User Guide

Data Portal

AEC
Australian Electoral Commission

Australian Electoral Commission

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Accessing the AEC system

Browse to https://data.aec.gov.au

New Users

To request a new account click on **Request an Account**

***** **NOTE: IF YOU ARE ACCESSING THE AEC PORTAL VIA AN APPLEMAC DEVICE IT IS RECOMMENDED THAT YOU USE THE SAFARI BROWSER FOR THIS PURPOSE.**

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Please fill out all fields.

Note the User Name field is the name you will use to login the portal.

It is recommended that the first part of the user name be the organisation abbreviation followed by any other detail to allow easier identification when documents are received by the AEC eg. AWUMaryS.

***** In the justification field please indicate the name of the organisation and the state/territory from which the request is being made.
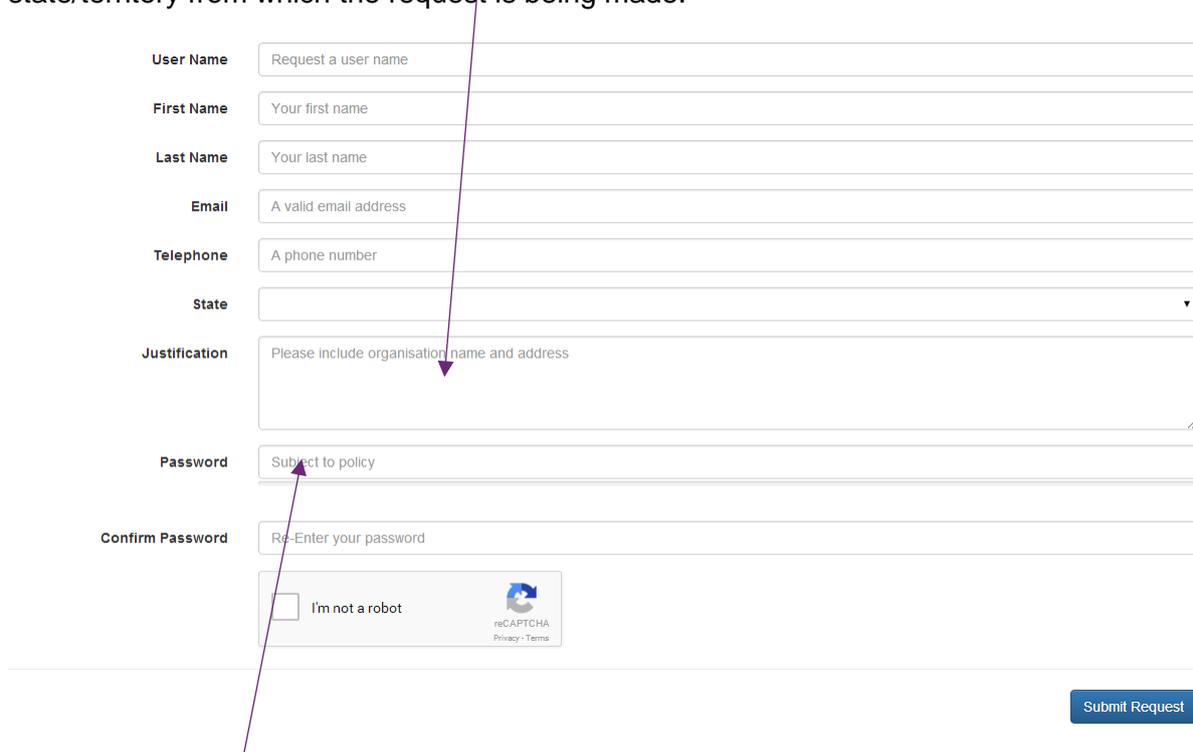
User Name	Request a user name
First Name	Your first name
Last Name	Your last name
Email	A valid email address
Telephone	A phone number
State	▼
Justification	Please include organisation name and address
Password	Subject to policy
Confirm Password	Re-Enter your password

I'm not a robot — reCAPTCHA — Privacy - Terms

Submit Request

Please note the **password must contain at least 9 characters, 1 letter, 1 number, 1 special character**

Click on **I'm not a robot** and follow any prompts. Click **Submit Request** to request account.

An AEC staff member will process your application and you will receive an email once your account has been activated.

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Logging In

Once you have an account browse to https://data.aec.gov.au and login with the User Name and password you specified when requesting an account.

Click on **I'm not a robot** and follow any prompts. Click **Sign In** to request account.

If this is your first login you will need to provide answers to secret questions. This will be used as verification if you ever need to reset you password.

When you have answered the secret questions click on **Update** button.
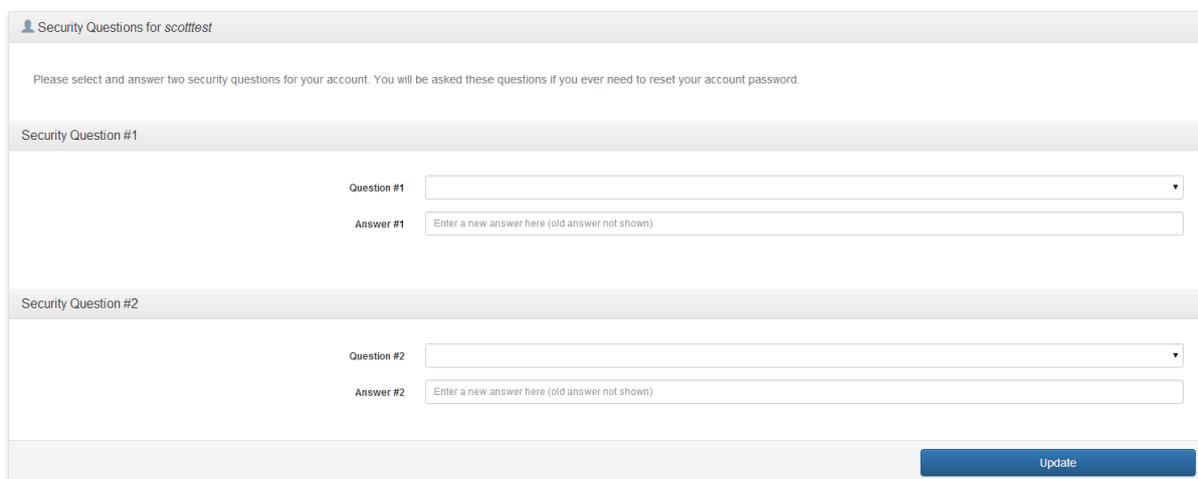
* Please take note of the answers to the two security questions for future reference (eg. to request a reset to your password)

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Resetting Password

Browse to https://data.aec.gov.au and select **Forgot your password?**

Enter your details.

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Then select **I'm not a robot** and follow any prompts. Then select **Submit**.

An email will be sent to you with a link to reset your password.

You will then be asked to provide answers to your secret questions. After this is completed hit Submit button.

Enter a new password and confirm password

Uploading Files

Login to the system at https://data.aec.gov.au
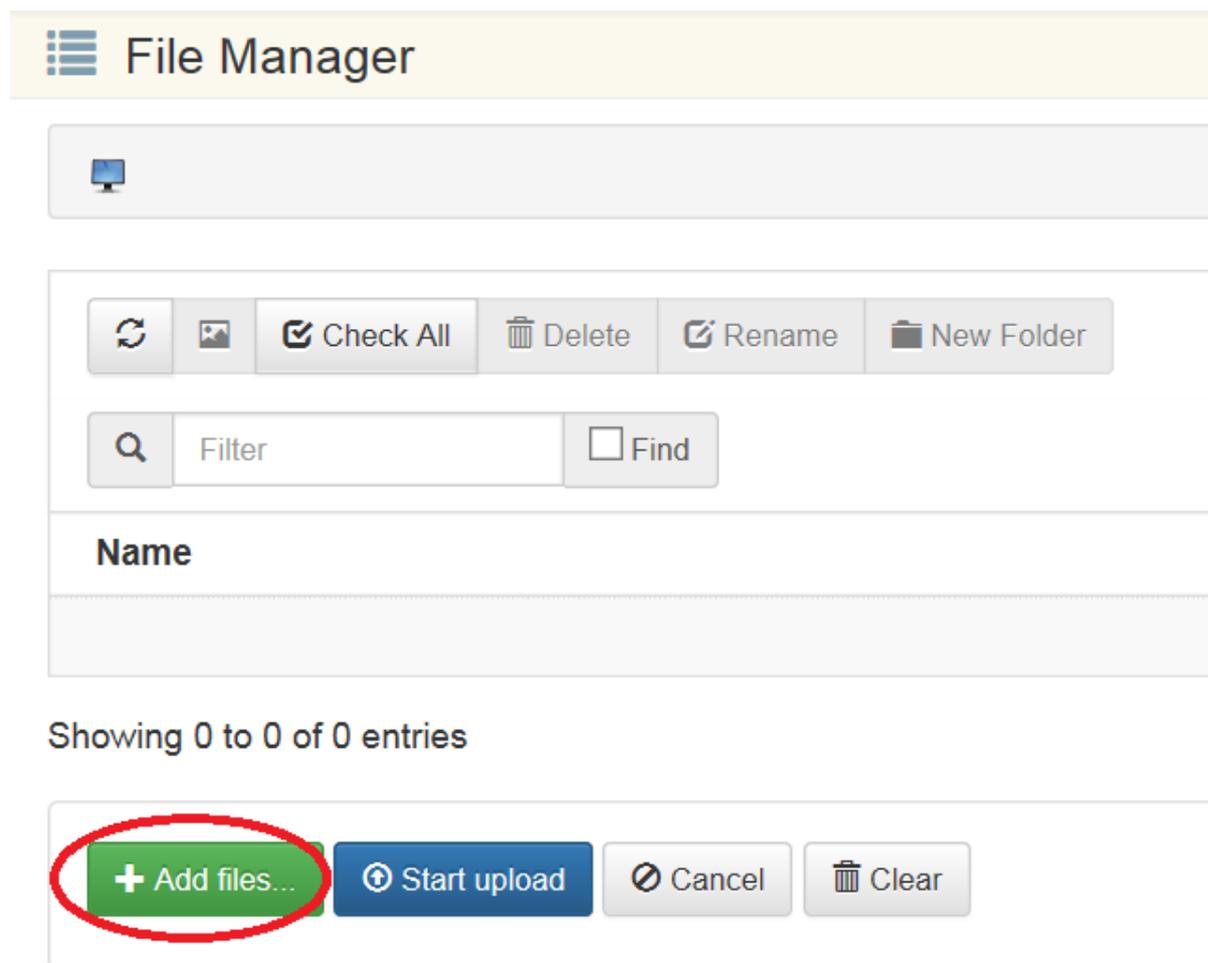
Click on **Add files**

Select 1 or more files
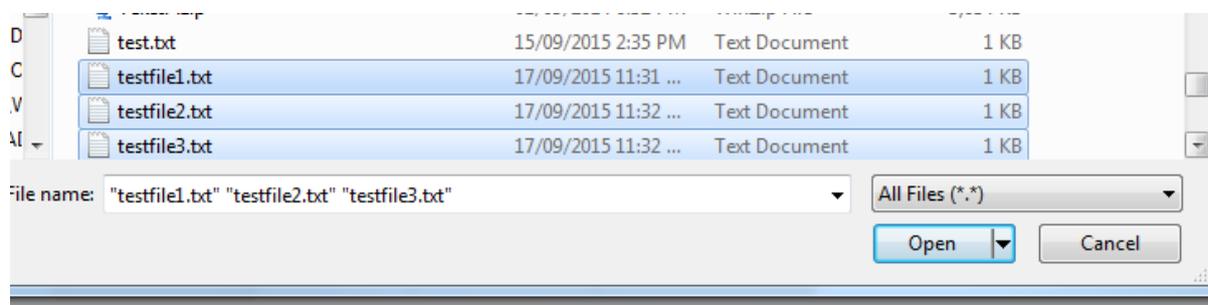
You can click on **Add files** again to add more files.

Click **Start upload** to upload all selected files

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Once file(s) have been uploaded you can select **Logout** from top right.