January 2022

How to Find Your Supervisor For a Report in Integrity

Before you begin entering data into your OGE Form 278e, verify that you are aligned with the correct supervisor. Follow these instructions to see who the supervisor for your group is:

1) Log in to Integrity. You should be on the My Tasks page.

2) On the My Tasks page, you will see your 2022 report under the My Current Reports heading.

My Current Reports

YEAR	ITEM	TYPE	AGENCY	GROUP	POSITION	DUE DATE	STATUS	DATE FILED	ACTION
2022	Annual Report	278	Department of the Air Force	AF/A1	Director	16 May 2022	Not Started		Start

3) Under the Status column, you will see "Not Started." Click on the words "Not Started."

4) You will see the Workflow page for that report.

5) If your supervisor is not correct, contact either me or Justin Marby so that we can place you in the correct group before you start your report.

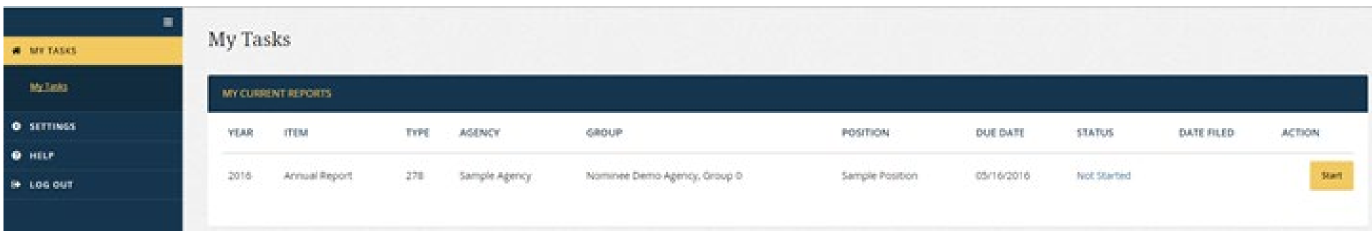
UNITED STATES OFFICE OF
GOVERNMENT ETHICS
Preventing Conflicts of Interest
in the Executive Branch

Filer Prepopulate

INTEGRITY .gov
Play your part.

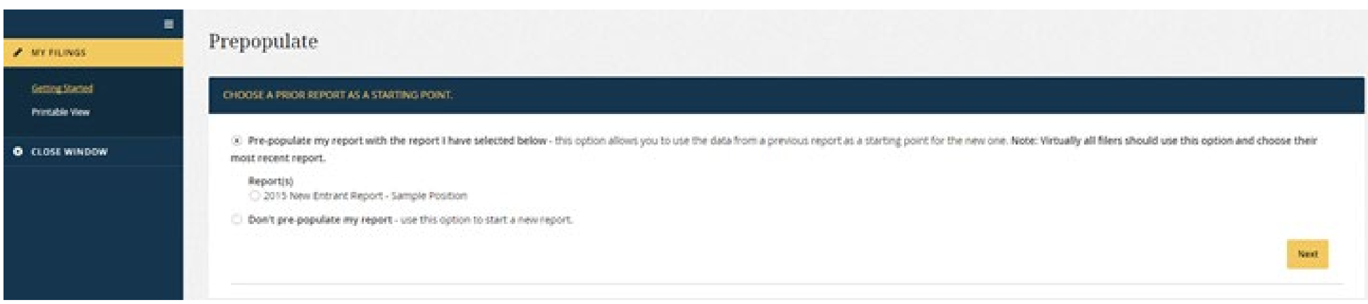
A returning filer who has previously filed a report in *Integrity* may use the earlier report to "pre-populate" a new filing. Prepopulate will copy the data from the prior report into the new one.

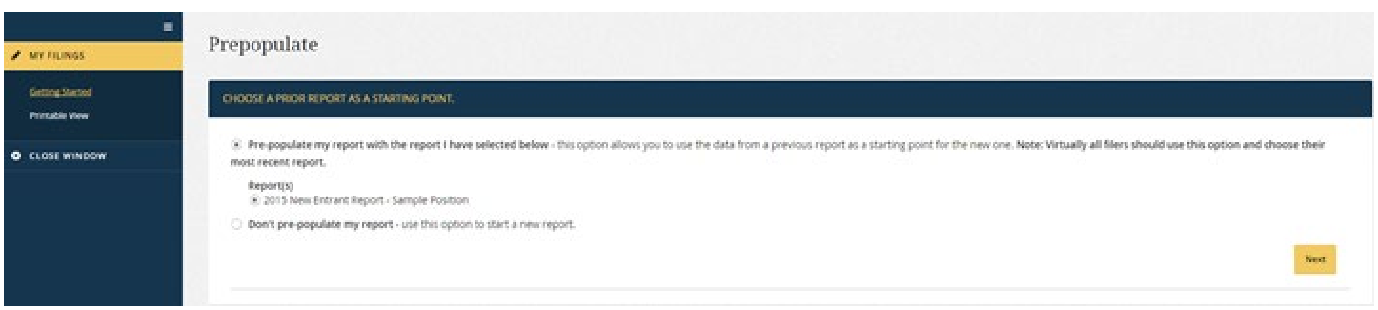
1. Log into *Integrity* and find the report that you need to file in the "**My Current Reports**" section of the "**My Tasks**" page:



2. Select the "**Start**" button at the far right side of the page.

3. On the next page, you will see a list of prior reports that you can use to pre-populate your new report. In most cases, you should select the most recent report (e.g., your last Annual report).





4. Select the "**Next**" button at the far right side of the page.

5. This message displays while *Integrity* pre-populates the report:

6. Once the pre-population process is complete, you will arrive at the "Getting Started" page. Complete the rest of your report as normal, changing the pre-populated information or adding new entries as needed.

Note: You will need to select **Next** and navigate through each "part" of the report before submitting. **The left side menu will expand as you move through the report.**

A filer may edit while moving through each part or wait until the **Report Data (Summary)** link appears. Click that to view the entire report. That view includes "Edit" action buttons to jump to a particular part to make changes.

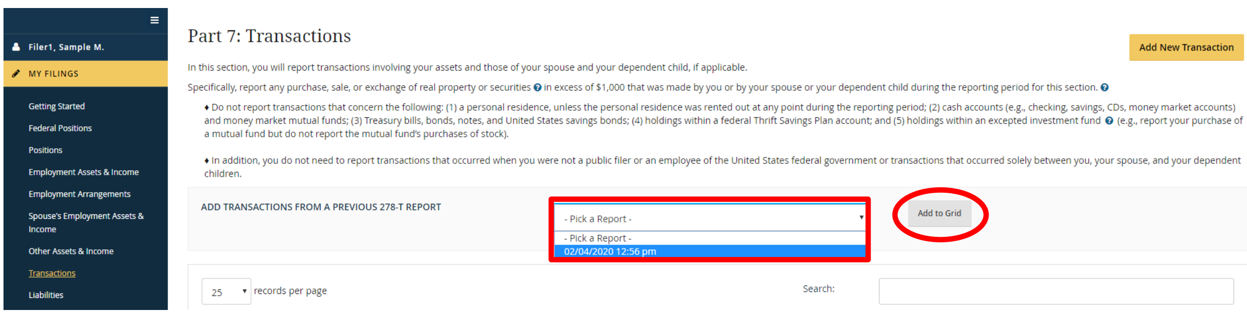
Reference: *Integrity* User Guide, § 4.2.3. User Guide available here https://community.max.gov/x/vQApLg.

Note: If a filer previously registered a designee to complete the form, the filer may need to register/re-invite the designee again. The designee will likely have to reset the password.

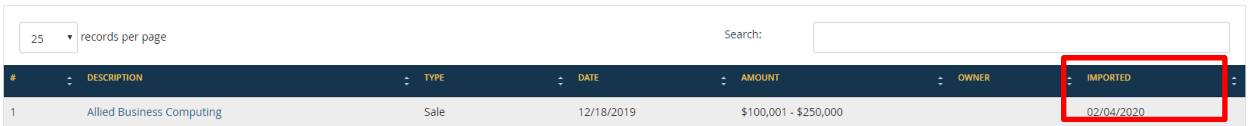
How to Import Transactions from a Periodic Transaction Report onto the Transactions Section of the Annual and Termination 278s

Integrity allows the Filer to import transactions directly from prior Periodic Transaction reports into the Part 7 grid.

To import transactions onto the Transactions section of the annual and termination 278s, the Filer goes to the "Transactions" section and selects a report from the "Add Transactions" drop-down field. Then, the Filer clicks the "Add to Grid" button.



The transactions from the selected report appear in the data entry grid. The "Imported" column will display the date of the imported report. This column does not appear on the printable, publicly releasable version of the report.



If the Filer edits an imported transaction, the "Imported" column will note the edit.