



## 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.

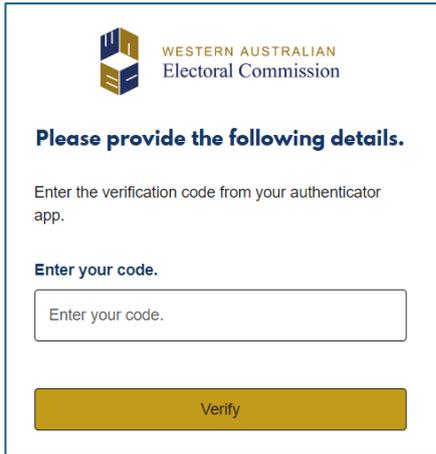
#### Step 1: Sign in

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.

**Disclosed political contributions**

Donor	Donor Postcode	Political entity	Date received	Political contribution type	Amount	Version	Financial year
<a href="#">Bob Ross</a>	6000	Animal Justice Party	30/04/2024	Gift	\$9,000.00	Original	2023-2024
<a href="#">Denis Abanor</a>	6201	The Showcase Registered Party	05/06/2024	Gift	\$1,500.00	Original	2023-2024
<a href="#">Bella Vista Sport Club</a>	6000	Legalize Cannabis Party WA	02/05/2024	Gift	\$6,400.00	Amendment	2023-2024
<a href="#">John Smith</a>	****	Liberal Party Western Australian	07/04/2024	Compulsory Party Levy	\$1,900.00	Original	2023-2024
<a href="#">Josh Jones</a>	6000	Ilson Biscuola	15/04/2024	Affiliate Fee	\$5,000.00	Amendment	2023-2024
<a href="#">Bella Vista Sport Club</a>	6000	Liberal Party Western Australian	02/05/2024	Gift	\$500.00	Original	2023-2024
<a href="#">ABC Trust Fund</a>	6000	WA Labor	15/04/2024	Gift	\$5,000.00	Original	2023-2024
<a href="#">John Smith</a>	****	Liberal Party Western Australian	11/03/2024	Gift	\$4,000.00	Original	2023-2024
<a href="#">John Smith</a>	****	Liberal Party Western Australian	11/03/2024	Gift	\$5,000.00	Original	2023-2024



**WESTERN AUSTRALIAN Electoral Commission**

**Please provide the following details.**

Enter the verification code from your authenticator app.

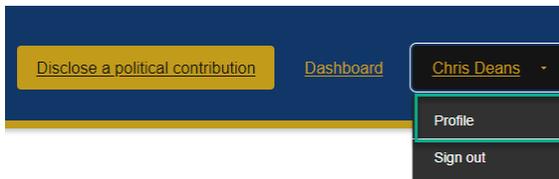
**Enter your code.**

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



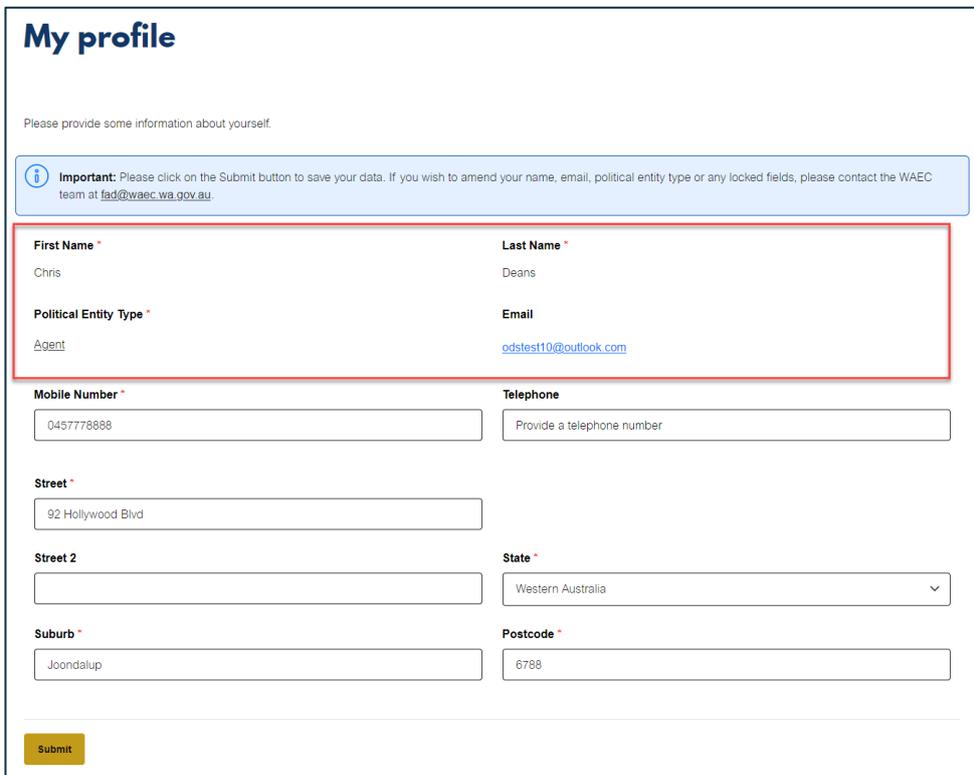
Disclose a political contribution | Dashboard | Chris Deans

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](mailto:fad@waec.wa.gov.au).

**First Name \*** Chris

**Last Name \*** Deans

**Political Entity Type \*** Agent

**Email** [odstes10@outlook.com](mailto:odstes10@outlook.com)

**Mobile Number \*** 0457778888

**Telephone** Provide a telephone number

**Street \*** 92 Hollywood Blvd

**Street 2**

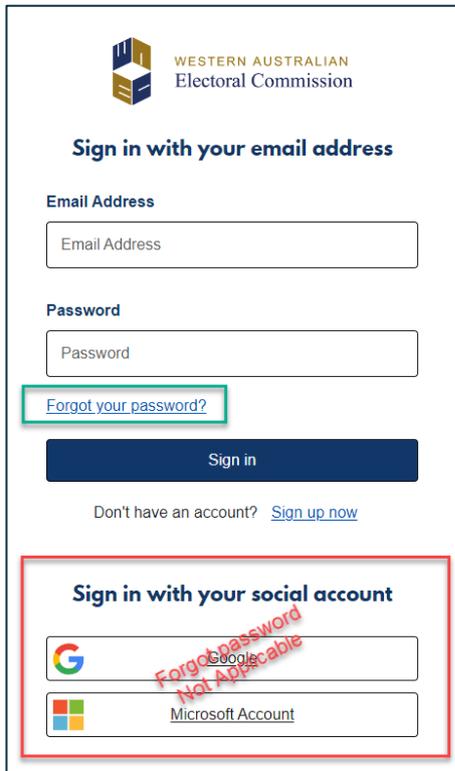
**State \*** Western Australia

**Suburb \*** Joondalup

**Postcode \*** 6788

Submit

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



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**Sign in with your email address**

**Email Address**

**Password**

[Forgot your password?](#)

**Sign in**

Don't have an account? [Sign up now](#)

**Sign in with your social account**

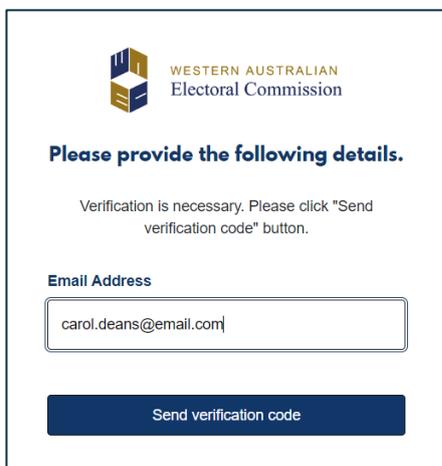
 Google

 Microsoft Account

*Forgot password Not Applicable*

To reset your password for the ODS Portal:

- Click the forgot password link.



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**Please provide the following details.**

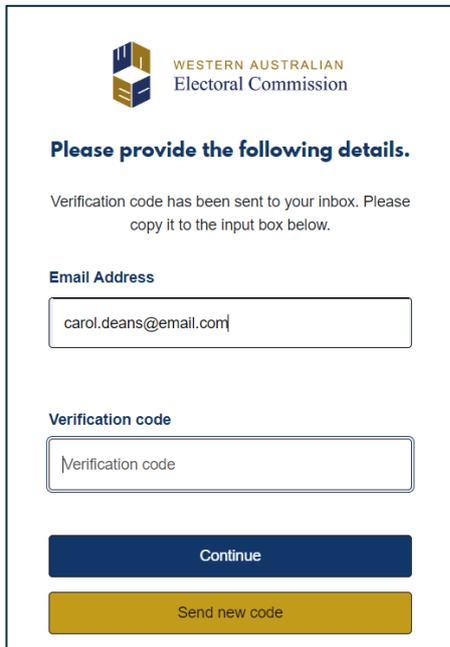
Verification is necessary. Please click "Send verification code" button.

**Email Address**

**Send verification code**

- 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.

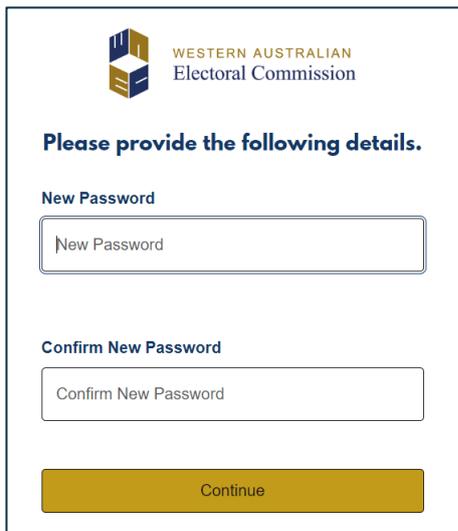
**Email Address**

**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**

**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