

How-To-Vote Card (HTVC) Portal Quick Reference Guide

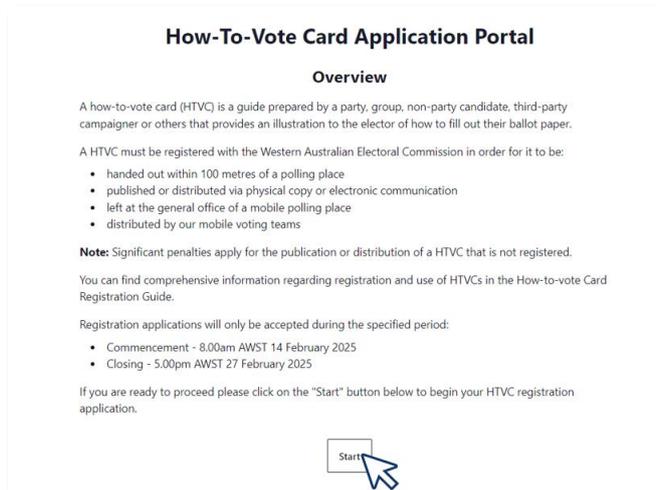
Introduction

This guide outlines how to submit a How-To-Vote Card for registration.
Contact HTVC@wa.waec.gov.au for assistance.

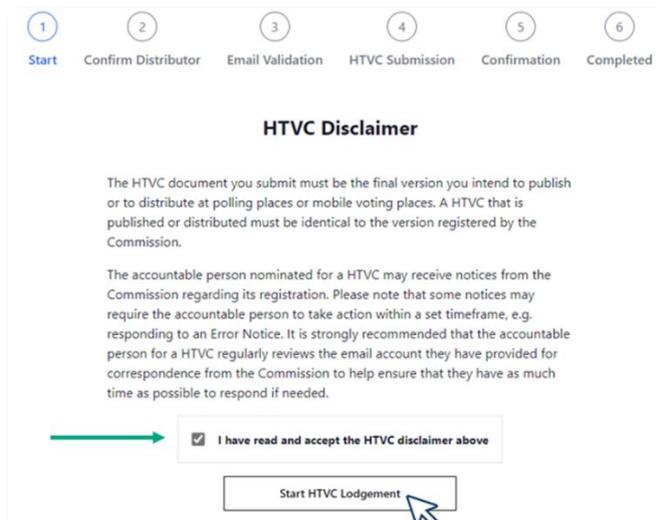
Applying to register a HTVC | Outcome | Resubmission | Cancellation

Access the Portal A link to the Portal can be found alongside HTVC resources on the [How-to-vote cards | Western Australian Electoral Commission](#) webpage or accessed directly here: [How-to-vote Card Application Portal](#).

Landing page Overview of key information. Click 'Start' to progress.



Disclaimer Read the disclaimer to confirm the HTVC submitted will be in the form intended for publication and distribution and communicates the responsibilities the 'accountable person'.
Check the read and accept statement and Click 'Start HTVC Lodgement'.





Confirm Distributor

The Distributor confirms the overall election the HTVC relates to, specifies their category and provides contact details.

- *2025 State General Election* is the only option available for this HTVC Registration Period.
- Under *Category of Distributor* select from the three options.
- Under *Distributor Details* provide the full name of the Distributor (or political party name), email address and phone number. A validation code will be sent to the email address provided.
- Click “Next” at the bottom of the screen to progress.

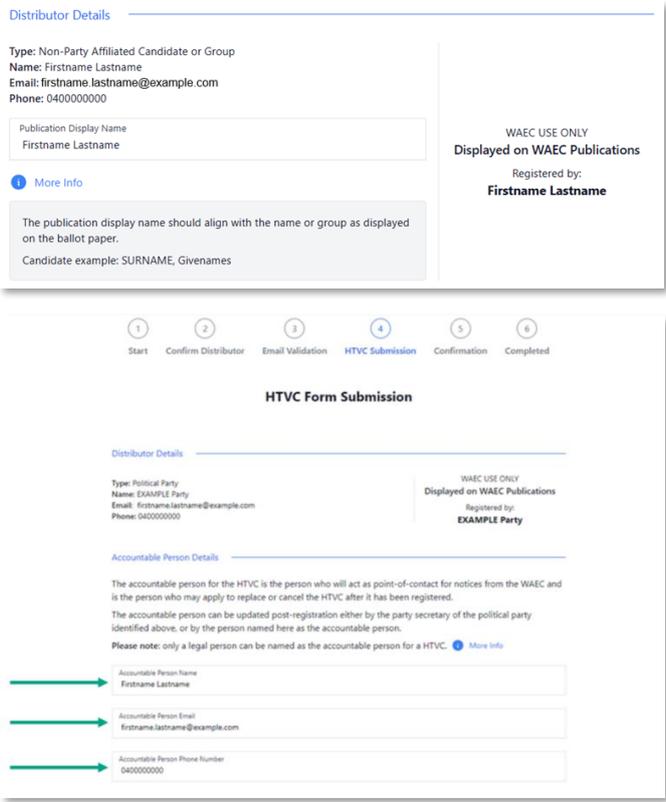
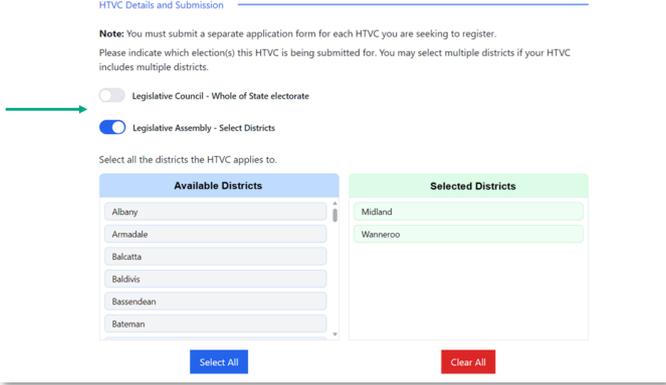
Email validation

Retrieve the validation code sent to the Distributor’s email address, enter the code and click and “Verify”.

HTVC submission: Accountable Person details

The next screen presents a summary of the Distributor information and requires the details of the ‘Accountable person’ (for the HTVC) to be entered. If the Distributor is also the Accountable person, re-enter the Distributor’s details. Otherwise, enter the details for the Accountable person’s details.

Note: For Distributors for non-affiliated candidate/group and third-party campaigners, please adjust the ‘Publication Display Name’, to display as “LASTNAME, firstname”. This will be how the HTVC is listed on the Commission website, to align with how names are displayed on the ballot paper.

	
<p>HTVC submission: HTVC details</p>	<p>Further down on the same page, select the election(s) the HTVC is targeting. 'Legislative Council' can be either selected or unselected. Selecting 'Legislative Assembly' provides a list of all 59 electoral districts. Select individual districts from the list. If a district is chosen in error, select it from the list on the right to cancel it. Important: The elections selected must accurately reflect the elections targeted in the HTVC being submitted.</p> 
<p>HTVC submission: HTVC file upload</p>	<ul style="list-style-type: none">• Further down again, upload a copy of HTVC and any supporting documents required. Only one HTVC can be submitted per application.• The HTVC document must be in one of the specified file types and not exceed 10 megabytes in file size.• Not all submissions require supporting documents; however, additional files are required:<ul style="list-style-type: none">▪ If the HTVC contains a language other than English, a translation into English and a certificate from the translator stating their full name,

residential address, qualification to perform the translation and assertion of translation accuracy are required.

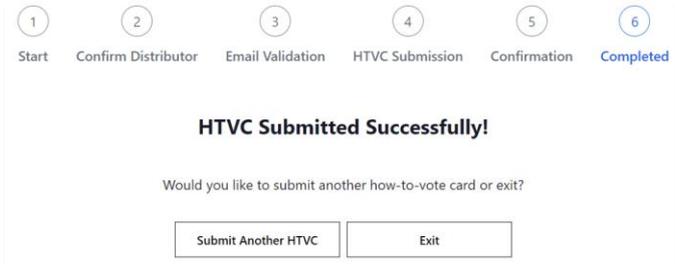
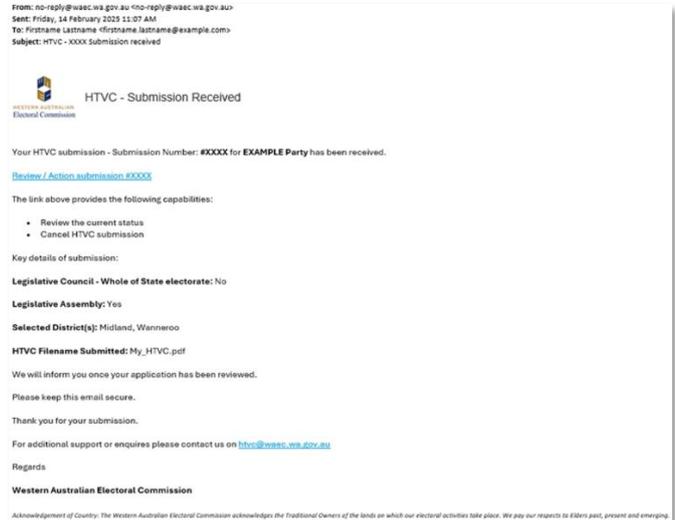
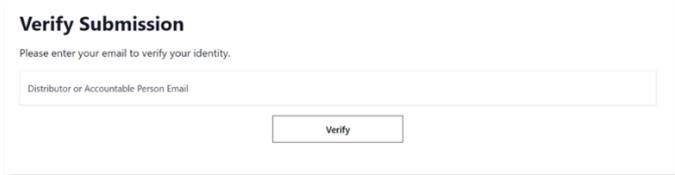
- If the HTVC contains or gives access to audio/video content, either a copy or transcript of this content must be provided.
- Click 'Next' to progress.

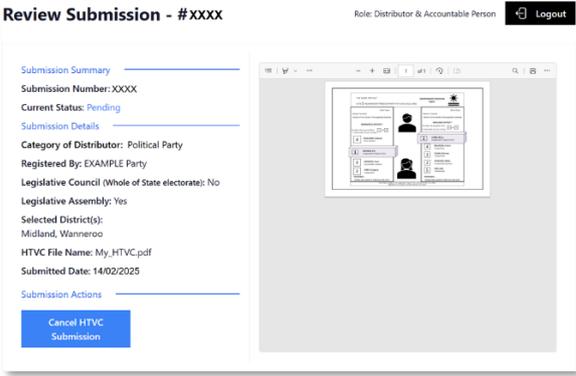
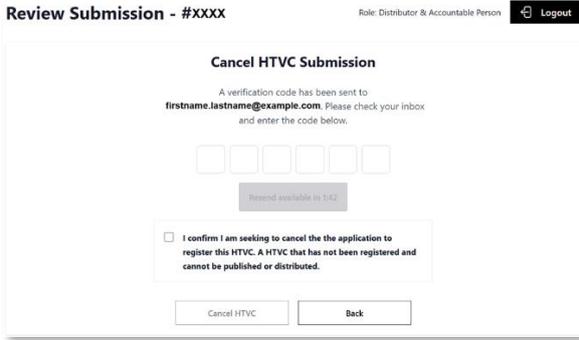
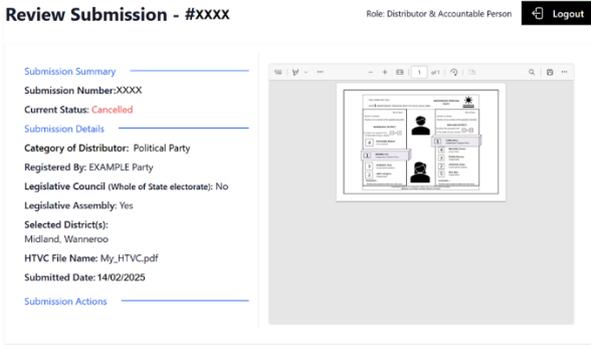
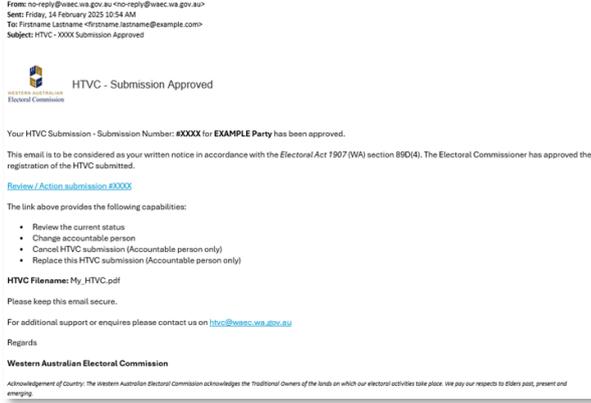
Confirm submission details

Next, you'll see a summary of all the information provided during the application and a visual preview of uploaded HTVC. Any errors in accountable person details, elections chosen or files uploaded can be corrected by selecting "Go Back" at the bottom of the screen.

If the information and files provided are all correct, check the endorsement statement box at the bottom of the screen and select "Submit" to lodge the HTVC registration application.

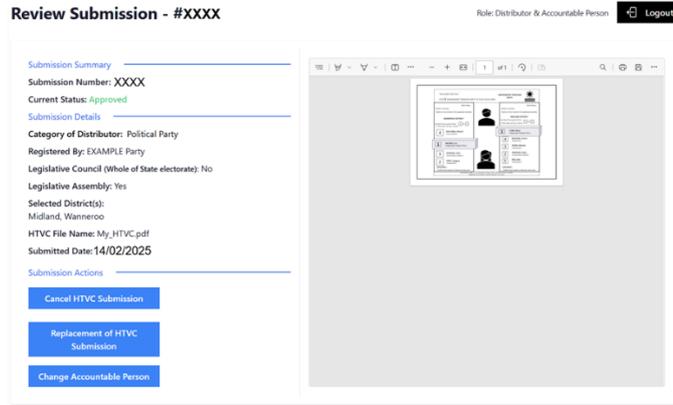


<p>Completed</p>	<p>The next screen confirms the successful submission of the application. You can then either choose to submit another HTVC or exit the Portal.</p> <p>The distributor and the accountable person will receive an email confirming submission of the application that contains a link to review the status or cancel the submission. The email also contains a unique submission number by which the HTVC submission may be identified. Save the link as a bookmark for easy access.</p>  
<p>Review submission: verify email</p>	<p>The link “submission received” email allows the distributor and the accountable person to review the status of the application. Clicking on the link will lead to an email verification screen where either the distributor or accountable person can enter their provided email address to receive a verification code.</p> 
<p>Review submission screen</p>	<p>The review submission screen provides an overview, status and options for:</p> <ul style="list-style-type: none"> • Distributor for the submission • Accountable person for the submission, or • Both.

	
<p>Cancel HTVC submission</p>	<p>The distributor has the option of cancelling the HTVC submission. Selecting this option leads to a verification code requirement. Enters the code received via email confirm seeking cancellation of the HTVC submission. Cancellation of the submission be confirmed via email to the distributor and accountable person.</p>  
<p>Submission outcome: Notice of acceptance</p>	<p>If the HTVC is found suitable the accountable person will be notified via email.</p> 



The link in the email will lead to verification cod request and then the ‘Review Submission’ screen.



Options after approval

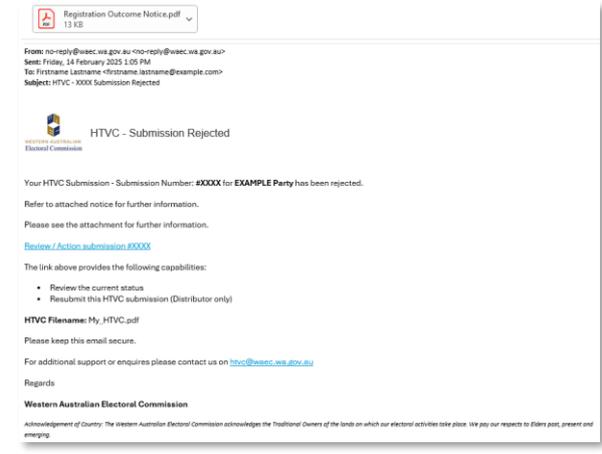
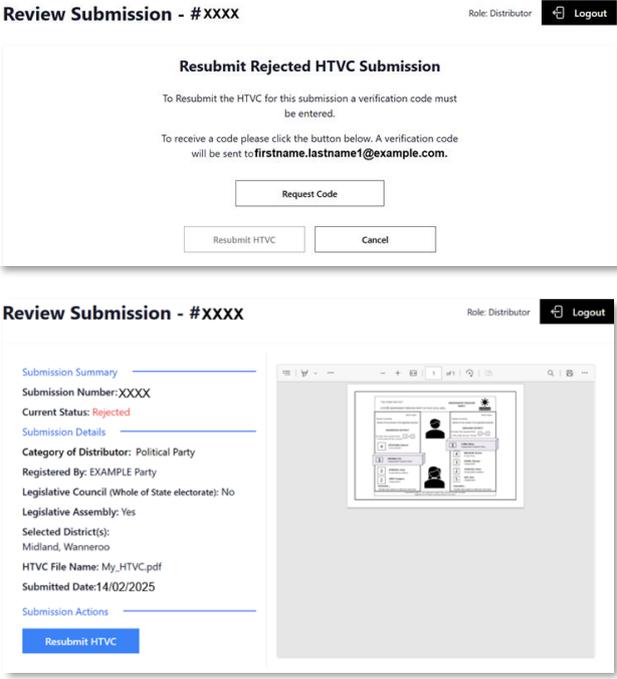
The approval email (above) contains three options: ‘Cancel HTVC Submission’, ‘Replacement of HTVC’ and ‘Change Accountable Person’. If one of these options is required, follow the prompts from your selection.

If you select ‘Replacement of HTVC’, you will be required to describe the differences between the registered HTVC and the one you wish to replace it with. If the differences are to correct an error this should be clearly stated.

You will then be required to upload the replacement file (and additional files if required) and submit the changes.

Submission outcome: notice of refusal

If the HTVC is found unsuitable for registration, both the distributor and the accountable person will receive an email advising of this outcome that includes an attached notice outlining the reason for the refusal. An amended HTVC must be submitted **within three days**.

	
<p>Resubmission</p>	<p>The link in the refusal notice will lead to a verification code request and then the 'Review submission' screen. The amended HTVC can then be resubmitted, once the issues outlined in the notice have been addressed.</p> 
<p>Questions or issues</p>	<p>If you have any questions or issues regarding HTVC registration, please contact: HTVC@waec.wa.gov.au</p>