

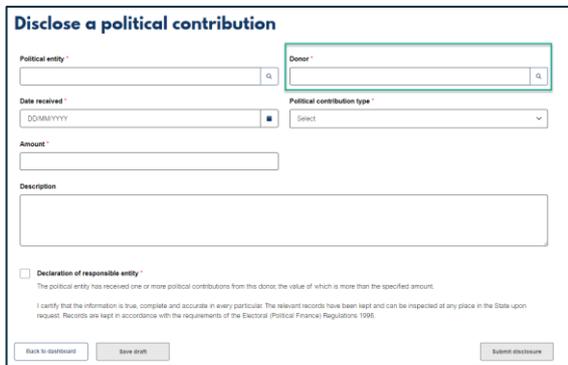
Quick Reference Guide for the Online Disclosure System (ODS) Portal

Differentiating donors with identical names

Introduction

This guide is important for registered agents and financial controllers tasked with recording donor details in the ODS portal. It provides clear instructions on differentiating between donors who have identical names, ensuring accurate data selection.

Step 1: Ways to identify donor details



Disclose a political contribution

Political entity *

Donor *

Date received * DDMMYYYY

Political contribution type *

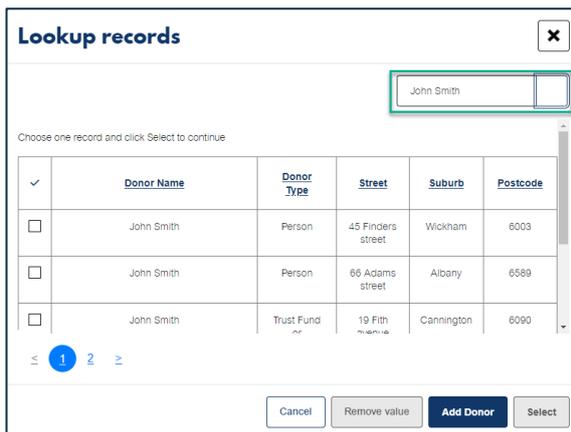
Amount *

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 1999.

Identifying a donor can be achieved through the following method:

- Enter the donor's details in the lookup bar.
- Sort the columns in either ascending or descending order.
- For identical donor names, verify the correct donor record by examining:
 - ✓ Donor type
 - ✓ Street
 - ✓ Suburb
 - ✓ Postcode



Lookup records

John Smith

Choose one record and click Select to continue

	Donor Name	Donor Type	Street	Suburb	Postcode
<input checked="" type="checkbox"/>	John Smith	Person	45 Finders street	Wickham	6003
<input type="checkbox"/>	John Smith	Person	66 Adams street	Albany	6589
<input type="checkbox"/>	John Smith	Trust Fund	19 Fifth street	Cannington	6090

1 2

For instance, multiple "John Smith" donor records may exist; differentiate them by viewing all column information.