



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

Respond to an Information Request

Introduction

This guide is for registered agents and financial controllers who have provided a disclosure to WAEC and have now been emailed a request for information.

Step 1: How will you know a request for information has been sent?

- You will receive an email advising “Action required – information requested”.

 [ODS Notifications](#) Closed

ODS - DIS-001242 - Brown Bay Party - Jack
Smith - 2024-2025 - Awaiting Information
CRM:0384312

Hi Brown Bay Party,

Western Australia Electoral Commission is
requesting for more information regarding
disclosure DIS-001242 - Brown Bay Party - Jack
Smith - 2024-2025.

Please log into the Portal using the link below and
provide the requested information at your earliest
convenience.

<https://waec-ods-uat.powerappsportals.com>

Kind regards,
Western Australian Electoral Commission

Step 2: View Information Request

- Sign-in to the ODS portal to read messages in the Action Required Table.



Action Required

Disclosures

Election Returns

Annual Returns

Disclosures which have received feedback from a WAEC officer: **Note:** A delay in responding to a request for information will delay review of the disclosure. Please ensure it is done promptly to avoid penalties.

Search for disclosure...



Export

New

Donor	Political entity	Date received ↓	Type	Amount	Financial year	Version
Jack Smith	Brown Bay Party	11/11/2024	Gift	\$500.00	2024-2025	Original

- Hover your mouse over the donor's name.
- Click on the link to view the details

Step 2: View Information Request continued

At the top of the screen, you will see the details you have submitted.

View Disclosure

Political entity

Brown Bay Party

Donor

Jack Smith

Date received

11/11/2024

Political contribution type

Gift

Amount

\$500.00

Version

Original

Description

—

[Back to dashboard](#)

[Request amendment](#)

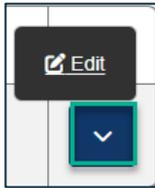
At the bottom of the screen you will see the request for information.

Request for information

Question ↑	Status	Last updated	
Donor details do not match	Awaiting Information	26/11/2024 3:38 PM	▼



Step 3: Provide an answer to the information request



- Click on the blue area to see the edit link.
- Click on the Edit link.
- This will show a screen to respond to the request for information.

Edit [Close]

Question *
Donor details do not match

Answer
I have corrected. Apologies for the error

Submit

- Enter your response in the answer text box.
- Select submit to send the information to WAEC to review.

Note: Be aware that the "Action Required – Information Request" notification will remain visible when you return to the dashboard. This will clear after the WAEC has reviewed your response.