Quick Reference Guide for the Online Disclosure System (ODS) Portal
# Create, Amend or Deactivate an Assistant in ODS Portal

Introduction

This guide provides a step by step procedure for a Responsible Person on the:
- Creation of an Assistant
- Amending details of an existing Assistant
- Deactivation of Assistants

Navigate to 'Profile' page

Once the Responsible Person logs onto ODS Portal, the Dashboard will be visible.

User will then have to navigate to 'Profile' page
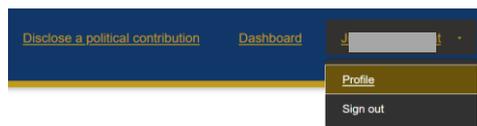
- Click on your name at the top right of the screen
- A dropdown with following options will be visible
  - Profile
  - Sign out
- Click on Profile to access Profile page

Scroll down to the All Assistants section.

Responsible Person will be able to see the list of Assistants linked to the Political Entity/s, for which they are assigned to. If there are no records in this section, this indicates that there are no Assistants created yet.

Creating an Assistant

- Click on the New button to add an Assistant.

- Add Assistant information and click the Submit button to create the new assistant

- The new assistant will now be visible under All Assistants section

Once Assistants are created, they should refer to the Getting Started Reference Guide and follow directions from Step 2 onwards to be registered in ODS.

Amending Assistant Details

Navigate to the All Assistants section.

Select the assistant whose details are to be amended.

Edit assistant details screen appears.

Amend details that have changed, and press submit button.

Edit assistant details

Title

Select ⌄

Preferred name

First name *

Andrew

Last name *

Jones

Telephone

Please use numbers only with no spaces or special characters

Provide a telephone number

Mobile number *

Please use 04XXXXXXXX format with no spaces or special characters

0423506666

Email *

CP@gmail.com

Address line 1 *

dusty lane

Address line 2 (optional)

State *

Western Australia ⌄

Suburb *

Mt Lawley

Postcode *

6050

Back to dashboard   Submit

Political entities I represent

Political entity	Political entity type	Email	Address	Mobile number	Telephone
Wednesday AE	Associated Entity	WAC@gmail.com	10 Lawley Cres Mt Lawley Western Australia 6050 Australia	0423506666	

Deactivating an Assistant

- Navigate to the All Assistants section
- Press down arrow against the Assistant you would like to deactivate
- Click Deactivate

- To delete an assistant or amend any existing details, please contact the WAEC team at fad@waec.wa.gov.au