

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

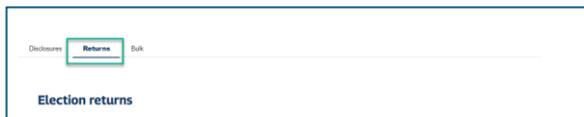
Add attachment to a record – Returns and Political Contribution Disclosure

Introduction

This guide is for Responsible Persons and Assistants managing the collection and reporting of political contributions. It contains information on

- Adding an attachment to a return
- Adding an attachment to a disclosure

Add attachment to a Return



- Navigate to Returns section on ODS Dashboard

All returns
Returns which have been submitted.

Note: You can track progress of your return via the status reason column. View the return detail for more information.

Political Entity:
 Period:
 Electorate:
 Financial Year:
 Version:

Search returns...

| Political entity | Number of gifts | Value or amount | Total expenditure district | Total expenditure election | Disclosure period | Financial year | Version | Responsible person | Status |
|------------------|-----------------|-----------------|----------------------------|----------------------------|---------------------|----------------|-----------|--------------------|---|
| UT - Candidate | 1 | 500.00 | 0.00 | 0.00 | | 2024-2025 | Original | Jitendra Bhagwat | <input type="button" value="Submitted"/> |
| UT - Candidate | 3 | 10,200.00 | 0.00 | 0.00 | Election March 2025 | 2024-2025 | Original | Jitendra Bhagwat | <input type="button" value="Under Assessment"/> |
| UT - Candidate | 1 | 500.00 | 100.00 | 0.00 | | 2024-2025 | Amendment | Jitendra Bhagwat | <input type="button" value="Published"/> |
| UT - Candidate | 0 | 0.00 | 0.00 | 0.00 | | 2024-2025 | Original | Jitendra Bhagwat | <input type="button" value="Published"/> |
| UT - Candidate | 5 | 2,500.00 | 200.00 | 0.00 | | 2024-2025 | Original | Jitendra Bhagwat | <input type="button" value="Submitted"/> |
| UT - Candidate | 3 | 2,000.00 | 0.00 | 0.00 | | 2024-2025 | Original | Jitendra Bhagwat | <input type="button" value="Submitted"/> |
| UT - Candidate | 15 | 10,860.00 | 0.00 | 0.00 | Election March 2025 | 2024-2025 | Original | Jitendra Bhagwat | <input type="button" value="Published"/> |
| UT - Candidate | 1 | 500.00 | 100.00 | 0.00 | | 2024-2025 | Amendment | Jitendra Bhagwat | <input type="button" value="Submitted"/> |

- All returns will show all the returns with their respective statuses
- Select the return to amend by clicking on the Political Entity name of the corresponding return



[Dashboard](#) / [View election return](#)

View election return

Political Entity
UT - Candidate

District
—

Responsible Person
Jitendra Bhagwat

Submitted Date
28/09/2024 2:45 AM

Summary of gifts received

| | |
|---|---|
| Number Gift Equal or Less than Specified Amount Number of gifts equal to or less than the specified amount | Amount Gift Equal or Less than Specified Amount Amount of gifts equal to or less than the specified amount |
| 1 | 500.00 |
| Number Gift More than Specified Amount Number of gifts (including series of gifts) more than the specified amount | Amount Gift More than Specified Amount Amount of gifts (including series of gifts) more than the specified amount |
| 0 | 0.00 |
| Number Gift Before 1st July 2024 Number of gifts received before 1st July 2024 | Amount Gift Before 1st July 2024 Amount of gifts received before 1st July 2024 |
| 0 | 0.00 |
| Total Number of Gifts | Total Amount of Gifts |
| 1 | 500.00 |

- User will be navigated to View election return

Summary of electoral expenditure - district

| | |
|--|---|
| Total District Broadcasting an Advertisement Broadcasting an advertisement | Total District Producing and Distributing Producing and distributing electoral matter addressed to particular persons or organisations |
| 0.00 | 0.00 |
| Total District Publishing an Advertisement Publishing an advertisement in a journal | Total District Producing any Material Producing any material, other than above, which requires authorisation and which is used for advertising during the election period |
| 0.00 | 0.00 |
| Total District Displaying an Election Related Displaying an election related- advertisement at theatre or other place of entertainment | Total District Advertising or Consultant Fees An advertising or consultant's fees in relation to the provision of material or services relating to a political purpose |
| 0.00 | 0.00 |
| Total District Production of Any Advertisement The production of any advertisement which is broadcast, published or displayed as above | Total District Carrying Out an Opinion Poll Carrying out an opinion poll, or other research, for a political purpose |
| 0.00 | 0.00 |
| Total Expenditure District | |
| 0.00 | |

Description
—

[Back to dashboard](#) [Request amendment](#)

Amendment history

| Political Entity | Total Number of Gifts | Total Amount of Gifts | Total Expenditure District | Total Expenditure Election | Disclosure Period | Financial Year | Responsible Person | Submitted Date | |
|------------------|-----------------------|-----------------------|----------------------------|----------------------------|-------------------|----------------|--------------------|--------------------|---|
| UT - Candidate | 1 | 500.00 | 100.00 | 0.00 | | 2024-2025 | Jitendra Bhagwat | 02/10/2024 3:26 AM | ⌵ |
| UT - Candidate | 1 | 500.00 | 100.00 | 0.00 | | 2024-2025 | Jitendra Bhagwat | 02/10/2024 3:21 AM | ⌵ |

- Scroll down to the bottom of this screen and locate Request amendment button
- Press Request amendment button to edit the return



Dashboard / Edit amended election return

Edit amended election return

Parent Return
[RET-00136 - UT - Candidate](#)

Political Entity *
UT - Candidate

District

Summary of gifts received

| | |
|---|---|
| Number Gift Equal or Less than Specified Amount * Number of gifts equal to or less than the specified amount | Amount Gift Equal or Less than Specified Amount * Amount of gifts equal to or less than the specified amount |
| <input type="text" value="1"/> | <input type="text" value="500.00"/> |
| Number Gift More than Specified Amount * Number of gifts (including series of gifts) more than the specified amount | Amount Gift More than Specified Amount * Amount of gifts (including series of gifts) more than the specified amount |
| <input type="text" value="0"/> | <input type="text" value="0.00"/> |
| Number Gift Before 1st July 2024 Number of gifts received before 1st July 2024 | Amount Gift Before 1st July 2024 Amount of gifts received before 1st July 2024 |
| <input type="text" value="0"/> | <input type="text" value="0.00"/> |
| Total Number of Gifts 1 | Total Amount of Gifts 500.00 |

Summary of electoral expenditure - district

| | |
|--|---|
| Total District Broadcasting an Advertisement * Broadcasting an advertisement | Total District Producing and Distributing * Producing and distributing electoral matter addressed to particular persons or organisations |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Total District Publishing an Advertisement * Publishing an advertisement in a journal | Total District Producing any Material * Producing any material, other than above, which requires authorisation and which is used for advertising during the election period |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Total District Displaying an Election Related * Displaying an election related- advertisement at theatre or other place of entertainment | Total District Advertising or Consultant Fees * An advertising or consultant's fees in relation to the provision of material or services relating to a political purpose |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Total District Production of Any Advertisement * The production of any advertisement which is broadcast, published or displayed as above | Total District Carrying Out an Opinion Poll * Carrying out an opinion poll, or other research, for a political purpose |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Total Expenditure District 0.00 | |

Description *

Important: Please provide a reason why you need to request the amendment.

Test description

Declaration of responsible entity *
I certify that the information contained in this return and its attachments* is true, complete and accurate in every particular, and that the relevant records required to be kept under regulation 15 of the Electoral (Political Finance) Regulations 1996 have been kept and will, if asked for, be made available for inspection.

No other gifts or expenditure required to be disclosed were received or incurred.

[Back to dashboard](#) [Save draft](#) [Submit return](#)

Attachments

[Add files](#)

- User will be navigated to Edit amended election return screen
- Press Add files button to add attachments

Add files

Choose files No file chosen

Overwrite existing files

- Press Choose Files button
- Navigate to the attachment location and upload the attachment
- Press Add files for the selected Files to be uploaded to the Return



Summary of electoral expenditure - district

| | |
|--|---|
| Total District Broadcasting an Advertisement * Broadcasting an advertisement | Total District Producing and Distributing * Producing and distributing electoral matter addressed to particular persons or organisations |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Total District Publishing an Advertisement * Publishing an advertisement in a journal | Total District Producing any Material * Producing any material, other than above, which requires authorisation and which is used for advertising during the election period |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Total District Displaying an Election Related * Displaying an election related- advertisement at theatre or other place of entertainment | Total District Advertising or Consultant Fees * An advertising or consultant's fees in relation to the provision of material or services relating to a political purpose |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Total District Production of Any Advertisement * The production of any advertisement which is broadcast, published or displayed as above | Total District Carrying Out an Opinion Poll * Carrying out an opinion poll, or other research, for a political purpose |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

Total Expenditure District
0.00

Description *
Important: Please provide a reason why you need to request the amendment.

Declaration of responsible entity *
I certify that the information contained in this return and its attachments* is true, complete and accurate in every particular, and that the relevant records required to be kept under regulation 15 of the Electoral (Political Finance) Regulations 1996 have been kept and will, if asked for, be made available for inspection.

No other gifts or expenditure required to be disclosed were received or incurred.

Attachments

- Add Description (mandatory)
- Select Declaration of responsible entity check box (mandatory)
- User can submit return by pressing Submit return button
- User will be navigated back to ODS dashboard once the return is submitted

Add attachment to a Political Contribution Disclosure

Disclosures Returns Bulk

Disclosures

All disclosures
Disclosures which have been submitted.

Note: You can track progress of your disclosure via the status reason column. View the disclosure detail for more information.

Political Entity Donor Type Financial Year
Version Status Reason

Search disclosures... [Q] [Export] [New]

| Donor | Political entity | Date received ↓ | Type | Amount | Financial year | Version | Status |
|------------------------|---------------------------------|-----------------|---------------|------------|----------------|----------|-----------|
| Bob Dylan | The Showcase LC Group | 12/09/2024 | Gift | \$234.00 | 2024-2025 | Original | Submitted |
| Emerson Somam | The Showcase LC Group | 12/09/2024 | Affiliate Fee | \$5,600.00 | 2024-2025 | Original | Submitted |
| UT - Donor - Candidate | UT - Candidate | 04/09/2024 | Gift | \$2,700.00 | 2024-2025 | Original | Submitted |
| Bob Dylan | The Showcase LC Group | 03/09/2024 | Gift | \$5,600.00 | 2024-2025 | Original | Published |
| UT - Donor | UT - Registered Political Party | 02/09/2024 | Affiliate Fee | \$100.00 | 2024-2025 | Original | Submitted |
| Emerson Somam | The Showcase LC Group | 01/09/2024 | Gift | \$1,500.00 | 2024-2025 | Original | Submitted |
| UT - Donor - Candidate | UT - Candidate | 01/09/2024 | Gift | \$2,700.00 | 2024-2025 | Original | Submitted |
| UT - Donor | UT - Registered Political Party | 01/09/2024 | Gift | \$2,700.00 | 2024-2025 | Original | Submitted |
| UT - Donor - Candidate | UT - Candidate | 30/08/2024 | Gift | \$4,500.00 | 2024-2025 | Original | Published |
| UT - Donor - Candidate | UT - Candidate | 28/08/2024 | Affiliate Fee | \$4,500.00 | 2024-2025 | Original | Published |

Dashboard / View Disclosure

View Disclosure

Political entity: UT - Registered Political Party
Donor: UT - Donor

Date received: 01/09/2024
Political contribution type: Gift

Amount: \$2,700.00

Version: Original

Description: —

Back to dashboard [Request amendment]

Attachments

There are no folders or files to display

- Navigate to Disclosures section on ODS Dashboard
- Disclosures are listed under All disclosures section
- Select the Donor by clicking on Donor name to view details of the disclosure, user will be navigated to View Disclosure screen
- On View Disclosure screen, press Request amendment button to amend the selected Disclosure

Edit amended disclosure

Original Disclosure
[DIS-652567 - UT - Registered Political Party - UT - Donor - 2024-2025](#)

Political entity *
UT - Registered Political Party

Donor *
UT - Donor

Date received *
01/09/2024

Political contribution type *
GR

Amount *
2,100.00

Version
Amendment

Description *
Important: Please provide a reason why you need to request the amendment.

Declaration of responsible entity *
The political entity has received one or more political contributions from this donor, the value of which is more than the specified amount.
I certify that the information is true, complete and accurate in every particular. The relevant records have been kept and can be inspected at any place in the State upon request. Records are kept in accordance with the requirements of the Electoral (Political Finance) Regulations 1996.

Back to dashboard Save draft Submit disclosure

Attachments

There are no folders or files to display.

Add files

- On Edit amended disclosure screen, press Add files button to upload attachment

Add files

Choose files No file chosen

Overwrite existing files

Cancel Add files

- Press Choose Files button
- Navigate to the attachment location and upload the attachment
- Press Add files for the selected Files to be uploaded to the Disclosure

Edit amended disclosure

Original Disclosure
[DIS-652567 - UT - Registered Political Party - UT - Donor - 2024-2025](#)

Political entity *
UT - Registered Political Party

Donor *
UT - Donor

Date received *
01/09/2024

Political contribution type *
GR

Amount *
2,100.00

Version
Amendment

Description *
Important: Please provide a reason why you need to request the amendment.

test attach document

Declaration of responsible entity *
The political entity has received one or more political contributions from this donor, the value of which is more than the specified amount.
I certify that the information is true, complete and accurate in every particular. The relevant records have been kept and can be inspected at any place in the State upon request. Records are kept in accordance with the requirements of the Electoral (Political Finance) Regulations 1996.

Back to dashboard Save draft Submit disclosure

Attachments

| Name | Modified |
|------------------------------------|--------------------|
| Donor_20240902_463-3-3.xlsx (9 KB) | 01/10/2024 2:04 PM |

Add files

- Uploaded attachment will now be visible on the Disclosure record
- Enter Description (mandatory)
- Select Declaration of responsible entity check box (mandatory)
- Submit the disclosure by pressing button Submit disclosure