



# Electronic Disclosure System (EDS) for Candidates and their Agents

FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

**USER GUIDE**

# Contents

1.	Introduction .....	1
1.1	Overview of the Act and Regulation .....	1
1.2	Disclaimer .....	1
1.3	Contacting the ECQ .....	1
2.	Glossary .....	2
3.	Accessing the Self Service Portal .....	6
4.	Register as an announced candidate.....	11
5.	Add dedicated campaign bank account details .....	13
6.	Logging into EDS .....	16
7.	Disclosing a gift received in EDS .....	18
8.	Disclosing a loan received in EDS .....	22
9.	Disclosing electoral expenditure in EDS .....	26
9.1	Disclosing electoral expenditure individually .....	27
9.2	Disclosing electoral expenditure using a bulk upload spreadsheet... ..	30
10.	Submitting an election summary return.....	34
11.	Amending a return in EDS.....	41
12.	Mark a gift as returned in EDS .....	43

# 1. Introduction

## 1.1 Overview of the Act and Regulation

This user guide is intended for local government candidates and their agents who are required to comply with the financial disclosure provisions of the **Local Government Electoral Act 2011** (the Act) and the **Local Government Electoral Regulation 2023** (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 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. Glossary

Please see below for key terms used throughout this user guide and their definitions.

### **Agent**

Candidates may appoint an agent for an election. The agent is responsible for, amongst other things, lodging returns on behalf of the candidate. If no agent is appointed, the candidate themselves is taken to be their own agent.

Refer to local government [Fact sheet 38 - Funding and disclosure overview for agents](#) for more information about agents.

### **Disclosure Due Date**

All candidates or their agents required to disclose gifts, loans and electoral expenditure must give the ECQ a return in real-time (i.e., within 7 business days of the gift or loan being received or the expenditure being incurred).

If a gift or loan is received or expenditure is incurred, during the last 7 business days before an election day, the gift, loan or expenditure must be disclosed within 24 hours.

All candidates or their agents must also lodge an election summary return within 15 weeks after the election, regardless of whether they received any gifts or loans, incurred any electoral expenditure or were successfully elected or not. This return must state the total value of gifts or loans received and all electoral expenditure incurred during the relevant disclosure period.

Refer to local government [Fact sheet 20 – Real-time disclosure of gifts and loans by candidates](#) and [Fact sheet 18 - Real-time disclosure of electoral expenditure](#) for more information about disclosure due dates.



## Disclosure Period

If a candidate has contested the previous local government quadrennial election or a by-election, the disclosure period begins 30 days after election day for that election and ends 30 days after election day for the current election.

If a candidate has not contested a local government election within the past 5 years, their disclosure period begins on the earliest day of the following for an election:

- They announce their intention to be a candidate.
- They otherwise indicate their intention to be a candidate.
- They nominate as a candidate.

## Electoral Expenditure

Electoral expenditure includes the following, if incurred for a campaign purpose:

- costs of designing, producing, printing, broadcasting, or publishing any kind of material for an election including (but not limited to):
  - advertisements broadcast at a cinema, on radio or television or on the internet
  - direct marketing through the post office or email
  - flyers, billboards, brochures, signs, or how-to-vote cards
- distribution costs for election material such as the cost of postage, couriers, or sending SMS messages
- costs of opinion polling or research
- fees for contracted services related to an activity mentioned above (e.g., payments for experts or consultants, the provision of data, etc.)

Expenditure is incurred for a campaign purpose if it is incurred to promote or oppose a candidate, group of candidates or political party, or to otherwise influence voting, in an election.

Refer to [Local government fact sheet 12 – Definition of electoral expenditure](#) for more information on electoral expenditure.



## Gifts

The transfer of money, property or a service given without receiving something of equal or adequate value in return. Gifts can include money or services provided by friends, family, or other persons or businesses which have a personal relationship with the recipient.

A non-monetary gift (or gift-in-kind) is a gift of any goods or services other than money.

A gift can be:

- monetary or non-monetary
- services provided at no or below cost
- electoral expenditure gifted to an election participant
- uncharged interest on a loan
- any part of a fundraising contribution that exceeds \$200

A gift does not include:

- an amount transferred from an individual's own funds (e.g., from a personal bank account) to the individual's own dedicated campaign bank account
- an amount contributed from an account an individual holds jointly with their spouse to the individual's own dedicated campaign bank account
- volunteer labour (e.g. a family member handing out flyers on election day)
- the incidental use of a volunteer's vehicle or equipment
- a fundraising contribution of \$200 or less
- membership fees paid to a political party
- property transferred under a will
- a gift made in a private capacity that is for the personal use of an individual, unless the gift is later used for an electoral purpose.

Refer to local government [Fact sheet 10 – Definition of gifts and loans](#) and [Fact sheet 20 – Real-time disclosure of gifts and loans for candidates](#) for more information.



## Loans

A loan is any of the following provided by a person or entity, other than a financial institution or by use of a credit card:

- an advance of money
- provision of credit or other form of financial accommodation
- payment of an amount for, on behalf of, or at the request of an entity, if there is an express or implied obligation to repay the amount
- another transaction that is, in effect, a loan of money.

Loans received from financial institutions do not need to be disclosed.

Further information about key terms and definitions can also be found in the [Local Government Electoral Act 2011](#) and the [Local Government Electoral Regulation 2023](#).

### 3. Accessing the Self Service Portal

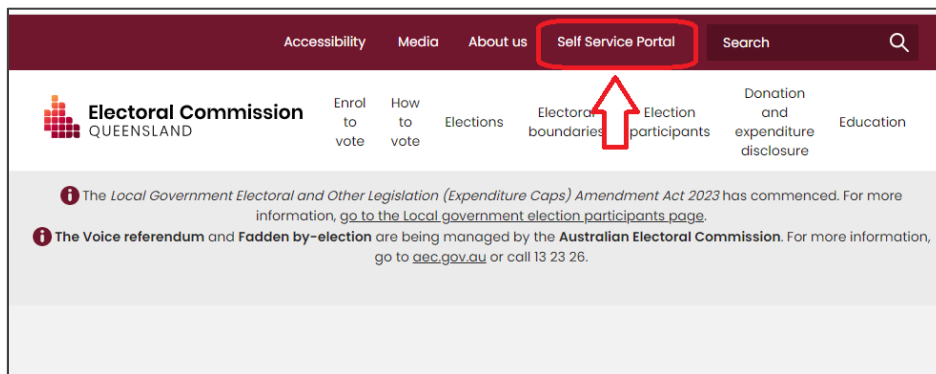
A person who needs to announce their candidacy, register their dedicated campaign bank account details or lodge returns in EDS will first need to access the Self Service Portal (SSP).

To access EDS and lodge returns, you first need to set up your profile in ECQ's SSP.

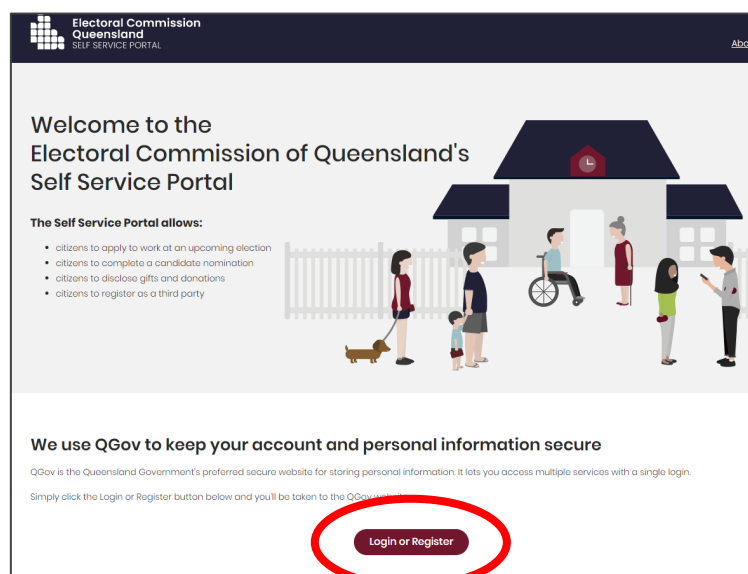
**Note:** if you already have an SSP account, you can skip to [part 4 of this user guide](#).

1. Visit the ECQ's website at [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au) and select the Self Service Portal link at the top of the page.

Or access the SSP directly at [selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au).



2. Choose **Login or Register**.





3. If you already have a QGov account, you can log in and skip to step 6. Otherwise select **Register**.

**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](#)

4. Enter your email as username, create a password and agree to the terms and conditions before choosing **Continue**.

**Create your QGov account**

Your QGov account is a key to your QGov identity.

\* Choose your username  
firstname.surname@test.com

\* Create a password  
Password must be at least 10 characters, and consist of at least 3 of the following: upper case, lower case, numeric, special characters

\* Confirm your password

Mobile phone  
0400000000

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

**Continue** [Cancel](#)

5. Retrieve your **confirmation code** from your email and enter it here.  
If you didn't receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

**Finalise registration**

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

\* Confirmation code  
EntrCode|

**Continue** [Cancel](#)

- You will be directed to the log in screen. Enter your new username and password and select **Log in**.

After logging in, choose **Continue** to be redirected to SSP.

- The first page to appear in SSP will be the **Identity** page. Enter your information into all mandatory fields then select **Search the Roll**.

**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.

\* 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)

Google Address Search:

\* 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".  
• If you don't have a street address, please leave this field blank.  
• If you are enrolled at a street address, you must enter the street name.

Did you get an error message? Here are some possibilities to check:

- Do not enter the street suffix in the Street Name field (no St, Ave, Ln, etc).
- If you receive the error message *'No entry was found on the Queensland electoral roll matching these details,'* please double check that everything has been entered correctly.
- If you continue to receive that error, visit the Australian Electoral Commission's website at [check.aec.gov.au](http://check.aec.gov.au) to ensure your enrolment details are up to date. You can create your SSP profile using old details, and once the AEC has updated their roll, the ECQ will be automatically notified.
- If you are not on the Queensland electoral roll (maybe you are under 18 or enrolled in another state), please select **No** for the question *Are you on the Qld electoral roll*.

8. Enter your contact details and choose **Next**.

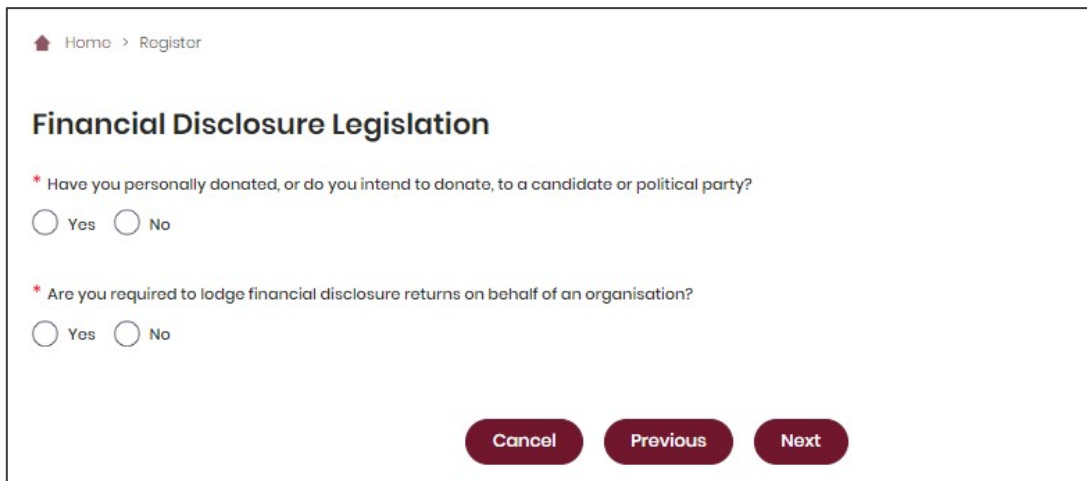
If your address has been verified against the electoral roll, your address will be prefilled and so not able to be edited. If you need to change these details, please visit the AEC at [aec.gov.au](http://aec.gov.au).

The screenshot shows the 'Electoral Commission Queensland SELF SERVICE PORTAL' interface. The page title is 'Home > Register'. The main section is 'Contact Details'. It contains several input fields: 'QNumber' (pre-filled with 'Q12759324'), 'Personal Email Address' (pre-filled with '87crosby@gmail.com'), 'Primary Phone Preference' (a dropdown menu), 'Home Phone Number', and 'Mobile Phone Number'. Below this is the 'Enrolled Address' section, pre-filled with '143 CRAFTON ST, WARWICK, QLD 4370'. The 'Postal Address' section is pre-filled with 'Same as enrolled address'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'.

9. On the Financial Disclosure Legislation page, which options you choose depends upon your role in the elections:

- If you are only required to lodge returns as a **candidate** for an election, answer **No** to both questions.
- If you will also be lodging returns as an **individual donor or third party**, answer **Yes** to the first question.
- If you are 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.

For more information on how to register as a donor, third party, publisher, broadcaster or associated entity, refer to the relevant EDS user guide at [www.ecq.qld.gov.au/factsheets](http://www.ecq.qld.gov.au/factsheets).



Home > Register

### Financial Disclosure Legislation

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

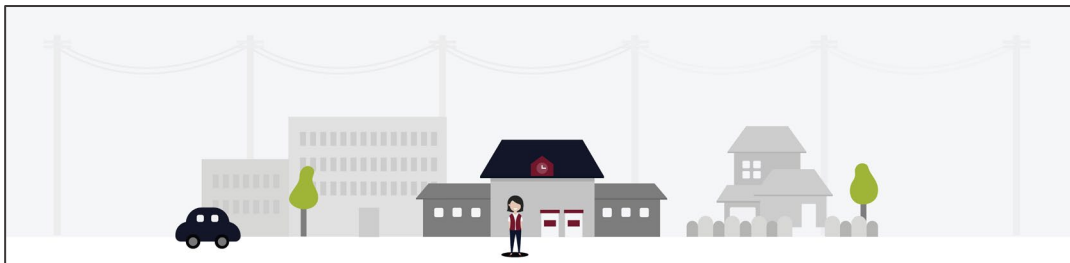
Yes  No

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

Yes  No

Cancel Previous Next

10. If asked for verification, tick the box stating 'I'm not a robot.' If you are a robot, please close the browser. You will then be redirected to the **Self Service Portal**. From there you can register as an announced candidate (see [part 4](#)) or access EDS (see [part 6](#)).



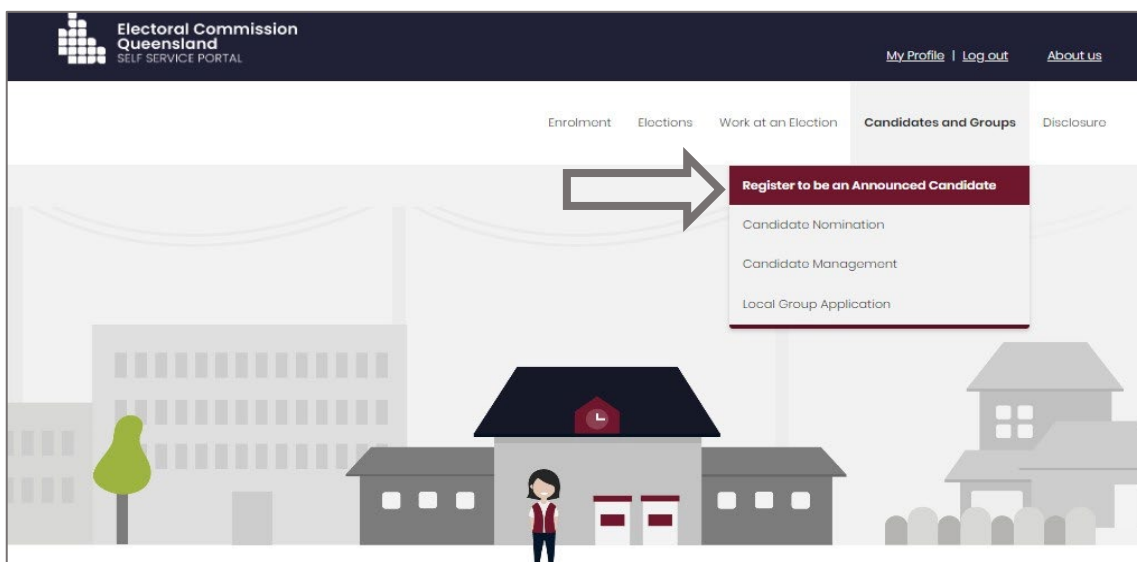
## 4. Register as an announced candidate

After setting up a user profile in the Self Service Portal, candidates who have announced or indicated their intention to nominate for a local government election may need to register their announcement before accessing EDS.

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

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

On the next page, choose **Register**.



2. Complete all relevant details that are not already prefilled from the electoral roll then choose **Submit** at the bottom of the page.

You have the option to name an agent who, with you, will be responsible for ensuring your obligations under the Act and the Regulation are met. If you do not name an agent, you will act as your own agent.

To name an agent, you and the agent must fill out and upload form FAD3B – Appointment of agent – Candidate found on [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets).

The screenshot shows a web form titled "Identify Announced Candidate" for a candidate named INARI JAYNES. The form is part of a registration process for an announced candidate. It includes the following fields and information:

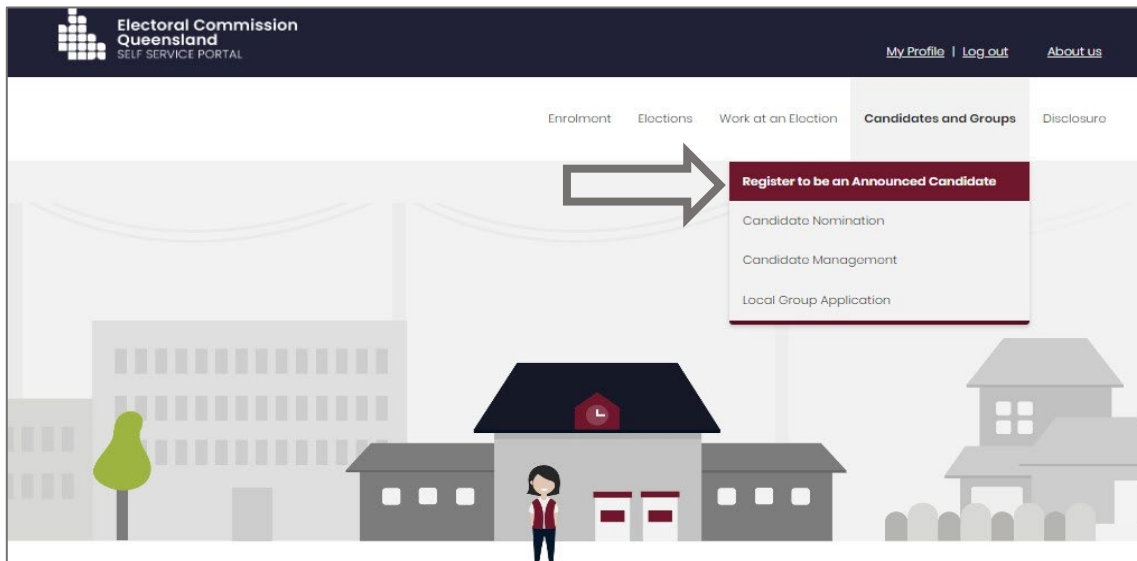
- Navigation:** Home > Candidates and Groups > Announced Candidate > Register to be an Announced Candidate
- Candidate Name:** INARI JAYNES
- QNumber:** Q12759324
- Date of Birth:** 12/12/1948
- Enrolled Address:** 143 GRAFTON ST, WARWICK, QLD 4370
- Postal Address:** 143 GRAFTON ST, WARWICK, QLD 4370
- Gender:**  Female,  Male,  Unspecified
- Contact Details:**
  - Telephone:** 0400 123 456
  - \* Email Address:** 87crosby@gmail.com
- Announced Event:**
  - \* Event:** (Dropdown menu)
  - \* Date of announcement:** DD/MM/YYYY
  - \* Announced Electorate:** Announced Electorate

3. Congratulations on announcing your intention to be a candidate in local government election! You will receive an email with important information about your candidacy and obligations within a few days.

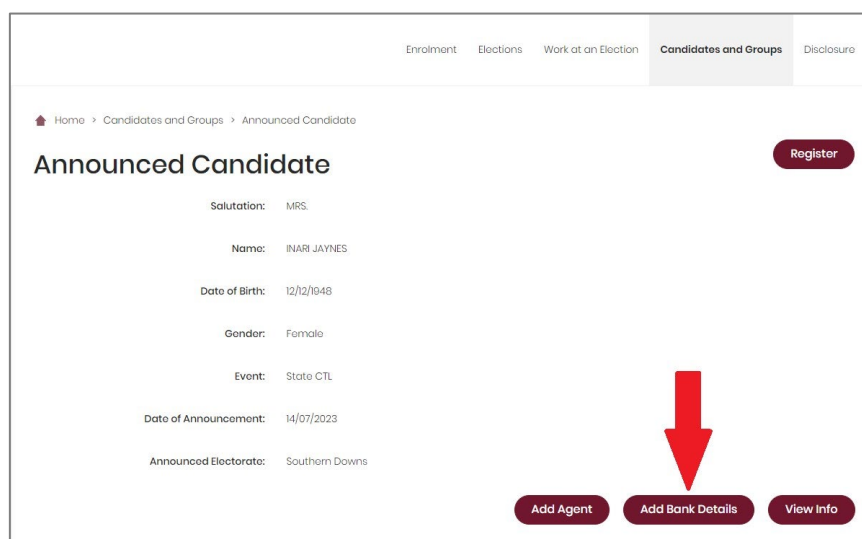
## 5. Add dedicated campaign bank account details

All announced candidates must register the details of their dedicated campaign bank account with the ECQ within 5 business days of announcing their candidacy.

1. In SSP, choose the Candidates and Groups dropdown menu then select Register to be an Announced Candidate.



2. On the Announced Candidate page, select the **Add Bank Details** button.



3. Enter your bank account information in the boxes provided then choose the **Print** button at the bottom of the page.

The screenshot shows a web form titled "Bank Details" with the following fields:

- Name of financial institution: Westpac
- Name of account: My bank account
- BSB: 034 - 002
- Account Number: 568954236

Below the form is a section titled "Upload Signed Document" with a table header "File Name" and "Form Type". The table contains the text "No matching records found". At the bottom of the form are three buttons: "Print", "Upload", and "Submit". A red arrow points to the "Print" button.

4. After choosing **Print**, a tab or window called Bank account details for candidates will open. The form is automatically filled out with your candidate and bank account details. You can sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

The screenshot shows a document titled "Bank account details For candidates" from the Electoral Commission Queensland. It contains the following text:

The *Electoral Act 1992* requires State election candidates to keep and maintain a **State campaign account** with a financial institution, which is used to receive all political donations, and to pay for all electoral expenditure for State elections.

The *Local Government Electoral Act 2011* requires local election candidates to operate a **dedicated account** with a financial institution, which is used to receive all gifts (donations) and loans, and pay for all electoral expenditure for local government elections.

Separate accounts must be kept for State and local government elections.

A candidate (or their agent) may use this form to notify the ECQ of the details of their State campaign account, or local government dedicated account. This form may also be used to notify the ECQ if any of those account details change.

State election candidates may also use this form to advise the ECQ that they wish their election funding claim to be paid to the registered political party which endorsed them for the election.

**Lodgement timeframe**

The ECQ must be notified of a candidate's bank account details within 5 business days of the person becoming a candidate in an election (including announcing an intention to be a candidate), or of any account details changing.

**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  
 a local government dedicated account



- Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.



- Browse to the saved file on your device and choose it to upload to SSP.

A dialog box titled 'Upload Signed Document' with a close button (X) in the top right corner. The main heading is 'Upload Signed Document'. It contains the following fields:

- \* File: A 'Browse' button.
- A file selection area showing 'AnnouncedCandidateBankDetailsPrintVi...' with a size of '726.7KB' and a file icon.
- Text: 'Maximum file size: 50MB.' and 'Allowed file formats are: .pdf, .jpg, .png, .gif, .bmp, .jpeg, .doc, .docx'.
- \* File Name: A text input field containing 'AnnouncedCandidateBankDetailsPrintView'.
- \* Form type: A dropdown menu showing 'Campaign account details - Candidates'.

At the bottom are two buttons: 'Close' and 'Upload'.

- With the form uploaded and showing under the heading Upload Signed Document, you can choose the **Submit** button to finish adding your bank details.

A form titled 'Bank Details' with the following fields:

- \* Name of financial institution: 'West Pac'
- \* Name of account: 'My'
- \* BSB: '034' and '002'
- \* Account Number: '568954238'

Below this is a section titled 'Upload Signed Document' with a table:

File Name	Form Type
<a href="#">Announced Candidate Bank Detail</a>	Campaign account details - Candidates

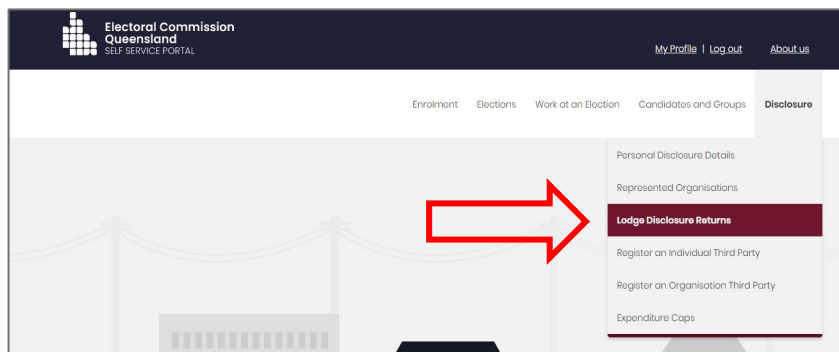
At the bottom are three buttons: 'Print', 'Upload', and 'Submit'. A red arrow points to the 'Submit' button.

Congratulations on adding your bank details to SSP!

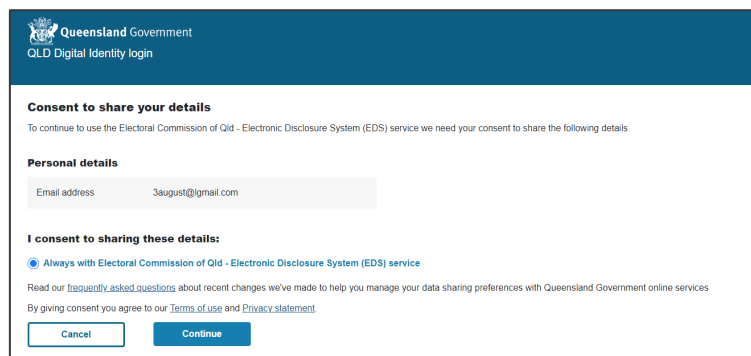
## 6. Logging into EDS

Local government candidates or their agents will need to access the Electronic Disclosure System (EDS) to lodge disclosure returns. You can access EDS in two ways.

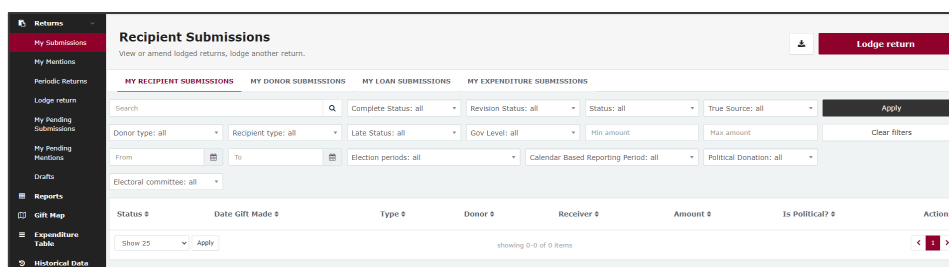
1. When logged into SSP ([selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au)), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



2. The first time you access EDS, you will be asked to consent to share your details with the ECQ. Choose **Continue**.

A screenshot of the Queensland Government QLD Digital Identity login consent screen. The title is 'Consent to share your details'. Below the title, it states: 'To continue to use the Electoral Commission of Qld - Electronic Disclosure System (EDS) service we need your consent to share the following details.' Under 'Personal details', the email address '3august@gmail.com' is shown. A section titled 'I consent to sharing these details:' contains a radio button selected for 'Always with Electoral Commission of Qld - Electronic Disclosure System (EDS) service'. At the bottom, there are 'Cancel' and 'Continue' buttons.

3. You will now see the main page of EDS.

A screenshot of the EDS 'Recipient Submissions' page. The page title is 'Recipient Submissions' with a subtitle 'View or amend lodged returns, lodge another return.' and a 'Lodge return' button. Below the title are four tabs: 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab is active. The page features a search bar, several filter dropdowns (Complete Status, Revision Status, Status, True Source), and a 'Clear filters' button. Below the filters is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table currently shows 0 items. A sidebar on the left contains navigation links for Returns, My Submissions, My Manifests, Periodic Returns, Lodge return, My Pending Submissions, My Pending Manifests, Drafts, Reports, Gift Map, Expenditure Table, and Historical Data.



- You can also access EDS by going visiting [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au) and choosing **Login/Register** in the upper right-hand corner.




- Log into EDS using your QGov username (email address) and password.

### Login or register

Please login or register using one of the options below.

 Google  Microsoft

or

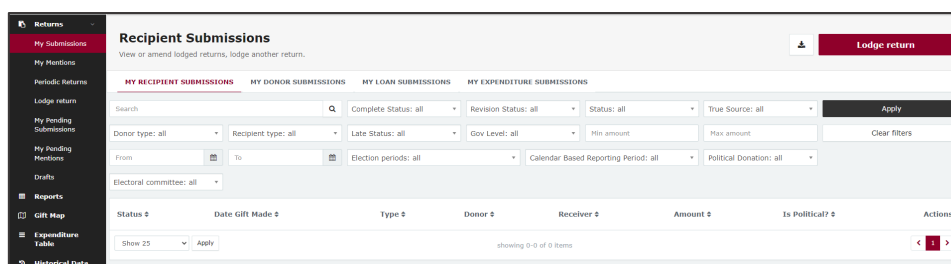
 Login with QGov

\* Username

\* Password

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

- If you haven't accessed EDS before, you will see the same blue consent screen pictured in step 2. Otherwise, the main page of EDS will appear.

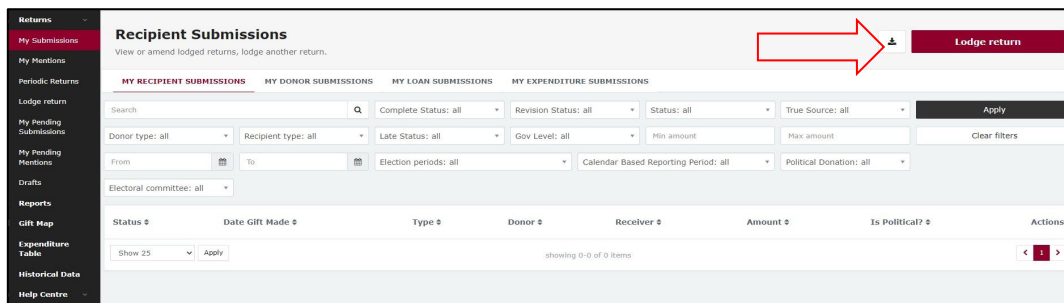


## 7. Disclosing a gift received in EDS

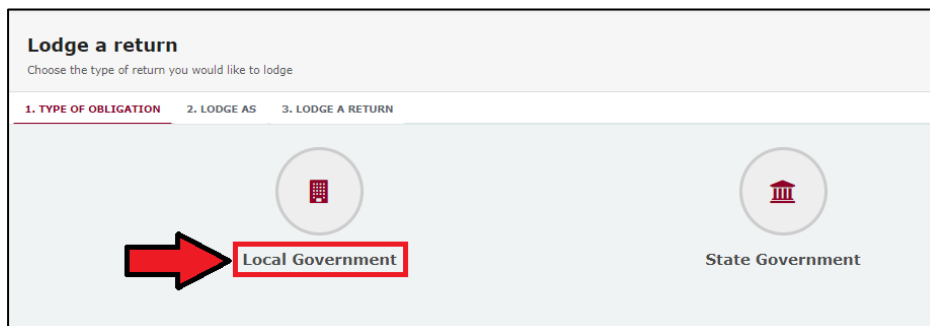
Local government candidates who receive gifts of \$500 or more (cumulative) are required to disclose the details of the gift by the disclosure due date. If an agent is appointed, the agent is responsible for lodging the return.

**Note:** refer to the [Glossary](#) for key terms and definitions.

When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.

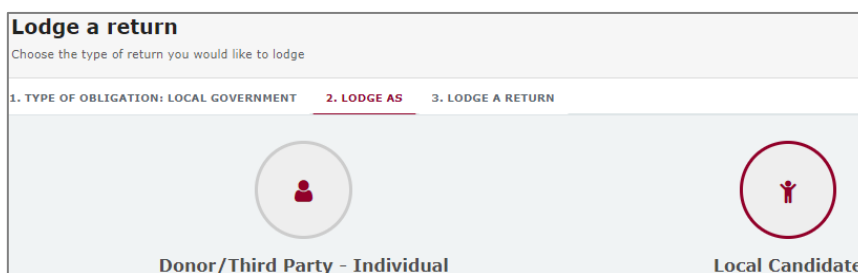


1. Under Type of Obligation, select **Local Government**.



2. Select **Local Candidate** on the Lodge As screen.

**Note:** An agent submitting a return on behalf of a local candidate will select **Agent for Local Candidate**.



3. Choose the **Lodge** button under Local Government Candidate: Reporting a gift (donation) received after 20/01/2020.

**Note:** An agent submitting on behalf of a local candidate will select **Lodge** under Agent for Local Government Candidate: Reporting a gift (donation) received after 20/01/2020.

The screenshot shows a web interface titled "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". There are three tabs: "1. TYPE OF OBLIGATION: LOCAL GOVERNMENT", "2. LODGE AS: LOCAL CANDIDATE", and "3. LODGE A RETURN". The "3. LODGE A RETURN" tab is active. Below the tabs, there are two columns. The left column is titled "Local Government Candidate" and contains the text "Reporting a gift (donation) received after 20/01/2020" and a red "Lodge" button with a "Learn more" link below it. The right column is also titled "Local Government Candidate" and contains the text "Reporting a gift (donation) received before 20/01/2020" and a red "Lodge" button with a "Learn more" link below it.

4. Your candidate details will be pre-filled. Select gift type using the **I am reporting** dropdown menu (e.g., a gift).

The screenshot shows a form titled "Local government candidate" with the subtitle "Reporting a gift received after 20/01/2020" and "Local" below it. The form has a section titled "Candidate details" with the following fields: "Candidate\*" with the value "COSTINE ACHA", "Event\*" with the value "EDS 2020 Local Government Elections", and "Address\*" with the value "1 FAKE ST, BRISBANE QLD 4000". Below these fields, there is a section titled "I am reporting" with a dropdown menu showing "a gift" selected. To the right of the dropdown is a red button with a plus sign and the text "+ received from".

This is a close-up of the "I am reporting" dropdown menu. The selected option is "a gift". To the right of the dropdown is a red button with a plus sign and the text "+ received from". Below the dropdown, a list of options is visible: "an Individual", "a Corporation", "an Unincorporated Association", "a Trust Fund or Foundation", and "Another type of Entity".

5. Choose donor type from the **+ received from** dropdown menu (e.g., an Individual or a Corporation).

6. Enter all mandatory gift reporting information, such as name and address of the entity giving the gift, description of gift received, amount and date made.

- Depending on the person or entity who gave the gift, you may be required to enter additional information. [Fact sheet 11 – Relevant details of gifts and loans](#) has further information about what may be required.
- Additional gifts can be disclosed by selecting options from **I am reporting** and **+ received from** and repeating the steps above.

**Reporting a Gift received from a corporation**

Name \*  
Fake corporation

Street \*  
1 Fake St

Suburb \*  
Faketown

State \*  
QLD

Postcode \*  
4000

**Gift Particulars**

Description of Gift Received \*  
How to vote card printing

Amount \*  
550

Date made \*  
12/02/2020

Type of business conducted by corporation \*  
Town Planning

Names and residential or business addresses of the directors or members of the executive committee of the corporation \*

**Committee member / Director**

Name *	Address *
Tony Townplanner	1 Fake St, Faketown QLD 400

+ Member

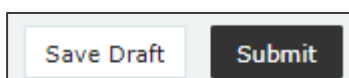
Does the Corporation have an interest in a local government matter that is greater than that of other persons in the local government area? \*  
 Yes  No

Does the corporation have a holding company? \*  
 Yes  No

Is this Corporation the source of the Gift? \*  
 Yes  No

I am reporting  + received from -

7. When finished, choose **Submit**. If you want to complete this return later, you can choose 'Save Draft' at any time. Previously saved drafts can be found under Drafts in the side menu.



**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.

Cancel Submit

8. Select **Submit** again to confirm the information in the return is correct.

9. The gift received will display on the Recipient Submissions page under the My Recipient Submissions tab. The return will also display on the public Gift Map and Reports pages.

**Note:** if the value of the gift reported is \$500 or more (cumulative from each donor), the received Status will display as UNREC (unreconciled) until the donor lodges a corresponding return.

**Recipient Submissions** Lodge return

View or amend lodged returns, lodge another return.

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

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

Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount Max amount Clear filters

From To Election periods: all Calendar Based Reporting Period: all Political Donation: all

Electoral committee: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
UNREC	17-07-2023 <small>By INARI JAYNES</small>	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	20-07-2023 <small>By INARI JAYNES</small>	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

Show 25
Apply
showing 1-2 of 2 items
1

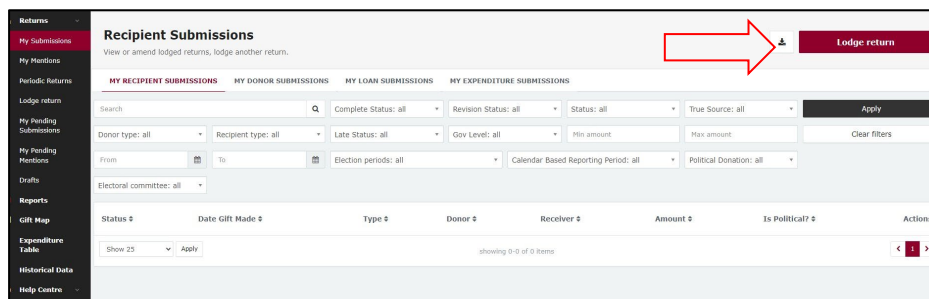
## 8. Disclosing a loan received in EDS

Local government candidates who receive loans of \$500 or more are required to disclose the details of the loan in a return by the disclosure due date. If an agent is appointed, the agent is responsible for lodging the return.

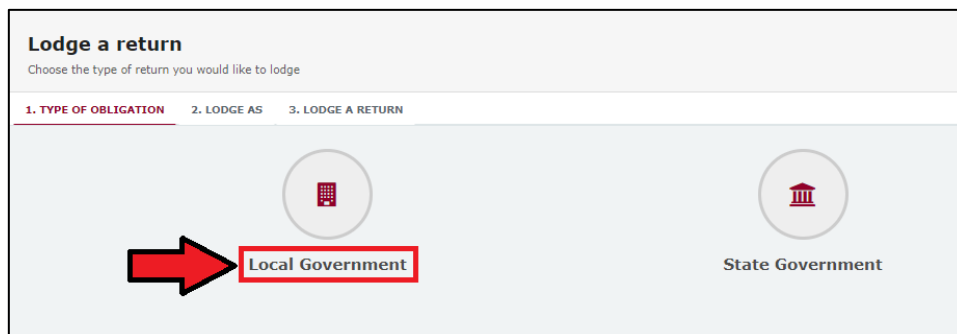
**Note:** refer to the [Glossary](#) for key terms and definitions.

To lodge a return for loans received in EDS, please use the following instructions.

1. When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.

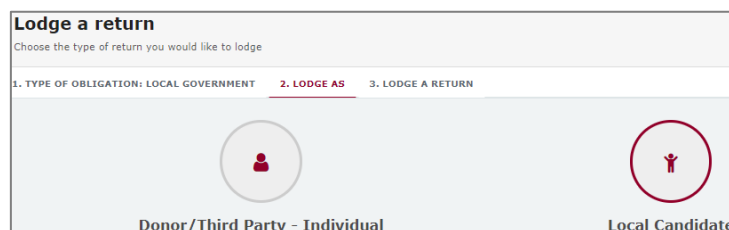


2. Under Type of Obligation, select **Local Government**.



3. Select **Local Candidate** on the Lodge As screen.

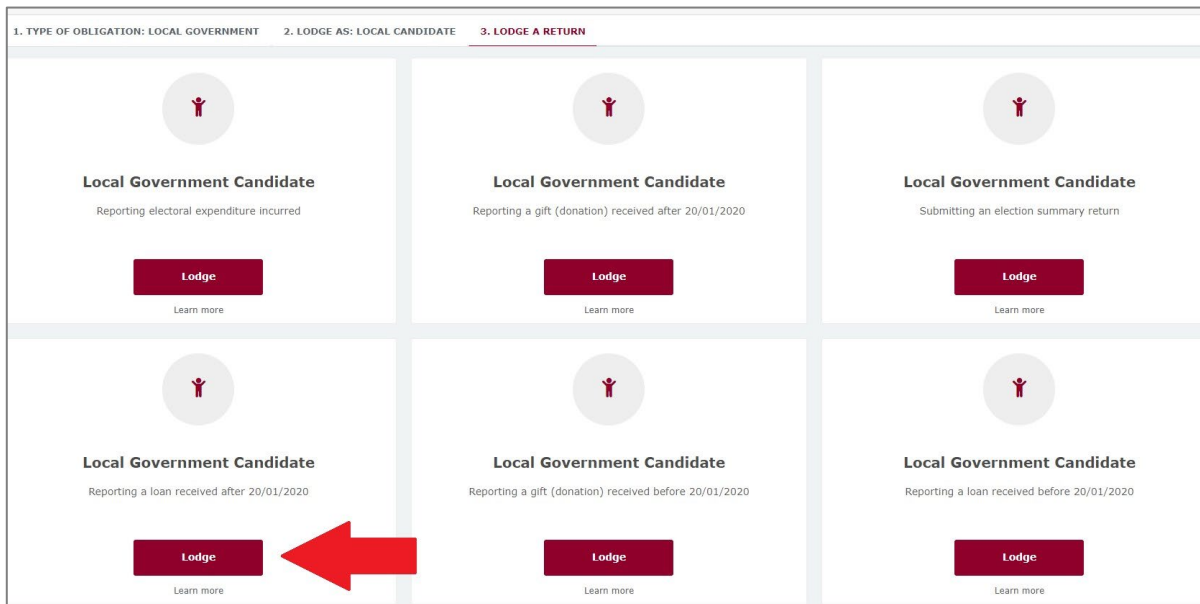
**Note:** An agent submitting a return on behalf of a local candidate will select **Agent for Local Candidate**.





4. For 'Lodge a Return,' select the **Lodge** button for **Local Government Candidate: Reporting a loan received after 20/01/2020**.

**Note:** An agent submitting a return on behalf of a local candidate will select **Lodge** under Agent for Local Government Candidate: Reporting a loan received after 20/01/2020.

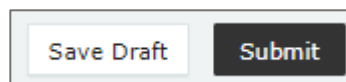


5. Select the type of entity that provided the loan from the **+ received from** dropdown menu.

The screenshot shows the 'Local candidate return' form. The 'Candidate details' section includes fields for 'Candidate\*' (COSTINE ACHA), 'Event\*' (EDS 2020 Local Government Elections), and 'Address\*' (1 FAKE ST, BRISBANE QLD 4000). Below this, the 'I am reporting a loan' section has a dropdown menu for '+ received from' with the following options: an Individual, a Corporation, an Unincorporated Association, a Trust Fund or Foundation, a Registered Industrial Organisation, and Another type of Entity.

- Enter all requested loan reporting information, such as name and address of the entity giving the loan, terms and conditions of loan, amount and date loan received, date loan due and date paid back (if applicable).

- Depending on the type of entity selected in step 5, you may also be asked additional questions about the corporation, individual, etc. who provided the loan. [Fact sheet 11 – Relevant details of gifts and loans](#) has further information about what may be required.
- When finished, choose **Submit**. If you want to complete this return later, you can choose 'Save Draft' at any time. Previously saved drafts can be found under Drafts in the side menu.



- Select **Submit** to confirm the information in the return is correct.

10. The loan received will display on the Recipient Submissions page under the My Loan Submissions tab. The return will also display on the public Reports page.

**Note:** Loan received status will display as **NCR** standing for ‘no corresponding return.’ This means a corresponding return from the loan provider is not required.

The screenshot shows the 'Loan Submissions' page with the following details:

- Page Title:** Loan Submissions
- Sub-navigation:** MY RECIPIENT SUBMISSIONS, MY DONOR SUBMISSIONS, **MY LOAN SUBMISSIONS**, MY EXPENDITURE SUBMISSIONS
- Filters:** Complete Status: all, Revision Status: all, Status: all, True Source: all, Donor type: all, Recipient type: all, Late Status: all, Gov Level: all, Election periods: all, Calendar Based Reporting Period: all.
- Table:**

Status	Date Received	Type	Provider	Receiver	Amount	Actions
NCR	22-01-2020 By COSTINE ACHA	Loan	Corporation A	COSTINE ACHA	\$700.00	Actions
- Footer:** showing 1-1 of 1 items

## 9. Disclosing electoral expenditure in EDS

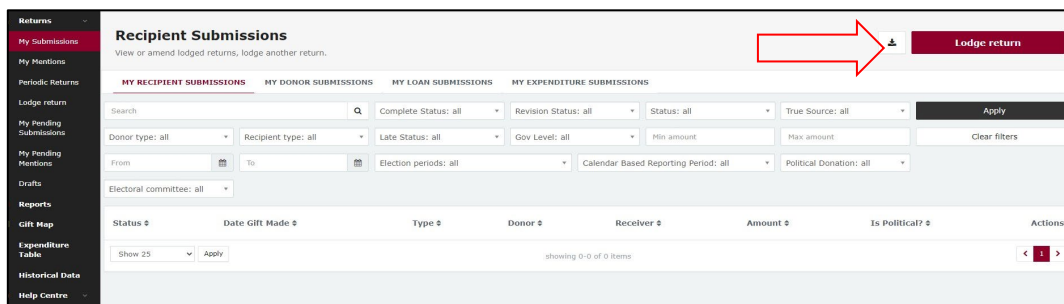
Local government candidates who incur electoral expenditure for an election totalling \$500 or more are required to disclose the details of the expenditure in a return. If an agent is appointed, the agent is responsible for lodging the return.

**Note:** refer to the [Glossary](#) for key terms and definitions.

Electoral expenditure can be disclosed individually (see [section 9.1](#)) or using a bulk upload spreadsheet (see [section 9.2](#)).

**Note:** use the bulk upload spreadsheet for disclosing many expenditure items in one transaction.

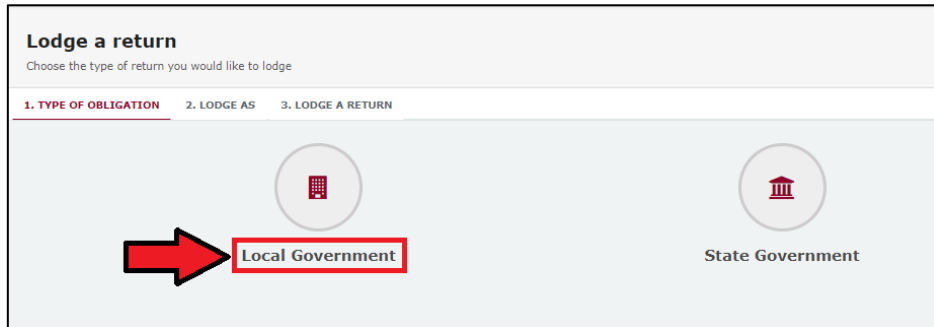
When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.



## 9.1 Disclosing electoral expenditure individually

To lodge a return for individual electoral expenditure items, please use the following instructions.

1. Under Type of Obligation, select **Local Government**.



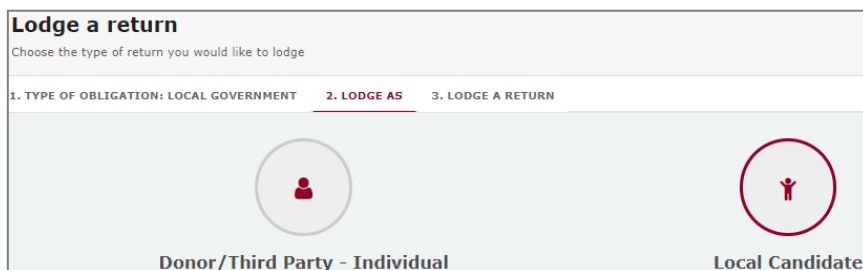
**Lodge a return**  
Choose the type of return you would like to lodge

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

Local Government State Government

2. Select **Local Candidate** on the Lodge As screen.

**Note:** An agent submitting a return on behalf of a local candidate will select **Agent for Local Candidate**.



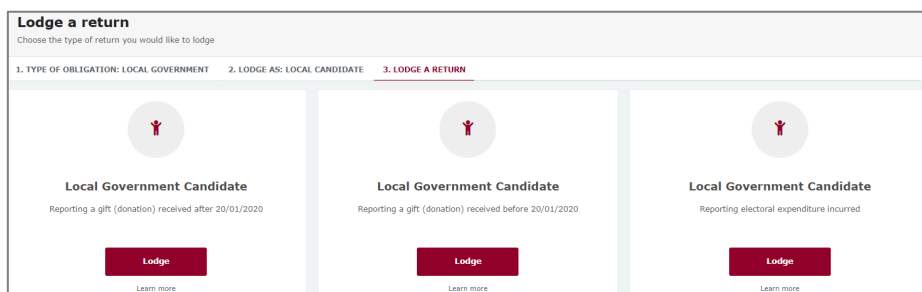
**Lodge a return**  
Choose the type of return you would like to lodge

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

Donor/Third Party - Individual Local Candidate

3. Choose the **Lodge** button under Local Government Candidate: Reporting electoral expenditure incurred.

**Note:** An agent submitted a return on behalf of a local candidate will select **Agent for Local Government Candidate: Reporting electoral expenditure incurred**.



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

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

Local Government Candidate  
Reporting a gift (donation) received after 20/01/2020  
Lodge  
Learn more

Local Government Candidate  
Reporting a gift (donation) received before 20/01/2020  
Lodge  
Learn more

Local Government Candidate  
Reporting electoral expenditure Incurred  
Lodge  
Learn more

4. In the **+ Add new item** dropdown menu, choose **Electoral expenditure**.

**Local Candidate**  
Reporting electoral expenditure incurred  
*Local*

**Candidate details**

Candidate\*  
COSTINE ACHA

Event\*  
EDS 2020 Local Government Elections

Address\*  
1 FAKE ST, BRISBANE QLD 4000

+ Add new item ▾  
Electoral expenditure

5. Enter all mandatory electoral expenditure information, such as supplier name and address, description of goods or services, purpose of expenditure, amount and date.

Additional electoral expenditure items can be disclosed by selecting **+ add new item** and repeating the steps above.

**Electoral expenditure**

Supplier name\*  
Printers R Us

Street\*  
1 Supplier St

Suburb\*  
Brisbane

State\*  
QLD

Postcode\*  
4000

**Expenditure Particulars**

Description of goods or services\*  
Printing of 10,000 x A5 flyers

Purpose of the expenditure\*  
To promote my candidacy and policies as part of a council-wide mail out

Amount\*  
2000

Date of expenditure\*  
20/02/2020

Current Total **\$2000.00**

+ Add new item ▾ Save Draft Submit

6. When finished, choose **Submit**. If you want to complete this return later, you can choose 'Save Draft' at any time. Previously saved drafts can be found under 'Drafts' in the side menu.

Save Draft Submit

i **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.

7. Choose **Submit** to confirm the information contained in the return is correct.

8. The electoral expenditure will display on the Recipient Submissions page under the My Expenditure Submissions tab, as well as on the public Expenditure Table and Reports pages.

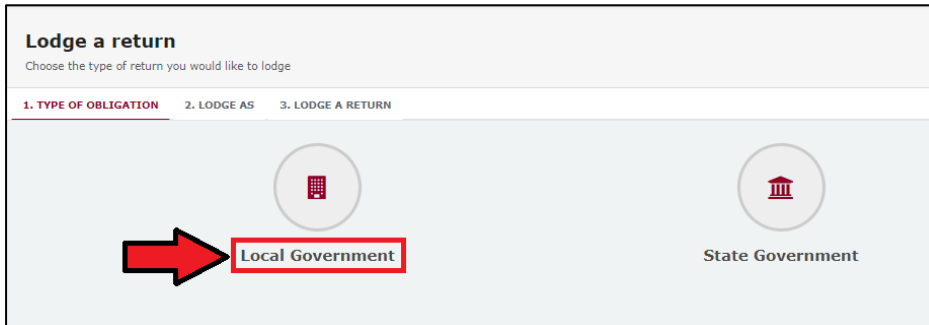
Electoral expenditure **Status** will display as EXP (expenditure) to signify that electoral expenditure has been disclosed.

Expenditure Submissions							Lodge return
View or amend lodged returns, lodge another return.							
MY RECIPIENT SUBMISSIONS		MY DONOR SUBMISSIONS		MY LOAN SUBMISSIONS		MY EXPENDITURE SUBMISSIONS	
Search	Q	Complete Status: all	Revision Status: all	Status: all	Participant: all	Apply	
		Late Status: all	Min amount	Max amount	From	Clear filters	
To							
Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions	
EXP	10-11-2020	20-02-2020 <small>By COSTINE ACHA</small>	Local Candidate	COSTINE ACHA	\$2,000.00	Actions	
Show 25		Apply		showing 1-1 of 1 items		< 1 >	

## 9.2 Disclosing electoral expenditure using a bulk upload spreadsheet

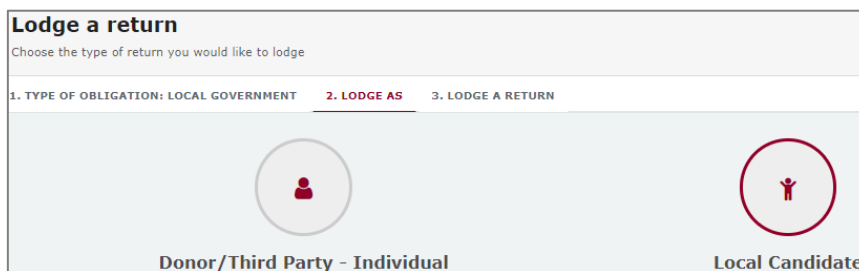
To lodge a return for multiple electoral expenditure items, please use the following instructions.

1. Under Type of Obligation, select **Local Government**.



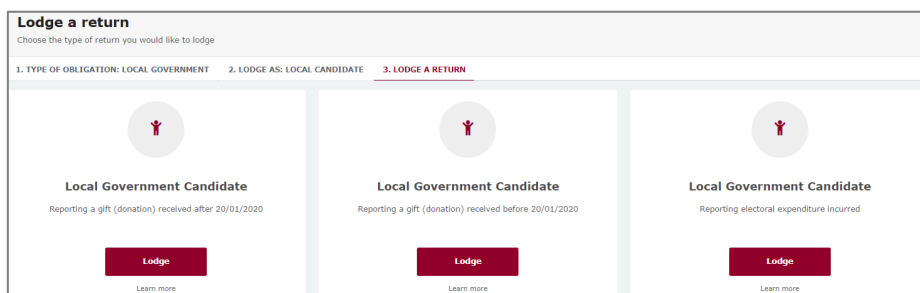
2. Select **Local Candidate** on the Lodge As screen.

**Note:** An agent submitting a return on behalf of a local candidate will select **Agent for Local Candidate**.

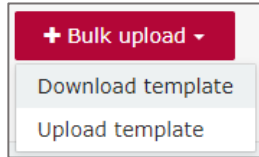


3. Choose the **Lodge** button under Local Government Candidate: Reporting electoral expenditure incurred.

**Note:** An agent submitted a return on behalf of a local candidate will select **Agent for Local Government Candidate: Reporting electoral expenditure incurred**.







4. To enter multiple expenditure items at once choose **+Bulk Upload** then select **Download template** from the dropdown menu.

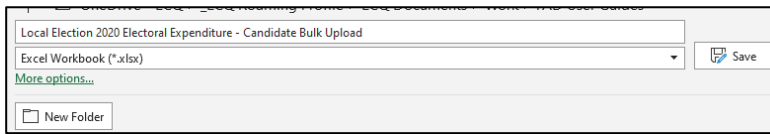


5. Once downloaded, open the Excel file.

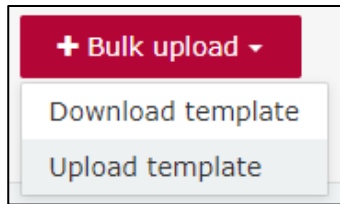
**Note:**

- Google Chrome downloads generally appear in the lower left of the page.
  - Internet Explorer downloads generally appear in a pop-up box.
  - Apple Safari downloads are available in the download icon in the lower right of the screen.
6. When you have the excel file open, be sure to **Enable Editing** then enter mandatory fields, such as supplier name and address, description of goods or services, purpose of expenditure, amount and date.
- Be sure to enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
  - Please do not change, add or remove any of the spreadsheet’s headings or columns. The template will not upload properly if these are changed. This includes wording pasted from a different document – it must match the options available from any drop-down lists in the template (e.g. State).
  - Country is only required for overseas addresses.

Supplier						Date of expenditure	Amount	Description	Purpose
Name	Street	Suburb	State	Postcode	Country				
Printers R Us	1 Supplier St	Brisbane	QLD	4000		15/02/2020	2000.00	Printing of 10,000 x A5 Flyers	To promote my candidacy and po
Visage Folio	1 Auckland St	Auckland	Overseas	1010	New Zealand	17/02/2020	500.00	Social media promotion	To boost posts on my Visage Foli
Tee Central	1 Central St	Brisbane	QLD	4000		2/02/2020	60.00	Production of 2 x t-shirts promoti	To produce t-shirts worn by volun

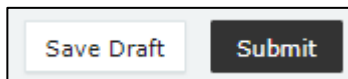
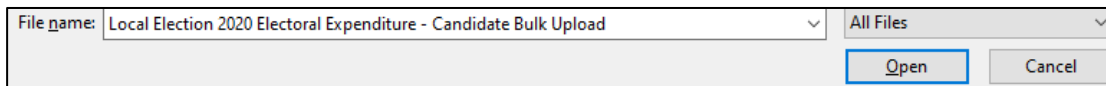


7. Save the file to a safe location on your device.

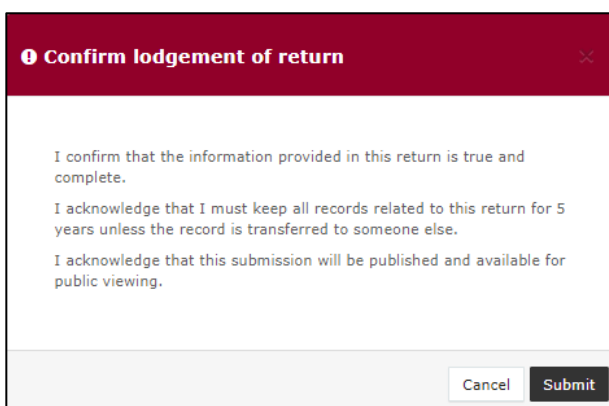


8. When you're ready to upload the spreadsheet, navigate back to lodge your return and choose **+ Bulk upload** using the dropdown menu. You can then select **Upload template**.

9. Select file to upload and then select **Next**.




10. Select **Submit**.




11. Choose **Submit** again to confirm the information provided in the returns is accurate.


12. The electoral expenditure items will display on the Recipient Submissions page under the My Expenditure Submissions tab, as well as on the public Expenditure Table and Reports pages.


**Note:** electoral expenditure Status will display as EXP (meaning expenditure) to signify that electoral expenditure has been disclosed.












**Expenditure Submissions**  
View or amend lodged returns, lodge another return.  [Lodge return](#)

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

Search   Complete Status: all  Revision Status: all  Status: all  Participant: all  [Apply](#)

Late Status: all  Min amount  Max amount  From   [Clear filters](#)

To  

Status 	Submitted 	Date Expenditure Incurred 	Participant 	Incurred by 	Amount 	Actions
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">EXP</span>	10-11-2020	15-02-2020 <small>By COSTINE ACHA</small>	Local Candidate	COSTINE ACHA	\$2,000.00	<a href="#">Actions</a> 
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">EXP</span>	10-11-2020	17-02-2020 <small>By COSTINE ACHA</small>	Local Candidate	COSTINE ACHA	\$500.00	<a href="#">Actions</a> 
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">EXP</span>	10-11-2020	02-02-2020 <small>By COSTINE ACHA</small>	Local Candidate	COSTINE ACHA	\$60.00	<a href="#">Actions</a> 
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">EXP</span> 	10-11-2020	20-02-2020 <small>By COSTINE ACHA</small>	Local Candidate	COSTINE ACHA	\$2,000.00	<a href="#">Actions</a> 

Show 25  [Apply](#) showing 1-4 of 4 items [<](#) [1](#) [>](#)

## 10. Submitting an election summary return

All candidates for a local government election are required to lodge an election summary return within 15 weeks of election day. If an agent is appointed, the agent is responsible for lodging the return.

In this return, you are required to disclose the:

- total value of all gifts and/or loans received during your disclosure period
- total number of entities that made those gifts/loans
- total amount of electoral expenditure that you incurred or were gifted.

**Note:** refer to the [Glossary](#) for key terms and definitions.

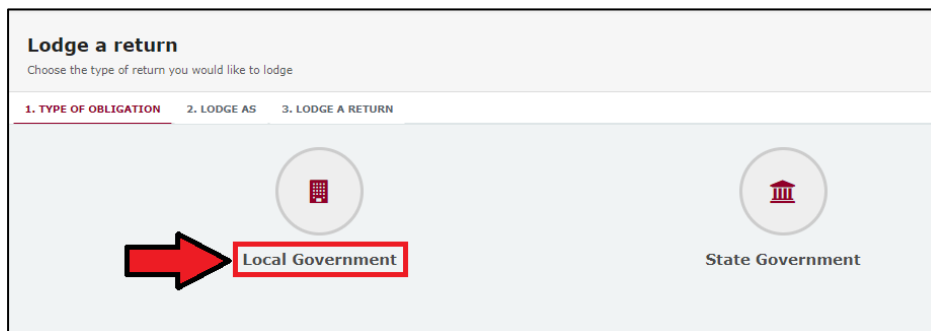
If you received any gifts, loans or incurred expenditure totalling \$500 or more during your disclosure period, you must lodge a separate return in EDS for each of the gifts, loans and expenditure items prior to submitting your election summary return.

See [part 7](#): Disclosing a gift received in EDS, [part 8](#): Disclosing a loan received in EDS and [part 9](#): Disclosing electoral expenditure in EDS for details on lodging these returns.

When you are logged into EDS, you will see the below screen. To begin lodging your election summary return, choose the maroon 'Lodge return' button in the upper right corner.

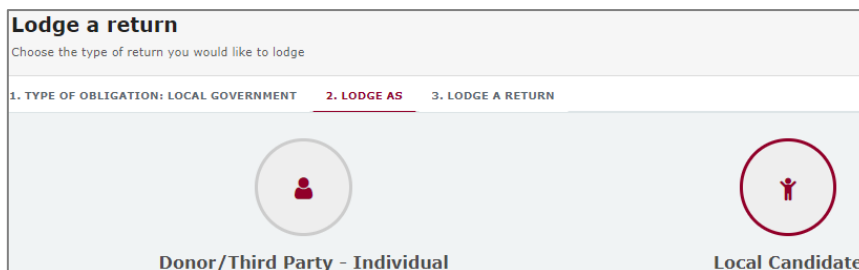
The screenshot displays the 'Recipient Submissions' page in the EDS system. The page title is 'Recipient Submissions' with a subtitle 'View or amend lodged returns, lodge another return.' A maroon 'Lodge return' button is highlighted in the top right corner with a white arrow. The interface includes a search bar, filter dropdowns for Complete Status, Revision Status, Status, and True Source, and an 'Apply' button. Below these are more filter options for Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, and Clear filters. Further down are filters for From, To, Election periods, Calendar Based Reporting Period, and Political Donation. At the bottom, there is a table header with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. A 'Show 25' dropdown and an 'Apply' button are also visible. The page shows 'showing 0-0 of 0 items' and a page number '1'.

1. Under Type of Obligation, select **Local Government**.



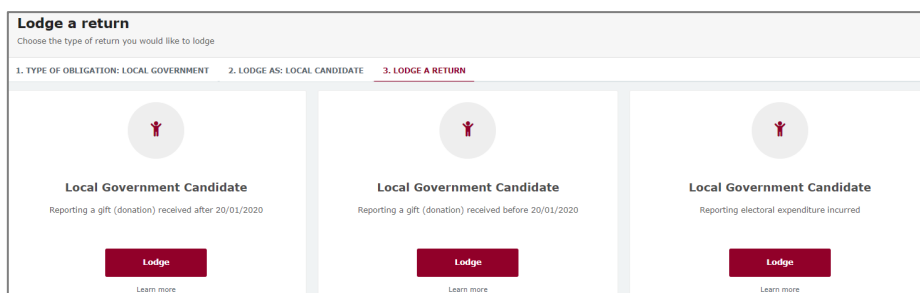
2. Select **Local Candidate** on the Lodge As screen.

**Note:** An agent submitting a return on behalf of a local candidate will select **Agent for Local Candidate**.

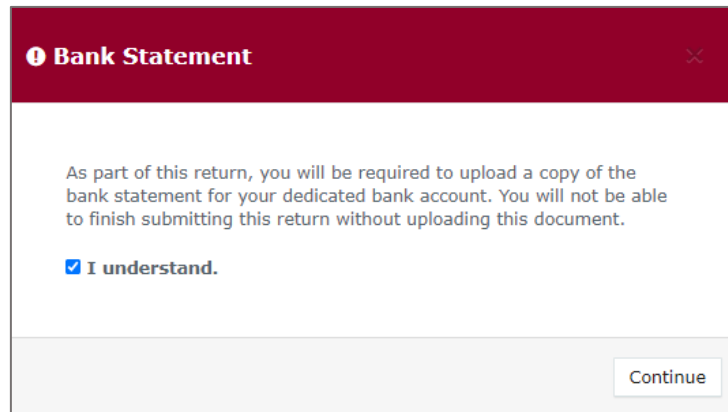


3. Choose the **Lodge** button under Local Government Candidate: Submitting an election summary return.

**Note:** An agent submitted a return on behalf of a local candidate will select Agent for Local Government Candidate: Submitting an election summary return.



- To continue the election summary return, read the Bank Statement information then tick the **I understand** box and select **Continue**.



**Bank Statement**

As part of this return, you will be required to upload a copy of the bank statement for your dedicated bank account. You will not be able to finish submitting this return without uploading this document.

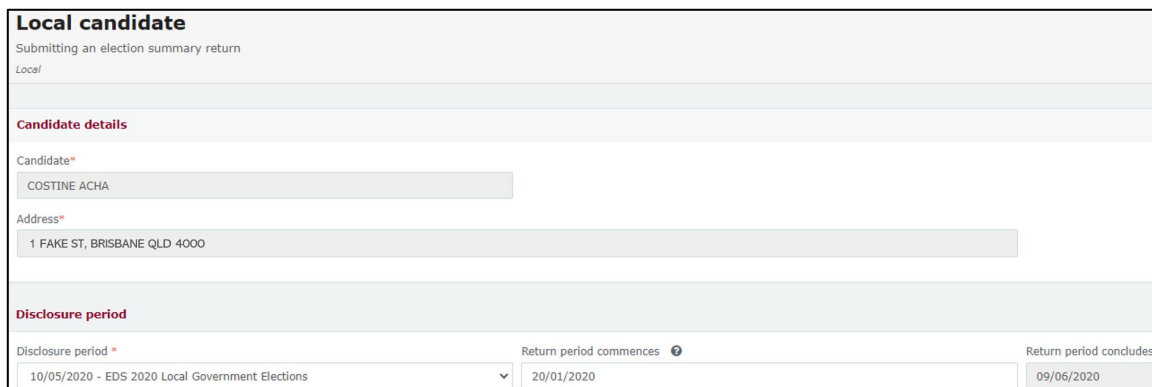
**I understand.**

Continue

- If you have contested more than one election, select the **Disclosure period** using the dropdown menu.

**Note:**

- Return period commences** and **Return period concludes** dates will be populated automatically after **Disclosure period** has been selected.
- The **Disclosure period** will auto-populate if you have only contested one election.



**Local candidate**  
Submitting an election summary return  
Local

**Candidate details**

Candidate\*  
COSTINE ACHA

Address\*  
1 FAKE ST, BRISBANE QLD 4000

**Disclosure period**

Disclosure period *	Return period commences ⓘ	Return period concludes
10/05/2020 - EDS 2020 Local Government Elections	20/01/2020	09/06/2020

6. If you did not incur any electoral expenditure for the election, check the No expenditure incurred box which states ‘**I confirm that I incurred no electoral expenditure during the disclosure period for this election.**’

**Note:** if you did not incur any expenditure **and** you did not receive any gifts or loans, you can skip directly to step 8.

Electoral Expenditure Incurred	
Amount	\$0.00
Expenditures Reported	0 <a href="#">VIEW &gt;</a>
Total Expenditure Incurred	<b>\$0</b>
No Expenditure Incurred <input checked="" type="checkbox"/> I confirm that I incurred no electoral expenditure during the disclosure period for this election	

7. The **Return summary** section displays a summary of all gifts, loans and electoral expenditure disclosed.

Return summary		
Gifts	Loans	Electoral Expenditure Incurred
Amount <b>\$550.00</b>	Amount <b>\$700.00</b>	Amount <b>\$4,560.00</b>
Gifts Reported 1 <a href="#">VIEW &gt;</a>	Loans Reported 1 <a href="#">VIEW &gt;</a>	Expenditures Reported 4 <a href="#">VIEW &gt;</a>
Number of Entities that made Gifts 1	Number of Entities that made Loans 1	Total Expenditure Incurred <b>\$4,560.00</b>
Unreported Amounts Under Threshold \$0.00	Unreported Amounts Under Threshold \$0.00	
Total Gifts Received <b>\$550.00</b>	Total Loans Received <b>\$700.00</b>	No Expenditure Incurred <input type="checkbox"/> I confirm that I incurred no electoral expenditure during the disclosure period for this election

*Return summary*

The **Gifts**, **Loans** and **Electoral Expenditure Incurred** columns display total amounts of gifts, loans or expenditure previously reported in EDS using the earlier

instructions in this user guide. You can choose **View** to see further detail in a new browser window.

The **Number of Entities that made Gifts or Loans** field is based on the gifts or loans previously reported in EDS. These fields are editable. You should update the numbers to reflect the total number of entities that made gifts or loans to you during your campaign. This must include entities that made gifts or loans under \$500.

The **Unreported Amounts Under Threshold** field is also editable. Place the total value of any gifts or loans received under \$500 that have not been previously reported in EDS.

For example, as displayed in the updated **Gifts** section below, if several smaller gifts from 17 other donors totalling \$850 are made to the candidate, this will increase:

- **Number of Entities that made Gifts** to 18
- **Unreported Amounts Under Threshold** will update to \$850.00
- **Total Gifts Received** will now equal \$1,400.00 (**Amount + Unreported Amounts Under Threshold = Total Gifts Received**)

(The **Loans** section is calculated in a similar fashion to the **Gifts** section.)

<b>Gifts</b>	?
Amount	\$550.00
Gifts Reported	1 <b>VIEW &gt;</b>
Number of Entities that made Gifts	18 ?
Unreported Amounts Under Threshold	\$850 ?
Total Gifts Received	<b>\$1,400.00</b>



The **Return Summary** also includes a summary of all electoral expenditure incurred during your disclosure period.

The **Amount** (e.g. \$4,560) and **Expenditures Reported** (e.g. 4) fields will display the total amount and number of items of electoral expenditure previously reported in EDS using instructions in [section 9](#). Select **View** to review further detail in a new browser window.

The **Total Expenditure Incurred** field should reflect the total amount of electoral expenditure you incurred during your disclosure period (e.g. \$4,560).

The **Total Expenditure Incurred** field is editable if the amount incurred is less than \$500 in total electoral expenditure during your disclosure period. This field must display the total value of electoral expenditure, including aggregated electoral expenditure less than \$500.

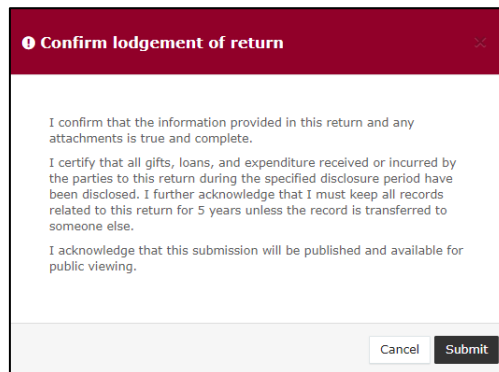
The screenshot shows a summary box titled "Electoral Expenditure Incurred". It contains three rows of data: "Amount" with a value of "\$4,560.00", "Expenditures Reported" with a value of "4" and a "VIEW" link with a right-pointing arrow, and "Total Expenditure Incurred" with a value of "\$4,560.00". Below this is a section for "No Expenditure Incurred" with a checkbox and the text "I confirm that I incurred no electoral expenditure during the disclosure period for this election".

- Under the **Bank Statement** section, select **Upload Files** to upload the bank statement for your dedicated campaign bank account. Multiple files can be uploaded by holding down your **Ctrl** button or by selecting **Upload Files** for each file.

The screenshot shows the "Bank Statement" section. It includes a heading "Bank Statement" and a paragraph of instructions: "You are required to upload a bank statement for your State campaign account, covering the entire capped expenditure period. If you do not have this statement ready, save this return in draft, and complete your return once you have the bank statement. Your return is not complete until you submit a bank statement." Below the text are two PDF icons, each labeled "Candidate bank statement" followed by "1.pdf" and "2.pdf". At the bottom right is a red "Upload Files" button.

9. Select **Submit** to send your return to ECQ. If you want to complete this return later, you can choose 'Save Draft' at any time. Previously saved drafts can be found under 'Drafts' in the side menu.

10. Review the message in the **Confirm lodgement of return** box and then select **Submit**. If no gifts or loans were received and no expenditure was incurred, the button will read **Submit Nil Return**.



11. Once submitted, the election summary return will display under the Periodic Returns menu and on the public Reports page.

- Once submitted, election summary returns can only be amended by selecting **Request to amend** under the **Actions** dropdown menu.
- Refer to part 11 [Amending a return in EDS](#) for information on how to amend your election summary return.

Periodic Returns Summary									
Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Local Candidate	Costine ACHA By COSTINE ACHA	24-08-2020	11/11/2020	10/05/2020 - EDS 2020 Local Government Elections	\$2,100.00	\$4,560.00	Actions

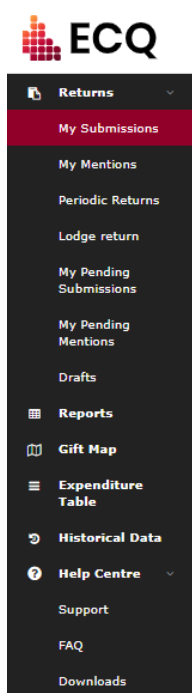
## 11. Amending a return in EDS

If you have lodged a return in EDS then realised you've made an error or omission, the ECQ can amend the return upon your request.

Existing returns are found under the side menu options:

- **My Submissions** – displays candidate's existing gifts, loans and expenditure.
- **Periodic Returns** – displays candidate's existing election summary returns.

To request to amend a return in EDS, please use the following instructions. You can access EDS by following logging into SSP as above or by visiting [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au) and choosing login in the upper righthand corner. You will use the same QGov username (email address) and password as you use for SSP.

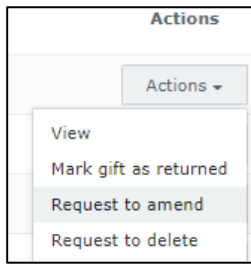
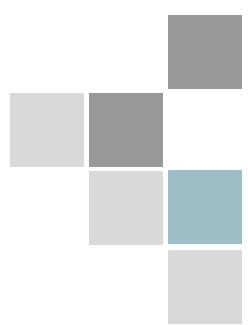


1. When you are logged into EDS, you will see this side menu. Select **My Submissions** or **Periodic returns**.

2. Find the return you wish to amend. We will be demonstrating on the \$500 gift from GI Joe.

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
UNREC	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

Show 25  showing 1-2 of 2 items

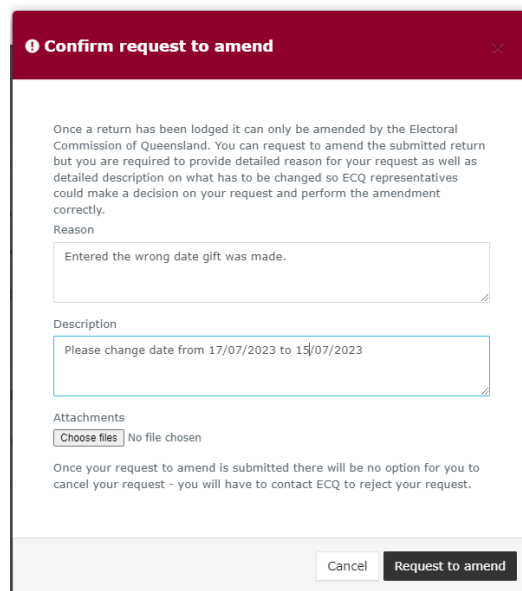


3. In the **Actions** column choose **Request to amend** from the dropdown menu.

4. A box titled Confirm request to amend will pop up requesting a **Reason** for amending the return (here we have typed 'Entered the wrong date gift was made') and a **Description** of the change requested (here we have entered 'Please change date from 17/07/2023 to 15/07/2023').

- Files can be attached to support your request by selecting **Choose Files** and uploading the files from your computer.

Finally choose the **Request to amend** button to submit the request.



5. Under My Submissions or Periodic Returns Summary page, the return Status will now display as **Pending**, and the return is temporarily removed from the public Gift Map and Reports pages.

Once the amendment has been processed by ECQ, you will receive an email.

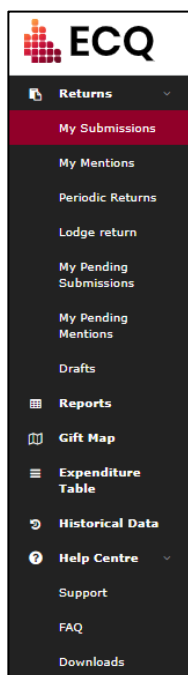
Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
PENDING	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC.	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

Show 25 Apply showing 1-2 of 2 items

## 12. Mark a gift as returned in EDS

If you lodged a return in EDS for a gift that has since been given back to the donor, you should mark the gift as returned.

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

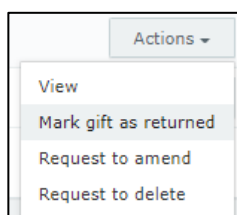


1. Select **My Submissions** from the side menu.

2. Find the return you wish to mark as returned (here we will be returning Barbie Jackson's \$750 fundraising contribution).

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
UNREC	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

Show 25 Apply showing 1-2 of 2 items



3. Under the **Actions** column select the **Actions** dropdown menu, and then select **Mark gift as returned**.

- In the Confirm to mark gift as returned window, enter **Date returned** (here we've entered 20/07/2023) and an **Explanation for why the gift was returned** (here it is 'Barbie is a fictional character and cannot donate.') for your returned gift and then select **Mark gift as returned**.

Files to support returned gifts can also be attached by selecting **Upload Files** and uploading from your computer.

- Under My Submissions Summary page, a returned symbol (↺) will display next to the return and on the public Gift Map and Reports pages.

The candidate and the donor of the gift (if they are registered in the EDS) will receive an email confirming the gift has been marked as returned.

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
PENDING	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

Show 25 Apply showing 1-2 of 2 items < 1 >