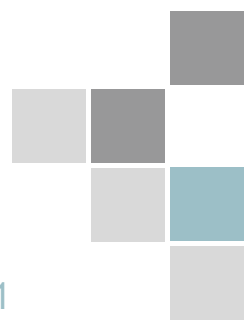




# Electronic Disclosure System (EDS) for Groups of Candidates and their Agents

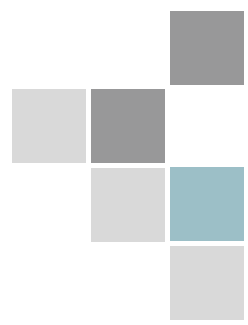
FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

**USER GUIDE**



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# 1. Introduction

## 1.1 Overview of the Act and Regulation

This user guide is intended for groups of candidates and their agents 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. Groups and agents are advised to obtain a copy of the Act and Regulation, and if necessary, seek independent legal advice. The Act and Regulation are available online at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

## 1.3 Contacting the ECQ

Please contact the ECQ's Funding and Disclosure Unit for general enquiries and assistance. Our details are set out below:

Postal address: GPO Box 1393  
BRISBANE QLD 4001

Office location: Level 20, 1 Eagle Street, Brisbane, Queensland

Telephone: 1300 881 665

Email: [fad@ecq.qld.gov.au](mailto:fad@ecq.qld.gov.au)

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

## 2. Glossary

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

### **Agent**

A group of candidates must appoint an agent for an election. The agent is responsible for, amongst other things, lodging returns on behalf of the group.

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

### **Disclosure Due Date**

All candidates and agents for groups of candidates required to disclose gifts, loans or 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 incurred during the last 7 business days before an election day, the gift, loan or expenditure must be disclosed within 24 hours of receipt.

All candidates and agents for groups of candidates must also lodge an election summary return within 15 weeks after the election, regardless of whether they were successfully elected, the value of gifts or loans received, or the value of expenditure incurred. This return must state the total value of gifts or loans received or expenditure incurred during the relevant disclosure period.

Refer to local government [Fact sheet 25 – Real-time disclosure of gifts and loans by groups of candidates](#) or [Fact sheet 18 - Real-time disclosure of electoral expenditure](#) for more information about disclosure due dates.

## Disclosure Period

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

## 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.)

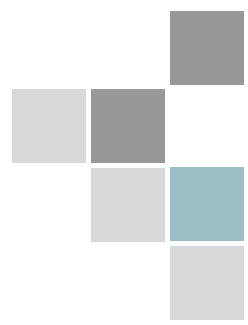
Expenditure is incurred for a campaign purpose if it is incurred to promote or oppose a candidate, group of candidates or political party, or to otherwise influence voting, in an election.

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 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 and not for any election-related purpose.


**Note:** if any part of this gift is property, a service or a loan that the candidate uses in support of their election campaign, it will be considered a gift and must be disclosed.

Refer to local government [Fact sheet 10 – Definition of gifts and loans](#) and [Fact sheet 25 – Real-time disclosure of gifts and loans](#) by agents of groups of candidates for more information.

## Loans

A loan is defined to be 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

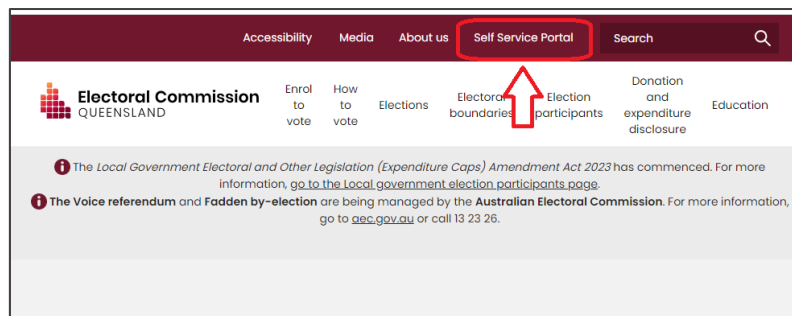
Candidates who intend to contest a local government election as a group must apply in the Self Service Portal (SSP) to register the group with the ECQ. Once the group has been registered, the group's agent can get access to the Electronic Disclosure System (EDS).

**Important:** The initial process of registering a group must be completed by a person who intends to be a candidate in the group. If the group's agent is also a candidate, that person should register the group. This process cannot be completed by someone who is not going to be a candidate in the group.

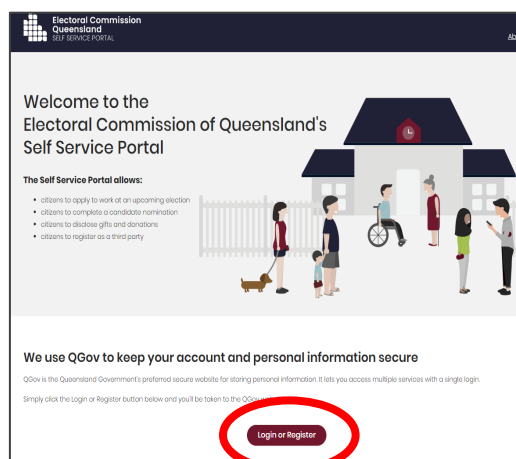
Any person who is required to access EDS will need to first register for an account in the ECQ's Self Service Portal.

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).

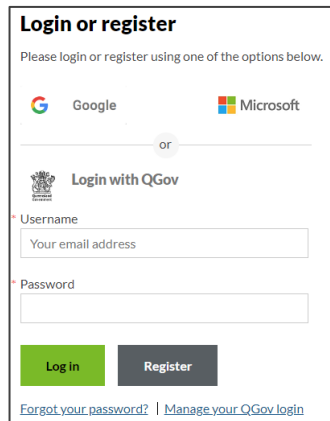


2. Choose **Login** or **Register**.







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




**Login or register**

Please login or register using one of the options below.

 Google  Microsoft

or

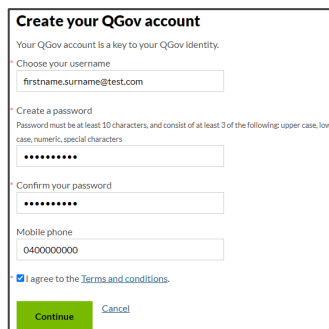
 **Login with QGov**

\* Username  
Your email address

\* Password

[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

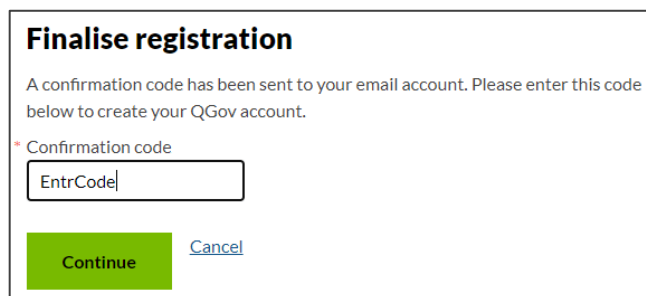
Confirm your password

Mobile phone  
0400000000

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

[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|

[Cancel](#)

6. 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.

7. On the **Identity** page, enter your information into all mandatory fields then select **Search the Roll**.

The screenshot shows the 'Identity' page of a web application. At the top, it asks 'Are you on the Qld electoral roll?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a paragraph of text explaining that ECQ services are only available to individuals enrolled to vote in Queensland. A note states: 'You are required to fill out surname or given names.' The form includes three mandatory fields: 'Surname' (containing 'kotabi'), 'Given Names' (containing 'aric'), and 'Date of Birth' (containing '09/05/1988'). Below these is another question: 'Are you enrolled as a silent elector?' with radio buttons for 'Yes' and 'No' (selected). The 'Address Details' section includes a 'Google Address Search' field, a 'Locality' field (containing 'algester'), and a 'Street Name' dropdown menu (containing 'marjara'). A note explains that the street name should be entered without the number and suffix. At the bottom, there are two buttons: 'Cancel' and 'Search the Roll'.

Did you get an error message? Here's 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 pre-filled 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 'Contact Details' section of the registration form. The form is titled 'Electoral Commission Queensland SELF SERVICE PORTAL' and includes a 'Log out' and 'About us' link. The breadcrumb trail is 'Home > Register'. The 'Contact Details' section contains the following fields:

- QNumber:** A text input field containing 'Q12759324'.
- Personal Email Address:** A text input field containing 'B7crosby@gmail.com'. Below this field is a note: '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:** A dropdown menu with a downward arrow. Below it is a note: '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:** An empty text input field.
- Mobile Phone Number:** An empty text input field.

Below the contact details are the 'Enrolled Address' and 'Postal Address' sections:

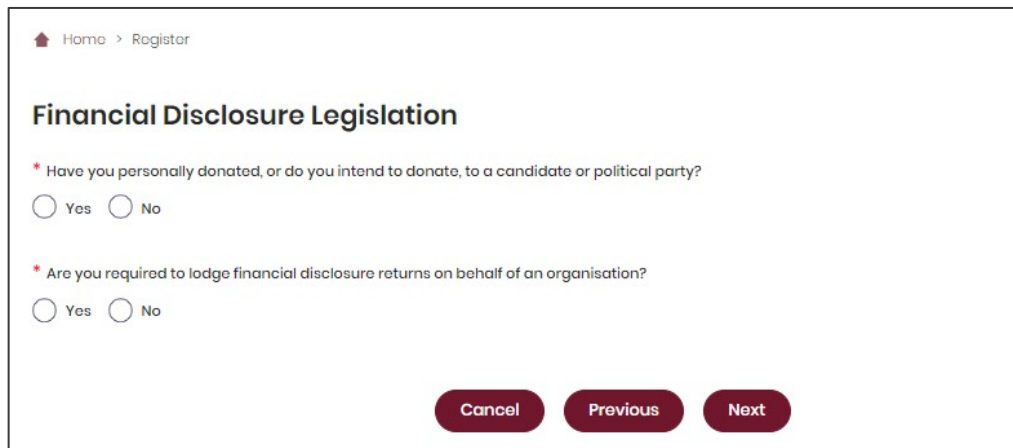
- Enrolled Address:** A text input field containing '143 GRAFTON ST, WARWICK, QLD 4370'.
- Postal Address:** A text input field containing 'Same as enrolled address'.

At the bottom of the form 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 return 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?

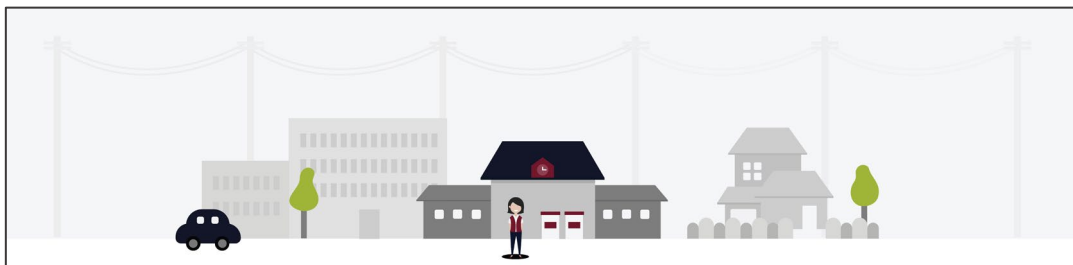
Yes  No

\* 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 a group (see [part 4](#)) or access EDS (see [part 5](#)).



## 4. Registering as a group of candidates

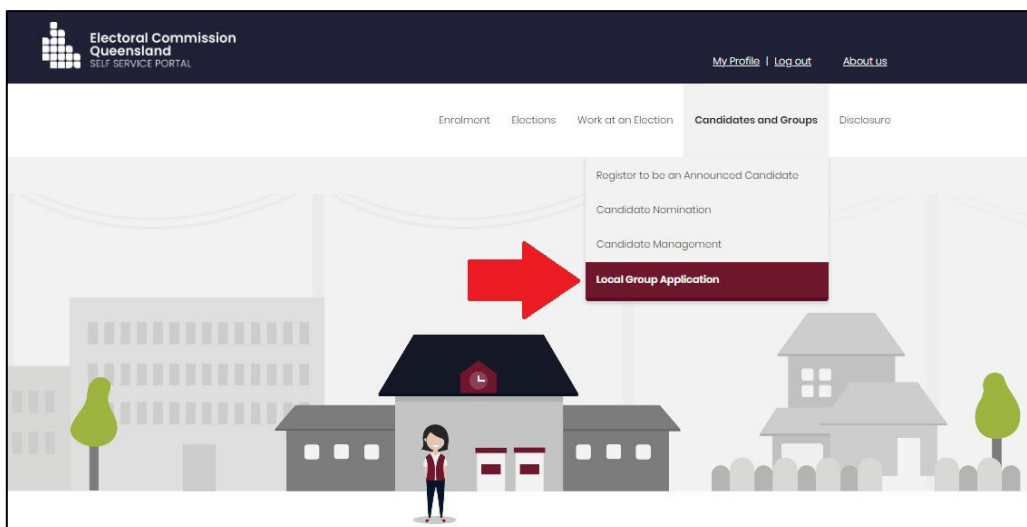
After setting up your user profile in the SSP, you will need to submit an application to register the group with the ECQ. This can be done online (see [section 4.1](#)) or by uploading a paper form (see [section 4.2](#)). Applying online will allow you to verify details against the electoral roll and prefill as much information as possible.

**Note:** Part of the group registration process will involve printing the application form and collecting the signatures of each candidate who will be a member of the group. The signed form must be submitted through SSP.

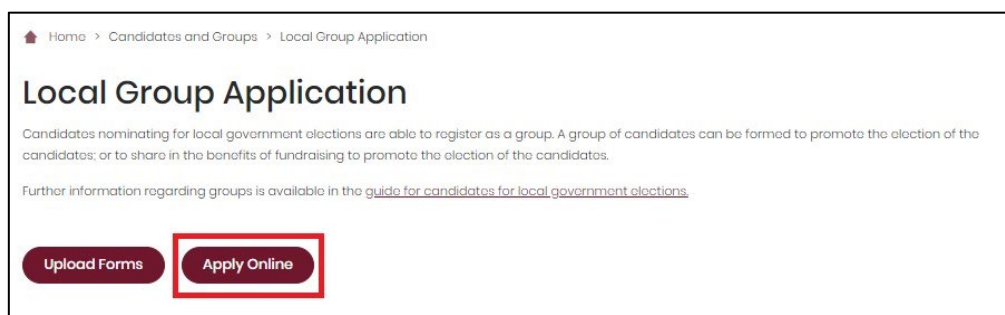
### 4.1 Applying online

To apply to register a group using the online form, please use the following instructions.

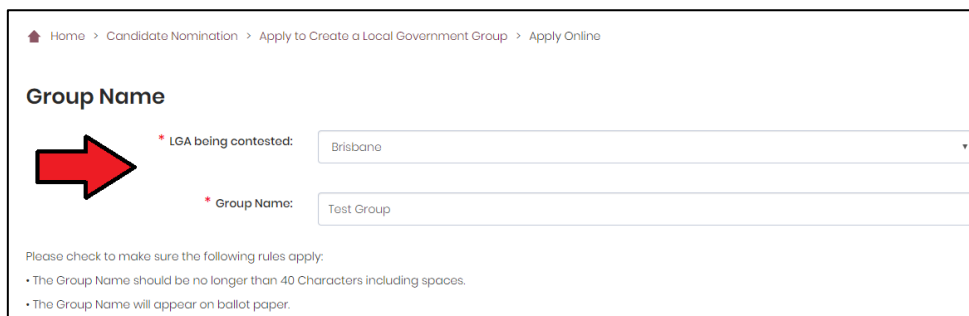
1. From SSP, open the Candidate and Groups menu at the top right of the screen, then choose **Local Group Application**.



2. Choose **Apply Online**.




3. Select the local government area your group will be contesting from the dropdown menu and enter the name of your group in the box called **Group name**.



Home > Candidate Nomination > Apply to Create a Local Government Group > Apply Online

### Group Name

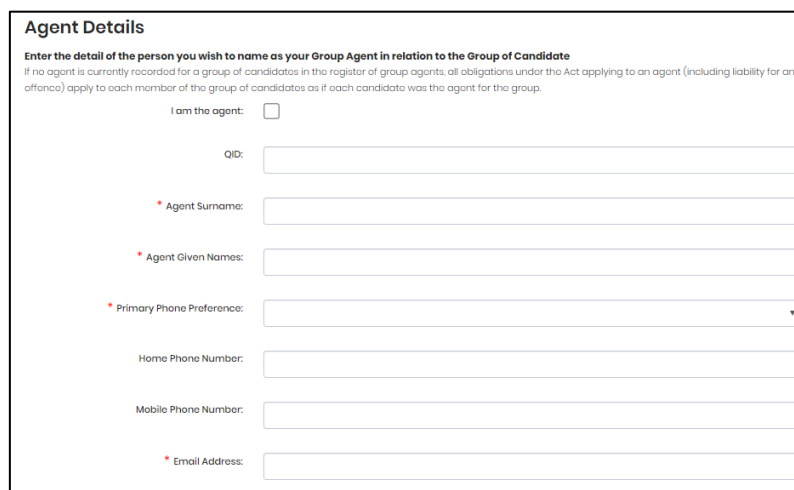
 \* LGA being contested: Brisbane

\* Group Name: Test Group

Please check to make sure the following rules apply:

- The Group Name should be no longer than 40 Characters including spaces.
- The Group Name will appear on ballot paper.

4. If you are also going to be the agent of the group, tick the **I am the agent** box. Otherwise, enter the agent's name, phone number, email address, and postal address.



### Agent Details

Enter the detail of the person you wish to name as your Group Agent in relation to the Group of Candidate

If no agent is currently recorded for a group of candidates in the register of group agents, all obligations under the Act applying to an agent (including liability for any offence) apply to each member of the group of candidates as if each candidate was the agent for the group.

I am the agent:

QID:

\* Agent Surname:

\* Agent Given Names:

\* Primary Phone Preference:

Home Phone Number:

Mobile Phone Number:

\* Email Address:

5. Enter the details of the group's dedicated campaign bank account. If your group does not have a dedicated campaign bank account, you need to open one in order to continue the application.



### Campaign Account

\* Name of Financial Institution:

\* Name of Account (exact):

\* BSB Number:  -

\* Account Number:

6. You will need to add yourself as a member of the group before adding other candidates. Select the Division/Ward/Mayoral election that you are contesting, then choose **Add** at the bottom of the page.

**Members**

You are required to fill out surname or given names.

\* Surname: SMITH

\* Given Names: JOHN

\* Date of Birth: 01/01/1980

Silent Elector:

\* Gender: Male

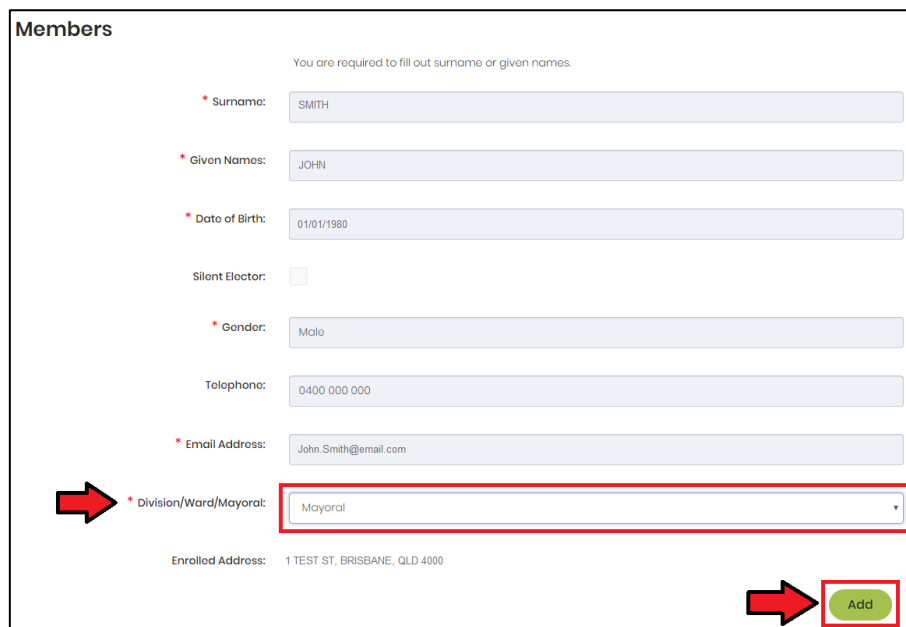
Telephone: 0400 000 000

\* Email Address: John.Smith@email.com

\* Division/Ward/Mayoral: Mayoral

Enrolled Address: 1 TEST ST, BRISBANE, QLD 4000

**Add**



7. After you have added yourself, all fields will become editable to allow you to add other candidates as members of the group. This can be done by completing the required fields then choosing **Search**.

**Members**

You are required to fill out surname or given names.

\* Surname: Citizenry

\* Given Names: Jim

\* Date of Birth: 01/01/1981

Silent Elector:

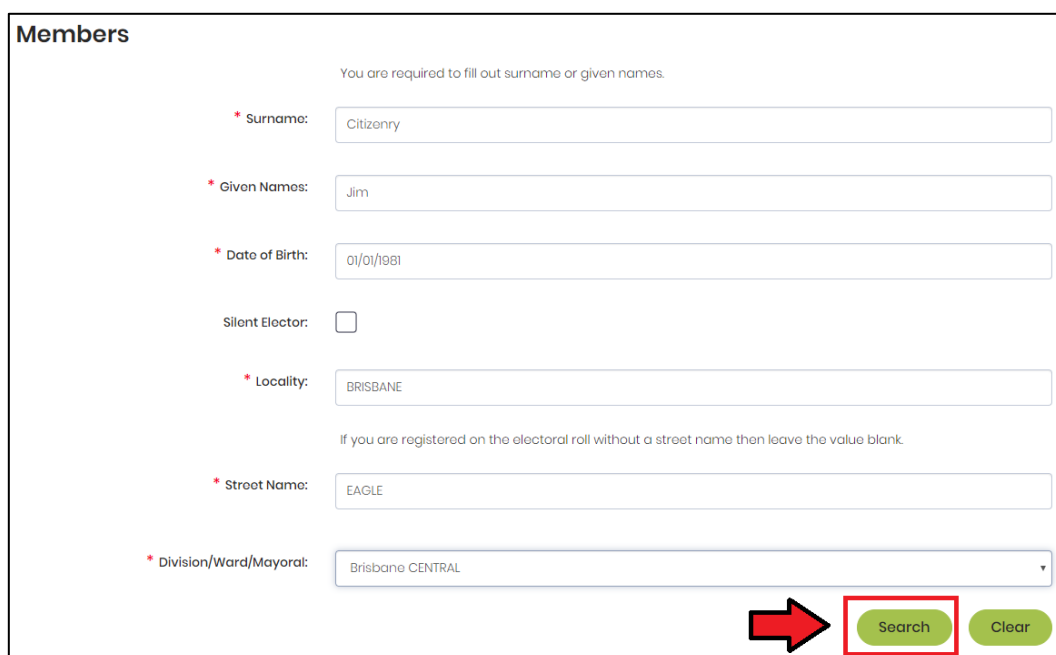
\* Locality: BRISBANE

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

\* Street Name: EAGLE

\* Division/Ward/Mayoral: Brisbane CENTRAL

**Search** **Clear**



This information is validated against the electoral roll.

If you receive an error message stating that 'No entry is found on the Queensland electoral roll matching these details', double check that all information has been typed in correctly.

If you continue to get the error message, ask your candidate to check the AEC's website (<https://check.aec.gov.au/>) to make sure their enrolment details are up to date.

If their enrolment details with the AEC are not up to date, you can still add them as a member of the group by using their old details. Once they have updated their information with the AEC, the ECQ will be automatically notified of the change.

If they are **not** on the Queensland electoral roll (e.g., they are under 18 or enrolled in another State), click 'Not Yet on the Roll' and complete all required fields.

8. Enter a telephone number and email address for the candidate, then click **Add**.

The screenshot shows a web form titled "Members" with the following fields and values:

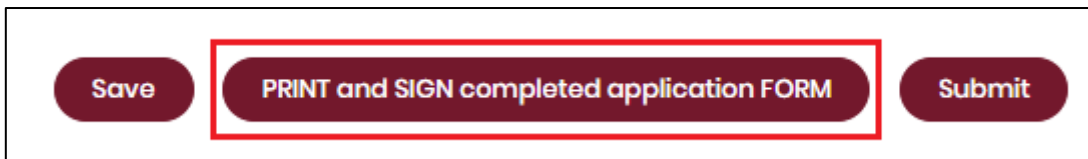
- Surname: Citizenry
- Given Names: Jim
- Date of Birth: 01/01/1981
- Silent Elector:
- Gender: Male
- Telephone: (empty field)
- Email Address: (empty field)
- Locality: BRISBANE
- Street Name: EAGLE
- Division/Ward/Mayoral: (dropdown menu)
- Residential Address: (empty field)

A red box highlights the Telephone and Email Address fields. A red arrow points from the left towards this box. Another red arrow points from the bottom right towards the "Add" button.



Repeat Steps 7 and 8 as many times as necessary to add all candidates who are members of the group.

9. You can choose **Save** at the bottom of the page to return to your application form later.
10. Once you have added all candidates who are members of the group to the form, select the **PRINT and SIGN completed application FORM** button to print the completed form and collect the signatures of your candidates. The agent for the group must also sign Part E of the form.



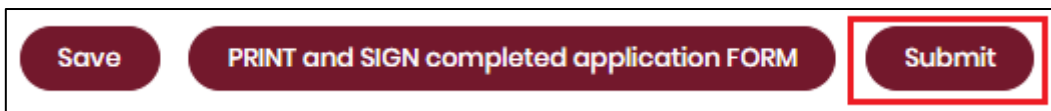
**Important:** Make sure to save your application form before you exit so that you can return to it later.


11. Once you have collected the necessary signatures, scan or photograph the form and save it to your device.

Log back into SSP (<https://selfserv.elections.qld.gov.au>), then repeat Steps 1 and 2 above to reopen your existing application. Scroll to the bottom of the application and choose **Browse** to upload your scanned application form.



12. Once the document is uploaded, click **Submit**.





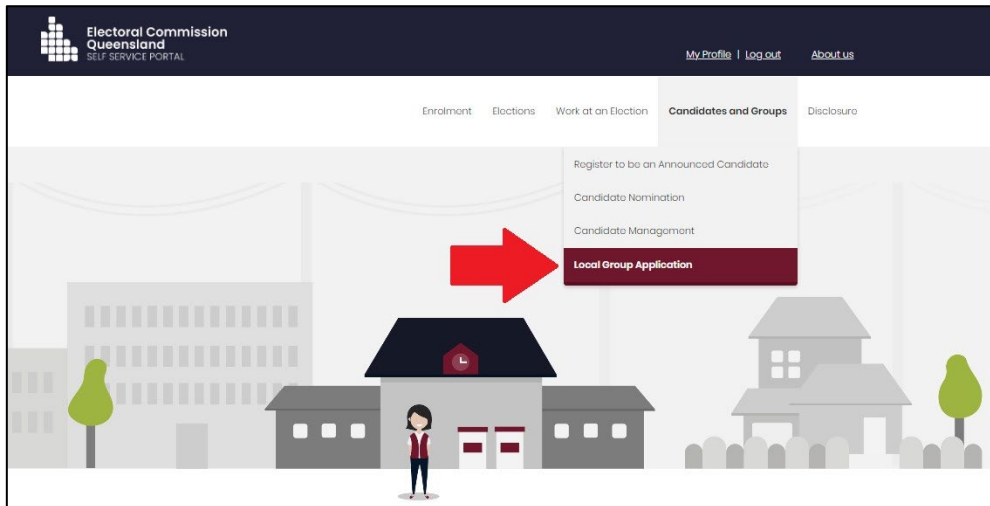
13. The form will be submitted to the ECQ for review. You will be contacted once your application is approved, or if there are any matters which require resolution.

Remember: you and your group members cannot participate in group campaign activities until the ECQ has approved your application and published your group on the ECQ's website.

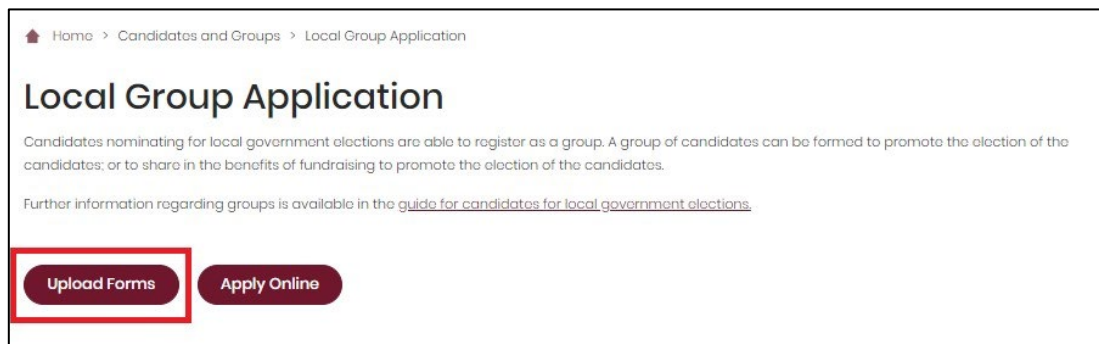
## 4.2 Applying by paper form

To register a group by submitting a paper application form, please use the following instructions.

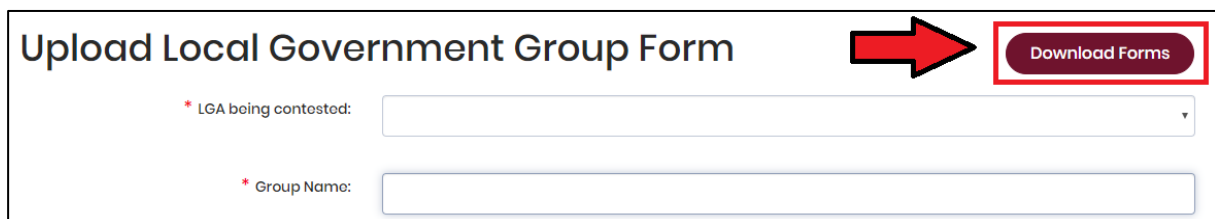
1. From the SSP, open the Candidate Nomination dropdown menu at the top right of the screen. Choose **Local Group Application**.



2. Choose the **Upload Forms** button.

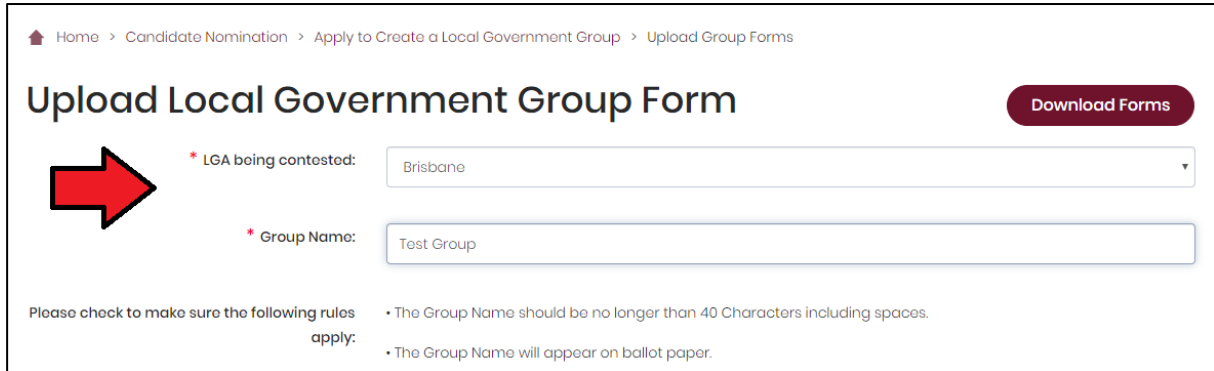


3. If you do not already have a copy of the approved application form, choose the **Download Forms** button in the top right corner.



You will need to complete the application form then scan it back to your device. Log back into SSP ([selfserv.elections.qld.gov.au](https://selfserv.elections.qld.gov.au)) and repeat steps 1 to 2 above to return to the upload screen.

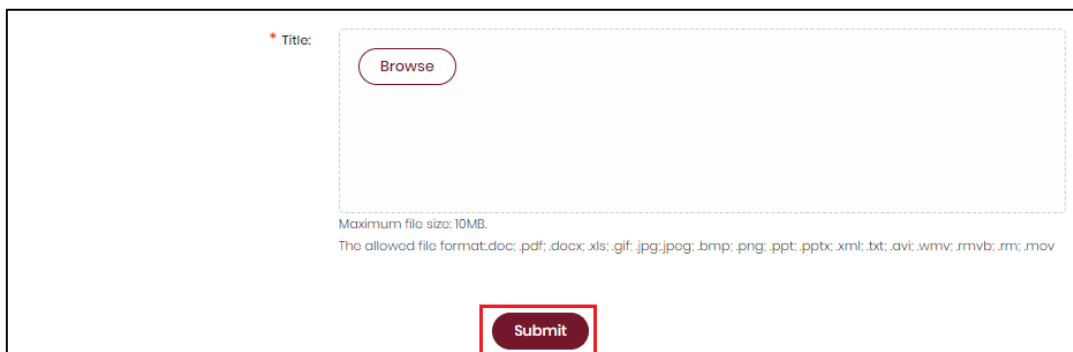
4. Select the local government area your group is contesting and type in the name your group has chosen.




5. To upload the completed application form choose **Browse** then your saved file.



6. Tap **Submit** to send the application form.



- 
7. The form is submitted to the ECQ for review. You will be contacted once the application has been approved or if there are any issues need to be resolved.

Remember: you and your group members cannot participate in group campaign activities until the ECQ has approved your application and published your group on the ECQ's website.

### 4.3 After the group has been approved

After the ECQ approves a group registration, the ECQ will notify the group's agent (as identified on the application form) and the applicant via email.

If the agent for the group is the applicant, the agent can access EDS using the instructions in [section 5](#) below.

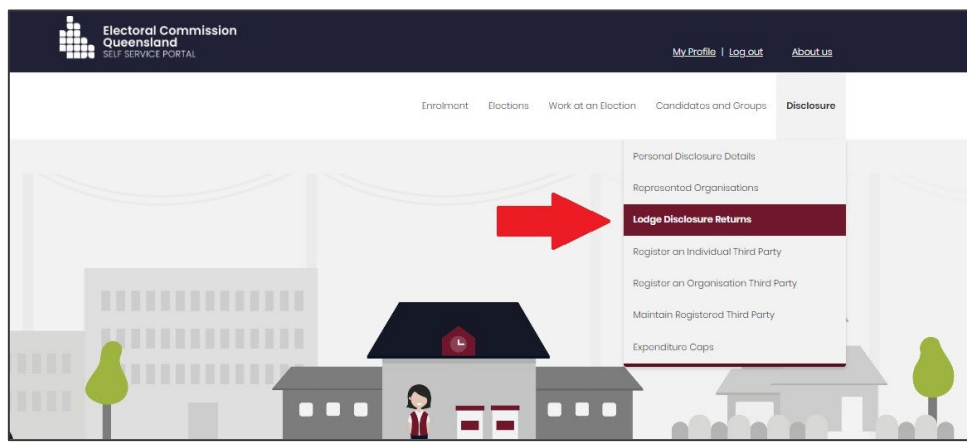
If the agent of the group is not the applicant, the agent should follow the instructions in [section 3](#) of this User Guide to set up a profile in the Self Service Portal. They will then be ready to continue to section 5.

## 5. Logging into EDS

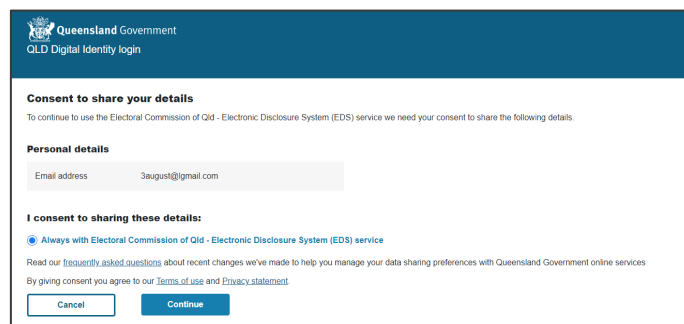
Agents of groups of candidates will need to access the Electronic Disclosure System (EDS) to lodge disclosure returns.

You log into EDS using the same QGov username (email address) and password as you use for SSP. There are 2 ways to log into EDS—through SSP or directly.

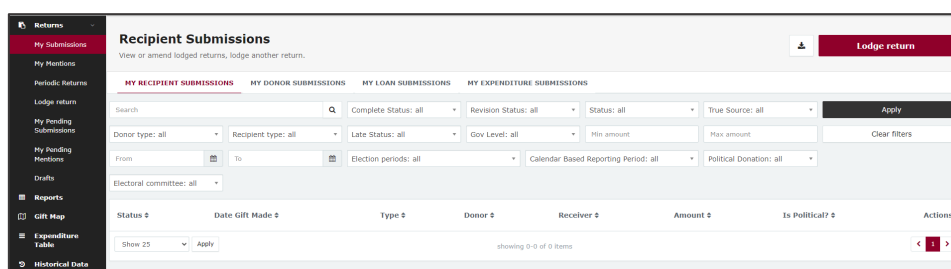
1. When logged into SSP ([selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au)), choose the Disclosure dropdown menu in the upper righthand corner then select **Lodge Disclosure Returns**.



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

A screenshot of the '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', there is a text input field for 'Email address' containing '3august@gmail.com'. Below that, it says 'I consent to sharing these details:' followed by a radio button selected for 'Always with Electoral Commission of Qld - Electronic Disclosure System (EDS) service'. There are links for 'Read our frequently asked questions' and 'Terms of use and Privacy statement'. At the bottom, there are 'Cancel' and 'Continue' buttons.

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

A screenshot of the 'Recipient Submissions' page in the EDS. The page has a dark sidebar on the left with navigation options like 'Returns', 'My Submissions', 'My Mentions', etc. The main content area is titled 'Recipient Submissions' and includes a 'Lodge return' button. Below the title, there are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. A search bar and several filter dropdowns are present. At the bottom, there is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table currently shows 0 items.



- You can also access the EDS directly at [disclosures.ecq.qld.gov.au/](https://disclosures.ecq.qld.gov.au/) and choosing the **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

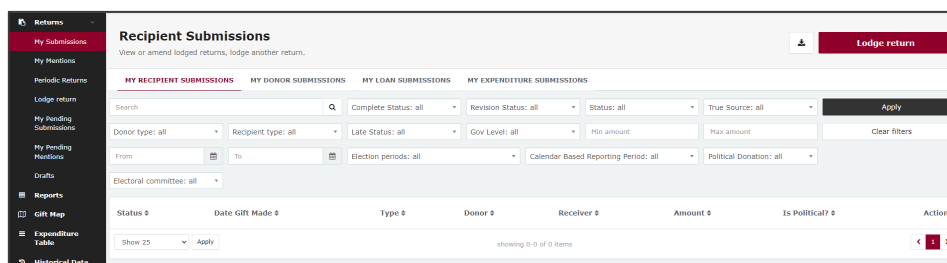
 Login with QGov

\* 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.



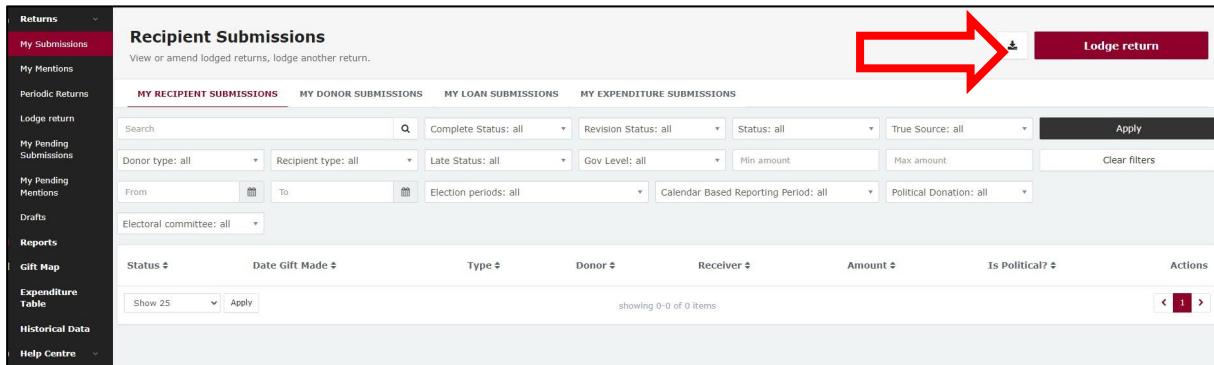


## 6. Disclosing a gift in EDS

Agents of groups of candidates who receive gifts of \$500 or more (cumulative) are required to disclose the details of the gift in a return by the disclosure due date.

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

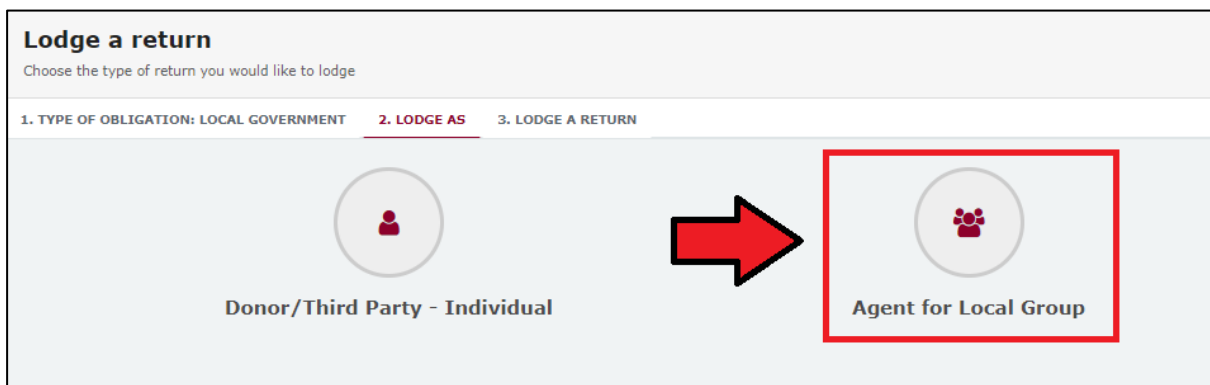
When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right hand corner.



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



2. Select **Agent for Local Group** on the Lodge As screen.



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

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

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

**Agent for a Local Government Group**  
Reporting a gift (donation) received after 20/01/2020

**Lodge**  
Learn more

**Agent for a Local Government Group**  
Reporting electoral expenditure incurred

**Lodge**  
Learn more

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

**Agent for local government group**  
Reporting a gift received after 20/01/2020  
Local

**Agent for local government group details**

Agent full name\*    Group Name\*  
Bob Flower    Test Group

Group members\*  
Bob Flower, John Smith

I am reporting    + received from -

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

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

Agent full name\*    Group Name\*  
Bob Flower    Test Group

Group members\*  
Bob Flower, John Smith

I am reporting    a gift    + received from -

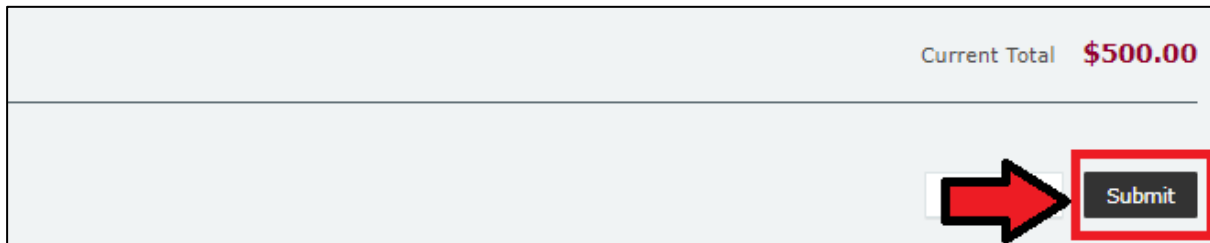
an Individual  
a Corporation  
an Unincorporated Association  
a Trust Fund or Foundation  
a Registered Industrial Organisation  
Another type of Entity

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.

7. A draft copy of your return can be saved at any time by selecting **Save Draft**.

You can access your draft returns by choosing **Drafts** from the left-hand menu.

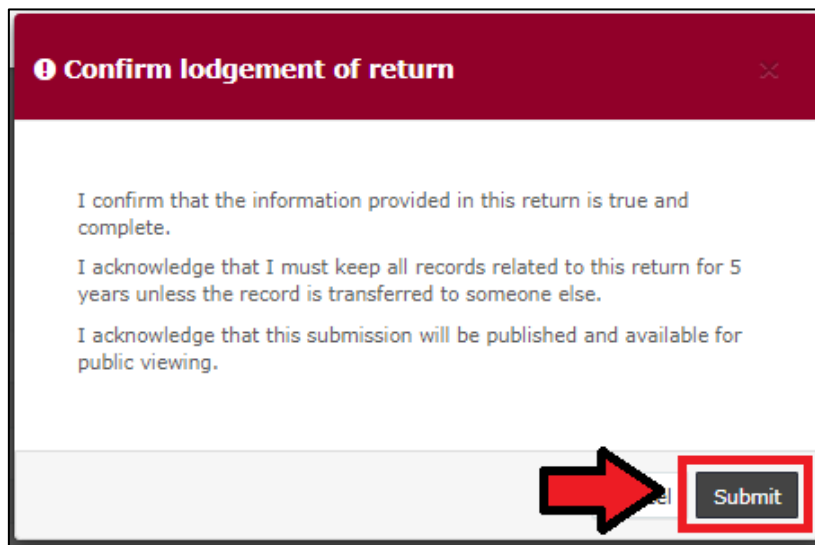
8. Choose **Submit** to finish the return.



Current Total **\$500.00**

**Submit**

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



**Confirm lodgement of return**

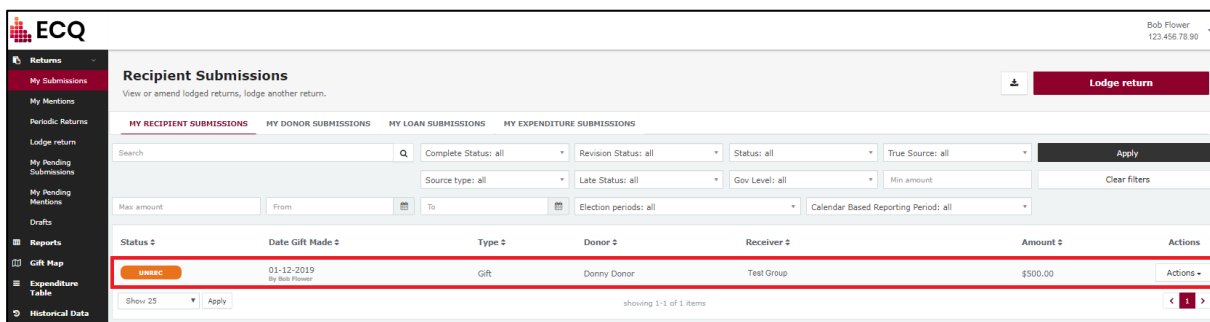
I confirm that the information provided in this return is true and complete.

I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

I acknowledge that this submission will be published and available for public viewing.

**Submit**

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



**ECQ** Bob Flower 123.456.78.90

**Recipient 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 True Source: all Apply

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

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

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
<b>UNREC</b>	01-12-2019 <small>By Bob Flower</small>	Gift	Donny Donor	Test Group	\$500.00	Actions

Show 25 Apply showing 1-1 of 1 items

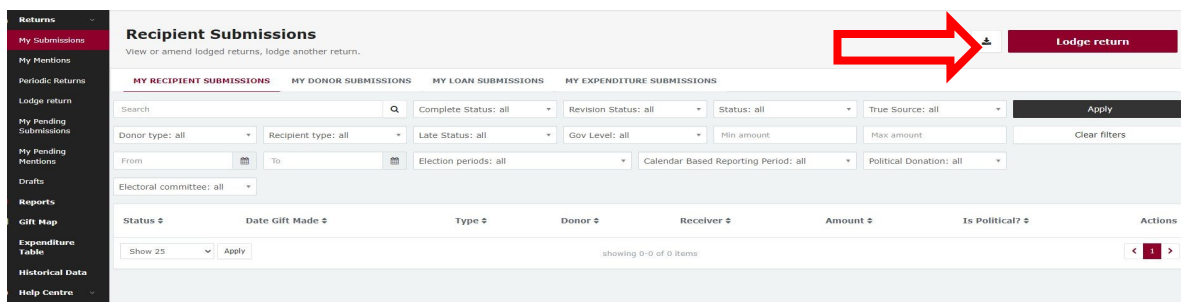
The status of your return will be unreconciled ('UNREC') until the donor lodges a matching return.

## 7. Disclosing a loan in EDS

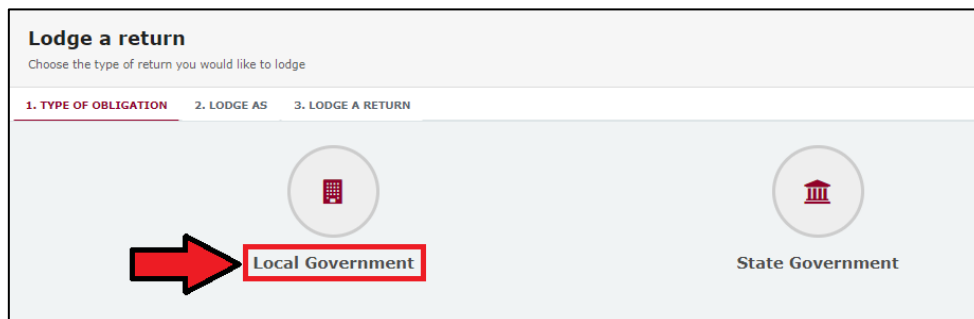
Agents of groups of candidates who receive loans of \$500 or more are required to disclose the details of the loan in a return by the disclosure due date.

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

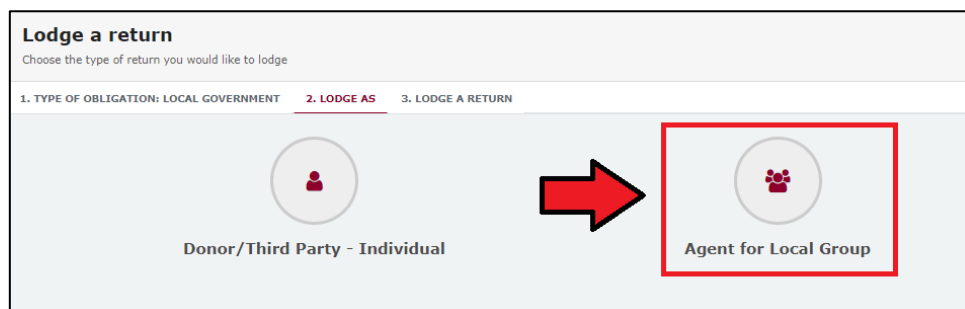
When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.



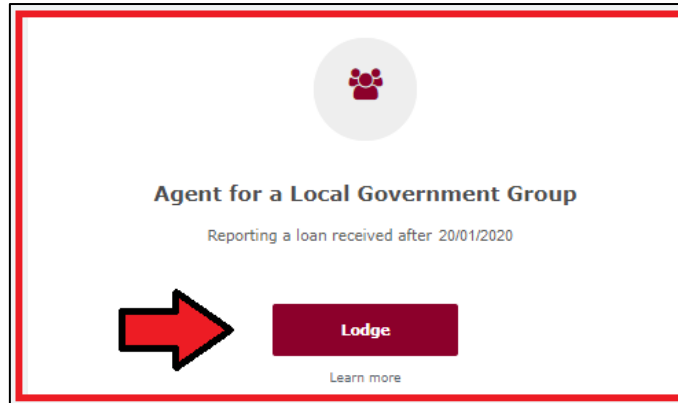
1. Under Type of Obligation, select **Local Government**.



2. Select **Agent for Local Group** on the Lodge As screen.



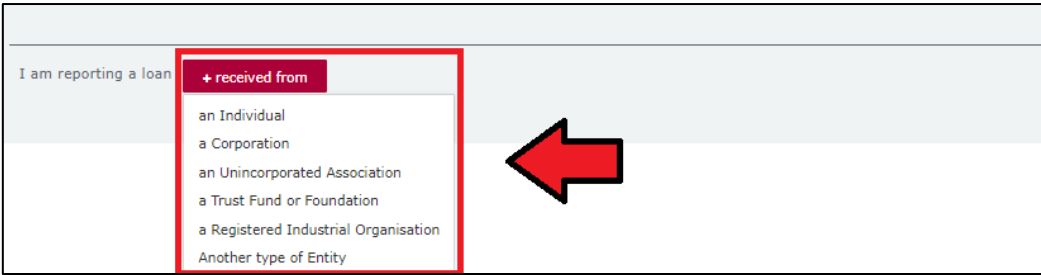
- For Lodge a Return, select the **Lodge** button for Agent for a Local Government Group: Reporting a loan received after 20/01/2020.



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

- 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).

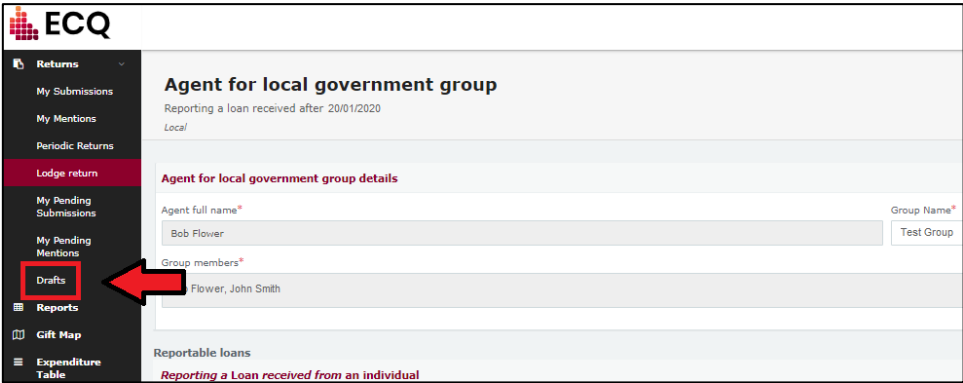
You can disclose additional loans in the same return by opening the **+ received from** menu at the bottom of the page and repeating the steps above.



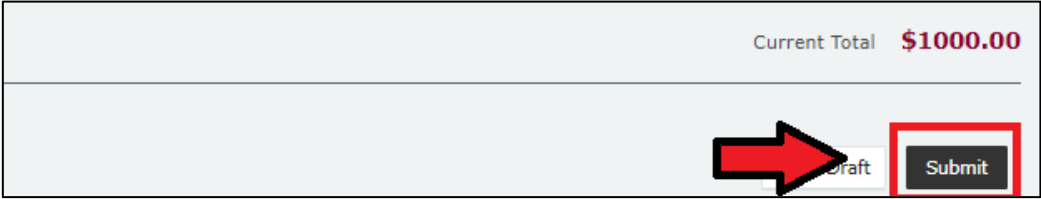
- 6. Depending on the type of entity selected in step 5, you may also be asked additional questions about the corporation, individual, etc. who provided the loan. [Fact sheet 11 – Relevant details of gifts and loans](#) has further information about what may be required.
- 7. If you want to complete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



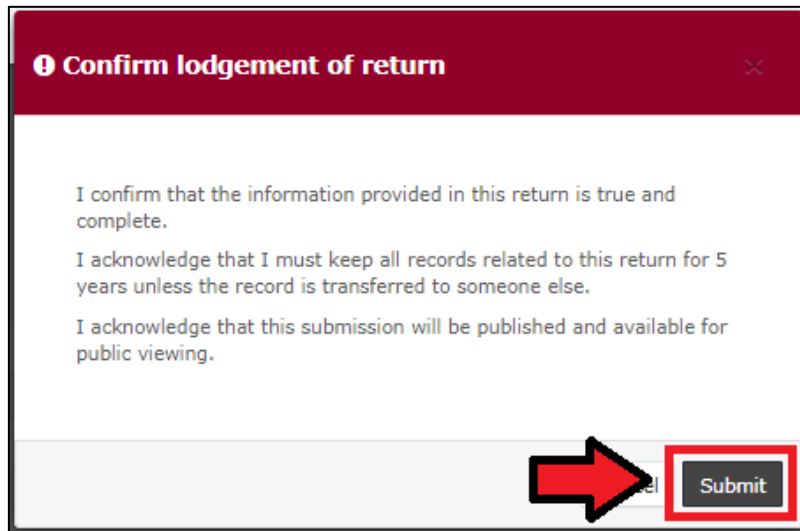
You can access your saved draft returns by choosing **Drafts** from the side menu.



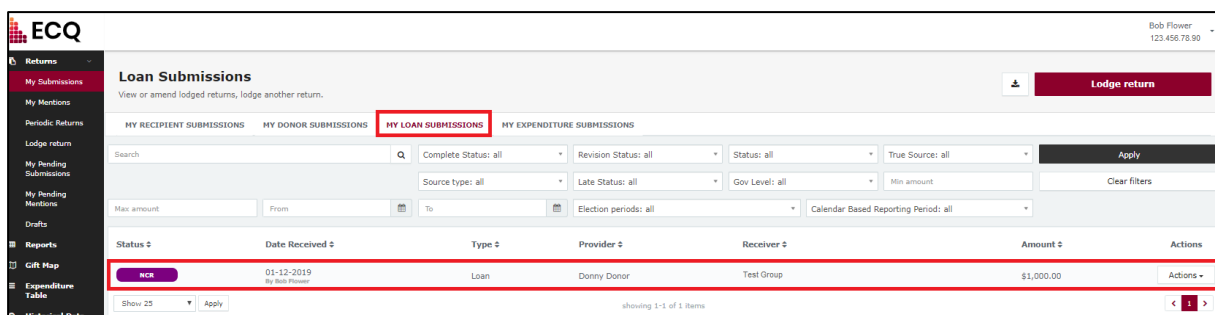
- 8. Choose **Submit** to lodge your return.



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



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



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



## 8. Disclosing electoral expenditure in EDS

Agents of groups of candidates who incur electoral expenditure of \$500 or more are required to disclose the details of the expenditure in a return by the disclosure due date.

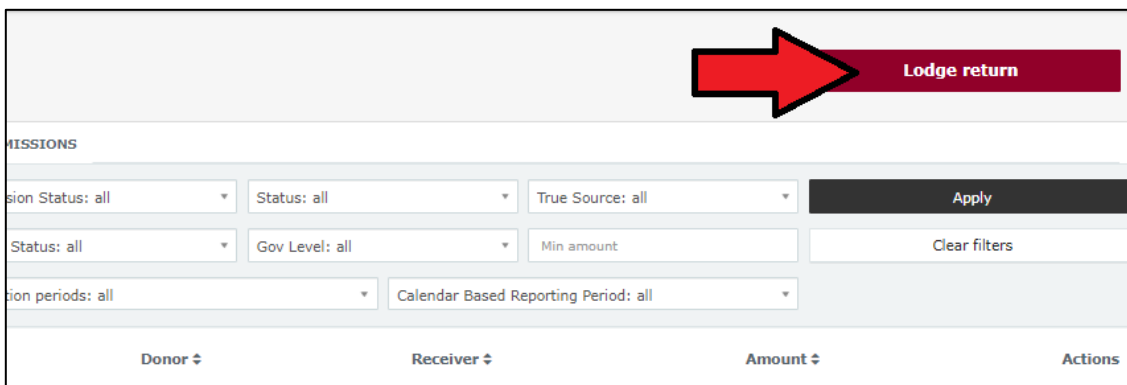
**Note:** refer to the [Glossary](#) for key terms and definitions.

Items of electoral expenditure can be disclosed **individually** (see [section 8.1](#)) or by using a **bulk upload spreadsheet** (see [section 8.2](#)). The bulk upload spreadsheet is recommended for disclosing many expenditure items in one transaction.

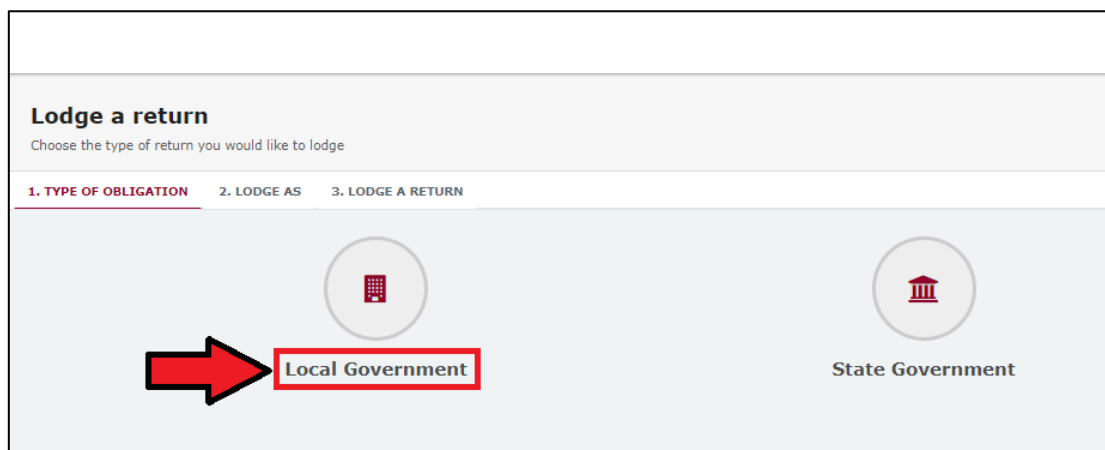
### 8.1 Disclosing electoral expenditure individually

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

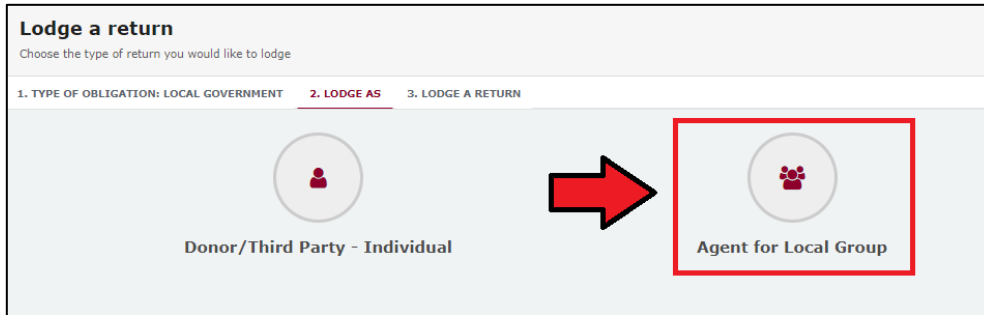
1. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner of EDS.



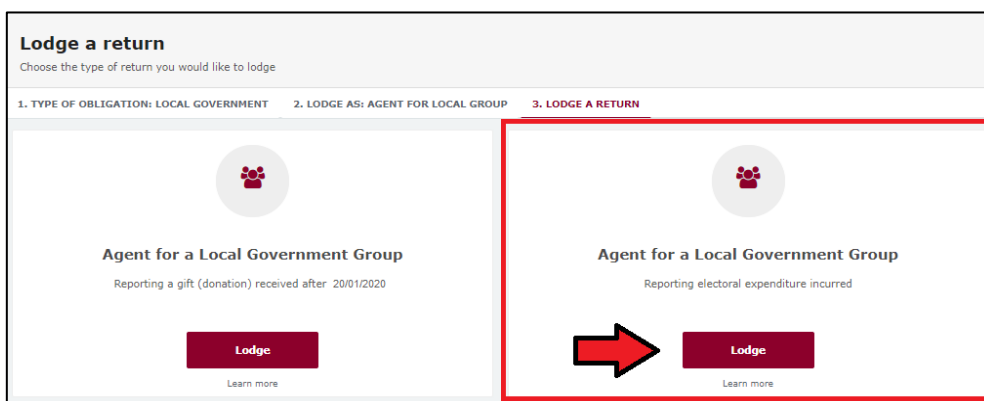
2. Under Type of Obligation, select **Local Government**.



3. Under Lodge As, choose **Agent for Local Group**.



4. On the Lodge a Return page, choose **Lodge** in the Agent for a Local Government Group: Reporting electoral expenditure incurred box.



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



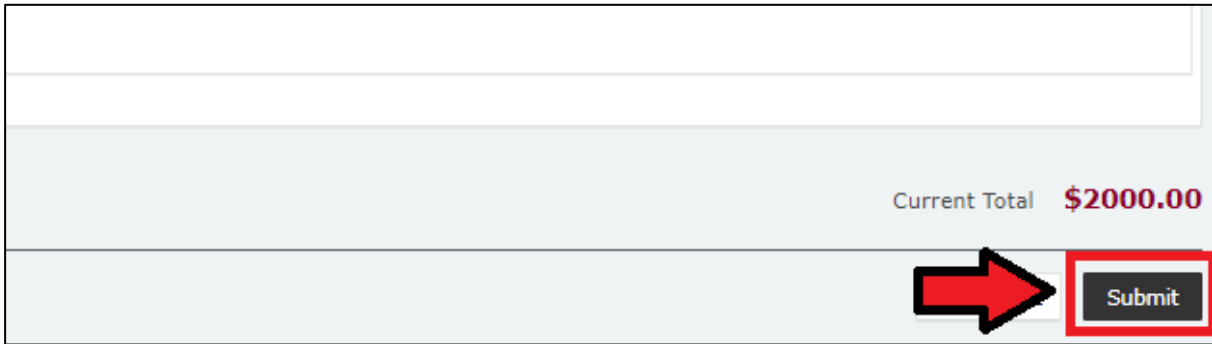
6. Enter all mandatory electoral expenditure information, such as supplier name and address, description of good and services, purpose of expenditure, amount and date.

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

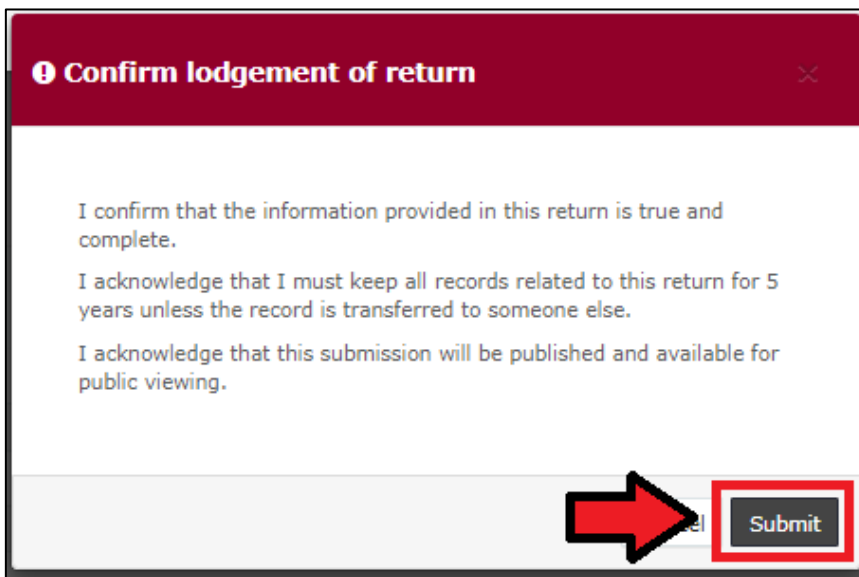
7. A draft copy of the return can be saved at any time by choosing the **Save Draft** button.

Drafts are accessed through the side menu.

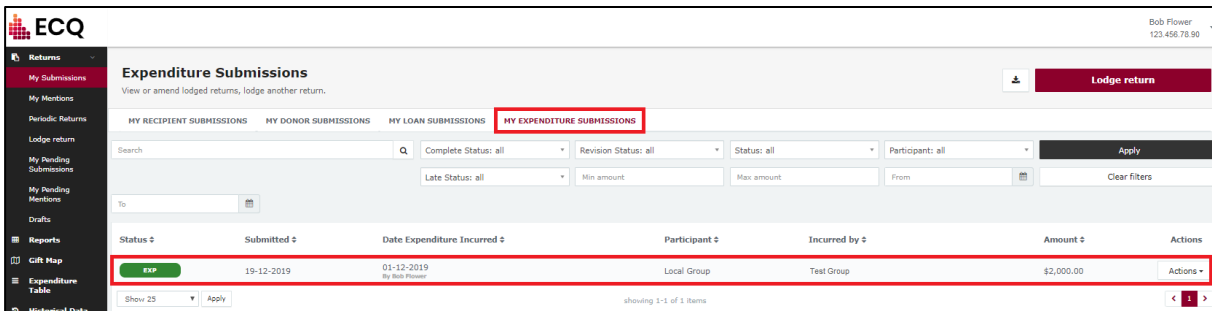
8. Choose **Submit** to lodge your return.



9. Confirm that all the information contained in the return is correct by choosing **Submit** again.



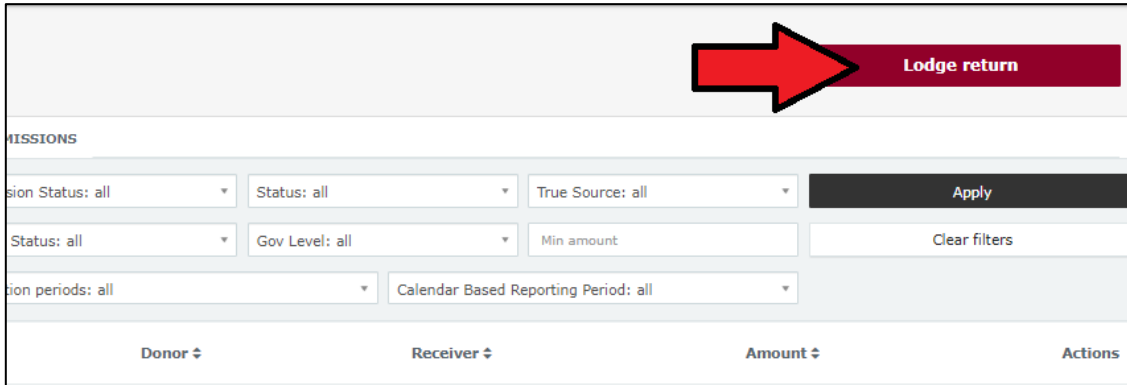
10. Your return will appear in your Recipient Submissions page under the Expenditure Submissions tab as well as on the public Expenditure Table and Reports pages.



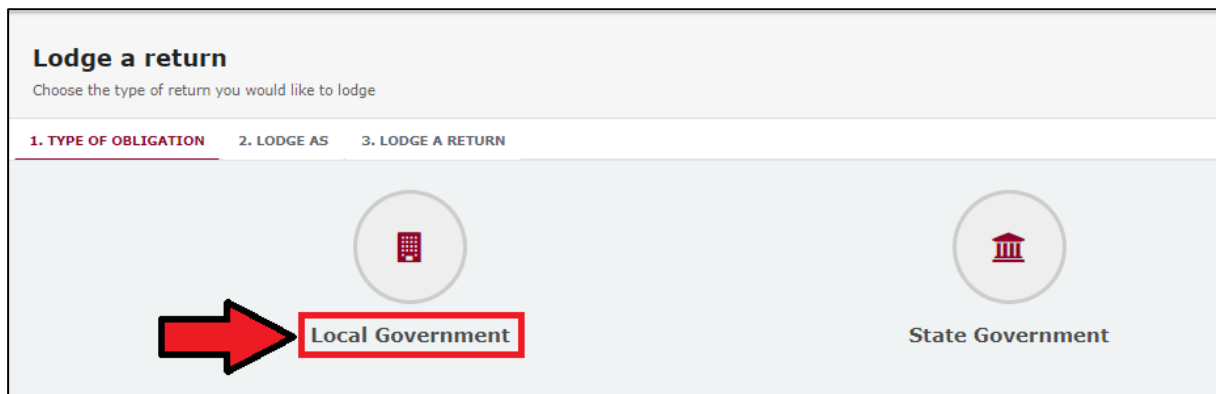
## 8.2 Disclosing electoral expenditure using a bulk upload spreadsheet

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

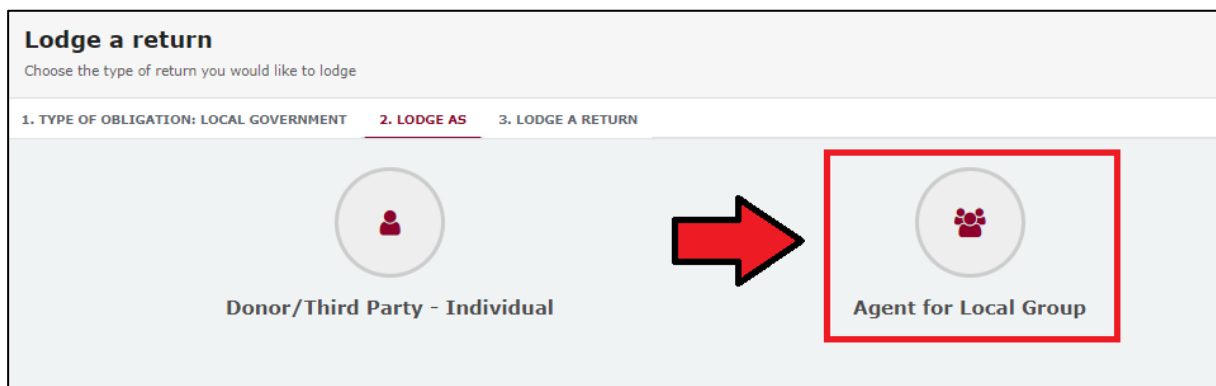
1. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.



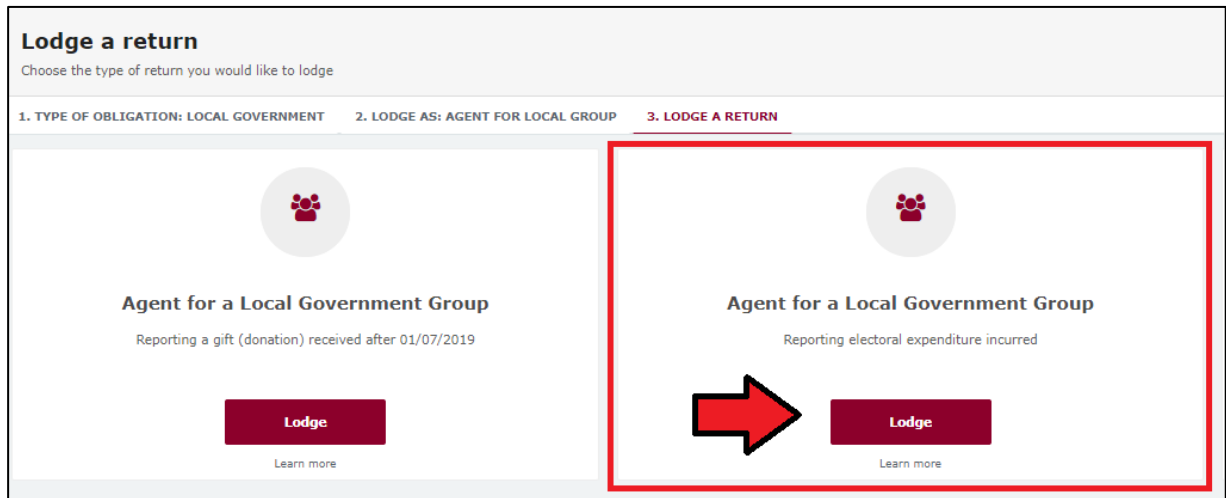
2. On the Type of Obligation page, select **Local Government**.



3. Choose **Agent for Local Group** on the Lodge As screen.



4. For Lodge a Return, select the **Lodge** box in the Agent for a Local Government Group: Reporting electoral expenditure incurred.



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



6. 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 popup box.
- Apple Safari downloads are usually available in the download icon in the lower right of the screen.

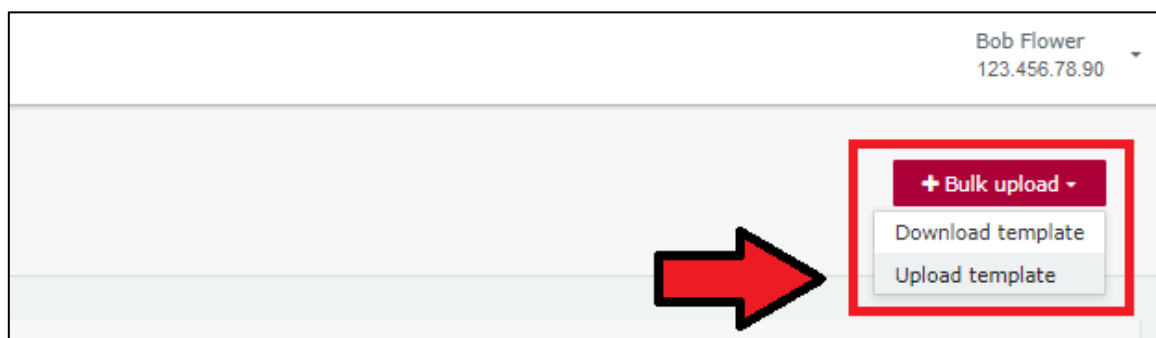
7. When you have the excel file open, be sure to **Enable Editing** then enter mandatory fields, such as supplier name and address, description of goods or services, purpose of expenditure, amount and date.

- 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 that you copy and paste from a different document – it must match the options available from any drop-down lists in the template (e.g. 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		1/12/2019	2000.00	Printing of 10,000 x DL flyers	To promote my candidacy and my
Visage Folio	1 Aukland St	Aukland CBD, Aukland	Overseas	1010	New Zealand	15/12/2019	500.00	Social media promotion	To boost posts on my Visage Folio
Tee Central	1 Central St	Brisbane	QLD	4000		16/12/2019	60.00	Production of 2 x t-shirts displaying	To produce t-shirts to be worn by

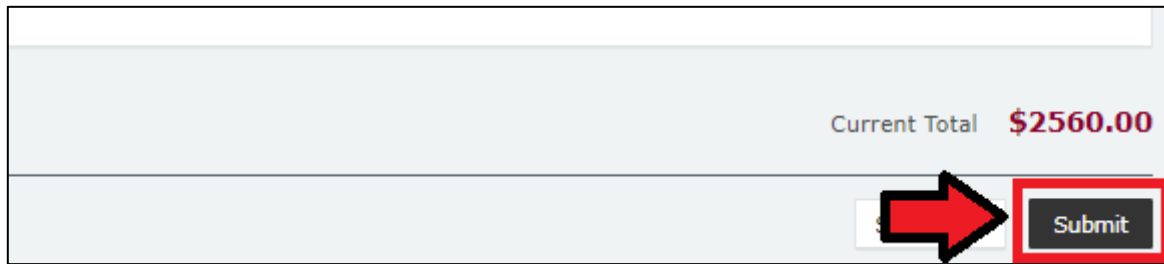
8. After entering all your electoral expenditure, save the file to a safe location on your device.

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

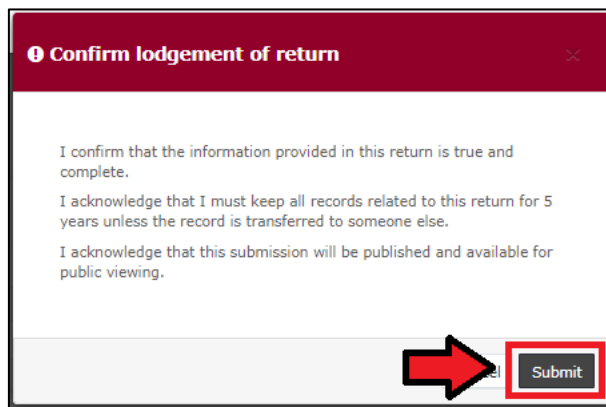


Select the file to upload and choose **Next**.

10. Select **Submit** to lodge your return.

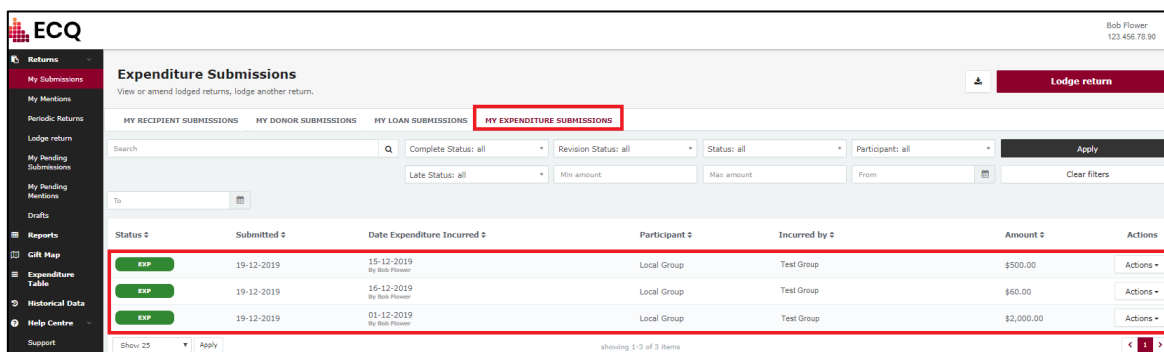


11. Choose **Submit** again to confirm the information provided in the returns is accurate.



12. The electoral expenditure item will display on the Recipient Submissions page under the 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.





## 9. Submitting an election summary return

Agents of groups of candidates for a local government election are required to lodge an election summary return for the group within 15 weeks of election day.

In this return, you are required to disclose the:

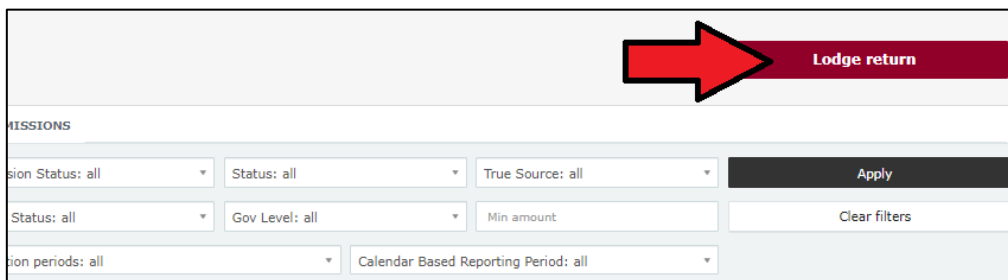
- total value of all gifts and/or loans received during your disclosure period
- total number of entities that made those gifts/loans
- total amount of electoral expenditure that you incurred or were gifted.

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

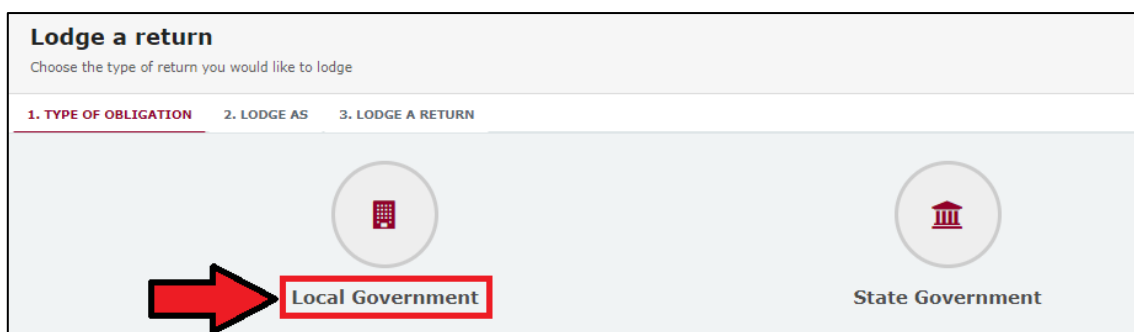
**Important:** If the group received any gifts, loans or incurred expenditure totalling \$500 or more during its disclosure period, you must lodge a separate return in EDS for each of the gifts, loans and expenditure items prior to submitting your election summary return. See [section 6: Disclosing a gift in EDS](#), [section 7: Disclosing a loan in EDS](#) and [section 8: Disclosing electoral expenditure in EDS](#) for instructions on how to lodge these returns.

To lodge your election summary return, please use the following instructions.

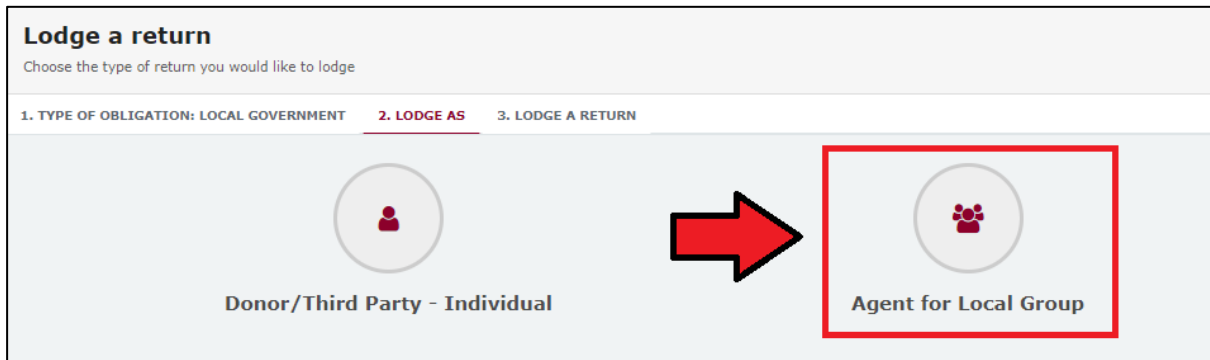
1. From the Recipient Submissions page in EDS, choose the maroon **Lodge return** button.



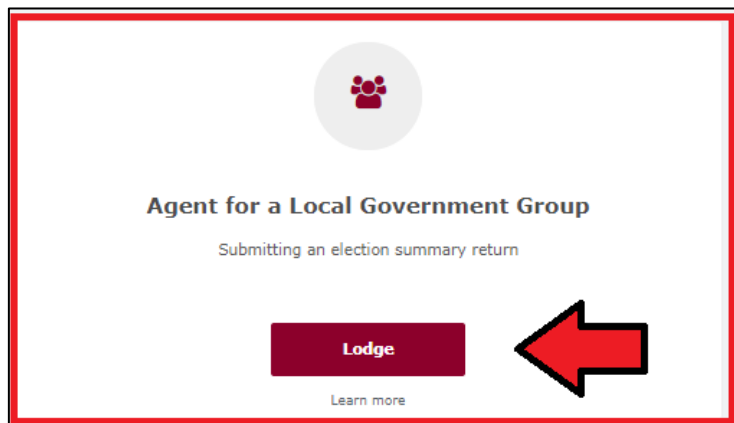
2. On the Type of Obligation page, select **Local Government**.



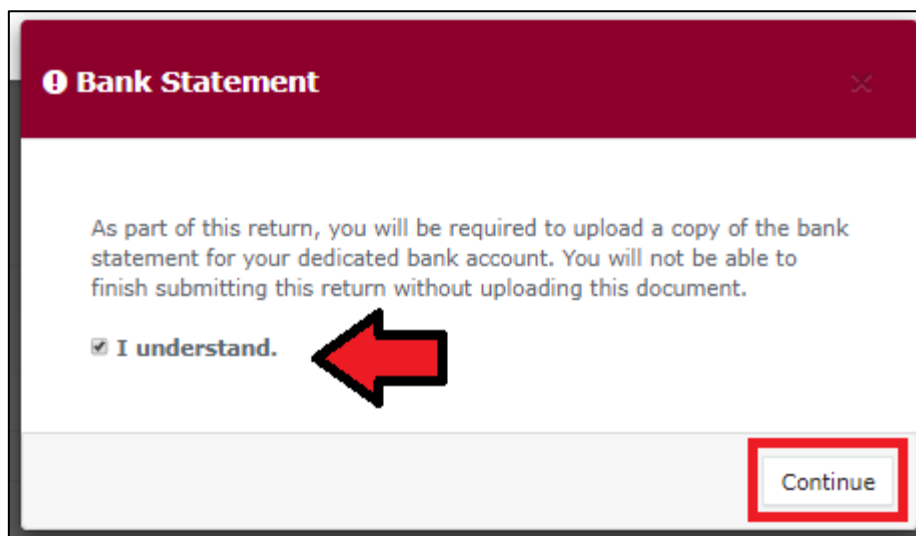
3. For the Lodge As page, choose **Agent for Local Group**.



4. Under Lodge a Return, select the **Lodge** button under Agent for a Local Government Group: Submitting an election summary return.



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



6. The **Disclosure period** will auto populate with the group's disclosure dates.

**Agent for local government group**  
Submitting an election summary return  
Local

**Agent for local government group details**

Agent full name\*  Group Name\*

Group members\*

**Disclosure period**

Disclosure period \*  Return period commences  Return period concludes

7. If the group received no gifts or loans during its disclosure period, proceed to Step 9. Otherwise, continue with Step 8.



8. The **Return Summary** section includes a summary of all the gifts and loans that the group has received during its disclosure period.

- The **Amount** and **Gifts/loans reported** fields will display the total amount and number of any gifts/loans that you have already reported in the EDS using the instructions in [section 4](#) and [section 5](#).

**Return summary**

Gifts	Loans
Amount <b>\$1,000.00</b>	Amount <b>\$1,000.00</b>
Gifts Reported <b>1</b>	Loans Reported <b>1</b>
Number of Entities that made Gifts <b>1</b>	Number of Entities that made Loans <b>1</b>
Unreported Amounts Under Threshold <b>\$0.00</b>	Unreported Amounts Under Threshold <b>\$0.00</b>
Total Gifts Received <b>\$1,000.00</b>	Total Loans Received <b>\$1,000.00</b>



Any gifts or loans already reported in EDS can be reviewed by choosing the **View** button.

Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1  <a href="#">VIEW &gt;</a>	Loans Reported 1  <a href="#">VIEW &gt;</a>
Number of Entities that made Gifts 1	Number of Entities that made Loans 1
Unreported Amounts Under Threshold \$0.00	Unreported Amounts Under Threshold \$0.00
Total Gifts Received <b>\$1,000.00</b>	Total Loans Received <b>\$1,000.00</b>



The **Number of Entities that made Gifts** or **Loans** fields are prefilled based on any gifts/loans that you have already reported in EDS.

Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1 <a href="#">VIEW &gt;</a>	Loans Reported 1 <a href="#">VIEW &gt;</a>
<b>Number of Entities that made Gifts</b> 1	<b>Number of Entities that made Loans</b> 1
Unreported Amounts Under Threshold \$0.00	Unreported Amounts Under Threshold \$0.00
Total Gifts Received <b>\$1,000.00</b>	Total Loans Received <b>\$1,000.00</b>

These fields are editable. You should update the numbers to reflect the total number of entities that made gifts or loans to you during the disclosure period. This includes entities that made gifts or loans under \$500.

Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1 <a href="#">VIEW &gt;</a>	Loans Reported 1 <a href="#">VIEW &gt;</a>
<b>Number of Entities that made Gifts</b> <u>20</u> 	<b>Number of Entities that made Loans</b> 1 
Unreported Amounts Under Threshold \$0.00	Unreported Amounts Under Threshold \$0.00
Total Gifts Received <b>\$1,000.00</b>	Total Loans Received <b>\$1,000.00</b>

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.

Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1 <span style="float: right;">VIEW &gt;</span>	Loans Reported 1 <span style="float: right;">VIEW &gt;</span>
Number of Entities that made Gifts 20	Number of Entities that made Loans 1
Unreported Amounts Under Threshold \$850 	Unreported Amounts Under Threshold \$0.00 
Total Gifts Received <b>\$1,000.00</b>	Total Loans Received <b>\$1,000.00</b>

**For example:** The group received a \$1,000 gift from a donor during its disclosure period, which you have already reported in EDS in a separate return (see [Section 5](#)). This gift will appear automatically in the **Amount** and **Gifts Reported** fields of your Election Summary Return.

During the disclosure period, the group also received several smaller gifts from 19 other donors totalling \$850. In the **Number of Entities that made Gifts** field, you will need to update the number from 1 to 20. In the **Unreported Amounts Under Threshold** field, you will update the amount from \$0.00 to \$850.00.

The **Total Gifts** or **Loans Received** field should reflect the total amount of gifts or loans that the group received during its disclosure period. It is calculated based on the sum of the 'Amount' field and the 'Unreported Amounts Under Threshold' field.

Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1 <span style="float: right;">VIEW &gt;</span>	Loans Reported 1 <span style="float: right;">VIEW &gt;</span>
Number of Entities that made Gifts 20	Number of Entities that made Loans 1
Unreported Amounts Under Threshold \$850	Unreported Amounts Under Threshold \$0.00
Total Gifts Received <b>\$1,850.00</b>	Total Loans Received <b>\$1,000.00</b>

9. If the group incurred no electoral expenditure during its disclosure period, the box stating **No expenditure incurred** can be ticked and skip to section 11. Otherwise, continue to step 10.

The screenshot shows a form titled "Electoral Expenditure Incurred" with a help icon. It contains three rows of data: "Amount" with a value of "\$0.00", "Expenditures Reported" with a value of "0" and a "VIEW >" link, and "Total Expenditure Incurred" with a value of "\$0" and a help icon. At the bottom, there is a section titled "No Expenditure Incurred" with a checked checkbox and the text "I confirm that I incurred no electoral expenditure during the disclosure period for this election". This bottom section is highlighted with a red border.

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

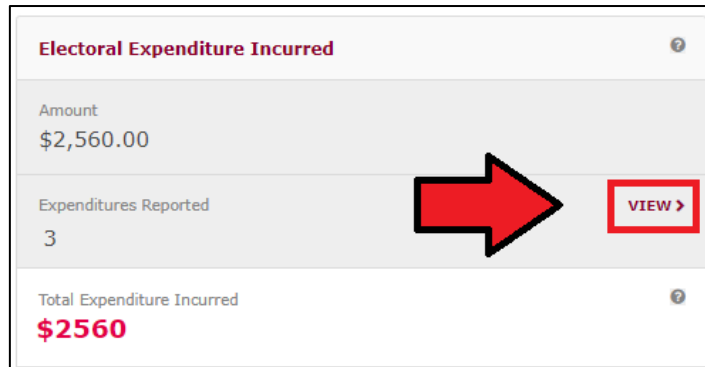
10. The **Return Summary** section also includes a summary of all electoral expenditure that the group has incurred during its disclosure period.

The **Amount** and **Expenditures Reported** fields will display the total amount and number of any items of electoral expenditure that you have already reported in the EDS using the instructions in [section 6](#).

The screenshot shows a form titled "Electoral Expenditure Incurred" with a help icon. It contains three rows of data: "Amount" with a value of "\$2,560.00", "Expenditures Reported" with a value of "3" and a "VIEW >" link, and "Total Expenditure Incurred" with a value of "\$2560" and a help icon. The first two rows are highlighted with a red border.

<b>Electoral Expenditure Incurred</b> <span>?</span>	
Amount	\$2,560.00
Expenditures Reported	3 <span>VIEW &gt;</span>
Total Expenditure Incurred	\$2560 <span>?</span>

Any expenditure that you have already reported in EDS can be reviewed by selecting the **View** button.



Electoral Expenditure Incurred	
Amount	\$2,560.00
Expenditures Reported	3
Total Expenditure Incurred	<b>\$2560</b>

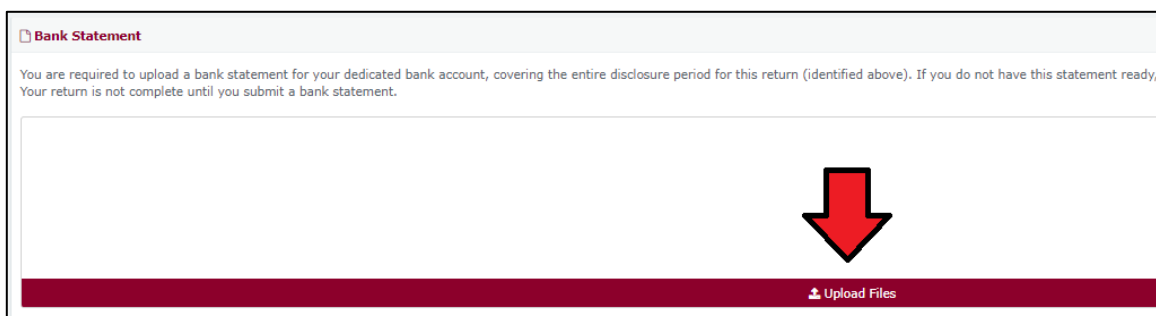
The **Total Expenditure Incurred** field should reflect the total amount of electoral expenditure that the group incurred during its disclosure period.



Electoral Expenditure Incurred	
Amount	\$2,560.00
Expenditures Reported	3
Total Expenditure Incurred	<b>\$2560</b>


**Note:** If the group incurred less than \$500 in total electoral expenditure during its disclosure period, you must update the **Total Expenditure Incurred** field with the total value of the group's expenditure.

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



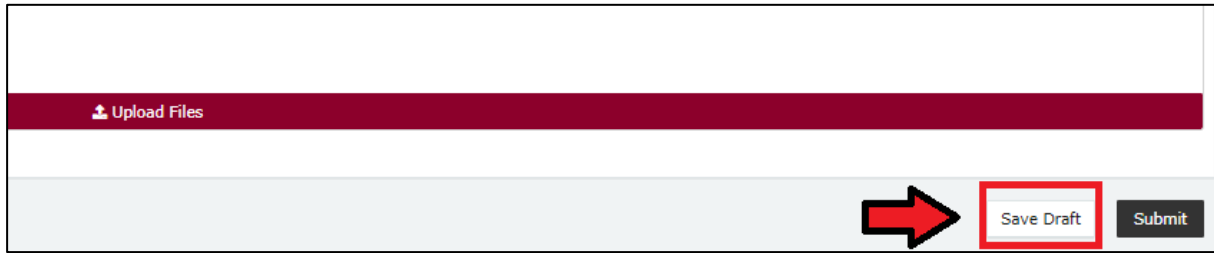
**Bank Statement**

You are required to upload a bank statement for your dedicated bank account, covering the entire disclosure period for this return (identified above). If you do not have this statement ready, Your return is not complete until you submit a bank statement.



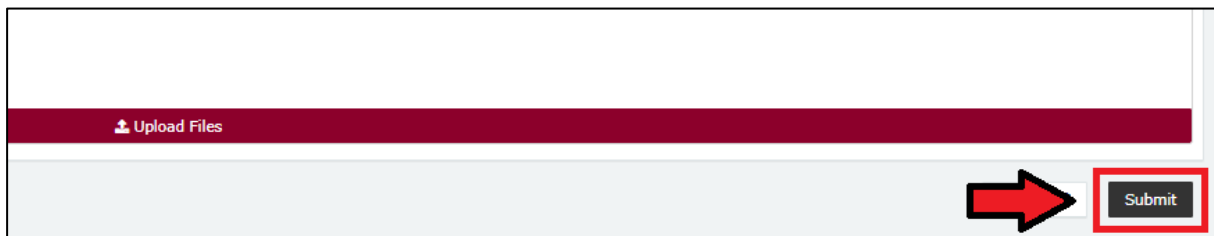
[Upload Files](#)

12. You can save a draft copy of your return at any time by choosing **Save Draft**.

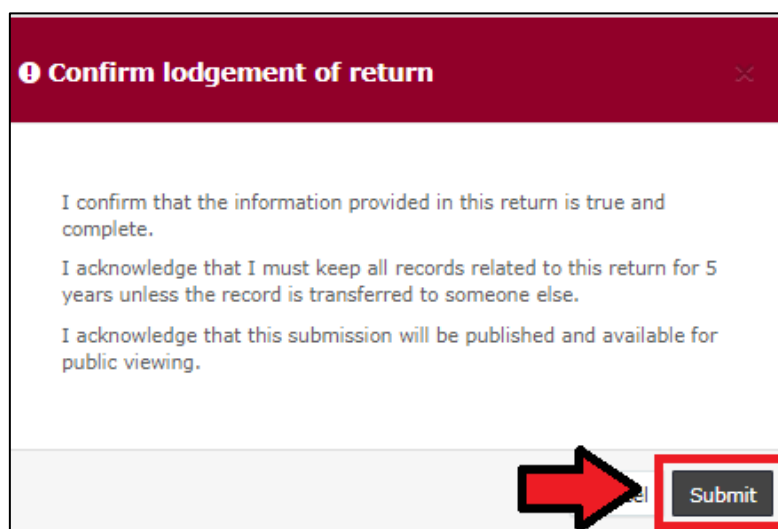


13. Select the **Submit** button to send your return to ECQ.

**Note:** If no gifts or loans were received and no expenditure was incurred, the button will appear as **Submit Nil Return**.



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





15. The submitted 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 10: Amending a return in EDS for information on how to amend your election summary return.

The screenshot shows the 'Periodic Returns Summary' page in the ECQ system. The page includes a sidebar with navigation options like 'Returns', 'My Submissions', 'My Returns', 'Periodic Returns', 'Lodge Return', 'My Pending Submissions', 'My Pending Returns', 'Drafts', 'Reports', 'GRF Map', 'Expenditure Table', and 'Historical Data'. The main content area has a title 'Periodic Returns Summary' and a subtitle 'View or amend lodged periodic returns, lodge another periodic return.' Below this is a 'SUMMARY' section with various filters and a table of returns. The table has columns for Status, Type, Participant, For, Date Due, Submitted, Reporting Period, Amount, and Actions. One row is highlighted with a red border, showing a 'Submitted' status, 'Transitional Return' type, 'Local Group' participant, 'Test Group By Test Group' for, a date due of 14-07-2019, submitted on 19/11/2019, for the '2019/2020 - 2020 Local Government Quadrant Election' with an amount of \$2,940.00.

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
Submitted	Transitional Return	Local Group	Test Group By Test Group	14-07-2019	19/11/2019	2019/2020 - 2020 Local Government Quadrant Election	\$2,940.00	Actions

## 10. Amending a return in EDS

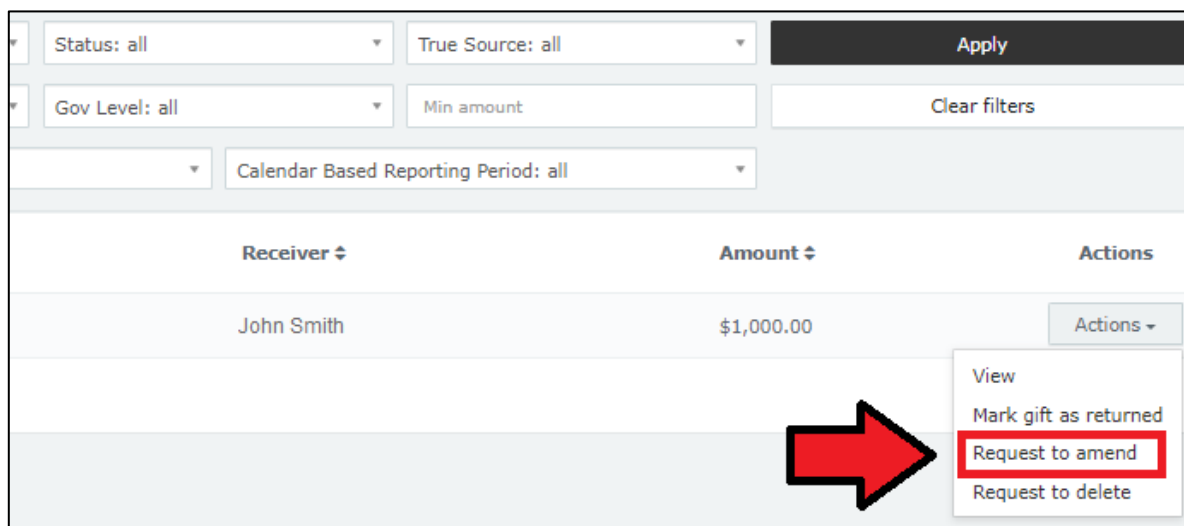
If you have lodged a return in EDS then realised you've made an error or omission, the ECQ can amend the return upon your request.

Existing returns are found under the side menu options:

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

To request an amended return in EDS, please use the following instructions. You can access EDS by 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. Find the return that you want to amend in the side menu under either My Submissions or Periodic Returns.
2. In the Actions column, choose **Request to amend** from the dropdown menu.



The screenshot displays a web interface for the Electronic Disclosure System (EDS). At the top, there are several filter dropdown menus: 'Status: all', 'True Source: all', 'Gov Level: all', and 'Min amount'. Below these is a 'Calendar Based Reporting Period: all' dropdown. A table lists returns with columns for 'Receiver', 'Amount', and 'Actions'. The first row shows 'John Smith' with an amount of '\$1,000.00'. The 'Actions' column for this row has a dropdown menu open, showing options: 'View', 'Mark gift as returned', 'Request to amend' (highlighted with a red box), and 'Request to delete'. A large red arrow points to the 'Request to amend' option.

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

3. 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.

**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

Entered the wrong date gift was made.

Description

Please change date from 17/07/2023 to 15/07/2023

Attachments

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.

4. On the 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.

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

Status	Date Gift Made	Type	Donor
PENDING	17-07-2023 By INARI JAYNES	Gift	GI Joe
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson

Show 25  showing 1-2 of 2 items

## 11. Mark a gift as returned in EDS

If you have lodged a return in EDS for a gift that the group received 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. You can access EDS by 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. Locate the return for the gift that you wish to mark as returned from the My Recipient Submissions page of EDS.

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

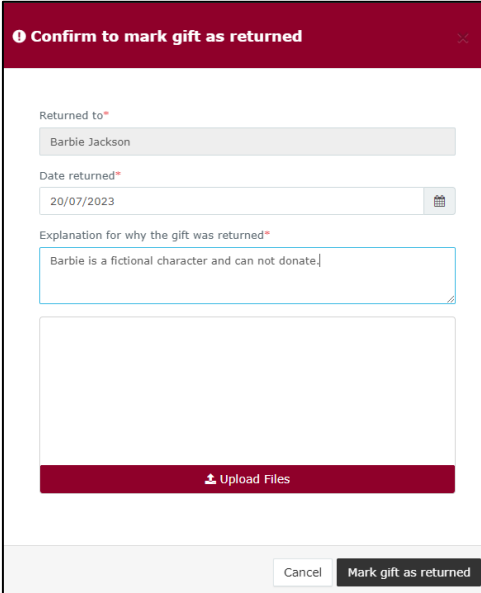
2. Under the Actions column select the Actions dropdown menu, and then select **Mark gift as returned**.

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

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

3. 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.



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

