



# eReturns

The eReturns portal is a website built to allow Political Parties, Associated Entities, Donors, Third Parties, Candidates and Senate Groups to prepare and lodge their disclosure returns online.

Lodging an electronic return will ensure that your information is accurately reported on the AEC website when returns are made publicly available.

To use the eReturns portal, you need an account with a unique username and password. Election Candidates, Candidate Agents, Party Agents and the Financial Controllers of Associated Entities will have accounts created for them by the AEC and a username and password sent by mail. Donors and Third Parties will also receive a username and password with their obligation letter, but have the option to create their own eReturns accounts from the login page, if they chose to lodge a return before receiving an obligation letter from the AEC.

The eReturns portal uses a wizard-style interface to collect the information required under Part XX of the *Commonwealth Electoral Act 1918*. At the end of the wizard, the system generates a PDF document, identical in appearance to a paper return form. The user has an opportunity to review the completed return and either go back and make changes, or certify and lodge the return. Upon lodgement, copies of the return are sent both to the AEC and to the user's email address. The user also has the option to save a copy of the lodged return to their computer.

## Features

- Next and Back buttons allow you to navigate to any part of the return wizard.
- Your data is saved automatically as you progress through the return, ensuring that any loss of data is limited to the current screen if the internet connection is lost.

- Users can leave a partially completed return and come back to it later.
- The Annotation button allows you to add an explanatory note to any transaction or amount on the return. Annotations appear as numbered footnotes on the final return.
- Clicking the Help button at any section of the wizard will display additional information.
- The View Returns function allows you to see a history of returns, including both lodged returns, and returns still in progress.
- All transactions are protected with the same internet security used by online banking, as shown by the padlock symbol in the browser's address bar.

## Sub-Accounts

A Party Agent, Financial Controller or primary account-holder can create a sub-account, with a separate username and password, to allow another person to work on preparing the content of a disclosure return. However, only the primary account-holder may approve and lodge the completed return.

## Visit the eReturns Portal

Go to <https://ereturns.aec.gov.au> to start using the eReturns Portal.