

# eReturns Guide for Referendum Donors

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# Contents

<b>Common icons and useful information .....</b>	<b>4</b>
<b>Creating an eReturns account .....</b>	<b>5</b>
Accessing eReturns.....	5
Getting started.....	5
Create an eReturns account.....	6
Confirmation .....	9
<b>Using eReturns.....</b>	<b>12</b>
Main menu.....	12
<b>Completing a return – Organisations .....</b>	<b>13</b>
New return.....	13
Step 1 – Organisation details.....	14
Step 2 – Donations made to Referendum Entities .....	15
Import donations.....	17
Step 4 – Notes.....	19
Step 5 – Review .....	20
Step 6 – Sign and lodge .....	21
<b>Completing a return – Individuals.....</b>	<b>22</b>
New return.....	22
Step 1 – Individual donor details.....	23
Step 2 – Donations made to Referendum Entities .....	24
Import donations.....	25
Step 3 – Notes.....	27
Step 4 – Review .....	28
Step 5 – Sign and lodge .....	29
<b>Lodging a Notice of Incomplete Return.....</b>	<b>30</b>
<b>Amending a return .....</b>	<b>32</b>
<b>Troubleshooting.....</b>	<b>33</b>
Forgotten password.....	33
Forgotten username .....	33
Other problems.....	34

# Common icons and useful information

## 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.


### Required information and fields

All required fields are marked with an asterisk (\*).

# Creating an eReturns account

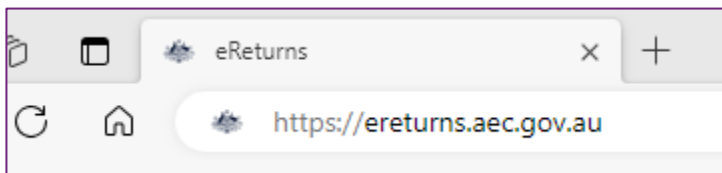
## Accessing eReturns

All referendum donors will need to create an eReturns account to lodge a referendum return.

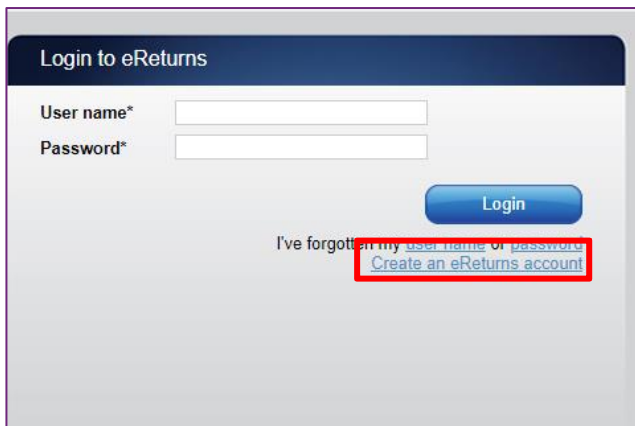
	<p>A <a href="#">financial disclosure entity</a> will <i>not</i> be able to use their existing eReturns account - a new eReturns account must be created for referendum returns.</p>
---	--

## Getting started

eReturns can be accessed at <https://ereturns.aec.gov.au/>.



The eReturns webpage displays the following login screen. Click 'Create an eReturns account'. This will take you through a wizard to create your account.

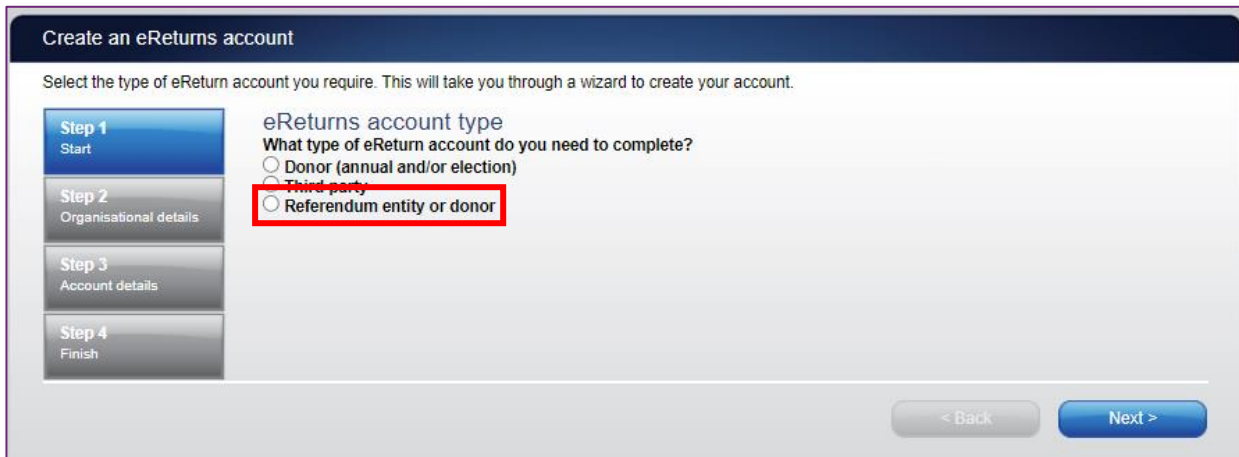


## Create an eReturns account

The first screen requires you to select the type of eReturns account you need to set up, this will determine what type of referendum disclosure return you need to complete. Select 'Referendum entity or donor'.

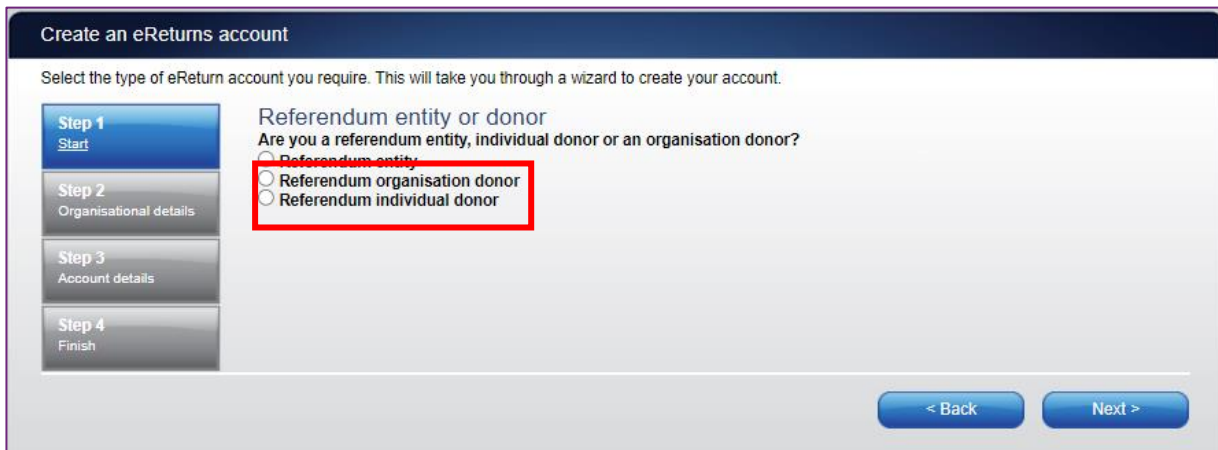
The next screen will allow you to select either an organisation or individual donor.

To navigate through the eReturns wizard use the 'Back' and 'Next' buttons at the bottom right of the screen.



To navigate through the eReturns wizard use the 'Back' and 'Next' buttons at the bottom right of the screen.

Select either 'Referendum organisation donor' or 'Referendum individual donor' from the eReturn account types:

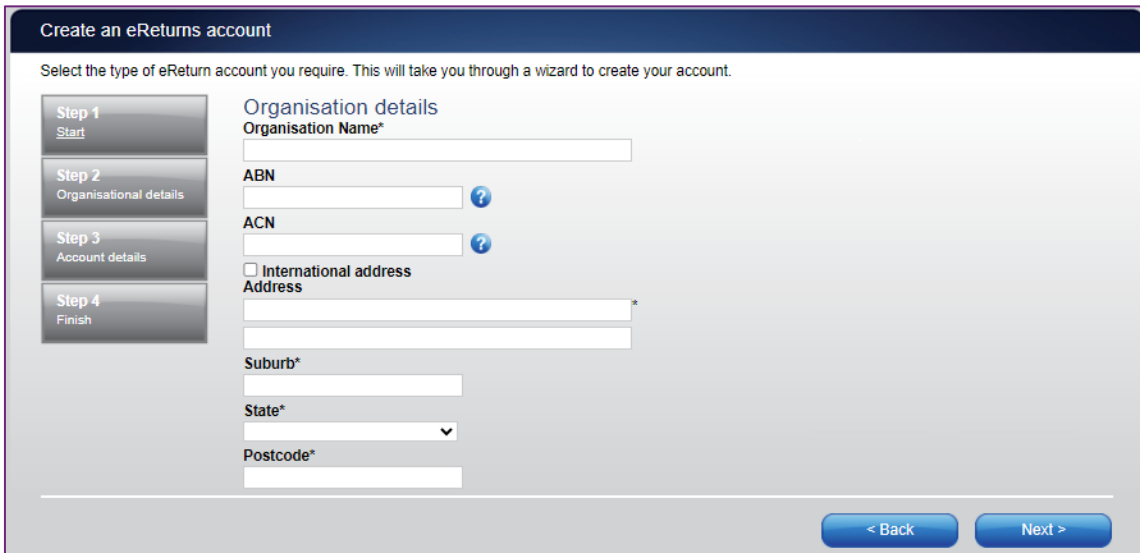


Once you have selected the 'Referendum organisation donor' or 'Referendum individual donor' click 'Next'.

The next few pages detail the 'Referendum organisation donor' account creation. The 'Referendum individual donor' account creation commences on page

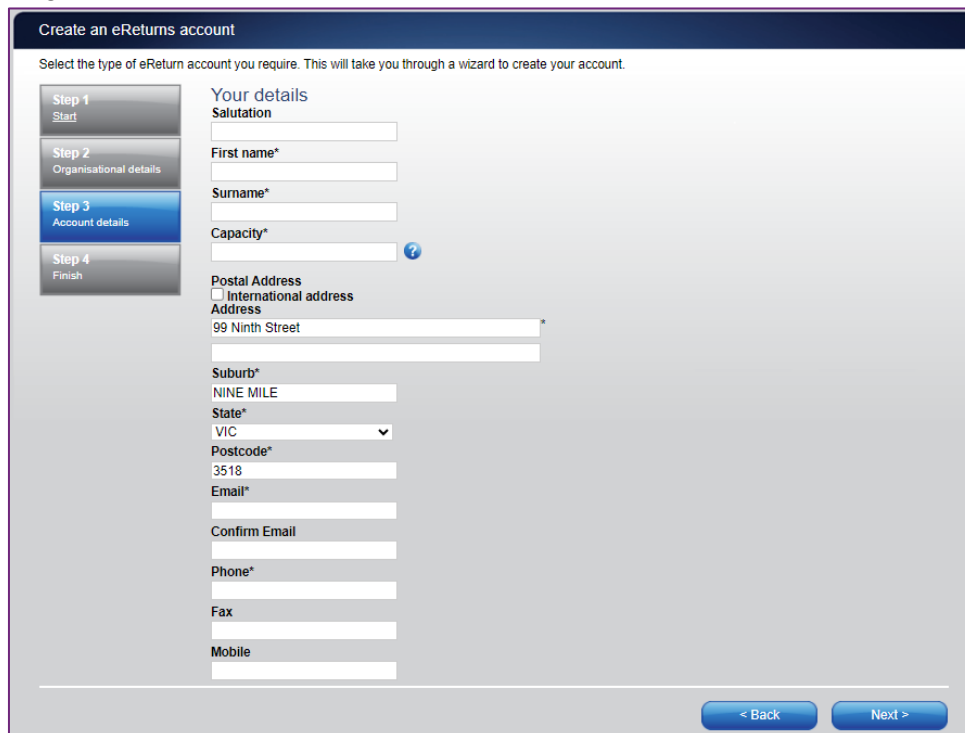
## Organisation donor

1. If you selected 'Referendum organisation donor', the 'Step 2 – Organisation details' screen requires you to enter the details of the **organisation** you are lodging on behalf of (shown below).



NOTE: **Individual** donors will not see this screen, instead they will be taken directly to the 'Your details' screen.

2. The below 'Your details' screen is for **organisation donors** to provide details of the lodging officer, or person responsible for lodging the disclosure return, as below, once complete select 'Next', to progress to the 'Account details' screen.



- On the 'Account details' screen you will need to set a username and password for the **organisation** donor eReturn account.



**Create an eReturns account**

Select the type of eReturn account you require. This will take you through a wizard to create your account.

**Step 1**  
Start

**Step 2**  
Organisational details

**Step 3**  
Account details

**Step 4**  
Finish

**Account details**

User name\*

New Password

Confirm Password

Picture characters

gYDNh3

Type the characters you see in the picture above\*

< Back      Next >

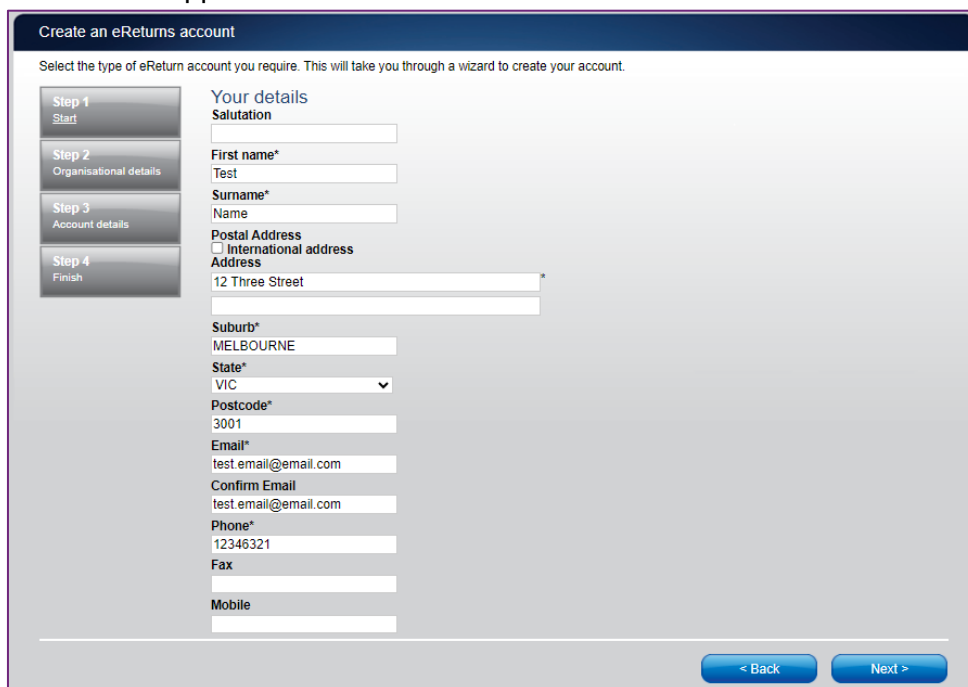
For the security of your eReturn account, please follow these instructions to create a password:

**Length:** Your password must be a minimum of 8 characters

**Composition:** Use a combination of uppercase and lowercase letters, numbers and avoid special symbols

## Individual donor

- The below screen will appear for **individual** donor eReturn account creation.



**Create an eReturns account**

Select the type of eReturn account you require. This will take you through a wizard to create your account.

**Step 1**  
Start

**Step 2**  
Organisational details

**Step 3**  
Account details

**Step 4**  
Finish

**Your details**

Salutation

First name\*

Surname\*

Name

Postal Address

International address

Address

Suburb\*

State\*

Postcode\*

Email\*

Confirm Email

Phone\*

Fax

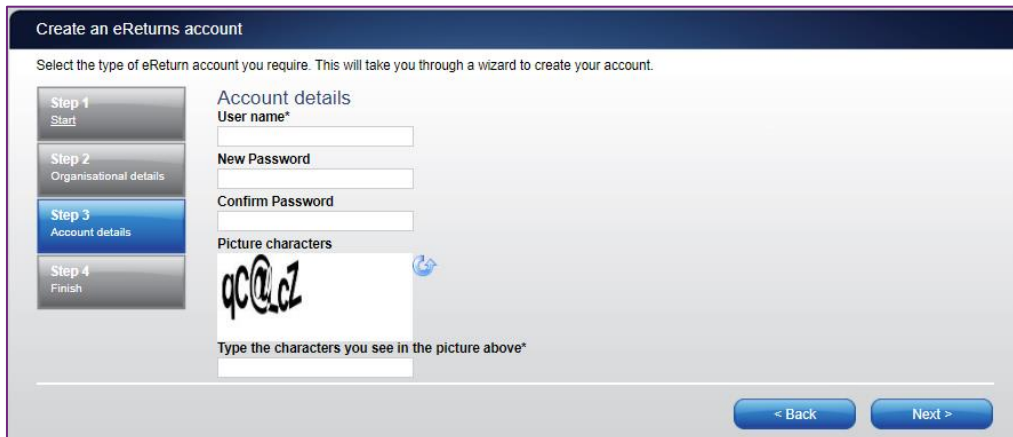
Mobile

< Back      Next >

**Please note:** Once complete, click 'Next', the eReturn account set-up will skip 'Step 3' as it is not relevant to individual donors. The next screen is the 'Account details' screen.



- On this screen you will need to set a username and password for the **individual** donor eReturn account.



**Create an eReturns account**

Select the type of eReturn account you require. This will take you through a wizard to create your account.

**Step 1**  
Start

**Step 2**  
Organisational details

**Step 3**  
Account details

**Step 4**  
Finish

**Account details**

User name\*

New Password

Confirm Password

Picture characters

qc@clz

Type the characters you see in the picture above\*

< Back      Next >

For the security of your eReturn account, please follow these instructions to create a password:

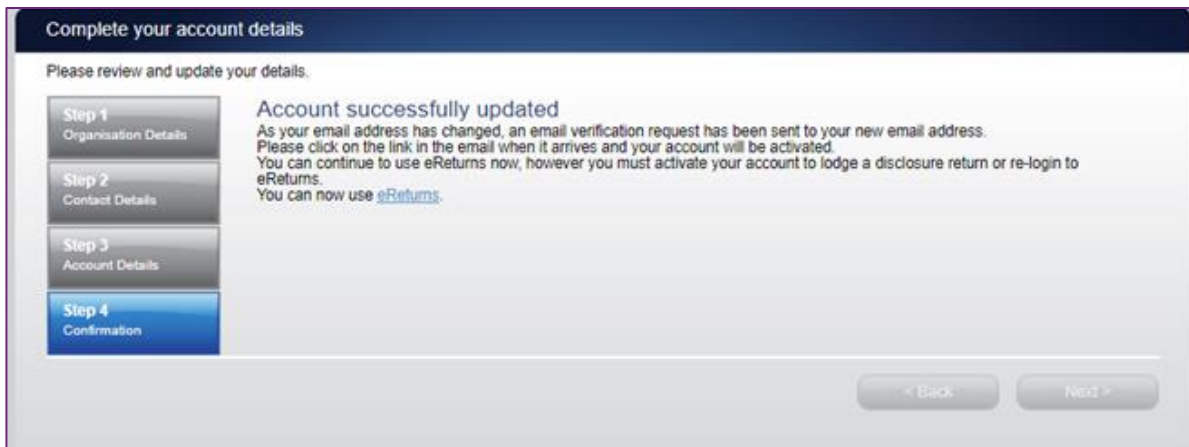
**Length:** Your password must be a minimum of 8 characters

**Composition:** Use a combination of uppercase and lowercase letters, numbers and avoid special symbols

To access eReturns you need to provide a valid email address. This email is used to identify you as an eReturns user. eReturns uses email for validation and to send you copies of returns you lodge. After the initial sign-up process, eReturns will send a confirmation to your nominated email address.

Click on the link in the email before you lodge your return or log back into eReturns. (If you cannot find an email from eReturns, check your junk mail/spam folder.)

## 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](#).

< Back      Next >

**Please note:** the 'Confirmation' step above, details that your 'email address has changed', this is simply directing you to the verification email to 'Activate' your account.

### Email activation and verification

eReturns will automatically generate an activation email and send it to your email address so you can verify the email associated with the account.

Your eReturns account **needs to be activated** by using the link emailed to you. The below is an example of the email content.

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.

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, please click the 'Main menu' button to return to the eReturns main menu.



# Using AEC issued credentials to access eReturns

**Note:** An existing eReturns account **cannot be used for referendum returns** - the new eReturns account provided must be used.

eReturns credentials are emailed or posted out to donors in an obligation letter when they are named on a referendum entity disclosure return as donating to the referendum entity.

Your eReturns credentials will look like this in your obligation letter:

<b>User name:</b>	AdminReferendumdonor1
<b>Password:</b>	42mZ2m8V

eReturns credentials are made up of a user name and one-time password.

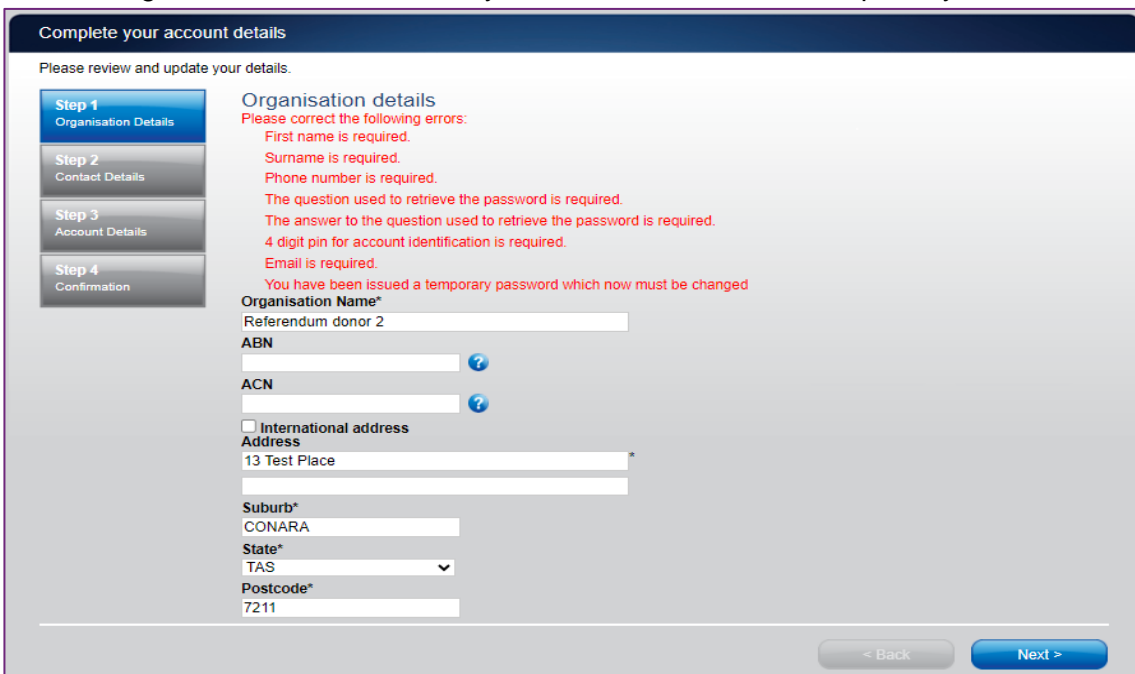
On the first log-in to eReturns you will be prompted to change the password. There is also an option to change the user name. It is important that eReturns credentials are kept secure and not shared with anyone else.

For the security of your eReturn account, please follow these instructions to create a password:

**Length:** Your password must be a minimum of 8 characters

**Composition:** Use a combination of uppercase and lowercase letters, numbers and avoid special symbols

When using AEC issued credentials, you will need to review and update your details:



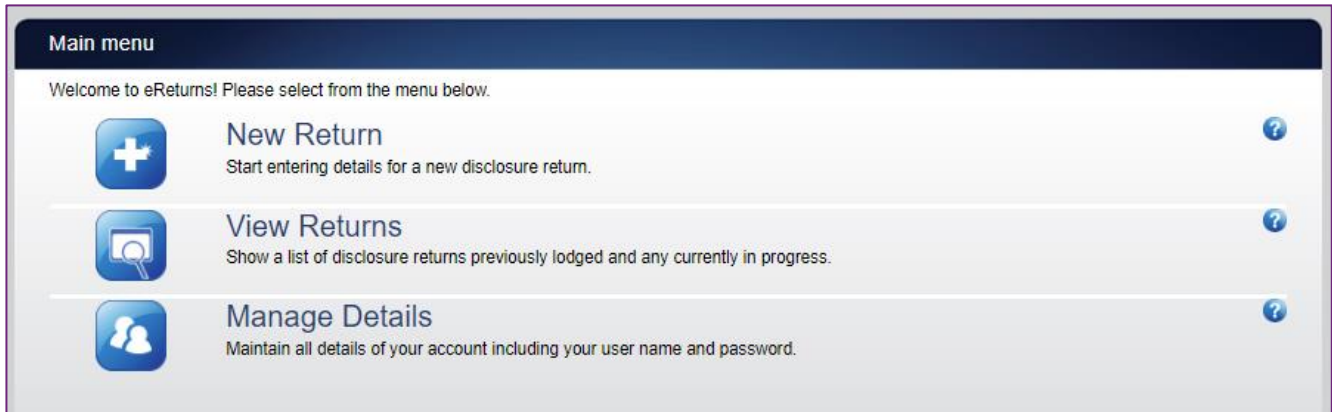
Follow Steps 1 through 4 to update your account and verify your email address.

Once your account is verified, you will be able to commence a new return.

# 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**. The next sections in the guide explain a new return for **organisations**, followed by a new return for **individuals**.

If you have commenced a return you will also have the option to **continue** a return.

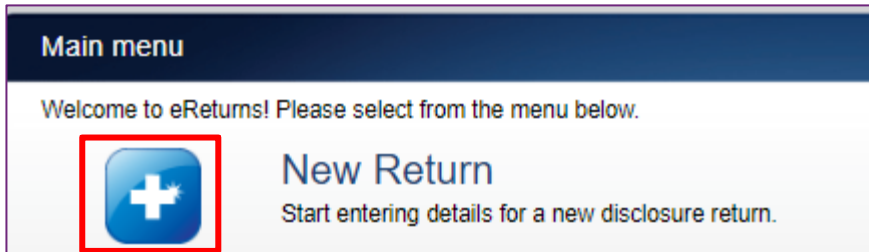
From the main menu you can also **view** historical returns and **manage** your account details. The 'View Returns' option will only appear once you have commenced or submitted a return.

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

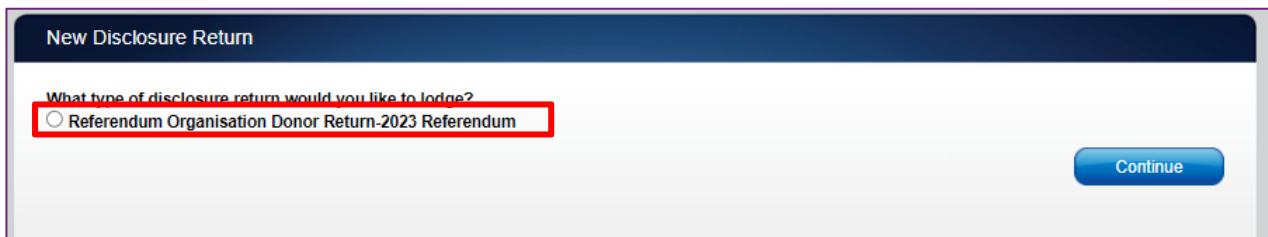
# Completing a return – Organisations

## New return

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

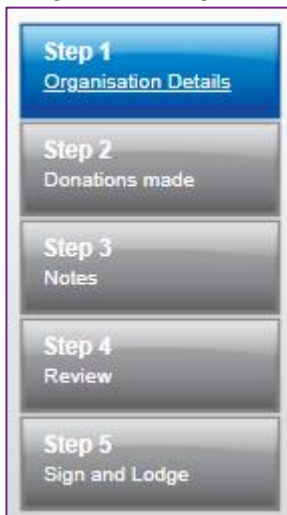


Then choose the return which you would like to complete. Referendum disclosure was introduced in 2023, so no earlier returns will be available. The example screen below is for an organisation donor.



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 the wizard will appear at the top of each screen. Progress through the wizard is tracked down the left-hand side.

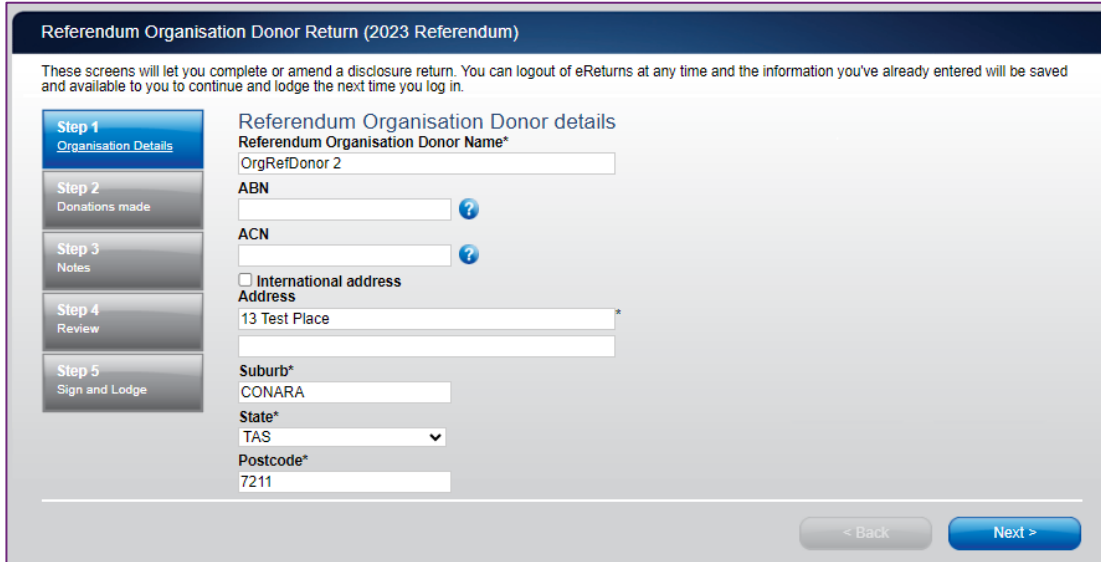


As you navigate through the wizard, you will be prompted to enter the information which will make up the return.

## Step 1 – Organisation details

On this screen you can update your organisation details.

**NOTE:** These details have been automatically pre-filled from the information you provided in your account registration.



Referendum Organisation Donor Return (2023 Referendum)

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

**Referendum Organisation Donor details**

Referendum Organisation Donor Name\*  
OrgRefDonor 2

ABN  
[Input field]

ACN  
[Input field]

International address

Address  
13 Test Place

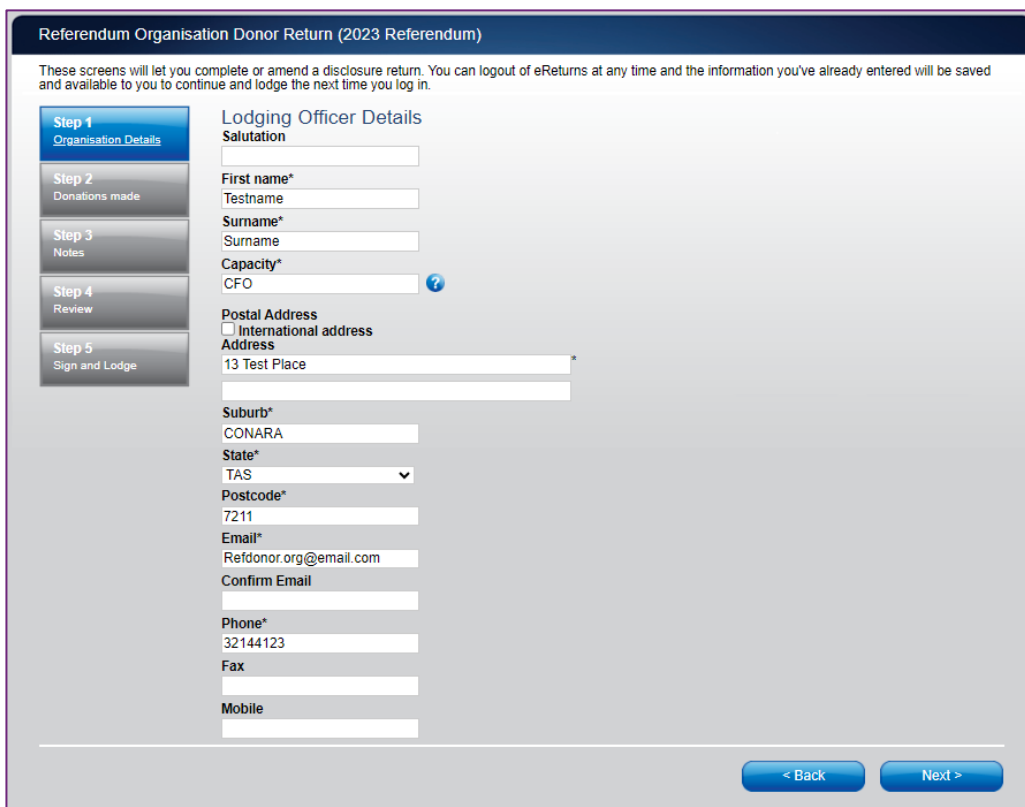
Suburb\*  
CONARA

State\*  
TAS

Postcode\*  
7211

< Back    Next >

Once you have reviewed your organisation details click 'Next' to move to the Lodging Officer details screen.



Referendum Organisation Donor Return (2023 Referendum)

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**  
Donations made

**Step 3**  
Notes

**Step 4**  
Review

**Step 5**  
Sign and Lodge

**Lodging Officer Details**

Salutation  
[Input field]

First name\*  
Testname

Surname\*  
Surname

Capacity\*  
CFO

Postal Address  
 International address

Address  
13 Test Place

Suburb\*  
CONARA

State\*  
TAS

Postcode\*  
7211

Email\*  
Refdonor.org@email.com

Confirm Email  
[Input field]

Phone\*  
32144123

Fax  
[Input field]

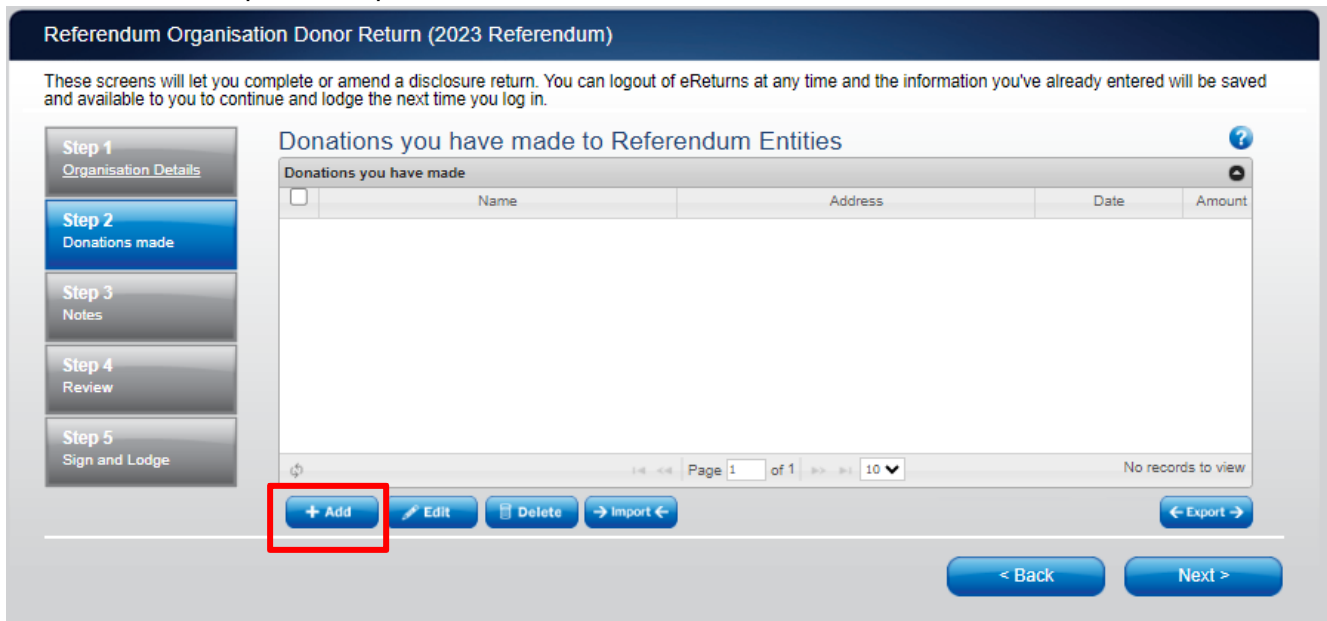
Mobile  
[Input field]

< Back    Next >

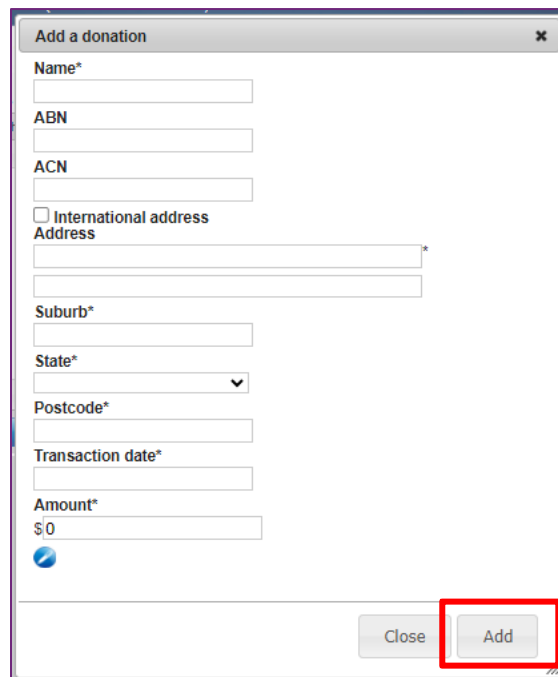
On this screen you can review and update your details. Once you have reviewed your details, click 'Next' to move to the Donations you have made screen.

## Step 2 – Donations made to Referendum Entities

This screen will allow you to record details of donations you have made to referendum entities during the referendum expenditure period.

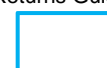


To record donations, click the '+ Add' button. This will launch the 'Add a donation' window.



In the 'Add a donation' window you can fill in the details of each donation. For each donation you must include the amount, transaction date and name of the referendum entity the donation was made to.

Once you have finished recording the details of a donation, click the 'Add' button to add the donation to the list. The 'Add a donation' window will not disappear, allowing you to start entering the next donation. After you have recorded all donations, click 'Close'.



The list of donations will populate as you add them. Once you have recorded all relevant donations, click 'Next' to move to the Notes screen.

**Referendum Organisation Donor Return (2023 Referendum)**

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  
Donations made

Step 3  
Notes

Step 4  
Review

Step 5  
Sign and Lodge

### Donations you have made to Referendum Entities ?

Donations you have made

<input type="checkbox"/>	Name	Address	Date	Amount
<input type="checkbox"/>	Referendum entity	1 Address Street MON REPOS QLD 4670	05/06/2023	16100

Page 1 of 1

View 1 - 1 of 1

+ Add
Edit
Delete
Import
Export

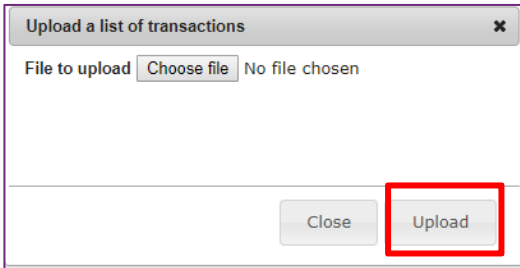
< Back
Next >



# Import donations

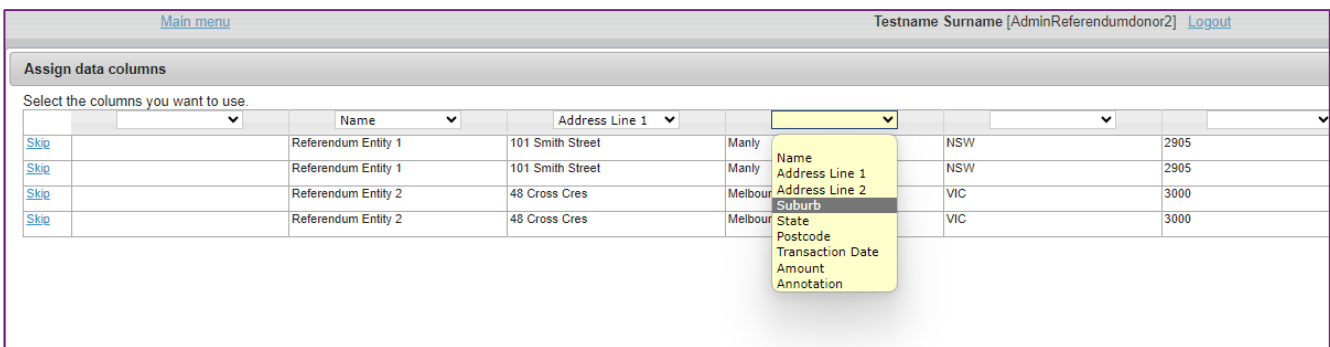
The import function allows you to upload a spreadsheet of transactions into eReturns, eliminating the need to manually enter each transaction. To import donations, you will need a spreadsheet of donations (either in MSEXcel, CSV or XML format) that contains the required information for each donation. 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.

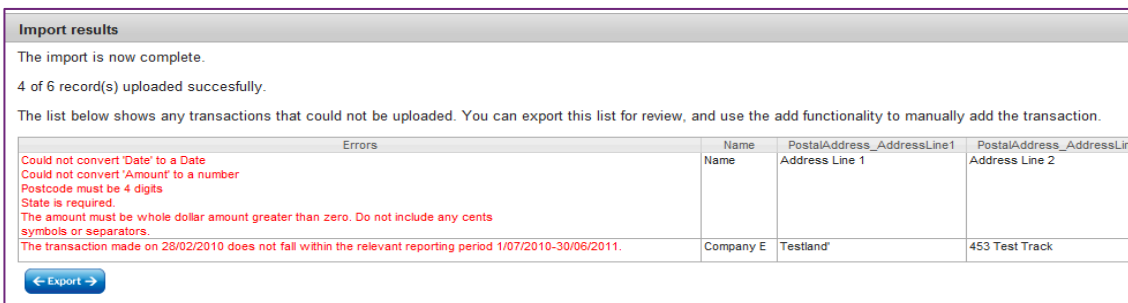


Once you have selected the file, click 'Upload'.

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



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



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 recorded all donations, click 'Close'. Then click 'Next' to move to the Notes screen.

### Donations you have made to Referendum Entities ?

**Donations you have made** -

	Name	Address	Date	Amount
<input type="checkbox"/>	Referendum Entity 2	48 Cross Cres Melbourne VIC 3000	02/02/2020	3000
<input type="checkbox"/>	Referendum Entity 2	48 Cross Cres Melbourne VIC 3000	02/02/2020	12000
<input type="checkbox"/>	Referendum Entity 1	101 Smith Street Manly NSW 2905	02/02/2020	1200
<input type="checkbox"/>	Referendum Entity 1	101 Smith Street Manly NSW 2905	02/02/2020	19000

Page 1 of 1 View 1 - 4 of 4

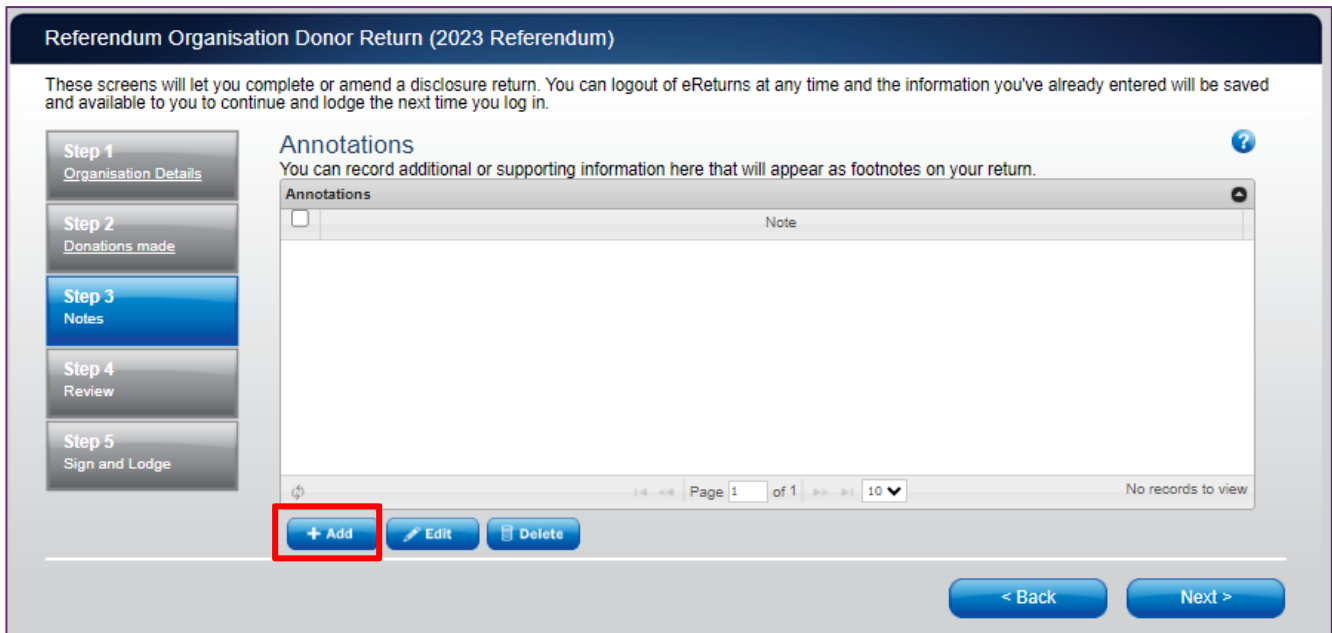
+ Add
Edit
Delete
→ Import ←

← Export →

< Back
Next >

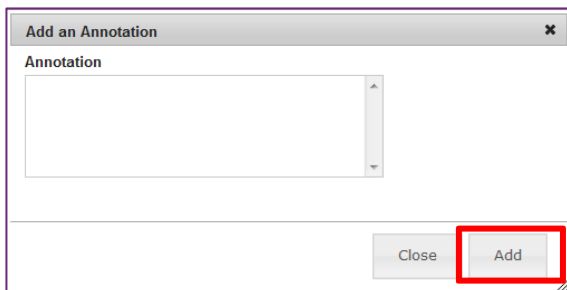
## Step 4 – Notes

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



**NOTE:** These annotations will be presented on the return as footnotes.

To add an annotation, click the '+Add' button at the bottom of the table on the screen. This will launch the 'Add an Annotation' window.



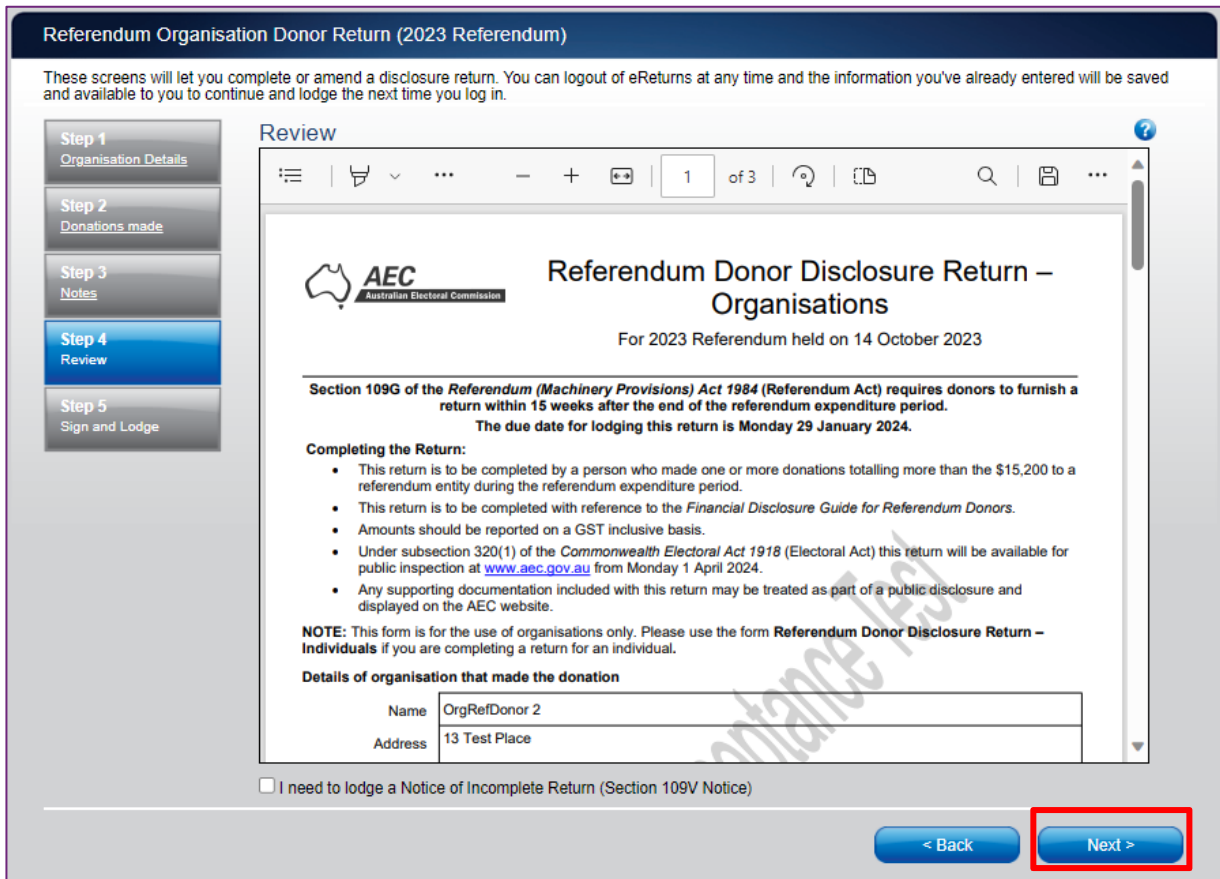
Enter the text of your annotation and click 'Add' to save it. Click 'Close' once you have entered all your annotations.

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

## Step 5 – Review

From this screen, you may view the draft return.

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



Referendum Organisation Donor Return (2023 Referendum)

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**  
Donations made

**Step 3**  
Notes

**Step 4**  
Review

**Step 5**  
Sign and Lodge

**Review**

1 of 3

**AEC**  
Australian Electoral Commission

**Referendum Donor Disclosure Return – Organisations**

For 2023 Referendum held on 14 October 2023

**Section 109G of the Referendum (Machinery Provisions) Act 1984 (Referendum Act) requires donors to furnish a return within 15 weeks after the end of the referendum expenditure period.**

**The due date for lodging this return is Monday 29 January 2024.**

**Completing the Return:**

- This return is to be completed by a person who made one or more donations totalling more than the \$15,200 to a referendum entity during the referendum expenditure period.
- This return is to be completed with reference to the *Financial Disclosure Guide for Referendum Donors*.
- Amounts should be reported on a GST inclusive basis.
- Under subsection 320(1) of the *Commonwealth Electoral Act 1918* (Electoral Act) this return will be available for public inspection at [www.aec.gov.au](http://www.aec.gov.au) from Monday 1 April 2024.
- Any supporting documentation included with this return may be treated as part of a public disclosure and displayed on the AEC website.

**NOTE:** This form is for the use of organisations only. Please use the form **Referendum Donor Disclosure Return – Individuals** if you are completing a return for an individual.

**Details of organisation that made the donation**

Name	OrgRefDonor 2
Address	13 Test Place

I need to lodge a Notice of Incomplete Return (Section 109V Notice)

< Back      Next >

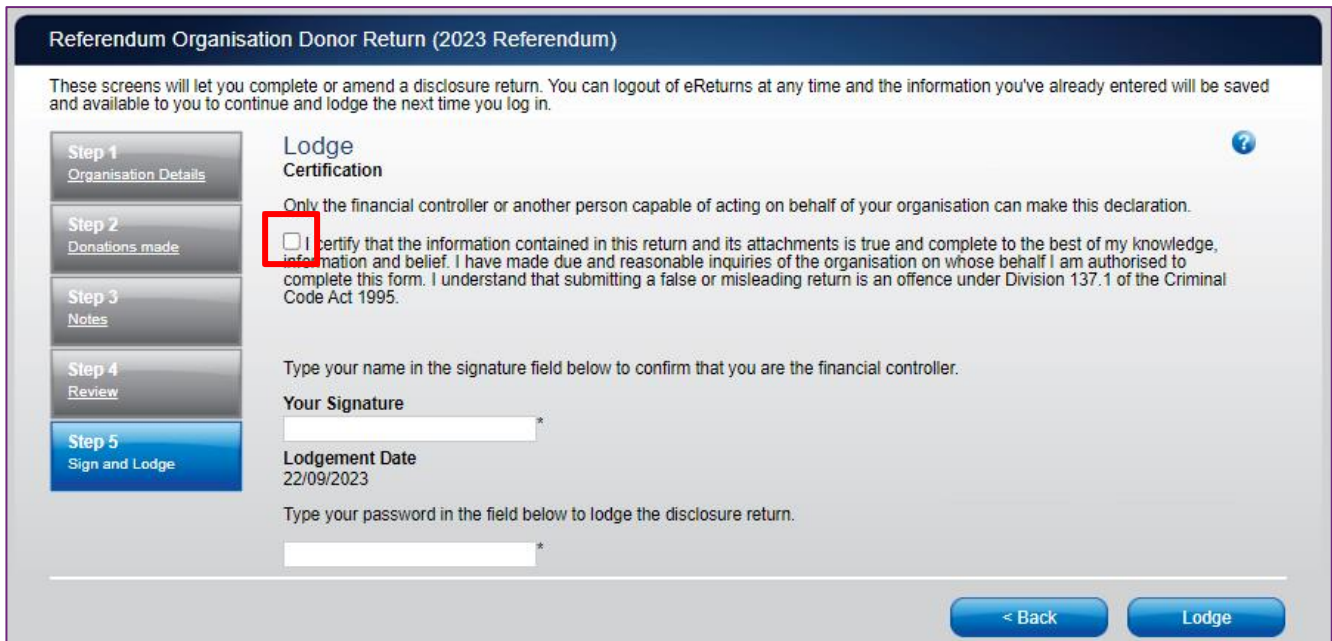
**NOTE:** During this review, there will be no content in the signature or date fields on the front of the return. These fields will *only* be populated when you lodge the return and will appear on the final version of the return.

If you need to change the return, click 'Back'. Once you have reviewed the image of 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 details, go to the [Lodging a Notice of Incomplete Return](#) section of this guide.

## Step 6 – Sign and lodge

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



**Referendum Organisation Donor Return (2023 Referendum)**

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**  
Donations made

**Step 3**  
Notes

**Step 4**  
Review

**Step 5**  
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 inquiries of the organisation on whose behalf I am authorised to complete this form. I understand that submitting a 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.

**Your Signature**

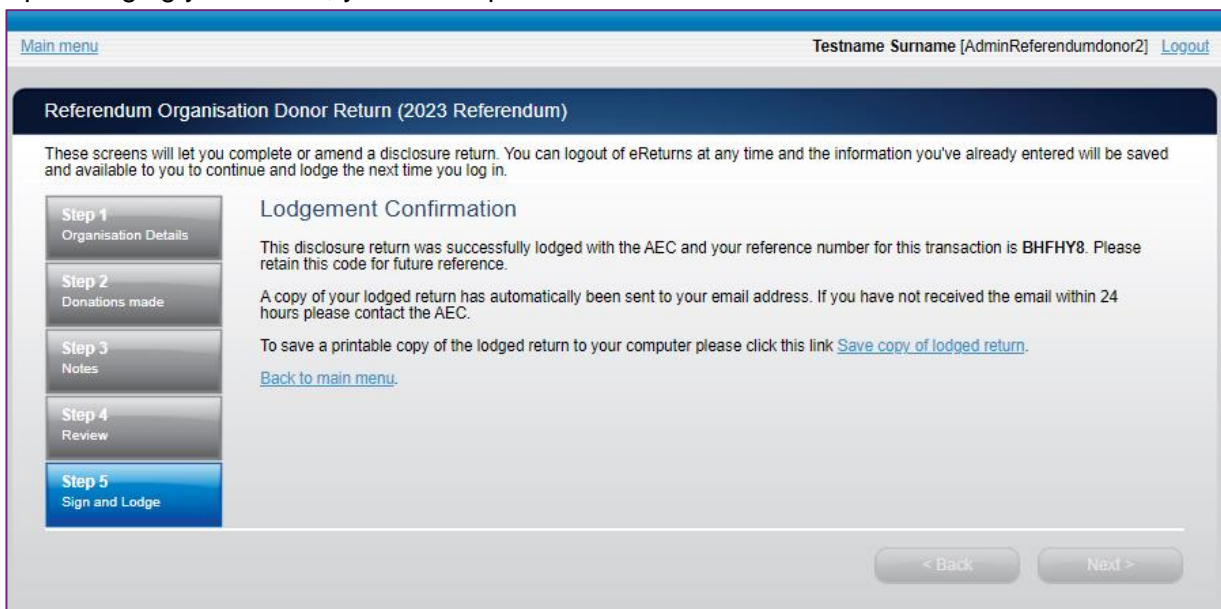
**Lodgement Date**  
22/09/2023

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

< Back      Lodge

**NOTE:** You will need to select the certification box.

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.



[Main menu](#)      Testname Surname [AdminReferendumdonor2] [Logout](#)

### Referendum Organisation Donor Return (2023 Referendum)

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**  
Donations made

**Step 3**  
Notes

**Step 4**  
Review

**Step 5**  
Sign and Lodge

### Lodgement Confirmation

This disclosure return was successfully lodged with the AEC and your reference number for this transaction is BHFHY8. 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](#)

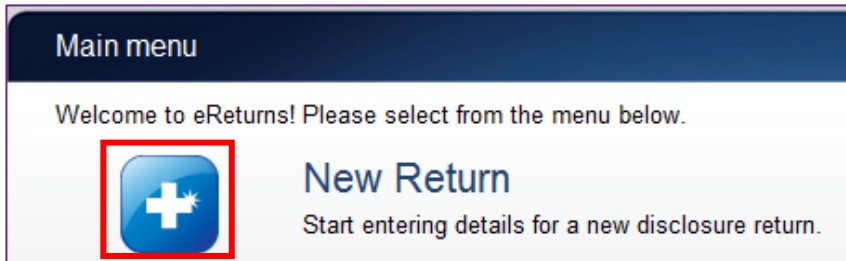
< Back      Next >

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.

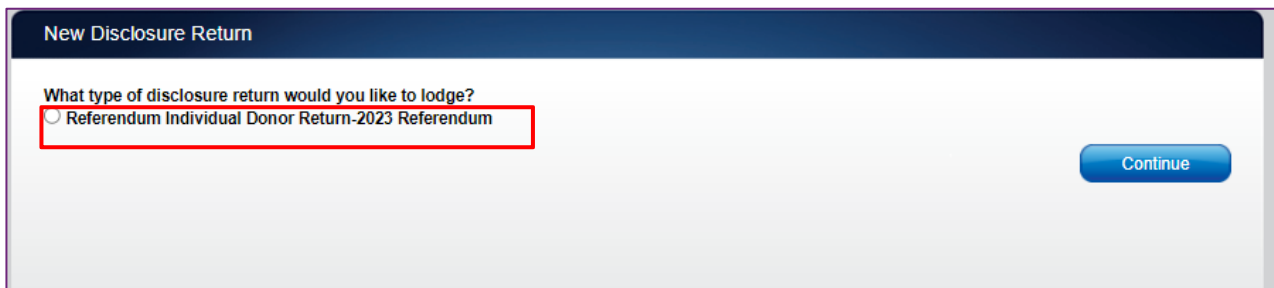
# Completing a return – Individuals

## New return

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

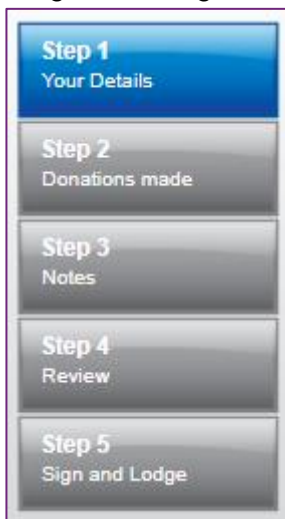


Then choose the return which you would like to complete. Referendum disclosure was introduced in 2023, so no earlier returns will be available. The example screen below is for an individual donor.



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 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 which will make up the return.

## Step 1 – Individual donor details

On this screen you can review and update your details.

**NOTE:** These details have been automatically pre-filled from your account.

Referendum Individual Donor Return (2023 Referendum)

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.

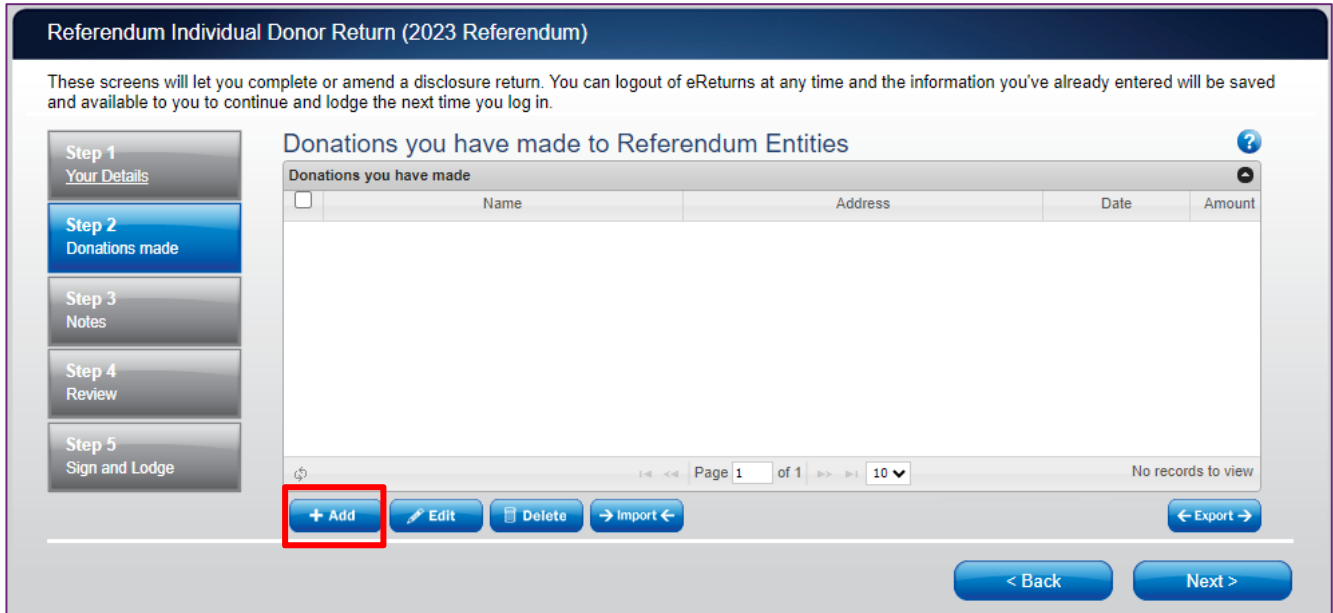
<div style="background-color: #003366; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"><b>Step 1</b> Your Details</div> <div style="background-color: #ccc; padding: 5px; text-align: center; margin-bottom: 5px; opacity: 0.5;">Step 2 Donations made</div> <div style="background-color: #ccc; padding: 5px; text-align: center; margin-bottom: 5px; opacity: 0.5;">Step 3 Notes</div> <div style="background-color: #ccc; padding: 5px; text-align: center; margin-bottom: 5px; opacity: 0.5;">Step 4 Review</div> <div style="background-color: #ccc; padding: 5px; text-align: center; margin-bottom: 5px; opacity: 0.5;">Step 5 Sign and Lodge</div>	<h3 style="margin: 0;">Referendum Individual Donor details</h3> <p><b>Salutation</b> <input type="text"/></p> <p><b>First name*</b> <input type="text" value="Test"/></p> <p><b>Surname*</b> <input type="text" value="Donor"/></p> <p><b>Postal Address</b> <input type="checkbox"/> International address</p> <p><b>Address</b> <input type="text" value="Test Street"/> *</p> <p><input type="text"/></p> <p><b>Suburb*</b> <input type="text" value="WELLINGTON"/></p> <p><b>State*</b> <input type="text" value="SA"/> ▼</p> <p><b>Postcode*</b> <input type="text" value="5259"/></p> <p><b>Email*</b> <input type="text" value="Test.email@email.com"/></p> <p><b>Confirm Email</b> <input type="text"/></p> <p><b>Phone*</b> <input type="text" value="12344321"/></p> <p><b>Fax</b> <input type="text"/></p> <p><b>Mobile</b> <input type="text"/></p>
---	---

< Back
Next >

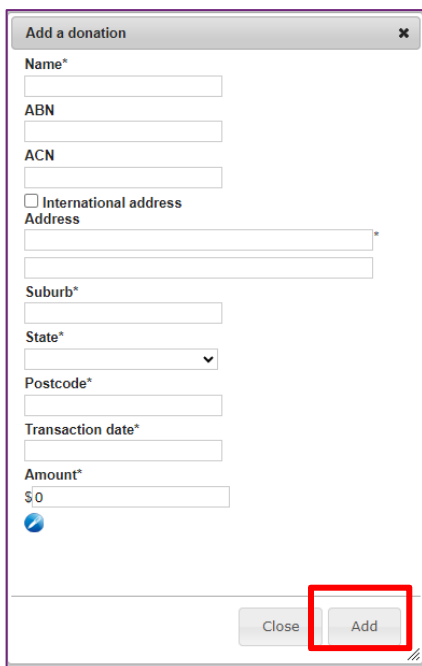
Once you have reviewed your details click 'Next' to move to the Donations Made screen.

## Step 2 – Donations made to Referendum Entities

This screen will allow you to record details of donations you have made to referendum entities during the referendum expenditure period. Donations made to other entities should not be recorded here.



To record donations, click the '+ Add' button. This will launch the 'Add a donation' window.



In the 'Add a donation' window you can fill in the details of each donation. For each donation you must include the amount, transaction date and name of the referendum entity the donation was made to.



Once you have finished recording the details of a donation, click the 'Add' button, to add the donation to the list. The 'Add a donation' window will not disappear, allowing you to start entering the next donation.

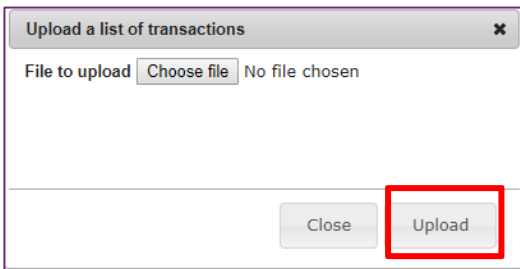
Once you have recorded all donations, click 'Close'. Then click 'Next' to move to the Notes screen.

**NOTE:** You can also import data from a spreadsheet. For step-by-step instructions on the import function, refer to the 'Import donations' section of this guide (above).

## Import donations

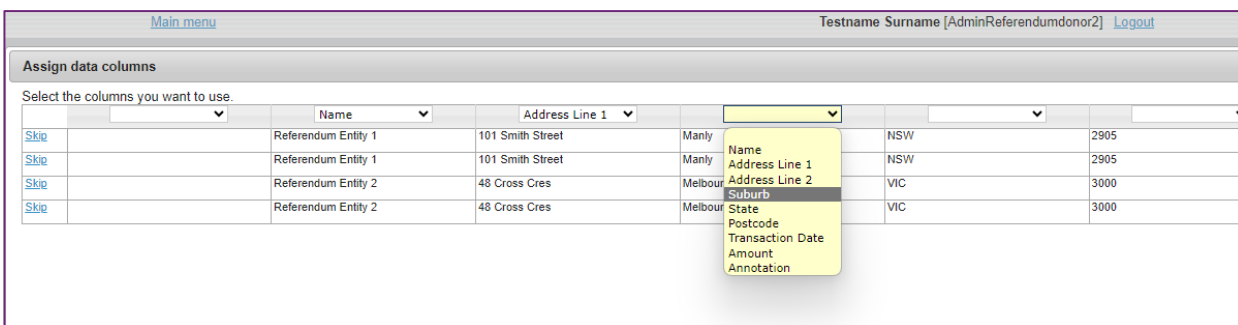
The import function allows you to upload a spreadsheet of transactions into eReturns, eliminating the need to manually enter each transaction. To import donations, you will need a spreadsheet of donations (either in MSEXcel, CSV or XML format) that contains the required information for each donation. 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.

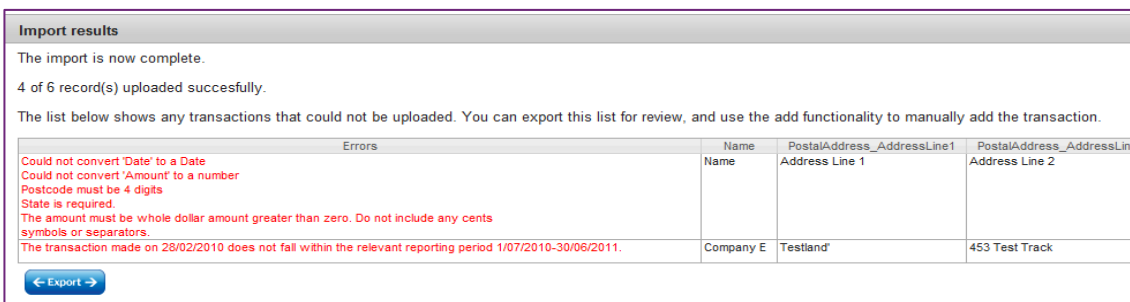


Once you have selected the file, click 'Upload'.

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



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



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 recorded all donations, click 'Close'. Then click 'Next' to move to the Notes screen.

### Donations you have made to Referendum Entities ?

	Name	Address	Date	Amount
<input type="checkbox"/>	Referendum Entity 2	48 Cross Cres Melbourne VIC 3000	02/02/2020	3000
<input type="checkbox"/>	Referendum Entity 2	48 Cross Cres Melbourne VIC 3000	02/02/2020	12000
<input type="checkbox"/>	Referendum Entity 1	101 Smith Street Manly NSW 2905	02/02/2020	1200
<input type="checkbox"/>	Referendum Entity 1	101 Smith Street Manly NSW 2905	02/02/2020	19000

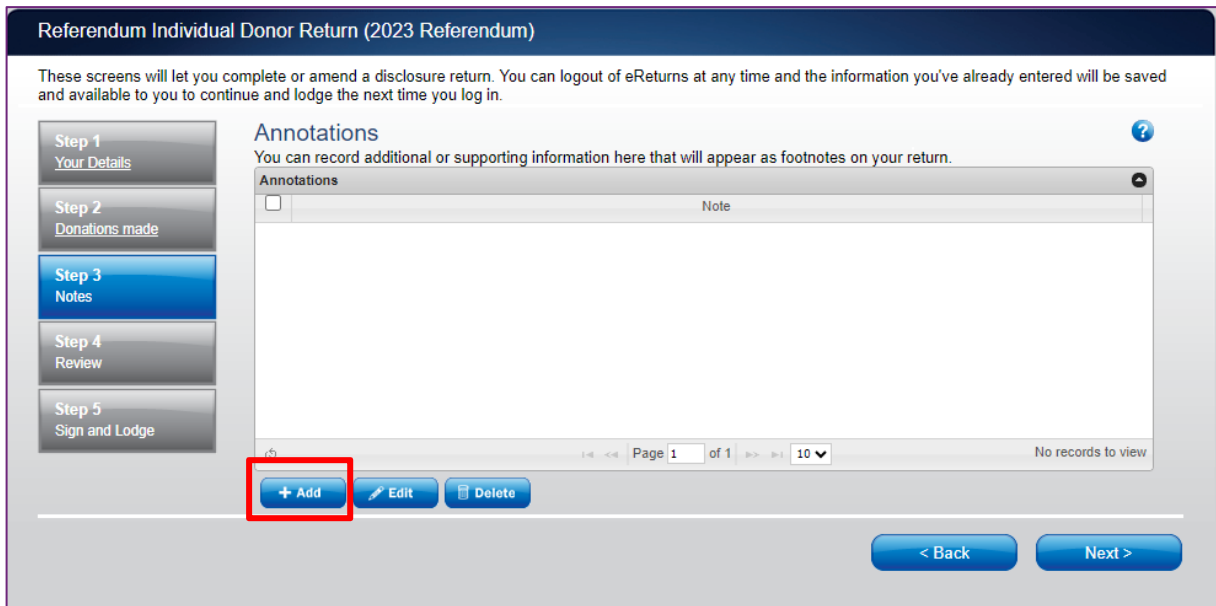
Page 1 of 1    10    View 1 - 4 of 4

+ Add   Edit   Delete   → Import ←   ← Export →

< Back   Next >

## Step 3 – Notes

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



Referendum Individual Donor Return (2023 Referendum)

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  
Your Details

Step 2  
Donations made

**Step 3  
Notes**

Step 4  
Review

Step 5  
Sign and Lodge

### Annotations

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

Annotations	Note
<input type="checkbox"/>	

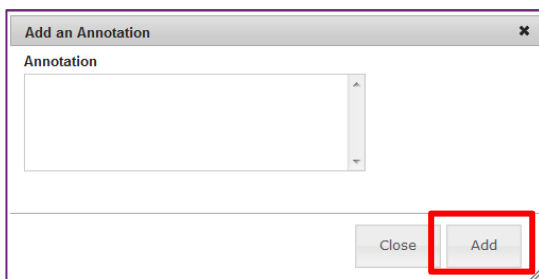
Page 1 of 1 | 10 | No records to view

**+ Add** | Edit | Delete

< Back | Next >

**NOTE:** These annotations will be presented on the return as footnotes.

To add an annotation, click the '+Add' button at the bottom of the table on the screen. This will launch the 'Add an Annotation' window.



Add an Annotation

Annotation

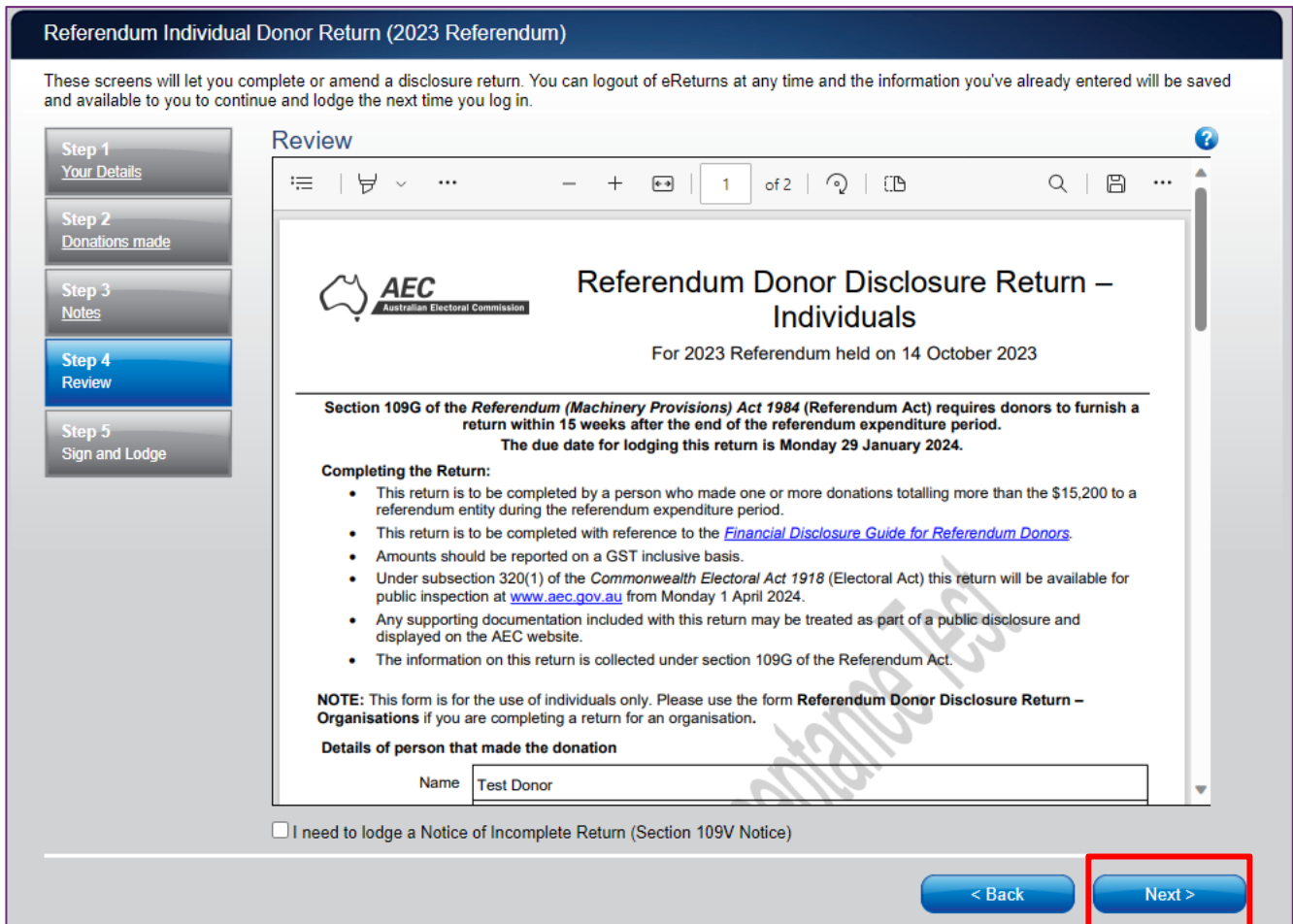
Close | **Add**

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 4 – Review

The next screen is the review screen.



Referendum Individual Donor Return (2023 Referendum)

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**

Step 1  
Your Details

Step 2  
Donations made

Step 3  
Notes

Step 4  
Review

Step 5  
Sign and Lodge

**Referendum Donor Disclosure Return – Individuals**  
For 2023 Referendum held on 14 October 2023

**Section 109G of the Referendum (Machinery Provisions) Act 1984 (Referendum Act) requires donors to furnish a return within 15 weeks after the end of the referendum expenditure period.**  
The due date for lodging this return is Monday 29 January 2024.

**Completing the Return:**

- This return is to be completed by a person who made one or more donations totalling more than the \$15,200 to a referendum entity during the referendum expenditure period.
- This return is to be completed with reference to the [Financial Disclosure Guide for Referendum Donors](#).
- Amounts should be reported on a GST inclusive basis.
- Under subsection 320(1) of the *Commonwealth Electoral Act 1918* (Electoral Act) this return will be available for public inspection at [www.aec.gov.au](http://www.aec.gov.au) from Monday 1 April 2024.
- 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 section 109G of the Referendum Act.

**NOTE:** This form is for the use of individuals only. Please use the form **Referendum Donor Disclosure Return – Organisations** if you are completing a return for an organisation.

**Details of person that made the donation**

Name

I need to lodge a Notice of Incomplete Return (Section 109V 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.

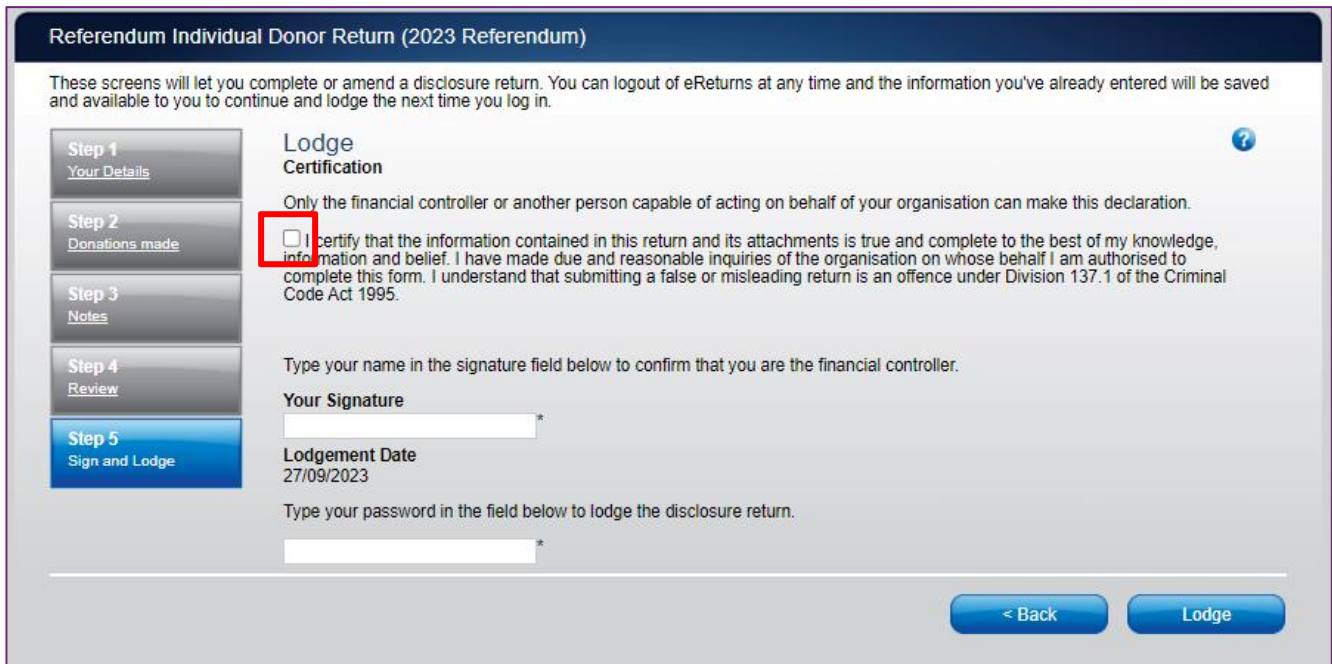
**NOTE:** during this review, there will be no content in the signature or date fields on the front of the return. These fields will *only* be populated when you lodge the return and will appear on the final version of the return.

If you need to change the return, click 'Back'. Once you have reviewed the image of 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 details, go to the [Lodging a Notice of Incomplete Return](#) section of this guide.

## Step 5 – Sign and lodge

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



**Referendum Individual Donor Return (2023 Referendum)**

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**  
Your Details

**Step 2**  
Donations made

**Step 3**  
Notes

**Step 4**  
Review

**Step 5**  
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 inquiries of the organisation on whose behalf I am authorised to complete this form. I understand that submitting a 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.

**Your Signature**

**Lodgement Date**  
27/09/2023

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

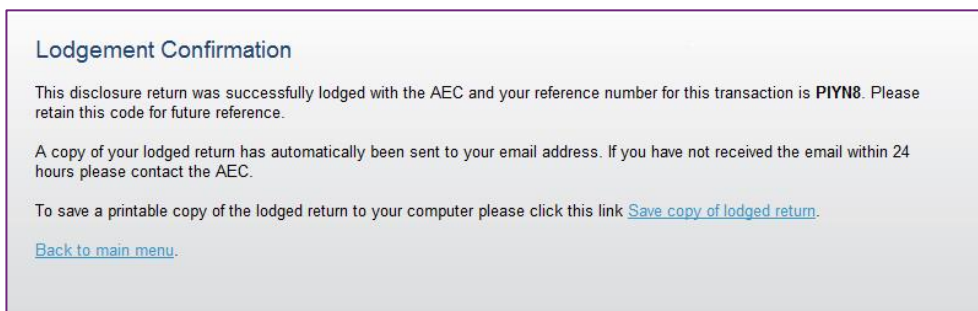
[< Back](#) [Lodge](#)

**NOTE:** You will need to select the certification box.

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](#).

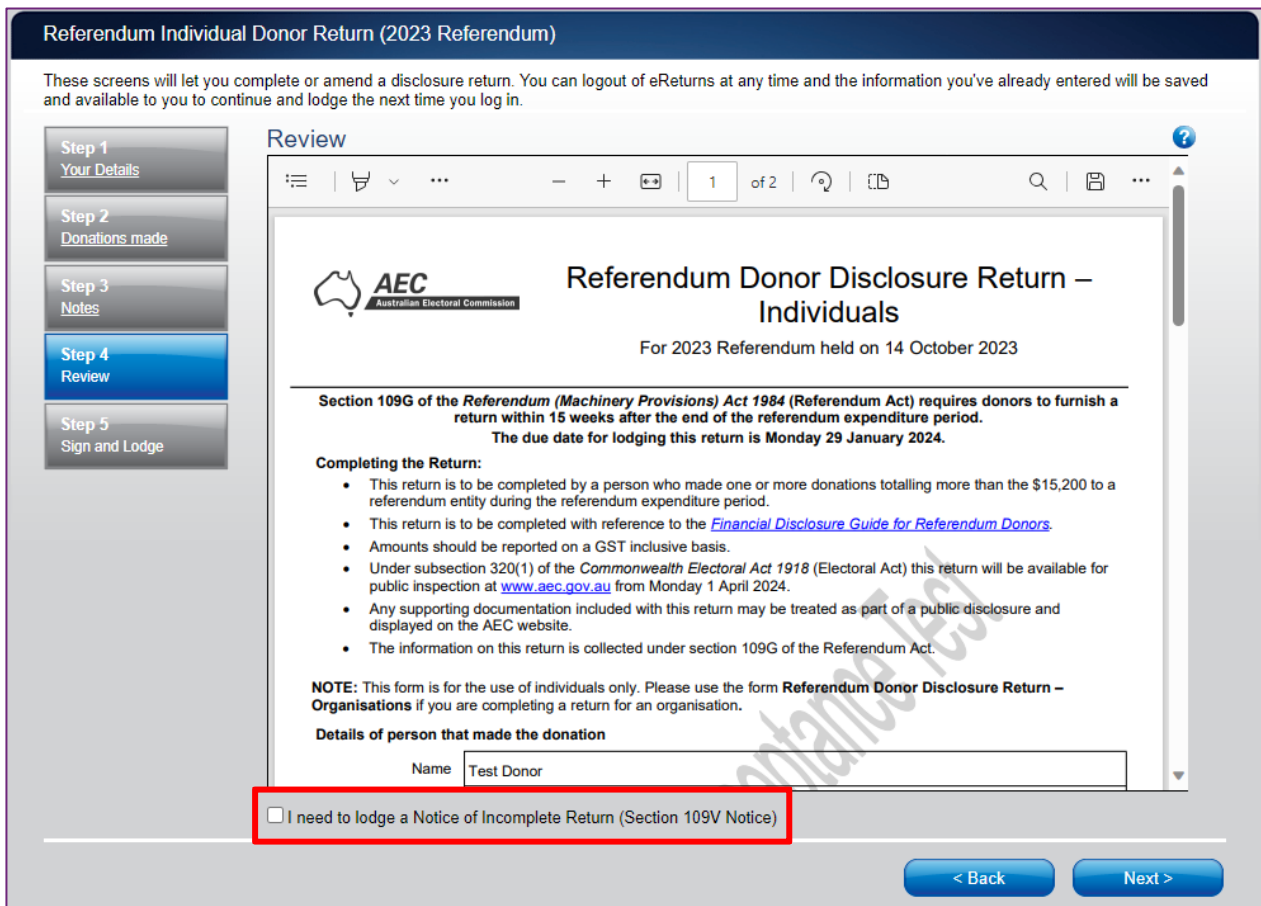
[Back to main menu](#).

From this screen you may save a PDF copy of 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 [Disclosure Guide for Referendum Donors](#).

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



Referendum Individual Donor Return (2023 Referendum)

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  
Your Details

Step 2  
Donations made


Step 3  
Notes

Step 4  
Review

Step 5  
Sign and Lodge

Review

1 of 2

 **Referendum Donor Disclosure Return – Individuals**  
For 2023 Referendum held on 14 October 2023

Section 109G of the *Referendum (Machinery Provisions) Act 1984* (Referendum Act) requires donors to furnish a return within 15 weeks after the end of the referendum expenditure period.  
The due date for lodging this return is Monday 29 January 2024.

**Completing the Return:**

- This return is to be completed by a person who made one or more donations totalling more than the \$15,200 to a referendum entity during the referendum expenditure period.
- This return is to be completed with reference to the [Financial Disclosure Guide for Referendum Donors](#).
- Amounts should be reported on a GST inclusive basis.
- Under subsection 320(1) of the *Commonwealth Electoral Act 1918* (Electoral Act) this return will be available for public inspection at [www.aec.gov.au](http://www.aec.gov.au) from Monday 1 April 2024.
- 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 section 109G of the Referendum Act.

**NOTE:** This form is for the use of individuals only. Please use the form **Referendum Donor Disclosure Return – Organisations** if you are completing a return for an organisation.

**Details of person that made the donation**

Name

I need to lodge a Notice of Incomplete Return (Section 109V Notice)

< Back      Next >

Selecting this box will take you to the Notice of Incomplete Return screen.

Referendum Individual Donor Return (2023 Referendum)

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**  
Your Details

**Step 2**  
Donations made

**Step 3**  
Notes

**Step 4**  
Review

**Step 5**  
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 branches or persons.

**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 >

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.

Referendum Individual Donor Return (2023 Referendum)

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**  
Your Details

**Step 2**  
Donations made

**Step 3**  
Notes

**Step 4**  
Review

**Step 5**  
Sign and Lodge

### Incomplete Particulars Review

1 of 2

**Notice of Incomplete Return**

Completing the Notice of Incomplete Return required by section 109V of the *Referendum (Machinery Provisions) Act 1984*:

- You must use this form when you are unable to fully complete a referendum entity or referendum donor 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.

**Type of return**      Referendum Donor to Political Party Disclosure Return - Individual

**Period covered**      This return relates to the 2023 Referendum

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

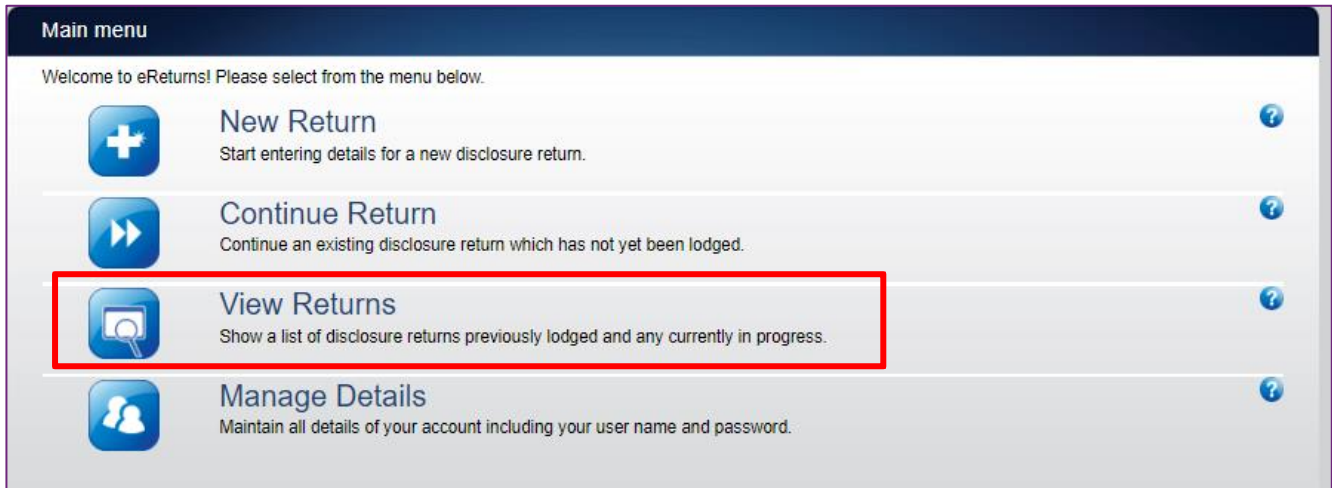
Name of person/organisation	Test Donor
Postal address	Test Street
Suburb/town	WELLINGTON
State	SA
Postcode	5259
Telephone number	
Email address	

< Back      Next >

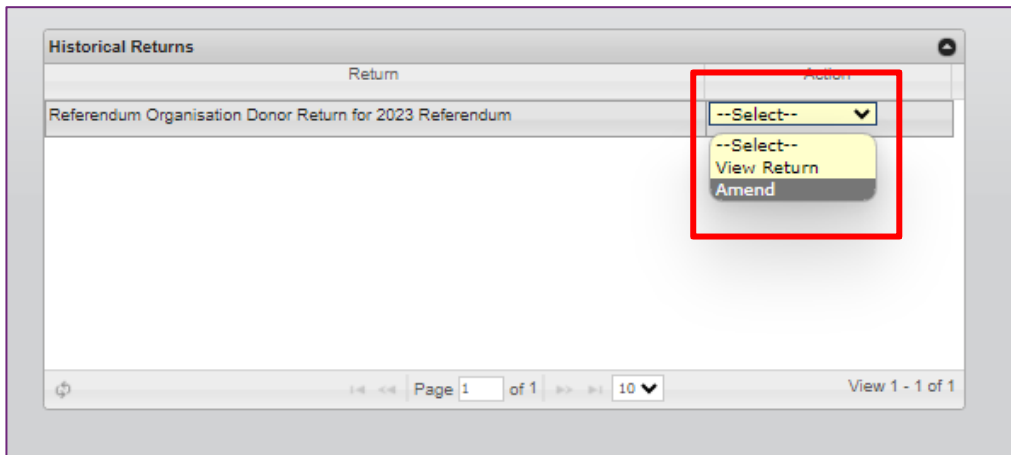
Once you have reviewed the Notice of Incomplete Return click 'Next' to go to the Sign and Lodge screen. To lodge the return and Notice of Incomplete Return follow the instructions at [Step 5 – Sign and lodge](#).

# 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. The bottom half displays Returns that can be amended. Use the drop-down menu to select 'Amend'.



In the 'Action' column, select 'Amend' in the drop-down list next to the return you wish to amend.

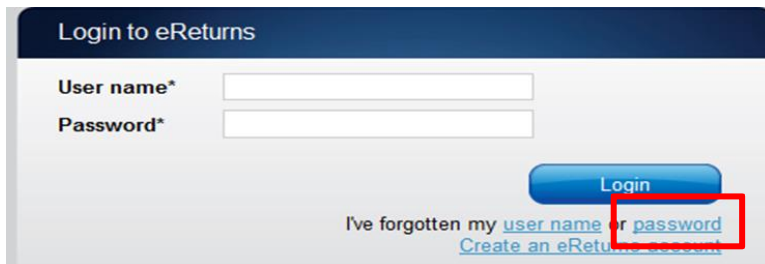
This will launch the amendment wizard. The amendment wizard is the same as the return wizard, except it contains the data from the original return. To amend a return, simply add, edit, or delete as appropriate. Once you have finished working your way through the wizard, eReturns will generate an amendment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



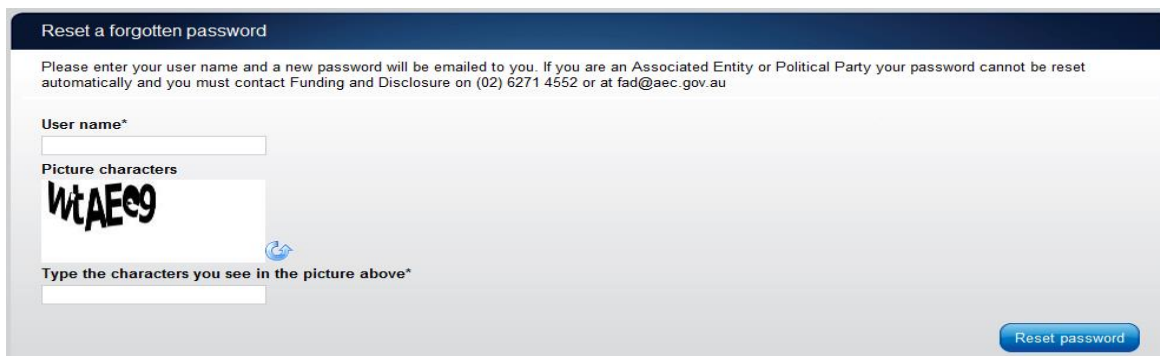
# Troubleshooting

## Forgotten password

If you have forgotten your password, you can reset it online. This can be done using the forgotten password link on the eReturns front page. eReturns will send you an email with a new single use password.



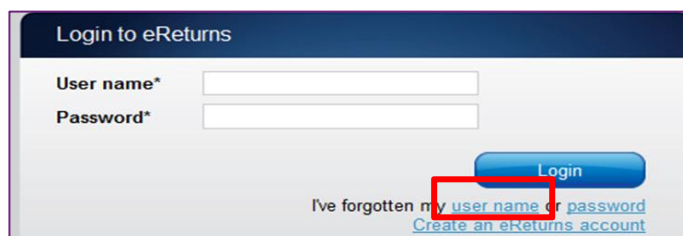
Clicking forgotten password will take you to the password reset screen where you will need to enter your user name and the 'Picture characters' text on screen.



Alternatively, you can contact the Disclosure team on 02 6271 4552 or email [fad@aec.gov.au](mailto:fad@aec.gov.au).

## Forgotten username

If you have forgotten your user name, you can retrieve it online. This can be done using the forgotten user name link of the eReturns front page. eReturns will send you an email containing your user name.




Clicking forgotten user name will take you to the user name retrieval screen where you will need to enter your email address and the CAPTCHA text on screen.

**Send a forgotten user name**

Please enter the email address you have provided to us and your user name will be emailed to you.

Email address\*

Picture characters  


Type the characters you see in the picture above\*

[Send user name](#)

Alternatively, you can contact the Disclosure team on 02 6271 4552 or email [fad@aec.gov.au](mailto:fad@aec.gov.au).

## Other problems

If you experience any difficulties while using eReturns, contact the Disclosure team on 02 6271 4552 or email [fad@aec.gov.au](mailto:fad@aec.gov.au).