

June 2022

eReturns




Significant Third Party 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

Financial controllers of significant third parties will have a username and password issued to them by the Australian Electoral Commission (AEC) when they are appointed financial controller, or with their obligation letter. Obligation letters are sent after 1 July each year.

Where a person has become the financial controller of a significant third party and wants to gain access to eReturns, contact Funding and Disclosure on 02 6271 4552 or email fad@aec.gov.au.

Logging in

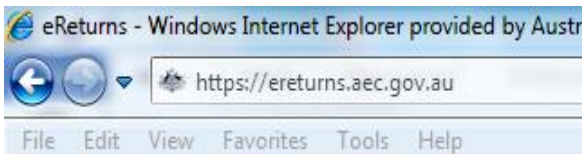
eReturns credentials will appear like this in the obligation letter:

User name: AdminTestParty
Password: 2Pm3im87

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. Financial controllers 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/>.



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

The eReturns webpage displays the following login screen.

A screenshot of the eReturns login screen. The title is "Login to eReturns". There are two input fields: "User name*" and "Password*". Below the fields is a blue "Login" button. At the bottom, there are two links: "I've forgotten my [user name](#) or [password](#)" and "[Create an eReturns account](#)".

Enter the user name and password provided in the obligation letter 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

The screenshot shows a web form titled "Complete your account details" with a sub-header "Please review and update your details." On the left, there is a vertical navigation menu with four steps: Step 1 (Organisation Details, 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*" (text input), "ABN" (text input with a help icon), "ACN" (text input with a help icon), an unchecked checkbox for "International address", "Address" (text input with an asterisk), "Suburb*" (text input), "State*" (dropdown menu), and "Postcode*" (text input).

Significant third party details cannot be edited. If the details are not correct you will need to contact Funding and Disclosure on 02 6271 4552 or email fad@aec.gov.au. Click 'Next' to continue to Contact details.

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 you lodge.

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

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. The secret information will be used by Funding and Disclosure staff to verify your identity if you need to contact the Help Desk.

The screenshot shows a web form titled "Complete your account details" with a sub-header "Please review and update your details." On the left, there is a vertical navigation menu with four steps: Step 1 (Organisation Details), Step 2 (Contact Details), Step 3 (Account Details, highlighted in blue), and Step 4 (Confirmation). The main content area is titled "Account details" and contains the following fields: "User name*" (text input with "AdminTest"), "New Password" (password input), "Confirm Password" (password input), "Secret question*" (text input with "Test" and a help icon), "Secret answer*" (text input with "Test" and a help icon), and "Pin*" (text input with "1234" and a help icon).

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

Step 4: Confirmation

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 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=EE8C054585CD0B3C076210/FFD128271>. 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.

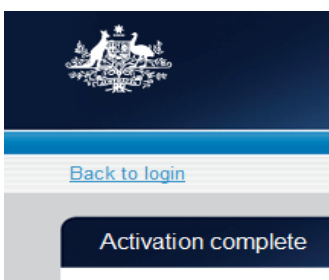
Activation complete

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 use your eReturns account.

Login

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



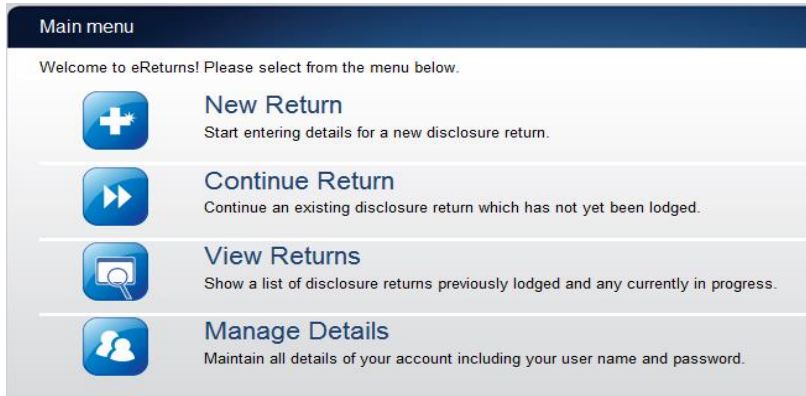
The image shows a portion of the eReturns website. At the top is the Australian coat of arms. Below it is a blue button labeled 'Back to login'. At the bottom of the visible area is a dark blue box with the text 'Activation complete' in white.

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

Main Menu

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



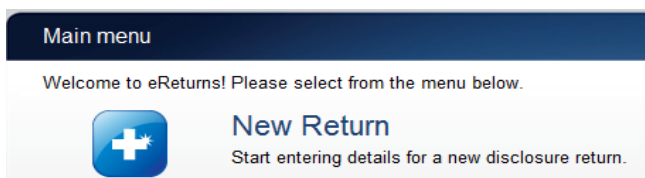
From the main menu you can start a **new return**, **continue** a return that is partially complete, **view** historical returns and **manage** your account details.

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

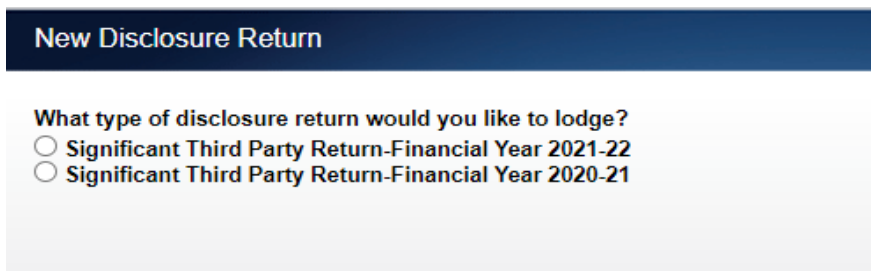
Completing a return

New Return

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



Then choose the return that you would like to complete.



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 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 that will make up the return.



Step 1 – Organisation Details

On this screen you can review the significant third party's details. These details **cannot** be edited. If the details are not correct you will need to contact Funding and Disclosure on 02 6271 4552 or email fad@aec.gov.au.

Significant Third Party 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

Significant Third Party Disclosure Return

Significant Third Party name*

ABN

ACN

International address

Address

Suburb*

Once you have reviewed the details, click 'Next' to move to the 'Your details' screen.

Significant Third Party 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

Your details

Salutation

First name*

Surname*

Capacity*

Postal Address

International address

Address

Suburb*

State*

ACT

Postcode*

2601

Email*

Confirm Email*

Phone*

Fax

Mobile

< Back Next >

On this screen you can review the Financial Controller details. The greyed-out boxes **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. Other details on this screen may be edited. Once you have finished editing these details click 'Next' to move to the 'Business Names' page.

Step 2 – Related Organisations

Please add any other business names, otherwise click 'Next' to move to the 'Related Organisations' page.

Significant Third Party 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
Receipts

Step 4
Payments

Step 5
Debts

Step 6
Electoral Expenditure

Business Names

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

Business Names	
<input type="checkbox"/>	Name

Page 1 of 1 10 No records to view

+ Add Edit Delete

On this screen you can review related organisations, which are organisations that are covered by the disclosure return. You can also review the organisation's status as a union. **If these details are not correct you will need to contact Funding and Disclosure** on 02 6271 4552 or email fad@aec.gov.au.

Step 1
Organisation Details

**Step 2
Related Organisations**

Step 3
Receipts

Step 4
Payments

Step 5
Debts

List of related organisations

Are you a union?

Related Organisations		
Organisation Name	ABN	ACN

Page 1 of 1 10

Step 3 – Receipts

Total receipts and gifts-in-kind are recorded in this screen.

Significant Third Party 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

Step 2
Related Organisations

**Step 3
Receipts**

Step 4
Payments

Step 5
Debts

Step 6
Electoral Expenditure

Step 7
Discretionary Benefits

Step 8
Notes

Amounts you have received

Total receipts
\$0

Amount calculated to be the value of gifts-in-kind
\$0

Provide details of all amounts over \$15,000 received during the financial year.

Amounts you have received					
<input type="checkbox"/>	Name	Address	Date	Amount	Transact
No records to view					

Page 1 of 1 10

+ Add Edit Delete Import Export

To record details of receipts above the disclosure threshold, click the 'Add' button. That will launch the 'Add a receipt' window.

Add a receipt

Name*

ABN

ACN

International address

Address

Suburb*

State*

Postcode*

Transaction date

Amount*

Transaction type:

Donation Received

Other Receipt

Subscription

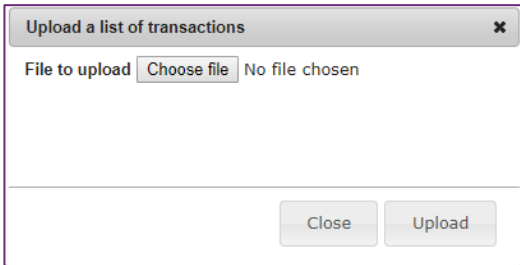
Close Add

In the 'Add a receipt' window, you can add the details of each receipt above the disclosure threshold. All required fields must be completed. Once the information has been entered, click the 'Add' button to add the receipt. 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 spreadsheet of transactions into eReturns, eliminating the need to manually enter each transaction. To import receipts, you will need a spreadsheet (either in MSExcel, CSV or XML format) of receipts which contains 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.

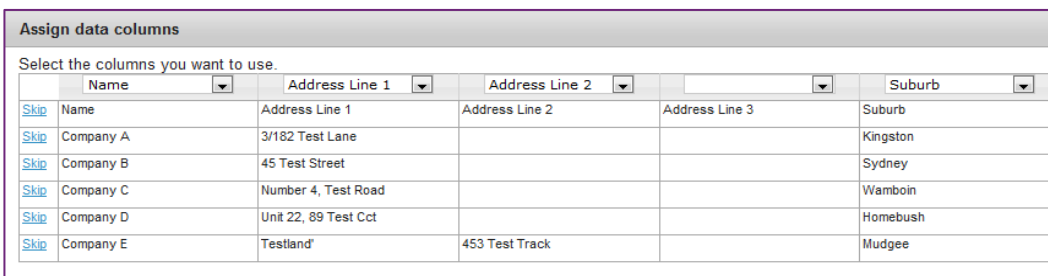


Upload a list of transactions

File to upload No file chosen

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

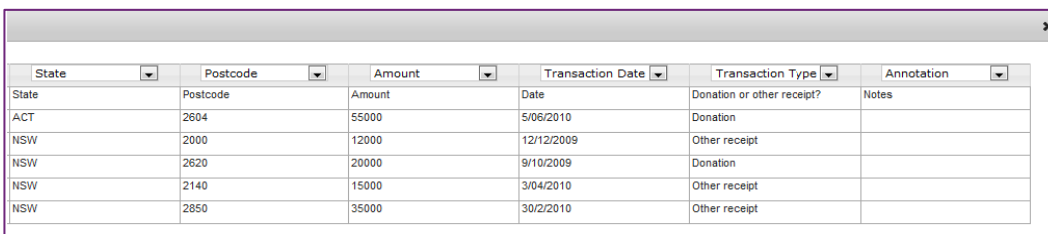
When eReturns has uploaded your spreadsheet, it will ask you to match the columns in your spreadsheet to the columns in eReturns.



Assign data columns

Select the columns you want to use.

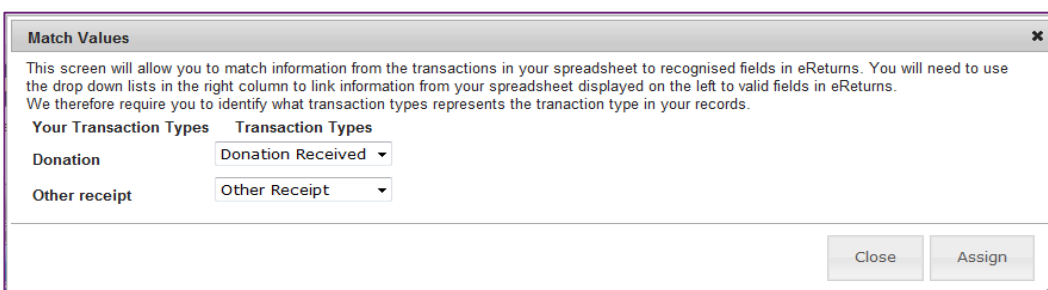
	Name	Address Line 1	Address Line 2	Address Line 3	Suburb
Skip	Name	Address Line 1	Address Line 2	Address Line 3	Suburb
Skip	Company A	3/182 Test Lane			Kingston
Skip	Company B	45 Test Street			Sydney
Skip	Company C	Number 4, Test Road			Wamboin
Skip	Company D	Unit 22, 89 Test Cct			Homebush
Skip	Company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



State	Postcode	Amount	Transaction Date	Transaction Type	Annotation
ACT	2804	55000	5/06/2010	Donation or other receipt?	Notes
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 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 transaction types represents the transaction type in your records.

Your Transaction Types Transaction Types

Donation

Other receipt

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
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.	Name	Address Line 1	Address Line 2
The transaction made on 28/02/2010 does not fall within the relevant reporting period 1/07/2010-30/06/2011.	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 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 finished on the receipts screen click 'Next' to move to the payments screen.

Step 4 – Payments

Total payments are recorded in this screen.

Significant Third Party 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
- Step 2
Related Organisations
- Step 3
Receipts
- Step 4
Payments
- Step 5
Debts
- Step 6
Electoral Expenditure
- Step 7
Discretionary Benefits
- Step 8
Notes
- Step 9
Review
- Step 10
Sign and Lodge

Payments

Total Payments for the financial year

\$0 [?](#) [↻](#)

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

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

Step 5 – Debts

Total debts and details of individual debts greater than the disclosure threshold are recorded in this screen.

Significant Third Party 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 Receipts

Step 4 Payments

Step 5 Debts

Step 6 Electoral Expenditure

Step 7 Discretionary Benefits

Step 8 Notes

Step 9 Review

Step 10 Sign and Lodge

Details of debts

Total Debts
\$0

Please provide details of debts of more than the threshold of \$15,000 outstanding as at the end of the financial year.

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

Page 1 of 1 | 10 | No records to view

+ Add Edit Delete Import Export

To record individual debts that are greater 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 add the details of each debt above the disclosure threshold. All required fields must be completed. Once the information has been entered, click the 'Add' button to add the debt. 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 number of debts to record you may wish to import a spreadsheet. For step-by-step instructions on importing a spreadsheet, refer to the [Import receipts](#) section of this guide. Once you have recorded your total debts and all detailed debts click 'Next'.

Step 6 – Electoral Expenditure

Total electoral expenditure incurred during the financial year is recorded in this screen.

Significant Third Party 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 Receipts
Step 4 Payments
Step 5 Debts
Step 6 Electoral Expenditure
Step 7 Discretionary Benefits
Step 8 Notes
Step 9 Review
Step 10 Sign and Lodge

Electoral Expenditure

Total electoral expenditure incurred
\$0

< Back Next >

Step 7 – Discretionary Benefits

Discretionary benefits received from the Commonwealth, a state or a territory during the financial year are recorded in this screen.

Significant Third Party 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 Receipts
Step 4 Payments
Step 5 Debts
Step 6 Electoral Expenditure
Step 7 Discretionary Benefits
Step 8 Notes
Step 9 Review
Step 10 Sign and Lodge

Discretionary Benefits Received

Include details of any discretionary benefits received by the party from the Commonwealth, State or Territory during the financial year.

Discretionary benefits you have received

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

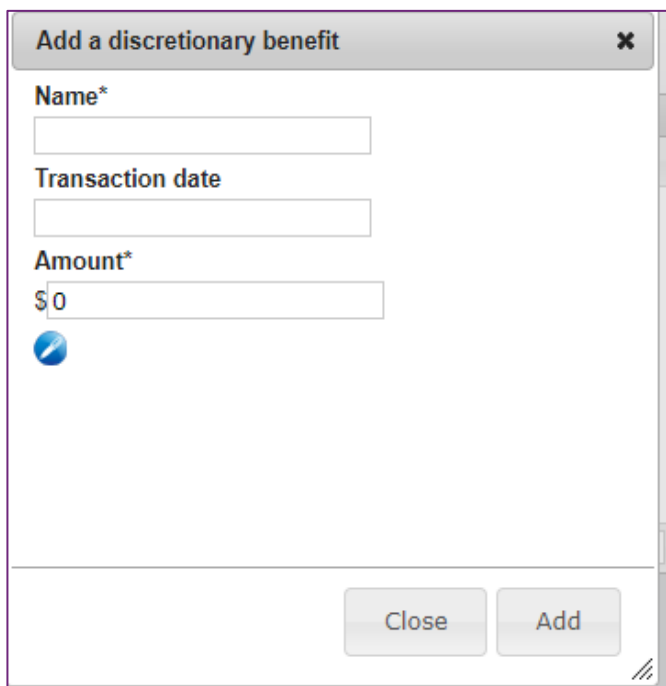
Page 1 of 1 10

No records to view

+ Add Edit Delete Import < Export >

< Back Next >

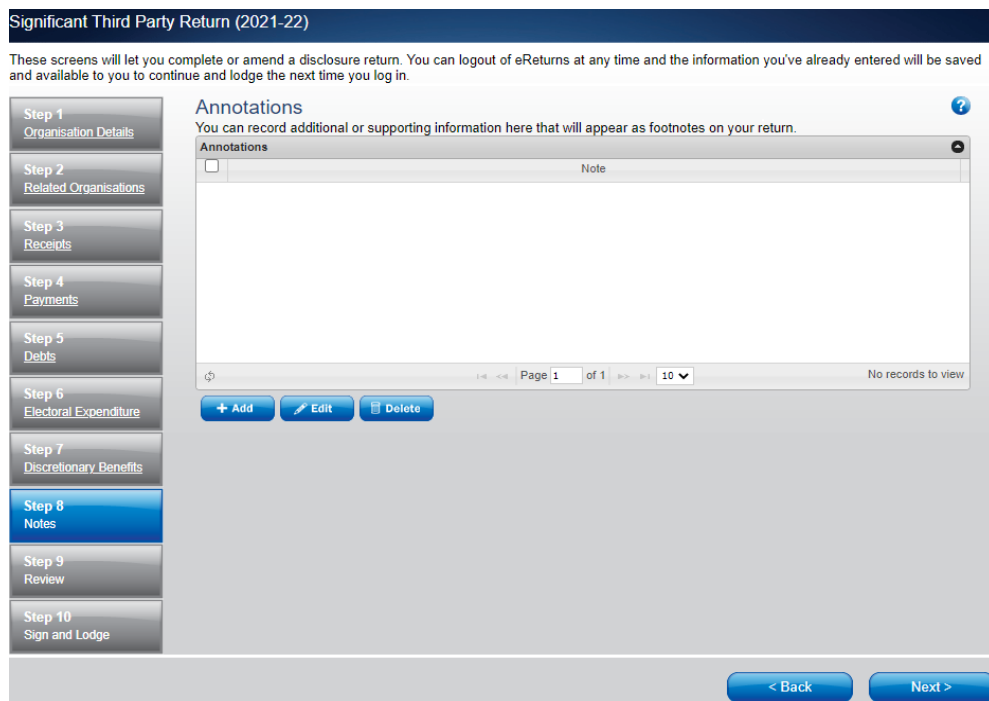
To record discretionary benefits use the '+ Add' button and the 'Add a discretionary benefit' window will appear.



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

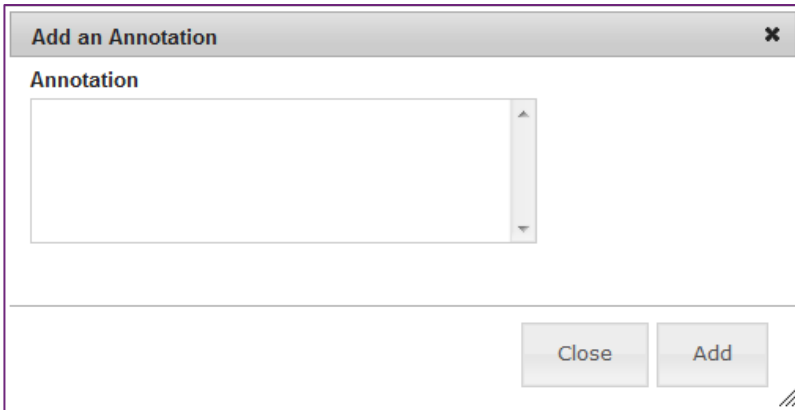
Step 8 – Notes

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



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.

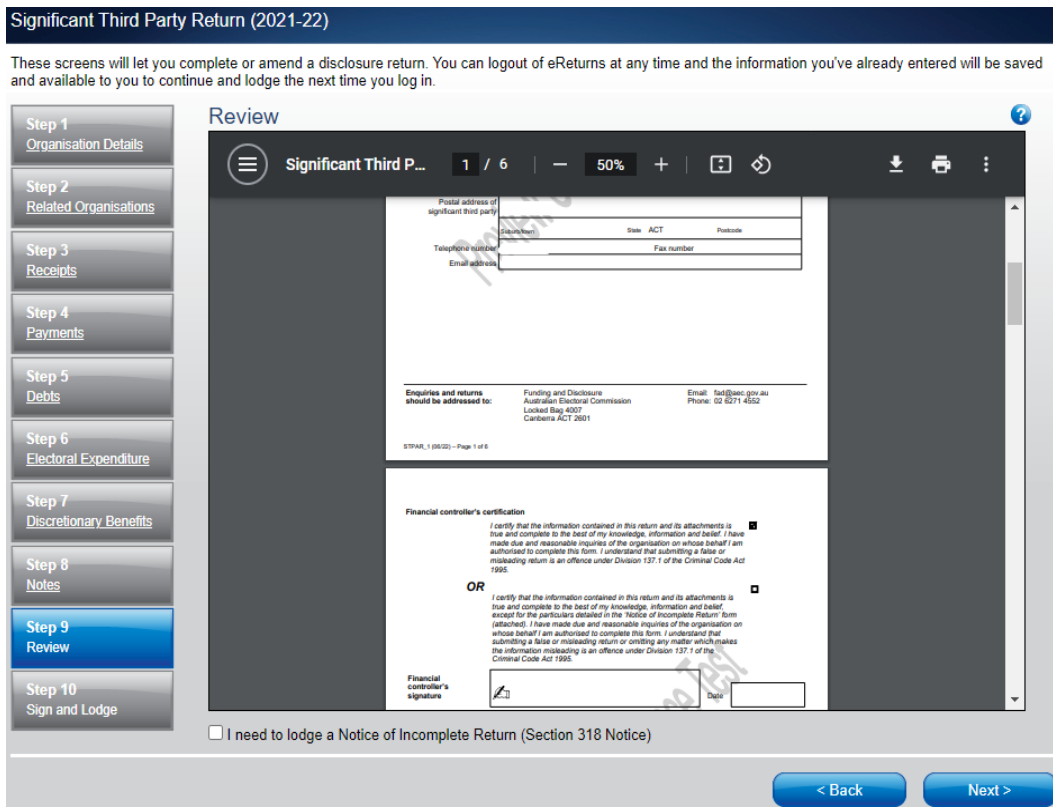


Enter the text of your annotation and click 'Add' to save it. Click 'Close' once you have entered all your annotations.

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

Step 9 – Review

The next screen is the review screen.



You will be presented with an image of what the return will look like.

You'll notice that there is nothing in the signature or date fields on the return. These fields will populate 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 the return, 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 10 – Sign and Lodge

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

Significant Third Party 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

Step 2
Related Organisations

Step 3
Receipts

Step 4
Payments

Step 5
Debts

Step 6
Electoral Expenditure

Step 7
Discretionary Benefits

Step 8
Notes

Step 9
Review

Step 10
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 to the best of my knowledge, information and belief. I have made due and reasonable inquiries of the organisation on whose behalf I am authorised to complete this form. I understand that submitting a 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 financial controller.

Your Signature

Lodgement Date
15/06/2022

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.**

As the financial controller of the significant third party, you will need to type your name into the 'Your Signature' box and type your password into the Password box.

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

Upon lodging the 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 Significant Third Parties](#).

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

Step 7
Discretionary Benefits

Step 8
Notes

Step 9
Review

Step 10
Sign and Lodge

reasonable inquiries of the organisation on whose behalf I am authorised to complete this form, I understand that submitting a false or misleading return is an offence under Division 137.1 of the Criminal Code Act 1995.

OR

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, except for the particulars detailed in the 'Notice of Incomplete Return Form' (attached). I have made due and reasonable inquiries of the organisation on whose behalf I am authorised to complete this form. I understand that submitting a false or misleading return or omitting any matter which makes the information misleading is an offence under Division 137.1 of the Criminal Code Act 1995.

Signature Date

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.

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.

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
Elections

Step 4
Payments

Step 5
Debts

Step 6
Electoral Expenditure

Step 7
Discretionary Benefits

Step 8
Notes

Step 9
Review

Step 10
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.

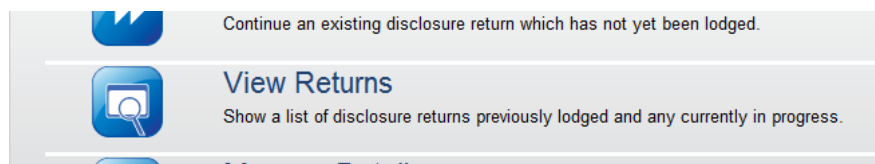
Part 3: Person/s who may be able to provide the missing particulars
List the name and address of any person/s who you believe can provide the missing particulars and the reason that you believe they have those particulars.

< Back Next >

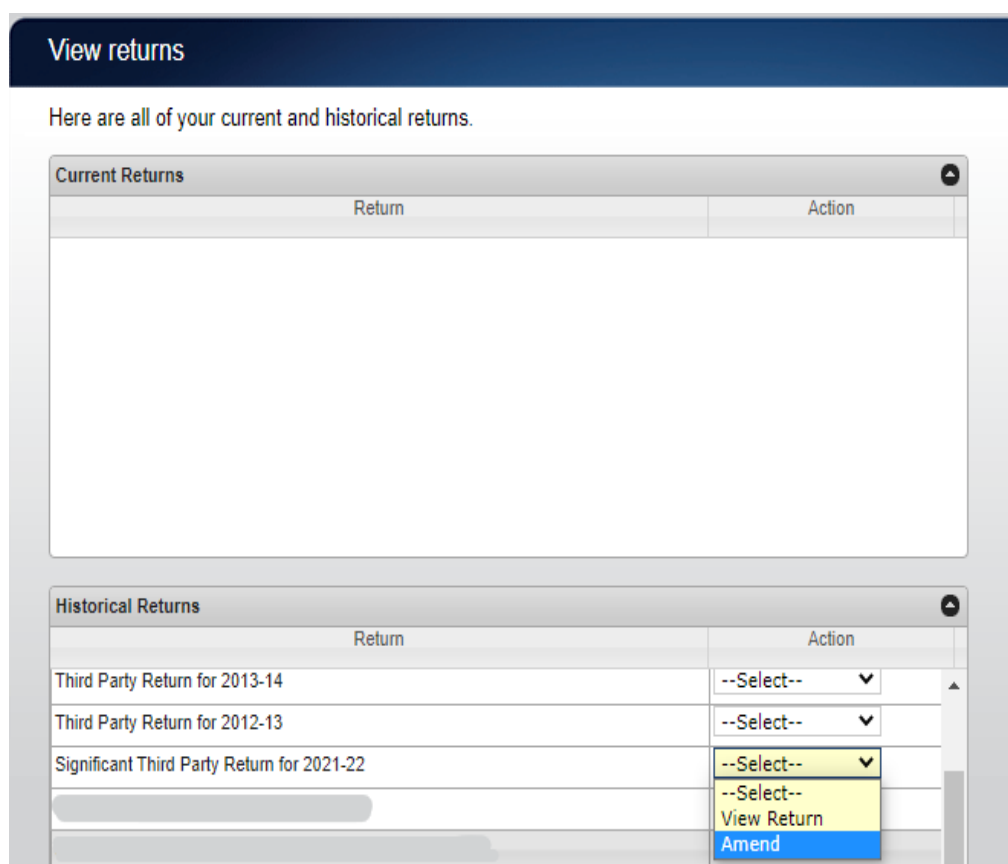
Once you have reviewed the Notice of Incomplete Return click 'Next' to go to the Sign and Lodge screen. To lodge the return and Notice of Incomplete Return follow the instructions at [Step10 – Sign and Lodge](#).

Amending a Return

Returns lodged using eReturns can also 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.

Troubleshooting

Forgotten Password or Username

If you have forgotten your password or username, contact Funding and Disclosure on 02 6271 4552 or email fad@aec.gov.au.

Other problems

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