



Registered Political Parties Self Service Portal & Electronic Disclosure System (EDS)

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS,
AND CALENDAR-BASED REPORTING PERIODS

USER GUIDE



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1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for agents of registered political parties participating in state government elections who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2013 (the Regulation). It is also intended for party agents who have calendar-based reporting obligations under the Act or Regulation.

1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Agents of registered political parties are advised to obtain a copy of the Act and Regulation, and if necessary, seek independent legal advice. The Act and Regulation are available online at www.legislation.qld.gov.au.

1.3 Contacting the ECQ

Please contact the ECQ's Funding and Disclosure Unit for general enquiries and assistance. Our details are set out below:

Postal address: GPO Box 1393
BRISBANE QLD 4001

Office location: Level 20, 1 Eagle Street, Brisbane, Queensland

Telephone: 1300 881 665

Email: fad@ecq.qld.gov.au

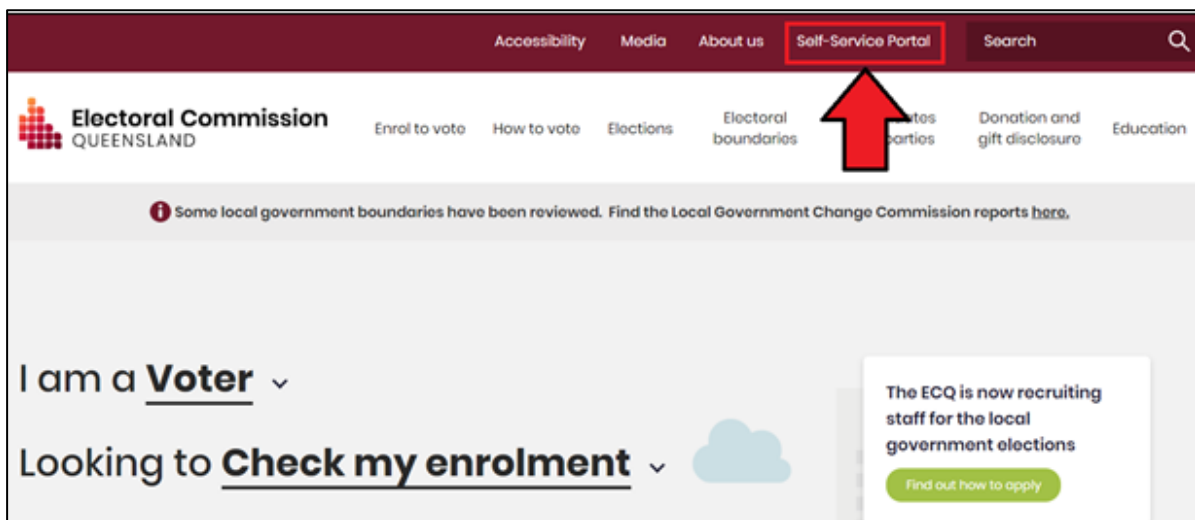
Internet: www.ecq.qld.gov.au

2. Registering in the Self Service Portal

An agent of a registered political party will need to register an account in the ECQ's Self Service Portal to access the Electronic Disclosure System (EDS).

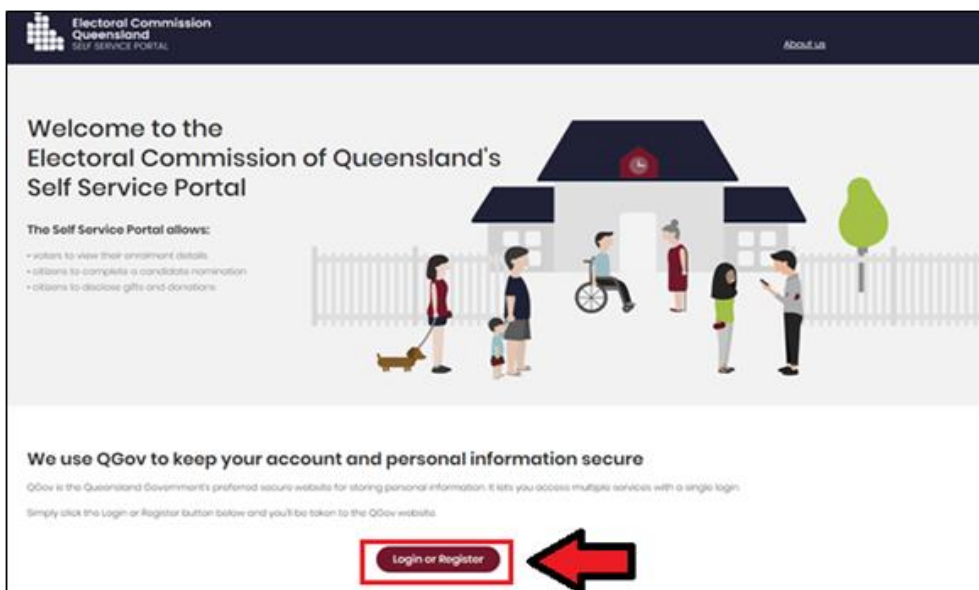
Please use the following instructions to register an account. If you already have a Self Service Portal account, you can skip to Section 3 of this User Guide.

1. Go to the ECQ's website at: www.ecq.qld.gov.au.
2. Click on the '*Self Service Portal*' button at the top of the page.



- You can also access the ECQ's Self Service Portal directly at <https://selfserv.elections.qld.gov.au>.

3. Click on the '*Login or Register*' button at the bottom of the page, which will allow you to login using QGov.



4. If **you do not have an existing QGov account**, click **'Register'**, then continue to Step 5.

If **you do have an existing QGov account**, enter your username (email address) and password, click **'Log in'**, and go to Step 7.

The screenshot shows the QGov login and registration page. At the top, it says "Queensland Government" and "QGov". Below that, there are links for "Frequently asked questions" and "Terms and conditions". The main heading is "Login or register" with the instruction "Please login or register using one of the options below." There are two options: "Login with Google" and "Login with Microsoft", both of which are crossed out with a red "no" symbol. Below these is the "Login with QGov" section, which includes a "Username" field (with the placeholder "Your email address") and a "Password" field. At the bottom of this section are two buttons: "Log in" (highlighted in green) and "Register" (highlighted in grey). A red box on the left contains the text "Please only login through this section" with an arrow pointing to the "Log in" button. A red box on the right contains the text "To access the registration page, please click here" with an arrow pointing to the "Register" button. At the bottom of the page, there are links for "Forgot your password?" and "Manage your QGov login".

- **Note:** It is recommended that new users register using a username and password to login, rather than with the **Google** or **Microsoft** options. **Whichever option is chosen will be the option that must be used every time for future logins.** Attempting to switch between two different options to register or login will cause an error on the account.
5. To register a QGov account, choose an email that you will have access to before, during and after elections as your username (personal email address) and password, and tick the box confirming that you agree to the terms and conditions. Then click **'Continue'**.

Create your QGov account

Your QGov account is a key to your QGov identity.

- * Choose your username
- * Create a password
- * Confirm your password

Mobile phone

I agree to the [Terms and conditions](#).

[Cancel](#)

- **Note:** Your password must have at least 10 characters containing a combination of at least 3 of the following: an upper-case letter, a lower-case letter, a number, or a special character (e.g. !, @, #, \$, etc.).

6. You will receive an email with a confirmation code. Enter this code into the field provided and click ‘*Continue*’.

QGov

[Frequently asked questions](#) [Terms and conditions](#)

Finalise registration

A confirmation code has been sent to your email account. Please enter this code below to create your QGov account.

* Confirmation code

[Cancel](#)

- **Note:** If you do not receive an email, please contact SSQ on 13 74 68.

7. After successfully creating or logging into your QGov account, you will be redirected to the ECQ's Self Service Portal to set up your user profile.

The screenshot shows the 'Identity' registration page on the Electoral Commission Queensland Self Service Portal. The page has a dark blue header with the logo and navigation links for 'Log out' and 'About us'. Below the header, there is a breadcrumb trail 'Home > Register'. The main heading is 'Identity'. A question asks 'Are you on the Qld electoral roll?' with 'Yes' selected. Below this, there is explanatory text about services available to voters. Two text input fields are present: 'Surname' (containing a blank field) and 'Given Names' (containing a blank field). Both fields have instructions below them regarding how to enter the information exactly as it appears on the electoral roll.

8. Complete all mandatory fields, ensuring that you carefully follow the instructions under each field, then click 'Search the Roll'.

The screenshot shows the 'Address Details' registration page. At the top, there is a question 'Are you enrolled as a silent elector?' with 'No' selected. Below this, the section is titled 'Address Details (as recorded on the electoral roll)'. There are two text input fields: 'Locality' (containing 'Brisbane') and 'Street Name' (containing 'Smith'). Both fields have instructions below them. At the bottom of the form, there are two buttons: 'Cancel' and 'Search the Roll'. The 'Search the Roll' button is highlighted with a red box, and a large red arrow points to it from the right.

- **Note:** If you are on the Queensland electoral roll and receive an error message stating that 'No entry was found on the Queensland electoral roll matching these details', double check that all information has been typed in correctly.

* Locality:

Enter your locality, town, suburb or city exactly as it appears on the electoral roll.

If you are registered on the electoral roll without a street name then leave the value blank.

* Street Name:

e.g. if your enrolled address is '200 Mary Street' enter 'Mary' only. Do not enter the number and do not enter 'Street'.

Only enter the name of your street, e.g. 'Mary'

Cancel Search the Roll

If you continue to get the error message, check the AEC's website [here](#) to check that your enrolment details are up to date.

If your enrolment details with the AEC are not up to date, you can continue to create your profile in the ECQ's Self Service Portal using your old details. Once you have updated your information with the AEC, the ECQ will be automatically notified of the change.

Note: If you are *not* on the Queensland electoral roll (e.g. you are under 18, or enrolled in another State), make sure you change the default response to the first question ('Are you on the Qld electoral roll') from 'Yes' to 'No'.

9. On the next page, you will need to provide a contact phone number. Click 'Next' when complete.

Contact Details

* QNumber: Q12345678

* Personal Email Address: John.Smith@email.com
ECQ may need to send notifications to this email address in certain circumstances. If you need to change this email address you can do so with QGov, using the option to manage your QGov login.


* Primary Phone Preference: Mobile Phone
In the unlikely event that ECQ may need to contact you by phone, please indicate whether you would prefer to be contacted on a mobile or home phone number.

Home Phone Number:

* Mobile Phone Number: 0400 000 000

Enrolled Address 1 TEST ST, BRISBANE QLD 4000

Postal Address
Same as enrolled address

Cancel Previous **Next** 

- **Note:** Your address details are prefilled based on your enrolment information. If you need to change these details, go to the AEC's website to update your information on the electoral roll.

10. On the **'Financial Disclosure Legislation'** page, complete the two questions relating to the types of returns that you may need to lodge in the EDS, then click **'Next'**.

Home > Register

Financial Disclosure Legislation

* Have you personally donated, or do you intend to donate, to a candidate or political party?

Yes No

* Are you required to lodge financial disclosure returns on behalf of an organisation?

Yes No

Cancel Previous Next

- **Note:** If you are only required to lodge returns as the **agent of a registered political party**, answer 'No' to both these questions.

If you are also required to lodge returns as an **individual donor or third party**, answer 'Yes' to the first question.

If you are also required to lodge returns on behalf of an **organisation that is a donor, third party, publisher, broadcaster or associated entity**, answer 'Yes' to the second question.

11. On the **'Verification'** page, tick the **'I'm not a robot'** tick box, then click **'Submit'**.

Verification

Are you sure that all prior information is correct, and you want to apply to register an account?

* Verification Code:

I'm not a robot

reCAPTCHA
Privacy - Terms

Cancel Previous Submit

12.If you selected ‘Yes’ to the second question on the ‘*Financial Disclosure Legislation*’ page, you will be directed to complete the details of the organisation.

The screenshot shows a web form titled "Add New Organisation" with a breadcrumb trail: Home > Disclosure > Represented Organisations > Add New Organisation. The form contains several sections:

- Two checkboxes at the top: "I agree to the privacy policy and terms of use." and "I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more](#)."
- A question: "Does your organisation have an ACN or an ABN?" with radio buttons for "Yes" and "No".
- A "Type of Organisation" section with radio buttons for "Corporation" (selected), "Unincorporated Association", "Trust or Foundation", and "Other".
- Input fields for "ACN:" and "ABN:".
- An "Organisation Name:" input field.
- A "Type of business the corporation carries on:" input field.
- A "What is your position title in this organisation:" dropdown menu.
- A "Financial Disclosure Category:" section with radio buttons for "Donor or third party incurring expenditure for political activity" (selected), "Publisher", "Associated Entity (to a Political Party)", and "Broadcaster".

Once all relevant information has been entered, click ‘Save’.

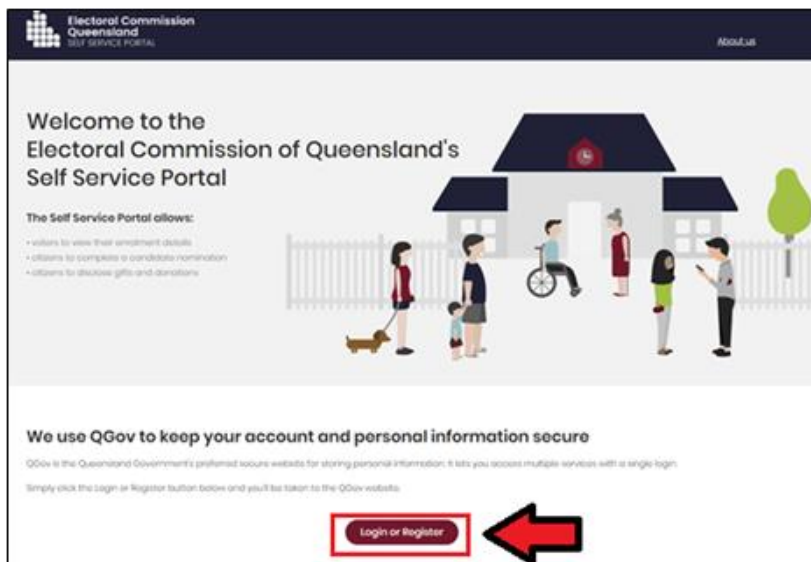
13.To finalise your registration as a party agent, please notify the ECQ once you have created your account, so your account can be linked.

- **Note:** Your account will need to be linked by the ECQ before you will be able to lodge disclosure returns on behalf of the party.

3. Logging into the EDS

Once you have completed your registration in the ECQ's Self Service Portal, you can log into the EDS by using the following instructions.

1. Go to the ECQ's Self Service Portal at <http://selfserv.elections.qld.gov.au>.
2. Click on the 'Login or Register' button at the bottom of the page, which will allow you to log in to the Self Service Portal using QGov.

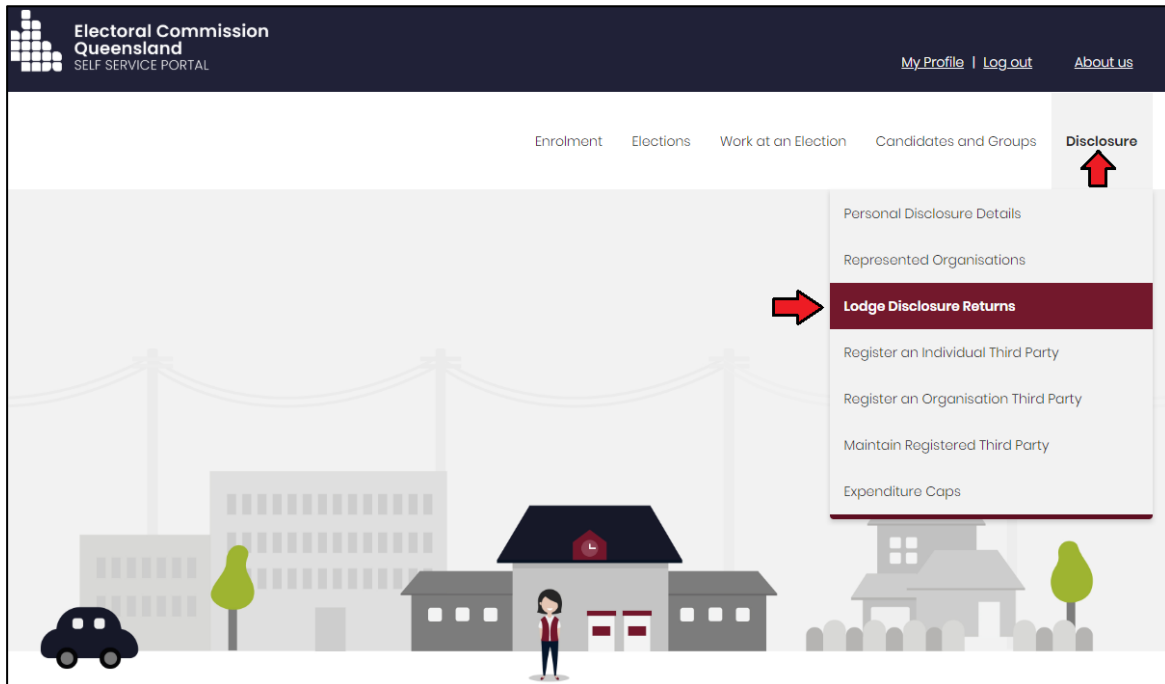


3. Enter your QGov username (email address) and password.

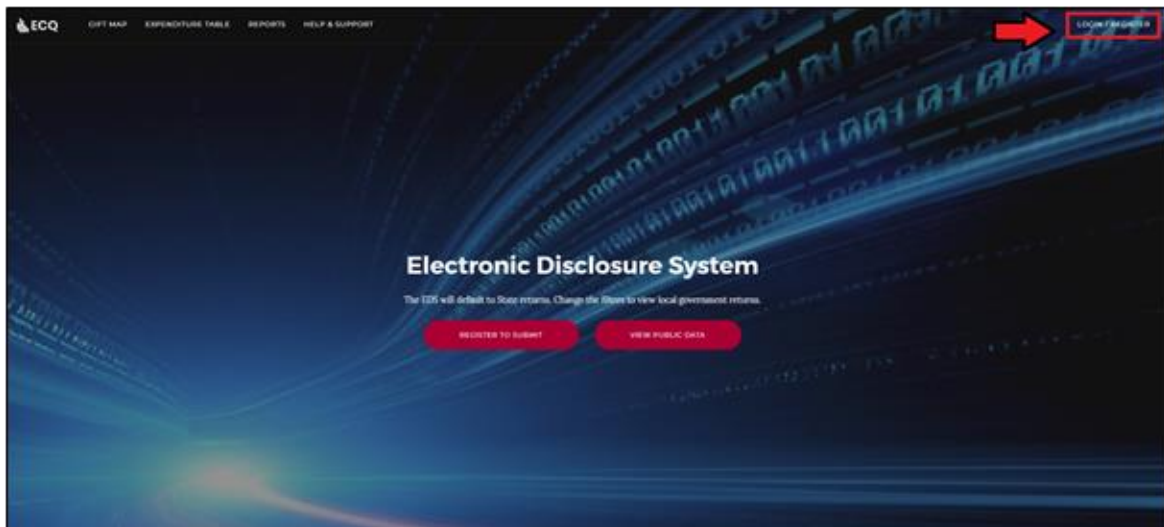
The screenshot shows the QGov login and registration page. The page features the Queensland Government logo and 'QGov' header. Below the header are links for 'Frequently asked questions' and 'Terms and conditions'. The main content area is titled 'Login or register' and includes options for logging in with Google, Microsoft, or QGov. There are input fields for 'Username' (Your email address) and 'Password', and buttons for 'Log in' and 'Register'. A link for 'Forgot your password?' is located below the 'Log in' button.

- **Note:** If you have forgotten your password, click the 'Forgot your password' button underneath the 'Log in' button.

4. From the Self Service Portal, click **'Disclosure'** at the top right of the screen, then click **'Lodge Disclosure Returns'**.



5. You can also access the EDS directly at <https://disclosures.ecq.qld.gov.au/>.
 - Click the **'Login / Register'** button in the top right-hand corner.



4. Disclosing a Gift Received in the EDS

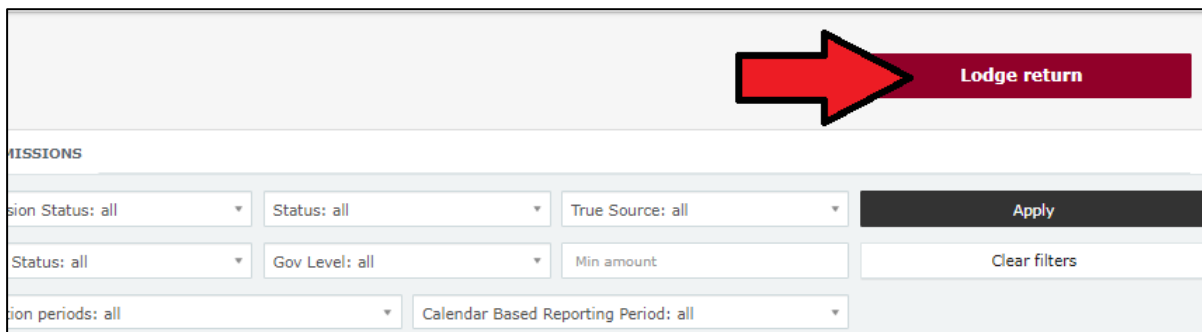
Agents of registered political parties that receive gifts of \$1,000 or more are required to disclose the details of the gift in a return.

Gifts can be disclosed **individually** (see [Section 4.1](#)) or by using a **bulk upload spreadsheet** (see [Section 4.2](#)). The bulk upload spreadsheet is recommended when there is a large number of gifts to disclose all at once.

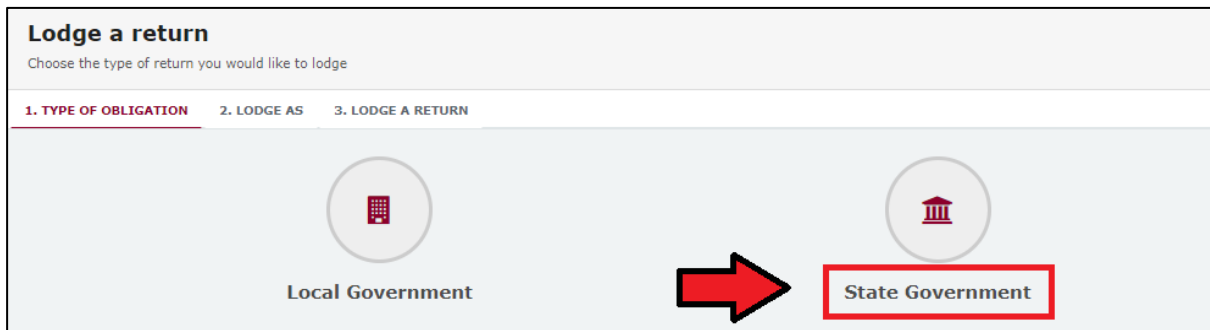
4.1 Disclosing Gifts Individually

To lodge a return for individual gifts received, please use the following instructions:

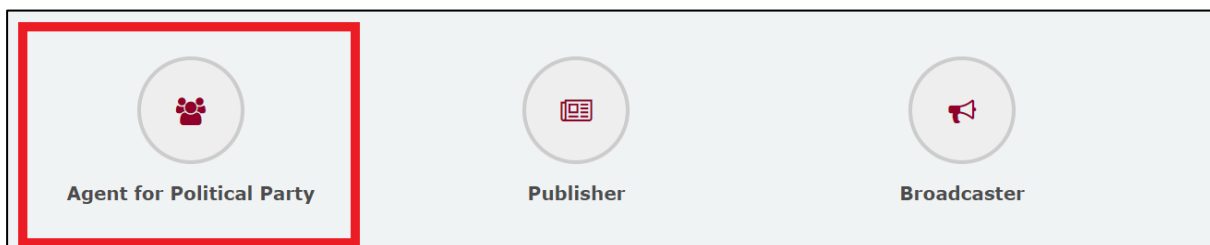
1. From the *My Submissions* page of the EDS, click 'Lodge Return'.



2. Click 'State Government'.



3. Click 'Agent for Political Party'.



4. Click 'Agent for Registered Political Party – Reporting a gift (donation) received'.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: AGENT FOR POLITICAL PARTY 3. LODGE A RETURN

Agent for a Registered Political Party
Reporting a gift (donation) received

Lodge
Learn more

Agent for a Registered Political Party
Reporting a loan received

Lodge
Learn more

5. Select the gift type from the drop-down menu.

Agent for political party
Reporting a gift received
State

Registered political party details

Agent full name*
John Smith

Political party*
Political Party A

I am reporting

- a gift
- a gift-in-kind
- a foreign property
- a fundraising contribution
- another type of gift

+ received from -

6. Select the donor type from the drop-down menu.

Agent for political party
Reporting a gift received
State

Registered political party details

Agent full name*
John Smith

Political party*
Political Party A

I am reporting a gift

- + received from -
- an Individual
- a Corporation
- an Unincorporated Association
- a Trust Fund or Foundation
- Another type of Entity

7. Complete all mandatory fields.

Reporting a Gift received from an individual

Name *
Donny Donor

Street* Suburb* State* Postcode*
123 Test St Brisbane QLD 4000

Gift Particulars

Description of Gift Received * Amount* ? Date made *
Monetary donation 1000 01/01/2020

Is this Individual the source of the Gift? *
 Yes No

- You can disclose additional gifts in the same return by clicking the '+received from' button at the bottom of the page and repeating the steps above.

Description of Gift Received * Amount* ? Date made *
Monetary donation 1000 01/01/2020

I am reporting a gift

+ received from

- an Individual
- a Corporation
- an Unincorporated Association
- a Trust Fund or Foundation
- Another type of Entity

8. You can save a draft copy of your return at any time by clicking 'Save draft'.

Current Total **\$1000.00**

Save Draft Submit

- You can access your draft returns by clicking 'Drafts' from the left-hand menu.

Returns

- My Submissions
- My Mentions
- Periodic Returns
- Lodge return**
- My Pending Submissions
- My Pending Mentions
- Drafts**
- Reports

Agent for political party

Reporting a gift received
State

Registered political party details

Agent full name*
John Smith

Political party*
Political Party A

Reporting a Gift received from an individual

9. To submit your return, click **'Submit'**.

Current Total **\$1000.00**

Submit

10. Read the lodgement information and click **'Submit'** to confirm lodgement of your return.

Confirm lodgement of return

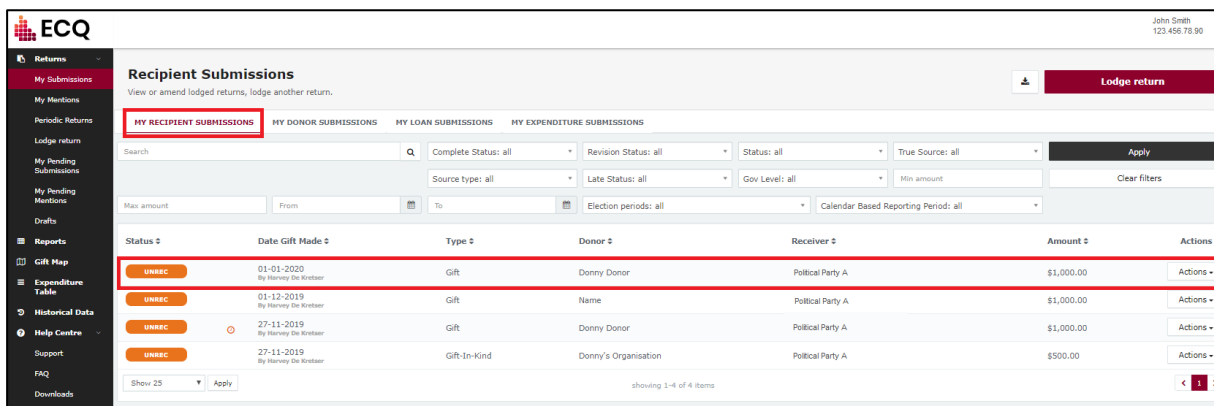
I confirm that the information provided in this return is true and complete.

I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

I acknowledge that this submission will be published and available for public viewing.

Submit

11. Your return will appear in your *My Recipient Submissions* page, as well as on the public *Gift Map* and *Reports* pages.



The screenshot displays the ECQ Recipient Submissions page. The page title is "Recipient Submissions" with a subtitle "View or amend lodged returns, lodge another return." and a "Lodge return" button. The page is divided into sections: "MY RECIPIENT SUBMISSIONS" (highlighted with a red box), "MY DONOR SUBMISSIONS", "MY LOAN SUBMISSIONS", and "MY EXPENDITURE SUBMISSIONS". Below these are search and filter options, including "Complete Status", "Revision Status", "Status", "True Source", "Source type", "Late Status", "Gov Level", "Min amount", "Max amount", "From", "To", "Election periods", and "Calendar Based Reporting Period". A table of submissions is shown with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, and Actions. The table contains four rows, all with a status of "UNREC". The first row is highlighted with a red border.

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
UNREC	01-01-2020 By Harvey De Kretser	Gift	Donny Donor	Political Party A	\$1,000.00	Actions
UNREC	01-12-2019 By Harvey De Kretser	Gift	Name	Political Party A	\$1,000.00	Actions
UNREC	27-11-2019 By Harvey De Kretser	Gift	Donny Donor	Political Party A	\$1,000.00	Actions
UNREC	27-11-2019 By Harvey De Kretser	Gift-In-Kind	Donny's Organisation	Political Party A	\$500.00	Actions

- The status of your return will be unreconciled ('UNREC') until the donor lodges a matching return.

4.2 Disclosing Gifts Using a Bulk Upload Spreadsheet

To lodge a return for multiple gifts received using a bulk upload spreadsheet, please use the following instructions:

1. From the *My Submissions* page of the EDS, click 'Lodge Return'.

John Smith
123.456.78.90

Lodge return

MISSIONS

Mission Status: all Status: all True Source: all Apply

Status: all Gov Level: all Min amount Clear filters

Reporting periods: all Calendar Based Reporting Period: all

Donor ⇅ Receiver ⇅ Amount ⇅ Actions

2. Click 'State Government'.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION 2. LODGE AS 3. LODGE A RETURN

Local Government State Government

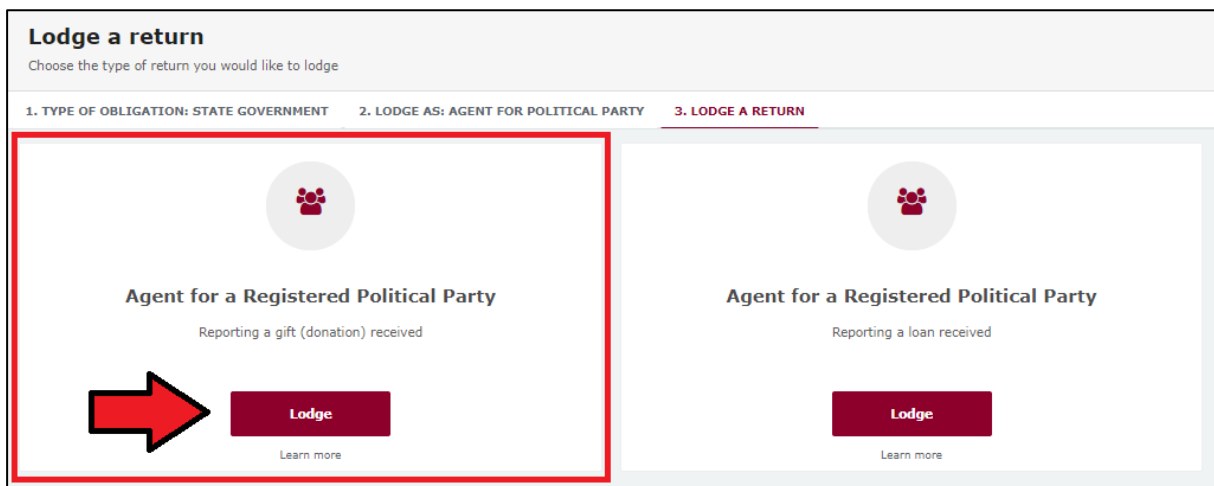
3. Click 'Agent for Political Party'.

Lodge a return
Choose the type of return you would like to lodge

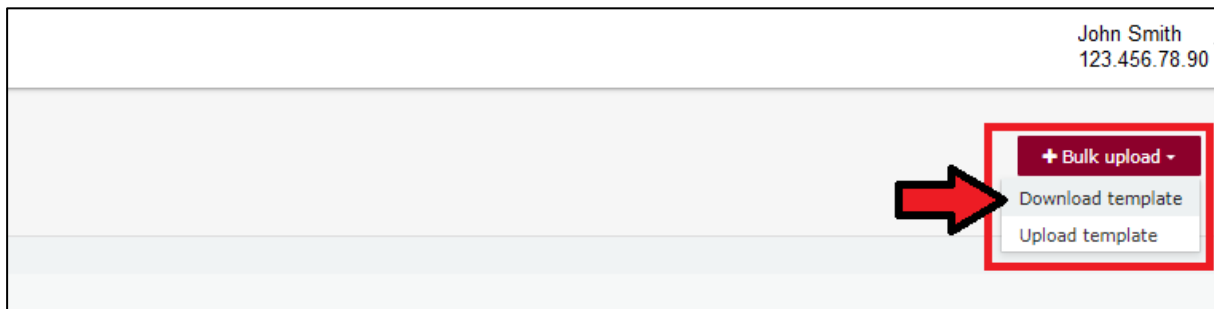
1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS 3. LODGE A RETURN

Donor/Third Party - Individual Agent for Political Party

4. Click 'Agent for a Registered Political Party – Reporting a gift (donation) received'.



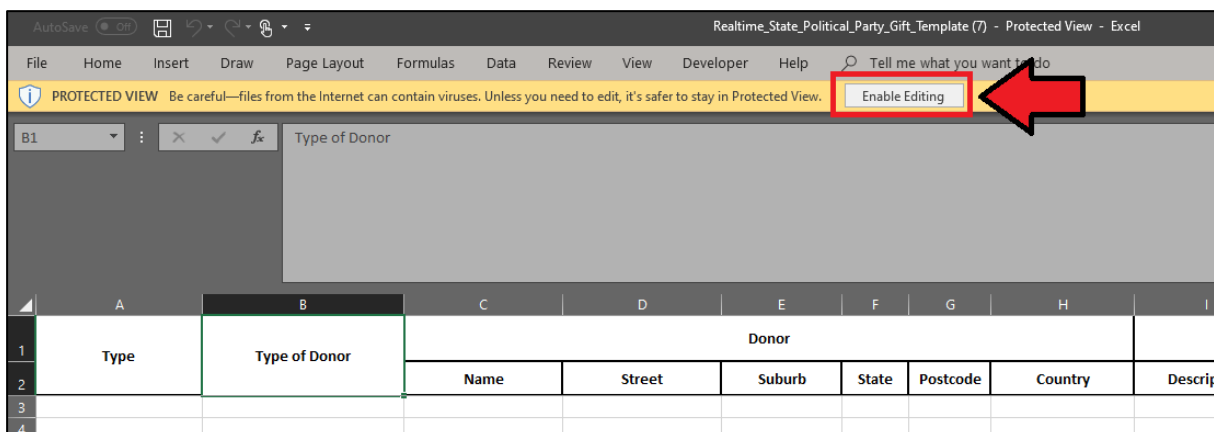
5. Click the '+Bulk upload' button in the top right-hand corner, then click 'Download template'.



6. Click to open the file in Microsoft Excel once it has finished downloading.

- **Note:** Google Chrome downloads will appear in the lower left of the page, Internet Explorer downloads will appear in a popup box and Apple Safari downloads will be available in the download icon in the lower right of the screen.

7. Click 'Enable Editing' at the top of the Excel spreadsheet.



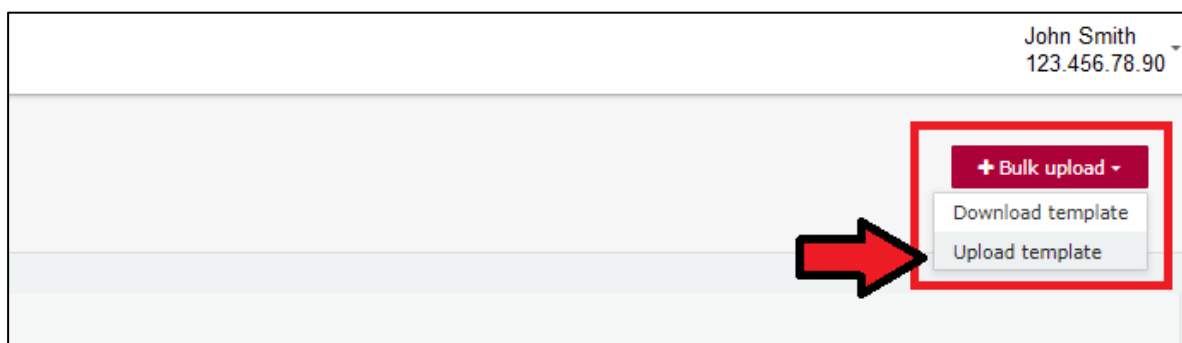
8. Complete all fields in the spreadsheet with the details of each gift that you wish to upload.

1	A	B	C					D			E			F			G			H			I			J			K			L			M		
			Type	Type of Donor	Donor					Gift Particulars			Committee																								
2			Name	Street	Suburb	State	Postcode	Country	Description	Amount	Date made	Date Returned	Name																								
3	Gift	Individual	Donny Donor	123 Test St	Brisbane	QLD	4000		Monetary donation	\$1,000.00	1/01/2020																										
4	Gift-in-Kind	Corporation	Donny's Organisation	123 Test St	Brisbane	QLD	4000		Payment of printing	\$2,000.00	2/01/2020																										
5	Foreign Property	Unincorporated Association	Donny's Association	123 Test St	Auckland	Overseas	1010	New Zealand	Monetary donation	\$3,000.00	3/01/2020	4/01/2020	Donny Donor																								
6																																					
7																																					
8																																					
9																																					
10																																					
11																																					

- **Note:** The 'Country' field is only required for overseas addresses.
- **Note:** The 'Date Returned' field is only required for gifts of foreign property.
- **Important:** Please do not change, add or remove any of the spreadsheet columns, otherwise the template will not upload properly. This includes wording that you copy and paste from a different document – it must match the options available from any drop-down lists in the template (e.g. Type).

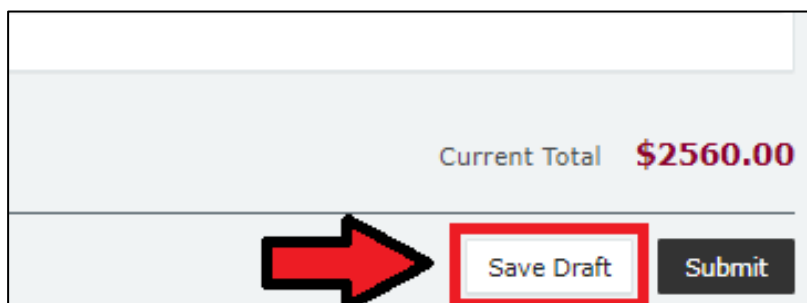
9. Once you have entered all gifts into the spreadsheet, save the file to your computer.

10. From the EDS lodgement page, click '+ Bulk upload', then 'Upload template'.

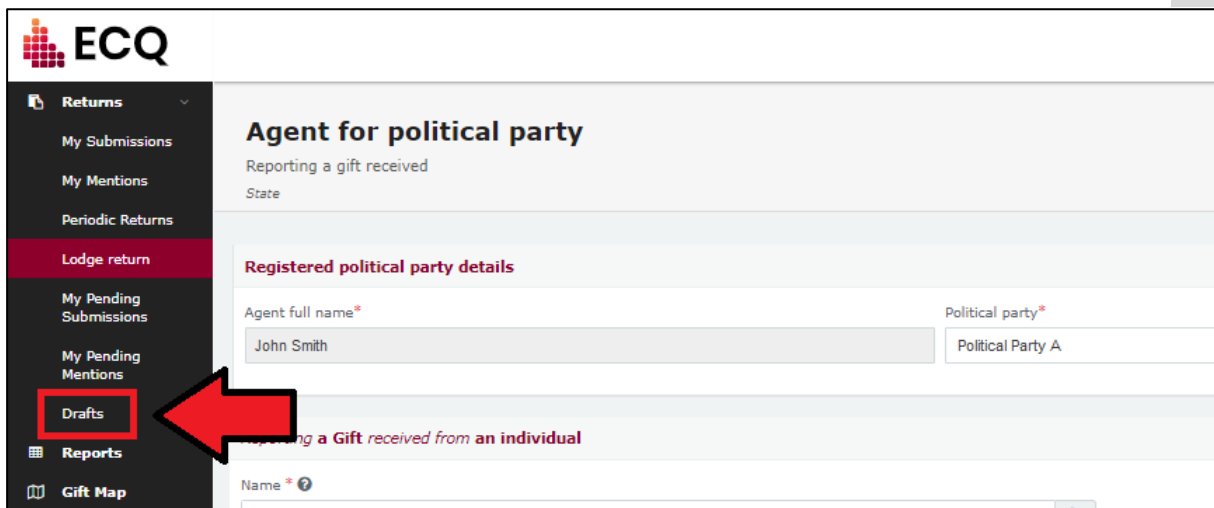


- Select the bulk upload spreadsheet from where it is saved on your computer; this will upload the gifts into the EDS.

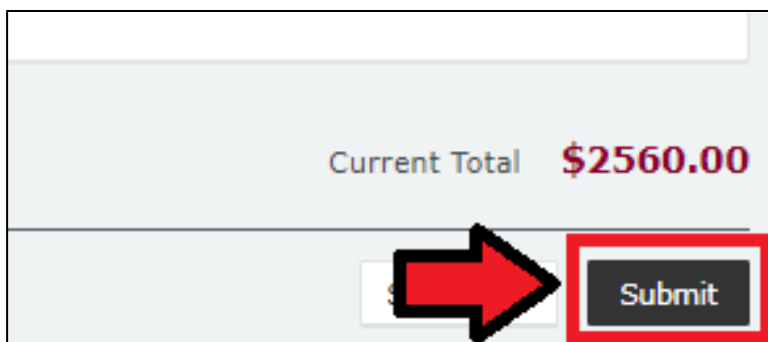
11. You can save a draft copy of your return at any time by clicking 'Save draft'.



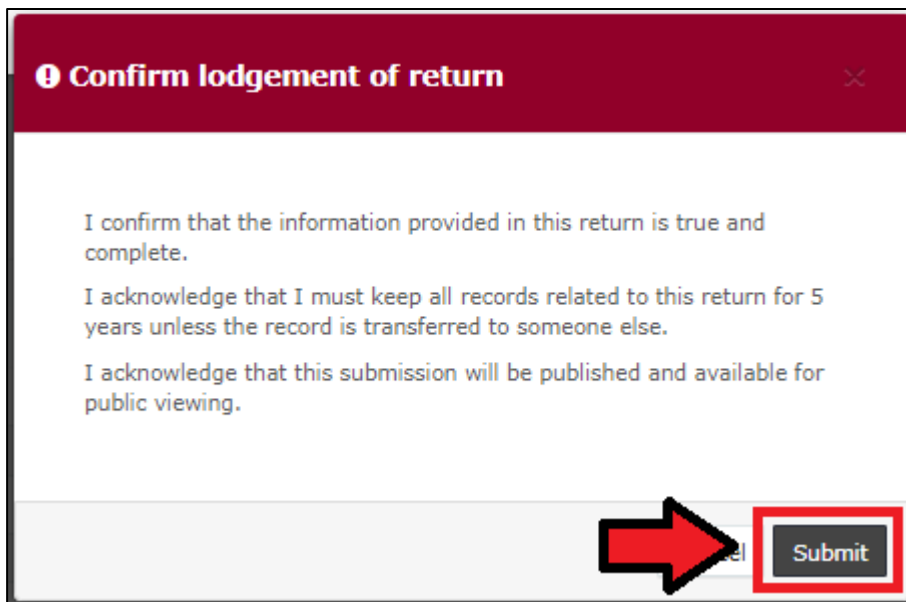
- You can access your draft returns by clicking 'Drafts' from the left-hand menu.



12. To submit your return, click 'Submit'.



13. Read the lodgement information and click 'Submit' to confirm lodgement of your return.



14. Your returns will appear in your *My Recipient Submissions* page, as well as on the public *Gift Map* and *Reports* pages.

The screenshot shows the ECQ Recipient Submissions page. The page title is "Recipient Submissions" with a subtitle "View or amend lodged returns, lodge another return." and a "Lodge return" button. The page is divided into sections: "MY RECIPIENT SUBMISSIONS" (highlighted in red), "MY DONOR SUBMISSIONS", "MY LOAN SUBMISSIONS", and "MY EXPENDITURE SUBMISSIONS". Below these are search and filter options. The main content is a table of submissions, with the first three rows highlighted in red. The table columns are: Status, Date Gift Made, Type, Donor, Receiver, Amount, and Actions.

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
UNREC	01-01-2020 By Harvey Die Kriebler	Gift	Donny Donor	Political Party A	\$1,000.00	Actions
UNREC	02-01-2020 By Harvey Die Kriebler	Gift-In-Kind	Donny's Organisation	Political Party A	\$2,000.00	Actions
UNREC	03-01-2020 By Harvey Die Kriebler	Foreign Property	Donny's Association	Political Party A	\$3,000.00	Actions
UNREC	01-01-2020 By Harvey Die Kriebler	Gift	Donny Donor	Political Party A	\$1,000.00	Actions
UNREC	01-12-2019 By Harvey Die Kriebler	Gift	Name	Political Party A	\$1,000.00	Actions
UNREC	27-11-2019 By Harvey Die Kriebler	Gift	Donny Donor	Political Party A	\$1,000.00	Actions
UNREC	27-11-2019 By Harvey Die Kriebler	Gift-In-Kind	Donny's Organisation	Political Party A	\$500.00	Actions

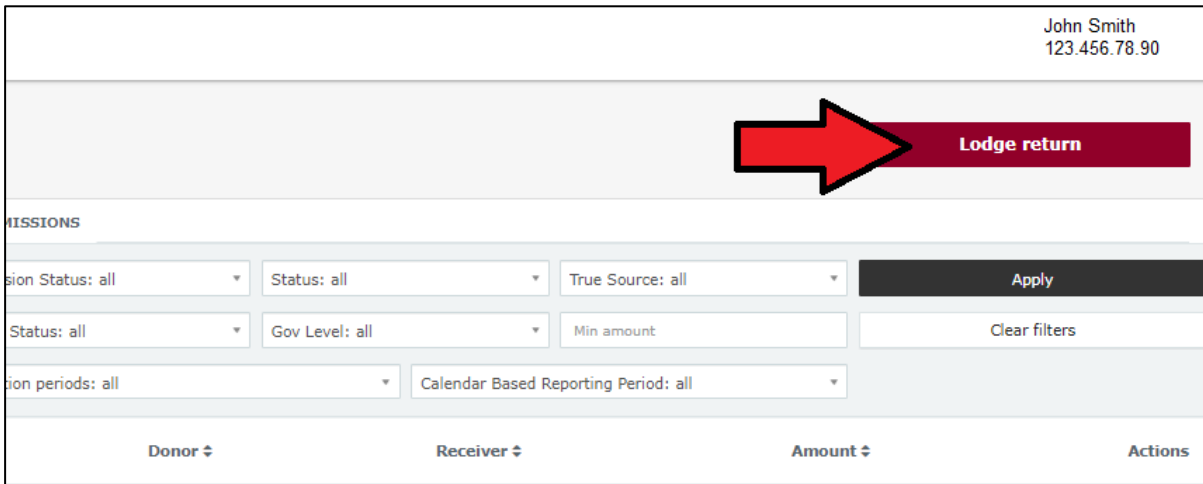
- The status of your return will be unreconciled ('UNREC') until the donor lodges a matching return.

5. Disclosing a Loan Received in the EDS

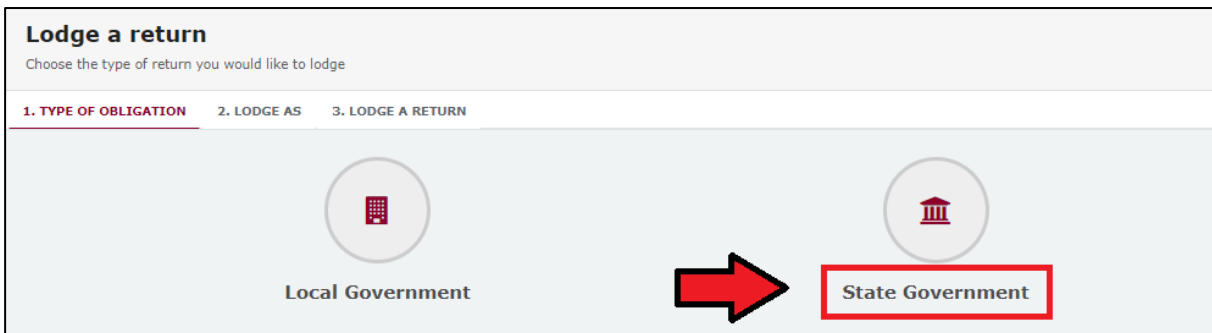
Agents of registered political parties that receive loans of \$1,000 or more are required to disclose the details of the loan in a return.

To lodge a return for loans received, please use the following instructions:

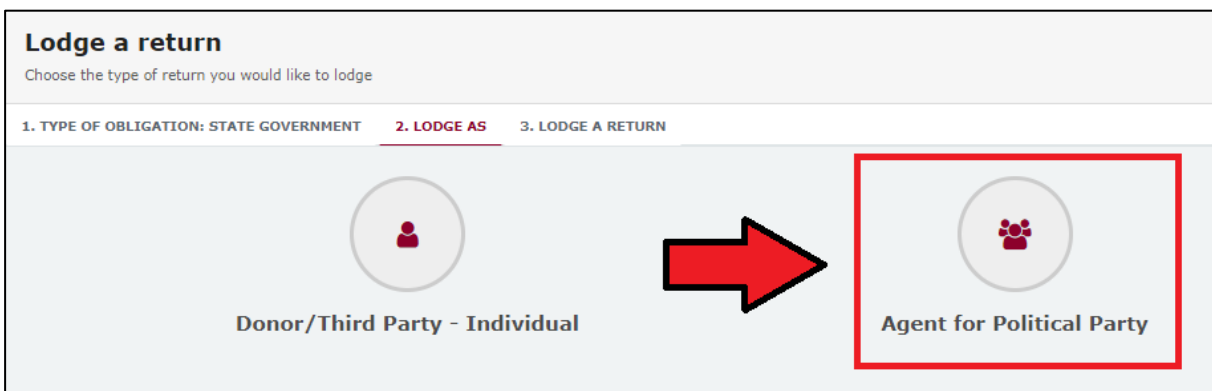
1. From the *My Submissions* page of the EDS, click 'Lodge Return'.



2. Click 'State Government'.



3. Click 'Agent for Political Party'.



4. Click 'Agent for Registered Political Party – Reporting a loan received'.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: AGENT FOR POLITICAL PARTY 3. LODGE A RETURN

Agent for a Registered Political Party
Reporting a gift (donation) received
Lodge
Learn more

Agent for a Registered Political Party
Reporting a loan received
Lodge
Learn more

5. Select the type of loan provider from the drop-down menu.

Agent for political party
Reporting a loan received
State

Registered political party details

Agent full name*
John Smith

Political party*
Political Party A

I am reporting a loan

+ received from

- an Individual
- a Corporation
- an Unincorporated Association
- a Trust Fund or Foundation
- a Registered Industrial Organisation
- Another type of Entity

6. Complete all mandatory fields.

Reporting a Loan received from a corporation

Name of Loan Provider*
Loans R Us

Street*
1 Test St

Suburb*
Brisbane

State*
QLD

Postcode*
4000

Loan Particulars

Terms & conditions*
<Enter the terms and conditions of the loan here>

Amount*
1000

Date loan received*
01/12/2019

Date loan due*
03/01/2020

Date paid back*
01/01/2020

Market rate charged*
 Yes No

- You can disclose additional loans in the same return by clicking the ‘+received from’ button at the bottom of the page and repeating the steps above.

Terms & conditions* <input type="text" value="<Enter the terms and conditions of the loan here>"/>	Amount* <input type="text" value="1000"/>	Date loan received* <input type="text" value="01/01/2020"/>
Market rate charged?* <input checked="" type="radio"/> Yes <input type="radio"/> No		
Is this Individual the <u>source</u> of the Loan ? * <input checked="" type="radio"/> Yes <input type="radio"/> No		
I am reporting a loan + received from		

7. You can save a draft copy of your return at any time by clicking ‘Save draft’.

Current Total \$1000.00
Save Draft Submit

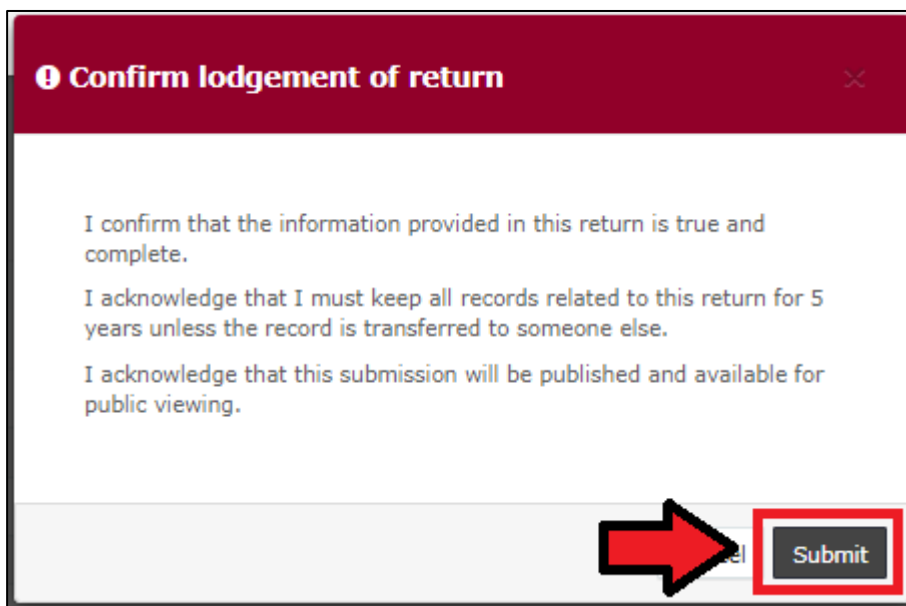
- You can access your draft returns by clicking ‘Drafts’ from the left-hand menu.

 <ul style="list-style-type: none"> >Returns My Submissions My Mentions Periodic Returns <li style="background-color: #c00; color: white;">Lodge return My Pending Submissions My Pending Mentions <li style="border: 2px solid red; padding: 2px;">Drafts Reports Gift Map 	<h3>Agent for political party</h3> <p>Reporting a loan received</p> <p>State</p> <hr/> <p>Registered political party details</p> <table style="width: 100%;"> <tr> <td> Agent full name* <input type="text" value="John Smith"/> </td> <td> Political party* <input type="text" value="Political Party A"/> </td> </tr> </table> <hr/> <p><i>Reporting a Loan received from a corporation</i></p> <p>Name of Loan Provider*</p>	Agent full name* <input type="text" value="John Smith"/>	Political party* <input type="text" value="Political Party A"/>
Agent full name* <input type="text" value="John Smith"/>	Political party* <input type="text" value="Political Party A"/>		

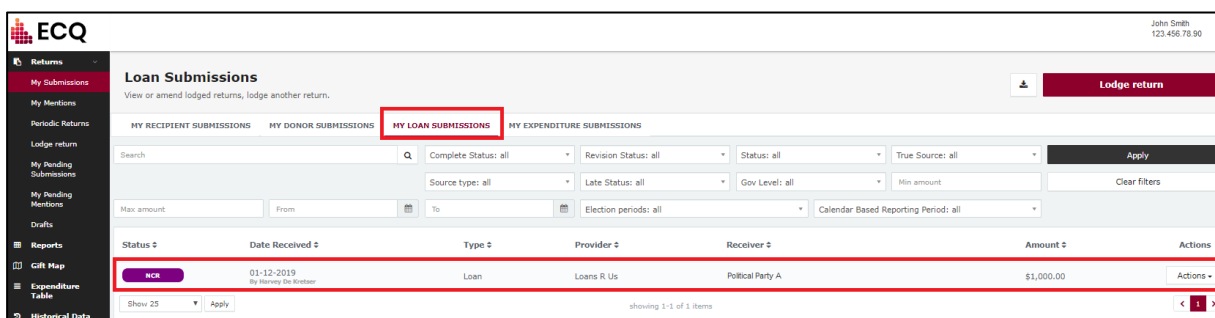
8. To submit your return, click **'Submit'**.



9. Read the lodgement information and click **'Submit'** to confirm lodgement of your return.



10. Your return will appear in your **My Loan Submissions** page, as well as on the public **Reports** pages.



- The status of your return will appear as 'NCR' ('No Corresponding Return') to signify that a corresponding return from the loan provider is not required.

6. Submitting a Periodic Return in the EDS

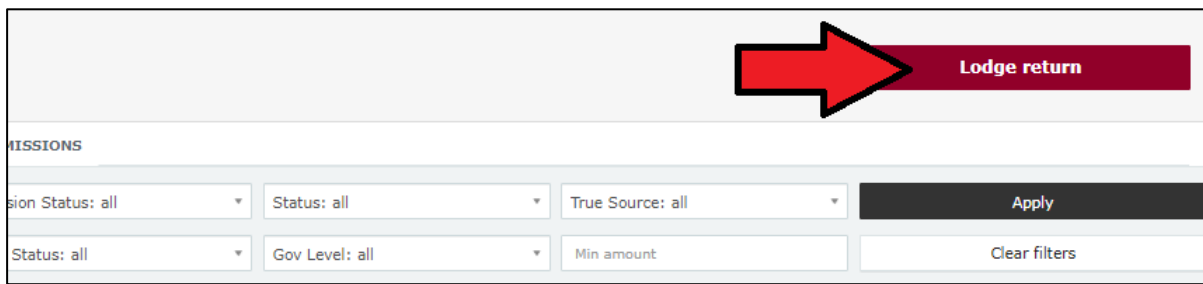
Agents of registered political parties are required to lodge a Periodic Return for the party within 8 weeks after the end of each reporting period (1 January to 30 June, and 1 July to 31 December, of each year).

In this return, you are required to disclose all amounts received, paid and owed by the party for the reporting period, including the details of any receipts, payments or debts of \$1,000 or more.

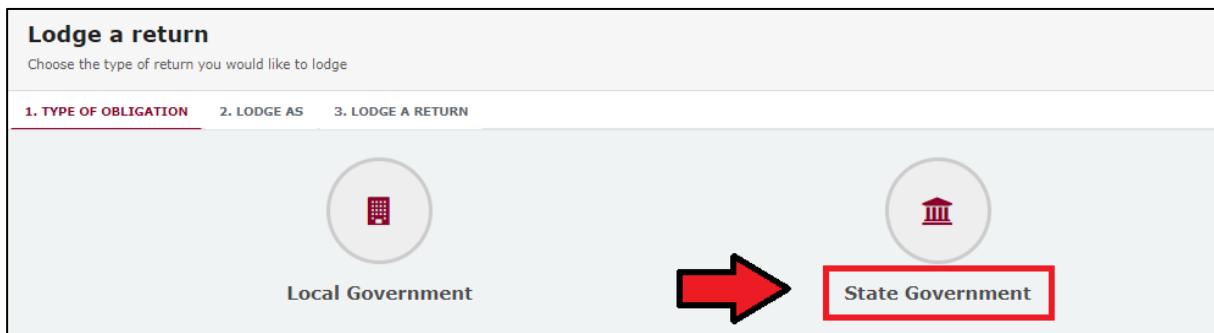
Important: If the party received any gifts or loans of \$1,000 or more during the reporting period, you must lodge a separate return in the EDS for each gift/loan **prior to** submitting your Periodic Return. See [Section 4](#) and [Section 5](#) for instructions on how to lodge these returns.

To lodge your Periodic Return, please use the following instructions.

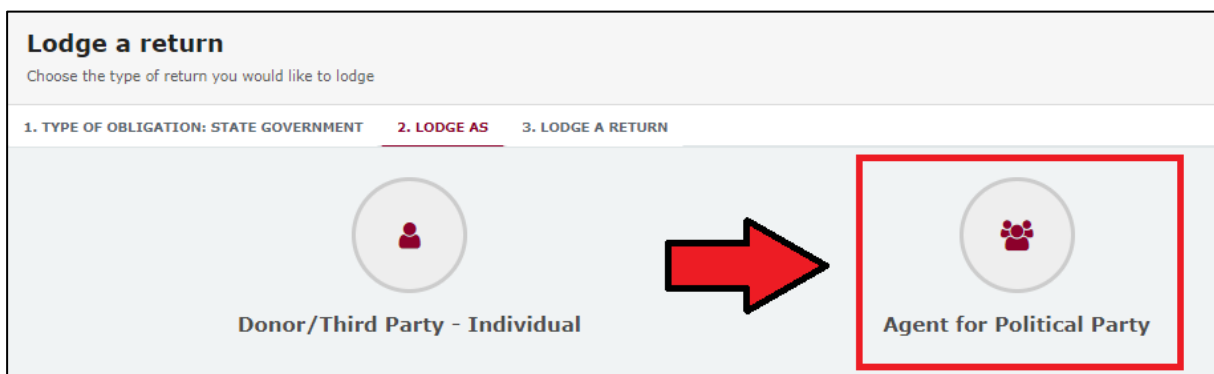
1. From the *My Submissions* page of the EDS, click 'Lodge Return'.



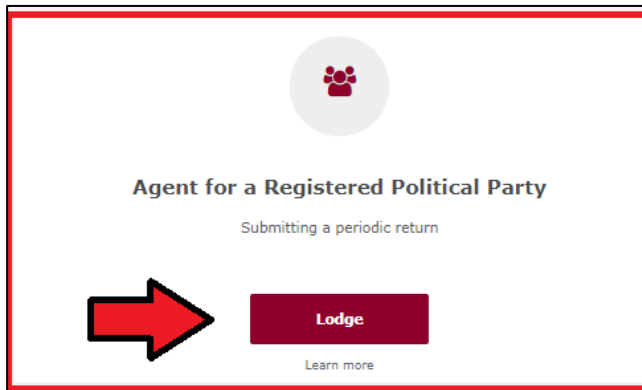
2. Click 'State Government'.



3. Click 'Agent for Political Party'.



4. Click 'Agent for Registered Political Party – Submitting a periodic return'.



5. Select the relevant reporting period from the 'Reporting period' section.

If the party only has a **small number of receipts, payments or debts of \$1,000 or more** to disclose for the reporting period, go to **Step 6**.

If the party has a **large number of receipts, payments or debts of \$1,000 or more** to disclose for the reporting period, go to **Step 7**.

If the party **does not have any receipts, payments or debts of \$1,000 or more** to disclose for the reporting period, go to **Step 8**.

6. You can disclose a small number of individual payments, debts or receipts of \$1,000 or more by using the following instructions:

- Click the '+Payment', '+Debt' or '+Receipt' buttons at the bottom of the page to add an item to the return.

- Complete all mandatory fields.

The screenshot shows a 'Payment' form with the following fields highlighted by a red border:

- Paid to ***: Supplier One
- Street ***: 1 Test St
- State ***: QLD
- Payment description ***: Rental deposit for campaign office
- Suburb/Town ***: Brisbane
- Amount ***: 4000
- Is the entity an unincorporated association or a trust fund / foundation? ***: No

- Add additional items to the same return by clicking the corresponding buttons at the bottom of the page and repeating the steps above.

The screenshot shows the same 'Payment' form as above, but with a red box highlighting three buttons at the bottom: '+ Payment', '+ Debit', and '+ Receipt'. A red arrow points from the right towards these buttons.

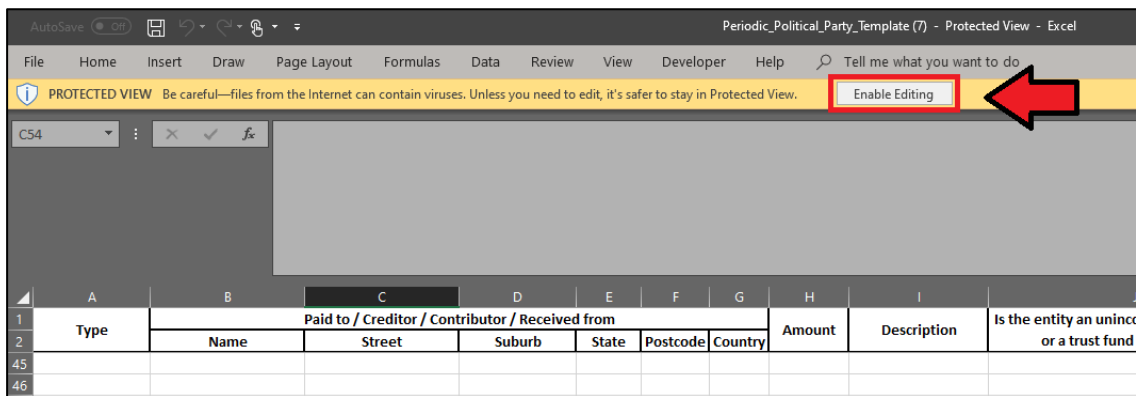
- Once you have entered all receipts, payments and debts of \$1,000 or more for the reporting period, go to Step 8.

7. You can disclose a large number of payments, debts or receipts of \$1,000 or more all at once by using the following instructions:

- Click the '+Bulk upload' button in the top right-hand corner, then click 'Download template'.

The screenshot shows a user profile area with the name 'John Smith' and the number '123.456.78.90'. A red box highlights a '+ Bulk upload' button, and a red arrow points to it. Below the button are two options: 'Download template' and 'Upload template'.

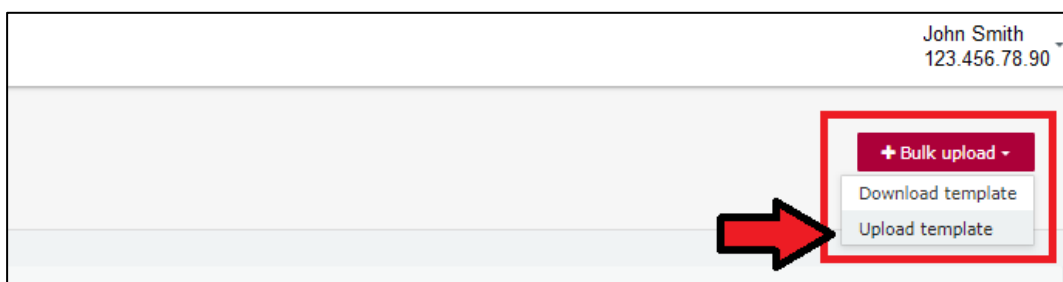
- Click to open the file in Microsoft Excel once it has finished downloading.
- **Note:** Google Chrome downloads will appear in the lower left of the page, Internet Explorer downloads will appear in a popup box and Apple Safari downloads will be available in the download icon in the lower right of the screen.
- Click 'Enable Editing' at the top of the Excel spreadsheet.



- Complete all fields in the spreadsheet with the details of each item you wish to upload.

1	A	B	C	D	E	F	G	H	I	J	K
2	Type	Paid to / Creditor / Contributor / Received from					Amount	Description	Is the entity an unincorporated association or a trust fund / foundation?		Committee member Name
3		Name	Street	Suburb	State	Postcode	Country				
3	Payment	Supplier One	1 Pay St	Auckland	Overseas	1010	New Zea	\$1,000.00	Rent deposit for cam	No	
4	Debt	Debtor One	1 Debt St	Brisbane	QLD	4000		\$2,000.00	Office equipment	Yes	Debbie Debtor
5	Receipt	Receiver One	1 Receipt St	Brisbane	QLD	4000		\$3,000.00	Bank interest	No	
6											
7											
8											
9											

- **Note:** The 'Country' field is only required for overseas addresses.
- **Important:** After downloading the spreadsheet, make sure to scroll all the way up to the top row before you start entering data. Leaving the top rows blank may cause errors when you upload the template to your return.
- **Important:** Please do not change, add or remove any of the spreadsheet columns, otherwise the template will not upload properly. This includes wording that you copy and paste from a different document – it must match the options available from any drop-down lists in the template (e.g. Type).
- **Tip:** To save time, download the bulk upload template at the beginning of the reporting period and complete as you go.
- Once you have entered all items into the spreadsheet, save the file to your computer.
- From the EDS lodgement page, click '+ Bulk upload', then 'Upload template'.



- Select the bulk upload spreadsheet from where it is saved on your computer; this will upload the items into the EDS.

8. Click the 'Next' button at the bottom of the page.



If **no amounts were received, paid or owed** by the party for the reporting period, go to **Step 10**. Otherwise, continue to Step 9.

9. The Return Summary is a summary of all amounts received, paid and owed by the party for the reporting period.

- The 'Gifts' and 'Loans' sections will display the total amounts of any gifts and loans that you have already reported in the EDS as being received by the party during the reporting period.

Return summary		
Gifts	Loans	Receipts
Amount \$2,500.00	Amount \$1,000.00	Amount \$3,000.00
Gifts Reported 3	Loans Reported 1	Receipts Reported 1

- You can review any gifts or loans that you have already reported in the EDS by clicking the 'View' button.

Return summary		
Gifts	Loans	Receipts
Amount \$2,500.00	Amount \$1,000.00	Amount \$3,000.00
Gifts Reported 3	Loans Reported 1	Receipts Reported 1

- The 'Receipts' section will display the total amount of any receipts, other than gifts or loans, that you added to the previous page of the return in Step 6 or Step 7 above.

Return summary		
Gifts ?	Loans ?	Receipts ?
Amount \$2,500.00	Amount \$1,000.00	Amount \$3,000.00
Gifts Reported 3 VIEW >	Loans Reported 1 VIEW >	Receipts Reported 1

- If the party received any gifts, loans or other receipts during the reporting period that were less than \$1,000 and have not already been reported in the EDS, you must update the 'Unreported Amounts Under Threshold' field with the total value of these gifts, loans and receipts.

Return summary		
Gifts ?	Loans ?	Receipts ?
Amount \$2,500.00	Amount \$1,000.00	Amount \$3,000.00
Gifts Reported 3 VIEW >	Loans Reported 1 VIEW >	Receipts Reported 1
Unreported Amounts Under Threshold		?
\$500		
Total Amounts Received \$7,000.00		



For example: During the reporting period, the party received three gifts totalling \$2,500 and one loan of \$1,000, which you have already reported in the EDS in separate returns. These gifts and loan will appear automatically in the 'Gifts' and 'Loans' section of the party's Periodic Return. The party also received one receipt of \$3,000, which you added on the first page of the Periodic Return. This will appear automatically in the 'Receipts' section.

However, during the reporting period, the party also received a number of smaller gifts, loans and receipts, totalling \$500. In the 'Unreported Amounts Under Threshold' field, you will need to update the amount from '\$0.00' to '\$500.00'.

- The *'Total Amounts Received'* field should reflect the total amount of gifts, loans and receipts that the party received during the reporting period. It is calculated based on the sum of the *'Amount'* field and the *'Unreported Amounts Under Threshold'* field.

Return summary		
Gifts ⓘ	Loans ⓘ	Receipts ⓘ
Amount \$2,500.00	Amount \$1,000.00	Amount \$3,000.00
Gifts Reported 3 VIEW >	Loans Reported 1 VIEW >	Receipts Reported 1
Unreported Amounts Under Threshold \$500 ⓘ		
Total Amounts Received \$7,000.00		

- The *'Payments'* and *'Debts'* sections will display the total amount of any payments or debts that you added to the previous page of the return in Step 6 or Step 7 above.

Payments
Amount \$1,000.00
Payments Reported 1
Unreported Amounts Under Threshold \$50
Total Amounts Paid \$1,050.00

Debts
Amount \$2,000.00
Debts Reported 1
Unreported Amounts Under Threshold \$100
Total Amounts Outstanding \$2,100.00

- If the party received any payments or debts during the reporting period that were less than \$1,000 and have not already been reported in the EDS, you must update the *'Unreported Amounts Under Threshold'* field with the total value of these payments or debts.


Payments	Debts
Amount \$1,000.00	Amount \$2,000.00
Payments Reported 1	Debts Reported 1
Unreported Amounts Under Threshold \$50	Unreported Amounts Under Threshold \$100
Total Amounts Paid \$1,050.00	Total Amounts Outstanding \$2,100.00

- The *'Total Amounts Paid'* and *'Total Amounts Outstanding'* fields should reflect the total amount of payments and the total amount of outstanding debts respectively for the reporting period. The amounts are calculated based on the sum of the *'Amount'* field and the *'Unreported Amounts Under Threshold'* field.

Payments	Debts
Amount \$1,000.00	Amount \$2,000.00
Payments Reported 1	Debts Reported 1
Unreported Amounts Under Threshold \$50	Unreported Amounts Under Threshold \$100
Total Amounts Paid \$1,050.00	Total Amounts Outstanding \$2,100.00

10. An audit certificate must be provided with a party's periodic return unless the ECQ waives the requirement based on the cost being unreasonable.

- Click the *'Template'* button to download a template audit certificate, to be completed by an auditor.

Audit Certificate
<div style="text-align: right;">  Template </div> <div style="margin-top: 10px;"> Attach Audit Certificate Request Audit Waiver </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Defer Audit Certificate Attachment <small>By selecting this option, you are indicating that you still need to acquire an audit certificate for this periodic return. After submission, you will have 14 days to either attach an audit certificate or request an audit waiver.</small> </div>

- Once an audit certificate has been completed, click *'Attach Audit Certificate'* to upload the certificate to the return.

- If you need additional time to obtain a completed audit certificate, tick the *'Defer Audit Certificate Attachment'* tick box. This will allow you to submit your return and attach a completed audit certificate at a later date.

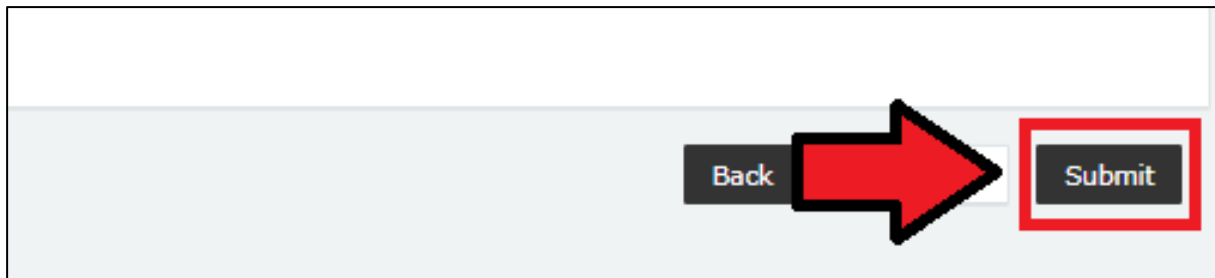
- If you wish to request a waiver of the audit certificate requirement, click the *'Request Audit Waiver'* button and provide a justification for your request.

11. You can save a draft copy of your return at any time by clicking *'Save draft'*.

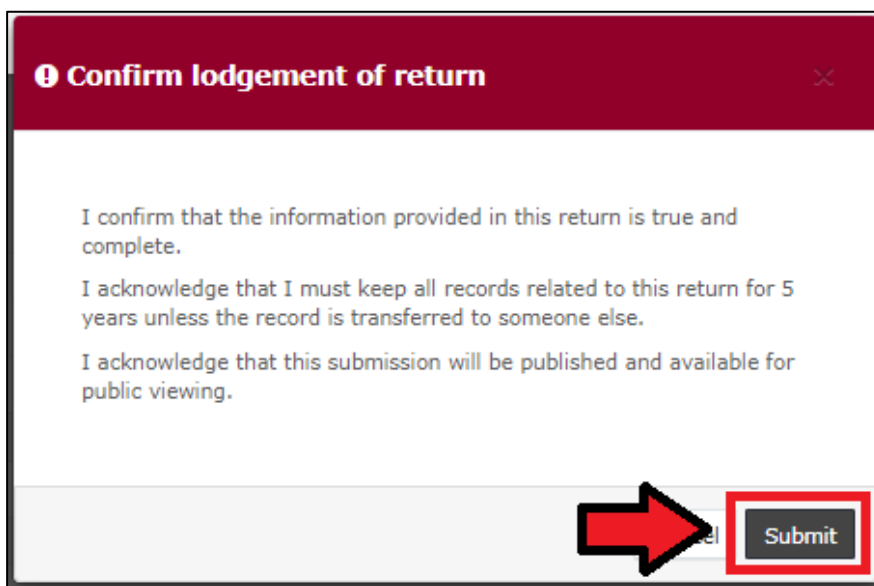
- You can access your draft returns by clicking *'Drafts'* from the left-hand menu.

12. To submit your return, click '**Submit**'.

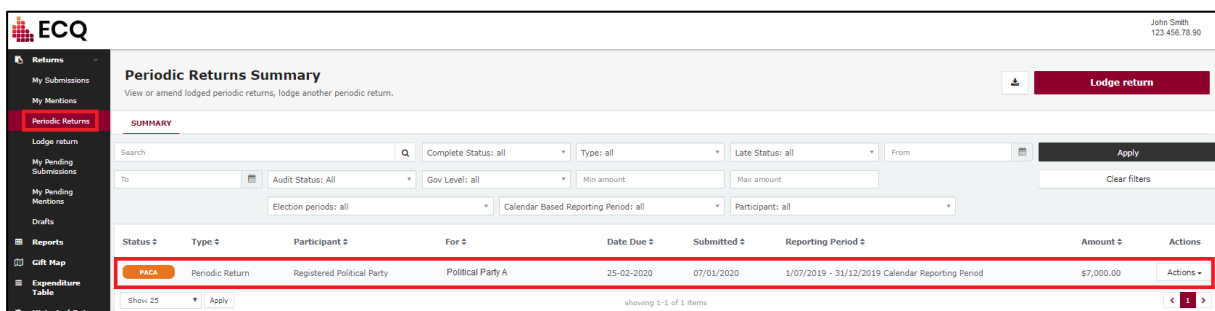
- **Note:** If there were no amounts received, paid or outstanding for the reporting period, the button will appear as '**Submit Nil Return**'.



13. Click '**Submit**' to confirm lodgement of your return.



14. Your return will appear in your *Periodic Returns* page, as well as on the public *Reports* page.



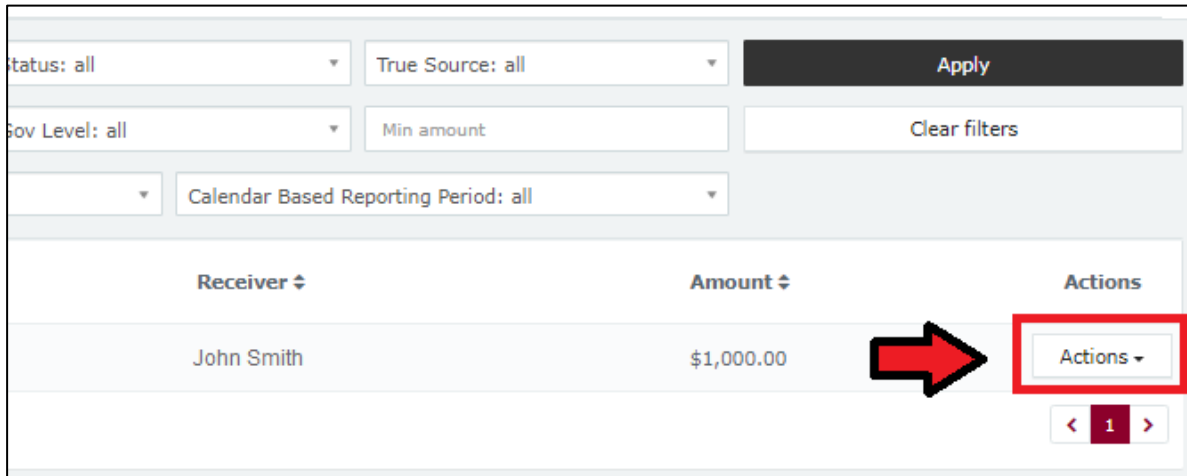
Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
PACA	Periodic Return	Registered Political Party	Political Party A	25-02-2020	07/01/2020	1/07/2019 - 31/12/2019 Calendar Reporting Period	\$7,000.00	Actions

7. Amending a Return in the EDS

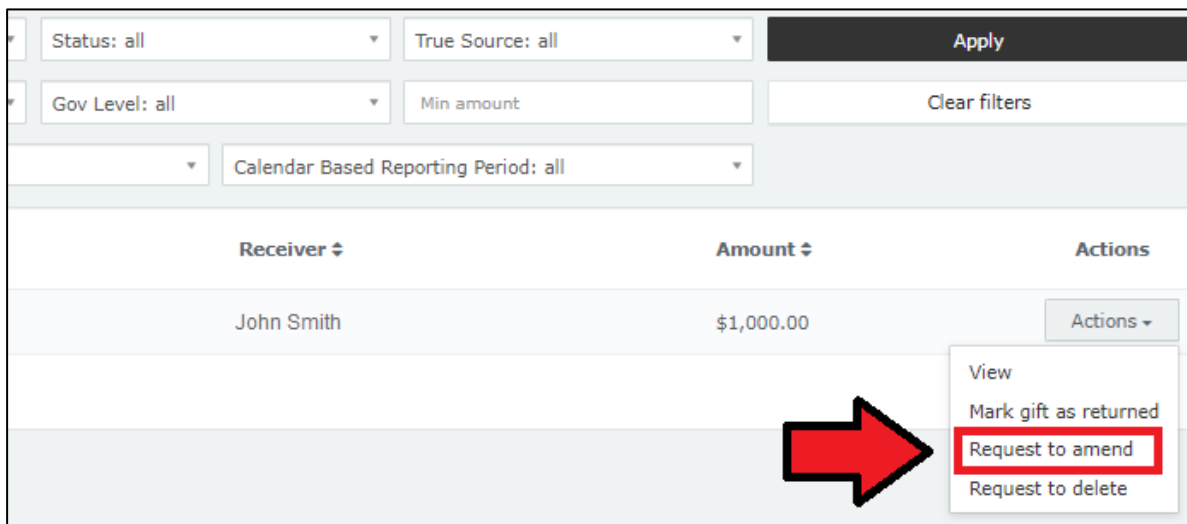
If you have made an error or omission in a return that you have previously lodged in the EDS, you can request for the ECQ to amend the return.

To request to amend a return in the EDS, please use the following instructions.

1. **Locate the return that you wish to amend from the My Submissions page or the Periodic Returns page of the EDS.**
2. **Click the 'Actions' button next to the return.**



3. **Click 'Request to Amend'.**



4. Enter a reason for the amendment, and a description of what needs to be changed, then click 'Request to Amend'.

Confirm request to amend

Once a return has been lodged it can only be amended by the Electoral Commission of Queensland. You can request to amend the submitted return but you are required to provide detailed reason for your request as well as detailed description on what has to be changed so ECQ representatives could make a decision on your request and perform the amendment correctly.

Reason

I accidentally entered the wrong date that the gift was made.

Description

Date to be changed from 1-12-2019 to 12-12-2019.

Attachments

Choose Files | No file chosen

Once your request to amend is submitted there will be no option for you to cancel your request - you will have to contact ECQ to reject your request.

Request to amend

5. The status of the return will change to 'PENDING', and the return will be temporarily removed from the public *Gift Map* and *Reports* pages.

Recipient Submissions

View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS | MY DONOR SUBMISSIONS | MY LOAN SUBMISSIONS | MY EXPENDITURE

Search [Q] Complete Status: all

Source type: all

Max amount From To

Status	Date Gift Made	Type
PENDING	01-12-2019 By John Smith	Gift-In-Kind

Show 25 Apply

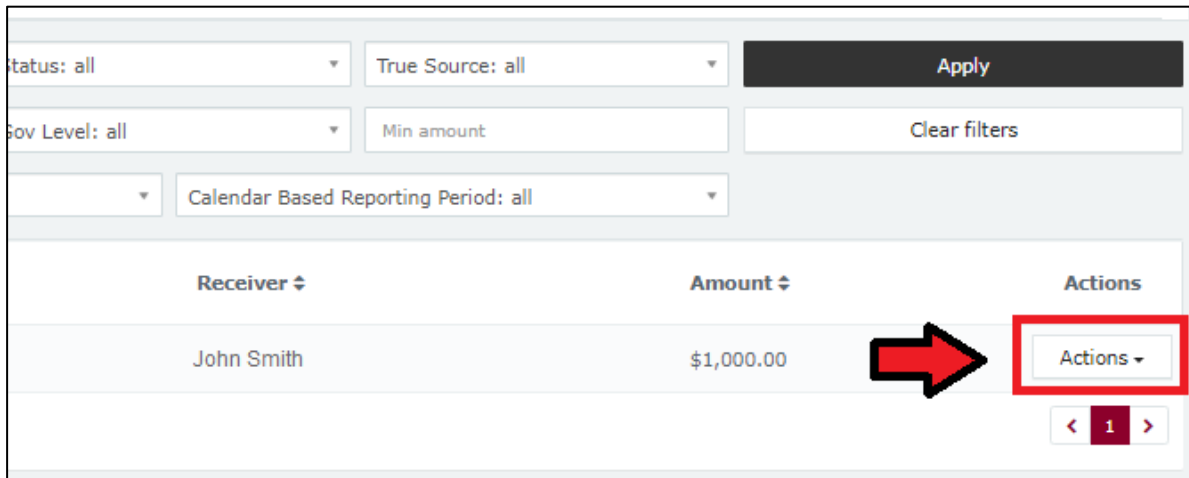
6. You will receive an email once the amendment has been processed by the ECQ.

8. Mark a Gift as Returned in the EDS

If you have lodged a return in the EDS for a gift that the party has received that has since been returned to the donor, you can mark the gift as returned.

To mark a gift as returned in the EDS, please use the following instructions.

1. **Locate the return for the gift that you wish to mark as returned from the *My Submissions* page of the EDS.**
2. **Click the 'Actions' button next to the return.**

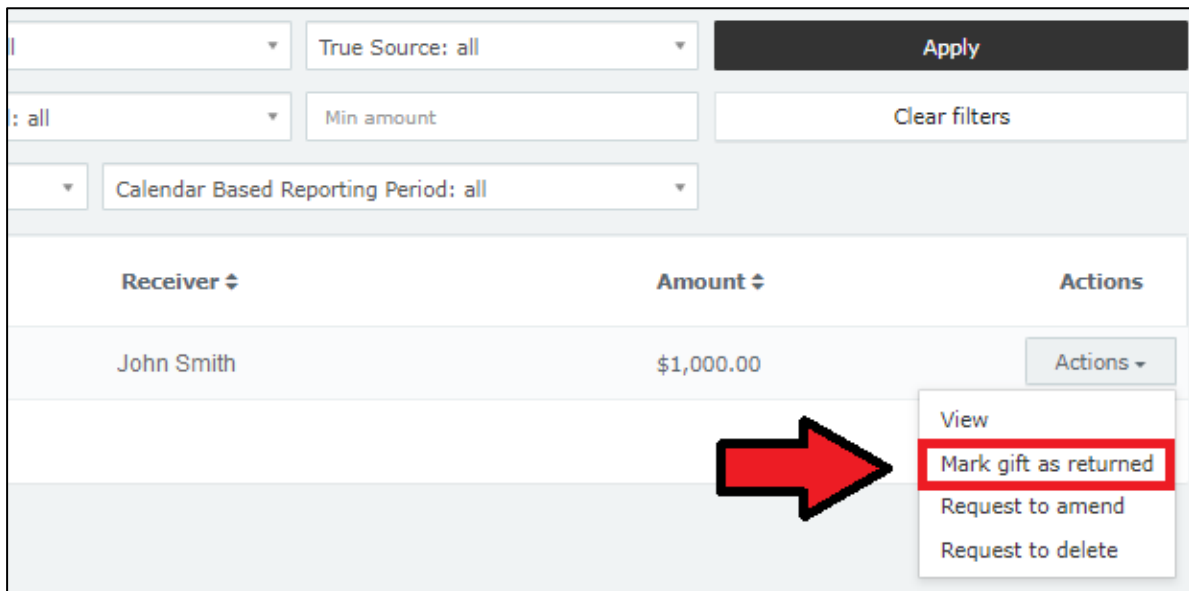


The screenshot shows a filter section at the top with dropdown menus for 'status: all', 'True Source: all', 'Gov Level: all', and 'Min amount', along with an 'Apply' button and a 'Clear filters' button. Below the filters is a table with the following data:

Receiver ↕	Amount ↕	Actions
John Smith	\$1,000.00	Actions ▾

A red box highlights the 'Actions ▾' button for the 'John Smith' entry, and a red arrow points to it. At the bottom right, there is a pagination control showing '< 1 >'.

3. **Click 'Mark gift as returned'.**

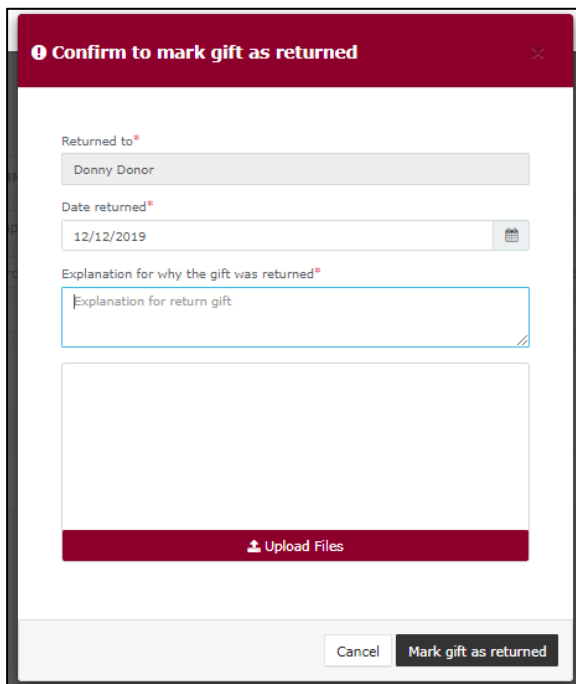


The screenshot shows the same filter section as above. The table data is the same. The 'Actions' dropdown menu is open, showing the following options:

- View
- Mark gift as returned
- Request to amend
- Request to delete

A red box highlights the 'Mark gift as returned' option, and a red arrow points to it.

4. Enter the date the gift was returned, a reason for returning the gift, and any relevant attachments, then click 'Mark gift as returned'.

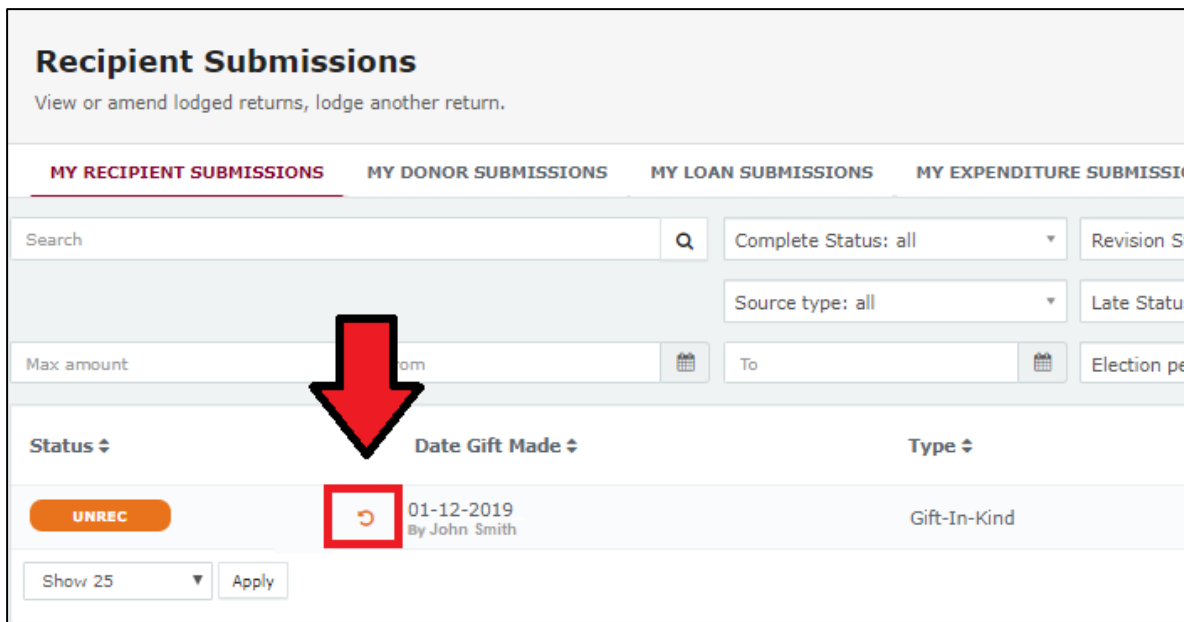


The screenshot shows a dialog box titled "Confirm to mark gift as returned". It contains the following fields:

- Returned to***: A text input field containing "Donny Donor".
- Date returned***: A date picker field showing "12/12/2019".
- Explanation for why the gift was returned***: A text area containing "Explanation for return gift".
- Upload Files**: A button with a file icon and the text "Upload Files".

At the bottom of the dialog, there are two buttons: "Cancel" and "Mark gift as returned".

5. A returned symbol (↺) will appear next to the return in the *My Submissions* page of the EDS and on the public *Gift Map* and *Reports* pages, indicating that the gift has been returned.



The screenshot shows the "Recipient Submissions" page. It includes a search bar, filters for "Complete Status", "Revision Status", "Source type", and "Late Status". A table of submissions is displayed with columns for "Status", "Date Gift Made", and "Type".

Status	Date Gift Made	Type
UNREC	01-12-2019 By John Smith	Gift-In-Kind

A red arrow points to a returned symbol (↺) in the "Date Gift Made" column of the table. The "Show 25" and "Apply" buttons are visible at the bottom.

6. An email notification will be sent to you and the donor of the gift (if they are registered in the EDS) confirming that the gift has been marked as returned.