WESTERN AUSTRALIAN Electoral Commission

Quick Reference Guide for the Online Disclosure System (ODS) Portal
Creating a Donor in the ODS Portal

Introduction

This guide provides step by step procedure for Responsible Person (registered agents and financial controllers) to create new donors in ODS.

New donor entries can be created in three locations within ODS:
- New donor button on Dashboard,
- Add Donor button in the process of creating a new disclosure, and
- New button under All Donors section in My Profile.

1 Dashboard 'New Donor' button

Once you log into the ODS Portal, Dashboard will be visible.

- Click on the new Donor quick link to navigate to the Add a donor screen

Add a donor

Political Entity *

Donor name *

Donor type *
Select

Address Line 1 *

Address Line 2 (optional)

Suburb *

Postcode *

Reference Number

ABN

☐ **Silent Elector (or fears for personal safety)**
Check silent elector to hide personally identifiable information for this donor if the donor is at risk of harm. If checked, you must state a reason in the description field.

Description

Back to dashboard   Submit

- Select Political Entity

- Enter Donor name
- Enter Donor type
- Enter Donor address, even if a donor has indicated they are a silent elector. (The postcode for a silent elector will be supressed if disclosures are published on the public portal.)
- Enter (Optional) Reference Number & ABN. These fields will make it easier to identify the donors.
- Select the Silent Elector option if the donor has confirmed they are a silent elector or has requested their postcode be supressed for fears for personal safety.
- Enter data into the Description box if required. The following information should be included if relevant:
  - When the donor is a Member of Parliament,
  - If the donor is an unincorporated body, the names and addresses of the executive committee
  - If the donor is a trust or foundation, the names and addresses of the trustees, and of the person/s for whose benefit the funds are held.
- Click Submit to create new Donor record

The newly created donor record can then be accessed via My Profile page

2 'New' button under All Donors section in My Profile page

A new donor can be created by clicking on 'New' button under All Donors section in My Profile page. User is then taken to the Add a donor page and process outlined in section 1 is followed.

All Donors

All donors linked to the political entities you manage.

⚠ **Highlighted donors have exceeded the specified amount for the relevant political entity.** All subsequent disclosures must be publicly disclosed, regardless of value.

Political Entity	Type	Exceeded Specified Amount	Silent Elector	
▼ Green Bay Party ⌄	▼ ⌄	▼ ⌄	▼ ⌄	Apply

Search for a donor... 🔍 Export **New**

Donor name ↑	Donor type	Street	Suburb	Postcode	Exceeded Specified Amount	Silent elector
Bob Blue	Person	10 Queens St	Perth	6000	No	No
Bob Green	Person	10 Dusty Lane	North Perth	6006	Yes	No
Bob Teal	Person	10 Dusty Lane	Mt Lawley	6050	No	No
Westside Industries	Person	10 Queens Cres	Mt Lawley	6050	No	No

3 When creating a new disclosure

New donor can be added during the creating a new disclosure process. To do this, the donor lookup function on the Donor field must be selected.

Dashboard / **Disclose a political contribution**

Disclose a political contribution

Political Entity *

Green Bay Party 🔍

Donor *

🔍

Date received *

DD/MM/YYYY 📅

Political contribution type *

Select ⌄

Amount *

Description

☐ **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

On the Lookup records pop-up window, an Add Donor button is provided. When selected, user will be taken to the Add a donor screen and steps outlined in section 1 are to be followed.

Once donor details are completed and submitted, User will be taken to their profile page

Accessing/Editing Donor Details

Users can access and edit the Donor Details by entering My Profile section, and clicking on the individual donor name from All Donors section.

User can also view all the disclosures from the selected donor.

If any details require change, edit the appropriate field and click submit. User is taken back to My Profile view, and changes can be checked by locating donor in All donors table.

Edit donor details

Political Entity *

HEATHER MASCAL

Donor name *

Abigale Morgan

Donor type *

Unincorporated Body

Street *

Minneapolis

Suburb *

Minnesota

Street 2

Postcode *

6094

Reference Number

ABN

☐ **Silent elector**

Description *

ⓘ **Important:** Please provide the names and addresses of the members of the executive committee.

Back to dashboard   Submit

All disclosures from this donor

ⓘ Total published disclosures from this donor - $0

Search   🔍   Export

Donor	Political entity	Date received ↓	Type	Amount	Financial year	Version	Status

There are no records to display.