

DIRECTIONS AND TIPS FOR USING INTEGRITY

Accessing Integrity:

The website address for Integrity is www.integrity.gov. When you get to the website, click on the yellow box labeled "Login to Integrity." 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. Do not use the CIC or PIV login option. This is not enabled for DOE Integrity filers.

If you used Integrity last year, you have an OMB Max account. If you are not already a user of OMB MAX, your user ID is your official DOE email address. If you have forgotten your password or have not previously set up an OMB Max account, at the login prompt for password, click on "Forgot, set, or change your password" and follow the on-screen instructions. After creating or resetting your password, close your browser window, open a new browser window, and return to www.integrity.gov.

Integrity can be accessed from your work computer as well as from most home computers. Integrity is compatible both Macs and PCs. **If you are having difficulty using or accessing the Integrity system, please try to use a different browser before calling our office.**

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.

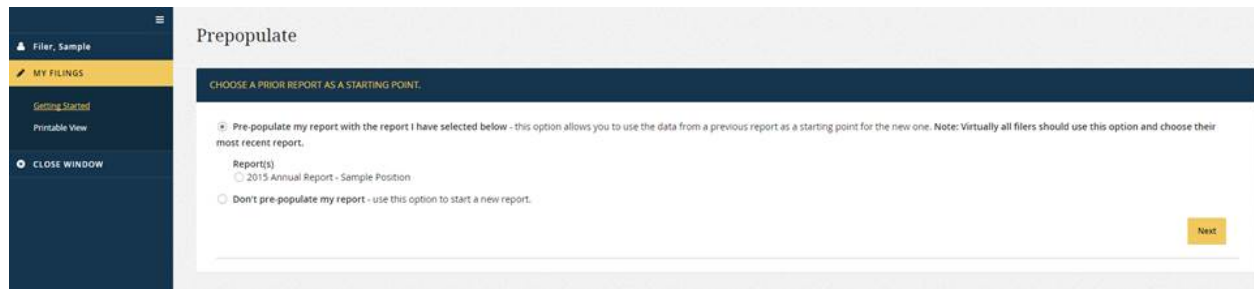
Using Integrity:

ANNUAL REPORTS

Population: For almost all DOE annual report filers, you should prepopulate your report based on your 2015 certified report. If you did not use Integrity for your 2015 report, your data was pre-populated based on what you reported in 2015. When you open Integrity you should see that your My Tasks dashboard lists either one report (if you used Integrity last year) or two reports – one for 2015 (Update) and one for 2016 (Start) (if you did not use Integrity last year). **DO NOT OPEN OR DO ANYTHING WITH THE 2015 REPORT.** If you do not see a 2016 report immediately call this office at the contact information below.

ONLY WORK ON THE 2016 REPORT by clicking Start. 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 2015 report. The pre-population tool copies the entries from the selected report (2015) into your new report (2016). If you forget to select the pre-population option **immediately** contact this office.

The pre-population screen will look similar to this:



When you see this screen, select the 2015 Annual Report, 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 what you reported.** If that happens, you will need to delete the duplicates as explained below.

If this is your first year using Integrity, in 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, which is the equivalent of the cover page. This includes completing your job title and other basic information about your position. **You must 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 2016 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 next year.*

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

TRANSACTIONS: You do NOT need to report any transactions that you have already reported on a paper Transaction Report (278-T) prior to May 2015. All filers have been using Integrity to file their periodic transaction reports since May 2015. These electronic reports are not automatically imported into Integrity. On the Transactions page, you will have the opportunity to import this data. Select from a

list of completed 278-T reports on this page by selecting a report from the drop down menu following “ADD TRANSACTIONS FROM A PREVIOUS 278-T REPORT.” You must do this individually for each 278-T filed using Integrity.

Part 7: Transactions

In this section, you will report transactions involving your assets and those of your dependent child, if applicable.

Specifically, report any purchase, sale, or exchange of real property or securities  in excess of \$1,000 that was made by you or your dependent child during the reporting period.

Do not report transactions that concern the following:

- (1) A personal residence, unless the personal residence was rented out at any point during the reporting period;
- (2) Cash accounts (e.g., checking, savings, CDs, money market accounts) and money market mutual funds;
- (3) Treasury bills, bonds, notes, and United States savings bonds;
- (4) Holdings within a federal Thrift Savings Plan account; and
- (5) Holdings of an excepted investment fund (e.g., report your purchase of a mutual fund but do not report the mutual fund's purchases of stock).

In addition, you do not need to report transactions that occurred when you were not an employee of the United States federal government or transactions that occurred

ADD TRANSACTIONS FROM A PREVIOUS 278-T REPORT



- Pick a Report -

OTHER HELPFUL TIPS FOR USING INTEGRITY

ENTERING DATA:

- **If you have nothing to report for a certain question, please check the box at the bottom left of the white portion of the screen to state that you have nothing to report in that area.**
- Each page for entering report data 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.
 - To add a new asset select the yellow “Add New Item” box on the screen. If you do not see this box, please check to make sure you are not in an outdated version of Internet Explorer. If you are, please try in a different browser (Chrome, Firefox, Safari) before calling our office for help.
 - To edit an existing asset, 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. REMEMBER TO CLICK THE “SAVE” BUTTON ON THE BOTTOM RIGHT OF THIS COLUMN; you may need to scroll down the screen to see this button.
- 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. Employment-related assets (such as retirement plans from a previous employer for either you or your spouse) may be reported under the “other assets and income” section or the individual employment related assets section. Please do not enter these assets in both sections. There is no need to move an employment-related asset that appears in the other assets and income section.
- Integrity allows you to group your assets by accounts, such as an IRA, defined contribution plan, 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 (i.e. XYZ 401(k) Account); and scroll to the bottom and save. You do not need to add any additional information to create the parent asset.

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.

- o 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.).
- For cash accounts, please do not list the name of the bank. The Office of Government Ethics has new guidance that provides that you should list the banks by generic identifiers and indicate that they are cash accounts. For example, US bank account #1 (cash), US bank account #2 (cash). This is also the practice for reporting money market accounts and credit unions. Please edit any accounts previously reported to conform to this new guidance.

Deleting Data

- If your report shows duplicate entries of a single asset or if you wish to delete a previously reported asset, locate the trash can icon in the blue box at the top of the asset listing and check the box in that column on the same line as your entry. Click on the trash can after selecting the entry and your entry will be deleted.

Completing 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.
- Please double check all of the information on your report prior to submitting it.
- The left-side, vertical navigation pane includes a link to a Printable View of your data. Click it to display your report. Select the “Export to PDF” option on the top of the screen to save or print a PDF version of your report.
- 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.

Integrity Operation

- 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.
- As a security measure, Integrity will log you of the website after 30 minutes of inactivity. If this happens, simply log back in to Integrity using your OMB Max account information.
- If your screen freezes or becomes unresponsive while using Integrity, completely close your browser, wait a few seconds, and then reopen your browser to start a new session. Remember to double check your browser and use a different browser if you were using an outdated version.
- 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.

ANNUAL REPORT FILING INFORMATION AND PENALTIES

The Public Financial Disclosure Report is due MONDAY, MAY 16, 2016.

Requests for an extension of time must be submitted no later than Friday, May 13, 2016.

Failure to file on time may subject you to a \$200 late filing fee. In addition, knowing and willful falsification of information or failure to file or report information required to be reported can result in a civil penalty of up to \$50,000 or 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.

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.

If you have questions after reading these directions, please call 202-586-5122 or email standardsofconduct@hq.doe.gov for assistance. Please contact us as soon as possible upon encountering difficulty. Do not wait until just before the report is due.