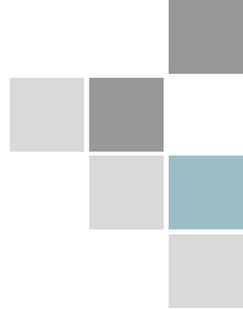




Electronic Disclosure System (EDS) for Donors/Third Parties and their Agents

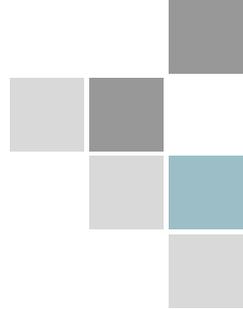
FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE



Contents

1.	Introduction	1
1.1	Overview of the Act and Regulation.....	1
1.2	Disclaimer	1
1.3	Contacting the ECQ.....	1
2.	Glossary.....	2
3.	Accessing the Self Service Portal	5
4.	Registering your third party	18
4.1	Registering an organisation third party	18
4.2	Registering as an individual third party	23
4.3	Add dedicated campaign bank account details.....	25
5.	Logging into EDS	28
6.	Disclosing gifts made	32
7.	Disclosing electoral expenditure incurred	1
7.1	Disclosing electoral expenditure individually	2
7.2	Disclosing electoral expenditure using a bulk upload spreadsheet	5
8.	Disclosing a gift received in EDS	10
9.	Submitting an election summary return	14
9.1	Submitting an election summary return as an unregistered third party ..	15
9.2	Submitting an election summary return as a registered third party	22
10.	Amending a return in EDS	32
11.	Mark a gift as returned in EDS	34



1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for donors and third parties participating in local government elections who are required to comply with the financial disclosure provisions of the *Local Government Electoral Act 2011* (the Act) and the Local Government Electoral Regulation 2023 (the Regulation).

1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Donors and third parties 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.

1.3 Contacting the ECQ

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

Postal address: GPO Box 1393
BRISBANE QLD 4001

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

Telephone: 1300 881 665

Email: fad@ecq.qld.gov.au

Internet: www.ecq.qld.gov.au

2. Glossary

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

Agent

Some third parties are required to appoint an agent. The agent is responsible for, amongst other things, lodging returns on behalf of the third party.

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

Disclosure Due Date

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

All third parties or their agents must also lodge an election summary return within 15 weeks after the election. This return must state the total value of gifts or loans made or received and all electoral expenditure incurred during the relevant disclosure period.

Refer to local government [Fact sheet 35 – Real-time disclosure of gifts received by third parties](#) and [Fact sheet 34 - Real-time disclosure of electoral expenditure by third parties](#) for more information about disclosure due dates.

Disclosure Period

The disclosure period for a third party usually begins 30 days after the polling day for the last quadrennial election and ends 30 days after the polling day for the current quadrennial election.

Electoral Expenditure

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

- costs of designing, producing, printing, broadcasting, or publishing any kind of material for an election including (but not limited to):

- 
- advertisements broadcast at a cinema, on radio or television or on the internet
 - direct marketing through the post office or email
 - flyers, billboards, brochures, signs, or how-to-vote cards
 - distribution costs for election material such as the cost of postage, couriers, or sending SMS messages
 - costs of opinion polling or research
 - fees for contracted services related to an activity mentioned above (e.g., payments for experts or consultants, the provision of data, etc.)

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

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

Gifts

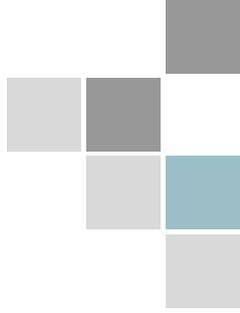
The transfer of money, property or a service given without receiving something of equal or adequate value in return. Gifts can include money or services provided by friends, family, or other persons or businesses which have a personal relationship with the recipient.

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

A gift can be:

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

A gift does not include:

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

Refer to local government [Fact sheet 9 – Disclosure of gifts made](#), [Fact sheet 10 – Definition of gifts and loans](#) and [Fact sheet 35 – Real-time disclosure of gifts received by third parties](#) for more information.

Loans

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

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

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

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

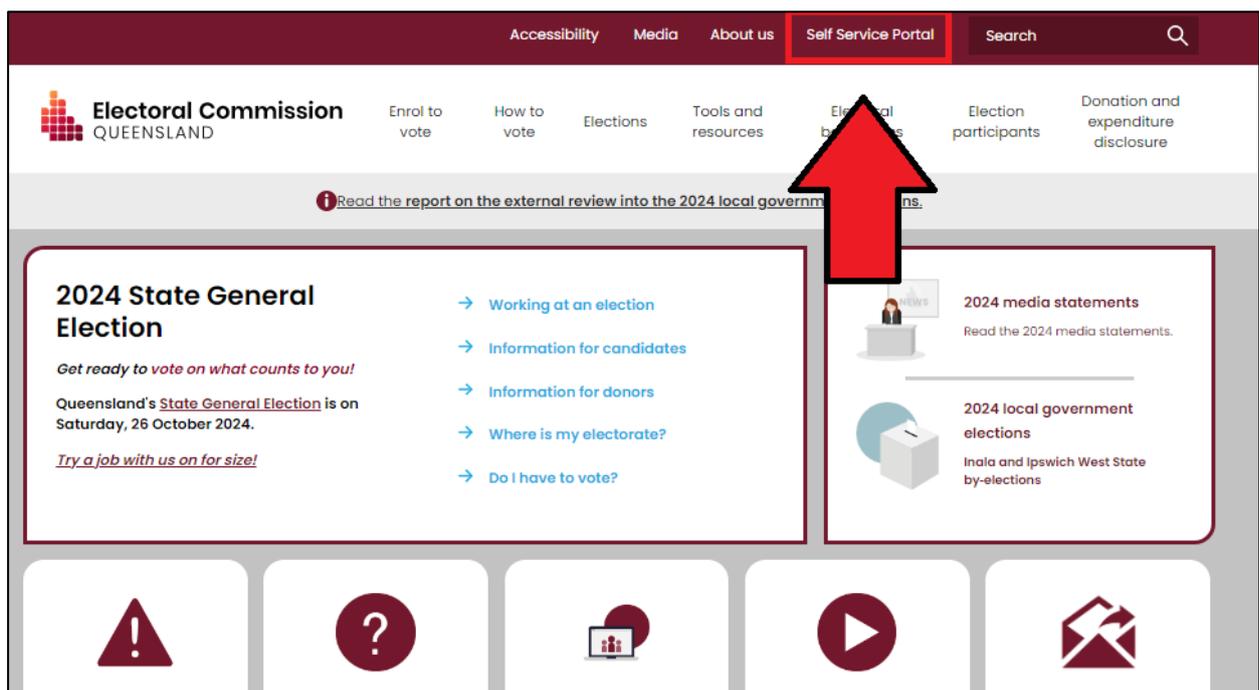
3. Accessing the Self Service Portal

To access the Electronic Disclosure System (EDS) and lodge returns as a donor or third party, you will first need to log into the ECQ's Self Service Portal (SSP) and set up your profile.

Please use the following instructions to create an account.

Note: If you already have an SSP account, you can skip to [section 5 of this user guide](#).

1. Visit the ECQ's website at 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.

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

The screenshot shows the homepage of the Electoral Commission of Queensland Self Service Portal. At the top left is the logo for the Electoral Commission of Queensland Self Service Portal, and at the top right is a link for 'About us'. The main heading reads 'Welcome to the Electoral Commission of Queensland's Self Service Portal'. Below this, a section titled 'The Self Service Portal allows:' lists four bullet points: citizens applying to work at an upcoming election, completing a candidate nomination, disclosing gifts and donations, and registering as a third party. An illustration of a diverse group of people is shown in the background. A section titled 'We use digital identity authentication to keep your account and personal information secure' explains that the Queensland Government Digital ID Exchange is used for secure storage of personal information. At the bottom, a red-bordered box highlights a 'Login or Register' button, with a large red arrow pointing to it from the right. A note at the bottom states: '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**.

The screenshot shows the login screen of the Queensland Government Digital ID Exchange. At the top left is the Queensland Government logo, and at the top right is the text 'Digital ID Exchange'. A blue box contains a 'Please note' message: 'Your QGov account will soon be replaced with a Queensland Digital Identity (QDI). Visit the QGov-QDI transition webpage to learn more.' Below this is a white box with a fingerprint icon and the heading 'Login to continue'. It states: 'To continue with this service online you must login with your digital identity.' A red-bordered box highlights the 'Continue with QDI (formerly known as QGOV)' button, with a large red arrow pointing to it from the right. At the bottom, there is a link: 'Not sure which option to use? Find out more about digital identity.' A footer note says: '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**.

Queensland Government

Welcome

Login to Queensland Digital Identity

Email address*

Password*

[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

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

Queensland Government

Welcome

Sign up to Queensland Digital Identity

Email address*

Password*

Continue

Already have an account? [Log in](#)

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

The screenshot shows the Queensland Government website header with the logo and navigation links. 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 are two checkboxes: the first is for "I have read and agree to the [Terms and Conditions](#)" and the second 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 are "Accept" and "Decline" buttons. A "Need help?" sidebar on the right provides a link to the Queensland Digital Identity webpage.

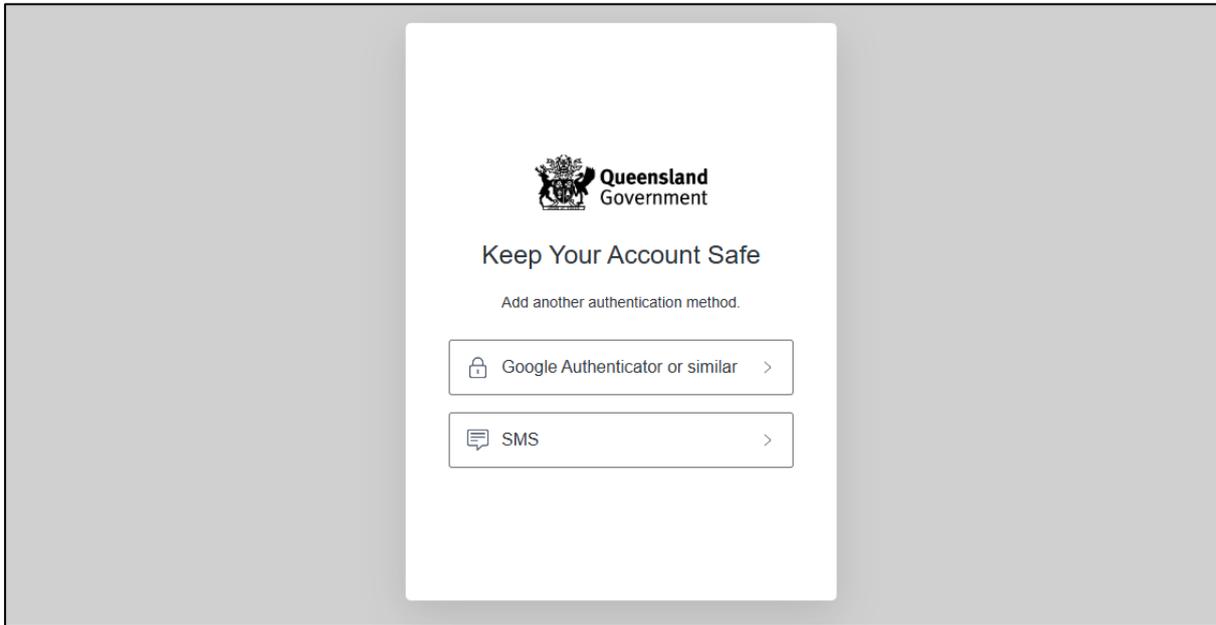
7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

The screenshot shows the "Enter your email verification code" page on the Queensland Government website. It displays the email address "rleigh.bamba@ecq.qld.gov.au" in a text box. Below it is a field for the "Digital Identity verification code". An information box states: "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." At the bottom, there is a link to "Change your email address, if the above email address is incorrect." and "Continue" and "Cancel" buttons. The "Need help?" sidebar is also present on the right.

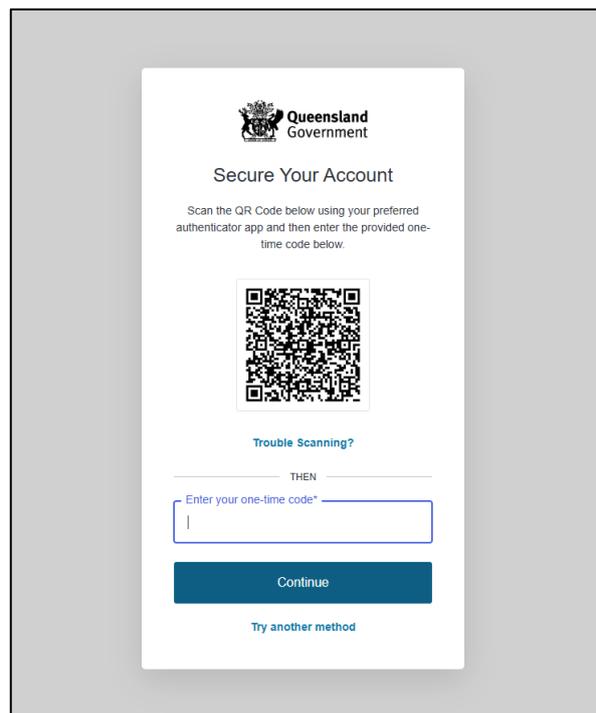
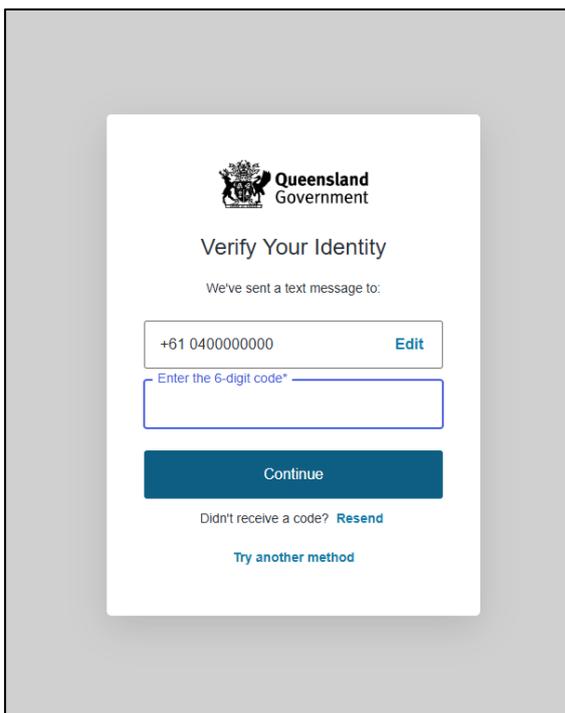
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

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.

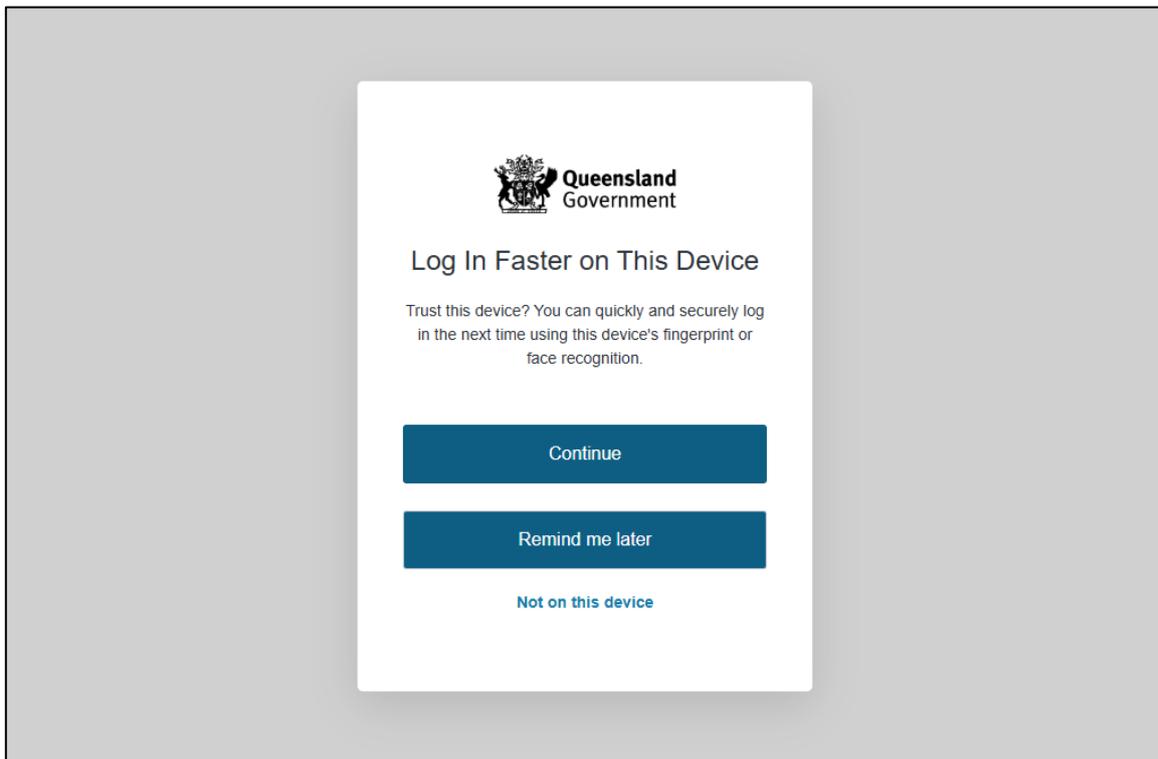


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

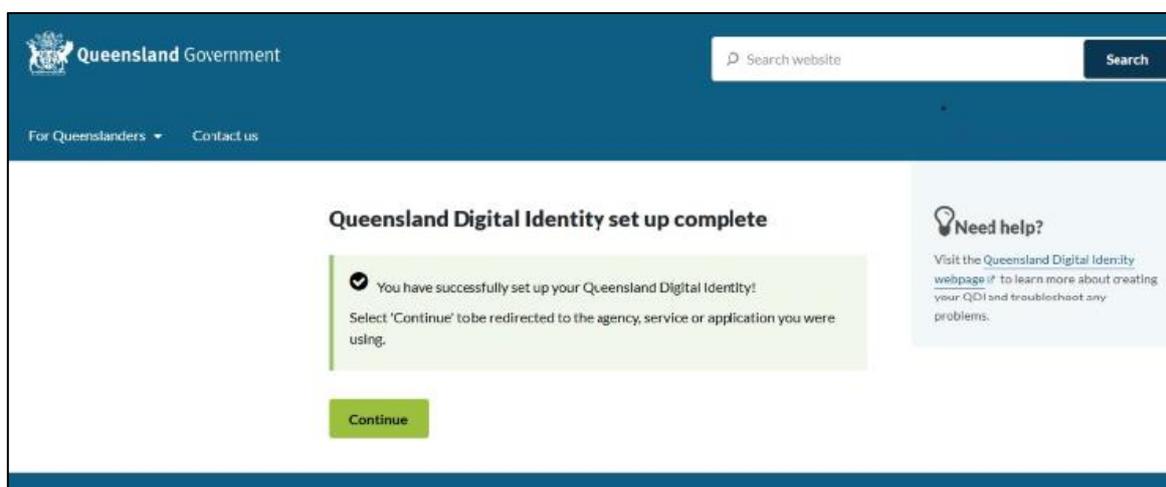


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

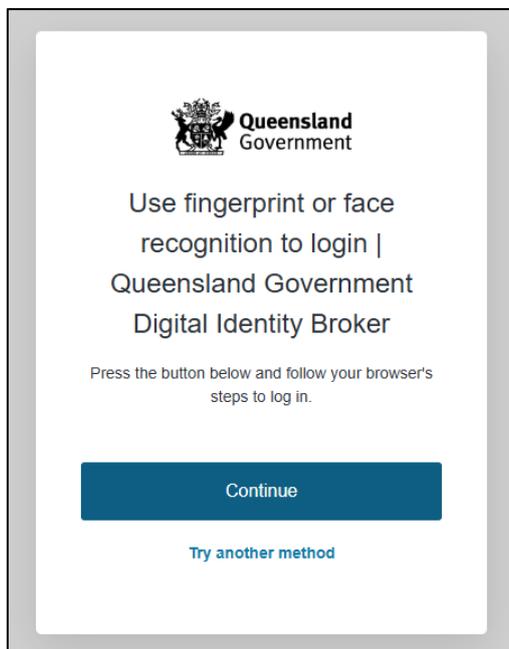
If you are not on a trusted device, click **Not on this device**.



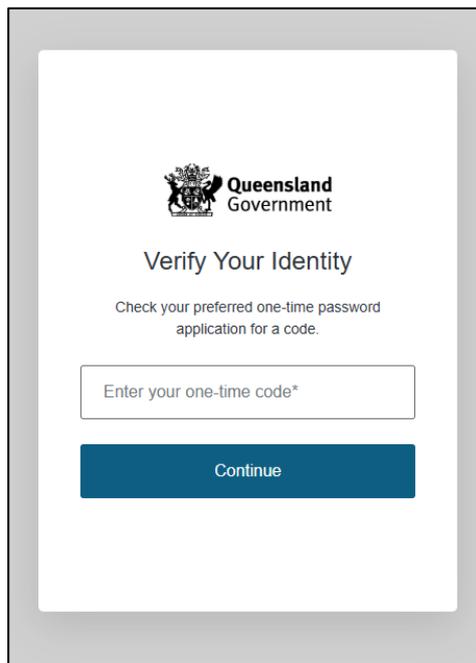
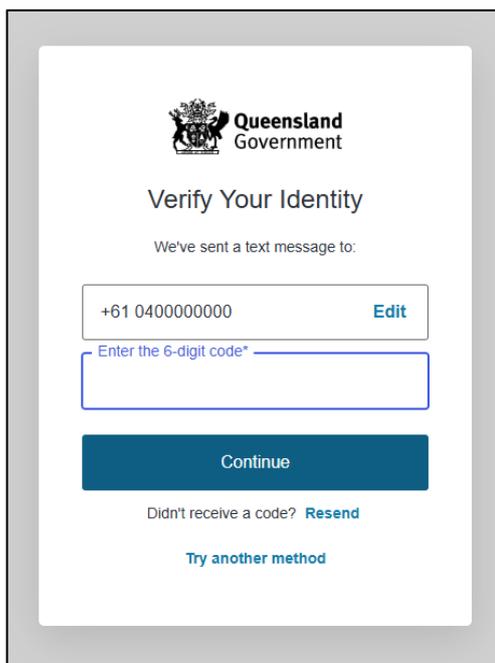
11. After successfully setting up your account, click **Continue**.



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**.



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**.



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 'Digital ID Exchange' interface. At the top left is the Queensland Government logo. The page title is 'Consent to share your details'. Below the title, it 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 an 'Email address' field with the value 'test@email.com'. Below this box is a consent 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 is a 'Cancel' link, and at the bottom right is a 'Continue' button. A link for 'terms of use and privacy statement' is also present.

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 in the 'Electoral Commission Queensland SELF SERVICE PORTAL'. The page has a dark header with the logo and navigation links for 'Log out' and 'About Us'. Below the header, there is a breadcrumb trail: 'Home > Register'. The main heading is 'Identity'. The first question is 'Are you on the Qld electoral roll?' with radio buttons for 'Yes' (selected) and 'No'. Below this is explanatory text: '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.' 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 is explanatory text: 'If you are enrolled to vote, enter your surname exactly as it appears on the electoral roll.' and 'If you are enrolled to vote, enter your given names exactly as they appear on the electoral roll.' The 'Date of Birth' field has a placeholder '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 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.

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.

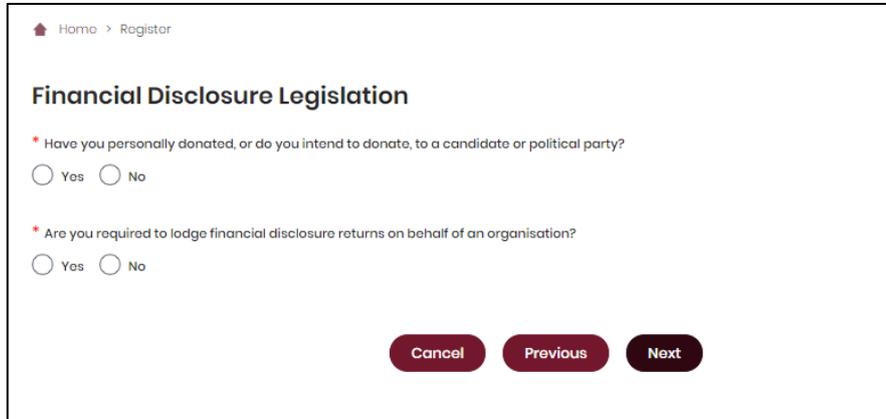
Home Phone Number:

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**.



Home > Register

Financial Disclosure Legislation

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

Yes No

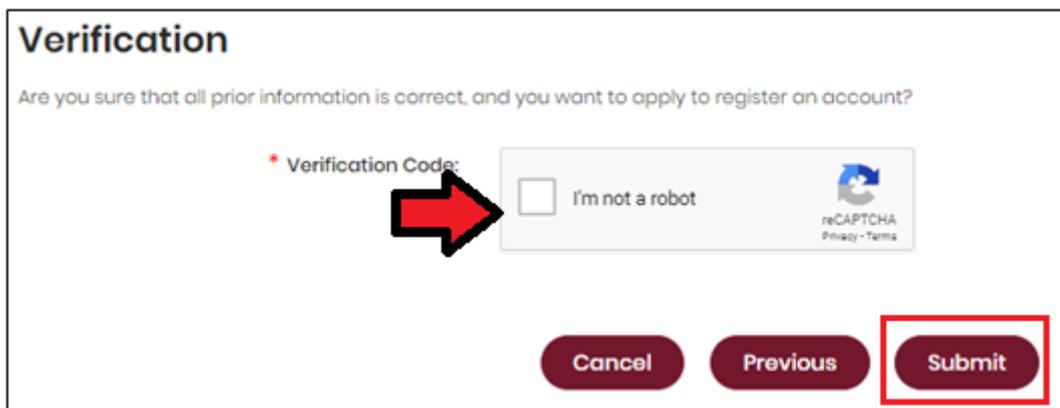
* Are you required to lodge financial disclosure returns on behalf of an organisation?

Yes No

Cancel Previous Next

- If you will be lodging returns as an **individual** donor or third party, answer **Yes** to the first question. You will then be prompted to enter your occupation and industry.
- 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.

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

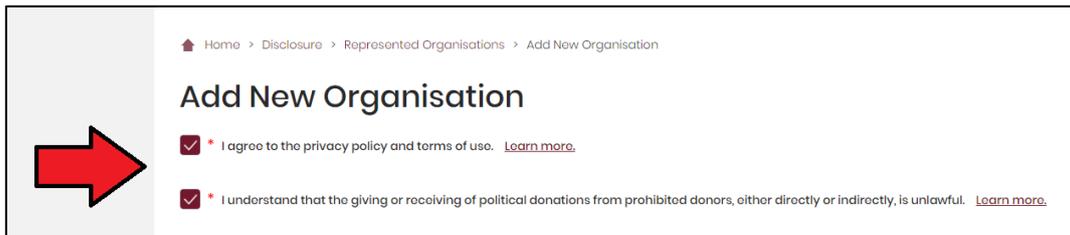
reCAPTCHA
Privacy - Terms

Cancel Previous Submit

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

18. If you are lodging returns as an **individual** donor or third party, skip to [step 16](#).

If you are lodging returns on behalf of an **organisation**, you will be asked to supply the details of the organisation that you represent. Agree to the privacy policy and terms of use and select the tick box indicating your understanding of the [Prohibited Donors Scheme](#).



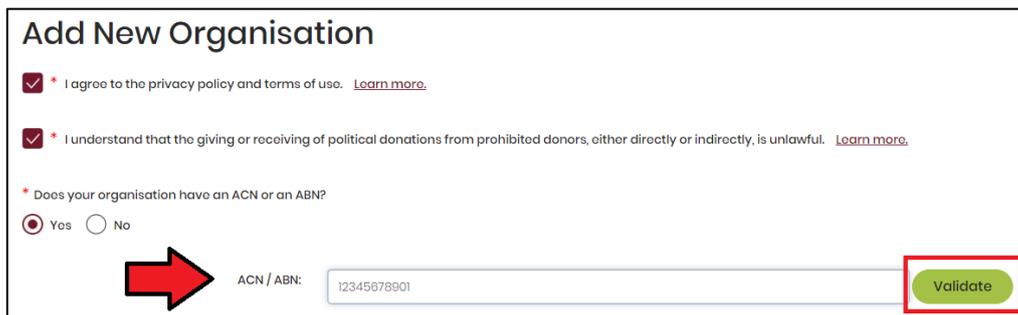
Home > Disclosure > Represented Organisations > Add New Organisation

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.](#)

19. If your organisation has an ACN or ABN, please choose **Yes** and validate the relevant number.



Add New Organisation

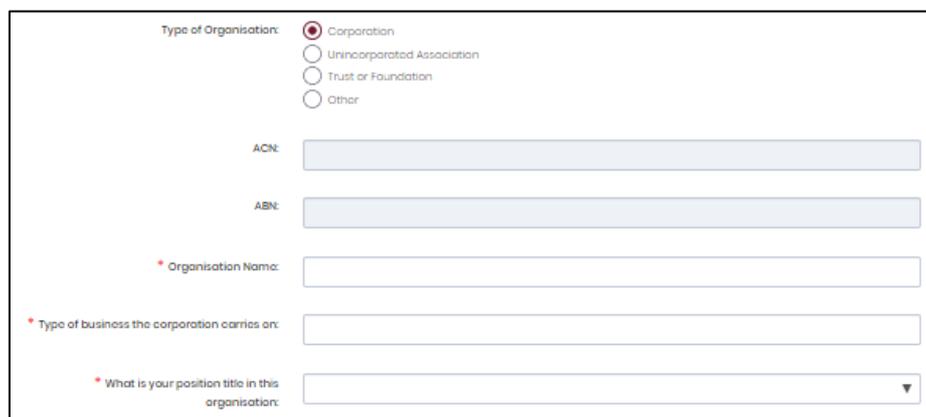
* I agree to the privacy policy and terms of use. [Learn more.](#)

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

* Does your organisation have an ACN or an ABN?
 Yes No

ACN / ABN:

20. Choose the type of organisation you are representing and complete the required fields.



Type of Organisation: Corporation
 Unincorporated Association
 Trust or Foundation
 Other

ACN:

ABN:

* Organisation Name:

* Type of business the corporation carries on:

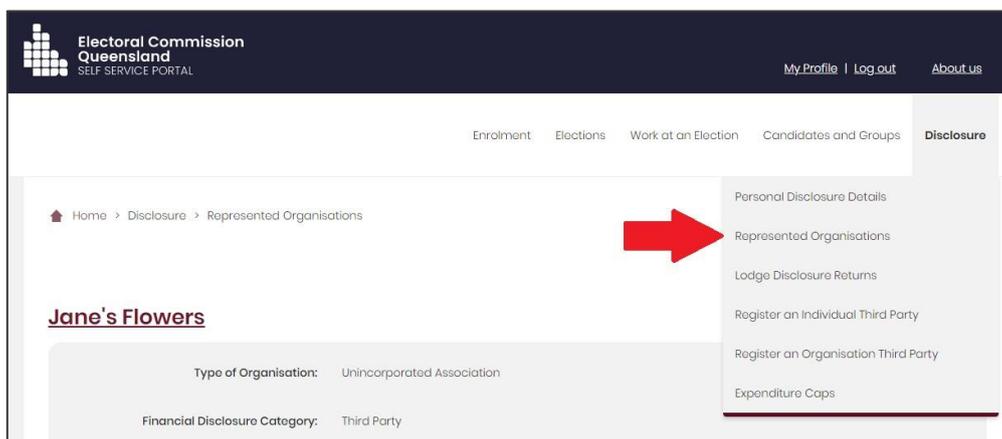
* What is your position title in this organisation:

21. After completing all required fields, choose **Save** to add the organisation to your SSP profile.

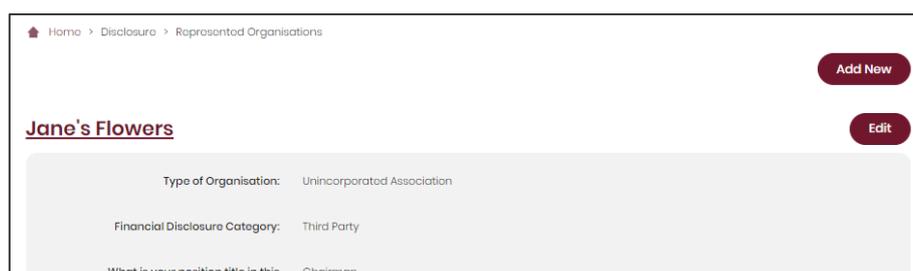


The screenshot shows a form for adding an organisation. At the top, there is a 'Country' dropdown menu with 'AUSTRALIA' selected. Below this are two buttons: 'Clear' and 'Add'. A table with columns 'Name', 'Address', and 'Action' is visible. At the bottom of the form, a red box highlights a 'Save' button.

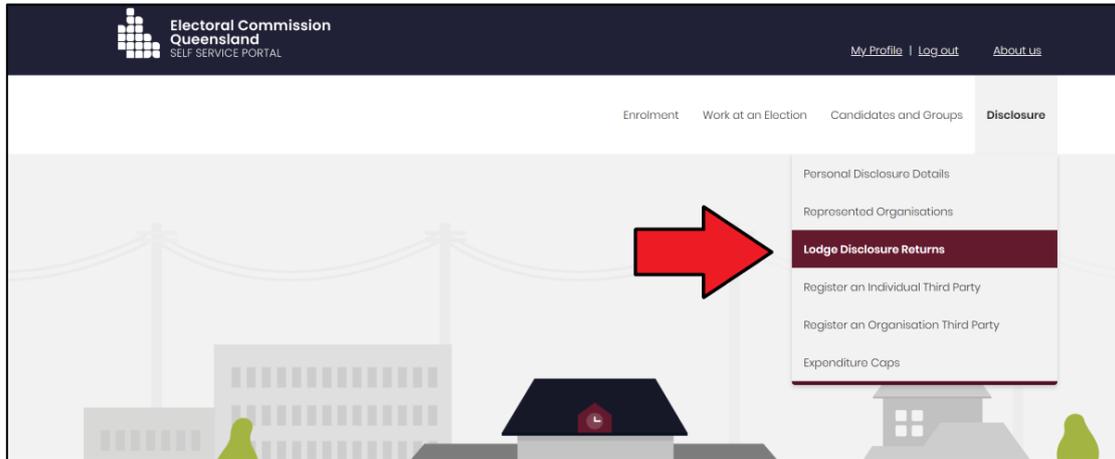
22. You can view and edit the organisations you represent in SSP at any time by opening the **Disclosure** dropdown menu at the top right of the screen then choosing **Represented Organisations**.



- New organisations can be added by choosing the **Add New** button at the top right.
- To edit an existing organisation's details, choose the **Edit** button opposite the organisation's name or select the organisation's name then choose **Edit** at the bottom of the screen.



23. You can now lodge returns in EDS by opening the **Disclosure** dropdown menu in the top right then choosing **Lodge Disclosure Returns**.



4. Registering your third party

If your third party incurs or is planning to incur \$6000 or more in electoral expenditure during the capped expenditure period for a local government election, you must register the third party with the ECQ. Both organisations and individuals can be registered as third parties.

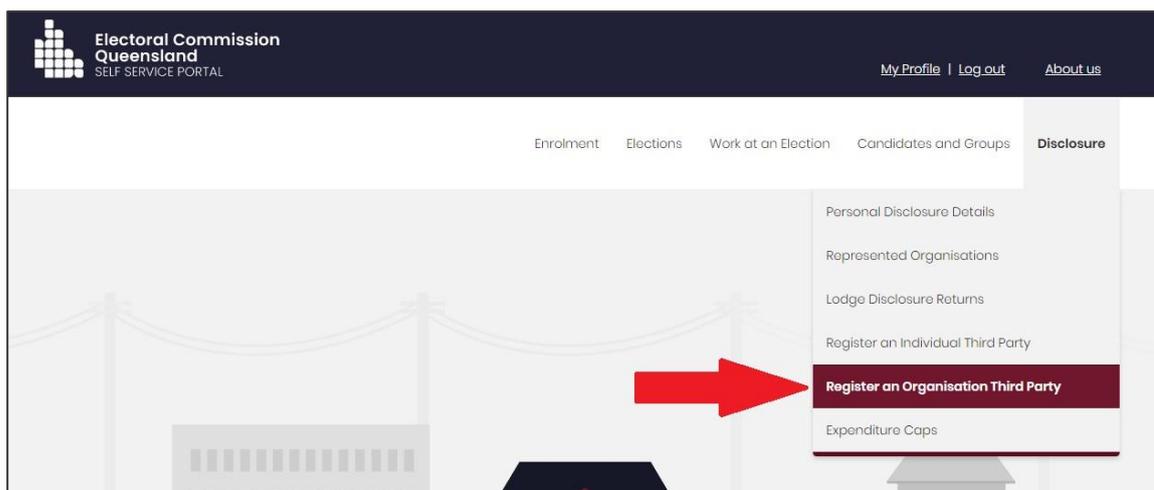
For further information refer to local government fact sheets 31 & 32 at ecq.qld.gov.au/factsheets.

To register a third party, please sign into SSP and follow the instructions below.

Register as an organisation if you are incurring electoral expenditure on behalf of an organisation whether a trust, corporation, foundation or another type of organisation. Register as an individual third party if you personally incur electoral expenditure.

4.1 Registering an organisation third party

1. When you're logged into SSP, open the **Disclosure** dropdown menu in the upper righthand corner of the page then choose **Register an Organisation Third Party**.



2. If you have already informed the ECQ that you will be lodging returns on behalf of an organisation, select **Register** next to the name of the organisation.

Otherwise select **Register** next to Add New Organisation.

Enrolment Elections Work at an Election Candidates and Groups Disclosure

Home > Disclosure > Register an Organisation Third Party

Are you registering this organisation for the first time, or have you registered on behalf of this organisation previously?

Add New Organisation Register

Jane's Flowers Register

3. If you've already entered information for an organisation, that information will be pre-filled on the registration page. If the information is not pre-filled, you will need to provide the name, type, and business address of the organisation. If the organisation has an ABN or ACN, enter the number.

Use the dropdown menu to select the election event you are registering for. (e.g., 2024 Local Government Elections)

Organisation Third Party Registration

* Which electoral event are you registering for?

Election Day:

* Name of the Organisation:

* Type of Organisation:

Corporation or Company

Unincorporated Association

Trust Fund or Foundation

Other

ABN/ACN:

Business Address

Google Address Search:

* Street Number:

* Street Name:

4. Continue down the registration page to name an agent for your third party. (All registered third party organisations must name an agent to be responsible for ensuring compliance obligations are met. For more information, refer to local government Fact Sheet 38 – Funding and disclosure overview for agents at ecq.qld.gov.au/factsheets).

Agent Details

* Surname of Agent:

* Given name of Agent:

Address of Agent

Google Address Search:

* Street Number:

* Street Name:

* Street Type:

* Locality:

* State:

* Postcode:

* Country:

Agent Contact Information

* Agent email:

If you are naming yourself as agent for the organisation, be sure to enter the same email address that you used to sign into SSP as the agent email.

5. You and the nominated agent for the organisation need to sign the third party registration form before it can be submitted. To do this, choose the **Print** button at the bottom of the registration page. (The **Upload** button will only be available after you have printed the form.)

Agent Contact Information

* Agent email:

* Agent phone number:

You must print, sign and upload the application form before it can be submitted.

After choosing **Print**, a tab or window called Application to register a third party (organisation) will open. The form is automatically filled out with your third party's details. The agent and contact person of the third party need to sign the form electronically or by printing it out and signing it. (The agent and contact person can be the same individual.) Be sure to save the form after signing.

Part D: Acceptance of agency appointment

I,

consent to being appointed as the agent of the third party outlined in Part B of this form. I further confirm that I am over 18 years of age, and that I have not been convicted of an offence against Part 11 of the *Electoral Act 1992*, or section 43C(4), Part 6, or Part 9 division 5 of the *Local Government Electoral Act 2011*.

Signature Date
(dd/mm/yyyy)

Part E: Third party declaration

Signature of contact person Date

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



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

Upload Signed Document

* File:

Form QSG04B - Organisation Registratio... 779.7KB

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

Event:

Form type:

8. With the form uploaded and showing under the heading Upload Signed Document, you can choose the **Submit** button to lodge your application to register a third party.

File Name	Form Type
Form OSC04B - Organisation Registration.pdf	Registration Form

You must print, sign and upload the application form before it can be submitted.

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

When asked to confirm if you're sure you want to submit your application, choose **Yes**.

9. Select **Close** to finalise registration or **here** to add your bank details. All registered third parties must provide bank details for their dedicated campaign bank account within 5 business days of submitting the application.

Confirm

Your application has been submitted. You will be notified of the ECQ's decision on your application as soon as possible.

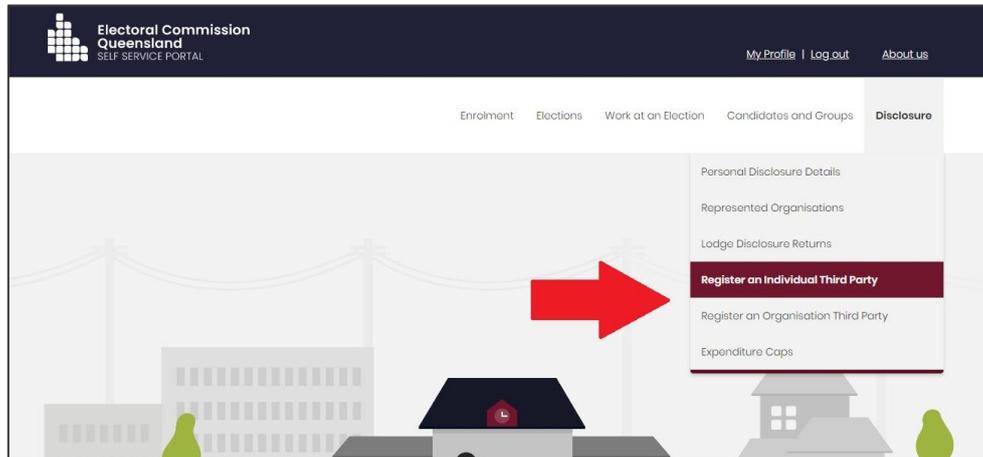
Please note: You must provide the bank details for your campaign account within 5 business days. Click [here](#) to provide those details.

[Close](#)

10. For assistance adding your bank details, go to [section 4.3 Add dedicated campaign bank account details](#).

4.2 Registering as an individual third party

1. When you're logged into SSP, open the **Disclosure** dropdown menu in the upper righthand corner of the page then choose **Register an Individual Third Party**.



2. Some of the information in the Individual Third Party Registration form will be prefilled from the electoral roll. Be sure to choose the election event (e.g., 2024 Local Government Elections) from the dropdown menu at the top of the page.

Individual Third Party Registration

* Which electoral event are you registering for?

Election Day:

* Surname of Third Party:

* Given Name of Third Party:

* Date of Birth:

Residential Address

143 GRAFTON ST, WARWICK, QLD 4370

Business Address

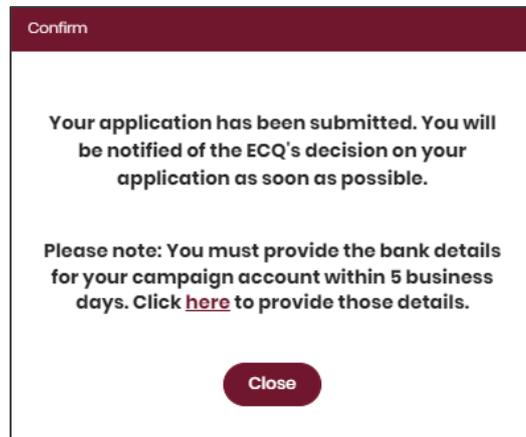
Google Address Search:

Street Number:

Street Name:

After filling out all the required fields, choose **Submit** at the bottom of the page.

3. Select **Close** to finalise registration or **here** to add your bank details. All registered third parties must provide bank details for their dedicated campaign bank account within 5 business days of submitting the application.



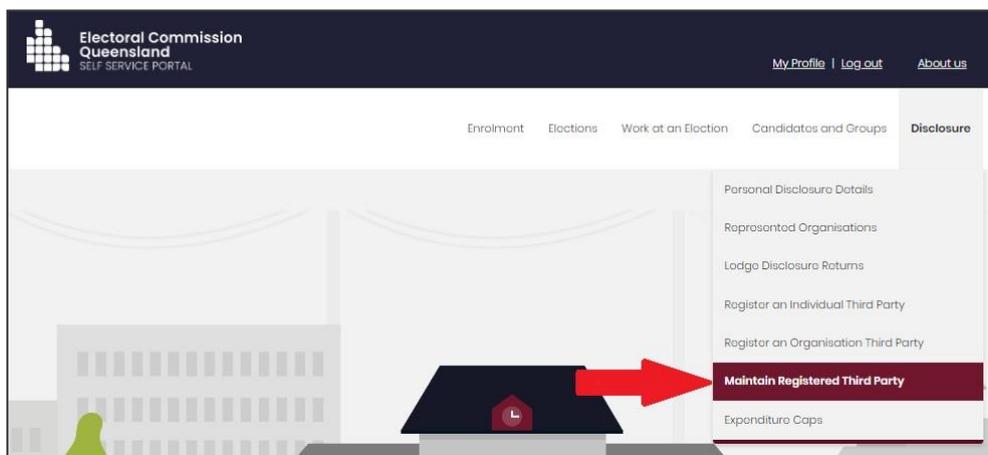
4. For assistance adding your bank details, go to [section 4.3 Add dedicated campaign bank account details](#).

4.3 Add dedicated campaign bank account details

All registered third parties must register the details of their dedicated campaign bank account with the ECQ within 5 business days of submitting their registration.

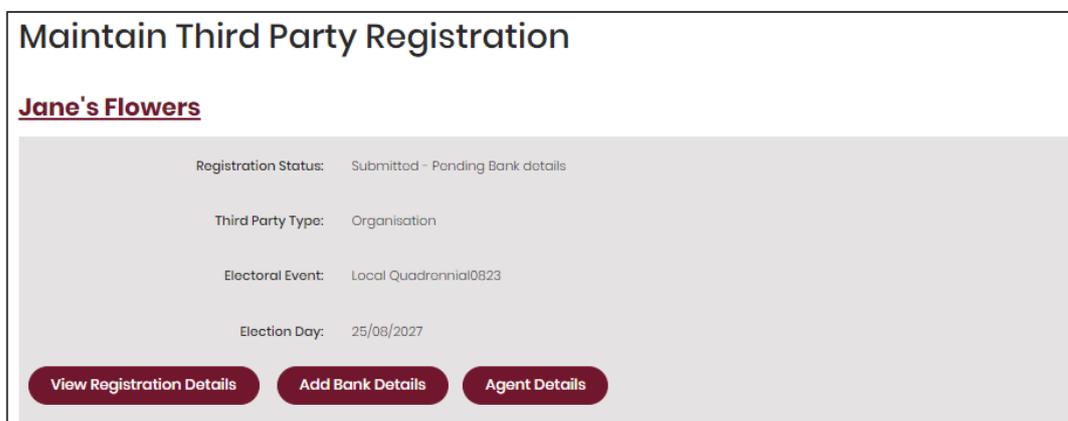
For more details about dedicated campaign bank accounts, please refer to local government Fact Sheet 33 – Dedicated campaign bank accounts for third parties at ecq.qld.gov.au/factsheets.

1. From the main page of SSP, select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. On the Maintain Third Party Registration page, you will see the details of your registered third party.

Choose the **Add Bank Details** button under the third party details.



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 Number: -

* Account Number:

Back **Print** **Upload** **Submit**

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

 **Electoral Commission**
QUEENSLAND

Bank account details
For third parties

The *Electoral Act 1992* requires registered third parties to keep and maintain a **State campaign account** with a financial institution, which is used to pay for all electoral expenditure for State elections.

The *Local Government Electoral Act 2011* requires registered third parties to operate a **dedicated account** with a financial institution, which is used to pay for all electoral expenditure for local government elections.

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

A registered third party's 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.

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

Print **Upload** **Submit**

- Use the **Browse** button to navigate to and select the saved file on your device to upload to SSP. Choose **Save**.

Upload Signed Document

Upload Signed Document

* File:

Organisation Third Party Bank Details.pdf 850.0KB

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

Event:

Form type:

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

Bank Details

* Name of financial institution:

* Name of account:

* BSB Number: -

* Account Number:

Upload Signed Document

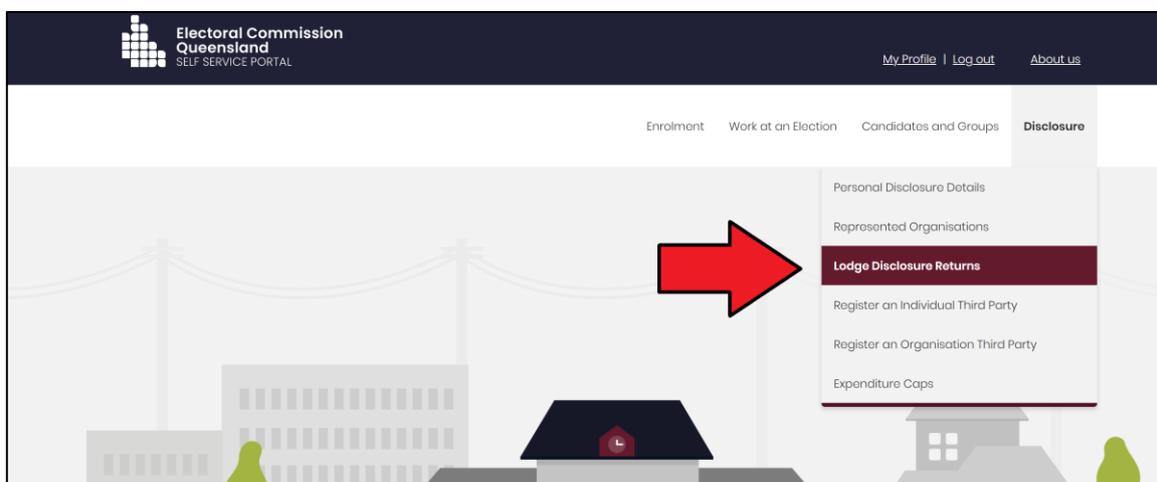
File Name	Form Type
Organisation Third Party Bank Details.pdf	Campaign account details - Third parties

- Congratulations on registering your third party and adding your dedicated campaign bank account details!

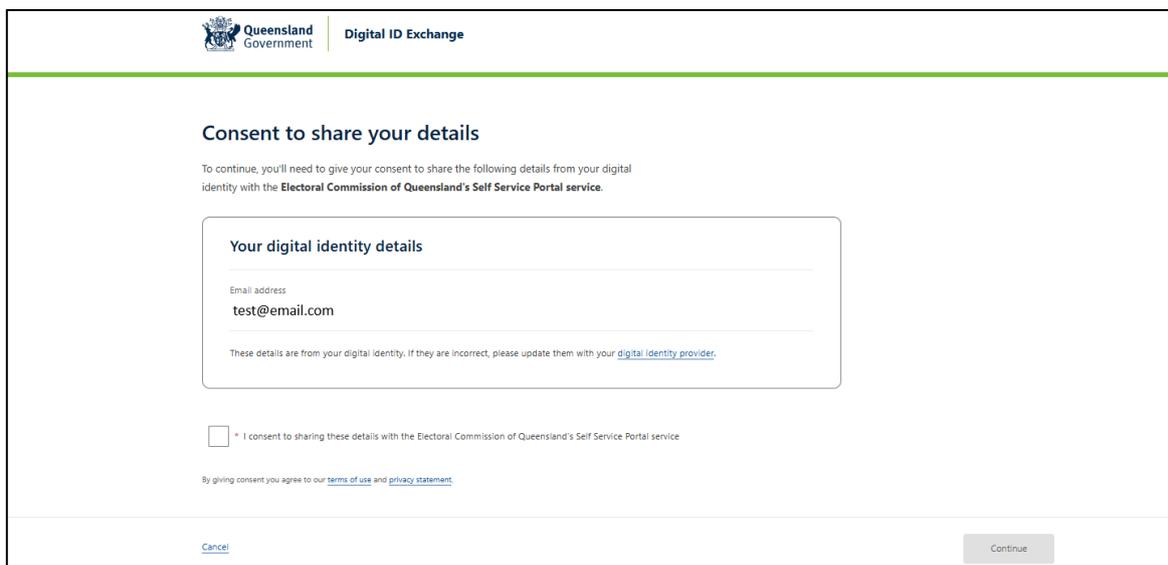
5. Logging into EDS

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

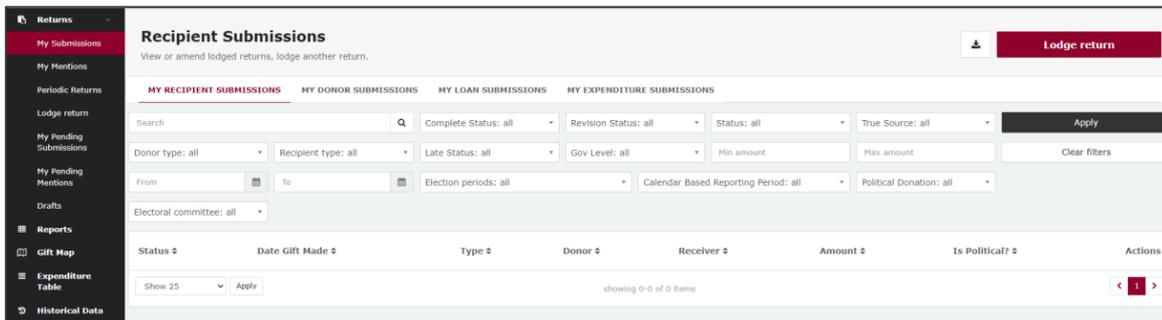
1. When logged into SSP (selfserv.elections.qld.gov.au), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



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**.

A screenshot of a consent form titled "Consent to share your details". The form is part of the Queensland Government Digital ID Exchange. It asks the user to consent to sharing their digital identity details with the Electoral Commission of Queensland's Self Service Portal service. The form includes a section for "Your digital identity details" with a text input field for "Email address" containing "test@email.com". Below this, there is a checkbox for consent and a "Continue" button. The form also includes a "Cancel" button and a link to the terms of use and privacy statement.

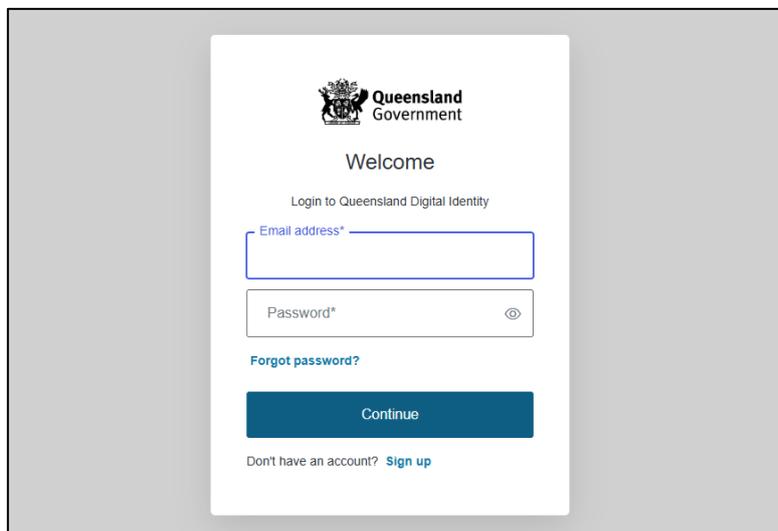
3. You will now see the main page of EDS.



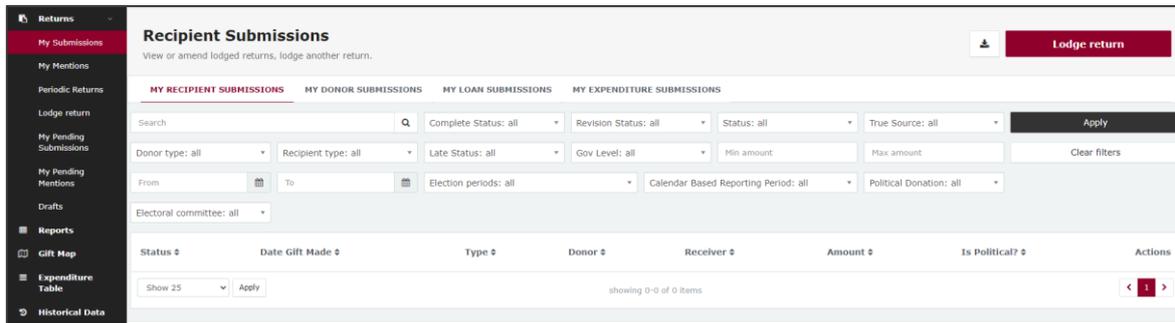
4. You can also access EDS directly at disclosures.ecq.qld.gov.au. Choose **Login/Register** in the top right-hand corner.

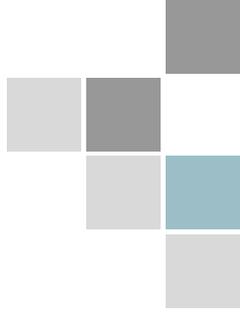


5. Log into EDS using your QDI email address and password.



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.





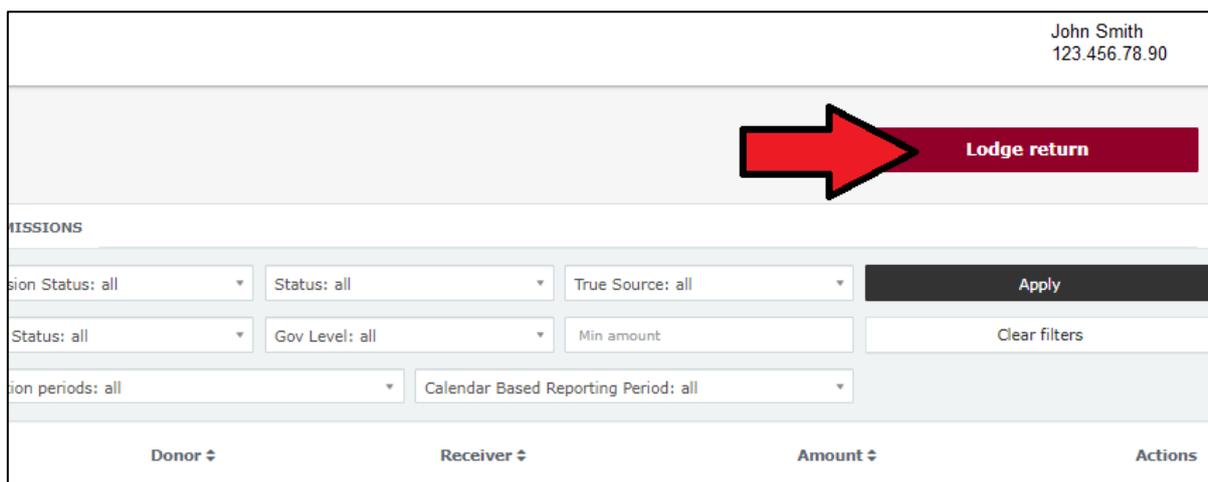
6. Disclosing gifts made

A person or organisation that makes a gift of \$500 or more to or for the benefit of a candidate, a group of candidates, a registered political party or another third party must lodge a return with the ECQ within 7 business days.

Gifts are cumulative. It does not matter if a gift was made in small amounts or all at once. Once the threshold of \$500 is met, all previous and future gifts to the same election participant must be disclosed.

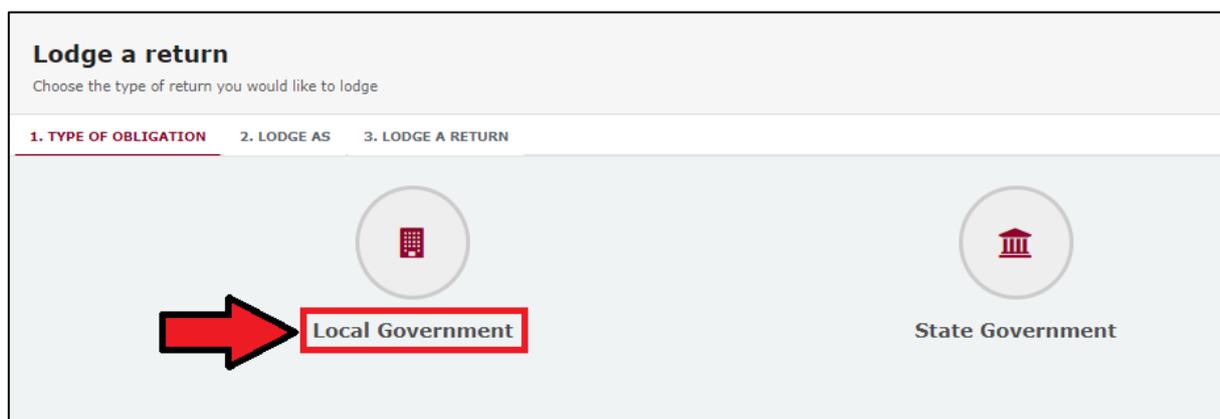
To lodge a return for a gift made to a participant in a local government election, please use the following instructions.

1. Begin lodging a return by choosing the maroon **Lodge return** button in the upper right corner of EDS.



The screenshot shows the top right corner of the EDS interface. The user's name 'John Smith' and phone number '123.456.78.90' are displayed. A maroon button labeled 'Lodge return' is highlighted with a red arrow. Below this is a section for 'MISSIONS' with various filters and an 'Apply' button. At the bottom, there are columns for 'Donor', 'Receiver', 'Amount', and 'Actions'.

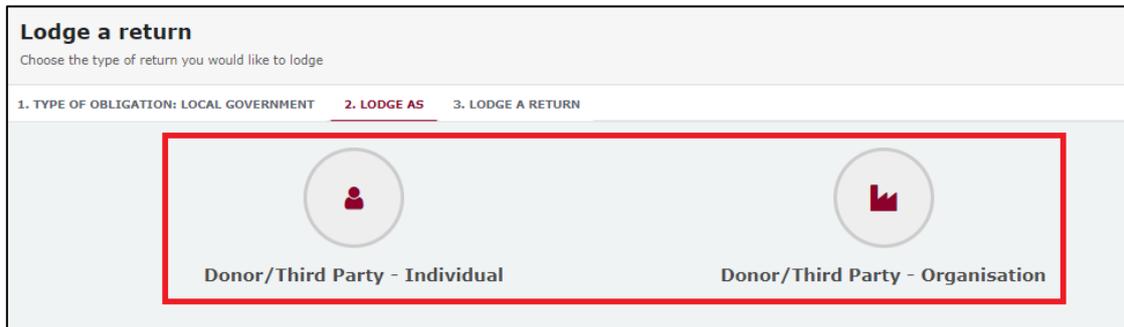
2. Under Type of Obligation, select **Local Government**.



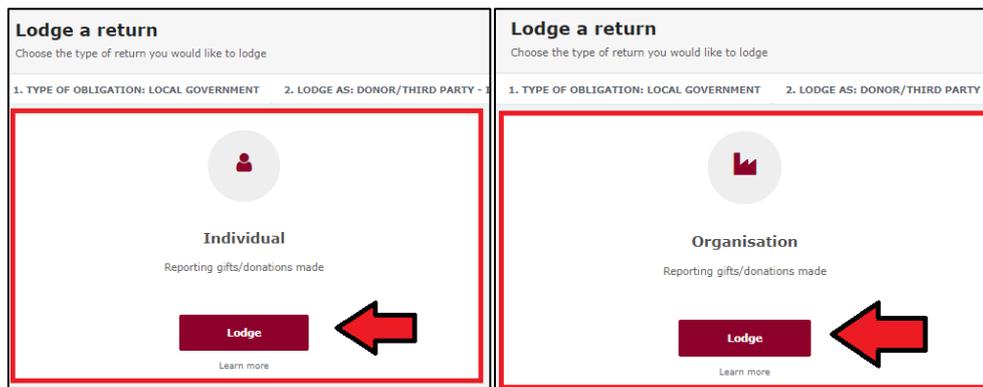
The screenshot shows the 'Lodge a return' screen. The title is 'Lodge a return' and the subtitle is 'Choose the type of return you would like to lodge'. There are three tabs: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. Under '1. TYPE OF OBLIGATION', there are two options: 'Local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

3. If you are lodging a return as an individual, choose **Donor/Third Party – Individual**.

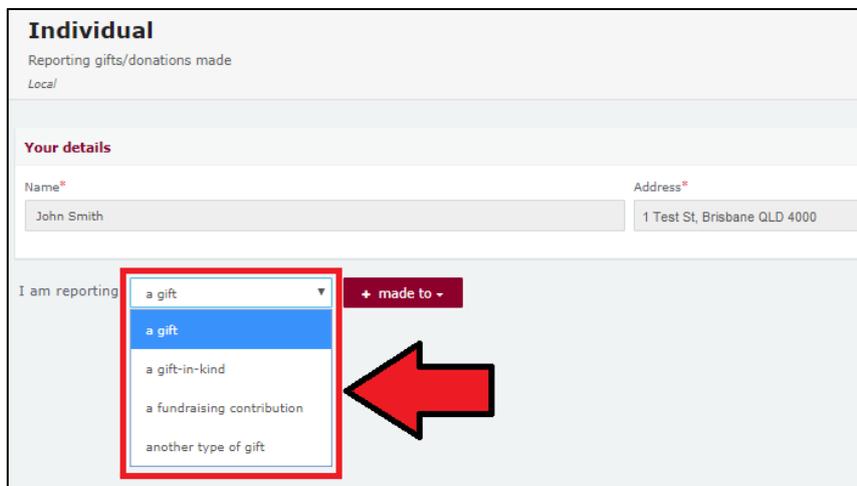
If you are lodging on behalf of an organisation, choose **Donor/Third Party – Organisation**.



4. Choose the **Lodge** button under Reporting gifts/donations made.



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



6. Choose who you or your organisation made the gift to (e.g., a local candidate or a registered political party).

The screenshot shows the 'Individual' reporting form. The title is 'Individual' with the subtitle 'Reporting gifts/donations made' and 'Local'. Under 'Your details', there are fields for 'Name*' (John Smith) and 'Address*' (1 Test St, Brisbane QLD 4000). Below this is a section 'I am reporting' with a dropdown menu currently set to 'a gift'. A red box highlights the dropdown menu, and a red arrow points to it. The dropdown menu options are: '+ made to -', 'a local candidate', 'a group of candidates', 'a registered political party', 'another person', and 'another organisation'.

7. Complete all mandatory fields.

The screenshot shows the 'Reporting a Gift made to Local Candidate' form. It has a title bar 'Reporting a Gift made to Local Candidate'. Below it are fields for 'Name of candidate *' (BOBBY BALSTON) and 'Local Group:' (Not a Member of a Group). The 'Gift Particulars' section includes 'Description of Gift *' (Monetary Donation), 'Amount *' (750.00), 'Date made *' (25/07/2023), and 'Event *' (Please select an event). At the bottom, there is a question 'Are you the source of the Gift?*' with radio buttons for 'Yes' (selected) and 'No'.

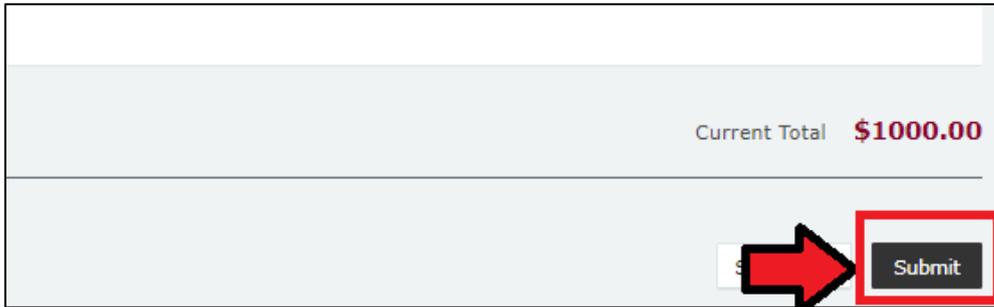
Additional gifts can be disclosed in the same return by using the dropdown menus at the bottom of the page and repeating the steps above.

8. You can save a draft copy of your return at any time by selecting **Save draft**.

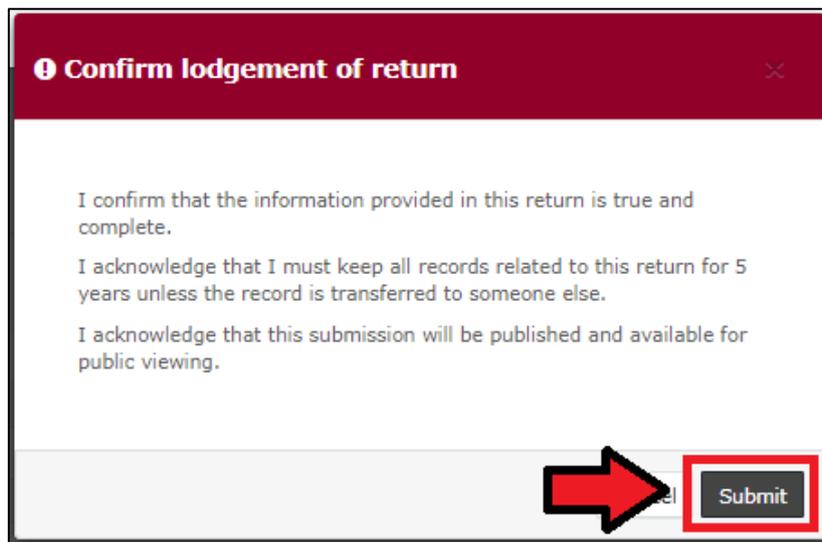
The screenshot shows the bottom of the form. It displays 'Current Total \$1000.00'. At the bottom right, there are two buttons: 'Save Draft' and 'Submit'. A red arrow points to the 'Save Draft' button, which is highlighted with a red box.

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

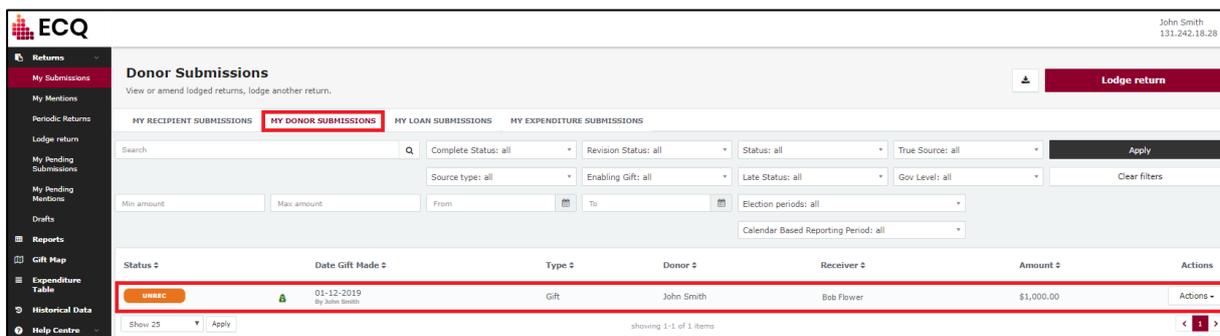
9. Choose the **Submit** button to lodge your return.



10. Choose **Submit** again to confirm the information in your return is correct. If you are making a gift of over \$1000 (cumulative) to a registered political party, please see the note at the end of this section.

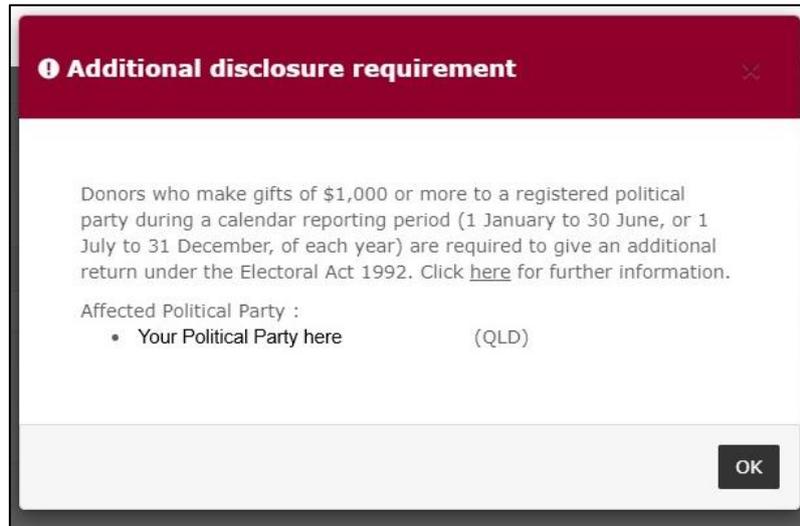


11. Your return will appear in your My Donor Submissions page as well as on the public Gift Map and Reports pages.



If the recipient is required to lodge a corresponding return, the status of your return will appear as 'UNREC' ('Unreconciled'). Otherwise, the status of your return will appear as 'NCR' ('No Corresponding Return') to signify that a corresponding return from the recipient is not required.

NOTE: If you are making a gift to a registered political party of over \$1,000, an additional box will pop up before the confirmation box.



Those who make gifts to a registered political party of over \$1000 (cumulative within a reporting period) must lodge a second return in EDS under the *Electoral Act 1992*. You can choose the link in the pop up box to [view the instructions](#).

7. Disclosing electoral expenditure incurred

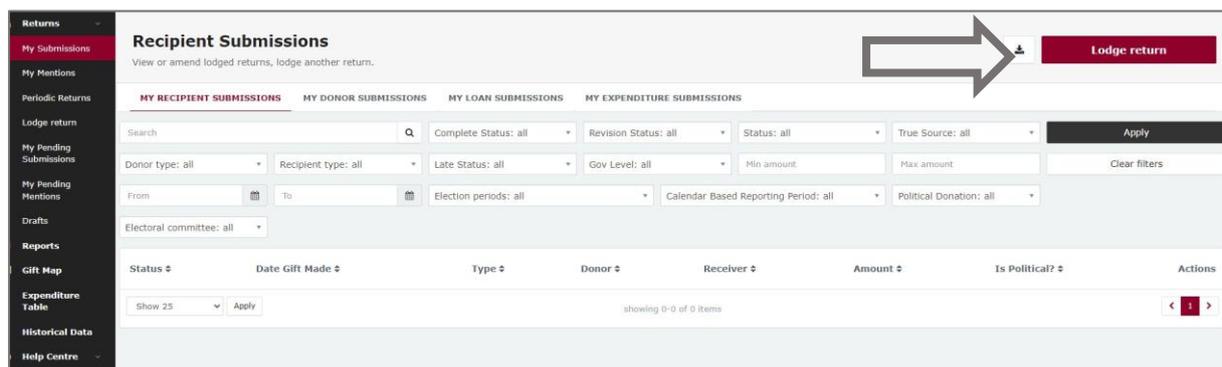
Registered third parties and donors (or those who should be registered) who incur electoral expenditure totalling \$500 or more are required to disclose the details of the expenditure in a return.

Electoral expenditure can be disclosed individually (see [section 7.1](#)) or using a bulk upload spreadsheet (see [section 7.2](#)).

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

To lodge a return for electoral expenditure in EDS, please use the following instructions. You can access EDS by logging into SSP as above then choosing **Lodge Disclosure Returns** in the upper righthand corner or by visiting disclosures.ecq.qld.gov.au and choosing login in the upper righthand corner. You will use the same QDI username (email address) and password as you use for SSP.

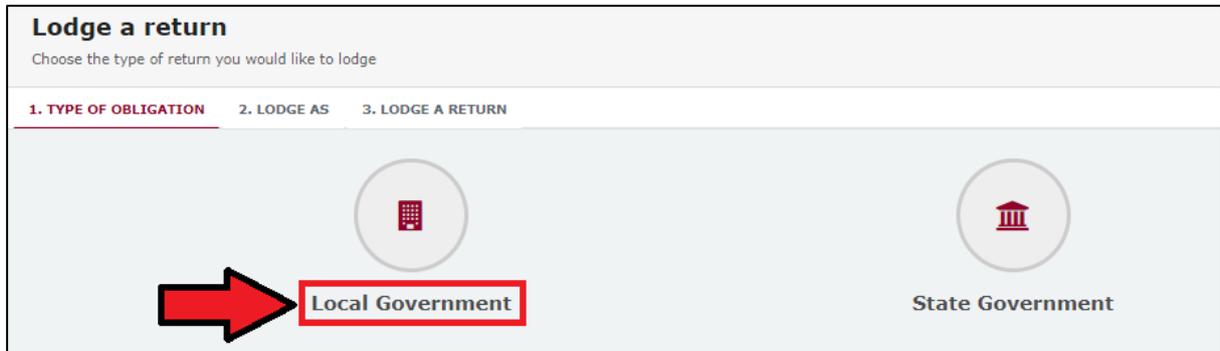
When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.



7.1 Disclosing electoral expenditure individually

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

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



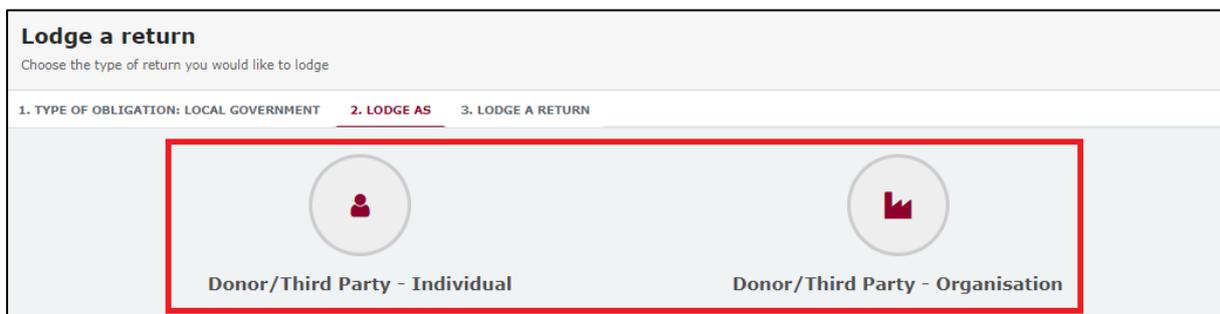
Lodge a return
Choose the type of return you would like to lodge

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

Local Government State Government

2. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.

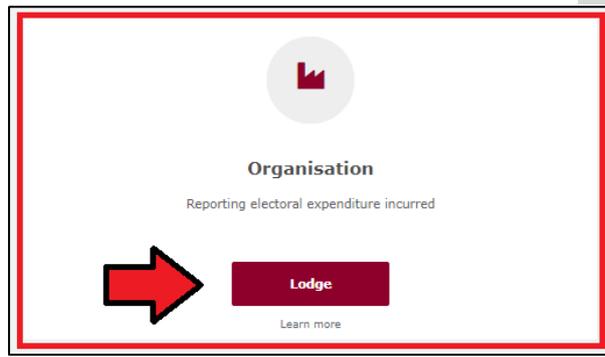
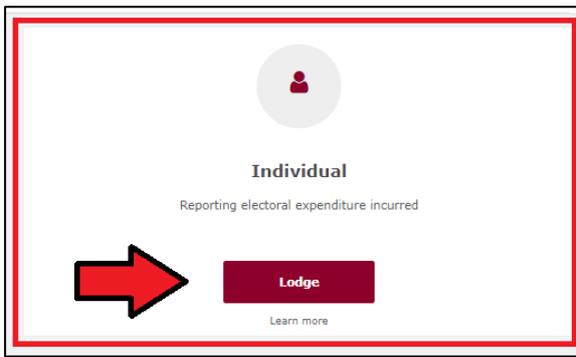


Lodge a return
Choose the type of return you would like to lodge

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

Donor/Third Party - Individual Donor/Third Party - Organisation

3. On the Lodge a Return page, select the **Lodge** button in the Individual (or) Organisation: Reporting electoral expenditure incurred box.



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

5. Please complete all mandatory fields (marked with a red asterisk).

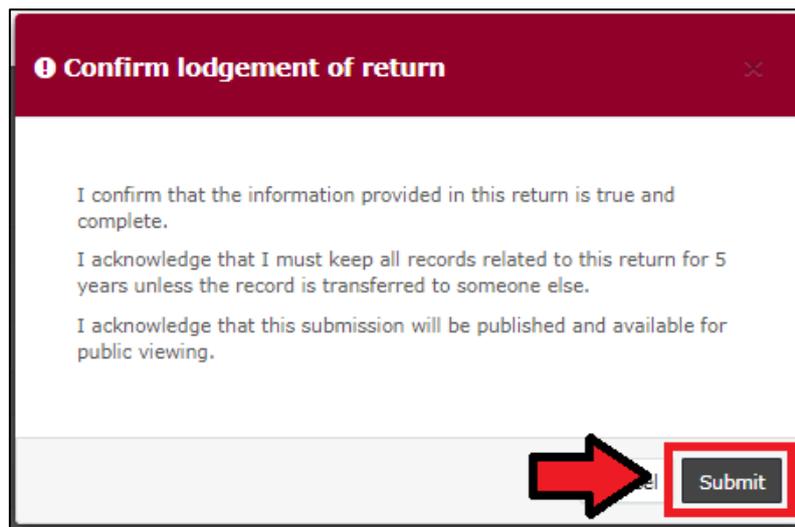
You can disclose additional items of electoral expenditure in the same return by clicking the **+ Add new item** button at the bottom of the page and repeating the steps above.

6. A draft of your return can be saved at any time but choosing the **Save Draft** button. Your previously saved drafts can be found under 'Drafts' in the side menu.

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

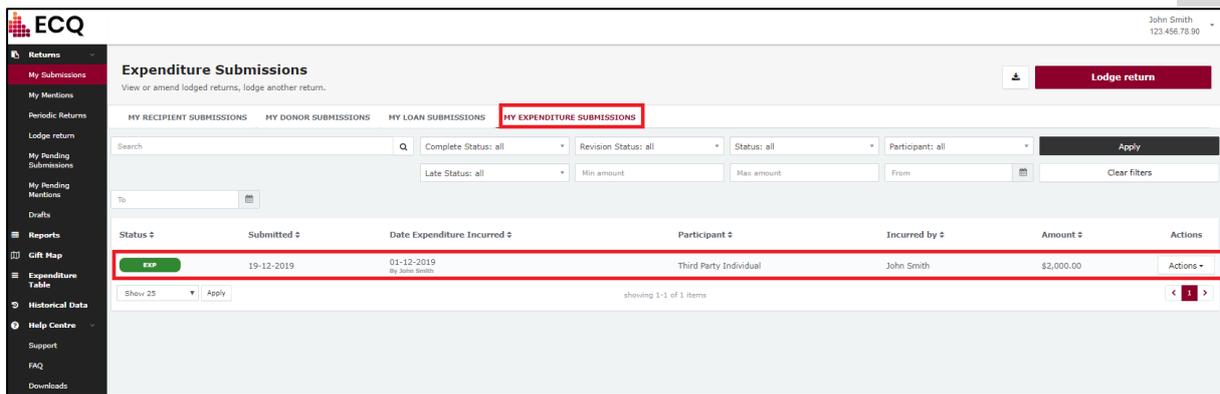


8. Choose **Submit** again to confirm the information contained in the return is correct.



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

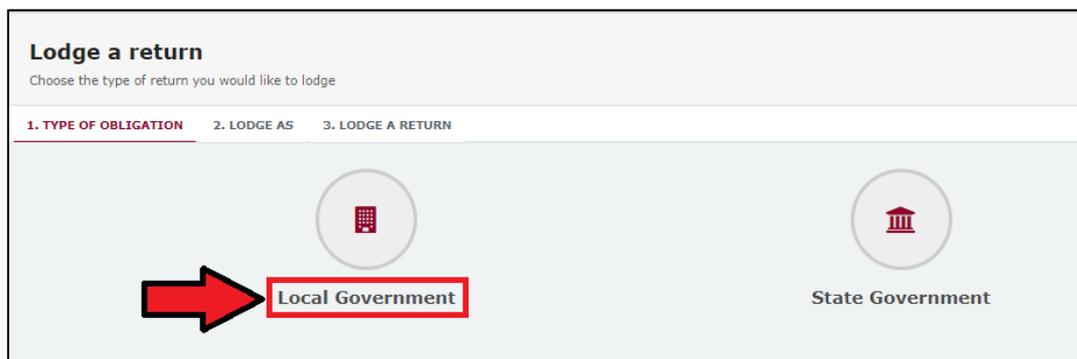
Electoral expenditure **Status** will display as EXP (expenditure) to signify that electoral expenditure has been disclosed.



7.2 Disclosing electoral expenditure using a bulk upload spreadsheet

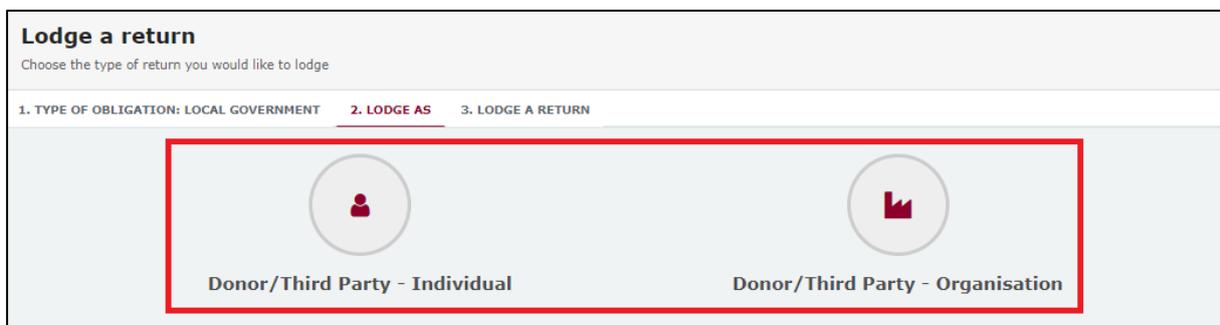
To lodge a return for multiple items of electoral expenditure using a bulk upload spreadsheet, please use the following instructions.

1. On the Type of obligation page, select **Local Government**.

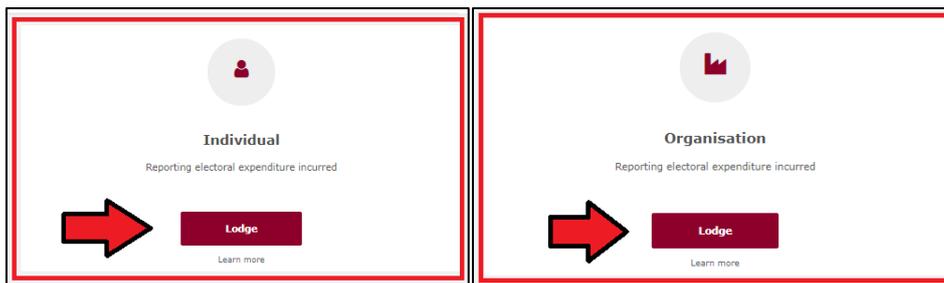


2. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.



3. On the Lodge a Return page, select the **Lodge** button in the 'Individual (or Organisation: Reporting electoral expenditure incurred)' box.



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



5. Once downloaded, open the Excel file.

Note:

- Google Chrome downloads generally appear in the lower left of the page.
 - Internet Explorer downloads generally appear in a pop-up box.
 - Apple Safari downloads are available in the download icon in the lower right of the screen.
6. When you have the excel file open, be sure to **Enable Editing** then enter mandatory fields, such as supplier name and address, description of goods or services, purpose of expenditure, amount and date.
 - Be sure to enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
 - Please do not change, add or remove any of the spreadsheet's headings or columns. The template will not upload properly if these are changed. This

includes wording pasted from a different document – it must match the options available from any drop-down lists in the template (e.g. State).

- Country is only required for overseas addresses.

Supplier						Date of expenditure	Amount	Description	Purpose
Name	Street	Suburb	State	Postcode	Country				
Printers R Us	1 Supplier St	Brisbane	QLD	4000		1/12/2019	2000.00	Printing of 10,000 x DL flyers	To promote my candidacy and my
Visage Folio	1 Aukland St	Aukland CBD, Aukland	Overseas	1010	New Zealand	15/12/2019	500.00	Social media promotion	To boost posts on my Visage Folio
Tee Central	1 Central St	Brisbane	QLD	4000		16/12/2019	60.00	Production of 2 x t-shirts displaying	To produce t-shirts to be worn by d

- Once you have entered all expenditure items into the spreadsheet, save the file to a safe location on your device.
- When you're ready to upload the spreadsheet, navigate back to 'Lodge your return' and choose **+ Bulk upload**. You can then select **Upload template** from the dropdown menu.



- Select the file to upload and then select **Next**.
 - A draft copy of your return can be saved at any time by choosing the **Save Draft** button.
- You can access your draft returns by opening **Drafts** from the left-hand menu.
- Select the **Submit** button to lodge your return.

Current Total **\$2560.00**

Submit

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

Confirm lodgement of return

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

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

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

Submit

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

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

ECQ John Smith
123 456 78 90

Returns

- My Submissions
- My Mentions
- Periodic Returns
- Lodge return
- My Pending Submissions
- My Pending Mentions
- Drafts
- Reports
- GR Map
- Expenditure Table
- Historical Data
- Help Centre
- Support
- FAQ

Expenditure Submissions

View or amend lodged returns, lodge another return.

Lodge return

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

Search: Complete Status: all Revision Status: all Status: all Participant: all **Apply**

Late Status: all Min amount: Max amount: From: **Clear filters**

To:

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
exp	19-12-2019	01-06-2019 <small>By John Smith</small>	Third Party Individual	John Smith	\$500.00	Actions
exp	19-12-2019	12-06-2019 <small>By John Smith</small>	Third Party Individual	John Smith	\$60.00	Actions
exp	19-12-2019	15-05-2019 <small>By John Smith</small>	Third Party Individual	John Smith	\$2,000.00	Actions

Show 25 Apply showing 1-3 of 3 items < 1 >

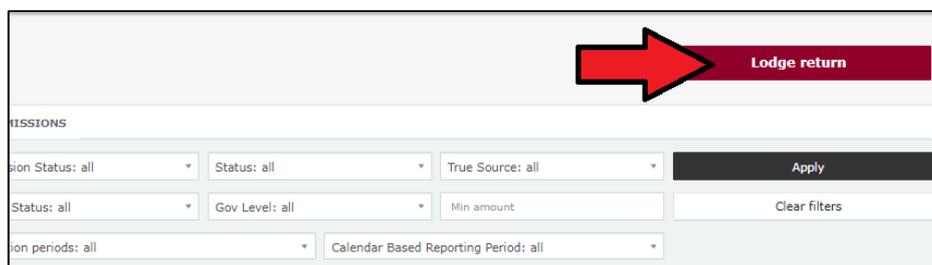
8. Disclosing a gift received in EDS

Donors or third parties who receive gifts of \$500 or more are required to disclose the details of the gift in a return if they use it to incur or reimburse political expenditure in a local government election.

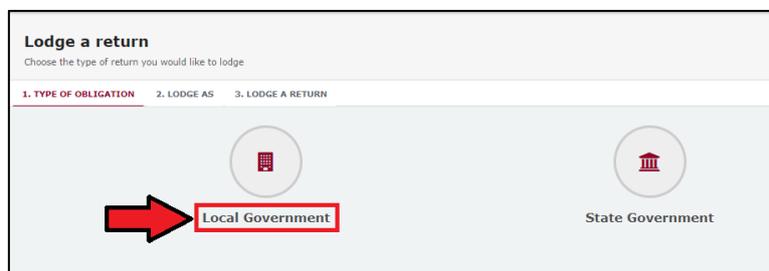
Political expenditure includes expenditure incurred in the form of electoral expenditure or gifts made to a participant in the election.

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

1. Choose **Lodge return** from the Submissions page in EDS.

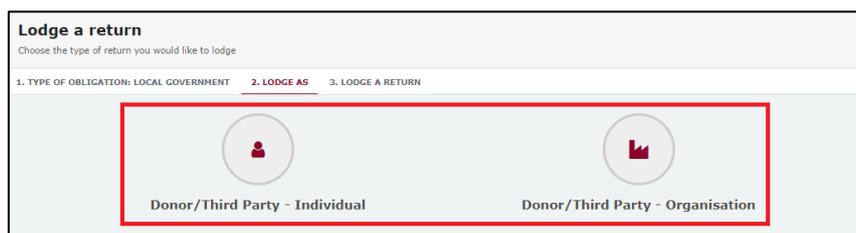


2. On the Type of Obligation page, choose **Local Government**.

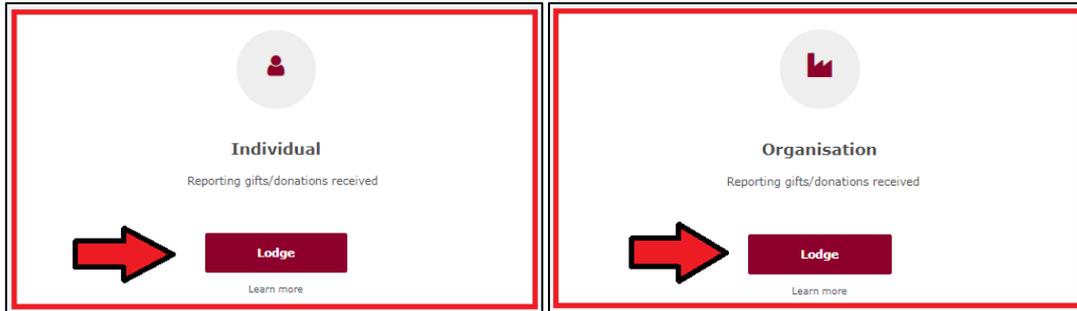


3. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.



4. On the Lodge a Return page, select the **Lodge** button in the Individual (or) Organisation: Reporting gifts/donations received box.



5. From the dropdown menu, choose the type of gift received. (e.g., a gift-in-kind or a fundraising contribution)

The screenshot shows the 'Individual' reporting form. The 'Your details' section includes 'Name*' (John Smith) and 'Address*' (1 Test St, Brisbane QLD 4000). The 'I am reporting' dropdown menu is open, showing options: 'a gift', 'a gift-in-kind', 'a fundraising contribution', and 'another type of gift'. A red arrow points to the 'a gift' option.

6. Choose the donor type from the **+ received from** dropdown menu.

The screenshot shows the 'Individual' reporting form. The 'I am reporting' dropdown menu is set to 'a gift'. The '+ received from' dropdown menu is open, showing options: 'an Individual', 'a Corporation', 'an Unincorporated Association', 'a Trust Fund or Foundation', 'a Registered Industrial Organisation', and 'Another type of Entity'. A red arrow points to the 'an Individual' option.

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

Reporting a Gift received from an individual

Name *
Donny Donor

Street *
1 Test St

Suburb/Town *
Brisbane

State *
QLD

Postcode *
4000

Gift Particulars

Description of Gift Received *
Monetary donation

Amount *
1000

Date made *
01/12/2019

Date gift used *
11/12/2019

Event *
2020 LG Elections

Individual's Occupation *
Doctor

Is the individual employed, self-employed or otherwise engaged in an industry? *
 Yes No

Industry *
Healthcare

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

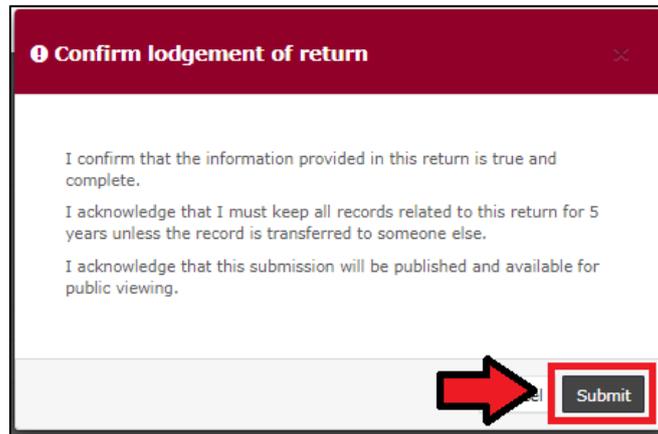
Is this Individual the source of the Gift? *
 Yes No

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.

Current Total **\$1000.00**

Submit

9. To confirm the information in your return is correct, select **Submit** again.



10. The gift received will display on the Recipient Submissions page under the My Recipient Submissions tab.

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

Recipient Submissions
View or amend lodged returns, lodge another return. Lodge return

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

Search Complete Status: all Revision Status: all Status: all True Source: all

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

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

Electoral committee: all

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

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

9. Submitting an election summary return

Donors and third parties are required to lodge an election summary return within 15 weeks of election day if they:

- make gifts of \$500 or more to a local government election participant
- receive gifts of \$500 or more that enable them to incur political expenditure
- are registered as a third party for the election.

Political expenditure includes expenditure incurred in the form of electoral expenditure or gifts made to a participant in the election.

In this return, you are required to disclose the total value of any gifts you made, the total value of any gifts you received, and the total number of entities that made those gifts. For registered third parties, you are also required to disclose the total value of electoral expenditure you incurred.

Unregistered third parties will find instructions for submitting an election summary return on the next page. Registered third parties can proceed to [section 9.2](#).

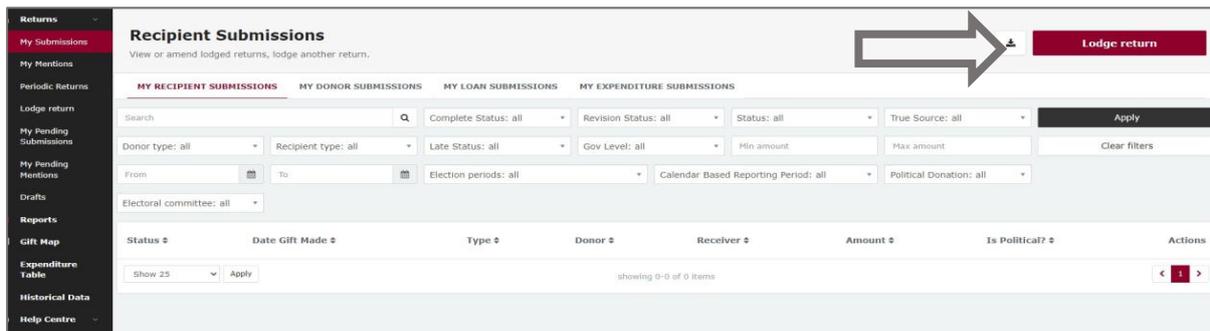
Important: Prior to submitting your election summary return, you must lodge a separate return in EDS for:

- each gift of \$500 or more (cumulatively) you made to an election participant during the election (see [section 6](#))
- each amount of electoral expenditure you incurred for the election (see [section 7](#))
- each gift of \$500 or more (cumulatively) you received and used for political expenditure (see [section 8](#)).

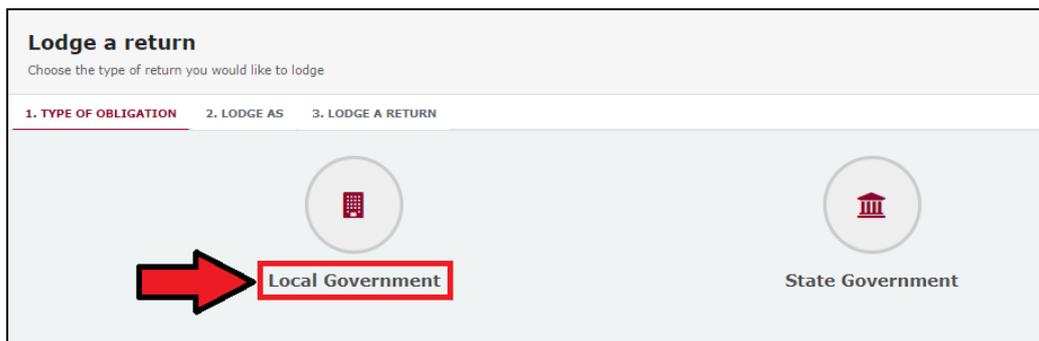
9.1 Submitting an election summary return as an unregistered third party

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

1. From the My Submissions page of the EDS, choose **Lodge Return**.

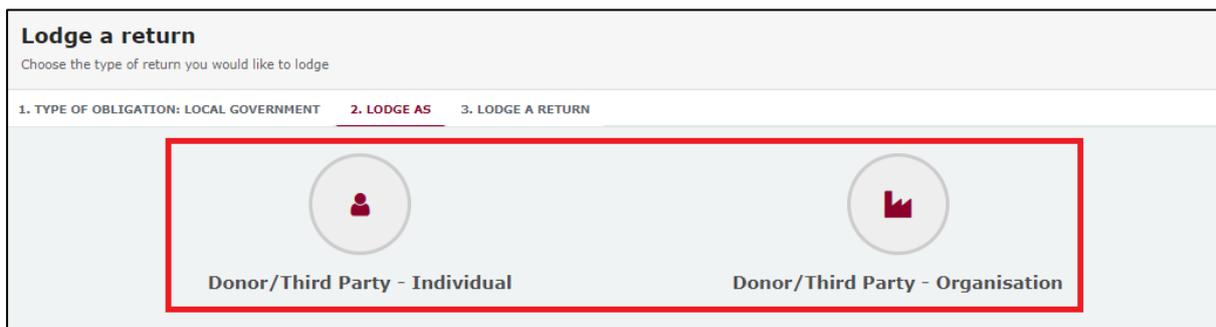


2. On the Type of Obligation page, select **Local Government**.

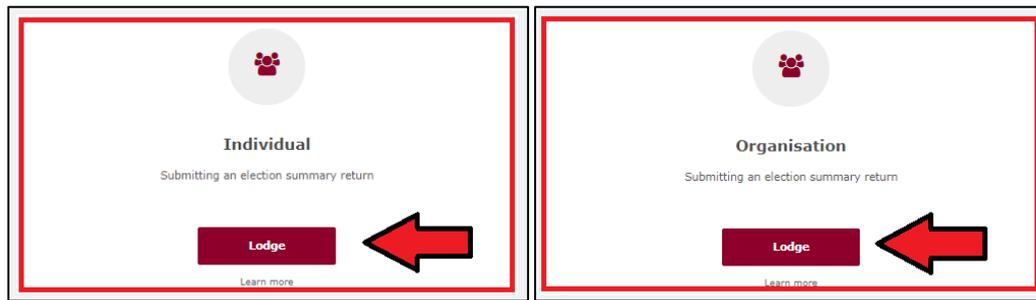


3. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.



4. On the Lodge a Return page, select the **Lodge** button in the Individual or Organisation Submitting an election summary return box.



5. In the **Disclosure period dropdown menu**, choose the local government election for which you're filing the summary return. The Return period commences and Return period concludes fields will automatically fill in the appropriate dates.

Individual
Submitting an election summary return
Local

Your details

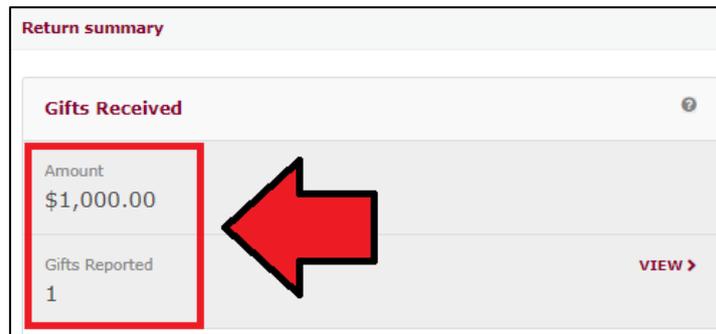
Name* ALLIE ASSAF Address* 14 ORANGE ST, WEST END, QLD, 4101

Disclosure period

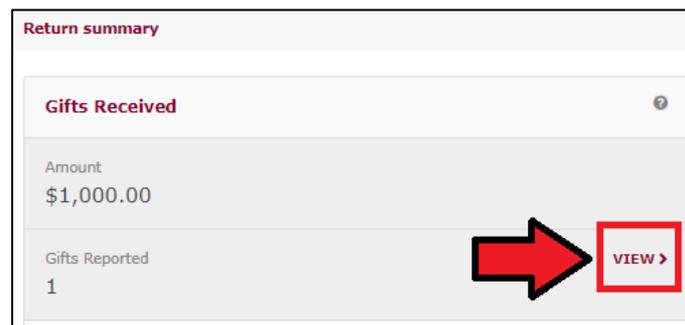
Disclosure period* 2024 LOCAL GOVERNMENT ELECTIONS Return period commences 26/04/2020 Return period concludes 04/08/2023

6. If your third party received no gifts, proceed to step 8. Otherwise continue to step 7.
7. The Return Summary section includes a summary of all the gifts you received for the election that were used to incur political expenditure.

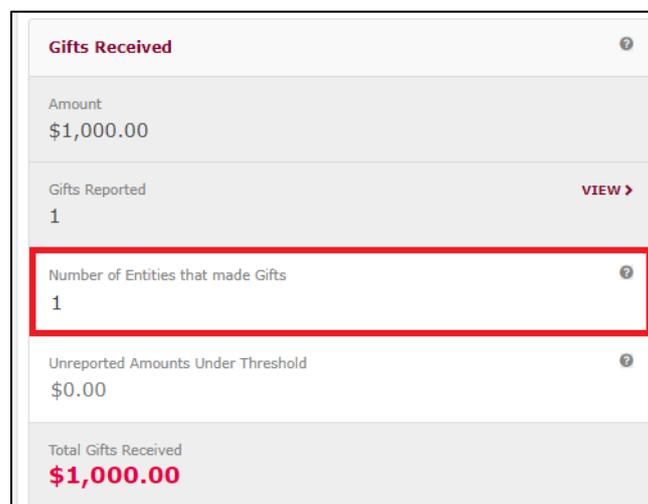
The Amount and Gifts Reported fields will display the total amount and number of any gifts that you have already reported in EDS using the instructions in [section 8](#).



The gifts you have already reported in EDS can be reviewed by selecting the **View** button.



The **Number of Entities that made Gifts** field is prefilled based on any gifts that you have already reported in EDS.



You should update this field to reflect the total number of entities that made gifts to your third party during the disclosure period. This includes any entities that made gifts of less than \$500.

Gifts Received	
Amount	\$1,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	20
Unreported Amounts Under Threshold	\$0.00
Total Gifts Received	
\$1,000.00	

The **Unreported Amounts Under Threshold** field is also editable, and should be updated with the total value of any gifts that you received of less than \$500 that have not already been reported in EDS.

Gifts Received	
Amount	\$1,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	20
Unreported Amounts Under Threshold	\$850
Total Gifts Received	
\$1,850.00	

For example: You received a \$1,000 gift from a donor, which you used to incur political expenditure for the election. You have already reported this gift in EDS in a separate return (as in [section 8](#)). This gift will appear

automatically in the Amount and Gifts Reported fields of your election summary return.

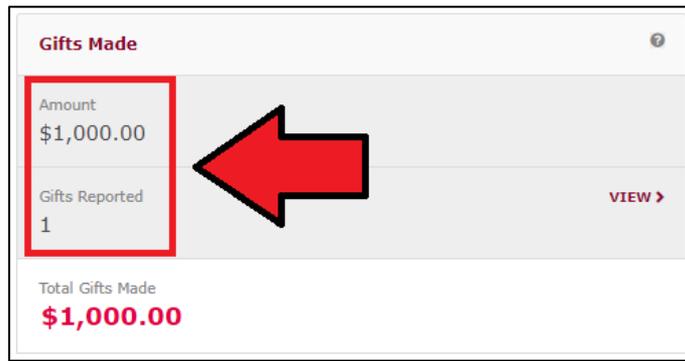
However, you also received several smaller gifts from 19 other donors which totalled \$850. In the **Number of Entities that made Gifts** field, you will need to update the number from 1 to 20. In the **Unreported Amounts Under Threshold** field, you will need to update the amount from \$0.00 to \$850.00.

The **Total Gifts Received** field should reflect the total amount of gifts you received that were used to incur political expenditure for the election. It is calculated based on the sum of the **Amount** and the **Unreported Amounts Under Threshold**.

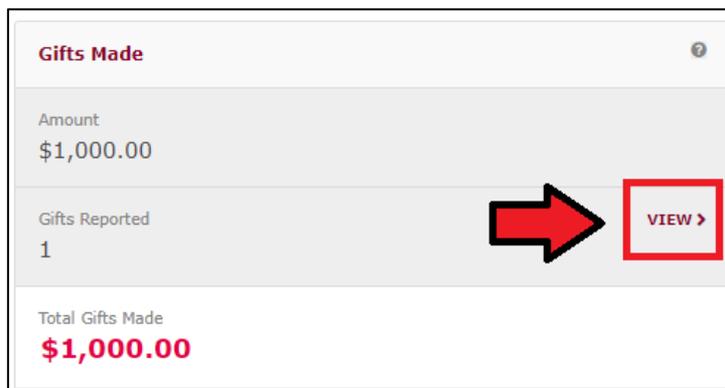
Gifts Received	
Amount	\$1,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	20
Unreported Amounts Under Threshold	\$850
Total Gifts Received	\$1,850.00

8. If you did not make any gifts to other participants in the election, go to step 10. Otherwise, please continue to step 9.
9. The Return Summary section includes a summary of all the gifts you made to participants in the election.

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



You can review gifts already reported in EDS by clicking the **View** button.



The Total Gifts Made field should reflect the total amount of gifts you made to participants in the election.

10. A draft copy of the election summary return can be saved at any time by choose **Save Draft**.

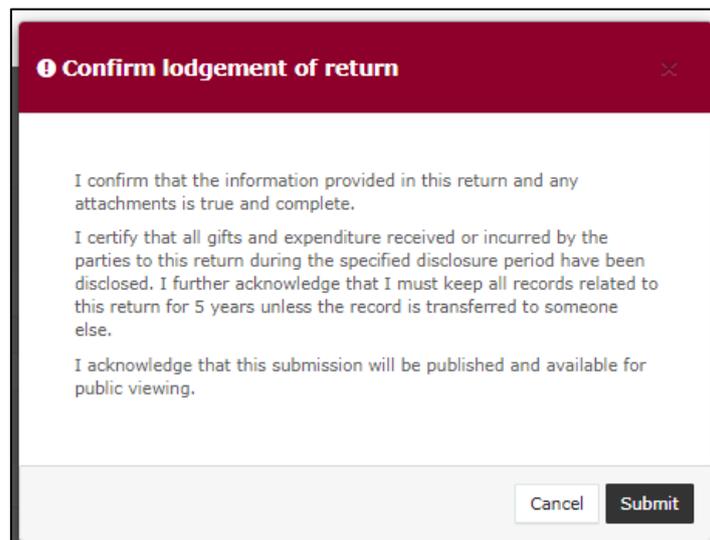


Your draft returns are accessible by choosing **Drafts** from the sidebar.

11. Select **Submit** to lodge the return.



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

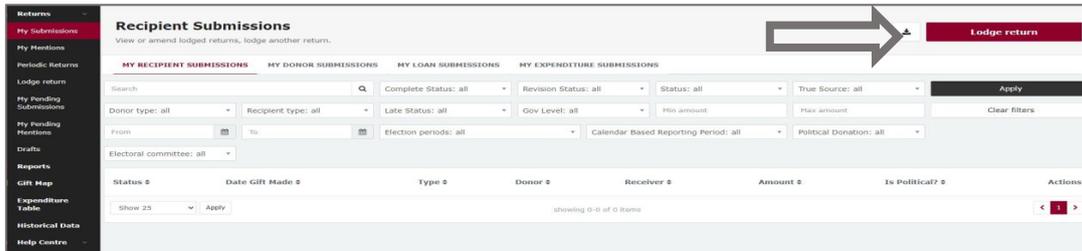


13. Your return will appear in your Periodic Returns page, as well as on the public Reports page.

9.2 Submitting an election summary return as a registered third party

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

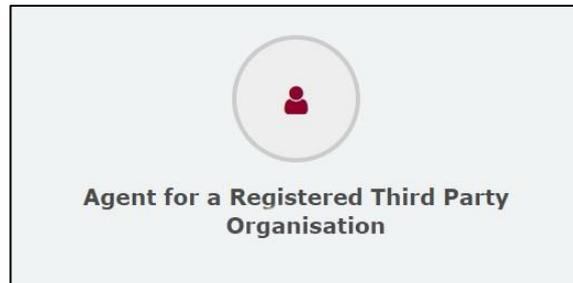
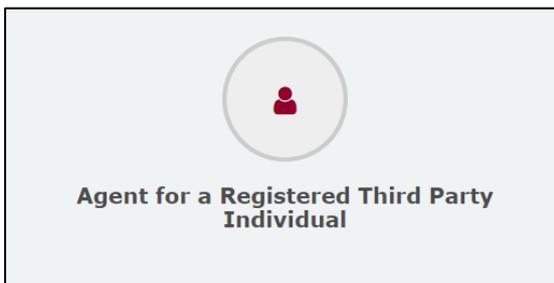
1. From the My Submissions page of the EDS, choose **Lodge Return**.



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



3. If you are lodging as a or on behalf of a registered third party individual, select **Agent for a Registered Third Party Individual**.
If you are lodging on behalf of an **organisation**, select **Agent for a Registered Third Party Organisation**.



- On the Lodge a Return page, select the **Lodge** button in the Individual or Organisation Submitting an election summary return box.

The image shows two side-by-side panels for lodging an election summary return. Both panels feature a red circular icon with a group of people. The left panel is titled 'Agent for a Registered Third Party Individual' and the right panel is titled 'Agent for a Registered Third Party Organisation'. Both panels include the text 'Submitting an election summary return' and a prominent red 'Lodge' button. Below the button is a 'Learn more' link.

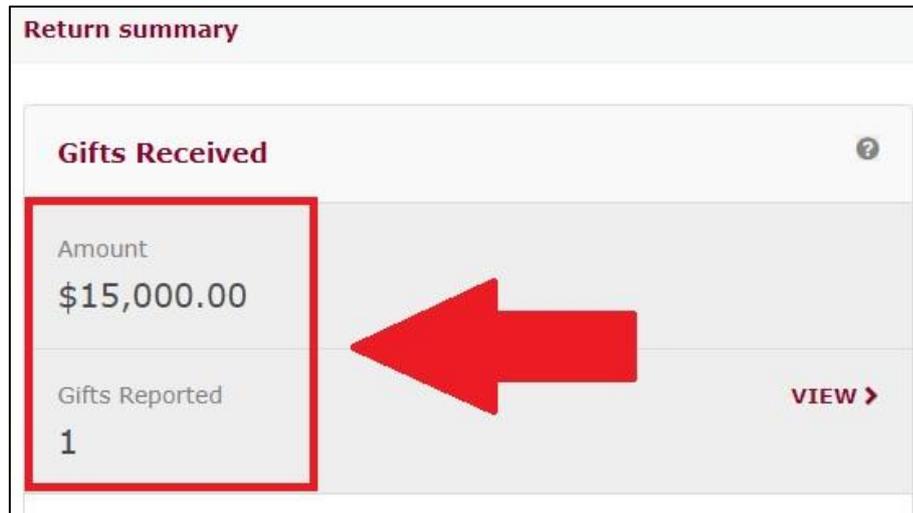
- In the **Disclosure period dropdown menu**, choose the local government election for which you're filing the summary return. The Return period commences and Return period concludes fields will automatically fill in the appropriate dates.

The image shows a screenshot of the 'Your details' form section. The 'Disclosure period' dropdown menu is highlighted with a red box, showing '2024 LOCAL GOVERNMENT ELECTIONS' selected. The 'Return period commences' field is also visible, showing '26/04/2020'. The form includes fields for 'Agent full name*' (AVEILON WEBB-MOLE), 'Individual *' (AVEILON WEBB-MOLE), and 'Address *' (4 UNICORN ST, CARSELDINE, QLD, 4034).

- If your third party received no gifts, proceed to step 8. Otherwise continue to step 7.

7. The Return Summary section includes a summary of all the gifts you received for the election that were used to incur political expenditure.

The Amount and Gifts Reported fields will display the total amount and number of any gifts that you have already reported in EDS using the instructions in .



The gifts you have already reported in EDS can be reviewed by selecting the **View** button.



The **Number of Entities that made Gifts** field is prefilled based on any gifts that you have already reported in EDS.

The screenshot shows a 'Return summary' form with the following data:

Return summary	
Gifts Received	?
Amount	\$15,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	1
Unreported Amounts Under Threshold	\$0.00
Total Gifts Received	\$15,000.00

Update this field to reflect the total number of entities that made gifts to your third party during the disclosure period. This includes any entities that made gifts of less than \$500.

The screenshot shows the same 'Return summary' form, but with updated values:

Return summary	
Gifts Received	?
Amount	\$15,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	15
Unreported Amounts Under Threshold	\$2,500
Total Gifts Received	\$17,500.00

The **Unreported Amounts Under Threshold** field is also editable, and should be updated with the total value of any gifts that you received of less than \$500 that have not already been reported in EDS.

For example: You received a \$15,000 gift from a donor, which you used to incur political expenditure for the election. You have already reported this gift in EDS in a separate return (as in [section 8](#)). This gift will appear automatically in the Amount and Gifts Reported fields of your election summary return.

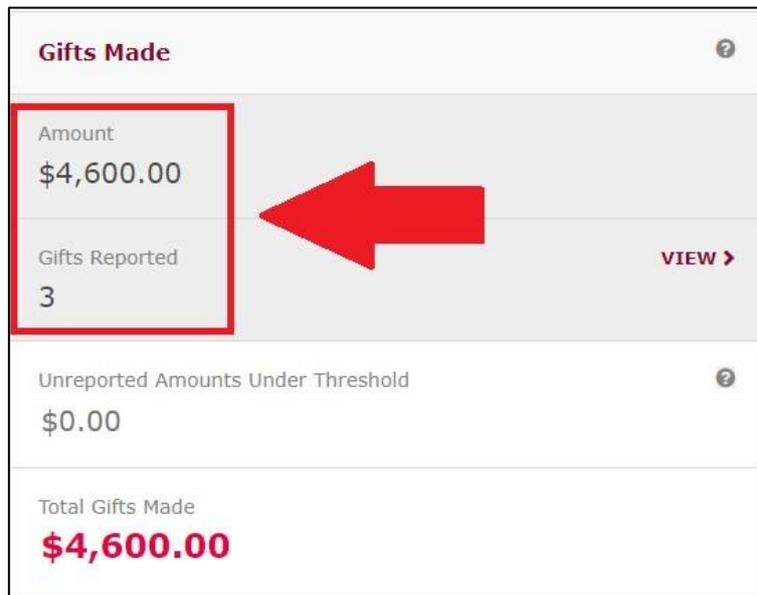
However, you also received several smaller gifts from 14 other donors which totalled \$2,500. In the **Number of Entities that made Gifts** field, you will need to update the number from 1 to 15. In the **Unreported Amounts Under Threshold** field, you will need to update the amount from \$0.00 to \$2,500.00.

The **Total Gifts Received** field should reflect the total amount of gifts you received that were used to incur political expenditure for the election. It is calculated based on the sum of the **Amount** and the **Unreported Amounts Under Threshold**.

Gifts Received	
Amount	\$15,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	15
Unreported Amounts Under Threshold	\$2,500
Total Gifts Received	\$17,500.00

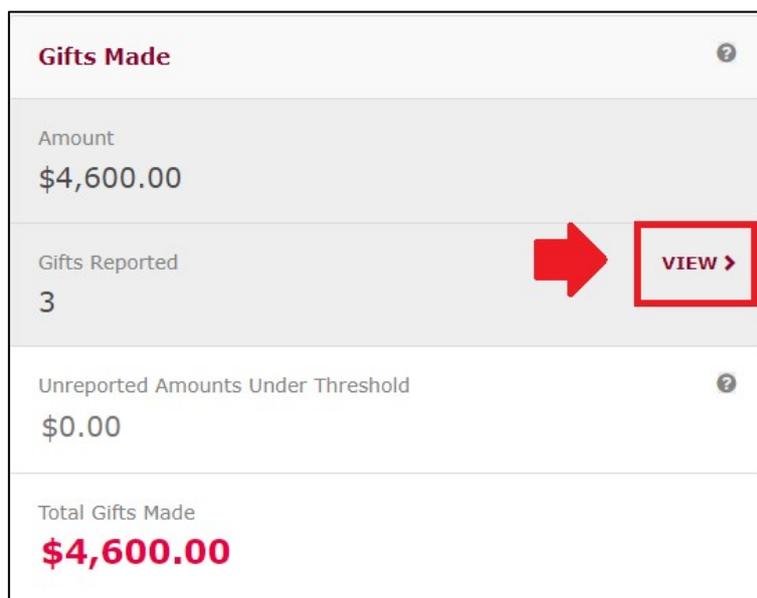
8. If you did not make any gifts to other participants in the election, go to step 10. Otherwise, please continue to step 9.
9. The Return Summary section also includes a summary of all the gifts you made to participants in the election.

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



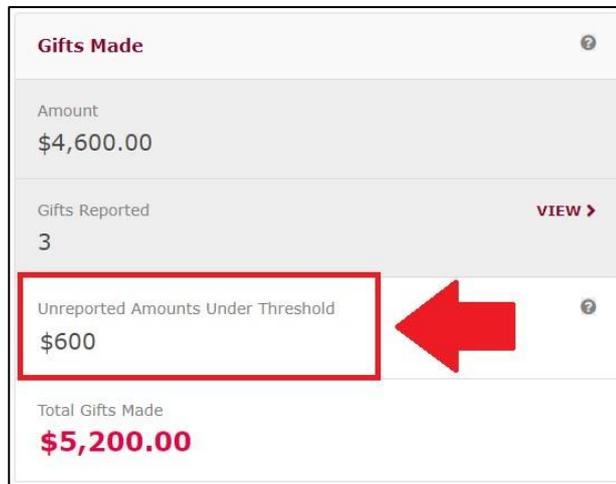
Gifts Made ?	
Amount	\$4,600.00
Gifts Reported	3 VIEW >
Unreported Amounts Under Threshold	\$0.00 ?
Total Gifts Made	\$4,600.00

You can review gifts already reported in EDS by clicking the **View** button.



Gifts Made ?	
Amount	\$4,600.00
Gifts Reported	3 VIEW >
Unreported Amounts Under Threshold	\$0.00 ?
Total Gifts Made	\$4,600.00

The **Unreported Amounts Under Threshold** field is editable. This field should be updated with the total value of any gifts that you made of less than \$500 that have not already been reported in EDS

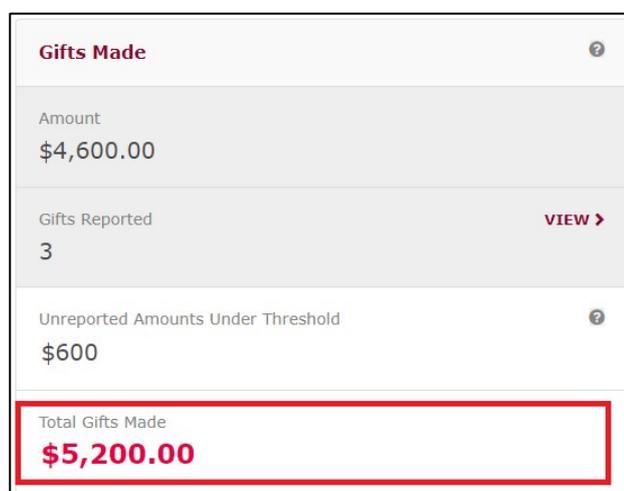


The screenshot shows a form titled "Gifts Made" with the following fields:

Amount	\$4,600.00
Gifts Reported	3 VIEW >
Unreported Amounts Under Threshold	\$600
Total Gifts Made	\$5,200.00

For example: the registered third party has lodged returns in EDS for 3 gifts to other election participants totalling \$4,600. They also have made several smaller gifts to election participants which have not been reported in EDS. The **Unreported Amounts Under Threshold** field has been updated from \$0.00 to \$600.

The Total Gifts Made field should reflect the total amount of gifts you made to participants in the election. It is comprised of the Amount field plus the Unreported Amounts Under Threshold field.



The screenshot shows the same "Gifts Made" form as above, but with a red box highlighting the "Total Gifts Made" field, which displays the value **\$5,200.00**.

10. The Return Summary section includes a summary of all electoral expenditure that you incurred for the election.

The Amount and Expenditures Reported fields displays the total amount and number of any items of electoral expenditure that you have already reported in EDS using the instructions in [section 7](#).



Electoral Expenditure Incurred	
Amount	\$10,000.00
Expenditures Reported	1 VIEW >
Total Expenditure Incurred	
\$10,000.00	

You can review any expenditure that you have already reported in EDS by clicking the **View** button.



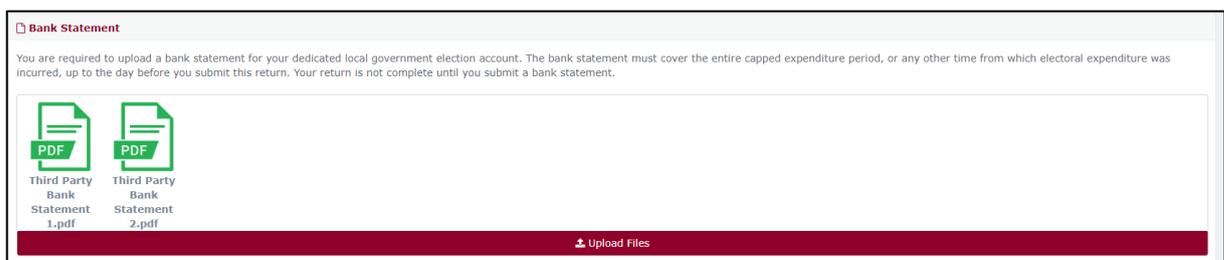
Electoral Expenditure Incurred	
Amount	\$10,000.00
Expenditures Reported	1 VIEW >
Total Expenditure Incurred	
\$10,000.00	

The Total Expenditure Incurred field should reflect the total amount of electoral expenditure that your third party incurred for the election.



The screenshot shows a summary card for 'Electoral Expenditure Incurred'. It includes a question mark icon in the top right. The 'Amount' is listed as '\$10,000.00'. Below that, 'Expenditures Reported' is '1', with a 'VIEW >' link. At the bottom, 'Total Expenditure Incurred' is highlighted with a red border and shows '\$10,000.00' in red text, also with a question mark icon.

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



The screenshot shows the 'Bank Statement' section with a red header. A message states: 'You are required to upload a bank statement for your dedicated local government election account. The bank statement must cover the entire capped expenditure period, or any other time from which electoral expenditure was incurred, up to the day before you submit this return. Your return is not complete until you submit a bank statement.' Below the message are two PDF icons with labels: 'Third Party Bank Statement 1.pdf' and 'Third Party Bank Statement 2.pdf'. At the bottom is a red bar with an 'Upload Files' button.

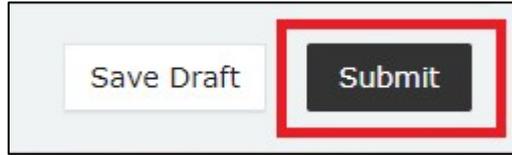
12. A draft copy of the election summary return can be saved at any time by choose **Save Draft**.



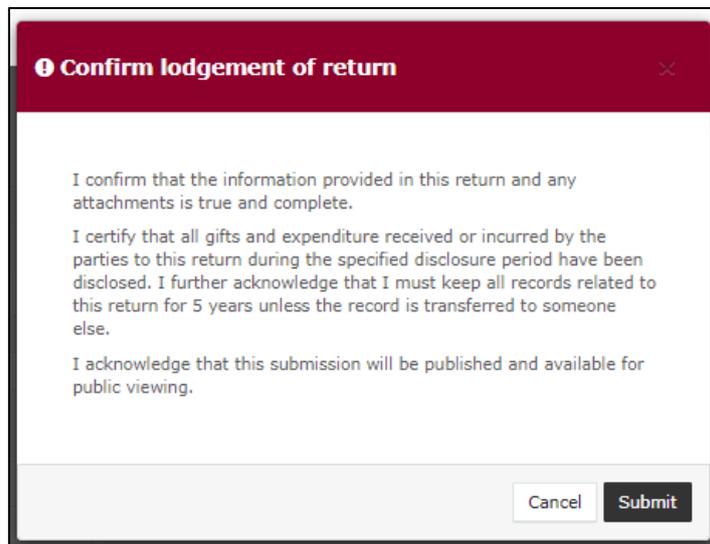
The screenshot shows two buttons: 'Save Draft' and 'Submit'. The 'Save Draft' button is highlighted with a red border.

Your draft returns are accessible by choosing **Drafts** from the sidebar.

13. Select **Submit** to lodge the return.



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



15. Your return will appear in your Periodic Returns page, as well as on the public Reports page.

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Registered Third Party	AVELON WEBB-MOLE BY AVELON WEBB-HOLE	28-07-2023	09/08/2023	14/04/2023 - ESR test event	\$17,500.00	\$15,200.00	Actions

10. Amending a return in EDS

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

Existing returns are found under the side menu options:

- **My Submissions** – displays existing gifts and expenditure.
- **Periodic Returns** – displays existing election summary returns.

To request an amended return in EDS, please use the following instructions.

1. Locate the return that you wish to amend from My Submissions or Periodic Returns of EDS. We will be demonstrating on the \$500 gift from GI Joe.

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

Show 25 Apply showing 1-2 of 2 items

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

The screenshot shows a table with columns for Receiver and Amount. The first row shows John Smith with an amount of \$1,000.00. The Actions column for this row has a dropdown menu open, with the 'Request to amend' option highlighted by a red box and a red arrow pointing to it. The dropdown menu also includes 'View', 'Mark gift as returned', and 'Request to delete'.

3. A box titled Confirm request to amend will pop up requesting a **Reason** for amending the return (here we have typed 'Entered the wrong date gift was made') and a **Description** of the change requested (here we have entered 'Please change date from 17/07/2023 to 15/07/2023').
 - Files can be attached to support your request by selecting **Choose Files** and uploading the files from your computer.

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

Confirm request to amend

Once a return has been lodged it can only be amended by the Electoral Commission of Queensland. You can request to amend the submitted return but you are required to provide detailed reason for your request as well as detailed description on what has to be changed so ECQ representatives could make a decision on your request and perform the amendment correctly.

Reason

Entered the wrong date gift was made.

Description

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

Attachments

[Choose files](#) No file chosen

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

Cancel Request to amend

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

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

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

Show 25 Apply showing 1-2 of 2 items

11. Mark a gift as returned in EDS

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

Note: This function can only be used by gift recipients. If a gift you made was returned to you, only the original recipient of the gift can mark it as returned in EDS.

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

1. Locate the return for the gift that you wish to mark as returned from the My Submissions page of EDS.
2. Find the return you wish to mark as returned (here we will be returning Barbie Jackson's \$750 fundraising contribution).

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

Show 25 Apply showing 1-2 of 2 items

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

The screenshot shows a table with columns: Receiver, Amount, and Actions. The first row shows 'John Smith' with an amount of '\$1,000.00'. The 'Actions' dropdown menu is open, showing options: View, Mark gift as returned (highlighted with a red box), Request to amend, and Request to delete. A red arrow points to the 'Mark gift as returned' option.

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

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

- A returned symbol (↺) will appear next to the gift's listing in the My Submissions page of EDS and on the public Gift Map and Reports pages.

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

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

Showing 1-2 of 2 items