

Oklahoma Ethics Commission



Oklahoma Ethics Commission
Guardian 2.0 System
Candidate Committee
Onboarding Guide
Draft

DRAFT

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Commissioners

Five Commissioners serve on the Commission for the Oklahoma Ethics Commission, with a term of five years and no more than two successive terms. The Commissioners serve on a volunteer basis and are appointed on a staggered basis by the (1) Governor, (2) Chief Justice of the Oklahoma Supreme Court, (3) Attorney General, (4) President Pro Tempore of the Senate, and (5) Speaker of the House of Representatives.

Information on the current commissioners may be accessed on the Ethics Commission website at [Oklahoma Ethics Commission - Commissioners](#).

I. Introduction

How to Use This Guide

This Guide summarizes users' initial use of the Oklahoma Ethics Commission Guardian 2.0 System for those parties reporting to the Ethics Commission. This guide provides instructions for creating a user login/profile as well as registering with the Ethics Commission. This guide is not a substitute for the law. If there is a conflict between this Guide and the Constitution, statutes, or Rules, then the Constitution, statutes or Rules prevail. This guide does not replace the guides available at Oklahoma Ethics Commission which provide information for compliance with Ethics Rules and other relevant law for those parties reporting to the Ethics Commission. These additional guides are found at [Oklahoma Ethics Commission Guides](#).

Note: The screen shots below are subject to minor changes in verbiage or labels.

Limited Scope

This Guide is not intended to provide comprehensive information about all Ethics Rules and other relevant law concerning enforcement, complaints, complaints, and investigations.

II. The Ethics Commission's Guardian 2.0 System

The Guardian System is both a filing and disclosure system that contains financial detail and related information that lobbyists, candidate committees, political party committees, political action committees, special committees, and certain state officers and employees are required by law to disclose. Regulated users will use the system to file all required reports online. All lobbyist and committee filings are available for you to review online, save, print, or extract for further analysis.

Who should use this Guardian 2.0 System?

Users should review all registration and reporting requirements prior to registering via the links to guides below each entity. The following are types of entities needing to *Register* and use the Guardian 2.0 System:

- **Candidate Committee** A Candidate Committee is the only committee authorized by a candidate to accept contributions or make expenditures on behalf of the candidate's campaign. See [Candidate Guide](#) for more information.
- **Lobbyist or Liaison** Individuals who are compensated to engage in lobbying activities on behalf of a third party are defined by the entity they lobby and whether they are state officers or employees. See [Lobbyist Guide](#) for more information.
- **Political Action Committee (PAC)** A PAC is any group of two or more persons that receives contributions or makes expenditures for any of these purposes:
 - (1) make contributions to candidates or candidate committees;
 - (2) make contributions to other PACs;
 - (3) make election engineering communications; or
 - (4) advocate the approval or defeat of state questions.See [Political Action Committee Guide](#) for more information.
- **Political Party Committee** A Political Party Committee is a committee authorized by a political party, which is recognized under the laws of the State of Oklahoma, to accept contributions and make expenditures on behalf of the political party. See [Local Political Party Committee Guide](#) or [State Political Party Committee Guide](#) for more information.
- **Special Function Committee** A committee formed due to an elected state officer solicitation for an event or to pay litigation funds, or a state officer or employee or state agency sponsoring an event. See [State Officers and Employees Guide](#) for more information.

What is the purpose of the Guardian 2.0 System?

This document provides an overview of the entities mentioned above on registration and onboarding. Additional guides are provided for navigation, data entry, and filing an original or amended report in the Guardian 2.0 System.

Registered entities use the Guardian 2.0 System to:

1. Register with the Ethics Commission
2. Enter Transactions — All contributions, other funds, and expenditures
3. File Reports
4. Pay Fees
5. View All Filed Reports, Perform Searches, and Download Data

III. Create an Account

Prior to registering, the user must create an account providing an email and setting a password. First time users can select the email to use for this new account. For users of the prior Guardian System, the email used to create accounts must be the same as was used in prior system to enable conversion of prior information. All information is tied to the user email. The following workflow describes the steps for users to create a new account.

Figure 1 Guardian 2.0 System Account Creation Workflow

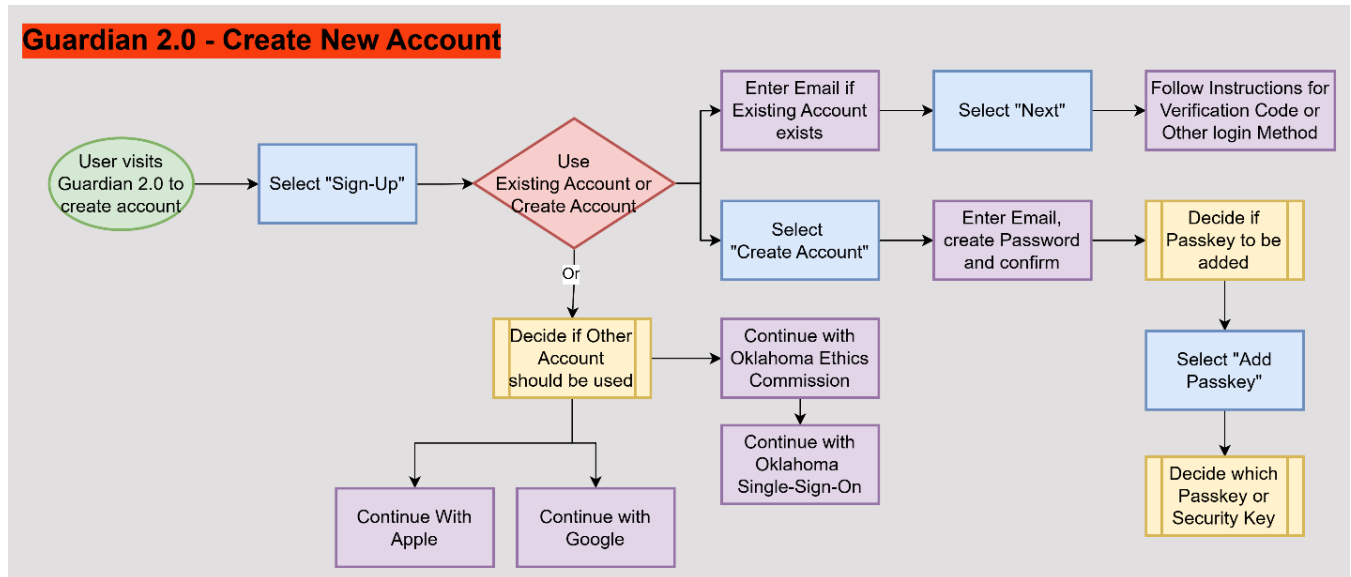


Figure 2 The Guardian 2.0 Landing Page

Users accessing the new Guardian 2.0 System will land on the following page. It provides public information but also a “Sign In” option for existing users to sign in or new users will be provided the option to create an account.

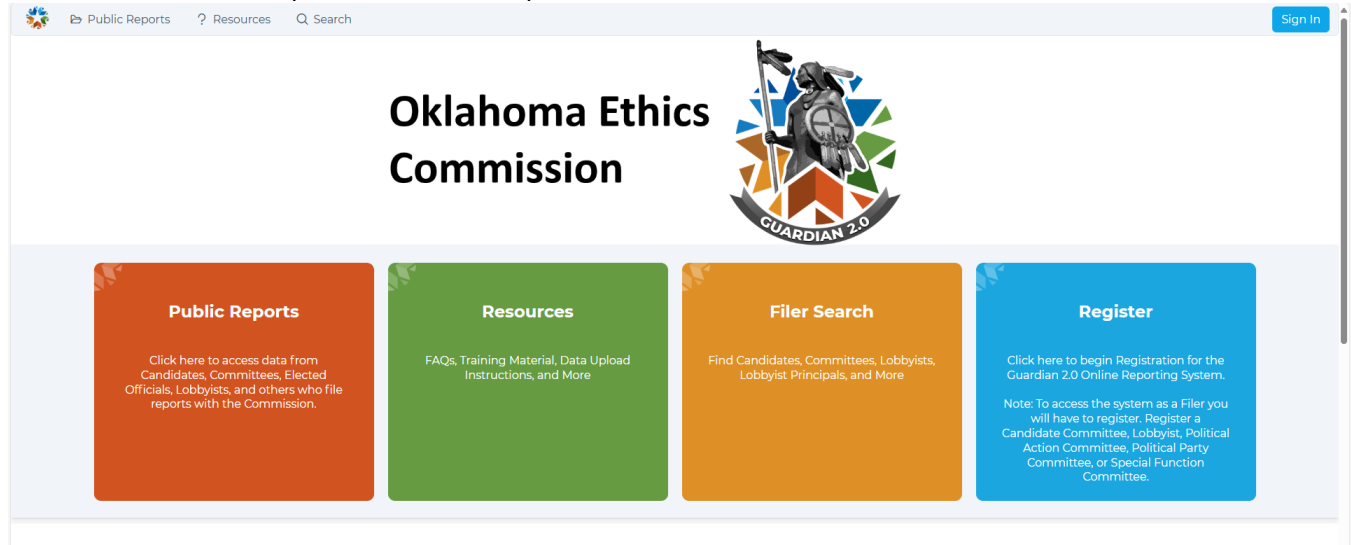


Figure 3 Select Sign In to Create Account

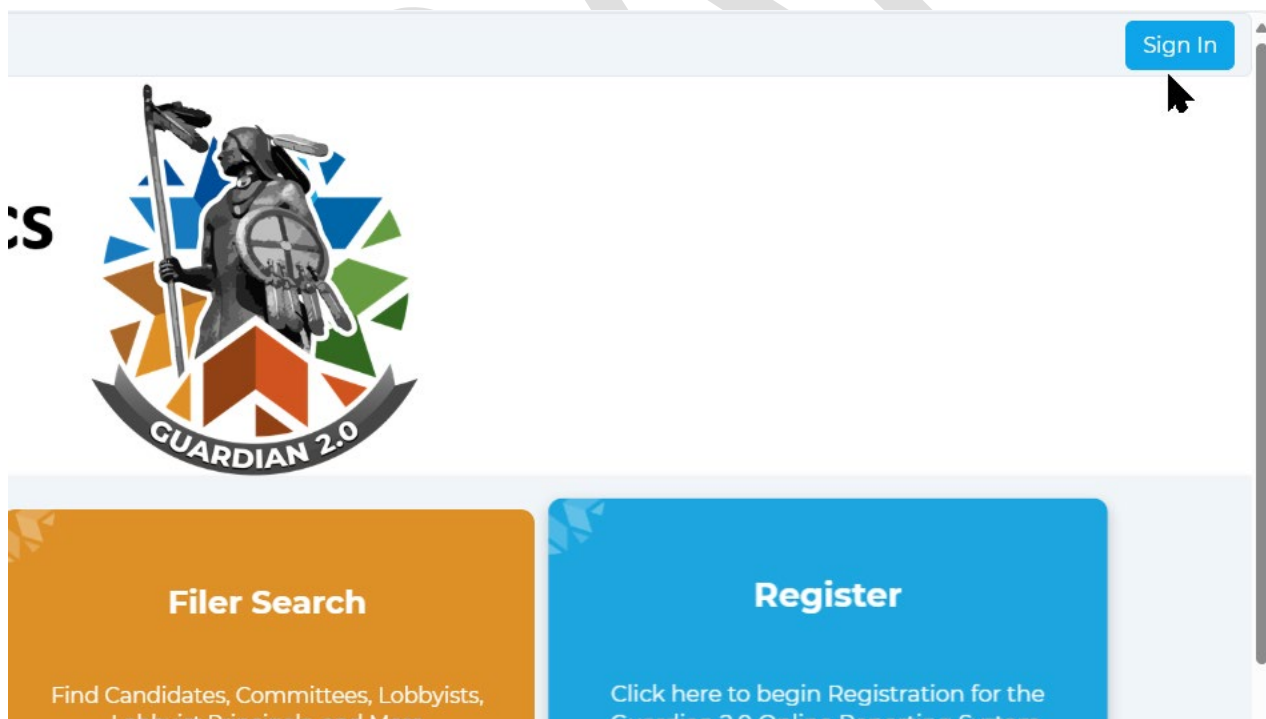
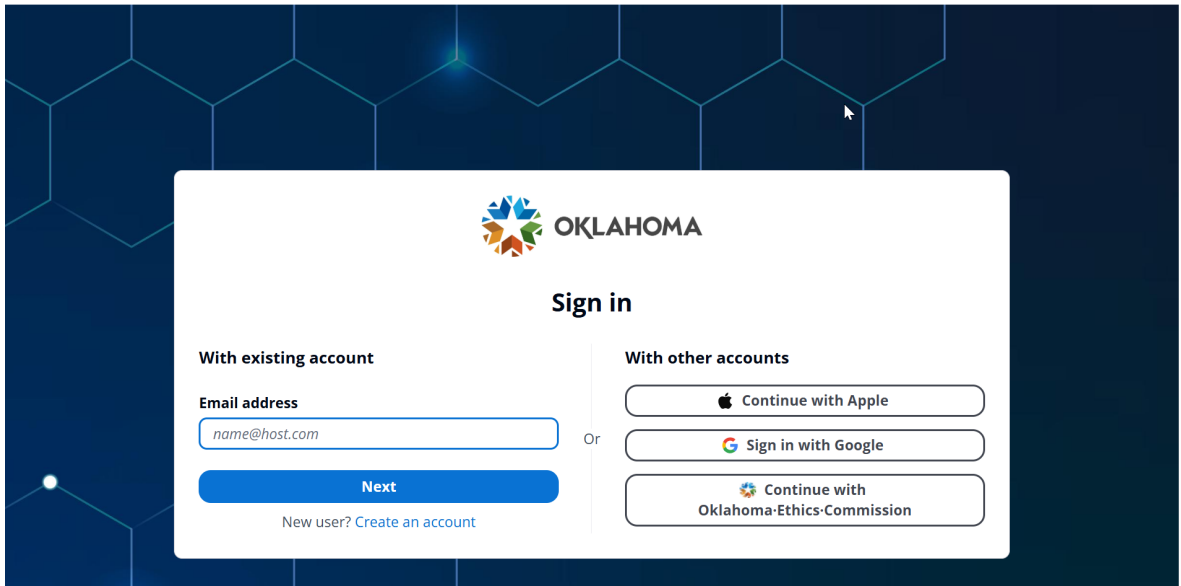


Figure 4 Enter Email to Create Account

First time users can select the email to use for creating a new account. For users of the

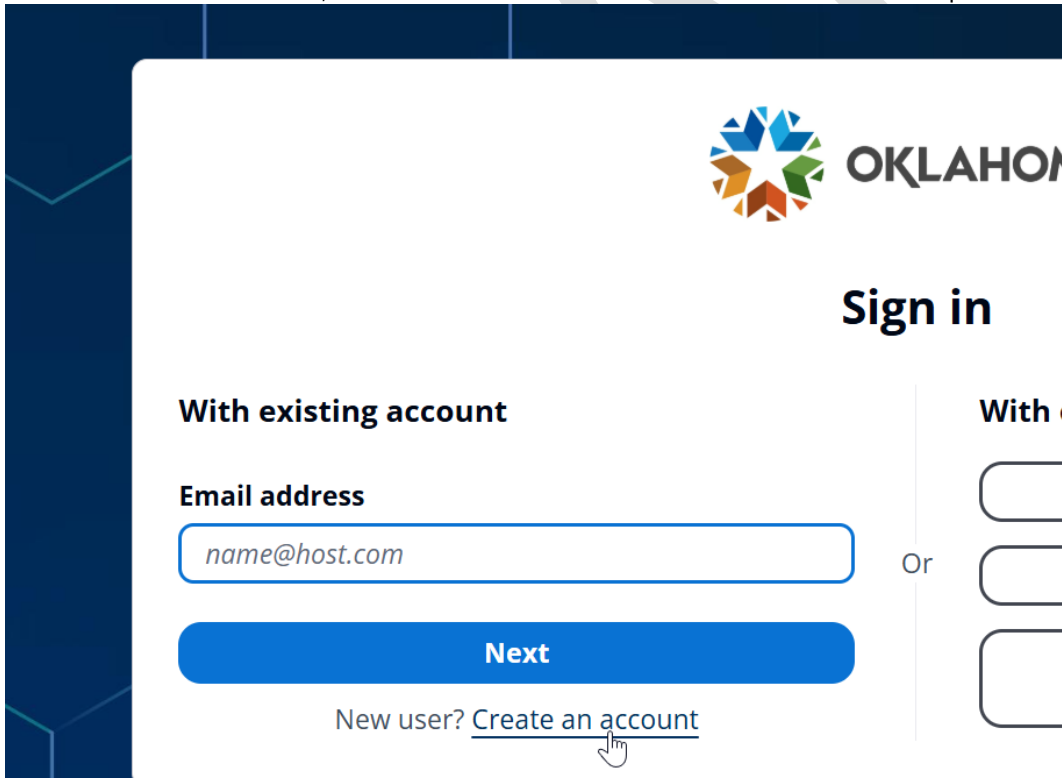
prior Guardian System, the email used to create accounts must be the same as was used in prior system to enable conversion of prior information. All information is tied to the user email.



The screenshot shows the Oklahoma Sign in interface. At the top is the Oklahoma logo and the text "OKLAHOMA". Below this is the heading "Sign in". There are two main sections: "With existing account" and "With other accounts". In the "With existing account" section, there is a label "Email address" above a text input field containing "name@host.com". Below the input field is a blue "Next" button. Underneath the "Next" button is the text "New user? [Create an account](#)". The "With other accounts" section is separated by a vertical line and the word "Or". It contains three buttons: "Continue with Apple", "Sign in with Google", and "Continue with Oklahoma-Ethics-Commission".

Figure 5 Select Create Account

After email is entered, users will select the "Create an account" option.



This is a close-up of the "Create an account" link from the previous screenshot. It shows the "With existing account" section with the "Email address" field containing "name@host.com" and the blue "Next" button. Below the "Next" button, the text "New user? [Create an account](#)" is displayed. A mouse cursor is pointing at the "Create an account" link. To the right, the "With other accounts" section is partially visible, showing the "Or" separator and the top of three buttons.

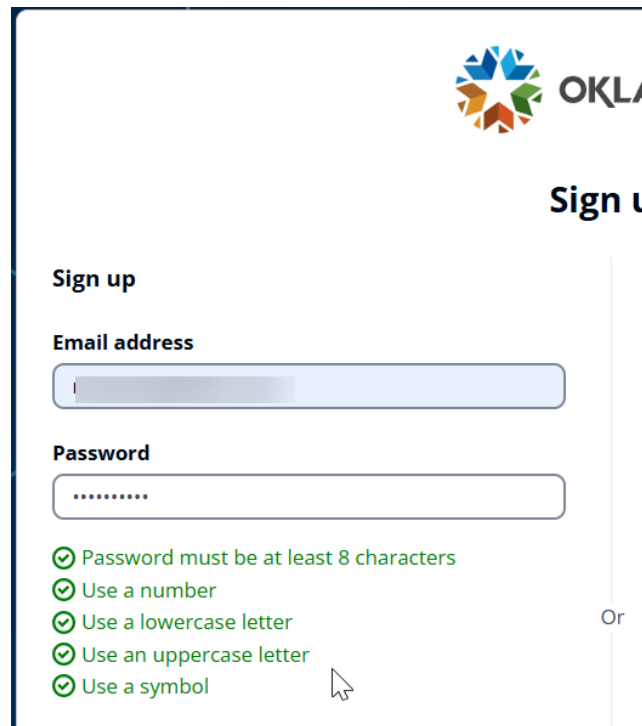
Figure 6 Create Password and Confirm

The screenshot shows the 'Sign up' form for the Oklahoma system. The form is titled 'Sign up' and features the Oklahoma logo at the top. It is divided into two main sections: 'Sign up' and 'With other accounts'. The 'Sign up' section contains fields for 'Email address' (with a placeholder 'name@host.com'), 'Password' (with a placeholder 'Enter password'), and 'Confirm password' (with a placeholder 'Reenter password'). There is a checkbox for 'Show password' and a blue 'Sign up' button. Below the button is a link: 'Have an account already? Sign in'. The 'With other accounts' section contains three buttons: 'Continue with Apple', 'Sign in with Google', and 'Continue with Oklahoma-Ethics-Commission'. The background is a dark blue hexagonal pattern.

Figure 7 Follow Password Rule Entry

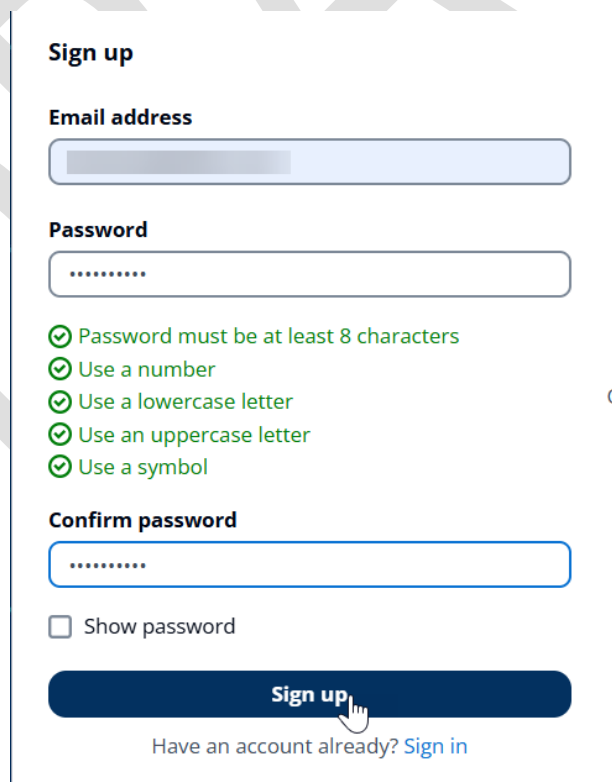
The screenshot shows the 'Sign up' form for the Oklahoma system, similar to Figure 6, but with additional password rules displayed. The 'Password' field now shows a series of dots. Below the field, there are five green checkmarks indicating the password requirements: 'Password must be at least 8 characters', 'Use a number', 'Use a lowercase letter', 'Use an uppercase letter', and 'Use a symbol'. The 'Confirm password' field and the 'Sign up' button remain visible. The background is a dark blue hexagonal pattern.

Figure 8 Password Rules



The screenshot shows the OKLA Sign Up form. At the top right is the OKLA logo. Below it, the text "Sign up" is displayed. The form has two main sections: "Sign up" and "Email address". Under "Sign up", there is a "Password" field with a strength indicator. Below the password field, there are five green checkmarks indicating password requirements: "Password must be at least 8 characters", "Use a number", "Use a lowercase letter", "Use an uppercase letter", and "Use a symbol". To the right of the password field, there is a vertical line with the word "Or" next to it.

Figure 9 Sign Up Selection After Password Entry and Confirmation



The screenshot shows the OKLA Sign Up form after password entry and confirmation. The "Sign up" section is now highlighted. Below the "Email address" field, there is a "Password" field. Below the password field, there are five green checkmarks indicating password requirements: "Password must be at least 8 characters", "Use a number", "Use a lowercase letter", "Use an uppercase letter", and "Use a symbol". Below the password field, there is a "Confirm password" field. Below the confirm password field, there is a checkbox labeled "Show password". At the bottom, there is a blue button labeled "Sign up" with a hand cursor over it. Below the button, there is a link that says "Have an account already? Sign in".

Figure 10 Optional Passkey Addition

After the Entry and Confirming Password, the User Creation will be confirmed and allow for optional passkey or device authorization code entry.

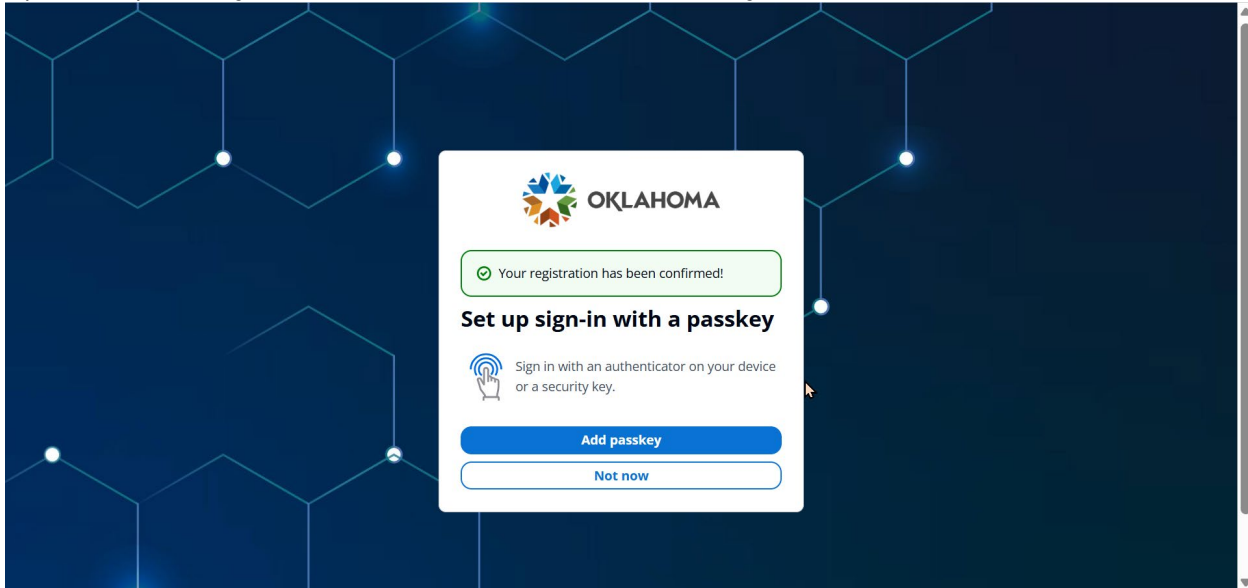


Figure 11 Optional Passkey Selection

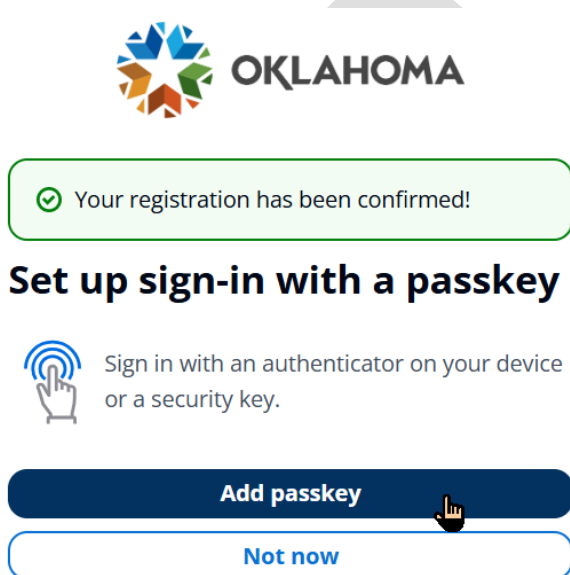


Figure 12 Passkey Creation via Google Password Manager

Users will have the option of creating a Passkey via Google, but it is not required.

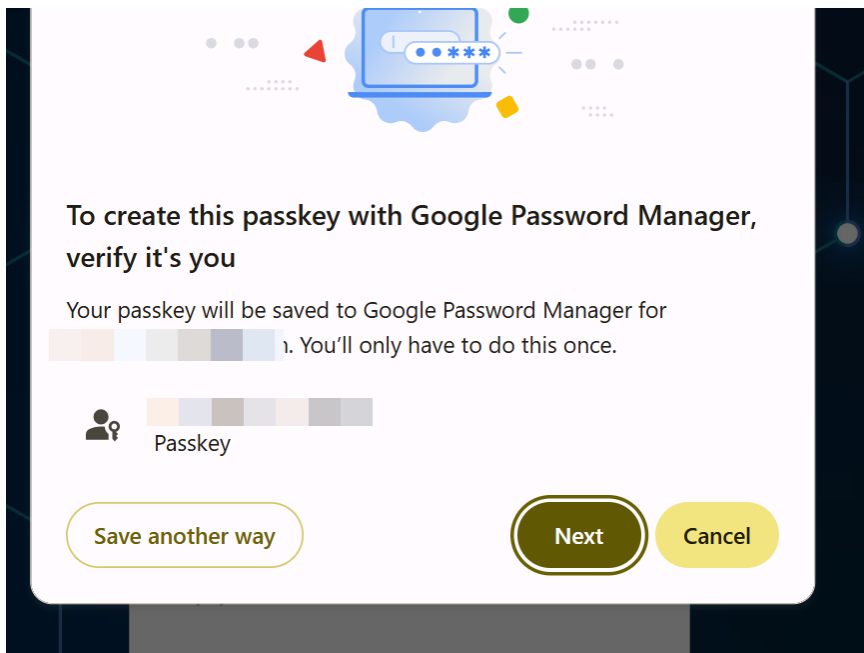
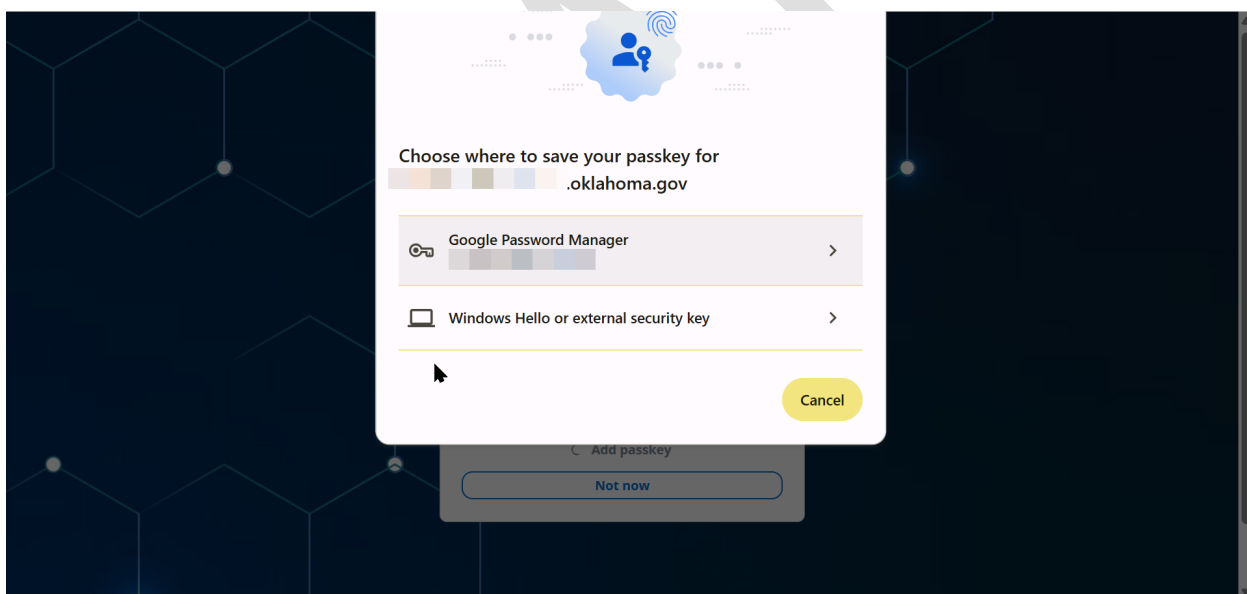


Figure 13 Passkey Setup



IV. Login

Figure 14 User Login

Returning users or users with newly created accounts can now login by selecting "Sign In."

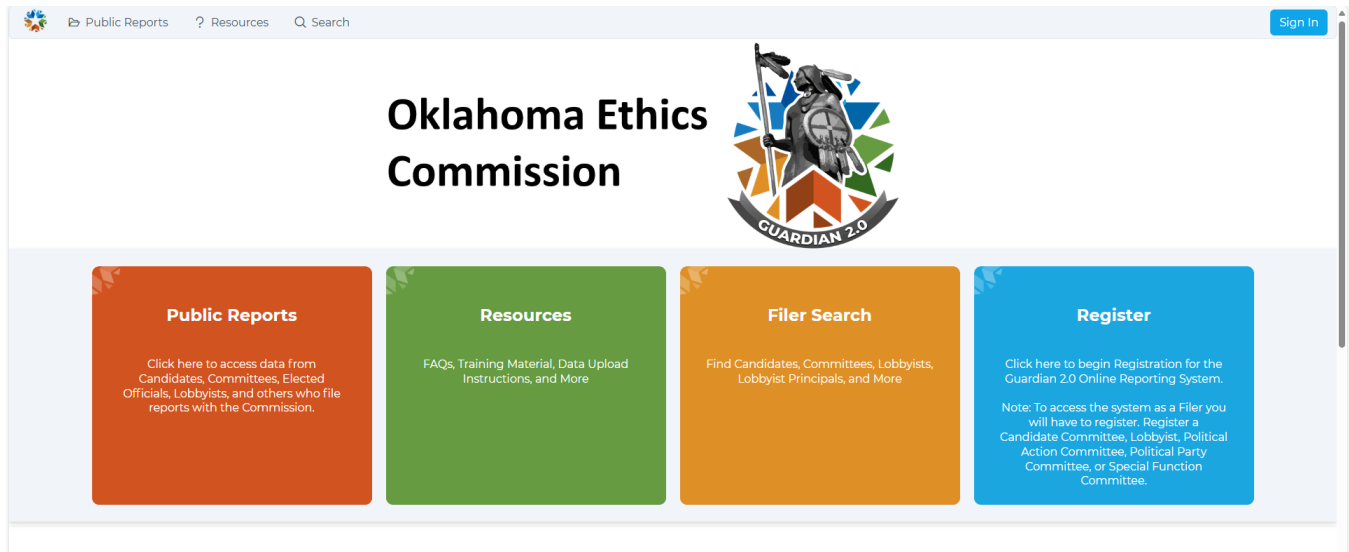


Figure 15 Login – Select Sign In

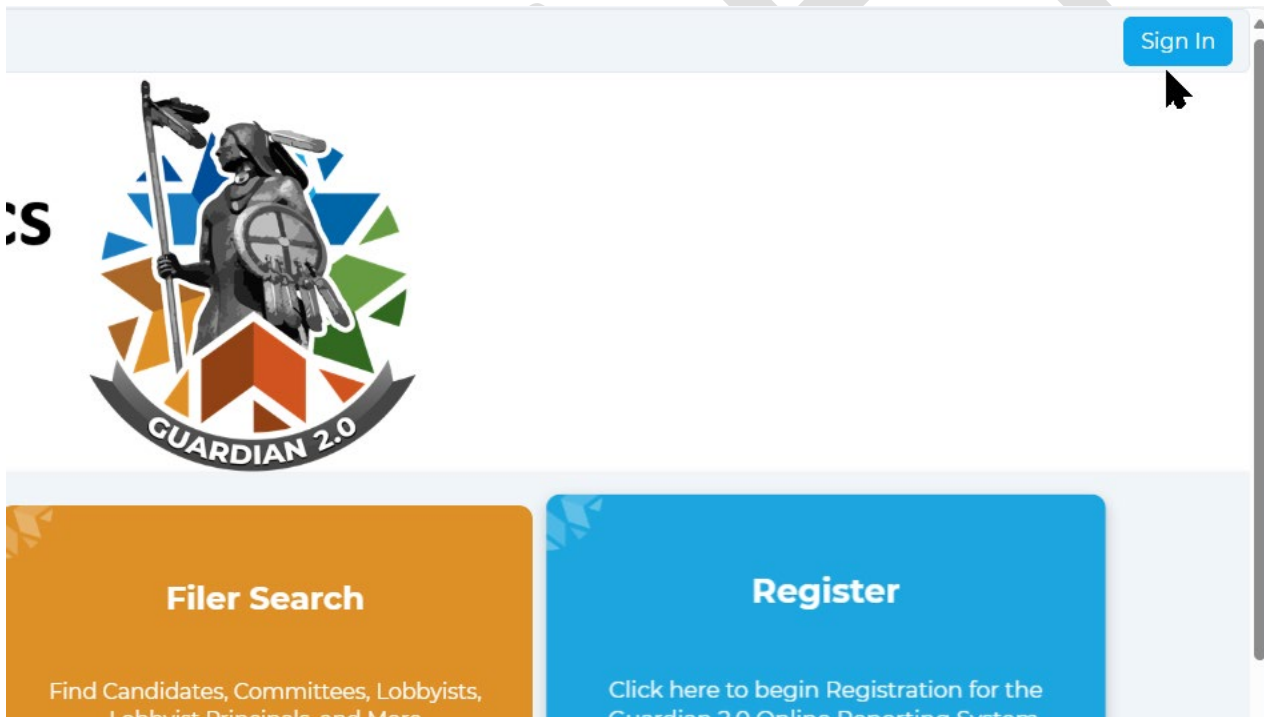


Figure 16 Existing Account Login Enter Email or select “Create

an Account”

OKLAHOMA

Sign in

With existing account

Email address

Next

New user? [Create an account](#)

With other accounts

[Continue with Apple](#)

[Sign in with Google](#)

[Continue with Oklahoma Ethics Commission](#)

Figure 17 Enter Emailed Verification Code

OKLAHOMA

Check your email

Enter the code that we sent to the email address r***@y***. The code expires in 15 minutes.

Verification code

Continue

Back

OR

[Try another way](#)

Figure 18 Choose Other Sign-In Method

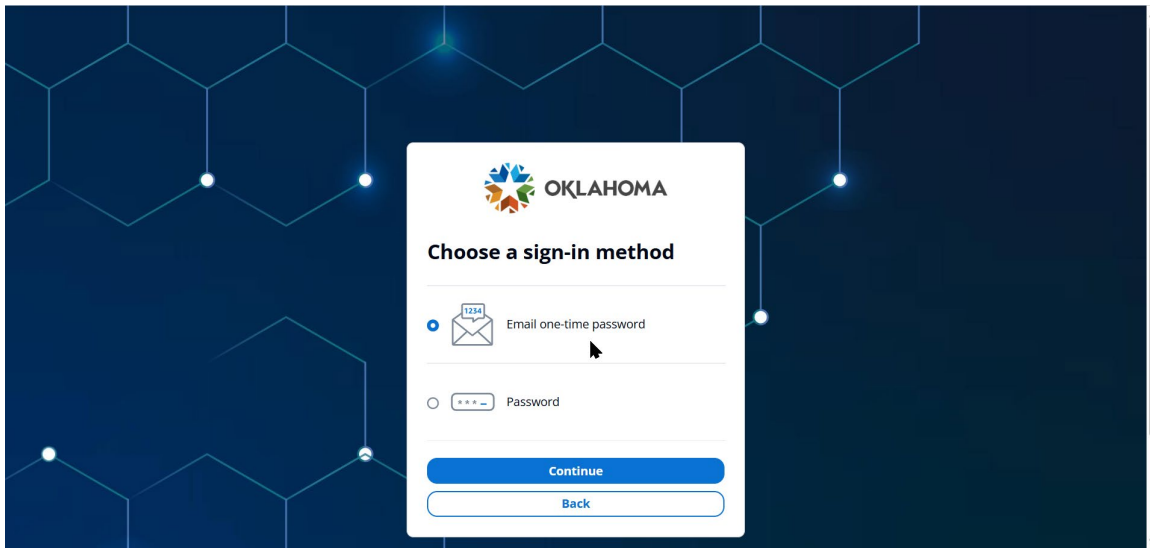


Figure 19 Choose Other Sign-In - Password

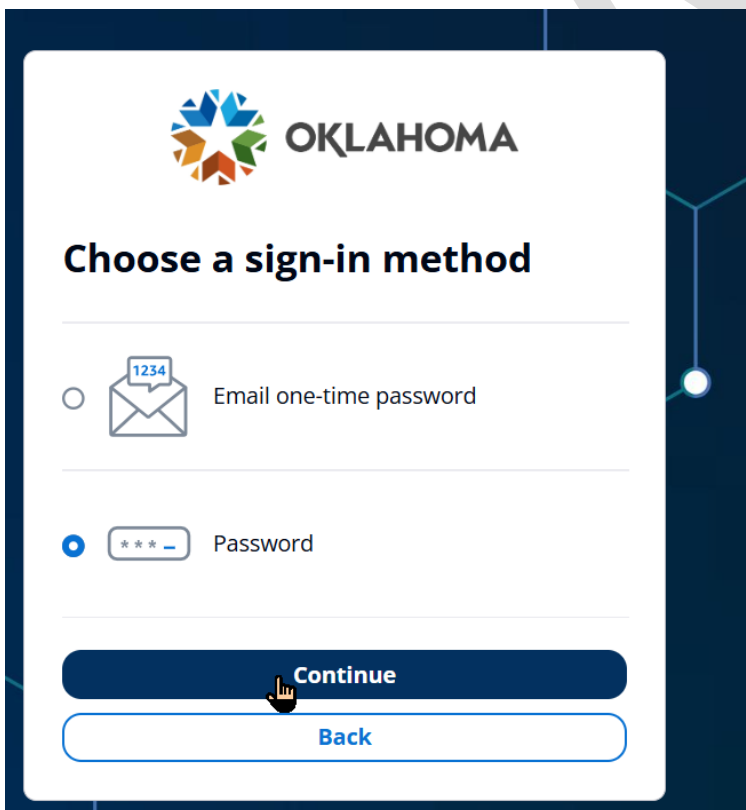


Figure 20 Password Entry - Enter Password

OKLAHOMA

Enter your password

Password

.....

☐ Show password [Forgot your password?](#)

Continue

Back

Figure 21 Forgot Password - Enter Email

OKLAHOMA

Forgot your password?

Enter your email address. We will send a message with a code to reset your password.

Email address

name@host.com

Reset my password

Back

V. Registration

Figure 22 Guardian 2.0 System Registration Workflow

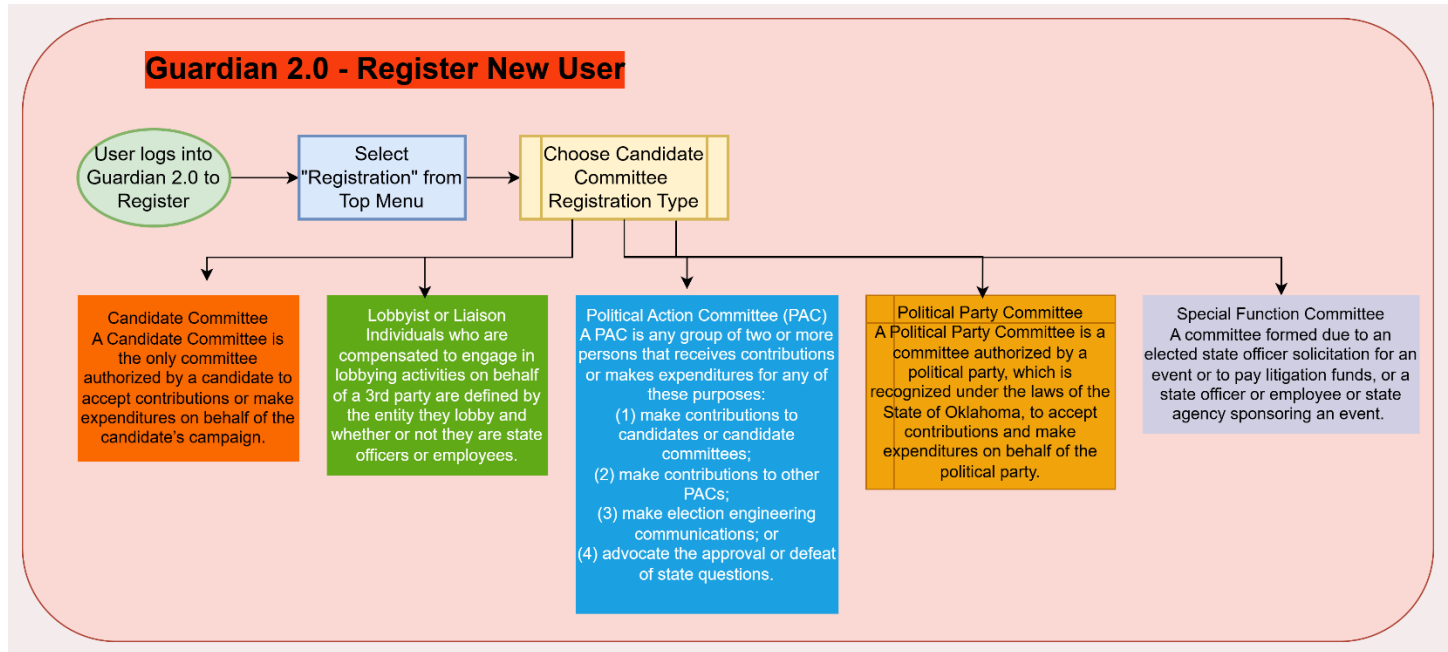
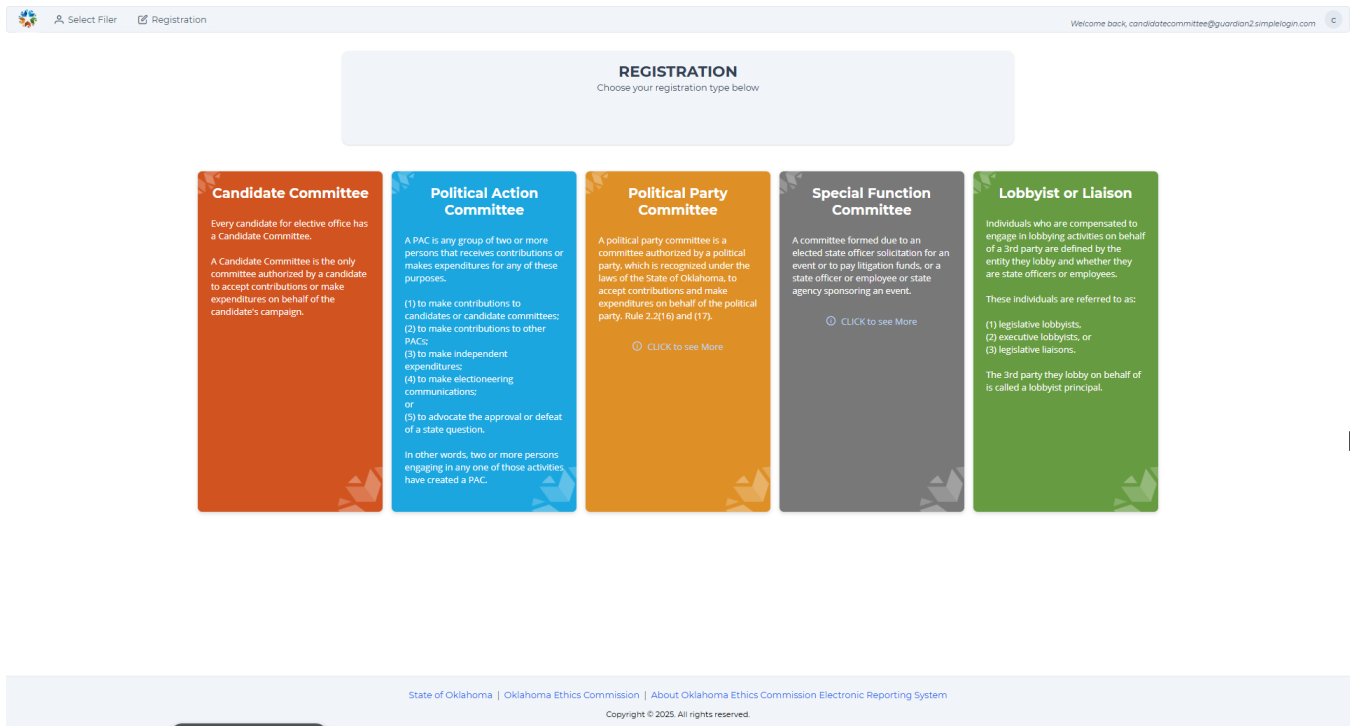


Figure 23 Select Registration Type

Note: Across each of the registration screens, users must select "Next/Save" to save their entries. Exiting any page or hitting "Previous" without saving causes the data to not be saved.

Draft - Guardian 2.0 System Onboarding



Registration Menu

Figure 24 Registration Menu can be hidden by selecting the arrow

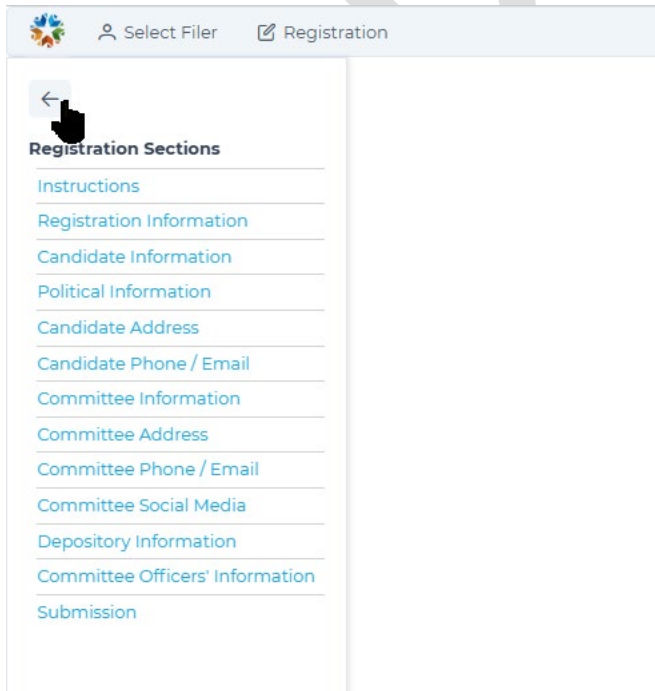
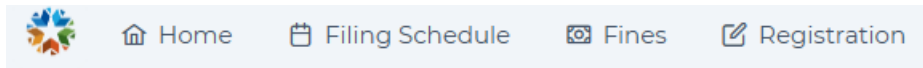


Figure 25 Registration Menu can be opened with Arrow



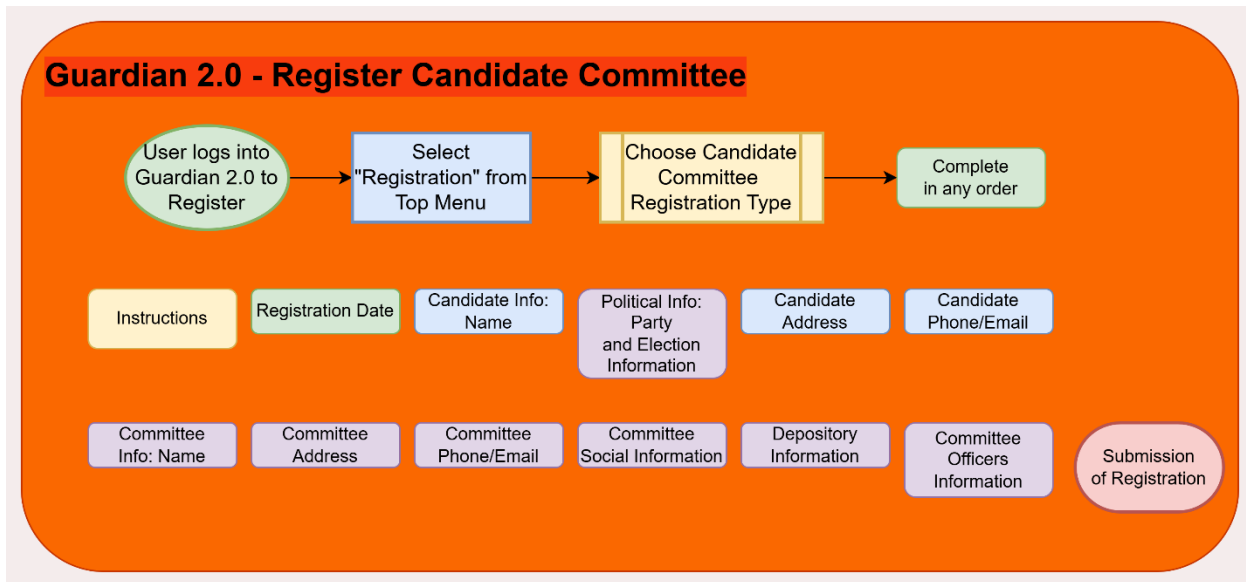
Candidate Committee Selection

Every candidate for elective office has a Candidate Committee.

A Candidate Committee is the only committee authorized by a candidate to accept contributions or make expenditures on behalf of the candidate's campaign.

See [Candidate Guide](#) for more information.

Figure 26 Guardian 2.0 Register Candidate Committee Workflow



Instructions

Figure 27 Candidate Committee Instructions – Select Next or Jump to each item
 Note: Across each of the registration screens, users must select “Next/Save” to save their entries. Exiting any page or hitting “Previous” without saving causes the data to not be saved.

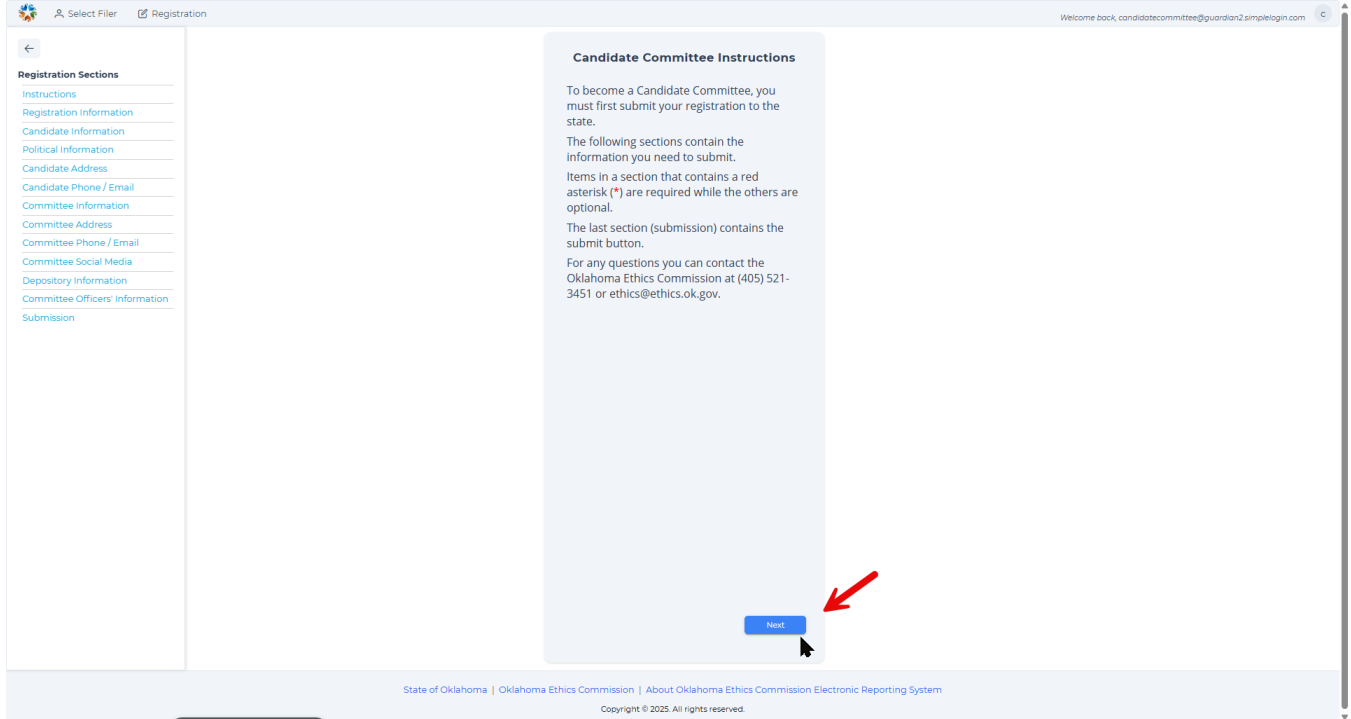
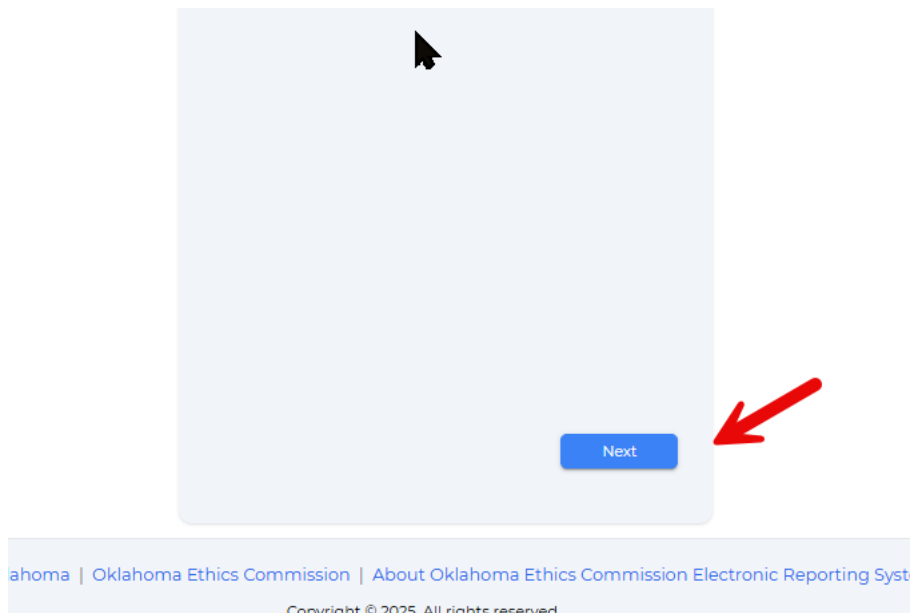
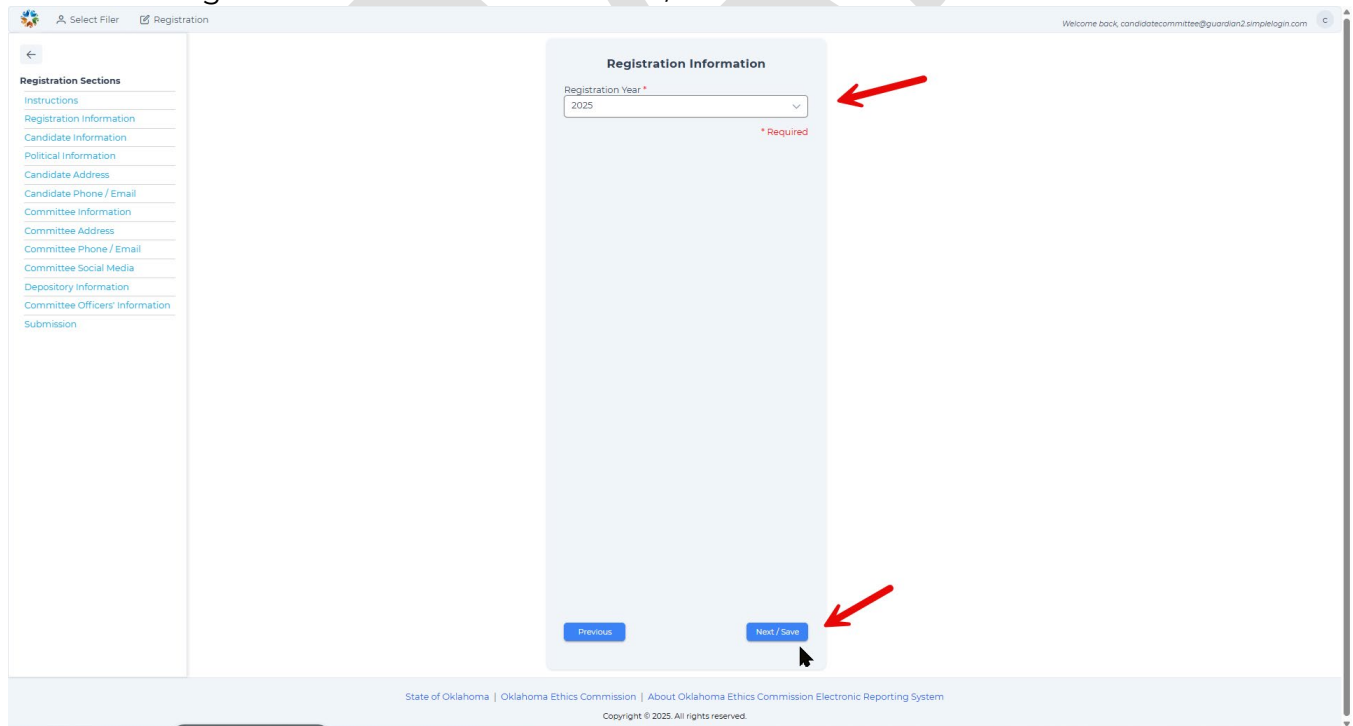


Figure 28 Candidate Committee - Instructions "Next" selection
 Select “Next.”



Registration Information

Figure 29 Candidate Committee - Registration Information
Select the Registration Year and Select "Next/Save."



Candidate Information

Figure 30 Candidate Committee - Candidate Information

Complete the name information and select “Next/Save.” Note: After entry, the “Next” button becomes “Next/Save.”

The screenshot shows the 'Candidate Information' form within the Guardian 2.0 System Onboarding interface. The form is titled 'Candidate Information' and contains the following fields: 'First Name*', 'Middle Name', 'Last Name*', and 'Suffix'. A red asterisk indicates that 'First Name' and 'Last Name' are required fields. Below the 'Suffix' field, there is a red asterisk and the text '* Required'. At the bottom of the form, there are two buttons: 'Previous' and 'Next'. A red arrow points to the 'Next' button, indicating that it should be selected after completing the name information. The interface also includes a sidebar with 'Registration Sections' and a footer with the text 'State of Oklahoma | Oklahoma Ethics Commission | About Oklahoma Ethics Commission Electronic Reporting System' and 'Copyright © 2025 All rights reserved.'.

Political Information

Figure 31 Candidate Committee - Political Information

Complete the Political Information and select “Next/Save.” Note: After entry, the “Next” button becomes “Next/Save.”

Draft - Guardian 2.0 System Onboarding

This screenshot shows the 'Political Information' form in the Guardian 2.0 System Onboarding interface. The form is titled 'Political Information' and contains three required fields: 'Party Affiliation*', 'Office Code*', and 'Election Type*'. A red asterisk and the word 'Required' are displayed below the fields. The form is part of a multi-step process, with 'Previous' and 'Next' buttons at the bottom. A red arrow points to the 'Next' button, indicating the next step in the process. The left sidebar lists the 'Registration Sections' including Instructions, Registration Information, Candidate Information, Political Information, Candidate Address, Candidate Phone / Email, Committee Information, Committee Address, Committee Phone / Email, Committee Social Media, Depository Information, Committee Officers' Information, and Submission. The footer includes the text 'State of Oklahoma | Oklahoma Ethics Commission | About Oklahoma Ethics Commission Electronic Reporting System' and 'Copyright © 2025. All rights reserved.'

Candidate Address

Figure 32 Candidate Committee - Candidate Address

Complete the Candidate Address and select "Next/Save." Note: After entry, the "Next" button becomes "Next/Save."

This screenshot shows the 'Candidate Address' form in the Guardian 2.0 System Onboarding interface. The form is titled 'Candidate Address' and contains four required fields: 'Residence Address' (with sub-fields 'Address Line 1*' and 'Address Line 2*'), 'City*', 'State*' (a dropdown menu currently showing 'Oklahoma'), and 'Postal Code*'. A red asterisk and the word 'Required' are displayed below the fields. There is also an unchecked checkbox labeled 'Mailing address is different than residence address'. The form is part of a multi-step process, with 'Previous' and 'Next' buttons at the bottom. A red arrow points to the 'Next' button, indicating the next step in the process. The left sidebar lists the 'Registration Sections' including Instructions, Registration Information, Candidate Information, Political Information, Candidate Address, Candidate Phone / Email, Committee Information, Committee Address, Committee Phone / Email, Committee Social Media, Depository Information, Committee Officers' Information, and Submission. The footer includes the text 'State of Oklahoma | Oklahoma Ethics Commission | About Oklahoma Ethics Commission Electronic Reporting System' and 'Copyright © 2025. All rights reserved.'

Candidate Phone / Email

Figure 33 Candidate Committee - Candidate Phone and Email Entry

Complete Candidate Phone and Email entry and select “Next/Save.” Note: After entry, the “Next” button becomes “Next/Save.”

The screenshot displays the 'Candidate Phone / Email' form within the Guardian 2.0 system. The form is titled 'Candidate Phone / Email' and includes a sub-header 'At least one Phone Number and one Email is Required'. It features three input fields: 'Phone Number *', 'Extension', and 'Email *'. A red asterisk and the text '* Required' are positioned below the 'Email' field. A red arrow points to the 'Next' button at the bottom right of the form. The 'Previous' button is located at the bottom left. The left sidebar shows a list of 'Registration Sections' including Instructions, Registration Information, Candidate Information, Political Information, Candidate Address, Candidate Phone / Email, Committee Information, Committee Address, Committee Phone / Email, Committee Social Media, Depository Information, Committee Officers' Information, and Submission. The footer of the page contains the text 'State of Oklahoma | Oklahoma Ethics Commission | About Oklahoma Ethics Commission Electronic Reporting System' and 'Copyright © 2025 All rights reserved.'

Committee Information

Figure 34 Candidate Committee - Committee Information/Name

Enter Committee Full Name and select “Next/Save.” Note: After entry, the “Next” button becomes “Next/Save.”

Draft - Guardian 2.0 System Onboarding

This screenshot shows the 'Committee Information' form in the Guardian 2.0 System Onboarding interface. The form is titled 'Committee Information' and contains a single text input field labeled 'Committee Full Name*'. A red arrow points to this field, and another red arrow points to the 'Next' button at the bottom right of the form. The 'Next' button is highlighted with a mouse cursor. The form is part of a larger registration process, with a sidebar on the left listing various sections: Instructions, Registration Information, Candidate Information, Political Information, Candidate Address, Candidate Phone / Email, Committee Information, Committee Address, Committee Phone / Email, Committee Social Media, Depository Information, Committee Officers' Information, and Submission. The footer of the page includes the text 'State of Oklahoma | Oklahoma Ethics Commission | About Oklahoma Ethics Commission Electronic Reporting System' and 'Copyright © 2025. All rights reserved.'

Committee Address

Figure 35 Candidate Committee - Committee Address

Enter Committee Address and select "Next/Save." Note: After entry, the "Next" button becomes "Next/Save."

This screenshot shows the 'Committee Address' form in the Guardian 2.0 System Onboarding interface. The form is titled 'Committee Address' and contains several input fields: 'Physical Address' (with sub-fields 'Address Line 1*' and 'Address Line 2'), 'City*', 'State*' (a dropdown menu currently showing 'Oklahoma'), and 'Postal Code*'. A red arrow points to the 'Address Line 1*' field. Another red arrow points to the 'Next' button at the bottom right of the form, which is highlighted with a mouse cursor. Below the input fields, there is a checkbox labeled 'Mailing address is different than physical address.' and a red asterisk indicating a required field. The form is part of a larger registration process, with a sidebar on the left listing various sections: Instructions, Registration Information, Candidate Information, Political Information, Candidate Address, Candidate Phone / Email, Committee Information, Committee Address, Committee Phone / Email, Committee Social Media, Depository Information, Committee Officers' Information, and Submission. The footer of the page includes the text 'State of Oklahoma | Oklahoma Ethics Commission | About Oklahoma Ethics Commission Electronic Reporting System' and 'Copyright © 2025. All rights reserved.'

Committee Phone / Email

Figure 36 Candidate Committee - Committee Phone and Email Entry

Enter Committee phone and/or email and select "Next/Save." Note: After entry, the "Next" button becomes "Next/Save."

The screenshot shows the 'Committee Phone / Email' entry form. The form is titled 'Committee Phone / Email' and includes a note: 'At least one Phone Number and one Email is Required'. There are three input fields: 'Phone Number *', 'Extension', and 'Email *'. The 'Email *' field has a red asterisk and the text '* Required' below it. A red arrow points to the 'Email *' field. At the bottom of the form, there are two buttons: 'Previous' and 'Next'. A red arrow points to the 'Next' button. The footer of the page reads: 'State of Oklahoma | Oklahoma Ethics Commission | About Oklahoma Ethics Commission Electronic Reporting System' and 'Copyright © 2025 All rights reserved.'

Committee Social Media Information

Figure 37 Candidate Committee - Committee Social Media Information

Enter Committee social media details and select "Next/Save." Note: After entry, the "Next" button becomes "Next/Save."

Draft - Guardian 2.0 System Onboarding

This screenshot shows the 'Social Media' registration form. The form is titled 'Social Media' and contains two input fields: 'Social Media Type' (a dropdown menu) and 'Social Media URL' (a text field). Below these fields is a plus sign icon. At the bottom of the form are two blue buttons: 'Previous' and 'Next'. A red arrow points to the 'Social Media Type' dropdown, and another red arrow points to the 'Next' button. The left sidebar shows a list of 'Registration Sections' including Instructions, Registration Information, Candidate Information, Political Information, Candidate Address, Candidate Phone / Email, Committee Information, Committee Address, Committee Phone / Email, Committee Social Media, Depository Information, Committee Officers' Information, and Submission. The footer of the page includes the text 'State of Oklahoma | Oklahoma Ethics Commission | About Oklahoma Ethics Commission Electronic Reporting System' and 'Copyright © 2025 All rights reserved.'

Depository Information

Figure 38 Candidate Committee - Depository Information

Enter information regarding the entity's financial institution. At least one must be entered.

This screenshot shows the 'Depository Information' registration form. The form is titled 'Depository Information' and includes a small explanatory text: 'A depository is a financial institution that regularly conducts business in the state where the committee will maintain an account. **At least one Depository is Required.**'. Below this text are five input fields: 'Depository Name' (with a red asterisk), 'Address Line 1' (with a red asterisk), 'Address Line 2', 'City' (with a red asterisk), and 'State' (a dropdown menu showing 'Oklahoma'). To the right of the 'State' dropdown is a 'Postal Code' field (with a red asterisk). At the bottom of the form are two blue buttons: 'Previous' and 'Next'. A red arrow points to the 'Depository Name' field, and another red arrow points to the 'Next' button. The left sidebar shows the same 'Registration Sections' as the previous form. The footer of the page includes the text 'State of Oklahoma | Oklahoma Ethics Commission | About Oklahoma Ethics Commission Electronic Reporting System' and 'Copyright © 2025 All rights reserved.'

Committee Officers' Information

Figure 39 Candidate Committee - Committee Officers' Information

Users are required to add at least one Chairperson and one Treasurer. Select the list to begin entering the officers' information. If the user is the only officer, select the check box for "Candidate is only Officer" to default the candidate as both the Chairperson and Treasurer.

/8

Figure 40 Candidate Committee - Committee Officers' Type Selection

Begin by selecting the first type of officer to be entered. At the end of entry, you will be given an option to add additional officers.

Committee Officers' Information

Registering a candidate committee requires one Chairperson and one Treasurer. The candidate can serve as Chairperson and Treasurer. A Candidate Committee may also list one Deputy Treasurer and list as many individuals as desired as Designated Filing Agents. A Designated Filing Agent is someone authorized by the committee to enter data and file reports on their behalf.

☐ Candidate is only officer

Role *

Chairperson

Treasurer

Deputy Treasurer

Designated Filing Agent

Previous Next

Figure 41 Candidate Committee Officer Information

Enter the officer's information including name, address, and contact information. Before selecting next, determine if additional officers should be entered.

Committee Officers' Information

Registering a candidate committee requires one Chairperson and one Treasurer. The candidate can serve as Chairperson and Treasurer. A Candidate Committee may also list one Deputy Treasurer and list as many individuals as desired as Designated Filing Agents. A Designated Filing Agent is someone authorized by the committee to enter data and file reports on their behalf.

☐ Candidate is only officer

Role*
Chairperson X v

First Name *

Middle Name

Last Name *

Suffix v

Address Line 1*

Address Line 2

Previous Next / Save

Figure 42 Candidate Committee Officer Entry and Additional Entry Option

Once the entry of all required data has been entered, a plus sign within a blue circle provides the ability to add additional officers. This add button does not save your entry. When officer entry is complete, you must select "Next/Save" to save your entries.

The screenshot shows a form titled "Committee Officers' Information". It contains several input fields: "First Name" (with a red asterisk), "Middle Name", "Last Name" (with a red asterisk), "Suffix" (a dropdown menu), "Address Line 1" (with a red asterisk), "Address Line 2", "City" (with a red asterisk), "State" (a dropdown menu with "Oklahoma" selected), "Postal Code" (with a red asterisk and "78610" entered), "Phone Number" (with a red asterisk and "(555) 555-5555" entered), "Extension", and "Email" (with a red asterisk and "OfficerTestEmail@Guardian2.0" entered). Red arrows point to the "First Name" field, the "Address Line 1" field, the "State" dropdown, and a blue circular button with a white plus sign located below the "Phone Number" and "Extension" fields. At the bottom of the form are two blue buttons: "Previous" and "Next / Save".

Submission

Figure 43 Sign and Submit the Registration

In order to submit the registration, users must acknowledge the accuracy of the submission by selection the check box, entering their name, and selecting "Submit." Once the registration has been submitted, a member of the Oklahoma Ethics Commission will review the registration for approval. The registration must be accepted (Conditional or Final) prior to entering transactions or filing reports.

Submission

☒ By signing, electronic or otherwise, my name below, I acknowledge that the information submitted is complete, true and accurate as of the date submitted. I understand the failure to provide such information is a violation of the Ethics Rules of Oklahoma. I understand that I can update the information above at any time by filing an amended Statement of Organization.

Filer Name *
Candidate Name Example

Cancel Submit

Previous

Contact Us

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Registrations Awaiting Approval

Figure 44 Pending Registrations

Once the registration has been submitted, a member of the Oklahoma Ethics Commission will review the registration for approval. The registration must be approved (conditional or final) prior to entering transactions or filing reports. The status can be viewed via the “Select Filer” screen.

The screenshot shows the 'Select a Filer' interface. At the top, there are tabs for 'Select Filer' and 'Registration'. Below the tabs, the title 'Select a Filer' is centered, followed by the instruction 'Select the filer you want to manage. You can switch filers at any time.' Below this is a table with the following columns: 'Filer ID', 'Filer Name', 'Filer Type', 'Status', and 'Action'. The table contains one row with the following data: Filer ID: 100000047, Filer Name: (redacted), Filer Type: CANDIDATE, Status: Pending Approval, and Action: a blue 'Select' button. At the bottom of the table, there are pagination controls showing '1' in a circle, with arrows for navigation.

Filer ID	Filer Name	Filer Type	Status	Action
100000047	(redacted)	CANDIDATE	Pending Approval	<button>Select</button>

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VI. Filing Contributions or Expenditures

Figure 45 Approved Registration(s) Selection

Logging in after registering allows users to select which registered filer to work under. This list may contain registered and in progress registrations depending on the user's account.

The screenshot shows the 'Select a Filer' interface. At the top, there are tabs for 'Select Filer' and 'Registration'. Below the tabs, the title 'Select a Filer' is centered, followed by the instruction 'Select the filer you want to manage. You can switch filers at any time.' Below this is a table with the following columns: 'Filer ID', 'Registration Year', 'Filer Name', 'Filer Type', 'Status', and 'Action'. The table contains four rows with the following data: Row 1: Filer ID: 100000259, Registration Year: 2025, Filer Name: Name Unavailable, Filer Type: CANDIDATE, Status: Registration In-Progress, Action: 'Continue' and 'Delete' buttons. Row 2: Filer ID: 100000002, Registration Year: In-Progress, Filer Name: (redacted), Filer Type: CANDIDATE, Status: Registered, Action: 'Select' button. Row 3: Filer ID: 100000048, Registration Year: In-Progress, Filer Name: Name Unavailable, Filer Type: CANDIDATE, Status: Inactive, Action: (empty). Row 4: Filer ID: 100000257, Registration Year: 2025, Filer Name: (redacted), Filer Type: CANDIDATE, Status: Inactive, Action: (empty). At the bottom of the table, there are pagination controls showing '1' in a circle, with arrows for navigation. Red arrows point to the 'Continue', 'Delete', and 'Select' buttons in the 'Action' column.

Filer ID	Registration Year	Filer Name	Filer Type	Status	Action
100000259	2025	Name Unavailable	CANDIDATE	Registration In-Progress	<button>Continue</button> <button>Delete</button>
100000002	In-Progress	(redacted)	CANDIDATE	Registered	<button>Select</button>
100000048	In-Progress	Name Unavailable	CANDIDATE	Inactive	
100000257	2025	(redacted)	CANDIDATE	Inactive	

Figure 46 Filing Reports Option

Candidate Committee User can select this option to view, file, or amend expenditure reports for the selected registration.



Figure 47 Start Work on New Filing Event

When a user is first assigned a report, the option to start work allows them to begin reporting activities.

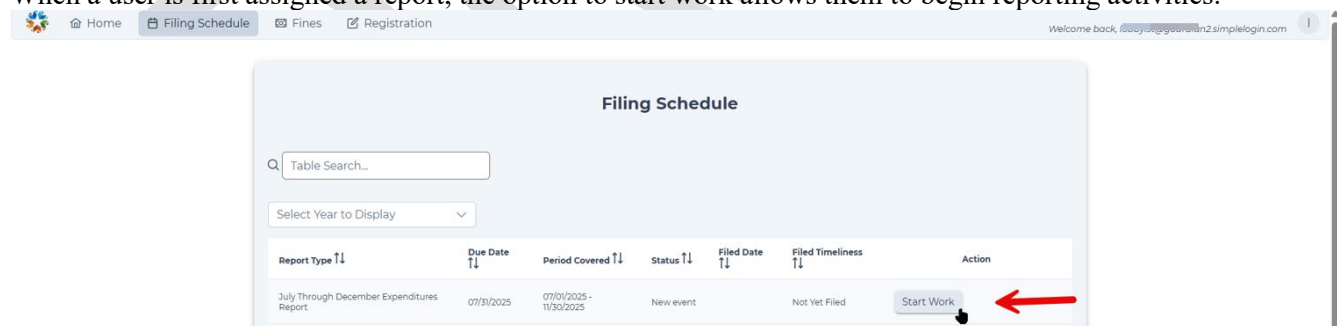


Figure 48 Begin Work Filing Contributions or Expenditures

Users should select the type of activity they wish to report from the distinct types of contributions, expenditures, transfers or refunds. Users are also able to dissolve their committee via this screen.

Draft - Guardian 2.0 System Onboarding

The screenshot shows the 'Cover Page' of the Guardian 2.0 System Onboarding interface. The sidebar on the left contains a 'Cover Page' section with a 'Summary' link, and two main sections: 'Contributions' and 'Expenditures'. The 'Contributions' section includes links for 'Monetary Contributions', 'In-Kind Contributions', and 'Other Funds'. The 'Expenditures' section includes links for 'Candidate Reimbursement', 'Committee Contribution', 'In-Kind Expenditure', 'Officeholder Expense', 'Campaign Expense', and 'Surplus Funds'. The main content area displays a 'Filer Information' box with a profile picture, a 'Report Name' of 'First Quarterly Contrib/Expend Report', a 'Period Covered' of '06/01/2025 - 06/28/2025', and a 'Report Due Date' of '06/28/2025'. Below this are two questions: 'Do you have Activity to report for this period?' and 'Do you wish to Dissolve this committee?', both with 'No' and 'Yes' radio button options. A 'Next' button is located below the second question. Red arrows point to the 'Contributions' and 'Expenditures' links in the sidebar, and the 'Next' button.

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Figure 49 Complete the Contribution Activity

Fill in each of the fields based upon the type of contribution selected and “Save” the record.

The screenshot shows the 'Monetary Contribution' form in the Guardian 2.0 System Onboarding interface. The sidebar on the left is the same as in the previous screenshot, but the 'Monetary Contributions' link is highlighted. The main content area displays the 'Monetary Contribution' form with the following fields: 'Contribution Date' (08/04/2025), 'Contribution Amount' (\$0.00), 'EDI Number (EDI Users Only)', and 'Contributor Type' (a dropdown menu). Below the form are 'Cancel' and 'Save' buttons. Red arrows point to the 'Contribution Date', 'Contribution Amount', 'Contributor Type', and 'Save' button.

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Submitting Reports

Figure 50 Submit Report to Preview or Submit and E-sign

Users can select “Preview PDF” or “Submit & E-sign”.

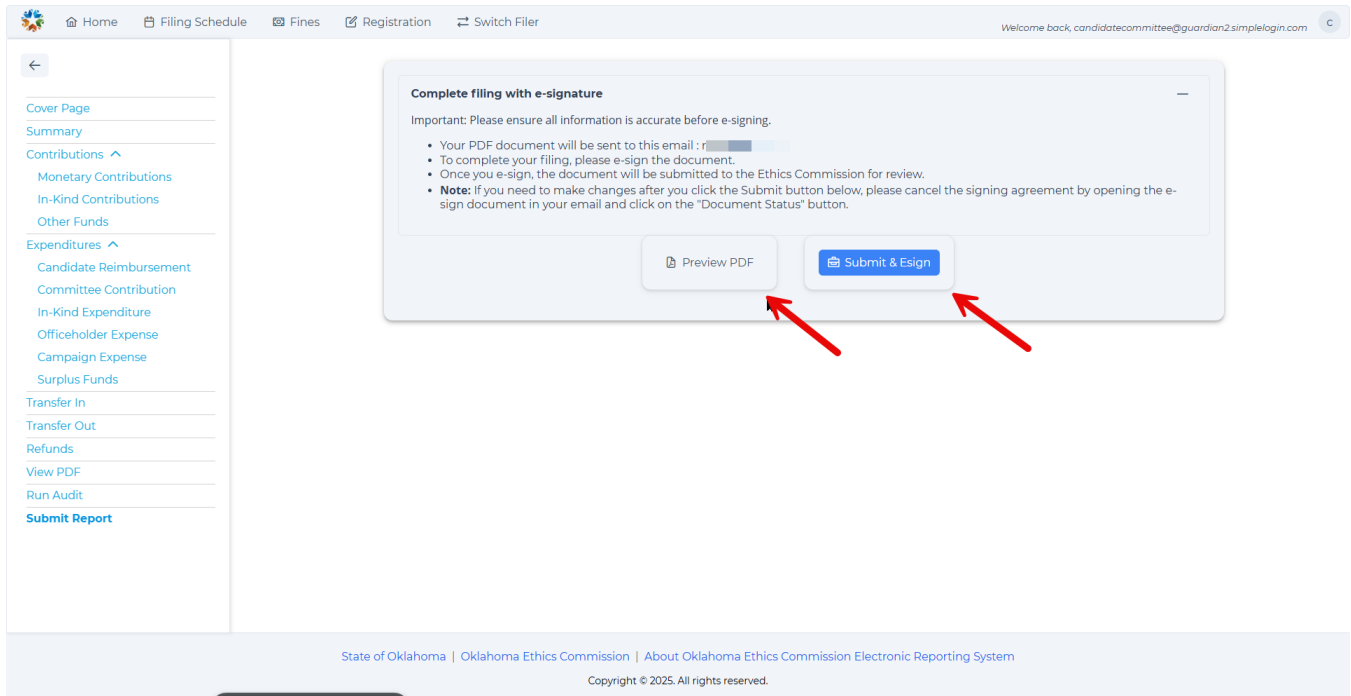


Figure 51 Complete E-sign of PDF

User can select to “Complete E-sign” which opens the PDF document, and can sign the PDF electronically, select Options, or decline if it was not complete/accurate.

Complete filing with e-signature

Important: Please ensure all information is accurate before e-signing.

- Your PDF document will be sent to this email : [redacted]
- To complete your filing, please e-sign the document.
- Once you e-sign, the document will be submitted to the Ethics Commission for review.
- **Note:** If you need to make changes after you click the Submit button below, please cancel the signing agreement by opening the e-sign document in your email and click on the "Document Status" button.

Esign

Current Document status : **Out For Signature**


E-sign Instructions

Please check your email: [redacted] **OR** Click the button below to complete e-sign.

Complete Esign [external link icon]

Document Status

Figure 52 View and E-sign PDF



OKLAHOMA ETHICS
PHONE: (405) 521-3451 • FAX: (405) 521-4905 • WEBSITE: WWW.OK.GOV/ETHICS

CANDIDATE COMMITTEE
CONTRIBUTIONS AND EXPENDITURES REPORT

AMENDED: NO

Full Legal Name of Candidate (Last, First, Middle)	Ethics Number
Full Name of Committee	
Complete Name of Office Sought	
Type of Report null Third Quarterly Report of Contributions and Expenditures	Special or General Election Date 08/04/2025 Reporting Period: 06/01/2025 – 07/31/2025

☒ **NO ACTIVITY.** This Committee did not receive any funds or contributions, incur and loans, or expend any funds during this reporting period.

☒ **FINAL REPORT.** This Committee dissolved in accordance with the Ethics Rules and has no funds remaining.

☒ **DEBT.** This Committee dissolved with outstanding debt which was resolved as indicated on Schedule J.

SCHEDULE SUMMARY	REPORTING PERIOD TOTAL	AGGREGATE TOTAL
1. REPORTING PERIOD BEGINNING BALANCE:	\$0.00	
2. Surplus Funds Transferred from Prior Committee [Schedule B]	\$0.00	\$0.00
3. Monetary Contributions from Individuals [Schedule A]	\$0.00	\$0.00
4. Monetary Contributions from PACs [Schedule A]	\$0.00	\$0.00
5. Monetary Contributions from a Political Party [Schedule A]	\$0.00	\$0.00
6. All Other Funds [Schedule B]	\$0.00	\$0.00
7a. Loans [Schedule C]	\$0.00	\$0.00
7b. Loan Forgiveness [Schedule C]	\$0.00	\$0.00
8. TOTAL FUNDS RECEIVED:	\$0.00	\$0.00
9. In Kind Contributions [Schedule D]	\$0.00	\$0.00
10. Transfer of Assets from Prior Committee [Schedule B]	\$0.00	\$0.00
11. TOTAL FUNDS AND IN KIND CONTRIBUTIONS RECEIVED:	\$0.00	\$0.00
12. Campaign Expenditures Made [Schedule E]	\$0.00	\$0.00
13. Contributions to Candidate Committees [Schedule E]	\$0.00	\$0.00
14. Officeholder Expenses [Schedule F]	\$0.00	\$0.00
15. Surplus Funds [Schedule H or Schedule B for transfers to new committee]	\$0.00	\$0.00
16. TOTAL FUNDS EXPENDED:	\$0.00	\$0.00
17. In-Kind Expenditures [Schedule F or Schedule H for In-Kind Surplus Funds]	\$0.00	\$0.00

Figure 53 Click to Sign PDF

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Options | Search | Help | Global

Types of Expenditures:	Reporting period total	Year to date total
Meals and Other Food and Beverage for Individuals [Schedule 1]	\$0.00	\$0.00
Other Gifts for Individuals [Schedule 2]	\$0.00	\$0.00
Lobbyist or Liaison Reported Expenditure Total:	\$0.00	\$0.00

Lobbyist Principal's Expenditures Summary (Note these totals may include multiple lobbyist principals).

Types of Expenditures:	Reporting period total	Year to date total
Plaques or Similar Gift [Schedule 2]	\$0.00	\$0.00
Events for All Members of the Legislature [Schedule 3]	\$0.00	\$0.00
Caucus Events [Schedule 3]	\$0.00	\$0.00
Committee or Subcommittee Events [Schedule 3]	\$0.00	\$0.00
Conferences, Seminars or Similar Meetings [Schedule 3]	\$0.00	\$0.00
Lobbyist or Liaison Reported Expenditures Total:	\$0.00	\$0.00

By signing, electronic or otherwise, my name below, I acknowledge that the information submitted is complete, true and accurate, as of the date submitted. I understand the failure to provide such information is a violation of the Ethics Rules of Oklahoma. I understand that I can update the information above at any time by filing an amended Continuing Report of Contributions.

Date Submitted: _____

Signed On: Jul 15, 2025

Officer Signature: _____

Signature: [Click to Sign](#)

Filing Date: _____ Printing Date: 7/15/2025 3:57:28 PM Page: 1/1

1 required field remaining

Figure 54 PDF Options to Decline and Other Options

Options | Search | Help | Global

[DEMO USE ONLY]

FROM SAMBA NAGABHYRU

- Decline to sign
- Delegate signing to another
- Download PDF
- View document history
- Report abuse

ION

HICS

REPORT

AMENDED: NO

Ethics Number: 100000037

Year

12

Information as of the date of

Other lobbyist or reporting the

in the state of

required to report

Oklahoma in the