



# State Government Candidates & Agents Self Service Portal & Electronic Disclosure System (EDS)

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

**USER GUIDE**



**Electoral  
Commission**  
QUEENSLAND

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# 1. Introduction

## 1.1 Overview of the Act and Regulation

This user guide is intended for state government candidates (or their agents) who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2013 (the Regulation).

## 1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Candidates and agents 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 has announced or formally nominated as a candidate or an agent of a candidate for a state government election will need to register for an account in the ECQ's Self Service Portal to access the Electronic Disclosure System (EDS).

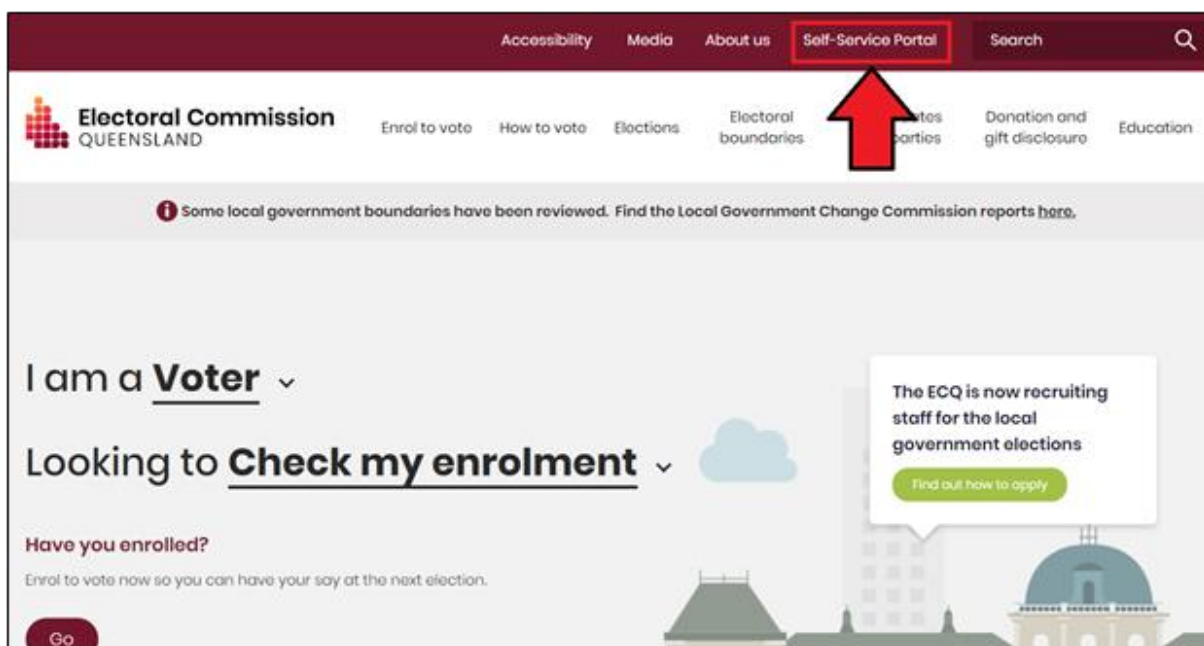
Please use the following instructions to register an account. If you already have a Self Service Portal account and have either nominated for the election or previously notified the ECQ of your intention to be a state election candidate, you can skip to Section 3 of this User Guide.

### 2.1 Initial Setup

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

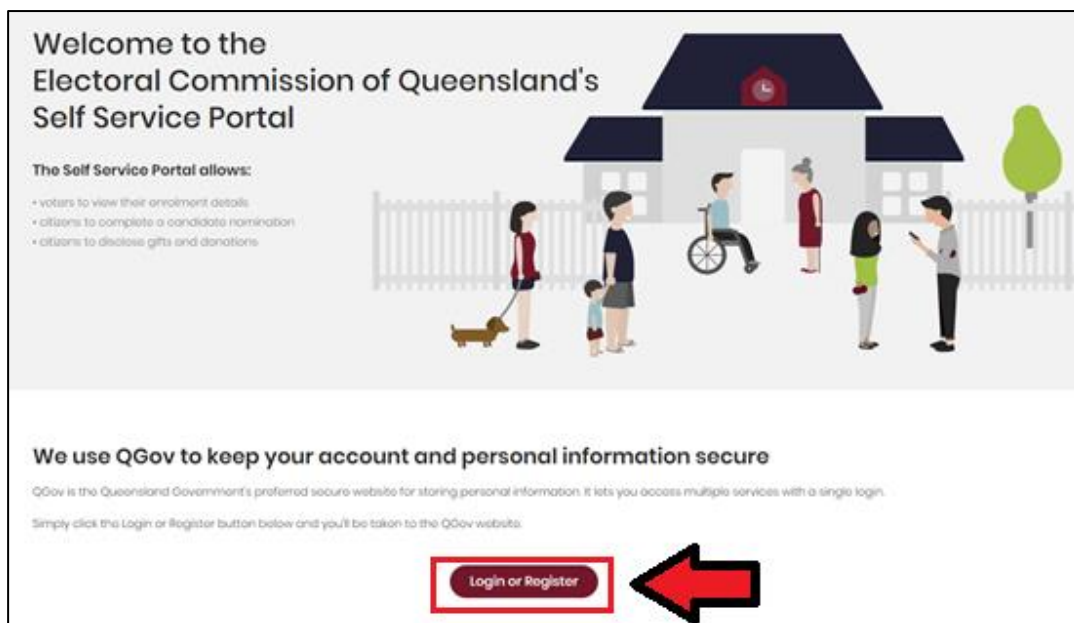
To do this, please use the following instructions.

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>.

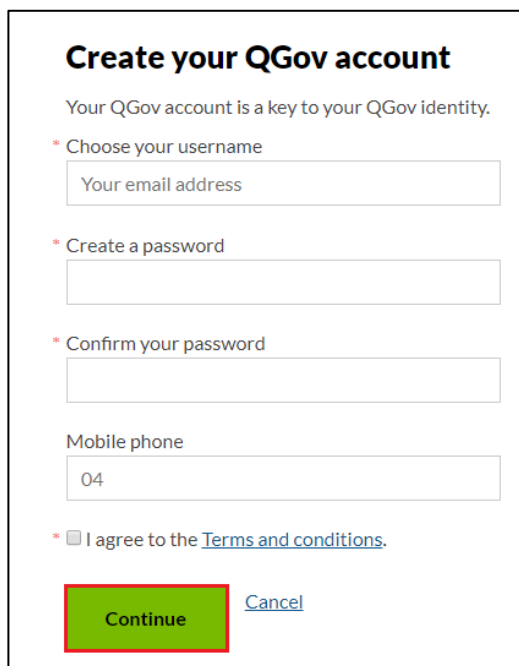
3. Click on the **'Login or Register'** button at the bottom of the page, which will allow you to login using QGov.



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.

- **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*’.

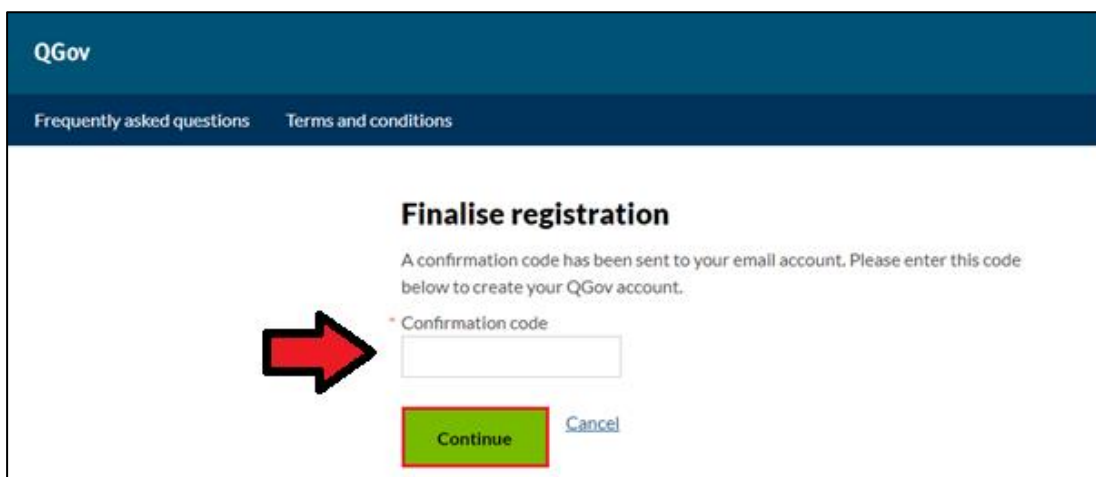


The screenshot shows a web form titled "Create your QGov account". Below the title is a sub-header: "Your QGov account is a key to your QGov identity." The form contains several input fields and a checkbox:

- A label "\* Choose your username" followed by a text input field containing the placeholder text "Your email address".
- A label "\* Create a password" followed by a text input field.
- A label "\* Confirm your password" followed by a text input field.
- A label "Mobile phone" followed by a text input field containing the placeholder text "04".
- A checkbox labeled "\* I agree to the [Terms and conditions.](#)".
- At the bottom, there is a green button labeled "Continue" and a blue link labeled "Cancel".

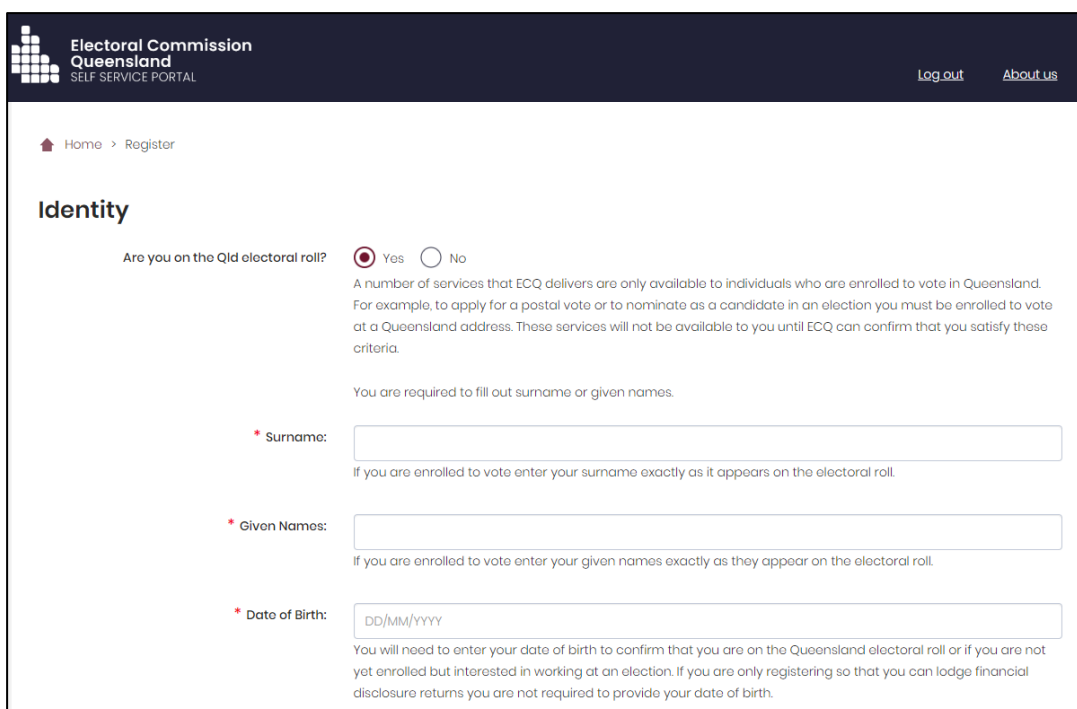
- **Note:** Your password must have at least 10 characters containing a combination of at least 3 of the following: an upper-case letter, a lower-case letter, a number, or a special character (e.g. !, @, #, \$, etc.).

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



- **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.



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

Are you on the Qld electoral roll? ☒ Yes ☐ No

A number of services that ECQ delivers are only available to individuals who are enrolled to vote in Queensland. For example, to apply for a postal vote or to nominate as a candidate in an election you must be enrolled to vote at a Queensland address. These services will not be available to you until ECQ can confirm that you satisfy these criteria.

You are required to fill out surname or given names.

\* Surname:

If you are enrolled to vote enter your surname exactly as it appears on the electoral roll.

\* Given Names:

If you are enrolled to vote enter your given names exactly as they appear on the electoral roll.

\* Date of Birth:

You will need to enter your date of birth to confirm that you are on the Queensland electoral roll or if you are not yet enrolled but interested in working at an election. If you are only registering so that you can lodge financial disclosure returns you are not required to provide your date of birth.

Are you enrolled as a silent elector? ☐ Yes ☒ No

Address Details (as recorded on the electoral roll)

\* 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".

- **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: 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

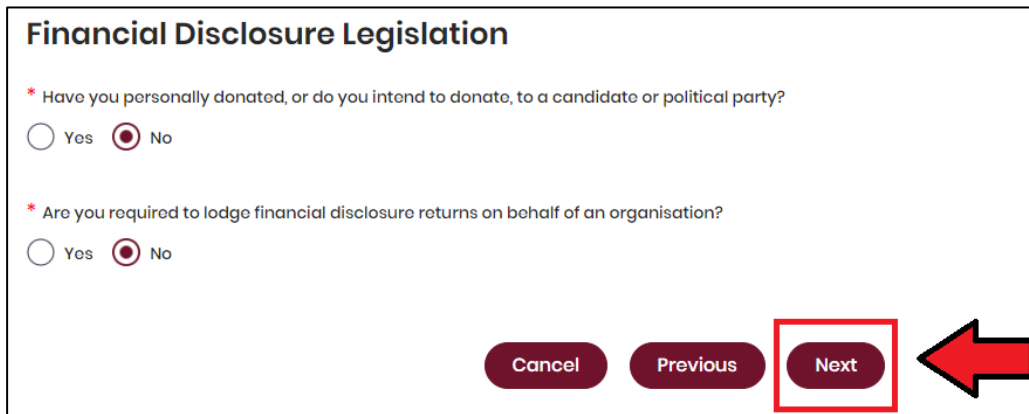
**Enrolled Address**  
1 TEST ST, BRISBANE QLD 4000

**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**'.



**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

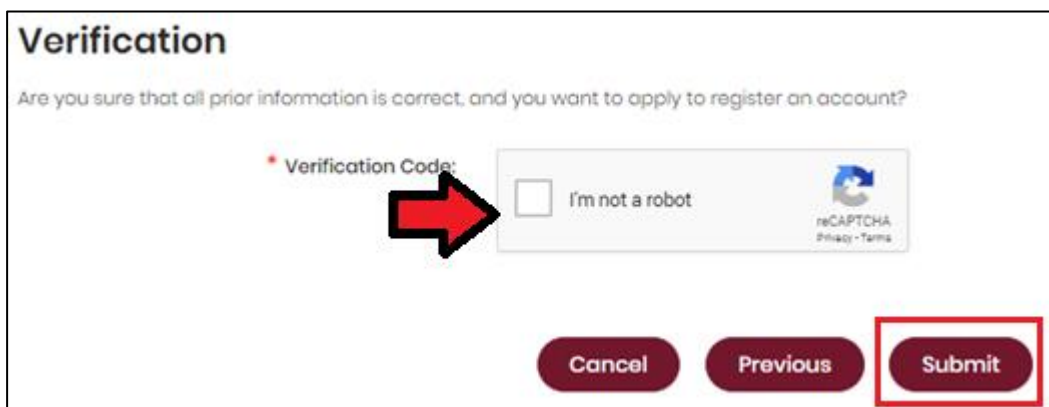
Cancel Previous **Next**

- **Note:** If you are only required to lodge returns as a **candidate or agent** for an election, 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

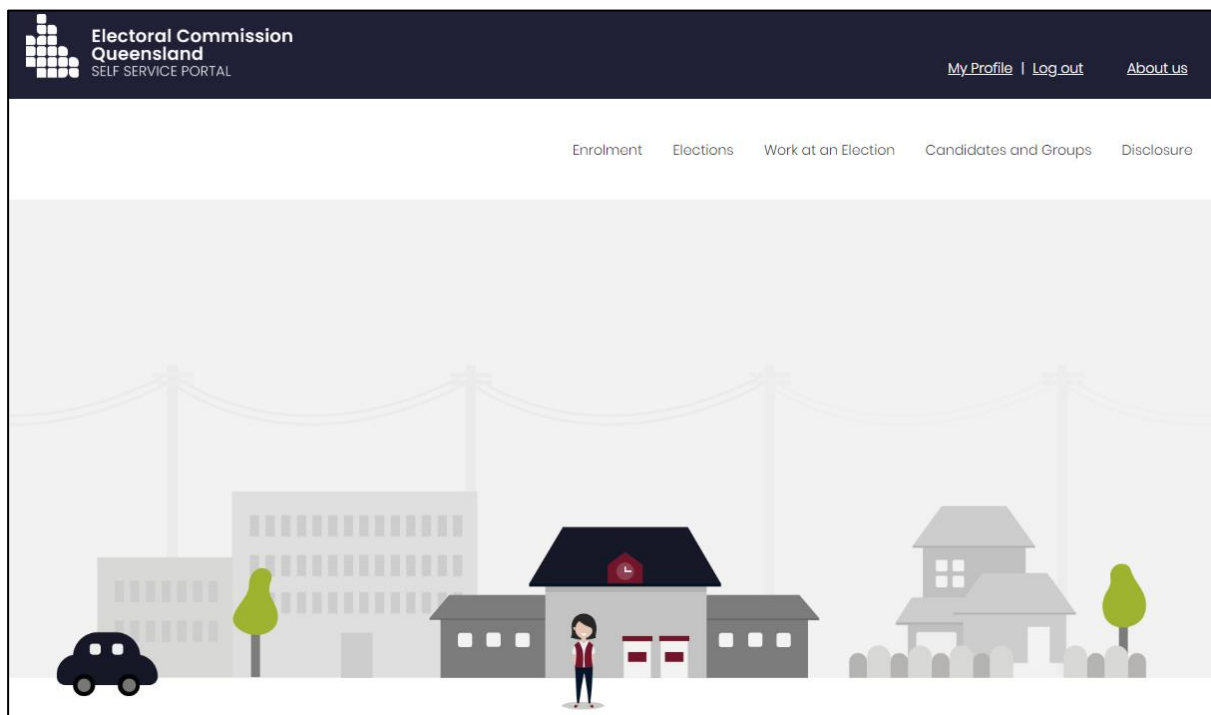
Cancel Previous **Submit**

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 the 'Add New Organisation' form. At the top, there is a breadcrumb trail: Home > Disclosure > Represented Organisations > Add New Organisation. The form title is 'Add New Organisation'. Below the title, there are two checkboxes: '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.](#)'. Below these, there is a question: 'Does your organisation have an ACN or an ABN?' with radio buttons for 'Yes' and 'No'. The 'Type of Organisation' section has radio buttons for 'Corporation' (selected), 'Unincorporated Association', 'Trust or Foundation', and 'Other'. Below this are input fields for 'ACN:' and 'ABN:'. The 'Organisation Name:' field is a text input. Below that is a dropdown menu for 'Type of business the corporation carries on:'. The 'What is your position title in this organisation:' field is a dropdown menu. The 'Financial Disclosure Category:' section has 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.You will be redirected to the Self Service Portal home page, from which you can register to be an announced candidate (see [Section 2.2](#)) and/or access the EDS (see [Section 3](#)).

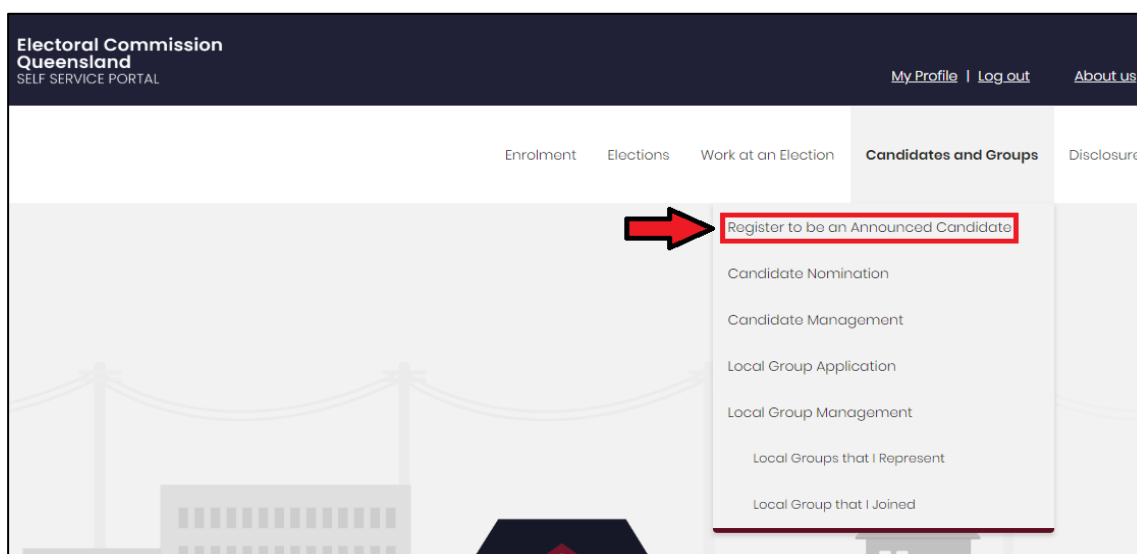


## 2.2 Register to be an Announced Candidate

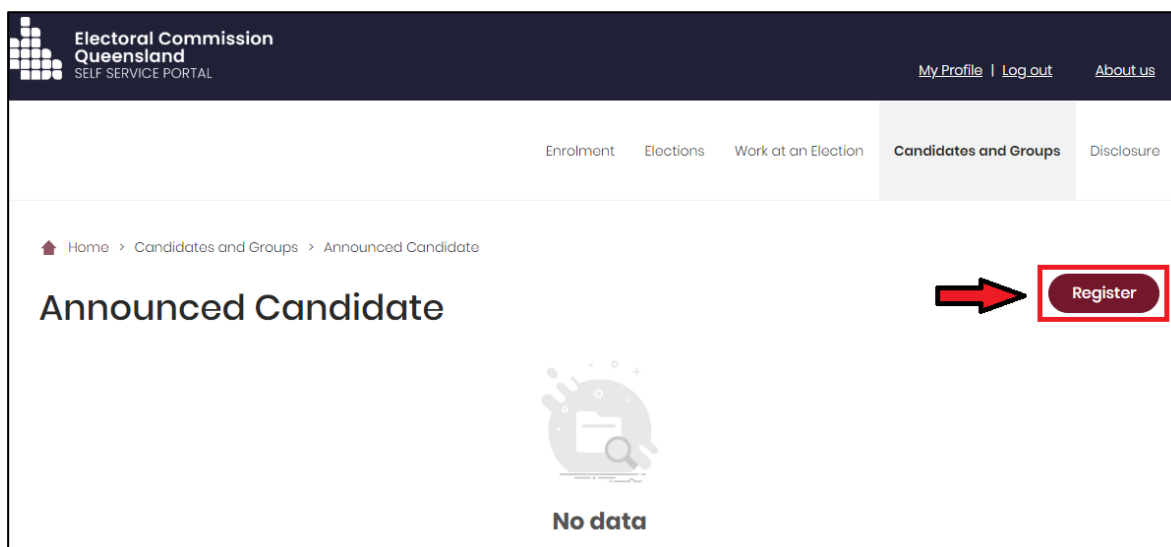
After setting up a user profile in the Self Service Portal (see [Section 2.1](#)), candidates who have announced or otherwise indicated their intention to nominate for a state government election may need to register their announcement before accessing the EDS.

To register as an announced candidate, please use the following instructions.

1. From the Self Service Portal, click '**Candidates and Groups**' at the top right of the screen, then click '**Register to be an Announced Candidate**'.



2. Click '**Register**'.



### 3. Complete all relevant details not already prefilled from the electoral roll.

#### Identify Announced Candidate

**John Smith**

QNumber: Q12345678

Date of Birth: 01/01/1990

Enrolled Address: 1 TEST ST, BRISBANE QLD 4000

Postal Address: 1 TEST ST, BRISBANE QLD 4000

Gender: ☐ Female ☒ Male ☐ Unspecified

Political Party:

#### Contact Details

Telephone:

\* Email Address:

#### Select Event Type

\* Event Type: ☒ State Election ☐ Local Election

\* Date of announcement:

\* Announced Electorate:

- **Note:** You should only enter the name of a political party if you are going to be endorsed for the election. Otherwise, please leave this field blank.

### 4. If you **do not** have an agent for the election, click 'Yes' to the question '*Is the nominee also the agent*', then click 'Submit' at the bottom of the page.

If you do have an agent for the election, enter their information and postal address, then click 'Submit' at the bottom of the page.

- **Note:** The email address you enter in the agent section, is the email address the agent must register with.

#### Agent Info

Is the nominee also the agent? ☐ Yes ☒ No

QID:

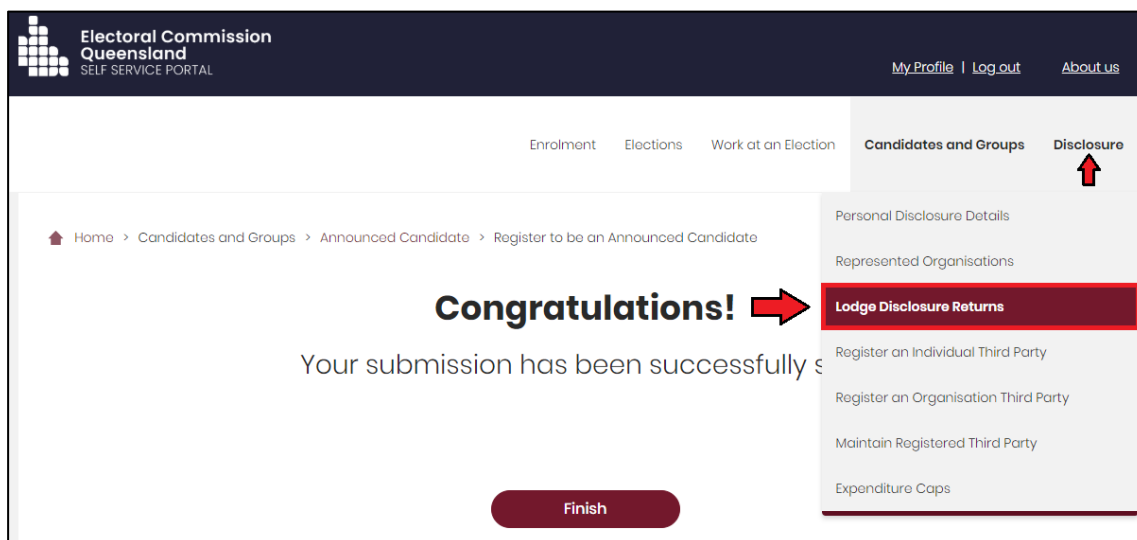
\* Agent Surname:

\* Agent Given Names:

Phone:

Email Address:

5. Once you have completed your announcement, you can access the EDS by clicking '*Disclosure*' at the top right of the screen, then '*Lodge Disclosure Returns*'.



## 2.3 Register as an Agent of a State Candidate

To register as an agent of a state candidate, you will also need to create a Self Service Portal account.

See Section 2.1 of this User Guide to set up your profile in the ECQ's Self Service Portal. When registering your agent account, you will need to use the same email address as indicated by the candidate's registration to enable the links.

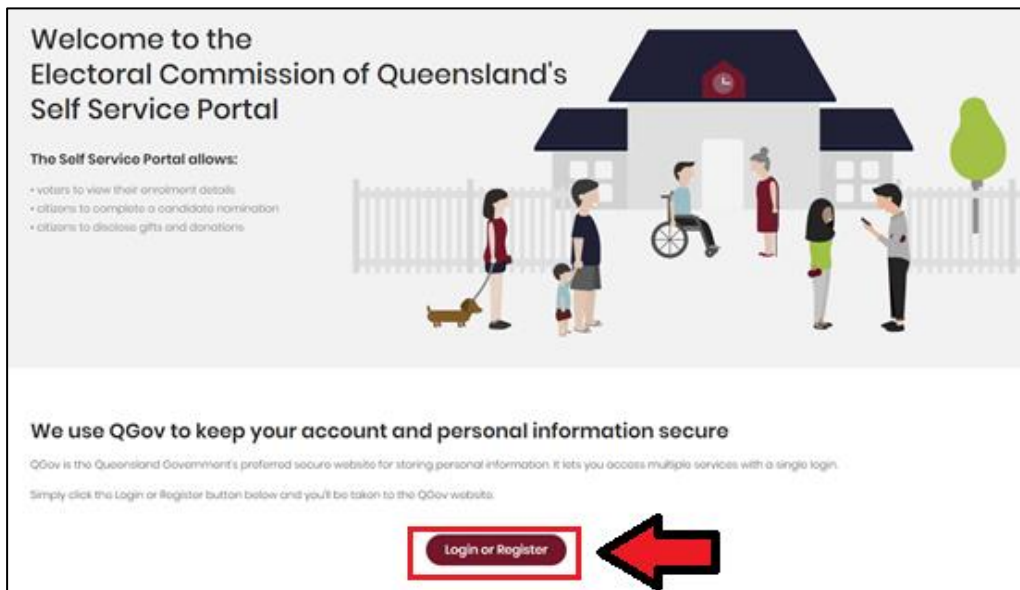
If you already have a QGov account or do not have access to the email address indicated by the candidate contact the ECQ on 1300 881 665.

1. **To formally appoint an agent with the ECQ, the candidate and agent must complete the form - [Appointment of an agent for a candidate](#) and email to [fad@ecq.qld.gov.au](mailto:fad@ecq.qld.gov.au).**

### 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.

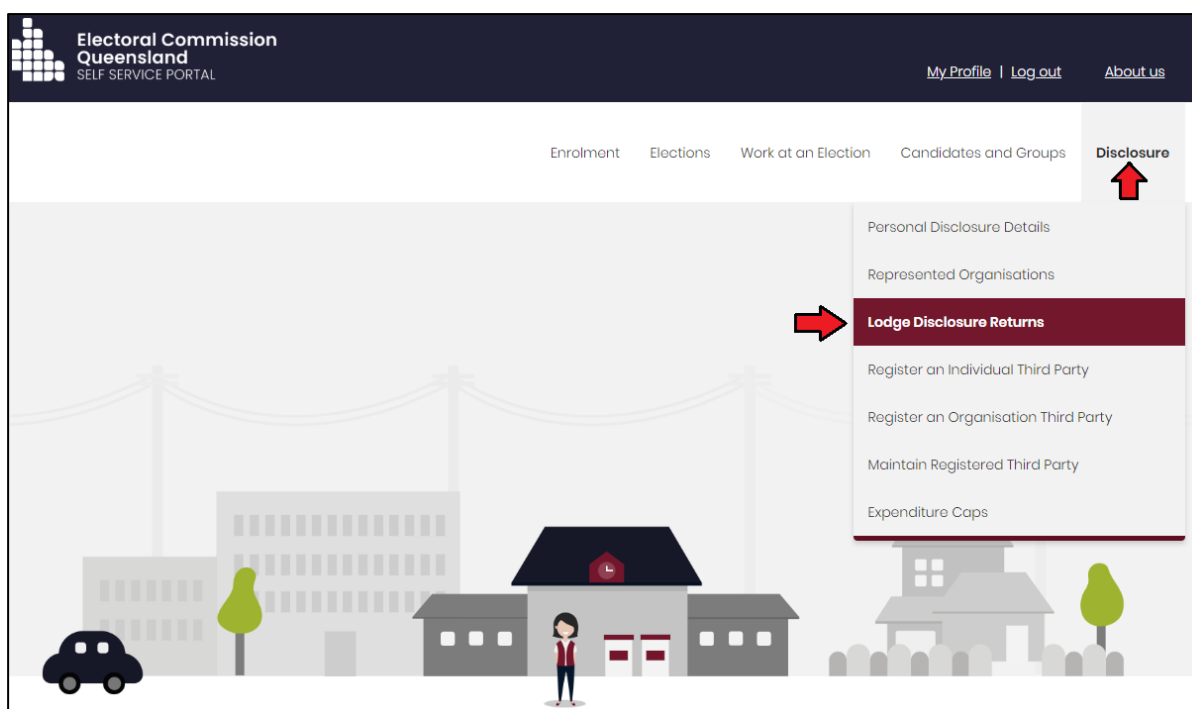


3. Enter your QGov username (email address) and password.

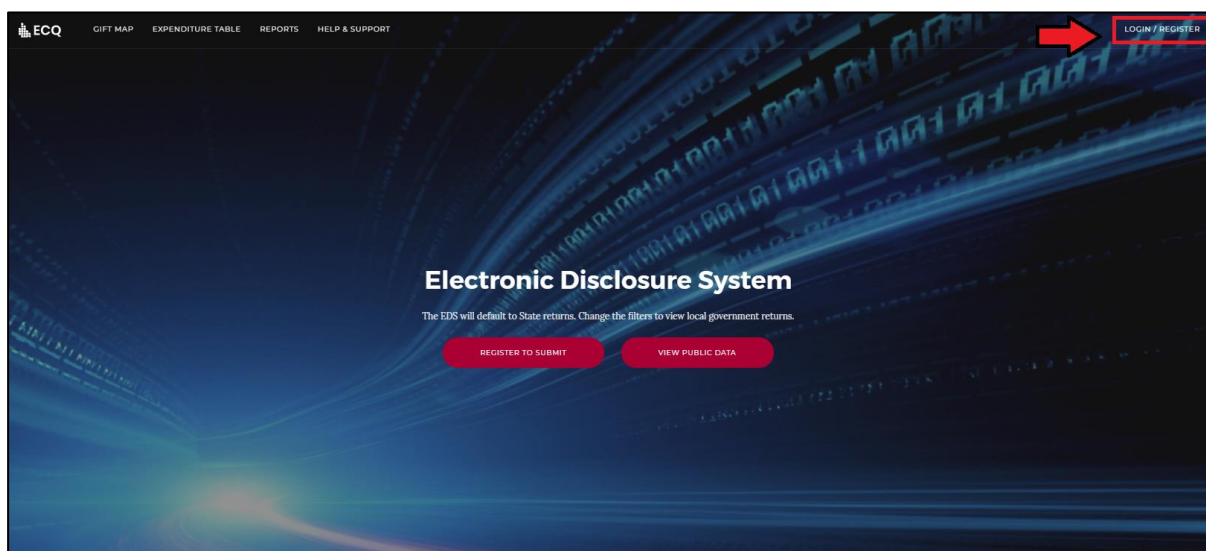
- **Note:** If you have forgotten your password, click the 'Forgot your password' button underneath the 'Log in' button.



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.

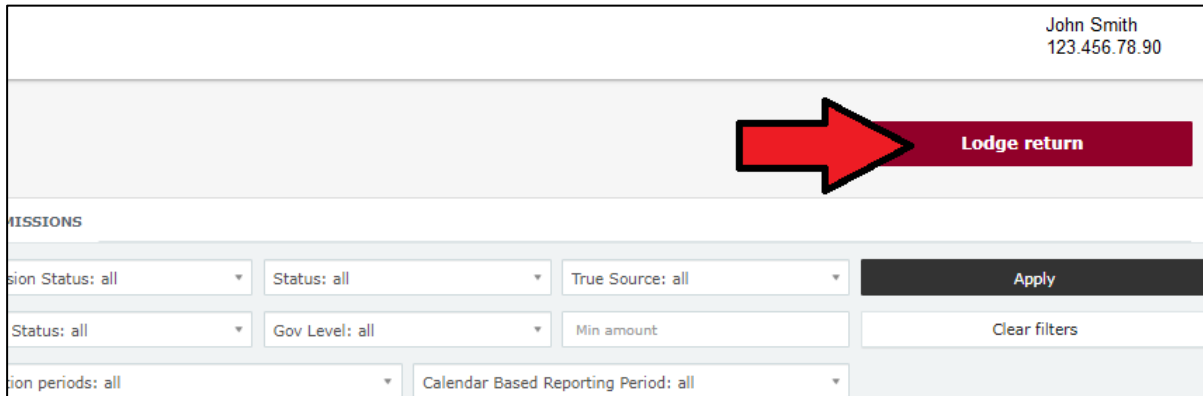


## 4. Disclosing a Gift Received in the EDS


State government candidates who receive gifts of \$1,000 or more are required to disclose the details of the gift in a return. This can also be completed by the candidate's agent, if one is appointed.

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

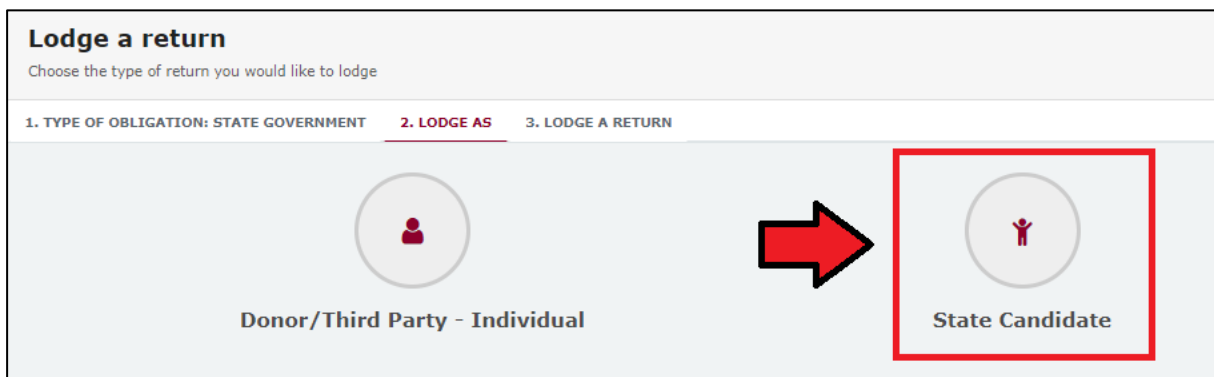
1. From the *My Submissions* page of the EDS, click 'Lodge Return'.



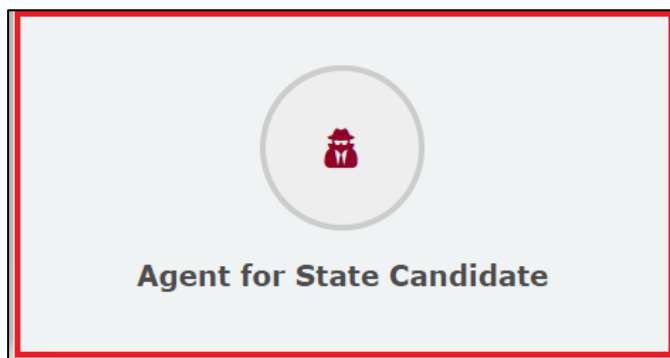
2. Click 'State Government'.



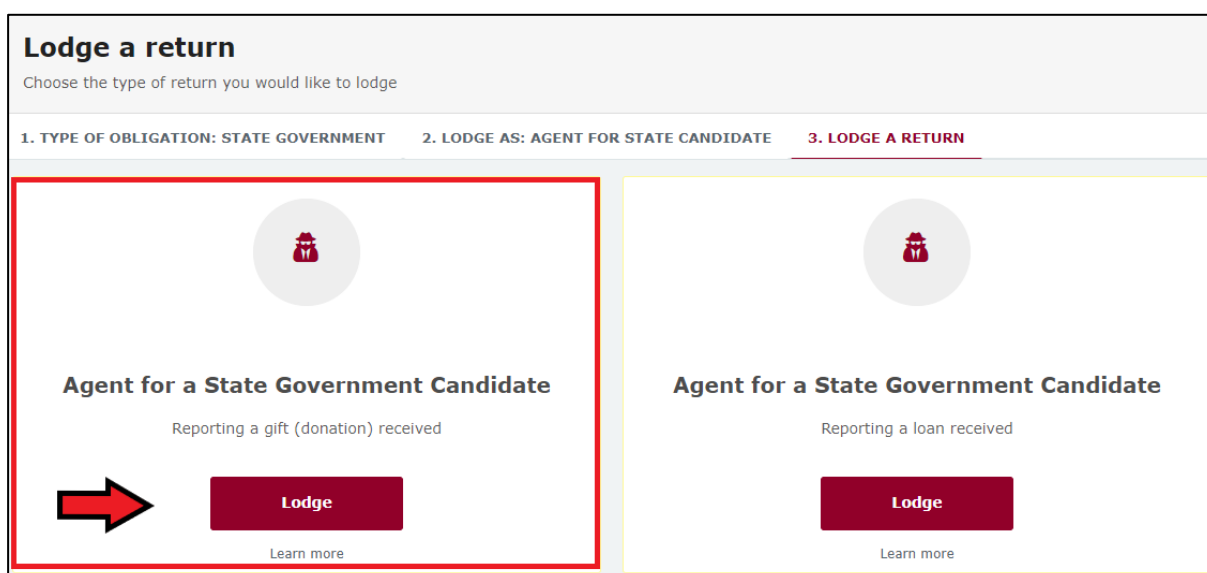
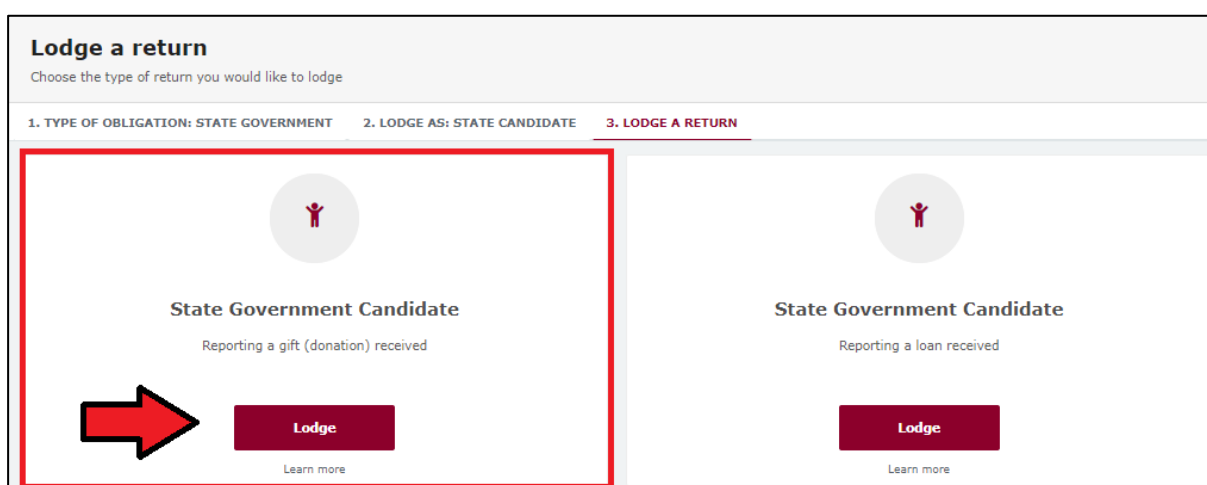
3. If you are submitting a return for yourself as the candidate, click 'State Candidate'.



4. If you are submitting the return on behalf of a candidate as their agent, click **'Agent for State Candidate'**.



5. Select **'Reporting a gift (donation) received'**.



6. If you are lodging as an agent, you will need to select the candidate you are lodging on behalf of.

**Agent for state candidate details**

Agent full name\*  
Agent Ben

Street\*  
123 Brisbane Street

Suburb\*  
REDLAND BAY

State  
QLD

Postcode\*  
4165

Candidate\*  
[Dropdown menu]

Event  
EDS SG 2020 State General Event

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

**State candidate**  
Reporting a gift received  
State

**Candidate details**

Candidate\*  
JOHN SMITH

Event\*  
2020 STATE GENERAL ELECTION

Address\*  
1 TEST ST, BRISBANE QLD 4000

I am reporting  
[Dropdown menu]  
+ received from

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

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

**State candidate**  
Reporting a gift received  
State

**Candidate details**

Candidate\*  
JOHN SMITH

Event\*  
2020 STATE GENERAL ELECTION

Address\*  
1 TEST ST, BRISBANE QLD 4000

I am reporting  
a gift  
+ received from

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

## 9. Complete all mandatory fields.

Reporting a Gift received from an Individual

Name \*  
Donny Donor

Street\*  
1 Test St

Suburb\*  
Brisbane City

State\*  
QLD

Postcode\*  
4000

**Gift Particulars**

Description of Gift Received \*  
Monetary donation

Amount\*  
500

Date made \*  
30/06/2020

Is this **Individual** the source of the Gift? \*  
☒ Yes ☐ No

Current Total **\$500.00**

I am reporting   
+ received from +

Save Draft Submit

- 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\*  
500

Date made \*  
30/06/2019

I am reporting   
a fundraising contribution + received from +

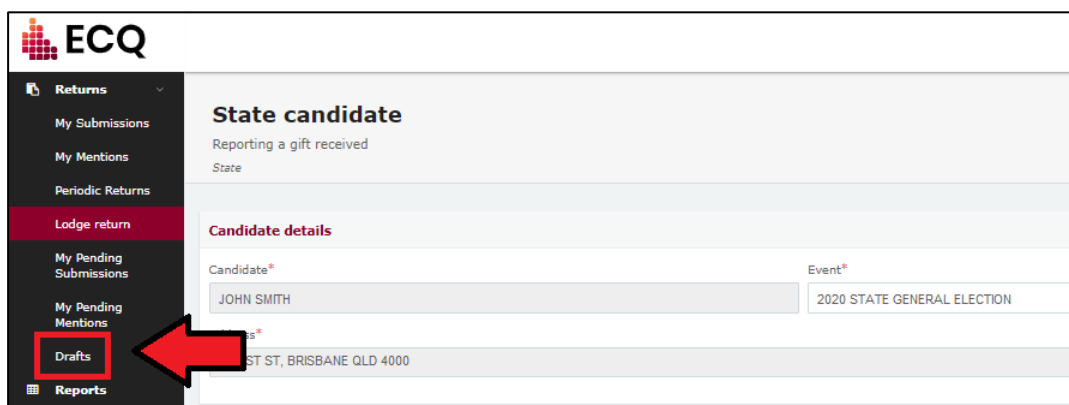
- an Individual
- a Corporation
- an Unincorporated Association
- a Trust Fund or Foundation
- a Registered Industrial Organisation
- Another type of Entity

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

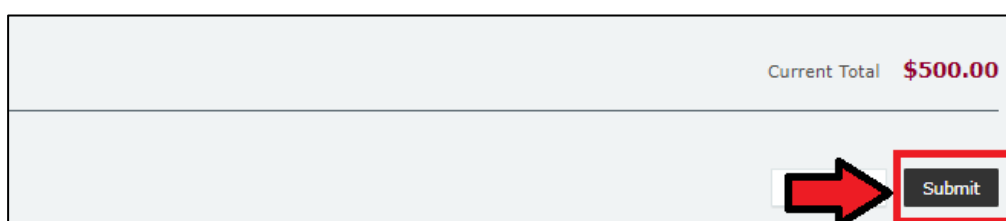
Current Total **\$500.00**

Save Draft Submit

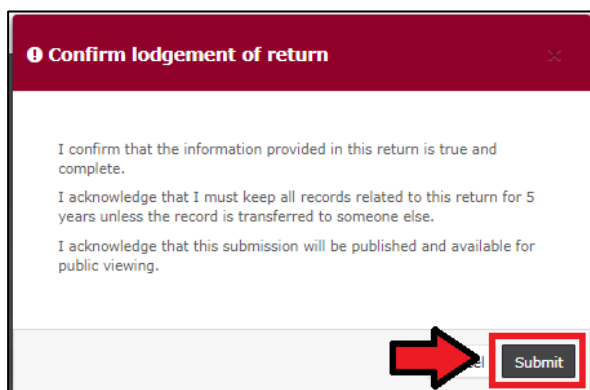
- You can access your draft returns by clicking 'Drafts' from the left-hand menu.



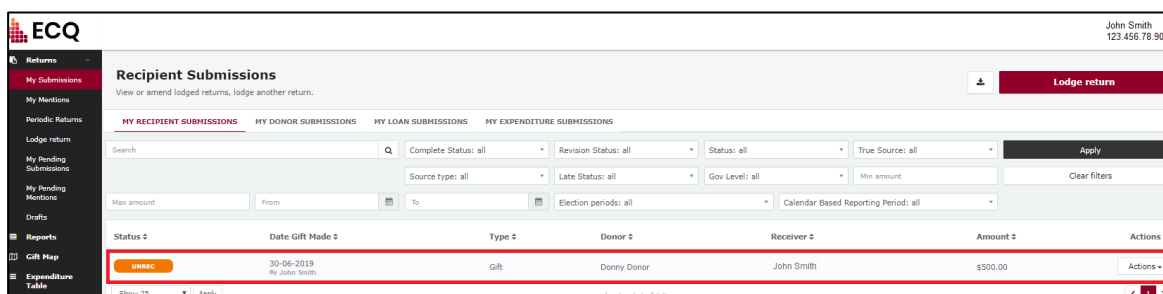
11. To submit your return, click 'Submit'.



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



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



Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
UNREC	30-06-2019 By John Smith	Gift	Donny Donor	John Smith	\$500.00	Actions

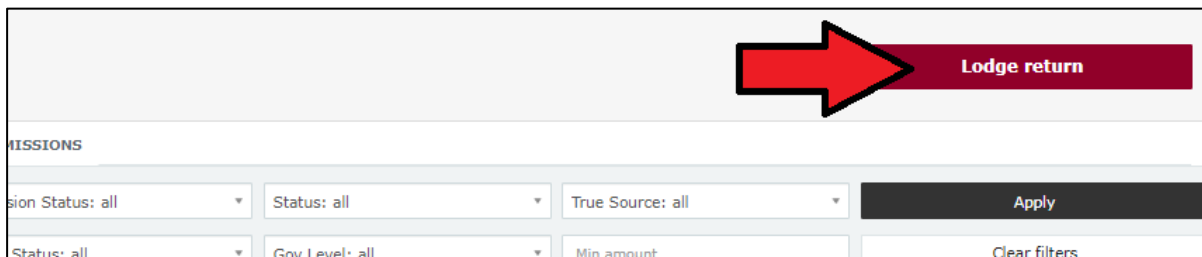
- The status of your return will be unreconciled ('UNREC') until the donor lodges a matching return.

## 5. Disclosing a Loan Received in the EDS

State government candidates who receive loans of \$1,000 or more are required to disclose the details of the loan in a return. This can also be completed by the candidate's agent, if one is appointed.

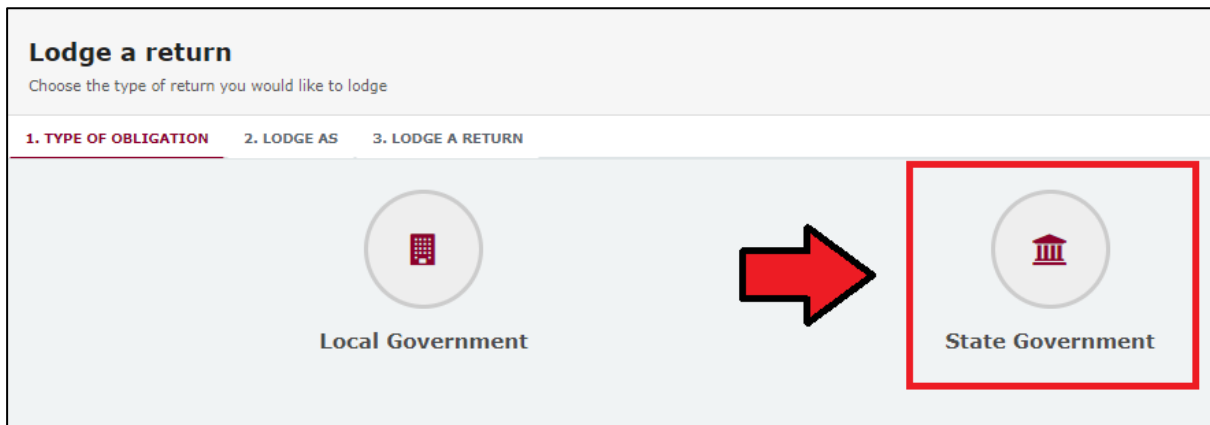
To lodge a return for loans received, please use the following instructions:

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



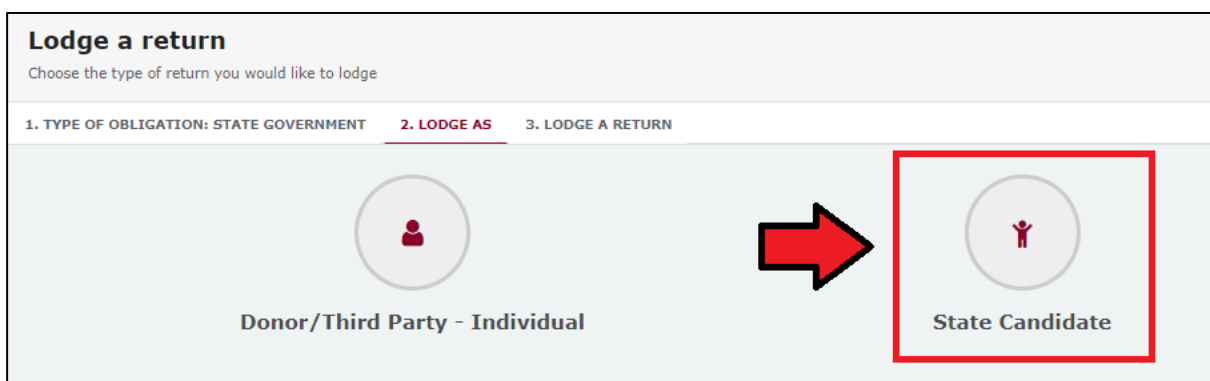
The screenshot shows the 'My Submissions' page. At the top right, there is a red button labeled 'Lodge return'. A large red arrow points to this button. Below the button, there are several filter dropdowns: 'Submission Status: all', 'Status: all', 'True Source: all', 'Status: all', 'Gov Level: all', and 'Min amount'. There are also 'Apply' and 'Clear filters' buttons.

**2. Click 'State Government'.**



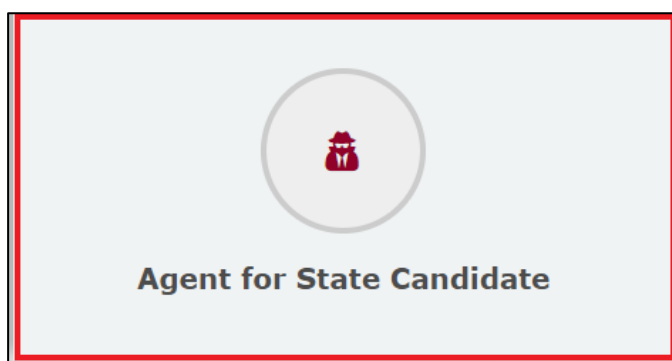
The screenshot shows the 'Lodge a return' page. The title is 'Lodge a return' with the subtitle 'Choose the type of return you would like to lodge'. Below the title, there are three tabs: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. The '2. LODGE AS' tab is selected. Under this tab, there are two options: 'Local Government' and 'State Government'. A large red arrow points from 'Local Government' to 'State Government', which is highlighted with a red border.

**3. Click 'State Candidate'.**



The screenshot shows the 'Lodge a return' page. The title is 'Lodge a return' with the subtitle 'Choose the type of return you would like to lodge'. Below the title, there are three tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT', '2. LODGE AS', and '3. LODGE A RETURN'. The '2. LODGE AS' tab is selected. Under this tab, there are two options: 'Donor/Third Party - Individual' and 'State Candidate'. A large red arrow points from 'Donor/Third Party - Individual' to 'State Candidate', which is highlighted with a red border.


4. If you are submitting the return on behalf of a candidate as their agent, click **'Agent for State Candidate'**.



5. Click **'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: STATE CANDIDATE    **3. LODGE A RETURN**



**State Government Candidate**  
Reporting a gift (donation) received

**Lodge**  
Learn more




**State Government Candidate**  
Reporting a loan received

**Lodge**  
Learn more

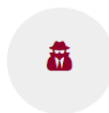
**Lodge a return**  
Choose the type of return you would like to lodge

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



**Agent for a State Government Candidate**  
Reporting a gift (donation) received

**Lodge**  
Learn more



**Agent for a State Government Candidate**  
Reporting a loan received

**Lodge**  
Learn more



6. If you are lodging as an agent, you will need to select the candidate you are lodging on behalf of.

**Agent for state candidate details**

Agent full name\*  
Agent Ben

Street\*  
123 Brisbane Street

Suburb\*  
REDLAND BAY

State  
QLD

Postcode\*  
4165

Candidate\*  
[Dropdown menu]

Event  
EDS SG 2020 State General Event

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

**State candidate**  
Reporting a loan received  
State

**Candidate details**

Candidate\*  
JOHN SMITH

Event\*  
2020 STATE GENERAL ELECTION

Address\*  
1 TEST ST, BRISBANE QLD 4000

I am reporting a loan

**+ received from**

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

8. Complete all mandatory fields.

**Reporting a Loan received from an individual**

Name\*  
Donny Donor

Street\*  
1 Test St

Suburb/Town\*  
Brisbane City

State\*  
QLD

Postcode\*  
4000

**Loan Particulars**

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

Amount\*  
1000

Date made\*  
20/12/2018

Date paid back\*  
18/06/2019

Date loan due\*  
20/06/2019

Market rate charged\*  
☒ Yes ☐ No

Current Total **\$1000.00**

I am reporting a loan

**+ received from**

Save Draft Submit

- 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.

**Loan Particulars**


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

Amount\* ? 1000 Date made\* 20/12/2018

Market rate charged?\* ?  
☒ Yes ☐ No

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



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.

**ECQ**

**Returns**

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

**State candidate**


Reporting a loan received

State

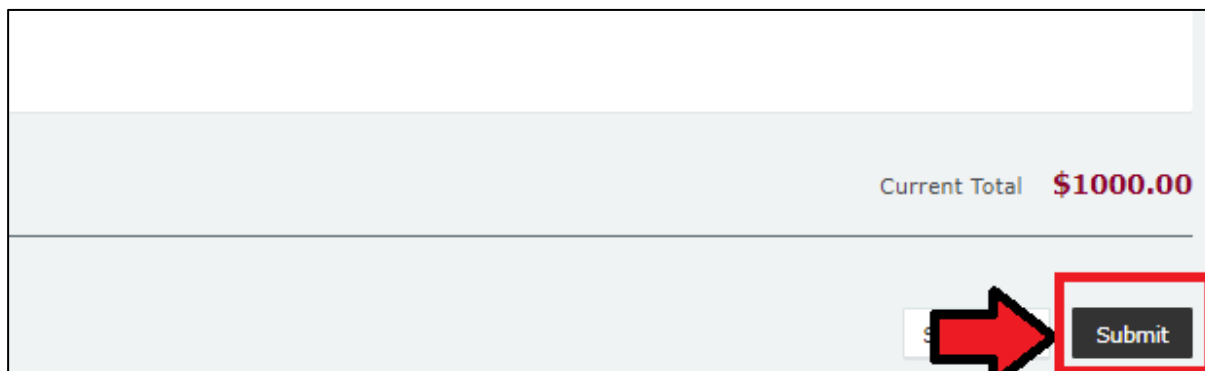
**Candidate details**

Candidate\* JOHN SMITH Event\* 2020 STATE GENERAL ELECTION

Address\* ST, BRISBANE QLD 4000



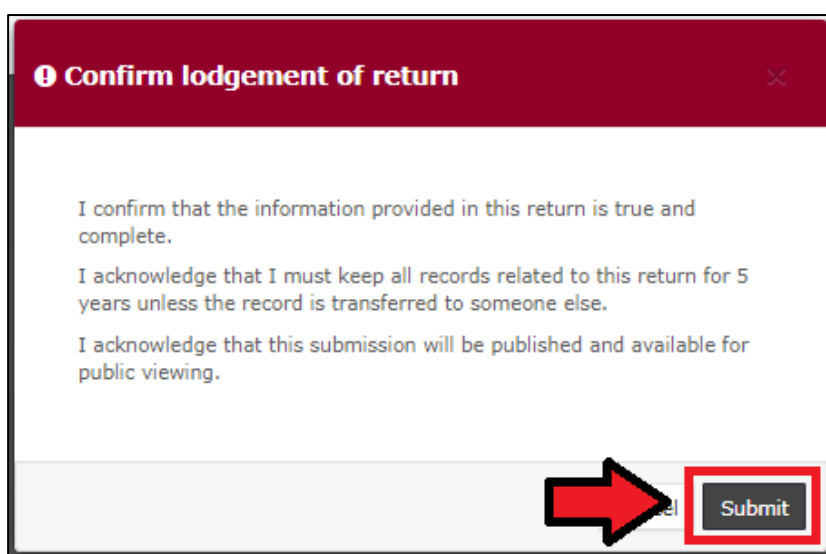
10. To submit your return, click '**Submit**'.



Current Total **\$1000.00**

**Submit**

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



**Confirm lodgement of return**

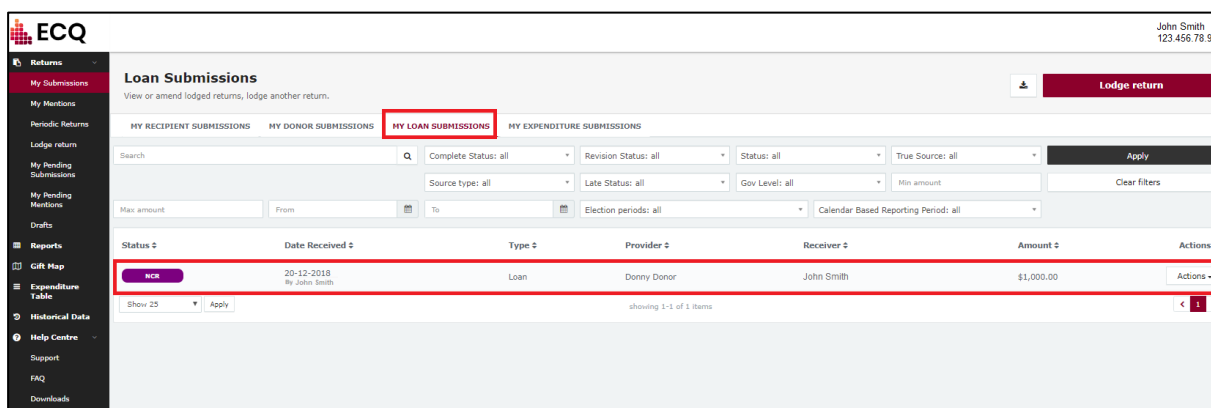
I confirm that the information provided in this return is true and complete.

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**

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



**ECQ** John Smith 123 456 78 90

**Loan Submissions** Lodge return

View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS **MY LOAN SUBMISSIONS** MY EXPENDITURE SUBMISSIONS

Search Complete Status: all Revision Status: all Status: all True Source: all Apply

Source type: all Late Status: all Gov Level: all Min amount Clear filters

Max amount From To Election periods: all Calendar Based Reporting Period: all

Status	Date Received	Type	Provider	Receiver	Amount	Actions
<b>NCR</b>	20-12-2018 By John Smith	Loan	Donny Donor	John Smith	\$1,000.00	Actions

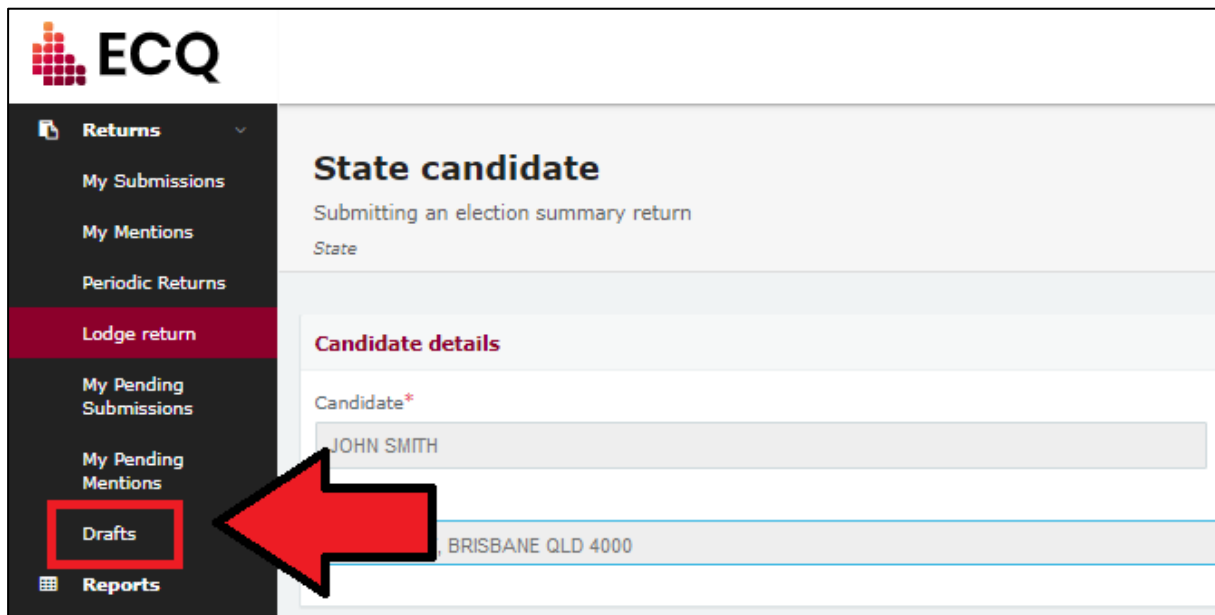
Show 25 Apply showing 1-1 of 1 items

- 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.

13. 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.

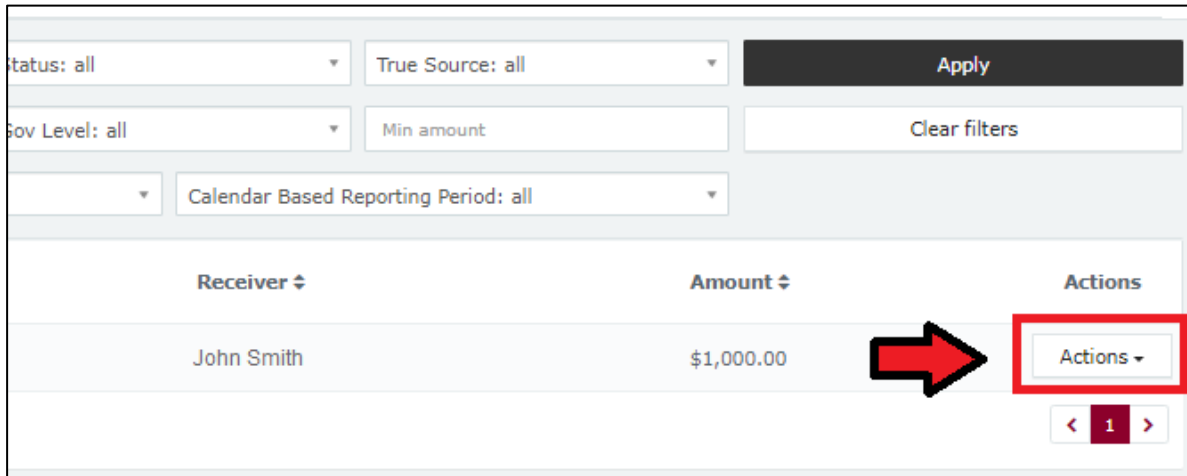


## 6. Amending a Return in the EDS

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.

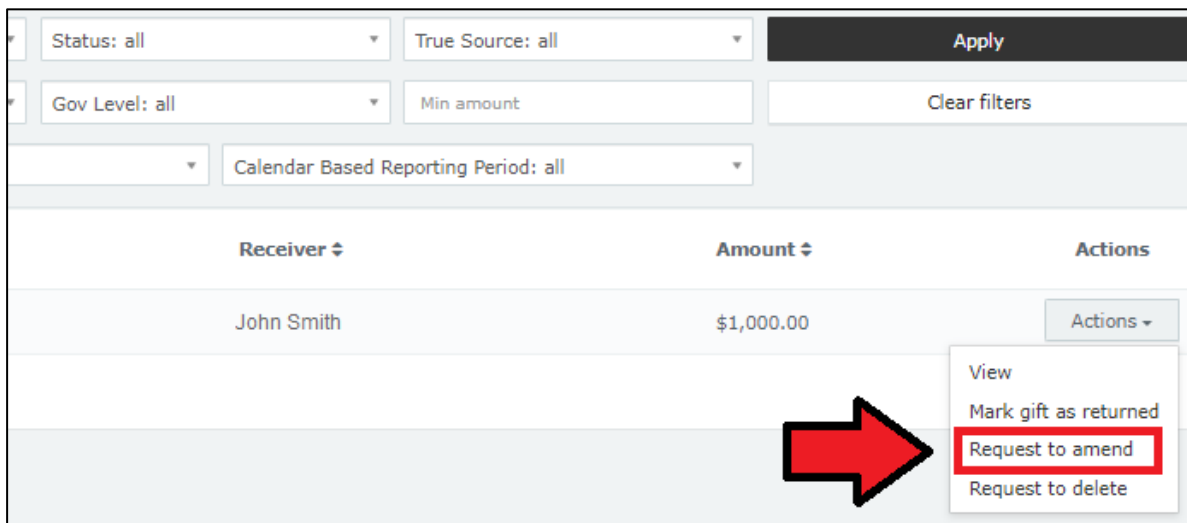
1. **Locate the return that you wish to amend from the *My Submissions* page or the *Periodic Returns* page of the EDS.**
2. **Click the 'Actions' button next to the return.**



The screenshot shows the EDS interface with a table of returns. The table has columns for Receiver, Amount, and Actions. The first row shows John Smith with an amount of \$1,000.00. A red arrow points to the 'Actions' button next to this entry. The 'Actions' button is highlighted with a red box. Below the table, there are pagination controls showing '< 1 >'.

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

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



The screenshot shows the EDS interface with the 'Actions' dropdown menu open for the entry John Smith. The menu options are View, Mark gift as returned, Request to amend, and Request to delete. A red arrow points to the 'Request to amend' option, which is highlighted with a red box.

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

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

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

Complete Status: all

Source type: all

Max amount  From   To

Status <input type="button" value="v"/>	Date Gift Made <input type="button" value="v"/>	Type <input type="button" value="v"/>
<b>PENDING</b>	01-12-2019 By John Smith	Gift-In-Kind

Show 25

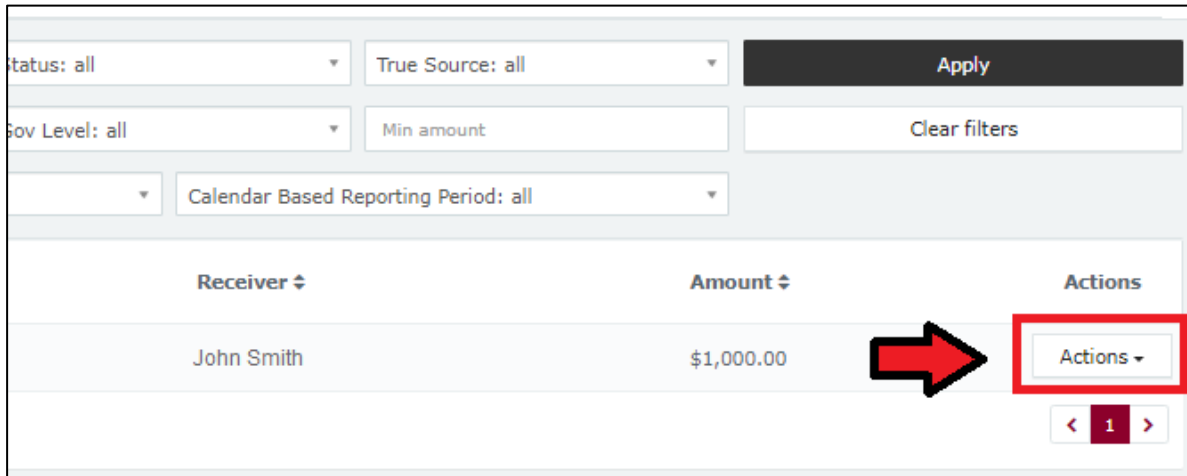
6. You will receive an email once the amendment has been processed by the ECQ.

## 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.

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

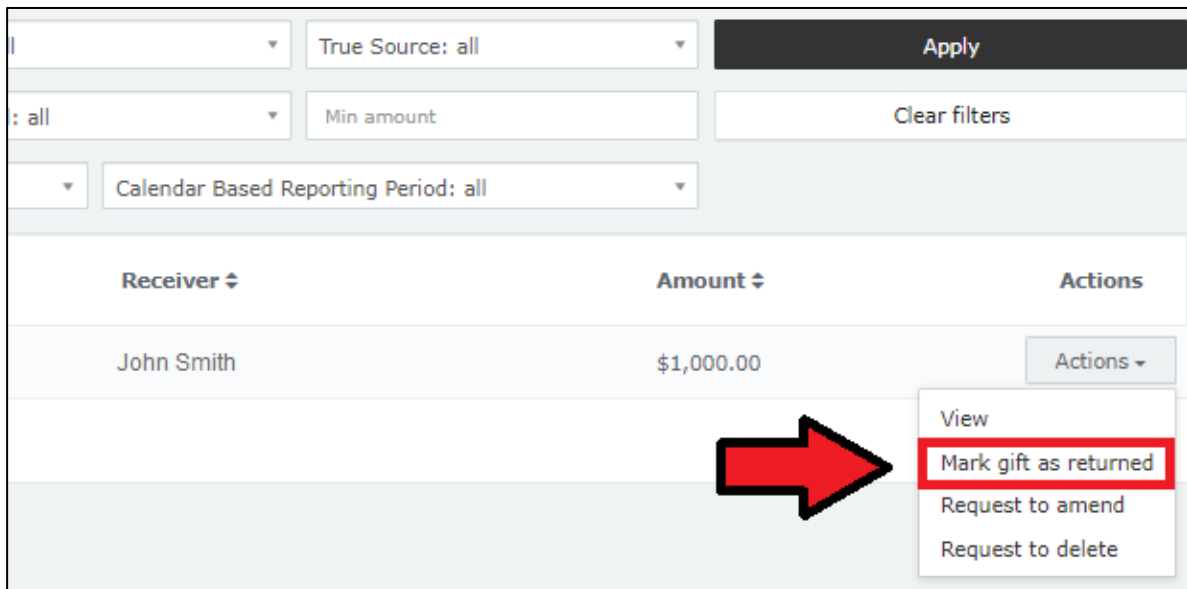
1. **Locate the return for the gift that you wish to mark as returned from the *My Submissions* page of the EDS.**
2. **Click the 'Actions' button next to the return.**



The screenshot shows the EDS interface with a table of returns. The table has columns for Receiver, Amount, and Actions. A red arrow points to the 'Actions' button next to the return for John Smith.

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

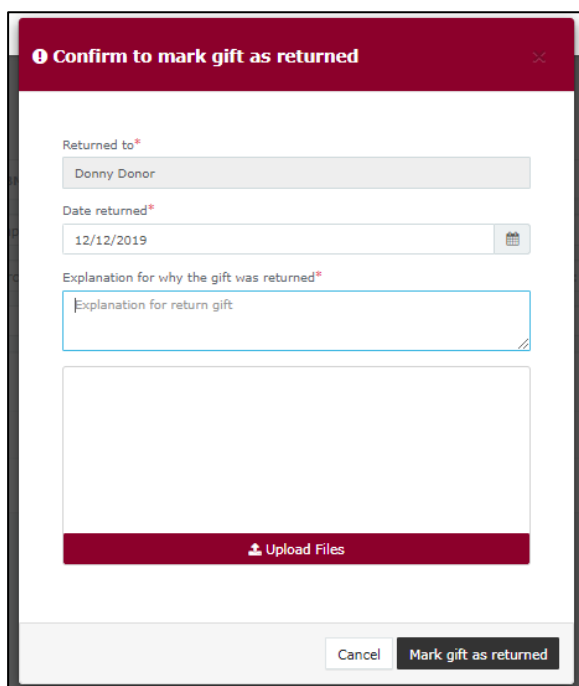
3. **Click 'Mark gift as returned'.**



The screenshot shows the EDS interface with the 'Actions' dropdown menu open. A red arrow points to the 'Mark gift as returned' option.

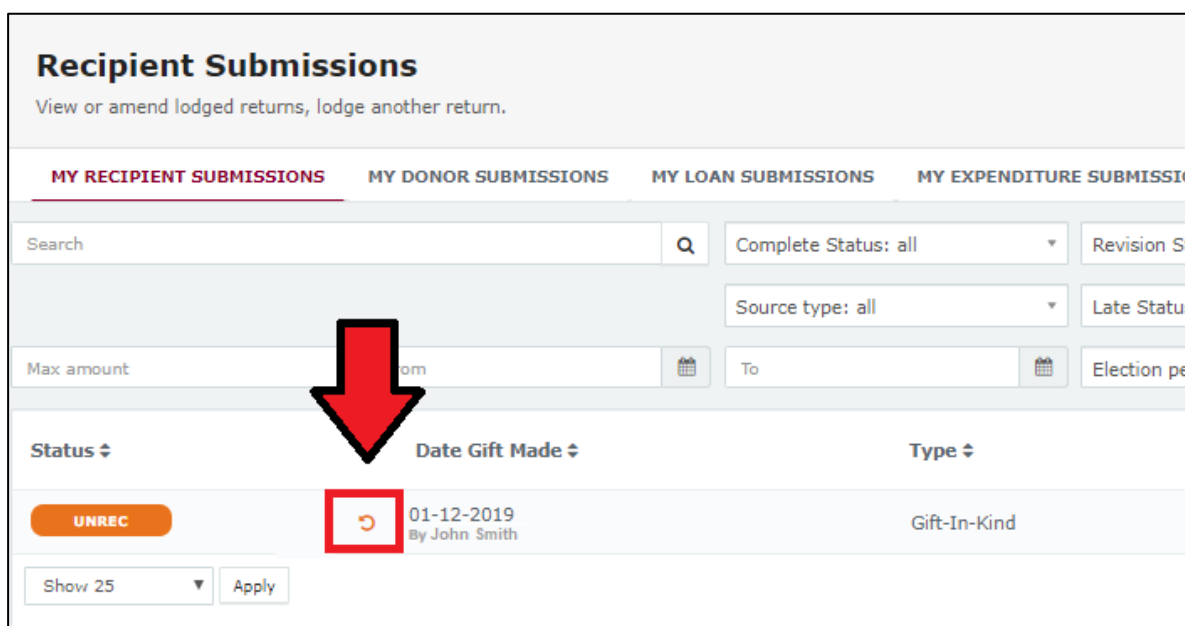
Receiver	Amount	Actions
John Smith	\$1,000.00	<div>Actions</div> <div>View</div> <div>Mark gift as returned</div> <div>Request to amend</div> <div>Request to delete</div>

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 modal dialog box titled "Confirm to mark gift as returned". It contains the following fields: "Returned to\*" with the value "Donny Donor", "Date returned\*" with the value "12/12/2019", and "Explanation for why the gift was returned\*" with the placeholder text "Explanation for return gift". Below these fields is an "Upload Files" button. At the bottom of the dialog are "Cancel" and "Mark gift as returned" buttons.

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 has tabs for "MY RECIPIENT SUBMISSIONS", "MY DONOR SUBMISSIONS", "MY LOAN SUBMISSIONS", and "MY EXPENDITURE SUBMISSIONS". Below the tabs are search and filter options. A large red arrow points to a submission entry in the table. The entry has a status of "UNREC", a date of "01-12-2019" by "John Smith", and a type of "Gift-In-Kind". A small returned symbol (↺) is visible next to the date.

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

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.