

Digitizing OGE Form 450 Submission

OGE Form 450 is a confidential financial disclosure form that federal employees in certain positions must file. The form is used to help prevent conflicts of interest between an employee's official duties and their personal finances. Typically, the process involves hand-written form fill and manual data entry for agency records. Digitizing OGE Form 450 submission drives efficiency and improves record-keeping. CloudWave's Form 450 Submission Portal built on the lowcode/nocode OutSystems platform makes it simple and straightforward to submit, review, and refer back to all employee copies of the form with just a few keystrokes.

The screenshot shows the 'OGE Form 450 Dashboard' for user Emily Johnson. The dashboard includes a sidebar with navigation links: Dashboard, Profile, Reports, Forms Library, FAQs, and Support. The main content area features several widgets: an 'Activity Log' showing recent actions like 'Form Submission Update' and 'Profile Updated'; a 'Submit Your Details For The Current Financial Year' section with a 'File Now' button; and a 'Your Financial Disclosure Reports' section listing previous filings for F.Y. 2024, F.Y. 2023, and F.Y. 2022, all marked as 'Approved'.



Filers Log In to Access Records

Using their unique employee login, filers can use the portal to access their past records, submit the annual form digitally, and await updates on their approval status via notifications on the main dashboard.



Filers Submit Form 450 Digitally

Filers submit a digital copy of Form 450 directly in the portal.

They can only proceed through each section of the form when all of the required info has been filled in.

The screenshot shows the 'FINANCIAL DISCLOSURE REPORT' form for F.Y. 2024. The form is divided into three main sections: 'Read and Accept Privacy Statement', 'Report Your Financial Information', and 'Verify & Submit Your Form'. The 'Report Your Financial Information' section is currently active and contains a progress bar with seven steps. The first step, 'Personal and Work Information', is expanded, showing fields for 'Employee's Name' (Emily Johnson), 'E-mail Address' (emily.johnson@example.com), 'Position/Title' (Financial Analyst), 'Grade' (GS-12), 'Agency' (Department of Treasury), 'Branch/Unit and Address' (456 Elm Street, Suite 200, Washington D.C. 20002), and 'Work Phone' (555-555-5555). A 'Next' button is visible at the bottom right of the form.

It's as easy as...

1



**filer Submits
Form 450 in Portal**

2



**Admin Assigns
Form to Reviewer**

3



**Reviewer Checks and
Approves Form Submission**

FILER	FILER TYPE	FILING PERIOD	FORM STATUS	SUBMITTED ON	APPROVED ON	ASSIGNED TO
Emily Johnson emily.johnson@example.com	Annual	2025	Filing	NA	NA	David Martinez
Sarah Davis sarah.davis@example.com	New Entrant	2025	Approved	2025-02-18	2025-02-18	David Martinez



Admins Assign Form Submissions to Reviewers

Admins can review incoming forms on their dashboard and assign them to reviewers as needed. Pending forms can be filtered and sorted by reviewer to ensure work is distributed evenly.



Reviewers Approve or Deny Form Submissions

Reviewers can view pending forms assigned to them in their dashboard. They can look through Form 450 submissions at a glance to approve or deny with a request for more information in the comments.

Submit Executive Branch Confidential Financial Disclosure Report

☒ On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations, except as noted in the "comments" box below.

General Comments

Add Comments (if any)

Type your comment here

Comments History

Cassandra Moore Comment: 20 Feb 2025

All required details have been provided for review. Please notify if additional information is needed.

Back Save & Return to My Reviews Submit

