



# Electronic Disclosure System (EDS) for Candidates & Agents

FOR STATE 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 state government candidates (or their agents) who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2024 (the Regulation).

## 1.2 Disclaimer

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

## 1.3 Contacting the ECQ

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

Postal address:	GPO Box 1393 BRISBANE QLD 4001
Office location:	Level 20, 1 Eagle Street, Brisbane, Queensland
Telephone:	1300 881 665
Email:	<a href="mailto:fad@ecq.qld.gov.au">fad@ecq.qld.gov.au</a>
Website:	<a href="http://www.ecq.qld.gov.au">www.ecq.qld.gov.au</a>

## 2. Glossary



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

### Disclosure Period

If a candidate contested the last state general election, the disclosure period for the candidate commences 30 days after election day for the last general election and ends 30 days after election day for the current election.

**Note:** if the candidate contested a by-election held since the last state general election, then their disclosure period will commence 30 days after election day for the by-election in which they were a candidate.

If the candidate has not contested an election in the past 4 years, then the disclosure period will commence from the earliest of the following days:

- the day they announce or otherwise publicly indicate their intention to be a candidate
- the day they nominate as a candidate in the election
- the day they indicate their intention to be a candidate in the election, for example, by accepting a donation towards their campaign.

### Electoral Expenditure

Electoral expenditure includes any of the following costs relating to 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).

Please refer to state government [Fact sheet 7 – Definition of electoral expenditure](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) for more details.

## Gift

A gift is defined as the disposition of property, or provision of a service, by a person to another person for no payment or inadequate payment.

Gifts include:

- electoral expenditure gifted to a participant in an election
- uncharged interest or an amount forgiven on a loan
- the part of a fundraising contribution that exceeds \$200
- an amount given to a third party or another donor to enable them to make a gift in support of a candidate or a registered political party.

Gifts do not include:


- property provided under a will
- fundraising contributions of \$200 or less, or the first \$200 of a fundraising contribution that exceeds \$200.
- an amount transferred from an individual's own funds (e.g., from a personal bank account) to the individual's own state campaign bank account
- an amount contributed from an account an individual holds jointly with their spouse to the individual's own state campaign bank account
- volunteer labour or incidental use of a volunteer's vehicle or equipment.

Refer to state [Fact sheet 5 - Definition of gifts, loans and political donations](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) for more information about gifts.

## Gifted Electoral Expenditure

You are taken to have incurred **gifted electoral expenditure** if:

- a person *other than* a candidate, registered political party or registered third party incurred electoral expenditure and:

- 
- the expenditure benefited you; and
  - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure; and
  - you did not receive an invoice or pay for the expenditure within 7 days of any of the above; or
  - a candidate, registered political party or registered third party incurred electoral expenditure and:
    - the expenditure benefited you; and
    - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure; and
    - you received an invoice for payment of the expenditure.

Refer to state [Fact sheet 34 – Gifted electoral expenditure](#) (found at [ecq.qld.gov.au/factsheets](#)) for more information about gifted electoral expenditure.

## Loan

A loan is when a person or entity lends money to a candidate by:

- advancing money
- providing credit or another form of financial accommodation
- paying on behalf of the candidate with an obligation for them to repay the amount
- making any other transaction that is in effect a loan of money.

## Note:

- Money received from financial institutions or by use of a credit card are not considered a loan.
- A loan is considered a gift when it is made for no consideration or inadequate consideration.

Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at [ecq.qld.gov.au/factsheets](#)) for more information about loans.



## Political donation

A political donation is any gift or non-commercial loan given to a registered political party or candidate that is accompanied by a donor statement.

A donor statement is a written document which must:

- be completed by the donor of the gift or loan
- name the election participant given the gift or loan
- state the gift or loan is intended to be used for an electoral purpose
- detail the relevant particulars of the donor of the gift or loan
- be given to the recipient with the gift or loan within 14 days after the gift or loan is made.

Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) and [Fact sheet 6 – Political donation caps](#) (both found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) for more details.

Further information about key terms and definitions can also be found in the [Electoral Act 1992](#) and [Electoral Regulation 2024](#).

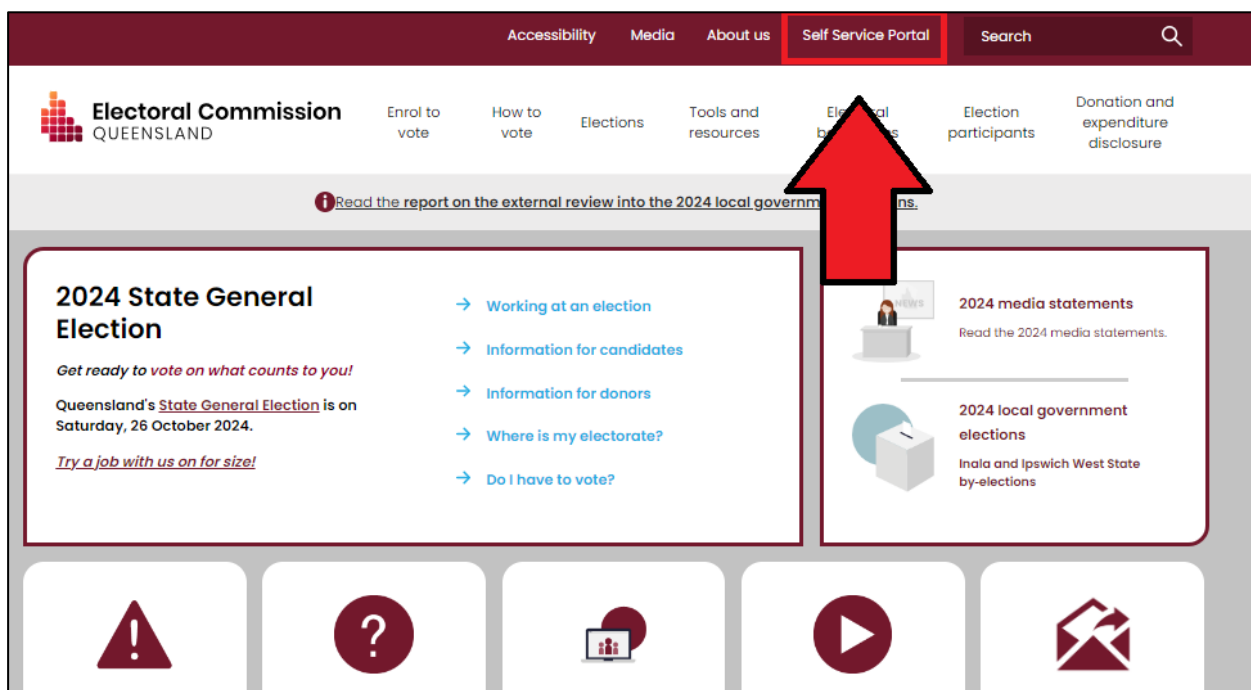
### 3. Accessing the Self Service Portal

A person who needs to announce their candidacy, register their state campaign account details or lodge returns in the Electronic Disclosure System (EDS) will first need to access and set up a profile in the ECQ's Self Service Portal (SSP).

Please use the following instructions to register an account in SSP.

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

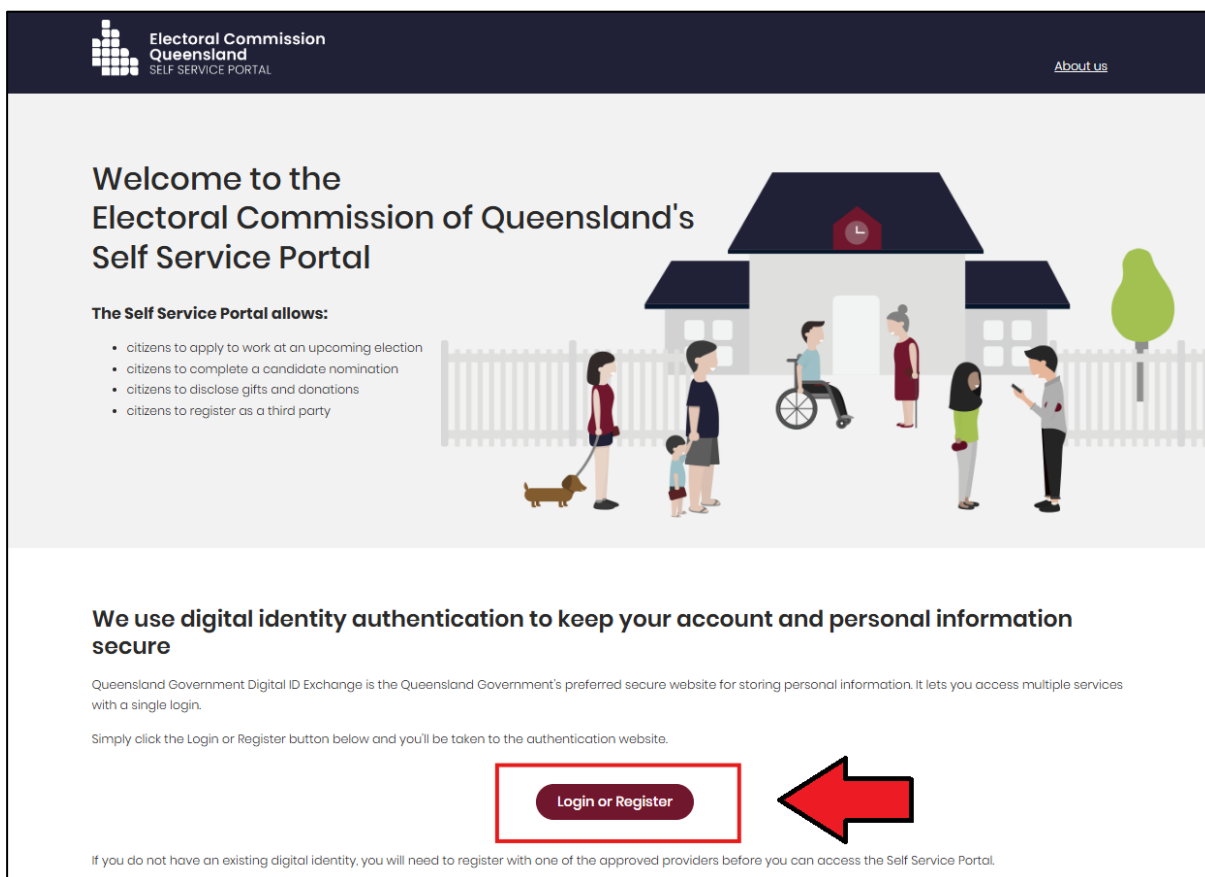
1. Visit the ECQ's website at [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au) and select the **Self Service Portal** button at the top of the page.



- Alternatively, you can access the SSP directly at [selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au).



2. Click the **Login or Register** button at the bottom of the screen.



**Electoral Commission  
Queensland  
SELF SERVICE PORTAL**

[About us](#)

## Welcome to the Electoral Commission of Queensland's Self Service Portal

**The Self Service Portal allows:**

- citizens to apply to work at an upcoming election
- citizens to complete a candidate nomination
- citizens to disclose gifts and donations
- citizens to register as a third party

**We use digital identity authentication to keep your account and personal information secure**

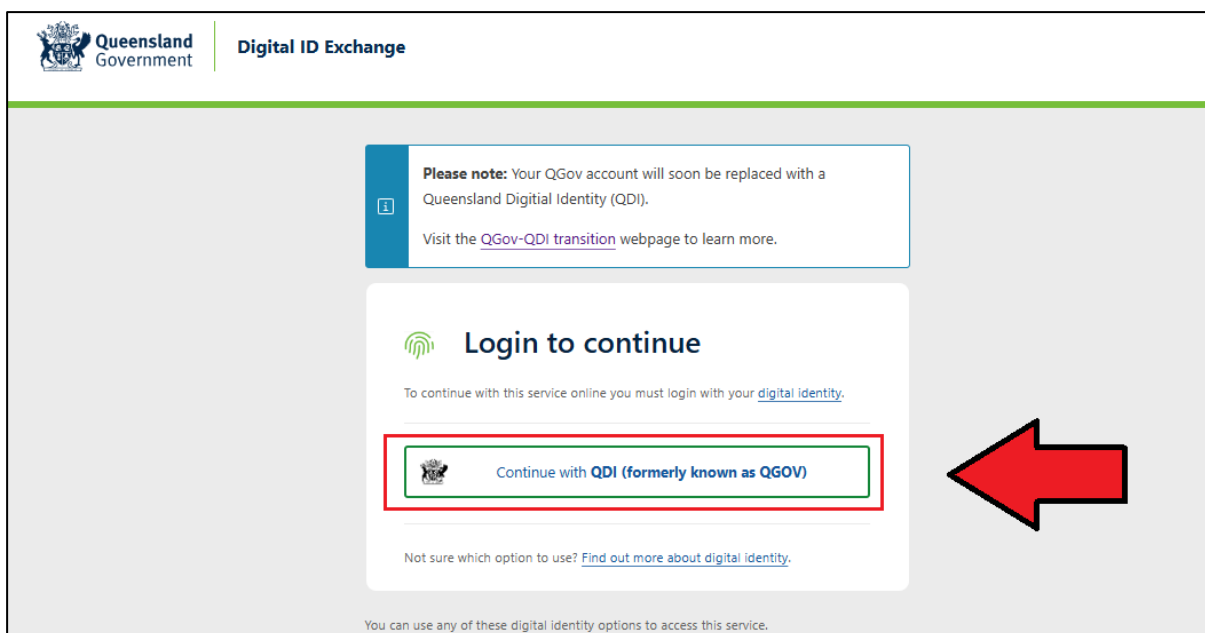
Queensland Government Digital ID Exchange is the Queensland Government's preferred secure website for storing personal information. It lets you access multiple services with a single login.

Simply click the Login or Register button below and you'll be taken to the authentication website.

**Login or Register**

If you do not have an existing digital identity, you will need to register with one of the approved providers before you can access the Self Service Portal.

3. Click to **Continue with QDI**.



**Queensland  
Government**

**Digital ID Exchange**

**Please note:** Your QGov account will soon be replaced with a Queensland Digital Identity (QDI).  
Visit the [QGov-QDI transition](#) webpage to learn more.

### Login to continue

To continue with this service online you must login with your [digital identity](#).

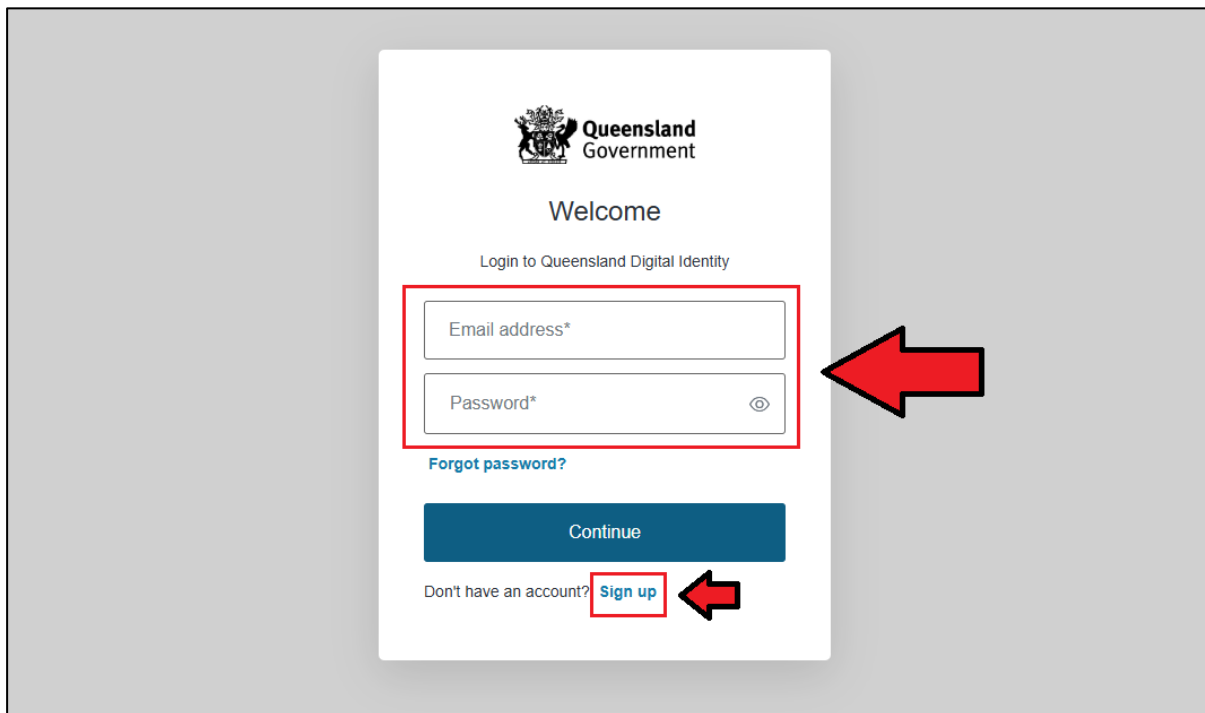
**Continue with QDI (formerly known as QGOV)**

Not sure which option to use? [Find out more about digital identity](#).

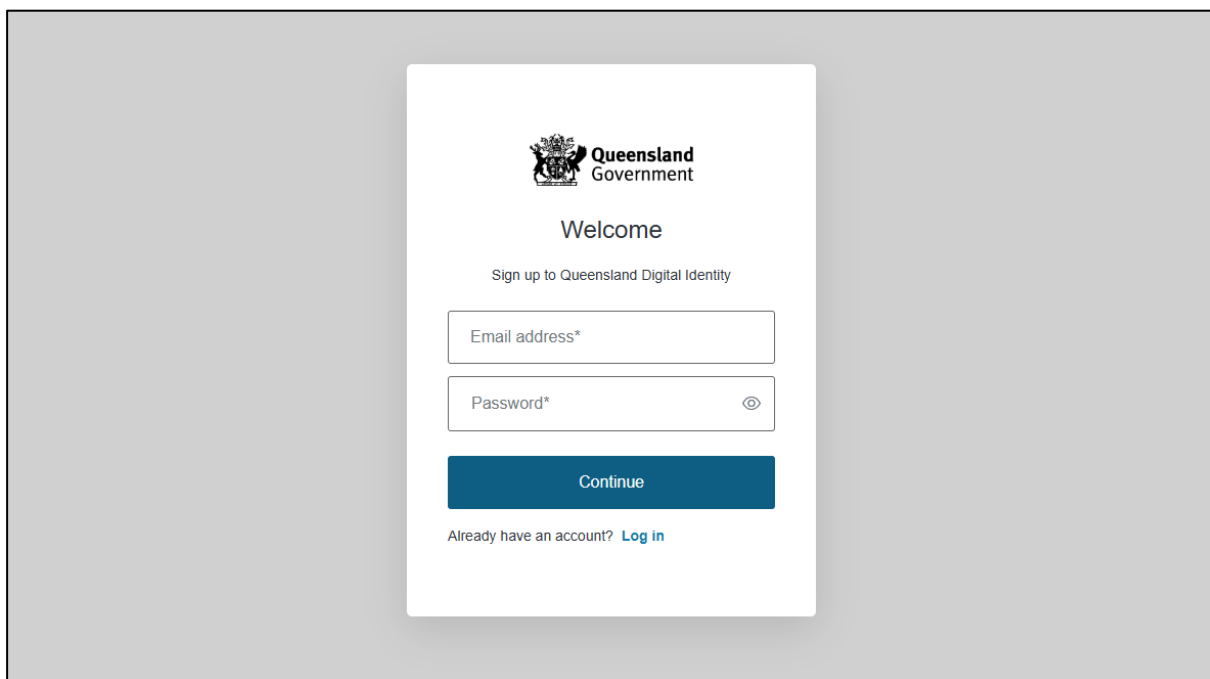
You can use any of these digital identity options to access this service.

4. If you already have a Queensland Digital Identity (QDI) account, enter your email and password and click **Continue**. Then skip to [step 12](#).

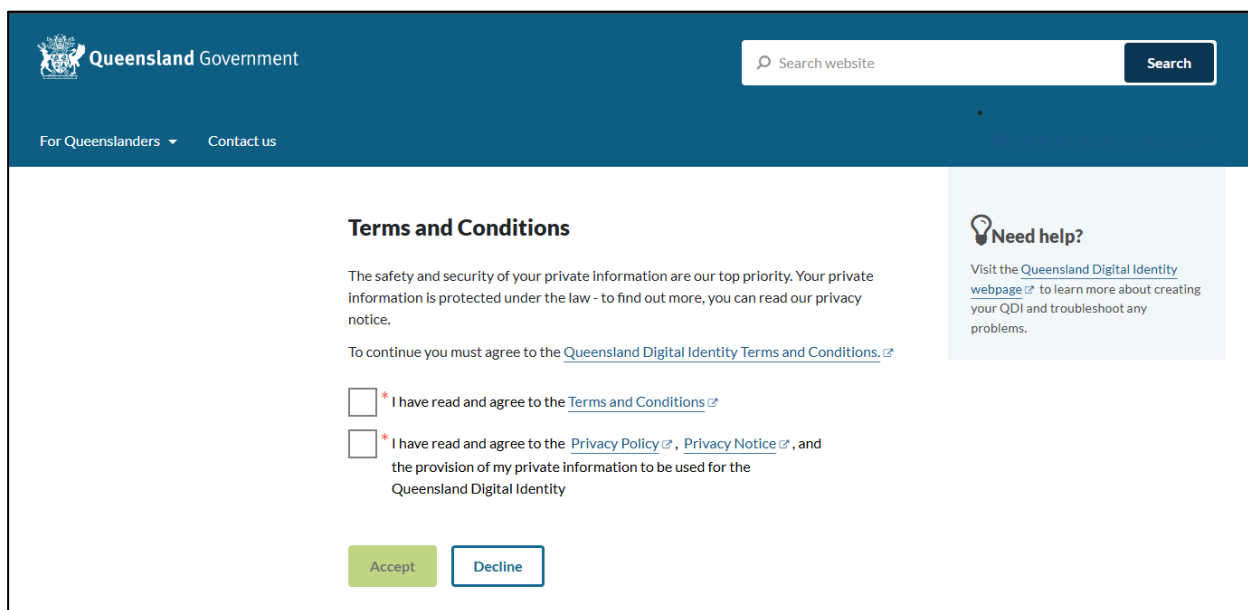
If you do not have a QDI account, click **Sign up**.



5. Enter an email address and password, then click **Continue**.

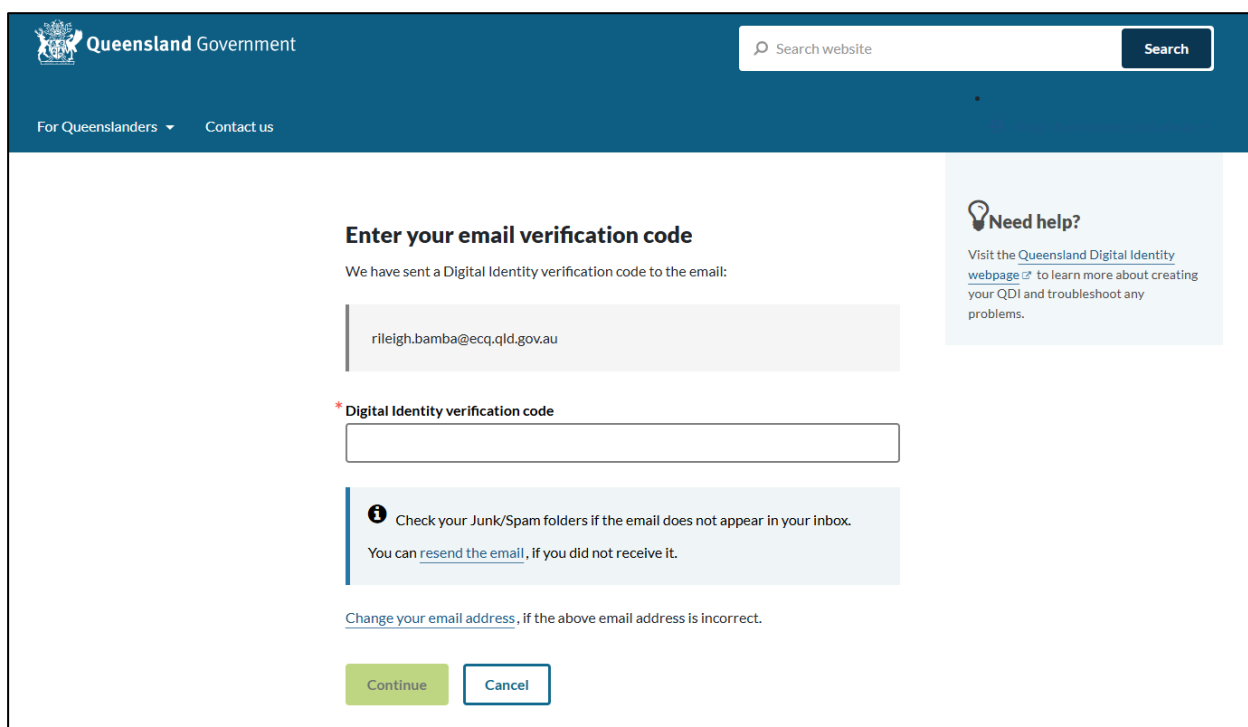


6. Select the tick boxes agreeing to the terms and conditions, then click **Accept**.



The screenshot shows the 'Terms and Conditions' page of the Queensland Government. The header includes the Queensland Government logo, a search bar, and links for 'For Queenslanders' and 'Contact us'. The main content area is titled 'Terms and Conditions' and contains the following text: 'The safety and security of your private information are our top priority. Your private information is protected under the law - to find out more, you can read our privacy notice. To continue you must agree to the [Queensland Digital Identity Terms and Conditions](#).' Below this text are two checkboxes, each with an asterisk. The first checkbox is for 'I have read and agree to the [Terms and Conditions](#)'. The second checkbox is for 'I have read and agree to the [Privacy Policy](#), [Privacy Notice](#), and the provision of my private information to be used for the Queensland Digital Identity'. At the bottom of the form are two buttons: 'Accept' (green) and 'Decline' (blue). A 'Need help?' sidebar on the right provides a link to the 'Queensland Digital Identity webpage' for more information and troubleshooting.

7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

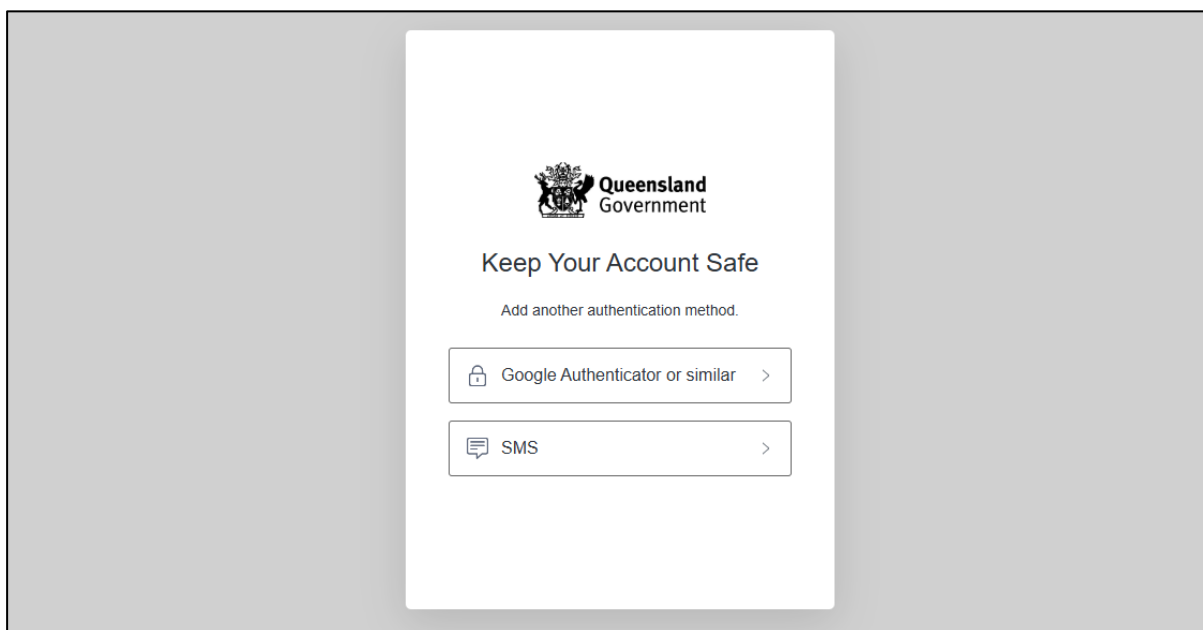


The screenshot shows the 'Enter your email verification code' page of the Queensland Government. The header is identical to the previous page. The main content area is titled 'Enter your email verification code' and contains the text: 'We have sent a Digital Identity verification code to the email:'. Below this text is a text box displaying the email address 'rleigh.bamba@ecq.qld.gov.au'. Below the email address is a label '\* Digital Identity verification code' followed by a text input field. Below the input field is an information box with a blue header and an 'i' icon. The text inside the box says: 'Check your Junk/Spam folders if the email does not appear in your inbox. You can [resend the email](#), if you did not receive it.' Below the information box is a link: 'Change your email address, if the above email address is incorrect.' At the bottom of the form are two buttons: 'Continue' (green) and 'Cancel' (blue). A 'Need help?' sidebar on the right is identical to the previous page.

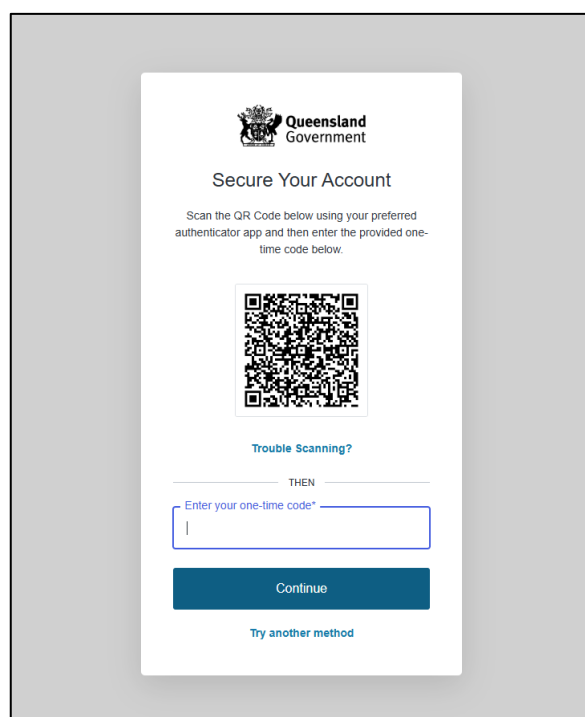
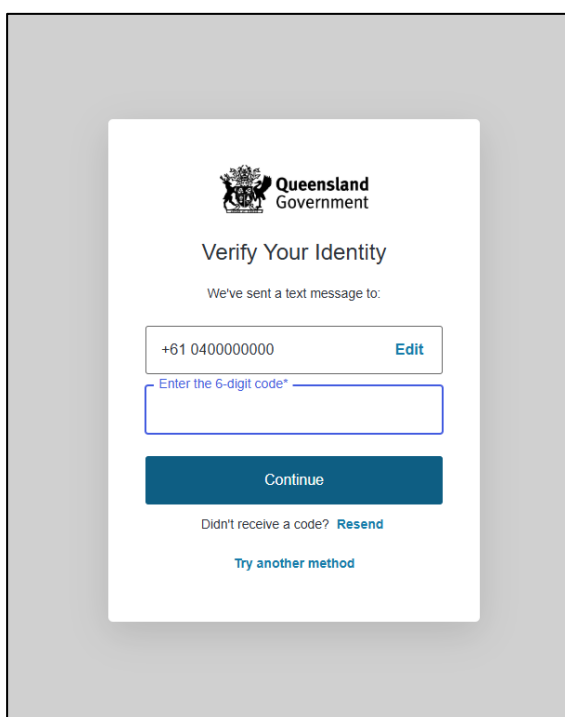
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

8. Choose an **authentication method** to secure your account.

You can either choose to receive a verification code by SMS or by using an authenticator application, such as Google Authenticator.

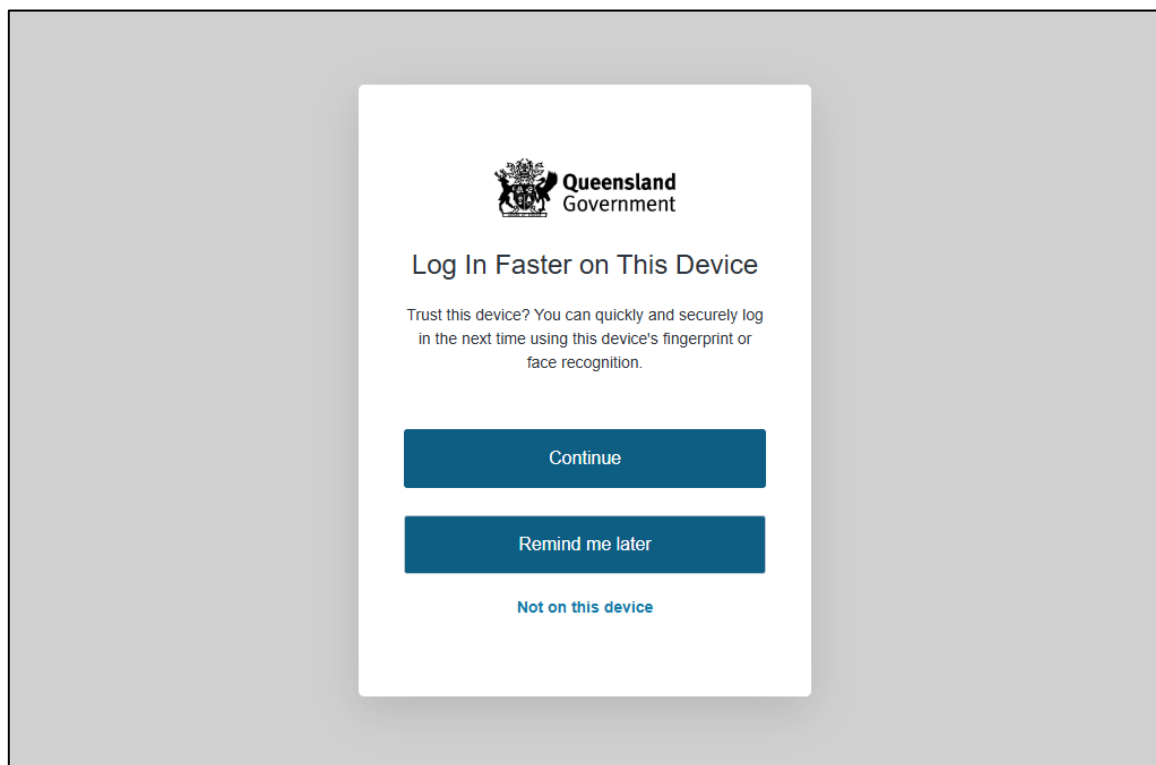


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

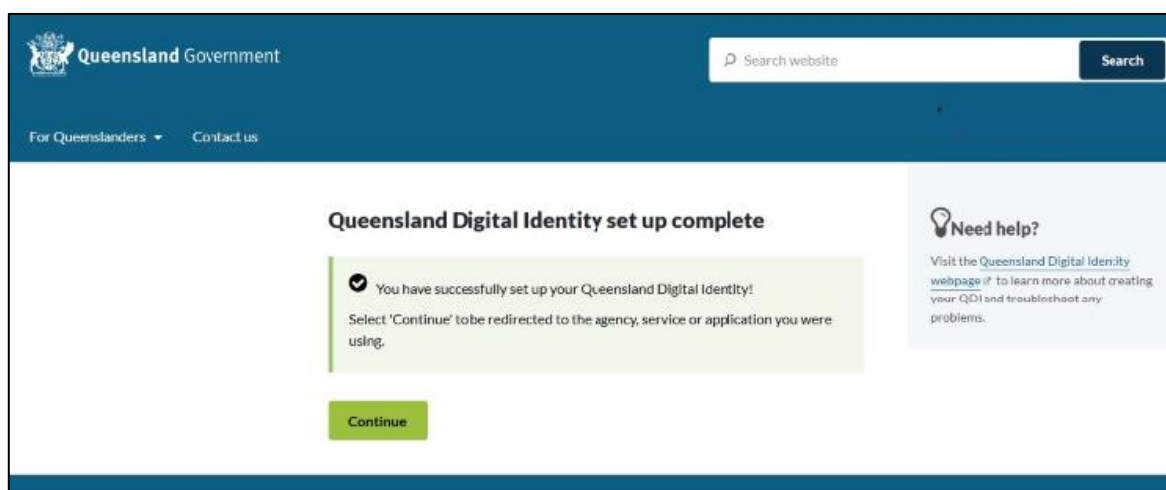


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

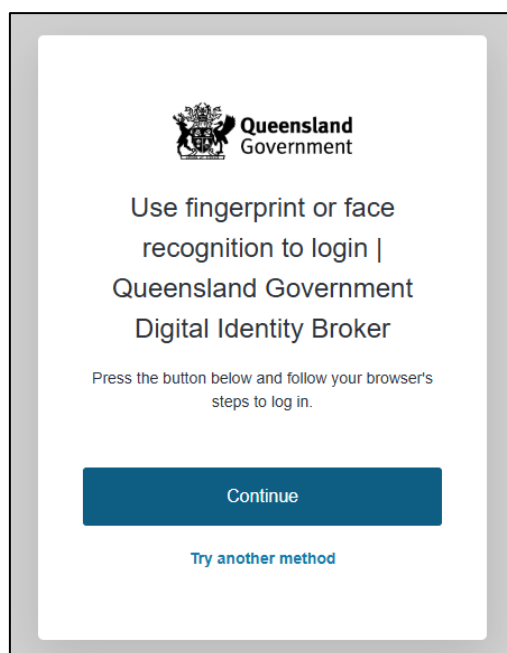
If you are not on a trusted device, click **Not on this device**.



11. After successfully setting up your account, click **Continue**.

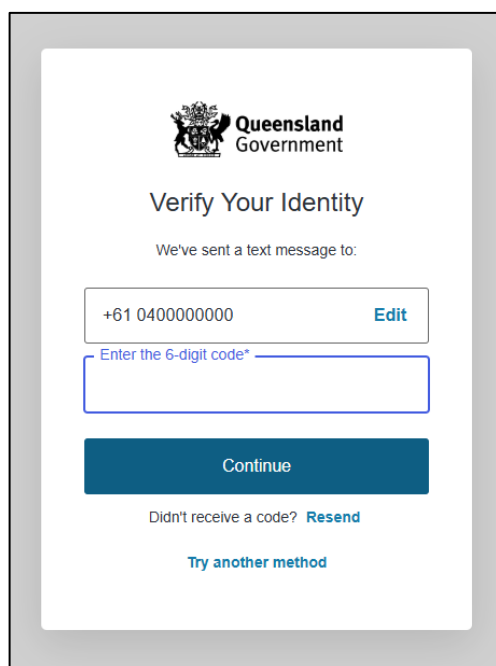


12. If your device is registered with QDI, you will be prompted to use facial or fingerprint recognition or another sign-in option on your trusted device to log in. Then click **Continue**.

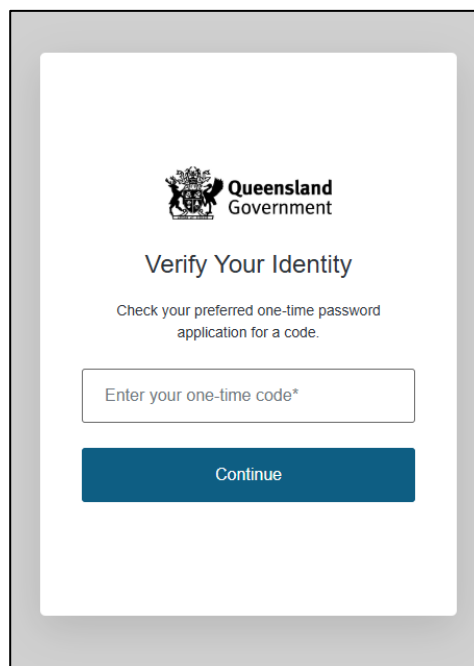


The screenshot shows a mobile app interface for the Queensland Government Digital Identity Broker. At the top is the Queensland Government crest and logo. Below it, the text reads: "Use fingerprint or face recognition to login | Queensland Government Digital Identity Broker". A smaller line of text says: "Press the button below and follow your browser's steps to log in." There is a large blue button labeled "Continue" and a link below it that says "Try another method".

Otherwise, retrieve the 6-digit code from your mobile device or authenticator app to verify your identity. Enter the code in the box provided then click **Continue**.

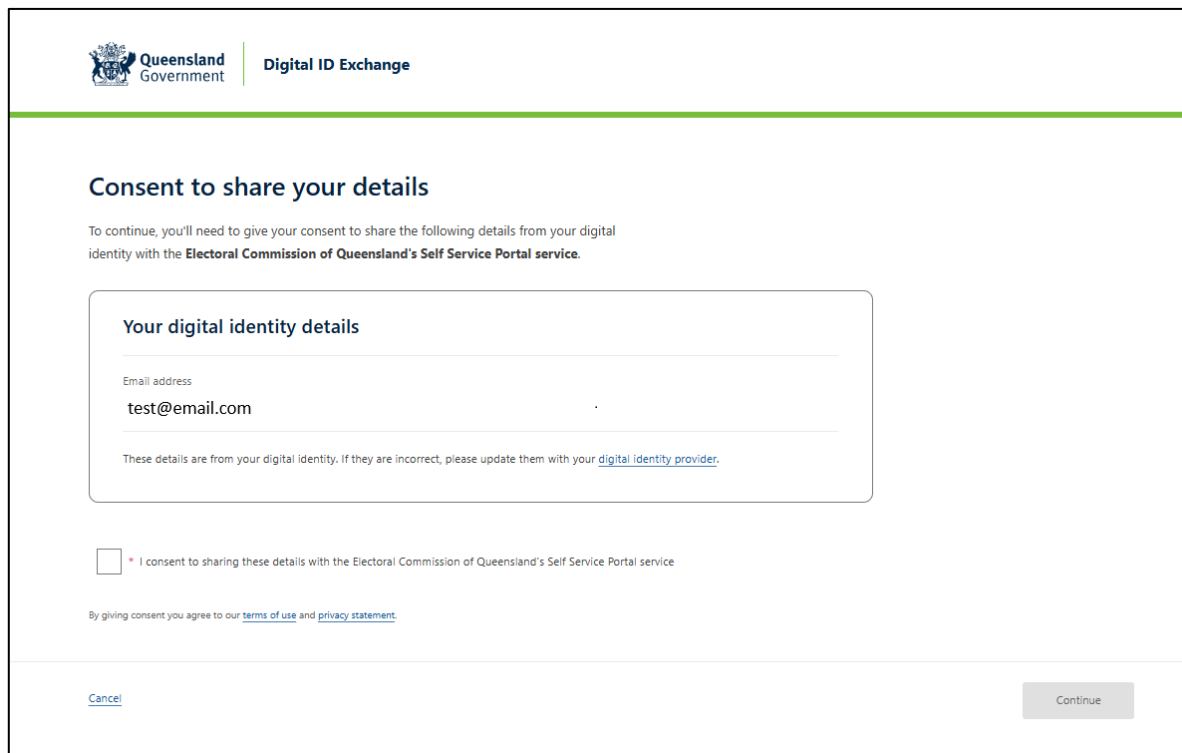


The screenshot shows a mobile app interface for "Verify Your Identity". It features the Queensland Government crest and logo. The text says: "Verify Your Identity" and "We've sent a text message to:". Below this is a text input field containing "+61 0400000000" with an "Edit" link to its right. Underneath is another input field with the placeholder text "Enter the 6-digit code\*". At the bottom is a large blue button labeled "Continue". Below the button, it says "Didn't receive a code? Resend" and "Try another method".



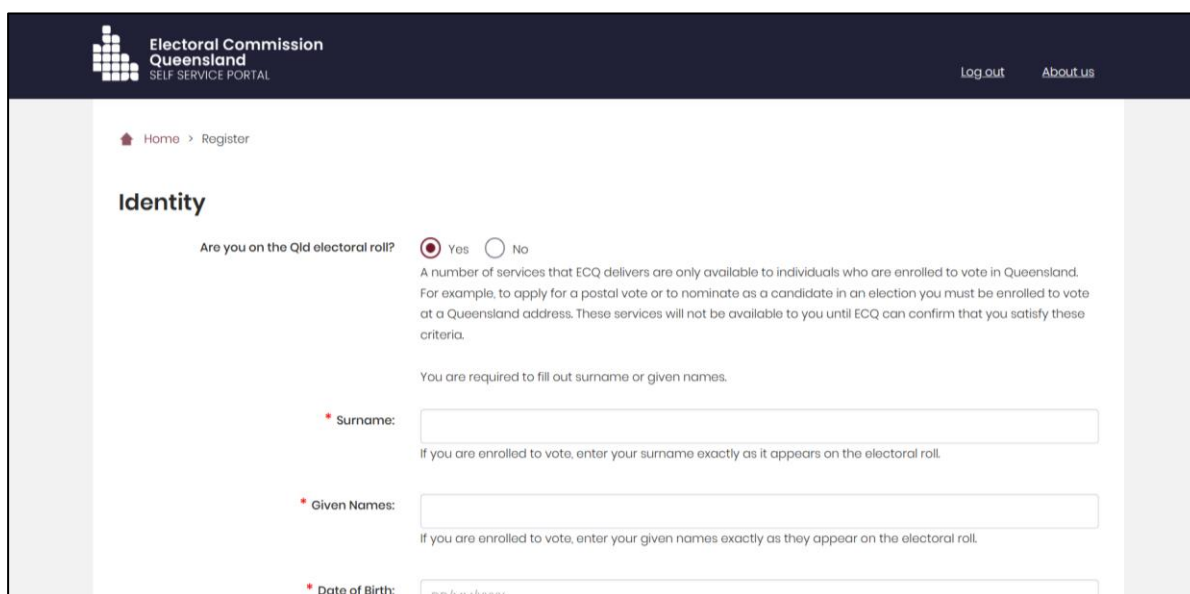
The screenshot shows a mobile app interface for "Verify Your Identity". It features the Queensland Government crest and logo. The text says: "Verify Your Identity" and "Check your preferred one-time password application for a code.". Below this is a text input field with the placeholder text "Enter your one-time code\*". At the bottom is a large blue button labeled "Continue".

13. The first time you access SSP, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.



The screenshot shows the 'Consent to share your details' page of the Queensland Government Digital ID Exchange. The page header includes the Queensland Government logo and the title 'Digital ID Exchange'. The main heading is 'Consent to share your details'. Below this, a paragraph states: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' A box titled 'Your digital identity details' contains the email address 'test@email.com' and a note: 'These details are from your digital identity. If they are incorrect, please update them with your [digital identity provider](#).' Below this box is a checkbox with the text '\* I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. At the bottom left, there is a 'Cancel' link, and at the bottom right, there is a 'Continue' button. A small text at the bottom left reads: 'By giving consent you agree to our [terms of use](#) and [privacy statement](#).'

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



The screenshot shows the 'Identity' page of the Electoral Commission Queensland Self Service Portal. The page header includes the Electoral Commission Queensland logo, the title 'Electoral Commission Queensland SELF SERVICE PORTAL', and links for 'Log out' and 'About us'. The breadcrumb trail shows 'Home > Register'. The main heading is 'Identity'. Below this, there is a question: 'Are you on the Qld electoral roll?' with radio buttons for 'Yes' (selected) and 'No'. A paragraph explains: '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.' Below this, a note states: 'You are required to fill out surname or given names.' There are three mandatory fields: '\* Surname:', '\* Given Names:', and '\* Date of Birth:'. Each field has a text input box. Below the 'Surname' and 'Given Names' fields, there is a note: 'If you are enrolled to vote, enter your surname/given names exactly as they appear on the electoral roll.' The 'Date of Birth' field has a date picker showing 'dd/mm/yyyy'.

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 (AEC'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.*

15. 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).

**Contact Details**

\* QNumber:

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

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

Home Phone Number:

Mobile Phone Number:

**Enrolled Address**

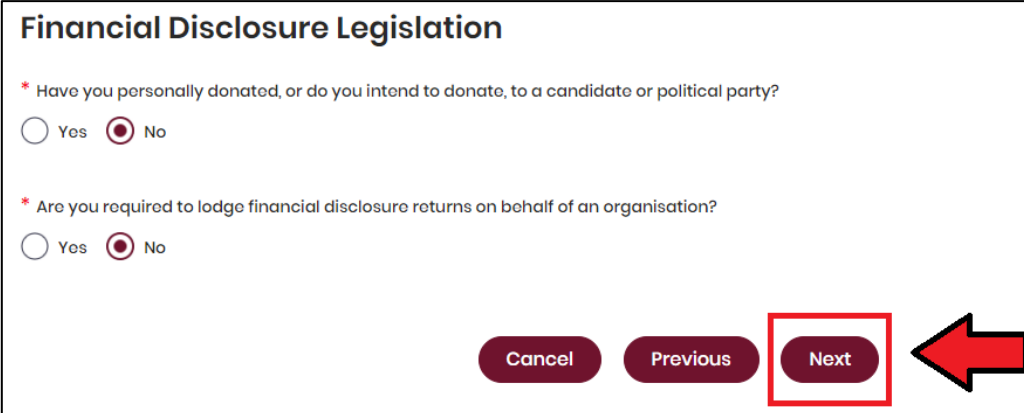
123 FAKE ST, BRISBANE QLD 4000

**Postal Address**

Same as enrolled address



16. On the **Financial Disclosure Legislation** page, complete the 2 questions relating to the types of returns that you may need to lodge in the EDS. Then click **Next**.



**Financial Disclosure Legislation**

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

☐ Yes ☒ No

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

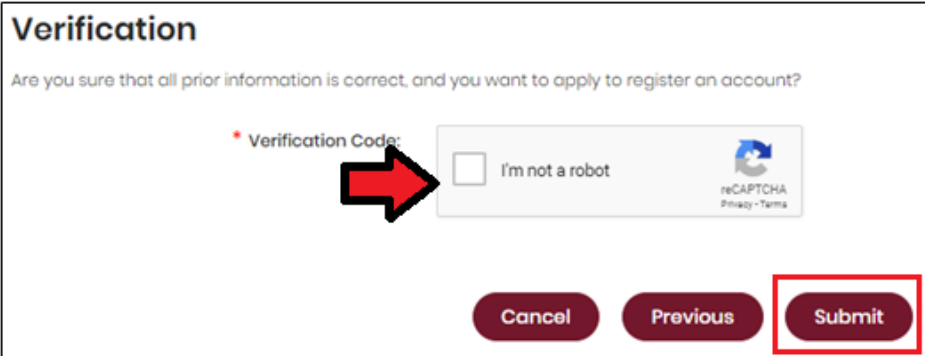
☐ Yes ☒ No

Cancel Previous **Next**

A red box highlights the 'Next' button, and a red arrow points to it from the right.

- If you are only required to lodge returns as a **candidate** or an **agent** for a candidate in 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).

17. If asked for verification, tick the box stating 'I'm not a robot.' Then click **Submit**.  
If you are a robot, please close the browser.



**Verification**

Are you sure that all prior information is correct, and you want to apply to register an account?

\* Verification Code:

☒ I'm not a robot

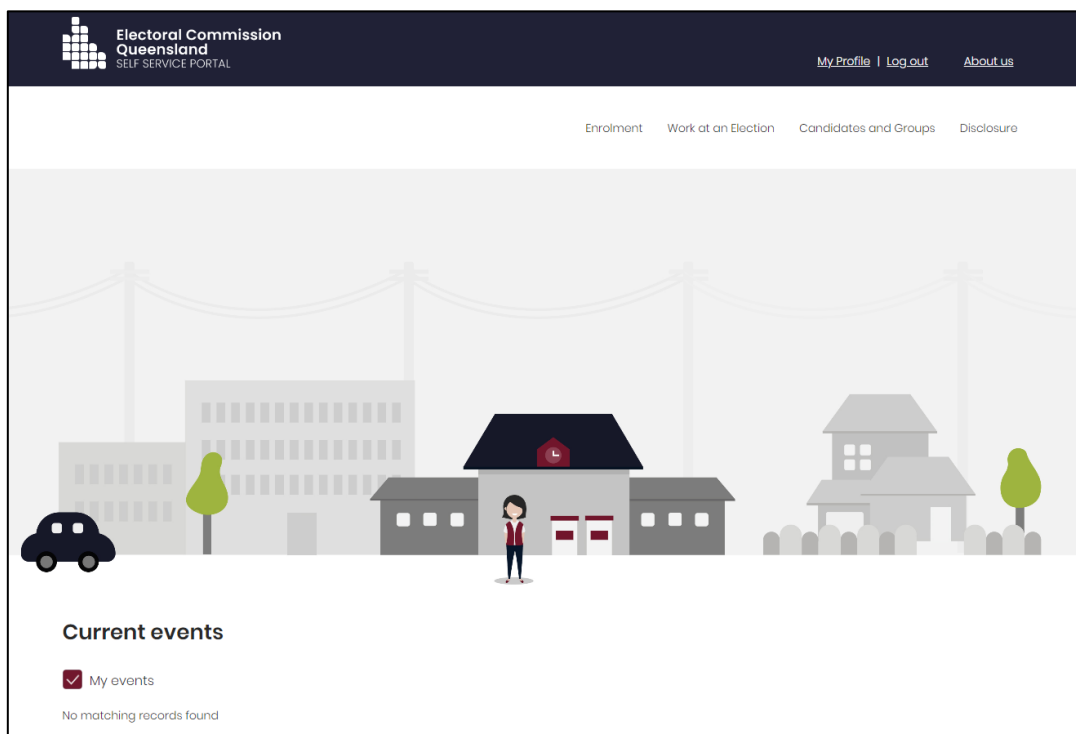
reCAPTCHA  
Privacy - Terms

Cancel Previous **Submit**

A red box highlights the 'Submit' button, and a red arrow points to the 'I'm not a robot' checkbox from the left.

18. You will then be redirected to the **Self Service Portal**.

From there you can register as an announced candidate (see [section 4](#)) or access EDS (see [section 6](#)).



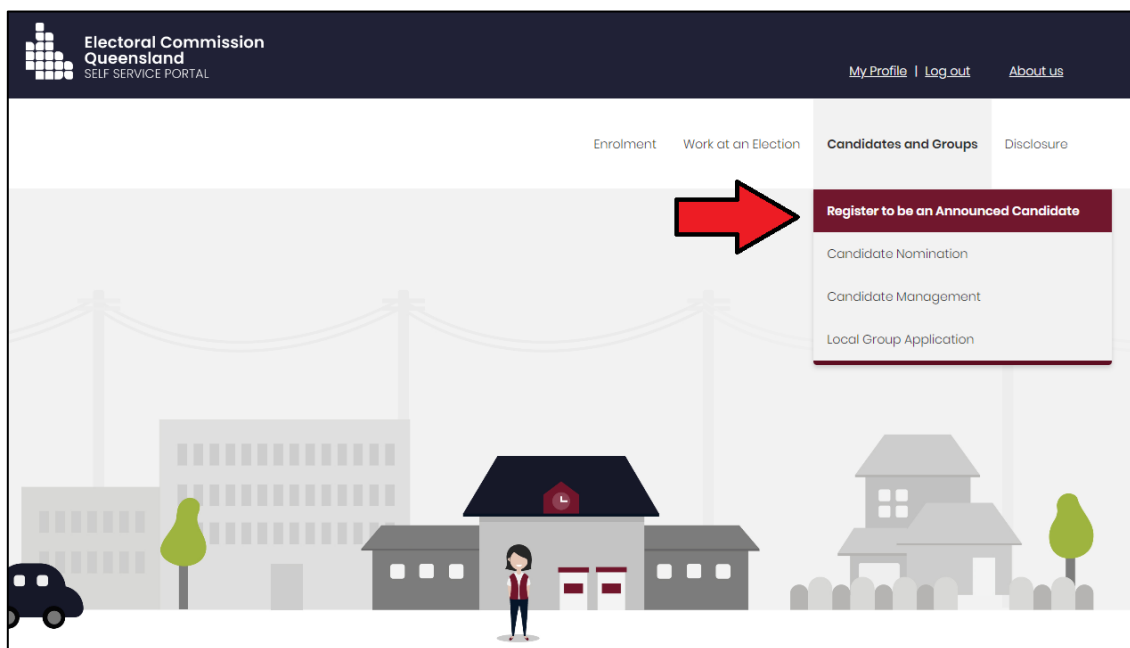
## 4. Register as an announced candidate

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

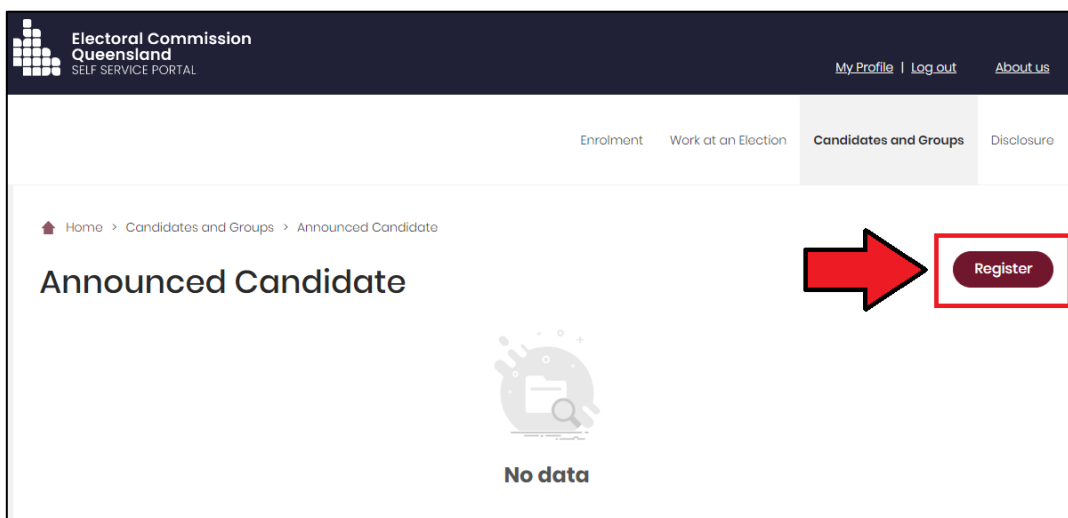
**If you have already nominated for an election, you are not required to announce your candidacy.**

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

1. When logged into the Self Service Portal ([selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au)), select the **Candidates and Groups** dropdown menu at the top right of the screen. Then choose **Register to be an Announced Candidate**.

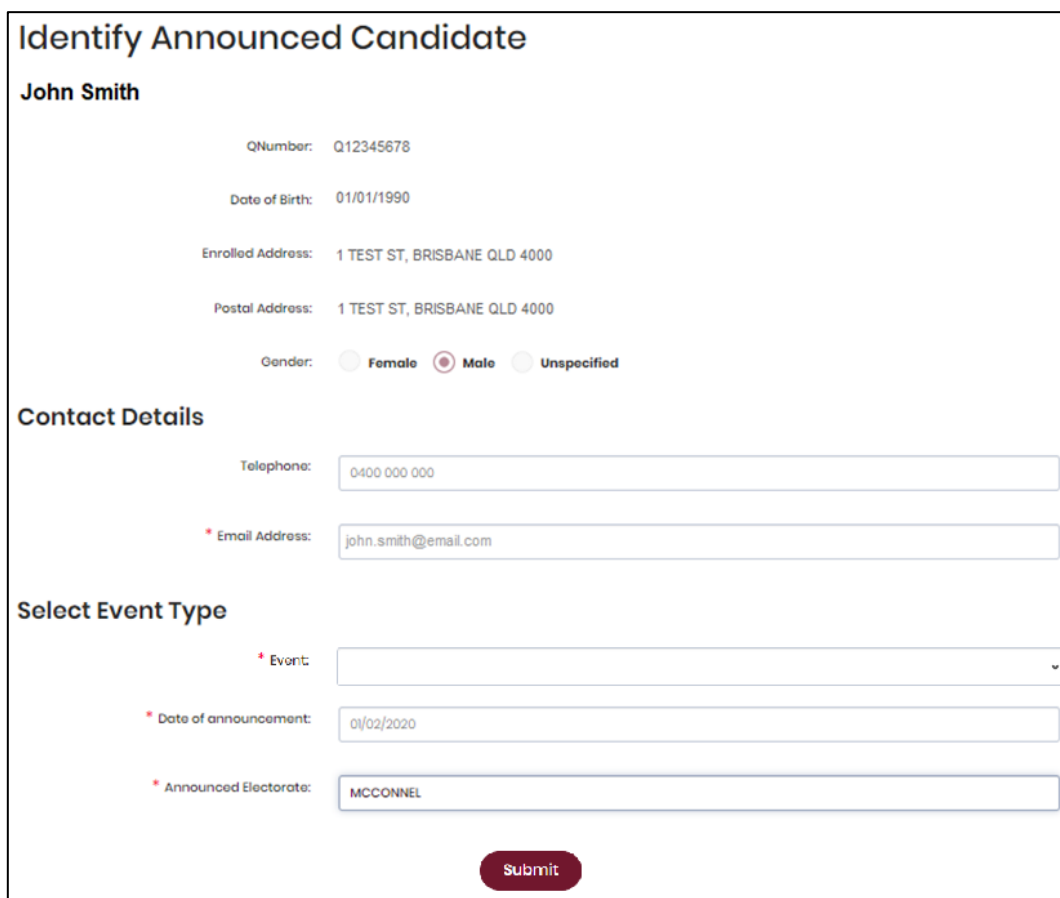


2. On the next page, choose **Register**.



The screenshot shows the 'Electoral Commission Queensland SELF SERVICE PORTAL' header. The navigation menu includes 'Enrolment', 'Work at an Election', 'Candidates and Groups', and 'Disclosure'. The breadcrumb trail is 'Home > Candidates and Groups > Announced Candidate'. The main heading is 'Announced Candidate'. A red arrow points to a 'Register' button in the top right corner. Below the heading is a placeholder image and the text 'No data'.

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

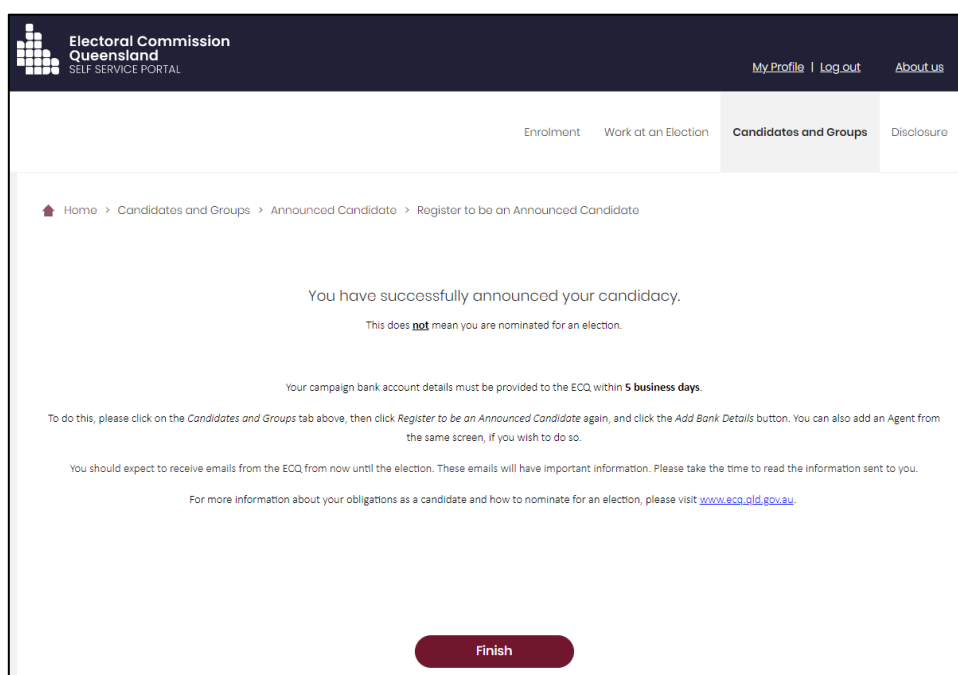


The form is titled 'Identify Announced Candidate' and is for 'John Smith'. It contains the following fields:

- QNumber: Q12345678
- Date of Birth: 01/01/1990
- Enrolled Address: 1 TEST ST, BRISBANE QLD 4000
- Postal Address: 1 TEST ST, BRISBANE QLD 4000
- Gender: ☐ Female ☒ Male ☐ Unspecified
- Contact Details:
  - Telephone: 0400 000 000
  - \* Email Address: john.smith@email.com
- Select Event Type:
  - \* Event: [Dropdown menu]
  - \* Date of announcement: 01/02/2020
  - \* Announced Electorate: MCCONNEL

A 'Submit' button is located at the bottom of the form.

#### 4. Congratulations on announcing your intention to be a candidate!



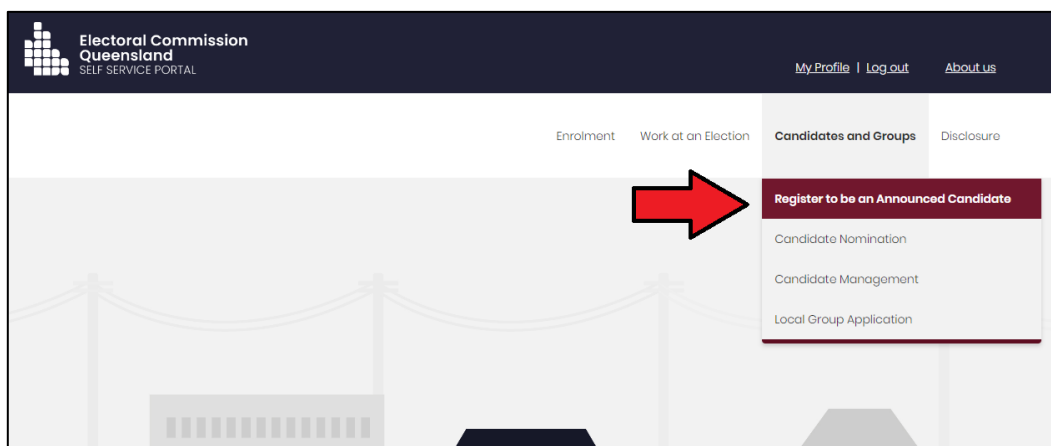
- You will need to provide your bank account details for your state campaign account within **5 business days** after announcing your candidacy. See [section 5 – Adding state campaign account details](#) for instructions.
- You have the option to name an agent who, with you, will be responsible for meeting your obligations under the Act and the Regulation. If you do not name an agent, you will act as your own agent.
  - To formally appoint an agent with the ECQ, both the candidate and agent must complete form [FAD3B – Appointment of an agent – Candidate](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)).
  - Both the candidate and agent must sign the form before emailing it to [fad@ecq.qld.gov.au](mailto:fad@ecq.qld.gov.au).
  - The agent of a candidate will also need to create a Self Service Portal account following the instructions in [section 3](#).
- You will receive an email with essential information about your candidacy and obligations within a few days of your announcement.

## 5. Adding state campaign account details

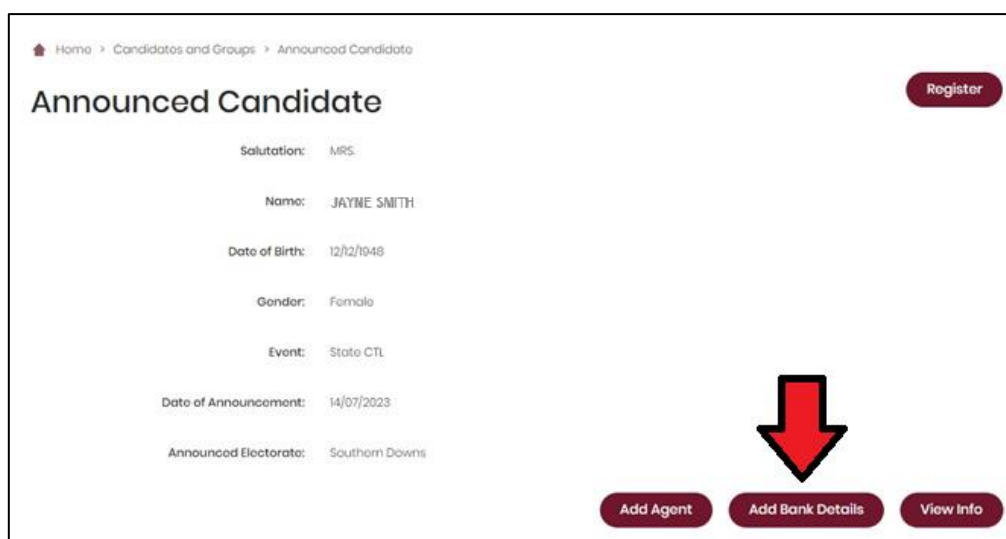
All candidates must register the details of their state campaign bank account with the ECQ within **5 business days** of announcing their candidacy.

To provide your bank account details to ECQ via the Self Service Portal (SSP), please use the following instructions.

1. When logged into SSP ([selfserv.elections.qld.gov.au](https://selfserv.elections.qld.gov.au)), 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.

**Bank Details**

\* Name of financial institution:


\* Name of account:

\* BSB:  -


\* Account Number:

**Upload Signed Document**

File Name	Form Type
No matching records found	



4. 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 will need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

 **Electoral Commission**  
QUEENSLAND

**Bank account details**  
*For candidates*

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**

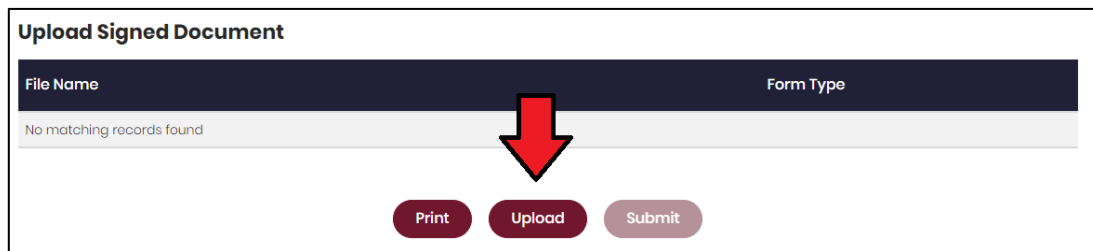
The ECQ must be notified of a candidate's bank account details within 5 business days of the person becoming a candidate in an election (including announcing an intention to be a candidate), or of any account details changing.

**Enquiries and lodgements**

Please direct all enquiries and lodgements to the Funding and Disclosure Unit by:  
Email: [fad@ecq.qld.gov.au](mailto: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

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

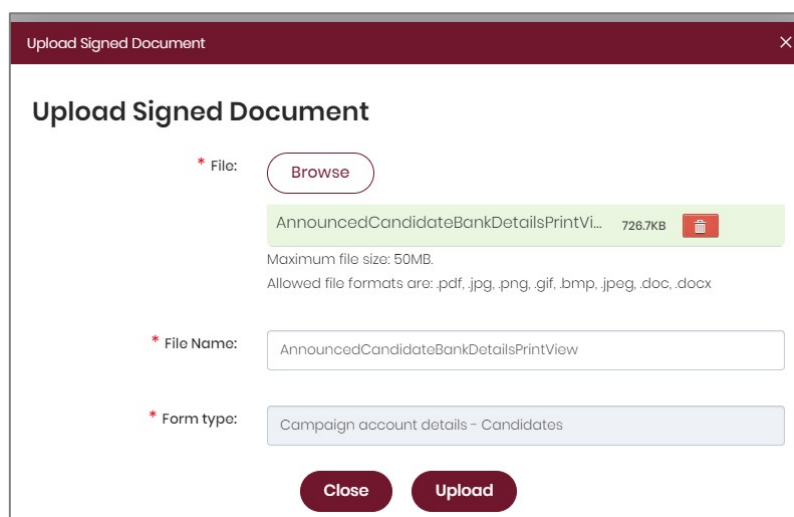


File Name	Form Type
No matching records found	

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

- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the bank details page in SSP.

6. In the pop-up box, browse to the saved file on your device then click **Upload**.



Upload Signed Document

\* File: [Browse](#)

AnnouncedCandidateBankDetailsPrintVi... 726.7KB

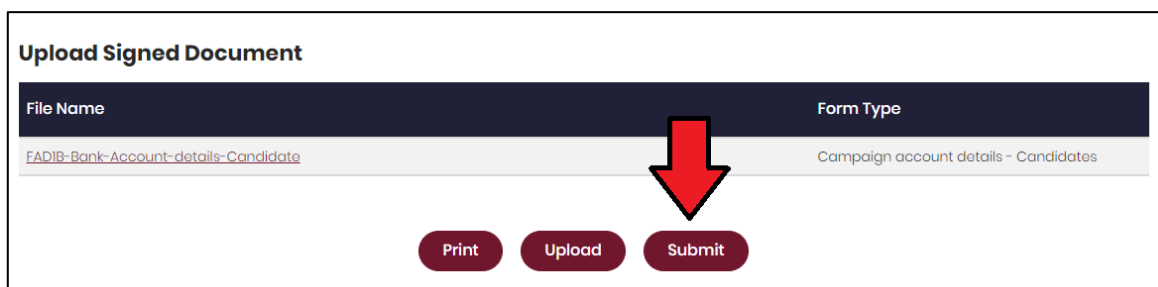
Maximum file size: 50MB.  
Allowed file formats are: .pdf, .jpg, .png, .gif, .bmp, .jpeg, .doc, .docx

\* File Name:

\* Form type:

[Close](#) [Upload](#)

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

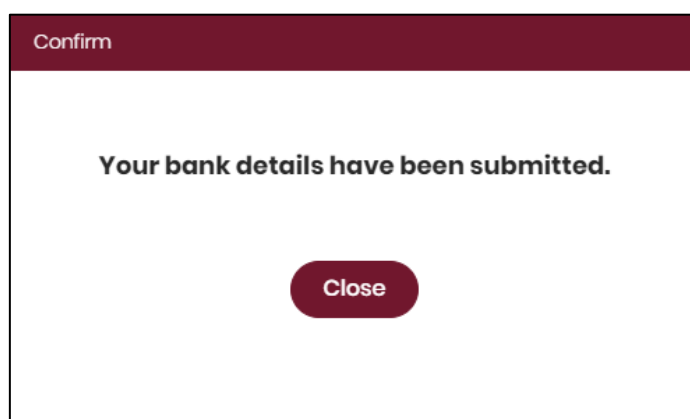


File Name	Form Type
<a href="#">FADIB-Bank-Account-details-Candidate</a>	Campaign account details - Candidates

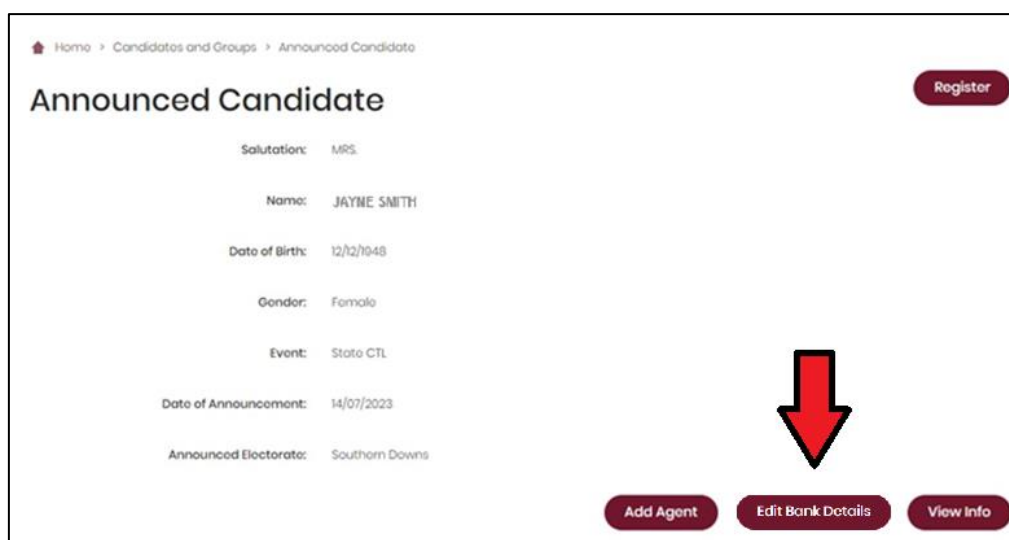
[Print](#) [Upload](#) [Submit](#)



8. The bank details for your state campaign account have now been submitted.



- If your bank account details change, you will need to provide the new details within **5 business days**.
- To update your bank details in SSP, choose the **Candidates and Groups** dropdown menu, select **Register to be an Announced Candidate**, then select **Edit Bank Details**.

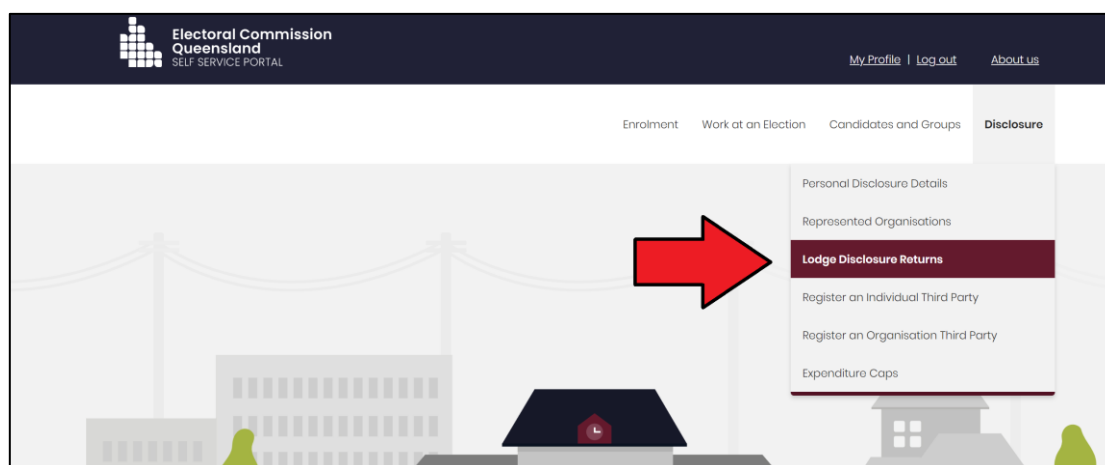


## 6. Logging into EDS

State government candidates or their agents will need to access the Electronic Disclosure System (EDS) to lodge disclosure returns.

Once you have registered in the Self Service Portal (SSP) (see [section 3](#)), you can log into EDS at any time by using the following instructions.

1. When logged into SSP ([selfserv.elections.qld.gov.au](https://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. Tick the box and click **Continue**.

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

The screenshot shows the 'Recipient Submissions' page. On the left is a dark sidebar with navigation links: Returns, My Submissions, My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, and Historical Data. The main content area has a header 'Recipient Submissions' with a sub-header 'View or amend lodged returns, lodge another return.' and a 'Lodge return' button. Below this are four tabs: MY RECIPIENT SUBMISSIONS (active), MY DONOR SUBMISSIONS, MY LOAN SUBMISSIONS, and MY EXPENDITURE SUBMISSIONS. A search bar and several filter dropdowns (Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, Election periods, Calendar Based Reporting Period, Political Donation, Electoral committee) are present. An 'Apply' button is to the right of the filters. 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 'Show 25' dropdown and an 'Apply' button are at the bottom left of the table area.

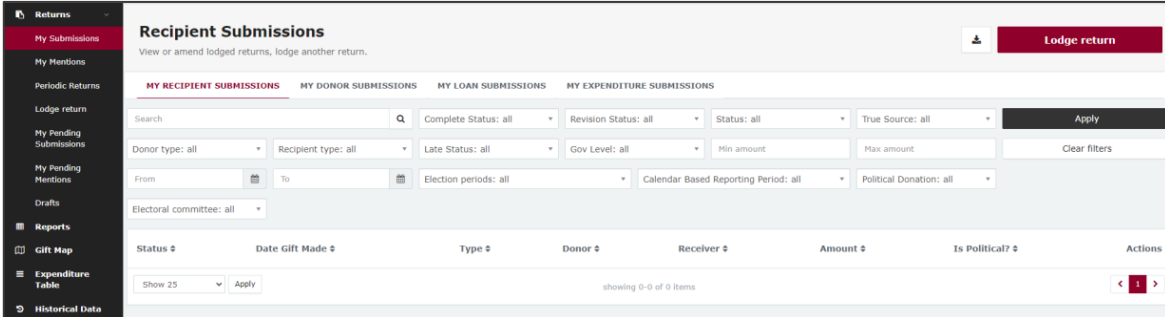
4. You can also access EDS directly at [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au). Choose **Login/Register** in the top right-hand corner.



5. Log into EDS using your QDI email address and password.

The screenshot shows the login page for the Queensland Government. The page features the Queensland Government logo and the text 'Welcome'. Below this is the instruction 'Login to Queensland Digital Identity'. There are two input fields: 'Email address\*' and 'Password\*'. A 'Forgot password?' link is located below the password field. A blue 'Continue' button is at the bottom of the form. At the very bottom, there is a link for 'Don't have an account? Sign up'.

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



The screenshot displays the 'Recipient Submissions' page within the Electronic Disclosure System (EDS). The page features a dark sidebar on the left with navigation links: Returns, My Submissions, My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, and Historical Data. The main content area is titled 'Recipient Submissions' and includes a subtitle 'View or amend lodged returns, lodge another return.' and a 'Lodge return' button. Below this, there are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab is active, showing a search bar and various filters: Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, From, To, Election periods, Calendar Based Reporting Period, Political Donation, and Electoral committee. An 'Apply' button is next to the search bar, and a 'Clear filters' button is at the bottom right of the filter section. 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, with a 'Show 25' dropdown and an 'Apply' button. A pagination bar at the bottom indicates 'showing 0-0 of 0 items' and includes navigation arrows.

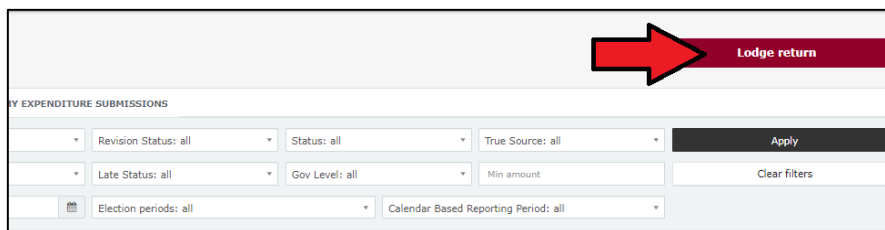
## 7. Disclosing a gift received in EDS

State government candidates who receive gifts of \$1,000 or more (cumulative from the same donor) are required to disclose the details of the gift in a return. If an agent is appointed, the agent is responsible for lodging the return.

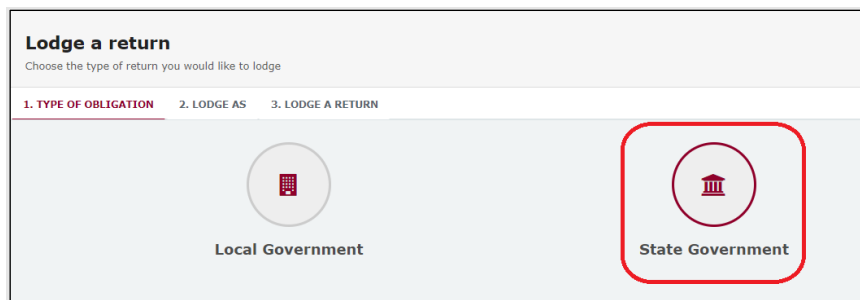
**Note:** Refer to the [Glossary](#) for key terms and definitions.

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

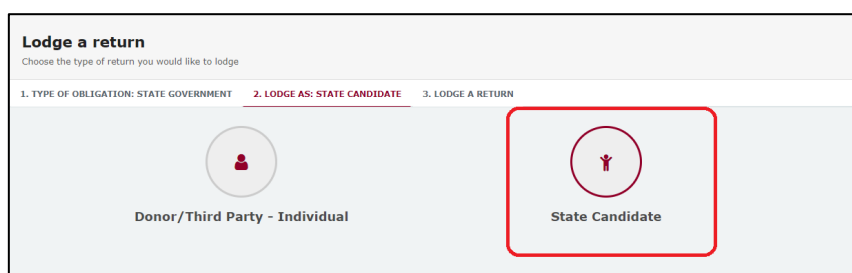
1. Click the maroon **Lodge return** button in the upper right corner of EDS.



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



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



- An agent submitting a return on behalf of a state candidate will select **Agent for State Candidate**.

4. Choose the **Lodge** button under **Reporting a gift (donation) received after 01/07/2022**.

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

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

**State Government Candidate**  
Reporting a gift (donation) received after 01/07/2022

**Lodge**

[Learn more](#)

**State Government Candidate**  
Reporting a loan received after 01/07/2022

**Lodge**

[Learn more](#)

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

**State candidate**  
Reporting a gift received  
State

**Candidate details**

Candidate\* Chili Heeler    Event\* State example election

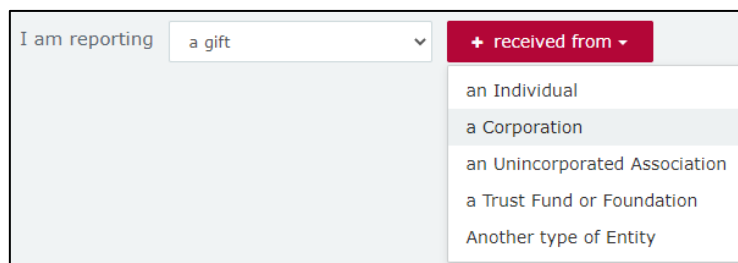
Street\* 1 Fake St    Suburb\* Brisbane    State N/A

I am reporting ▼ + received from ▼

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

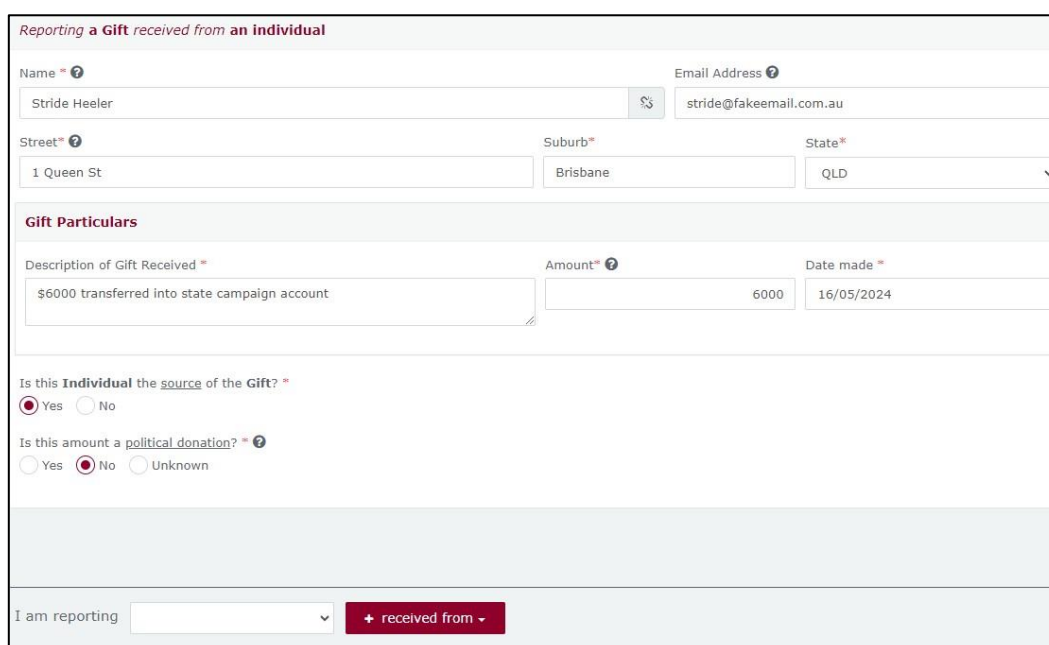
- If you are an agent lodging a return on behalf of a candidate, you may need to fill in the candidate's details.

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



The screenshot shows a form with a dropdown menu labeled 'I am reporting' set to 'a gift'. To its right is a red button labeled '+ received from'. A dropdown menu is open from this button, listing the following options: 'an Individual', 'a Corporation', 'an Unincorporated Association', 'a Trust Fund or Foundation', and 'Another type of Entity'.

7. 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.



The screenshot shows a form titled 'Reporting a Gift received from an individual'. It contains the following fields and sections:

- Name**: Stride Heeler
- Email Address**: stride@fakeemail.com.au
- Street**: 1 Queen St
- Suburb**: Brisbane
- State**: QLD
- Gift Particulars**:
  - Description of Gift Received**: \$6000 transferred into state campaign account
  - Amount**: 6000
  - Date made**: 16/05/2024
- Is this Individual the source of the Gift?**: ☒ Yes ☐ No
- Is this amount a political donation?**: ☐ Yes ☒ No ☐ Unknown
- I am reporting**: (dropdown menu)
- + received from**: (red button)

- You can hover over the question mark symbol (?) next to each field in EDS to see a description of what to enter.
- Depending on the person or entity who gave the gift, you may be required to enter additional information. State [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) has further information about what may be required.
- Additional gifts can be disclosed by selecting options from the **I am reporting** and **+ received from** drop-down menus at the bottom of the page and repeating the steps above.

8. The question in bottom radio button **Is this amount a political donation?** must be answered.

Is this amount a political donation? \* ?

☐ Yes ☐ No

- Political donations are specific types of gifts or loans that are accompanied by a donor statement.
- Gifted electoral expenditure is also considered a political donation whether or not there is a donor statement.
- Political donations are the only type of gift that may be deposited into a state campaign bank account and used to incur electoral expenditure.
- If you are not sure if the gift is a political donation or not, state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) may help.
- If the gift is a political donation, you will need to identify if it was received by or for an electoral committee for an electoral district. An electoral committee is a committee that is established by a registered political party to help elect a candidate in a particular electoral district.

9. When finished, choose **Submit**.

**Gift Particulars**

Description of Gift Received *	Amount* ?	Date made *
\$6000 transferred into state campaign account	6000	16/05/2024

Is this **Individual** the source of the **Gift**? \*


☒ Yes ☐ No

Is this amount a political donation? \* ?

☐ Yes ☒ No ☐ Unknown

I am reporting  + received from -

Save Draft 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.



10. 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.

Cancel

Submit

11. Your return will display on the Recipient Submissions page under the **My Recipient Submissions** tab. It will also display on the public Gift Map and Reports pages.

Recipient Submissions						
View or amend lodged returns, lodge another return.						
MY RECIPIENT SUBMISSIONS   MY DONOR SUBMISSIONS   MY LOAN SUBMISSIONS   MY EXPENDITURE SUBMISSIONS						
Search <input type="text"/> <input type="button" value="Q"/> Complete Status: all   Revision Status: all   Status: all   True Source: all <input type="button" value="Apply"/>						
Donor type: all   Recipient type: all   Late Status: all   Gov Level: all   Min amount   Max amount <input type="button" value="Clear filters"/>						
From <input type="text"/> To <input type="text"/> Election periods: all   Calendar Based Reporting Period: all						
Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
UNREC	09-10-2020 By KATCHIA KATAJISTO	Gift	Fake Corporation	KATCHIA KATAJISTO	\$1,500.00	Actions
PENDING	14-10-2020 By KATCHIA KATAJISTO	Gift-In-Kind	test2	KATCHIA KATAJISTO	\$1,500.00	Actions
UNREC	12-10-2020 By KATCHIA KATAJISTO	Gift	MEEHAN GODDEN-LANE	KATCHIA KATAJISTO	\$1,500.00	Actions
UNREC	01-10-2020 By KATCHIA KATAJISTO	Gift-In-Kind	Godden Family Trust #1	KATCHIA KATAJISTO	\$9,000.00	Actions
Show 25 <input type="button" value="Apply"/> <span>showing 1-4 of 4 items</span> <input type="button" value="1"/>						

- If the value of the gift reported is \$1,000 or more (cumulative from the same donor), the **Status** of the gift will display as **UNREC** (unreconciled) until the donor lodges a corresponding return.

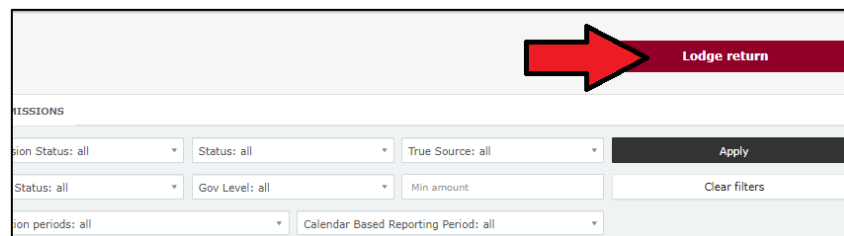
## 8. Disclosing a loan received in EDS

State government candidates who receive loans of \$1,000 or more are required to disclose the details of the loan in a return. If an agent is appointed, this return must be completed by the candidate's agent.

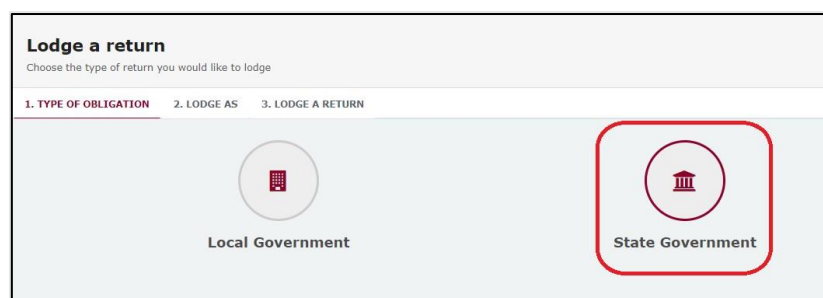
**Note:** Refer to the [Glossary](#) for key terms and definitions.

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

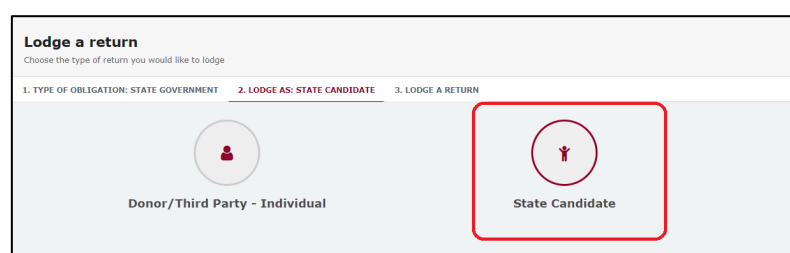
1. Click the maroon **Lodge return** button in the upper right corner of EDS.



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



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



- An agent submitting a return on behalf of a state candidate will select **Agent for State Candidate**.

4. Choose the **Lodge** button under **Reporting a loan received after 01/07/2022**.

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

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

**State Government Candidate**  
Reporting a gift (donation) received after 01/07/2022

**Lodge**  
[Learn more](#)

**State Government Candidate**  
Reporting a loan received after 01/07/2022

**Lodge**  
[Learn more](#)

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

**State candidate**  
Reporting a loan received  
State

**Candidate details**

Candidate\*  Event\*

Street\*  Suburb\*  State

I am reporting a loan **+ received from**

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

- Enter all required 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).

**Reporting a Loan received from a corporation**

Name of Loan Provider\*  
 #1 Fake Loan Provider

Street\* Suburb\* State\* Postcode\*  
 1 Queen St Brisbane QLD 4000

**Loan Particulars**

Terms & conditions\*  
 \$6,000 to candidate for 4 months at 7.5% interest with monthly repayments

Amount\*  
 6000

Date loan received\*  
 09/05/2024

Date loan due\*  
 dd/mm/yyyy

Market rate charged?\*  
☒ Yes ☐ No

Is this Corporation the source of the Loan? \*  
☒ Yes ☐ No

Is this amount a political donation? \*  
☐ Yes ☒ No ☐ Unknown

I am reporting a loan **+ received from**

- Additional loans can be disclosed by using the **+ received from** dropdown menu at the bottom of the page.

- The question in the bottom radio button **Is this amount a political donation?** must be answered.

Is this amount a political donation? \* ?

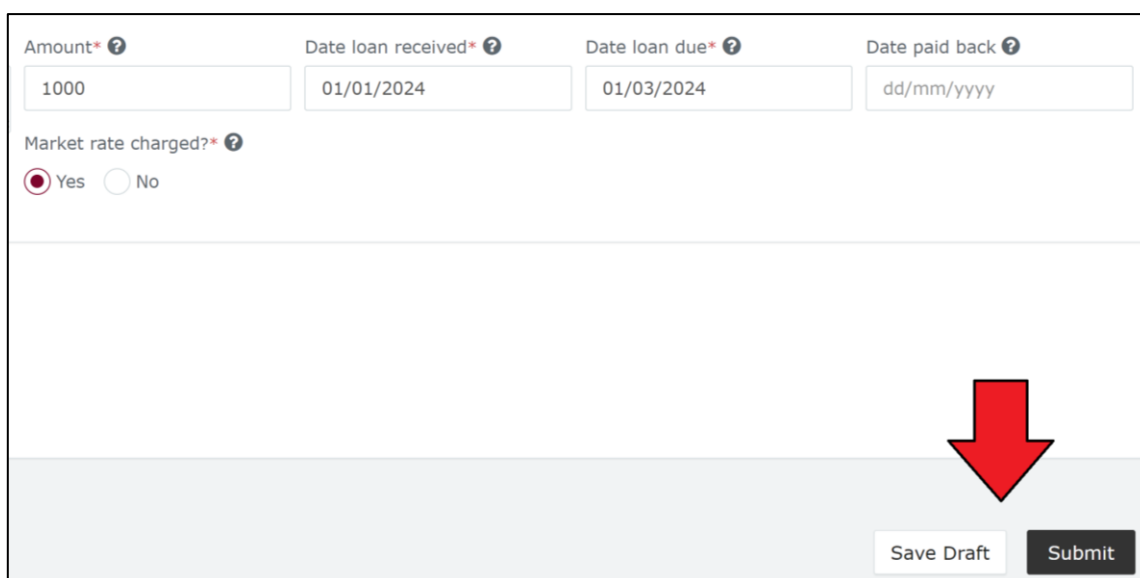
☐ Yes ☐ No

- Political donations are specific types of gifts or loans that are accompanied by a donor statement.
- Political donations must be deposited into the candidate's state campaign bank account, where they can be used to incur electoral expenditure.
- If you are not sure if the loan is a political donation or not, state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) may help.

- If the loan is a political donation, you will need to identify if it was received by or for an electoral committee for an electoral district. An electoral committee is a committee that is established by a registered political party to help elect a candidate in a particular electoral district.

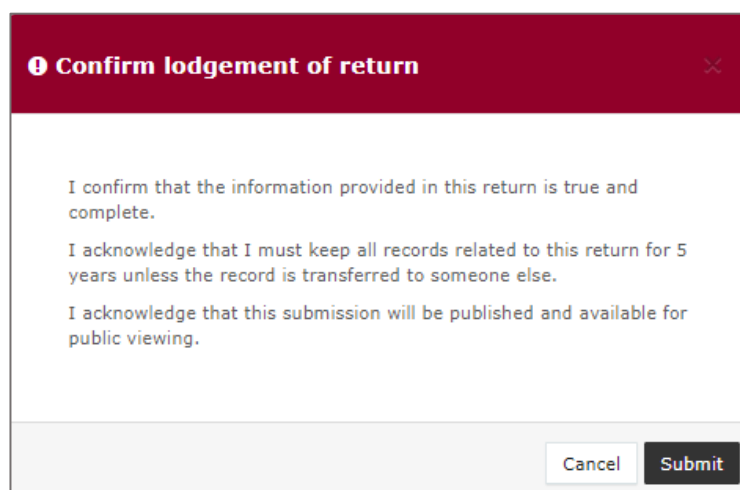
8. When finished, choose **Submit**.

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.



The screenshot shows a form for entering loan details. It includes four input fields at the top: 'Amount\*' with the value '1000', 'Date loan received\*' with the value '01/01/2024', 'Date loan due\*' with the value '01/03/2024', and 'Date paid back\*' with a placeholder 'dd/mm/yyyy'. Below these is a section for 'Market rate charged?\*' with two radio buttons: 'Yes' (which is selected) and 'No'. At the bottom right of the form, there are two buttons: 'Save Draft' and 'Submit'. A large red arrow points down towards these buttons.

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



The screenshot shows a modal dialog titled 'Confirm lodgement of return'. The dialog contains three lines of text: '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.', and 'I acknowledge that this submission will be published and available for public viewing.' At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Submit'.

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.

**Loan Submissions**  
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 [v] Revision Status: all [v] Status: all [v] True Source: all [v] [Apply]

Donor type: all [v] Recipient type: all [v] Late Status: all [v] Gov Level: all [v] [Clear filters]

Min amount [ ] Max amount [ ] From [ ] To [ ] Election periods: all [v]  
Calendar Based Reporting Period: all [v]

Status	Date Received	Type	Provider	Receiver	Amount	Actions
<b>NCR</b>	22-01-2020 By COSTINE ACHA	Loan	Corporation A	COSTINE ACHA	\$700.00	Actions

Show 25 [v] [Apply] showing 1-1 of 1 items

- The return **Status** will display as **NCR** (no corresponding return) to signify that a corresponding return from the loan provider is not required.

## 9. Submitting an election summary return

All candidates (or their agents) for a state government election are required to lodge an election summary return (ESR) within 15 weeks of election day.

In this return, you must disclose the:

- total value of all gifts and loans received for the election
- total number of entities that made those gifts and loans
- total amount of electoral expenditure or gifted electoral expenditure incurred.

If you received any gifts or loans totalling \$1,000 or more during your disclosure period, you must lodge a separate return in EDS for each of these gifts or loans prior to submitting your ESR. See [section 7 – Disclosing a gift received in EDS](#) or [section 8 – Disclosing a loan received in EDS](#) for instructions on how to lodge these returns.

All electoral expenditure or gifted electoral expenditure incurred for the election must be disclosed in the ESR. These amounts can be disclosed individually (see [section 9.1](#)) or by using a bulk upload spreadsheet (see [section 9.2](#)). The bulk upload spreadsheet is recommended when there is a large number of items to disclose.

If no amounts of electoral expenditure or gifted electoral expenditure need to be disclosed for the election, please refer to [section 9.1](#) (steps 1 to 6).

Once all electoral expenditure (if any) has been entered into the ESR, the return summary must be completed (see [section 9.3](#)).

### Note:

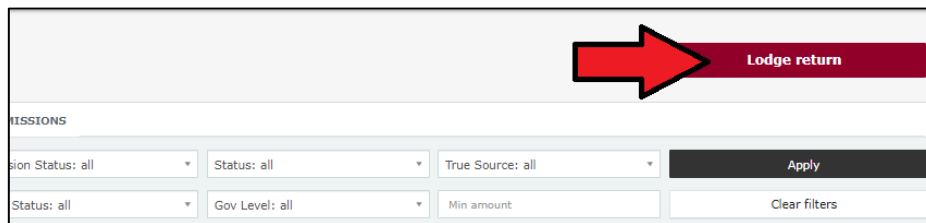
- Refer to the [Glossary](#) for key terms and definitions
- Even if no gifts or loans were received and no electoral expenditure was incurred for the election, an ESR must still be lodged.
- Submitting an ESR is not the same as lodging an election funding claim. Please see state [Fact sheet 25 – Election funding claims](#) for more information on how to claim election funding.

## 9.1 Disclosing electoral expenditure individually

To disclose individual amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

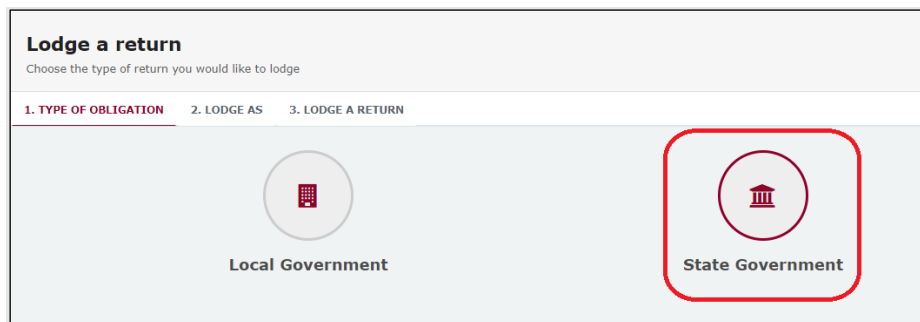
If no amounts need to be disclosed, please refer to steps 1 to 6 below.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



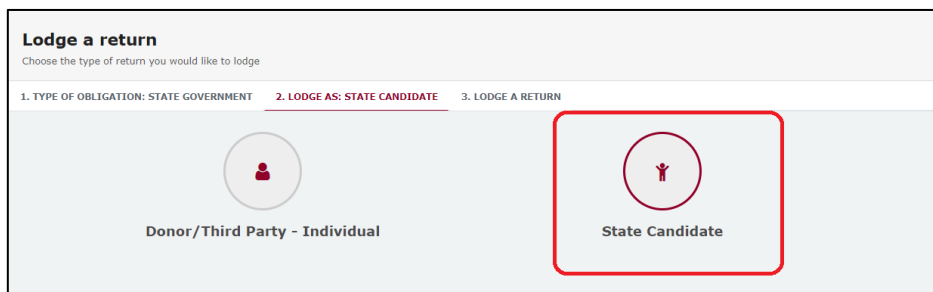
The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button, there are filter sections for "MISSIONS" and "Status: all", "Status: all", and "True Source: all". There are also "Apply" and "Clear filters" buttons.

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



The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". There are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". Under "1. TYPE OF OBLIGATION", there are two options: "Local Government" (represented by a building icon) and "State Government" (represented by a building icon). The "State Government" option is highlighted with a red rounded rectangle.

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



The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". There are three tabs: "1. TYPE OF OBLIGATION: STATE GOVERNMENT", "2. LODGE AS: STATE CANDIDATE", and "3. LODGE A RETURN". Under "2. LODGE AS: STATE CANDIDATE", there are two options: "Donor/Third Party - Individual" (represented by a person icon) and "State Candidate" (represented by a person icon). The "State Candidate" option is highlighted with a red rounded rectangle.

- An agent submitting a return on behalf of a state candidate will select **Agent for State Candidate**.



4. Choose the **Lodge** button under **Submitting an election summary return**.

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

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

**State Government Candidate**  
Reporting a gift (donation) received after 01/07/2022  
**Lodge**  
Learn more

**State Government Candidate**  
Reporting a loan received after 01/07/2022  
**Lodge**  
Learn more

**State Government Candidate**  
Submitting an election summary return  
**Lodge**  
Learn more

5. Your candidate details will be pre-filled. If you have contested more than 1 election, make sure to choose the correct election under **Disclosure period**.

**State candidate**  
Submitting an election summary return  
State

**Candidate details**

Candidate\* Chill Heeler Political party Dogs First

Street\* 1 Fake St Suburb\* Brisbane State QLD Postcode\* 4000

**Disclosure period**

Disclosure period \* 2024 State general election Return period commences 30/11/2020 Return period concludes 25/11/2024

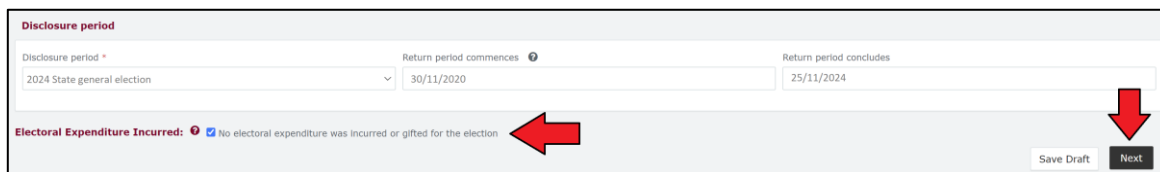
**Electoral Expenditure Incurred:** ☐ No electoral expenditure was incurred or gifted for the election

**+ Electoral Expenditure** **+ Gifted Electoral Expenditure** **Save Draft**

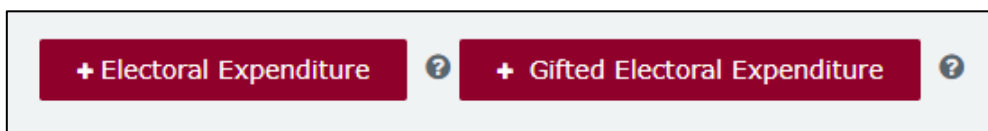
- An agent lodging an ESR for their candidate will need to enter the candidate's details.
- **Return period commences** and **Return period concludes** dates will be populated automatically after **Disclosure period** has been selected.
- The **Disclosure period** will auto-populate if you have only contested 1 election.

6. If you did not incur any electoral expenditure or gifted electoral expenditure for the election, check the **No electoral expenditure was incurred or gifted for the election** box. Then choose **Next** and proceed to [section 9.3 - Completing the return summary](#).

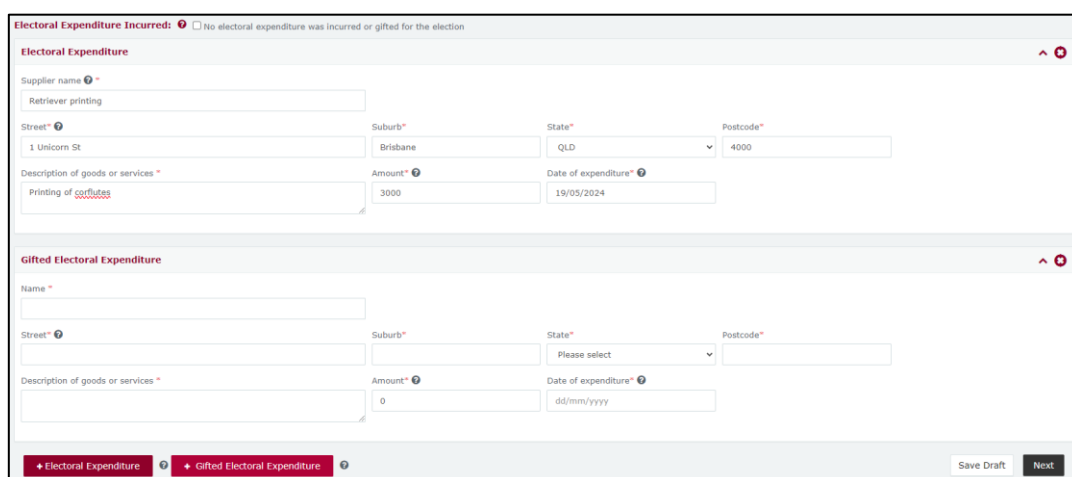
Otherwise, skip to step 7 below.



7. To disclose an item of expenditure, choose the **+ Electoral expenditure** or **+ Gifted electoral expenditure** buttons at the bottom of the page depending on the type of expenditure incurred.



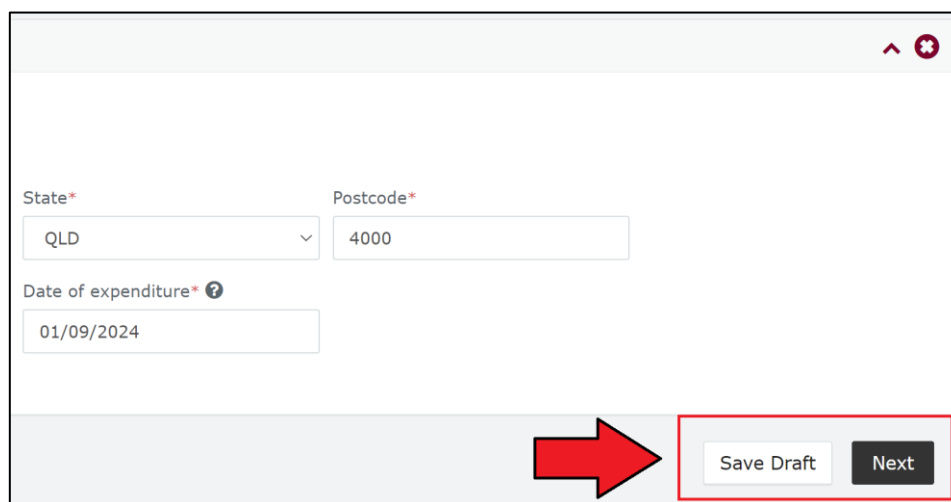
8. Enter all mandatory fields including name, address, description of goods or services, amount and date of expenditure.



- Select **+ Electoral Expenditure** or **+ Gifted Electoral Expenditure** at the bottom of the page to enter additional items.

9. Once you have entered all items, you can choose the **Next** button in the lower right hand corner.

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.



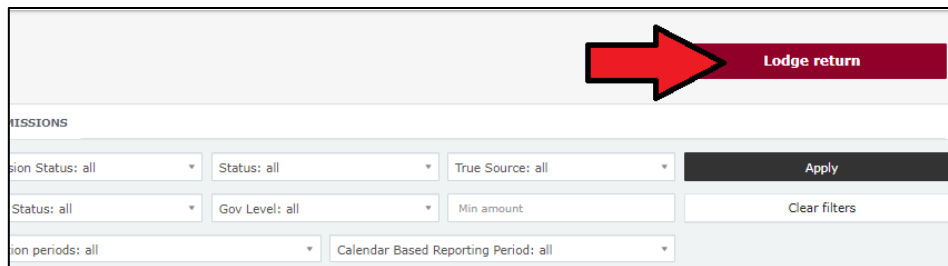
The screenshot shows a form with three input fields: 'State\*' with a dropdown menu showing 'QLD', 'Postcode\*' with the value '4000', and 'Date of expenditure\*' with a date picker showing '01/09/2024'. At the bottom right, there are two buttons: 'Save Draft' and 'Next'. A red arrow points to the 'Next' button, which is also highlighted by a red rectangular box.

10. Skip to [section 9.3 – Completing the return summary](#) to finalise your ESR.

## 9.2 Disclosing electoral expenditure using a bulk upload spreadsheet

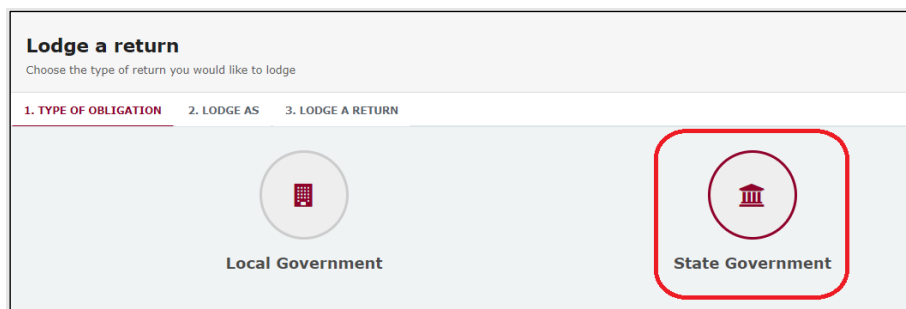
To disclose multiple amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



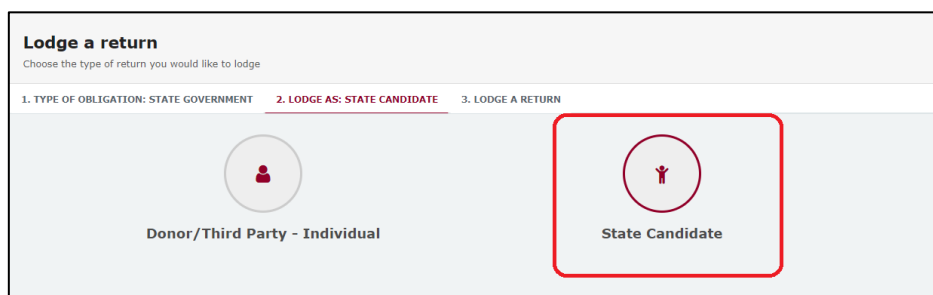
The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button is a section titled "MISSIONS" containing several filter dropdowns: "ion Status: all", "Status: all", "True Source: all", "Status: all", "Gov Level: all", "Min amount", "ion periods: all", and "Calendar Based Reporting Period: all". There are also "Apply" and "Clear filters" buttons.

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



The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". There are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". Under the "1. TYPE OF OBLIGATION" tab, there are two options: "Local Government" (represented by a building icon) and "State Government" (represented by a building icon). The "State Government" option is highlighted with a red rounded rectangle.

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



The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". There are three tabs: "1. TYPE OF OBLIGATION: STATE GOVERNMENT", "2. LODGE AS: STATE CANDIDATE", and "3. LODGE A RETURN". Under the "2. LODGE AS: STATE CANDIDATE" tab, there are two options: "Donor/Third Party - Individual" (represented by a person icon) and "State Candidate" (represented by a person icon). The "State Candidate" option is highlighted with a red rounded rectangle.

- An agent submitting a return on behalf of a state candidate will select **Agent for State Candidate**.

4. Choose the **Lodge** button under **Submitting an election summary return**.

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

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

**State Government Candidate**  
Reporting a gift (donation) received after 01/07/2022  
**Lodge**  
Learn more

**State Government Candidate**  
Reporting a loan received after 01/07/2022  
**Lodge**  
Learn more

**State Government Candidate**  
Submitting an election summary return  
**Lodge**  
Learn more

5. Your candidate details will be pre-filled. If you have contested more than 1 election, make sure to choose the correct election under **Disclosure period**.

**State candidate**  
Submitting an election summary return  
State

**Candidate details**

Candidate\* Chill Heeler Political party Dogs First

Street\* 1 Fake St Suburb\* Brisbane State QLD Postcode\* 4000

**Disclosure period**

Disclosure period \* 2024 State general election Return period commences 30/11/2020 Return period concludes 25/11/2024

**Electoral Expenditure Incurred:** ☐ No electoral expenditure was incurred or gifted for the election

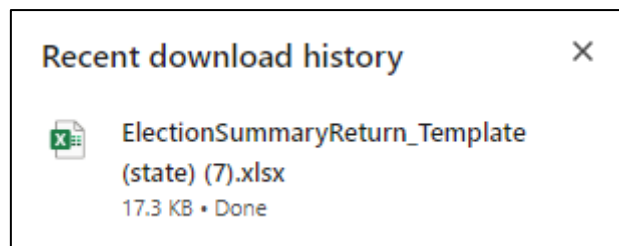
**+ Electoral Expenditure** **+ Gifted Electoral Expenditure** **Save Draft**

- An agent lodging an ESR for their candidate will need to enter the candidate's details.
- **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 1 election.

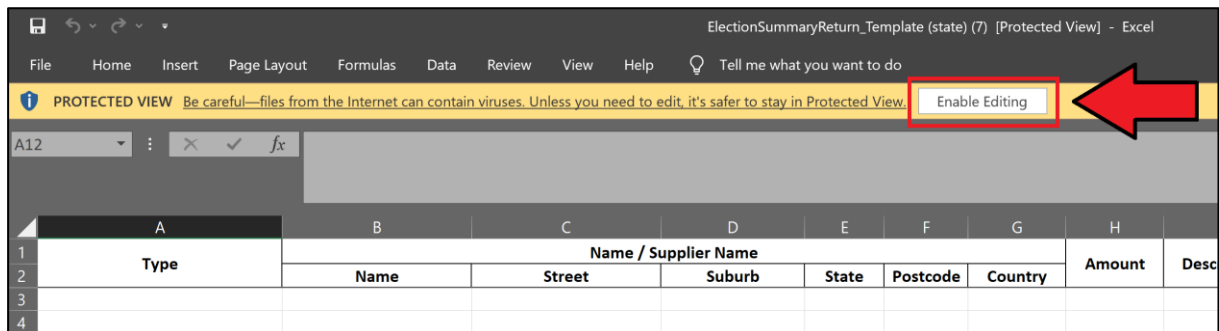
- Select the red **+ Bulk upload** dropdown menu in the upper right corner of the page and then choose **Download template**.



- Open the excel file from your recent downloads.



- Select **Enable Editing** at the top of the Excel spreadsheet (if necessary).



- Enter all mandatory fields in the spreadsheet

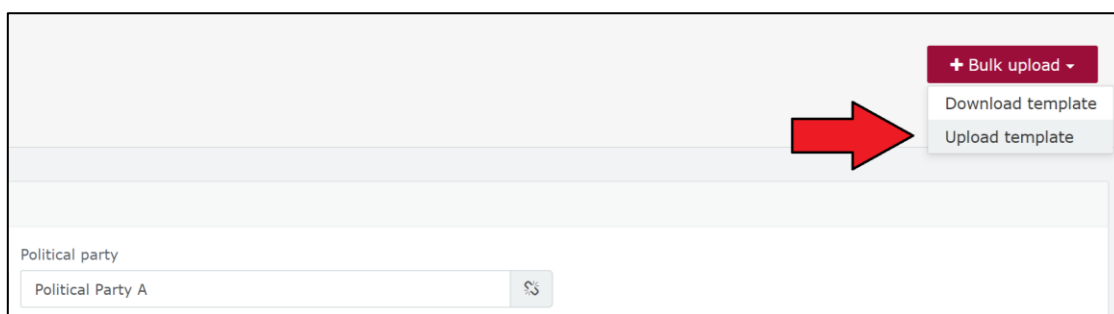
Type	Name / Supplier Name						Amount	Description of goods or services	Date of expenditure
	Name	Street	Suburb	State	Postcode	Country			
Electoral Expenditure	Printer Shop Y	1 Queen St	Mount Isa	QLD	4825		\$4,500.00	Printed flyers for mailouts	7/07/2024
Gifted Electoral Expenditure	Printer Shop T	1 Print St	Brisbane	QLD	4000		\$3,000.00	Printed business cards	10/08/2024

- Ensure you 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 headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.
- Country is only required for overseas addresses.

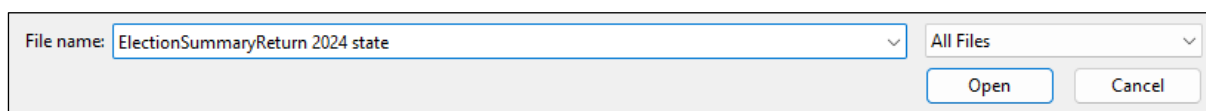
**Handy tip!** To save time, download the bulk upload template at the beginning of your election spending and complete it as expenditure is incurred.

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

11. Return to EDS and use the **+ Bulk upload** dropdown menu to choose **Upload template**.



12. Select the bulk upload spreadsheet from where it is saved on your computer.



13. The items of electoral expenditure and gifted electoral expenditure will populate the page. Check to make sure there are no missing fields or errors.

The screenshot shows two stacked forms. The top form, titled 'Electoral Expenditure', contains the following fields: Supplier name (Printer Shop Y), Street (1 Queen St), Suburb (Mount Isa), State (QLD), Postcode (4825), Description of goods or services (Printed flyers for mailouts), Amount (4500), and Date of expenditure (7/7/2024). The bottom form, titled 'Gifted Electoral Expenditure', contains: Name (Printer Shop T), Street (1 Print St), Suburb (Brisbane), State (QLD), Postcode (4000), Description of goods or services (Printed business cards), Amount (3000), and Date of expenditure (10/8/2024). At the bottom of the page are tabs for 'Electoral Expenditure' and 'Gifted Electoral Expenditure', along with 'Save Draft' and 'Next' buttons.

14. If you are finished adding items of electoral expenditure, you can choose the **Next** button in the lower right hand corner.

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.

This close-up view of the bottom right corner of the form shows the 'State' dropdown set to 'QLD' and the 'Postcode' field set to '4000'. Below these is the 'Date of expenditure' field set to '01/09/2024'. A large red arrow points towards the 'Save Draft' and 'Next' buttons, which are highlighted with a red rectangular box.

15. Continue to section [9.3 – Completing the return summary](#) to finalise your ESR.



## 9.3 Completing the return summary

The return summary page displays a summary of all gifts, loans, electoral expenditure and gifted electoral expenditure disclosed for your disclosure period.

To complete the return summary section and lodge your ESR, please use the following instructions.

1. The **Gifts** and **Loans** quadrants display the total amount of gifts and loans previously reported in EDS using the earlier instructions in this user guide.

You can click the **View** button to see further details about these gifts and loans in a new browser window.

Gifts	Loans
Amount \$10,500.00	Amount \$15,000.00
Gifts Reported 2 <a href="#">VIEW &gt;</a>	Loans Reported 1 <a href="#">VIEW &gt;</a>
Number of Entities that made Gifts 2	Number of Entities that made Loans 1
Unreported Amounts Under Threshold \$0.00	Unreported Amounts Under Threshold \$0.00
Total Gifts Received <b>\$10,500.00</b>	Total Loans Received <b>\$15,000.00</b>

2. The numbers in the **Number of Entities that made Gifts** or **Loans** fields are based on any 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 \$1,000.

Gifts	Loans
Amount \$10,500.00	Amount \$15,000.00
Gifts Reported 2 <a href="#">VIEW &gt;</a>	Loans Reported 1 <a href="#">VIEW &gt;</a>
Number of Entities that made Gifts 2	Number of Entities that made Loans 1
Unreported Amounts Under Threshold \$0.00	Unreported Amounts Under Threshold \$0.00
Total Gifts Received <b>\$10,500.00</b>	Total Loans Received <b>\$15,000.00</b>

3. The **Unreported Amounts Under Threshold** field is also editable. In this field, enter the total value of any gifts or loans received under \$1,000 that have not been previously reported in EDS.

<b>Gifts</b>	
Amount	\$10,500.00
Gifts Reported	2 <a href="#">VIEW &gt;</a>
Number of Entities that made Gifts	20
Unreported Amounts Under Threshold	\$850.00
Total Gifts Received	<b>\$11,350.00</b>

#### Example

The screenshot above displays the candidate having previously disclosed 2 gifts in EDS totalling \$10,500.

During their disclosure period, the candidate also received several smaller gifts from 18 other donors totalling \$850. This amount is entered in the **Unreported Amounts Under Threshold** field and the **Number of Entities that made Gifts** is updated from 2 to 20.

The **Total Gifts Received** will automatically update from \$10,500 to \$11,350 (**Amount + Unreported Amounts Under Threshold = Total Gifts Received**).

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

- The **Electoral Expenditure Incurred** and **Gifted Electoral Expenditure** fields are based on the electoral expenditure disclosures added in the previous steps of this guide.

Check to ensure the **Total Electoral Expenditure Incurred** and **Total Gifted Electoral Expenditure** accurately reflect your own records.

Gifted Electoral Expenditure	Electoral Expenditure Incurred
Amount \$1,201.00	Amount \$1,500.00
Gifted Electoral Expenditure Reported 1	Electoral Expenditure Reported 1
Total Gifted Electoral Expenditure <b>\$1,201.00</b>	Total Electoral Expenditure Incurred <b>\$1,500.00</b>

- Under the **Bank Statement** section, select **Upload Files** to upload the bank statement for your state campaign bank account.

Bank Statement

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.

PDF  
Candidate bank statement 1.pdf

PDF  
Candidate bank statement 2.pdf

Upload Files

- Multiple files can be uploaded at once by holding down your **Ctrl** button or by selecting **Upload Files** for each file.
- The bank statement must cover your full disclosure period.

- Choose **Submit** to lodge your ESR in EDS.

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.

Upload Files

Back

Save Draft

Submit

- If no amounts were disclosed, the button will appear as **Submit Nil Return**.

7. Review the message in the **Confirm lodgement of return** box and then select **Submit**.

**Confirm lodgement of return**

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

I certify that all gifts, loans, and expenditure received or incurred by the parties to this return during the specified disclosure period have been disclosed. I further acknowledge that I must keep all records related to this return for 5 years.

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

Cancel

Submit

8. Once submitted, the ESR will display under the **Periodic Returns Summary** page and on the public **Reports** page.

KATCHIA KATAJISTO  
131.242.18.17

Returns
My Submissions
My Mentions
Periodic Returns
Lodge return
My Pending Submissions
My Pending Mentions
Drafts

Reports
Gift Map
Expenditure Table
Historical Data

**Periodic Returns Summary**  
View or amend lodged periodic returns, lodge another periodic return.

Lodge return

SUMMARY

Search

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

Apply

To

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

Clear filters

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

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	State Candidate	Katchia KATAJISTO By KATCHIA KATAJISTO	21-01-2021	23/10/2020	8/10/2020 - EDS SG 2020 State General Event	\$26,350.00	\$2,701.00	Actions

Show 25

Apply

showing 1-1 of 1 items

1

- If you realise you have made an error after submitting your return, please refer to [section 10 - Amending a return in EDS](#) for instructions on how to request an amendment.

## 10. Amending a return in EDS

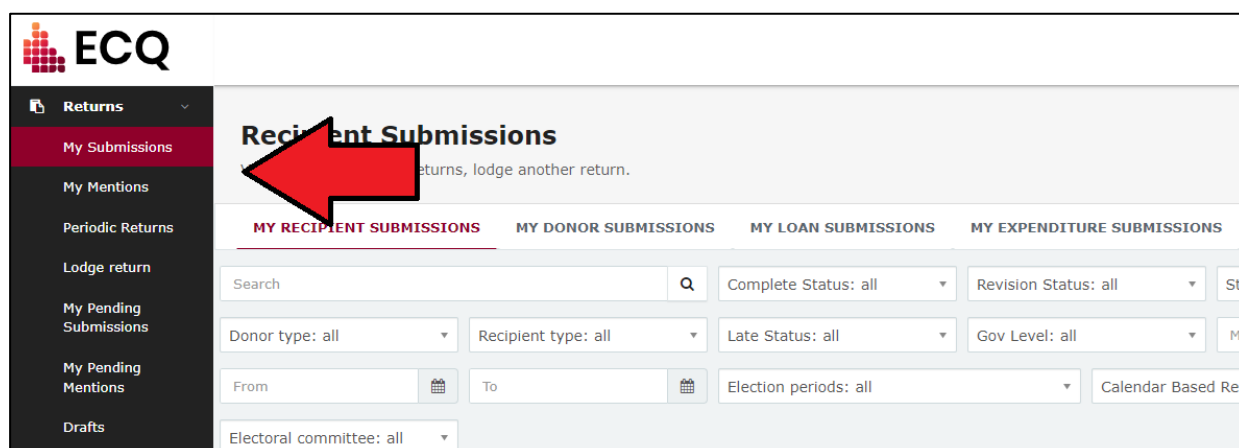
If you have made an error or omission in a return that you have previously lodged in EDS, you can request that the ECQ amend the return.

Existing returns are found under the side menu options as follows:

- **My Submissions**
  - **My Recipient Submissions** – displays existing returns for gifts received
  - **My Donor Submissions** – displays existing returns for gifts made
  - **My Loan Submissions** – displays existing returns for loans received
  - **My Expenditure Submissions** – displays existing returns for electoral expenditure incurred (local government only).
- **Periodic Returns** - displays existing periodic and election summary returns.

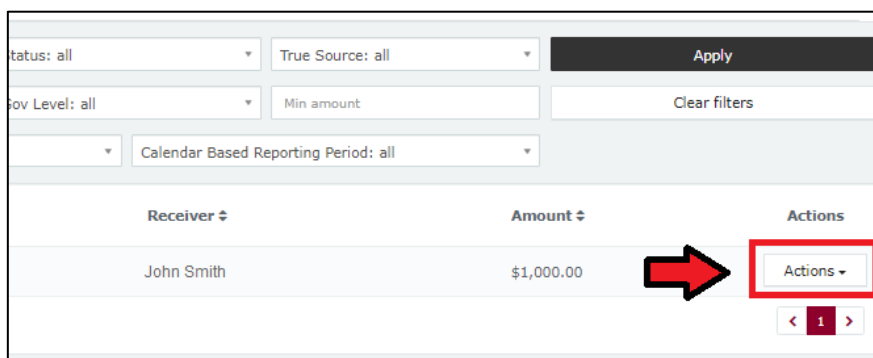
To request an amendment to a return in EDS, please use the following instructions.

1. When you are logged into EDS, select **My Submissions** or **Periodic Returns** from the left side menu.



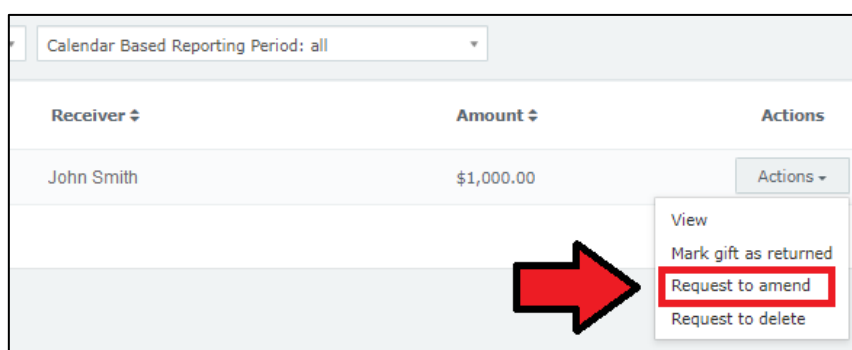
- If required, click the relevant tab to locate your return (e.g. My Recipient Submissions).

2. Find the return you wish to amend and click the **Actions** dropdown.



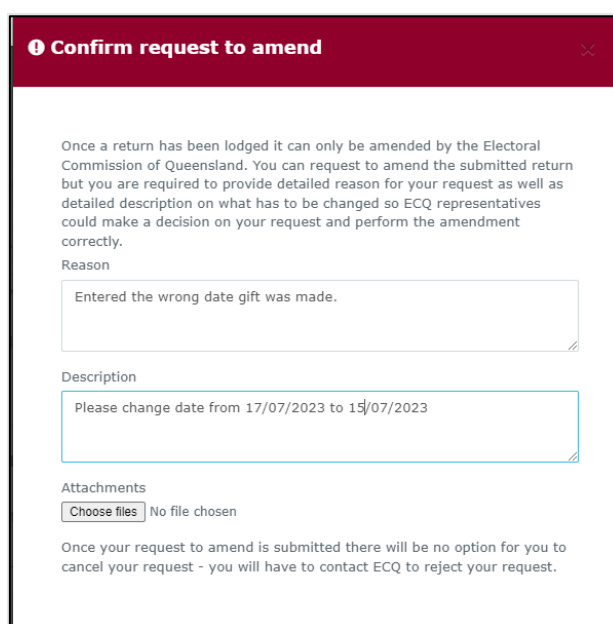
The screenshot shows a search results interface. At the top, there are filter controls: 'Status: all', 'True Source: all', 'Apply', 'Gov Level: all', 'Min amount', 'Clear filters', and 'Calendar Based Reporting Period: all'. Below these is a table with three columns: 'Receiver', 'Amount', and 'Actions'. The first row shows 'John Smith' and '\$1,000.00'. A red arrow points to the 'Actions' dropdown menu, which is highlighted with a red box. The dropdown menu is currently closed, showing a small '1' in a red box.

3. Select **Request to amend**.



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

4. In the pop-up box, enter a **Reason** for amending the return and a **Description** of the change requested.



The screenshot shows a pop-up box titled 'Confirm request to amend'. It contains the following text: '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.' Below this text are two text input fields: 'Reason' and 'Description'. The 'Reason' field contains the text 'Entered the wrong date gift was made.' and the 'Description' field contains the text 'Please change date from 17/07/2023 to 15/07/2023'. Below these fields is an 'Attachments' section with a 'Choose files' button and the text 'No file chosen'. At the bottom, there is a warning: '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.'

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

5. 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

**Choose files** No file chosen

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

**Request to amend**

6. The return **Status** now displays as **Pending**. The return is temporarily removed from the public Gift Map and Reports page.

**Recipient Submissions**

View or amend lodged returns, lodge another return.

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

Search

Complete Status: all

Source type: all

Max amount From To

Status	Date Gift Made	Type
<b>PENDING</b>	01-12-2019 By John Smith	Gift-In-Kind

Show 25 Apply

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

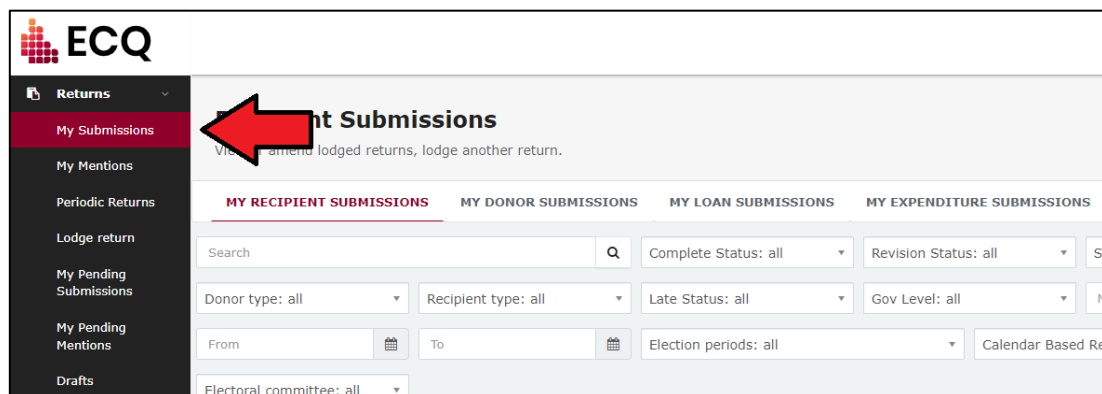
## 11. Mark a gift as returned in EDS

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

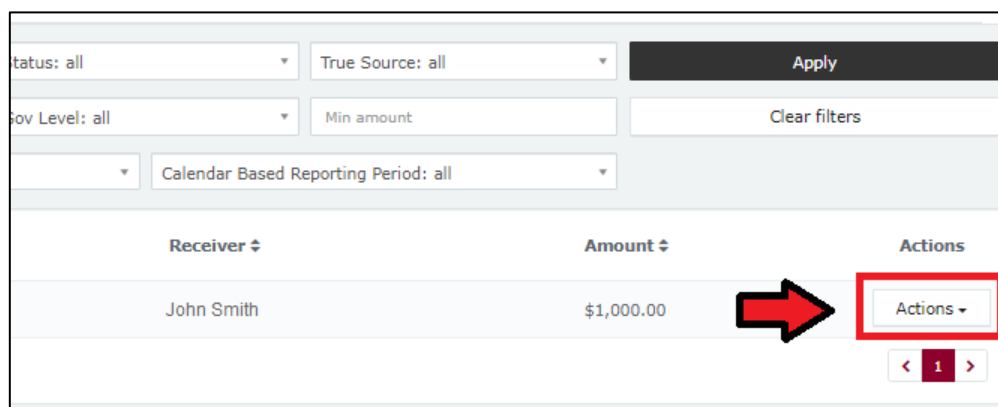
**Note:** Only the recipient of a gift can mark the gift as returned.

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

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

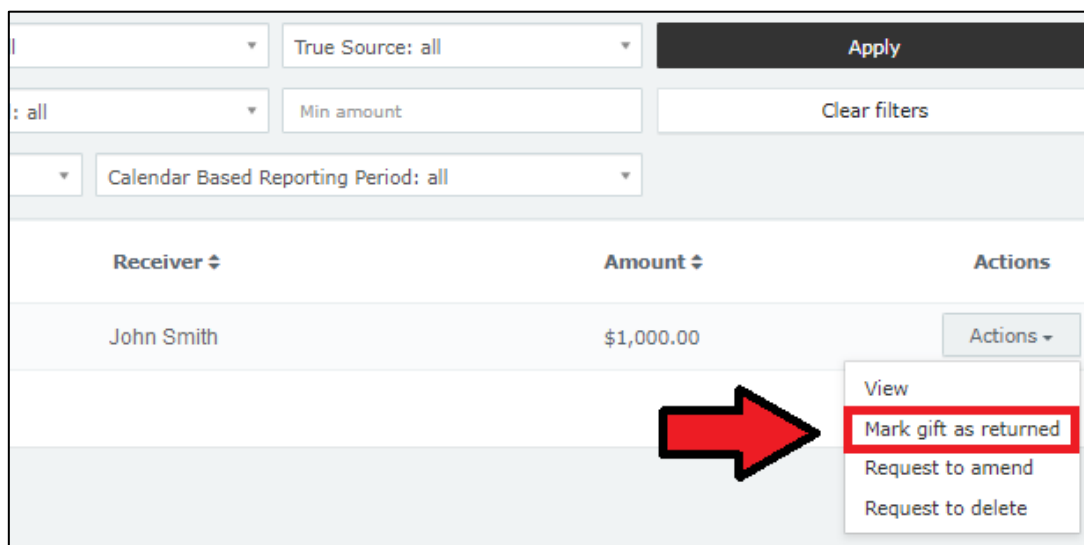


- If required, click the **My Recipient Submissions** tab to display existing returns for gifts you have received.
2. Find the return for the gift you wish to mark as returned, then click the **Actions** dropdown.



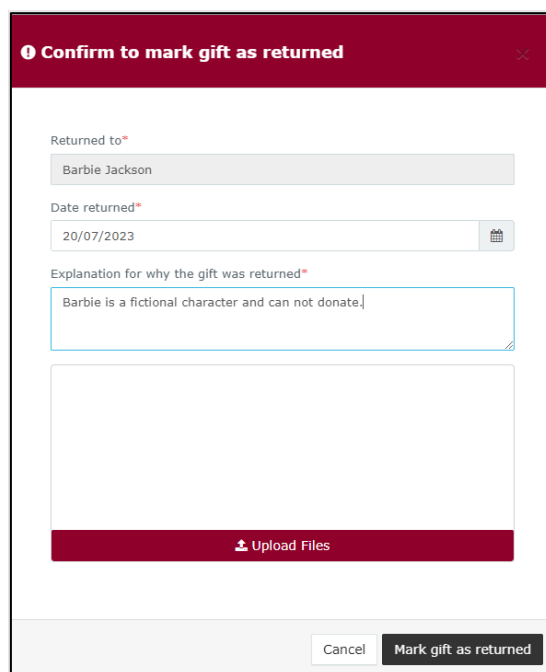


3. Select **Mark gift as returned**.



The screenshot shows a web interface for managing gifts. At the top, there are filter controls: a dropdown menu, a 'True Source: all' dropdown, an 'Apply' button, a ': all' dropdown, a 'Min amount' input field, and a 'Clear filters' button. Below these is a 'Calendar Based Reporting Period: all' dropdown. The main area is a table with columns: 'Receiver', 'Amount', and 'Actions'. The first row shows 'John Smith' as the receiver and '\$1,000.00' as the amount. An 'Actions' dropdown menu is open for this row, showing options: 'View', 'Mark gift as returned' (highlighted with a red box and a red arrow), 'Request to amend', and 'Request to delete'.

4. In the pop-up box, enter the **Date returned** and an **Explanation for why the gift was returned** for your returned gift.

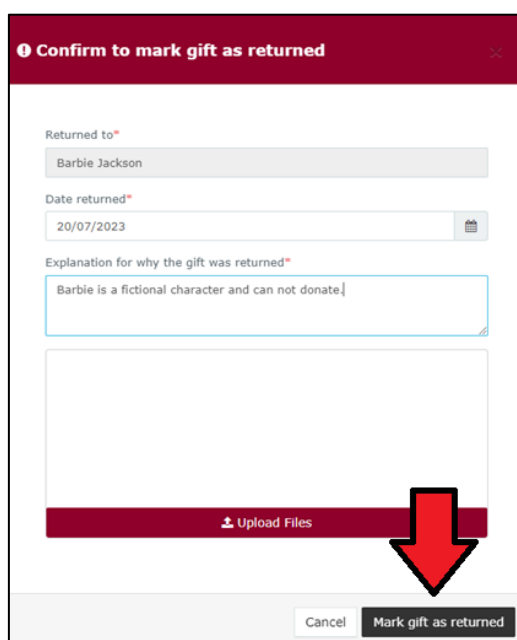


The screenshot shows a pop-up window titled 'Confirm to mark gift as returned'. It contains the following fields and buttons:

- 'Returned to\*' field with the value 'Barbie Jackson'.
- 'Date returned\*' field with the value '20/07/2023' and a calendar icon.
- 'Explanation for why the gift was returned\*' text area with the value 'Barbie is a fictional character and can not donate.'.
- 'Upload Files' button with a file upload icon.
- 'Cancel' button.
- 'Mark gift as returned' button.

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

5. Click **Mark gift as returned**.



**Confirm to mark gift as returned**

Returned to\*  
Barbie Jackson

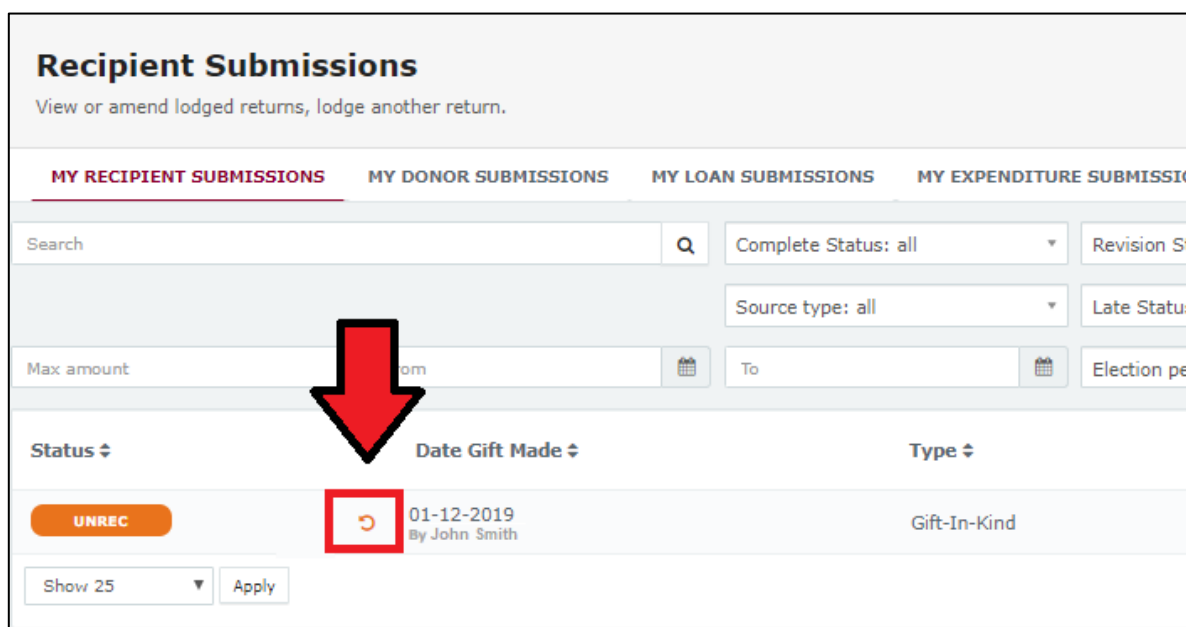
Date returned\*  
20/07/2023

Explanation for why the gift was returned\*  
Barbie is a fictional character and can not donate.

Upload Files

Cancel Mark gift as returned

6. A returned symbol (↺) will display next to the return to indicate its status. This symbol will also display on the public Gift Map and Reports page.



**Recipient Submissions**  
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

Source type: all Late Status

Max amount [calendar] To [calendar] Election period

Status Date Gift Made Type

UNREC ↺ 01-12-2019 Gift-In-Kind  
By John Smith

Show 25 Apply

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