



OKLAHOMA ETHICS COMMISSION

State Candidate Ethics Registration Checklist

***Read through this entire checklist before completing any items listed in the checklist

ITEM	DESCRIPTION
<input type="checkbox"/>	<p>Do you need to file a Statement of Organization with the Ethics Commission?</p> <ul style="list-style-type: none"> • Have you received in excess of \$1,000 for your campaign? • Did you spend in excess of \$1,000 on your campaign? ***Note: \$1,000 does include candidate’s personal funds spent on their own campaign*** <ul style="list-style-type: none"> ○ YES: If you answered “yes” to either of these questions, then you are <u>required</u> to file a Statement of Organization with the Ethics Commission in The Guardian System. ○ NO: If you answered “no” to both questions, you can, but are not required to file a Statement of Organization at this time. When \$1,000 has been spent or received for your campaign you must file a Statement of Organization within 10 days.
<input type="checkbox"/>	<p>Name the Candidate Committee</p> <ul style="list-style-type: none"> • Candidate committee name must include the following: <ul style="list-style-type: none"> (1) the year of the election; and (2) the name of the candidate (i.e., full name, first name, middle name or last name of candidate) • E.g., “Doe for House 2016” or “John Doe for Senate 2016”
<input type="checkbox"/>	<p>Identify Officers for the Committee</p> <ul style="list-style-type: none"> • Required to have at least a Chair and a Treasurer for committee • Same person may be both the Chair and Treasurer • Candidate may be the Chair, Treasurer or both • Provide up-to-date contact information for <u>each</u> officer
<input type="checkbox"/>	<p>Identify what depository the Committee will use (such as a bank account)?</p> <ul style="list-style-type: none"> • Must have a campaign depository • Provide depository name and address of committee during registration • Depository account name must have exact same name of committee as that registered with Ethics Commission (i.e., full committee name)
<input type="checkbox"/>	<p>File the <i>Statement of Organization</i> using The Guardian System</p> <p>Filing Steps:</p> <ul style="list-style-type: none"> • Access The Guardian System from Ethics Commission website (www.ethics.ok.gov) by double clicking on the “Campaign Finance Reporting” tab and clicking on The Guardian System picture. • On The Guardian System site click “Registration” tab • Click “Candidate Committee” option • If you are registering for the first time, click on the “create new” option. • Fill-in required fields (indicated by red asterisk) • Click signature box at bottom of page and click “submit” to submit registration • After registration is approved by the OEC staff, the Guardian System login credentials will be sent to the email address provided. Additional users can easily be added to your account and will have their own credentials. (Do not share usernames & passwords.)

***See other side

<input type="checkbox"/>	Pay \$100 registration fee	<ul style="list-style-type: none"> • Registration fee may be paid in The Guardian System with a credit card (an additional service charge applies) • Fee may also be paid by cash or check to the Oklahoma Ethics Commission.
<input type="checkbox"/>	File Financial Disclosure Statement	<ul style="list-style-type: none"> • Candidates are required to file a Personal Financial Disclosure Statement (“PFD”) no later than the day of filing the Statement of Organization. • Covers January 1 through December 31, 2015 • Financial Disclosure does not require the disclosure of any amounts or account numbers • PFD filing steps: <ol style="list-style-type: none"> 1. When the Statement of Organization is submitted in The Guardian System, there will be two options: <p>Option 1: If you are a current state officer or employee and have filed/or should file a PFD covering calendar year 2015, select the link “Click here if you have already filed a Personal Financial Disclosure for the previous calendar year.”</p> <ol style="list-style-type: none"> a. Enter your PFD user name and login to attach your 2015 filing to your registration. If the 2015 filing is not yet filed, file it now. b. You are finished. Do not proceed to steps 2-13. <p>Option 2: If you have not filed a PFD select the link “Click here to File a New Personal Financial Disclosure.” Complete steps 2-13 below.</p> 2. Fill-in all required fields (indicated by red asterisks) 3. Update filer information in question 1 as needed 4. Under each numbered section, click “begin” to view the information required 5. Fill-in all required fields (indicated by red asterisks). If you do not have disclosures of the type that the section is requesting, click the “no information to disclose” checkbox. 6. If you have more information to provide for a section, click “add new disclosure.” If not, proceed to step 7. 7. Click “add to list” to add that information to the form 8. Click “Return” to return to the other numbered sections 9. Repeat steps 4-8 until you finish all 10 sections 10. Click the “continue” red button at the bottom of the page 11. Preview the report by clicking the red “preview unfiled report” button 12. Click in the checkbox to acknowledge that the information submitted is complete, true, and accurate. 13. Click the red “submit” button to submit report

Need help with The Guardian System?

- **“How-to” Videos and Step-by-Step Documents.** Visit The Guardian System for YouTube videos and Word documents that explain how to use the system and file reports. Access these resources in The Guardian System (<http://guardian.ok.gov>) by clicking on the “Resources” tab and then clicking on “Publication” from the drop-down box.
- **The Guardian System Training.** Visit the Ethics Commission website (www.ethics.ok.gov) for information on The Guardian System training dates and times, available under the “Agency Information and Continuing Education” tab.
- **Ethics Commission Staff Assistance.** Call the Ethics Commission staff at (405) 521-3451 or email the staff at ethics@ethics.ok.gov if you have questions or would like to schedule a private appointment.