

Filer Prepopulate & Reset Filing

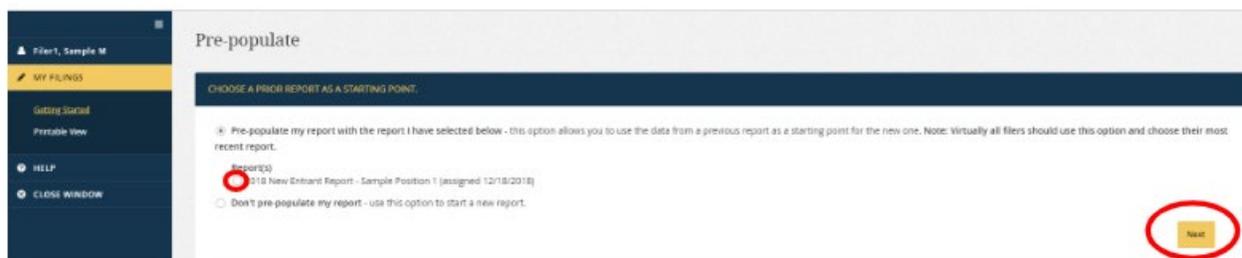
A returning filer who has previously filed a report in *Integrity* may use the earlier report to “pre-populate” a new filing. Prepopulate will copy the data from the prior report into the new one.

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



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

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



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

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



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

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

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

Reference: *Integrity* User Guide, § 4.2.3. User Guide available here [Integrity User Guide 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.

Getting Started: Annual Report 278

Reset Filing

GENERAL INFORMATION

YOUR NAME
As it will appear in your public financial disclosure report.

LAST NAME	FIRST NAME	MIDDLE INITIAL
Filer1	Sample	M

If your name is not shown correctly above, please contact your Agency Ethics Official for assistance before you submit your report.

POSITION & AGENCY
Provide the title and agency of the position for which you are filing.

AGENCY	GROUP	POSITION TITLE	DUE DATE
Sample Agency 2019	Sample Agency 2019, Group 1	Sample Position 1	05/15/2019

2. *Integrity* will ask you to confirm your decision.

⚠️ CONFIRM RESET ⚠️



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

Reference: *Integrity* User Guide, § 4.2.5. User Guide available here [Integrity User Guide v3.0 \(3\).pdf](#) | Powered by Box.