

GUARDIAN FINANCIAL DISCLOSURE INSTRUCTIONS

New Filer: If you are new user for 2016, you will receive two emails from the Guardian Software System to file your Financial Disclosure for 2015 with instructions on how to enter the system. Your username will be in one email and the second email will have a temporary password. Begin with Step #1.

Annual Filer: If you are already in the system and need to file your annual filing, you will not receive new credentials. Please go the Guardian site located at guardian.ok.gov and enter your username and password. The system will ask you to reset your password. If you don't know the username, please use the "Forgot your User Name?" option. Enter the first name, last name and Email address, click on "Get User Name". It will ask you a security question, if answered correctly, the system will send you an email with your username. Once logged in, begin with Step #6.

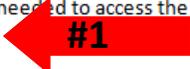
If you have your username and don't know your password, enter the username and click on "forgot your password" option. It will ask you a security question, if answered correctly; the system will prompt your password on the screen. Enter your password and click on Login. If it's been some time since you logged in, the system will ask you to reset your password.

New Filer:

1# - The first email will list your username.

From: CampaignFinanceSupport.OK.UAT@questis.com
To: ethics
Cc:
Subject: OKCF-Confirmation of Registration with Oklahoma Ethics Commission (ETHICS@ETHICS.OK.GOV)

You have been registered with the Oklahoma Ethics Commission.

This email has your username needed to access the electronic filing system. You will receive a separate email containing a temporary password.
Your username: JSMITH7486 

Once you have established your permanent PIN, you can access the e-filing system at <https://OKCF-UAT.questis.com/CampaignFinance/UserLogin.aspx>

If you already have an active user name and PIN and would like to use one user name and password for both accounts, contact the Commission Staff.

If you have any questions, please contact the Commission Staff.

Thank you,

Oklahoma Ethics Commission

(405) 521-3451

CFHELP@UAT.OK.gov

#2 - The email provides a temporary password which you will need to log into the system.

From: CampaignFinanceSupport.OK.UAT@questis.com
To: ethics
Cc:
Subject: OKCF-Confirmation of Registration with Oklahoma Ethics Commission (ETHICS@ETHICS.OK.GOV)

Sent: Fri 1/22/2016

You have been registered with the Oklahoma Ethics Commission.

This email contains your temporary password needed to access the electronic filing system. You will receive a separate email containing your username. Please note that you will be forced to change your password upon logging into the system with this password.

Your password is: qZ9DF7 

Your temporary login information will expire in 30 days.

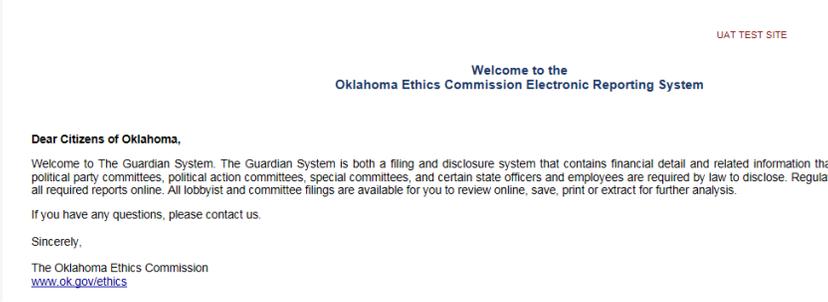
Once you have established your permanent PIN, you can access the e-filing system at <https://OKCF-UAT.questis.com/CampaignFinance/UserLogin.aspx>

If you already have an active user name and PIN and would like to use one user name and password for both accounts, contact the Commission Staff.

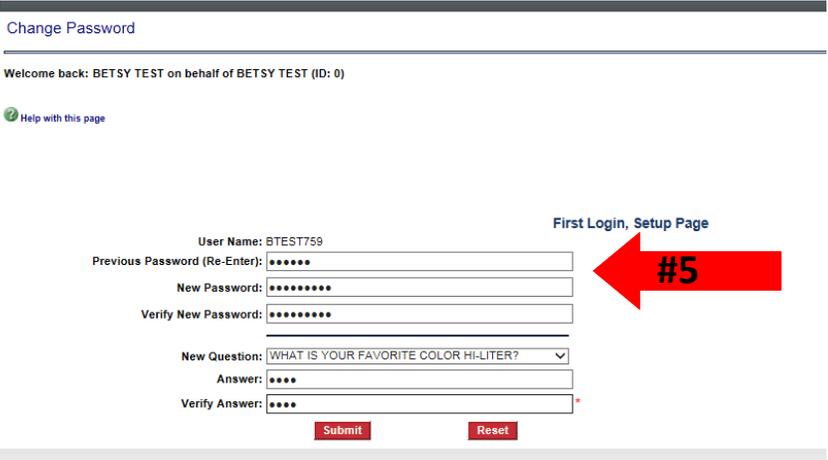
If you have any questions, please contact the Commission Staff.



#3 - The system will take you to the login page, click on the Filer Login tab.



#4 - Login with your temporary password. It was provided in the 2nd email.



#5 - The system will ask you to put in your previous password and to set up a "New Password" as your permanent password to choose a security question.

Once your permanent password is in place you will need to log in to the system using your Username and New Password.

Personal Financial Disclosure Workspace

User ID:
759

Name: BETSY TEST Mailing Address:

Work Phone: Email Address:
BETSYTEST@ETHICS.OK.GOV

Employee ID:

[Edit Profile](#) **#6**

Pending Disclosures

Filing Year	Filing Type	Date Due	
2014	ANNUAL - New Filing	5/15/2015	Edit

Filed Disclosures

#6 - You are now in the "Personal Disclosure Workspace".

You need to edit your profile with the "Edit Profile" button and enter your mailing address, phone number, employee id (if you have one).

Filer Details

First Name* BETSY

Middle Name

Last Name* TEST

Suffix

Employee ID

Contact Information

Address Line 1* 2300 N. Lincoln Blvd. B-5

Address Line 2

City* Oklahoma City

State* OK

Zip* 73105

Phone* (405) 521-3451

Email* BETSYTEST@ETHICS.C

[Update Profile](#) [Cancel](#) **#7**

#7- Complete the information indicated with the red asterisks. And then click the "Update Profile" red button at the bottom of the frame.

This profile will stay with you for as long as you are a required filer including if you change agencies.

This profile information can be updated and changed as necessary for name changes, email changes, address changes, and phone number changes.

Personal Financial Disclosure Workspace

User ID:
759

Name: BETSY TEST Mailing Address:
2300 N. LINCOLN BLVD. B-5
OKLAHOMA CITY, OK 73105

Work Phone: (405) 521-3451 Email Address:
BETSYTEST@ETHICS.OK.GOV

Employee ID:

[Edit Profile](#)

Pending Disclosures

Filing Year	Filing Type	Date Due	
2014	ANNUAL - New Filing	5/15/2015	Edit #8

Filed Disclosures

#98- Now you are ready to do your Disclosure. Under the "Pending Disclosures" section the Filing Year required will be queued up for your attention. Click on the blue Edit link on the right. **NOTICE...you are filing for the previous calendar year. In this case the Filing Year is 2015. You must answer the questions for information between January 1, 2015 through December 31, 2015.**

Personal Financial Disclosure

1. FILER INFORMATION

Filer Name: BETSY TEST
Mailing Address: 2300 N. LINCOLN BLVD. B-5
OKLAHOMA CITY, OK 73105
Work Phone: (405) 521-3451
Email Address: BETSYTEST@ETHICS.OK.GOV

Update Profile

Filing Year* 2014
Filing Status* STATE OFFICER OR EMPLOYEE

Agency* ETHICS COMMISSION
Position*

Appointing Authority
Date of Appointment MM/DD/YYYY
Expiration of Term MM/DD/YYYY



Begin

3. STATE AGENCY PROVIDING SALARY OR SIMILAR COMPENSATION IN THE AMOUNT OF \$5000.00 OR MORE RECEIVED DURING THE FILING YEAR BY THE FILER, FILER'S SPOUSE, OR DEPENDENTS.

Begin

4. OTHER ENTITIES PROVIDING INCOME OF ANY KIND WHICH THE FILER, FILER'S SPOUSE, OR DEPENDENTS RECEIVED IN THE AMOUNT OF \$5000.00 OR MORE DURING THE FILING YEAR.

Begin

5. ENTITIES IN WHICH THE FILER HELD SECURITIES VALUED AT \$5000.00 OR MORE AT ANY TIME DURING THE FILING YEAR.

Begin

6. PROFESSIONAL OR OCCUPATIONAL PERMITS OR LICENSES HELD BY FILER.

Begin

7. BUSINESS OR PROFESSIONAL RELATIONSHIPS WITH REGISTERED LOBBYISTS THAT RESULTED IN INCOME IN ANY AMOUNT TO THE FILER, FILER'S SPOUSE, OR DEPENDENT DURING THE FILING YEAR. BE SPECIFIC AS TO NATURE OF RELATIONSHIP.

Begin

8. OFFICE, DIRECTORSHIP, TRUSTEESHIP, OR SIMILAR POSITIONS HELD BY THE FILER IN AN ENTITY DOING BUSINESS WITH ANY STATE AGENCY DURING THE FILING YEAR AND THE STATE AGENCY WITH WHICH THE ENTITY WAS DOING BUSINESS.

Begin

9. CONTRACTS (OTHER THAN CONTRACT OF EMPLOYMENT) BETWEEN AN AGENCY AND THE FILER, THE FILER'S SPOUSE, OR DEPENDENTS OR ANY ENTITY IN WHICH THE FILER, THE FILER'S SPOUSE, OR DEPENDENTS HAS A MATERIAL FINANCIAL INTEREST.

Begin

10. IDENTIFY WHETHER THE FILER, FILER'S SPOUSE, DEPENDENTS, EMPLOYER THEREOF, OR ENTITIES IN WHICH THE FILER, FILER'S SPOUSE, OR DEPENDENTS HAVE A MATERIAL FINANCIAL INTEREST IS REGULATED OR LICENSED BY THE FILER'S AGENCY.

Begin

Click "continue" to go to the Filing Page.

Continue Return

#9 - There are 10 sections to this form. All sections are open and requires you to make an entry in each section. Again, enter the required fields with red asterisks and those that apply to you. This section requires you to enter an appointing authority, date of appointment and expiration of term. If you are a state employee, you will need to leave the expiration of term blank.

#10 - For each entry, you must either enter the required information with red asterisks or click on the checkbox at the top of each listing if you have no information to disclose for that section. When you have completed the information, select the red "Add Employment Info" button at the bottom to save the information you entered. NOTE: You must click on the "Add Employment Info" button even if you checked the box for no information o disclose.

FILER'S PRIVATE EMPLOYMENT INFORMATION

If you have no disclosures of this type, check the "no information to disclose" checkbox and press "Add to List"

Check here if you have no information to disclose
Retired

Full Name of Employer*
Category of Business, Profession, or Industry*
Address Line 1*
Address Line 2*
City*
State*
Zip*

Add Employment Info



Return

FILER'S PRIVATE EMPLOYMENT INFORMATION

No disclosures of this type **#11**

[Add New Disclosure](#) [Return](#)

#12

#11- The system will display the information you provided. In the example a state employee has no other private income and has checked the “No disclosure of this type”. Review the information. If you need to update it click on “Add New Disclosure.”

#12. Once the information is accurate, select “Return”. This returns you to your workspace.

2. FILER'S PRIVATE EMPLOYMENT INFORMATION

Nothing Reported. **#13**

[Edit](#)

#13 - As each section is completed, an entry is added under the Section heading. See the arrow where “Nothing Reported” has been added.

STATE AGENCY PROVIDING SALARY OR SIMILAR COMPENSATION IN THE AMOUNT OF \$5000.00 OR MORE FOR THE FILER OR DEPENDENTS.

Agency*
Relationship*
Address Line 1*
Address Line 2
City*
State*
Zip*

[Add to List](#) **#14**

Agency	Relationship	Address	
ETHICS COMMISSION	FILER	2300 N. LINCOLN RM B-5 OKLAHOMA CITY, OK 73105	Edit Delete
ENVIRONMENTAL QUALITY, DEPARTMENT OF	SPOUSE	707 N ROBINSON OKLAHOMA CITY, OK 73102	Edit Delete

[Return](#)

#14 –Some sections will allow for multiple entries, such as Section 3. In these section you **must** click “Add to list” to save each item added. As items are entered, a grid will populate. When all necessary information has been added click return.

10. IDENTIFY WHETHER THE FILER, FILER'S SPOUSE, DEPENDENTS, EMPLOYER, SPOUSE, OR DEPENDENTS HAVE A MATERIAL FINANCIAL INTEREST IS REGISTERED.

Nothing Reported.

[Edit](#)

Click "continue" to go to the Filing Page.

[Continue](#) [Return](#) **#15**

#15 Once you have completed all sections and are ready to move to the next step in the filing process you must select the red “Continue” button at the bottom of the page.

NOTE: If the screen does not go to a signing verification page, scroll to the top of the page for red text that will tell you what needs to be completed before continuing. Correct what is indicated and click Submit again.

You must complete Section 7 before continuing.
You must complete Section 8 before continuing.
You must complete Section 9 before continuing.
You must complete Section 10 before continuing.

Personal Financial Disclosure

Personal Financial Disclosure

Filing Date* 4/22/2015

[Preview Unfiled Report](#)

#16

By signing, electronic or otherwise, my name below, I, acknowledge that providing such information is a violation of the Ethics Rules of Oklahoma State.

[Submit](#) [Cancel](#)

#16 - You can Preview your Unfiled Report by clicking on the red "Preview Unfiled Report" button to review your report. If the report is good, click the "By signing..." checkbox and the red submit button. NOTE: The Preview Report will have a Preview Only watermark and the "Date Submitted" will not be populated.

Your Personal Financial Disclosure has been submitted.

Please use the "Click here" links below to print a copy of your Disclosure before leaving this page.

[Click here to view and print a copy of your Financial Disclosure](#)

#17

#17 - After submission you will receive a confirmation screen with a link to view, save and print a copy of your report. Then click the red "Finished" button.

Finished

FINANCIAL DISCLOSURE STATEMENT		AMENDED-NO	
1. FILER INFORMATION		2014	
BETSY TEST		ETHICS COMMISSION ADMINISTRATIVE	
2. FILER'S PRIVATE EMPLOYMENT INFORMATION (CURRENT EMPLOYER OR, IF RETIRED, LAST EMPLOYER)		3. STATE AGENCY PROVIDING SALARY OR SIMILAR COMPENSATION IN THE AMOUNT OF \$5,000.00 OR MORE RECEIVED DURING THE FILING YEAR BY THE FILER, FILER'S SPOUSE OR DEPENDENTS	
SECTION 2. Nothing reported		SECTION 3. Nothing reported	
4. OTHER ENTITIES PROVIDING INCOME OF ANY KIND WHICH THE FILER, FILER'S SPOUSE OR DEPENDENTS RECEIVED IN THE AMOUNT OF \$5,000.00 OR MORE DURING THE FILING YEAR.		5. ENTITIES IN WHICH THE FILER HELD SECURITIES VALUED AT \$5,000.00 OR MORE AT ANY TIME DURING THE FILING YEAR.	
SECTION 4. Nothing reported		SECTION 5. Nothing reported	
6. PROFESSIONAL OR OCCUPATIONAL PERMITS OR LICENSES HELD BY FILER.		7. BUSINESS OR PROFESSIONAL RELATIONSHIPS WITH REGISTERED LOBBYISTS THAT RESULTED IN INCOME IN ANY AMOUNT TO THE FILER, FILER'S SPOUSE OR DEPENDENTS DURING THE FILING YEAR.	
SECTION 6. Nothing reported		SECTION 7. Nothing reported	
8. OFFICE, DIRECTORSHIP, TRUSTEESHIP OR SIMILAR POSITION HELD BY THE FILER IN AN ENTITY DOING BUSINESS WITH ANY STATE AGENCY DURING THE FILING YEAR AND THE STATE AGENCY WITH WHICH THE ENTITY WAS DOING BUSINESS.		9. CONTRACTS (OTHER THAN CONTRACT OF EMPLOYMENT) BETWEEN AN AGENCY AND THE FILER, THE FILER'S SPOUSE OR DEPENDENTS HAS A MATERIAL FINANCIAL INTEREST.	
SECTION 8. Nothing reported		SECTION 9. Nothing reported	

10. IDENTIFY WHETHER THE FILER, FILER'S SPOUSE, DEPENDENTS, EMPLOYER THEREOF OR ENTITIES IN WHICH THE FILER, FILER'S SPOUSE OR DEPENDENTS HAVE A MATERIAL FINANCIAL INTEREST IS REGULATED OR LICENSED BY THE FILER'S AGENCY.	
SECTION 10. Nothing reported	
By signing, electronic or otherwise, my name below, I acknowledge that the information submitted is complete, true and accurate as of the date submitted. I understand the failure to provide such information is a violation of the Ethics Rules of Oklahoma. I understand that I can update the information above at any time by filing an amended Financial Disclosure Statement.	
4/22/2015	BETSY TEST
Date Submitted	Officer Signature

[SAMPLE FILING]

Personal Financial Disclosure Workspace

User ID:
759

Name:
BETSY TEST

Mailing Address:
2300 N. LINCOLN BLVD. B-5
OKLAHOMA CITY, OK 73105

Work Phone:
(405) 521-3451

Email Address:
BETSYTEST@ETHICS.OK.GOV

Employee ID:

[Edit Profile](#)

Pending Disclosures

Filed Disclosures

Filing Year	Filing Type	Date Due	Date Filed	Amended?	
2014	ANNUAL - New Filing	5/15/2015	4/22/2015	No	Amend View

#18

After you've clicked "Finished" the system will return you to your workspace. Notice that your filed Financial Disclosure appears under the heading "Filed Disclosures" where you can "view" the filing.

#18. AMENDING. If you need to amend this financial disclosure you will select the "Amend" hyperlink next to the filing and update the sections by selecting the "edit" button under the relevant section. You will then go through filing process again [steps 15-18].

NOTE: The filer in the example screenshots is from the test site and is not an actual filer.