



OKLAHOMA ETHICS COMMISSION

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FREQUENTLY ASKED QUESTIONS

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I have set up my permanent password but the system isn't recognizing my username or my password is not working: If you are using the link provided in the email to access the system, go instead to The Guardian Homepage at <http://guardian.ok.gov> and click on the "Filer Login" Tab at the top of the page. The link in the email is **only** good for one click and is only to set up a permanent password—it will not log you into the system to complete your disclosure.

I did not write down my temporary password and am unable to set up a new password: Email the Ethics Commission Staff at ethics@ethics.ok.gov and a new password will be emailed to you.

I am logged into the system but do not see a form to fill out: Look for the section below and click on the "Edit" hyperlink.

Pending Disclosures



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

I have completed the form but it's not submitting:

- Each section of the form (sections 1-10) must be completed either with information relevant to the question or by clicking the checkbox for "Check here if you have no information to disclose".

- You must click the “add” button after each entry or when checking the box in order for the system to save the information for a question.

I have questions about the information that needs to be included on the report: Review the helpful information included in the [Guide for Financial Disclosures](#). (Click on the word Guide).

I do not understand how to use the system to complete the form: There are [step by step instructions](#) on how to use the system to fill out the form. (Click on “step by step”.) There is also a helpful YouTube video: <https://www.youtube.com/watch?v=1nG7Hhsge5A&feature=youtu.be>.

I filled out the form and submitted it. How do I know it’s been filed: You can go to <http://guardian.ok.gov> and click on the Search button and select “financial disclosure” and search by your name to see if the system shows the report has been filed.

I forgot to print the form after I filed it--how can I get a copy: Log back into your account and in the “Filed Disclosures” section there will be a “view” hyperlink next to the filed disclosure. Click on “view” to save or print your form.