# *Integrity* User Guide Supplement: PPO and WHCO Agencies

This supplement explains the PPO and WHCO Special Agency types and key *Integrity* features from the perspective of PPO and WHCO users.  See the *Integrity* User Guide for more general guidance regarding the use of *Integrity*.

## S.1 - Overview

This section provides an overview of the Nominee report process within *Integrity* and the role of the PPO and WHCO Agency types for that process.

### S.1.1 - Scope

"Nominee reports" in *Integrity* include only those public financial disclosure reports that (1) are filed in connection with positions requiring Presidential appointment and Senate confirmation (PAS) and (2) are subject to review by the U.S. Office of Government Ethics (OGE).

Certain Nominees file public financial disclosure reports that are not subject to review by OGE.  In addition, certain Nominees file confidential financial disclosure reports, and, depending on the particular position, those reports may or may not be subject to OGE review.  These reports are not filed through *Integrity* using the process outlined in this supplement.

A list of PAS positions subject to public financial disclosure and OGE review is available on OGE's website.

### S.1.2 - The OGE Form 278e

Nominees who need to complete public financial disclosure reports do so using the OGE Form 278e, which consists of a Cover Page and nine substantive Parts.

- Part 1 – Filer's Positions Held Outside United States Government

- Part 2 – Filer's Employment Assets & Income and Retirement Accounts

- Part 3 – Filer's Employment Agreements and Arrangements

- Part 4 – Filer's Sources of Compensation Exceeding $5,000 in a Year

- Part 5 – Spouse's Employment Assets & Income and Retirement Accounts

- Part 6 – Other Assets and Income

- Part 7 – Transactions (does not apply to Nominee reports)

- Part 8 – Liabilities

- Part 9 – Gifts and Travel Reimbursements (does not apply to Nominee reports)

Detailed substantive guidance on the reporting requirements can be found in the Public Financial Disclosure Guide, which is available on OGE's website.

### S.1.3 - Nominee Process in General

See Section 4.10 of the Public Financial Disclosure Guide for a brief, general discussion of the Nominee process, including those aspects that do not pertain to electronic filing.

### S.1.4 - Nominee Workflow in *Integrity*

Nominee reports in *Integrity* go through the following workflow steps.

| # | Workflow | Who Can See the Report | Who Takes Action |
|---|----------|------------------------|------------------|
| 1 | A PPO Agency user adds the Filer to a Group within the PPO Agency and assigns the Filer a report.<br><br>The report is associated with the Agency to which the Filer would be nominated ("Target Agency"). | PPO | PPO |
| 2 | The Filer fills out the draft report and submits it for review. | PPO<br>Filer | Filer |
| 3 | PPO receives notice that the draft report has been submitted. A PPO Agency user releases the draft report to the WHCO Agency. | PPO<br>Filer | PPO |
| 4 | WHCO receives notice that the draft report has been released. A WHCO Agency user releases the draft report to OGE and the Target Agency. | PPO<br>Filer<br>WHCO | WHCO |
| 5 | Routers at OGE and the Target Agency receive notice that the draft report has been released.<br><br>As needed, the Target Agency Router and OGE Router release the report to the broader group of Target Agency Nominee Reviewers and OGE Nominee Reviewers. If the report is not released, the Routers review the report.<br><br>The Filer, Filer Designee, Target Agency, and OGE have simultaneous access to make changes to the draft report as needed. | PPO<br>Filer<br>WHCO<br>OGE<br>Target Agency | Filer<br>OGE<br>Target Agency |

| # | Workflow | Who Can See the Report | Who Takes Action |
|---|----------|------------------------|------------------|
| 6 | The OGE Nominee Reviewer forwards the draft report to the OGE Program Manager. The OGE Program Manager preclears the draft report. | PPO<br>Filer<br>WHCO<br>OGE<br>Target Agency | OGE |
| 7 | The Filer is officially nominated. OGE enters a nomination date for the report within *Integrity*. Entering this date permits the Filer to file the report. | PPO<br>Filer<br>WHCO<br>OGE<br>Target Agency | OGE |
| 8 | The Filer files the official report after nomination. | PPO<br>Filer<br>WHCO<br>OGE<br>Target Agency | Filer |
| 9 | The report is reviewed by the role(s) specified for PAS/DAEO reports at the Target Agency. The Target Agency ends its review process by certifying the report, which forwards the report to OGE for review. | PPO<br>Filer<br>WHCO<br>OGE<br>Target Agency | Target Agency |
| 10 | As needed, the OGE Nominee Reviewer asks follow-up questions of the Agency and/or returns the report to the Agency for updates. OGE ends the review process by certifying the report. OGE transmits a copy of the Nominee report and related documents to the Senate. | PPO<br>Filer<br>WHCO<br>OGE<br>Target Agency | OGE |

## S.1.5 - Key Features of *Integrity* and the Nominee Process

The remaining sections of this supplement explain how to add a Filer, assign a report, release a report, export reports, and, if necessary, delete a report. The *Integrity* User Guide also has detailed explanations on all the main features of the system. However, some key features of *Integrity* include the following:

- Security: *Integrity*'s security features include encryption, limited system access, role-based permissions, independent validation of security controls, and continuous security monitoring. *Integrity* authenticates users by leveraging the auto-authentication services of MAX.gov, a FISMA accredited Central Authentication Service, run by the Budget Formulation and Execution Line of Business. With respect to physical security, *Integrity* is housed in a secure U.S. Government facility.

- Cloaked Accounts for Filers New to *Integrity*:  If a Filer is not already an *Integrity* user, the PPO Agency would create a cloaked account for the Filer.  The cloaked account ensures that the Filer's real identity is not added to the MAX.gov User Directory and takes the form of an inactive, system-generated email address.  Once created, the Filer receives a notice at the real email address associated with the cloaked account.  That notice contains a link for setting a password, which the Filer will use when logging in with the cloaked account.

- Conditional Visibility of the Report to Reviewers:  A Nominee report is not visible to anyone but the Filer and the assigning PPO Agency until a user at that PPO Agency releases the report to the WHCO Agency.  The report is only visible to the Filer, PPO Agency, and WHCO Agency until a user at that WHCO Agency releases the report to the Target Agency and OGE.  At the point of release, the report is visible to the Routers at the Target Agency and OGE but not to the wider set of Nominee Reviewers.  The report is visible to the Nominee Reviewers at the Target Agency/OGE if and when the Router at the Target Agency/OGE "routes" the report to the Nominee Reviewers.

- Combination of Data-Entry Grids and Filing Tutorials:  A Nominee report within *Integrity* consists of seven main data-entry grids that correspond to each applicable Part of the OGE Form 278e, Executive Branch Personnel Public Financial Disclosure Report.  To help Filers complete the data entry grids, *Integrity* routes first-time Filers through a series of tutorials (also referred to as "Filing Wizards"), which are questions that vary based on the Filer's entries in prior grids as well as the Filer's answers to prior questions.

- Filer Pre-Population:  *Integrity* allows a Filer to "pre-populate" a Nominee report with data from a prior report within the system.

- Simultaneous Edit Rights in Draft Status:  The Filer, Filer Designee (e.g., an attorney or accountant), Target Agency, and OGE can edit a Nominee report simultaneously while the report is in draft status.  Reviewers need not "return" the report to a Filer in order to make changes.

- Change History for Drafts:  Workflow events related to an officially filed report and edits to that report's data are captured within an "Audit Trail."  This record is preserved for the life of the report within *Integrity*.  A supplemental "Change History" feature tracks workflow events and changes to draft report data.  *Integrity* removes the record of draft report data changes from "Change History" after OGE certifies the official report.

- Data Validation for Official Filing:  A Filer may not officially submit a Nominee report until OGE has precleared the draft report and entered a date in the "Nominated" field on the "General Information" page.

- Signature Date is the Date of Draft Submission: A Filer submits a Nominee report twice during its workflow – once when forwarding the draft to begin the clearance process and again when officially filing after nomination. Although the "Audit Trail" records the Filer's second submission, the printed OGE Form 278e reflects the original submission of the draft, which better corresponds to the reporting period used. If an update to the reporting period is required, the Filer would be assigned a new report, which the Filer can pre-populate from the prior report.

- Records Management Permissions: PPO has responsibility for managing draft reports prior to their release to the Target Agency and OGE. Therefore, any unneeded, unreleased draft reports would be deleted by a PPO Agency user. OGE has responsibility for managing draft reports after their release to the Target Agency and OGE. OGE also has responsibility for managing the retention requirements that are applicable to officially filed Nominee reports. Deleting a report means that it is no longer available to a Filer for pre-population.

## S.2 - Agencies, Groups, and Roles

This section explains the PPO and WHCO Agency types and defines the roles that can be assigned within each Agency type.

### S.2.1 - PPO Agency

Purpose

The purpose of the PPO Agency is to add Nominee Filers and to assign Nominee reports to those Filers.

The White House of each Administration has its own PPO Agency, and the authorized users within that Agency are typically staff members of the Office of Presidential Personnel. The Office of Presidential Personnel handles the assignment of most Nominee reports that are subject to OGE review. However, the Executive Office for U.S. Attorneys traditionally has initiated the report assignment process for U.S. Attorney candidates. Similarly, the U.S. Marshals Service traditionally has initiated the process for U.S. Marshal candidates, and the Department of State has assigned reports to career Foreign Service Officers being considered for Ambassadorial appointments. To accommodate these special assignment processes, additional PPO-type Agencies are created during each Administration for the Executive Office for U.S. Attorneys, the U.S. Marshals Service, and the Department of State.

Agency-Level Functions

The Agency level exists primarily to set the Administration identifier, which links the PPO Agency with a unique WHCO Agency, and to assign the PPO Lead and PPO Administrator roles. System-generated email notices are also maintained at the Agency level; however, these notices can only be edited by an *Integrity* System Super User.

Group-Level Functions

The PPO Agency has a single Group.  Potential Nominees are added as Filers at the Group level.  Reports can be assigned to any Filers added to the Group.  The Filer list within this Group is visible only to users with roles within the PPO Agency.  The PPO Reviewer role is also assigned at the Group level.

Roles

A PPO Agency has three different role types.  There can be only 1 PPO Lead; however, the PPO Administrator and Reviewer roles can have multiple Alternate role holders.

| Role | # | Description |
|---|---|---|
| PPO Lead | 1 per Agency | The PPO Lead may add a Group (initial set-up), add/remove PPO Administrator and PPO Reviewer permissions, add/notify Filers, assign reports, release reports to WHCO, bulk export reports from *Integrity*, and delete unneeded reports that have not been released to the Target Agency and OGE.  The PPO Lead role is assigned by the *Integrity* System Super User. |
| PPO Administrator | 1 Primary per Agency<br><br>No limit to Alternates | The PPO Administrator may add a Group, add/remove PPO Administrator and PPO Reviewer permissions, add/notify Filers, and bulk export reports from *Integrity*. |
| PPO Reviewer | 1 Primary per Agency<br><br>No limit to Alternates | The PPO Reviewer may add/notify Filers, assign reports, release reports to WHCO, and delete unneeded reports that have not been released to the Target Agency and OGE. |

**S.2.2 - WHCO Agency**

Purpose

The purpose of the WHCO Agency is to receive draft Nominee reports that have been released from the PPO Agency and to release those drafts to OGE and to the Agency in which the proposed position is located.

Agency-Level Functions

The Agency level exists primarily to set the Administration identifier, which links the WHCO Agency with a unique PPO Agency, and to assign the WHCO Lead and WHCO Administrator roles.

Group-Level Functions

The WHCO Agency has a single Group.  The only function of a Group within a WHCO Agency is to facilitate the assignment of the WHCO Reviewer role to users.

Roles

A WHCO Agency has three different role types.  There can be only 1 WHCO Lead; however, the WHCO Administrator and Reviewer roles can have multiple Alternate role holders.

| Role | # | Description |
|---|---|---|
| WHCO Lead | 1 per Agency | The WHCO Lead may add a Group (initial set-up), add/remove WHCO Administrator and WHCO Reviewer permissions, and release reports to the Target Agency and OGE.  The WHCO Lead role is assigned by the *Integrity* System Super User. |
| WHCO Administrator | 1 Primary per Agency<br><br>No limit to Alternates | The WHCO Administrator may add a Group and add/remove WHCO Administrator and WHCO Reviewer permissions. |
| WHCO Reviewer | 1 Primary per Agency<br><br>No limit to Alternates | The WHCO Reviewer may release reports to the Target Agency and OGE. |

# S.3 - Agency-Level Information

This section explains how to view Agency-level information within the Admin interface.

### S.3.1 - Rights to Agency-Level Information

The PPO Lead and PPO Administrators can view settings for a PPO Agency and manage PPO Administrator permissions.  The WHCO Lead and WHCO Administrators can view settings for a WHCO Agency and manage WHCO Administrator permissions.

### S.3.2 - Access the Agency Set-up Page

Leads and Administrators can access the "Agency Set-up" page from either the "Agencies" or "Hierarchy" tab after accessing the "Manage Agencies & Groups" menu option in the Admin interface.

<u>Agencies Tab</u>

Select "Manage Agencies & Groups" from the list of options in the left-side navigation menu. Three tabs will appear. The tab for "Agencies" is highlighted by default.
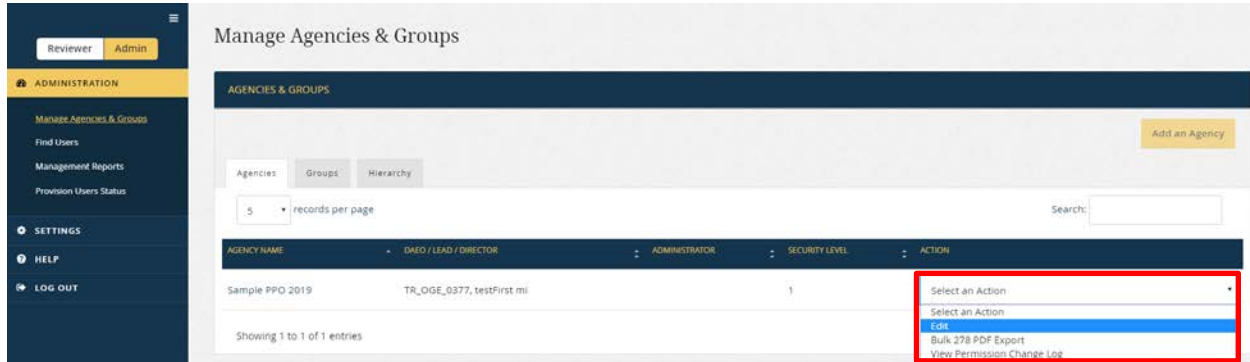


Select "Edit" from the "Select an Action" drop-down field at the far right. The "Agency Set-up" page will appear.

<u>Hierarchy Tab</u>

Select "Manage Agencies & Groups" from the list of options in the left-side navigation menu. Three tabs will appear. Click the "Hierarchy" tab.
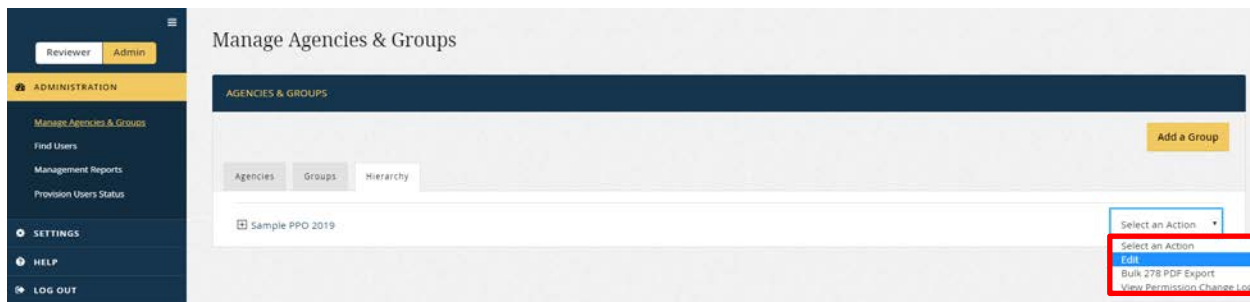


Select "Edit" from the "Select an Action" drop-down field for the Agency level of the hierarchy. The "Agency Set-up" page will appear.

**S.3.3 - Access Tabs on the Agency Set-up Page**

The "Agency Set-up" page has two visible tabs. Select a tab to display information.

<u>Basic Information</u>

This tab displays the Agency name and Administration identifier. In the example below, the PPO Agency for "Sample Administration 2019" is linked to the WHCO Agency for "Sample Administration 2019." A report released by PPO will go to that linked WHCO Agency. No other PPO and WHCO Agencies can access the report.

Note: The "DOD Agency?" indicator applies to regular Agency types. It will always be unchecked for PPO and WHCO Agencies.



Agency Staff

This section displays the users who hold the Lead and Administrator roles for the Agency. For assigned roles, click the user's name to see that user's contact information.



## S.3.4 - System Notices

*Integrity* sends notices to Nominee Filers and staff within the PPO and WHCO Agencies in response to certain events. The use and text of these notices can be configured for each Administration; however, unlike other Agencies in the system, the configuration of these Nominee notices are restricted to individuals on the development/technical support team with the System Super User role. The list below explains the operation of the notices and the default text. To make any configuration changes, a PPO Lead or PPO Administrator should submit a request to the *Integrity* Helpdesk.

- *Integrity* notifications / User provisioning notification: If PPO creates a new user account for a reviewer, *Integrity* will send that individual a notice.

You have been granted access rights to Integrity, which is a system created by the U.S. Office of Government Ethics for electronically filing and reviewing public financial disclosure reports.

Logging into Integrity requires an account with MAX.gov.

- If you are currently a MAX.gov user, you can access Integrity by going to https://integrity.gov.  Enter your existing MAX ID and password.

- If you are not a current MAX.gov user, please use the following link to set up your password:

  [[passwordResetUrl]]

After setting up your password, you can access Integrity by going to www.integrity.gov.

- *Integrity* notifications / Cloaked user provisioning notification:  If PPO creates a new user account for a Nominee Filer, *Integrity* will send that individual a notice.  (A new user account is not needed if the Nominee already uses *Integrity*.  In such a case, the Nominee completes the report using his or her existing account.  No provisioning notice is necessary.)

Dear [[name]],

The Office of Presidential Personnel (PPO) has registered you in Integrity, which is the electronic filing system that you will use to file your public financial disclosure report.

Before you can use Integrity, you will need to create a password. This email provides you with instructions for creating your password. It is very important that you create your password right away.

In the near future, you will receive another email from this address. That email will advise you that PPO has set up a blank financial disclosure report form for you to complete. Once you receive that email, it will be very important that you begin working on your financial disclosure report as soon as possible, in order to avoid delaying your nomination.

Please contact PPO if you have any questions.

INSTRUCTIONS:

1. USER ID:  To ensure the security of the nominations process, your identity will be "cloaked" in Integrity in order to limit the number of individuals who know that you are an Integrity user. To achieve this cloaking, you have been assigned a User ID that is not your real name. Your unique User ID is listed immediately below. You must use this User ID each time you log into Integrity.

     User ID: [[cloakedId]]

2. PASSWORD: To set up your password, click on the link immediately below, which will take you to Integrity's password reset page:

[[passwordResetUrl]]

3. LOGGING INTO INTEGRITY: Be sure to make a note of your User ID and password. You will need them each time you log into Integrity. To log into Integrity, type www.integrity.gov into your web browser or click on the link immediately below

https://integrity.gov

4. RECOMMENDED WEB BROWSER: Integrity works well with a variety of web browsers: Google Chrome, Internet Explorer (version 9 and newer), Safari, and Firefox. However, it works the very best with Google Chrome. If you don't have Google Chrome, you can download it to your PC or Mac by clicking on the link immediately below and following the instructions on Google's website:

https://www.google.com/chrome/index.html

5. NEXT STEPS: As indicated above, PPO will set up a blank form for you in Integrity. You will receive an email notice letting you know that you can get started on your financial disclosure report. You should start working on that report as soon as possible. Please contact PPO if you have any questions along the way.

6. PROVIDING ACCESS TO AN ATTORNEY OR OTHER ASSISTANT: After you have set up your own password, you can log into Integrity if you also want to register an attorney or other assistant as your designee to help complete your report. You will click on the "Manage My Designees" link (under the header "MY TOOLS" in the middle of the page) to register your designee by providing your designee's contact information and email address. Integrity will do the rest for you. Integrity will send your designee a copy of this same email with one important difference: Your designee will receive a different User ID. ****Please be sure to let your designee know in advance that he/she should follow the instructions in this email for creating his/her own password**** Your designee may be confused by receiving this email if you don't explain it to him/her in advance. (Do not provide your designee with your own password; our security protocols require that your designee have his/her own separate User ID and password.)

- Filer notifications / Report assignment: If PPO assigns a Nominee report to a Filer, *Integrity* will send that individual a notice.

  Dear [[name]],

  You have been assigned a public financial disclosure report (OGE Form 278e) to complete in Integrity, which is the electronic filing system that nominees use to file public financial disclosure reports.  To log into Integrity, type "integrity.gov" into your web browser or click on the link immediately below.

  https://integrity.gov

***IMPORTANT*** In order to log into Integrity, you will need a User ID and password. If you are new to Integrity, you should have recently received an email providing you with a username. That email included instructions for creating a password. If you have not followed those instructions and created a password, you will not be able to log into Integrity. In that case, you should review that earlier email, follow the instructions, and create an email before trying to log into Integrity.  If you are already an Integrity filer, you may use your existing User ID and password.

- Filer notifications / Filing reminders assignment:  A reminder notice will be sent to the Filer every 7 or 14 days.  The use of reminders and the reminder schedule is set initially at the beginning of an Administration.

  Dear [[name]],

  A public financial disclosure report (OGE Form 278e) is pending your action in Integrity, which is the electronic filing system that nominees use to file public financial disclosure reports.  You may access the report by logging into Integrity at https://integrity.gov.

- Reviewer notifications / Reporting pending action notification:  A notice will be sent to a reviewer when he or she receives an assignment.  By default, all incoming Nominee reports are initially assigned to the Primary Reviewer.

  A [[year]] [[item]] report for [[name]] is pending your action as [[role]] in Integrity.  You may access the report by logging into Integrity at https://integrity.gov.

## S.4 - Initial Group Set-up

This section explains how to create a PPO or WHCO Group within the Admin interface at the start of an Administration.

### S.4.1 - Need for an Initial Group Set-up

Each PPO Agency needs 1 PPO Group, and each WHCO Agency needs 1 WHCO Group. For each new PPO-WHCO pair, the *Integrity* team will create the Agency; however, to help preserve Nominee confidentiality, the *Integrity* team cannot create (or see) Groups created within a PPO Agency or WHCO Agency.  Users within those Agencies need to complete the initial set-up process by creating Groups.  This step must take place before PPO can begin adding Filers and assigning Nominee reports.

### S.4.2 - Rights to Create a Group

The PPO Lead and PPO Administrators can create a Group for a PPO Agency.

The WHCO Lead and WHCO Administrators can create a Group for a WHCO Agency.

## S.4.3 - Create a Group

Go to the "Group" tab after accessing the "Manage Agencies & Groups" menu option in the Admin interface. Click the "Add a Group" button in the upper right of the screen.
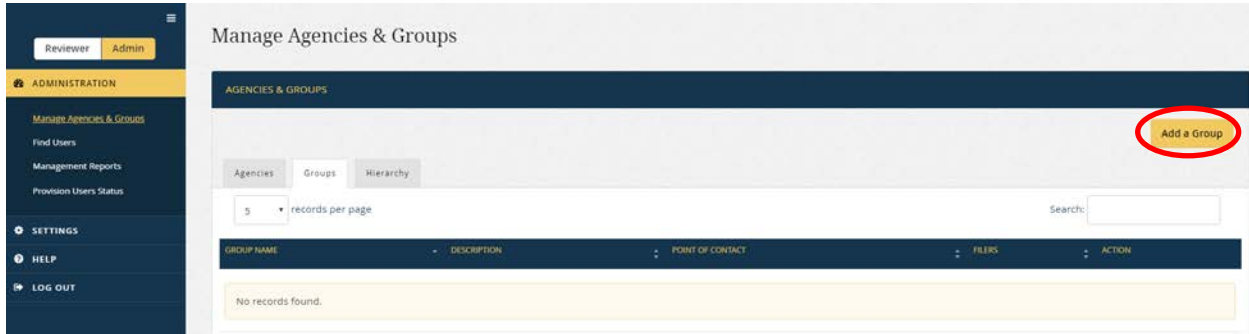


A new box will appear that asks you to select the parent of this Group; however, you will have only a single choice.



The "Group Set-up" page will appear. On the first tab, "Basic Information," provide a name for the Group. You can also provide a description but do not need to do so.
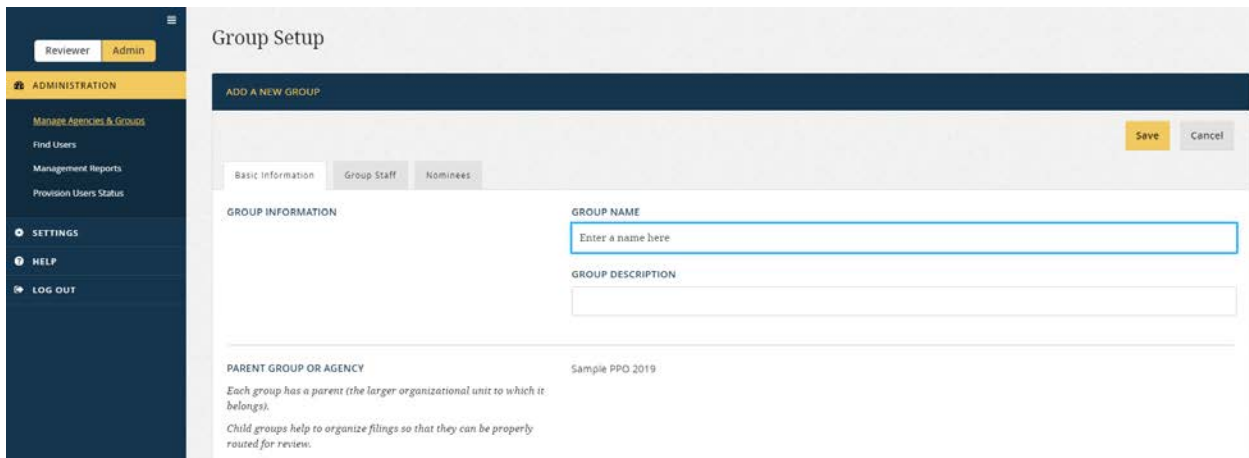


Once you provide a Group Name, you can add the Group by clicking the "Save" button in the upper right. You can add staff and Filers before finishing the add process; however, because those tasks are discussed in separate sections, the staff and Filer management processes will not be addressed here.

# S.5 - Staff Permissions

This section explains how to edit staff permissions within the PPO and WHCO Agency types.  All actions discussed in this section occur within the Admin interface.

## S.5.1 - Rights to Manage Staff Permissions

The PPO Lead and PPO Administrators can manage PPO Administrator and PPO Reviewer permissions.  PPO Reviewers can view the other users with PPO Reviewer permissions but cannot make any changes.

The WHCO Lead and WHCO Administrators can manage WHCO Administrator and WHCO Reviewer permissions.  WHCO Reviewers can view the other users with WHCO Reviewer permissions but cannot make any changes.

Note:  You may not add, remove, or change roles for yourself.

## S.5.2 - Add or Remove a PPO Lead or WHCO Lead

Contact the *Integrity* Helpdesk.  The Helpdesk does not have permission to add or remove the PPO Lead or WHCO Lead roles; however, the Helpdesk can authorize a member of the developer/technical support team to make the change.

## S.5.3 - Add or Remove a PPO Administrator or WHCO Administrator

Go to the "Agencies" or "Hierarchy" tab after accessing the "Manage Agencies & Groups" menu option in the Admin interface.  Select "Edit" from the "Select an Action" drop-down field.  The "Agency Set-up" page will appear.  Select the "Agency Staff" tab.



Add a Primary Administrator Role

*Integrity* permits only a single individual to hold a Primary Administrator role at a time.

On the "Agency Staff" tab, click the "Assign" button if the role is currently empty.

PPO ADMINISTRATOR                                    Not Assigned

Assign

If another user already holds that role, the "Assign" button will be replaced by a
"Change" button. Click the "Change" button.

PPO ADMINISTRATOR                              TR_OGE_0441, testFirst Mi

Change    Remove

The "Add/Assign/Change Role" box will appear.

Change PPO Administrator                                                          ✕

SEARCH BY...
FIRST NAME                    LAST NAME                    EMAIL

                                                                              Go

Integrity Users    MAX Users    Unknown Email Address

NAME                          ▲  EMAIL                      ⋮  PHONE          ⋮

Type the email address of the individual you wish to designate as the new role holder.
Click the "Go" button. You can search by name as well; however, the results will not be
as limited.

The next steps will depend on which of the following applies: (1) the individual has an
active *Integrity* account; (2) the individual has an inactive *Integrity* account; (3) the
individual does not have an *Integrity* account but does have a MAX account; or (4) the
individual does not have an *Integrity* or MAX account.

- Existing, Active *Integrity* Account: The individual's name will appear in the
  "*Integrity* Users" results. The individual will also appear in the "MAX Users"
  results, but you do not need to go to this tab because you can select the user directly
  from the "*Integrity* Users" tab. Click the "Select" button to assign the role.

Integrity Users    MAX Users    Unknown Email Address

NAME                          ▲  EMAIL                      ⋮  PHONE          ⋮

TR_OGE_0493, testFirst Mi        TR_OGE_0493@training.integrity.gov                   Select

Showing 1 to 1 of 1 entries (filtered from 3,217 total entries)          ← Previous  1  Next →

                                                                        Cancel

Once back at the "Agency Staff" tab, click the "Save" button in the upper right of the screen to complete the process.



- Existing, Inactive *Integrity* Account: The "Name" field will display the word "inactive." In this case, contact the *Integrity* Helpdesk. Typically, if the individual will be using the same email address as the one associated with the inactive account, the preferred approach will be to reactivate the account. If the individual will be using a new email address, the preferred approach will be to merge the old, inactive account with the individual's new email address.



- MAX Account Only: The individual will not appear in the "*Integrity* Users" results but will appear in the "MAX Users" results. Click the "Select" button to add that individual as an authorized *Integrity* user and to assign the role in a single step.





Once back at the "Agency Staff" tab, click the "Save" button in the upper right of the screen to complete the process.

- No *Integrity* or MAX Account: You will not find the individual in your search results. Click "Unknown Email Address." Provide contact information for the user and select "Create Account & Select New User."



Once back at the "Agency Staff" tab, click the "Save" button in the upper right of the screen to complete the process.

Remove a Primary Administrator Role

On the "Agency Staff" tab, click the "Remove" button under the user's name. Click the "Save" button in the upper right of the screen to complete the process.
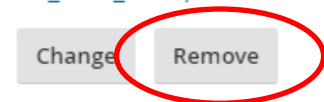


Add an Alternate Administrator Role

On the "Agency Staff" tab, click the "Add an Alternate" button that appears under the Alternate role that you wish to add. The "Add/Assign/Change Role" box will appear.

*Integrity* permits multiple Alternate Administrators. Therefore, you can add new Alternates without removing roles from other Alternates.

Remove an Alternate Administrator Role

On the "Agency Staff" tab, click the "Remove" button underneath the user's name to remove an Alternate role. Click the "Save" button in the upper right of the screen to complete the process.

## S.5.4 - Add or Remove a PPO Reviewer or WHCO Reviewer

Go to the "Group" tab after accessing the "Manage Agencies & Groups" menu option in the Admin interface. Select "Edit" from the "Select an Action" drop-down field.
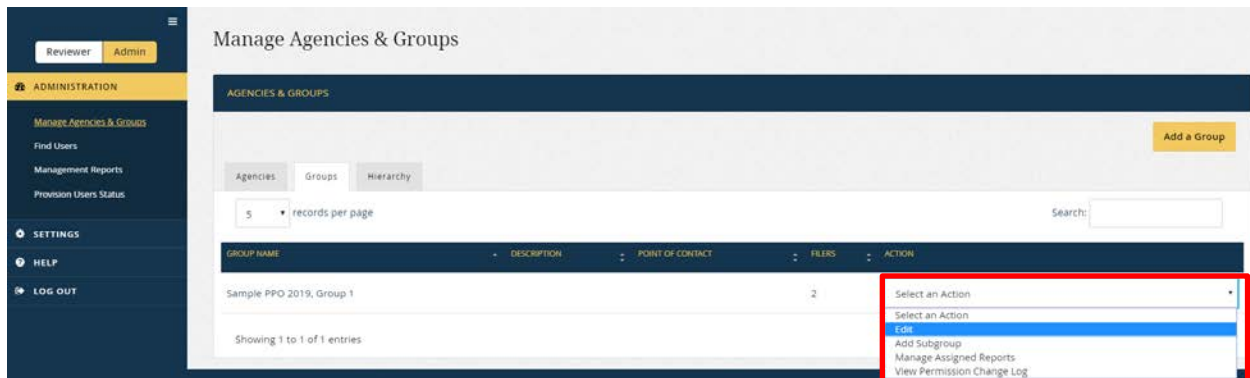


The "Group Set-up" page will appear. Select the "Group Staff" tab.



Add a Primary Reviewer Role

*Integrity* permits only a single individual to hold a Primary Reviewer role at a time. On the "Group Staff" tab, click the "Assign" button if the role is currently empty. If another user already holds that role, the "Assign" button will be replaced by a "Change" button. Click the "Change" button. The steps to searching for an individual's account and, if necessary, creating a new account are the same as they are when adding an Administrator. See section S.5.3 above.

Remove a Primary Reviewer Role

On the "Agency Group" tab, click the "Remove" button under the user's name. Click the "Save" button in the upper right of the screen to complete the process.

Note: The routing of reports requires a Primary role holder for each step in the workflow. To facilitate proper routing, *Integrity* will automatically assign the PPO Lead as the "acting" PPO Reviewer if the Primary PPO Reviewer role is left blank. The "acting" PPO Reviewer will receive a system-generated notice when a report is received by the PPO Agency. Similarly, *Integrity* will automatically assign the WHCO Lead as the "acting" WHCO Reviewer if the Primary WHCO Reviewer role is left blank. The "acting" WHCO Reviewer will receive a system-generated notice when a report is received by the WHCO Agency.

Add an Alternate Reviewer Role

On the "Group Staff" tab, click the "Add an Alternate" button that appears under the Alternate role that you wish to add. The "Add/Assign/Change Role" box will appear.

*Integrity* permits multiple Alternate Reviewers. Therefore, you can add new Alternates without removing roles from other Alternates.

Remove an Alternate Reviewer Role

On the "Group Staff" tab, click the "Remove" button underneath the user's name to remove an Alternate role. Click the "Save" button in the upper right of the screen to complete the process.

The use of Alternate Reviewer roles is optional, so you can remove Alternates without identifying replacements or having "acting" role holders assigned.

## S.5.5 - Update a User's Name

To update a user's name, select the "Find Users" option from the left-side navigation menu in the Admin interface.
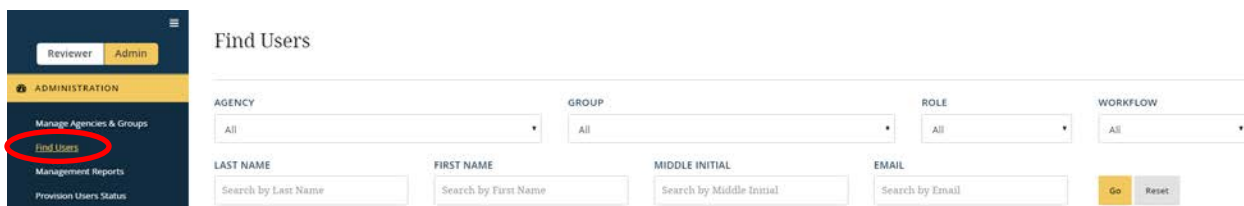


Find the User

By default, when you click the "Go" button, *Integrity* will display the names of every user who holds at least one role in a Group to which you have access. You can narrow the results by changing the filter conditions at the top and clicking the "Go" button again. If you wish to return to the default filter conditions, click the "Reset" button.

Click the hyperlinked text of the user's name to open the user's profile.

The "Profile" tab displays the email address with which the user logs into *Integrity*, a secondary email address (if applicable), and the user's telephone number and address.



Update Profile

After you have opened the user's profile, select the "Update Profile" tab.



Make the needed changes and click the "Update" button.

### S.5.6 - Update a User's Contact Information

Users can update their office address, telephone number, and alternate email address by accessing the "My Contact Info" page.  You cannot update the contact information for another user once it has been added.

### S.5.7 - View the Agency Permission Change Log

The Agency "Permission Change Log" lists the individuals who have had roles at the Agency level.  To view the log, go to the "Agencies" or "Hierarchy" tab after accessing the "Manage Agencies & Groups" menu option in the Admin interface.  Select "View Permission Change Log" from the "Select an Action" drop-down field.  The log will appear in a pop-up window.  Changes to permissions are listed from the most recent change to the oldest.

### S.5.8 - View the Group Permission Change Log

The Group "Permission Change Log" lists the individuals who have had roles within a Group.  To view the log, go to the "Groups" or "Hierarchy" tab after accessing the "Manage Agencies & Groups" menu option in the Admin interface.  Select "View Permission Change Log" from the "Select an Action" drop-down field.  The log will appear in a pop-up window.  Changes to permissions are listed from the most recent to the oldest.

## S.6 - Filers

This section explains how to view, add, notify, and remove Filers for a PPO Agency.  WHCO Agencies do not manage Filers.  All actions discussed in this section occur within the Admin interface.

### S.6.1 - Rights to Manage Filers

The PPO Lead, PPO Administrators, and PPO Reviewers can view, add, notify, and remove Filers.

Note:  The WHCO Agency type currently displays the tab for viewing, adding, notifying, and removing Filers.  However, in the implemented version of the Nominee report workflow, all reports start with an assignment by PPO.  Consequently, no Filers are added to the WHCO Agency type.

### S.6.2 - Add a Single Filer

Go to the "Group" tab after accessing the "Manage Agencies & Groups" menu option in the Admin interface.  Select "Edit" from the "Select an Action" drop-down field.
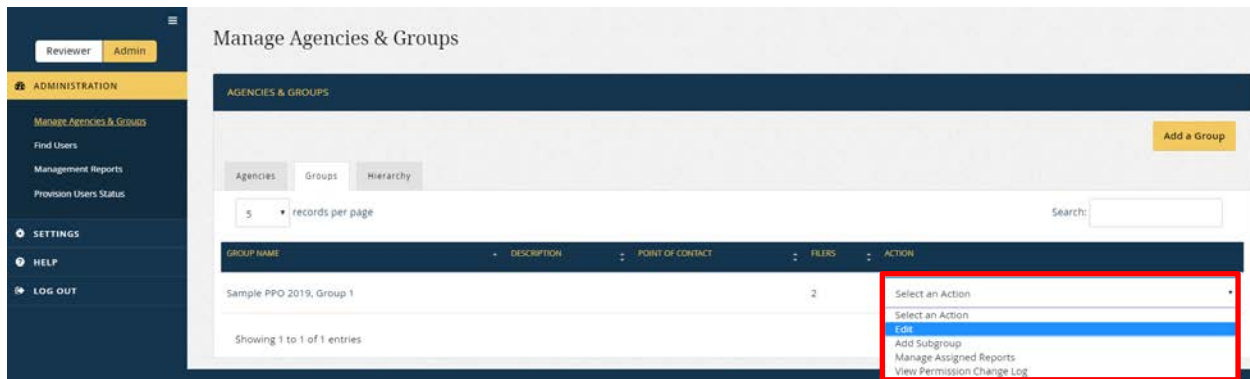
The "Group Set-up" page will appear. Select the "Nominees" tab.



Click the "Add a Nominee" button.
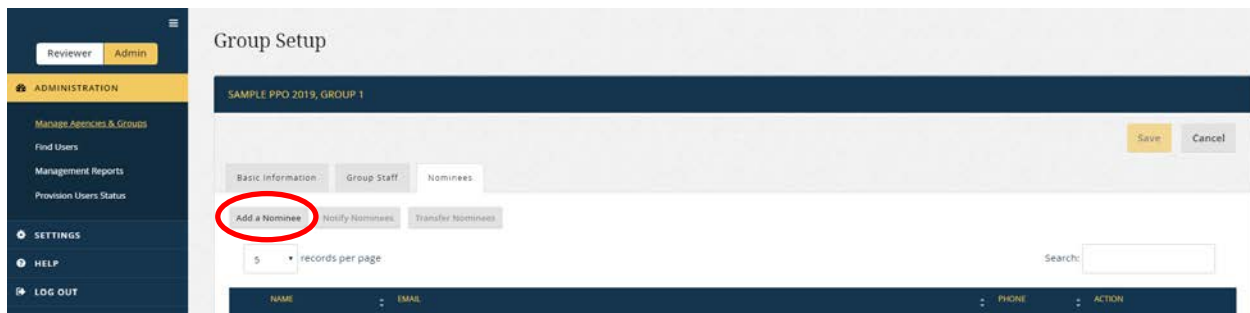


The "Add/Assign/Change Role" box will appear.
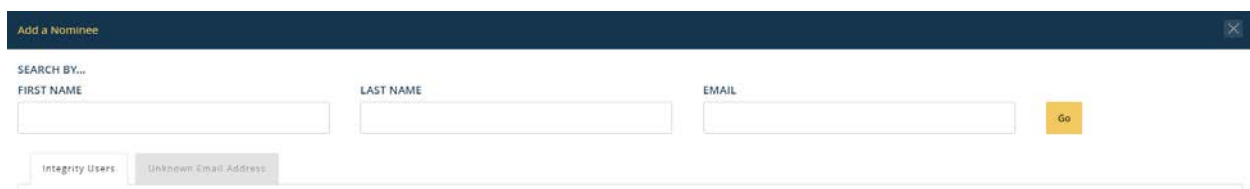


Type the email address of the individual you wish to add as a Filer. Click the "Go" button. You can search by name as well; however, the results will not be as limited.

The next steps will depend on which of the following applies: (1) the individual has an active *Integrity* account; (2) the individual has an inactive *Integrity* account; and (3) the individual does not have an *Integrity* account.

- Existing, Active *Integrity* Account:  The individual's name will appear in the "*Integrity* Users" results.  Click the "Select" button to assign the role.



You will return to the "Nominees" tab.  Click the "Save" button in the upper right of the screen to complete the process.



An existing *Integrity* Filer would complete any subsequently assigned Nominee report using the account that you selected.  The login process will be the same as the process the Filer typically uses.

- Existing, Inactive *Integrity* Account:  The "Name" field will display the word "inactive."  Outside the context of Nominee reports, the preferred approach would be to contact the *Integrity* Helpdesk for a reactivation or account merger.  However, to preserve the confidentiality of the Nominee's identity, it is recommended that you add the Nominee using a different email address.



- No *Integrity* Account:  You will not find the individual in your search results.  Click the "Unknown Email Address" button.
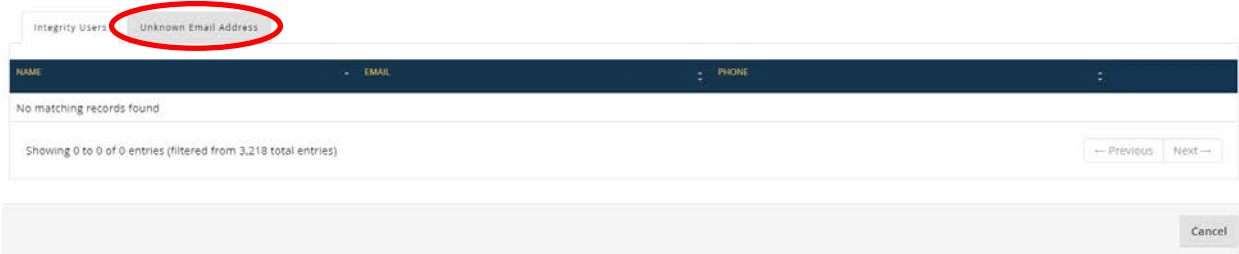
Provide contact information for the user and select "Create Account & Select New User."
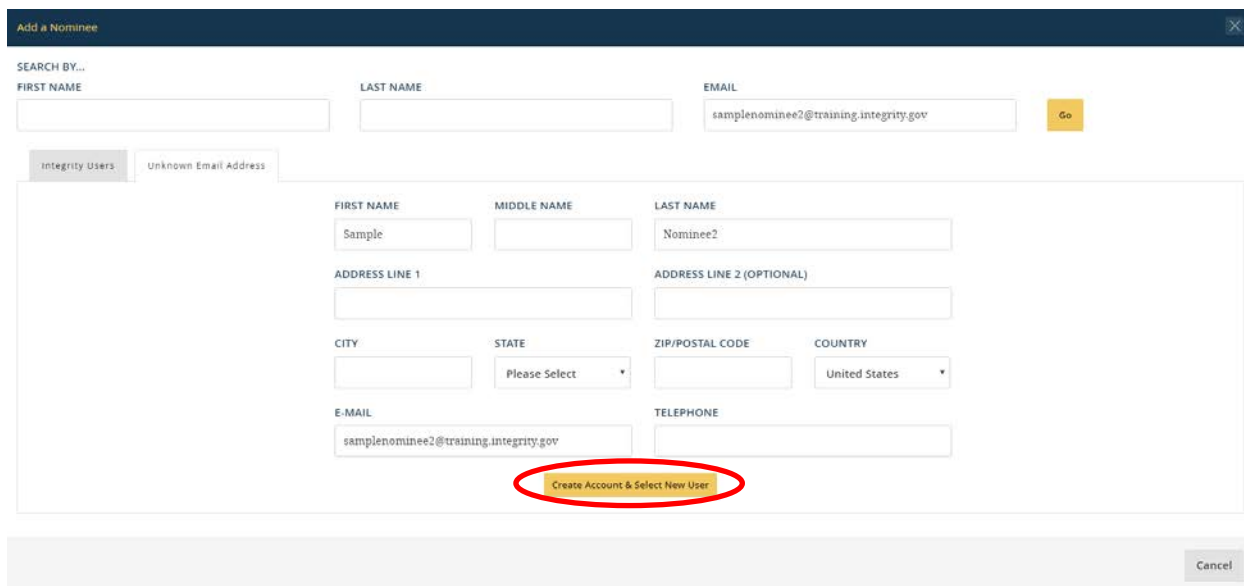


Note: If the Filer's name has a suffix (Jr., Sr., etc.) that should be displayed on the Cover Page of the filed report, add the suffix to the "Last Name" field.

You will return to the "Nominees" tab. Click the "Save" button in the upper right of the screen to complete the process.



A new *Integrity* Filer added as a Nominee would complete any subsequently assigned Nominee report using the account that you created. This account is "cloaked" and takes the form of an inactive, system-generated email address (e.g., AAB11111-1111-11BB-BBB-1AAB1B11BB1B@integrity.gov).

**S.6.3 - Notify Filers**

*Integrity* automatically notifies a first-time *Integrity* user when PPO creates a new user account. *Integrity* does not automatically notify existing *Integrity* users because such users do not need to take any action until they are assigned a Nominee report. Consequently, the "Notify Filer" feature would be used only if a first-time *Integrity* user lost his or her original notification email.

Notify a Single Filer

Open a Group. Select "Notify" from the "Select an Action" drop-down field.
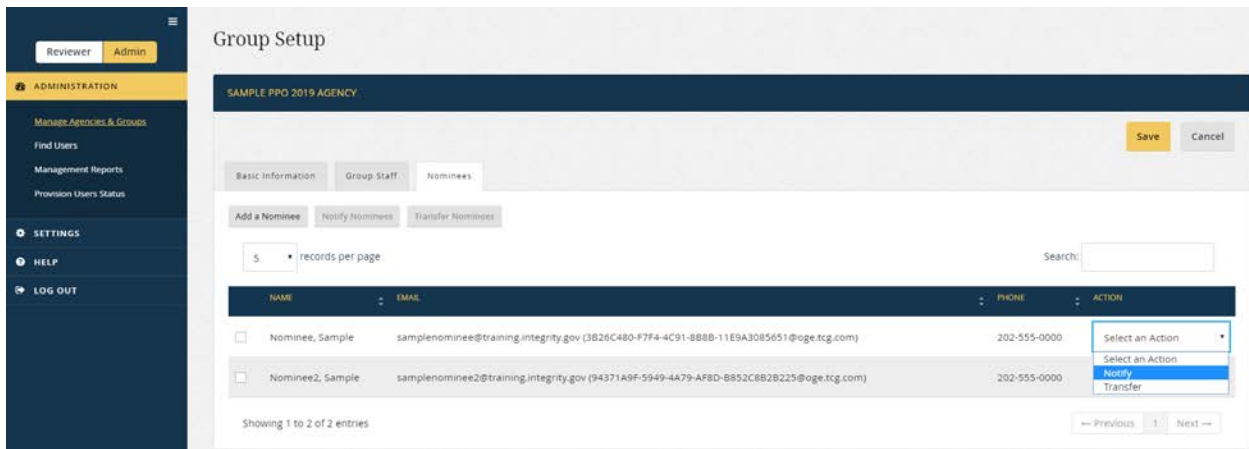


Click the "Schedule Now" button to send a user provisioning notification.
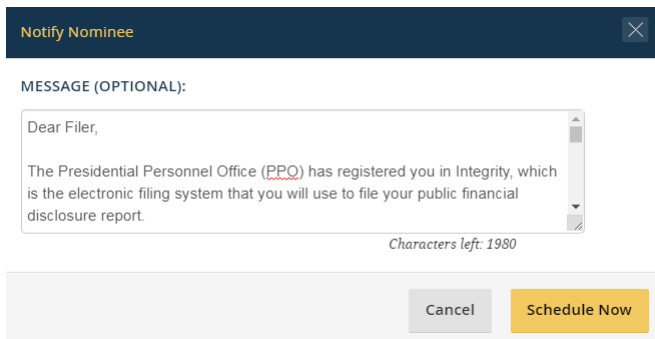


Notify Multiple Filers

To notify multiple Filers, select the box to the left of each Filer you wish to notify and click the "Notify Nominees" button.
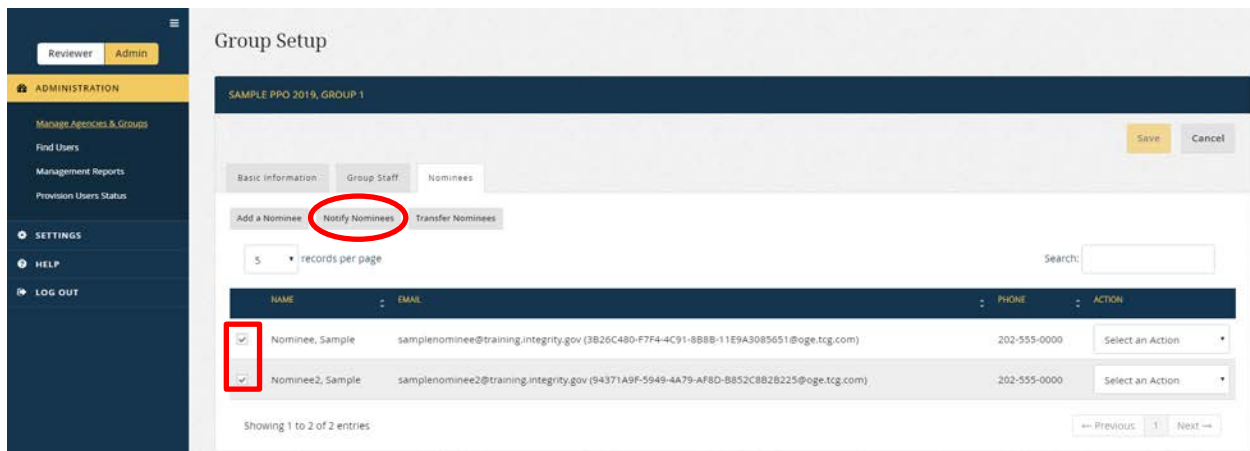
Click the "Schedule Now" button to send a user provisioning notification.

**S.6.4 - Update a Filer's Name**

To update a Filer's name, select the "Find Users" option from the left-side navigation menu of the Admin interface.
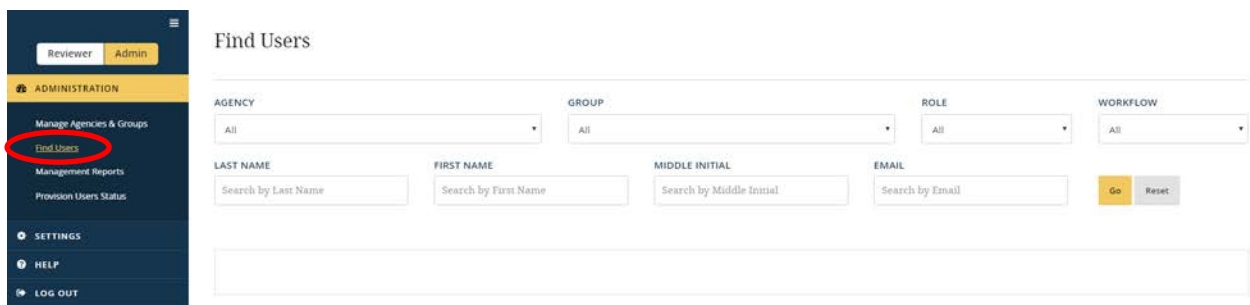


Find the User

By default, when you click the "Go" button, *Integrity* will display the names of every staff member and Filer in a Group to which you have access. You can narrow the results by changing the filter conditions at the top and clicking the "Go" button again. If you wish to return to the default filter conditions, click the "Reset" button.

Click the hyperlinked text of the user's name to open the user's profile.



The "Profile" tab displays the email address with which the user logs into *Integrity*, a secondary email address (if applicable), and the user's telephone number and address.

Update Profile

After you have opened the user's profile, select the "Update Profile" tab.



Make the needed changes and click the "Update" button. Updating a user's name will not change the way in which the name displays on a previously submitted report. For example, Robert Norton submitted his Nominee report before realizing that *Integrity* displays his name as "Roger Norton." A PPO user may change the Filer's name so that future reports properly display "Robert Norton"; however, the submitted report will continue to display "Roger Norton." To fix this issue, a PPO user will need to assign the Filer a new report, which the Filer can pre-populate from the version that displays the incorrect name. Pre-population will copy over the entries added to the various Parts of that report but will not copy over the incorrect name.

Note: If the Filer's name has a suffix (Jr., Sr., etc.) that should be displayed on the Cover Page of the filed report, add the suffix to the "Last Name" field.

## S.6.5 - Update a User's Contact Information

Users can update their office address, telephone number, and alternate email address by accessing the "My Contact Info" page. You cannot update the contact information for another user once it has been added.

**S.6.6 - Share Filers with a Target Agency (transfer out of Nominee process)**

Nominee accounts created within a PPO Agency are not visible to other Agencies until the Filer formally files (i.e., re-submits the report after preclearance and nomination) and OGE certifies the formally-filed report. Because other Agencies cannot see the account, other Agencies cannot use that account when assigning reports. This inability to see the Nominee account is a security protection to preserve the confidentiality of Nominees' identities prior to nomination. However, in certain cases, PPO will want an Agency to be able to see the Nominee account.

For example, a Filer may have completed a draft Nominee report for a PAS position at an Agency but was then placed into a non-PAS position at the Agency. The Filer may now need to file a New Entrant report. If the Agency could assign the report to the Filer's existing account or merge a new, Agency-specific account with the existing account, the Filer could pre-populate the New Entrant report from the Nominee report.

*Integrity* addresses this situation by allowing PPO to "share" a Filer account with an Agency prior to formal filing and report certification. To share a Filer, first go to "Find Users," identify the Filer, and open the Filer's profile by clicking on the Filer's name. After you have opened the File's profile, select the "Share with Agency" tab.



Select the Agency with which you want to share the Filer. Click the "Share Now" button.



The Filer will now appear in the Nominee Group for that Agency. The Agency can assign the Filer new reports or merge the Filer's account into a new account at the Agency.

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**S.6.7 - Assisting Filers with Login Problems**

Nominee Filer is an Existing *Integrity* User

An existing *Integrity* user would log into *Integrity* as normal. The proper login steps and requirements will depend on the specific circumstances applicable to the user's other *Integrity* roles. Filers experiencing login difficulties should consult with their Agency as necessary to resolve those difficulties. However, some common troubleshooting tips can be found in section 2 of the main *Integrity* User Guide.

Nominee Filer is not an Existing *Integrity* User

A Nominee Filer is assigned a cloaked account if the Filer is not already an existing *Integrity* user. The cloaked account ensures that the Filer's real identity is not added to the MAX.gov User Directory. This account takes the form of an inactive, system-generated email address (e.g., AAB11111-1111-11BB-BBB-1AAB1B@integrity.gov).

When PPO adds a Filer who is not already an existing *Integrity* user, the account-creation page asks for a real email address. *Integrity* creates a cloaked account and sends a provisioning notice to that real email address. The provisioning notice contains a link for setting a password. After setting the password, the Filer will login into *Integrity* using the system-generated email address and the newly set password.

For example, a Nominee has the real email address of johnsmith@sample.com. When PPO added the Nominee as a Filer, *Integrity* created a cloaked account and assigned the Nominee AAB11111-1111-11BB-BBB-1AAB1B@integrity.gov as the Nominee's cloaked ID. On the login page for *Integrity*, the Nominee would enter the following:



Finding a Cloaked ID in the Nominees Tab

The PPO Lead, PPO Administrators, and PPO Reviewers can find a Filer's cloaked ID by going to the "Nominees" tab at the Group level.

### Finding a Cloaked ID in Find Users

The PPO Lead, PPO Administrators, and PPO Reviewers can find a Filer's cloaked ID by going to "Find Users."
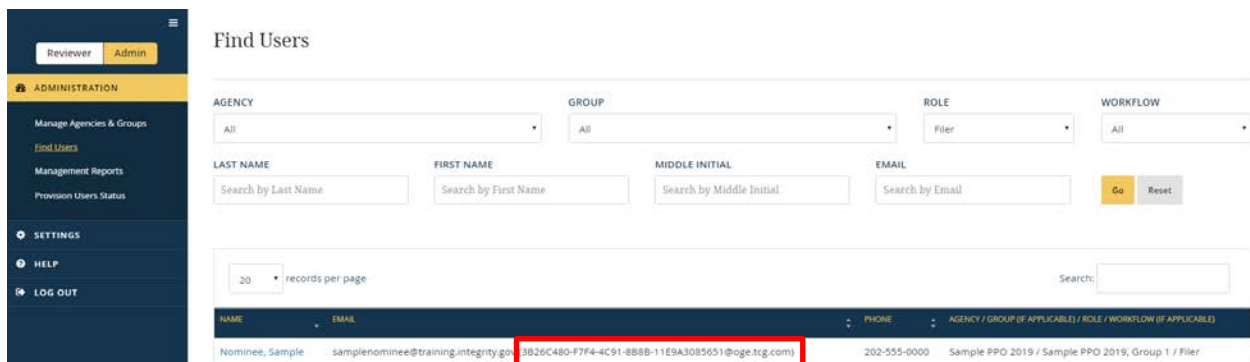


### Finding a Cloaked ID within a Nominee Report

Users who can see a Nominee report on "My Queue" can find the Filer's cloaked ID by clicking on the Filer's name. The PPO Lead, PPO Administrators, and PPO Reviewers can always view an uncertified Nominee report on "My Queue." The WHCO Lead, WHCO Administrators, and WHCO Reviewers can view an uncertified Nominee report after PPO has released the report to WHCO.

## S.7 - Reports

This section explains how to assign Nominee reports to Filers, notify Filers of report assignments, release reports once received, bulk export reports, and delete reports that are no longer needed.  These actions occur within the Reviewer and Admin interfaces.

### S.7.1 - Rights to Manage Reports

The PPO Lead can assign Nominee reports to Filers, notify Filers of report assignments, view reports, release reports once received from the Filer, bulk export reports from *Integrity*, and delete reports that are no longer needed.  PPO Reviewers can take all of these actions except for bulk exporting reports.  PPO Administrators can only view report assignments and bulk export the reports.

The WHCO Lead and WHCO Reviewers can view and release reports once received from PPO.  WHCO Administrators can only view report assignments.

Note:  The WHCO Agency type currently displays the tab for managing report assignments.  However, in the implemented version of the Nominee report workflow, all reports start with an assignment by PPO.  Consequently, WHCO Agencies do not use the additional report management features.

### S.7.2 - Assign a Nominee Report

Access the Report Assignment Feature

Go to the "Group" tab after accessing the "Manage Agencies & Groups" menu option in the Admin interface.  Select "Manage Assigned Reports" from the "Select an Action" drop-down field.
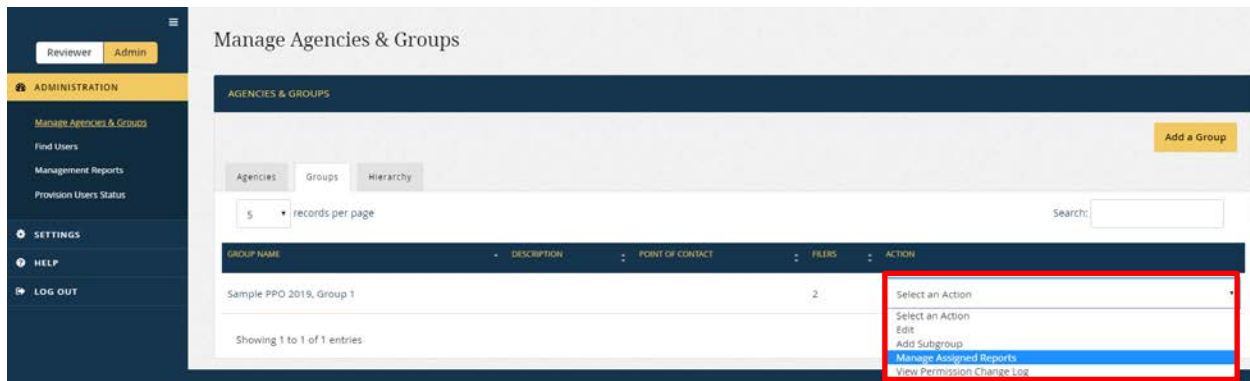
The "Manage Assigned Reports" page will open in a secondary window. Click the "Assign Reports" button.



The "Assign Report" box will appear.
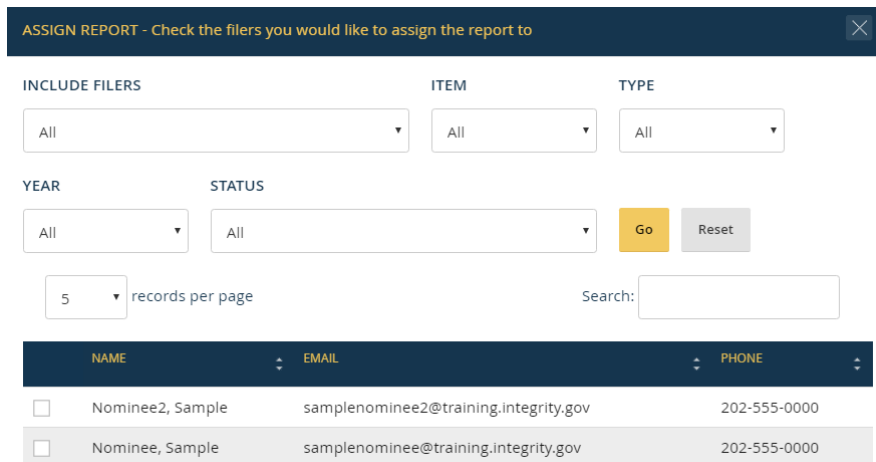


Select Filers

By default, the "Assign Report" box displays all Filers within the Group. You can filter the results by changing the filter condition fields and selecting "Go."

Select the box to the left of each Filer to whom you wish to assign a report. Click the "Next" button at the bottom of the "Assign Report" box.

| 5 ▾ records per page | | | Search: |
| --- | --- | --- | --- |
| **NAME** ⬍ | **EMAIL** ⬍ | **PHONE** ⬍ | |
| ☐ Nominee2, Sample | samplenominee2@training.integrity.gov | 202-555-0000 | |
| ☑ Nominee, Sample | samplenominee@training.integrity.gov | 202-555-0000 | |

Showing 1 to 2 of 2 entries                          ← Previous   1   Next →

Next
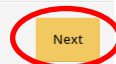
Note that you must assign each selected Filer a report with the same characteristics (e.g., all 2019 Nominee reports for the same Target Agency).  If the characteristics of the reports differ, assign the reports separately.  For example, if you have to assign one Nominee report for Agency A and one Nominee report for Agency B, select only the Filer who will receive the Agency A report and complete the assignment process.  Then, repeat the process for the Agency B report.

Specify the Report Assignment Details

On the next page, specify the details for the report assignment you wish to make.

- Agency:  This field specifies the Agency to which the Filer will be nominated. **Please be sure to select the correct Agency.**  There are opportunities to correct the Agency assignment during the release process; however, selecting the correct Agency at assignment greatly reduces the risk that the Nominee report will be inadvertently released to the wrong Agency.

- Report Type:  The only option for a PPO-assigned report is "278."

- Item:  The only option for a PPO-assigned report is "Nominee."

- Filing Type:  The only option for a PPO-assigned report is "PAS/DAEO."

- Year:  The field specifies the Year of the report to be filed.

- Original Due Date:  For a Nominee report, this optional field's only purpose is to signal when you would like the Filer to return an initial submission.

- Due Date Comments:  This field is not relevant for a Nominee report.

- Extension:  This field is not relevant for a Nominee report.

- Extension Comments:  This field is not relevant for a Nominee report.

- Due Date: For a Nominee report, the Original Due Date and Due Date will be the same.

- Public Availability: This field specifies whether the report is releasable to the public or not. All Nominee reports completed through *Integrity* are publicly releasable.

- Position: The field specifies the name of the position for which the Filer must file the report. The Filer can update this field when filing.

After you have completed all of the necessary fields, click the "Next" button.



Notify the Filer of the Report Assignment

Specify whether you wish to send the Filer(s) a system-generated email notification of the report assignment.
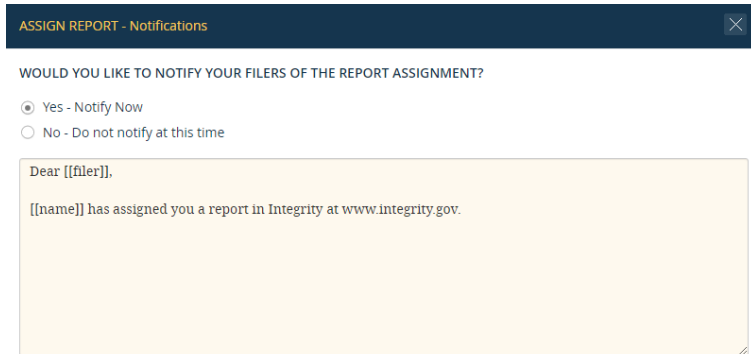
Selecting "Yes" or "No" will enable the "Make Assignments" button. Click that button to complete the assignment. You will then receive a summary message of the report(s) that you assigned.
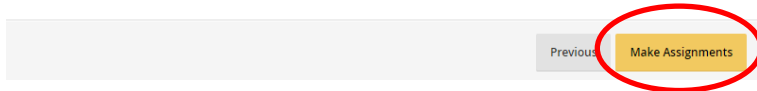


## S.7.3 - View an Assigned Report

You can view report assignments in a number of ways. The best way to view a report depends on your role, the status of the report, and whether you need to do anything else with the report other than view it.

Admin Interface: Manage Assigned Reports Page

The "Manage Assigned Reports" page displays reports within a Group that have not yet been certified. Only the PPO Lead and PPO Reviewers have access to this page.

Go to the "Group" tab after accessing the "Manage Agencies & Groups" menu option in the Admin interface. Select "Manage Assigned Reports" from the "Select an Action" drop-down field. The "Manage Assigned Reports" page will open in a secondary window. You can filter the results by changing the filter condition fields at the top of the screen and selecting "Go." However, the "Item" and "Type" fields have just a single choice for PPO Agencies. As another option, you can type text into the "Search" box that appears in the upper right corner of the results table.

Reviewer Interface:  My Queue

"My Queue" is the default landing page within the Reviewer interface and the primary area for managing reports that require review.  On the "My Queue" page, PPO and WHCO users can see Nominee reports that have not yet been certified by OGE.  At the top of the "My Queue" page, you will see a number of drop-down fields.  These fields are filter conditions that limit the number of reports displayed in the results table.  Upon opening the "My Queue" page, *Integrity* will display results based on the filter conditions that you selected most recently.  To filter the results differently, specify the desired results within each filter condition field and click the "Go" button.  If you wish to return to the default filter conditions, click the "Reset" button.
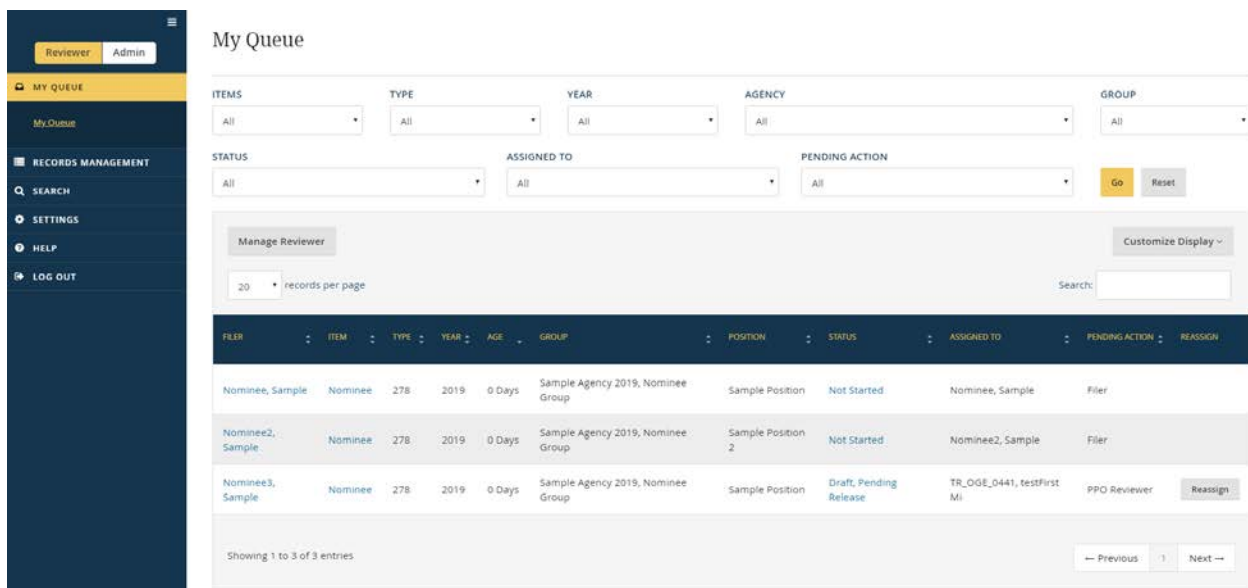


- Item:  The "Item" filter is set to "Nominee" for PPO and WHCO Agency users.

- Type:  The "Type" filter is set to "278" for PPO and WHCO Agency users.

- Year:  The "Year" filter limits results based on the Year label assigned to a report.

- Agency:  The "Agency" filter limits results based on the Target Agency to which the report was assigned.

- Group:  The "Group" filter limits results based on the Nominee Group in the Target Agency to which the report was assigned.

- Status:  The "Status" filter limits results based on the status of the report within a workflow.

- Assigned To:  The "Assigned To" filter limits results based on whether the report is currently assigned to you for action or not.  By default, the filter is set to your name so that only reports assigned to you are displayed.

- Pending Action:  The "Pending Action" filter limits results based on the role that must act next in the workflow applicable to that report.  For example, once a Filer submits a draft report, the report will be "Pending Action" by a PPO user.  Once a PPO user releases the report to WHCO, the report will be "Pending Action" by a WHCO user.  By default, the filter is set to "All" so that reports are displayed regardless of which role must take action next in the workflow.

If using the filter conditions at the top of the page returns too many results, you can filter the results further by typing text into the "Search" box.  The "Search" box appears below the "Customize Display" button in the upper right corner of the results table.

*Integrity*, by default, displays only some of the available columns in the results table. You can show or hide columns by clicking the "Customize Display" button in the upper right corner of the results table.



You can quickly check the location of a report within the Nominee workflow by clicking the hyperlinked text in the Status column on "My Queue."

| Workflow | | |
| --- | --- | --- |
| **ROLE** | **ROLE HOLDER** | **ESIGNED/SIGNATURES** |
| Filer | Nominee3, Sample | 06/03/19 - Nominee3, Sample |
| PPO Reviewer | TR_OGE_0441, testFirst Mi | |
| WHCO Reviewer | TR_OGE_0378, testFirst mi | |

Reviewer Interface:  Search

For PPO and WHCO Agencies, the "Search" page in the Reviewer interface is used primarily to find Nominee reports that have already been certified by OGE.  It includes all Nominee reports, regardless of their position in the workflow.  The larger universe of potential results, however, may mean that looking for a report in "Search" could take longer than looking for the same report in "My Queue."  The "Search" page also lacks the ability to filter reports based on assignment or to assign reports to different Reviewers.  For this reason, you should generally use "My Queue" to manage your current workload.

The "Search" page has many of the same filter conditions as the "My Queue" page.  However, the "Search" page also allows you to filter by name and type of interest held.

Reviewer Interface:  Records Management

For PPO Agencies, the "Records Management" page in the Reviewer interface is used primarily to delete unneeded Nominee reports that have not been released to the Target Agency and OGE.  Once a Nominee report has been released to the Target Agency and OGE, OGE is responsible for managing the records process, including the deletion of unneeded reports.  WHCO users do not use the "Records Management" page in the current implementation of the Nominee process.

Similar to the "My Queue" and "Search" pages, the "Records Management" page has a set of filter conditions that can be used to limit results.  This page also has filter conditions specific to expiration status, retention designation, and purge status; however, this filters are not relevant to a Nominee report that has not yet been certified by OGE.

**S.7.4 - Notify a Filer of a Report Assignment**

If you did not notify the Filer of a report assignment at the time you made the assignment, you can notify the Filer at a later date by using the "Notify" feature.

Notify the Filer

Go to a Group in the Admin interface and open the "Manage Assigned Reports" page.  Click the "Action" button next to the report assignment for which you wish to send a notice.  Click the "Notify" choice that appears.

### S.7.5 - Release a Report to WHCO

Once a Filer submits a Nominee report, the report initially goes to PPO. A PPO Lead or PPO Reviewer must then "release" the report, which moves the report to WHCO for release to the Target Agency and OGE. Until a PPO user releases the report, only PPO users and the Filer can see the report.
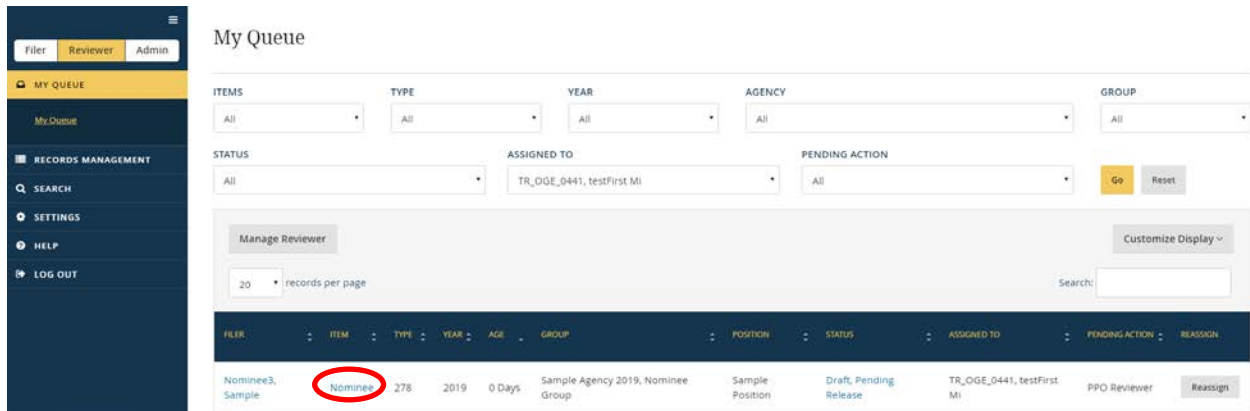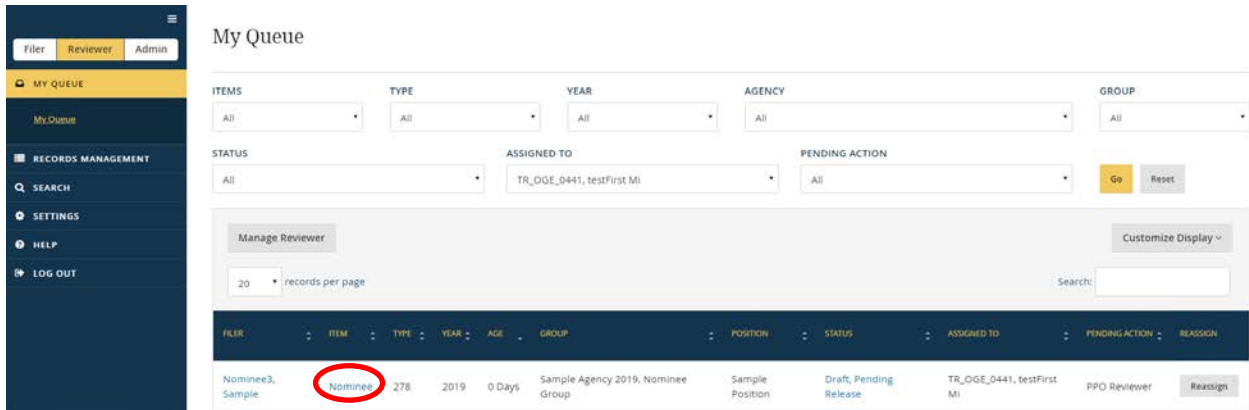
Release a Report

After logging into *Integrity*, you will see the "My Queue" page within the "Reviewer" tab by default.
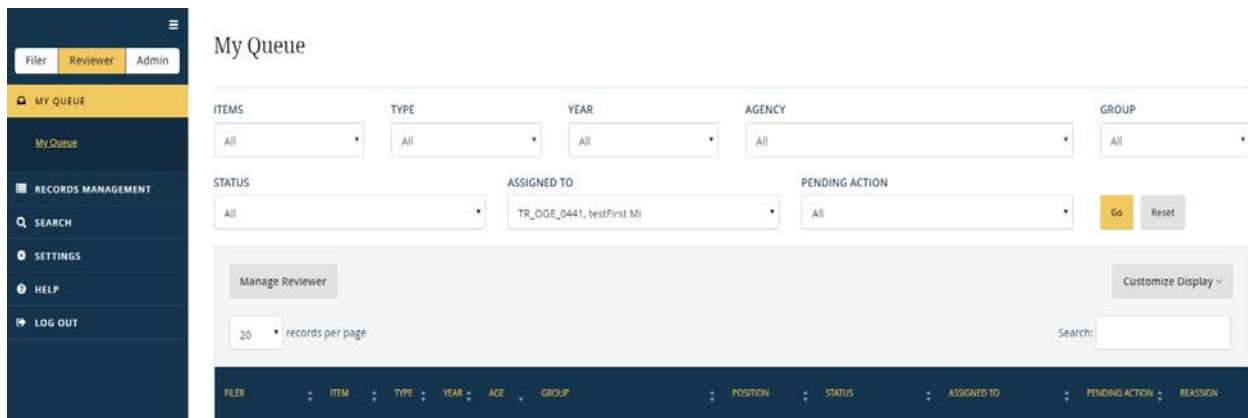


If you are the primary PPO Reviewer, you will see all draft reports pending release by default. If you are an alternate Reviewer, you will need to set the "Assigned To" filter to "All" and the "Status" filter to "Draft, Pending Release."



Open the draft report by selecting the hyperlinked text in the "Item" column for that report. The report will appear in a new, secondary window.

Select the "Release Report" menu option at the left side of the screen.



Verify that the Agency associated with this Filer is correct. If the Agency is not correct, select a different Agency from the drop-down list.



Click the "Release Report" button to release the draft report to WHCO for review.

You will receive a message that the report was released.  You can now close the report.



Edit a Report Prior to Release

If a report needs to be edited prior to release, contact the Filer and ask the Filer to make the needed edits.  Records management rules prevent PPO users from editing Nominee report data.  Therefore, although you can see the data within a report, all edit functions will be suppressed.

**S.7.6 - Release a Report to the Target Agency and OGE**

Once a PPO user releases a Nominee report, the report goes to WHCO.  The WHCO Lead or a WHCO Reviewer must then "release" the report, which moves the report to the Target Agency and OGE.  Until a WHCO user releases the report, only PPO users, WHCO users, and the Filer can see the report.

Release a Report

After logging into *Integrity*, you will see the "My Queue" page within the "Reviewer" tab by default.
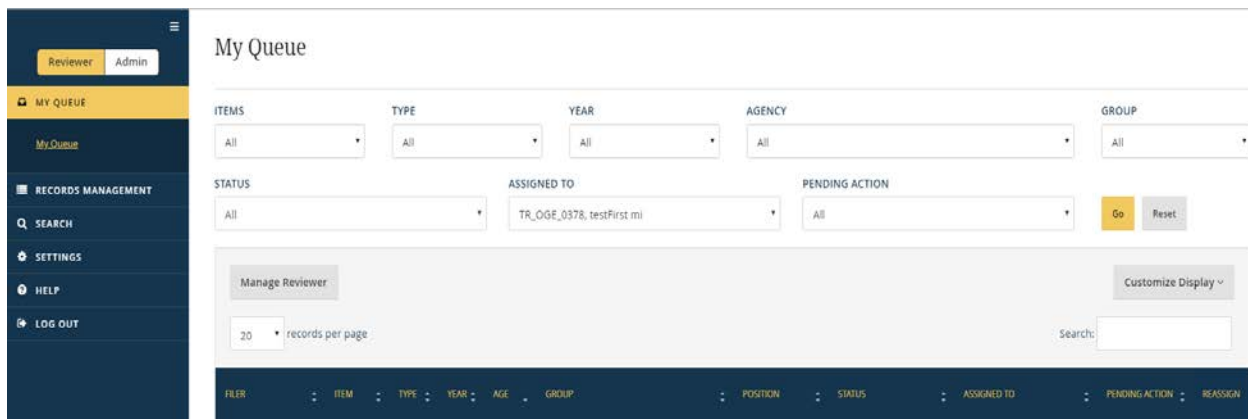


If you are the primary Reviewer, you will see all draft reports pending release by default.  If you are an alternate Reviewer, you will need to set the "Assigned To" filter to "All" and the "Status" filter to "Draft, Pending Release."

Open the draft report by selecting the hyperlinked text in the "Item" column for that report. The report will appear in a new, secondary window.



Select the "Release Report" menu option at the left side of the screen.



Verify that the Agency associated with this Filer is correct. If the Agency is not correct, select a different Agency from the drop-down list.



Click the "Release Report" button.

You will be asked to confirm your choice of Target Agency. Click "Release Report" to complete the process.
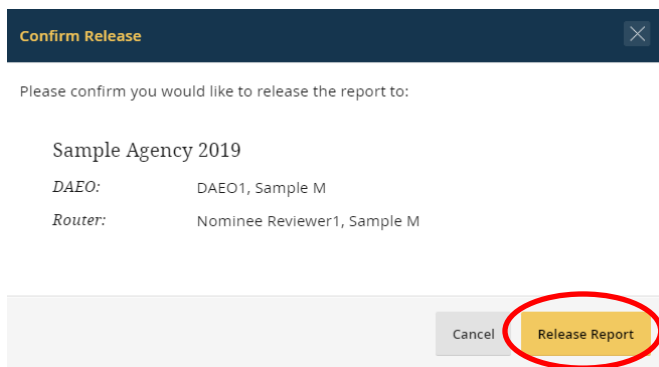


You will receive a message that the report was released. You can now close the report.
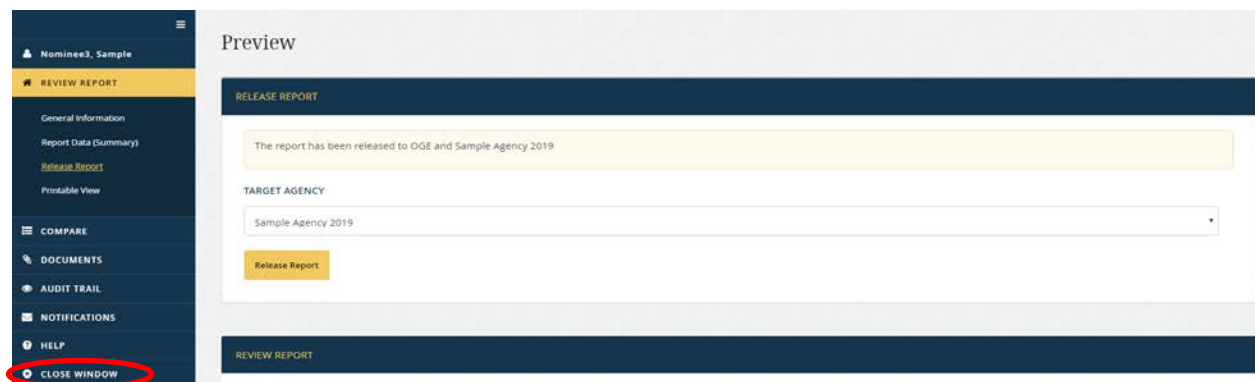


Edit a Report Prior to Release

If a report needs to be edited prior to release, contact the Filer and ask the Filer to make the needed edits. Records management rules prevent WHCO users from editing Nominee report data. Therefore, although you can see the data within a report, all edit functions will be suppressed.

**S.7.7 - Change Target Agency Assignment after Release**

In rare cases, a Nominee report may be released to the incorrect Target Agency or the Filer's proposed position and Agency may change. *Integrity* allows the WHCO Lead or a

WHCO Reviewer to change the Target Agency so long as neither the originally selected Target Agency nor OGE has routed the report.

Report Has Not Been Routed

The WHCO Lead or a WHCO Reviewer needs to open the report from the "My Queue" page in the Reviewer interface. The report will not be assigned to a WHCO Reviewer for action, so, to find the report, set the "Assigned To" filter to "All" and the "Status" filter to "Draft, Pending Release."

Once the report is open, select the "Release Report" menu option at the left side of the screen. Select a new Target Agency from the drop-down list and click "Release Report." You will be asked to confirm your choice of Target Agency. Click "Release Report" to complete the process. You will receive a message that the report was released. You can now close the report.

Report Has Been Routed

If the report has been routed, the Target Agency cannot be changed. Instead, a PPO user will need to assign the Filer a new Nominee report. The Filer can pre-populate the new report from the old report. After the Filer has pre-populated the new report, OGE can delete the now-unneeded old report.

### S.7.8 - Bulk Export Reports

The PPO Lead and PPO Administrators can export multiple reports to PDF with a single request.

Initiate a bulk export request

To bulk export reports, go to the "Manage Agencies & Groups" page and open the "Agencies" or "Hierarchy" tab. Select "Bulk 278 PDF Export" from the "Select an Action" drop-down field.
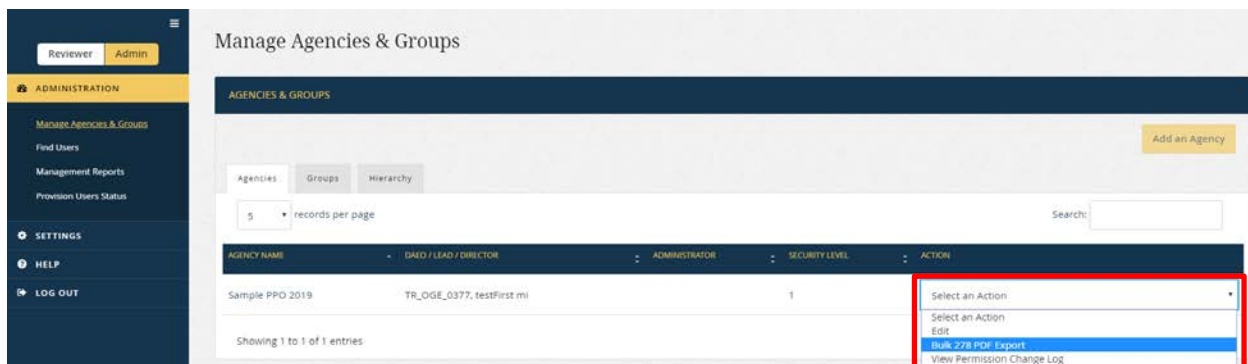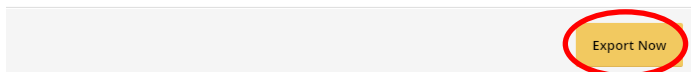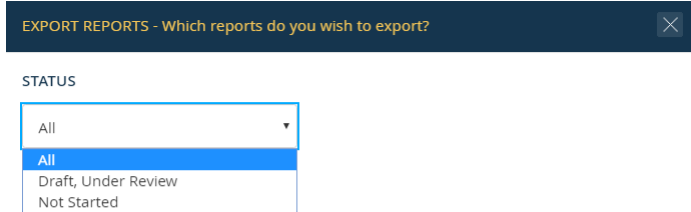


The "Bulk 278 PDF Export Status" page will open in a new window. The page will display the status of any prior bulk exports. Click the "Export Reports" button.

The "Export Reports" page will appear as a pop-up window. Specify whether you wish to export all Nominee reports or only Nominee reports in a particular workflow status.
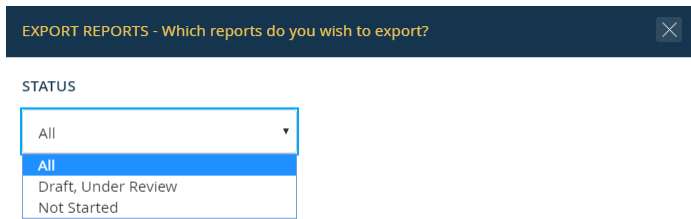

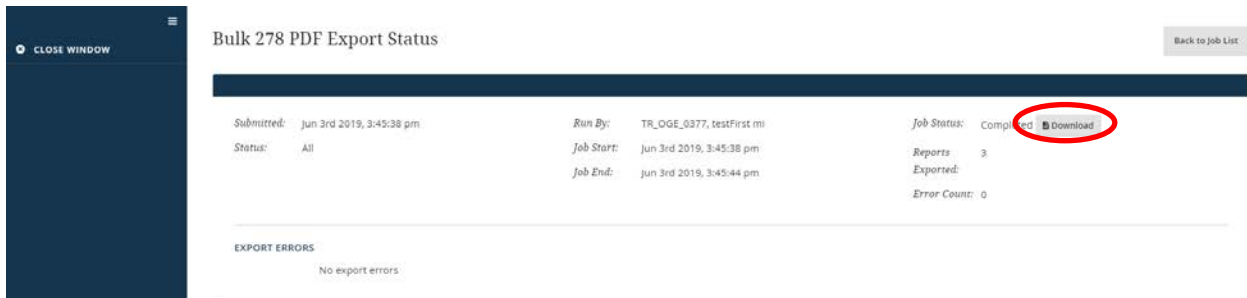
Click the "Export Now" button to complete the process.

Download Exported Reports

After the bulk export process has finished, you can download the reports from the "Bulk 278 PDF Export Status" page. Click the text in the "Status" column.



On the next page, click the "Download" button.



The reports will be downloaded as a zip file. Note that bulk export reports are only available for 24 hours. If you do not download the reports within that time period, you will need to run the bulk export process again.

**S.7.9 - Delete an Unneeded Report**

PPO users can use the "Records Management" page in the Reviewer interface to delete unneeded Nominee reports that have not been released to the Target Agency and OGE. Once a Nominee report has been released to the Target Agency and OGE, OGE is responsible for managing the records process, including the deletion of unneeded reports. WHCO users do not use the "Records Management" page in the current implementation of the Nominee process.

Filter Results

The "Records Management" page includes a number of filter conditions. If you wish to return to the default filter conditions, click the "Reset" button.

- Agency: The "Agency" filter limits results based on the Target Agency to which the report was assigned.

- Group: The "Group" filter limits results based on the Nominee Group in the Target Agency to which the report was assigned.

- Search by Name:  Selecting the "Search by Name" option reveals additional filter conditions for First Name, Last Name, and Position.

- Item:  The "Item" filter is set to "Nominee" for PPO and WHCO Agency users.

- Year:  The "Year" filter limits results based on the Year label assigned to a report.

- Type:  The "Type" filter is set to "278" for PPO and WHCO Agency users.

- Status:  The "Status" filter limits results based on the status of the report within a workflow.

- Expired Records:  All draft, unreleased Nominee reports have an expiration status of "N/A."

- Retained Records:  Although a PPO user technically can mark a draft, unreleased Nominee report as "retained," this designation is meant for use by Agencies and OGE when managing certified reports.  All draft, unreleased Nominee reports should have a retained status of "not retained."

- Purged Records:  Although a PPO user technically can purge a draft, unreleased Nominee report," that action is meant for use by Agencies and OGE to destroy an expired report without deleting the supporting materials.  All draft, unreleased Nominee reports should have a purged status of "not purged."

Delete a Report

Deleting a report is the equivalent of destroying a paper OGE Form 278e as well as all supporting materials in the file.  Filers can no longer use that report to pre-populate the report.  **Deleting a report is an irreversible action.  Do not delete a report, unless you are sure that the report is no longer needed.**

To delete a report, click the "Action" button next to the report and select the "Delete Permanently" option that appears.  Confirm that you wish to delete the report to complete the process.

# S.8 - Management Reporting Tools (Aggregate Data)

This section explains how to view management reports for Filers, staff roles, and reports.

### S.8.1 - Rights to Management Reporting Tools

All PPO and WHCO users can access management reports.

### S.8.2 - Available Management Reports

PPO users have access to the following management reports:

- List of staff:  This report returns all PPO Reviewers.  In addition, the PPO Lead and PPO Administrators will see the PPO Lead and PPO Administrators.

- List of Nominee reports:  This report returns all Nominee reports assigned by that particular PPO Agency.  It will not return reports assigned by other PPO Agencies, other Agencies, or deleted reports.

- List of Nominees:  This report returns all individuals added as a Filer for that particular PPO Agency.

- List of 278 Nominee reports purged:  This report returns all Nominee reports purged on the "Records Management" page.  Typically, this report is not relevant for a PPO user.

- List of 278 Nominee reports permanently deleted:  This report returns all Nominee reports deleted on the "Records Management" page.  Typically, a PPO user would run this report to determine why a given Nominee report cannot be found.

WHCO users have access to the following management reports:

- List of staff:  This report returns all WHCO Reviewers.  In addition, the WHCO Lead and WHCO Administrators will see the WHCO Lead and WHCO Administrators.

- List of Nominee reports:  This report returns all Nominee reports released to that particular WHCO Agency by the linked PPO Agency.  Note that, in the current implementation of the Nominee process, the same user will generally have roles in multiple WHCO Agencies linked to different PPO Agencies.  Therefore, WHCO users will see Nominee reports released by all of those PPO Agencies.

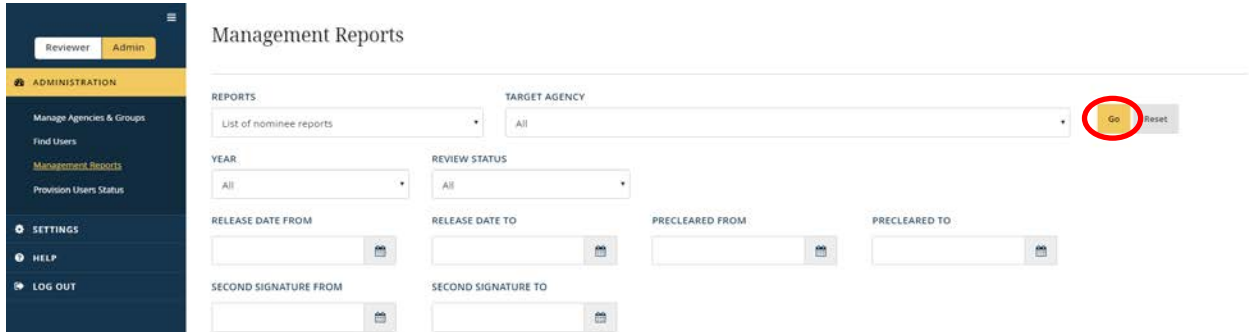### S.8.3 - Open a Management Report

Select the "Management Reports" option from the left-side navigation menu of the Admin interface.
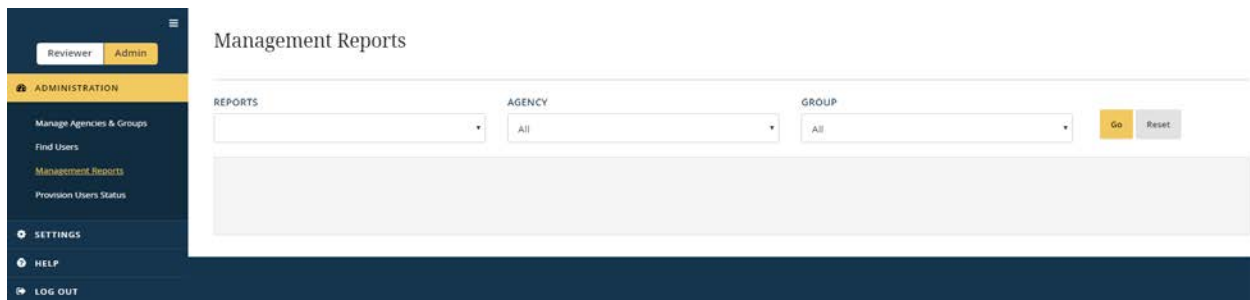


Select the desired management report from the "Reports" drop-down field.
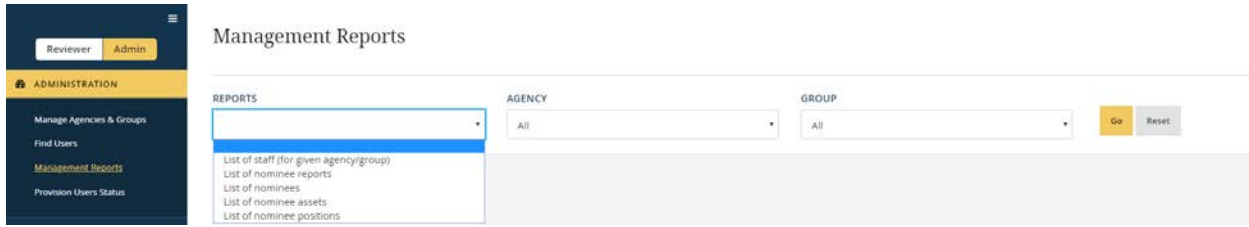
If you want to limit the results, select from the available filter conditions, which vary based on the management report.  Click the "Go" button to generate the results.



You can adjust the number of columns that display by clicking the "Customize Display" button in the upper right corner of the results table.
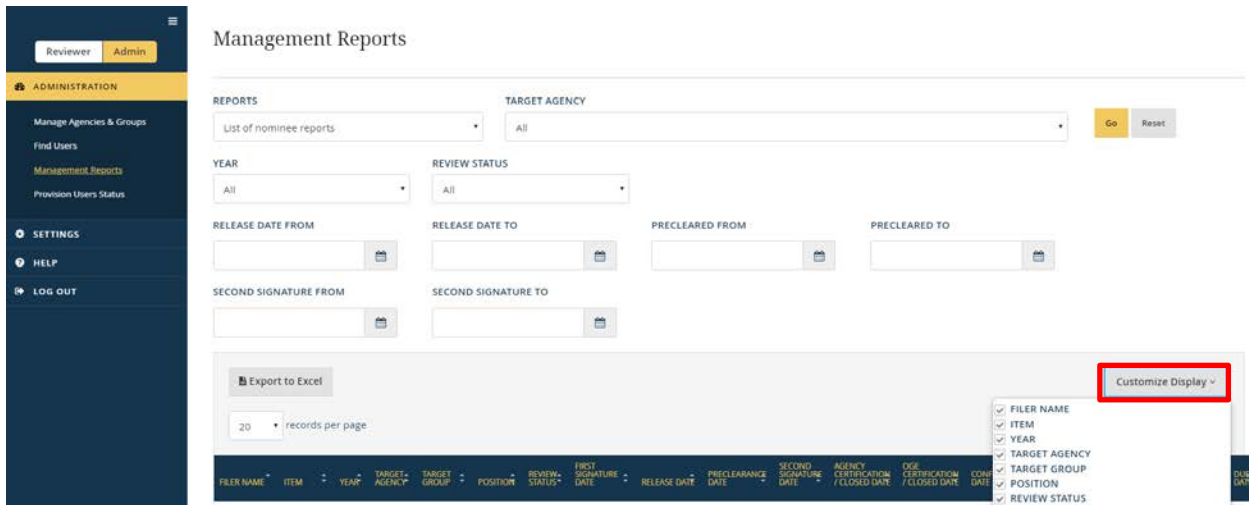


If using the filter conditions at the top of the page returns too many results, you can filter the results further by typing text into the "Search" box.  The "Search" box appears in the upper right corner of the results table.

### S.8.4 - Export a Management Report

After clicking the "Go" button for a particular report, an "Export to Excel" button will appear above the results table.  Click the "Export to Excel" button.



*Integrity* will provide a Microsoft Excel file ready for download.  The download process will vary depending on your Internet browser.

# S.9 - Technical Assistance (New PPO or WHCO Users)

### S.9.1 - Get to the *Integrity* Home Page

Open an Internet browser.  Go to https://integrity.gov.

### S.9.2 - Start the Login Process

Click the "Login" button.

After you click the "Login" button, the login screen will appear.

### S.9.3 - Complete Initial Login with an Existing MAX Account

Your login method will depend on the security level that applies to you. Contact someone who has Lead or Administrator permissions for your Agency if you do not know the applicable security level.

<u>User Name and Password Only (available only at Level 1)</u>

Use your existing MAX User ID and password. If you receive a message that your login information is incorrect, click the "Forgot, Set, or Change Your Password?" link. If you are unable to reset the password, the email address has not been registered with MAX.gov. Contact someone who has Lead or Administrator permissions for your Agency for assistance.

<u>User Name and Password plus SMS (available at Level 1 and Level 2)</u>

Enter your existing MAX User ID and password and check the box next to "Use Max Secure+ SMS 2-Factor." If you have not already registered a SMS device, follow the instructions that will appear for registering the device.

<u>PIV/CAC Card (available at Level 1, Level 2, and Level 3)</u>

Use your existing PIV/CAC card and pin. If you have not already registered your PIV/CAC with MAX.gov, follow the instructions that will appear.

<u>Agency Federated Partner Automated Login (available only at participating agencies)</u>

Log into *Integrity* as you typically would with this option.
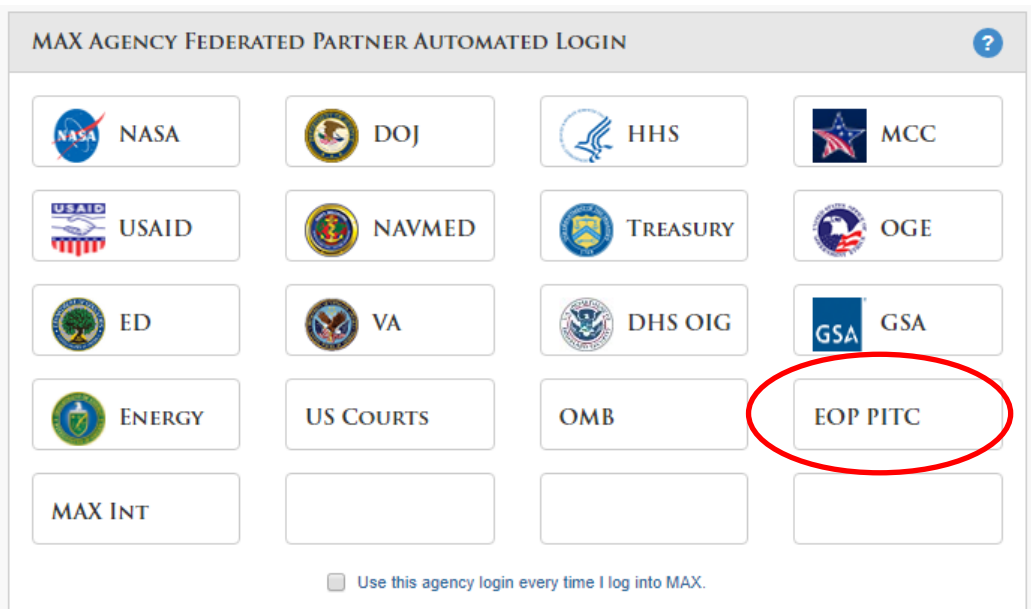
**S.9.4 - Complete Initial Login for a New Account**

Your login method will depend on the security level that applies to you. Contact someone who has Lead or Administrator permissions for your Agency if you do not know the applicable security level.

User Name and Password Only (available only at Level 1)

Before you can log into *Integrity* for the first time, you will need to set a password. In some cases, the Agency registering a new user will direct *Integrity* to send the user a registration notice, which includes a link to resetting a password. If you did not receive or cannot find this notice, you can set your password from the MAX Login page by clicking the "Forgot, Set, or Change Your Password?" link.



The MAX.gov Password Request page will appear. Enter your MAX User ID as specified by your Agency. Normally, the MAX User ID will be your official email address; however, in some cases, users may have several valid email addresses (e.g., integrityuser@agency.gov, integrity.user@agency.gov, and iuser@agency.gov). Check with your Agency if you are unsure of the email address used to register you.

After clicking "Submit," you will receive an email from MAX.gov. Click the password reset link in that email.



A page will open asking you to agree to the MAX User Agreement. After you agree, you will be able to set a password. Return to the Login page and enter your MAX User ID and your newly set password.

<u>User Name and Password plus SMS (available at Level 1 and Level 2)</u>

Follow the instructions above for setting your password. Next, return to the Login page and check the box next to "Use Max Secure+ SMS 2-Factor." Follow the instructions.
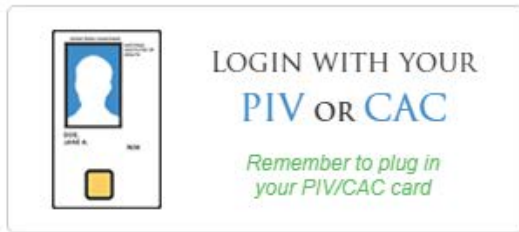


<u>PIV/CAC Card (available at Level 1, Level 2, and Level 3)</u>

Follow the instructions above for setting your password. Next, return to the Login page and choose "Login with PIV/CAC." Follow the instructions that will appear.

Agency Federated Partner Automated Login (available only at participating agencies)

Log into *Integrity* as you typically would with this option.

**S.9.5 - Login Problems**

If You Receive a "Login Information Is Incorrect" Message
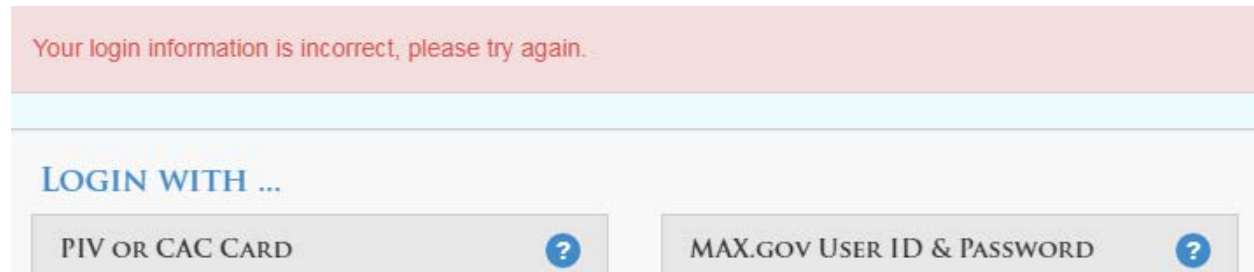


Typically, this message results from one of the following issues:

1. You are not using an email address registered with MAX.gov. Click the "Forgot, Set, or Change Your Password?" link. If you are unable to reset the password, the email address has not been registered with MAX.gov. Contact someone who has Lead or Administrator permissions for your Agency.

2. You are not entering the correct password or have not yet set a password. Click the "Forgot, Set, or Change Your Password?" link to reset your password.

Contact MAX Support for login assistance if you have confirmed that you are a registered user but continue to receive this error message. MAX Support can be reached by email at maxsupport@max.gov or by telephone at 202-395-6860. MAX Support team members are available weekdays between the hours of 8:30 AM and 9:00 PM EST and weekends between the hours of 9:00 AM and 6:00 PM EST.

If You Receive an "Access Denied" Message
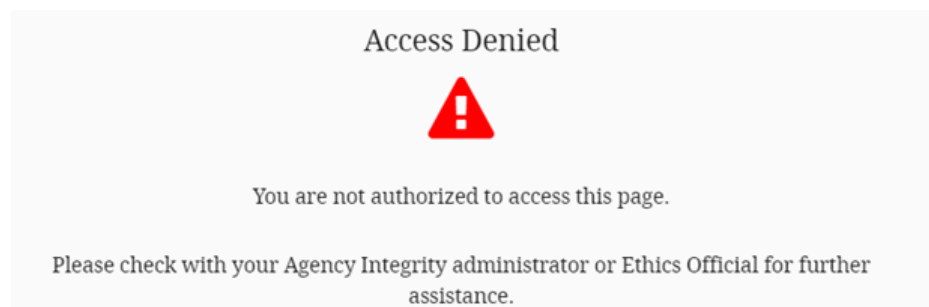


Typically, this message results from one of the following two issues:

1. You have not been added to *Integrity* or your roles were removed.

2. Your Agency has added you to *Integrity* using a different email address. For example, you are attempting to log in using jsmith@agency.gov, but your Agency has added you to *Integrity* using john.smith@agency.gov.

Contact someone who has Lead or Administrator permissions for your Agency.

If You Receive an "Internal system error occurred..." Message

Typically, this message means there is a temporary disruption with MAX.gov, and *Integrity* is unable to access the MAX.gov failover site.

Please try going to https://max.gov and log in with your normal credentials. Open another browser tab or window (without closing the original tab or window) and go to https://integrity.gov. Click the "Login" button. If you continue to have difficulties, contact someone who has Lead or Administrator permissions for your Agency.

If You Receive a "More Secure Login Method Required" Message



Access Denied — More Secure Login Method Required

You are not authorized to access this page.

Visit the Login Security page for more information regarding two factor authentication.

Typically, this message occurs if you log in with only a user name and password (Level 1 security) but hold a Reviewer/Administrator role at an Agency that has required a more secure login method (Level 2 or Level 3). If you have a PIV/CAC card or can use Agency Federated Partner Automated Login (which will work for Level 2 and Level 3), close your browser and log back into *Integrity* using one of those two methods. Otherwise, contact someone who has Lead or Administrator permissions for your Agency.

If the Screen Freezes after Login

Typically, this message results from one of the following two issues:

1. You are using an incompatible Internet browser or a browser with incompatible settings. To use *Integrity*, you must have Internet Explorer (IE) 10 or greater, Google Chrome 36 or greater, Firefox 31 or greater, or Safari 6 or greater. *Integrity* also works with IE 9 if Adobe flash player installed. Contact your Agency IT Helpdesk for assistance.

2. You need to clear your Internet browser's cache. A browser's cache stores various pieces of information from web pages that you visit. Occasionally, the cache can

prevent you from seeing updated content or cause functional problems.  You can fix many browser problems by simply clearing your cache.  To clear your browser's cache (temporary files), visit http://www.wikihow.com/Clear-Your-Browser's-Cache for instructions.  After clearing your cache, close your Internet browser window(s) completely and, then, open a new browser window to begin the login process again.

**S.9.6 - Navigation Assistance within *Integrity***

Primary v. Secondary Windows

Upon logging into *Integrity*, you will have a single browser window open.  That window is your "primary" window, which contains your main menu options.  You need to keep that window open while you are working within *Integrity*.  Closing the primary window will log you out of the system.

Performing certain functions within *Integrity*, such as opening a report to file or review, will open a secondary window.  The menu options within that window are specific to the task you are performing in that window.  Once you are finished with that task, you may close the window.  Closing a secondary window will not affect the primary window.

Navigate within a Window

There are two ways to navigate within a window.  First, use the menu options at the left to move between pages.  Second, if available, select buttons within the right-side display area to move between pages.  These buttons are usually labeled "Next" to go forward and "Previous" to go back.



Filer, Reviewer, and Admin Interfaces

In the upper left corner of the primary window, you will see one or more tabs, depending on your access rights.  These tabs form the top-level menu of navigation options within the system and provide access to three major groupings of functions (or "interfaces").  The open interface will be highlighted (in yellow).

- Filer:  Filers complete all tasks for their reports within the Filer interface.  You will not see this interface unless you are also a Filer.

- Reviewer:  You will start in the Reviewer interface by default upon login.  You would use this interface to find reports, release a report so that it may proceed through the Nominee workflow, or delete an unneeded report that was never released to OGE and the Target Agency.

- Admin:  You would use this interface to view Agency and Group information, manage staff permissions, add individuals as Filers, assign reports to Filers, and access aggregate data reporting tools.

Underneath the interface tabs, you will see a second-level menu of navigation options, which display along the left side of the page.  The options vary based on the interface.



### S.9.7 - For Additional Assistance

The following resources are available if you need additional assistance:

- *Integrity* User Guide:  This document is the full, comprehensive system user manual.  Note that many of the features discussed in the manual do not apply to PPO and WHCO users or apply differently.

- "Learn About *Integrity*" site:  This site, which is hosted on MAX.gov, has copies of the full *Integrity* User Guide, quick start job aids, training presentations, and records of *Integrity* user community webinars.  To access the site, click the "Learn More" link in the upper middle portion of the *Integrity* landing page.

  https://community.max.gov/x/vQApLg

- *Integrity* Helpdesk:  The best way to reach the *Integrity* Helpdesk is by email at integrity@oge.gov.  Please be aware, however, that, in order to preserve the confidentiality of a Nominee's identity, the members of the *Integrity* Helpdesk staff are unable to see information about the Nominee or that Nominee's report until OGE certifies the report.