

# Electronic Disclosure System (EDS) for Broadcasters and Publishers

FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

**USER GUIDE**

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# 1. Introduction

## 1.1 Overview of the Act and Regulation

This user guide is intended for broadcasters and publishers who are required to comply with the financial disclosure provisions of the **Local Government Electoral Act 2011** (the Act) and the **Local Government Electoral Regulation 2023** (the Regulation).

## 1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Entities 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](http://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:	<a href="mailto:fad@ecq.qld.gov.au">fad@ecq.qld.gov.au</a>
Internet:	<a href="http://www.ecq.qld.gov.au">www.ecq.qld.gov.au</a>

## 2. Who are broadcasters and publishers?

The LGEA defines a **broadcaster** for local government election purposes as:

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

A **publisher** is anyone who publishes a journal – meaning a newspaper, magazine or other periodical, whether published for sale or for distribution with no charge.

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

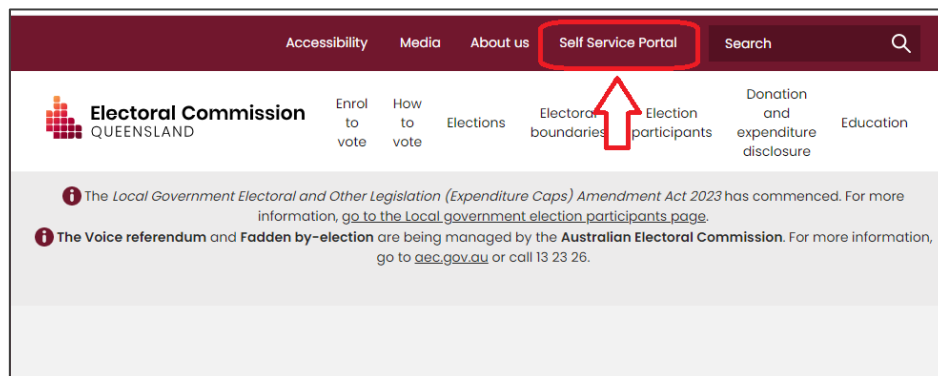
### 3. Accessing the Self Service Portal

A person who needs to lodge returns in the Electronic Disclosure System (EDS) will first need to access the Self Service Portal (SSP).

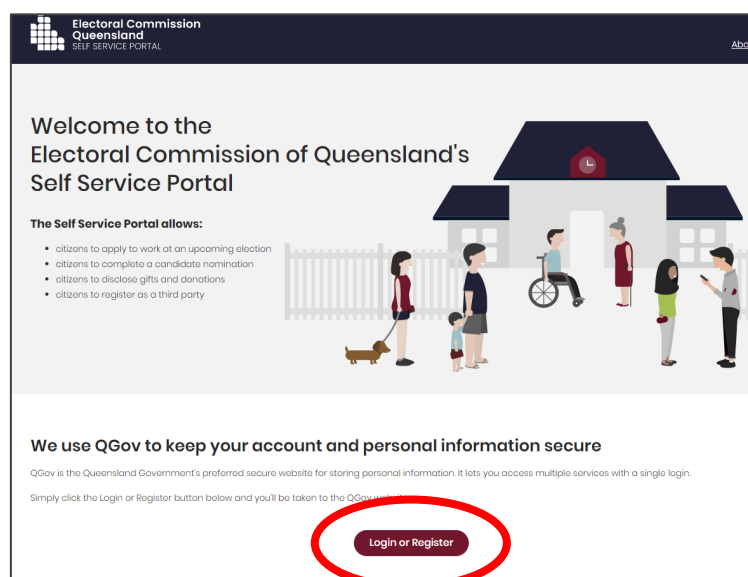
To access EDS and lodge returns, you first need to set up your profile in ECQ's SSP.

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

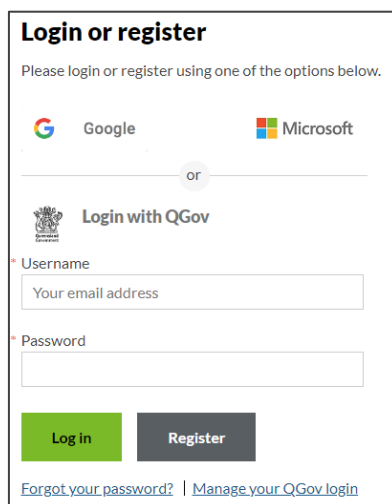
1. Visit the ECQ's website at [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au) and select the Self Service Portal link at the top of the page.  
Or access the SSP directly at [selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au).



2. Choose **Login** or **Register**.





3. If you already have a QGov account, you can log in and skip to step 6.  
Otherwise select **Register**.




**Login or register**

Please login or register using one of the options below.

 Google  Microsoft

or

 **Login with QGov**

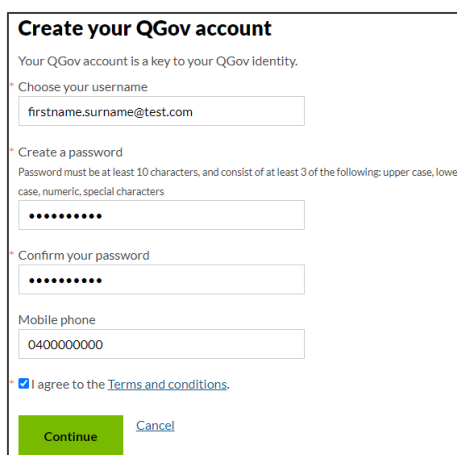
\* Username  
Your email address

\* Password

**Log in** **Register**

[Forgot your password?](#) | [Manage your QGov login](#)

4. Enter your email as username, create a password and agree to the terms and conditions before choosing **Continue**.



**Create your QGov account**

Your QGov account is a key to your QGov identity.

\* Choose your username  
first name.surname@test.com

\* Create a password  
Password must be at least 10 characters, and consist of at least 3 of the following: upper case, lower case, numeric, special characters

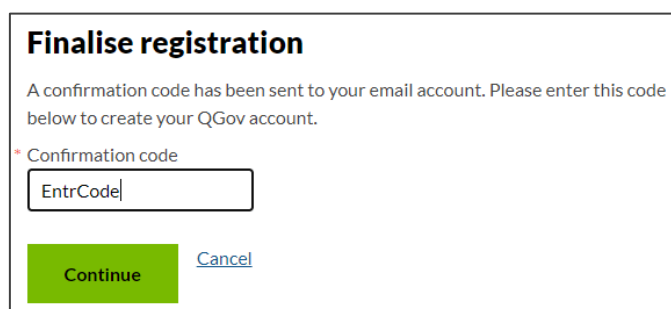
\* Confirm your password

Mobile phone  
0400000000

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

**Continue** [Cancel](#)

5. Retrieve your **confirmation code** from your email and enter it here.  
If you didn't receive a confirmation code, please contact Shared Services Queensland on 13 74 68.



**Finalise registration**

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

\* Confirmation code  
EntrCode

**Continue** [Cancel](#)

6. You will be directed to the log in screen. Enter your new username and password and select **Log in**.

After logging in, choose **Continue** to be redirected to SSP.

7. 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 SSP system. It contains several sections: a radio button question 'Are you on the Qld electoral roll?' with 'Yes' selected; a text input for 'Surname' with 'katobi' entered; a text input for 'Given Names' with 'aric' entered; a date input for 'Date of Birth' with '09/05/1986' entered; another radio button question 'Are you enrolled as a silent elector?' with 'No' selected; a 'Google Address Search' input; a 'Locality' input with 'algester' entered; and a 'Street Name' dropdown menu with 'mary' selected. At the bottom are 'Cancel' and 'Search the Roll' buttons.

**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.

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

**Address Details (as recorded on the electoral roll)**

Google Address Search:

\* 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'.

- If you don't have a street address, please leave this field blank.
- If you are enrolled at a street address, you must enter the street name.

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 website at [check.aec.gov.au](https://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*.

8. 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](http://aec.gov.au).

The screenshot shows the 'Contact Details' form in the Electoral Commission Queensland Self Service Portal. The form is titled 'Contact Details' and includes the following fields and sections:

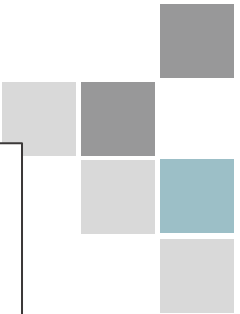
- QNumber:** A text input field containing 'Q12759324'.
- Personal Email Address:** A text input field containing '87crosby@gmail.com'. Below this field is a note: 'ECQ may need to send notifications to this email address in certain circumstances. If you need to change this email address you can do so with QGov, using the option to manage your QGov 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 showing the address '143 GRAFTON ST, WARWICK, QLD 4370'.
- Postal Address:** A section showing 'Same as enrolled address'.

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

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

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





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

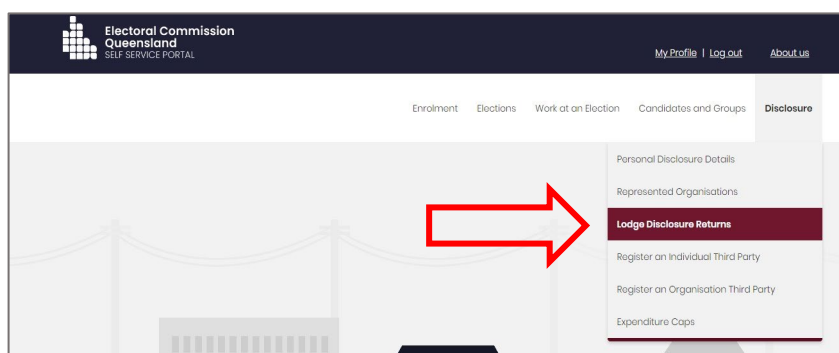
10. If asked for verification, tick the box stating 'I'm not a robot.' If you are a robot, please close the browser. You will then be redirected to the **Self Service Portal**. From there you can access EDS (see [part 4](#)).



## 4. Logging into EDS

Representatives of publishers and broadcasters will need to access the Electronic Disclosure System (EDS) to lodge disclosure returns. You can access EDS in two ways.

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



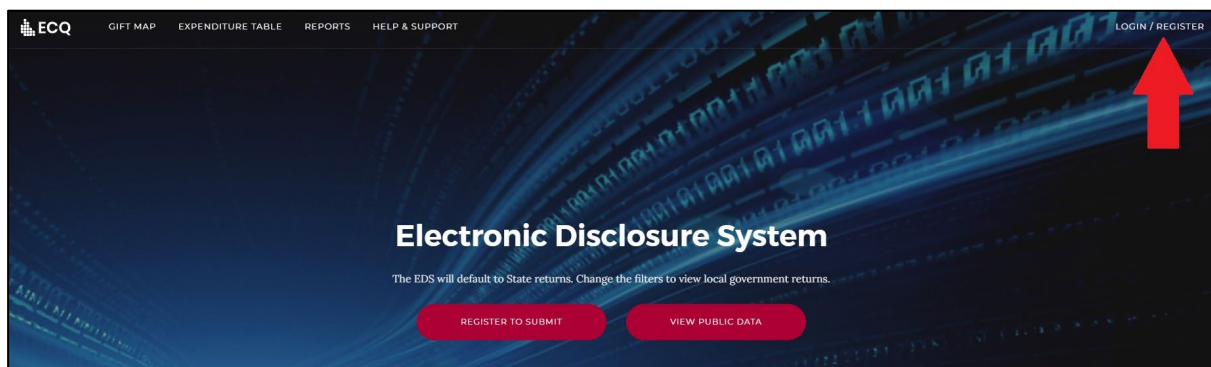
2. The first time you access EDS, you will be asked to consent to share your details with the ECQ. Choose **Continue**.

The screenshot shows a consent screen from the Queensland Government. It asks for consent to share details with the Electoral Commission of Qld - Electronic Disclosure System (EDS) service. The 'Personal details' section shows an email address of '3august@gmail.com'. There are two radio buttons for consent: 'Always with Electoral Commission of Qld - Electronic Disclosure System (EDS) service' (selected) and 'I do not consent'. Below the radio buttons is a link to 'Read our frequently asked questions'. At the bottom are 'Cancel' and 'Continue' buttons.

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

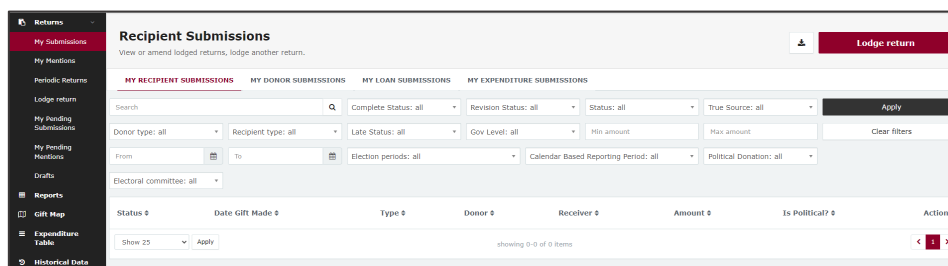
The screenshot shows the 'Recipient Submissions' page in the EDS. It has a sidebar with navigation links like 'Returns', 'My Submissions', 'My Pending Submissions', 'My Pending Returns', 'Drafts', 'Reports', 'Gift Map', 'Expenditure Table', and 'Historical Data'. The main content area has tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. Below the tabs are search filters for 'Donor type', 'Recipient type', 'Late Status', 'Gov Level', 'Min amount', 'Max amount', 'Election periods', 'Calendar Based Reporting Period', and 'Political Donation'. There is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table shows 0 items. At the bottom right, it says 'showing 0-0 of 0 items'.

4. You can also access EDS by visiting [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au) and choosing **Login/Register** in the upper right-hand corner.



5. Log into EDS using your QGov username (email address) and password.

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



## 5. Submitting an election summary return

All broadcasters and publishers who run election advertisements relating to a local government election during the election's capped expenditure period are required to lodge an election summary return 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 publisher, continue to section 5.1.

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

### 5.1 Submitting an election summary return as a publisher

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

The screenshot displays the 'Recipient Submissions' page in the EDS system. On the left is a sidebar with a 'Returns' menu. The main content area has a header 'Recipient Submissions' with a sub-header 'View or amend lodged returns, lodge another return.' 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, 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'. In the top right corner, there is a maroon button labeled 'Lodge return' with a white arrow pointing to it.

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

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

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

**Local Government**   State Government

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

**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**   **Publisher**

3. Choose the **Lodge** button under Publisher: Submitting an election summary return.

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

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

**Publisher**  
Submitting an election summary return

**Lodge**

[Learn more](#)

- Select the correct local government election from the dropdown menu under **Event**. If you are lodging a return for the 2024 local government elections, choose **16/03/2024 – 2024 Local Government Elections**

**Publisher** + Bulk upload

Submitting an election summary return

Local

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**Submitter details**

Full Name*	Business name*	Street*
Bluey Heeler	Doggo Gazette	1 Heeler Terrace
Suburb*	State*	Postcode*
South Brisbane	QLD	4000

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**Election period**

Event \*

16/03/2024 - 2024 Local Government Elections

- Under the **Event**, choose the red box **+ Add new entry**.

**Note:** If you have many advertisements to disclose, skip to step 7 for instructions.

**Election period**

Event \*

16/03/2024 - 2024 Local Government Elections

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+ Add new entry ?

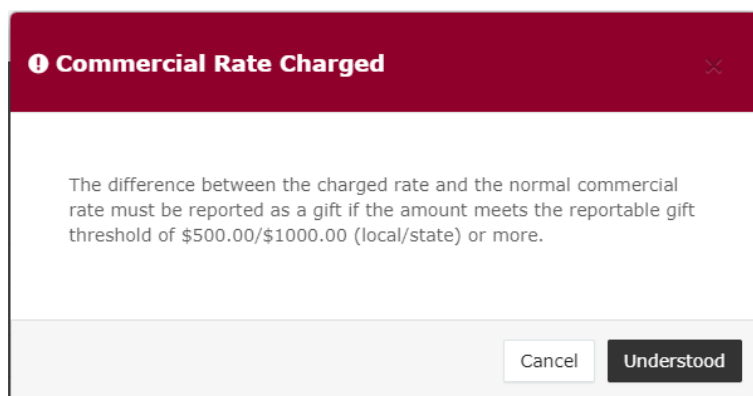
- In the **Advertisement** section, enter mandatory fields such as publication name or website, who requested the advertisement, publication date, etc. Then select **Yes** or **No** to indicate if the commercial rate was charged.

**Advertisement**

Publication name or website*	Who requested advertisement* ?	Publication date*	Amount* ?
It's a Dog's Life	Coco Poodle	06/03/2024	295.00
Journal page and space* ?	Who authorised advertisement* ?	Commercial rate charged* ?	
page 14, bottom half of page	Coco Poodle	<input type="radio"/> Yes <input type="radio"/> No	

**Note:** If you select **No** to 'Commercial rate charged?' a message displays reminding the publisher to report any difference above \$500 for local elections and by-elections as a gift.

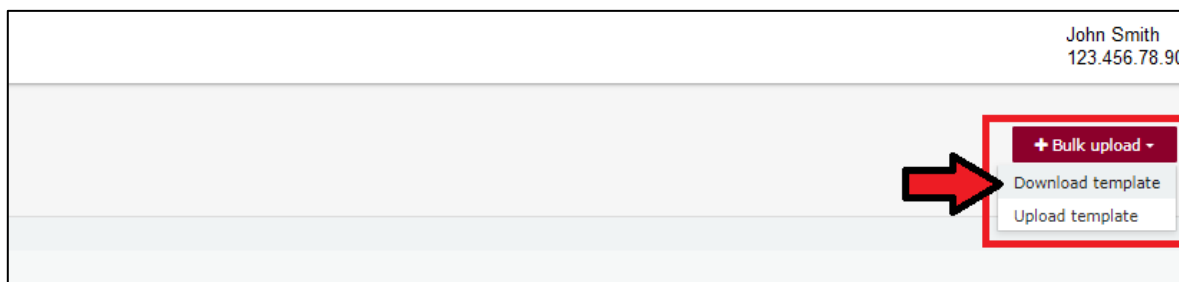
Choose **Understood** to continue and refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) for more information about how to lodge a gift.



You can select **+ Add new entry** to enter additional items.

At any time, you can choose **Save Draft** to save a draft of your return.

7. To enter multiple advertisements at once, choose **+ Bulk upload** then choose **Download template** from the dropdown menu.



8. Once downloaded, open the Excel file.

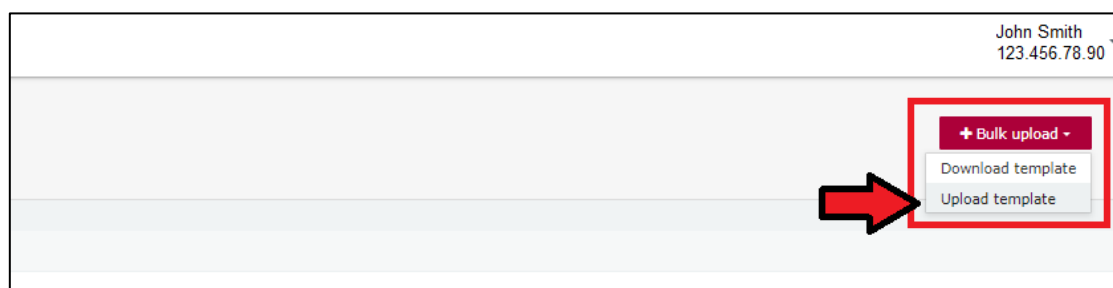
**Note:**

- Google Chrome downloads generally appear in the lower left of the page.
- Internet Explorer downloads generally appear in a pop-up box.

- Apple Safari downloads are available in the download icon in the lower right of the screen.
9. When you have the excel file open, be sure to **Enable Editing** then enter all mandatory fields such as publication name or website, date, journal page, who requested, who authorised the advertisement and more.
- Be sure to enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
  - Please do not change, add or remove any of the spreadsheet's headings or columns. The template will not upload properly if these are changed. This includes wording pasted from a different document – it must match the options available from any drop-down lists in the template (e.g. Advertisement).

A	B	C	D	E	F	G	H
Type	Publication name or website	Publication date	Journal page and space	Who requested advertisement	Who authorised advertisement	Amount	Commercial rate charged?
Advertisement	It's a Dog's Life	10/03/2024	Page 2, bottom quarter	Coco Poodle	Coco Poodle	\$125.00	Yes
Advertisement	Dog Fancy	11/03/2024	Page 10, full page	Honey Beagle	Honey Beagle	\$500	Yes
Advertisement	It's a Dog's Life	11/03/2024	front cover	Winton Bulldog	Honey Beagle	\$1,000	Yes

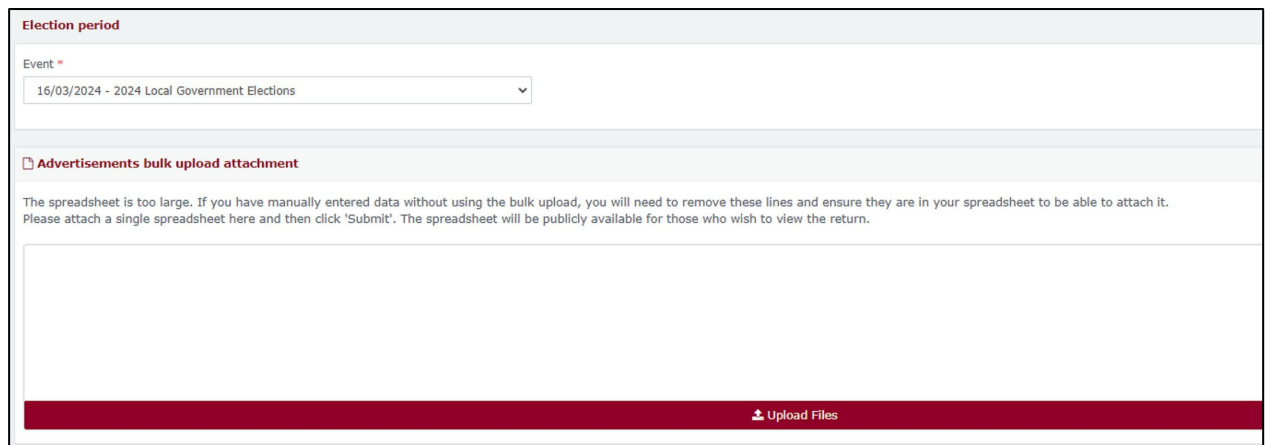
10. Save the file to a safe location on your device.
11. When you're ready to upload the spreadsheet, navigate back to lodge your return and choose **+ Bulk upload** using the dropdown menu. You can then select **Upload template**.



Select the bulk upload spreadsheet from where it is saved on your device to upload the advertisements to EDS.



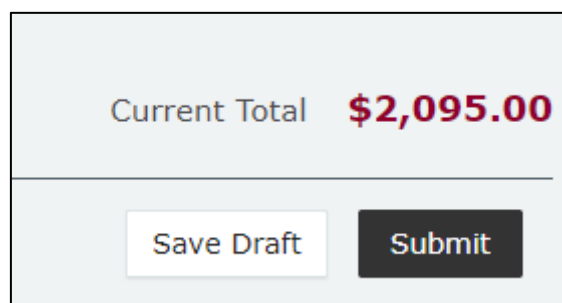
12. If your spreadsheet is very large, when you try to upload it, you may receive a message asking you to attach the spreadsheet instead.



The screenshot shows a web form titled "Election period". It has a dropdown menu for "Event" with the selected option "16/03/2024 - 2024 Local Government Elections". Below this, there is a section titled "Advertisements bulk upload attachment" with a red icon. A message states: "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." At the bottom of the form, there is a red bar with the text "Upload Files" and an upward arrow icon.

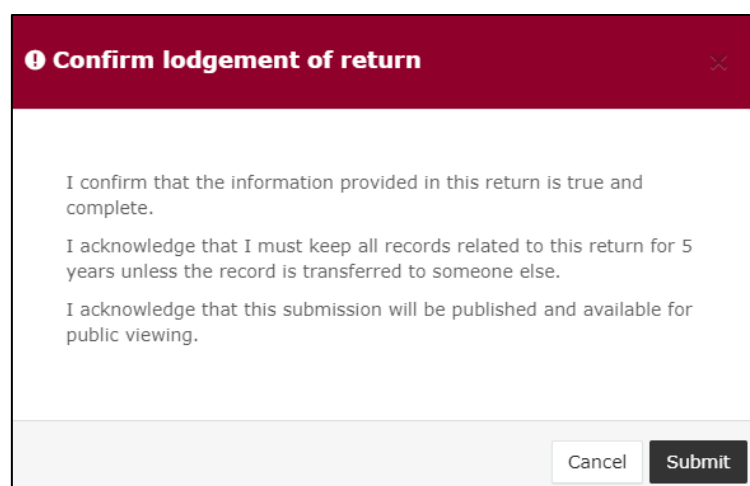
13. Select the bulk upload spreadsheet from where it is saved on your device and upload the file as an attachment.

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



The screenshot shows a summary section with the text "Current Total" followed by "\$2,095.00" in a large, bold, red font. Below this, there are two buttons: "Save Draft" and "Submit". The "Submit" button is highlighted with a dark background.

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



The screenshot shows a dialog box titled "Confirm lodgement of return" with a red header bar. The dialog contains three lines of text: "I confirm that the information provided in this return is true and complete.", "I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.", and "I acknowledge that this submission will be published and available for public viewing." At the bottom right, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a dark background.

16. Once submitted, the election summary return displays in the **Periodic returns** menu and on the public reports page.

**Note:** once submitted, election summary returns can only be amended by selecting **Request to amend** from the **Actions** dropdown menu.

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

**SUMMARY**

Search [ ] Complete Status: all Type: all Late Status: all From: [ ] To: [ ] Apply 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 SHAGGONTS WYNDAH	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 SHAGGONTS WYNDAH	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

## 5.2 Submitting an election summary return as a broadcaster

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

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

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

Search [ ] Complete Status: all Revision Status: all Status: all True Source: all Apply

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

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

Electoral committee: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
showing 0-0 of 0 items							

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

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


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


**Local Government** State Government

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

**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**

 **Broadcaster**

3. Choose the **Lodge** button under Broadcaster: Submitting an election summary return.

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

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

 **Broadcaster**  
Submitting an election summary return

**Lodge**

[Learn more](#)

4. Select the correct local government election from the dropdown menu under **Event**. If you are lodging a return for the 2024 local government elections, choose **16/03/2024 – 2024 Local Government Elections**

**Broadcaster**  
Submitting an election summary return  
Local

[+ Bulk upload +](#)

**Submitter details**

Full Name\*  
Bluey Heeler

Business name\*  
Doggo Gazette

Street\*  
1 Heeler Terrace

Suburb\*  
South Brisbane

State\*  
QLD

Postcode\*  
4000

**Election period**

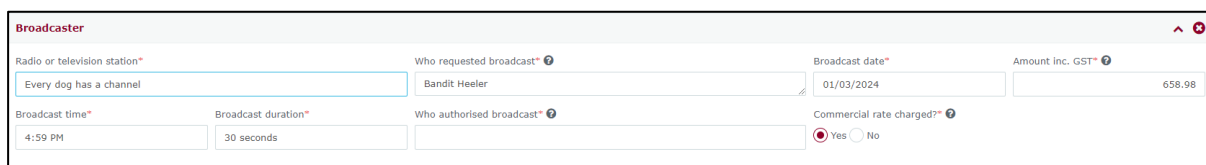
Event \*  
16/03/2024 – 2024 Local Government Elections

5. Under the **Event**, choose the red box + **Add new entry**.

**Note:** If you have many advertisements to disclose, skip to step 7 for instructions.

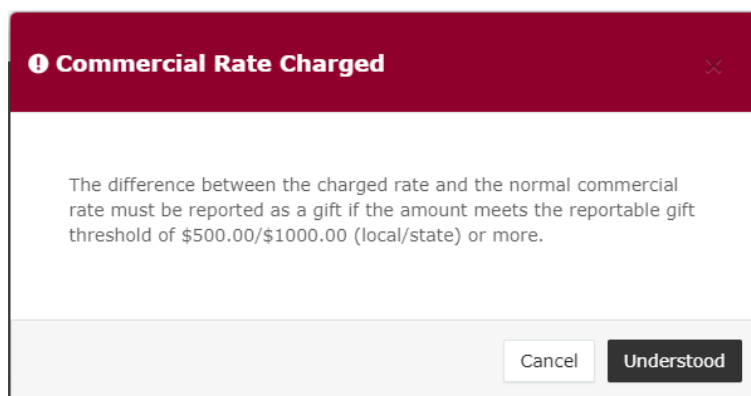


6. In the **Broadcaster** section, enter mandatory fields such as radio or television station, who requested broadcast, broadcast date, broadcast time, etc. Then select **Yes** or **No** to indicate if the commercial rate was charged.



**Note:** If you select **No** to 'Commercial rate charged?', a message displays reminding the broadcaster to report any difference above \$500 for local elections and by-elections as a gift.

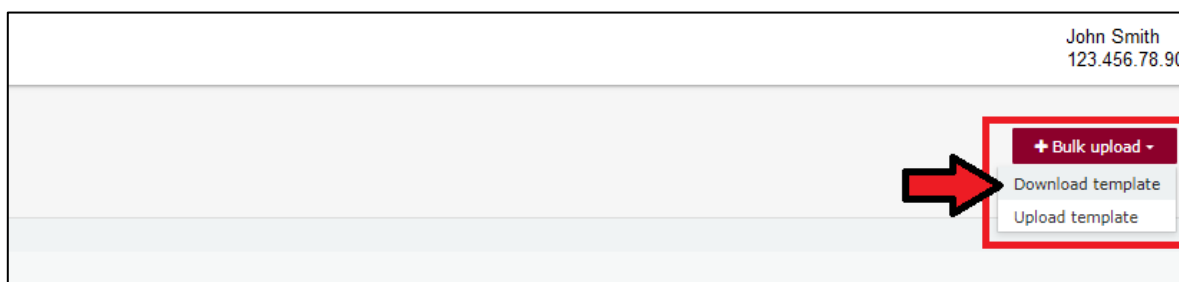
Choose **Understood** to continue and refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) for more information about how to lodge a gift.



You can select **+ Add new entry** to enter additional items.

At any time, you can choose **Save Draft** to save a draft of your return.

- To enter multiple advertisements at once choose **+ Bulk upload** then choose **Download template** from the dropdown menu.



- Once downloaded, open the Excel file.

**Note:**

- Google Chrome downloads generally appear in the lower left of the page.
  - Internet Explorer downloads generally appear in a pop-up box.
  - Apple Safari downloads are available in the download icon in the lower right of the screen.
- When you have the excel file open, be sure to **Enable Editing** then enter all mandatory fields such as radio or television station, broadcast date, broadcast duration, who requested and who authorised the broadcast and more.
    - Be sure to enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
    - Please do not change, add or remove any of the spreadsheet's headings or columns. The template will not upload properly if these are changed. This includes wording pasted from a different document – it must match the options available from any drop-down lists in the template (e.g. Type).

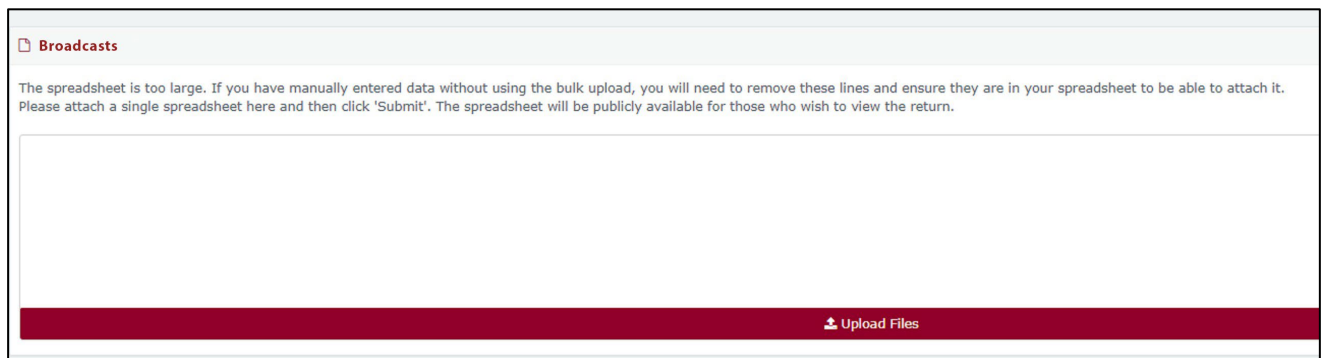
	A	B	C	D	E	F	G	H	I
1	Type	Radio or television station	Broadcast date	Broadcast time	Broadcast duration	Who requested broadcast	Who authorised broadcast	Amount	Commercial rate charged?
2	Broadcaster	DOGX 98.1	11/03/2024	4:54:00 PM	30 seconds	Bob the Builder	Bob the Builder	658.69	Yes
3	Broadcaster	DOGZZ 88.9	1/03/2024	7:52:00 AM	1 minutes	Thomas the Tank Engine	Thomas the Tank Engine	\$3,234	Yes
4									
5									

10. Save the file to a safe location on your device.
11. When you're ready to upload the spreadsheet, navigate back to lodge your return and choose **+ Bulk upload** using the dropdown menu. You can then select **Upload template**.



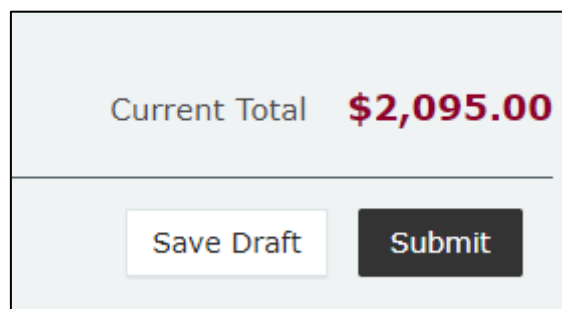
Select the bulk upload spreadsheet from where it is saved on your device to upload the advertisements to EDS.

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



13. Select the bulk upload spreadsheet from where it is saved on your device and upload the file as an attachment.

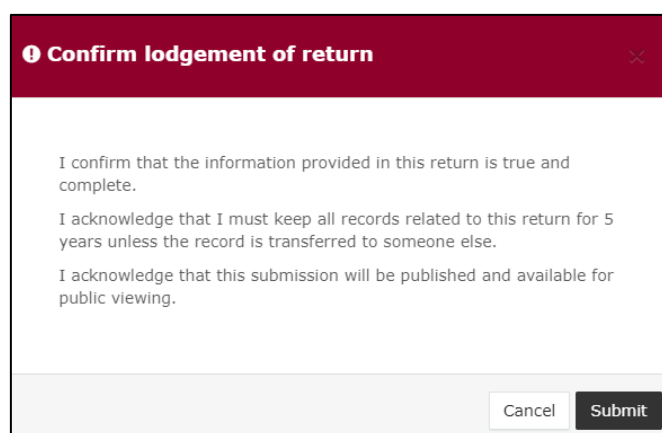
14. Choose **Submit** to finish the return.



Current Total **\$2,095.00**

Save Draft Submit

15. 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.

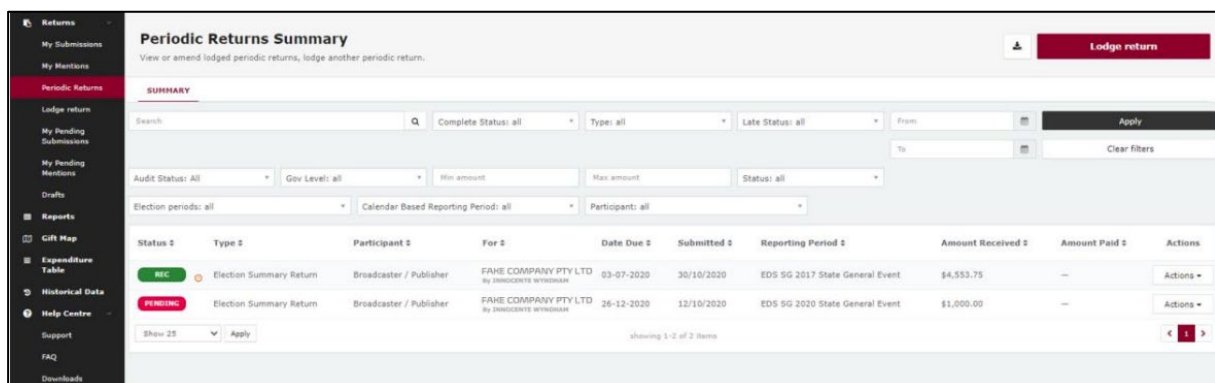
I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

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

Cancel Submit

16. Once submitted, the election summary return displays in the **Periodic returns** menu and on the public reports page.

**Note:** once submitted, election summary returns can only be amended by selecting **Request to amend** from the **Actions** dropdown menu.



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

Search [ ] Complete Status: all Type: all Late Status: all From [ ] To [ ] Apply 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	FAWE COMPANY PTY LTD By SHARONCATE WYNOSMAN	03-07-2020	30/10/2020	EDS SG 2017 State General Event	\$4,553.75	—	Actions
PENDING	Election Summary Return	Broadcaster / Publisher	FAWE COMPANY PTY LTD By SHARONCATE WYNOSMAN	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