

DIRECTIONS AND TIPS FOR USING INTEGRITY

When you go to the Integrity webpage, www.integrity.gov, click on the yellow box to log in. Integrity is connected to the OMB MAX Central Authentication Service. Employees who have previously used OMB MAX should use their MAX user ID and password. If you are not already a user of OMB MAX, your user ID is your official email address and at the login prompt for password, click on "Forgot or set password" and follow the on-screen instructions. Integrity can be accessed from your work computer as well as from most home computers. Integrity is also compatible with Macs.

The first time you use Integrity you will see a contact information screen to review/complete, and a checkbox at the bottom left to check indicating that you agree to the user agreement and rules of behavior.

ANNUAL REPORTS

For almost all DOE annual report filers, your data was pre-populated based on what you reported in 2014. When you open Integrity you should see that your My Tasks dashboard lists two reports – one for 2014 (Update) and one for 2015 (Start). **DO NOT OPEN OR DO ANYTHING WITH THE 2014 REPORT.** If you do not see two reports, immediately call this office at the contact information below. **ONLY WORK ON THE 2015 REPORT by clicking Start.** Because information from your previously completed 2014 OGE Form 278 was entered in Integrity, you will be asked whether you want to “pre-populate” your new report from a past report. Select the option that pre-populates from the 2014 report. The pre-population tool copies the entries from the selected report (i.e., 2014) into your new report (i.e., 2015). If you forget to select the pre-population option immediately contact my office.

The pre-population screen will look similar to this:

MY FILINGS

Getting Started
Printable View

CLOSE WINDOW

Prepopulate

CHOOSE A PREVIOUSLY CERTIFIED REPORT AS A STARTING POINT.

Pre-populate my report with the report I have selected below - this option allows you to use the data from a previous report as a starting point for the new one. Note: Virtually all filers should use this option and choose their most recent report.

Report(s)

2014 Annual Report - Tester

Don't pre-populate my report - use this option to start a new report.

Next

When you see this screen, click "Next" only once and pause while Integrity loads your data. **Clicking more than once may cause Integrity to repeat the copying of your data resulting in duplication of some of it.** If that happens, you will need to delete the duplicates as explained below.

When pre-populating your report we focused on the assets, liabilities, agreements and arrangements, and outside activities. You will have to complete the "Getting Started" page, the equivalent of the cover page. This includes completing your job title and other basic information about your position.

REMEMBER: This is a public report. Do not enter data that is more specific than what is being asked for (i.e., family member names).

IMPORTANT: On the Getting Started page it is really important that you answer the spouse question and make a selection from the "filer category" dropdown menu. The answers to these two questions impact what information you are asked to provide and the pre-population function. For the reports that we pre-populated, our default response for the spouse question was "yes." If it should be "no" in your case, just make the change on the 2015 report. On the Filer Category dropdown menu you are given the following choices:

Career SES
Non-Career SES
PAS
DAEO PAS
DAEO Non-PAS
Schedule C
Uniformed Services
Other

The only options that DOE employees should be using are: Career SES, non-career SES, PAS, Schedule C and Other. If you are a career SES, non-career SES or Schedule C select the appropriate option.

Presidential Appointees who are Senate Confirmed need to select PAS (PAS employees have to disclose some information that other employees are not required to report). If you are an excepted service (EJ, EK, EN, ARPA-E, EWQ), IPA, SL, ST, or a detailee select "Other." **Answering these two questions will help ensure that pre-population will work properly when you have to file in 2016.**

Other issues: We have some employees who have had trouble getting into Integrity. They are getting either a white, blue or black screen with no writing. We have looked into those cases and they appear to have been the result of a filer using an older version of a browser that cannot handle the Integrity software. If you experience this problem, you should try closing the browser and opening Integrity in a different browser.

HELPFUL TIPS FOR COMPLETING YOUR REPORT USING INTEGRITY

- Integrity has an option that enables you to give someone else (e.g., an accountant, financial planner, or spouse) access to your Integrity account so that individual can assist you with preparation of your report.
- Ignore any prompts to add your Position Description to your Integrity file. Because Integrity is an Executive Branch-wide system, it has some functions that DOE is not using. This is one of them.
- When you get to the assets, liabilities, etc. pages you will find that each page has the same basic layout. On the left is a dark blue column that has highlighted what section of the report you are

working on. The remainder of the screen is a white section which shows the information that has already been entered. If you click on the name of an asset a grey column will open on the right. This grey area is where you add or edit information.

- There are separate sections for (1) your employment related assets, (2) your spouse's employment related assets, and (3) other assets and income. When you are looking for your pre-populated data check all three sections. It is permissible for employment related assets (such as retirement plans from a previous employer for either you or your spouse) to be reported under the "other assets and income" section. So there is no need to move an employment related asset that appears in the other assets and income section.
- **If you have nothing at all to report for a certain question, please check the box at the bottom left of the white portion of the screen which states that you have nothing to report in that area.**
- To update pre-populated asset information click the name of the asset, update the information using the grey portion on the right side of the screen, and click the "save" button at the bottom right-side (you may need to scroll down to see this button).
- To add an asset, click on the yellow box "Add New Item" in the top right of the white portion of any asset-related page.
- If you want, Integrity allows you to group your assets by accounts, such as an IRA, defined contribution plan, mutual fund families, or variable life insurance policies. If you wish to use this function, click "Add New Item;" type the name of the account in the "Item Description" box; and scroll to the bottom and save. You do not need to add any additional information to create the parent asset. As you enter the underlying assets in that account, report the name of the asset in the "Item Description;" in the box titled "If this is a sub-asset, enter name of parent asset" enter the name of the account already saved in the previous step; and complete the remaining information required. After you save the "sub-asset" you will notice that Integrity will group the asset under the name of the parent account provided and number the assets accordingly (e.g., 1.1, 1.2., 1.3, etc.). Remember that reports are publicly available, so do not name your parent accounts with the names of family members or other personal information such as account numbers.
- Some testers have reported multiple entries of a single interest in a particular asset. If this should happen to you, there is a trash can icon at the left of the white portion of the screen in a blue horizontal box. Under the trash can icon and to the left of the asset number is a column of empty boxes. Check these boxes to delete any duplicative entries or assets.
- Also use the boxes described in the previous bullet to delete assets that were not held as of December 31, 2014, the end of the reporting period, and generated less than \$200 in income.
- **You do NOT need to report any transactions that you have already reported on a Transaction Report (278T).**
- As a security measure, Integrity will time you out of the website after 30 minutes of inactivity. If this happens, completely close your browser (not just the Integrity page) and open the browser again.
- Some testers reported that their screen froze while using Integrity. If this happens, totally close your browser, wait a few seconds and then reopen your browser to start a new session.
- Please double check all of the information on your report. Your report does not need to be completed at one sitting, but be sure to totally close your browser when you finish each session. The left-side, vertical navigation includes a link to a Printable View of your data. Click it to display your report. Use your browser's print feature to print a copy if you desire.

- When you have completed your report, submit the report by clicking on “Submit Report” near the bottom of the column in the blue portion of the screen. Then follow the directions on the next screen that appears.

Remember that you should contact the Office of the Assistant General Counsel for General Law at 202-586-1522 or standardsofconduct@hq.doe.gov as soon as you have any issues.

FILING INFORMATION AND PENALTIES

The Public Financial Disclosure Report is due Friday, May 15, 2015; however, all DOE employees using Integrity to file their annual report were given a 45 day extension of time for filing the report. **REPORTS ARE DUE BY MONDAY, JUNE 29, 2015.** This extension is being provided so that you can get used to Integrity and to provide ample time for my staff to assist anyone who is having difficulty. Please do not delay completing your financial disclosure report and starting to use Integrity until that time.

Requests for a further extension of time must be submitted no later than Friday, June 26, 2015. The authority to grant an additional extension is very limited.

Failure to timely file may subject you to a \$200 late filing fee. Also note that the civil penalty for knowing and willful falsification of information, or failure to file or report information required to be reported is \$50,000 and there is also a criminal penalty of up to one year in prison.

TRANSACTION REPORTS

Effective May 1, 2015, all Transaction Reports must be filed using Integrity. A Transaction Report must be filed if you, your spouse or your dependent children have purchased, sold, or exchanged stocks, bonds, options or futures (if the amount of the transaction is greater than \$1,000). These reports must be filed: (A) within 45 days of the transaction, or (B) within 30 days of the date you learn of the transaction, whichever occurs earlier. **There is a \$200 late filing fee on these reports as well.**

HOW TO START A TRANSACTION REPORT

To start a 278-T, login to Integrity and then scroll down to the “My Tools” area and click on “278-T.” A report tool will display with brief instructions in a new window where you can enter your information and submit your report.

QUESTIONS

You may address questions about completing and filing the OGE Form 278 to the Office of the Assistant General Counsel for General Law at (202) 586-1522, or by email at standardsofconduct@hq.doe.gov. If you are having difficulty with Integrity, please contact us as soon as possible so we can help you.