

Guidance for Donors - Electronic Disclosure System (EDS)

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

Registering an Account

To lodge disclosure returns in the EDS, you will first need to register in the ECQ's Self Service Portal (SSP).

- Go to selfserv.elections.qld.gov.au.
 - Click 'Login or Register'.
 - If you do not have an existing QGov account, click 'Register', then follow the instructions to create your account.
 - If you do have an existing QGov account, enter your username and password, then click 'Log in'.
 - Please do not use the Google or Microsoft options to log in.
 - If you have any difficulty logging in or registering with QGov, please contact Smart Services Queensland on 13 74 68.
- On the *Financial Disclosure Legislation* page, complete the two questions as follows:
 - If you are an individual donor, answer 'Yes' to the first question.
 - If you are required to lodge returns on behalf of an organisation, answer 'Yes' to the second question.
 - Click 'Next' once complete.
 - Verify that you are not a robot, then click 'Submit'.

Adding an Organisation to your Profile

If you are required to lodge returns for an organisation, you will be prompted to add the details of the organisation to your SSP profile.

You can view and edit your organisations by clicking 'Disclosure' at the top right of the SSP, then clicking 'Represented Organisations'.

Completing your Profile

Once logged in through QGov, you will need to set up your profile in the SSP.

- If you are on the Queensland electoral roll, enter your enrolment details, then click 'Search the Roll'.
 - In the 'Street Name' field, please make sure to only enter the name of your street (e.g. 'Mary').
 - If you have any difficulty identifying yourself on the electoral roll, please contact the ECQ on 1300 881 665.
- If you are not on the Queensland electoral roll, change the default response to the first question ('Are you on the Qld electoral roll') from 'Yes' to 'No', then enter your name and click 'Next'.
- Enter your contact details, then click 'Next'.

Lodging a Return

To lodge a disclosure return in the EDS:

- Click 'Disclosure' at the top right of the SSP, then 'Lodge Disclosure Returns'.
 - You can also access the EDS directly at disclosures.ecq.qld.gov.au.
- Once in the EDS, click 'Lodge Return' at the top right of the screen.
- Select the relevant government type (Local, State or Other).
- Select the relevant donor type (Individual or Organisation).
- Select to 'Lodge' a return for 'Reporting a gift/donation made'.
- Complete all required fields, then click 'Submit'.
- The submitted return will appear in your *My Donor Submissions* page in the EDS.

More information

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