

HOW TO FILE A CONFLICT OF INTEREST DISCLOSURE

Step 1: Using a web browser, go to disclosures.utah.gov. The website is best used on large tablets, laptops, or desktop computers.

Step 2: If you do not have an account on the disclosures.utah.gov website, click “New User” located in the left-side toolbar. If you already have an account, log on and skip to Step 8.

Step 3: The “Create New Web Account” page will be displayed. Fill out the form. You can choose any username you would like, and your password must be at least 6 characters long. After completing the form, click “Register.”

Step 4: Now that your website account is created, you will need to create an entity for your candidate account. Click “Create Entity” located in the left-side toolbar on the homepage.

Step 5: The “Create Entity” page will be displayed. Click “Candidates & Office Holders.”

Step 6: The “Candidates & Office Holders Statement of Organization” will appear. Fill out the form and follow the instructions. When you are finished, click “Save.”

Step 7: A confirmation screen will appear. The Office of the Utah Lieutenant Governor will review your candidate entity and approve it if it contains the required information. Once your entity is approved, you will receive an email. **NOTE:**All submissions will be reviewed on a first -come-first-served basis.

Step 8: While you are logged in, click “My Folder” located in the left-side toolbar. (New users cannot continue past this step unless their entity was approved by the Office of the Utah Lieutenant Governor).

Step 9: Click the link “Submit or Update Conflict of Interest Form” located under the “Entity Details” header. If you have multiple entities associated with your website account, ensure that you have selected the correct entity before clicking this link.

Step 10: Click “Begin a New Conflict of Interest Form.”

Step 11: The conflict of interest form will display. If you have submitted a disclosure before, your form will be pre-filled with your latest disclosure. Complete or update the required fields on the form.

Step 12: When you are finished, click “Submit.” A confirmation screen will display, and your disclosure will be automatically posted to the website.

Need assistance accessing the conflict of interest disclosure form? Contact the Office of the Lieutenant Governor:

- Phone: 801-538-1041 (press menu option #2 when prompted)
- Email: elections@utah.gov
- Hours: 8:00 am - 5:00 pm, Monday - Friday (except state and federal holidays)

Please note that the Office of the Lieutenant Governor can help you access and navigate the website, but its employees are not authorized to advise you while you are completing the disclosure (i.e., telling you whether or not to disclose items).