Oklahoma Ethics Commission

Oklahoma Ethics Commission Guardian 2.0 System Onboarding Guide

Political Party Committee

v.2025.1

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I. Introduction

<u>How to Use This Guide</u>

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.

<u>Limited Scope</u>

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

<u>What is the purpose of the Guardian 2.0 System?</u>

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 parties reporting to 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

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 to 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.

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 informa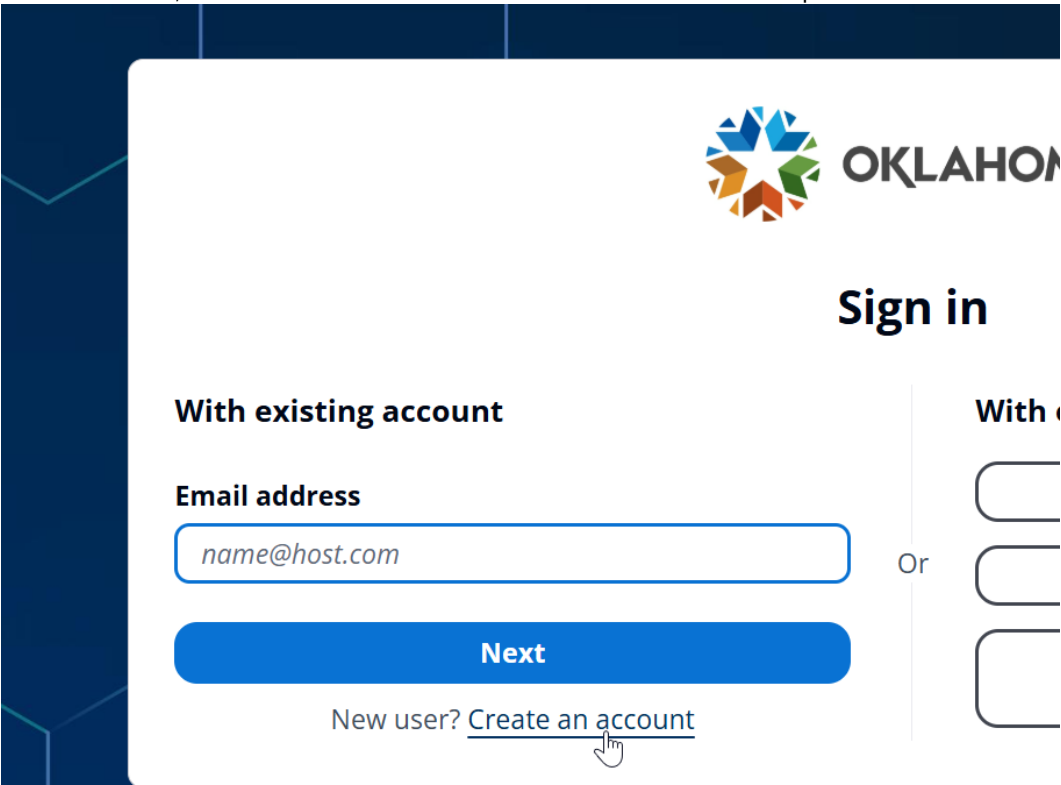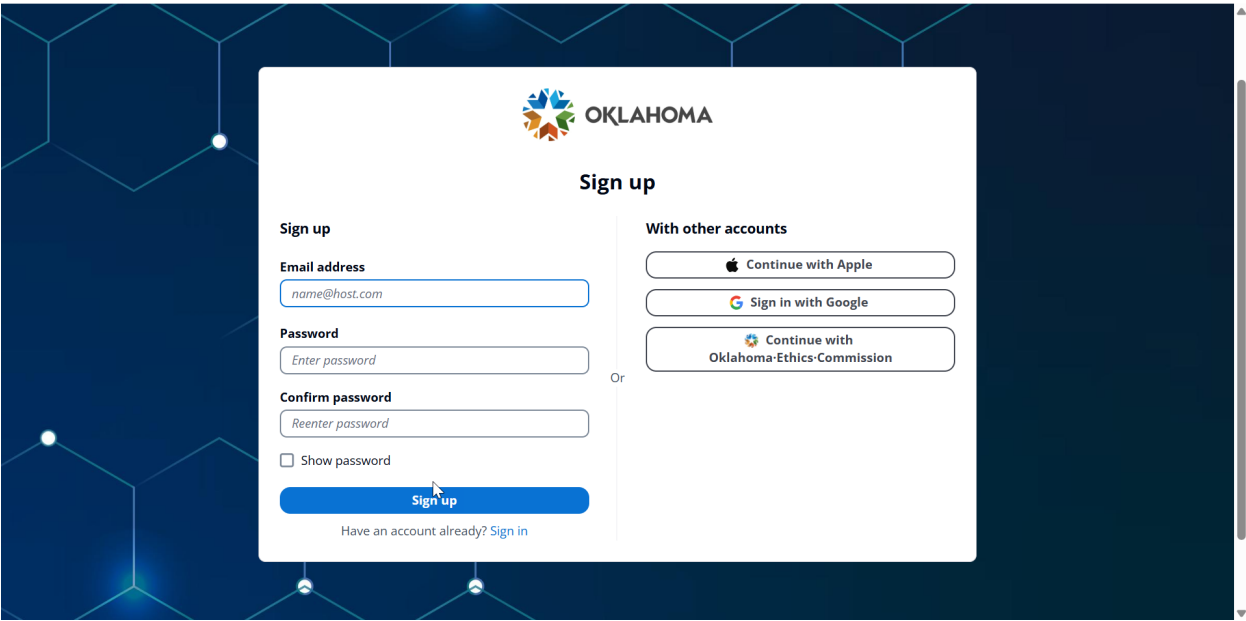tion. All information is tied to the user email. The following workflow describes the steps for users to create a new account.

Figure 1 Guardian 2.0 System Account Creation Workflow
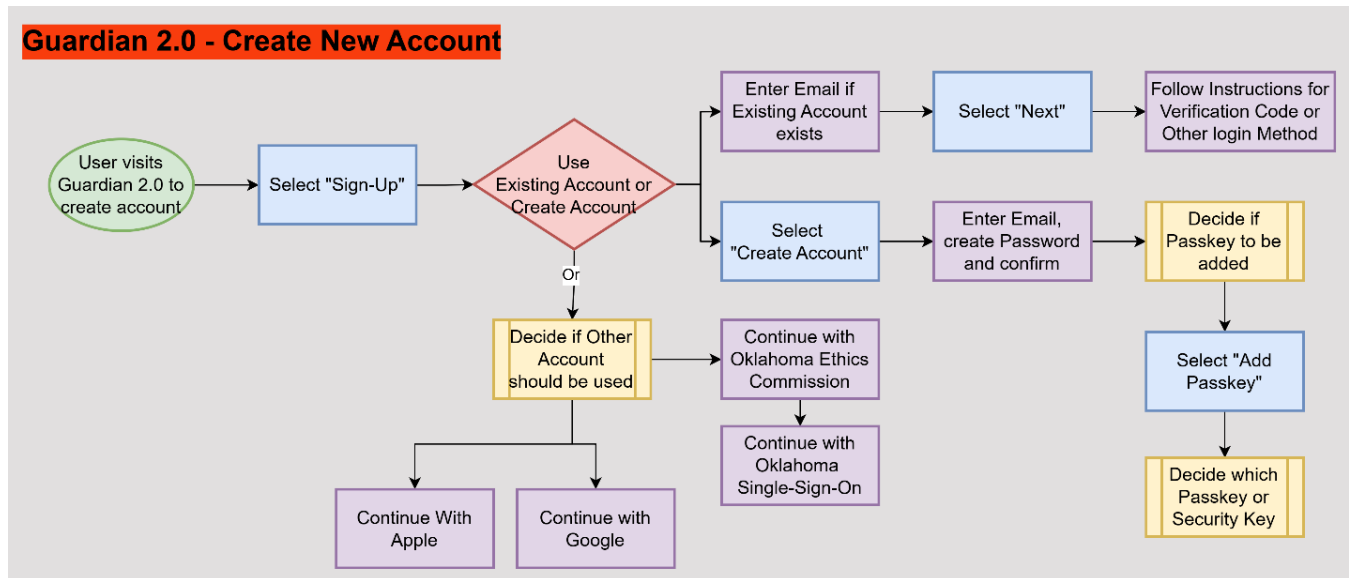
Figure 2 The Guardian 2.0 Landing Page

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.
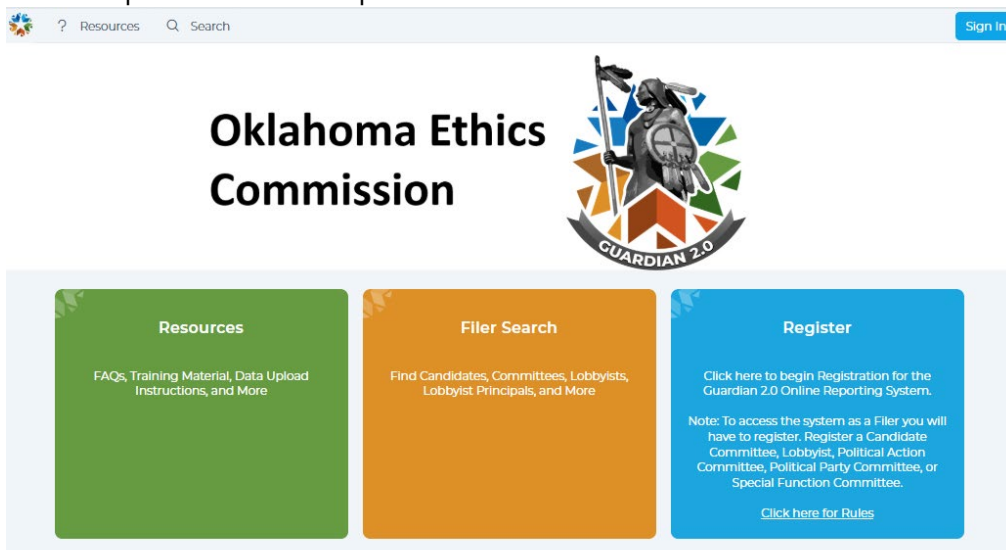
Figure 3 Select Sign In to Create Account
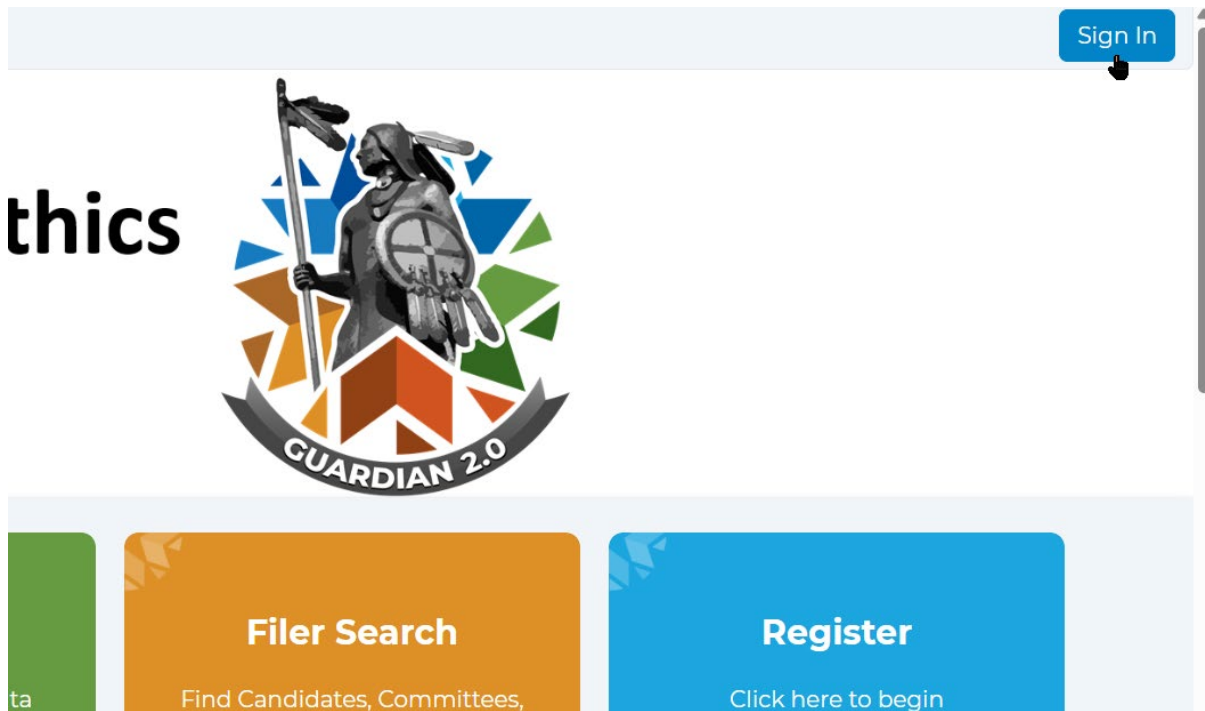
Figure 4 Enter Email to Create Account

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.
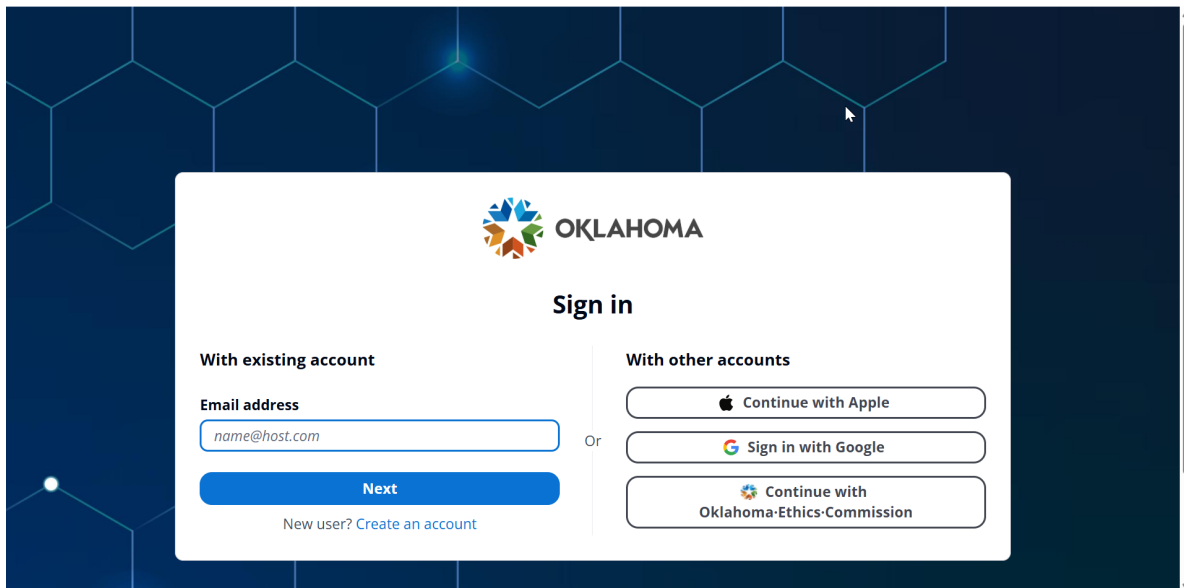
Figure 5 Select Create Account

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

Figure 6 Create Password and Confirm

Figure 7 Follow Password Rules & Figure 8 Sign Up Selection After Password Entry and Confirmation

Figure 9 & 10 Optional Passkey Addition & Selection

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

Figure 7 Passkey Creation via Google Password Manager

Users will have the option of creating a Passkey via Google, but it is not required.
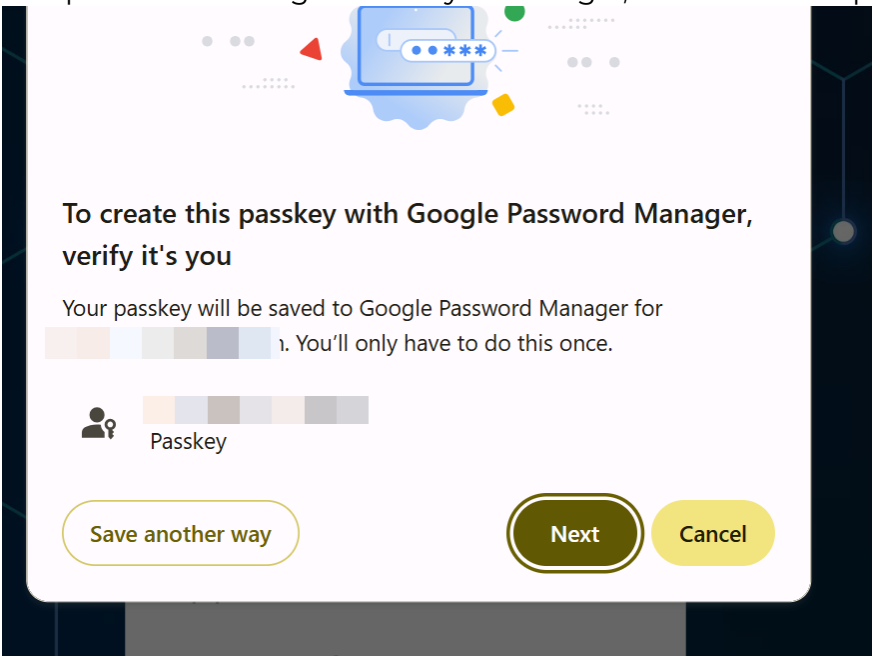
Figure 8 Passkey Setup
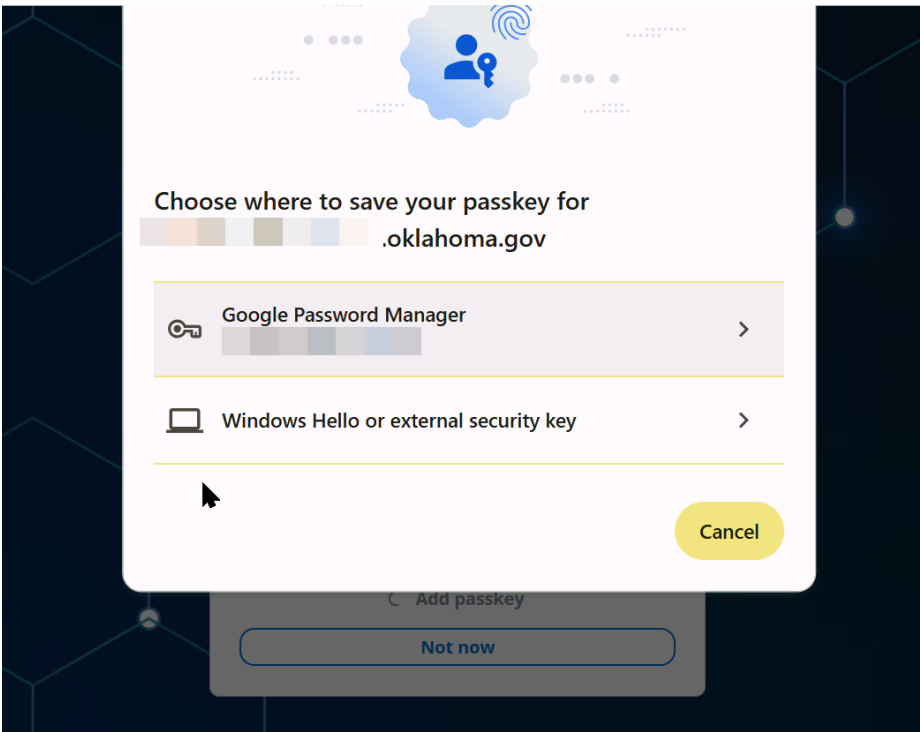
IV.   Login

Figure 9 User Login

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

Figure 10 Login – Select Sign In
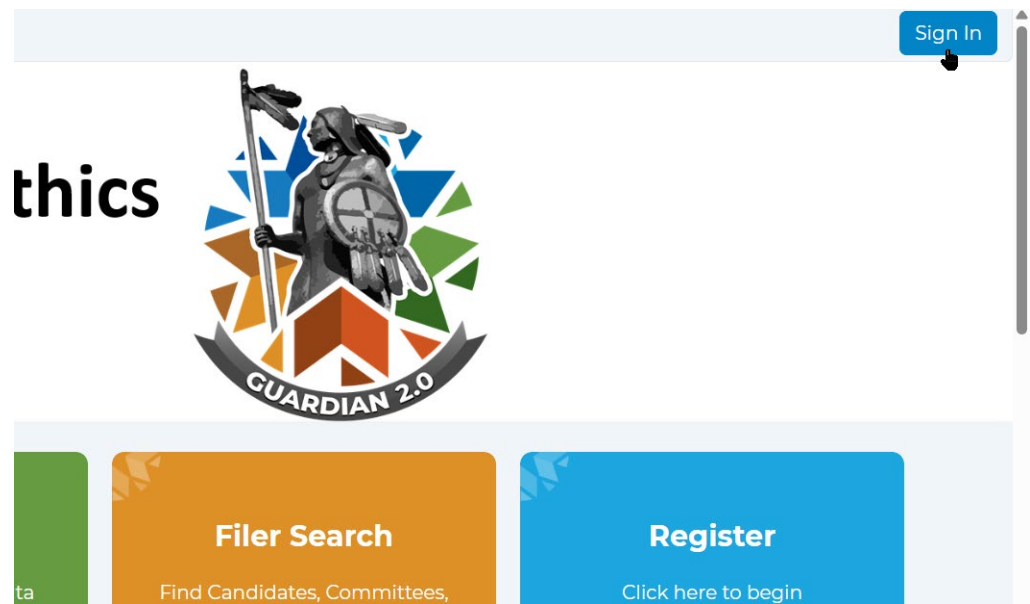
Figure 11 Existing Account Login Enter Email or select "Create an Account"

Figure 12 Enter Emailed Verification Code or Figure 18 Choose other Sign-in Method

Figure 13 Choose Other Sign-In Method or Figure 14 Choose Other Sign-In - Password

Figure 15 Password Entry - Enter Password & Figure 16 Forgot Password - Enter Email

V.   Registration

Figure 17 Guardian 2.0 System Registration Workflow
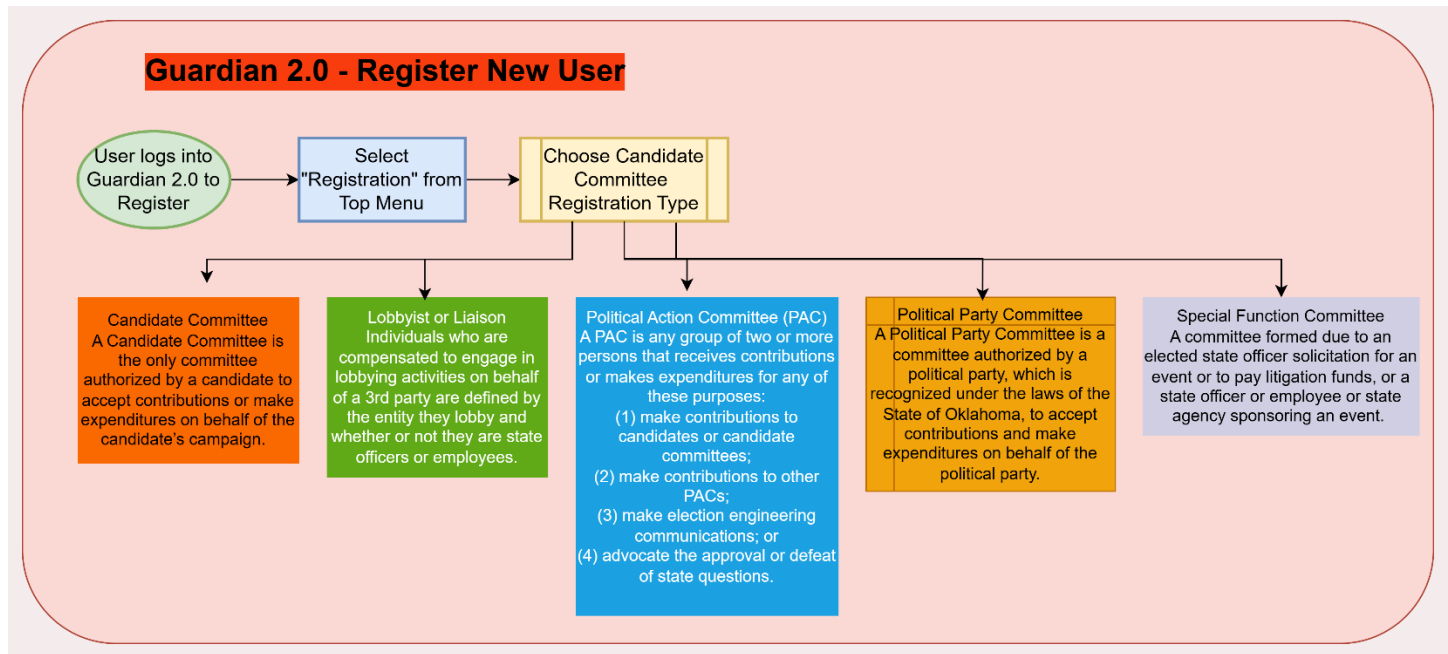
Figure 18 Select Registration Type

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.
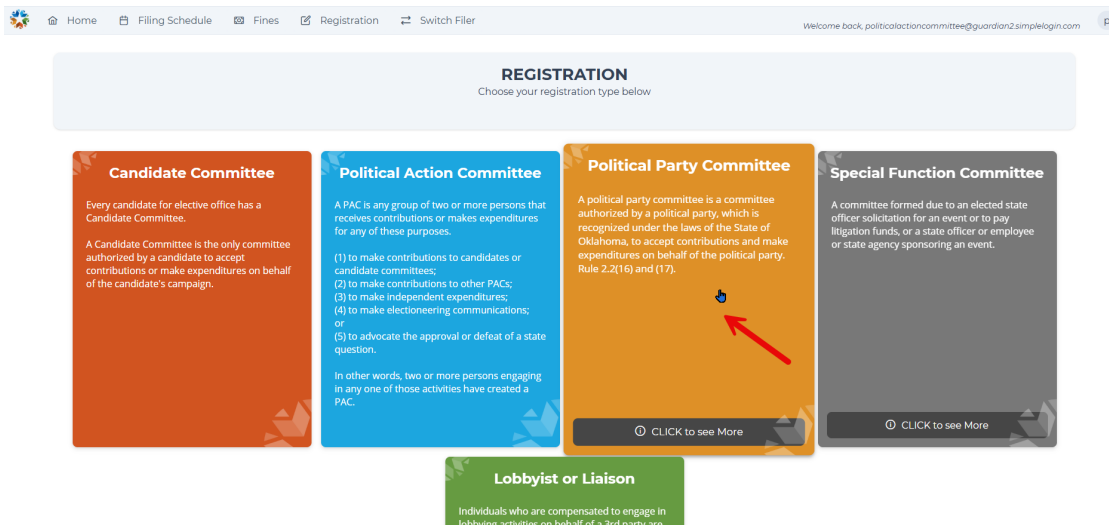
Political Party Committee (PPC)

A Political Party Committee (PPC) 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.

Figure 19 Guardian 2.0 Register Political Party Committee Workflow
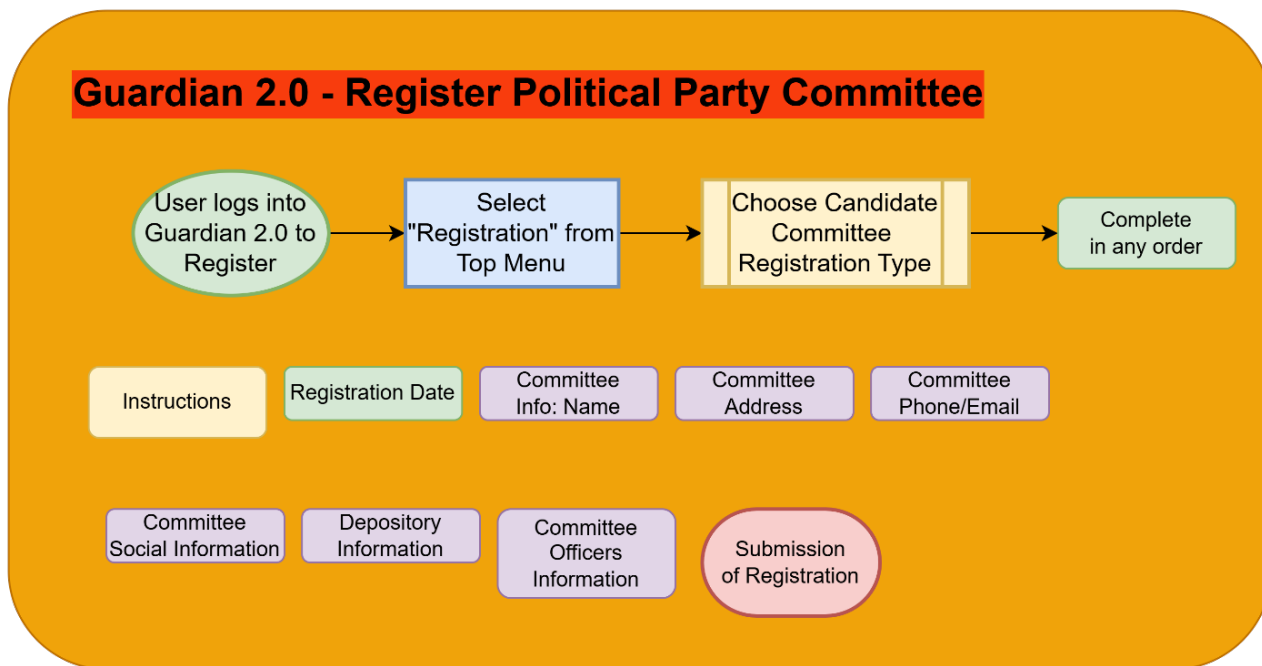
Instructions

Figure 20 PPC 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.
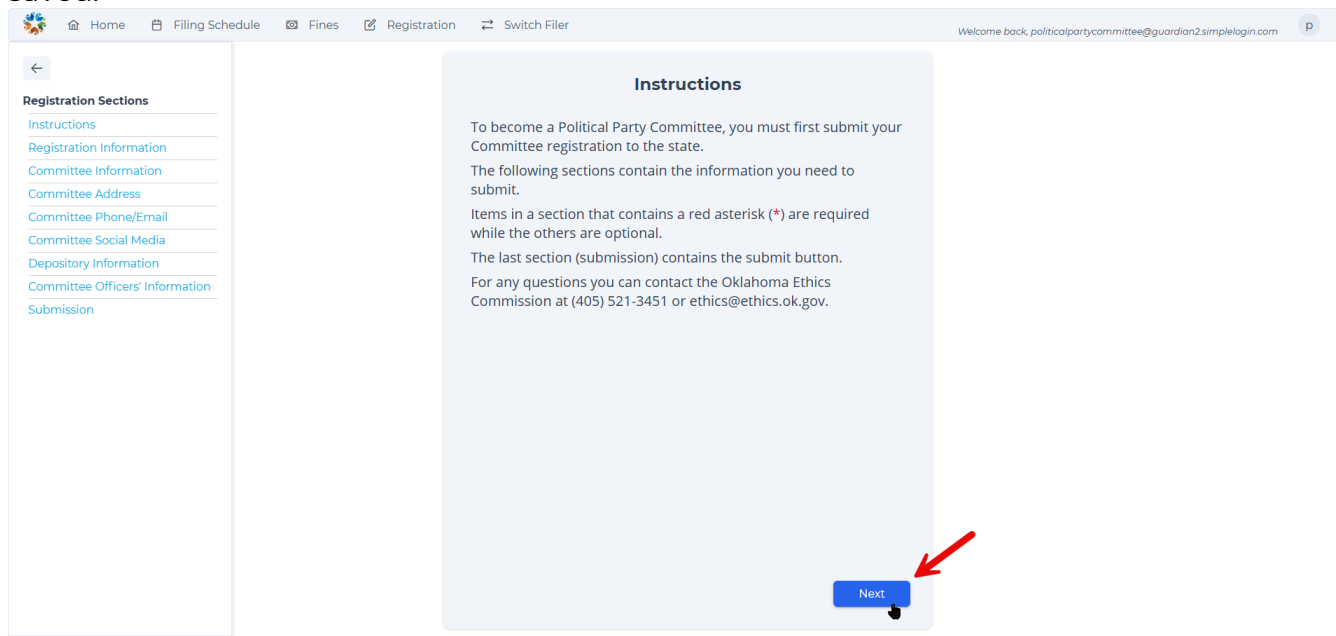
Registration

Figure 21 PPC Registration

Select the Registration Year and Select "Next/Save." Note: After entry, the "Next" button becomes "Next/Save."

Committee Information

Figure 22 PPC Committee Information

Enter Committee Full Name, Party Type, and Pary Affiliation, and select "Next/Save." Note: After entry, the "Next" button becomes "Next/Save."

Figure 23 PPC Select Committee Type

Figure 24 PPC – Select Party Affiliation

Committee Address

Figure 25 PPC Committee Address

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

Committee Phone/Email

Figure 26 PPC Phone / Email Entry

Enter Committee phone and/or email and for each entry, select "Save and Add To List." Select the "Next" button to continue to the next screen.

Committee Social Media

Figure 27 PPC Committee Social Media Information

Enter Committee social media details and for each entry, select "Save and Add To List." Select the "Next" button to continue to the next screen.

Depository Information

Figure 28 PPC Depository Information

Enter information regarding the entity's financial institution and for each entry, select "Save and Add To List." Select the "Next" button to continue to the next screen. At least one must be entered.

Committee Officers' Information

Figure 29 PPC Committee Officers Information

Users are required to add at least one Chairperson and one Treasurer. Select the list to begin entering the officers' information and for each entry, select "Save and Add To List."

Figure 30 PPC 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.

Figure 31 PPC Committee Officer Information

Enter the officer's information including name, address, and contact information and for each entry, select "Save and Add To List.." Before selecting next, determine if additional officers should be entered.

Submission

Figure 32 Sign and Submit the Registration

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 entry for approval. The registration must be approved prior to entering transactions or filing reports.

Registrations Awaiting Approval
Figure 33 Pending Registrations

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

Select a Filer

Select the filer you want to manage. You can switch filers at any time.

Filer ID	Filer Name	Filer Type	Status	Action
100000047		CANDIDATE	Pending Approval	✓ Select

« ‹ 1 › »

VI. Filing Contributions and Expenditures

Figure 34 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.
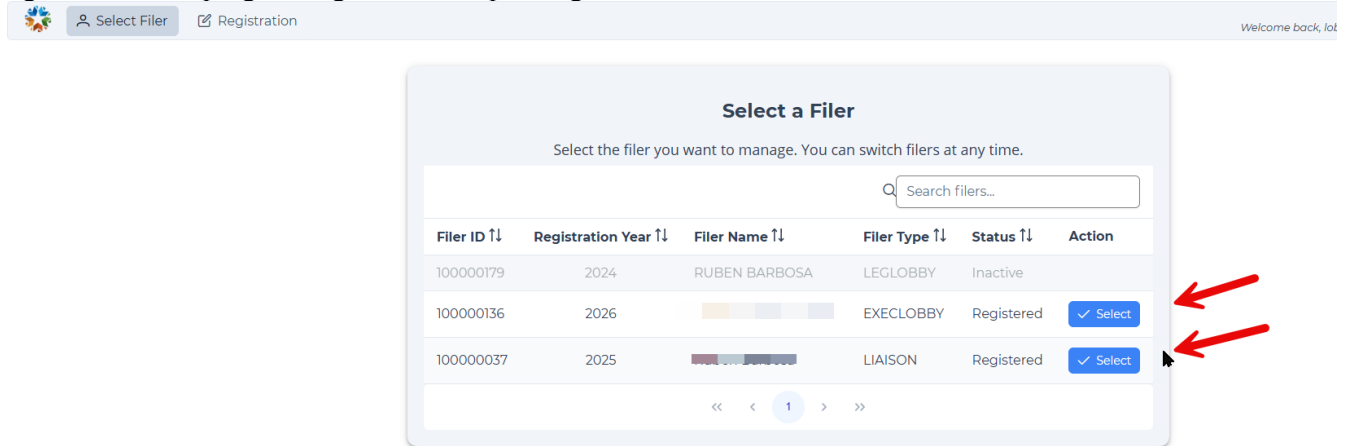
Figure 35 Filing Reports Option

Lobbyists can select this option to view, file, or amend expenditure reports for the selected registration.
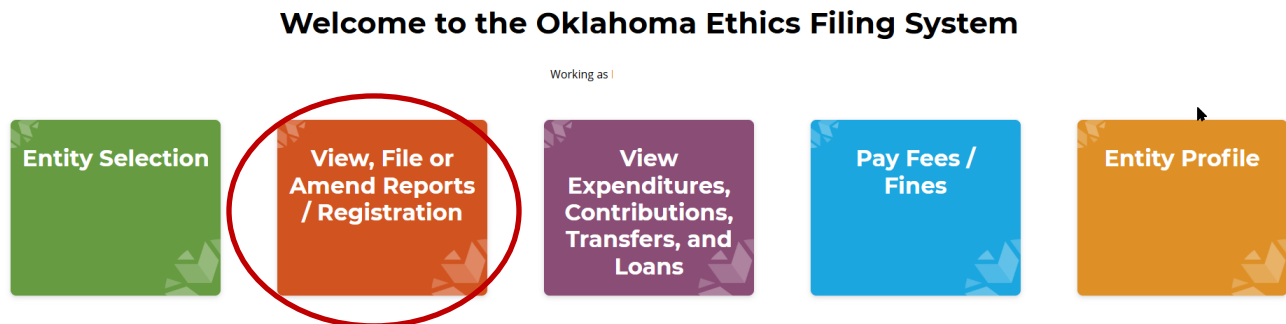
Figure 36 Start Work on New Filing Event

When a user is first assigned a report, the option to start work allows them to begin reporting activities.
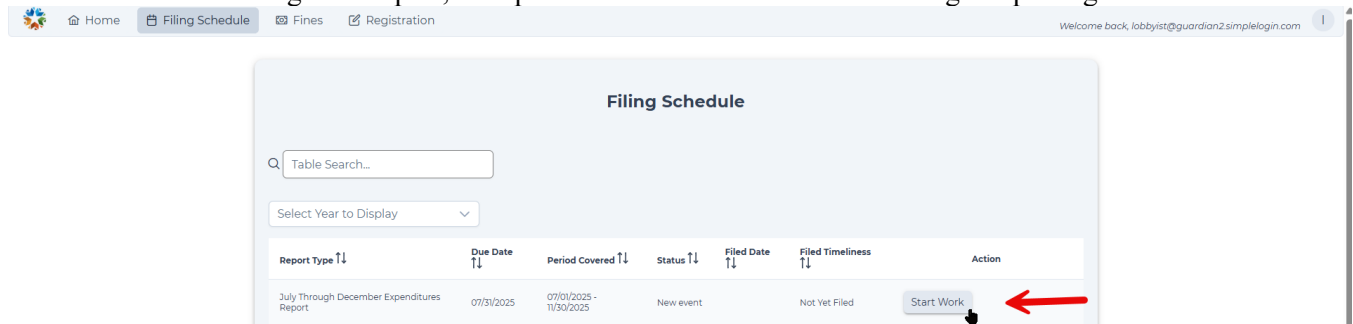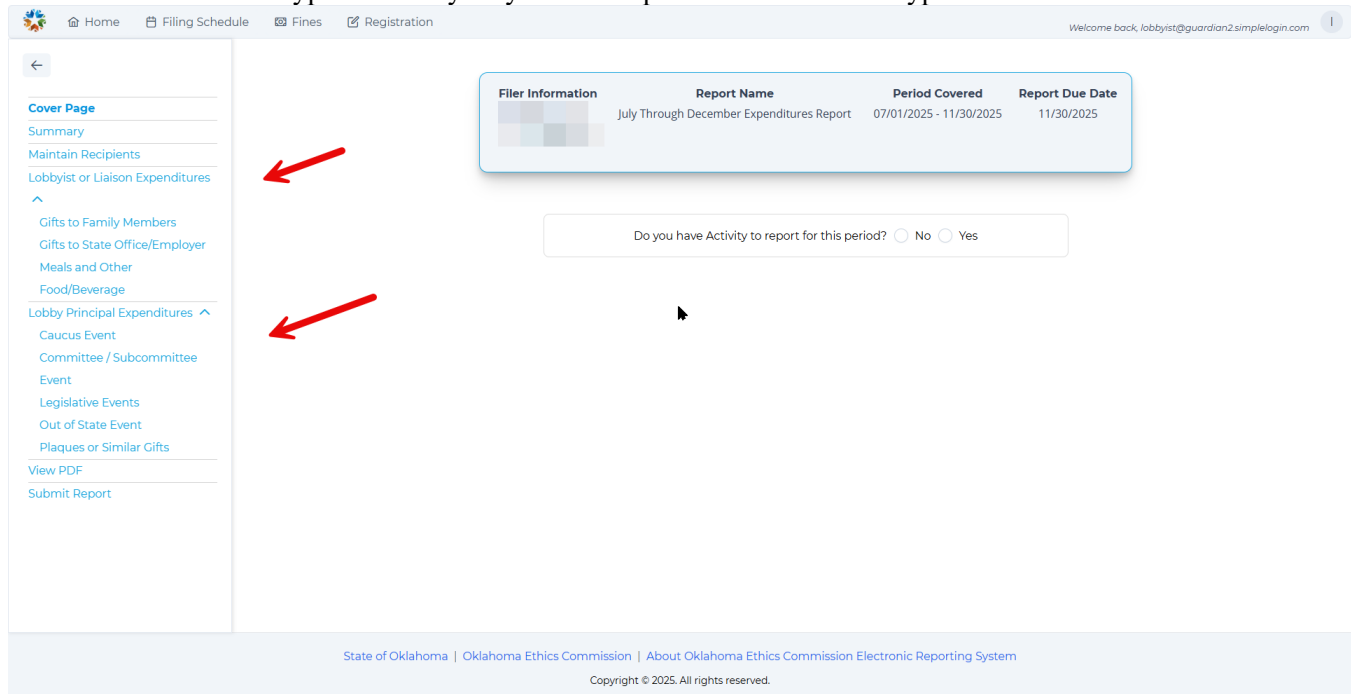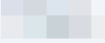
Figure 37 Begin Work Filing Activities

Users should select the type of activity they wish to report from the distinct types of Activities.

Figure 38 Complete the Activity

Fill in each of the fields based upon the type of activity selected and "Save" the record.

Figure 39 View PDF Screen Is Still Being Developed

While this screen is developed, Users can go directly to the "Submit Report" screen found on the left navigation sidebar.
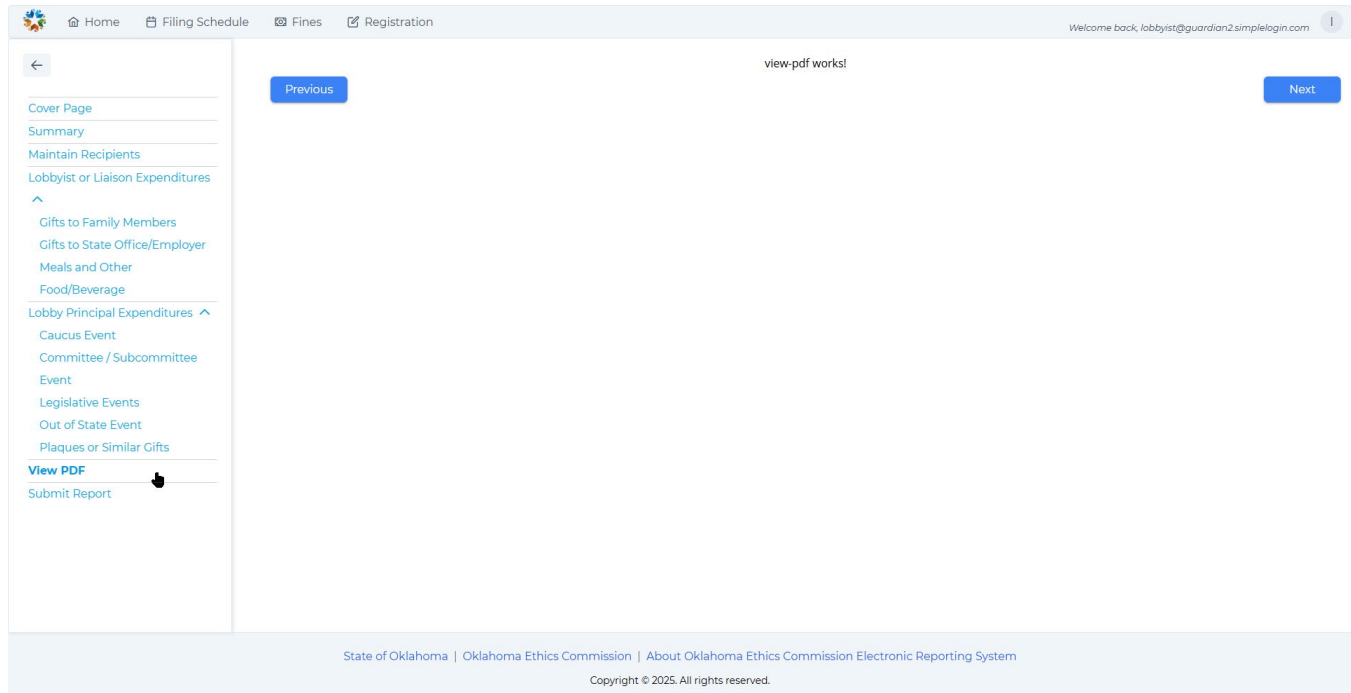
Submitting Expenditure Reports

Figure 40 Submit Report to Preview or Submit and Esign

Users can select "Preview PDF" or "Submit & Esign."
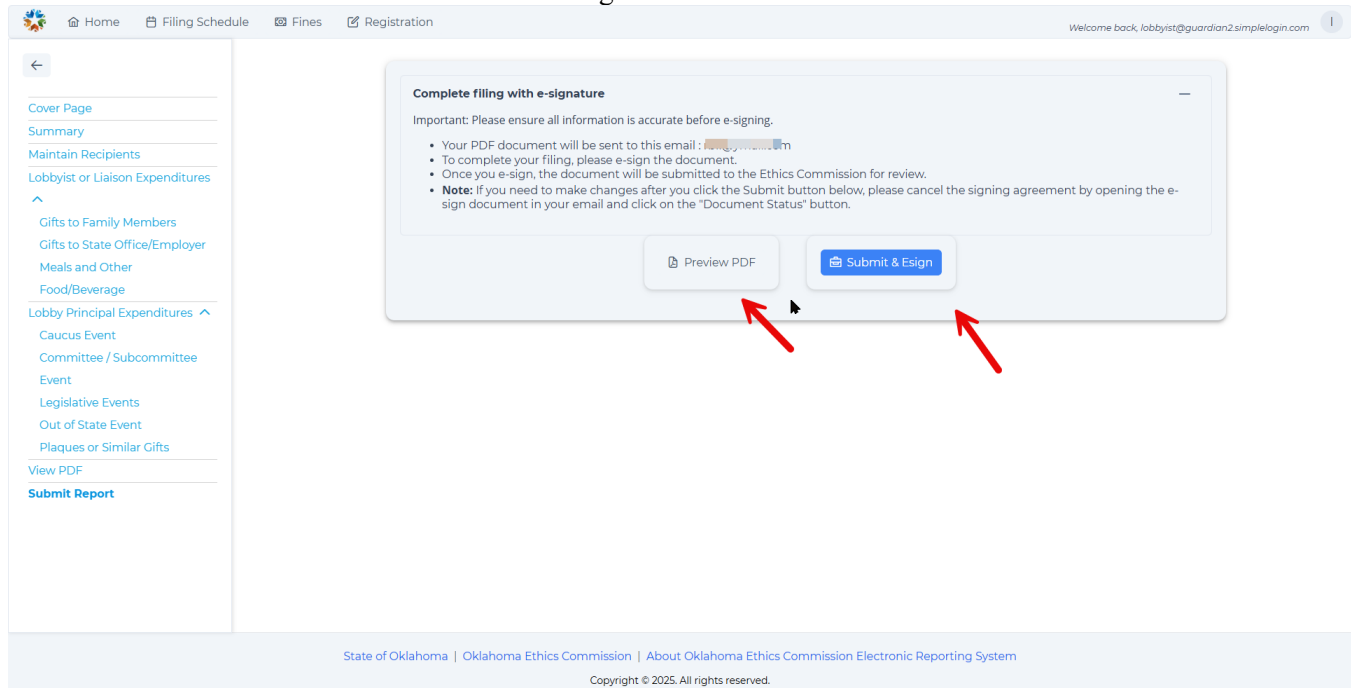
Figure 41 Complete Esign of PDF

User can select to "Complete Esign" which opens the PDF document and they are then able to sign the PDF electronically or selecting options, they can also decline if it was not complete/accurate.

Figure 42 View and Esign PDF

Figure 43 Click to Sign PDF

Figure 44 PDF Options to Decline and Other Options

Figure 45 Option to Download copy of Signed PDF

Figure 46 View or Amend Filed Report Option

By Clicking the "Filing Schedule" you can view all assigned and filed reports. Once a report is submitted you can locate it under the Filed Reports section in order to View or Amend, as needed.