



# Electronic Disclosure System (EDS) for Broadcasters and Publishers

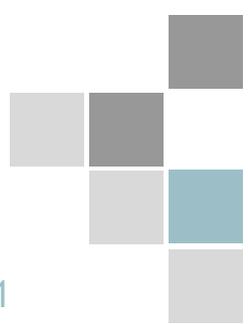
FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

**USER GUIDE**

VERSION: MARCH 2026

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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

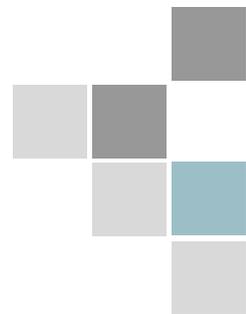
Office location: Level 20, 1 Eagle Street, Brisbane, Queensland

Telephone: 1300 881 665

Email: [fad@ecq.qld.gov.au](mailto:fad@ecq.qld.gov.au)

Internet: [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au)

## 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](#).

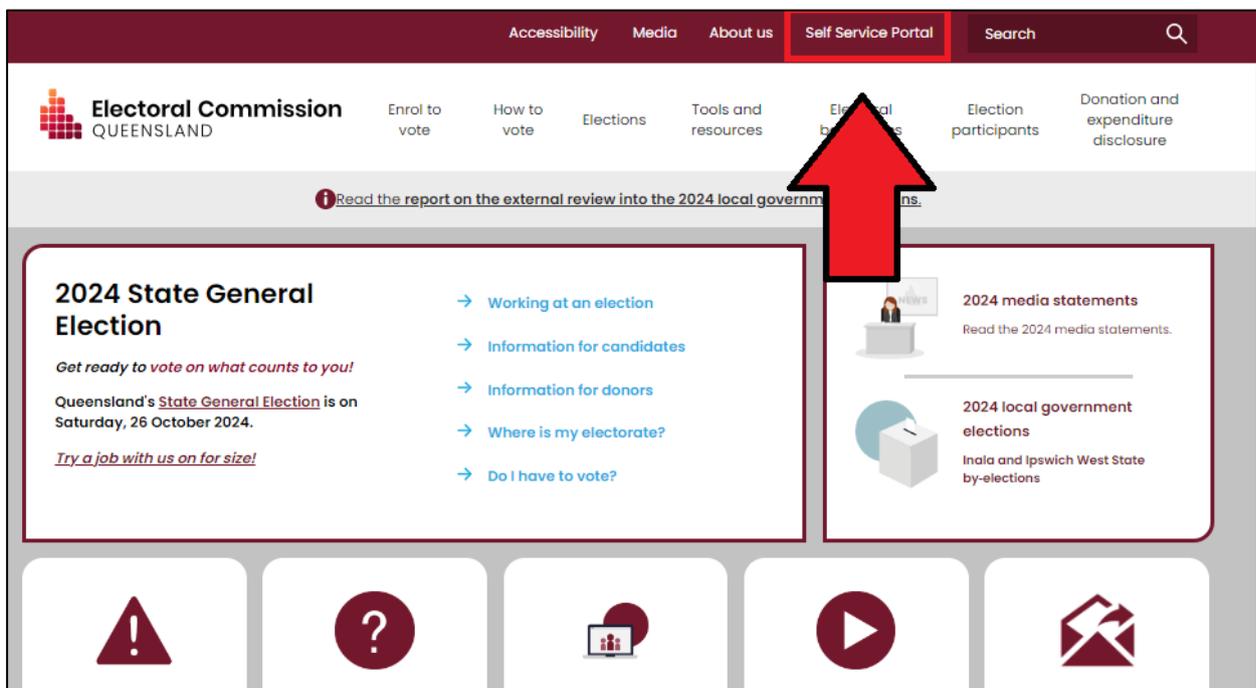
### 3. Accessing the Self Service Portal

A person who needs to lodge returns 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](http://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](http://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](#).

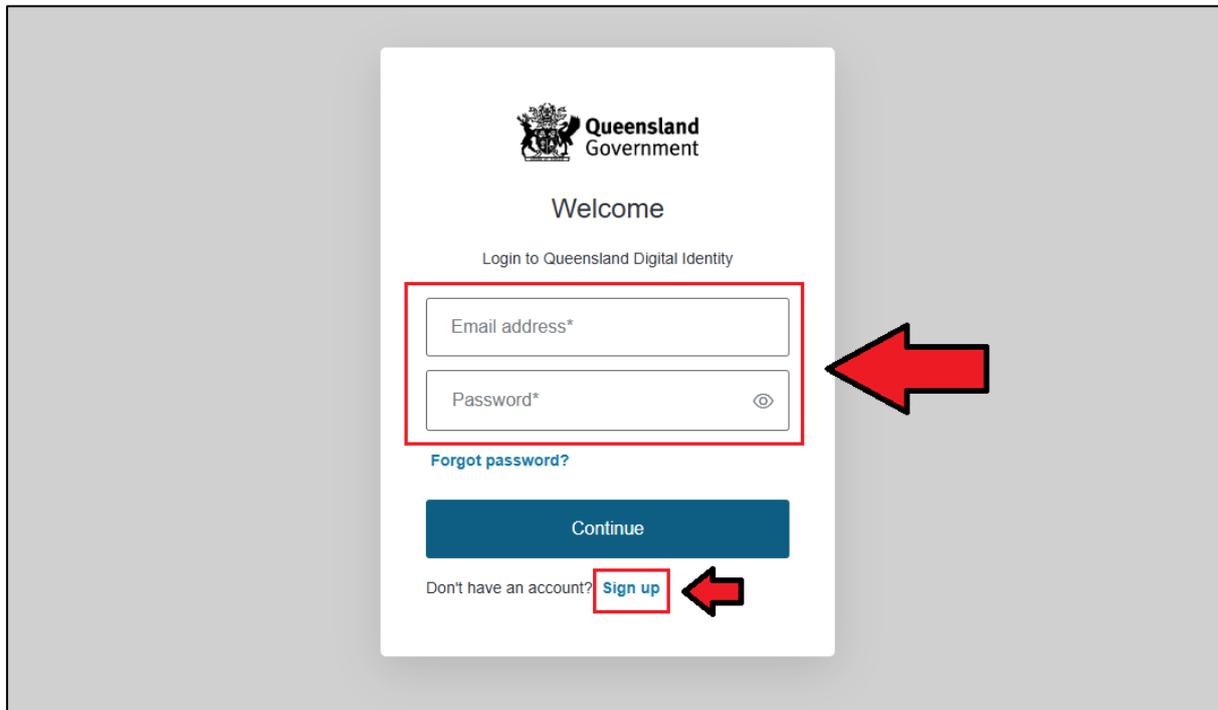
**Continue with QDI (formerly known as QGOV)**

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**.



Queensland Government

Welcome

Login to Queensland Digital Identity

Email address\*

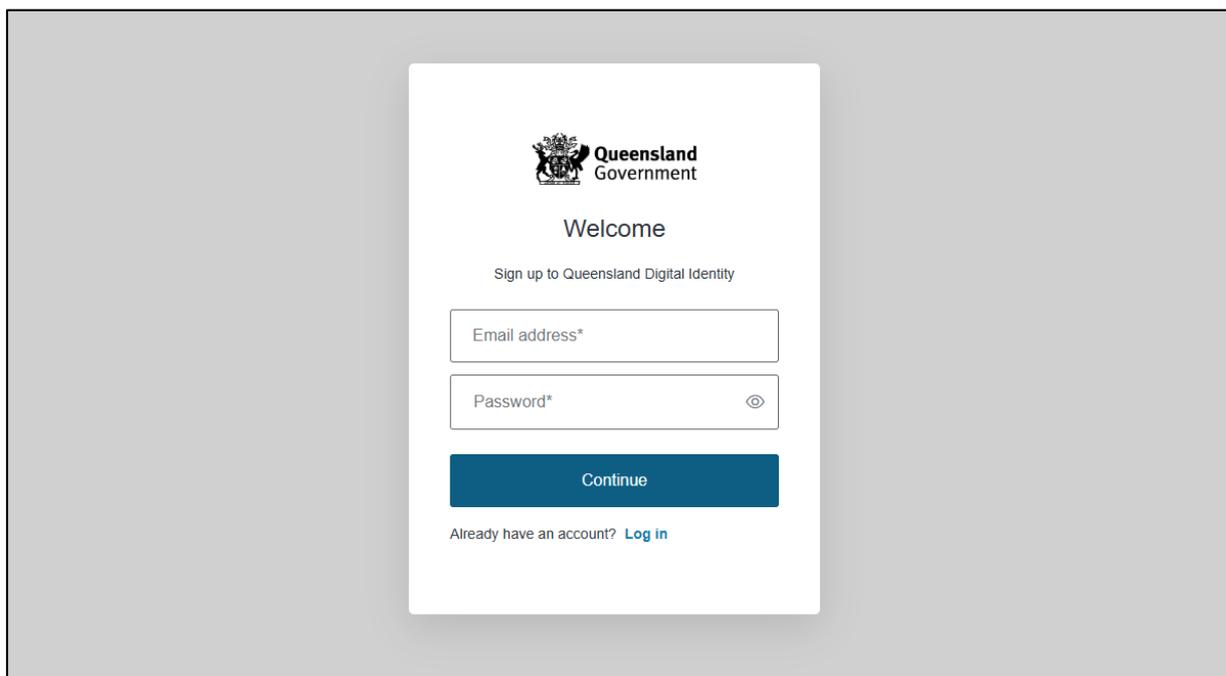
Password\*

[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

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



Queensland Government

Welcome

Sign up to Queensland Digital Identity

Email address\*

Password\*

Continue

Already have an account? [Log in](#)

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

The screenshot shows the Queensland Government website header with the logo and navigation links. The main content area is titled "Terms and Conditions" and contains the following text: "The safety and security of your private information are our top priority. Your private information is protected under the law - to find out more, you can read our privacy notice. To continue you must agree to the [Queensland Digital Identity Terms and Conditions](#)." Below this are two checkboxes with asterisks: the first is "I have read and agree to the [Terms and Conditions](#)" and the second is "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 are "Accept" and "Decline" buttons. A "Need help?" sidebar on the right provides a link to the Queensland Digital Identity webpage.

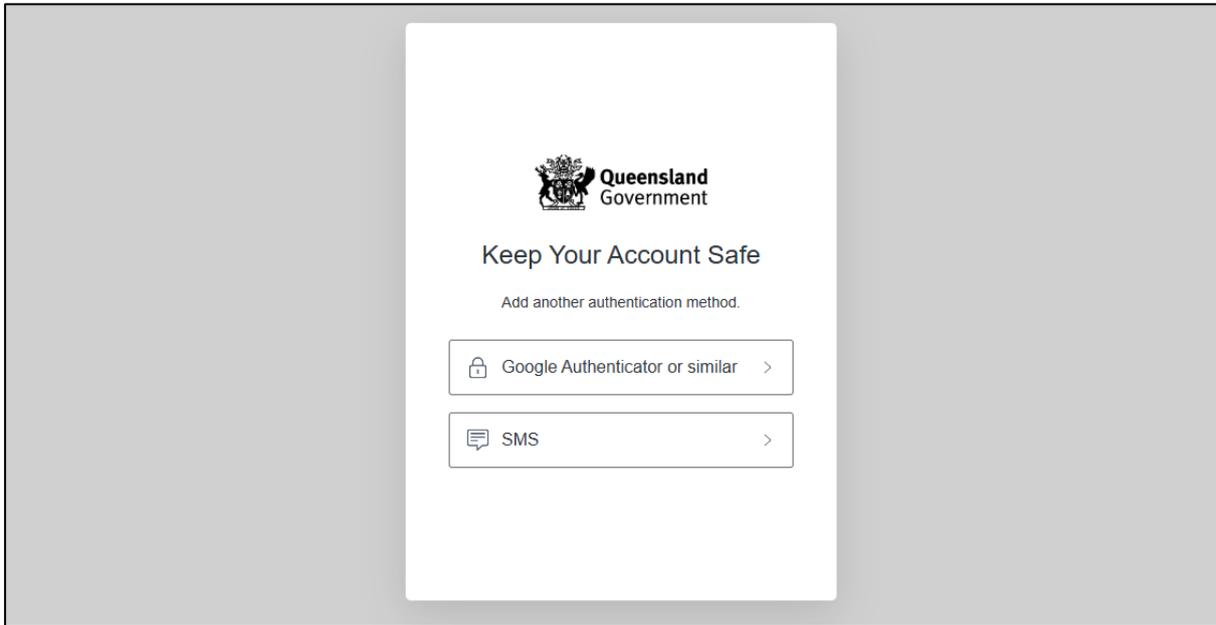
7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

The screenshot shows the "Enter your email verification code" page on the Queensland Government website. It displays the email address "rleigh.bamba@ecq.qld.gov.au" in a text box. Below it is a label "\* Digital Identity verification code" followed by an empty input field. An information box contains the text: "Check your Junk/Spam folders if the email does not appear in your inbox. You can [resend the email](#), if you did not receive it." Below this is a link: "Change your email address, if the above email address is incorrect." At the bottom are "Continue" and "Cancel" buttons. A "Need help?" sidebar on the right provides a link to the Queensland Digital Identity webpage.

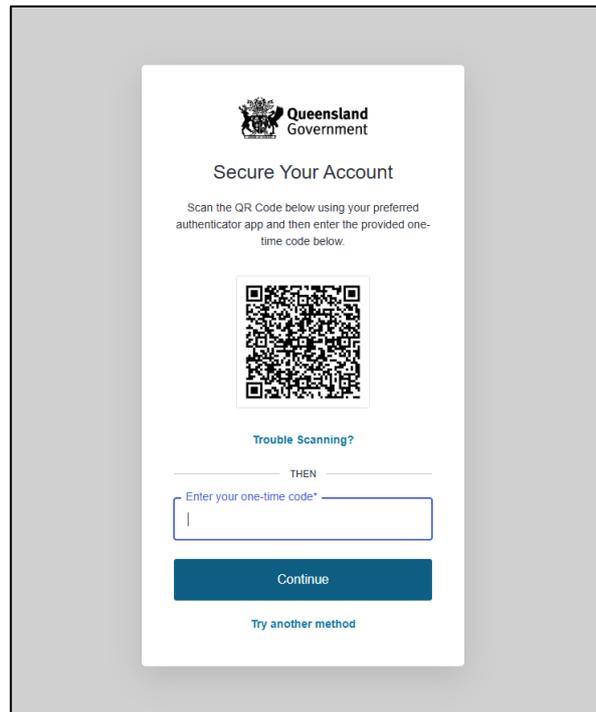
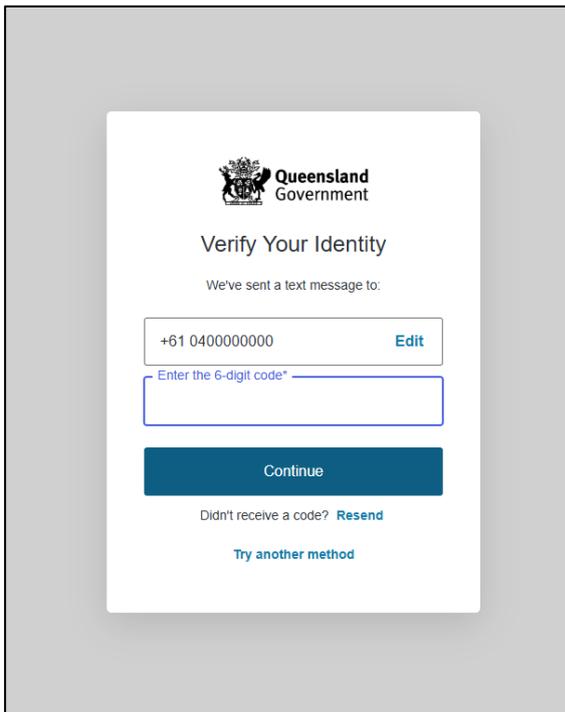
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

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.

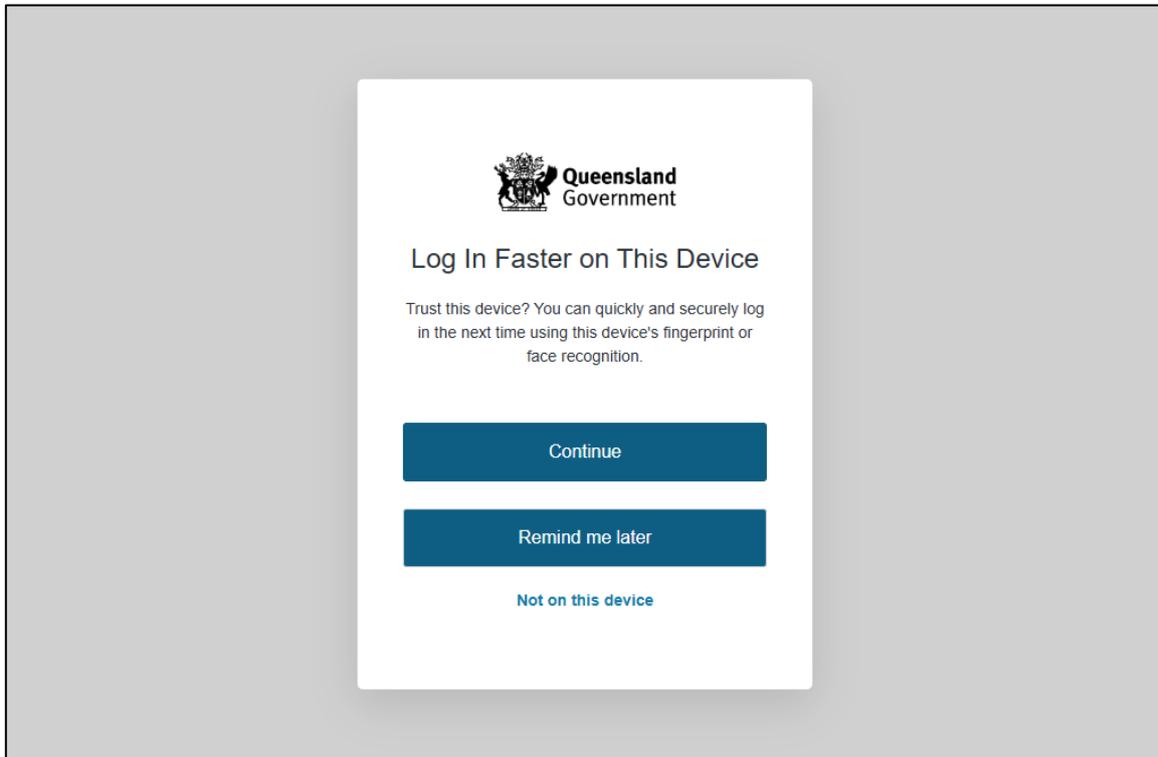


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.



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.

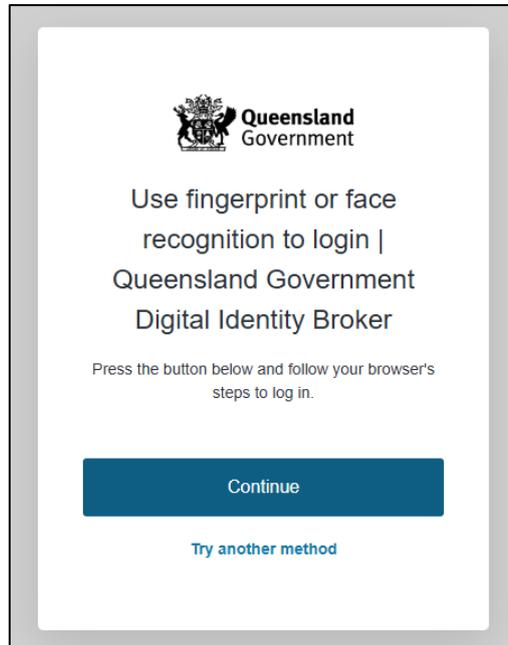
If you are not on a trusted device, click **Not on this device**.



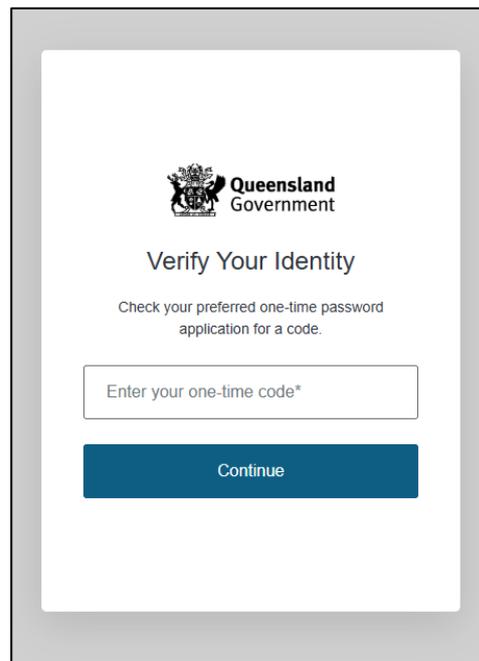
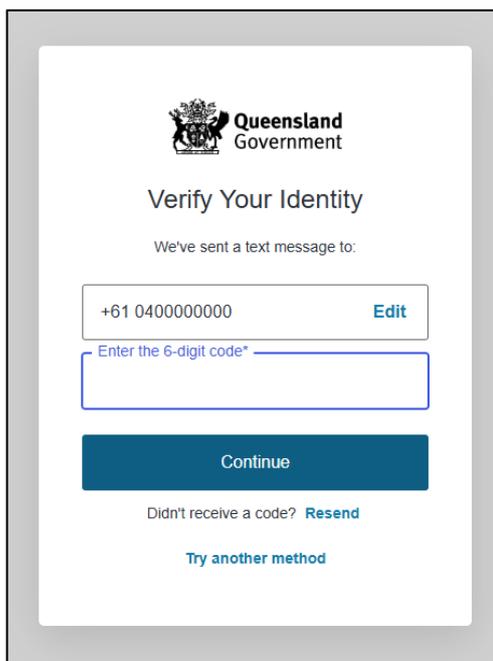
11. After successfully setting up your account, click **Continue**.



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**.



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**.



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 'Digital ID Exchange' interface. At the top left is the Queensland Government logo. The page title is 'Consent to share your details'. Below the title, it 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 an 'Email address' field with the value 'test@email.com'. Below this box, there 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 left is a 'Cancel' link, and at the bottom right is a 'Continue' button.

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 logo and 'Electoral Commission Queensland SELF SERVICE PORTAL', with 'Log out' and 'About Us' links on the right. The breadcrumb trail is 'Home > Register'. The main heading is 'Identity'. A question asks 'Are you on the Qld electoral roll?' with 'Yes' selected. Below this is explanatory text: '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.' 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:'. The 'Date of Birth' field has a placeholder 'dd/mm/yyyy'.

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](http://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 pre-filled 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 a form titled "Contact Details" with the following 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 QGov, using the option to manage your QGov login."
- Primary Phone Preference:** A dropdown menu. 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:** An empty text input field.
- Mobile Phone Number:** An empty text input field.
- Enrolled Address:** A section containing the pre-filled address "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

- If you are also required to lodge returns as an **individual donor** or **third party**, select **Yes** for the first question as well.

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 about [prohibited donations](#).

Home > Disclosure > Represented Organisations > Add New Organisation

## Add New Organisation

\* I agree to the privacy policy and terms of use.

\* I understand that the giving or receiving of political donations from prohibited donors for local government elections is unlawful. [Learn more.](#)

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

\* Does your organisation have an ACN or an ABN?

Yes  No

 ACN / ABN:

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

Type of Organisation:

Corporation or Company  
 Unincorporated Association  
 Trust or Foundation  
 Other

ACN:

ABN:

\* Organisation Name:

What is your position title in this organisation:

Financial Disclosure Category:

Donor or third party incurring expenditure for political activity  
 Publisher  
 Associated Entity  
 Broadcaster

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**.

Electoral Commission Queensland  
SELF SERVICE PORTAL

My Profile | Log out | About us

Enrolment | Elections | Work at an Election | Candidates and Groups | **Disclosure**

Home > Disclosure > Represented Organisations

**Jane's Flowers**

Type of Organisation: Unincorporated Association

Financial Disclosure Category: Third Party

Personal Disclosure Details  
Represented Organisations  
Lodge Disclosure Returns  
Register an Individual Third Party  
Register an Organisation Third Party  
Expenditure Caps

- 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.

Home > Disclosure > Represented Organisations

[Add New](#)

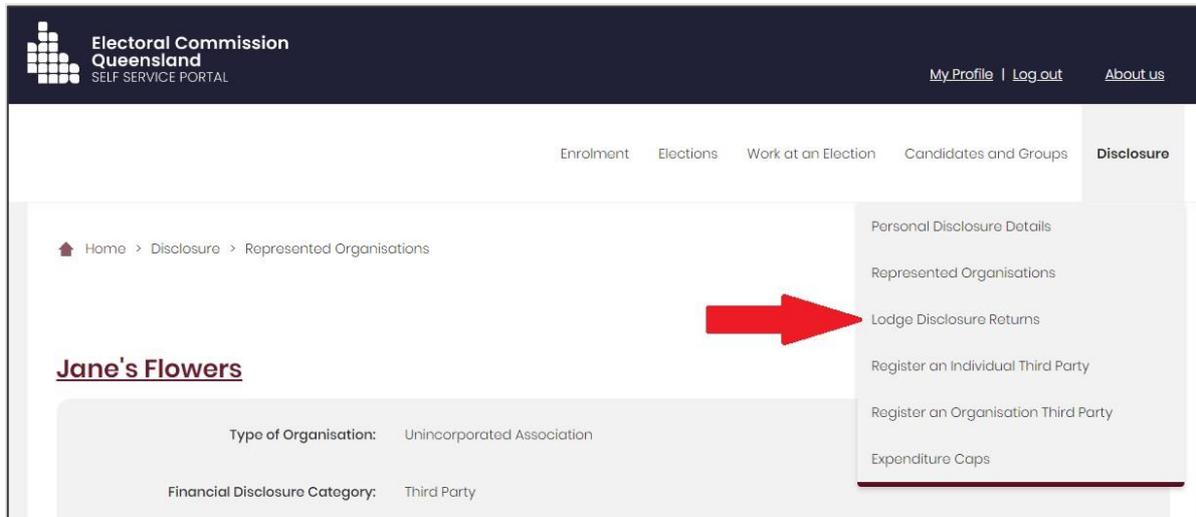
**Jane's Flowers** [Edit](#)

Type of Organisation: Unincorporated Association

Financial Disclosure Category: Third Party

What is your position title in this: Chairman

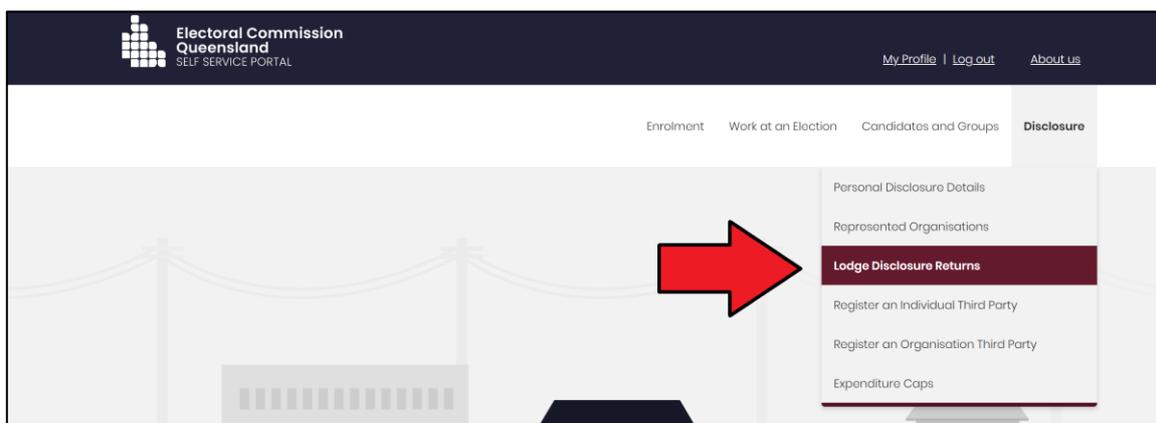
23. You can now lodge returns in EDS by opening the **Disclosure** dropdown menu in the top right then choosing **Lodge Disclosure Returns**.



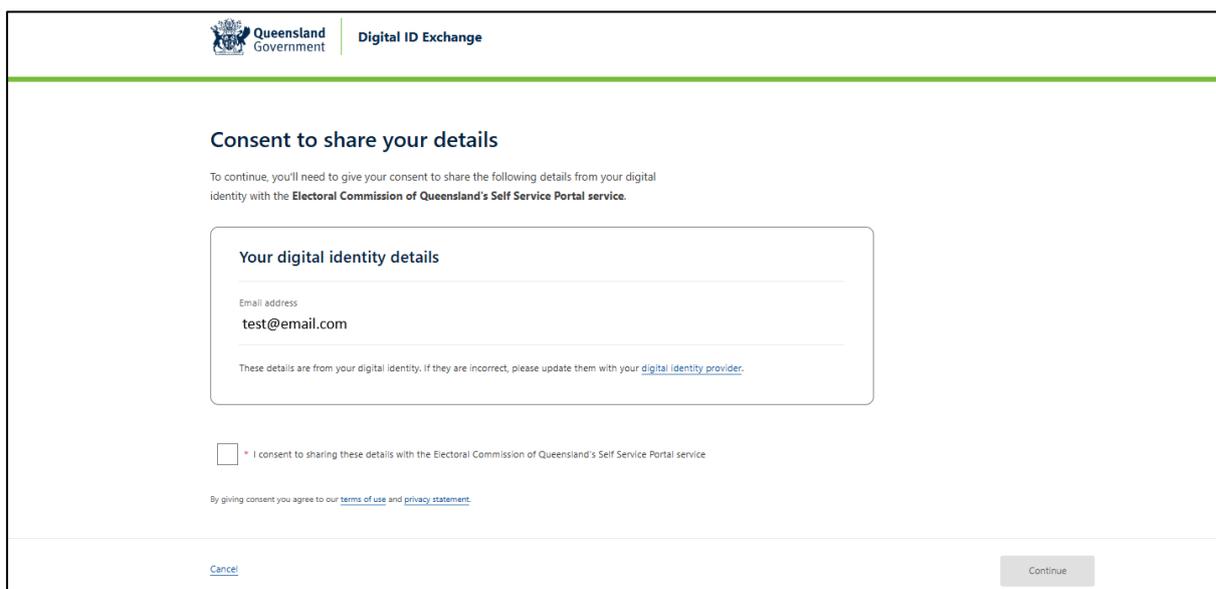
## 4. Logging into EDS

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.

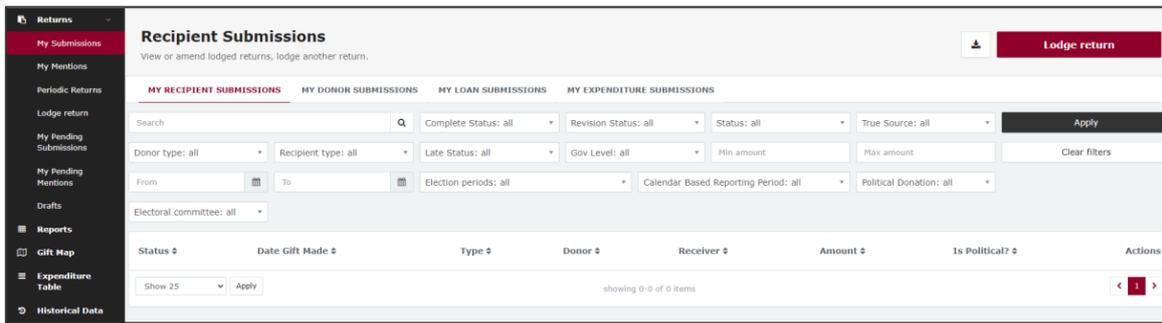
1. When logged into SSP ([selfserv.elections.qld.gov.au](https://selfserv.elections.qld.gov.au)), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



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 a consent form titled 'Consent to share your details'. The form is part of the 'Queensland Government Digital ID Exchange'. It 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.' Below this is a box labeled 'Your digital identity details' containing an 'Email address' field with the value 'test@email.com'. A note below the field says: 'These details are from your digital identity. If they are incorrect, please update them with your [digital identity provider](#).' At the bottom, there is a checkbox with the text: '\* I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. Below the checkbox is a link: 'By giving consent you agree to our [terms of use](#) and [privacy statement](#).' At the very bottom, there are 'Cancel' and 'Continue' buttons.

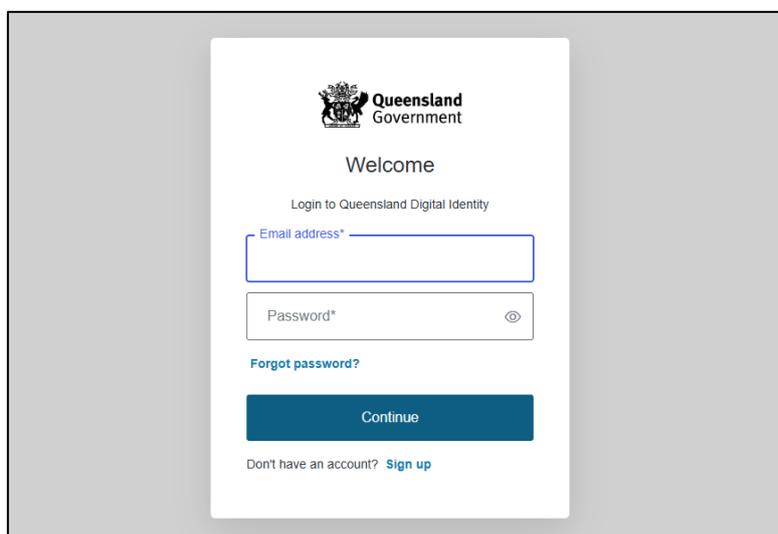
3. You will now see the main page of EDS.



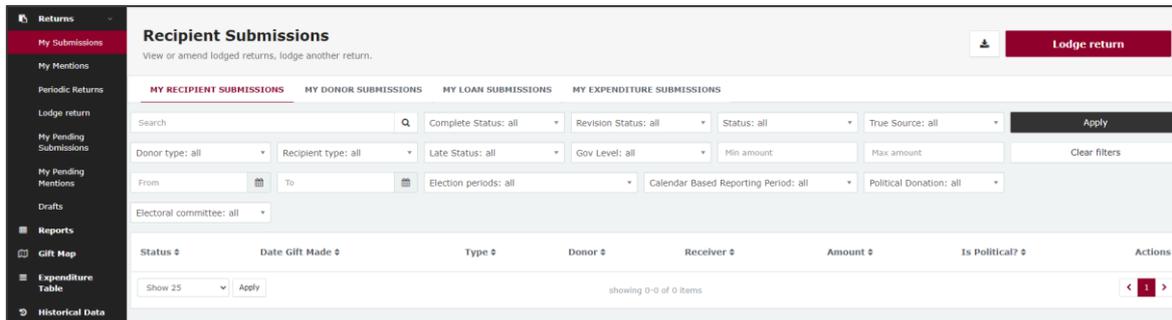
4. You can also access EDS directly at [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au). Choose **Login/Register** in the top right-hand corner.



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



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.



## 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.

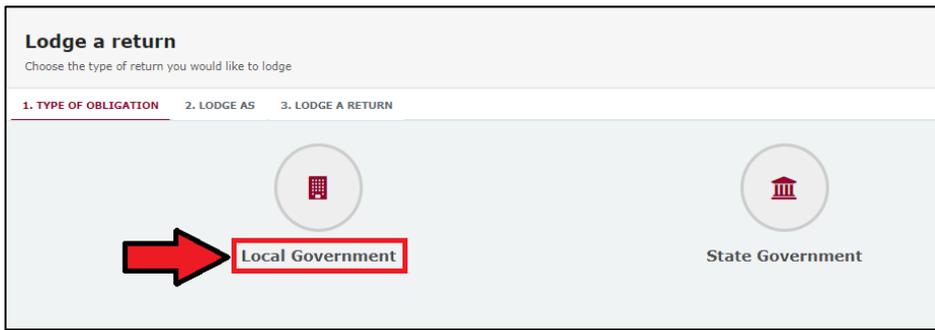
To submit an election summary return as a broadcaster, skip to [section 5.2](#).

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

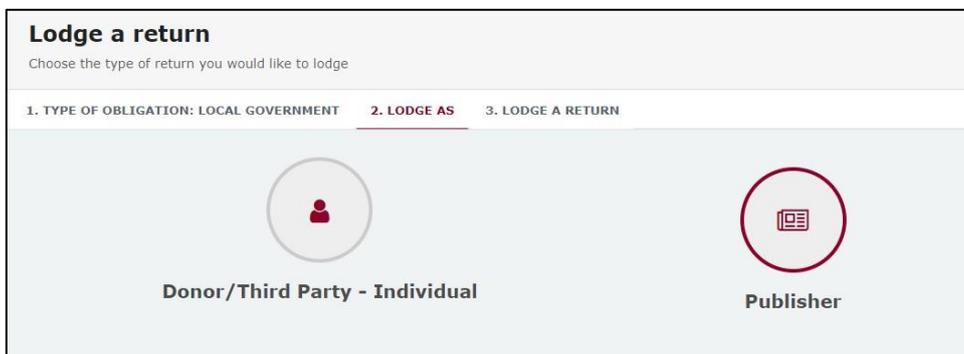
When you are logged into EDS, you will see the below screen. To begin lodging your election summary return, choose the maroon 'Lodge return' button in the upper right corner.

The screenshot shows the 'Recipient Submissions' page in the EDS system. The page has a dark sidebar on the left with navigation options like 'Returns', 'My Submissions', 'My Mentions', 'Periodic Returns', 'Lodge return', 'My Pending Submissions', 'My Pending Mentions', 'Drafts', 'Reports', 'Gift Map', 'Expenditure Table', 'Historical Data', and 'Help Centre'. The main content area is titled 'Recipient Submissions' and includes a subtitle 'View or amend lodged returns, lodge another return.' A maroon 'Lodge return' button is located in the top right corner, highlighted by a white arrow. Below the title, there are four tabs: 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab is active. The page contains a search bar and several filter dropdowns: 'Complete Status: all', 'Revision Status: all', 'Status: all', 'True Source: all', 'Donor type: all', 'Recipient type: all', 'Late Status: all', 'Gov Level: all', 'Min amount', 'Max amount', 'Election periods: all', 'Calendar Based Reporting Period: all', 'Political Donation: all', and 'Electoral committee: all'. There is an 'Apply' button and a 'Clear filters' button. Below the filters is a table with columns: 'Status', 'Date Gift Made', 'Type', 'Donor', 'Receiver', 'Amount', 'Is Political?', and 'Actions'. The table currently shows 'showing 0-0 of 0 items' and a '1' in a red box in the bottom right corner.

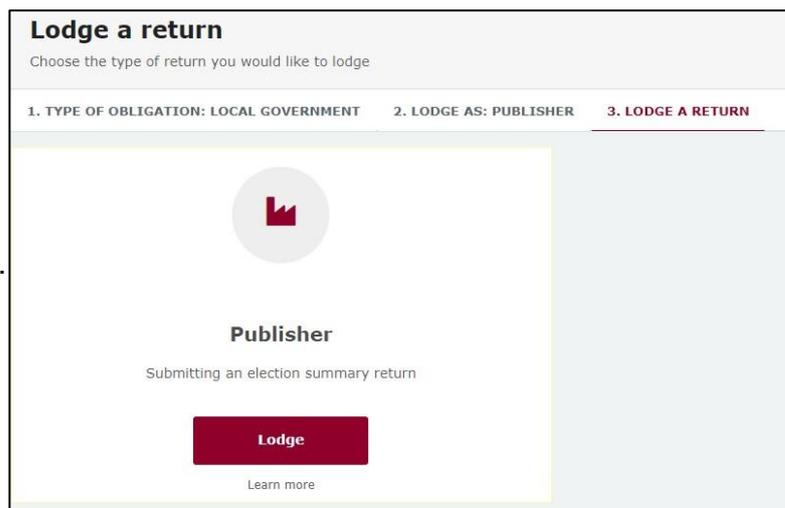
1. Under Type of Obligation, select **Local Government**.



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



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



- 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

---

**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

- 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

+ 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.

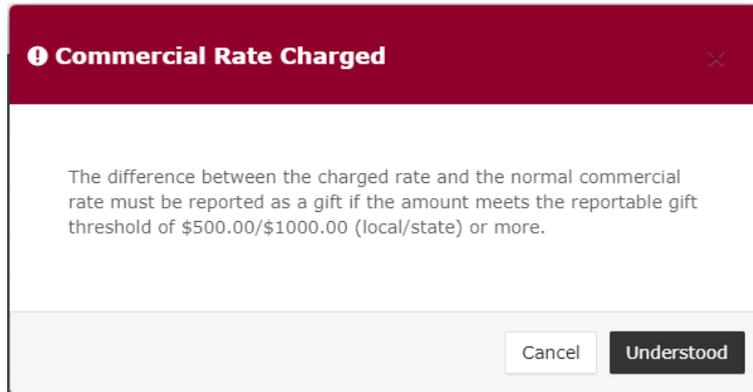
**Advertisement**

Publication name or website\* It's a Dog's Life Who requested advertisement\* Coco Poodle Publication date\* 06/03/2024 Amount\* 295.00

Journal page and space\* page 14, bottom half of page Who authorised advertisement\* Coco Poodle Commercial rate charged\* Yes 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.

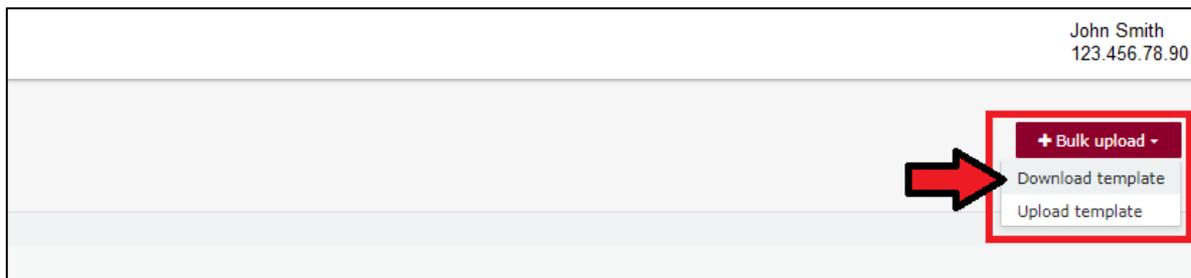
Choose **Understood** to continue and refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) for more information about how to lodge a gift.



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

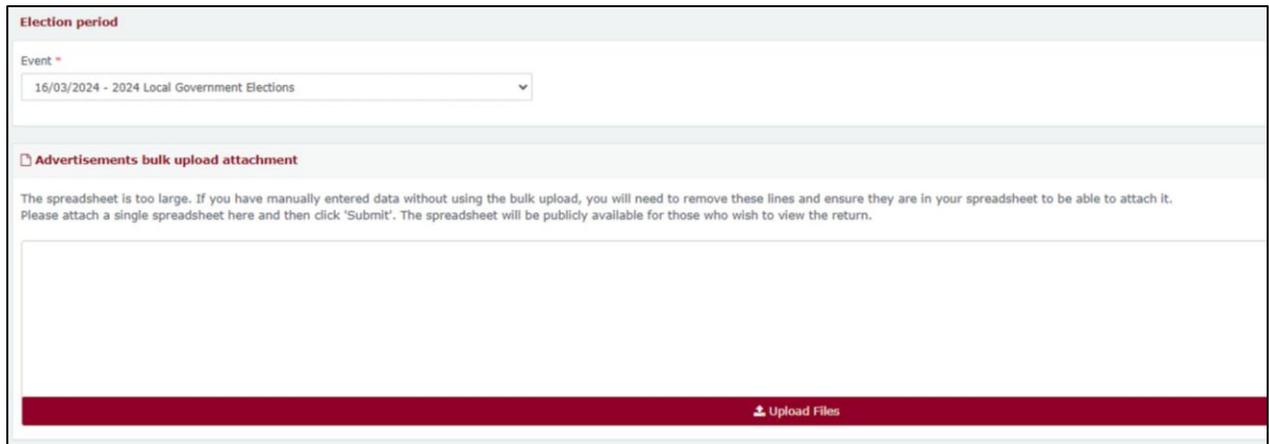
10. Save the file to a safe location on your device.

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.

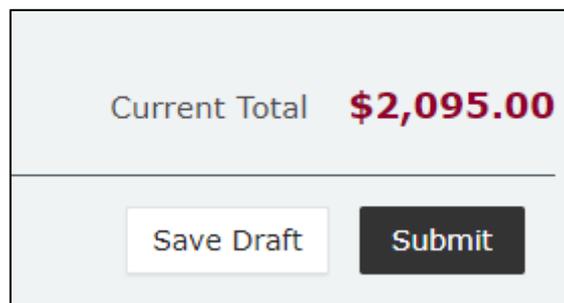
12. If your spreadsheet is very large, when you try to upload it, you may receive a message asking you to attach the spreadsheet instead.



The screenshot shows a web form titled "Election period". At the top, there is 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 header. The text in this section reads: "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." Below the text is a large empty rectangular area for file upload. At the bottom of the form, there is a red bar with the text "Upload Files" and a small upload icon.

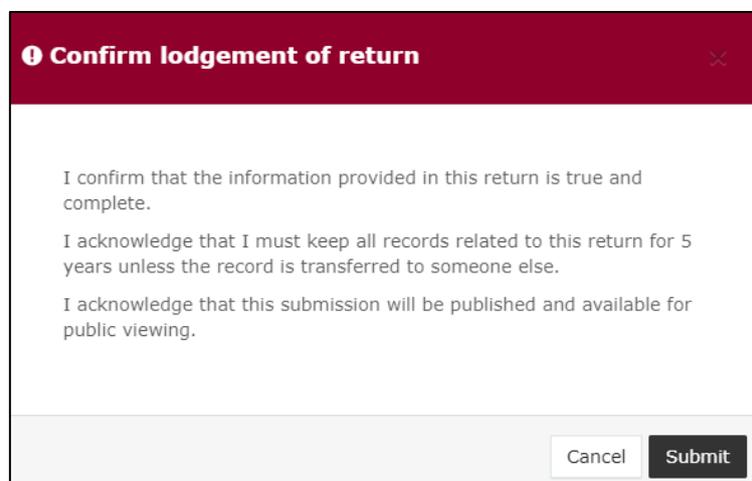
13. Select the bulk upload spreadsheet from where it is saved on your device and upload the file as an attachment.

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



The screenshot shows a summary section with a light gray background. It displays "Current Total" followed by "\$2,095.00" in a large, bold, red font. Below this, there are two buttons: a white button with a gray border labeled "Save Draft" and a solid black button labeled "Submit".

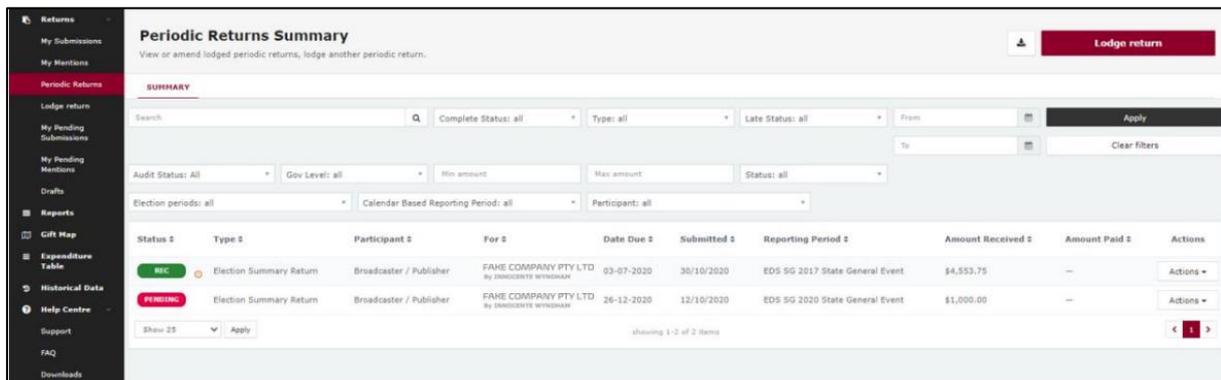
15. Choose **Submit** again to confirm the information you provided is accurate.



The screenshot shows a dialog box with a dark red header that says "Confirm lodgement of return" with a close icon on the right. The main content area is white and contains three lines of text: "I confirm that the information provided in this return is true and complete.", "I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.", and "I acknowledge that this submission will be published and available for public viewing." At the bottom right of the dialog, there are two buttons: a white button with a gray border labeled "Cancel" and a solid black button labeled "Submit".

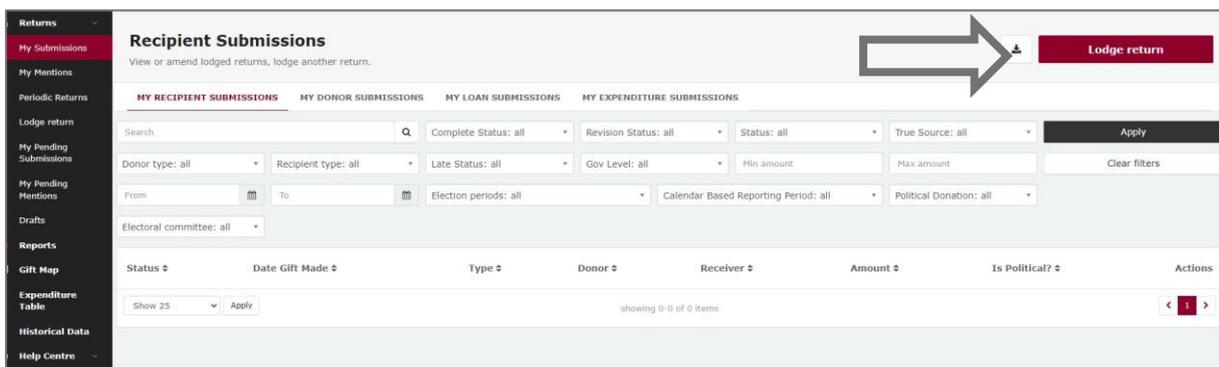
16. Once submitted, the election summary return displays in the **Periodic returns** menu and on the public reports page.

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

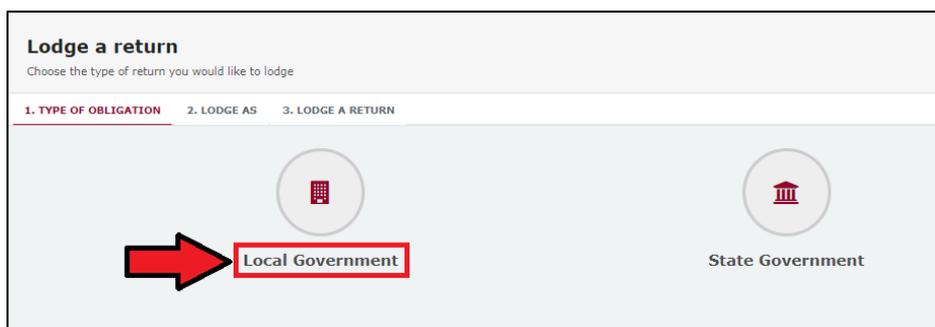


## 5.2 Submitting an election summary return as a broadcaster

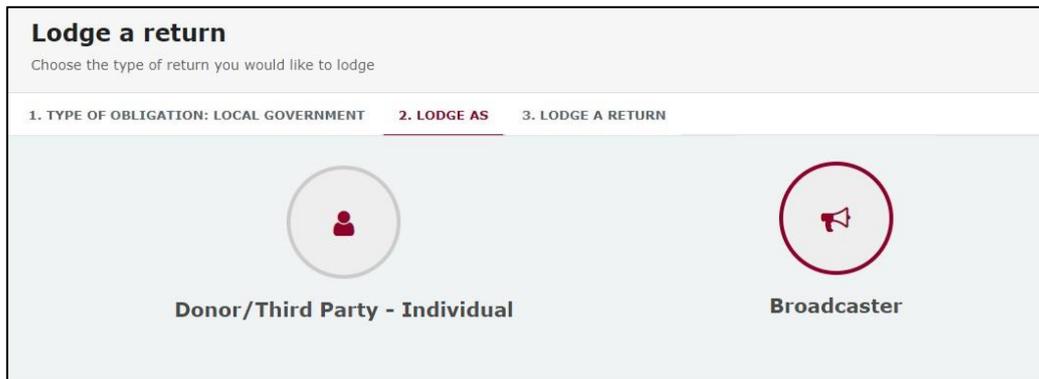
When you are logged into EDS, you will see the below screen. To begin lodging your election summary return, choose the maroon **Lodge return** button in the upper right corner.



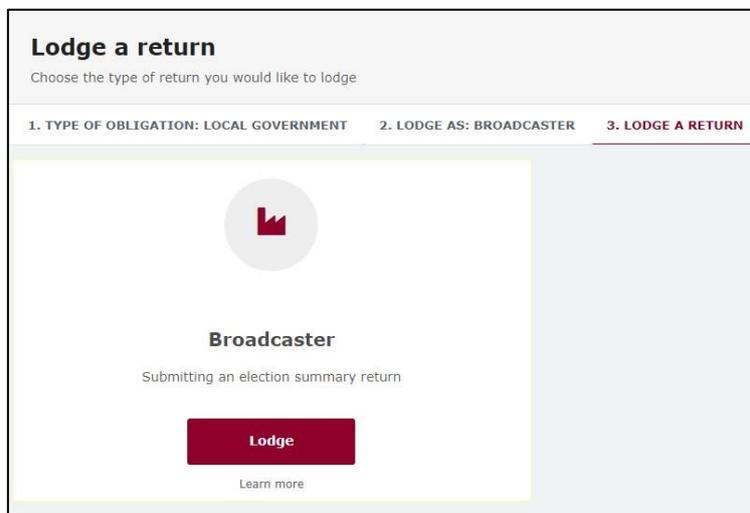
1. Under Type of Obligation, select **Local Government**.



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



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



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**

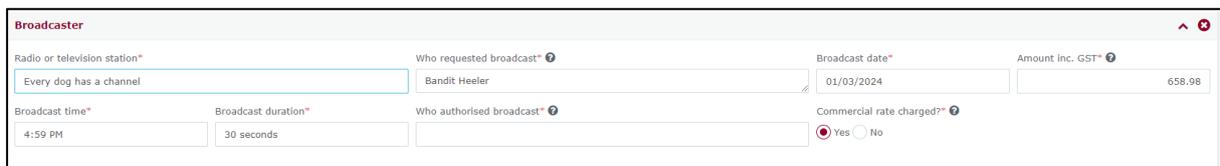
The screenshot shows the 'Broadcaster' form for submitting an election summary return. It includes a 'Bulk upload' button in the top right. The form is divided into two main sections: 'Submitter details' and 'Election period'.  
**Submitter details:**  
- Full Name\*: Bluey Heeler  
- Business name\*: 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.

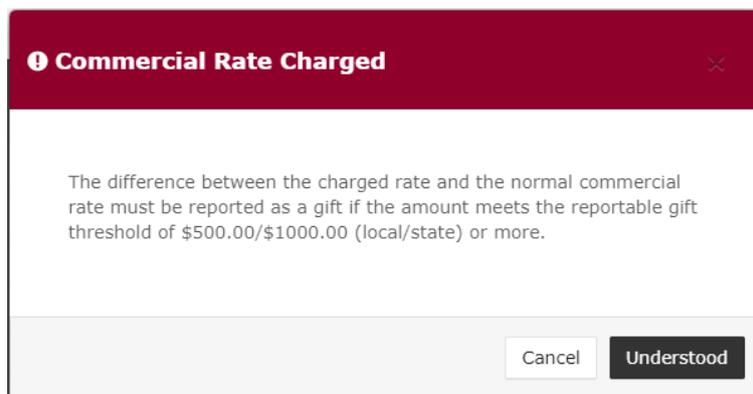


6. In the **Broadcaster** section, enter mandatory fields such as radio or television station, who requested broadcast, broadcast date, broadcast time, etc. Then select **Yes** or **No** to indicate if the commercial rate was charged.



**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).

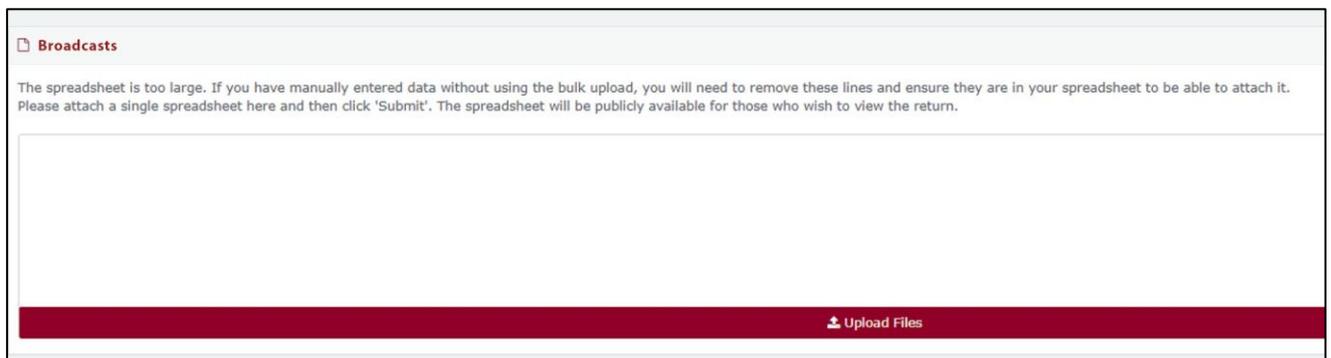
	A	B	C	D	E	F	G	H	I
1	Type	Radio or television station	Broadcast date	Broadcast time	Broadcast duration	Who requested broadcast	Who authorised broadcast	Amount	Commercial rate charged?
2	Broadcaster	DOGX 98.1	11/03/2024	4:54:00 PM	30 seconds	Bob the Builder	Bob the Builder	658.69	Yes
3	Broadcaster	DOGZZ 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**.



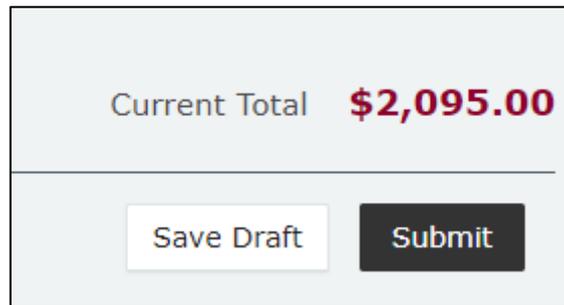
Select the bulk upload spreadsheet from where it is saved on your device to upload the advertisements to EDS.

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.

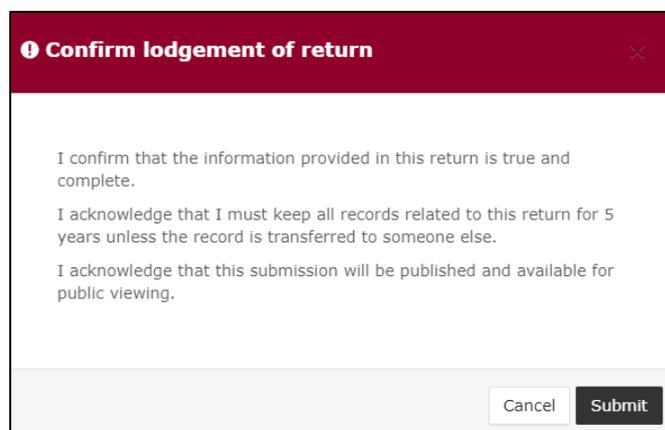
14. Choose **Submit** to finish the return.



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.

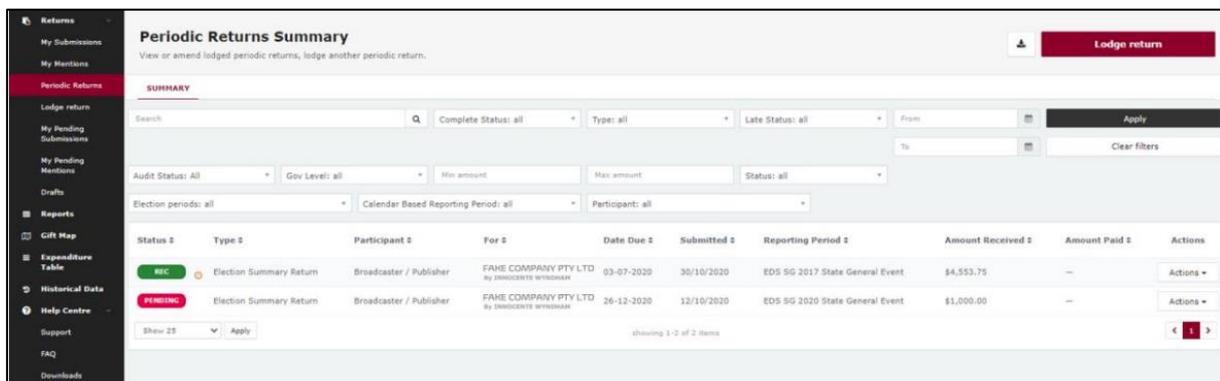
I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

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.

**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	FAWE COMPANY PTY LTD By EMILIOVINCE WYBOSKOH	03-07-2020	30/10/2020	E05 SG 2017 State General Event	\$4,553.75	—	Actions
PENDING	Election Summary Return	Broadcaster / Publisher	FAWE COMPANY PTY LTD By EMILIOVINCE WYBOSKOH	26-12-2020	12/10/2020	E05 SG 2020 State General Event	\$1,000.00	—	Actions

Show 23 Apply showing 1-2 of 2 items