



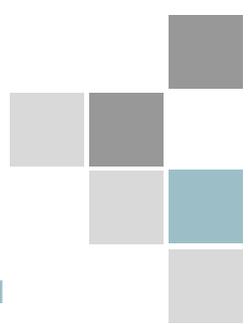
# Electronic Disclosure System (EDS) for Broadcasters and Publishers

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

**USER GUIDE**

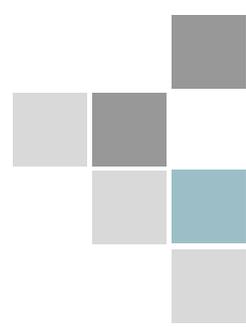
VERSION: MARCH 2026

# 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](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

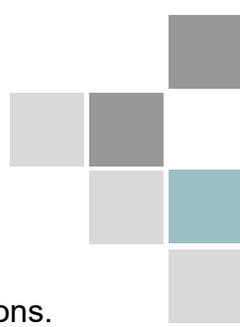
Office location: Level 20, 1 Eagle Street, Brisbane, Queensland

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. 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.

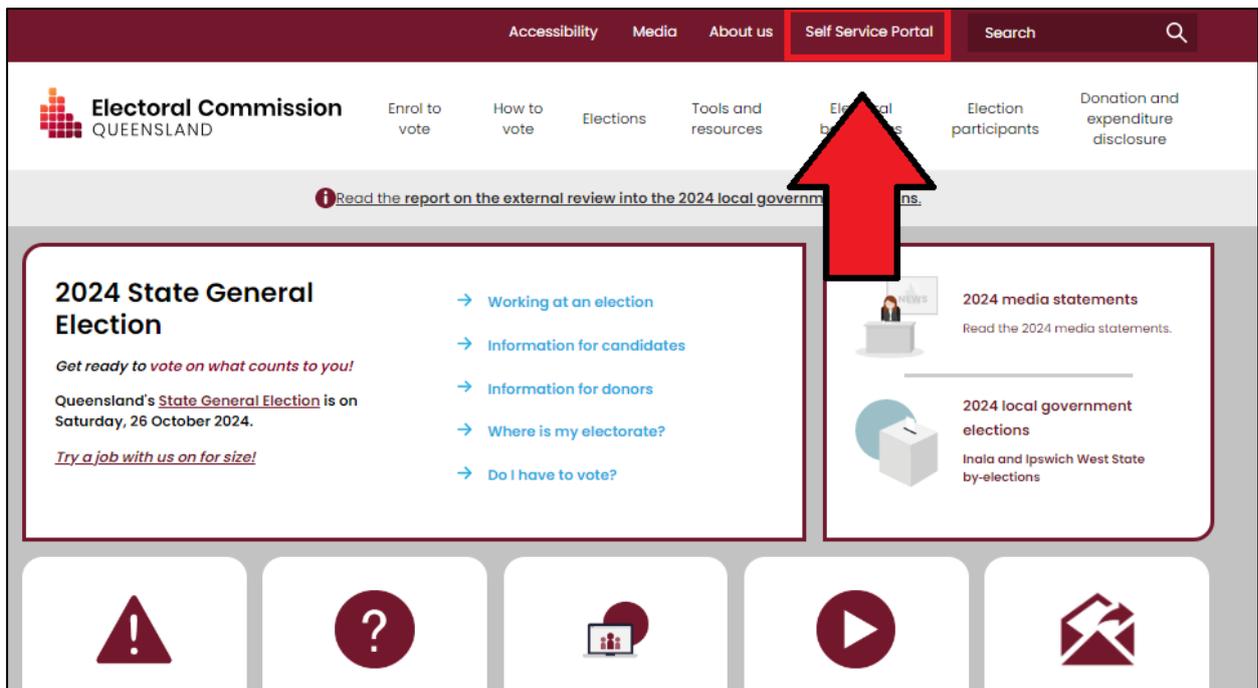
### 3. Accessing the Self Service Portal

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](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](#).

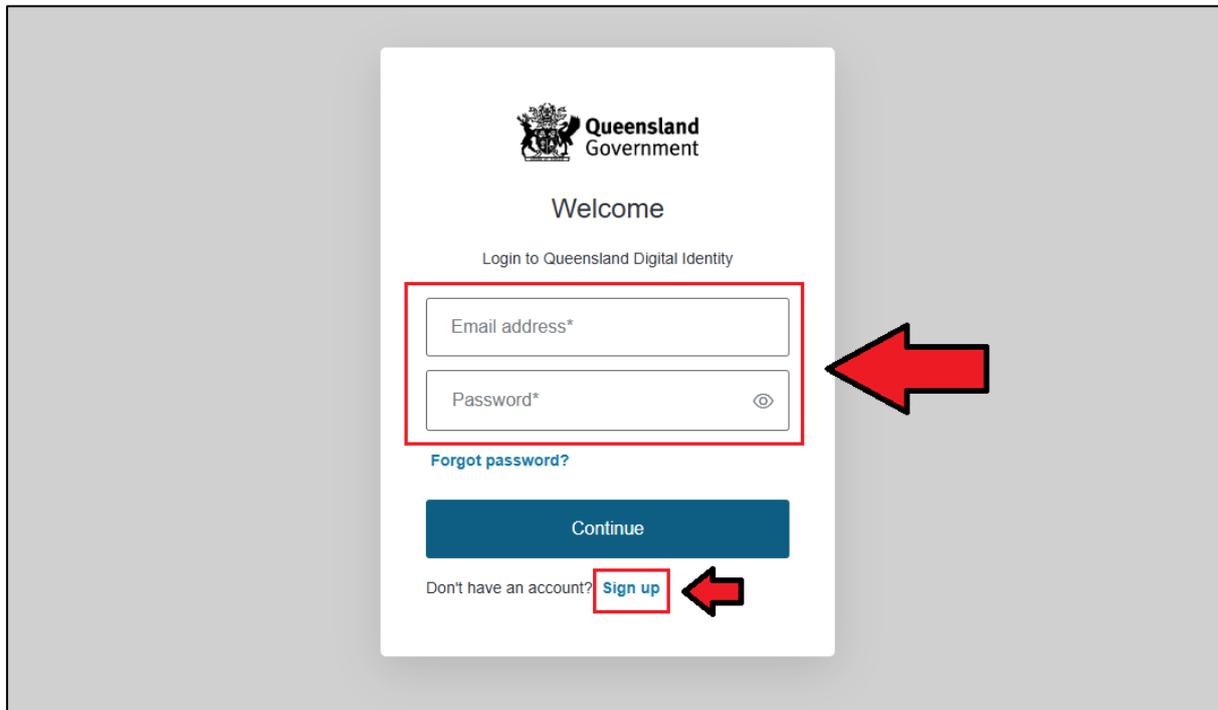
**Continue with QDI (formerly known as QGOV)**

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\*

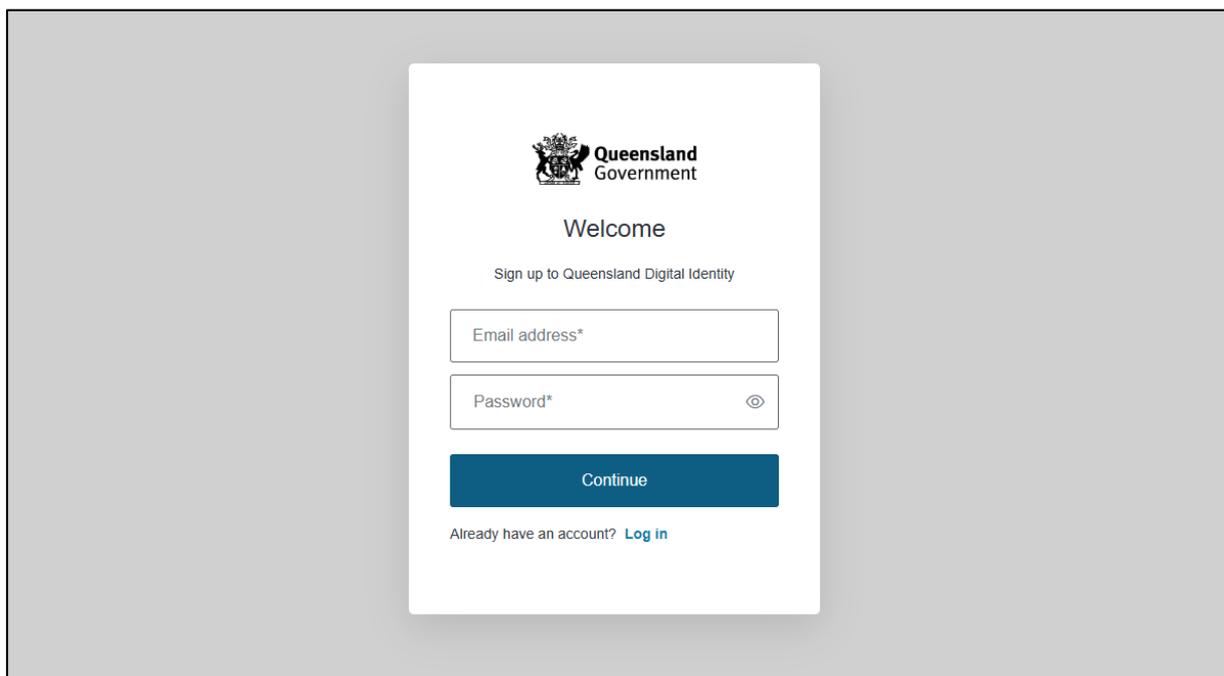
Password\*

[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.

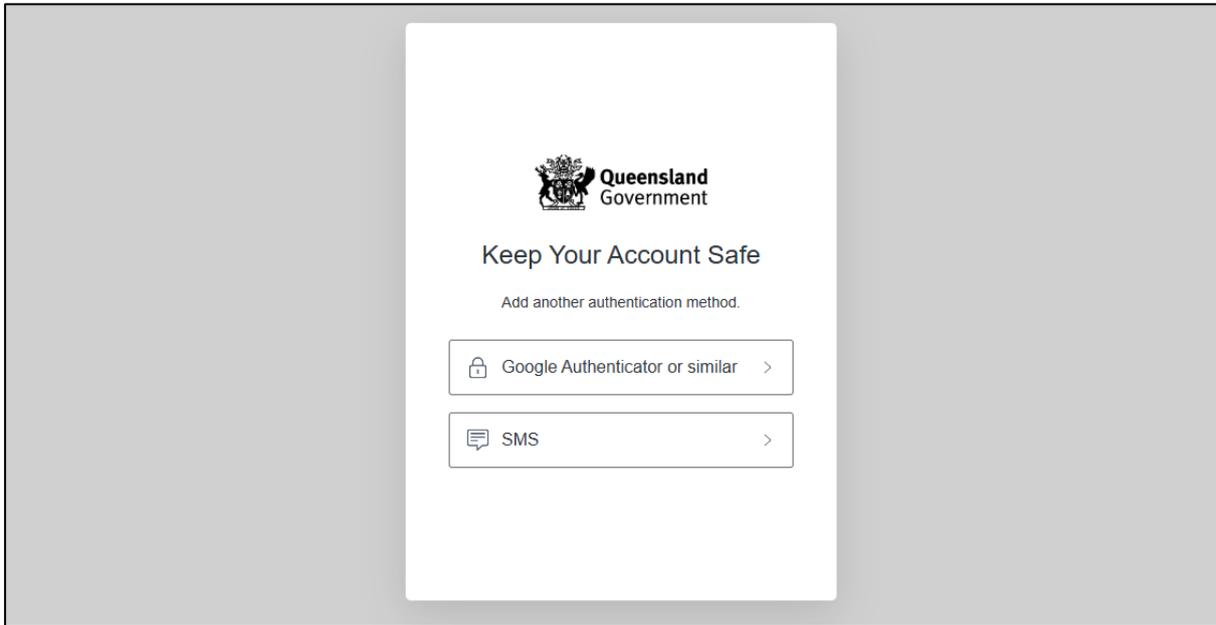
7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

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.

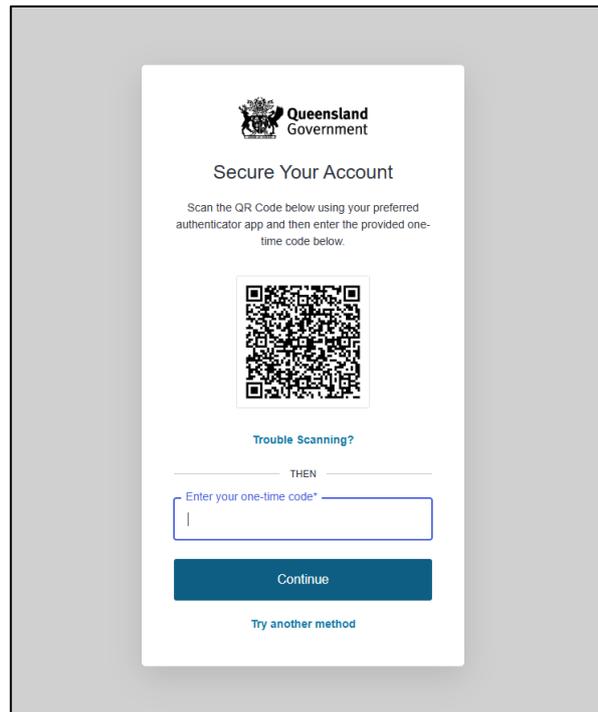
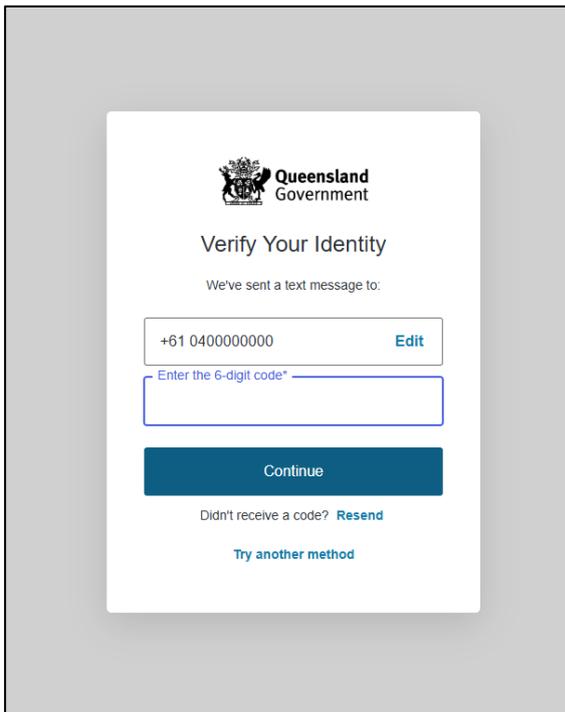
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

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.

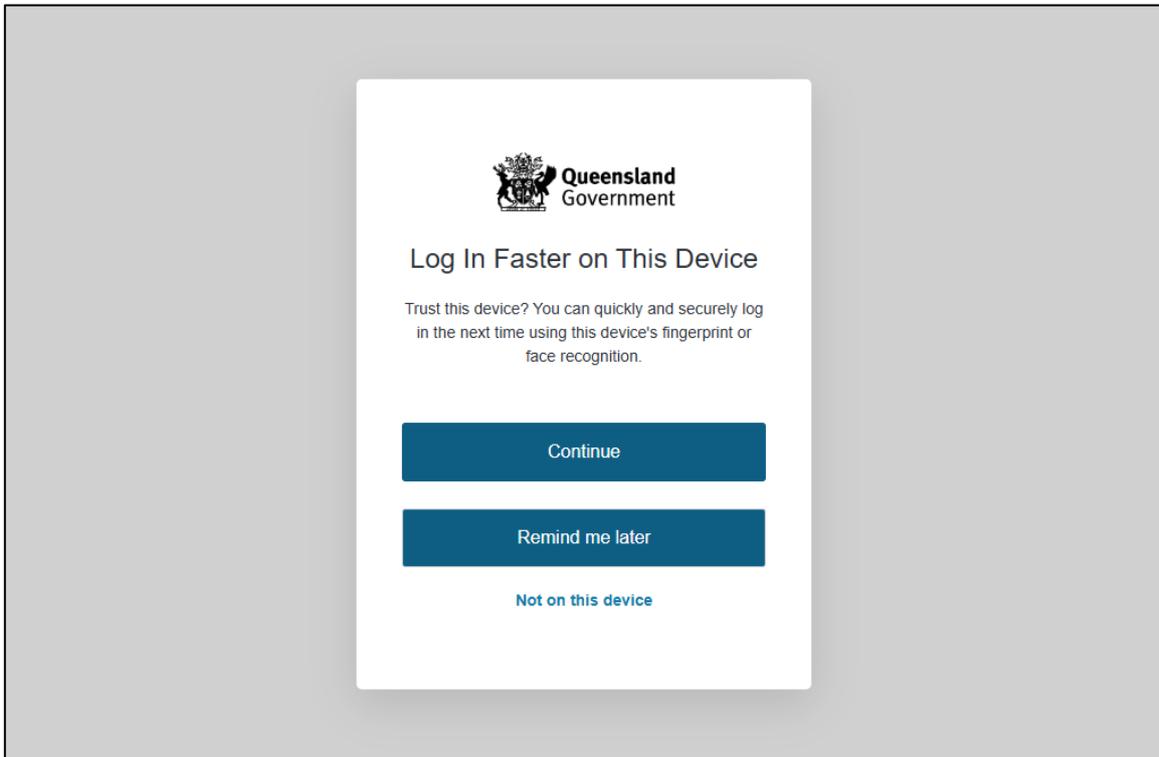


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

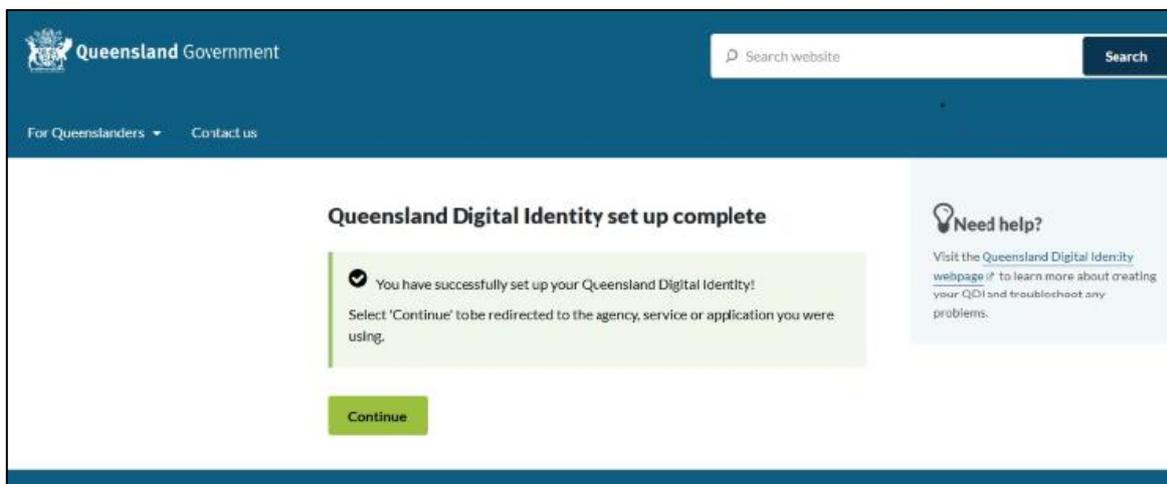


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

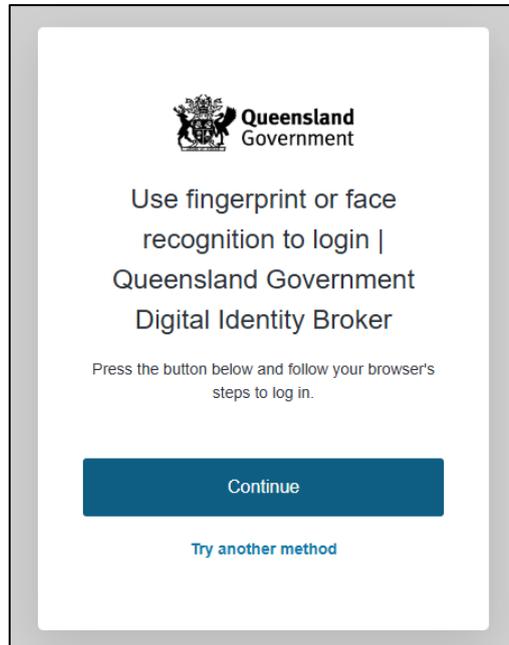
If you are not on a trusted device, click **Not on this device**.



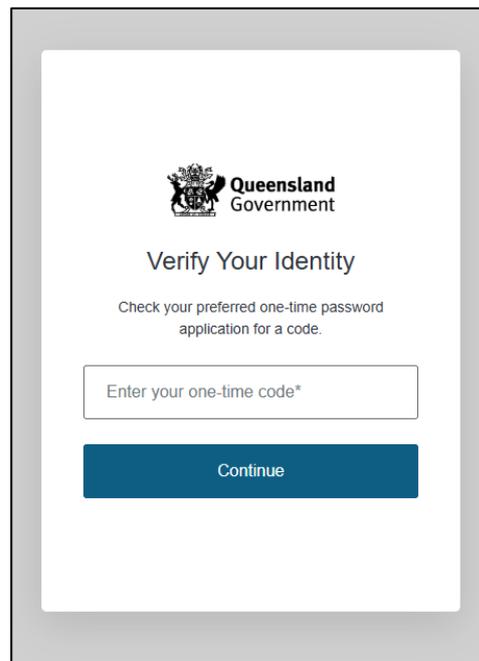
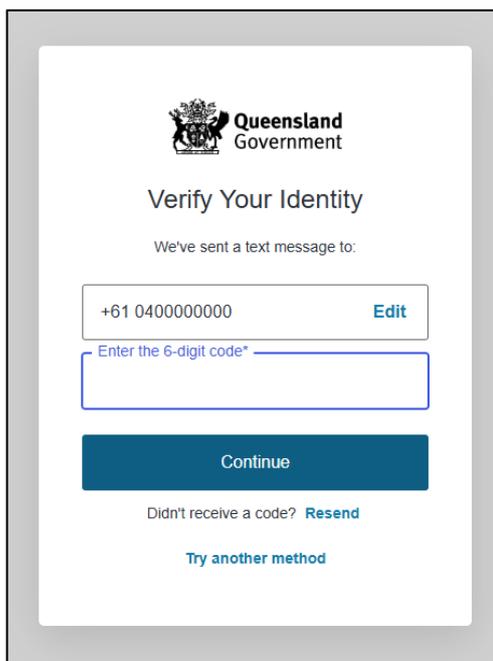
11. After successfully setting up your account, click **Continue**.



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 and 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. A note at the bottom left says: 'By giving consent you agree to our [terms of use](#) and [privacy statement](#).'

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 in the 'Electoral Commission Queensland SELF SERVICE PORTAL'. The top navigation bar includes '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 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**.

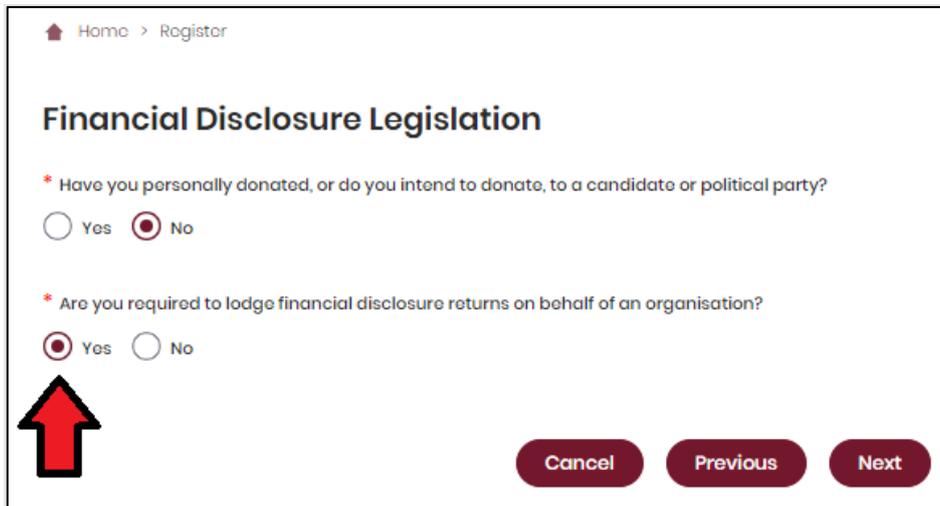
If your address has been verified against the electoral roll, your address will be pre-filled and so not able to be edited. If you need to change these details, please visit the AEC at [aec.gov.au](http://aec.gov.au).

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 it, a note states: "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, a note states: "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

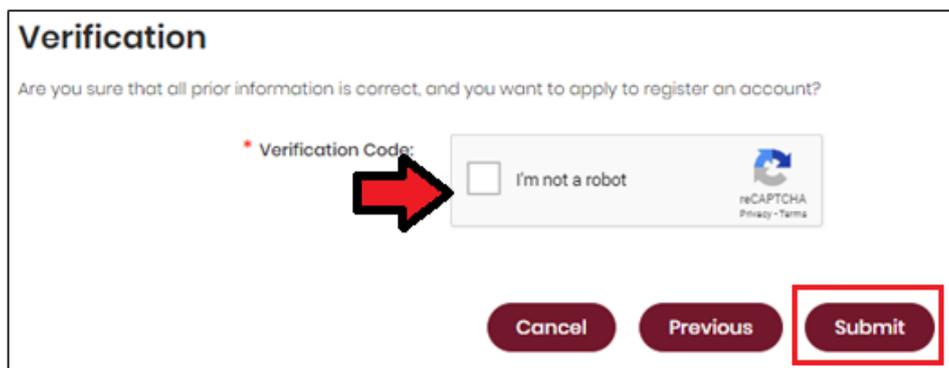
\* Have you personally donated, or do you intend to donate, to a candidate or political party?

Yes  No

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

Yes  No

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.



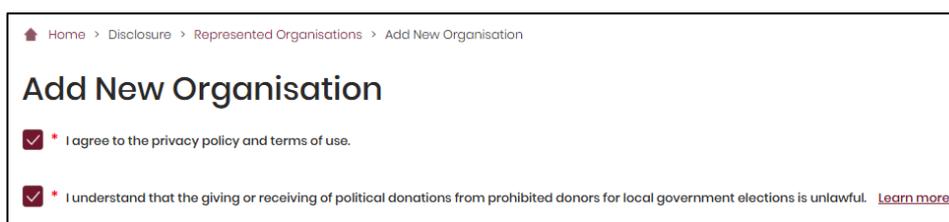
### Verification

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

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 your broadcaster or 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:

A red arrow points to the 'Yes' radio button, and another red arrow points to the 'Validate' button.

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:

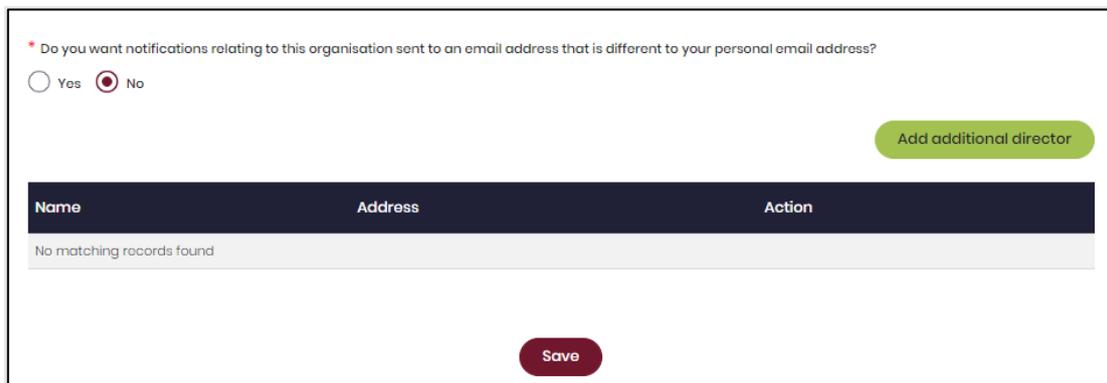
Financial Disclosure Category:  
 Donor or third party incurring expenditure for political activity  
 Publisher  
 Associated Entity (to a Political Party)  
 Broadcaster

Physical Address  
 Overseas Address

Google Address Search:

A red arrow points to the 'Publisher' radio button.

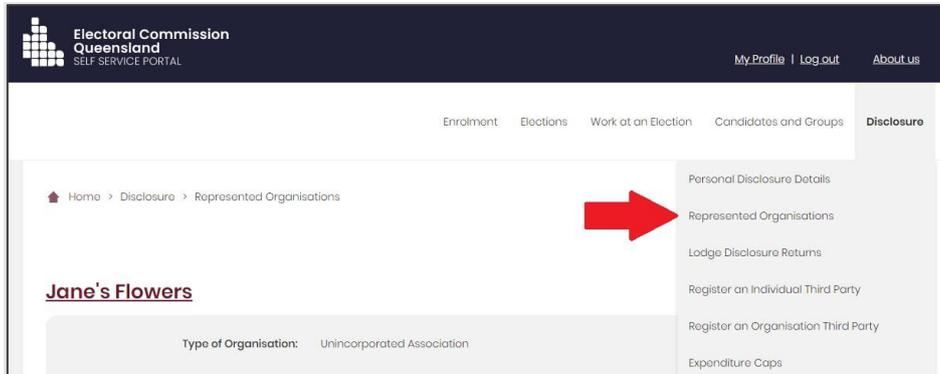
21. After completing all required fields, choose **Save** to add the organisation to your SSP profile.



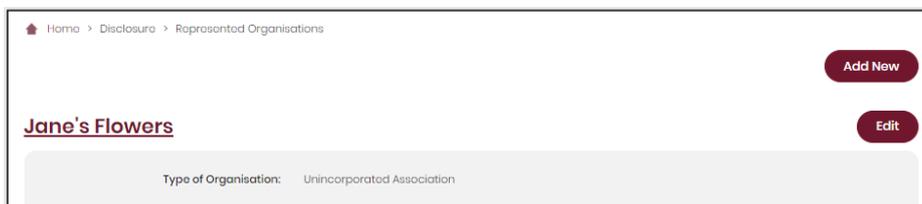
\* Do you want notifications relating to this organisation sent to an email address that is different to your personal email address?  
 Yes  No

| Name                      | Address | Action |
|---------------------------|---------|--------|
| No matching records found |         |        |

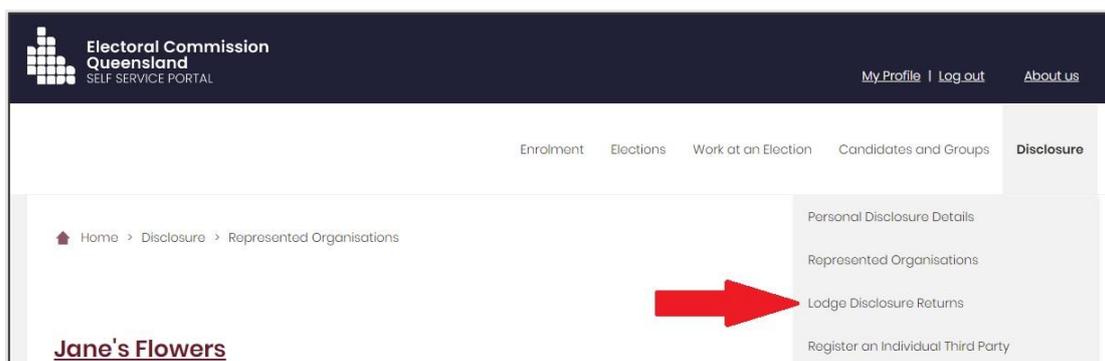
22. You can view and edit the organisations you represent in SSP at any time by opening the **Disclosure** dropdown menu at the top right of the screen then choosing **Represented Organisations**.



- 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.



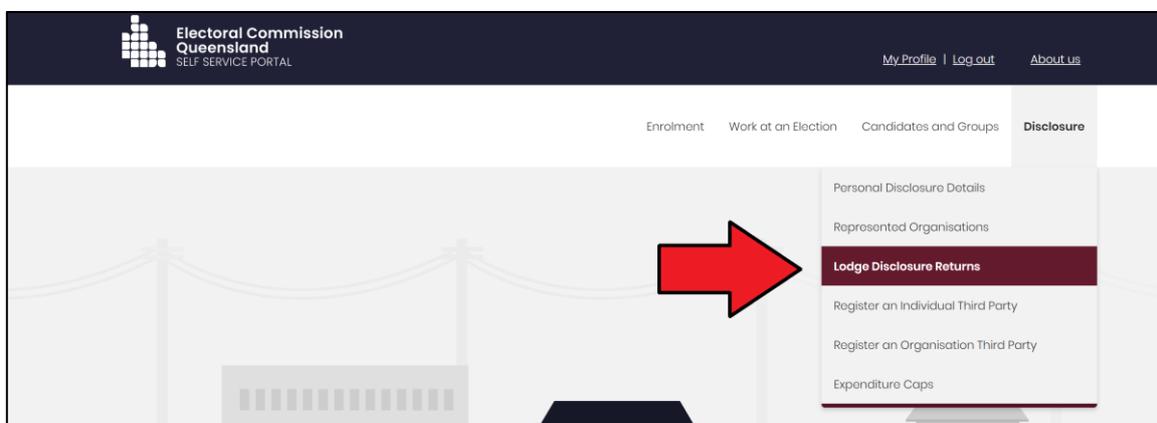
23. You can now lodge returns in the Electronic Disclosure System (EDS) by opening the **Disclosure** dropdown menu in the top right then choosing **Lodge Disclosure Returns**.



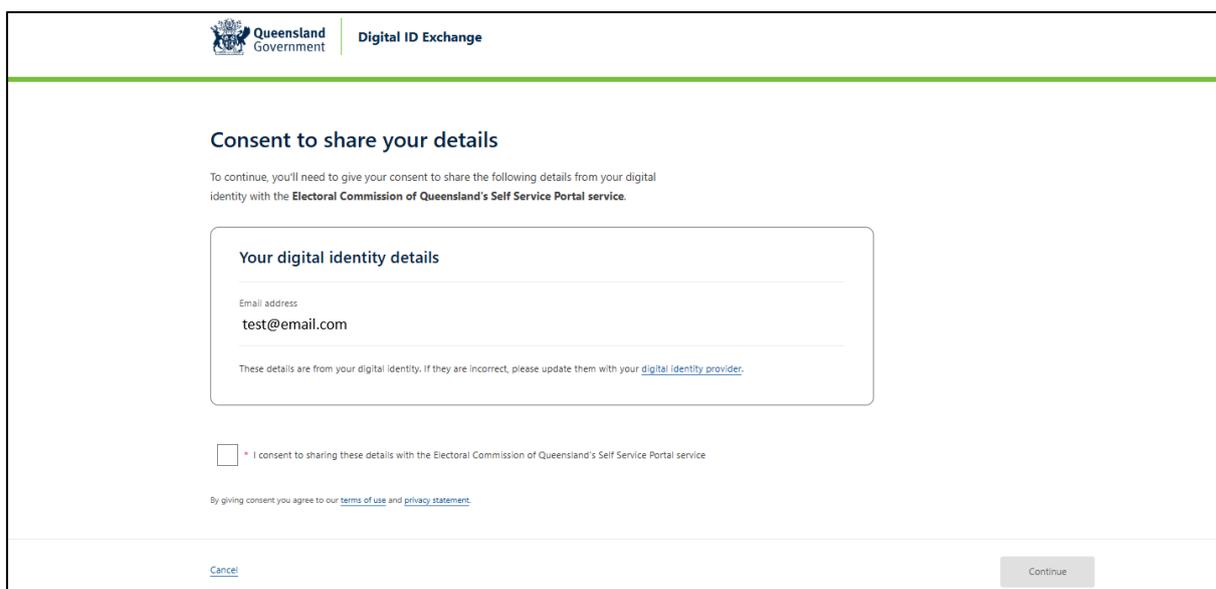
## 4. Logging into EDS

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.

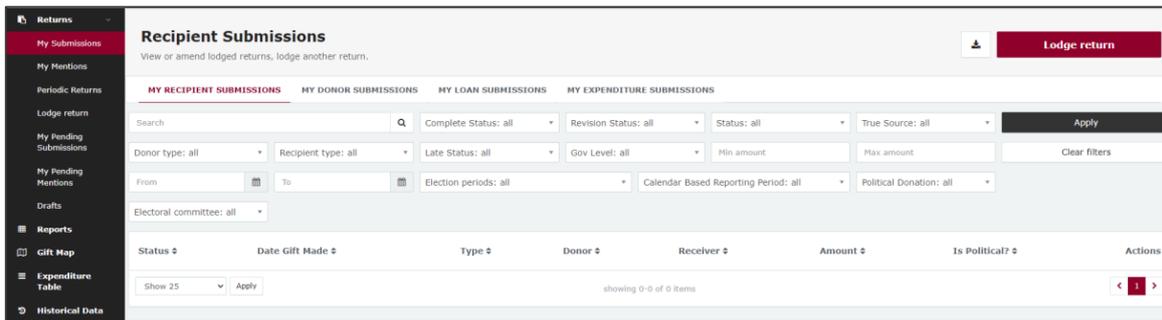
1. When logged into SSP ([selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au)), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



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

A screenshot of a consent form titled 'Consent to share your details'. The header shows the Queensland Government logo and 'Digital ID Exchange'. The text reads: '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 titled 'Your digital identity details' containing an 'Email address' field with the value '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](#).' 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' and a link to 'terms of use and privacy statement'. 'Cancel' and 'Continue' buttons are at the bottom.

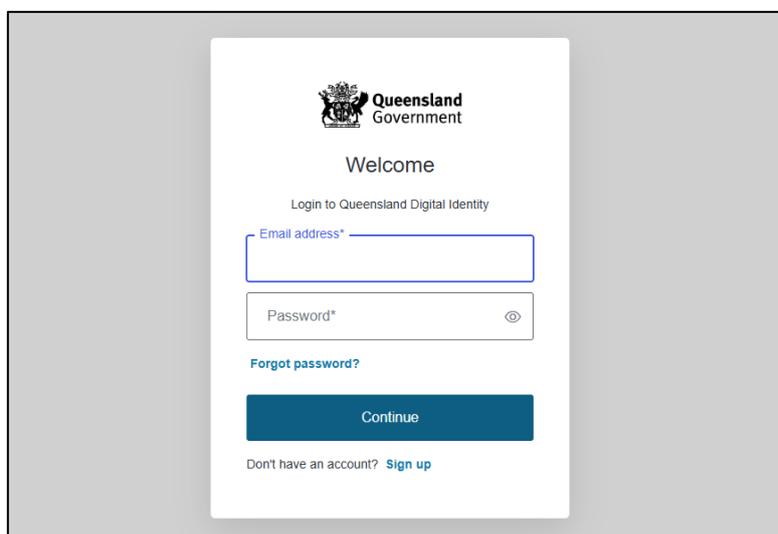
3. You will now see the main page of EDS.



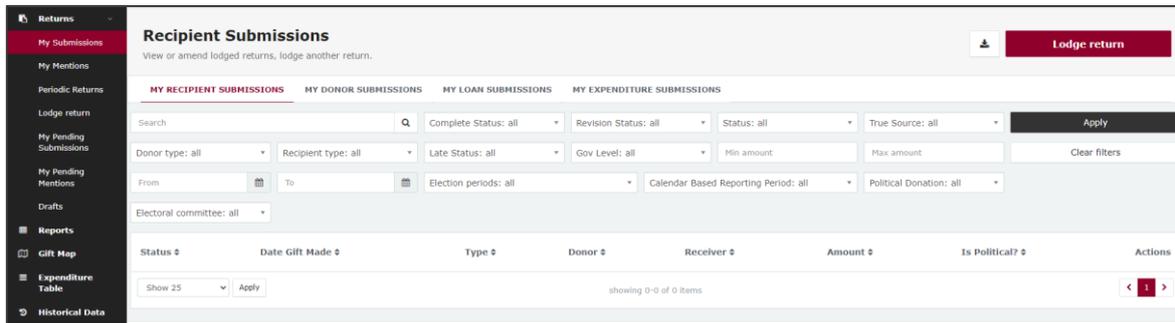
4. You can also access EDS directly at [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au). Choose **Login/Register** in the top right-hand corner.



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

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.

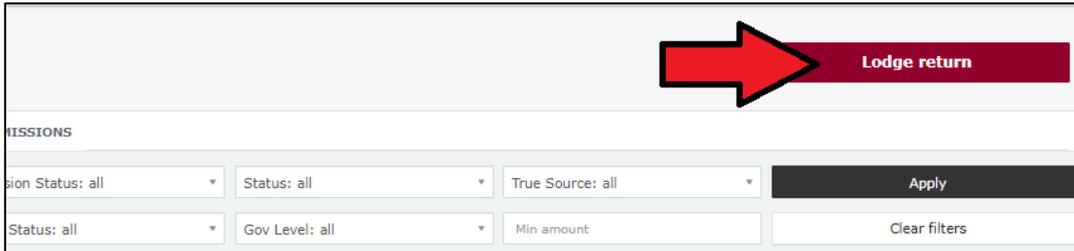
To submit an election summary return as a **broadcaster**, continue to [section 5.1](#).

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

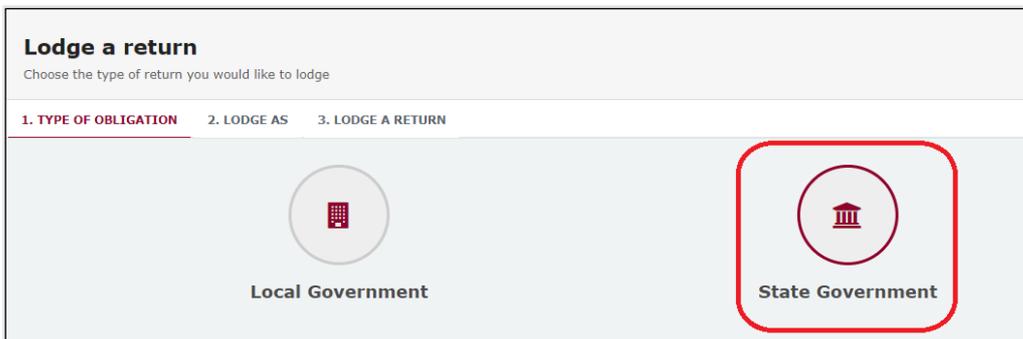
## 5.1 Submitting an election summary return for a broadcaster

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

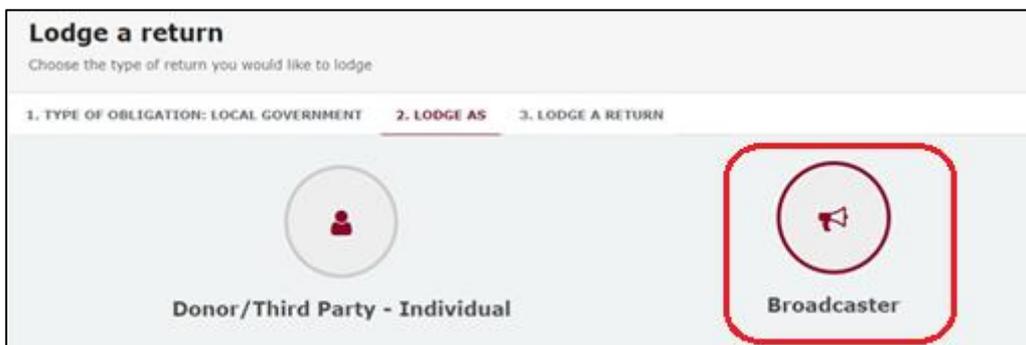
1. Click the maroon **Lodge return** button in the upper right corner of EDS.



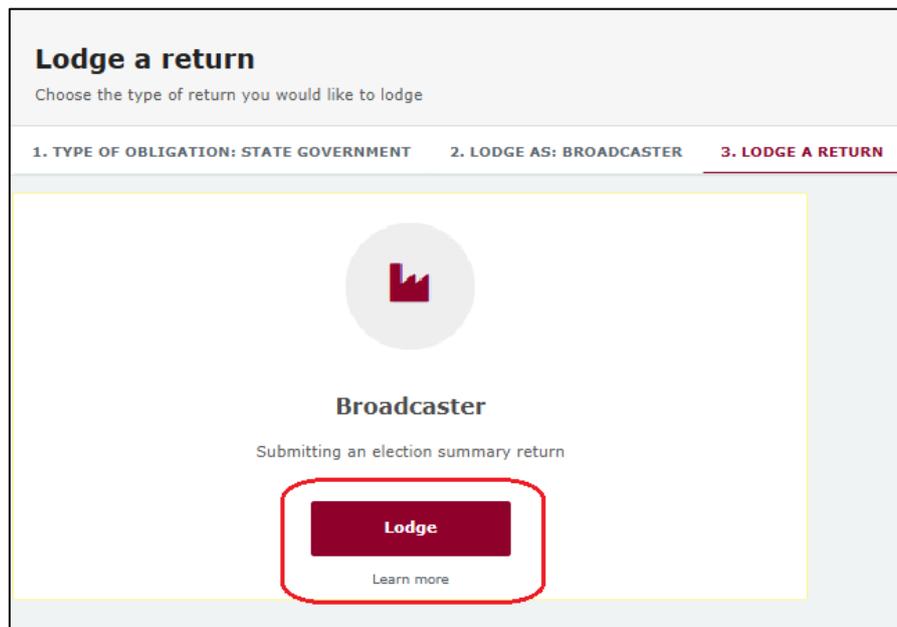
2. Under Type of Obligation, select **State Government**.



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



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



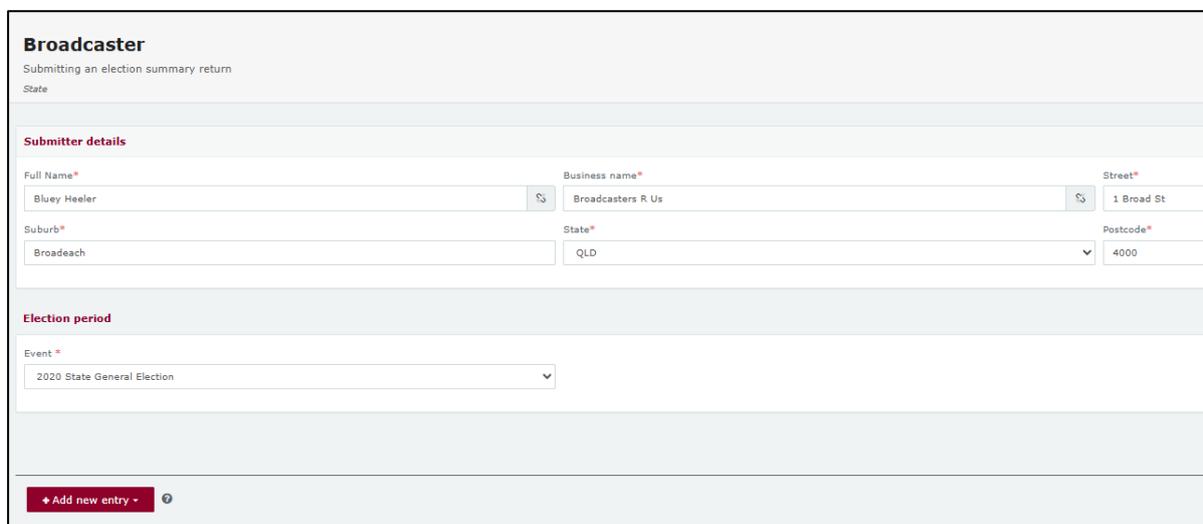
**Lodge a return**  
Choose the type of return you would like to lodge

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\*  
Bluey Heeler

Business name\*  
Broadcasters R Us

Street\*  
1 Broad St

Suburb\*  
Broedeach

State\*  
QLD

Postcode\*  
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.

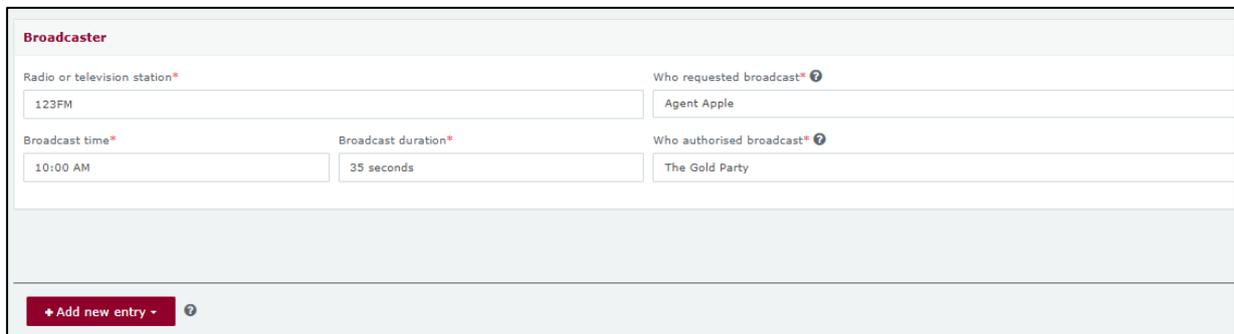
If you have many advertisements to disclose, skip to [step 10](#).

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



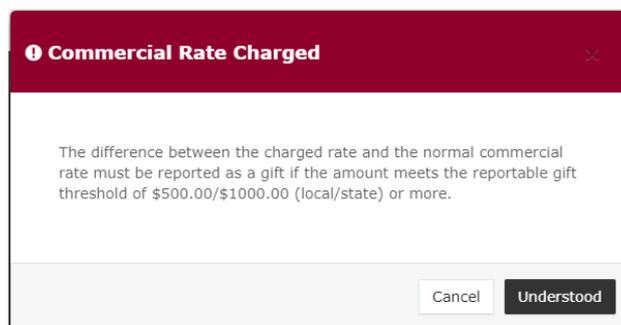
The screenshot shows a form titled "Election period". At the top, there is a section for "Event \*" with a dropdown menu currently showing "2020 State General Election". Below this, there is a red button labeled "+ Add new entry" with a small question mark icon to its right. A red rounded rectangle highlights the button, and a large red arrow points from the right towards the button.

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 the value "123FM"; "Who requested broadcast\*" with the value "Agent Apple"; "Broadcast time\*" with the value "10:00 AM"; "Broadcast duration\*" with the value "35 seconds"; and "Who authorised broadcast\*" with the value "The Gold Party". At the bottom left of the form, 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.



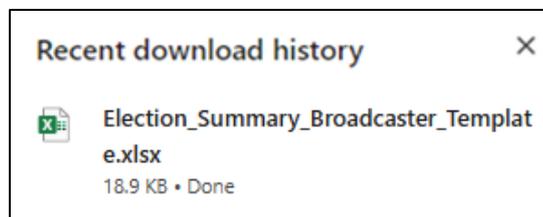
The screenshot shows a dialog box with a red header that says "Commercial Rate Charged". The main text reads: "The difference between the charged rate and the normal commercial rate must be reported as a gift if the amount meets the reportable gift threshold of \$500.00/\$1000.00 (local/state) or more." 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.

The image shows a screenshot of an Excel spreadsheet. The spreadsheet has a table with the following columns: Type, Radio or television station, Broadcast date, Broadcast time, Broadcast duration, Who requested broadcast, Who authorised broadcast, Amount, and Commercial rate charged?. The table contains three rows of data. The first row is a header row. The second row shows a broadcaster '123FM' on '10/10/2024' at '10:22:00 AM' for '23 seconds', requested by 'Agent Apple' and authorized by 'The Gold Party', with an amount of '2000' and a commercial rate of 'Yes'. The third row shows a broadcaster '123FM' on '15/10/2025' at '2:59:00 PM' for '14 seconds', requested by 'Candy Date' and authorized by 'Candy Date', with an amount of '1650' and a commercial rate of 'Yes'. The spreadsheet also shows the Excel ribbon with various tabs and options.

| 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.

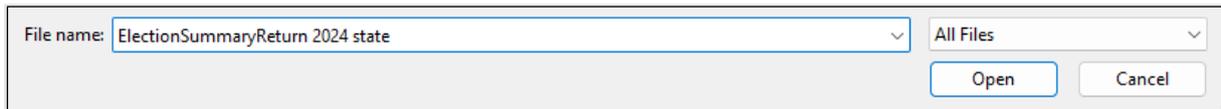
**Handy tip!** To save time, download the bulk upload template at the beginning of the capped expenditure period and complete it as advertisements are broadcast.

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

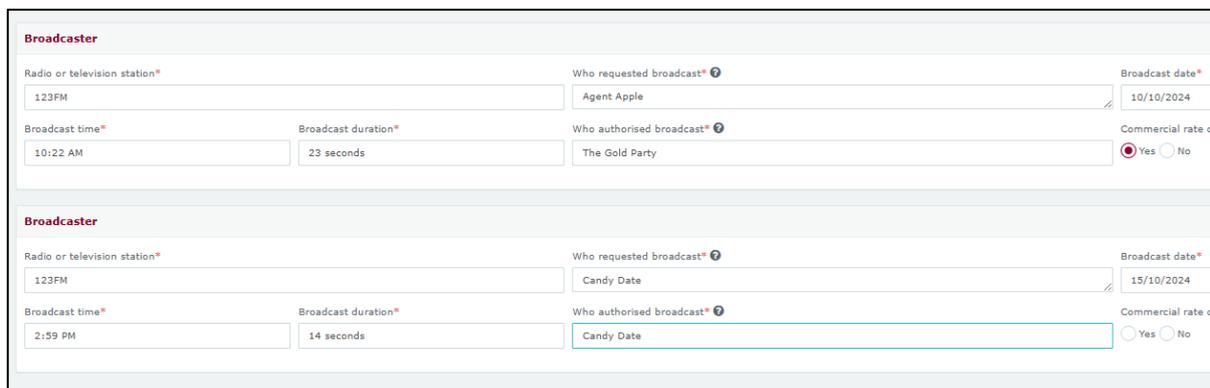
14. Return to EDS and use the **+ Bulk upload** dropdown menu to choose **Upload template**.



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

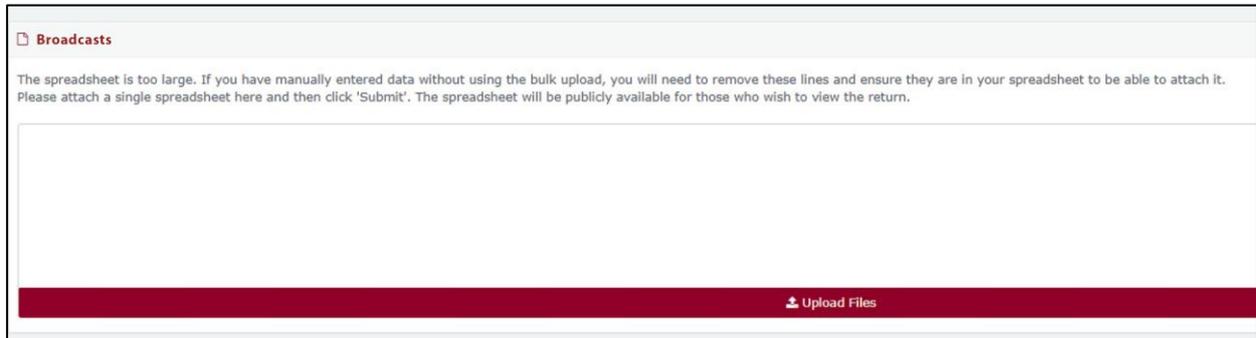


16. The advertisements will populate the page. Check to make sure there are no missing fields or errors.



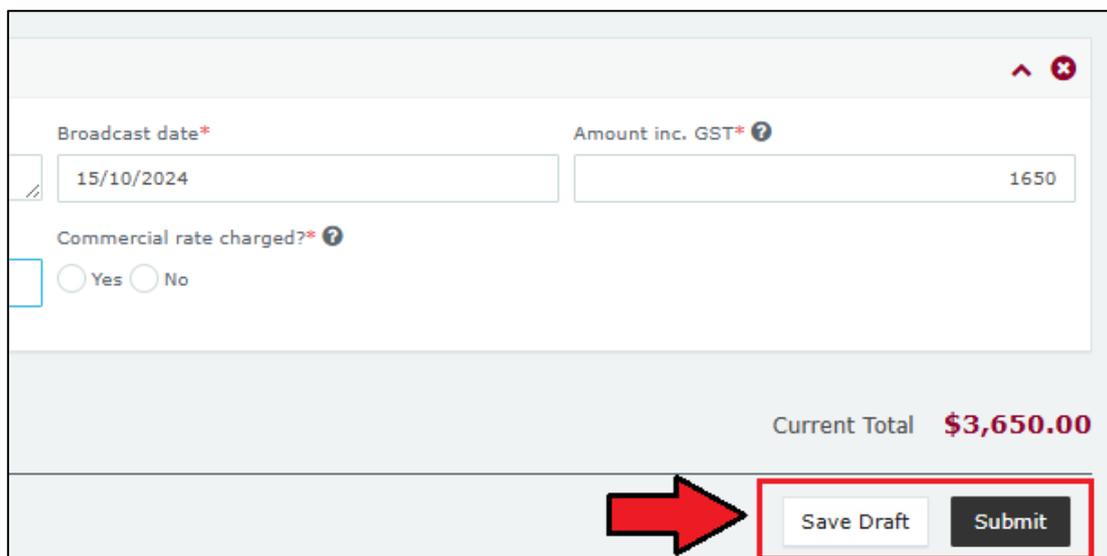
17. If your spreadsheet is very large, when you try to upload it, you may receive a message asking you to attach the spreadsheet instead.

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.

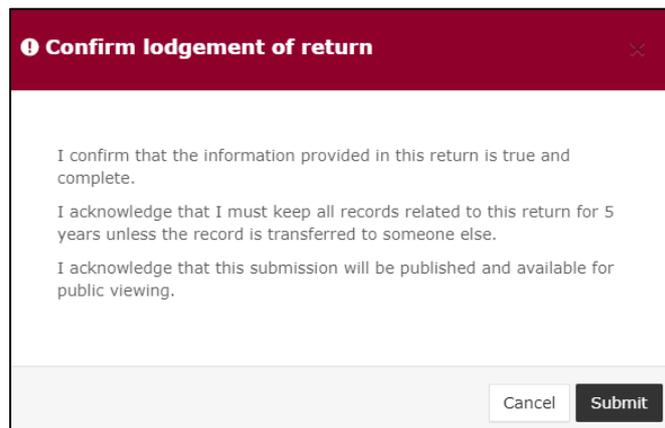


18. If you are finished adding advertisements, you can choose the **Submit** button in the lower right hand corner.

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.



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



**Confirm lodgement of return**

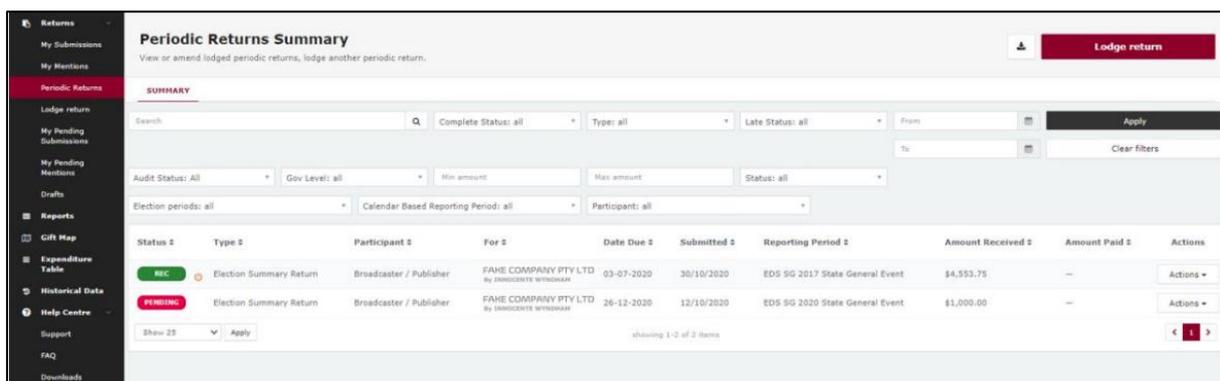
I confirm that the information provided in this return is true and complete.

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.

Cancel Submit

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



**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 | FAHE COMPANY PTY LTD<br>By SHROCKWORTH WINDOBAKH | 03-07-2020 | 30/10/2020 | EOS SG 2017 State General Event | \$4,553.75      | —           | Actions |
| PENDING | Election Summary Return | Broadcaster / Publisher | FAHE COMPANY PTY LTD<br>By SHROCKWORTH WINDOBAKH | 26-12-2020 | 12/10/2020 | EOS SG 2020 State General Event | \$1,000.00      | —           | Actions |

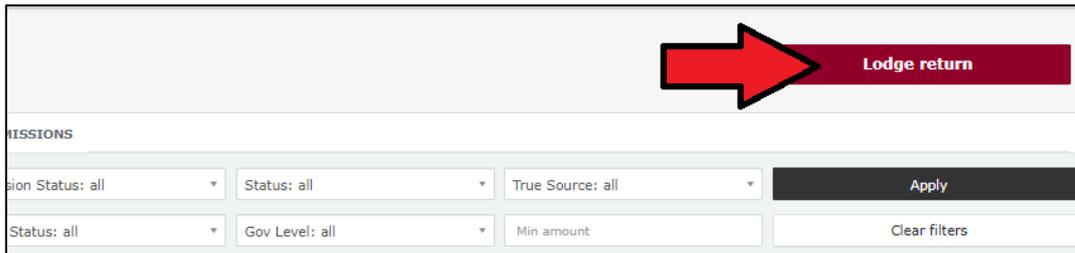
Show 25 Apply showing 1-2 of 2 items

- 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.

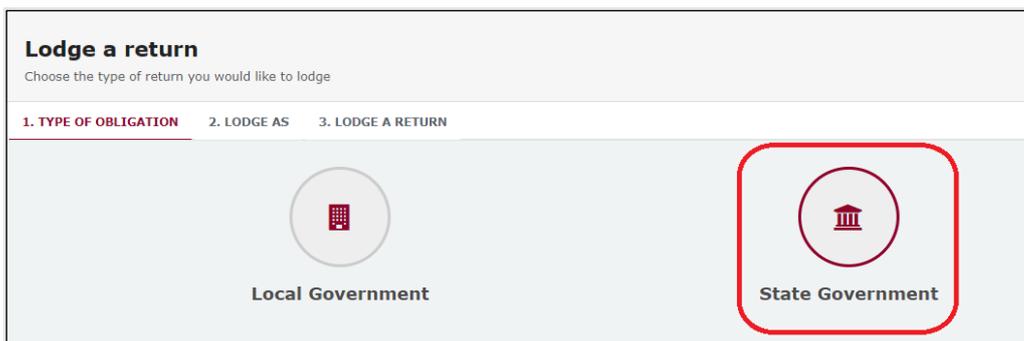
## 5.2 Submitting an election summary return for a publisher

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

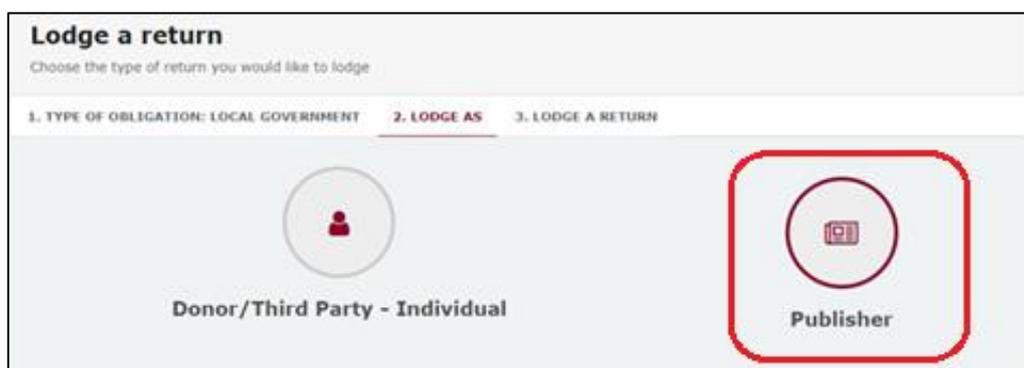
1. Click the maroon **Lodge return** button in the upper right corner of EDS.



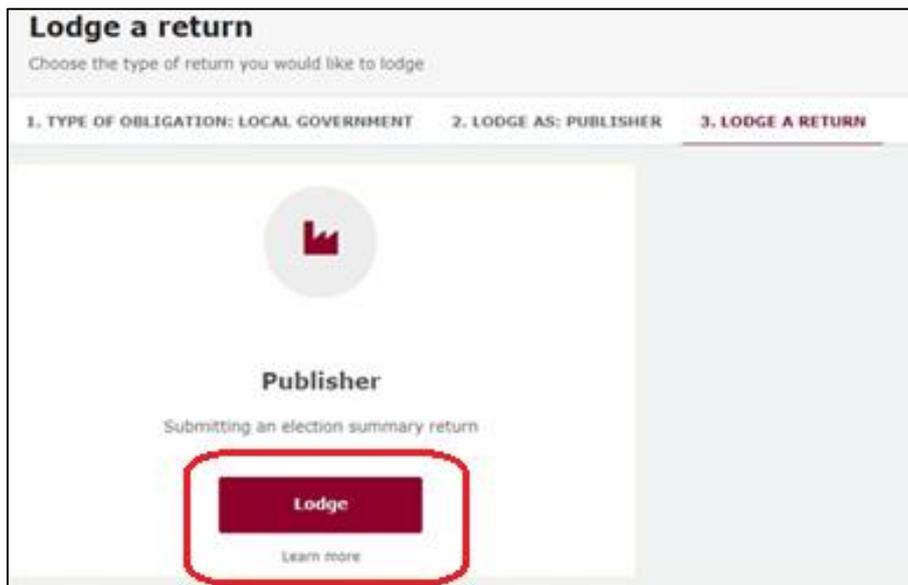
2. Under Type of Obligation, select **State Government**.



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



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



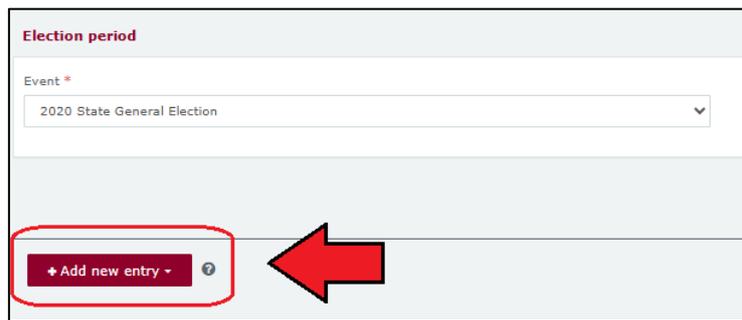
5. Your name and your publisher's name should be prefilled. Under **Election period**, make sure that the correct election is chosen.

A screenshot of a form titled "Publisher" with the subtitle "Submitting an election summary return". The form is divided into sections. The "Submitter details" section contains fields for "Full Name\*" (prefilled with "Penny Publish"), "Business name\*" (prefilled with "Publishers R Us"), "Street\*" (prefilled with "1 Test St"), "Suburb\*" (prefilled with "Brisbane"), "State\*" (prefilled with "QLD"), and "Postcode\*" (prefilled with "4000"). The "Election period" section 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" and a small circular icon.

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

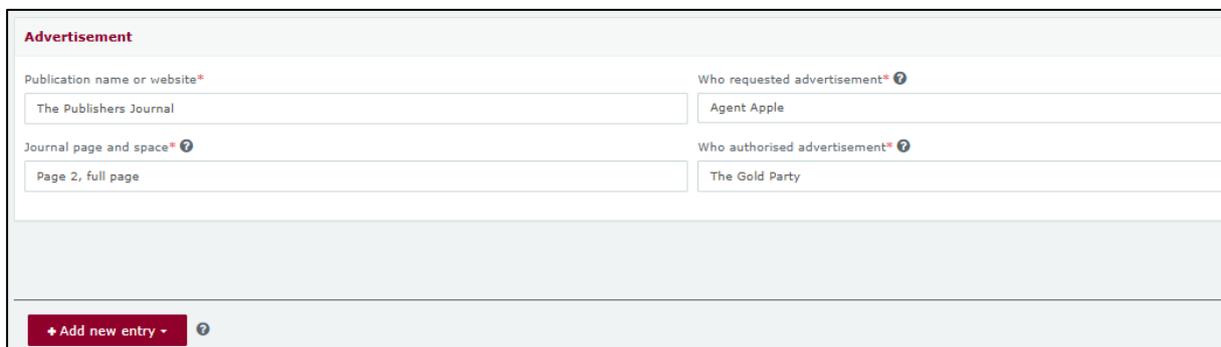
If you have many advertisements to disclose, skip to [step 10](#).

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



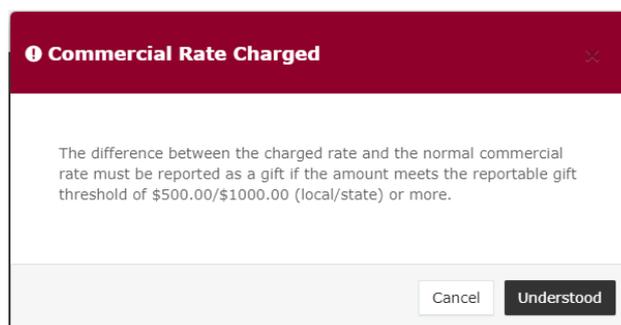
The screenshot shows a form titled "Election period". At the top, there is a dropdown menu labeled "Event \*" with "2020 State General Election" selected. Below this, there is a red button labeled "+ Add new entry -" with a question mark icon to its right. A red arrow points from the right towards this button.

8. Enter all mandatory information about the election advertisement.



The screenshot shows a form titled "Advertisement". It has four input fields arranged in a 2x2 grid. The top-left field is "Publication name or website\*" with "The Publishers Journal" entered. The top-right field is "Who requested advertisement\*" with "Agent Apple" entered. The bottom-left field is "Journal page and space\*" with "Page 2, full page" entered. The bottom-right field is "Who authorised advertisement\*" with "The Gold Party" entered. At the bottom of the form, there is a red button labeled "+ Add new entry -" with a question mark icon to its right.

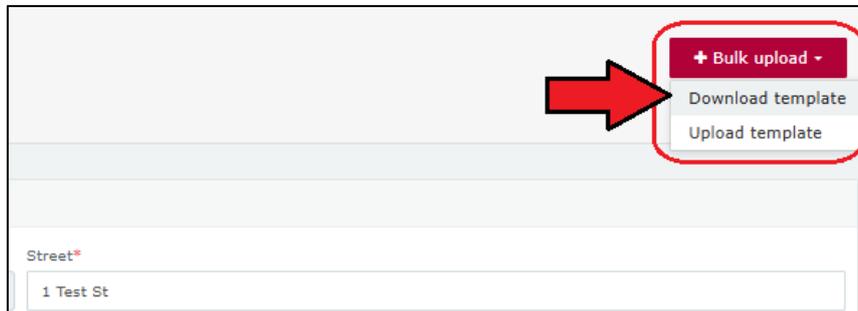
- Select **+ Add new entry** at the bottom of the page to enter additional advertisements.
- **Note:** If you select **No** to **Commercial rate charged?**, you will be prompted to disclose any difference of \$1,000 or more as a gift. Refer to the [EDS User Guide - Donors & Unregistered Third Parties](#)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



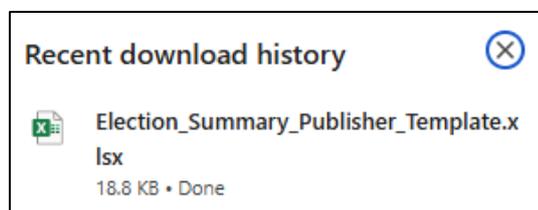
The screenshot shows a dialog box with a red header bar containing an information icon and the text "Commercial Rate Charged". The main body of the dialog contains the following text: "The difference between the charged rate and the normal commercial rate must be reported as a gift if the amount meets the reportable gift threshold of \$500.00/\$1000.00 (local/state) or more." At the bottom right of the dialog, 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          | Publication name or website  | Publication date | Journal page and space | Who requested advertisement | Who authorised advertisement | Amount | Commercial rate charged? |
|---|---------------|--|------------------|------------------------|-----------------------------|------------------------------|--------|--------------------------|
| 2 | Advertisement | The Publish Journal  | 10/10/2025       | Page 2, half page      | Agent Apple                 | The Gold Party               | 2000   | Yes                      |
| 3 | Advertisement | <a href="http://www.thepublishjournal.com">www.thepublishjournal.com</a> | 15/10/2025       | Home page, top banner  | Candy Date                  | Candy Date                   | 1650   | Yes                      |
| 4 |               |  |                  |                        |                             |                              |        |                          |
| 5 |               |  |                  |                        |                             |                              |        |                          |

- 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.

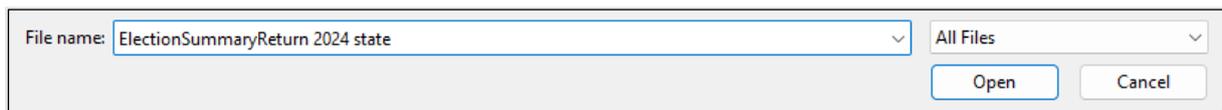
**Handy tip!** To save time, download the bulk upload template at the beginning of the capped expenditure period and complete it as advertisements are published.

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.

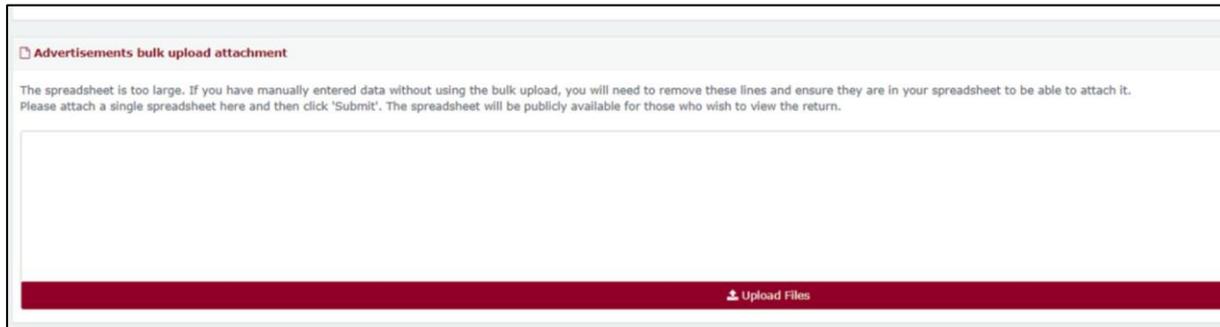


16. The advertisements will populate the page. Check to make sure there are no missing fields or errors.

| Advertisement                |                                 |   |
|------------------------------|---------------------------------|---|
| Publication name or website* | Who requested advertisement* ?  | Publication date*   |
| The Publishers Journal       | Agent Apple                     | 10/10/2024  |
| Journal page and space* ?    | Who authorised advertisement* ? | Commercial rate charged                                       |
| Page 2, full page            | The Gold Party                  | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Advertisement                |                                 |   |
| Publication name or website* | Who requested advertisement* ?  | Publication date*   |
| www.thepublishjournal.com    | Candy Date                      | 15/10/2024  |
| Journal page and space* ?    | Who authorised advertisement* ? | Commercial rate charged                                       |
| Home page, top banner        | Candy Date                      | <input checked="" type="radio"/> Yes <input type="radio"/> No |

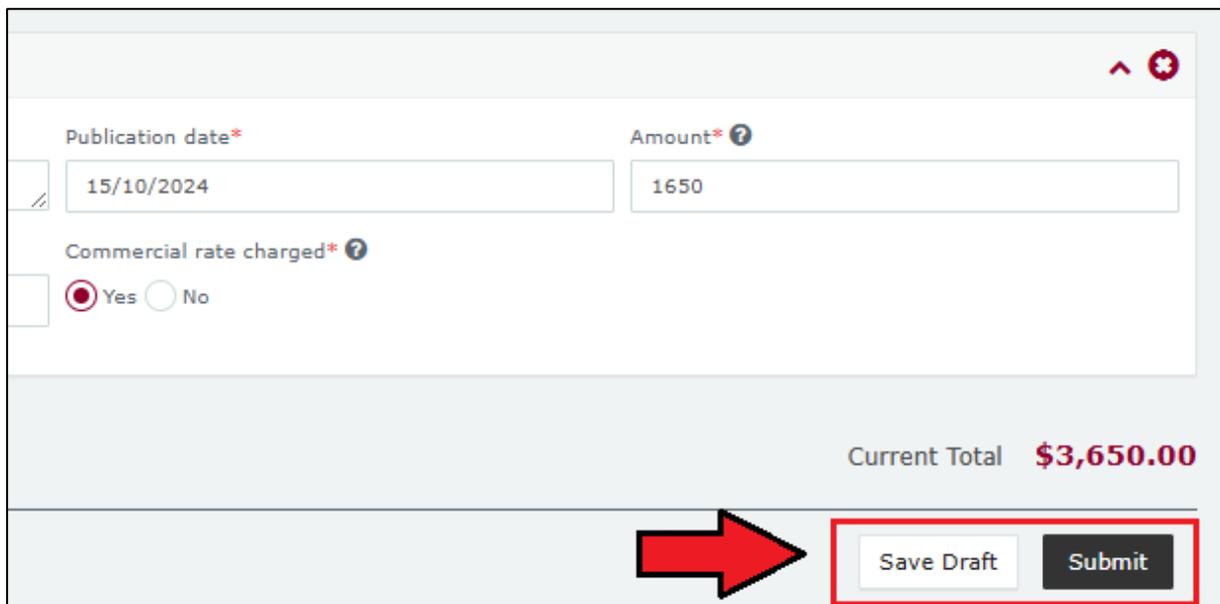
17. If your spreadsheet is very large, when you try to upload it, you may receive a message asking you to attach the spreadsheet instead.

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.



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.



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.

Cancel **Submit**

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 | FAHE COMPANY PTY LTD<br>By SHROCKWORTH WINDSHAK | 03-07-2020 | 30/10/2020 | EDS SG 2017 State General Event | \$4,553.75      | —           | Actions |
| PENDING | Election Summary Return | Broadcaster / Publisher | FAHE COMPANY PTY LTD<br>By SHROCKWORTH WINDSHAK | 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.

## 6. Amending a return in EDS

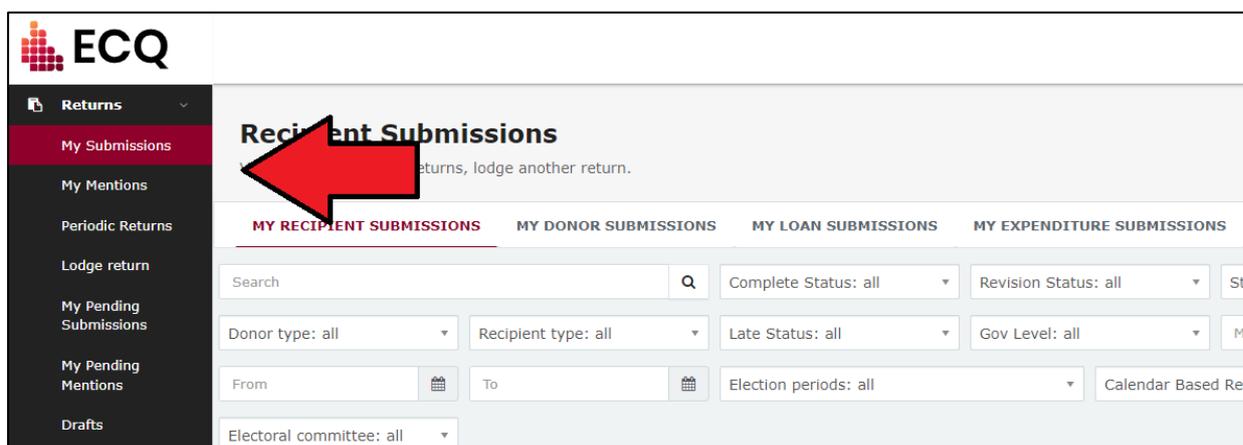
If you have made an error or omission in a return that you have previously lodged in EDS, you can request that the ECQ amend the return.

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.

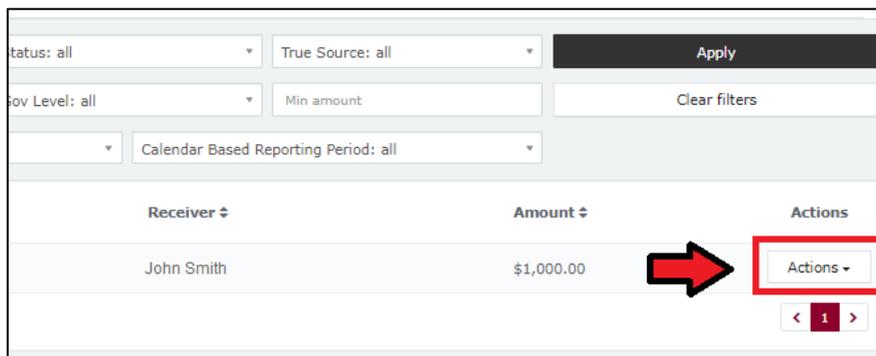
To request an amendment to a return in EDS, please use the following instructions.

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

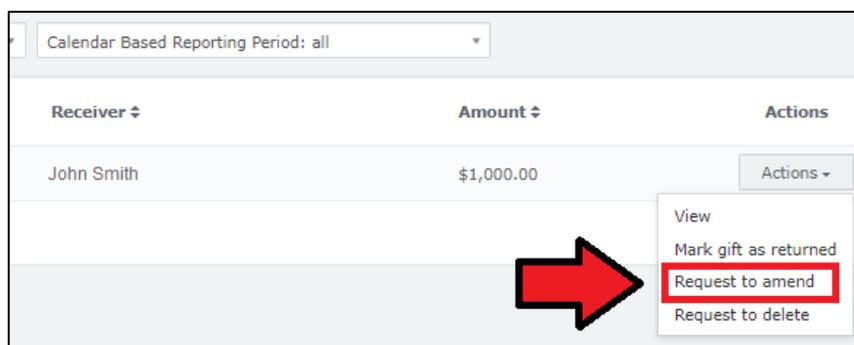


- If required, click the relevant tab to locate your return (e.g. My Recipient Submissions).

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



3. Select **Request to amend**.



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

### 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

Description

Attachments

 No file chosen

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

- 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. |                             |                      |                     |
| <b>MY RECIPIENT SUBMISSIONS</b>                     |                             | MY DONOR SUBMISSIONS | MY LOAN SUBMISSIONS |
| MY EXPENDITURE                                      |                             |                      |                     |
| Search  | Q                           | Complete Status: all | ▼                   |
|   |                             | Source type: all     | ▼                   |
| Max amount  | From                        | To                   |                     |
| Status  | Date Gift Made              | Type                 |                     |
| <b>PENDING</b>                                      | 01-12-2019<br>By John Smith | Gift-In-Kind         |                     |
| Show 25   | ▼                           | Apply                |                     |

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