



# Donors / Unregistered Third Parties Self Service Portal & Electronic Disclosure System (EDS)

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

**USER GUIDE**

# Contents

1.	Introduction .....	1
1.1	Overview of the Act and Regulation .....	1
1.2	Disclaimer .....	1
1.3	Contacting the ECQ .....	1
2.	Registering in the Self Service Portal .....	2
2.1	Initial Setup .....	2
3.	Logging into the EDS .....	11
4.	Disclosing a Gift Made in the EDS .....	13
5.	Disclosing a Gift Received in the EDS .....	18
6.	Amending a Return in the EDS .....	22
7.	Mark a Gift as Returned in the EDS .....	24



# 1. Introduction

## 1.1 Overview of the Act and Regulation

This user guide is intended for donors and other third parties who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2013 (the Regulation). This user guide is for donors and third parties who are only required to disclose making a gift to a political party or state candidate.

This user guide is NOT intended for third parties are required to formally register with the ECQ for the 2020 State General Election. Registration is required if the third party intends on incurring more than \$6,000 in electoral expenditure during the expenditure cap period. If you are required to register as a third party, please refer to the User Guide for Registered Third Parties.

## 1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Donors and third 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](http://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](mailto:fad@ecq.qld.gov.au)

Internet: [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au)

## 2. Registering in the Self Service Portal

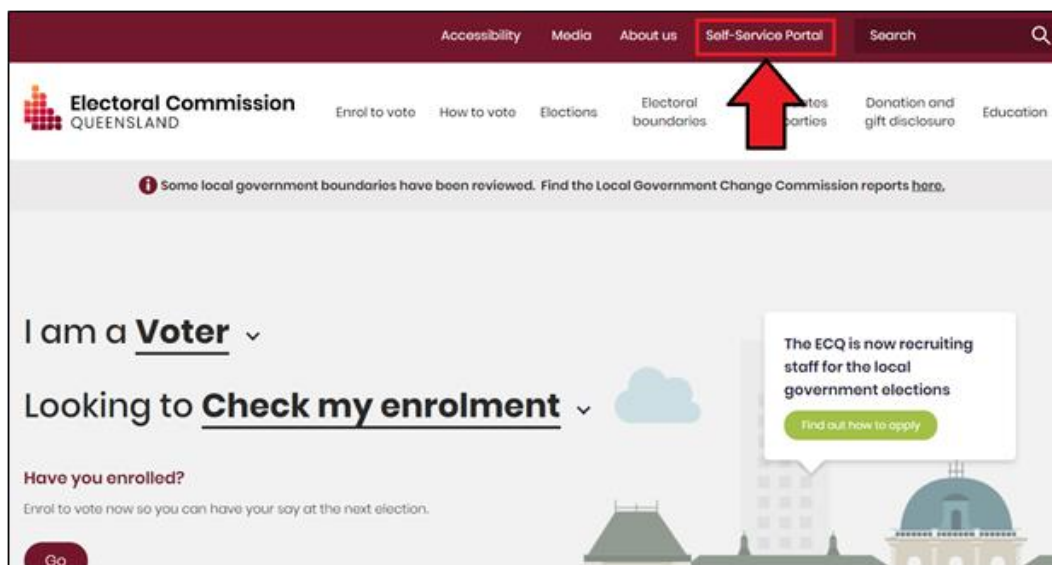
Any person who makes a donation to a registered political party or candidate may need to lodge a return. To do this, users will need to register for an account in the ECQ's Self Service Portal to access the Electronic Disclosure System (EDS).

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.

### 2.1 Initial Setup

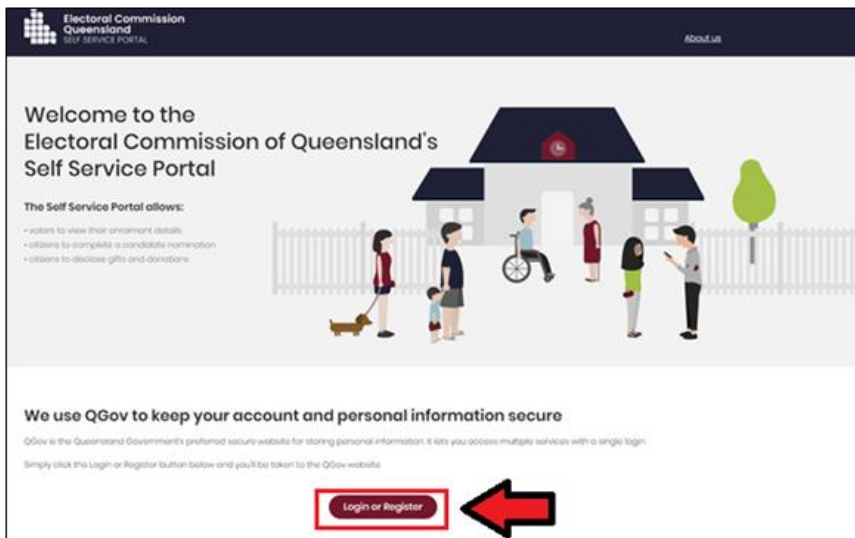
In order to access the EDS and lodge returns as a donor, you will first need to register in the ECQ's Self Service Portal and set up your profile.

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



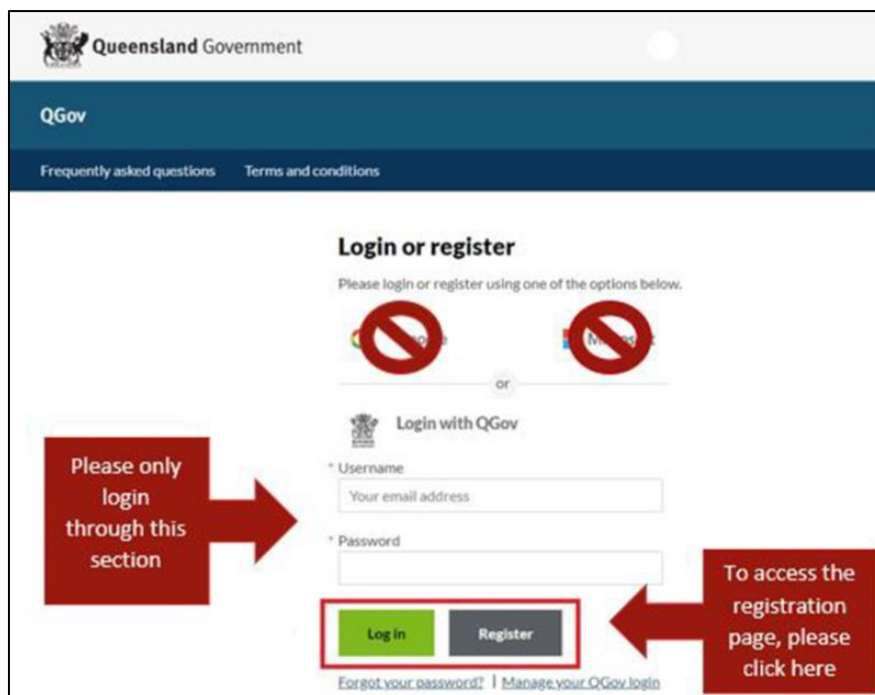
- You can also access the ECQ's Self Service Portal directly at <https://selfserv.elections.qld.gov.au>.

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



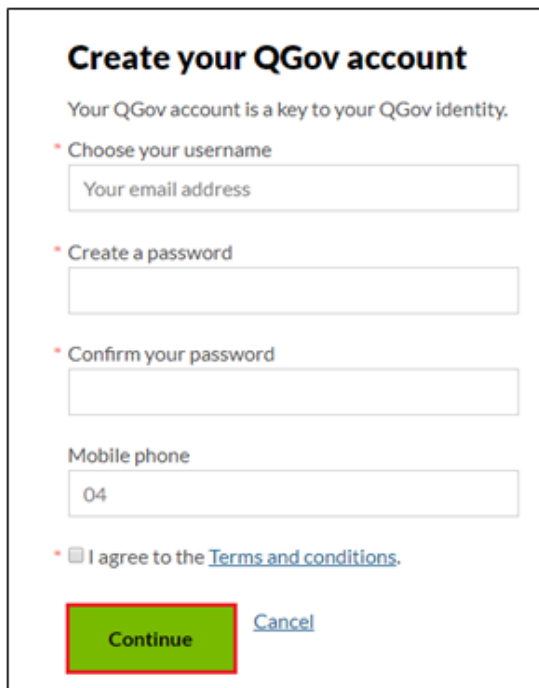
4. If you do not have an existing QGov account, click **'Register'**, then continue to Step 5.

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



- **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

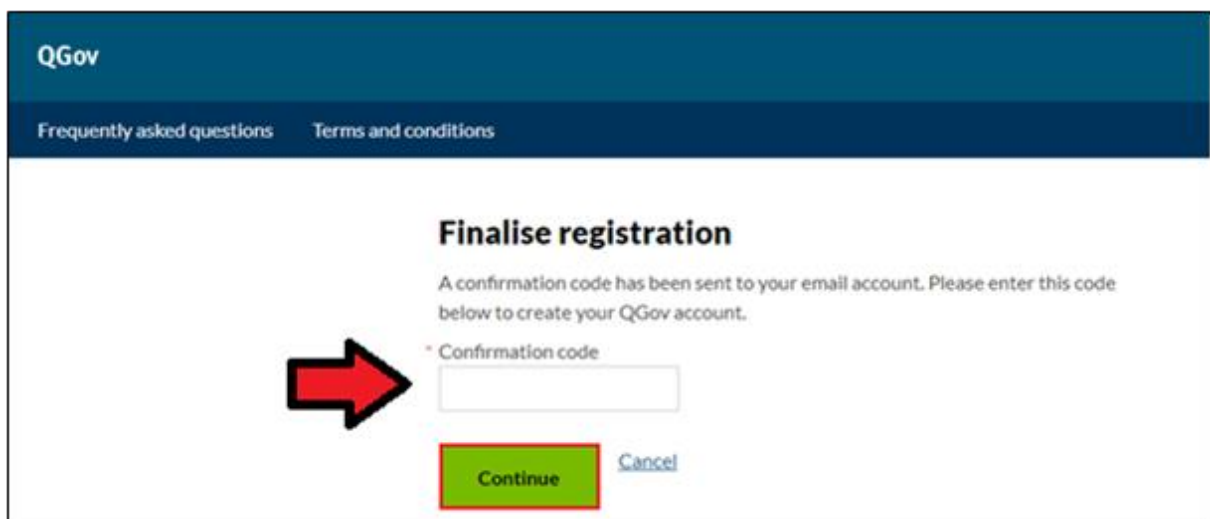
Mobile phone

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' section of the registration form. At the top left is the logo for the Electoral Commission Queensland Self Service Portal. On the top right are 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 is explanatory text about services available to voters. A note states 'You are required to fill out surname or given names.' There are two input fields: 'Surname:' and 'Given Names:'. Both fields are currently empty. Below each field is a note: 'If you are enrolled to vote enter your surname exactly as it appears on the electoral roll.' and 'If you are enrolled to vote enter your given names exactly as they appear on the electoral roll.'

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

This screenshot shows the same registration form as above, but with several fields filled out. The 'Surname:' field contains 'Smith', the 'Given Names:' field contains 'John', and the 'Date of Birth:' field contains '01/01/1980'. Below these fields is another question: 'Are you enrolled as a silent elector?' with 'No' selected. Under the heading 'Address Details (as recorded on the electoral roll)', the 'Locality:' field contains 'Brisbane' and the 'Street Name:' field contains 'Smith'. At the bottom of the form, there are two buttons: 'Cancel' and 'Search the Roll'. A red arrow points to the 'Search the Roll' button.

- **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:

\* Personal Email Address:   
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:   
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:

**Enrolled Address**

**Postal Address**



- **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

- **Note:** If you are 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. If you select 'Yes' to the first question, you will be asked to enter your occupation and industry.**

The screenshot shows a web form titled "Financial Disclosure Legislation" with a breadcrumb "Home > Register". It contains two questions with radio button options:

- Question 1: "Have you personally donated, or do you intend to donate, to a candidate or political party?" with "Yes" selected.
- Question 2: "Are you required to lodge financial disclosure returns on behalf of an organisation?" with "No" selected.

Below the questions are two text input fields:

- Occupation:** A text box with a placeholder. Below it is the instruction: "Enter your principal occupation. If you are not currently employed enter the occupation in which you are currently seeking work, or if not seeking work enter a description of what best describes your current circumstances (e.g. 'Retired').".
- Industry:** A text box with a placeholder. Below it is the instruction: "Enter the industry in which you are employed, carry on a business or are otherwise engaged. Leave blank if not applicable."

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

The screenshot shows a "Verification" page with the heading "Are you sure that all prior information is correct, and you want to apply to register an account?". It features a "Verification Code:" label, a text input field, and a checkbox labeled "I'm not a robot" with a red arrow pointing to it. To the right of the checkbox is a reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the bottom of the form are three buttons: "Cancel", "Previous", and "Submit", with the "Submit" button highlighted by a red box.

13. If you selected 'Yes' to the second question, you will be directed to complete the details of the organisation.

14. Select the type of organisation and enter all relevant details:

### Add New Organisation

\* I agree to the privacy policy and terms of use. [Learn more.](#)

\* I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

Type of Organisation:  Corporation or Company  
 Unincorporated Association  
 Trust or Foundation  
 Other

ACN:

ABN:

\* Organisation Name:

\* Type of business the corporation carries on:

What is your position title in this organisation:

Financial Disclosure Category:  Donor or third party incurring expenditure for political activity  
 Publisher  
 Associated Entity (to a Political Party)

### Physical Address

Overseas Address

Google Address Search:

Building Name:

Unit Number:

\* Street Number:

\* Street Name:

\* Street Type:

\* Locality:

\* State:

\* Postcode:

\* Country:

If the organisation has a Holding Company additional details about the Holding Company will also be required:

Does this company have a holding company?  
 Yes  No

\* Name of Holding Company:

Overseas Address

Google Address Search:

Building Name:

Unit Number:

\* Street Number:

\* Street Name:

\* Street Type:

\* Locality:

\* State:


\* Postcode:

\* Country:

**15. Once all relevant information has been entered, click 'Save'.**

Name	Address	Action
No matching records found		

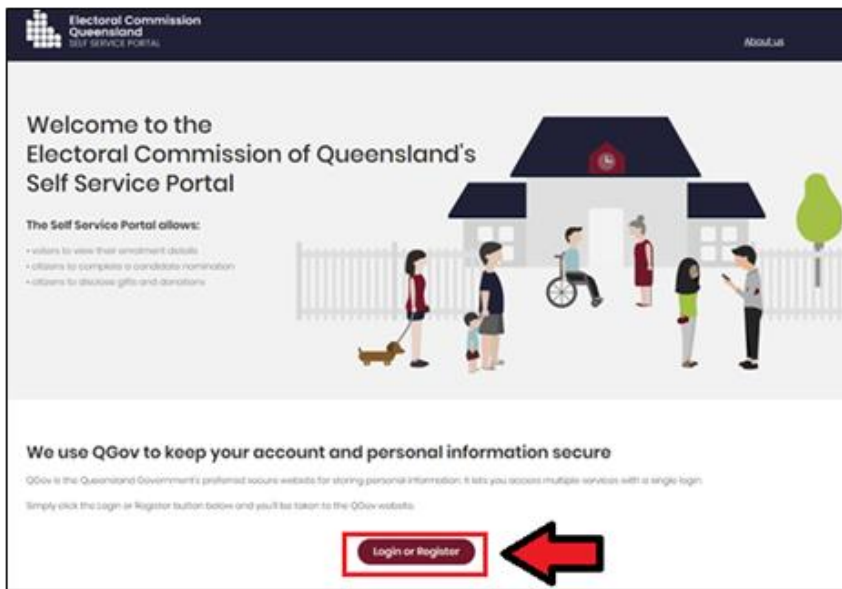
Does this company have a holding company?  
 Yes  No



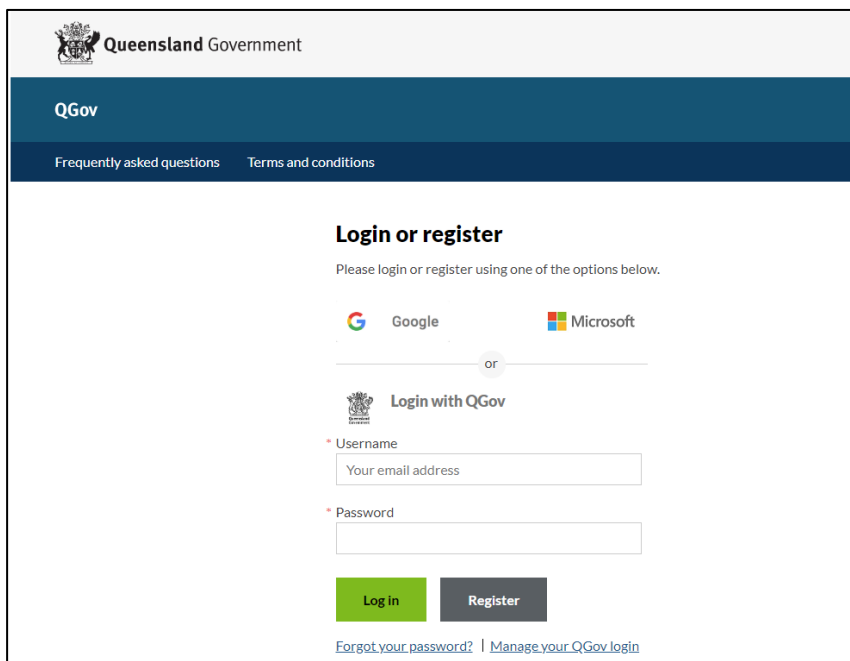
### 3. Logging into the EDS

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 <https://selfserv.elections.qld.gov.au>.
2. Click on the 'Login or Register' button on the page, which will allow you to log in to the Self Service Portal using QGov.

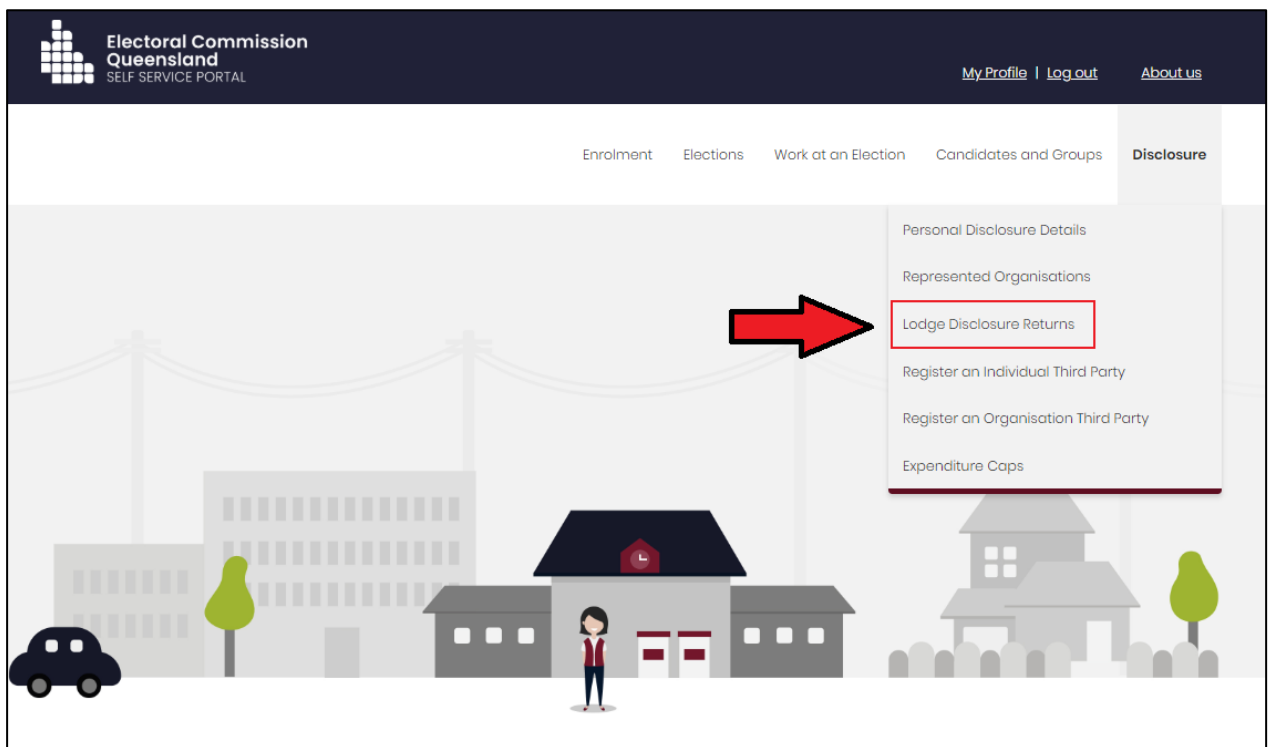


3. Enter your QGov username (email address) and password.

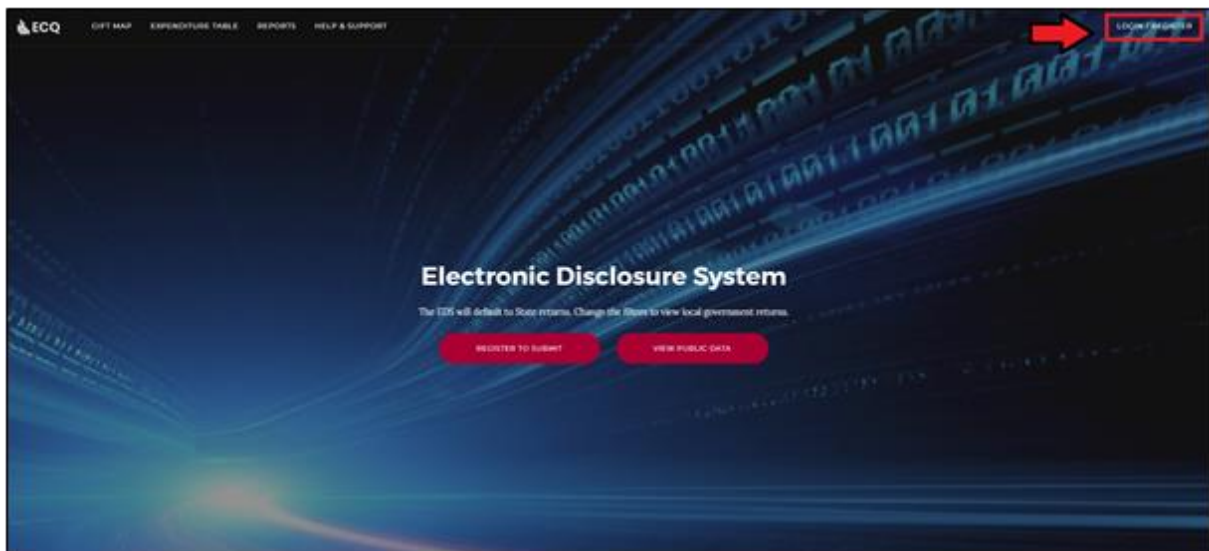


- If you have forgotten your password, click the 'Forgot your password' button underneath the 'Log in' button.

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

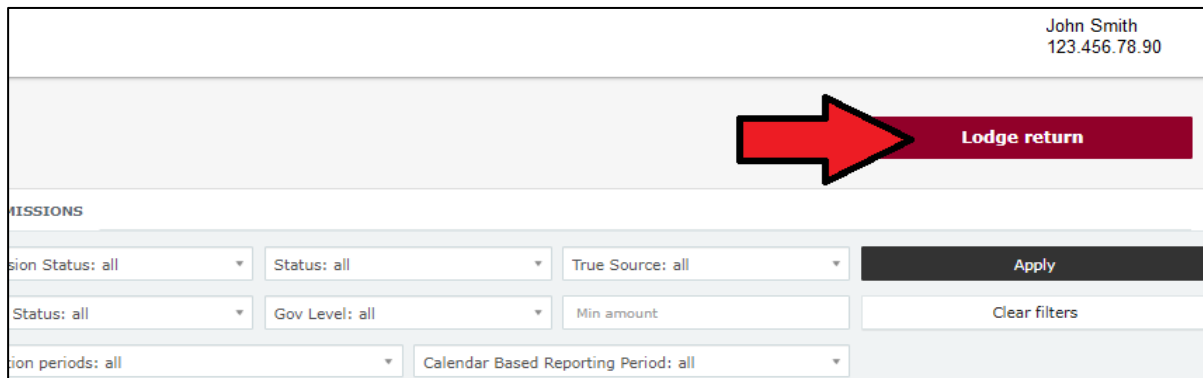


## 4. Disclosing a Gift Made in the EDS

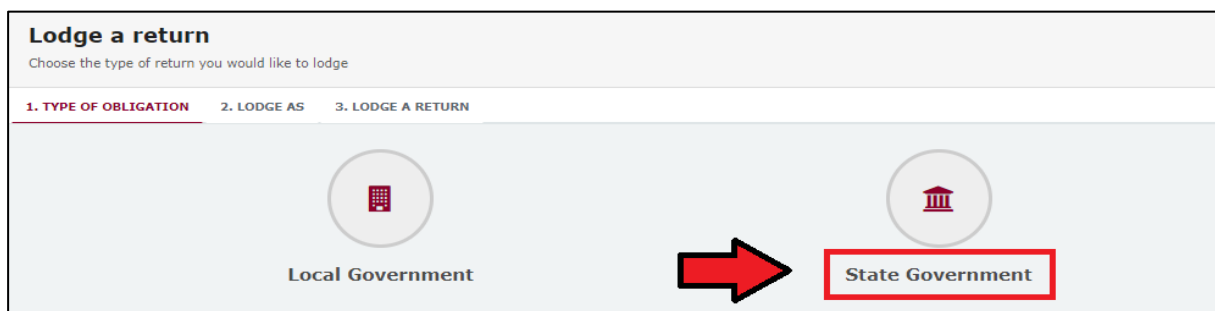
Donors or third parties who make gifts totalling \$1,000 or more to a registered political party or state government candidate are required to disclose the details of the gift in a return.

To lodge a return for a gift made to a registered political party or state government candidate, please use the following instructions.

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

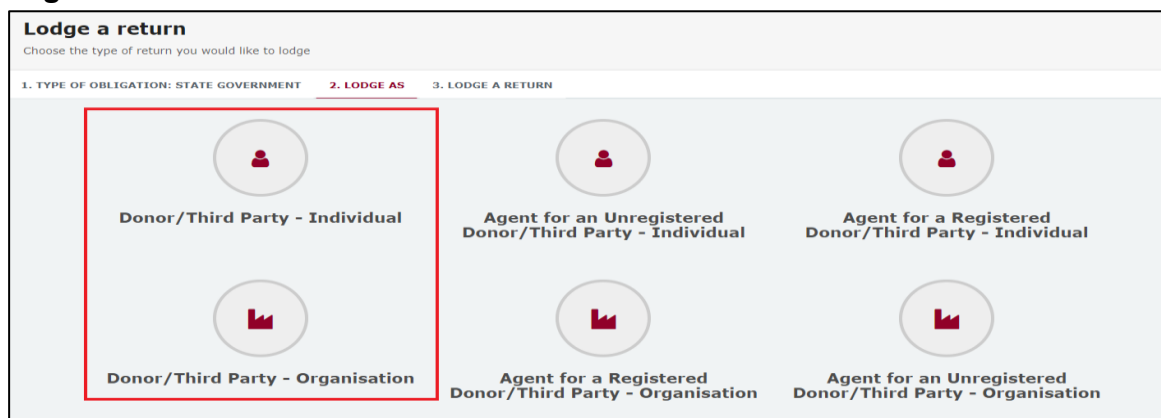


### 2. Click 'State Government'.



### 3. If you are lodging a return as an Individual, click 'Donor / Third Party – Individual'.

If you are lodging on behalf of an Organisation, click 'Donor / Third Party – Organisation'



4. Click 'Individual / Organisation – Reporting a gift (donation) made'.

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

1. TYPE OF OBLIGATION: STATE GOVERNMENT    2. LODGE AS: DONOR/THIRD PARTY - INDIVIDUAL    3. LODGE A RETURN

**Individual**  
Reporting a gift (donation) made

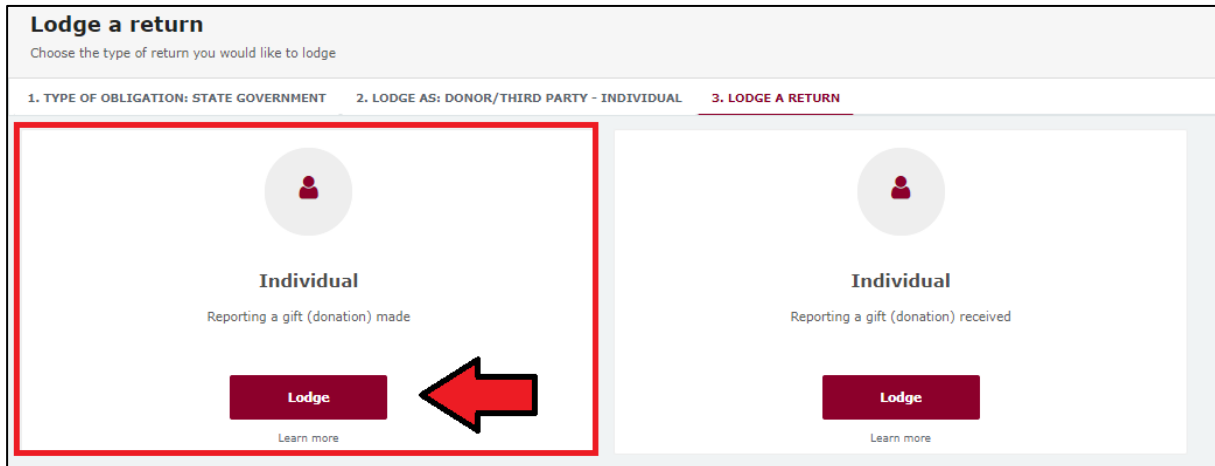
**Lodge**

Learn more

**Individual**  
Reporting a gift (donation) received

**Lodge**

Learn more



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

**Individual**  
Reporting a gift (donation) made  
State

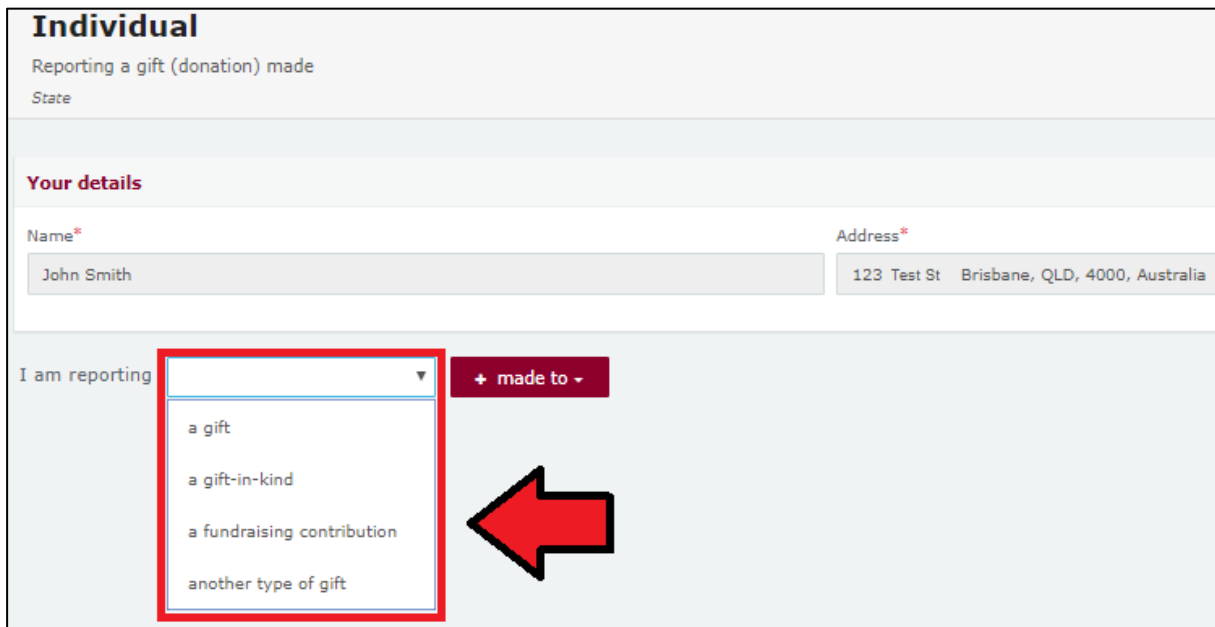
**Your details**

Name\*    Address\*

John Smith    123 Test St Brisbane, QLD, 4000, Australia

I am reporting  + made to ▾

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



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

**Individual**  
Reporting a gift (donation) made  
State

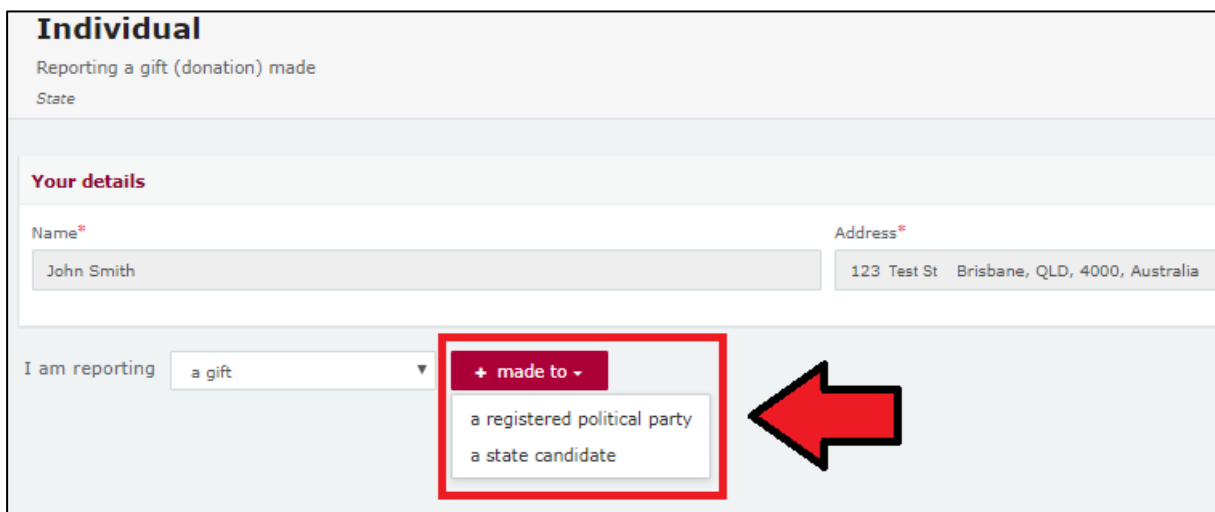
**Your details**

Name\*    Address\*

John Smith    123 Test St Brisbane, QLD, 4000, Australia

I am reporting  + made to ▾

- a registered political party
- a state candidate





## 7. Complete all mandatory fields.

Reporting a Gift made to a registered political party

Recipient's Name\*  
Political Party A

Street\*  
1 Test St

Suburb/Town\*  
Brisbane

State\*  
QLD

Postcode\*  
4000

**Gift Particulars**

Description of Gift\*  
Monetary donation

Amount\*  
1000

Date made\*  
01/01/2020

Did you receive a gift that enabled you to make all or part of this gift?\*

Yes  No

## 8. If you received a gift that enabled you to make all or part of the gift, you will need to select 'Yes' and enter the details of the entity which gave you the gift.

Did you receive a gift that enabled you to make all or part of this gift?\*

Yes  No

Passed on from\*  
Original amount\*  
Date made\*  
dd/mm/yyyy

Street\*  
Suburb\*  
State\*  
Please select

Postcode\*

Is this entity the source of the enabling gift?\*

Yes  No

Is the entity an unincorporated association or a trust fund / foundation?\*

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.

Did you receive a gift that enabled you to make all or part of this gift?\*

Yes  No

I am reporting

a gift

+ made to -

a gift

a gift-in-kind

a fundraising contribution

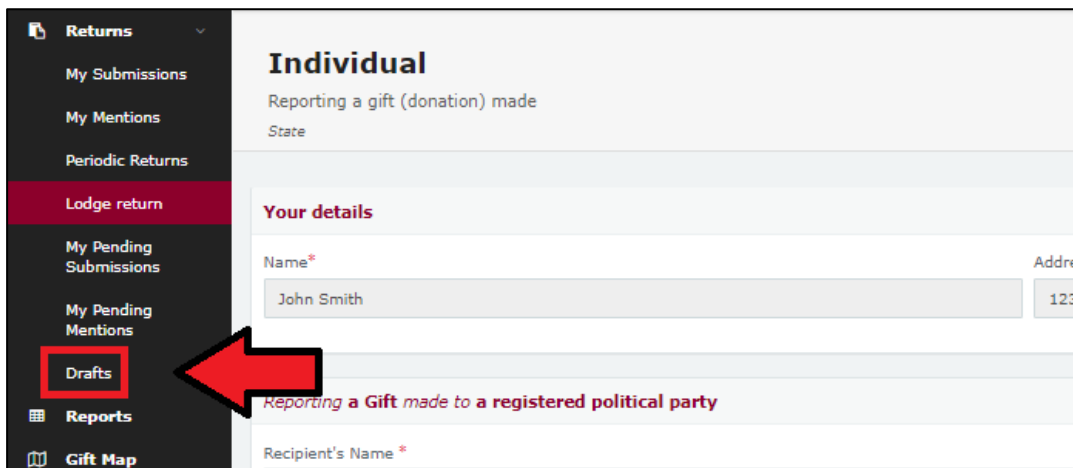
another type of gift

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

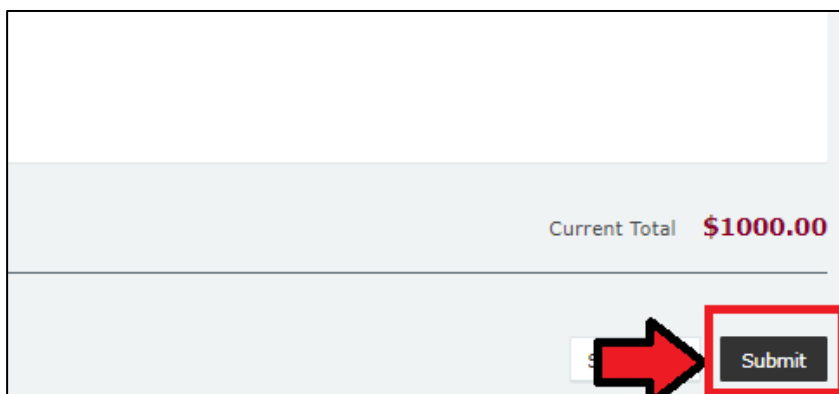
Current Total **\$1000.00**

Save Draft Submit

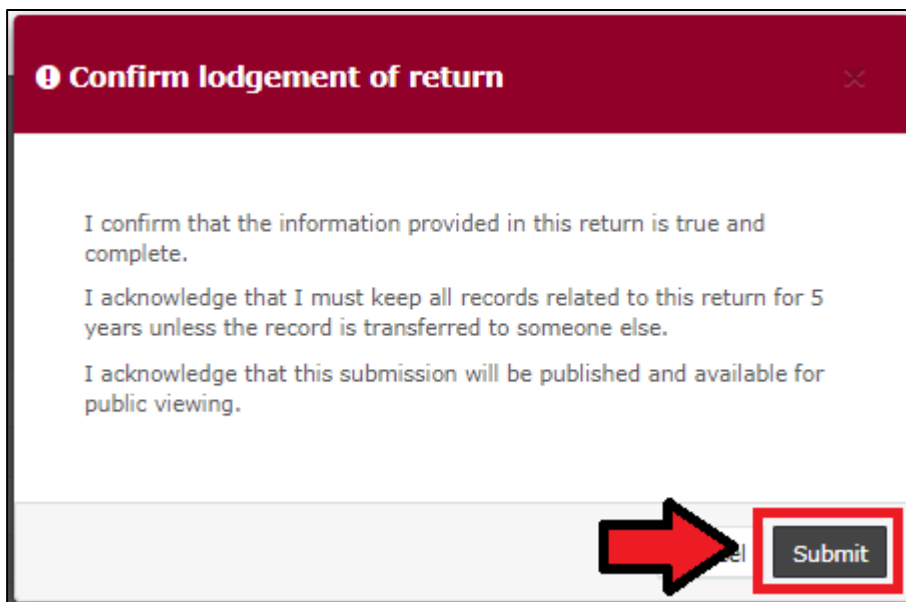
- You can access your draft returns by clicking 'Drafts' from the left-hand menu.



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



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



12. Your return will appear in your *My Donor Submissions* page, as well as on the public *Gift Map* and *Reports* pages within 24 hours of submission.

The screenshot displays the 'Donor Submissions' page in the ECQ system. The page title is 'Donor Submissions' with a subtitle 'View or amend lodged returns, lodge another return.' The user is identified as 'John Smith' with a balance of '123,456.78.99'. The page is divided into sections for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS' (highlighted with a red box), 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. Below these sections are search and filter options, including 'Complete Status', 'Revision Status', 'Status', 'True Source', 'Source type', 'Enabling Gift', 'Late Status', 'Gov Level', 'Min amount', 'Max amount', 'From', 'To', 'Election periods', and 'Calendar Based Reporting Period'. An 'Apply' button is present. The main data is presented in a table with the following columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, and Actions. A single row is shown with the following data: Status: UNREC (highlighted in orange), Date Gift Made: 01-01-2020 (with a lock icon and 'By John Smith'), Type: Gift, Donor: John Smith, Receiver: Political Party A, Amount: \$1,000.00, and Actions: Actions - (dropdown). At the bottom of the table, it says 'Showing 1-1 of 1 items'.

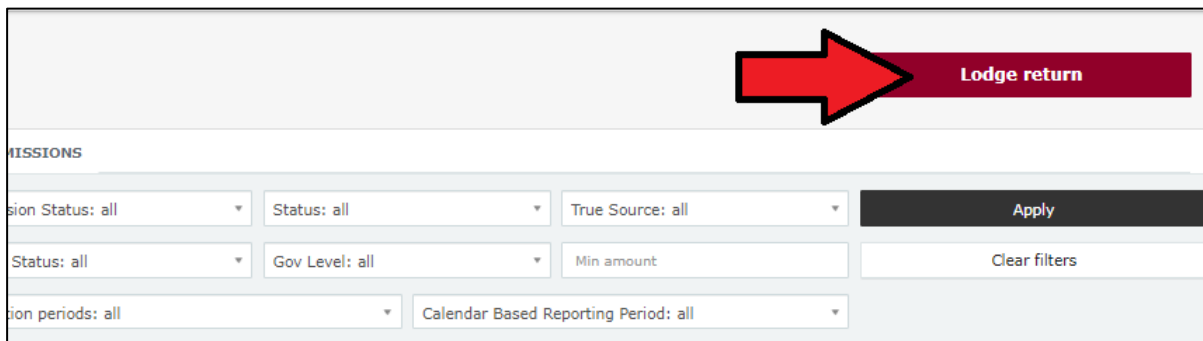
- The status of your return will be unreconciled ('UNREC') until the recipient lodges a matching return.

## 5. Disclosing a Gift Received in the EDS

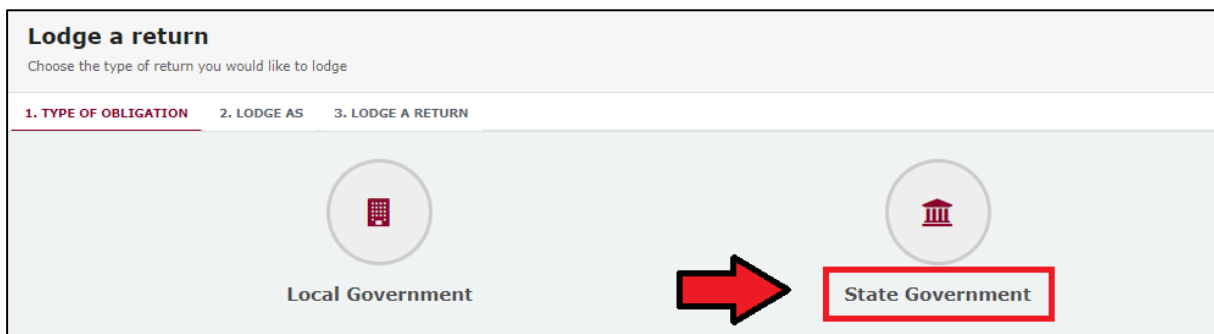
Donors or third parties who receive gifts of \$1,000 or more are required to disclose the details of the gift in a return if they use it to incur or reimburse expenditure for a political purpose.

To lodge a return for a gift received, please use the following instructions.

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

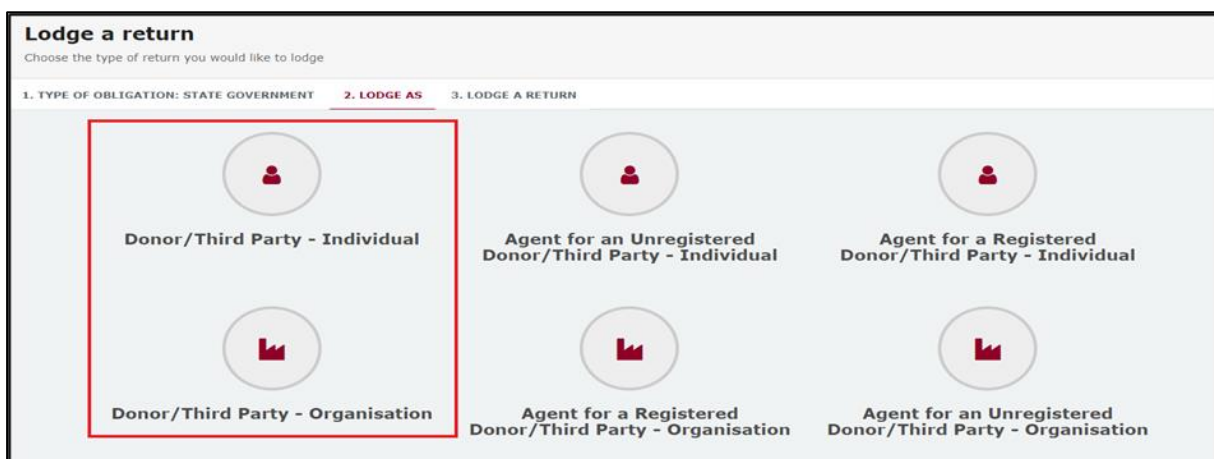


### 2. Click 'State Government'.



### 3. If you are lodging a return as an Individual, click 'Donor / Third Party – Individual'.

If you are lodging on behalf of an Organisation, click 'Donor / Third Party – Organisation'.



4. Click 'Individual / Organisation – 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: DONOR/THIRD PARTY - INDIVIDUAL    3. LODGE A RETURN

**Individual**  
Reporting a gift (donation) made

**Lodge**  
Learn more

**Individual**  
Reporting a gift (donation) received

**Lodge**  
Learn more

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

**Individual**  
Reporting a gift (donation) received  
State

**Your details**

Name\*    Address\*  
John Smith    123 Test St Brisbane, QLD, 4000, Australia

I am reporting

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

+ received from -

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

**Individual**  
Reporting a gift (donation) received  
State

**Your details**

Name\*    Address\*  
John Smith    123 Test St Brisbane, QLD, 4000, Australia

I am reporting

a gift

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

+ received from -

## 7. Complete all mandatory fields.

Reporting a Gift received from an individual

Name \*  
Donny Donor

Street \*  
1 Test St

Suburb/Town \*  
Brisbane

State \*  
QLD

Postcode \*  
4000

Gift Particulars

Description of Gift Received \*  
Monetary donation

Amount \*  
1000

Date made \*  
01/01/2020

Date gift used \*  
15/01/2020

Event \*  
State General 01/02/2021

- 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.

Event \*  
State General 01/02/2021

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.

ECQ

Returns

- My Submissions
- My Mentions
- Periodic Returns
- Lodge return
- My Pending Submissions
- My Pending Mentions
- Drafts
- Reports
- Gift Map

Individual

Reporting a gift (donation) received  
State

Your details

Name \*  
John Smith

Address  
123

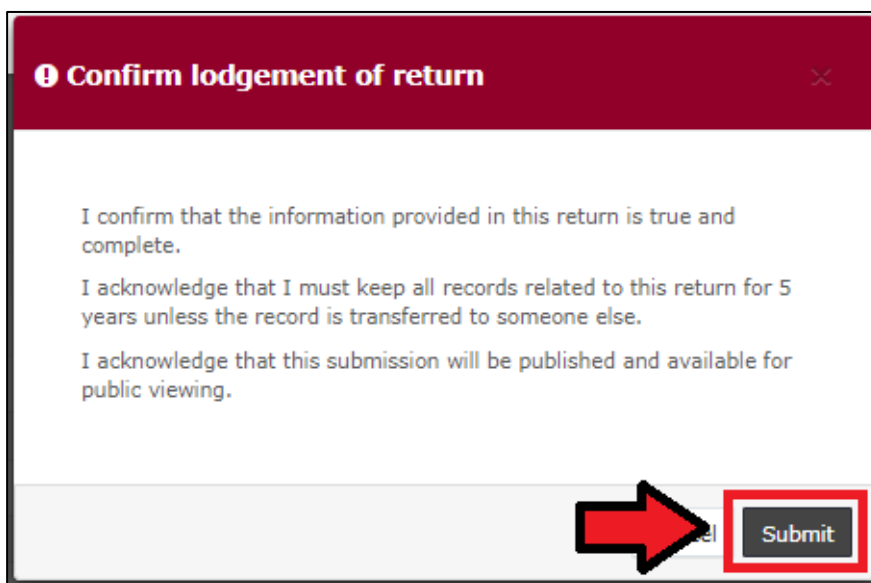
Reporting a Gift received from an individual

Name \*  
Donny Donor

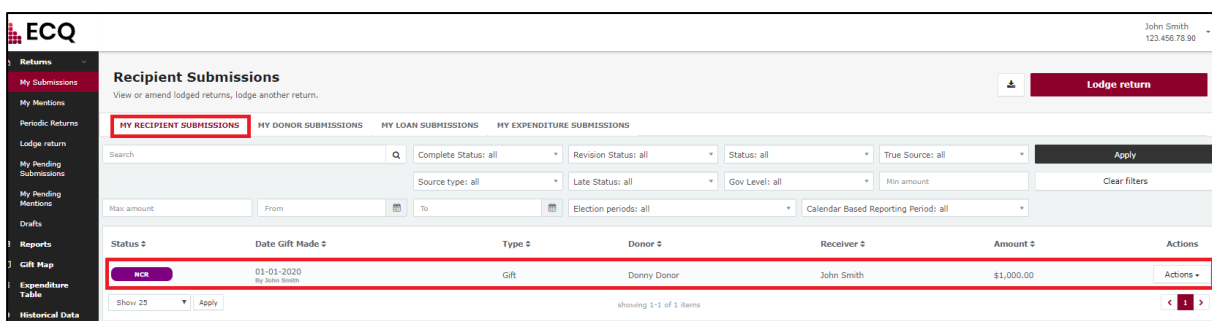
9. To submit your return, click **'Submit'**.



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



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



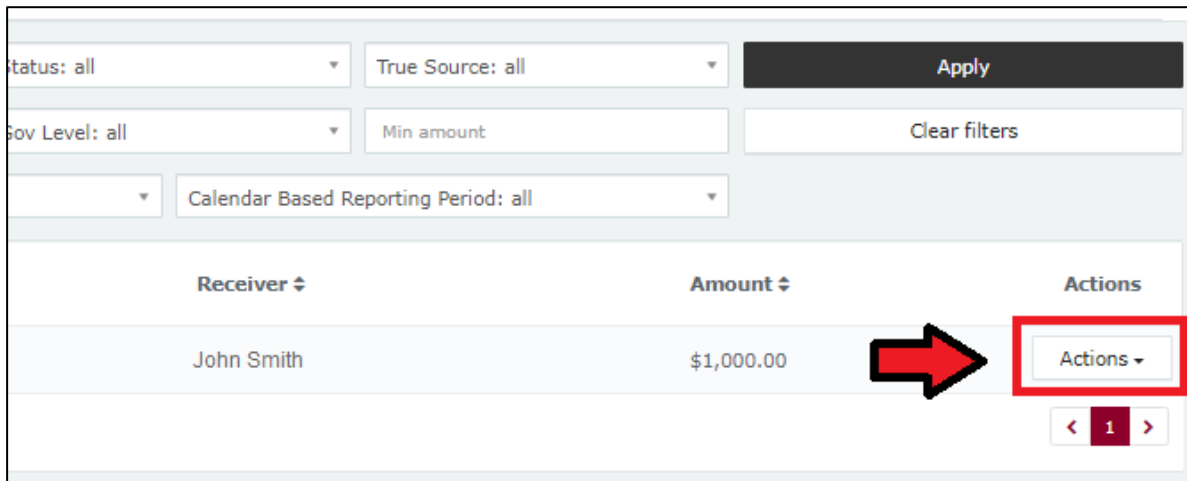
- The status of your return will appear as 'NCR' ('No Corresponding Return') to signify that a corresponding return from the donor is not required.

## 6. Amending a Return in the EDS

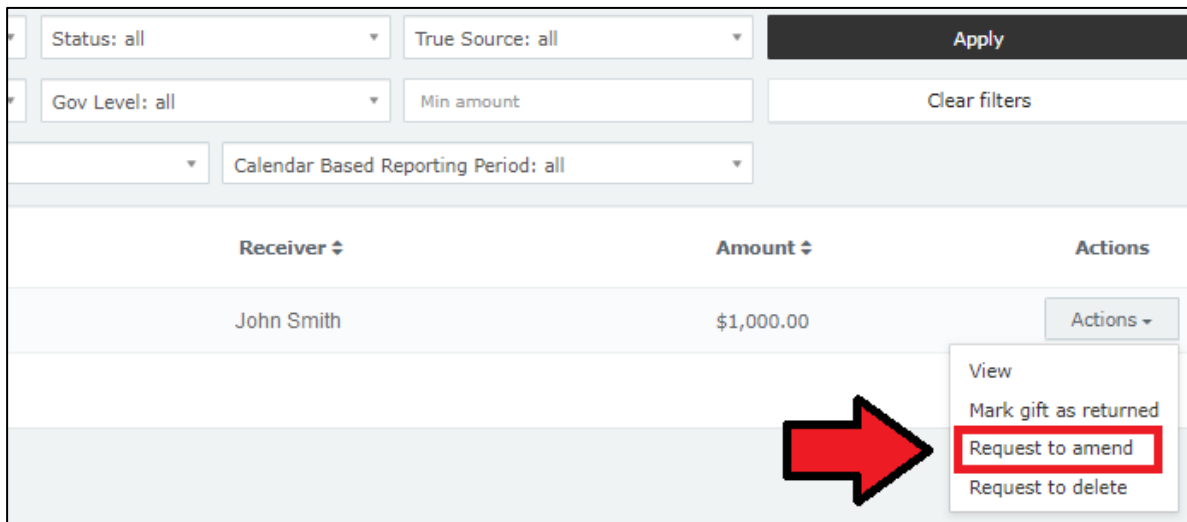
If you have made an error or omission in a return that you have previously lodged in the EDS, you can request for the ECQ to amend the return.

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 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.

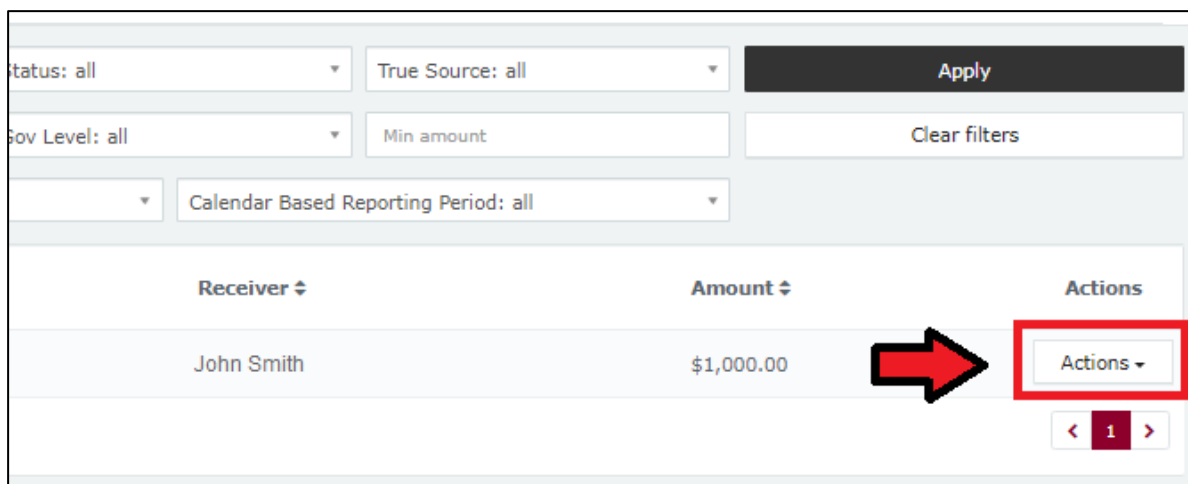
## 7. Mark a Gift as Returned in the EDS

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

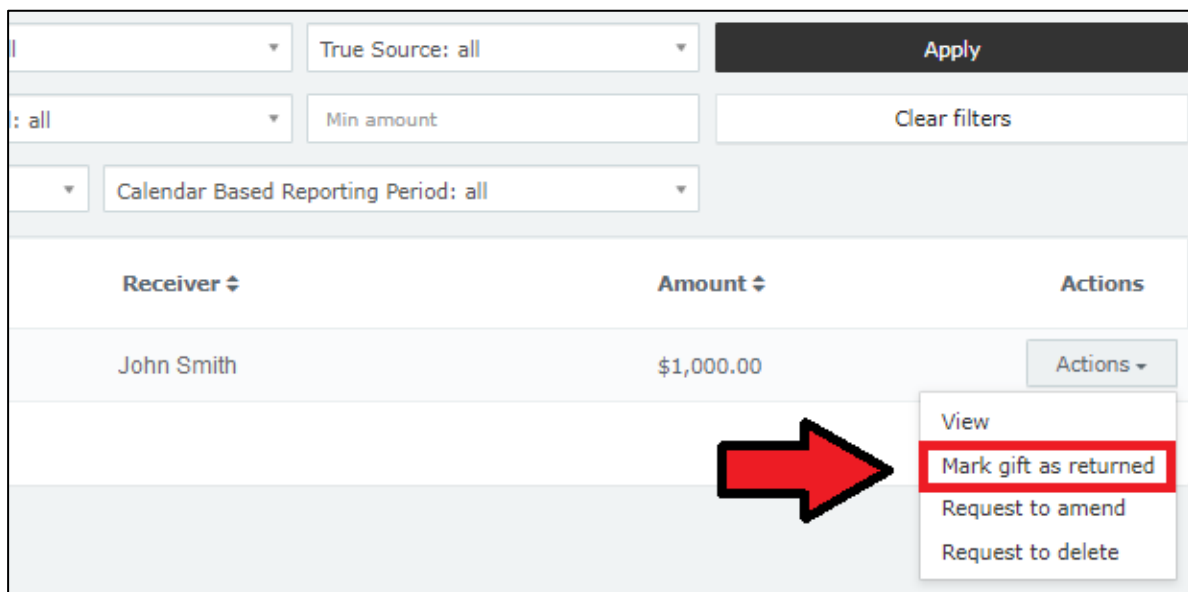
**Note:** This function can only be used by gift recipients. If you made a gift as a donor, and the gift was then returned to you, only the recipient of the gift can mark it as returned in the EDS.

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

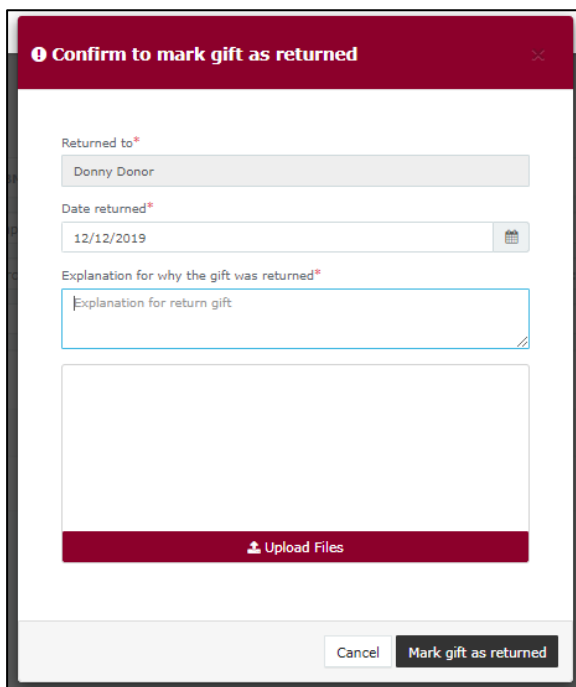
1. Locate the return for the gift that you wish to mark as returned from the *My Submissions* page of the EDS.
2. Click the *'Actions'* button next to the return.



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



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

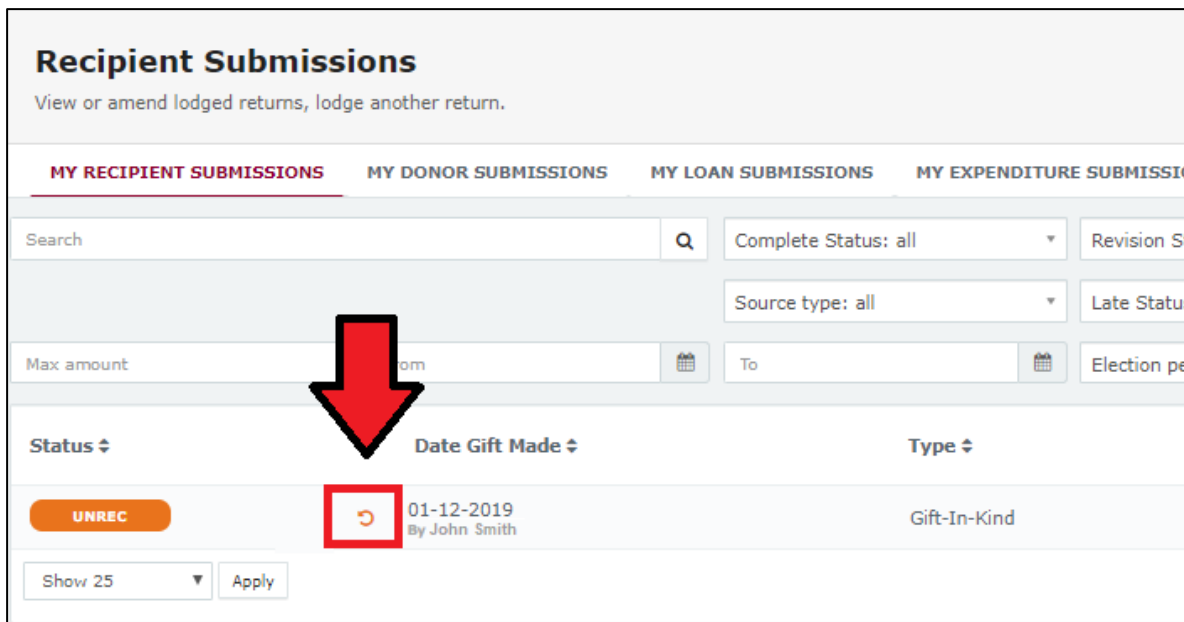


The screenshot shows a dialog box titled "Confirm to mark gift as returned" with a close button (X) in the top right corner. The form contains the following fields:

- 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 upload icon.

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 with the following elements:

- Header**: "Recipient Submissions" and "View or amend lodged returns, lodge another return."
- Tabs**: "MY RECIPIENT SUBMISSIONS", "MY DONOR SUBMISSIONS", "MY LOAN SUBMISSIONS", "MY EXPENDITURE SUBMISSIONS".
- Search and Filters**: Search bar, "Complete Status: all", "Revision S", "Source type: all", "Late Status", "Max amount", "To", "Election pe".
- Table**:

Status	Date Gift Made	Type
UNREC	01-12-2019 By John Smith	Gift-In-Kind
- Footer**: "Show 25" and "Apply".

A red arrow points to a returned symbol (↺) in the "Date Gift Made" column of the table, which is also highlighted with a red box.

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.