

Electronic Disclosure System (EDS) for Broadcasters and Publishers

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE

Contents

1.	Introduction	1
1.1	Overview of the Act and Regulation.....	1
1.2	Disclaimer	1
1.3	Contacting the ECQ	1
2.	Glossary	2
3.	Accessing the Self Service Portal	3
4.	Logging into EDS	15
5.	Submitting an election summary return	18
5.1	Submitting an election summary return for a broadcaster.....	19
5.2	Submitting an election summary return for a publisher	26
6.	Amending a return in EDS.....	33

1. Introduction



1.1 Overview of the Act and Regulation

This user guide is intended for broadcasters and publishers that broadcast or publish advertisements in relation to state government elections and are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2024 (the Regulation).

1.2 Disclaimer

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

1.3 Contacting the ECQ

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

Postal address:	GPO Box 1393 BRISBANE QLD 4001
Office location:	Level 20, 1 Eagle Street, Brisbane, Queensland
Telephone:	1300 881 665
Email:	fad@ecq.qld.gov.au
Internet:	www.ecq.qld.gov.au

2. Glossary



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

Broadcaster

A broadcaster includes:

- the Australian Broadcasting Corporation (ABC)
- the Special Broadcasting Service Corporation (SBS)
- the holder of a licence under the *Broadcasting Services Act 1992* (Cwlth), or
- the provider of a broadcasting service under a class licence under the *Broadcasting Services Act 1992* (Cwlth).

Capped expenditure period

The capped expenditure period, for an election, starts—

- for a general election — on the first business day after the last Saturday in the preceding March
- for a by-election — the day the writ for the election is issued.

The capped expenditure period ends at 6pm on election day.

Election participant

An election participant includes:

- a candidate in the election
- a registered political party
- a registered third party
- an unregistered third party that incurs electoral expenditure for the election.

Publisher

A publisher is anyone who publishes a journal – meaning a newspaper, magazine or other periodical – whether published for sale or for distribution without charge.

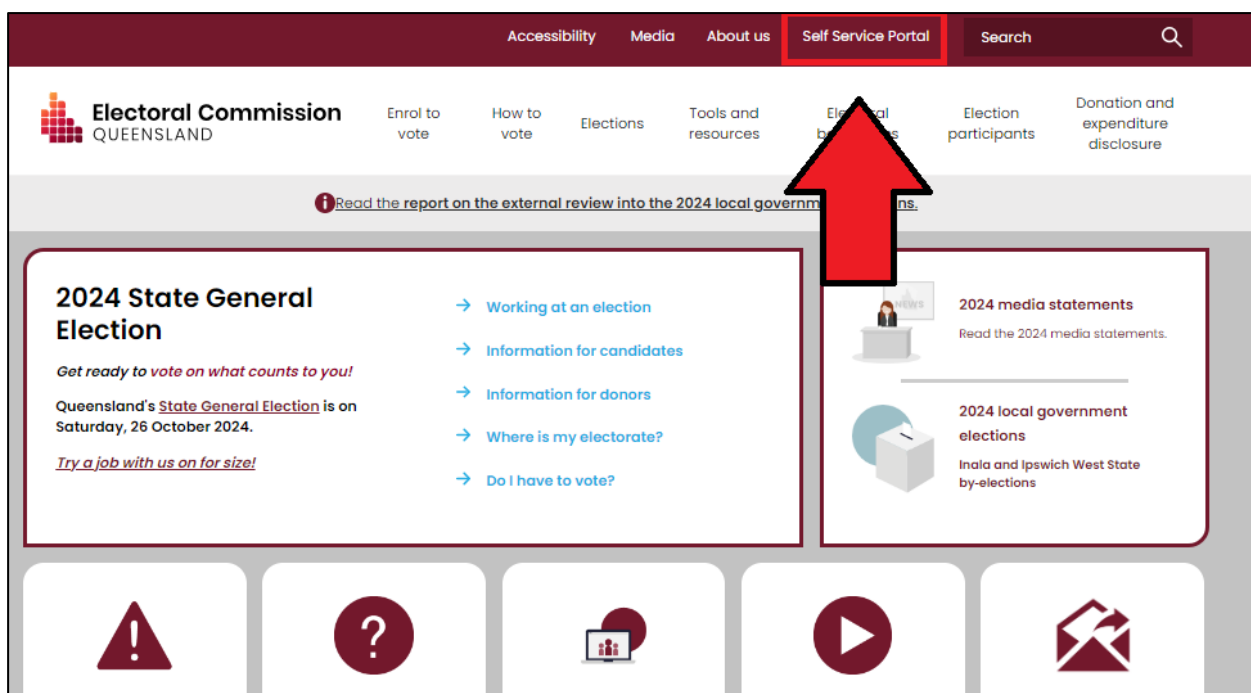
3. Accessing the Self Service Portal

A person who needs to lodge returns on behalf of a broadcaster or publisher will first need to access and set up a profile in the ECQ's Self Service Portal (SSP).

Please use the following instructions to register an account in SSP.

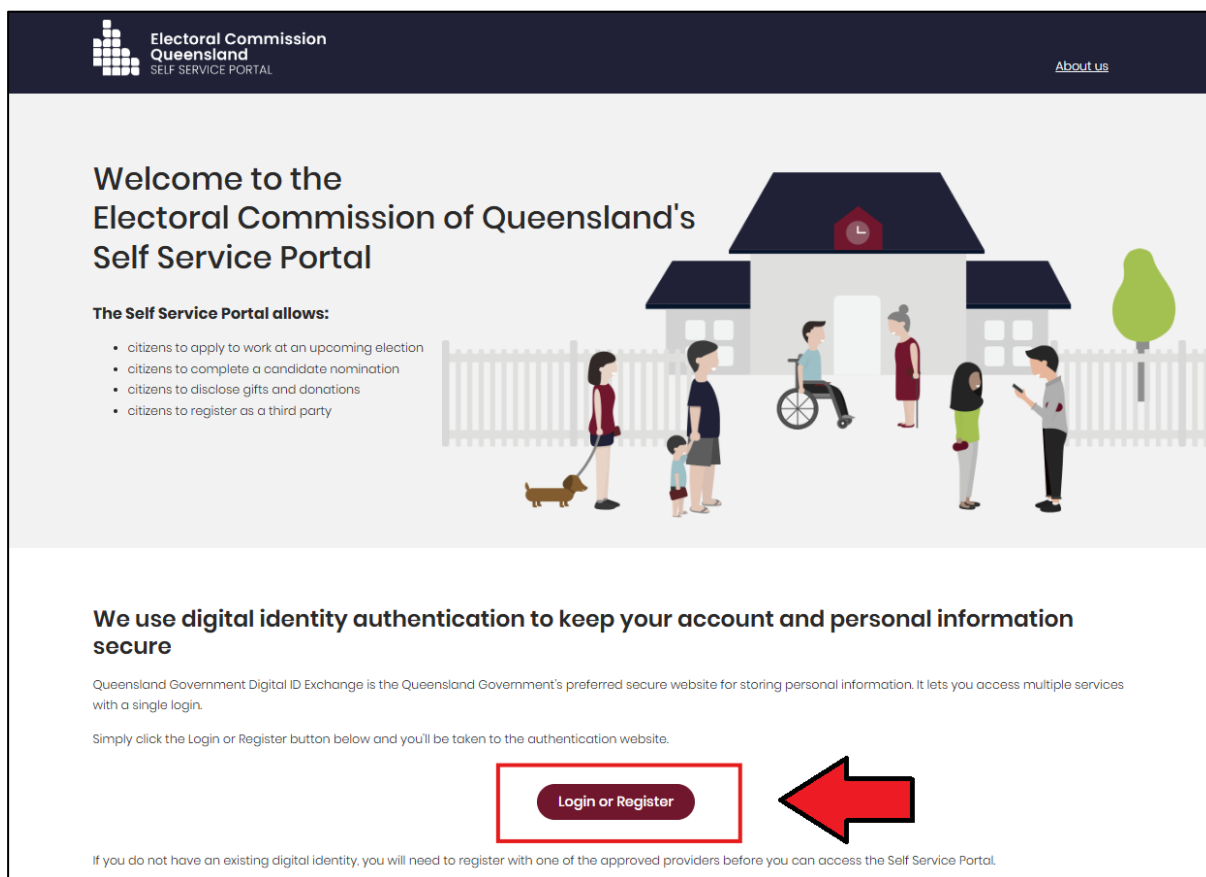
Note: If you already have an SSP account, you can skip to [section 4 of this user guide](#).

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



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

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



Electoral Commission Queensland
SELF SERVICE PORTAL

[About us](#)

Welcome to the Electoral Commission of Queensland's Self Service Portal

The Self Service Portal allows:

- citizens to apply to work at an upcoming election
- citizens to complete a candidate nomination
- citizens to disclose gifts and donations
- citizens to register as a third party

We use digital identity authentication to keep your account and personal information secure

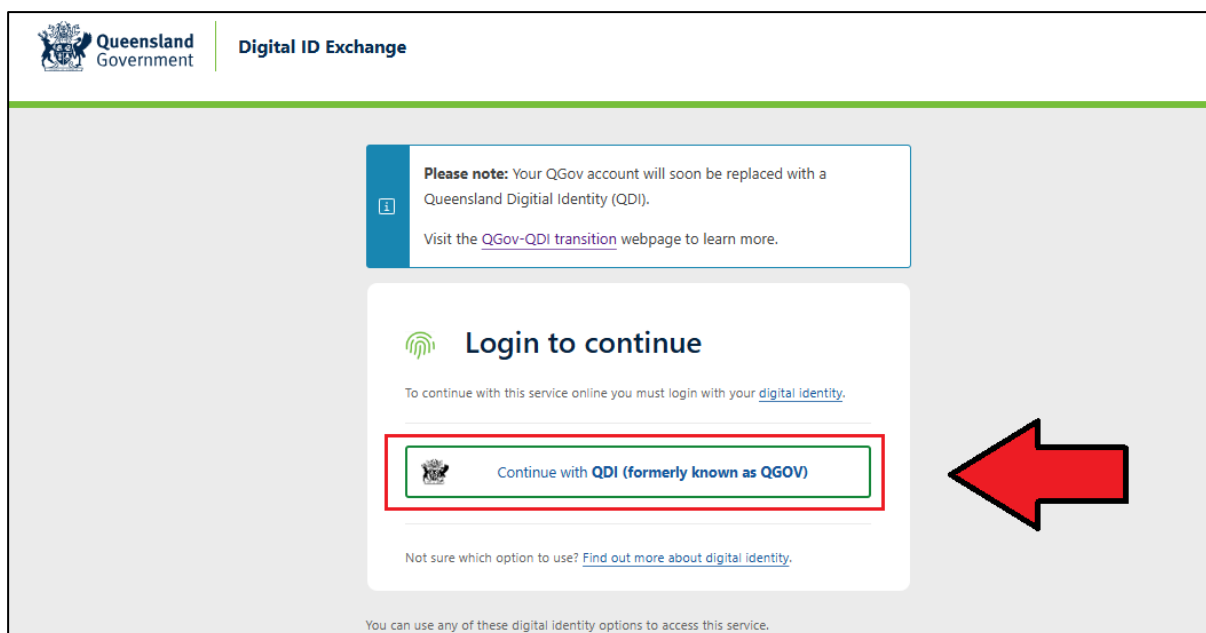
Queensland Government Digital ID Exchange is the Queensland Government's preferred secure website for storing personal information. It lets you access multiple services with a single login.

Simply click the Login or Register button below and you'll be taken to the authentication website.

Login or Register

If you do not have an existing digital identity, you will need to register with one of the approved providers before you can access the Self Service Portal.

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



Queensland Government | Digital ID Exchange

Please note: Your QGov account will soon be replaced with a Queensland Digital Identity (QDI).
Visit the [QGov-QDI transition](#) webpage to learn more.

Login to continue

To continue with this service online you must login with your [digital identity](#).

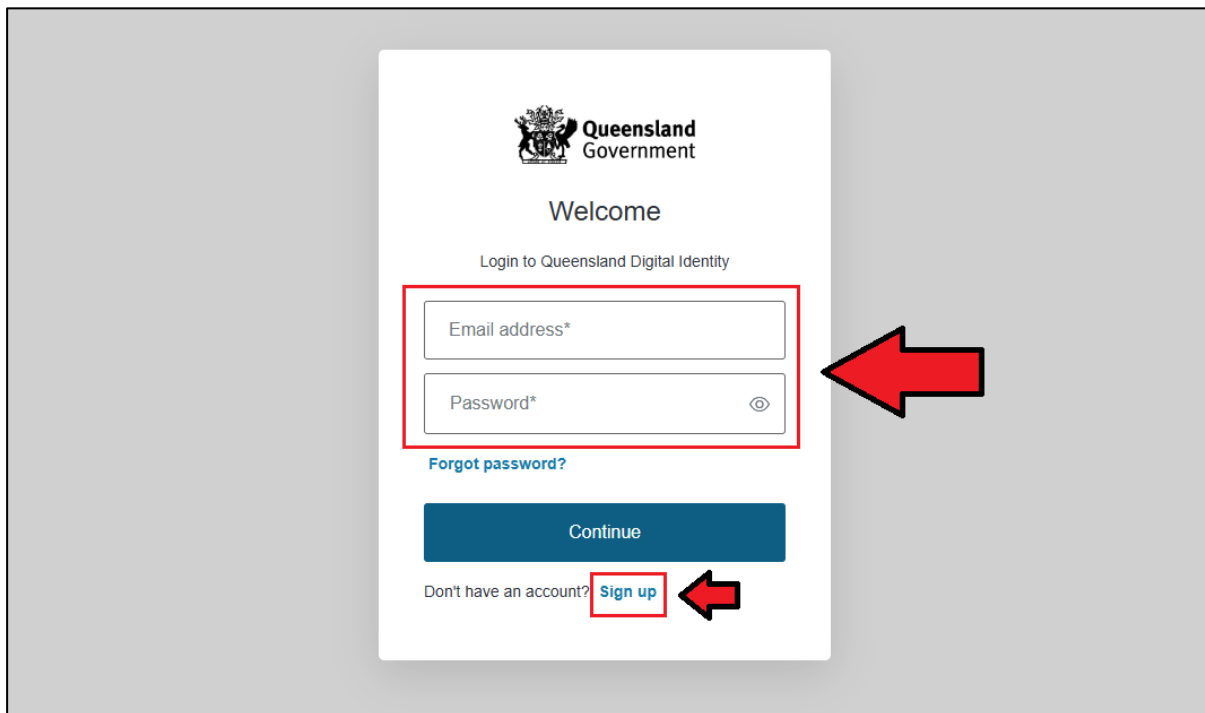
Continue with QDI (formerly known as QGOV)

Not sure which option to use? [Find out more about digital identity](#).

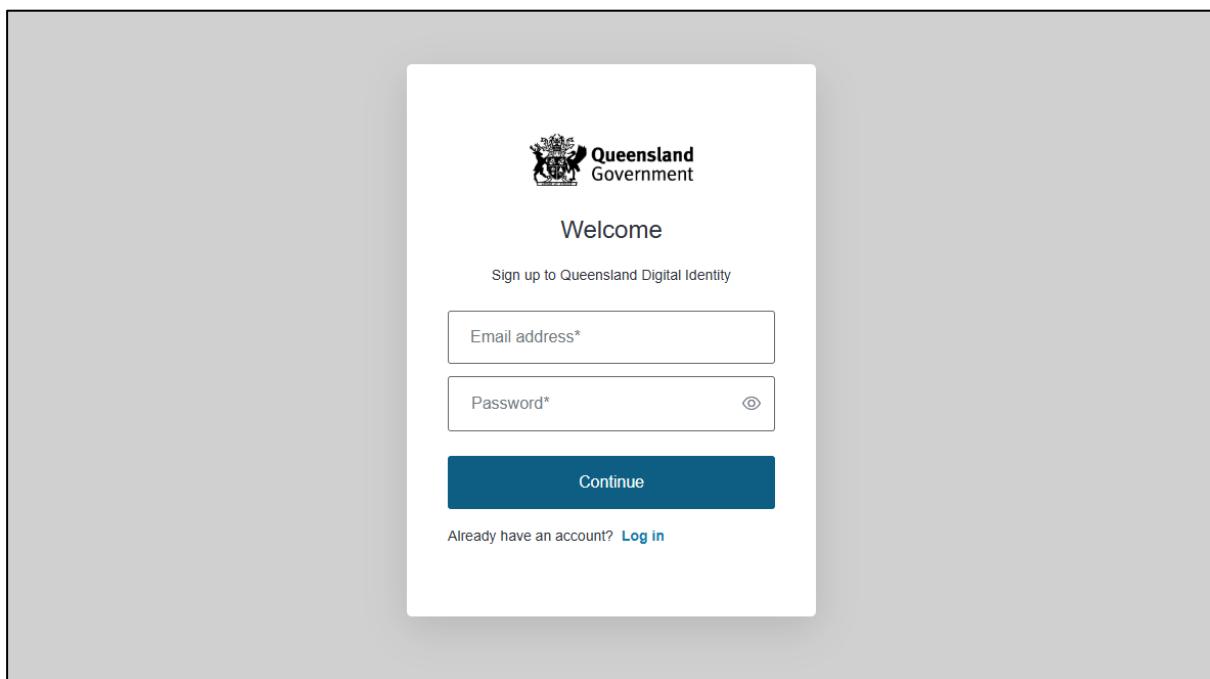
You can use any of these digital identity options to access this service.

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

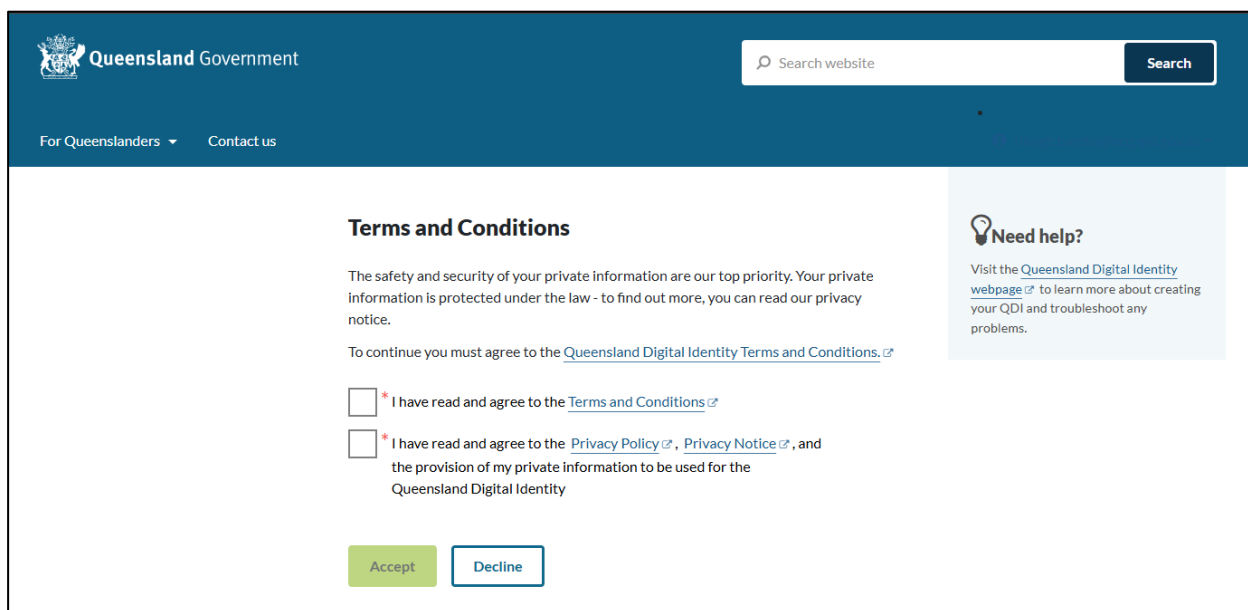
If you do not have a QDI account, click **Sign up**.



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



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



The screenshot shows the 'Terms and Conditions' page of the Queensland Government. The header includes the Queensland Government logo, a search bar, and links for 'For Queenslanders' and 'Contact us'. The main content area is titled 'Terms and Conditions' and contains the following text:

The safety and security of your private information are our top priority. Your private information is protected under the law - to find out more, you can read our privacy notice.

To continue you must agree to the [Queensland Digital Identity Terms and Conditions](#).

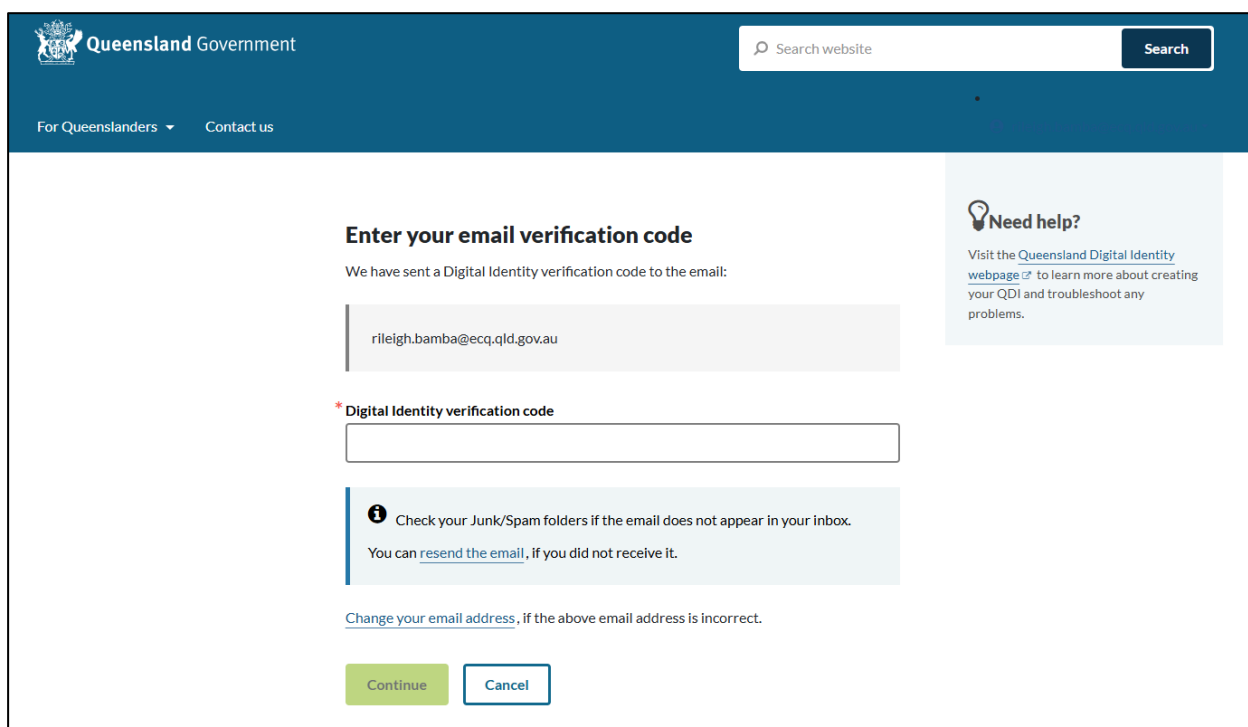
☐ * I have read and agree to the [Terms and Conditions](#)

☐ * I have read and agree to the [Privacy Policy](#), [Privacy Notice](#), and the provision of my private information to be used for the Queensland Digital Identity

At the bottom, there are two buttons: 'Accept' (green) and 'Decline' (blue).

On the right side, there is a 'Need help?' section with a lightbulb icon and text: 'Visit the [Queensland Digital Identity webpage](#) to learn more about creating your QDI and troubleshoot any problems.'

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



The screenshot shows the 'Enter your email verification code' page of the Queensland Government. The header is identical to the previous page. The main content area is titled 'Enter your email verification code' and contains the following text:

We have sent a Digital Identity verification code to the email:

`rleigh.bamba@ecq.qld.gov.au`

* Digital Identity verification code

Below the input field, there is an information box with a blue header and the following text:

i Check your Junk/Spam folders if the email does not appear in your inbox. You can [resend the email](#), if you did not receive it.

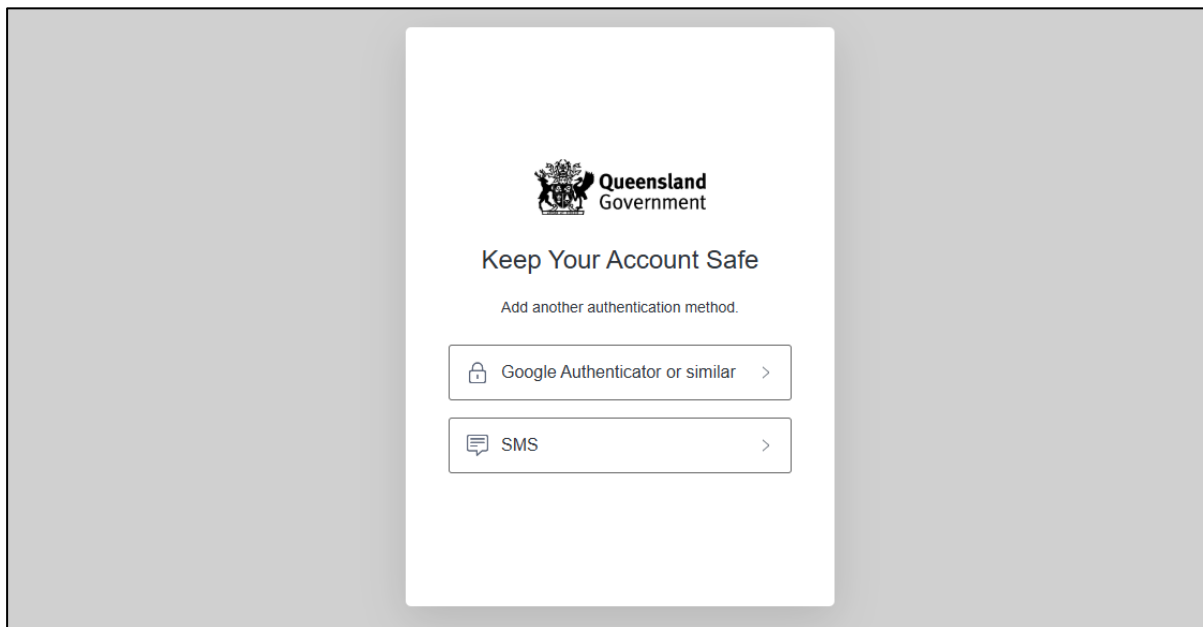
At the bottom, there are two buttons: 'Continue' (green) and 'Cancel' (blue).

On the right side, there is a 'Need help?' section with a lightbulb icon and text: 'Visit the [Queensland Digital Identity webpage](#) to learn more about creating your QDI and troubleshoot any problems.'

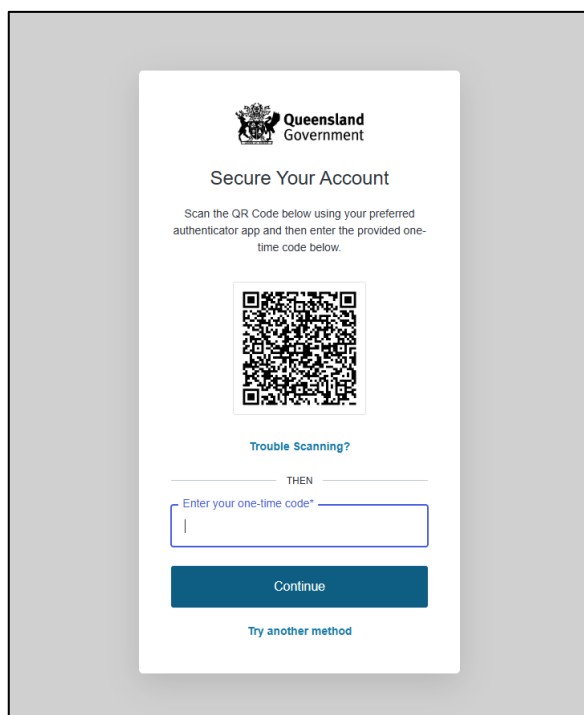
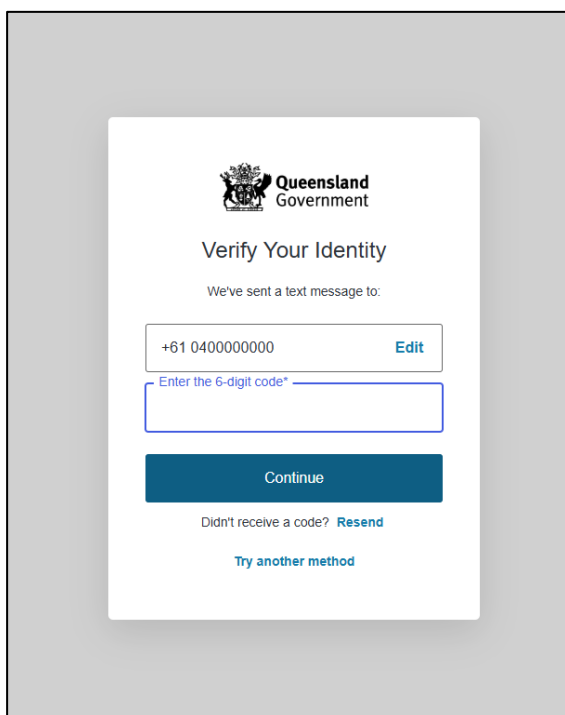
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

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

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

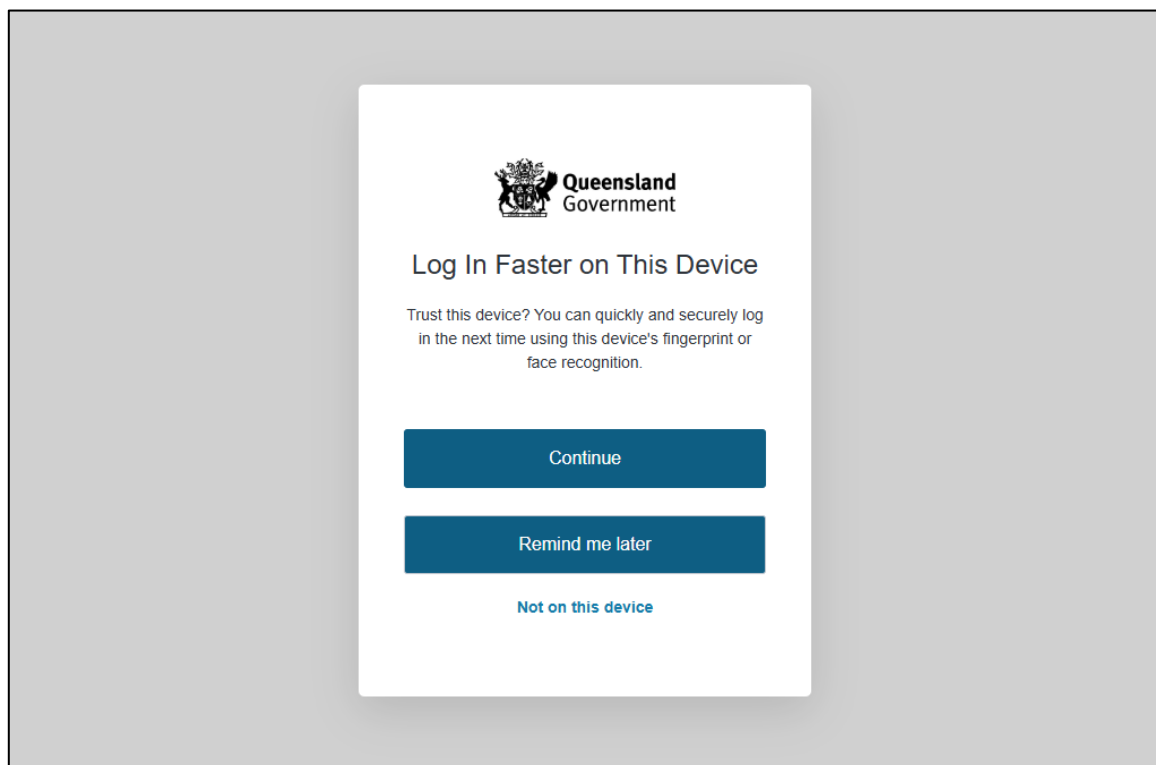


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

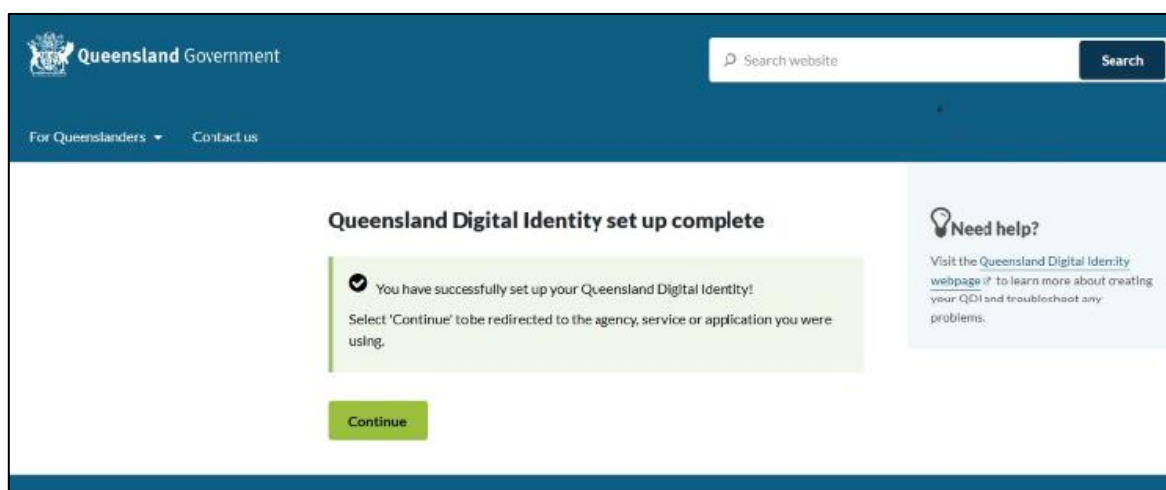


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

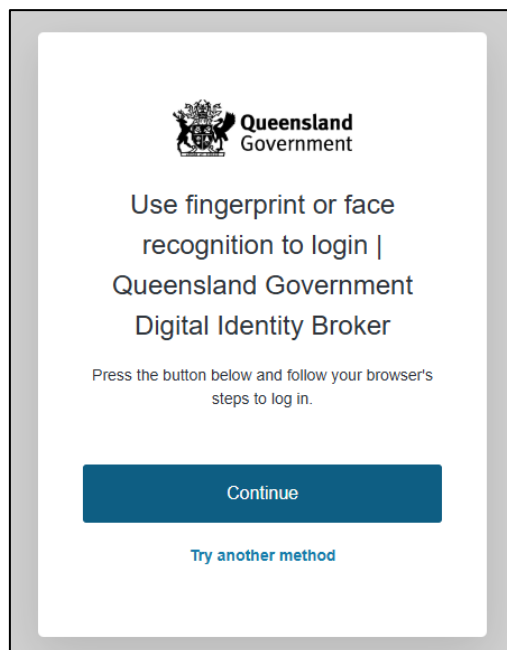
If you are not on a trusted device, click **Not on this device**.



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

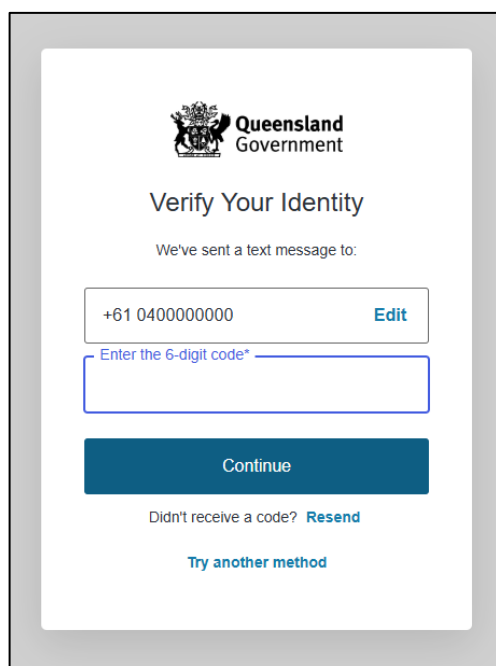


12. If your device is registered with QDI, you will be prompted to use facial or fingerprint recognition or another sign-in option on your trusted device to log in. Then click **Continue**.

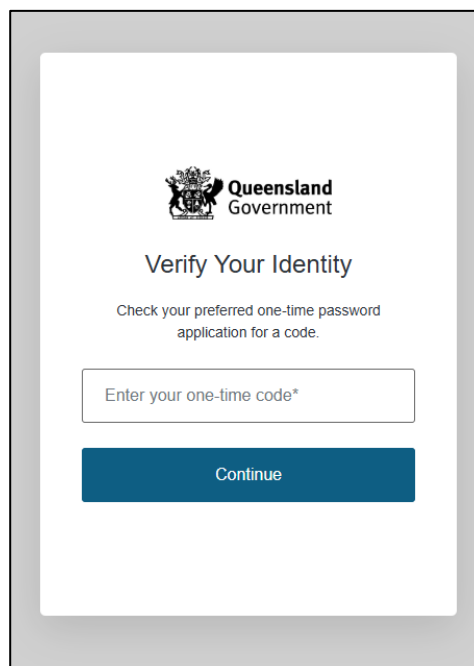


The screenshot shows a login screen for the Queensland Government Digital Identity Broker. At the top is the Queensland Government crest and logo. Below it, the text reads: "Use fingerprint or face recognition to login | Queensland Government Digital Identity Broker". A smaller line of text says: "Press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

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

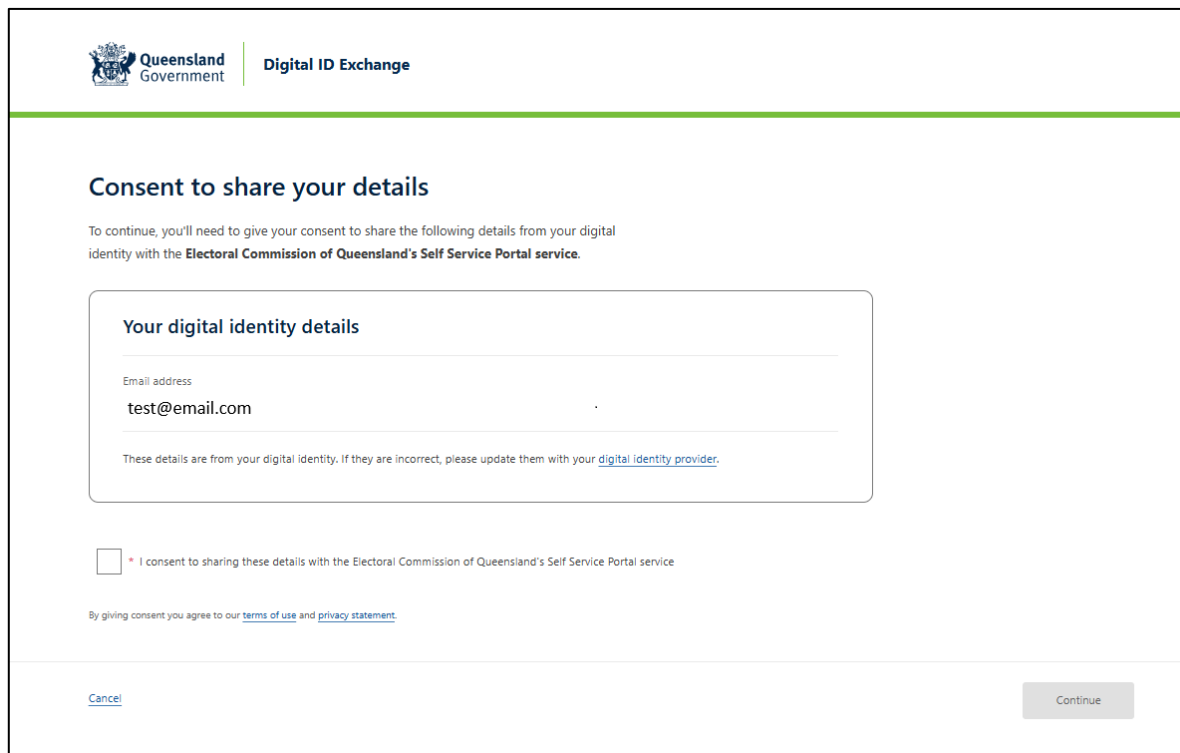


The screenshot shows a "Verify Your Identity" screen. At the top is the Queensland Government crest and logo. Below it, the text reads: "Verify Your Identity". A line of text says: "We've sent a text message to:". Below this is a text input field containing "+61 0400000000" with an "Edit" link to its right. Below the input field is a label "Enter the 6-digit code*" followed by a text input box. At the bottom is a large blue button labeled "Continue". Below the button, it says "Didn't receive a code? Resend" and a link "Try another method".



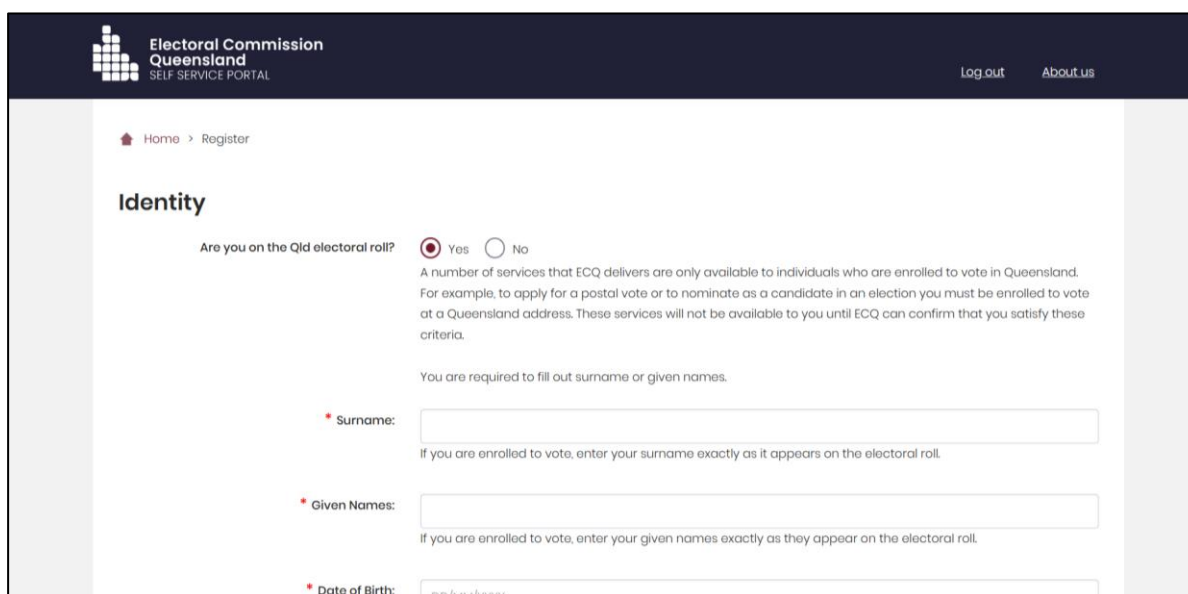
The screenshot shows a "Verify Your Identity" screen. At the top is the Queensland Government crest and logo. Below it, the text reads: "Verify Your Identity". A line of text says: "Check your preferred one-time password application for a code." Below this is a text input field with the label "Enter your one-time code*" inside it. At the bottom is a large blue button labeled "Continue".

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



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

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



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

Did you get an error message? Here are some possibilities to check:

- Do not enter the street suffix in the Street Name field (no St, Ave, Ln, etc).
- If you receive the error message '*No entry was found on the Queensland electoral roll matching these details,*' please double check that everything has been entered correctly.
- If you continue to receive that error, visit the Australian Electoral Commission's (AEC's) website at check.aec.gov.au to ensure your enrolment details are up to date. You can create your SSP profile using old details, and once the AEC has updated their roll, the ECQ will be automatically notified.
- If you are not on the Queensland electoral roll (maybe you are under 18 or enrolled in another state), please select **No** for the question *Are you on the Qld electoral roll*.

15. Enter your contact details and choose **Next**.

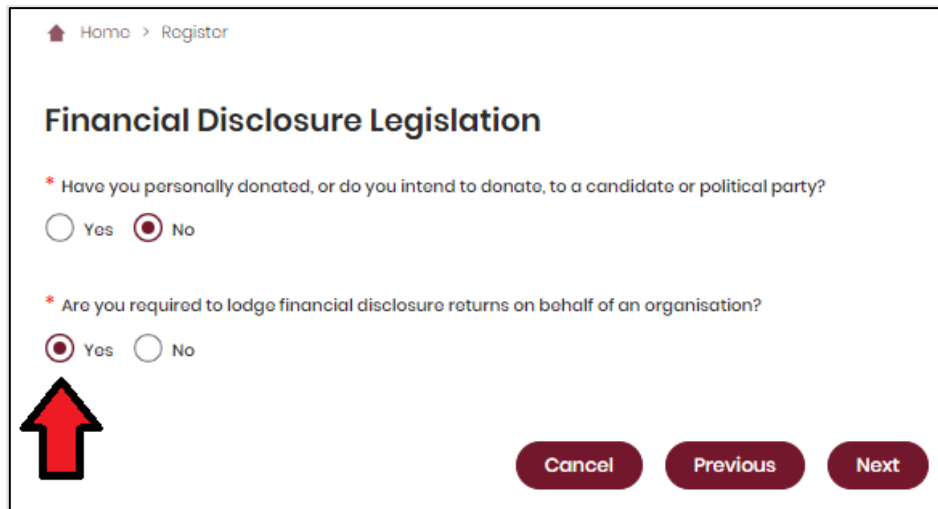
If your address has been verified against the electoral roll, your address will be prefilled and so not able to be edited. If you need to change these details, please visit the AEC at aec.gov.au.

The screenshot shows a web form titled "Contact Details". It contains several input fields and sections:

- * QNumber:** A text input field containing "Q123456789".
- * Personal Email Address:** A text input field containing "test@email.com". Below this 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 QCov, using the option to manage your QCov login."
- * Primary Phone Preference:** A dropdown menu with a downward arrow. Below it 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:** A text input field.
- Mobile Phone Number:** A text input field.
- Enrolled Address:** A section containing the text "123 FAKE ST, BRISBANE QLD 4000".
- Postal Address:** A section containing the text "Same as enrolled address."

At the bottom of the form are three buttons: "Cancel", "Previous", and "Next".

16. On the Financial Disclosure Legislation page, choose **Yes** to the second question **Are you required to lodge financial disclosure returns on behalf of an organisation?**. Then click **Next**.



Home > Register

Financial Disclosure Legislation

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

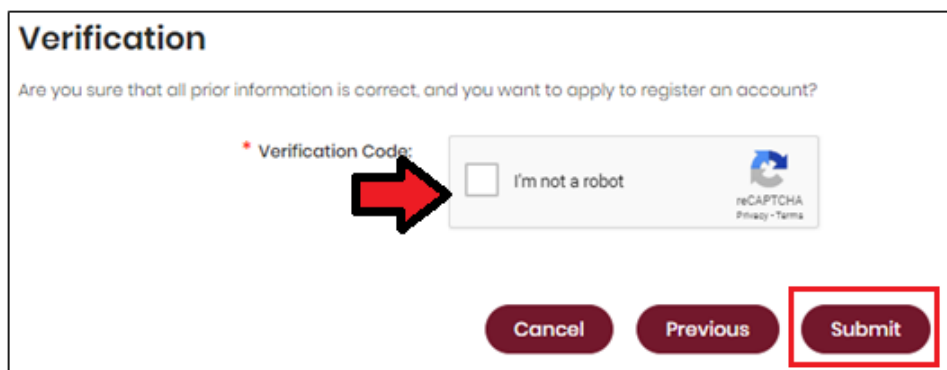
☐ Yes ☒ No

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

☒ Yes ☐ No

Cancel Previous Next

17. If asked for verification, tick the box stating 'I'm not a robot.' Then click **Submit**. If you are a robot, please close the browser.



Verification

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

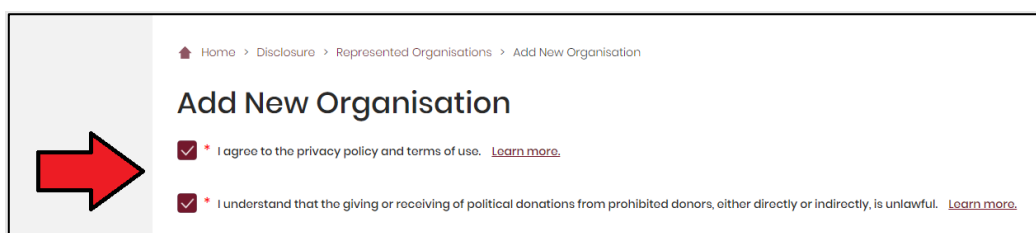
* Verification Code:

☒ I'm not a robot

reCAPTCHA Privacy - Terms

Cancel Previous Submit

18. You will then be asked to supply the details of the broadcaster or publisher that you represent. Agree to the privacy policy and terms of use and select the tick box indicating your understanding of the [Prohibited Donors Scheme](#).



Home > Disclosure > Represented Organisations > Add New Organisation

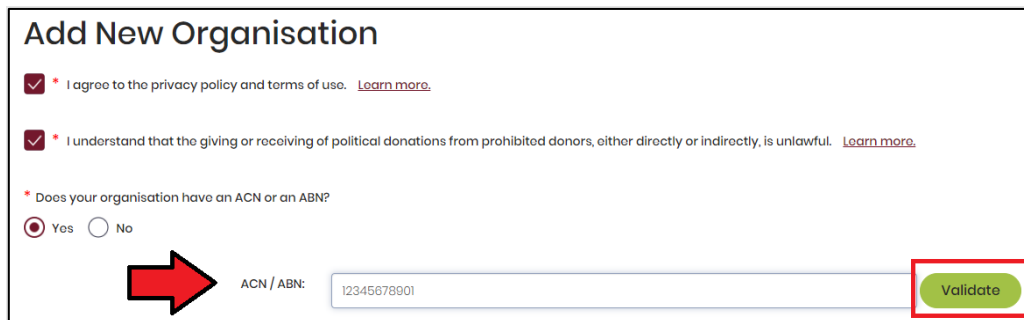
Add New Organisation

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

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

Cancel Previous Submit

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



Add New Organisation

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

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

* Does your organisation have an ACN or an ABN?

☒ Yes ☐ No

ACN / ABN: Validate

20. Choose the type of organisation you are representing and complete the required fields. In the Financial Disclosure Category, choose either **Broadcaster** or **Publisher**.



What is your position title in this organisation:

Financial Disclosure Category:

☐ Donor or third party incurring expenditure for political activity

☒ Publisher

☐ Associated Entity (to a Political Party)

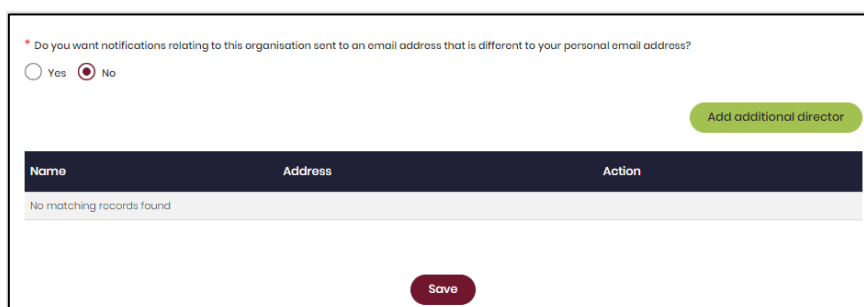
☐ Broadcaster

Physical Address

☐ Overseas Address

Google Address Search: Clear

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



* Do you want notifications relating to this organisation sent to an email address that is different to your personal email address?

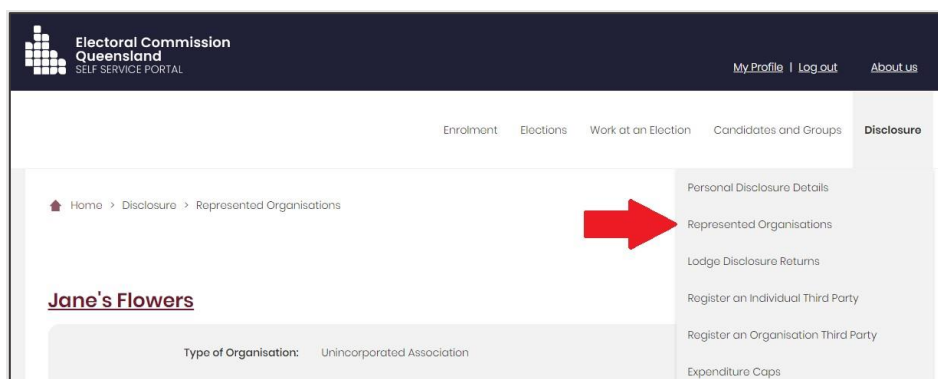
☐ Yes ☒ No

Add additional director

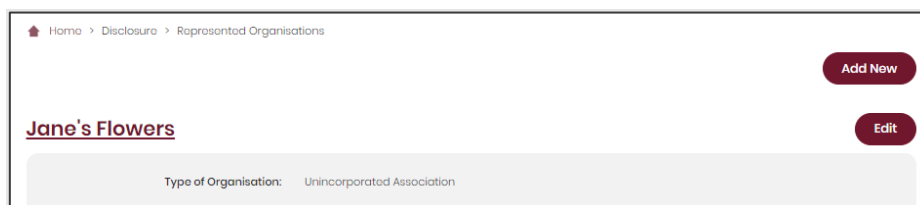
Name	Address	Action
No matching records found		

Save

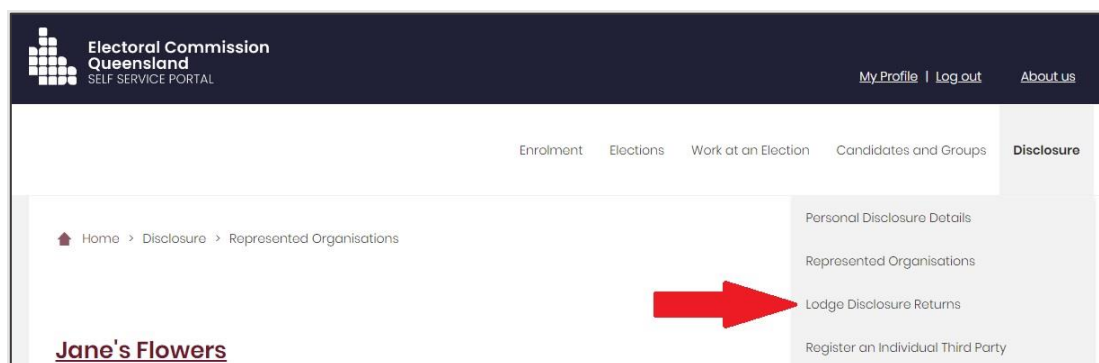
22. You can view and edit the organisations you represent in SSP at any time by opening the **Disclosure** dropdown menu at the top right of the screen then choosing **Represented Organisations**.



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



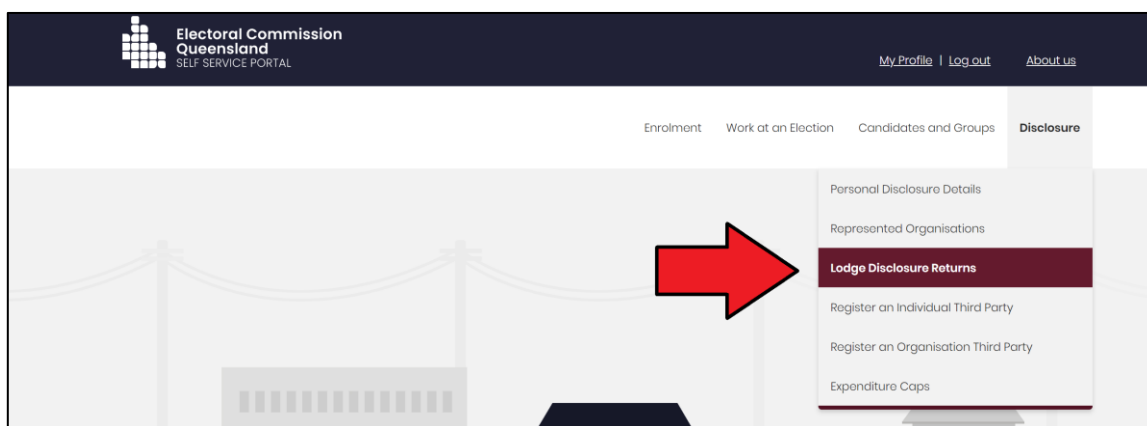
23. You can now lodge returns in the Electronic Disclosure System (EDS) by opening the **Disclosure** dropdown menu in the top right then choosing **Lodge Disclosure Returns**.



4. Logging into EDS

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

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



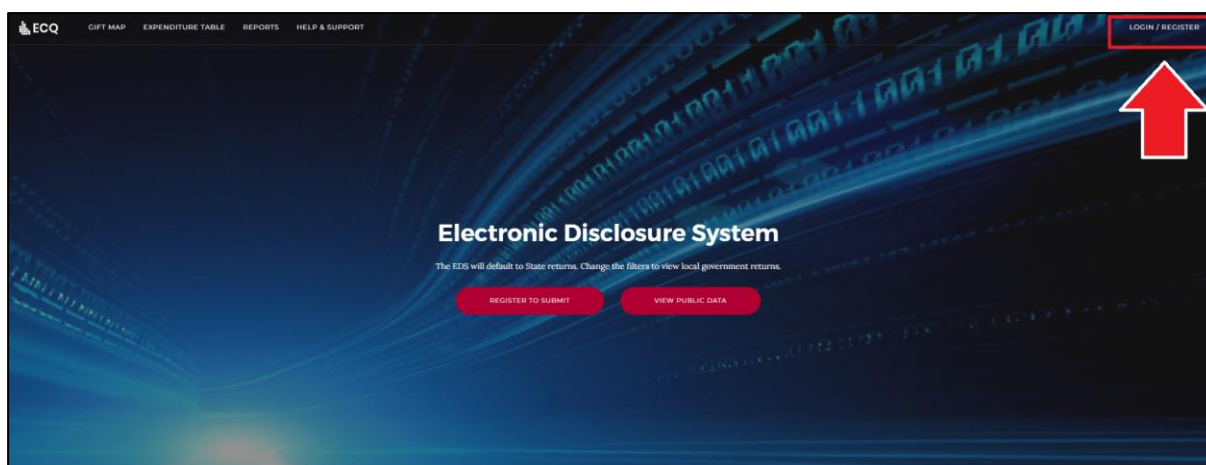
2. The first time you access EDS, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.

A screenshot of the 'Consent to share your details' page in the Digital ID Exchange. The page header includes the Queensland Government logo and 'Digital ID Exchange'. The main heading is 'Consent to share your details'. Below it, a message states: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' A box titled 'Your digital identity details' contains the text 'Email address' and 'test@email.com'. Below this box, there is a checkbox and the text: 'I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. At the bottom, there is a link to 'terms of use and privacy statement' and two buttons: 'Cancel' and 'Continue'.

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

The screenshot shows the 'Recipient Submissions' page in the EDS. On the left is a dark sidebar with a menu containing: Returns, My Submissions, My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, and Historical Data. The main content area has a header 'Recipient Submissions' with a sub-header 'View or amend lodged returns, lodge another return.' and a 'Lodge return' button. Below this are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. A search bar and several filter dropdowns (Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, From, To, Election periods, Calendar Based Reporting Period, Political Donation, Electoral committee) are present. An 'Apply' button is next to the filters. Below the filters is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table currently shows 0 of 0 items. A 'Show 25' dropdown and an 'Apply' button are at the bottom left of the table area.

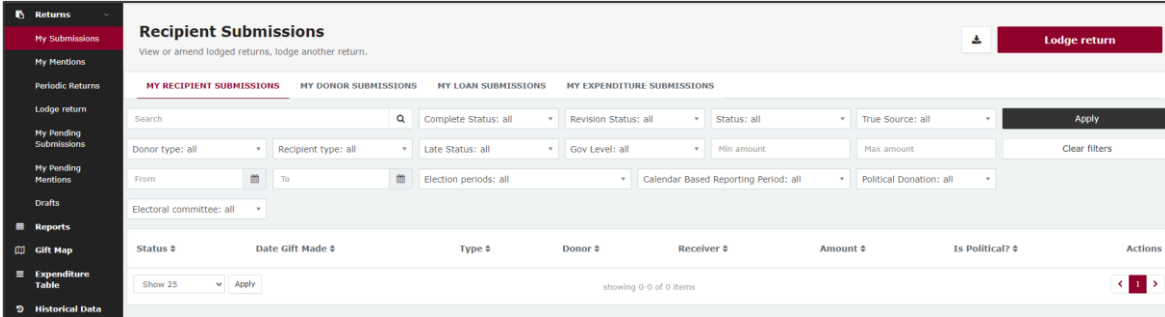
4. You can also access EDS directly at disclosures.ecq.qld.gov.au. Choose **Login/Register** in the top right-hand corner.



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

The screenshot shows the login page for the Queensland Government. At the top is the Queensland Government logo. Below it is the text 'Welcome' and 'Login to Queensland Digital Identity'. There are two input fields: 'Email address*' and 'Password*'. The password field has a toggle icon for visibility. Below the password field is a link 'Forgot password?'. At the bottom is a large blue 'Continue' button. Below the button is the text 'Don't have an account? Sign up'.

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



The screenshot displays the 'Recipient Submissions' page within the Electronic Disclosure System (EDS). The page features a dark sidebar on the left with navigation links: Returns, My Submissions, My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, and Historical Data. The main content area is titled 'Recipient Submissions' and includes a sub-header 'View or amend lodged returns, lodge another return.' and a 'Lodge return' button. Below this, there are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab is active, showing a search bar and various filters: Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, From, To, Election periods, Calendar Based Reporting Period, and Political Donation. An 'Apply' button is next to the search bar, and a 'Clear filters' button is at the bottom right of the filter section. Below the filters is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table currently shows 0 items, with a 'Show 25' dropdown and an 'Apply' button. A pagination bar at the bottom indicates 'showing 0-0 of 0 items' and includes navigation arrows.

5. Submitting an election summary return

Broadcasters and publishers are required to lodge an election summary return if they ran an advertisement relating to a state election or by-election with the authority of an election participant during the election's capped expenditure period. The election summary return must be submitted within 8 weeks of election day.

All advertising related to the election should be included in the election summary return. It is not restricted to advertising that advocates a vote for or against a particular candidate or party. Advertisements raising awareness of issues related to an election without directly advocating for or against a candidate or party are also considered election advertising.

It also does not matter whether the broadcaster or publisher was inside or outside Queensland when the advertisement was run.

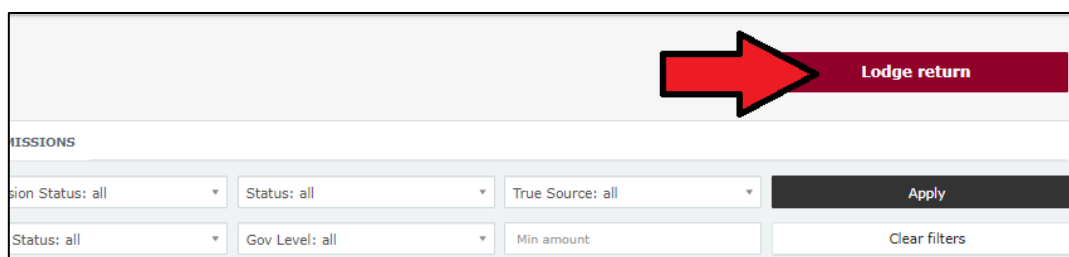
To submit an election summary return as a **broadcaster**, continue to [section 5.1](#).

To submit an election summary return as a **publisher**, skip to [section 5.2](#).

5.1 Submitting an election summary return for a broadcaster

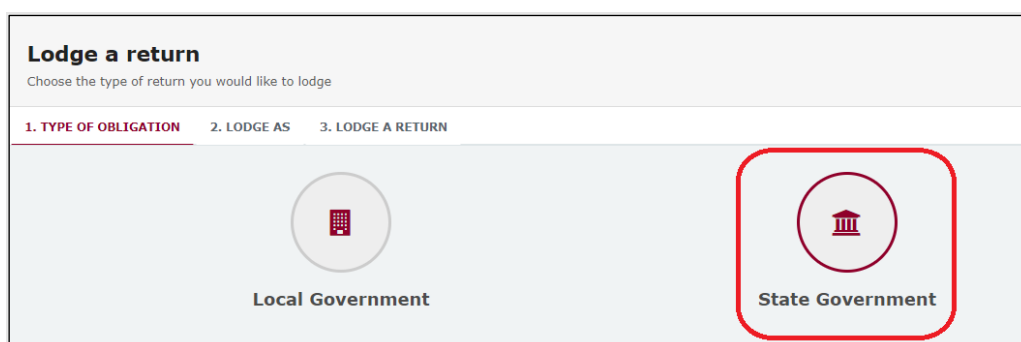
To submit an election summary return on behalf of a **broadcaster**, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



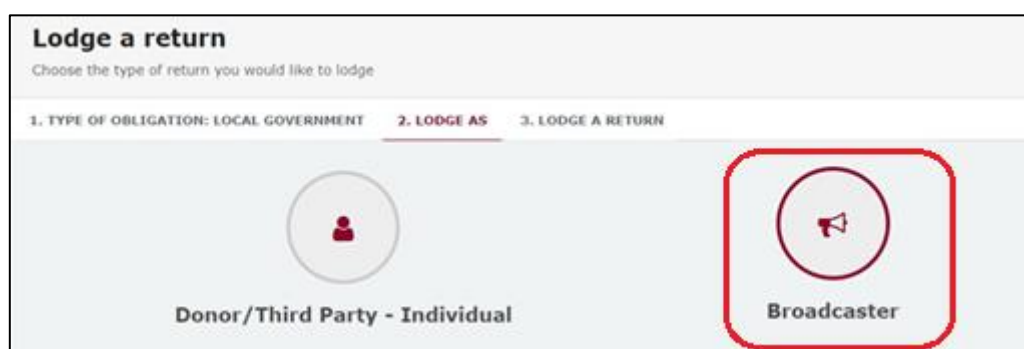
The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button, there are filter options for "Mission Status: all", "Status: all", "True Source: all", and "Apply". There are also "Clear filters" and "Min amount" options.

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



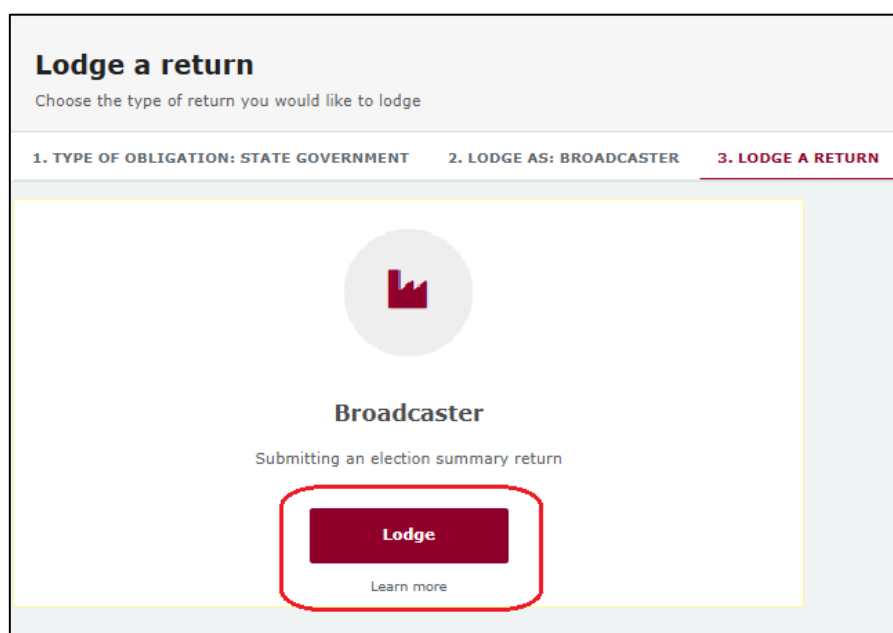
The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". Below the title, there are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". The "1. TYPE OF OBLIGATION" tab is active. It shows two options: "Local Government" (represented by a building icon) and "State Government" (represented by a classical building icon). The "State Government" option is highlighted with a red rounded rectangle.

3. Select **Broadcaster** on the Lodge As screen.



The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". Below the title, there are three tabs: "1. TYPE OF OBLIGATION: LOCAL GOVERNMENT", "2. LODGE AS", and "3. LODGE A RETURN". The "2. LODGE AS" tab is active. It shows two options: "Donor/Third Party - Individual" (represented by a person icon) and "Broadcaster" (represented by a megaphone icon). The "Broadcaster" option is highlighted with a red rounded rectangle.

4. Choose the **Lodge** button under **Submitting an election summary return**.



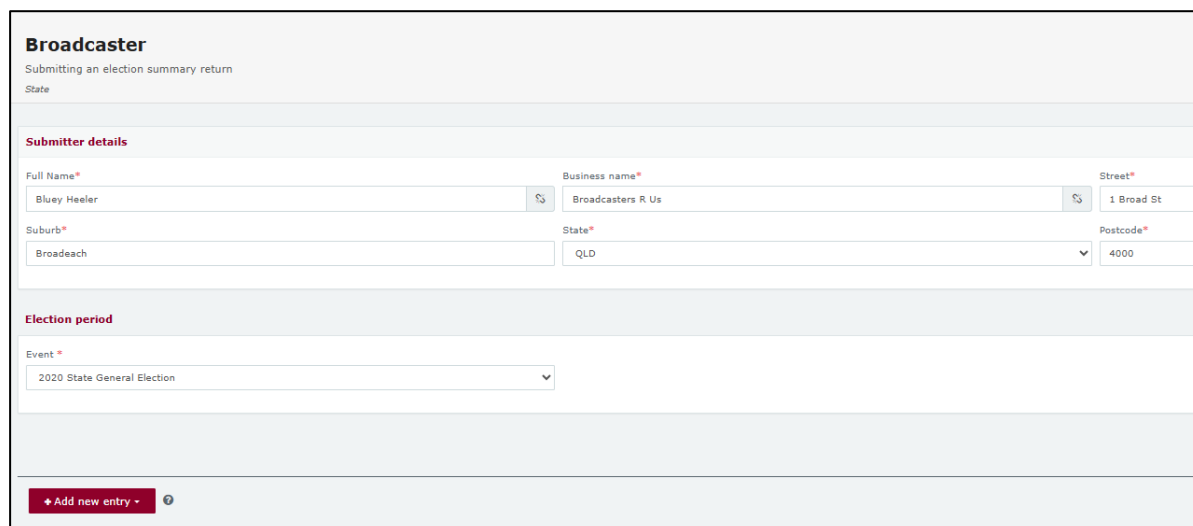
Lodge a return
Choose the type of return you would like to lodge

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

Broadcaster
Submitting an election summary return

Lodge
[Learn more](#)

5. Your name and your broadcaster's name should be prefilled. Under **Election period**, make sure that the correct election is chosen.



Broadcaster
Submitting an election summary return
State

Submitter details

Full Name* Business name* Street*
Bluey Heeler Broadcasters R Us 1 Broad St

Suburb* State* Postcode*
Broadbeach QLD 4000

Election period

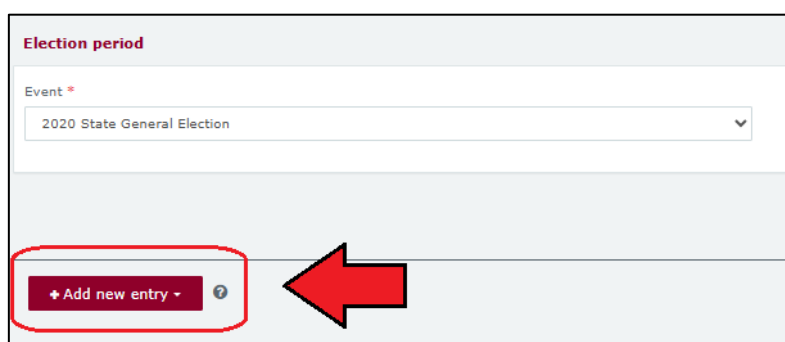
Event *
2020 State General Election

[Add new entry](#)

6. If you only have a few election advertisements to disclose, continue to step 7 below.

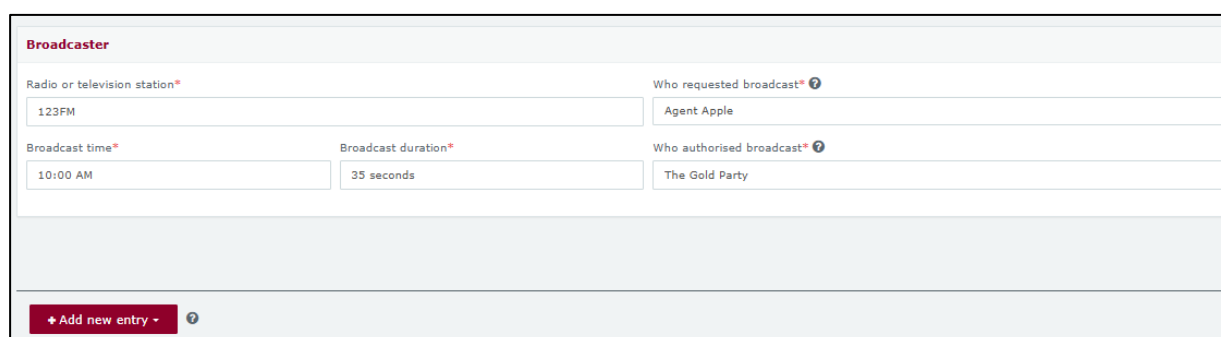
If you have many advertisements to disclose, skip to [step 10](#).

7. Click the red **+ Add new entry** button in the bottom left corner of the page.



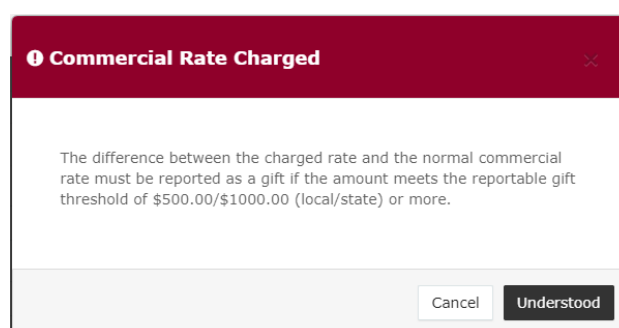
The screenshot shows a form titled "Election period". It has a dropdown menu for "Event *" with "2020 State General Election" selected. At the bottom left, there is a red button labeled "+ Add new entry" with a question mark icon. A red rectangular box highlights this button, and a large red arrow points to it from the right.

8. Enter all mandatory information about the election advertisement.



The screenshot shows a form titled "Broadcaster". It contains several input fields: "Radio or television station*" with "123FM", "Who requested broadcast*" with "Agent Apple", "Broadcast time*" with "10:00 AM", and "Broadcast duration*" with "35 seconds". There is also a field for "Who authorised broadcast*" with "The Gold Party". At the bottom left, there is a red button labeled "+ Add new entry" with a question mark icon.

- Select **+ Add new entry** at the bottom of the page to enter additional advertisements.
- **Note:** If you select **No** to **Commercial rate charged?**, you will be prompted to disclose any difference of \$1,000 or more as a gift. Refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) for instructions on how to disclose a gift made to an election participant.



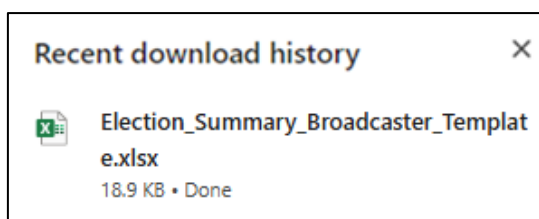
The screenshot shows a dialog box titled "Commercial Rate Charged" with a red header. The text inside reads: "The difference between the charged rate and the normal commercial rate must be reported as a gift if the amount meets the reportable gift threshold of \$500.00/\$1000.00 (local/state) or more." At the bottom right, there are two buttons: "Cancel" and "Understood".

9. Once you have entered all advertisements, skip to [step 18](#).

10. Select the red **+ Bulk upload** dropdown menu in the upper right corner of the page and then choose **Download template**.



11. Open the excel file from your recent downloads.



12. Select **Enable Editing** at the top of the Excel spreadsheet (if necessary).
Then enter all mandatory fields in the spreadsheet.

1	Type	Radio or television station	Broadcast date	Broadcast time	Broadcast duration	Who requested broadcast	Who authorised broadcast	Amount	Commercial rate charged?
2	Broadcaster	123FM	10/10/2024	10:22:00 AM	23 seconds	Agent Apple	The Gold Party	2000	Yes
3	Broadcaster	123FM	15/10/2025	2:59:00 PM	14 seconds	Candy Date	Candy Date	1650	Yes
4									
5									
6									
7									

- Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
- Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.

- If you select **No** to **Commercial rate charged?**, you will need to disclose any difference above \$1,000 as a gift. Refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) for instructions on how to lodge a gift made to an election participant.

Handy tip! To save time, download the bulk upload template at the beginning of the capped expenditure period and complete it as advertisements are broadcast.

13. Save the file to a safe location on your device.

14. Return to EDS and use the **+ Bulk upload** dropdown menu to choose **Upload template**.



15. Select the bulk upload spreadsheet from where it is saved on your computer.

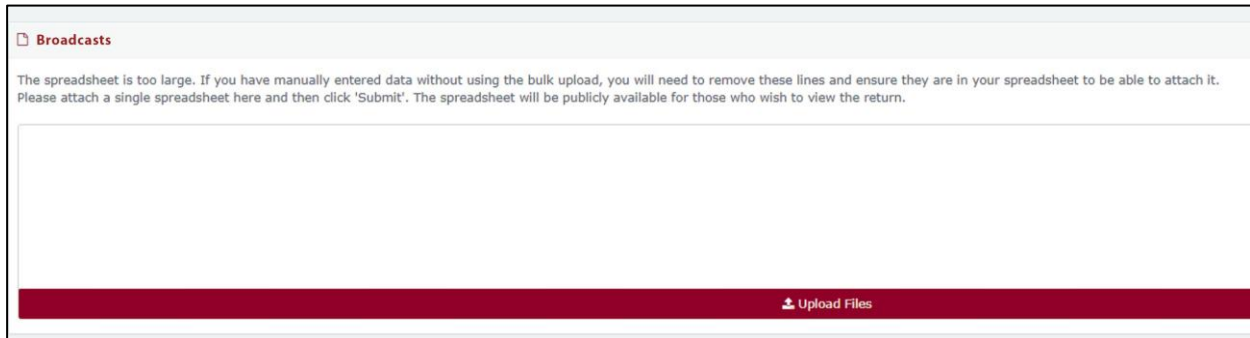
File name: All Files

16. The advertisements will populate the page. Check to make sure there are no missing fields or errors.

Broadcaster			
Radio or television station*	Who requested broadcast* ?	Broadcast date*	
123FM	Agent Apple	10/10/2024	
Broadcast time*	Broadcast duration*	Who authorised broadcast* ?	Commercial rate c
10:22 AM	23 seconds	The Gold Party	<input checked="" type="radio"/> Yes <input type="radio"/> No
Broadcaster			
Radio or television station*	Who requested broadcast* ?	Broadcast date*	
123FM	Candy Date	15/10/2024	
Broadcast time*	Broadcast duration*	Who authorised broadcast* ?	Commercial rate c
2:59 PM	14 seconds	Candy Date	<input type="radio"/> Yes <input type="radio"/> No


17. If your spreadsheet is very large, when you try to upload it, you may receive a message asking you to attach the spreadsheet instead.

Click the red **Upload Files** button, then select the bulk upload spreadsheet from where it is saved on your device to upload the file as an attachment.



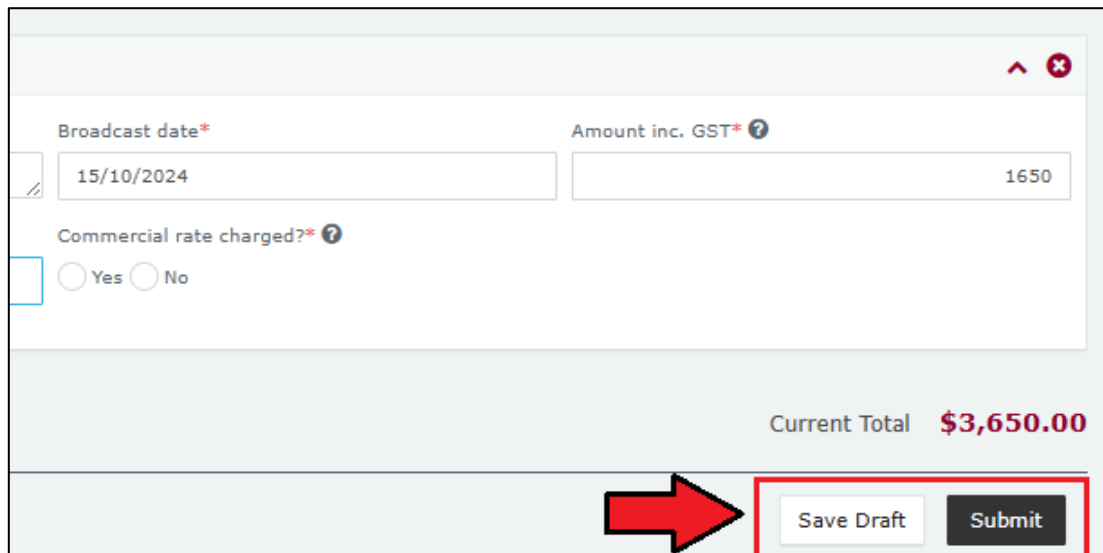
Broadcasts

The spreadsheet is too large. If you have manually entered data without using the bulk upload, you will need to remove these lines and ensure they are in your spreadsheet to be able to attach it. Please attach a single spreadsheet here and then click 'Submit'. The spreadsheet will be publicly available for those who wish to view the return.

 Upload Files

18. If you are finished adding advertisements, you can choose the **Submit** button in the lower right hand corner.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.




Broadcast date* **Amount inc. GST* ?**

Commercial rate charged?* ?

☐ Yes ☐ No

Current Total \$3,650.00

 **Save Draft** **Submit**

19. Choose **Submit** again to confirm the information you provided is accurate.

Confirm lodgement of return

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

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

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

CancelSubmit

20. Once submitted, the election summary return will be visible under the **Periodic Returns Summary** page and the **Public Reports** page.

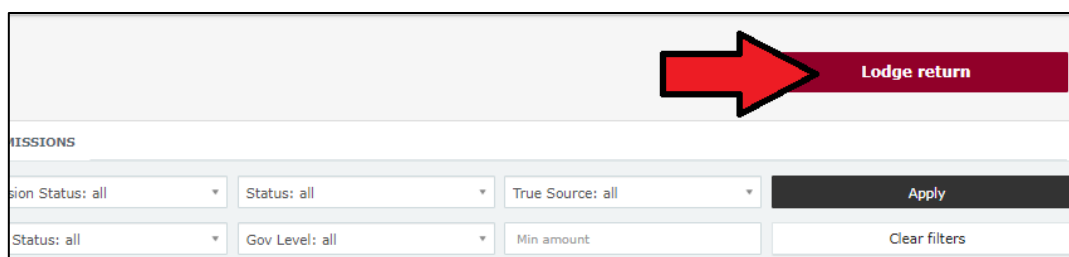
Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Broadcaster / Publisher	F&A COMPANY PTY LTD By SHROUDS WOODMAN	03-07-2020	30/10/2020	EDS SG 2017 State General Event	\$4,553.75	—	Actions
PENDING	Election Summary Return	Broadcaster / Publisher	F&A COMPANY PTY LTD By SHROUDS WOODMAN	26-12-2020	12/10/2020	EDS SG 2020 State General Event	\$1,000.00	—	Actions

- If you realise you have made an error after submitting your election summary return, please refer to [section 6 – Amending a return in EDS](#) for instructions on how to request an amendment.

5.2 Submitting an election summary return for a publisher

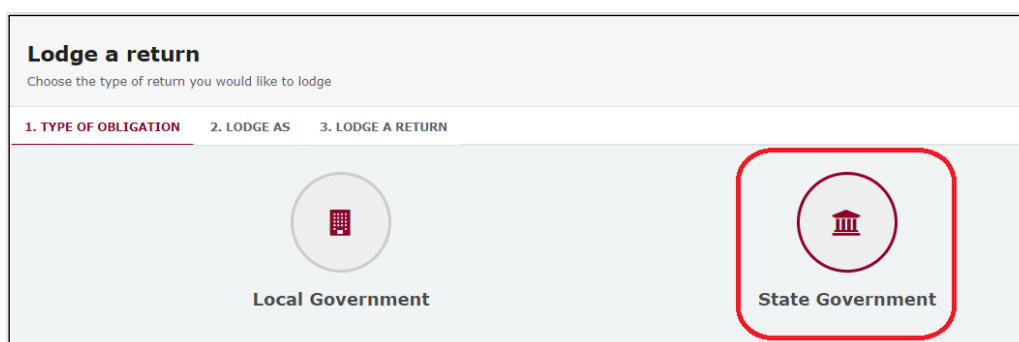
To submit an election summary return on behalf of a **publisher**, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



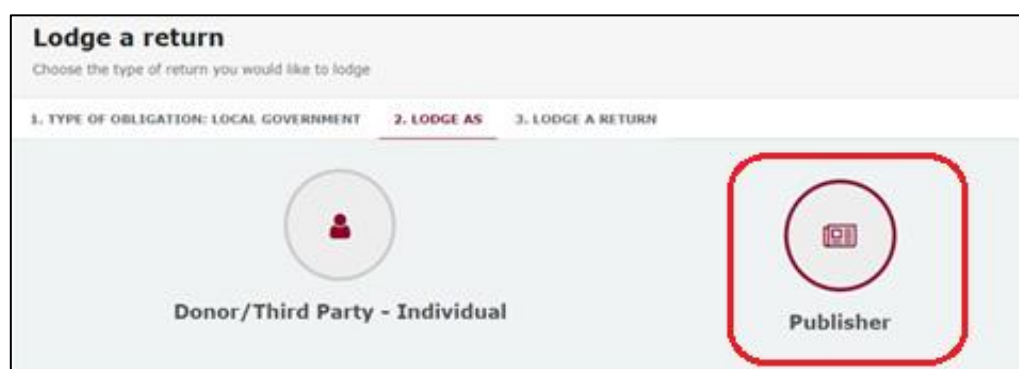
The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button, there are filter sections for "MISSIONS" and "Status: all", "Gov Level: all", and "Min amount". There are also "Apply" and "Clear filters" buttons.

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



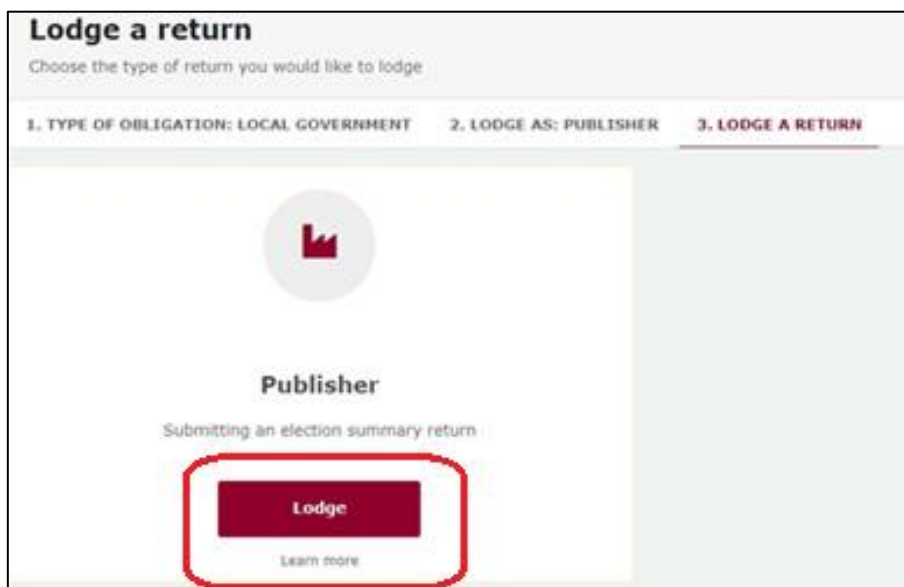
The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". There are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". Under "1. TYPE OF OBLIGATION", there are two options: "Local Government" (represented by a building icon) and "State Government" (represented by a classical building icon). The "State Government" option is highlighted with a red rounded rectangle.

3. Select **Publisher** on the Lodge As screen.

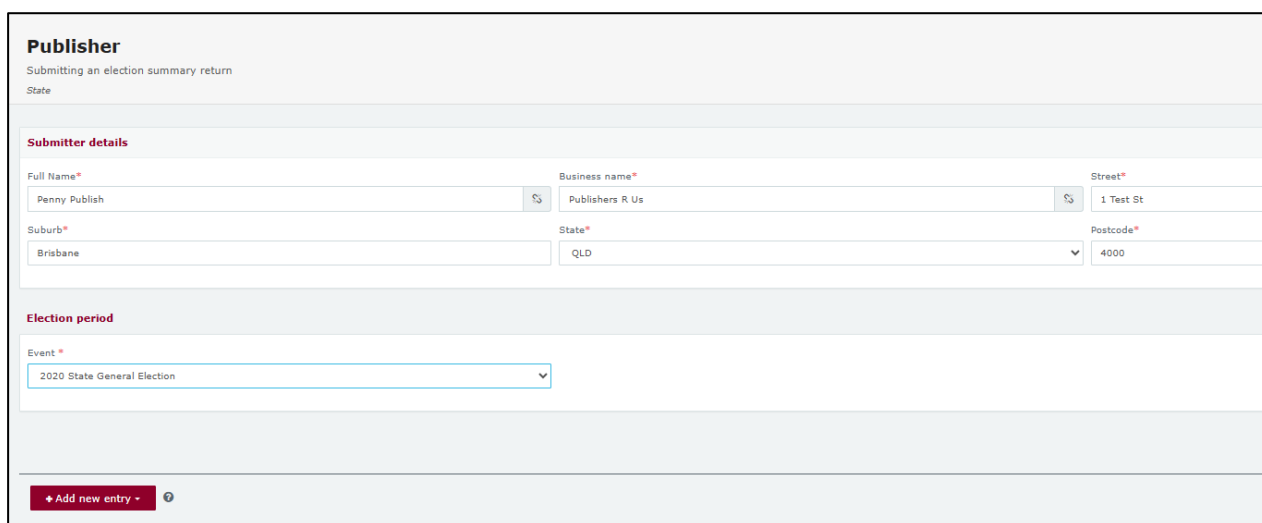


The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". There are three tabs: "1. TYPE OF OBLIGATION: LOCAL GOVERNMENT", "2. LODGE AS", and "3. LODGE A RETURN". Under "2. LODGE AS", there are two options: "Donor/Third Party - Individual" (represented by a person icon) and "Publisher" (represented by a camera icon). The "Publisher" option is highlighted with a red rounded rectangle.

4. Choose the **Lodge** button under **Submitting an election summary return**.



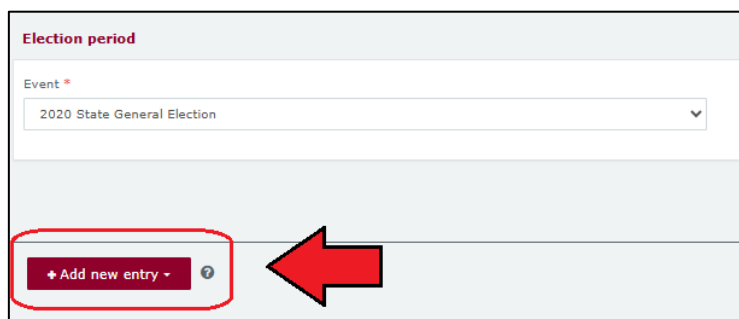
5. Your name and your publisher's name should be prefilled. Under **Election period**, make sure that the correct election is chosen.



6. If you only have a few election advertisements to disclose, continue to [step 7](#) below.

If you have many advertisements to disclose, skip to [step 10](#).

7. Click the red **+ Add new entry** button.



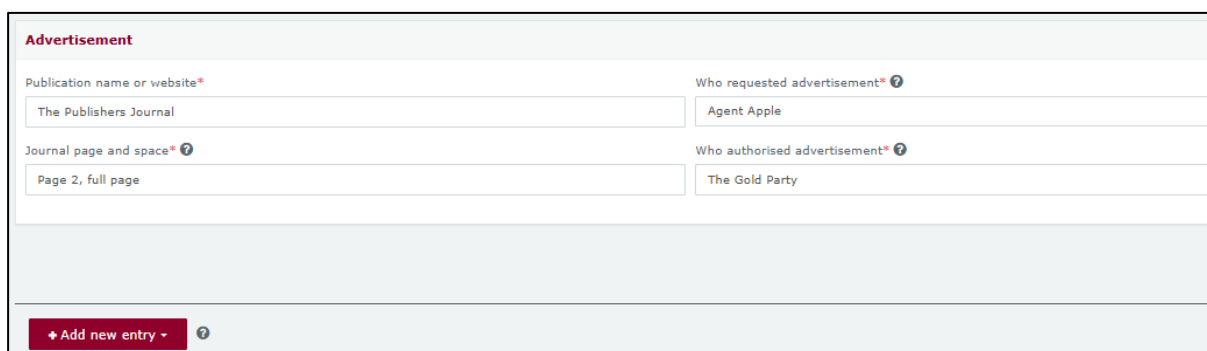
Election period

Event *

2020 State General Election

+ Add new entry ?

8. Enter all mandatory information about the election advertisement.



Advertisement

Publication name or website *

The Publishers Journal

Who requested advertisement* ?

Agent Apple

Journal page and space* ?

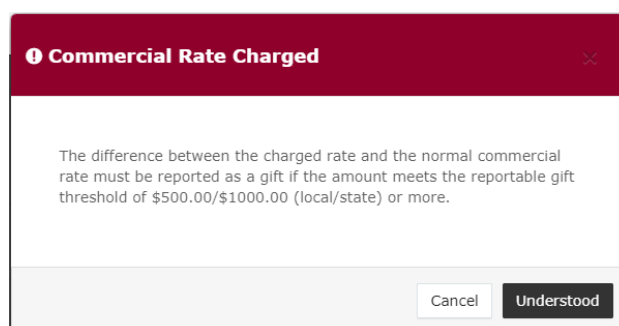
Page 2, full page

Who authorised advertisement* ?

The Gold Party

+ Add new entry ?

- Select **+ Add new entry** at the bottom of the page to enter additional advertisements.
- **Note:** If you select **No** to **Commercial rate charged?**, you will be prompted to disclose any difference of \$1,000 or more as a gift. Refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) for instructions on how to disclose a gift made to an election participant.



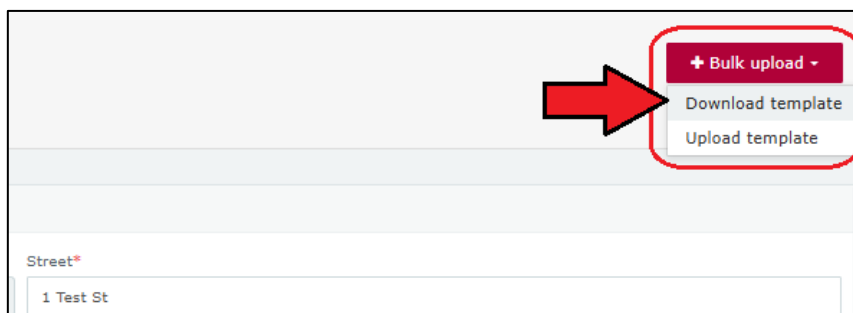
Commercial Rate Charged

The difference between the charged rate and the normal commercial rate must be reported as a gift if the amount meets the reportable gift threshold of \$500.00/\$1000.00 (local/state) or more.

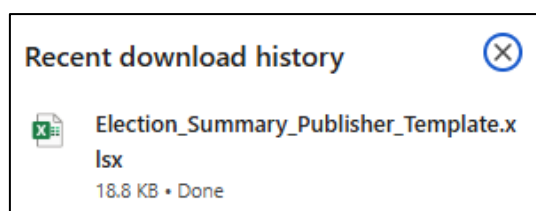
Cancel Understood

9. Once you have entered all advertisements, skip to [step 18](#).

10. Select the red **+ Bulk upload** dropdown menu in the upper right corner of the page and then choose **Download template**.



11. Open the excel file from your recent downloads.



12. Select **Enable Editing** at the top of the Excel spreadsheet (if necessary).
Then enter all mandatory fields in the spreadsheet.

Election_Summary_Publisher_Template							
Type	Publication name or website	Publication date	Journal page and space	Who requested advertisement	Who authorised advertisement	Amount	Commercial rate charged?
Advertisement	The Publish Journal	10/10/2025	Page 2, half page	Agent Apple	The Gold Party	2000	Yes
Advertisement	www.thepublishjournal.com	15/10/2025	Home page, top banner	Candy Date	Candy Date	1650	Yes

- Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
- Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.

- If you select **No** to **Commercial rate charged?**, you will need to disclose any difference above \$1,000 as a gift. Refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) for instructions on how to lodge a gift made to an election participant.

Handy tip! To save time, download the bulk upload template at the beginning of the capped expenditure period and complete it as advertisements are published.

13. Save the file to a safe location on your device.

14. Return to EDS and use the **+ Bulk upload** dropdown menu to choose **Upload template**.



15. Select the bulk upload spreadsheet from where it is saved on your computer.

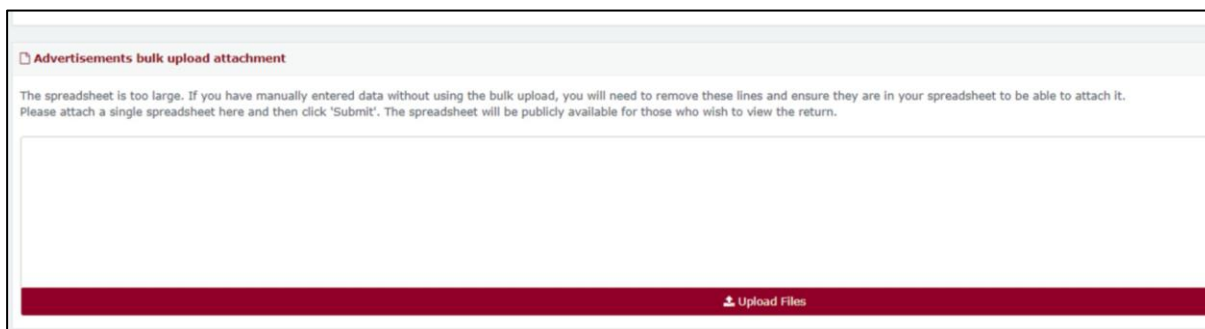
 A screenshot of a file selection dialog box. The 'File name' field contains the text 'ElectionSummaryReturn 2024 state'. To the right, there is a dropdown menu labeled 'All Files'. Below these are two buttons: 'Open' and 'Cancel'.

16. The advertisements will populate the page. Check to make sure there are no missing fields or errors.

 A screenshot of the EDS 'Advertisement' form. The form is divided into two sections, each with the title 'Advertisement'. Each section contains three rows of input fields. The first row is 'Publication name or website*', the second is 'Who requested advertisement*', and the third is 'Publication date*'. The fourth row is 'Journal page and space*', the fifth is 'Who authorised advertisement*', and the sixth is 'Commercial rate charged'. The first advertisement has 'The Publishers Journal' as the publication name, 'Agent Apple' as the requester, '10/10/2024' as the date, 'Page 2, full page' as the journal page and space, 'The Gold Party' as the authorized advertiser, and 'Yes' as the commercial rate charged. The second advertisement has 'www.thepublishjournal.com' as the publication name, 'Candy Date' as the requester, '15/10/2024' as the date, 'Home page, top banner' as the journal page and space, 'Candy Date' as the authorized advertiser, and 'Yes' as the commercial rate charged.

17. If your spreadsheet is very large, when you try to upload it, you may receive a message asking you to attach the spreadsheet instead.

Click the red **Upload Files** button, then select the bulk upload spreadsheet from where it is saved on your device to upload the file as an attachment.



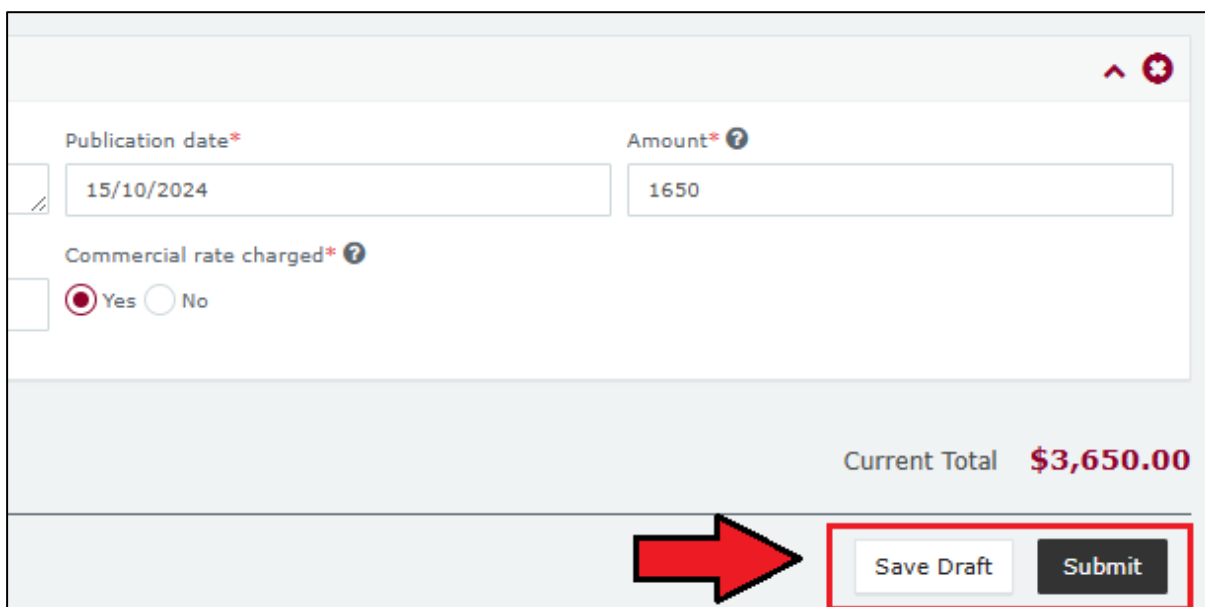
Advertisements bulk upload attachment

The spreadsheet is too large. If you have manually entered data without using the bulk upload, you will need to remove these lines and ensure they are in your spreadsheet to be able to attach it. Please attach a single spreadsheet here and then click 'Submit'. The spreadsheet will be publicly available for those who wish to view the return.

Upload Files

18. If you are finished adding advertisements, you can choose the **Submit** button in the lower right hand corner.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



Publication date* 15/10/2024 Amount* 1650

Commercial rate charged* ☒ Yes ☐ No

Current Total **\$3,650.00**

Save Draft **Submit**

19. Choose **Submit** again to confirm the information you provided is accurate.

1

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.

Cancel

Submit

20. Once submitted, the election summary return will be visible under the **Periodic Returns Summary** page and the **Public Reports** page.

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

Periodic Returns Summary

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

Lodge return

SUMMARY

Search

Q

Complete Status: all

Type: all

Late Status: all

From

Apply

To

Clear filters

Audit Status: All

Gov Level: all

Min amount

Max amount

Status: all

Election periods: all

Calendar Based Reporting Period: all

Participant: all

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Broadcaster / Publisher	FAKE COMPANY PTY LTD By SHROUDS LTD	03-07-2020	30/10/2020	EDS SG 2017 State General Event	\$4,553.75	—	Actions
PENDING	Election Summary Return	Broadcaster / Publisher	FAKE COMPANY PTY LTD By SHROUDS LTD	26-12-2020	12/10/2020	EDS SG 2020 State General Event	\$1,000.00	—	Actions

Show 25

Apply

Showing 1-2 of 2 items

1

- If you realise you have made an error after submitting your election summary return, please refer to [section 6 – Amending a return in EDS](#) for instructions on how to request an amendment.

6. Amending a return in EDS

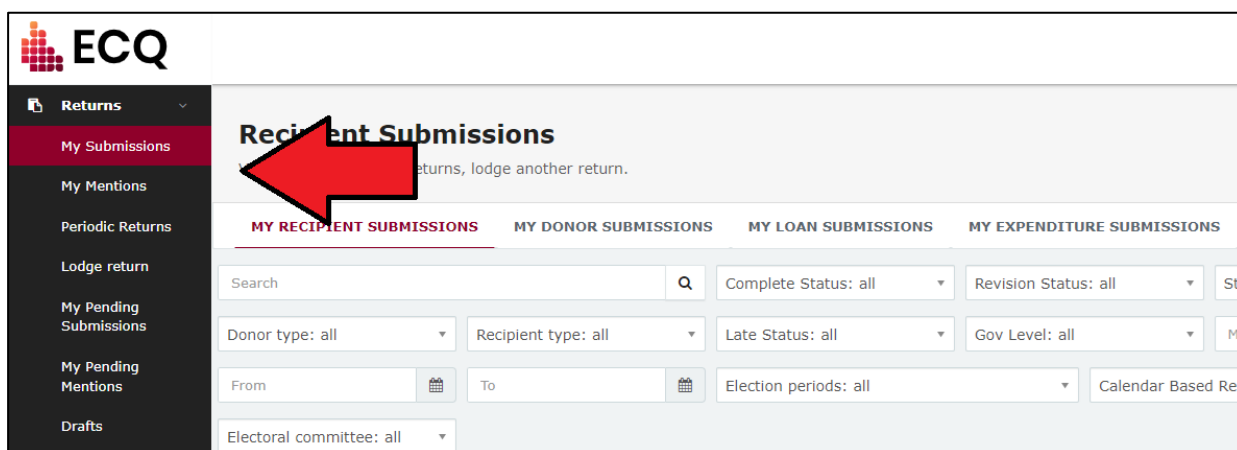
If you have made an error or omission in a return that you have previously lodged in EDS, you can request that the ECQ amend the return.

Existing returns are found under the side menu options as follows:

- **My Submissions**
 - **My Recipient Submissions** – displays existing returns for gifts received
 - **My Donor Submissions** – displays existing returns for gifts made
 - **My Loan Submissions** – displays existing returns for loans received
 - **My Expenditure Submissions** – displays existing returns for electoral expenditure incurred (local government only).
- **Periodic Returns** - displays existing periodic and election summary returns.

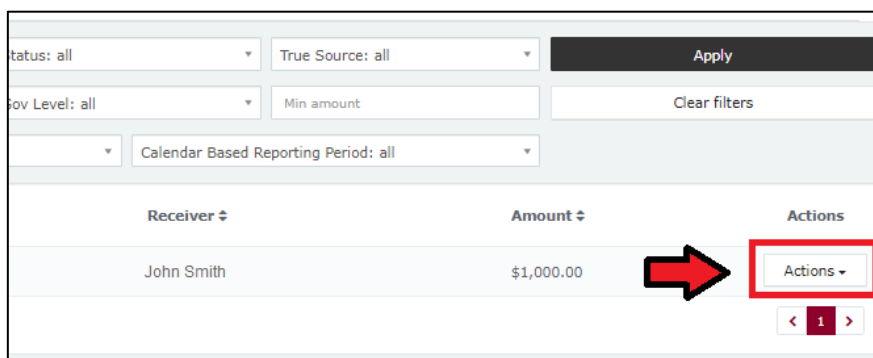
To request an amendment to a return in EDS, please use the following instructions.

1. When you are logged into EDS, select **My Submissions** or **Periodic Returns** from the left side menu.



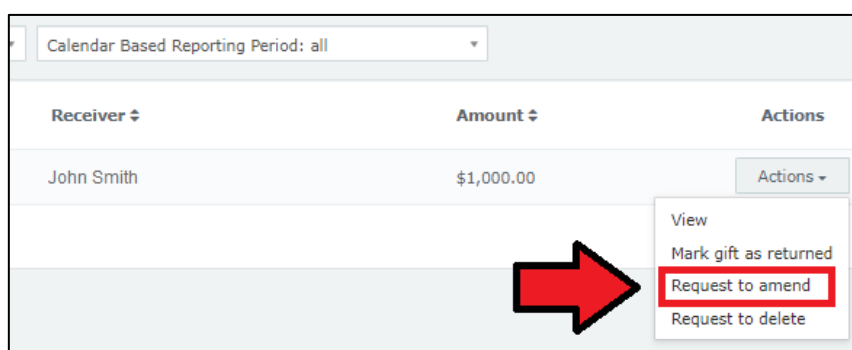
- If required, click the relevant tab to locate your return (e.g. My Recipient Submissions).

2. Find the return you wish to amend and click the **Actions** dropdown.



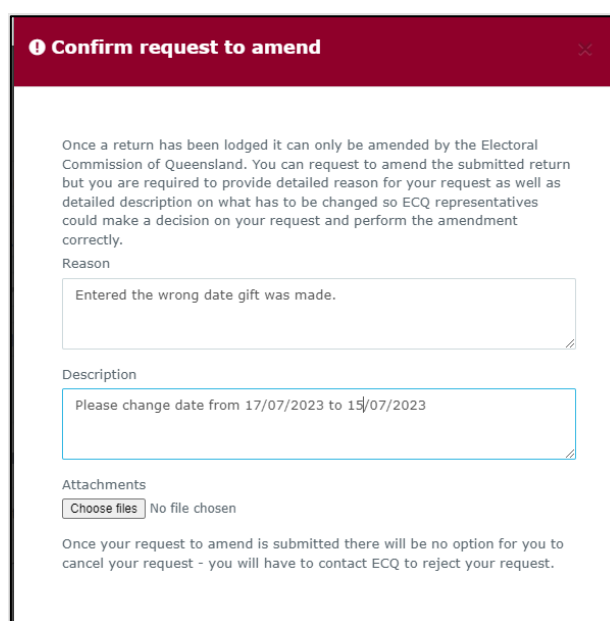
The screenshot shows a search results interface. At the top, there are filter controls: 'Status: all', 'True Source: all', 'Apply', 'Gov Level: all', 'Min amount', and 'Clear filters'. Below these is a 'Calendar Based Reporting Period: all' dropdown. The main table has three columns: 'Receiver', 'Amount', and 'Actions'. A row is visible with 'John Smith' as the receiver and '\$1,000.00' as the amount. A red arrow points from this row to the 'Actions' dropdown menu, which is highlighted with a red box. The dropdown menu shows 'Actions' with a downward arrow. At the bottom of the table, there is a pagination control showing '< 1 >'.

3. Select **Request to amend**.



The screenshot shows the 'Actions' dropdown menu open. The menu options are: 'View', 'Mark gift as returned', 'Request to amend', and 'Request to delete'. A red arrow points from the 'Request to amend' option, which is highlighted with a red box, to the right.

4. In the pop-up box, enter a **Reason** for amending the return and a **Description** of the change requested.



The screenshot shows a pop-up box titled 'Confirm request to amend'. The box contains the following text: '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.' Below this text are two text input fields. The first field is labeled 'Reason' and contains the text 'Entered the wrong date gift was made.' The second field is labeled 'Description' and contains the text 'Please change date from 17/07/2023 to 15/07/2023'. Below these fields is an 'Attachments' section with a 'Choose files' button and the text 'No file chosen'. At the bottom of the box, there is a warning: '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.'

- Files can be attached to support your request by selecting **Choose Files** and uploading the files from your device.

5. Choose the **Request to amend** button to submit the request.

Confirm request to amend

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

Reason

Entered the wrong date gift was made.

Description

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

Attachments

[Choose files](#) No file chosen

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

[Cancel](#) [Request to amend](#)

6. The return **Status** now displays as **Pending**. The return is temporarily removed from the public Gift Map and Reports page.

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	Date Gift Made	Type
PENDING	01-12-2019 By John Smith	Gift-In-Kind

Show 25

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