

September 2019

eReturns




Individual and Organisation Donor Quick Reference Guide

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The basics

Common icons

| Icon | What it does? |
|---|---|
|  | This is the help icon in eReturns. If you click on this icon, further information will be displayed to explain what is on screen. Clicking the icon again, or the close icon in the help text area will close the help text. |
|  | This is the close icon in eReturns. Clicking on this icon will close the help text that it is related to. |
|  | This is the annotation icon in eReturns. Anywhere that this icon appears, you have an opportunity to record further information, be it against an individual transaction, or total. Any information you record in an annotation will be presented on the final return as a footnote. Annotations not related to a specific transaction or field are also available within the wizard. This is covered in some detail later on in this guide. |

Useful information

Saving

eReturns automatically saves what you are doing while you are working. You do not need to remember to click save while working in eReturns.

Getting Started

Logging in to eReturns

Getting Credentials

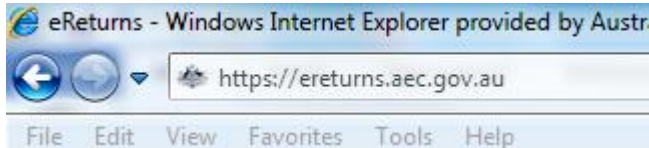
eReturns credentials are mailed out to donors in an obligation letter as they are identified from political party and associated entity returns. Your eReturns credentials will look like this in your obligation letter:


User name: AdminTestDonor
Password: 7a373h3r

eReturns credentials are made up of a user name and one-time password. On the first log-in to eReturns you will be prompted to change the password. There is also an option to change the user name. It is important that eReturns credentials are kept secure and not shared with anyone else.

Getting Started

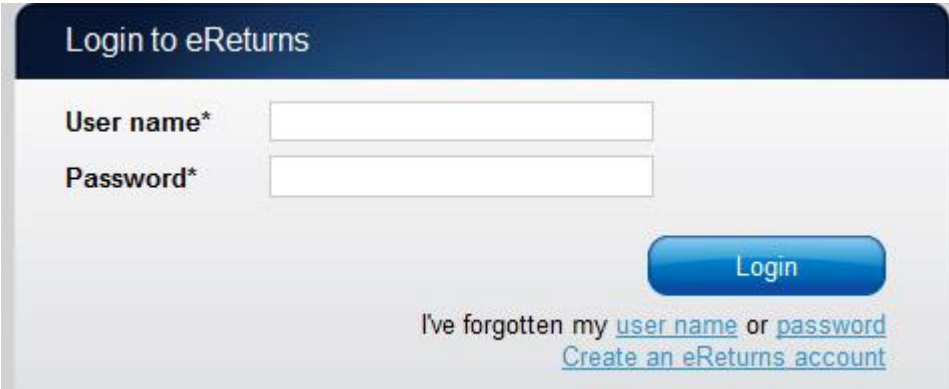
Once eReturns credentials have been received the eReturns website can be accessed via your web browser.



| | |
|---|--|
|  | <p>Be careful! – eReturns is a secure website which means you must type 'https:/' at the beginning of the URL.</p> |
|---|--|

At the eReturns webpage the following login screen will appear.

Login to eReturns

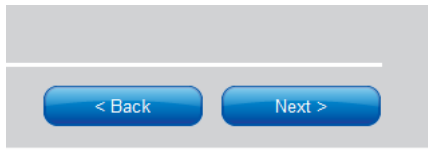


The screenshot shows the login interface for eReturns. It has a dark blue header with the text "Login to eReturns". Below the header, there are two input fields: "User name*" and "Password*". To the right of the "Password*" field is a blue button labeled "Login". At the bottom of the form, there are two links: "I've forgotten my [user name](#) or [password](#)" and "[Create an eReturns account](#)".

Enter your user name and password provided in your obligation letter or the user name and password that you nominated when you created your eReturns account and click 'Login'.

On first login

To navigate through the eReturns wizard use the 'Back' and 'Next' buttons at the bottom right of the screen.



The first time you log in to eReturns you will be prompted to verify your details.

Step 1: Organisation Details

Where the eReturns credentials entered match to an obligation for an organisation donor you can review and update the details of the organisation you are lodging on behalf of on this screen. Individual donors will not see this screen; they will be taken straight to Step 2. Once the details are complete you can confirm by clicking 'Next'.

A screenshot of a web form titled "Complete your account details". The form has a dark blue header with the title. Below the header, it says "Please review and update your details." On the left side, there is a vertical navigation menu with four steps: "Step 1 Organisation Details" (highlighted in blue), "Step 2 Contact Details", "Step 3 Account Details", and "Step 4 Confirmation". The main content area is titled "Organisation Details" and contains the following fields: "Organisation Name*" with the value "Test Donor"; "ABN" with an empty field and a help icon; "ACN" with an empty field and a help icon; a checkbox for "International address" which is unchecked; "Address" with a field containing "Test Street"; "Suburb*" with the value "PLYMPTON PARK"; "State*" with a dropdown menu showing "SA"; and "Postcode*" with the value "5038". At the bottom right of the form, there are two buttons: "< Back" and "Next >".

Step 2: Contact details

The screenshot shows a web form titled "Complete your account details" with a sub-header "Please review and update your details." On the left, there is a vertical navigation menu with four steps: Step 1 (Organisation Details), Step 2 (Contact Details), Step 3 (Account Details), and Step 4 (Confirmation). Step 2 is highlighted in blue. The main form area is titled "Your details" and contains the following fields: Salutation (Mr), First name* (Test), Surname* (Donor), Capacity* (Financial Controller with a help icon), Postal Address (International address checkbox), Address (Test Street), Suburb* (PLYMPTON PARK), State* (SA), Postcode* (5038), Email* (test@test.com), Confirm Email* (empty), Phone* (12-49), Fax (23095), and Mobile (3-9). At the bottom right, there are two blue buttons: "< Back" and "Next >".

On this screen you can update your details. These details have been automatically pre-filled from your account.

Please ensure your email address is correct as eReturns uses email for validation and to send you copies of any returns which you lodge.

This close-up shows two input fields. The first is labeled "Email*" and contains the text "test@test.com.au". The second is labeled "Confirm Email*" and also contains the text "test@test.com.au".

Once you have updated your details click 'Next' to move to the Account details screen.

Step 3: Account Details

On this screen you will be able to change your user name if you wish.

If you have received your eReturns credentials via an obligation letter you will also be required to enter a new password and provide a secret question and answer and a PIN.

This secret information will be used by AEC staff to verify your identity over the phone if you need to contact the Help Desk.

If you created your own eReturns account you are not required to change your user name or password unless you want to.

Complete your account details

Please review and update your details.

Step 1
Organisation Details

Step 2
Contact Details

Step 3
Account Details

Step 4
Confirmation

Account details

User name*
AdminTestDonor

New Password
••••••••

Confirm Password
••••••••

Secret question*
Hello ?

Secret answer*
World ?

Pin*
3489 ?

< Back Next >

Once you have completed the Account details screen, click 'Next'.

Step 4: Confirmation

Account successfully updated

As your email address has changed, an email verification request has been sent to your new email address. Please click on the link in the email when it arrives and your account will be activated. You can continue to use eReturns now, however you must activate your account to lodge a disclosure return or re-login to eReturns. You can now use [eReturns](#).

eReturns will automatically generate a verification email and send it to your email address. Before your eReturns account can be activated you will be required to verify your email address. This is done by clicking on the link in the email.

The email account linked to your eReturns account has changed. Please activate your eReturns account by clicking this link <https://ereturnstest.dev.aec.local/RegistrationWizard/ActivateAccount?activationCode=EE8C054585CD0B3C0762107FFD128271>. Alternatively copy the link into your browsers address bar.

If you have any queries, please contact the Funding and Disclosure section by phone on 02 6271 4552 or by email at fad@aec.gov.au

Disclosure Unit
Funding and Disclosure | National Office
Australian Electoral Commission
T: (02) 6271 4552 | F: (02) 6271 4555

Clicking this link verifies that you have access to the email account.

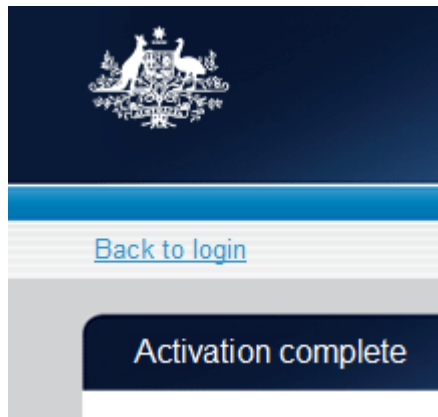
Activation complete

You have successfully activated your account. You can login to the [eReturns](#) site using the user name and password you provided during registration.

Once you have verified your email address you are able to start using your eReturns account

Login

Click the 'Back to login' button to return to the eReturns login page.

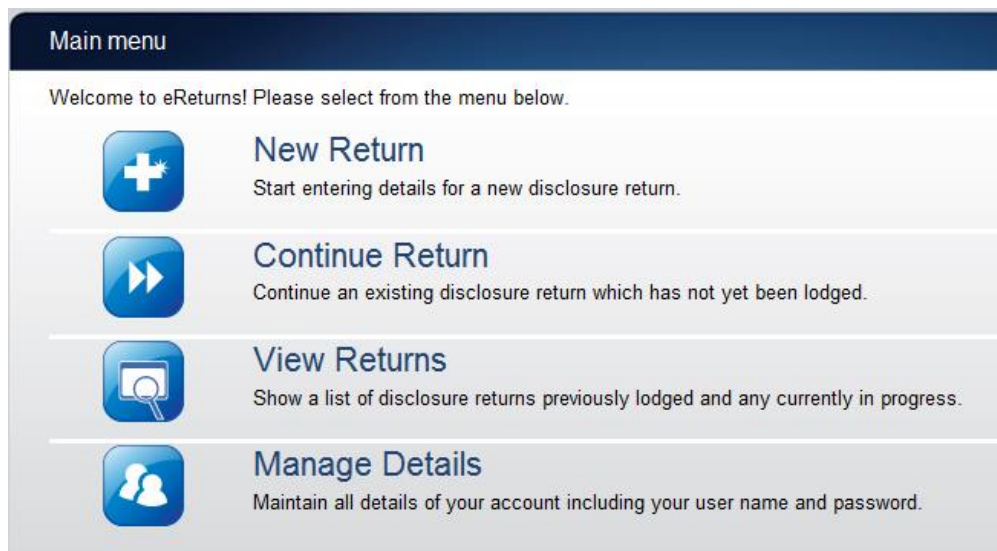


From here, enter your user name and password to login. If you received your eReturns credentials via an obligation letter remember you will have changed your password and may have changed your user name.

Using eReturns

Main Menu

Once you have logged in you will see the eReturns main menu.



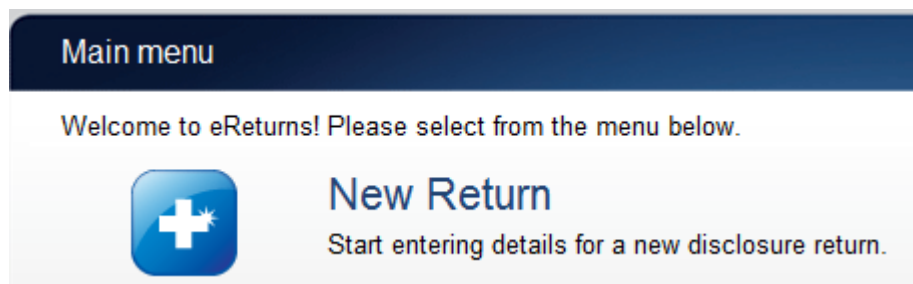
From the main menu you can start a new return, continue a return which is partially complete, view historical returns and manage your account details.

Your account details are the details which you reviewed and updated when you logged in for the first time.

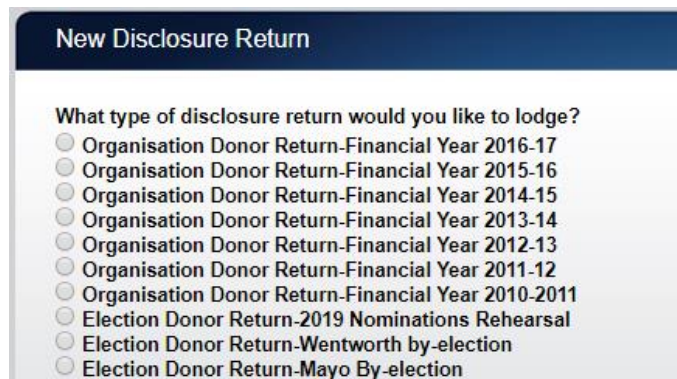
Completing a return - Organisations

New Return

Click the 'New Return' button to start completing a new return.

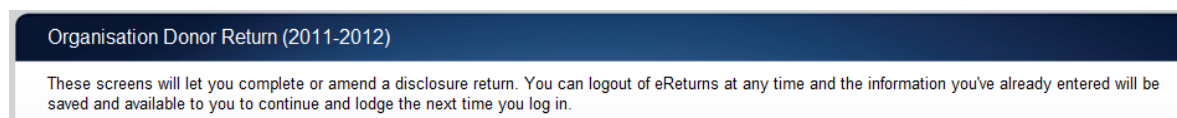


Then choose the return which you would like to complete. The actual list of returns that will appear will be dependent on whether you are an individual or organisation donor and whether you have lodged any returns previously. The example screen below is for an organisation donor.

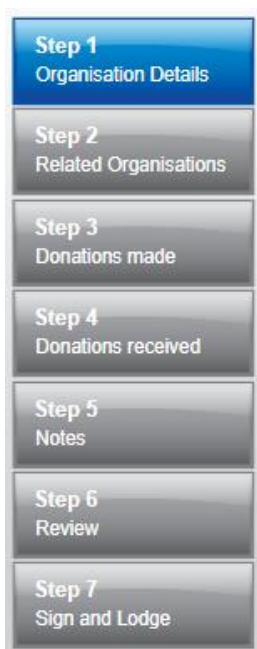


Click 'Continue' to launch the return wizard. Similar to when you review your account details you can use the 'Back' and 'Next' buttons to navigate through the screens.

Instructions on how to complete the wizard will appear at the top of each page



Progress through the wizard is tracked down the left-hand side.



As you navigate through the wizard, you will be prompted to enter the information which will make up the return.

Step 1 – Organisation Details

On this screen you can update your organisation details. These details have been automatically pre-filled from your account.

NOTE: Individual donors will not see this screen, instead they will be taken directly to the Lodging officer details screen.

Organisation Donor Return (2010-2011)

These screens will let you complete or amend a disclosure return. You can log out of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Step 1
Organisation Details

Donor organisation details

Organisation Name*
Test Org Donor

ABN
?

ACN
?

International address

Address

Suburb*

State*

Postcode*

< Back Next >

Once you have reviewed your organisation details click 'Next' to move to the Lodging Officer details screen.

Organisation Donor Return (2010-2011)

These screens will let you complete or amend a disclosure return. You can logout of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Step 1 Organisation Details
Step 2 Related Organisations
Step 3 Donations made
Step 4 Donations received
Step 5 Notes
Step 6 Review
Step 7 Sign and Lodge

Lodging Officer details

Salutation
Mr

First name*
Test

Surname*
Tester

Capacity*
CEO

Postal Address
 International address
Address
23 Test St

Suburb*
PROMISED LAND

State*
TAS

Postcode*
7306

Email*
test@test.com

Confirm Email*
test@test.com

Phone*
1234

Fax

Mobile

< Back Next >

On this screen you can review and update your details. Once you have reviewed your details click 'Next' to move to the Related organisations screen or if you are an individual donor you will go to Step 3.

Step 2 - Related Organisations

The first screen that appears will allow you to record other business names that your company may operate under.

Business Names

Please add any other names under which your organisation conducts business or by which it is known.

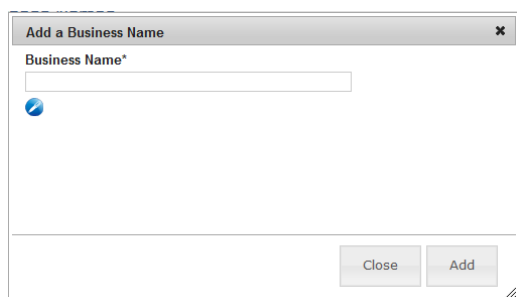
| Name |
|------|
|------|

Page 1 of 1 10 No records to view

+ Add Edit Delete

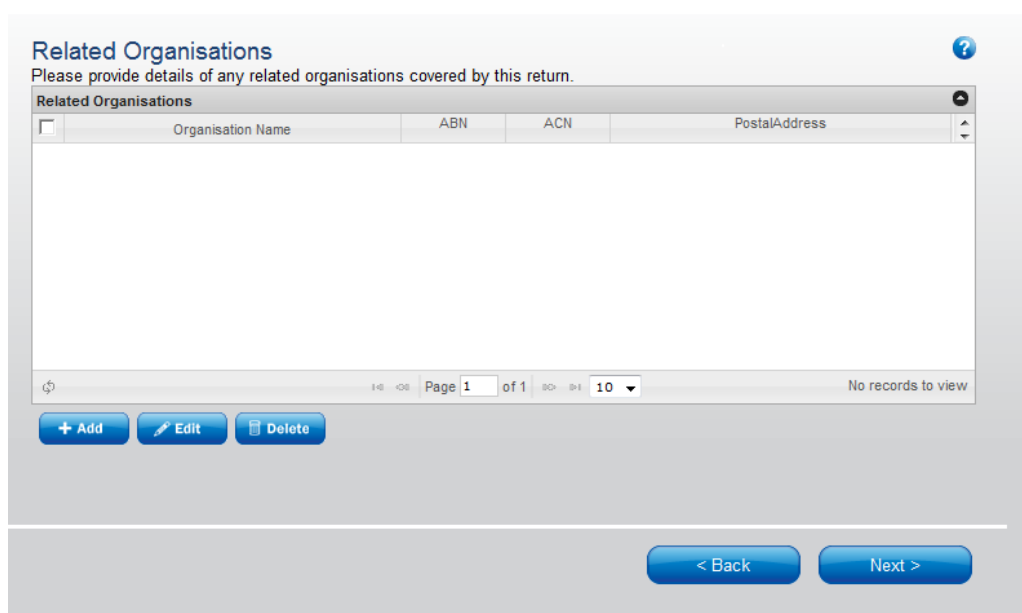
< Back Next >

To record other business names click the '+Add' button at the bottom of the table on the screen. This will launch the 'Add a Business Name' window.



In the 'Add a Business Name' window you can record any other names under which your company operates. Once you have entered a business name click the 'Add' button to add it to the list. The 'Add a Business Name' window will not close, allowing you to enter additional business names. Once you have finished adding all other business names click 'Close'. Then click 'Next' to move to the Related Organisations screen.

This screen will allow you to record details of related organisations that you are lodging on behalf of.



To record details of any related organisations use the '+Add' button below the table on the screen. This will launch the 'Add a Related Organisations' window.

The screenshot shows a window titled "Add a related organisation" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Organisation Name***: A text input field.
- ABN**: A text input field with a blue question mark icon to its right.
- ACN**: A text input field with a blue question mark icon to its right.
- International address**: A checkbox.
- Address**: A text input field.
- Suburb***: A text input field.
- State***: A dropdown menu.
- Postcode***: A text input field.
- A blue circular icon with a white arrow pointing right, located below the Postcode field.
- Close** and **Add** buttons: Located at the bottom right of the window.

You must fill in all of the mandatory fields in this window. Once you have entered the details of the related organisation click the 'Add' button, to add the related organisation to the list. The 'Add a related organisation' window will not disappear, allowing you to start entering the next related organisation. Once you have finished adding all related organisations, click 'Close'. Then click 'Next' to move to the Donations made screen.

Step 3 – Donations made – Political Parties

This screen will allow you to record details of donations you have made to registered political parties during the financial year.

Organisation Donor Return

These screens will let you complete or amend a disclosure return. You can log out of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Step 3 Donations made

Donations you have made to political parties

Use this screen to provide details of donations or gifts-in-kind you've made to political parties totalling more than \$14,100, between 01/07/2018 and 20/05/2019. You can add, delete or amend details and import transactions from a spreadsheet. Once you have transactions in the grid you can export them into a spreadsheet.

| Party Name | Postal address | Date | Amount |
|---|---------------------------------------|------------|--------|
| Australian Labor Party (Victorian Branch) | Locked Bag 3240 MELBOURNE VIC 3001 | 01/03/2019 | 15000 |

Page 1 of 1

Buttons: + Add, Edit, Delete, Import, Export, Back, Next

To record donations, click the '+ Add' button at the bottom of the table on the screen. This will launch the 'Add a donation made' window.

Add a donation made

Amount*
\$20000

Transaction date*
F

Political Party*
▼

Buttons: Close, Add

In the 'Add a donation made' window you can fill in the details of each donation. For each donation you must include the amount, transaction date and name of the political party the donation was made to. Once you have finished recording the details of a donation, click the 'Add' button, to add the donation to the list. The 'Add a donation made' window will not disappear, allowing you to start entering the next donation.

Once you have recorded all donations, click 'Close'. Then click 'Next' to move to the Donations received screen.

Step 3 - Donations Made – Political Campaigners

This screen will allow you to record details of donations you have made to registered political campaigners during the financial year.

Step 1
Organisation Details

Step 2
Related Organisations

Step 3
Donations made

Step 4
Donations received

Step 5
Notes

Step 6
Review

Step 7
Sign and Lodge

Donations you have made to political campaigners

Use this screen to provide details of donations or gifts-in-kind you've made to political campaigners totalling more than \$14,100, between 01/07/2018 and 20/05/2019. You can add, delete or amend details and import transactions from a spreadsheet. Once you have transactions in the grid you can export them into a spreadsheet.

| <input type="checkbox"/> | Name | Address | Date | Amount |
|--------------------------|------|---------|------|--------|
| No records to view | | | | |

Page 1 of 1 10

+ Add Edit Delete Import Export

< Back Next >

To record donations, click the '+ Add' button at the bottom of the table on the screen. This will launch the 'Add a donation made' window.

Add a donation made

Amount*
\$20000

Transaction date*
F

Political Party*
▼ ⓘ

Close Add

In the 'Add a donation made' window you can fill in the details of each donation. For each donation you must include the amount, transaction date and name of the political party the donation was made to. Once you have finished recording the details of a donation, click the 'Add' button, to add the donation to the list. The 'Add a donation made' window will not disappear, allowing you to start entering the next donation.

Once you have recorded all donations, click 'Close'. Then click 'Next' to move to the Donations received screen.

Step 4 - Donations received

This screen will allow you to record details of the donations you have received. These are donations from other people, that you have used (wholly or partly) to make donations to political parties that you recorded at Step 3—Donations made.

Organisation Donor Return (2010-2011)

These screens will let you complete or amend a disclosure return. You can log out of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Step 1
Organisation Details

Step 2
Related Organisations

Step 3
Donations made

Step 4
Donations received

Step 5
Notes

Step 6
Review

Step 7
Sign and Lodge

Donations you have received

Provide details of gifts and donations received which were over the threshold of \$ 1000 and used (wholly or partly) to make the donations shown in the previous step.

| Name | Address | Date | Amount |
|--------------------|---------|------|--------|
| No records to view | | | |

Page 1 of 1 10

[+ Add](#) [Edit](#) [Delete](#) [Import](#) [Export](#)

[< Back](#) [Next >](#)

To record donations you have received, click the '+ Add' button at the bottom of the table on the screen. That will launch the 'Add a donation received' window.

Add a donation received ✕

Donor name*

ABN

ACN

International address

Address

Suburb*

State*

Postcode*

Transaction date

Amount*
\$0

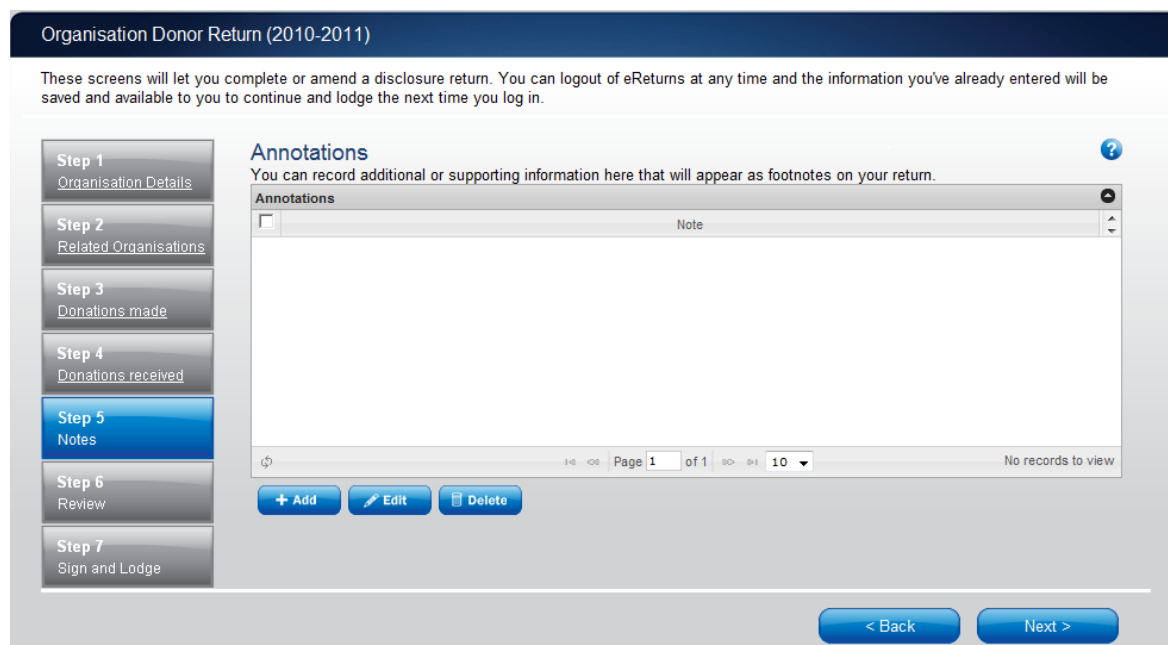
In the 'Add a donation received' window you can fill in the details of each donation received. For each donation that you have received you must include the name and address of the donor, if relevant the ABN and/or ACN, the transaction date and the amount. Once you have finished recording the details of a donation, click the 'Add' button, to add the donation to the list. The 'Add a donation received' window will remain open, allowing you to enter more donations.

Once you have recorded all donations received, click 'Close'. Then click 'Next' to move to the Notes screen.

You can also import donations received. For step by step instructions on importing donations received, refer to the 'Importing donations made' section of this guide

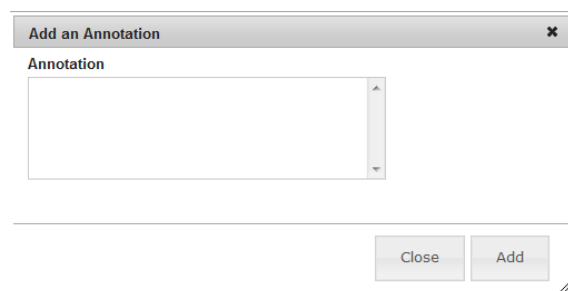
Step 5 - Notes

The Notes screen allows you to record annotations against the return.



These annotations will be presented on the return as footnotes.

To add an annotation, click the '+Add' button at the bottom of the table on the screen. This will launch the 'Add an Annotation' window.



Enter the text of your annotation and click 'Add' to save it. Click 'Close' once you have entered all your annotations.

When you have finished recording annotations, click 'Next'.

Step 6 - Review

The next screen is the review screen.

Organisation Donor Return

These screens will let you complete or amend a disclosure return. You can logout of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Review

Step 1 Organisation Details
Step 2 Related Organisations
Step 3 Donations made
Step 4 Donations received
Step 5 Notes
Step 6 Review
Step 7 Sign and Lodge

Donor to Political Party and Political Campaigner Disclosure Return – Organisations
 INTERIM UAT NEW PERIOD

Section 305B(1) of the Commonwealth Electoral Act 1918 (Electoral Act) requires donors to furnish a return within 20 weeks after the end of the financial year.
The due date for lodging this return is 30 May 2019.

Completing the return:

- This return is to be completed by organisations who made a donation to a registered political party (or a State branch), political campaigner, or to another person or organisation with the intention of benefitting a registered political party or political campaigner.
- This return is to be completed with reference to the [Financial Disclosure Guide for Donors to Political Parties and Political Campaigners](#).
- This return will be available for public inspection from Friday 31 May 2019 at www.aec.gov.au.
- Any supporting documentation included with this return may be treated as part of a public disclosure and displayed on the AEC website.
- The information on this return is collected under s305B of the Electoral Act.

NOTE: This form is for the use of organisations only. Please use the form Donor to Political Party and Political Campaigner Disclosure Return – Individuals if you are completing a return for an individual.

Details of organisation that made the donation

| | | | |
|-------------|----------------|-------|-----|
| Name | | | |
| Address | | | |
| Suburb/town | BRITTONS SWAMP | State | TAS |
| Postcode | | 7330 | |
| ABN | | ACN | |

Details of person completing this return

I need to lodge a Notice of Incomplete Return (Section 318 Notice)

Here you will be presented with an image of what the data in your return will look like. Use the scroll bar on the right of the screen to view all of the pages of the return.

You will notice that there is nothing in the signature or date fields on the front of the return. These fields will only be populated once you have completed the lodgement screen and will appear on the final version of your return.

If you need to make changes to the data in the return, click 'Back'. Once you have reviewed the image of your return and all data is correct, click 'Next'. This will take you to the Sign and Lodge screen.

NOTE: At the bottom of this screen, above the 'Back' and 'Next' buttons is a checkbox that relates to lodging a Notice of Incomplete Return.

Where a donor is unable to obtain all the information required to fully complete a return, a Notice of Incomplete Return may be completed and lodged with the Donor to Political Party Disclosure Return. While it is unlikely that an individual donor would find themselves in circumstances where they would need to complete a Notice of Incomplete Return, an organisation donor may be unable to obtain all the information required to fully complete their return and therefore in those circumstances may need to complete a Notice of Incomplete Return. Should you find yourself in circumstances where it is necessary for you to lodge an incomplete return, checking this box will allow you to lodge a Notice of Incomplete Return.

For more detail on how to complete a Notice of Incomplete Return in eReturns, go to the [Lodging a Notice of Incomplete Return](#) section of this guide. For more information about when it is appropriate to lodge a Notice of Incomplete Return please consult the *Financial Disclosure Guide for Donors to Political Parties* available on the AEC's website at www.aec.gov.au.

Step 7 – Sign and Lodge

Once you have reviewed your return you will be able to lodge it with the AEC.

Organisation Donor Return (2010-2011)

These screens will let you complete or amend a disclosure return. You can log out of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Step 1
Organisation Details

Step 2
Related Organisations

Step 3
Donations made

Step 4
Donations received

Step 5
Notes

Step 6
Review

Step 7
Sign and Lodge

Lodge Certification

Only the financial controller or another person capable of acting on behalf of your organisation can make this declaration.

I certify that the information contained in this return and its attachments is true and complete. I understand that giving false or misleading information is a serious offence.

Type your name in the signature field below to confirm that you are the financial controller or another person capable of acting on behalf of your organisation lodging this return.

Your Signature
[Text Input Field]

Lodgment Date
19/06/2012

Type your password in the field below to lodge the disclosure return.

[Text Input Field]

< Back Lodge

On this screen, you will need to tick the box next to the certification. Type your name into the Signature box and type your password into the Password box.

Once you have done this, click 'Lodge' to lodge your return.

Upon lodging your return you will be presented with a confirmation screen.

Lodgement Confirmation

This disclosure return was successfully lodged with the AEC and your reference number for this transaction is **PIYN8**. Please retain this code for future reference.

A copy of your lodged return has automatically been sent to your email address. If you have not received the email within 24 hours please contact the AEC.

To save a printable copy of the lodged return to your computer please click this link [Save copy of lodged return](#).

[Back to main menu](#).

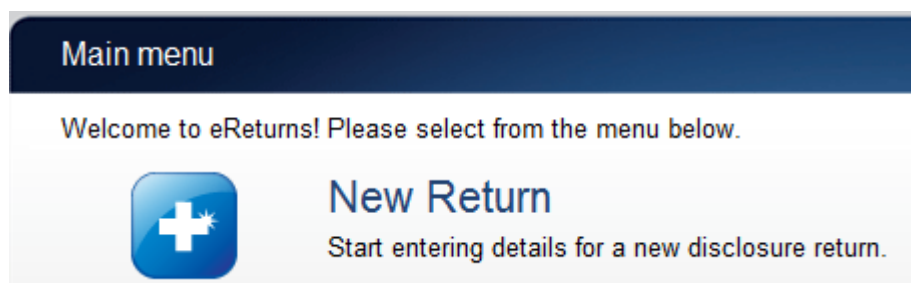
From this screen you may save a PDF copy of your return. The AEC recommends that you save a copy of your return in case you need to print or refer to it at a later date. The unique reference number presented on this screen is also recorded on the return form in

the bottom right hand corner. eReturns will also email you a copy of your lodged return by default.

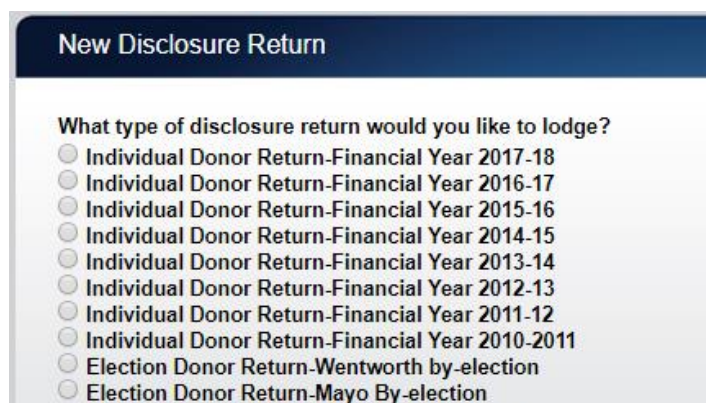
Completing a return - Individuals

New Return

Click the 'New Return' button to start completing a new return.

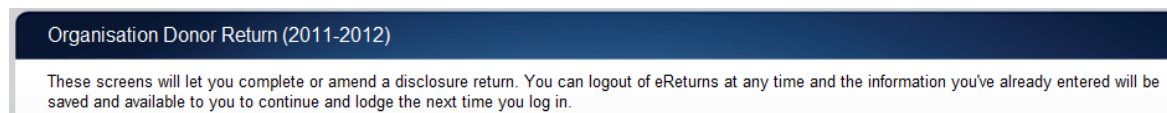


Then choose the return which you would like to complete. The actual list of returns that will appear will be dependent on whether you are an individual or organisation donor and whether you have lodged any returns previously. The example screen below is for an individual donor.

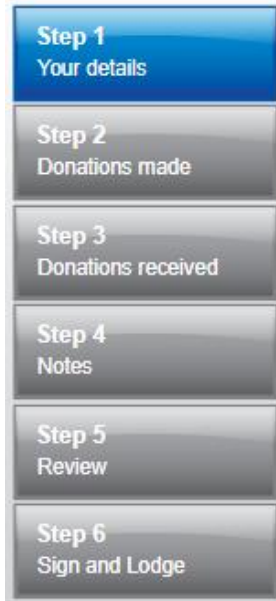


Click 'Continue' to launch the Return wizard. Similar to when you review your account details you can use the 'Back' and 'Next' buttons to navigate through the screens.

Instructions on how to complete the wizard will appear at the top of each page



Progress through the wizard is tracked down the left-hand side.



As you navigate through the wizard, you will be prompted to enter the information which will make up the return.

Step 1 – Individual donor details

On this screen you can update your details. These details have been automatically pre-filled from your account.

On this screen you can review and update your details. Once you have reviewed your details click 'Next' to move to the Donations made screen.

Step 2 – Donations made – Political Parties

This screen will allow you to record details of donations you have made to registered political parties during the financial year.

Individual Donor Return

These screens will let you complete or amend a disclosure return. You can log out of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Step 1
Your details

Step 2
Donations made

Step 3
Donations received

Step 4
Notes

Step 5
Review

Step 6
Sign and Lodge

Donations you have made to political parties

Use this screen to provide details of donations or gifts-in-kind you've made to political parties totalling more than \$20,000 between 1 July and 30 June. You can add, delete or amend details and import transactions from a spreadsheet. Once you have transactions in the grid you can export them into a spreadsheet.

| <input type="checkbox"/> | Party Name | Postal address | Date | Amount |
|--------------------------|------------|----------------|------|--------|
|--------------------------|------------|----------------|------|--------|

Page 1 of 1 10

No records to view

+ Add Edit Delete Import Export

< Back Next >

To record donations, click the '+ Add' button at the bottom of the table on the screen. This will launch the 'Add a donation made' window.

Add a donation made

Amount*
\$20000

Transaction date*
F

Political Party*
?

Close Add

In the 'Add a donation made' window you can fill in the details of each donation. For each donation you must include the amount, transaction date and name of the political party the donation was made to. Once you have finished recording the details of a donation, click the 'Add' button, to add the donation to the list. The 'Add a donation made' window will not disappear, allowing you to start entering the next donation.

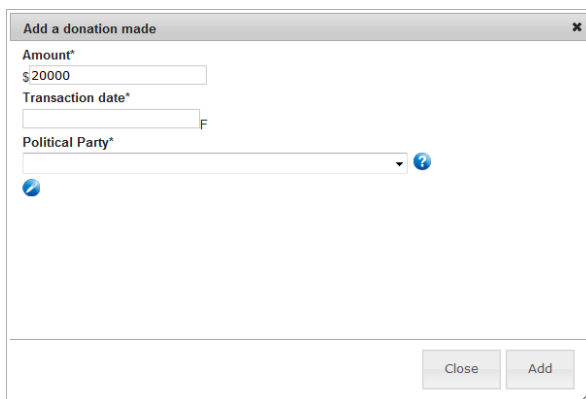
Once you have recorded all donations, click 'Close'. Then click 'Next' to move to the Donations made – Political campaigners screen.

Step 2 – Donations made – Political Campaigners

This screen will allow you to record details of donations you have made to registered political campaigners during the financial year.



As per the previous screens, use the '+ Add' button at the bottom of the table on the screen to 'Add a donation made' to the list.



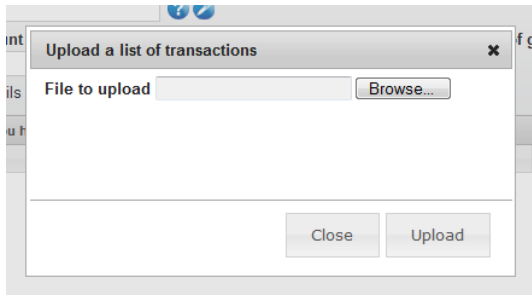
Once you have recorded all donations, click 'Close'. Then click 'Next' to move to the Donations received screen.

Importing donations made – Organisations and Individuals

Importing allows you to upload a spread sheet of transactions into the system, eliminating the need to manually enter each transaction. In order to import donations made you will need a spread sheet (either in MS Excel, CSV or XML format) which contains all of the required information for each donation. To start importing donations click the 'Import' button on the 'Donations made' screen.

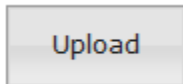


This will launch the import screen

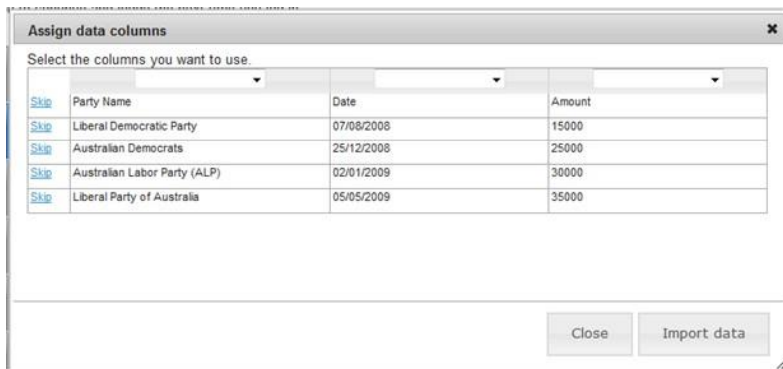


From here you can use the browse button to select the spread sheet you wish to upload from your computer.

Once you have selected the spread sheet, click 'Upload'.



Once the system has uploaded your spread sheet it will ask you match the columns in your spread sheet to the columns in eReturns.



Once you have assigned all the columns, click 'Import data'.

Now eReturns will ask you to designate some of the values in some of the columns. You will need to assign values that eReturns recognises to some of the data in your spread sheet. See the example below:

Match Values

There may be slight discrepancies between how you have recorded the political party involved in your transactions and the official political party name as registered with the Australian Electoral Commission. We therefore require to identify what registered political party name represents the political party in your records.

| Your Political Party | Registered Political Name |
|------------------------------|------------------------------|
| Liberal Democratic Party | Liberal Democratic Party |
| Australian Democrats | Australian Democrats |
| Australian Labor Party (ALP) | Australian Labor Party (ALP) |
| Liberal Party of Australia | Liberal Party of Australia |

Close Assign

Once you have matched the values from your spread sheet to values that eReturns will recognise you can click 'Assign'.

eReturns will tell you how many records were successfully imported, and list those which were not successful. You can also export the list of transactions which were not successfully imported from here. To close this window, click 'Close'.

If you choose to export the list of transactions which were not successfully imported you can fix the problems in the data which eReturns has identified and re-import that list. Alternatively, you can use the '+ Add' button to add those transactions manually.

eReturns will now upload the transactions from the spread sheet into the return wizard. Once it is complete you will be able to see the transactions in the list on the page.

Then click "Next' to move to the Donations received screen.

Step 3 - Donations received

This screen will allow you to record details of the donations you have received. These are donations from other people, that you have used (wholly or partly) to make donations to political parties that you recorded at Step 2–Donations made.

The screenshot shows the 'Individual Donor Return' interface. On the left is a vertical navigation menu with six steps: Step 1 (Your details), Step 2 (Donations made), Step 3 (Donations received), Step 4 (Notes), Step 5 (Review), and Step 6 (Sign and Lodge). Step 3 is highlighted in blue. The main content area is titled 'Donations you have received' and includes a sub-header 'Donations you have received' above a table. The table has columns for Name, Address, Date, and Amount. Below the table, there are navigation controls: '+ Add', 'Edit', 'Delete', 'Import', and 'Export'. At the bottom of the screen are '< Back' and 'Next >' buttons.

To record donations you have received, click the '+ Add' button at the bottom of the table on the screen. That will launch the 'Add a donation received' window.

The 'Add a donation received' window is a form with the following fields: Donor name* (text input), ABN (text input), ACN (text input), International address (checkbox), Address (text input), Suburb* (text input), State* (dropdown menu), Postcode* (text input), Transaction date (text input), and Amount* (text input with a currency symbol '\$0'). There are 'Close' and 'Add' buttons at the bottom right of the window.

In the 'Add a donation received' window you can fill in the details of each donation received. For each donation that you have received you must include the name and address of the donor, if relevant the ABN and/or ACN, the transaction date and the amount. Once you have finished recording the details of a donation, click the 'Add' button, to add the donation to the list. The 'Add a donation received' window will remain open, allowing you to enter more donations.

Once you have recorded all donations received, click 'Close'. Then click 'Next' to move to the Notes screen.

You can also import donations received. For step by step instructions on importing donations received, refer to the 'Importing donations made' section of this guide

Step 4 - Notes

The Notes screen allows you to record annotations against the return.

Individual Donor Return

These screens will let you complete or amend a disclosure return. You can log out of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Step 1
Your details

Step 2
Donations made

Step 3
Donations received

**Step 4
Notes**

Step 5
Review

Step 6
Sign and Lodge

Annotations

You can record additional or supporting information here that will appear as footnotes on your return.

| Annotations |
|-------------------------------|
| <input type="checkbox"/> Note |

Page 1 of 1 10

No records to view

+ Add Edit Delete

< Back Next >

These annotations will be presented on the return as footnotes.

To add an annotation, click the '+Add' button at the bottom of the table on the screen. This will launch the 'Add an Annotation' window.

Add an Annotation

Annotation

Close Add

Enter the text of your annotation and click 'Add' to save it. Click 'Close' once you have entered all your annotations.

When you have finished recording annotations, click 'Next'.

Step 5 - Review

The next screen is the review screen.

Individual Donor Return

These screens will let you complete or amend a disclosure return. You can log out of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Step 1
Your details

Step 2
Donations made

Step 3
Donations received

Step 4
Notes

Step 5
Review

Step 6
Sign and Lodge

Review

AEC
Australian Electoral Commission

Donor to Political Party and Political Campaigner Disclosure Return – Individuals

INTERIM UAT NEW PERIOD

Section 305B(1) of the *Commonwealth Electoral Act 1918* (Electoral Act) requires donors to furnish a return within 20 weeks after the end of the financial year.
The due date for lodging this return is 30 May 2019.

Completing the return:

- This return is to be completed by a person who made a gift to a registered political party (or a State branch), political campaigner, or to another person or organisation with the intention of benefiting a registered political party or political campaigner.
- This return is to be completed with reference to the [Financial Disclosure Guide for Donors to Political Parties and Political Campaigners](#).
- This return will be available for public inspection from Friday 31 May 2019 at www.aec.gov.au.
- Any supporting documentation included with this return may be treated as part of a public disclosure and displayed on the AEC website.
- The information on this return is collected under s305B of the Electoral Act.

NOTE: This form is for the use of individuals only. Please use the form Political Party and Political Campaigner Disclosure Return-Organisations if you are completing a return for an organisation.

Details of person that made the donation

| | | | |
|------------------|-------------|-------|----------|
| Name | | | |
| Postal address | | | |
| | Suburb/town | State | Postcode |
| Telephone number | Fax number | | |

I need to lodge a Notice of Incomplete Return (Section 318 Notice)

< Back Next >

Here you will be presented with an image of what the data in your return will look like. Use the scroll bar on the right of the screen to view all of the pages of the return.

You will notice that there is nothing in the signature or date fields on the front of the return. These fields will only be populated once you have completed the lodgement screen and will appear on the final version of your return.

If you need to make changes to the data in the return, click 'Back'. Once you have reviewed the image of your return and all data is correct, click 'Next'. This will take you to the Sign and Lodge screen.

NOTE: At the bottom of this screen, above the 'Back' and 'Next' buttons is a checkbox that relates to lodging a Notice of Incomplete Return.

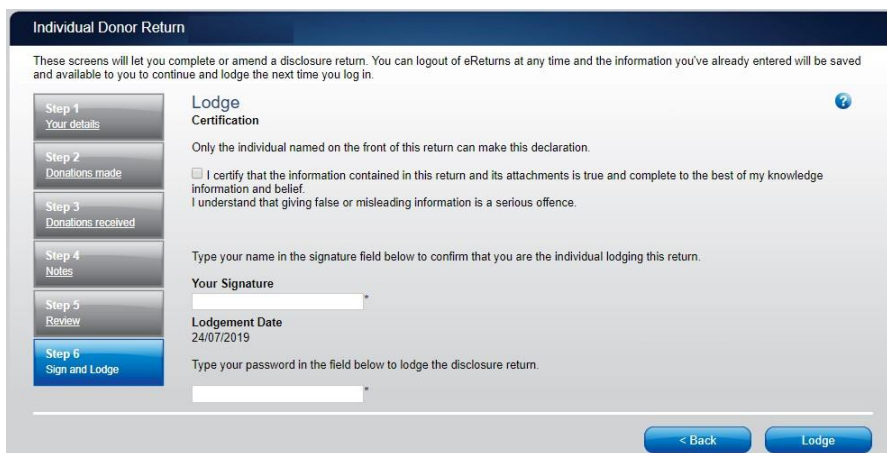
Where a donor is unable to obtain all the information required to fully complete a return, a Notice of Incomplete Return may be completed and lodged with the Donor to Political Party Disclosure Return. While it is unlikely that an individual donor would find themselves in circumstances where they would need to complete a Notice of Incomplete Return, an organisation donor may be unable to obtain all the information required to fully complete their return and therefore in those circumstances may need to complete a Notice of

Incomplete Return. Should you find yourself in circumstances where it is necessary for you to lodge an incomplete return, checking this box will allow you to lodge a Notice of Incomplete Return.

For more detail on how to complete a Notice of Incomplete Return in eReturns, go to the [Lodging a Notice of Incomplete Return](#) section of this guide. For more information about when it is appropriate to lodge a Notice of Incomplete Return please consult the *Financial Disclosure Guide for Donors to Political Parties* available on the AEC's website at www.aec.gov.au.

Step 6 – Sign and Lodge

Once you have reviewed your return you will be able to lodge it with the AEC.



Individual Donor Return

These screens will let you complete or amend a disclosure return. You can log out of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Step 1
Your details

Step 2
Donations made

Step 3
Donations received

Step 4
Notes

Step 5
Review

Step 6
Sign and Lodge

Lodge Certification

Only the individual named on the front of this return can make this declaration.

I certify that the information contained in this return and its attachments is true and complete to the best of my knowledge information and belief.
I understand that giving false or misleading information is a serious offence.

Type your name in the signature field below to confirm that you are the individual lodging this return.

Your Signature

Lodgement Date
24/07/2019

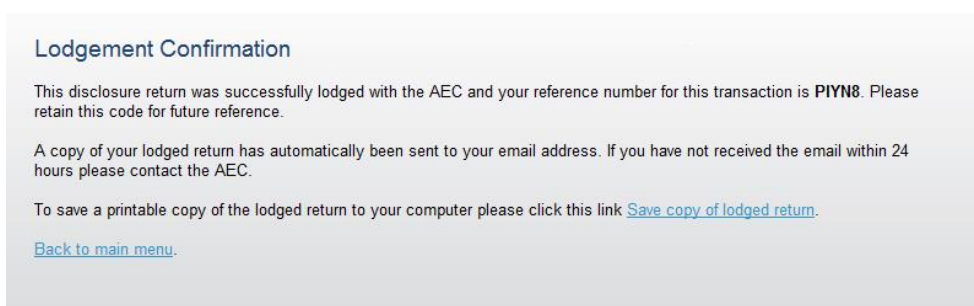
Type your password in the field below to lodge the disclosure return.

< Back Lodge

On this screen, you will need to tick the box next to the certification. Type your name into the Signature box and type your password into the Password box.

Once you have done this, click 'Lodge' to lodge your return.

Upon lodging your return you will be presented with a confirmation screen.



Lodgement Confirmation

This disclosure return was successfully lodged with the AEC and your reference number for this transaction is **PIYN8**. Please retain this code for future reference.

A copy of your lodged return has automatically been sent to your email address. If you have not received the email within 24 hours please contact the AEC.

To save a printable copy of the lodged return to your computer please click this link [Save copy of lodged return](#).

[Back to main menu](#).

From this screen you may save a PDF copy of your return. The AEC recommends that you save a copy of your return in case you need to print or refer to it at a later date. The unique reference number presented on this screen is also recorded on the return form in

the bottom right hand corner. eReturns will also email you a copy of your lodged return by default.

Lodging a Notice of Incomplete Return

eReturns will allow you to lodge a Notice of Incomplete Return online. For more information about when it is appropriate to lodge a Notice of Incomplete Return please consult the *Financial Disclosure Guide for Donors to Political Parties* available on the AEC's website at www.aec.gov.au.

To lodge a Notice of Incomplete Return in eReturns you will need to tick the checkbox at the bottom of the review screen.

The screenshot shows the 'Review' screen for the 'Donor to Political Party and Political Campaigner Disclosure Return – Organisations'. The page title is 'Donor to Political Party and Political Campaigner Disclosure Return – Organisations' with the subtitle 'INTERIM UAT NEW PERIOD'. The main content area contains the following text:

Section 305B(1) of the Commonwealth Electoral Act 1918 (Electoral Act) requires donors to furnish a return within 20 weeks after the end of the financial year.
The due date for lodging this return is 30 May 2019.

Completing the return:

- This return is to be completed by organisations who made a donation to a registered political party (or a State branch), political campaigner, or to another person or organisation with the intention of benefitting a registered political party or political campaigner.
- This return is to be completed with reference to the [Financial Disclosure Guide for Donors to Political Parties and Political Campaigners](#).
- This return will be available for public inspection from Friday 31 May 2019 at www.aec.gov.au.
- Any supporting documentation included with this return may be treated as part of a public disclosure and displayed on the AEC website.
- The information on this return is collected under s305B of the Electoral Act.

NOTE: This form is for the use of organisations only. Please use the form Donor to Political Party and Political Campaigner Disclosure Return – Individuals if you are completing a return for an individual.

Details of organisation that made the donation

| | | | |
|-------------|----------------|----------|------|
| Name | | | |
| Address | | | |
| Suburb/town | BRITTONS SWAMP | State | TAS |
| | | Postcode | 7330 |
| ABN | | ACN | |

Details of person completing this return

I need to lodge a Notice of Incomplete Return (Section 318 Notice)

Navigation buttons: < Back, Next >

Selecting this box will take you to the Notice of Incomplete Return screen.

The screenshot shows the 'Incomplete Return' screen for the 'Organisation Donor Return (2011-2012)'. The page title is 'Incomplete Return' with the subtitle 'Part 1: Incomplete Particulars'. The main content area contains the following text:

Part 1: Incomplete Particulars
Please provide details of the information you believe is missing from the disclosure return.

Part 2a: Reason for incomplete particulars
Provide the reason/s you were unable to obtain the particulars listed in Part 1 above. For example, that you were unable to obtain records from particular party units.

Part 2b: Attempts made to obtain this information
Detail all attempts made to obtain the information detailed in Part 1.

Part 3: Person/s who may be able to provide the missing particulars
List the name and address of any person/s who you believe can provide the missing particulars and the reason that you believe they have those particulars.

Navigation buttons: < Back, Next >

Here you are required to fill in the fields, detailing the information that is missing from your return, the reason why you were unable to obtain that information, who you believe may

have the information which is missing, and why you believe that person has it. Once you have completed all of the fields on the screen, click 'Next' to review the Notice of Incomplete Return.

Organisation Donor Return (2011-2012)

These screens will let you complete or amend a disclosure return. You can logout of eReturns at any time and the information you've already entered will be saved and available to you to continue and lodge the next time you log in.

Step 1
Organisation Details

Step 2
Related Organisations

Step 3
Donations made

Step 4
Donations received

Step 5
Notes

Step 6
Review

Step 7
Sign and Lodge

Incomplete Particulars Review

Notice of Incomplete Return

Completing the Return:

- You must use this form when you are unable to fully complete a political party, associated entity, third party, donor, candidate or Senate group disclosure return, because there is information that you do not have and cannot obtain.
- You must first complete the disclosure return as fully as you are able to.
- You must lodge this form at the same time as the incomplete return.
- This return is to be completed by the person who is otherwise required to complete a return form.
- Further information is available at www.aec.gov.au.

The information on this return is collected under the *Commonwealth Electoral Act 1918*.

Type of Return Donor to Political Party - Organisations

Period Covered This return relates to the Financial Year 2011-2012

Name of person/organisation (on whose behalf the incomplete return is being lodged)

Postal address

Telephone number

Email address

Person lodging the incomplete return

Name

Title or capacity (such as party agent)

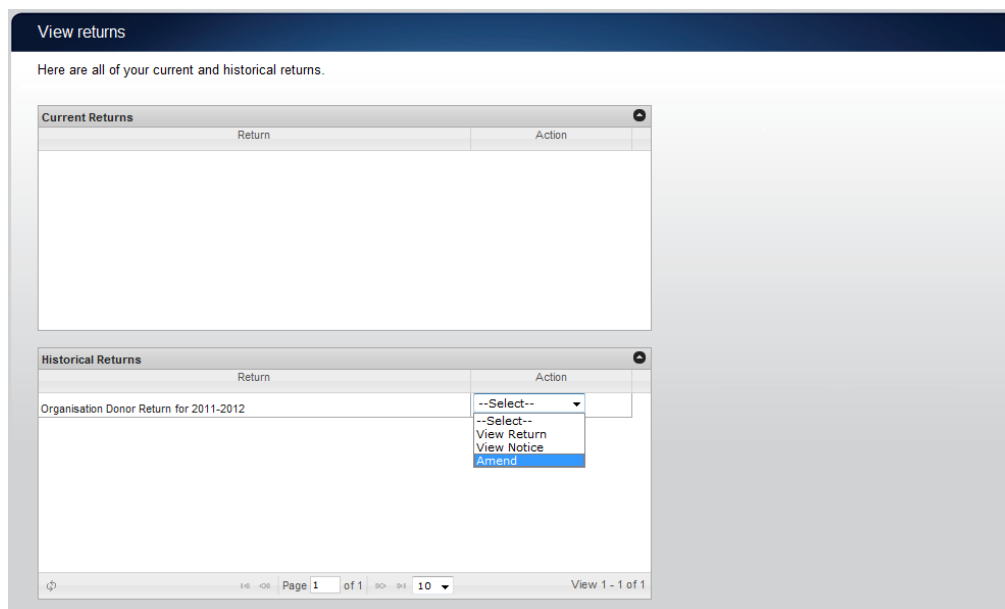
< Back Next >

Once you have reviewed your Notice of Incomplete Return you can click 'Next' to go to the Sign and Lodge screen. For detailed instruction on lodging your return and Notice of Incomplete Return please refer to Step 7 'Sign and Lodge' of this guide.

Amending a Return

Returns lodged using eReturns can also be amended using eReturns. To amend a return click the 'View Returns' button on the main menu.

The view returns screen will display.



Use the 'Amend' option in the drop down list next to the return you wish to amend. Only returns lodged online can be amended online.

This will launch the amendment wizard. The amendment wizard is exactly the same as the return wizard, except it already contains all of the data from your original return. To amend something, simply add, edit or delete as appropriate. Once you have finished working your way through the wizard, eReturns will generate an amendment form for you to review which will detail the changes. This amendment form can be lodged just like the original return.

Creating an account

Donors can register online and create an account for themselves instead of waiting for an obligation letter with credentials. To do this, go to <https://ereturns.aec.gov.au>.



This is the eReturns homepage. To create an account, click 'Create an eReturns account'. This will take you through a wizard to create your account.

To navigate through the wizard use the 'Back' and 'Next' buttons at the bottom right of the screen.

The first screen will ask you to select the type of return you need to complete. For donors this will either be a 'Donor to Political Party Disclosure Return – Individuals' or a 'Donor to Political Party Disclosure Return – Organisations'.



Once you have selected the type of disclosure return click 'Next'.

If you selected an Organisation Donor Return the following screen will appear and you will need to enter the details of the organisation you are lodging on behalf of.

NOTE: Individual donors will not see this screen, instead they will be taken directly to the Your details screen.

The screenshot shows a web form titled "Create an eReturns account". At the top, a dark blue header contains the text "Create an eReturns account". Below the header, a light blue banner reads: "Welcome to eReturns. By selecting the type of return you need to lodge you will be taken to only those parts of the return that are relevant to you. Help will be provided along the way." On the left side, there is a vertical navigation menu with four steps: "Step 1 Start", "Step 2 Donor details" (highlighted in blue), "Step 3 Account details", and "Step 4 Finish". The main content area is titled "Organisation details" and contains the following fields: "Organisation name*" (text input), "ABN" (text input with a help icon), "ACN" (text input with a help icon), an unchecked checkbox for "International address", "Address" (text input), "Suburb*" (text input), "State*" (dropdown menu), and "Postcode*" (text input). At the bottom right, there are two blue buttons: "< Back" and "Next >".

Once complete, click "Next" and the Your details screen will appear.

The screenshot shows the same "Create an eReturns account" web form, but now on the "Your details" step. The navigation menu on the left has "Step 3 Account details" highlighted in blue. The main content area is titled "Your details" and contains the following fields: "Salutation" (text input), "First name*" (text input), "Surname*" (text input), "Capacity*" (text input with a help icon), "Postal Address" section with an unchecked checkbox for "International address", "Address" (text input with "24 Test St" entered), "Suburb*" (text input with "SMITHTON" entered), "State*" (dropdown menu with "TAS" selected), "Postcode*" (text input with "7330" entered), "Email*" (text input), "Confirm Email*" (text input), "Phone*" (text input), "Fax" (text input), and "Mobile" (text input). At the bottom right, there are two blue buttons: "< Back" and "Next >".

On this screen you must enter your details as the person responsible for lodging the return. Please ensure you enter your email address correctly as eReturns uses email for validation and to send you copies of any returns which you lodge.

Once you have completed entering your details click 'Next' to move to the Account details screen.

The screenshot shows a web form titled "Create an eReturns account". At the top, a dark blue banner contains the text "Create an eReturns account". Below this, a light blue banner reads: "Welcome to eReturns. By selecting the type of return you need to lodge you will be taken to only those parts of the return that are relevant to you. Help will be provided along the way." On the left side, there is a vertical navigation menu with four steps: "Step 1 Start", "Step 2 Donor details", "Step 3 Account details" (which is highlighted in blue), and "Step 4 Finish". The main content area is titled "Account details" and contains the following fields: "Enter a username you will remember*" (text input), "New Password" (text input), "Confirm password" (text input), "Secret question*" (text input with a help icon), "Secret answer*" (text input with a help icon), "Pin*" (text input with a help icon), and "Picture characters" (a small image showing the characters "WcMzSzPY" with a help icon). Below the image is a text input field labeled "Type the characters you see in the picture above*". At the bottom right of the form are two blue buttons: "< Back" and "Next >".

On this screen you will be asked to choose a user name and password for your account and provide some secret information which can be used to verify your identity over the phone if you need to contact the Help Desk.

Once you have completed entering all the information requested, click 'Next'. A confirmation screen will appear advising you to verify your account by clicking a link in an email which will be sent to the email address that you provided.

Email verification required

You have successfully registered your account.

An activation email has been emailed to the email address you provided. Please click on the link in the email when it arrives and your account will be activated. You will then be able to login to [eReturns](#) using the username and password you provided.

The email sent to you will look like this.

The email account linked to your eReturns account has changed. Please activate your eReturns account by clicking this link <https://ereturnstest.dev.aec.local/RegistrationWizard/ActivateAccount?activationCode=EE8C054585CD0B3C0762107FFD128271>. Alternatively copy the link into your browsers address bar.

If you have any queries, please contact the Funding and Disclosure section by phone on 02 6271 4552 or by email at fad@aec.gov.au

Disclosure Unit
Funding and Disclosure | National Office
Australian Electoral Commission
T: (02) 6271 4552 | F: (02) 6271 4555

When you click the link in the email you will get a confirmation that the verification has succeeded.

Activation complete

You have successfully activated your account. You can login to the [eReturns](#) site using the user name and password you provided during registration.

You can now log in to your eReturns account using the credentials you created at the Account details screen.

Troubleshooting

Forgotten Password

If you have forgotten your password, you can reset it online. This can be done using the forgotten password link on the eReturns front page. eReturns will send you an email with a new single use password in it.


The screenshot shows the eReturns login interface. At the top left is the Australian coat of arms. The main heading is 'eReturns'. Below this is a navigation bar. The primary content area is split into two sections. On the left, under the heading 'Login to eReturns', there are two text input fields labeled 'User name*' and 'Password*', followed by a blue 'Login' button. Below the button is a link that reads 'I've forgotten my user name or password', where the word 'password' is circled in red. Underneath this link is another link: 'Create an eReturns account'. On the right side, under the heading 'Information', there is a block of text providing instructions on how to use the site, recover forgotten credentials, and create a new account. It also mentions that political parties and associated entities must contact 'Funding and Disclosure' for login credentials and refers to 'Funding and Disclosure Guides' for more information.

Clicking forgotten password will take you to the password reset screen where you will need to enter your user name and the CAPTCHA text on screen.

Reset a forgotten password

Please enter your user name and a new password will be emailed to you. If you are an Associated Entity or Political Party your password cannot be reset automatically and you must contact Funding and Disclosure on (02) 6271 4552 or at fad@aec.gov.au

User name*

Picture characters


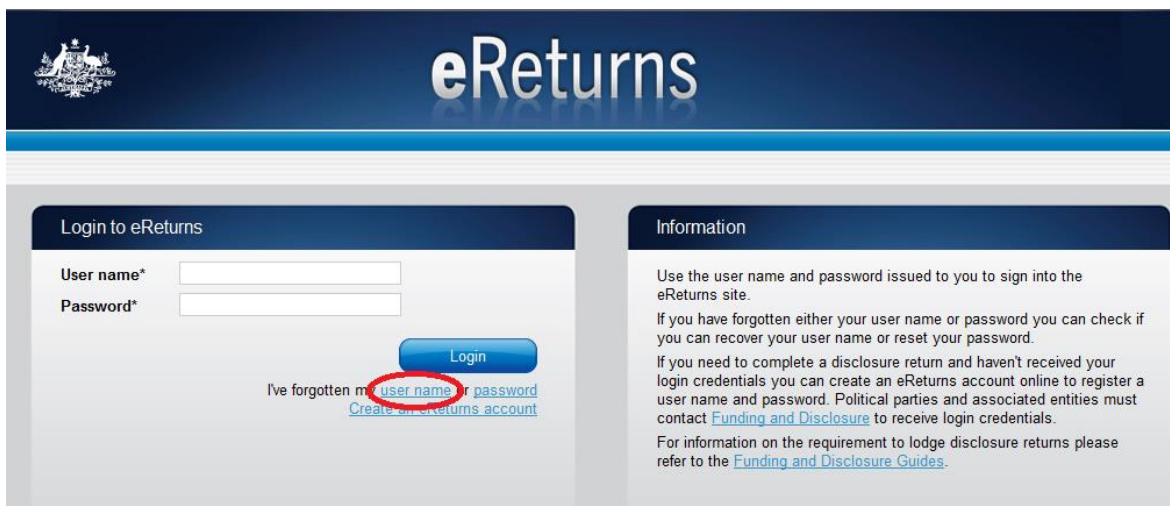
Type the characters you see in the picture above*

[Reset password](#)

Alternatively you can contact Funding & Disclosure on 02 6271 4552 or by email at fad@aec.gov.au.

Forgotten User name

If you have forgotten your user name, you can retrieve it online. This can be done using the forgotten user name link of the eReturns front page. eReturns will send you an email containing your user name.



eReturns

Login to eReturns

User name*

Password*

[Login](#)

I've forgotten my [user name or password](#)

[Create an eReturns account](#)

Information

Use the user name and password issued to you to sign into the eReturns site.

If you have forgotten either your user name or password you can check if you can recover your user name or reset your password.

If you need to complete a disclosure return and haven't received your login credentials you can create an eReturns account online to register a user name and password. Political parties and associated entities must contact [Funding and Disclosure](#) to receive login credentials.

For information on the requirement to lodge disclosure returns please refer to the [Funding and Disclosure Guides](#).


Clicking forgotten user name will take you to the user name retrieval screen where you will need to enter your email address and the CAPTCHA text on screen.

Send a forgotten user name

Please enter the email address you have provided to us and your user name will be emailed to you.

Email address*

Picture characters



Type the characters you see in the picture above*

Send user name

Alternatively you can contact Funding & Disclosure on 02 6271 4552 or by email at fad@aec.gov.au.

Note – If there is more than one user name related to an email address eReturns will not be able to retrieve your user name online. You will need to contact Funding and Disclosure to retrieve your user name in this instance.

Other problems

If you experience any difficulties while using eReturns, please contact Funding & Disclosure on 02 6271 4552 or by email at fad@aec.gov.au.