



Associated Entities 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 financial controllers of associated entities 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 financial controllers of associated entities 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. Financial controllers of Associated Entities 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

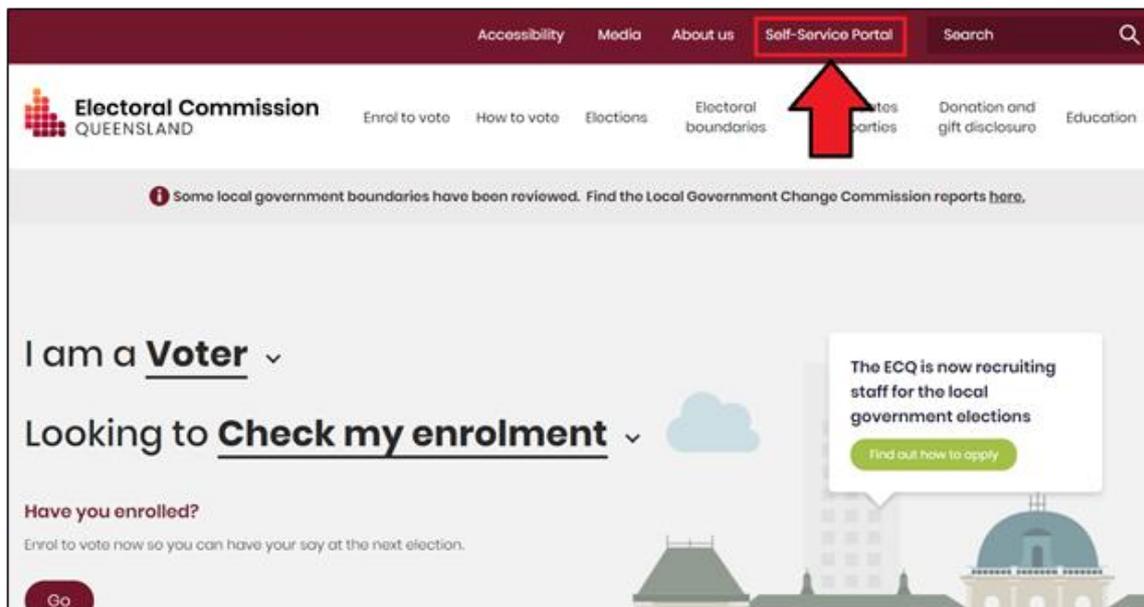
Internet: www.ecq.qld.gov.au

2. Registering in the Self Service Portal

Financial controllers of associated entities will need to register an account in the ECQ's Self Service Portal to access the Electronic Disclosure System (EDS).

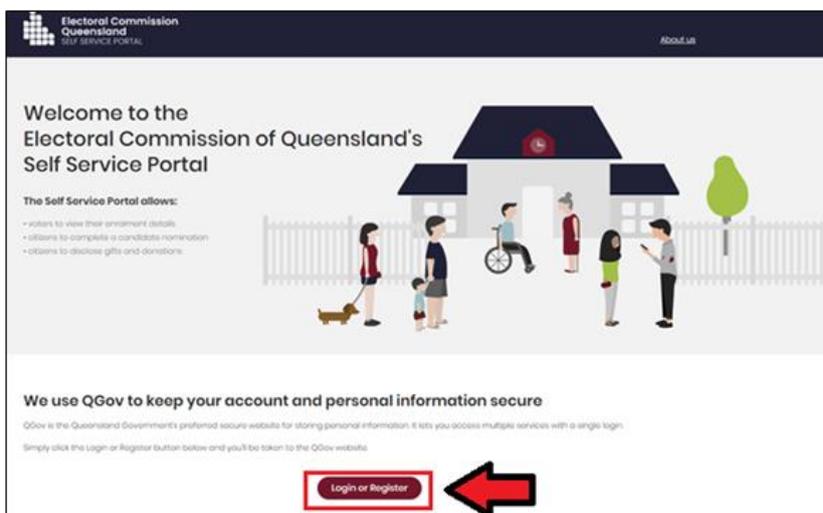
Please use the following instructions to register an account. If you already have a Self Service Portal account, you can skip to Section 3 of this User Guide.

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/register page. At the top, it says 'Queensland Government' and 'QGov'. Below that 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 'X'. 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' (green) and 'Register' (grey). A red box highlights these two buttons. To the left of the 'Log in' button is a red box with the text 'Please only login through this section' and an arrow pointing to the 'Log in' button. To the right of the 'Register' button is a red box with the text 'To access the registration page, please click here' and 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.).

- If you have difficulty logging in, please contact SSQ on 13 74 68.

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 'SELF SERVICE PORTAL' text. Navigation links for 'Log out' and 'About us' are in the top right. A breadcrumb trail shows '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 text input fields: 'Surname' (containing a blank space) and 'Given Names' (containing a blank space). Instructions for each field state to enter 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'.

The screenshot shows the 'Address Details' registration page. At the top, it asks 'Are you enrolled as a silent elector?' with 'No' selected. 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'). Instructions for each field are provided. At the bottom, 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'

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 1 TEST ST, BRISBANE QLD 4000

Postal Address
Same as enrolled 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'.

Click yes to the second question to lodge returns on behalf of an **organisation that is a donor, third party, publisher, broadcaster or associated entity**.

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

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

11. If you select 'Yes' to the first question, you will be required to enter your occupation and industry.

Home > Register

Financial Disclosure Legislation

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

Yes No

Occupation:

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:

Enter the industry in which you are employed, carry on a business or are otherwise engaged. Leave blank if not applicable.

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

Yes No

12. 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**

13. You will be required to complete the details of the associated entity.

Home > Disclosure > Represented Organisations > Add New Organisation

Add New Organisation

* I agree to the privacy policy and terms of use.

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

* Does your organisation have an ACN or an ABN?
 Yes No

Type of Organisation: Corporation
 Unincorporated Association
 Trust or Foundation
 Other

ACN:

ABN:

* Organisation Name:

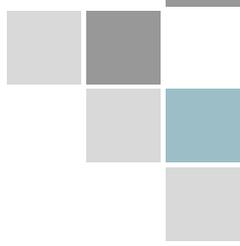
* Type of business the corporation carries on:

* 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)
 Broadcaster

* Does your organisation have an ACN or an ABN?
 Yes No

ACN / ABN:



Physical Address

Overseas Address

Google Address Search:

* Street Number:

* Street Name:

* Locality:

* State:

* Postcode:

* Country:

Postal Address

PO Box No:

Locality:

State:

Postcode:

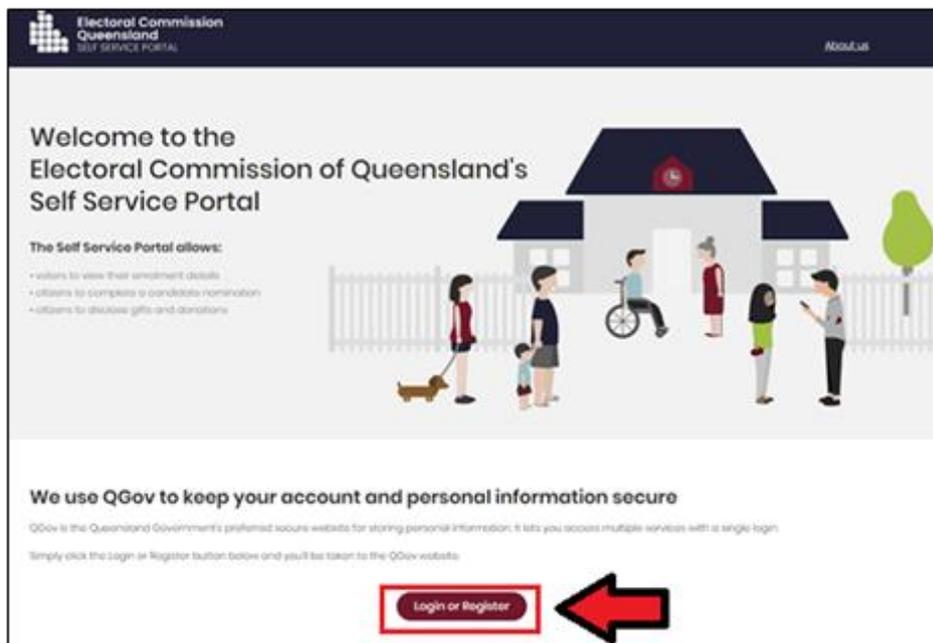
* Do you want notifications relating to this organisation sent to an email address that is different to your personal email address?

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 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.

Queensland Government

QGov

Frequently asked questions Terms and conditions

Login or register

Please login or register using one of the options below.

Google Microsoft

or

Login with QGov

* Username
Your email address

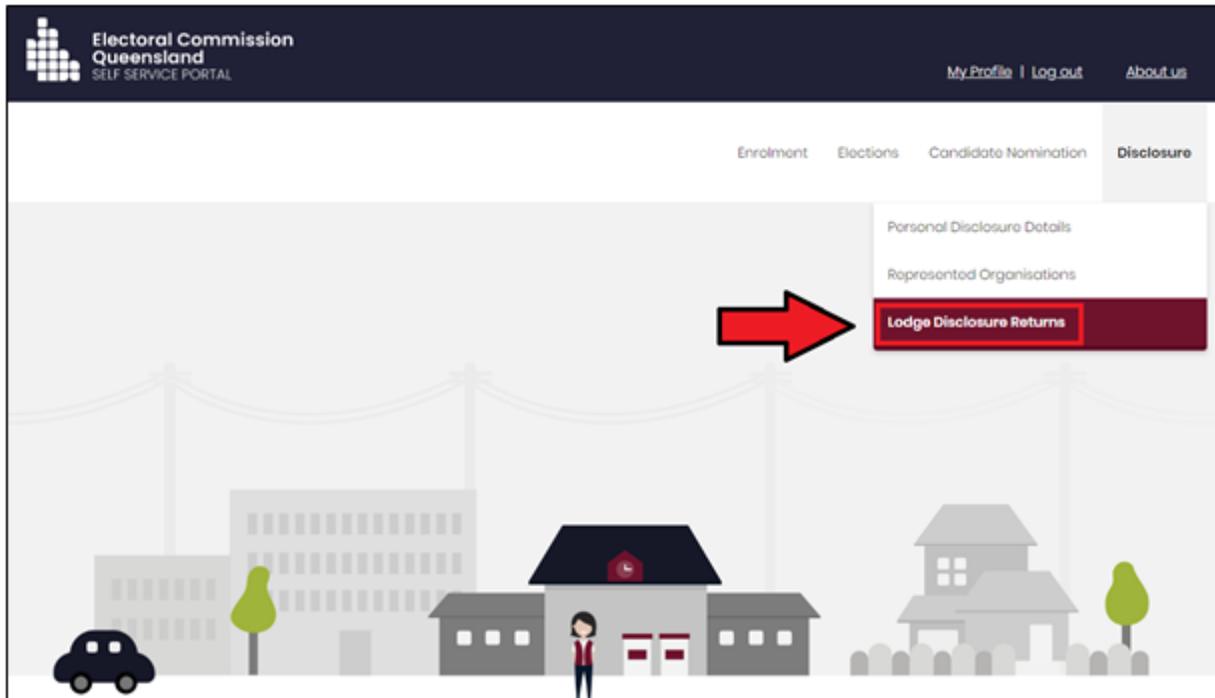
* Password

Log in Register

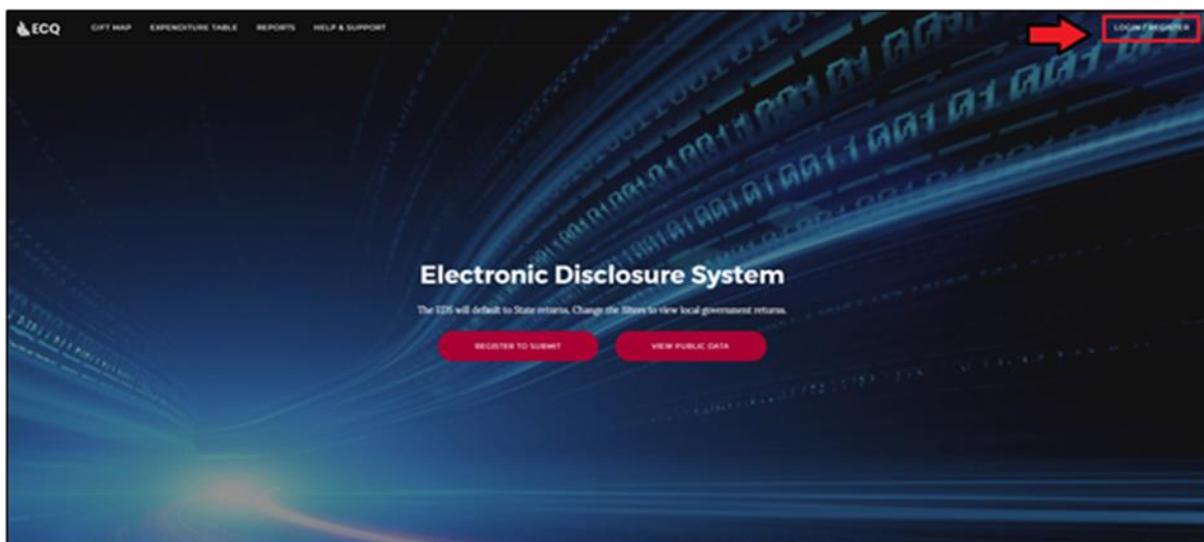
[Forgot your password?](#) | [Manage your QGov login](#)

- **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

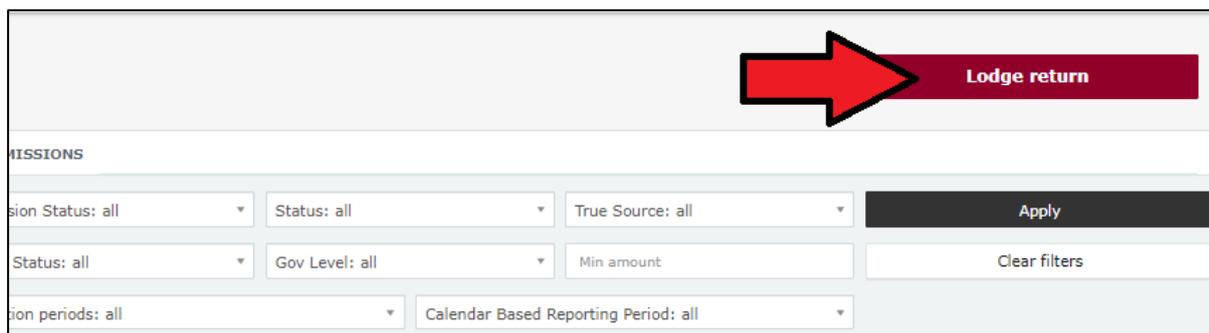
Financial controllers of associated entities that receive gifts of \$1,000 or more are required to disclose the details of the gift in a return.

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.

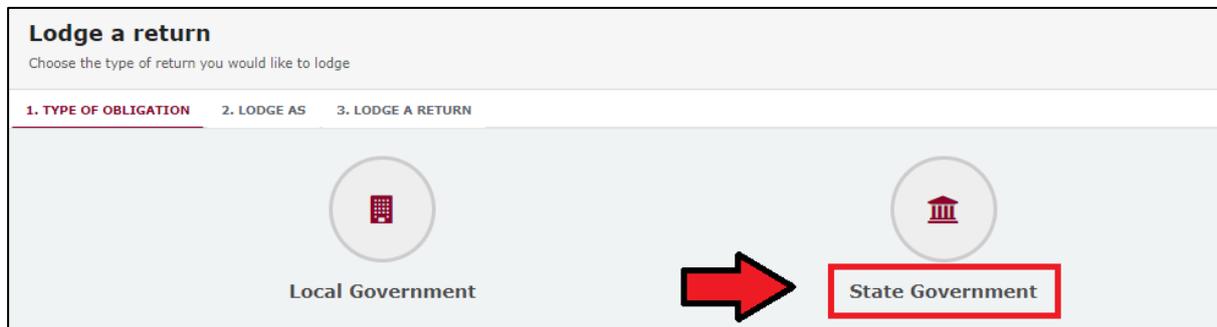
4.1 Disclosing Gifts Individually

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

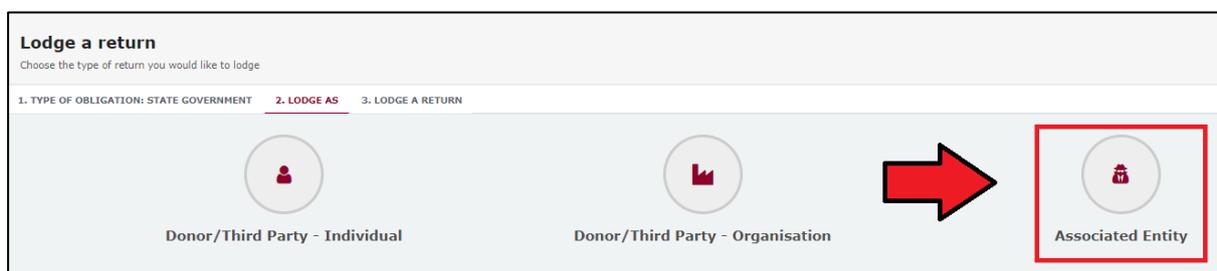
1. From the *My Submissions* page of the EDS, click 'Lodge Return'.



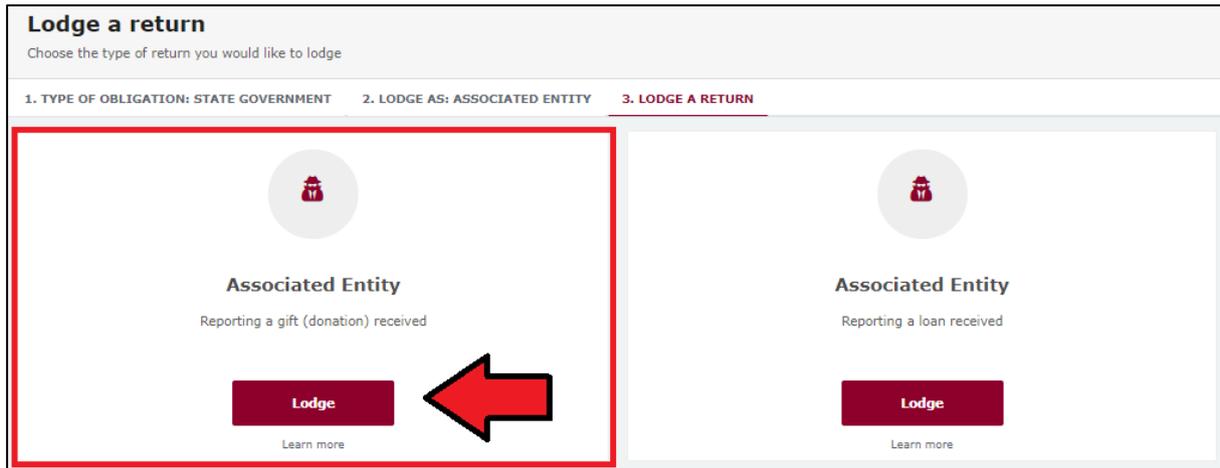
2. Click 'State Government'.



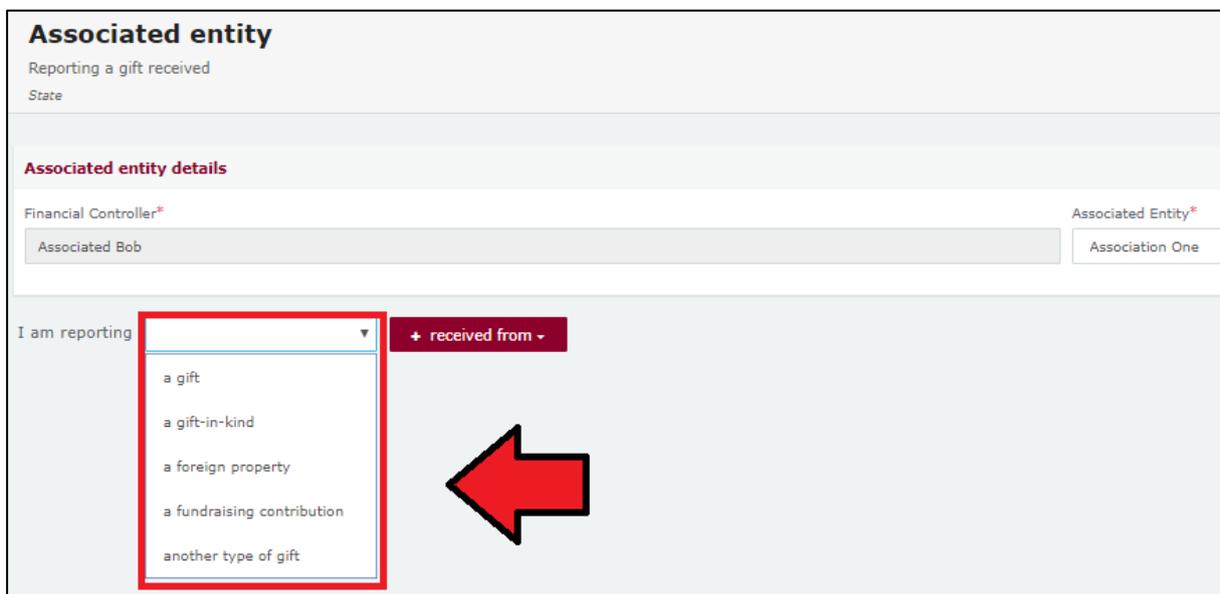
3. Click 'Associated Entity'.



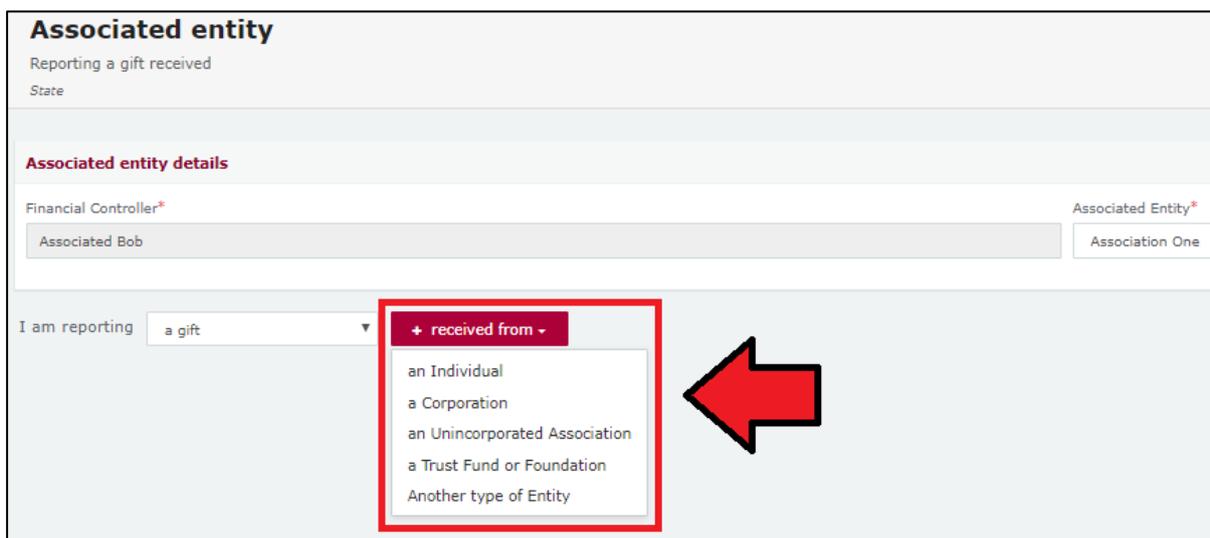
4. Click 'Associated Entity – Reporting a gift (donation) received'.



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



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



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

- 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 *
Monetary donation

Amount*
1000

Date made *
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

Associated entity

Reporting a gift received

State

Associated entity details

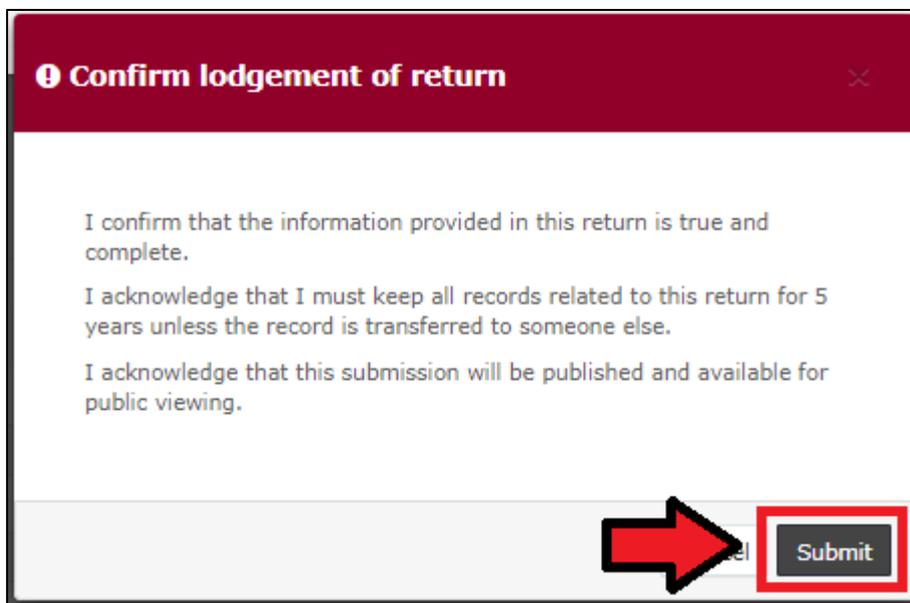
Financial Controller*
Associated Bob

Associated Entity*
Association One

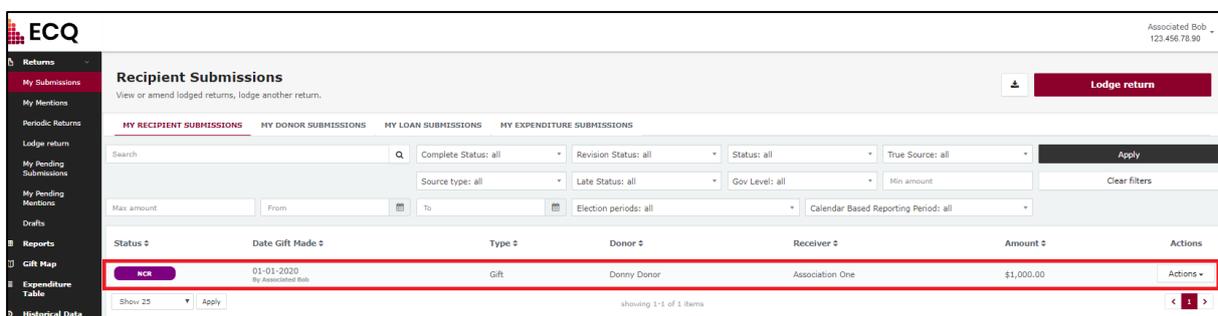
9. To submit your return, click **'Submit'**.



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.

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:

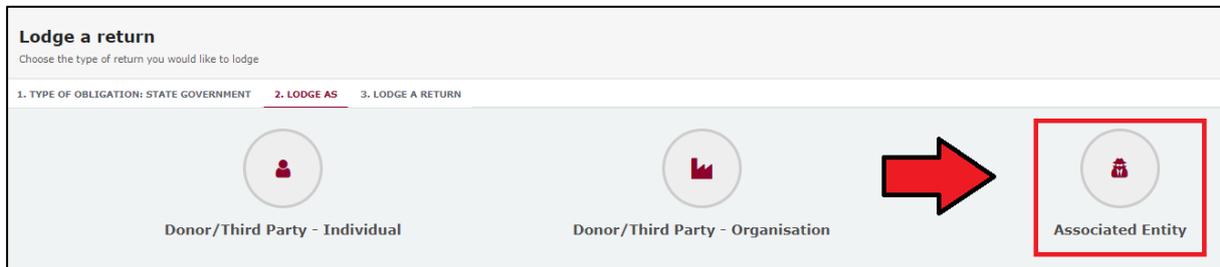
1. From the *My Submissions* page of the EDS, click 'Lodge Return'.



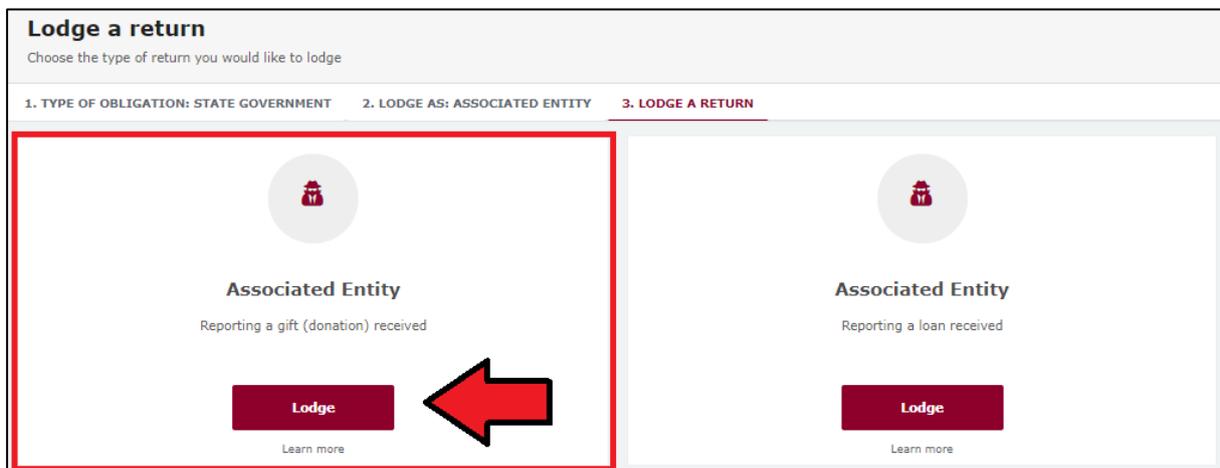
2. Click 'State Government'.



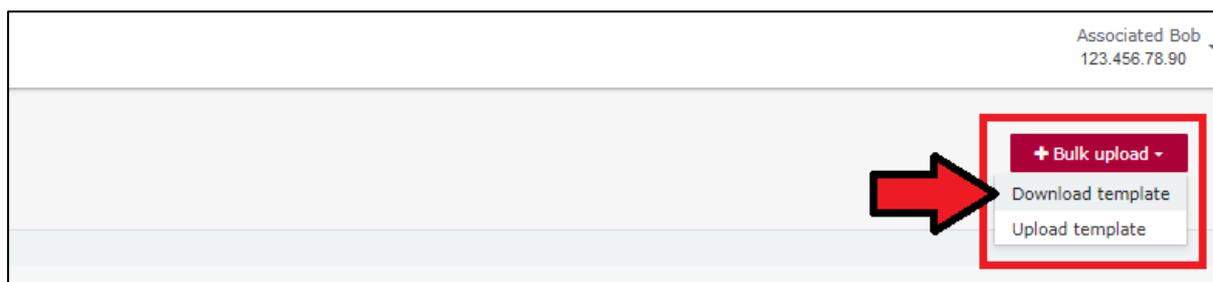
3. Click 'Associated Entity'.



4. Click 'Associated Entity – Reporting a gift (donation) received'.

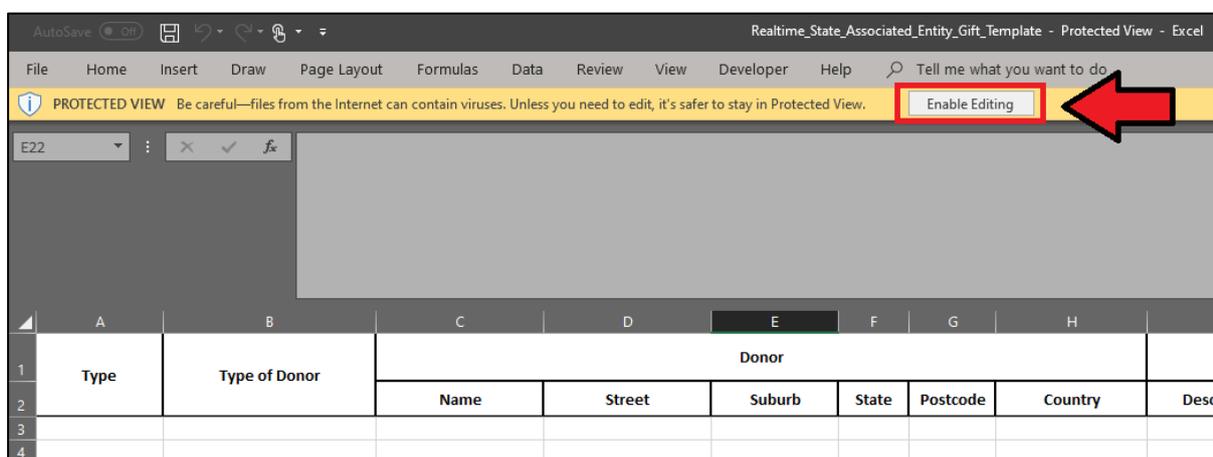


- Click the '+Bulk upload' button in the top right-hand corner, then click 'Download template'.



- 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.



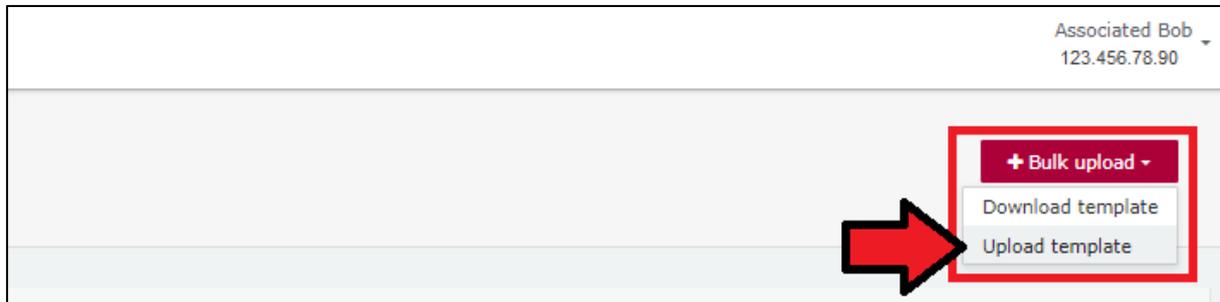
- Complete all fields in the spreadsheet with the details of each gift that you wish to upload.

Type	Type of Donor	Donor						Gift Particulars				Committee Name
		Name	Street	Suburb	State	Postcode	Country	Description	Amount	Date made	Date Returned	
Gift	Individual	Donny Donor	123 Test St	Brisbane	QLD	4000		Monetary donation	\$1,000.00	1/01/2020		
Gift-In-Kind	Corporation	Donny's Organisation	123 Test St	Brisbane	QLD	4000		Payment of printing	\$2,000.00	2/01/2020		
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

- 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).

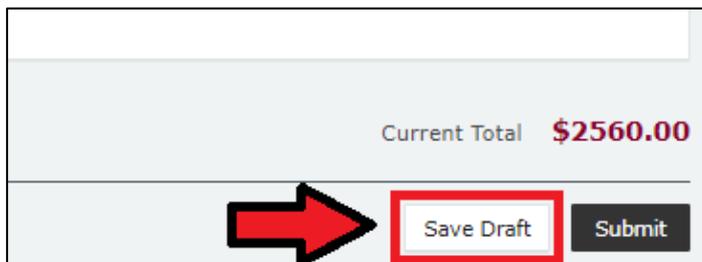
9. Once you have entered all gifts into the spreadsheet, save the file to your computer.

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.

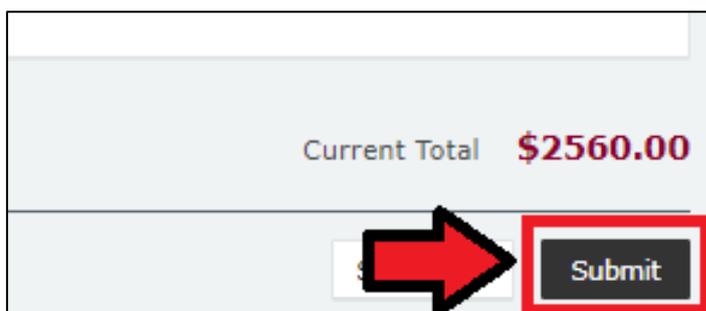
11. You can save a draft copy of your return at any time by clicking 'Save draft'.



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



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



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

Confirm lodgement of return

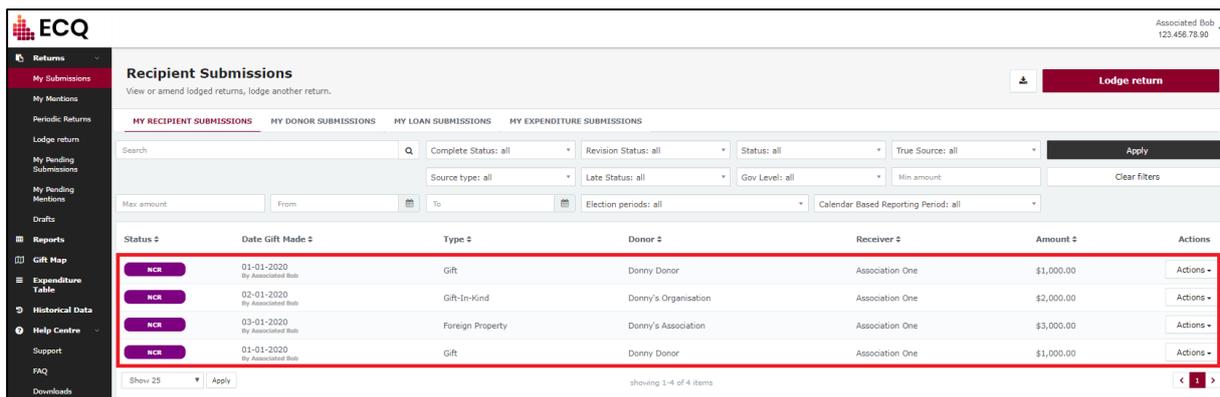
I confirm that the information provided in this return is true and complete.

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.



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 'Recipient Submissions' page in the ECQ system. The page includes a navigation menu on the left, a search bar, and a table of submissions. The table has columns for Status, Date Gift Made, Type, Donor, Receiver, Amount, and Actions. The status for all four rows is 'NCR'.

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
NCR	01-01-2020 By Associated Bob	Gift	Donny Donor	Association One	\$1,000.00	Actions
NCR	02-01-2020 By Associated Bob	Gift-In-Kind	Donny's Organisation	Association One	\$2,000.00	Actions
NCR	03-01-2020 By Associated Bob	Foreign Property	Donny's Association	Association One	\$3,000.00	Actions
NCR	01-01-2020 By Associated Bob	Gift	Donny Donor	Association One	\$1,000.00	Actions

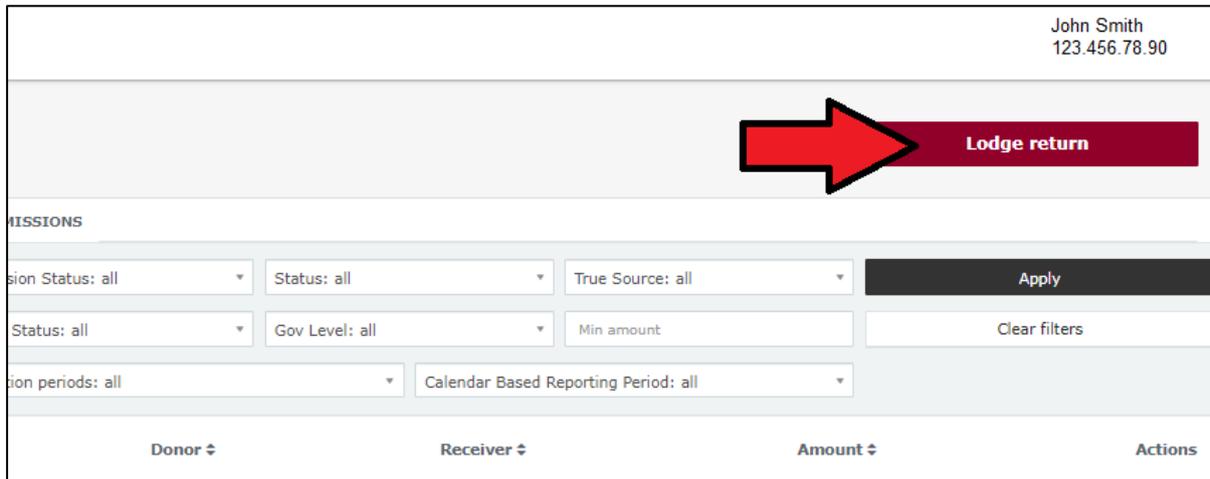
- The status of your return will appear as 'NCR' ('No Corresponding Return') to signify that a corresponding return from the donor is not required.

5. Disclosing a Loan Received in the EDS

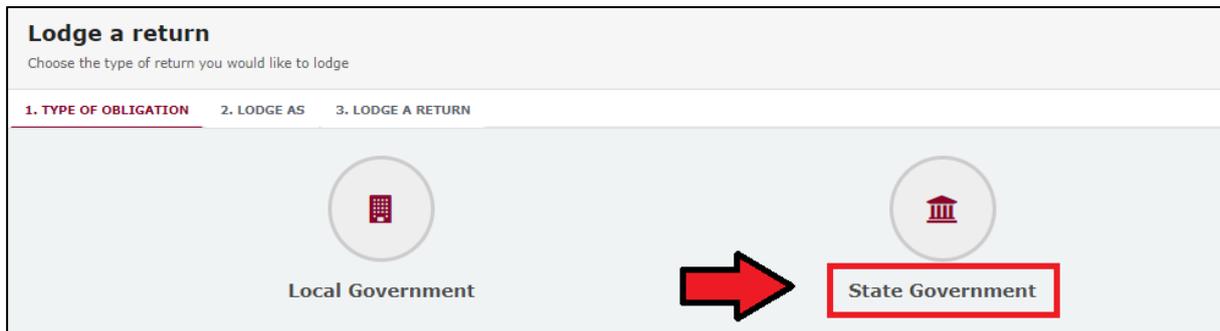
Financial controllers of associated entities that receive loans of \$1,000 or more are required to disclose the details of the loan in a return.

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 'Associated Entity'.



4. Click 'Associated Entity – 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: ASSOCIATED ENTITY 3. LODGE A RETURN

Associated Entity
Reporting a gift (donation) received

Lodge
Learn more

Associated Entity
Reporting a loan received

Lodge
Learn more

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

Associated entity
Reporting a loan received
State

Associated entity details

Financial Controller*
Associated Bob

Associated Entity*
Association One

I am reporting a loan

+ received from

- an Individual
- a Corporation
- an Unincorporated Association
- a Trust Fund or Foundation
- 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?*

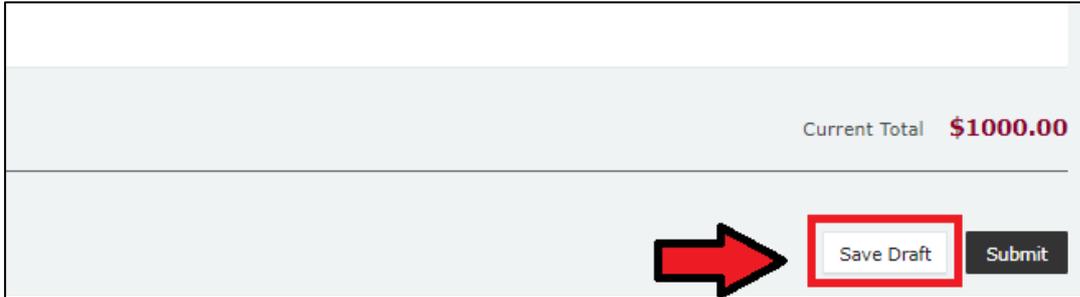
Yes No

- 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.

I am reporting a loan

+ received from

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



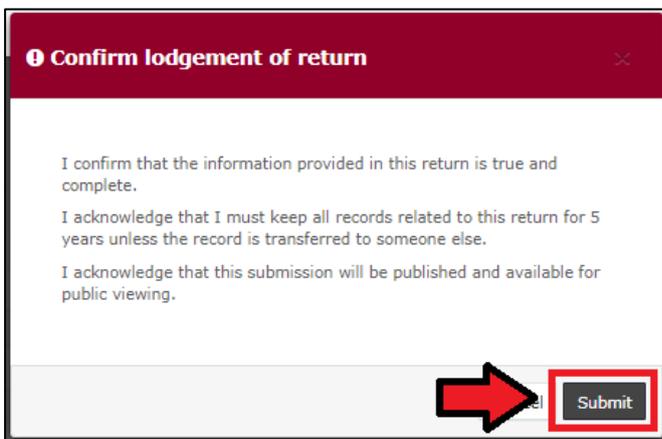
- You can access your draft returns by clicking 'Drafts' from the left-hand menu.



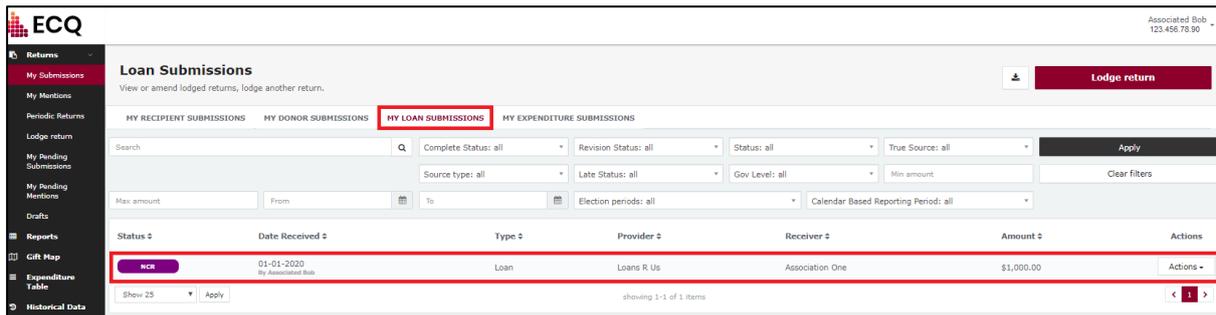
8. To submit your return, click 'Submit'.



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 screenshot displays the ECQ 'Loan Submissions' interface. The page title is 'Loan Submissions' with a sub-header 'View or amend lodged returns, lodge another return.' and a 'Lodge return' button. The main content area is divided into four tabs: 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS' (which is highlighted with a red box), and 'MY EXPENDITURE SUBMISSIONS'. Below the tabs is a search bar and several filter dropdowns: 'Complete Status: all', 'Revision Status: all', 'Status: all', 'True Source: all', 'Source type: all', 'Late Status: all', 'Gov Level: all', 'Min amount', and 'Clear filters'. There are also input fields for 'Max amount', 'From', 'To', 'Election periods: all', and 'Calendar Based Reporting Period: all'. An 'Apply' button is located to the right of the filters. Below the filters is a table with the following columns: 'Status', 'Date Received', 'Type', 'Provider', 'Receiver #', 'Amount', and 'Actions'. A single row is visible, highlighted with a red box, showing a submission with the status 'NCR', a date received of '01-01-2020', a type of 'Loan', a provider of 'Loans R Us', a receiver of 'Association One', and an amount of '\$1,000.00'. The 'Actions' column for this row contains an 'Actions -' dropdown menu. At the bottom of the table, there is a 'Show 25' dropdown and an 'Apply' button, and a footer indicating 'showing 1-1 of 1 items'.

- 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

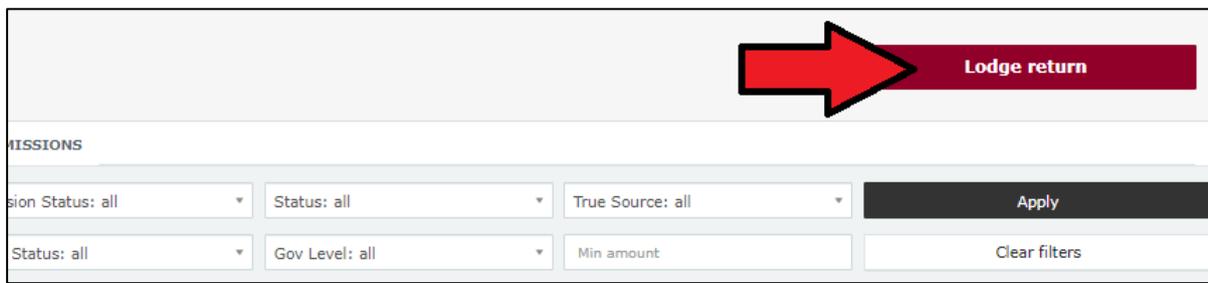
Financial controllers of associated entities are required to lodge a Periodic Return for the entity within 8 weeks after the end of each reporting period (1 January to 30 June, and 1 July to 31 December, of each year).

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

Important: If the entity 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.

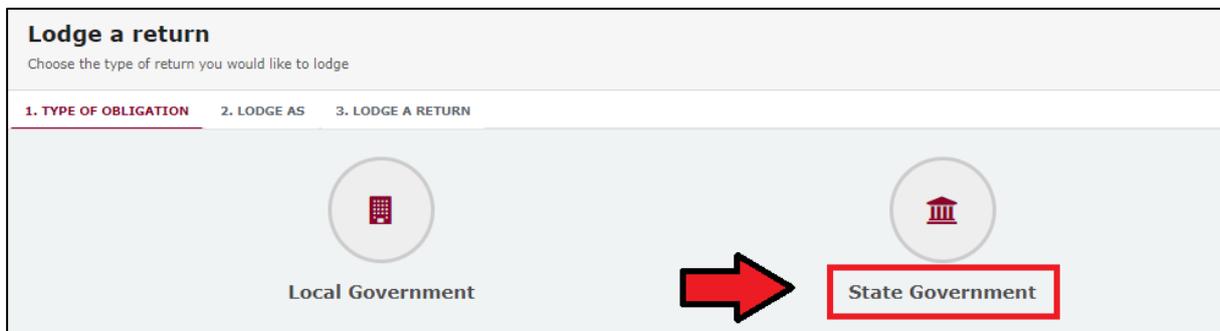
To lodge your Periodic Return, please use the following instructions.

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



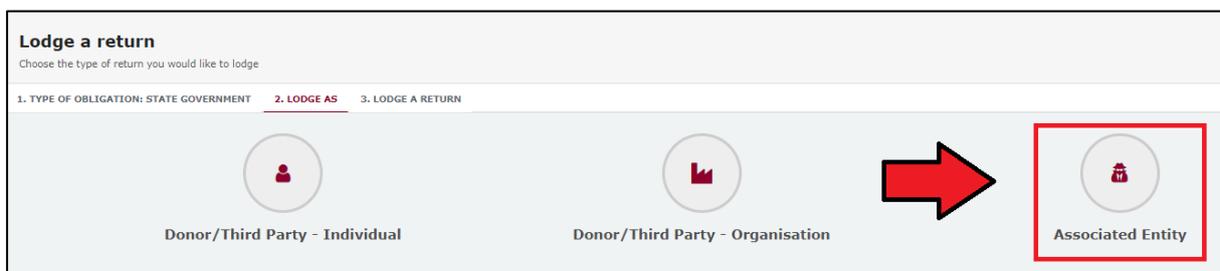
The screenshot shows the 'My Submissions' page with a navigation bar at the top. A red arrow points to the 'Lodge return' button. Below the navigation bar, there are filter options for 'Submission Status: all', 'Status: all', 'True Source: all', and 'Min amount'. There are also buttons for 'Apply' and 'Clear filters'.

2. Click 'State Government'.



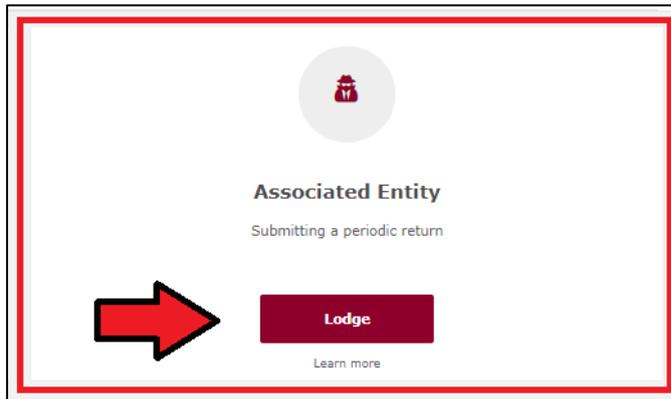
The screenshot shows the 'Lodge a return' page with the heading 'Choose the type of return you would like to lodge'. There are three steps: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. Under '1. TYPE OF OBLIGATION', there are two options: 'Local Government' and 'State Government'. A red arrow points to the 'State Government' option, which is highlighted with a red box.

3. Click 'Associated Entity'.



The screenshot shows the 'Lodge a return' page with the heading 'Choose the type of return you would like to lodge'. There are three steps: '1. TYPE OF OBLIGATION: STATE GOVERNMENT', '2. LODGE AS', and '3. LODGE A RETURN'. Under '2. LODGE AS', there are three options: 'Donor/Third Party - Individual', 'Donor/Third Party - Organisation', and 'Associated Entity'. A red arrow points to the 'Associated Entity' option, which is highlighted with a red box.

4. Click 'Associated Entity – Submitting a periodic return'.



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

A screenshot of a web form titled 'Associated entity' with the subtitle 'Submitting a periodic return'. The form is divided into sections. The 'Reporting Period' section is highlighted with a red border. It contains three input fields: 'Disclosure period *' with a dropdown menu showing '1/07/2019 - 31/12/2019 Calendar Reporting Period', 'Return period commences' with a text input field containing '01/07/2019', and 'Return period concludes' with a text input field containing '31/12/2019'.

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

If the associated entity has a **large number of receipts, payments or debts of \$1,000 or more, or amounts paid from capital**, to disclose for the reporting period, go to **Step 7**.

If the associated entity **does not have any receipts, payments or debts of \$1,000 or more, or amounts paid from capital**, to disclose for the reporting period, go to **Step 8**.

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

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

A screenshot of the 'Reporting Period' section of the web form. The 'Disclosure period *' dropdown is set to '1/07/2019 - 31/12/2019 Calendar Reporting Period' and the 'Return period commences' field is '01/07/2019'. At the bottom of the section, four dark red buttons are arranged horizontally: '+ Payment', '+ Debt', '+ Capital Deposit', and '+ Receipt'. These buttons are enclosed in a red rectangular box. A large red arrow points from the right towards this box.

- Complete all mandatory fields.

The screenshot shows a 'Payment' form with the following fields: 'Paid to *' (Supplier One), 'Street*' (1 Test St), 'State*' (QLD), 'Payment description *' (Rental deposit for campaign office), 'Suburb/Town*' (Brisbane), 'Amount*' (4000), and 'Is the entity an unincorporated association or a trust fund / foundation? *' (Yes/No). A red border highlights these fields.

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

This screenshot is similar to the previous one but includes a row of buttons at the bottom: '+ Payment', '+ Debt', '+ Capital Deposit', and '+ Receipt'. A red arrow points to these buttons.

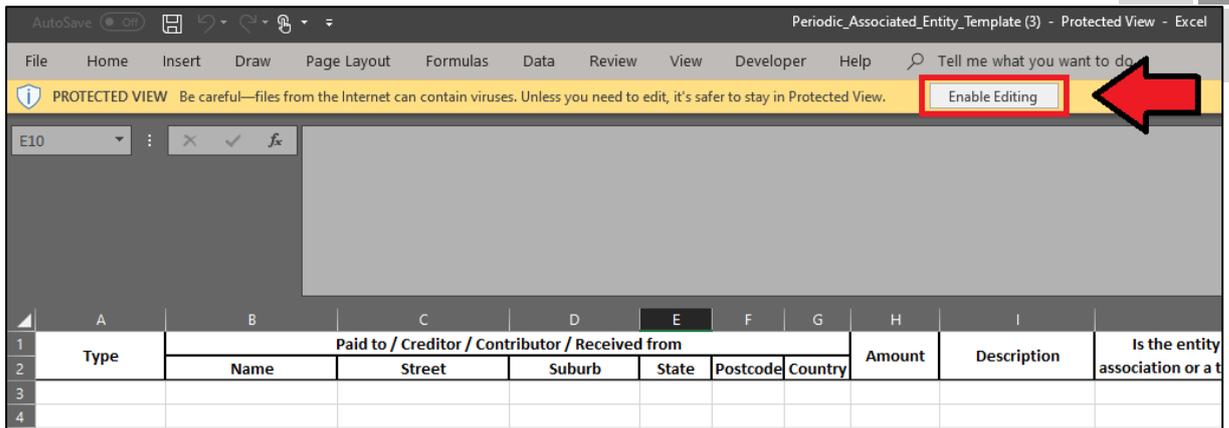
- Once you have entered all payments, debts, amounts paid from capital and receipts of \$1,000 or more for the reporting period, go to **Step 9**.

7. You can disclose a large number of payments, debts, receipts of \$1,000 or more, or amounts paid from capital, 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 the top right corner of the interface. It includes the text 'Associated Bob' and '123.456.78.90'. A red box highlights the '+ Bulk upload -' button, with a red arrow pointing to it. Below the button are 'Download template' and 'Upload template' options. At the bottom, there is an 'Associated Entity*' dropdown menu with 'Association One' selected.

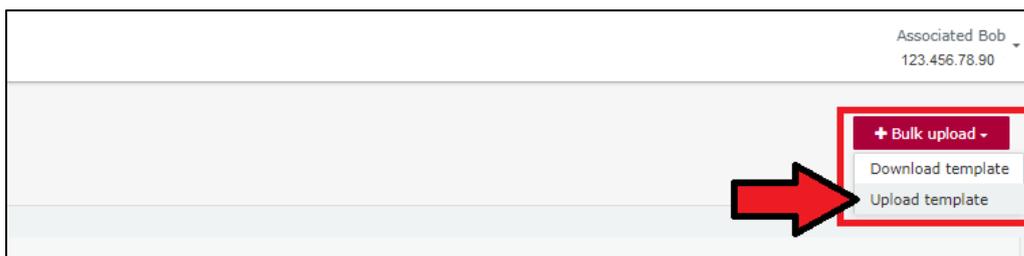
- Click to open the file in Microsoft Excel once it has finished downloading.
- **Note:** Google Chrome downloads will appear in the lower left of the page, Internet Explorer downloads will appear in a popup box and Apple Safari downloads will be available in the download icon in the lower right of the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

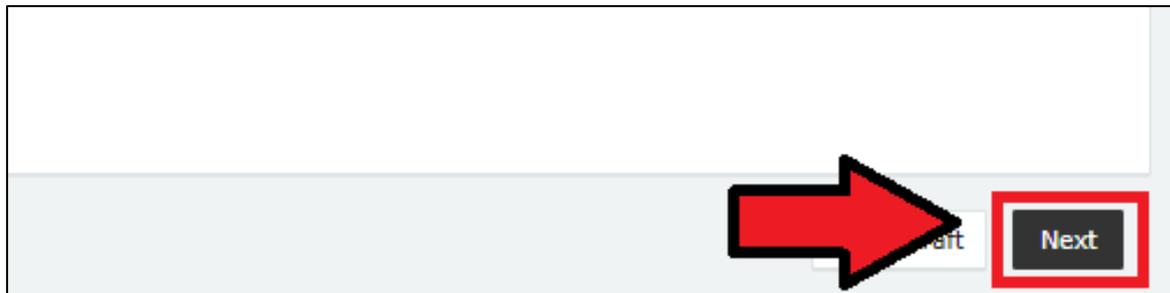
1	A	B	C				E	F	G	H	I	J	K
			Paid to / Creditor / Contributor / Received from										
2	Type	Name	Street	Suburb	State	Postcode	Country						
3	Payment	Supplier One	1 Pay St	Auckland	Overseas	1010	New Zea	\$1,000.00	Rent deposit for cam	No			
4	Debt	Debtor One	1 Debt St	Brisbane	QLD	4000		\$2,000.00	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 associated entity 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 associated entity 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 associated entity 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 VIEW > 3	Loans Reported VIEW > 1	Receipts Reported 1

- If the associated entity 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 VIEW > 3	Loans Reported VIEW > 1	Receipts Reported 1
Unreported Amounts Under Threshold ?		
<u>\$500</u>		
Total Amounts Received \$7,000.00		

For example: During the reporting period, the associated entity 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 entity's Periodic Return. The entity also received one other 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 entity 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 associated entity 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 VIEW > 3	Loans Reported VIEW > 1	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	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

- If the associated entity 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

- The 'Capital Deposit' section will display the total amount of any payments made from capital that you added to the previous page of the return in Step 6 or Step 7 above.

Capital Deposit	
Amount	\$4,000.00
Capital Deposit Reported	1
Total Amounts Paid from Capital	\$4,000.00

All capital deposits are required to be disclosed on the previous page of the return, not just amounts that are \$1,000 or more. As such, there is no *'Unreported Amounts Under Threshold'* field required to be completed for this section.

10. An audit certificate must be provided with an associated entity'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	
Attach Audit Certificate	Template
Request Audit Waiver	
<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>	

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

Audit Certificate	
Attach Audit Certificate	Template
Request Audit Waiver	
<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>	

- 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.

Audit Certificate Template

Attach Audit Certificate Request Audit Waiver

Defer Audit Certificate Attachment
 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.

- 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.

Audit Certificate Template

Attach Audit Certificate Request Audit Waiver

Defer Audit Certificate Attachment
 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.

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

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

Associated entity
 Submitting a periodic return
 State

Associated entity details

Financial Controller* Associated Entity*
 Associated Bob Association One

Return summary

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'*.

Back Submit

11. 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

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


Associated Bob
123 456 78 90

- >Returns
- My Submissions
- My Mentions
- Periodic Returns
- Lodge return
- My Pending Submissions
- My Pending Mentions
- Drafts
- Reports
- Gift Map
- Expenditure Table
- Historical Data
- Help Centre
- Support
- FAQ
- Downloads

Periodic Returns Summary

View or amend lodged periodic returns, lodge another periodic return.

Lodge return

SUMMARY

Search Complete Status: all Type: all Late Status: all From

To Audit Status: All Gov Level: all Min amount Max amount

Election periods: all Calendar Based Reporting Period: all Participant: all

Apply Clear filters

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
RFAW	Periodic Return	Associated Entity	Association One By Associated Bob	25-02-2020	08/01/2020	1/07/2019 - 31/12/2019 Calendar Reporting Period	\$3,000.00	Actions
REC	Transitional Return	Third Party	Associated Bob By Associated Bob	14-07-2019	06/01/2020	1/05/2019 - 30/06/2019 Transitional Reporting Period	\$100.00	Actions
REC	Election Summary Return	Associated Entity	Association One By Associated Bob	21-02-2020	03/01/2020	8/11/2019 - 2019 EDS INT 308 test 1	\$2,000.00	Actions
REC	Transitional Return	Associated Entity	Association One By Associated Bob	14-07-2019	03/01/2020	1/05/2019 - 30/06/2019 Transitional Reporting Period	\$2,350.00	Actions

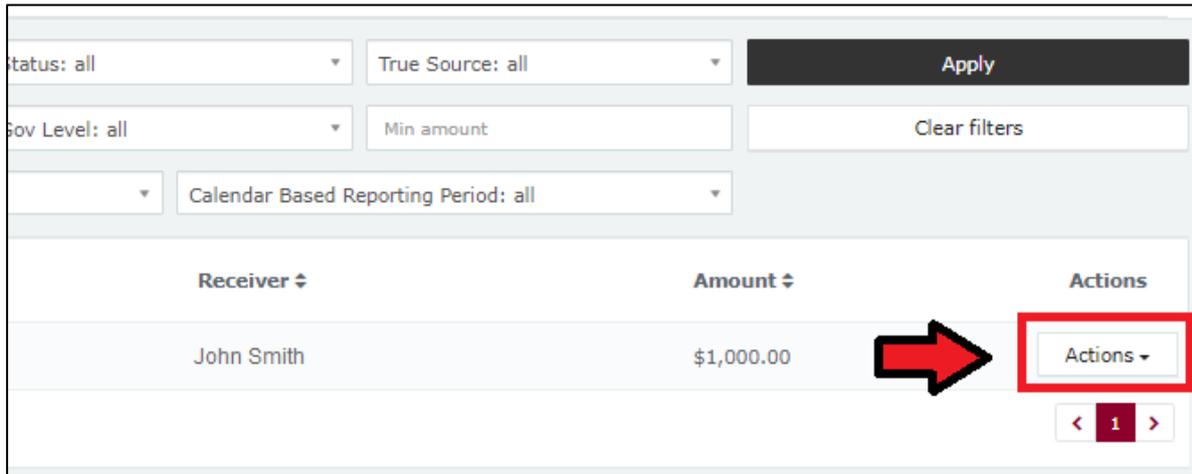
Show 25 Apply showing 1-4 of 4 items

7. Amending a Return in the EDS

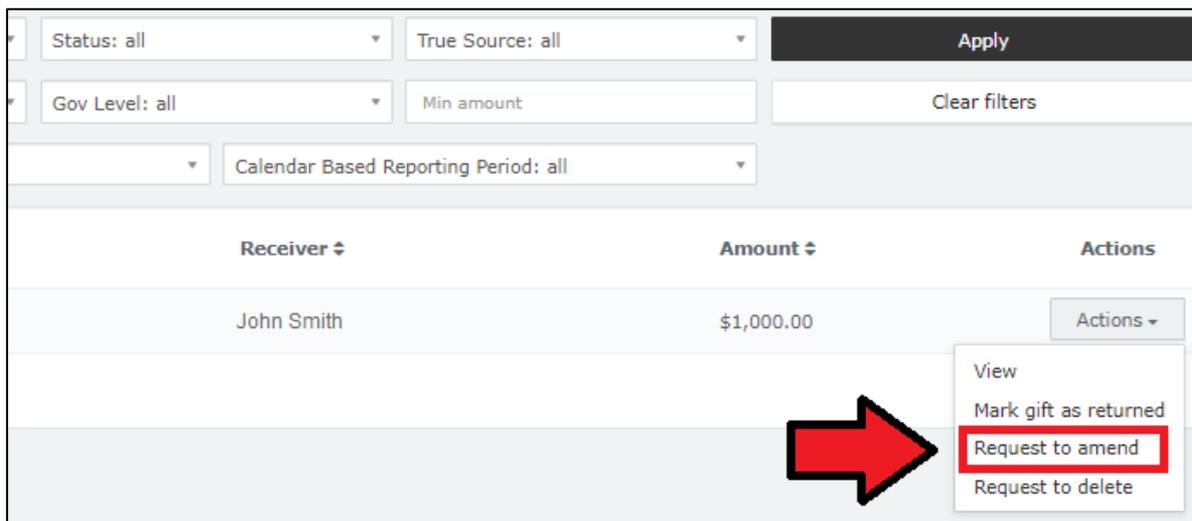
If you have made an error or omission in a return that you have previously lodged in the EDS, you can request for the ECQ to amend the return.

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

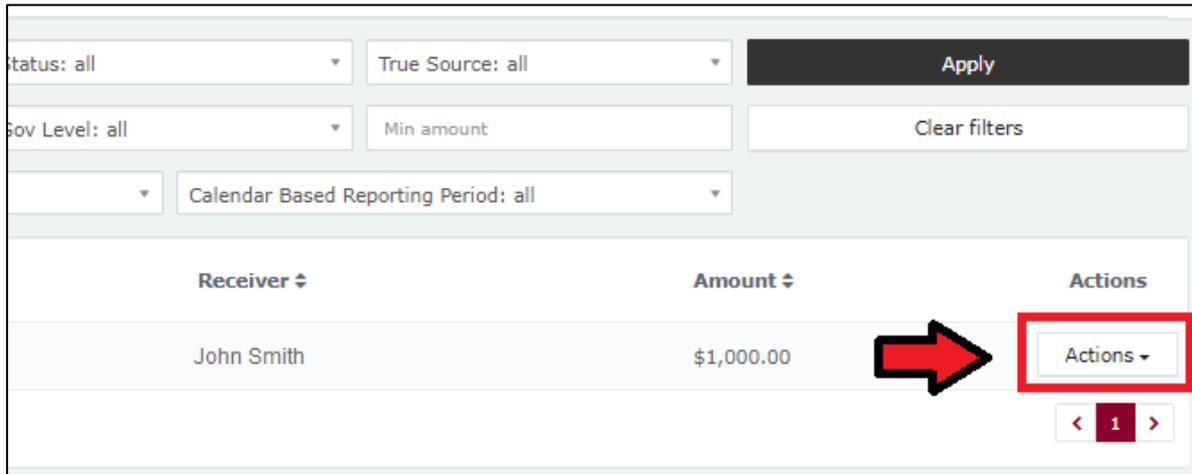
6. You will receive an email once the amendment has been processed by the ECQ.

8. Mark a Gift as Returned in the EDS

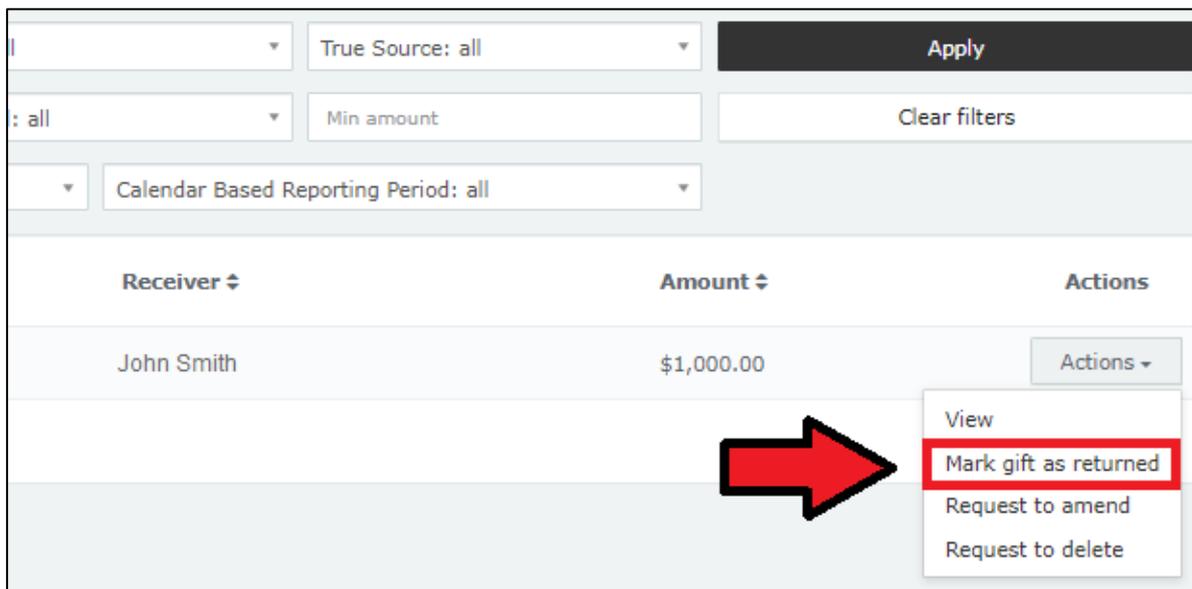
If you have lodged a return in the EDS for a gift that the associated entity has received that has since been returned to the donor, you can mark the gift as returned.

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.



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 icon and the text "Upload Files".
- Buttons**: "Cancel" and "Mark gift as returned" buttons at the bottom right.

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 displays 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", and "MY EXPENDITURE SUBMISSIONS".
- Search and Filters**: Search bar, "Complete Status: all", "Revision S", "Source type: all", "Late Status", "Max amount", "To", and "Election pe".
- Table**: A table with columns "Status", "Date Gift Made", and "Type".

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

A red arrow points to the returned symbol (↺) in the "Status" column of the table row.

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.