



Electronic Disclosure System (EDS) for Groups of Candidates 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	6
4.	Registering as a group of candidates	16
4.1	Applying online	16
4.2	Applying by paper form	22
4.3	After the group has been approved	25
5.	Logging into EDS	26
6.	Disclosing a gift in EDS	29
7.	Disclosing a loan in EDS	33
8.	Disclosing electoral expenditure in EDS	37
8.1	Disclosing electoral expenditure individually	37
8.2	Disclosing electoral expenditure using a bulk upload spreadsheet ...	41
9.	Submitting an election summary return	45
10.	Amending a return in EDS	54
11.	Mark a gift as returned in EDS	56



1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for groups of candidates and their agents required to comply with the financial disclosure provisions of the **Local Government Electoral Act 2011** (the Act) and the **Local Government Electoral Regulation 2023** (the Regulation).

1.2 Disclaimer

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

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

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

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

Disclosure Due Date

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

If a gift or loan is received or expenditure incurred during the last 7 business days before an election day, the gift, loan or expenditure must be disclosed within 24 hours of receipt.

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

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



Disclosure Period

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

Electoral Expenditure

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

- costs of designing, producing, printing, broadcasting, or publishing any kind of material for an election including (but not limited to):
 - advertisements broadcast at a cinema, on radio or television or on the internet
 - direct marketing through the post office or email
 - flyers, billboards, brochures, signs, or how-to-vote cards
- distribution costs for election material such as the cost of postage, couriers, or sending SMS messages
- costs of opinion polling or research
- fees for contracted services related to an activity mentioned above (e.g., payments for experts or consultants, the provision of data, etc.)


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

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

Gifts

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

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



A gift can be:

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

A gift does not include:

- an amount transferred from an individual's own funds (e.g., from a personal bank account) to the individual's own dedicated campaign bank account
- an amount contributed from an account an individual holds jointly with their spouse to the individual's own dedicated campaign bank account
- volunteer labour (e.g. a family member handing out flyers on election day)
- the incidental use of a volunteer's vehicle or equipment
- a fundraising contribution of \$200 or less
- membership fees paid to a political party
- property transferred under a will
- a gift made in a private capacity that is for the personal use of an individual and not for any election-related purpose.


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

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

Loans

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

- an advance of money
- provision of credit or other form of financial accommodation

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

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

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

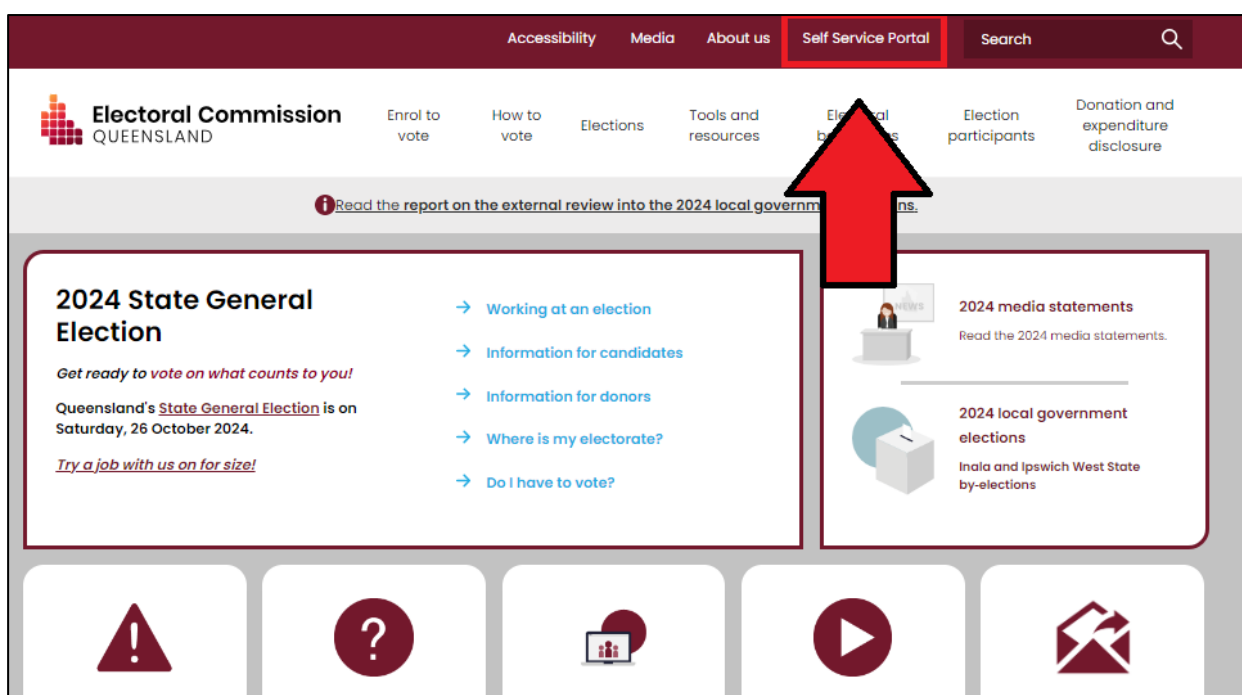
3. Accessing the Self Service Portal

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

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

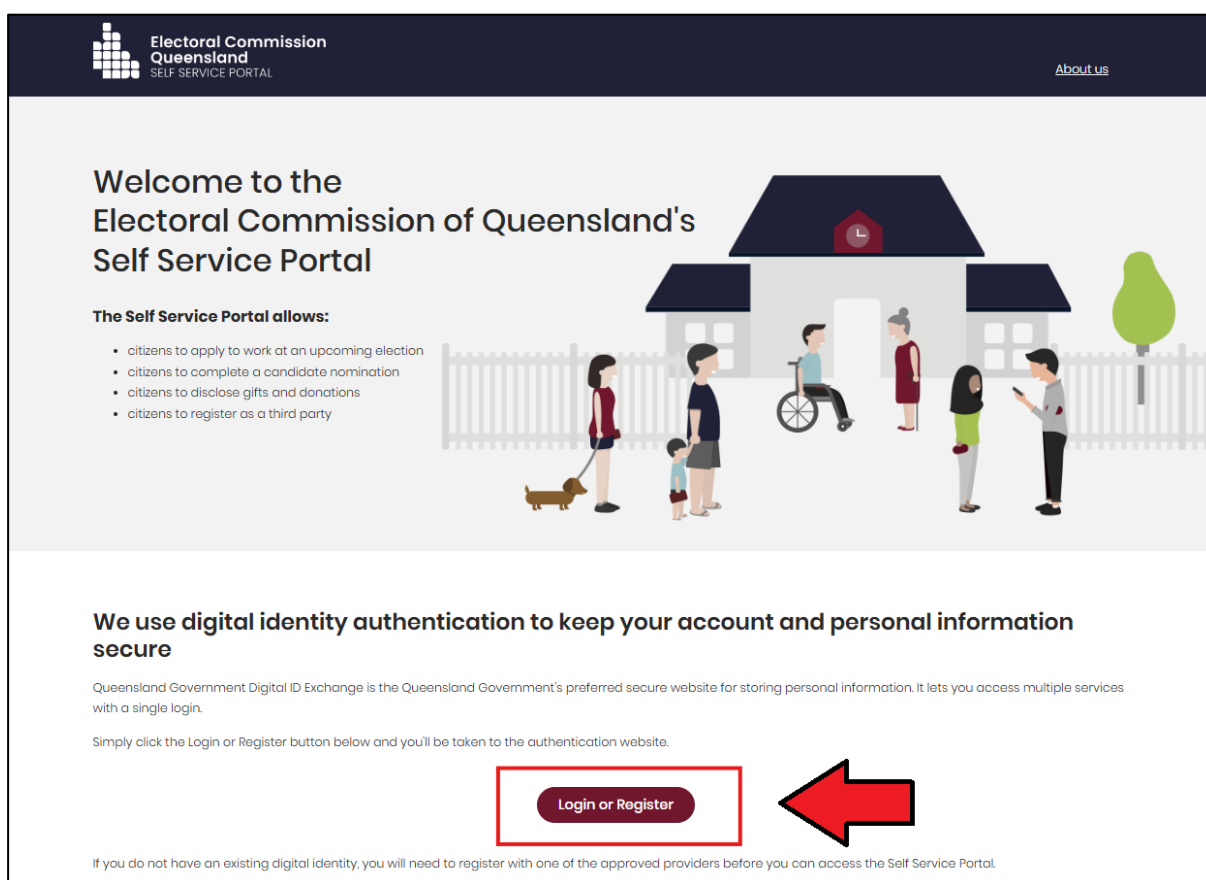
Note: If you already have an SSP account, you can skip to [section 4 of this user guide](#).

1. Visit the ECQ's website at www.ecq.qld.gov.au and select the **Self Service Portal** button at the top of the page.

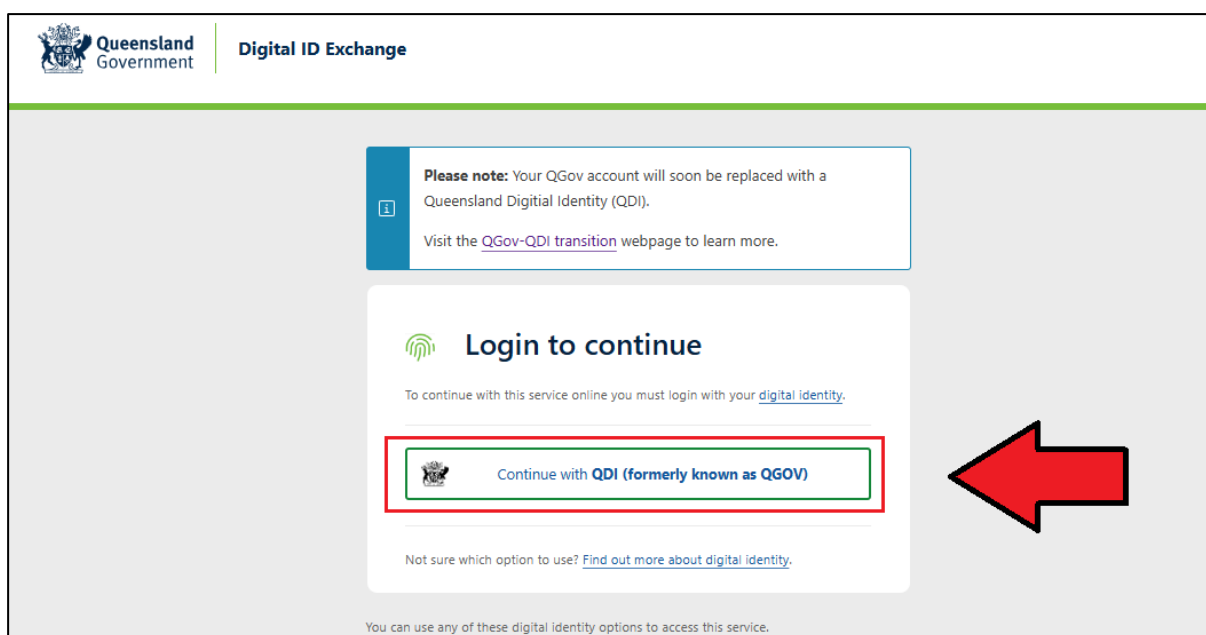


- Alternatively, you can access the SSP directly at selfserv.elections.qld.gov.au.

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

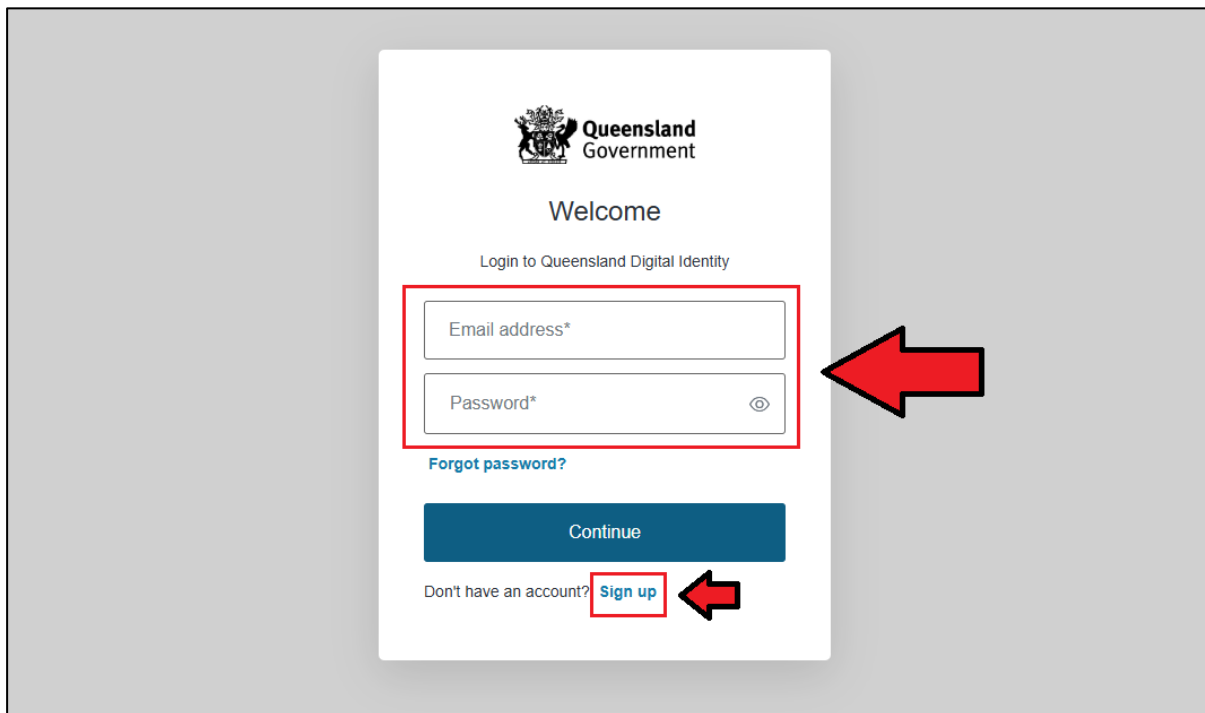


3. Click to **Continue with QDI**.

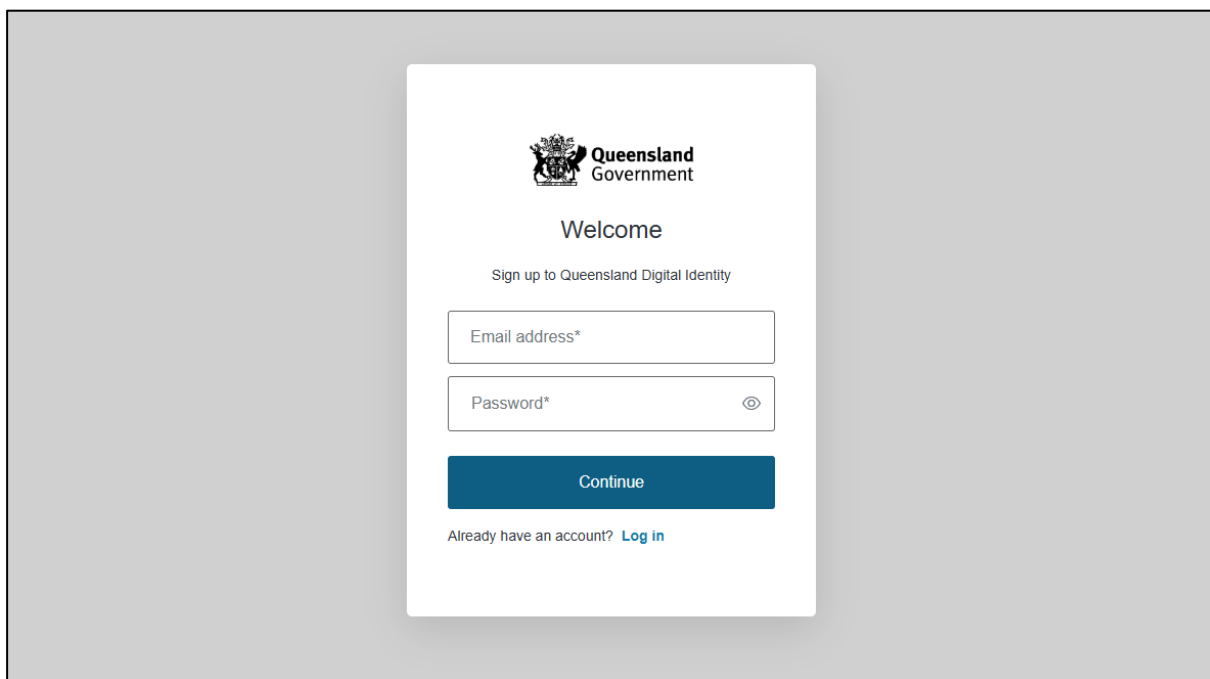


4. If you already have a Queensland Digital Identity (QDI) account, enter your email and password and click **Continue**. Then skip to [step 12](#).

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



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



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

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

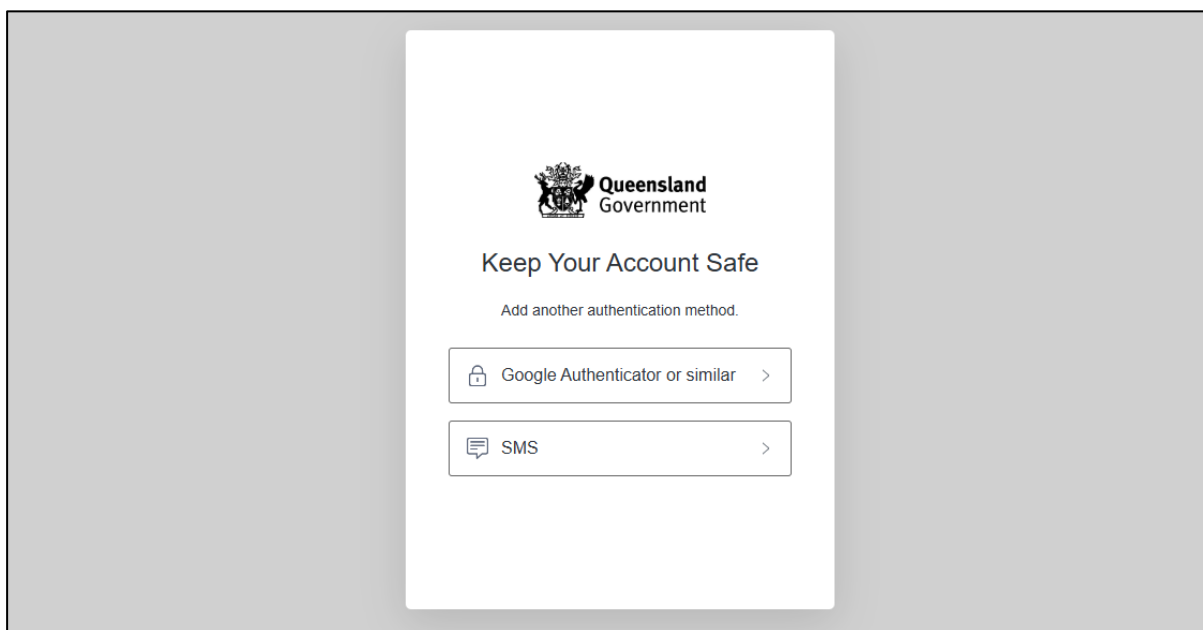
7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

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

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

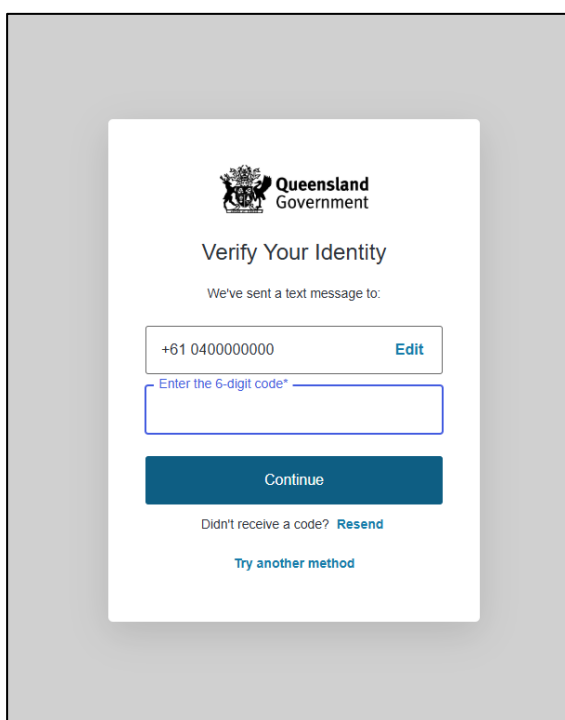
8. Choose an **authentication method** to secure your account.

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

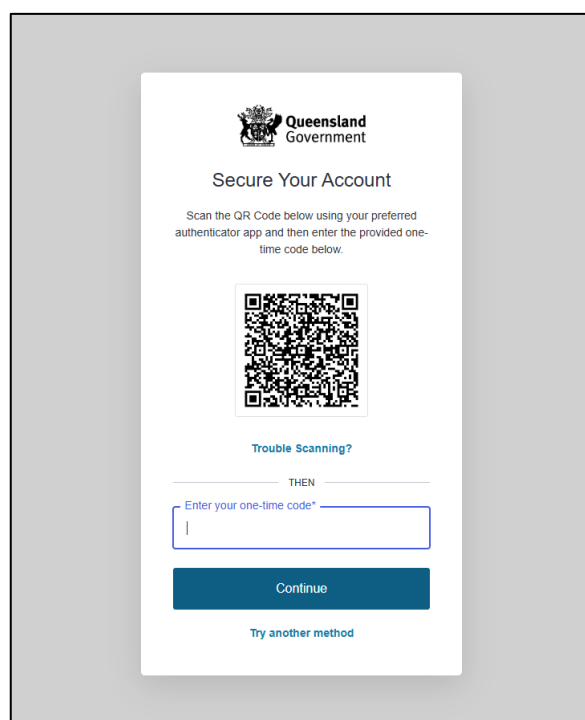


The screenshot shows a white card centered on a grey background. At the top of the card is the Queensland Government crest and logo. Below this is the heading 'Keep Your Account Safe' and the subtext 'Add another authentication method.' There are two selectable options, each in a white box with a right-pointing chevron: 'Google Authenticator or similar' (with a lock icon) and 'SMS' (with a speech bubble icon).

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



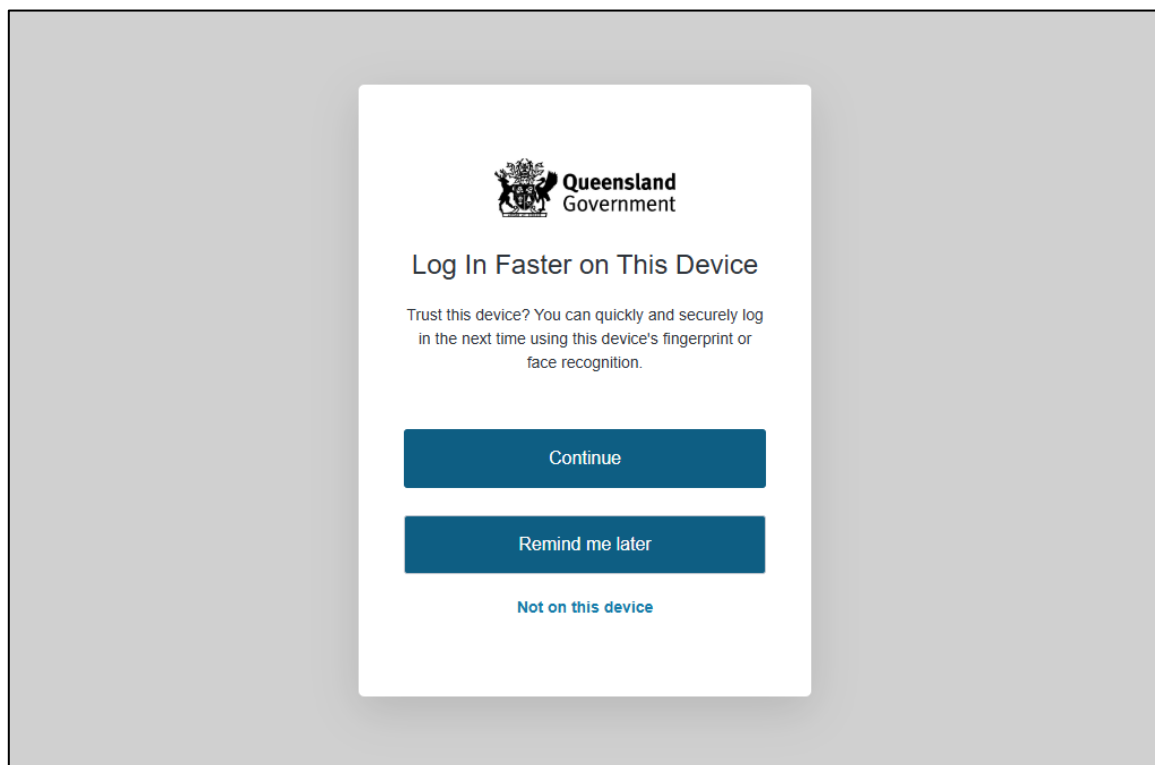
The screenshot shows a white card on a grey background. It features the Queensland Government crest and logo, followed by the heading 'Verify Your Identity' and the text 'We've sent a text message to:'. Below this is a text input field containing '+61 0400000000' with an 'Edit' link to its right. Underneath is a label 'Enter the 6-digit code*' followed by a text input field. A large blue 'Continue' button is below the input field. At the bottom, there is a link 'Didn't receive a code? Resend' and a link 'Try another method'.



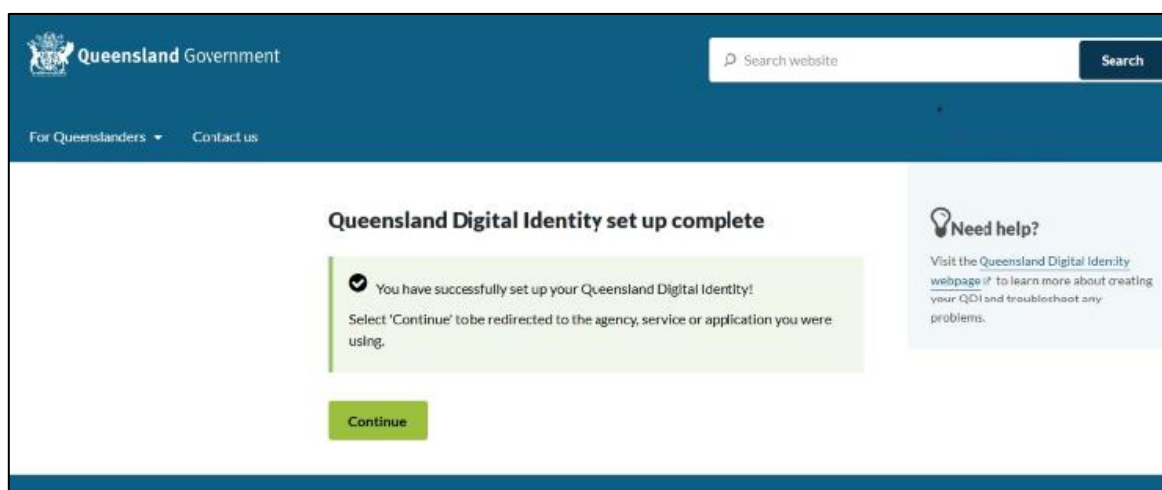
The screenshot shows a white card on a grey background. It features the Queensland Government crest and logo, followed by the heading 'Secure Your Account' and the text 'Scan the QR Code below using your preferred authenticator app and then enter the provided one-time code below.' A QR code is displayed in the center. Below the QR code is a link 'Trouble Scanning?'. Further down, the word 'THEN' is centered above a label 'Enter your one-time code*' followed by a text input field. A large blue 'Continue' button is below the input field. At the bottom, there is a link 'Try another method'.

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

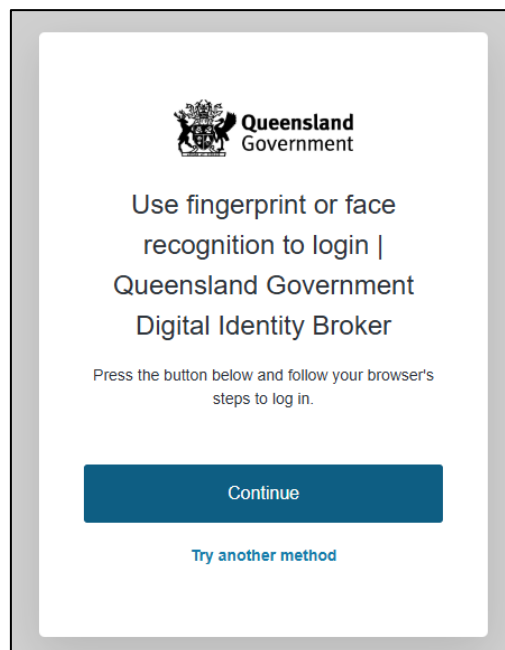
If you are not on a trusted device, click **Not on this device**.



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

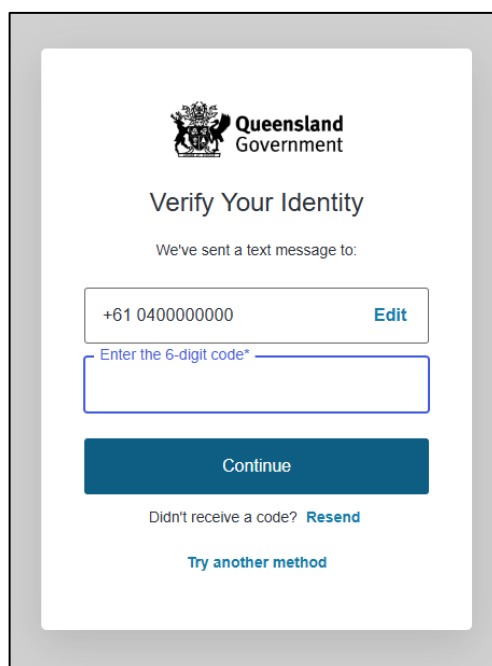


12. If your device is registered with QDI, you will be prompted to use facial or fingerprint recognition or another sign-in option on your trusted device to log in. Then click **Continue**.

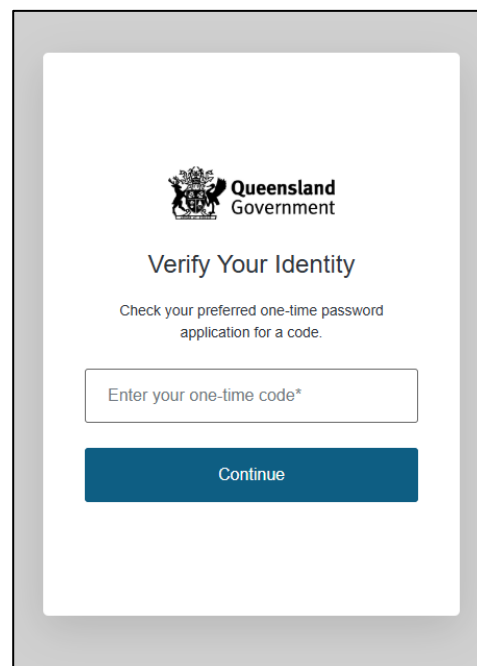


The screenshot shows the Queensland Government Digital Identity Broker login screen. At the top is the Queensland Government crest and logo. Below it, the text reads: "Use fingerprint or face recognition to login | Queensland Government Digital Identity Broker". A smaller line of text says: "Press the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

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

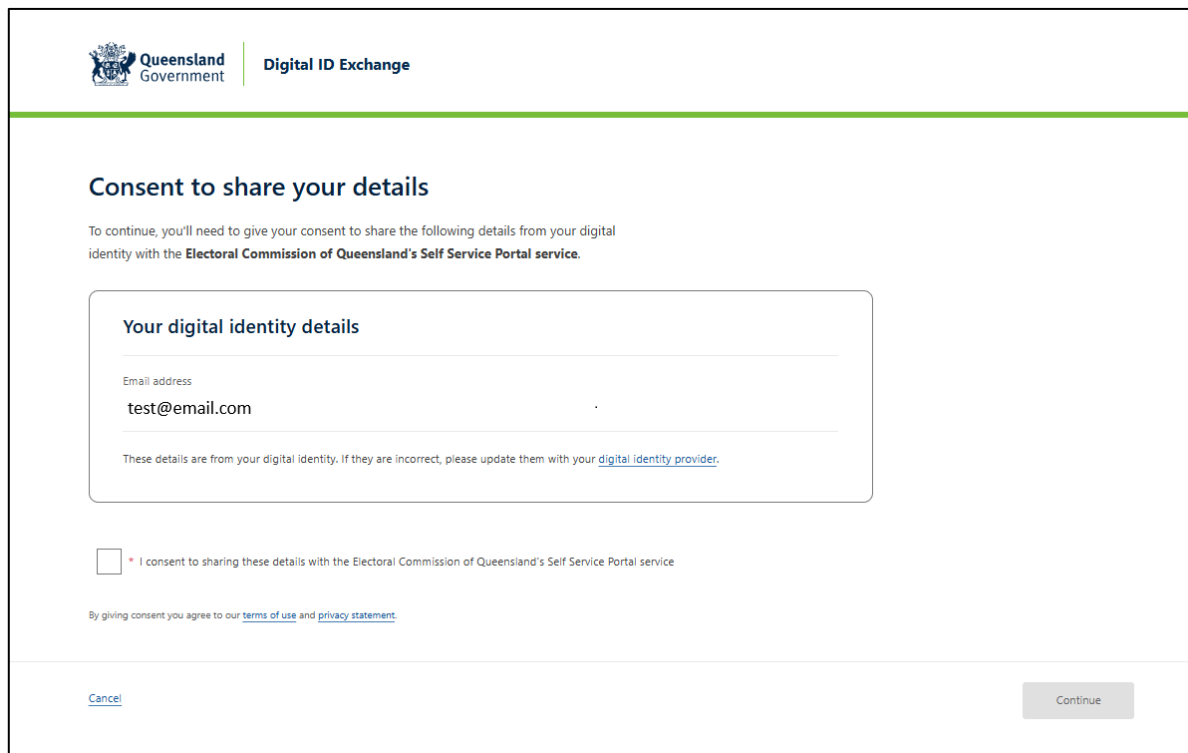


The screenshot shows the "Verify Your Identity" screen for text message verification. It features the Queensland Government crest and logo. The title is "Verify Your Identity". Below it, it says "We've sent a text message to:". There is a text input field containing "+61 0400000000" with an "Edit" link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



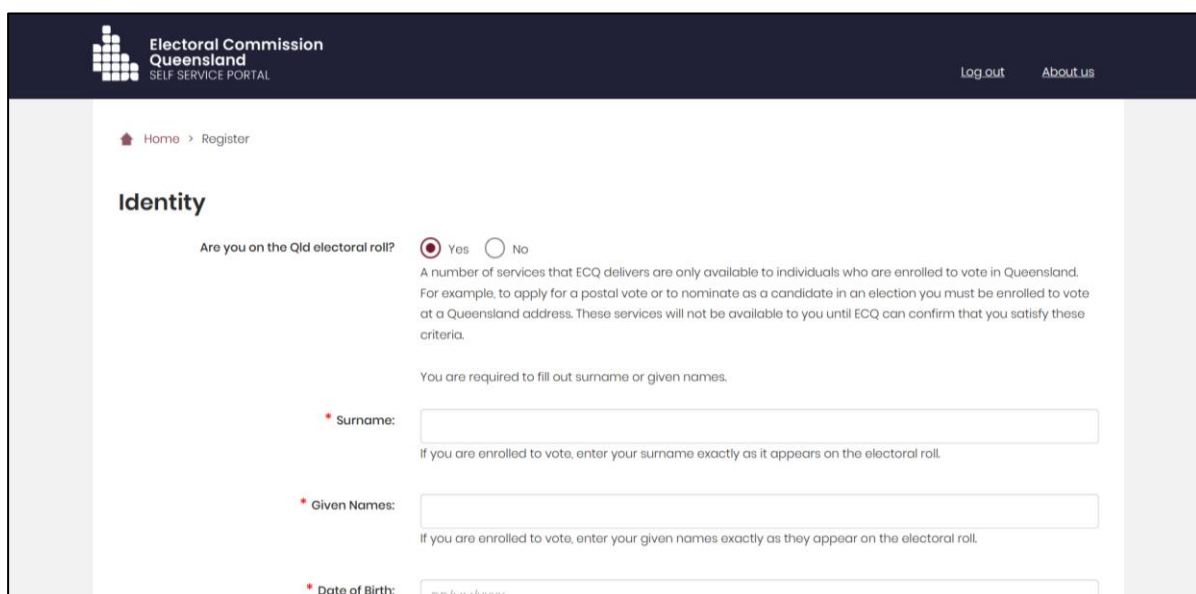
The screenshot shows the "Verify Your Identity" screen for one-time password verification. It features the Queensland Government crest and logo. The title is "Verify Your Identity". Below it, it says "Check your preferred one-time password application for a code.". There is a text input field with the placeholder text "Enter your one-time code*". At the bottom is a large blue button labeled "Continue".

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



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

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



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

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

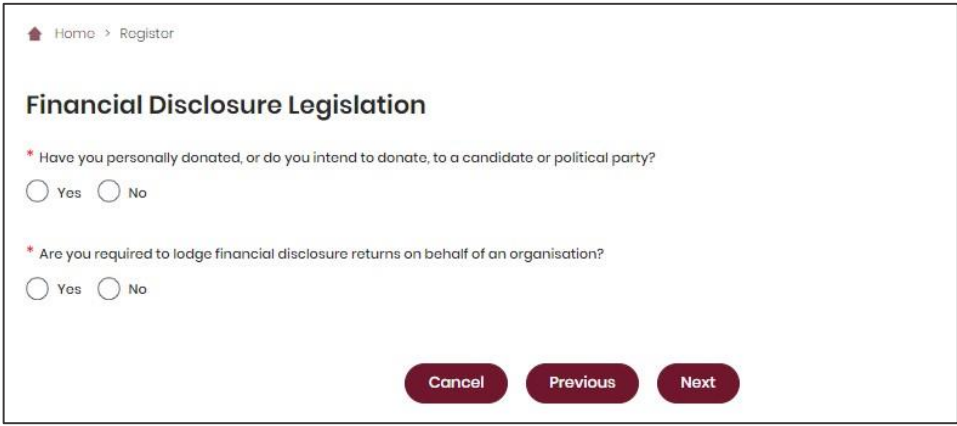
Postal Address

Same as enrolled address

16. On the Financial Disclosure Legislation page, which options you choose depends upon your role in the elections:

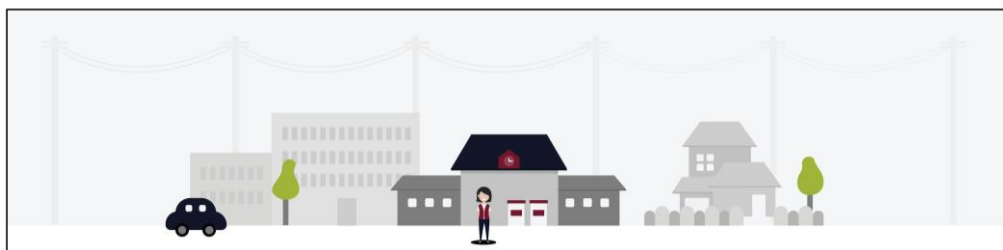
- If you are only required to lodge returns as a **candidate** for an election, answer **No** to both questions.
- If you will also be lodging returns as an **individual donor or third party**, answer **Yes** to the first question.
- If you are required to lodge return on behalf of an organisation that is a **donor, third party, publisher, broadcaster or associated entity**, answer **Yes** to the second question.

For more information on how to register as a donor, third party, publisher, broadcaster or associated entity, refer to the relevant EDS user guide at www.ecq.qld.gov.au/factsheets.



The screenshot shows a web form titled "Financial Disclosure Legislation" with a breadcrumb "Home > Register". It contains two questions, each with "Yes" and "No" radio button options. The first question is: "* Have you personally donated, or do you intend to donate, to a candidate or political party?". The second question is: "* Are you required to lodge financial disclosure returns on behalf of an organisation?". At the bottom of the form are three buttons: "Cancel", "Previous", and "Next".

17. If asked for verification, tick the box stating 'I'm not a robot.' If you are a robot, please close the browser. You will then be redirected to the **Self Service Portal**. From there you can register a group (see [part 4](#)) or access EDS (see [part 5](#)).



4. Registering as a group of candidates

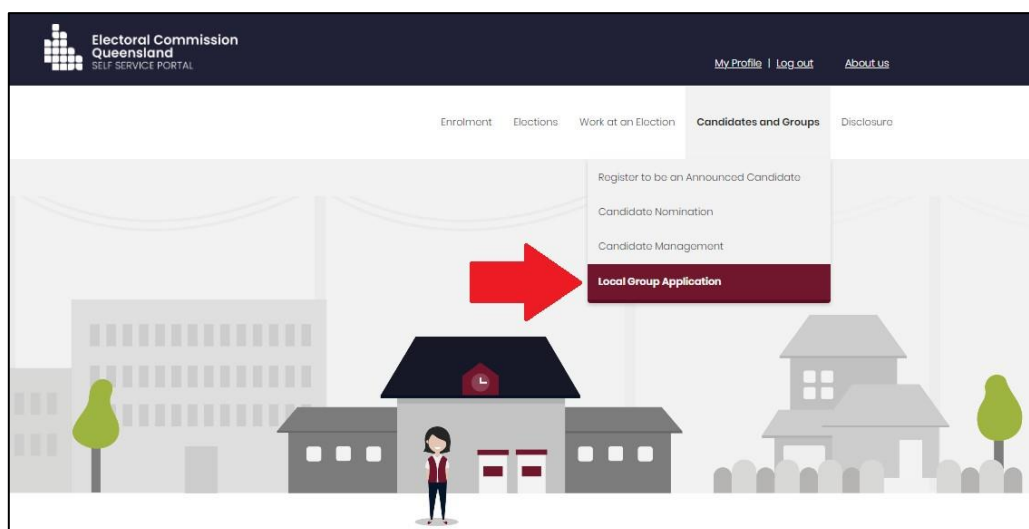
After setting up your user profile in the SSP, you will need to submit an application to register the group with the ECQ. This can be done online (see [section 4.1](#)) or by uploading a paper form (see [section 4.2](#)). Applying online will allow you to verify details against the electoral roll and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

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

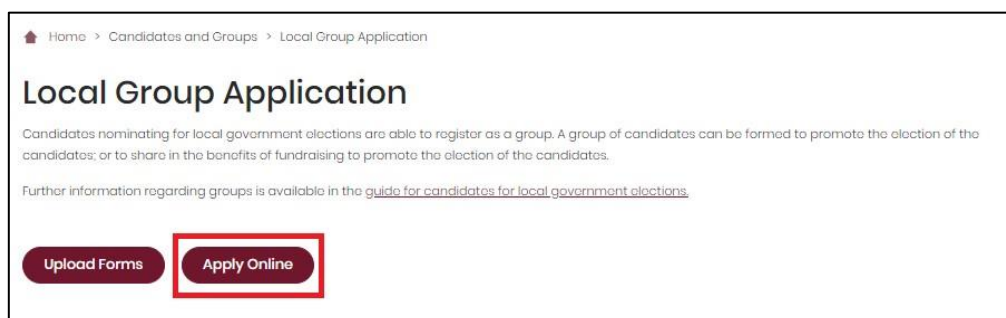
4.1 Applying online

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

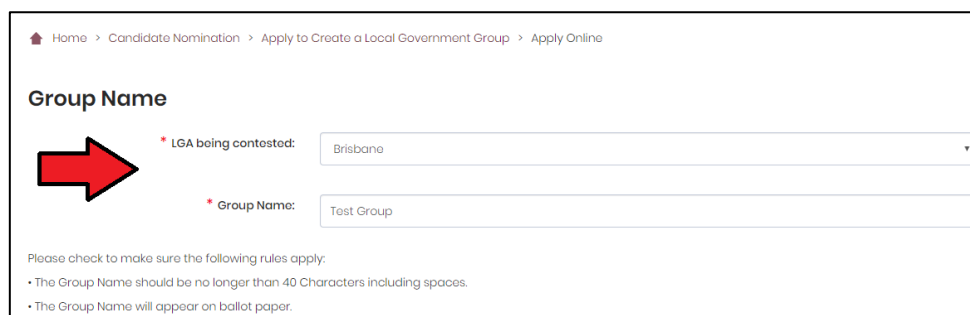
1. From SSP, open the Candidate and Groups menu at the top right of the screen, then choose **Local Group Application**.



2. Choose **Apply Online**.




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



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

Group Name

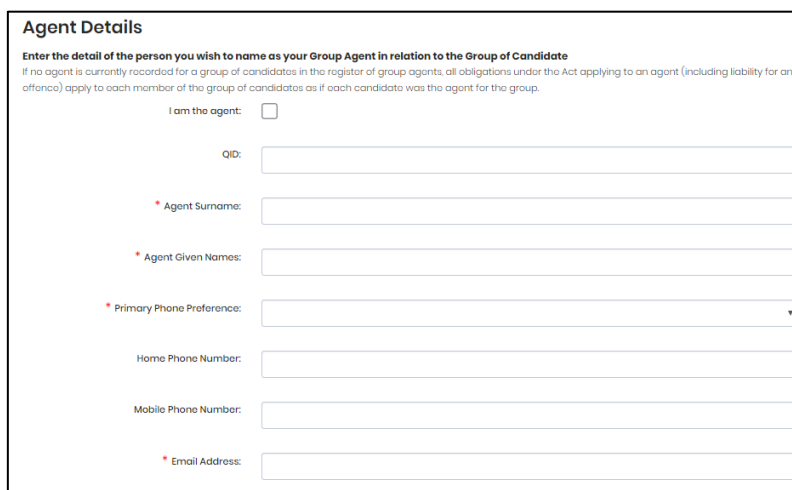
 * LGA being contested: Brisbane

* Group Name: Test Group

Please check to make sure the following rules apply:

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

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



Agent Details

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

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

I am the agent: ☐

QID:

* Agent Surname:

* Agent Given Names:

* Primary Phone Preference:

Home Phone Number:

Mobile Phone Number:

* Email Address:

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



Campaign Account

* Name of Financial Institution:

* Name of Account (exact):

* BSB Number: -

* Account Number:

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

Members

You are required to fill out surname or given names.

* Surname: SMITH

* Given Names: JOHN

* Date of Birth: 01/01/1980

Silent Elector: ☐

* Gender: Male

Telephone: 0400 000 000

* Email Address: John.Smith@email.com

* Division/Ward/Mayoral: Mayoral

Enrolled Address: 1 TEST ST, BRISBANE, QLD 4000

Add

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

Members

You are required to fill out surname or given names.

* Surname: Citizenry

* Given Names: Jim

* Date of Birth: 01/01/1981

Silent Elector: ☐

* Locality: BRISBANE

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

* Street Name: EAGLE

* Division/Ward/Mayoral: Brisbane CENTRAL

Search **Clear**

This information is validated against the electoral roll.

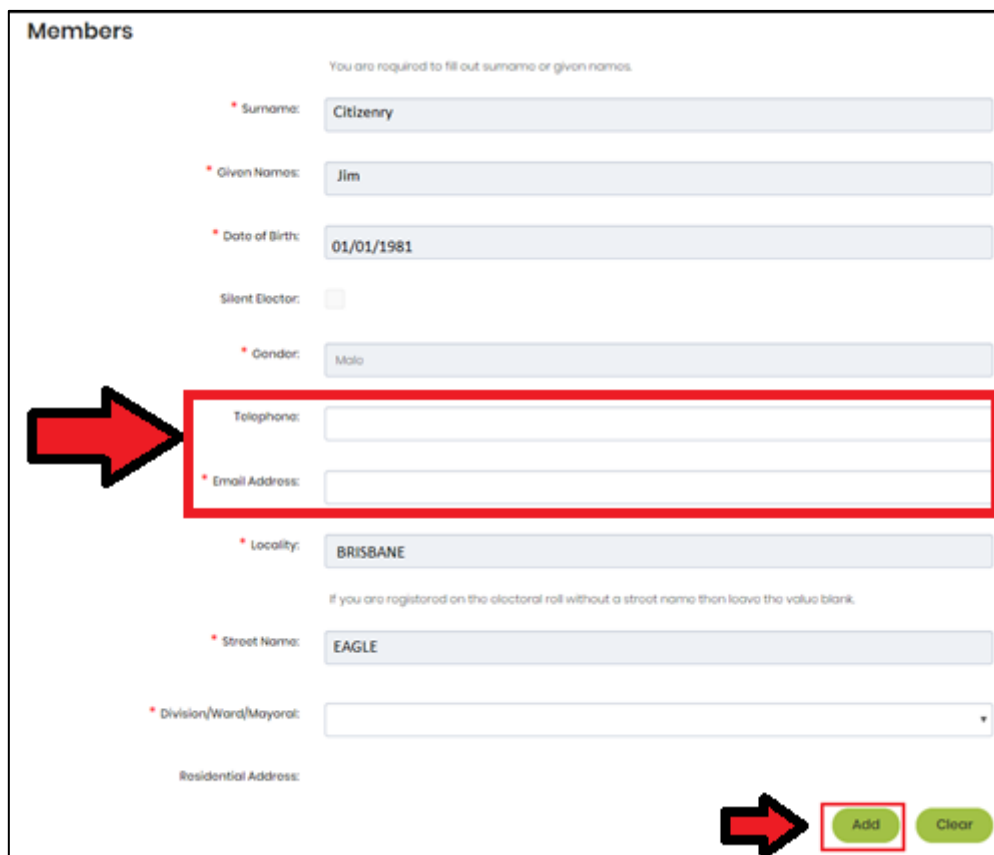
If you receive an error message stating that *'No entry is found on the Queensland electoral roll matching these details'*, double check that all information has been typed in correctly.

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

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

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

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



Members

You are required to fill out surname or given names.

* Surname:

* Given Names:

* Date of Birth:

Silent Elector: ☐

* Gender:

Telephone:

* Email Address:

* Locality:

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

* Street Name:

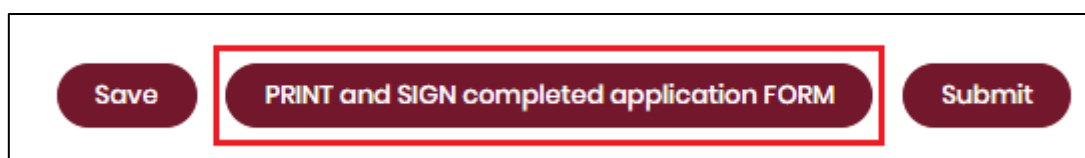
* Division/Ward/Mayoral:

Residential Address:

Add **Clear**

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

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



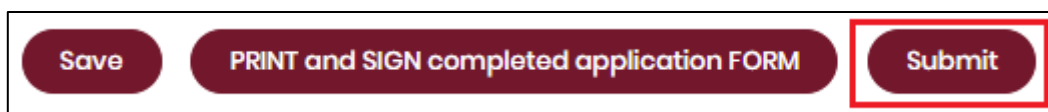
Important: Make sure to save your application form before you exit so that you can return to it later.


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

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

A screenshot of the 'Members Signature' section of the application form. It shows a label 'Members Signature:' followed by a large dashed rectangular box. Inside the box, at the top left, is a 'Browse' button. Below the box, there is text indicating the maximum file size is 10MB and listing allowed file formats. The 'Browse' button is highlighted with a red rectangular border.

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





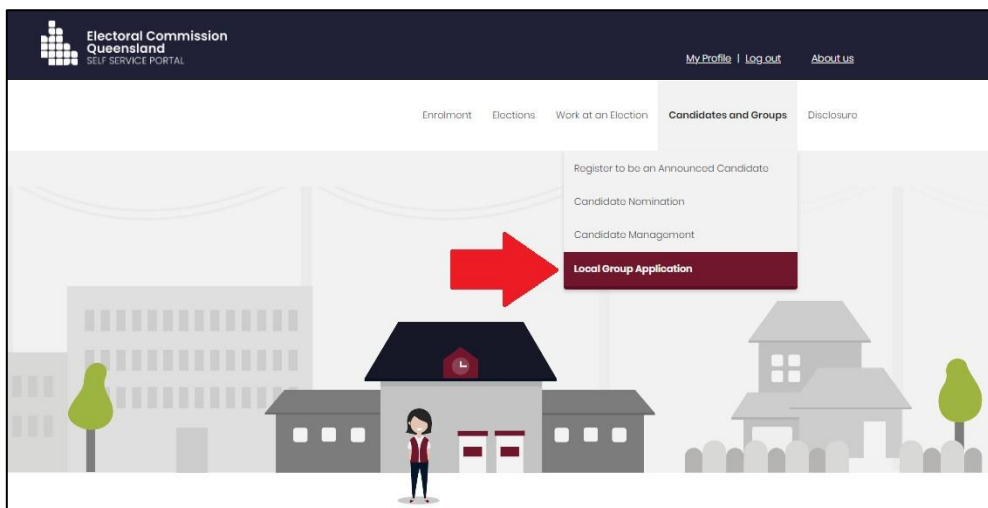
13. The form will be submitted to the ECQ for review. You will be contacted once your application is approved, or if there are any matters which require resolution.

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

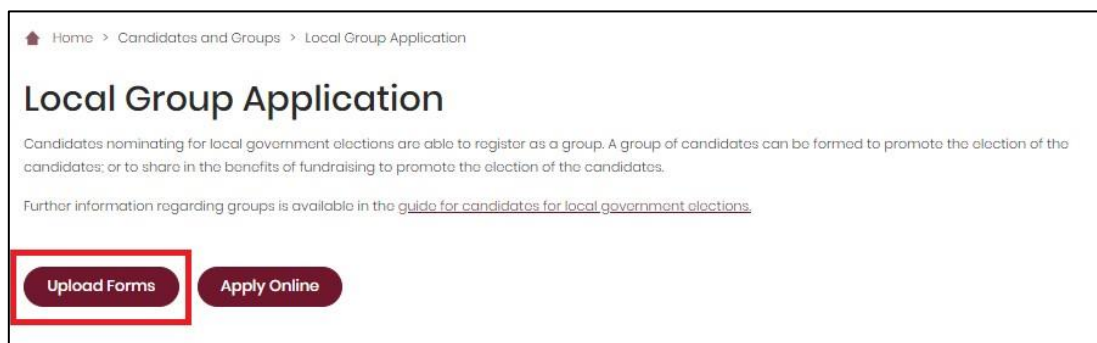
4.2 Applying by paper form

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

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



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

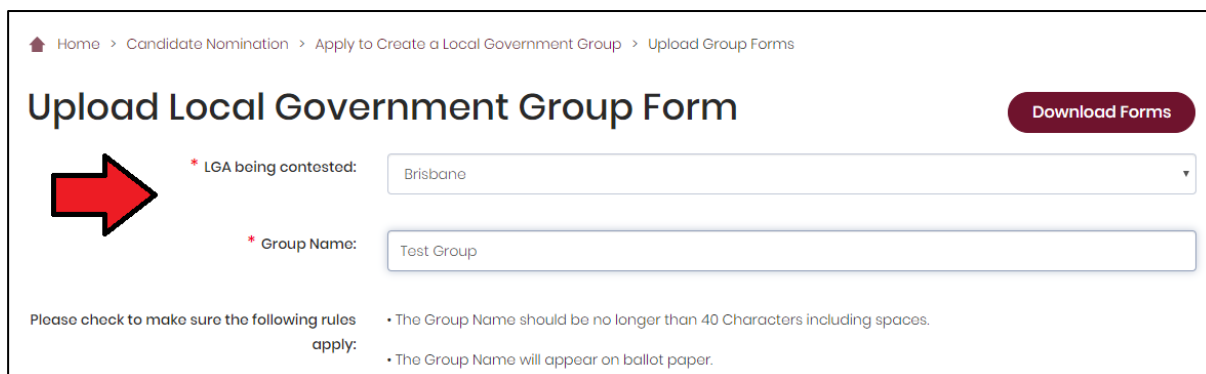


3. If you do not already have a copy of the approved application form, choose the **Download Forms** button in the top right corner.

A screenshot of the 'Upload Local Government Group Form' page. The title is 'Upload Local Government Group Form'. A large red arrow points to the 'Download Forms' button, which is highlighted with a red box. Below the title, there are two input fields: '* LGA being contested:' and '* Group Name:'. The 'LGA being contested' field is a dropdown menu, and the 'Group Name' field is a text input.

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

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



Home > Candidate Nomination > Apply to Create a Local Government Group > Upload Group Forms

Upload Local Government Group Form

Download Forms

* LGA being contested: Brisbane

* Group Name: Test Group

Please check to make sure the following rules apply:

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

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



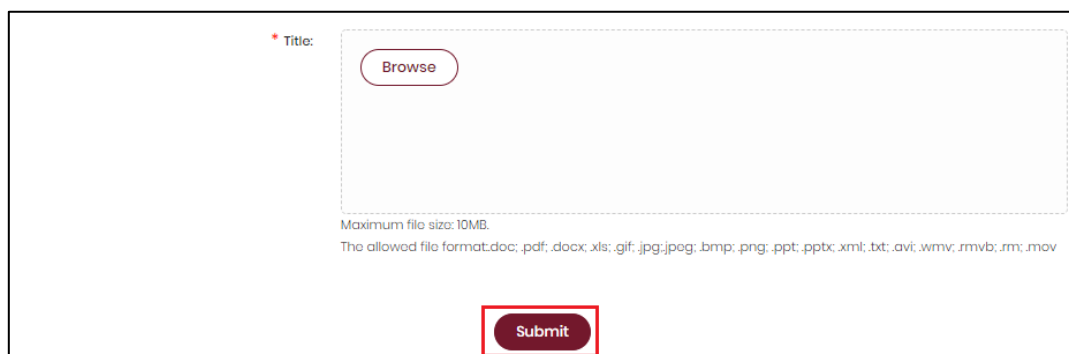
* Title:

Browse

Maximum file size: 10MB.

The allowed file format: doc; .pdf; .docx; .xls; .gif; .jpg; .jpeg; .bmp; .png; .ppt; .pptx; .xml; .txt; .avi; .wmv; .rmvb; .rm; .mov

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




* Title:

Browse

Maximum file size: 10MB.

The allowed file format: doc; .pdf; .docx; .xls; .gif; .jpg; .jpeg; .bmp; .png; .ppt; .pptx; .xml; .txt; .avi; .wmv; .rmvb; .rm; .mov

Submit

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

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

4.3 After the group has been approved

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

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

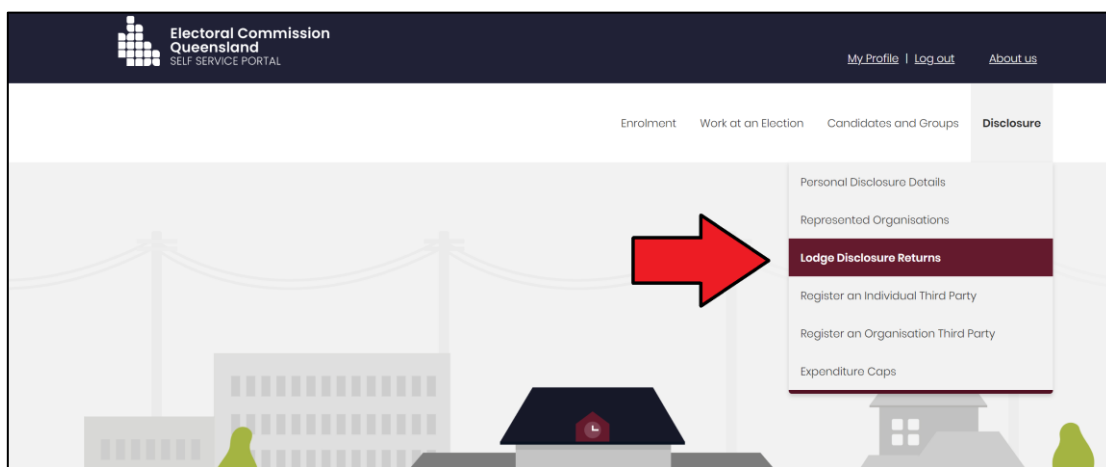
If the agent of the group is not the applicant, the agent should follow the instructions in [section 3](#) of this User Guide to set up a profile in the Self Service Portal. They will then be ready to continue to section 5.

5. Logging into EDS

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

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

1. When logged into SSP (selfserv.elections.qld.gov.au), 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 the 'Consent to share your details' page. The page header includes the Queensland Government logo and 'Digital ID Exchange'. The main heading is 'Consent to share your details'. Below it, a message states: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' A box titled 'Your digital identity details' contains the text 'Email address' and 'test@email.com'. Below this box, a note says: 'These details are from your digital identity. If they are incorrect, please update them with your [digital identity provider](#).' There is a checkbox with the text '* I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. Below the checkbox, a link reads: 'By giving consent you agree to our [terms of use](#) and [privacy statement](#)'. At the bottom, there are 'Cancel' and 'Continue' buttons.

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

The screenshot shows the 'Recipient Submissions' page in the EDS system. The page has a dark sidebar on the left with navigation links: Returns, My Submissions, My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, and Historical Data. The main content area is titled 'Recipient Submissions' and includes a sub-header 'View or amend lodged returns, lodge another return.' and a 'Lodge return' button. Below this are four tabs: MY RECIPIENT SUBMISSIONS, MY DONOR SUBMISSIONS, MY LOAN SUBMISSIONS, and MY EXPENDITURE SUBMISSIONS. The 'MY RECIPIENT SUBMISSIONS' tab is active, showing a search bar and various filters: Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, Election periods, Calendar Based Reporting Period, Political Donation, and Electoral committee. There is an 'Apply' button for the filters. Below the filters is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table currently shows 0 items. There is a 'Show 25' dropdown and an 'Apply' button for the table. A red arrow points to the 'Lodge return' button in the top right corner.

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

The screenshot shows the homepage of the Electronic Disclosure System (EDS). The page has a dark background with a blue and white abstract design. The header includes the ECQ logo and navigation links: GIFT MAP, EXPENDITURE TABLE, REPORTS, and HELP & SUPPORT. The main heading is 'Electronic Disclosure System' with a sub-header 'The EDS will default to State returns. Change the filters to view local government returns.' Below this are two buttons: 'REGISTER TO SUBMIT' and 'VIEW PUBLIC DATA'. In the top right corner, there is a 'LOGIN / REGISTER' button, which is highlighted with a red box and a red arrow pointing to it.

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

The screenshot shows the login page for the Queensland Government. The page has a white background with a grey border. The header includes the Queensland Government logo and the text 'Welcome'. Below this is the text 'Login to Queensland Digital Identity'. There are two input fields: 'Email address*' and 'Password*'. The 'Password*' field has a toggle icon for visibility. Below the input fields are two links: 'Forgot password?' and 'Continue'. At the bottom, there is a link 'Don't have an account? Sign up'.

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

Recipient Submissions
View or amend lodged returns, lodge another 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
Showing 0-0 of 0 items							

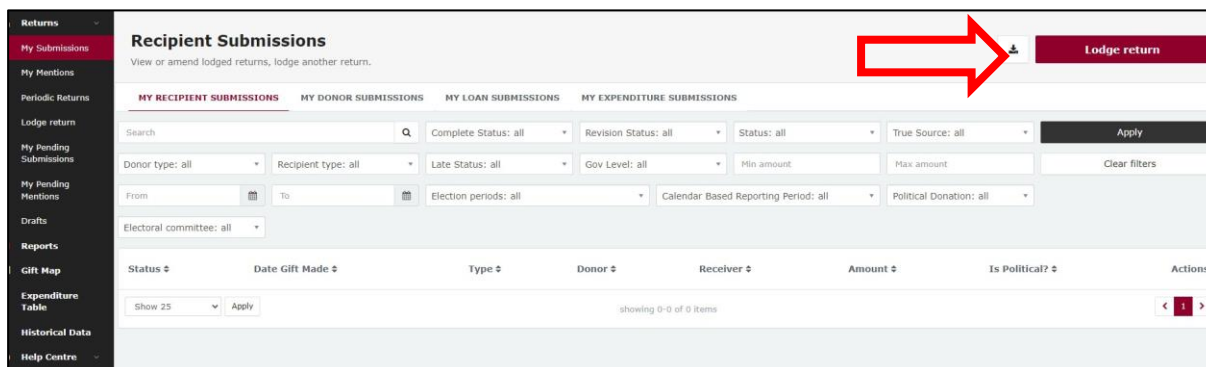
Show 25

6. Disclosing a gift in EDS

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

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

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



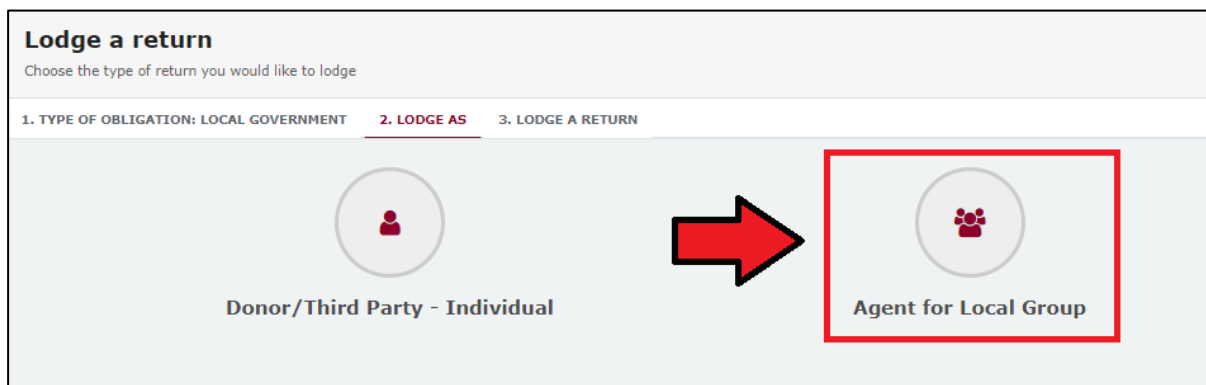
The screenshot shows the 'Recipient Submissions' page in the EDS system. The page has a sidebar on the left with navigation links: Returns, My Submissions, My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, Historical Data, and Help Centre. The main content area is titled 'Recipient Submissions' and includes a sub-header 'View or amend lodged returns, lodge another return.' Below this is a tabbed interface with four tabs: 'MY RECIPIENT SUBMISSIONS' (selected), 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab contains a search bar, several filter dropdowns (Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, Election periods, Calendar Based Reporting Period, Political Donation, Electoral committee), and an 'Apply' button. Below the filters is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table currently shows 0 items. A red arrow points to the 'Lodge return' button in the top right corner of the page.

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



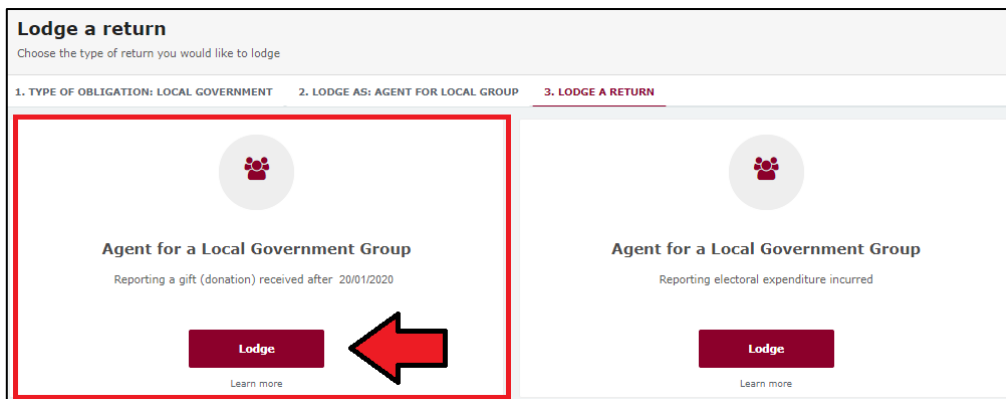
The screenshot shows the 'Lodge a return' screen. The page has a sub-header 'Choose the type of return you would like to lodge'. Below this is a tabbed interface with three tabs: '1. TYPE OF OBLIGATION' (selected), '2. LODGE AS', and '3. LODGE A RETURN'. The '1. TYPE OF OBLIGATION' tab contains two options: 'Local Government' (represented by a building icon) and 'State Government' (represented by a classical building icon). A red arrow points to the 'Local Government' option.

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



The screenshot shows the 'Lodge a return' screen. The page has a sub-header 'Choose the type of return you would like to lodge'. Below this is a tabbed interface with three tabs: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS' (selected), and '3. LODGE A RETURN'. The '2. LODGE AS' tab contains two options: 'Donor/Third Party - Individual' (represented by a person icon) and 'Agent for Local Group' (represented by a group of people icon). A red arrow points to the 'Agent for Local Group' option.

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



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

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

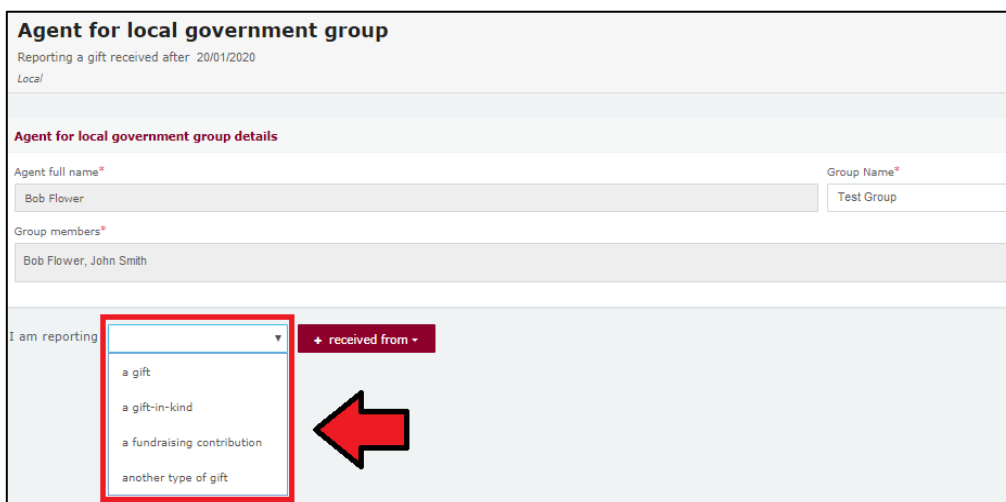
Agent for a Local Government Group
Reporting a gift (donation) received after 20/01/2020

Lodge
Learn more

Agent for a Local Government Group
Reporting electoral expenditure incurred

Lodge
Learn more

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



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

Agent for local government group details

Agent full name*
Bob Flower

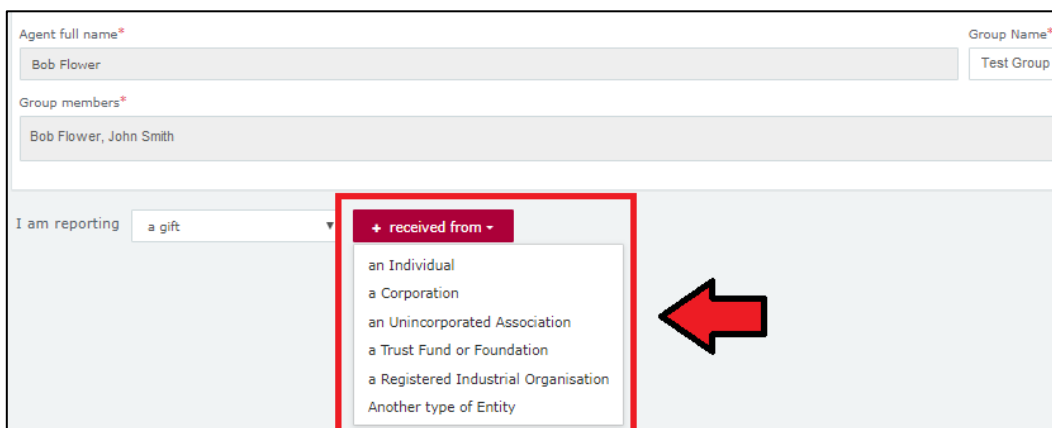
Group Name*
Test Group

Group members*
Bob Flower, John Smith

I am reporting
a gift
a gift-in-kind
a fundraising contribution
another type of gift

+ received from +

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



Agent full name*
Bob Flower

Group Name*
Test Group

Group members*
Bob Flower, John Smith

I am reporting
a gift

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

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

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

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

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

Current Total **\$500.00**

Save Draft **Submit**

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

ECQ

Returns

My Submissions

My Mentions

Periodic Returns

Lodge return

My Pending Submissions

My Pending Mentions

Drafts

Reports

Agent for local government group

Reporting a gift received after 20/01/2020

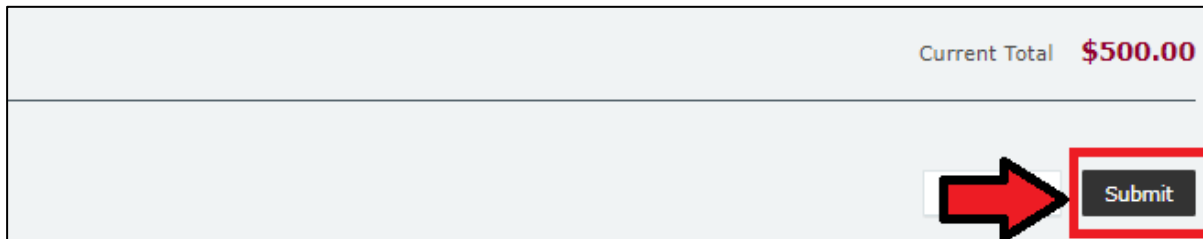
Local

Agent for local government group details

Agent full name *
Bob Flower

Members *
Flower, John Smith

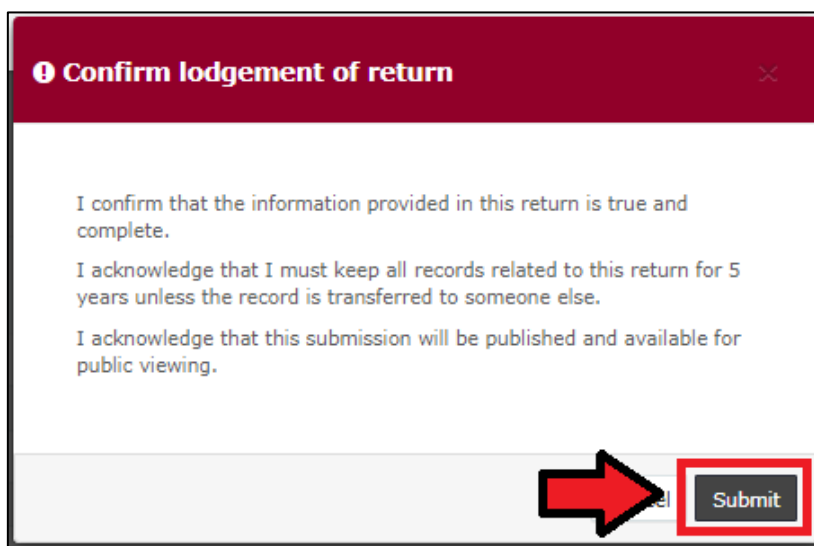
8. Choose **Submit** to finish the return.



Current Total **\$500.00**

Submit

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



Confirm lodgement of return

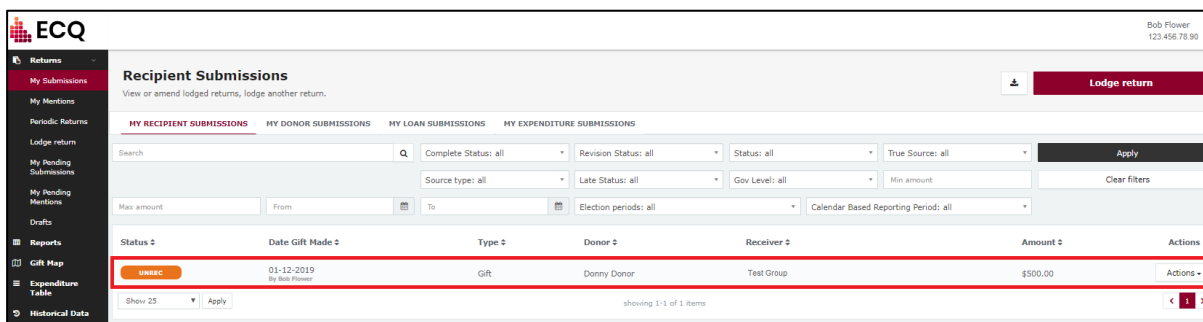
I confirm that the information provided in this return is true and complete.

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

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

Submit

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



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

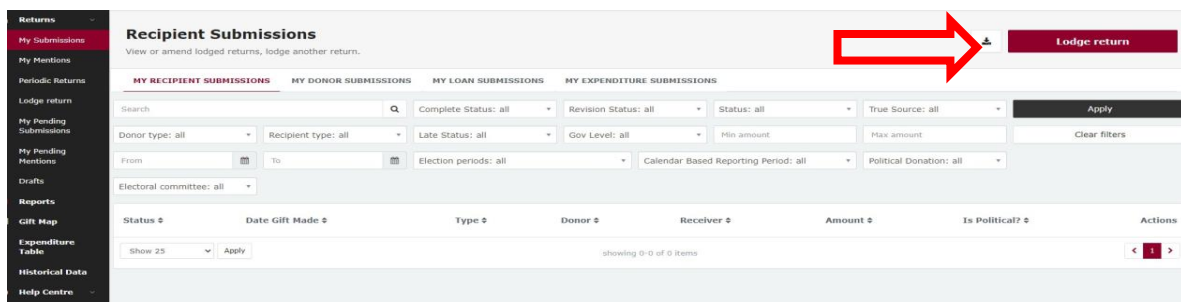
The status of your return will be unreconciled ('UNREC') until the donor lodges a matching return.

7. Disclosing a loan in EDS

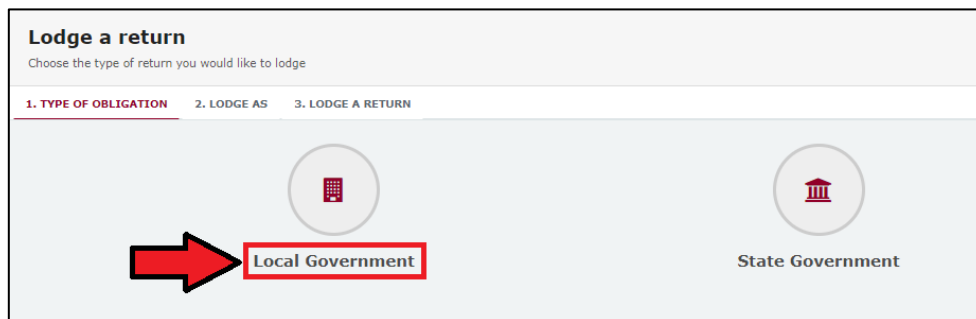
Agents of groups of candidates who receive loans of \$500 or more are required to disclose the details of the loan in a return by the disclosure due date.

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

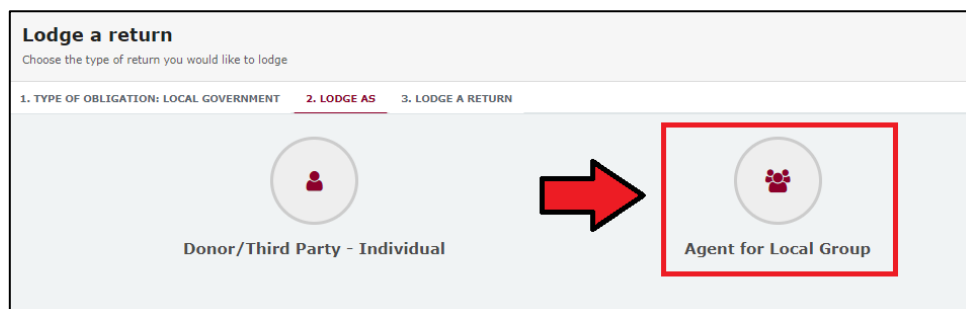
When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.



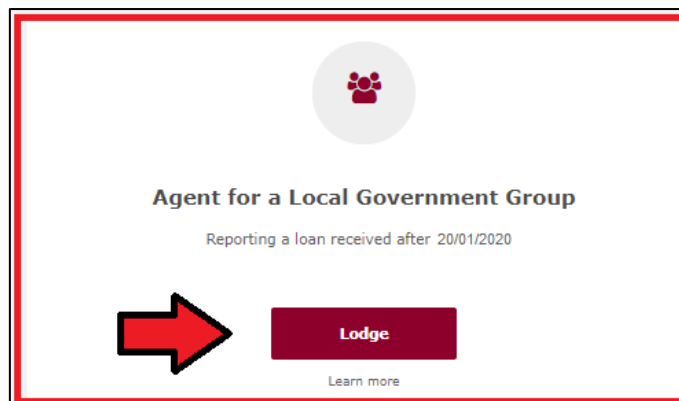
1. Under Type of Obligation, select **Local Government**.



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



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



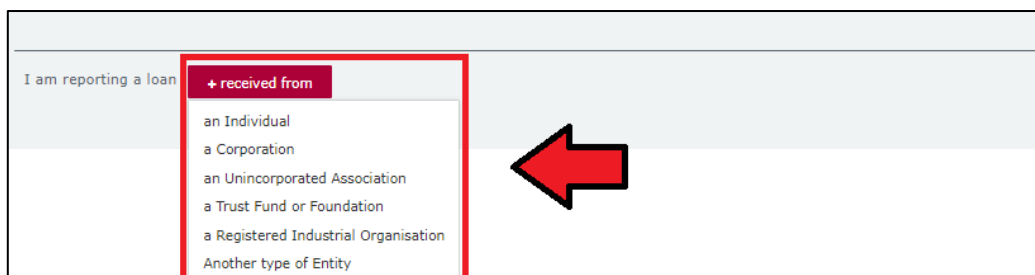
4. Select the type of entity that provided the loan from the **+ received from** dropdown menu.

A screenshot of a 'Local candidate return' form. It includes fields for 'Candidate' (John Smith), 'Event' (2020 Local Government Quadrennial Election), and 'Address' (123 Test St, Brisbane QLD 4000). Below these is a section 'I am reporting a loan' with a dropdown menu labeled '+ received from'. The dropdown menu is open, showing a list of entity types: '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 this dropdown menu.

5. Enter all requested loan reporting information, such as name and address of the entity giving the loan, terms and conditions of loan, amount and date loan received, date loan due and date paid back (if applicable).

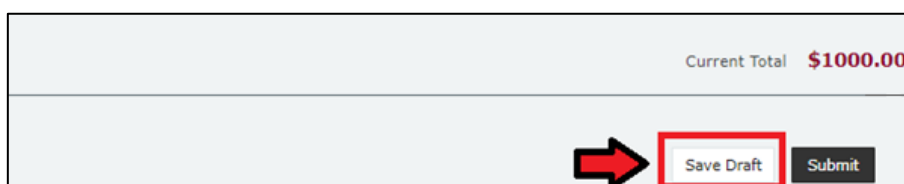
A screenshot of a 'Reporting a loan received from an individual' form. It includes fields for 'Name' (Donny Donor), 'Street' (1 Test St), 'Suburb/Town' (Brisbane City), 'State' (QLD), and 'Postcode' (4000). Below these is a section 'Loan Particulars' with fields for 'Terms & conditions', 'Amount' (1000), 'Date made', 'Date paid back', and 'Date loan due'. There are also checkboxes for 'Market rate charged?', 'Individual's Occupation', 'Is the individual employed, self-employed or otherwise engaged in an industry?', 'Industry', 'Does the individual have an interest in a local government matter that is greater than that of other persons in the local government area?', and 'Is this individual the source of the loan?'.

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



6. Depending on the type of entity selected in step 5, you may also be asked additional questions about the corporation, individual, etc. who provided the loan. [Fact sheet 11 – Relevant details of gifts and loans](#) has further information about what may be required.

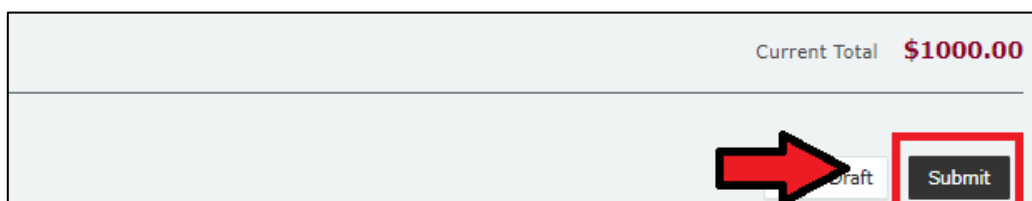
7. If you want to complete this return later, you can choose **Save Draft** at any time.



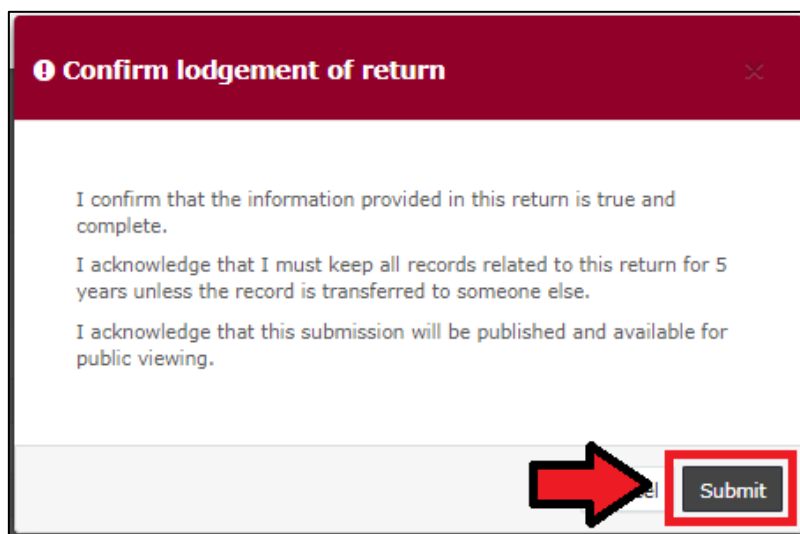
You can access your saved draft returns by choosing **Drafts** from the side menu.



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



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



Confirm lodgement of return

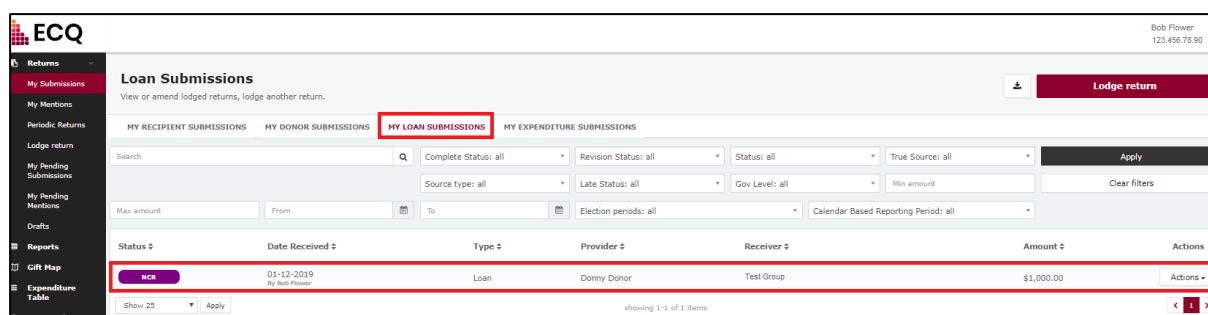
I confirm that the information provided in this return is true and complete.

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

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

Submit

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



ECQ

Bob Flower
123,456,78.50

Loan Submissions
View or amend lodged returns, lodge another 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 Apply

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

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

Status	Date Received	Type	Provider	Receiver	Amount	Actions
NCR	01-12-2019 <small>By Bob Flower</small>	Loan	Donny Donor	Test Group	\$1,000.00	Actions

Show 25 Apply showing 1-1 of 1 items

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

8. Disclosing electoral expenditure in EDS

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

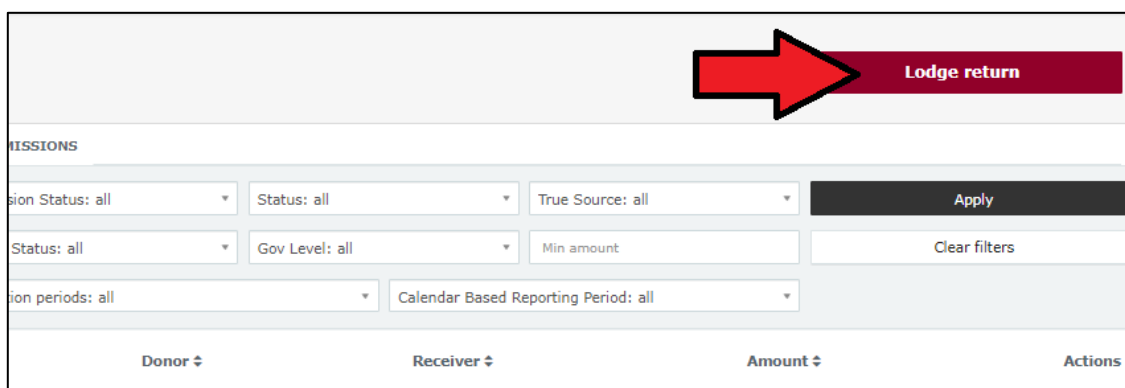
Note: refer to the [Glossary](#) for key terms and definitions.

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

8.1 Disclosing electoral expenditure individually

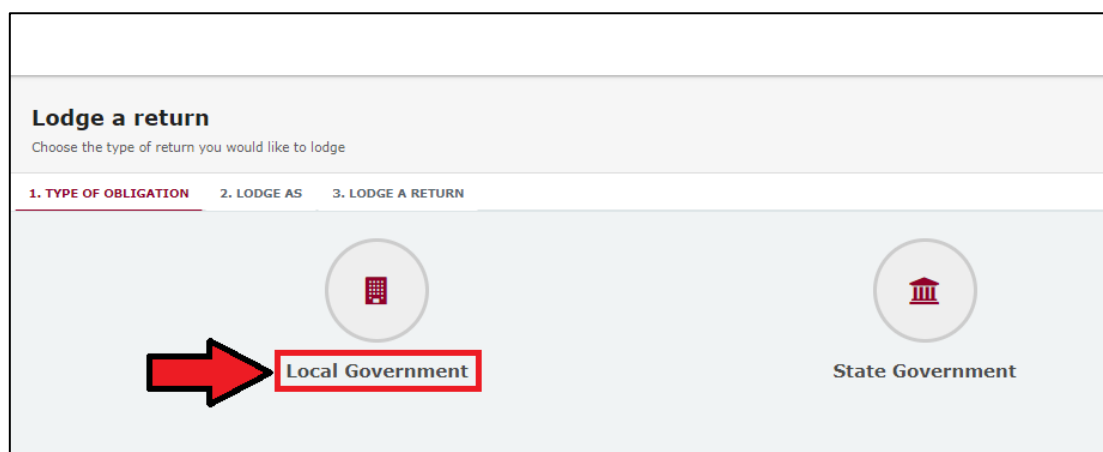
To lodge a return for individual items of electoral expenditure, please use the following instructions.

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



The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button is a section titled "MISSIONS" containing several filter dropdowns: "Mission Status: all", "Status: all", "True Source: all", "Status: all", "Gov Level: all", "Min amount", "Reporting periods: all", and "Calendar Based Reporting Period: all". There are also "Apply" and "Clear filters" buttons. 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" page. The title "Lodge a return" is at the top, followed by the instruction "Choose the type of return you would like to lodge". Below this are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". The "1. TYPE OF OBLIGATION" tab is active. It contains two circular icons: one for "Local Government" (highlighted with a red arrow and a red box) and one for "State Government".

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

The screenshot shows the 'Lodge a return' page with the heading 'Choose the type of return you would like to lodge'. Below this are three tabs: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS', and '3. LODGE A RETURN'. Under the '2. LODGE AS' tab, there are two options: 'Donor/Third Party - Individual' and 'Agent for Local Group'. A red arrow points from the first option to the second, which is highlighted with a red rectangular box.

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

The screenshot shows the 'Lodge a return' page with the heading 'Choose the type of return you would like to lodge'. Below this are three tabs: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS: AGENT FOR LOCAL GROUP', and '3. LODGE A RETURN'. Under the '2. LODGE AS: AGENT FOR LOCAL GROUP' tab, there are two options: 'Agent for a Local Government Group: Reporting a gift (donation) received after 20/01/2020' and 'Agent for a Local Government Group: Reporting electoral expenditure incurred'. A red arrow points from the first option to the second, which is highlighted with a red rectangular box. Below the second option is a red 'Lodge' button.

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

The screenshot shows the 'Agent for local government group' page with the heading 'Reporting electoral expenditure incurred' and the sub-heading 'Local'. Below this is a section titled 'Agent for local government group details' with two input fields: 'Agent full name*' (containing 'Bob Flower') and 'Group members*' (containing 'Bob Flower, John Smith'). At the bottom left, there is a red button labeled '+ Add new item' with a dropdown arrow. A red arrow points from this button to the 'Electoral expenditure' option in the dropdown menu, which is highlighted with a red rectangular box.

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

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

Electoral expenditure

Supplier name*
Printers R Us

Street*
1 Supplier St

Suburb*
Brisbane

State*
QLD

Postcode*
4000

Expenditure Particulars

Description of goods or services*
Printing of 10,000 x DL flyers

Purpose of the expenditure*
To promote my candidacy and my policies as part of a council-wide mail out

Amount*
2000

Date of expenditure*
01/12/2019

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

Current Total **\$2000.00**

Save Draft **Submit**

Drafts are accessed through the side menu.

ECQ

Returns

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

Reports

Gift Map

Agent for local government group

Reporting electoral expenditure incurred

Local

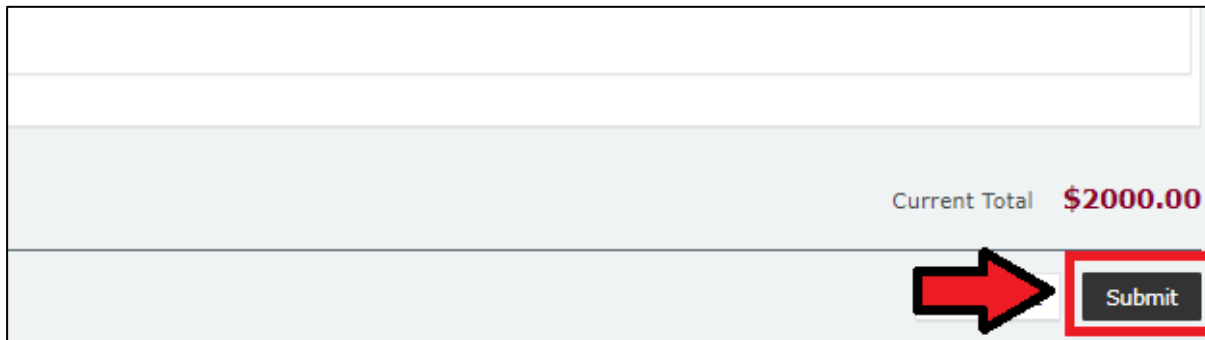
Agent for local government group details

Agent full name*
Bob Flower

Group Name*
Test Group

Group members*
Mr, John Smith

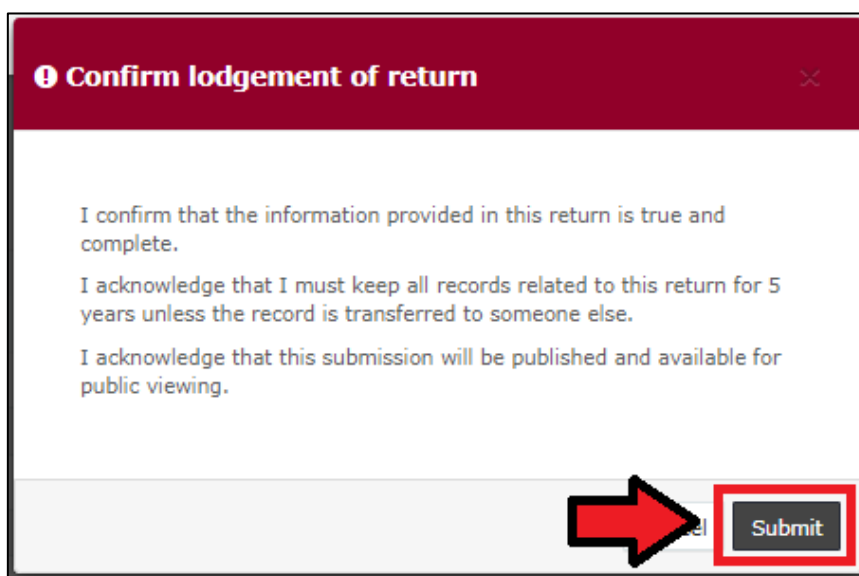
8. Choose **Submit** to lodge your return.



Current Total **\$2000.00**

Submit

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



! Confirm lodgement of return

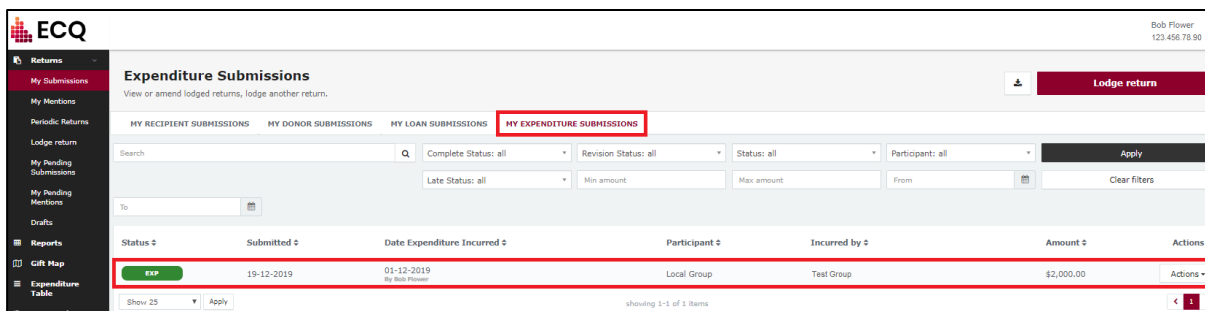
I confirm that the information provided in this return is true and complete.

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

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

Submit

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



ECQ Bob Flower 123 456 78 90

Expenditure Submissions
View or amend lodged returns, lodge another return.

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**

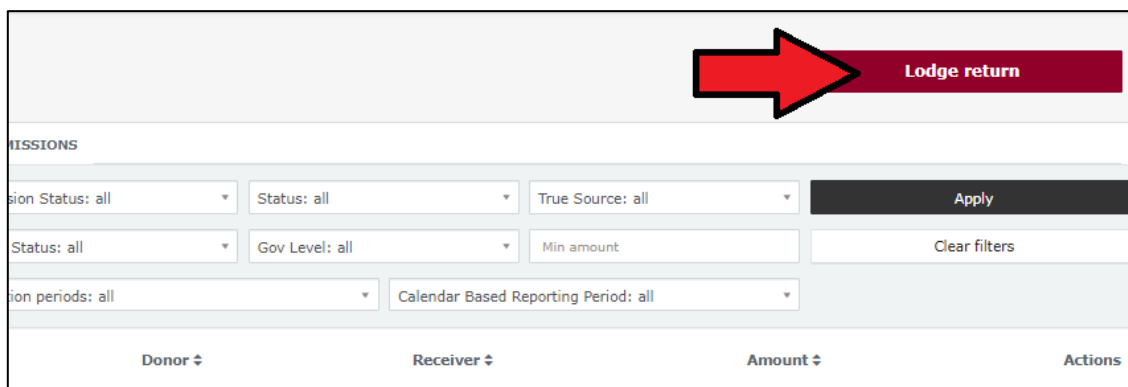
Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
ESP	19-12-2019	01-12-2019 By Bob Flower	Local Group	Test Group	\$2,000.00	Actions

Show 25 Apply showing 1-1 of 1 items

8.2 Disclosing electoral expenditure using a bulk upload spreadsheet

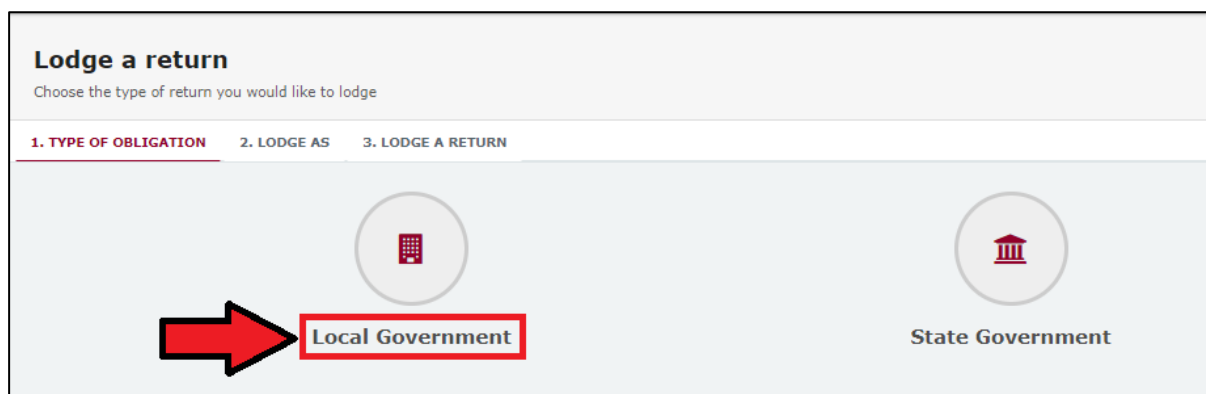
To lodge a return for many electoral expenditure items, please use the following instructions.

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



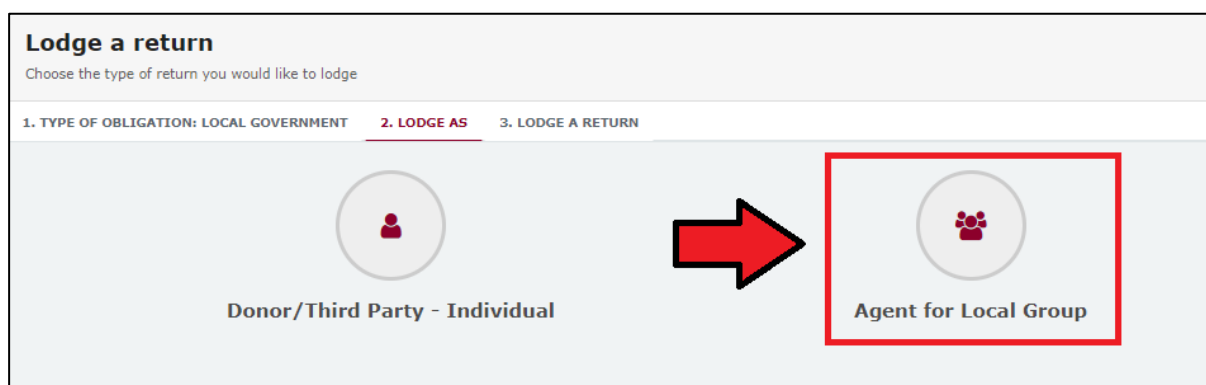
The screenshot shows the top right corner of a web interface. A large red arrow points to a maroon button labeled "Lodge return". Below this button is a section titled "MISSIONS" containing several filter dropdown menus: "Mission Status: all", "Status: all", "True Source: all", "Status: all", "Gov Level: all", "Min amount", "Mission periods: all", and "Calendar Based Reporting Period: all". There are also "Apply" and "Clear filters" buttons. At the bottom, there are columns for "Donor", "Receiver", "Amount", and "Actions".

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



The screenshot shows the "Lodge a return" page. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". Below the title are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". The "1. TYPE OF OBLIGATION" tab is selected. It shows two options: "Local Government" (with a red icon of a building) and "State Government" (with a red icon of a classical building). A large red arrow points to the "Local Government" option, which is highlighted with a red box.

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



The screenshot shows the "Lodge a return" page, specifically the "2. LODGE AS" tab. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". Below the title are three tabs: "1. TYPE OF OBLIGATION: LOCAL GOVERNMENT", "2. LODGE AS", and "3. LODGE A RETURN". The "2. LODGE AS" tab is selected. It shows two options: "Donor/Third Party - Individual" (with a red icon of a person) and "Agent for Local Group" (with a red icon of a group of people). A large red arrow points to the "Agent for Local Group" option, which is highlighted with a red box.

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

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

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

Agent for a Local Government Group
Reporting a gift (donation) received after 01/07/2019
Lodge
Learn more

Agent for a Local Government Group
Reporting electoral expenditure incurred
Lodge
Learn more

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

Bob Flower
123.456.78.90

+ Bulk upload
Download template
Upload template

6. Once downloaded, open the Excel file.

Note:

- Google Chrome downloads generally appear in the lower left of the page.
- Internet Explorer downloads generally appear in a popup box.
- Apple Safari downloads are usually available in the download icon in the lower right of the screen.

7. When you have the excel file open, be sure to **Enable Editing** then enter mandatory fields, such as supplier name and address, description of goods or services, purpose of expenditure, amount and date.
 - Be sure to enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
 - Please do not change, add or remove any of the spreadsheet's headings or columns. The template will not upload properly if these are changed. This includes wording that you copy and paste from a different document – it must match the options available from any drop-down lists in the template (e.g. State).
 - Country is only required for overseas addresses.

	A	B	C	D	E	F	G	H	I	J
1	Supplier									
2	Name	Street	Suburb	State	Postcode	Country	Date of expenditure	Amount	Description	Purpose
3	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
4	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
5	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
6										
7										
8										
9										
10										
11										
12										

8. After entering all your electoral expenditure, save the file to a safe location on your device.
9. When you're ready to upload the spreadsheet, navigate back to lodge your return and choose **+ Bulk upload** using a dropdown menu. You can then select **Upload template**.



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

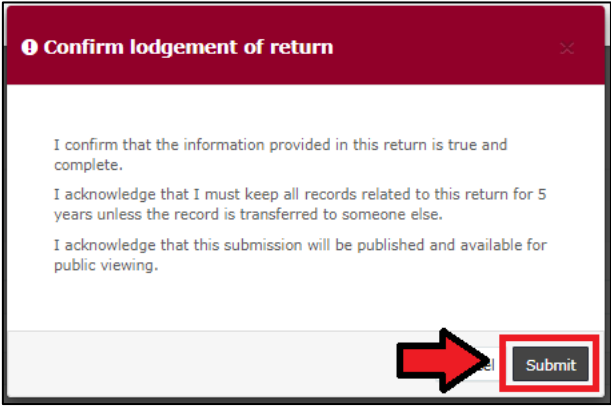
10. Select **Submit** to lodge your return.



Current Total **\$2560.00**

Submit

11. 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.

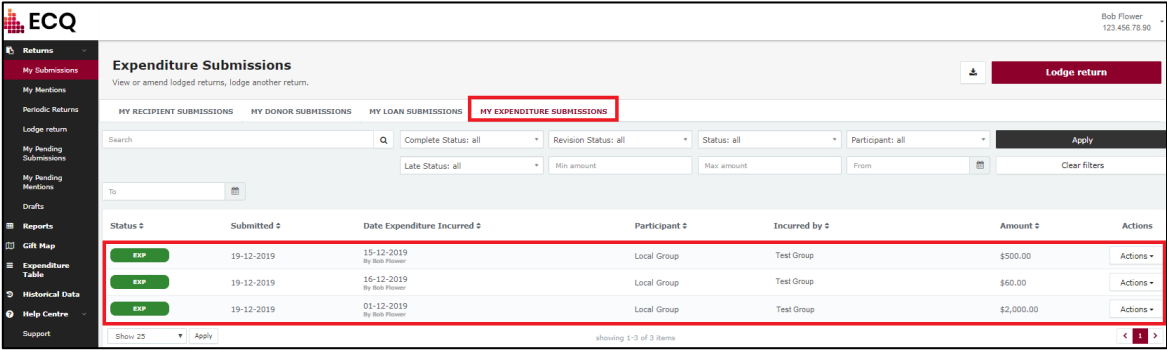
I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

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

Submit

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

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



ECQ Bob Flower 123,456.78.90

Expenditure Submissions
View or amend lodged returns, lodge another 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

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	19-12-2019	15-12-2019 By Bob Flower	Local Group	Test Group	\$500.00	Actions
EXP	19-12-2019	16-12-2019 By Bob Flower	Local Group	Test Group	\$60.00	Actions
EXP	19-12-2019	01-12-2019 By Bob Flower	Local Group	Test Group	\$2,000.00	Actions

Show 25 Apply Showing 1-3 of 3 items

9. Submitting an election summary return

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

In this return, you are required to disclose the:

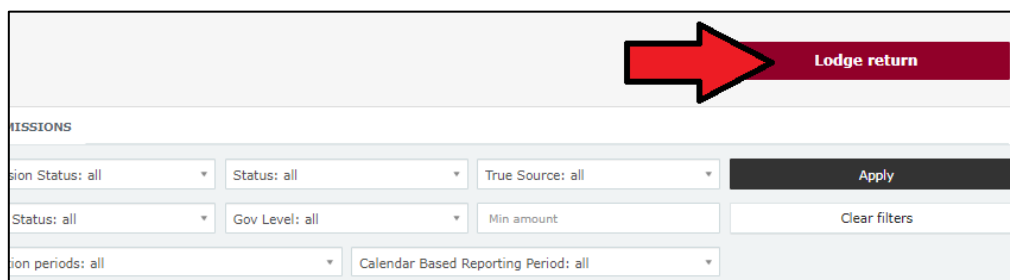
- total value of all gifts and/or loans received during your disclosure period
- total number of entities that made those gifts/loans
- total amount of electoral expenditure that you incurred or were gifted.

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

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

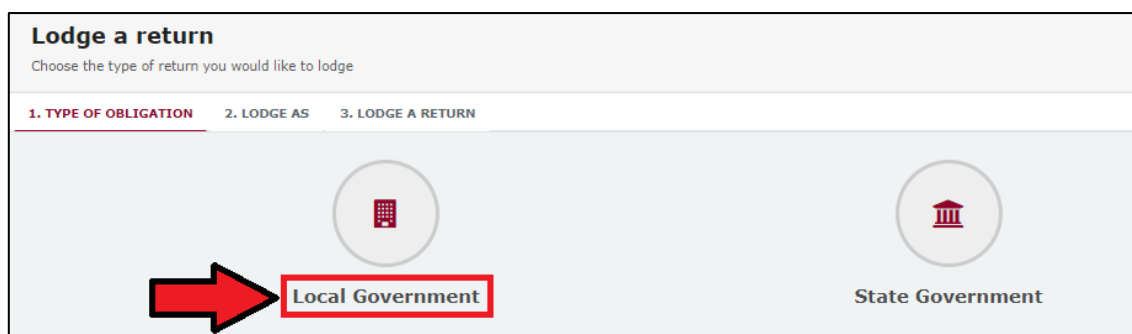
To lodge your election summary return, please use the following instructions.

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



The screenshot shows the 'RECIPIENT SUBMISSIONS' page. At the top right, there is a maroon button labeled 'Lodge return'. A large red arrow points to this button. Below the button, there are several filter dropdowns: 'Submission Status: all', 'Status: all', 'True Source: all', 'Status: all', 'Gov Level: all', 'Min amount', 'Submission periods: all', and 'Calendar Based Reporting Period: all'. There are also 'Apply' and 'Clear filters' buttons.

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



The screenshot shows the 'Lodge a return' page. At the top, it says 'Choose the type of return you would like to lodge'. Below this, there are three tabs: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. The '1. TYPE OF OBLIGATION' tab is selected. Under this tab, there are two options: 'Local Government' and 'State Government'. The 'Local Government' option is highlighted with a red box and a red arrow points to it. The 'State Government' option is also visible.

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

The screenshot shows the 'Lodge a return' page with the heading 'Choose the type of return you would like to lodge'. Below this are three tabs: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS', and '3. LODGE A RETURN'. The '2. LODGE AS' tab is selected. Under this tab, there are two options: 'Donor/Third Party - Individual' and 'Agent for Local Group'. A red arrow points from the first option to the second, which is highlighted with a red rectangular box.

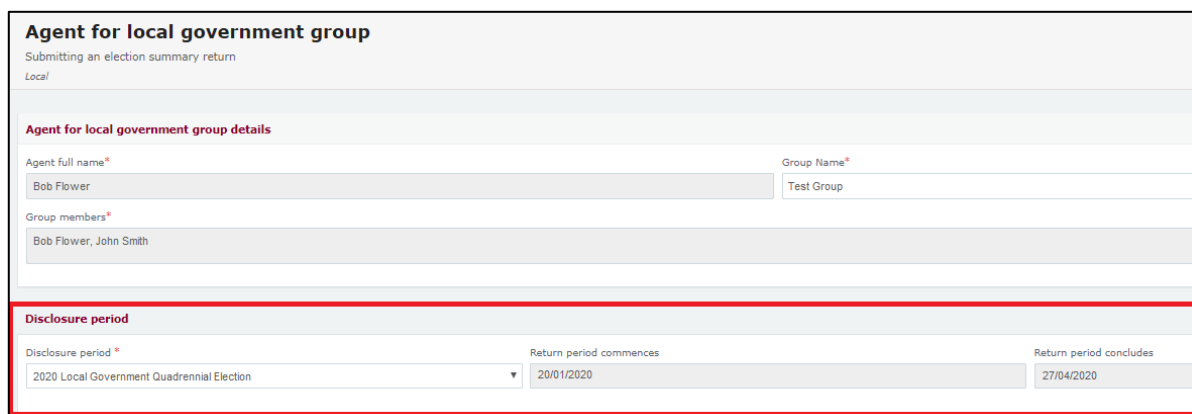
4. Under Lodge a Return, select the **Lodge** button under Agent for a Local Government Group: Submitting an election summary return.

The screenshot shows the 'Agent for a Local Government Group' page with the heading 'Submitting an election summary return'. Below this is a red 'Lodge' button and a 'Learn more' link. A red arrow points to the 'Lodge' button.

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

The screenshot shows a 'Bank Statement' modal with the heading 'Bank Statement'. The text inside reads: 'As part of this return, you will be required to upload a copy of the bank statement for your dedicated bank account. You will not be able to finish submitting this return without uploading this document.' Below this is a checkbox labeled 'I understand.' which is checked. A red arrow points to the checkbox. At the bottom right, there is a 'Continue' button highlighted with a red rectangular box.

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



Agent for local government group
Submitting an election summary return
Local

Agent for local government group details

Agent full name*
Bob Flower

Group Name*
Test Group

Group members*
Bob Flower, John Smith

Disclosure period

Disclosure period *
2020 Local Government Quadrennial Election

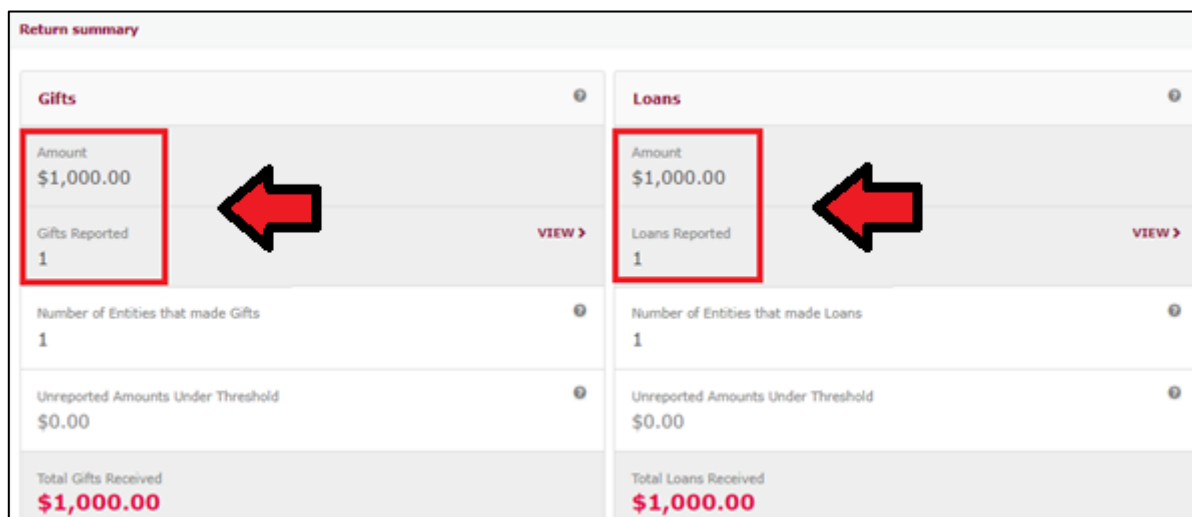
Return period commences
20/01/2020

Return period concludes
27/04/2020

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

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



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



Return summary

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



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

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

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

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

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

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

The **Unreported Amounts Under Threshold** field is also editable. Place the total value of any gifts or loans received under \$500 that have not been previously reported in EDS.

Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1 VIEW >	Loans Reported 1 VIEW >
Number of Entities that made Gifts 20	Number of Entities that made Loans 1
Unreported Amounts Under Threshold \$850	Unreported Amounts Under Threshold \$0.00
Total Gifts Received \$1,000.00	Total Loans Received \$1,000.00

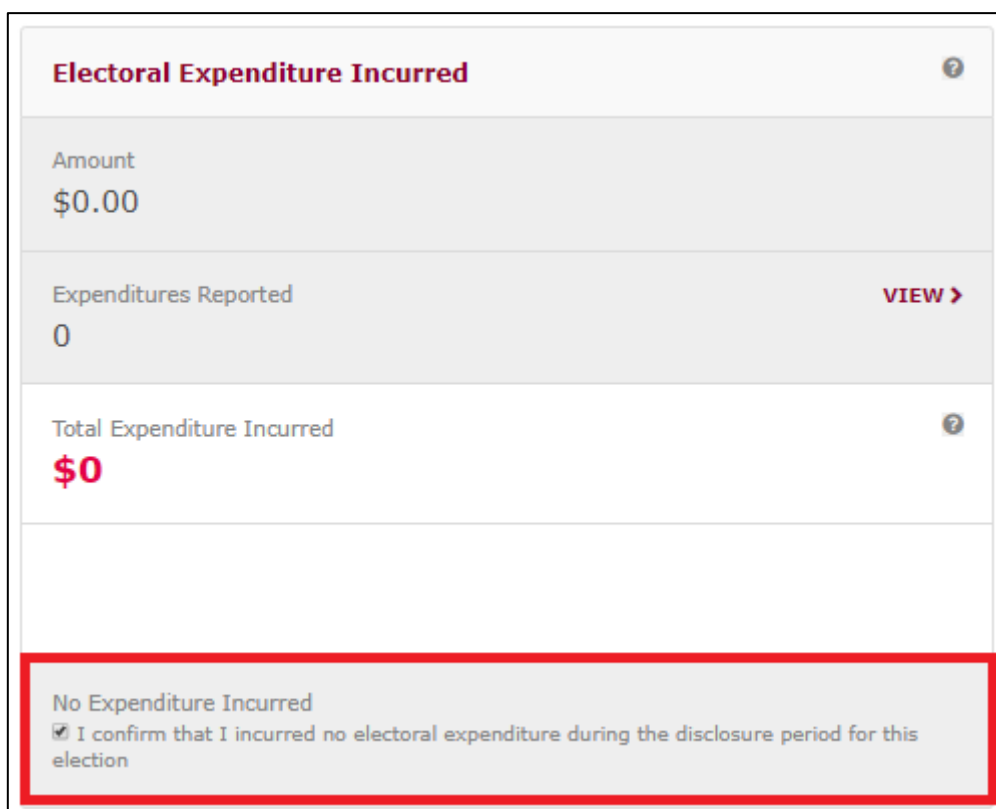
For example: The group received a \$1,000 gift from a donor during its disclosure period, which you have already reported in EDS in a separate return (see [Section 5](#)). This gift will appear automatically in the **Amount** and **Gifts Reported** fields of your Election Summary Return.

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

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

Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1 VIEW >	Loans Reported 1 VIEW >
Number of Entities that made Gifts 20	Number of Entities that made Loans 1
Unreported Amounts Under Threshold \$850	Unreported Amounts Under Threshold \$0.00
Total Gifts Received \$1,850.00	Total Loans Received \$1,000.00

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

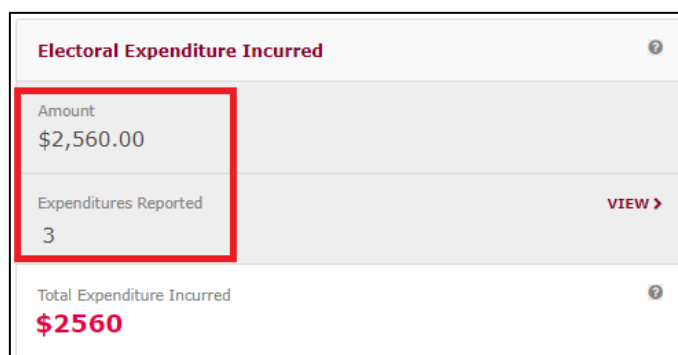


The screenshot shows a form titled "Electoral Expenditure Incurred" with a help icon. It contains three sections: "Amount" with a value of "\$0.00", "Expenditures Reported" with a value of "0" and a "VIEW >" link, and "Total Expenditure Incurred" with a value of "\$0" and a help icon. At the bottom,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

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

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

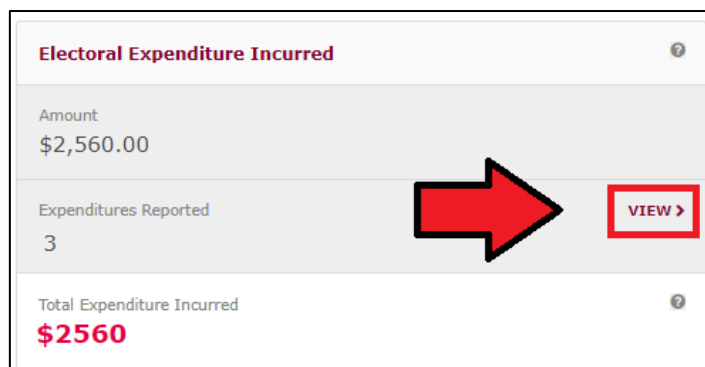
The **Amount** and **Expenditures Reported** fields will display the total amount and number of any items of electoral expenditure that you have already reported in the EDS using the instructions in [section 6](#).



The screenshot shows the same form as above but with non-zero values. The "Amount" field is "\$2,560.00" and the "Expenditures Reported" field is "3". The "Total Expenditure Incurred" field is "\$2560". A red box highlights the "Amount" and "Expenditures Reported" fields.

Electoral Expenditure Incurred ?	
Amount	\$2,560.00
Expenditures Reported	3 VIEW >
Total Expenditure Incurred	\$2560 ?

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



Electoral Expenditure Incurred

Amount	\$2,560.00
Expenditures Reported	3
Total Expenditure Incurred	\$2560

A red arrow points from the 'Expenditures Reported' row to a red-bordered button labeled 'VIEW >'.

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



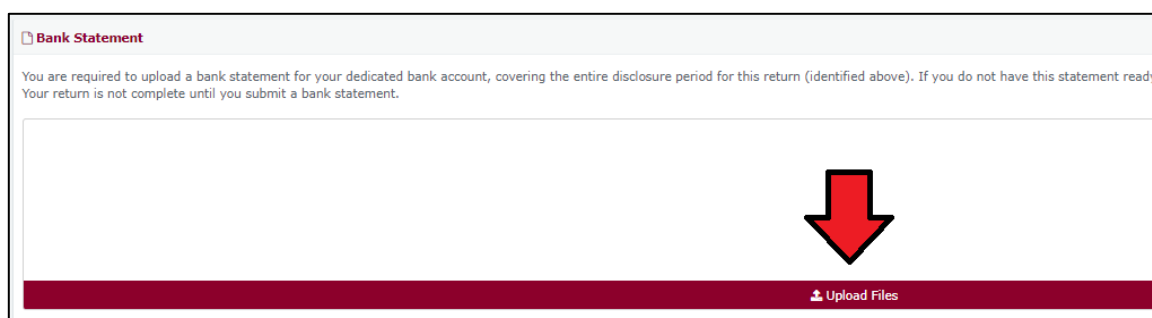
Electoral Expenditure Incurred

Amount	\$2,560.00
Expenditures Reported	3
Total Expenditure Incurred	\$2560

A red rectangular box highlights the 'Total Expenditure Incurred' row.

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

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

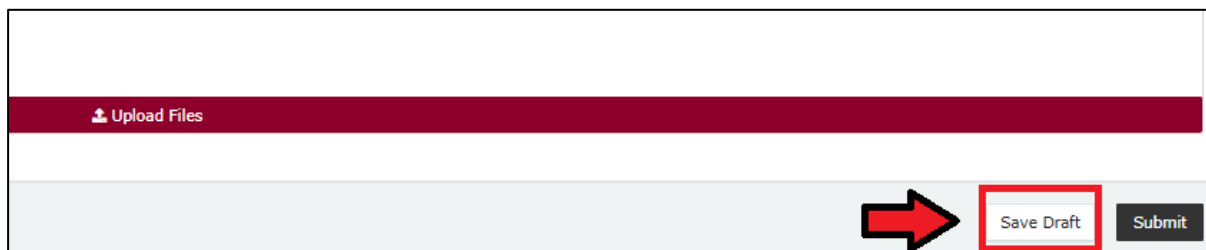


Bank Statement

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

A large red arrow points down to a red-bordered button labeled 'Upload Files'.

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

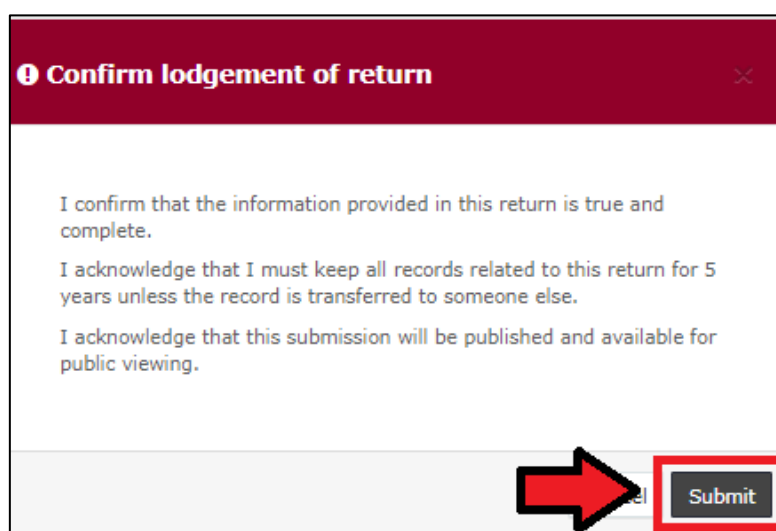
A screenshot of a web interface showing a dark red header bar with the text 'Upload Files' and a small upload icon. Below the header is a light grey bar containing two buttons: 'Save Draft' and 'Submit'. A red arrow points to the 'Save Draft' button, which is also highlighted with a red rectangular border.

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

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

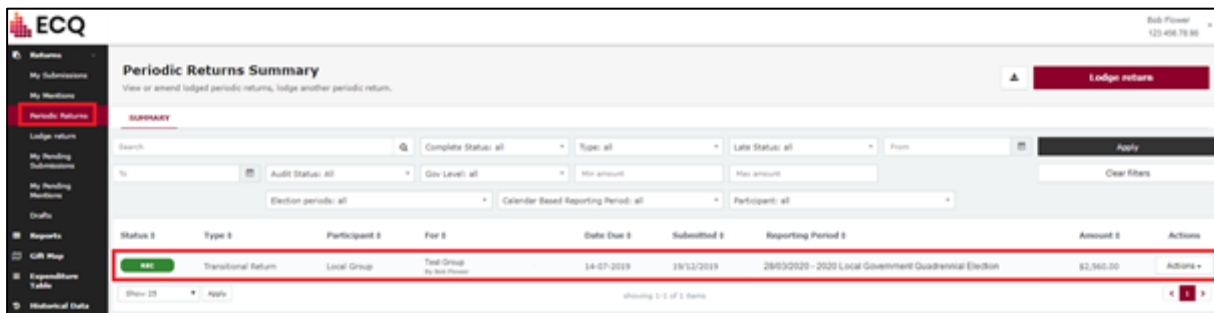
A screenshot of a web interface showing a dark red header bar with the text 'Upload Files' and a small upload icon. Below the header is a light grey bar containing two buttons: 'Save Draft' and 'Submit'. A red arrow points to the 'Submit' button, which is also highlighted with a red rectangular border.

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

A screenshot of a 'Confirm lodgement of return' dialog box. The dialog has a dark red header bar with the title 'Confirm lodgement of return' and a close button (X). The main content area is white and contains three lines of text: 'I confirm that the information provided in this return is true and complete.', 'I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.', and 'I acknowledge that this submission will be published and available for public viewing.' At the bottom of the dialog is a light grey bar containing a 'Submit' button. A red arrow points to the 'Submit' button, which is also highlighted with a red rectangular border.

15. The submitted election summary return will display under the Periodic Returns menu and on the public Reports page.

- Once submitted, election summary returns can only be amended by selecting **Request to amend** under the **Actions** dropdown menu.
- Refer to part 10: Amending a return in EDS for information on how to amend your election summary return.



The screenshot shows the 'Periodic Returns Summary' page in the ECQ system. The page has a sidebar with navigation links: Returns, My Submissions, My Workflows, Periodic Returns (highlighted), Lodge return, My Pending Submissions, My Pending Returns, Drafts, Reports, Gift Help, Expenditure Table, and Historical Data. The main content area is titled 'Periodic Returns Summary' and includes a sub-header 'View or amend lodged periodic returns, lodge another periodic return.' and a 'Lodge return' button. Below this is a 'SUMMARY' section with various filters and a table of results. The table has columns: Status, Type, Participant, For, Date Due, Submitted, Reporting Period, Amount, and Actions. One row is visible, highlighted with a red border, showing a 'Submitted' status for a 'Transitional Return' by 'Local Group' for a 'Test Group' on '14-07-2019', submitted on '19/12/2019', for the '28/05/2020 - 2020 Local Government Quadrennial Election', with an amount of '\$2,565.00'. The 'Actions' column for this row has a dropdown menu.

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
Submitted	Transitional Return	Local Group	Test Group By Test Power	14-07-2019	19/12/2019	28/05/2020 - 2020 Local Government Quadrennial Election	\$2,565.00	Actions

10. Amending a return in EDS

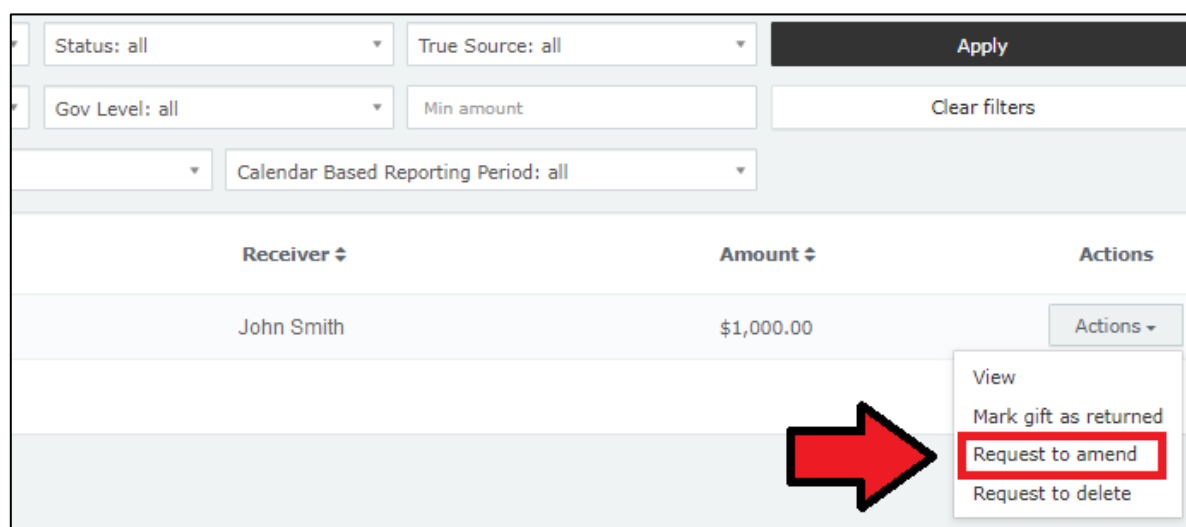
If you have lodged a return in EDS then realised you've made an error or omission, the ECQ can amend the return upon your request.

Existing returns are found under the side menu options:

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

To request an amended return in EDS, please use the following instructions. You can access EDS by logging into SSP as above or by visiting disclosures.ecq.qld.gov.au and choosing login in the upper righthand corner. You will use the same QDI username (email address) and password as you use for SSP.

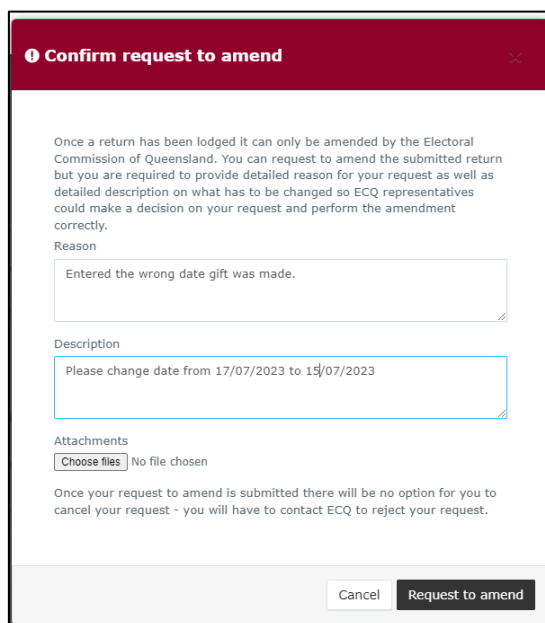
1. Find the return that you want to amend in the side menu under either My Submissions or Periodic Returns.
2. In the Actions column, choose **Request to amend** from the dropdown menu.



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. On the My Submissions or Periodic Returns Summary page, the return Status will now display as Pending, and the return is temporarily removed from the public Gift Map and Reports pages.
5. Once the amendment has been processed by ECQ, you will receive an email.

Status	Date Gift Made	Type	Donor
PENDING	17-07-2023 By INARI JAYNES	Gift	GI Joe
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson
Show 25		Apply	showing 1-2 of 2 items

11. Mark a gift as returned in EDS

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

To mark a gift as returned in EDS, please use the following instructions. You can access EDS by logging into SSP as above or by visiting disclosures.ecq.qld.gov.au and choosing login in the upper righthand corner. You will use the same QDI username (email address) and password as you use for SSP.

1. Locate the return for the gift that you wish to mark as returned from the My Recipient Submissions page of EDS.

Recipient Submissions
View or amend lodged returns, lodge another 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 Apply

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

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
UNDEC	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNDEC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

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

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

True Source: all Apply

: all Min amount Clear filters

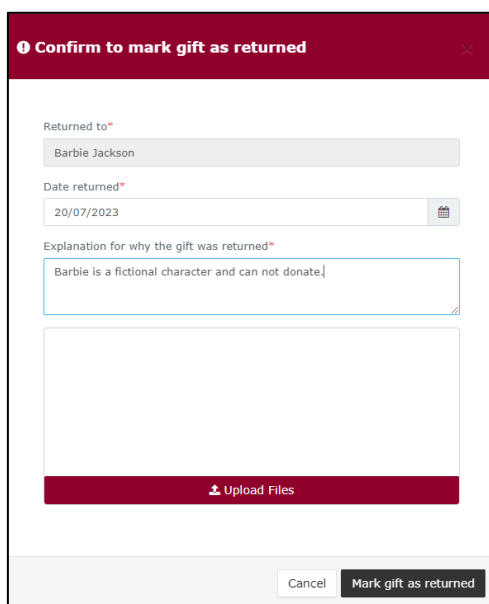
Calendar Based Reporting Period: all

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

View
Mark gift as returned
Request to amend
Request to delete

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

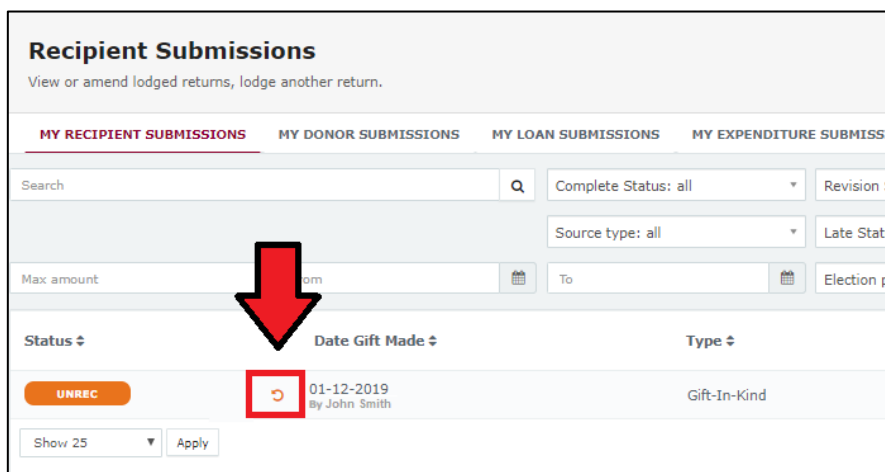
Files to support returned gifts can also be attached by selecting **Upload Files** and uploading from your computer.



The screenshot shows a modal window titled "Confirm to mark gift as returned". It contains the following fields: "Returned to*" with the value "Barbie Jackson", "Date returned*" with the value "20/07/2023", and "Explanation for why the gift was returned*" with the text "Barbie is a fictional character and can not donate.". Below these fields is an "Upload Files" button. At the bottom of the window are "Cancel" and "Mark gift as returned" buttons.

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

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



The screenshot shows the "Recipient Submissions" page. It has a header with the title "Recipient Submissions" and a subtitle "View or amend lodged returns, lodge another return.". Below the header are four tabs: "MY RECIPIENT SUBMISSIONS", "MY DONOR SUBMISSIONS", "MY LOAN SUBMISSIONS", and "MY EXPENDITURE SUBMISSIONS". The "MY RECIPIENT SUBMISSIONS" tab is selected. Below the tabs are search and filter options: "Search", "Complete Status: all", "Revision S", "Source type: all", "Late Statu", "Max amount", "To", "Election pe". Below these are columns for "Status", "Date Gift Made", and "Type". The "Status" column has a dropdown menu with "UNREC" selected. The "Date Gift Made" column has a dropdown menu with "01-12-2019" selected. The "Type" column has a dropdown menu with "Gift-In-Kind" selected. A red arrow points to a returned symbol (↺) in the "Status" column. Below the table are "Show 25" and "Apply" buttons.