



Registered Third Parties (Individuals and Organisations) Self Service Portal & Electronic Disclosure System (EDS) FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE



**Electoral
Commission**
QUEENSLAND

Contents

1.	Introduction	1
1.1	Overview of the Act and Regulation	1
1.2	Disclaimer	1
1.3	Contacting the ECQ	1
2.	Setting up an Account in the EDS	2
2.1	Initial Setup	2
3.	Registering as a Third Party	11
3.1	Registering an Individual as a Third Party	11
3.2	Registering an Organisation as a Third Party	15
3.3	Registering as an Agent of a Registered Third Party	21
3	Logging into the EDS	22
4	Disclosing a Gift Made in the EDS	24
5	Disclosing a Gift Received in the EDS	29
6	Amending a Return in the EDS	34
7	Mark a Gift as Returned in the EDS	36

1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for registered third parties (including those wanting to register) 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).

Users who are only acting as donors to political parties or candidates should refer to the User Guide for Donors & Third Parties, which has more relevant information.

1.2 Disclaimer

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

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

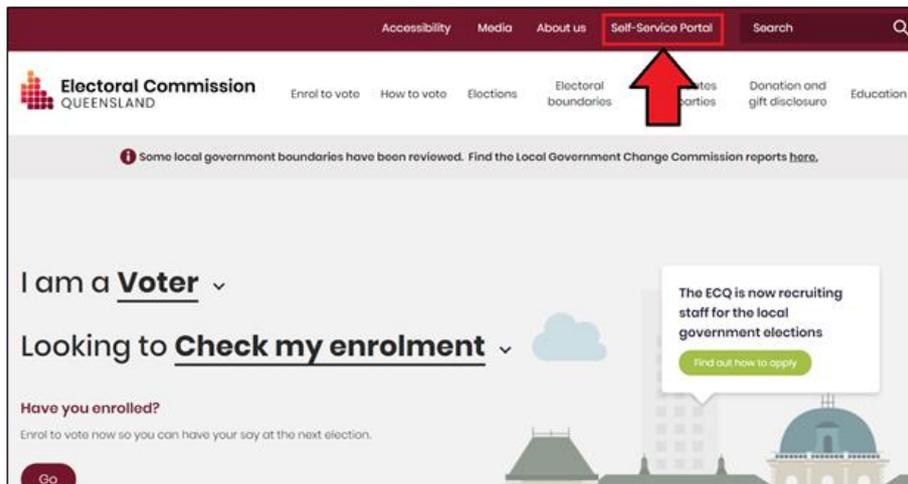
2. Setting up an Account in the EDS

Third parties who are required to register under the *Electoral Act 1992* and lodge disclosure returns will need to set up 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.

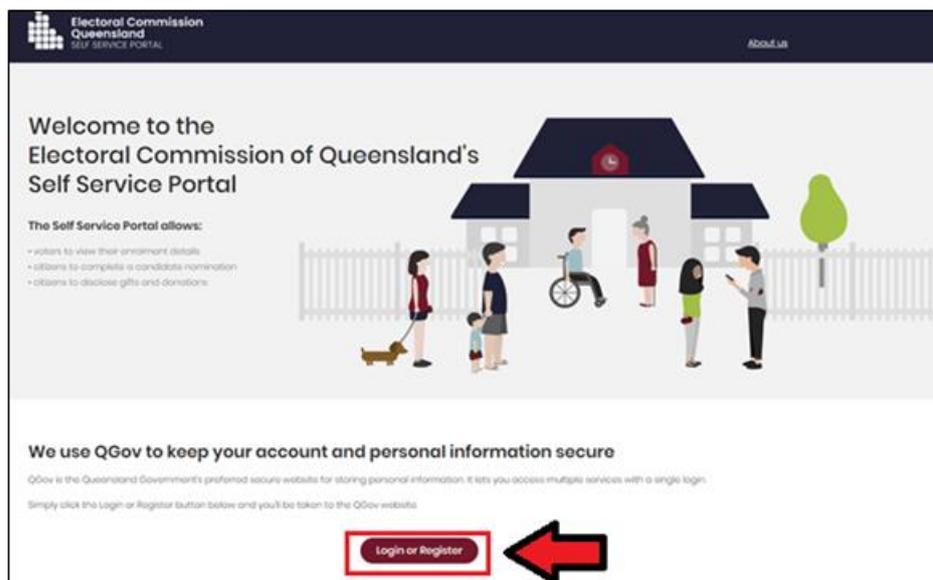
2.1 Initial Setup

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 log in using QGov.



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

If you do have an existing QGov account, enter your username (email address) and password, click 'Log in', and go to Section 3.

Queensland Government

QGov

Frequently asked questions Terms and conditions

Login or register

Please login or register using one of the options below.

~~Google~~ or ~~Microsoft~~

or

Login with QGov

* Username
Your email address

* Password

Log in Register

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

Please only login through this section

To access the registration page, please click here

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

Create your QGov account

Your QGov account is a key to your QGov identity.

- Choose your username
- Create a password
- Confirm your password
- Mobile phone
- I agree to the [Terms and conditions](#).

[Cancel](#)

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

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

QGov

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

Finalise registration

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

* Confirmation code

[Cancel](#)

- **Note:** If you don't 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 profile.

Electoral Commission Queensland
SELF SERVICE PORTAL

Log out About Us

Home > Register

Identity

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.

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".

Cancel Search the Roll

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

* Locality:

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

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

* Street Name:

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

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

Cancel Search the Roll

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

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

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

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

Contact Details

* QNumber: Q12345678

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

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

Home Phone Number:

* Mobile Phone Number: 0400 000 000

Enrolled Address 1 TEST ST, BRISBANE QLD 4000

Postal Address
Same as enrolled address

Cancel Previous **Next**

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

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

Home > Register

Financial Disclosure Legislation

* Have you personally donated, or do you intend to donate, to a candidate or political party?
 Yes No

* Are you required to lodge financial disclosure returns on behalf of an organisation?
 Yes No

Cancel Previous Next

- **Note:** If you are setting up an account as an **individual third party**, answer 'Yes' to the first question.

Alternatively, if you are registering as an **organisation third party**, answer 'Yes' to the second question.

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 

Cancel Previous **Submit**

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

- If you selected 'No' skip to Section 3, to submit your third party registration.

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

Add New Organisation

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

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

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

ACN:

ABN:

* Organisation Name:

* Type of business the corporation carries on:

What is your position title in this organisation:

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

Physical Address

Overseas Address

Google Address Search:

Building Name:

Unit Number:

* Street Number:

* Street Name:

* Street Type:

* Locality:

* State:

* Postcode:

* Country:

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

Does this company have a holding company?
 Yes No

* Name of Holding Company:

Overseas Address

Google Address Search:

Building Name:

Unit Number:

* Street Number:

* Street Name:

* Street Type:

* Locality:

* State:

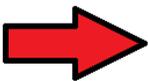
* Postcode:

* Country:

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

Name	Address	Action
No matching records found		

Does this company have a holding company?
 Yes No



3. Registering as a Third Party

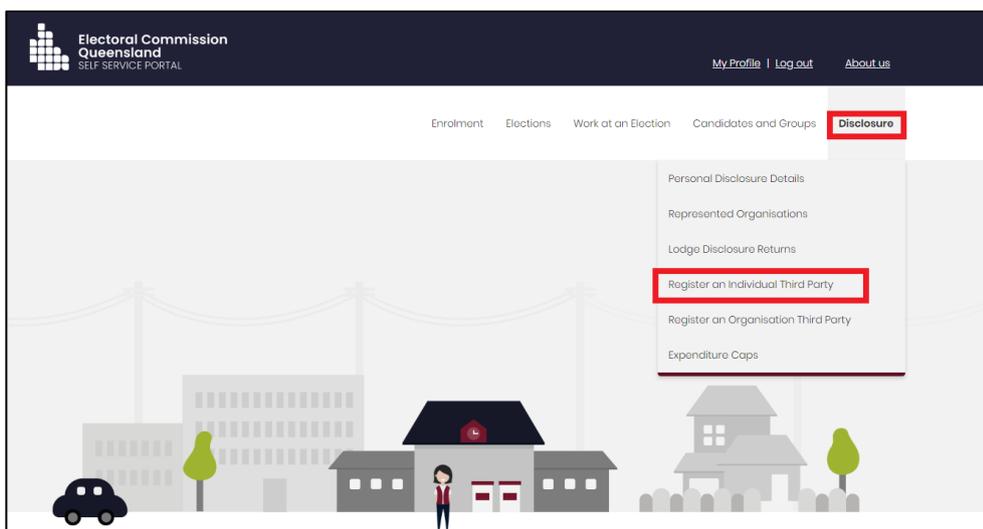
If a third party intends to spend more than \$6,000 on electoral expenditure within the expenditure cap period, a third party registration should be completed as early as possible. Applications for registration must be submitted before election day for an election. Note that donations of money to political parties or candidates are not considered 'electoral expenditure'.

A third party will need to register through their account in the ECQ's Self Service Portal. To register as an organisation, skip to section 3.2.

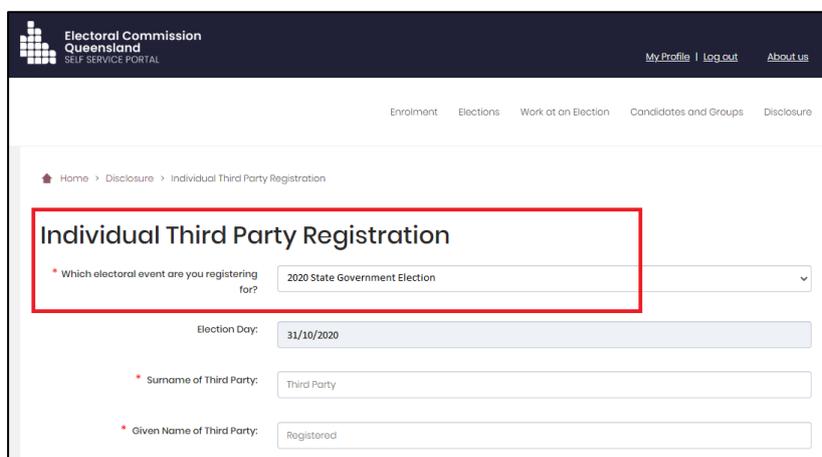
If you do not already have an account in the Self Service Portal, please refer to Section 2.

3.1 Registering an Individual as a Third Party

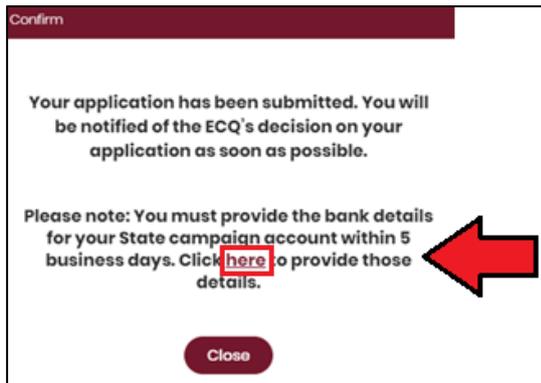
1. To submit a third party registration for an individual, click on '*Disclosure*' and then click on '*Register an Individual Third Party*'



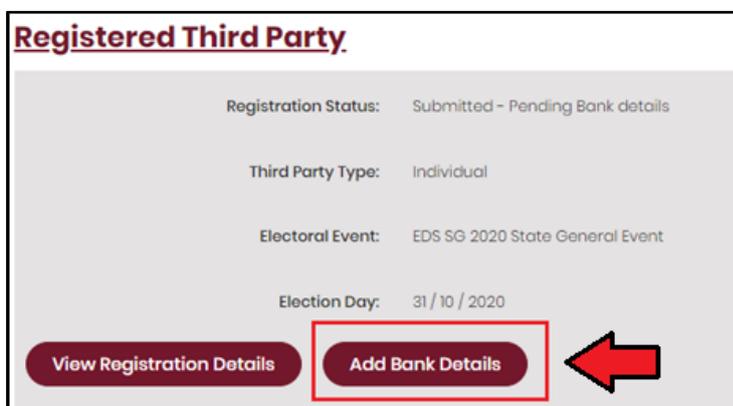
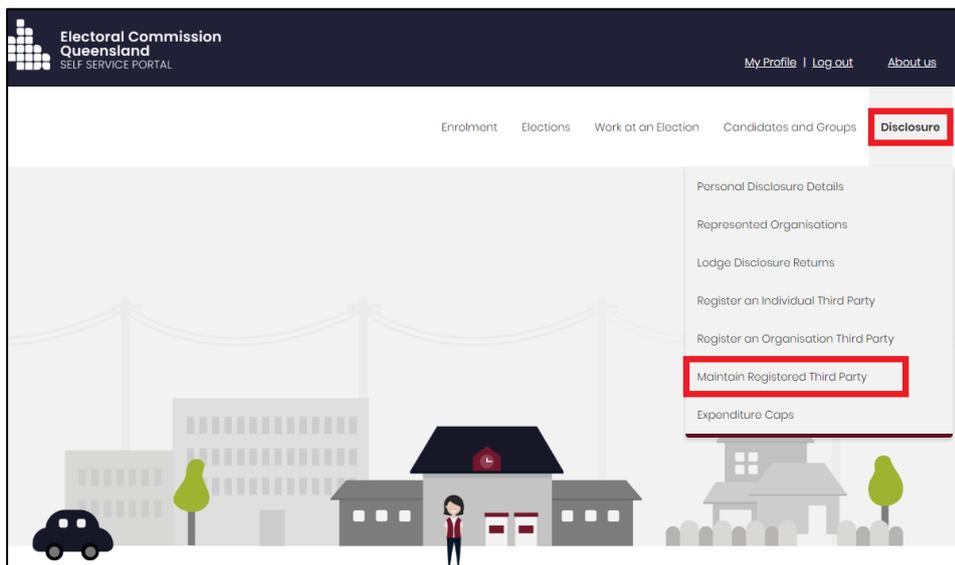
2. Select the event type, enter all mandatory fields, and click '*Print*'.

A screenshot of the 'Individual Third Party Registration' form in the Electoral Commission Queensland Self Service Portal. The form title 'Individual Third Party Registration' is highlighted with a red box. The form contains several fields: 'Which electoral event are you registering for?' with a dropdown menu showing '2020 State Government Election'; 'Election Day:' with the value '31/10/2020'; 'Surname of Third Party:' with the value 'Third Party'; and 'Given Name of Third Party:' with the value 'Registered'. The form is set against a background of a stylized town illustration.

3. You can submit your bank details by clicking 'here'.



- Alternatively, you can submit your bank details at a later date (within 5 business days) by selecting 'Disclosure', 'Maintain Registered Third Party' and, 'Add Bank Details'.



4. Enter the bank details and click 'Print'.

Bank Details

* Name of Financial Institution:

* Name of Account:

* BSB: -

* Account Number:

- A PDF will open in another tab, prefilled with the details you have entered.



State campaign account details

For third parties

The *Electoral Act 1992* requires a third party to keep a **State campaign account** that is a bank account solely used for all electoral expenditure, gifts, loans, and political donations.
If details of the State campaign account changes, the third party or its appointed agent **MUST** notify the ECQ of the change.

Lodgement timeframe
Changes to a State campaign account must be submitted **within 5 business days**.

Enquiries and lodgements
Please direct all enquiries and lodgements to the Funding and Disclosure Unit
by Email: fad@ecq.qld.gov.au Post: GPO Box 1393
Telephone: 1300 881 665 BRISBANE QLD 4001

This form is to advise the ECQ of: a State campaign account
 changes to an existing State campaign account

Part A: Details of the third party and appointed agent

Name of third party

Name of agent

(if applicable) (given name, family name)

Address

Postcode

Email

Phone

Part B: Bank details
The bank account details below is the third party's new **State campaign account**.

Name of financial institution

Name of account

BSB and account number -

Part C: Authorisation

Signature of agent Date

Day Month Year

Print name

(given name, family name)

Office use only		
Received	EFC no.	Date scanned

Electoral Act 1992 s 227 The Information Privacy Act 2009 protects the personal information you submit. Consideration of your application may involve consultation and if so, details may be disclosed to third parties. Your information will not be otherwise disclosed outside the Electoral Commission of Queensland unless required or authorised by law. Form Q5G66C (08-2020) page 1 of 1

5. Once printed, complete '*Part C: Authorisation*'. Then scan and save the form to your computer.
6. To upload the form, click '*Upload*' and '*Browse*'. Find the document from where it is saved on your computer and select it, then click '*Save*'.

Bank Details

* Name of Financial Institution:

* Name of Account:

* BSB: -

* Account Number:

Upload Signed Document

* File:

Maximum file size: 50MB.
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

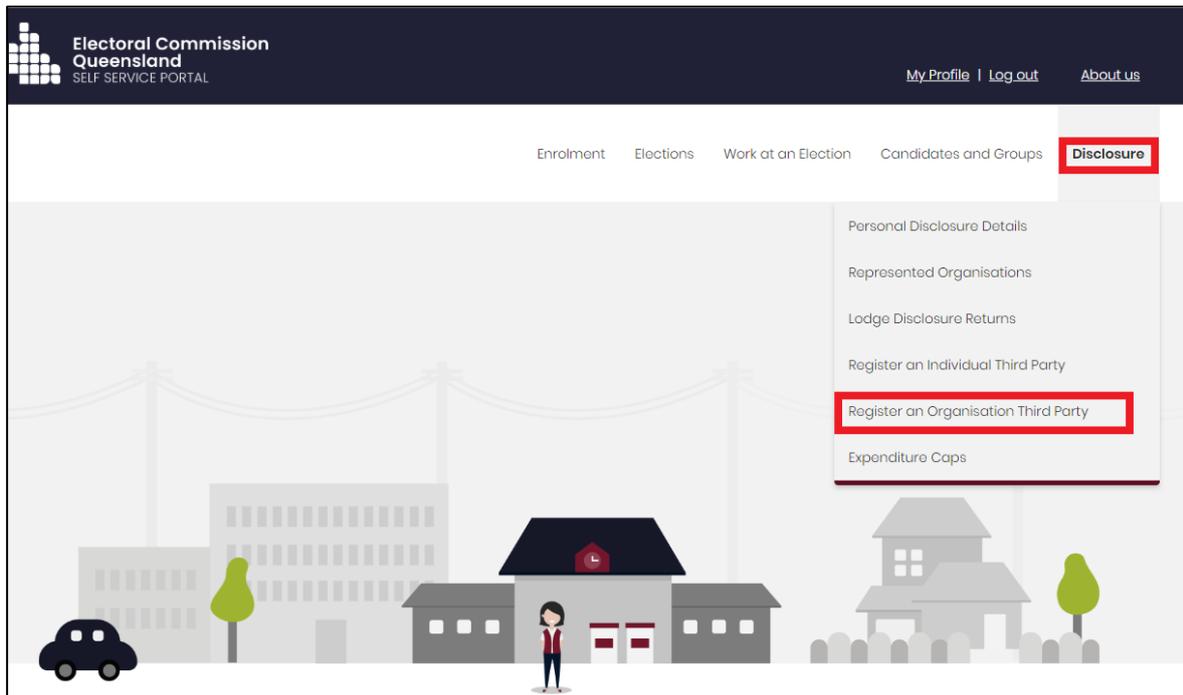
7. Once the document has been added, click '*Submit*'.

Upload Signed Document

File Name	Form Type
Campaign Account Form - signed	State Campaign account details - Third parties

3.2 Registering an Organisation as a Third Party

1. To submit a third party registration for an organisation, click on **'Disclosure'** and then click on **'Register an Organisation Third Party'**.



2. Click **'Register'** next to the organisation you would like to register as a third party. If you are registering a new organisation, click **'Register'** next to **'Add New Organisation'**.

A screenshot of the 'Register an Organisation Third Party' form. The breadcrumb trail is 'Home > Disclosure > Register an Organisation Third Party'. The main heading asks: 'Are you registering this organisation for the first time, or have you registered on behalf of this organisation previously?'. Below this, there are two options: 'Add New Organisation' and 'ECQ'. Each option has a 'Register' button. A red arrow points to the 'Register' button next to 'ECQ', which is also highlighted with a red box.

- If you have added your Organisation in Section 2, Step 13 above OR have previously been lodging disclosure returns on behalf of an Organisation, they will be listed under 'Add New Organisation'.
3. Complete all mandatory fields in the form, then click **'Print'**.
 - When adding the agent details in this form, use the email address the agent will be using to create their own QGov account, so the organisation will automatically link.

Electoral Commission Queensland SELF SERVICE PORTAL My Profile | Log out | About Us

Enrolment | Elections | Work at an Election | Candidates and Groups | Disclosure

Home > Disclosure > Register an Organisation Third Party > Register

Organisation Third Party Registration

* Which electoral event are you registering for?

Election Day: 31 / 10 / 2020

* Name of the Organisation:

* Type of Organisation: Corporation or Company
 Unincorporated Association
 Trust or Fund
 Other

You must print, sign and upload the application form before it can be submitted.

- A PDF will open in another tab, prefilled with the details you have just entered.

<p style="text-align: center;">Electoral Commission QUEENSLAND</p> <h3 style="text-align: center;">Application to register a third party (organisation)</h3> <p style="text-align: center;"><i>for a State Election</i></p> <p>The Electoral Act 1992 (the Act) requires that a third party must be registered if the electoral expenditure incurred during the capped expenditure period for the election exceeds \$6,000. The ECQ must maintain and publish a register of third parties on the ECQ's website. The third party has an obligation to notify the ECQ of any change to details (Form Q5G6) and must keep records in accordance with the Act. The Act requires all records to be kept for a period of 5 years. The Act requires a third party to keep a State campaign account that is a bank account solely used for all electoral expenditure, gifts, loans, and political donations. The ECQ MUST be informed of the details of the State campaign account using Form Q5G6C.</p> <p>Lodgement timeframe An application to register a third party for an election must be submitted prior to polling day for that election.</p> <p>Enquiries and lodgements Please direct all enquiries and lodgements to the Funding and Disclosure Unit by: Email: fad@ecq.qld.gov.au Post: GPO Box 1393 BRISBANE QLD 4001 Telephone: 1300 881 665</p> <p style="text-align: center;">This form is for the registration of an organisation as a third party in the</p> <p style="text-align: center;">2020 State General Elections election to be held on <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/></p> <p>Part A: Details of the third party - the organisation An agent MUST be appointed for a third party that is not an individual under s 208 of the Act (complete details overleaf).</p> <p>Name of the organisation: <input type="text" value="Registered Third Party Organisation Name"/></p> <p>Type of organisation: <input type="text" value="Corporation or Company"/></p> <p>ABN/ACN: <input type="text"/></p> <p>Business address: <input type="text" value="1 Eagle ST"/> <input type="text" value="Brisbane, QLD"/> <input type="text" value="4001"/></p> <p>Email: <input type="text"/></p> <p>Contact person: <input type="text"/> Phone: <input type="text"/></p> <p>Signature of contact person: <input type="text"/> Date: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/></p> <p>Office use only Received: <input type="text"/> Officer signature: <input type="text"/> Date scanned: <input type="text"/></p> <p style="font-size: small;">Electoral Act 1992 Form (Q5G6A) (all pages) page 1 of 2</p>	<p style="text-align: center;">Electoral Commission QUEENSLAND</p> <h3 style="text-align: center;">Appointment of an agent for a third party</h3> <p style="text-align: center;"><i>for a State Election</i></p> <p>Part B: Details of the agent appointed to represent the third party</p> <p>Name of agent: <input type="text" value="Agent Name"/></p> <p>Address: <input type="text" value="1 Eagle ST"/> <input type="text" value="Brisbane, QLD"/> <input type="text" value="4001"/></p> <p>Email: <input type="text"/></p> <p>Phone: <input type="text" value="0400000000"/></p> <p>Part C: Agent declaration</p> <p>I, <input type="text" value=""/>, <small>(signature, full name)</small> declare that I am over 18 years of age and hereby consent to becoming an agent for the third party named in Part A. In signing this document I affirm that I have not been convicted of an offence against Part 11 of the Electoral Act 1992.</p> <p>Signature of nominated agent: <input type="text"/> Date: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/></p> <p style="font-size: small;">Electoral Act 1992 Form (Q5G6B) (all pages) page 2 of 2</p>
--	--

4. Once printed, the agent and the contact person will need to sign and date the declarations. Then scan and save the form to your computer.

5. To upload the form, click **'Upload'** and **'Browse'**. Find and select the document from where it is saved on your computer, then click **'Save'**.

Agent Contact Information

* Agent email:

* Agent phone number:

You must print, sign and upload the application form before it can be submitted.

[Back](#) [Print](#) [Upload](#) [Submit](#)

Upload Signed Document

Upload Signed Document

* File:

Maximum file size: 50MB.
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

[Cancel](#) [Save](#)

6. Once the document has been added, click **'Submit'**.

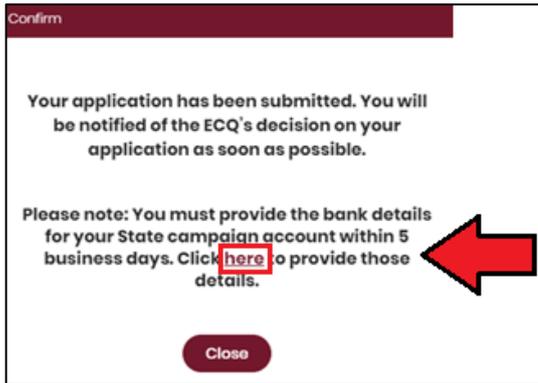
Upload Signed Document

File Name	Form Type
Third Party Organisation - Registration Form.PDF	Registration Form

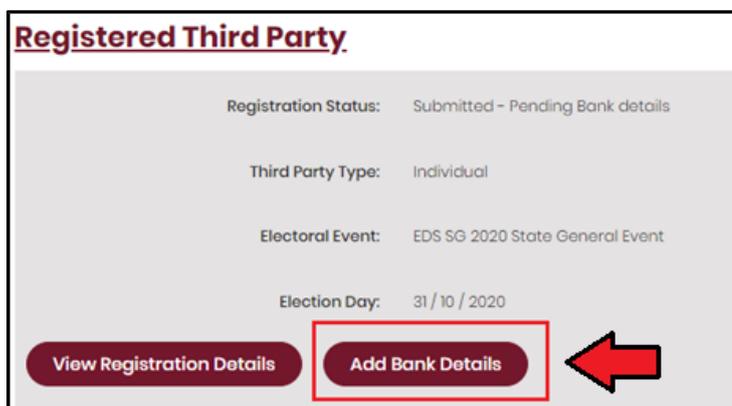
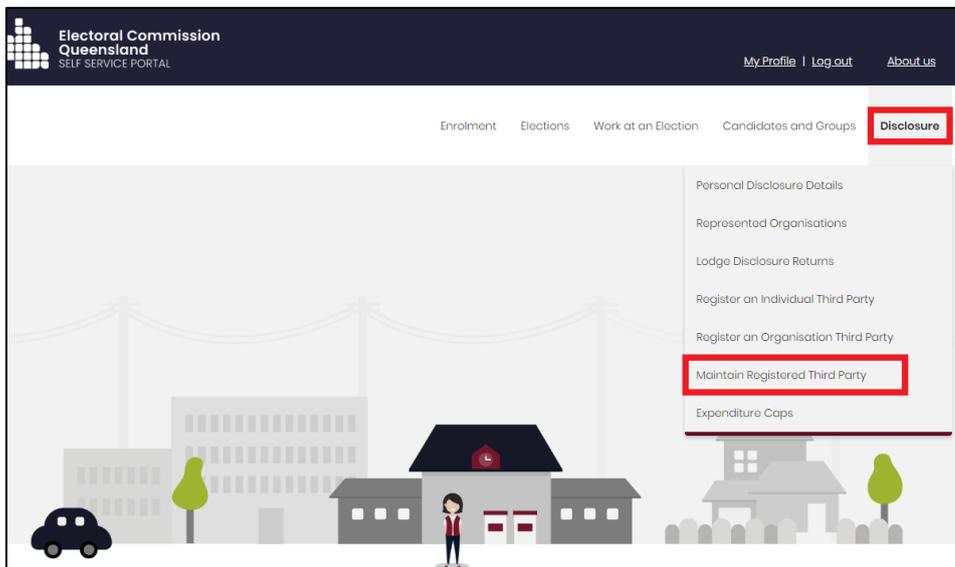
You must print, sign and upload the application form before it can be submitted.

[Back](#) [Print](#) [Upload](#) [Submit](#)

7. You can submit your bank details by clicking *'here'*.



- Alternatively, you can submit your bank details at a later date (within 5 business days) by selecting *'Disclosure'*, *'Maintain Registered Third Party'* and, *'Add Bank Details'*.



8. Enter the bank details and click 'Print'.

Bank Details

* Name of Financial Institution:

* Name of Account:

* BSB: -

* Account Number:

- A PDF will open in another tab, prefilled with the details you have just entered.



State campaign account details

For third parties

The Electoral Act 1992 requires a third party to keep a **State campaign account** that is a bank account solely used for all electoral expenditure, gifts, loans, and political donations. If details of the State campaign account changes, the third party or its appointed agent **MUST** notify the ECQ of the change.

Lodgement timeframe
Changes to a State campaign account must be submitted **within 5 business days**.

Enquiries and lodgements
Please direct all enquiries and lodgements to the Funding and Disclosure Unit
by: Email: fad@ecq.qld.gov.au Post: GPO Box 1393
Telephone: 1300 881 665 BRISBANE QLD 4001

This form is to advise the ECQ of: a State campaign account
 changes to an existing State campaign account

Part A: Details of the third party and appointed agent

Name of third party

Name of agent

(if applicable) (given name, family name)

Address

Postcode

Email

Phone

Part B: Bank details
The bank account details below is the third party's new **State campaign account**.

Name of financial institution

Name of account

BSB and account number -

Part C: Authorisation

Signature of agent Date

Print name

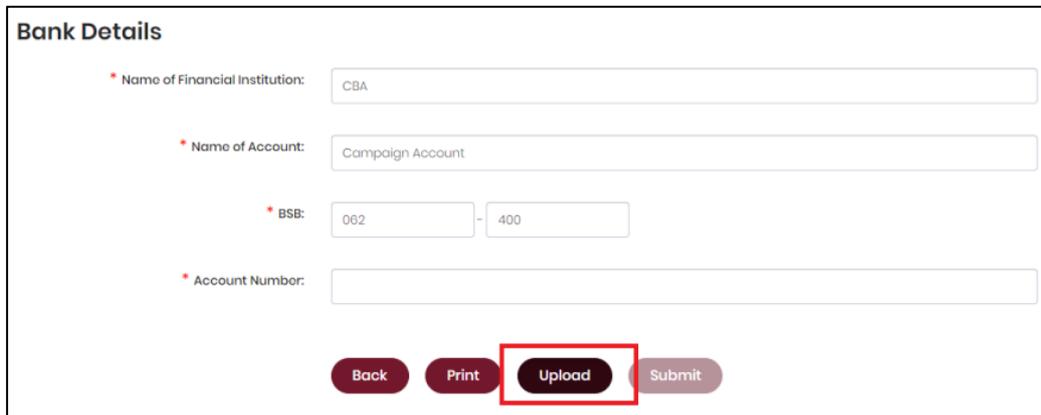
(given name, family name)

Office use only		
Received	EPC no.	Date scanned

Electoral Act 1992 6/27 The Information Privacy Act 2009 protects the personal information you submit. Consideration of your application may involve consultation and if so, details may be disclosed to third parties. Your information will not be otherwise disclosed outside the Electoral Commission of Queensland unless required or authorised by law. Form Q5G66C (08-2020) page 1 of 1

9. Once printed, complete **'Part C: Authorisation'** and scan and save the form to your computer.

10. To upload the form, click **'Upload'** and **'Browse'**. Find and select the document from where it is saved on your computer, then click **'Save'**.



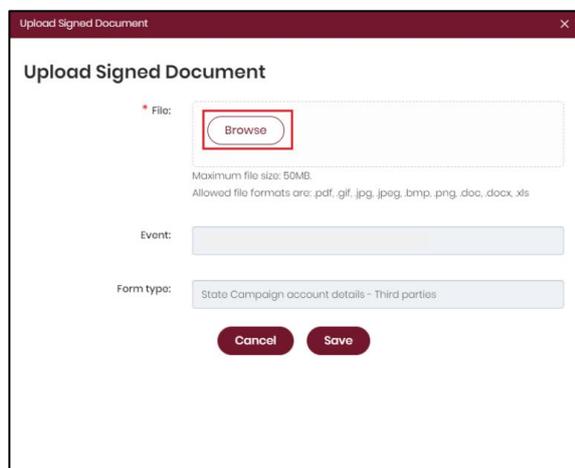
Bank Details

* Name of Financial Institution:

* Name of Account:

* BSB: -

* Account Number:



Upload Signed Document

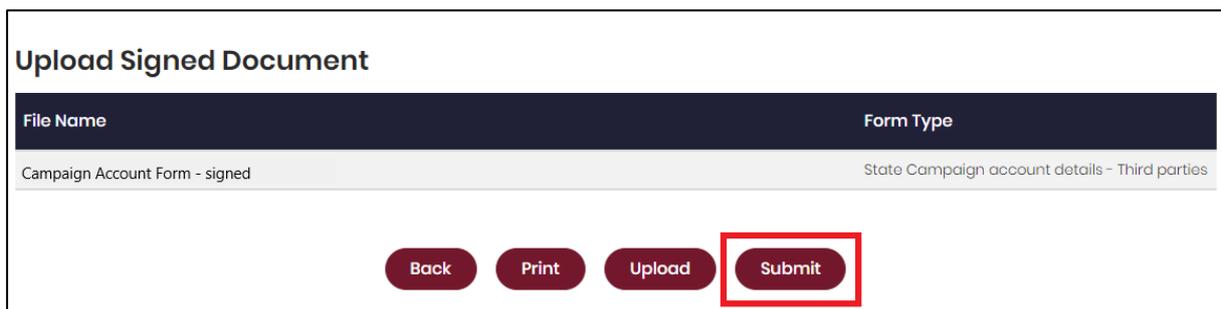
* File:

Maximum file size: 50MB.
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

11. Once the document has been added, click **'Submit'**.



Upload Signed Document

File Name	Form Type
Campaign Account Form - signed	State Campaign account details - Third parties

3.3 Registering as an Agent of a Registered Third Party

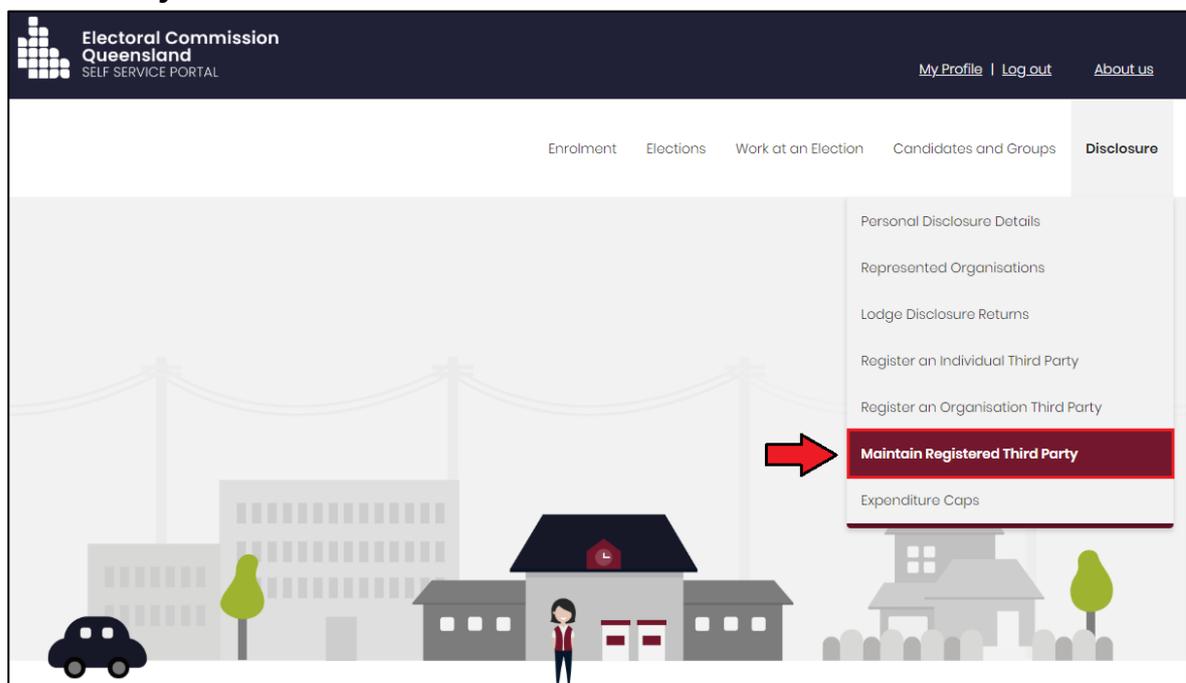
To register as an agent of a registered third party, you will also need to log into your account in the Self Service Portal.

If you do not already have an account in the Self Service Portal, please refer to Section 2.1.

Note: please ensure that the email address you select as the username for your account is the **same** as the email address indicated in the third party registration.

If you create your account in the Self Service Portal with a different email address to what is provided in the third party registration, your account will not link.

1. **Once you have logged into your Self Service Portal account, you can view the registered third party by selecting ‘Disclosure’ and ‘Maintain Registered Third Party’.**

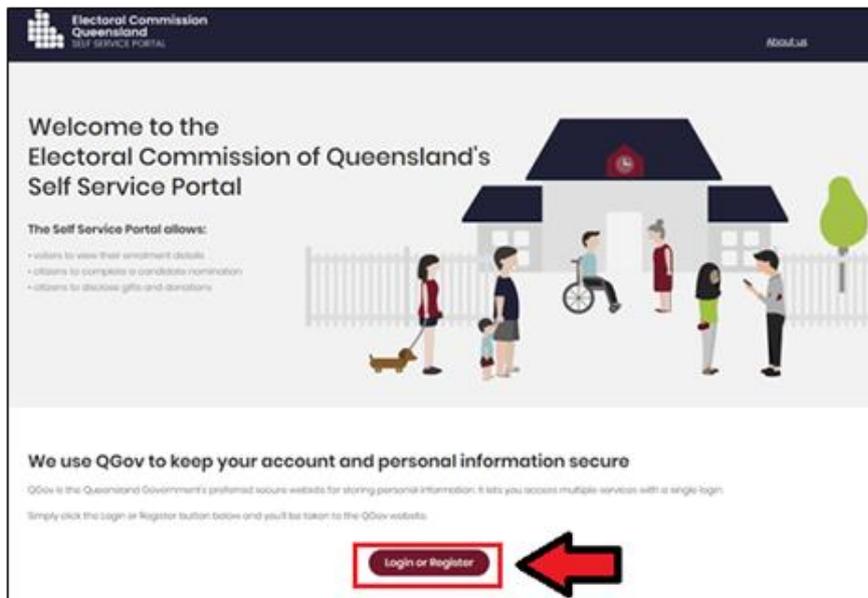


2. **If you need to add the third party’s State campaign account details, please refer to Section 3.1 for Individuals and Section 3.2 for Organisations**

3 Logging into the EDS

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

1. Go to the ECQ's Self Service Portal at <https://selfserv.elections.qld.gov.au>.
2. Click on the 'Login or Register' button on the page, which will allow you to login 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.

 or 

or

 Login with QGov

* Username
Your email address

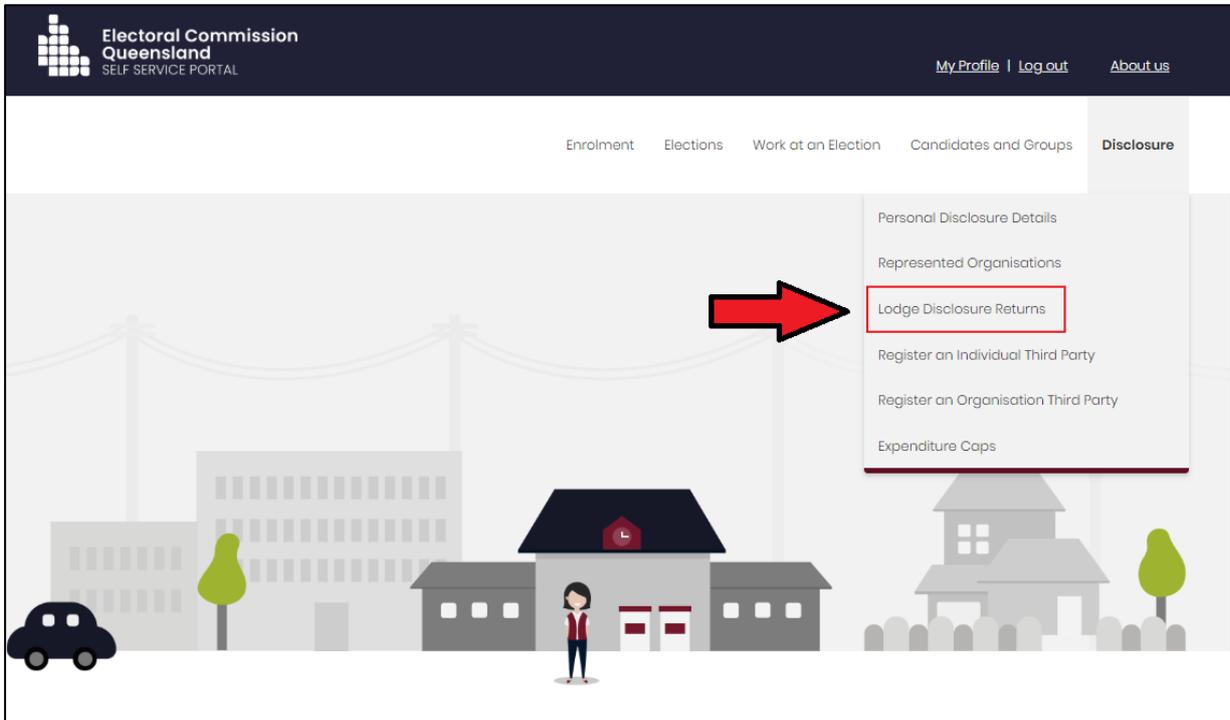
* Password

Log in Register

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

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

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



5. You can also access the EDS directly at <https://disclosures.ecq.qld.gov.au>.

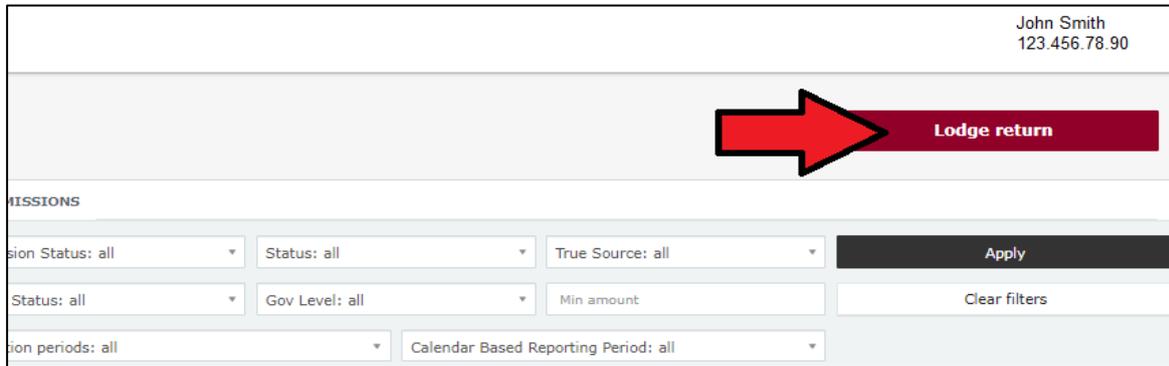
- Click the *'Login / Register'* button in the top right-hand corner.



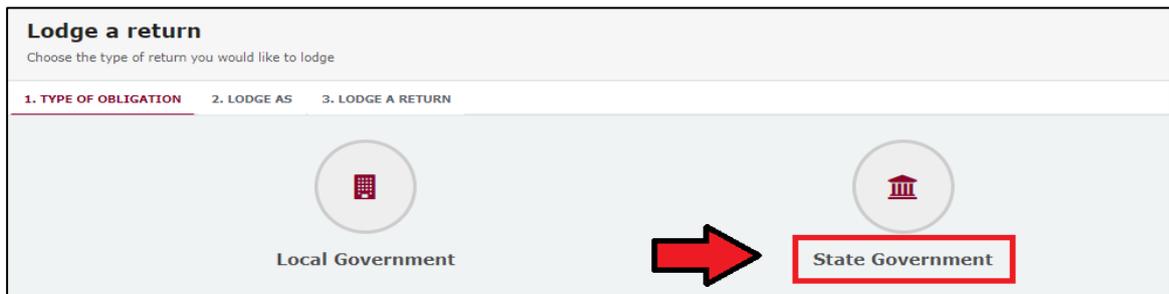
4 Disclosing a Gift Made in the EDS

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

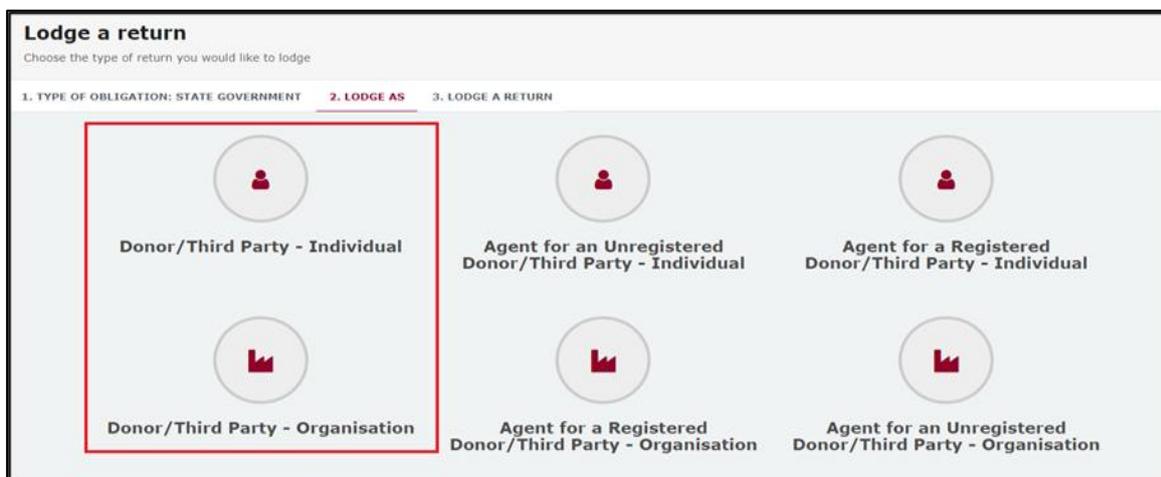
1. From the *My Submissions* page of the EDS, click 'Lodge Return'.



2. Click 'State Government'.



3. If you are lodging a return as an individual third party, click 'Donor / Third Party – Individual'.
4. If you are lodging on behalf of an organisation third party, click 'Donor / Third Party – Organisation'.



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

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

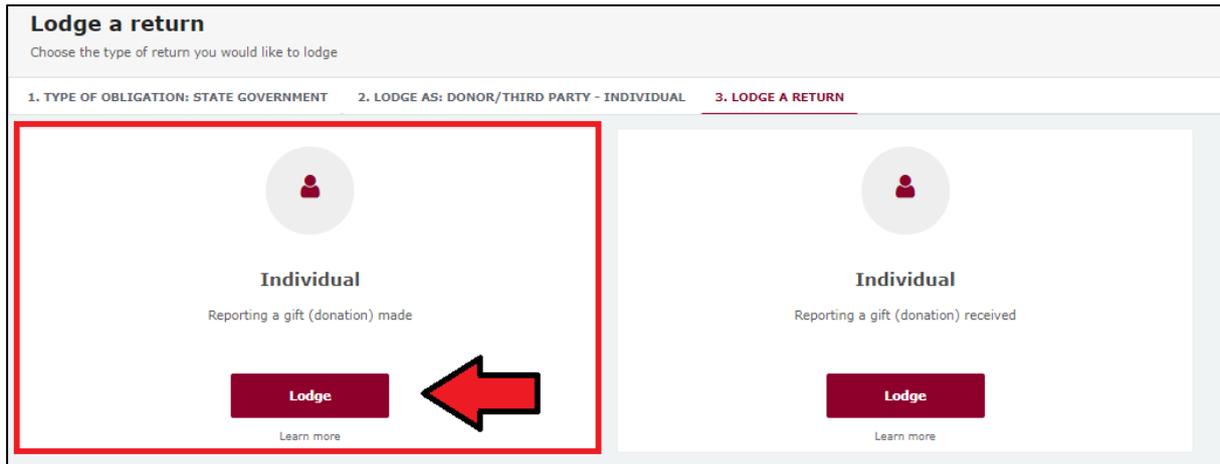
1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: DONOR/THIRD PARTY - INDIVIDUAL 3. LODGE A RETURN

Individual
Reporting a gift (donation) made

Lodge
[Learn more](#)

Individual
Reporting a gift (donation) received

Lodge
[Learn more](#)



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

Individual
Reporting a gift (donation) made
State

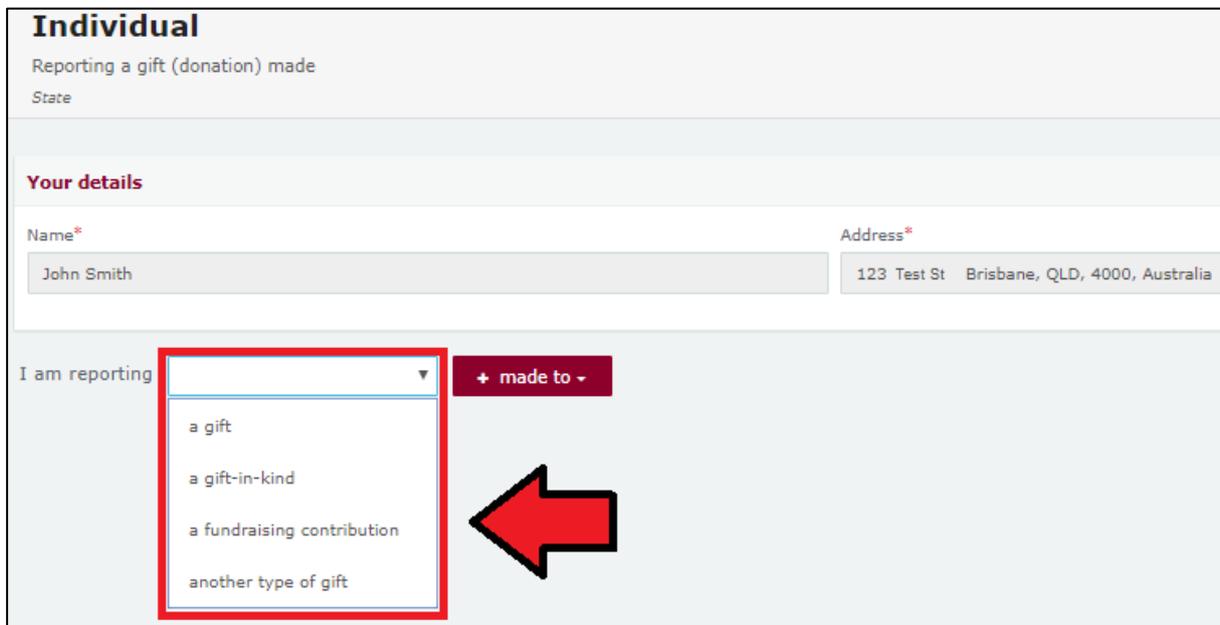
Your details

Name* Address*

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

I am reporting + made to

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



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

Individual
Reporting a gift (donation) made
State

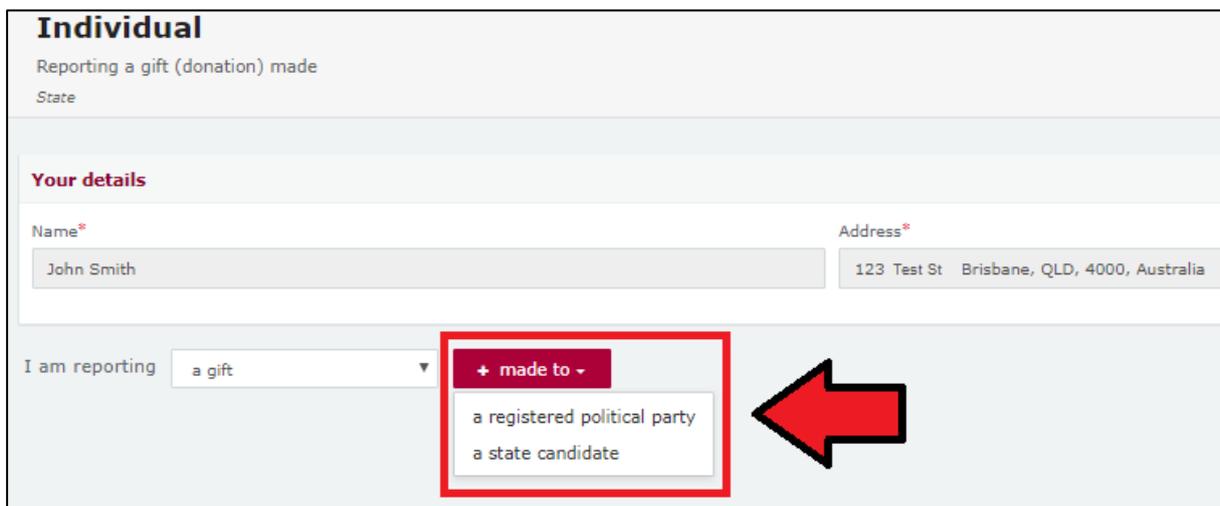
Your details

Name* Address*

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

I am reporting + made to

- a registered political party
- a state candidate



8. Complete all mandatory fields.

Reporting a Gift made to a registered political party

Recipient's Name*
Political Party A

Street*
1 Test St

Suburb/Town*
Brisbane

State*
QLD

Postcode*
4000

Gift Particulars

Description of Gift*
Monetary donation

Amount*
1000

Date made*
01/01/2020

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

Yes No

9. If you received a gift that enabled you to make all or part of the gift, you will need to select 'Yes' and enter the details of the individual who gave you the gift.

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

Yes No

Passed on from*

Original amount*

Date made*
dd/mm/yyyy

Street*

Suburb*

State*
Please select

Postcode*

Is this entity the source of the enabling gift? *

Yes No

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

Yes No

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

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

Yes No

I am reporting

a gift

+ made to

a gift

a gift-in-kind

a fundraising contribution

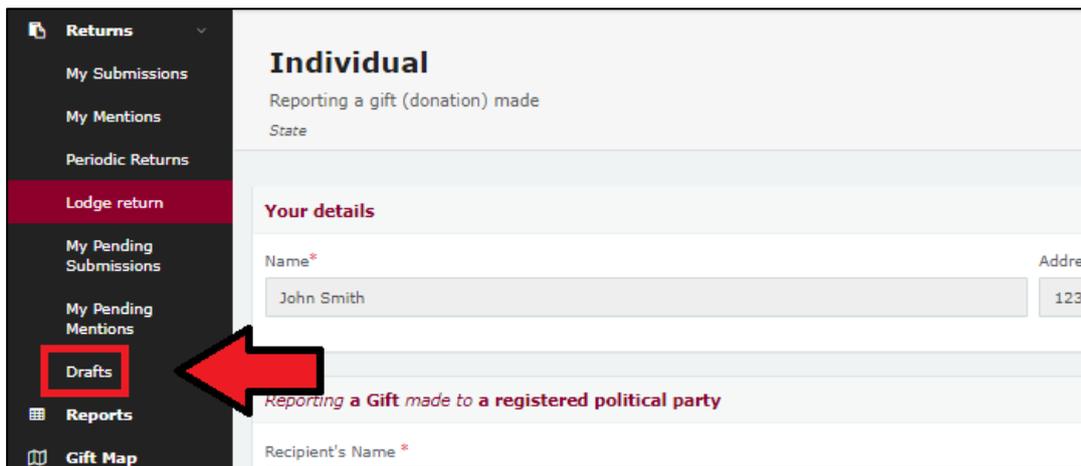
another type of gift

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

Current Total **\$1000.00**

Save Draft Submit

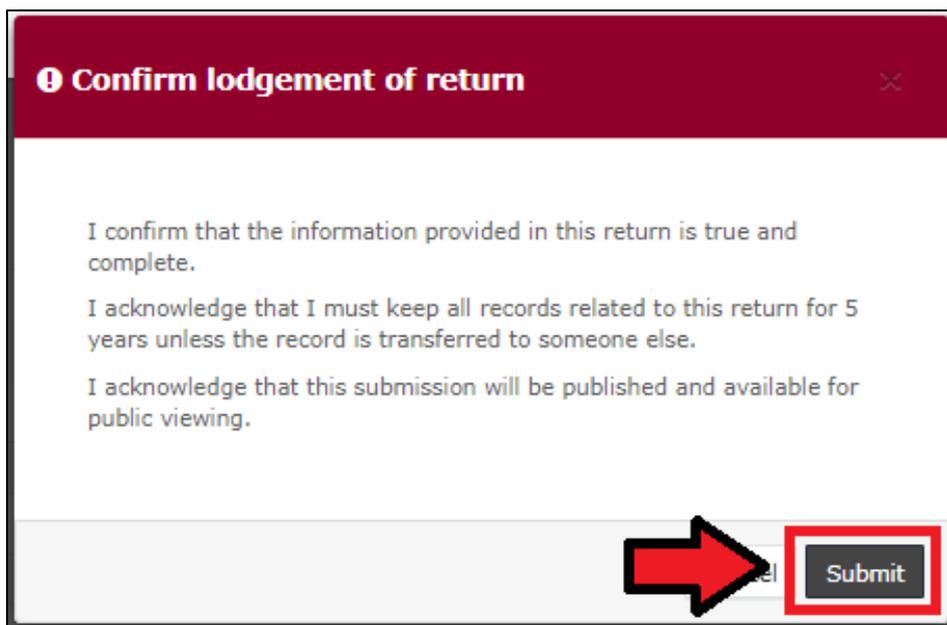
- You can access your draft returns by clicking 'Drafts' from the left-hand menu.



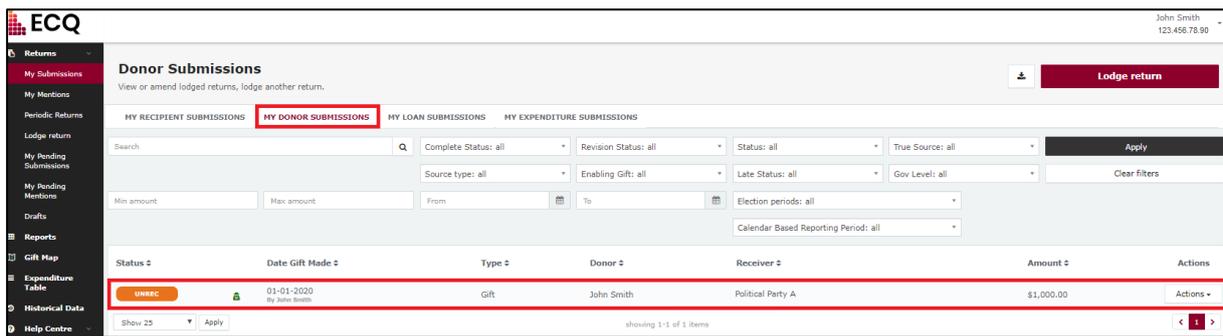
11. To submit your return, click **'Submit'**.



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



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

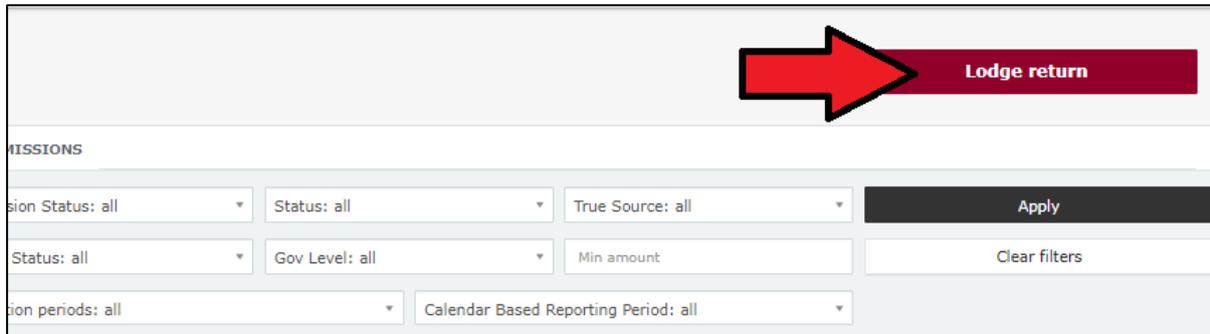


- The status of your return will be unreconciled ('UNREC') until the recipient lodges a matching return.

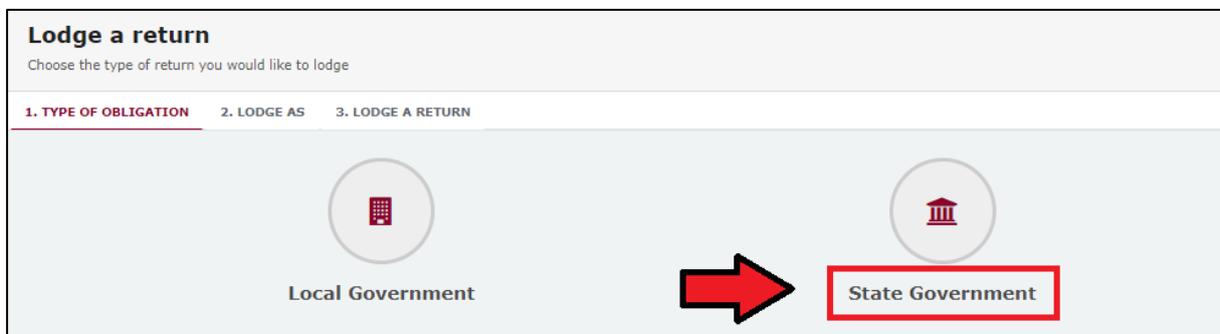
5 Disclosing a Gift Received in the EDS

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

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

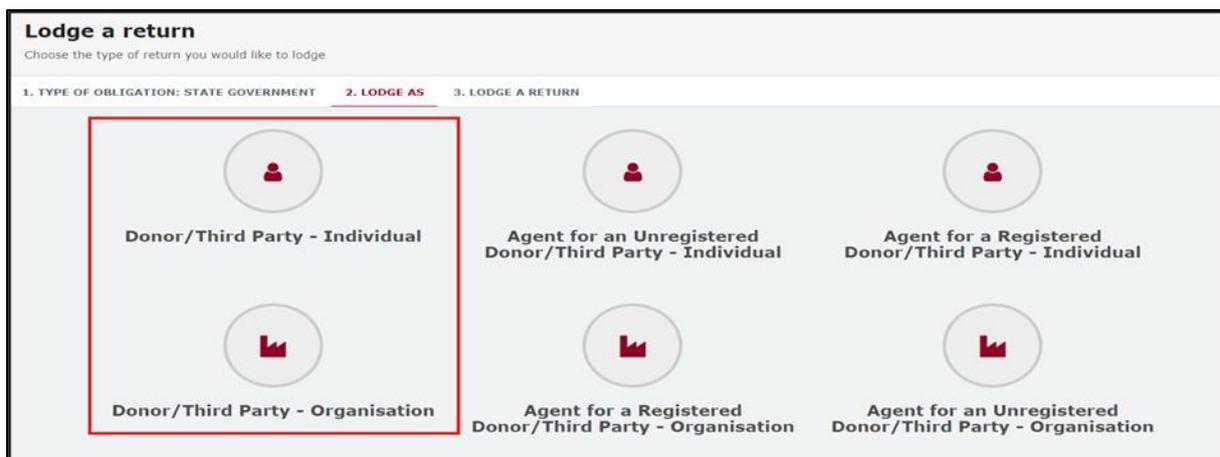


2. Click 'State Government'.



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

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



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

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

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

Individual
Reporting a gift (donation) made

Lodge
Learn more

Individual
Reporting a gift (donation) received

Lodge
Learn more

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

Individual
Reporting a gift (donation) received
State

Your details

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

I am reporting + received from

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

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

Individual
Reporting a gift (donation) received
State

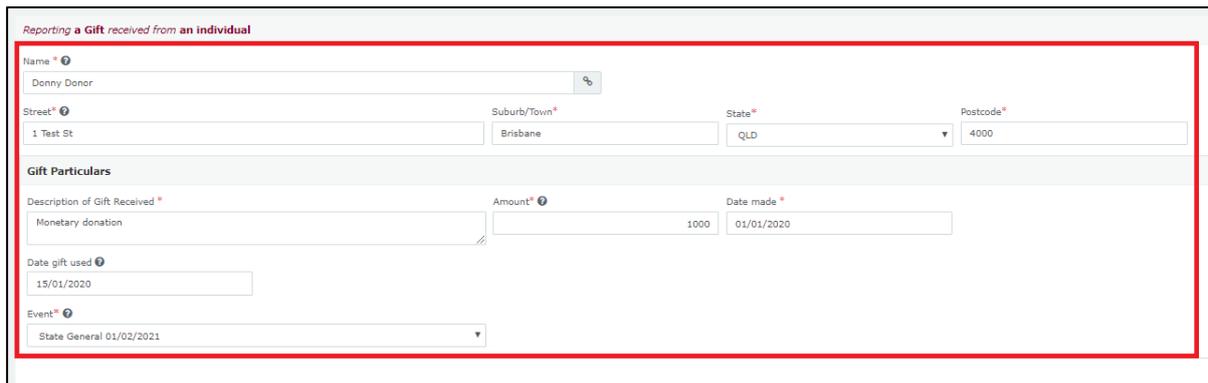
Your details

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

I am reporting + received from

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

7. Complete all mandatory fields.



Reporting a Gift received from an individual

Name*

Street* Suburb/Town* State* Postcode*

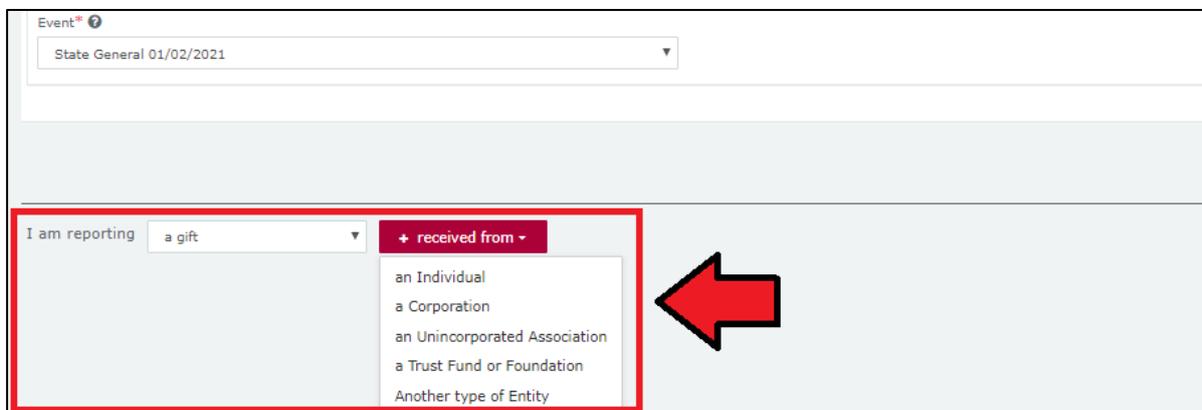
Gift Particulars

Description of Gift Received* Amount* Date made*

Date gift used*

Event*

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



Event*

I am reporting **+ received from**

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

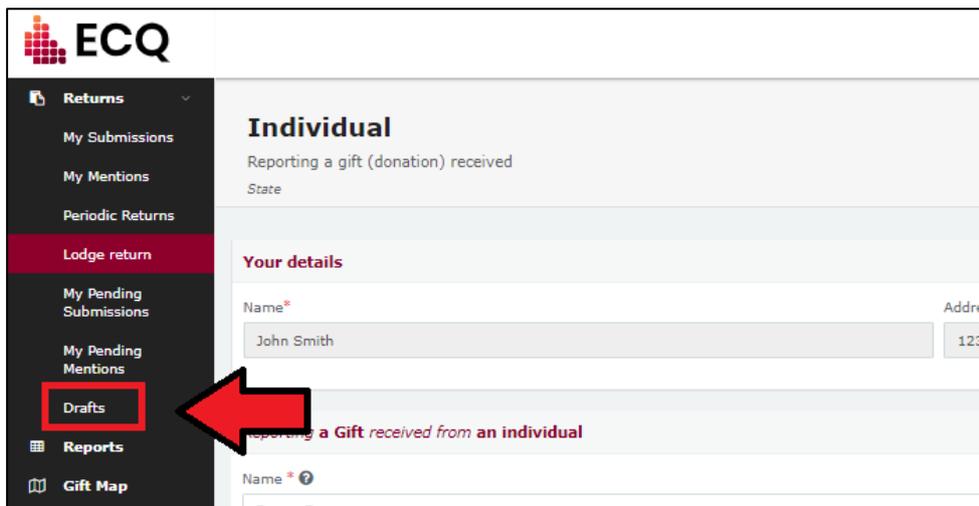
8. You can save a draft copy of your return at any time by clicking 'Save draft'.



Current Total **\$1000.00**

Save Draft **Submit**

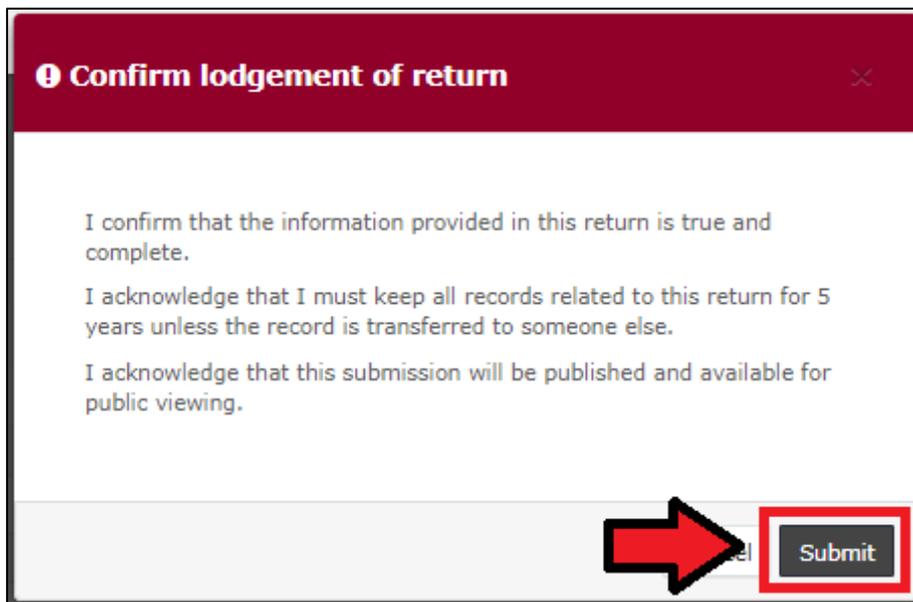
- You can access your draft returns by clicking 'Drafts' from the left-hand menu.



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



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



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

The screenshot shows the ECQ Recipient Submissions page. The page title is "Recipient Submissions" and it includes a "Lodge return" button. Below the title are tabs for "MY RECIPIENT SUBMISSIONS", "MY DONOR SUBMISSIONS", "MY LOAN SUBMISSIONS", and "MY EXPENDITURE SUBMISSIONS". There are search and filter options, including "Complete Status", "Revision Status", "Status", "True Source", "Source type", "Late Status", "Gov Level", "Min amount", "Max amount", "From", "To", "Election periods", and "Calendar Based Reporting Period". A table displays the submission details:

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
NCR	01-01-2020 <small>By John Smith</small>	Gift	Donny Donor	John Smith	\$1,000.00	Actions -

At the bottom of the table, it says "showing 1-1 of 1 items" and has navigation arrows.

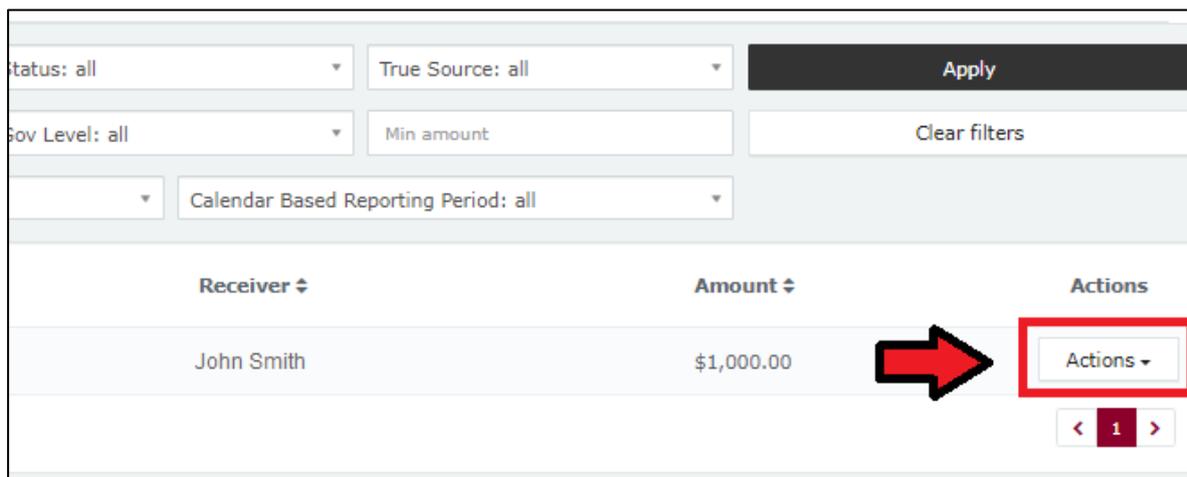
- The status of your return will appear as 'NCR' ('No Corresponding Return') to signify that a corresponding return from the donor is not required.

6 Amending a Return in the EDS

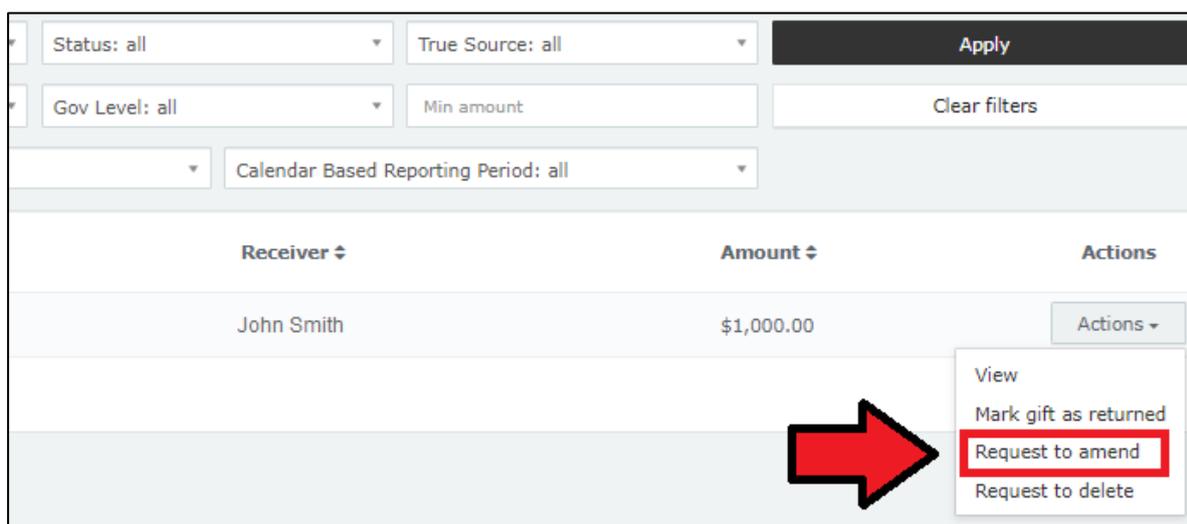
If you have made an error or omission in a return that you have previously lodged in the EDS, you can request for the ECQ to amend the return.

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

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



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



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

Confirm request to amend

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

Reason

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

Description

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

Attachments

Choose Files No file chosen

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

Request to amend

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

Recipient Submissions
View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE

Search Q Complete Status: all

Source type: all

Max amount From To

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

Show 25 Apply

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

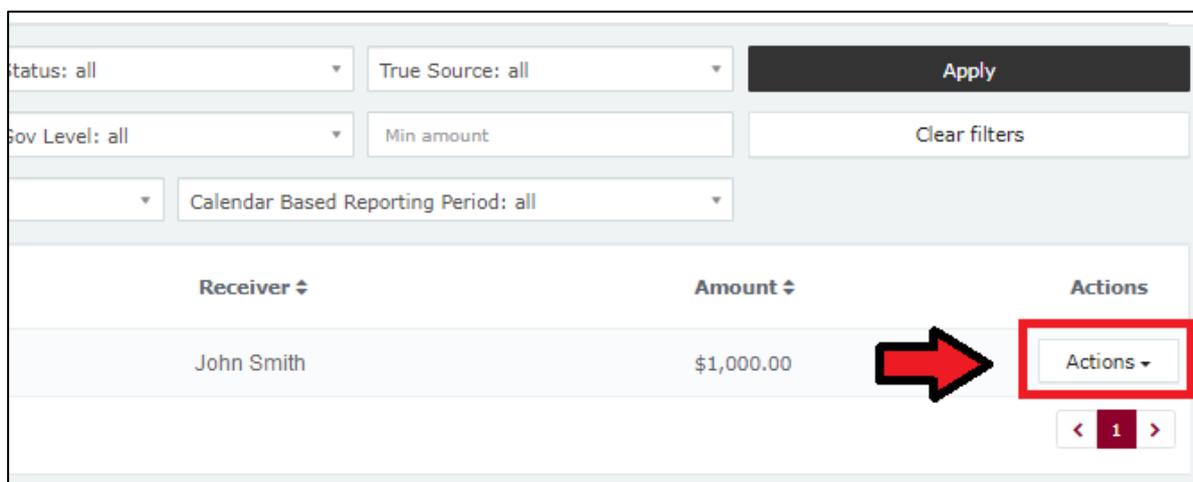
7 Mark a Gift as Returned in the EDS

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

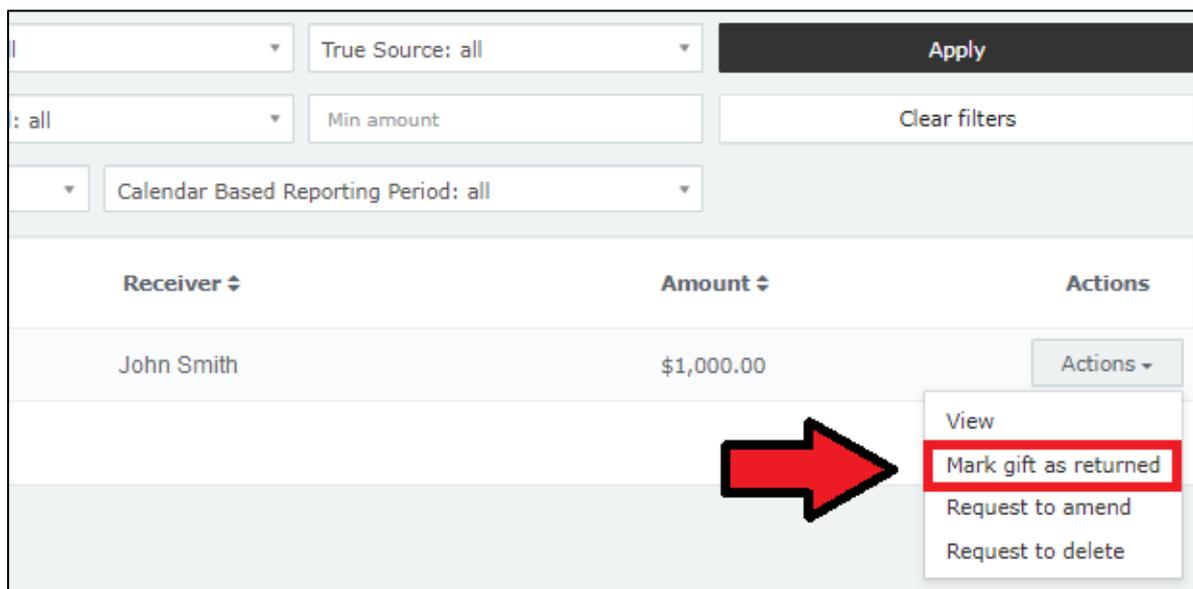
Note: This function can only be used by gift recipients. If you made a gift as a donor, and the gift was then returned to you, only the recipient of the gift can mark it as returned in the EDS.

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

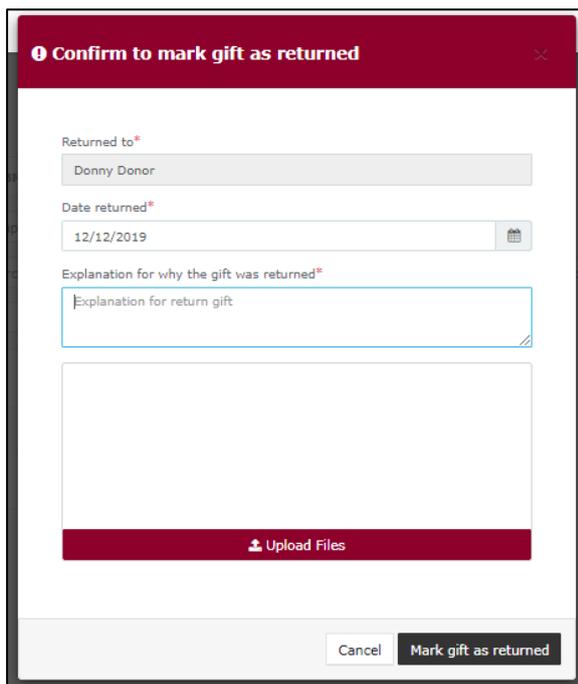
1. Locate the return for the gift that you wish to mark as returned from the *My Submissions* page of the EDS.
2. Click the *'Actions'* button next to the return.



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



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

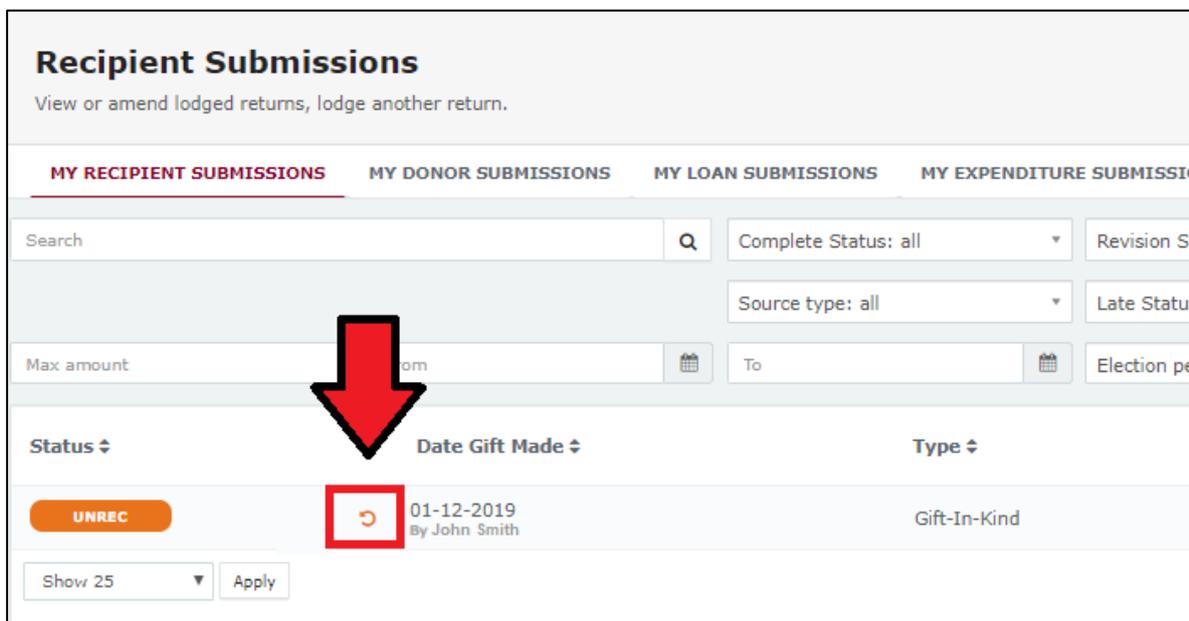


The screenshot shows a dialog box titled "Confirm to mark gift as returned" with a close button (X) in the top right corner. The form contains the following fields:

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

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

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



The screenshot shows the "Recipient Submissions" page with the following elements:

- Header**: "Recipient Submissions" and "View or amend lodged returns, lodge another return."
- Tabs**: "MY RECIPIENT SUBMISSIONS", "MY DONOR SUBMISSIONS", "MY LOAN SUBMISSIONS", "MY EXPENDITURE SUBMISSIONS".
- Search and Filters**: A search bar, "Complete Status: all", "Revision S", "Source type: all", "Late Statu", "Max amount", "To", "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
- Footer**: "Show 25" and "Apply".

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

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