# Electronically Filing in *INTEGRITY*

Introduction: Starting in January 2020, you will use *INTEGRITY*, https://integrity.gov, to securely, electronically file the OGE 278, 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. **User-friendly features** include:

- You may appoint a family member, advisor, or employee as filer designee to input data for you;
- Pre-population from prior filings;
- Brief instructions on screen;
- Asset name auto-complete suggests possible matches for over 13,000 assets as the filer types either the asset name or ticker symbol; and
- Tool tips on demand (white question mark on blue background).
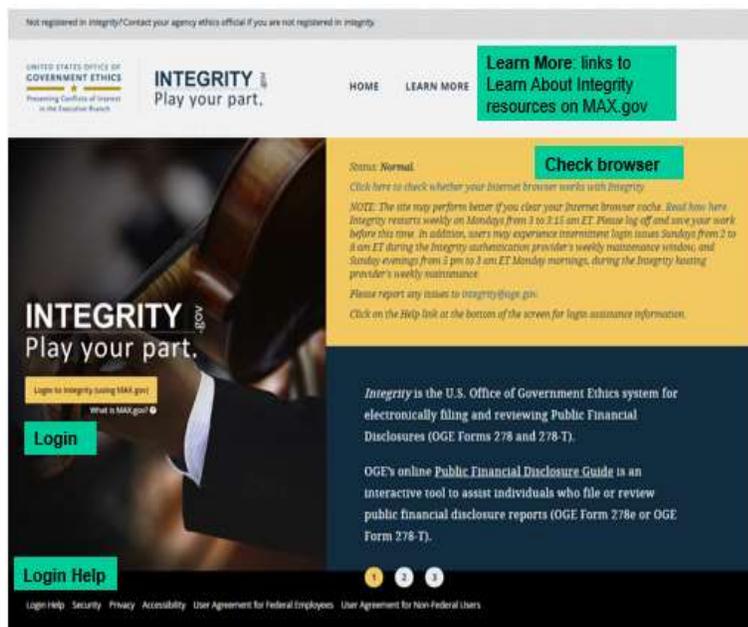
Your ethics counsel worked with OGE's *INTEGRITY* team to register you in *INTEGRITY* and import data from your last FDM filing to enable you to pre-populate your 2020 filing in *INTEGRITY*. *INTEGRITY* also records your acknowledgment of the annual Post-Government Employment Certification (as FDM did).

Login Instructions:

1. Go to http://Integrity.gov/. This will take you to the login page. (You may want to save this site in your "Favorites").
2. Click on the yellow box with, "Login to Integrity (using MAX.gov)." This will take you to the "MAX.gov" site for authentication. First time users will need to click "Forgot, Set, or change Your Password" underneath the "Continue with User ID" box and follow the instructions to set up their account access. Your user ID is your Government e-mail address.
3. Once you have a password, click "Continue with User ID" on the sign-in screen.
4. CAC login - If you have previously registered your CAC, you may also login by clicking "Login with PIV/CAC." If you need to register your CAC, follow these steps:
   a. Close out of all of your browsers.
   b. Insert your PIV/CAC in your reader.
   c. Open your internet browser and go to https://piv.max.gov/maxpivreg
   d. 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.)
   e. MAX will email a token number/validation code to enter in the next screen.
   f. 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.
5. Account Activation - After you login, 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."

Login Help:

1. If you cannot login, first check out the troubleshooting tips at https://extapps2.oge.gov/integrity/help.nsf/integrity+help+documents/Help?open for help.
2. If you still cannot login, contact your ethics office to verify that your User ID is the correct email address.
3. **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.

Filing Reports:

1. **OGE 278e Reports:**

INTEGRITY displays your **My Tasks** dashboard. To start your Assigned OGE Form 278e, click on <mark>Start</mark> in the row to the right.

Contact your ethics official if you don't need to file the assigned report or you do not see any assigned report.

After you click **Start**, *INTEGRITY* will display an option to **pre-populate** your report (if your FDM data was imported) or if you have a previous filing in *INTEGRITY*.   Click the report you would like to use to pre-populate the current report.

INTEGRITY will then display questions for you to answer to report your financial holdings. As you enter your information, the wizard will build your report based on your answers and the left-side navigation will expand to show the different parts applicable to your situation based on your answers. As you finish a part of the report, that part's title will appear in the table of contents-type view. These work like hyperlinks - click on a title to jump to that part of your report. Click **Submit** to file your report.

Filers are strongly encouraged to use OGE's online interactive Public Financial Disclosure Guide at:
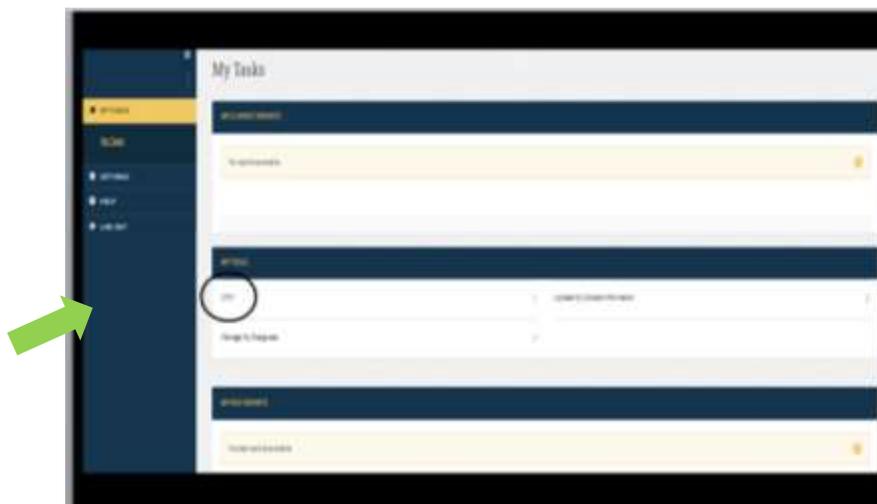https://www2.oge.gov/Web/278eGuide.nsf

Using this Guide is easy and WILL SAVE YOU TIME AND EFFORT! It will tell you exactly how to report almost any type of asset or other interest with a few simple clicks.

2. OGE 278-T Periodic Transaction Reports: Starting in January 2020, you must submit all OGE 278-T Periodic Transaction Reports in the Integrity system. Manual (.pdf or paper) OGE 278-T's will no longer be accepted. By filing your OGE 278-T in Integrity, you will save significant time in drafting your annual report, as all OGE 278-Ts can be pre-populated into your annual report, eliminating the need to re-enter the data.

On your **My Tasks** dashboard, scroll down to the **My Tools** area. Click on 278-T. Integrity will display it in a new tab or window.

Read more at:
https://www2.oge.gov/Web/278eGuide.nsf/Content/Definitions~OGE+Form+278-T+Reporting+Instructions.

Want more information?

- See the *INTEGRITY* User Guide for screen-by-screen instructions at:
https://community.max.gov/download/attachments/775914057/Integrity%20User%20Guide_v2.2.pdf?version=1&modificationDate=1550672757382&api=v2
  - Section 4 (OGE form 278e)
  - Section 5 (OGE Form 278-T)
- View the **For Filers** tab online at https://community.max.gov/x/vQApLg
- Contact your local ethics office.