- End Initial Review – enter date to document timely review. If initial review is timely completed pursuant to the criteria in 5 C.F.R. § 2634.605, but certification might be delayed, (e.g., if an ethics reviewer requests clarifications of the filer and is awaiting a response, or, if technical and conflicts review is complete but the final certifying official is delayed in accessing *INTEGRITY*), populating this field will document that timely review of the report has occurred.
- Status Comment – enter reviewer information, e.g., “J. Smith completed IR.”

# Report Data Summary

IUG, § 6.4.4

★  
Report Data Summary is a scrollable view of the entire report.

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

Filer's Sources of Compensation

Spouses' Employment Related Assets and Income

Other Assets and Income

Liabilities

Report Data (Summary)

Submit Report

Printable View

COMPARE

MEMO

DOCUMENTS

AUDIT TRAIL

CLOSE WINDOW

Preview

REPORT READY FOR SUBMISSION

New Entrant Report | U.S. Office of Government Ethics, 5 C.F.R. part 2634 | Form Approved: OGE No. (3209-0002) (March 2014)

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

Filer's Information

TR\_OGE\_0302, testFirst

Deputy, 1-George Test

Date of Appointment: 07/15/2013

Positions Held During the Preceding 12 Months:

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/ TR\_OGE\_0302, testFirst (electronically signed on 8/29/14 by TR\_OGE\_0302, testFirst 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

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

PART	#	REFERENCE	COMMENT
1. Filer's Positions Held Outside United States Government			

Edit Part

Filer's esignature representation

Edit Part



Clicking the “Add New Item” action button opens the vertical data entry box on the right side.

IUG, § 6.4.4

Your Employment-Related Assets and Income: Review

The previous two sections collected information about assets, income, and arrangements related to your position(s) and retirement plan(s). Although these sections address the most common business and employment interests that filers have, you may have additional interests to report. You may also have other sources of non-investment income that we have not yet addressed. The next two sections give you the opportunity to review what you have reported so far and to add information as needed.

First, we will take a look at assets and income.

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

- Each source of earned and other non-investment income totaling more than \$200 during the reporting period (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 the asset produced more than \$200 in income 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).
  - Do not include assets or income from United States federal government employment or assets that were acquired separately from your business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account).

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

20 records per page

Search:

				DESCRIPTION	EIF	VALUE	TYPE	AMOUNT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	George & Chapman, LLP (law firm)	N/A		Partnership Share	\$352,344
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	George & Chapman, LLP (law firm) anticipated partnership share	N/A	\$100,001 - \$250,000		None (or less than \$201)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	George & Chapman, LLP capital account	N/A	\$50,001 - \$100,000	Interest	\$201 - \$1,000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	American Century Income & Growth	Yes	\$50,001 - \$100,000		None (or less than \$201)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	American Century Equity Income	Yes	\$50,001 - \$100,000		None (or less than \$201)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	American Century Small Cap Value	Yes	\$50,001 - \$100,000		None (or less than \$201)

Showing 1 to 6 of 6 entries

Previous Step

Next Step

Add New Item

Help

ADD A NEW ASSET/INCOME

ITEM DESCRIPTION

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

If this is a sub-asset, enter name of parent asset.

INVESTMENT FUND

Select an Investment Fund

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

INCOME AMOUNT

Choose Income Amount

OPTIONAL ENDNOTE

This will be visible to the public.

Add/Edit Endnote

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

Filer's Sources of Compensation

Spouse's Employment Related Assets and Income

Other Assets and Income

Liabilities

Report Data (Summary)

Submit Report

Printable View

COMPARE

MEMO

DOCUMENTS

AUDIT TRAIL

CLOSE WINDOW

At any time when reviewing a report or filing, display the left side navigation bar:

- View General Comments
- Click on the Compare, Memo, Documents, or Audit Trail tools.

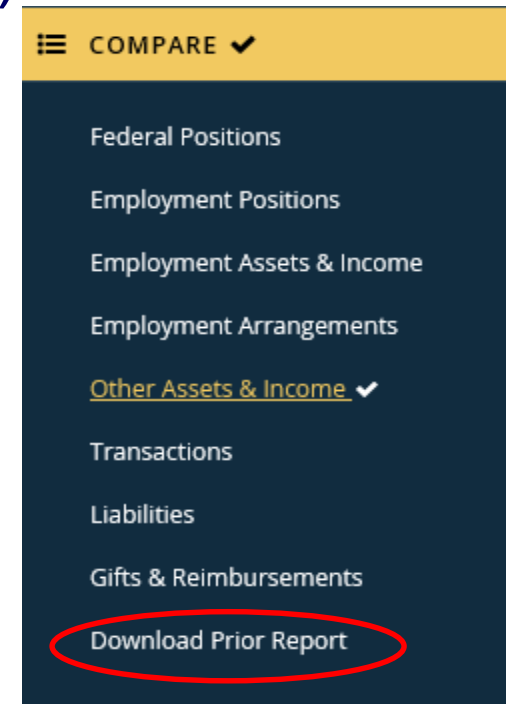
The embedded file compares comments, endnotes and Memo.



# Compare



- Checkmark indicates current report was pre-populated from another.
- Notice at the bottom of the Compare menu is a link to download the prior (source filing)





- 60-day review/certify rule (*5 U.S.C. app. § 106(a)*; *5 C.F.R. § 2635.605(a)*) [Online OGE Review Guide § 4.02, Review Timeframes].
- General information page of a report in Integrity.

REVIEW DATES Cancel

End Initial Review:

Status Comment:

Characters left: 300

Save

- **End Initial Review:** enter the date on which you completed the initial review of the report. An “initial review” means a full review of the report for both technical sufficiency and potential conflicts.
- *INTEGRITY* prompts reviewing EOs/COs for a date at submit step.
- **DoD will see effects of this in 2021.**
- OGE considers date entered when evaluating compliance with the 60-day review requirement.



# *End Initial Review & 2020 Annual Questionnaire*



- **DoD will see effects of this in 2021.**
- Starting with the Annual Agency Ethics Program Questionnaire (AQ) covering CY 2019 (**due in 2020**), OGE requires agencies to report, generally, on the time it takes to review and certify public and confidential financial disclosure reports.
- The *INTEGRITY* Annual Data Extract displays the timeliness of both the review and certification dates.
- With respect to review data, agencies must use the “End Initial Review” field for each report so that Integrity captures the data.
- **Bottom line:** To take full advantage of the Annual Data Extract, agencies need to instruct reviewers to use it. **Best practice!**

- 
- Admin dashboard
  - Interface to assign group staff primary/alternate roles (IUG, §7.4)
  - Group-based permissions with automatic flow-down to ensure all roles are occupied (acting from level above until primary assigned)
  - Manage your filers (IUG, §7.5)
  - Assign reports (IUG, §7.6)
  - Standard management reports (IUG, §7.8)

“Hamburger icon (3 horizontal lines) toggles (hides or displays the left navigation menu).

The screenshot displays the 'Manage Agencies & Groups' interface. On the left, a dark blue navigation sidebar contains links for 'ADMIN', 'AGENCY', 'REPORT', 'ANNUAL DATA', 'PROVISION', 'SETTINGS', 'HELP', and 'LOG OUT'. The 'ADMIN' button is circled in red. A red arrow points to the hamburger icon (three horizontal lines) in the top right of the sidebar. The main content area is titled 'Manage Agencies & Groups' and features a table of agencies. The table has columns for 'AGENCY NAME', 'DAGG/LEAD/EMOTION', 'ADMINISTRATOR', 'SECURITY LEVEL', and 'ACTION'. A single row is visible for 'Sample Agency 2019'. A search bar and a 'records per page' dropdown are located above the table. A 'Add an Agency' button is in the top right corner of the table area. The footer shows 'Showing 1 of 1 entries' and navigation links for 'Previous' and 'Next'.

AGENCY NAME	DAGG/LEAD/EMOTION	ADMINISTRATOR	SECURITY LEVEL	ACTION
Sample Agency 2019	DAGG/LEAD/EMOTION	Admin1, Sample M	1	Select an Action

# Groups

IUG, § 7

## Manage Agencies & Groups

AGENCIES & GROUPS

Add a Group

AgenciesGroupsHierarchy

5 records per page

Search:

GROUP NAME	DESCRIPTION	POINT OF CONTACT	FILERS	
1.1G	1.1G	TR_ASP_0003, testFirst mi	1	EditManage Assigned Reports
10TestGroup	10TestGroup	Hancock, George	13	EditManage Assigned Reports
2.1G	2.1G	TR_A4P_0005, testFirst mi	1	EditManage Assigned Reports
2.1G	2.1G	TR_J4P_0005, testFirst mi	1	EditManage Assigned Reports
2.1G	2.1G		1	EditManage Assigned Reports

Showing 91 to 95 of 743 entries

Previous1718192021Next



Group Setup

ADD A NEW GROUP

Save

Cancel

Basic Information

Group Staff

Filers

GROUP INFORMATION

As lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.

GROUP NAME

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. This value can be changed using the Change Parent button on the Hierarchy tab.

1-George Test + Staff Group

FILING TYPES

What types of filings will members of this group complete?

☐ General 278 Filings



Save

Cancel

Basic Information

Group Staff

Filers

GROUP CONTACTS

POINT OF CONTACT

Hancock, George

As lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.

Change

Remove

POINT OF CONTACT (ALTERNATES)

As lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.

Remove

Add an Alternate

GENERAL 278 REVIEWERS

CERTIFYING OFFICIAL

TR\_A1O\_1001, testFirst mi

As lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.

Change

Remove

CERTIFYING OFFICIAL (ALTERNATES)

Hancock, George

Lin, alex 1

As lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.

Remove

Remove

Add an Alternate



# Group Staff: Assign Role

IUG, § 7.4

Change Point of Contact

SEARCH BY...

5 records per page

FIRST NAME

LAST NAME

EMAIL

\$

hancock

Integrity Users

MAX Users

Unknown Email Address

NAME	EMAIL	PHONE
Hancock, George	ghancock@oge.gov	

Showing 1 to 1 of 1 entries (filtered from 2,451 total entries)

← Previous

1

Next →

Cancel

**Helpful hint:** Use the email address alone to search for someone you know has no role in *INTEGRITY*. Check the MAX User or Unknown Email Address tab.

★ ★ ★ 52 ★

# Add Non-Agency Email

User Guide, § 7.5.3

To add a user (for merge, next slide) with an email address that is not already in *INTEGRITY* or MAX.gov user directories:

- Enter the email address in the Email field;
- Click Go;
- Select the “**Unknown Email Address**” tab;
- Complete the registration form;
- Click Create Account & Select New User; &
- Click Save (top right).

[Add a Filer](#)

SEARCH BY...  
FIRST NAME

LAST NAME

EMAIL  
  
[Go](#)

Integrity Users

MAX Users

**Unknown Email Address**

FIRST NAME

MIDDLE NAME

LAST NAME

ADDRESS LINE 1

ADDRESS LINE 2 (OPTIONAL)

CITY

STATE  
Please Select ▼

ZIP/POSTAL CODE

COUNTRY  
United States ▼

E-MAIL

TELEPHONE

Create Account & Select New User





Group Setup

10TESTGROUP, 10TESTGROUP

Save Cancel

Basic Information Group Staff Filters

GROUP CONTACTS

POINT OF CONTACT

As lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.

Hancock, George

Change Remove

POINT OF CONTACT (ALTERNATES)

As lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.



Remove

Add an Alternate

GENERAL 278 REVIEWERS

CERTIFYING OFFICIAL

As lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.

TR\_A1Q\_1001, testFirst ml

Change Remove

CERTIFYING OFFICIAL (ALTERNATES)

As lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.

Hancock, George

Lin, alex 1

Remove Remove

Add an Alternate

# Group Staff: Add Alternate

IUG, § 7.4



Add an Alternate Certifying Official

SEARCH BY...  
FIRST NAME

LAST NAME

EMAIL

5 records per page

george

hancock

Integrity Users

MAX Users

Unknown Email Address

NAME	EMAIL	PHONE
Hancock, George	ghancock@oge.gov	

Showing 1 to 1 of 1 entries (filtered from 2,451 total entries)

Previous

1

Next

Cancel

REVIEWERS

IUG, § 7.5



A

Group Setup

10TESTGROUP, 10TESTGROUP

SaveCancel

Basic InformationGroup StaffFilers

Add a FilerBulk Add FilersNotify Selected FilersDelete Selected Filers

	NAME	EMAIL	PHONE	DEFAULT FILING TYPE	
<input type="checkbox"/>	Charles, Jack P	sandbox1@tgc.com	555	General ZTR Filings	<div>Transfer</div>



- Customize display
- “Pull Forward”
- Early termination filing
- Record extension
- Image viewing
- Font test
- Speed connection test
- Landing page help items
- Video tutorials on the Learn about *INTEGRITY* site
- Help Desk contact information

Show or hide columns in the table:

Reviewer | My Queue

Customize Display ▾

☒ FILER

☒ ITEM

☒ TYPE

☒ YEAR

☒ AGE

☐ AGENCY

☒ GROUP

☒ DATE SUBMITTED

☒ END INITIAL REVIEW

☒ NOMINATION

☒ AGENCY REVIEWER

☐ OGE REVIEWER

☐ AGENCY CERTIFICATION

☒ POSITION

☒ STATUS

☒ ASSIGNED TO

☒ PENDING ACTION

☒ LAST AUDIT TRAIL

☒ LAST AUDIT NAME

Admin | Management reports

Customize Display ▾

☒ FILER NAME

☒ FILER EMAIL

☒ ITEM

☒ YEAR

☒ AGENCY

☒ GROUP

☐ POSITION

☐ WORKFLOW

☒ FILER CATEGORY

☒ REVIEW STATUS

☒ FILE DATE

☒ AGENCY CERTIFICATION / CLOSED DATE

☒ OGE CERTIFICATION / CLOSED DATE

☐ FILER STATUS

☐ DAEO

☐ REPORT ASSIGNED DATE

☒ LATE FEE WAIVER

☒ LATE FEE PAID

☐ EXTENSION

☒ DUE DATE

# *Pull Forward*

**IUG, § 6.4.7**

- The group Certifying Official (CO) may “pull” a report forward directly to the CO step, bypassing the intermediate workflow steps.
- “Recall” – the CO may pull back forward a report previously returned to a earlier step.
- Open the report and go to the “Submit” page. Click “Pull Forward.”

## Preview

### SIGNING STATEMENT

You cannot sign the report at this time. Use the "Pull Forward" button to pull the report up to the Certifying Official role.

Pull Forward



Agency **must enable** on “System” tab – enable early Termination filing

Save

Cancel

Basic Information

Agency Staff

Workflows

System

Support

Notices

REQUIRE JOB DESCRIPTION

☐ Yes

☒ No

DOD ANNUAL POST EMPLOYMENT & SECTION 804 NOTICE

☒ Yes

☐ No

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) ⓘ

EARLY TERMINATION

☐ Yes

☐ No



## Effects:

- Filers can file up to 15 days before Termination date
- Displays last paragraph “understanding”

### 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

- Adds a Public Annotation:

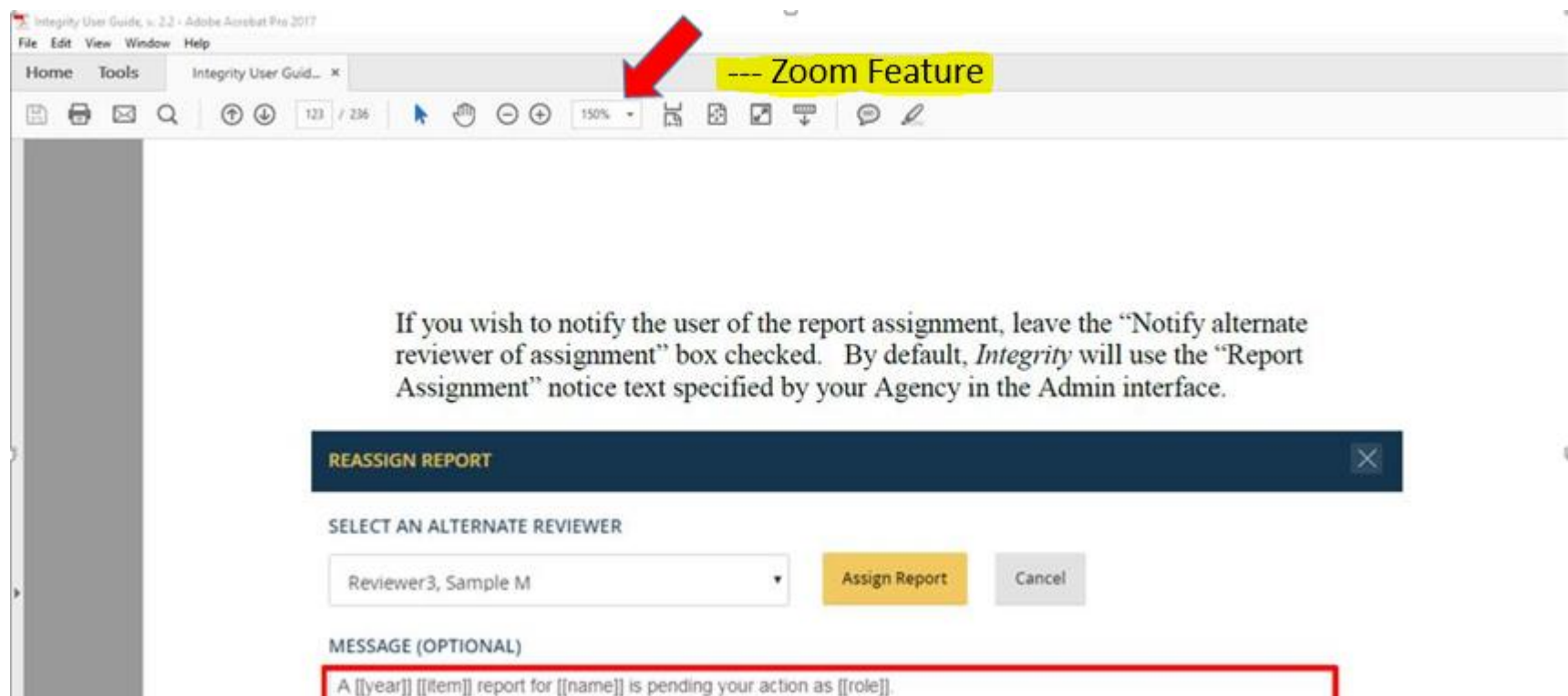
The filer agreed to update the reported information if it changes after submission but before or on the indicated termination date.



- Not Started: Edit assignment, Manage Assigned Reports, § 7.6.7
- Started: Edit report's General Information page, § 6.4.3
- Recorded extensions are compiled in the Annual Data Extract § 7.8.5
- Job aid on the For Reviewers & For Administrator tabs



Use Zoom or scroll mouse to enlarge images on screen

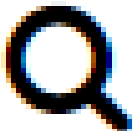


# Font Display



- *INTEGRITY* font test: <https://integrity.gov/efeds-forms-harness/ui/font-test.html>
- Test if text or buttons are not displaying as expected.
- Contact agency IT Help Desk for assistance if you do not see icons at the bottom of the test screen.

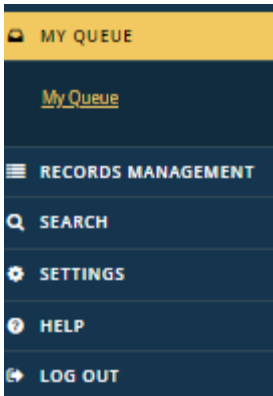
Search Icon:



Question Icon:



- *INTEGRITY* icons, User Guide § 1.5.6:



Icon	Name
	Menu
	Tool Tip
	Down Arrow
	Delete
	Comments / Annotations
	View / Add

# Connection Speed Test



- Login to *INTEGRITY* as usual.
- Copy this link, <https://www.integrity.gov/efeds-forms-harness/ui/settings.html#/test/performance>, and paste in another browser tab while logged in to *INTEGRITY*.
- Click “Start Test” to see how fast your connection is.
- Use the Performance Test Results Tracker.xlsx on Learn about *INTEGRITY* For Administrators tab to track/monitor your connection speed.
- Report anything above 50,000ms total to [Integrity@oge.gov](mailto:Integrity@oge.gov).



- Visit <https://community.max.gov/x/kwAlH> for MAX performance information.



Not registered in *Integrity*? Contact your agency ethics official if you are not registered in *Integrity*.

UNITED STATES OFFICE OF  
GOVERNMENT ETHICS  
Preventing Conflicts of Interest  
in the Executive Branch

INTEGRITY.gov  
Play your part.

HOME

LEARN MORE

**Learn More:** links to  
Learn About Integrity  
resources on MAX.gov

INTEGRITY.gov  
Play your part.

Login to Integrity (using MAX.gov)

What is MAX.gov? ?

Login

Login Help

Status: *Normal*.

Check browser

Click [here](#) to check whether your Internet browser works with Integrity.

*NOTE:* The site may perform better if you clear your Internet browser cache. [Read how here.](#) Integrity restarts weekly on Mondays from 3 to 3:15 am ET. Please log off and save your work before this time. In addition, users may experience intermittent login issues Sundays from 2 to 8 am ET during the Integrity authentication provider's weekly maintenance window, and Sunday evenings from 5 pm to 3 am ET Monday mornings, during the Integrity hosting provider's weekly maintenance.

Please report any issues to [integrity@oge.gov](mailto:integrity@oge.gov).

Click on the [Help](#) link at the bottom of the screen for login assistance information.

Clear cache

*Integrity* is the U.S. Office of Government Ethics system for electronically filing and reviewing Public Financial Disclosures (OGE Forms 278 and 278-T).

OGE's online [Public Financial Disclosure Guide](#) is an interactive tool to assist individuals who file or review public financial disclosure reports (OGE Form 278e or OGE Form 278-T).

1

2

3

[Login Help](#) [Security](#) [Privacy](#) [Accessibility](#) [User Agreement for Federal Employees](#) [User Agreement for Non-Federal Users](#)



# Video Tutorials

November 2019



Filers	Reviewers	Administrators
<ul style="list-style-type: none"><li>• <a href="#">Introductory Video</a></li><li>• <a href="#">Integrity Demo Video</a></li><li>• <a href="#">How to File a 278T</a></li><li>• <a href="#">New 278e vs Old 278</a></li><li>• <a href="#">Welcome to Integrity</a></li><li>• <a href="#">Before you Start</a></li><li>• <a href="#">Logging In</a></li><li>• <a href="#">Assigning a Designee</a></li><li>• <a href="#">Starting your 278e</a></li><li>• <a href="#">Integrity Wizard</a></li><li>• <a href="#">Non Federal Positions</a></li><li>• <a href="#">Retirement Plans</a></li><li>• <a href="#">Spouse Employment</a></li><li>• <a href="#">Other Assets &amp; Income</a></li><li>• <a href="#">Transactions</a></li><li>• <a href="#">Liabilities</a></li><li>• <a href="#">Gifts &amp; Reimbursements</a></li><li>• <a href="#">Preview, Submit and Print your 278e</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Reviewer Introductory Video</a></li><li>• <a href="#">Reviewing Reports Electronically</a></li><li>• <a href="#">Agency Nominee Report Processing</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Intro for Administrators</a></li><li>• <a href="#">Implementing Integrity Video</a></li><li>• <a href="#">List of filers</a> – shows an agency’s filers registered in <i>Integrity</i> by group. Use to see that you have the right filers in the right groups and right category.</li><li>• <a href="#">List of staff</a> – shows who has which Integrity roles for an agency. Use to verify only those who need access to <i>Integrity</i> have it.</li><li>• <a href="#">List of Reports that Require Agency Action</a> – shows reports pending agency review</li><li>• <a href="#">List of Reports By Extension Date</a></li><li>• <a href="#">Agency Nominee Report Processing</a></li></ul>

- Merge process combines multiple email addresses for a Filer (e.g., former agency email and new, non-agency email address)
- Connects reports filed previously to the surviving email address
- Frequently necessary if Filer doesn't submit Termination report before leaving agency or before password expires
- Agency registers Filer with a non-agency email address, then requests the Help Desk merge
- Only the Help Desk can complete the ID merge
- After merge, remove old ID (losing agency)
- Reports remain with the agency where filed
- Help Desk notifies MAX.gov to deactivate old ID



- Rodrigo Gamarra, Help Desk Lead
- Login self-help content,  
<https://extapps2.oge.gov/integrity/help.nsf/integrity+help+documents/Help?open>
- Screen shots help us help you - **Best practice!** See the Screen Shot Capture Windows Snipping Tool Job Aid on the Learn About *INTEGRITY* For Administrators tab.
- Password resets:
  - Use reset tool/form,  
<https://max.omb.gov/maxportal/resetPasswordForm.action>
  - Call MAX Support, 202.395.6860
- Contact info:
  - Email [integrity@oge.gov](mailto:integrity@oge.gov) **Best practice!**
  - Call 202.208.0848 (*not for filers*)