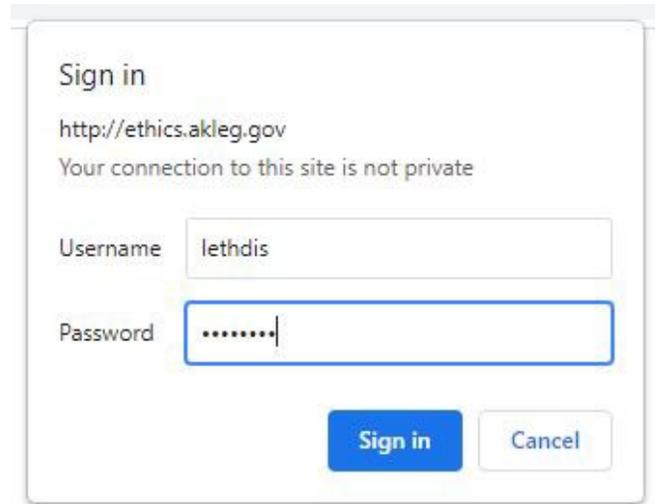


How to Submit Ethics Disclosures

1. Open a browser and go to <http://intranet.akleg.gov/>.
2. Scroll down and click on **Login** in the **File an Ethics Disclosure** section.

The screenshot displays the AKLEG Intranet homepage. On the left is a dark blue navigation sidebar with the title 'AKLEG INTRANET' and a search bar. The sidebar lists various services such as Home, COVID-19, Accounting, Ethics, Executive Director, Information Technology, Legal Services, Legislators & Staff, Library, LIO, Lounge, Maintenance, Media Services, Personnel, Print Shop, Research, Security, and Supply & Mailroom. The main content area features a grid of service tiles. A green arrow points to the 'File an Ethics Disclosure' tile, which includes a 'Login' button. Other tiles include 'Welcome', 'Emergency or Suspicious Activity', 'COVID-19', 'B.A.S.I.S', 'Brainstorm Quickhelp', 'Infobases', 'Staff POMS', 'Committee Aide Doc System', 'Shuttle Van', and 'Capitol Employee Directory'.

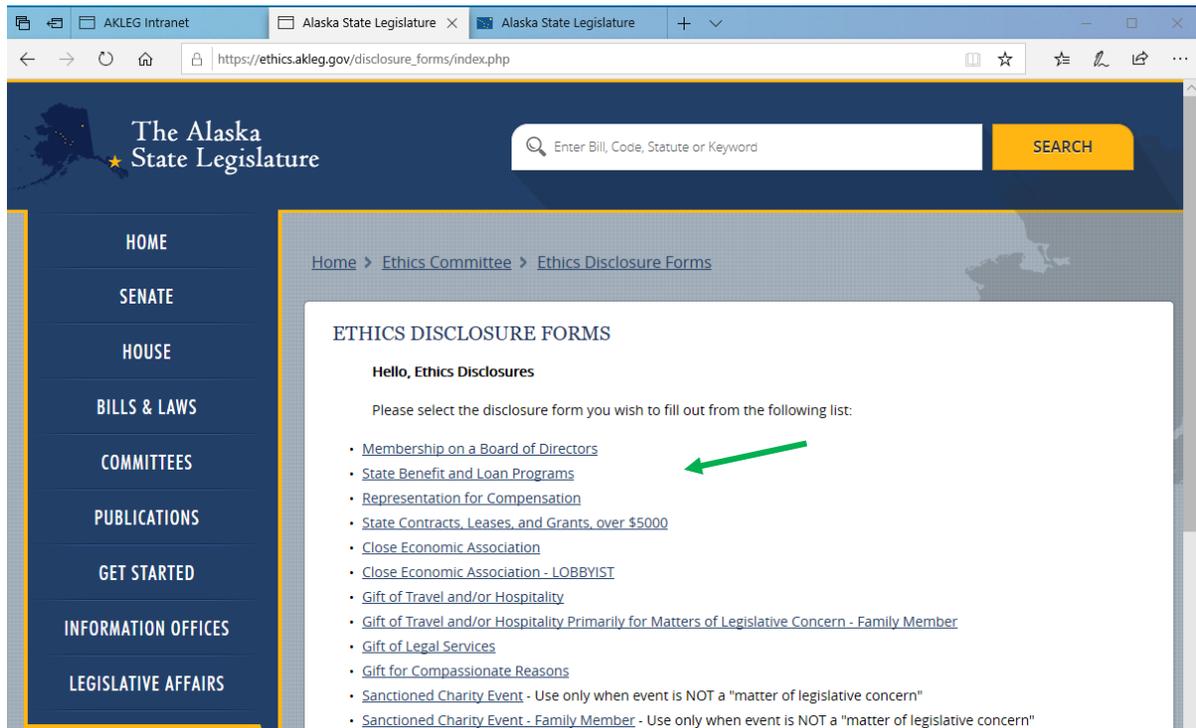
3. Enter the filer's computer login (not an email address) and password. NOTE: If the filer is a legislator, use the legislator's computer login and password. Click on **Sign in**.



The screenshot shows a 'Sign in' dialog box with the following elements:

- Title: Sign in
- URL: http://ethics.akleg.gov
- Warning: Your connection to this site is not private
- Username field: Contains the text 'lethdis'
- Password field: Contains seven dots, indicating a masked password.
- Buttons: 'Sign in' (blue) and 'Cancel' (white with blue border).

4. Click on the type of disclosure you wish to submit.



The screenshot shows a web browser window displaying the 'ETHICS DISCLOSURE FORMS' page on the Alaska State Legislature website. The page includes a search bar, a navigation menu on the left, and a list of disclosure forms. A green arrow points to the first item in the list.

ETHICS DISCLOSURE FORMS

Hello, Ethics Disclosures

Please select the disclosure form you wish to fill out from the following list:

- [Membership on a Board of Directors](#)
- [State Benefit and Loan Programs](#)
- [Representation for Compensation](#)
- [State Contracts, Leases, and Grants, over \\$5000](#)
- [Close Economic Association](#)
- [Close Economic Association - LOBBYIST](#)
- [Gift of Travel and/or Hospitality](#)
- [Gift of Travel and/or Hospitality Primarily for Matters of Legislative Concern - Family Member](#)
- [Gift of Legal Services](#)
- [Gift for Compassionate Reasons](#)
- [Sanctioned Charity Event](#) - Use only when event is NOT a "matter of legislative concern"
- [Sanctioned Charity Event - Family Member](#) - Use only when event is NOT a "matter of legislative concern"

5. Filer information displays. If either the work phone number or employer information is incorrect, make needed corrections. Use only a work phone number. *Legislators: No employer information required.*

Gift of Travel and/or Hospitality for Matters of Legislative Concern

Sec. 24.60.080. Gifts

(a) Except as otherwise provided in this section, a legislator or legislative employee may not (1) solicit, accept, or receive, directly or indirectly, a gift worth \$250 or more, whether in the form of money, services, a loan, travel, entertainment, hospitality, promise, or other form, or gifts from the same person worth less than \$250 that in a calendar year aggregate to \$250 or more in value; ...

(c) Notwithstanding (a)(1) of this section, it is not a violation of this section for a person who is a legislator or legislative employee to accept ... (4) travel and hospitality primarily for the purpose of obtaining information on matters of legislative concern; ...

- **AS 24.60.105 Reporting deadlines**
 - Within 60 days of receipt of the gift.
- **AS 24.60.115 Reporting deadline**
 - Within 90 days after a legislator or legislative employee's final day of service unless the matter or interest was previously disclosed or is no longer subject to disclosure.

Name of Discloser:

first	last
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6. Complete the form using drop down menus when provided. Remember to:
- a. Use correct spelling, punctuation, grammar, and capitalization.
 - b. Provide enough information so that readers can understand the information. Spell out acronyms, e.g., NCSL. Enter the full name of the organization: National Conference of State Legislatures.

Gifts of travel disclosures have additional requirements. Gift of travel are for the purpose of obtaining information about matters of legislative concern.

- i. Provide complete information about the donor.
- ii. Include a one or two sentence narrative that addresses how the information you obtained is a matter of legislative concern. "Attended annual conference" is not an adequate description.
- iii. **Attach a PDF copy of the agenda. Failure to provide an agenda could be considered a violation under AS 24.60.080(a) and subject to penalties.**

The Ethics Committee now requires filers to provide an agenda when filing a gift of travel disclosure. Failure to provide an agenda could be considered a violation under AS 24.60.080(a) and subject to penalties.

No file chosen
(File types are limited to .pdf, .doc, .docx, .gif, .jpg and .jpeg. Total file size cannot exceed 10MB.)

The above is a true and accurate representation of the gift received, in accordance with AS 24.60.080(c)(4).

Electronic Signature (March 2, 2022):

Please verify your information before clicking on submit.

- c. Enter the filer's name in the signature field. **No titles.**
- d. Review form.
 - If gift disclosure, click **Submit** when you are satisfied.
 - If other disclosure type, click **Proceed** and review form for correct information, spelling, etc. If changes are needed, be aware that the filer information and signature will need to be re-entered. When the form is correct, click **Submit**.

Immediately following submission, you will receive confirmation that the ethics office received your disclosure. The ethics office reviews all disclosures and will contact you if information is unclear or more information is needed.

For **Questions** about disclosures or how to fill out a form, contact the [Ethics Office](#), 269-0150.

For **Technical Assistance** with the forms, please contact [Media Services](#), 465-6437.