

Filer Prepopulate & Reset Filing



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:

. WY TASKS	My Ta	sks								
My Tanka	MYCUR	ENT REPORTS								
O SETTINGS	YEAR	ITEM	TYPE	AGENCY	GROUP	POSITION	DUE DATE	STATUS	DATE FILED	ACTION
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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).

🌲 Filer1, Sample M	Pre-populate
WY FILINGS	CHOOSE & PRICE REPORT AS A STARTING POINT.
Gitting Stanuel Protoble New	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 files should use this option and choose their most recent report.
• HELP	Esper(s)
O CLOSE WINDOW	Don't pre pogulæte my report - usa this option to start a new report.

- 4. Select the "**Next**" button at the far right side of the page.
- 5. This message displays while *Integrity* pre-populates the report:

 My fillings 	Prepopulate
Getting Started Printable View	PROCESSING
	💭 Your report is being pre-populated. Please wait

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 <u>Integrity</u> User <u>Guide</u> v3.0 (3).pdf | Powered by Box

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.

Reset Filing:

You may reset a report at any point prior to filing. **Resetting a report deletes all of the information that you have entered already and takes you back to the starting point of the filing process.** This feature is generally only used by Filers who wish to make a different selection on the "Pre-populate" screen.

1. To reset a report, click the "Reset Filing" button that appears in the upper right corner of the "Getting Started" page.

rt, Semple M	Getting Started: Annual Report 278				
FILINGS	DENEXAL INFORMATION				
ng stand	YOUR NAME	LAST NAME O	FIRST NAME O	MIDDLE INITIAL O	
ters:	As it will appear in your public financial disclosure report.	Fleri	Sample	м	
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stant Anargaments					
e's Employment Assets &o	if your nerve is not shown correctly above, please contact your Agency 20	nics Official for assistance before you	udamit your report.		
Assets & Income					
etions (POSITION & ADENCY	AGENCY	GROUP	POSITION TITLE	DUE DATE
	Provide the title and agency of the position for which you are filing.	Sample Agency 2019	Sample Agency 2019, Group 1	Sample Postton 1	05/15/2019
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2. Integrity will ask you to confirm your decision.

A CONFIRM RESET A

Are you sure you want to reset the filing? This will delete all previously entered information and return you to the prepopulation screen. This cannot be undone.

Cancel Reset Filing	Cancel
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Reference: *Integrity* User Guide, § 4.2.5. User Guide available here <u>Integrity</u> User <u>Guide</u> v3.0 (3).pdf | Powered by Box.