

Guidance for Donors - Electronic Disclosure System (EDS)

This information is intended to assist entities in registering in the ECQ's Electronic Disclosure System (EDS) to lodge disclosure returns for gifts (donations) made to a registered political party or candidate in Queensland.

Background

The Electoral Commission of Queensland (ECQ) introduced the Electronic Disclosure System (EDS) to allow real-time reporting of donations in Queensland. The EDS replaces traditional paper-based forms and aims to streamline the disclosure process while increasing transparency around donations.

Registering in the EDS

To lodge disclosure returns, you will first need to register as a user in the EDS.

- Go to <https://disclosures.ecq.qld.gov.au>.
- Click on 'Register to Submit', then select to register as a donor.
- Enter the required account details.
 - If you are registering on behalf of an organisation, choose a username that is representative of the organisation.
- Select the tick boxes, as applicable.
 - Only tick the silent elector box if you have registered with the Australian Electoral Commission to have your address hidden on the electoral roll.
- Select 'I'm not a robot', complete the reCAPTCHA token as required, and wait for the green tick to appear.
- Click 'Register'.
- An email will be sent to your nominated email address; click on the link in that email to confirm your registration and log in to the EDS.

Completing your Profile

Once logged in, you will be prompted to set up your profile in the EDS.

- If you are lodging returns as an individual:
 - Select to set up your profile as an 'Individual donor'.
 - Complete the details in your profile, then click 'Save'.
- If you are lodging returns on behalf of an organisation, association or trust:
 - Select to set up your profile as an 'Organisation as a donor'.
 - Click to 'Add a new organisation' to your profile.
 - Complete the details of the organisation, association or trust, then click 'Save'.

Lodging a Return

To lodge a disclosure return in the EDS:

- Click 'Lodge Return' from the left menu.
- Select to lodge a return as either an individual or an organisation 'Reporting a gift made'.
- Click 'Add new item' and select the type of gift you are reporting.
- Complete all fields and click 'Submit'.

The submitted return will appear in your 'Returns Summary' page, and a confirmation email will be sent to both you and the gift recipient.

More information

If you need more information or assistance, refer to the EDS User Guide at www.ecq.qld.gov.au, or contact the ECQ's Funding and Disclosure Unit on 1300 881 665 or by emailing fad@ecq.qld.gov.au.