



Quick Reference Guide for the Online Disclosure System (ODS) Portal

Getting Started

Introduction

This user guide is designed for disclosing political contributions for the 2025 State Election.

This guide outlines how to:

- Register for an ODS Portal account.
- Set up your account.

Contact fad@waec.wa.gov.au for assistance on finalising the set-up of your account.

Step 1: Register for the ODS Portal

- Receive an invite via email to become a user.
- Click on the registration link to set up your account.

Welcome to ODS Portal. Please use the following link to reset your password and setup your account.

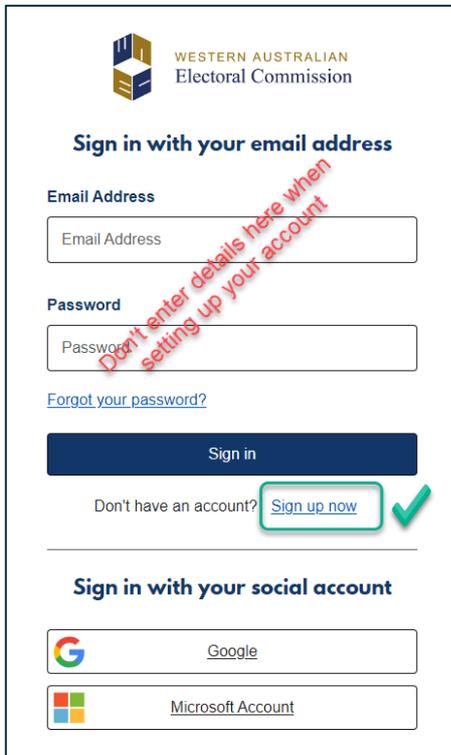
[Registration link](#)

Kind regards,

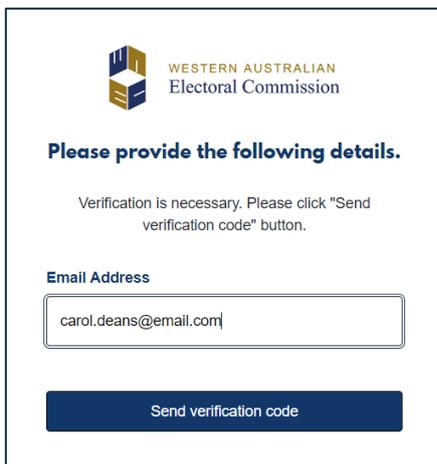
Western Australia Electorate Commission

Step 2: Setting up your account with an authentication app

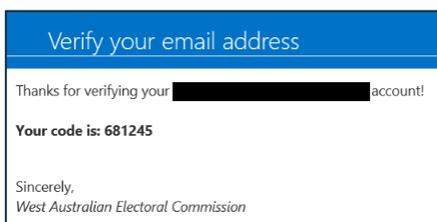
Note: Ensure you set up your account using the same registered email address to which your invitation link was sent.



- Click on the “sign up now” link

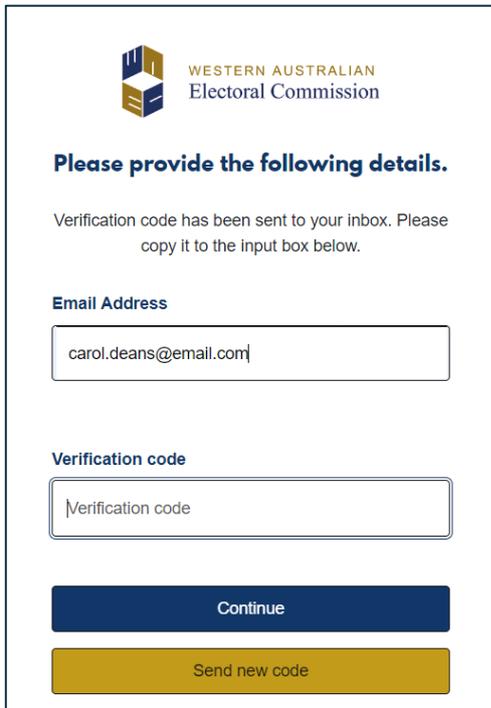


- Enter your registered email address
- Click the on “send verification code” button.



- A verification code will be sent to your registered email.
- Remember to check your spam folder in case the email is redirected there.

Step 2: Setting up your account continued



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Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

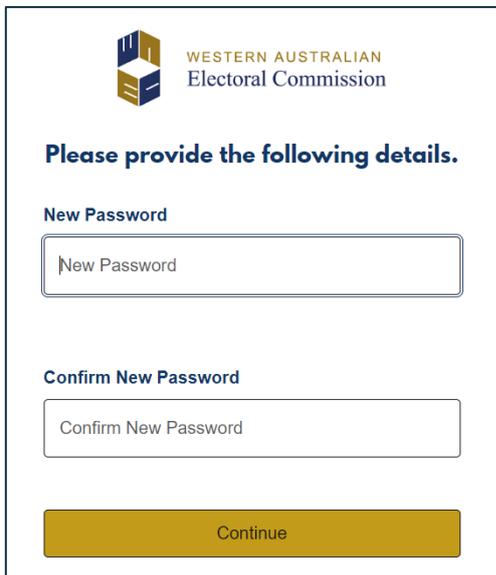
Email Address

Verification code

Continue

Send new code

- Enter the verification code.
- Click on the “continue” button.
- The verification code is valid for 10 minutes.
- If the verification code has expired, click the “send new code” button.



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Please provide the following details.

New Password

Confirm New Password

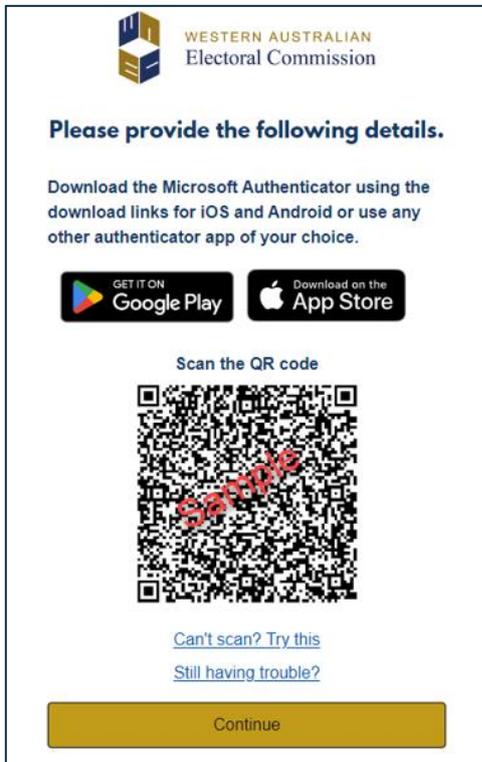
Continue

Create your password.

Password requirements

- Must be between 8 and 64 characters.
- Must contain at least **3** of the following requirements:
 - ✓ Lower case letter
 - ✓ Uppercase letter
 - ✓ Digit
 - ✓ Symbol

Step 2: Setting up your account continued



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Please provide the following details.

Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.

 GET IT ON
Google Play  Download on the
App Store

Scan the QR code

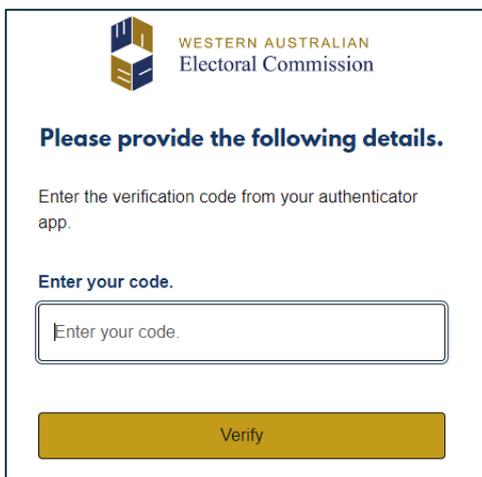


[Can't scan? Try this](#)
[Still having trouble?](#)

Continue

To set up your account securely:

- Install the “Microsoft Authenticator” app on your phone.
- You may opt for another trusted authentication app of your choice.
- Add a new account on your Authenticator app.
- Select to Add a new work or school account.
- Scan the QR code.
- Click the “Continue” button to finalise the set-up.



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Please provide the following details.

Enter the verification code from your authenticator app.

Enter your code.

Verify

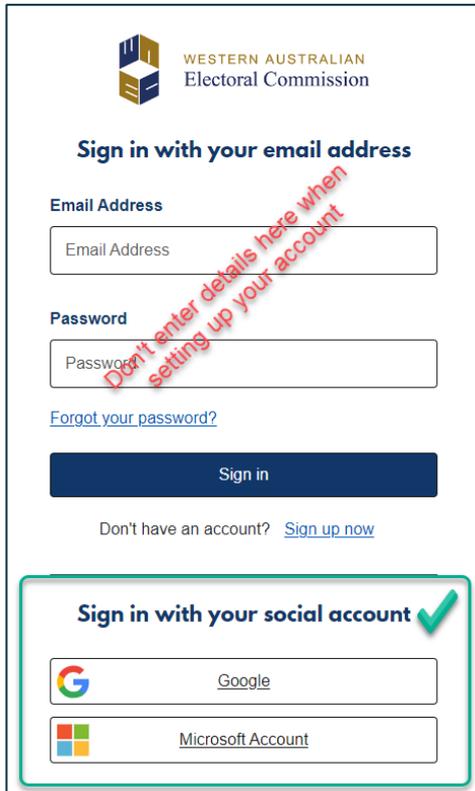
- Open your Authenticator app on your phone.
- Type in the code displayed on your phone.
- Click on the “verify” button.

Note each time you Sign-in, you will need your phone with you to enter the security code.

Step 3: Alternative Sign-up process

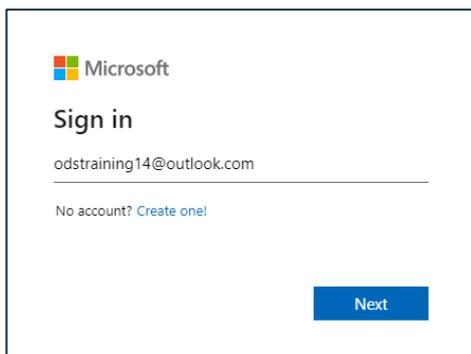
Setting up your account using your social account

Use your social account (Google or Microsoft) to set up your account.



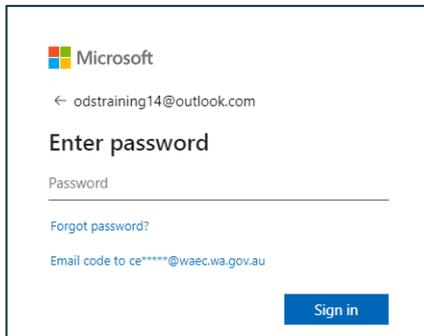
Select to sign in with your social account

- Select Google if you have a Gmail account.
- Select Microsoft Account if you have an Outlook or Hotmail account.



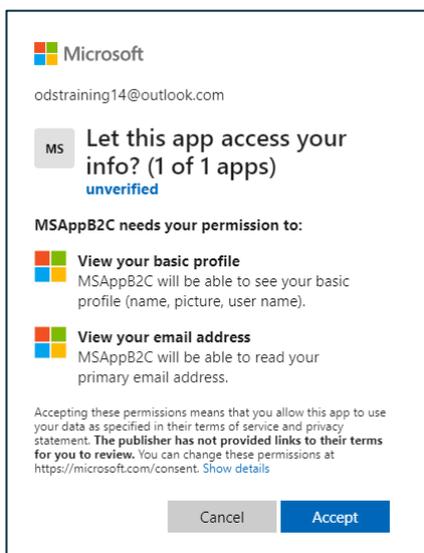
- In the example shown Microsoft account is selected.
- Enter the email address.
- Click on "next".

Setting up your account using your social account continued



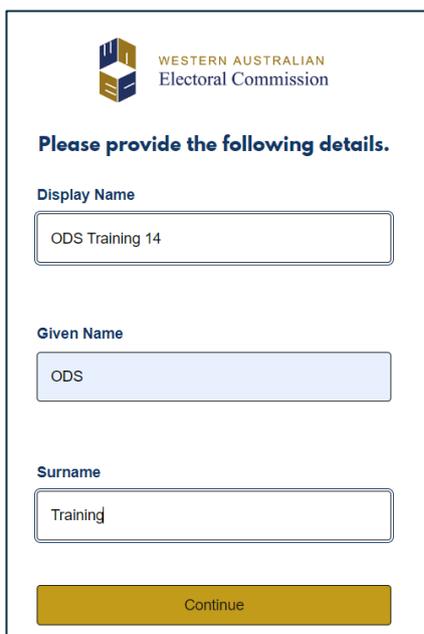
Microsoft
← odstraining14@outlook.com
Enter password
Password
[Forgot password?](#)
Email code to ce*****@waec.wa.gov.au
Sign in

- Enter the password of your social account.
- Click on the “sign in” button.



Microsoft
odstraining14@outlook.com
MS **Let this app access your info? (1 of 1 apps)**
unverified
MSAppB2C needs your permission to:
View your basic profile
MSAppB2C will be able to see your basic profile (name, picture, user name).
View your email address
MSAppB2C will be able to read your primary email address.
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://microsoft.com/consent>. [Show details](#)
Cancel **Accept**

- Click the “accept” button to continue.



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Please provide the following details.
Display Name

Given Name

Surname

Continue

- Your social account name will be disclosed to WAEC for identification purposes.
- Click on the “continue” button.

Congratulations, your account has been created!