

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.

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:

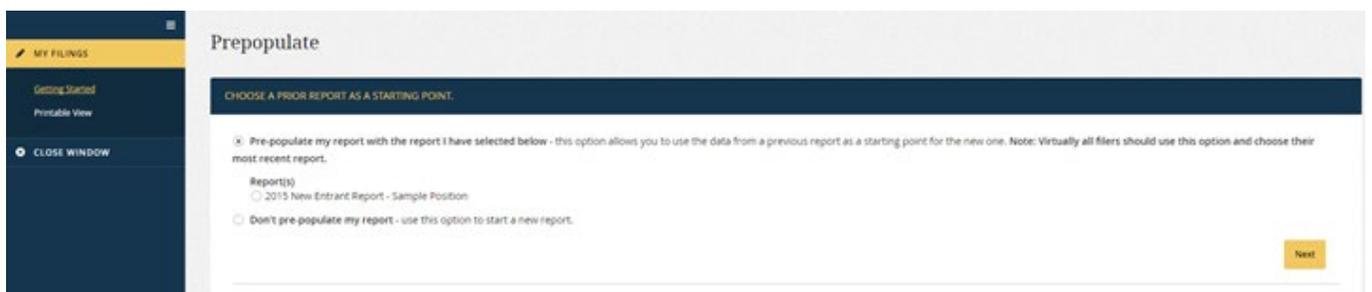


The screenshot shows the 'My Tasks' page. On the left is a navigation menu with 'MY TASKS' selected. The main content area is titled 'My Tasks' and contains a section for 'MY CURRENT REPORTS'. Below this is a table with the following data:

YEAR	ITEM	TYPE	AGENCY	GROUP	POSITION	DUE DATE	STATUS	DATE FILED	ACTION
2015	Annual Report	278	Sample Agency	Nominee Demo Agency, Group 0	Sample Position	05/16/2016	Not Started		Start

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

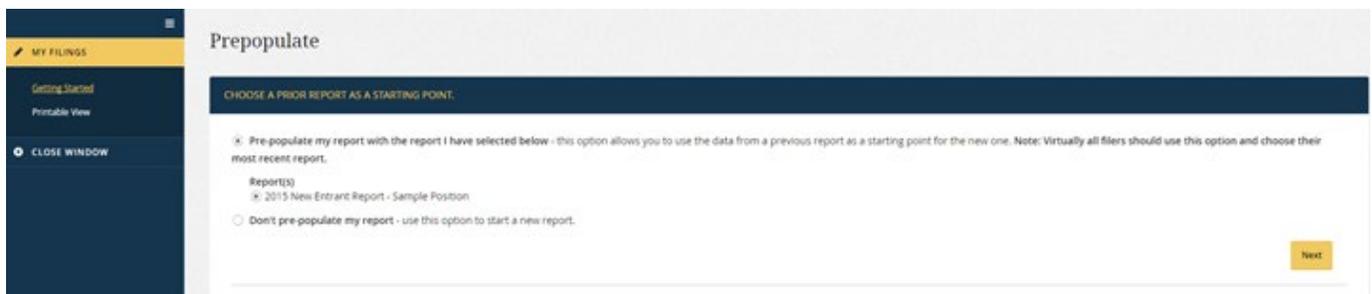
3. On the next page, you will see a list of prior reports that you can use to pre-populate your new report. In most cases, you should select the most recent report (e.g., your last Annual report).



The screenshot shows the 'Prepopulate' page. The left navigation menu has 'MY FILINGS' selected. The main content area is titled 'Prepopulate' and contains a section for 'CHOOSE A PRIOR REPORT AS A STARTING POINT.' The following options are listed:

- 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)
 2015 New Entrant Report - Sample Position
- Don't pre-populate my report - use this option to start a new report.

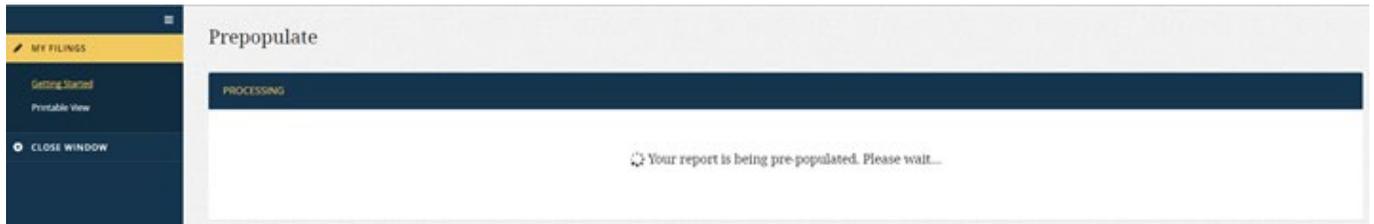
A 'Next' button is located at the bottom right of the page.



This screenshot is identical to the previous one, but the '2015 New Entrant Report - Sample Position' option is now selected with a radio button.

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.

Part 7: Transactions Add New Transaction

In this section, you will report transactions involving your assets and those of your spouse and 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 by your spouse or your dependent child during the reporting period for this section.

- 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 within 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 a public filer or an employee of the United States federal government or transactions that occurred solely between you, your spouse, and your dependent children.

ADD TRANSACTIONS FROM A PREVIOUS 278-T REPORT

- Pick a Report -
- Pick a Report -
02/04/2020 12:50 pm

Add to Grid

25 records per page Search:

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.

25	records per page	Search:	<input type="text"/>			
#	DESCRIPTION	TYPE	DATE	AMOUNT	OWNER	IMPORTED
1	Allied Business Computing	Sale	12/18/2019	\$100,001 - \$250,000		02/04/2020

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

25	records per page	Search:	<input type="text"/>			
#	DESCRIPTION	TYPE	DATE	AMOUNT	OWNER	IMPORTED
1	Allied Business Computing edit	Sale	12/18/2019	\$100,001 - \$250,000		02/04/2020 Edited