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

Updating your account details

Introduction

This guide provides instructions to:
- Sign into the ODS portal.
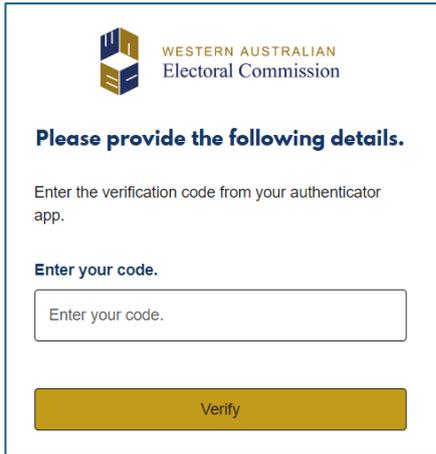- Update your account details.
- Reset your password.

Step 1: Sign in

Ensure your account has been set-up first. Refer to ODS Portal QRG – Getting started for details.

- Navigate to the site https://disclosures.elections.wa.gov.au/public-disclosures/
- For future convenience, bookmark the URL to your favourites.
- On this page you can view published disclosures.
- Click on the sign in button.

Please provide the following details.

Enter the verification code from your authenticator app.

Enter your code.

[Enter your code.]

[Verify]

- If you have set up your account with a unique password, you will be required to sign in securely by adding the verification code from your chosen authentication app.
- The authentication code can be found on your mobile phone in the authentication app.

Step 2: Update your profile details
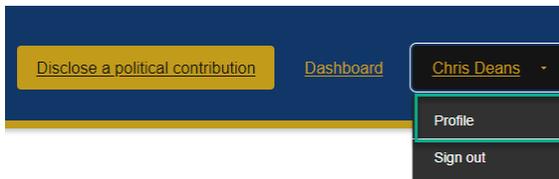
Disclose a political contribution   Dashboard   Chris Deans ▾

Profile
Sign out

- Keep your profile information current to allow us to contact you if necessary.
- After signing in, click on your name at the top right.
- Click on Profile to view your details.

Enter any necessary changes and click the "submit" button.
The WAEC is responsible for updating the information displayed at the top of the screen (as shown in the red border).
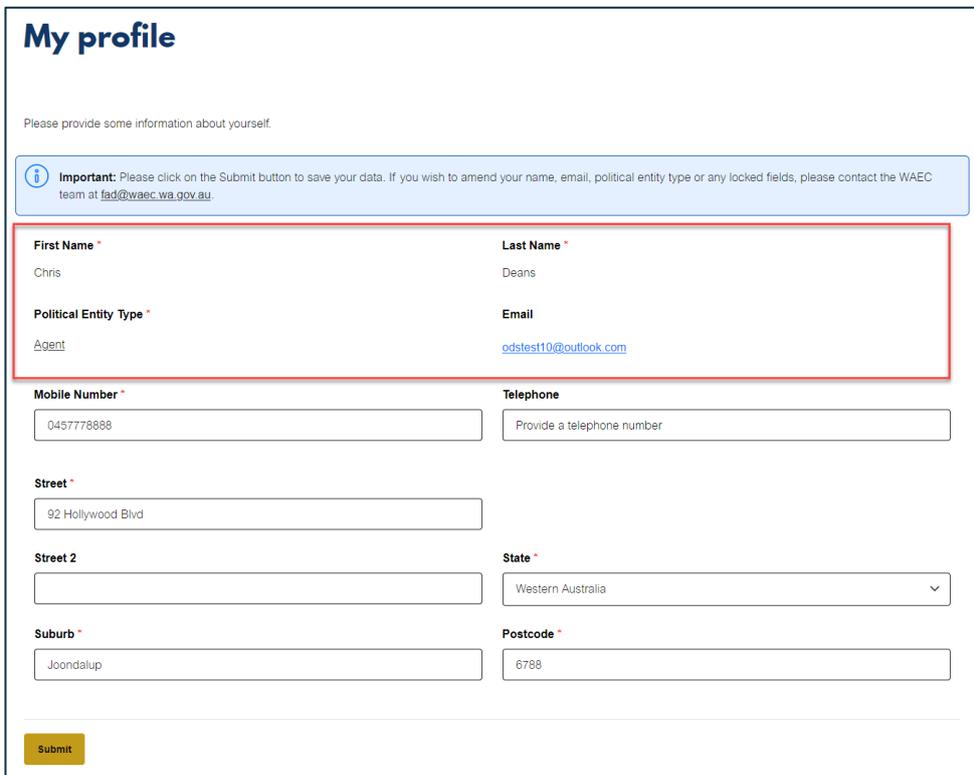
My profile

Please provide some information about yourself.

ⓘ **Important:** Please click on the Submit button to save your data. If you wish to amend your name, email, political entity type or any locked fields, please contact the WAEC team at fad@waec.wa.gov.au.

First Name *
Chris

Last Name *
Deans

Political Entity Type *
Agent

Email
odstest10@outlook.com

Mobile Number *
[0457778888]

Telephone
[Provide a telephone number]
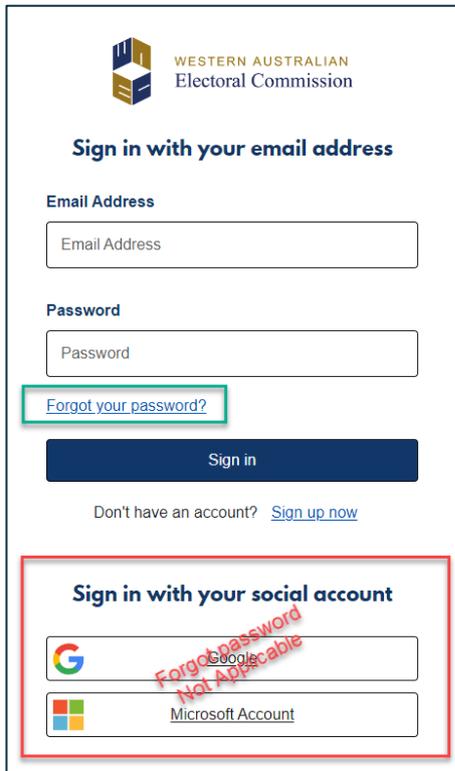
Street *
[92 Hollywood Blvd]

Street 2
[ ]

State *
[Western Australia ▾]

Suburb *
[Joondalup]

Postcode *
[6788]

[Submit]

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Step 3: Forgot password (Not required when using a social account)

To reset your password for the ODS Portal:
- Click the forget password link.

- Enter your email address and click on send verification code button.
- Enter your email address and click 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 3: Forgot password continued
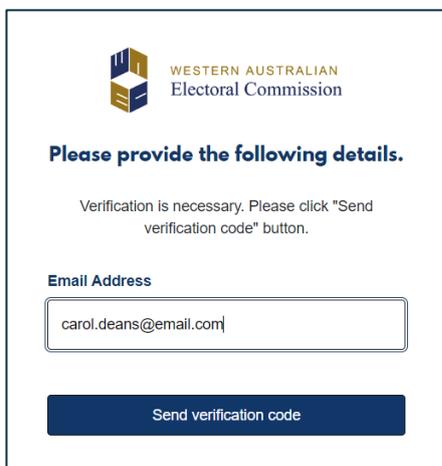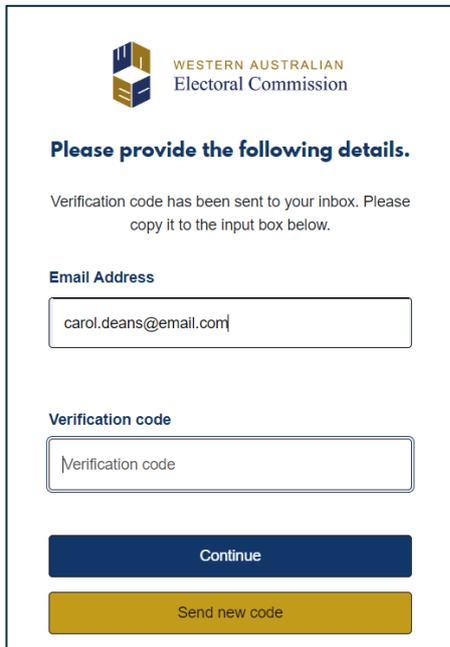
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Please provide the following details.

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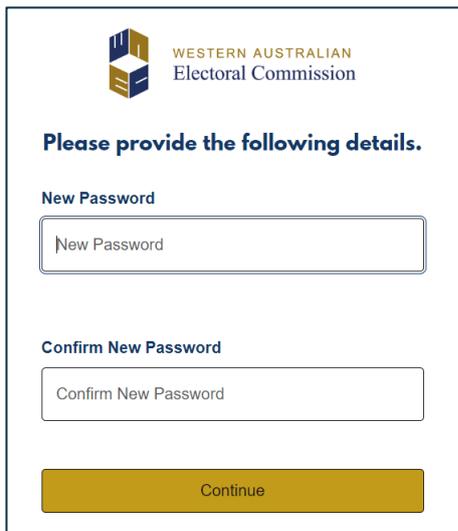
Email Address

carol.deans@email.com

Verification code

Verification code

Continue

Send new code

- Enter the verification code.
- Click on the Continue button.
- If your verification code has expired, click the resend code button.

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Please provide the following details.

New Password

New Password

Confirm New Password

Confirm New Password

Continue

- Create a new password.

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