

June 2022

eReturns




*Members of the House of Representatives and
Senators 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

Members of the House of Representatives (MPs) and Senators will have a username and password issued to them by the Australian Electoral Commission (AEC) with their obligation letter. Obligation letters are sent after 1 July each year.

MPs and Senators who want to gain access to eReturns can also contact Funding and Disclosure on 02 6271 4552 or email fad@aec.gov.au.

Logging in

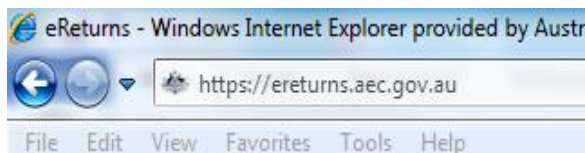
eReturns credentials will appear like this in the obligation letter:

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. It is important that eReturns credentials are kept secure and not shared with anyone else.

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.
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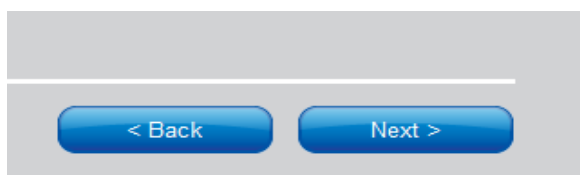
The eReturns webpage displays the following login screen.

A screenshot of the eReturns login screen. It features a dark blue header with the text "Login to eReturns". Below the header are two input fields: "User name*" and "Password*", each with a white text box. To the right of the password field is a blue "Login" button. At the bottom, there is a link that says "I've forgotten my [user name](#) or [password](#)" and another link below it that says "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: MP and Senator Details

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

Member Details

Member Name*

International address

Address

Suburb*

State*

Postcode*

MPs and Senators can edit their details at Step 1. Please ensure all the details entered are correct. Click 'Next' to continue to **Contact details**.

Step 2: Contact Details

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

Lodging officer details

Salutation

First name*

Surname*

Capacity*

 ?

Postal Address

International address

Address

Suburb*

State*

Postcode*

Details of the person completing the return can be edited at Step 2. This person can either be the MP or Senator themselves, or another lodging officer.

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

Email*

Confirm Email*

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.

Complete your account details

Please review and update your details.

Step 1
Organisation Details

Step 2
Contact Details

Step 3
Account Details

Step 4
Confirmation

Account details

User name*
AdminTest

New Password
.....

Confirm Password
.....

Secret question*
Test ?

Secret answer*
Test ?

Pin*
1234 ?

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](#).

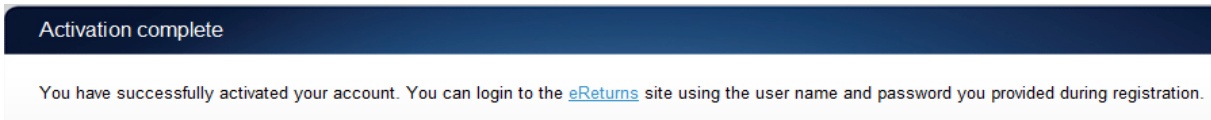
eReturns will automatically generate a verification email and send it to your email address. Before your eReturns account can be activated, you will be required to verify your email address. This is done by clicking on the link in the email.

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=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

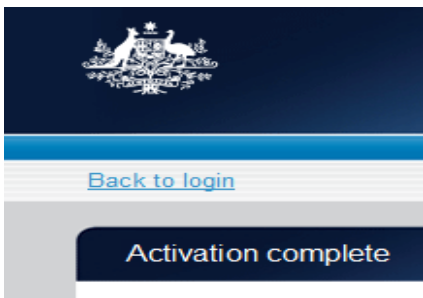
Clicking this link verifies that you have access to the email account.



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.

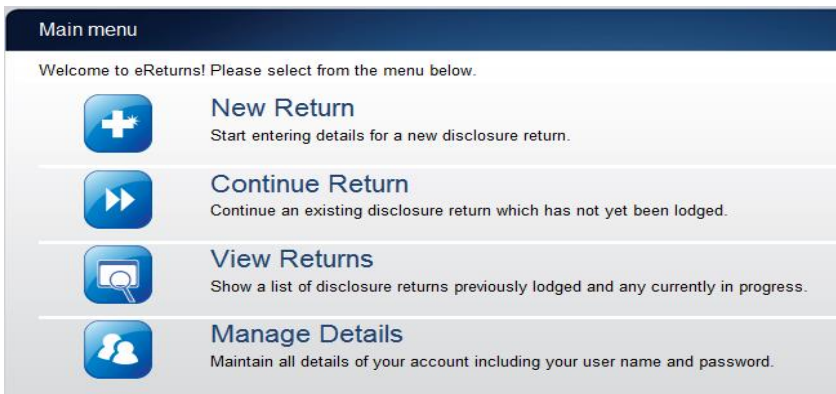


From here, enter your user name and password to login – remember you will have changed your password and may have changed your user name.

Using eReturns

Main Menu

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



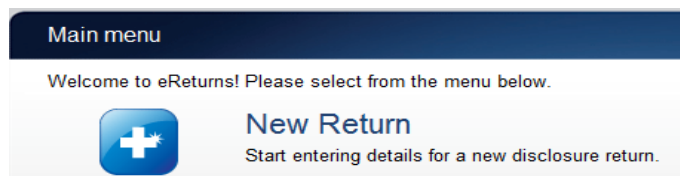
From the main menu you can start a **new return**, **continue** a return that is partially complete, **view** historical returns and **manage** your account details.

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

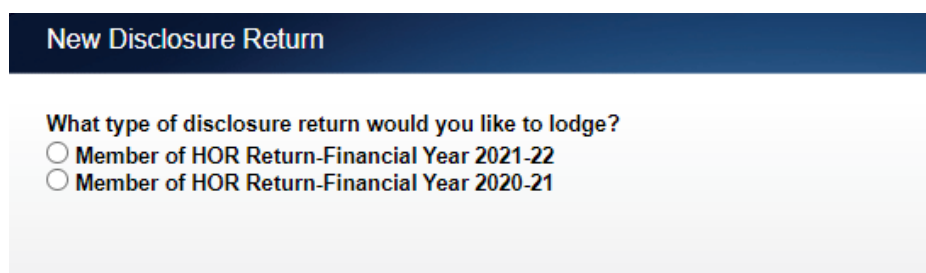
Completing a return

New Return

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



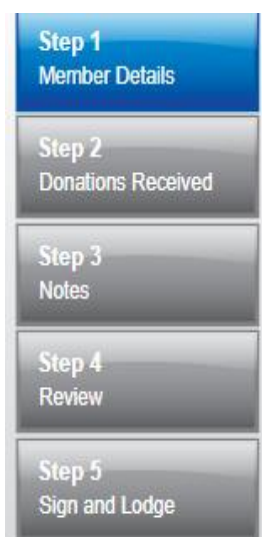
Then choose the return that you would like to complete.



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.

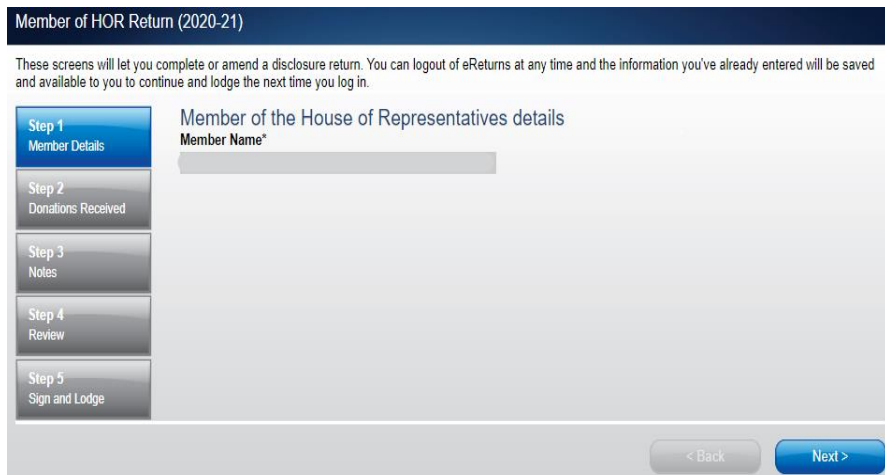
Progress through the wizard is tracked down the left-hand side of the screen.



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

Step 1 – Member Details

On this screen you can review the members' details. If the details need to be changed, this can be completed in the 'Manage Details' screen in the main menu.



Member of HOR Return (2020-21)

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
Member Details

Step 2
Donations Received

Step 3
Notes

Step 4
Review

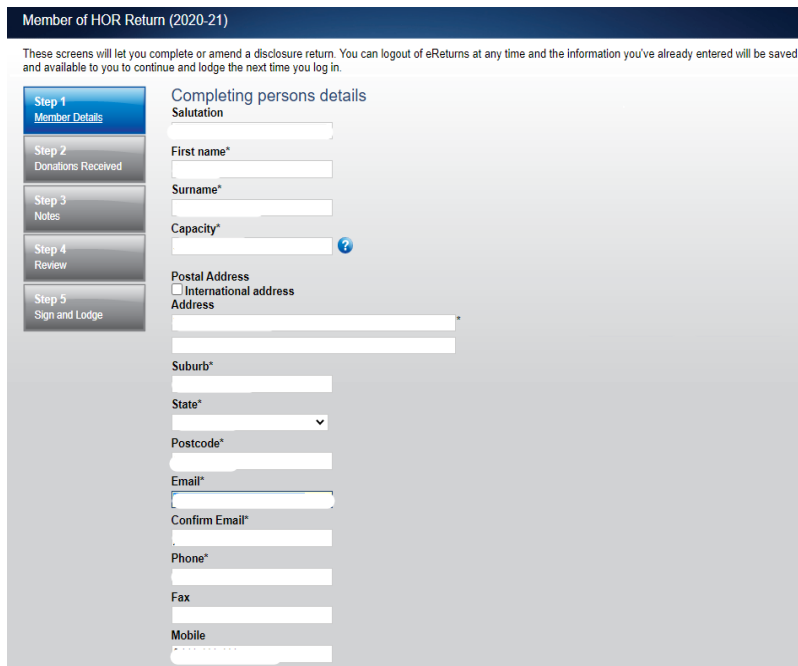
Step 5
Sign and Lodge

Member of the House of Representatives details

Member Name*

< Back Next >

Once you have reviewed your details, click 'Next' to move to the completing persons details screen.



Member of HOR Return (2020-21)

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
Member Details

Step 2
Donations Received

Step 3
Notes

Step 4
Review

Step 5
Sign and Lodge

Completing persons details

Salutation

First name*

Surname*

Capacity* ?

Postal Address

International address

Address

Suburb*

State*

Postcode*

Email*

Confirm Email*

Phone*

Fax

Mobile

On this screen, you can review the details of the person completing the' disclosure return. Once you have finished editing these details click 'Next' to move to the 'Donations Received' page.

Step 2 – Donations Received

In this screen, add the total donations received for federal purposes for the financial year, the total number of donors who made the donations, and details of donations received over the disclosure threshold for federal purposes.

Member of HOR Return (2020-21)

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
Member Details

**Step 2
Donations Received**

Step 3
Notes

Step 4
Review

Step 5
Sign and Lodge

Donations you have received

Total of donations received*
\$0

Total number of donors*
0

Provide details of all amounts over \$14,300 received during the financial year.

<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 details of donations above the disclosure threshold, click the 'Add' button. That will launch the 'Add a donation' window.

Add a donation

Name*

ABN

ACN

International address

Address

Suburb*

State*

Postcode*

Transaction date*

Amount*
\$0

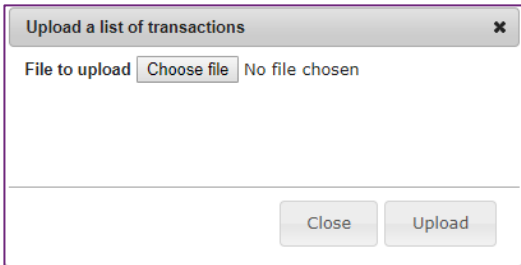
Close | Add

In the 'Add a donation' window, you can add the details of each donation above the disclosure threshold. All required fields must be completed. Once the information has been entered, click the 'Add' button to add the donation. The 'Add a donation' window will remain open to allow you to enter more donations. Once you have finished entering donations click the 'Close' button to return to the donations 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 donations, you will need a spreadsheet (either in MSExcel, CSV or XML format) of donations 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.

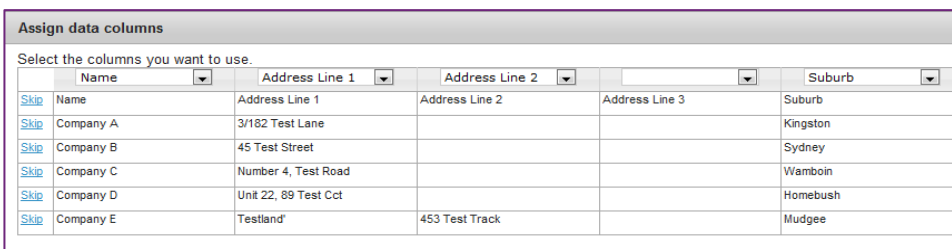


Upload a list of transactions

File to upload No file chosen

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

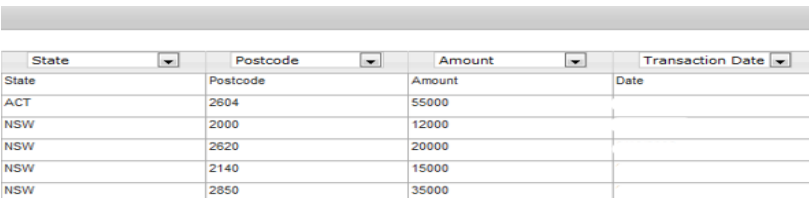
When eReturns has uploaded your spreadsheet, it will ask you to match the columns in your spreadsheet to the columns in eReturns.



Assign data columns

Select the columns you want to use.

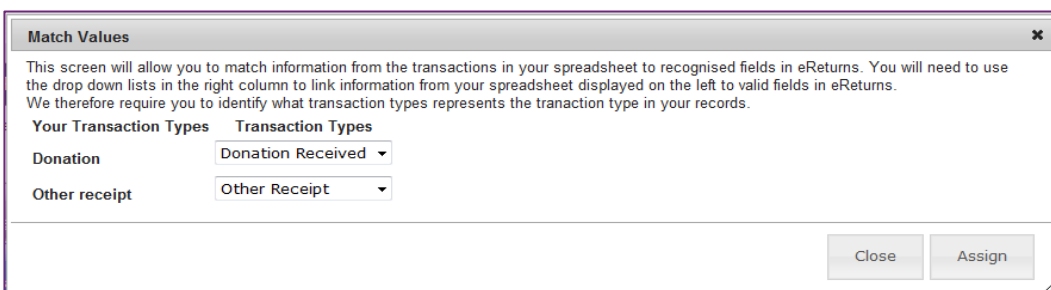
	Name	Address Line 1	Address Line 2	Address Line 3	Suburb
Skip	Name	Address Line 1	Address Line 2	Address Line 3	Suburb
Skip	Company A	3/182 Test Lane			Kingston
Skip	Company B	45 Test Street			Sydney
Skip	Company C	Number 4, Test Road			Wamboin
Skip	Company D	Unit 22, 89 Test Cct			Homebush
Skip	Company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



State	Postcode	Amount	Transaction Date
State	Postcode	Amount	Date
ACT	2604	55000	
NSW	2000	12000	
NSW	2620	20000	
NSW	2140	15000	
NSW	2850	35000	

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:

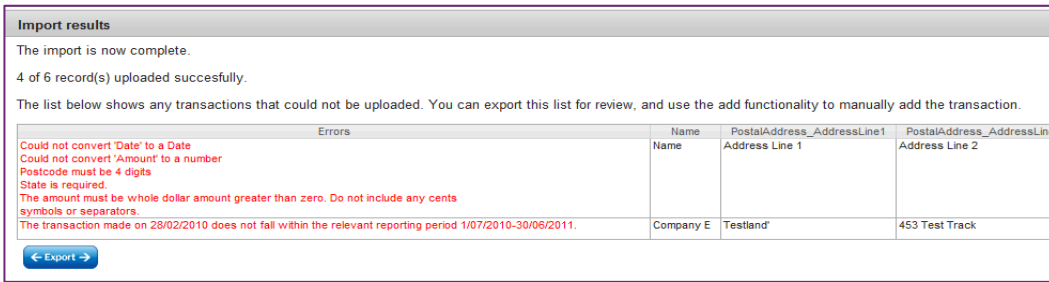


Match Values

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	<input type="button" value="Donation Received"/>
Other receipt	<input type="button" value="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'.

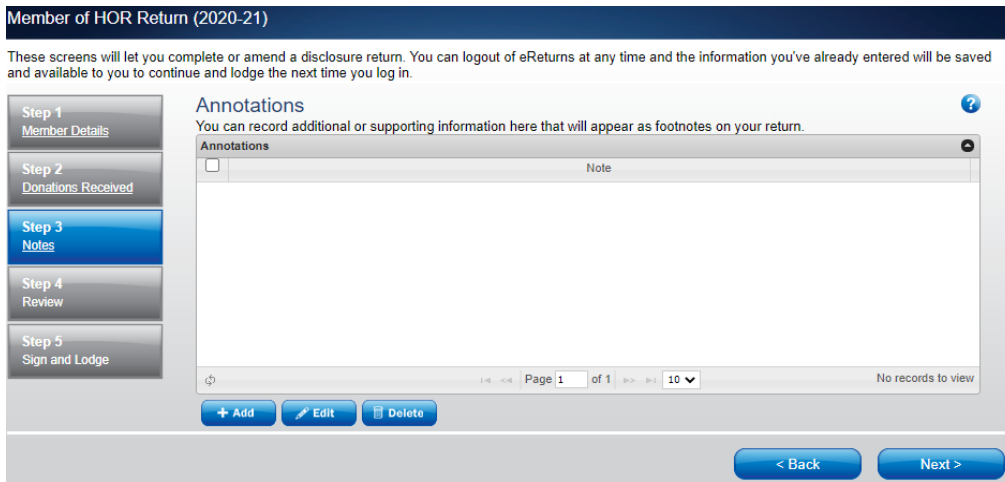


If you choose to export the list of transactions which were not successfully imported, you can fix the problems in the data which eReturns has identified and re-import that list. Alternatively, you can use the '+ Add' button to add those transactions manually.

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 donations screen click 'Next' to move to the Notes screen.

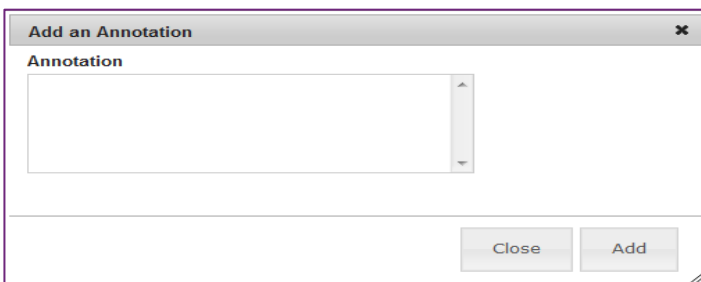
Step 3 – Notes

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



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 4 – Review

The next screen is the review screen.

Member of HOR Return (2020-21)

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
Member Details

Step 2
Donations Received

Step 3
Notes

Step 4
Review

Step 5
Sign and Lodge

Review

Member of HOR R... 1 / 2 | 88% + | [Icons]

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. Where I sign as a representative, I have made due and reasonable inquiries of the member of the House of Representatives on whose behalf I have consented to act as a representative. I understand that submitting an incomplete, false or misleading return is an offence under Division 137.1 of the Criminal Code Act 1995.

Signature [Signature Field] Date [Date Field]

Enquiries and returns should be addressed to: Funding and Disclosure Australian Electoral Commission Locked Bag 4007 Canberra ACT 2601 Phone: 02 6271 4552 Email: fad@aec.gov.au

Member of House of Representatives Return (06/22) – Page 1 of 2

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

< Back Next >

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 5 – Sign and Lodge

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

Member of HOR Return (2020-21)

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
Member Details

Step 2
Donations Received

Step 3
Notes

Step 4
Review

**Step 5
Sign and Lodge**

Lodge Certification

Only the member of the House of Representatives or person authorised to act on behalf of the member 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. Where I sign as a representative, I have made due and reasonable inquiries of the member of the House of Representatives on whose behalf I have consented to act as a representative. 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 member or person authorised to act on behalf of the member.

Your Signature

Lodgement Date
24/06/2022

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 MP, Senator or lodging officer, 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 Members of the House of Representatives and Senators](#).

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

Member of HOR Return (2020-21)

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

Review

Member of HOR R... 1 / 2 88%

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. Where I sign as a representative, I have made due and reasonable inquiries of the member of the House of Representatives on whose behalf I have consented to act as a representative. I understand that submitting an incomplete, false or misleading return is an offence under Division 137.1 of the Criminal Code Act 1995.

Signature Date

Enquiries and returns should be addressed to: Funding and Disclosure
Australian Electoral Commission
Locked Bag 4007
Canberra ACT 2601

Phone: 02 6271 4552
Email: fad@aec.gov.au

Member of House of Representatives Return (06/22) – Page 1 of 2

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.

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.

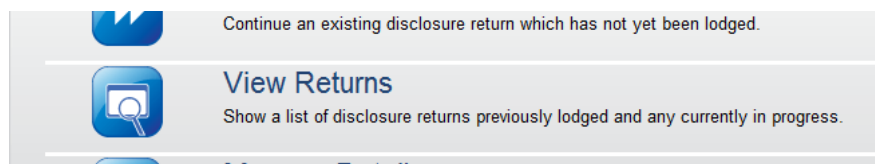
Part 3: Person/s who may be able to provide the missing particulars
List the name and address of any person/s who you believe can provide the missing particulars and the reason that you believe they have those particulars.

< Back Next >

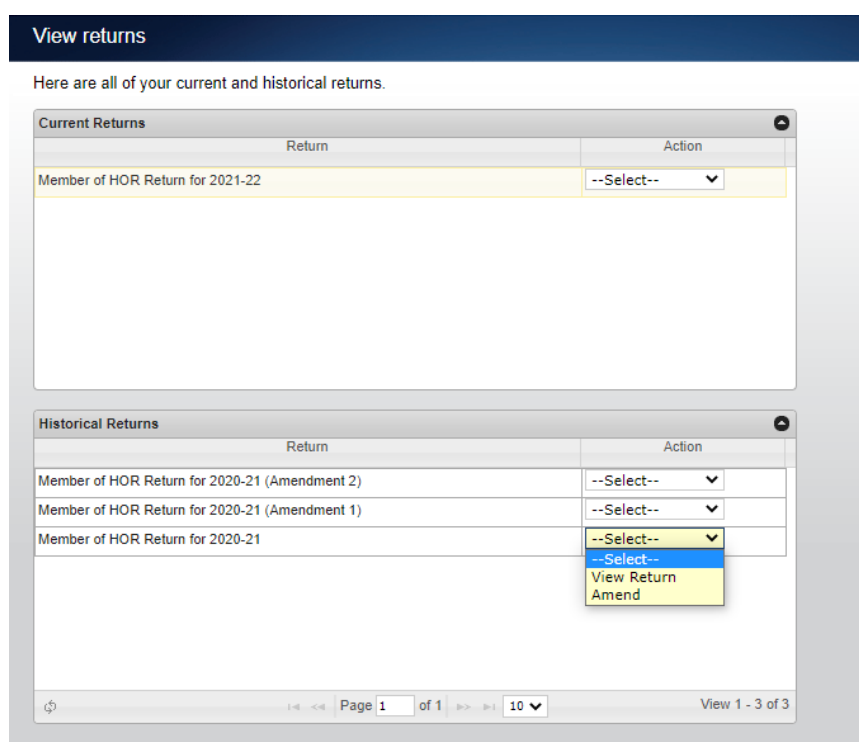
Once you have reviewed the Notice of Incomplete Return click 'Next' to go to the Sign and Lodge screen. To lodge the return and Notice of Incomplete Return follow the instructions at [Step 5 – Sign and Lodge](#).

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.

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.