User Guide

Electoral Event Portal – Industrial Elections and Ballots

AEC
Australian Electoral Commission

Contents

1. Create a portal account

1.1 The Returning Officer will register accounts for most users however, if the Election Notice for an industrial election requests online creation of a nomination form, you will need to use this guide to self-register.

1.2 To self-register, click Sign In.

1.3 Once on the Sign In page, click the Register tab.
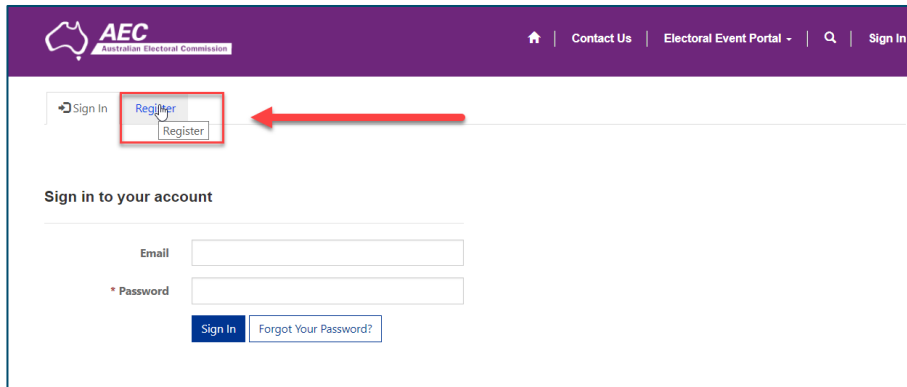
1.4 Complete the initial registration fields, noting the password must be at least 9 characters long and include at least one uppercase letter, one number and one special character.
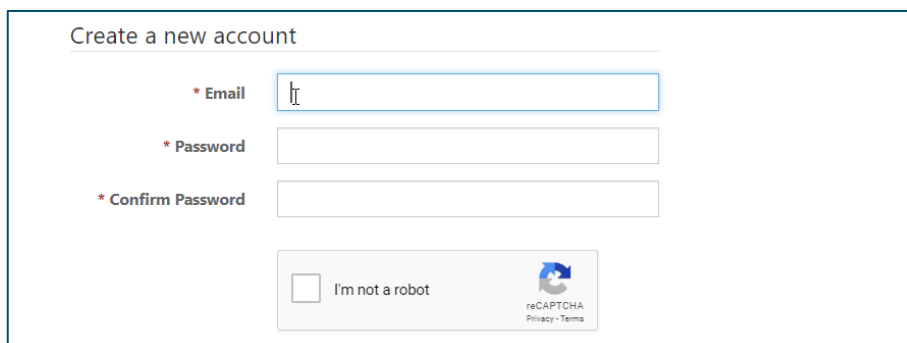
1.5 When all actions are complete, the Create Account button will be visible. Click to progress to the next step in the registration process.

NOTE: If you have already registered, a warning message will display that the email has already been used. If necessary, follow the steps in this User Guide to reset your password.

1.6 Once you have created your account, you will be directed to the User Profile page.

1.7 Before you can add your details and undertake any activities in the Portal you will need to confirm your email. Click the Confirm Email button.
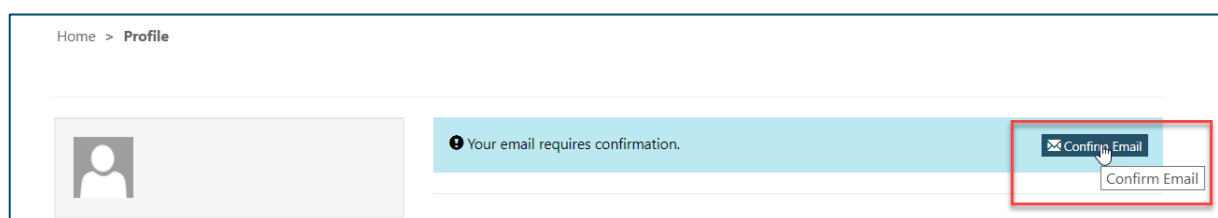
1.8 An email will be sent to your email address. Check your inbox to locate the email and open it.

1.9 From within the email, click on the 'Complete Registration' link.

1.10   A window in your internet browser will open, identifying that your email has been confirmed:

⬤ Your email has been confirmed successfully.   ✕
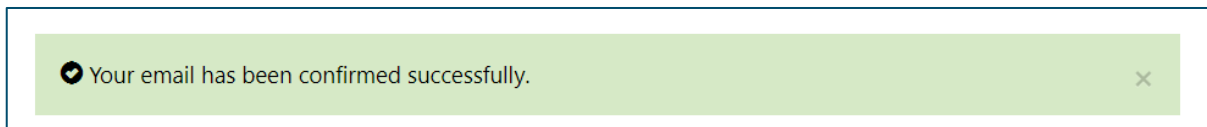
1.11   Complete the remaining fields to complete your registration, noting the First and Last Name fields are mandatory. Note, that most fields will require completion in order for nomination forms to be created.

1.12   Click Submit to complete registration.

1.13   Click Sign in and enter your email address and password to access the landing page.

2.   Upload documents to the portal

2.1   If the Returning Officer has requested documents from you via the portal, use the steps below to complete the upload.

2.2   Sign into your portal account and click on your name in top right corner of the screen.

2.3   From the drop down box, click Organisational – Upload Official Documents.
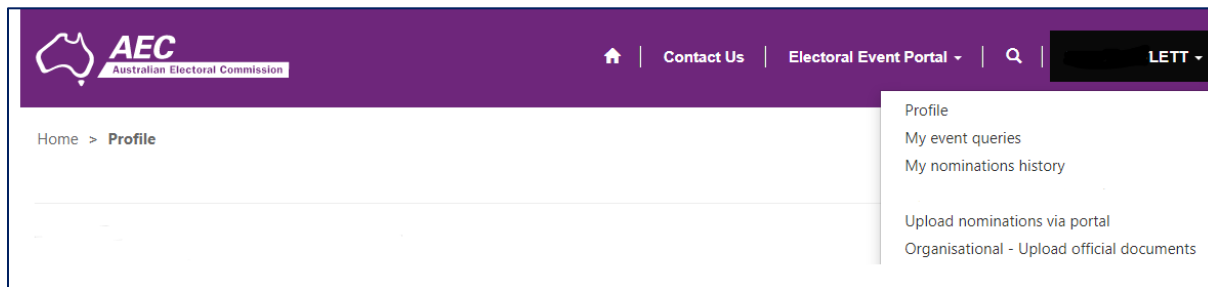
2.4   The Upload Official Documents screen will be displayed under the blue headings and a list of current electoral events relevant to you will be displayed.

NOTE: If a particular election or ballot does not display, please let us know using the Contact Us facility or contact the relevant Returning Officer directly as they are responsible for allocating electoral events to portal users.
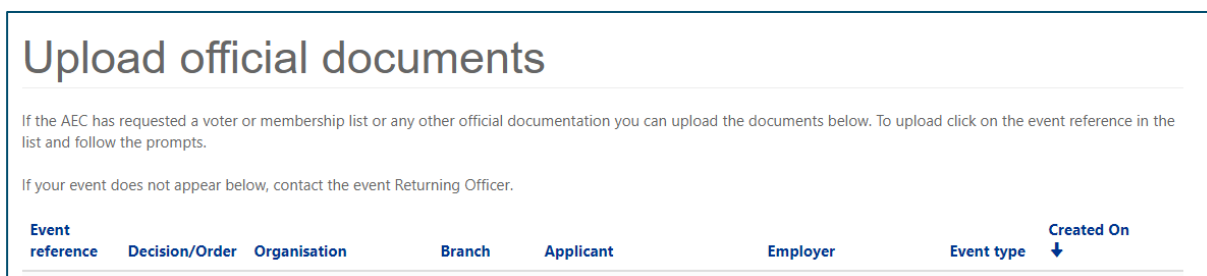

2.5   Click on the Event Reference hyperlink for the event that relates to the documents being uploaded.

2.6   Click the Choose File button.
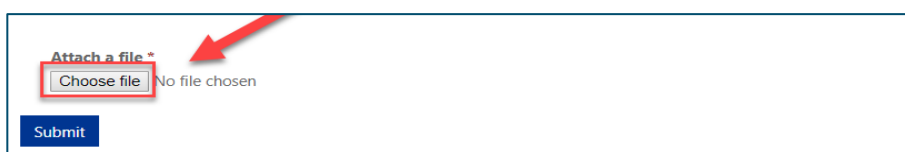
2.7 Click to select your file and select Open.

2.8 Review the file name to ensure you have selected the correct document. Select Submit.

2.9 You will receive a notification that your submission was successful. You will also be able to view your uploaded document.
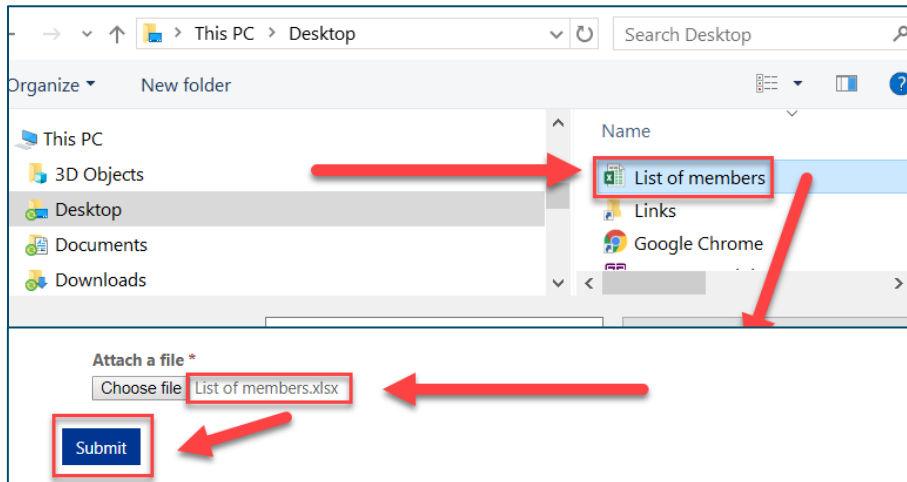
NOTE: Once uploaded a document cannot be deleted.

2.10 Repeat this process as many times as required until all documents are uploaded.

3. Nomination forms

3.1 Click the Electoral Event Portal link.

3.2 From the available options, select Current Industrial Elections.

3.3 Find the election you wish to nominate for and click on the hyperlink to the left.

3.4 You will be taken to the event screen for the election.

3.5 Read the Election Notice to identify:

- how nominations are to be created; and

- how they are to be submitted.

3.6   If the Returning Officer is asking for online creation, click the Create Nomination button.
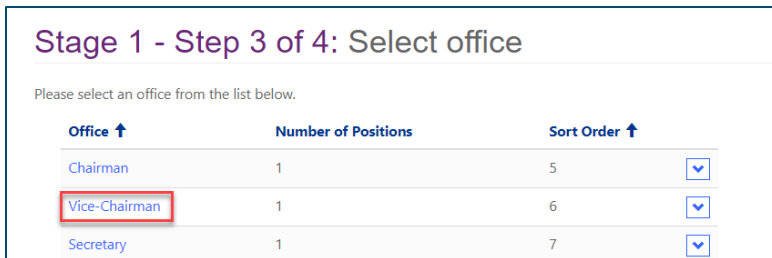

3.7   Review your personal details and update if required. Click Next to proceed to step 2.

3.8   Select the appropriate Location. Location is equivalent to the group/electorate you wish to represent.
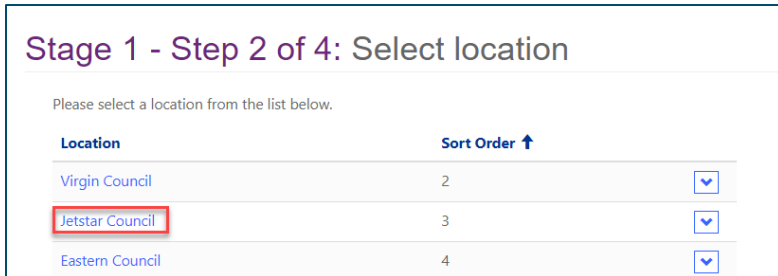
3.9   Select the Office you are nominating for:

3.10   The system will check if a nomination has been previously created. If not, the system will progress to step 4, the creation of the pre-filled nomination form. Double check the details are correct then click the Create Nomination button.

3.11   You will now receive an email with your prefilled nomination form attached, ready for you to sign and submit.

         NOTE: The Returning Officer will receive advice that your form has been created but will not assess your nomination until the signed form is received.

3.12   If the Returning Officer indicates the portal is to be used to upload your nomination form, use the steps at point 2 above to submit the form.
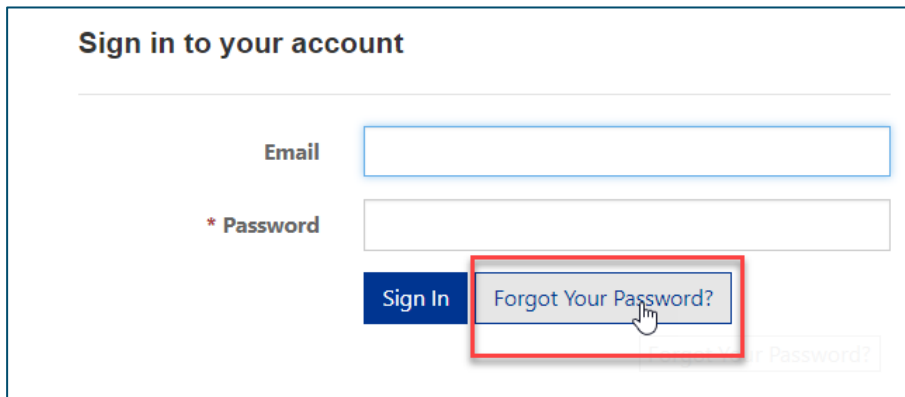
3.13   If another option has been requested for nomination form submission, please follow the directions to submit the form.
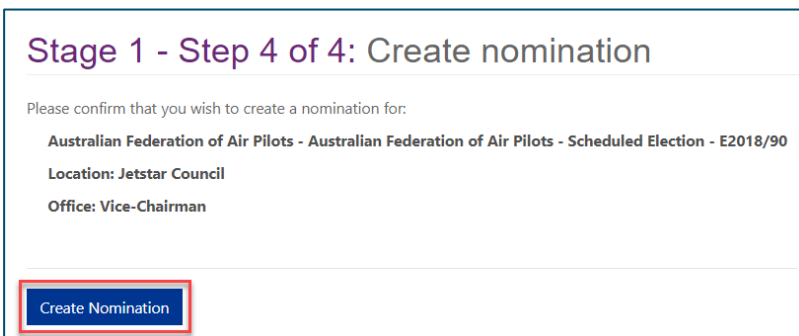
3.14   Use the Contact Us facility if you are experiencing any difficulties providing your nomination form.

4. Reset password

4.1 Click Sign In then select the Forgot Your Password button.

4.2 On the next screen, provide your email address and click Send.

4.3 Check your inbox for an email with a link through which your password can be reset.

4.4 Click on the link and enter your new password. Repeat the password then click the Reset button.

4.5 Once this has been completed successfully, use the Sign In link to access your account.