



Local Government Candidates Electronic Disclosure System (EDS)

FOR LOCAL GOVERNMENT ELECTIONS

USER GUIDE





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1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for local government candidates required to comply with the financial disclosure provisions of the *Local Government Electoral Act 2011* (the Act) and the *Local Government Electoral Regulation 2012* (the Regulation).

1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Candidates 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. Registering in the EDS

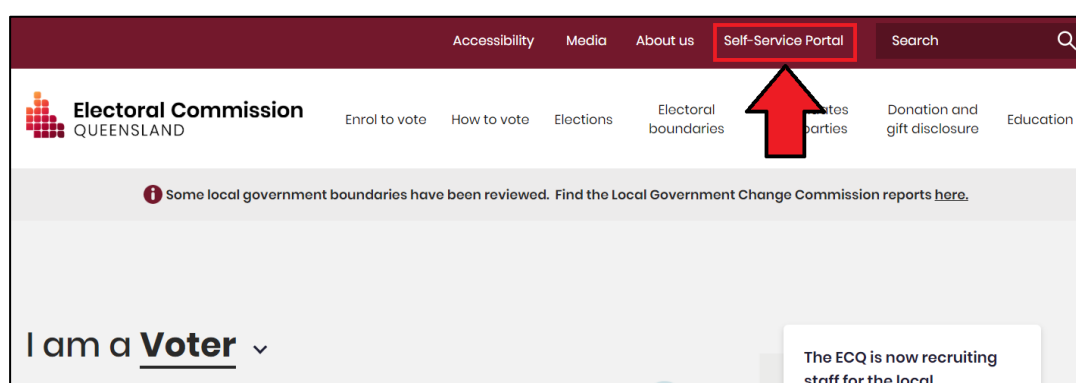
Any person who has announced or formally nominated as a candidate for a local government election will need to register for access to the EDS.

2.1 Initial Setup

In order to access the EDS and lodge returns as a local candidate, you will first need to register in the ECQ's Self Service Portal and set up your profile.

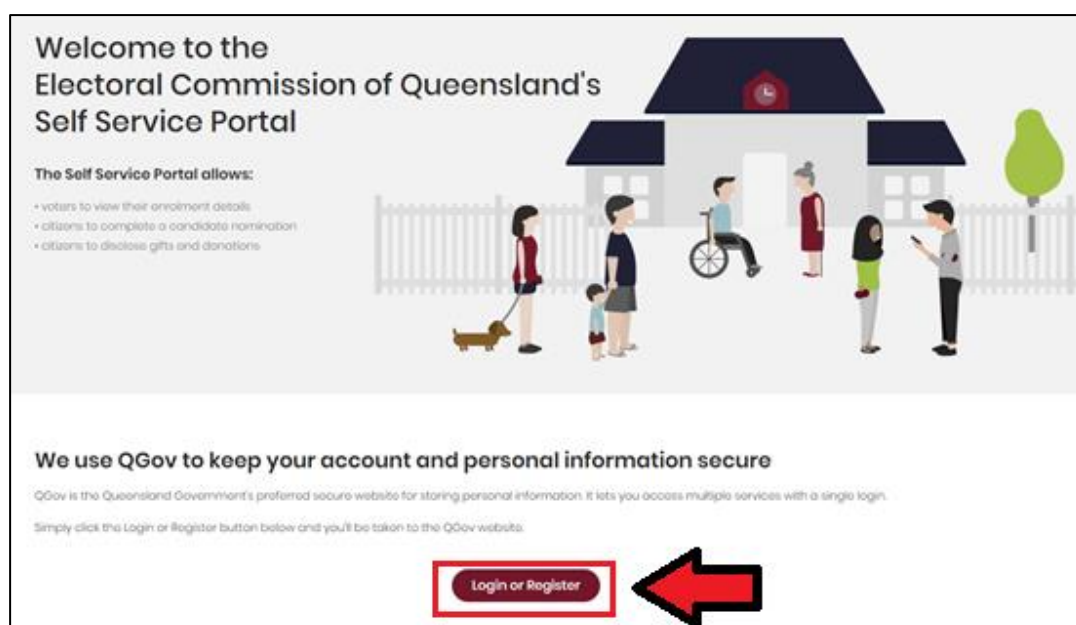
To do this, please use the following instructions.

1. Go to the ECQ's website at <https://www.ecq.qld.gov.au/>.
2. Click on the **'Self Service Portal'** button at the top of the screen.



- You can also access the ECQ's Self Service Portal directly at <https://selfserv.elections.qld.gov.au/>.

3. From the Self Service Portal, click on the **'Login or Register'** button at the bottom of the page, which will allow you to login using QGov.



4. If **you do not have an existing QGov account**, click '**Register**', then continue to Step 5.


- **Important:** Please do not use the Google or Microsoft options to log in or register with QGov

If **you do have an existing QGov account**, enter your username (email address) and password, click '**Log in**', then skip to Step 7.

- **Important:** Please do not use the Google or Microsoft options to log in or register with QGov.

The screenshot shows the QGov login and registration interface. At the top is the Queensland Government logo and the QGov header. Below the header are links for 'Frequently asked questions' and 'Terms and conditions'. The main heading is 'Login or register', followed by the instruction 'Please login or register using one of the options below.' There are two options: 'Login with Google' and 'Login with Microsoft', both of which are crossed out with red 'X' marks. Below these is the 'Login with QGov' section, which includes a 'Username' field (with the placeholder 'Your email address') and a 'Password' field. At the bottom of this section are two buttons: 'Log in' (green) and 'Register' (grey). A red box highlights both buttons. To the left of the 'Log in' button, a red arrow points from a red box containing the text 'Please only login through this section'. To the right of the 'Register' button, a red arrow points from a red box containing the text 'To access the registration page, please click here'. At the bottom of the page, there are links for 'Forgot your password?' and 'Manage your QGov login'.

- **Note:** If you have difficulty logging in, please contact SSQ on 13 74 68.
5. To register a QGov account, choose a username (email address) and password, and tick the box confirming that you agree to the terms and conditions. Then click '**Continue**'.



Create your QGov account

Your QGov account is a key to your QGov identity.

* Choose your username

* Create a password

* Confirm your password

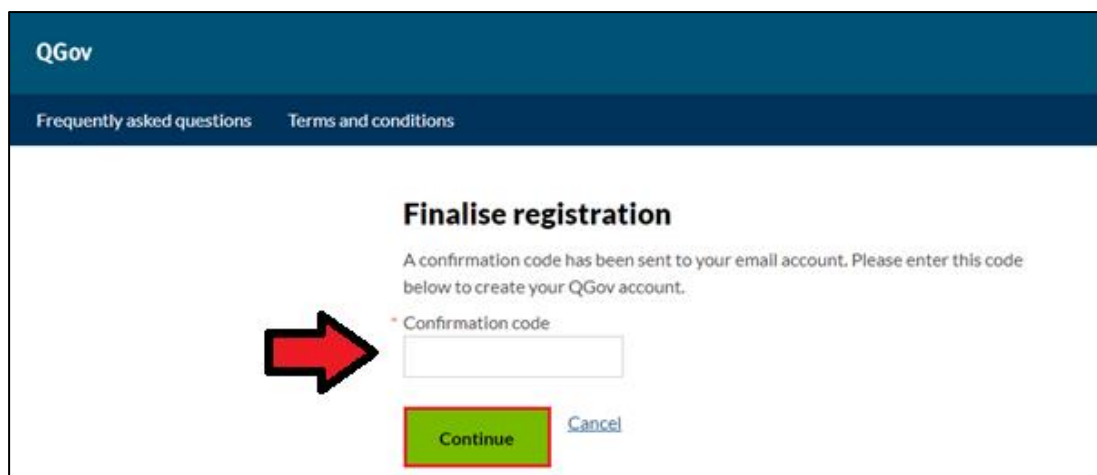
Mobile phone

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

[Cancel](#)

- **Note:** Your password must have at least 10 characters containing a combination of at least 3 of the following: an upper-case letter, a lower-case letter, a number, or a special character (e.g. !, @, #, \$, etc.).
- If you have difficulty logging in, please contact SSQ on 13 74 68.

6. You will receive an email with a confirmation code. Enter this code into the field provided and click 'Continue'.



QGov

[Frequently asked questions](#) [Terms and conditions](#)

Finalise registration


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

* Confirmation code

[Cancel](#)

- **Note:** If you don't receive an email, please contact SSQ on 13 74 68.

7. After successfully creating or logging into your QGov account, you will be redirected to the ECQ's Self Service Portal to set up your user profile.



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Queensland**
SELF SERVICE PORTAL

[Log out](#)
[About us](#)

[Home](#) > [Register](#)

Identity

Are you on the Qld electoral roll? ☒ Yes ☐ No

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

You are required to fill out surname or given names.

* Surname:

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

* Given Names:

If you are enrolled to vote enter your given names exactly as they appear on the electoral roll.

* Date of Birth:

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

8. Complete all mandatory fields, ensuring that you carefully follow the instructions under each field, then click ‘*Search the Roll*’.

Are you on the Qld electoral roll? ☒ Yes ☐ No

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

You are required to fill out surname or given names.

* Surname:

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

* Given Names:

If you are enrolled to vote enter your given names exactly as they appear on the electoral roll.

* Date of Birth:

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

Are you enrolled as a silent elector? ☐ Yes ☒ No

Address Details (as recorded on the electoral roll)


* Locality:

Enter your locality, town, suburb or city exactly as it appears on the electoral roll.

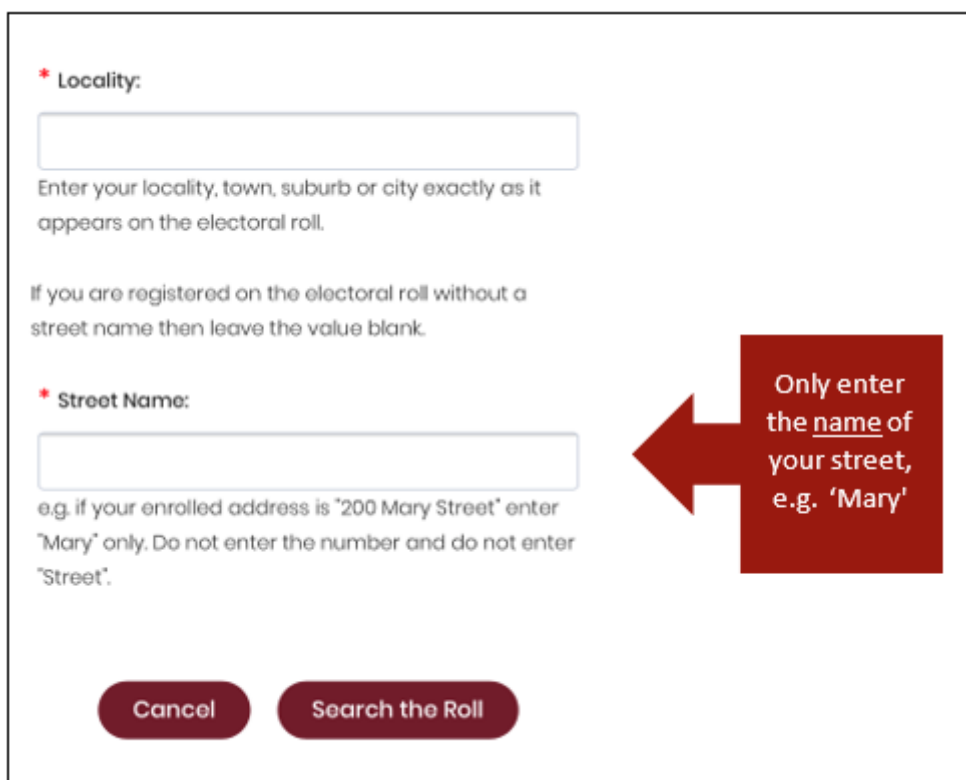
If you are registered on the electoral roll without a street name then leave the value blank.

* Street Name:

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



- **Note:** Your details will be validated against the Queensland electoral roll.



* Locality:

Enter your locality, town, suburb or city exactly as it appears on the electoral roll.

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

* Street Name:

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

Only enter the name of your street, e.g. 'Mary'

Cancel Search the Roll

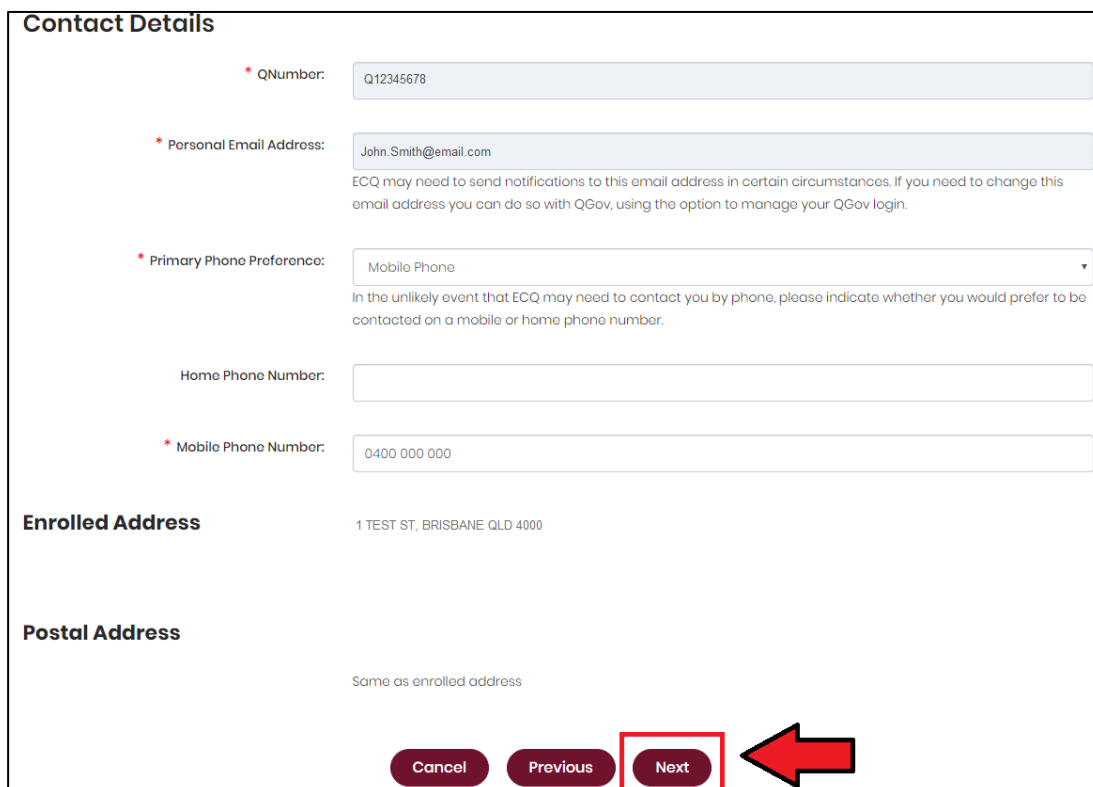
If you are on the Queensland electoral roll and receive an error message stating that *'No entry was found on the Queensland electoral roll matching these details'*, double check that all information has been typed in correctly.

If you continue to get the error message, check the AEC's website [here](#) to check that your enrolment details are up to date.

If your enrolment details with the AEC are not up to date, you can continue to create your profile in the ECQ's Self Service Portal using your old details. Once you have updated your information with [the AEC](#), the ECQ will be automatically notified of the change.

If you are **not** on the Queensland electoral roll (e.g. you are under 18, or enrolled in another State), make sure you change the default response to the first question (*'Are you on the Qld electoral roll'*) from 'Yes' to 'No'.

9. On the next page, enter your contact details, then click 'Next'.



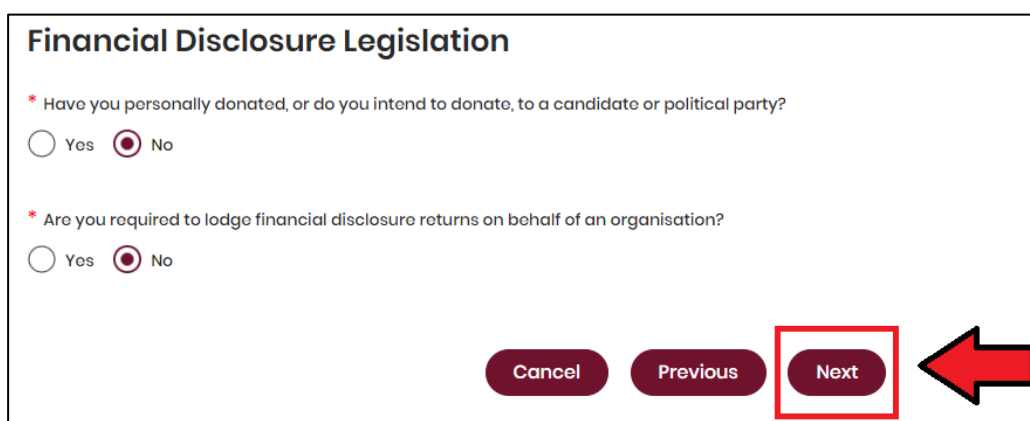
The 'Contact Details' form contains the following fields and options:

- * QNumber:** Text input field with value 'Q12345678'.
- * Personal Email Address:** Text input field with value 'John.Smith@email.com'. Below the field is a note: "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:** Dropdown menu with 'Mobile Phone' selected. Below the dropdown is a note: "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:** Text input field.
- * Mobile Phone Number:** Text input field with value '0400 000 000'.
- Enrolled Address:** Text input field with value '1 TEST ST, BRISBANE QLD 4000'.
- Postal Address:** Text input field with value 'Same as enrolled address'.

At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'. The 'Next' button is highlighted with a red square, and a large red arrow points to it from the right.

- **Note:** If your details have been verified against the electoral roll, your address details will be prefilled and will not be able to be edited. If you need to change these details, go to the [AEC's website](#) to update your enrolment information.

10. On the 'Financial Disclosure Legislation' page, complete the two questions relating to the types of returns that you may need to lodge in the EDS, then click 'Next'.



The 'Financial Disclosure Legislation' form contains the following questions and options:

- * Have you personally donated, or do you intend to donate, to a candidate or political party?**
☐ Yes ☒ No
- * Are you required to lodge financial disclosure returns on behalf of an organisation?**
☐ Yes ☒ No

At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'. The 'Next' button is highlighted with a red square, and a large red arrow points to it from the right.

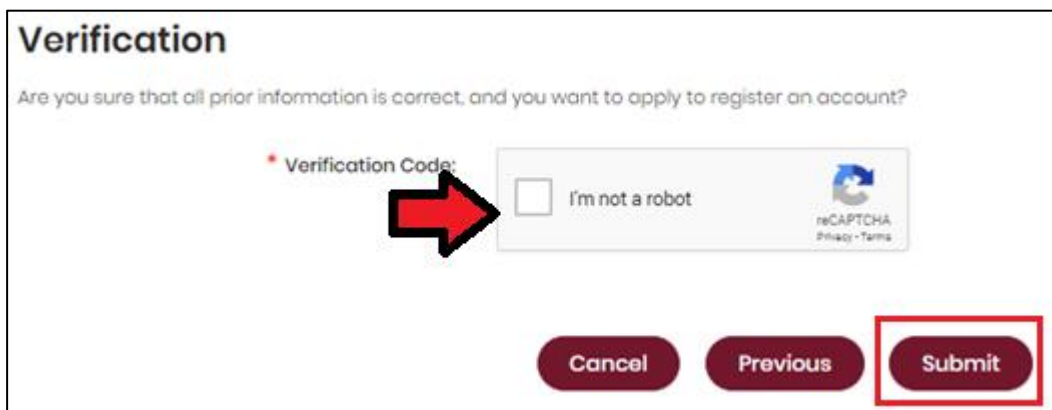
- **Note:** If you are only required to lodge returns as a **candidate** for an election, answer 'No' to both these questions.

If you are also required to lodge returns as an **individual donor or third party**, click 'Yes' to the first question.

If you are also required to lodge returns on behalf of an **organisation that is a donor, third party, publisher, broadcaster or associated entity**, click 'Yes' to the second question.

For further instructions on how to register as a donor, third party, publisher, broadcaster or associated entity, refer to the relevant EDS User Guides [here](#) on the ECQ's website.

11. On the 'Verification' page, tick the 'I'm not a robot' tick box, then click 'Submit'.



Verification

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

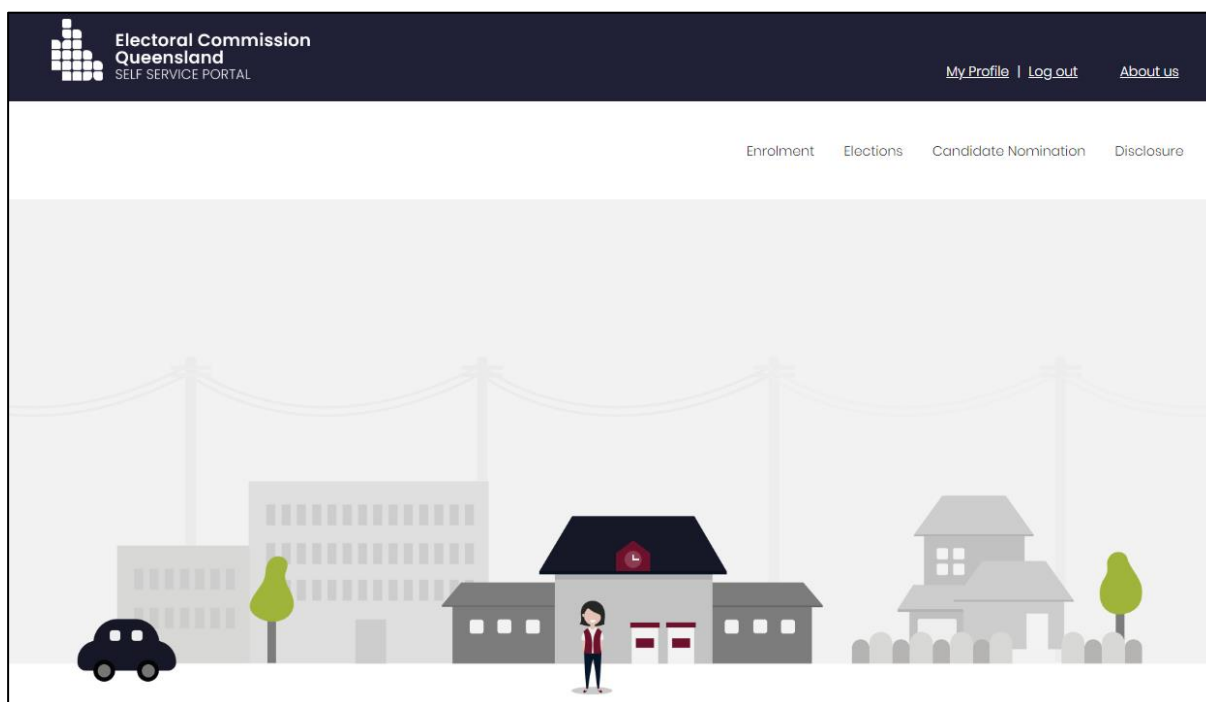
* Verification Code:

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Cancel Previous **Submit**

12. You will be redirected to the Self Service Portal home page, from which you can register to be an announced candidate (see [Section 2.2](#)) and/or access the EDS (see [Section 3](#)).



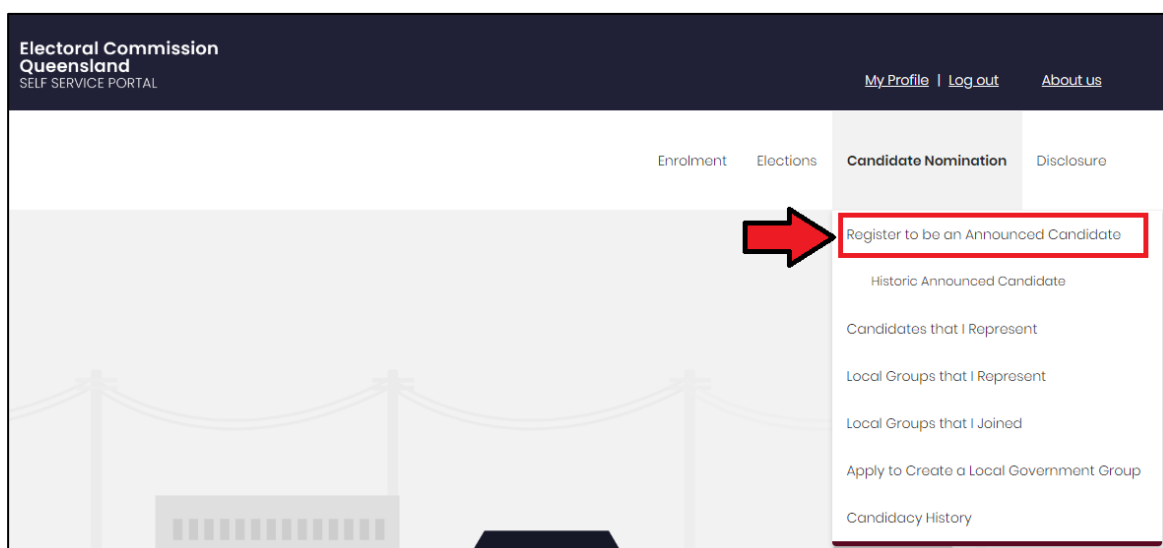
2.2 Register to be an Announced Candidate

After setting up a user profile in the Self Service Portal (see [Section 2.1](#)), candidates who have announced or otherwise indicated their intention to nominate for a local government election may need to register their announcement before accessing the EDS.

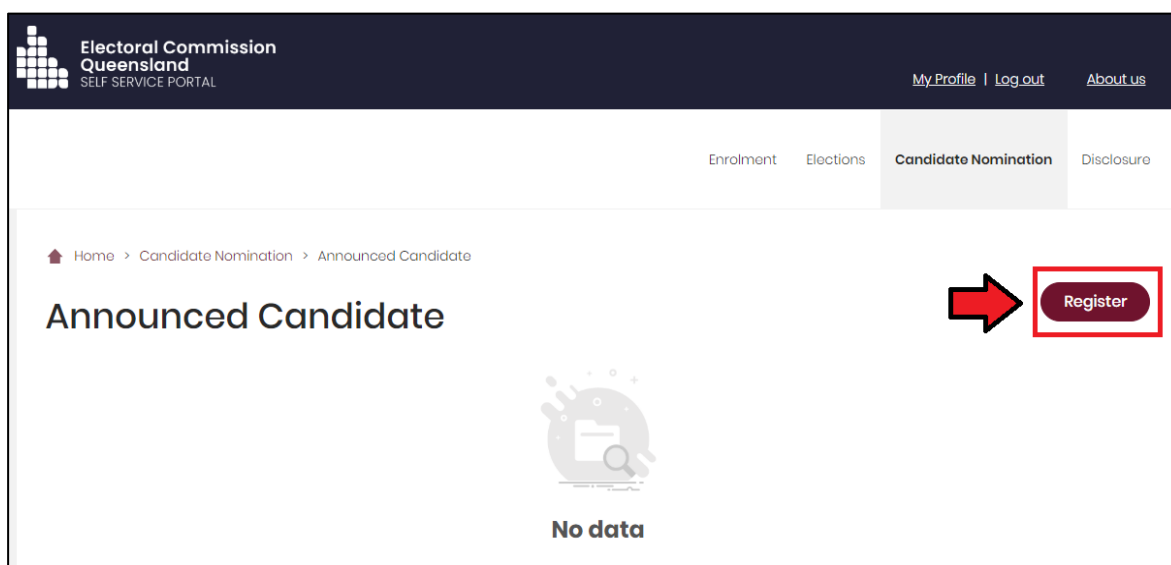
You are **not** required to register as an announced candidate if you have previously run in a local government election within the last 5 years or have formally nominated for the election. If you are unsure about whether you need to register as an announced candidate, please [contact the ECQ](#) for assistance.

To register as an announced candidate, please use the following instructions.

1. From the Self-Service Portal, click '**Candidate Nomination**' at the top right of the screen, then click '**Register to be an Announced Candidate**'.



2. Click '**Register**'.



3. Complete all relevant details not already prefilled from the electoral roll, then click '**Submit**' at the bottom of the page.

Identify Announced Candidate

John Smith

QNumber: Q12345678

Date of Birth: 01/01/1980

Enrolled Address: 1 TEST ST, BRISBANE QLD 4000

Postal Address: 1 TEST ST, BRISBANE QLD 4000

Gender: ☐ Female ☒ Male ☐ Unspecified

Political Party:

Contact Details

Telephone:


* Email Address:

Select Event Type


* Event Type: ☐ State Election ☒ Local Election

* Date of announcement:

* Announced Electorate:



4. Once you have completed your announcement, you can access the EDS by clicking '**Disclosure**' at the top right of the screen, then '**Lodge Disclosure Returns**'.



Electoral Commission
Queensland
SELF SERVICE PORTAL

[My Profile](#) | [Log out](#) | [About us](#)

[Enrolment](#) | [Elections](#) | [Candidate Nomination](#) | [Disclosure](#)

[Home](#) > [Candidate Nomination](#) > [Register to be an Announced Candidate](#)

Congratulations!

Your submission has been successfully sent

Personal Disclosure Details

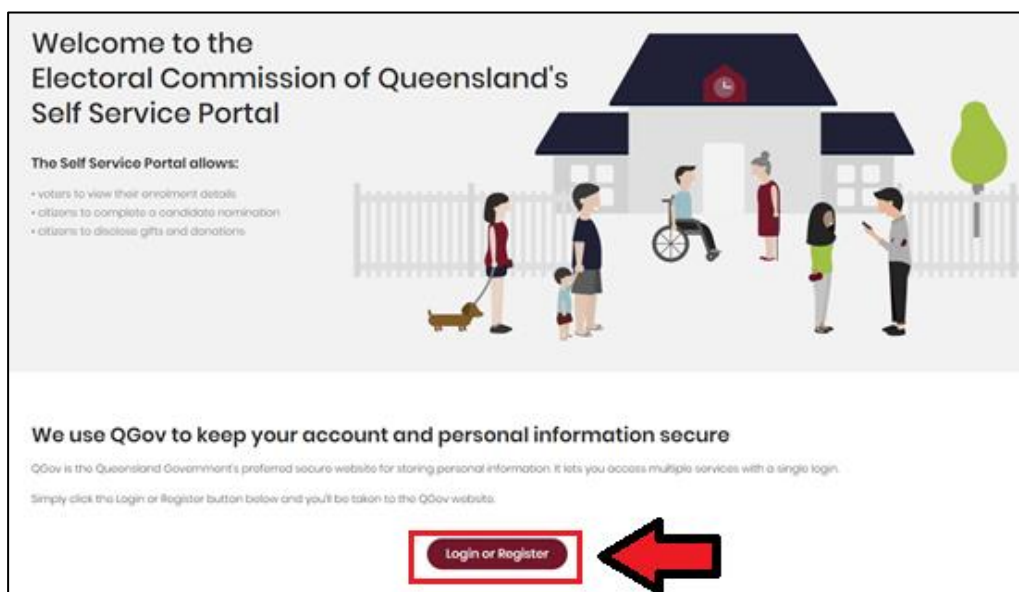
Represented Organisations

3. Logging into the EDS

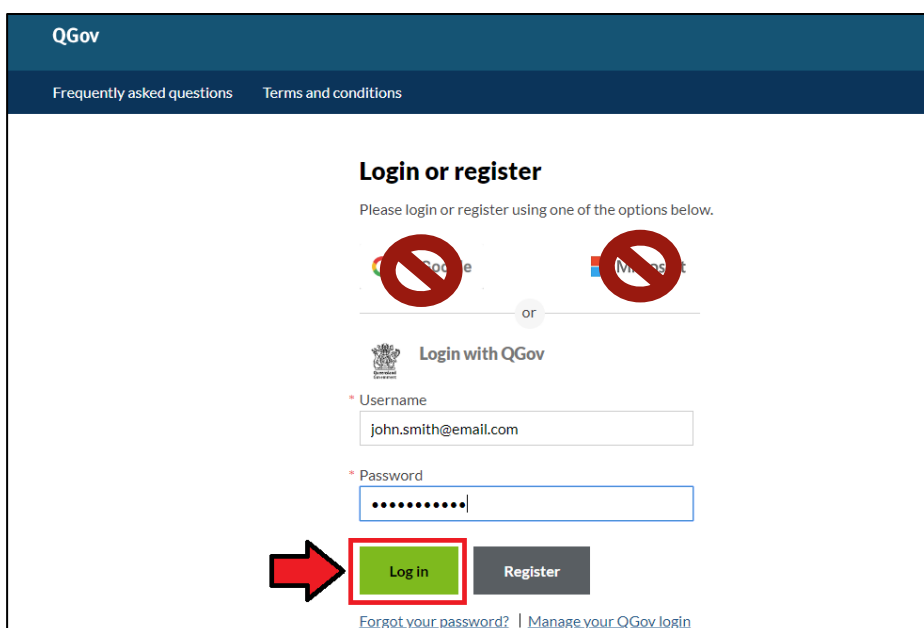
If you are accessing the EDS for the first time since 20 January 2020, make sure you complete [Section 2](#) of this User Guide to set up your profile in the ECQ's Self Service Portal.

If you have already set up your profile, you can log back into the EDS at any time by using the following instructions.

1. Go to the ECQ's Self Service Portal at <https://selfserv.elections.qld.gov.au/>.
2. Click on the '**Login or Register**' button at the bottom of the page, which will allow you to login to the Self Service Portal using QGov.

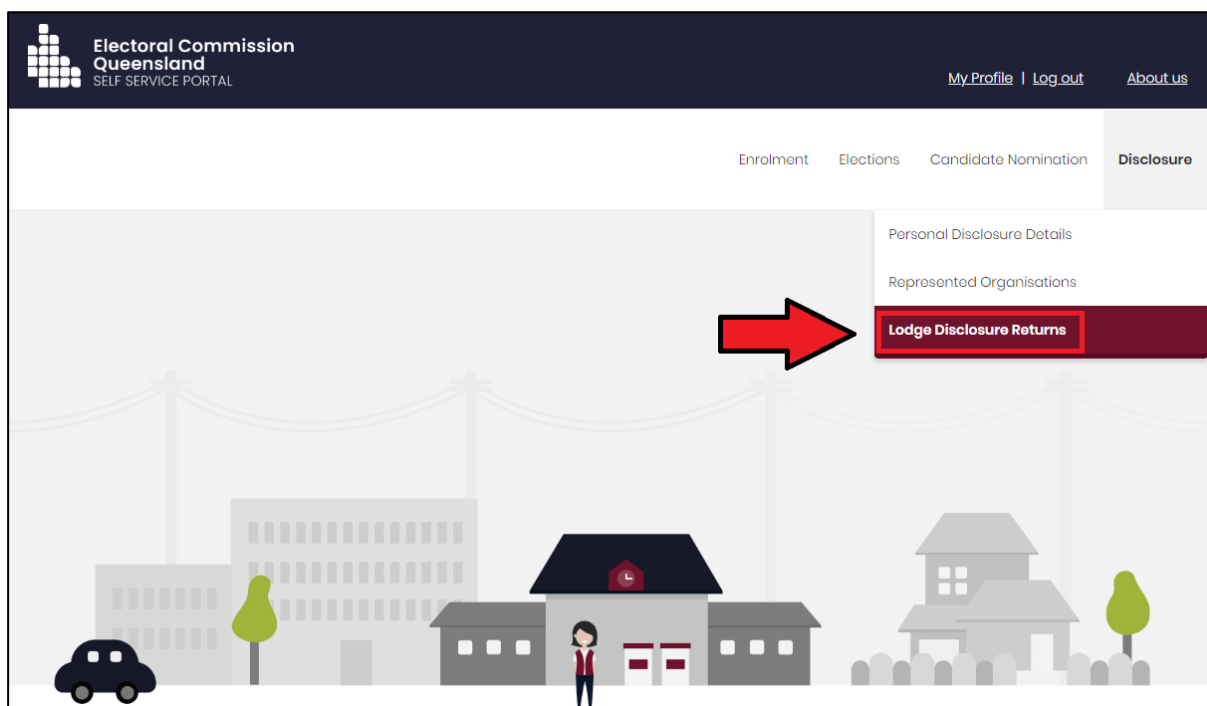


3. Enter your username (email address) and password, then click 'Log in'.



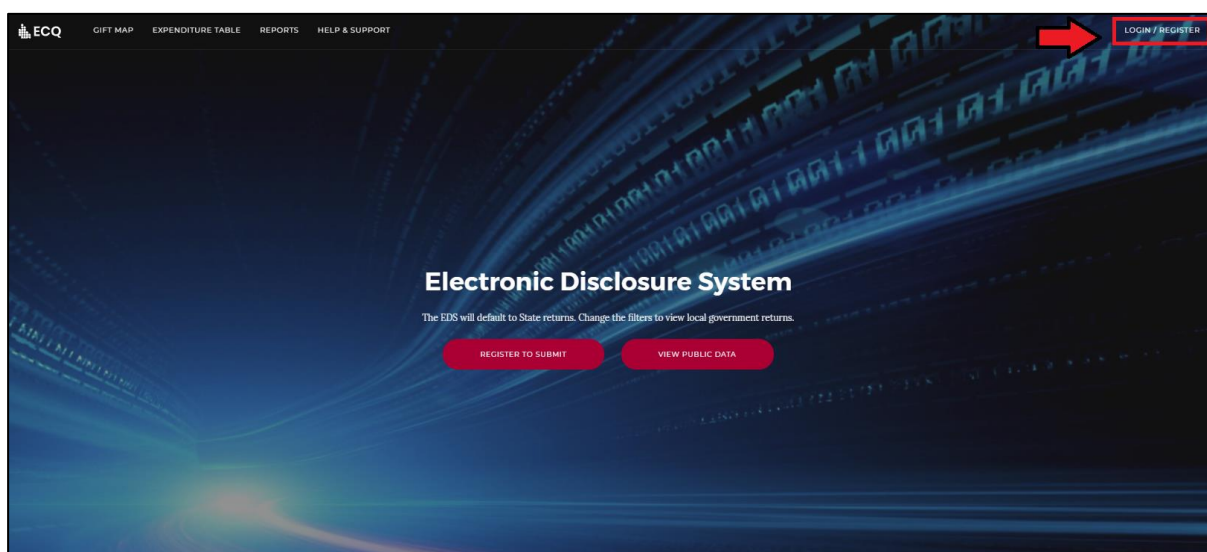
- **Note:** If you have forgotten your password, click the '*Forgot your password*' button underneath the '*Log in*' button.
- If you have difficulty logging in, please contact SSQ on 13 74 68.

5. From the Self Service Portal, click '*Disclosure*' at the top right of the screen, then click '*Lodge Disclosure Returns*'.



6. You can also access the EDS directly at <https://disclosures.ecq.qld.gov.au/>.

- Click the '*Login / Register*' button in the top right-hand corner of the screen.



4. Disclosing a Gift in the EDS

Local government candidates who receive gifts of \$500 or more are required to disclose the details of the gift in a return.

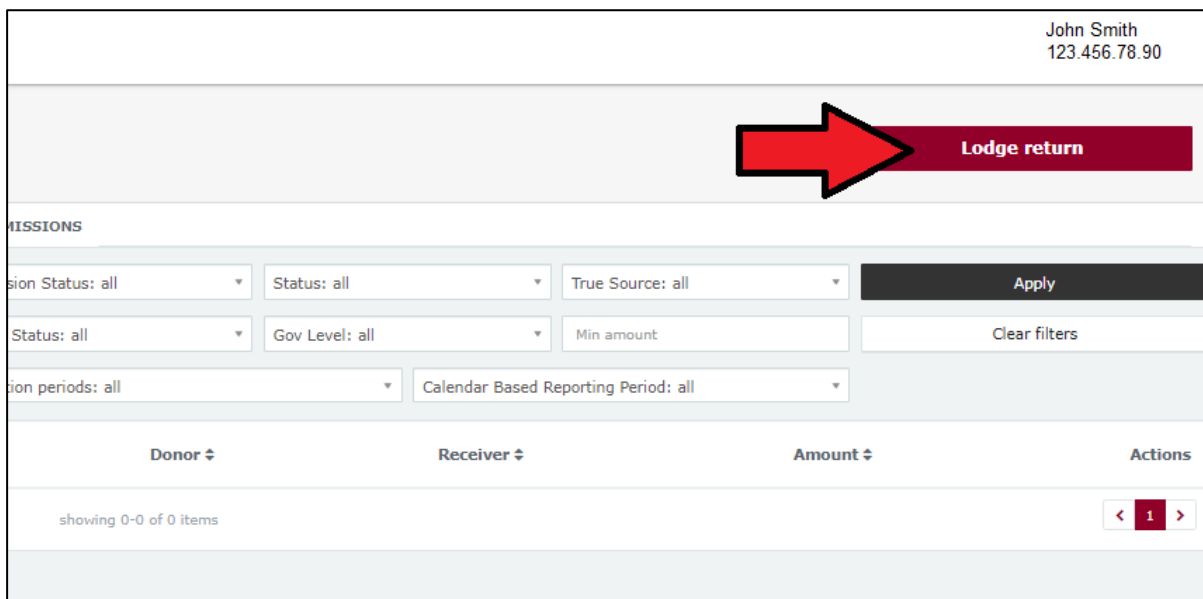
To lodge a return for a gift received **prior to 20 January 2020**, see [Section 4.1](#).

To lodge a return for a gift received **on or after 20 January 2020**, see [Section 4.2](#).

4.1 Disclosing a Gift Received Before 20 January 2020

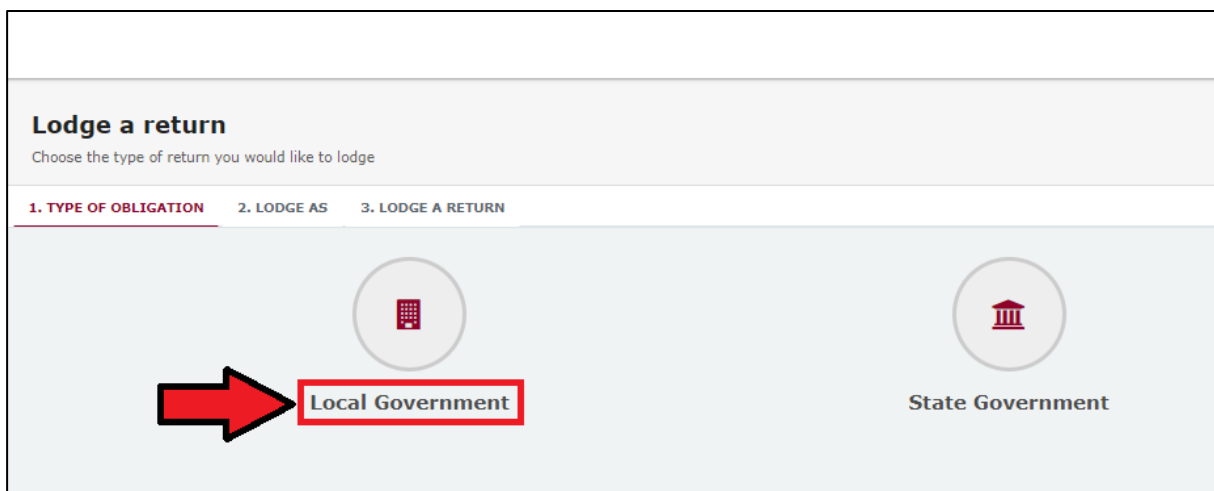
To lodge a return for a gift received before 20 January 2020, please use the following instructions:

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



The screenshot shows the 'My Submissions' page. In the top right corner, the user's name 'John Smith' and a number '123.456.78.90' are displayed. A red arrow points to a dark red button labeled 'Lodge return'. Below this, there are several filter sections: 'Submission Status: all', 'Status: all', 'True Source: all', 'Apply', 'Status: all', 'Gov Level: all', 'Min amount', 'Clear filters', 'Reporting periods: all', and 'Calendar Based Reporting Period: all'. At the bottom, there is a table header with columns: 'Donor', 'Receiver', 'Amount', and 'Actions'. Below the header, it says 'showing 0-0 of 0 items' and a pagination control showing '1'.

2. Click '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, there are three tabs: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. Under the '1. TYPE OF OBLIGATION' tab, there are two options: 'Local Government' and 'State Government'. A red arrow points to the 'Local Government' button, which is also highlighted with a red border.

3. Click 'Local Candidate'.

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

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

Donor/Third Party - Individual

Local Candidate

4. Click 'Transitional Local Government Candidate – Reporting a gift (donation) received before 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: LOCAL CANDIDATE 3. **LODGE A RETURN**

Local Government Candidate
Reporting a gift (donation) received after 20/01/2020

Transitional Local Government Candidate
Reporting a gift (donation) received before 20/01/2020

Lodge

Lodge

5. Select the gift type from the drop-down menu.

Local government candidate
Reporting a gift received before 20/01/2020
Local

Candidate details

Candidate*
John Smith

Event*
Announced Candidacy

Address*
123 Test St, Brisbane QLD 4000

I am reporting

- a gift
- a gift-in-kind
- a fundraising contribution
- another type of gift

+ received from

6. Select the donor type from the drop-down menu.

Local government candidate
Reporting a gift received before 20/01/2020
Local

Candidate details

Candidate*
John Smith


Event*
Announced Candidacy

Address*
123 Test St, Brisbane QLD 4000

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



7. Complete all mandatory fields.

Reporting a Gift received from an individual

Name*
Donny Donor

Street*
1 Test St

Suburb/Town*
Brisbane City

State*
QLD

Postcode*
4000

Gift Particulars

Description of Gift Received*
Monetary donation

Amount*
500

Date made*
30/06/2019

- You can disclose additional gifts in the same return by clicking the drop-down menus at the bottom of the page and repeating the steps above.

Description of Gift Received*
Monetary donation


Amount*
500

Date made*
30/06/2019

I am reporting a fundraising contribution


+ received from -

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



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

Current Total **\$500.00**

 **Save Draft** **Submit**

- You can access your draft returns by clicking 'Drafts' from the left-hand menu.

Returns

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

Local government candidate
Reporting a gift received before 20/01/2020
Local

Candidate details

Candidate* John Smith
Event* Announced Candidacy

1st St, Brisbane QLD 4000

9. To submit your return, click 'Submit'.

Current Total \$500.00

Submit

10. Read the lodgement information and click 'Submit' to confirm lodgement of your return.

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

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

ECQ

Returns

- My Submissions
- My Mentions
- Periodic Returns
- Lodge return
- My Pending Submissions
- My Pending Mentions
- Drafts
- Reports
- Gift Map
- Expenditure Table

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

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 Gift Made	Type	Donor	Receiver	Amount	Actions
UNREC	30-06-2019 By John Smith	Gift	Donny Donor	John Smith	\$500.00	Actions

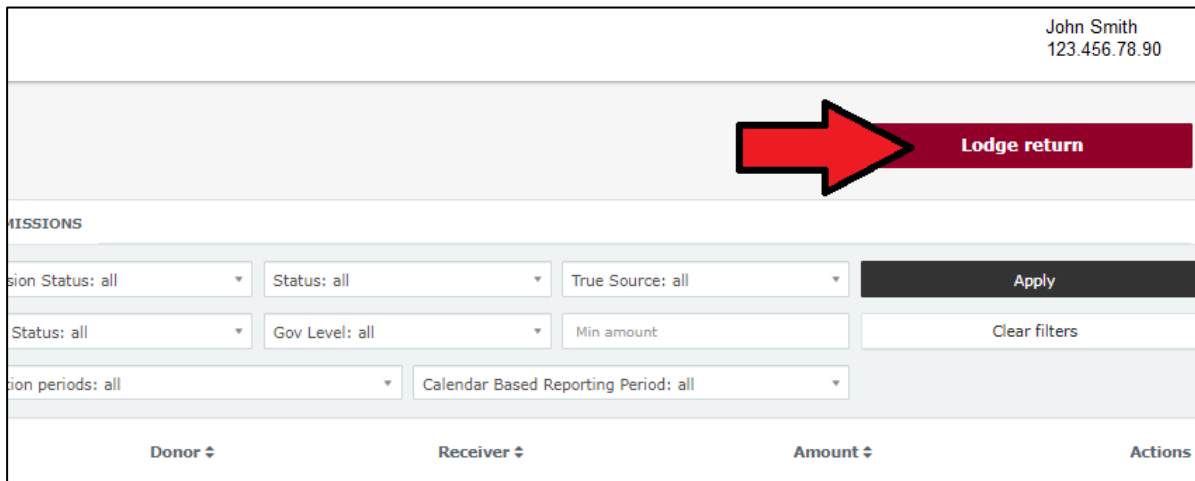
Show 25 Apply showing 1-1 of 1 items

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

4.2 Disclosing a Gift Received After 20 January 2020

To lodge a return for a gift received on or after 20 January 2020, please use the following instructions.

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



John Smith
123.456.78.90

Lodge return

MISSIONS

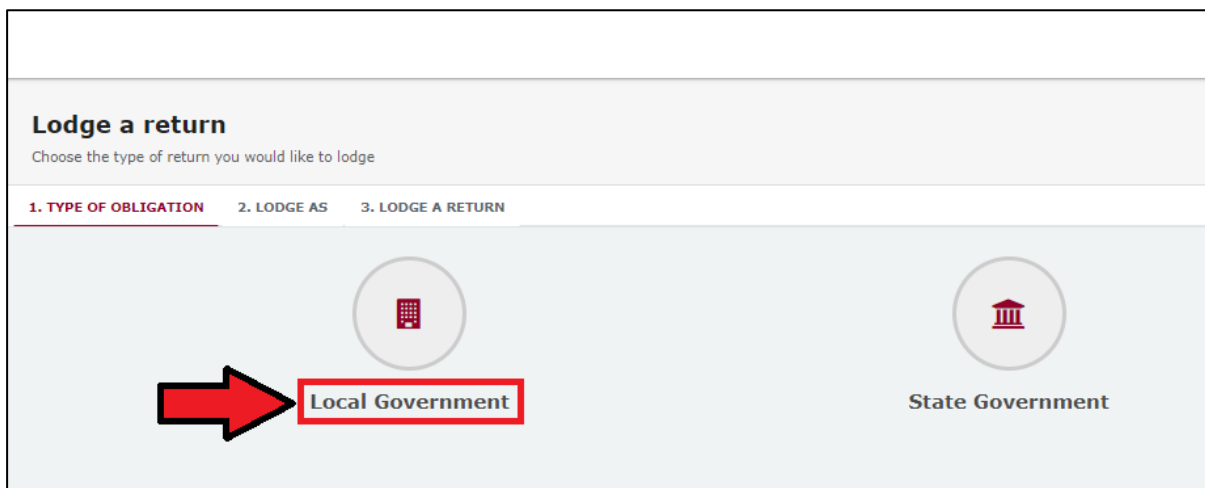
Submission Status: all Status: all True Source: all Apply

Status: all Gov Level: all Min amount Clear filters

Submission periods: all Calendar Based Reporting Period: all

Donor ⇅ Receiver ⇅ Amount ⇅ Actions

2. Click 'Local Government'.

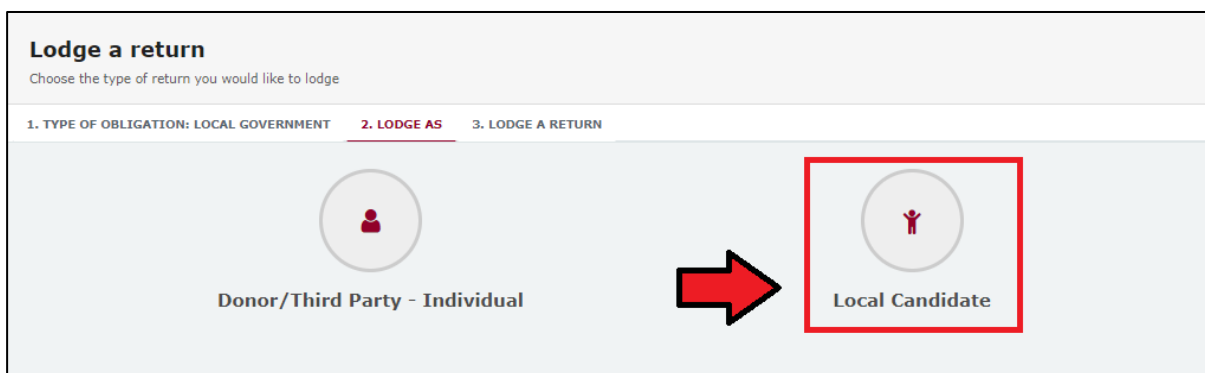


Lodge a return
Choose the type of return you would like to lodge

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

Local Government State Government

3. Click 'Local Candidate'.



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

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

Donor/Third Party - Individual **Local Candidate**

4. Click 'Local Government Candidate – 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: LOCAL CANDIDATE 3. LODGE A RETURN

Local Government Candidate
Reporting a gift (donation) received after 20/01/2020

Lodge
[Learn more](#)

Transitional Local Government Candidate
Reporting a gift (donation) received before 20/01/2020

Lodge
[Learn more](#)

5. Select the gift type from the drop-down menu.

Local government candidate
Reporting a gift received after 20/01/2020
Local

Candidate details

Candidate* Event*

Address*

I am reporting + received from *

- a gift
- a gift-in-kind
- a fundraising contribution
- another type of gift

6. Select the donor type from the drop-down menu.

Local government candidate
Reporting a gift received after 20/01/2020
Local

Candidate details

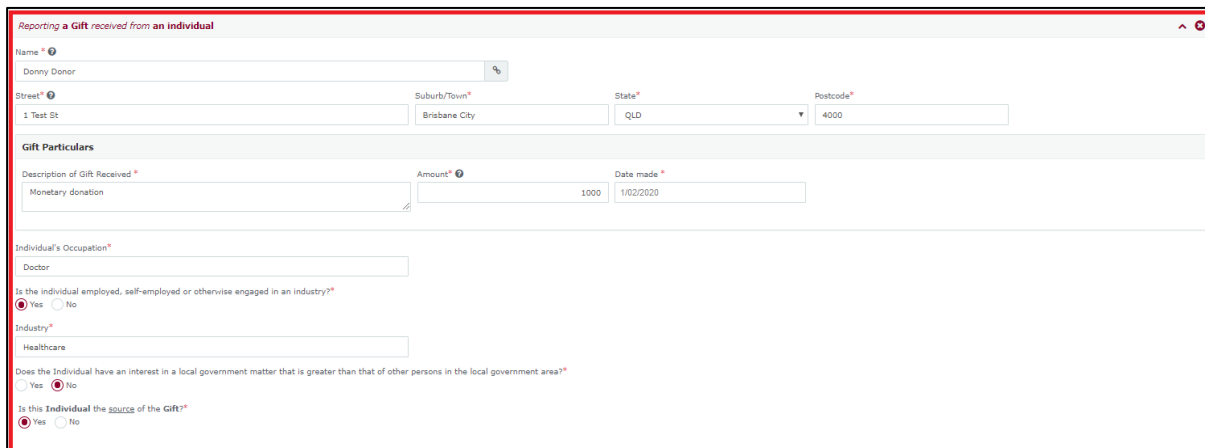
Candidate* Event*

Address*

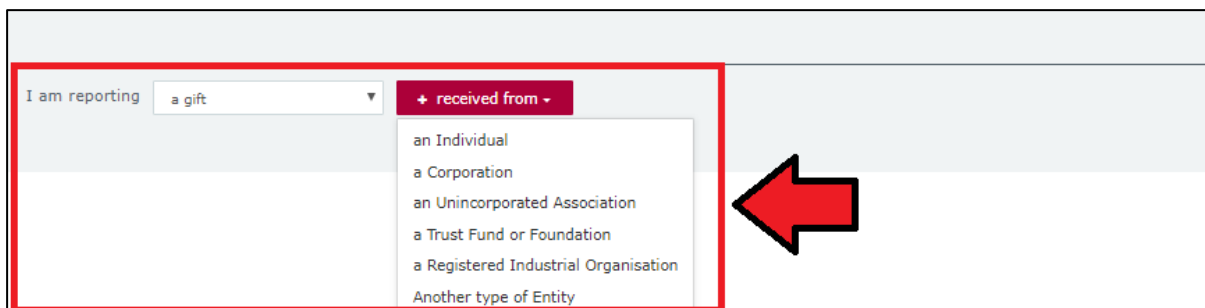
I am reporting + received from *

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

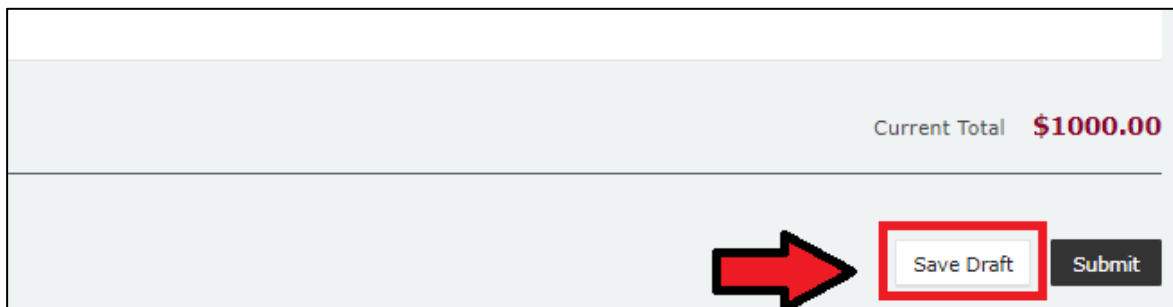
7. Complete all mandatory fields.



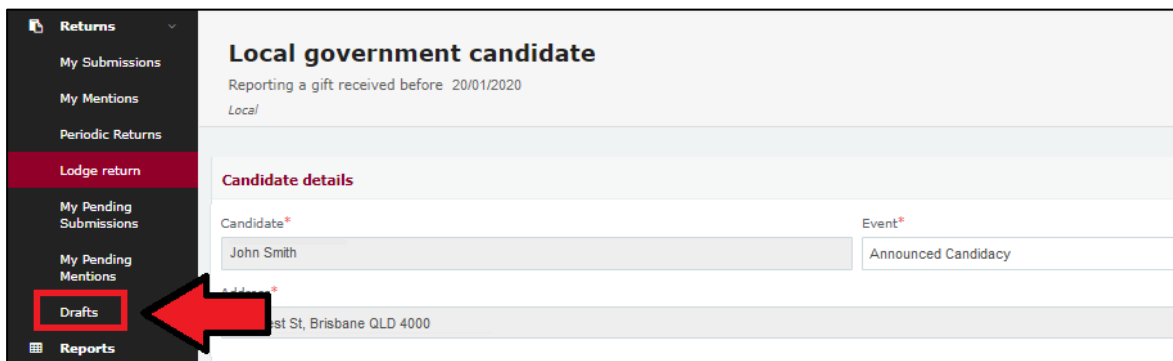
- You can disclose additional gifts in the same return by clicking the drop-down menus at the bottom of the page and repeating the steps above.



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



- You can access your draft returns by clicking 'Drafts' from the left-hand menu.



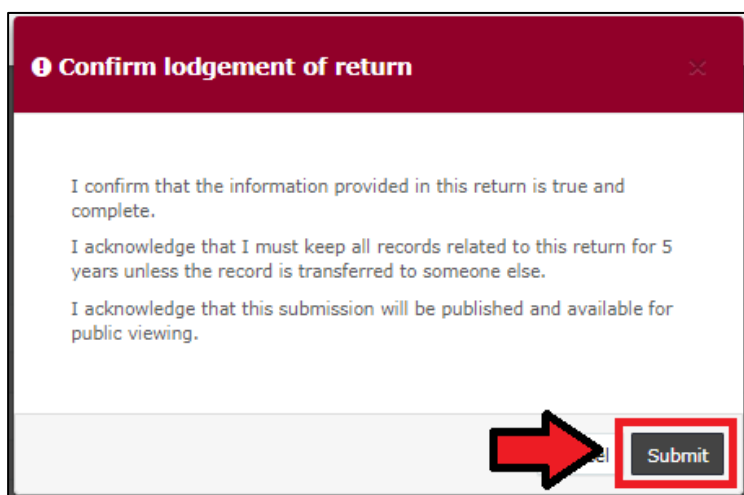
9. To submit your return, click '**Submit**'.



Current Total **\$1000.00**

Submit

10. Read the lodgement information and click '**Submit**' to confirm lodgement of your return.



Confirm lodgement of return

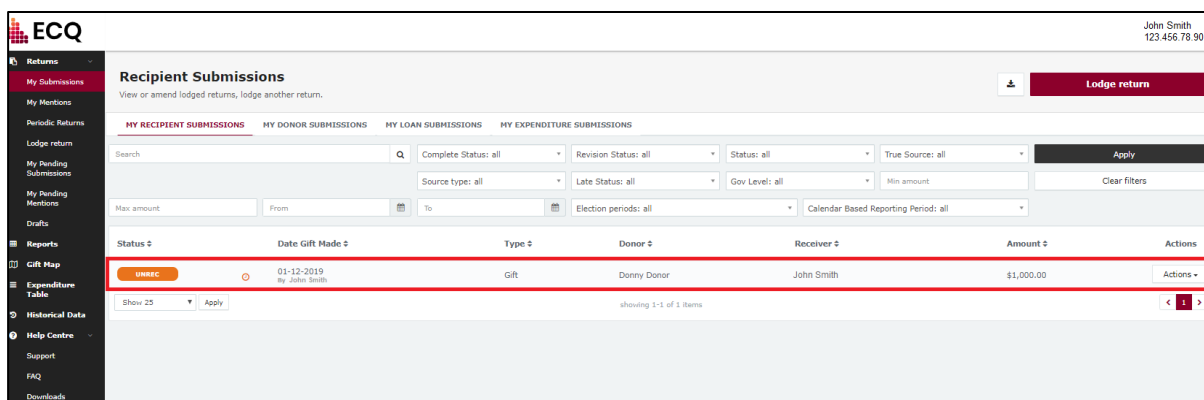
I confirm that the information provided in this return is true and complete.

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

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



ECQ John Smith 123 456 78 90

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

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 Gift Made	Type	Donor	Receiver	Amount	Actions
UNREC	01-12-2019 My John Smith	Gift	Donny Donor	John Smith	\$1,000.00	Actions

Show 25 Apply showing 1-1 of 1 items

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

5. Disclosing a Loan in the EDS

Local government candidates who receive loans of \$500 or more are required to disclose the details of the loan in a return.

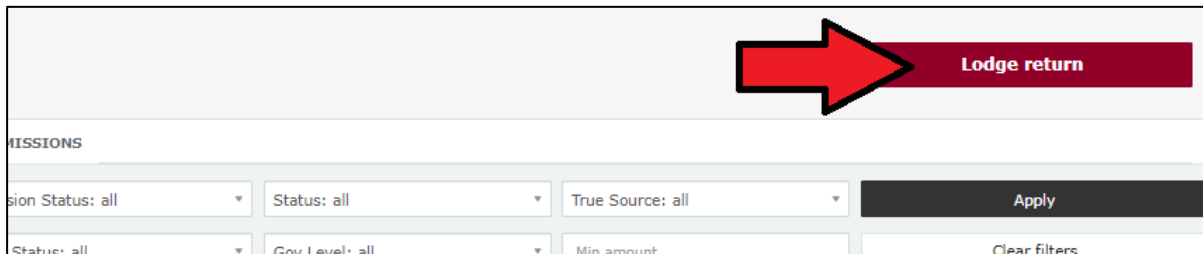
To lodge a return for a loan received **prior to 20 January 2020**, see [Section 5.1](#).

To lodge a return for a loan received **on or after 20 January 2020**, see [Section 5.2](#).

5.1 Disclosing a Loan Received Before 20 January 2020

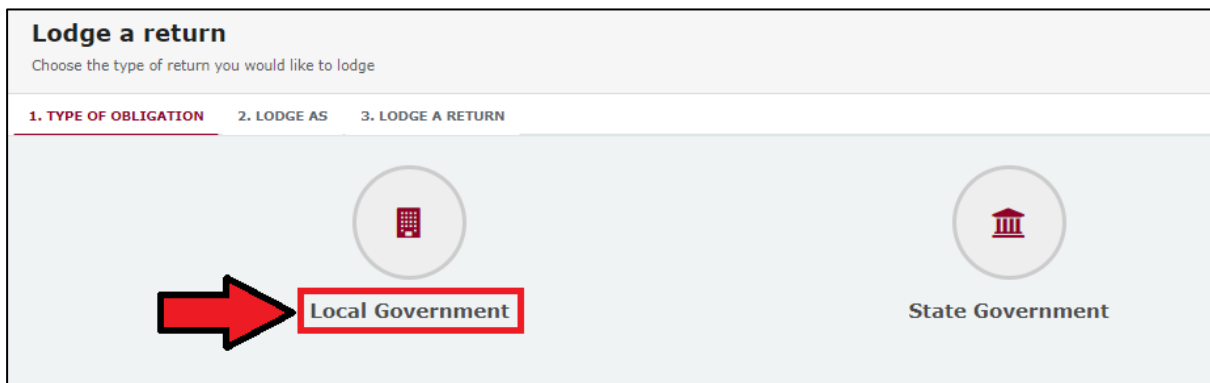
To lodge a return for a loan received before 20 January 2020, please use the following instructions:

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



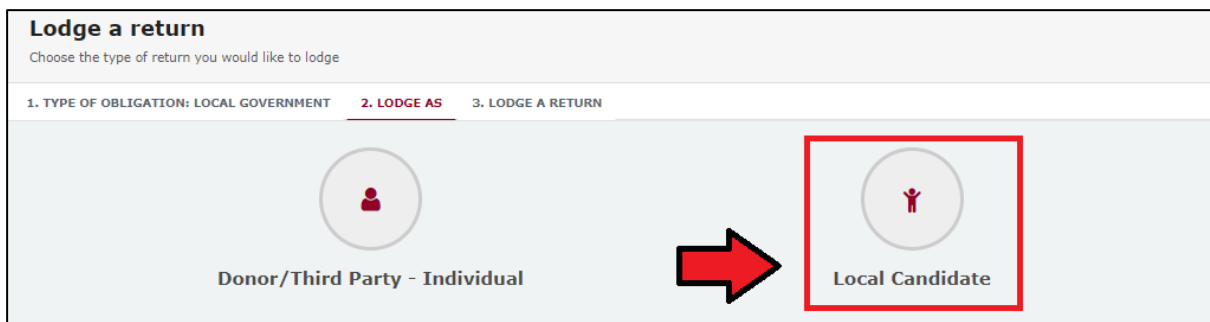
The screenshot shows the 'My Submissions' page. At the top right, there is a red button labeled 'Lodge return'. A large red arrow points to this button. Below the button, there are several filter dropdowns: 'Submission Status: all', 'Status: all', 'True Source: all', 'Status: all', 'Gov Level: all',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

2. Click 'Local Government'.



The screenshot shows the 'Lodge a return' page. The '1. TYPE OF OBLIGATION' tab is selected. There are two options: 'Local Government' (with a building icon) and 'State Government' (with a classical building icon). A red arrow points to the 'Local Government' option, which is also highlighted with a red box.

3. Click 'Local Candidate'.



The screenshot shows the 'Lodge a return' page. The '2. LODGE AS' tab is selected. There are two options: 'Donor/Third Party - Individual' (with a person icon) and 'Local Candidate' (with a person icon). A red arrow points to the 'Local Candidate' option, which is also highlighted with a red box.

4. Click 'Transitional Local Government Candidate – Reporting a loan received before 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: LOCAL CANDIDATE 3. LODGE A RETURN

Local Government Candidate	Transitional Local Government Candidate	Local Government Candidate
Reporting a gift (donation) received after 20/01/2020	Reporting a gift (donation) received before 20/01/2020	Reporting electoral expenditure incurred
Lodge Learn more	Lodge Learn more	Lodge Learn more
Local Government Candidate Reporting a loan received after 20/01/2020	Transitional Local Government Candidate Reporting a loan received before 20/01/2020	Local Government Candidate Submitting an election summary return
Lodge Learn more	Lodge Learn more	Lodge Learn more

5. Select the type of loan provider from the drop-down menu.

Local candidate return
Reporting a loan received before 20/01/2020
Local

Candidate details

Candidate*
John Smith

Event*
Announced Candidacy

Address*
123 Test St, Brisbane QLD 4000

I am reporting a loan

+ received from

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

6. Complete all mandatory fields.

Reporting a Loan received from an individual

Name*
Donny Doner

Street*
1 Test St

Suburb/Town*
Brisbane City

State*
QLD

Postcode*
4000

Loan Particulars

Terms & conditions*
<Enter the terms and conditions of the loan here>

Amount*
1000

Date made*
20/12/2018

Date paid back*
18/06/2019

Date loan due*
20/06/2019

Market rate charged*
☒ Yes ☐ No

Current Total **\$1000.00**

I am reporting a loan **+ received from**

[Save Draft](#) [Submit](#)

- You can disclose additional loans in the same return by clicking the '+ received from' button at the bottom of the page and repeating the steps above.

Loan Particulars

Terms & conditions*

<Enter the terms and conditions of the loan here>

Amount* 1000

Date made* 20/12/2018

Market rate charged?*

☒ Yes ☐ No

I am reporting a loan **+ received from**

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

7. You can save a draft copy of your return at any time by clicking 'Save draft'.

Current Total **\$1000.00**

Save Draft **Submit**

- You can access your draft returns by clicking 'Drafts' from the left-hand menu.

ECQ

Returns

- My Submissions
- My Mentions
- Periodic Returns
- Lodge return**
- My Pending Submissions
- My Pending Mentions
- Drafts**
- Reports
- Gift Map
- Expenditure Table
- Historical Data

Local candidate return

Reporting a loan received before 20/01/2020

Local

Candidate details

Candidate* John Smith

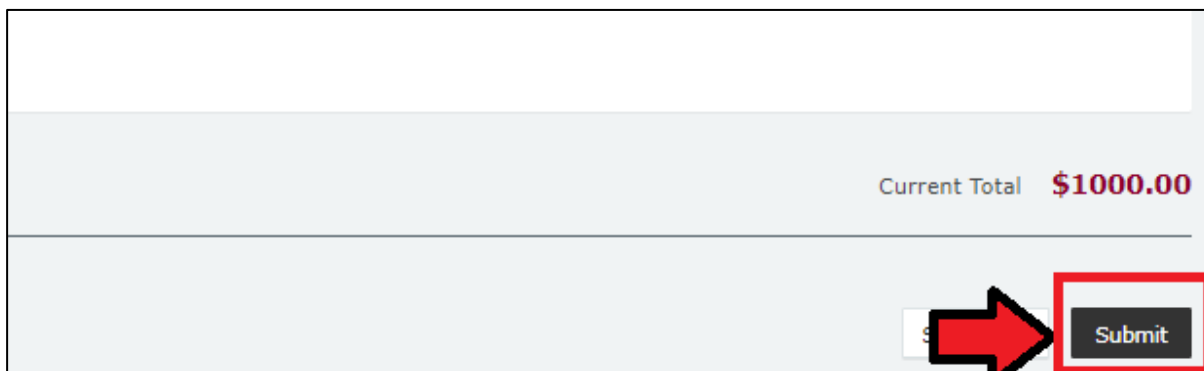
Event* Announced Candidacy

Address* Brisbane QLD 4000

Reporting a Loan received from an individual

Name * Donny Donor

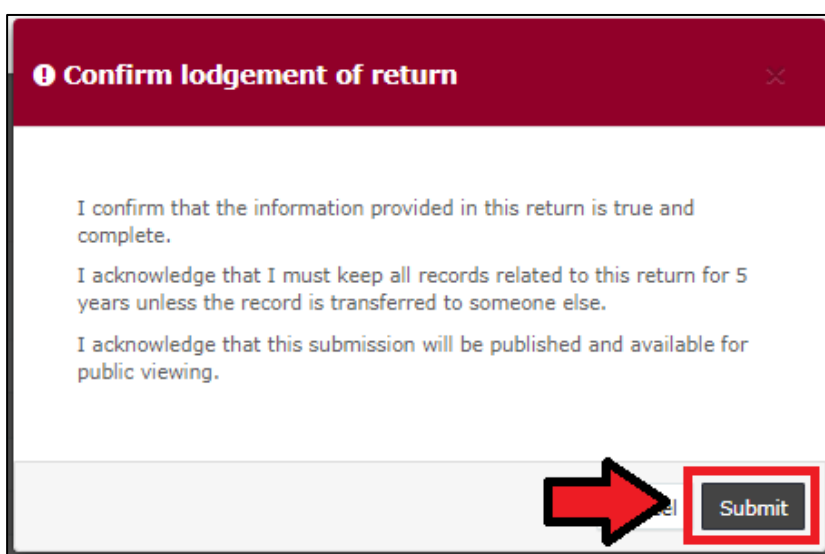
8. To submit your return, click '**Submit**'.



Current Total **\$1000.00**

Submit

9. Read the lodgement information and click '**Submit**' to confirm lodgement of your return.



Confirm lodgement of return

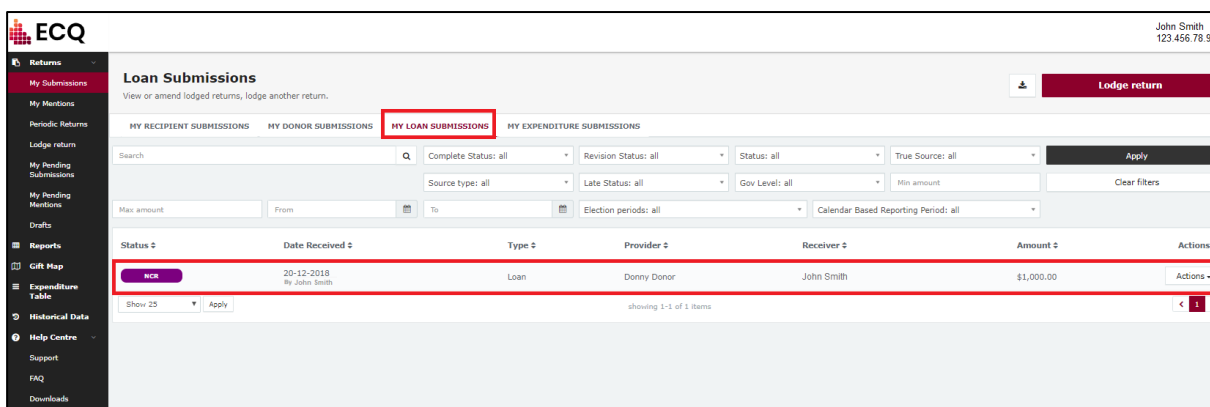
I confirm that the information provided in this return is true and complete.

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 John Smith 123.456.78.90

Loan Submissions Lodge return

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	20-12-2018 My John Smith	Loan	Donny Donor	John Smith	\$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.

5.2 Disclosing a Loan Received After 20 January 2020

To lodge a return for a loan received on or after 20 January 2020, please use the following instructions.

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

John Smith
123.456.78.90

Lodge return

MISSIONS

mission Status: all Status: all True Source: all Apply

Status: all Gov Level: all Min amount Clear filters

mission periods: all Calendar Based Reporting Period: all

Donor	Receiver	Amount	Actions
-------	----------	--------	---------

2. Click 'Local Government'.

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

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

Local Government State Government

3. Click 'Local Candidate'.

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

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

Donor/Third Party - Individual **Local Candidate**

4. Click 'Transitional Local Government Candidate – Reporting a loan 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: LOCAL CANDIDATE 3. LODGE A RETURN

 Local Government Candidate Reporting a gift (donation) received after 20/01/2020 Lodge Learn more	 Transitional Local Government Candidate Reporting a gift (donation) received before 20/01/2020 Lodge Learn more	 Local Government Candidate Reporting electoral expenditure incurred Lodge Learn more
 Local Government Candidate Reporting a loan received after 20/01/2020 Lodge Learn more	 Transitional Local Government Candidate Reporting a loan received before 20/01/2020 Lodge Learn more	 Local Government Candidate Submitting an election summary return Lodge Learn more

5. Select the type of loan provider from the drop-down menu.

Local candidate return
Reporting a loan received after 20/01/2020
Local

Candidate details

Candidate*
John Smith

Event*
Announced Candidacy

Address*
123 Test St, Brisbane QLD 4000

I am reporting a loan

+ received from

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

6. Complete all mandatory fields.

Reporting a loan received from an individual

Name *
Donny Donor

Street*
1 Test St

Suburb/Town*
Brisbane City

State*
QLD

Postcode*
4000

Loan Particulars

Terms & conditions*
<Enter the terms and conditions of the loan here>

Amount*
1000

Date made*

Date paid back*

Date loan due*

Market rate charged?*
☒ Yes ☐ No

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 loan*
☒ Yes ☐ No

- You can disclose additional loans in the same return by clicking the ‘+ *received from*’ button at the bottom of the page and repeating the steps above.

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 **Loan**?*

☒ Yes ☐ No

I am reporting a loan

+ received from

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



7. You can save a draft copy of your return at any time by clicking ‘*Save draft*’.

Current Total **\$1000.00**



Save Draft

Submit

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

ECQ

- Returns
 - My Submissions
 - My Mentions
 - Periodic Returns
 - Lodge return
 - My Pending Submissions
 - My Pending Mentions
 - Drafts
- Reports
- Gift Map

Local candidate return


Reporting a loan received after 20/01/2020

Local

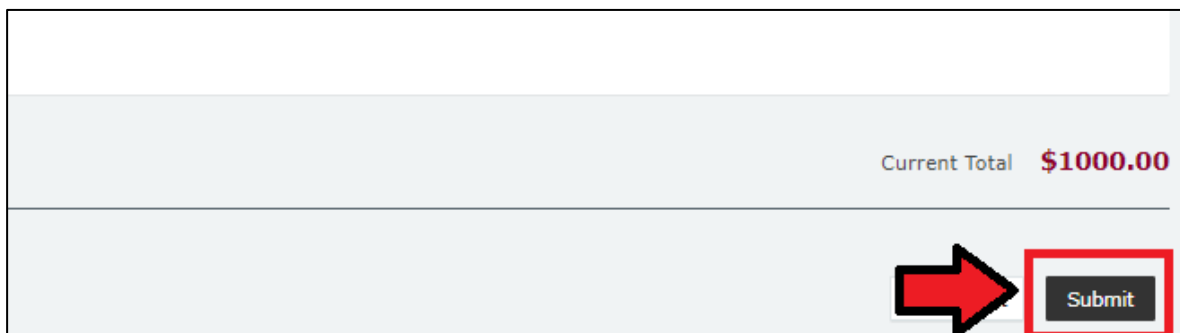
Candidate details

Candidate*	Event*
John Smith	Announced Candidacy
Address*	
Brisbane QLD 4000	

Reporting a Loan received from an individual



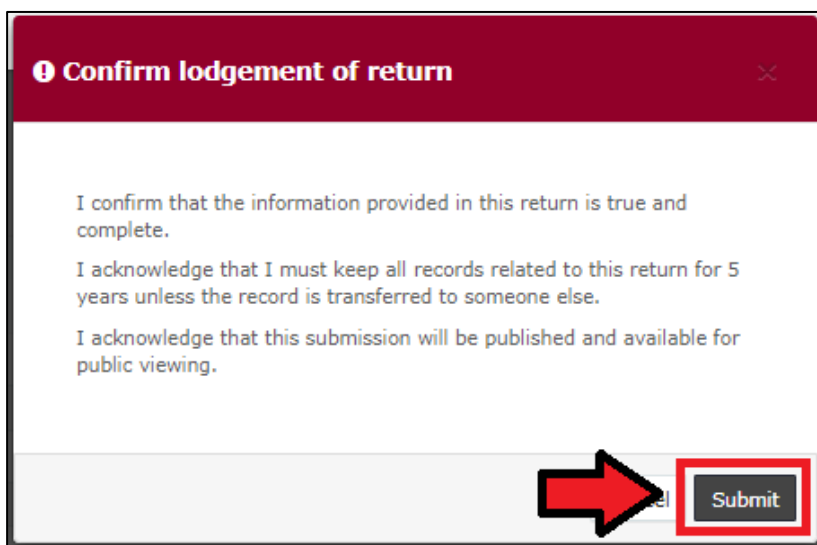
8. To submit your return, click '**Submit**'.



Current Total **\$1000.00**

Submit

9. Read the lodgement information and click '**Submit**' to confirm lodgement of your return.



! Confirm lodgement of return

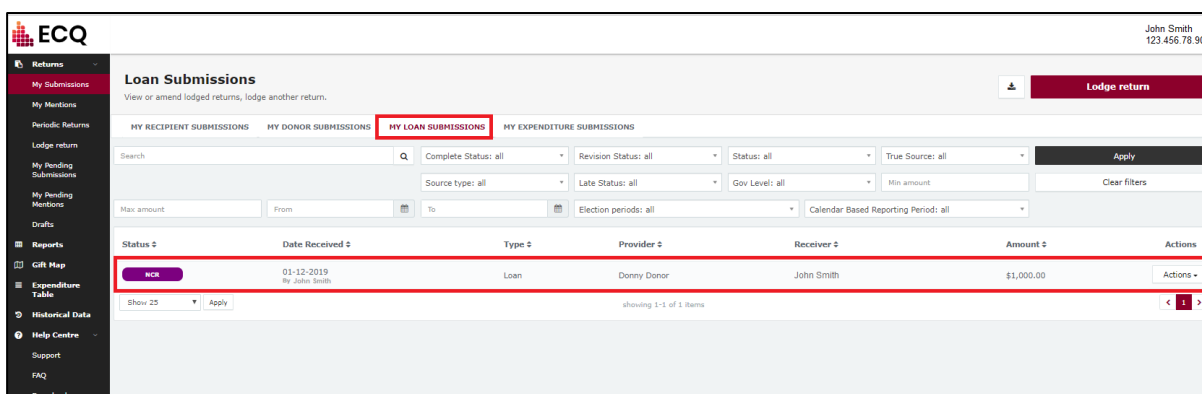
I confirm that the information provided in this return is true and complete.

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 John Smith 123 456 78 90

Loan Submissions

View or amend lodged returns, lodge another return.

MY LOAN SUBMISSIONS

Status	Date Received	Type	Provider	Receiver	Amount	Actions
NCR	01-12-2019 By John Smith	Loan	Donny Donor	John Smith	\$1,000.00	Actions

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.

6. Disclosing Electoral Expenditure in the EDS

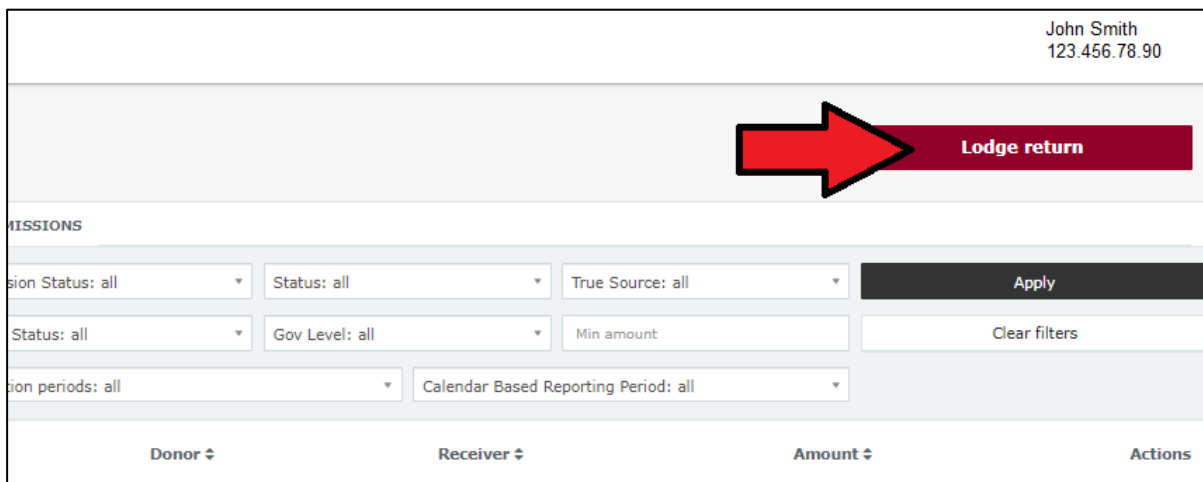
Local government candidates who incur electoral expenditure of \$500 or more are required to disclose the details of the expenditure in a return.

Items of electoral expenditure can be disclosed **individually** (see [Section 6.1](#)) or by using a **bulk upload spreadsheet** (see [Section 6.2](#)). The bulk upload spreadsheet is recommended when there is a large number of expenditure items to disclose all at once.

6.1 Disclosing Electoral Expenditure Individually

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

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



John Smith
123.456.78.90

Lodge return

MISSIONS

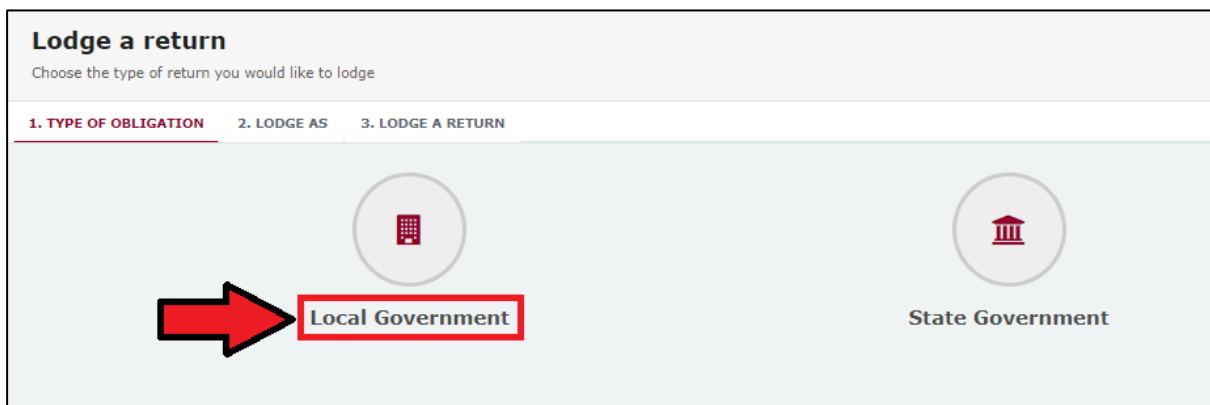
Submission Status: all Status: all True Source: all Apply

Status: all Gov Level: all Min amount Clear filters

Reporting periods: all Calendar Based Reporting Period: all

Donor ⇅ Receiver ⇅ Amount ⇅ Actions

2. Click '**Local Government**'.



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

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

Local Government State Government

3. Click 'Local Candidate'.

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

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

Donor/Third Party - Individual

Local Candidate

4. Click 'Local Government Candidate – 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: LOCAL CANDIDATE 3. LODGE A RETURN

Local Government Candidate
Reporting a gift (donation) received after 20/01/2020

Transitional Local Government Candidate
Reporting a gift (donation) received before 20/01/2020

Local Government Candidate
Reporting electoral expenditure incurred

5. Click 'Add new item', then 'Electoral Expenditure'.

Candidate details

Candidate*
John Smith

Event*
Announced Candidacy

Address*
123 Test St, Brisbane QLD 4000

+ Add new item +

Electoral expenditure

6. Complete all mandatory fields.

Electoral expenditure

Supplier name*
Printers R Us

Street*
1 Supplier St

Suburb*
Brisbane

State*
QLD

Postcode*
4000

Expenditure Particulars

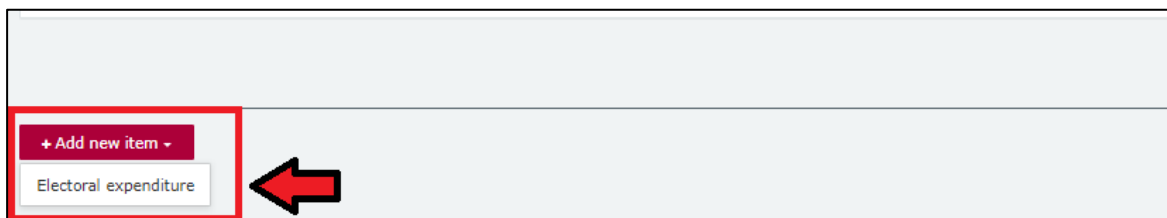
Description of goods or services*
Printing of 10,000 x 50 flyers

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

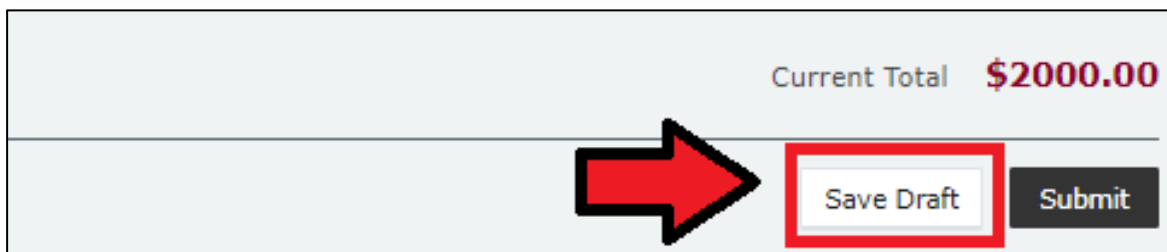
Amount*
2000

Date of expenditure*
01/12/2019

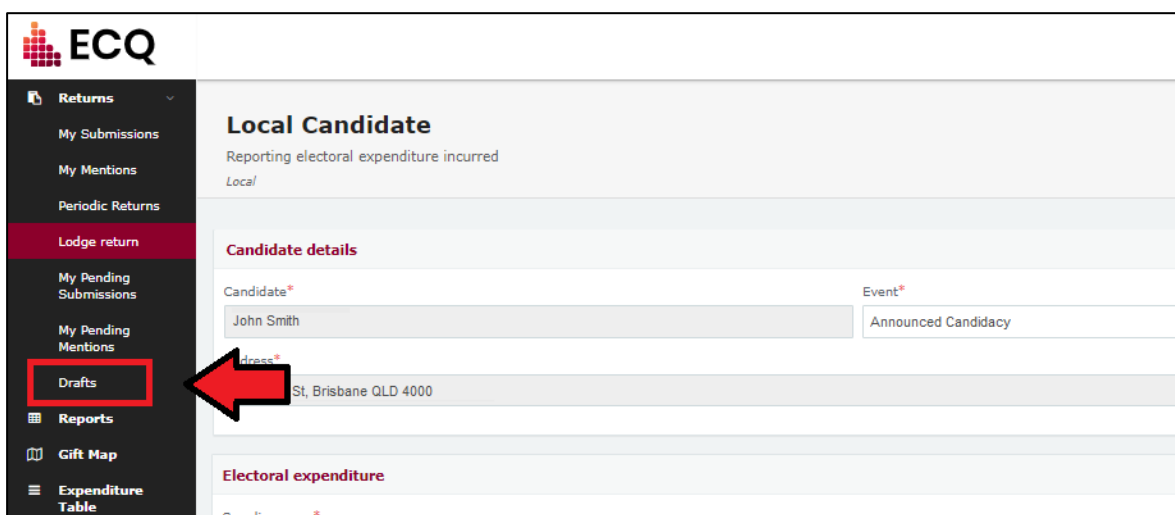
- You can disclose additional items of electoral expenditure in the same return by clicking the '+ Add new item' button at the bottom of the page and repeating the steps above.



7. You can save a draft copy of your return at any time by clicking 'Save draft'.




- You can access your draft returns by clicking 'Drafts' from the left-hand menu.



8. To submit your return, click 'Submit'.




9. Read the lodgement information and click '**Submit**' to confirm lodgement of your return.

 **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 Expenditure Submissions* page, as well as on the public *Expenditure Table* and *Reports* pages.

ECQ

John Smith
123 456 78 90

Returns

My Submissions

My Mentions

Periodic Returns

Lodge return

My Pending Submissions

My Pending Mentions

Drafts

Reports

Gift Map

Expenditure Table

Historical Data

Help Centre

Support

FAQ

Downloads

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

Lodge return

MY RECIPIENT SUBMISSIONS

MY DONOR SUBMISSIONS

MY LOAN SUBMISSIONS

MY EXPENDITURE SUBMISSIONS

Search

Complete Status: all

Revision Status: all

Status: all

Participant: all

Apply

Late Status: all

Min amount

Max amount

From

Clear filters

To

Go

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	16-12-2019	01-12-2019 By John Smith	Local Candidate	John Smith	\$2,000.00	Actions

Show 25

Apply

showing 1-1 of 1 items

< 1 >

6.2 Disclosing Electoral Expenditure Using a Bulk Upload Spreadsheet

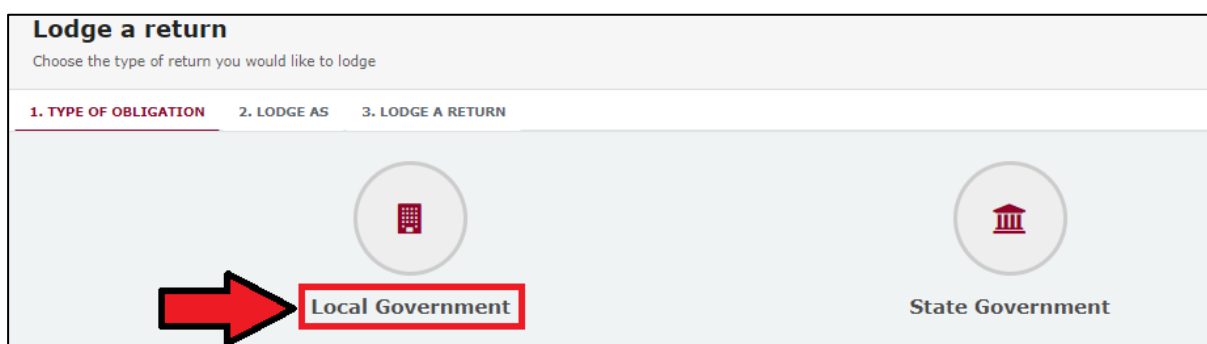
To lodge a return for multiple items of electoral expenditure using a bulk upload spreadsheet, please use the following instructions.

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



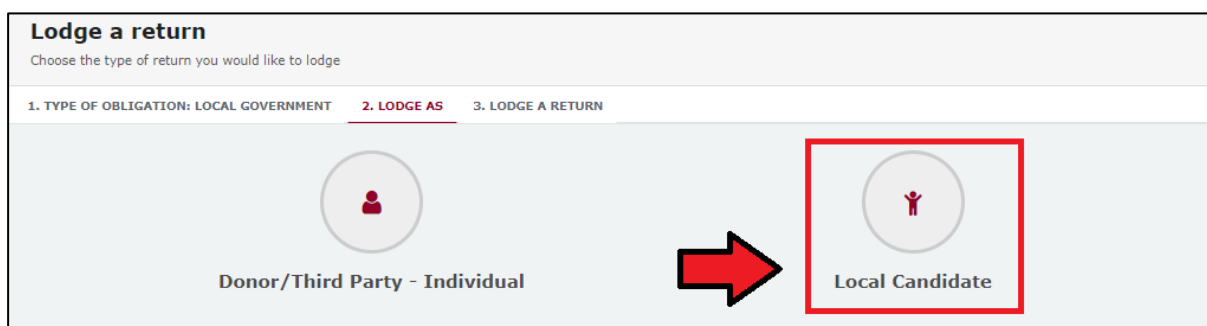
The screenshot shows the 'My Submissions' page. At the top right, there is a red button labeled 'Lodge return'. A large red arrow points to this button. Below the button, there are three dropdown menus: 'Submission Status: all', 'Status: all', and 'True Source: all'. To the right of these menus is a black button labeled 'Apply'.

2. Click 'Local Government'.



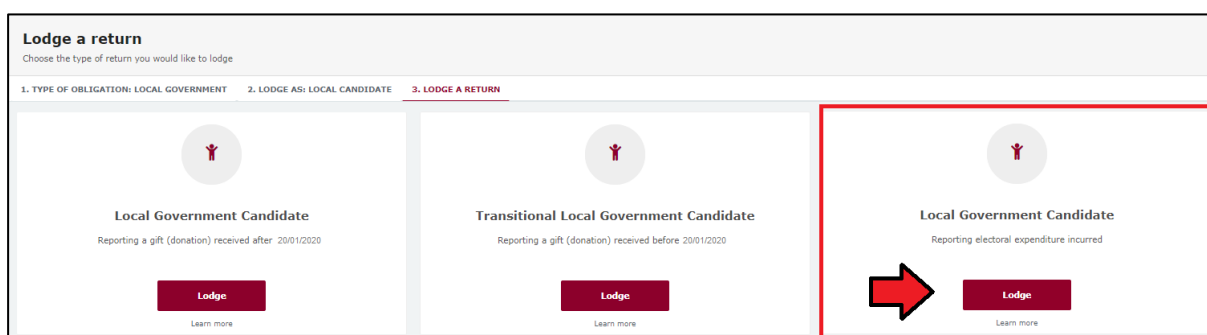
The screenshot shows the 'Lodge a return' page. At the top, it says 'Choose the type of return you would like to lodge'. Below this, there are three tabs: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. Under the '1. TYPE OF OBLIGATION' tab, there are two buttons: 'Local Government'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

3. Click 'Local Candidate'.



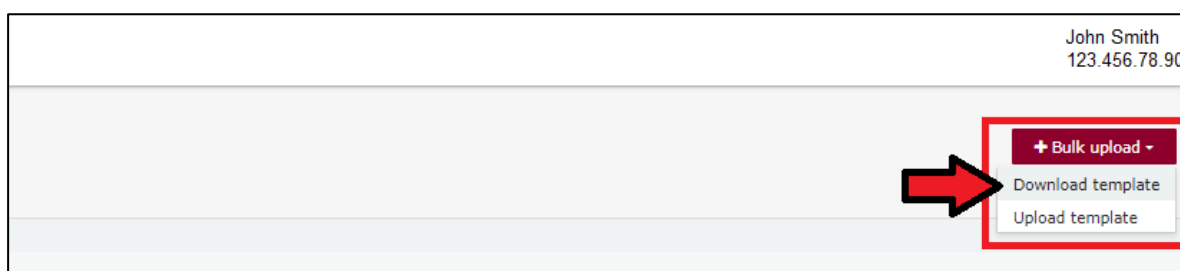
The screenshot shows the 'Lodge a return' page. At the top, it says 'Choose the type of return you would like to lodge'. Below this, there are three tabs: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS', and '3. LODGE A RETURN'. Under the '2. LODGE AS' tab, there are two buttons: 'Donor/Third Party - Individual' and 'Local Candidate'. A red arrow points to the 'Local Candidate' button, which is also highlighted with a red box.

4. Click 'Local Government Candidate – Reporting electoral expenditure incurred'.



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: LOCAL GOVERNMENT', '2. LODGE AS: LOCAL CANDIDATE', and '3. LODGE A RETURN'. Under the '2. LODGE AS: LOCAL CANDIDATE' tab, there are three buttons: 'Local Government Candidate', 'Transitional Local Government Candidate', and 'Local Government Candidate'. The 'Local Government Candidate' button on the right is highlighted with a red box and has a red arrow pointing to it. Below each button is a 'Lodge' button and a 'Learn more' link.

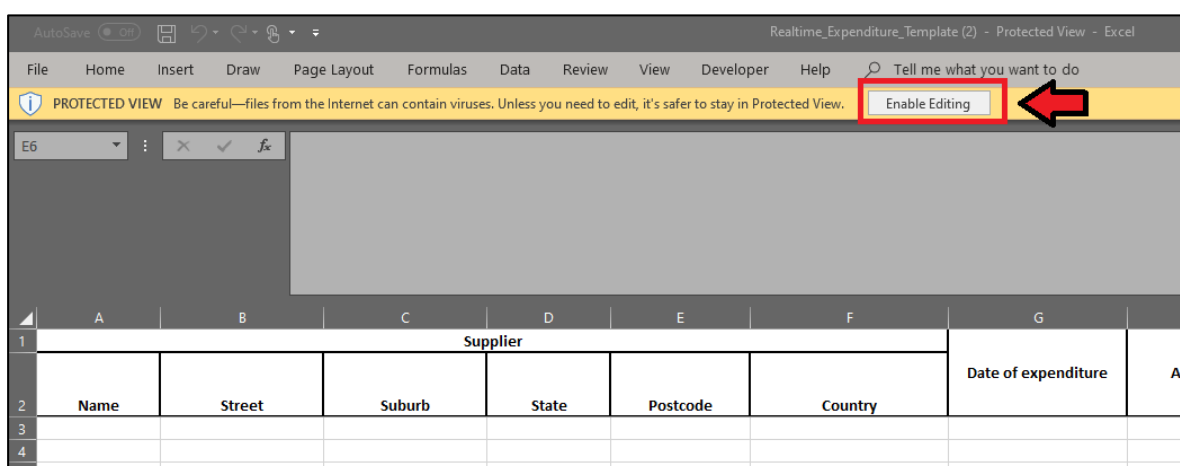
- Click the **'+Bulk upload'** button in the top right-hand corner, then click **'Download template'**.



- Click to open the file in Microsoft Excel once it has finished downloading.

- Note:** Google Chrome downloads will appear in the lower left of the page, Internet Explorer downloads will appear in a popup box and Apple Safari downloads will be available in the download icon in the lower right of the screen.

- Click to **'Enable Editing'** at the top of the Excel spreadsheet.



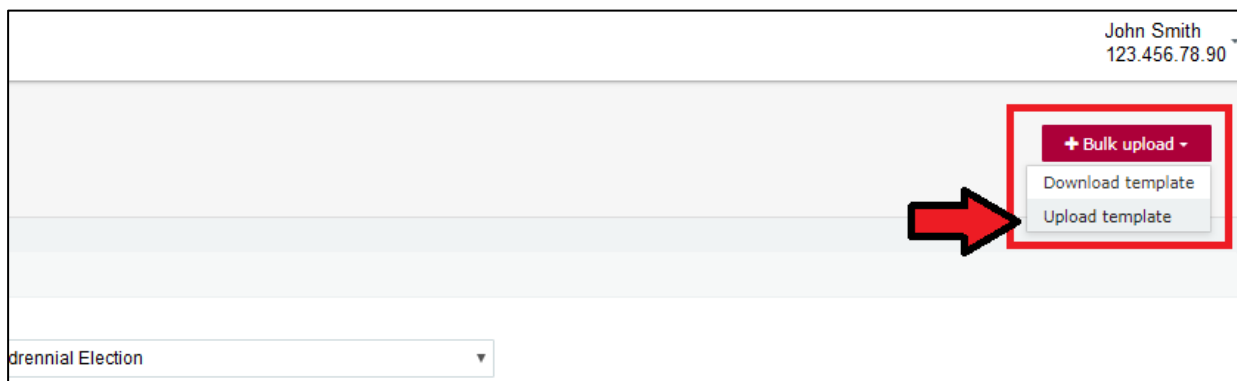
- Complete all fields in the spreadsheet with the details of each item of expenditure you wish to upload.

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

- Note:** The 'Country' field is only required for overseas addresses.
- Important:** Please do not change, add or remove any of the spreadsheet columns, otherwise the template will not upload properly. 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).

9. Once you have entered all expenditure items into the spreadsheet, save the file to your computer.

10. From the EDS lodgement page, click '+ Bulk upload', then 'Upload template'.



The screenshot shows the top right corner of the EDS lodgement page. In the top right, the user's name 'John Smith' and a number '123.456.78.90' are displayed. Below this, a red box highlights a dropdown menu with the text '+ Bulk upload'. A red arrow points to this menu. The dropdown menu contains three options: 'Bulk upload', 'Download template', and 'Upload template'. Below the menu, there is a dropdown menu with the text 'drennial Election'.

- Select the bulk upload spreadsheet from where it is saved on your computer; this will upload the expenditure items into the EDS.

11. You can save a draft copy of your return at any time by clicking 'Save draft'.



The screenshot shows the bottom right corner of the EDS lodgement page. On the right, the text 'Current Total' is followed by '\$2560.00'. Below this, a red box highlights a button with the text 'Save Draft'. A red arrow points to this button. To the right of the 'Save Draft' button is a dark grey button with the text 'Submit'.

- You can access your draft returns by clicking 'Drafts' from the left-hand menu.



The screenshot shows the ECQ system interface. On the left, there is a dark grey sidebar with a menu. The menu items are: 'Returns', 'My Submissions', 'My Mentions', 'Periodic Returns', 'Lodge return', 'My Pending Submissions', 'My Pending Mentions', 'Drafts', 'Reports', 'Gift Map', and 'Expenditure Table'. The 'Drafts' item is highlighted with a red box, and a red arrow points to it. The main content area on the right is titled 'Local Candidate' and contains a form for reporting electoral expenditure. The form has sections for 'Candidate details' and 'Electoral expenditure'. The 'Candidate details' section has fields for 'Candidate*' (John Smith) and 'Event*' (Announced Candidacy). The 'Electoral expenditure' section has a field for 'Supplier name*'. Below the 'Candidate details' section, there is a field for 'Address*' with the text 'St, Brisbane QLD 4000'.

12. To submit your return, click '**Submit**'.

Current Total **\$2560.00**

Submit

13. Read the lodgement information and click '**Submit**' to confirm lodgement of your return.

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

14. Your returns will appear in your *My Expenditure Submissions* page, as well as on the public *Expenditure Table* and *Reports* pages.

ECQ John Smith 123 456 78 90

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

MY EXPENDITURE SUBMISSIONS

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	17-12-2019	16-12-2019 By John Smith	Local Candidate	John Smith	\$60.00	Actions
EXP	17-12-2019	15-12-2019 By John Smith	Local Candidate	John Smith	\$500.00	Actions
EXP	17-12-2019	01-12-2019 By John Smith	Local Candidate	John Smith	\$2,000.00	Actions

showing 1-3 of 3 items

7. Submitting a Transitional Return

Transitional returns are required to be lodged for the 2020 Local Government Quadrennial Election by:

- All sitting councillors (including those who do not intend on recontesting the 2020 election);
- All candidates whose disclosure period for the 2020 Local Government Quadrennial Election started before 20 January 2020.

The 2 types of transitional returns that are required to be lodged are:

1. **Transitional Gift/Loan Return** (see [Section 7.1](#))
2. **Transitional Electoral Expenditure Return** (see [Section 7.2](#))

Both returns must be lodged in the EDS even if you did not receive any gifts or loans or incur any electoral expenditure.

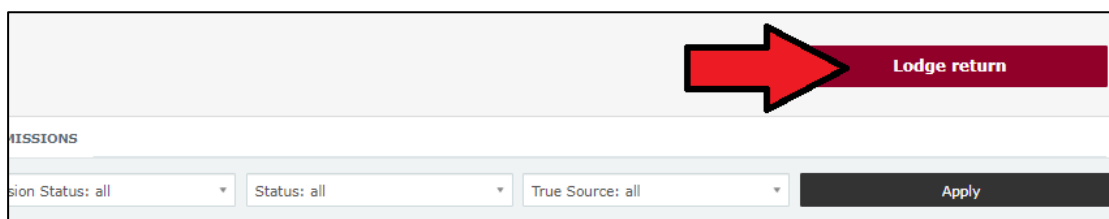
7.1 Submitting a Transitional Gift/Loan Return

In this return, you are required to disclose the total value of all gifts and/or loans that you received prior to 20 January 2020, and the number of entities that made those gifts/loans.

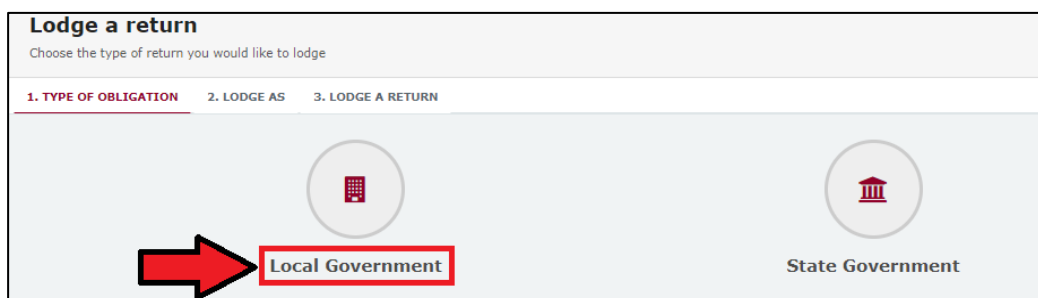
Important: If you received any gifts or loans totalling \$500 or more during the transitional period, you must lodge a separate return in the EDS for each of these gifts/loans **prior to** submitting your Transitional Gift/Loan Return. See [Section 4.1](#) and [Section 5.1](#) for instructions on how to lodge these returns.

To lodge your Transitional Gift/Loan Return, please use the following instructions.

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



2. Click '**Local Government**'.



3. Click 'Local Candidate'.

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

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

Donor/Third Party - Individual **Local Candidate**

4. Click 'Local Government Candidate – Submitting a transitional gift/loan return'.

Local Government Candidate
Submitting a transitional gift/loan return

Lodge
[Learn more](#)

5. The 'Disclosure period' section will prefill with the transitional reporting period.

Local candidate
Submitting a Transitional gift/loan return
Local

Candidate details

Candidate*
John Smith

Address*
123 Test St, Brisbane QLD 4000

Disclosure period

Disclosure period * Return period commences ⓘ Return period concludes

1/03/2019 -19/01/2020 Transitional Reporting Period 01/03/2019 19/01/2020

- **Note:** The transitional period for gifts and loans commences either on your announcement date (if you are a new candidate), or 30 days after election day for the last election in which you were a candidate.

6. If you did not receive any gifts or loans during the transitional period, go to Step 8. Otherwise, continue to Step 7.

7. The *Return Summary* is a summary of all the gifts and loans you have received during the transitional 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 4.1](#) or [Section 5.1](#).

Return summary	
Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1	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

- You can review any gifts/loans that you have already reported in the EDS by clicking the 'View' button.

Return summary	
Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1	Loans Reported 1
VIEW >	

- The '*Number of Entities that made Gifts/Loans*' field is also prefilled based on any gifts/loans that you have already reported in the EDS.

Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1	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

- This field is editable and should be updated to reflect the total number of entities that made gifts/loans to you during this period, including any gifts/loans of less than \$500.

Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1 VIEW >	Loans Reported 1
Number of Entities that made Gifts 20	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, and should be updated with the total value of any gifts/loans that you received of less than \$500 that have not already been reported in the EDS.

Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1 VIEW >	Loans Reported 1
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

- ***For example:*** You received a \$1,000 gift from a donor during the transitional period, which you have already reported in the EDS in a separate return (see [Section 4.1](#)). This gift will appear automatically in the 'Amount' and 'Gifts Reported' fields of your Transitional Gift/Loan Return.

However, during the transitional period, you also received a number of 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 need to update the amount from '\$0.00' to '\$850.00'.

- The 'Total Gifts/Loans Received' field should reflect the total amount of gifts/loans that you received during the transitional period. It is calculated based on the sum of the 'Amount' field and the 'Unreported Amounts Under Threshold' field.


Return summary	
Gifts	Loans
Amount \$1,000.00	Amount \$1,000.00
Gifts Reported 1 VIEW >	Loans Reported 1
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

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



Save Draft
Submit

- You can access your draft returns by clicking 'Drafts' from the left-hand menu.



Returns
My Submissions
My Mentions
Periodic Returns
Lodge return
My Pending Submissions
My Pending Mentions
Drafts
Reports
Gift Map
Expenditure Table

Local candidate

Submitting a Transitional gift/loan return

Local

Candidate details

Candidate*

John Smith

Address*

3 Test St, Brisbane QLD 4000

Disclosure period

Disclosure period *

Return period commences

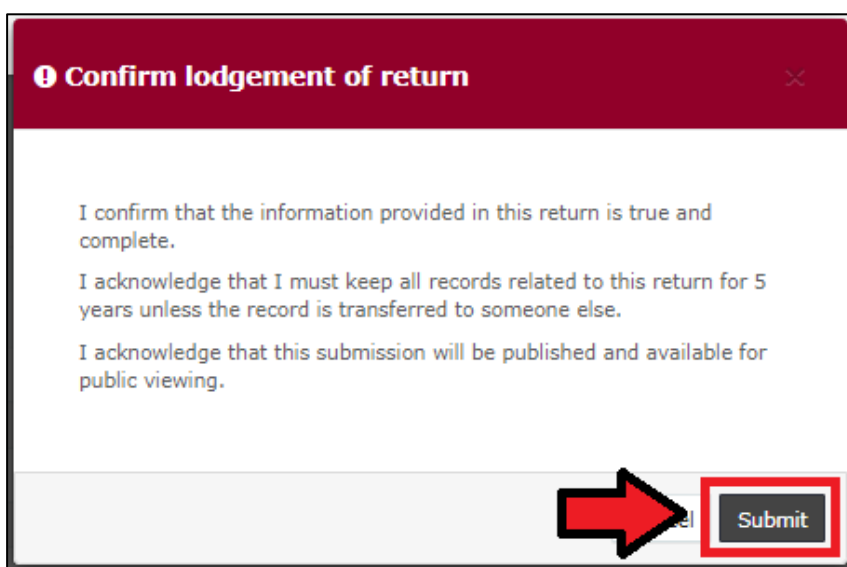
9. To submit your return, click 'Submit'.

- Note:** If no gifts or loans were received, the button will appear as 'Submit Nil Return'.



A screenshot of a web form. At the bottom right, there is a red arrow pointing to a button labeled 'Submit'. The button is highlighted with a red rectangular border.

10. Read the lodgement information and click '**Submit**' to confirm lodgement of your return.



A screenshot of a dialog box titled "Confirm lodgement of return". It contains the following text:

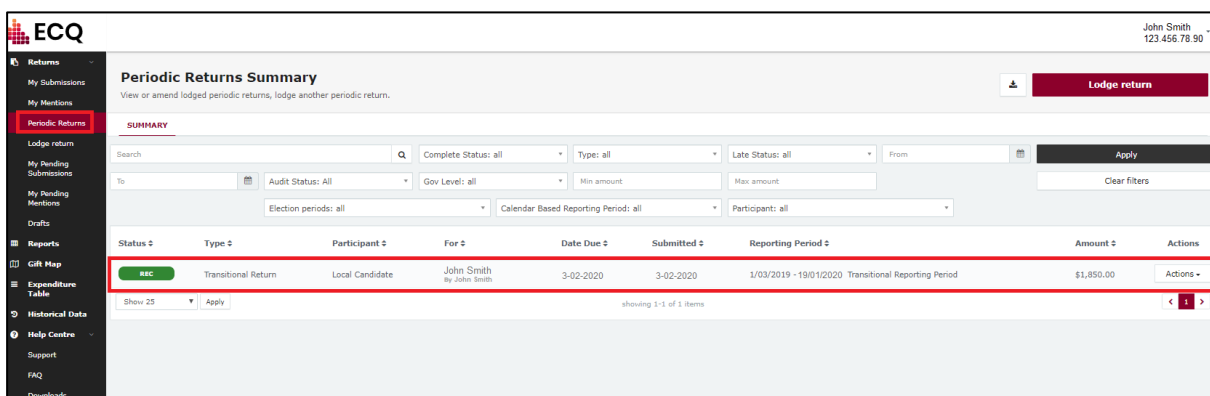
I confirm that the information provided in this return is true and complete.

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

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

At the bottom right, there is a red arrow pointing to a button labeled 'Submit'. The button is highlighted with a red rectangular border.

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



A screenshot of the ECQ (Electronic Disclosure System) interface. The main heading is "Periodic Returns Summary". Below this, there is a table with the following columns: Status, Type, Participant, For, Date Due, Submitted, Reporting Period, Amount, and Actions. The table contains one row of data:

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
REC	Transitional Return	Local Candidate	John Smith By John Smith	3-02-2020	3-02-2020	1/03/2019 - 19/01/2020 Transitional Reporting Period	\$1,850.00	Actions

The table is highlighted with a red rectangular border. The page also includes a sidebar with navigation links and a top bar with the user's name and balance.

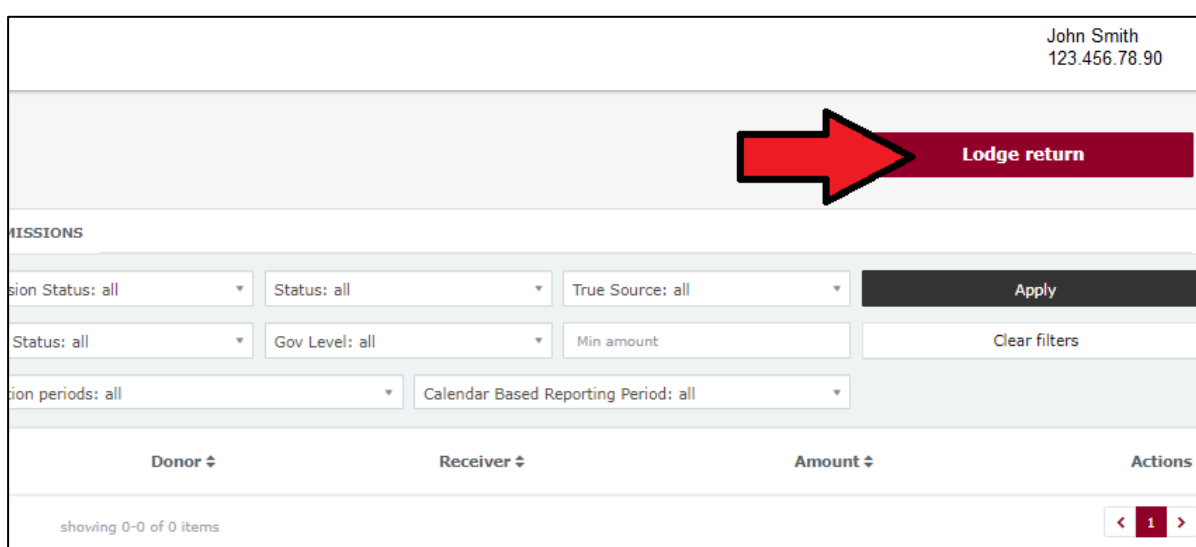
7.2 Submitting a Transitional Electoral Expenditure Return

In this return, you are required to disclose the total amount of electoral expenditure that you incurred between 1 May 2019 and 19 January 2020.

Important: If you incurred \$500 or more in electoral expenditure during the transitional period, you must lodge a separate return in the EDS for each item of expenditure **prior to** submitting your Transitional Electoral Expenditure Return. See [Section 6](#) for instructions on how to lodge these returns.

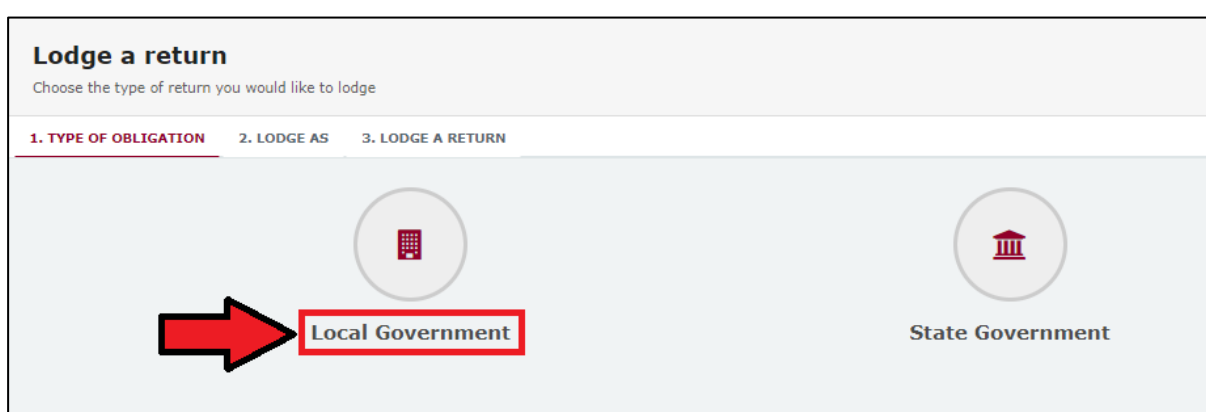
To lodge your Transitional Electoral Expenditure Return, please use the following instructions.

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



The screenshot shows the 'My Submissions' page of the EDS. At the top right, the user's name 'John Smith' and a number '123.456.78.90' are displayed. A red arrow points to a dark red button labeled 'Lodge return'. Below this, there are filter sections for 'Status: all', 'Gov Level: all', and 'Min amount'. There is also a 'Calendar Based Reporting Period: all' dropdown. A table with columns 'Donor', 'Receiver', 'Amount', and 'Actions' is shown, with a note 'showing 0-0 of 0 items'. A red box with the number '1' is visible in the bottom right corner of the table area.

2. Click '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, there are three tabs: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. Under the '1. TYPE OF OBLIGATION' tab, there are two options: 'Local Government' and 'State Government'. A red arrow points to the 'Local Government' button, which is highlighted with a red border.

3. Click 'Local Candidate'.

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

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

Donor/Third Party - Individual **Local Candidate**

4. Click 'Local Government Candidate – Submitting a transitional electoral expenditure return'.

Local Government Candidate
Submitting a transitional electoral expenditure return

Lodge
[Learn more](#)

5. The 'Disclosure period' section will prefill with the transitional reporting period.

Local candidate
Submitting a Transitional electoral expenditure return
Local

Candidate details

Candidate*
John Smith

Address*
123 Test St, Brisbane QLD 4000

Disclosure period

Disclosure period *
1/05/2019 - 19/01/2020 Transitional Reporting Period

Return period commences ⓘ
01/05/2019

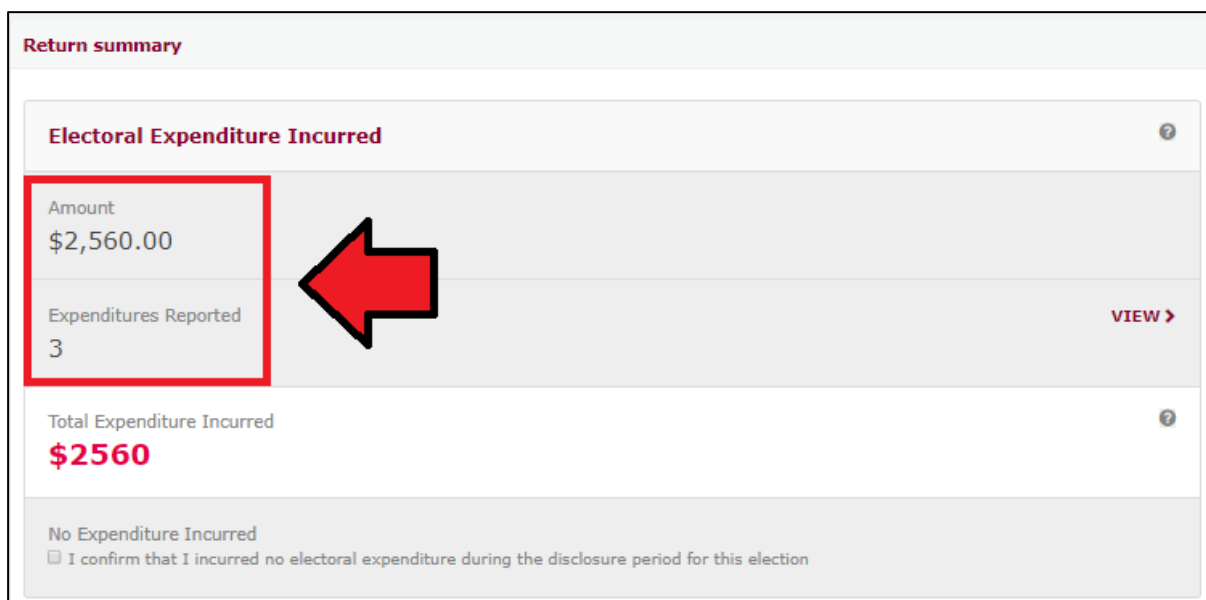
Return period concludes
19/01/2020

- **Note:** The transitional period for electoral expenditure commences on 1 May 2019, regardless of your individual circumstances.

6. If you did not incur any electoral expenditure during the transitional period, go to Step 8. Otherwise, continue to Step 7.

7. The *Return Summary* is a summary of all electoral expenditure you have incurred during the transitional period.

- The '*Amount*' and '*Expenditures Reported*' field 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](#).



Return summary

Electoral Expenditure Incurred ?

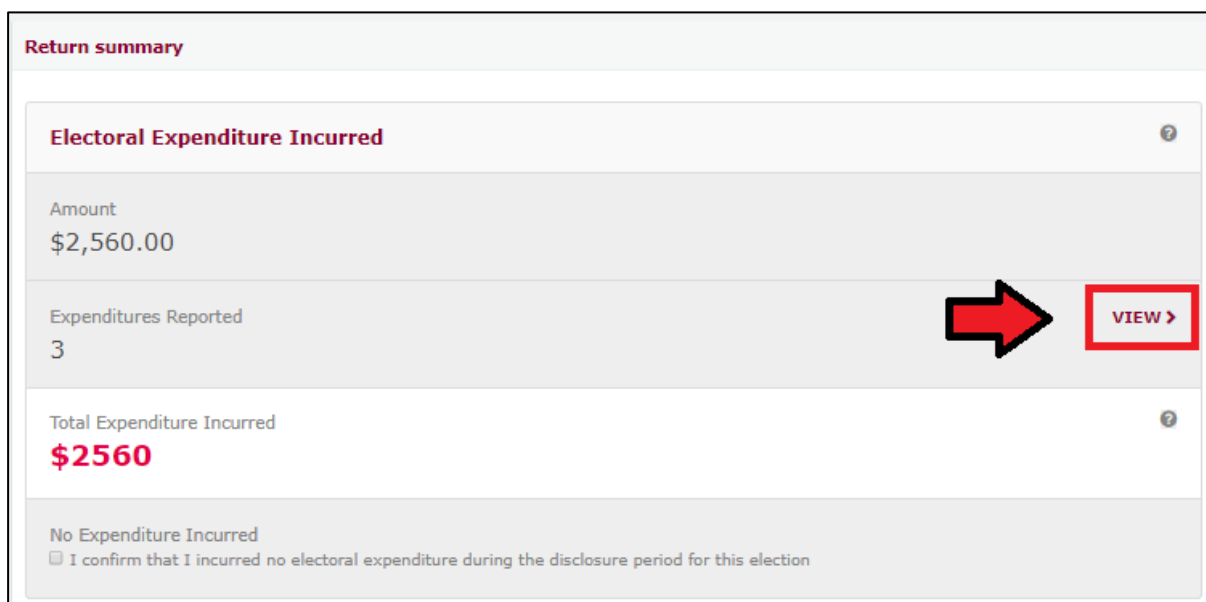
Amount	\$2,560.00
Expenditures Reported	3

VIEW >

Total Expenditure Incurred ?
\$2560

No Expenditure Incurred
☐ I confirm that I incurred no electoral expenditure during the disclosure period for this election

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



Return summary

Electoral Expenditure Incurred ?

Amount	\$2,560.00
Expenditures Reported	3

VIEW >

Total Expenditure Incurred ?
\$2560

No Expenditure Incurred
☐ I confirm that I incurred no electoral expenditure during the disclosure period for this election

- The '*Total Expenditure Incurred*' field should reflect the total amount of electoral expenditure that you incurred during the transitional period.

Return summary

Electoral Expenditure Incurred ?

Amount
\$2,560.00

Expenditures Reported
3 **VIEW >**

Total Expenditure Incurred
\$2560 ←

No Expenditure Incurred
☐ I confirm that I incurred no electoral expenditure during the disclosure period for this election

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

8. If you did not incur any electoral expenditure during the transitional period, tick the '*No Expenditure Incurred*' tick box. Otherwise, continue to Step 9.

Return summary

Electoral Expenditure Incurred ?

Amount
\$0.00

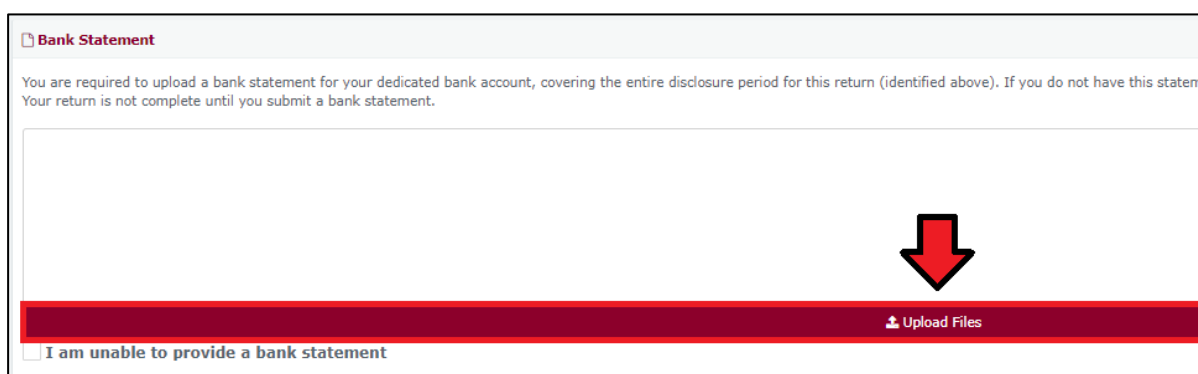
Expenditures Reported
0 **VIEW >**

Total Expenditure Incurred
\$0

No Expenditure Incurred
☒ I confirm that I incurred no electoral expenditure during the disclosure period for this election ←

9. The **Bank Statement** section is where you will upload your bank statement for your dedicated account.

- Use the '*Upload Files*' button to upload your bank statement. You can attach multiple files if required.



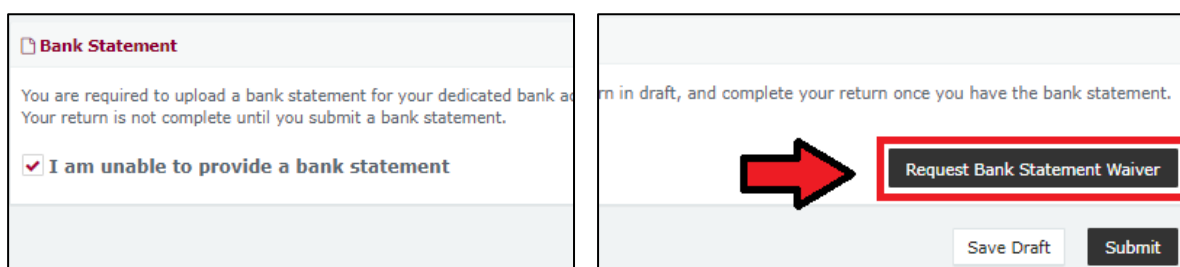
Bank Statement

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, your return is not complete until you submit a bank statement.

☐ I am unable to provide a bank statement

Upload Files

- If you are unable to provide a bank statement, tick the '*I am unable to provide a bank statement*' tick box, then click '*Request Bank Statement Waiver*'. You will need to provide a justification for your request, which will be assessed by the ECQ.



Bank Statement

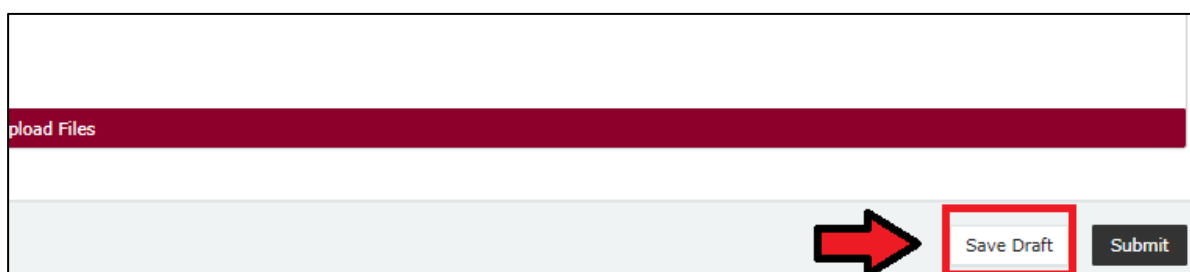
You are required to upload a bank statement for your dedicated bank account, covering the entire disclosure period for this return (identified above). If you do not have this statement, your return is not complete until you submit a bank statement.

☒ I am unable to provide a bank statement

Request Bank Statement Waiver

Save Draft **Submit**

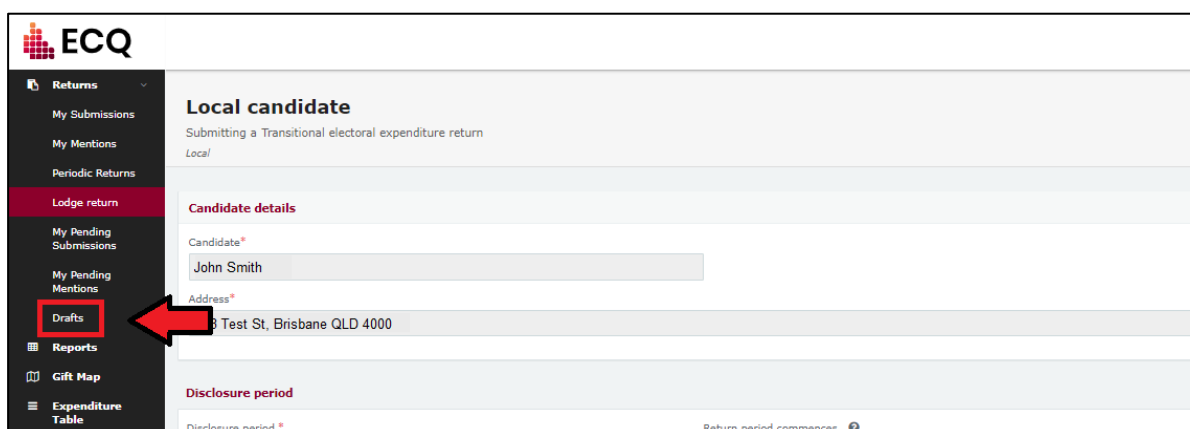
10. You can save a draft copy of your return at any time by clicking '*Save draft*'.



Upload Files

Save Draft **Submit**

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



ECQ

Returns

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

Local candidate

Submitting a Transitional electoral expenditure return

Local

Candidate details

Candidate*

John Smith

Address*

Test St, Brisbane QLD 4000

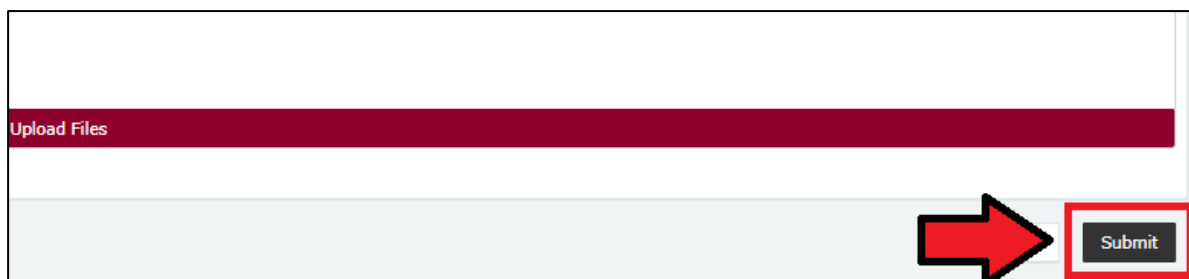
Disclosure period

Disclosure period *

Return period commences ?

11. To submit your return, click 'Submit'.

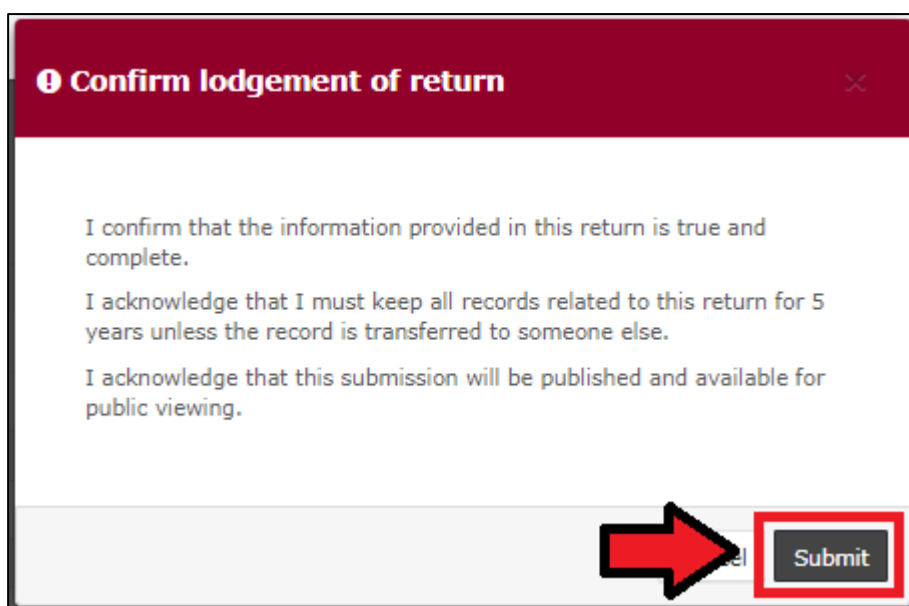
- **Note:** If no expenditure was incurred, the button will appear as 'Submit Nil Return'.



Upload Files

Submit

12. Read the lodgement information and click 'Submit' to confirm lodgement of your return.



Confirm lodgement of return

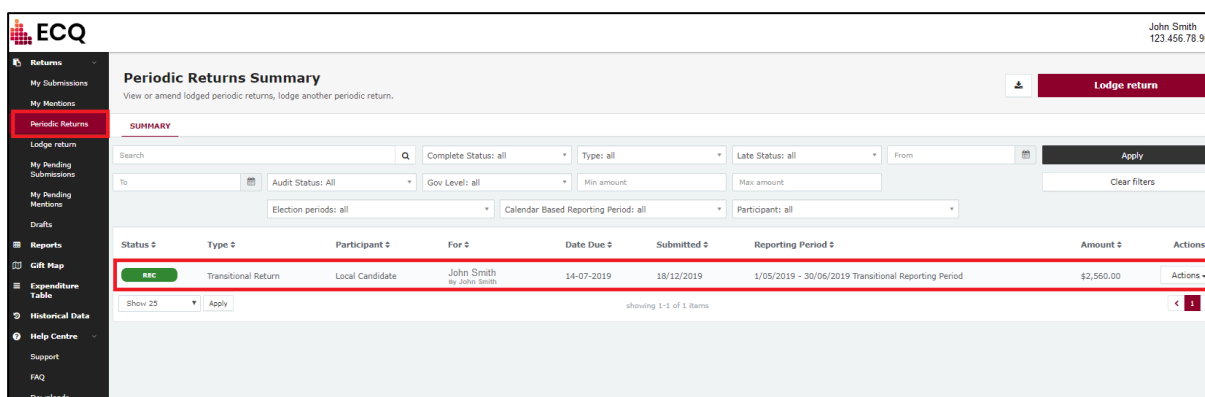
I confirm that the information provided in this return is true and complete.

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

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

Submit

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



ECQ

John Smith
123 456 78 90

Periodic Returns Summary
View or amend lodged periodic returns, lodge another periodic return.

SUMMARY

Search [] Complete Status: all Type: all Late Status: all From [] Apply

To [] Audit Status: All Gov Level: all Min amount [] Max amount [] Clear filters

Election periods: all Calendar Based Reporting Period: all Participant: all

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
REC	Transitional Return	Local Candidate	John Smith My John Smith	14-07-2019	18/12/2019	1/05/2019 - 30/06/2019 Transitional Reporting Period	\$2,560.00	Actions

Show 25 Apply showing 1-1 of 1 items

8. Submitting an Election Summary Return

All candidates for a local government election are required to lodge an Election Summary Return within 15 weeks of election day.

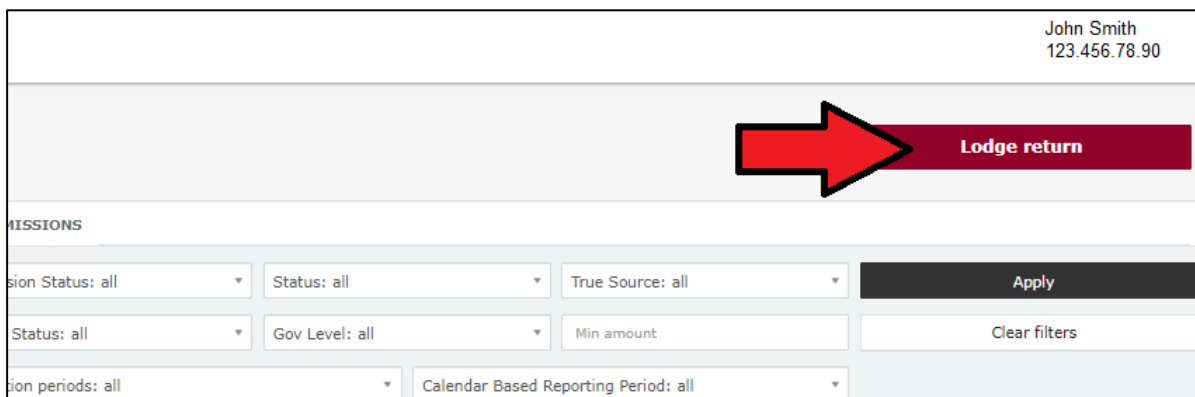
In this return, you are required to disclose the total value of all gifts and/or loans that you received during your disclosure period for the election, the total number of entities that made those gifts/loans, and the total amount of electoral expenditure that you incurred.

Important: If you received any gifts or loans totalling \$500 or more during your disclosure period, you must lodge a separate return in the EDS for each of these gifts/loans **prior to** submitting your Election Summary Return. See [Section 4.2](#) and [Section 5.2](#) for instructions on how to lodge these returns.

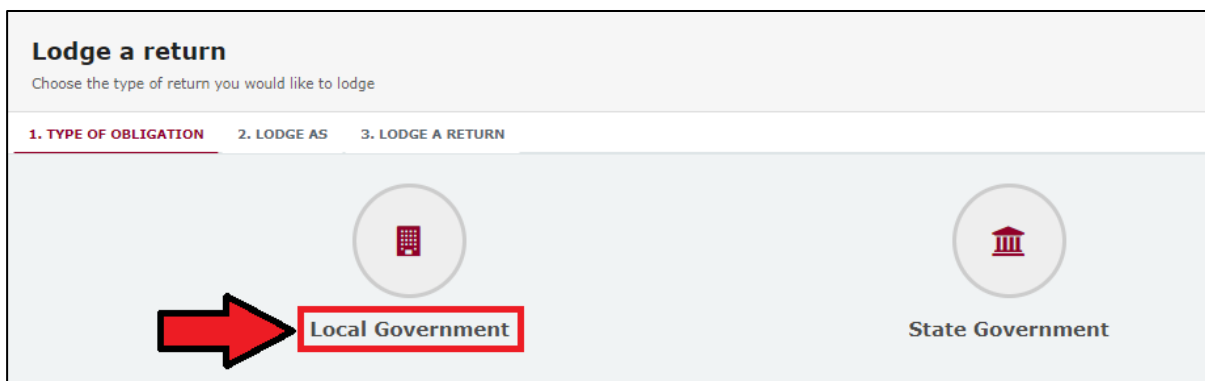
Additionally, if you incurred \$500 or more in electoral expenditure for the election, you must lodge a separate return in the EDS for each item of expenditure **prior to** submitting your Election Summary Return. See [Section 6](#) for instructions on how to lodge these returns.

To lodge your Election Summary Return, please use the following instructions.

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



2. Click 'Local Government'.



3. Click '*Local Candidate*'.

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

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

Donor/Third Party - Individual

Local Candidate

4. Click '*Local Government Candidate – Submitting an election summary return*'.

Local Government Candidate
Submitting an election summary return

Lodge

Learn more

5. Tick the '*I understand*' tick box to indicate your understanding of the requirement to give a bank statement with your return, then click '*Continue*'.

Bank Statement

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.

☒ **I understand.**

Continue

6. Select the relevant election from the 'Event' drop-down menu.

The screenshot shows the 'Local candidate' form with the title 'Submitting an election summary return' and the category 'Local'. Under 'Candidate details', the 'Candidate' field contains 'John Smith' and the 'Address' field contains '123 Test St, Brisbane QLD 4000'. A red arrow points from the 'Candidate' field to the 'Event' dropdown menu, which is highlighted with a red box. The dropdown menu shows '2020 Local Government Quadrennial Election' as the selected option.

7. If you have contested more than one election, you will also need to select the 'Disclosure period' from the drop-down menu. You are not required to complete a return for previous elections, if you have that option.

The screenshot shows the 'Candidate details' form with the title 'Submitting an election summary return' and the category 'Local'. Under 'Candidate details', the 'Candidate' field contains 'John Smith', the 'Event' dropdown menu is set to '2020 Local Government Elections', and the 'Street' field contains '123 Test Street, Brisbane QLD 4000'. A red box highlights the 'Disclosure period' dropdown menu, which shows '19/03/2016 - 2016 Local Government Elections' as the selected option. The 'Return period commences' and 'Return period concludes' fields are empty. A 'Save Draft' button is visible at the bottom right.



8. If you did not receive any gifts or loans during your disclosure period, go to Step 10. Otherwise, continue to Step 9.

9. The *Return Summary* section includes a summary of all the gifts and loans you have received during your 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 4.2](#) and [Section 5.2](#).

The screenshot shows the 'Return summary' section with two columns: 'Gifts' and 'Loans'. Each column has a red box around the 'Amount' and 'Gifts/Loans Reported' fields, with a red arrow pointing to them. The 'Gifts' column shows an amount of '\$1,000.00' and 1 gift reported. The 'Loans' column shows an amount of '\$1,000.00' and 1 loan reported. Below these, the 'Number of Entities that made Gifts/Loans' is 1, and 'Unreported Amounts Under Threshold' is \$0.00. At the bottom, the 'Total Gifts Received' and 'Total Loans Received' are both '\$1,000.00'.



- You can review any gifts/loans already reported in the EDS by clicking 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/Loans' field is prefilled based on any gifts/loans that you have already reported in the 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

- This field is editable and should be updated to reflect the total number of entities that made gifts/loans to you during this period, including any gifts/loans of less than \$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 20 	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, and should be updated with the total value of any gifts/loans that you received of less than \$500 that have not already been reported in the 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:** You received a \$1,000 gift from a donor during your disclosure period, which you have already reported in the EDS in a separate return (see [Section 4.2](#)). This gift will appear automatically in the 'Amount' and 'Gifts Reported' fields of your Election Summary Return.

However, during your disclosure period, you also received a number of 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 need to update the amount from '\$0.00' to '\$850.00'.

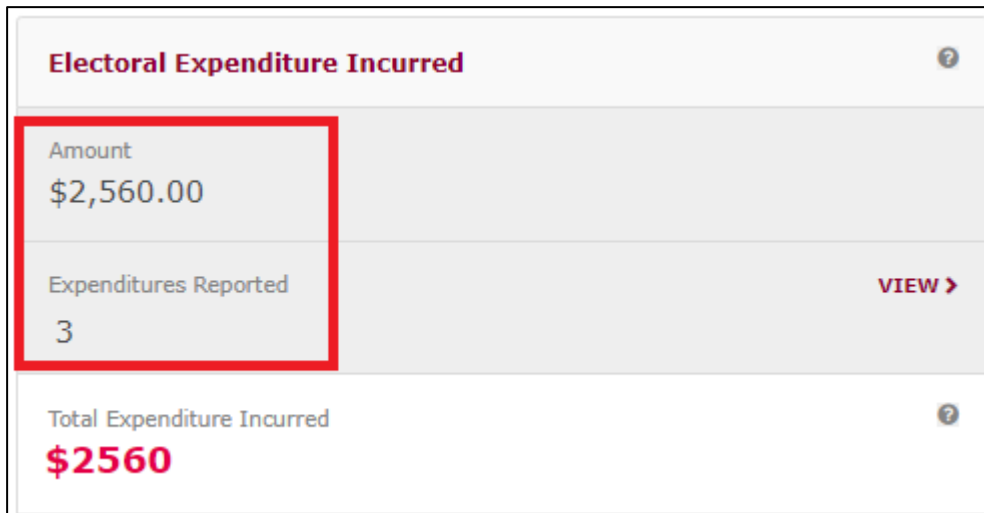
- The 'Total Gifts/Loans Received' field should reflect the total amount of gifts/loans you received during your disclosure period. It is calculated based on the sum of the 'Amount' field and the 'Unreported Amounts Under Threshold' field.

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

10.If you **did not incur any electoral expenditure** during your disclosure period, go to Step 12. Otherwise, continue to Step 11.

11.The **Return Summary** section also includes a summary of all electoral expenditure that you have incurred during your 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](#).

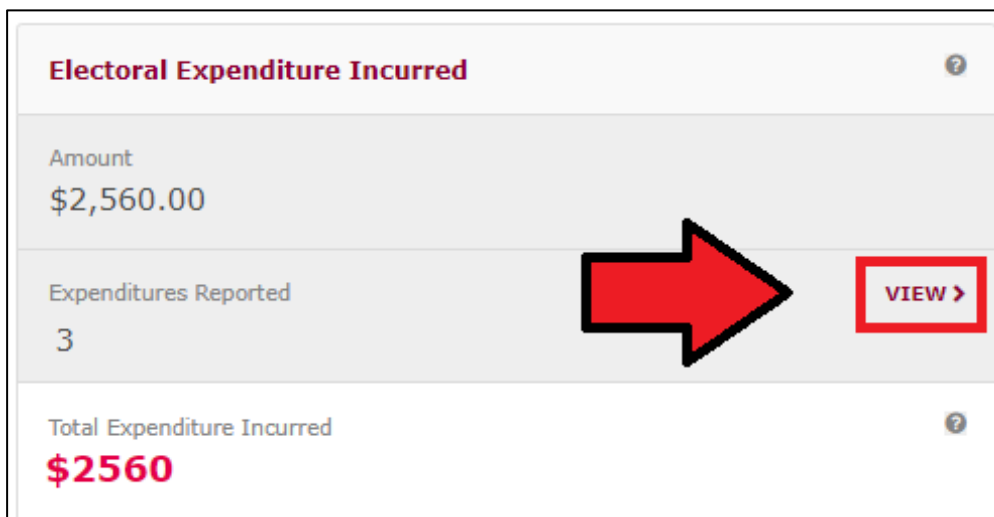


Electoral Expenditure Incurred ⓘ

Amount	\$2,560.00
Expenditures Reported	3 VIEW >

Total Expenditure Incurred ⓘ
\$2560

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



Electoral Expenditure Incurred ⓘ

Amount	\$2,560.00
Expenditures Reported	3 VIEW >

Total Expenditure Incurred ⓘ
\$2560

- The '*Total Expenditure Incurred*' field should reflect the total amount of electoral expenditure that you incurred during your disclosure period.

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

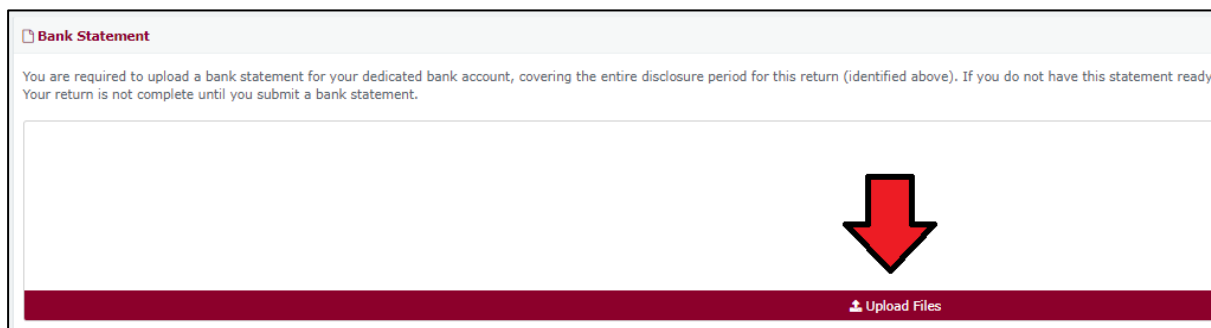
- **Note:** If you incurred less than \$500 in total electoral expenditure during your disclosure period, you must update the '*Total Expenditure Incurred*' field with the total value of your expenditure.

12. If you did not incur any electoral expenditure during your disclosure period, tick the '*No Expenditure Incurred*' tick box. Otherwise, continue to Step 13.

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	

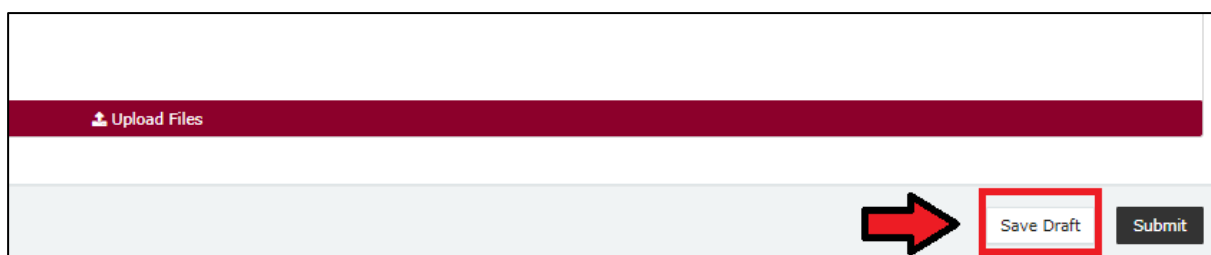
13. The *Bank Statement* section is where you will upload your bank statement for your dedicated account.

- Use the '*Upload Files*' button to upload your bank statement. You can attach multiple files if required.



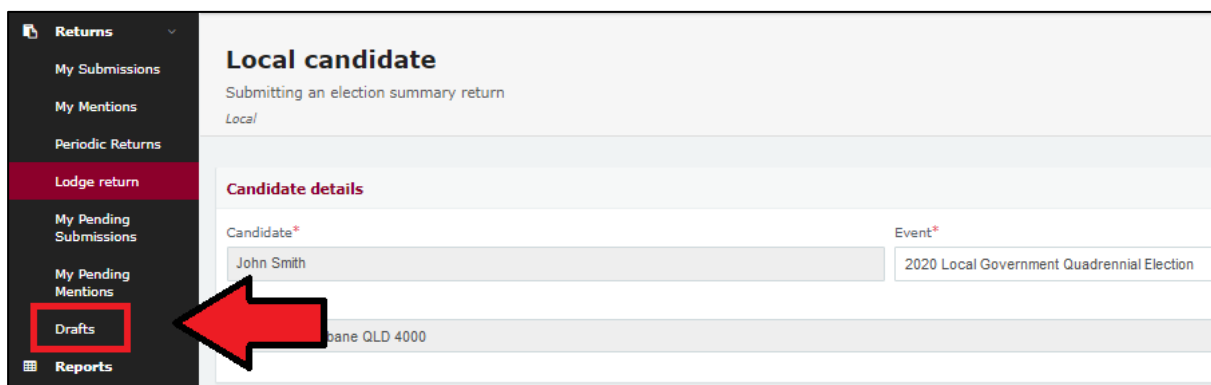
The screenshot shows the 'Bank Statement' section of the system. At the top, there is a header 'Bank Statement' with a document icon. Below it, a message states: 'You are required to upload a bank statement for your dedicated bank account, covering the entire disclosure period for this return (identified 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 dark red bar at the bottom of the section, which contains the text 'Upload Files' with a small upload icon.

14. You can save a draft copy of your return at any time by clicking '*Save draft*'.



The screenshot shows a dark red bar with the text 'Upload Files' and a small upload icon. Below this bar, a red arrow points to a button labeled 'Save Draft'. To the right of the 'Save Draft' button is a 'Submit' button.

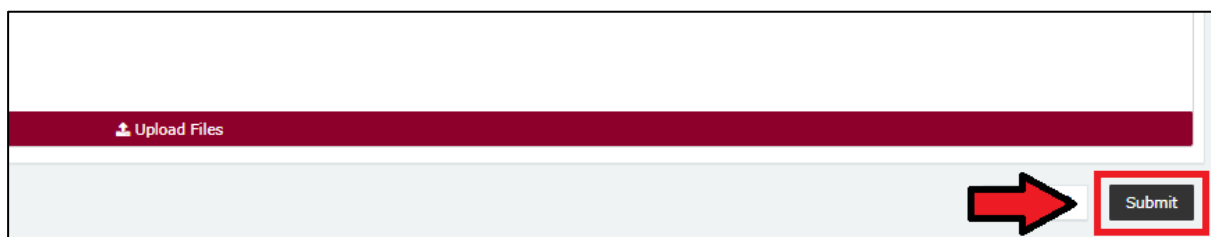
- You can access your draft returns by clicking '*Drafts*' from the left-hand menu.



The screenshot shows the left-hand menu of the system. The 'Drafts' menu item is highlighted with a red box and a red arrow. The main content area shows the 'Local candidate' section, which includes a form for submitting an election summary return. The form has fields for 'Candidate*' (John Smith) and 'Event*' (2020 Local Government Quadrennial Election). Below these fields, there is a section for 'Candidate details' with a red arrow pointing to it.

14. To submit your return, click '*Submit*'.

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



The screenshot shows a dark red bar with the text 'Upload Files' and a small upload icon. Below this bar, a red arrow points to a button labeled 'Submit'.

15. Read the lodgement information and click '**Submit**' to confirm lodgement of your return.

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

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

ECQ

John Smith
123 456 78 90

Periodic Returns Summary

View or amend lodged periodic returns, lodge another periodic return.

Search

Complete Status: all

Type: all

Late Status: all

From

To

Audit Status: All

Gov Level: all

Min amount

Max amount

Election periods: all

Calendar Based Reporting Period: all

Participant: all

Apply

Clear filters

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
RAC	Election Summary Return	Local Candidate	John Smith My John Smith	14-07-2019	18/12/2019	28/03/2020 - 2020 Local Government Quadrennial Election	\$2,560.00	Actions

Show 25

Apply

showing 1-1 of 1 items

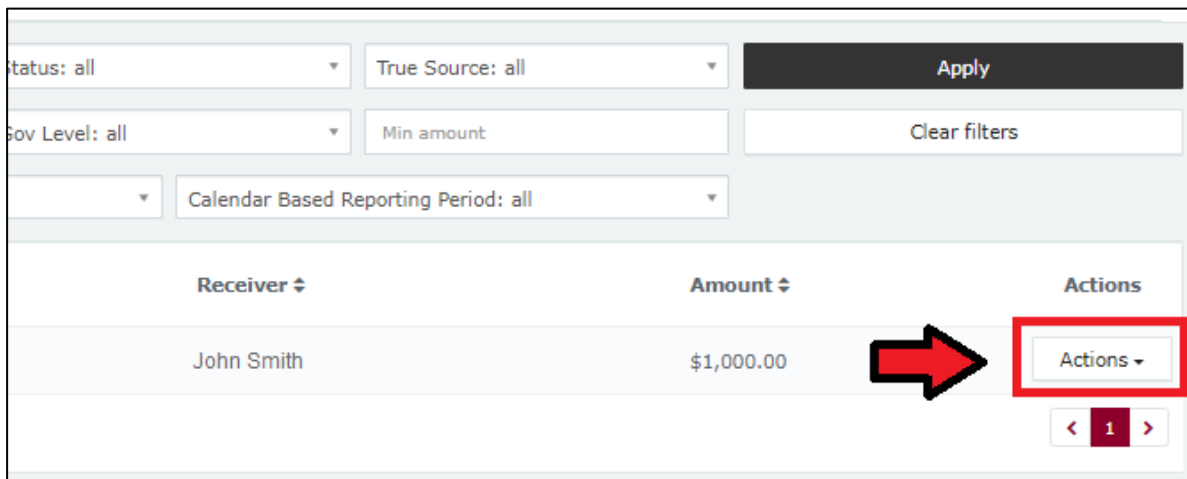
1

9. Amending a Return in the EDS

If you have made an error or omission in a return that you have previously lodged in the EDS, you can request for the ECQ to amend the return.

To request to amend a return in the EDS, please use the following instructions.

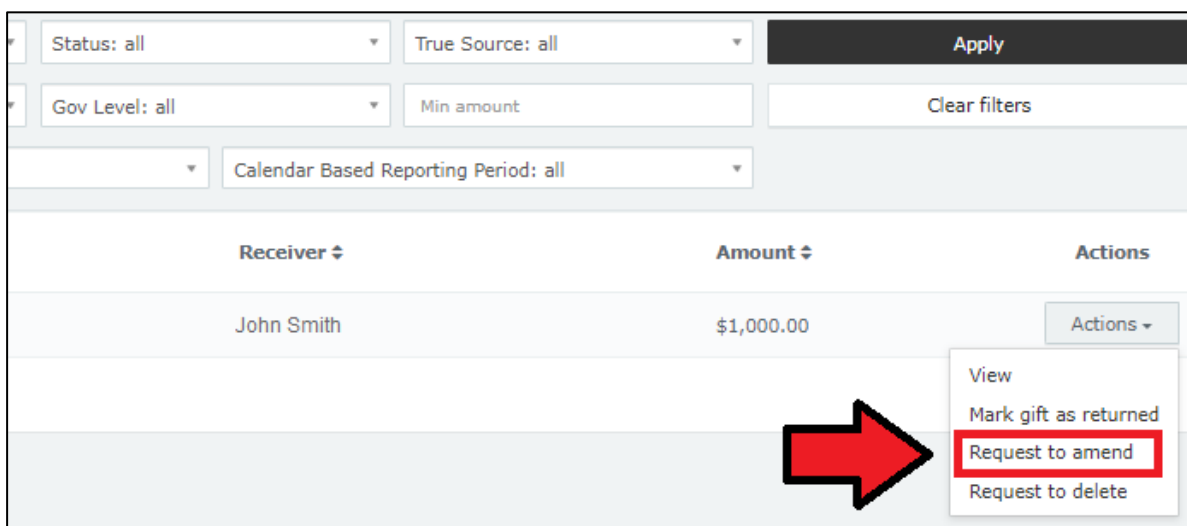
1. **Locate the return that you wish to amend from the *My Submissions* page or the *Periodic Returns* page of the EDS.**
2. **Click the 'Actions' button next to the return.**



The screenshot shows the EDS interface with a table of returns. The table has columns for Receiver, Amount, and Actions. The first row shows John Smith with an amount of \$1,000.00. A red arrow points to the 'Actions' button next to this entry. The 'Actions' button is highlighted with a red box. Below the table, there are pagination controls showing '< 1 >'.

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

3. **Click 'Request to Amend'.**



The screenshot shows the EDS interface with the 'Actions' dropdown menu open for the entry for John Smith. The dropdown menu has four options: View, Mark gift as returned, Request to amend, and Request to delete. A red arrow points to the 'Request to amend' option, which is highlighted with a red box.

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

- View
- Mark gift as returned
- Request to amend
- Request to delete

4. Enter a reason for the amendment, and a description of what needs to be changed, then click '*Request to Amend*'.

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

I accidentally entered the wrong date that the gift was made.

Description

Date to be changed from 1-12-2019 to 12-12-2019.

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.

Request to amend

5. The status of the return will change to '**PENDING**', and the return will be temporarily removed from the public *Gift Map* and *Reports* pages.

Recipient Submissions

View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE

Search

Complete Status: all

Source type: all

Max amount From

To

Status <input type="button" value="v"/>	Date Gift Made <input type="button" value="v"/>	Type <input type="button" value="v"/>
PENDING	01-12-2019 By John Smith	Gift-In-Kind

Show 25

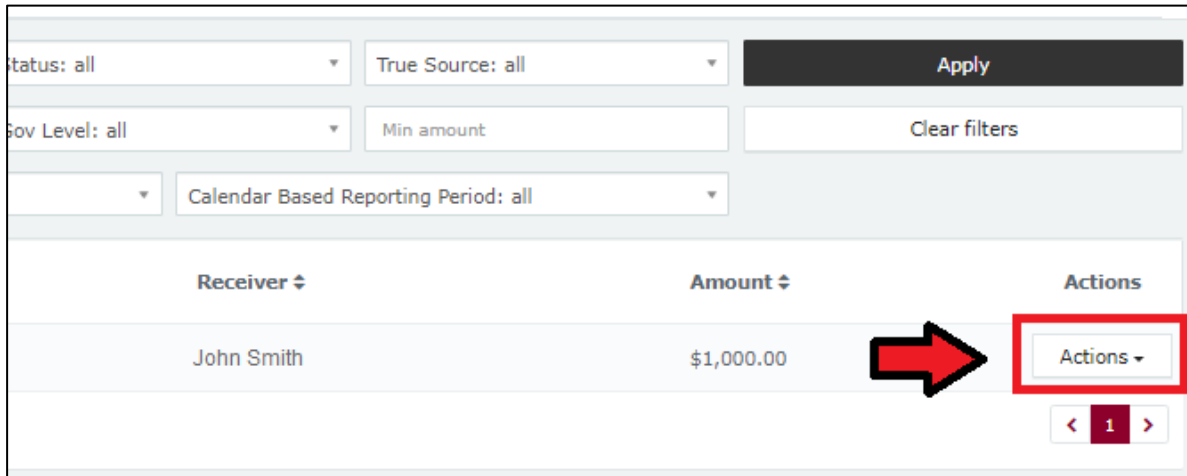
6. You will receive an email once the amendment has been processed by the ECQ.

10. Mark a Gift as Returned in the EDS

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

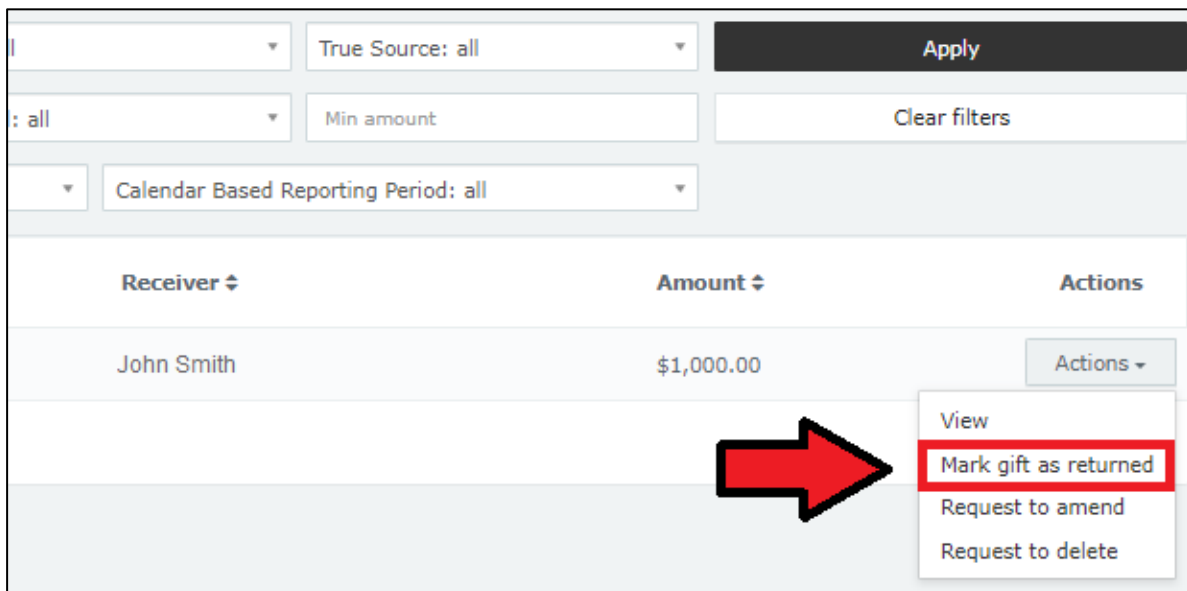
To mark a gift as returned in the EDS, please use the following instructions.

1. **Locate the return for the gift that you wish to mark as returned from the *My Submissions* page of the EDS.**
2. **Click the ‘Actions’ button next to the return.**



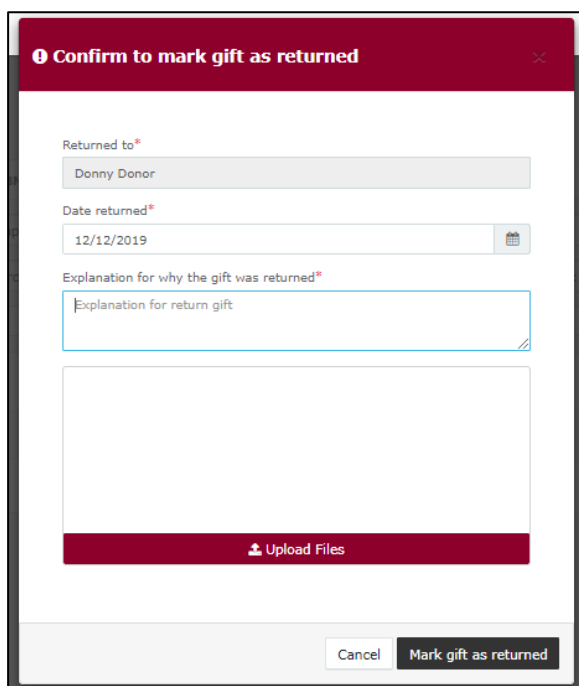
The screenshot shows the EDS interface with a table of submissions. The table has three columns: Receiver, Amount, and Actions. The first row shows 'John Smith' as the receiver and '\$1,000.00' as the amount. A red arrow points to the 'Actions' button in the Actions column for this entry. The button is labeled 'Actions' with a dropdown arrow. Above the table, there are filter options: 'Status: all', 'True Source: all', 'Gov Level: all', 'Min amount', and 'Calendar Based Reporting Period: all'. There is an 'Apply' button and a 'Clear filters' button. At the bottom of the table, there is a pagination bar showing '< 1 >'.

3. **Click ‘Mark gift as returned’.**



The screenshot shows the EDS interface with the 'Actions' dropdown menu open for the entry for John Smith. The menu options are: View, Mark gift as returned, Request to amend, and Request to delete. A red arrow points to the 'Mark gift as returned' option. The background shows the same table and filter options as the previous screenshot.

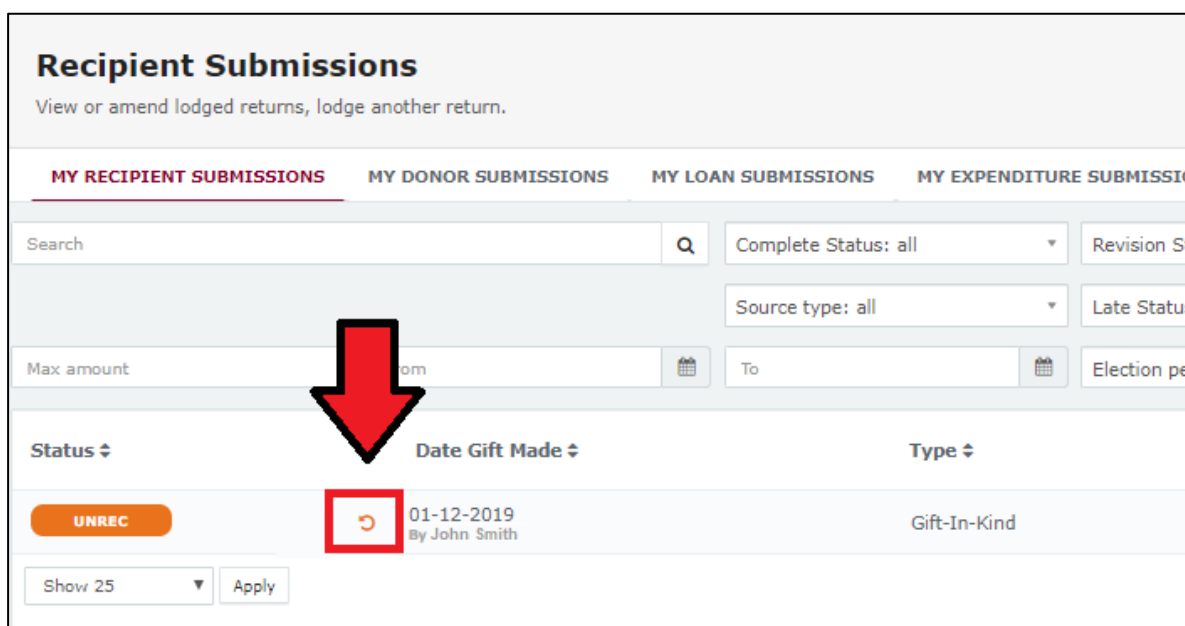
4. Enter the date the gift was returned, a reason for returning the gift, and any relevant attachments, then click 'Mark gift as returned'.



The dialog box is titled "Confirm to mark gift as returned" with a close button (X) in the top right corner. It contains the following fields:

- Returned to***: A text input field containing "Donny Donor".
- Date returned***: A date picker field showing "12/12/2019".
- Explanation for why the gift was returned***: A text area containing "Explanation for return gift".
- Upload Files**: A button with a file icon and the text "Upload Files".
- Buttons**: "Cancel" and "Mark gift as returned" buttons at the bottom right.

5. A returned symbol (↺) will appear next to the return in the *My Submissions* page of the EDS and on the public *Gift Map* and *Reports* pages, indicating that the gift has been returned.



The screenshot shows the "Recipient Submissions" page with the following elements:

- Header**: "Recipient Submissions" and "View or amend lodged returns, lodge another return."
- Tabs**: "MY RECIPIENT SUBMISSIONS", "MY DONOR SUBMISSIONS", "MY LOAN SUBMISSIONS", and "MY EXPENDITURE SUBMISSIONS".
- Search and Filters**: A search bar, "Complete Status: all", "Revision Status", "Source type: all", "Late Status", "Max amount", "To", and "Election period".
- Table**: A table with columns "Status", "Date Gift Made", and "Type".
- Row**: A row with "UNREC" status, a returned symbol (↺) in a red box, "01-12-2019 By John Smith", and "Gift-In-Kind" type.
- Footer**: "Show 25" and "Apply" buttons.

6. An email notification will be sent to you and the donor of the gift (if they are registered in the EDS) confirming that the gift has been marked as returned.