

September 2019

eReturns




Associated Entity Quick Reference Guide

Contents

The basics	2
Common icons	2
Useful information.....	2
Getting Started	2
Logging in to eReturns.....	2
Using eReturns	6
Main Menu.....	6
Creating a sub-account.....	7
Completing a return	9
New Return.....	9
Lodging a Notice of Incomplete Return.....	26
Amending a Return.....	28
Troubleshooting.....	29

The basics

Common icons

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

Useful information

Saving

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

Getting Started

Logging in to eReturns

Getting Credentials

Associated entities must be registered with the AEC within 90 days of becoming required to register and must maintain up to date records.

Entities are required to make any changes to the register via the Change to Transparency Register form within 90 days of the change occurring.

New financial controllers of associated entities will have a user name and password issued to them by the Australian Electoral Commission (AEC) with their obligation letter.

Obligation letters to associated entities are sent after 30 June of that financial year. Where a person has become the financial controller of an associated entity and wants to gain access to eReturns, please contact the Funding and Disclosure section (FAD) on 02 6271 4552 or email fad@aec.gov.au.

Logging in

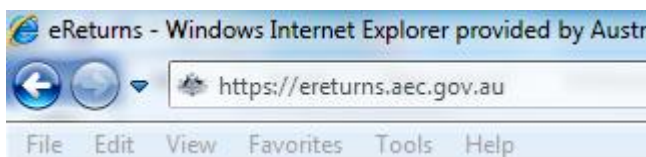
eReturns credentials will appear like this in the obligation letter:

User name: AdminTestAssociatedEntity
Password: PW488XRT

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

Getting Started

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



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

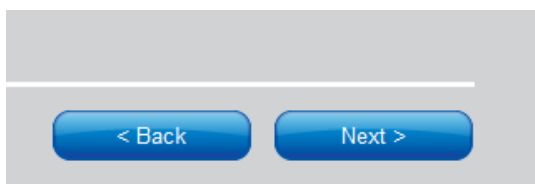
At the eReturns webpage the following login screen will appear.

A screenshot of the eReturns login screen. The header is dark blue with the text "Login to eReturns". Below the header are two input fields: "User name*" and "Password*". To the right of the password field 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 log in to eReturns you will be prompted to verify your details. To navigate through the eReturns wizard use the 'Back' and 'Next' buttons at the bottom right of the screen.



Step 1: Organisation Details

First you will be asked to confirm which party or parties you are associated with.



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.

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".

Step 3: Account Details

On this screen you will be able to change your user name if you wish. You will also be required to enter a new password and provide a secret question and answer and a PIN. This secret information will be used by AEC staff to verify your identity over the phone if you need to contact the Help Desk.


Account details

Enter a username you will remember*


New Password

Confirm password


Secret question*

Secret answer*

Pin*

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

Step 4: Confirmation

Account successfully updated

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

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

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

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

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.

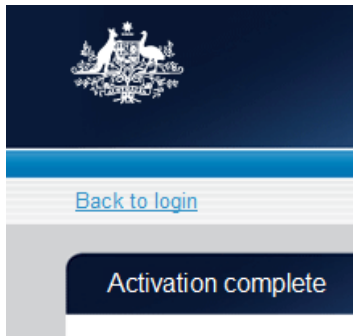
Activation complete

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.

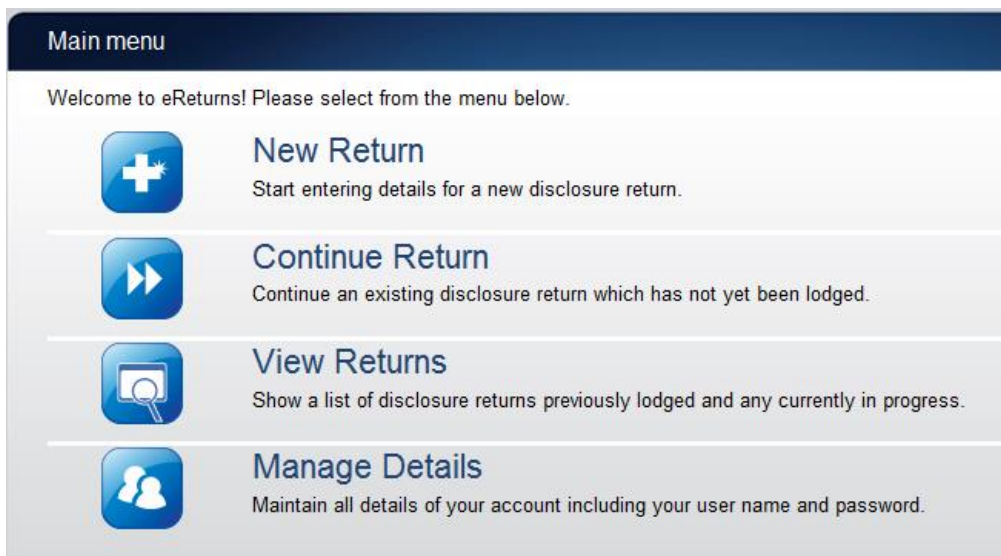


From here, enter your user name and password to login – remember you will have changed your password and may have changed your user name.

Using eReturns

Main Menu

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



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

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

Creating a sub-account

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

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

The screenshot shows the 'Associated Entity Details' page with the 'Organisation Details' tab selected. The form contains the following fields and options:

- Organisation Name***: A text input field containing 'Collingwood Federated Union of Distributive Ltd'.
- Do you also incur political expenditure separate from your donations to political parties or candidates?**
- Are you a union?**
- ABN**: A text input field containing '74155198'.
- ACN**: A text input field.
- International address**
- Address**: A text input field containing '1000 161'.
- Suburb***: A text input field containing 'FORTITUDE VALLEY'.
- State***: A dropdown menu with 'QLD' selected.
- Postcode***: A text input field containing '4006'.

A 'Save' button is located at the bottom right of the form.

On this screen click the 'Sub Accounts' tab.

The screenshot shows the 'Associated Entity Details' page with the 'Sub Accounts' tab selected. The main content area is a table with the following columns:

	Username	Account Status	Name	Email
<input type="checkbox"/>				

At the bottom of the table area, there are buttons for '+ Add', 'Edit', 'Delete', and 'Export'. A 'Save' button is located at the bottom right of the page.

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

Salutation
Mr

First name*
Test

Surname*
Tester

Email*
test@test.com

Confirm Email*
test@test.com

Phone
149235

Fax

Mobile

Close Add

In the 'Add a sub-account' window you can record the details of the sub-account holder. It is important that the email address is recorded correctly as it will be used to send the sub-account holder their credentials.

Once you have finished recording the details of the sub-account holder click 'Add' to create the sub-account. Then click 'Close' and the sub-accounts screen will display and you will be able to see the new sub-account in the list like the example below.

Associated Entity Details

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

Organisation Details Political Parties Business Names Branches Your Details Account Details Sub Accounts

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

+ Add Edit Delete Export Save

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

Dear Mr Tester

Your eReturns account SubAccTesterT has been created with password 2ay2P222. Please activate your eReturns account by clicking this link <https://ereturnstest.dev.aec.local/RegistrationWizard/ActivateAccount?activationCode=7358B6B1E349E7C0E7D5F02C840081D5>. Alternatively copy the link into your browsers address bar.

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

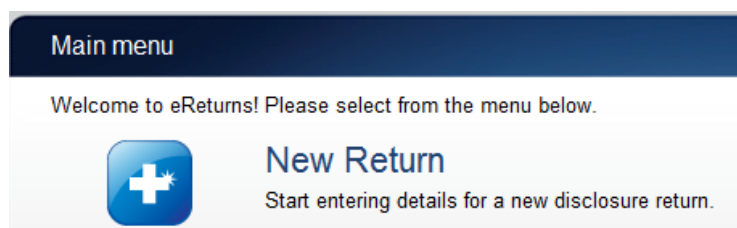
Disclosure Unit
Funding and Disclosure | National Office
Australian Electoral Commission
T: (02) 6271 4552 | F: (02) 6271 4555

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

Completing a return

New Return

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

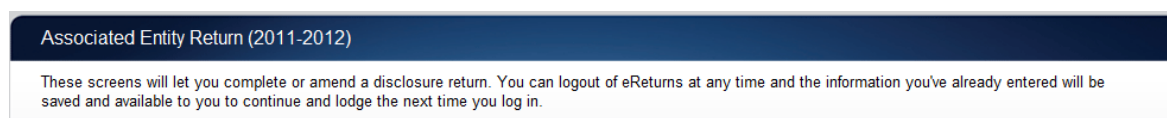


Then choose the return which you would like to complete.



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

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



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

Step 1 Organisation Details
Step 2 Related Organisations
Step 3 Receipts
Step 4 Payments
Step 5 Debts
Step 6 Discretionary Benefits
Step 7 Capital Contributions
Step 8 Notes
Step 9 Review
Step 10 Sign and Lodge

As you navigate through the return, 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.

The screenshot shows the 'Associated Entity Return' interface. At the top, a dark blue header contains the text 'Associated Entity Return'. Below the header, a light blue box contains the text: '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.' On the left side, there is a vertical navigation menu with ten steps: Step 1 (Organisation Details, highlighted in blue), Step 2 (Related Organisations), Step 3 (Receipts), Step 4 (Payments), Step 5 (Debts), Step 6 (Discretionary Benefits), Step 7 (Capital Contributions), Step 8 (Notes), Step 9 (Review), and Step 10 (Sign and Lodge). The main content area is titled 'Associated Entity Disclosure Return' and contains the following fields: 'Organisation Name*' (text input), 'ABN' (text input with a help icon), 'ACN' (text input with a help icon), 'International address' (checkbox), 'Address' (text input), 'Suburb*' (text input), 'State*' (dropdown menu), and 'Postcode*' (text input). At the bottom right, there are two buttons: '< Back' and 'Next >'.

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

The screenshot shows the 'Associated Entity Return' interface, now on the 'Your details' step. The header and introductory text are the same as in the previous screenshot. The navigation menu on the left is the same, but Step 1 is now 'Your details' and is highlighted in blue. The main content area is titled 'Your details' and contains the following fields: 'Salutation' (text input), 'First name*' (text input), 'Surname*' (text input), 'Capacity*' (text input with a help icon), 'Postal Address' (checkbox), 'International address' (checkbox), 'Address' (text input), 'Suburb*' (text input), 'State*' (dropdown menu), 'Postcode*' (text input), 'Email*' (text input), 'Confirm Email*' (text input), 'Phone*' (text input), 'Fax' (text input), and 'Mobile' (text input). At the bottom right, there are two buttons: '< Back' and 'Next >'.

On this screen you can review and update your details. Once you have completed your details click 'Next' to move to the Related Organisations screen.

Step 2 – Related Organisations

This screen will allow you to record the party or parties which your associated entity is associated with.

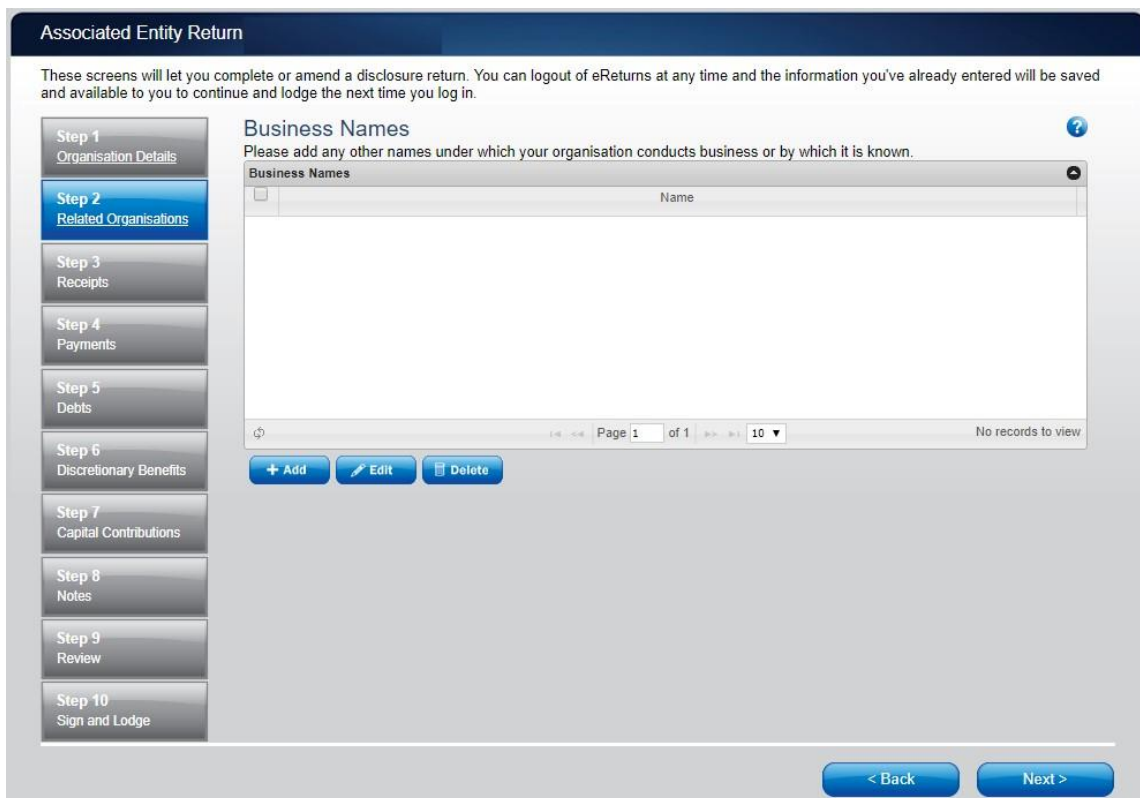
The screenshot shows the 'Associated Entity Return' interface. On the left is a vertical sidebar with steps 1 through 10. Step 2, 'Related Organisations', is highlighted. The main content area is titled 'Associated Political Parties' and contains a table with two columns: 'Party name' and 'Postal address'. Two entries are listed: 'Australian Labor Party (Victorian Branch)' and 'Australian Labor Party (ALP)'. Below the table are '+ Add', 'Edit', and 'Delete' buttons. At the bottom right of the main area are '< Back' and 'Next >' buttons.

Party name	Postal address
<input type="checkbox"/> Australian Labor Party (Victorian Branch)	Locked Bag 3240 MELBOURNE VIC 3001
<input type="checkbox"/> Australian Labor Party (ALP)	PO Box 6222 KINGSTON ACT 2604

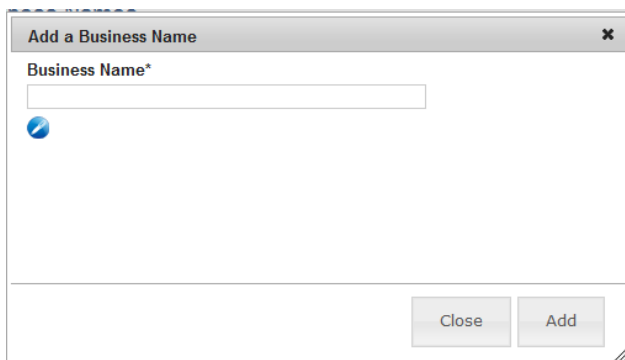
To add a party to the list, click the '+ Add' button below the table to launch the 'Add an Associated Political Party' window. In this window you can select the political party you are associated with from the drop down menu.

The screenshot shows a modal window titled 'Add an Associated Political Party'. It contains a label 'Associated Political Party:' followed by a dropdown menu. At the bottom right of the window are 'Close' and 'Add' buttons.

Once you have selected the party, click 'Add' to add the political party to the list of associated political parties. Once you have finished adding associated political parties click 'Close' and you will return to the Associated Political Parties screen. Once you have finished on this screen, click 'Next' to move to the Business Names screen.



On the Business Names screen you can enter any other names under which your organisation conducts business or by which it is known. If your organisation is a union you should list other names that the union is known, for example, registered name, other trading name. To add another business/union name click '+ Add' to launch the 'Add a Business Name' window.



Once you have entered another business name for your organisation, click 'Add' to add it to the list of other business names. When you have finished entering all other business names click 'Close' to return to the other business names screen. Once you have finished on this screen click 'Next' to move to the List of related organisations or branches screen.

If your organisation is:

- **not a union**, you will need to enter details of related organisations who you are lodging on behalf of; or
- **a union**, you will need to enter details of branches you are lodging on behalf of.

Associated Entity 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
Organisation Details

**Step 2
Related Organisations**

Step 3
Receipts

Step 4
Payments

Step 5
Debts

Step 6
Discretionary Benefits

Step 7
Capital Contributions

Step 8
Notes

Step 9
Review

Step 10
Sign and Lodge

List of related organisations

Are you a union?

Related Organisations

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

Page 1 of 1 10 No records to view

+ Add Edit Delete

< Back Next >

On this screen you will be able to record details of either your related organisations or any branches (if you are a union) that you are lodging on behalf of. To add a related organisation or branch to the list click the '+ Add' button below the table on the screen. This will launch the 'Add a Related Organisation/Branch Name' window.

Add a related organisation or branch

Organisation Name*

ABN

ACN

International address

Address

Suburb*

State*

Postcode*

Close Add

In this window you can record the details of the related organisation or branch. Once you have entered all the details, click 'Add' to add the related organisation or branch to the list. Once you have finished recording related organisations or branches, click 'Close' to return to the Add related organisations or branches screen. Once you have finished on this screen click 'Next' to move to the receipts screen.

Step 3 - Receipts

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

Associated Entity 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 Receipts

Step 4 Payments

Step 5 Debts

Step 6 Discretionary Benefits

Step 7 Capital Contributions

Step 8 Notes

Step 9 Review

Step 10 Sign and Lodge

Amounts you have received

Total receipts
\$

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

Provide details of all amounts over \$13,800 received during the financial year.

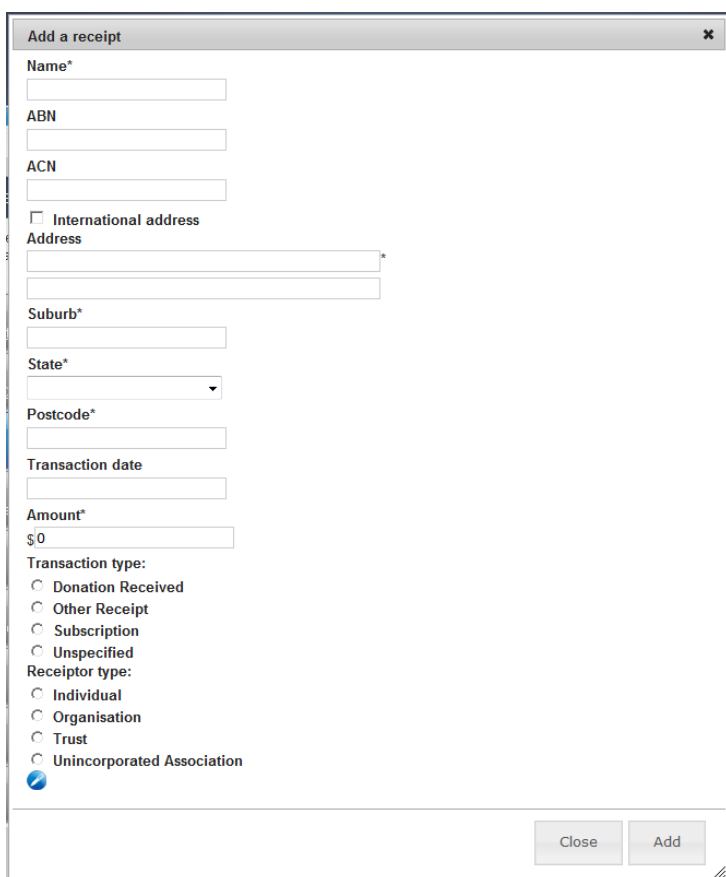
<input type="checkbox"/>	Name	Address	Date	Amount	Transac
No records to view					

Page 1 of 1 10

+ Add Edit Delete Import Export

< Back Next >

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



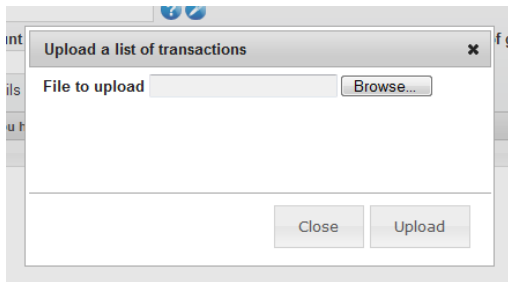
In the 'Add a receipt' window you can fill in the details of each detailed receipt. All required fields must be completed. Once all the information has been entered click the 'Add' button to add the receipt to the list. The 'Add a receipt' window will remain open to allow you to enter more receipts.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

Import receipts

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

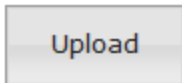


This will launch the import screen



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

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



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

Assign data columns

Select the columns you want to use.

	Name	Address Line 1	Address Line 2		Suburb
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
State	Postcode	Amount	Date	Donation or other receipt?	Notes
ACT	2604	55000	5/06/2010	Donation	
NSW	2000	12000	12/12/2009	Other receipt	
NSW	2620	20000	9/10/2009	Donation	
NSW	2140	15000	3/04/2010	Other receipt	
NSW	2850	35000	30/2/2010	Other receipt	

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

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

Match Values ✕

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

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

Close
Assign

Once you have matched the values from your spread sheet to values that eReturns will recognise you can click 'Assign'. eReturns will tell you how many records were successfully imported, and list those which were not successful.

You can also export the list of transactions which were not successfully imported from here. To close this window, click 'Close'.

Import results

The import is now complete.

4 of 6 record(s) uploaded successfully.

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

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

← Export →

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

eReturns will now upload the transactions from the spread sheet into the return wizard. Once it is complete you will be able to see the transactions in the list on the screen. Once you have finished on the receipts screen click 'Next' to move to the payments screen.

Step 4 - Payments

Enter the 'total payments' amount here.

Note: Associated entities are only required to provide the total payments 'amount', no further details are required in relation to payments.

Associated Entity 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 Receipts

Step 4 Payments

Step 5 Debts

Step 6 Discretionary Benefits

Step 7 Capital Contributions

Step 8 Notes

Step 9 Review

Step 10 Sign and Lodge

Payments

Total Payments for the financial year

\$

< Back Next >

Step 5 – Debts

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

Associated Entity 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 Receipts

Step 4 Payments

Step 5 Debts

Step 6 Discretionary Benefits

Step 7 Capital Contributions

Step 8 Notes

Step 9 Review

Step 10 Sign and Lodge

Details of debts

Total Debts

\$

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

Debts you owe

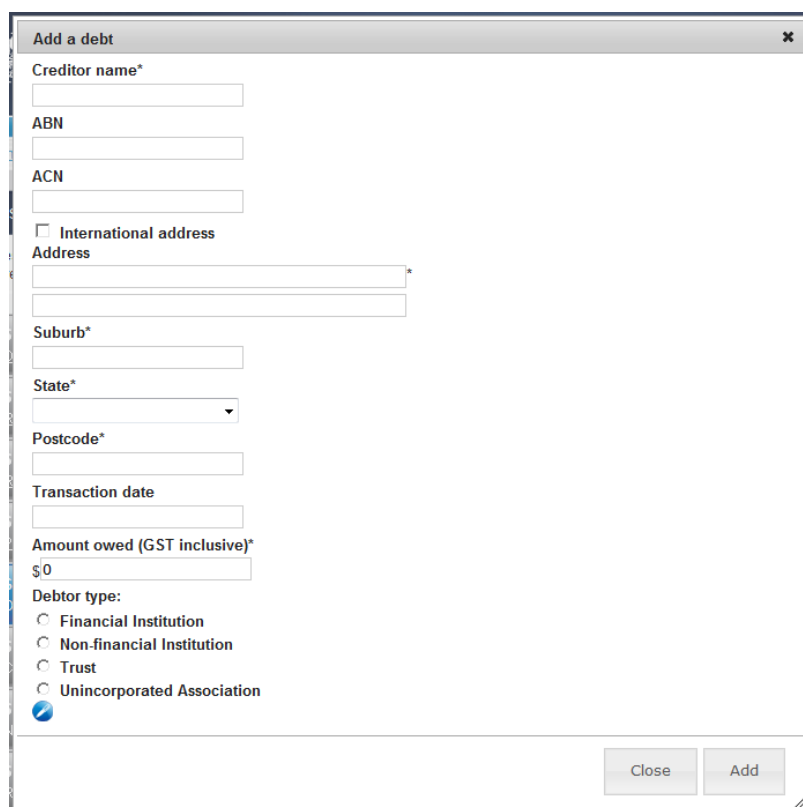
	Name	Address	Date	Amount
<input type="checkbox"/>	Australian Taxation Office	1 Sydney St SYDNEY NSW 1023		14200

Page 1 of 1 10 View 1 - 1 of 1

+ Add Edit Delete Import Export

< Back Next >

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



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

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

Step 6 – Discretionary Benefits

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

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

Associated Entity 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
Organisation Details

Step 2
Related Organisations

Step 3
Receipts

Step 4
Payments

Step 5
Debts

Step 6
Discretionary Benefits

Step 7
Capital Contributions

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
No records to view			

Page 1 of 1 10

+ Add Edit Delete Import Export

< Back Next >


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

Add a discretionary benefit ✕

Name*

Transaction date

Amount*
\$0

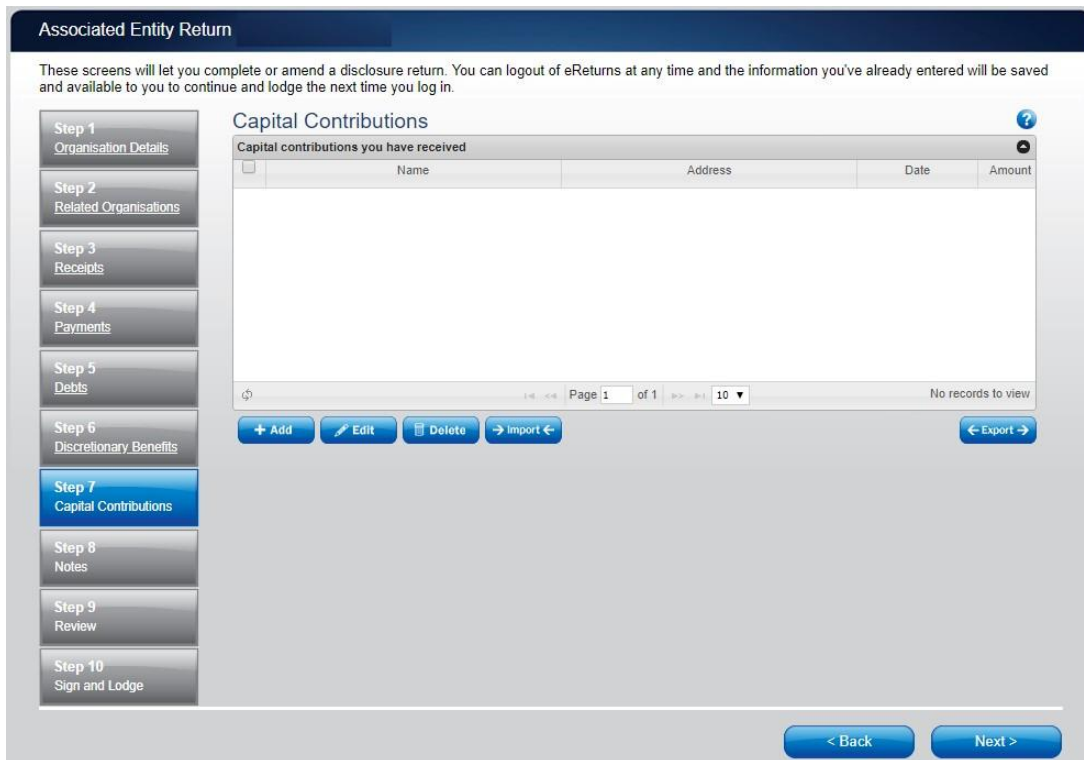


Close Add

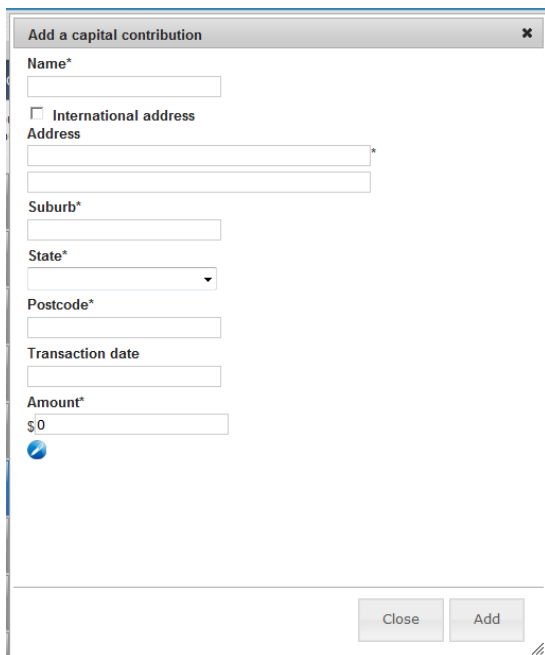
Once you have recorded your discretionary benefits, click 'Next' to move to the Annotations screen.

Step 7 - Capital Contributions

On this screen you can record details of capital contributions made to your associated entity.



To add a capital contribution, click the 'Add' button. This will launch the 'Add a capital contribution' window.



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

Capital Contributions screen. Once you have recorded all your capital contributions click 'Next'.

Step 8 - Notes

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

Associated Entity 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 Receipts

Step 4 Payments

Step 5 Debts

Step 6 Discretionary Benefits

Step 7 Capital Contributions

Step 8 Notes

Step 9 Review

Step 10 Sign and Lodge

Annotations

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

Note

Page 1 of 1 10 No records to view

+ Add Edit Delete

< Back Next >

These annotations will be presented on the return as footnotes.

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

Add an Annotation

Annotation

Close Add

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

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

Step 9 - Review

The next screen is the review screen.

Associated Entity 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
Receipts

Step 4
Payments

Step 5
Debts

Step 6
Discretionary Benefits

Step 7
Capital Contributions

Step 8
Notes

**Step 9
Review**

Step 10
Sign and Lodge

Review

AEC
Australian Electoral Commission

Associated Entity Disclosure Return
INTERIM UAT NEW PERIOD

Section 314AEA(1) of the *Commonwealth Electoral Act 1918 (Electoral Act)* requires associated entities to furnish a return within 16 weeks after the end of the financial year.
The due date for lodging this return is 30 May 2019.

Completing the Return:

- This return is to be completed by the financial controller of the entity.
- This return is to be completed with reference to the [Financial Disclosure Guide for Associated Entities](#).
- Amounts should be reported on a GST inclusive basis.
- Further information is available at www.aec.gov.au.
- 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 s314AEA of the Electoral Act.

Name of associated entity
Postal address
Suburb/town State Postcode

With which political party, or parties, is the entity associated?
Australian Labor Party (ALP)
Australian Labor Party (Victorian Branch)

Financial controller details
Name of financial controller

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

< Back Next >

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

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

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

NOTE: At the bottom of this screen, above the 'Back' and 'Next' buttons is a checkbox. Selecting this box will allow you to lodge a Notice of Incomplete Return. For more detail on this, go to the Lodging a Notice of Incomplete Return section of this guide.

Step 10 – Sign and Lodge

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

Associated Entity 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
Receipts

Step 4
Payments

Step 5
Debts

Step 6
Discretionary Benefits

Step 7
Capital Contributions

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

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

Your Signature

Lodgement Date
22/07/2019

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

< Back
Lodge

On this screen, you will need to select the box next to the certification. As the financial controller of the associated entity you will need to type your name into the Signature box and type your password into the Password box.

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

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

Lodgement Confirmation

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

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

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

[Back to main menu](#).

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

Lodging a Notice of Incomplete Return

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

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

Associated Entity 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 Receipts

Step 4 Payments

Step 5 Debts

Step 6 Discretionary Benefits

Step 7 Capital Contributions

Step 8 Notes

Step 9 Review

Step 10 Sign and Lodge

Review

AEC
Australian Electoral Commission

Associated Entity Disclosure Return
INTERIM UAT NEW PERIOD

Section 314AEA(1) of the *Commonwealth Electoral Act 1918* (Electoral Act) requires associated entities to furnish a return within 16 weeks after the end of the financial year.
The due date for lodging this return is 30 May 2019.

Completing the Return:

- This return is to be completed by the financial controller of the entity.
- This return is to be completed with reference to the [Financial Disclosure Guide for Associated Entities](#).
- Amounts should be reported on a GST inclusive basis.
- Further information is available at www.aec.gov.au.
- 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 s314AEA of the Electoral Act.

Name of associated entity

Postal address

Suburb/town State Postcode

With which political party, or parties, is the entity associated?

Australian Labor Party (ALP)
Australian Labor Party (Victorian Branch)

Financial controller details

Name of financial controller

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.

Associated Entity 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
Receipts

Step 4
Payments

Step 5
Debts

Step 6
Discretionary Benefits

Step 7
Capital Contributions

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 >

Here you are required to fill in the fields, detailing the information that is missing from your return, the reason why you were unable to obtain that information, who you believe may have the information which is missing, and why you believe that person has it. Once you have completed all of the fields on the screen, click 'Next' to review the Notice of Incomplete Return.

Associated Entity 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
Receipts

Step 4
Payments

Step 5
Debts

Step 6
Discretionary Benefits

Step 7
Capital Contributions

Step 8
Notes

Step 9
Review

Step 10
Sign and Lodge

Incomplete Particulars Review

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 or Senate group 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 Associated Entity Disclosure Return

Period covered This return relates to the Interim UAT new period

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

Postal address

Suburb/town State Postcode

Telephone number Fax number

Email address

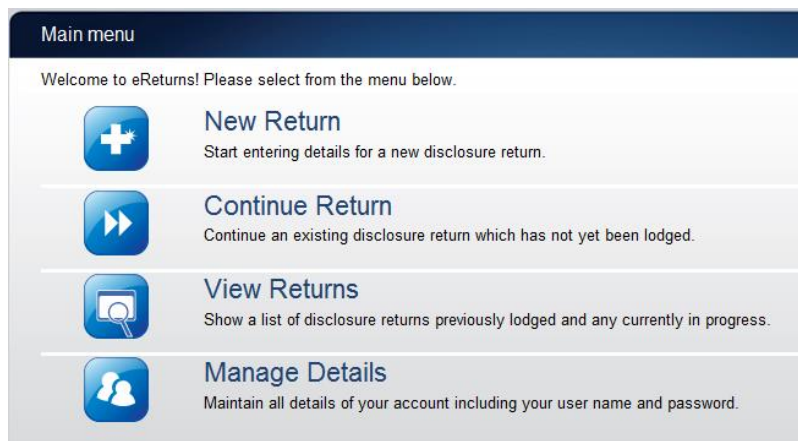
Person lodging the incomplete return

< Back Next >

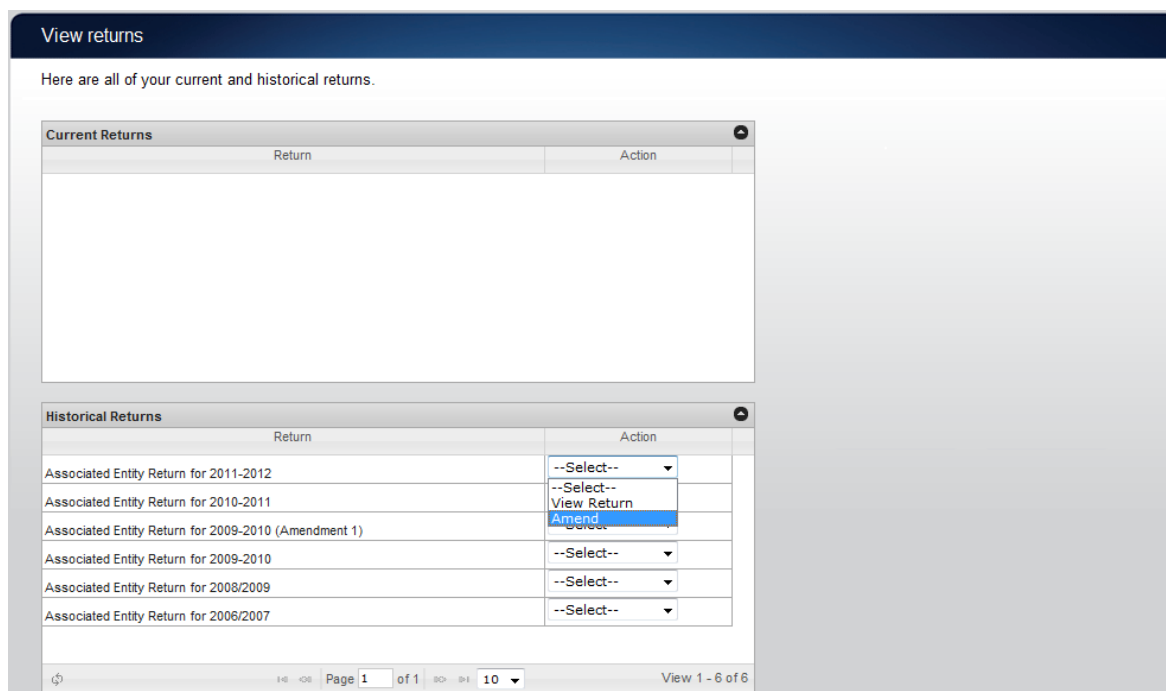
Once you have reviewed your Notice of Incomplete Return click 'Next' to go to the Sign and Lodge screen. To lodge your return and Notice of Incomplete Return follow the instructions at Step 9–Sign and Lodge of this guide.

Amending a Return

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



The view returns screen will display.



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

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

Troubleshooting

Forgotten Password

If you have forgotten your password, please contact Funding & Disclosure on 02 6271 4552 or by email at fad@aec.gov.au. Passwords for associated entity eReturn accounts can only be resent via mail to the financial controller.

Forgotten User name

If you have forgotten your user name please contact Funding & Disclosure on 02 6271 4552 or by email at fad@aec.gov.au. Associated entity eReturn account user names can only be provided by Funding & Disclosure staff of the AEC.

Other problems

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