



How to login to the Electronic Disclosure System (EDS) using the Self Service Portal

FOR LOCAL AND STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE

Registering in the Self Service Portal

Any person who is required to access the Electronic Disclosure System (EDS) will need to register for an account in the ECQ's Self Service Portal (SSP).

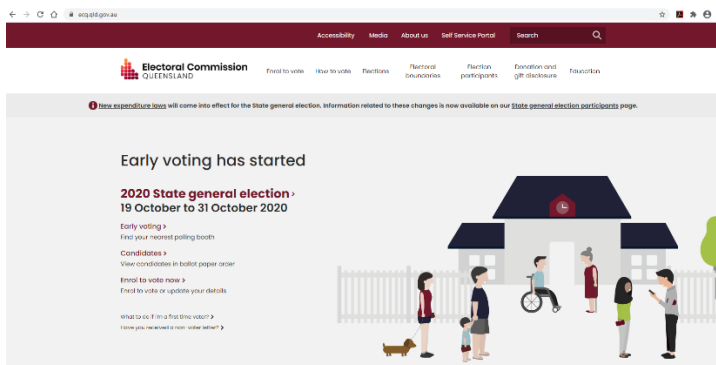
Please use the following instructions to register an account.

Note: if you already have a SSP account, you can skip this user guide and simply login using your username and password.

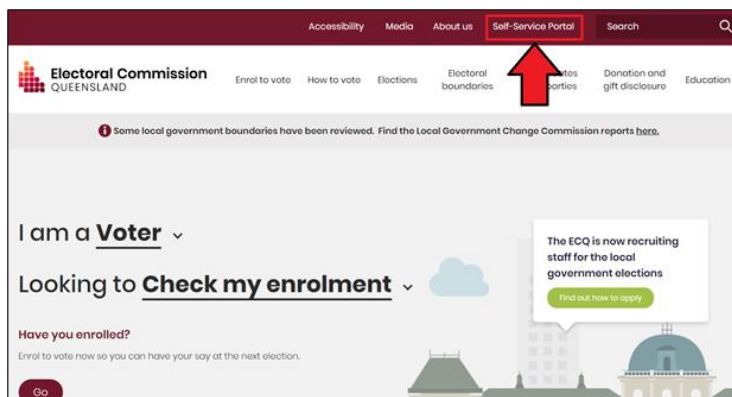
Initial Setup

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

Please use the following instructions to register in the SSP.



1. Go to the ECQ's website at www.ecq.qld.gov.au.



2. Click on the **Self Service Portal** button at the top of the page.

Note: you can also access the SSP directly at:

<https://selfserv.elections.qld.gov.au>.



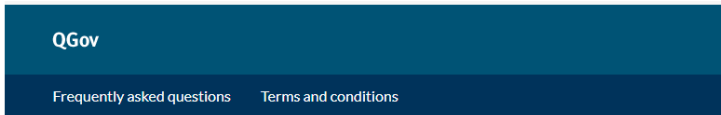
We use QGov to keep your account and personal information secure
 QGov is the Queensland Government's preferred secure website for storing personal information. It lets you access multiple services with a single login. Simply click the Login or Register button below and you'll be taken to the QGov website.



When you're on the QGov website, if you:

- do not have an existing QGov account, click the **Register** button and follow the prompts
- do have an existing QGov account, click the **Log In** button.

Your account and personal information is controlled within QGov. Account maintenance, updates or password resets are all done through QGov.

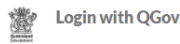


Login or register

Please login or register using one of the options below.



or



* Username

* Password



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

[Manage your QGov identity](#)

Not an individual? [Log in as a business](#).

[Back to service](#)

3. Select **Login or Register**.

4. Select **Register**.

Note:

- *If you already have a QGov account, please enter your username (i.e. email address) and password and then select **Log In** and go to step 7.*
- *If you have previously used the Google or Microsoft options to login to your QGov account, you will need to continue using this login approach.*

Create your QGov account

Your QGov account is a key to your QGov identity.

* Choose your username

firstname.surname@test.com

* Create a password

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

••••••••

* Confirm your password

••••••••

Mobile phone

0400000000

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

Continue

[Cancel](#)

Finalise registration

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

* Confirmation code

EntrCode|

Continue

[Cancel](#)

Log in with your QGov account

Username

Candidate100@test.com

Password

••••••••

Log in

[Forgot your password?](#) [Cancel](#)

Don't have an account? [Register](#) for a QGov account.

[Manage](#) your QGov account.

5. Enter your **Username** (i.e. email address), **Password** and **Mobile phone**, check the box confirming you agree to the terms and conditions and then click **Continue**.

6. Enter **Confirmation Code**.

***Note:** you will receive an email with a **Confirmation Code** after registering with QGov.*

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

7. Enter your **Username** and **Password**, and then select **Log In**.
***Note:** after successfully logging into your QGov account, click **Continue** and you will be redirected back to ECQ's SSP.*

Identity

Are you on the Qld electoral roll? Yes No

A number of services that ECQ delivers are only available to individuals who are enrolled to vote in Queensland. For example, to apply for a postal vote or to nominate as a candidate in an election you must be enrolled to vote at a Queensland address. These services will not be available to you until ECQ can confirm that you satisfy those criteria.

You are required to fill out surname or given names.

* Surname:
If you are enrolled to vote, enter your surname exactly as it appears on the electoral roll.

* Given Names:
If you are enrolled to vote, enter your given names exactly as they appear on the electoral roll.

* Date of Birth:
You will need to enter your date of birth to confirm that you are on the Queensland electoral roll or, if you are not yet enrolled but interested in working at an election, if you are only registering so that you can lodge financial disclosure returns you are not required to provide your date of birth.

Are you enrolled as a silent elector? Yes No

Address Details (as recorded on the electoral roll)

Google Address Search:

* Locality:
Enter your locality, town, suburb or city exactly as it appears on the electoral roll.
If you are registered on the electoral roll without a street name, then leave the value blank.

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

- if you don't have a street address, please leave this field blank.
- if you are enrolled at a street address, you must enter the street name.

Note:

- Do not enter street suffix in the Street Name field (e.g. St, Ave, etc.).
- If you receive error message: **No entry was found on the Queensland electoral roll matching these details**, please check that all information has been entered correctly.
- If you continue to receive the above error message, select the Australian Electoral Commission's (AEC) website [here](#) to check that your enrolment details are up to date.
- If you are not on the Queensland electoral roll (e.g. you are under 18, or enrolled in another State), please select **No to Are you on the Qld electoral roll?**

8. On the **Identity** page, enter complete all mandatory fields, such as **Surname, Given Name, Date of Birth, Locality and Street Name**, and then select **Search the Roll**.

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

15 MARARA ST, ALGESTER, QLD 4815

Postal Address

Same as enrolled address

Financial Disclosure Legislation

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

Yes No

Occupation:
Enter your principal occupation. If you are not currently employed enter the occupation in which you are currently seeking work, or if not seeking work enter a description of what best describes your current circumstances (e.g. "Retired").

Industry:
Enter the industry in which you are employed, carry on a business or are otherwise engaged. Leave blank if not applicable.

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

Yes No

Note:

- Answer **Yes** to the first question - if you are required to lodge returns as an individual donor or third party. Please also enter your principal **Occupation** and **Industry** in which you are employed.
- Answer **Yes** to the second question - if you are also required to lodge returns on behalf of an organisation that is a donor, third party, publisher, broadcaster or associated entity. If you answer Yes to this question, you will be also required to **Add New Organisation** details (see step 12 below).

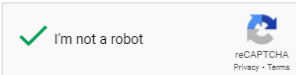
9. On the **Contact Details** page, please enter your preferred phone details, then select **Next**.

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

10. On the **Financial Disclosures Legislation** page, respond to the 2 questions relating to types of returns you are required to lodge in the EDS using the **Yes** or **No** buttons, then select **Next**.

Verification

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

* Verification Code: 

[Cancel](#) [Previous](#) [Submit](#)

Add New Organisation

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

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

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

ACN:

ABN:

* Organisation Name:

Type of business the corporation carries on:

What is your position title in this organisation:

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

11. On the **Verification** page, check the **I'm not a robot** box, and then select **Submit**.

Note: you may be asked to verify you are not a robot by completing a simple activity.

12. Only required if you answered **Yes** to the second question on **Error! Reference source not found.** the [Financial Disclosures Legislation](#) page.

Please check the privacy policy and giving or receiving political donations to prohibited donors boxes to agree and understand this information.

Enter mandatory information, such as **Organisation Name**, **Physical Address** of organisation, alternate **Email Address**, Name of **Holding Company**, and then select **Save**.