

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

### Requesting Amendment to a Submitted Disclosure

#### Introduction

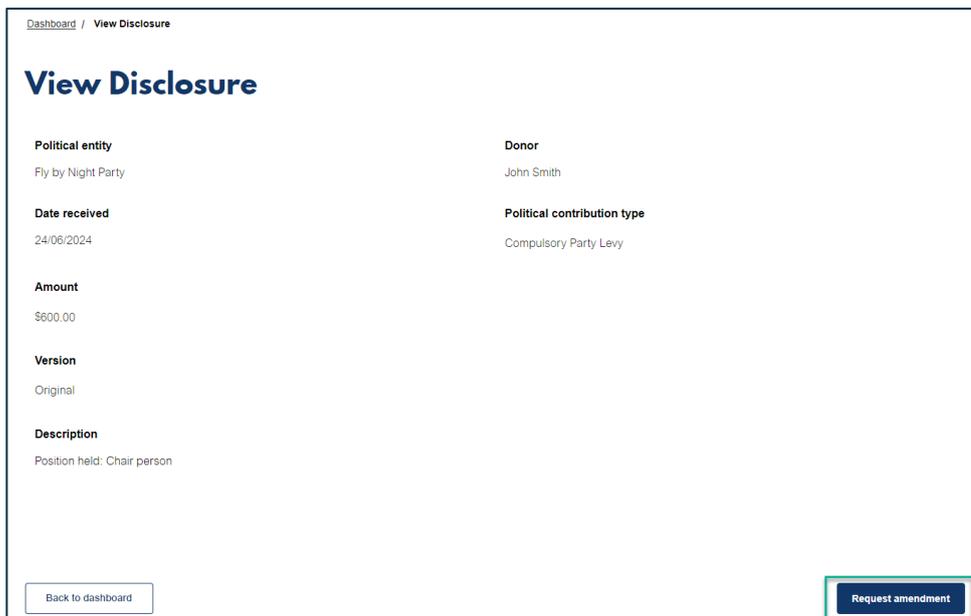
This guide provides instructions for registered agents and financial controllers on how to request that the WAEC amend a disclosure that has been previously imported into the ODS.

#### Amendment Process



- Go to the relevant disclosure on your dashboard.
- Hover your mouse over the donor's name.
- Click on the link to open the details screen.

- At the top of the screen, you will see the details of the submitted disclosure.
- You have the option to either navigate back to the dashboard or to request an amendment.
- Click on the “request amendment” button.





The 'Edit amended disclosure' window will appear.

- A link to the original disclosure appears in the top left hand corner. The version field will display "Amendment".
- Change the fields that require amending and provide the reason for the amendment in the description box.
- You can also attach a file to the amendment if required. To do so, press the Add Files button at the bottom RH side of the screen.
- Click the declaration checkbox.
- Click the submit disclosure button to send the amendment to WAEC for processing.

Dashboard / Edit amended disclosure

## Edit amended disclosure

Original Disclosure

[DIS-001174 - Green Bay Party - Bob Test - 2024-2025](#)

Political entity \*  x Q Donor \*  x Q

Date received \*  Political contribution type \*

Amount \*

Version

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 1998.

### Attachments

**!** There are no folders or files to display.