

September 2022

eReturns




*Individual and Organisation Donors Quick
Reference Guide*

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The basics

Common icons

Icon	What it does
	This is the help icon. If you click on this icon, further information will be displayed.
	This is the close icon. Clicking on this icon will close the help text that is displayed.
	This is the annotation icon. Where this icon appears, you can record further information. Any information you record in an annotation will be presented on the final return as a footnote.

Useful information

Saving

eReturns automatically saves 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

Donors will have a user name and password issued to them by the Australian Electoral Commission (AEC) with their obligation letter as they are identified from political party and other returns. Obligation letters are sent out after 1 July each year.

Where a donor wants to access eReturns, they can [create an account](#) or contact Funding and Disclosure on 02 6271 4552 or email fad@aec.gov.au.

Logging in

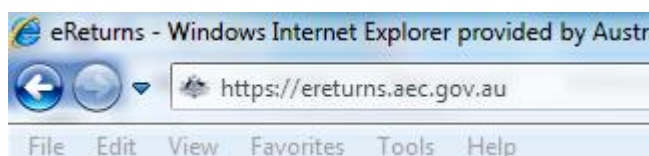
eReturns credentials will appear like this in the obligation letter:


User name: AdminTestDonor
Password: 7a373h3r

eReturns credentials consist 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. Donors who have credentials are responsible for returns lodged via eReturns using those credentials.

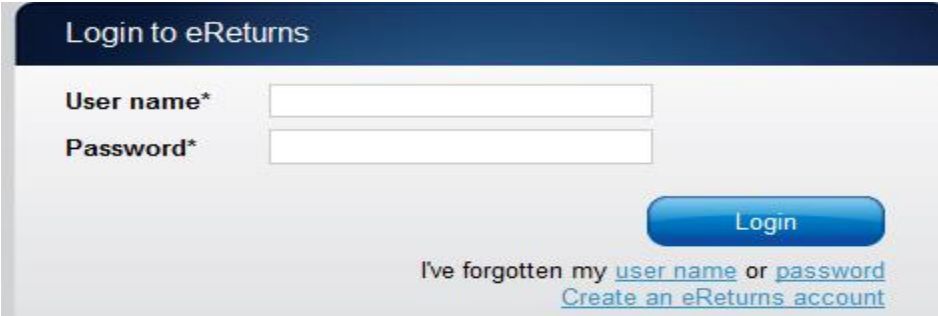
Getting Started

eReturns can be accessed at <https://ereturns.aec.gov.au/>.



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

The eReturns webpage displays the following login screen.



Login to eReturns

User name*

Password*

Login

I've forgotten my [user name](#) or [password](#)
[Create an eReturns account](#)

Enter the 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

The first time you login 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

For an organisation donor, on this screen you can review and update the details of the organisation you are lodging on behalf of. Individual donors will be taken 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 page has a dark blue header with the title. Below the header, it says 'Please review and update your details.' On the left, there is a vertical sidebar 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*' (Test Donor), 'ABN' (with a help icon), 'ACN' (with a help icon), an unchecked checkbox for 'International address', 'Address' (Test Street), 'Suburb*' (PLYMPTON PARK), 'State*' (SA), and 'Postcode*' (5038). At the bottom right, there are '< Back' and 'Next >' buttons.

Step 2: Contact details

A screenshot of a web form titled 'Complete your account details'. The page has a dark blue header with the title. Below the header, it says 'Please review and update your details.' On the left, there is a vertical sidebar with four steps: Step 1 (Organisation Details), Step 2 (Contact Details, highlighted in blue), Step 3 (Account Details), and Step 4 (Confirmation). The main content 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' (unchecked checkbox for 'International address'), 'Address' (Test Street), 'Suburb*' (PLYMPTON PARK), 'State*' (SA), 'Postcode*' (5038), 'Email*' (test@test.com), 'Confirm Email*', 'Phone*' (12-49), 'Fax' (23095), and 'Mobile' (3-9). At the bottom right, there are '< Back' and 'Next >' buttons.

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 returns you lodge.



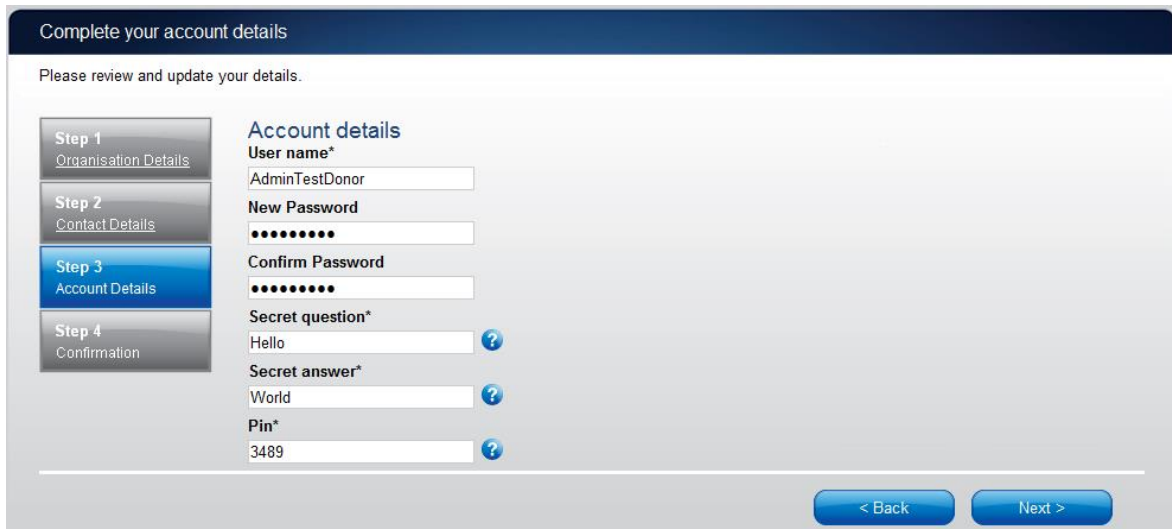
A screenshot of a form with two input fields. The first field is labeled "Email*" and contains the text "test@test.com.au". The second field is labeled "Confirm Email*" and also contains the text "test@test.com.au".

Once you have updated your details select 'Next' to move to the account details screen.

Step 3: Account Details

On this screen you may update the user name. The first time you login you will be required to enter a new password and provide a secret question and answer and a PIN. Passwords are case sensitive, must be at least 8 characters long and have at least one letter and one number and cannot contain any special characters (eg *, #). This secret information will be used by AEC staff to verify your identity if you need to contact the Help Desk.

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



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 list of four steps: "Step 1 Organisation Details", "Step 2 Contact Details", "Step 3 Account Details" (which is highlighted in blue), and "Step 4 Confirmation". The main content area is titled "Account details" and contains several input fields: "User name*" with the value "AdminTestDonor", "New Password" with masked characters "●●●●●●●●", "Confirm Password" with masked characters "●●●●●●●●", "Secret question*" with the value "Hello" and a help icon, "Secret answer*" with the value "World" and a help icon, and "Pin*" with the value "3489" and a help icon. At the bottom right, there are two blue buttons: "< Back" and "Next >".

Once you have completed the account details screen, select '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.

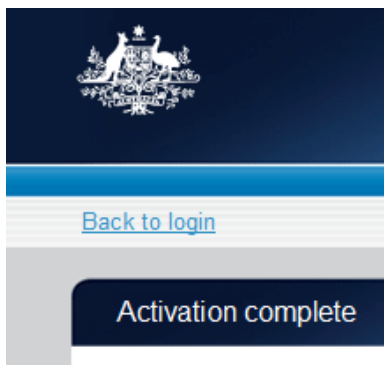
Activation complete

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.

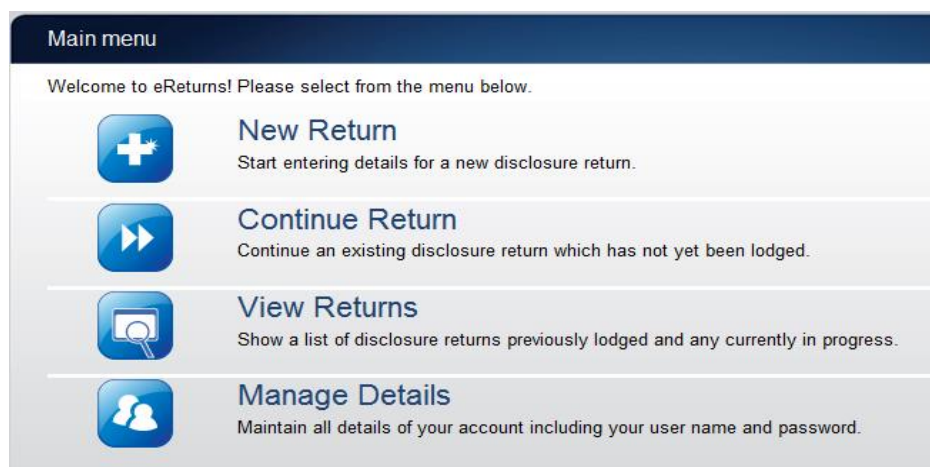


From here, enter your user name and password to login – remember you may have changed your password and user name.

Using eReturns

Main Menu

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



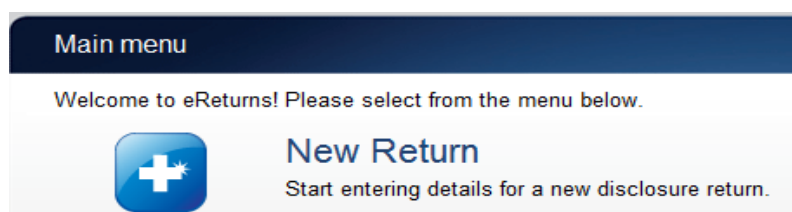
From the main menu you can start a **new return**, **continue** a return which is partially complete, **view** historical returns and **manage** your account details.

Your account details are the details that 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 list of returns that will appear will depend 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.

New Disclosure Return

What type of disclosure return would you like to lodge?

- Organisation Donor Return-Financial Year 2021-22
- Organisation Donor Return-Financial Year 2020-21
- Organisation Donor Return-Financial Year 2019-20
- Organisation Donor Return-Financial Year 2018-19
- Organisation Donor Return-Financial Year 2017-18
- Organisation Donor Return-Financial Year 2016-17
- Organisation Donor Return-Financial Year 2015-16
- Organisation Donor Return-Financial Year 2014-15
- Organisation Donor Return-Financial Year 2013-14
- Organisation Donor Return-Financial Year 2012-13
- Organisation Donor Return-Financial Year 2011-12
- Organisation Donor Return-Financial Year 2010-2011
- Election Donor Return-Wentworth by-election
- Election Donor Return-Perth by-election
- Election Donor Return-New England by-election
- Election Donor Return-Mayo by-election
- Election Donor Return-Longman by-election
- Election Donor Return-Fremantle by-election
- Election Donor Return-Braddon by-election
- Election Donor Return-Bennelong by-election
- Election Donor Return-Batman by-election
- Election Donor Return-2022 Federal Election

Click 'Continue' to launch the return wizard. 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.

Organisation Donor Return (2021-22)

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*

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 (2021-22)

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

Lodging Officer 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 and update your details. Once you have reviewed your details, click 'Next' to move to the Related Organisations screen.

Step 2 – Related Organisations

Please add any other business names that your company may operate under, otherwise click 'Next' to move to the 'Related Organisations' page.

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 records to view

+ Add Edit Delete

< Back Next >

Once you have finished adding all related organisations, click 'Next' to move to the Donations Made screen.

Related Organisations
Please provide details of any related organisations covered by this return.

Organisation Name	ABN	ACN	PostalAddress
-------------------	-----	-----	---------------

Page 1 of 1 | 10 records to view

+ Add Edit Delete

< Back Next >

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 (2021-22)

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

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 \$15,000, between 01/07/2021 and 03/06/2022. 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.

Donations you have made

Party Name	Postal address	Date	Amount
------------	----------------	------	--------

Page 1 of 1 | 10 records to view

+ Add Edit Delete Import Export

< Back Next >

To record donations, click the '+ Add' button. This will launch the 'Add a donation' window.

Add a donation made ✕
 Amount*
 Transaction date*
 Political Party*
Close Add

In the 'Add a donation' 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' 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 to Members of Parliament screen.

Import donations

The import function allows you to upload a spreadsheet of transactions into eReturns, eliminating the need to manually enter each transaction. To import donations, you will need a spreadsheet of donations (either in MSEXcel, CSV or XML format) that contains the required information for each donation. To start importing donations click the 'Import' button.

This will launch the import screen. From here you can choose the file you wish to upload.

Upload a list of transactions ✕
 File to upload No file chosen
Close Upload

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

When eReturns has uploaded your spreadsheet, it will ask you to match the columns in your spreadsheet to the columns in eReturns.

Assign data columns
 Select the columns you want to use.

	Recipient			
Skip		U1, 6 Test St		Civic
Skip		ADBC Building	6 Test Road	Melbourne
Skip		18 Test Pl		Sydney
Skip		1 Test street		Palmerston

		Amount	Transaction Date
ACT	2601	1000	01/07/2021 12:00:00 AM
VIC	3000	5000	15/12/2021 12:00:00 AM
NSW	2000	15000	01/04/2022 12:00:00 AM
ACT	2913	21000	29/06/2022 12:00:00 AM

Once you have assigned the columns, click 'Import Data'.

eReturns will ask you to designate some of the values in the columns. You will need to assign values that eReturns recognises to the data in your spreadsheet. 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 registered political party name represents the political party in your records.

Your Political Party	Registered Political Name
Australian Labor Party	Australian Labor Party (ALP)
Australian Greens	Australian Greens
Liberal Party of Australia	Liberal Party of Australia
TNL	TNL

Once you have matched the values from your spreadsheet to values that eReturns will recognise, you can click 'Assign'. eReturns will display how many records were successfully imported, and list records that were not successfully imported. 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
<p>Could not convert 'Date' to a Date</p> <p>Could not convert 'Amount' to a number</p> <p>Postcode must be 4 digits</p> <p>State is required</p> <p>The amount must be whole dollar amount greater than zero. Do not include any cents symbols or separators.</p> <p>The transaction made on 28/02/2010 does not fall within the relevant reporting period 1/07/2010-30/06/2011.</p>	Company E	Testland'	453 Test Track

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 spreadsheet 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 recorded all donations, click 'Close'. Then click 'Next' to move to the Donations Made to Members of Parliament screen.

Organisation Donor Return (2021-22)

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 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 \$14,500, between 01/07/2021 and 30/06/2022. 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
<input type="checkbox"/>			29/06/2022	21000
<input type="checkbox"/>			01/04/2022	15000
<input type="checkbox"/>			15/12/2021	5000
<input type="checkbox"/>			01/07/2021	1000

Page 1 of 1 | 10 | View 1 - 4 of 4

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

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

Members of Parliament

This screen will allow you to record details of donations you have made to Members of the House of Representatives and Senators during the financial year.

Organisation Donor Return (2021-22)

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

Donations you have made to members of Parliament

Use this screen to provide details of donations or gifts-in-kind you've made to members of the House of Representatives, Senators totalling more than \$15,000, between 01/07/2021 and 03/06/2022. 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.

Donations you have made to members of Parliament

<input type="checkbox"/>	Name	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. This will launch the 'Add a donation' window.

Add a donation ✕

Name of member of Parliament*

International address

Address

Suburb*

State*

Postcode*

Transaction date*

Amount*

\$0

Close Add

In the 'Add a donation' window you can fill in the details of each donation made to members of the House of Representatives and Senators. For each donation you must include the name of the member of Parliament, their address, transaction date and the amount donated. Once you have finished recording the details of a donation, click the 'Add' button to add the donation to the list.

Once you have recorded all donations, click 'Close'. Then click 'Next' to move to the Donations Made to Significant Third Party screen.

You can also import donations made to Members of Parliament. For step-by-step instructions on importing donations, refer to the 'Import Donations' section of this guide (above).

Significant Third Parties

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

The screenshot shows the 'Organisation Donor Return (2021-22)' interface. On the left is a navigation menu with steps 1 through 7. Step 3, 'Donations made', is highlighted. The main area is titled 'Donations you have made to significant third party' and includes a help icon. Below the title is a text box explaining the purpose of the screen and the reporting period (01/07/2021 to 03/06/2022). A table with columns for Name, Address, Date, and Amount is present, but it is currently empty. At the bottom of the table area, there are buttons for '+ Add', 'Edit', 'Delete', 'Import', and 'Export'. Navigation buttons for '< Back' and 'Next >' are at the very bottom.

To record donations, click the '+ Add' button. This will launch the 'Add a donation' window.

The 'Add a donation' window is a form with the following fields: 'Name*' (text input with a help icon), '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 '\$' symbol and a help icon). At the bottom of the window are 'Close' and 'Add' buttons.

In the 'Add a donation' window you can fill in the details of each donation. For each donation you must include the amount, transaction date and name of the significant third

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' 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.

You can also import donations made to significant third parties. For step-by-step instructions on importing donations, refer to the 'Import Donations' section of this guide (above).

Step 4 – Donations Received

This screen will allow you to record details of the donations you have received. These are donations that you have used (wholly or partly) to make the donations to political parties, Members of Parliament or significant third parties that you recorded at Step 3 – Donations Made.

Organisation Donor Return (2021-22)

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

Donations you have received

Provide details of gifts and donations received which were over the threshold of \$15,000 and used (wholly or partly) to make the donations shown in the previous step.

<input type="checkbox"/>	Name	Address	Date	Amount
--------------------------	------	---------	------	--------

Page 1 of 1 | 10 records per page | No records to view

+ Add | Edit | Delete | Import | Export

< Back | Next >

To record donations you have received, click the '+ Add' button. 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

Close | Add

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, 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.

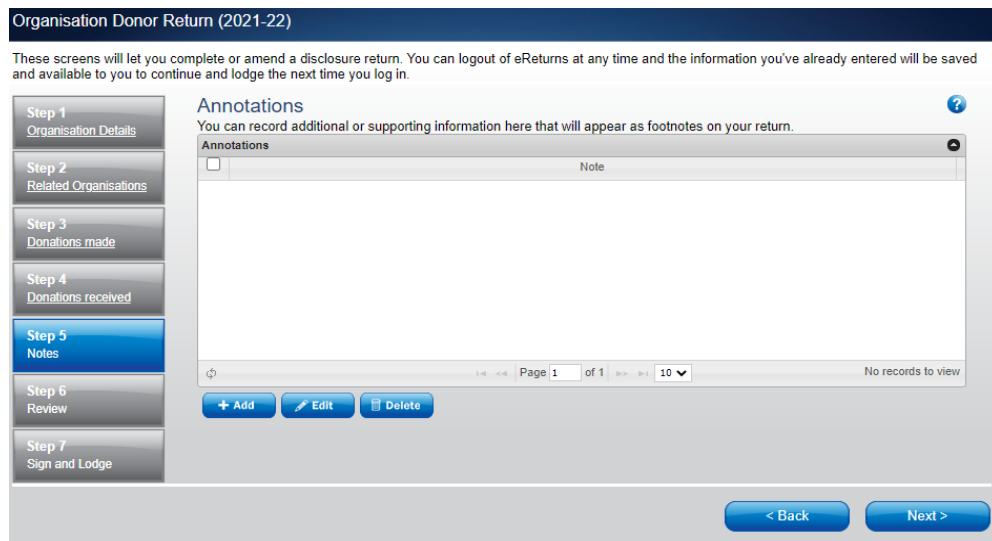
The 'Add a donation received' window will remain open, allowing you to enter more donations.

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 'Import Donations' section of this guide (above).

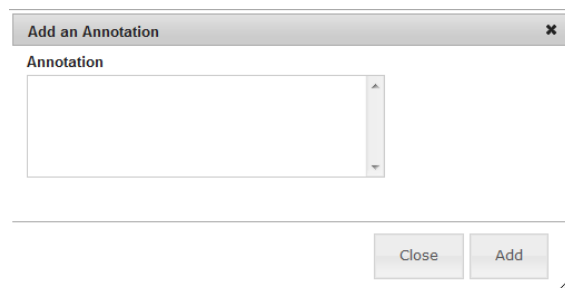
Step 5 – Notes

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 (2021-22)

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

Review

Organisation Dono... 1 / 7 | 88% + |

AEC
Australian Electoral Commission

Annual Donor Disclosure Return – Organisations
FINANCIAL YEAR 2021-22

Sections 305B and 306 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 20 October 2022.

Completing the Return:

- This return is to be completed by organisations who made a donation to a registered political party (or a State branch), significant third party, member of the House of Representatives (MP) or Senator.
- This return is to be completed with reference to the [Financial Disclosure Guide for Annual Donors](#).
- This return will be available for public inspection from 04 Jun 2022 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 ss 305 and 306 of the Electoral Act.

NOTE: This form is for the use of organisations only. Please use the form **Annual Donor Disclosure Return – Individuals** if you are completing a return for an individual.

Details of organisation that made the donation

Name			
Address			
	Suburb/Town	State	Postcode

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 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 when you lodge the return and will appear on the final version of the return.

If you need to change 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 details, go to the [Lodging a Notice of Incomplete Return](#) section of this guide.

Step 7 – Sign and Lodge

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

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.

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

Lodgment Date

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

< Back Lodge

On this screen, **you will need to select the certification box.**

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](#).

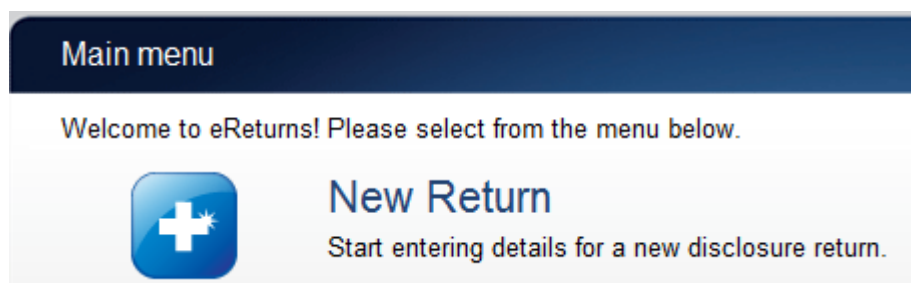
[Back to main menu](#).

From this screen you may save a PDF copy of the return. The AEC recommends that you save a copy of the return. eReturns will email you a copy of your lodged return automatically.

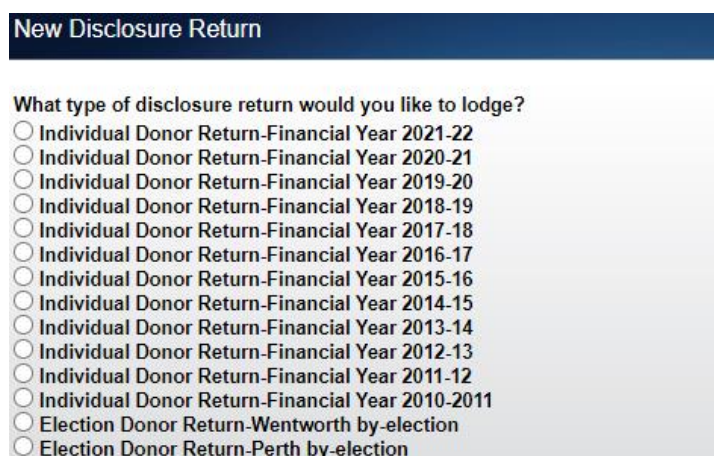
Completing a return – Individuals

New Return

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



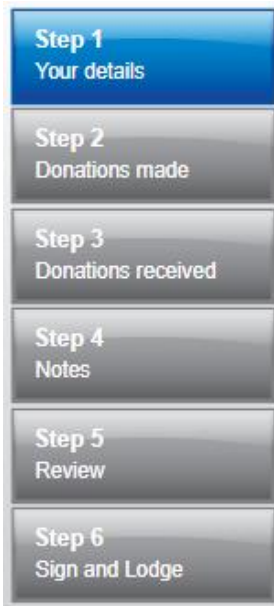
Then choose the return which you would like to complete. The list of returns that will appear will depend on whether you are an individual or organisation donor and whether you have lodged any returns previously . The example screen below is for an individual donor.



Click 'Continue' to launch the Return wizard. 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 screen.

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



Step 1 – Individual donor details

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

Individual 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.

Step 1
Your details

Step 2
Donations made

Step 3
Donations received

Step 4
Notes

Step 5
Review

Step 6
Sign and Lodge

Individual donor details

Salutation

First name*

Surname*

Postal Address
 International address

Address

Suburb*

State*

Postcode*

Email*

Confirm Email*

Phone*

Fax

Mobile

< Back Next >

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' window.

Add a donation made

Amount*
\$20000

Transaction date*
F

Political Party*
?

Close Add

In the 'Add a donation' 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' 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 to Members of Parliament screen.

You can also import donations made to political parties. For step-by-step instructions on importing donations, refer to the 'Import Donations' section of this guide (above).

Members of Parliament

This screen will allow you to record details of donations you have made to Members of the House of Representatives and Senators for federal purposes during the financial year.

Individual Donor Return (2021-22)

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 members of Parliament

Use this screen to provide details of donations or gifts-in-kind you've made to members of the House of Representatives, Senators totalling more than \$15,000, between 01/07/2021 and 03/06/2022. 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
--------------------------	------	---------	------	--------

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' window.

Add a donation ✕

Name of member of Parliament*

International address
Address

Suburb*

State*

Postcode*

Transaction date*

Amount*

[Close](#) [Add](#)

In the 'Add a donation' window you can fill in the details of each donation made for federal purposes to members of the House of Representatives and Senators. For each donation you must include the name of the Member of Parliament, address, transaction date and the amount donated for federal purposes. Once you have finished recording the details of a donation, click the 'Add' button to add the donation to the list.

Once you have recorded all donations, click 'Close'. Then click 'Next' to move to the Donations Made to Significant Third Party screen.

You can also import donations made to Members of Parliament. For step-by-step instructions on importing donations, refer to the 'Import Donations' section of this guide (above).

Significant Third Party

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

Individual Donor Return (2021-22)

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 significant third party

Use this screen to provide details of donations or gifts-in-kind you've made to significant third party totalling more than \$15,000, between 01/07/2021 and 03/06/2022. 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.

Donations you have made to significant third party

<input type="checkbox"/>	Name	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' window.

In the 'Add a donation' window you can fill in the details of each donation. For each donation you must include the amount, transaction date and name of the significant third 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.

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

You can also import donations made to significant third parties. For step-by-step instructions on importing donations, refer to the 'Import Donations' section of this guide (above).

Step 3 – Donations Received

This screen will allow you to record details of the donations you have received. These are donations that you have used (wholly or partly) to make the donations to political parties, Members of Parliament or significant third parties that you recorded at Step 2 – Donations Made.

The screenshot shows the 'Individual Donor Return' web 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 help icon. Below the title is a sub-header 'Donations you have received' and a table with columns for Name, Address, Date, and Amount. The table is currently empty. At the bottom of the table area are buttons for '+ Add', 'Edit', 'Delete', 'Import', and 'Export'. Below the table area are '< Back' and 'Next >' buttons. A footer note states 'No records to view'.

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 screenshot shows the 'Add a donation received' window. It contains 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 '\$0' prefix and a blue circular icon). At the bottom right are 'Close' and 'Add' buttons.

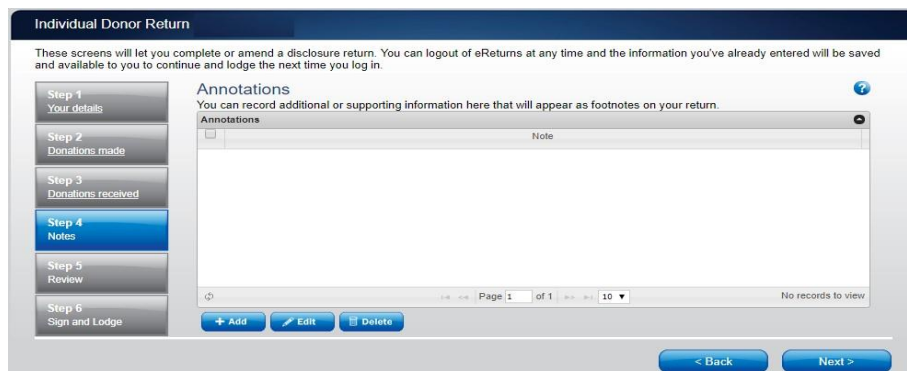
In the 'Add a donation received' window you can fill in the details of each donation received. For each donation that you have received you must include the name and address of the donor, the transaction date and the amount. Once you have finished recording the details of a donation, click the 'Add' 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 'Import Donations' section of this guide (above).

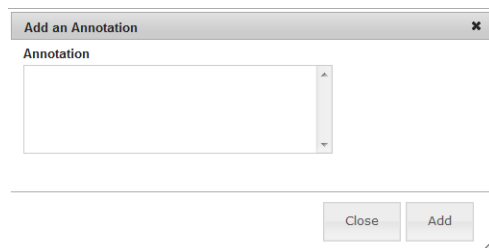
Step 4 – Notes

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 – 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 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
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 select the certification box**.

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 the return. The AEC recommends that you save a copy of the return. eReturns will email you a copy of your lodged return automatically. The unique reference number presented on this screen is recorded on the bottom right-hand corner of the lodged return.

Lodging a Notice of Incomplete Return

eReturns allows you to lodge a Notice of Incomplete Return. For more information about when it is appropriate to lodge a Notice of Incomplete Return, please consult the [Financial Disclosure Guide for Annual Donors](#).

To lodge a Notice of Incomplete Return, select the checkbox at the bottom of the review screen.

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 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 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)

< Back Next >

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

Organisation Donor Return (2021-22)

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 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 >

In this screen you are required to provide details of the information that is missing from the return, the reason why you were unable to obtain the information, who you believe may have the information, and why you believe that person has the information. Once you have completed all the fields on the screen, click 'Next' to review the Notice of Incomplete Return.

Organisation Donor Return (2021-22)

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

Organisation Dono... 1 / 2 88%

AEC
Australian Electoral Commission

Notice of Incomplete Return

Completing the Notice of Incomplete Return required by section 318 of the Commonwealth Electoral Act 1918:

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

Type of return Donor to Political Party Disclosure Return - Organisations
Period covered This return relates to the Financial Year 2021-22

Name of person/organisation (on whose behalf the incomplete return is being lodged)
Postal address
Suburb/town State Postcode
Telephone number Fax number

< Back Next >

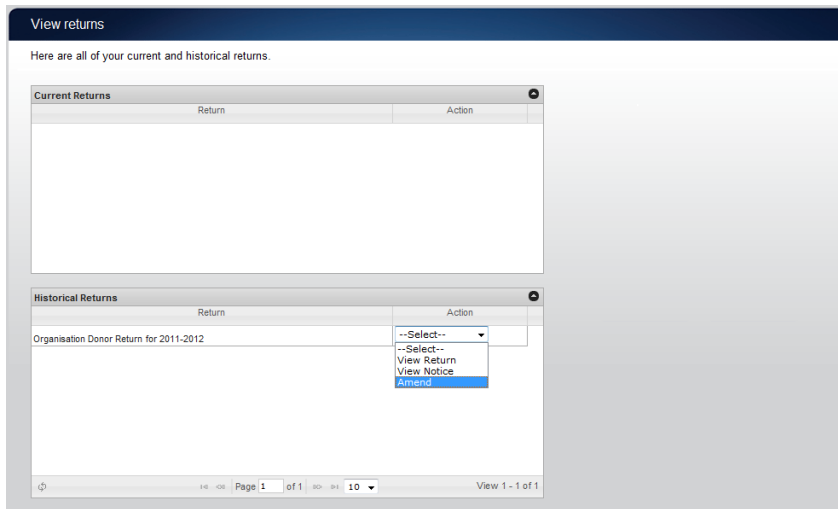
Once you have reviewed the Notice of Incomplete Return click 'Next' to go to the Sign and Lodge screen. To lodge the return and Notice of Incomplete Return follow the instructions at [Step 6 and 7 – Sign and Lodge](#).

Amending a return

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



The view returns screen will display.



In the 'Action' column, select 'Amend' in the drop-down list next to the return you wish to amend.

This will launch the amendment wizard. The amendment wizard is the same as the return wizard, except it contains the data from the original return. To amend a return, 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. This amendment form can be lodged in the same way as the original return.

Creating an account

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



On the eReturns homepage, 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.

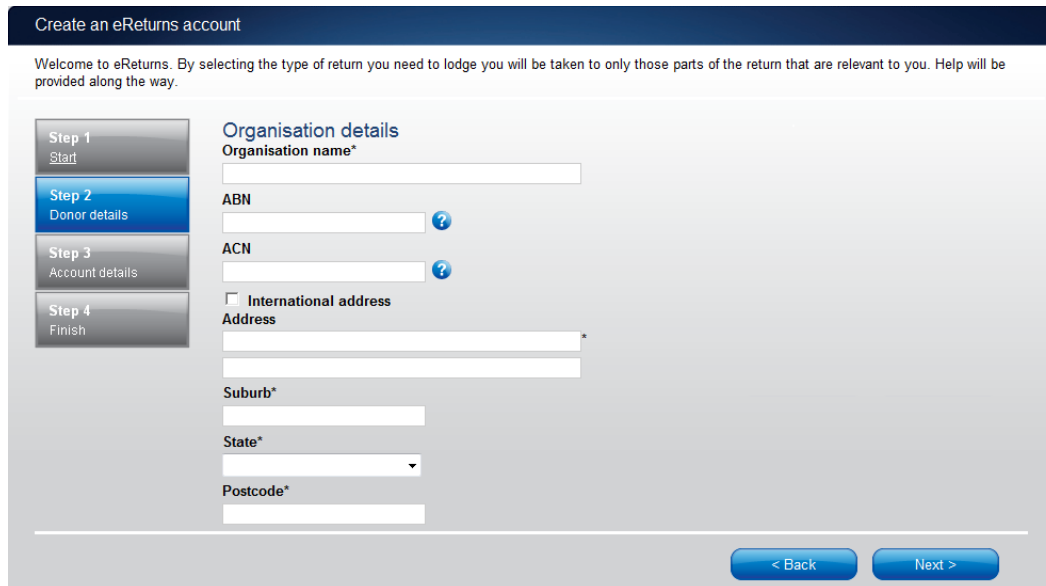
The first screen requires you to select the type of return you need to complete. For donors this will either be a 'Donor to Political Party Disclosure Return – Individuals' or a 'Donor to Political Party Disclosure Return – Organisations'.



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

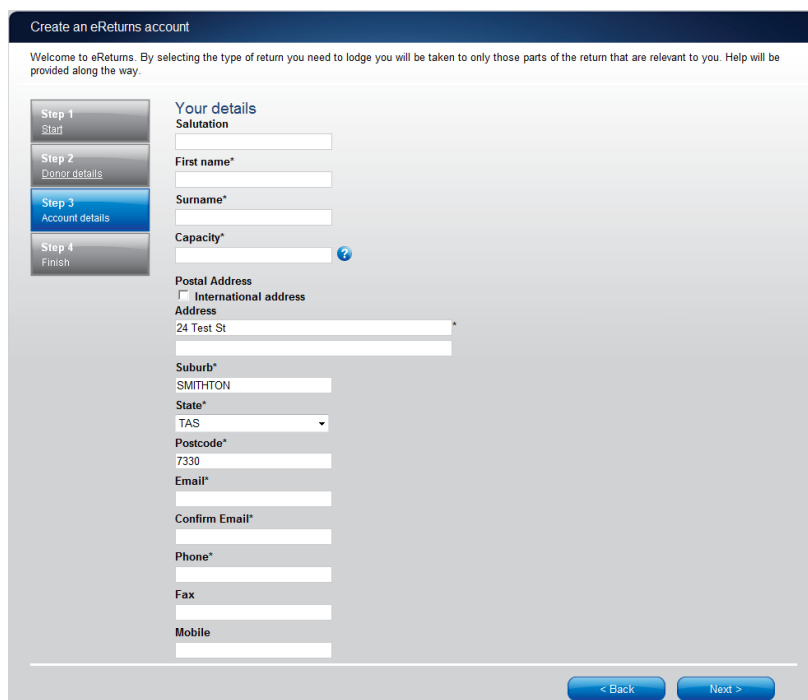
If you selected Organisation Donor Return, you will enter the details of the organisation you are lodging on behalf of.

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



The screenshot shows the 'Create an eReturns account' interface. 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), a 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' to move to the Your Details screen.



The screenshot shows the 'Create an eReturns account' interface, now on the 'Your details' step. The header and banner are the same as in the previous screenshot. The navigation menu on the left now highlights 'Step 3 Account details' 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), a checkbox for 'Postal Address' and '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.

Once you have entered your details, click 'Next' to move to the Account Details screen.

Create an eReturns account

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.

Step 1
Start

Step 2
Donor details

Step 3
Account details

Step 4
Finish

Account details
Enter a username you will remember*

New Password


Confirm password

Secret question*

Secret answer*

Pin*

Picture characters



Type the characters you see in the picture above*

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

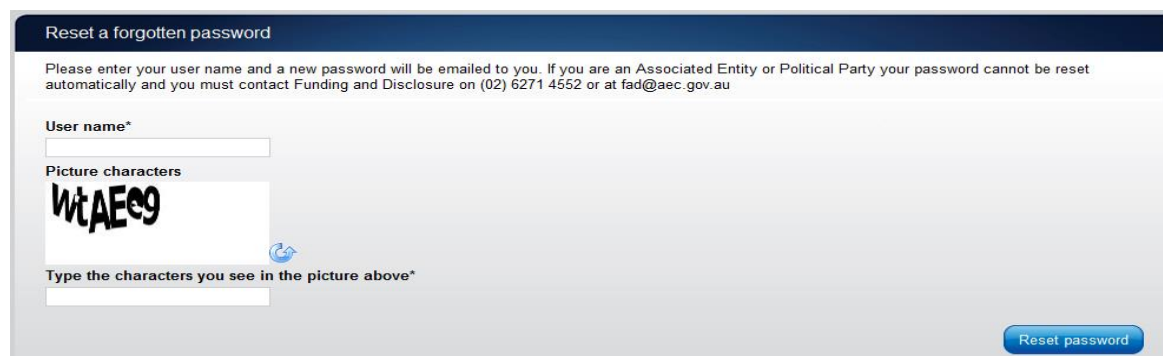
Forgotten Password

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.



The screenshot shows the eReturns login page. The header features the eReturns logo. The main content area is divided into two columns. The left column, titled 'Login to eReturns', contains a 'User name*' field, a 'Password*' field, and a 'Login' button. Below these fields, there is a link that says 'I've forgotten my user name or password' with 'password' circled in red, and a link for 'Create an eReturns account'. The right column, titled 'Information', contains text explaining how to use the site and how to recover credentials.

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.



The screenshot shows the 'Reset a forgotten password' screen. The header features the title 'Reset a forgotten password'. Below the header, there is a paragraph of text explaining the process. Below the text, there is a 'User name*' field, a 'Picture characters' section with a CAPTCHA image showing the characters 'WtAEC9', and a 'Type the characters you see in the picture above*' field. A 'Reset password' button is located at the bottom right.

Alternatively, you can contact Funding and Disclosure on 02 6271 4552 or email fad@aec.gov.au.

Forgotten Username

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 and Disclosure on 02 6271 4552 or email 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.

Other Problems

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