

July 2019

# eReturns

*Political Party Quick Reference Guide*




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# The basics

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## 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.
	<p>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.</p> <p>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.</p>

## 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

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### Logging in to eReturns

#### Getting Credentials

New party agents of political parties will have a username and password issued to them by the Australian Electoral Commission (AEC) with their obligation letter or when appointed as the party agent. Obligation letters to political parties are sent after 30 June of that financial year.

Where a person has become the party agent of a registered political party and wants to gain access to eReturns, contact Funding and Disclosure on 02 6271 4552 or email [fad@aec.gov.au](mailto:fad@aec.gov.au).

## Logging in

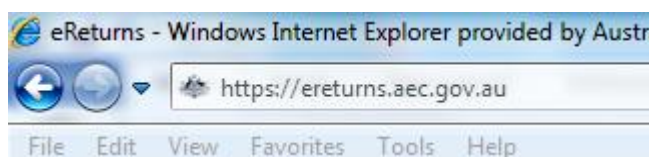
eReturns credentials will appear like this in the obligation letter:

**User name:** AdminTestParty  
**Password:** 2Pm3im87

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. Party agents who have credentials will be held responsible for returns lodged via eReturns using those credentials.

## Getting Started

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



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

At the eReturns webpage the following login screen will appear.

Enter the user name and password provided in the obligation letter and click 'Login'.

## On first login

The first time you log in to eReturns you will be prompted to verify your details. To navigate through the eReturns wizard use the 'Back' and 'Next' buttons at the bottom right of the screen.



### Step 1: Organisation Details

Political party details cannot be edited. If the party details are not correct you will need to contact Funding and Disclosure on 02 6271 4552 or email [fad@aec.gov.au](mailto:fad@aec.gov.au).

### Step 2: Contact Details

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

A screenshot of the eReturns contact details form. It features two input fields. The first field is labeled 'Email\*' and contains the text 'test@test.com.au'. The second field is labeled 'Confirm Email\*' and also contains the text 'test@test.com.au'. The form is set against a light gray background.

### Step 3: Account Details

On this screen you will be able to change your user name if you wish. The first time you login you will be required to enter a new password and provide a secret question and answer and a PIN. The secret information will be used by Funding and Disclosure staff to verify your identity over the phone if you need to contact the Help Desk.

[Main menu](#)

## 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

**Enter a username you will remember\***

**New Password**

**Confirm password**

**Secret question\***

 ?

**Secret answer\***

 ?

**Pin\***

 ?

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

#### 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](#).

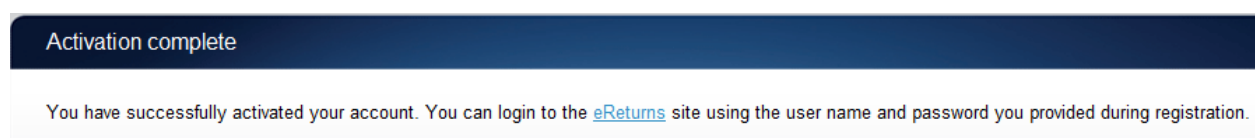
eReturns will automatically generate a verification email and send it to your email address. Before your eReturns account can be activated you will be required to verify your email address. This is done by clicking on the link in the email.

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](mailto:fad@aec.gov.au)

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

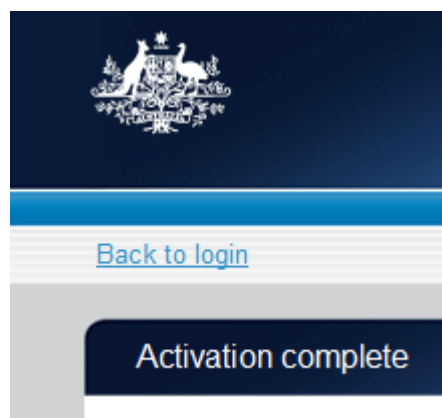
Clicking this link verifies that you have access to the email account.



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.



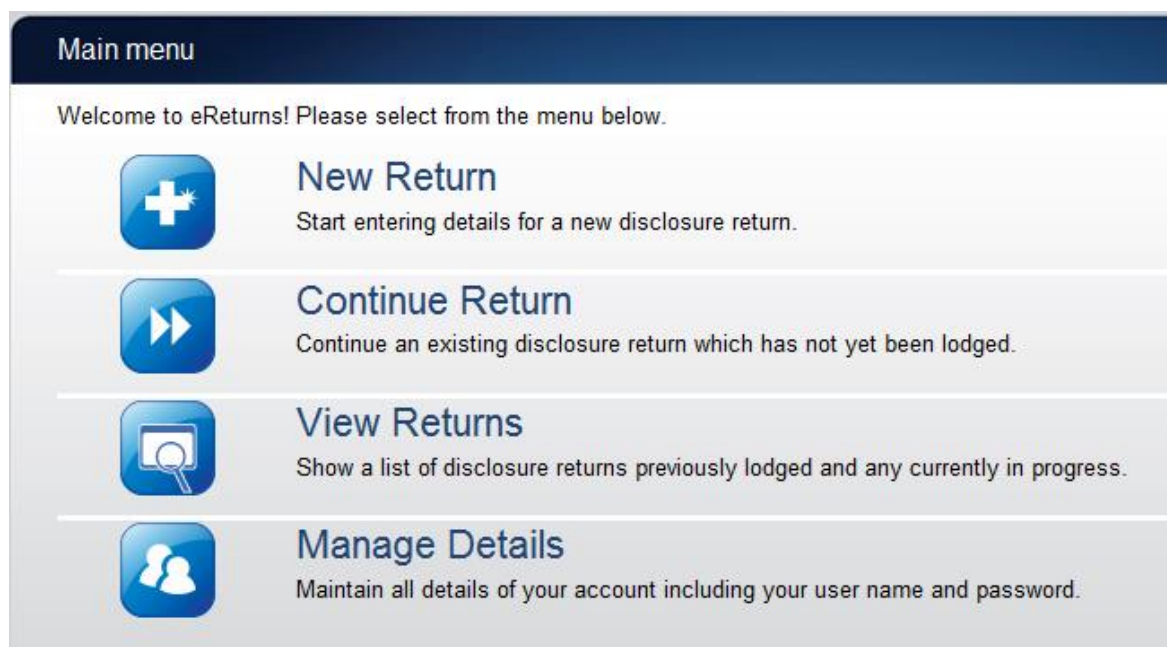
From here, enter your user name and password to login – remember you will have changed your password and may have changed your user name.

# Using eReturns

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## 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.

## Creating a sub-account

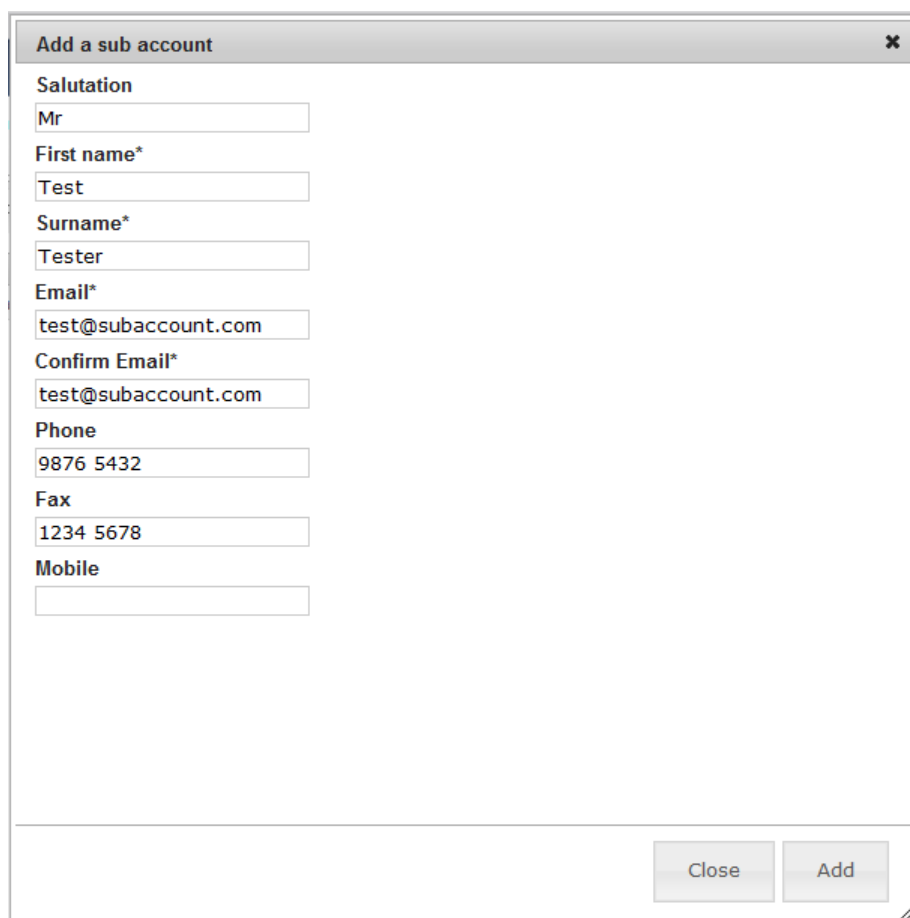
eReturns will allow a party agent to create a sub-account for another person (such as an admin person) to log in to eReturns and enter data in to the return. The sub-account holder will be able to add, remove and edit data in the return but they will **not** be able to lodge the return.

To create a sub-account, you will first need to contact Funding and Disclosure on 02 6271 4552 or email [fad@aec.gov.au](mailto:fad@aec.gov.au) and ask for your account to be changed to allow the creation of a sub-account. Once this is done you will need to log in using your credentials. On the main menu click 'Manage Details'. This will bring up the manage details screen.





To add a sub-account click the '+ Add' button. This will launch the 'Add a sub-account' window.



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

- Salutation: Mr
- First name\*: Test
- Surname\*: Tester
- Email\*: test@subaccount.com
- Confirm Email\*: test@subaccount.com
- Phone: 9876 5432
- Fax: 1234 5678
- Mobile: (empty field)

At the bottom right of the window, there are two buttons: "Close" and "Add". The "Add" button is highlighted with a blue border.

In the 'Add a sub-account' window you can record the details of the sub-account holder. It is important the email address is recorded correctly as it will be used to send the sub-account holder their credentials. Once you have finished recording the details of the sub-account holder click 'Add' to create the sub-account. Then click 'Close' to close the 'Add a sub-account' window. You will return to the Sub Accounts screen and you will be able to see the new sub-account in the list like the example below.

Political Party Details

You can edit your details and the details of your account here.

Political Party Details

Party Agent Details

Account Details

Sub Accounts

Sub Accounts

	Username	Account Status	Name	Email
<input type="checkbox"/>	SubAccTesterT	Email Verification Requested	Mr Test Tester	test@subaccount.com

+ Add

Edit

Delete

Export

Save

Once a sub-account has been added, eReturns will automatically send an email to the sub-account holder's email address like the one below.

Dear Mr Tester

Your eReturns account SubAccTesterT has been created with password 2ay2P222. Please activate your eReturns account by clicking this link <https://ereturnstest.dev.aec.local/RegistrationWizard/ActivateAccount?activationCode=7358B6B1E349E7C0E7D5F02C840081D5>. 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](mailto:fad@aec.gov.au)

#### Disclosure Unit

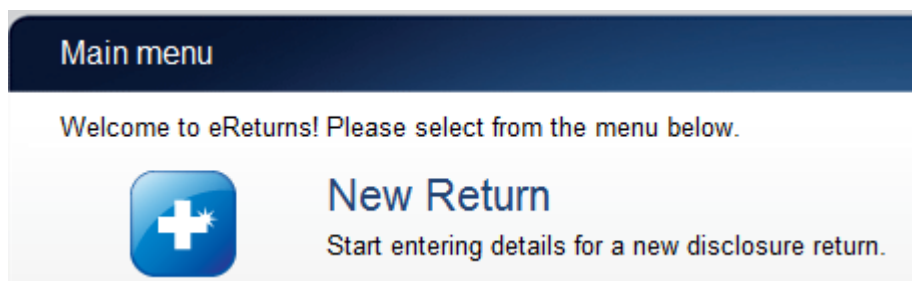
Funding and Disclosure | National Office  
 Australian Electoral Commission  
 T: (02) 6271 4552 | F: (02) 6271 4555

This email contains the user name and password for the sub-account holder. It also contains an activation link which the sub-account holder will need to click before they can log in. Once they have activated their account, they will be able to use their user name and password to log in to eReturns.

# Completing a return

## New Return

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

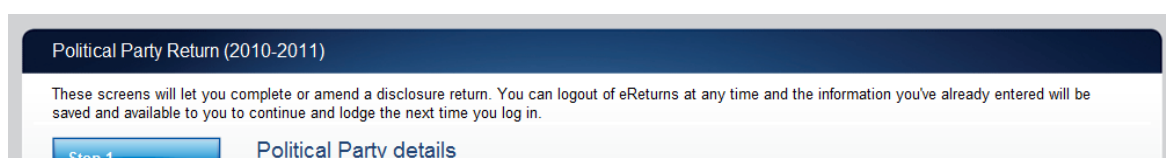


Then choose the return which you would like to complete

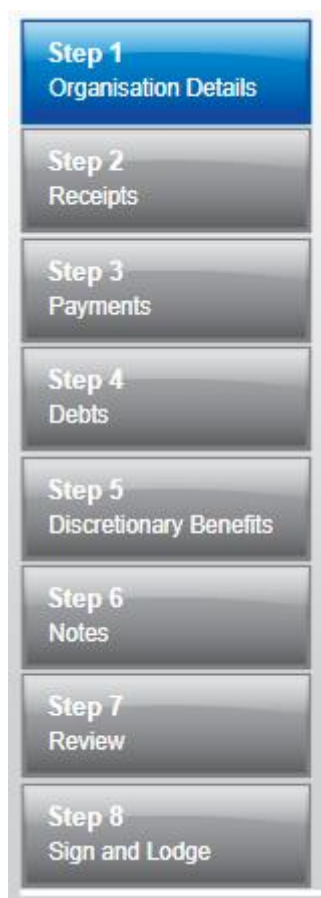


Click 'Continue' to launch the return wizard. Similar to when you review your account details you can use the 'Back' and 'Next' buttons to navigate through the screens.

Instructions on how to complete each section of the wizard will appear at the top of each screen.



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



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 review the party's details. Political party details cannot be edited. If the party details are not correct you will need to contact Funding and Disclosure on 02 6271 4552 or email [fad@aec.gov.au](mailto:fad@aec.gov.au).

Political Party Return (Interim UAT)

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  
Receipts

Step 3  
Payments

Step 4  
Debts

Step 5  
Discretionary Benefits

Step 6  
Notes

Step 7  
Review

Step 8  
Sign and Lodge

Political Party details

Political Party name:

☐ International address

Address

Suburb\*

State\*

Postcode\*

< Back

Next >

Once you have reviewed your party details, click 'Next' to move to the Party agent details screen.

Political Party Return (Interim UAT)

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  
Receipts

Step 3  
Payments

Step 4  
Debts

Step 5  
Discretionary Benefits

Step 6  
Notes

Step 7  
Review

Step 8  
Sign and Lodge

Party agent details

Salutation

First name\*

Surname\*

Capacity\*

Postal Address

☐ International address

Address

Suburb\*

State\*

Postcode\*

Email\*

Confirm Email\*

Phone\*

Fax

Mobile

< Back

Next >

On this screen you can review the party agent's details. Party agent name and address details cannot be edited. If these details are not correct you will need to contact Funding and Disclosure on 02 6271 4552 or email [fad@aec.gov.au](mailto:fad@aec.gov.au). Other details on this screen may be edited. Once you have finished editing these details click 'Next' to move to the Receipts screen.

## Step 2 - Receipts

Total receipts and gifts-in-kind can be recorded directly into this screen.

**Amounts you have received**

Total receipts  
\$0 ?

What amount included in the total receipts has been calculated as the value of gifts-in-kind  
\$0 ?

Provide details of all amounts over \$1,500 received during the financial year. ?

	Name	Address	Date	Amount	Transacti
--	------	---------	------	--------	-----------

Page 1 of 1 10 No records to view

+ Add Edit Delete Import Export

To record detailed receipts click the 'Add' button at the bottom of the table on the screen. That will launch the 'Add a receipt' window.

**Add a receipt** ✕

Name\*

ABN

ACN

☐ International address

Address

Suburb\*

State\*

Postcode\*

Transaction date

Amount\*  
\$0

Transaction type:  
☐ Donation Received  
☐ Other Receipt  
☐ Subscription

Close Add



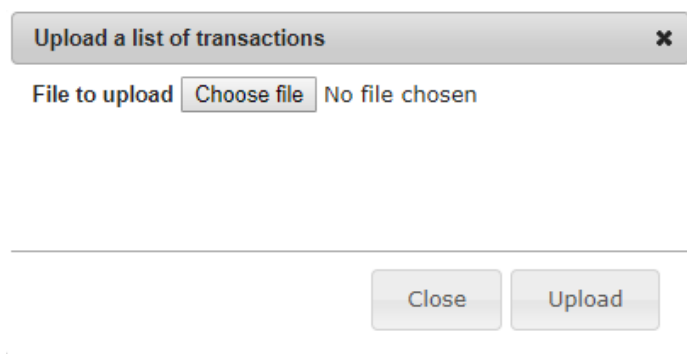
In the 'Add a receipt' window you can fill in the details of each detailed receipt. All required fields must be completed. Once all the information has been entered click the 'Add' button to add the receipt to the list. The 'Add a receipt' window will remain open to allow you to enter more receipts. Once you have finished entering receipts click the 'Close' button to return to the receipts screen.

## Import receipts

The import function allows you to upload a spread sheet of transactions into eReturns, eliminating the need to manually enter each transaction. In order to import receipts you will need a spread sheet (either in MSEXcel, CSV or XML format) of receipts which contains all of the required information for each receipt. To start importing receipts click the 'Import' button.

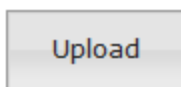


This will launch the import screen



From here you can choose the file you wish to upload from your computer.

Once you have selected the file, click 'Upload'.



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

### Assign data columns

Select the columns you want to use.

	Name	Address Line 1	Address Line 2		Suburb
<a href="#">Skip</a>	Name	Address Line 1	Address Line 2	Address Line 3	Suburb
<a href="#">Skip</a>	Company A	3/182 Test Lane			Kingston
<a href="#">Skip</a>	Company B	45 Test Street			Sydney
<a href="#">Skip</a>	Company C	Number 4, Test Road			Wamboin
<a href="#">Skip</a>	Company D	Unit 22, 89 Test Cct			Homebush
<a href="#">Skip</a>	Company E	Testland	453 Test Track		Mudgee



State	Postcode	Amount	Transaction Date	Transaction Type	Annotation
State	Postcode	Amount	Date	Donation or other receipt?	Notes
ACT	2604	55000	5/06/2010	Donation	
NSW	2000	12000	12/12/2009	Other receipt	
NSW	2620	20000	9/10/2009	Donation	
NSW	2140	15000	3/04/2010	Other receipt	
NSW	2850	35000	30/2/2010	Other receipt	

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

This screen will allow you to match information from the transactions in your spreadsheet to recognised fields in eReturns. You will need to use the drop down lists in the right column to link information from your spreadsheet displayed on the left to valid fields in eReturns. We therefore require you to identify what transaction types represents the transaction type in your records.

Your Transaction Types	Transaction Types
Donation	Donation Received
Other receipt	Other Receipt

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'.

### Import results

The import is now complete.

4 of 6 record(s) uploaded successfully.

The list below shows any transactions that could not be uploaded. You can export this list for review, and use the add functionality to manually add the transaction.

Errors	Name	PostalAddress_AddressLine1	PostalAddress_AddressLine2
Could not convert 'Date' to a Date Could not convert 'Amount' to a number Postcode must be 4 digits State is required The amount must be whole dollar amount greater than zero. Do not include any cents symbols or separators The transaction made on 28/02/2010 does not fall within the relevant reporting period 1/07/2010-30/06/2011.	Name	Address Line 1	Address Line 2
	Company E	Testland	453 Test Track

[← Export →](#)

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 screen. Once you have finished on the receipts screen click 'Next' to move to the payments screen.

### Step 3 - Payments

Enter the 'total payments' amount here.

Political Party Return (Interim UAT)

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  
Receipts

Step 3  
Payments

Step 4  
Debts

Step 5  
Discretionary Benefits

Step 6  
Notes

Step 7  
Review

Step 8  
Sign and Lodge

Payments

Total Payments for the financial year

\$0

< Back

Next >

**Note:** Political parties are only required to provide the total payments, no further details are required in relation to payments.

### Step 4 - Debts

Total debts and details of individual debts greater than the disclosure threshold are recorded here.

**Political Party Return (Interim UAT)**

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  
Receipts

Step 3  
Payments

**Step 4  
Debts**

Step 5  
Discretionary Benefits

Step 6  
Notes

Step 7  
Review

Step 8  
Sign and Lodge

### Details of debts

**Total Debts:**  
\$0

Please provide details of debts of more than the threshold of \$14,100 outstanding as at the end of the financial year.

Debts you owe				
	Name	Address	Date	Amount
<input type="checkbox"/>				

Page 1 of 1 10 No records to view

+ Add Edit Delete Import Export

< Back Next >

To record individual debts that are more than the disclosure threshold use the '+ Add' button and the 'Add a debt' window will appear.

Add a debt

**Creditor name\***

ABN

ACN

☐ International address

**Address**

**Suburb\***

**State\***

**Postcode\***

**Transaction date**

**Amount owed (GST inclusive)\***

\$0

**Debtor type:**

☐ Financial Institution  
☐ Non-financial Institution  
☐ Trust  
☐ Unincorporated Association

Close Add

In the 'Add a debt' window you can fill in the details of each detailed debt. All required fields must be completed. Once all the information has been entered click the 'Add' button to add the debt to the list. The 'Add a debt' window will remain open to allow you to enter more debts. Once you have finished entering debts click the 'Close' button to return to the debts screen.

If you have a large number of debts to record you may wish to import a spread sheet. For step by step instructions on importing, refer to the Import receipts section of this guide. Once you have recorded your total debts and all detailed debts click 'Next'.

## Step 5 – Discretionary benefits

**NOTE: The discretionary benefits field applies from the 2018-19 financial year. Although the tab will be visible for prior years, you will not be able to enter data.**

Discretionary benefits received from the Commonwealth, a State or a Territory during the financial year is recorded here.

The screenshot shows the 'Political Party Return (Interim UAT)' interface. On the left is a vertical navigation menu with steps 1 through 8. Step 5, 'Discretionary Benefits', is highlighted in blue. The main content area has a title 'Discretionary Benefits Received' and a subtitle 'Include details of any discretionary benefits received by the party from the Commonwealth, State or Territory during the financial year.' Below this is a table titled 'Discretionary benefits you have received' with columns for 'Name', 'Date', and 'Amount'. The table is currently empty. At the bottom of the table area, there is a pagination bar showing 'Page 1 of 1' and a dropdown menu set to '10'. Below the pagination bar are buttons for '+ Add', 'Edit', 'Delete', 'Import', and 'Export'. At the very bottom of the interface are '< Back' and 'Next >' buttons.

To record discretionary benefits received use the '+ Add' button and the 'Add a discretionary benefit' window will appear.

**Add a discretionary benefit** [X]

Name\*

Transaction date

Amount\*

Close Add

Once you have recorded your discretionary benefits, click 'Next' to move to the Annotations screen.

## Step 6 - Notes

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

**Political Party Return (Interim UAT)**

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** Receipts  
**Step 3** Payments  
**Step 4** Debts  
**Step 5** Discretionary Benefits  
**Step 6** Notes  
**Step 7** Review  
**Step 8** Sign and Lodge

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

Note
<input type="text"/>

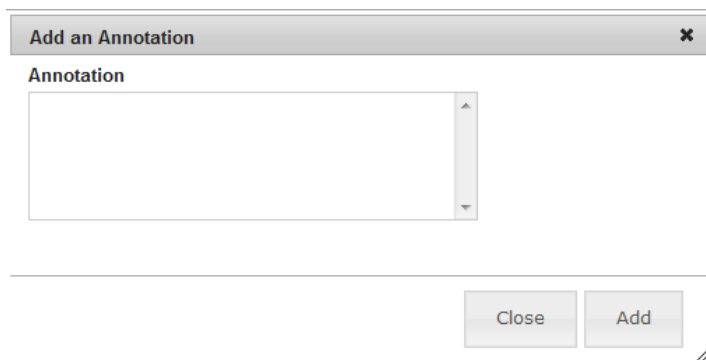
+ Add Edit Delete

Page 1 of 1 10 No records to view

< Back Next >

These annotations will be presented as footnotes on the return.

To add an annotation, click the 'Add' button. This will launch the 'Add an Annotation' window.



**Add an Annotation** [X]

Annotation

[Empty text box with vertical scrollbar]

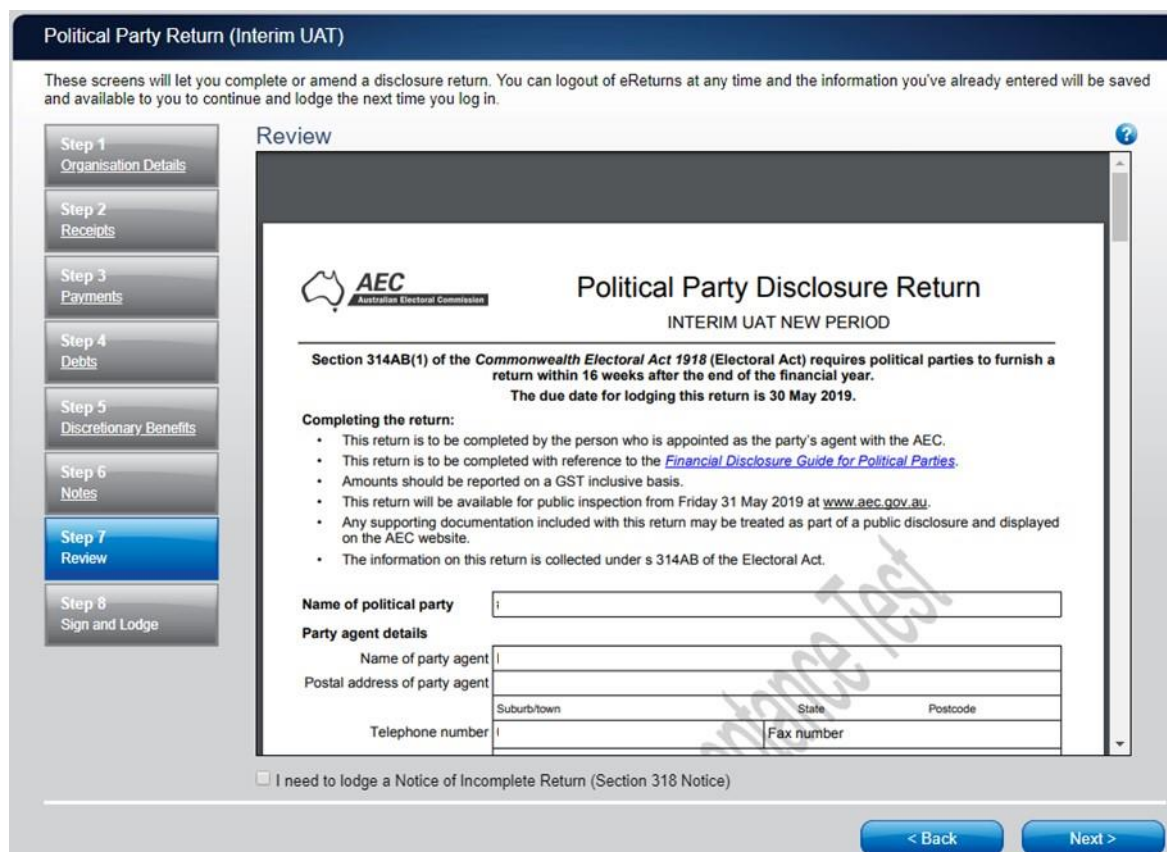
[Close] [Add]

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 7 - Review

The next screen is the review screen.



**Political Party Return (Interim UAT)**

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** Receipts  
**Step 3** Payments  
**Step 4** Debts  
**Step 5** Discretionary Benefits  
**Step 6** Notes  
**Step 7** Review  
**Step 8** Sign and Lodge

**AEC**  
Australian Electoral Commission

**Political Party Disclosure Return**  
INTERIM UAT NEW PERIOD

Section 314AB(1) of the *Commonwealth Electoral Act 1918* (Electoral Act) requires political parties to furnish a return within 16 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 the person who is appointed as the party's agent with the AEC.
- This return is to be completed with reference to the [Financial Disclosure Guide for Political Parties](#).
- Amounts should be reported on a GST inclusive basis.
- This return will be available for public inspection from Friday 31 May 2019 at [www.aec.gov.au](http://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 s 314AB of the Electoral Act.

**Name of political party** [Text box]

**Party agent details**

Name of party agent [Text box]  
 Postal address of party agent [Text box]  
 Suburb/town [Text box] State [Text box] Postcode [Text box]  
 Telephone number [Text box] Fax number [Text box]

☐ 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'll 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. Selecting this box will allow you to lodge a Notice of Incomplete Return. For more detail on this, go to the Lodging a Notice of Incomplete Return section of this guide.

## Step 8 – Sign and Lodge

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

The screenshot shows the 'Political Party Return (Interim UAT)' interface. On the left is a vertical sidebar with steps 1 through 8. Step 8, 'Sign and Lodge', is highlighted in blue. The main content area is titled 'Lodge' and 'Agents Certification'. It contains a certification checkbox, a signature field, a lodgement date (02/07/2019), and a password field. At the bottom right are '< Back' and 'Lodge' buttons.

Political Party Return (Interim UAT)

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**  
Receipts

**Step 3**  
Payments

**Step 4**  
Debts

**Step 5**  
Discretionary Benefits

**Step 6**  
Notes

**Step 7**  
Review

**Step 8**  
Sign and Lodge

**Lodge**

**Agents Certification**

Only the Party Agent can make this declaration. If Party Agent details are not up to date with the AEC, these must be updated before submitting this return.

☐ 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 have made due and reasonable inquiries of the political party on whose behalf I am agent for the purposes of Part XX of the Electoral Act. I understand that submitting an incomplete, false or misleading return is an offence under Division 137.1 of the Criminal Code Act 1995.

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

**Your Signature**

\_\_\_\_\_ \*

**Lodgement Date**  
02/07/2019

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

\_\_\_\_\_ \*

< Back   Lodge

On this screen, you will need to select the box next to the certification. As the agent of the party you will need to 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 automatically.

## 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 Political Parties* available on the AEC's website at [www.aec.gov.au](http://www.aec.gov.au).


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

**Political Party Return (Interim UAT)**

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  
Receipts
Step 3  
Payments
Step 4  
Debts
Step 5  
Discretionary Benefits
Step 6  
Notes
Step 7  
Review
Step 8  
Sign and Lodge

### Review



## Political Party Disclosure Return

### INTERIM UAT NEW PERIOD

**Section 314AB(1) of the Commonwealth Electoral Act 1918 (Electoral Act) requires political parties to furnish a return within 16 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 the person who is appointed as the party's agent with the AEC.
- This return is to be completed with reference to the [Financial Disclosure Guide for Political Parties](#).
- Amounts should be reported on a GST inclusive basis.
- This return will be available for public inspection from Friday 31 May 2019 at [www.aec.gov.au](http://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 s 314AB of the Electoral Act.

**Name of political party**

**Party agent details**

**Name of party agent**

**Postal address of party agent**

Suburb/town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Telephone number**  **Fax number**

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

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Next >

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

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.

**Political Party Return (Interim UAT)**

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  
Receipts

Step 3  
Payments

Step 4  
Debts

Step 5  
Discretionary Benefits

Step 6  
Notes

**Step 7  
Review**

Step 8  
Sign and Lodge

### Incomplete Return

**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.

< Back      Next >

Once you have reviewed your Notice of Incomplete Return click 'Next' to go to the Sign and Lodge screen. To lodge your return and Notice of Incomplete Return follow the instructions at Step 8 – 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.

**Main menu**

Welcome to eReturns! Please select from the menu below.

**New Return**  
Start entering details for a new disclosure return.

**Continue Return**  
Continue an existing disclosure return which has not yet been lodged.

**View Returns**  
Show a list of disclosure returns previously lodged and any currently in progress.

**Manage Details**  
Maintain all details of your account including your user name and password.

The view returns screen will display.

The screenshot shows a web interface titled "View returns". Below the title is a subtitle: "Here are all of your current and historical returns." There are two main sections: "Current Returns" and "Historical Returns".

The "Current Returns" section is empty, showing only the headers "Return" and "Action".

The "Historical Returns" section contains a table with the following data:

Return	Action
Political Party Return for 2017-18	--Select--
Political Party Return for 2016-17	--Select--
Political Party Return for 2015-16	--Select--
Political Party Return for 2014-15	--Select--
Political Party Return for 2013-14	--Select--
Political Party Return for 2012-13	--Select--

At the bottom of the screen, there is a pagination bar showing "Page 1 of 1" and "View 1 - 8 of 8".

Use the 'Amend' option in the drop down list next to the return you wish to amend.

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 in the same way as the original return.

# Troubleshooting

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## Forgotten Password

If you have forgotten your password, contact Funding and Disclosure on 02 6271 4552 or email [fad@aec.gov.au](mailto:fad@aec.gov.au).

## Forgotten User name

If you have forgotten your user name please contact Funding and Disclosure on 02 6271 4552 or email at [fad@aec.gov.au](mailto:fad@aec.gov.au). Political Party eReturn account user names can only be provided by Funding and Disclosure staff of the AEC.

## Other problems

If you experience any difficulties while using eReturns, contact Funding and Disclosure on 02 6271 4552 or email [fad@aec.gov.au](mailto:fad@aec.gov.au).