Quick Start DoD Administering *INTEGRITY*

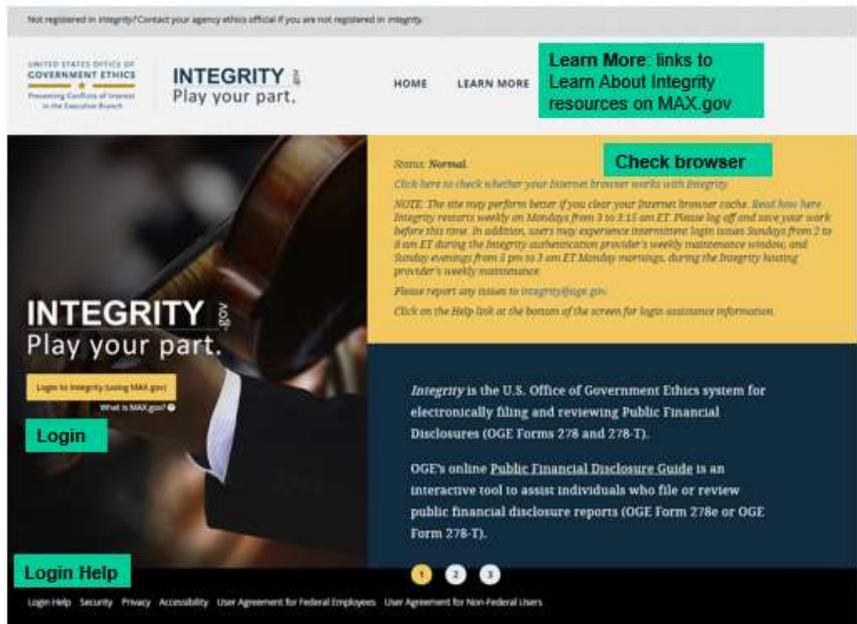**UNITED STATES OFFICE OF GOVERNMENT ETHICS**
Preventing Conflicts of Interest in the Executive Branch

INTEGRITY
Play your part.

Introduction: Starting in January 2020, we will use *INTEGRITY*, https://integrity.gov, to collect and review the OGE 278e, Public Financial Disclosure Report, and the OGE Form 278-T, Periodic Transaction Report.

INTEGRITY is the secure online system the Office of Government Ethics (OGE) developed for the executive branch. It presents filers with on screen questions (a report wizard) to guide them.

Getting Started

If you are reading this, someone should have registered you in *INTEGRITY* with an administrative role in one or more groups, e.g., POC, Records Manager, Screener, or an alternate. You will have an Admin dashboard upon login. Take these actions to learn more:

- Browse the Learn about *INTEGRITY* site, https://community.max.gov/display/OGEExternal/About+Integrity.
- Download the *INTEGRITY* User Guide (IUG) available at https://community.max.gov/x/SYI-Lg.
- Scan the IUG Table of Contents. **Focus on Section 7, Administrative Actions**.
- See job aids on the "**For Administrators**" tab, https://community.max.gov/x/7gApLg.
- Email OGE-Integrity-subscribe-request@listserv.gsa.gov to be added to the *INTEGRITY* listserv to receive notices of important changes and monthly Help Desk Webinars.

The **Admin** dashboard is your home workspace to manage Groups, staff roles, Filers and manage report assignments.

Click on the Group or Hierarchy tab to see groups where you have access because you have one or more roles.

You can edit the group name, assign other users roles in the group, and see the filers registered in that group. See the IUG, §§ 7.3, 7.4, 7.5 for more information.

Use the **Admin | Find User** tool to search for a user, to see the user's role(s), or to update the user's profile. See the IUG, §7.7 for more information.

Use the **Settings** tool to update your contact information. See the IUG, §3 for more information.

Use the **Management Reports** tool to see status reports. For example, use the List of Filers report to see all the filers in groups where you have access. Two short video tutorials are embedded below. Double click to open.

Management Reports - List of Filers.mp4

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

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

See the IUG, §7.8 for more information.

If you also have a reviewer role, you can verify the FDM imported data. Read how in

Verify FDM Data Import

Best practices/lessons learned: Some of the agencies that use INTEGRITY provided these best practices.

- **Helping filers**:
  - Review the **For Filers** tab on the Learn about INTEGRITY site, https://community.max.gov/x/vQApLg.
  - Filers may appoint a designee to start or draft a report. See IUG, §3.4.
  - Filers frequently asked how to report an underlying asset in INTEGRITY. See the job aid, Reporting an Underlying Asset.
  - Filers or designees can self-start a 278-T, but someone must assign an OGE 278e. See IUG, §7.6.

- **Administrators**
  - When adding a user, be sure to use the precise, correct email address. Accuracy matters.
  - Request the Help Desk, integrity@oge.gov, "merge" the IDs if a user's email address changes later. Read about merge in IUG, §7.7.5.
  - Download the INTEGRITY User Guide (IUG) available at https://community.max.gov/x/SYI-Lg.

- o   Scan the IUG Table of Contents. **Focus on Section 7, Administrative Actions**.
- o   Email OGE-Integrity-subscribe-request@listserv.gsa.gov to be added to the *INTEGRITY* listserv to receive notices of important changes and monthly Help Desk Webinars.

Want more information?
Browse the **For Administrators** tab https://community.max.gov/x/7gApLg (on Learn about *INTEGRITY*).

Be sure to check for the latest **Reviewer Tasks** aid. It has a hyperlinked table of contents to help you jump to a particular topic.

Reviewer Tasks PDF

Login: The login differs from the FDM experience. Since you are already registered, you need to activate your account. Here is how. On the *INTEGRITY* home landing page, https://integrity.gov, click on "**Login to Integrity**."

Note: If you cannot login, contact your ethics counsel chain of command or check the Login Help link in the footer on the Landing page. You may be registered using a different email address.

On the Sign in Using screen, most DoD users will use a CAC.* Note: you will need to associate it with your MAX.gov ID (email address registered in *INTEGRITY*). Here are the steps:
1. Close out of all of your browsers.
2. Insert your PIV/CAC in your reader.
3. Open your internet browser and go to https://piv.max.gov/maxpivreg
4. Enter your MAX ID (email address) then click "Send Validation Code". (Depending on your agency firewall/network it may take 15-20 minutes to receive this email.)

5. MAX will email a token number/validation code to enter in the next screen.
6. Type the certificate validation code from the bottom of the Certificate Registration email into the space beneath your MAX ID. Then click the "Submit" button.
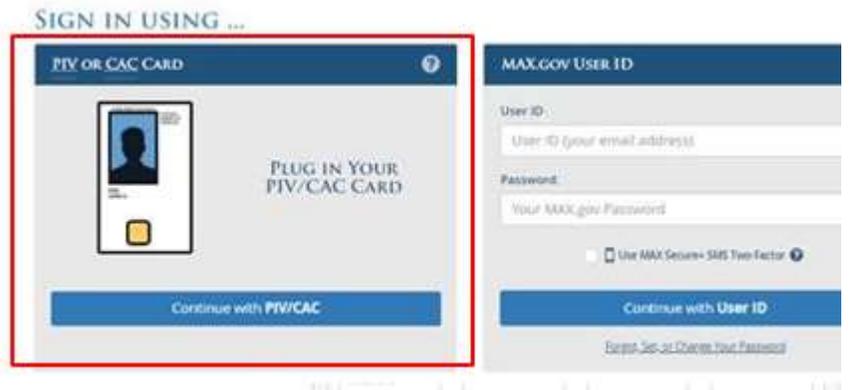
*Read about other login methods here: https://community.max.gov/x/7QFjSQ. Filers and filer designees who have no reviewer or administrative role may login using only ID (email address) and password.

INTEGRITY uses the MAX authentication login service so your agency doesn't have to manage user IDs and passwords.

Troubleshooting login: browse https://extapps2.oge.gov/integrity/help.nsf/integrity+help+documents/Help?open. Watch/listen to this short tutorial if you see an "Access Denied" message.

Troubleshooting Access Denied.mp4

Contact MAX Support for login assistance, e.g., CAC registration, password reset. Mention login to *INTEGRITY*. MAX Support: 202.395.6860, maxsupport@omb.eop.gov. Available weekdays 8:30 a.m. to 9:00 p.m. and weekends 9:00 a.m. to 6:00 p.m.